

Title: How to add the Apply Setting (Progress Setting)

Description:

Step 1: Go the My ERP. Choose the Programme.

**Menu**

- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Administration
- > Library
- > ERP Management
- > Associate List
- > Evaluation Setup

**ADD**

This function is a premium feature for enterprise user to manage multiple corporates or program owners under a sustainable training utilization.

**Available ERP** **My ERP** **Program** **ERP Instructor (3)**

#	ERP Name	Status
1	Audit Management & Monitoring	Approved
2	COP Certification	Pending
3	RSPO Department Monitoring And Management	Pending
4	SLDN TEST	Approved

Step 2: Go to the Progress Setting under the programme.

**Menu**

- > Dashboard
- > Announcement
- > Profile
- > Programme Market
- > My Programme
- > Administration
- > Library
- > ERP Management

**Progress Setting**

**ERP Instructor** **Join** **Apply** **Section 1** **Section 2** **Section 3** **Section 4**

**ADD**

#	Location	Agreement	Action
1	Tawau, Sabah	Agreement to work here	
2	Sandakan, Sabah	Agreement to work here	
3	MPOB HQ	Agreement to work here	
4	Port Klang, Selangor	Agreement to work here	

Step 3: Go to the Apply tab.

The screenshot shows the CISTReC 2.0 website interface. The header includes the logo and navigation links: HOME, PROGRAMME, DASHBOARD, EVENT, E-TUTORIALS, CONTACT US, ABOUT US. The user is logged in as KENSHIN GAN. The main content area is titled 'Audit Management & Monitoring'. On the left is a 'Menu' with options like Dashboard, Announcement, Profile, Programme Market, My Programme, Administration, Library, and ERP Management. The main section is 'Progress Setting', with tabs for ERP Instructor, Join, Apply, Section 1, Section 2, Section 3, and Section 4. The 'Apply' tab is active, showing a table with three rows of certification data. Each row has an 'ADD' button in the 'Action' column.

#	Type of Certification	Agreement	Action
1	Phase 1 Certification	1. OBJECTIVES OF AUDIT (a) To assess whether the organization has e...	<input type="checkbox"/> <input type="checkbox"/>
2	Phase 2 Certification	1. OBJECTIVES OF AUDIT (a) To assess whether the organization has e...	<input type="checkbox"/> <input type="checkbox"/>
3	Surveillance 1 Certification	1. OBJECTIVES OF AUDIT To monitor whether the organization has cont...	<input type="checkbox"/> <input type="checkbox"/>

Step 4: Click on the Add button and do the setting. After that, click Submit.

The screenshot shows the 'Apply Setting' modal form overlaid on the website. The modal has a title bar with a close button. It contains two text input fields: 'Types of certification' and 'Agreement'. Below the 'Agreement' field is a checkbox labeled 'Use Default'. At the bottom of the modal are 'CLOSE' and 'SUBMIT' buttons. The background shows the same 'Progress Setting' table as in the previous screenshot, but it is dimmed.