



UNIVERSITY OF MALAYA

USER MANUAL

DO5 – Placement Workstream

(PLACEMENT ADVERTISEMENT)

Workstream: D05 – Placement Workstream

Prepared on: 20th Jan 2020

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DOCUMENT OWNERSHIP INFORMATION

Program Identifier	
Project Identifier	PROJECT INTEGRATED STUDENT INFORMATION SYSTEM (PRINTIS)
Sponsor	UNIVERSITI MALAYA
Program Director	PROF. DR. FAISAL RAFIQ BIN MAHAMAD ADIKAN
Project Manager	PUAN MARINA MANSOR
Confidentiality	

DOCUMENT NAME AND VERSION CONTROL

Document Location		365: PrInTIS – Project - Management	
Document Name		D05: Placement	
Version	Date	Prepared By	Reasons for Issues / Changes
1.0	20/1/2020	Fatin Qurratul 'Aini Binti Mohd Subari	

DOCUMENT VERIFICATION

Role	Name	Signature
Business Analyst	CIK NUR BAITI 'AFINI BINTI NORMADHI PEGAWAI PROJEK PUSAT TEKNOLOGI MAKLUMAT	
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Technical Analyst	CIK FATIN QURRATUL 'AINI MOHD SUBARI PEMBANTU PROJEK PUSAT TEKNOLOGI MAKLUMAT	
Technical Analyst	MOHAMAD SYEK RIZZUAN BIN ABU BAKAT PELAJAR LATIHAN INDUSTRI PUSAT TEKNOLOGI MAKLUMAT	
Business Owner	DR. PONMALAR A/P N ALAGAPPAR TIMBALAN PENGARAH (LATIHAN INDUSTRI) PUSAT PENCETUS BAKAT & LATIHAN INDUSTRI (CITra)	
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Business Owner	PUAN AZLINA BINTI SARDI KETUA PENOLONG PENDAFTAR FAKULTI PERUBATAN	
Business Owner	CIK MAHERAN BINTI ZAINAL ABIDIN PENOLONG PENDAFTAR KANAN FAKULTI PERGIGIAN	
Business Owner	EN. SHAHRUL NIZAM BIN MAHFUDZ PENOLONG PENDAFTAR KANAN FAKULTI PERGIGIAN	

DOCUMENT PURPOSE

The purpose of this document is to provide a summary of the workstream for the Placement of Universiti Malaya. It describe the objectives and the criteria by which success in achieving those objectives will be measured. It contains process maps and describes requirements. This document will be completed iteratively until the designated milestone for completion of the design phase for D05: Placement as laid out in the high level project schedule. Therefore changes to the design will be managed under strict change control.

INTENDED AUDIENCE

This document is intended to guide the Placement team in configuring a solution to meet the requirements identified herein. It is also intended to describe the new processes to stakeholders and to provide the means by which advice can be delivered to the project team as to the appropriateness and desirability of the new process.

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1. ONLINE STUDENT PLACEMENT APPLICATION

1.1 GLOSSARY

SITS Entity	Description	Remark
PAV	Placement Availability	
PLC	Placement	
PLP	Placement Provider	
PLT	Placement Type	
PPC	Placement Provider Contact	
PPD	Placement Provider Description	
PSA	Placement Subject Area	
SPA	Student Placement Application	
SPE	Student Placement Evaluation	
SPJ	Student Placement Journal	
SPL	Student Placement Record	

2. ROLES AND RESPONSIBILITY



Faculty Admin

- Allocate Coordinator
- Document Management



Provider

- Setup Provider Records
- Approve Placement Application
- Submit Outstanding Evaluation
- View Student Currently on Placement



Central Admin

- Create New Provider
- Setup Provider Records
- Identify Provider and Placement Duplications



Coordinator

- Allocate Site Visit Lecturer
- Approve Student Placement Application
- Approve Placement Withdrawal Application
- View Student Currently on Placement



