


# eProjek JKM Manual

Portal Digital Sabah

# LOGIN INTO PORTAL DIGITAL SABAH

## 1.Login as Orang Awam

Please use Google Chrome Browser  to run this system.

Step 1: In the Login page, click **Orang Awam**.



Figure 1.1 : “Orang Awam” button

Step 2: Enter your MyKad number in the text field provided. Once MyKad number is entered, click **Teruskan**.



Figure 1.2 : “Teruskan” button

Step 3: After clicking **Teruskan**, enter your password in the text field provided. Once password is entered, click **Teruskan**.



The image shows a login form titled "MyKad". It contains three main input fields: a MyKad number field with the value "9000120000", an account type dropdown menu currently showing "Pegguna Awam", and a password field with masked characters ".....". To the right of the password field is a link that says "Lupa Kata Laluan?". At the bottom of the form are two buttons: a red "Kembali" button and a blue "Teruskan" button, which is highlighted with a red rectangular border.

Figure 1.3 : “Teruskan” button

Step 4: Once logged in, you will be directed to “Portal Digital Sabah” Home Page.

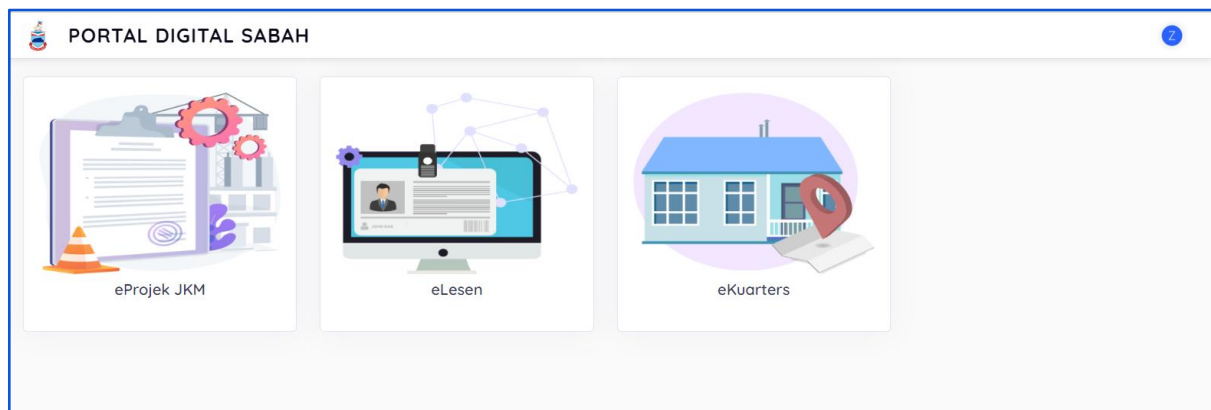
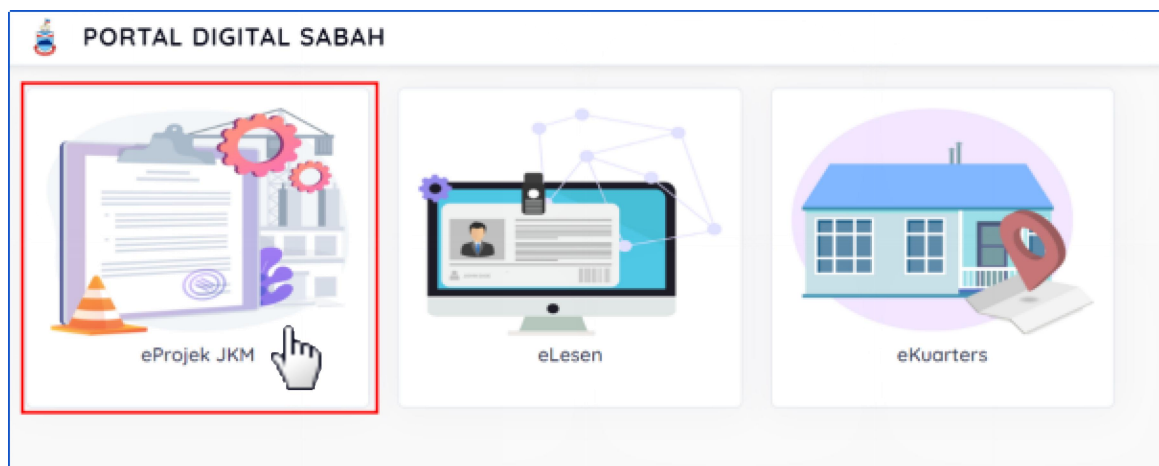


Figure 1.4 : “Portal Digital Sabah” Home Page

Step 5: Click on the “eProjek JKM” icon. You will be directed to the “eProjek JKM” homepage.



*Figure 1.5 : “eProjek JKM” icon*

## 2.Login as Penjawat Awam

Step 1: In the Login page, click **Penjawat Awam**.



