

URL TMS : <http://10.33.175.5/tms>

MODUL TRAINING MANUAL PENDAFTARAN SUBJEK

LANGKAH 1 – Subject/Course Declaration

Objektif: Semua subjek yang ditawarkan oleh kursus [**Course**] pada sesi semasa [**Session**] dan sesi kemasukan [**Intake Session**] berkenaan.

1. Training -> Syllabus -> Administration (Syllabus) > Subject/Course Declaration
2. **Course** : [Kursus berkaitan]
3. **Intake Session** : [Sesi kemasukan]
4. **Session** : [Sesi semasa. Tidak perlu diubah]
5. Klik **Search**.
6. Masukkan **Subject/Module** dan **Semester**.
7. Klik **Compulsory** jika perlu (*Compulsory* digunakan bagi memudahkan proses pendaftaran subjek).
8. Klik Add.

The screenshot shows the 'Subject/Course Declaration' form. At the top right, it says 'adminPERAI | 90.3.16.1 | v.1.1 | 29 Jul 2016'. The form has three input fields: 'Course' with a dropdown menu showing 'A11: TEKNOLOGI AUTOMOTIF', 'Intake Session' with a dropdown showing '2/2016', and 'Copy To' with a dropdown showing '2/2016' and a 'Copy' button. Below these are 'Search', 'Print', and 'Cancel' buttons. A table below has columns: 'Subject/Module', 'Semester', 'Credit Hours', 'Compulsory', 'Add', and 'Check All'. A red box highlights the 'Subject/Module' and 'Semester' input fields, with a red arrow labeled '5' pointing to the 'Subject/Module' field. Another red box highlights the 'Course', 'Intake Session', and 'Copy To' fields, with a red arrow labeled '2, 3, 4' pointing to them. A red arrow labeled '6' points to the 'Subject/Module' field. A red arrow labeled '7' points to the 'Compulsory' checkbox. A red arrow labeled '8' points to the 'Add' button. At the bottom, it says 'Copyright © by JTM. All Rights Reserved'.

9. Sekiranya maklumat **Subject/Module** telah wujud dalam sesi kemasukan dan ingin meneruskan pendaftaran subjek pada sesi semasa, *tick check box* pada sebelah kanan senarai subjek. Ini untuk memastikan kod subjek wujud dikedua-dua sesi iaitu sesi kemasukan dan sesi semasa.
10. Klik **Copy** bagi sesi semasa (sesi semasa tidak boleh dilaraskan).
11. Klik **OK** sekiranya setuju.
12. Klik **OK** sekiranya ia ingin disimpan.
13. Klik **Compulsory** jika perlu pada kod subjek merujuk kepada sesi kemasukan.
14. Semak senarai kod subjek pada sesi semasa selepas selesai.

Subject/Course Declaration

adminPERAI | 90.3.16.1 | v.1.1 | 29 Jul 2016

Course * : A11:TEKNOLOGI AUTOMOTIF
Intake Session * : 1/2016
Copy To : 2/2016

10

Message from webpage
? Are you sure want to Copy?

