# eBumi Manual

e-Bumi Sistem

Zuma Engineering Sdn. Bhd.
09/02/2023

# LOGIN INTO E-BUMI SISTEM

## Login Page

Please use Google Chrome Browser 🌐 to run this system.

Step 1: Go to https://ebumi.digitalsabah.gov.my/land/index.cfm?section=UM&action=Login and enter "Log ID" and "Kata Laluan".
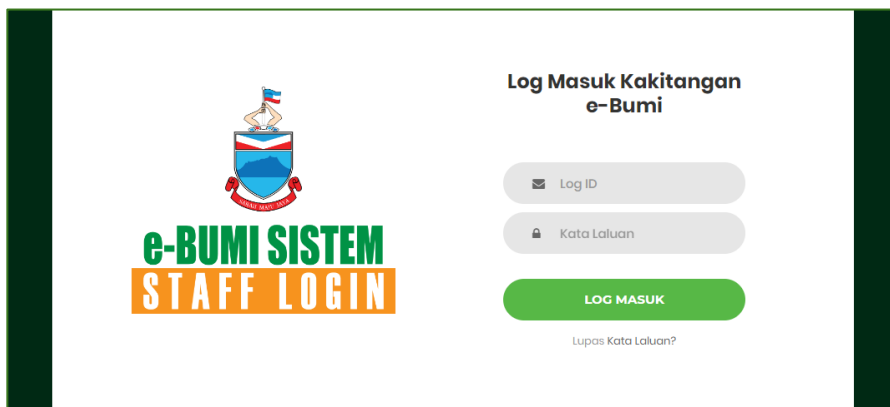


*Figure 1.1 : Login Page*

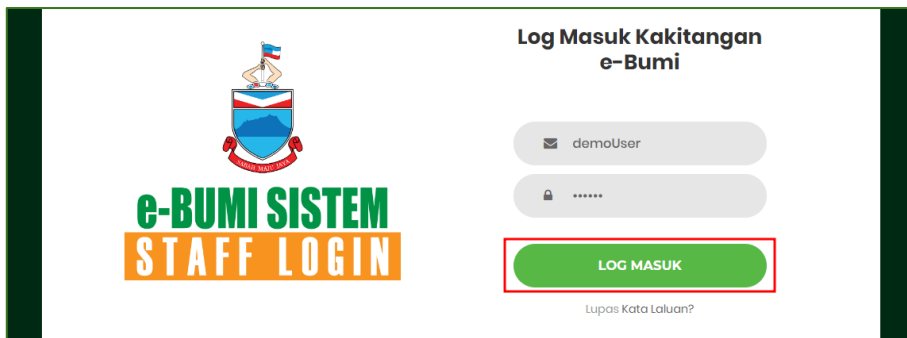Step 2: Click **LOG MASUK** to Login.



*Figure 1.2 : "Log Masuk" Button*

Step 3: Once logged in, you will be directed to the Home Page.



*Figure 1.3 : Home Page*

# KAUNTER

## 1.Add JTU Record

Step 1: In Home Page, click **KAUNTER** in the Menu Bar and you will be directed to the "Kaunter" main page.



*Figure 1.1 : "Kaunter" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Tambah Rujukan JTU | Click to **add** a new JTU Record. |
| 2. | Cari | Click to **search** for JTU Record. |
| 3. | Terima | Click to **acknowledge** the selected JTU Record. |
| 4. | ☐ ☑ | Click to **select** or **unselect** a JTU Record. |
| 5. | 🔍 | Click to **view** a record with more details. |
| 6. | ✏ | Click to **edit** a JTU Record. |

Step 2: In "Kaunter" Main page, click **Tambah Rujukan JTU** to go to the "Add JTU Record" page.



*Figure 1.2 : "Tambah Rujukan JTU" button*



*Figure 1.3: "Add JTU record" page*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah | Click to **add** a JTU Record. |
| 2. | Kembali | Click to **go back** to "Kaunter" Main Page. |

Step 3: In the "Add JTU Record" page, fill in the required fields. Then, click [ Tambah ] to add and save an entry.

TAMBAH RUJUKAN JTU

No. Rujukan JTU
Demo/000002

Tarikh Rujukan JTU
16/02/2023

No. Permohonan Tanah
000002

[ Tambah ]   [ Kembali ]

*Figure 1.4 : "Tambah" button*

Step 4:  Once the adding of the JTU record is successful, a popup message will appear.

REKOD BERJAYA DIMASUKKAN.                                                  **X**

KEMASKINI RUJUKAN JTU

No. Rujukan JTU
Demo/000002

Tarikh Rujukan JTU
16/02/2023

No. Permohonan Tanah
000002

[ Kemaskini ]   [ Kembali ]

*Figure 1.5 : Popup message appears once adding is successful.*

Step 5:  Click [ Kembali ] to go back to "Kaunter" main screen.

REKOD BERJAYA DIMASUKKAN.                                                  **X**

KEMASKINI RUJUKAN JTU

No. Rujukan JTU
Demo/000003

Tarikh Rujukan JTU
16/02/2023

No. Permohonan Tanah
000003

[ Kemaskini ]   [ Kembali ]

*Figure 1.6 : "Kembali" button*

## 2.Search JTU Record

Step 1: In Home Page, click **KAUNTER** in the Menu Bar and you will be directed to the "Kaunter" main page.



*Figure 2.1 : "Kaunter" Main Page*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah Rujukan JTU | Click to **add** a new JTU Record. |
| 2. | Cari | Click to **search** for JTU Record. |
| 3. | Terima | Click to **acknowledge** the selected JTU Record. |
| 4. | ☐ ☑ | Click to **select** or **unselect** a JTU Record. |
| 5. | 🔍 | Click to **view** a record with more details. |
| 6. | ✏ | Click to **edit** a JTU Record. |

Step 2: In "Kaunter" main page, input related search criteria to locate the record. Then, click

Cari

to start the search.



*Figure 2.2 : Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 2.3 : Search result that is displayed*

## 3.Update JTU Record
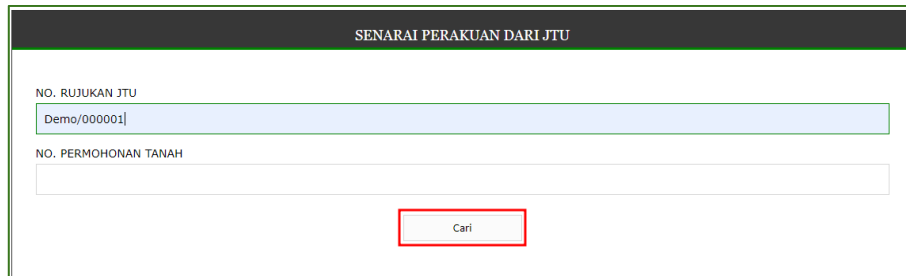
Step 1: In Home Page, click **KAUNTER** in the Menu Bar and you will be directed to the "Kaunter" main page.



*Figure 3.1 : "Kaunter" Main Page*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah Rujukan JTU | Click to **add** a new JTU Record. |
| 2. | Cari | Click to **search** for JTU Record. |
| 3. | Terima | Click to **acknowledge** the selected JTU Record. |
| 4. | ☐ ☑ | Click to **select** or **unselect** a JTU Record. |
| 5. | 🔍 | Click to **view** a record with more details. |
| 6. | ✏ | Click to **edit** a JTU Record. |

Step 2: In "Kaunter" main page, input related search criteria to locate the record. Then, click

[ Cari ]

to start the search.



*Figure 3.2 : Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 3.3 : Search result that is displayed*

Step 4: Click ✏ on the records that you wish to update. Next, you will be directed to the "Update JTU Record" page.



*Figure 3.4 : "Update JTU record" button*



*Figure 3.5 : "Update JTU record" page*

| | EXPLANATION | |
|---|---|---|
| 1. | Kemaskini | Click to **update** the JTU record. |
| 2. | Kembali | Click to **go back** to "Kaunter" main page. |

Step 5: Enter new information in the form provided. Once done, click Kemaskini .
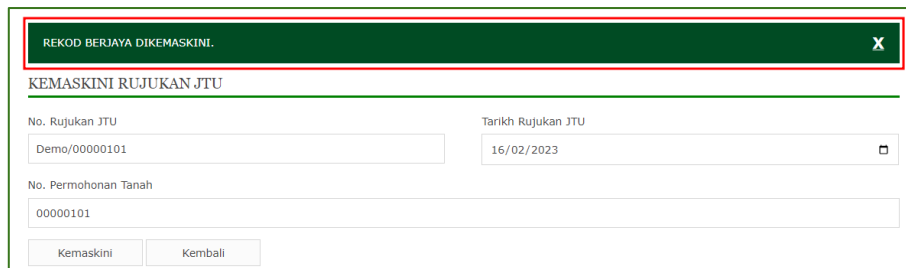


*Figure 3.6 : "Kemaskini" button*
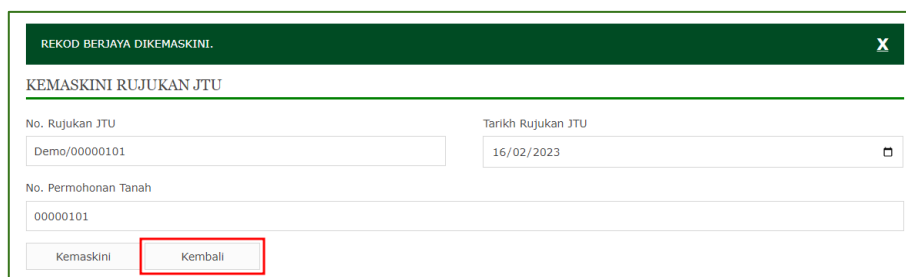
Step 6: Once the update is successful, a popup message will appear.



*Figure 3.7 : Popup message appears once update is successful.*

Step 7: Click ⬚Kembali to go back to "Kaunter" main screen.



*Figure 3.8 : "Kembali" button*

## 4.Acknowledge JTU Record

Step 1: In Home Page, click **KAUNTER** in the Menu Bar and you will be directed to the "Kaunter" main page.
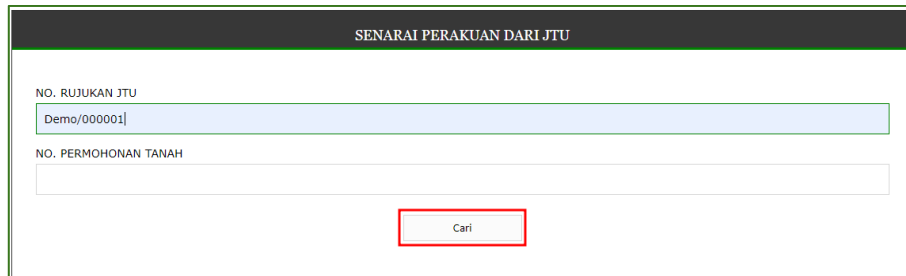


*Figure 4.1 : "Kaunter" Main Page*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah Rujukan JTU | Click to **add** a new JTU Record. |
| 2. | Cari | Click to **search** for JTU Record. |
| 3. | Terima | Click to **acknowledge** the selected JTU Record. |
| 4. | ☐ ☑ | Click to **select** or **unselect** a JTU Record. |
| 5. | 🔍 | Click to **view** a record with more details. |
| 6. | ✏️ | Click to **edit** a JTU Record. |

Step 2: In "Kaunter" main page, input related search criteria to locate the record. Then, click
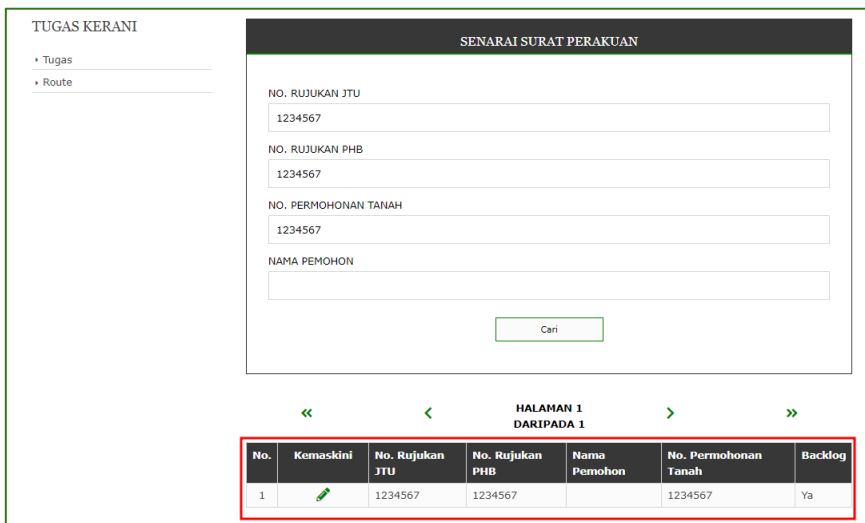
Cari

to start the search.



