



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

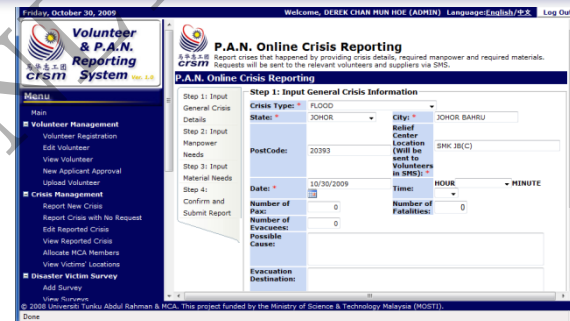
V.M.S. System Presentation



Online CRSM System



Content Management System (CMS)
www.crsm.org.my



Volunteer Management System (VMS)
www.crsm.org.my/VMS



Computer Based Training (CBT)
www.crsm.org.my/cbt

Introduction of VMS

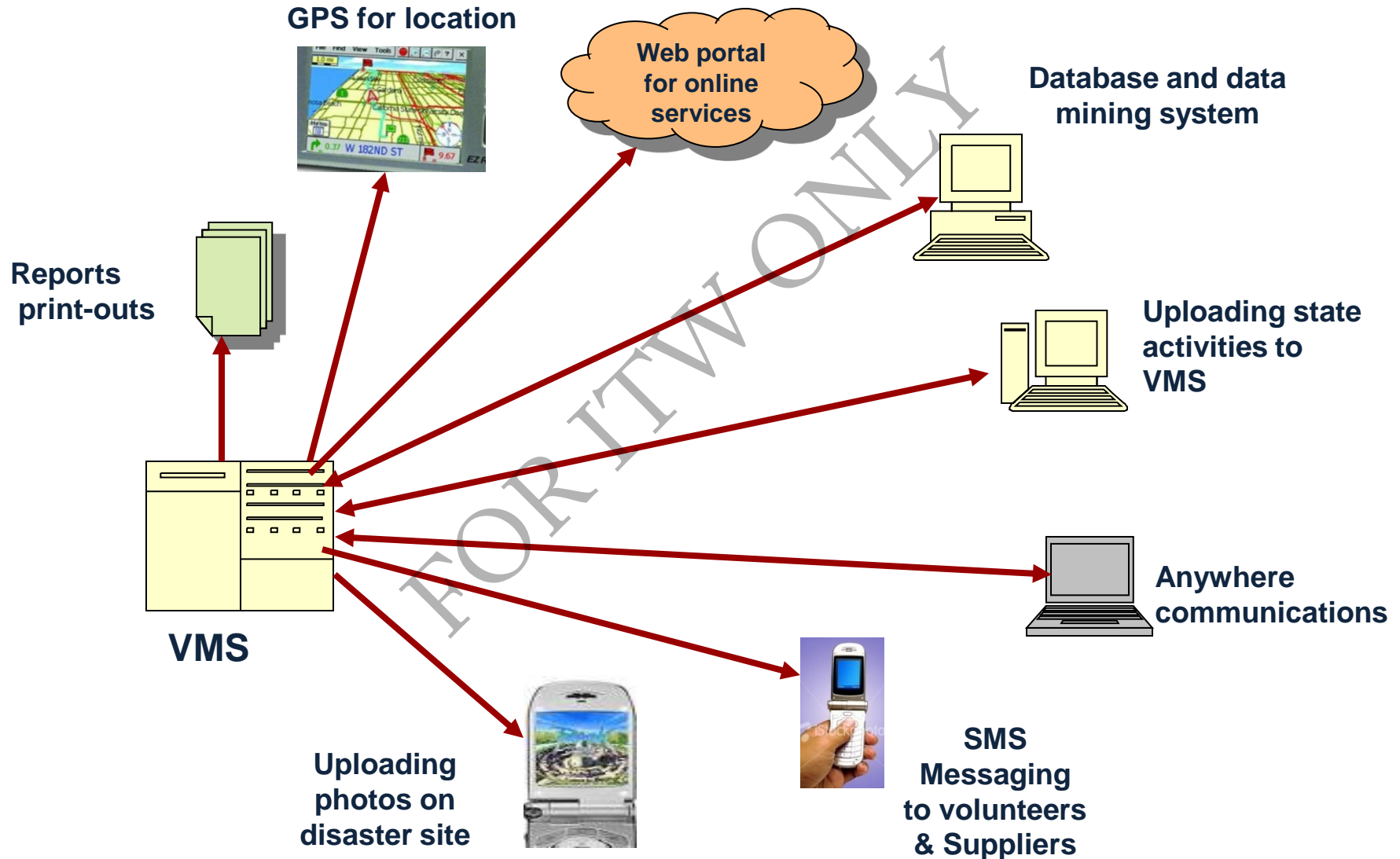
- VMS is an online web application which would allow the Crisis Relief Squad of MCA (CRSM) **to manage volunteer, supply and crisis records.**
- The system, which allows CRSM to create, upload and modify volunteer and suppliers details. **SMSes will be sent to relevant members and suppliers to request 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 interface. At the top, there is a navigation bar with links: Home, Introduction, Members, Activities, Downloads, Contacts, Forum, Events, State, Web, and Site. Below the navigation bar, the date "Thursday, June 26, 2008" is displayed. The main content area is titled "Welcome to the CRSM Web Portal" and features a large image of a boat. To the right of the image, there is a section titled "About CRSM" which describes the organization's mission. Below this, there is a section titled "Announcements" which lists details for a mobile clinic training event. On the right side of the page, there are two sidebars: "Links" and "Media Player". The "Links" sidebar contains links for "Register as a CRSM Member", "Log into the Volunteers Management System (VMS)", and "Computer Based Training (CBT)". The "Media Player" sidebar contains a video player for "Bugle of Life MP3".

