

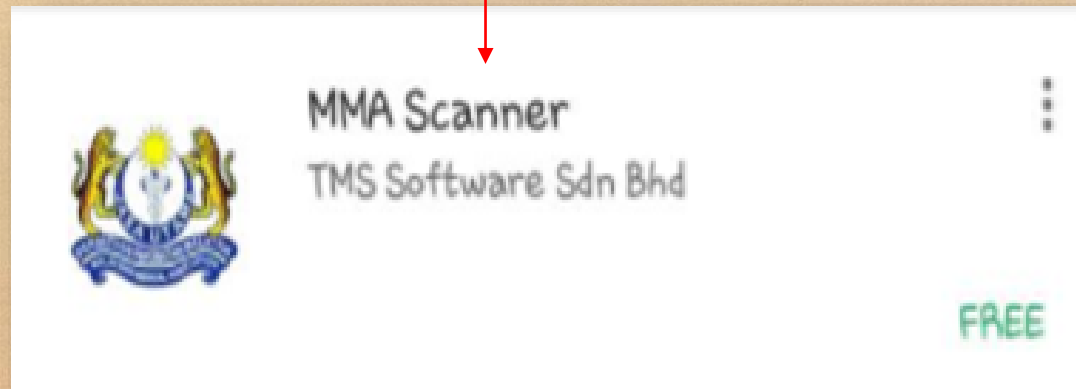


MOBILE APP (MMA Scanner)

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).

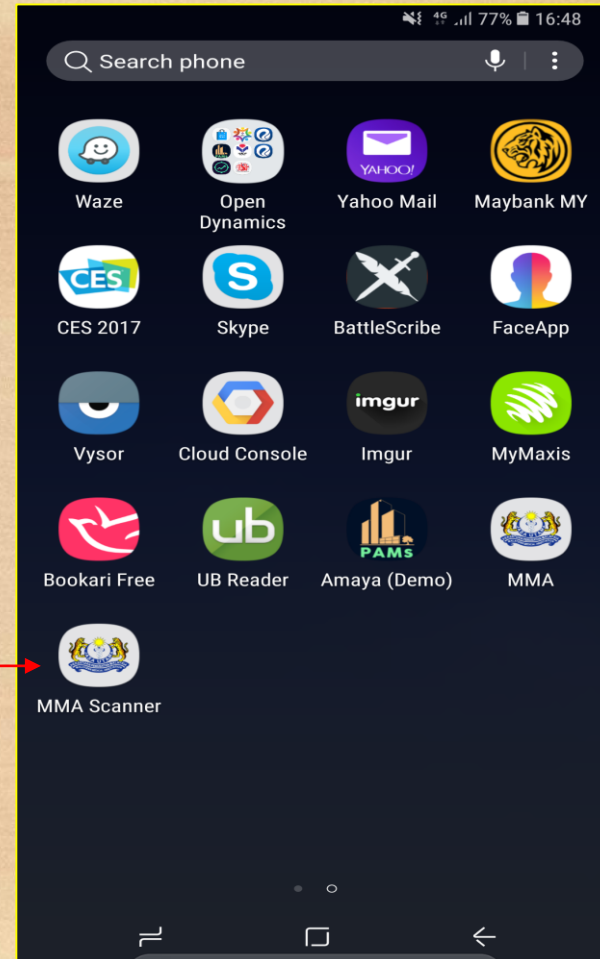


✓ You may also view a short video based on the **MMA Scanner** as follows: <https://youtu.be/pBTJe5cZlek>

MMA SCANNER APP

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

Click on the “**MMA Scanner**” to use the application.



LOGIN



Welcome to MMA Scanner

Get Started!