*Figure 4.2 : Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 4.3 : Search result that is displayed*

Step 4: Click on the checkboxes in each JTU Records that you wish to acknowledge.

| | No. | Lihat | Kemaskini | No. Rujukan JTU | Nama Pemohon | No. Permohonan Tanah | Terima dari JTU |
|---|---|---|---|---|---|---|---|
| ☑ | 1 | 🔍 | ✏️ | Demo/00000101 | | 00000101 | Tidak |
| ☑ | 2 | 🔍 | ✏️ | Demo/000002 | | 000002 | Tidak |
| ☐ | 3 | 🔍 | ✏️ | Demo/000003 | | 000003 | Tidak |

*Figure 4.4 : List of record routes that is selected*

Step 5: Once selected, click Terima to acknowledge the selected records.

| | No. | Lihat | Kemaskini | No. Rujukan JTU | Nama Pemohon | No. Permohonan Tanah | Terima dari JTU |
|---|---|---|---|---|---|---|---|
| ☑ | 1 | 🔍 | ✏️ | Demo/00000101 | | 00000101 | Tidak |
| ☑ | 2 | 🔍 | ✏️ | Demo/000002 | | 000002 | Tidak |
| ☐ | 3 | 🔍 | ✏️ | Demo/000003 | | 000003 | Tidak |

*Figure 4.5 : "Terima" button*

# KERANI

## 1.Search Perakuan record

Step 1: In Home Page, click **KERANI** in the Menu Bar and you will be directed to the "Kerani" main page.



*Figure 1.1 : "Kerani" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a perakuan record. |
| 2. | 🖉 | Click to **edit** a perakuan record. |

Step 2: In "Kerani" main page, input related search criteria to locate the perakuan record. Then, click [Cari] to start the search.



*Figure 1.2 : Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 1.3 : Search result that is displayed*

## 2.Update Perakuan record

Step 1: In Home Page, click KERANI in the Menu Bar and you will be directed to the "Kerani" main page.



*Figure 2.1 : "Kerani" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a perakuan record. |
| 2. | 🖊 | Click to **edit** a perakuan record. |

Step 2: In "[    Cari    ]" e, input related search criteria to locate the perakuan record. Then, click [    ] to start the search.



*Figure 2.2 : Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 2.3 : Search result that is displayed*

Step 4: Click ✏ to go to "Update Perakuan record".



| No. | Kemaskini | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah | Backlog |
|-----|-----------|-----------------|-----------------|--------------|----------------------|---------|
| 1 | ✏ | 111111 | 111111 | | 111111 | Ya |

*Figure 2.4 : "Update Perakuan record" button*

Step 5: In "Update Perakuan record" page, there are 5 sub-section which is

- JTU Record Details
- Technical Department Review
- Applicant Details
- Appendix
- Documents



*Figure 2.5 : 5 sub-section in "JTU Record Details" page.*

## 2.1 JTU Record Details

Step 1: In "Update Perakuan record" page, click ▸ Butiran Rujukan JTU in the sidebar menu to go to the "JTU Record Details" Page.



*Figure 2.6 : "JTU Record Details" button in sidebar menu*

Step 2: In the "JTU Record Details" page, fill in the required fields. Next, if you only want to update the record without verifying it, click [ Kemaskini ] to confirm the changes, otherwise, click [ Kemaskini dan Sahkan ] to update and verify a "JTU Record Details". The verified "JTU Record Details" will be transferred to the "Route" section, otherwise it will remain in the "Tugas" section.

- *Fields with a Red symbol ( * ) are compulsory fields.*



*Figure 2.7 : "JTU Record Details" form*

| EXPLANATION | | |
|---|---|---|
| 1. | Kemaskini | Click to **update** the JTU Record Details. |
| 2. | Kembali | Click to **go back** to the "Kerani" main page. |
| 3. | Kemaskini dan Sahkan | Click to **update** and **verify** the JTU Record Details. |

*Figure 2.8 : "Kemaskini" and "Kemaskini dan Sahkan" button*

Step 3: Once the update is successful, a popup message will appear.



*Figure 2.9 : Popup message appears once the records are successfully updated.*

## 2.2 Technical Department Review

## 2.2.1 Add a Technical Department Review

Step 1: In "Update Perakuan record" page, click ‣ Ulasan Jabatan Teknikal in the sidebar menu to go to the "Technical Department Review" page.



*Figure 2.10 : "Technical Department Review" button in sidebar menu*

Step 2: In the "Technical Department Review" page, fill in the required fields. Next, click

| Tambah |
.

● *"Agensi", "No.Rujukan", "Tarikh No.Rujukan" and "Ulasan" are compulsory fields.*



*Figure 2.11 : "Technical Department Review" form*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah | Click to **add** a Technical Department Review. |
| 2. | Kembali | Click to **go back** to the "Kerani" main page. |
| 3. | Reset | Click to **clear** all the fields in the form. |
| 4. | 🗑 | Click to **delete** a Technical Department Review. |

Step 3: Once the adding of the Technical Department Review is successful, a popup message will appear.



*Figure 2.12 : Popup message appears once adding is successful.*

## 2.2.2 Delete a Technical Department Review

Step 1: In "Update Perakuan record" page, click ▸ Ulasan Jabatan Teknikal in the sidebar menu to go to the "Technical Department Review" page.



*Figure 2.13 : "Technical Department Review" button in sidebar menu*

Step 2: In the "Technical Department Review" page, click 🗑 to remove the Technical Department Review.



*Figure 2.14 : Delete a "Technical Department Review" button*

Step 3: Once deletion is successful, a popup message will appear.



*Figure 2.15 : Popup message appears once delete is successful.*

## 2.3 Applicant Details

### 2.3.1 Add an Applicant Details

Step 1: In "Update Perakuan record" page, click ‣ Butiran Pemohon in the sidebar menu to go to the "Applicant Details" page.



*Figure 2.16 : "Applicant Details" button in sidebar menu*

Step 2: In the "Applicant Details" page, fill in the required fields. Next, click [ Tambah ].

- *"Nama Pemohon", "No.Identifikasi", "Suku Kaum", "Alamat Kediaman" and "Alamat Perhubungan" are compulsory fields.*
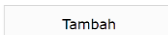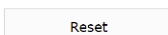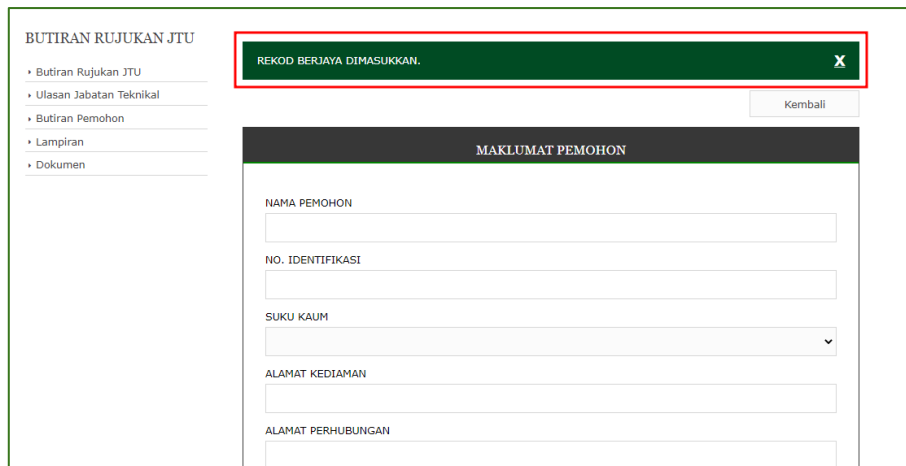


*Figure 2.17 : "Applicant Details" form.*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah | Click to **add** an applicant detail. |
| 2. | Kembali | Click to **go back** to the "Kerani" main page. |
| 3. | Reset | Click to **clear** all the fields in the form. |
| 4. | 🗑 | Click to **delete** a Technical Department Review. |

Step 3: Once the adding of the Applicant Details is successful, a popup message will appear.



*Figure 2.18 :  Popup message appears once adding is successful.*

### 2.3.2 Delete an Applicant Details

Step 1: In "Update Perakuan record" page, click ‣ Butiran Pemohon in the sidebar menu to go to the "Applicant Details" page.



*Figure 2.19 : "Applicant Details" button in sidebar menu*

Step 2: In the "Applicant Details" page, click 🗑 to remove the Applicant Details.



*Figure 2.20 : Delete a "Applicant Details" button*

Step 3: Once deletion is successful, a popup message will appear.



*Figure 2.21 : Popup message appears once delete is successful.*

## 2.4 Appendix

### 2.4.1 Add an Appendix

Step 1: In "Update Perakuan record" page, click ▸ Lampiran in the sidebar menu to go to the "Appendix" page.



*Figure 2.22 : "Appendix" button in sidebar menu*

Step 2: In the "Appendix" page, fill in the required fields. Next, click [Tambah].

- *All fields are compulsory fields.*



*Figure 2.23 : "Appendix" form.*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah | Click to **add** an appendix. |
| 2. | Kembali | Click to **go back** to the "Kerani" main page. |
| 3. | Reset | Click to **clear** all the fields in the form. |
| 4. | 🗑 | Click to **delete** an appendix. |

Step 3: Once the adding of the Appendix is successful, a popup message will appear.



*Figure 2.24 :  Popup message appears once adding is successful.*

### 2.4.2 Delete an Appendix

Step 1: In "Update Perakuan record" page, click ▸ Lampiran in the sidebar menu to go to the "Appendix" page.



*Figure 2.25 : "Appendix" button in sidebar menu*

Step 2: In the "Appendix" page, click 🗑 to remove the Appendix.



*Figure 2.12 : Delete an "Applicant Details" button*

Step 3: Once deletion is successful, a popup message will appear.



*Figure 2.27 : Popup message appears once delete is successful.*

## 2.5 Documents

### 2.5.1 Add a Document

Step 1: In "Update Perakuan record" page, click ▸ Dokumen in the sidebar menu to go to the "Documents" page.



*Figure 2.28 : "Documents" button in sidebar menu*

Step 2: In the "Documents" page, fill in the required fields. Next, click [ Tambah Dokumen ] .

- *"Lampiran" and "Nama Fail" are compulsory fields.*



*Figure 2.29 : "Documents" form.*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah Dokumen | Click to **add** a document. |
| 2. | Kembali | Click to **go back** to the "Kerani" main page. |
| 3. | Reset | Click to **clear** all the fields in the form. |
| 4. | 🗑 | Click to **delete** a document. |

Step 3: Once the adding of the Document is successful, a popup message will appear.



Figure 2.30 :  Popup message appears once adding is successful.

### 2.5.2 Delete a Document

Step 1: In "Update Perakuan record" page, click ‣ Dokumen in the sidebar menu to go to the "Documents" page.



*Figure 2.31 : "Documents" button in sidebar menu*

Step 2: In the "Documents" page, click 🗑 to remove the Document.



