



**Volunteers  
& P.A.N  
Reporting  
System** Ver. 1.0

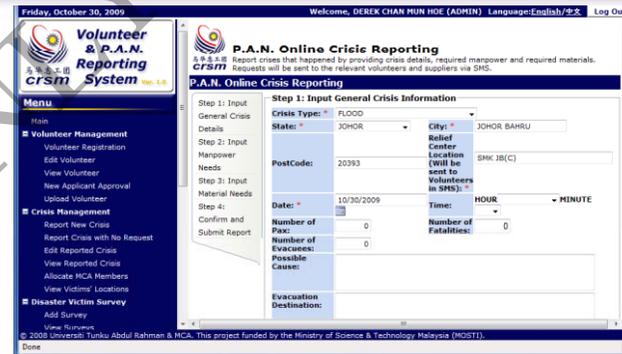
## ***V.M.S. System Presentation***



## Online CRSM System



Content Management System (CMS)  
[www.crsm.org.my](http://www.crsm.org.my)



Volunteer Management System (VMS)  
[www.crsm.org.my/VMS](http://www.crsm.org.my/VMS)



Computer Based Training (CBT)  
[www.crsm.org.my/cbt](http://www.crsm.org.my/cbt)

## Introduction of VMS

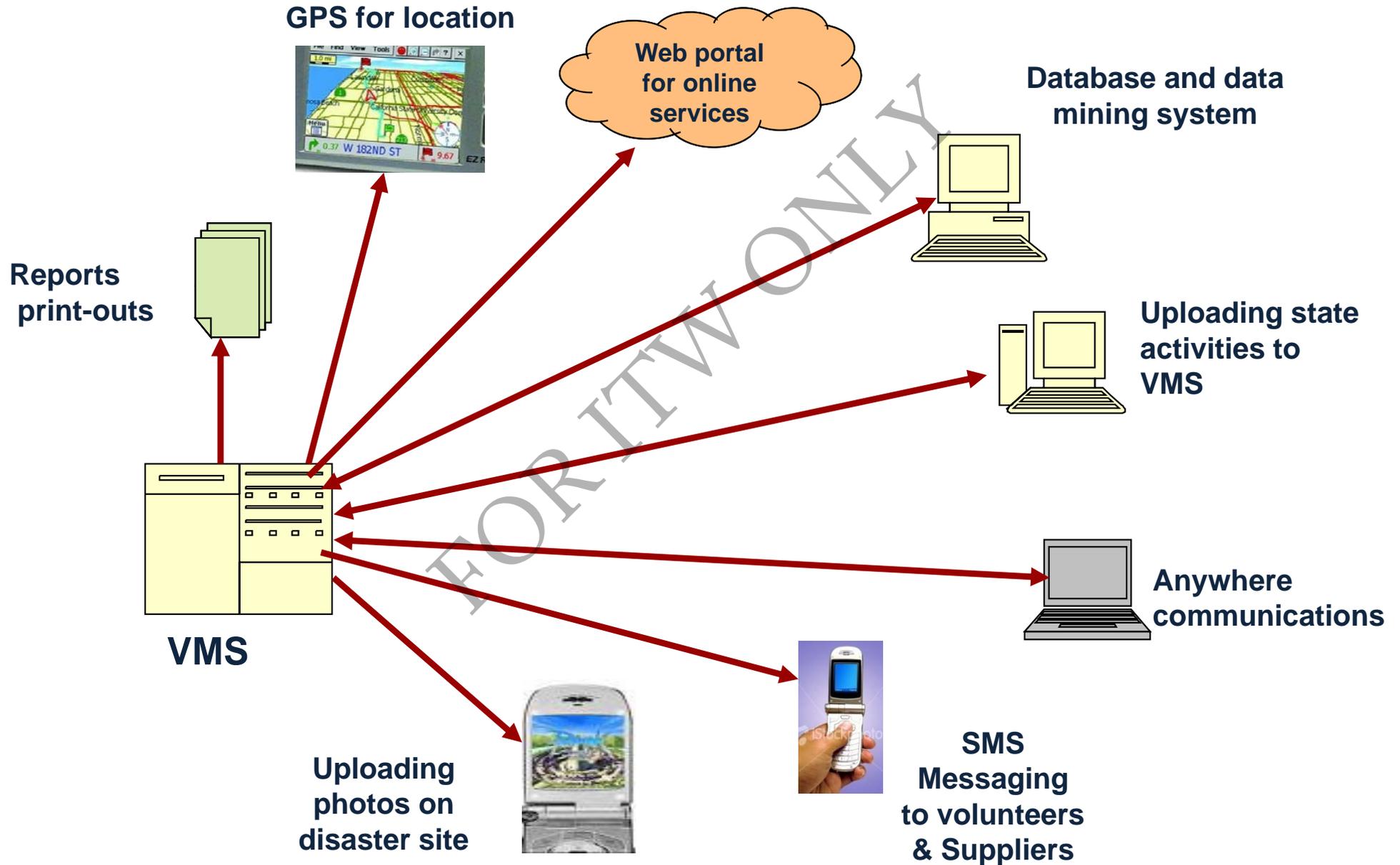
- VMS is an online web application which would allow the Crisis Relief Squad of MCA (CRSM) to manage **volunteer, supply and crisis records**.
- The system, which allows CRSM to create, upload and modify volunteer and suppliers details. **SMSes will be sent to relevant members and suppliers to request for manpower and supplies.**
- **VMS can also be done via mobile phones** that can be used to do crisis reporting from anywhere. This would allow crises and disasters to be reported pervasively if compared to doing a report using a personal computer.
- With VMS, CRSM hopes to speed up the process of dispatching members during a crisis as well as store a well documented list of crisis reports, memberships and supplies so that disaster relief may **now be done efficiently and easily.**

## Objectives

The main objectives of the VMS are as follow:

- To allow **better management of volunteer records**
- To allow state leaders/national chiefs of CRSM **to perform crisis reporting** whenever a crisis/disaster strikes
- To create a more simpler and pervasive manner of **crisis reporting using the mobile** reporting module
- To allow a **paperless approach** for record keeping and management
- To provide better **organization of CRSM's crisis supplies** using Supply Chain Management (SCM)

# Functionalities of a Volunteers Management System



## CMS (<http://www.crsm.org.my>)



The screenshot shows the CRSM Web Portal homepage. At the top left is the CRSM logo and the text "CRSM Web Portal" with the URL "http://www.crsm.org.my". A navigation menu includes "Home", "Introduction", "Members", "Activities", "Downloads", "Contacts", "Forum", "Events", "State", "Web", and "Site". The date "Thursday, June 26, 2008" is displayed. The main content area features a "Welcome to the CRSM Web Portal" message, an "About CRSM" section with a paragraph about the 2004 Asian Tsunami and the formation of the Crisis Relief Squad, and an "Announcements" section for a mobile clinic training on May 31, 2008. A "Links" sidebar contains "Register as a CRSM Member", "Log into the Volunteers Management System (VMS)", and "Computer Based Training (CBT)". A "Media Player" sidebar shows a "Bugle of Life MP3" player. The footer contains copyright information for 2007 and 2008 by the Crisis Relief Squad of MCA.