Lecturer

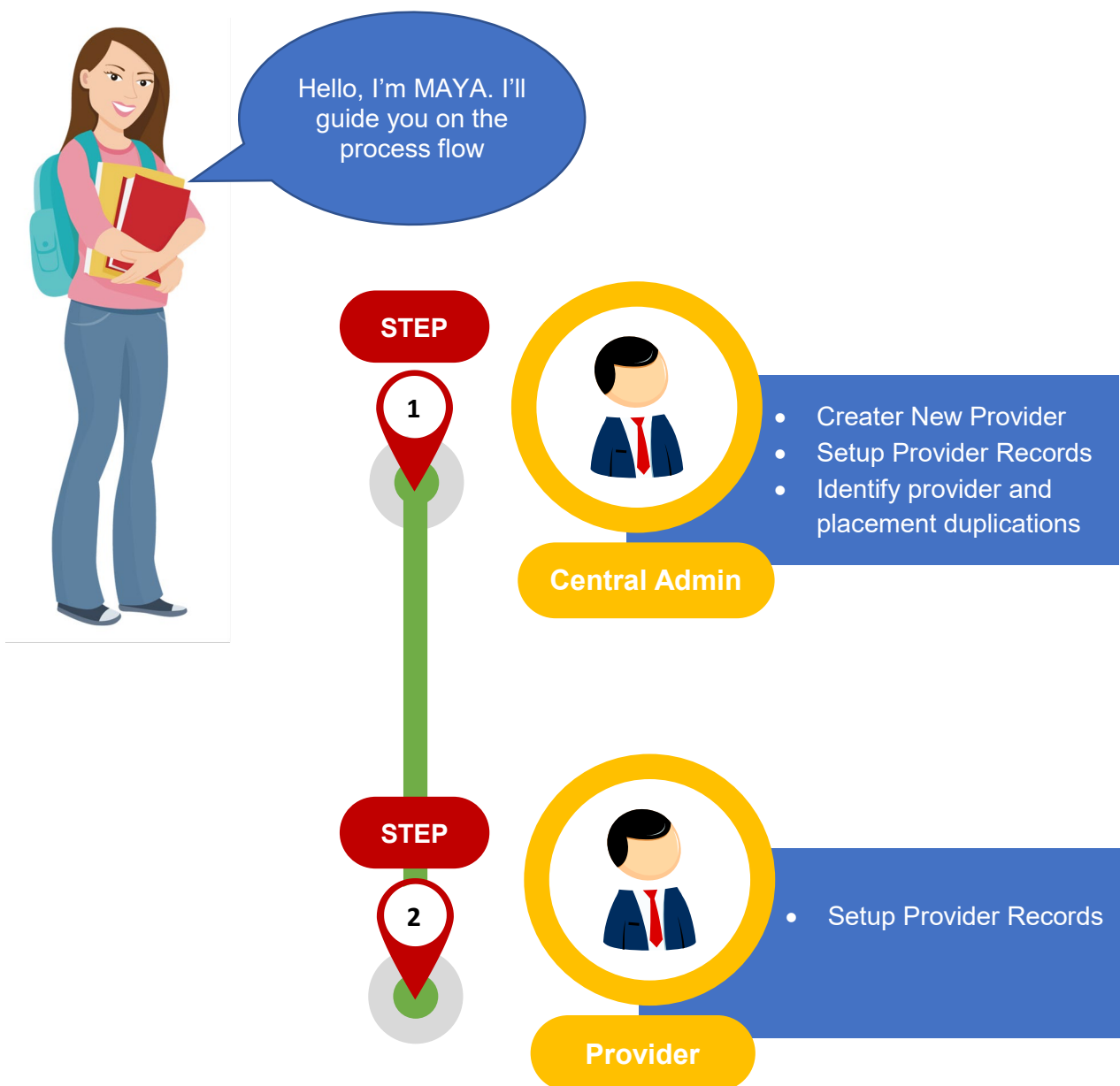
- Download Document
- Outstanding Evaluation
- View My Current Student



