

The eP2P Application's User Manual

A. SELF SERVICE MODULE

a. Introduction

Self service module is access by a normal user. They are able to view only their information. The training manual here is specifically for e-Data module.

To go to the e-Datamodule folder, user needs to click the **e-Data** button as displayed at the left of the screen as shown.

The screenshot shows the 'hr self service' interface. On the left, there is a vertical menu bar with several buttons: 'e-claim', 'e-data' (which is highlighted with a red box), 'e-financial', 'e-leave', 'e-policy', 'e-posting', 'e-training', 'e-form', and 'e-time'. Below these are sections for 'Industry specific' ('e-development', 'e-loan') and 'company specific' ('e-PE'). A 'Profile:' section follows. To the right, there is a 'Personal Information' form with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Below this is a list of nine options under 'Welcome to Employee Self Service. Please select the options below': 1. My Personal Information, 2. My Career History, 3. My Salary History, 4. My Benefits Entitlement, 5. My Family Information, 6. My Next of Kin Information, 7. My Contact Information, 8. My Academic, Tertiary & Professional Qualification, and 9. My Professional Membership. Each option has a 'Go' button next to it.

Figure 1a: Self Service Main Page

a. Pengenalan

Modul Self Service adalah untuk pengguna biasa di mana mereka hanya dapat melihat data berkenaan diri mereka sendiri sahaja. Dokumen ini hanya menerangkan cara penggunaan untuk modul e-Data.

Untuk memaparkan module e-Data, tekan pada butang **e-Data** yang berada di sebelah kiri skrin seperti di gambarajah.

This screenshot is identical to Figure 1a, showing the 'hr self service' interface with the 'e-data' button highlighted. The 'Personal Information' form and the list of nine options are also present, demonstrating the same functionality as the first figure.

Figure 1a: Self Service Main Page

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1.0 e-Data Module

The e-Data Module is for user to update personal information whenever changes occurred.

To go to the eP2P Application e-Data folder, user needs to click the **Self Service** button then click the **e-Data** button. Once done, the screen as displayed will appear. The following folders will appear:-

- My Personal Information
- My Spouse Information
- My Children Information
- My Parent Information
- My Next of Kin Information
- My Contact Information
- My Academic, Tertiary & Professional Qualification
- My Professional Membership
- My Movement History
- Change My Password
- My Recommender / Approver / Expert User

Figure 1.0a: Self Service e-Data Main Page

1.0 Modul e-Data

Module E-Data digunakan untuk mengemaskini data peribadi pegawai.

Untuk mengakses modul e-Data, pengguna perlu klik butang 'Self Service' kemudian diikuti dengan e-Data. Setelah selesai, skrin berikut akan terpapar yang mengandungi folder-folder berikut:

- My Personal Information
- My Spouse Information
- My Children Information
- My Parent Information
- My Next of Kin Information
- My Contact Information
- My Academic, Tertiary & Professional Qualification
- My Professional Membership
- My Movement History
- Change My Password
- My Recommender/Approver/Expert User

Figure 1.0a: Self Service e-Data Main Page

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1.1 Personal Information

My Personal Information is for user to change/update the personal information. For controlling purposes, only data in the box fields can be changed.

To go to the My Personal Information folder, user needs to click the **Go** button as displayed.

The screenshot shows the 'Personal Information' section of the e-Data application. It includes fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Below this is a welcome message: 'Welcome to e-Data. Please select the options below:'. A list of 11 items is provided, each with a 'Go' button:

1. My Personal Information **Go**
2. My Spouse Information **Go**
3. My Children Information **Go**
4. My Parent Information **Go**
5. My Next of Kin Information **Go**
6. My Contact Information **Go**
7. My Academic, Tertiary & Professional Qualification **Go**
8. My Professional Membership **Go**
9. My Movement History **Go**
10. Change My Password **Go**
11. My Recommender/Appraiser/Expert User **Go**

Figure 1.1a: Self Service Main Page

1.1 My Personal Information

My Personal Information digunakan untuk mengemaskinikan data peribadi pegawai. Walaubagaimanapun, bagi tujuan pengendalian, hanya beberapa data yang dipaparkan di dalam kotak sahaja boleh diubah.

Untuk mengakses folder My Personal Information, pengguna perlu klik pada butang **Go** button seperti yang dipaparkan.

The screenshot shows the 'Personal Information' section of the e-Data application. It includes fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Below this is a welcome message: 'Welcome to e-Data. Please select the options below:'. A list of 11 items is provided, each with a 'Go' button:

1. My Personal Information **Go**
2. My Spouse Information **Go**
3. My Children Information **Go**
4. My Parent Information **Go**
5. My Next of Kin Information **Go**
6. My Contact Information **Go**
7. My Academic, Tertiary & Professional Qualification **Go**
8. My Professional Membership **Go**
9. My Movement History **Go**
10. Change My Password **Go**
11. My Recommender/Appraiser/Expert User **Go**

Figure 1.1a: Self Service Main Page

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Once done, the screen as displayed will appear. User can now update his/her data and once done click the **Preview** button to confirm the updated data. Upload image is a must. Users can not go to the next page before uploaded the picture

e-Data - My Personal Information

Profile:

Salutation :
First Name :
Affix :
Last Name :
Gender :
Date of Birth :
NRIC (New) :
NRIC (Old) :
Age :
Race :
Religion :
Nationality :
Residence Status :
Marital Status : Tiada Maklumat
Married On :
Driving License Number :
Class Type (License) : - Select One -
Expiry Date (License) :
Passport Number :
Expiry Date (Passport) :
Place Of Birth :

size 120 x 160 pixel
no image found

Save | Delete | Browse...

Figure 1.1b: My Personal Information Page

Setelah selesai, skrin berikut akan dipaparkan. Pengguna kini boleh mengemaskini data peribadi masing-masing. Setelah selesai, klik pada butang Preview untuk mengesahkan bahawa data telah diubah. Memasukkan gambar adalah mandatori. Pengguna tidak boleh mengakses halaman berikutnya selagi tidak memuatnaik gambar.

e-Data - My Personal Information

Profile:

Salutation :
First Name :
Affix :
Last Name :
Gender :
Date of Birth :
NRIC (New) :
NRIC (Old) :
Age :
Race :
Religion :
Nationality :
Residence Status :
Marital Status : Tiada Maklumat
Married On :
Driving License Number :
Class Type (License) : - Select One -
Expiry Date (License) :
Passport Number :
Expiry Date (Passport) :
Place Of Birth :

size 120 x 160 pixel
no image found

Save | Delete | Browse...

Figure 1.1b: My Personal Information Page

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Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

This screenshot shows the 'My Personal Information - Preview' section of the eP2P application. On the left, there is a vertical navigation menu with categories: 'hr self service' (e-claim, e-data, e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time), 'industry specific' (e-development, e-loan), and 'company specific' (e-PE). Below the menu, it says 'Profile:'. The main area contains 'Personal Information' fields: EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Below these is a preview table titled 'e-Data - My Personal Information - Preview' with one row: No. 1, Field Name: Marital Status, Data: Bujang. At the bottom right are 'Back' and 'Save' buttons.

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini sebelum ini dan klik pada butang Save untuk disahkan.

This screenshot is identical to the one above, showing the 'My Personal Information - Preview' screen of the eP2P application. It displays the same personal information fields, preview table, and 'Back'/'Save' buttons.