# Part 1.0: Volunteer Management



***V.M.S. System Presentation***



## Logging into V.M.S.

- Volunteer Registration to create a new account



**CRSM Web Portal**  
 http://www.crsm.org.my

Thursday, June 26, 2008

Welcome to the CRSM Web Portal

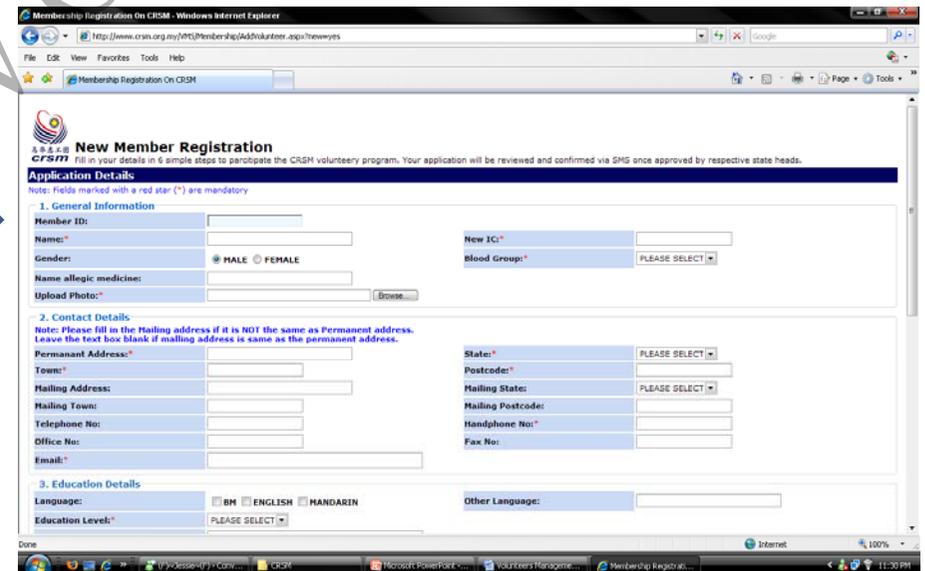
**About CRSM**  
 The Asian Tsunami which occurred on 26th December, 2004 struck home the need for a crisis relief squad within MCA. MCA President, Dato' Seri Ong Ka Ting appointed Datin Paduka Chew Mei Fun to establish the Crisis Relief Squad of MCA. It was envisaged as a systematic and professional approach to present a fresh look and feel to MCA's way of carrying out community service.

**Announcements**  
 A Mobile Clinic training will be held in soon at the MCA headquarters. Below are the details regarding this event:  
 Date: 31st May 2008  
 Time: 2.00pm - 9.00pm  
 Venue: MCA Headquarters, KL  
 Number of seats: 40 pax  
 Language Conducted: Mandarin/English

**Links**  
 Register as a CRSM Member  
 Log into the Volunteers Management System (VMS)  
 Computer Based Training (CBT)

**Media Player**  
 Bugle of Life MP3

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Membership Registration On CRSM - Windows Internet Explorer  
 http://www.crsm.org.my/900/MemberShip/AddVolunteers.aspx?newmeyes

**New Member Registration**  
 Fill in your details in 6 simple steps to participate the CRSM voluntary program. Your application will be reviewed and confirmed via SMS once approved by respective state heads.

**Application Details**  
 Note: Fields marked with a red star (\*) are mandatory

**1. General Information**  
 Member ID:   
 Name:  New IC:   
 Gender:  MALE  FEMALE Blood Group:  PLEASE SELECT  
 Name allergic medicine:   
 Upload Photo:  Browse...

**2. Contact Details**  
 Note: Please fill in the Mailing address if it is NOT the same as Permanent address. Leave the text box blank if mailing address is same as the permanent address.  
 Permanent Address:  State:  PLEASE SELECT  
 Town:  Postcode:   
 Mailing Address:  Mailing State:  PLEASE SELECT  
 Mailing Town:  Mailing Postcode:   
 Telephone No:  Handphone No:   
 Office No:  Fax No:   
 Email:

**3. Education Details**  
 Language:  BM  ENGLISH  HANGARIN Other Language:   
 Education Levels:  PLEASE SELECT

Done

## Logging into V.M.S.

- Logging in



**CRSM Web Portal**  
<http://www.crsm.org.my>

Home Introduction Members Activities Downloads Contacts Forum Events State Web Site Search

Thursday, June 26, 2008 ...: Home ...

**Welcome to the CRSM Web Portal**

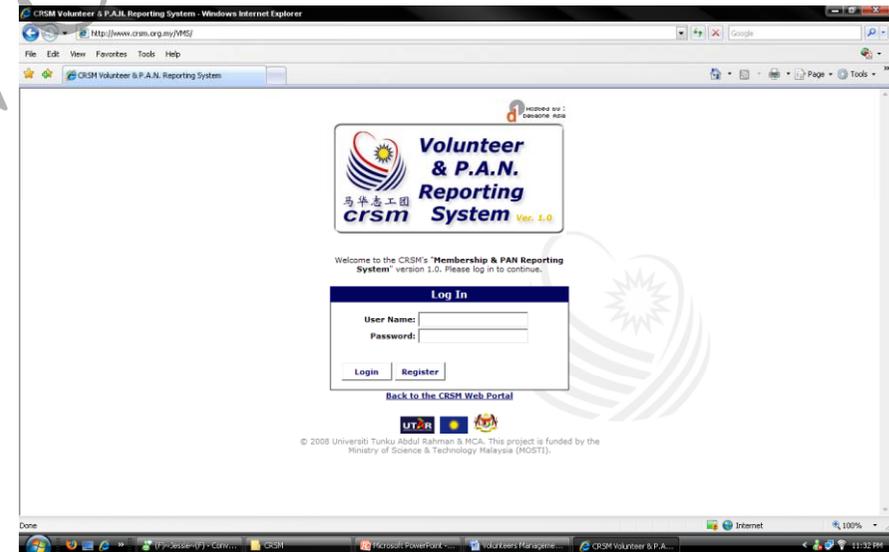
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**Log into the Volunteers Management System (VMS)**  
 Computer Based Training (CBT)

**Media Player**  
 Bugle of Life MP3

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CRSM Volunteer & P.A.N Reporting System - Windows Internet Explorer

<http://www.crsm.org.my/MCA/>

File Edit View Favorites Tools Help

CRSM Volunteer & P.A.N Reporting System

**Volunteer & P.A.N Reporting System** Ver. 1.0  
 马华志工团 crsm System

Welcome to the CRSM's "Membership & PAN Reporting System" version 1.0. Please log in to continue.