11

Total Record(s): 89

No	Subject/Module	Semester	Credit Hours	Compulsory			<input type="checkbox"/> Check All
1	LI5013- INDUSTRIAL TRAINING	5	3	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
2	A11-02-01- ENGINE MAINTENANCE	2	4	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
3	A11-02-02- DIESEL FUEL SYSTEM 1	2	2	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
4	A11-02-03- STEERING SYSTEM	2	2	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
5	A11-02-04- AIR-CONDITIONING SYSTEM 1	2	2	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
6	A11-02-05- TRANSMISSION SYSTEM 2	2	4	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
7	A11-02-06- SUSPENSION SYSTEM	2	2	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
8	SK-2021- SAINS KEJURUTERAAN 2	2	1	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
9	PI-2031- PENDIDIKAN ISLAM 2	2	1	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
10	MK-2011- MATEMATIK KEJURUTERAAN 2	2	1	<input type="checkbox"/>	Edit		<input type="checkbox"/>
11	BI-2051- BAHASA INGGERIS 2	2	1	<input type="checkbox"/>	Edit		<input type="checkbox"/>
12	A11-04-01- AUTOMOTIVE WORKSHOP MANAGEMENT	4	2	<input type="checkbox"/>	Edit		<input type="checkbox"/>
13	A11-04-02- SUPERVISORY SKILL	4	3	<input type="checkbox"/>	Edit		<input type="checkbox"/>
14	A11-04-03- COMPUTER-AIDED DESIGN (CAD)	4	2	<input type="checkbox"/>	Edit		<input type="checkbox"/>
15	A11-04-04- DIESEL FUEL SYSTEM 2	4	2	<input type="checkbox"/>	Edit		<input type="checkbox"/>
16	A11-04-05- AIR-CONDITIONING SYSTEM 2	4	2	<input type="checkbox"/>	Edit		<input type="checkbox"/>
17	A11-04-06- VEHICLE DIAGNOSIS AND TROUBLE SHOOTING	4	2	<input type="checkbox"/>	Edit		<input type="checkbox"/>
18	MK-4011- MATEMATIK KEJURUTERAAN 4	4	1	<input type="checkbox"/>	Edit		<input type="checkbox"/>

9

Subject/Course Declaration

adminPERAI | 90.3.16.1 | v.1.1 | 29 Jul 2016

Course * : A11:TEKNOLOGI AUTOMOTIF
Intake Session * : 1/2016
Copy To : 2/2016

Message from webpage
! Saved successfully.

12

Total Record(s): 89

No	Subject/Module	Semester	Credit Hours	Compulsory			<input type="checkbox"/> Check All
1	LI5013- INDUSTRIAL TRAINING	5	3	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
2	A11-02-01- ENGINE MAINTENANCE	2	4	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
3	A11-02-02- DIESEL FUEL SYSTEM 1	2	2	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
4	A11-02-03- STEERING SYSTEM	2	2	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
5	A11-02-04- AIR-CONDITIONING SYSTEM 1	2	2	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
6	A11-02-05- TRANSMISSION SYSTEM 2	2	4	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
7	A11-02-06- SUSPENSION SYSTEM	2	2	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
8	SK-2021- SAINS KEJURUTERAAN 2	2	1	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
9	PI-2031- PENDIDIKAN ISLAM 2	2	1	<input type="checkbox"/>	Edit		<input checked="" type="checkbox"/>
10	MK-2011- MATEMATIK KEJURUTERAAN 2	2	1	<input type="checkbox"/>	Edit		<input type="checkbox"/>
11	BI-2051- BAHASA INGGERIS 2	2	1	<input type="checkbox"/>	Edit		<input type="checkbox"/>
12	A11-04-01- AUTOMOTIVE WORKSHOP MANAGEMENT	4	2	<input type="checkbox"/>	Edit		<input type="checkbox"/>
13	A11-04-02- SUPERVISORY SKILL	4	3	<input type="checkbox"/>	Edit		<input type="checkbox"/>
14	A11-04-03- COMPUTER-AIDED DESIGN (CAD)	4	2	<input type="checkbox"/>	Edit		<input type="checkbox"/>
15	A11-04-04- DIESEL FUEL SYSTEM 2	4	2	<input type="checkbox"/>	Edit		<input type="checkbox"/>
16	A11-04-05- AIR-CONDITIONING SYSTEM 2	4	2	<input type="checkbox"/>	Edit		<input type="checkbox"/>
17	A11-04-06- VEHICLE DIAGNOSIS AND TROUBLE SHOOTING	4	2	<input type="checkbox"/>	Edit		<input type="checkbox"/>
18	MK-4011- MATEMATIK KEJURUTERAAN 4	4	1	<input type="checkbox"/>	Edit		<input type="checkbox"/>

LANGKAH 2 – Seat Maintenance

Objektif: Mewujudkan kumpulan pelajar bagi setiap subjek dan kursus merujuk kepada sesi semasa [Session].

1. Training -> Administration (General) -> Seat Maintenance
2. **Session** : [Sesi semasa]
3. **Subject/Module** : [Subjek berkaitan]
4. **Section** : [Kod Institut]
5. **Total Seat** : [Bilangan pelajar yang mengambil subjek berkaitan]
6. Klik **Primary Owner** merujuk kepada **Course** yang berkaitan.
7. Klik **Save**.