Student

- Apply New Placement Application
- Apply New Provider
- Apply Placement Withdrawal
- Submit Student Assessment
- Download Document

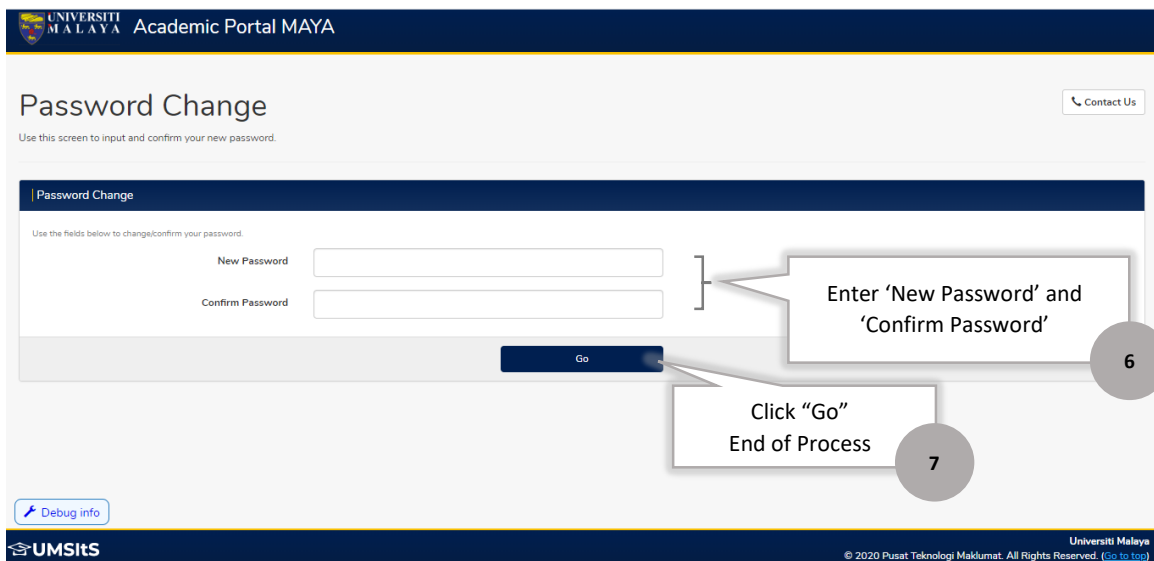
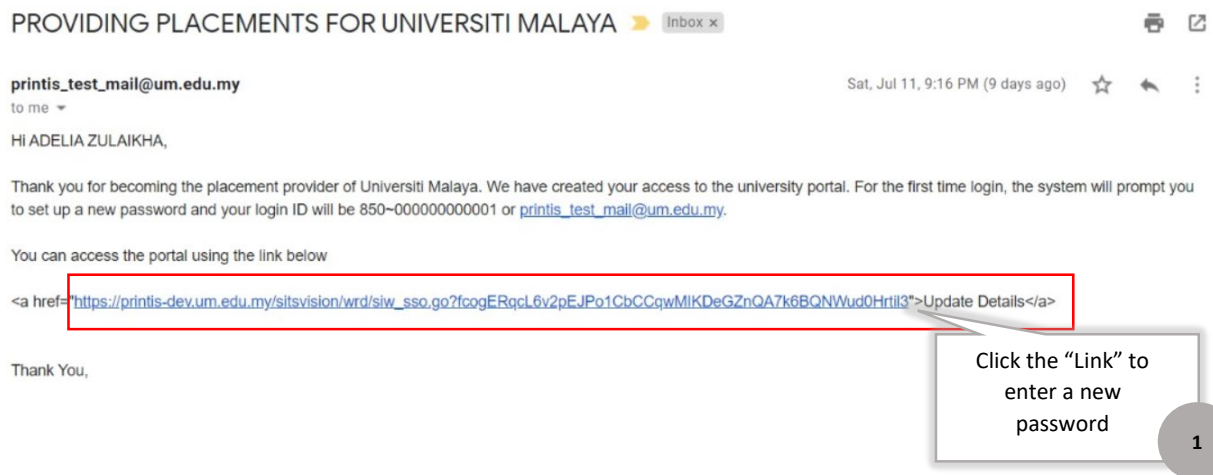
3. PROCESS FLOW