**Log In**

User Name:   
 Password:

[Back to the CRSM Web Portal](#)

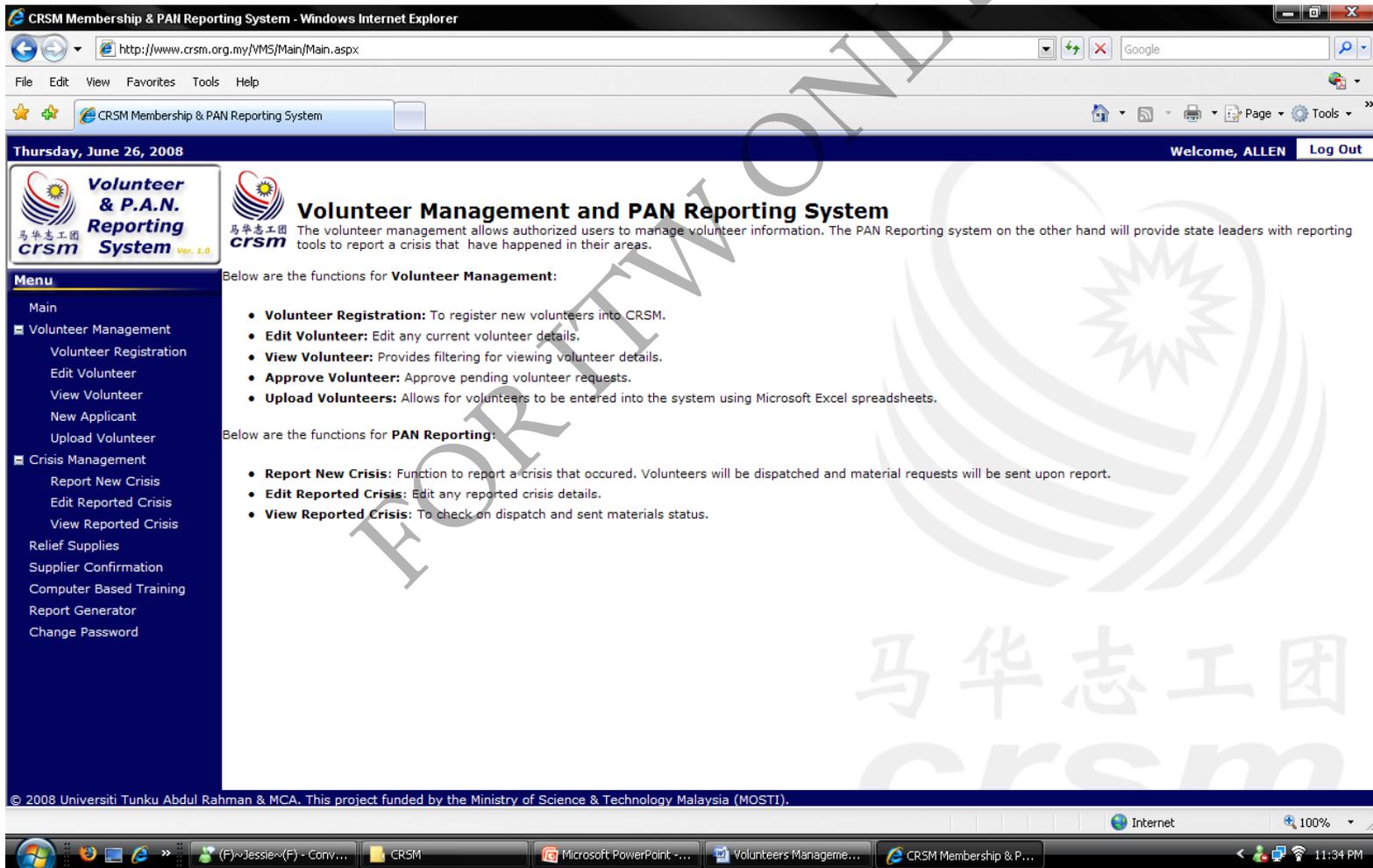



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One

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## V.M.S. Menu



CRSM Membership & PAN Reporting System - Windows Internet Explorer  
http://www.crsm.org.my/VMS/Main/Main.aspx

File Edit View Favorites Tools Help

CRSM Membership & PAN Reporting System

Thursday, June 26, 2008 Welcome, ALLEN [Log Out](#)



**Volunteer  
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Reporting  
System** Ver. 1.0  
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crsm



**Volunteer Management and PAN Reporting System**  
The volunteer management allows authorized users to manage volunteer information. The PAN Reporting system on the other hand will provide state leaders with reporting tools to report a crisis that have happened in their areas.

Below are the functions for **Volunteer Management**:

- **Volunteer Registration:** To register new volunteers into CRSM.
- **Edit Volunteer:** Edit any current volunteer details.
- **View Volunteer:** Provides filtering for viewing volunteer details.
- **Approve Volunteer:** Approve pending volunteer requests.
- **Upload Volunteers:** Allows for volunteers to be entered into the system using Microsoft Excel spreadsheets.

Below are the functions for **PAN Reporting**:

- **Report New Crisis:** Function to report a crisis that occurred. Volunteers will be dispatched and material requests will be sent upon report.
- **Edit Reported Crisis:** Edit any reported crisis details.
- **View Reported Crisis:** To check on dispatch and sent materials status.

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Internet 100%

(F)~Jessie~(F) - Corv... CRSM Microsoft PowerPoint -... Volunteers Managem... CRSM Membership & P... 11:34 PM

# 1.0 Volunteer Management

## 1.1 Volunteer Registration

CRSM Membership & PAN Reporting System - Windows Internet Explorer

http://www.crsm.org.my/VMS/Main/Main.aspx

File Edit View Favorites Tools Help

CRSM Membership & PAN Reporting System

Thursday, June 26, 2008 Welcome, ALLEN Log Out



**Volunteer  
& P.A.N.  
Reporting  
System** Ver. 1.0  
马华志工团 crsm

**Menu**

- Main
- Volunteer Management
  - Volunteer Registration
  - Edit Volunteer
  - View Volunteer
  - New Applicant
  - Upload Volunteer
- Crisis Management
  - Report New Crisis
  - Edit Reported Crisis
  - View Reported Crisis
- Relief Supplies
- Supplier Confirmation
- Computer Based Training
- Report Generator
- Change Password

### New Member Registration

Fill in your details in 6 simple steps to participate the CRSM voluntary program. Your application will be reviewed and confirmed via SMS once approved by respective state heads.

