

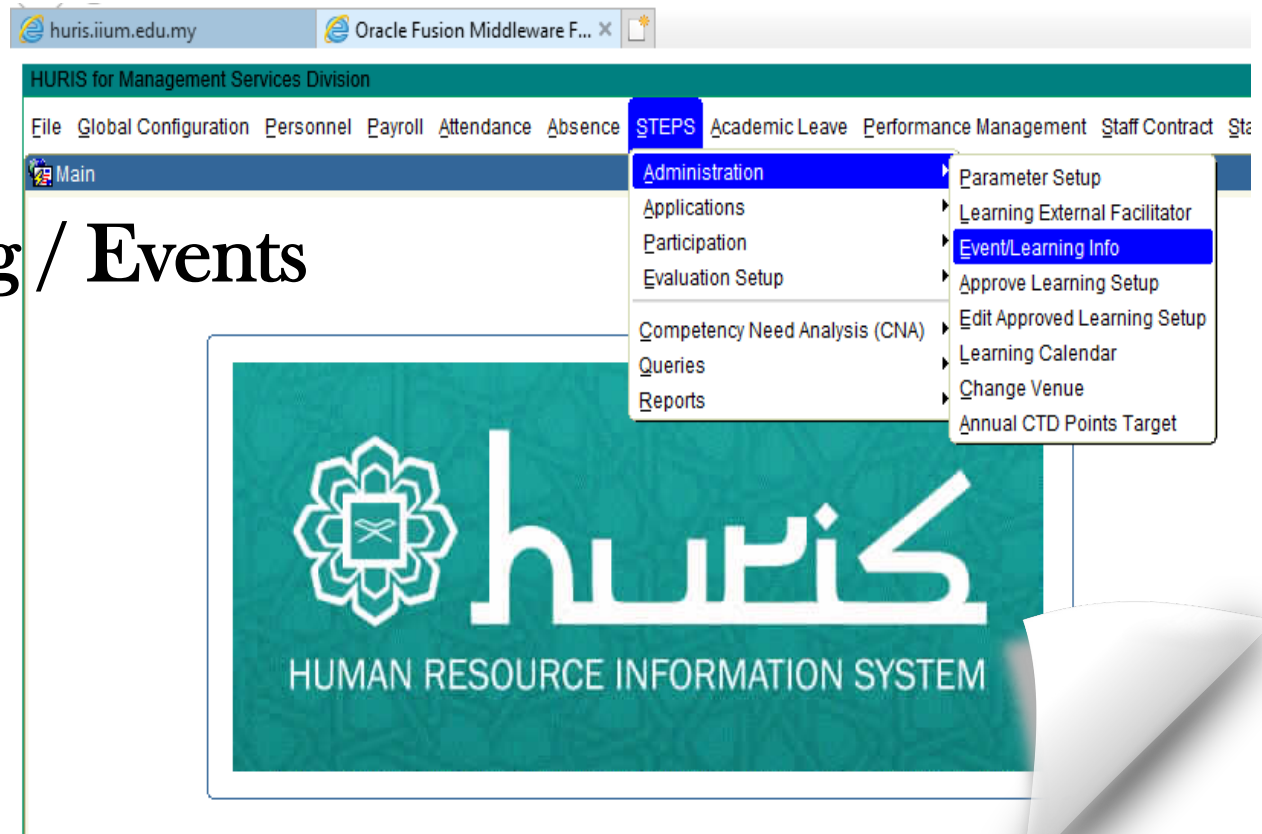
IMPORTING IATTEND ATTENDANCES TO STEPS



LEADING THE WAY
KHALIFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN



1. Create Training / Events



huris.iium.edu.my Oracle Fusion Middleware F... x

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

SITIFATIE - ATF001 - Training Setup

Learning List **Learning Information** Agenda List Agenda/Session Info Evaluation Setup Organizer Detail Sponsor Detail Invite Participant Participant List

Learning Detail Information

Learning ID NOTIFY **Training/Event * TRAINING**

Internal/External * INTERNAL Internal Type

Competency * Level

Service Group Activities *

Branch * KCD * Management Services Division

Program

Class/Event Title *

Program Overview

Venue

State

Date From Date To Start Time 08:00 End Time 17:00

Enter once Total Hours * CTD Point **! Important notes : LOs not accessible to edit. Please refer MSD for any correction required.**

Participant Fees(RM) Income (RM) * Max. Participants Tot. Approved

Budget Approval Date Bdgt Type Substantial Leave? YES... No of Days

Status ENTRY Islamization? Open for online registration? Closing Date

Enter By Private/Public Event * PRIVATE

Last Update By Last Update Date

Learning Completion Criteria *

Evaluation Compulsory? No Attendance Type NONE Print Certificate? No

Only captured "Training", if the program is subject to "Event" please proceed with the manually enter participants or you may change to Event after steps are all done!

2. Approve training /events

https://ifis.iium.edu.my/forms/frmservlet?config=huris&form=IMS_HURIS_LOGON


huris.iium.edu.my Oracle Fusion Middleware F...