*Figure 2.32 : Delete a "Document" button*

Step 3: Once deletion is successful, a popup message will appear.



*Figure 2.33 : Popup message appears once delete is successful.*

## 3.Add a Perakuan record

### 3.1 JTU Record Details

Step 1: In Home Page, hover the cursor to **KERANI** in the Menu Bar. Next, click **Backlog** in the dropdown menu. You will be directed to the "JTU Record Details" page.
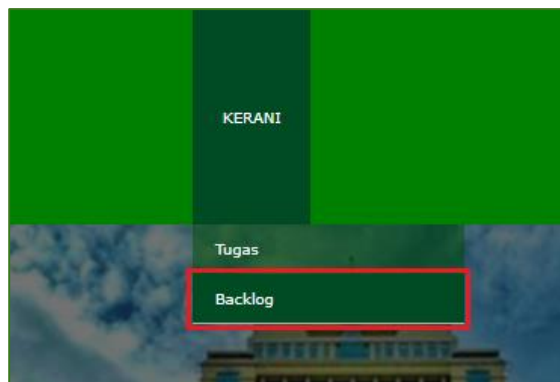


*Figure 3.1 : "Backlog" button.*

Step 2: In the "JTU Record Details" page, fill in the required fields. Next, click [ Tambah ] to confirm the changes.

- *Fields with a Red symbol ( \* ) are compulsory fields.*



*Figure 3.2 : "JTU Record Details" page.*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah | Click to **add** the JTU Record Details. |

Step 3: Once the adding of the JTU Reference Details is successful, a popup message will appear.

- *The "JTU Record Details" must be inserted before "**Technical Review**", "**Applicant Details**", "**Appendix**" and "**Documents**" can be inserted.*



*Figure 3.3 : Popup message appears once adding is successful.*

## 3.2 Technical Department Review

## 3.2.1 Add a Technical Department Review

Step 1: In "JTU Record Details" page, click ▸ Ulasan Jabatan Teknikal to go to the "Technical Department Review" page.



*Figure 3.4 : "Technical Department Review" button in sidebar menu*

Step 2: In the "Technical Department Review" page, fill in the required fields. Next, click

| Tambah |

.

- *"Agensi", "No.Rujukan", "Tarikh No.Rujukan" and "Ulasan" are compulsory fields.*



*Figure 3.5 : "Technical Department Review" form*

| EXPLANATION | | |
|------|------|------|
| 1. | Tambah | Click to **add** a Technical Department Review. |
| 2. | Kembali | Click to **go back** to the "Kerani" main page. |
| 3. | Reset | Click to **clear** all the fields in the form. |
| 4. | 🗑 | Click to **delete** a Technical Department Review. |

Step 3: Once the adding of the Technical Department Review is successful, a popup message will appear.



*Figure 3.6 : Popup message appears once adding is successful.*

### 3.2.2 Delete a Technical Department Review

Step 1: In "JTU Record Details" page, click  ‣ Ulasan Jabatan Teknikal  to go to the "Technical Department Review" page.



*Figure 3.7 : "Technical Department Review" button in sidebar menu*

Step 2: In the "Technical Department Review" page, click 🗑 to remove the Technical Department Review.



*Figure 3.8 : Delete a "Technical Department Review" button*

Step 3: Once deletion is successful, a popup message will appear.



*Figure 3.9 : Popup message appears once delete is successful.*

## 3.3 Applicant Details

### 3.3.1 Add an Applicant Details

Step 1: In "JTU Record Details" page, click ‣ Butiran Pemohon to go to the "Applicant Details" page.



*Figure 3.10 : "Applicant Details" button in sidebar menu*

Step 2: In the "Applicant Details" page, fill in the required fields. Next, click [ Tambah ].

- *"Nama Pemohon", "No.Identifikasi", "Suku Kaum", "Alamat Kediaman" and "Alamat Perhubungan" are compulsory fields.*
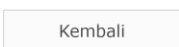


*Figure 3.11 : "Applicant Details" form.*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah | Click to **add** an applicant detail. |
| 2. | Kembali | Click to **go back** to the "Kerani" main page. |
| 3. | Reset | Click to **clear** all the fields in the form. |
| 4. | 🗑 | Click to **delete** a Technical Department Review. |

Step 3: Once the adding of the Applicant Details is successful, a popup message will appear.



*Figure 3.12 : Popup message appears once adding is successful.*

### 3.3.2 Delete an Applicant Details

Step 1: In "JTU Record Details" page, click ‣ Butiran Pemohon to go to the "Applicant Details" page.



*Figure 3.13 : "Applicant Details" button in sidebar menu*

Step 2: In the "Applicant Details" page, click 🗑 to remove the Applicant Details.



*Figure 3.14 : Delete an "Applicant Details" button*

Step 3: Once deletion is successful, a popup message will appear.



*Figure 3.15 : Popup message appears once delete is successful.*

## 3.4 Appendix

### 3.4.1 Add an Appendix

Step 1: In "JTU Record Details" page, click  ‣ Lampiran  to go to the "Appendix" page.



*Figure 3.16 : "Appendix" button in sidebar menu*

Step 2: In the "Appendix" page, fill in the required fields. Next, click [ Tambah ].

- *All fields are compulsory fields.*



*Figure 3.17 : "Appendix" form.*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah | Click to **add** an appendix. |
| 2. | Kembali | Click to **go back** to the "Kerani" main page. |
| 3. | Reset | Click to **clear** all the fields in the form. |
| 4. | 🗑 | Click to **delete** an appendix. |

Step 3: Once the adding of the Appendix is successful, a popup message will appear.



*Figure 3.18 :  Popup message appears once adding is successful.*

### 3.4.2 Delete an Appendix

Step 1: In "JTU Record Details" page, click ‣ Lampiran to go to the "Appendix" page.



*Figure 3.19 : "Appendix" button in sidebar menu*

Step 2: In the "Appendix" page, click 🗑 to remove the Appendix.



*Figure 3.20 : Delete a "Applicant Details" button*

Step 3: Once deletion is successful, a popup message will appear.



*Figure 3.21 : Popup message appears once delete is successful.*

## 3.5 Documents

### 3.5.1 Add a Document

Step 1: In "JTU Record Details" page, click ‣ Dokumen to go to the "Documents" page.
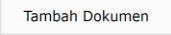


*Figure 3.22 : "Documents" button in sidebar menu*

Step 2: In the "Documents" page, fill in the required fields. Next, click [Tambah Dokumen] .

- *"Lampiran" and "Nama Fail" are compulsory fields.*
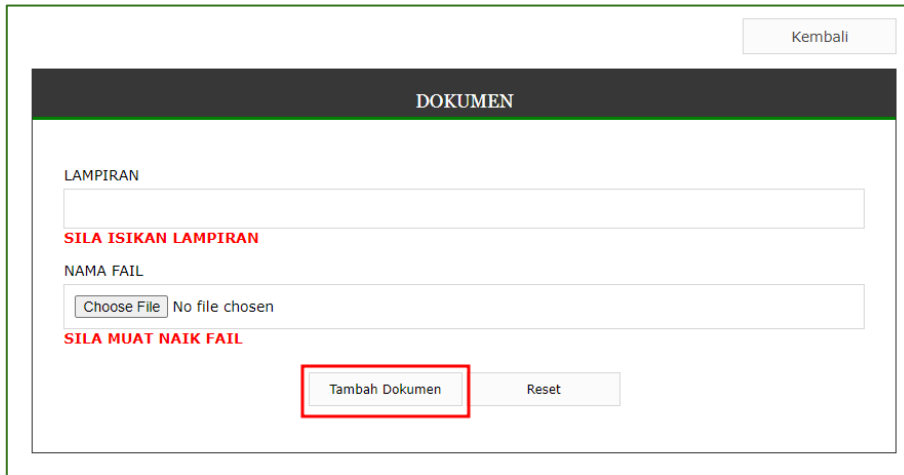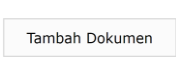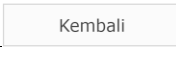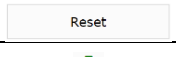


*Figure 3.23 : "Documents" form.*

| EXPLANATION | | |
|---|---|---|
| 1. | Tambah Dokumen | Click to **add** a document. |
| 2. | Kembali | Click to **go back** to the "Kerani" main page. |
| 3. | Reset | Click to **clear** all the fields in the form. |
| 4. | 🗑 | Click to **delete** a document. |

Step 3: Once the adding of the Document is successful, a popup message will appear.



Figure 3.24 :  Popup message appears once adding is successful.

### 3.5.2 Delete a Document

Step 1: In "JTU Record Details" page, click ‣ Dokumen to go to the "Documents" page.

Step 2: In the "Documents" page, click 🗑 to remove the Document.



*Figure 3.26 : Delete a "Document" button*

Step 3: Once deletion is successful, a popup message will appear.



*Figure 3.27 : Popup message appears once delete is successful.*

## 4.Verify a record

Step 1: In Home Page, click **KERANI** in the Menu Bar and you will be directed to the "Kerani" main page.



*Figure 4.1 : "Kerani" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a perakuan record. |
| 2. | ✏ | Click to **edit** a perakuan record. |

Step 2: In " [ Cari ] e, input related search criteria to locate the perakuan record. Then, click [ ] to start the search.



**SENARAI SURAT PERAKUAN**

NO. RUJUKAN JTU

DEMO/1

NO. RUJUKAN PHB

DEMO/1

NO. PERMOHONAN TANAH

DEMO/1

NAMA PEMOHON

Cari

*Figure 4.2 : Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 4.3 : Search result that is displayed*

Step 4: Click ✎ on the record that you wish to verify. You will be directed to "JTU Record Details" page



| No. | Kemaskini | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah | Backlog |
|---|---|---|---|---|---|---|
| 1 | ✎ | Demo/100001 | Demo/100001 | | Demo/100001 | Ya |
| 2 | ✎ | Demo/100002 | Demo/100002 | | Demo/100002 | Ya |

*Figure 4.4 : Search result that is displayed*

Step 5: In "JTU Record Details" page, scroll down and click Kemaskini dan Sahkan



Syarat - Syarat

Perakuan Pengarah Tanah dan Ukur *

Testing

Kemaskini    Kemaskini dan Sahkan

*Figure 4.5 : "Kemaskini dan Sahkan" button*

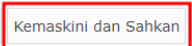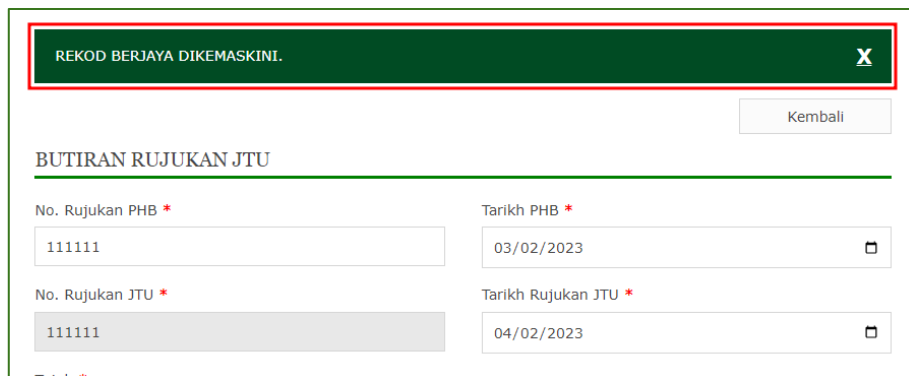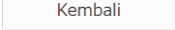Step 6: Once update and verification is successful, a popup message will appear. This record can be found in the "Kerani" route section.
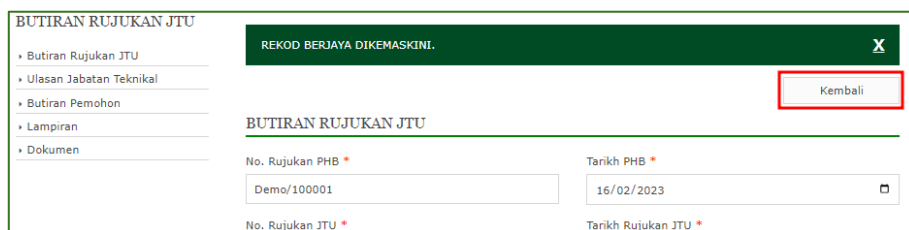


*Figure 4.6 : Popup message appears once update and verification is successful.*

Step 7: To view the verified record, click [ Kembali ] to go back to the "Kerani" route section.