**Application Details**

Note: Fields marked with a red star (\*) are mandatory

**1. General Information**

Member ID:

Name: \*  New IC: \*

Gender:  MALE  FEMALE Blood Group: \* PLEASE SELECT

Name allergic medicine:

Upload Photo: \*  Browse...

**2. Contact Details**

Note: Please fill in the Mailing address if it is NOT the same as Permanent address. Leave the text box blank if mailing address is same as the permanent address.

Permanant Address: \*  State: \* PLEASE SELECT

Town: \*  Postcode: \*

Mailing Address:  Mailing State: PLEASE SELECT

Mailing Town:  Mailing Postcode:

Telephone No:  Handphone No: \*

Office No:  Fax No:

Email: \*

**3. Education Details**

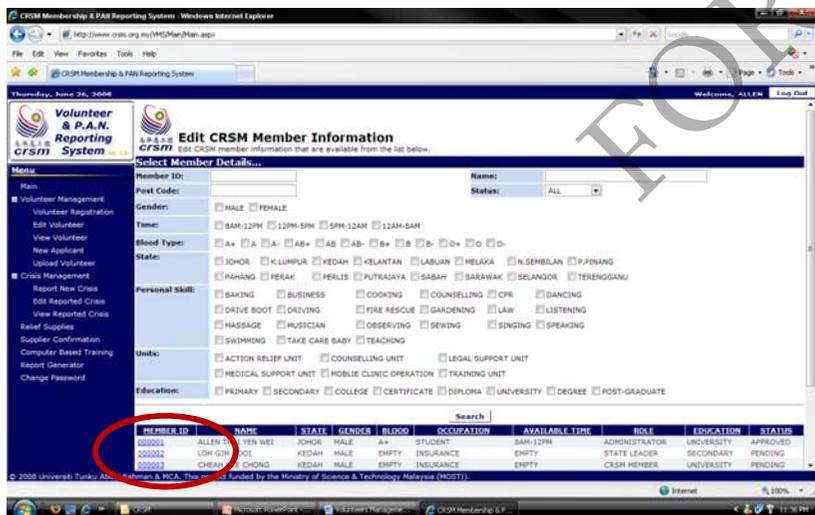
Language:  BM  ENGLISH  MANDARIN Other Language:

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## 1.0 Volunteer Management

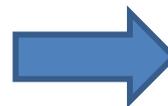
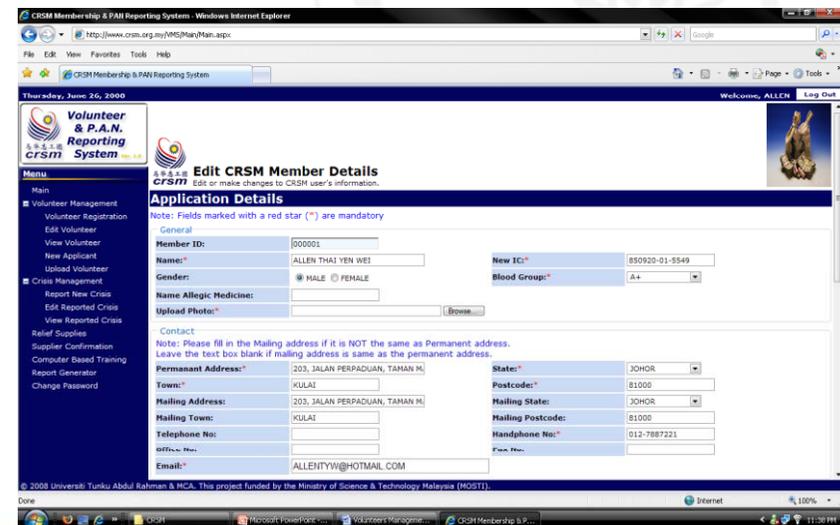
### 1.2 Editing existing volunteer information

- Search for volunteers first
- Edit the volunteer's information by clicking on his/her ID



Edit CRSM Member Information  
 Select Member Details...

MEMBER ID	NAME	STATE	GENDER	BLOOD	OCCUPATION	AVAILABLE TIME	ROLE	EDUCATION	STATUS
000001	ALLEN TAY YEN WEI	JOHOR	MALE	A+	STUDENT	8AM-12PM	ADMINISTRATOR	UNIVERSITY	APPROVED
000002	LOH GUAN ZOI	KEDAH	MALE	EMPTY	INSURANCE	EMPTY	STATE LEADER	SECONDARY	PENDING
000003	CHEAH CHONG	KEDAH	MALE	EMPTY	INSURANCE	EMPTY	CRSM MEMBER	UNIVERSITY	PENDING

Edit CRSM Member Details  
 Application Details

Member ID: 000001  
 Name: ALLEN TAY YEN WEI  
 Gender: MALE  
 Name Allergic Medicine: [Browse]  
 Upload Photo: [Browse]