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

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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Part 1.0: Volunteer Management



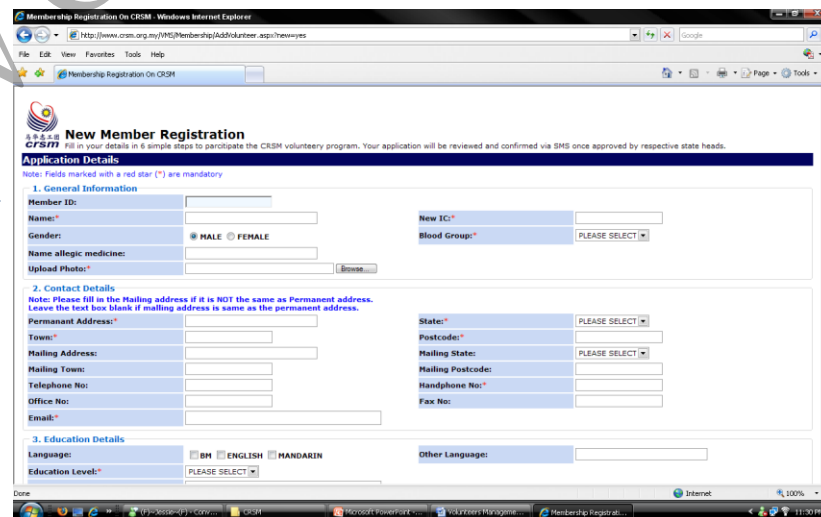
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V.M.S. System Presentation



Logging into V.M.S.

- Volunteer Registration to create a new account

Membership Registration On CRSM - Windows Internet Explorer
 http://www.crsm.org.my/VMS/MemberShip/AddressEnter.aspx?newmym

New Member Registration
 Fill in your details in 6 simple steps to participate the CRSM voluntary program. Your application will be reviewed and confirmed by 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:

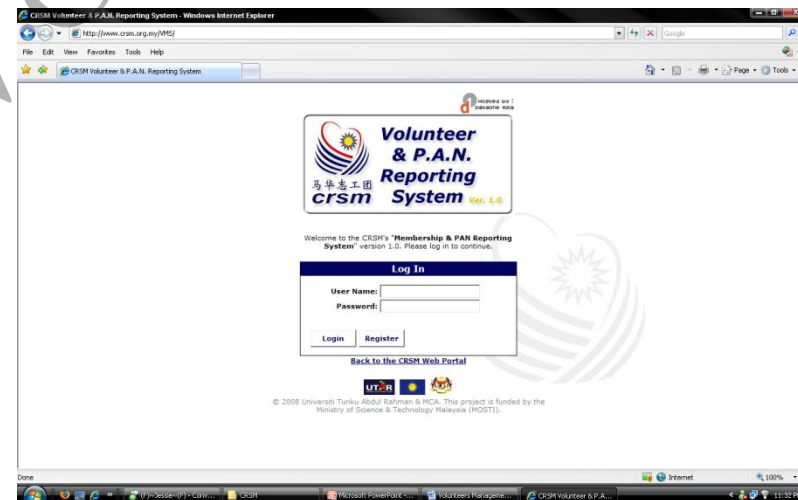
2. Contact Details
 Note: Please fill in the Mailing address if it is NOT the same as Permanent address. Leave the text box blank if mailing address is same as the permanent address.
 Permanent Address:
 State: PLEASE SELECT
 Town: Postcode:
 Mailing Address: Mailing State: PLEASE SELECT
 Mailing Town: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

