

MOBILE APP (MMA Scanner) Guideline for Android & IOS version



MMA SCANNER APP

1. Please go to Google Play Store for Android OR App Store for IOS.

- 2. Search for "MMA Scanner".
- 3. Select and install the app (example shown below).



MMA Scanner TMS Software Sdn Bhd

✓ You may also view a *short video* based on the MMA Scanner as follows: *https://youtu.be/pBTJe5cZIek*

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FREE



MMA SCANNER APP

After installing the application, it will show up as **MMA Scanner**.

Click on the "MMA Scanner" to use the application.





3





Welcome to MMA Scanner

Get Started!

Username

mma

Password

.....

login

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Proceed to login with the username as the "event ID" and password which has been created.



EVENTS LISTING PAGE



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- Once after successfully login, tap on the event to begin "marking attendance".
- Event ID login will show only the particular event based on the event ID code.
- > The login details will expire once after the end time/event completed.



SCAN QR CODE

Tap on the event details shown in the previous page, and allow the application to access the camera. When the camera application appear, example shown in the below image:



Please move the camera app over the screen within the green box to scan the attendance in the Doctor's Mobile App - QR Code (Doctor's App Name: MMA Malaysia- for Doctors only).



MARK ATTENDANCE

Attendee Info

IC Number: 123456026312

Name: Surya Rao

Email: itadmin@mma.org.my

Type: Premium CPD Membership

Status: Approved By Admin

MMC Number: 12345

After scanning, the user's details will appear here. Click on the "mark attendance".









- In case the MMA Mobile App Scanner was not used, please key-in the attendance using the MMA Excel Sheet for DELEGATES, SPEAKER and ORGANISING CHAIRMAN separately.
- > After key-in, save the **excel name** as follows:
- a. DELEGATES/SPEAKER/CHAIRMAN (speaker and chairman will be awarded extra/additional 5 CPD points).
- b. EVENT ID
- c. EVENT DATE
- d. LOCATION (State)
- Attendance shall be submitted immediately and not later than 7 working days for doctors to view their CPD Points.



IMPORTANT: <u>*Do not*</u> create "New Excel sheet", apart from the Excel MMA has provided.

Please use the Excel sheet which MMA has set up in the MMA CPD System, example shown here:

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Example of incorrect Excel sheet is shown here:

In case you used your own excel please convert back into the MMA Excel Sheet by following the below steps <u>1 to 14</u>:

- 1) Open "Notepad" in your computer at Start Menu.
- 2) Copy from "Your Excel" and paste to "Notepad" and copy from the "Notepad" to paste into "MMA Excel"
- 3) Please copy and paste the following attendance details one by one.

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4) Please make sure that the <u>Email address, Name, MMC number and contact number</u> are in "TEXT Format".
 Example on how to check is shown below, steps 1 to 5:

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5) All "*IC number*" must be **12 digits (complete), without "-"**.

6) If any "-" in the the *phone number and IC Number* please delete the "-".

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7) Kindly note, only the attendance <u>*Time and Date*</u> must **NOT** be copy and paste from the "<u>*Notepad*</u>".

8) Please view example below, provided in the MMA CPD system followed by the date/month/year (date) and 15:00 (time).

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