

**DOCUMENT NO.**

**BIT.PMO/JLM/MMDIS/  
User Manual/0319/058**

**DOCUMENT TITLE**

**USER MANUAL  
DOCUMENT:  
PENGURUSAN SISTEM  
MMDIS &  
PERMOHONAN KATA  
LALUAN**

**PROJECT NAME**

**NO. IPL 25/2017**

Cooperation between

**BIT+**

and



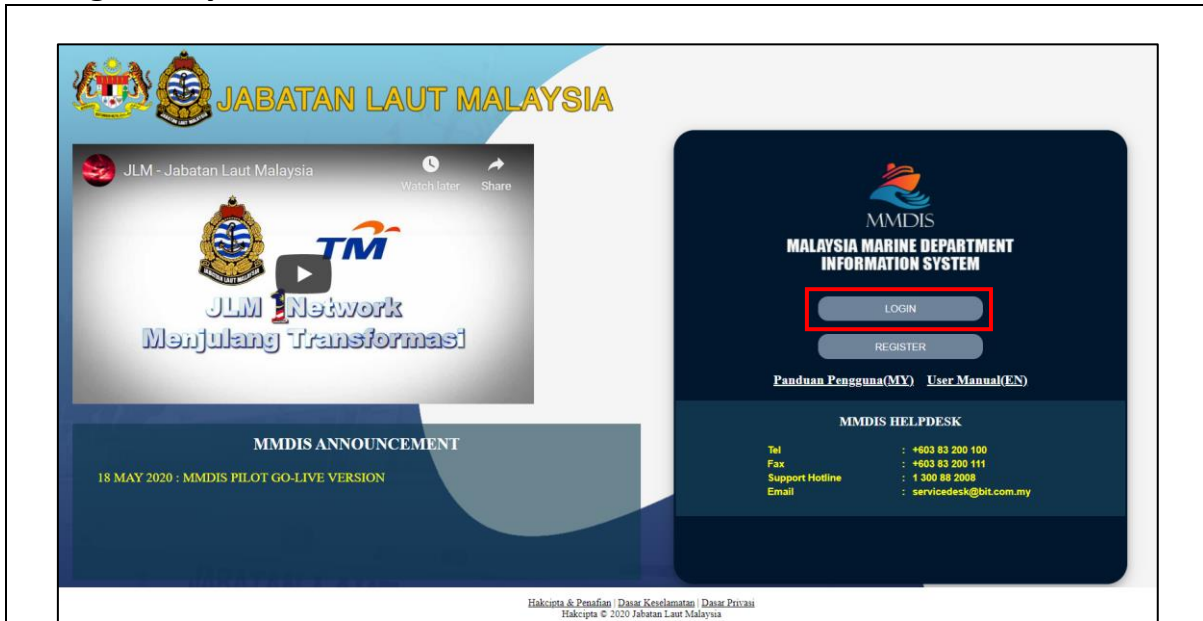
Version 1.0  
BIT Group Sdn Bhd  
(English) - Staff

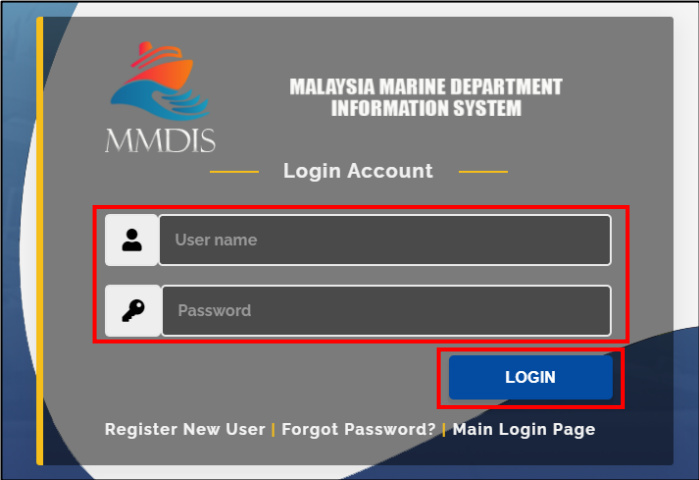
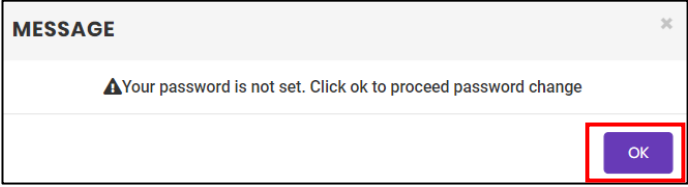