4. USER MANUAL

This User Manual will show and explain how the placement provider setup with the e:Vision Portal. Here is the screenshots of e:Vision Portal.

4.1 LOGIN PAGE E:VISION PORTAL



4.2 LOGIN PAGE E:VISION PORTAL

Go to the portal Academic Portal – MAYA <http://maya.um.edu.my>

The screenshot shows the 'Academic Portal MAYA' login interface. At the top, there is a header with the University of Malaya logo and the text 'Academic Portal MAYA'. Below this is a 'System Message' box containing instructions for staff and students. The main login area is titled 'Log in to MAYA' and contains two input fields: 'Username' and 'Password'. A 'Log in' button is located below the password field. To the right of the login fields, there is a callout box with the text 'Enter 'Username' (your email or id given in the link and 'Password'' and a circled number '1'. Below the login fields, there is another callout box with the text 'Click "Log In"' and a circled number '2'. The page also features the 'UMSITS ENROLMENT' logo and the University of Malaya logo. The footer includes the UMSITS logo, the copyright notice '© 2019 Pusat Teknologi Maklumat. All Rights Reserved.', and a link to 'Go to top'.

UNIVERSITI MALAYA Academic Portal MAYA

System Message

- All staff and students are entitled to a University Malaya email account can access to MAYA.
- As the format of University email addresses, please use the following setting:
 - Staff: Please ensure you have active an UMMAIL account and use your UMMAIL username and password to login.
 - Students: Please ensure you have an active SiswaMail account, use siswamailusername@perdana.um.edu.my as username and siswamail password to login.
- For help and support, please go to UM Help Desk

Log in to MAYA

Username

Password

Log in

Enter 'Username' (your email or id given in the link and 'Password'

1

UMSITS ENROLMENT

Click "Log In"

2

UNIVERSITI MALAYA RINTIS

UMSITS

Universiti Malaya

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4.3 PLACEMENT PROVIDER MAIN PAGE

4.3.1 Update Provider Details

Screenshot 1: Placement Provider Main Page

Click "Update Provider Details" to view the 'Provider Details' page.

1

Screenshot 2: View Provider Details Page

Click "Edit Provider Details"

2

Page 1: Placement Provider Main Page

UNIVERSITI MALAYA Placement Provider

Placement Provider

Contact Us

Update Provider Details Offer Placements Download Document Evaluation

Current Details

Outstanding Approvals Outstanding Evaluations Students currently on Placement My Placements

Student	Placement Name	Start Date	End Date	Approval
No Approvals Outstanding				

Students on Previous Placements Students on Future Placements

Debug info

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Page 2: View Provider Details

UNIVERSITI MALAYA Placement Provider

View Provider Details Provider Description

Provider Name: Fujifilm Malaysia

Industrial Type:

Placement Type:

Contact Address:

Fax Number:

HP Number:

Number of Staff:

Web Address:

Updated Date: 16/Jan/2020

Placements Offer

Placement Name	Name of Person In-charge	Department	Type	Allowance	State	Branch
----------------	--------------------------	------------	------	-----------	-------	--------

Placements Contacts

Full Name	Job Title	Email	Phone Number
Natasha Abdullah		printis_test_mail@um.edu.my	

Back Edit Provider Details Edit Contact Details

Debug info

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UNIVERSITI MALAYA Placement Provider

Placement Provider Maintenance

This screen can be used to maintain or view your Placement Provider data.

