



PERTUBUHAN KESELAMATAN SOSIAL

HOW TO USE SISTEM CARUMAN PERKESO

Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50538 Kuala Lumpur
Talian Am : 03 - 42645000, Khidmat Pelanggan : 03 - 42575755
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E-mel : perkeso@perkeso.gov.my

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1 Introduction

This manual will guide users how to operate this system.

Before you begin

Please make sure that you have successfully installed the **Sistem Caruman PERKESO**.

Please refer to manual - **How to Install Sistem Caruman PERKESO**

**** The Installation process only for the first time**

2 Contact Person

Any problems or question please contact :

- Pn Rohana Md Yusoff - 03-42645437
- Pn. Susilawati - 03-42645497
- En Joenaide Mohamad - 03-42645591/5523
-

3 Start Using the system :

You can start using the system by keyin the **User ID** and **Password** .

3.1 LOGIN to Sistem Caruman PERKESO

The screenshot shows the login interface for the PERKESO system. At the top, the title bar reads "SISTEM CARUMAN BULANAN MENGGUNAKAN DISKET". Below this, a menu bar contains options: [MAIN MENU...], [LOAD DATA TO DRIVE...], [SECURITY], [BACKUP...], [RESTORE...], and [EXIT]. The main area features the PERKESO logo, which consists of three green stylized figures holding hands, with the word "PERKESO" underneath. Below the logo, the text "PERTUBUHAN KESELAMATAN SOSIAL" and "MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR" is displayed. A red title "SISTEM CARUMAN BULANAN MENGGUNAKAN DISKET" is centered above the login form. The login form has two input fields: "User ID" with the value "perkeso" and "Password" with masked characters. Below these fields are "OK" and "CANCEL" buttons. A red arrow points from the "OK" button to a callout box on the right. The callout box contains the following instructions:

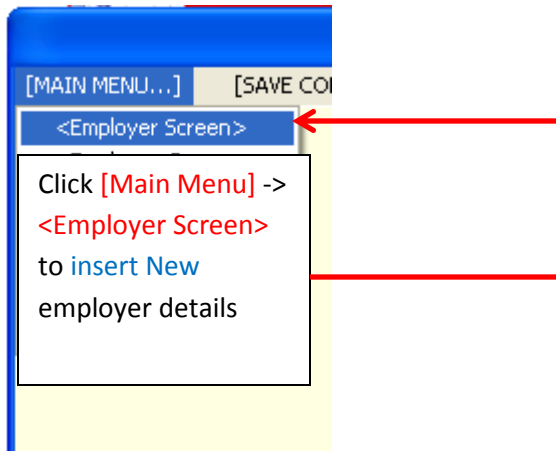
- 1) User ID: **perkeso**
- 2) Password: **socso**
- 3) Click **OK**

At the bottom of the screen, the status bar shows "Status", the date "25/10/2013", and the time "9:28 AM". The text "CRYSTAL7" is visible in the bottom right corner of the main window area.

3.2 MAIN MENU

3.2.1 EMPLOYER Screen

3.2.1.1 TIPS: How to insert New Employer Detail



Field	Functionality
Employer Code	<ul style="list-style-type: none"> Key in Employer Code . (eg. X9999999X) This field is mandatory
Company Registration No.	<ul style="list-style-type: none"> Key in Company Registration Number
Employer Name	<ul style="list-style-type: none"> Key in Employer Name This field is mandatory
Address	<ul style="list-style-type: none"> Key in Employer Address. This field is mandatory
Contact Person	<ul style="list-style-type: none"> Key in Contact Person.
Tel Number	<ul style="list-style-type: none"> Key in Employer telephone number.
Email	<ul style="list-style-type: none"> Key in Email Address

Friday, Oct 25 2013 9:48:50 AM

PERKESO
PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

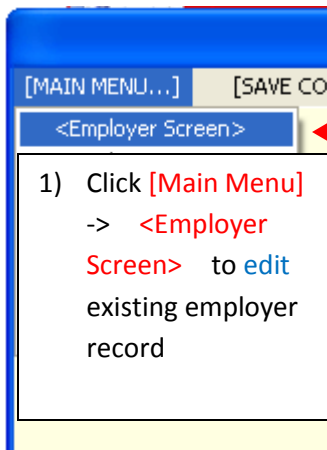
Employer Code : A3700051757F
Company Registration No.: xtz123456
Employer Name : ABC CAHAYA SDN BHD
Address : LETTER BOX NO:25, 13TH FLOOR, ABC TOWER
10 JALAN P.RAMLEE
50250 KUALA LUMPUR
Contact Person : BAEK KWO SUNG
Tel Number : 03-27155525
Email : abc@gmail.com

1 **Add** Update Delete Find **Close** 3

1) After keyin all employer details, click **Add** button to save the employer records.
2) Then the message box will appear. Click **OK**
3) After that click **Close**

Sistem Caruman
New Record is already update!
2 **OK**

3.2.1.2 TIPS: How to edit existing employer details



2) Click Find to display employer records

5) Click and select employer code to display employer record


3) Select and Double Click here to display employer record

4) Click here if you need to display ALL Employers

Employer Code	Employer Name	Company Registration No.	Address 1	Address 2	Address 3
A3700051757F	AGENSI PEKERJAAN JA...		LETTER BOX NO:15, 17T...	10 JALAN P. RAMLEE	50250 KU...
A3700051757P	AGENSI PEKERJAAN JA...		LETTER BOX NO:15, 17T...	10 JALAN P. RAMLEE	50250 KU...
B3500010788W	XXXAGENSI PEKERJAAN...	11111111111zzzzzzzz	LETTER BOX NO:15, 17T...	10 JALAN P. RAMLEE	50250 KU...
E1100040406Z	ABCDEF SDN BHD		LETTER BOX NO:15, 17T...	10 JALAN P. RAMLEE	50250 KU...

EMPLOYER SCREEN

Friday, Oct 25 2013 10:29:23 AM



MENARA PER

Employer Code :

Company Registration No.:

Employer Name :

Address :

Contact Person :

Tel Number :

Email :

Add **7** Update Delete Find Close

- 6) The selected employer record will display on employer screen
- 7) After edit employer details, click **Update** to save the record and a message box below will appear
- 8) Click **OK**

Sistem Caruman

 Record is already update!

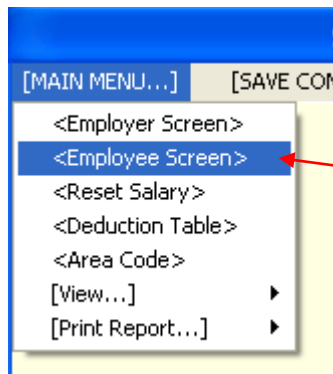
8

- 9) Then click **Close** and return to the main screen

3.2.2 EMPLOYEE Screen

3.2.2.1 TIPS: How to insert New Employee Records

Field	Functionality
Employer Code	<ul style="list-style-type: none"> Select employer code . This field is automatically display by system
Employer Name	<ul style="list-style-type: none"> Will automatically displayed after the Employer Code selected This field is computed for display
IC Number	<ul style="list-style-type: none"> Key in Old IC or New IC. This field is mandatory
Employee Name	<ul style="list-style-type: none"> Key in Employee Name This field is mandatory
Date Employment Commenced	<ul style="list-style-type: none"> Key in Date Employment Commenced. Date of commencement of the work. This is a date when an employee start working. This field is mandatory for new record.
Date Employment Ceased	<ul style="list-style-type: none"> Key in Date Employment Ceased Resign Date
Option: Jenis Pertama	<ul style="list-style-type: none"> The payment of the contribution is by both the employer and employee. Default by system
Option: Jenis Kedua	<ul style="list-style-type: none"> The payment of contributions is made only by the employer and for Employees whose age exceeds 60 years or For employees who have never contributed to the two schemes before attaining age 50 years
Salary	<p>All remuneration payable in money to an employee is wages for purposes of SOCSO contributions. This includes the following payments : -</p> <ul style="list-style-type: none"> Salary Overtime payments Commissions and service charge Payments for leave; annual , sick, maternity, rest day, public holidays and others Allowances; incentive, shift, food, cost of living, housing and others All the above must be insert at Salary field. This field is mandatory.
Deduction: Employee	<ul style="list-style-type: none"> Automatically display by system after the salary entered Computed for display.
Deduction: Total	<ul style="list-style-type: none"> Automatically display by system after the salary entered. Computed for display.
Deduction: Total	<ul style="list-style-type: none"> Automatically display by system after the salary entered. Computed for display.