Username

mma

Password



login

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

EVENTS LISTING PAGE



- 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

Mark Attendance

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



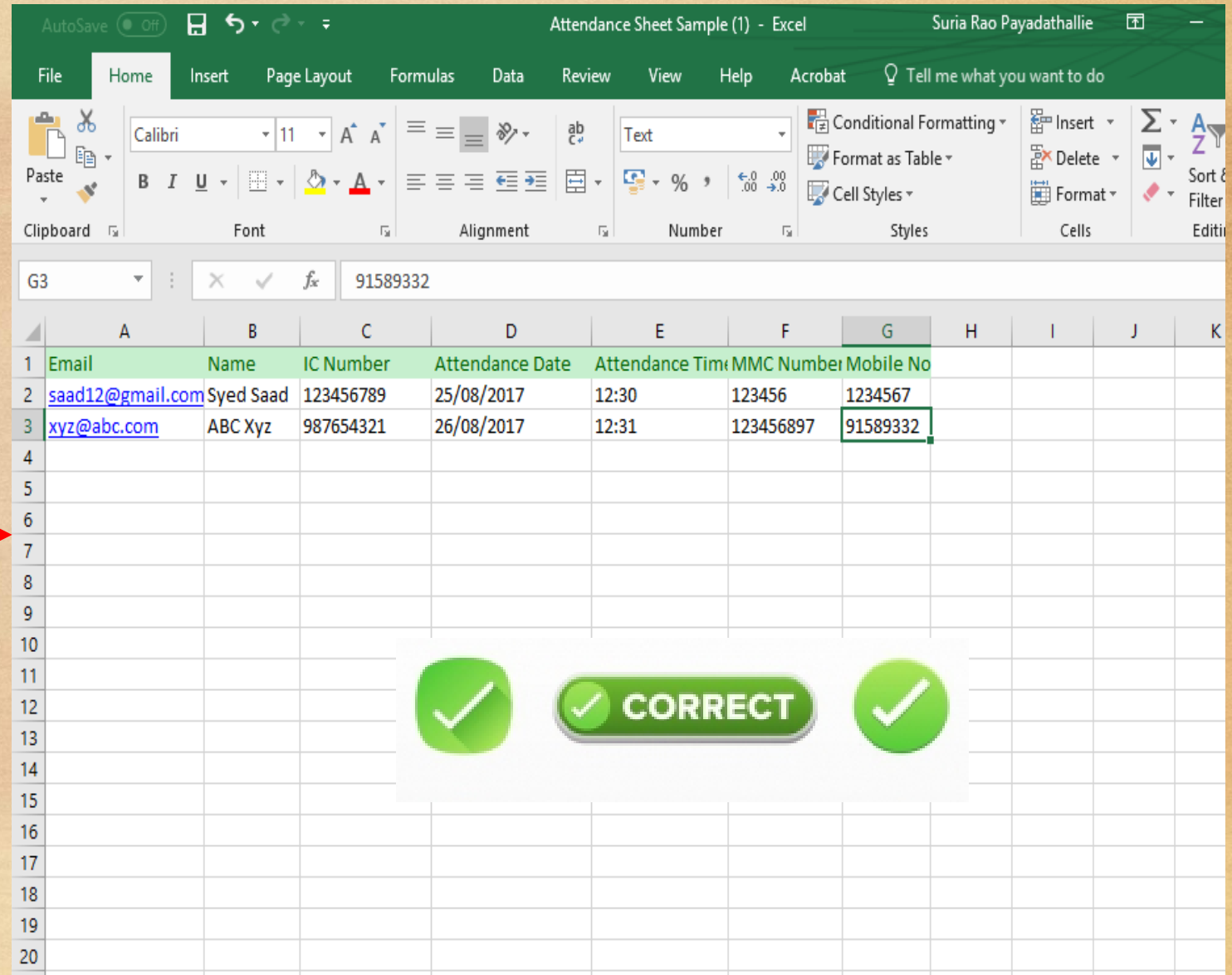
MANUAL ATTENDANCE

- 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.

MANUAL ATTENDANCE

IMPORTANT: Do not 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:



AutoSave Off Attendance Sheet Sample (1) - Excel Suria Rao Payadathallie

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard Font Alignment Number Styles Cells

