USER's MANUAL

( UPDATED ON 22/4/2020)

ONLINE PROCESS IMPROVEMENT REGISTER

**OPIR 2.0** 



# **SYSTEM ACCESS**

1. For system access, user can browse through the internet by using the following URL:

http://opir.uitm.edu.my.

2. Screen as shown below will appear on the screen



3. Click on the ENTER button, the log-in screen will appear.

		R	1	Key-in staff id
Log i	n to get started	Δ		,
Enter y	our username and password to log			
on:			2	
1574			P	assword same as
Sta	ff ID			Staff Portal
Pas	sword			
	지상 사람이 좋다.			
Note :			3	Click 'Sign in'
Please	use staff portal id and password to this application.			button
				Satton
	Sign in 오			
and the second		- <b>- - - - - - - - - -</b>		
2016		ystem .		
Powere		ncement		
10000		1 M 10 10		

4. Once the account is verified, the main screen '<u>My Dashboard</u>' will appear.



# **OPERATIONAL EXCELLENCE TRAINER (OE TRAINER**

### **Process Registration**

 To register a new process, select <u>'Process Registration</u>' then click on <u>'Register Process'</u> menu. The <u>'REGISTER PROCESS</u> screen will appear.

	E PROC	CESS IMPROVEMENT REGISTER		Fauzilah 🔻	· 🙆 =
My Dashboard		<b>Home</b> / Proses Registration			
A Dashboard		REGISTER PROCESS			
🚨 Users	>				
🍃 Process Register	4	STEP 1 : PROCESS REGIS	TRATION		Select 'Process
Register Process					'Register
List Processes		PROCESS ID :	PB20200014		Process
all Process for Improvement	>	GROUP OF DEPARTMENT:	INSTITUT KUALITI & PENGEMBANGAN ILMU	- L	
Processes List	>				
🚰 Admin OE	>	RESPONSIBLE DEPARTMENT:	INSTITUT KUALITI & PENGEMBANGAN ILMU		'Register
Report	>	PROCESS GROUP:	PLEASE SELECT	*	Process' screen will appear
≡ Menu	>	0000500 11115			
¢₀ Settings	>	PROCESS NAME :		_  L	
Unit Registration	>	DESCRIPTION :		3	
DE Report	>				Key in all the
Performance of Selected Process	>				required fields.
✓ Assessment	>				
Assessment (Admin OE)	>				SAVE
Score Verification (Head of Panel)	>				
Department's Report	>				
			4 Click	'Save'.	]

## Edit Current Process

- To edit the details of the process registered, select <u>'Process Register'</u> the click on <u>'List Processes'</u> menu. The <u>'LIST OF PROCESSES '</u> screen will appear.
- 2. Click the '*Edit'* button under the action of the process field.

	IE PRO	CESS IMPRO	VEMENT REGISTER	1			Fauzilah 🔻 હ 😑
🍘 My Dashboard		🖀 Home / P	Process Registration / 1	List of Processes			
Dashboard		LIST OF	PROCESSES - 20	20 ONWARDS			~ <i>F</i> \$
👗 Users	>					7	
Process Register	~		PROC	ESS ID :			
Register Process							Select 'Process
List Processes	-			2020			Register
all Process for Improvement	>						then 'List
Processes List	>		PROCESS	GROUP: PLEA	SE SELECT 🔻		Processes.
🚰 Admin OE	>	PES	PONSIBLE OF DEPAR	TMENT			
🖉 Report	>	NE3		PLEA	SE SELECT	•	Click 'Edit'
≡ Menu	>			SEAR	CH		button.
© <sup>8</sup> Settings	>						
Unit Registration	>	TOTAL	OF PROCESS: 1	PROCESSES			
DE Report	>	10	▼ records per page	2		Search	
Performance of Selected Process	>			PROCESS			
✓ Assessment	>	NO.	PROCESS ID	NAME	REGISTERED BY	STATUS	ACTION
Assessment (Admin OE)	>	1	PB20200007	TEST	FAUZILAH BINTI IDRIS	REGISTERED PROCESS	館 Delete ✓ Edit
Score Verification (Head of Panel)	>	Showing	; 1 to 1 of 1 entries			← Previous	1 Next→
Department's Report	>						

