



SOP for Fomema Results Submission

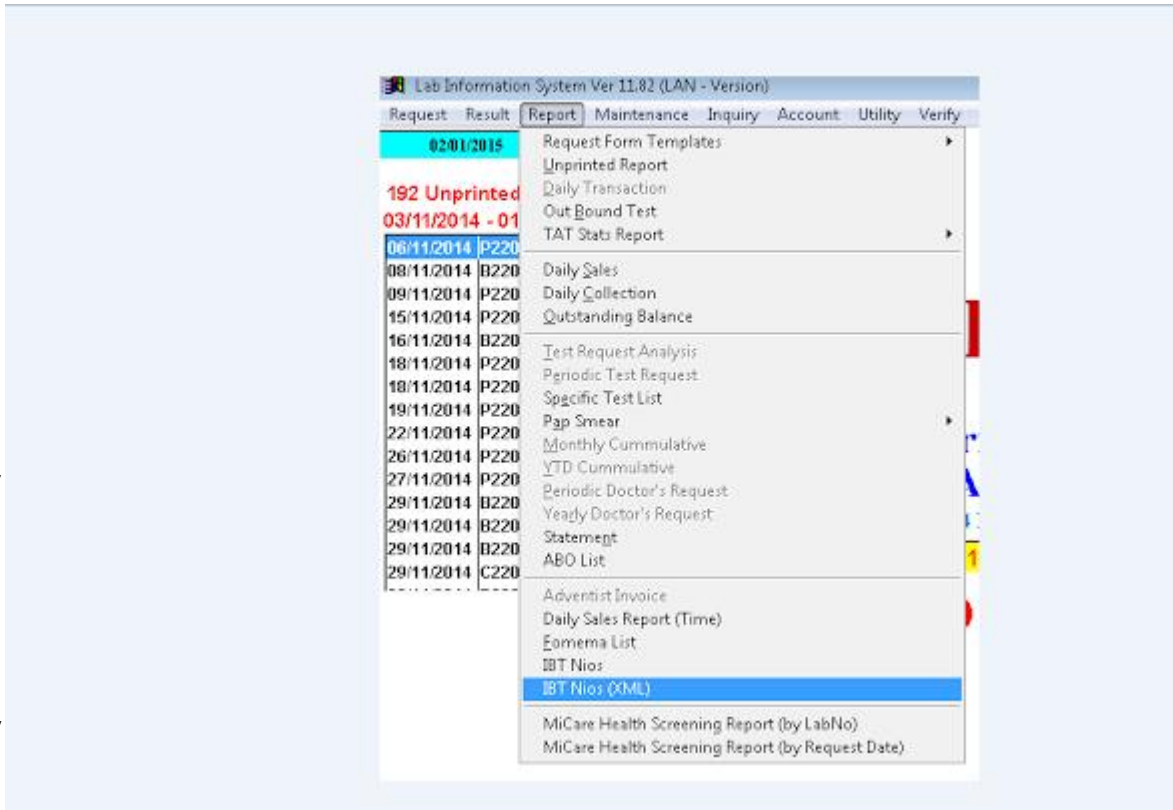
Developer: Software Web Team

Person in Charge: Alvin Chan Ying Wai(web team)
& Cheng Sai Kit(Non-web team)

Date: 5-Jan-2015

1) Go to the following menu (as attached) and run IBT Nios (XML).

2) Program will ask user to key in the email address. Program will automatically email an XML

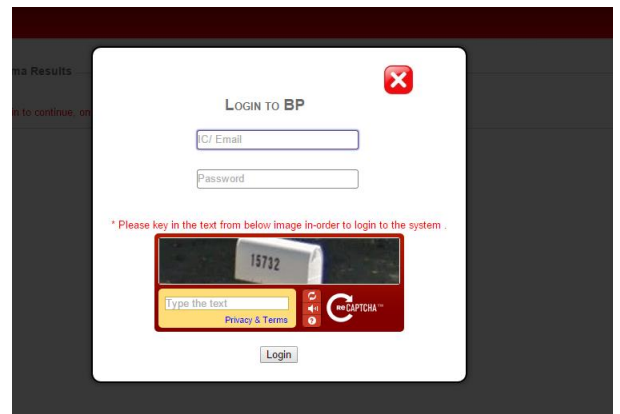


file back to user (based on the email address keyed in by user)

3) User to save this XML file into his/her own hard disk

4) Go to <http://www.bphealthcare.com/bppanel> and login .

- Please liase with IT if you don't have the login ID



* reminder – Must key in the recaptcha

* Please key in the text from below image in-order to login to the system .



Login

5. After login ,please go to " Fomema Results"

6. Under "Fomema Results ", Click "choose file" to choose the XML file to upload .

7. After uploaded , Click "submit" button

Submit Fomema Results

Fomema Results

Worker Info

Please upload xml file only and file size should be less than 1MB

Choose File **manual_Amended.xml**

Upload Status: **File Uploaded Successfully**

Uploaded FileName: **manual_Amended.xml**

Uploaded File Size : **3904**

Uploaded Content Type : **text/xml**

Submit

Response from Fomema :

8. Please wait while the file is submitting.

Submitting...Please wait...

Response from Fomema :

9. After submitted, the response message will be displayed.

Example :

Submit

Response from Fomema :

1. Worker W41S270100
Result code : 902
Message : Incorrect passphrase.
2. Worker W71M174925
Result code : 902
Message : Incorrect passphrase.