New IC#: 850920-01-5549  
 Blood Group: A+

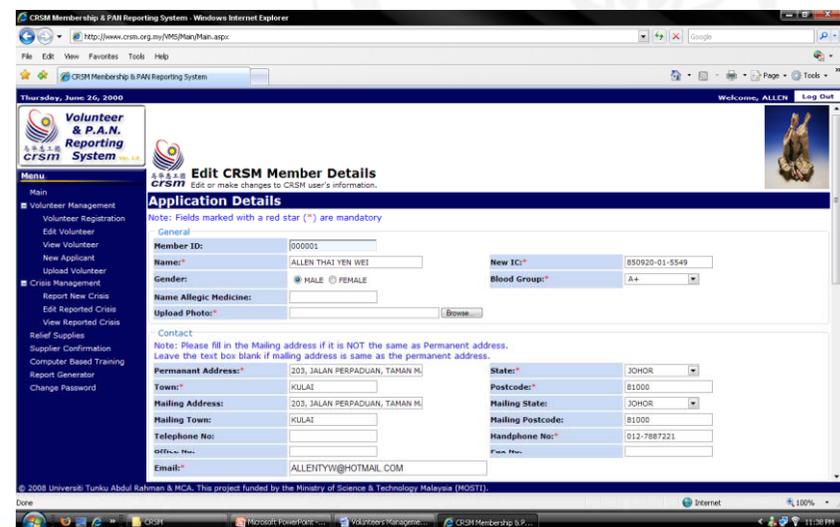
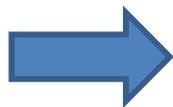
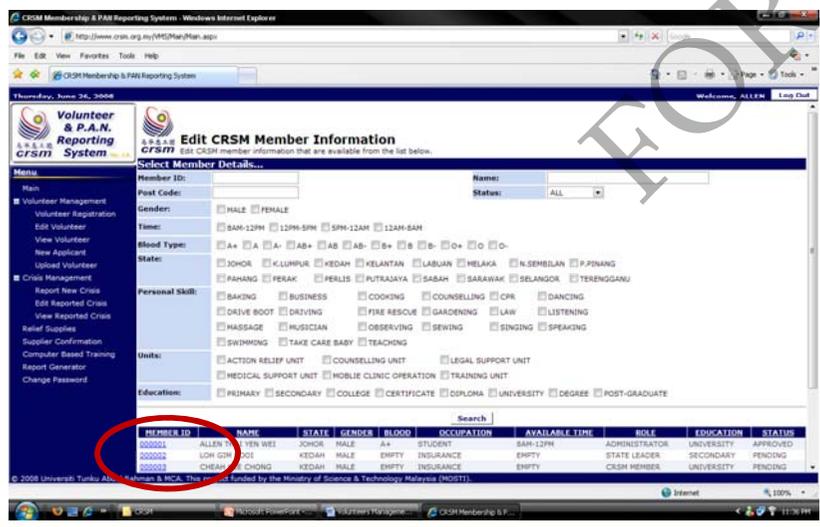
Permanent Address: 203, JALAN PERPADUAN, TAMAN M)  
 Town: KULAI  
 Hailing Address: 203, JALAN PERPADUAN, TAMAN M)  
 Hailing Town: KULAI  
 Telephone No: [ ]  
 Email: ALLENTY@HOTMAIL.COM

State: JOHOR  
 Postcode: 81000  
 Hailing State: JOHOR  
 Hailing Postcode: 81000  
 Handphone No: 012-7887221

# 1.0 Volunteer Management

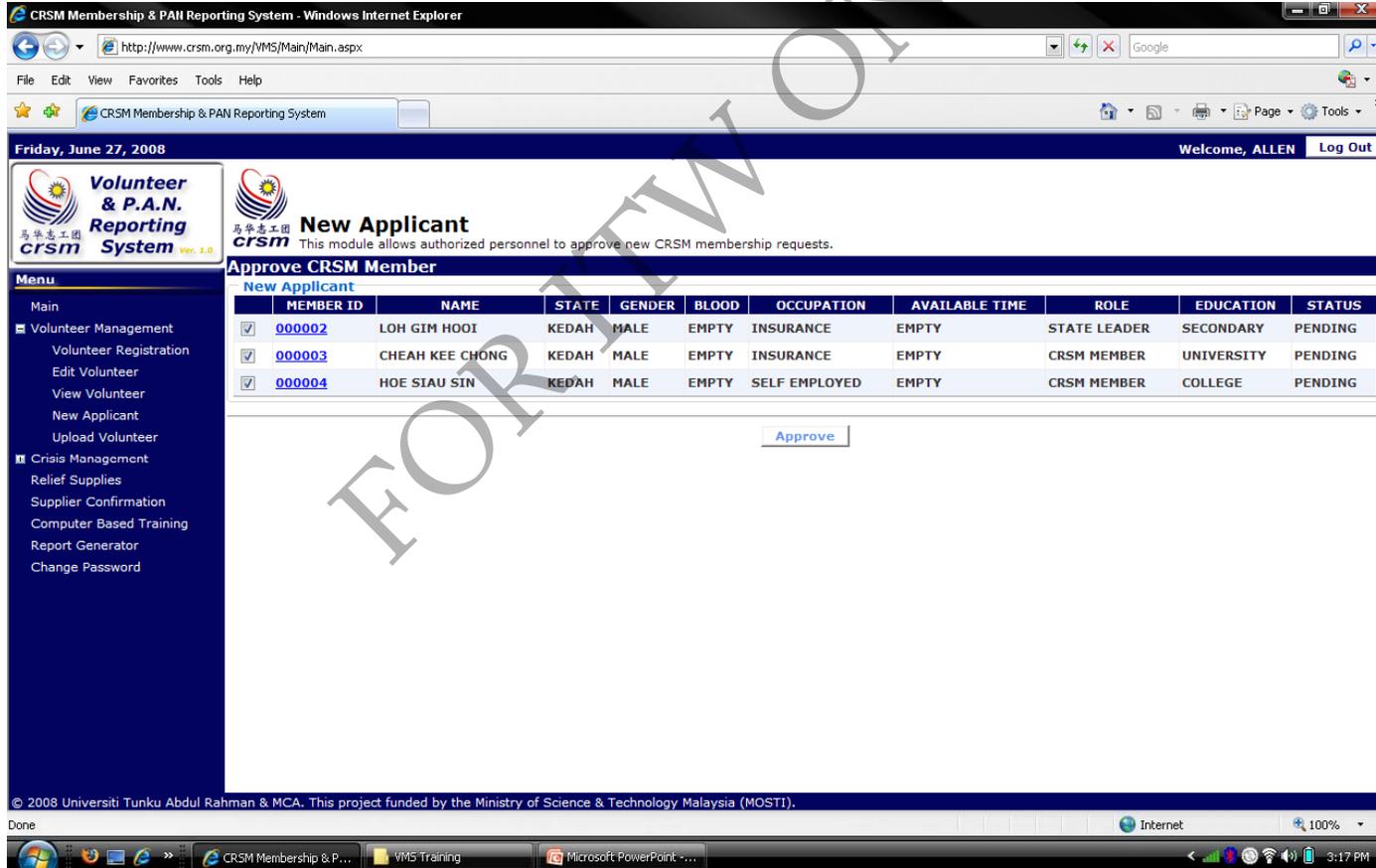
## 1.3 View existing volunteer information

- Search for volunteers first
- View the volunteer's information by clicking on his/her ID



## 1.0 Volunteer Management

### 1.4 New Applicant Approval



CRSM Membership & PAN Reporting System - Windows Internet Explorer  
 http://www.crsm.org.my/VMS/Main/Main.aspx  
 Friday, June 27, 2008 Welcome, ALLEN Log Out

**Volunteer & P.A.N. Reporting System**  
**New Applicant**  
 This module allows authorized personnel to approve new CRSM membership requests.