[Contact Us](#)

Choose 'Country'

- 1 NOT SPECIFIED
- 2 NOT APPLICABLE
- 999 NIL
- A01 AFGHANISTAN
- A02 ALBANIA
- A03 ALGERIA
- A04 ANDORRA
- A05 ANGOLA
- A06 ARGENTINA

If 'Malaysia', Choose 'District'

District *

State *

Postcode *

Number *

and 'State'

State *

Postcode *

Number *

Search for your selected record(s)

Provider Name * FUJIFILM MALAYSIA

Industrial Type *

Placement Type *

Address Line 1 *

Street *

Postcode *

Fax Number *

HP Number *

Number of Staff *

Web Address *

☒ Active?

Back Next

Choose 'Industrial Type'

- GOVERNMENT
- GOVERNMENT LINKED COMPANY
- PRIVATE

Choose 'Placement Type'

- ADVERTISING, PUBLIC RELATION, MARKETING SERVICE
- AGRICULTURE
- ARCHITECTURAL SERVICES
- ARTS
- CHEMICALS AND ALLIED PRODUCTS
- CONSTRUCTION
- CORPORATE MANAGEMENT SERVICES
- EDUCATION
- ENGINEERING
- ENVIRONMENTAL SERVICES
- FAST MOVING CONSUMER GOODS

Update the Placement Provider Data

Click "Next"

UNIVERSITI MALAYA Placement Provider

Placement Provider Maintenance

This screen can be used to maintain or view your Placement Provider data.

[Contact Us](#)

Placement Provider data

Placement Provider Code* 744

Description*

Store

Update the Provider Description Data

Click "Store" End of Process

UNIVERSITI MALAYA Placement Provider

Placement Provider Details

View Provider Details

Provider Name: Fujifilm Malaysia
 Industrial Type: Government Linked Company
 Placement Type: Telecommunications
 Contact Address: 22, Jalan Jurunilai U1/20, Seksyen U1, Hicom-Glenmarie Industrial Park, 40150 Kuantan, Pahang, Malaysia
 Fax Number: 0355698288
 HP Number: 0355698388
 Number of Staff: 1000
 Web Address: www.fujifilm.com.my
 Updated Date: 16/Jan/2020

Provider Description

At Fujifilm we create innovative products and deliver effective solutions in a wide variety of fields to serve society, contribute to the quality of life, and enhance environmental sustainability.

The provider details after store

Placements Offer

Placement Name	Name of Person in-charge	Department	Type	Allowance	State	Branch
----------------	--------------------------	------------	------	-----------	-------	--------

Placements Contacts

Full Name	Job Title	Email	Phone Number
Natasha Abdullah		printis_test_mail@um.edu.my	

Click "Edit Contact Details"

3

Debug info Back Edit Provider Details Edit Contact Details

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UNIVERSITI MALAYA Placement Provider

Placement Contact Maintenance

This screen can be used to maintain or view your Placement Contact data.

Placement Provider Contact data

Now showing 1 of 1

This table contains all the Placement Contact information for your selected record(s).

Placement Provider Code * 744

Short Name *

Full Name * NATASHA ABDULLAH

Job Title *

Email Address * printis_test_mail@um.edu.my

Telephone Number *

Update the Placement Provider Contact Data

3a

Debug info Add New Contact Store

If wants to create new contact, click "Add New Contact"

Click "Store" End of Process

3b(i) 3b

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UNIVERSITI MALAYA

Placement Provider

Placement Contact Maintenance

Contact Us

This screen can be used to maintain or view your Placement Contact data.

Placement Provider Contact data

Now showing 2 of 1

This table contains all the Placement Contact information for your selected record(s).