### 3. This screen will appear.

<ul> <li>My Dashboard</li> <li>Dashboard</li> <li>Dashboard</li> <li>Users</li> <li>Views Edit</li> <li>EDIT PROCESS</li> <li>STEP 1: PROCESS EDIT</li> <li>PROCESS ID: PB20200007</li> <li>GROUP OF DEPARTMENT: INSTITUT KUALITI &amp; PENGEMBANGAN ILMU</li> <li>Report</li> <li>GROUP OF DEPARTMENT: INSTITUT KUALITI &amp; PENGEMBANGAN ILMU</li> <li>Responsible DEPARTMENT: INSTITUT KUALITI &amp; PENGEMBANGAN ILMU</li> <li>PROCESS NAME : TEST</li> <li>DESCRIPTION : DESCRIPTION 2020</li> <li>Assessment</li> <li>Assessment</li> <li>Assessment</li> <li>Assessment</li> <li>Department's Report</li> <li>Department's Report</li> </ul>	=		E PRO	DCESS IMPROVEMENT REGISTER			Fauzilah 🔻 🙆 -	
<ul> <li>bashboard</li> <li>Users</li> <li>Process Register</li> <li>Process for Improvement</li> <li>Process for Improvement</li> <li>Processes List</li> <li>Report</li> <li>Report</li> <li>Generation</li> <li>Cunit Registration</li> <li>OE Report</li> <li>Assessment</li> <li>Assessment</li> <li>Assessment</li> <li>Assessment</li> <li>Assessment</li> <li>Department's Report</li> <li>Department's Report</li> <li>Department's Report</li> <li>Cunit Registration</li> <li>Department's Report</li> <li>Cunit Registration</li> <li>Cun</li></ul>	*	My Dashboard		Home / Proses Edit				
<ul> <li>Users</li> <li>Process Register</li> <li>Process for Improvement</li> <li>Process List</li> <li>Admin OE</li> <li>Admin OE</li> <li>GROUP OF DEPARTMENT:</li> <li>INSTITUT KUALITI &amp; PENGEMBANGAN ILMU</li> <li>RESPONSIBLE DEPARTMENT:</li> <li>DESCRIPTION DESCRIPTION DESCRIPTION 2020</li> <li>EDIT</li> <li>Assessment</li> <li>Assessment</li> <li>DESCRIPTION :</li> <li>DESCRIPTION DESCRIPTION 2020</li> <li>EDIT</li> </ul>	ñ	Dashboard		EDIT PROCESS				
<ul> <li>Process Register</li> <li>Process for Improvement</li> <li>Process for Improvement</li> <li>Process for Improvement</li> <li>Process List</li> <li>Process List</li> <li>Report</li> <li>Report</li> <li>Menu</li> <li>Settings</li> <li>Value Registration</li> <li>OE Report</li> <li>OE Report</li> <li>Assessment</li> <li>Assessment</li> <li>Assessment (Admin OE)</li> <li>Score Verification (Head of Process)</li> <li>Department's Report</li> <li>Department's Report</li> <li>Control Control Con</li></ul>	4	Users	>					
Image: stand of the	5	Process Register	>	STEP 1 : PROCESS EDIT	٦	I		
<ul> <li>Processes List</li> <li>Admin OE</li> <li>Admin OE</li> <li>GROUP OF DEPARTMENT:</li> <li>INSTITUT KUALITI &amp; PENGEMBANGAN ILMU</li> <li>GROUP OF DEPARTMENT:</li> <li>INSTITUT KUALITI &amp; PENGEMBANGAN ILMU</li> <li>RESPONSIBLE DEPARTMENT:</li> <li>INSTITUT KUALITI &amp; PENGEMBANGAN ILMU</li> <li>PROCESS GROUP:</li> <li>ACADEMIC PROCESS</li> <li>Settings</li> <li>PROCESS IGNUP:</li> <li>ACADEMIC PROCESS</li> <li>Beport</li> <li>DE Report</li> <li>PROCESS NAME:</li> <li>TEST</li> <li>Edit the required field</li> <li>Description DESCRIPTION 2020</li> <li>Score Verification (Head of &gt; Panel)</li> <li>Department's Report</li> <li>Core Verification (Head of &gt; Panel)</li> </ul>	.al	Process for Improvement	>					
