Instruction Methods

PETRA KENCANA SDN BHD

PMI Online

User Manual for P3MI

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1.1 Introduction

PMI Online is a customized system developed by Petra Kencana Sdn Bhd (PKSB), that automates the whole workers registration and card application process; connecting worker's P3MI through interconnected business flow that automates the process starting from worker registration until the PMI card issuing process.

Please refer to the following sections for details explanation.



1.2 Login to PMI Online Website

User should login to the system in order to use PMI Online application.

Notes: PMI Administrator will provide the user id and password after P3MI registration is done.

- 1. Key in the URL address *http://pmi-online.care/* and Landing Page will be prompted as in **Figure 1.2-1**.
- 2. Click on **P3MI** button and PMI Login page will be displayed as in **Figure 1.2-2**.



Figure 1.2-1: PMI Online Landing Page



- 3. Key in an **Email** as user id and **Password**.
- 4. Click on **SIGN IN** button and Agent's main page will be displayed as in **Figure 1.3-1**.



Figure 1.2-2: PMI Login Screen



1.3 Dashboard

- 1. Click on the **Dashboard** side menu as in Figure 1.3-1.
- 2. Data summary of **Registered Worker**, **Pending Approval** and **Card Applied** will be displayed.



Figure 1.3-1: Agent Dashboard Screen

1.4 Maintenance

1.4.1 Manage User

1.4.1.1 Edit User

- 1. Click on the **Maintenance** side menu and sub-menu will be listed.
- 2. Click on the **Manage User** side sub-menu and page will be displayed as in **Figure 1.4-1**. This is for updating Agent Profile information.
- 3. Click on the Edit icon and Edit User page will be displayed as in Figure 1.4-2.

	Manage User 😑					Hart	ini Ema
Maintenance 2	List of User						
Manage Company Manage User	+ CREATE USER						$\left(\begin{array}{c} 3 \end{array} \right)$
⊉ Payment ✓	NAME A	EMAIL		DATE JOINED	USER CATEGORY	status	arch
Manage Worker V	Hartini Ema	hartini@terang.com	Agent Admin	27/09/2022	Super Admin	Active	• •
	Showing 1 to 1 of 1 entries						
	Copyright © 2022. PMI	Online. All Rights Reserved.					

Figure 1.4-1: Agent List Screen

- 4. Click on the **Profile** Tab and page will be displayed as in **Figure 1.4-2**.
- 5. Update For Login information such as Email, Password and Confirm Password.
- 6. Update **Profile** information such as Name, Phone No., Position, Branch, ID No., License No., Joined Date, Confirmation Date and Category.
- 7. Click on **SAVE** button to update new agent profile.

	Edit User	\sim		Hartini Ema
Dashboard	Profile Documen	5		
Maintenance V	For Login			
Manage Company Profile	Email *	Password	Confirm Password	
Manage User	hartini@terang.com		• ••••	Ø
Payment 🗸			\frown	
Manage Worker 🗸 🗸			(6)	
	Profile	Phone No *	Position	
	Profile Name *	Phone No * +6272890251	Position Agent Admin	
	Profile Name * Hartini Ema Branch *	Phone No * +6272890251 ID No *	Position Agent Admin License No	
	Profile Name* Hartini Ema Branch* Jakarta	Phone No * +6272890251 ID No * IDN1234567	Position Agent Admin License No	
	Profile Name * Hartini Ema Branch * Jakarta Joined *	Phone No * +6272890251 ID No * IDN1234567 Confirmation Date *	Position Agent Admin License No Category*	
	Profile Name* Hartini Ema Branch* Jakarta Joined* 27/09/2022	Phone No • +6272890251 ID No • IDN1234567 Confirmation Date • 27/09/2022	Position Agent Admin License No Category* Super Admin	
	Profile Name* Hartini Ema Branch* Jakarta Joined* 27/09/2022 Set as inactive	Phone No * +6272890251 ID No * IDN1234567 Confirmation Date * 27/09/2022	Position Agent Admin License No Category* Super Admin	7

Figure 1.4-2: Update Agent Profile Screen

- 8. Click on **Document** tab and page will be displayed as in Figure 1.4-3.
- 9. Upload Profile Picture, Identity Card and Staff ID Card documents.
- 10. Click on **Choose File** button and upload documents from file resources.
- 11. Click on **SAVE** button to upload agent's documents.