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## 1. Login to System



<p><b>Step 1</b></p>	<p>Click button <b>Login</b>. Page will display as below.</p> 
<p><b>Step 2</b></p>	<p>Enter registered <b>Username</b>.</p>
<p><b>Step 3</b></p>	<p>Enter registered <b>Password</b>.</p>
<p><b>Step 4</b></p>	<p>Click button <b>Login</b>. Message pop-up will displayed and click button <b>Ok</b> to proceed.</p> 
<p><b>Step 5</b></p>	<p>Update your Password for the first time using into the system. Then click button <b>Submit</b> to confirm.</p>

	<div style="border: 1px solid black; padding: 10px;"><p> CHANGE PASSWORD</p><p>Current Password *</p><input type="password"/>  <p>New Password *</p><input type="password"/>  <p>Retype New Password *</p><input type="password"/>  <input type="button" value="Logout"/> <input type="button" value="Submit"/></div>
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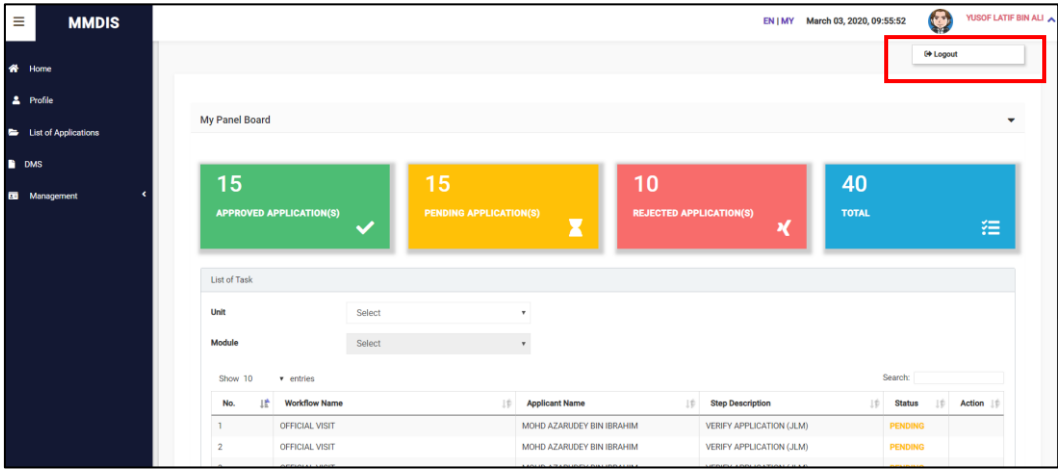
**Note:**

1. For first time user, click **Register New User** link to apply.  
(refer number 3 : Register New User)

**User Login**

1. **JLM Staff (from HRMIS)**  
Username : IC number  
Password : abc123
  
2. **User/JLM Staff (not from HRMIS)**  
Need new registration.  
Username : IC number  
Password : IC number

## 2. Logout System



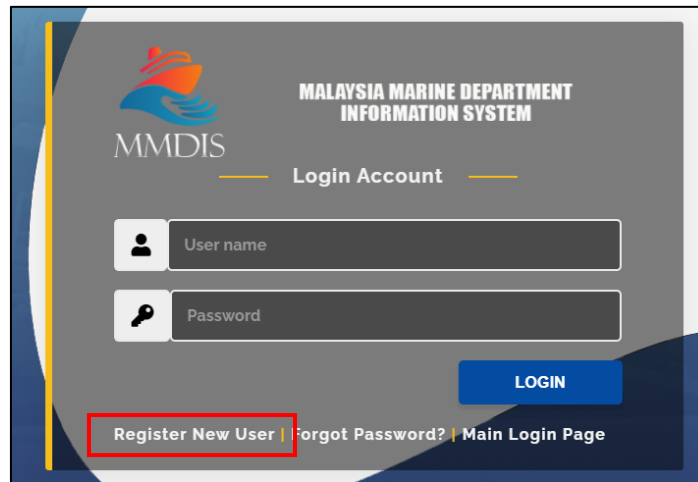
The screenshot displays the MMDIS user interface. On the left is a dark sidebar with navigation options: Home, Profile, List of Applications, DMS, and Management. The main content area features a 'My Panel Board' with four summary cards: '15 APPROVED APPLICATION(S)' (green), '15 PENDING APPLICATION(S)' (yellow), '10 REJECTED APPLICATION(S)' (red), and '40 TOTAL' (blue). Below this is a 'List of Task' section with filters for 'Unit' and 'Module', and a table of tasks. The 'Logout' button is located in the top right corner of the dashboard, next to the user's name 'YUSOF LATIF BIN ALI' and the date 'March 03, 2020, 09:55:52'. The 'Logout' button is highlighted with a red rectangular box.