<ul> <li>Admin OE</li> <li>Report</li> <li>Menu</li> <li>Settings</li> <li>Unit Registration</li> <li>OE Report</li> <li>OE Report</li> <li>Assessment</li> <li>Assessment (Admin OE)</li> <li>Score Verification (Head of Panel)</li> <li>Department's Report</li> <li>Core Verification (Head of Panel)</li> <li>Department's Report</li> <li>Core Verification (Head of Panel)</li> <li>Core Veri</li></ul>		Processes List	>	PROCESS ID :	PB20200007	l		
<ul> <li>Report</li> <li>Menu</li> <li>Settings</li> <li>Unit Registration</li> <li>OE Report</li> <li>OE Report</li> <li>Assessment</li> <li>Assessment (Admin OE)</li> <li>Score Verification (Head of Panel)</li> <li>Department's Report</li> <li>C</li> </ul>	*	Admin OE	>	GROUP OF DEPARTMENT:	INSTITUT KUALITI & PENGEMBANGAN ILMU	•		
<ul> <li>Menu</li> <li>Settings</li> <li>Unit Registration</li> <li>OE Report</li> <li>Performance of Selected</li> <li>Process</li> <li>Assessment</li> <li>Assessment (Admin OE)</li> <li>Score Verification (Head of &gt; Panel)</li> <li>Department's Report</li> <li>Assessment</li> <li>Assessment&lt;</li></ul>		Report	>	RESPONSIBLE DEPARTMENT:	INSTITUT KUALITI & PENGEMBANGAN ILMU	<b>.</b>		
Settings >   Vnit Registration >   OE Report >   DE Report >   Deprormance of Selected >   Process >   Assessment (Admin OE)   Score Verification (Head of Panel)   Department's Report	≡	Menu	>	NEO OTODEL L. T. T. T.				
✓ Unit Registration       >         ● OE Report       >         ④ Performance of Selected       >         Process       >         ▲ Assessment       >         ▲ Assessment (Admin OE)       >         ● Department's Report       >         ● Department's Report       >	<b>Q</b> 0	Settings	>	PROCESS GROUP:	ACADEMIC PROCESS			1
<ul> <li>OE Report</li> <li>Performance of Selected</li> <li>Process</li> <li>Assessment (Admin OE)</li> <li>Score Verification (Head of &gt; Panel)</li> <li>Department's Report</li> <li>C</li> </ul>	Ø	Unit Registration	>	PROCESS NAME :	TEST		Edit the	
Description :       Description Description 2020       Tield         Assessment       >         Assessment (Admin OE)       >         Score Verification (Head of > Panel )          Department's Report          EDIT       4		OE Report	>				required	I
<ul> <li>Assessment (Admin OE)</li> <li>Assessment (Admin OE)</li> <li>Score Verification (Head of &gt; Panel)</li> <li>Department's Report</li> </ul>	හි Pro	Performance of Selected cess	>	DESCRIPTION :	DESCRIPTION DESCRIPTION 2020		TIEIO	1
Assessment (Admin OE) Score Verification (Head of  Panel ) Department's Report	~	Assessment	>					
Score Verification (Head of > Panel) Department's Report >	4	Assessment (Admin OE)	>			l		
Department's Report	🌲 Par	Score Verification (Head of iel )	>					
4 c		Department's Report	>			I	EDIT	
							4 Cli	(
					J	l	ł	נ

