



Membership Module

Persatuan Pandu Puteri Malaysia

USER GUIDE

Overview

Join our training virtual classroom

<https://classroom.google.com/>

Access Code: 50vaw13

Website URL

<https://www.panduputeri.org.my/>



Protocol

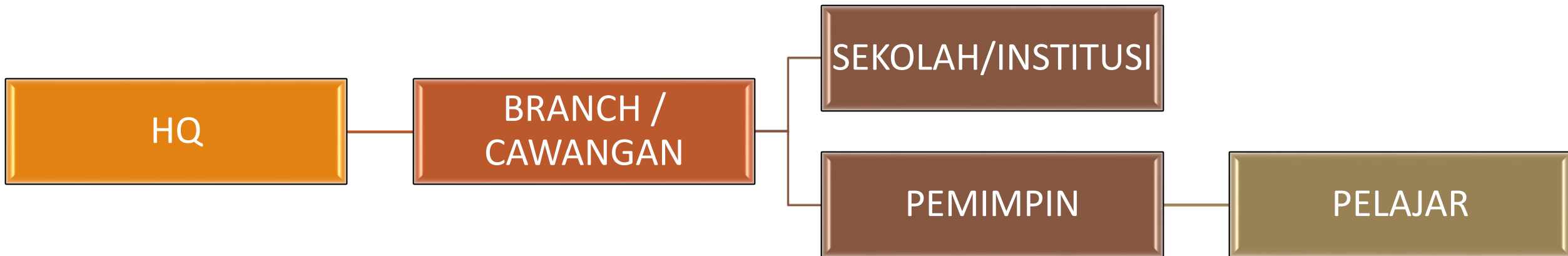


Server Name and Domain Name



Malaysian Organization

MEMBERSHIP HIERARCHY



Membership module – STEP 1

Go to Log Masuk to login into a account.





Must be login as a **Branch Admin** in order to create a new **Guru/Pemimpin**

Once login as Branch Admin

- Go to **Admin Panel → Sekolah/Institusi**.
- You can view the school in that specific state ONLY.
 - If you login as Branch Admin KEDAH, you can only view registered school at Kedah state ONLY.

Create **Sekolah/Institusi** by click on “**Mendaftar Sekolah/Institusi Baharu**”.

As a branch admin, you have the authority **to edit and delete** the created **Sekolah/Institusi**.

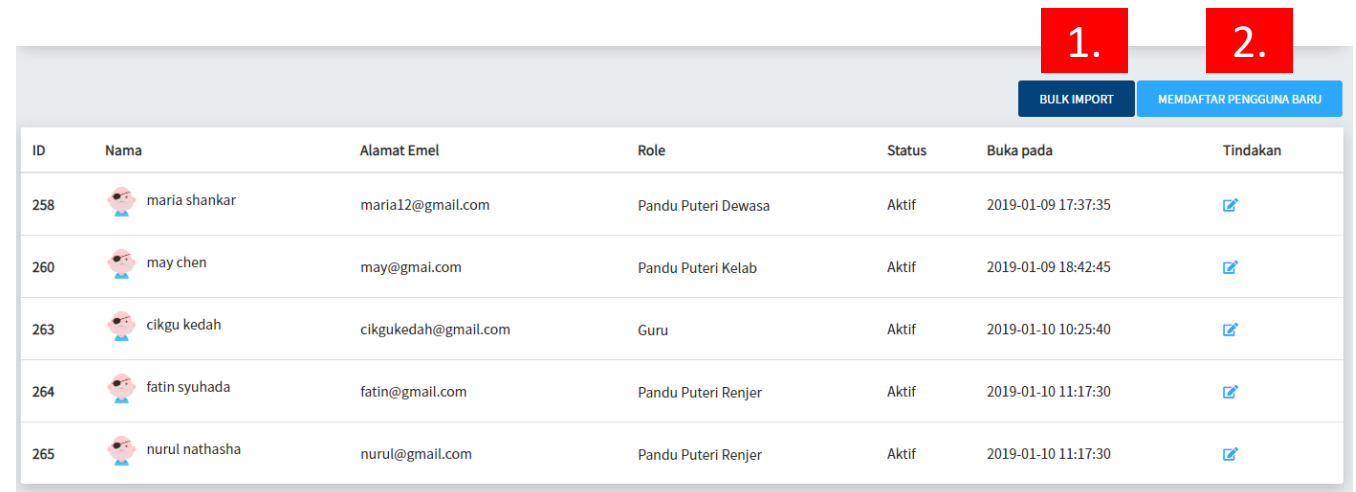
ID	Nama	Cawangan	Status	Buka pada	Dikemas kini pada	Tindakan
1	SMK test kedah	KEDAH	online	2019-01-09 17:12:34	2019-01-09 17:12:34	 
2	SMK Alor Setar	KEDAH	online	2019-01-10 11:13:34	2019-01-10 11:13:34	 






Step 2

Once the **Sekolah/Institusi** is created, click “**Pengguna**” from the left side navigation bar.

This will allow us to view the **Pengguna** or the members list from the created school from the specific state.