No.	Workflow Name	Applicant Name	Step Description	Status	Action
1	OFFICIAL VISIT	MOHD AZARUDEY BIN IBRAHIM	VERIFY APPLICATION (JLM)	PENDING	
2	OFFICIAL VISIT	MOHD AZARUDEY BIN IBRAHIM	VERIFY APPLICATION (JLM)	PENDING	

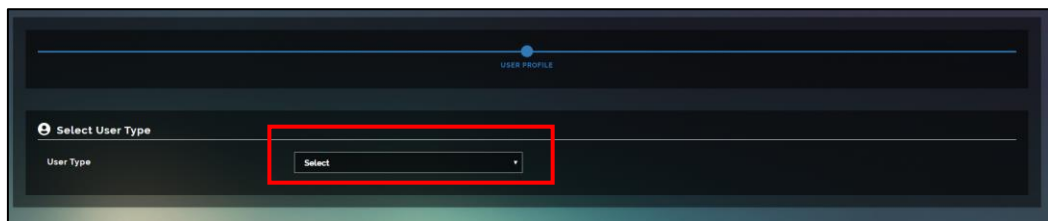
**Step 1** To Logout, users just only need to hit the **Logout** icon at the upper-right corner of every page.

### 3. Register New User

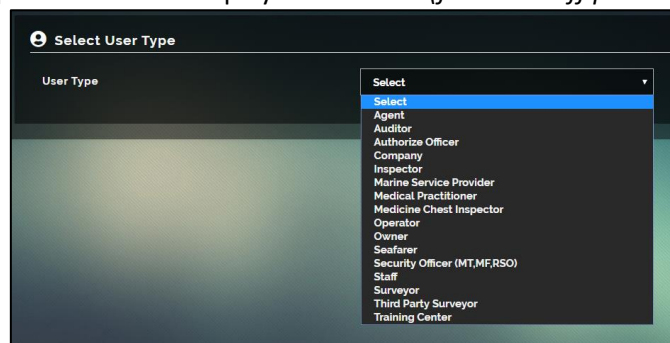
Role : Staff



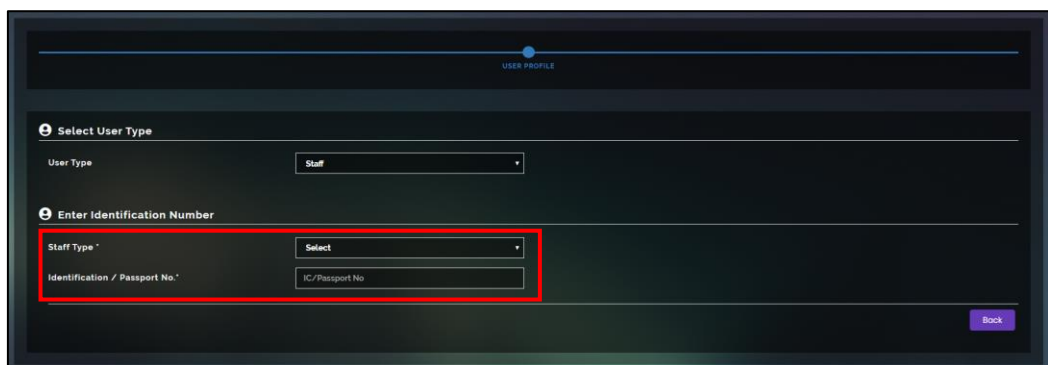
**Step 1** Click **Register New User**. The User Profile page will displayed such as the example below.