1) Click [Main Menu] -> <Employee Screen> to insert new employee

Friday, Oct 25 2013 3:42:32 PM

PERKESO
PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

Please select Employer Code

Code :

Name : HD

Please Insert Employee

IC Number :

Date Employment Commenced : / / DD MM YYYY

Date Employment Ceased : / / DD MM YYYY

☒ JENIS PERTAMA (BENCANA PEKERJAAN DAN ILAT) ☐ JENIS KEDUA (BENCANA PEKERJAAN SAHAJA)

Please Key In Employee Salary :

DEDUCTION

Employer :

Employee :


Total :

Add Update Delete Find Close

2) Click here and select employer code

EMPLOYEE SCREEN

Friday, Oct 25 2013



PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

Please select Employer Code

Code :

Name :


Please Insert Employee Details


IC Number :

Employee Name :

Date Employment Commenced : / /
DD MM YYYY

Date Employment Ceased : / /
DD MM YYYY

☒ JENIS PERTAMA (BENCANA PEKERJAAN DAN ILAT) 

☐ JENIS KEDUA (BENCANA PEKERJAAN SAHAJA) 

Please Key In Employee Salary :

DEDUCTION

Employer :

Employee :

Total :

6

- 3) Key in all employee details -
- Mandatory** fields:
- i) **IC Number**
 - ii) **Name**
 - iii) **Date Employment Commenced**
 - iv) **Employee Salary**
- 4) **Not Mandatory** fields:
- i) **Date Employment Ceased**
- 5) Keyin **Employee Salary** and press **[Enter]** then Deduction details will automatically displayed by system.
- 6) Click **Add** save new employee record and a message will display below

Sistem Caruman 

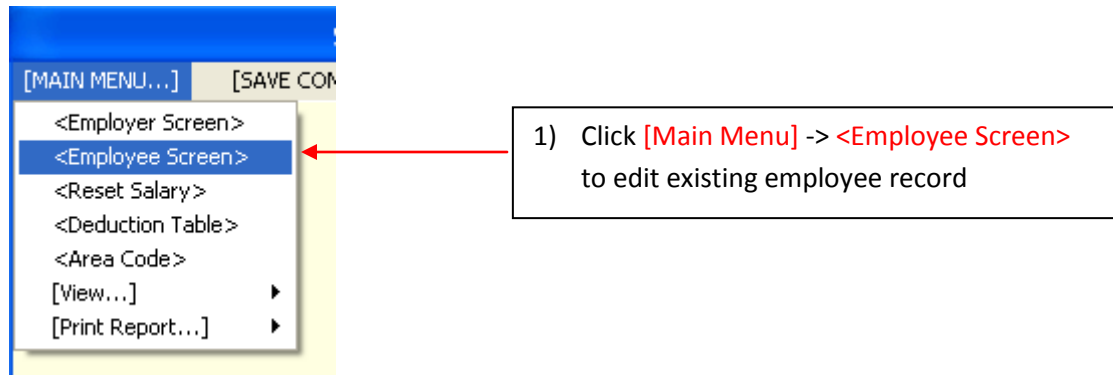
 New Record is already updated

7

7) Click **OK**

8) Click **Close** and return to the main screen

3.2.2.2 TIPS : How to edit Existing Employee Records



EMPLOYEE SCREEN

Friday, Oct 25 2013 4:28:38 PM

PERKESO
PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

Please select Employer Code

Code : A3700051757F
Name :

Please Insert Employee Details

IC Number :
Employee Name :

Date Employment Commenced : DD MM YYYY Date Employment Ceased : DD MM YYYY

☒ JENIS PERTAMA (BENCANA PEKERJAAN DAN ILAT) ☐ JENIS KEDUA (BENCANA PEKERJAAN SAHAJA)

Please Key In Employee Salary :

DEDUCTION

Employer :
Employee :
Total :

Add Update Delete Find Close

2) Click Find to display employee records

INFORMATION OF EMPLOYEE RECORDS FOR MONTHLY CONTRIBUTION

Find Record by

Employee IC No : Employee Name : Find

Display Record by

A3700051757F OR All Employee Close


IC Number	Name	Employer Code	Employer Name	Salary	Employer Deduction	Employee Deduction
560431050609	ZYXWQEQWEWQ	A3700051757F	AGENSI PEKERJAAN JAC...	2,600.00	44.65	12

4) Double Click here to display employee details

3) You can find record by **Employee IC No** or **Employee Name** :
i) Click Find to locate the record
ii) Then double click the selected record to view employee details.

EMPLOYEE SCREEN

Monday, Oct 28 2013 9:45:03 AM


PERKESO
 PERTUBUHAN KESELAMATAN SOSIAL
 MENARA PERKESO 281, JALAN AMPANG 50538 KUALA LUMPUR

Please select Employer Code

Code :

Name :



Please Insert Employee Details

IC Number :

Employee Name :

Date Employment Commenced : / / Date Employment Ceased : / /

DD MM YYYY DD MM YYYY

☒ JENIS PERTAMA (BENCANA PEKERJAAN DAN ILAT) 
☐ JENIS KEDUA (BENCANA PEKERJAAN SAHAJA) 


Please Key In Employee Salary :

DEDUCTION

Employer :	<input type="text" value="39.35"/>
Employee :	<input type="text" value="11.25"/>
Total :	<input type="text" value="50.60"/>

7 **9**

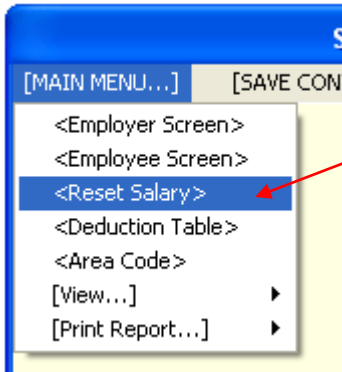
Sistem Caruman ✖

 Records have been successfully updated!

8

- 6) The selected employee record will display on employee screen
- 7) After edit employee details, click **Update** to save the record and a message box below will appear
- 8) Click **OK**
- 9) Click **Close** and return to main

3.2.3 RESET SALARY



You can delete All Employee Salary from **<Reset Salary>** menu.

