



e-JKKP7 User's Manual

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A. INTRODUCTION

The purpose of e-JKKP7 is to allow the employer and the registered medical practitioner reporting occupational disease and poisoning through an online system. According to the Occupational Safety and Health Act 1994 (Act 514) employers and medical practitioners are required to report to the Department of Occupational Safety and Health closest if any occupational disease and poisoning occur in the workplace. The Act also states that every registered medical practitioner must report if an employee believed / suspected of suffering from occupational diseases or occupational poisoning to the Director General. Therefore, JKKP initiates a new system development called e-JKKP7 System not only to monitor occupational disease and poisoning but also to determine the root cause of the disease and poisoning that preventive action can be taken so that the same event does not repeat. At the same time, the collected data from the usage of the system will be an important database for JKKP to perform analysis and prepare a strategic plan for the administration and enforcement of the law.

B. SYSTEM REQUIREMENTS

| Requirements | Details |
|---------------------|---|
| Computer/Processor | Intel Pentium® III 400Mhz and above |
| Memory | 128 megabyte (MB) and above |
| Modem | 64 kbps and above |
| Operating System | Microsoft Windows® XP and above |
| Web Browser | Google Chrome, Mozilla Firefox, Safari, Opera and Microsoft Internet Explorer 8.0 and above |
| Internet Connection | Internet account |

C. ACCESS TO e-JKKP7 SYSTEM

The system could be accessed on <http://ejkkp7.dosh.gov.my/>.

D. MEDICAL PRACTITIONER ROLE

1.0 REGISTER NEW USER

1.1 Register New User

After accessed the system, Medical Practitioner clicks "Register User" button as shown in Figure 1.

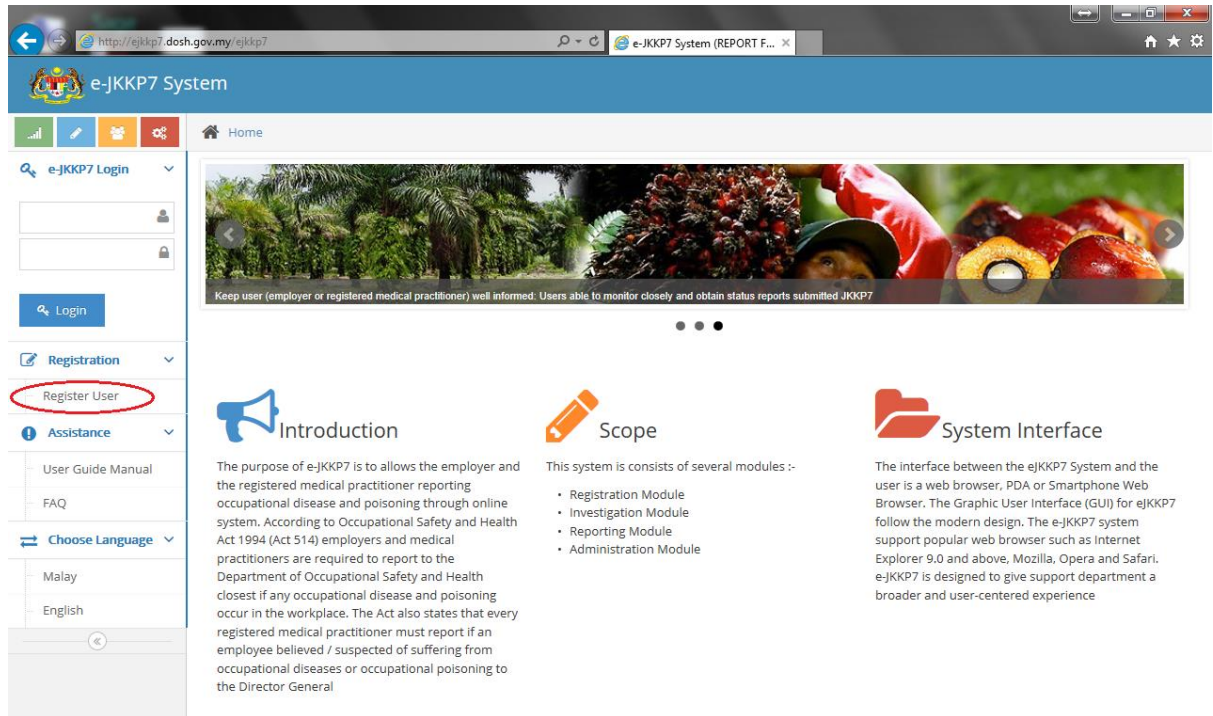


Figure 1: e-JKKP main page.

Medical Practitioner clicks on "Medical Practitioner" button as shown in Figure 2.

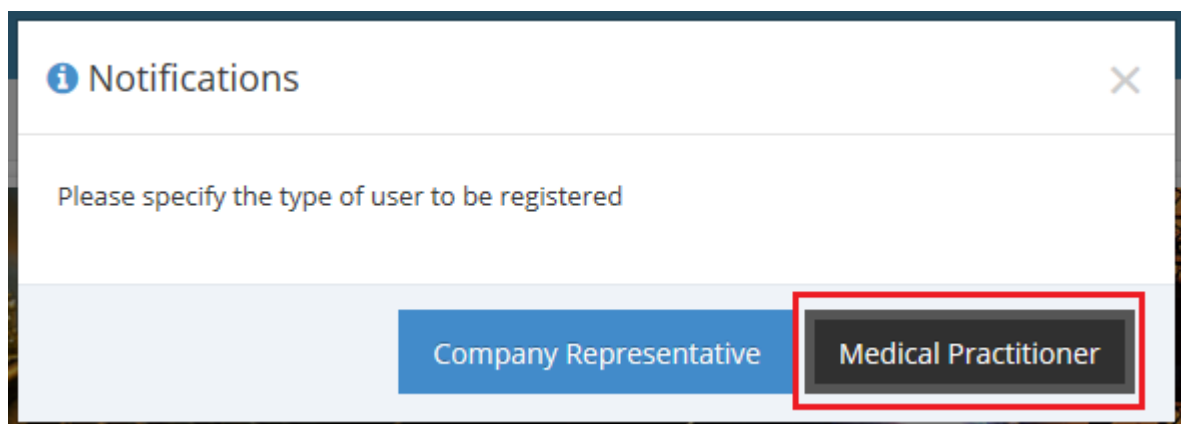


Figure 2: Selection for user registration

Medical Practitioner keys in all the required information and then clicks "Register" button as show in Figure 3.

The screenshot shows the 'Medical Practitioner Registration' form in the e-JKKP7 System. The form is divided into three main sections: Applicant Information, Clinic / Hospital Information, and Security Information. The Applicant Information section includes fields for Name, Document Type (a dropdown menu), Document No. (with a placeholder 'e.g 010101010101'), Phone No., Designation, MMC No., and OHD No. The Clinic / Hospital Information section includes fields for Clinic / Hospital Name, Address, City, State (a dropdown menu), and Postcode. The Security Information section includes fields for User Name (with a placeholder 'e.g nama@email.com'), Password, and Password (re-type). At the bottom of the form, there are two buttons: 'Register' (highlighted with a red box) and 'Reset'.

Figure 3: Medical Practitioner information

This notification will be appeared after the registration successful as shown in Figure 4.

The screenshot shows the 'Registration Instructions' page in the e-JKKP7 System. The page has a blue header with the e-JKKP7 System logo and a navigation menu on the left side. The main content area displays the title 'Registration Instructions' and a message: 'To complete the registration process look for an email in your inbox that provides further instructions.'

Figure 4: Notification after the registration successful

The user need to login into his/her email and then clicks the activation link inside the email as shown in Figure 5.

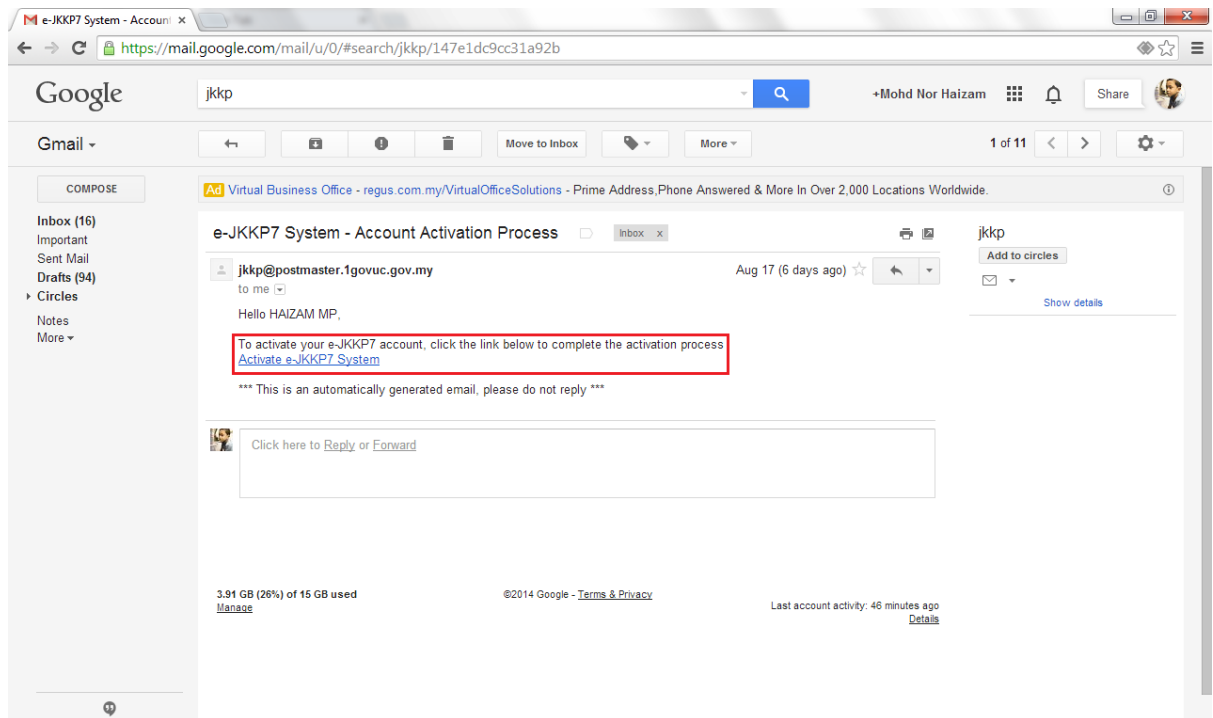


Figure 5: Activation link in the email

After clicks the activation link, the new window will be appeared as shown in Figure 6.

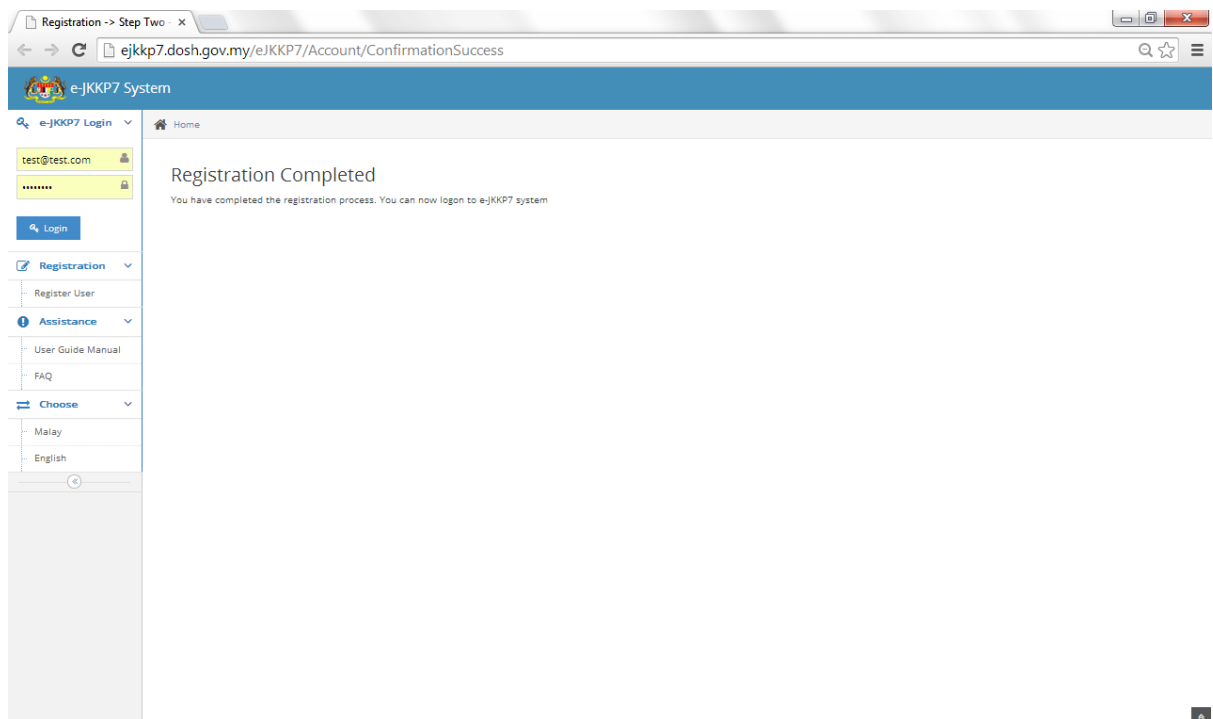


Figure 6: Registration completed notification

2.0 LOGIN INTO THE SYSTEM

2.1 Login into the System

The user need to key in the user name and password and click "Login" button as shown in Figure 7.

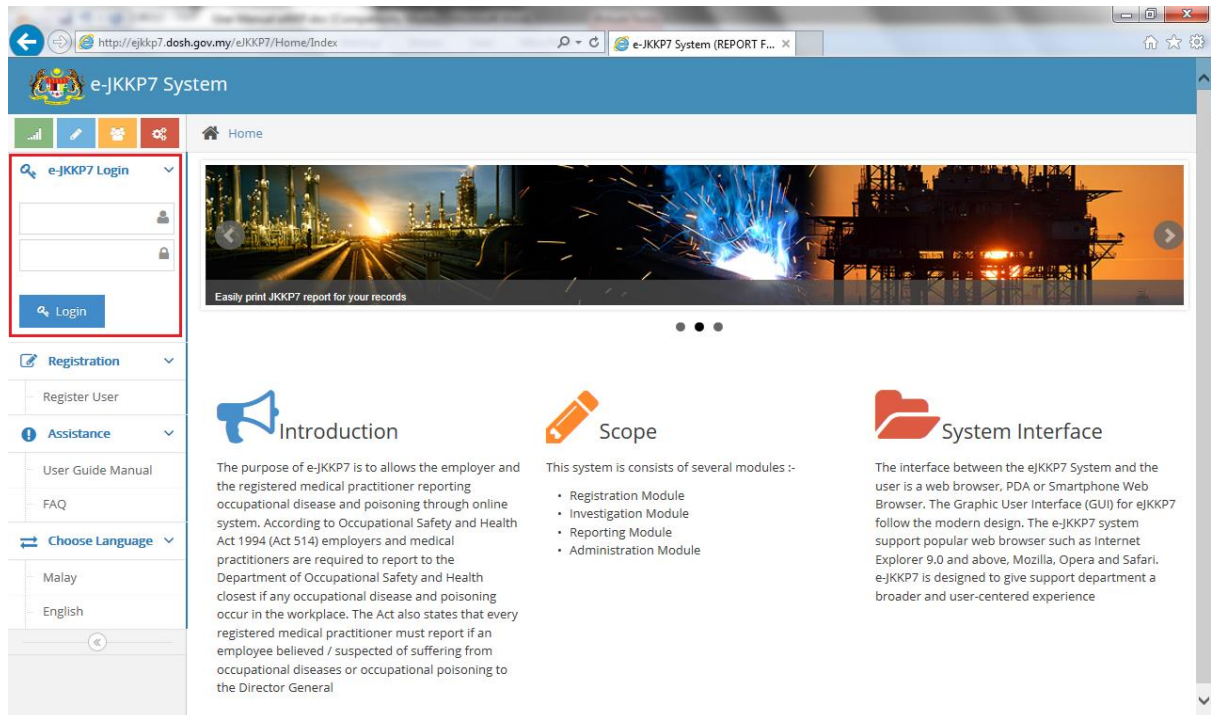


Figure 7: e-JKKP7 main page

Once successfully login, the landing page will be appeared as shown in Figure 8.

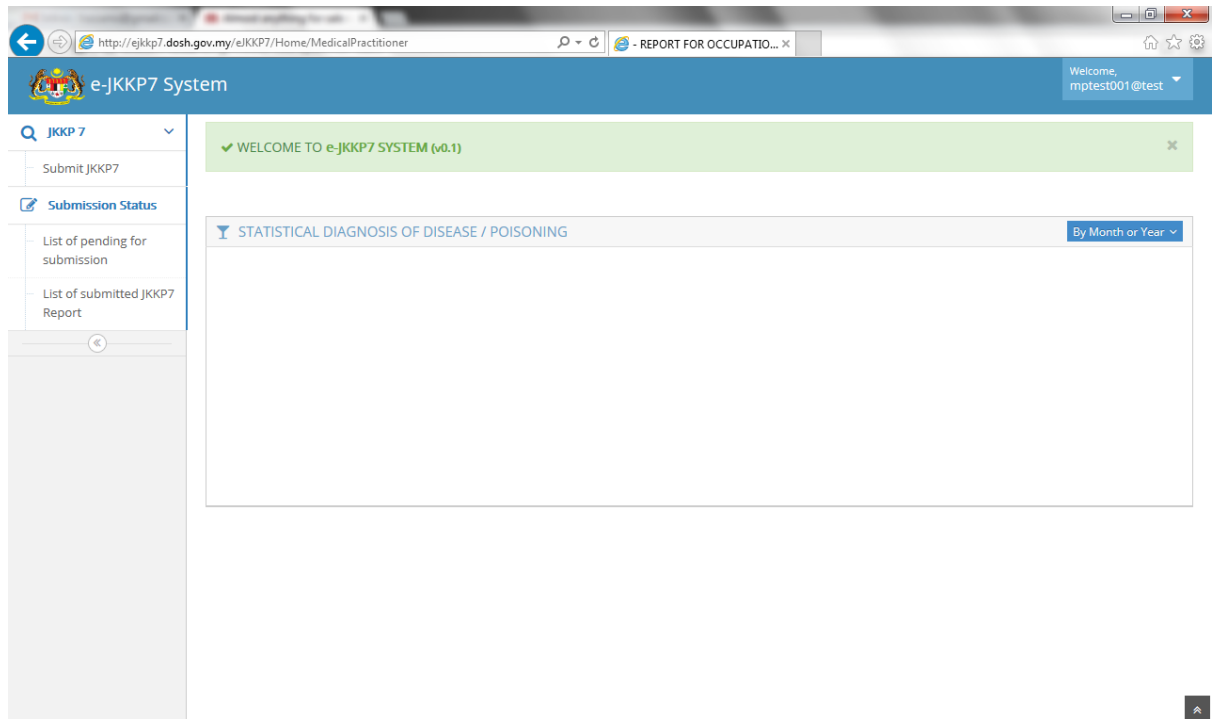


Figure 8: Medical Practitioner module landing page

3.0 STATISTICAL DIAGNOSIS OF DISEASE / POISONING REPORT

The system will display the report of submitted disease / poisoning in a pie chart shown in Figure 9.

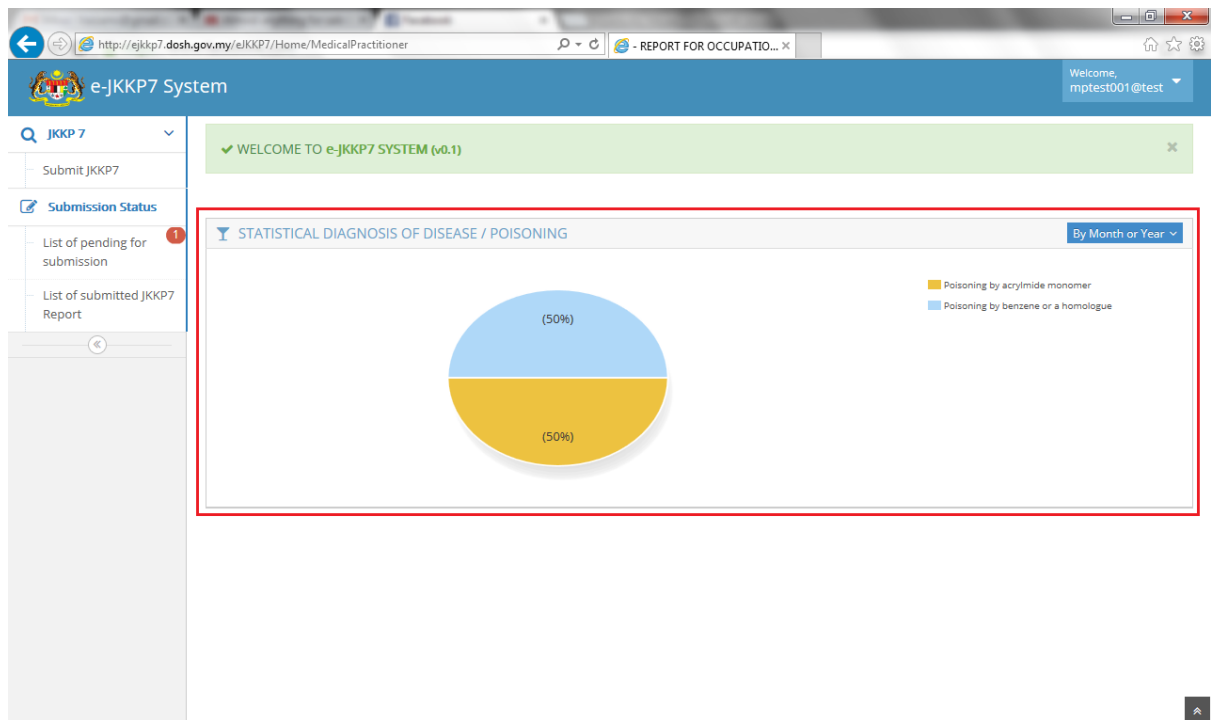


Figure 9: Statistical diagnosis of disease / poisoning report

4.0 SUBMIT JKKP7

Medical Practitioner will submit a report about Occupational Disease and Poisoning. Medical Practitioner required to enter notifier information, affected person information and occupational poisoning / disease and additional information details.

4.1 Notifier Information

Medical Practitioner fills in the notifier information and clicks "Save & Next" button as shown in Figure 10.

The screenshot shows a web browser window with the URL <http://ejkkp7.dosh.gov.my/eJKKP7/Registration/JKKP7>. The page title is "e-JKKP7 System" and the user is logged in as "Welcome, mpitest001@rest". The main content area is titled "JKKP7 Report" and features a progress bar with four steps: 1. Notifier Information (active), 2. Affected Person, 3. Occupational Poisoning / Disease, and 4. Additional Information. The "Notifier Information" section is divided into two parts: "Medical Practitioner Information" and "Clinic / Hospital Information".

| Section | Field | Value |
|----------------------------------|------------------------|------------------|
| Medical Practitioner Information | Name | MP TEST001 |
| | Designation | MGR |
| Clinic / Hospital Information | Clinic / Hospital Name | KLINIK MESRA |
| | Address | JLN MUTIARA 2/18 |
| | City | PUCHONG |
| | State | SELANGOR |
| | Postcode | 47100 |
| | Phone No. | 03-89928800 |

Navigation buttons at the bottom right include "Previous" and "Save & Next".

Figure 10: Notifier Information form

4.2 Affected Person

Medical Practitioner fills in the affected person information and clicks "Save & Next" button as shown in Figure 11.

The screenshot shows the 'Affected Person' form in the e-JKKP7 System. The form is divided into two columns. The left column contains personal information: Name (TESTUSER), Document Type (New IC No.), Document No. (232342343), Nationality (Malaysian Citizen), Gender (Male), Birth Date (01/08/2000), Race (Malay), and Occupation (MGR). The right column contains organizational and location information: Organisation Name (TEST), Address (KL), City (KL), State (WP (KUALA LUMPUR)), Postcode (46000), and Location of Incident (Workshop). A progress bar at the top indicates the current step (2) and the next step (3). A 'Save & Next' button is highlighted with a red box at the bottom right of the form.

Figure 11: Affected Person information form

4.3 Occupational Poisoning / Disease

Medical Practitioner fills in the occupational poisoning / disease information and clicks "Save & Next" button as shown in Figure 12.

Figure 12: Occupational Poisoning / Disease information form

4.4 Additional Information
 Medical Practitioner fills in the description of work that led to occupational poisoning / disease as shown in Figure 13.

Figure 13: Additional information form

Medical Practitioner can upload the supporting document by clicking the "Browse" button as shown in Figure 14.

