USER MANUAL

CPD TRACKER SYSTEM
(Members)

Version 1.0

25 January 2019

PROVIDED BY

TESS INNOVATION SDN BHD

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2 DOCUMENT CONTROL

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Revision Record:

Rev.	Date Revised	Section(s)	Description
1.0	25/1/19	All	

3 DOCUMENT APPROVAL

This is the User Manual Sign off Sheet for CPD Tracker System. The User Manual has been agreed based on the contents by the following duly authorized representatives:

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4   PREFACE

1. **Customer & TESS Definition**

   FIMM is hereinafter referred as "The Customer" of the one part and TESS Innovation Sdn. Bhd. is hereinafter referred as "TESS" of the other part in this document.

2. **Document Confidentiality**

   This document contains information that is proprietary to TESS and The Customer. This document, or any part thereof, shall not be copied, reproduced, translated or reduced to any electronic medium or machine-readable form or disclosed to any third party without the prior written consent or authorization of TESS and the Customer.

3. **Purpose of Document**

   The purpose of this document is to guide member on how to use CPD Tracker System

4. **Intended Audience**

   ➢ Project team from TESS
   ➢ Project team from The Customer

5. **Document Control**

   This document is subject to change control. All changes to this document shall be documented and distributed as "Release Version". It will consist of the following: -

   1. Full replacement of the document; or
   2. Full replacement of a section in the document; or
   3. An addendum to the document.

   Each revision will be assigned with a unique "Release Version" number and date. All pages distributed within a Document Release Notice will have the appropriate Release Version and Release Date indicated.

6. **Screenshots**

   Any screen shots contain in this document are intended for illustrative purpose only and may not match the CPD Tracker System exactly for The Customer. TESS will continue to update screenshots in future versions of the document.

7. Disclaimer

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8. Abbreviation & Definitions

Abbreviation	Definition
FIMM	Federation of Investment Managers Malaysia
CPD	Continuing Professional Development
TESS	TESS Innovation Sdn Bhd
FIS	FIMM Integrated Systems

5 CPD PAGES

5.1 CPD Overview

CPD Application menu is a system that allows consultant to keep record of CPD points where member will have to create CPD training program by applying for CPD program accreditation, and assign CPD point. CPD application consists of:

1. CPD Program
2. Writing and Publishing Books/Articles
3. Reading Approved Financial Literature
4. Teaching/Speaking
5. Academic or Professional Qualification
6. Passing FPAM Modules
7. Waiver from CPD Requirements
8. CPD Participant Query
9. CPD Participant Upload
10. CPD Feedback

5.2 Access to CPD System

This part will describe on how to access CPD System. The required steps are as follows:

1. Before user can access to CPD Tracker System, user needs to login at FIS SSO Page first.

   Double click on the shortcut for FIS Login Page site as Figure 1. Normally the shortcut will be set up somewhere at the desktop of CPD System's PC.
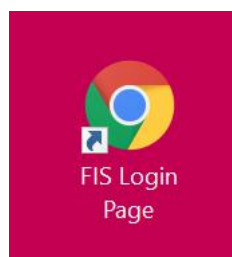
Figure 1: FIS Login Page shortcut

2. If the shortcut is not available, please key in the URL as Figure 2 for FIS SSO Site and click "Enter" button. (Kindly get advice from IT regarding the latest CPD Tracker System URL)

https://i3train.fimm.com.my/FISSSO/iExcelLoginPage.aspx

Figure 2: CPD System URL

3. After clicking enter button, user will see the login screen of FIS SSO as in Figure 3.
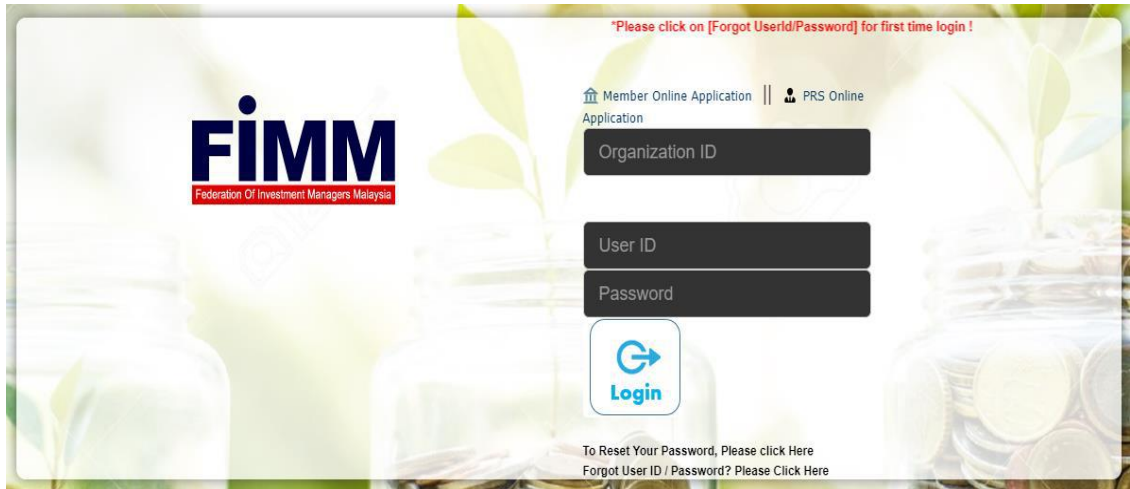
Figure 3: FIS Login Page screen

5.3 FIS SSO Login Page Screen

This part explains on how to login into FIS SSO. Figure 4 is a login screen for FIS SSO which allows member to login into the FIS SSO systems before accessing to CPD Tracker System. For a login purpose, member requires to insert the details as stated below:

1. Organization ID
2. User ID
3. Password

Then, click icon / enter to access into the FIS SSO.
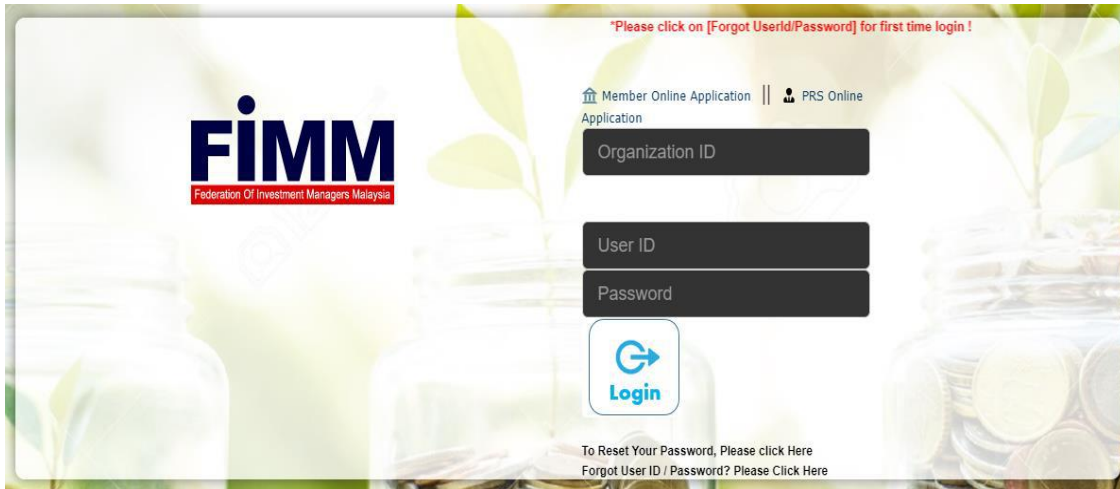
Figure 4: FIS SSO Login Page screen

i.   Upon clicked, member will be brought to the FIS SSO main page screen as in Figure 6.

Exception Flow: If member enters a wrong Organization ID or User ID or Password, the popup error message will appear as figure 5 (a) and 5 (b)
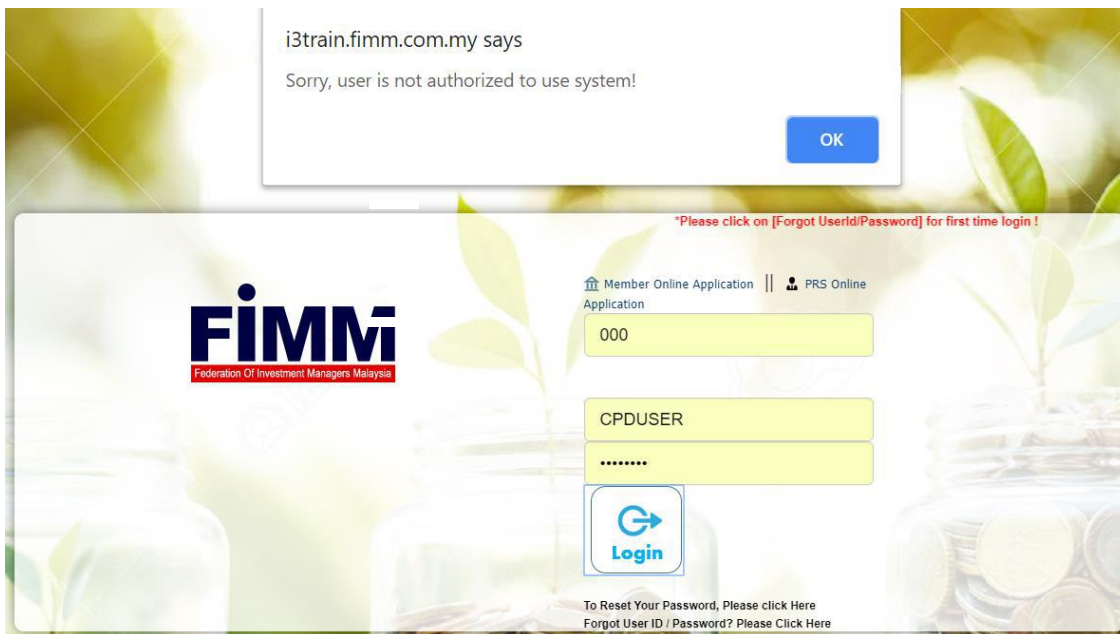
Figure 5(a): Error message for wrongly key-in Organization ID / User ID
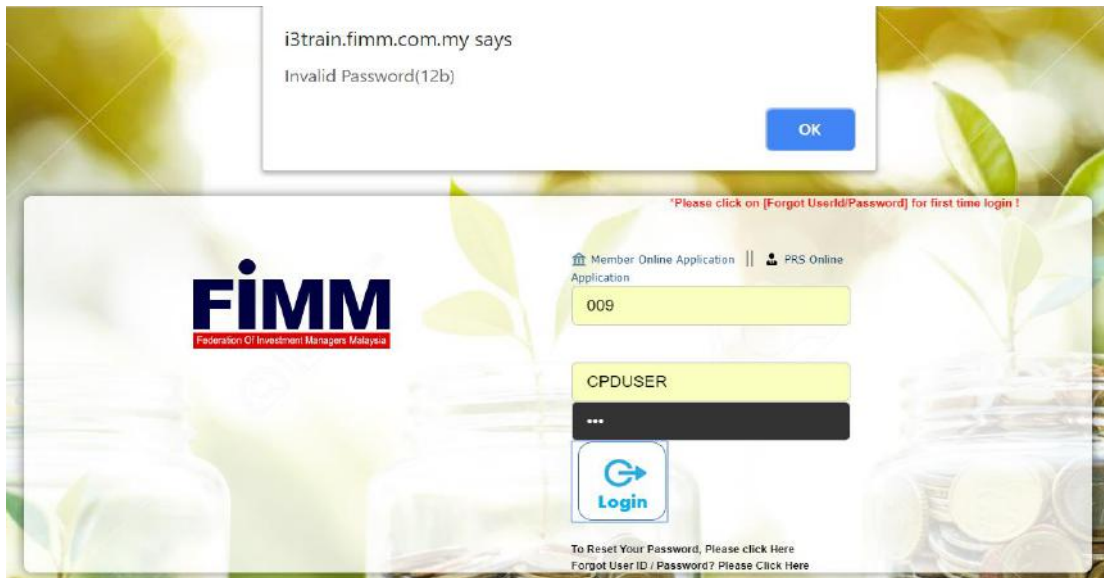
Figure 5(b): Error message for wrongly key-in password

ii.   To continue, click OK and enter the correct details.

iii.   Then, click icon / enter to access into the FIS.