*Figure 4.7 : "Kembali" button*

Step 8: In the "Kerani" route section, we can see that the record that was recently verified can be found here. If we go back to the "Kerani" main page, the record is no longer listed there. It is because it is transferred from the "Kerani" main page to the "Kerani" route section.



*Figure 4.8 : Verified record can be found in "Kerani" route section*

## 5.Search for record route to PHB

Step 1: In Home Page, click KERANI in the Menu Bar and you will be directed to the "Kerani" main page.



*Figure 5.1 : "Kerani" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for an admission letter. |
| 2. | ✏️ | Click to **edit** an admission letter. |

Step 2: In "Kerani" Main Page, click ‣ Route in the sidebar menu.



*Figure 5.2 : "Route" button in sidebar menu*

Step 3: Input related search criteria to locate the "Route Record". Then, click

Cari

to start the search.



*Figure 5.3 : Search Criteria form*

| EXPLANATION | | |
|---|---|---|
| 1. | Cari | Click to **search** for a route record. |
| 2. | Unconfirm | Click to **transfer** a route record to the "Tugas" section. |
| 3. | Route | Click to **send** a route record to PHB. |
| 4. | ☐ ☑ | Click to **select** or **unselect** a route record. |

Step 4: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 5.4 : Search result that is displayed*

## 6.Send a record route to PHB

Step 1: In Home Page, click **KERANI** in the Menu Bar and you will be directed to the "Kerani" main page.



*Figure 6.1 : "Kerani" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for an admission letter. |
| 2. | ✏ | Click to **edit** an admission letter. |

Step 2: In "Kerani" Main Page, click ▸ Route in the sidebar menu.



*Figure 6.2 : "Route" button in sidebar menu*

Step 3: Input related search criteria to locate the "Route Record". Then, click Cari to start the search.



Figure 6.3 : Search Criteria form

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a route record. |
| 2. | Unconfirm | Click to **transfer** a route record to the "Tugas" section. |
| 3. | Route | Click to **send** a route record to PHB. |
| 4. | ☐ ☑ | Click to **select** or **unselect** a route record. |

Step 4: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 6.4 : Search result that is displayed*

Step 5: Once search is done, click the checkboxes in each Route Records that you wish to select or unselect.



*Figure 6.5 : List of record routes that is selected*

Step 6: Once selected, click [ Route ] to send the record route to PHB.



*Figure 6.6 : "Route" button*

Step 7: Once routing is successful, a popup message will appear.



*Figure 6.7 : Popup message appears once routing is successful.*

## 7.Unconfirm a record

Step 1: In Home Page, click KERANI in the Menu Bar and you will be directed to the "Kerani" main page.

TUGAS KERANI
▸ Tugas
▸ Route

### SENARAI SURAT PERAKUAN

NO. RUJUKAN JTU
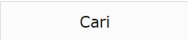
NO. RUJUKAN PHB

NO. PERMOHONAN TANAH

NAMA PEMOHON

Cari

« ‹ **HALAMAN 1 DARIPADA 1** › »

| No. | Kemaskini | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah | Backlog |
|-----|-----------|-----------------|-----------------|--------------|----------------------|---------|
| 1 | ✏ | 1234567 | 1234567 | John Bob, Clarice Lioritta | 1234567 | Ya |
| 2 | ✏ | 123456 | 123456789 | | 123456 | Ya |

*Figure 2.1 : "Kerani" Main Page*
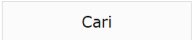
| | EXPLANATION | |
|-----|-------------|---|
| 1. | Cari | Click to **search** for an admission letter. |
| 2. | ✏ | Click to **edit** an admission letter. |

Step 2: In "Kerani" Main Page, click ▸ Route in the sidebar menu.



*Figure 2.1 :* *"Route" button in sidebar menu*

Step 3: Input related search criteria to locate the "Route Record". Then, click

Cari

to start the search.



**Figure 2.1 :** *Search Criteria form*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a route record. |
| 2. | Unconfirm | Click to **transfer** a route record to the "Tugas" section. |
| 3. | Route | Click to **send** a route record to PHB. |
| 4. | ☐ ☑ | Click to **select** or **unselect** a route record. |

Step 4: Once the searching process is complete, you will see the search result below the search criteria form.



**ROUTE REKOD KEPADA PHB**

NO. RUJUKAN JTU

DEMO/1

NO. RUJUKAN PHB

NO. PERMOHONAN TANAH

NAMA PEMOHON

Cari

Unconfirm · Route

**HALAMAN 1 DARIPADA 1**

| | No. | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah | Backlog |
|---|-----|-----------------|-----------------|--------------|----------------------|---------|
| ☐ | 1 | Demo/100001 | Demo/100001 | | Demo/100001 | Ya |
| ☐ | 2 | Demo/100002 | Demo/100002 | | Demo/100002 | Ya |

*Figure 1.3 : Search result that is displayed*

Step 5: Once search is done, click the checkboxes in each Route Records that you wish to unconfirm.



Unconfirm · Route
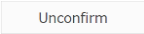
**HALAMAN 1 DARIPADA 1**

| | No. | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah | Backlog |
|---|-----|-----------------|-----------------|--------------|----------------------|---------|
| ☑ | 1 | Demo/100001 | Demo/100001 | | Demo/100001 | Ya |
| ☐ | 2 | Demo/100002 | Demo/100002 | | Demo/100002 | Ya |

*Figure 1.3: List of record routes that is selected*
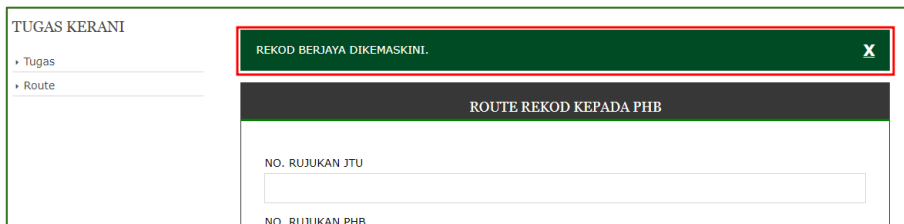
Step 6: Once selected, click [ Unconfirm ] to unconfirm the selected records.



: *"Unconfirm" button*

Step 7: Once unconfirm is successful, a popup message will appear.



: *Popup message appears once unconfirm is successful.*

Step 8: To view the unconfirmed record, click ▸ Tugas in the sidebar menu.



: *"Tugas" button in sidebar menu*

Step 8: In the "Kerani" main page, we can see that the record that was recently unconfirmed can be found here. If we go back to the "Kerani" route page, the record is no longer listed there. It is because it is transferred from the "Kerani" route section to the "Kerani" main page.



*Figure 1.4 : Unconfirmed record can be found in "Kerani" main page.*

# SUHB

## 1.Search route records to PHB

Step 1: In Home Page, click [ SUHB ] in the Menu Bar and you will be directed to the "SUHB" main page.



Figure 2.1 : *"SUHB" Main Page*

| EXPLANATION | | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Tambah | Click to **add** a record into a temporary placeholder. |
| 3. | Tugaskan | Click to **go to** the record assignment page. |
| 4. | 🔍 | Click to **view** a record. |
| 5. | ☐ ☑ | Click to **select** or **unselect** a record. |

B" main page, input related search criteria to locate the record. Then, click



to start the search.



*Figure 2.1 :* *Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 1.3 :* *Search result that is displayed*

## 2.Assign records to PHB

Step 1: In Home Page, click **SUHB** in the Menu Bar and you will be directed to the "SUHB" main page.



*Figure 2.1 : "SUHB" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Tambah | Click to **add** a record into a temporary placeholder. |
| 3. | Tugaskan | Click to **go to** the record assignment page. |
| 4. | 🔍 | Click to **view** a record. |
| 5. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: Input related search criteria to locate the record.  Then, click [Cari] to start the search.
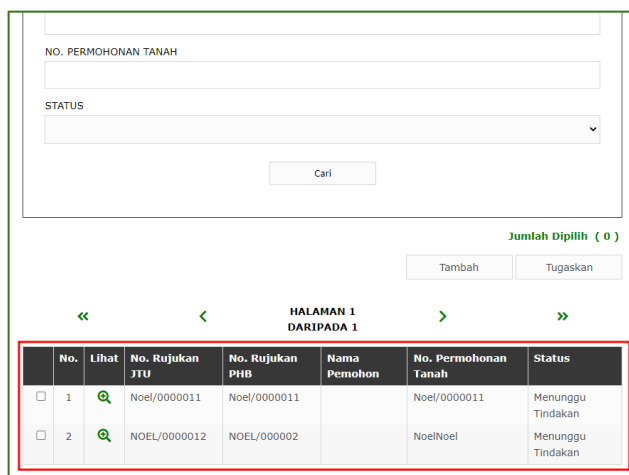


*Figure 2.1 :* *Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 1.3 :* *Search result that is displayed*

Step 4: Click on the checkbox in the records that you wish to assign to PHB.



*Figure 1.3* : *Checkboxes selected in the records.*

Step 5: Click [Tambah] to add a record into a temporary placeholder.

- *You can click* **Jumlah Dipilih** *to check selected records.*



*Figure 1.3* : *"Tambah" button.*

Step 6: Once the record has been added into the placeholder, a popup message will appear.



*Figure 1.3* : *Popup message appears once adding is successful.*

Step 7: Click [ Tugaskan ] to go to the record assignment page.



Figure 1.3 : "Tugaskan" button



Figure 1.3 : Record Assignment page.

| EXPLANATION | | |
|---|---|---|
| 1. | Kembali | Click to **go back** to the "SUHB" main page. |
| 2. | Tugaskan | Click to **assign** the selected record to the selected PHB. |
| 3. | 🗑 | Click to **remove** a record from the temporary placeholder. |
| 4. | 🔍 | Click to **view** a record. |
| 5. | ☐ ☑ | Click to **select** or **unselect** a record. |
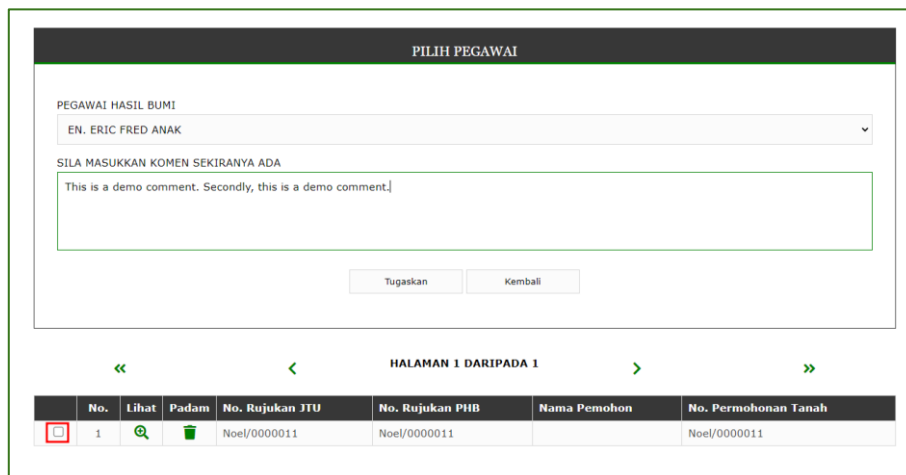
Step 8: In the record assignment page, select a "Pegawai Hasil Bumi" and insert a comment if any.