HURIS for Management Services Division

File Global Configuration Personnel Payroll Attendance Absence **STEPS** Academic Leave Performance Management Staff Contract Staff Exit Window

Main

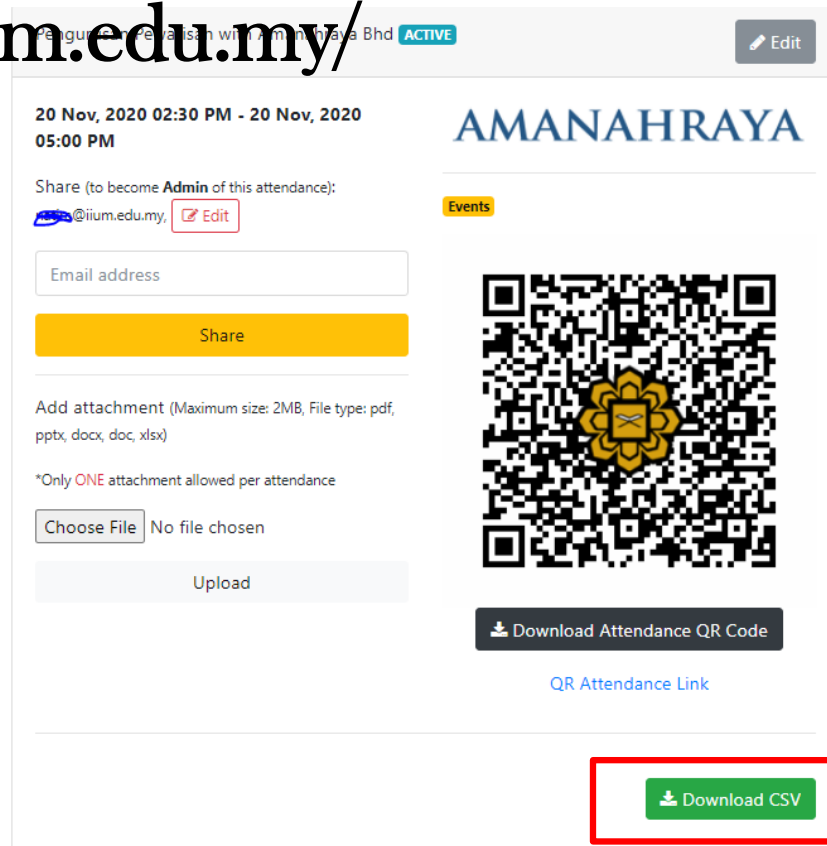
- Administration
 - Parameter Setup
 - Learning External Facilitator
 - Event/Learning Info
 - Approve Learning Setup**
 - Edit Approved Learning Setup
 - Learning Calendar
 - Change Venue
 - Annual CTD Points Target
- Applications
- Participation
- Evaluation Setup
- Competency Need Analysis (CNA)
- Queries
- Reports



<https://iattend.iium.edu.my/>

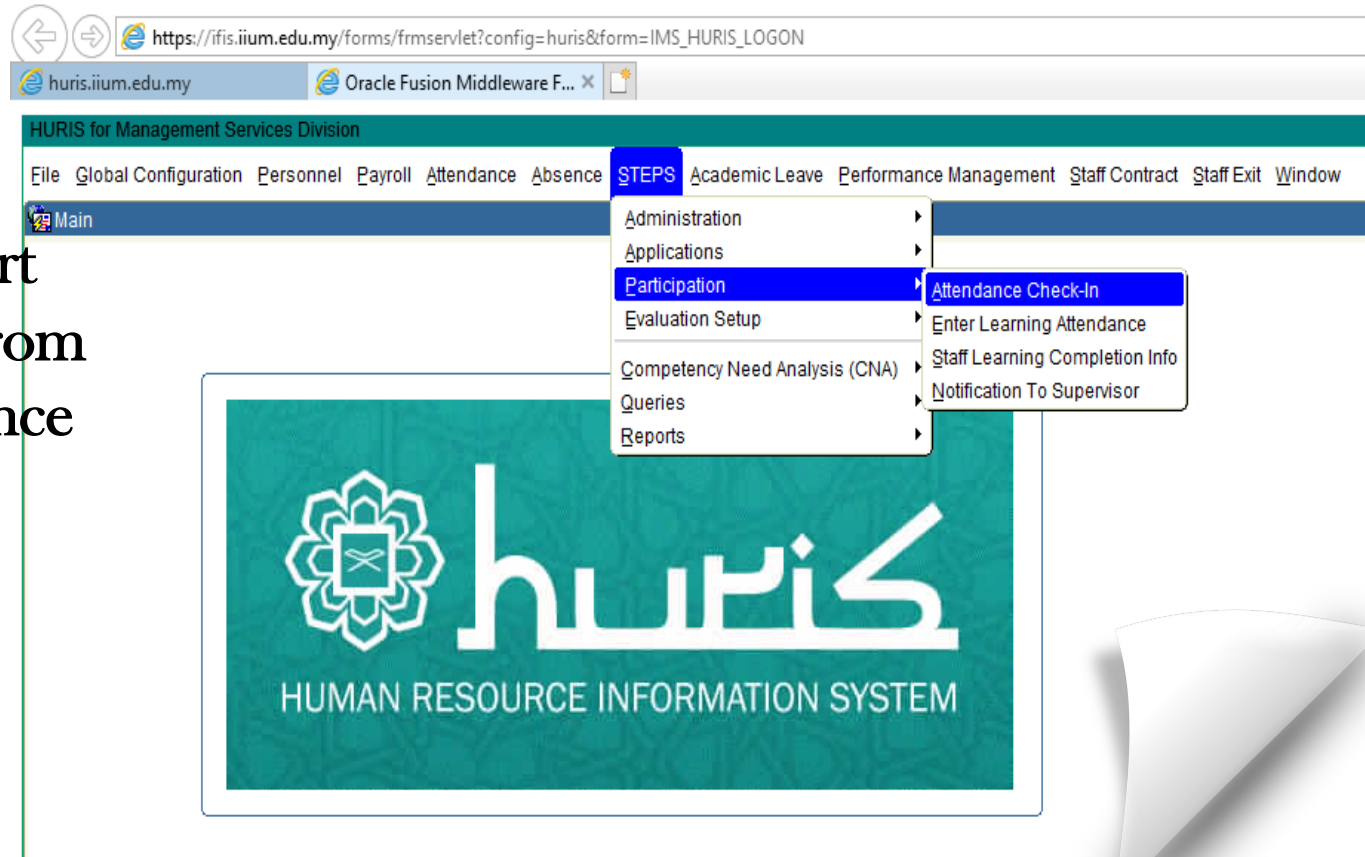
Download CSV
data from the
attendance
[iattend]