Figure 1.4-3: Upload Agent Documents Screen

12. Successful notification screen will be displayed. Click **OK**.



Figure 1.4-4: Upload Agent Documents Notification Screen

1.4.1.2 Create User

- 1. Click on the **Manage User** side sub-menu and page will be displayed as in **Figure 1.4-1**.
- 2. Click on the **CREATE USER** button.



Figure 1.4-5: Agent List Screen

- 3. Key in For Login information which are Email for User Login ID and Password and Confirm Password (minimum 8 characters).
- 4. Key in **Profile** information which are Name, ID No., Phone No., Position, Branch, License No, Joined date, Confirmation date and select Category (Register Officer, Finance Officer and Super Admin).
- 5. Click on the **SUBMIT** button.

	Create User 🗮	3	Hartini Ema 🧕
Dashboard	For Login		
Maintenance 👻 Manage Company Profile	Email * johan@terang.com	Password *	Confirm Password *
Manage User Payment ~ Manage Worker ~	Profile	4	
Manage WORKs	Name * Johan Fitri	ID No(*NRIC No without -) * ID123456789	Phone No * 0726512344
	Position *	Branch • Semarnag	License No Nomor 900 Tahun 2021
	Joined * 26/09/2022	Confirmation Date • 26/09/2022	Category * Finance Officer
	Set as inactive		5
			SUBAT

Figure 1.4-6: Create User Screen

Steps:

6. Successful notification screen will be displayed. Click **OK**.

PMIONLINE	Manage User 🗮				Hartini Ema 🙍
R Dashboard	list of licor				
Maintenance Manage Profile	+ CREATE USER				
Manage User Payment					Search
💩 Manage Worker 🗸 🖌	Hartini Ema hartini@ter		USER CATEGORY Agent Admin	status Active	Actions 🔶
	Johan Fitri johan@tera	Success	Agent Officer	Active	• •
	Copyright © 2022. Pepermindo Online. All				



1.4.2 Manage Company Profile

Steps:

- 1. Click on the **Maintenance** side menu and sub-menu will be listed.
- 2. Click on the **Manage Company Profile** side sub-menu and page will be displayed as in **Figure 1.4-8**. This is for updating P3MI Company Profile information.
- 3. Update **Agent Profile** information which are P3MI Name, Registration No., Date of Establishment, Address 1, Address 2, Address 3, Postcode, Country, Phone Number, Fax No., Email, MD (Managing Director) Name. Membership No. is system auto generated number.
- 4. Update **Contact Person** information which are Name, Position, Email and Phone No.

PMIONLINE	Manage Profile 😑		Hartini Ema 👮
* Dashboard	2 Profile Document	3	
Maintenance	Agent Profile		
Manage Company Profile	Name: *	Registration No: *	Date of Establishment: *
Manage User	PT Terang Aman	Nomor 217 Tahun 2022	09/02/2020
🕹 Payment 🗸 🗸	Address 1: *	Address 2:	Address 3:
🛎 Manage Worker 🗸 🗸	Ji Dharmahusada Indah	Tmr 37 Mal Galaxy 237 Lt 2	Surabaya, Jawa Timur
	Postcode: *	Country:	Phone Number: *
	60115	Indonesia	+6272890251
	Fax No:	Email: *	MD Name: *
	+6272890252	admin@terang.com	Rahaman Agus
	Membership No:		
	PMI00002	\bigcirc	/
		4	
	Contact Person		
	Name:	Position:	1
	Hartini Ema	Agent Admin	
	Email:	Phone No:	
	hartini@terang.com	+6272890251	J
			5 SAVE

5. Click the **SAVE** button.

Figure 1.4-8: Manage Company Profile Screen

6. Successful notification screen will be displayed. Click **OK**.



Figure 1.4-9: Update Company Profile Notification Screen

- 7. Click on the **Document** tab to upload P3MI Company Documents.
- 8. Upload **Documents** such as Company Logo, License, Premise and Bank Statement documents.
- 9. Click on **Choose File** button and upload each of documents from file resources.
- 10. Click on UPLOAD FILES button to upload documents.