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1.2 My Spouse Information

My Spouse Information is for user to change/update the spouse information.

To go to the My Spouse Information folder, user needs to click the **Go** button as displayed.

The screenshot shows the 'Self Service Main Page'. On the left, there is a vertical sidebar with various menu items: e-data, e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time, industry specific (e-development, e-loan), company specific (e-PE), and Profile. Below the sidebar, there is a section titled 'Personal Information' with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. A welcome message at the top says 'Welcome to e-Data. Please select the options below:' followed by a numbered list of 11 items. Item 2, 'My Spouse Information', is highlighted with a red box and has a 'Go' button next to it. The other items are: 1. My Personal Information, 3. My Children Information, 4. My Parent Information, 5. My Next of Kin Information, 6. My Contact Information, 7. My Academic, Tertiary & Professional Qualification, 8. My Professional Membership, 9. My Movement History, 10. Change My Password, and 11. My Recommender/Approver/Expert User, each with a 'Go' button.

Figure 1.2a: Self Service Main Page

1.2 My Spouse Information

My Spouse Information digunakan untuk mengemaskinikan data pasangan pegawai.

Untuk mengakses folder My Spouse Information, pengguna harus klik pada butang Go seperti tertera.

The screenshot shows the 'Self Service Main Page'. On the left, there is a vertical sidebar with various menu items: e-data, e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time, industry specific (e-development, e-loan), company specific (e-PE), and Profile. Below the sidebar, there is a section titled 'Personal Information' with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. A welcome message at the top says 'Welcome to e-Data. Please select the options below:' followed by a numbered list of 11 items. Item 2, 'My Spouse Information', is highlighted with a red box and has a 'Go' button next to it. The other items are: 1. My Personal Information, 3. My Children Information, 4. My Parent Information, 5. My Next of Kin Information, 6. My Contact Information, 7. My Academic, Tertiary & Professional Qualification, 8. My Professional Membership, 9. My Movement History, 10. Change My Password, and 11. My Recommender/Approver/Expert User, each with a 'Go' button.

Figure 1.2a: Self Service Main Page

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Once done, the screen as displayed will appear. To add or edit spouse, user can click the appropriate button or link. To see the details, click on **view details** link under Update column.

This screenshot shows the 'My Spouse Information' page. On the left, there is a vertical sidebar with categories: 'hr self service' (e-claim, e-data, e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time), 'industry specific' (e-development, e-loan), 'company specific' (e-tax-b, e-PER), and 'Profile'. The main content area has three sections: 'Personal Information' (with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, Work Status), 'e-Data - My Next of Kin Information' (with a table for 'Next of Kin's Name' and an 'Update' button, note: 'No record found in your kin's list. Click add button to insert your kin information on your list.'), and 'e-Data - My Next of Kin Information Status' (with a table for 'Date', 'Types', 'Details', and 'Status', note: 'No record found.'). A red box highlights the 'Add' button in the 'e-Data - My Next of Kin Information' section.

Figure 1.2b: My Spouse Information Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah info mengenai pasangan, pengguna boleh klik pada butang atau link yang bersesuaian. Untuk melihat lebih lanjut maklumat, tekan pada halaman **view details** di bawah ruangan Update.

This screenshot shows the 'My Spouse Information' page. The layout is identical to the previous one, with the same sidebar and sections: 'Personal Information', 'e-Data - My Next of Kin Information' (with a table for 'Next of Kin's Name' and an 'Update' button, note: 'No record found in your kin's list. Click add button to insert your kin information on your list.'), and 'e-Data - My Next of Kin Information Status' (with a table for 'Date', 'Types', 'Details', and 'Status', note: 'No record found.'). A red box highlights the 'Add' button in the 'e-Data - My Next of Kin Information' section.

Figure 1.2b: My Spouse Information Page

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Once done, user can now update the data and once done click the **Preview** button to confirm the updated data.

e-Data - My Spouse Information

Spouse First Name:

Spouse Affix:

Spouse Last Name:

DOB: [select]

Gender: Male

Race: Bumi-Malay

Religion: Islam/Muslim

NRIC No. (New):

NRIC No. (Old):

Working: No

Company Name:

Office Address 1:

Office Address 2:

Office Address 3:

Postcode:

State: Select One

Contact No.: (office)
 (mobile)

Email ID:

Income Tax No:

Tax Office:

Back **Preview**

Figure 1.2c: My Spouse Information Edit Page

Setelah selesai, pengguna boleh mengemaskini data dan kemudian klik pada butang **Preview** untuk tujuan pengesahan.

e-Data - My Spouse Information

Spouse First Name:

Spouse Affix:

Spouse Last Name:

DOB: [select]

Gender: Male

Race: Bumi-Malay

Religion: Islam/Muslim

NRIC No. (New):

NRIC No. (Old):

Working: No

Company Name:

Office Address 1:

Office Address 2:

Office Address 3:

Postcode:

State: Select One

Contact No.: (office)
 (mobile)

Email ID:

Income Tax No:

Tax Office:

Back **Preview**

Figure 1.2c: My Spouse Information Edit Page

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Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

This screenshot shows the 'My Spouse Information' preview page. The left sidebar lists various HR self-service modules. The main area displays 'Personal Information' and 'My Spouse Information' sections. The 'My Spouse Information' section contains a table with the following data:

No	Field Name	Data
1	Spouse First Name	Siti Khadijah
2	Spouse Mifc.	Male
3	Spouse Last Name	Muhammad
4	DOB	03/05/2004
5	Gender	Female
6	Race	Bumi-Malay
7	Religion	Islam/Muslim
8	Working	No
9	State	

At the bottom right, there are 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red box.

Figure 1.2d: My Spouse Information Preview Page

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan klik pada butang Save seperti yang tertera untuk disahkan.

This screenshot shows the 'My Spouse Information' preview page. The left sidebar lists various HR self-service modules. The main area displays 'Personal Information' and 'My Spouse Information' sections. The 'My Spouse Information' section contains a table with the following data:

No	Field Name	Data
1	Spouse First Name	Siti Khadijah
2	Spouse Mifc.	Male
3	Spouse Last Name	Muhammad
4	DOB	03/05/2004
5	Gender	Female
6	Race	Bumi-Malay
7	Religion	Islam/Muslim
8	Working	No
9	State	

At the bottom right, there are 'Back' and 'Save' buttons. The 'Save' button is highlighted with a red box.

Figure 1.2d: My Spouse Information Preview Page

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1.3 My Children Information

My Children Information is for user to change/update the children information.

To go to the My Children Information folder, user needs to click the **Go** button as displayed.

The screenshot shows the 'Personal Information' section of the application. It includes fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Name, Position, Company, Org. Area, Date Left, and Work Status. Below this is a list of options numbered 1 to 11. Option 3, 'My Children Information', is highlighted with a red box.

Figure 1.3a: Self Service Main Page

1.3 My Children Information

My Children Information digunakan untuk mengemaskinikan data anak pegawai.

Untuk mengakses folder *My Children Information*, pengguna harus klik pada butang **Go** seperti tertera.

The screenshot shows the 'Personal Information' section of the application. It includes fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Name, Position, Company, Org. Area, Date Left, and Work Status. Below this is a list of options numbered 1 to 11. Option 3, 'My Children Information', is highlighted with a red box.

Figure 1.3a: Self Service Main Page

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Once done, the screen as displayed will appear. To add or edit a child, user can click the appropriate button or link. To see the details of the data, click on **view details** link under Update column. **Add** button to add more information.