Placement Provider Code *

744

FUJIFILM MALAYSIA

Short Name *

Full Name *

Job Title *

Email Address *

Telephone Number *

☒ Active

☒ In Use

Store

Debug info

Click "Store"

End of Process

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(Go to top)

3b(ii)

3b(iii)

UNIVERSITI MALAYA

Placement Provider

Placement Provider Details

Contact Us

View Provider Details

Provider Description

Provider Name:

Fujifilm Malaysia

Industrial Type:

Government Linked Company

Placement Type:

Telecommunications

Contact Address:

22, Jalan Jurunilai U1/20, Seksyen U1,
Hicom-Glenmarie Industrial Park,
40150 Kuantan,
Pahang, Malaysia

Fax Number:

0355698288

HP Number:

0355698388

Number of Staff:

1000

Web Address:

www.fujifilm.com.my

Updated Date:

16/Jan/2020

At Fujifilm we create innovative products and deliver effective solutions in a wide variety of fields to serve society, contribute to the quality of life, and enhance environmental sustainability.

Placements Offer

Placement Name	Name of Person in-charge	Department	Type	Allowance	State	Branch

Placements Contacts

Full Name	Job Title	Email	Phone Number
Natasha Abdullah	Manager	printis_test_mail@um.edu.my	01112430903
Zuliana Aziz	Pegawai	printis_test_mail@um.edu.my	0115437565

Debug info

Back

Edit Provider Details

Edit Contact Details

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(Go to top)

The provider contact details after store.

The new contact will receive the email to allow access the system

3b(ii)

3b(iii)

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User Manual D05 – Placement (Placement Advertisement)

4.3.2 Offer Placements

The first screenshot displays the 'Placement Provider' dashboard. At the top, there is a header with the 'UNIVERSITI MALAYA' logo and a 'Placement Provider' tab. Below the header, there are three main action buttons: 'Update Provider Details' (red), 'Offer Placements' (dark blue), and 'Download Document Evaluation' (yellow). A callout box with the number '1' points to the 'Offer Placements' button, containing the text: 'Click "Offer Placements" to view the "Placements Offer" page.' Below these buttons is a 'Current Details' section with tabs for 'Outstanding Approvals', 'Outstanding Evaluations', 'Students currently on Placement', and 'My Placements'. The 'Outstanding Approvals' tab is active, showing a table with columns: Student, Placement Name, Start Date, End Date, and Approval. The table currently displays 'No Approvals Outstanding'. At the bottom of the dashboard, there is a 'Debug info' button and a footer with 'UMSITS' and 'Universiti Malaysia' logos.

The second screenshot displays the 'Offer Placements' page. At the top, there is a header with the 'UNIVERSITI MALAYA' logo and a 'Placement Provider' tab. Below the header, there is a 'List of Placements Offer for FUJIFILM MALAYSIA' section. This section contains a table with columns: Placement Name, Department, Placement Type, Start Date, End Date, and Name of Person in-charge. The table currently displays 'No Offer Placement'. A callout box with the number '2' points to the '+ Add New Placement Offer' button, containing the text: 'Click "Add New Placements Offer"'. Below the table, there is a 'Return to Placement Management Provider Screen' button. At the bottom of the page, there is a 'Debug info' button and a footer with 'UMSITS' and 'Universiti Malaysia' logos.

UNIVERSITI MALAYA Placement Provider

Placement Offers Maintenance

[Contact Us](#)

If you wants to update the address, please go and click on the Update Provider Details button.

Placement data

Placement Provider Code* 744

Placement Name*

Department*

Placement Type* Choose an option

Country* MALAYSIA

District* KUANTAN

State* PAHANG

Name of Person in-charge* Choose an option

Availability Start Date*

Availability End Date*

Default No. of Student

Allowance

Placement Days*
 ☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☐ Saturday
 ☐ Sunday

Job Requirements*

☒ Active?

☒ In Use?