**** [advisable]
saved to Desktop
for data retrieved**



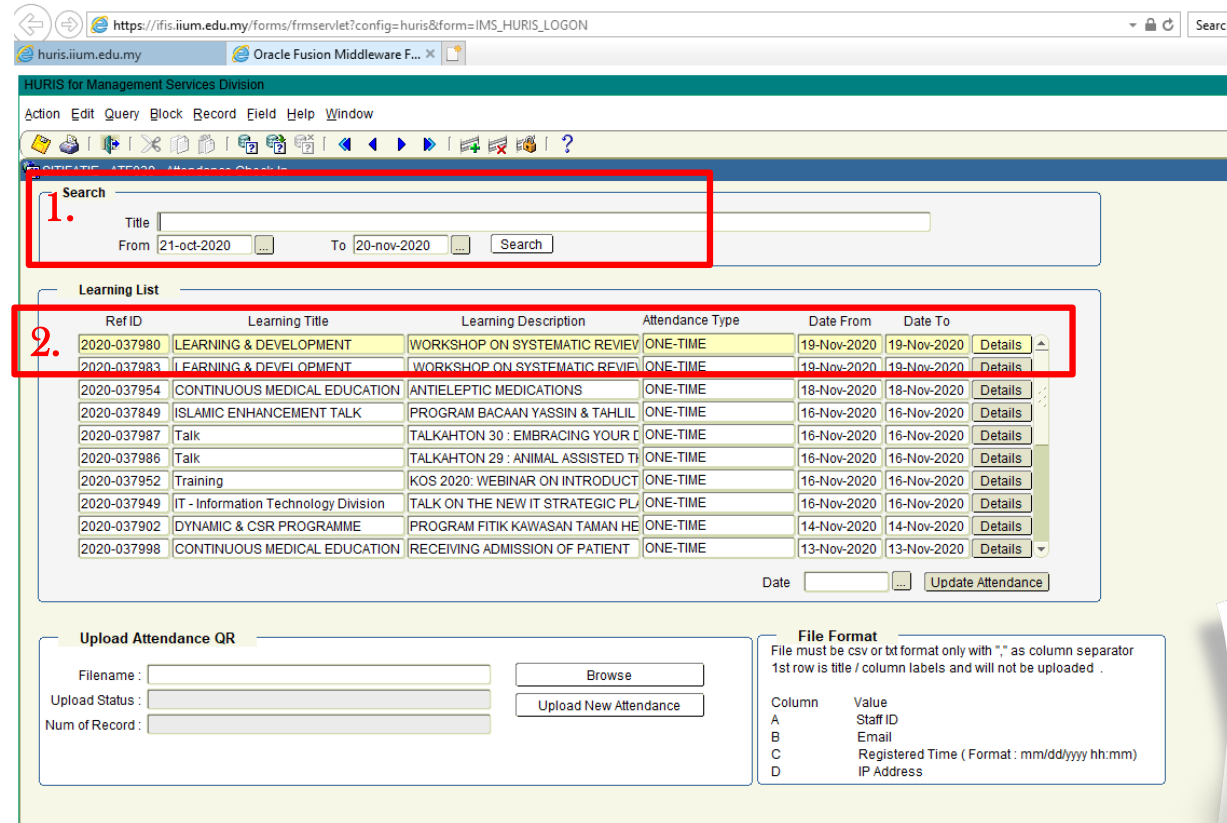
The screenshot shows a web interface for an attendance event. At the top, it says "Pengumuman Pelepasan with Amanah Raya Bhd" and "ACTIVE". The event details are "20 Nov, 2020 02:30 PM - 20 Nov, 2020 05:00 PM". There is a "Share" section with an email address input field and a "Share" button. Below that is an "Add attachment" section with a "Choose File" button and an "Upload" button. On the right, there is a QR code with the IIUM logo in the center, and a "Download Attendance QR Code" button. Below the QR code is a "QR Attendance Link". At the bottom right, a "Download CSV" button is highlighted with a red box.