The screenshot shows the 'Seat Maintenance' form. A red box highlights the input fields for Session, Subject/Module, Section, and TotalSeat, with a red arrow pointing to them labeled '2, 3, 4, 5'. Below the form is a table with columns: Course Code, Course Name, Sub-Seat, Number Of Enroll, Available Seat, Status, and Primary Owner. The first row shows 'A08-B' for Course Code and 'TEKNOLOGI KIMPALAN' for Course Name. A red arrow points to the 'Primary Owner' checkbox in this row, labeled '6'. At the bottom left, there are 'Save', 'Remove', and 'Cancel' buttons, with a red arrow pointing to the 'Save' button labeled '7'. The footer text reads 'Copyright © by JTM. All Rights Reserved'.

8. Klik **OK** pada mesej *Record saved successfully*.

This screenshot shows the same 'Seat Maintenance' form, but with a 'Message from webpage' dialog box open in the center. The dialog box contains a yellow warning icon and the text 'Record saved successfully.' with an 'OK' button. A red arrow points to the 'OK' button, labeled '8'. The background form shows the 'Number Of Enroll' and 'Available Seat' columns updated to 0 and 100 respectively for the 'A08-B' course.

LANGKAH 3 – Enrolment

Objektif: Daftar subjek bagi setiap pelajar merujuk kepada subjek yang telah dimasukkan dalam *Subject/Course Declaration*.

1. Training -> Enrolment -> Enrolment
2. **Session** : [Sesi semasa]
3. **Student** : [Masukkan NDP/IC Number/Name]
4. Klik **Search**.
5. Nama pelajar akan muncul dan klik pada nama pelajar untuk melakukan proses seterusnya.

Enrolment

adminPERAI | 97.2-1.5 | v.1.1 | 29 Jul 2016

Session * : 2/2016

Student * : NDP 02215051

Search Cancel

No	Record(s)	NDP	Title	Participant Name	IC No /Passport No	Course	Semester
1	1	02215051	EN	AIDIL ANNUAR BIN ZAMZURI	970823025397	A11	2

Page 1 of 1
Copyright © by JTM. All Rights Reserved

6. Kod subjek yang berkaitan akan muncul merujuk kepada kod subjek yang telah dimasukkan dalam *Subject/Course Declaration*.
7. *Section* dan *Course Code* akan muncul secara automatik merujuk kepada kod institute dan kod kursus pelajar.
8. Klik **Next** jika senarai kod subjek telah lengkap.
9. Klik **Add Row** untuk menambah kod subjek lain.

Enrolment

adminPERAI | 97.0.1.4 | v.1.1 | 29 Jul 2016

NDP : 02215051

Student Name : AIDIL ANNUAR BIN ZAMZURI

IC Number : 970823025397

Year Of Study : 0

Session : 2/2016

Course : A11

Semester : 3

Duration Of Studies : 2

TEKNOLOGI AUTOMOTIF

No	Subject Code	Section	Course Code	Delete
1	MT3071	02	A11	Delete
2	ES3101	02	A11	Delete
3	A11-03-11	02	A11	Delete
4	A11-03-12	02	A11	Delete
5	A11-03-13	02	A11	Delete
6	A11-03-14	02	A11	Delete
7	A11-03-15	02	A11	Delete
8	PT3031	02	A11	Delete

Add Row Cancel Next

10. Klik **Proceed** apabila maklumat telah disahkan.
11. Klik **Back** sekiranya maklumat belum lengkap.
12. Klik **Add Row** untuk menambah kod subjek lain.