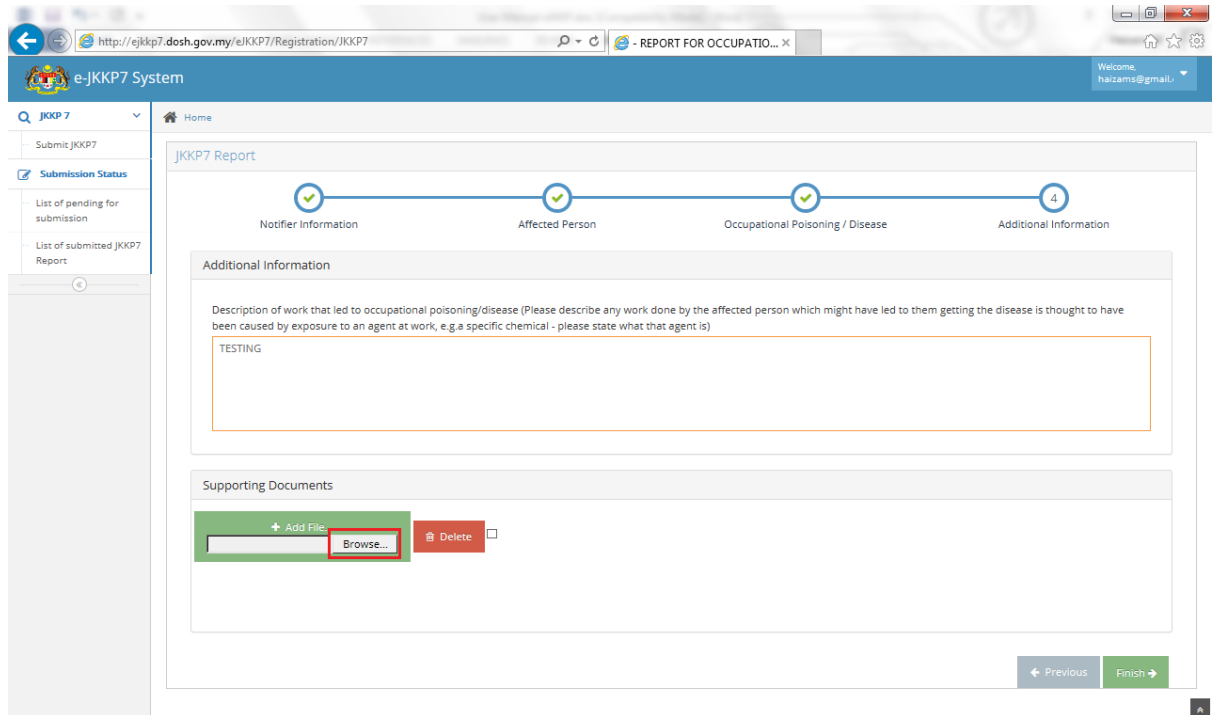


Figure 14: Additional information uploading document form

Medical Practitioner browses the supporting document on local hard drive as shown in Figure 15.

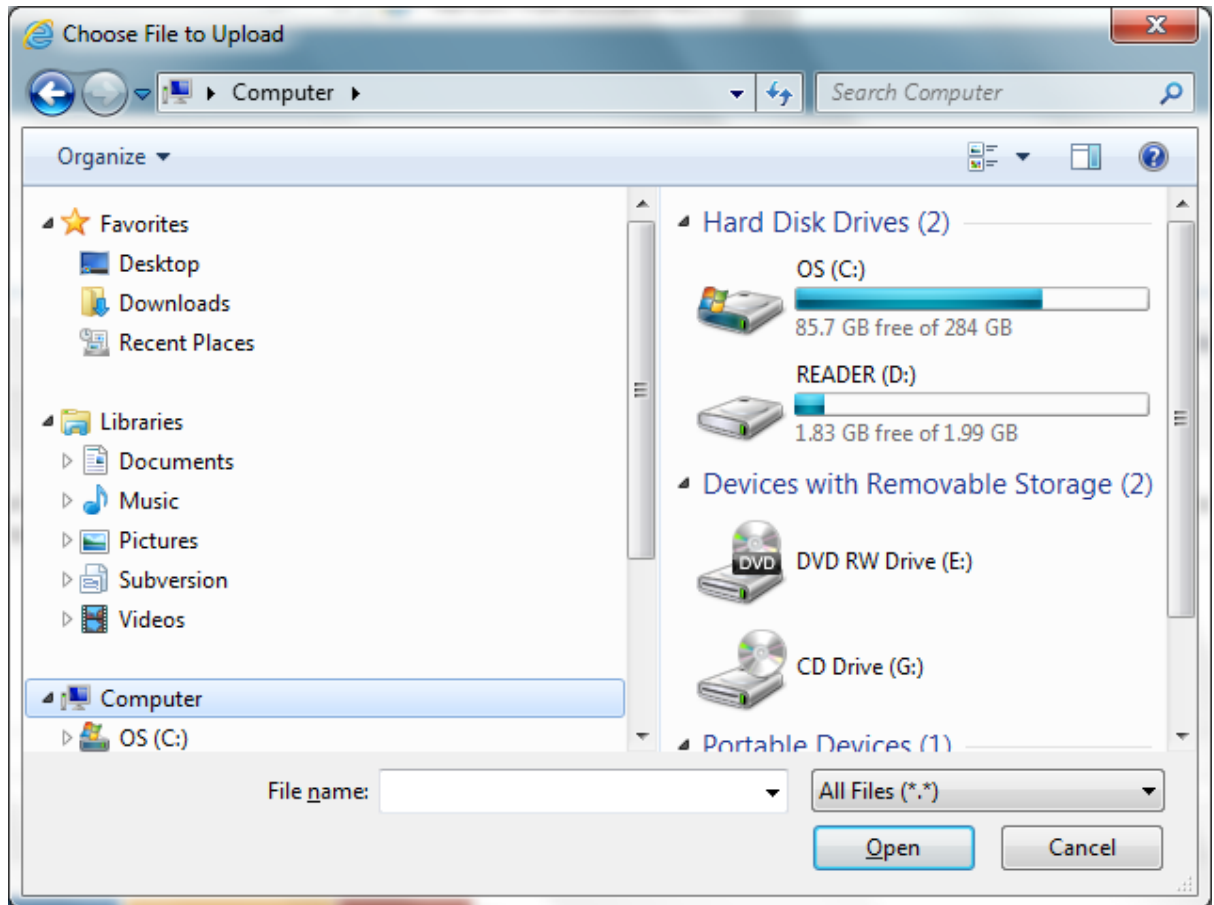


Figure 15: Browse the supporting document

The system shows a list of documents uploaded as shown in Figure 16.

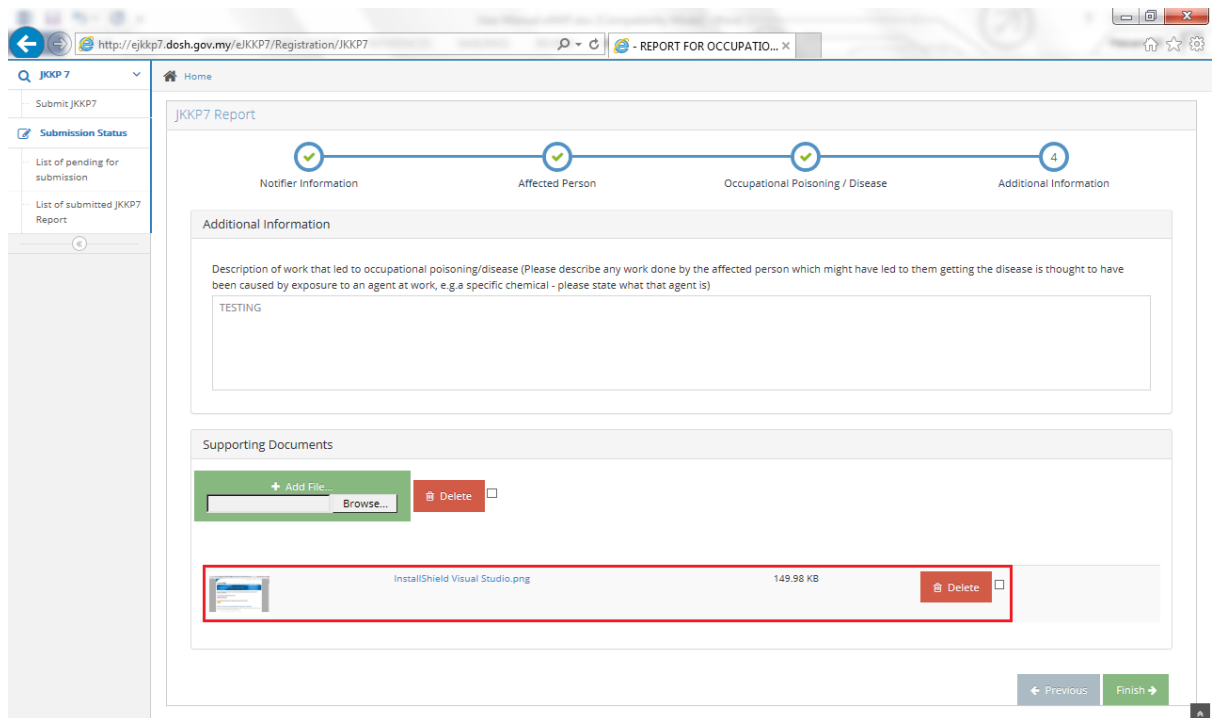


Figure 16: Page shows the supporting document uploaded

Medical Practitioner can delete the uploaded document as shown in Figure 17.

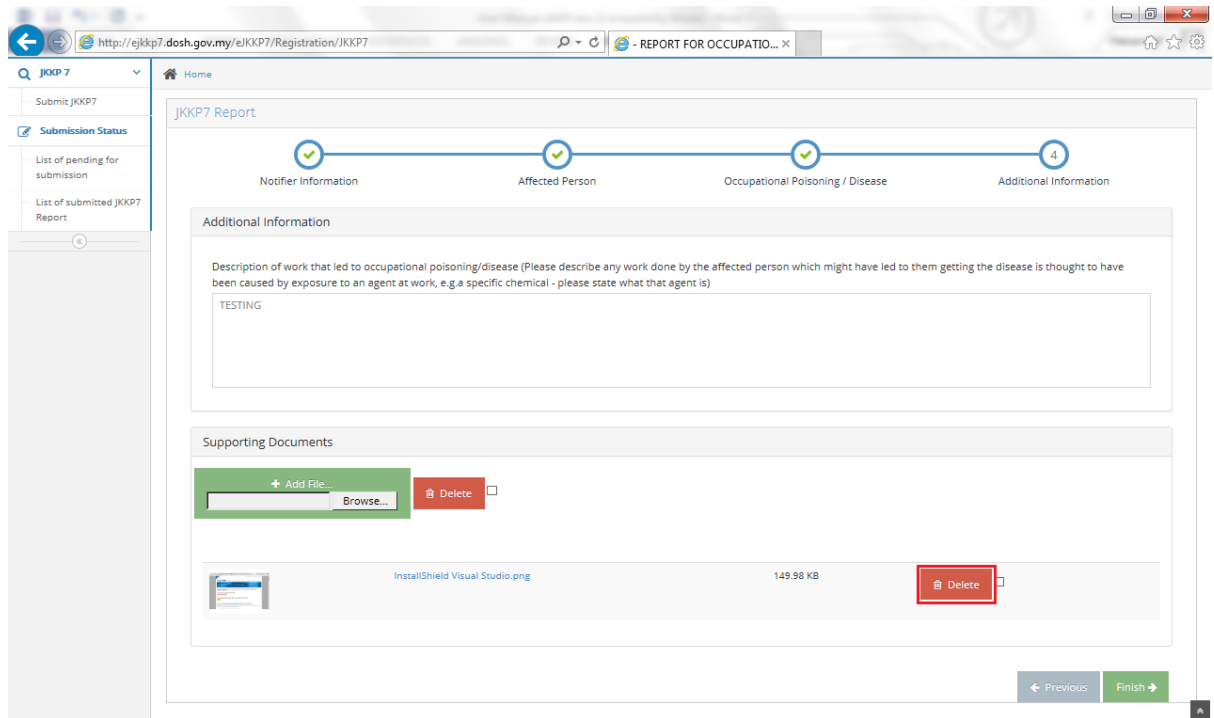


Figure 17: Deleting supporting document

Medical Practitioner clicks "Finish" button to finish the submission as shown in Figure 18.

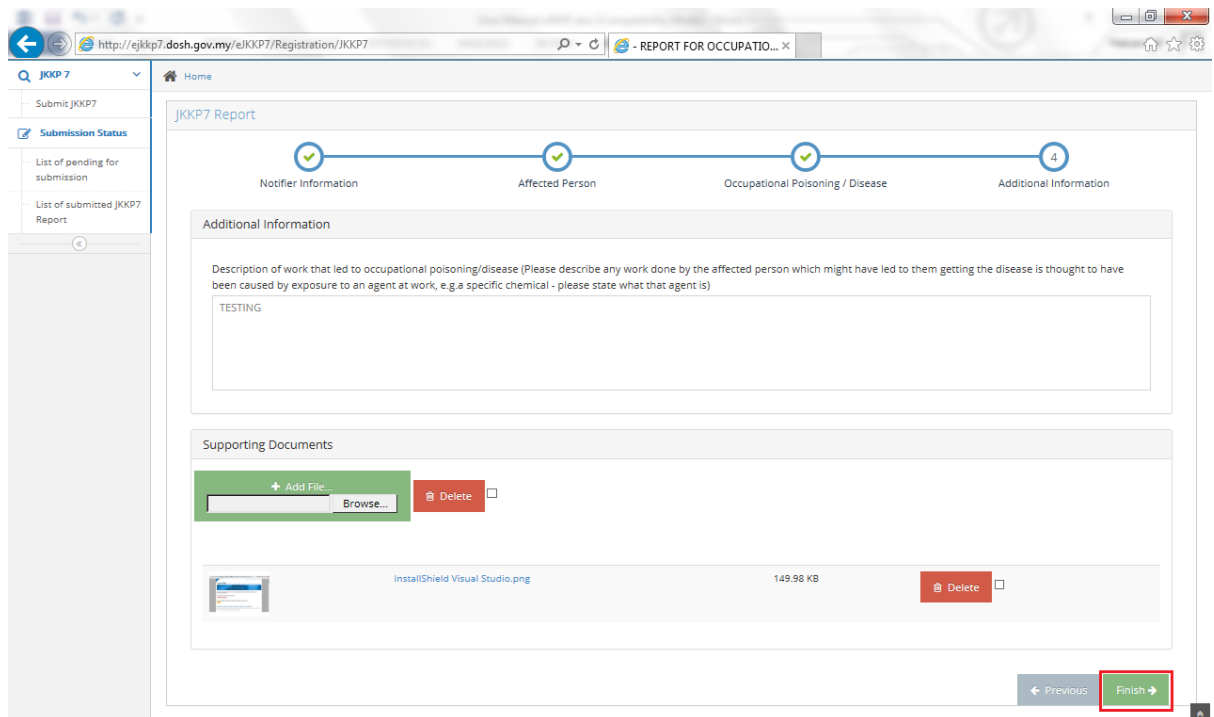


Figure 18: Finish button

The notification will be prompted as shown in Figure 19.

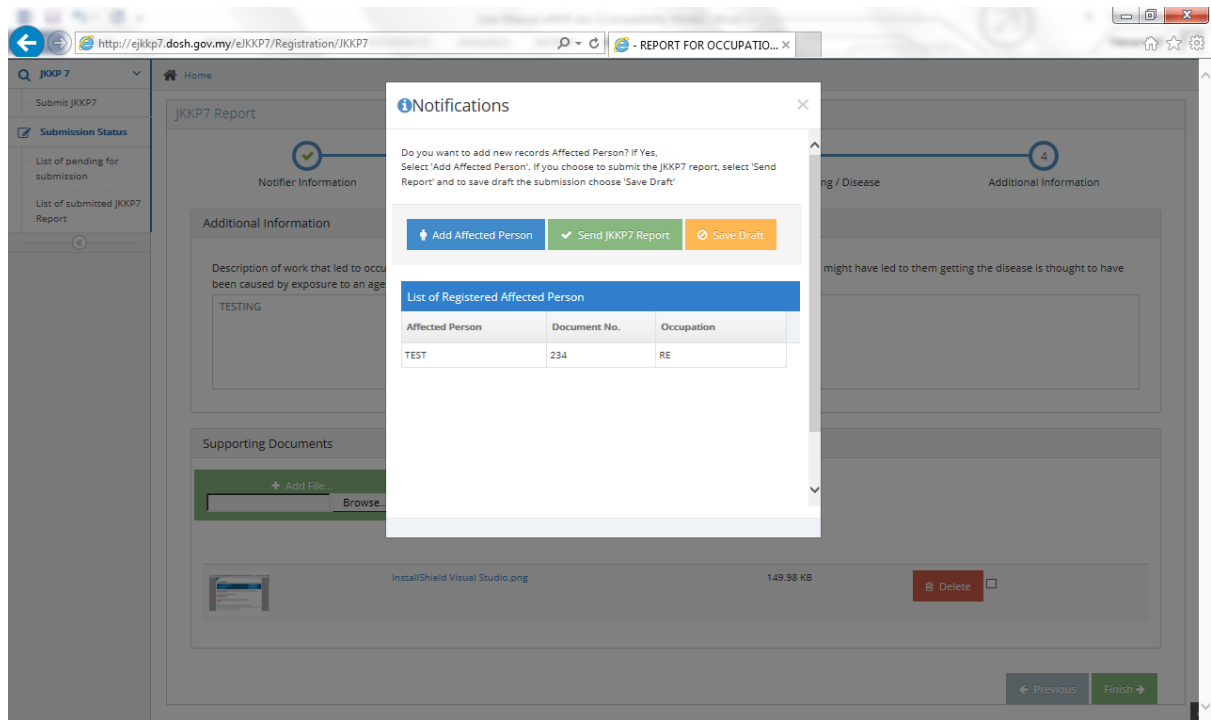


Figure 19: Submission finished confirmation

Medical Practitioner can add another affected person by clicking "Add Affected Person" button before the submission as shown in Figure 20.

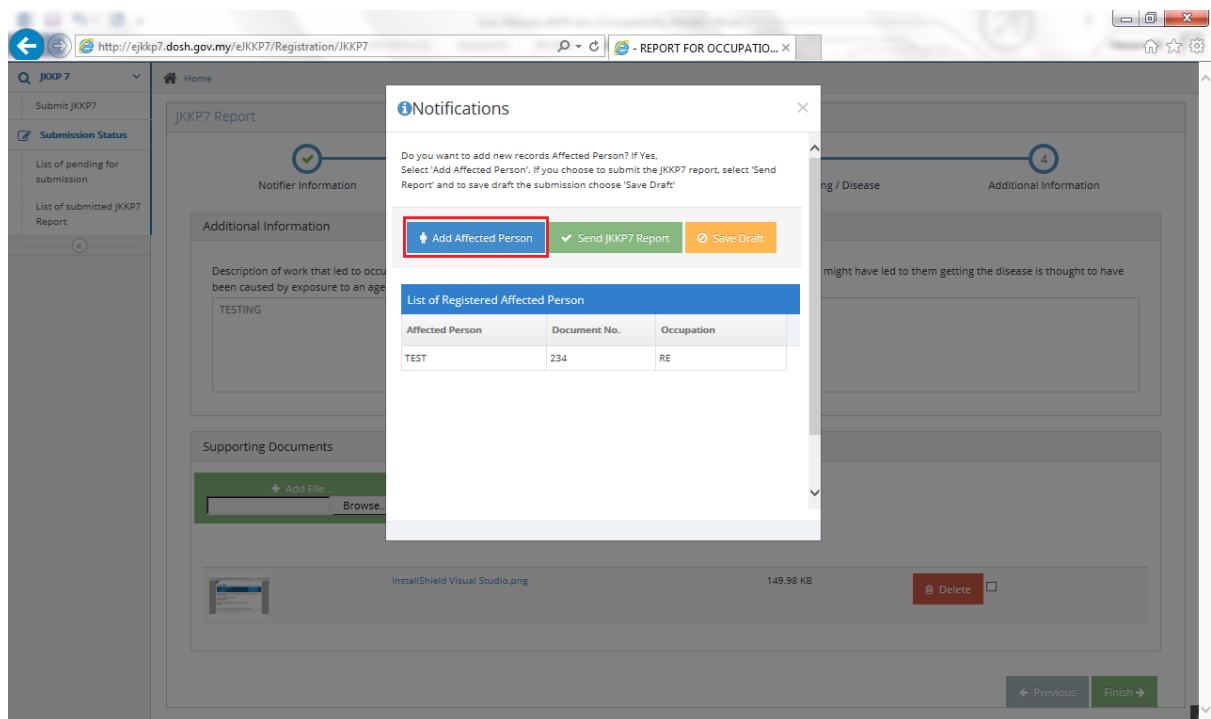


Figure 20: "Add Affected Person" button

Medical Practitioner submits the report by clicking the "Send JKKP Report" button as show in Figure 21.

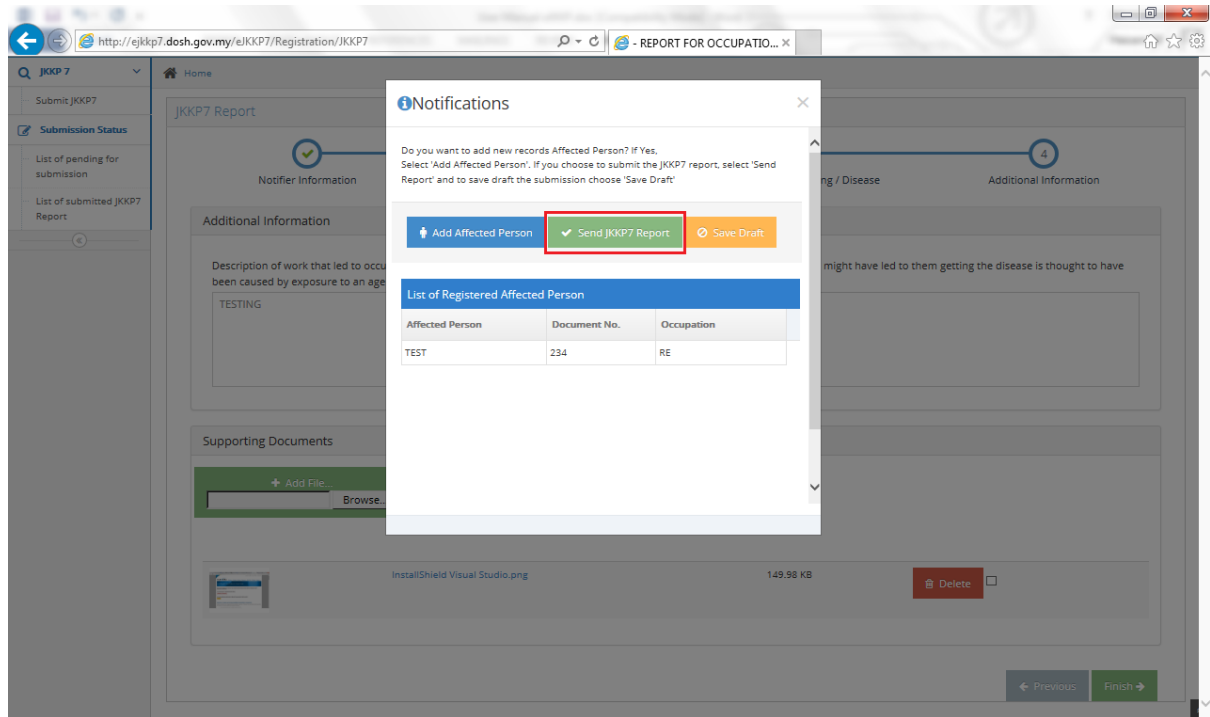


Figure 21: Send JKKP Report button

Medical Practitioner clicks the "Agree" button to submit the report as shown in Figure 22.

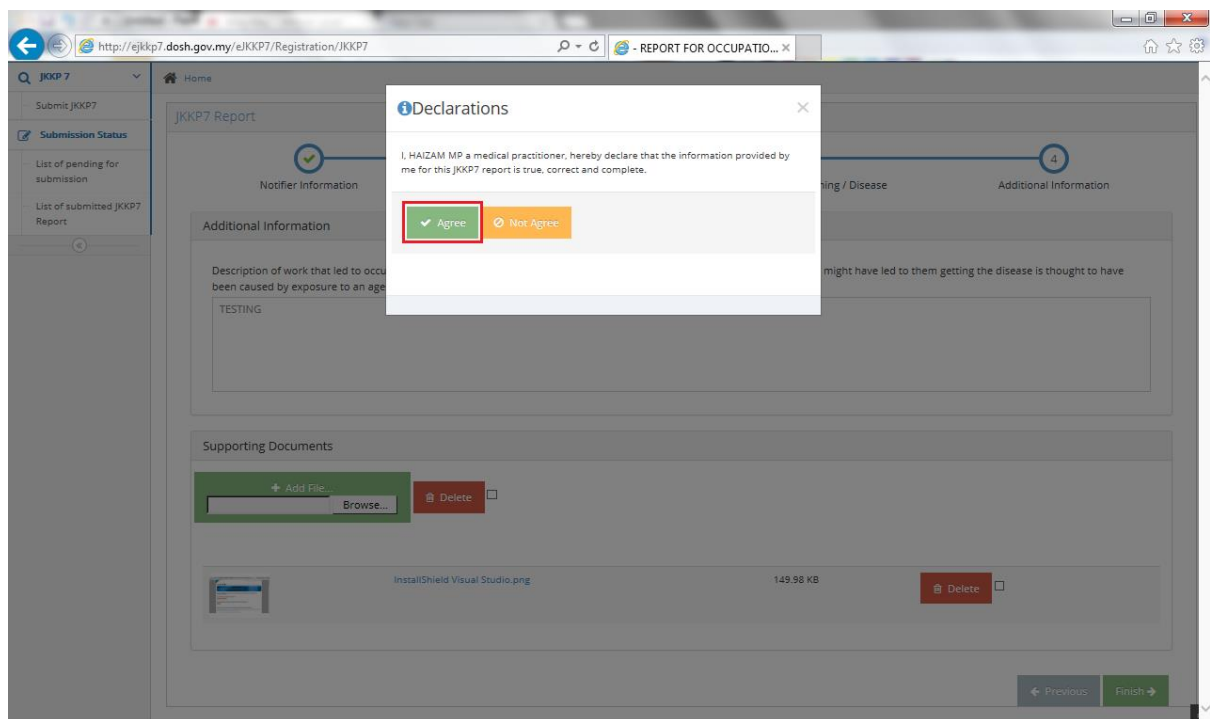


Figure 22: "Agree" button

Medical Practitioner clicks the "Save Draft" button to save the report as draft as shown in Figure 23.