**Approve CRSM Member**  
**New Applicant**

	MEMBER ID	NAME	STATE	GENDER	BLOOD	OCCUPATION	AVAILABLE TIME	ROLE	EDUCATION	STATUS
<input checked="" type="checkbox"/>	000002	LOH GIM HOOI	KEDAH	MALE	EMPTY	INSURANCE	EMPTY	STATE LEADER	SECONDARY	PENDING
<input checked="" type="checkbox"/>	000003	CHEAH KEE CHONG	KEDAH	MALE	EMPTY	INSURANCE	EMPTY	CRSM MEMBER	UNIVERSITY	PENDING
<input checked="" type="checkbox"/>	000004	HOE SIAU SIN	KEDAH	MALE	EMPTY	SELF EMPLOYED	EMPTY	CRSM MEMBER	COLLEGE	PENDING

Approve

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## 1.0 Volunteer Management

### 1.5 Upload Volunteers



#### Upload CRSM Members using Microsoft Excel Spreadsheet

Upload and create new members by uploading specially formatted Microsoft Office® Excel spreadsheets here.

##### Upload details

**NOTE: PLEASE DOWNLOAD AND READ THE INTRUCTIONS BEFORE PROCEEDING WITH UPLOAD.**

Click Browse to select a Microsoft Office® Excel file:

File Name:

Browse...

[Download Instruction](#)

[Download Excel Form](#)

[Upload](#)

# Part 2.0: Crisis Management



*V.M.S. System Presentation*



## 2.0 Crisis Management

### 2.1 Report New Crisis (Crisis Details)

**P.A.N. Online Crisis Reporting**

General | Manpower | Material

General

Step 1 - Select Type Of Crisis

Crisis Type:\*  Crisis No:

Step 2 - Input Crisis Information

State:\*  City:

PostCode:

Date:\*  Time: HOUR  MINUTE

Number of Pax:  Number of Fatalities:

Possible Cause:

Evacuation Destination:

Transportation Route Affected:

Photo 1:  Browse...

Photo 2:  Browse...

Photo 3:  Browse...

## 2.0 Crisis Management

### 2.1 Report New Crisis (Manpower details)

**P.A.N. Online Crisis Reporting**

General **Manpower** Material

Manpower  
Step 3 - Search For Manpower

Gender:  MALE  FEMALE

Time:  8AM-12PM  12PM-5PM  5PM-12AM  12AM-8AM

Personal Skill:

BAKING  BUSINESS  COOKING  COUNSELLING  CPR  DANCING  
 DRIVE BOOT  DRIVING  FIRE RESCUE  GARDENING  LAW  LISTENING  
 MASSAGE  MUSICIAN  OBSERVING  SEWING  SINGING  SPEAKING  
 SWIMMING  TAKE CARE BABY  TEACHING

Units:

ACTION RELIEF UNIT  COUNSELLING UNIT  LEGAL SUPPORT UNIT  
 MEDICAL SUPPORT UNIT  MOBLIE CLINIC OPERATION  TRAINING UNIT

	MEMBER ID	NAME	STATE	GENDER	AVAILABLE TIME	LANGUAGE
<input type="checkbox"/>	000001	ALLEN THAI YEN WEI	JOHOR	MALE	8AM-12PM	BM,ENGLISH,MANDARIN
<input checked="" type="checkbox"/>	000005	KHOO HOON ENG	KEDAH	FEMALE	EMPTY	EMPTY
<input type="checkbox"/>	000006	LAW SIN LEE	KEDAH	MALE	EMPTY	BM,ENGLISH,MANDARIN
<input checked="" type="checkbox"/>	000007	LIM BOON AIK	KEDAH	MALE	EMPTY	EMPTY
<input type="checkbox"/>	000008	ONG SOON BOON	KEDAH	MALE	EMPTY	BM,ENGLISH,MANDARIN
<input checked="" type="checkbox"/>	000009	OOI LAY YONG	KEDAH	FEMALE	EMPTY	EMPTY
<input type="checkbox"/>	000010	POH CHENG HAI	KEDAH	MALE	EMPTY	EMPTY
<input checked="" type="checkbox"/>	000011	TAN CHEE HIONG	KEDAH	MALE	EMPTY	EMPTY
<input type="checkbox"/>	000012	TAN ENG HWA	KEDAH	MALE	EMPTY	EMPTY
<input type="checkbox"/>	000013	TAN YEE	KEDAH	MALE	EMPTY	EMPTY

## 2.0 Crisis Management

### 2.1 Report New Crisis (Material details)

**P.A.N. Online Crisis Reporting**

Material

Step 4 - Input Material Needs

Material Category: 
 Material Type:

	MATERIAL CODE	MATERIAL NAME	MATERIAL NAME	DESCRIPTION	MEASUREMENT
<input type="checkbox"/>	E10001	BUCKETS(16 QUARTS)	BUCKETS(16 QUARTS)		UNIT
<input type="checkbox"/>	E10002	CHANGKUL AND SHOVEL	CHANGKUL AND SHOVEL		UNIT
<input type="checkbox"/>	E10003	HACK SAW	HACK SAW	HACK SAW INCLUDING 10 SPARE BLADES	UNIT
<input type="checkbox"/>	E10004	RESCUE ROPES 100FT - 120FT	RESCUE ROPES 100FT - 120FT		UNIT
<input type="checkbox"/>	E10005	BOLT CUTTER	BOLT CUTTER		UNIT
<input type="checkbox"/>	E10006	SWISS ARMY KNIFE ( 1 PER MEMBER)	SWISS ARMY KNIFE ( 1 PER MEMBER)		UNIT
<input type="checkbox"/>	E10007	SLEDGE HAMMER	SLEDGE HAMMER		UNIT
<input type="checkbox"/>	E10008	HAMMER WITH CLAW	HAMMER WITH CLAW		UNIT
<input type="checkbox"/>	E10009	HARD HAT (SAFETY HELMET WITH CRSM LOGO)	HARD HAT (SAFETY HELMET WITH CRSM LOGO)		UNIT
<input type="checkbox"/>	E10010	UTILITY KNIFE	UTILITY KNIFE		UNIT