3. To import participants from CSV attendance to STEPS



3.1 Search Title or Date training/event created

To ensure
correct
training/event
created



The screenshot shows the HURIS for Management Services Division web application. The search interface is highlighted with a red box and labeled '1.'. It includes a search bar for 'Title' and date range filters for 'From' (21-oct-2020) and 'To' (20-nov-2020). Below the search bar is a table titled 'Learning List' with columns: Ref ID, Learning Title, Learning Description, Attendance Type, Date From, Date To, and Details. The table contains several rows of training events, with the first two rows highlighted in yellow and labeled '2.'. Below the table are sections for 'Upload Attendance QR' and 'File Format'.

Ref ID	Learning Title	Learning Description	Attendance Type	Date From	Date To	Details
2020-037980	LEARNING & DEVELOPMENT	WORKSHOP ON SYSTEMATIC REVIEW	ONE-TIME	19-Nov-2020	19-Nov-2020	Details
2020-037983	LEARNING & DEVELOPMENT	WORKSHOP ON SYSTEMATIC REVIEW	ONE-TIME	19-Nov-2020	19-Nov-2020	Details
2020-037954	CONTINUOUS MEDICAL EDUCATION	ANTIEPILEPTIC MEDICATIONS	ONE-TIME	18-Nov-2020	18-Nov-2020	Details
2020-037849	ISLAMIC ENHANCEMENT TALK	PROGRAM BACAAN YASSIN & TAHLIL	ONE-TIME	16-Nov-2020	16-Nov-2020	Details
2020-037987	Talk	TALKAHTON 30 : EMBRACING YOUR D	ONE-TIME	16-Nov-2020	16-Nov-2020	Details
2020-037986	Talk	TALKAHTON 29 : ANIMAL ASSISTED TI	ONE-TIME	16-Nov-2020	16-Nov-2020	Details
2020-037952	Training	KOS 2020: WEBINAR ON INTRODUC	ONE-TIME	16-Nov-2020	16-Nov-2020	Details
2020-037949	IT - Information Technology Division	TALK ON THE NEW IT STRATEGIC PL	ONE-TIME	16-Nov-2020	16-Nov-2020	Details
2020-037902	DYNAMIC & CSR PROGRAMME	PROGRAM FITIK KAWASAN TAMAN HE	ONE-TIME	14-Nov-2020	14-Nov-2020	Details
2020-037998	CONTINUOUS MEDICAL EDUCATION	RECEIVING ADMISSION OF PATIENT	ONE-TIME	13-Nov-2020	13-Nov-2020	Details

Browse CSV attendance [saved on Desktop] and Upload New Attendance

**** Please be mindful
of File Format [refer
next page before
uploading]**

https://ifis.iium.edu.my/forms/frmserv/let?config=huris&form=IMS_HURIS_LOGON

huris.iium.edu.my Oracle Fusion Middleware F...

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

SITIFATIE - ATF039 - Attendance Check-In

Search

Title

From 21-oct-2020 To 20-nov-2020 Search

Learning List

Ref ID	Learning Title	Learning Description	Attendance Type	Date From	Date To	Details
2020-037980	LEARNING & DEVELOPMENT	WORKSHOP ON SYSTEMATIC REVIEW	ONE-TIME	19-Nov-2020	19-Nov-2020	Details
2020-037983	LEARNING & DEVELOPMENT	WORKSHOP ON SYSTEMATIC REVIEW	ONE-TIME	19-Nov-2020	19-Nov-2020	Details
2020-037954	CONTINUOUS MEDICAL EDUCATION	ANTIELECTRIC MEDICATIONS	ONE-TIME	18-Nov-2020	18-Nov-2020	Details
2020-037849	ISLAMIC ENHANCEMENT TALK	PROGRAM BACAAN YASSIN & TAHLIL	ONE-TIME	16-Nov-2020	16-Nov-2020	Details
2020-037987	Talk	TALKAHTON 30 : EMBRACING YOUR I	ONE-TIME	16-Nov-2020	16-Nov-2020	Details
2020-037986	Talk	TALKAHTON 29 : ANIMAL ASSISTED TI	ONE-TIME	16-Nov-2020	16-Nov-2020	Details
2020-037952	Training	KOS 2020: WEBINAR ON INTRODUCT	ONE-TIME	16-Nov-2020	16-Nov-2020	Details
2020-037949	IT - Information Technology Division	TALK ON THE NEW IT STRATEGIC PL	ONE-TIME	16-Nov-2020	16-Nov-2020	Details
2020-037902	DYNAMIC & CSR PROGRAMME	PROGRAM FITIK KAWASAN TAMAN HE	ONE-TIME	14-Nov-2020	14-Nov-2020	Details
2020-037998	CONTINUOUS MEDICAL EDUCATION	RECEIVING ADMISSION OF PATIENT	ONE-TIME	13-Nov-2020	13-Nov-2020	Details