*Figure 1.3 : Select PHB and insert comment.*

Step 9: Next, select the records by clicking on the checkbox. If you wish to view the record with more details, click 🔍.
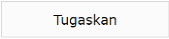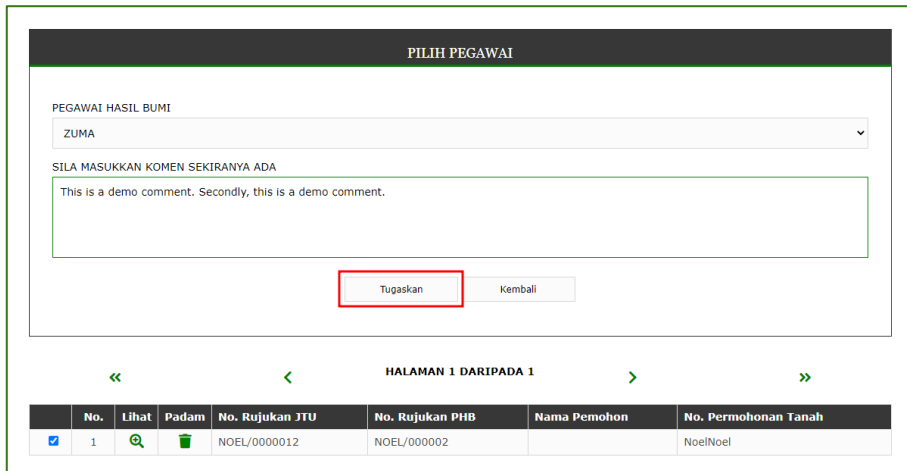


*Figure 1.3 : Select records to be assigned to PHB.*

Step 10: Next, click [Tugaskan] to confirm the assignment.

Step 11: Once the assignment is successful, a popup message will appear.

## 3.Search records received by PHB

Step 1: In Home Page, click **SUHB** in the Menu Bar and you will be directed to the "SUHB" main page.



*Figure 2.1 :* *"SUHB" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Tambah | Click to **add** a record into a temporary placeholder. |
| 3. | Tugaskan | Click to **go to** the record assignment page. |
| 4. | 🔍 | Click to **view** a record. |
| 5. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "SUHB" main page, click ▸ Tugas in the sidebar menu to go to the "Task" page.

| EXPLANATION | | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Query Pegawai | Click to **query** the record back to PHB. |
| 3. | Route ke CM | Click to **route** the record to the Chief Minister. |
| 4. | Dilulus | Click to **approve** a record. |
| 5. | Ditolak | Click to **reject** a record. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |
| 7. | 🔍 | Click to **view** a record. |

Step : [Cari] e. Enter the related search criteria in the search criteria form. Next click [          ] to start the search.



*Figure 2.1 :* Search criteria form

Step 4: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 1.3* : Search result that is displayed

## 4.Route Officer Query

Step 1: In Home Page, click SUHB in the Menu Bar and you will be directed to the "SUHB" main page.



Figure 2.1 : *"SUHB" Main Page*

| EXPLANATION | | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Tambah | Click to **add** a record into a temporary placeholder. |
| 3. | Tugaskan | Click to **go to** the record assignment page. |
| 4. | 🔍 | Click to **view** a record. |
| 5. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "SUHB" main page, click ‣ Tugas in the sidebar menu to go to the "Task" page.



*Figure 2.1 :* "Tugas" button in sidebar menu



*Figure 2.1 :* "Task" page

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Query Pegawai | Click to **query** the record back to PHB. |
| 3. | Route ke CM | Click to **route** the record to the Chief Minister. |
| 4. | Dilulus | Click to **approve** a record. |
| 5. | Ditolak | Click to **reject** a record. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |
| 7. | 🔍 | Click to **view** a record. |

Step : [Cari] e. Enter the related search criteria in the search criteria form. Next click [ ] to start the search.
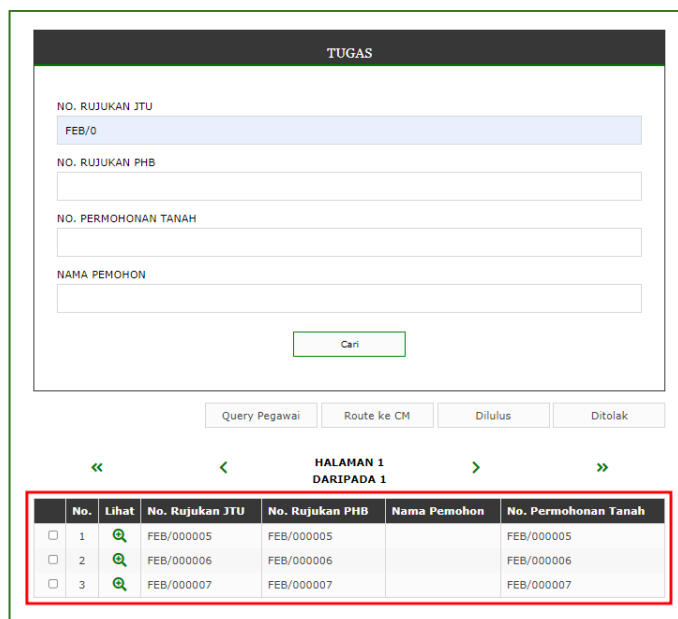


*Figure 2.1 :* *Search criteria form*

Step 4: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 1.3 :* *Search result that is displayed*

Step 5: Select the record that you wish to route by clicking the checkboxes.

| | No. | Lihat | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah |
|---|---|---|---|---|---|---|
| ☑ | 1 | 🔍 | FEB/000005 | FEB/000005 | | FEB/000005 |
| ☐ | 2 | 🔍 | FEB/000006 | FEB/000006 | | FEB/000006 |
| ☑ | 3 | 🔍 | FEB/000007 | FEB/000007 | | FEB/000007 |

*Figure 1.3 : List of records that are selected.*

Step 6: Once selected, click  Query Pegawai  to query the record back to the respective PHB.
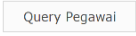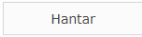
| Query Pegawai | Route ke CM | Dilulus | Ditolak |
|---|---|---|---|

| | | **HALAMAN 1** | | |
|---|---|---|---|---|
| « | ‹ | **DARIPADA 1** | › | » |

| | No. | Lihat | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah |
|---|---|---|---|---|---|---|
| ☑ | 1 | 🔍 | FEB/000005 | FEB/000005 | | FEB/000005 |
| ☐ | 2 | 🔍 | FEB/000006 | FEB/000006 | | FEB/000006 |
| ☑ | 3 | 🔍 | FEB/000007 | FEB/000007 | | FEB/000007 |

*Figure 1.3 : "Query Pegawai" button.*

Step 7: After clicking [Query Pegawai], a form window will appear. Enter a comment if any. Once a comment is entered, click [Hantar] to submit.



SILA MASUKKAN KOMEN SEKIRANYA ADA *                                             ✕

This is a demo comment. Secondly, this is a demo comment

Hantar

*Figure 1.3 : Comment form.*

| EXPLANATION | | |
|---|---|---|
| 1. | Hantar | Click to **submit** the record |
| 2. | ✕ | Click to **close** the form. |

Step 8: Once submitted, a popup message will appear.



*Figure 1.4* : *Popup message appears once submission is successful.*

## 5.Route record to CM

Step 1: In Home Page, click **SUHB** in the Menu Bar and you will be directed to the "SUHB" main page.

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Tambah | Click to **add** a record into a temporary placeholder. |
| 3. | Tugaskan | Click to **go to** the record assignment page. |
| 4. | 🔍 | Click to **view** a record. |
| 5. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "SUHB" main page, click ▸ Tugas in the sidebar menu to go to the "Task" page.



*Figure 2.1 :* *"Tugas" button in sidebar menu*



*Figure 2.1 :* *"Task" page*

| EXPLANATION | | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Query Pegawai | Click to **query** the record back to PHB. |
| 3. | Route ke CM | Click to **route** the record to the Chief Minister. |
| 4. | Dilulus | Click to **approve** a record. |
| 5. | Ditolak | Click to **reject** a record. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |
| 7. | 🔍 | Click to **view** a record. |

Step 3: In the "Task" page. Enter the related search criteria in the search criteria form. Next click [ Cari ] to start the search.

Step 4: Once the searching process is complete, you will see the search result below the search criteria form.

Step 5: Select the record that you wish to route by clicking the checkboxes.

| | No. | Lihat | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah |
|---|---|---|---|---|---|---|
| ☑ | 1 | 🔍 | FEB/000005 | FEB/000005 | | FEB/000005 |
| ☐ | 2 | 🔍 | FEB/000006 | FEB/000006 | | FEB/000006 |
| ☑ | 3 | 🔍 | FEB/000007 | FEB/000007 | | FEB/000007 |

*Figure 1.3 : List of records that are selected.*

Step 6: Once selected, click [ Route ke CM ] to route the selected records to CM.

| Query Pegawai | Route ke CM | Dilulus | Ditolak |
|---|---|---|---|

| | | « | | < | **HALAMAN 1 DARIPADA 1** | > | | » | |
|---|---|---|---|---|---|---|---|---|---|

| | No. | Lihat | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah |
|---|---|---|---|---|---|---|
| ☑ | 1 | 🔍 | FEB/000005 | FEB/000005 | | FEB/000005 |
| ☐ | 2 | 🔍 | FEB/000006 | FEB/000006 | | FEB/000006 |
| ☑ | 3 | 🔍 | FEB/000007 | FEB/000007 | | FEB/000007 |

*Figure 1.3 : "Route ke CM" button*

Step 7: After clicking [Route ke CM], a form window will appear. Enter a comment if any. Once a comment is entered, click [Hantar] to submit.
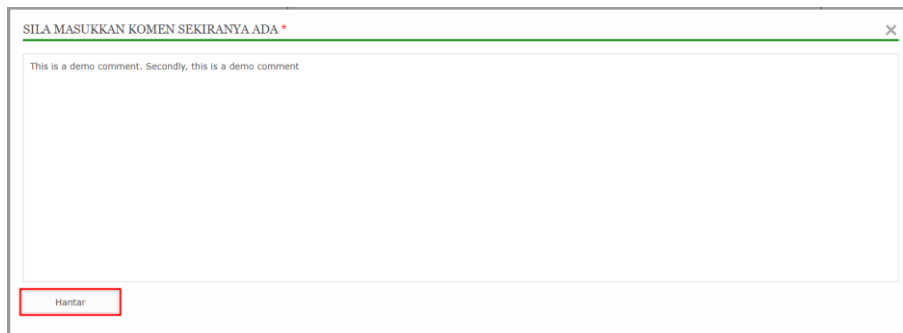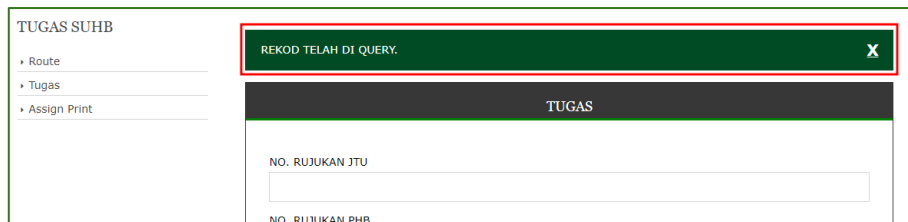


| | |
|---|---|
| SILA MASUKKAN KOMEN SEKIRANYA ADA * | × |
| This is a demo comment. Secondly, this is a demo comment | |
| Hantar | |

*Figure 1.3* : *Comment form.*

| | EXPLANATION | |
|---|---|---|
| 1. | Hantar | Click to **submit** the record |
| 2. | ✖ | Click to **close** the form. |

Step 8: Once submitted, a popup message will appear.



