PETRA KENCANA SDN BHD

PMI Online

User Manual for PERMAI

TABLE OF CONTENTS

1.1 Introduction

PMI Online is a customized system developed by Petra Kencana Sdn Bhd (PKSB), that automates the whole workers registration and card application process; connecting worker's PERMAI through interconnected business flow that automates the process starting from worker registration until the PMI card issuing process.

Please refer to the following sections for details explanation.

1.2 Login to PMI Online Website

User should login to the system in order to use PMI Online application.
Notes: PMI Administrator will provide the user id and password after PERMAI registration is done.

Steps:
1. Key in the URL address ***https://pmi-online.care*** and Landing Page will be prompted as in **Figure 1.2-1**.
2. Click on **PERMAI** dropdown and select **PERMAI Login**.

Figure 1.2-1: PMI Online Landing Page

Steps:
3. Key in an **Email** as user id and **Password**.
4. Click on **SIGN IN** button and Agent's main page will be displayed as in **Figure 1.3-1.**
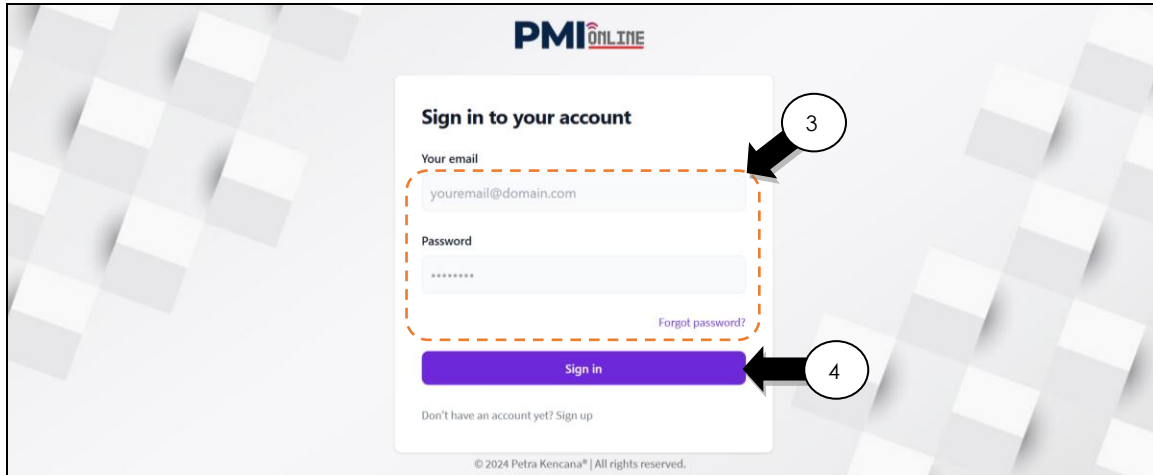

Figure 1.2-2: PMI Login Screen

1.3 Dashboard

Steps:
1. Click on the Dashboard side menu as in **Figure 1.3-1**.
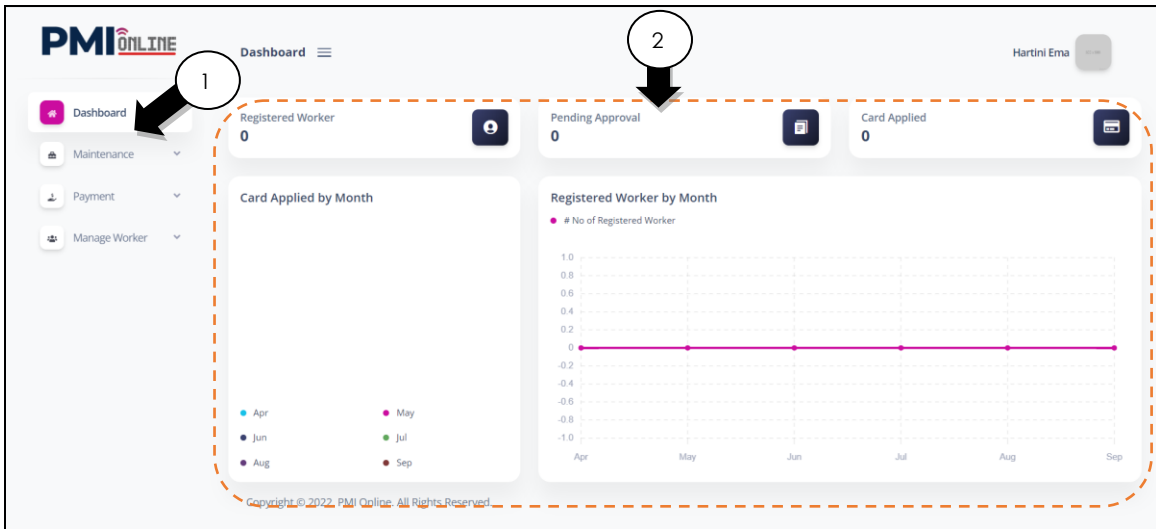2. Data summary of **Registered Worker, Pending Approval** and **Card Applied** will be displayed.

Figure 1.3-1: Agent Dashboard Screen

1.4 Maintenance

1.4.1 Manage User

1.4.1.1 Edit User

Steps:

1. Click on the **Maintenance** side menu and sub-menu will be listed.
2. Click on the **Manage User** side sub-menu and page will be displayed as in **Figure 1.4-1**. This is for updating Agent Profile information.
3. Click on the **Edit** icon and **Edit User** page will be displayed as in **Figure 1.4-2**.
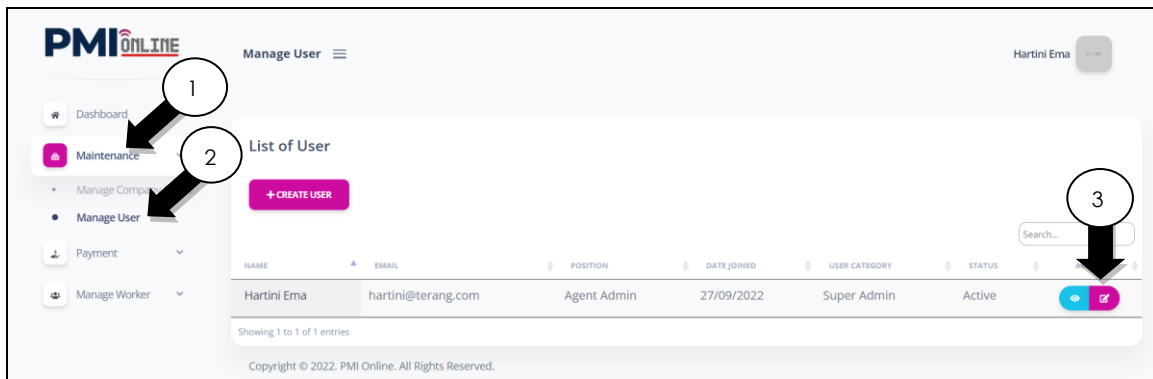