Date Update Attendance

Upload Attendance QR

Filename: **3.** Browse

Upload Status:

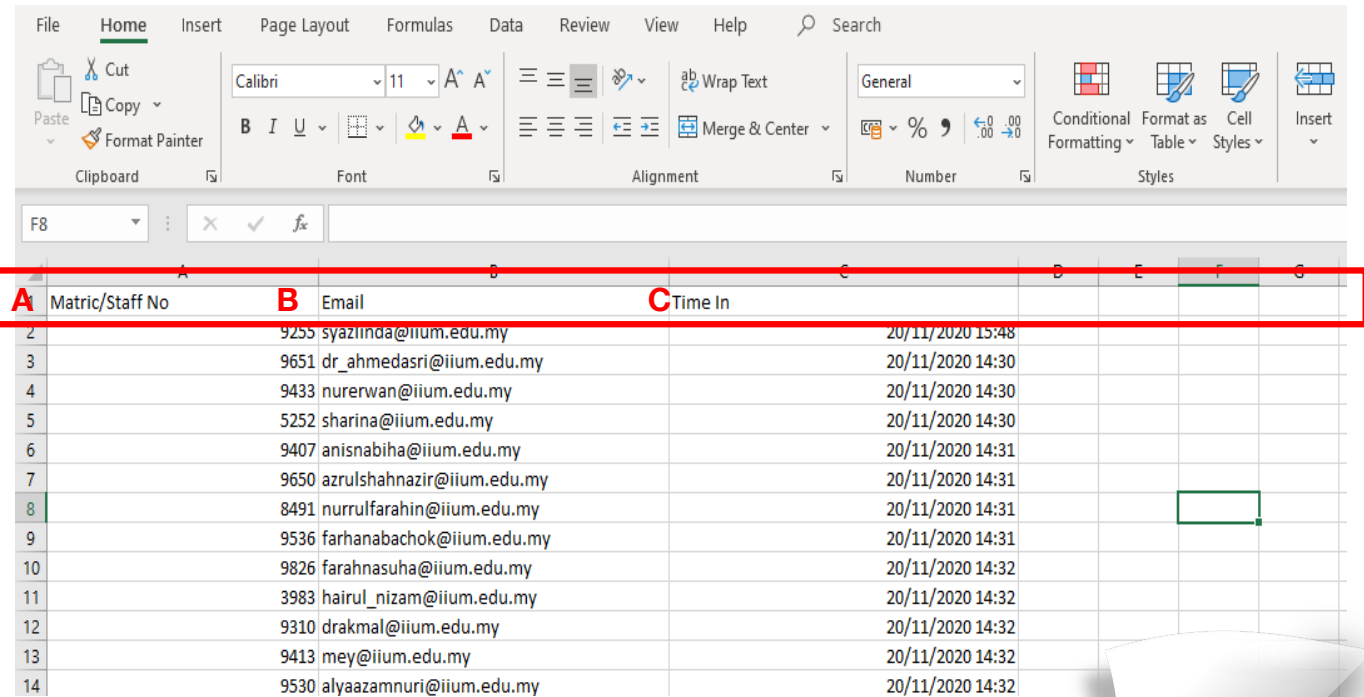
Num of Record: Upload New Attendance

File Format
File must be csv or txt format only with "," as column separator
1st row is title / column labels and will not be uploaded .

Column	Value
A	Staff ID
B	Email
C	Registered Time (Format : mm/dd/yyyy hh:mm)
D	IP Address

3.2 Open CSV attendance [saved on Desktop] and reorganize format as required in STEPS

**** File Format STEPS**



A	B	C	D	E	F	G
Matric/Staff No	Email	Time In				
2	9255 syaziinda@iium.edu.my	20/11/2020 15:48				
3	9651 dr_ahmedasri@iium.edu.my	20/11/2020 14:30				
4	9433 nurerwan@iium.edu.my	20/11/2020 14:30				
5	5252 sharina@iium.edu.my	20/11/2020 14:30				
6	9407 anisnabiha@iium.edu.my	20/11/2020 14:31				
7	9650 azrulshahnazir@iium.edu.my	20/11/2020 14:31				
8	8491 nurrulfarahin@iium.edu.my	20/11/2020 14:31				
9	9536 farhanabachok@iium.edu.my	20/11/2020 14:31				
10	9826 farahnasuha@iium.edu.my	20/11/2020 14:32				
11	3983 hairul_nizam@iium.edu.my	20/11/2020 14:32				
12	9310 drakmal@iium.edu.my	20/11/2020 14:32				
13	9413 mey@iium.edu.my	20/11/2020 14:32				
14	9530 alyazamnuri@iium.edu.my	20/11/2020 14:32				

