

MANUAL PENGGUNA (USER) MYCPD 2.0

Pengguna yang terlibat	Pengguna
Menu	Pendaftaran Pengguna
Sub - menu	1.1 Isi borang pendaftaran pengguna Public dan submit <input type="checkbox"/> Supervisor: Pilih 'Supervisor myCPD' (808080808080) <input type="checkbox"/> Email: valid email address

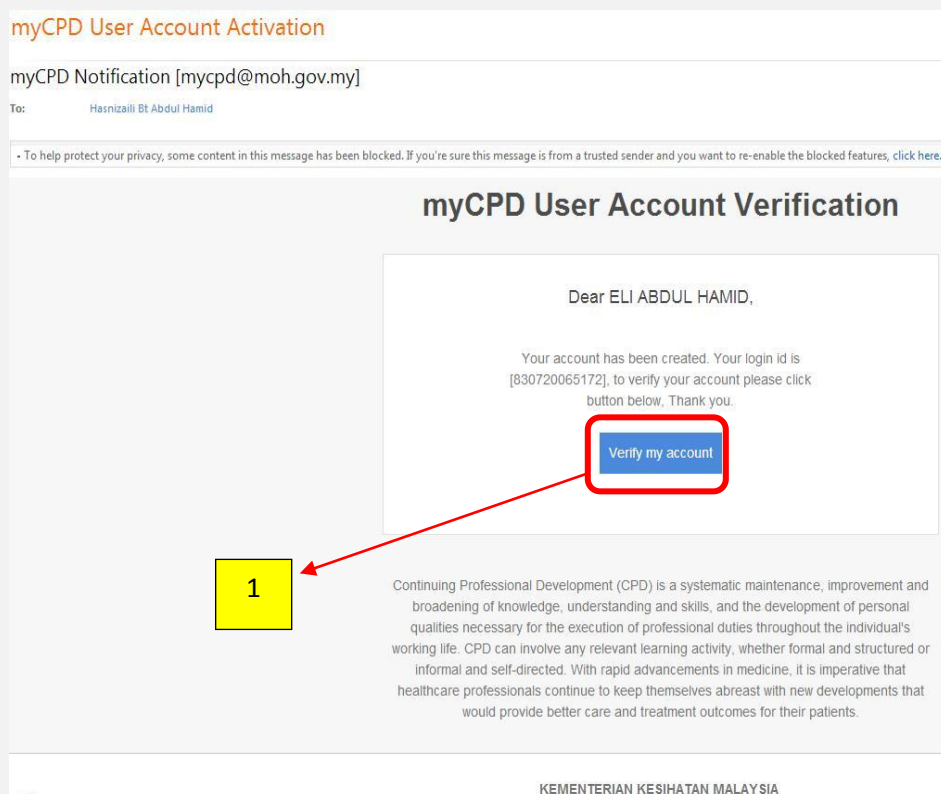
The screenshot displays the 'New User Registration Form (Public Sector)' on the myCPD portal. The form is divided into several sections: PERSONAL INFORMATION, ORGANISATION INFORMATION, USER CONTACT INFORMATION, and ACCOUNT/SECURITY INFORMATION. Five numbered yellow boxes with red arrows point to specific fields:

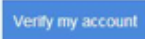
- 1** points to the 'HCP Category' dropdown menu, which is currently set to 'ASSISTANT FOOD TECHNOLOGIST'.
- 2** points to the 'Full Name' text input field.
- 3** points to the 'Identification Type' dropdown menu, which is currently set to 'MyKad'.
- 4** points to the checkbox labeled 'Same as organisation address' under the 'Mailing Address' section.
- 5** points to the blue 'Submit' button at the bottom of the form.

Other visible fields include 'MyKad No.', 'Grade of Post' (set to B17), 'Full Registration No.', 'NSR No.', 'Organisation', 'Organisation Address', 'Postcode', 'State' (set to Johor), 'District' (set to Asahan, Johor), 'Supervisor', 'Telephone No.', 'Extension No.', 'Mobile No.', 'Email', and 'Mailing Address'. The footer indicates '© Copyright 2016-2018 Kementerian Kesihatan Malaysia. All Rights Reserved.'

BIL	Ikon	LANGKAH -LANGKAH	Catatan
1	*	Maklumat yang wajib diisi oleh pengguna dan tidak boleh dibiarkan kosong	Mandatori
2	Free text	Mengisi maklumat di dalam kotak (free text) yang telah disediakan	
3	Drop box	Klik ikon drop box untuk pilihan atau carian	
4	Tick box	Klik ikon tick box apabila alamat organisasi adalah sama	
5	Butang submit	Klik ikon butang submit setelah semua maklumat lengkap diisi	

Pengguna yang terlibat	Pengguna
Menu	Pendaftaran Pengguna
Sub - menu	1.2 Aktif akaun melalui emel



BIL	Ikon	LANGKAH -LANGKAH	Catatan
1		Klik ikon verity my account untuk pengesahan pengaktifan emel	