5.4   FIS SSO Main Page

Figure 6 is a main screen of FIS SSO and it is the 1st screen that will appear upon successful login. On the main screen page, it shows three systems which are I^3 System, PRS System, CPD System and also Logout icon for member to be logged out from FIS SSO.

Figure 6: FIS SSO Main Page

If the member needs to log out from the system, click icon, and member will be redirecting to the FIS SSO login page.

To get access into CPD System, member needs to click on **CPD** *SYSTEM* , and member will be redirecting to the CPD Tracker System Main Page as in Figure 7.

5.5 CPD Tracker System Main Page

In the CPD Tracker System main page, on the right upper corner, it shows the Name, the role, and the last login details of the member.
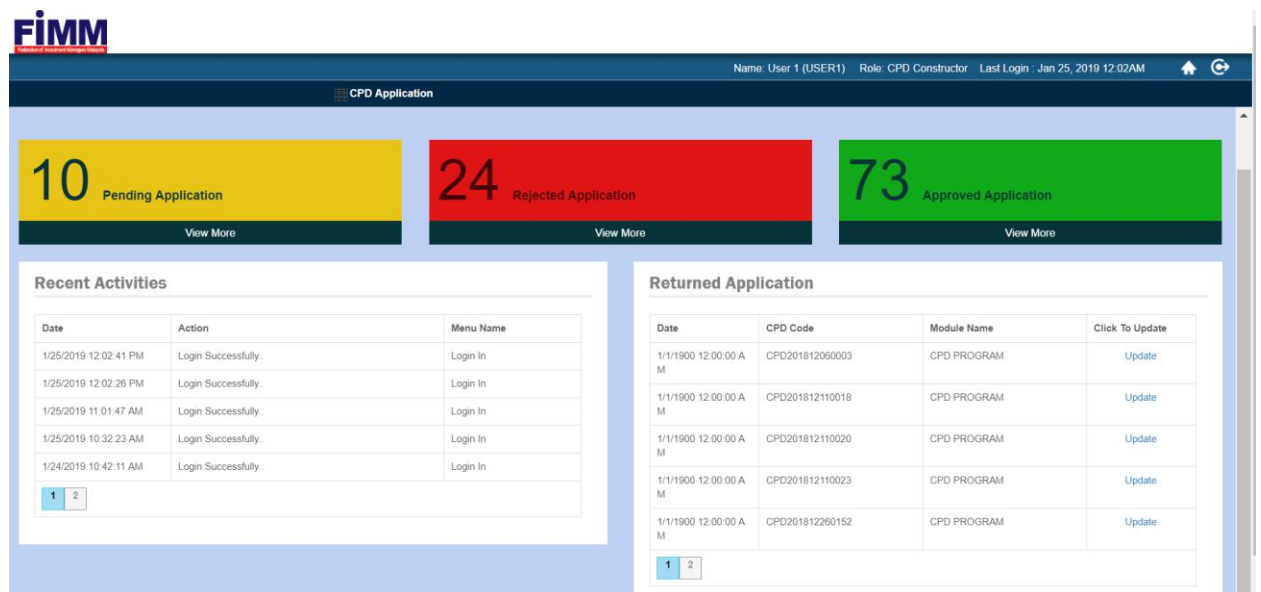
Figure 7: CPD Tracker System Main Page

In the centre of the main page, there are list of recent activities on the left side and list of returned application on the right side.

For the returned application list, member can view the returned application by clicking on the Update link as in Figure 8, and the member will be redirect to the application page.

Returned Application

Date	CPD Code	Module Name	Click To Update
1/1/1900 12:00:00 AM	CPD201812060003	CPD PROGRAM	Update
1/1/1900 12:00:00 AM	CPD201812110018	CPD PROGRAM	Update
1/1/1900 12:00:00 AM	CPD201812110020	CPD PROGRAM	Update
1/1/1900 12:00:00 AM	CPD201812110023	CPD PROGRAM	Update
1/1/1900 12:00:00 AM	CPD201812260152	CPD PROGRAM	Update

1 2

Figure 8: Update Link

Besides, the system shows the dashboard for the status of application.

There are three colors of dashboard to alert the user for pending, approve, and reject or return application.
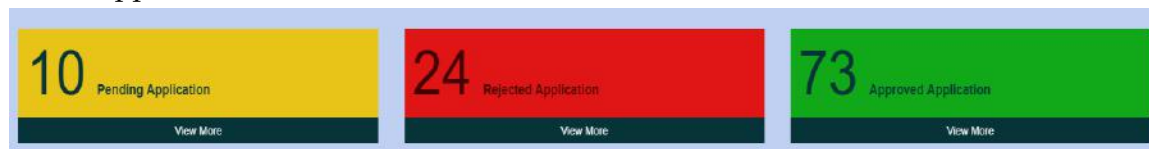
Figure 9: The Dashboard of Application Status

If the application is pending the dashboard will be yellow. While if the application is approved, the dashboard will be green. The dashboard for rejected or returned application will be red.

To see the dashboard of each application status, click **View More**, and the dashboard will be expanded as in Figure 10.

Figure 10: The expanded Dashboard for Rejected Application

To view the CPD Tracker System, hover the mouse to CPD Application, and the system will display the list of the Applications as in Figure 11.
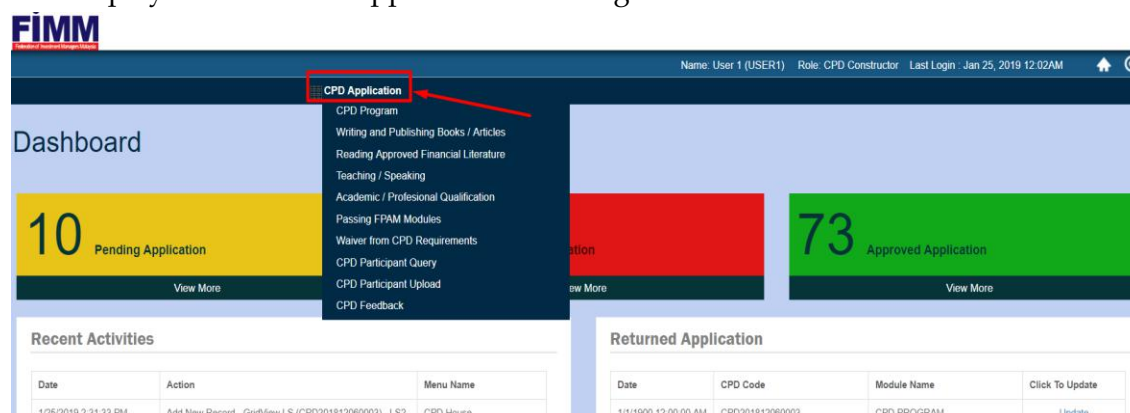
Figure 11: The CPD Application Tab Bar

5.6 CPD Application

The CPD Application contains 10 modules as below:

5.6.1 CPD Program

The purpose of this module is for member to upload a training program.