This menu will make it easier for you if you want to remove salary information for all employees

1) Select Employer Code

2) Click on RESET SALARY button to reset the Employees Salary

* RESET SALARY FOR EMPLOYEE RECORDS *

Please Select Employer Code

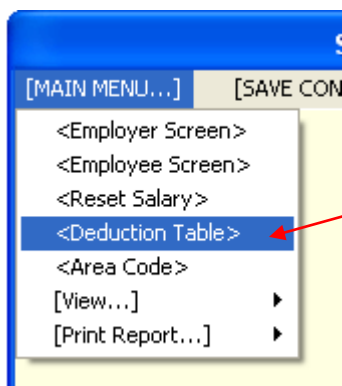
Employer Code :

Employer Name :

RESET SALARY **Close**

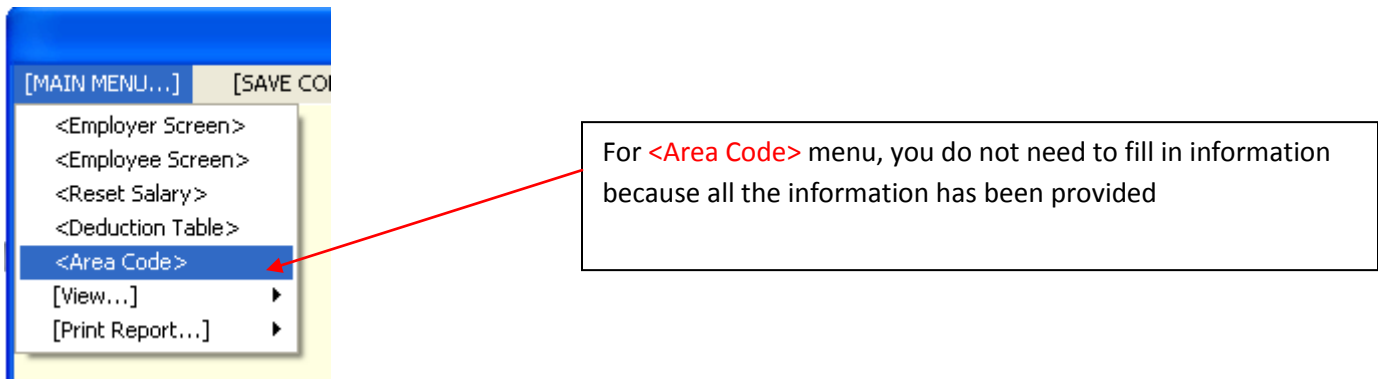
IC Number	Name	Employer Code	Employer Name	Salary	Employer Deduction	Employee Dedu

3.2.4 DEDUCTION TABLE



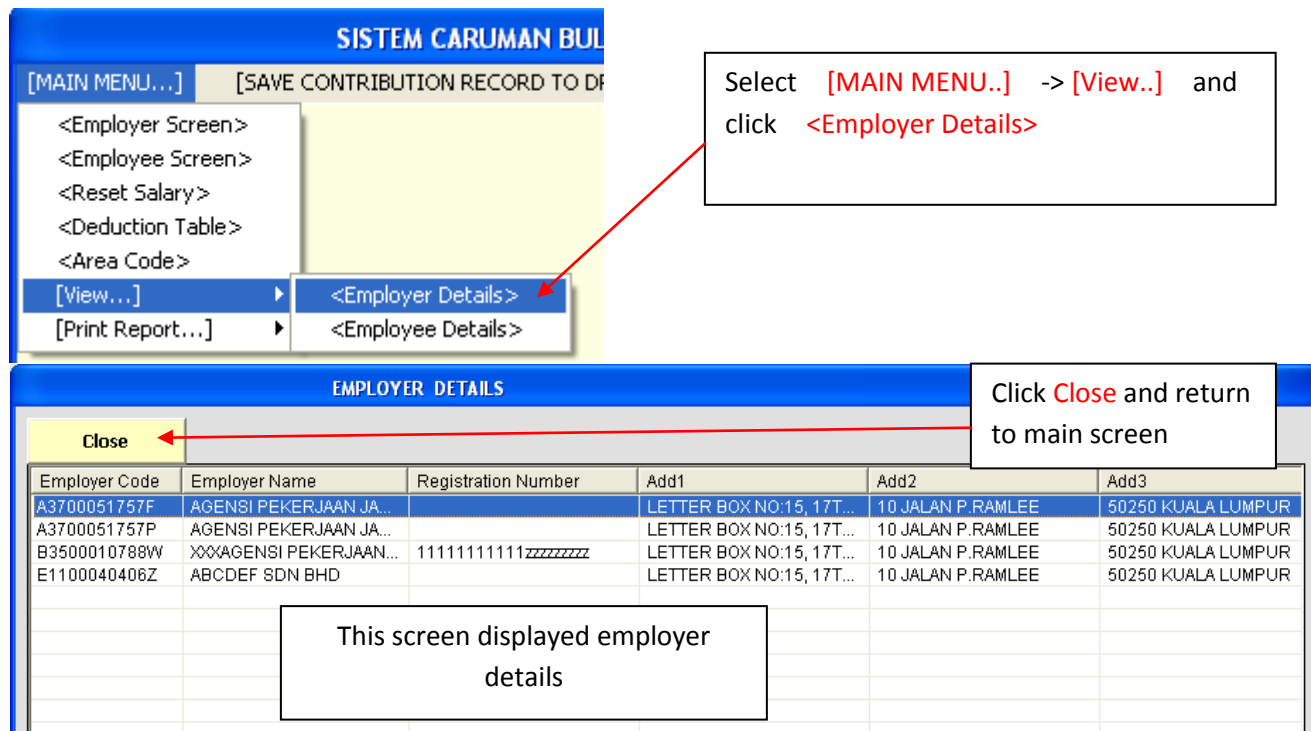
For **<Deduction Table>** menu, you don't need to fill in any information because all the information has been provided

3.2.5 AREA CODE

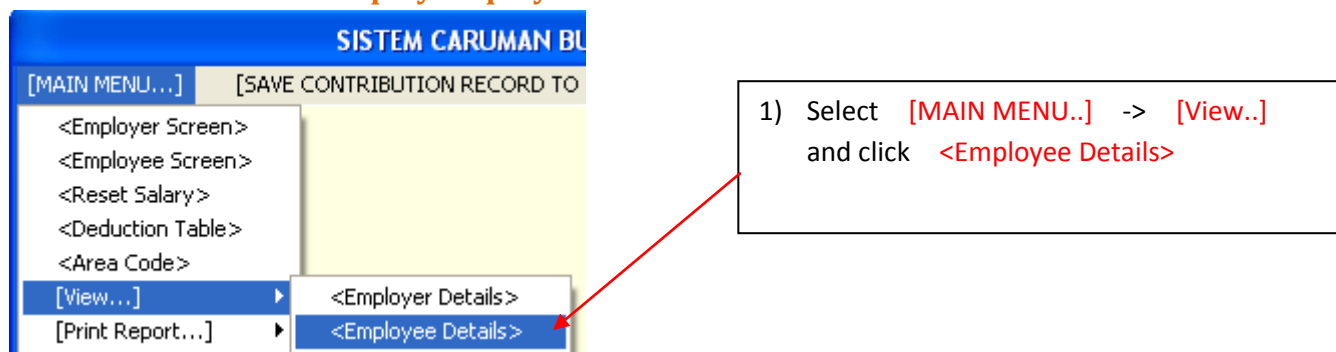


3.2.6 VIEW

3.2.6.1 TIPS: How to display employer records



3.2.6.2 TIPS : How to display employee records




DISPLAY EMPLOYEE DETAILS

Select Employer Code

B3500010788WV

OK Cancel

2) Click  here and select employer code

3) Click **OK** to display employee records

EMPLOYEE DETAILS

Close

IC Number	Name	Employer Code	Salary	Employer Deduction	Employee Deduction	TOTAL	Ceased Da
560431050809	ZAKWQEQWEWQ	A3700051757F	2,600.00	44.65	12.75	57.40	12082013