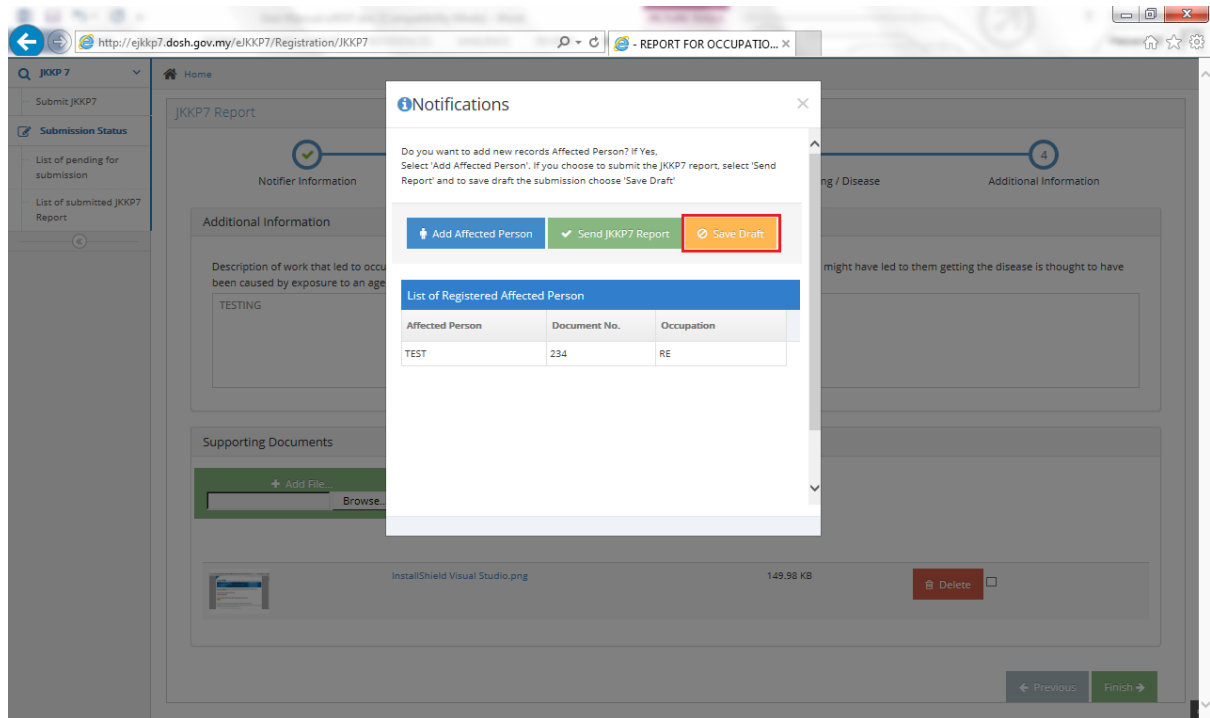


Figure 23: "Save Draft" button

5.0 LIST OF PENDING FOR SUBMISSION

This page will display all the affected person that yet to be submitted (draft) as shown in Figure 24.

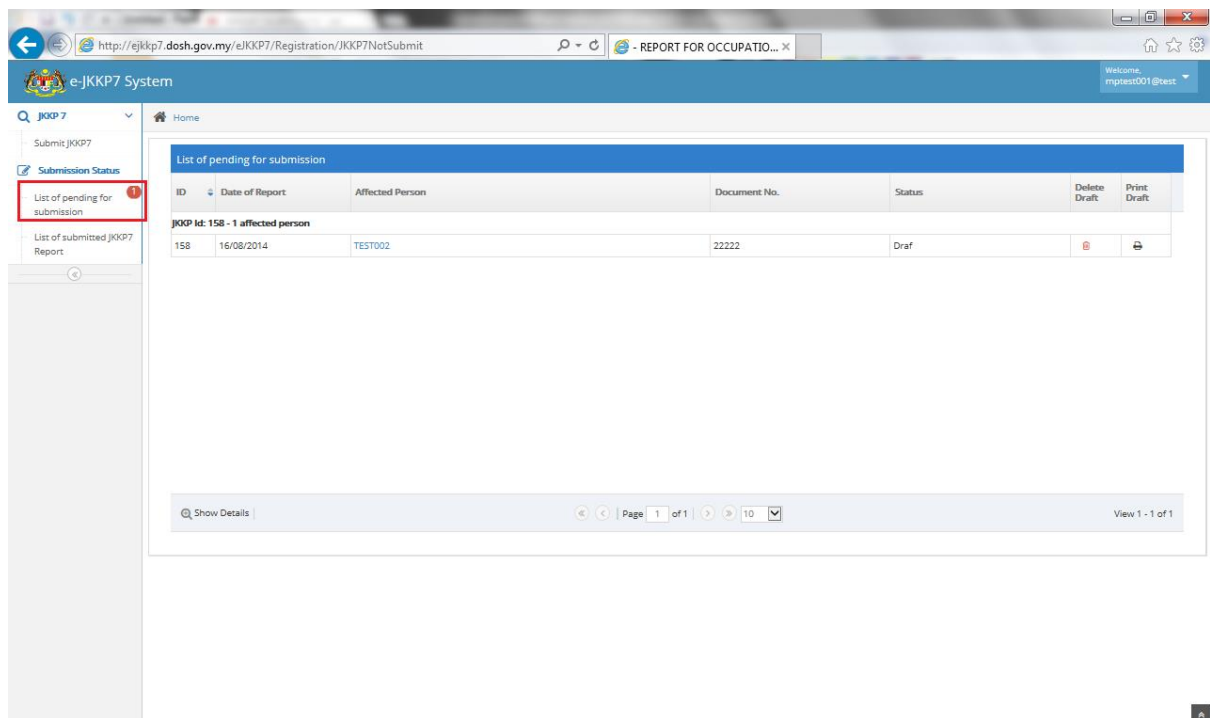


Figure 24: List of Pending for submission page

5.1 View the Draft Affected Person Details

Medical Practitioner can view the draft affected person details by clicking the draft affected person name as shown in Figure 25 below.

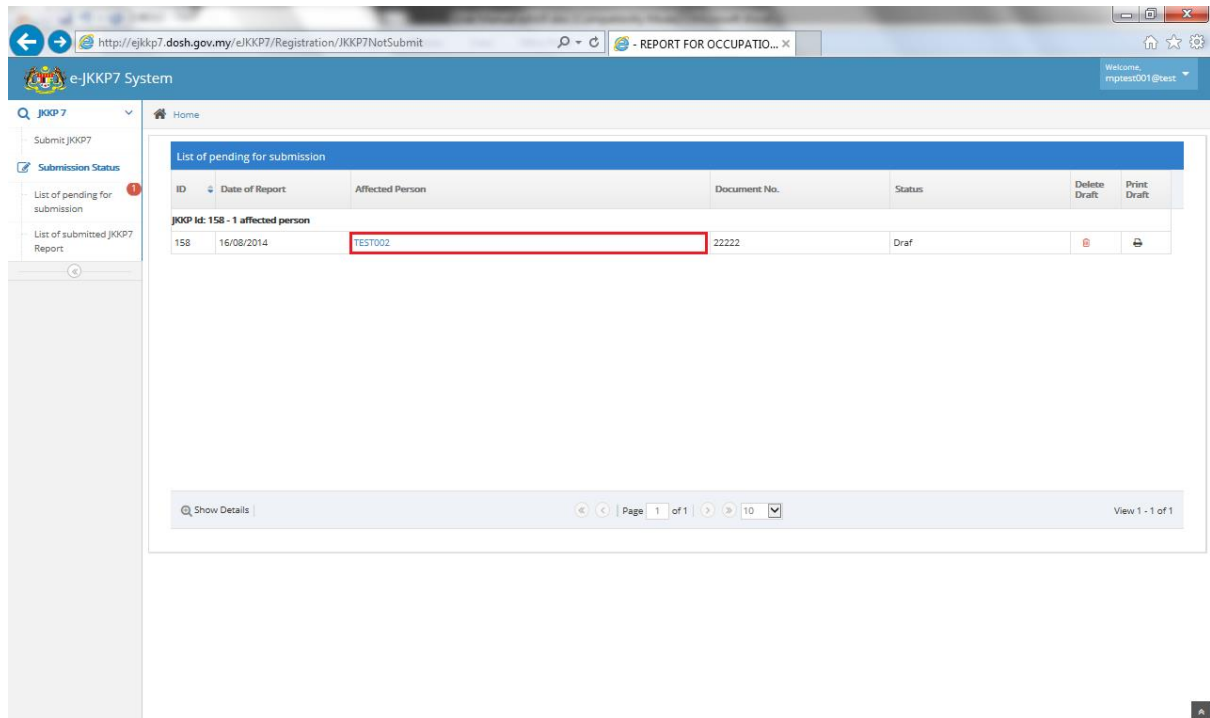


Figure 25: Click draft affected person name to view details

The page then display the draft affected person details page as shown in Figure 26.

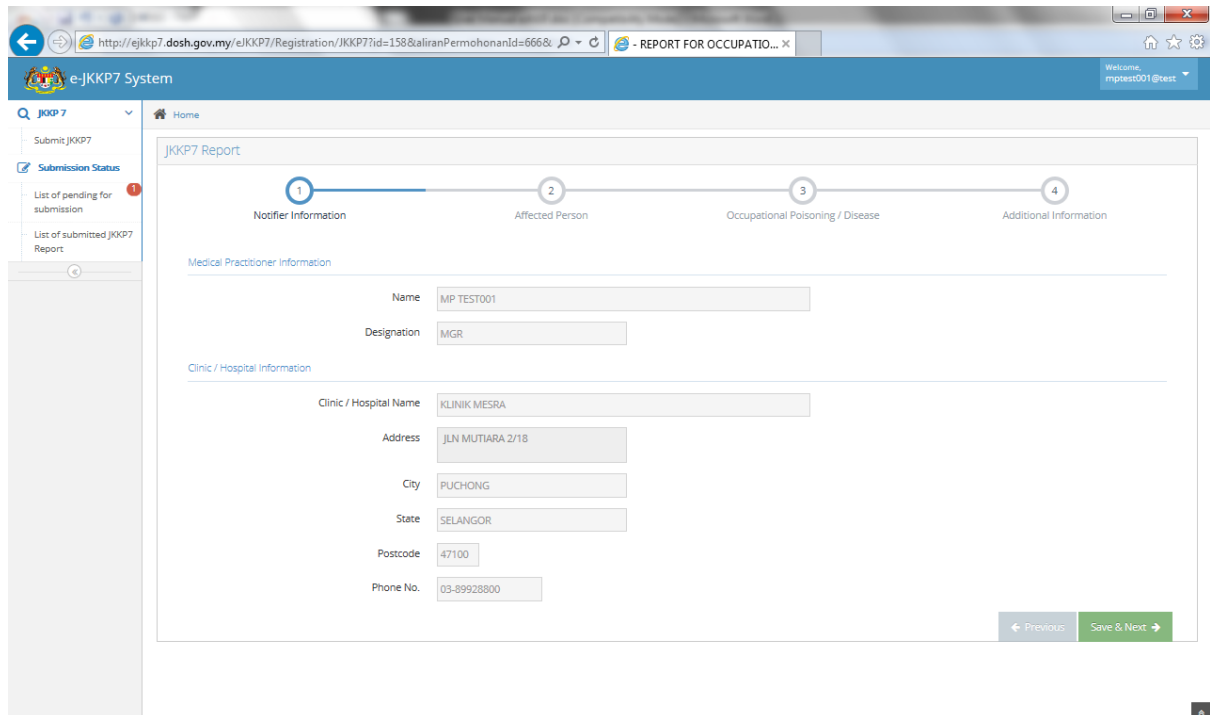


Figure 26: Display draft affected person details

5.2 Delete the Draft Affected Person Record
 Medical Practitioner can delete the draft affected person record by clicking the delete button as shown in Figure 27.

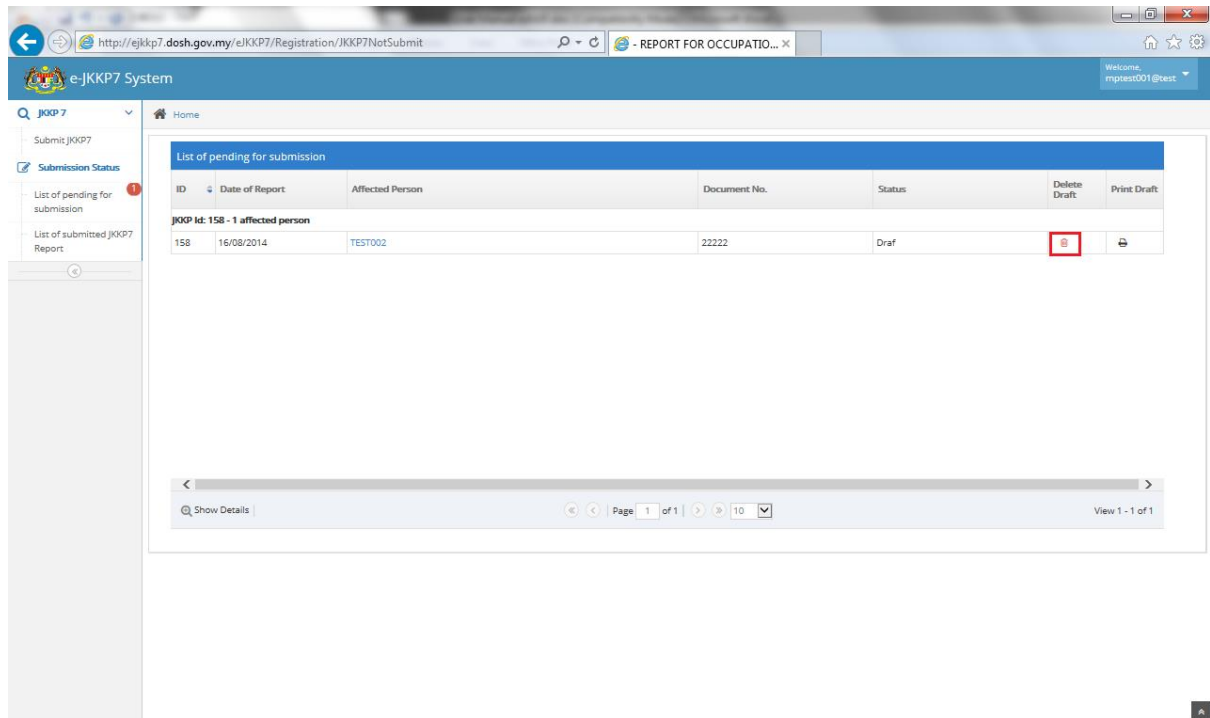


Figure 27: Delete draft affected person record

5.3 Print the Draft Affected Person
 Medical Practitioner can print out the draft affected person by clicking the print button as shown in Figure 28.

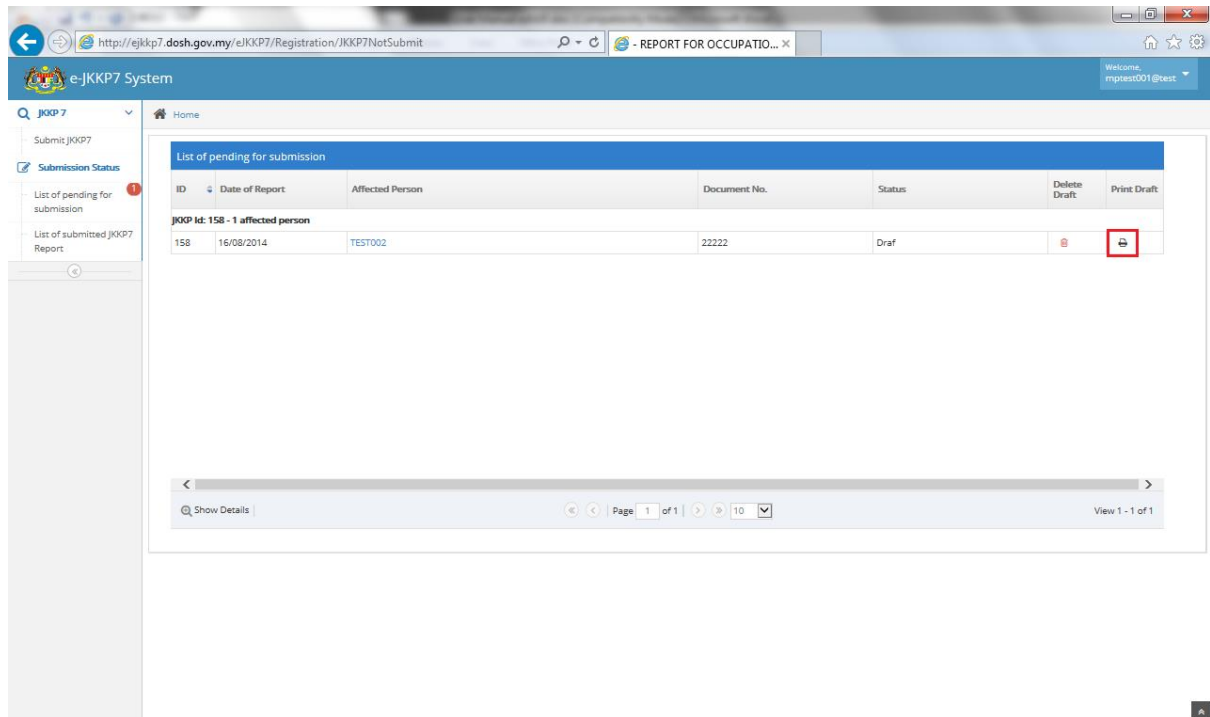


Figure 28: Print the draft affected person

The draft affected person report will be displayed as shown in Figure 29.

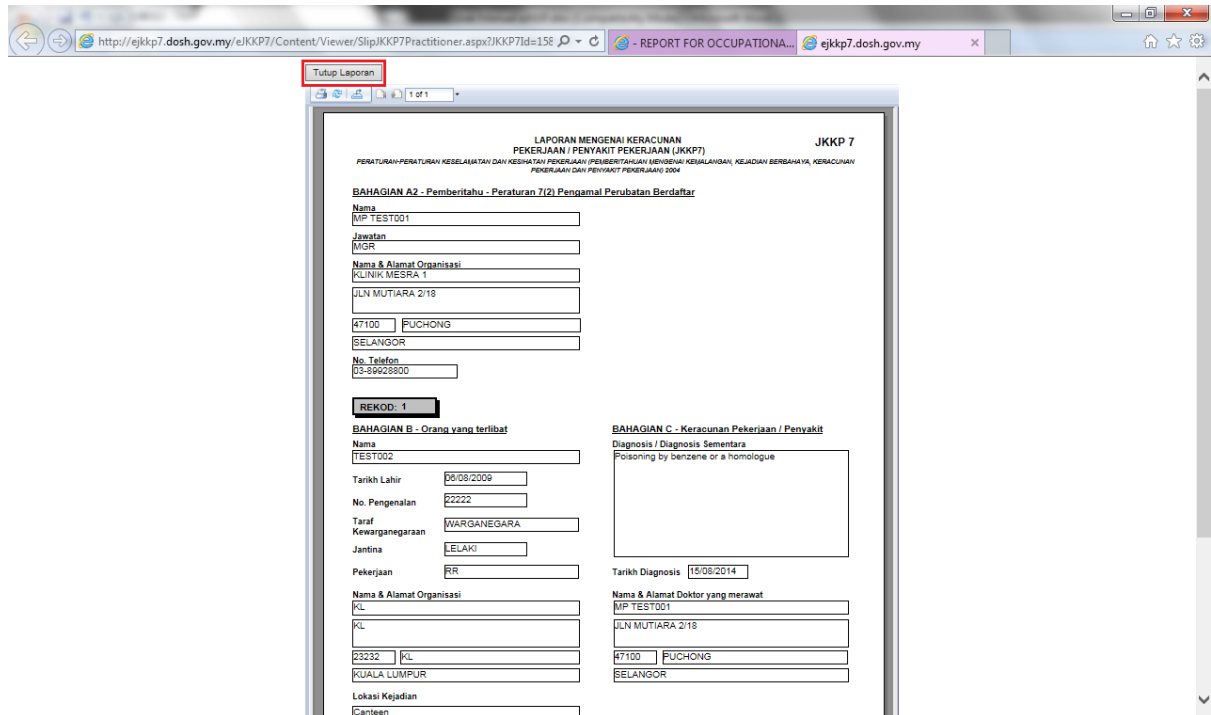


Figure 29: Draft printing screen

6.0 LIST OF SUBMITTED JKKP7 REPORT

Medical Practitioner can view the list of submitted JKKP7 report by clicking the "List of submitted JKKP7 report" menu as shown in Figure 30.

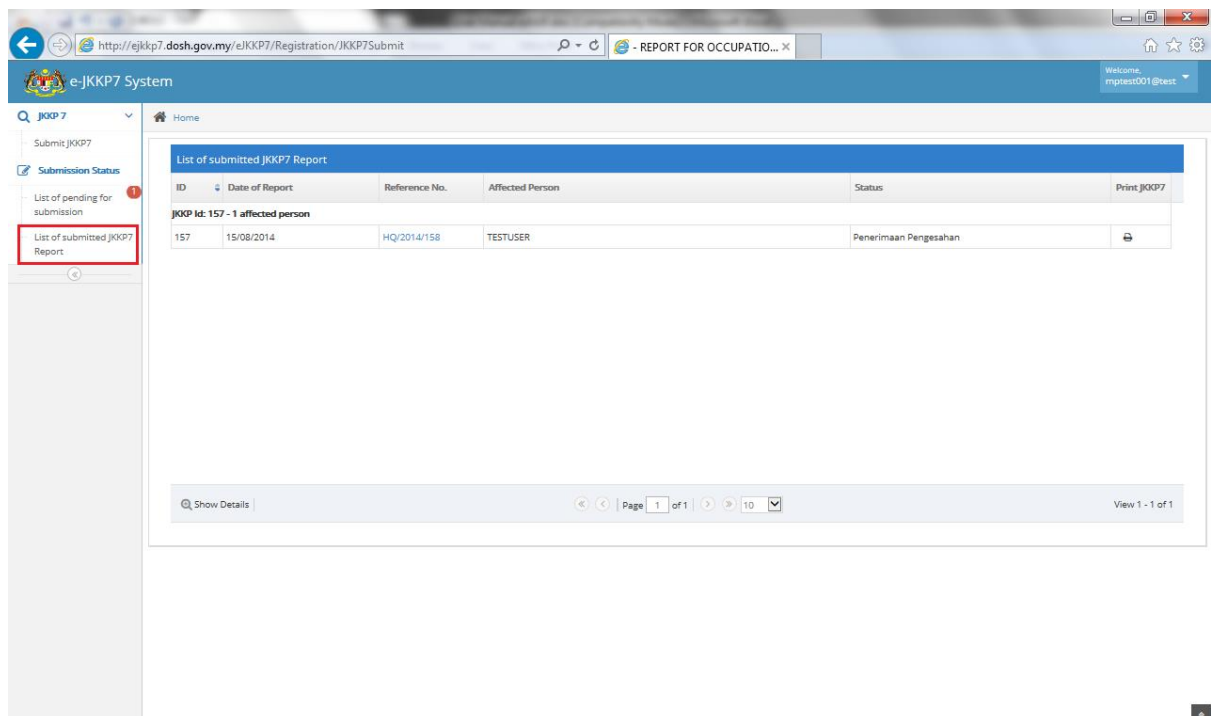


Figure 30: List of submitted JKKP7 Report

6.1 View Submitted JKKP7 Report Details
 Medical Practitioner can view the submitted report details by clicking the report reference number as shown in Figure 31.

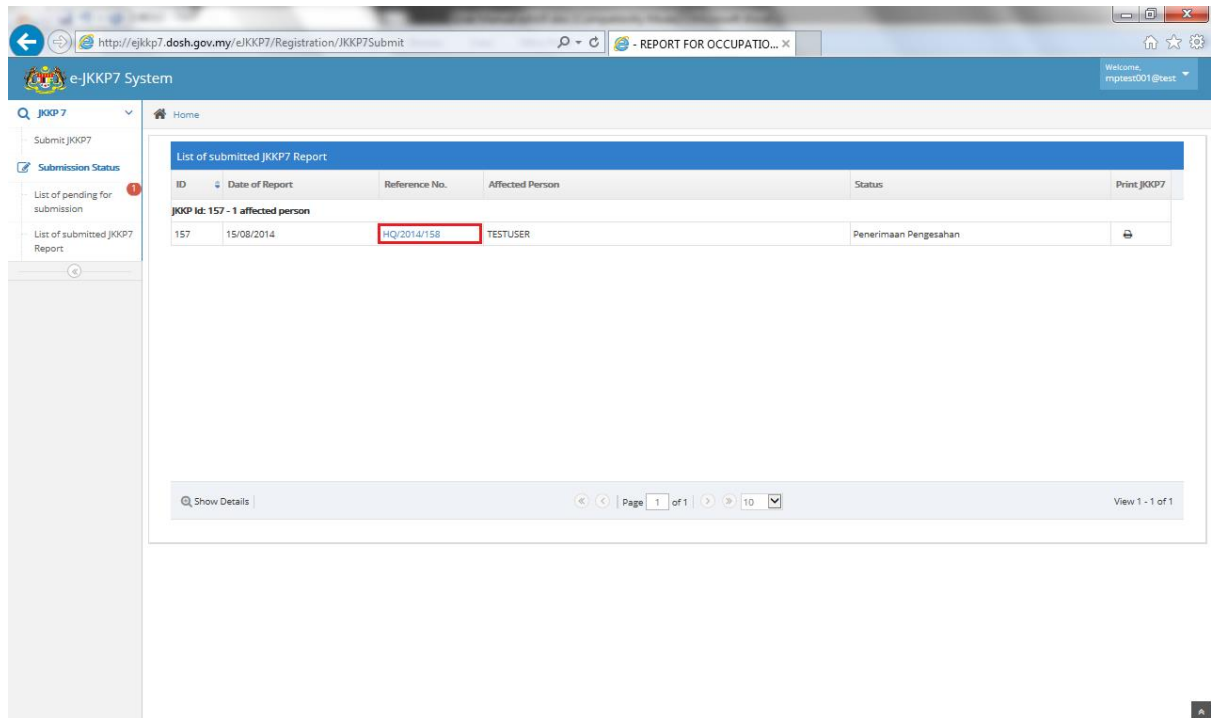


Figure 31: View submitted JKKP7 report details

After clicking the report reference number, system will display the submitted JKKP7 report details as shown in Figure 32.