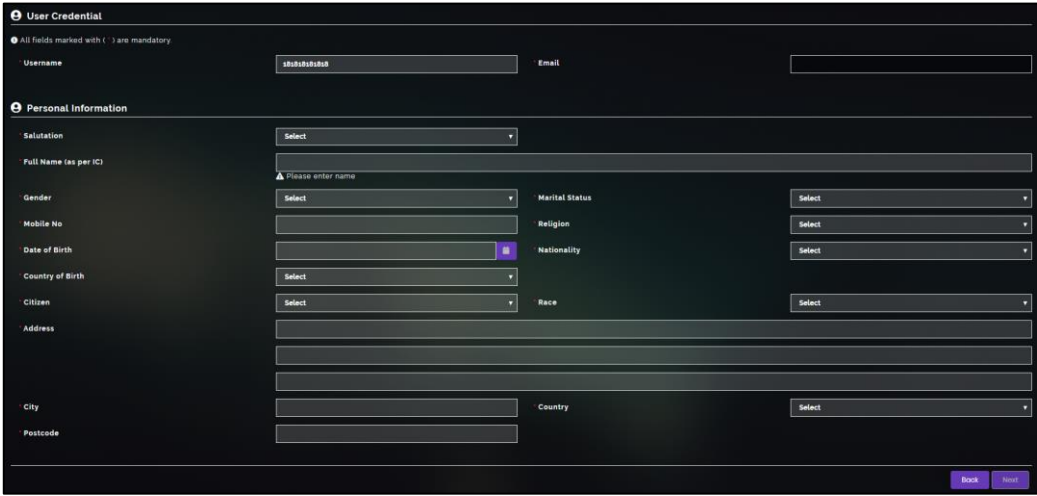
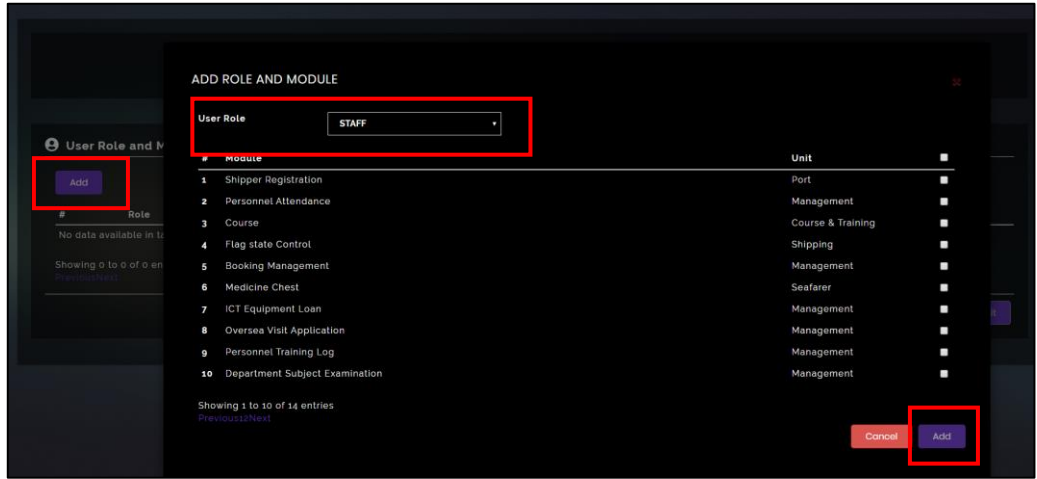