To access this screen:

1) Hover the mouse to CPD Application

2) Select CPD Program and member will be brought to the CPD Program Screen as

   in Figure 12.
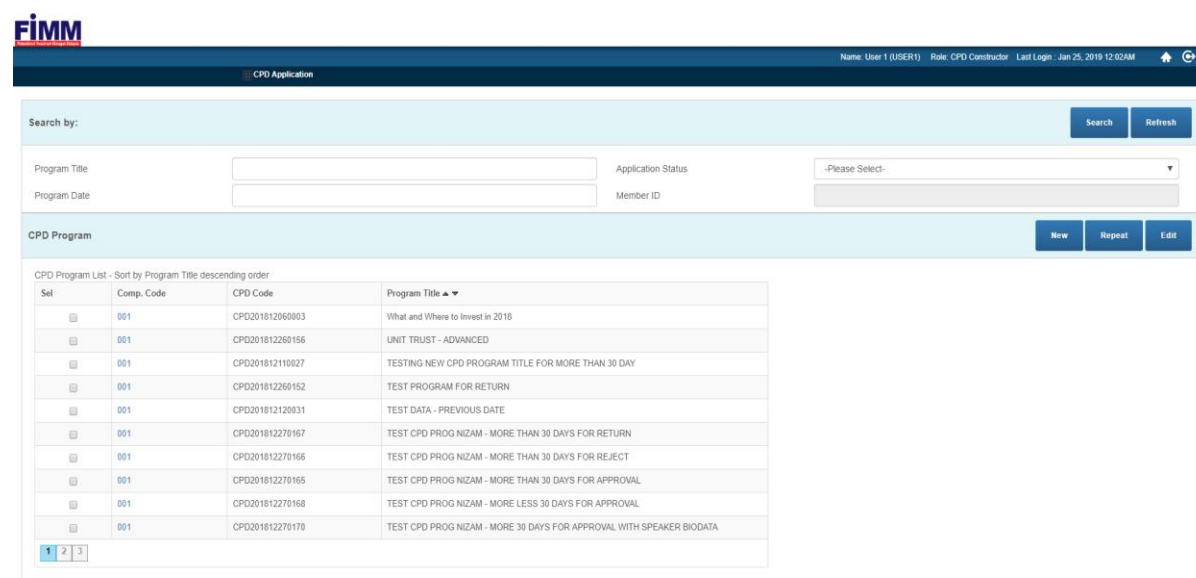
Figure 12: The CPD Program Screen

Throughout this screen:

i.   Member can view the created CPD Program List.

To view the list of programs:

Tick the check box or click on the comp code link as in Figure 13 and
system will show another table consisting the list of programs under that program
title.

Figure 13: CPD Program List

ii. Member can edit the program details.

To edit the created CPD Program application:

1) Tick the check box of the program and click button Edit as in Figure 14.
*Note: To edit the program, the status of application should be only returned otherwise the
program cannot be edited.*

2) Member then will be brought to the edit CPD program application form as in Figure 15.

3) Key-in the details that needs amendment and click save.

Figure 14: To Edit CPD Program

Figure 15: Edit CPD program application form

iii. Member can create New CPD Program.
> *Note :The date for **normal transaction** should be **more** than 30days from training date.*
> *The date for **ad-hoc transaction** should be **less** than 30days from training date.*

To create New CPD Program application:
1) Click the New Button as in Figure 16 and member will be brought to the application CPD Program page as in Figure 17.
2) Key-in the details and click the save button at the bottom of the page.

Figure 16: To Create New CPD Program

Figure 17: Application for CPD Program Page

iii. Member can repeat to create the approved program.

To repeat the approved program application:

1) Tick the check box of the program that is going to be repeated.
2) Click the repeated button as in Figure 18 and member will be brought to the CPD program application as in Figure 19 where member need to key in the proposed start and end date of the repeated program.
3) Finally, click Save button.

Figure 18: To repeat the current program

Figure 19: To key in Proposed date of the repeated program

iv. Member can search the program by entering the program title or program date or application status

To search for the created program:

1) Key in the program title or program date or application status and the result will be listing as in figure 20

Figure 20: To click the Button search program

v. Member can refresh the screen into original as in Figure 21

To refresh the screen into original as in Figure 21:

1) Click on the Refresh Button.
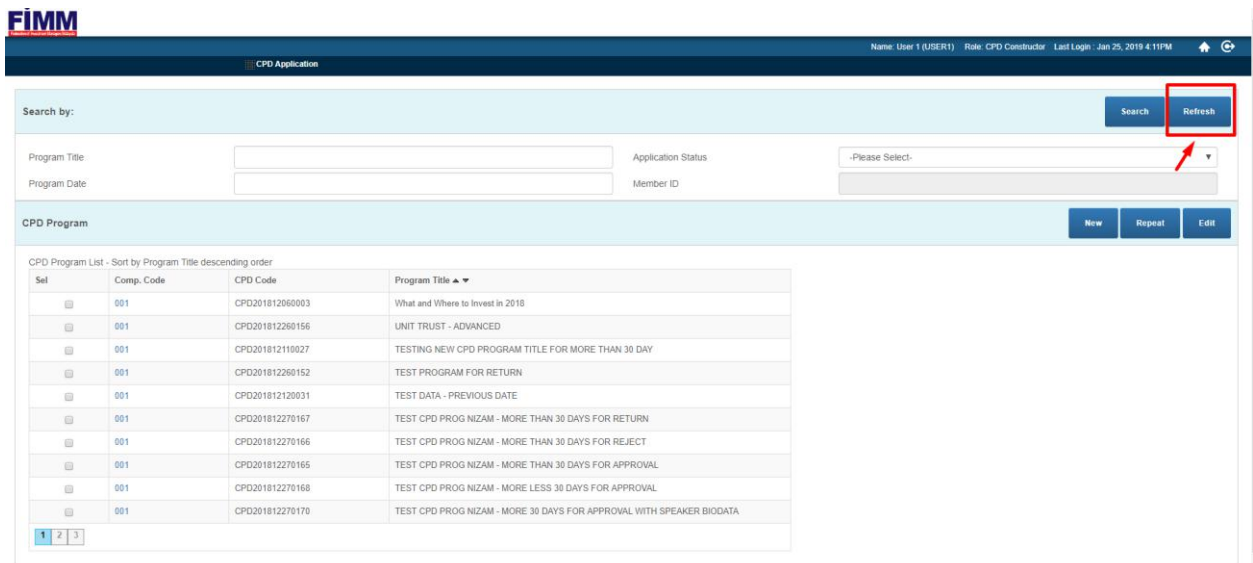
Figure 21: To refresh the page into the original screen

