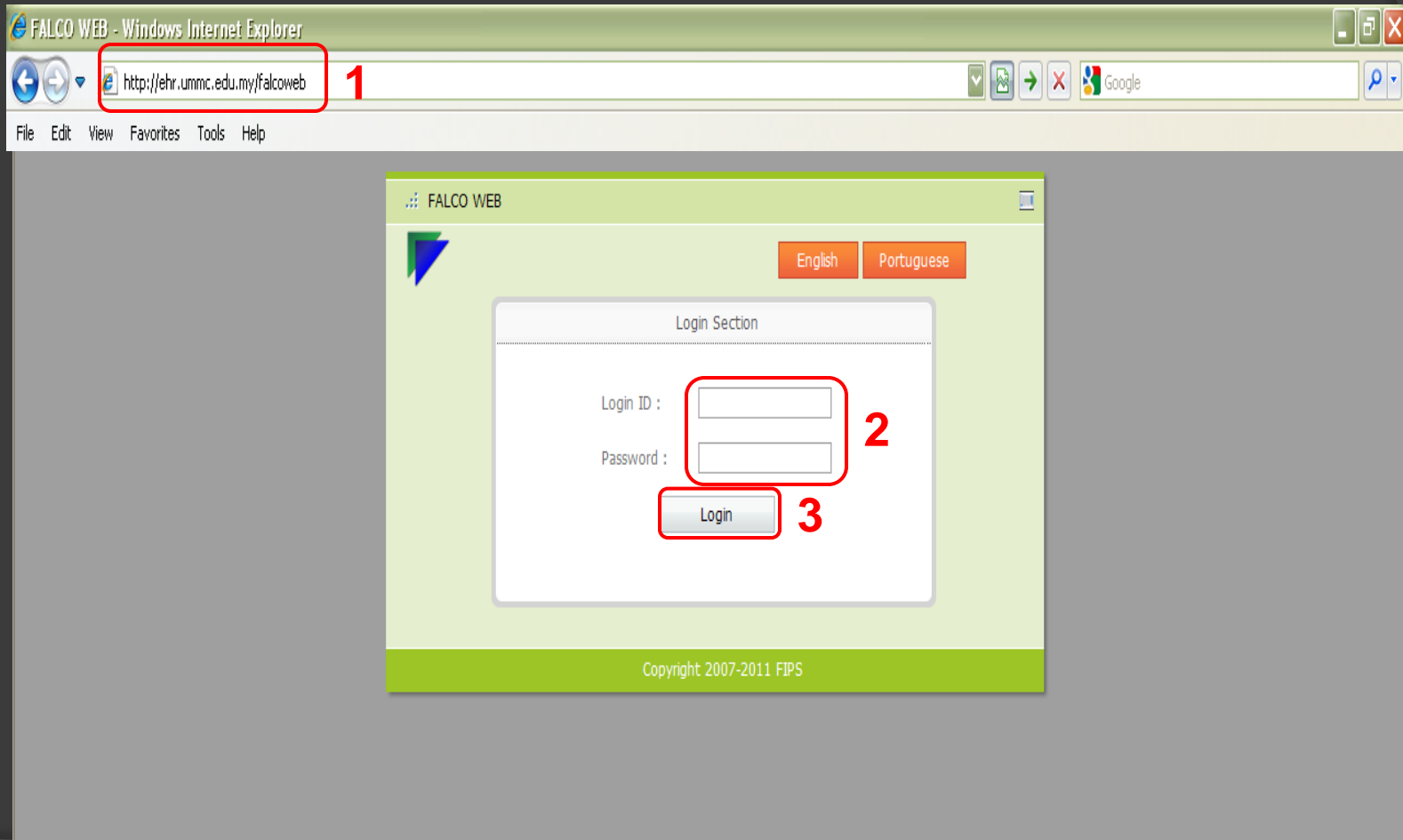


**MANUAL RINGKAS
BAGI PENDAFTARAN KAD
STAF KE MESIN TMS**

Login

- 1) <http://ehr.ummc.edu.my/falcoweb>
- 2) Masukkan 'Login ID' menggunakan no staf (6 angka) dan 'Password'
- 3) Klik butang 'Login'



