e-JKKP7 User's Manual
TABLE OF CONTENTS

A. INTRODUCTION 3
B. SYSTEM REQUIREMENTS 3
C. ACCESS TO e-JKKP7 SYSTEM 3
D. MEDICAL PRACTITIONER ROLE 4
   1.0 REGISTER NEW USER 4
   1.1 Register New User 4
   2.0 LOGIN INTO THE SYSTEM 7
   2.1 Login into the System 7
   3.0 STATISTICAL DIAGNOSIS OF DISEASE / POISONING REPORT 9
   4.0 SUBMIT JKKP7 9
      4.1 Notifier Information 9
      4.2 Affected Person 11
      4.3 Occupational Poisoning / Disease 11
      4.4 Additional Information 12
   5.0 LIST OF PENDING FOR SUBMISSION 18
      5.1 View the Draft Affected Person Details 19
      5.2 Delete the Draft Affected Person Record 20
      5.3 Print the Draft Affected Person 20
   6.0 LIST OF SUBMITTED JKKP7 REPORT 21
      6.1 View Submitted JKKP7 Report Details 22
   7.0 CHANGE PASSWORD 24
      7.1 Key in the old and new password 24
   8.0 UPDATE PROFILE 25
      8.1 Update User Profile 26
   9.0 SWITCH LANGUAGE 27
E. COMPANY REPRESENTATIVE ROLE 28
   1.0 REGISTER NEW USER 28
   1.1 Register New User 28
   2.0 LOGIN INTO THE SYSTEM 30
      2.1 Login into the System 30
   3.0 STATISTICAL DIAGNOSIS OF DISEASE / POISONING REPORT 31
   4.0 SUBMIT JKKP7 32
      4.1 Notifier Information 32
      4.2 Affected Person 32
      4.3 Occupational Poisoning / Disease 33
      4.4 Additional Information 34
   5.0 LIST OF PENDING FOR SUBMISSION 40
      5.1 View the Draft Affected Person Details 40
      5.2 Delete the Draft Affected Person Record 41
      5.3 Print the Draft Affected Person 42
   6.0 LIST OF SUBMITTED JKKP7 REPORT 43
      6.1 View Submitted JKKP7 Report Details 44
   7.0 CHANGE PASSWORD 46
      7.1 Key in the old and new password 46
   8.0 UPDATE PROFILE 47
      8.1 Update User Profile 48
   9.0 SWITCH LANGUAGE 49
A. INTRODUCTION

The purpose of e-JKKP7 is to allow the employer and the registered medical practitioner reporting occupational disease and poisoning through online system. According to 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 to 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

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

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.

![Figure 3: Medical Practitioner information](image)

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

![Figure 4: Notification after the registration successful](image)
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](image1)

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

![Figure 6: Registration completed notification](image2)
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](image)

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](image)

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.
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.

![Affected Person information 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.
4.4 Additional Information

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

Figure 12: Occupational Poisoning / Disease information form

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

Figure 15: Browse the supporting document

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.

Medical Practitioner can add another affected person by clicking "Add Affected Person" button before the submission as shown in Figure 20.
Medical Practitioner submits the report by clicking the "Send JKKP Report" button as shown in Figure 21.

![Figure 21: Send JKKP Report button](image)

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

![Figure 22: "Agree" button](image)
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](image)

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

![Figure 26: Display draft affected person details](image)
5.2 Delete the DraftAffected 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.

![Draft printing screen](image)

**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.

![List of submitted JKKP7 Report](image)

**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.

![Print submitted JKKP7 report](image)

**Figure 33: Print submitted JKKP7 report**

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

![Submitted JKKP7 report printing screen](image)

**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](image-url)

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.
8.1 Update User Profile

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

Update profile notification will be prompted once updating profile successfully as shown in Figure 40.
9.0 SWITCH LANGUAGE
Medical Practitioner can switch the languages between Malay and English by clicking the switch language menu as shown Figure 41.
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](image)

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

![Figure 43: Selection for user registration](image)

Company Representative keys in all the required information and then clicks "Next" button as shown in Figure 44.
Company Representative fills in the company information and then clicks "Save" button as shown in Figure 45.

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.

Once successfully login, the landing page will be appeared as shown in Figure 48.
3.0 STATISTICAL DIAGNOSIS OF DISEASE / POISONING REPORT

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

Figure 48: Company Representative Module landing page

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.

![Notifier Information form](image)

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

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

![Figure 54: Additional information uploading document form](image)
Company Representative browses the supporting document on local hard drive as shown in Figure 55.

![Figure 55: Browse the supporting document](image)

The system shows a list of documents uploaded as shown in Figure 56.
Company Representative can delete the uploaded document as shown in Figure 57.

Figure 56: Page shows the supporting document uploaded

Figure 57: Deleting supporting document
Company Representative clicks "Finish" button to finish the submission as shown in Figure 58.

![Figure 58: Finish button](image)

The notification will be prompted as shown in Figure 59.

![Figure 59: Submission finished confirmation](image)
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](image)

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

![Figure 61: Send JKKP Report button](image)
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).

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.
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.

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

[Image of the Change Password menu]

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

Figure 78: Update profile menu

Figure 79: Update profile page
Update profile notification will be prompted once updating profile successfully as shown in Figure 80.
9.0 SWITCH LANGUAGE

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