3. Education Details
 Language: ☐ BM ☐ ENGLISH ☐ HINDARIN Other Language:
 Education Level: PLEASE SELECT

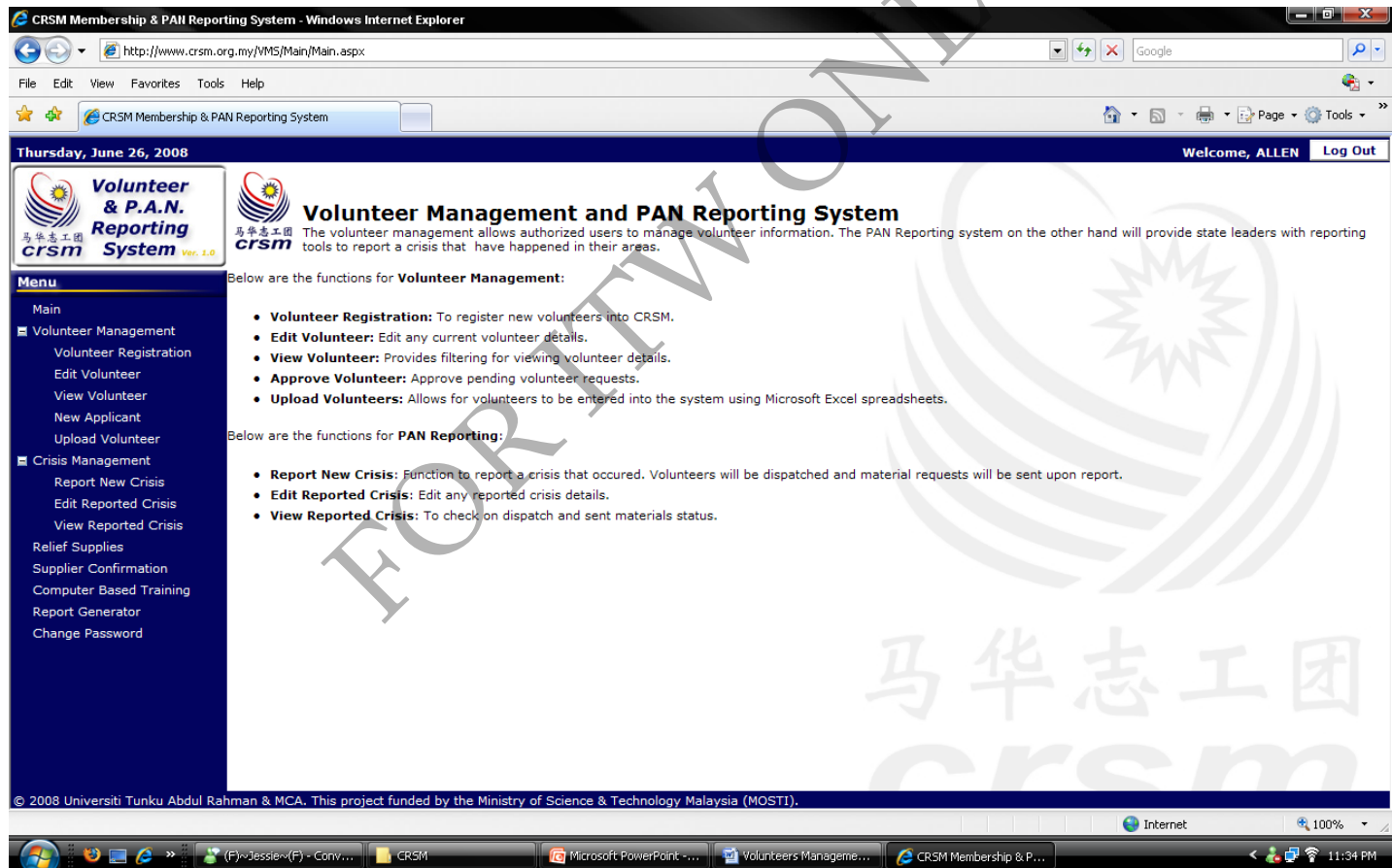
Done

Logging into V.M.S.

- Logging in



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**
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 crsm Ver. 1.0


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.