Menukar kata laluan pengguna

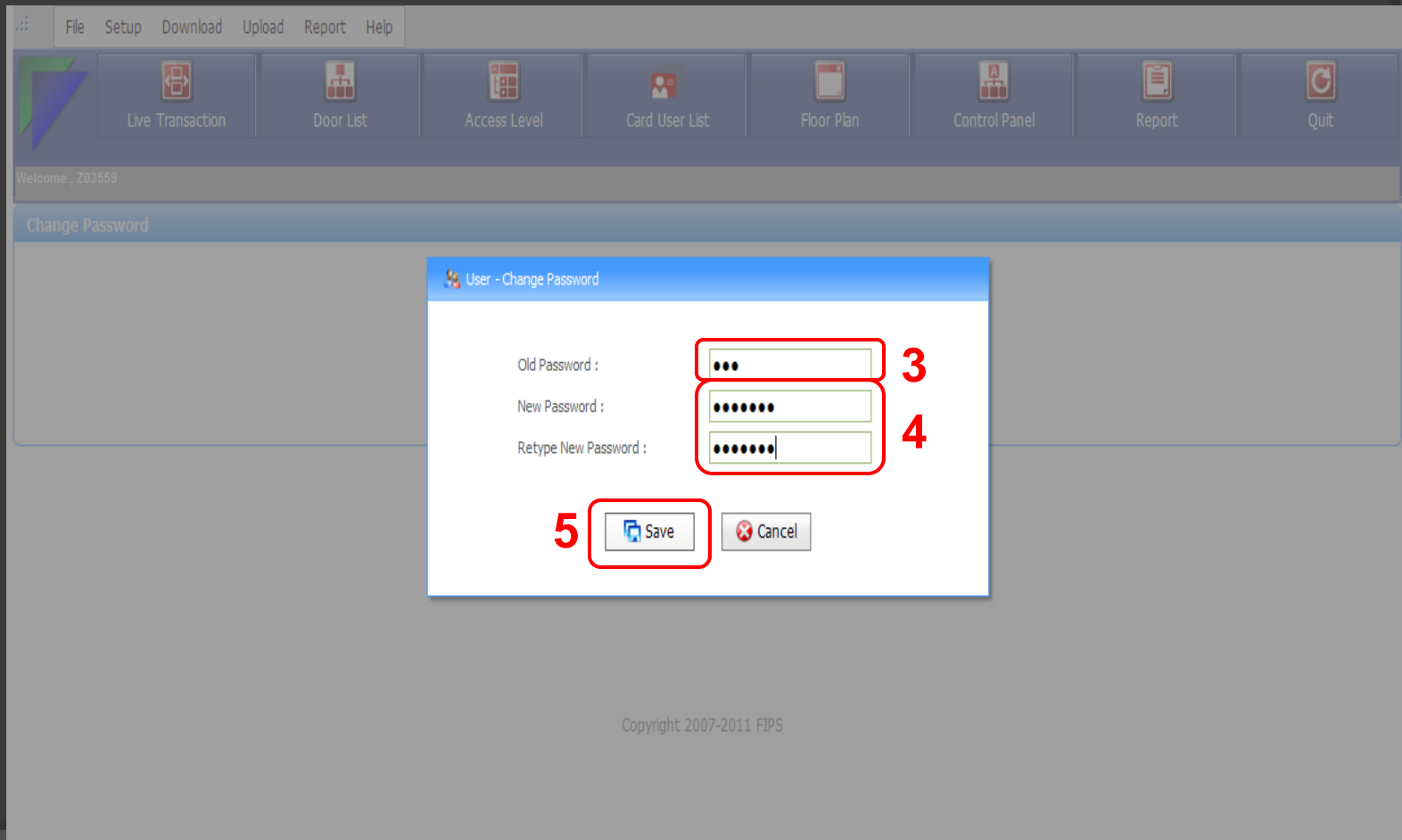
- 1) Klik pada menu 'File'
- 2) Pilih 'Change Password'