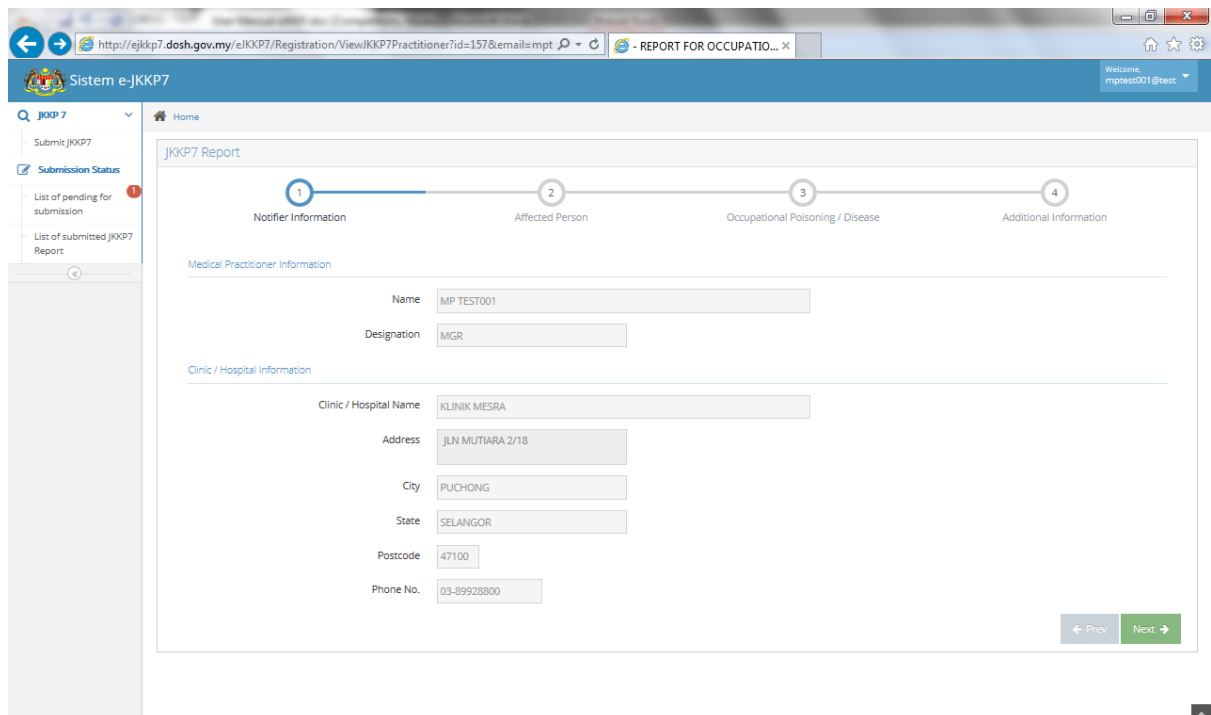


Figure 32: Submitted JKKP7 report details screen

Medical Practitioner can print out the submitted JKKP 7 report details by clicking the print button as shown in Figure 33.

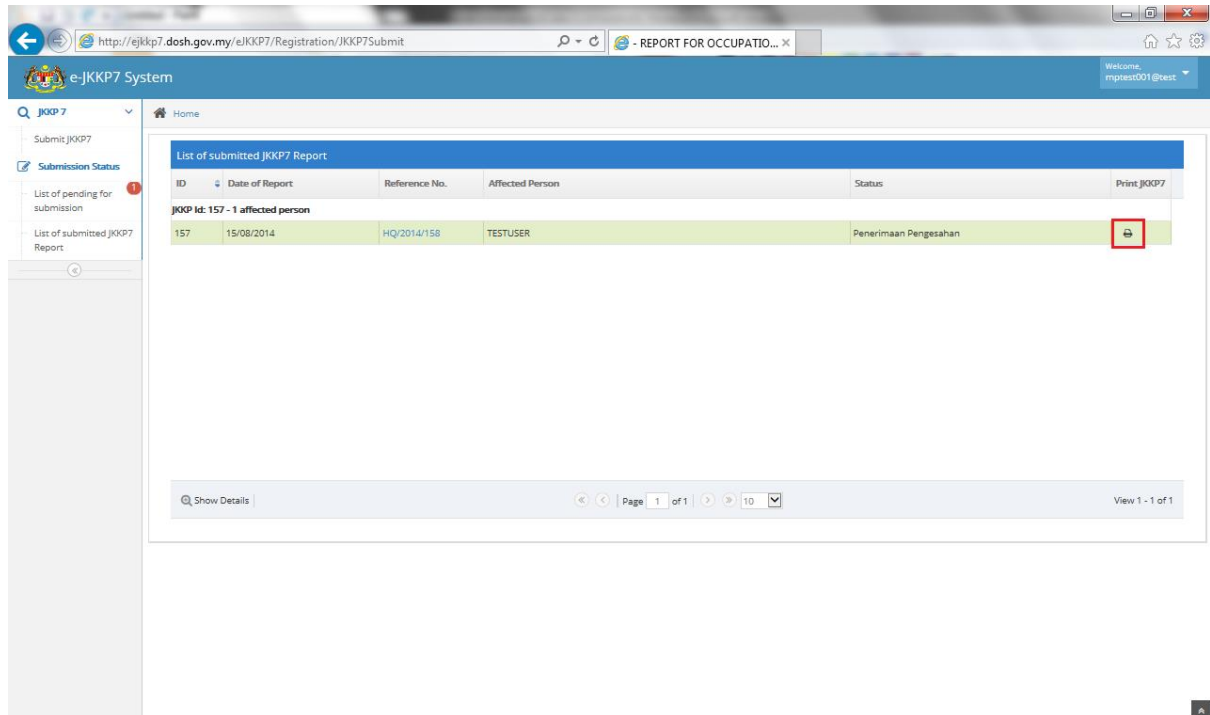


Figure 33: Print submitted JKKP7 report

The submitted JKKP7 report printing screen will be displayed as shown in Figure 34.

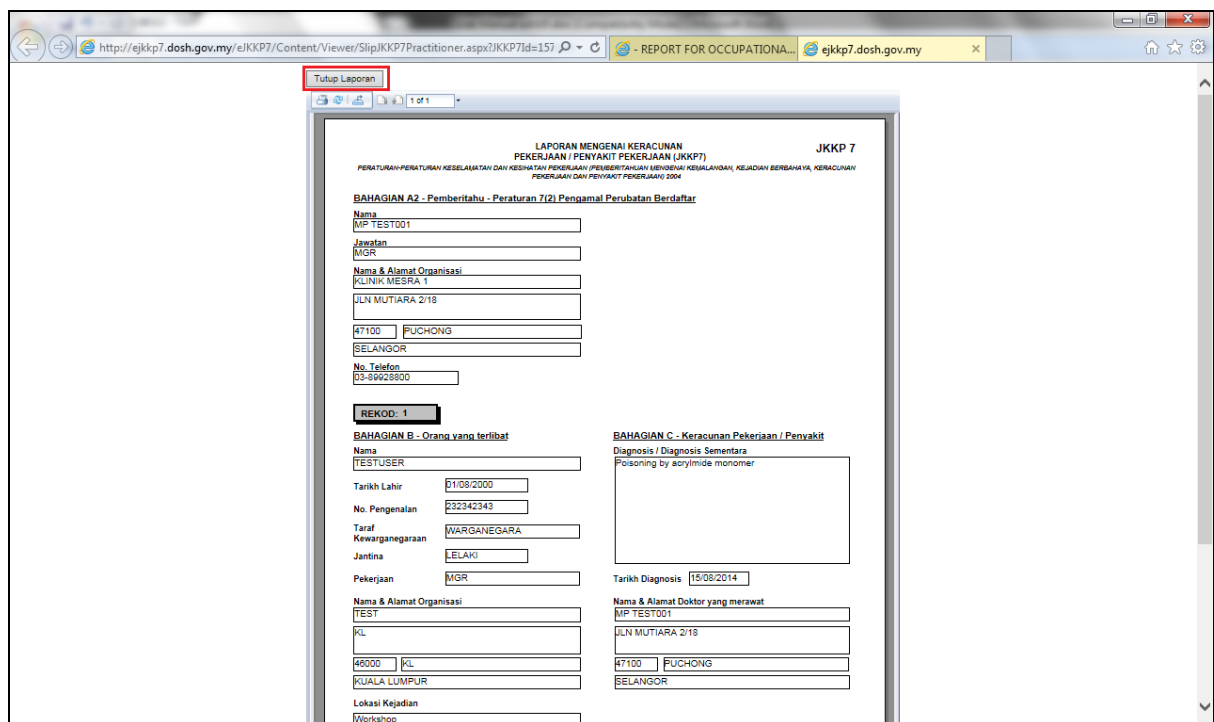


Figure 34: Submitted JKKP7 report printing screen

7.0 CHANGE PASSWORD

To change the current password, Medical Practitioner need to click "Change Password" menu at the upper right corner as shown in the Figure 35.

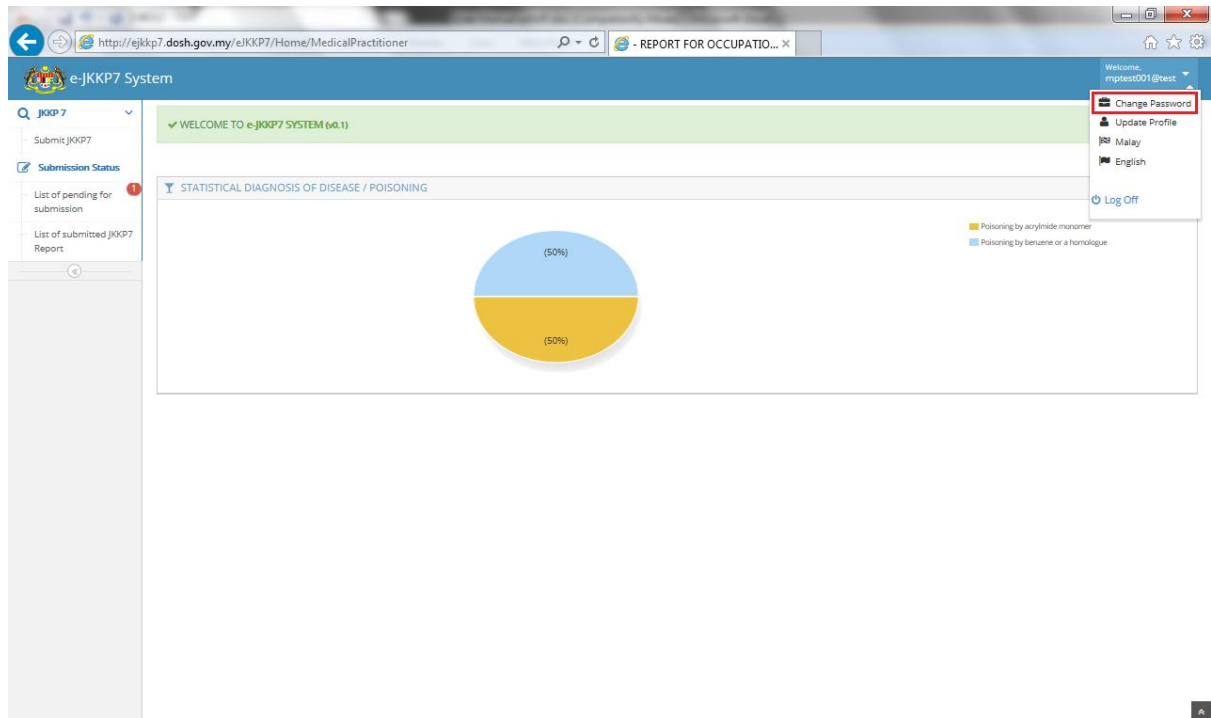


Figure 35: Change password menu

- 7.1 Key in the old and new password
Medical Practitioner need to key in current password, new password and re-type the new password, and then clicks Change Password button as shown in Figure 36.

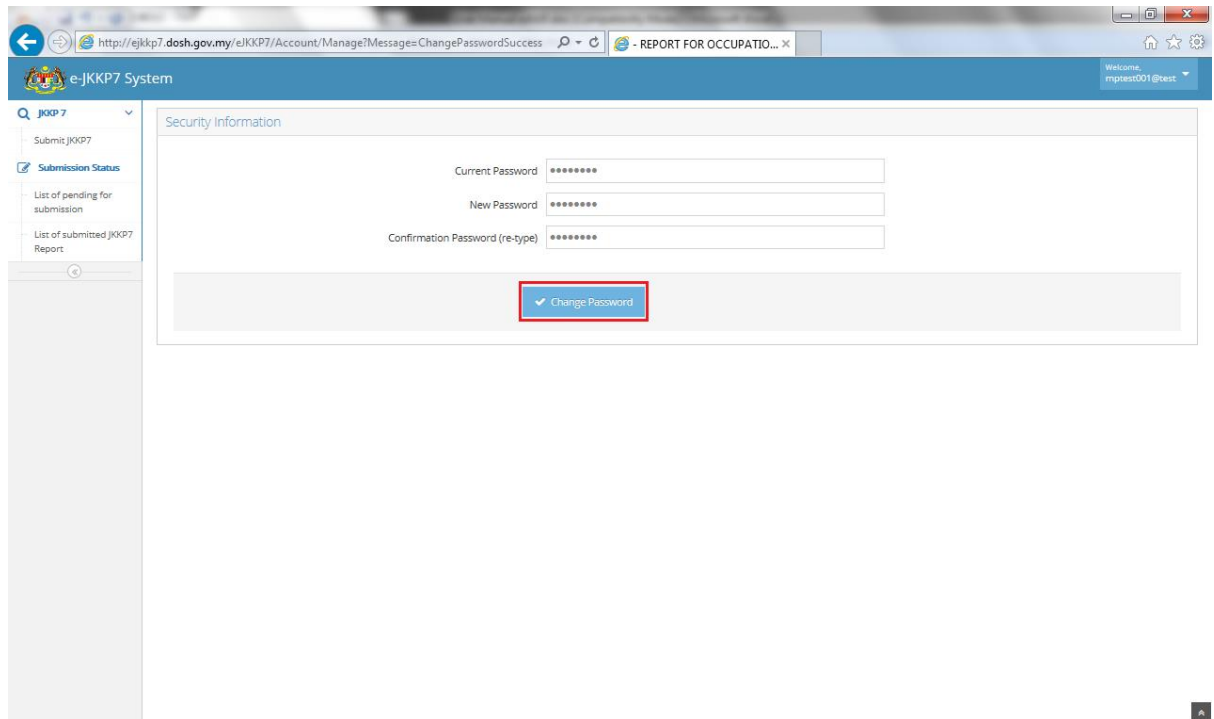


Figure 36: Change password page

The system shows "Record has been successfully updated" notification as shown in Figure 37.

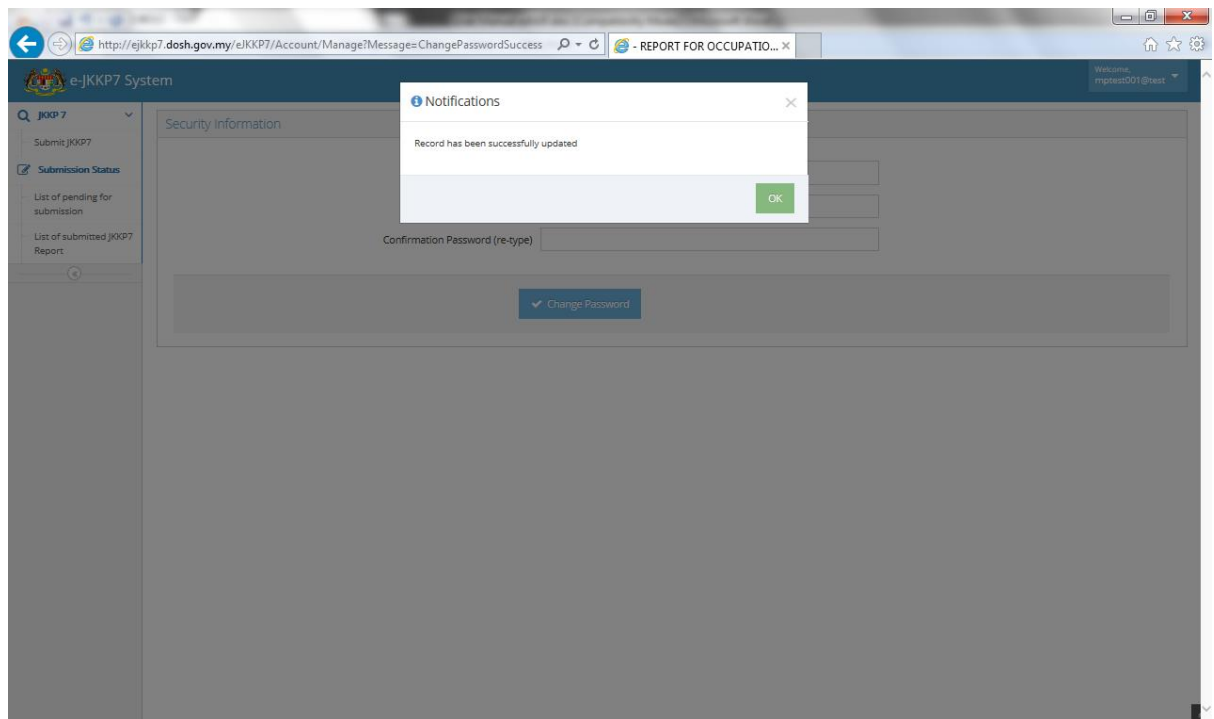


Figure 37: Updated password notification

8.0 UPDATE PROFILE

Medical Practitioner can update his/her user profile by clicking at the upper right corner of the page as shown in Figure 38.

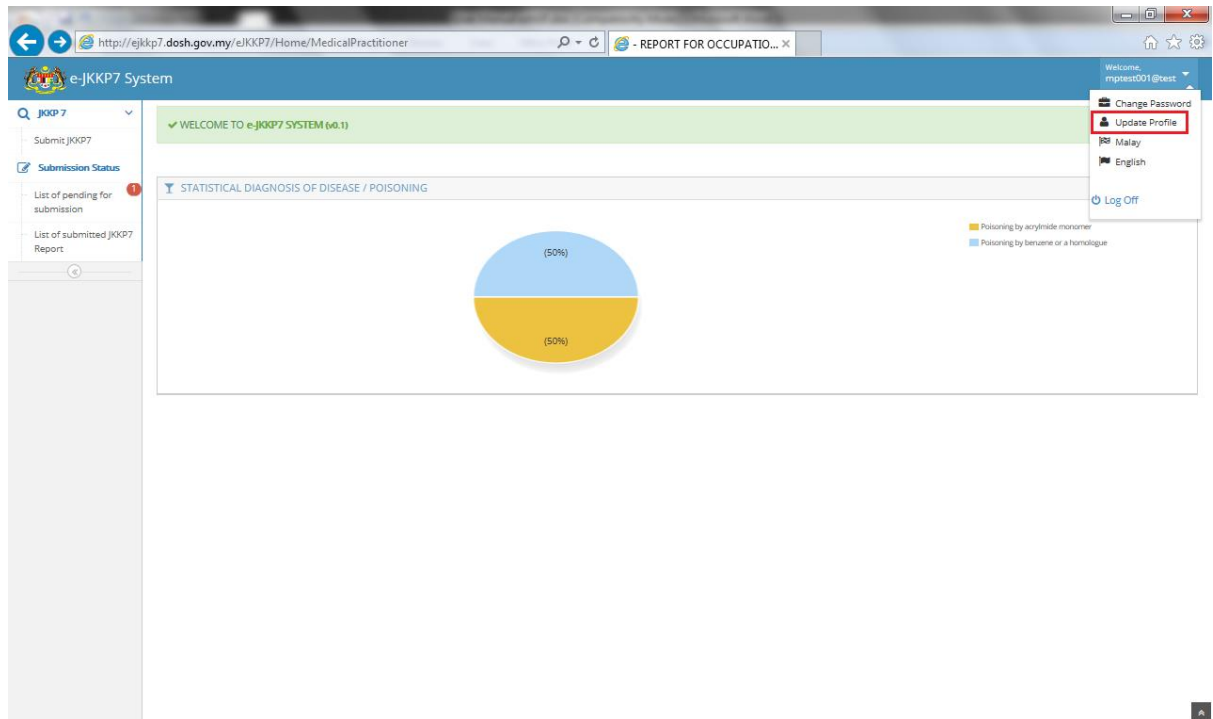


Figure 38: Update profile menu

8.1 Update User Profile

Medical Practitioner update the related user information and clicks "Update" button as shown in Figure 39.

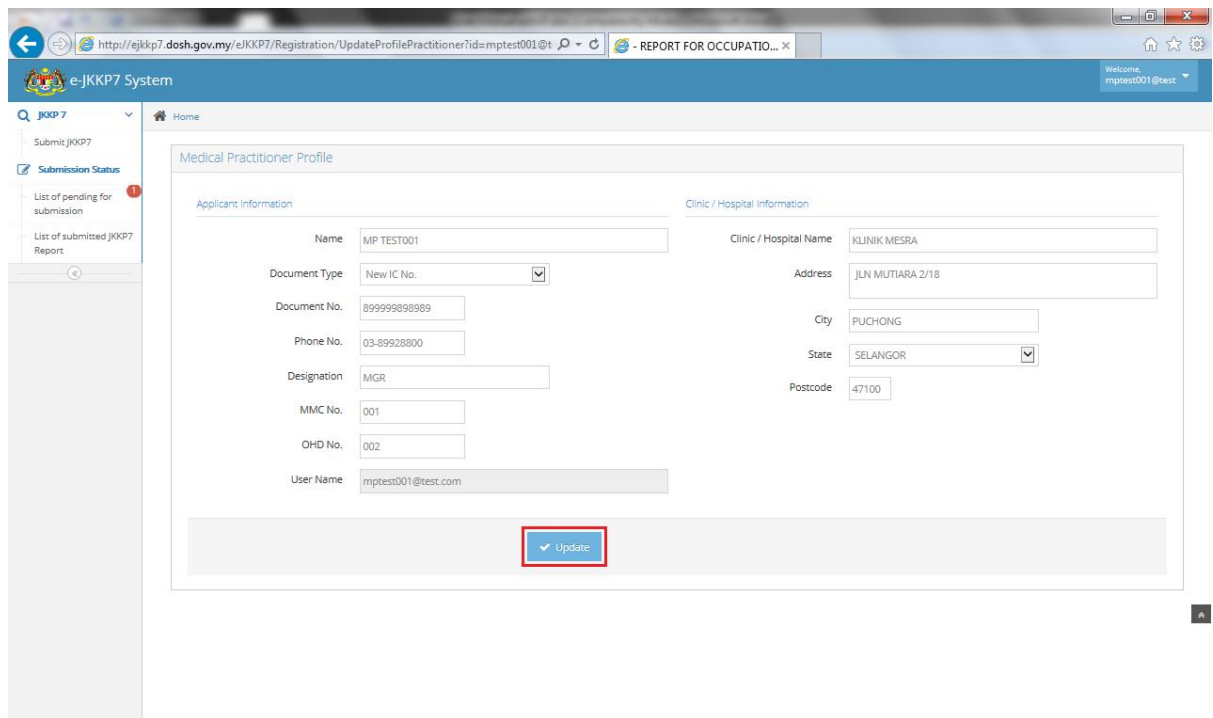


Figure 39: Update profile page

Update profile notification will be prompted once updating profile successfully as shown in Figure 40.

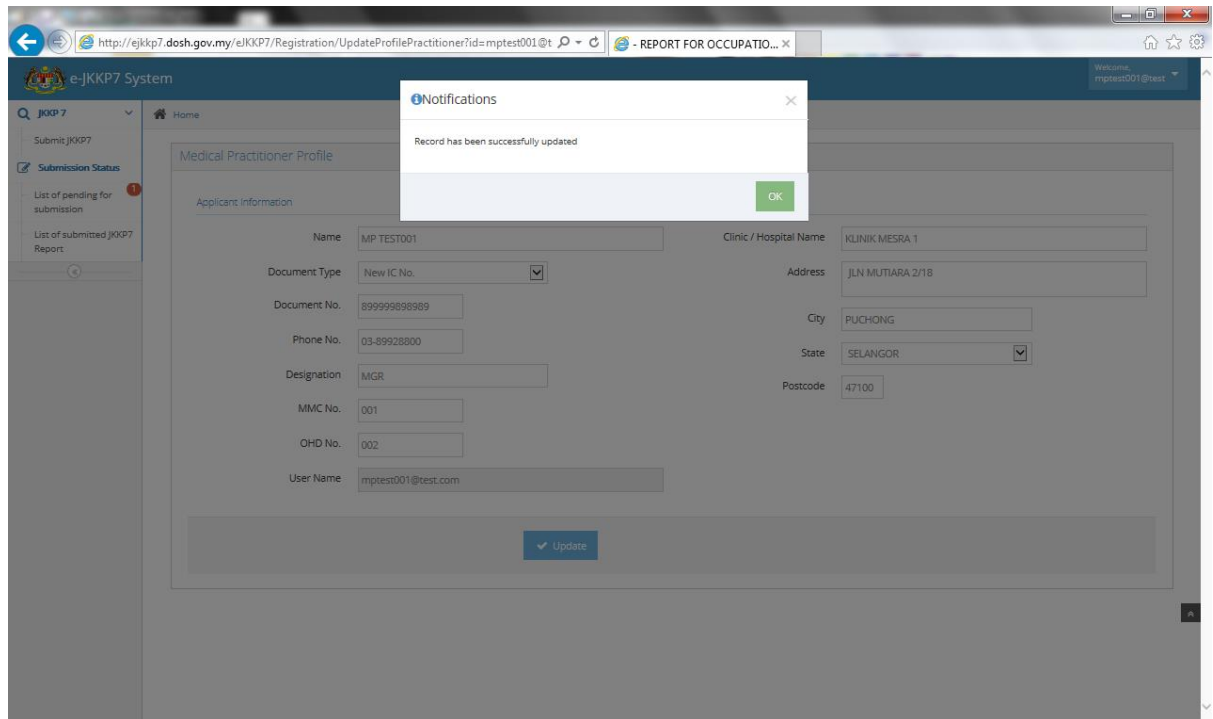


Figure 40: Updated profile notification

9.0 SWITCH LANGUAGE

Medical Practitioner can switch the languages between Malay and English by clicking the switch language menu as shown Figure 41.