The screenshot shows a web-based application interface. On the left, there is a vertical sidebar with a dark blue background containing several menu items: 'hr self service' (with sub-options: e-claim, e-data, e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time), 'industry specific' (with sub-options: e-development, e-loan), 'company specific' (with sub-option: e-PE), and 'Profile'. The main content area has a light blue header bar with the text 'Personal Information' and an 'Info' button. Below this is a form with fields for Employee ID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. A note at the bottom of this section says 'No record found in your children's list. Click add button to insert your children information on your list.' Below this is another header bar 'e-Data - My Children Information' with a 'Child No.' input field, a 'Children Name' input field, and an 'Update' button. At the bottom right of this section are 'Back' and 'Add' buttons. The final section is titled 'e-Data - My Children Information Status' with columns for Date, Types, Details, and Status. A note at the bottom of this section says 'No record found.'

Figure 1.3b: My Children Information Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah info mengenai pasangan, pengguna boleh klik pada butang atau link yang bersesuaian. Untuk maklumat lebih lanjut, tekan pada halaman **view details** di bawah ruangan Update. Butang **Add** adalah untuk menambah maklumat.

This screenshot is identical to Figure 1.3b, showing the 'My Children Information' page of the eP2P application. It displays the same sidebar, personal information form, children information table, and status information table as the previous figure.

Figure 1.3b: My Children Information Page

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1.4 My Parent Information

My Parent Information is for user to change/update the parent of the staff information.

To go to the My Parent Information folder, user needs to click the **Go** button as displayed.

The screenshot shows the 'Personal Information' section with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Below this is a list of 11 options: 1. My Personal Information, 2. My Spouse Information, 3. My Children Information, 4. My Parent Information (highlighted with a red box), 5. My Next of Kin Information, 6. My Contact Information, 7. My Academic, Tertiary & Professional Qualification, 8. My Professional Membership, 9. My Movement History, 10. Change My Password, and 11. My Recommender/Approver/Expert User. Each option has a 'Go' button next to it.

Figure 1.4a: Self Service Main Page

1.4 My Parent Information

My Parent Information digunakan untuk mengemaskini data ibubapa pegawai sahaja.

Untuk mengakses folder My Parent Information, pengguna harus menekan pada butang **Go** seperti yang dipaparkan.

The screenshot shows the 'Personal Information' section with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Below this is a list of 11 options: 1. My Personal Information, 2. My Spouse Information, 3. My Children Information, 4. My Parent Information (highlighted with a red box), 5. My Next of Kin Information, 6. My Contact Information, 7. My Academic, Tertiary & Professional Qualification, 8. My Professional Membership, 9. My Movement History, 10. Change My Password, and 11. My Recommender/Approver/Expert User. Each option has a 'Go' button next to it.

Figure 1.4a: Self Service Main Page

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Once done, the screen as displayed will appear. To add or edit a parent, user can click the appropriate button or link. **Add** button is to add information of the parent.

The screenshot shows a web-based application interface. On the left, there is a vertical sidebar with a dark blue background containing several menu items: 'hr self service' (e-claim, e-data, e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time), 'industry specific' (e-development, e-loan), and 'company specific' (e-PE). Below these is a 'Profile:' section. The main content area has a light blue header bar with the text 'Personal Information'. Below this is a form with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. There is also a 'Parent Name' field and an 'Update' button. A message at the bottom states 'No record found in your parent's list. Click add button to insert your parent information on your list.' At the bottom right of the main content area are 'Back' and 'Add' buttons.

Figure 1.4b: My Parent Information Add/Update Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai ibubapa, pengguna boleh menekan pada butang atau link yang bersesuaian. Butang **Add** adalah untuk menambah maklumat ibubapa.

This screenshot is identical to Figure 1.4b, showing the 'My Parent Information Add/Update Page'. It features the same sidebar with 'hr self service', 'industry specific', and 'company specific' sections, along with a 'Profile:' section. The main content area displays the 'Personal Information' form and the 'e-Data - My Parent Information' section. The message at the bottom of the main content area is 'No record found in your parent's list. Click add button to insert your parent information on your list.' The 'Back' and 'Add' buttons are located at the bottom right.

Figure 1.4b: My Parent Information Add/Update Page

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Once done, user can now update/insert the data and once done click the **Preview** button located at the bottom to confirm the updated data.

Once in the Preview page, user able to click on **Send** for approval.

The screenshot shows the 'My Parent Information' edit page. On the left, there is a vertical sidebar with several buttons: e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time, industry specific (e-development, e-loan), company specific (e-PE), and Profile. The main area is titled 'Personal Information' and contains two sets of form fields. Each set includes fields for EID, Name, Org. Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Date Left, and Work Status. Below these are sections for 'Relationship', 'First Name', 'Affix', 'Last Name', 'Date of Birth', 'Gender', 'Race', 'Religion', 'NRIC Number (New)', 'NRIC Number (Old)', 'Working Status', 'Company Name', 'Home Address 1', 'Home Address 2', 'Home Address 3', 'Postcode', 'State', 'Contact Number (Home)', 'Contact Number (Mobile)', 'Email Address', 'Status', and 'Status Date'. The status dropdown is set to 'Active' and the status date is '31/12/9999'. At the bottom right of the page are 'Back' and 'Preview' buttons.

Figure 1.4c: My Parent Information Edit Page

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Setelah selesai, pengguna boleh mengemaskini/ menambah data dan kemudian tekan pada butang **Preview** yang terletak di bahagian bawah skrin untuk tujuan pengesahan.

Setelah berada di skrin Preview, terdapat butang **Send** untuk di hantarkan pengesahan.

The screenshot shows a web-based form titled "My Parent Information". The form is divided into two sections: "Personal Information" and "e-Data - My Parent Information".

Personal Information:

- EID: [Input Field]
- Org Grade: [Input Field]
- Org Unit: [Input Field]
- Sub. Unit: [Input Field]
- Date Joined: [Input Field]
- Year of Service: [Input Field]
- Name: [Input Field]
- Position: [Input Field]
- Company: [Input Field]
- Org. Area: [Input Field]
- Date Left: [Input Field]
- Work Status: [Input Field]

e-Data - My Parent Information:

- Relationship: [Select One]
- First Name: [Input Field]
- Affix: [Select One]
- Last Name: [Input Field]
- Date of Birth: [Input Field]
- Gender: [Select One]
- Race: [Select One]
- Religion: [Select One]
- NRIC Number (New): [Input Field]
- NRIC Number (Old): [Input Field]
- Working Status: [Select One]
- Company Name: [Input Field]
- Home Address 1: [Input Field]
- Home Address 2: [Input Field]
- Home Address 3: [Input Field]
- Postcode: [Input Field]
- State: [Select One]
- Contact Number (Home): [Input Field]
- Contact Number (Mobile): [Input Field]
- Email Address: [Input Field]
- Status: [Select One] (Active)
- Status Date: [Input Field] (31/12/9999)

Below the form, there are "Relationship", "First Name", "Affix", "Last Name", "Date of Birth", "Gender", "Race", "Religion", "NRIC Number (New)", "NRIC Number (Old)", "Working Status", "Company Name", "Home Address 1", "Home Address 2", "Home Address 3", "Postcode", "State", "Contact Number (Home)", "Contact Number (Mobile)", "Email Address", "Status", and "Status Date" fields, which appear to be repeated or placeholder entries.