### **Process for Improvement**

After the processes have been registered by the OE trainer, the next step is to update the current process for improvement. There are 6 steps required for this section which are:

- a. Step 1 Process Registration (update)
- b. Step 2 Excellence Team Registration
- c. Step 3 Planning and Initiative
- d. Step 4 OE Outcomes
- e. Step 5 Impact
- f. Step 6 Process Excellence and Unity

#### 1. <u>Step 1: Process Registration</u>

- Select <u>'Process for Improvement</u>, then click on <u>'Update improve Process</u>' menu. The <u>'LIST OF UPDATE</u> <u>IMPROVED PROCESS INFORMATION</u>' menu will be displayed.
- ii. For searching, choose the Process ID, Year, Process Group or Responsible Department and hit the 'search'.

Construction on the process of the proceses of the process of the process of the process of the process of	ROCESS IMPROVEMENT REGISTER       ■       1         Image: A Home / Update Improved Process Information       1.         UPDATE IMPROVED PROCESS INFORMATION       Image: A Home / A	Select 'Process for Improvement' Click 'Update Improved Process'
Update Improved Process	YEAR: 0000	
Processes List >	2020	
🚰 Admin OE >	PROCESS GROUP: PLEASE SELECT	
Report >	RESPONSIBLE OF DEPARTMENT: DI LAST STUTOT	ien
≡ Menu >	Click 'Search'.	
Ø <sup>ø</sup> <sub>6</sub> Settings →	SEARCH	
☑ Unit Registration >		
OE Report	TOTAL OF PROCESS: 3 PROCESSES	
Performance of Selected > Process	10 V records per page Search	
✓ Assessment >	NO. ID PROCESS NAME CALL REGISTERED BY STATUS CALL ACTION CALL AND ACTION CALL	
Assessment (Admin OE)     Score Verification (Head of      Panel )	1 PB20200012 TEST LAST FOR FAUZILAH PROCESS FOR FINAL BINTI IDRIS IMPROVEMENT	The selected process will be
Department's Report >	2 PB20200010 TEST LAST FOR FAUZILAH BINTI IDRIS CARRY FOWARD FOR INSTITUT RAUTIT & BINTI IDRIS IMPROVEMENT Delete VIEW	displayed.
	3 PB20200007 TEST INSTITUT KUALITI & FAUZILAH PENGEMBANGAN ILMU FAUZILAH BINTI IDRIS REGISTERED PROCESS	
	Showing 1 to 3 of 3 entries ← Previous 1 Next →	Click 'Update'
		<b>7  </b> P a g e

- iii. Click the '<u>Update</u>' button under the '<u>Action</u>' table field. The '<u>Current Process Performance</u>' screen will appear.
- iv. Then fill the entire necessary fields. Click radio button 'YES' or 'NO' to select Process for Improvement and hit '<u>Next</u>' button.

	PROCESS IMPROVEMENT REGISTER	Fauzilah 👻 🧕 🚍
ℰ My Dashboard	Home / Proses Registration / Excellence Team Registration / Planning and Intiative / OE Outcomes	/ Impact / Process Excellence and Unity
A Dashboard	EDIT CURRENT PROCESS	
🛔 Users	>	
Process Register	STEP 1 : PROCESS REGISTRATION	
all Process for Improvement	>	
Processes List	> PROCESS ID : PB20200012	
🚰 Admin OE	GROUP OF DEPARTMENT: INSTITUT KUALITI & PENGEMBANGAN ILMU	T
🖉 Report		
≡ Menu		<b>5</b>
© <sup>®</sup> Settings	> PROCESS GROUP: ADMINISTRATION PROCESS	Edit the necessary
Unit Registration	> PROCESS NAME : TEST LAST FOR FINAL	, neids
OE Report		
Performance of Selected Process	> DESCRIPTION: TEST LAST FOR FINAL	
✓ Assessment	>	li di seconda di second
Assessment (Admin OE)	IS THIS SELECTED PROCES	IS FOR
Score Verification (Head of Panel)	> IMPROVEMENT : • YES	NO → 6
Department's Report	>	Click radio button 'YES' or 'NO'
	_	
	7	NEAT
	Click button 'NEXT'	
	Click button 'NEXT'	

#### 2. <u>Step 2: Excellence Team Registration</u>

i. Continue filling the necessary fields at step 2 'Excellence Team Registration'.Click '<u>ADD TEAM MEMBER</u>' button. The following screen will appear.