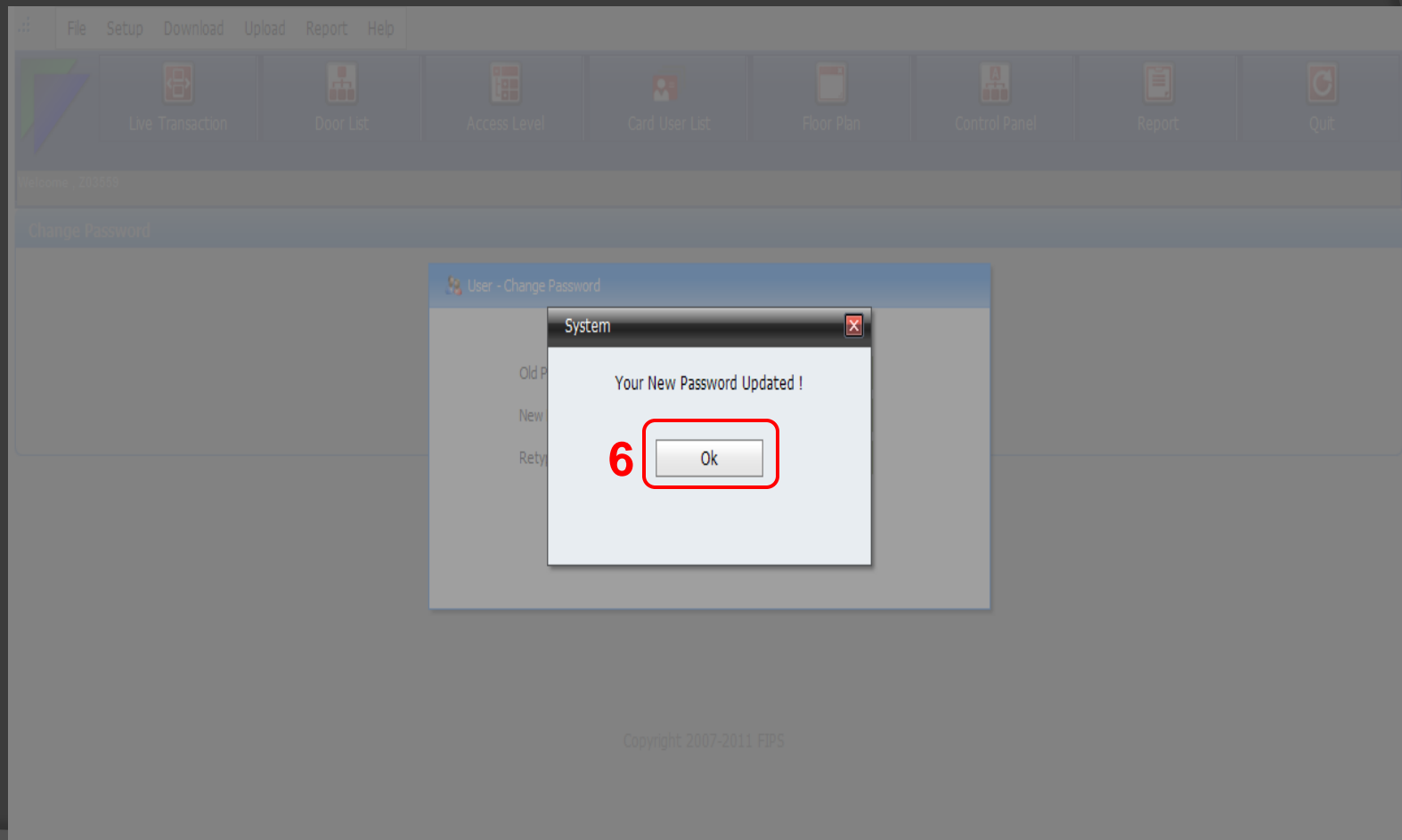
The screenshot shows a software application window with a menu bar at the top containing 'File', 'Setup', 'Download', 'Upload', 'Report', and 'Help'. The 'File' menu is open, showing options for 'Change Password' and 'Logout'. A red box highlights the 'File' menu and the 'Change Password' option, with a red '1' next to 'File' and a red '2' next to 'Change Password'. Below the menu bar is a toolbar with icons for 'Live Transaction', 'Door List', 'Access Level', 'Card User List', 'Floor Plan', 'Control Panel', 'Report', and 'Quit'. The main area displays a 'Welcome, Z03559' message and two tabs: 'Transaction Viewer' and 'Alarm List'. The 'Transaction Viewer' tab is active, showing a table of transactions.

#	Date & Time	Unit No	Door	Card No	Name	Transaction
	2012/05/15 08:18:00	0040	MT0205	1411809082	Noriza Binti Josti	Unknown Card
	2012/05/15 08:06:00	0006	MU1201	0189044894	KOW KEN SIONG	Unknown Card
	2012/05/15 08:02:00	0060	FP0301	3896067012	KONG WAI YEW	Unknown Card
	2012/05/15 07:53:00	0071	MU0901	3895922308	AZIRA BINTI OMAR	Unknown Card
	2012/05/15 07:52:00	0014	MU0101	0716389870	NOR RAHAYATI BINTI MOHD YUSOF	Unknown Card
	2012/05/15 07:49:00	0074	BO0201	3895961380	KHINE PWINT PHYU	Unknown Card
	2012/05/15 07:46:00	0014	MU0101	3895961172	NOOR AISHAH BINTI MOHD ESA	Unknown Card
	2012/05/15 07:43:00	0002	MU0104	3896031412	MUHAMMAD FIRDAUS BIN RADZALI	Unknown Card
	2012/05/15 07:43:00	0077	BP0202	3895749284	AZIAN BINTI MAROP	Unknown Card
	2012/05/15 07:42:00	0064	MU0004	0189322062	PAIZAH BINTI MAT	Unknown Card
	2012/05/15 07:40:00	0051	MU0701	3895962516	SALASIAH BINTI ISMAIL	Unknown Card
	2012/05/15 07:40:00	0005	MU0001	3895965748	SANIAH BT YACOB	Unknown Card
	2012/05/15 07:36:00	0073	MU0108	0716375646	ABD HAMID BIN SAADON	Unknown Card
	2012/05/15 07:27:00	0069	MU0501	3895976452	YUSNI BINTI YEOP ARBI	Unknown Card
	2012/05/15 07:22:00	0077	BP0202	3895882804	KO MEZHEN	Unknown Card
	2012/05/15 07:20:00	0020	MT0501	3895728148	ROSLIZA BINTI ZHAZALI @ SEDI	Unknown Card
	2012/05/15 07:20:00	0070	MU0003	3895749540	NORIAH BINTI ABU HASSAN	Unknown Card
	2012/05/15 07:11:00	0014	MU0101	3895932948	SITI AMINAH BINTI SAAD	Unknown Card

