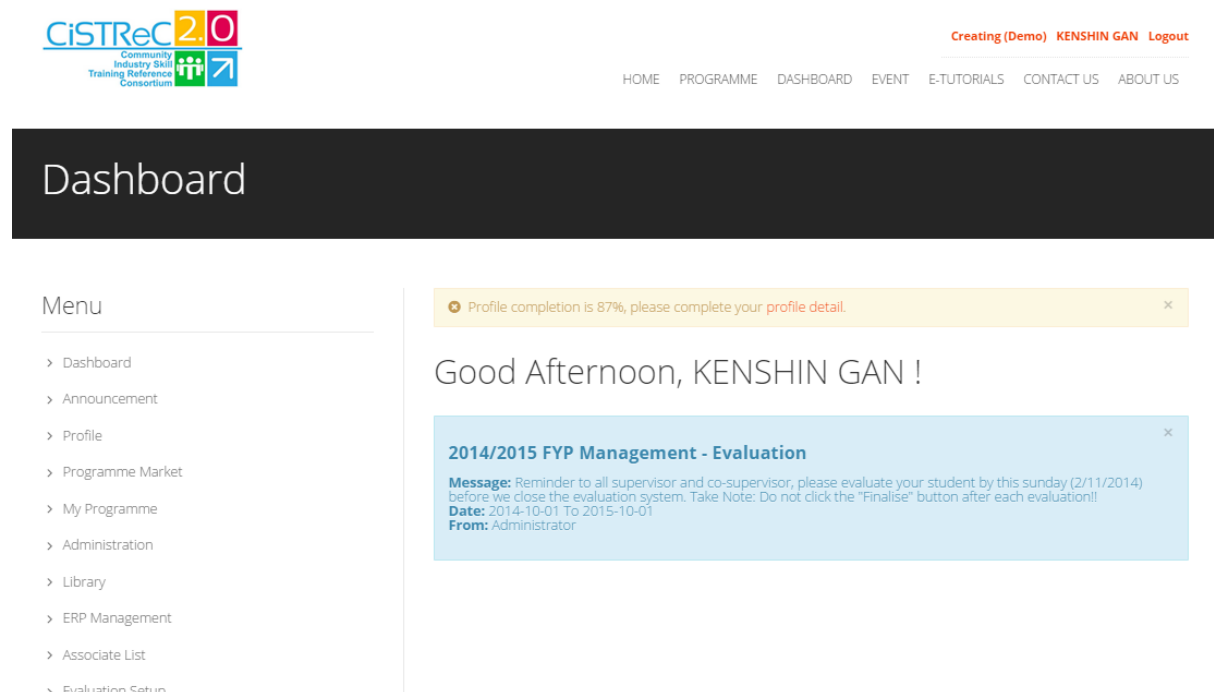


Title: How to Enrol the User Registration (Existing User)

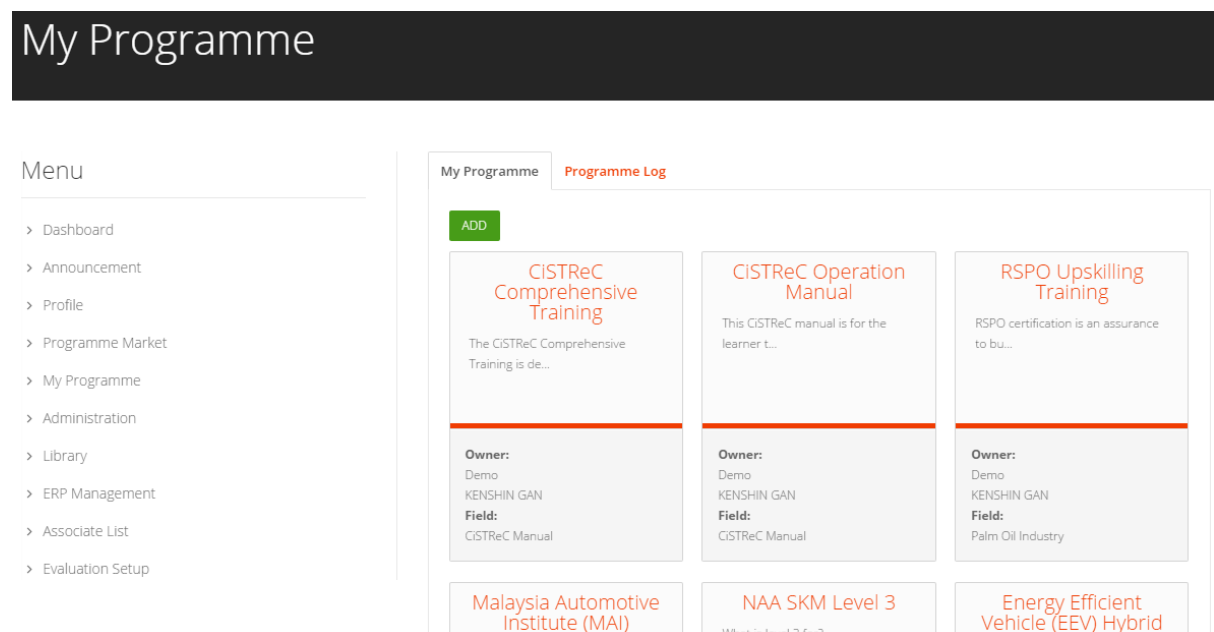
Description:

Step 1: Go the My Programme



The screenshot shows the CISTReC 2.0 Dashboard. The header includes the CISTReC 2.0 logo (Community Industry Skills Training Reference Consortium) and a navigation bar with links: HOME, PROGRAMME, DASHBOARD, EVENT, E-TUTORIALS, CONTACT US, ABOUT US. A user profile bar at the top right shows 'Creating (Demo) KENSHIN GAN Logout'. The main content area has a dark header 'Dashboard'. On the left is a 'Menu' with links: > Dashboard, > Announcement, > Profile, > Programme Market, > My Programme, > Administration, > Library, > ERP Management, > Associate List, > Evaluation Setup. The main content area displays a yellow notification: 'Profile completion is 87%, please complete your profile detail.' Below this is a greeting 'Good Afternoon, KENSHIN GAN !'. A blue box contains a message: '2014/2015 FYP Management - Evaluation', 'Message: Reminder to all supervisor and co-supervisor, please evaluate your student by this sunday (2/11/2014) before we close the evaluation system. Take Note: Do not click the "Finalise" button after each evaluation!!', 'Date: 2014-10-01 To 2015-10-01', and 'From: Administrator'.

Step 2: Click on one of the Programme that you wish to do the registration.



The screenshot shows the 'My Programme' page. The header includes the CISTReC 2.0 logo and a navigation bar with links: HOME, PROGRAMME, DASHBOARD, EVENT, E-TUTORIALS, CONTACT US, ABOUT US. A user profile bar at the top right shows 'Creating (Demo) KENSHIN GAN Logout'. The main content area has a dark header 'My Programme'. On the left is a 'Menu' with links: > Dashboard, > Announcement, > Profile, > Programme Market, > My Programme, > Administration, > Library, > ERP Management, > Associate List, > Evaluation Setup. The main content area displays a green 'ADD' button. Below it are three program cards: 'CISTReC Comprehensive Training' (Owner: Demo KENSHIN GAN, Field: CISTReC Manual), 'CISTReC Operation Manual' (Owner: Demo KENSHIN GAN, Field: CISTReC Manual), and 'RSPO Upskilling Training' (Owner: Demo KENSHIN GAN, Field: Palm Oil Industry). Below these are three more cards: 'Malaysia Automotive Institute (MAI)', 'NAA SKM Level 3' (What is level 3 for?), and 'Energy Efficient Vehicle (EEV) Hybrid'.

Step 3: Go to the side bar of Programme and click on Registration.

- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Administration
- > Library
- > ERP Management
- > Associate List
- > Evaluation Setup

CISTReC Comprehensive Training

- > Registration
- > Instructor List
- > Group List
- > My Candidate
- > Performance

Classified Program allows all users to enroll with passcode

Programme Title	CISTReC Comprehensive Training
Synopsis/Description	The CISTReC Comprehensive Training is designed for interested party to create their program, learning block, tracing block and evaluation and also teaching on program integration between program owner, mentors and candidates, which provide program performance at the end of the group. This program suitable as a reference for any stakeholder at any field, the concept of this program is very simple and very easy to understand, allow program owner to use any features (feedback from visited industry such as Automotive, Education, Textile, Retail and etc) that suit their policies or requirements.
Field	CISTReC Manual
Public Visibility	On
Access Code	Yes
Passcode	PHUOG929
Program Nature	Skills Training
Program Ranking	None
Program Status	Active

Step 4: Select the User Enrolment tab.



Creating (Demo) KENSHIN GAN Logout

HOME PROGRAMME DASHBOARD EVENT E-TUTORIALS CONTACT US ABOUT US

Registration

Menu

- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Administration
- > Library
- > ERP Management

Group User Enrollment Summary

User Enrollment

ADD

No Excel File Found

Step 5: Click on the Add button and select the type of users (Existing User).

The screenshot shows the CiSTReC20 website header with the logo and navigation links: HOME, PROGRAMME, DASHBOARD, EVENT, E-TUTORIALS, CONTACT US, ABOUT US. The user is logged in as KENSHIN GAN. The main heading is "User Registration". On the left is a "Menu" with links: Dashboard, Announcement, Profile, Programme Market, My Programme, Administration, Library, ERP Management. The "Registration Form" on the right has two dropdown menus: "Users" set to "Existing User" and "Group" set to "Select Group". At the bottom of the form are "BACK" and "SUBMIT" buttons.

Step 6: Then, select the Group and Candidate. Lastly, please click on the Submit button.

This screenshot shows the same "User Registration" page as the previous one, but at Step 6. The "Users" dropdown remains "Existing User". The "Group" dropdown is now set to "12.06.2015 HAMM - (8/10)". The "Candidate" dropdown is open, displaying a list of names: ABDULLAH ASRAF (LATEST), ABDULLAH FAHMI BIN MOHAMAD, AFIQ BIN KAMARUDDIN, AHMAD AZRIL BIN AZMI, AHMAD FAUZAN BIN YAHYA, AHMAD MUSTAQIM BIN MOHD NOORDIN, AHMAD RAFIEE SALAM, AHMAD SUPAWI, and AHMAD CHAFIQ AKMAL BIN AZIZAN. A red note below the list says "*Please hold Ctrl key to select multiple candidate". The "BACK" and "SUBMIT" buttons are still at the bottom.