CURRENT PROCES	S	1	
TEP 2 : EXCELLE	NCE TEAM REGISTRATION		
ROCESS ID :	PB20200012	0	
ROCESS NAME :	TEST LAST FOR FINAL	0	
ROUP OF DEPARTMENT	T: INSTITUT KUALITI & PENGEMBANGAN ILMU		Detailed proses
SPONSIBLE PARTMENT :	INSTITUT KUALITI & PENGEMBANGAN ILMU		information
ROCESS GROUP:	ADMINISTRATION PROCESS		will be displayed.
ROCESS NAME :	TEST LAST FOR FINAL		
LIST OF TEAM MEN	ABERS		
O ADD TEAM MEMBER			
ADD TEAM MEMBER	page	Search	9
ADD TEAM MEMBER	page D	Search	9 Click 'Add Team
O ADD TEAM MEMBER       10     records per       NO.     STAFF IC       No data available in the second	poge D O NAME O ROLE O TRAINING ATTENDANCE O TRAI table	Search	9 Click 'Add Team Member'
ADD TEAM MEMBER     10     Tecords per     NO.     STAFF IE     No data available in 1	2 page D 0 NAME 0 ROLE 0 TRAINING ATTENDANCE 0 TRAIN table ES	Search	9 Click 'Add Team Member'
ADD TEAM MEMBER     10     V     records per     NO.     STAFF IC     No data available in     Showing 0 to 0 of 0 entrik	page D O NAME O ROLE O TRAINING ATTENDANCE O TRAI table	Search NING DATE ACTION Previous Next	9 Click 'Add Team Member'

=		E PRO	OCESS IMPROVEMENT REGISTER	Fauzilah 🕶 🙆 🛛 🚍		
ñ	My Dashboard		Home / Current Process Performance / Excellence Team Registration / Add Team Members			
ñ	Dashboard		ADD TEAM MEMBER			
4	Users	>				
5	Process Register	>	STAFF ID: SEARCH			
ad	Process for Improvement	>	Please insert staff id.		10	
	Processes List	>			1. 2	Key in 'Staff Id'
-	Admin OE	>	2016 © Powered by Institute of Quality & Knowledge Advar	ncement (InQKA).	2.	button.
	Report	>				
=	Menu	>				
00	Settings	>				
Ø	Unit Registration	>				
	OE Report	>				
<b>Ø</b> Pro	Performance of Selected ocess	>				
~	Assessment	>				
-	Assessment (Admin OE)	>				
<b>a</b> Pa	Score Verification (Head of nel )	>				
	Department's Report	>				

9 | Page

ii. Key in the '<u>Staff ID</u>' and click '<u>SEARCH</u>' button. All the detailed information will be displayed. Update the required field.

	PRC	CESS IMPROVEMENT REGISTER	Fauzilah * 🙆 😑
My Dashboard		Home / Current Process Performa	ince / Excellence Team Registration / Add Team Members
Dashboard		ADD TEAM MEMBER	
🛓 Users	>		
Process Register	>	STAFF ID:	199416 SEARCH
I Process for Improvement	>		Please insert staff id.
Processes List	>		
🖀 Admin OE	>	NAME :	FAUZILAH BINTI IDRIS
🖉 Report	>	GROUP OF DEPARTMENT:	INSTITUT KUALITI & PENGEMBANGAN ILMU
≡ Menu	>	DEPARTMENT	DISTUTUTIVIALITIE DENCEMBANCAN II MU
O <sub>0</sub> Settings	>	DEFARTMENT.	information.
Unit Registration	>	EMAIL ADDRESS :	fauzilah416@salam.uitm.edu.my
OE Report	>	ROLE :	PLEASE CHOOSE v
Performance of Selected  Process	>		
Process		ATTEND TRAINING ?	YES O NO
<ul> <li>Assessment</li> </ul>	>	TRAINING DATE :	
Assessment (Admin OE)	>		
Score Verification (Head of Panel)	>		
Department's Report	>		12
			3. Click 'Submit'