Pengguna yang terlibat	Pengguna
Menu	1.3 Login ke sistem
Sub - menu	Muka hadapan

myCPD Ministry of Health, MALAYSIA
ONLINE MONITORING OF CONTINUING PROFESSIONAL DEVELOPMENT

ELI ABDUL HAMID

Dashboard

ELI ABDUL HAMID
Welcome to myCPD²
Last login 5/22/2017 3:03:45 PM from 10.106.160.20

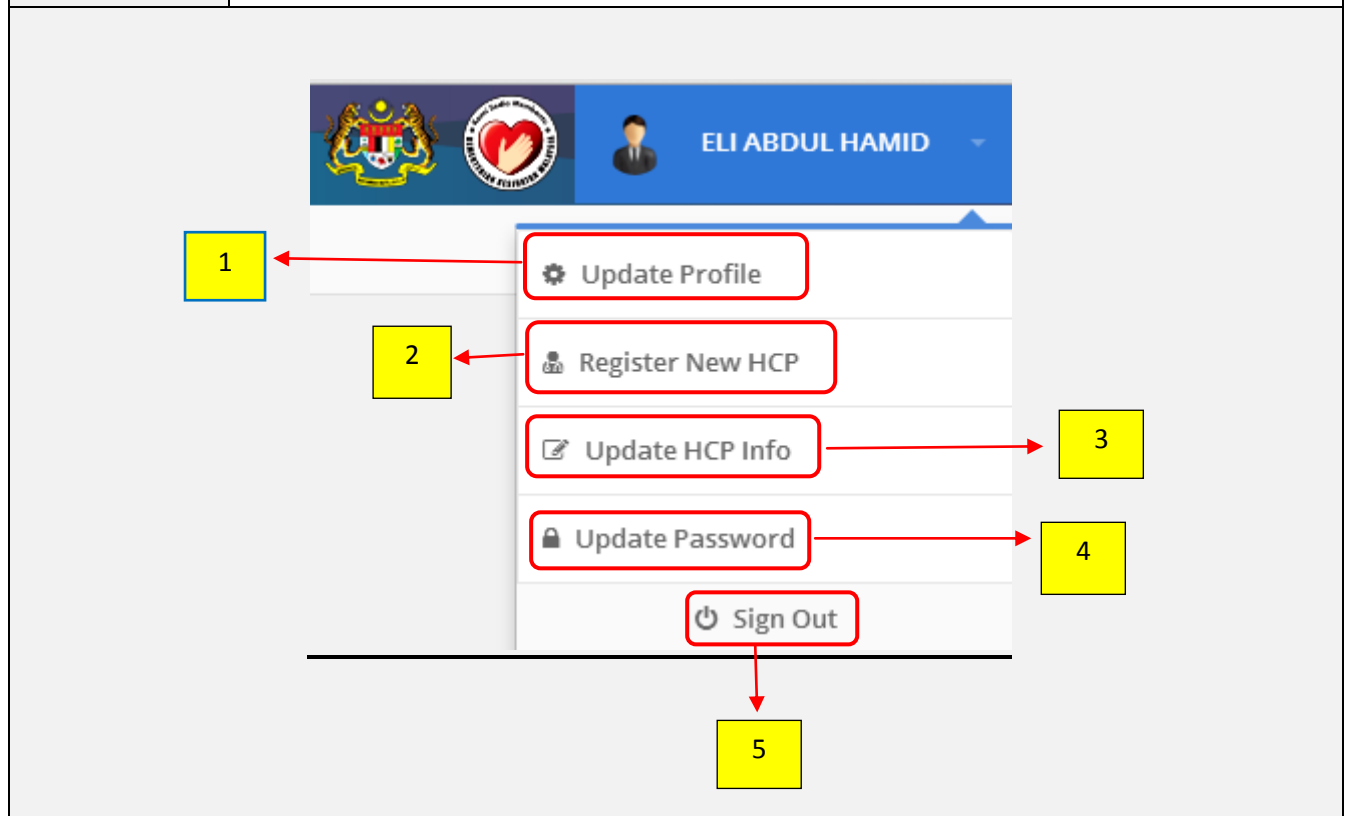
User Dashboard

Category	Count	Action
UNSUBMITTED WISHLIST	0	VIEW WISHLIST
PENDING ASSIGNED ACCEPTANCE	0	VIEW ASSIGNED PROGRAM
PENDING PROGRAM ASSESSMENT	0	VIEW PENDING ASSESSMENT
APPROVED POINTS	17	VIEW LOGBOOK DETAILS