At the bottom right of the form area, there are "Back" and "Preview" buttons.

Figure 1.4c: My Parent Information Edit Page

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1.5 My Next of Kin Information

My Next of Kin is for user to change/update the next of kin information.

To go to the My Next of Kin Information folder, user needs to click the Go button as displayed.

The screenshot shows the 'Self Service Main Page'. On the left, there is a vertical sidebar with several menu items under 'e-data', 'industry specific', and 'company specific'. Under 'Profile:', there is a link to 'e-PE'. The main content area has a dark header bar with the text 'Personal Information'. Below it is a form with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Date Left, and Year of Service. A welcome message 'Welcome to e-Data. Please select the options below:' is followed by a numbered list of 11 items. Item 5, 'My Next of Kin Information', is highlighted with a red box and has a 'Go' button to its right.

Figure 1.5a: Self Service Main Page

1.5 My Next of Kin Information

My Next of Kin digunakan untuk mengemaskini data ahli keluarga terdekat pegawai.

Untuk mengakses folder My Next of Kin Information, pengguna harus menekan butang Go seperti yang dipaparkan.

This screenshot is identical to Figure 1.5a, showing the 'Self Service Main Page'. The 'My Next of Kin Information' option is again highlighted with a red box and has a 'Go' button to its right.

Figure 1.5a: Self Service Main Page

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Once done, the screen as displayed will appear. To add or edit a kin, user can click the appropriate button or link. Click on **view details** link to see details of the information. **Add** button is use to add more information.

hr self service
e-claim
e-data
e-financial
e-leave
e-policy
e-posting
e-training
e-form
e-time

Industry specific
e-development
e-loan

company specific
e-PE

Profile:

Personal Information

EID :	Name :
Job Grade :	Position :
Org. Unit :	Company :
Sub. Unit :	Org. Area :
Date Joined :	Date Left :
Year of Service :	Work Status :

e-Data - My Next of Kin Information

Next of Kin's Name	Update
No record found in your kin's list. Click add button to insert your kin information on your list.	

e-Data - My Next of Kin Information Status

Date	Types	Details	Status
No record found.			

Figure 1.5b: My Next of Kin Page

*Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai ahli keluarga terdekat, pengguna boleh menekan pada butang atau link yang bersesuaian. Untuk melihat maklumat lebih lanjut, pengguna boleh menekan pada halaman **view details** di bawah ruangan Update. Butang **Add** adalah untuk menambah maklumat.*

Figure 1.5b: My Next of Kin Page

The eP2P Application's User Manual

Once done, user can now update the data and once done click the **Preview** button to confirm the updated data.

This screenshot shows the 'My Next of Kin Edit Page' of the eP2P application. On the left, there is a sidebar with various menu items: e-policy, e-posting, e-training, e-form, e-time, industry specific (e-development, e-loan), company specific (e-PE), and Profile. The main area is titled 'e-Data - My Next of Kin Information'. It contains fields for Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Position, Company, Org. Area, Date Left, and Work Status. Below these are fields for First Name, Affix, Last Name, Relationship, Tel. No., Office Tel. No., Mobile No., Address 1, Address 2, Address 3, Postcode, State, and Dependant. At the bottom right of the page are 'Back' and 'Preview' buttons, with 'Preview' being highlighted by a red box.

Figure 1.5c: My Next of Kin Edit Page

Setelah selesai, pengguna boleh mengemaskini data dan kemudian tekan pada butang Preview untuk tujuan pengesahan.

This screenshot shows the 'My Next of Kin Edit Page' of the eP2P application. The layout is identical to Figure 1.5c, featuring the sidebar on the left and the 'e-Data - My Next of Kin Information' form on the right. The 'Preview' button at the bottom right is highlighted with a red box.

Figure 1.5c: My Next of Kin Edit Page

The eP2P Application's User Manual

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

hr self service
e-dam
e-data
e-financial
e-leave
e-policy
e-peeling
e-training
e-form
e-time

industry specific
e-development
e-loan

company specific
e-PE

Profile:

Personal Information

EID	:	Name	:
Job Grade	:	Position	:
Org. Unit	:	Company	:
Sub. Unit	:	Org. Area	:
Date Joined	:	Date Left	:
Year of Service	:	Work Status	:

e-Data - My Next of Kin Information

No	Field Name	Data
1	Kin First Name	Siti Hajar
2	Kin Affix	Binti
3	Kin Last Name	Salleh
4	Tel. No.	0186993651
5	Address 1	12, Jalan 1C
6	Address 2	Taman Seri
7	Postcode	71000
8	State	Johor

Back Save

Figure 1.5d: My Next of Kin Preview Page

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang Save seperti yang tertera untuk disahkan.

hr self service
e-dam
e-data
e-financial
e-leave
e-policy
e-peeling
e-training
e-form
e-time

industry specific
e-development
e-loan

company specific
e-PE

Profile:

Personal Information

EID	:	Name	:
Job Grade	:	Position	:
Org. Unit	:	Company	:
Sub. Unit	:	Org. Area	:
Date Joined	:	Date Left	:
Year of Service	:	Work Status	:

e-Data - My Next of Kin Information

No	Field Name	Data
1	Kin First Name	Siti Hajar
2	Kin Affix	Binti
3	Kin Last Name	Salleh
4	Tel. No.	0186993651
5	Address 1	12, Jalan 1C
6	Address 2	Taman Seri
7	Postcode	71000
8	State	Johor

Back Save

Figure 1.5d: My Next of Kin Preview Page

The eP2P Application's User Manual

1.6 My Contact Information

My Contact Information is for user to change/update his/her address and contact information.

To go to the My Contact Information folder, user needs to click the **Go** button as displayed.

The screenshot shows the 'Self Service Main Page'. On the left, there is a vertical sidebar with several menu items under categories: 'e-data' (e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time), 'industry specific' (e-development, e-loan), and 'company specific' (e-PE). Below these is a 'Profile:' section. The main content area has a header 'Personal Information' with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Below this is a section titled 'Welcome to e-Data. Please select the options below:' containing a numbered list from 1 to 11. The item '6. My Contact Information' is highlighted with a red border. Each item in the list has a 'Go' button to its right.

Figure 1.6a: Self Service Main Page

1.6 My Contact Information

My Contact Information digunakan untuk mengemaskini alamat pegawai dan maklumat untuk dihubungi.

Untuk mengakses folder My Contact Information, pengguna harus menekan butang Go seperti yang dipaparkan.

This screenshot is identical to Figure 1.6a, showing the 'Self Service Main Page'. The left sidebar and the main content area with its various sections and buttons are the same. The '6. My Contact Information' option is again highlighted with a red border.

Figure 1.6a: Self Service Main Page

The eP2P Application's User Manual

Once done, the screen as displayed will appear. User can now update the contact information and once done click the **Preview** button.

The screenshot shows the 'e-Data - My Contact Information' page. On the left, there is a sidebar with buttons for 'e-form', 'e-time', 'industry specific' (with sub-options 'e-development' and 'e-loan'), 'company specific' (with sub-option 'e-PE'), and 'Profile'. The main content area is divided into two sections: 'Current Address' and 'Permanent Address'. Both sections contain fields for Address 1, Address 2, Address 3, Postcode, State, Contact No., and Email. The 'Current Address' section has values: Address 1: 6, Jalan Seri 1, Address 2: Taman Seri, Postcode: 53100, State: W.P Kuala Lumpur, Contact No.: 0345568922 (home), and Email: [redacted]. The 'Permanent Address' section has values: Address 1: 25, Jalan Teratai, Address 2: Taman Teratai, Postcode: 71200, State: Johor, Contact No.: [redacted] (home), and Email: [redacted]. At the bottom right of the page are 'Back' and 'Preview' buttons, with 'Preview' being highlighted by a red box.