5.6.2 Writing and Publishing Books/Articles

The purpose of this screen is for member's representative to submit the writing and publishing books/ article made by consultant.

To access this screen:

1) Hover the mouse to CPD Application

2) Select Writing and Publishing Books/Articles and member will be brought to the

Writing and Publishing Books/Articles Screen as in Figure 22.
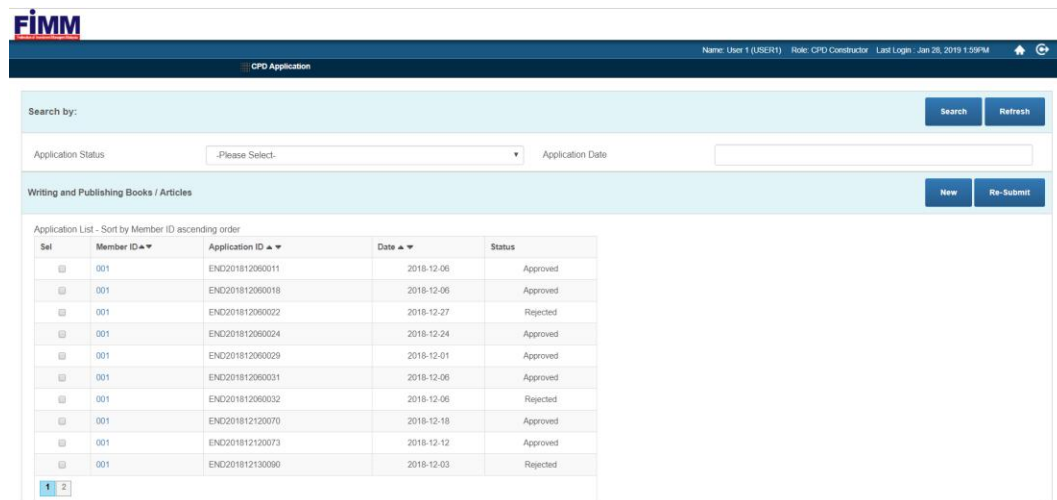
Figure 22: Writing and Publishing Books/Articles Screen

Throughout this screen:

i. Member can view the details of the writing and publishing books/ article made by constructor.

To view the details of the writing and publishing books/ article made by constructor:
1) Tick the checkbox or select the comp code link, and the details of the books/article will be shown as in Figure 23.

Figure 23: Writing and Publishing Books/Articles Screen details

    ii.   Member can create new Writing and Publishing Books/Articles made by constructor.
        To create new Writing and Publishing Books/Articles made by constructor:

1) Click on [New] to insert application details and member will be redirecting to the screen

    as in figure 24.

Figure 24: Create new Writing and Publishing Books/Articles

2) Insert applicant information on writing books and click on [Choose File] to upload the

    attachment.

Note: *upload attachment only caters for image & PDF.*

3) Click on [Add Name] to confirm add.

> **Note:** *Apply same process for writing articles*

4) Click on [Save] to submit the application.

iii. Member can Re-Submit the returned application.
    To Re-Submit the returned application:

1) Click on [Re-Submit] to re-submit application details as in figure 25
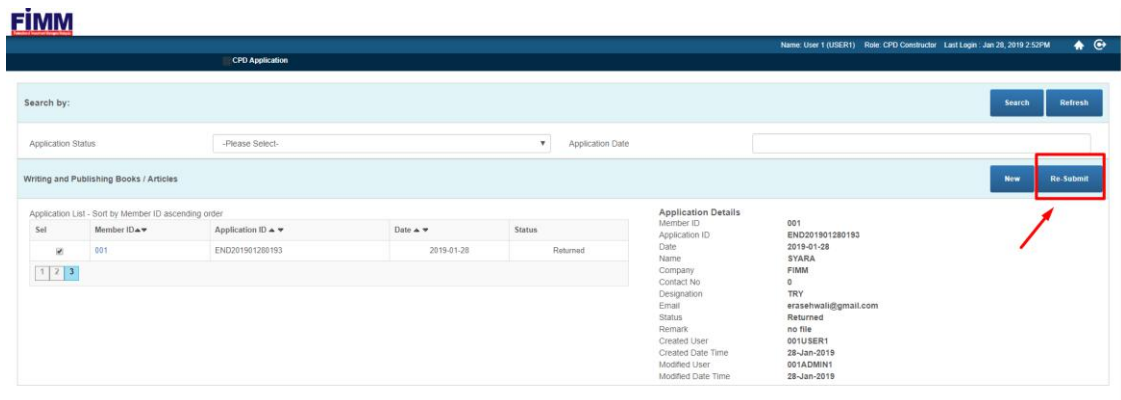
Figure 25: Re-Submit the returned application

2) Then, insert applicant information on writing books and click on [Choose File] to upload the attachment.

> **Note:** *upload attachment only caters for image & PDF, only 1 attachment per row.*

3) Click on [Add Name] to confirm add.

> **Note:** *Apply same process for writing articles*

4) Click on [Save] to submit the application.

5.6.3 Reading Approved Financial Literature

The purpose of this screen is to be used by member's representative to submit the financial literature made by consultant

To access this screen:
1) Go to CPD Application

2) Select Examination reset listing and member will be brought to the screen as in Figure 26.

Figure 26: Reading Approved Financial Literature Screen

Throughout this screen:

i) Member can create new application for reading approved financial literature made by Consultant.