My Events

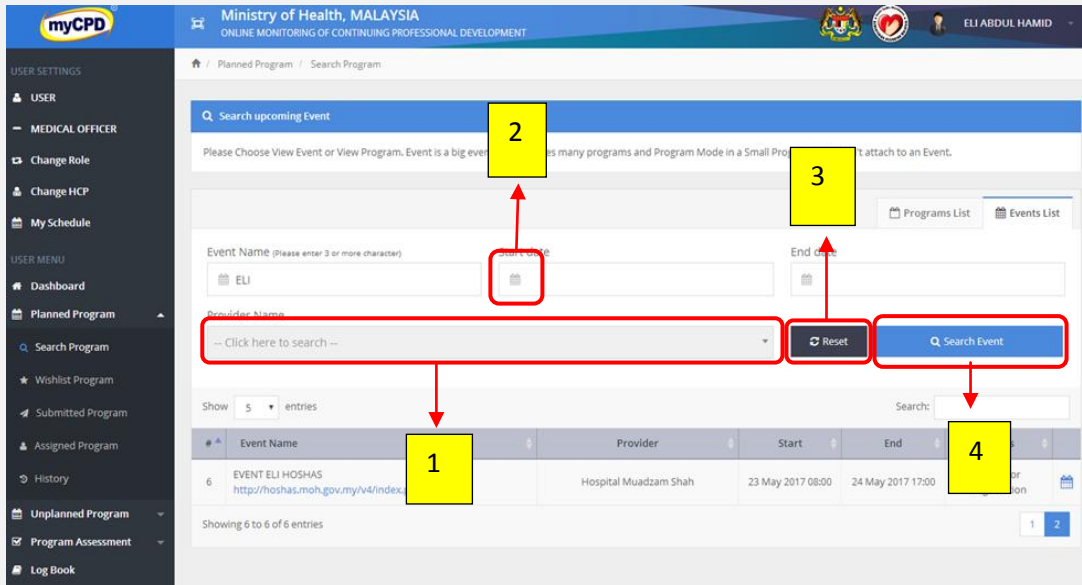
Event ID	Event Name	Date & Time
A2	Scientific Meetings: PROGRAM ELI DAY 1	02 May 2017 09:00
A3	Workshop: Kursus Pengurusan Kesihatan MEI 2017	04 May 2017 09:00
A2	Scientific Meetings: Program Hazree Day 1	02 May 2017 09:00
A3	Workshop: Hari Buah Pinggang	02 May 2017 08:00

Pengguna yang terlibat	Pengguna
Menu	Login ke sistem
Sub - menu	1.4 Update Profile 1.5 Register new HCP 1.6 Edit HCP 1.7 Update Password



BIL	Ikon	LANGKAH - LANGKAH	Catatan
1		Klik ikon update profile untuk pengemaskinian profile	
2		Klik ikon register new HCP untuk pendaftaran baru HCP	
3		Klik ikon update HCP info untuk mengemaskini maklumat HCP	
4		Klik ikon update passwod untuk kemaskini kata laluan	
5		Klik ikon sign out untuk keluar daripada sistem	

2. Tuntutan Mata Program Terancang - Public

Pengguna yang terlibat	Pengguna
Menu	2.1 User: Search Event Name and Add to Wishlist. Submit to Supervisor <input type="checkbox"/> Event Name: masukkan nama event. <input type="checkbox"/> Date Start & Date End: tarikh hari latihan.
Sub - menu	
	

BIL	Ikon	LANGKAH - LANGKAH	Catatan
1	Drop box	Klik drop box untuk pilihan atau carian	
2	Ikon date	Klik ikon tarikh untuk membuat pilihan tarikh yang dikehendaki	
3	Butang reset	Klik ikon reset untuk kosongkan maklumat yang diisi	
4	Butang search event	Klik ikon search event untuk membuat carian majlis yang dibuat	

Pengguna yang terlibat	Pengguna
Menu	
Sub-menu	

Event Details

EVENT NAME: EVENT ELI HOSHAS

SPEAKER CATEGORY: Local

EVENT URL: <http://hoshas.moh.gov.my/v4/index.php>

ESTIMATE PARTICIPANT: 20

EVENT DESCRIPTION: EVENT ELI HOSHAS AKAN DIADAKAN DI LOBI UTAMA HOSHAS

#	Program Name	Target User	Start Date/Time	End Date/Time	Participant	
1	PROGRAM ELI HOSHAS	Private & Public Sector	23 May 2017 08:00	24 May 2017 17:00	20	

Program Approval

PROGRAM NAME: PROGRAM ELI HOSHAS

TARGER USER: Private & Public Sector

START: 23 May 2017 08:00

END: 24 May 2017 17:00

PROGRAM DESCRIPTION: MELIBATKAN PARA DOKTOR

Provider Information

Provider Name: Hospital Muadzam Shah

PHONE/FAX NO: 09-4523333 / 4523088/09-4523055

EMAIL:

WEB:

Name: ELI

PHONE: 0162221092

EMAIL: hasnizaili@moh.gov.my

Name: N/A

PHONE: N/A

EMAIL: N/A

#	HCP Category	Category	SubCategory	Status	Point	Select
1	PEGAWAI PERUBATAN	A3 - Workshop	2 full days	Approved	10	

★ Add to Wishlist

2

1

BIL	Ikon	LANGKAH -LANGKAH	Catatan
1		Klik ikon untuk pilihan	
2		Klik ikon untuk masukkan dalam senarai wishlist	


Pengguna yang terlibat	Pengguna
Menu	
Sub-menu	

The screenshot shows the 'myCPD' interface. At the top, a blue notification box displays 'myCPD | Notification' and 'Successful' with an 'OK' button. Below this, the 'Program Approval' section is visible, featuring a table with columns for Program Name, Target User, Start, and End. A yellow box with the number '1' is positioned over the 'Program Description' field, which contains the text 'MELIBATKAN PARA DOKTOR'.