G3 91589332

	A	B	C	D	E	F	G	H	I	J	K
1	Email	Name	IC Number	Attendance Date	Attendance Time	MMC Number	Mobile No				
2	saad12@gmail.com	Syed Saad	123456789	25/08/2017	12:30	123456	1234567				
3	xyz@abc.com	ABC Xyz	987654321	26/08/2017	12:31	123456897	91589332				
4											
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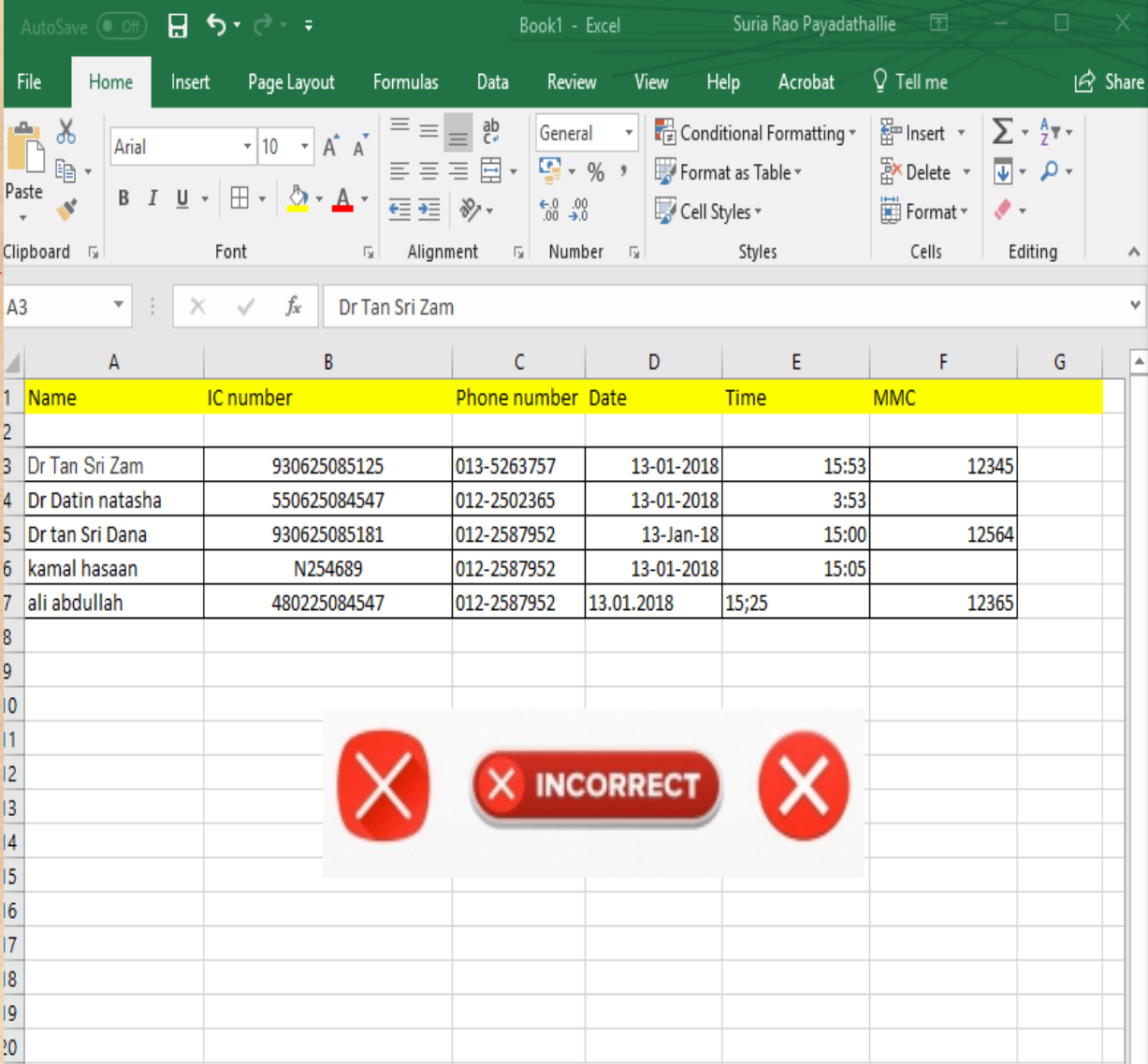
✓ CORRECT ✓

MANUAL ATTENDANCE

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 1 to 14:

- 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.



Book1 - Excel Suria Rao Payadathallie

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me Share

Clipboard Font Alignment Number Styles Cells Editing

A3 Dr Tan Sri Zam

	A	B	C	D	E	F	G
1	Name	IC number	Phone number	Date	Time	MMC	
2							
3	Dr Tan Sri Zam	930625085125	013-5263757	13-01-2018	15:53	12345	
4	Dr Datin natasha	550625084547	012-2502365	13-01-2018	3:53		
5	Dr tan Sri Dana	930625085181	012-2587952	13-Jan-18	15:00	12564	
6	kamal hasaan	N254689	012-2587952	13-01-2018	15:05		
7	ali abdullah	480225084547	012-2587952	13.01.2018	15:25	12365	
8							
9							
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17							
18							
19							
20							

INCORRECT

MANUAL ATTENDANCE

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

The image shows two Excel spreadsheets. The left spreadsheet, titled 'Book1 - Excel', contains a table with columns: Name, IC number, Phone number, Date, Time, and MMC. The data is as follows:

Name	IC number	Phone number	Date	Time	MMC
Dr Tan Sri Zam	930625085125	013-5263757	13-01-2018	15:53	12345
Dr Datin natasha	550625084547	012-2502365	13-01-2018	3:53	
Dr tan Sri Dana	930625085181	012-2587952	13-Jan-18	15:00	12564
kamal hasaan	N254689	012-2587952	13-01-2018	15:05	
ali abdullah	480225084547	012-2587952	13.01.2018	15:25	12365

Step 1: The data range is selected. Step 2: The data is copied. Step 3: The data is pasted into a Notepad window. Step 4: The 'Format Cells...' option is selected from the right-click context menu. Step 5: The 'Text' format is selected in the 'Format Cells' dialog box.