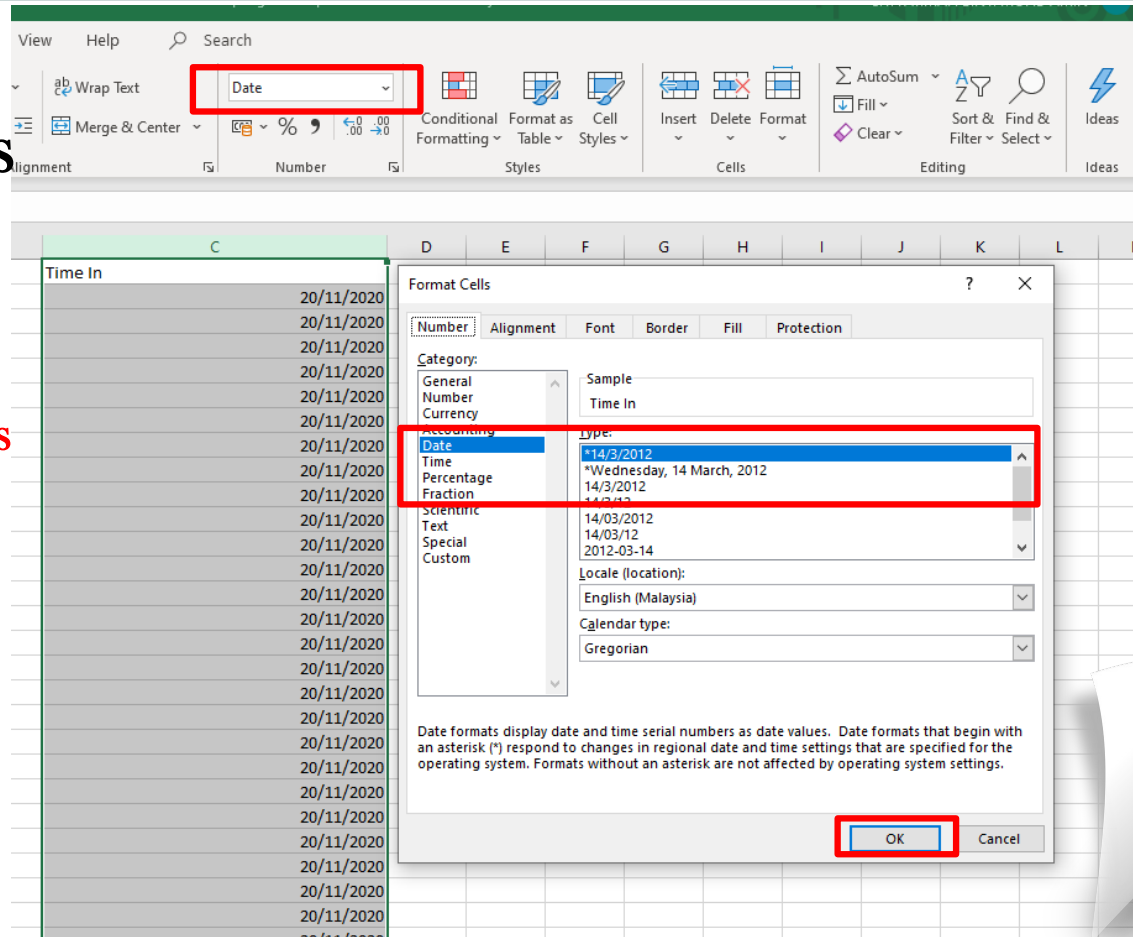
**** IMPORTANT NOTES next page ****

Time In format as required

*by default 14/3/2012 @ mm/dd/yyyy

*some of the system reads dd/mm/yyyy

** you may proceed with upload New Attendance STEPS [refer page 12]



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Number', and the 'Date' format is selected in the 'Number' group. The 'Format Cells' dialog box is open, showing the 'Number' tab. The 'Category' is set to 'Date', and the 'Type' is set to '*14/3/2012'. The 'Locale (location)' is set to 'English (Malaysia)' and the 'Calendar type' is set to 'Gregorian'. The 'OK' button is highlighted with a red box.

4.1 Search Title or Date.

Update the attendance with result appears.
Click **process**.

