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1. Introduction

This User’s Manual provides the information necessary for the user to effectively use the E-Industrial Training Module.

1.1 System Overview

The major functions performed by the E-Industrial Training Module include:

   a) For Student
      i) Update Resume
      ii) Search and Apply for Placements
      iii) View Applied Placement Status
      iv) Accept Placement Offer
      v) Register for Industrial Training Course
      vi) Feedback on Industrial Training
2. **User's Manual**

Detailed below are the steps and screenshots required as a guide to use the system.

### 2.1 Update Resume

1. Click on E-resume icon to update your resume.

2. Candidate's Details will be listed. Upload photo to your resume by clicking on 'Upload Photo'.

3. Mailing Address details will be displayed. Click ‘Edit’ icon to Edit the Mailing Address Details.

4. Enter Previous School Information and Click ‘Save’.
5. Higher Secondary Mark details will be displayed. If you want to edit the Higher Secondary Mark details, please contact admin.

6. Registered Subjects can be added to the list of subjects to the educational background.

![Educational Background Table]

7. Add Skills by clicking on ‘Add Skills’.

![Skills Table]

8. Add language information by clicking on ‘Add Language’

![Language Proficiency Table]

9. Add the language and the language rating for each level Read/Write/Speak.
10. Add Work Experience details by clicking on ‘Add Work Experience’.

11. Add work experience such as Company Name, Position, From Date and To Date.


13. Add reference details such as Name, Company Name, Role, Contact no and Email Address.

14. Upload any supporting documents by clicking on ‘Choose File’.
15. Your resume detail will be saved.
16. To export your resume to PDF or print your resume, click on the PDF or Print icon at the top of the page.

2.2 Placement Search

1. Placement Search can be used to search and apply to organisations.
2. Click on the 'Placement Search' icon.
3. List of placement advertisements will be displayed.
4. Search for a particular organisation by using the search fields provided (Organisation Name, Location or Area of Specialisation).
5. Click on the Organisation Name to view the placement advertisement.

**Industrial Training Opportunities**

**Internship Programme with KOMPLEKS KRAF KUALA LUMPUR**

KOMPLEKS KRAF KUALA LUMPUR is currently looking for interns with the following background and technical requirements:

Please submit resumes by to:
KOMPLEKS KRAF KUALA LUMPUR  
SEKSYEN 63, JALAN CONLAY, KUALA LUMPUR
50450
KUALA LUMPUR
WILAYAH PERSEKUTUAN (KL)

0321627459

6. Click on ‘Apply’ to add the Organisation to your list.

7. Organisation added will be displayed at the top of the page.
8. A maximum of 3 organisations can be added at one time.

9. If an organisation does not appear in the list, click on ‘Add Organisation’ at the top of the page.

10. Add the organisation details in the pop-up box provided and click ‘Save’.

11. New organisations added will be sent to CITRA for approval.
12. List of organisations applied will be displayed at the top of the page.

<table>
<thead>
<tr>
<th>Delete</th>
<th>Organisation Name</th>
<th>Specialisation</th>
<th>Send To Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>KOMPLEKS KRAF KUALA LUMPUR</td>
<td>ADVERTISING, PUBLIC RELATIONS, MARKETING SERVICES</td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>INFO-HOUSE (M) SDN BHD.</td>
<td>ADVERTISING, PUBLIC RELATIONS, MARKETING SERVICES</td>
<td>✔</td>
</tr>
</tbody>
</table>

13. Click on ✔ to send the organisations applied to the coordinator for approval.

14. Organisations sent to Coordinator will display the status ‘Sent’.

<table>
<thead>
<tr>
<th>Delete</th>
<th>Organisation Name</th>
<th>Specialisation</th>
<th>Send To Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>KOMPLEKS KRAF KUALA LUMPUR</td>
<td>ADVERTISING, PUBLIC RELATIONS, MARKETING SERVICES</td>
<td>Sent</td>
</tr>
<tr>
<td></td>
<td>INFO-HOUSE (M) SDN BHD.</td>
<td>ADVERTISING, PUBLIC RELATIONS, MARKETING SERVICES</td>
<td>✔</td>
</tr>
</tbody>
</table>

15. A notification will be sent to the Coordinator to proceed with the approval process.
2.3 View Placement Details

1. View Placement Details can be used to view the status of your application.
2. Click on the ‘View Placement Details’ icon.

3. Coordinator’s approval can be viewed under the Coordinator Approval column.

<table>
<thead>
<tr>
<th>No</th>
<th>Organisation Name</th>
<th>Specialisation</th>
<th>Company Type</th>
<th>Applied On</th>
<th>Coordinator’s Approval</th>
<th>Organisation’s Offer</th>
<th>Official Letter</th>
<th>Delete</th>
<th>Accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NEW ORGANISATION Z</td>
<td>EDUCATION</td>
<td></td>
<td>28-FEB-12</td>
<td>Approval Pending</td>
<td>Offer Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>KOMPLEKS KRAF KUALA LUMPUR</td>
<td>ADVERTISING, PUBLIC RELATIONS, MARKETING SERVICES</td>
<td>Online System</td>
<td>28-FEB-12</td>
<td>Approval Pending</td>
<td>Offer Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>OCBC BANK (MALAYSIA) BERHAD.</td>
<td>FINANCIAL SERVICES</td>
<td>Online System</td>
<td>28-FEB-12</td>
<td>Approval Pending</td>
<td>Offer Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. If there is no action by the Coordinator, the column will display ‘Approval Pending’.
5. If there is no action by the Coordinator, an organisation can be deleted from the list by clicking on the delete icon [x].