Figure 1.6b: My Contact Information Page

Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh mengemaskini data dan kemudian tekan butang Preview untuk tujuan pengesahan.

The screenshot shows the 'e-Data - My Contact Information' page. The layout is identical to Figure 1.6b, with a sidebar on the left and 'Current Address' and 'Permanent Address' sections on the right. The data entered is the same as in Figure 1.6b. The 'Preview' button at the bottom right is highlighted by a red box.

Figure 1.6b: My Contact Information Page

The eP2P Application's User Manual

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

This screenshot shows the 'My Contact Information' preview page. On the left, there is a vertical sidebar with various menu items: e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time, industry specific (e-development, e-loan), company specific (e-PE), and Profile. The main area is titled 'Personal Information' and contains fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Below this is a table titled 'e-Data - My Contact Information' with 10 rows of address data. At the bottom right of the page are 'Back' and 'Save' buttons, with 'Save' being highlighted by a red box.

Figure 1.6c: My Contact Information Preview Page

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang Save seperti yang tertera untuk disahkan.

This screenshot shows the same 'My Contact Information' preview page as the previous one, but with the text in Indonesian. The sidebar and table structure are identical, with the 'Save' button highlighted by a red box at the bottom right.

Figure 1.6c: My Contact Information Preview Page

The eP2P Application's User Manual

1.7 My Academic, Tertiary & Professional Qualification

My Tertiary & Professional Information is for user to update his/her qualification information.

To go to the My Tertiary & Professional Information folder, user needs to click the **Go** button as displayed.

The screenshot shows the 'Self Service Main Page'. At the top, there are three input fields: 'Sub. Unit', 'Date Joined', and 'Year of Service'. To the right, there are three input fields: 'Org. Area', 'Date Left', and 'Work Status'. Below these fields is a 'Welcome to e-Data. Please select the options below:' message. A list of 11 items follows, each with a 'Go' button to its right. Item 7, 'My Academic, Tertiary & Professional Qualification', is highlighted with a red rectangular box around its 'Go' button.

1. My Personal Information	Go
2. My Spouse Information	Go
3. My Children Information	Go
4. My Parent Information	Go
5. My Next of Kin Information	Go
6. My Contact Information	Go
7. My Academic, Tertiary & Professional Qualification	Go
8. My Professional Membership	Go
9. My Movement History	Go
10. Change My Password	Go
11. My Recommender/Approver/Expert User	Go

Figure 1.7a: Self Service Main Page

1.7 My Academic, Tertiary & Professional Qualification

My Tertiary & Professional Information digunakan untuk mengemaskini maklumat kelayakan akademik pegawai.

Untuk mengakses folder My Tertiary & Professional Information, pengguna harus menekan pada butang Go seperti yang dipaparkan.

The screenshot shows the 'Self Service Main Page'. At the top, there are three input fields: 'Sub. Unit', 'Date Joined', and 'Year of Service'. To the right, there are three input fields: 'Org. Area', 'Date Left', and 'Work Status'. Below these fields is a 'Welcome to e-Data. Please select the options below:' message. A list of 11 items follows, each with a 'Go' button to its right. Item 7, 'My Academic, Tertiary & Professional Qualification', is highlighted with a red rectangular box around its 'Go' button.

1. My Personal Information	Go
2. My Spouse Information	Go
3. My Children Information	Go
4. My Parent Information	Go
5. My Next of Kin Information	Go
6. My Contact Information	Go
7. My Academic, Tertiary & Professional Qualification	Go
8. My Professional Membership	Go
9. My Movement History	Go
10. Change My Password	Go
11. My Recommender/Approver/Expert User	Go

Figure 1.7a: Self Service Main Page

The eP2P Application's User Manual

Once done, the screen as displayed will appear. User can now view by clicking the link or add the qualification by clicking the **Add** button.

Personal Information

EID	:	Name	:
Job Grade	:	Position	:
Org. Unit	:	Company	:
Sub. Unit	:	Org. Area	:
Date Joined	:	Date Left	:
Year of Service	:	Work Status	:

e-Data - My Tertiary & Professional Qualification

From	To	Level	Achievement
No record found. Click add button to insert information on your list.			

Back **Add**

e-Data - My Tertiary & Professional Qualification Status

Date	Type	Details	Status
No record found.			

Figure 1.7b: My Academic, Tertiary & Professional Qualification Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai kelayakan akademik, pengguna boleh menekan pada butang atau link yang bersesuaian.

Personal Information

EID	:	Name	:
Job Grade	:	Position	:
Org. Unit	:	Company	:
Sub. Unit	:	Org. Area	:
Date Joined	:	Date Left	:
Year of Service	:	Work Status	:

e-Data - My Tertiary & Professional Qualification

From	To	Level	Achievement
No record found. Click add button to insert information on your list.			

Back **Add**

e-Data - My Tertiary & Professional Qualification Status

Date	Type	Details	Status
No record found.			

Figure 1.7b: My Academic, Tertiary & Professional Qualification Page

The eP2P Application's User Manual

Once done, the screen as displayed will appear. Update the information and click the **Preview** button.

Personal Information

EID : Name :
Job Grade : Position :
Org. Unit : Company :
Sub. Unit : Org. Area :
Date Joined : Date Left :
Year of Service : Work Status :

e-Data - My Tertiary & Professional Qualification

Date From: 01/01/1980
Date To: 31/12/1984
Level: Universiti
Achievement: Ijazah
Institute: Universiti Malaya
Grade: 3.5

Back Preview

Figure 1.7c: Add My Academic, Tertiary & Professional Qualification Page

Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh mengemaskini data dan kemudian tekan pada butang Preview untuk tujuan pengesahan.

Personal Information

EID : Name :
Job Grade : Position :
Org. Unit : Company :
Sub. Unit : Org. Area :
Date Joined : Date Left :
Year of Service : Work Status :

e-Data - My Tertiary & Professional Qualification

Date From: 01/01/1980
Date To: 31/12/1984
Level: Universiti
Achievement: Ijazah
Institute: Universiti Malaya
Grade: 3.5

Back Preview

Figure 1.7c: Add My Academic, Tertiary & Professional Qualification Page

The eP2P Application's User Manual

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

The screenshot shows a web-based application interface. On the left, there is a vertical sidebar with several buttons grouped under three categories: 'e-financial' (e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time), 'industry specific' (e-development, e-ban), and 'company specific' (e-PE). Below these is a 'Profile:' section. The main content area has a dark blue header bar with the title 'Personal Information' and a sub-header 'e-Data - My Tertiary & Professional Qualification'. Below the sub-header is a message: 'Please confirm your data before you submit to your supervisor, press back button to edit again.' There are two tables: one for 'Personal Information' and one for 'e-Data - My Tertiary & Professional Qualification'. Both tables have columns for 'No', 'Field Name', and 'Data'. The 'Personal Information' table includes fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. The 'e-Data' table includes fields for Date From, Date To, Level, Achievement, Institute, and Grade. At the bottom right of the page are 'Back' and 'Save' buttons, with the 'Save' button being highlighted by a red box.