iii. Click '*Submit*' button. The member registered will be displayed in the '*TEAM MEMBER LIST*' table.



iv. To register more than one (1) excellence members, continue step (i).

# 3. Step 3: Planning and Intiative

i. Click 'Next' button, the screen shown below will be appear. The steps required are as follows:

<ul> <li>Process Register</li> <li>In Process for Improvement</li> <li>Processes List</li> <li>Admin OE</li> <li>Report</li> <li>Kenu</li> <li>Settings</li> <li>Unit Registration</li> <li>OE Report</li> <li>Performance of Selected Process</li> <li>Assessment</li> </ul>	E PROC	STE PRC PRC GRC GRC GRC DEF PRC DEF PRC DES	EP 3 : EP 3 : ocess ocess ocess ocess ocess ocess ocess ocess ocess ocess	MENT REGISTER  PLANNING AND INITIAT  D: PB20200012  NAME: TEST LAST FOR FINAL  NT:  BLE INSTITUT KUALITI & F  NT: BLE INSTITUT KUALITI & F  NAME: TEST LAST FOR FINAL  ON: TEST LAST FOR FINAL  DINFORMATION	IVE L PENGEMBANGAN ILMU PENGEMBANGAN ILMU OCESS L		austah * 👸 =				
<ul> <li>Assessment (Admin OE)</li> <li>Score Verification (Head of Panel)</li> <li>Department's Report</li> </ul>	> >		NO. 1 2 3	CRITERIA a) Information / Report on customer's feedback through Analysis Report. b)Team involvement contribution and benchmarking activities that are carried out at other departments/units c) Methods of identifying the cause and problem solving (reports, meeting, discussion)		EVIDENCI P Uploa	)F ifile ifile	<b>15</b> Upt	date all 1. Ur 2. Ur	required cr odate Repor pload the fil	iteria t e.
		E	ВАСК←			16	Click 'Ne	xť'			

## 4. <u>Step 4: OE Outcomes (50%)</u>

- i. The screen 'OE Outcomes (50%)' will appear.
- ii. Fill all required fields, then click '<u>Next</u>'.

ashboard	A Home / Pro:	es Registration / Excellen	ce Team Registration / Planning and intiative / 0	E Outcomes / Impact / Process Excelle	nce and Unity			
board	FDIT CUP							
• >	EDIT CON	ENT PROCESS						
ss Register >	CTED 4		-c (F00()					
ss for Improvement	STEP 4	OEOUTCOM	=5 (50%)					
ses List >	PROCESS	SID:	PB20200012					
OE >	PROCESS	S NAME :	TEST LAST FOR FINAL					
	GROUP	F DEPARTMENT :	INSTITUT KUALITI & PENGEMBANGAN I	LMU				
	RESPON:	SIBLE DEPARTMENT	INSTITUT KUALITI & PENGEMBANGAN I	LMU				
75 >	PROCESS	GROUP:	ADMINISTRATION PROCESS					
vistration >	PROCESS	NAME:	TEST LAST FOR FINAL					
ort >	DESCRIP	TION :	TEST LAST FOR FINAL					
ance of Selected	_							_
ance of Selected	DETAIL	ED INFORMATION						
nent >								
ent (Admin OE)	NO.	CRITERIA	REPORT		MEASUREMENT		EVIDENCE	
ification (Head of $\rightarrow$				BEFORE	CURRENT	AFTER	PDF	
hent's Report >	1	a) Customer Satisfaction: Customer Satisfaction Analysis Report - O0001 (type of measurement: % )		0 %	96	96	Upload fil	
	2	b) Happiness Index : Analysis of Happiness index performed based on the registered process - 00002 (type of measurement: %)		96	0 96	96	Upload fi e	17 Update all required fields:
	3	c) Cost Saving : Total cost saving after process improvement proven by Financial Analysis- 00003 (type of measurement : RM)		RM 0	RM 0	RM 0	Upload fie	<ol> <li>Report</li> <li>Measurement</li> <li>Upload evidence</li> </ol>
	4	d) Manpower Saving : Total no of manpower saving after process Improvement proven by Financial Analysis - 00004 (type of measurement : No of manpower)		0 No of manpower	0 No of manpower	0 No of manpower	Upload fi a	18
	5	e) Time Saving : Total of time saving to complete the process cycle- 00005 (type of measurement: Day, Hour, Minute)		0 DAY ▼	DAY	DAY	Vpload t e	Click 'NEXT'
	BACK •	-					NEXT	