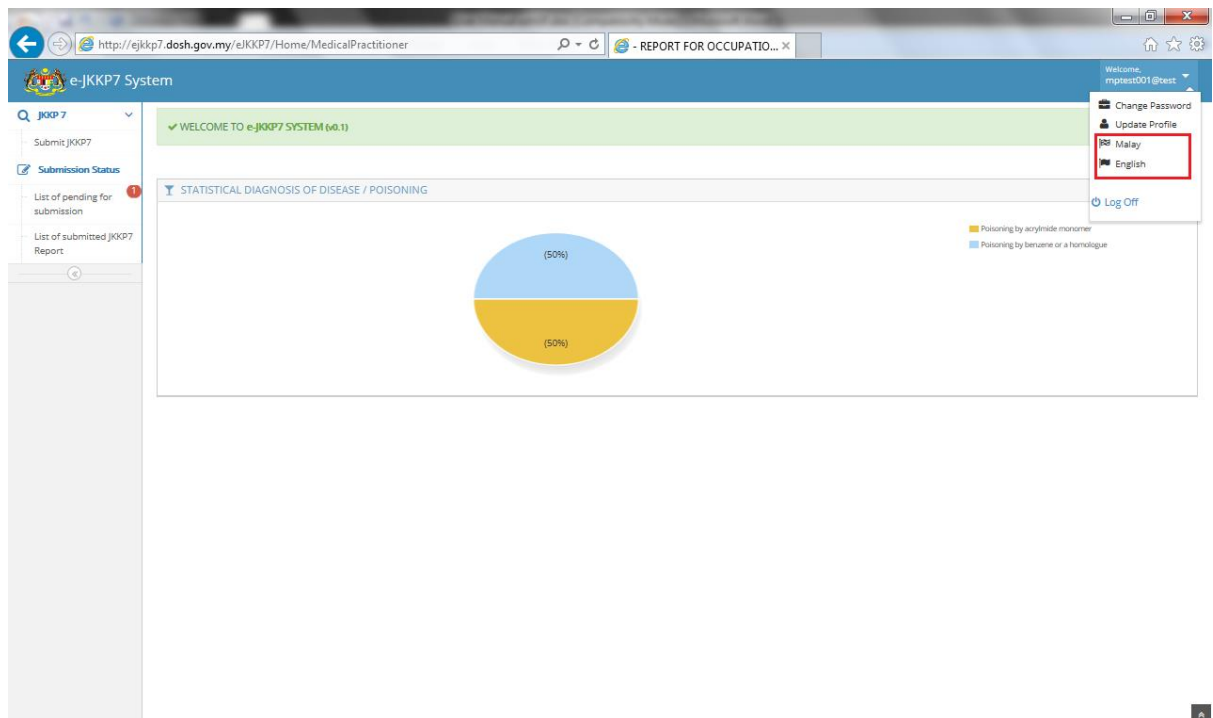


Figure 41: Switch language menu

E. COMPANY REPRESENTATIVE ROLE

1.0 REGISTER NEW USER

1.1 Register New User

After accessed the system, Company Representative clicks "Register User" button as shown in Figure 42.

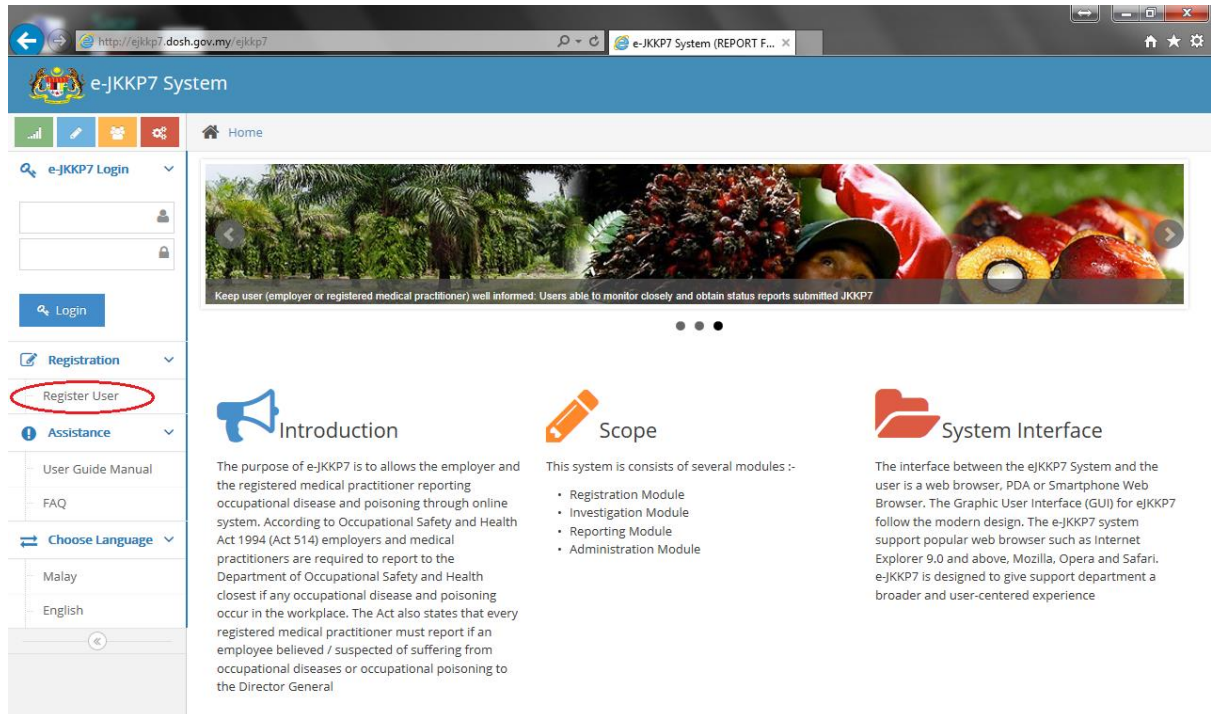


Figure 42: e-JKKP main page

Company Representative clicks on "Company Representative" button as shown in Figure 43.

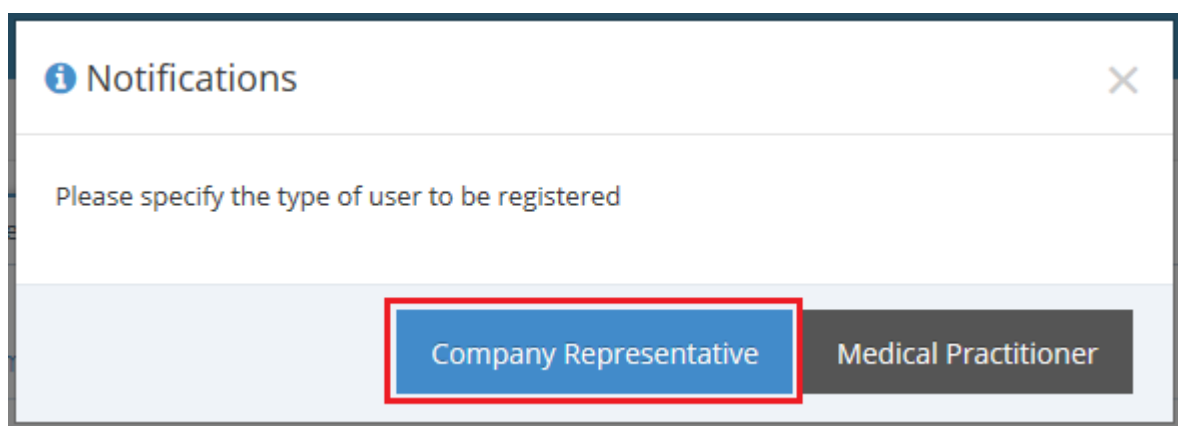


Figure 43: Selection for user registration

Company Representative keys in all the required information and then clicks "Next" button as shown in Figure 44.

The screenshot shows the 'e-JKKP7 System' registration interface. The browser address bar displays 'http://ejkkp7.dosh.gov.my/eJKKP7/Account/Register'. The page title is 'e-JKKP7 System'. On the left, there is a navigation menu with options: 'e-JKKP7 Login', 'Registration' (with sub-options 'Register User'), 'Assistance' (with sub-options 'User Guide Manual', 'FAQ'), and 'Choose Language' (with sub-options 'Malay', 'English'). The main content area has two tabs: 'Company Representative Information' (active) and 'Company Information'. The form is divided into two columns: 'Applicant Information' and 'Security Information'. The 'Applicant Information' column contains fields for Name, Document Type (a dropdown menu), Document No. (with the example value 'e.g 010101010101'), Phone No., and Designation. The 'Security Information' column contains fields for User Name (with the example value 'e.g nama@email.com'), Password, and Password (re-type). At the bottom of the form, there are two buttons: 'Next' (highlighted with a red box) and 'Reset'.

Figure 44: Company representative information

Company Representative fills in the company information and then clicks "Save" button as shown in Figure 45.

The screenshot shows the 'e-JKKP7 System' registration interface, specifically the 'Company Information' tab. The browser address bar displays 'http://ejkkp7.dosh.gov.my/eJKKP7/Account/Register'. The page title is 'e-JKKP7 System'. On the left, there is a navigation menu with options: 'e-JKKP7 Login', 'Registration' (with sub-options 'Register User'), 'Assistance' (with sub-options 'User Guide Manual', 'FAQ'), and 'Choose Language' (with sub-options 'Malay', 'English'). The main content area has two tabs: 'Company Representative Information' and 'Company Information' (active). The form contains fields for Company Name, Address, City, State (a dropdown menu), Postcode, Phone No., Email (with the example value 'e.g nama@email.com'), ROC No., JKKP No., and Industry Code (a dropdown menu). At the bottom of the form, there are two buttons: 'Save' (highlighted with a red box) and 'Reset'.

Figure 45: Company information page

This notification will be appeared after the registration successful as shown in Figure 46. Company Representative may proceed with the login.

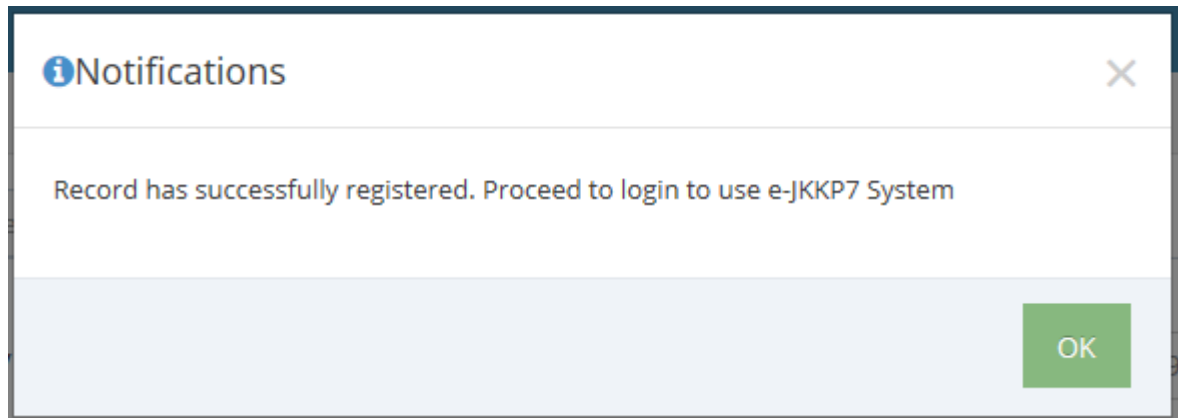


Figure 46: Notification after the registration successful

2.0 LOGIN INTO THE SYSTEM

2.1 Login into the System

Company Representative need to key in the user name and password and click "Login" button as shown in Figure 47.

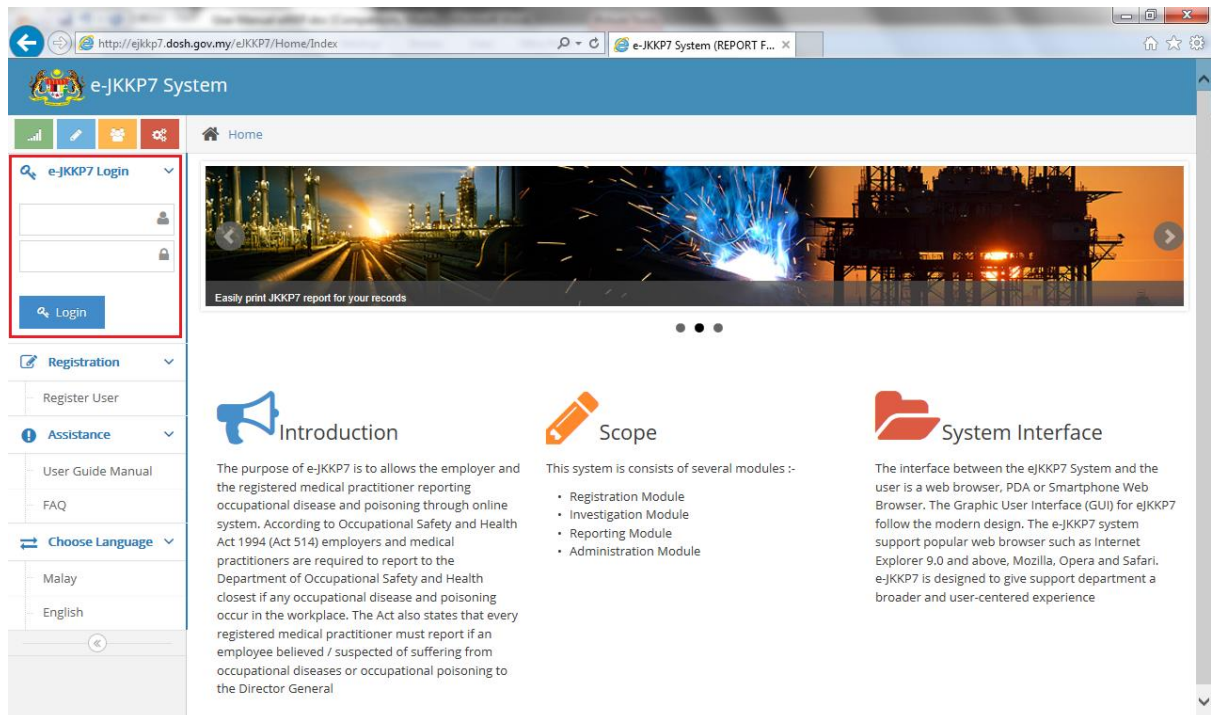


Figure 47: e-JKKP7 main page

Once successfully login, the landing page will be appeared as shown in Figure 48.

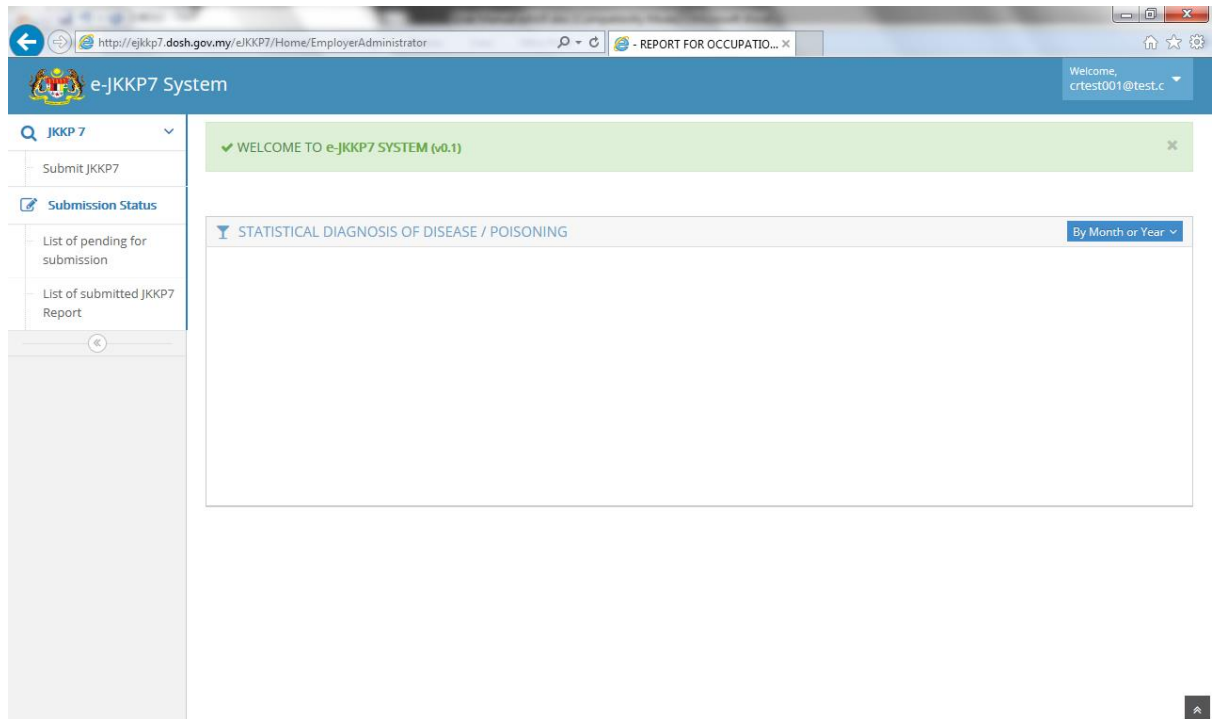


Figure 48: Company Representative Module landing page

3.0 STATISTICAL DIAGNOSIS OF DISEASE / POISONING REPORT

The system will display the report of submitted disease / poisoning in a pie chart.

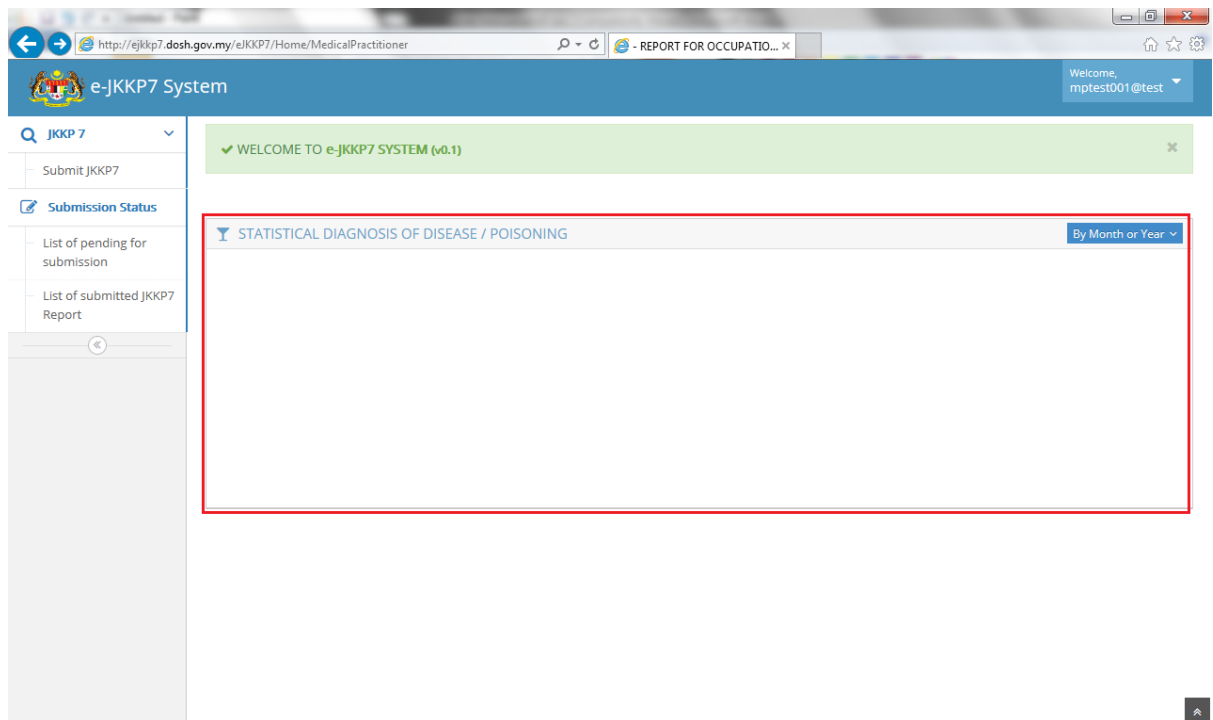


Figure 49: Statistical diagnosis of disease / poisoning report

4.0 SUBMIT JKKP7

Company Representative will submit a report about Occupational Disease and Poisoning. Medical Practitioner required to enter notifier information, affected person information and occupational poisoning / disease and additional information details.

4.1 Notifier Information

Company Representative fills in the notifier information and clicks "Save & Next" button as shown in Figure 50.

The screenshot shows the 'JKKP7 Report' form in the 'e-JKKP7 System'. The form is divided into four steps: 1. Notifier Information, 2. Affected Person, 3. Occupational Poisoning / Disease, and 4. Additional Information. The 'Notifier Information' step is active. It contains two sections: 'Employer Representative Information' and 'Company Information'. The 'Employer Representative Information' fields include Name (CRTEST001), Document Type (New IC No.), Document No. (080800909090), Phone No. (03-8992999000), and Designation (mgr). The 'Company Information' fields include Company Name (TEST), Address (KL), City (KL), State (SELANGOR), Postcode (47100), Phone No. (03-8999798899), ROC No. (G234489), JKKP No. (898989), and Industry Code (Agricultural and animal husbandry services veterinary ac). A 'Save & Next' button is highlighted with a red box at the bottom right of the form.

Figure 50: Notifier Information form

4.2 Affected Person

Company Representative fills in the affected person information and clicks "Save & Next" button as shown in Figure 51.

Figure 51: Affected Person information form

4.3 Occupational Poisoning / Disease
 Company Representative fills in the occupational poisoning / disease information and clicks "Save & Next" button as shown in Figure 52.

Figure 52: Occupational Poisoning / Disease information form

4.4 Additional Information

Company Representative fills in the description of work that led to occupational poisoning / disease as shown in Figure 53.

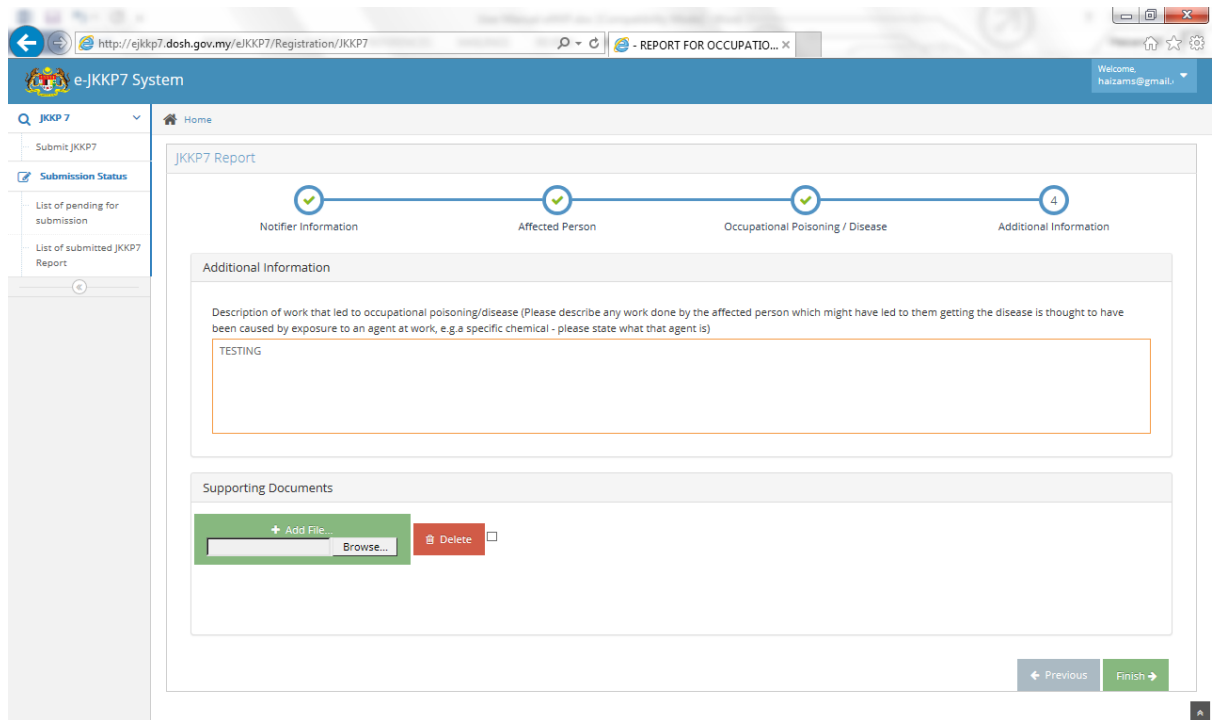


Figure 53: Additional information form

Company Representative can upload the supporting document by clicking the "Browse" button as shown in Figure 54.