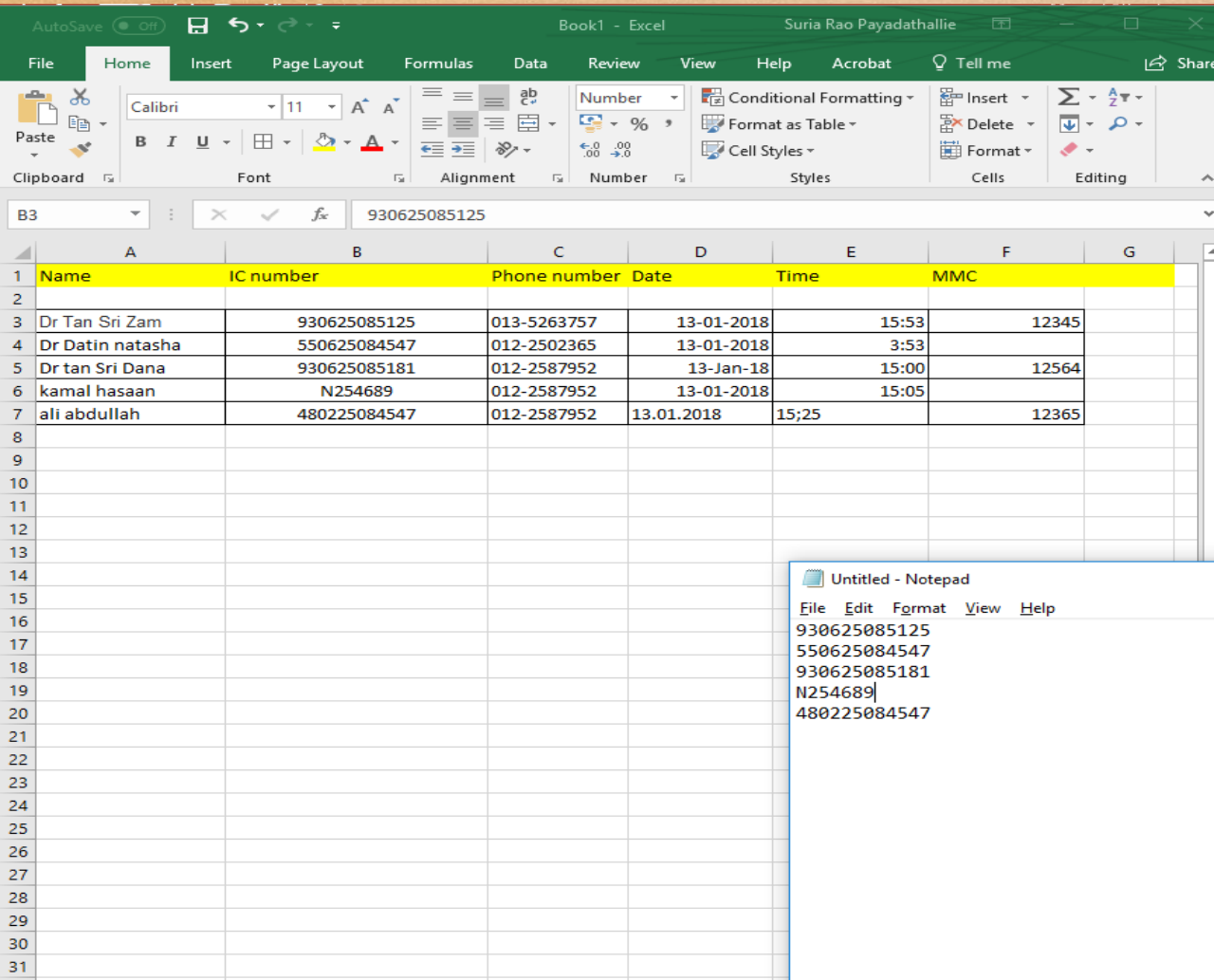
The right spreadsheet, titled 'Attendance Sheet Sample (1) - Excel', shows the same data with additional columns: Email, Attendance Time, and Mobile No. The data is as follows:

Email	Name	Attendance Time	MMC Number	Mobile No
saad12@gmail.com	Dr Tan Sri Zam	12:30	123456	1234567
xyz@abc.com	Dr Datin natasha	12:31	123456897	91589332

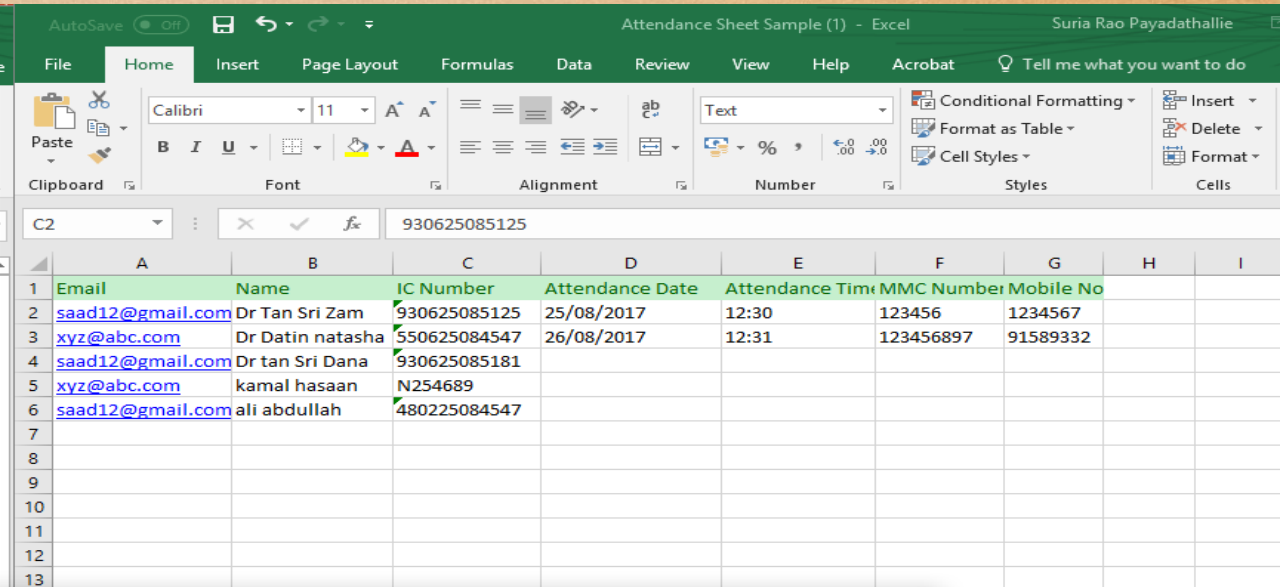
MANUAL ATTENDANCE

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

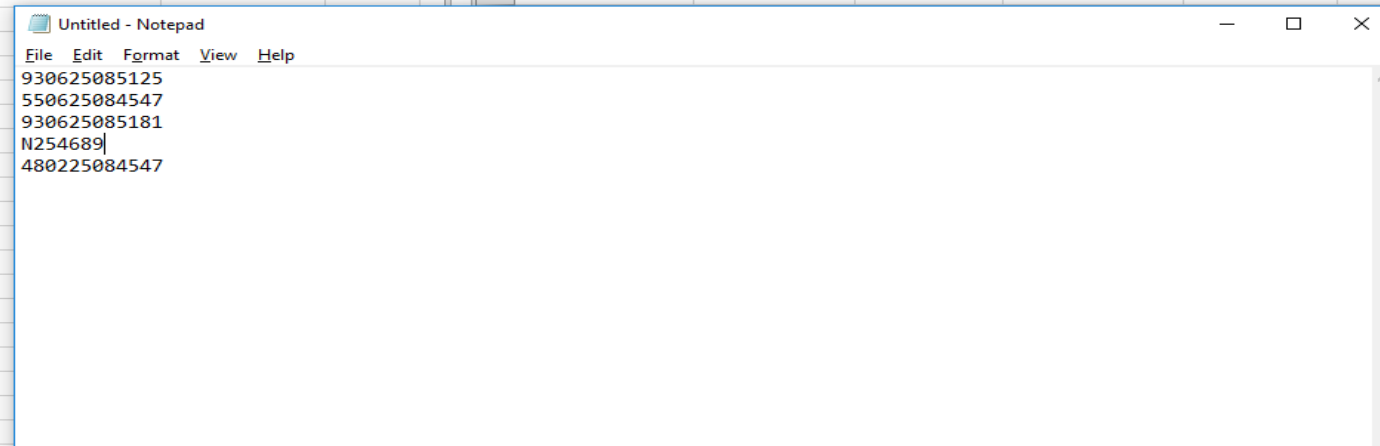
6) **If any “-”** in the the ***phone number and IC Number*** please **delete the “-”**.