To create new application:

1) Click on [New] to insert application details as in figure 27 and member will be redirecting to the screen as in figure 28.

Figure 27: Create new application for Reading Approved Financial Literature

Figure 28: Screen Reading Approved Financial Literature New application form

2) Then, insert applicant information on Reading Approved Financial Literatures and click on Choose File to upload the attachment.

   Note: *upload attachment only caters for image & PDF*

3) Click on Add Name to confirm add.

4) Click on Save to submit the application.

ii) Member can Re-Submit the returned application.

   To Re-Submit the returned application:

   1) Click on Re-Submit to re-submit application details

   2) Then, insert applicant information and click on Choose File to upload the attachment.

      Note: *upload attachment only caters for image & PDF.*

   3) Click on Add Name to confirm add.

   4) Click on Save to submit the application.

5.6.4 Teaching and Speaking

This is the screen to be used by member's representative to submit the teaching or speaking on programs approved by FIMM.

To access this screen:

1. Go to CPD Application
2. Select Teaching and Speaking and member will be brought into the screen as in Figure 29.

Figure 29: Teaching and Speaking Screen

Throughout the screen:

i) Member can create an application for teaching and speaking program approved by FIMM.

To create the new application:

1) Click on [New] to insert application details as in Figure 30 and user will be brought to the screen as in Figure 31.

Figure 30: Button to create new application for Teaching and Speaking Screen

Figure 31: Create new application for Teaching and Speaking Screen

2) Then, insert applicant information on Teaching/Speaking and click on Choose File to upload the attachment.

3) Click on Add Name to confirm add.

4) Click on Save to submit the application.

ii) Member can Re-Submit the returned application.

To Re-Submit the returned application:

1) Click on Re-Submit to re-submit application details and user will be brought to the screen as in Figure 32 and user will be brought as in Figure 33.

Figure 32: Resubmit button of teaching and speaking

Figure 33: Edit application for Teaching and Speaking Screen for re-submit

2) Then, insert applicant information and click on [Choose File] to upload the

attachment.
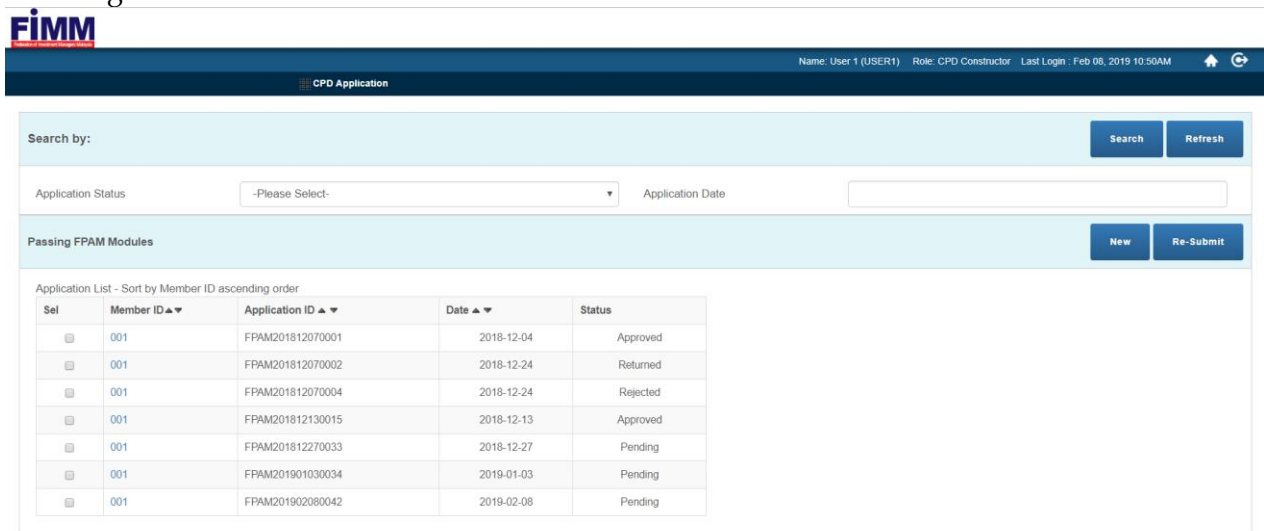
Note: *upload attachment only caters for image & PDF.*

3) Click on [Add Name] to confirm add.

4) Click on [Save] to submit the application

5.6.5 Academic/Professional Qualifications

This screen is used by member's representative to submit the academic or professional qualification of consultant.

To access this screen:
1) Go to CPD Application

2) Select Academic/Professional Qualifications and member will be brought into the screen as in Figure 34.

Figure 34: Academic/Professional Qualification Screen

Throughout the screen:

i) Member can create an application for Academic/Professional qualification of the consultant.

To create the new application:

1) Click on New to insert application details as in Figure 35 and user will be brought to the screen as in Figure 36.

Figure 35: Button to create new application for Teaching and Speaking Screen

Figure 36: Create new application for Teaching and Speaking Screen

2) Then, insert applicant information on Teaching/Speaking and click on Choose File to upload the attachment.

3) Click on Add Name to confirm add.

4) Click on Save to submit the application.

ii) Member can Re-Submit the returned application.

To Re-Submit the returned application:

1) Click on Re-Submit to re-submit application details and user will be brought to the

screen as in Figure 37 and user will be brought as in Figure 38.

Figure 37: Resubmit button of teaching and speaking

Figure 38: Edit application for Teaching and Speaking Screen for re-submit

2) Then, insert applicant information and click on `Choose File` to upload the attachment.

   Note: *upload attachment only caters for image & PDF.*

3) Click on `Add Name` to confirm add.

4) Click on `Save` to submit the application

5.6.6 Passing FPAM Modules

This is the screen to be used by member's representative to submit the consultant list that already passing the FPAM modules.

To access this screen:

1) Go to CPD Application

2) Select Passing FPAM Modules and member will be brought into the screen as in Figure 39.

Figure 39: Passing FPAM Modules Screen

Throughout the screen:

i) Member can create an application for Passing FPAM Modules Screen of the consultant.
   To create the new application:

1) Click on [New] to insert application details as in Figure 40 and user will be brought to the screen as in Figure 41.