Figure 1.4-10: Update Company Document Screen

Steps:

11. Successful notification screen will be displayed. Click **OK**.

PMIONLINE	Manage Profile 📃			Hartini Ema
Dashboard	Profile Docu	nent		
Maintenance 🗸			_	
Manage Company Profile Manage User	Name PT Terang Aman	\checkmark		
2 Payment *	Upload Documents			
💩 Manage Worker 👻	Company Logo	Success	Premise	Bank Statement
	PT. Sarinadu Jayanusa Té fafahana Ikatan	Successfully upload file.		

Figure 1.4-11: Update Document Notification Screen

1.5 Payment

1.5.1 Manage Payment

- 1. Click on the **Payment** side menu and sub-menu will be listed.
- 2. Click on the **Manage Payment** side sub-menu and page will be displayed.
- 3. Click on deposit amount provided in the **Quick Amount** information; OR
- 4. Click on the **OTHER AMOUNT** button and key in the deposited amount.
- 5. Key in **Payment Details** information which are Amount, Bank Name, Receipt Reference No. and Upload Receipt document as a proof of payment.
- 6. Click on **SUBMIT** button.

	Manage Payment 🗮		Hartini Ema 👳
* Dashboard	Agent Information		
A Maintegar 2	PT Terang Aman No	Istration No. mor 217 Tahun 2022	
Payment Manage Payment	Quick Amount		
View Transacuon View Account Ledger	RM 100 RM 200	RM 300 RM 400	RM 500 OTHER AMOUNT
Manage Worker Y			5
	Payment Details		
	Amount (RM): *	Bank: *)
	100	Bank Negara Indonesia	
	Receipt Reference No. : *	Upload Receipt: *	
	BNI100210	Choose File deposit3.jpg	
			~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
			б

Figure 1.5-1: Manage Payment Screen

7. Successful notification page will be displayed. Click **OK**.

PMIONLINE	View Transaction 😑		Hartini Ema 👰
 Cashboard Martenance Payment Manage Payment 	Agent Information Recruitment Agent Name PT Terang Aman	\checkmark	
View Transaction View Account Ledger Manage Worker	Date From: DD/MM/YYYY	Success Successfully create	

Figure 1.5-2: Manage Payment Notification Screen

1.5.2 <u>View Transaction</u>

- 1. Click on the **View Transaction** side sub-menu and page will be displayed.
- 2. Transaction status is **NEW** for approval process.
- 3. Click on **Receipt Reference No.** and payment details page will be displayed as in **Figure 1.5-4**.

	View Transaction \equiv	Hartini Ema 👳
Dashboard	Agent Information	
Maintenance	Recruitment Agent Hame Registration No. PT Terang Aman Nomor 217 Tahun 2022	
Payment Manage Payment	Date From: Date To:	
View Transaction View Account Ledger		DECET
Manage Worker Y		
	Transaction History	2 Search
	NO TRANSACTION DATE ¥ RECEIPT REFERENCE NO Ø AMOUNT (RM) Ø BANK	• 🔶 •
	1 28/09/2022 BNI100210 3 100.00 Bank Negara Indonesia	NEW
	Showing 1 to 1 of 1 entries	< 1 >

Figure 1.5-3: View Transaction Screen

4. Click on the **VIEW** button and uploaded receipt will be displayed as in **Figure 1.5-5**.

	View Transaction =	Hartini Ema 🙍
	Agen View Transaction	
	PT Ter Agent Information	
Manage Payment View Transaction	Recruitment Agent Name Registration No. Date Fr PT Terang Aman Nomor 217 Tahun 2022	
View Account Ledger Manage Worker	Payment Details	RESET
	Amoune (RM) Bank Receipt Reference No. Receipt 100.00 Bank Negara BNI100210	
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Figure 1.5-4: Payment Details Screen

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Advans districtiones Delater Biorgendes Biorgendes Ginesakot Gines Tetranovigan Maria Programma Advans Diskettinger Ann m. 66286-1283748-9438748 Turnai Rp 235.000 Advanced Diskettinger Ann m. 66286-1283748-9438748 Turnai Rp 235.000 Advanced Diskettinger Ann m. 6728748-9438748 Turnai Rp 235.000 Advanced Diskettinger Ann m. 672874 Turnai Rp 235.000 Turnai Rp 235.0	PT. BANK RAKYAT IND	onesia (persero) tu.	Surabaya	SLIP PENYETORA DEPOSIT SLIP 12 April 20
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Figure 1.5-5: Payment Details Receipt Screen