- There are 2 options to create the member or Pengguna
 - 1) Bulk Import
 - 2) Mendaftar Pengguna Baru



ID	Nama	Alamat Emel	Role	Status	Buka pada	Tindakan
258	 maria shankar	maria12@gmail.com	Pandu Puteri Dewasa	Aktif	2019-01-09 17:37:35	✎
260	 may chen	may@gmail.com	Pandu Puteri Kelab	Aktif	2019-01-09 18:42:45	✎
263	 cikgu kedah	cikgukedah@gmail.com	Guru	Aktif	2019-01-10 10:25:40	✎
264	 fatin syuhada	fatina@gmail.com	Pandu Puteri Renjer	Aktif	2019-01-10 11:17:30	✎
265	 nurul nathasha	nurul@gmail.com	Pandu Puteri Renjer	Aktif	2019-01-10 11:17:30	✎

Step 2.1 (Bulk Import)

- **Bulk import** allows the **branch admin** to upload the bulk user details instead of key-in one by one.

- Click on Bulk import.

Bulk Import Guru dan Pelajar (Max: 500 rekord)

Sebelum Import

✓ Muat Turun Templat (.xlsx)

- **DOWNLOAD** the provided template for key in the members details.
- NOTE: **DO NOT** use self-designed template or excel sheet as the system **doesn't** recognize the content of the template (excel sheet).

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	email	ic	password	title	first_name	last_name	role	birthday	team	tel_no	phone_no	school	paid
2													
3													

role dropdown menu:

- Pandu Puteri Tunas
- Inactivate Member
- Pandu Puteri Remaja
- Pandu Puteri Renjer
- Pandu Puteri Kadet
- Pandu Puteri Dewasa
- Trofil Guide
- Pemimpin

school dropdown menu:

- SMK test kedah
- SMK Alor Setar

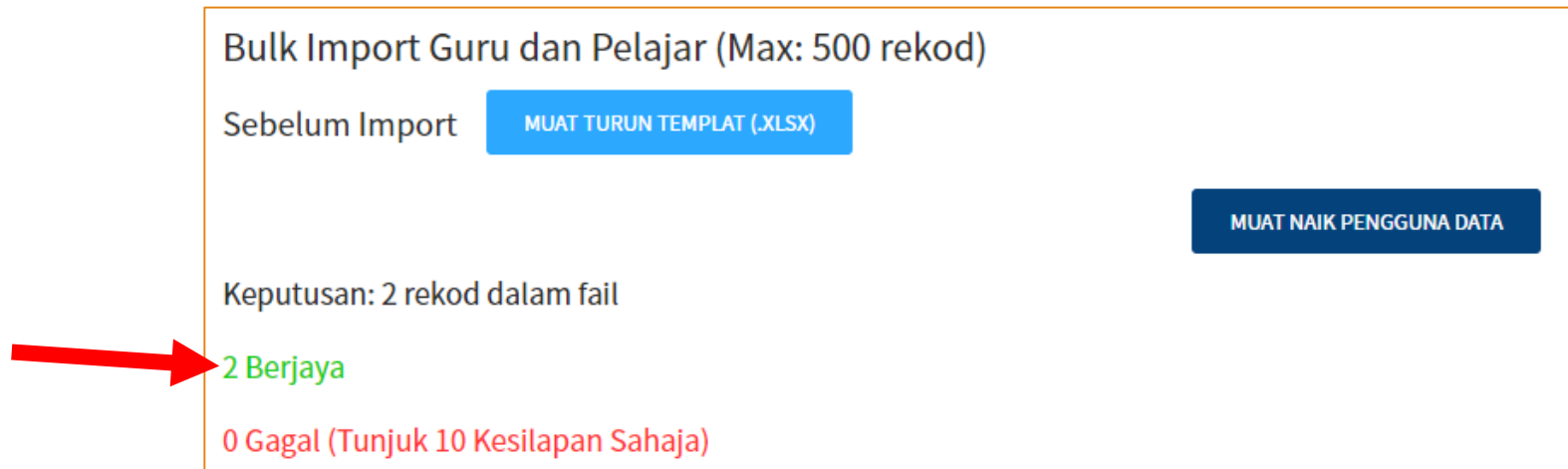
paid dropdown menu:

- 0
- 1

Step 2.1 (Bulk Import) – CONT...

✓ Muat Naik Pengguna Data

- Once complete enter the data inside the provided template.
- Click on “**Muat Naik Pengguna Data**” and choose the completed template to upload the members details.



- To **ensure** if the data is successfully imported, you can click at **Pengguna** → **Penapis Pengguna** to search.

Step 2.2 (Mendaftar Pengguna Baru)

- You are **allowed** to key in **one-by-one** the member details and Click “**DAFTAR**” to create new member.

Memdaftar Pengguna Baru

Aktif

Alamat Emel *	No. Kad Pengenalan *
<input type="text"/>	<input type="text"/>
Nama Pertama *	Nama Keluarga *
<input type="text"/>	<input type="text"/>
Kaum	Jantina *
<input type="text" value="Select option"/>	<input type="text" value="Lelaki"/>
Nombor Telefon Bimbit	Nombor Telefon Rumah
<input type="text"/>	<input type="text"/>
Kata Laluan *	Sahkan Kata Laluan *
<input type="text"/>	<input type="text"/>
DOB	Memo
<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>
Role *	Cawangan *
<input type="text" value="Pandu Puteri Dewasa"/>	<input type="text" value="Select option"/>

Step 3: Members' login

- Created Guru/Pemimpin /members /students are allowed to login into their PPPM profile.
- They are **allowed** to update personal data.