- 3) Masukkan kata laluan yang lama 'Old Password'
- 4) Masukkan kata laluan yang baru 'New Password' dan 'Retype New password'
- 5) Klik butang 'Save'



6) Klik butang 'Ok'



Menyemak transaksi terkini staf

- 1) Klik pada menu 'Live Transaction'
- 2) Sebelum kemaskini 'Access Level'



The screenshot displays a software interface with a menu bar at the top containing 'File', 'Setup', 'Download', 'Upload', 'Report', and 'Help'. Below the menu bar is a toolbar with several icons. The 'Live Transaction' icon, which shows a person with a card, is highlighted with a red box and a red number '1'. Other icons include 'Door List', 'Access Level', 'Card User List', 'Floor Plan', 'Control Panel', 'Report', and 'Quit'. Below the toolbar, there is a status bar that says 'Welcome , Z03559'. The main area of the interface is divided into two tabs: 'Transaction Viewer' (selected) and 'Alarm List'. The 'Transaction Viewer' tab contains a table with the following columns: '#', 'Date & Time', 'Unit No', 'Door', 'Card No', 'Name', and 'Transaction'. The 'Transaction' column is highlighted with a red box and a red number '2'. The table contains 20 rows of transaction data, all of which are 'Unknown Card'.

#	Date & Time	Unit No	Door	Card No	Name	Transaction
	2012/05/15 10:21:00	0045	MT0701	2892653118	MOHD HAFEZAN NIZAM BIN KAMAR	Unknown Card
	2012/05/15 10:21:00	0077	BP0202	1561700604	NOOR MANIRA BINTI OSMAN	Unknown Card
	2012/05/15 10:21:00	0049	MU0107	2100838652	MOHD ZAID BIN ABU BAKAR	Unknown Card
	2012/05/15 10:20:00	0028	MU0202	0189204206	RAMESH SINGH ARJAN SINGH	Unknown Card
	2012/05/15 08:18:00	0040	MT0205	1411809082	Noriza Binti Josti	Unknown Card
	2012/05/15 08:06:00	0006	MU1201	0189044894	KOW KEN SIONG	Unknown Card
	2012/05/15 08:02:00	0060	FP0301	3896067012	KONG WAI YEW	Unknown Card
	2012/05/15 07:53:00	0071	MU0901	3895922308	AZIRA BINTI OMAR	Unknown Card
	2012/05/15 07:52:00	0014	MU0101	0716389870	NOR RAHAYATI BINTI MOHD YUSOF	Unknown Card
	2012/05/15 07:49:00	0074	BO0201	3895961380	KHINE PWINT PHYU	Unknown Card
	2012/05/15 07:46:00	0014	MU0101	3895961172	NOOR AISHAH BINTI MOHD ESA	Unknown Card
	2012/05/15 07:43:00	0002	MU0104	3896031412	MUHAMMAD FIRDAUS BIN RADZALI	Unknown Card
	2012/05/15 07:43:00	0077	BP0202	3895749284	AZIAN BINTI MAROP	Unknown Card
	2012/05/15 07:42:00	0064	MU0004	0189322062	PAIZAH BINTI MAT	Unknown Card
	2012/05/15 07:40:00	0051	MU0701	3895962516	SALASIAH BINTI ISMAIL	Unknown Card
	2012/05/15 07:40:00	0005	MU0001	3895965748	SANIAH BT YACOB	Unknown Card
	2012/05/15 07:36:00	0073	MU0108	0716375646	ABD HAMID BIN SAADON	Unknown Card
	2012/05/15 07:27:00	0069	MU0501	3895976452	YUSNI BINTI YEOP ARBI	Unknown Card

3) Selepas kemaskini 'Access Level'