5. Transaction status will change to **APPROVED** after approval process done by Finance Department.

	View Transaction 😑		Hartini Ema ወ
Dashboard Maintenance	Agent Information Recruitment Agent Name PT Terang Aman	Registration No. Nomor 217 Tahun 2022	
 Payment Manage Payment View Transaction View Account Ledger Manage Worker 	Date From: DD/MM/YYYY	Date To: DD/MM/YYY	RESET SEARCH
	NO TRANSACTION DATE RECEIPT REFE 1 28/09/2022 BNI100210	rence no. 🔶 amount (fini)) 100.00	Search
	Showing 1 to 1 of 1 entries		

Figure 1.5-6: View Transaction Screen

1.5.3 <u>View Account Ledger</u>

- 1. Click on the **View Account Ledger** side sub-menu and page will be displayed.
- 2. Agent's **Current Balance** is updated with the approved deposit amount.
- 3. Click on **Deposit Tab** and deposit transaction page is displayed.
- 4. The deposit transaction Status will display as **APPROVED** by Finance Department.
- 5. Click on **Bank Reference No.** and payment details will be displayed as in **Figure 1.5-8**.

	View Acco	ount Ledger	=				(2)	Hartini Ema 🧕
Dashboard Maintenance Payment Manage Payment View Transartion	Agent I Recruitment	nformation t Agent Name g Aman		Registration No. Nomor 217 Tahun 2022	2 3	Current Balance 100.00	e (RM)	
View Account Ledger Manage Worker			Deposit			Trans	action 4	
				Deposi	t (Cash in)			
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	1	27/09/2022	PMI20220900003	BNI100210	Bank Negara Ir	ndonesia	APPROVED	100.00
								100.00

Figure 1.5-7: View Account Ledger Screen

6. Click on the **VIEW** button and uploaded receipt page will be displayed as in **Figure 1.5-9**.

	Agen View Transaction		×	20
A Definition of the second secon	Recruit PT Ter Agent Information Recruitment Agent Name PT Terang Aman	Registration No. Nomor 217 Tahun 2022		
View Account Ledger	DD/N Payment Details Amount (RM) 100.00	Bank Receipt Reference No. Bank Negara BNI100210 Indonesia	Receipt • YDX	REFE
	N0		close	Search

Figure 1.5-8: Payment Details Screen

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				Internet v FB, 100 julis fand dan ditungur faturage vermiter. Landar 2 unter sound-	Counters share a single meaning a single solution meaning stationing at data and party particular local source bank.	Lambar 1 Jona San Lambar 2 Jona master	

Figure 1.5-9: Payment Details Receipt Screen

1.6 Manage Worker

1.6.1 <u>Register Worker</u>

- 1. Click on the Manage Worker side menu and sub-menu will be listed.
- 2. Click on the **Register Worker** side sub-menu and page will be displayed.
- 3. Click on the **REGISTER WORKER** button and page will be displayed as in **Figure 1.6-2**.

PMIONLINE	Manage Worker 📃				Hartini Ema 🗕
	Recruitment Agency PT Terang Aman + REGISTER WORKER		Location Indonesia		
Apply Card	List of Registered Worker				
	NO NAME	ф sector	\$ AGE	UPDATED DATE	Search STATUS Ø ACTION
		1	No data available in table		
	Showing 0 to 0 of 0 entries				< >
	Comprise @ 2022_DMI Opling_All Dights	losoniod			

Figure 1.6-1: Manage Worker Screen

4. Click on the **Create Worker Profile** tab; information on Personal Details, Address, Passport Details and Next of Kin will be displayed.