**Step 2** Select **User Type**. User list will displayed as below. *(for JLM staff please select as Staff)*

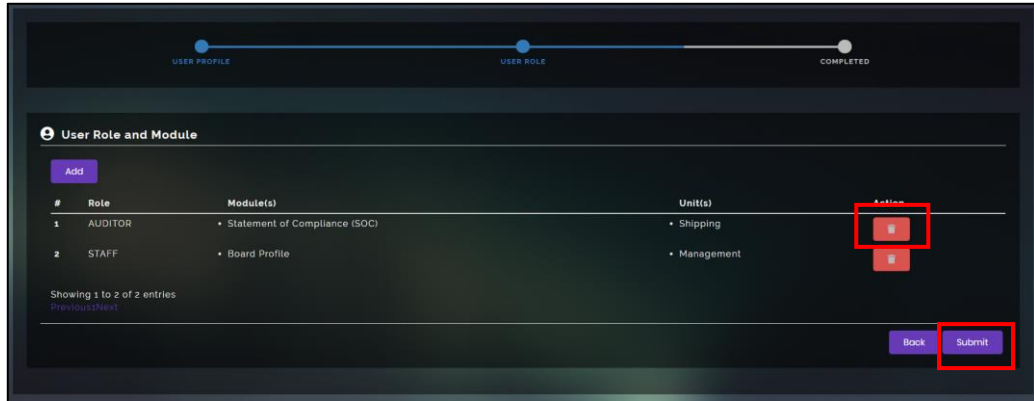


**Step 3** Select **Staff Type**.

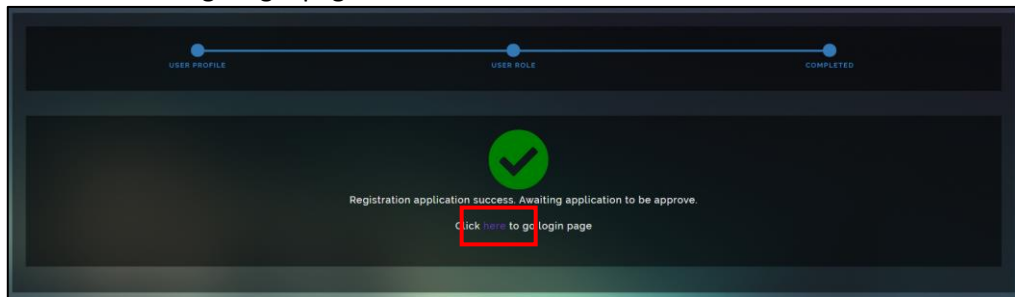


<p><b>Step 4</b></p>	<p>Insert <b>Identification/ Passport No.</b></p> <p><i>If Identification/Passport is already exist : (refer number 1 : Login to System)</i></p> <p><b>User Login</b></p> <ol style="list-style-type: none"> <li><b>JLM Staff (from HRMIS)</b> Username : IC number Password : abc123</li> <li><b>User/JLM Staff (not from HRMIS)</b> Need new registration. Username : IC number Password : IC number</li> </ol>																																	
<p><b>Step 5</b></p>	<p>Insert <b>User Credential and Personal Information</b> details.</p> 																																	
<p><b>Step 6</b></p>	<p>Click on <b>Next</b> button. User Role page will display as below.</p>  <table border="1" data-bbox="533 1429 1299 1666"> <thead> <tr> <th>#</th> <th>Module</th> <th>Unit</th> </tr> </thead> <tbody> <tr><td>1</td><td>Shipper Registration</td><td>Port</td></tr> <tr><td>2</td><td>Personnel Attendance</td><td>Management</td></tr> <tr><td>3</td><td>Course</td><td>Course &amp; Training</td></tr> <tr><td>4</td><td>Flag state Control</td><td>Shipping</td></tr> <tr><td>5</td><td>Booking Management</td><td>Management</td></tr> <tr><td>6</td><td>Medicine Chest</td><td>Seafarer</td></tr> <tr><td>7</td><td>ICT Equipment Loan</td><td>Management</td></tr> <tr><td>8</td><td>Oversea Visit Application</td><td>Management</td></tr> <tr><td>9</td><td>Personnel Training Log</td><td>Management</td></tr> <tr><td>10</td><td>Department Subject Examination</td><td>Management</td></tr> </tbody> </table>	#	Module	Unit	1	Shipper Registration	Port	2	Personnel Attendance	Management	3	Course	Course & Training	4	Flag state Control	Shipping	5	Booking Management	Management	6	Medicine Chest	Seafarer	7	ICT Equipment Loan	Management	8	Oversea Visit Application	Management	9	Personnel Training Log	Management	10	Department Subject Examination	Management
#	Module	Unit																																
1	Shipper Registration	Port																																
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7	ICT Equipment Loan	Management																																
8	Oversea Visit Application	Management																																
9	Personnel Training Log	Management																																
10	Department Subject Examination	Management																																
<p><b>Step 7</b></p>	<p>Click <b>Add</b> button. Pop-up Add Role and Module will displayed like example above.</p>																																	
<p><b>Step 8</b></p>	<p>Select <b>User Role</b> and choose <b>Module</b>.</p>																																	
<p><b>Step 9</b></p>	<p>Click <b>Add</b> button.</p>																																	


**Step 10** Click **Submit** button. Click **Yes** button to confirm.



**Step 11** Click **Here** link to go login page.

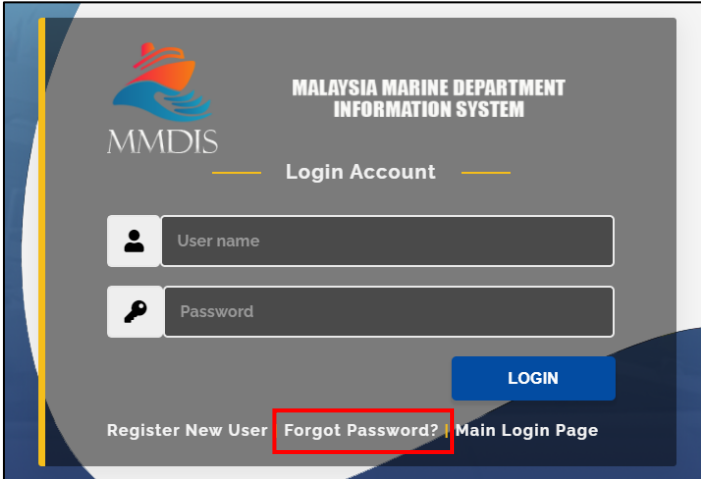
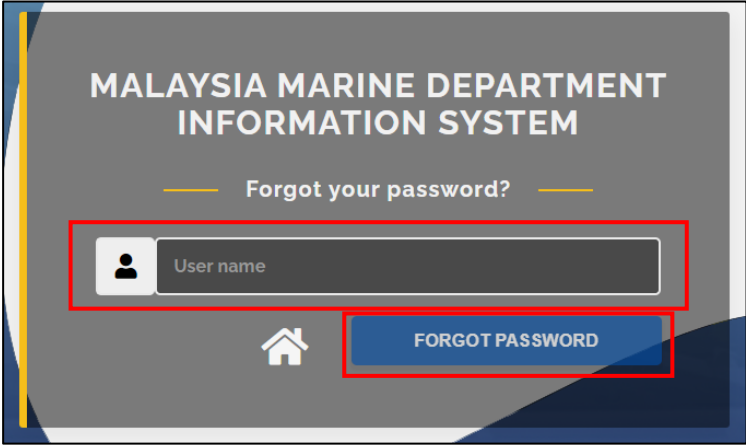