**TUGAS SUHB**

▸ Route
▸ Tugas
▸ Assign Print

REKOD BERJAYA DIHANTAR.                                    X

**TUGAS**

NO. RUJUKAN JTU
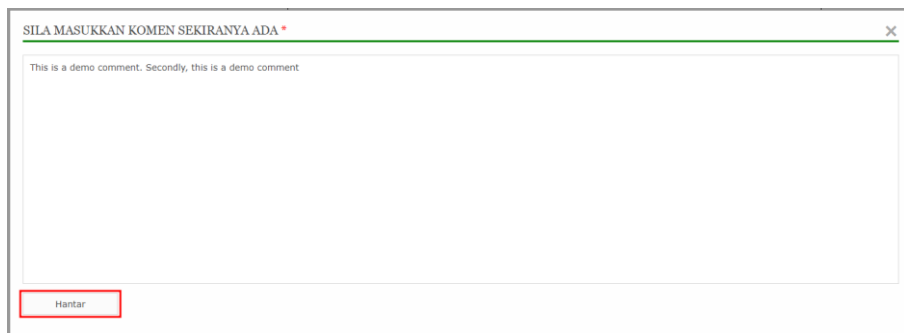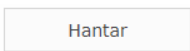
*Figure 1.4* : *Popup message appears once submission is successful.*

## 6.Approve/Reject a record received from PHB

Step 1: In Home Page, click SUHB in the Menu Bar and you will be directed to the "SUHB" main page.



*Figure 6.1 : "SUHB" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Tambah | Click to **add** a record into a temporary placeholder. |
| 3. | Tugaskan | Click to **go to** the record assignment page. |
| 4. | 🔍 | Click to **view** a record. |
| 5. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "SUHB" main page, click ‣ Tugas in the sidebar menu to go to the "Task" page.



*Figure 6.2 : "Tugas" button in sidebar menu*

*Figure 6.2 : "Task" page*

| | | EXPLANATION |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Query Pegawai | Click to **query** the record back to PHB. |
| 3. | Route ke CM | Click to **route** the record to the Chief Minister. |
| 4. | Dilulus | Click to **approve** a record. |
| 5. | Ditolak | Click to **reject** a record. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |
| 7. | 🔍 | Click to **view** a record. |

Step 3: In the "Task" page. Enter the related search criteria in the search criteria form. Next click [ Cari ] to start the search.



*Figure 6.3 : Search criteria form*

Step 4: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 6.4 : Search result that is displayed*

Step 5: Select the record that you wish to approve/reject by clicking the checkboxes.

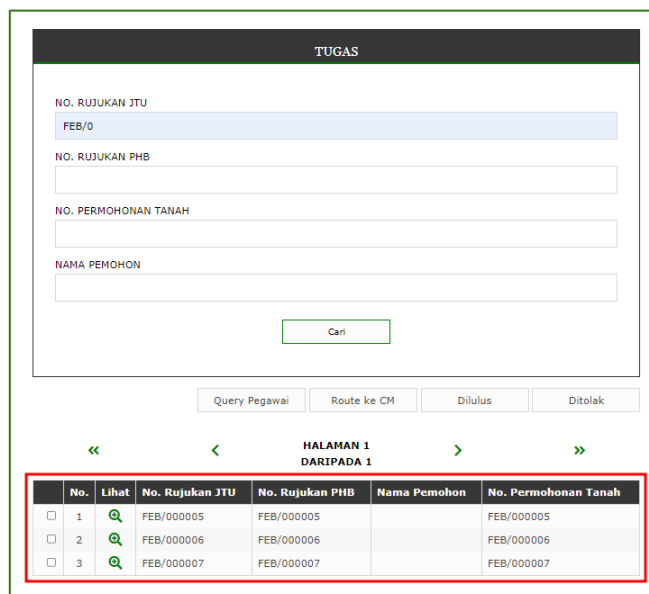| | No. | Lihat | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah |
|---|---|---|---|---|---|---|
| ☑ | 1 | 🔍 | FEB/000005 | FEB/000005 | | FEB/000005 |
| ☐ | 2 | 🔍 | FEB/000006 | FEB/000006 | | FEB/000006 |
| ☑ | 3 | 🔍 | FEB/000007 | FEB/000007 | | FEB/000007 |

*Figure 6.5 : List of records that are selected.*

Step 6: Once selected, click [ Dilulus ] or [ Ditolak ] to approve/reject the selected records.

| Query Pegawai | Route ke CM | Dilulus | Ditolak |
|---|---|---|---|

« ‹ **HALAMAN 1 DARIPADA 1** › »

| | No. | Lihat | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah |
|---|---|---|---|---|---|---|
| ☑ | 1 | 🔍 | FEB/000005 | FEB/000005 | | FEB/000005 |
| ☐ | 2 | 🔍 | FEB/000006 | FEB/000006 | | FEB/000006 |
| ☑ | 3 | 🔍 | FEB/000007 | FEB/000007 | | FEB/000007 |

*Figure 6.6 : "Dilulus" & "Ditolak" button.*

Step 7: After clicking [ Dilulus ] or [ Ditolak ], a form window will appear. Enter a comment if any. Once a comment is entered, click [ Hantar ] to submit.
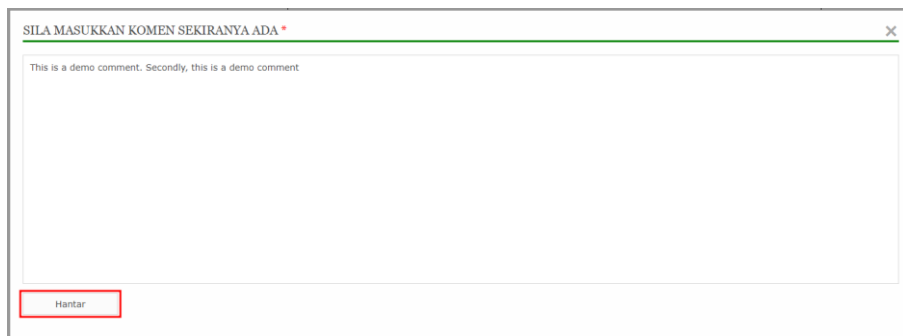


*Figure 6.7 : Comment form.*

| EXPLANATION | | |
|---|---|---|
| 1. | Hantar | Click to **submit** the record |
| 2. | ✖ | Click to **close** the form. |

## 7.Search approved record

Step 1: In Home Page, click **SUHB** in the Menu Bar and you will be directed to the "SUHB" main page.

| | | EXPLANATION |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Tambah | Click to **add** a record into a temporary placeholder. |
| 3. | Tugaskan | Click to **go to** the record assignment page. |
| 4. | 🔍 | Click to **view** a record. |
| 5. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "SUHB" main page, click ‣ Assign Print in the sidebar menu to go to the "Assign Print" page.



*Figure 2.1 :* *"Assign Print" button in sidebar menu*
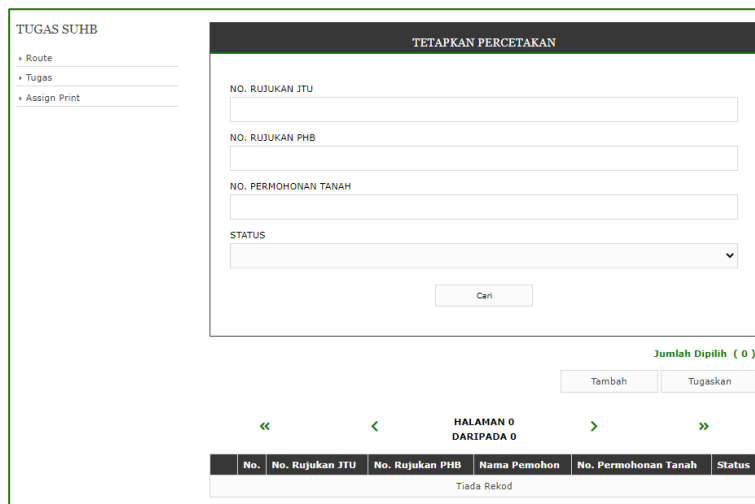


*Figure 2.1 :* *"Assign Print" page*

| EXPLANATION | | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Tambah | Click to **add** a record into a temporary placeholder. |
| 3. | Tugaskan | Click to **go to** the record assignment page. |
| 4. | ☐ ☑ | Click to **select** or **unselect** a record. |

# Can't Populate Data for Screenshot

**Server Error**

**500 - Internal server error.**

There is a problem with the resource you are looking for, and it cannot be displayed.

8.Assign records for printing

# Can't Populate Data for Screenshot

**Server Error**

**500 - Internal server error.**

There is a problem with the resource you are looking for, and it cannot be displayed.

# PHB

## 1.Search for record received from PHB

Step 1: In Home Page, click PHB in the Menu Bar and you will be directed to the "PHB" main page.



*Figure 1.1 : "PHB" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Route Rekod kepada Pegawai | Click to **route** the record to another PHB |
| 3. | Terima | Click to **approve** the record. |
| 4. | Ditolak | Click to **reject** the record. |
| 5. | 🔍 | Click to **view** a record. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "PHB" main page, input related search criteria to locate the record. Then, click

Cari

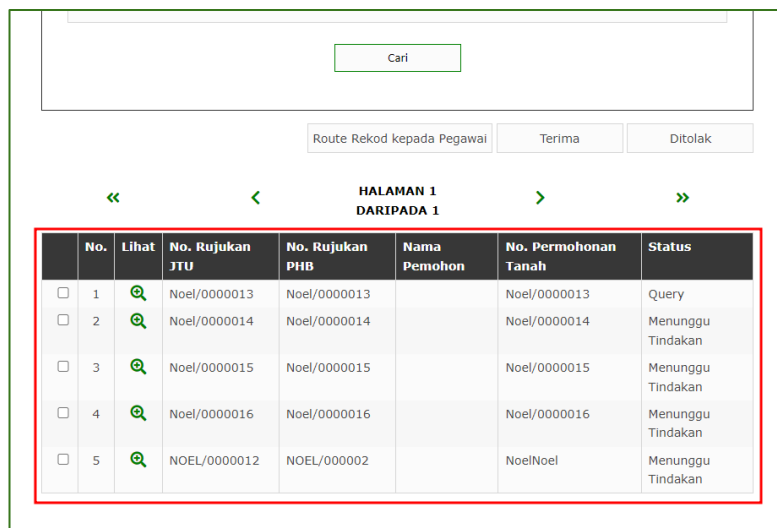to start the search.



*Figure 1.2 : Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 1.3 : Search result that is displayed*

## 2.Route records to another PHB

Step 1: In Home Page, click PHB in the Menu Bar and you will be directed to the "PHB" main page.



*Figure 2.1 : "PHB" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Route Rekod kepada Pegawai | Click to **route** the record to another PHB |
| 3. | Terima | Click to **approve** the record. |
| 4. | Ditolak | Click to **reject** the record. |
| 5. | 🔍 | Click to **view** a record. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |

" main page, input related search criteria to locate the record. Then, click [Cari] to start the search.



*Figure 2.2 : Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 2.3 : Search result that is displayed*

Step 4: Click on the checkbox in the records that you wish to route to another PHB.

| | No. | Lihat | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah | Status |
|---|---|---|---|---|---|---|---|
| ☑ | 1 | 🔍 | Noel/0000013 | Noel/0000013 | | Noel/0000013 | Query |
| ☑ | 2 | 🔍 | Noel/0000014 | Noel/0000014 | | Noel/0000014 | Menunggu Tindakan |
| ☐ | 3 | 🔍 | Noel/0000015 | Noel/0000015 | | Noel/0000015 | Menunggu Tindakan |
| ☐ | 4 | 🔍 | Noel/0000016 | Noel/0000016 | | Noel/0000016 | Menunggu Tindakan |
| ☐ | 5 | 🔍 | NOEL/0000012 | NOEL/000002 | | NoelNoel | Menunggu Tindakan |

HALAMAN 1 DARIPADA 1

*Figure 2.4 : Checkboxes selected in the records.*

Step 5: Click Route Rekod kepada Pegawai to go to the record assignment page.