	Register Worker 🚍		Hartini Ema
	Create Worker Profile Upload Worke	r Document	
Dashboard			
Maintenance Y	Personal Details		
Payment V	Name: *	Gender: *	Nationality: *
Manage Worker 🛛 🗸		Choose One	INDONESIA
Register Worker	Worker Category: *	Sector: *	National ID: *
Apply Card	Choose One	Choose One	
	Date of Birth: *	Highest Education: *	Phone No: *
	Email:		
	Address		
	Address 1: *	Address 2: *	Address 3:
	Postcode: *	Country: *	
	Postcode: *	Country: * Indonesia	
	Postcode: •	Country: *	
	Postcode: * Passport Details Passport Number: *	Country: *	Exploy Date *
	Postcode: * Passport Details Passport Number: *	Country: * Indonesia Issue Date: *	Expliry Date: *
	Postcode: * Passport Details Passport Number: *	Country:*	Expiry Date: *
	Postcode: * Passport Details Passport Number: * Place of Issuance: *	Country: * Indonesia Issue Date: * Country of Issuance: * Chose One	Expiry Date: *
	Postcode: * Passport Details Passport Number: * Place of Issuance: *	Country: * Indonesia Issue Date: * Country of Issuance: * Choose One	Expiry Date: *
	Postcode: * Passport Details Passport Number: * Place of Issuance: * Next of Kin	Country: * Indonesia Issue Date: * Country of Issuance: * Choose One	Expiry Date: *
	Postcode: *	Country: * Indonesia Issue Date: * Country of Issuance: * Choose One Relationship: *	Expiry Date: *
	Postcode: * Passport Details Passport Number: * Place of Issuance: * Next of Kin Name: *	Country:* Indonesia Issue Date:* Country of Issuance:* Choose One Relationship:* Choose One	Expliry Date: * Gender: * Choose One
	Postcode: *	Country:* Indonesia Issue Date:* Country of Issuance:* Choose One Relationship:* Choose One Address 2:*	Expiry Date: * Gender: * Choose One Address 3:
	Postcode: *	Country: * Country: * Indonesia Issue Date: * Country of Issuance: * Choose One Relationship: * Choose One Address 2: * Country: * Country: *	Expiry Date: * Gender: * Choose One Address 3: Phone No: *

Figure 1.6-2: Register Worker Screen

5. Key in **Personal Details** information such as Name, Gender, Nationality, Worker Category, Sector, National ID, Date of Birth, Highest Education, Phone No. and Email (is optional).

				0.26
Dashboard	Create Worker Profile Upload Worker D	ocument 5		
Maintenance Y	Personal Details			
Payment ~	/ Name: *	Gender: *	Nationality: *	
Manage Worker 🗸 🗸	Ahmad Yatim	MALE	INDONESIA	
Register Worker	Worker Category: *	Sector: *	National ID: *	
Apply Card	Formal	CONSTRUCTION	· 372145608	
	Date of Birth: *	Highest Education: *	Phone No: *	
	16/08/1985	Primary School	0721568956	
	Email:			
	ahmad@gmail.com			

Figure 1.6-3: Register Worker Screen – Personal Details

Steps:

6. Key in **Address** information such as Address 1, Address 2, Address 3, Postcode and Country.



Figure 1.6-4: Register Worker Screen – Address

7. Key in **Passport Details** information such as Passport Number, Issue Date, Expiry Date, Place of Issuance and Country of Issuance.

	Register Worker 😑			Hartini Ema 🧕
Dashboard				
Maintenance ~	Passport Details			
Payment 👻	Passport Number: *	Issue Date: *	Expiry Date: *	
	BT1234567	18/05/2020	18/05/2025	
Manage Worker 🗸 🗸				
Manage Worker ~ Register Worker	Place of Issuance: *	Country of Issuance: *		

Figure 1.6-5: Register Worker Screen – Passport Details

- 8. Key in **Next of Kin** information such as Name, Relationship, Gender, Address 1, Address 2, Address 3, Postcode, Country, Phone No and Email.
- 9. Click on **SAVE** button.

	Register Worker 😑	8	Hartini Err	na 😰
Dashboard	Next of Kin			
a Maintenance ↔	Name: *	Relationship: *	Gender: *	
Payment ~	Suzana Agus	Wife	FEMALE	
Manage Worker 🗸	Address 1: *	Address 2: *	Address 3:	
Register Worker	Rumah Nomor 12	JI Raya Bekasi KM 28	Dki Jakarta	
Apply Card	Postcode: *	Country: *	Phone No: *	
	17132	Indonesia	0721568957	
	Email:			
	suzana@gmail.com			
	`			
	CANCEL		9	SAVE
	Convright © 2022, PMI Online, All Rights F	Reserved		

Figure 1.6-6: Register Worker Screen – Next of Kin

10. Successful notification page will be displayed. Click **OK**.

	Edit Worker 🗮	Hartini Ema
Dashboard	Update Worker Profile	Upload Worker Document
 Mantenance Payment Payment Manage Worker Register Worker Apply Card 	Upload all images Passport Ficture No Image Available Choose File No file choset	reated.