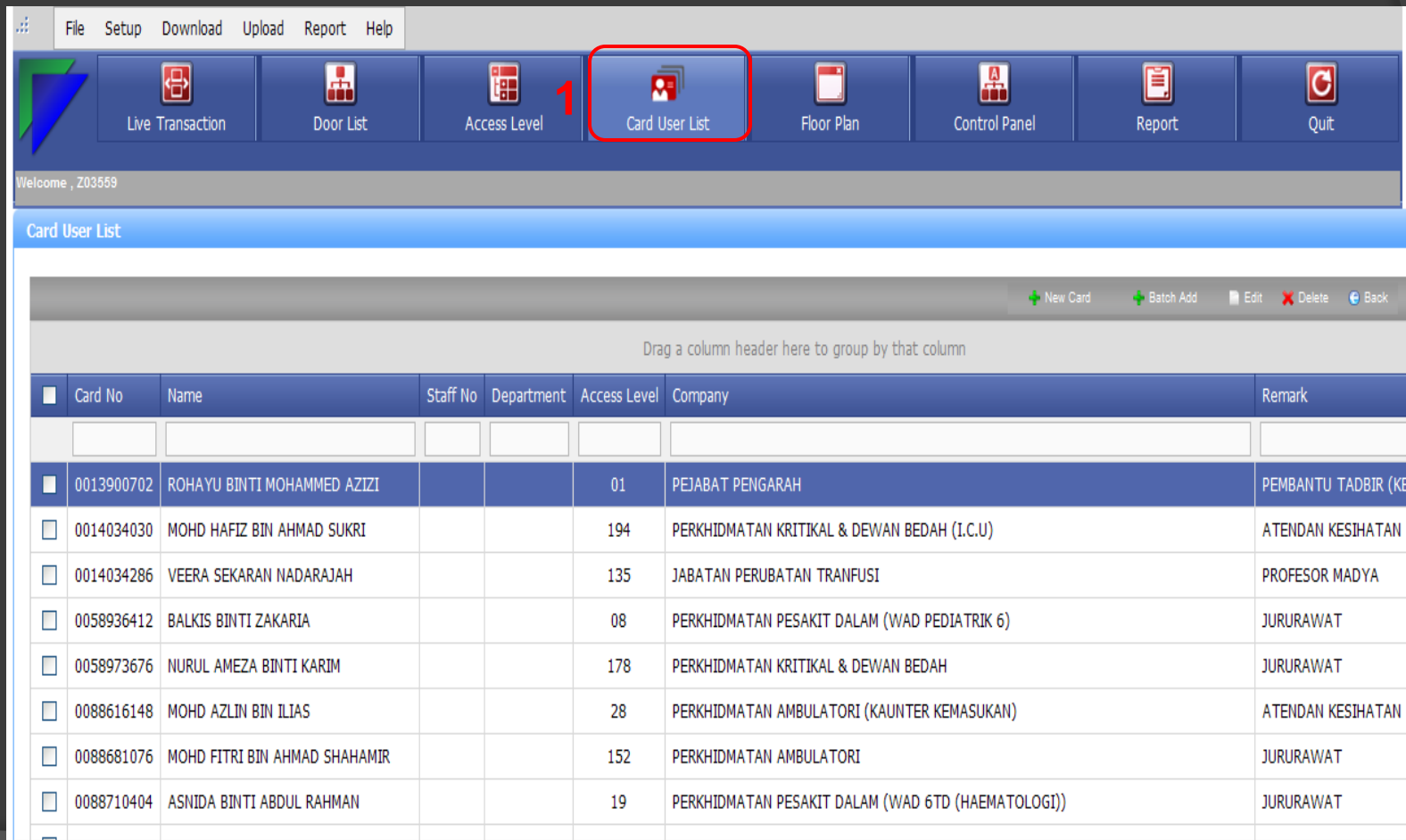
Welcome , Z03559

Transaction Viewer Alarm List

#	Date & Time	Unit No	Door	Card No	Name	Transaction
	2012/05/16 16:40:00	0040	MT0205	3895758084	NOR AZREEN SYAZWANI BINTI NOR AZMI	Unknown Card
	2012/05/16 16:40:00	0074	BO0201	1327488386	MOHD NORAZAM BIN MOHD ABAS	Unknown Card
	2012/05/16 16:40:00	0040	MT0205	3778669795	MOHD KHAIROL AMRIZAL BIN MOHD KAMAL	Unknown Card
	2012/05/16 16:40:00	0040	MT0205	0189387134	FATIN AFIQAH BINTI SAMSUDIN	Unknown Card
	2012/05/16 16:39:00	0072	MT0203	3778808483	SITY FADLINA BINTI SUKIMAN	Valid Entry Access
	2012/05/16 16:39:00	0040	MT0205	3895748772	NUR AQLILI RIANA BINTI MOHD YUNOS	Unknown Card
	2012/05/16 16:39:00	0040	MT0205	0189363342	NURUL AMANINA BINTI MUHAMMAD	Unknown Card
	2012/05/16 16:39:00	0021	RK0101	1561716684	ROHANA BINTI ABU RAHMAN	Unknown Card
	2012/05/16 16:39:00	0018	MT0201	1720462428	ZAMZARINAH BINTI KAMARUL ZAMAN	Valid Entry Access
	2012/05/16 16:38:00	0040	MT0205	1709094444	NORDIN BIN RASHID	Unknown Card
	2012/05/16 16:38:00	0015	MU0102	2874689870	NURUL ASIKIN BINTI BUHARI	Unknown Card
	2012/05/16 16:38:00	0049	MU0107	1560277660	SAKIRAH BINTI SAIDIN @ ABDULLAH	Unknown Card
	2012/05/16 16:38:00	0024	MT0401	2459297946	KOHILAVANI A/P TANGGAIAH	Unknown Card
	2012/05/16 16:37:00	0010	MU0401	1705251916	AMIRAH BINTI ABU BAKAR	Unknown Card
	2012/05/16 16:37:00	0010	MU0401	1705328476	NOR ASHIKIN BINTI MOHD BAHARUDIN	Unknown Card
	2012/05/16 16:37:00	0074	BO0201	1708455740	JULIA BINTI IDRIS @ HARUN	Unknown Card
	2012/05/16 16:36:00	0074	BO0201	0758083532	HAREYATI BT MD SALEH	Valid Entry Access
	2012/05/16 16:36:00	0077	BP0202	1720575196	SATINAH BINTI DIN	Unknown Card

Mengemaskini akses level untuk staf di bawah seliaan

1) Klik pada menu 'Card User List'