Click **Close** and return to main screen

This screen displayed employee details

3.2.7 PRINT REPORT

3.2.7.1 TIPS : How to print Employee Records

SISTEM CARUMAN BUL


[MAIN MENU...] [SAVE CONTRIBUTION RECORD TO DF]

<Employer Screen>
<Employee Screen>
<Reset Salary>
<Deduction Table>
<Area Code>
[View...] ▶
[Print Report...] ▶

1

<Employee Records>
<Lampiran A>
<Borang 8A>
<Deduction Table>

2) Select **[MAIN MENU..]** -> **[Print Report..]** and click **<Employee Records>**

2) Click  here and select employer code

3) Key in **Monthly Contribution** (eg: 09/2013) and click **OK**

EMPLOYEE RECORDS

Please keyin EMPLOYER CODE:

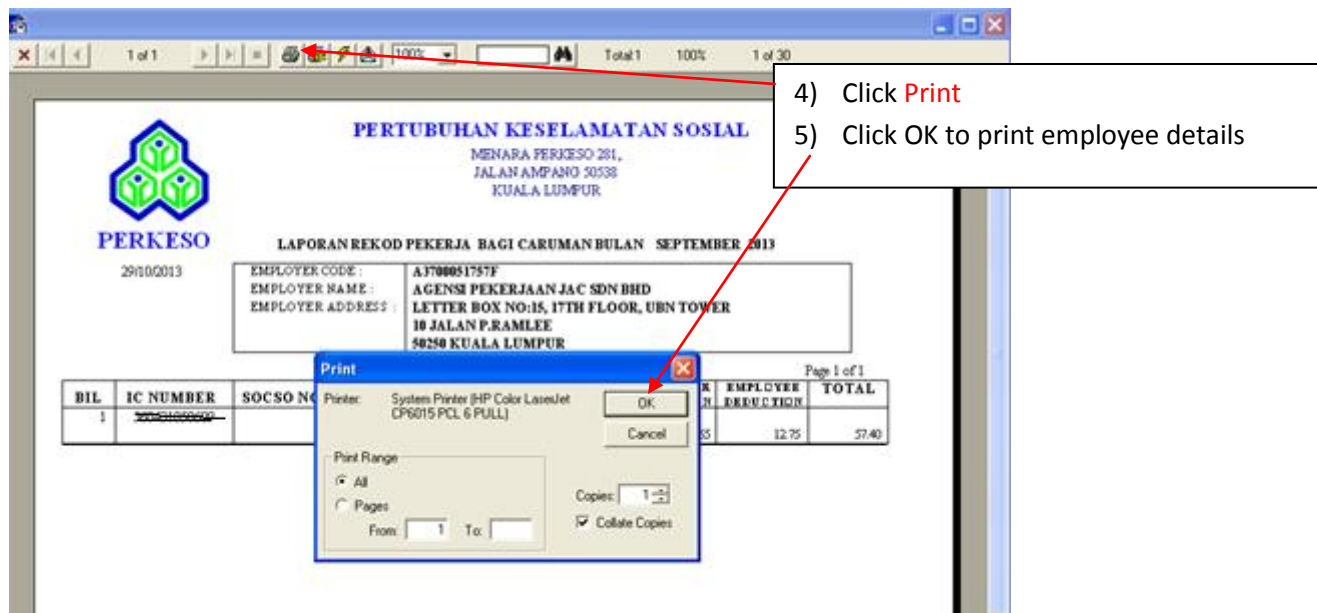
B3500010788WV

2

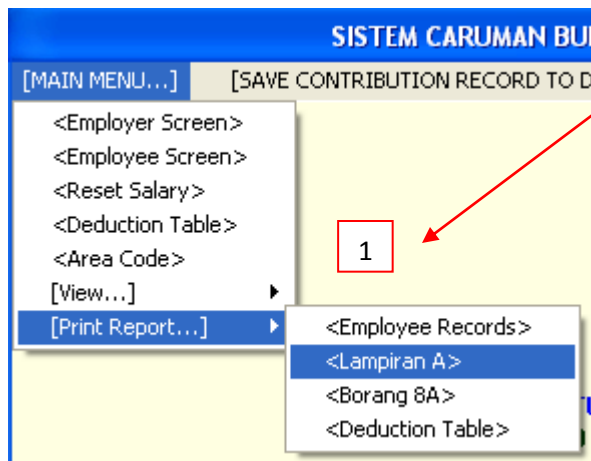
MONTHLY CONTRIBUTION (format : mm/yyyy)

3 09/2013 mm/yyyy

OK Cancel



3.2.7.2 TIPS : How to print Lampiran A



- 1) Select **[MAIN MENU..]** -> **[Print Report..]** and click **<Lampiran A>**
- 2) Click **[Dropdown]** here and select employer code
- 3) Key in **Monthly Contribution** (eg: 09/2013) and click **OK**



PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281, JALAN AMPANG 50588 KUALA LUMPUR

LAMPIRAN A
28/10/2013

BORANG BAYARAN CARUMAN BULANAN / TUNGGAKAN CARUMAN /
KEKURANGAN CARUMAN MENGGUNAKAN CD / DISKET UNTUK

BULAN September 2013 HINGGA September 2013

Tarikh Butiran Caruman Dihantar : ____ / ____ / ____
(Melalui Sistem Penghantaran Pita/Disket)

Bilangan Pekerja : 29 orang

Cek / Kiriman Wang :
No : _____

Kod Majikan :
Nama Majikan :
Alamat : _____

Tandatangan : _____

Nama Penuh : KIVOSHI HAYASHI

Telefon : 03-27155525

E-mel : _____

AKUAN PENERIMAAN (DIISI OLEH PERKESO)

Adalah diakui bahawa caruman yang dibayar menggunakan pita/disket berkenaan telah diterima.

Kod Majikan : B3500010788W
Nama Majikan : XXXAGENSI PEKERJAAN JAC SDN BHD

No Cek / Kiriman Wang /
Wang Pos / Draf Bank : _____ Bulan Caruman : _____

Print Dialog Box:
Printer: System Printer (HP Color LaserJet CP6015 PCL 6 PULL)
Print Range: ☒ All ☐ Pages
From: 1 To: _____
Copies: 1 ☒ Collate Copies
OK Cancel

4) Click **Print**

5) Click OK to print Lampiran A

3.2.7.3 TIPS : How to print Borang8a

SISTEM CARUMAN BU

[MAIN MENU...] [SAVE CONTRIBUTION RECORD TO D...]

- <Employer Screen>
- <Employee Screen>
- <Reset Salary>
- <Deduction Table>
- <Area Code>
- [View...]
- [Print Report...]
 - <Employee Records>
 - <Lampiran A>
 - <Borang 8A>**
 - <Deduction Table>

1) Select **[MAIN MENU..]** -> **[Print Report..]** and click **<Borang8a>**

2) Click here and select employer code

3) Key in **Monthly Contribution** (eg: 09/2013) and click **OK**

BORANG 8A

Please Insert EMPLOYER CODE : **2**

Please Insert CONTRIBUTION MONTH : **3** yy

OK Cancel

PERTUBUHAN KESELAMATAN SOSIAL
 PERATURAN - PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971 (PER. 44A)
CARUMAN GAJI BULAN 09 2013

BORANG 8A

No. Kod Majikan	No. MyCoID	Amaun Caruman (RM)
A3700051757F		57.40

Amaun caruman di atas hendaklah dibayar kepada PERKESO/EJEN PEMUNGUT tidak lewat daripada **31 October 2013**

Nama dan Alamat Majikan	Lembaran	Bilangan Pekerja
AGENCI PEKERJAAN JAC SDN BHD	Page 1 of 1	1
LETTER BOX NO:15, 17TH FLOOR, UBN TOWER	Kegunaan Ejen Pemungut	
10 JALAN P.RAMLEE	Cop	
50250 KUALA LUMPUR		

Tarikh MULA/BERHENTI KERJA (hh/mm/yy) (1)	STATUS (2)	NO. KAD PENGENAL (3)	CARUMAN (5)
		5604310506	RM 57.40

Print
 Printer: System Printer (HP Color LaserJet CP6015 PCL 6 PULL)
 Print Range:
☒ All
☐ Pages From: 1 To:
 Copies: 1
☒ Collate Copies
 OK Cancel

4) Click **Print**

5) Click OK to print Borang8a

3.2.7.4 TIPS : How to print Deduction Table

SISTEM CARUMAN BU

[MAIN MENU...] [SAVE CONTRIBUTION RECORD TO C...]