Figure 1.6-7: Register Worker Notification Screen

- 11. Click on the **Upload Worker Document** tab.
- 12. Upload Passport Picture, Passport Main Page and Passport Observation Page documents.
- 13. Click on **Choose File** button and upload document from the file resource.
- 14. Click on **UPLOAD FILES** button.



Figure 1.6-8: Upload Worker Documents Screen

15. Successful notification page will be displayed. Click **OK**.



Figure 1.6-9: Upload Worker Documents Notification Screen

Steps:

16. Click on the **SUBMIT** button for data quality approval.



Figure 1.6-10: Upload Worker Documents Submission Screen

17. Notification page will be displayed. Click **OK**.

	Manage Worker 🗮		Hartini Ema 👰
Dashboard Maintenance	Recruitment Agency PT Terang Aman	Location	
Payment Manage Worker	+ REGISTER WORKER	\checkmark	
Register Worker Apply Card	List of Registered W	Success Profile has been submitted.	
	NO NAME 1 Ahmad Yatim		Search UPPATED DATE STATUS ACTION 28/09/2022 QUALITY CHECK 2/2 2/2
	Showing 1 to 1 of 1 entries		000

Figure 1.6-11: Register Worker Notification Screen

Steps:

18. Worker registration status is **QUALITY CHECK** and will be checked and approved by data quality team.

	Manage Worker 😑			Hartini Ema 👰
Dashboard Maintenance Payment	Recruitment Agency PT Terang Aman		Location Indonesia	
Manage Worker Register Worker	+ REGISTER WORKER			
Apply Card	List of Registered Worker			(18) General-
	NO NAME	♦ SECTOR	≑ AGE	UPDATED DATE
	1 Ahmad Yatim	CONSTRUCTION	37	28/09/2022 QUALITY CHECK
	Showing 1 to 1 of 1 entries			

Figure 1.6-12: List of Register Worker Screen

19. Worker Registration status is **QUALITY CHECK APPROVED** after worker registration data is checked and approved.

	Manage Worker 😑			Hartini Ema 📿
	Recruitment Agency PT Terang Aman + REGISTER WORKER		Location Indonesia	
Register Worker Apply Card	List of Registered Work	er		(19) (search
	1 Ahmad Yatim	© SECTOR CONSTRUCTION	6 AGE 37	UPDATED DATE STATUS ACTION 28/09/2022 QUALITY CHECK APPROVED C C
	Showing 1 to 1 of 1 entries	Rights Reserved.		

Figure 1.6-13: List of Register Worker Screen

1.6.2 Apply Card

- 1. Click on the Manage Worker side menu and sub-menu will be listed.
- 2. Click on the **Apply Card** side sub-menu and page will be displayed.
- 3. Click on the Edit con and page will be displayed as in Figure 1.6-15.

	Manage Worker 🗮		Hartini Ema 👰
Dashboard Maintenance Payment	List of Registered Worker		3 Search
Manage Worker 2	NO NAME 1 Ahmad Yatim	♦ SECTOR CONSTRUCTION	UPDATED DATE STATUS STATUS
Register Worker Apply Card	Showing 1 to 1 of 1 entries		
	Copyright © 2022. PMI Online. All Righ	ts Reserved.	

Figure 1.6-14: List of Registered Worker Screen

- 4. Click on **Update Worker Profile** tab.
- 5. Worker's **Personal Details**, **Address**, **Passport Details** and **Next of Kin** information will be previewed as in **Figure 1.6-15**.
- 6. Click on the **Next** button and page will be displayed as in **Figure 1.6-16**.