**Note:**

1. User can add more than 1 role/module by repeat Step 6 until Step 9.
2. One module able to one role only. *(please update role if want to change other role)*
3. User can delete user role by Click  icon.
4. User have to wait until get approval from the system admin.



## 4. Forgot Password

	
<p><b>Step 1</b></p>	<p>Click <b>Forgot Password</b>. Pop-up will display as below.</p> 
<p><b>Step 2</b></p>	<p>Enter <b>Username</b>. Use applicant IC.</p>
<p><b>Step 3</b></p>	<p>Click button <b>Forgot Password</b>. New password will send by email.</p>
<p><b>Note :</b></p> <ol style="list-style-type: none"> <li>1. If user not receive email, please check with Administrator.</li> </ol>	

## 5. Manage Profile

### 5.1. Change Password

Role : Staff

The screenshot shows the MMDIS dashboard for a staff user. On the left, a dark navigation menu contains 'Home', 'Profile' (highlighted with a red box), 'List of Applications', 'DMS', and 'Shipping'. The main content area features a 'My Panel Board' with four cards: 'APPROVED APPLICATION(S)' (0), 'PENDING APPLICATION(S)' (0), 'REJECTED APPLICATION(S)' (0), and 'TOTAL' (0). Below this is a 'List of Task' section with filters for 'Unit' and 'Module', and a table with columns for 'No.', 'Workflow Name', 'Applicant Name', 'Step Description', 'Status', and 'Action'. The table is currently empty, showing 'No data available in table'.

**Step 1** At the main page, on the left navigation menu, click on **Profile**. User profile page will displayed such as example below.

The screenshot shows the 'User Account' page. It has a breadcrumb 'User Management / User Account' and two tabs: 'Profile' (active) and 'Roles'. Under the 'Login Information' section, there are fields for 'Username' (1212121212), 'Email' (f@gmail.com), and 'Password'. A red box highlights the 'Change Password' button next to the password field. Below this is the 'Profile Information' section with fields for 'Salutation' (ENCIK) and 'Name' (FAIZAL RAHMAN).

**Step 2** Click **Change Password** button. A pop-up will display like example below.

The screenshot shows a 'CHANGE PASSWORD' pop-up window. It contains three input fields: 'Current Password \*', 'New Password \*', and 'Retype New Password \*'. At the bottom right, there are two buttons: 'Close' and 'Submit', with the 'Submit' button highlighted in a red box.

<b>Step 3</b>	Fill in current and new password.
<b>Step 4</b>	Then click <b>Submit</b> button and <b>Yes</b> to confirm.
<b>Notes:</b> <ol style="list-style-type: none"><li>1. Password must be in alphanumeric and minimum 8 length. (Lower case, upper case, number and special character).</li></ol>	

## 5.2. Update Profile

Role : Staff

The screenshot shows the MMDIS dashboard for a staff user. The top navigation bar includes the MMDIS logo, the user's name 'FAIZAL RAHMAN', and the date and time 'March 07, 2020, 10:47:45'. The left sidebar contains a menu with 'Home', 'Profile', 'List of Applications', 'DMS', and 'Shipping'. The 'Profile' item is highlighted with a red box. The main content area displays a 'My Panel Board' with four cards: 'APPROVED APPLICATION(S)' (0), 'PENDING APPLICATION(S)' (0), 'REJECTED APPLICATION(S)' (0), and 'TOTAL' (0). Below this is a 'List of Task' section with filters for 'Unit' and 'Module', a search bar, and a table with columns for 'No.', 'Workflow Name', 'Applicant Name', 'Step Description', 'Status', and 'Action'.