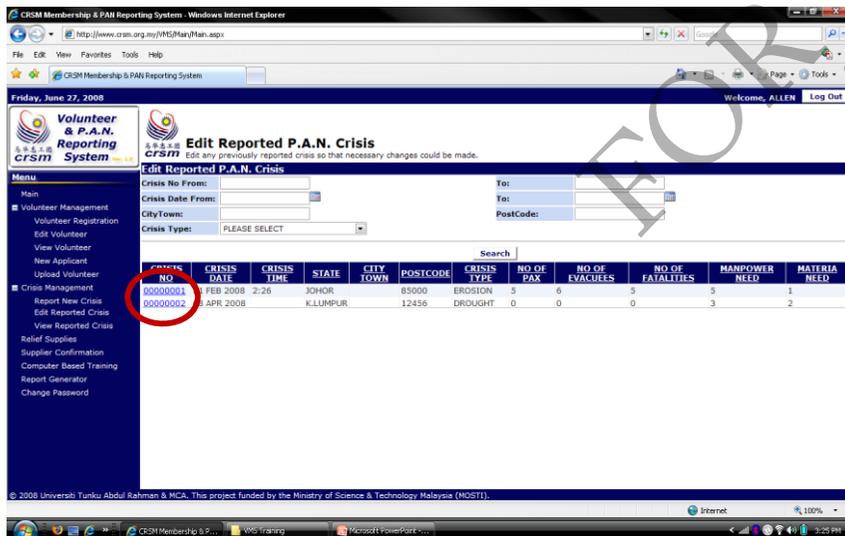
1 2 3 4 5 6 7 8 9 10

map & MCA. This project funded by the Ministry of Science & Technology Malaysia (MOSTI).

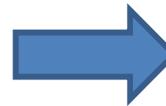
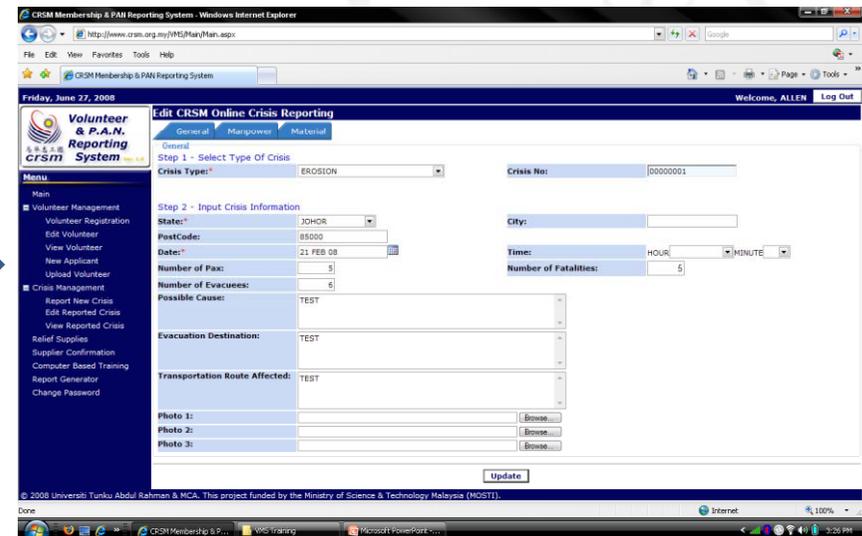
## 2.0 Crisis Management

### 2.2 Edit Reported Crisis

- Search for crisis first
- Edit the crisis information by clicking the ID of the Crisis



ID	CRISIS DATE	CRISIS TIME	STATE	CITY/TOWN	POSTCODE	CRISIS TYPE	NO. OF PAX	NO. OF EVACUEES	NO. OF FATALITIES	MANPOWER NEED	MATERIAL NEED
00000001	FEB 2008	2:26	JOHOR	TOWN	85000	EROSION	5	6	5	3	1
00000002	APR 2008		K.LUMPUR		12456	DROUGHT	0	0	3		2

**Step 1 - Select Type Of Crisis**

Crisis Type: EROSION

Crisis No: 00000001

**Step 2 - Input Crisis Information**

State: JOHOR

PostCode: 85000

Date: 21 FEB 08

Number of Pax: 5

Number of Evacuees: 6

Possible Cause: TEST

Evacuation Destination: TEST

Transportation Route Affected: TEST

Photo 1: [Browse]

Photo 2: [Browse]

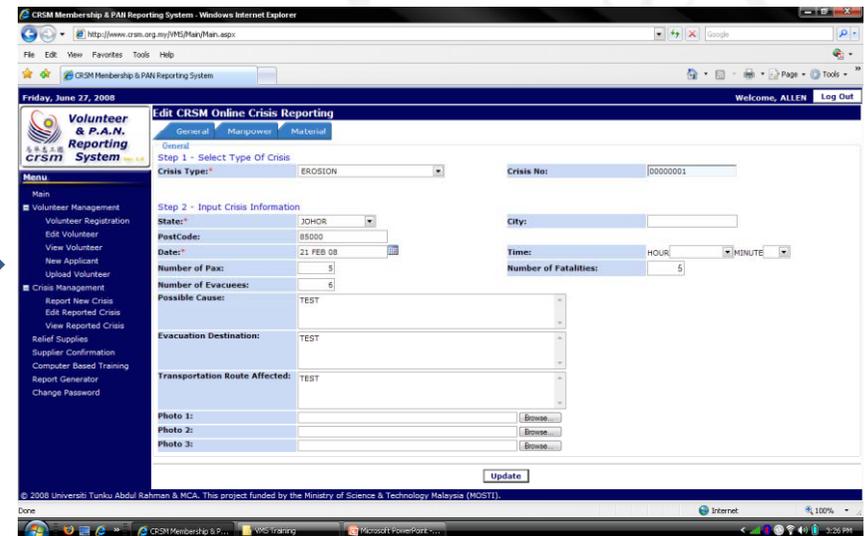
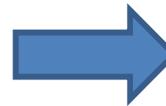
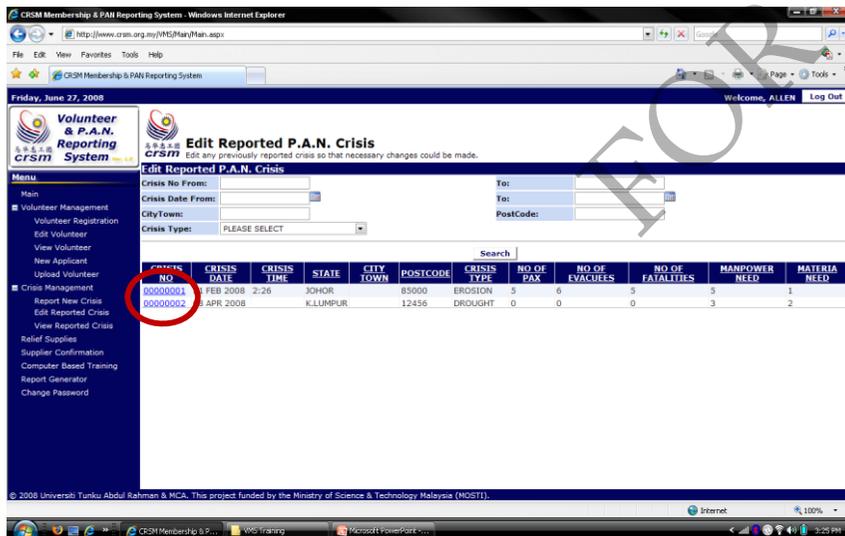
Photo 3: [Browse]

