MANUAL ATTENDANCE
(VIA MMA CPD SYSTEM)

MANUAL ATTENDANCE

IMPORTANT

1. For the participants/ doctors/ speakers/ organizing chairperson/ trainers/ poster presenter who are unable to collect the CPD points using MMA mobile app on the day of the event, the provider shall **upload their attendance into the MMA CPD system manually** for the CPD points accredit.

2. Please note that the attendance **MUST** be submitted immediately via the online MMA CPD system **within 7 to 14 working days after the DATE OF THE EVENT**. An updated attendance will be automatically reflected in the MMA mobile app.

3. Please make sure to upload/ update the correct details under the correct Event ID **_"CPDE00000"._**

4. For **government doctors**, the CPD points will automatically be **transferred to the myCPD portal**.

5. Once attendance is uploaded, the **organiser may delete the wrong attendance list** under "**_Delegate_**" column **except for the CPD points transfer to the myCPD portal**.

MANUAL ATTENDANCE *cont.*

1. Log in to the MMA CPD System and click "**Manage Events**".

2. Click "**Past Events**" to submit the attendance list.

3. Search the Event ID Code in the "**Event ID**" box and click Show.

4. Once the event details are shown on the screen, click "**Attendance**".

Please note that there are two (2) ways to update the attendance manually. *Please refer to next page.*

MANUAL ATTENDANCE *cont.*

A) Update Attendance using "Mark Attendance"

1. Click **Mark Attendance** to update participants' details one by one.

2. Select the "**Attendance Type**" and choose either **speakers/ organizing chairperson/ trainers/ poster presenter etc**. For the speaker, organising chairperson, etc., the provider needs to select "**Event Attendance Category**" & "**Event Attendance Sub-category**".

3. "**Points**" column will show the approved number of CPD points.

4. Select the "**Attendance Date**" & "**Attendance Time**". Please follow the Event Date & Time in the system.

5. Fill in the participants' "**IC Number**" & "**Name**". These columns are mandatory.

6. Provider may also fill in participants' other details as "**MMC Number**"/ "**Email**"/ "**Phone No.**". These columns are not mandatory.

7. Once completed, click **Save** .

MANUAL ATTENDANCE *cont.*

A) Update Attendance using "Mark Attendance" *cont.*

- After clicking Save, the details will be recorded in the MMA CPD system.

- Provider can view the list by clicking [Delegate Attendance] / [Speaker Attendance] / [Organizer Attendance] .

- Example is shown below.

MANUAL ATTENDANCE *cont.*

B) Update Attendance using "Upload Excel"

1. Click [Upload Excel] to submit the participants' list using the MMA excel sample file.

2. To download the sample file, click again at [Upload Excel].

3. Click [Download] to download the MMA excel sample file.

Refer to the next page on how to compile the participants' details using the MMA excel file.

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MANUAL ATTENDANCE *cont.*

B) Update Attendance using "Upload Excel" *cont.*

	A	B	C	D	E	F	G
1	Email	Name	IC Number	Attendance Date	Attendance Time	MMC Number	Mobile No
2	rafiqah.nordin@yahoo.com	Rafiqah Nordin	640917055620	01/12/2022	19:00	12345	01234567
3	salmagedang@uk.edu.my	Salma Binti Yusuf	740917055620	01/12/2022	19:00	56897	091589332
4	yusuf.amalina@hotmail.com	Amalina Binti Yusuf	820917055620	01/12/2022	19:00	6789	60125876831
5	ayu.roxy@uk.edu.com	Rohayu Ahmad	970917055620	01/12/2022	19:00	67894	60318245784
6	syazwan_z@pantai.com	Syazwan Zulkifli	880917055620	01/12/2022	19:00	67891	60172768631
7	valeria.santos17@mma.gov.my	Valeria Santos	310917055620	01/12/2022	19:00	678925	60192768631
8	princessthum_amolia@gmail.com	Amolia Thum	840917055620	01/12/2022	19:00	67892	60122768631
9	xinglin39@hotmail.com	Tan Xing Lin	930917055620	01/12/2022	19:00	67983	60182298751

Event ID	CPDE40860
Title	* WEBINAR
Event Start Date	* 01/12/2022 [1]
Event Starting Time (24 Hours Format)	* 19:00 [2]

IMPORTANT NOTE:
1. Please DO NOT use your own excel file format and use the MMA excel sample file that has been downloaded from the MMA CPD system ONLY.
2. Proceed to open the excel sample file and remove/ delete the example details from the excel.
3. Please Do NOT use a different formula for each column and row.