SITIFATIE - ATF008 - Enter Training Attendance

Learning List						
Learning ID	Learning Title	Learning Description	Attendance Type	Date From	Date To	Details
2020-037596	HEALTHY LIFESTYLE	GRAND MENTAL HEALTH PROGRAM : STAFF WELL-E	ONE-TIME	04-NOV-2020	04-NOV-2020	Details
						Details
						Details
						Details
						Details

Agenda List				
Session ID	Date	Start Time	End Time	Description

Participant List			
Participant ID	Participant Name	KCDI	Grade
3403	A'sri Bin Shapiai	Office of the Campus Director,	S22
877	Ab. Karim Bin Shamsudin	Residential and Service Depar	W26
213	Abd. Rashid Bin Mohamad	Library	S26
47	Abdul Fattah Bin Ibrahim	Kulliyah of Allied Health Scien	N28
6165	Abdul Ghani Bin Abdullah	Information Technology Divisio	FA32
921	Abdul Rahim Bin Ahmad	Management Services Division	VU7
4602	Abu Sofian Bin Ahmad	Finance Division	WA41
3465	Adebah Bt. Amir	Kulliyah of Engineering	DS51
1419	Adina Ayu Bt. Abdullah	Library	S26
9798	Ahmad Bin Ariffin	Office of the Campus Director,	N41
5955	Ahmad Danail Bin Ahmad	Office of International Affairs	N19
3541	Ahmad Fahmi Bin Yusof	Information Technology Divisio	FA32