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

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) - Conv... CRSM Microsoft PowerPoint... Volunteers Manageme... 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
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System**
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 crsm Ver. 1.0


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: *

Gender: ☒ MALE ☐ FEMALE

New IC: *

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: *

Town: *

Mailing Address:

Telephone No:

Office No:

Email: *

State: * PLEASE SELECT

Postcode: *

Mailing State: PLEASE SELECT

Mailing Postcode:

Handphone No: *

Fax No:

3. Education Details

Language: ☐ BH ☐ ENGLISH ☐ MANDARIN

Other Language:

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Done

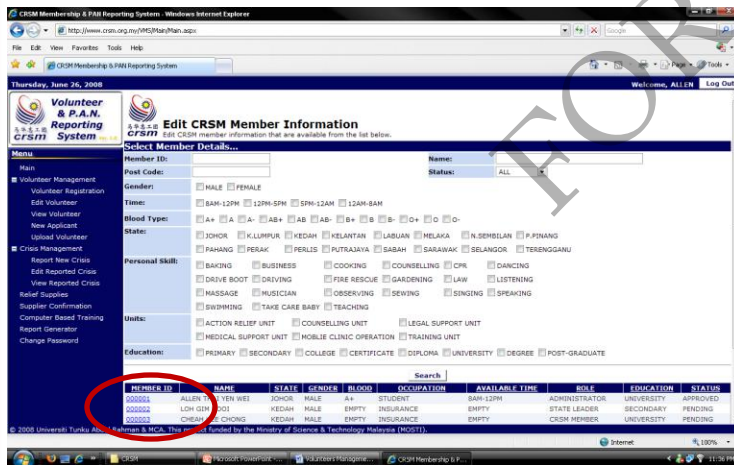
Internet 100%

11:35 PM

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



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

Thursday, June 26, 2008

Welcome, ALLEN Log Out

Edit CRSM Member Information

Select Member Details...

Member ID: Name:

Gender: ☐ MALE ☐ FEMALE

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

Blood Type: ☐ A+ ☐ A- ☐ AB+ ☐ AB- ☐ B+ ☐ B- ☐ O+ ☐ O-

State: ☐ JOHOR ☐ KUALUMPUR ☐ KEDAH ☐ KELANTAN ☐ LABUAN ☐ MELAKA ☐ N.SEMILAN ☐ PULUTANGU

Personal Skill: ☐ PAHANG ☐ PERAK ☐ PERLIS ☐ PUTRAJAYA ☐ SABAH ☐ SARAWAK ☐ SELANGOR ☐ TERENGGANU

☐ BAKING ☐ BUSINESS ☐ COOKING ☐ COUNSELLING ☐ CPE ☐ DANCING ☐ DRIVING ☐ FIRE RESCUE ☐ GARDENING ☐ LAWN ☐ LISTENING

☐ MASSAGE ☐ MUSICIAN ☐ OBSERVING ☐ SEWING ☐ SINGING ☐ SPEAKING

Unit: ☐ SWIMMING ☐ TAKE CARE BABY ☐ TEACHING

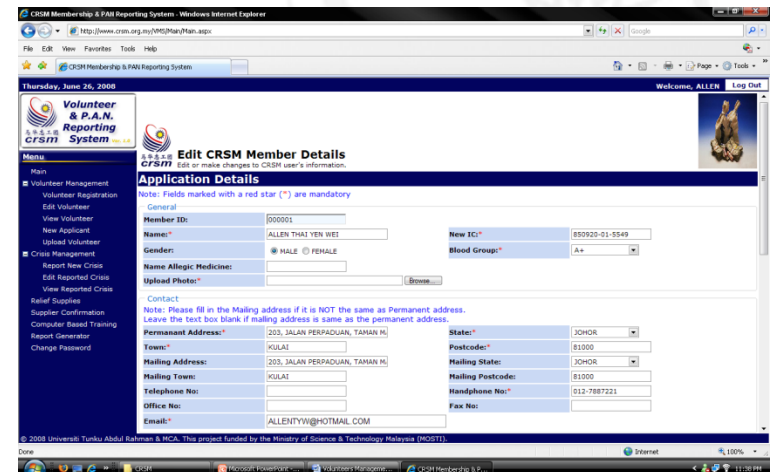
☐ ACTION RELIEF UNIT ☐ COUNSELLING UNIT ☐ LEGAL SUPPORT UNIT

☐ MEDICAL SUPPORT UNIT ☐ MOBILE CLINIC OPERATION ☐ TRAINING UNIT

Education: ☐ PRIMARY ☐ SECONDARY ☐ COLLEGE ☐ CERTIFICATE ☐ DIPLOMA ☐ UNIVERSITY ☐ DEGREE ☐ POST-GRADUATE

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

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

Thursday, June 26, 2008

Welcome, ALLEN Log Out

Edit CRSM Member Details

Application Details

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

General

Member ID: 000001

Name: ALLEN THAI YEN WEI

New IC: 850920-01-5349

Gender: ☐ MALE ☐ FEMALE

Blood Group: A+

Name Allergic Medicine:

Upload Photo:

Contact

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: 203, JALAN PERPAJUAN, TAMAN KULAI

State: JOHOR

Town: KULAI

Postcode: 81000

Mailing Address: 203, JALAN PERPAJUAN, TAMAN KULAI

Mailing State: JOHOR

Mailing Town: KULAI

Mailing Postcode: 81000

Telephone No:

Handphone No: 013-7887221

Office No:

Fax No:

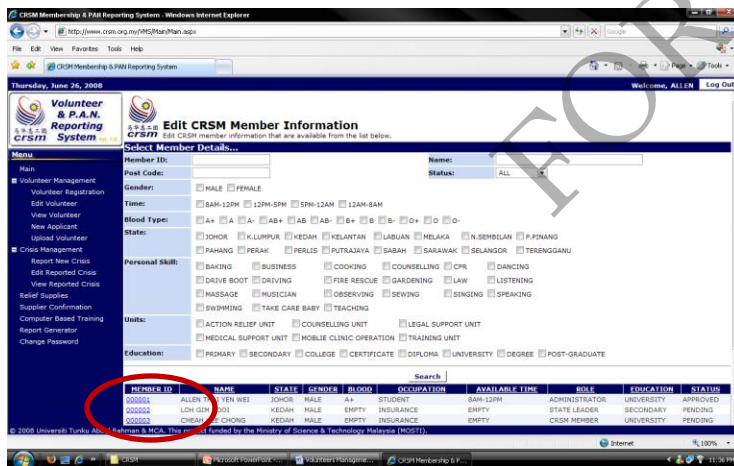
Email: ALLENTY@HOTMAIL.COM

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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



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

Thursday, June 26, 2008

Welcome, ALLEN Log Out

Edit CRSM Member Information

Select Member Details...

Member ID: Name: Status:

Gender: ☐ MALE ☐ FEMALE

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

Blood Type: ☐ A+ ☐ A- ☐ AB+ ☐ AB- ☐ B+ ☐ B- ☐ O+ ☐ O-

State: ☐ JOHOR ☐ KUALUMPUR ☐ KEDAH ☐ KELANTAN ☐ LABUAN ☐ MELAKA ☐ N.SEMILAN ☐ P.Pinang ☐ PAHANG ☐ PERAK ☐ PERLIS ☐ PUTRAJAYA ☐ SABAH ☐ SARAWAK ☐ SEL. ☐ TERENGGANU

Personal Skill: ☐ BAKING ☐ BUSINESS ☐ COOKING ☐ COUNSELLING ☐ CPE ☐ DANCING ☐ DRIVE BOOT ☐ DIVING ☐ FIRE RESCUE ☐ GARDENING ☐ LAWN ☐ LISTENING ☐ MASSAGE ☐ MUSICIAN ☐ OBSERVING ☐ SEWING ☐ SINGING ☐ SPEAKING

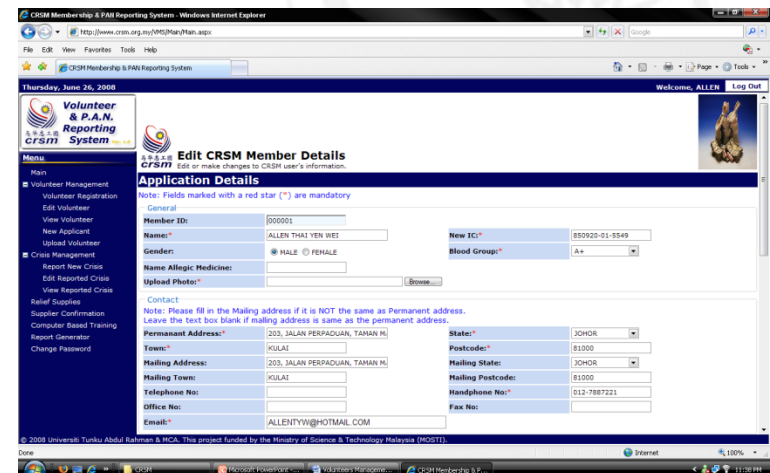
Unit: ☐ ACTION RELIEF UNIT ☐ COUNSELLING UNIT ☐ LEGAL SUPPORT UNIT ☐ MEDICAL SUPPORT UNIT ☐ MOBILE CLINIC OPERATION ☐ TRAINING UNIT