Provider shall key in the following details in the Excel:

1. Valid/ registered email address. Please DO NOT include "*space*" before, in between, and after the email address. [A]

2. Full names of delegates/ Speakers/ Organising Chairpersons/ Trainers/ Poster presenters etc. [B]

3. Full NRIC/ Passport number shall include numbers and alphabets only. Please do not include "*space*", "*-*", "*.*" or any *symbols*. [C]

4. Please use the same attendance date format (**DD/MM/YY**)[1] as registered in the system. *(E.g., 01/12/2022).* [D]

5. Please use the same attendance time 24 hours format (**HH:MM**)[2] as per registered in the system. *(E.g., 19:00).* [E]

6. MMC number. [F]

7. Valid phone/ mobile number. [G]

8. Once completed, please select all *(or click Ctrl + A)* and change the Excel format into "**Text**".

MANUAL ATTENDANCE *cont.*

B) Update Attendance using "Upload Excel" *cont.*

	Email	Name	IC Number	Attendance Date	Attendance Time	MMC Number	Mobile No
1	Email	Name	IC Number	Attendance Date	Attendance Time	MMC Number	Mobile No
2	lawrence.k.w.g@gmail.com	Lawrence Wisdom	4.90118E+11	9/11/2022	7pm	23682	012-3861562
3	Klinikgooncheras @gmail.com	Siew Foong Goon	571113-07-5674	9/11/22	19:00pm	24522	
4	sooneetatt@gmail.com	EE SOON	720812 07 5311	9/November/2022	7.00pm	36403	016-7101685
5	ohhuishian@yahoo.com	Hui Shian Oh	8.30617E+11	9.11.2022	19.15	8203	012-5546796
6	yvonnelee.ylcs@gmail.com	Yvonne Lee	9.41028E+11	9/11/2022	49998	20876	012-8181268
7	dinodinoki@yahoo.com	Jia-Ki Chai	8.41108E+11	9/11/2022	19:00	50652	017-7186080

Event ID	CPDE40860
Title	* WEBINAR
Event Start Date	* 01/12/2022 [1]
Event Starting Time (24 Hours Format)	* 19:00 [2]

Common Error in the Excel Sheet:

1. Space before, in between, and after the email address. An email address shall not include **space** or **any invalid symbols**.

2. If the IC number changes into "**4.90118E+11**" / **symbols** after the format changes into "**Text**", please click at the end of the IC number and tap **Enter**.

3. Event date must follow **DD/MM/YYYY** [1] *(09/11/2022)* format only, if the date changes to number "**49998**" after the format changes into "**Text**", please amend the date to the correct format **OR** copy the date from the system and paste in the excel.

4. Event time must follow **HH:MM** [2] *(19:00)* format only, if the date changes to number "**49998.258**" after the format changes into "**Text**", please amend the time to the correct format **OR** copy the time from the system and paste in the excel.

MANUAL ATTENDANCE *cont.*

B) Update Attendance using "Upload Excel" *cont.*

Once completed, the provider shall upload the Excel file to the MMA CPD system.

1. Select the "**Attendance Type**" and choose either **speakers/ organizing chairperson/ trainers/ poster presenter etc**. For the speaker, organising chairman, etc., the provider needs to select "**Event Attendance Category**" & "**Event Attendance Sub-category**".

2. "**Points**" column will show the approved number of CPD points.

3. Drag and drop **OR** upload the excel file under "**Upload Excel**". The **file type is .xlsx only**. Please **DO NOT** upload .docx/ .pdf/ .jpeg/ .png format.

4. Once uploaded, click Save .

MANUAL ATTENDANCE *cont.*

B) Update Attendance using "Upload Excel" *cont.*

- Click on "**Upload Excel**" again to view the status.

- Once the status shows "**Completed**", the attendance list has been successfully uploaded and recorded in the MMA CPD system.

	DATE CREATED	EXCEL FILE	STATUS	REMARKS
☐	30-11-2022 01:09 PM	CPDE40860 Attendance.xlsx	Completed	View

10 ∨ Show

One item found.

CSV | Excel | XML | PDF

Upload Excel

MANUAL ATTENDANCE *cont.*

B) Update Attendance using "Upload Excel" *cont.*

- Provider can view the list by clicking [Delegate Attendance] / [Speaker Attendance] / [Organizer Attendance] .

- Example are is shown as below.

	CPD	IC NUMBER	NAME	EMAIL	ATTENDANCE DATE	ATTENDANCE TIME	POINTS	E\ S\ C\
☐	MMA	920415148725	ABDUL AZIZ	abaziz@gmail.com	01/12/2022	19:00:00	1	c. le se (1
☐	MMA	310917055620	VALERIA SANTOS	valeria.santos17@mma.gov.my	01/12/2022	19:00:00	1	c. le se (1
☐	MMA	640917055620	RAFIQAH NORDIN	rafiqah.nordin@yahoo.com	01/12/2022	19:00:00	1	c. le se (1
☐	MMA	970917055620	ROHAYU AHMAD	ayu.roxy@uk.edu.com	01/12/2022	19:00:00	1	c. le