Figure 1.4-1: Agent List Screen

Steps:

4. Update **For Login** information such as Email, Password and Confirm Password.
5. Update **Profile** information such as Name, Phone No., Position, Branch, ID No., License No., Joined Date, Confirmation Date and Category.
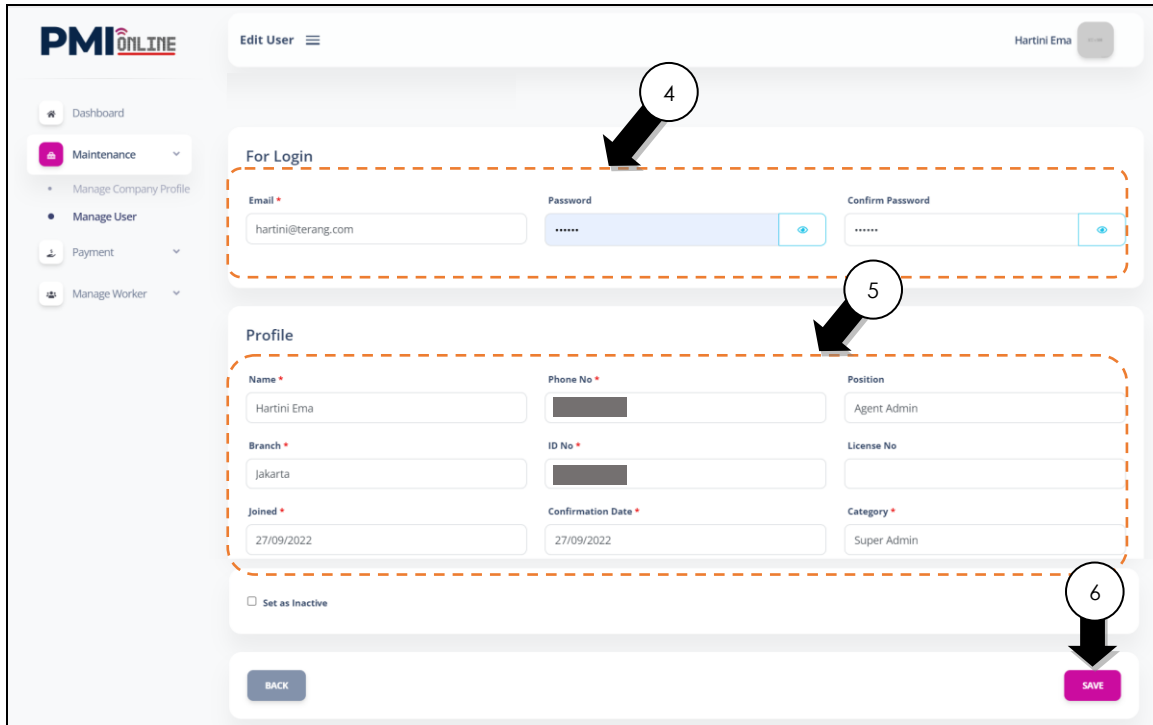6. Click on **SAVE** button to update new agent profile.

Figure 1.4-2: Update Agent Profile Screen

Steps:

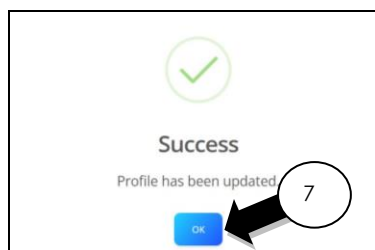7. Successful notification screen will be displayed. Click **OK**.

Figure 1.4-3: Successful Notification

1.4.1.2 Create User

Steps:

1. Click on the **Manage User** side sub-menu and page will be displayed as in **Figure 1.4-4**.
2. Click on the **CREATE USER** button.

Figure 1.4-4: Agent List Screen

Steps:

3. Key in **For Login** information which are **Email** for User Login ID and **Password** and **Confirm Password** (minimum 8 characters).
4. Key in **Profile** information which are Name, ID No., Phone No., Position, Branch, License No, Joined date, Confirmation date and select Category (Register Officer, Finance Officer and Super Admin).
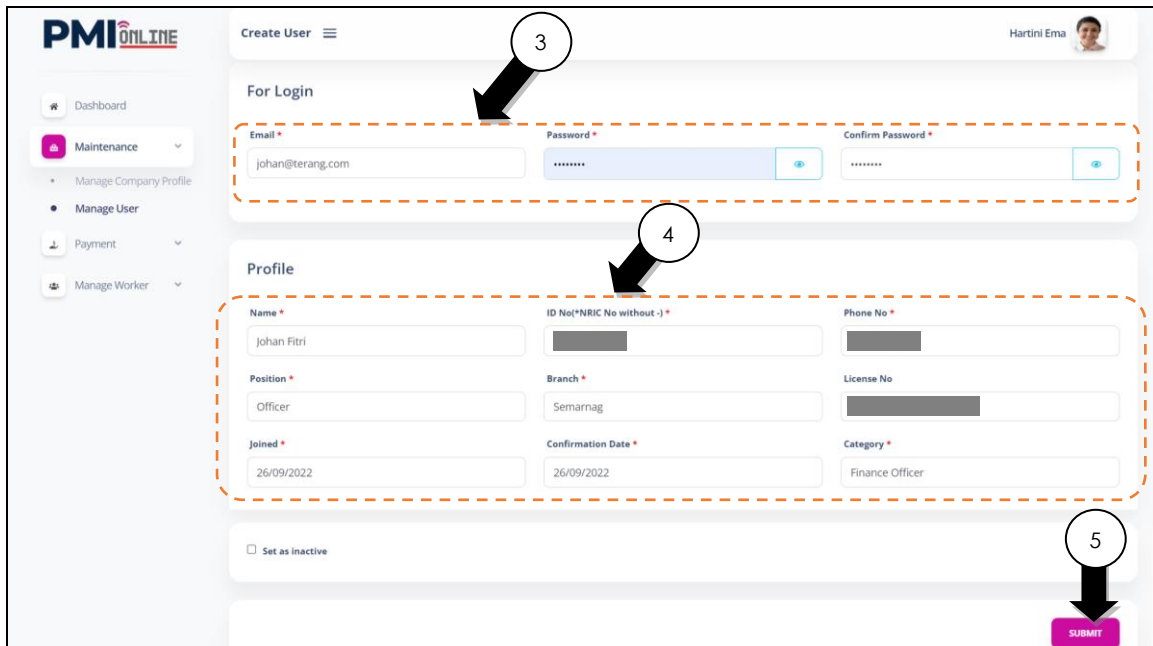5. Click on the **SUBMIT** button.