**Step 1** Click on **Profile**. User profile page will displayed such as example below.

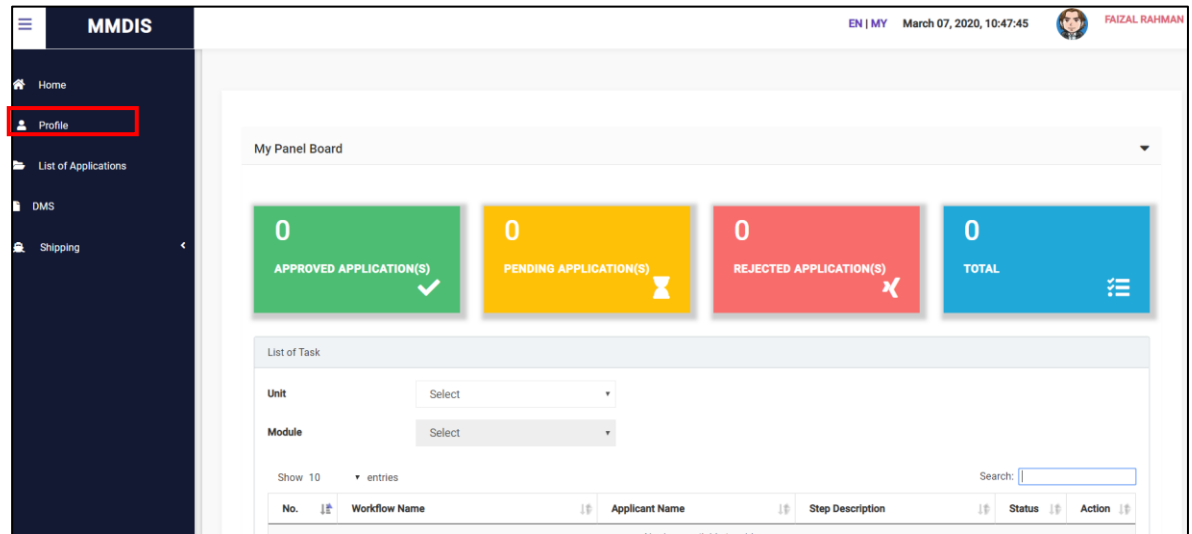
The screenshot shows the 'User Account' page. It has a breadcrumb trail 'User Management / User Account'. There are two tabs: 'Profile' (active) and 'Roles'. The 'Login Information' section contains fields for 'Username' (121212121212), 'Email' (with a red error message 'Email is required'), and 'Password' (with a 'Change Password' button). The 'Profile Information' section contains fields for 'Salutation', 'Name' (FAIZAL RAHMAN), 'Gender', 'Identification No' (121212121212), 'Date of Birth' (07-02-1994), 'Country of Birth' (MALAYSIA), 'State of Birth' (SELANGOR), 'Citizen' (CITIZEN), and 'Marital Status' (NOT MARRIED).