[Update]

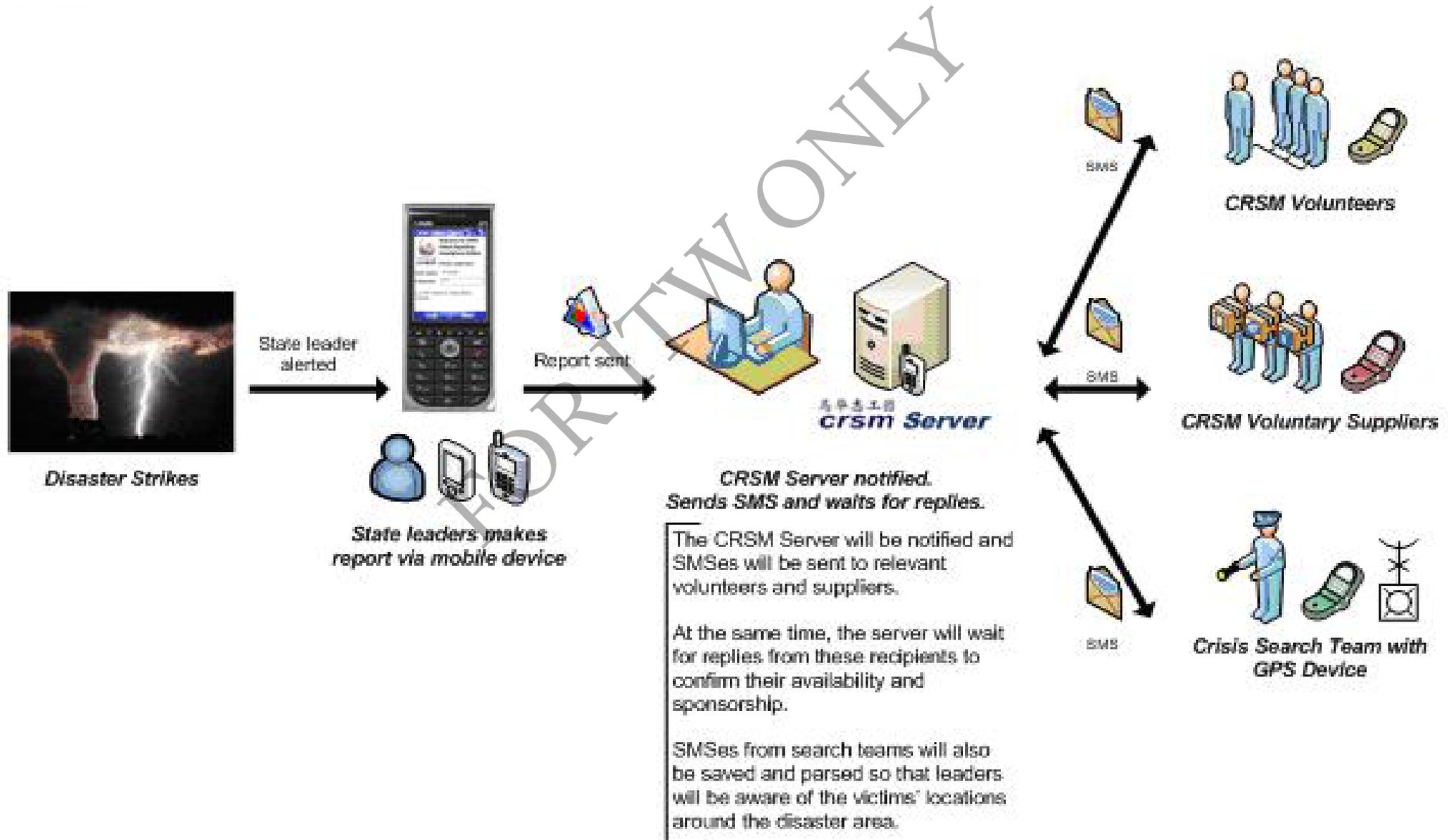
## 2.0 Crisis Management

### 2.3 View Reported Crisis

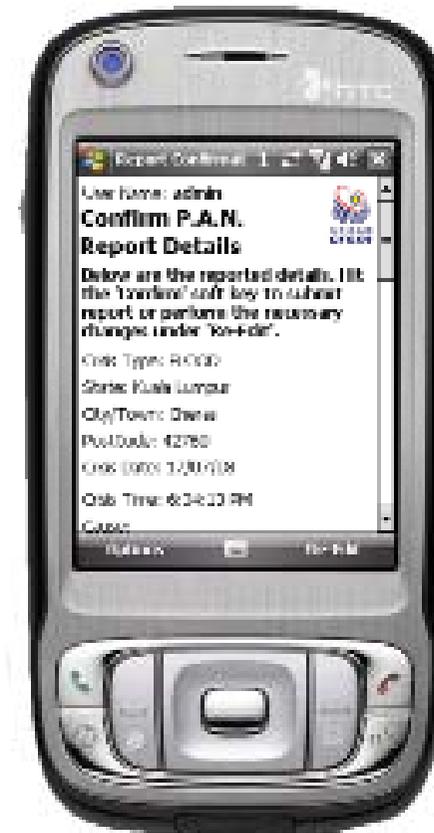
- Search for crisis first
- View the crisis information by clicking the ID of the Crisis



## CRSM Mobile Model for Disaster Management Diagram (Flow diagram)



Below are the screenshots for the mobile-based reporting module:



## Mobile-based Reporting Module

- The mobile based system will allow crisis reporting to be done using Windows Mobile devices.
- The mobile based module also allows victim locations to be displayed on a map.
- This mobile system is also currently being ported over to Symbian based devices such as Nokia and Sony Ericsson.

## Introduction to CBT



- Computer Based Training

- Contains Powerpoint slides, Videos and details for first aid, action relief and counselling

## Conclusion

- The VMS system could also send crisis details and information to other NGOs or government agencies through the pervasive and ubiquitous framework.
- This could help increase the focus on a disaster struck area by providing what CRSM knows regarding the crisis.
- On the opposite end, the NGOs and government agencies could also send details back to the VMS. With such information sharing available, every involved party could coordinate to provide the relevant help to victims.
- In order to do this, technical discussions must firstly be made to ensure that the systems can communicate and coordinate the relevant information to each other.

# Thank You!



**Volunteers  
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Reporting  
System** Ver. 1.0

***V.M.S. System Presentation***