The screenshot shows a software interface with a menu bar at the top containing 'File', 'Setup', 'Download', 'Upload', 'Report', and 'Help'. Below the menu bar is a toolbar with several icons: 'Live Transaction', 'Door List', 'Access Level', 'Card User List' (highlighted with a red box and a red number '1'), 'Floor Plan', 'Control Panel', 'Report', and 'Quit'. Below the toolbar is a status bar that says 'Welcome , Z03559'. The main area is titled 'Card User List' and contains a table with the following columns: Card No, Name, Staff No, Department, Access Level, Company, and Remark. The table contains 8 rows of data.

<input type="checkbox"/>	Card No	Name	Staff No	Department	Access Level	Company	Remark
<input type="checkbox"/>	0013900702	ROHAYU BINTI MOHAMMED AZIZI			01	PEJABAT PENGARAH	PEMBANTU TADBIR (KE
<input type="checkbox"/>	0014034030	MOHD HAFIZ BIN AHMAD SUKRI			194	PERKHIDMATAN KRITIKAL & DEWAN BEDAH (I.C.U)	ATENDAN KESIHATAN
<input type="checkbox"/>	0014034286	VEERA SEKARAN NADARAJAH			135	JABATAN PERUBATAN TRANFUSI	PROFESOR MADYA
<input type="checkbox"/>	0058936412	BALKIS BINTI ZAKARIA			08	PERKHIDMATAN PESAKIT DALAM (WAD PEDIATRIK 6)	JURURAWAT
<input type="checkbox"/>	0058973676	NURUL AMEZA BINTI KARIM			178	PERKHIDMATAN KRITIKAL & DEWAN BEDAH	JURURAWAT
<input type="checkbox"/>	0088616148	MOHD AZLIN BIN ILIAS			28	PERKHIDMATAN AMBULATORI (KAUNTER KEMASUKAN)	ATENDAN KESIHATAN
<input type="checkbox"/>	0088681076	MOHD FITRI BIN AHMAD SHAHAMIR			152	PERKHIDMATAN AMBULATORI	JURURAWAT
<input type="checkbox"/>	0088710404	ASNIDA BINTI ABDUL RAHMAN			19	PERKHIDMATAN PESAKIT DALAM (WAD 6TD (HAEMATOLOGI))	JURURAWAT

- 2) Masukkan nama staf
- 3) Tandakan '✓' diruangan sebelah kiri bagi nama staf tersebut
- 4) Klik butang 'Edit'