Education: ☐ PRIMARY ☐ SECONDARY ☐ COLLEGE ☐ CERTIFICATE ☐ DIPLOMA ☐ UNIVERSITY ☐ DEGREE ☐ POST-GRADUATE

Search

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

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

Thursday, June 26, 2008

Welcome, ALLEN Log Out

Edit CRSM Member Details

Application Details

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

General

Member ID: Name: New IC:

Gender: ☒ MALE ☐ FEMALE Blood Group:

Name Allergic Medicine: Upload Photo:

Contact

Supplier Confirmation Computer Based Training Report Generator Change Password

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:

Town: Postcode:

Mailing Address: Mailing State:

Mailing Town: Mailing Postcode:

Telephone No: Handphone No:

Office No: Fax No:

Email:

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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


File Edit View Favorites Tools Help

CRSM Membership & PAN Reporting System

Friday, June 27, 2008

Welcome, ALLEN [Log Out](#)


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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 SIAM SIN	KEDAH	MALE	EMPTY	SELF EMPLOYED	EMPTY	CRSM MEMBER	COLLEGE	PENDING

[Approve](#)

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Done

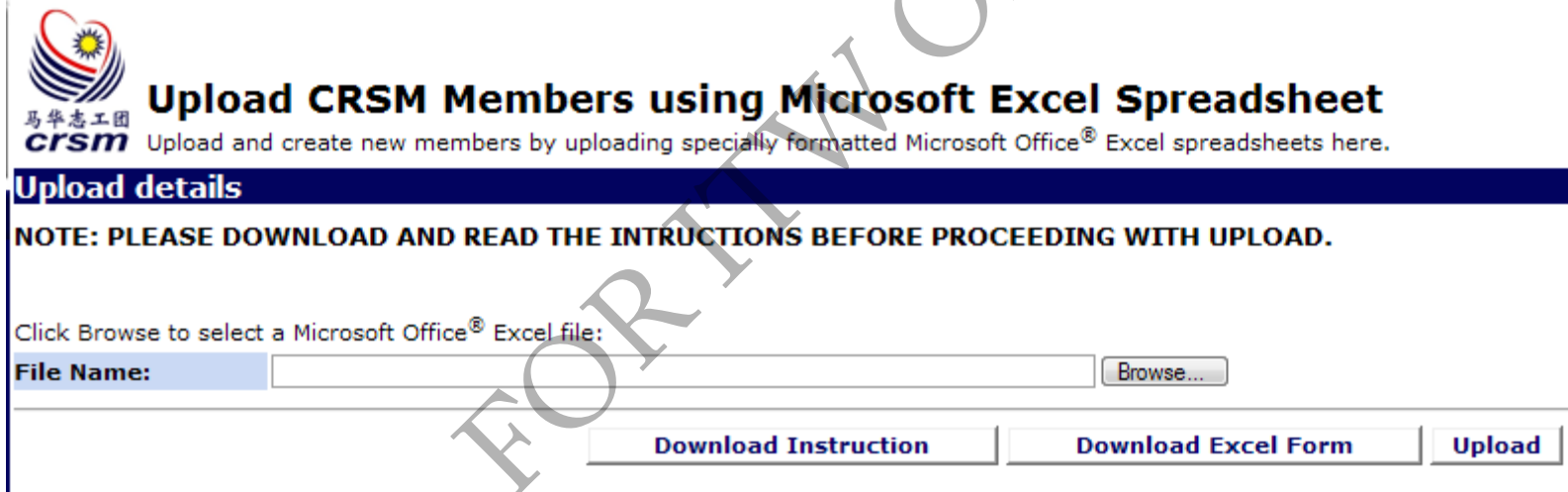
Internet 100%


CRSM Membership & P... VMS Training Microsoft PowerPoint ...

3:17 PM

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:

Part 2.0: Crisis Management



**Volunteers
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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:* PLEASE SELECT Crisis No:

Step 2 - Input Crisis Information

State:* PLEASE SELECT City:

PostCode:

Date:* Time: HOUR MINUTE

Number of Pax: 0 Number of Fatalities: 0

Number of Evacuees: 0

Possible Cause:

Evacuation Destination:

Transportation Route Affected:

Photo 1: Browse...

Photo 2: Browse...

Photo 3: Browse...