*Figure 2.5 : "Route Rekod kepada Pegawai" button*

*Figure 2.6 : Record assignment page*

| | EXPLANATION | |
|---|---|---|
| 1. | Tugaskan | Click to **route** the selected records to a selected PHB |
| 2. | Kembali | Click to **go back** to "PHB" main page |
| 3. | 🔍 | Click to **view** a record with more details. |
| | 🗑 | Click to **remove** a record for routing. |
| | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 6: Select the record that you wish to route to PHB by clicking on the checkboxes



*Figure 2.7 : Records that are selected*

Step 7: In the "PHB" form, select a PHB and enter a comment if any. Next, click Tugaskan.



*Figure 2.8 : "PHB" form*

Step 8: Once routed, the selected records will be removed from the list.



*Figure 2.9 : Routed record that is no longer in the list.*

## 3.Accept/Reject records received from PHB

Step 1: In Home Page, click PHB in the Menu Bar and you will be directed to the "PHB" main page.



*Figure 2.1 : "PHB" Main Page*

| | | EXPLANATION |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Route Rekod kepada Pegawai | Click to **route** the record to another PHB |
| 3. | Terima | Click to **approve** the record. |
| 4. | Ditolak | Click to **reject** the record. |
| 5. | 🔍 | Click to **view** a record. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "PHB" main page, input related search criteria to locate the record. Then, click

[Cari] to start the search.



*Figure 2.1 :* Search Criteria form.

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 1.3* : Search result that is displayed

Step 4: Select the records that you wish to accept/reject by clicking on the checkboxes. To view the record with more details, click 🔍.



*Figure 1.3* : *List of records that are selected.*

Step 5: Once the records are selected, click [ Terima ] or [ Ditolak ] to accept/reject the selected records.



*Figure 1.3* : *"Terima" and "Ditolak" button*

Step 6: If [Ditolak] is clicked, , a form window will appear. Enter a comment if any. Once a comment is entered, click [Hantar] to submit.



SILA MASUKKAN KOMEN SEKIRANYA ADA *  ×

This is a demo comment. Secondly, this is a demo comment

Hantar

*Figure 1.3* : Comment form.

| EXPLANATION | | |
|---|---|---|
| 1. | Hantar | Click to **submit** the record |
| 2. | ✖ | Click to **close** the form. |

Step 7: Once the record has been accepted/rejected, a popup message will appear.



TUGAS PHB

‣ Senarai
‣ Tugas
‣ Cetak

REKOD BERJAYA DITERIMA.  X

TERIMA REKOD DARI PHB

NO. RUJUKAN JTU

NO. RUJUKAN PHB

*Figure 1.3* : Popup message appears once the records are successfully accepted or rejected.

## 4.Search the accepted records

Step 1: In Home Page, click PHB in the Menu Bar and you will be directed to the "PHB" main page.



*Figure 2.1 :* "PHB" Main Page

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Route Rekod kepada Pegawai | Click to **route** the record to another PHB |
| 3. | Terima | Click to **approve** the record. |
| 4. | Ditolak | Click to **reject** the record. |
| 5. | 🔍 | Click to **view** a record. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "PHB" Main Page, click ▸ Tugas in the sidebar menu to go to the "Task" page.



*Figure 2.1 :* *"Tugas" button in sidebar menu.*



*Figure 2.1 :* *"Task" page*

| EXPLANATION | | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Query JTU | Click to **query** the selected records to JTU |
| 3. | Route ke SUHB | Click to **route** the selected records to SUHB. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 3: In the "Task" page, input related search criteria to locate the record. Then, click

Cari

to start the search.



**Figure 2.1 :** *Search Criteria form.*

Step 4: Once the searching process is complete, you will see the search result below the search criteria form.



**Figure 1.3** : *Search result that is displayed*

## 5.Query records to JTU

Step 1: In Home Page, click **PHB** in the Menu Bar and you will be directed to the "PHB" main page.



*Figure 2.1 : "PHB" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Route Rekod kepada Pegawai | Click to **route** the record to another PHB |
| 3. | Terima | Click to **approve** the record. |
| 4. | Ditolak | Click to **reject** the record. |
| 5. | 🔍 | Click to **view** a record. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "PHB" Main Page, click ‣ Tugas in the sidebar menu to go to the "Task" page.



*"Tugas" button in sidebar menu.*



*"Task" page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Query JTU | Click to **query** the selected records to JTU |
| 3. | Route ke SUHB | Click to **route** the selected records to SUHB. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 3: In the "Task" page, input related search criteria to locate the record. Then, click [Cari] to start the search.



*Figure 2.1 : Search Criteria form.*

Step 4: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 1.3 : Search result that is displayed*

Step 5: Select the records that you wish to query by clicking on the checkboxes.



*Figure 1.3 : List of records that are selected.*
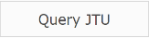
Step 6: Once the records are selected, click [ Query JTU ] to query the selected records to JTU.



*Figure 1.3 : "Query JTU" button.*

Step 6: After clicking [Query JTU], a form window will appear. Enter a comment if any. Once a comment is entered, click [Hantar] to submit.



*Figure 1.3 : Comment form.*

| | EXPLANATION | |
|---|---|---|
| 1. | Hantar | Click to **submit** the record |
| 2. | ✖ | Click to **close** the form. |

Step 7: Once the record has been queried to JTU, a popup message will appear.
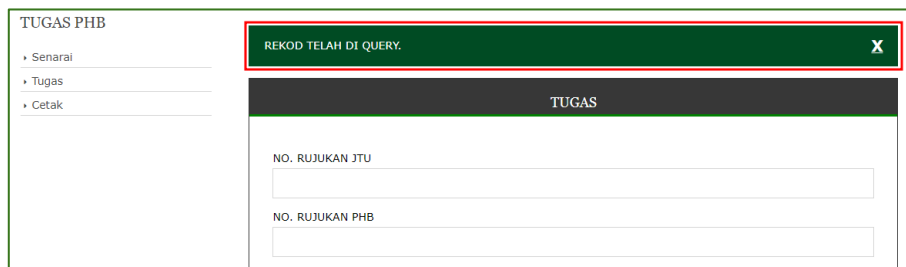


*Figure 1.3 : Popup message appears once the records are successfully queried to JTU.*

## 6.Update a record

Step 1: In Home Page, click PHB in the Menu Bar and you will be directed to the "PHB" main page.



*Figure 2.1 : "PHB" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Route Rekod kepada Pegawai | Click to **route** the record to another PHB |
| 3. | Terima | Click to **approve** the record. |
| 4. | Ditolak | Click to **reject** the record. |
| 5. | 🔍 | Click to **view** a record. |
| 6. | ☐ ✔ | Click to **select** or **unselect** a record. |

Step 2: In "PHB" Main Page, click ▸ Tugas in the sidebar menu to go to the "Task" page.



*Figure 2.1 :* *"Tugas" button in sidebar menu.*



*Figure 2.1 :* *"Task" page*

| EXPLANATION | | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Query JTU | Click to **query** the selected records to JTU |
| 3. | Route ke SUHB | Click to **route** the selected records to SUHB. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 3: In the "Task" page, input related search criteria to locate the record. Then, click

[Cari] to start the search.



Figure 2.1 : Search Criteria form.

Step 4: Once the searching process is complete, you will see the search result below the search criteria form.



Figure 1.3 : Search result that is displayed

Step 5: Click ✏ on the records that you wish to update. Next, you will be directed to the "Update record" page.



*Figure 1.3* : *"Update record" button*



*Figure 1.3* : *"Update record" page*

Step 6: If you wish to view further details of the record, click either 5 of these buttons in the sidebar menu as shown in <mark>Figure 1.3.</mark> To update a record, you need to go to these 2 pages as shown in <mark>Figure 1.3</mark>.



*<mark>Figure 1.3</mark> : Buttons to view further details of the record in the sidebar menu.*
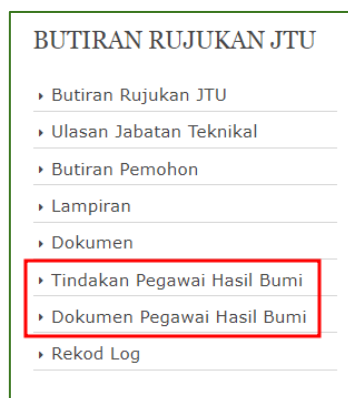


*<mark>Figure 1.3</mark> : Two sections for PHB to update.*

## 6.1 PHB actions

Step 1: Click ‣ Tindakan Pegawai Hasil Bumi in the sidebar menu to go to the "PHB Actions" page.



*Figure 1.3* : *"Tindakan Pegawai Hasil Bumi" button in sidebar menu.*



*Figure 1.3* : *"PHB Actions" page.*

| EXPLANATION | | |
|---|---|---|
| 1. | Kembali | Click to **go back** to "Tugas" page |
| 2. | Kemaskini | Click to **update** the "PHB Actions" information. |

Step 2: In the "PHB Actions" page, go to "Sinopsis / Analisis Permohonan" section and insert a synopsis/analysis in the text field provided.

SINOPSIS / ANALISIS PERMOHONAN

This is a demo sinopsis or analisis.

**Sila Isikan Sinopsis / Analisis Permohonan**

==Figure 1.3== : *Synopsis/analysis inserted in the text field.*

Step 3: Next, go to the "Perakuan Pegawai Pejabat Hasil Bumi" section. In the first text field, it contains pre-inserted texts in the text field. Modify it by removing the words that you do not need.

Setiausaha Hasil Bumi,

Sukacita berdasarkan sinopsis / analisis di atas permohonan ini adalah lengkap, teratur dan memenuhi kehendak Ordinan Tanah Sabah Bab 68 / Enakmen Hutan 1968 / Ordinan Perlombongan 1960. Sehubungan dengan iyu, adalah disyorkan supaya permohonan ini diluluskan / tidak diluluskan.

==Figure 1.3== : *Pre-inserted text in the text field.*

Setiausaha Hasil Bumi,
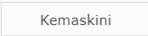
Sukacita berdasarkan sinopsis di atas permohonan ini adalah lengkap, teratur dan memenuhi kehendak Ordinan Tanah Sabah Bab 68. Sehubungan dengan itu, adalah disyorkan supaya permohonan ini diluluskan.

==Figure 1.3== : *Modified text field.*

Step 4: Next, select a PHB by clicking the options in the first dropdown menu. Then, select a date. Finally, click [Kemaskini] to update.



Figure 1.3 : "Kemaskini" button.

Step 5: Once the update is successful, a popup message will appear.



### BUTIRAN RUJUKAN JTU

- Butiran Rujukan JTU
- Ulasan Jabatan Teknikal
- Butiran Pemohon
- Lampiran
- Dokumen
- Tindakan Pegawai Hasil Bumi
- Dokumen Pegawai Hasil Bumi
- Rekod Log

REKOD BERJAYA DIKEMASKINI.                                X

Kembali

#### SINOPSIS / ANALISIS PERMOHONAN

This is a demo sinopsis.

*Figure 2.4 : Popup message appears once update is successful.*

## 6.2 PHB documents

Step 1: Click ▸ Dokumen Pegawai Hasil Bumi in the sidebar menu to go to the "PHB Documents" page.



*Figure 1.3 : "Dokumen Pegawai Hasil Bumi" button in sidebar menu.*



*Figure 1.3 : "PHB Documents" page.*

| EXPLANATION | | |
|---|---|---|
| 1. | Kembali | Click to **go back** to "Tugas" page |
| 2. | Tambah Dokumen | Click to **confirm** in submitting a document. |
| 3. | Reset | Click to **clear** the form. |

Step 2: Enter "Appendix" and choose a file. Next, click Tambah Dokumen .