Figure 1.4-5: Create User Screen

Steps:

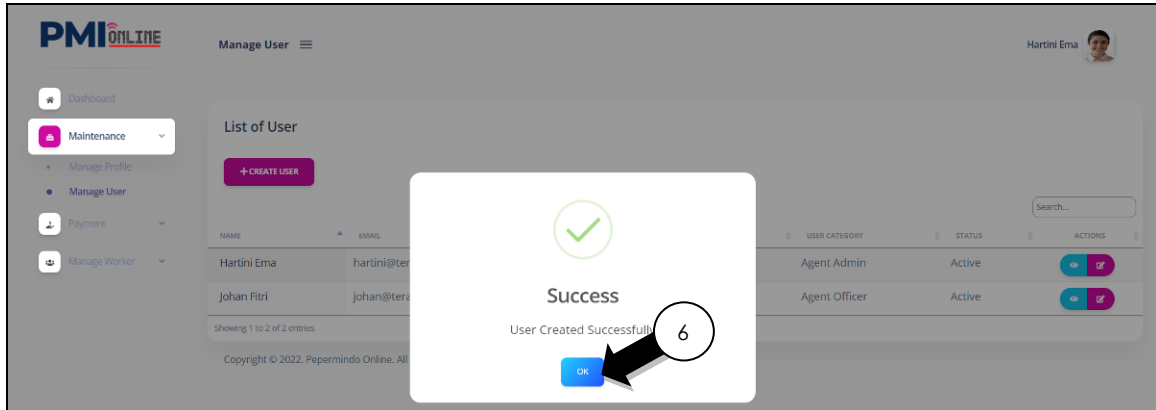6. Successful notification screen will be displayed. Click **OK**.

Figure 1.4-6: Create User Notification Screen

1.4.2   Manage Company Profile

Steps:

1. Click on the **Maintenance** side menu and sub-menu will be listed.
2. Click on the **Manage Company Profile** side sub-menu and page will be displayed as in **Figure 1.4-7**. This is for updating PERMAI Company Profile information.
3. Update **Agent Profile** information which are PERMAI Name, Registration No., Date of Establishment, Address 1, Address 2, Address 3, Postcode, Country, Phone Number, Fax No., Email, MD (Managing Director) Name. Membership No. is system auto generated number.
4. Update **Contact Person** information which are Name, Position, Email and Phone No.
5. Click the **SAVE** button.

Figure 1.4-7: Manage Company Profile Screen

Steps:

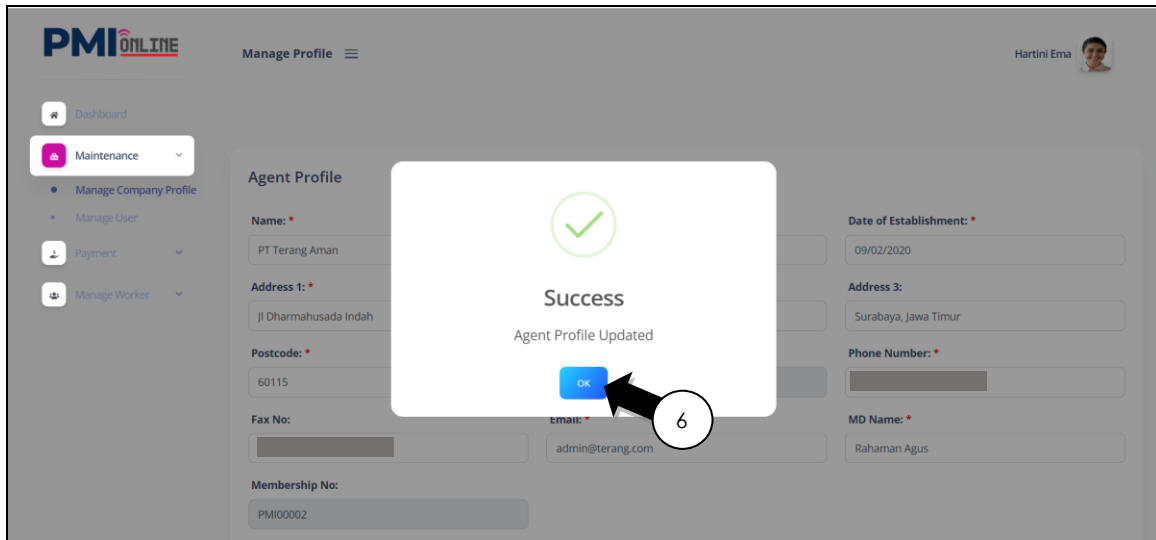6. Successful notification screen will be displayed. Click **OK.**

Figure 1.4-8: Update Company Profile Notification Screen

1.5 Manage Worker

1.5.1   Register Worker

1.5.1.1 Register by Website

Steps:

1. Click on the **Manage Worker** side menu and sub-menu will be listed.
2. Click on the **Register Worker** side sub-menu and page will be displayed.
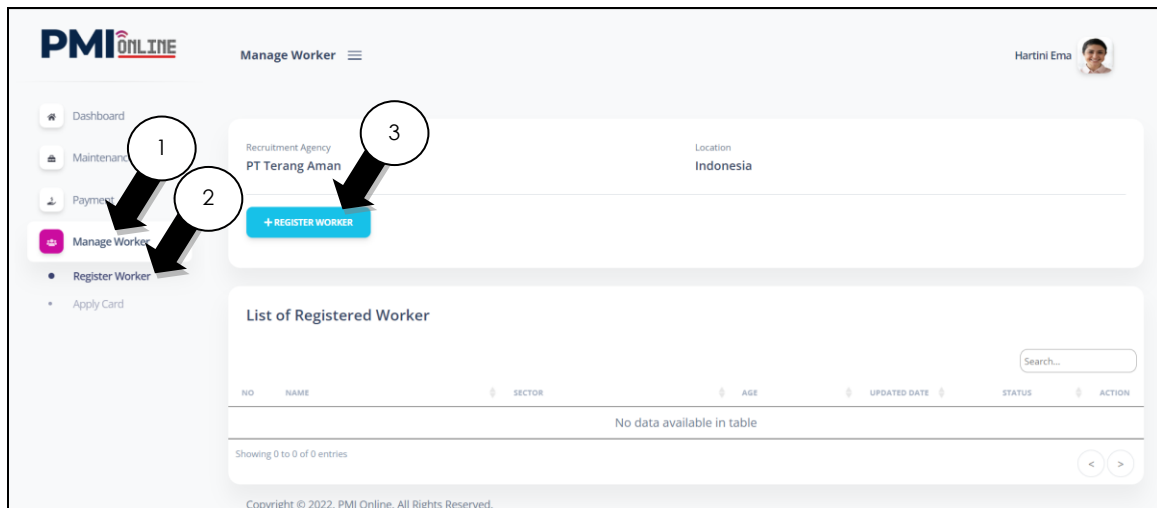3. Click on the **REGISTER WORKER** button and page will be displayed as in **Figure 1.5-2**.

Figure 1.5-1:   Manage Worker Screen

Steps:

4. Key in **Personal Details** information such as Name, Gender, Nationality, Worker Category, Sector, National ID, Date of Birth, Highest Education, Phone No. and Email (is optional).
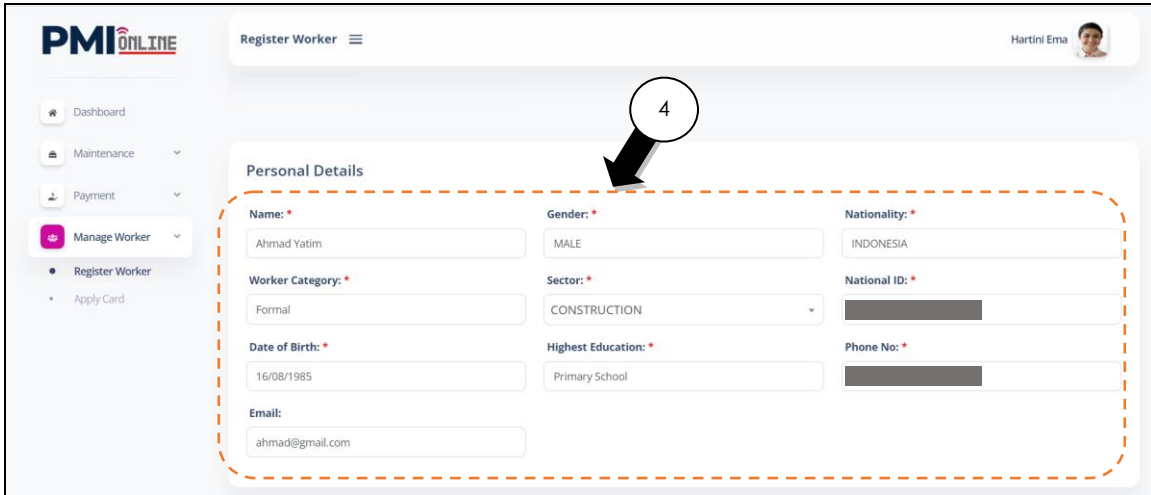

Figure 1.5-2: Register Worker Screen – Personal Details

Steps:

5. Key in **Address** information such as Address 1, Address 2, Address 3, Postcode and Country.
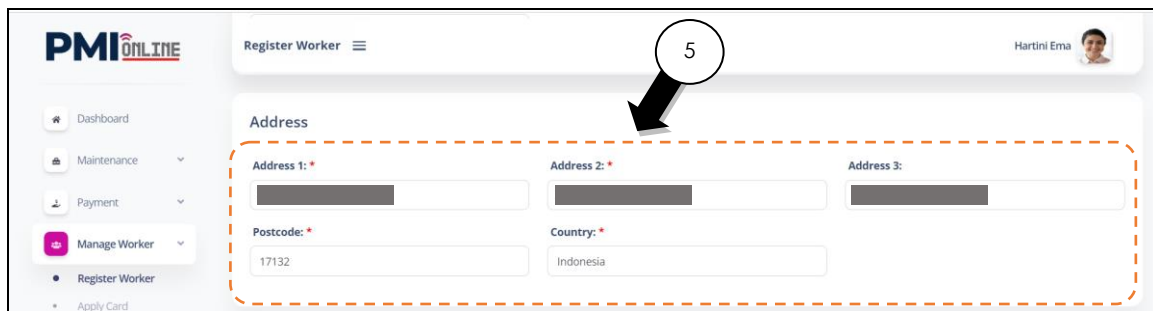

Figure 1.5-3:   Register Worker Screen – Address

Steps:

6. Key in **Passport Details** information such as Passport Number, Issue Date, Expiry Date, Place of Issuance and Country of Issuance.
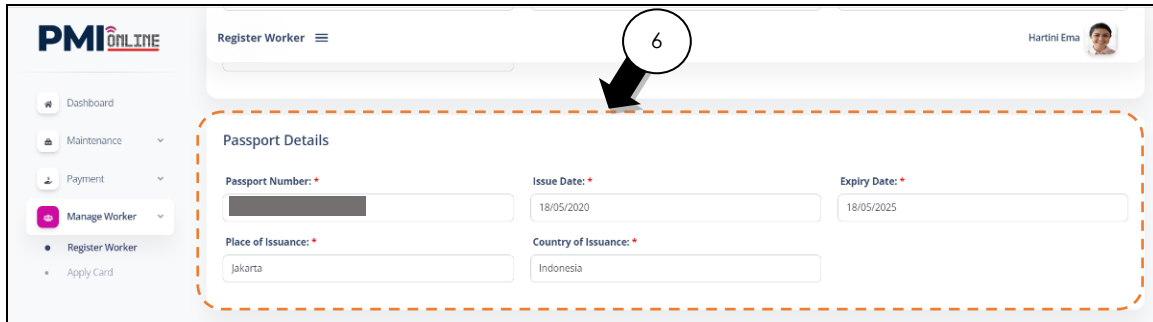