Submit

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 ☐ MOBILE 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

General Manpower **Material**

Material
Step 4 - Input Material Needs

Material Category: ALL Material Type: ALL

Search Material

	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

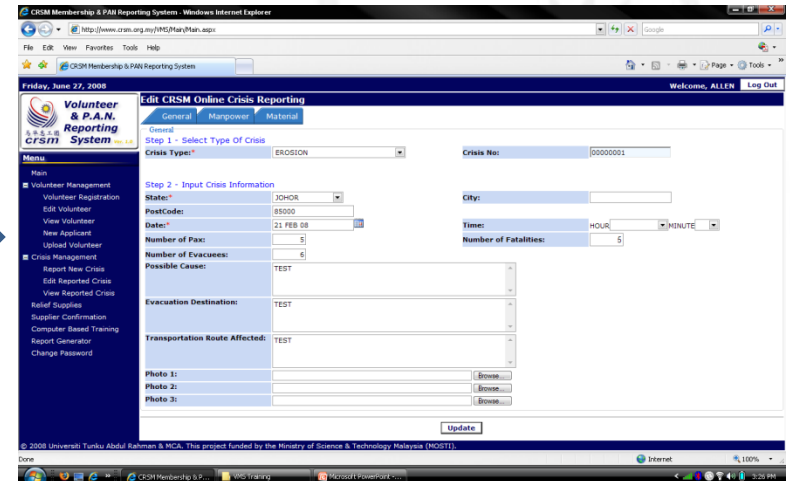
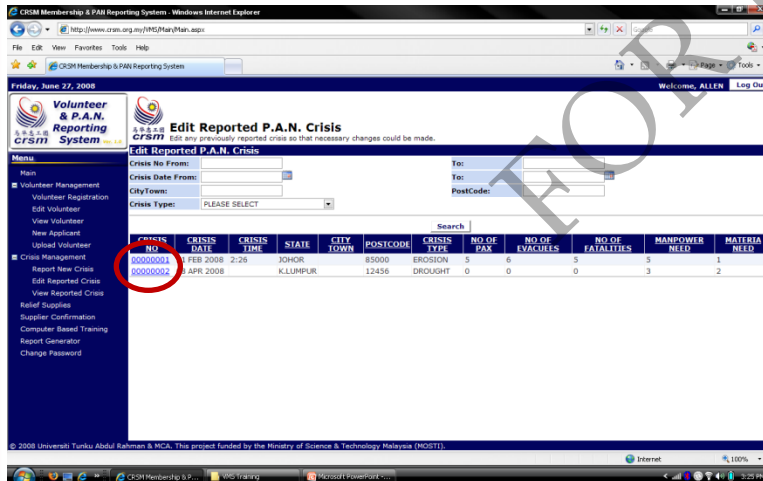
Select Material Delete Material

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

2.0 Crisis Management

2.2 Edit Reported Crisis

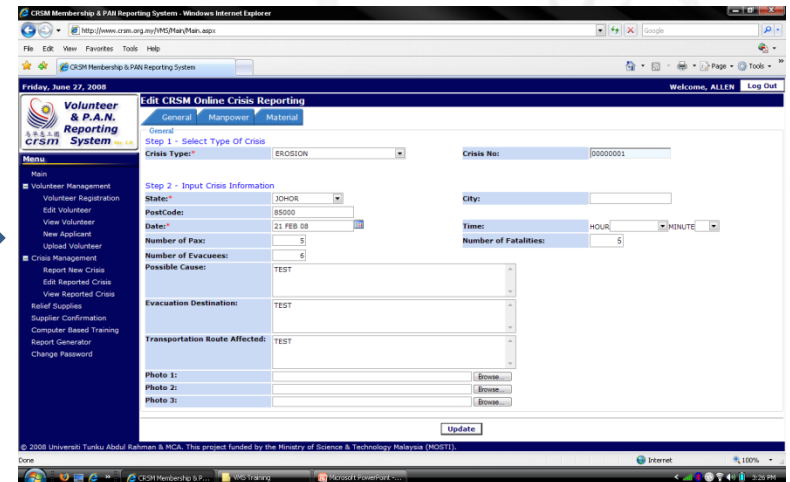
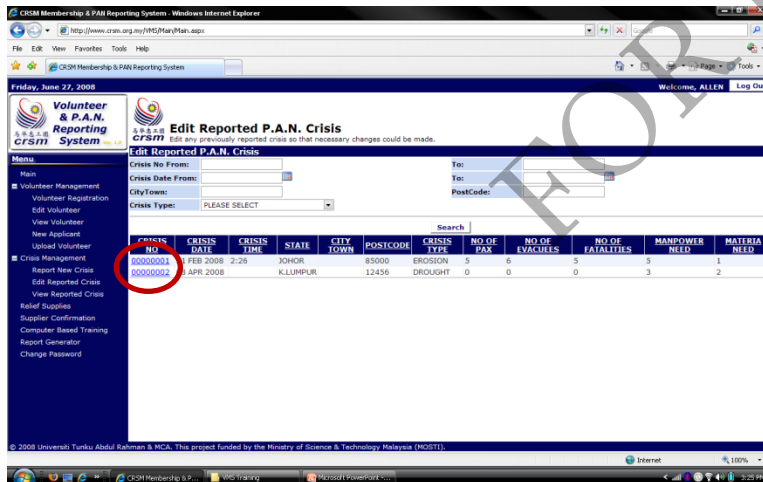
- Search for crisis first
- Edit the crisis information by clicking the ID of the Crisis