The screenshot shows a software application window with a menu bar (File, Setup, Download, Upload, Report, Help) and a toolbar with icons for Live Transaction, Door List, Access Level, Card User List, Floor Plan, Control Panel, Report, and Quit. Below the toolbar is a status bar with 'Welcome , 203559'. The main area is titled 'Card User List' and contains a toolbar with '+ New Card', '+ Batch', '4' (highlighted with a red box), 'Edit' (highlighted with a red box), 'Delete', 'Back', and other icons. Below the toolbar is a text prompt 'Drag a column header here to group by that column' and a button 'Edit the selected record'. A table with columns 'Card No', 'Name', 'Staff No', 'Department', 'Access Level', 'Company', 'Remark', and 'Active' is displayed. The first row of the table has a 'Clear' button and a text input field containing 'noor haslinda' (highlighted with a red box and labeled '2'). The second row of the table has a checked checkbox in the first column (highlighted with a red box and labeled '3') and the following data: '3778874019', 'NOOR HASLINDA BINTI HUSSAIN', an empty 'Staff No' field, an empty 'Department' field, '119', 'PTJ NADI IT', 'PENOLONG PEGAWAI TEKNOLOGI MAKLUMAT', and a checked checkbox in the 'Active' column. The 'Edit' button in the toolbar is also highlighted with a red box and labeled '4'.

	Card No	Name	Staff No	Department	Access Level	Company	Remark	Active
Clear	<input type="text" value="noor haslinda"/>							
<input checked="" type="checkbox"/>	3778874019	NOOR HASLINDA BINTI HUSSAIN			119	PTJ NADI IT	PENOLONG PEGAWAI TEKNOLOGI MAKLUMAT	<input checked="" type="checkbox"/>

5) Klik pada 'Access Level'

The screenshot displays a software interface for managing access control. At the top, there is a menu bar with options: File, Setup, Download, Upload, Report, and Help. Below the menu bar is a toolbar with icons for Live Transaction, Door List, Access Level, Card User List, Floor Plan, Control Panel, Report, and Quit. The main window title is "Welcome , Z03559". The central area is titled "Card Detail" and contains a form for editing card information. The form includes a placeholder for a cardholder's photo, a "Browse..." button, and several input fields: Card No (3778874019), Name (NOOR HASLINDA BINTI HUSSAIN), Card Pin No (0000), Access Level (72 - JABATAN TEKNOLOGI MAKLUMAT), Lift Access (00), Bypass Antipassback (Yes/No), Alarm Card (Yes/No), Guard Tour (Active/Inactive), and a checked "Non Expired" checkbox. A red rectangular box highlights the "Access Level" dropdown menu, and the number "5" is placed to its right, indicating the step to click on this menu.

Card No :	3778874019
Name :	NOOR HASLINDA BINTI HUSSAIN
Card Pin No :	0000
Access Level :	72 - JABATAN TEKNOLOGI MAKLUMAT
Lift Access :	00
Bypass Antipassback :	<input type="checkbox"/> Yes
Alarm Card :	<input type="checkbox"/> Yes
Guard Tour :	<input checked="" type="checkbox"/> Active
<input checked="" type="checkbox"/> Non Expired	

6) Pilih level berdasarkan lokasi staf tersebut

The screenshot displays a software interface for managing access levels. The main window is titled "Card Detail" and shows a form for a user named "NOOR HASLINDA BINTI HUSSA". The form includes fields for Card No (3778874019), Card Pin No (0000), and various access options like "Bypass Antipassback", "Guard Tour", and "Non Expired". A dropdown menu is open, listing various locations and departments, with "72 - JABATAN TEKNOLOGI MAKLUMAT" selected. A red circle highlights the dropdown menu, and a red number "6" is placed to its right.

File Setup Download Upload Report Help

Live Transaction Door List Access Level Card User Report Quit

Welcome, Z03559

Card Detail

Card Detail

Card No : 3778874019

Name : NOOR HASLINDA BINTI HUSSA

Card Pin No : 0000 Access Level : 72 - JABATAN TEKNOLOGI MAKLUMAT

Lift Access : 00

Bypass Antipassback : Yes Alarm Card : Yes

Guard Tour : Yes Active

Non Expired

31 - WAD 6TD
32 - TINGKAT 5, MENARA TIMUR
33 -
34 - WAD PSIKIATRIK
35 -
36 - RAWATAN HARIAN PSIKIATRIK
37 - PERUBATAN NUKLEAR
38 - JABATAN TEKNOLOGI MAKLUMAT
39 - KOMPLEKS DEWAN BEDAH
40 - UNIT ONKOLOGI KLINIKAL
41 - JABATAN PATOLOGI
42 - BANGUNAN PEDIATRIK - 2
43 - BANGUNAN PEDIATRIK - 1
44 - BANGUNAN OBSTETRIK - 2
45 - BANGUNAN OBSTETRIK - 1
47 - PATOLOGI FORENSIK
48 - KLINIK AM
49 - KLINIK KELUARGA
50 - JABATAN TRAUMA & KECEMASAN
51 - DEWAN RESUS
52 - JABATAN MAKLUMAT PESAKIT
53 - JABATAN LATIHAN
56 -
58 -
59 -
72 - JABATAN TEKNOLOGI MAKLUMAT
72 - JABATAN TEKNOLOGI MAKLUMAT