Figure 1.5-4:   Register Worker Screen – Passport Details

Steps:

7. Key in **Next of Kin** information such as Name, Relationship, Gender, Address 1, Address 2, Address 3, Postcode, Country, Phone No and Email.
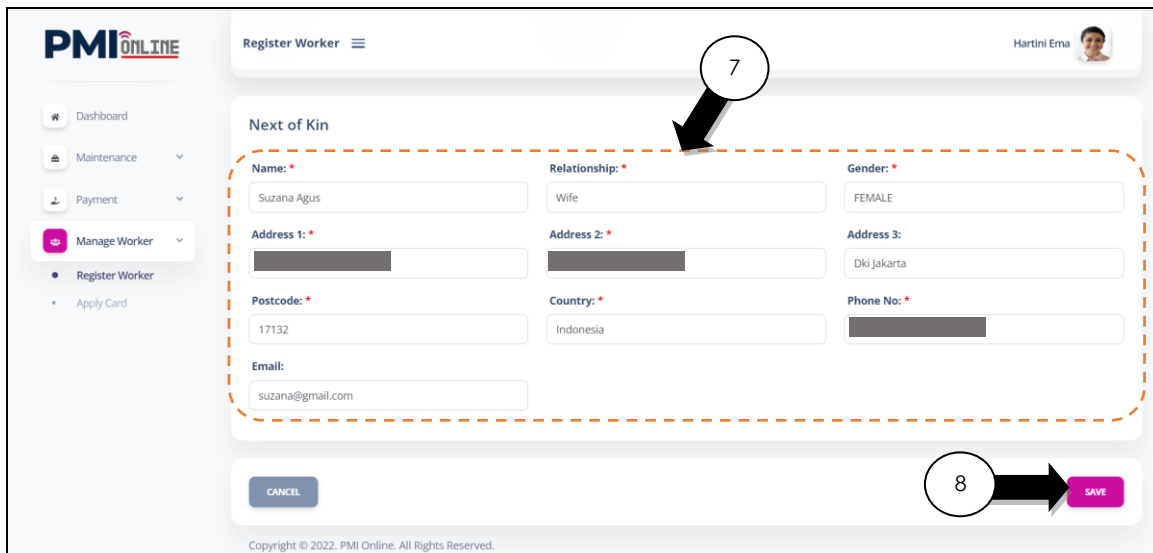8. Click on **SAVE** button.

Figure 1.5-5:   Register Worker Screen – Next of Kin

Steps:

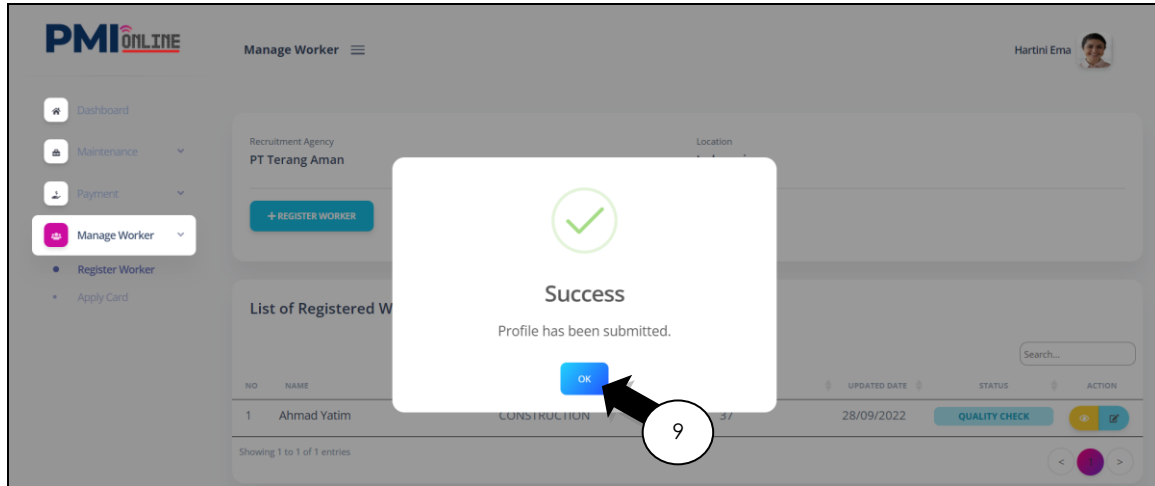9. Notification page will be displayed. Click **OK**.

Figure 1.5-6:   Register Worker Notification Screen

Steps:

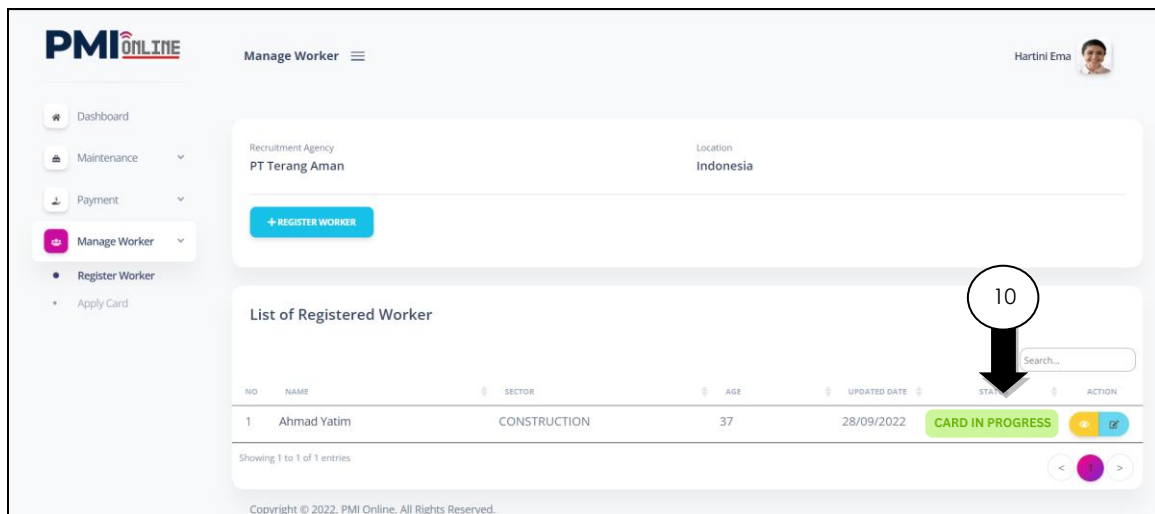10. Worker registration status is **CARD IN PROGRESS.**