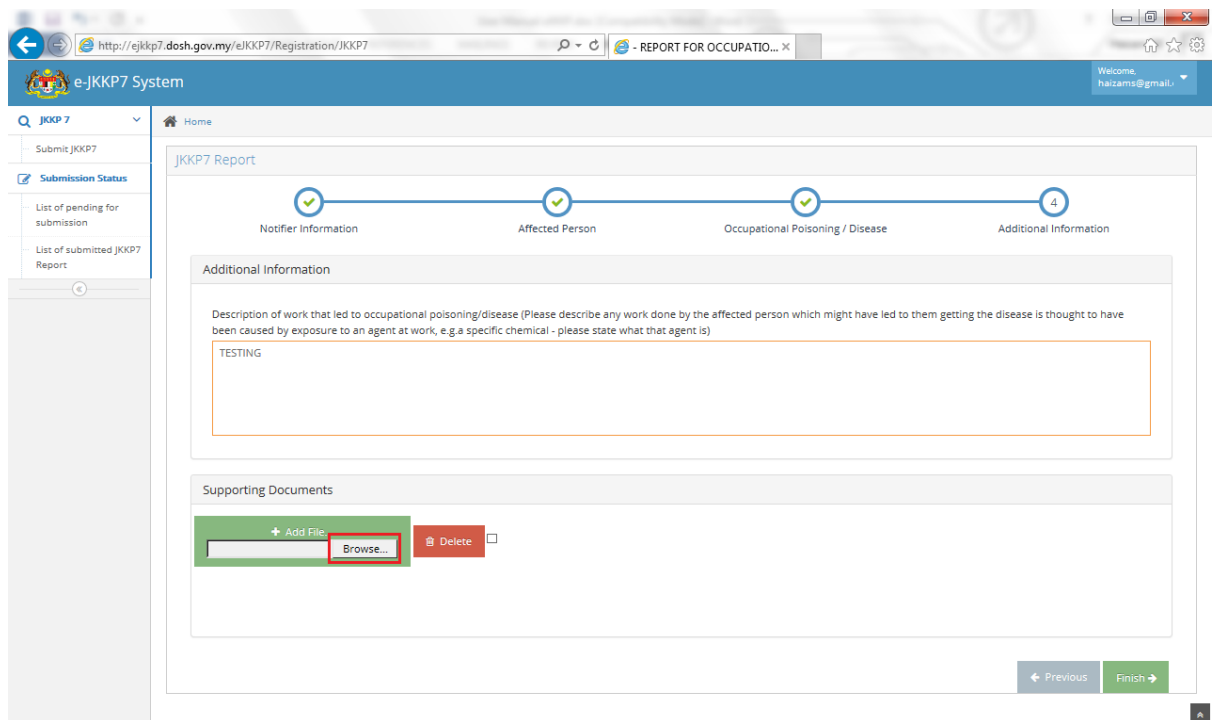


Figure 54: Additional information uploading document form

Company Representative browses the supporting document on local hard drive as shown in Figure 55.

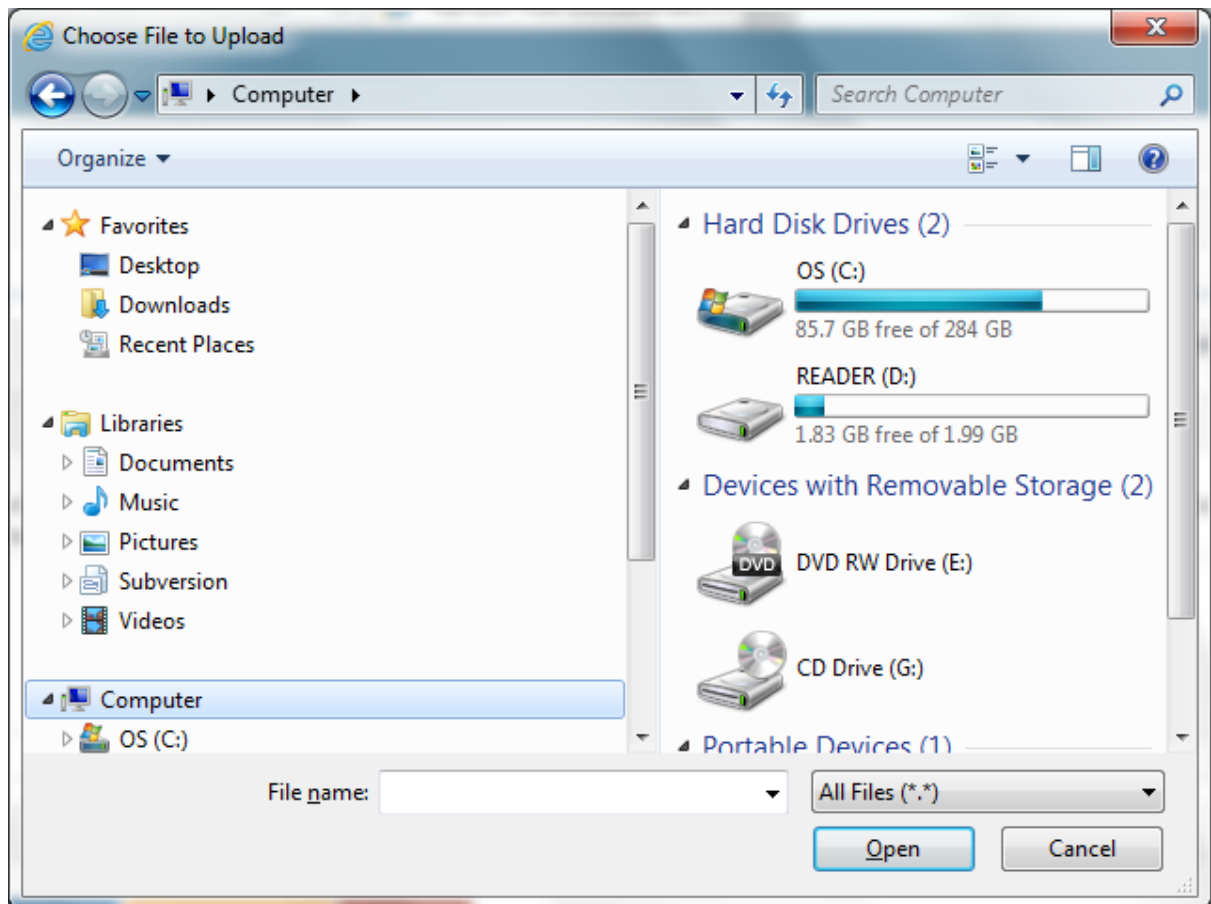


Figure 55: Browse the supporting document

The system shows a list of documents uploaded as shown in Figure 56.

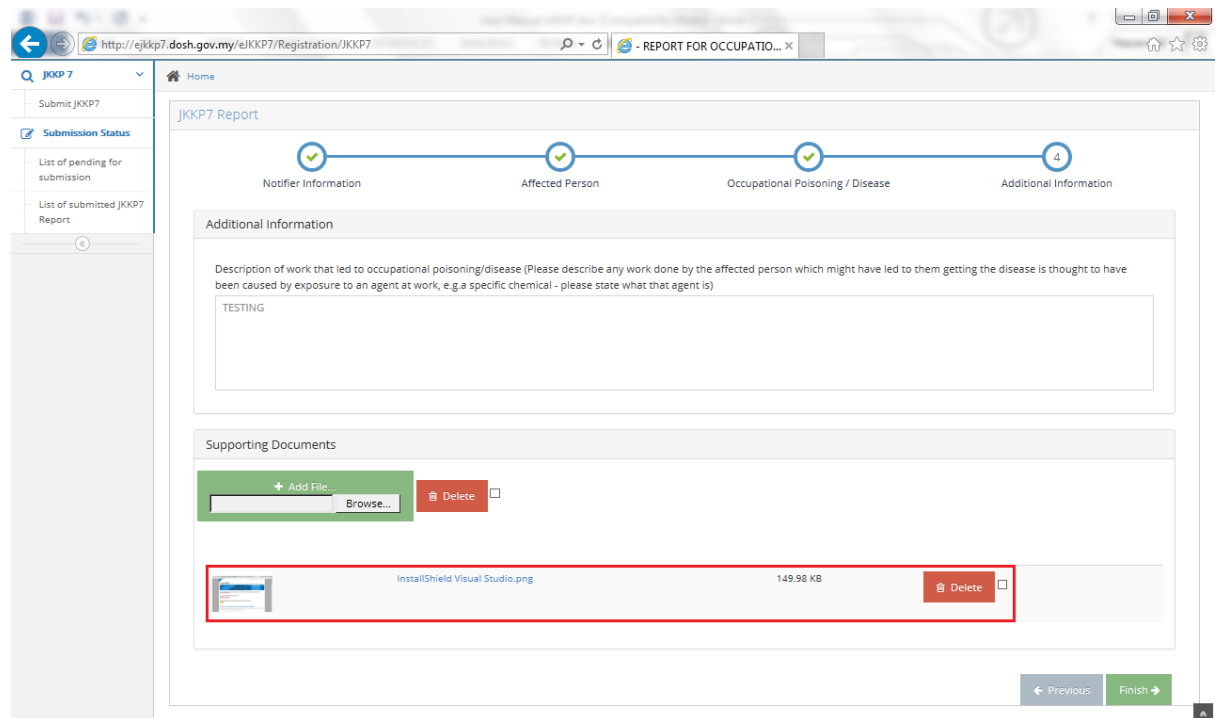


Figure 56: Page shows the supporting document uploaded

Company Representative can delete the uploaded document as shown in Figure 57.

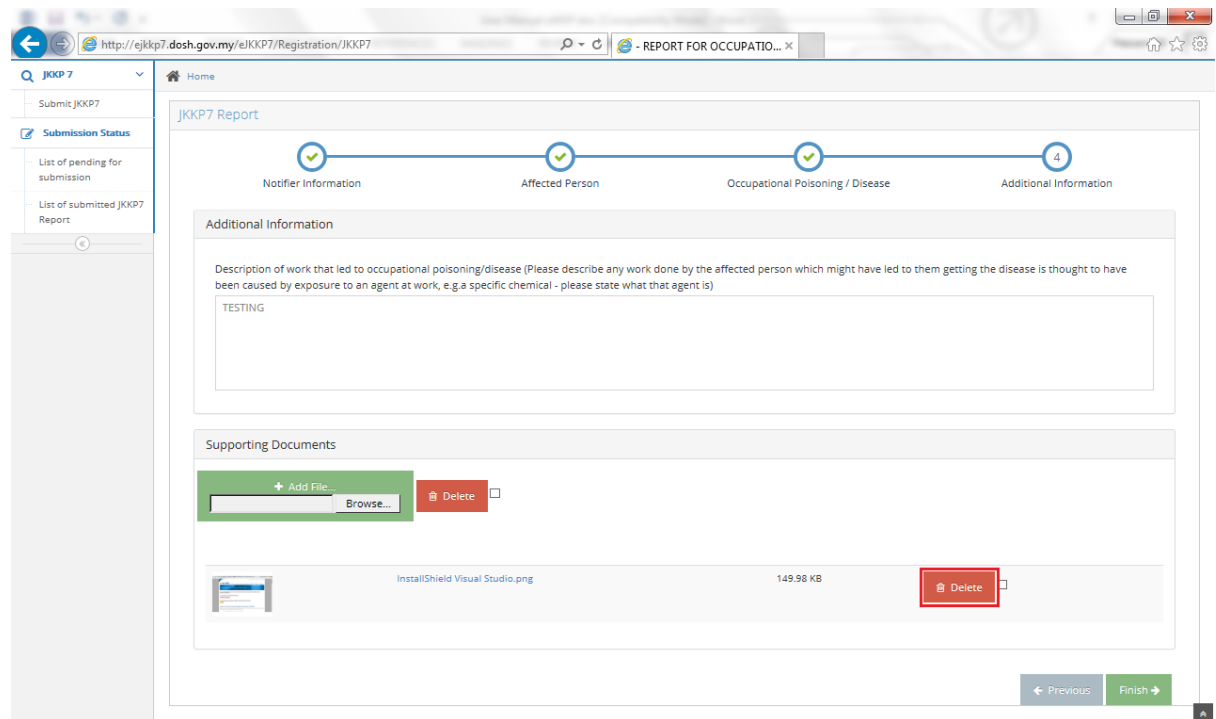


Figure 57: Deleting supporting document

Company Representative clicks "Finish" button to finish the submission as shown in Figure 58.

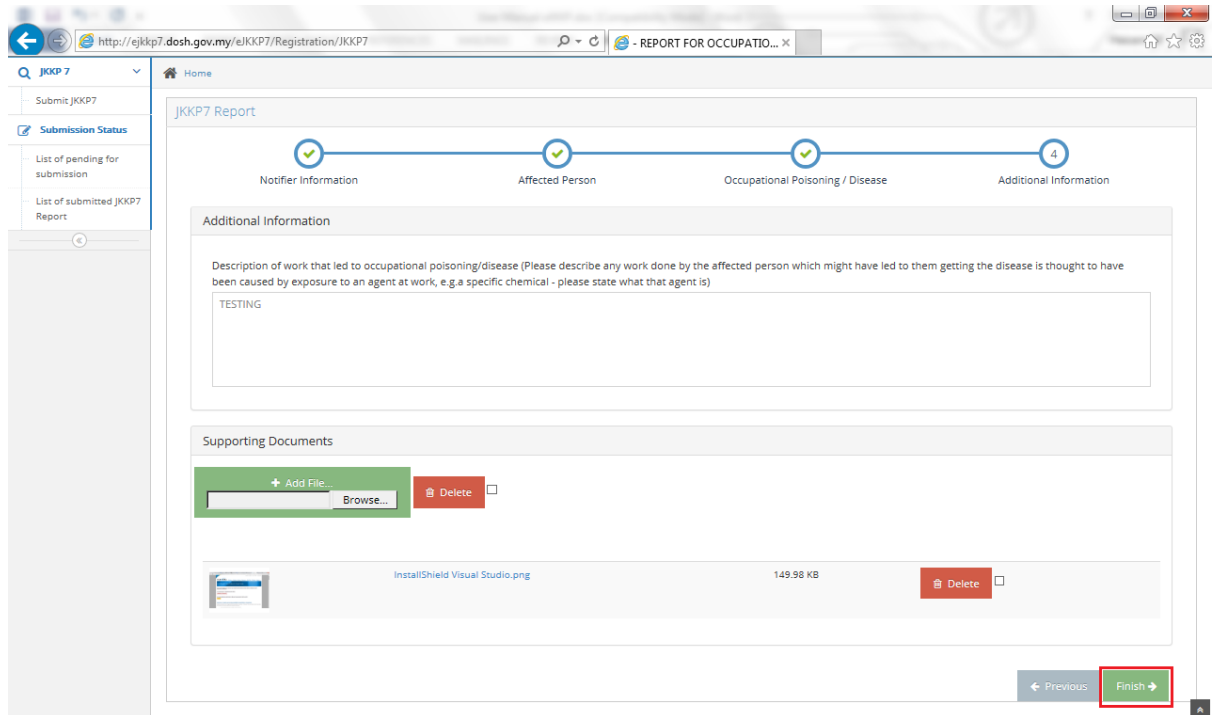


Figure 58: Finish button

The notification will be prompted as shown in Figure 59.

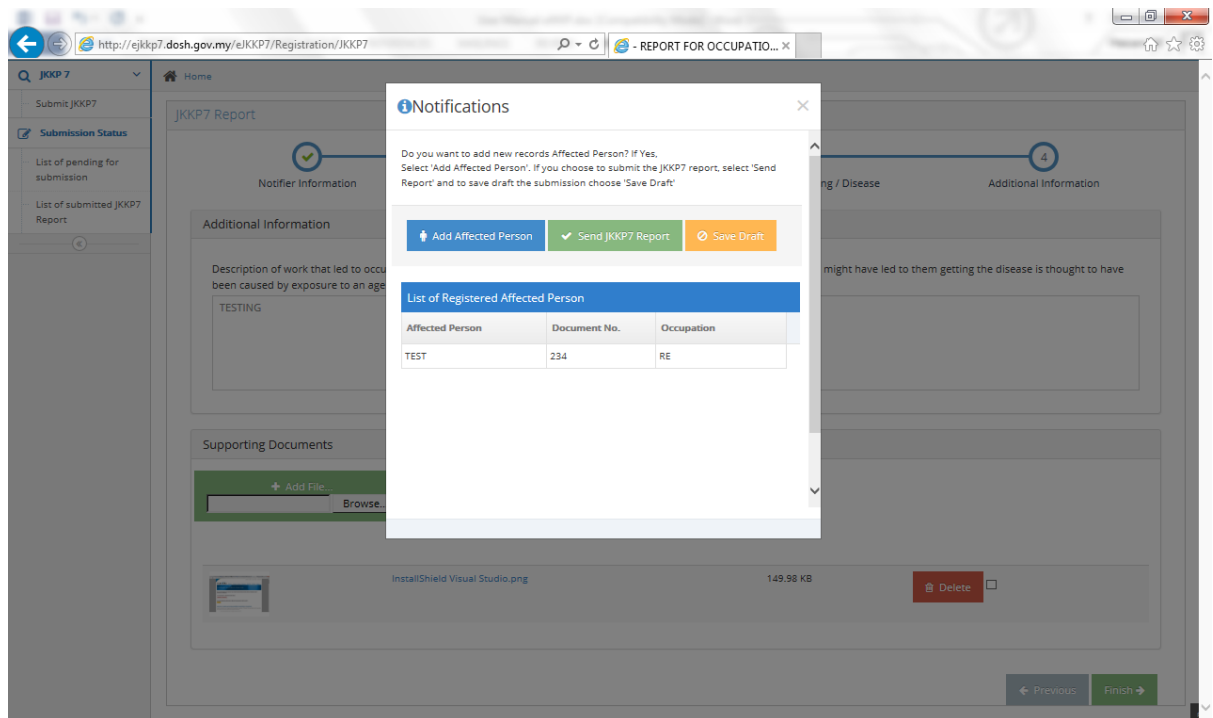


Figure 59: Submission finished confirmation

Company Representative can add another affected person by clicking "Add Affected Person" button before the submission as shown in Figure 60.

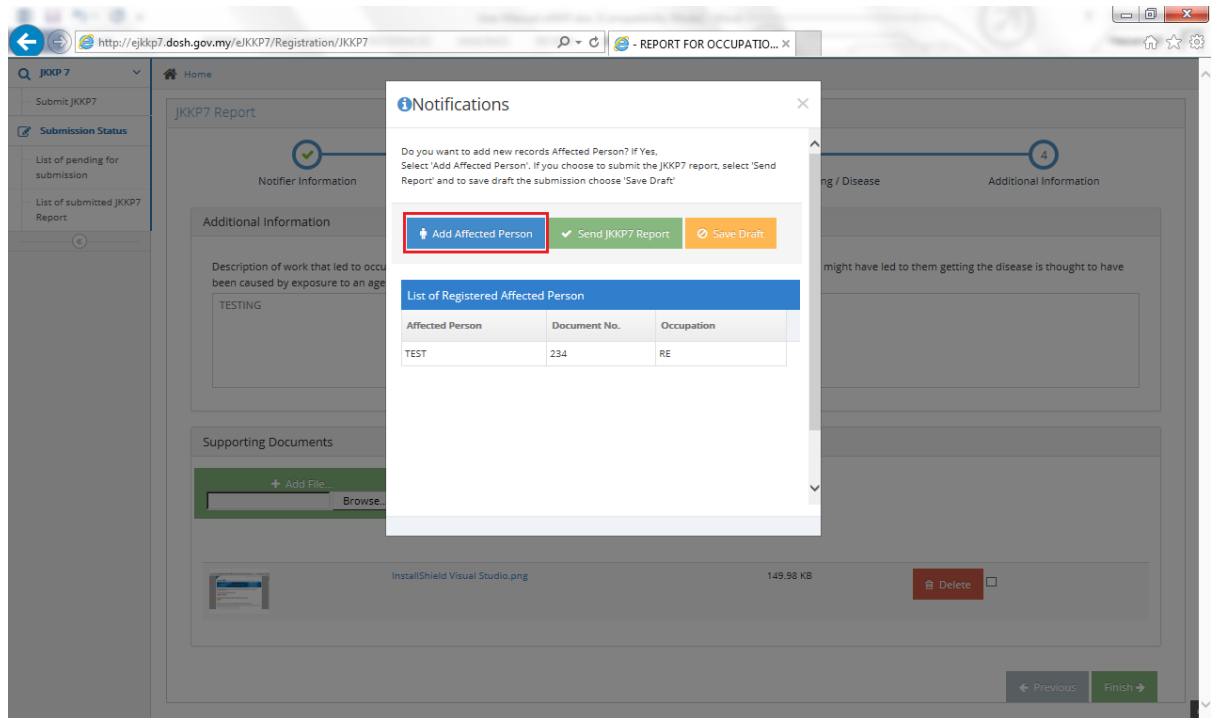


Figure 60: "Add Affected Person" button

Company Representative submits the report by clicking the "Send JKKP Report" button as show in Figure 61.

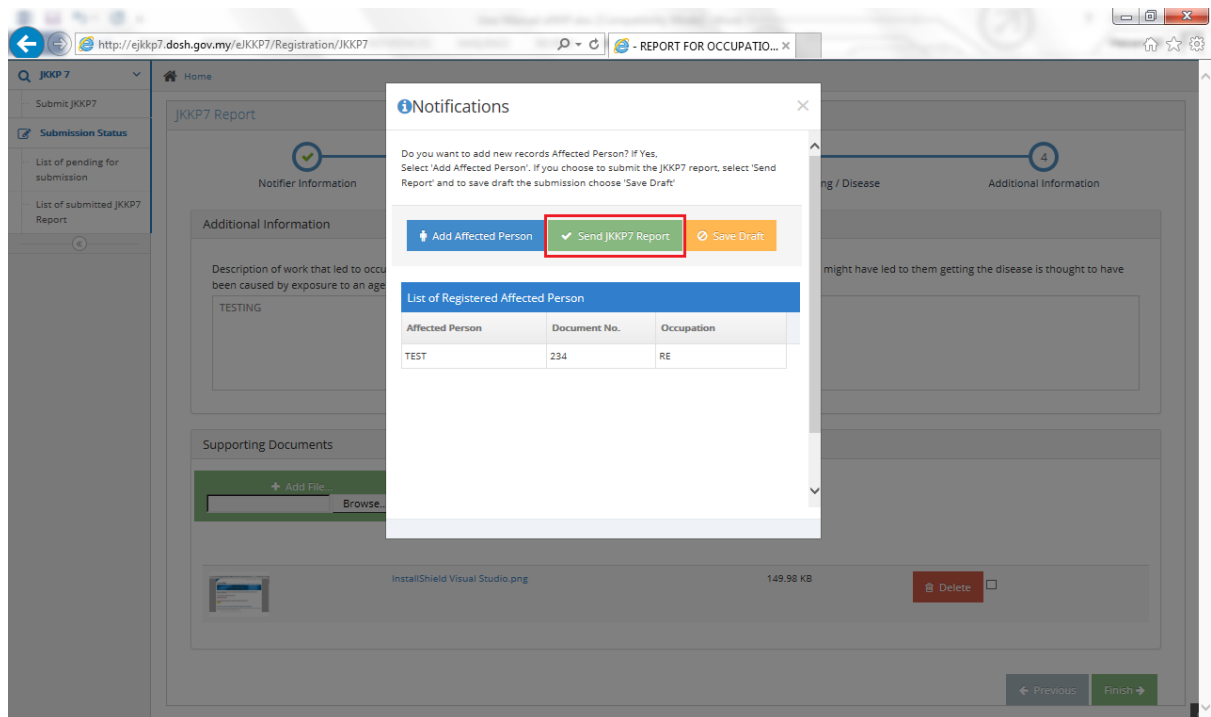


Figure 61: Send JKKP Report button

Company Representative clicks the "Agree" button to submit the report as shown in Figure 62.

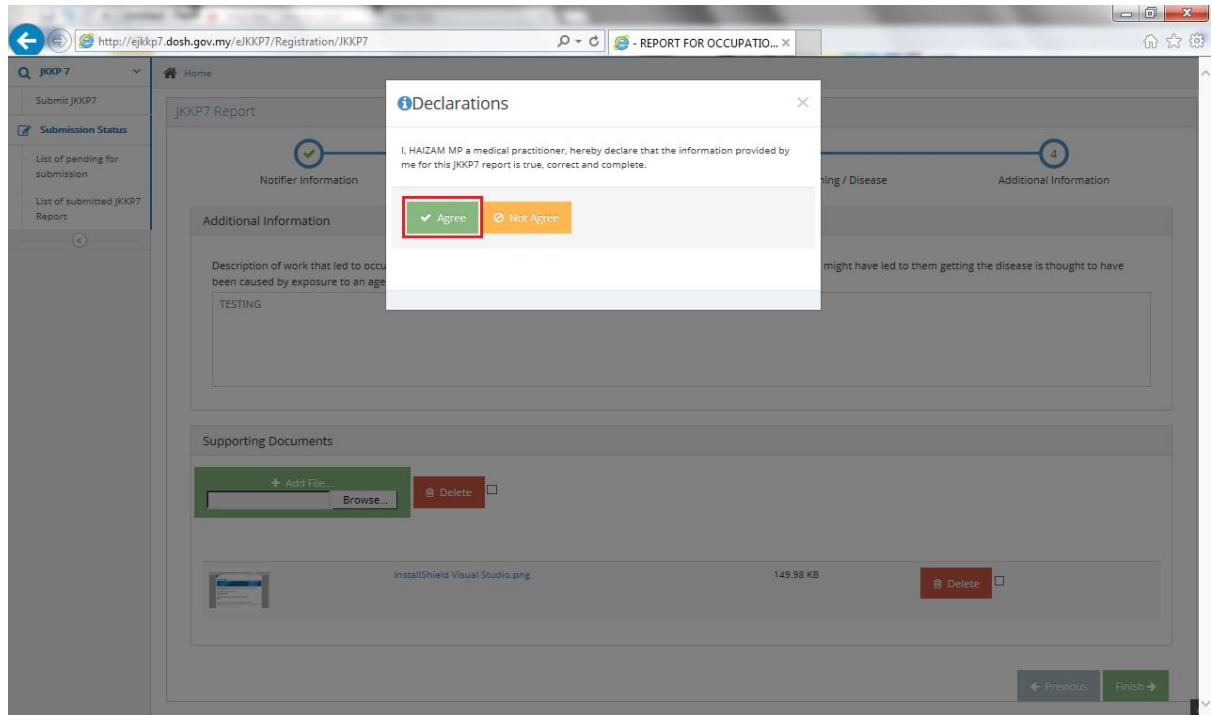


Figure 62: "Agree" button

Company Representative clicks the "Save Draft" button to save the report as draft as shown in Figure 63.