- <Employer Screen>
- <Employee Screen>
- <Reset Salary>
- <Deduction Table>
- <Area Code>
- [View...]
- [Print Report...]
 - <Employee Records>
 - <Lampiran A>
 - <Borang 8A>
 - <Deduction Table>

Select **[MAIN MENU..]** -> **[Print Report..]**
 and click **<Deduction Table>**


1 of 2 100% Total: 35 100% 35 of 35

PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO 281,
JALAN AMPANG 50538
KUALA LUMPUR

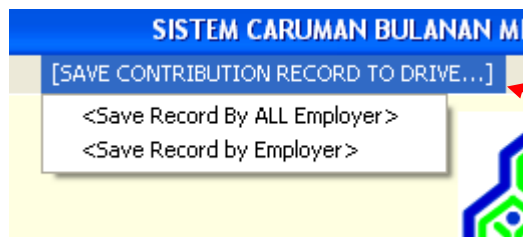
PERKESO

18/5/2011 **JADUAL POTONGAN PERKESO** Page 1 of 2

MINIMUM SALARY	MAXIMUM SALARY	FIRST CATEGORY EMPLOYMENT INJURY & INVALIDITY			Second Category
		EMPLOYER'S SHARE	EMPLOYEE'S SHARE	TOTAL	Employment Injury Total contribution by Employer only
0.00	30.00	0.40	0.10	0.50	0.30
0.00	0.00	0.00	0.00	0.00	0.00
30.00	50.00	0.70	0.20	0.90	0.50
50.00	70.00	1.10	0.30	1.40	0.80
70.00	100.00	1.50	0.40	1.90	1.10
100.00	140.00	2.10	0.60	2.70	1.50
140.00	200.00	2.95	0.85	3.80	2.10
200.00	300.00	4.35	1.25	5.60	3.10
300.00	400.00	6.15	1.75	7.90	4.40
400.00	500.00	7.85	2.25	10.10	5.60
500.00	600.00	9.65	2.75	12.40	6.90
600.00	700.00	11.35	3.25	14.60	8.10
700.00	800.00	13.15	3.75	16.90	9.40
800.00	900.00	14.85	4.25	19.10	10.60
900.00	1,000.00	16.65	4.75	21.40	11.90
1,000.00	1,100.00	18.35	5.25	23.60	13.10

Click  to print the Deduction Table

3.3 SAVE CONTRIBUTION RECORD TO DRIVE




There are 2 options for this process:

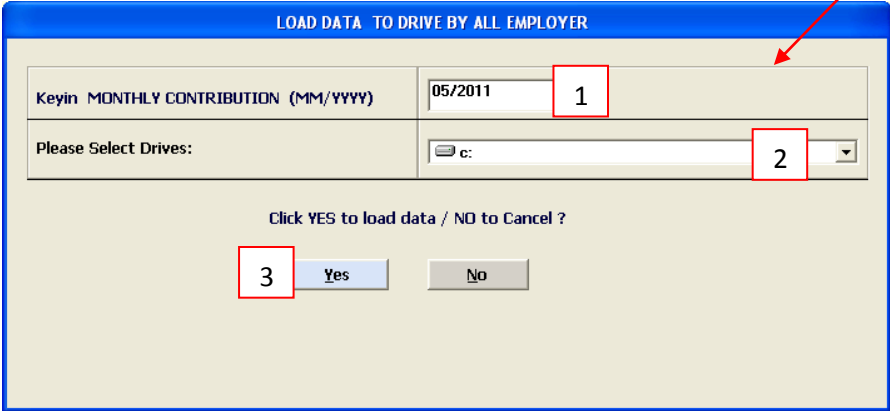
- 1) Save Record By All Employer
 - This option will save all employee records in one file (filename: **brg8a.txt**)
- 2) Save Record by Employer
 - This option will save employee records according to the selected employer. The file created is based on employer code (eg: **E2303381K.txt**)


3.3.1 SAVE RECORD BY ALL EMPLOYER

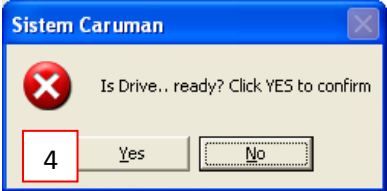

3.3.1.1 TIPS :How to Save Contribution Record to Drive –Save Record By All Employer



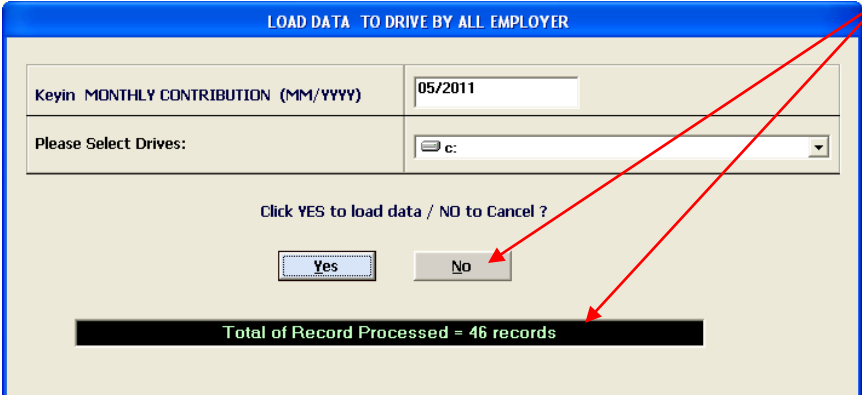
Click [**SAVE CONTRIBUTION RECORD TO DRIVE...**] →
<Save Record By All Employer>



- 1) Keyin **Monthly Contribution** (eg: 05/2011)
- 2) Click  to select drive
- 3) Click **Yes** to continue load data
- 4) At message box below click **Yes**


Click **OK**



After the process finished, **Total of Record Processed** will be displayed on the screen. Then click **No** and return to main screen

3.3.2 SAVE RECORD BY EMPLOYER

3.3.2.1 TIPS : How to Save Contribution Record to Drive – Save Record by Employer



Click [**SAVE CONTRIBUTION RECORD TO DRIVE ...**]
 → **<Save Record By Employer>**

LOAD DATA TO DRIVE BY EMPLOYER


Keyin MONTHLY CONTRIBUTION (MM/YYYY)	05/2011 1	mm/yyyy
Please select EMPLOYER CODE	E2303318K 2	
Please Select Drives:	c: 3	

Click YES to load data / NO to Cancel ?