Choose 'Placement Type'

ADVERTISING, PUBLIC RELATION, MARKETING SERVICE

AGRICULTURE

ARCHITECTURAL SERVICES

ARTS

CHEMICALS AND ALLIED PRODUCTS

CONSTRUCTION

Choose 'Provider Contact'

NATASHA ABDULLAH

ZULIANA AZIZ

Select the days

Click "Store" End of Process

[Debug info](#) [Back](#) [Store](#)

UNIVERSITI MALAYA Placement Provider

Offer Placements

[Contact Us](#)

List of Placements Offer for FUJIFILM MALAYSIA [+ Add New Placement Offer](#)

Placement Name	Department	Placement Type	Start Date	End Date	Name of Person in-charge	State	No. Placement Availability
Accounts Assistant	Finance	Financial Services	16/Jan/2020	29/May/2020	Natasha Abdullah	Pahang	01

[Return to Placement](#) [List of Placements Availability](#)

Click "List of Placements Availability" to view the list of placement

[Debug info](#) [UMSiTS](#)

UNIVERSITI MALAYA Placement Provider

Placements Availability

Click "Add a New Placement Availability"

4a

Placement Availability for ACCOUNTS ASSISTANT

[Add a new Placement Availability](#)

Seq. Num.	Academic Year	Period Slot	Availability Start Date	Availability End Date	Target Applicants	Target Places	Active?
01	2019	S1	16/Jan/2020	29/May/2020	10	10	Active

[Update Placement Availability](#)

[Return to Placements Offer](#)

[Debug info](#)

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UNIVERSITI MALAYA Placement Provider

Placement Availability (ADD)

[Contact Us](#)

Placement Availability data - Add

Placement Provider Code* 744

Placement Number* 0001

Academic Year*

Period Slot*

Start Date*

End Date*

Target Applicants*

Target Places*

Placement Days

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

☐ Sunday

Job Requirements*

☐ Active?

[Back](#) [Store](#)

4a(i)

Create a new Placement Availability Data

4a(ii)

Click "Store"

[Debug info](#)

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UNIVERSITI MALAYA Placement Provider

Placement Availability (ADD)

Contact Us

Confirmation Message

You have added new Placement Availability details successfully.

Done

Click "Done"
End of Process

4a(iii)

Debug info

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UNIVERSITI MALAYA Placement Provider

Placements Availability

Contact Us

Placement Availability for ACCOUNTS ASSISTANT

+ Add a new Placement Availability

Seq. Num.	Academic Year	Period Slot	Availability Start Date	Availability End Date	Target Applicants	Target Places	Active?
01	2019	S1	16/jan/2020	29/May/2020	10	10	Active
02	2019	S2	04/Feb/2020	30/Jun/2020	10	600	Active

Return to Placements Offer

Or click "Update Placement Availability"

4b

Debug info

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UNIVERSITI MALAYA Placement Provider

Placement Availability (EDIT) [Contact Us](#)

Placement Availability data - Edit

Placement Provider Code* 744

Placement Number* 0001

Academic Year* 2019/2020

Period Slot* SEMESTER 2

Start Date* 04/Feb/2020

End Date* 30/Jun/2020

Target Applicants* 10

Target Places* 600

Job Requirements* Candidates must possess at least a Bachelor of Finance Accounting Management

☒ Active?

Back Store

Debug info

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4b(i) This data only to view and can't update

4b(ii) Only this field can update

4b(iii) Click "Store"

UNIVERSITI MALAYA Placement Provider

Placement Availability (EDIT) [Contact Us](#)

Confirmation Message

You have updated your Placement Availability details successfully.

Done

Debug info

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4b(iv) Click "Done" End of Process

UNIVERSITI
MALAYA

Placement Provider

Placements Availability

Contact Us

Placement Availability for ACCOUNTS ASSISTANT

+ Add a new Placement Availability

Seq. Num.	Academic Year	Period Slot	Availability Start Date	Availability End Date	Target Applicants	Target Places	Active?
01	2019	S1	16/Jan/2020	29/May/2020	10	10	Active
02	2019	S2	04/Feb/2020	30/Jun/2020	10	10	Active

Return to Placements Offer

the information that has updated

Debug info

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