MMA CPD GUIDELINES VERSION 4



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.



- 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*.

倄 Welcome		🆀 Hom	e > Manage	e Events >	Past Events					
► Logout										
LCPD Provider	0						100 🗸 CPD	E40860 3	Title	Show
Manage Events	٥	C) eve	NT ID 💠	TITLE	ORGANIZER	EVENT START DATE	EVENT END DATE		
Create Event Pending Approval	0	C) срр	E40860	WEBINAR	MMA HQ EVENTS	01/12/2022	01/12/2022	Edit Event	Attendance
Queried Events Pending for Review	0								CSV Exc	el XML PDF
Rejected Events	0									
Past Events										

A) Update Attendance using "Mark Attendance"



1. Click

Mark Attendance to update participants' details one by one.

- 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.
- Provider may also fill in participants' other details as "MMC Number"/ "Email"/ "Phone No.". These columns are not mandatory.
- 7. Once completed, click Save .

A) Update Attendance using "Mark Attendance" cont.



	10	✓ CPD ✓	Name	Name		mber	MMC	Mobi	le Scan 🔻	Show
	CPD	IC NUMBER \$	NAME	EMAIL	¢	ATTENDANCĘ DATE	ATTENDANCĘ TIME	POINTS	EVENT SUB CATEGORY	MMC NUM
	MMA	920415148725	ABDUL AZIZ	abaziz@gmai	l.com	01/12/2022	19:00:00	1	c. External lecture/topic seminar (1H)	2584
									One i	tem found.
								CSV	Excel XMI	. PDF
Delete										

B) Update Attendance using "Upload Excel"

Attendance								10 🗸	Show
Event ID	CPDE40860								
Title	* WEBINAR				-		0747110	0.511	DKA
Event Start Date	* 01/12/2022			DATE CREATE	D		STATUS	REMA	IKKS
Event Starting Time (24 Hours Format)	* 19:00	\backslash	Nothin	g found to display.					
Event End Date	* 01/12/2022							No	items found.
Event Ending Time (24 Hours Format)	* 21:20		Upload	I Excel					
Delegate Attendance Speaker 1. Click Upload I excel sample 2. To download 3. Click Download Refer to the next using the MMA excel	Attendance Organizer Attendance Mark Attendance Upload Excel Excel to submit the participants' list using the MMA file. the sample file, click again at Upload Excel ad to download the MMA excel sample file. page on how to compile the participants' details cel file.].		2 Excel Attendance Attendance Type Upload Excel	ce * Please * Downlo	Select Drop files he	ere or click to upload		~

B) Update Attendance using "Upload Excel" cont.

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117	\bullet : \times \checkmark f_x							
	А 🚺		в 2	с <mark>З</mark>	D 4	Е 互	F 6	G 🔽
1	Email	Name	;	IC Number	Attendance Date	Attendance Time	MMC Numbe	Mobile No
2	rafiqah.nordin@yahoo.com	Rafiq	ah 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	Amali	na Binti Yusuf	820917055620	01/12/2022	19:00	6789	60125876831
5	ayu.roxy@uk.edu.com	Roha	yu Ahmad	970917055620	01/12/2022	19:00	67894	60318245784
6	syazwan z@pantai.com	Syazw	/an Zulkifli	880917055620	01/12/2022	19:00	67891	60172768631
7	valeria.santos17@mma.gov.my	Valeri	a Santos	310917055620	01/12/2022	19:00	678925	60192768631
8	princessthum amolia@gmail.com	Amoli	a Thum	840917055620	01/12/2022	19:00	67892	60122768631
9	xinglin39@hotmail.com	Tan X	ing 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 Hour Format)	s *	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**".

B) Update Attendance using "Upload Excel" cont.

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	В	2	3	4	F	G
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
ohhuishian@yahoo.com	Hui Shian Oh	8.30617E+11	9.11.2022	19.15	8203	012-5546796
yvonnelee.ylcs@gmail.com	Yvonne Lee	9.41028E+11	9/11/2022	49998	20876	012-8181268
dinodinoki@yahoo.com	Jia-Ki Chai	8.41108E+11	9/11/2022	19:00	50652	017-7186080
1						
	00000 (0000					
Event ID	CPDE40860					
litle	* WEBINAR					

* 19:00 2

Event Starting Time (24 Hours

Format)

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**.
- 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.
- Event time must follow HH:MM² (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.

B) Update Attendance using "Upload Excel" cont.

Attendance Type	* Delegate	~
Points	1 2	
Upload Excel	* Drop files here or click to upload. CPDE40860 Attendance.xlsx remove	3
Sample File	Download	

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.
- 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

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.

				10 🗸 Show
	DATE CREATED	EXCEL FILE	STATUS	REMARKS
	30-11-2022 01:09 PM	CPDE40860 Attendance.xlsx	Completed	View
				One item found CSV Excel XML PDF
Upload	Excel			

B) Update Attendance using "Upload Excel" cont.

•	Provider can view the list by clicking	Delegate Attendance	1	Speaker Attendance	1	Organizer Attendance	
•	Example are is shown as below.						

	10 🗸	CPD 🗸	Name	IC Number	MMC	Mobile Scan	✓ Sho	w
0	CPD	IC NUMBER \$	NAME \$	EMAIL \$	attendanc <u>ę</u> date	ATTENDANCE TIME	POINTS	E' Si C.
	MMA	920415148725	ABDUL AZIZ	abaziz@gmail.com	01/12/2022	19:00:00	1	c. Ie s∈ (1
	MMA	310917055620	VALERIA SANTOS	valeria.santos17@mma.gov.my	01/12/2022	19:00:00	1	c. Ie s∈ (1
	MMA	640917055620	RAFIQAH NORDIN	rafiqah.nordin@yahoo.com	01/12/2022	19:00:00	1	c. Ie s∈ (1
	MMA	970917055620	Rohayu Ahmad	ayu.roxy@uk.edu.com	01/12/2022	19:00:00	1	c. Ie

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