<u>oneine</u>	Edit Worker =	5	Hartini Ema 👮
# Dashboard	Update Worker Profile	Upload Worker Document Data Qu	ality Check Apply PMI Card
▲ Maintenance ∨		· · · · · · · · · · · · · · · · · · ·	·····
2 Payment Y	Personal Details		
	Name: *	Gender: *	Nationality: *
Manage Worker	Ahmad Yatim	MALE	INDONESIA
Register Worker Apply Card	Worker Category: *	Sector: *	National ID: *
	Formal	CONSTRUCTION	372145608
	Date of Birth: *	Highest Education: *	Phone No: *
	16/08/1985	Primary School	0721568956
	Email:		
	ahmad@gmail.com		
1			
	Address		
	Address 1: *	Address 2: *	Address 3:
	Rumah Nomor 12	JI Raya Bekasi KM 28	Dki Jakarta
	Postcode: *	Country: *	
	17132	Indonesia	1
	Passport Details		
	Passport Number: *	Issue Date: *	Expiry Date: *
	BT1234567	18/05/2020	18/05/2025
	Place of Issuance: *	Country of Issuance: *	
	Jakarta	Indonesia	
	Next of Kin		
	Name: *	Relationship: *	Gender: *
	Suzalia Agus	Wile	Female
	Address 1: *	Address 2: *	Address 3:
	Rumah Nomor 12	JI Raya Bekasi KM 28	Dki Jakarta
	Postcode: *	Country: *	Phone No: *
	17132	Indonesia	0721568957
×.	Email: suzana@gmail.com]	6
	CANCEL		NEXT

Figure 1.6-15: Apply Card Worker Profile Screen

- 7. Worker's **Passport Picture**, **Passport Main Page** and **Passport Observation Page** uploaded documents will be displayed.
- 8. Click on the **Next** button and **Data Quality** page will be displayed as in **Figure 1.6-17.**



Figure 1.6-16: Apply Card Worker Document Screen

- 9. Data Quality **Status** and **Remarks** for worker registration will be previewed.
- 10. Click on the **Next** button and **Apply PMI Card** application page will be displayed as in **Figure 1.6-18**.

Image Worker Image Worke		Worker Quality Check \equiv			Hartini Ema 🙍
A Maintenance Payment Payment Approved	Dashboard	Update Worker Profile	Upload Worker Document	Data Quality Check	Apply PMI Card
Payment Payment Approved Ap	Maintenance Y	Status:	Remarks:		
Manage Worker Register Worker Apply Cand MACK	Payment Y	Approved	Approved		
Register Worker Apply Card Apply Card Acx	Manage Worker 🗸 🗸				
• Apply Card	Register Worker			· · · · ·	Ĭ
васк	Apply Card				
		ВАСК			NEXT
			are.		

Figure 1.6-17: Apply Card Worker Approval Screen

11. In **PMI Details**, key in **VDR** (Visa Dengan Rujukan) information such as VDR Reference No., VDR Approval Date and upload VDR Approval Letter.

	Apply Card 🗮		Hartini Ema 👰
Dashboard	Update Worker Profile	Upload Worker Document Data	Quality Check Apply PMI Card
Maintenance Y	Agent Information		
Manage Worker	Recruitment Agent Name PT Terang Aman	Registration No. Nomor 217 Tahun 2022	
Register Worker			
Apply Card	PMI Details		
	Worker Name:	Passport No.:	Gender:
	Ahmad Yatim	BT1234567	MALE
	VDR Reference No.: *	VDR Approval Date: *	VDR Approval Letter: *
	KDN/16031/DDAGUI18077	14/09/2022	Choose File VDR Letter 1.pdf

Figure 1.6-18: Apply PMI Card Screen – PMI Details

- 12. Key in **Employer Details** information which are Employer Name, Type (Company or Personal), Company Registration No. or IC No., Address, Postcode, Country, Region, Subregion, Phone No, Fax No., and Email.
- 13. Click on **SAVE** button.

OULINE	Apply Card 📃					Hartini Ema
	Employer Details					
Dashboard	Employer Name: *		ype:		Company Registration No:	
Maintenance Y	Sime Darby Property		Company		456789-W	
Payment 🗸	Address: *			Phone No: *		
Manage Worker 🗸 🗸	Block G, 10th Floor			0378950001		
Register Worker	Jalan PJU 1A/7A			Fax No:		
Apply Card	Ara Damansara PJU 1A			0378950002		
	Postcode: *	Country: *		Email:	nerty com	
	47301	Malaysia		condecesimeanoyproj		_
	Region: *	Subregion: *				(13
	SELANGOR	Petaling Jaya				

Figure 1.6-19: Apply PMI Card Screen – Employer Details

14. Successful notification page will be displayed. Click **OK**.

	Apply Card \equiv				Hartini Ema 🧕
Dashboard	Update Worker Profile	Upload Worker Document	Data Quality Check	Apply PM	Card Declaration
Mantenance Rayment Manage Worker	Agent Information Recruitment Agent Name PT Terang Aman	\checkmark			
Apply Card	PMI Details Worker Name:	Success PMI Application saved		Gender:	
	Ahmad Yatim VDR Reference No.: *	VDR Approval Date:	14	MALE VDR Approval L	etter: *
	KDN/16031/DDAGUI18077	14/09/2022	\bigcirc	Choose File	No file chosen