Figure 1.5-7:   List of Register Worker Screen

1.5.1.2 Register by Permai Form

Steps:

1. Key in the URL address ***https://pmi-online.care*** and Landing Page will be prompted as in **Figure 1.5-8**.
2. Click on **PERMAI** dropdown and select **PERMAI Form**.

Figure 1.5-8: PMI Online Landing Page

Steps:

3. Key in **PERMAI Form** information which are Full Name, Email, Phone Number, Date of Birth, Gender, Nationality, Passport Number, Expiry Date, Issue Date, and Country of Issuance.
4. Click on the **SUBMIT** button.

Figure 1.5-9: PERMAI Registration Form Page

Steps:

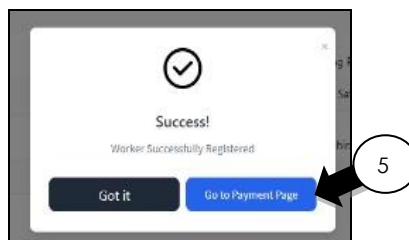5. Successful notification screen will be displayed and Click **GO TO PAYMENT PAGE** button.

Figure 1.5-10: PERMAI Registration Successful Message
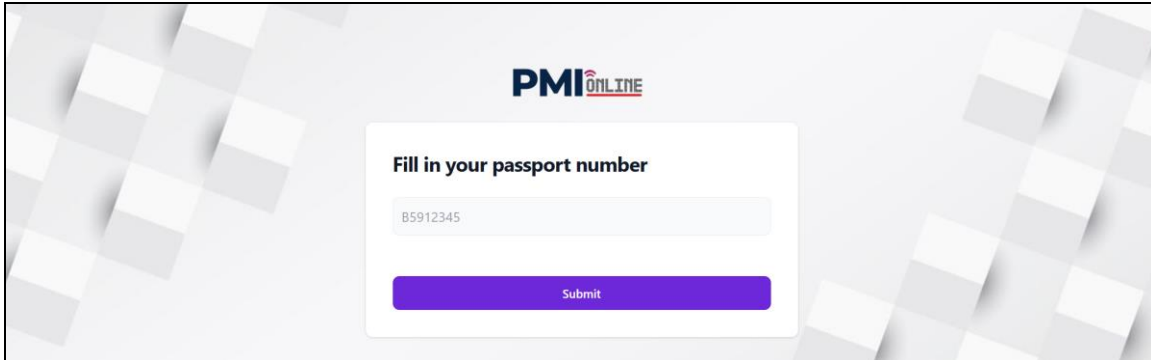
Steps:

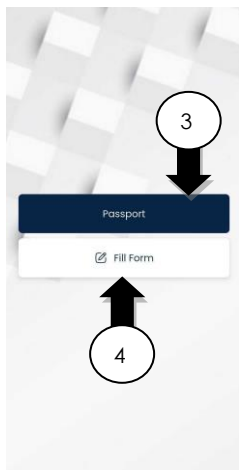6. Payment page will be displayed.

Figure 1.5-11: Payment Page

1.5.1.3 <u>Register by Application</u>

Steps:

1. Key in an **Email** and **Password**.

2. Click **SUBMIT** button to login the PMI Online Application.

Steps:

3. Click the **PASSPORT** button and proceed to **STEP 5** to scan the passport.

                    or

4. Click the **FILL FORM** button and proceed to **STEP 6** to key in worker information manually.

Steps:

5. Scan **PASSPORT** by place the front page inside the frame to capture the passport information.

Steps:

6. Fill in **Personal Details** information such as Sector, Name, ID Number, Email, Gender, Nationality, Date of Birth, Passport No., Date of Issue, Date of Expiry, Place of Issue and Country Issued.

7. Review all personal details, then click the **SUBMIT** button to register the worker's information.

Steps:

8. Click the **CONFIRM** button to register the worker's information.

9. Successful notification screen will be displayed. Click **OK**.

21

1.6 Payment

1.6.1 Manage Payment

Steps:

1. Key in the URL address ***https://pmi-online.care/*** and Landing Page will be prompted as in **Figure 1.6-1**.
2. Click on the **PEMBAYARAN** button and payment page will be displayed as in **Figure 1.6-2**.

Figure 1.6-1: PMI Online Landing Page

Steps:
3. Fill in **PASSPORT NUMBER** to search worker's passport number.
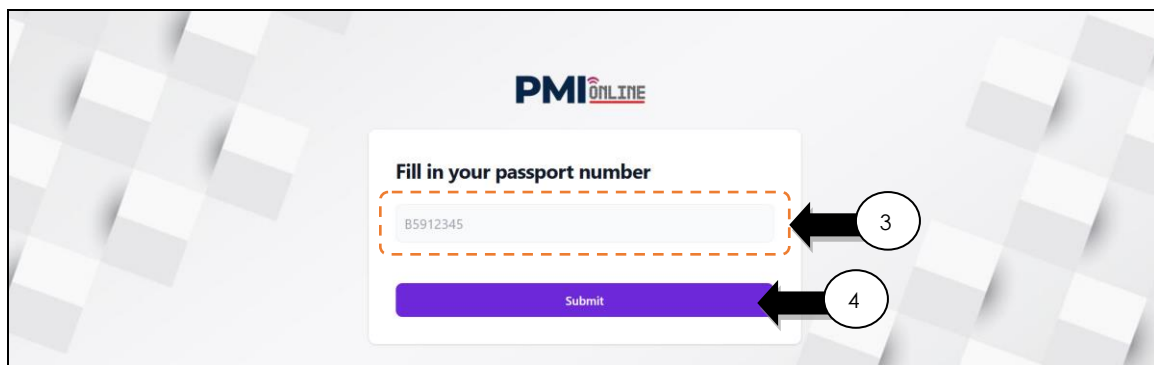4. Click on **SUBMIT** button.