## 5. <u>Step 5: Impact (20%)</u>

i. Continue filling the necessary fields at step 5 '*Impact (20%)*' and hit '*Next*' button.

	PROCESS IMI	PROVEMENT	REGISTER		Fauzilah 🔻 🙆	
My Dashboard	💏 Home	/ Proses Regist	tration / Excellence T	eam Registration / Planning and intiative / OE Outcome	s / Impact / Process Excellence and Unity	
🛱 Dashboard	EDIT	CURRENT P	ROCESS			
Users	>					
Process Register	, ст		DACT (2006)			
I Process for Improvement	>		ACT (2070)			
Processes List	PR	OCESS ID :	PB2020001	5		
Admin OE	PR	OCESS NAME	: TEST LAST	FOR FINAL		
Report	> DEI	OUP OF PARTMENT :	INSTITUT P	UALITI & PENGEMBANGAN ILMU		
E Menu	> RES	SPONSIBLE	INSTITUT P	UALITI & PENGEMBANGAN ILMU		
g Settings	PR	OCESS GROU	P: ACADEMIC	PROCESS		
Vnit Registration	PR	OCESS NAME	: TEST LAST	FOR FINAL		
OE Report	DE	SCRIPTION :	TEST LAST	FOR FINAL		
Performance of Selected rocess	> DE	ETAILED INF	ORMATION			
Assessment	>		ORMATION			
Assessment (Admin OE)	>					_
Score Verification (Head of anel )	>	NO. CRIT	ERIA	REPORT	EVIDENCE	19
Department's Report	> -	1 a) Im depa achie (Curr Achie Recoi 2 b) Th	provement on rtment evement evement rd) e ability of the		Upload file	Update all required fields: 1.Report 2.Upload evidence
		proce imple acros (Impl Repo BACK ←	ess to be emented ss UITM lementation vrt)		NEXT	20 Click (NEVT)

## 6. <u>Step 6: Process Excellence and Unity</u>

- i. The screen shown as below will appear. Key-in all related field and click 'Next'.
- ii. Once finished, the process status will be updated to 'CARRY FORWARD FOR IMPROVEMENT'.