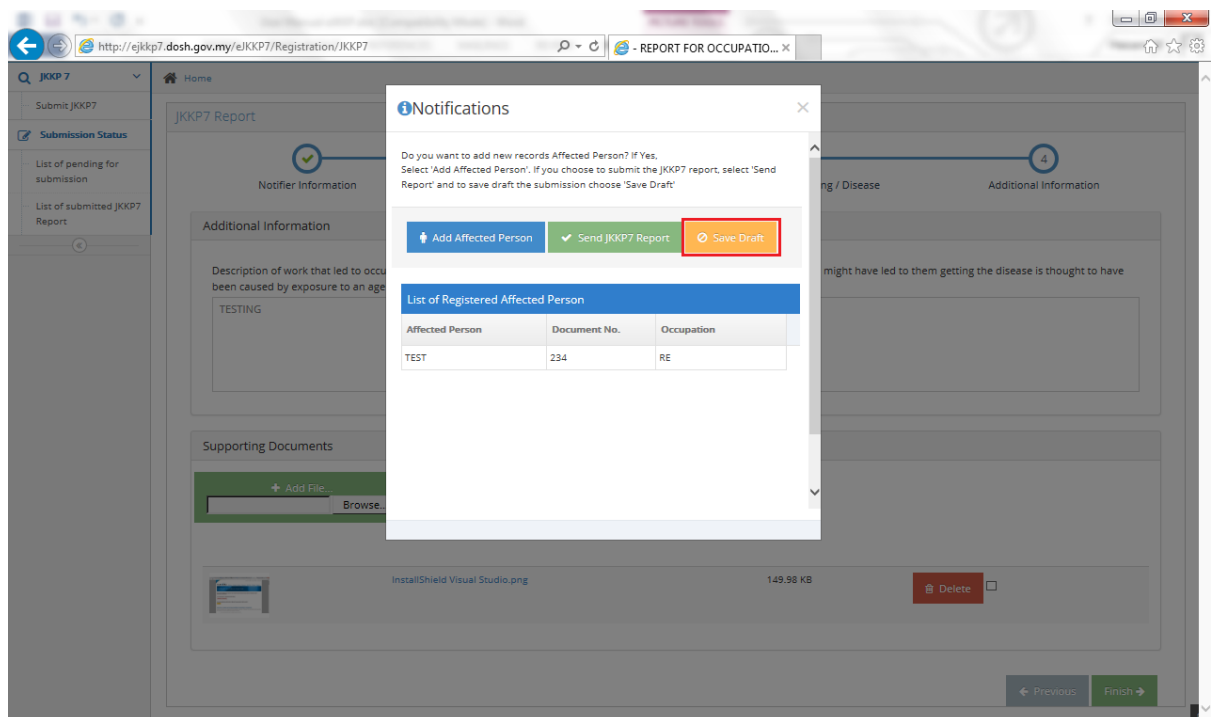
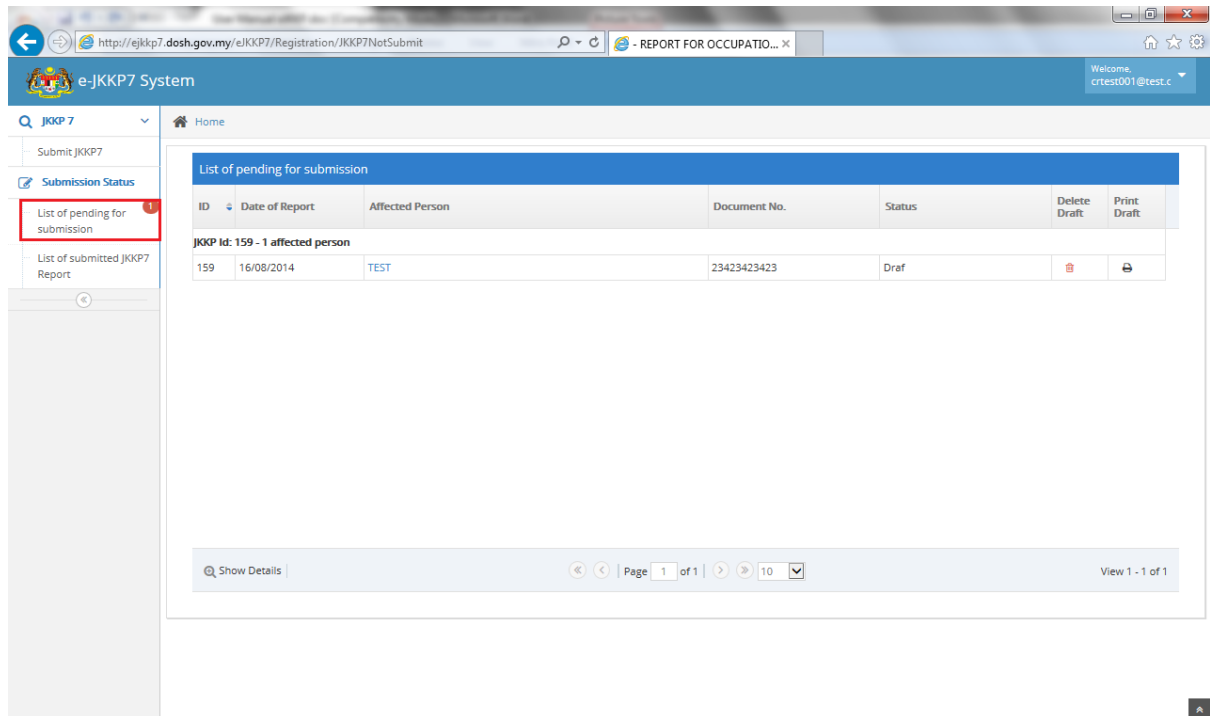


Figure 63: "Save Draft" button

5.0 LIST OF PENDING FOR SUBMISSION

This page will display all the affected person that yet to be submitted (draft).



The screenshot shows the e-JKKP7 System interface. The main content area displays a table titled "List of pending for submission". The table has the following columns: ID, Date of Report, Affected Person, Document No., Status, Delete Draft, and Print Draft. A single row is visible with the following data: ID 159, Date of Report 16/08/2014, Affected Person TEST, Document No. 23423423423, and Status Draf. The page also includes a sidebar with navigation options and a footer with pagination controls.



| ID | Date of Report | Affected Person | Document No. | Status | Delete Draft | Print Draft |
|-----|----------------|-----------------|--------------|--------|---|---|
| 159 | 16/08/2014 | TEST | 23423423423 | Draf |  |  |

Figure 64: List of Pending for submission page

5.1 View the Draft Affected Person Details

Company Representative can view the draft affected person details by clicking the draft affected person name as shown in Figure 65 below.

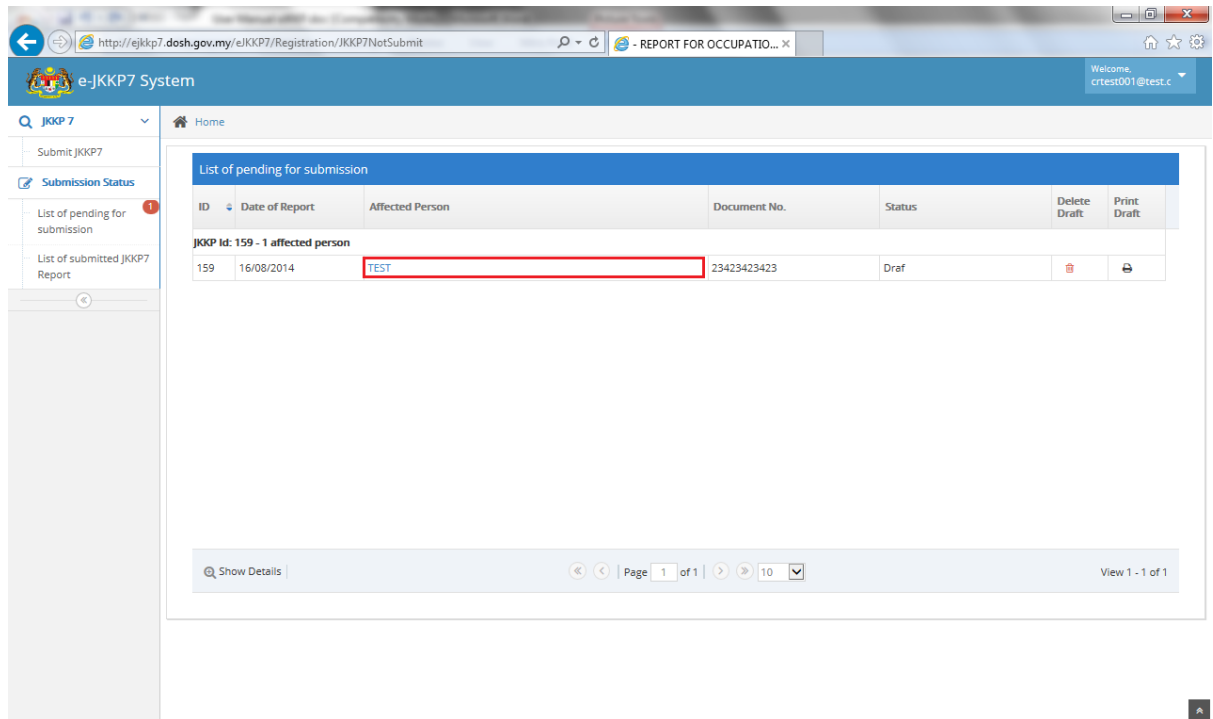


Figure 65: Click draft affected person name to view details

The page then display the draft affected person details page as shown in Figure 66.

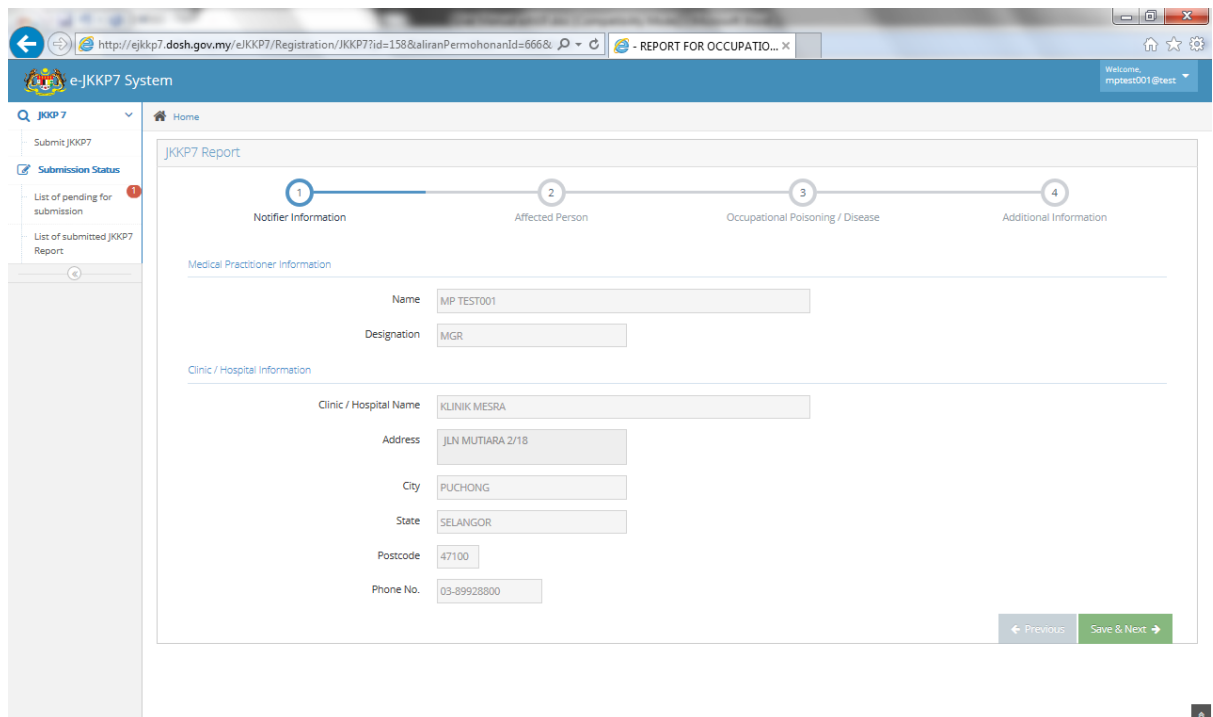


Figure 66: Display draft affected person details

5.2 Delete the Draft Affected Person Record

Company Representative can delete the draft affected person record by clicking the delete button as shown in Figure 67.

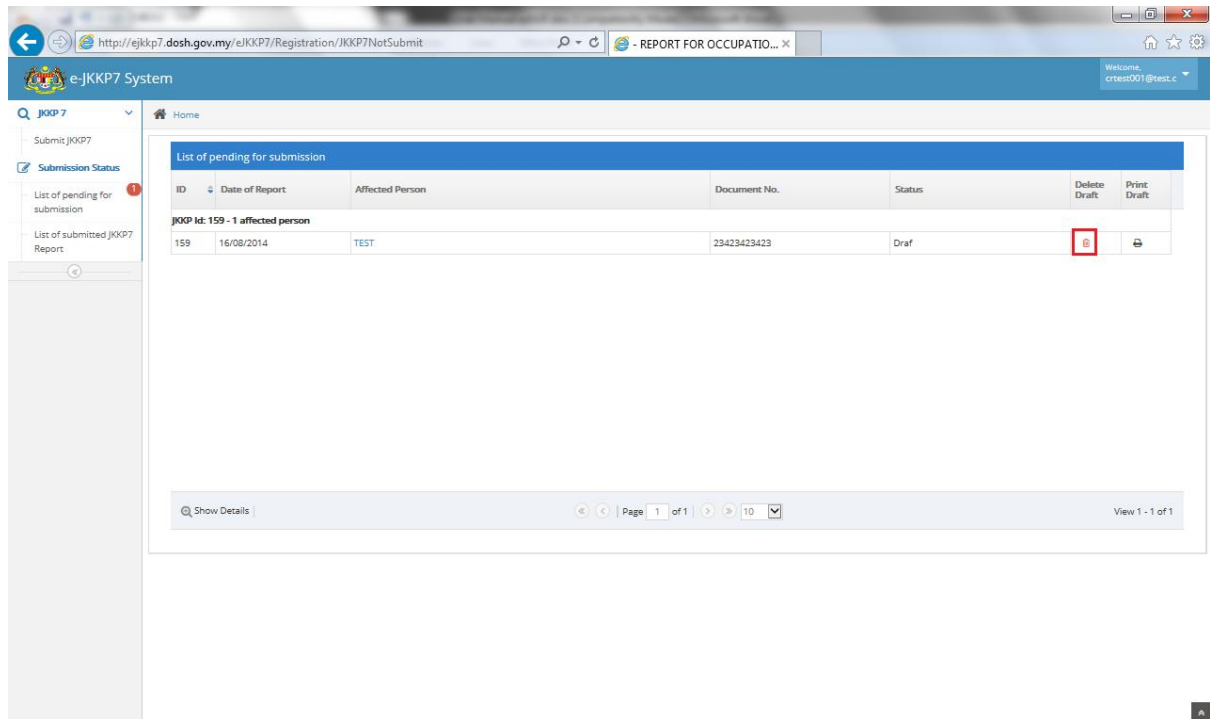


Figure 67: Delete draft affected person record

5.3 Print the Draft Affected Person

Company Representative can print out the draft affected person by clicking the print button as shown in Figure 68.

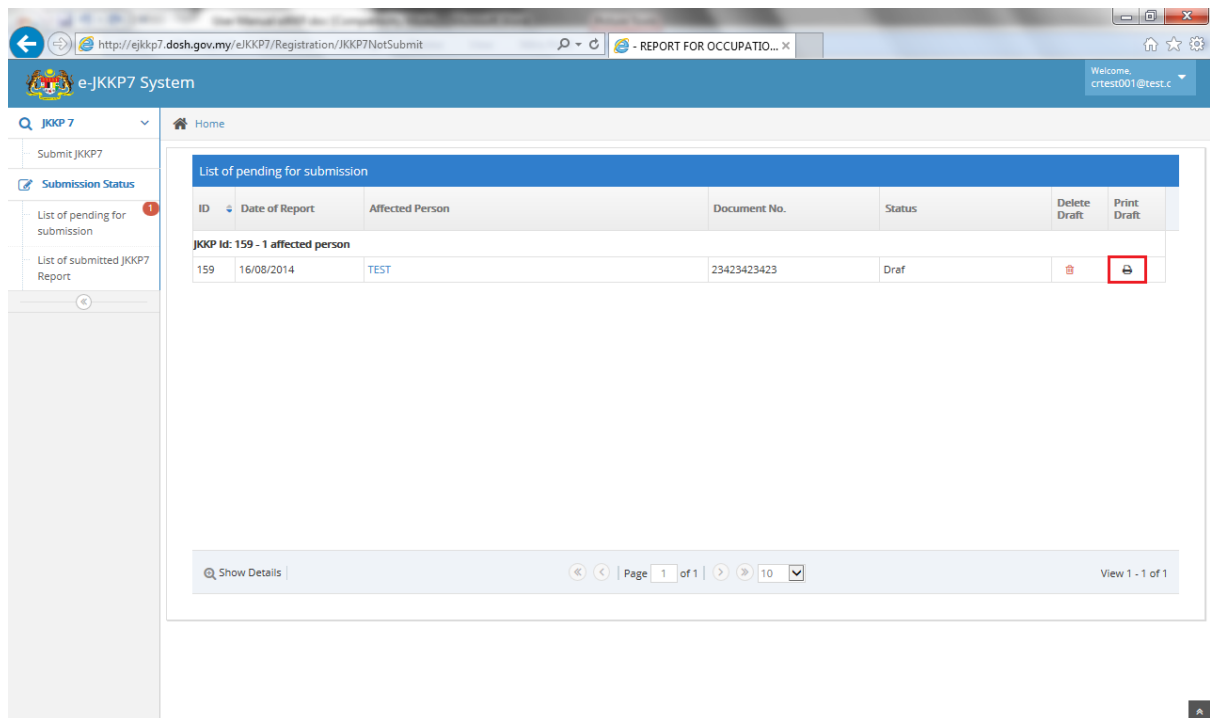


Figure 68: Print the draft affected person

The draft affected person report will be displayed as shown in Figure 69.

The screenshot shows a web browser window with the URL <http://ejkkp7.dosh.gov.my/eJKKP7/Content/Viewer/SlipJKKP7.aspx?JKKP7id=159>. A red box highlights the "Tutup Laporan" button. The form is titled "LAPORAN MENGENAI KERACUNAN PEKERJAAN / PENYAKIT PEKERJAAN (JKKP7)" and includes sections for:

- BAHAGIAN A1 - Pemberitahu - Peraturan 7(1) Majikan:** Fields for Name (CRTEST001), No. Telefon (03-8999798899), No. ROC (0234489), No. JKKP (89899), and Kod Industri (Agricultural and animal husbandry services veterinary activities).
- BAHAGIAN B - Orang yang terlibat:** Fields for Name (TEST), Tarikh Lahir (22/08/2006), No. Pengenalan (23423423423), Taraf Kewarganegaraan (WARGANEGARA), Jantina (PEREMPUAN), and Pekerjaan (EE).
- BAHAGIAN C - Keracunan Pekerjaan / Penyakit:** Fields for Diagnosis / Diagnosis Sementara (Poisoning by cadmium) and Tarikh Diagnosis (15/08/2014).

 The form also includes a "REKOD: 1" section and a "Nama & Alamat Organisasi" field with the value "TEST".

Figure 69: Draft printing screen

6.0 LIST OF SUBMITTED JKKP7 REPORT

Company Representative can view the list of submitted JKKP7 report by clicking the "List of submitted JKKP7 report" menu as shown in Figure 70.

The screenshot shows the e-JKKP7 System interface. The left sidebar contains a menu with "List of submitted JKKP7 Report" highlighted in red. The main content area displays a table titled "List of submitted JKKP7 Report" with the following data:

| ID | Date of Report | Reference No. | Affected Person | Status | Print JKKP7 |
|---|----------------|---------------|-----------------|-----------------------|-------------|
| JKKP id: 157 - 1 affected person | | | | | |
| 157 | 15/08/2014 | HQ/2014/158 | TESTUSER | Penerimaan Pengesahan | |

At the bottom of the table, there is a pagination control showing "Page 1 of 1" and "View 1 - 1 of 1".

Figure 70: List of submitted JKKP7 Report

6.1 View Submitted JKKP7 Report Details

Company Representative can view the submitted report details by clicking the report reference number as shown in Figure 71.

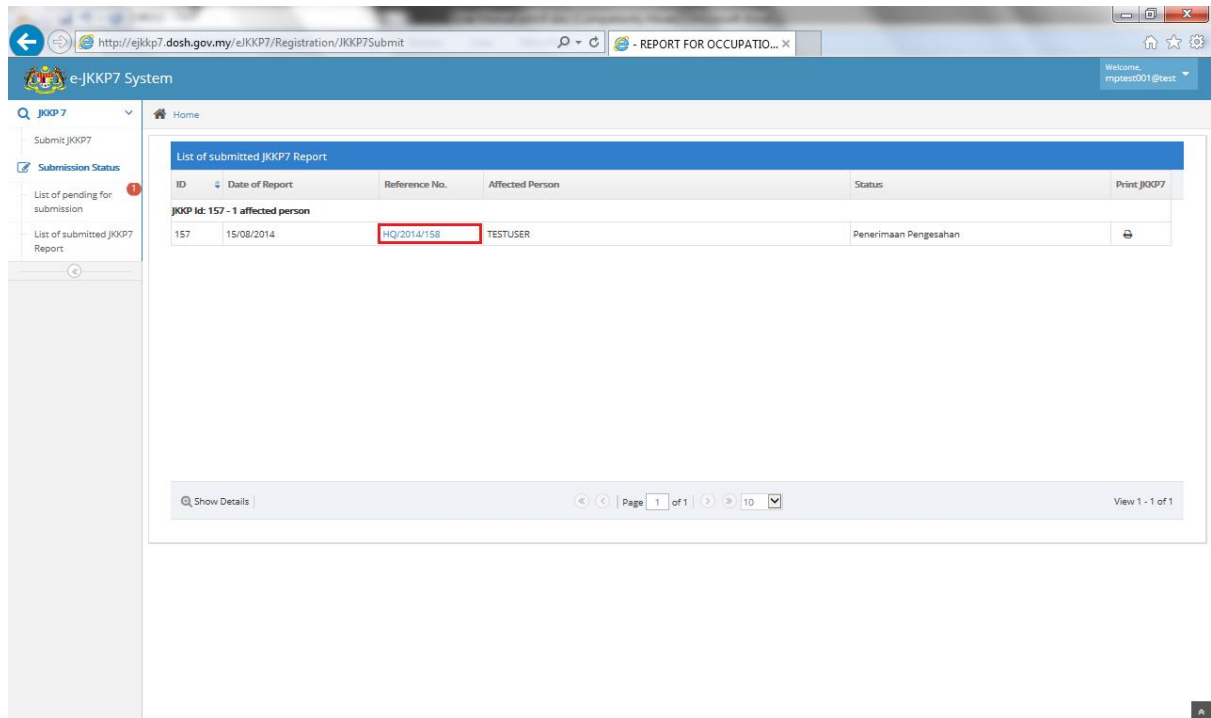


Figure 71: View submitted JKKP7 report details

After clicking the report reference number, system will display the submitted JKKP7 report details as shown in Figure 72.

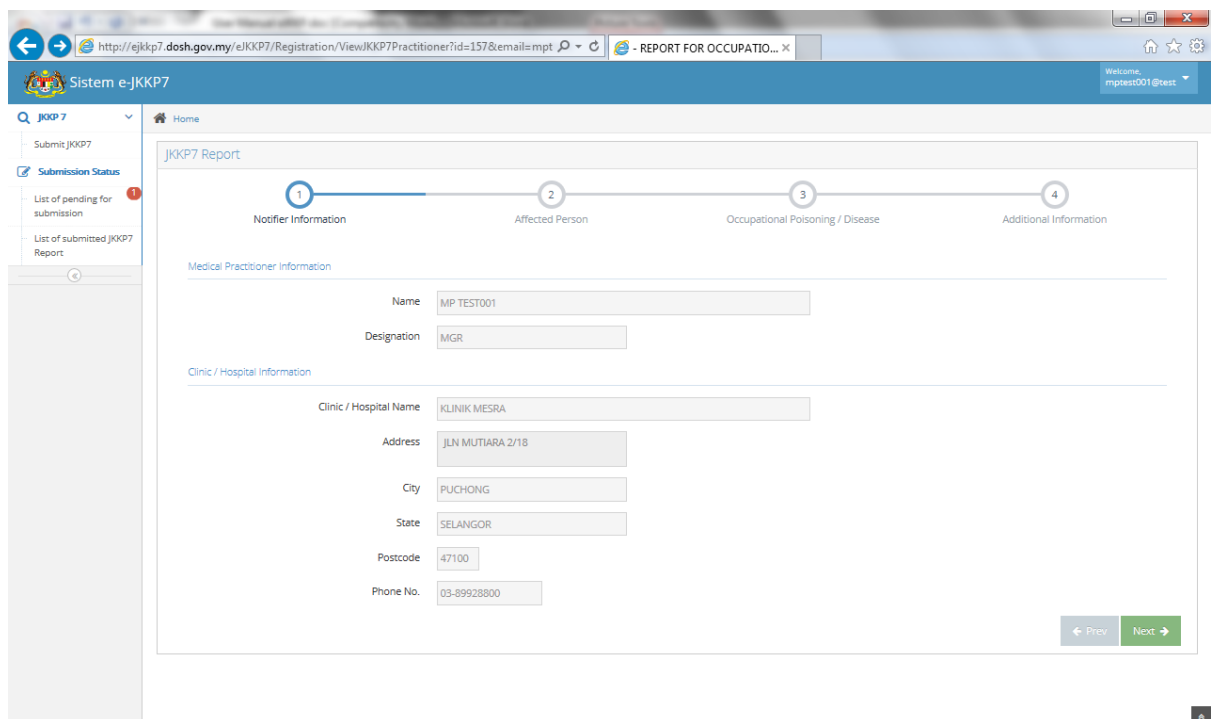


Figure 72: Submitted JKKP7 report details screen

Company Representative can print out the submitted JKKP7 report details by clicking the print button as shown in Figure 73.