**Step 2** Fill in required details.

**Step 3** Click **Update** button and click **Yes** to confirm.

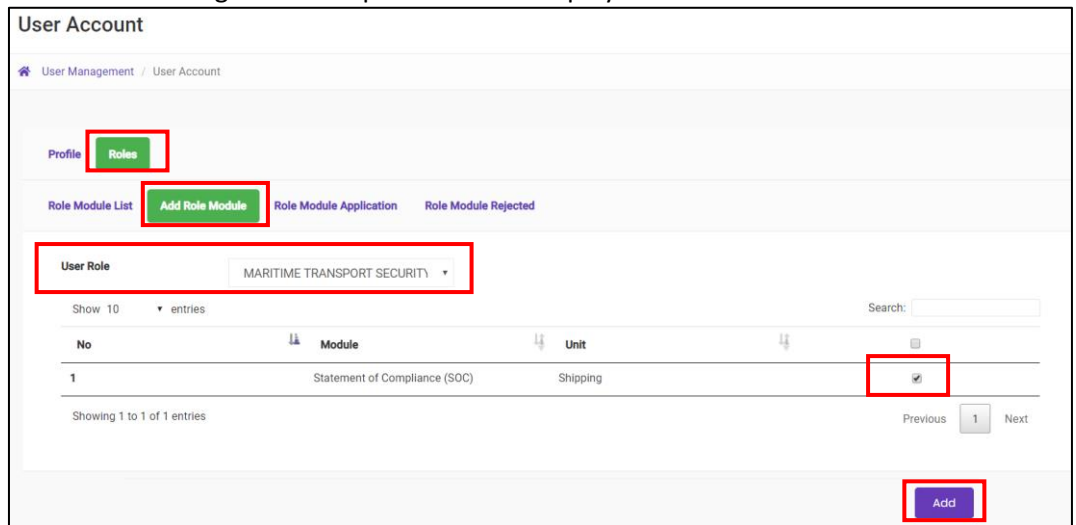
### 5.3.Add Role Module

Role : Staff



**Step 1** At the main page, on the left navigation menu, click on **Profile**.

**Step 2** Click on **Roles**. Page like example below will displayed.



**Step 3** Click on **Add Role Module**. Page will displayed like example below.

**Step 4** Select on selected **User Role** then select **Module**.

**Step 5** Click **Add** button and click **Yes** to confirm.

**Notes:**

1. Role Module List – will display all staff module approved.
2. Add Role Module – user able to request new role for this system.
3. Role Module Application – will display all module waiting for approve.
4. Role Module Rejected – will display role rejected by Admin.
5. For the first time apply role, user must have their email. Please update from Profile page.

## 5.4. Change User Role

Role : Staff


The screenshot shows the MMDIS dashboard. On the left, there is a dark navigation menu with the following items: Home, Profile (highlighted with a red box), List of Applications, DMS, and Shipping. The main content area displays a 'My Panel Board' with four cards: 'APPROVED APPLICATION(S)' (0), 'PENDING APPLICATION(S)' (0), 'REJECTED APPLICATION(S)' (0), and 'TOTAL' (0). Below this is a 'List of Task' section with filters for Unit and Module, and a table with columns: No., Workflow Name, Applicant Name, Step Description, Status, and Action.

**Step 1** At the main page, on the left navigation menu, click on **Profile**.

**Step 2** Click on **Roles**. Page like example below will displayed.

The screenshot shows the 'User Account' page. At the top, there are tabs for 'Profile' and 'Roles' (highlighted with a red box). Below the tabs, there are buttons for 'Role Module List' (highlighted with a red box), 'Add Role Module', 'Role Module Application', and 'Role Module Rejected'. A table below shows a single entry with columns: No., Role, Module, Unit, Status, and Action. The 'Action' column contains a blue icon with a white document symbol (highlighted with a red box). The table data is as follows:

No.	Role	Module	Unit	Status	Action
1	RECOGNIZE SECURITY OFFICER	Recognized Security Officer	Shipping	ACTIVE	

**Step 3** Click on  icon of selected roles. Page will displayed like example below.

The screenshot shows the 'CHANGE ROLE' form. It displays 'Module: Recognized Security Officer'. There are two input fields: 'Current Role:' with the value 'RECOGNIZE SECURITY OFF' and 'New Role:' with a dropdown menu showing 'Select' (highlighted with a red box). At the bottom right, there are two buttons: 'Cancel' and 'Update' (highlighted with a red box).

**Step 4** Select **New Role**.

**Step 5** Click **Update** button and click **Yes** to confirm.

## 5.5. Reapply Role Module

Role : Staff

The screenshot shows the MMDIS dashboard. On the left, there is a dark navigation menu with the following items: Home, Profile (highlighted with a red box), List of Applications, DMS, and Shipping. The main content area is titled 'My Panel Board' and contains four summary cards: 'APPROVED APPLICATION(S)' (0), 'PENDING APPLICATION(S)' (0), 'REJECTED APPLICATION(S)' (0), and 'TOTAL' (0). Below these cards is a 'List of Task' section with filters for 'Unit' and 'Module', a search bar, and a table with columns: No., Workflow Name, Applicant Name, Step Description, Status, and Action.

**Step 1** At the main page, on the left navigation menu, click on **Profile**. Then click **Role**.

**Step 2** Click on **Role Module Rejected**. Page will displayed like example below.

The screenshot shows the 'User Account' page. The breadcrumb is 'User Management / User Account'. There are two tabs: 'Profile' and 'Roles' (highlighted with a red box). Below the tabs are four buttons: 'Role Module List', 'Add Role Module', 'Role Module Application', and 'Role Module Rejected' (highlighted with a red box). Below these buttons is a table with columns: No., Role, Module, Unit, and Reapply. The table contains one entry: No. 1, Role: MARITIME TRANSPORT SECURITY OFFICER, Module: Statement of Compliance (SOC), Unit: Shipping, and Reapply:  (highlighted with a red box). Below the table is a 'Showing 1 to 1 of 1 entries' message and pagination controls. At the bottom right, there is a 'Reapply' button (highlighted with a red box).

**Step 3** Choose on checkbox of selected rejected role.

**Step 4** Click **Reapply** button and click **Yes** to confirm.