BIL	Ikon	LANGKAH -LANGKAH	Catatan
1	Notification box	Memaparkan pemberitahuan pilihan berjaya disimpan	

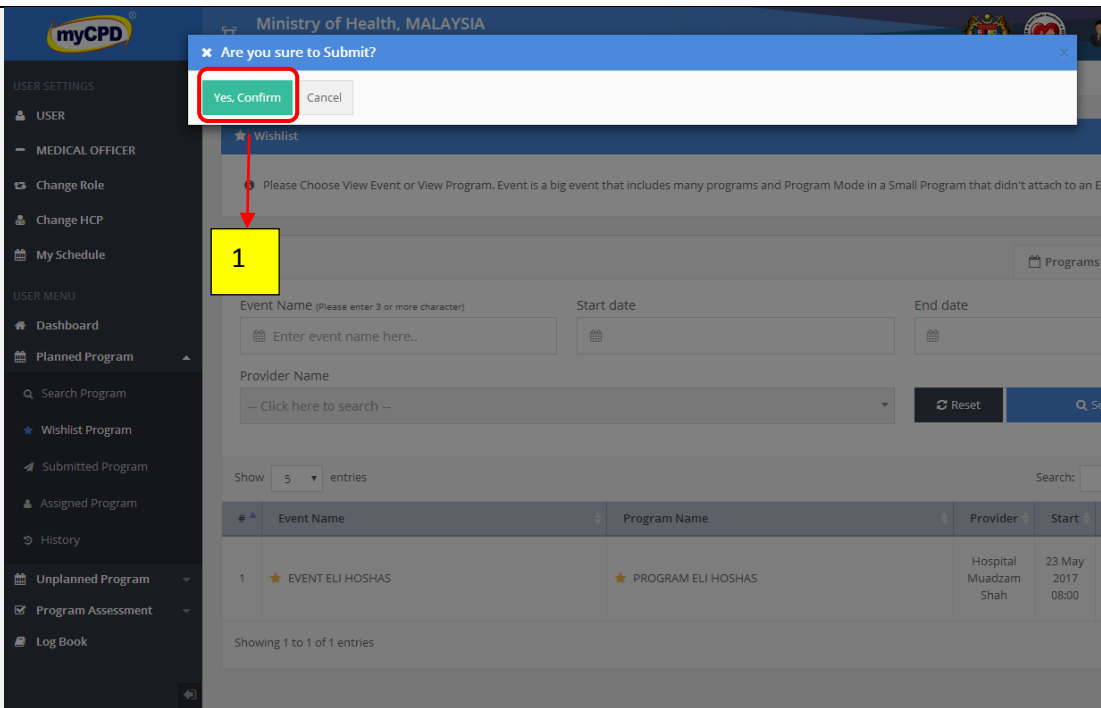
Pengguna yang terlibat	Pengguna
Menu	
Sub-menu	

The screenshot shows the 'myCPD' interface for the Ministry of Health, MALAYSIA. The user is logged in as ELI ABDUL HAMID. The main content area is titled 'Wishlist' and contains a search bar with fields for Event Name, Start date, and End date. Below the search bar is a table with the following data:

#	Event Name	Program Name	Provider	Start	End	
1	★ EVENT ELI HOSHAS	★ PROGRAM ELI HOSHAS	Hospital Muadzam Shah	23 May 2017 08:00	24 May 2017 17:00	