6

7) Klik butang 'Save'

Position :

Department :

Tel :

Hp No :

Email :

Address :

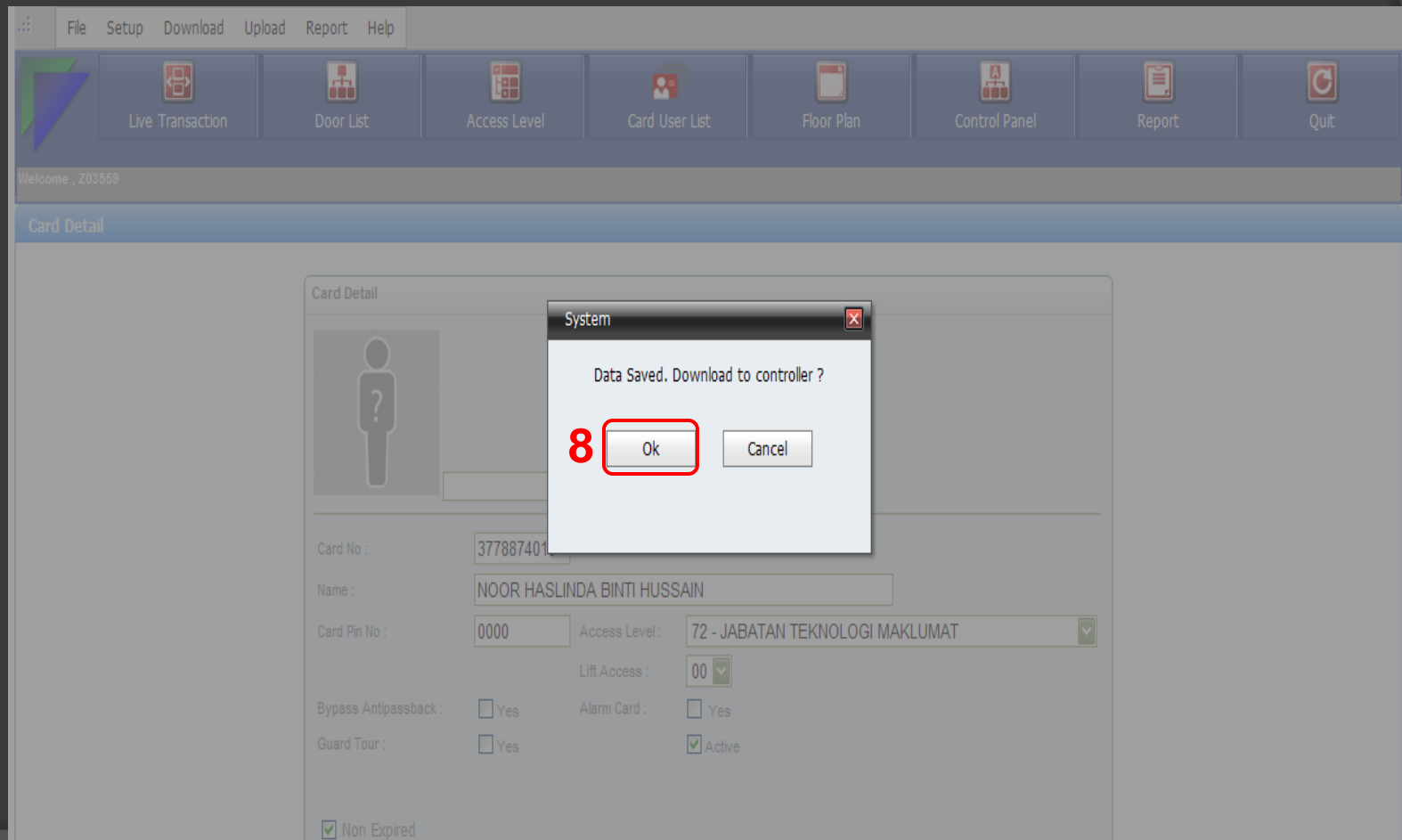
Remark :

Work Time Mode

System Mode

7

8) Klik butang 'Ok'



9) Masukkan nama staf bagi memastikan lokasi akses level telah dikemaskini

Welcome , Z03559

Card User List

Drag a column header here to group by that column

	Card No	Name	Staff No	Department	Access Level	Company	Remark	Active
Clear	9	noor haslinda						
	3778874019	NOOR HASLINDA BINTI HUSSAIN			72	JABATAN TEKNOLOGI MAKLUMAT	PENOLONG PEGAWAI TEKNOLOGI MAKLUMAT	<input checked="" type="checkbox"/>