Attendance Info			
Date	Attendance Status	Remarks	
04-NOV-2020	1 ATTENDED	QRCODE	

Process

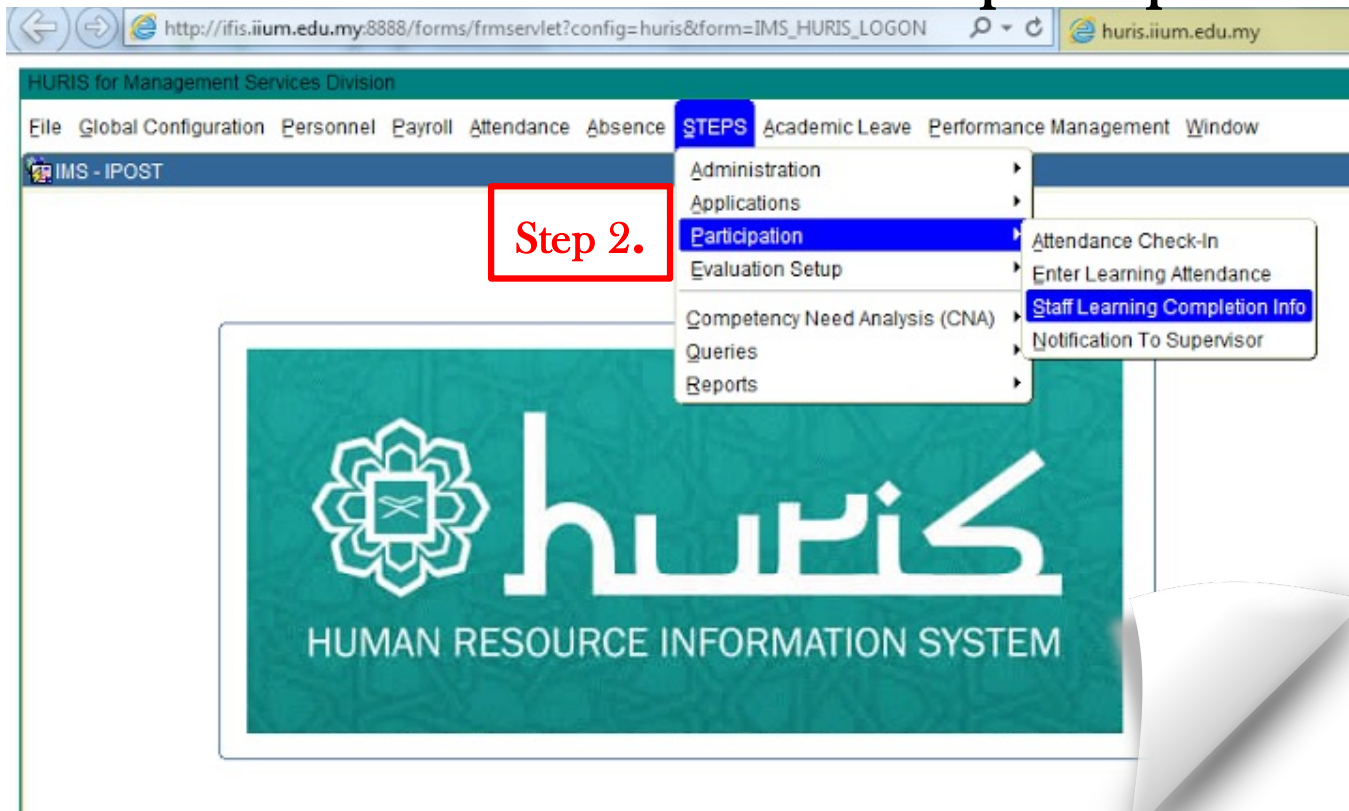
Mark All Participant as

For

Process

st2023

4.2 To ensure the complete status and CTD Point to the participants



The screenshot shows the HURIS (Human Resource Information System) web application interface. The browser address bar displays the URL: http://ifis.iium.edu.my:8888/forms/frmservlet?config=huris&form=IMS_HURIS_LOGON. The page title is "HURIS for Management Services Division". The main menu includes "File", "Global Configuration", "Personnel", "Payroll", "Attendance", "Absence", "STEPS", "Academic Leave", "Performance Management", and "Window". The "STEPS" menu is expanded, showing options: "Administration", "Applications", "Participation", "Evaluation Setup", "Competency Need Analysis (CNA)", "Queries", and "Reports". The "Participation" option is highlighted in blue, and a red box with the text "Step 2." is overlaid on it. A sub-menu for "Participation" is also visible, containing "Attendance Check-In", "Enter Learning Attendance", "Staff Learning Completion Info", and "Notification To Supervisor". The "Staff Learning Completion Info" option is highlighted in blue. In the background, there is a large graphic with the IIUM logo and the text "HUMAN RESOURCE INFORMATION SYSTEM".

4.2.1 Search Title or Date.

Select all the participants and click process

HURIS for Management Services Division

Action Edit Query Block Record Field Help Window

IIUM

DHARMA - ATF009 - Staff Training Completion Info

Search

Title

From 07-OCT-2015 To 08-OCT-2015 Search

Learning List

Learning ID	Learning Title	Learning Description	Date From	Date To	Details
2015-020618	Personal Development	DEVELOPING ENERGETIC & EXCEPTIONAL PERFOR	07-OCT-2015	08-OCT-2015	Details
					Details
					Details
					Details

Participant List

Participant ID	Participant Name	KCDI	Grade	Role	Completion Info	Complete?
1242	AHMAD NIZAM B. AMRAN	Kulliyah of Information and C	W27 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓
1244	MOHD. KAMIL BIN ABDUL HAM	Library	S17 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓
2047	FARAHWATI BT. RASHIDI	Research Management Cent	N22 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓
2403	ENGKU NORULIZATI BT. ENG	Library	S22 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓
2678	MOHD. HAIRULNIZAM BIN MA	Library	S17 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓
2760	NORSALIHAN BT. MAAROF	Management Services Divisic	N17 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓
3676	SUHAILY BT OMAR	Information Technology Divisi	F29 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓
3690	SAKINAH BT ARSHAD AHMAD	Management Services Divisic	F29 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓
3963	LATIFAH BT. SAID	Residential and Service Depo	N17 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓
3981	SAFURA BT. ABD. RAHMAN	Office of the Campus Director	N27 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓
4300	NOOR HILDAWATI BT. ABDUL	Kulliyah of Economics and M	N17 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓
4315	FAZILAH BT. ZAIHADI	Centre for Foundation Studies	N17 1	PARTICIPANT	Attendance = Passed Evaluation = Not Applicat	Evaluat... ✓

Select All Unselect All Process

4.2.2 Screen after process

MURIS for Management Services Division

Action Edit Query Block Record Field Help Window

IIUM

DHARMA - ATF009 - Staff Training Completion Info

Search

Title

From 07-OCT-2015 To 08-OCT-2015 Search

Learning List

Learning ID	Learning Title	Learning Description	Date From	Date To	
2015-020618	Personal Development	DEVELOPING ENERGETIC & EXCEPTIONAL PERFOR	07-OCT-2015	08-OCT-2015	Details
					Details
					Details
					Details

Participant List

Participant ID	Participant Name	KCDI	Grade	Role	Completion Info	Complete?
						Evaluat... <input type="checkbox"/>
						Evaluat... <input type="checkbox"/>
						Evaluat... <input type="checkbox"/>
						Evaluat... <input type="checkbox"/>
						Evaluat... <input type="checkbox"/>
						Evaluat... <input type="checkbox"/>
						Evaluat... <input type="checkbox"/>
						Evaluat... <input type="checkbox"/>
						Evaluat... <input type="checkbox"/>
						Evaluat... <input type="checkbox"/>
						Evaluat... <input type="checkbox"/>

Select All Unselect All Process

-DONE-

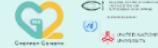
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INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يؤيد بؤسنى الشارح البار اجسما عالميا
Garden of Knowledge and Virtue





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AN INTERNATIONAL AWARD-WINNING INSTITUTION FOR SUSTAINABILITY

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يُؤَيِّدُ بِيَدِنَا السَّلَامَةَ وَالنَّجَاةَ الْعَالَمِيَّةَ
Garden of Knowledge and Virtue

Thank
you



May Allah s.w.t ease our work and helps us to serve better
to the University.

آمِنُ يَا رَبَّ الْعَالَمِينَ

IT Unit, MSD

Administrative Development Unit,
HRD, MSD

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#sfma2021