Figure 2.1 : “Penjawat Awam” button

Step 2: Enter your MyKad number and password in the text field provided. Once entered, click **Log Masuk**.

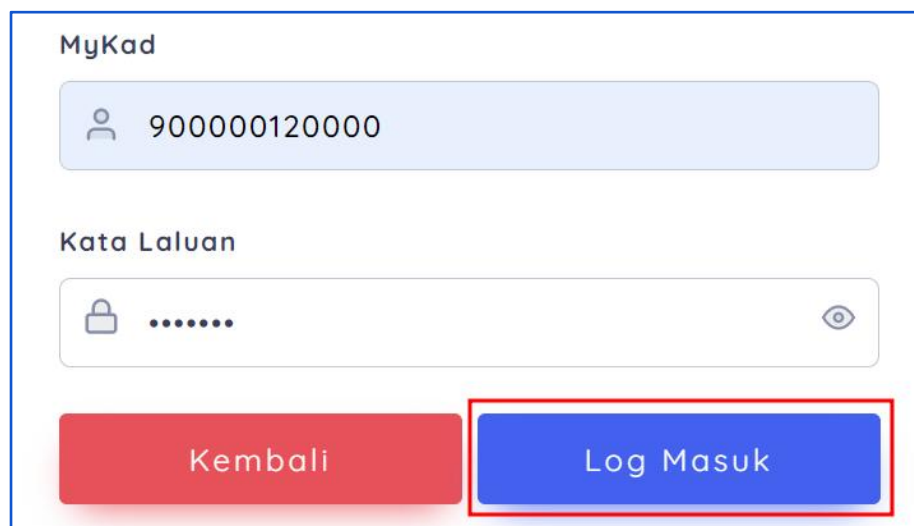
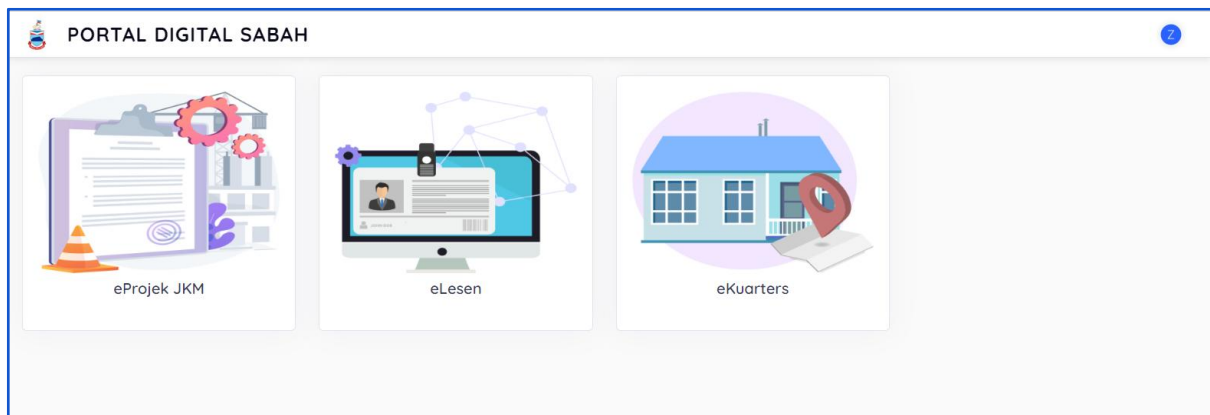


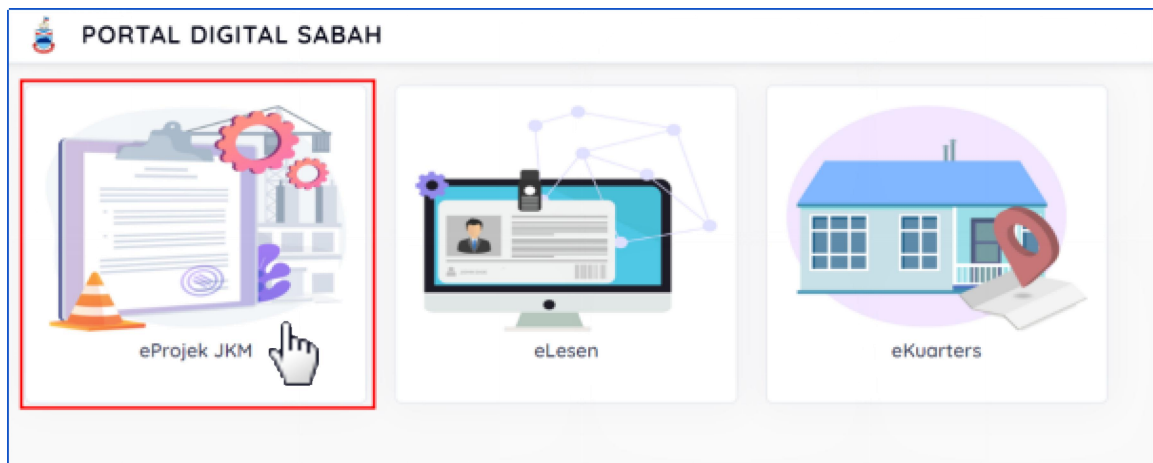
Figure 2.2 : “Log Masuk” button

Step 3: Once logged in, you will be directed to “Portal Digital Sabah” Home Page.