4 YES NO

- 1) Keyin **MONTHLY CONTRIBUTION** (eg: 05/2011)
- 2) Click ▼ to select employer code
- 3) Click ▼ to select drive
- 4) Click **YES** to continue


Sistem Caruman

 Is Drive.. ready? Click YES to confirm

Yes No

Click Yes

Sistem Caruman

 Job completed..Record saved into Drive!!

OK

Click OK

LOAD DATA TO DRIVE BY EMP

Keyin MONTHLY CONTRIBUTION (MM/YYYY)	05/2011
Please select EMPLOYER CODE	E2303318K
Please Select Drives:	c:

Click YES to load data / NO to Cancel ?

YES NO

Total of Record Processed = 46 records

After the process finished, **Total of Record Processed** will be displayed on the screen. Then click **No** and return to main screen

3.4 SECURITY

3.4.1 CHANGE PASSWORD

For security reason please change your password using the features given.

3.4.1.1 TIPS : How to change password

Click **[CHANGE PASSWORD]**

MENGUNAKAN DISKET

[SECURITY] [BACKUP...]

<Change Password>

<Reset Password>

Screen Change Password

Change Password

Userid : perkoso

Old Password : **** 1

New Password : **** 2

Confirm Password : **** 3

4 OK Cancel

- 1) Keyin **Old Password**
- 2) Keyin **New Password**
- 3) Keyin **Confirm Password**
- 4) Click **OK**

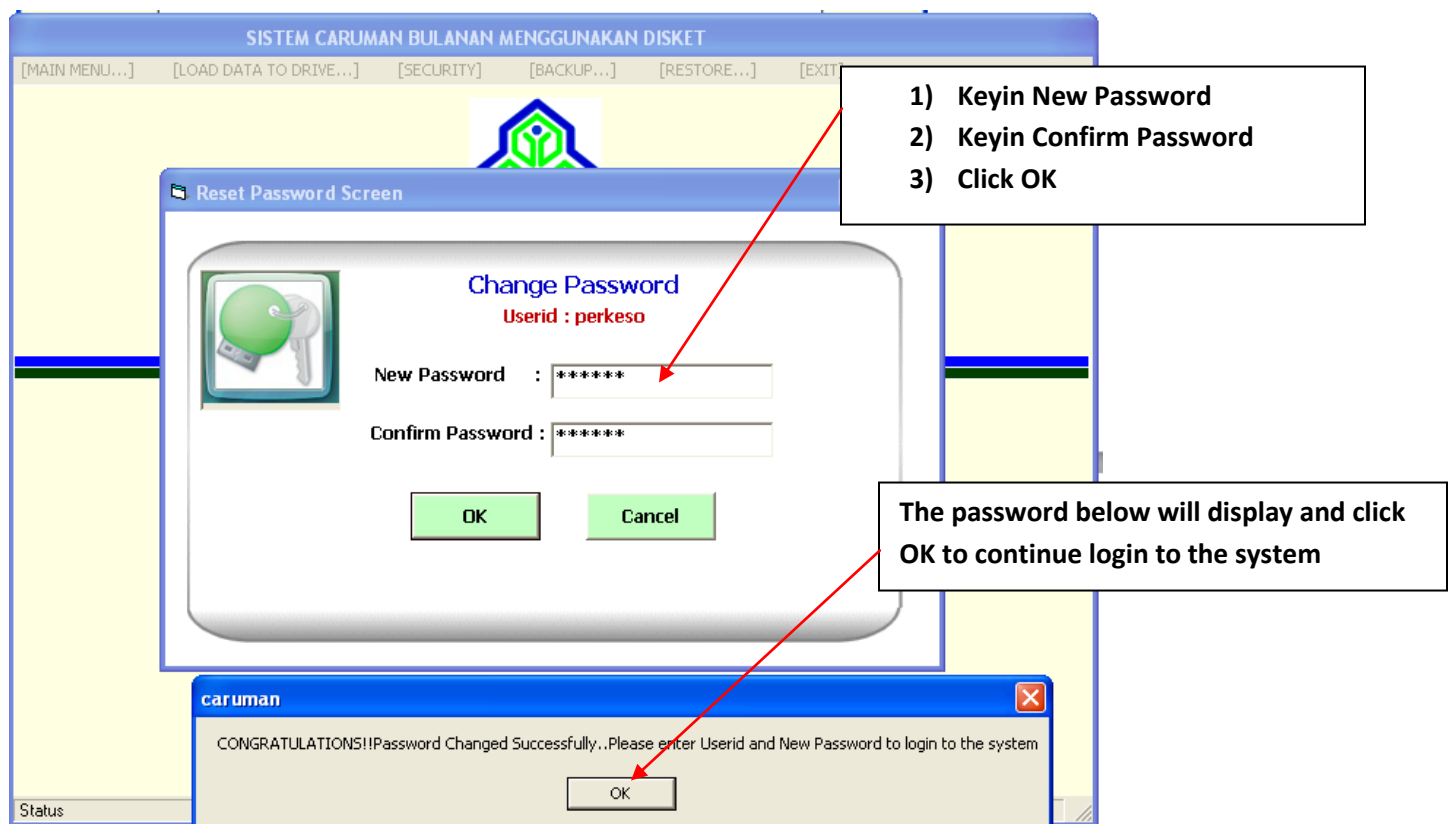
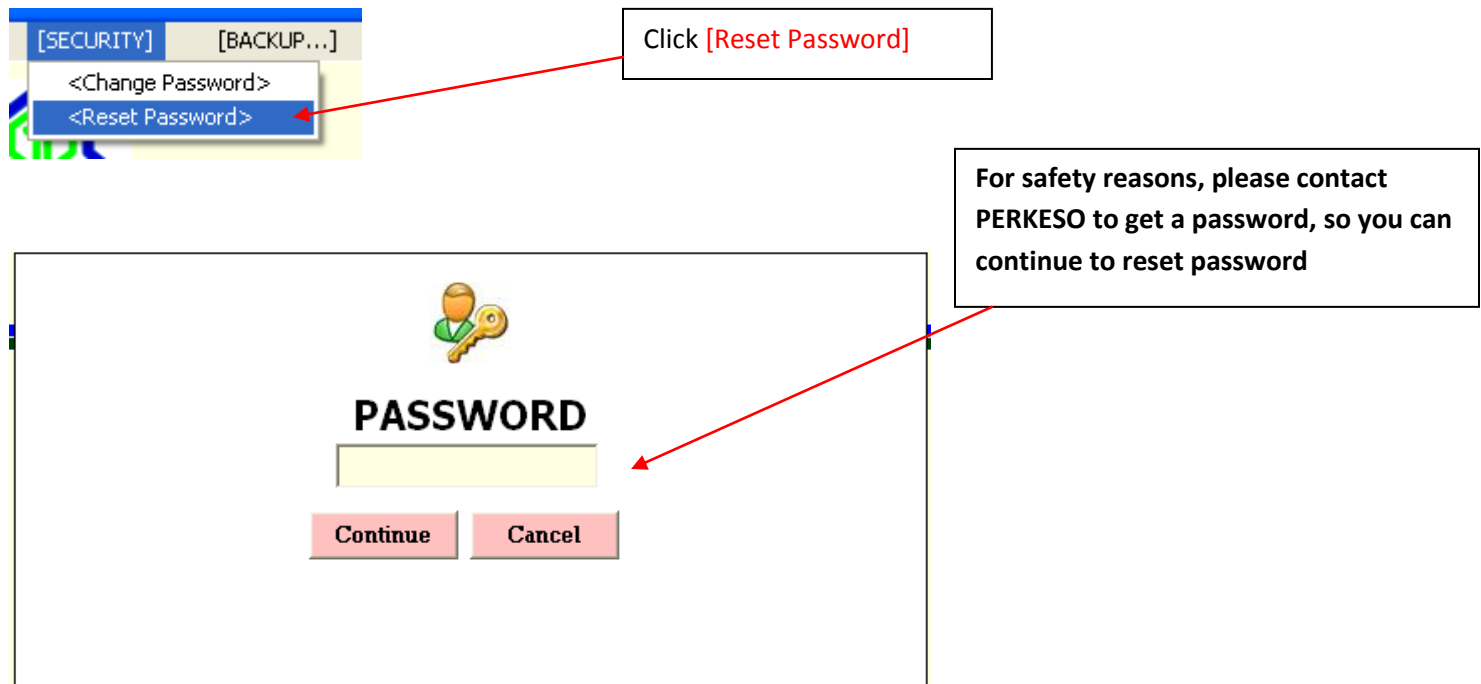
caruman

Password Changed Successfully..