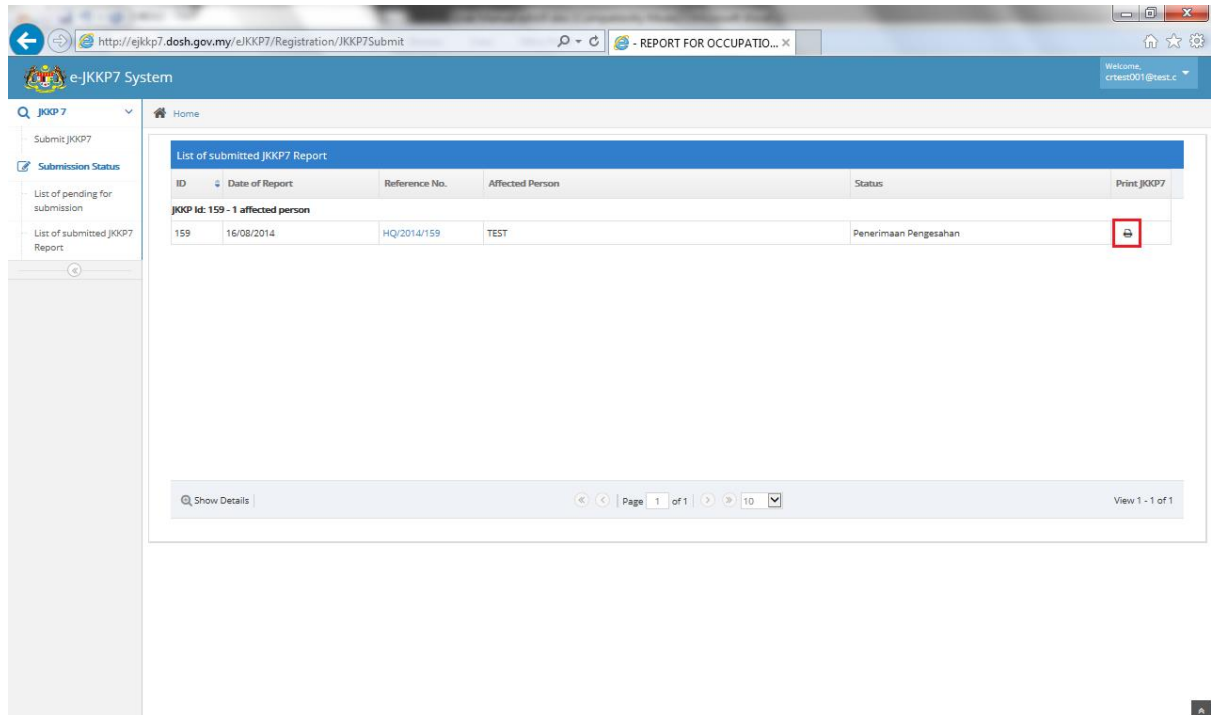


Figure 73: Print submitted JKKP7 report

The submitted JKKP7 report printing screen will be displayed as shown in Figure 74.

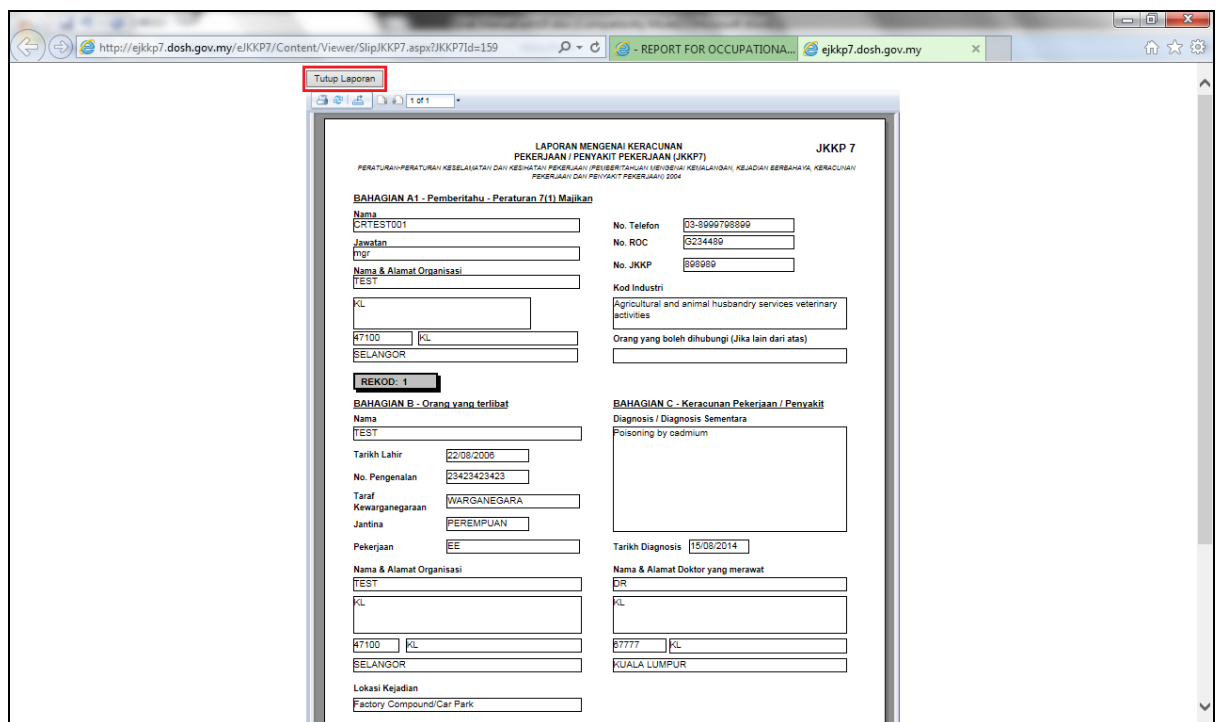


Figure 74: Submitted JKKP7 report printing screen

7.0 CHANGE PASSWORD

To change the current password, Company Representative need to click "Change Password" menu at the upper right corner as shown in the Figure 75.

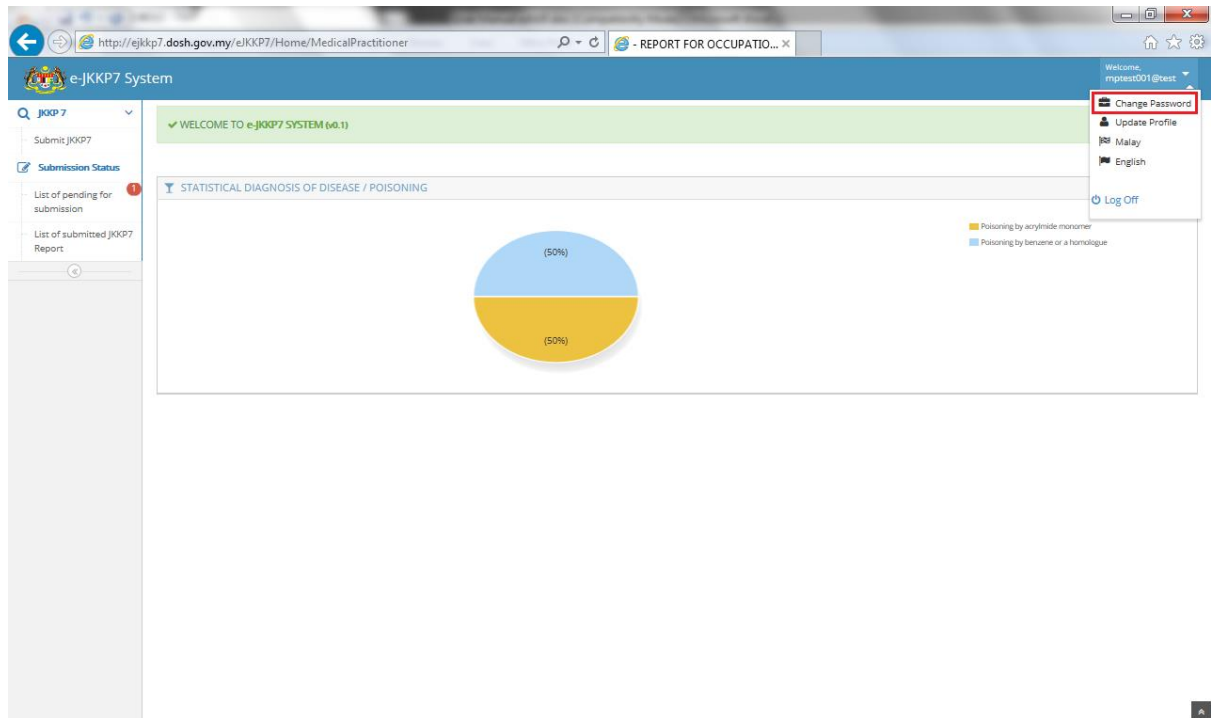


Figure 75: Change password menu

- 7.1 Key in the old and new password
Company Representative need to key in current password, new password and re-type the new password, and then clicks "Change Password" button as shown in Figure 76.

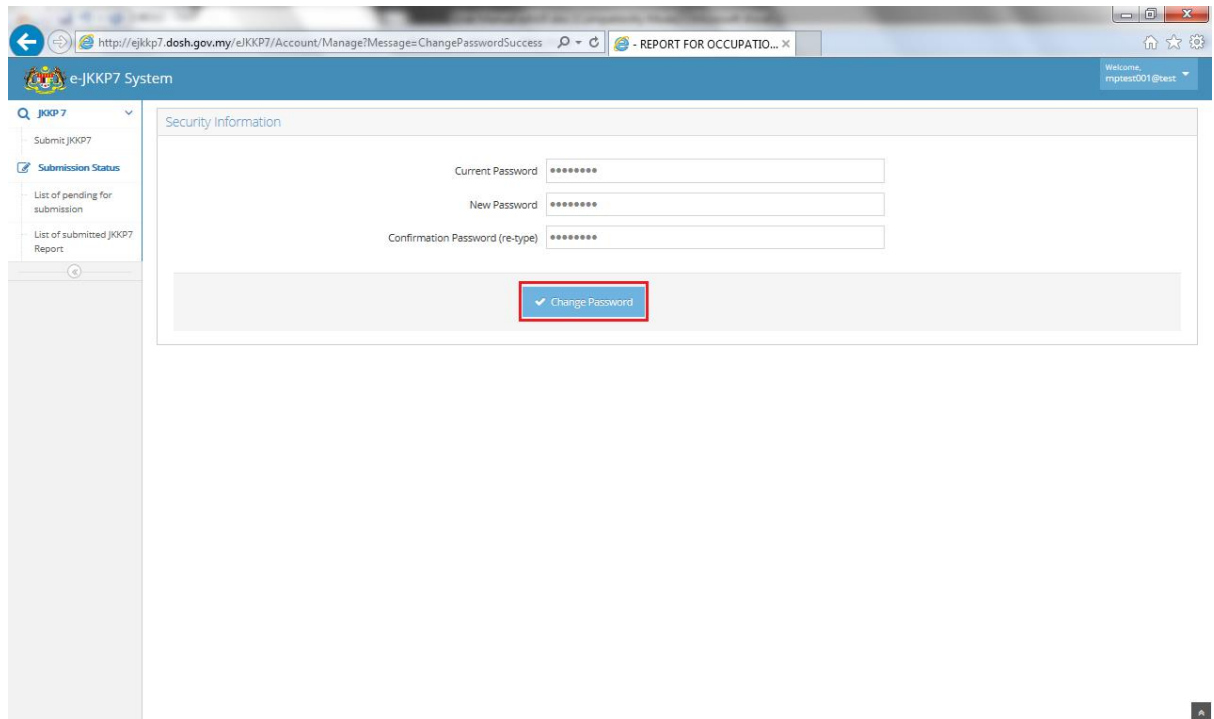


Figure 76: Change password page

The system shows "Record has been successfully updated" notification as shown in Figure 77.

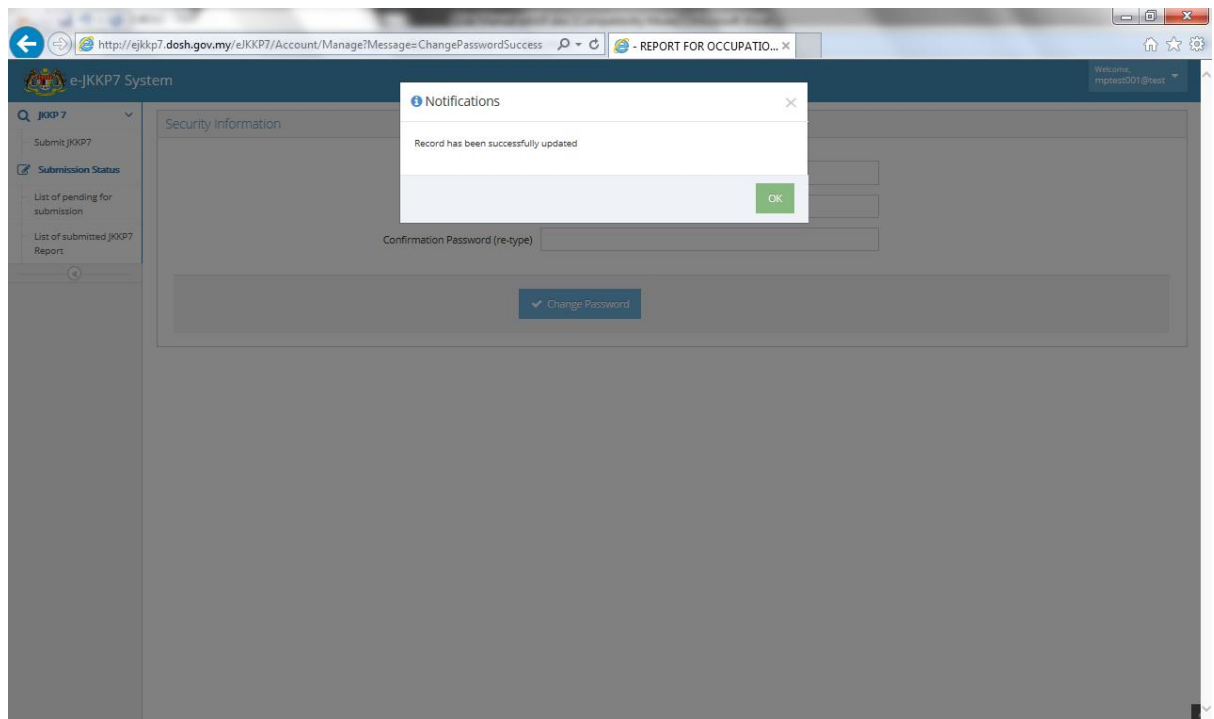


Figure 77: Updated password notification

8.0 UPDATE PROFILE

Company Representative can update his/her user profile by clicking at the upper right corner of the page as shown in Figure 78.

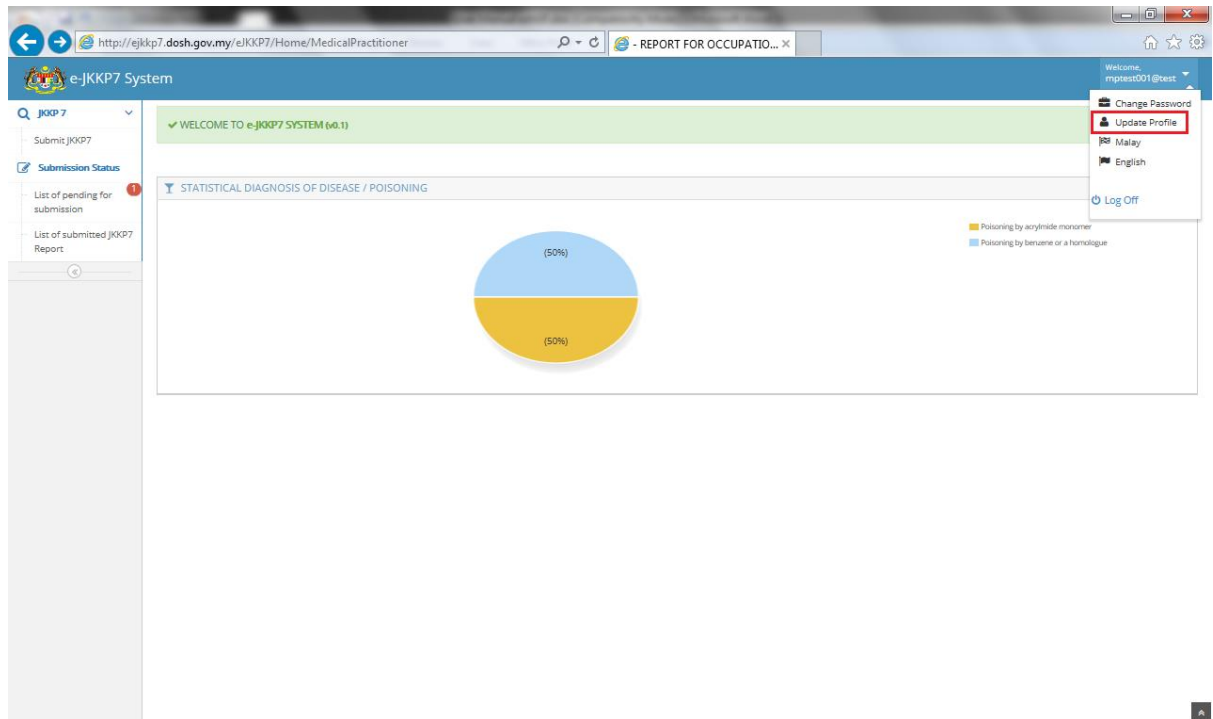


Figure 78: Update profile menu

8.1 Update User Profile

Company Representative update the related user information and clicks "Update" button as shown in Figure 79.

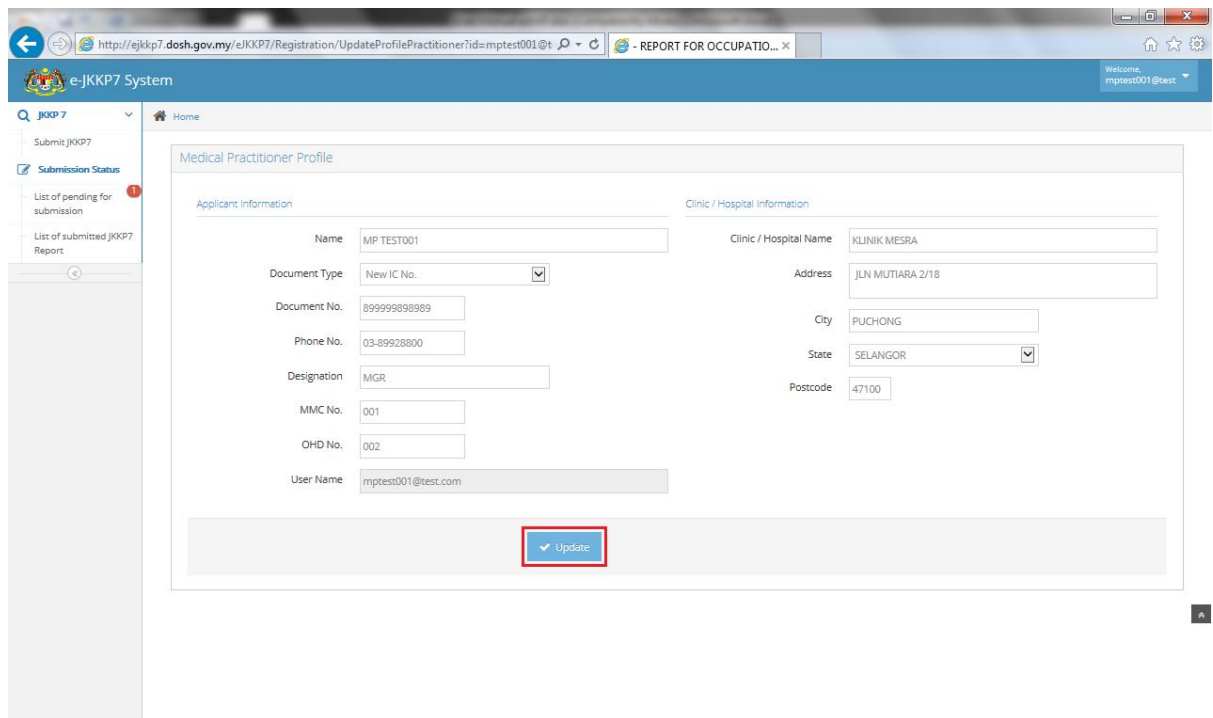


Figure 79: Update profile page

Update profile notification will be prompted once updating profile successfully as shown in Figure 80.

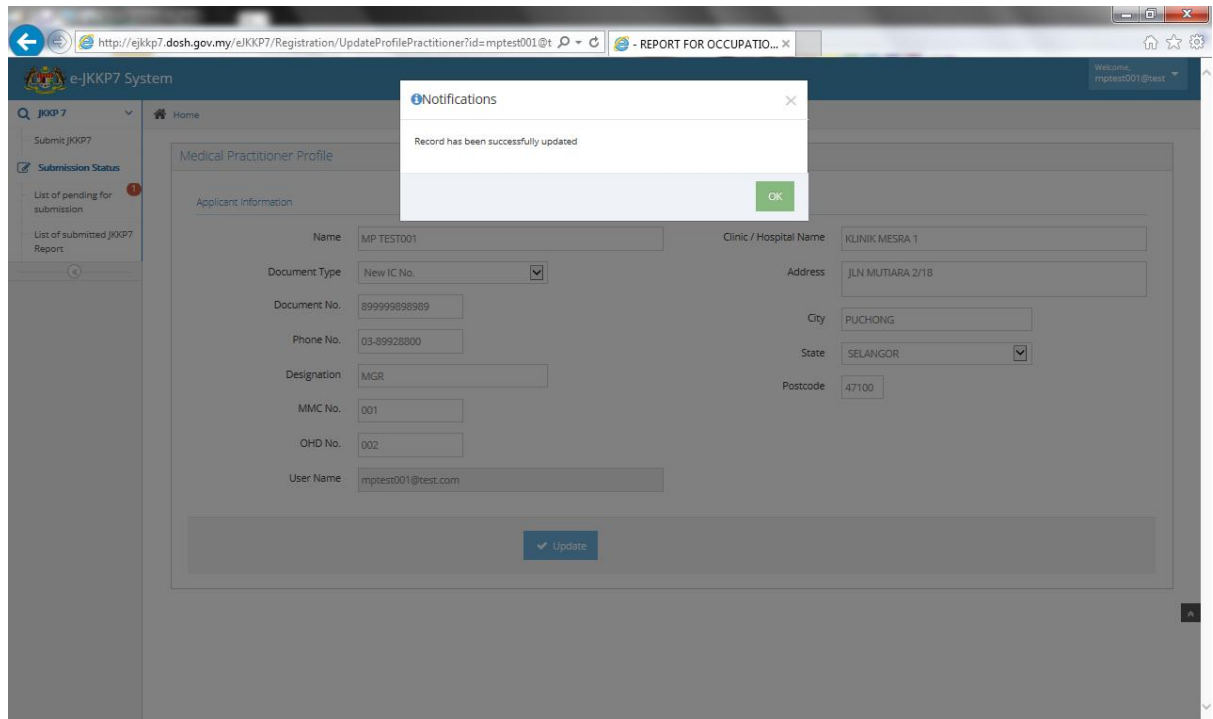


Figure 80: Updated profile notification

9.0 SWITCH LANGUAGE

Company Representative can switch the languages between Malay and English by clicking the switch language menu as shown Figure 81.

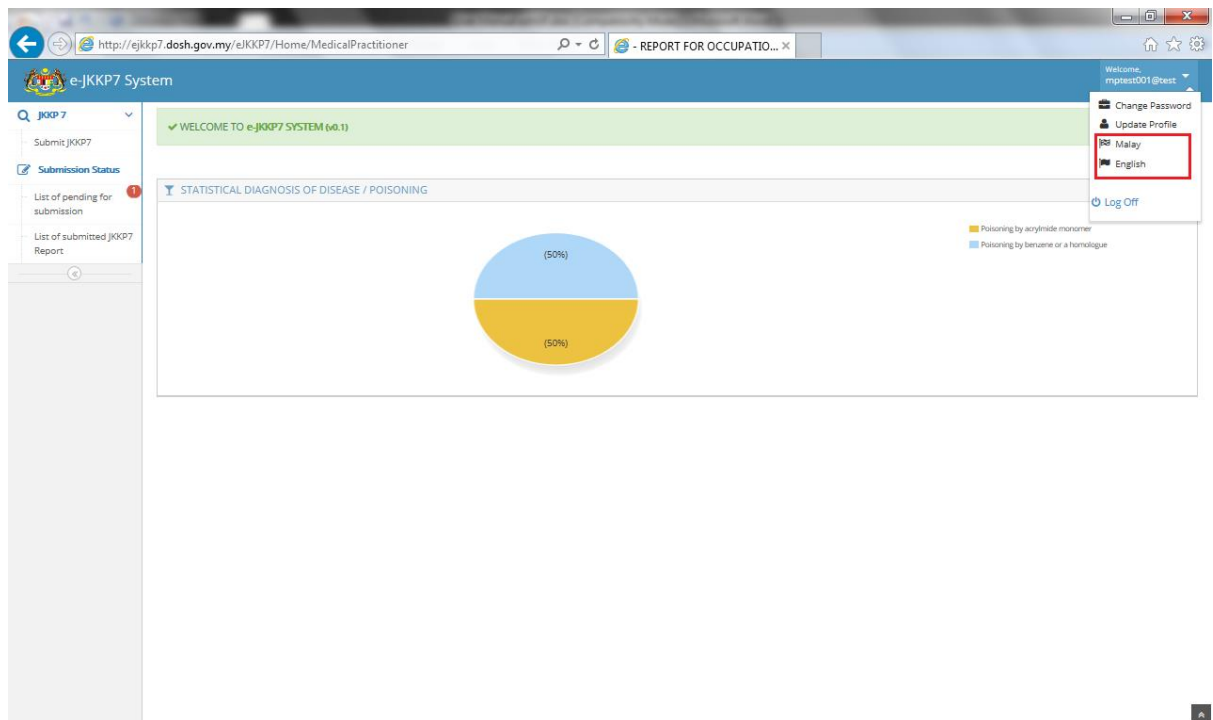


Figure 81: Switch language menu