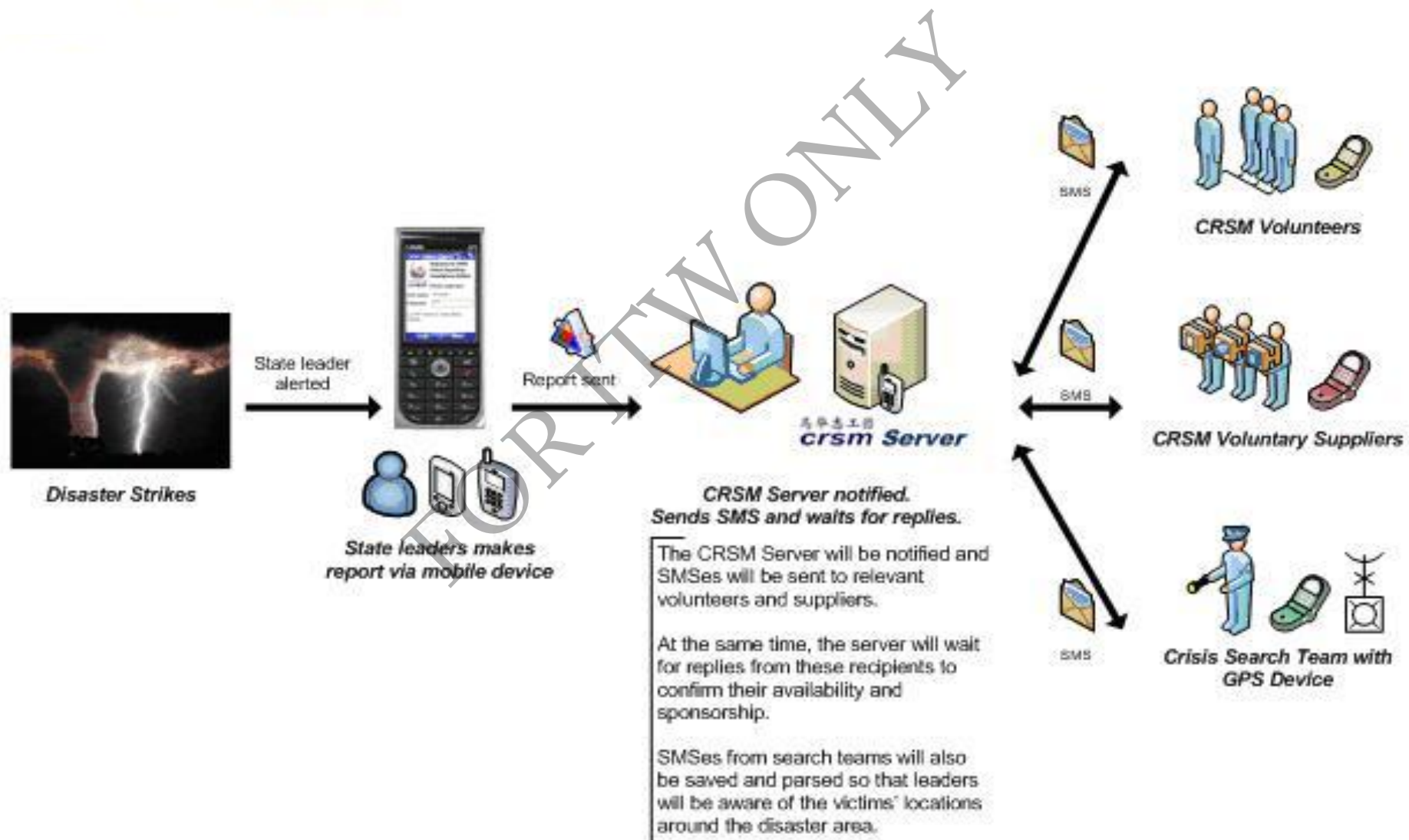
2.0 Crisis Management

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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V.M.S. System Presentation