OK

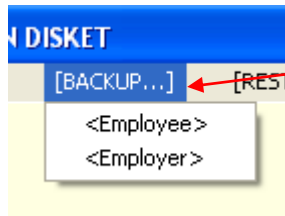
3.4.2 RESET PASSWORD

3.4.2.1 TIPS : How to Reset password



3.5 BACKUP

For your safety, please backup your data regularly. This option will help you to recover your data if any problem occurred later.

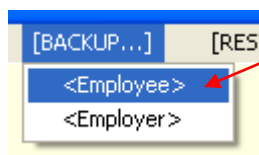


There are 2 features you need to do for [BACKUP...]:

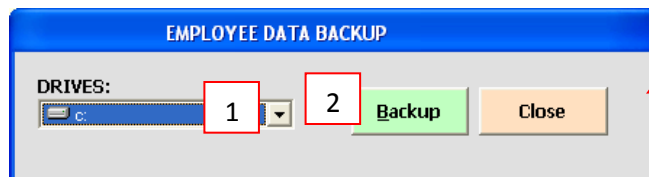
- 1) <Employee> - Will backup all employee records and save into a text file name as **employeebak.txt**
- 2) <Employer> - Will backup all employer records and save into a text file name as **employerbak.txt**

3.5.1 EMPLOYEE

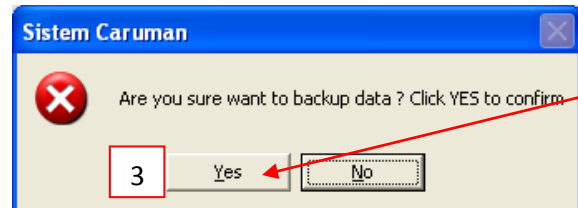
3.5.1.1 TIPS : How to Backup Employee Records



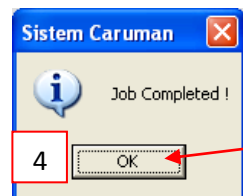
From main screen click [BACKUP...] then click <Employee>



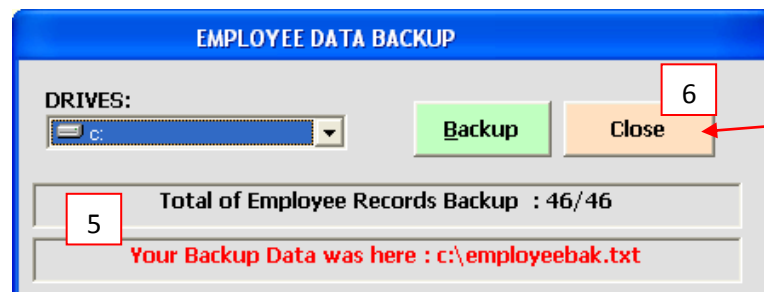
- 1) Click and Select destination for backup data
- 2) Click **Backup**



- 3) When a message box appear as below, Click **Yes** to proceed backup process.



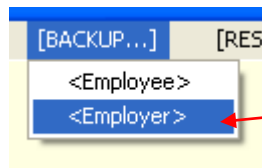
- 4) After the backup process successfully finished, a message 'Job Completed' will appear. Then click **OK**



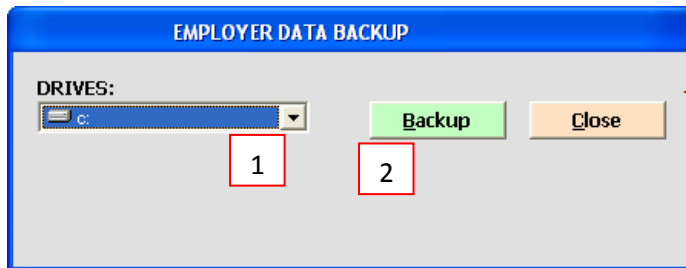
- 5) Then the screen will display the **Total of Employee Records** backup and the location of **backup file**
- 6) Then click **Close** and back to main screen

3.5.2 EMPLOYER

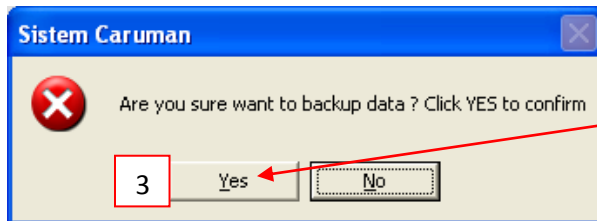
3.5.2.1 TIPS : How to backup Employer Records



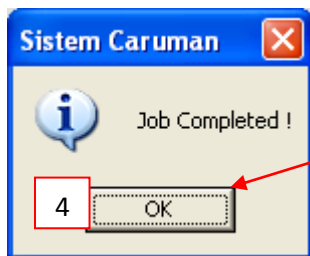
From main screen click **[BACKUP...]** then click **<Employer>**



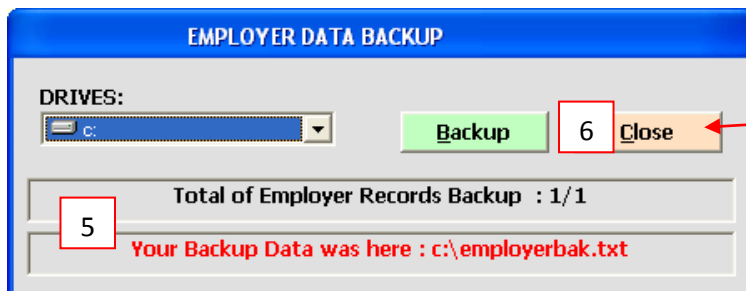
- 1) Click and Select destination for backup data
- 2) Click **Backup**



- 3) When a message box appear as below, Click **Yes** to proceed backup process.



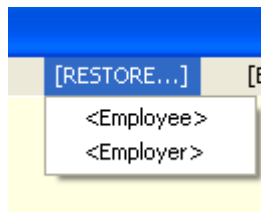
- 4) After the backup process successfully finished, a message '**Job Completed**' will appear. Then click **OK**



- 5) Then the screen will display the **Total of Employer Records** backup and the location of **backup file**
- 6) Then click **Close** and back to main screen

3.6 RESTORE

REMINDER : These procedures below need to be taken **ONLY** if your data is corrupt. Do not try these procedures unless needed.



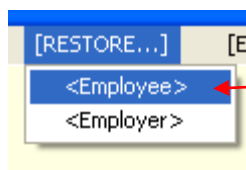
There are 2 features for [RESTORE...]:

- 1) **<Employee>** – This feature will copy all employee records from **employeebak.txt** file into employee database.
- 2) **<Employer>** - This feature will copy all employer records from **employerbak.txt** into employer database.