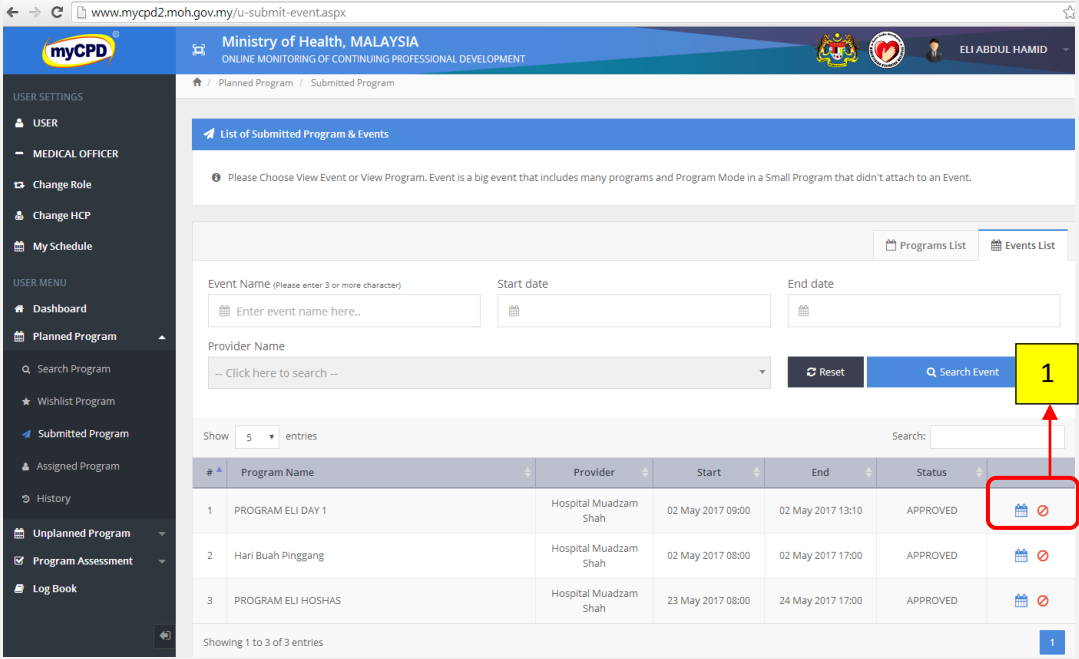
A red box highlights the green arrow icon in the table, and a yellow box with the number '1' is shown below it.

BIL	Ikon	LANGKAH - LANGKAH	Catatan
1		Klik ikon untuk menghantar kepada supervisor	







Pengguna	Pengguna
Menu	
Sub-menu	
	 <p>The screenshot shows the myCPD web application interface. A modal dialog box is open at the top, asking 'Are you sure to Submit?'. It has two buttons: 'Yes, Confirm' (highlighted with a red box and a red arrow) and 'Cancel'. Below the dialog, a yellow box with the number '1' is positioned. The background interface shows the 'Planned Program' section with a table of events. The table has columns for Event Name, Program Name, Provider, Start, and End. One event is listed: 'EVENT ELI HOSHAS' with program 'PROGRAM ELI HOSHAS' provided by 'Hospital Muadzam Shah' on '23 May 2017' at '08:00'.</p>

BIL	Ikon	LANGKAH - LANGKAH	Catatan
1		Klik ikon untuk kepastian menghantar kepada supervisor	

Pengguna yang terlibat	Pengguna
Menu	
Sub - menu	2.2 User: Check program approval status <input type="checkbox"/> Planned Program > Submitted Program: Semak status kelulusan program



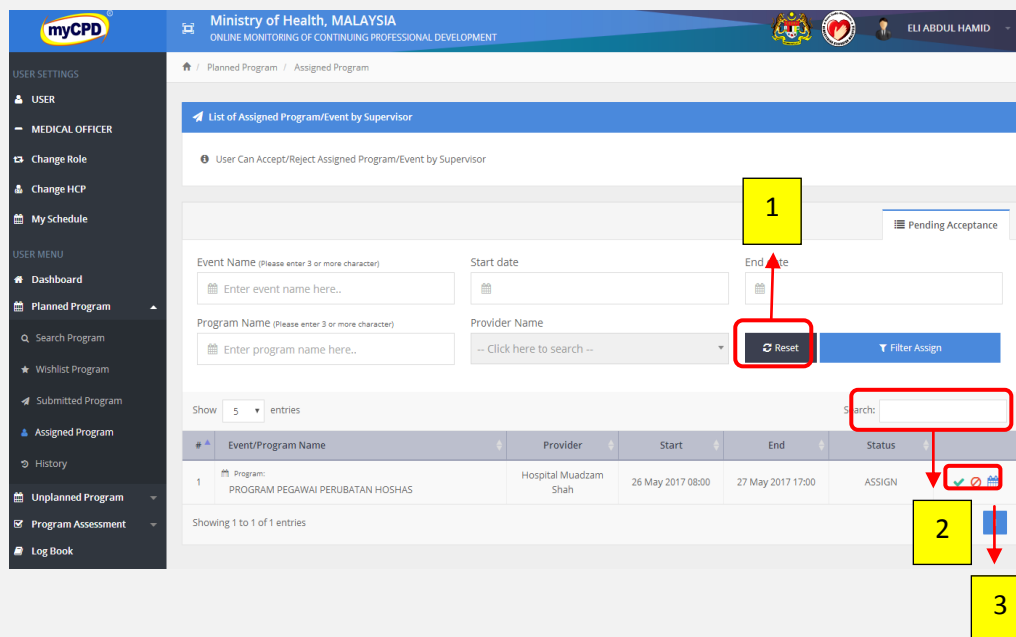
The screenshot shows the 'myCPD' web application interface. The left sidebar contains navigation menus for 'USER SETTINGS' and 'USER MENU'. The main content area is titled 'List of Submitted Program & Events'. It includes search filters for Event Name, Start date, End date, and Provider Name. Below the filters is a table with the following data:


#	Program Name	Provider	Start	End	Status	Actions
1	PROGRAM ELI DAY 1	Hospital Muadzam Shah	02 May 2017 09:00	02 May 2017 13:10	APPROVED	 
2	Hari Buah Pinggang	Hospital Muadzam Shah	02 May 2017 08:00	02 May 2017 17:00	APPROVED	 
3	PROGRAM ELI HOSHAS	Hospital Muadzam Shah	23 May 2017 08:00	24 May 2017 17:00	APPROVED	 

A red box highlights the 'view' icon in the first row of the table. A yellow box with the number '1' and an arrow points to this icon.