Figure 1.7d: My Academic, Tertiary & Professional Qualification Preview Page

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang Save seperti yang tertera untuk disahkan.

This screenshot is identical to Figure 1.7d, showing the same application interface and data entry screens. The 'Save' button at the bottom right is again highlighted with a red box.

Figure 1.7d: My Academic, Tertiary & Professional Qualification Preview Page

The eP2P Application's User Manual

1.8 My Professional Membership

My Professional Membership is for user to update his/her membership information.

To go to the My Professional Membership folder, user needs to click the **Go** button as displayed.

The screenshot shows the 'Self Service Main Page'. At the top, there are input fields for Sub. Unit, Date Joined, Org. Area, Date Left, and Work Status. Below these is a section titled 'Welcome to e-Data. Please select the options below:' containing a numbered list of 11 items. Item 8, 'My Professional Membership', is highlighted with a red rectangular box. Each item has a 'Go' button next to it.

Sub. Unit :	Date Joined :	Org. Area :
Year of Service :	Date Left :	Work Status :
Welcome to e-Data. Please select the options below:		
1. My Personal Information	Go	
2. My Spouse Information	Go	
3. My Children Information	Go	
4. My Parent Information	Go	
5. My Next of Kin Information	Go	
6. My Contact Information	Go	
7. My Academic, Tertiary & Professional Qualification	Go	
8. My Professional Membership	Go	
9. My Movement History	Go	
10. Change My Password	Go	
11. My Recommender/Approver/Expert User	Go	

Figure 1.8a: Self Service Main Page

1.8 My Professional Membership

My Professional Membership digunakan untuk mengemas kini maklumat kelayakan professional pegawai.

Untuk mengakses folder My Professional Membership, pengguna harus menekan pada butang **Go** seperti yang dipaparkan.

The screenshot shows the 'Self Service Main Page'. At the top, there are input fields for Sub. Unit, Date Joined, Org. Area, Date Left, and Work Status. Below these is a section titled 'Welcome to e-Data. Please select the options below:' containing a numbered list of 11 items. Item 8, 'My Professional Membership', is highlighted with a red rectangular box. Each item has a 'Go' button next to it.

Sub. Unit :	Date Joined :	Org. Area :
Year of Service :	Date Left :	Work Status :
Welcome to e-Data. Please select the options below:		
1. My Personal Information	Go	
2. My Spouse Information	Go	
3. My Children Information	Go	
4. My Parent Information	Go	
5. My Next of Kin Information	Go	
6. My Contact Information	Go	
7. My Academic, Tertiary & Professional Qualification	Go	
8. My Professional Membership	Go	
9. My Movement History	Go	
10. Change My Password	Go	
11. My Recommender/Approver/Expert User	Go	

Figure 1.8a: Self Service Main Page

The eP2P Application's User Manual

Once done, the screen as displayed will appear. User can now view by clicking the link or add the qualification by clicking the **Add** button.

The screenshot shows a dark-themed user interface for the eP2P application. On the left, there is a vertical sidebar with several buttons grouped under categories: e-financial (e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time), industry specific (e-development, e-loan), and company specific (e-PE). Below these is a 'Profile:' section. The main content area has three main sections: 'Personal Information' (with fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, Work Status), 'e-Data - My Professional Membership' (with a table for inserting information, currently empty, and a note: 'No record found. Click add button to insert your information.'), and 'e-Data - My Professional Membership Status' (with a table showing no records found). A red box highlights the 'Add' button in the 'e-Data' section.

Figure 1.8b: My Professional Membership Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai kelayakan professional pengguna boleh menekan pada butang atau link yang bersesuaian.

This screenshot is identical to Figure 1.8b, showing the same dark-themed interface and the same three sections: Personal Information, e-Data - My Professional Membership, and e-Data - My Professional Membership Status. A red box highlights the 'Add' button in the 'e-Data' section of the middle panel.

Figure 1.8b: My Professional Membership Page

The eP2P Application's User Manual

Once done, the screen as displayed will appear. Update the information and click the **Preview** button.

Personal Information

e-Data - My Professional Membership Information

Date From: 01/01/2009
Date To: 31/12/2011
Membership: ACCA
Membership No.: A1222458W

Back **Preview**

Figure 1.8c: Add My Professional Membership Page

Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh mengemaskini data dan kemudian tekan pada butang Preview untuk tujuan pengesahan.

Personal Information

e-Data - My Professional Membership Information

Date From: 01/01/2009
Date To: 31/12/2011
Membership: ACCA
Membership No.: A1222458W

Back **Preview**

Figure 1.8c: Add My Professional Membership Page

The eP2P Application's User Manual

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

The screenshot shows a web-based application interface. On the left, there is a vertical sidebar with several buttons: e-data, e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time, industry specific (e-development, e-loan), and company specific (e-PE). Below these is a 'Profile:' section with a line separator. The main content area is titled 'Personal Information' and contains fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Below this is a section titled 'e-Data - My Professional Membership Information' with a table showing data for four entries: Date From, Date To, Membership, and Membership No. At the bottom right of the main content area, there are 'Back' and 'Save' buttons, with the 'Save' button being highlighted by a red box.

Figure 1.8d: My Professional Preview Page

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang **Save** seperti yang tertera untuk disahkan.

This screenshot is identical to Figure 1.8d, showing the 'My Professional Preview Page' with the same data and layout. The 'Save' button at the bottom right is again highlighted with a red box.

Figure 1.8d: My Professional Preview Page

The eP2P Application's User Manual

1.9 My Movement History

My Movement History is for user to insert the historical data for any movement information.

To go to the My Movement History folder, user needs to click the **Go** button as displayed.



Figure 1.9a: Self Service Main Page

1.9 My Movement History

My Movement History digunakan untuk mengemaskini maklumat pergerakan jawatan pegawai.

Untuk mengakses folder My Movement History, pengguna harus menekan pada butang Go seperti yang dipaparkan.

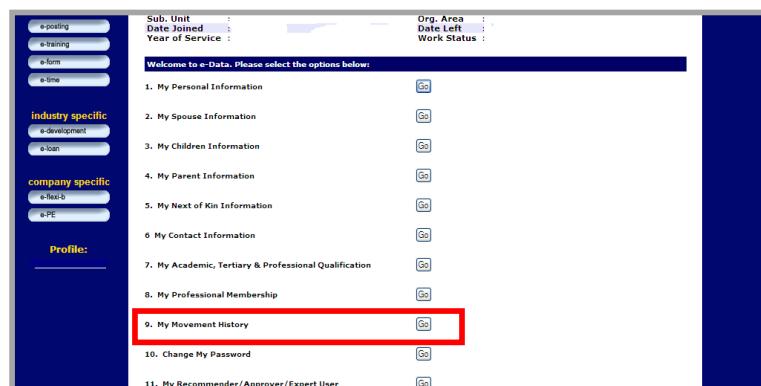


Figure 1.9a: Self Service Main Page

The eP2P Application's User Manual

Once done, the screen as displayed will appear. User can now add the historical data for their movement by clicking on **Add** button.