Figure 1.6-2: Payment Page

Steps:

5. Complete the **CAPTCHA** to verify you are not a robot as shown as **Figure 1.6-3** below**.**
6. Click **VERIFY** button for the verification process.
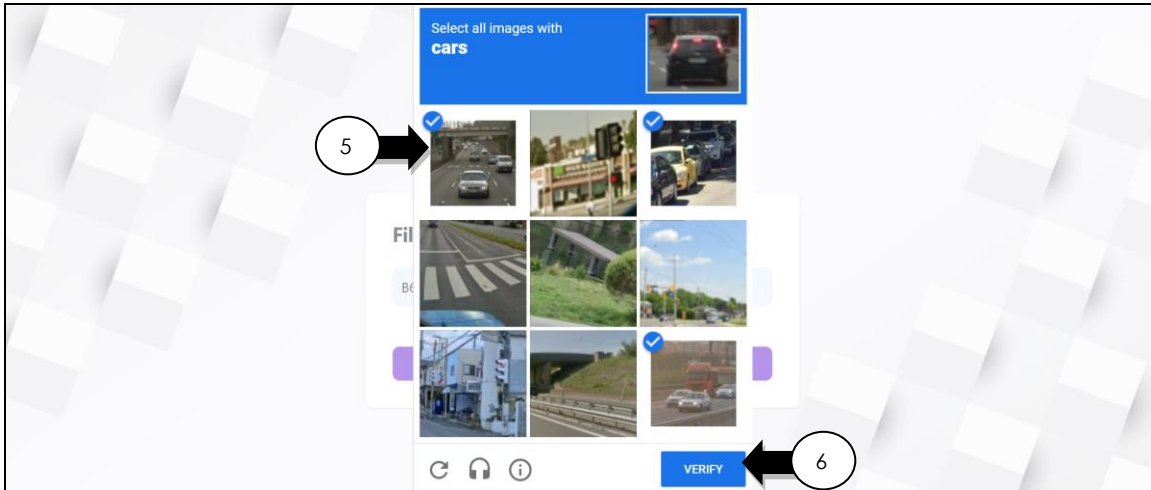

Figure 1.6-3: CAPTCHA Verification Page

Steps:

7. Worker's information will be displayed. Review all the details as shown as **Figure 1.6-4** below.
8. Tick on check box ☑ in to declare and agree all information displayed is true.
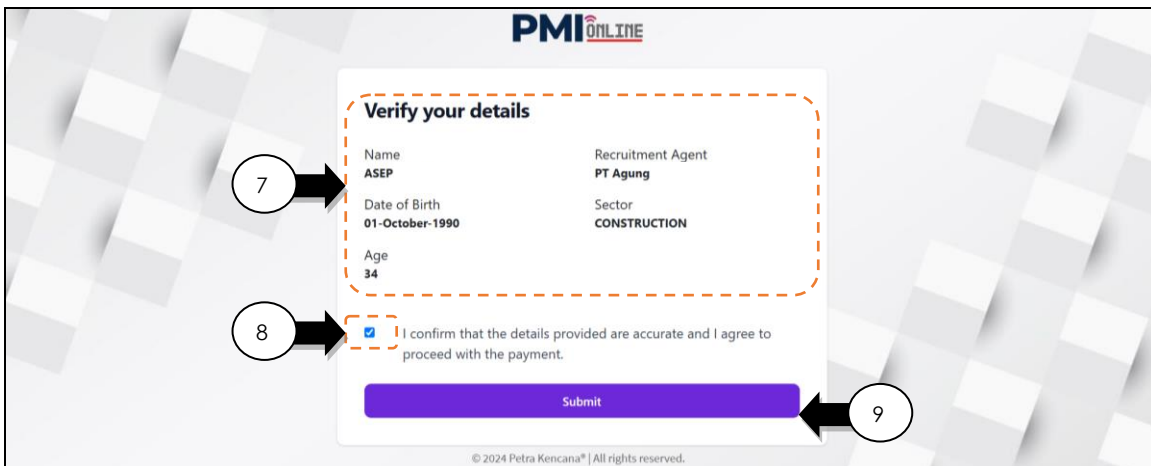9. Click **SUBMIT** button and page will be redirect to online payment page as **Figure 1.6-5**.

Figure 1.6-4: Worker's Information Page

Steps:

10. Click **PAYMENT OPTIONS** button.
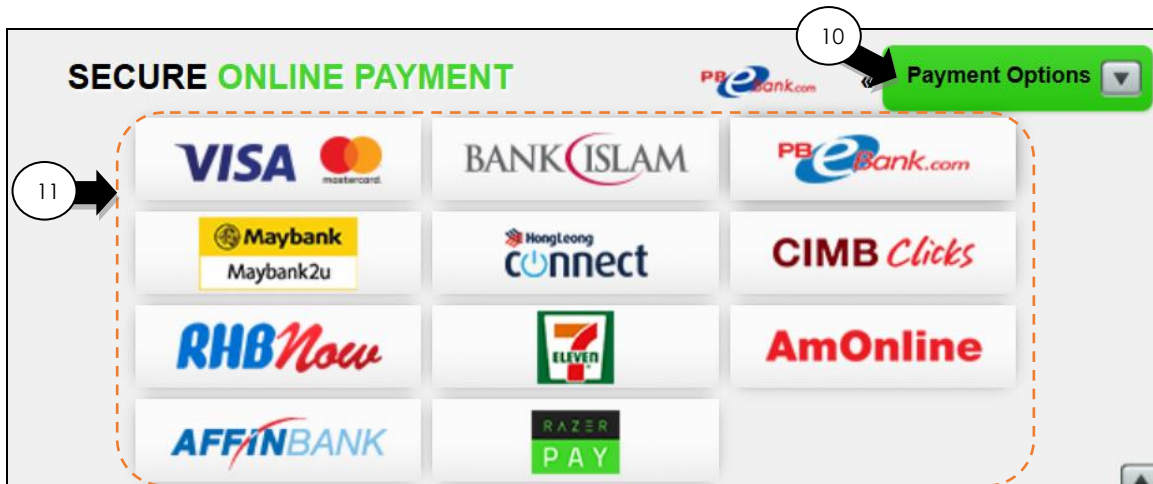11. Select a payment option as shown in **Figure 1.6-5** and proceed to make the payment.