	A	B	C	D	E	F	G
1	Name	IC number	Phone number	Date	Time	MMC	
2							
3	Dr Tan Sri Zam	930625085125	013-5263757	13-01-2018	15:53	12345	
4	Dr Datin natasha	550625084547	012-2502365	13-01-2018	3:53		
5	Dr tan Sri Dana	930625085181	012-2587952	13-Jan-18	15:00	12564	
6	kamal hasaan	N254689	012-2587952	13-01-2018	15:05		
7	ali abdullah	480225084547	012-2587952	13.01.2018	15:25	12365	
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31							



	A	B	C	D	E	F	G	H	I
1	Email	Name	IC Number	Attendance Date	Attendance Time	MMC Number	Mobile No		
2	saad12@gmail.com	Dr Tan Sri Zam	930625085125	25/08/2017	12:30	123456	1234567		
3	xyz@abc.com	Dr Datin natasha	550625084547	26/08/2017	12:31	123456897	91589332		
4	saad12@gmail.com	Dr tan Sri Dana	930625085181						
5	xyz@abc.com	kamal hasaan	N254689						
6	saad12@gmail.com	ali abdullah	480225084547						
7									
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9									
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11									
12									
13									



Untitled - Notepad

File Edit Format View Help

930625085125
550625084547
930625085181
N254689
480225084547

MANUAL ATTENDANCE

- 7) Kindly note, only the attendance *Time and Date* must **NOT** be copy and paste from the “*Notepad*”.
- 8) Please view example below, provided in the MMA CPD system followed by the date/month/year (date) and 15:00 (time).

Attendance Sheet Sample (1) - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard Font Alignment Number Styles

13/01/2018

double click

	C	D	E	F	G	H
	IC Number	Attendance Date	Attendance Time	MMC Number	Mobile No	
i Zam	930625085125	13/01/2018	15:00	123456	1234567	
natasha	550625084547		12:31	123456897	91589332	
Dana	930625085181					
saan	N254689					
lah	480225084547					

Attendance Sheet Sample (1) - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard Font Alignment Number Styles

D2 13/01/2018

2

	A	B	C	D	E	F	G
	Email	Name	IC Number	Attendance Date	Attendance Time	MMC Number	Mobile No
1							
2	saad12@gmail.com	Dr Tan Sri Zam	930625085125	13/01/2018	15:00	123456	1234567
3	xyz@abc.com	Dr Datin natasha	550625084547	13/01/2019	12:31	123456897	91589332
4	saad12@gmail.com	Dr tan Sri Dana	930625085181	13/01/2020			
5	xyz@abc.com	kamal hasaan	N254689	13/01/2021			
6	saad12@gmail.com	ali abdullah	480225084547	13/01/2022			
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9							
10							
11							
12							
13							
14							
15							
16							

Copy Cells

Fill Series

Fill Formatting Only

Fill Without Formatting

Flash Fill

MANUAL ATTENDANCE

9) Final results, example shown below:

AutoSave (Off) Attendance Sheet Sample (1) - Excel

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard Font Alignment Number

Calibri 11 B I U Wrap Text Merge & Center Text % .00 .00 Conditional Formatting Format as Table Normal Bad Check Cell Explanatory ...

B2 Dr Tan Sri Zam

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Email	Name	IC Number	Attendance Date	Attendance Time	MMC Number	Mobile No						
2	saad12@gmail.com	Dr Tan Sri Zam	930625085125	13/01/2018	15:00	12345	0135263757						
3	xyz@abc.com	Dr Datin natasha	550625084547	13/01/2019	15:00		0122502365						
4	saad12@gmail.com	Dr tan Sri Dana	930625085181	13/01/2020	15:00	12564	0122587952						
5	xyz@abc.com	kamal hasaan	N254689	13/01/2021	15:00		0122587952						
6	saad12@gmail.com	ali abduallah	480225084547	13/01/2022	15:00	12365	0122587952						
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