BIL	Ikon	LANGKAH - LANGKAH	Catatan
1		Klik ikon view untuk melihat maklumat yang dipaparkan	

Pengguna yang terlibat	Pengguna
Menu	
Sub - menu	<input type="checkbox"/> Planned Program > Assigned Program: Accept assigned program

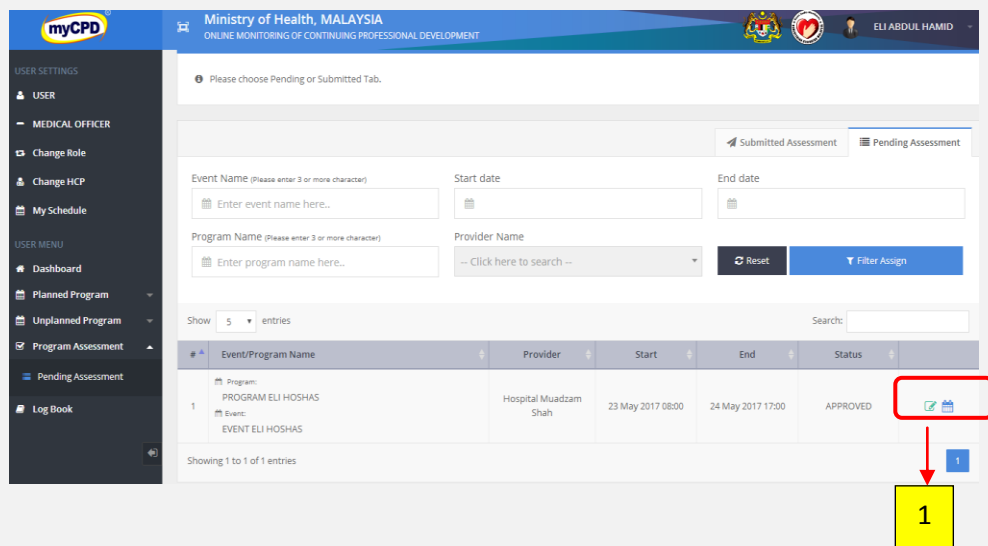


BIL	Ikon	LANGKAH - LANGKAH	Catatan
1	Butang reset	Klik ikon reset untuk kosongkan maklumat yang diisi	
2	Butang search	Klik ikon search untuk membuat carian	
3		Klik ikon untuk terima assigned program	

Pengguna yang terlibat	Pengguna
Menu	
Sub - menu	

BIL	Ikon	LANGKAH -LANGKAH	Catatan
1		Klik ikon untuk pengesahan	

Pengguna yang terlibat	Pengguna
Menu	2.3 User: Fill up assessment form
Sub - menu	□ Program Assessment > Pending Assessment: Isi borang penilaian dan submit



BIL	Ikon	LANGKAH -LANGKAH	Catatan
1		Klik ikon untuk penilaian aktiviti	

Pengguna yang terlibat	Pengguna
Menu	
Sub - menu	

BIL	Ikon	LANGKAH - LANGKAH	Catatan
1	 	Klik ikon submit untuk menghantar penilaian	

Pengguna yang terlibat	
Menu	2.4 User: View logbook
Sub - menu	

myCPD

USER SETTINGS

USER

MEDICAL OFFICER

Change Role

Change HCP

My Schedule

USER MENU

Dashboard

Planned Program

Unplanned Program

Program Assessment

Log Book

A3 Workshops/ Courses/ Fellowships/ attachment etc. (include hands-on & skills courses)

Planned Hari Buah Pinggang 02/05/2017 02/05/2017 30 10 10

Planned PROGRAM ELI HOSHAS 23/05/2017 24/05/2017 30 10 10

Sub-Total 20 20

A4 CME sessions/ other professional activities e.g. Topic seminar, Forum, Lectures, Journal Club, Formal Ward rounds (teaching rounds), Clinic attendance, Hospital clinical meeting, Video show, Video conferencing, Reflective Notes, Morbidity and mortality re

A5 Presentation at Accredited meeting

A6 Publication of articles in journal/chapters in book/reports

A7 Self Study / Group Study / Distance Learning

A8 CME Online

A9 Post-basic courses

A10 Education

A11 Involvement as committee or project member

B1 Edition

B2 Other supporting activities related to personal development and self-improvement

B3 Attended Annual General Meeting of societies/Association/NGO registered with Register Of Society (ROS)