	E PROCESS	S IMPROVI	MENT REGISTER				Fauzilah 🔻 👌					
My Dashboard	Hom	me / Proses	Registration / Exce	llence Team Registration / Planning and intiative /	OE Outcomes / Impa	t / Process Excellence a	and Unity					
Dashboard	E	EDIT CURRENT PROCESS										
Users	>							-				
Process Register	>	STEP 6	: PROCESS	EXCELLENCE AND UNITY (B	ONUS 10%)							
Process for Improvement	>											
Processes List	>	PROCESS	D: PB	20200015								
Admin OE	>	PROCESS	NAME: TE	ST LAST FOR FINAL								
Report	>	GROUP C										
Menu	>	RESPON	SIBLE INS	STITUT KUALITI & PENGEMBANGAN ILMU								
Settings	>	PROCESS GROUP: ACADEMIC PROCESS										
Unit Registration	>	PROCESS NAME : TEST LAST FOR FINAL										
OE Report	>	DESCRIP	TION : TE	ST LAST FOR FINAL								
Performance of Selected cess	>											
Assessment	>	DETAILI	DINFORMATI	ON								
Assessment (Admin OE)	>											
Score Verification (Head of el )	>	NO.	CRITERIA	REPORT	ME	SUREMENT	EVIDENCE (PDF)					
Department's Report	>	1	a) Internal		• Local	International	Upload file					
			recognition - Certificates,									
			Award									
			Invitations									
					la l							
		2	b)				Upload file					
			Collaboration				opioud inc		21			
			outsiders							data all required		
			(Faculty, University						Up	date all required		
			and Industry)						tie	ds		
			<ul> <li>Minutes of Meeting,</li> </ul>									
			Letter of					<b>X</b>				
			Appointment									
		3	c) IP Registration –		Certificat	2 No. :	Upload file					
			IP Certificate									
					h							
		4	d) Income		RM:		Upload file					
			Generation				opioad me					
					<u></u>							
									22			
		BACK					SAVE			lick (SAVE		
		BACK 4					SAVE		,	LICK JAVE		
									15	Page		

### List of Update Improved Process Information

- i. The detail information saved will be listed in the '<u>Update Improved process</u> information'.
- ii. The process status will be updated to:
  - a) '<u>CARRY FORWARD FOR IMPROVEMENT</u>' Selection for Past Year Process
  - b) <u>'PROSES FOR IMPROVEMENT'</u> Selection for Current Process
- iii. The Head of Quality Unit (KUK) can updated the process untill InQKA's team do the assessment.

=	Fauzilah * 🙆 =												
ñ	My Dashboard	Home / Update Improved Process Information											
ñ	Dashboard	L.	UPDATE IMPROVED PROCESS INFORMATION										
۵	Users	>											
Þ	Process Register	>			PROCESS ID :								
.al	Process for Improvement	>											
	Processes List	>	YE			2020							
쓭	Admin OE	>	PROCESS CROUP:										
	Report	>	- PLEASE SELECT Select t										
≡	Menu	>	RESPONSIBLE OF DEPARTMENT: PLEASE SELECT										
¢°	Settings	>											
Ø	Unit Registration	>	SEARCH										
	OE Report	>	· · · · · · · · · · · · · · · · · · ·										
~	Assessment (Panel)	>	TOTAL OF PROCESS: 5 PROCESSES										
4	Assessment (Admin OE)	> records per page Search											
👗 Pan	Score Verification (Head of el )	>	NO.	PROCESS ID	PROCESS NAME	REGISTERED BY	⇒ \$	OLD PROCESS ID	ACTION ÷				
L C	Department's Report	>	1	PB20200017	TEST LAST FOR FINAL INSTITUT KUALITI & PENGEMBANGAN ILMU	FAUZILAH BINTI IDRIS	CARRY FOWARD FOR	PB20190918	♥ UPDATE ☆ Delete N VIEW				
			2	PB20200015	TEST LAST FOR FINAL INSTITUT KUALITI & PENGEMBANGAN ILMU	FAUZILAH BINTI IDRIS	CARRY FOWARD FOR IMPROVEMENT	PB20190918	✓ UPDATE ⑦ Delete N VIEW				
			3	PB20200012	TEST LAST FOR FINAL INSTITUT KUALITI & PENGEMBANGAN ILMU	FAUZILAH BINTI IDRIS	PROCESS FOR IMPROVEMENT	PB20190918					
			4	PB20200010	TEST LAST FOR FINAL INSTITUT KUALITI & BENGENPANGAN II MIL	FAUZILAH BINTI IDRIS	CARRY FOWARD FOR IMPROVEMENT	PB20190918	UPDATE Delete VIEW				