Figure 40: Create New Passing FPAM Modules Screen

Figure 41: New Application Passing FPAM Modules Screen

2) Then, insert applicant information and click on Choose File to upload the attachment.

   Note: *upload attachment only caters for image & PDF.*
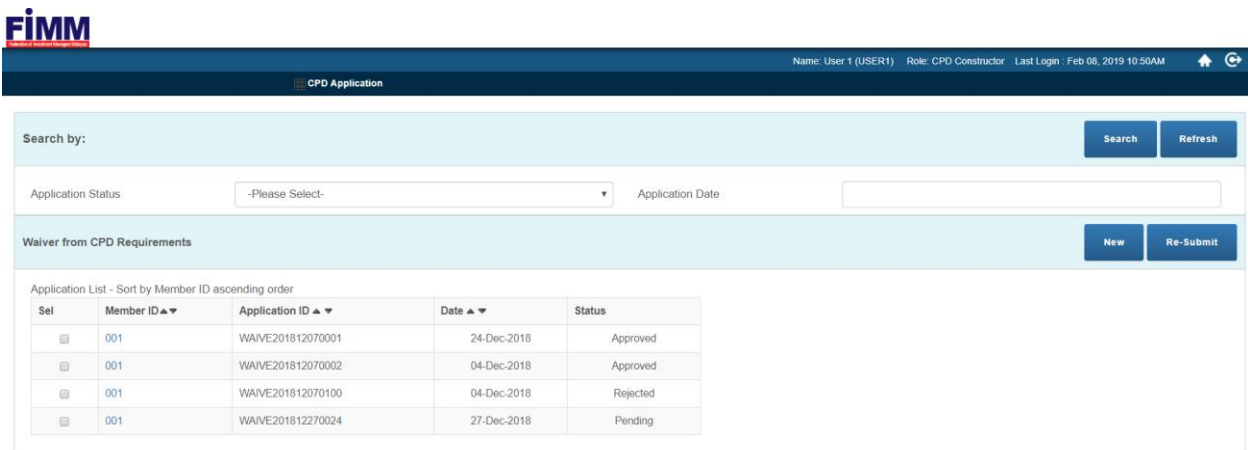
3) Click on Add Name to confirm add.

4) Click on Save to submit the application

ii) Member can Re-Submit the returned application.

   To Re-Submit the returned application:

1) Click on Re-Submit to re-submit application details and user will be brought to the screen as in Figure 42 and user will be brought as in Figure 43.

Figure 42: Resubmit button of Passing FPAM Modules

Figure 43: Edit application for Passing FPAM Modules Screen for re-submit

2) Then, insert applicant information and click on `Choose File` to upload the

attachment.

Note: *upload attachment only caters for image & PDF.*

3) Click on `Add Name` to confirm add.

4) Click on `Save` to submit the application

5.6.7 Waiver from CPD Requirement

This is the screen to be used by member's representative to submit the consultant that waiver from CPD requirement due to medical reason

To access this screen:
1) Go to CPD Application
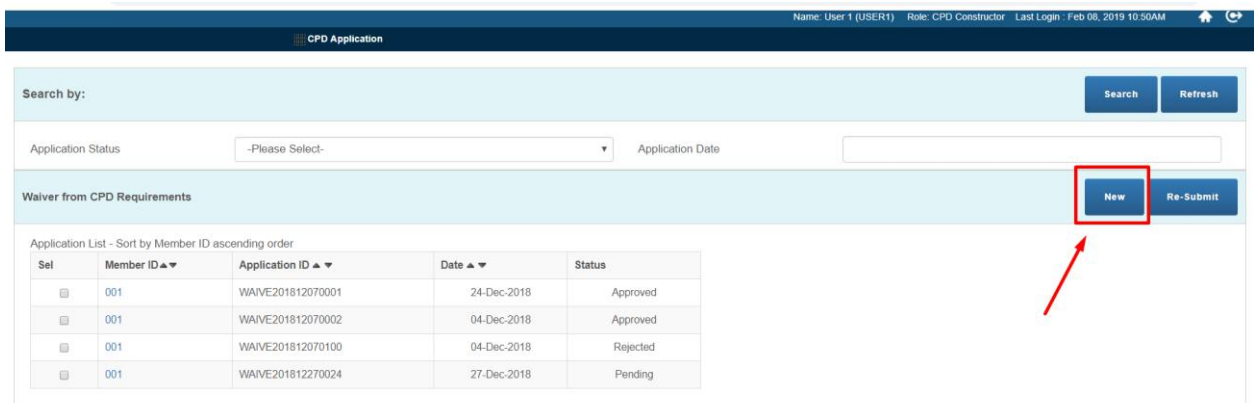2) Select Waiver from CPD Requirement and member will be brought into the screen as in Figure 44.

Figure 44: Waiver from CPD Requirement screen

Throughout the screen:

i) Member can create an application for Passing FPAM Modules Screen of the consultant.
   To create the new application:
   1) Click on [New] to insert application details as in Figure 45 and user will be brought to the screen as in Figure 46.

Figure 45: Button Create New Waiver from CPD Requirement Screen

Figure 46: New Application for Waiver from CPD Requirement

2) Then, insert applicant information and click on Choose File to upload the attachment.

   Note: *upload attachment only caters for image & PDF.*

3) Click on Add Name to confirm add.

4) Click on Save to submit the application

ii) Member can Re-Submit the returned application.

To Re-Submit the returned application:

1) Click on Re-Submit to re-submit application details and user will be brought to the screen as in Figure 47 and user will be brought as in Figure 48.

Figure 47: Resubmit button of Waiver from CPD Requirement

Figure 48: Edit application for Waiver from CPD Requirement Screen for re-submit

2) Then, insert applicant information and click on [Choose File] to upload the attachment.

   Note: *upload attachment only caters for image & PDF.*

3) Click on [Add Name] to confirm add.

4) Click on [Save] to submit the application

5.6.8 CPD Participant Query

This is the screen to be used by member's representative to view the CPD Candidates and their history of log.