Grand-Total 27 27

CPD Credit Points Equivalent (cumulative)

Total Cumulative Points: 27

Total Actual Points: 27

Close Print Logbook

1

ELI ABDUL HAMID

27 APPROVED POINTS

VIEW LOGBOOK DETAILS

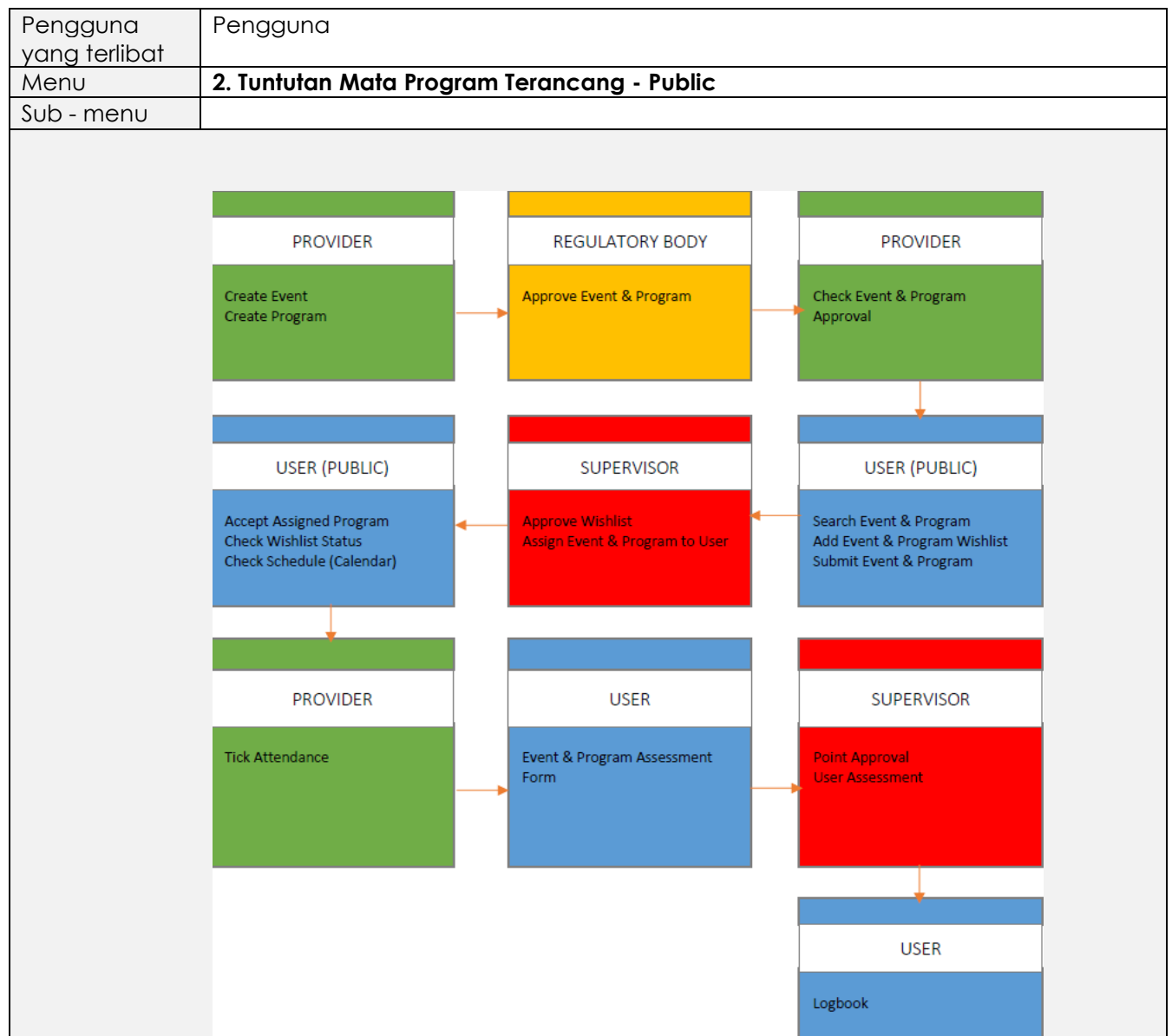
02 May 2017 09:00

04 May 2017 09:00

02 May 2017 09:00

02 May 2017 08:00

BIL	Ikon	LANGKAH - LANGKAH	Catatan
1		Klik ikon untuk mencetak	

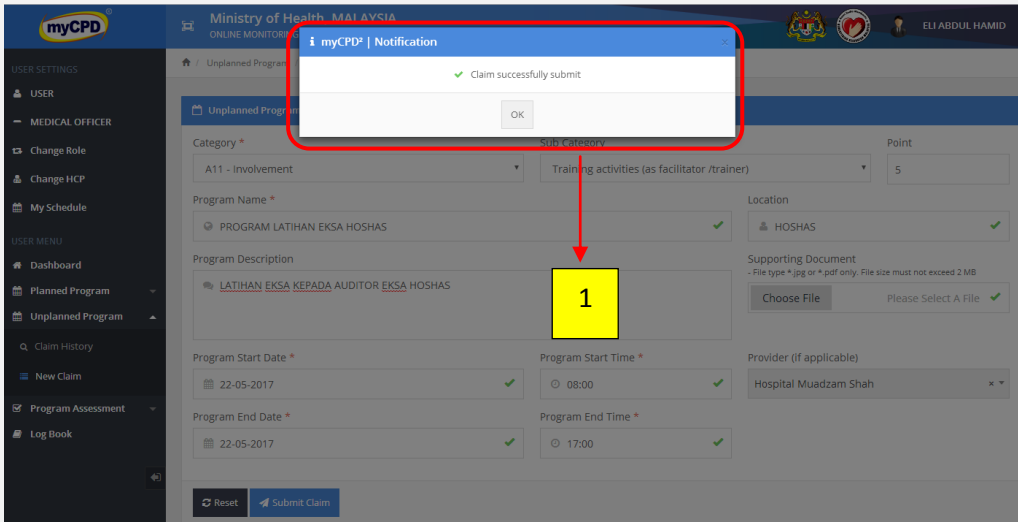


3. Unplanned Point Approve Flow

Pengguna yang terlibat	Pengguna
Menu	3.1. User : Fill in Unplanned Form
Sub - menu	

The screenshot shows the 'Unplanned Program Claim Form' in the myCPD system. The form is titled 'Unplanned Program / New Claim'. It contains several sections: 'Category' (A11 - Involvement), 'Sub Category' (Training activities (as facilitator /trainer)), 'Point' (5), 'Program Name' (PROGRAM LATIHAN EKSA HOSHAS), 'Program Description' (LATIHAN EKSA KEPADA AUDITOR EKSA HOSHAS), 'Program Start Date' (22-05-2017), 'Program Start Time' (08:00), 'Program End Date' (22-05-2017), 'Program End Time' (17:00), 'Location' (HOSHAS), and 'Supporting Document'. The form also includes a 'Reset' button and a 'Submit Claim' button. Numbered callouts 1 through 4 highlight specific elements: 1 points to the Category dropdown, 2 points to the Program End Time field, 3 points to the Reset button, and 4 points to the Submit Claim button.

BIL	Ikon	LANGKAH -LANGKAH	Catatan
1	Drop box	Klik drop box untuk pilihan atau carian	
2	Ikon date	Klik ikon tarikh untuk membuat pilihan tarikh yang dikehendaki	
3	Butang reset	Klik ikon reset untuk kosongkan maklumat yang diisi	
4	Submit claim	Klik ikon untuk menghantar claim	


Pengguna yang terlibat	Pengguna
Menu	
Sub - menu	