Figure 1.6-20: Apply PMI Card Notification Screen

15. Click on the **Next** button and **Declaration** page will be displayed as in **Figure 1.6-22.**

	Employer Name: *	Тур	e:		Company Registration No:	
Dashboard	Sime Darby Property	Co	ompany		456789-W	
Maintenance 🗸	Address: *			Phone No: *		
	Block G, 10th Floor			0378950001		
Payment 👻	Jalan PJU 1A/7A			Fax No:		
Manage Worker 🛛 👻				0378950002		
Register Worker	Ara Damansara PJU 1A			Email:		
Apply Card	Postcode: *	Country: *		contact@simedarbyprop	erty.com	
	47301	Malaysia				_
	Region: *	Subregion: *			(
	SELANGOR	Petaling Jaya			(

Figure 1.6-21: PMI Card Screen

- 16. Worker Details, Passport Details, Next of Kin, Employer Details and VDR Details will be previewed in Declaration page (Figure 1.6-22.)
- 17. Tick on check box 🗹 in **Declaration Form** section to declare and agree all information displayed is true.
- 18. Click on **SUBMIT** button.



Figure 1.6-22: Declaration Screen

19. Successful notification page will be displayed if Agent's current balance is sufficient for service fee. Click **OK**.

	Manage Worker 🗮			Hartini Ema 🙍
Dashboard Maintenance *	List of Registered Worker			
Payment Manage Worker	NO NAME	\checkmark	UPDATED DATE 0 28/09/2022	Search STATUS & ACTION
Register Worker Apply Card	Showing 1 to 1 of 1 entries	Success Card Application Submitted		
		0 19		

Figure 1.6-23: Declaration Notification Screen

- 20. Worker status is **APPLY CARD** and card is being processed by card processing department.
- 21. Click **Print** icon to print declaration form.

	Manage Worker \equiv				Hart	ini Ema
Dashboard					\bigcirc	\bigcap
Maintenance Y	List of Registered Worke	r°				(21
Payment Y					Sei	arch
Manage Worker 🗸 🗸	1 Abmad Vatim		9 AGE	28/09/2022	APPLY CAPD	ACTIO
Apply Card		contrincentian	21	20/03/2022	AT LT SAME	
Register Worker	Showing 1 to 1 of 1 entries					<
	Copyright © 2022, PMI Online, All Bir	this Reserved.				

Figure 1.6-24: List of Registered Worker Screen

1.6.3 View Account Ledger

- 22. To check the latest updated account balance, click on the **Payment** side menu and sub-menu will be listed.
- 23. Click on the **View Account Ledger** side sub-menu and page will be displayed.
- 24. Updated Current Balance is displayed.
- 25. Deposit (cash in) transaction history is displayed.



Figure 1.6-25: View Account Ledger Screen - Deposit

- 25. Click on Transaction tab to view transaction list details.
- 26. **Transaction List** displays details of Worker, PMI Service Fee Amount, Commission and Final Fee.



Figure 1.6-26: View Account Ledger Screen - Transaction

1.7 Glossary

Term	Definition
P3MI	Perusahaan Penempatan Pekerja Migran Indonesia
ΡΜΙ	Pekerja Migran Indonesia
Agent	Perusahaan Penempatan Pekerja Migran Indonesia Staff
PKSB	Petra Kencana Sdn Bhd

1.8 Appendix

1.8.1 User Category and Menu

No.	User Category	Main Menu	Sub Menu
1	Super Admin	Dashboard	
		Maintenance	Manage Company Profile Manage User (All)
		Payment	Manage Payment View Transaction View Account Ledger
		Manage Worker	Register Worker Apply Card
2	Register Officer	Dashboard	
		Maintenance	Manage User (Own)
		Manage Worker	Register Worker Apply Card
3	Finance Officer	Dashboard	
		Maintenance	Manage User (Own)
		Payment	Manage Payment View Transaction View Account Ledger

Figure 1.7-1:	List of User	Category	and Menu	in PMI C	Online
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