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**Universiti Tunku Abdul Rahman**

Guideline Title : Industrial Training Management Portal Company User Guide

Guideline Number: **GD-DARP-PLA-002**

Rev No: **0**

Effective Date: **1/11/2010**

Page No: **1 of 2**



# Industrial Training Management Portal Company Guide

Revision 1.0.0 (18<sup>th</sup> January 2011)

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The guide below serves as a step by step tutorial to walk a company user through from requesting industrial trainees to confirming them using UTAR Industrial Training Management Portal.

1. Go to <http://indtrng.utar.edu.my>
2. Click on  if you have your username and password or  if you are a new user.
3. After logging in, click on 
4. Click on the Semester that you plan to recruit industrial trainees.
5. Here is the screen where you'll view all the requests for industrial trainees you have made for the Semester. You will be using this screen for quite a lot later.
6. For now, you do not have any requests made yet. Click on the button  to make request for industrial trainees.
7. There are two ways to request for Trainees. The first is Basic Search. Type in the keyword(s) that is/are related to the field of discipline of the Trainee(s) you're looking for. Then hit the  button.
8. The second is Advanced Lookup. Here you may browse the Programmes offered by UTAR by through filtering by Faculty and/or Department. This method requires you to have a basic knowledge of UTAR's Programme structure.
9. Enter the number of Trainee(s) that you would want to request in the "Count" field next to the Programme which is most relevant to your requirement.
10. Fill up the rest of the fields and hit the  button.
11. Your request has been made and you'll be redirected back to the page in Step 5. Please allow our Programme Coordinators several days to assign you with Trainees to choose from.
12. You may click on the  button of your request in order to view the details of the particular request. You may edit or delete the request provided that the Status is still Open. Our Programme Coordinators will close the request after reviewing it.
13. After you have been assigned with Trainees by our Programme Coordinators, you will receive an email. Proceed to Step 5 and click on the  button of each and every Programme you have requested.
14. Here you may view all the Trainees that have been assigned to you. Click on the  button of the respective Trainee in order to view his/her Resume. Tick the checkboxes of the Trainee(s) that you would want to confirm and hit the  button.
15. You will then be presented with a summary of all the Trainee(s) that you have confirmed so far. Click the "OK" button to proceed.
16. You will then receive the result of your confirmations whether they are successful/failed. Hit the  button again and you will be redirected to the page in Step 5.
17. You may click on the  button of a particular Programme to view all the Trainee(s) that you have confirmed for this Programme. Click on the  button of the respective Trainee in order to view his/her Resume.