 <p>The screenshot shows the 'myCPD' interface for the Ministry of Health, Malaysia. A notification box at the top states 'Claim successfully submit'. Below it, a form for 'Unplanned Program' is visible, containing fields for Category, Program Name, Program Description, Program Start/End Date, and Program Start/End Time. A yellow box with the number '1' is placed over the 'Submit Claim' button at the bottom right of the form.</p>	

BIL	Ikon	LANGKAH - LANGKAH	Catatan
1	Notification	Klik ikon untuk pengesahan notifikasi	

Pengguna yang terlibat	Pengguna
Menu	
Sub - menu	3.2. User : Logbook

Planned	PROGRAM ELI HOSHAS	23/05/2017	24/05/2017	30	10	10
				Sub-Total	20	20
A4	CME sessions/ other professional activities e.g. Topic seminar, Forum, Lectures, Journal Club, Formal Ward rounds (teaching rounds), Clinic attendance, Hospital clinical meeting, Video show, Video conferencing, Reflective Notes, Morbidity and mortality re					
A5	Presentation at Accredited meeting					
A6	Publication of articles in journal/chapters in book/reports					
A7	Self Study / Group Study / Distance Learning					
A8	CME Online					
A9	Post-basic courses					
A10	Education					
A11	Involvement as committee or project member					
Claim	PROGRAM LATIHAN EKSA HOSHAS	22/05/2017	22/05/2017	20	5	5
				Sub-Total	5	5
B1	Edition					
B2	Other supporting activities related to personal development and self-improvement					
B3	Attended Annual General Meeting of societies/Association/NGO registered with Register Of Society (ROS)					
				Grand-Total	32	32
CPD Credit Points Equivalent (cumulative)						
Total Cumulative Points: 32						
Total Actual Points: 32						
				Print Logbook	1	

BIL	Ikon	LANGKAH - LANGKAH	Catatan
1		Klik ikon untuk mencetak	

Pengguna yang terlibat	Pengguna
Menu	3. Unplanned Point Approve Flow
Sub - menu	
 <pre> graph LR subgraph Step1 [USER] A[Fill in Unplanned Form] end subgraph Step2 [SUPERVISOR] B[Approve Unplanned Request] end subgraph Step3 [USER] C[Logbook] end A --> B B --> C </pre>	