The screenshot shows a user interface for managing movement records. On the left, there is a sidebar with buttons for e-form, e-time, industry specific (e-development, e-loan), company specific (e-flexi-b, e-PE), and Profile. The main area has three tabs: 'e-data - My Movement Record', 'e-data - My Movement History', and 'e-data - My Pending Movement History'. The 'My Movement History' tab is active, displaying a table with columns: Effective On, Movement Type, Job Grade, Position, Department, Org. Area, and Function. It shows two entries: one from 21/11/2007 (Pertukaran Jabatan, W41, Aktaunant, BPOPA, Jabatan Aktaunant Negara Malaysia) and another from 02/11/2003 (Kenaikan Pangkat, W44, Aktaunant, Bahagian Operasi dan Sekuriti, Jabatan Aktaunant Negara Malaysia). At the bottom right of the table, there are 'Add' and 'Edit' buttons, with 'Add' being highlighted with a red box.

Figure 1.9b: My Movement History Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai pergerakan pegawai dengan menekan pada butang atau link yang bersesuaian. Butang **Add** adalah untuk menambah sejarah perkhidmatan.

This screenshot is identical to Figure 1.9b, showing the 'My Movement History' tab of the application. It displays the same historical movement data and the 'Add' button highlighted with a red box in the bottom right corner of the table.

Figure 1.9b: My Movement History Page

The eP2P Application's User Manual

If user click on Add button, before the next screen appear, they will ask to add how many rows to add. Once user decides to add 1 row, only 1 list will be appeared as shown. Keyed in the related information and then click on **Save**.

This screenshot shows the 'My Movement History Add Page'. On the left, there is a vertical sidebar with several menu items: e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time, industry specific (e-development, e-loan), company specific (e-PE), and Profile. The main area is titled 'Personal Information' and contains fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Below this is a section titled 'e-Data My Additional History' with a message asking 'How many history would you like to add for this session?'. A table with columns 'Items' and 'Details' is shown, containing rows for Effective Date, Movement Type, Job Grade, Position, Department, and Org. Area. At the bottom right of the page are 'Back' and 'Save' buttons, with 'Save' being highlighted by a red box.

Figure 1.9c: My Movement History Add Page

Sekiranya pengguna menekan pada butang Add, pengguna akan ditanya berapakah jumlah rekod yang ingin ditambah. Jika pengguna ingin menambah hanya 1 rekod, maka hanya 1 bahagian yang akan dipaparkan seperti di sebelah. Pengguna boleh memasukkan maklumat yang berkenaan dan kemudian tekan pada butang **Save**.

This screenshot is identical to Figure 1.9c, showing the 'My Movement History Add Page'. It features the same sidebar, personal information fields, history addition section, and table. The 'Save' button at the bottom right is again highlighted with a red box.

Figure 1.9c: My Movement History Add Page

The eP2P Application's User Manual

User is able to edit the data which has been approved by Expert User by click on **Edit** button but first click on the **radio button** to select the record.

The data that has been edited by user will appear in red color under My Pending Movement History screen. Once the amendment has been approved, the latest information will appear in My Movement History list.

Effective On	Movement Type	Job Grade	Position	Department	Org. Area	Function
17/06/2002	Pengesahan	W48	Akauntan (W48)	Institut Perakaunan Negara	Jabatan Aktauntan Negara Malaysia	<input checked="" type="radio"/>

Effective On	Movement Type	Job Grade	Position	Department	Org. Area	Function
21/11/2007	Pertukaran Jabatan	W41 Edit	Akauntan	BPOPA	Jabatan Aktauntan Negara Malaysia	<input checked="" type="radio"/>
02/11/2003	Kenaikan Pangkat	W44	Akauntan	Bahagian Operasi dan Sekuriti	Jabatan Aktauntan Negara Malaysia	<input checked="" type="radio"/>

Note: Only pending and recommended application are allowed to be cancelled.

Add Edit Delete

Figure 1.9d: My Movement History Edit Page

*Sekiranya berlaku kesilapan, pengguna boleh edit kembali data yang telah disahkan oleh Expert User tetapi pengguna harus menekan pada **radio button** untuk memilih rekod yang hendak dikemaskini dan kemudian tekan **Edit**.*

Data yang dikemaskini tadi akan dipaparkan dalam paparan Pending Items di sebelah bawah. Data yang dikemaskini tadi akan berwarna merah. Sehingga proses pengesahan oleh Expert User dilakukan, data yang dikemaskini tadi akan dipaparkan di dalam senarai My Movement History.

Effective On	Movement Type	Job Grade	Position	Department	Org. Area	Function
17/06/2002	Pengesahan	W48	Akauntan (W48)	Institut Perakaunan Negara	Jabatan Aktauntan Negara Malaysia	<input checked="" type="radio"/>

Effective On	Movement Type	Job Grade	Position	Department	Org. Area	Function
21/11/2007	Pertukaran Jabatan	W41 Edit	Akauntan	BPOPA	Jabatan Aktauntan Negara Malaysia	<input checked="" type="radio"/>
02/11/2003	Kenaikan Pangkat	W44	Akauntan	Bahagian Operasi dan Sekuriti	Jabatan Aktauntan Negara Malaysia	<input checked="" type="radio"/>

Note: Only pending and recommended application are allowed to be cancelled.

Add Edit Delete

Figure 1.9d: My Movement History Edit Page

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Once done click on **Save**, record will be send to the recommender and approver. The pending list can be seen at e-Data My Pending Movement History screen.

At this screen, user able to delete the created data by clicking on **Delete** button. If the data has been approved by Expert User, it cannot be deleted. If this happened, user needs to contact the Expert User to do the amendment either to delete or edit the data.

Effective On	Movement Type	Job Grade	Position	Department	Org. Area
17/06/2002	Pengesahan	W48	Aktaun	Institut Perakaunan Negara	Kementerian Kewangan

e-data - My Movement History						
Effective On	Movement Type	Job Grade	Position	Department	Org. Area	Function
21/11/2007	Pertukaran Jabatan	W41 Edit	Akauntan	BPOPA	Jabatan Aktaun Negara Malaysia	<input type="radio"/>
02/11/2003	Kenakan Pangkat	W44	Akauntan	Bahagian Operasi dan Sekuriti	Jabatan Aktaun Negara Malaysia	<input type="radio"/>

Note: Only pending and recommended application are allowed to be cancelled.

Effective On	Movement Type	Job Grade	Position	Department	Org. Area	Function
2007-11-21	Pertukaran Jabatan	W41 Edit	Akauntan	BPTM	Jabatan Aktaun Negara Malaysia	<input type="radio"/>

[Delete]

Figure 1.9e: My Movement History Pending List Page

Selesai menekan pada butang Save, rekod akan dihantar ke Recomender/Approver. Rekod yang masih belum diluluskan atau dicadangkan akan ditunjukkan pada skrin e-Data My Pending List Movement History di bahagian bawah sekali.

Di ruangan ini, pengguna boleh menekan butang **Delete** untuk menghapus data yang telah dicipta. Sekiranya data tersebut telah disahkan oleh Expert User, data tersebut tidak boleh dipadamkan. Sila hubungi Expert User untuk memadamkan rekod yang salah atau kembali kepada fungsi Edit untuk menukar data yang salah seperti di maklumat Edit Movement history di atas.

Effective On	Movement Type	Job Grade	Position	Department	Org. Area
17/06/2002	Pengesahan	W48	Aktaun	Institut Perakaunan Negara	Kementerian Kewangan

e-data - My Movement History						
Effective On	Movement Type	Job Grade	Position	Department	Org. Area	Function
21/11/2007	Pertukaran Jabatan	W41 Edit	Akauntan	BPOPA	Jabatan Aktaun Negara Malaysia	<input type="radio"/>
02/11/2003	Kenakan Pangkat	W44	Akauntan	Bahagian Operasi dan Sekuriti	Jabatan Aktaun Negara Malaysia	<input type="radio"/>

Note: Only pending and recommended application are allowed to be cancelled.