<table>
<thead>
<tr>
<th>No</th>
<th>Organisation Name</th>
<th>Specialisation</th>
<th>Company Type</th>
<th>Applied On</th>
<th>Coordinator Approval</th>
<th>Organisation Approval</th>
<th>Official Letter</th>
<th>Delete</th>
<th>Accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SUNWAY (TM SDN BHD) SUNWAY CARNIVAL Mall</td>
<td>ADVERTISING, PUBLIC RELATIONS, MARKETING SERVICES</td>
<td>Online System</td>
<td>15-FEB-12</td>
<td>Approval Pending</td>
<td>Approval Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. If the organisation has been approved by the Coordinator, a tick mark [✓] will be displayed.
7. If the organisation has been rejected by the Coordinator, a cross mark [✗] will be displayed.
8. If an organisation has been rejected by the Coordinator, you can apply for another organisation at ‘Placement Search’.

9. Once an organisation has been approved by the Coordinator, the application will be sent to the Organisation.

10. Organisation’s Approval can be viewed under the Organisation Approval column.

<table>
<thead>
<tr>
<th>No</th>
<th>Organisation Name</th>
<th>Specialisation</th>
<th>Company Type</th>
<th>Applied On</th>
<th>Coordinator’s Approval</th>
<th>Organisation’s Offer</th>
<th>Official Letter</th>
<th>Delete</th>
<th>Accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SYARIKAT BERKALAI AIR</td>
<td>ADVERTISING, PUBLIC RELATIONS, MARKETING SERVICES</td>
<td>Online System</td>
<td>28-FEB-12</td>
<td>✔</td>
<td>Offer Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ASDASDXKL</td>
<td>AGRICULTURE</td>
<td>28-FEB-12</td>
<td>✔</td>
<td>Offer Pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NPC RESOURCES BHD</td>
<td>CHEMICALS AND ALLIED PRODUCTS</td>
<td>Manual System</td>
<td>28-FEB-12</td>
<td>✗</td>
<td>Offer Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. If there is no action by the Organisation, the column will display ‘Approval Pending’.

12. If the Organisation has approved the application, a tick mark ✔️ will be displayed.

13. If the Organisation has rejected the application, a cross mark ✗ will be displayed.

14. To download the Official Letter from the Coordinator, click the link at the Official Letter column. Official Letter download will be enabled only for organisations which are not using CITRA’s Online Portal.

15. Once an organisation has approved the application, a notification email will be sent to you. Once you login at the portal, an accept option will be displayed under the accept column as below:

<table>
<thead>
<tr>
<th>No</th>
<th>Organisation Name</th>
<th>Specialisation</th>
<th>Company Type</th>
<th>Applied On</th>
<th>Coordinator’s Approval</th>
<th>Organisation’s Offer</th>
<th>Official Letter</th>
<th>Delete</th>
<th>Accept</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NEW ORGANISATION 2</td>
<td>EDUCATION</td>
<td></td>
<td>28-FEB-12</td>
<td>Approval Pending</td>
<td>Offer Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>KOMPLEKS Kraf KLALU LUMBER</td>
<td>ADVERTISING, PUBLIC RELATIONS, MARKETING SERVICES</td>
<td>Online System</td>
<td>28-FEB-12</td>
<td>✔</td>
<td>✔️</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>OCBC BANK (MALAYSIA) BERHAD</td>
<td>FINANCIAL SERVICES</td>
<td>Online System</td>
<td>28-FEB-12</td>
<td>Approval Pending</td>
<td>Offer Pending</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Only ONE organisation can be accepted at any time. Once you accept one organisation, offers from the other organisation will be automatically rejected. An email notification will be sent to the other organisations.

16. Once you click ‘Accept’ a notification email will be sent to the organisation of your acceptance.

17. You can then proceed with the registration of the Industrial Training course.
2.4 Register Course

1. Register Course can be used to register for the Industrial Training course.

2. Click on ‘Register Course’ icon.

   ![Image of Register Course icon highlighted]

3. Student Information will be displayed.

   ![Picture of Student Information]

   - **IC NUMBER**: 880720085259
   - **Name**: CHIA MIN KUAN
   - **Matrix No**: W940000812
   - **Email Address**: mchiah@siswa.um.edu.my
   - **Course**: BACHELOR OF COMPUTER SCIENCE

4. Registration will be enabled for the current Session and Semester.

5. Select the Course Code from the dropdown list.

6. No of Credits will be displayed.

7. Click on ‘Register’ to confirm the registration.
2.5 Feedback on Industrial Training

1. Feedback on Industrial Training can be used to enter your feedback on the Industrial Training Programme.

2. Click on this to submit your feedback on the Industrial Training Programme within 2 weeks after completing your industrial training.