Enrolment adminPERAI | 97.0.1.6 | v.1.1 | 29 Jul 2016

NDP : 02215051 School : JMP
Student Name : AIDIL ANNUAR BIN ZAMZURI Level : L3
IC Number : 970823025397 Program : A11 TEKNOLOGI AUTOMOTIF
Year of Study : 0 Semester : 3
Session : 2/2016

Subject Enrolled

No	Cod	Name	Credit Hour	Section
1	MT3071	MATHEMATICS 3	3	02
2	ES3101	ENGINEERING SCIENCE 1	1	02
3	PE3031	ISLAMIC STUDIES 3	1	02
4	A11-03-13	CHASSIS SYSTEM	4	02
5	A11-03-14	TURBOCHARGER SUPERCHARGER	2	02
6	A11-03-15	ELECTRICAL AND ELECTRONIC SYSTEM 2	4	02
7	A11-03-11	TRANSMISSION SYSTEM 3	4	02
8	A11-03-12	ENGINE MANAGEMENT SYSTEM	3	02

Add Row **Cancel** **Back** **Proceed**

12 11 10

13. Paparan seperti di bawah akan muncul sekiranya pendaftaran subjek telah selesai.

Enrolment

Submitted By : adminPERAI
Modified Date : 24 Mar 2016

The student is successfully enrolled in the system.

[Return to main screen](#)

LANGKAH 4 – Subject/Module Add and Drop

Objektif : Menambah atau menggugurkan subjek yang telah didaftarkan.

1. Training -> **Enrolment** -> Subject/Module Add and Drop
2. **Session** : [Sesi semasa]
3. **Student** : [Masukkan NDP/IC Number/Name]
4. Klik **Search**.
5. Nama pelajar akan muncul dan klik pada nama pelajar untuk melakukan proses seterusnya.

Subject/Module Add and Drop adminPERAI | 97.2.3.5 | v.1.1 | 25 Feb 2016

Session * : 1/2016

Student * : NDP 02215004

Match All Related Words

Search Cancel

No	NDP	Title	Participant Name	IC No /Passport No	Course	Semester
1	02215004	EN	MOHAMED ZAID BIN HIZANEE	940321075215	A08-B	2

Page 1 of 1
Copyright © by JTM. All Rights Reserved

6. Klik kotak **Drop** untuk menggugurkan subjek yang tidak diambil oleh pelajar.
7. Klik **Add Row** sekiranya ingin menambah subjek. Masukkan **Subject Code**, **Section** dan **Course Code**.
8. Klik **Proceed**.

Subject/Module Add and Drop adminPERAI | 97.0.3.4 | v.1.1 | 25 Feb 2016

NDP 02215004 Course A08-B TEKNOLOGI KIMPALAN

Student Name MOHAMED ZAID BIN HIZANEE Semester 2 © Long Short

IC Number 940321075215

Mode Of Study FULL TIME

Year Of Study 2

Session 1/2016

No	Subject Code	Section Course Code	Drop	Add Drop Date
1	A08-02-22	02	<input type="checkbox"/>	
2	A08-02-21	02	<input type="checkbox"/>	
3	A08-02-23	02	<input type="checkbox"/>	

Add Row Cancel Proceed

9. Klik **Proceed** apabila maklumat telah disahkan.
10. Klik **Back** sekiranya maklumat belum lengkap.
11. Klik **Add Row** untuk menambah kod subjek lain.

Subject/Module Add and Drop adminPERAI | 97.0.3.6 | v.1.1 | 25 Feb 2016

StudentID: 02215004 School: JMP
 Student Name: MOHAMED ZAID BIN HIZANEE Level: L3 LEVEL 3
 IC Number: 940321075215 Program: A08-B TEKNOLOGI KIMPALAN
 Mode Of Study: FULL TIME
 Year Of Study: 0 Semester: 2 Long Short
 Session: 1/2016

Subject Enrolled

No	Code	Name	Credit Hour	Section
1	A08-02-23	SMAW PROCESS - CARBON STEEL PIPE 2	2	02
2	A08-02-21	SMAW PROCESS - CARBON STEEL PLATE 2	2	02
3	A08-02-22	SMAW PROCESS - CARBON STEEL PLATE 3	2	02

Fees

No	Name	Code	Amount	Adjustment
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Add Row Cancel Back Proceed </div> <div style="display: flex; justify-content: space-between;"> 11 10 9 </div>				

12. Paparan seperti di bawah akan muncul sekiranya penambahan/gugur subjek telah selesai.

Course Add Drop

Submitted By : adminPERAI
 Modified Date : 25 Feb 2016

The Add Drop Process is sucessfully done.

[Return to main screen](#)

Copyright © by JTM. All Rights Reserved