Effective On	Movement Type	Job Grade	Position	Department	Org. Area	Function
2007-11-21	Pertukaran Jabatan	W41 Edit	Akauntan	BPTM	Jabatan Aktaun Negara Malaysia	<input type="radio"/>

[Delete]

Figure 1.9e: My Movement History Pending List Page

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1.10 Change My Password

Change My Password is for user to periodically change his/her password of the eP2P Application. User is advised to change the password regularly in order to protect unauthorized accesses of his/her information by other people.

To go to the Change My Password, user needs to click the Go button as displayed on the right.

The screenshot shows a web-based application interface titled 'Welcome to e-Data. Please select the options below:'. On the left, there is a sidebar with various menu items under categories like 'e-posting', 'industry specific', 'company specific', and 'Profile'. The main area lists 11 numbered options. The 10th option, '10. Change My Password', is highlighted with a red rectangular box. At the top of the page, there are fields for 'Sub. Unit', 'Date Joined', 'Year of Service', 'Org. Area', 'Date Left', and 'Work Status'.

Figure 1.10a: Self Service Main Page

1.10 Change My Password

Change My Password digunakan untuk mengubah kata laluan pegawai di dalam aplikasi eP2P. Pengguna disarankan untuk menukar kata laluan secara teratur untuk melindungi maklumat pegawai daripada di akses oleh orang lain.

Untuk mengakses folder Change My Password, pengguna harus menekan pada butang Go seperti yang dipaparkan.

This screenshot is identical to Figure 1.10a, showing the 'Self Service Main Page' with the 'Change My Password' option highlighted by a red box. The interface includes a sidebar with various menu items and a list of 11 numbered options, with the 10th option ('Change My Password') being the target of the instruction.

Figure 1.10a: Self Service Main Page

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Once done, the screen as displayed will appear. In order to change the password, user needs to first enter his/her current password, then the new password and repeat the new password for confirmation. Once done, user needs to click the **Submit** button as displayed.

The screenshot shows the 'e-Data - Change My Password' page. On the left, there is a vertical sidebar with buttons for 'e-financial', 'e-leave', 'e-policy', 'e-posting', 'e-training', 'e-form', 'e-time', 'industry specific', 'e-development', 'e-loan', and 'company specific' (with 'e-PE' highlighted). Below this is a 'Profile:' section. The main area has three tabs: 'Personal Information', 'e-Data - Change My Password', and 'e-Data - Change My Password Status'. The 'e-Data - Change My Password' tab is active, showing fields for 'Old Password', 'New Password', and 'Confirm New Password'. A note at the bottom states: 'Note: Your new password must consist a minimum of eight-character and a maximum of twelve-character. It is recommended for you to use alphanumeric password e.g: your1234'. At the bottom right are 'Back', 'Reset', and 'Submit' buttons, with 'Submit' being highlighted with a red box.

Figure 1.10b: Change My Password Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk mengubah kata laluan, pengguna perlu mengisi kata laluan semasa, kemudian memasukkan kata laluan yang baru dan ulang kata laluan yang baru untuk pengesahan. Setelah selesai, pengguna perlu menekan pada butang Submit seperti yang dipaparkan.

The screenshot is identical to Figure 1.10b, showing the 'e-Data - Change My Password' page. The sidebar, main tabs, and note at the bottom are all present. The 'Submit' button at the bottom right is again highlighted with a red box.

Figure 1.10b: Change My Password Page

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1.11 My Recommender/Approver/Expert User

My Recommender / Approver / Expert User is for user to view the person where his/her online applications and submissions have been routed to for decision.

To go to the My Recommender / Approver / Expert User, user needs to click the **Go** button as displayed.

The screenshot shows the 'Self Service Main Page'. On the left, there is a vertical sidebar with several buttons: 'e-data', 'e-financial', 'e-leave', 'e-policy', 'e-posting', 'e-training', 'e-form', 'e-time', 'industry specific' (with 'e-development' and 'e-loan'), 'company specific' (with 'e-PE'), and 'Profile:'. The main area has a dark blue header with the text 'Personal Information' and fields for EID, Job Grade, Org. Unit, Sub. Unit, Date Joined, Year of Service, Name, Position, Company, Org. Area, Date Left, and Work Status. Below the header is a section titled 'Welcome to e-Data. Please select the options below:' containing a numbered list from 1 to 11. Each item in the list has a 'Go' button to its right. Item 11, '11. My Recommender/Approver/Expert User', is highlighted with a red border around its 'Go' button.

Figure 1.11a: Self Service Main Page

1.11 My Recommender/Approver/Expert User

My Recommender/Approver/Expert User digunakan untuk melihat individu yang akan membuat keputusan apabila pegawai memohon dan menghantar aplikasi secara dalam talian.

Untuk mengakses folder My Recommender / Approver / Expert User, pengguna harus menekan butang Go seperti yang dipaparkan.

This screenshot is identical to Figure 1.11a, showing the 'Self Service Main Page'. It features the same sidebar with buttons for various e-services and a similar layout for the main content area. The 'My Recommender/Approver/Expert User' option at the bottom of the numbered list is again highlighted with a red border around its 'Go' button.

Figure 1.11a: Self Service Main Page

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Once done, the screen as displayed will appear. User can now view the person in-charge of making decision on his/her online applications and submissions based on each Self Service module.

The screenshot shows a user interface for the 'Recommender/Approval/Expert User Page'. On the left, there is a vertical sidebar with a dark blue background. It contains several buttons grouped under three main categories: 'hr self service' (e-claim, e-data, e-financial, e-leave, e-policy, e-posting, e-training, e-form, e-time), 'industry specific' (e-development, e-loan), and 'company specific' (e-PE). Below these categories is a 'Profile:' section. On the right, the main content area has a light blue header bar with the text 'Personal Information' and an 'Info' button. Below this, there are two columns of input fields. The left column includes fields for 'EID', 'Job Grade', 'Org. Unit', 'Sub. Unit', 'Date Joined', and 'Year of Service'. The right column includes fields for 'Name', 'Position', 'Company', 'Org. Area', 'Date Left', and 'Work Status'. Below this section is another header bar labeled 'e-Data - My Workflow:'. Underneath it, there are three sections: 'Recommender' (Primary, Secondary), 'Approver' (Primary, Secondary), and 'Expert User' (Primary, Secondary). Each section has a 'Primary' button and a 'Secondary' button. At the bottom right of the main content area is a 'Back' button.

Figure 1.11b: My Recommender/ Approval/Expert User Page

Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh melihat pegawai yang bertanggungjawab dalam meluluskan sebarang perubahan di dalam setiap modul Self-Service yang dibuat secara aplikasi dalam talian.

This screenshot is identical to Figure 1.11b, showing the 'Recommender/Approval/Expert User Page'. The layout and structure are the same, including the sidebar on the left and the main content area on the right. However, the personal information fields in the 'Personal Information' section have been redacted with blue bars to protect sensitive data. The rest of the page, including the sidebar buttons and the workflow sections, remains visible.

Figure 1.11b: My Recommender/ Approval/Expert User Page