Figure 1.6-5: Online Payment Page

Steps:

12. Successful message will be displayed as **Figure 1.6-6**. Click **BACK TO HOMEPAGE** button.
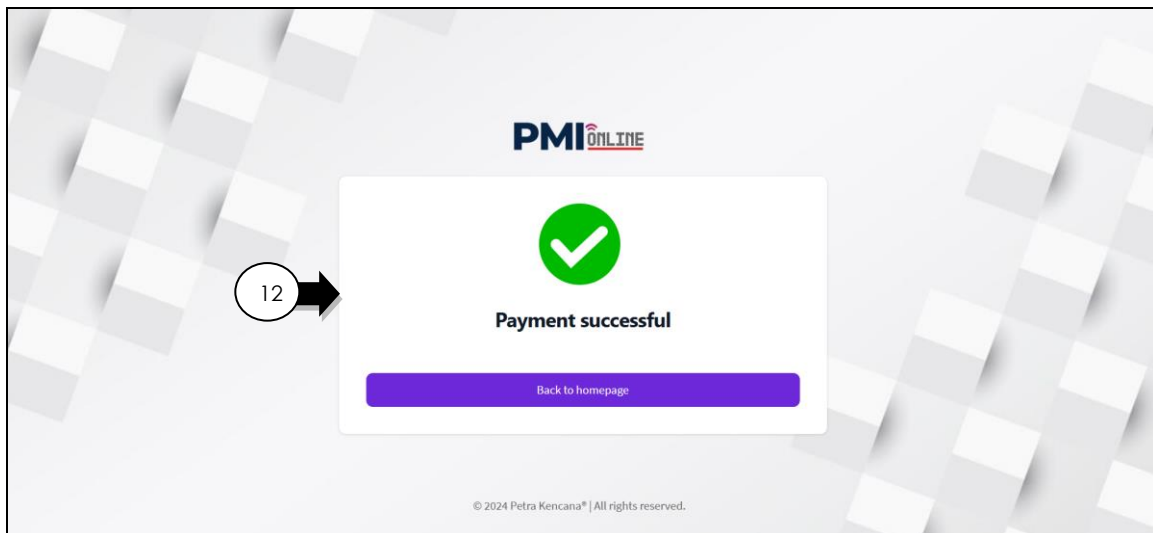

Figure 1.6-6: Successful Message Page

24

1.6.2 View Account Ledger

1.6.2.1 View Transaction

Steps:

1. Click on the **View Account Ledger** side sub-menu and page will be displayed.
2. Transaction List will be displayed as in **Figure 1.6-1**.
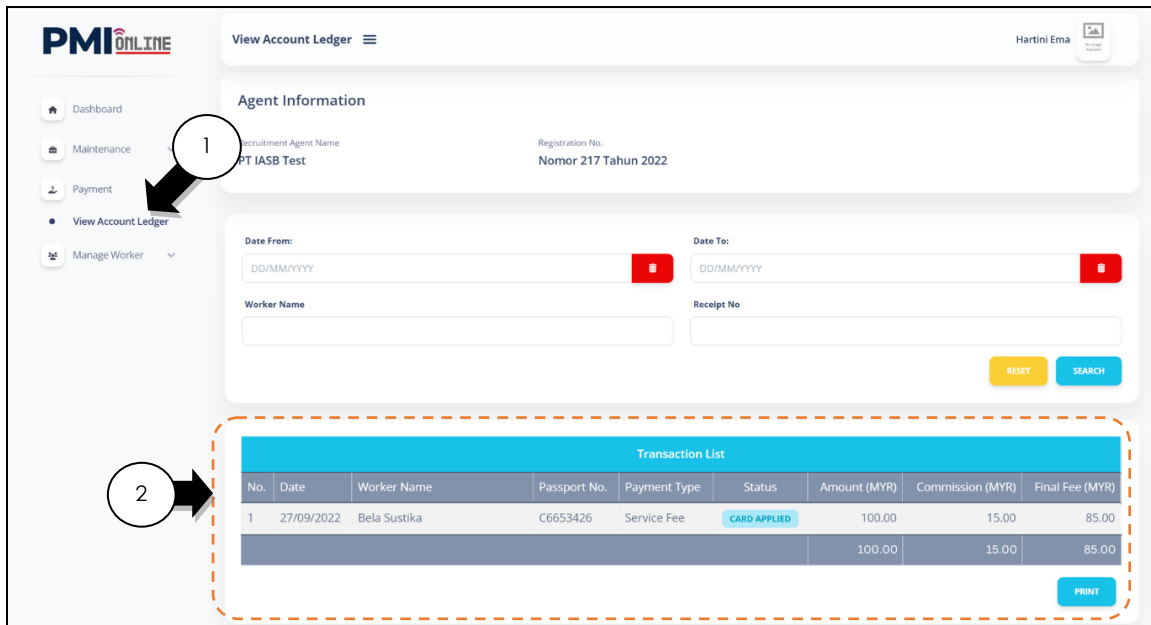
Figure 1.6-1: View Transaction Screen

1.7 Glossary

Term	Definition
PERMAI	Pertubuhan Masyarakat Indonesia di Malaysia
PMI	Pekerja Migran Indonesia
Agent	Perusahaan Penempatan Pekerja Migran Indonesia Staff
PKSB	Petra Kencana Sdn Bhd

1.8 Appendix

1.8.1 User Category and Menu

No.	User Category	Main Menu	Sub Menu
1	Super Admin	Dashboard	
		Maintenance	Manage Company Profile Manage User (All)
		Payment	Manage Payment View Account Ledger
		Manage Worker	Register Worker
			Apply Card
2	Register Officer	Dashboard	
		Maintenance	Manage User (Own)
		Manage Worker	Register Worker
			Apply Card
3	Finance Officer	Dashboard	
		Maintenance	Manage User (Own)
		Payment	Manage Payment View Account Ledger

Figure 1.7-1: List of User Category and Menu in PMI Online