To access this screen:

1) Go to CPD Application

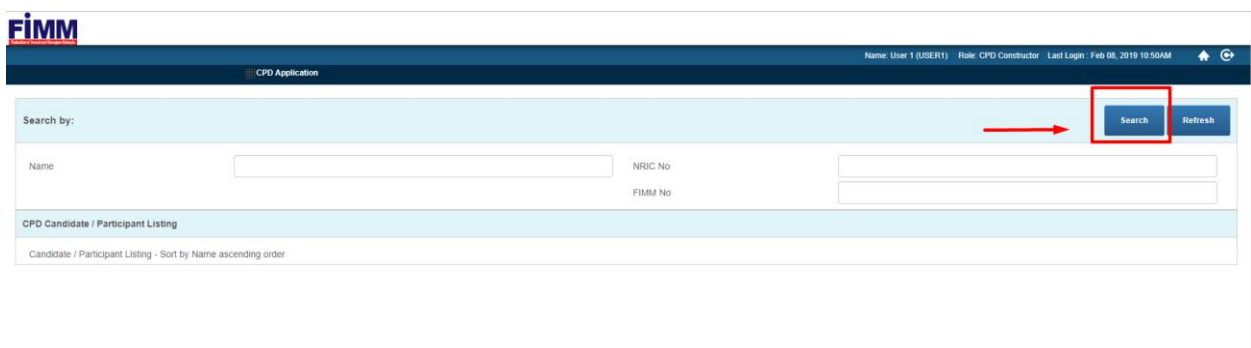2) Select CPD Participant Query and member will be brought into the screen as in Figure 49.

Figure 49: CPD Participant Query screen

Throughout the screen:

i) Member can search the CPD Participant.

To search the CPD Participant:

1) Click on [Search] to search the CPD Participant application as in Figure 50 and user will be brought to the screen as in Figure 51.

Figure 50: search button for CPD Participant Query screen

Figure 51: Search result listing of CPD Participant Query

2) Tick on ☐ to view the History Log of the CPD Candidates as in Figure 52

Figure 52: History Log of CPD Candidates

5.6.9 CPD Participant Upload

This is the screen to be used by member's representative to upload form of CPD Participant.
To access this screen:
   1) Go to CPD Application
   2) Select CPD Participant Upload and member will be brought into the screen as in Figure 53.

Figure 53: CPD Participant Upload screen

Throughout the screen:

i) Member can upload form of the CPD Participant.

To upload the CPD Participant form:

1) Tick on check box 1 to select the CPD Program and the CPD Date of the programs are listed. Tick on check box 2 and member will be see the CPD Participant Upload Form as in Figure 54.

Figure 54: To view the CPD Participation Upload Form.

2) Then, insert applicant information and click on `Choose File` to upload the attachment.

Note: *upload attachment only caters for image & PDF*

3) Click ![Upload] . To download the file template of CPD Participation Form, click

Click here to download PARTICIPANT UPLOAD FILE Template (.xlsx format)

and member will be redirecting

to the file template.

5.7.0 CPD Feedback

This is the screen to be used by member's representative to upload a program training report and evaluation for course that has been conducted.

To access this screen:

1) Go to CPD Application

2) Select CPD Feedback and member will be brought into the screen as in Figure 54.

Figure 55: CPD Feedback screen

Throughout the screen:

i) Member can add CPD feedback.

To add CPD feedback:

1) Tick on ☐ to view the CPD Program details as in Figure 56.

2) Click on **Add New** to insert the feedback and user will be brought to the screen as in Figure 57

Figure 56: Steps to add new feedback form of the created CPD Program

Figure 57: Feedback Form screen

3) Key-in all the information required and click on `Save` to submit the application.
    Note: Only program which the status is not submitted is able to add new feedback.

ii) Member can edit CPD feedback.
    To edit CPD feedback:

1) Tick on ☐ to view the CPD Program details as in Figure 58.

Figure 58: Steps to edit feedback form of the created CPD Program

2) Click on [Edit] to edit and do amendment.

3) Click on [Save] to submit the application.
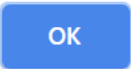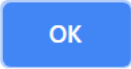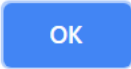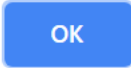
6   APPENDIX

6.1   POPUP MESSAGE

This part explains about the popup message function on this CPD application.

POPUP MESSAGE	DESCRIPTIONS
i3train.fimm.com.my says Sorry, user is not authorized to use system! OK	• Popup message to notify that the user is not authorized to use the system

i3train.fimm.com.my says Invalid Password(12b) OK	• Popup message to notify the password entered by user is not correct
i3train.fimm.com.my says Please Tick At Least one Checkbox..! OK	• Popup message to notify the user to tick at least one checkbox to continue using the system
i3train.fimm.com.my says The CPD Program has been Approved.. OK	• Popup message to notify the user CPD Program has been Approved
i3train.fimm.com.my says The CPD Program has been Rejected.. OK	• Popup message to notify the user CPD Program has been rejected.

i3train.fimm.com.my says No approved Training Program found.. **OK**	• Popup message to notify the user that there is no approved training program found
i3train.fimm.com.my says Please insert Name.. **OK**	• Popup message to notify the user to insert the name.
i3train.fimm.com.my says Please insert Contact Number.. **OK**	• Popup message to notify the user to insert the contact number.
i3train.fimm.com.my says Please insert Designation.. **OK**	• Popup message to notify the user to insert designation.
i3train.fimm.com.my says Please insert Email Address.. **OK**	• Popup message to notify the user to insert the email address.
i3train.fimm.com.my says Please insert Training Title.. **OK**	• Popup message to notify the user to insert the training title

i3train.fimm.com.my says Date cannot be back dated.. OK	• Popup message to notify the user the date entered for end proposed date cannot be back dated
i3train.fimm.com.my says This application is categorized as AD-HOC application. Please insert REMARK field. OK	• Popup message to notify the user that application is categorized as AD-HOC
i3train.fimm.com.my says Duplicate Record ! ... OK	• Popup message to notify the user that the record is duplicated where it is already in the database
i3train.fimm.com.my says Are you sure to exit? OK Cancel	• Popup message to ask for a confirmation from the user to exit the application.
i3train.fimm.com.my says The Feedback form is still pending.. OK	• Popup message to notify the user that the form is still pending

6.2 BUTTON

This part explains about the button function on this CPD Tracker application.

BUTTON/ICON	DESCRIPTIONS
	• This is a home button, it used to return at the CPD Tracker Main page.
	• This is a logout button, it used to logout from the system.
	• This is a login button, it used to login into the system.