*Figure 1.3 : "Document" form.*

Step 3: Once the adding of the document is successful, a popup message will appear. You will see the newly added document at the bottom of the document form.



*Figure 1.3 : Popup message appears once adding is successful.*



*Figure 1.3 : Newly added documents.*

## 7.Route record to SUHB

Step 1: In Home Page, click PHB in the Menu Bar and you will be directed to the "PHB" main page.

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Route Rekod kepada Pegawai | Click to **route** the record to another PHB |
| 3. | Terima | Click to **approve** the record. |
| 4. | Ditolak | Click to **reject** the record. |
| 5. | 🔍 | Click to **view** a record. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "PHB" Main Page, click ▸ Tugas in the sidebar menu to go to the "Task" page.



*Figure 2.1 :* *"Tugas" button in sidebar menu.*



*Figure 2.1 :* *"Task" page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Query JTU | Click to **query** the selected records to JTU |
| 3. | Route ke SUHB | Click to **route** the selected records to SUHB. |
| 6. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 3: In the "Task" page, input related search criteria to locate the record. Then, click

[ Cari ] to start the search.
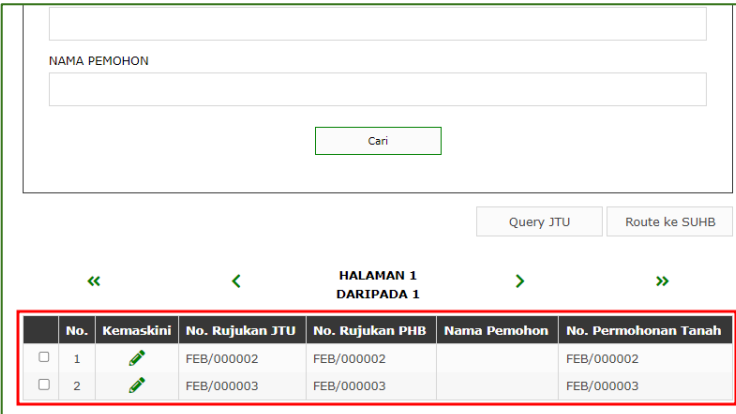


Figure 2.1 : Search Criteria form.

Step 4: Once the searching process is complete, you will see the search result below the search criteria form.



Figure 1.3 : Search result that is displayed.

Step 5: Select the records that you wish to route to SUHB by clicking on the checkboxes.



*Figure 1.3* : *List of records that are selected.*

Step 6: Once the records are selected, click  Route ke SUHB  .



*Figure 1.3* : *"Route ke SUHB" button*

Step 7: After clicking [Route ke SUHB], a form window will appear. Enter a comment if any. Once a comment is entered, click [Hantar] to submit.
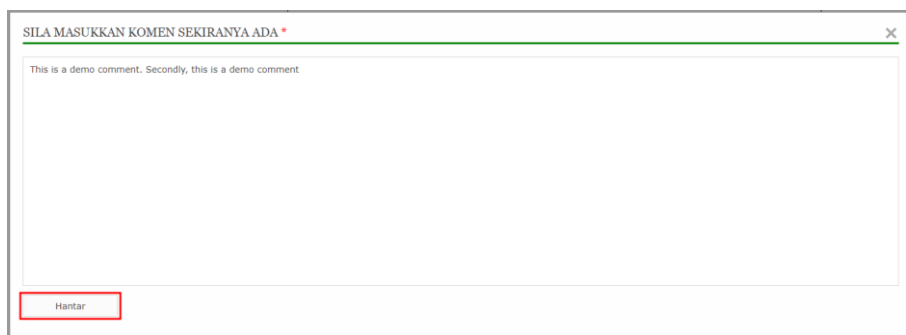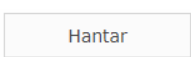


SILA MASUKKAN KOMEN SEKIRANYA ADA *      ×

This is a demo comment. Secondly, this is a demo comment.

[Hantar]

*Figure 1.3* : *Comment form.*

| EXPLANATION | | |
|---|---|---|
| 1. | Hantar | Click to **submit** the record |
| 2. | ✖ | Click to **close** the form. |

Step 8: Once the record has been routed, a popup message will appear.



REKOD BERJAYA DIHANTAR.      **X**

TUGAS

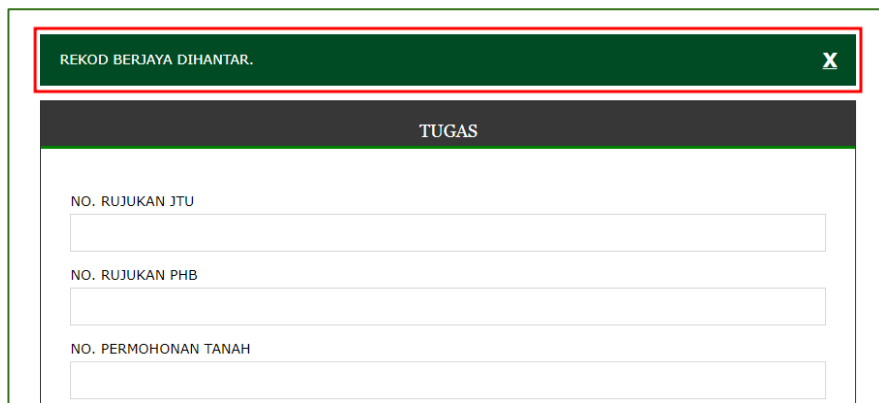NO. RUJUKAN JTU

NO. RUJUKAN PHB

NO. PERMOHONAN TANAH

*Figure 1.3* : *Popup message appears once the records are successfully routed.*

8. Print Record

**Can't Populate Data for Screenshot**

# KETUA MENTERI

## 1.Searching for record

Step 1: In Home Page, click [KETUA MENTERI] in the Menu Bar and you will be directed to the "Ketua Menteri" main page.



*Figure 1.1 : "Ketua Menteri" Main Page*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Dilulus | Click to **approve** the selected record. |
| 3. | Ditolak | Click to **reject** the selected record. |
| 4. | 🔍 | Click to **view** a record. |
| 5. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "Ketua Menteri" main page, input related search criteria to locate the record. Then, click [Cari] to start the search.



*Figure 1.2 : Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 1.3 : Search result that is displayed*

## 2.Approve/Reject record

Step 1: In Home Page, click **KETUA MENTERI** in the Menu Bar and you will be directed to the "Ketua Menteri" main page.



*Figure 2.1 : "Ketua Menteri" Main Page.*

| | EXPLANATION | |
|---|---|---|
| 1. | Cari | Click to **search** for a record. |
| 2. | Dilulus | Click to **approve** the selected record. |
| 3. | Ditolak | Click to **reject** the selected record. |
| 4. | 🔍 | Click to **view** a record. |
| 5. | ☐ ☑ | Click to **select** or **unselect** a record. |

Step 2: In "Ketua Menteri" main page, input related search criteria to locate the record. Then, click [Cari] to start the search.
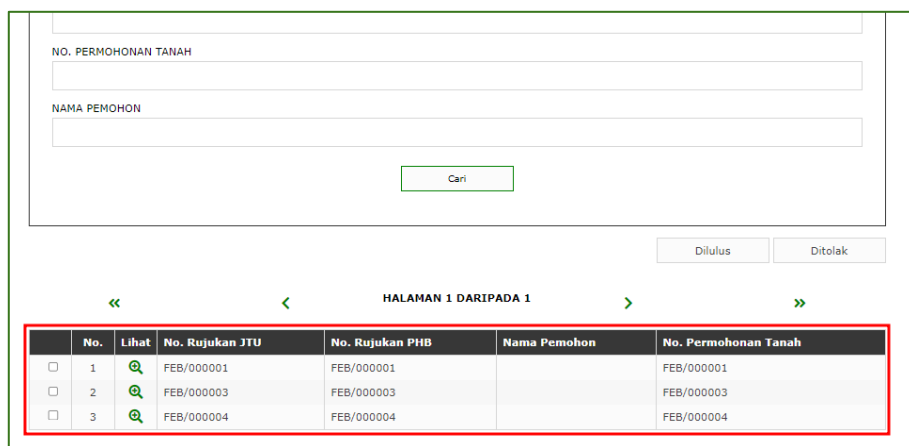


*Figure 2.2 : Search Criteria form.*

Step 3: Once the searching process is complete, you will see the search result below the search criteria form.



*Figure 2.3 : Search result that is displayed.*

Step 4: Click 🔍 to view the records with more details.
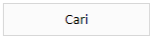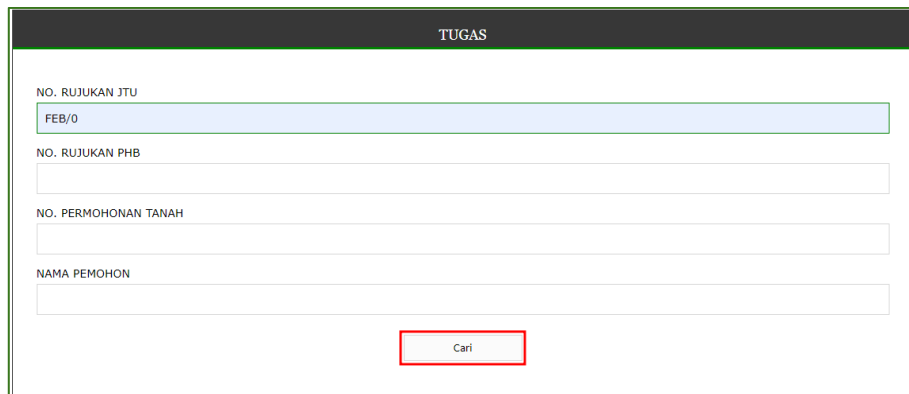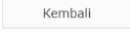
| | No. | Lihat | No. Rujukan JTU | No. Rujukan PHB | Nama Pemohon | No. Permohonan Tanah |
|---|---|---|---|---|---|---|
| ☐ | 1 | 🔍 | 555555 | 555555 | | 555555 |
| ☐ | 2 | 🔍 | FEB/000001 | FEB/000001 | | FEB/000001 |
| ☐ | 3 | 🔍 | FEB/000003 | FEB/000003 | | FEB/000003 |
| ☐ | 4 | 🔍 | FEB/000004 | FEB/000004 | | FEB/000004 |
| ☐ | 5 | 🔍 | Noel/0000014 | Noel/0000014 | | Noel/0000014 |

*Figure 2.4 : "View record" button.*

Step 5: Once the record has been analyzed, click [ Kembali ] to go back to "Ketua Menteri" main page.

**BUTIRAN RUJUKAN JTU**

‣ Butiran Rujukan JTU
‣ Ulasan Jabatan Teknikal
‣ Butiran Pemohon
‣ Lampiran
‣ Dokumen
‣ Tindakan Pegawai Hasil Bumi
‣ Dokumen Pegawai Hasil Bumi
‣ Rekod Log

[ Kembali ]

**BUTIRAN RUJUKAN JTU**

No. Rujukan PHB *
FEB/000001

Tarikh PHB *
15/02/2023

No. Rujukan JTU *
FEB/000001

Tarikh Rujukan JTU *
16/02/2023

Tajuk *
Testing

**MAKLUMAT PERMOHONAN TANAH**

*Figure 2.5 : "Kembali" button*

Step 6: To select a record that you wish to approve/reject, click on the checkboxes.



*Figure 2.6 : List of records that are selected.*

Step 7: Once the records are selected, click [ Dilulus ] or [ Ditolak ] to accept/reject the selected records.



*Figure 2.7 : "Dilulus" button*

Step 8: After clicking [Dilulus] or [Ditolak] a form window will appear. Enter a comment if any. Once a comment is entered, click [Hantar] to submit.



*Figure 2.8 : Comment form.*

| EXPLANATION | | |
|---|---|---|
| 1. | Hantar | Click to **submit** the record |
| 2. | ✖ | Click to **close** the form. |