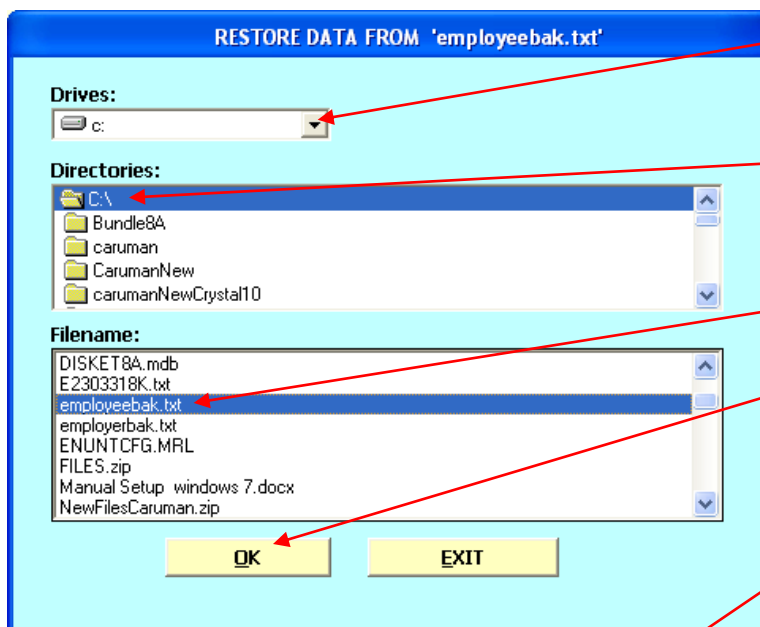
All existing records in database will replace by records from backup file

3.6.1 EMPLOYEE

3.6.1.1 TIPS : How to Restore Employee Records



From main screen click [RESTORE...] then click **<Employee>**



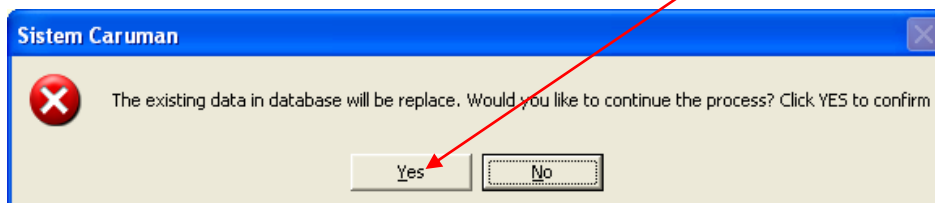
1) Click to select the location of backup file

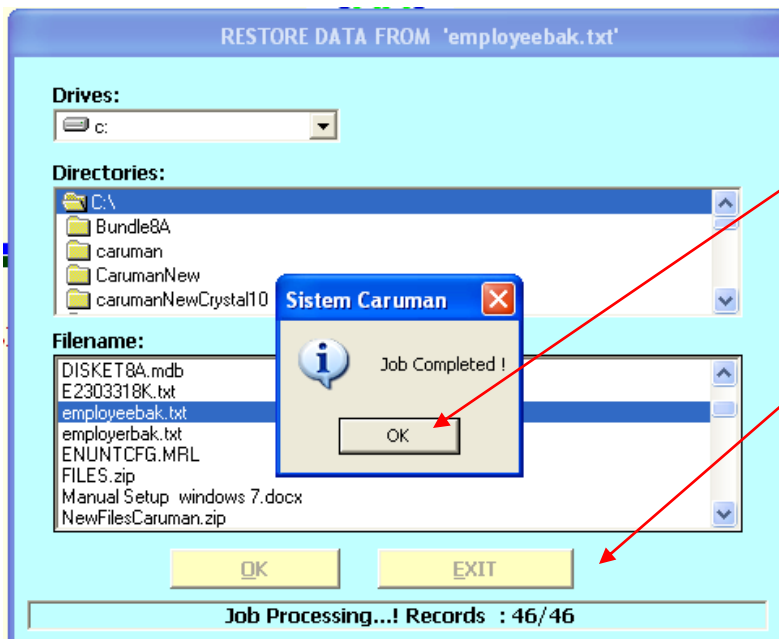
2) Double Click here to select the directory of backup file

3) Select the backup file **employeebak.txt**

4) Then click **OK**

5) Click **Yes** if confirm to restore the employee records





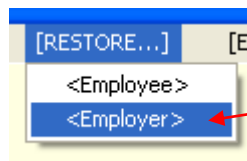
6) After the process completed click **OK**

7) Total of records restored will display here

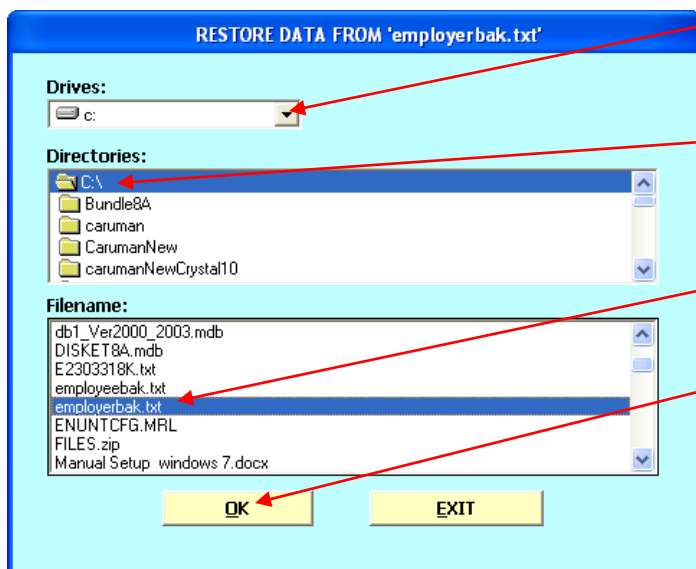
8) Click **Exit** and return back to main screen

3.6.2 EMPLOYER

3.6.2.1 TIPS : How to Restore Employer Records



From main screen click **[RESTORE...]** then click **<Employer>**

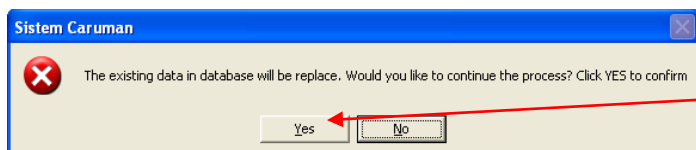


1) Click **[C:]** to select the location of backup file

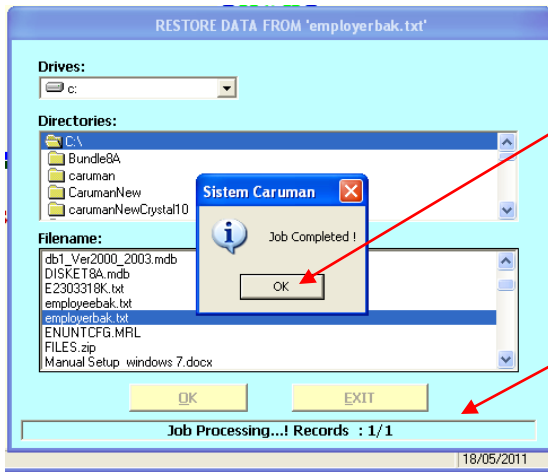
2) Double Click here to select the directory of backup file

3) Select the backup file **employerbak.txt**

4) Then click **OK**



5) Click **Yes** if confirm to restore the employee records



6) After the process completed
click **OK** at message box

7) Total of records restored will
display here

8) Click Exit and return back to
main screen