*Figure 2.3 : “Portal Digital Sabah” Home Page*


Step 4: Click on the “eProjek JKM” icon. You will be directed to the “eProjek JKM” homepage.



*Figure 2.4 : “eProjek JKM” icon*

## PUBLIC

### 1.Submit Application Form

Step 1: Hover your cursor to the left side of the screen, a sidebar menu will appear. Once the sidebar menu appear, click  [Permohonan Baru](#).

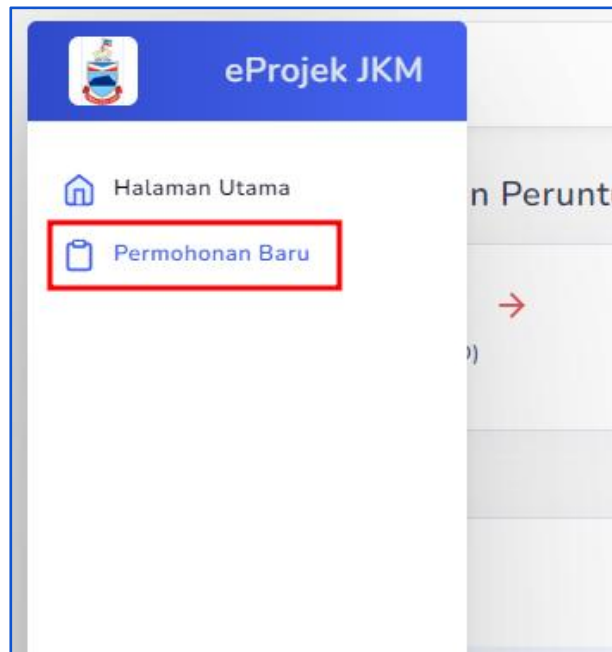



Figure 1.1 : “Permohonan Baru” button is sidebar menu

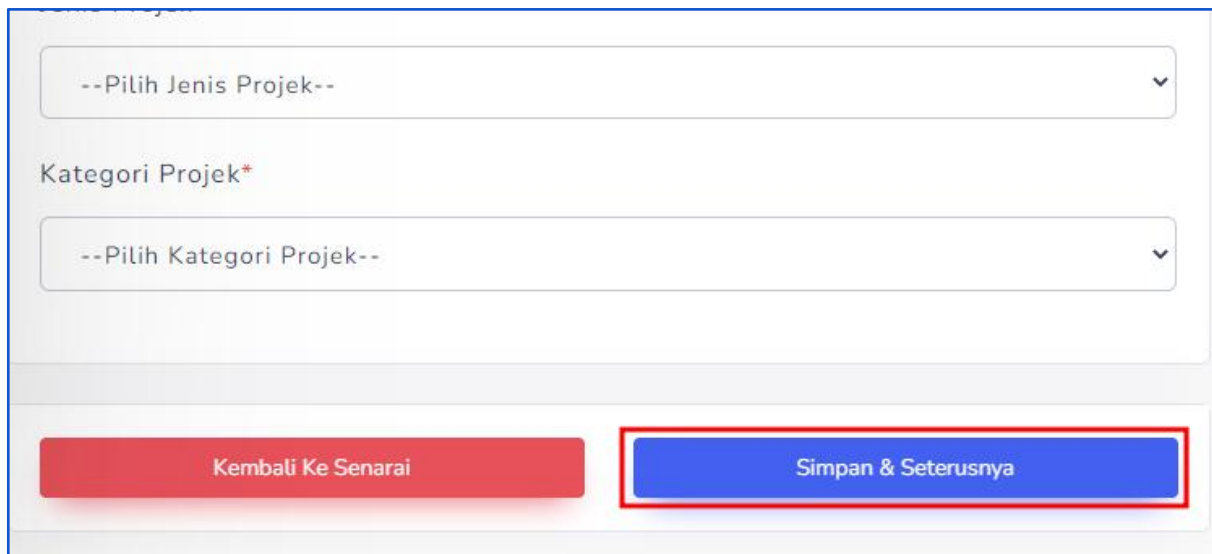
Step 2: Once  [Permohonan Baru](#) is clicked, an Application form will appear. Enter the details in the form provided.

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



Figure 1.2 : Application form

Step 3: Once the form is filled in, press **Simpan & Seterusnya**.

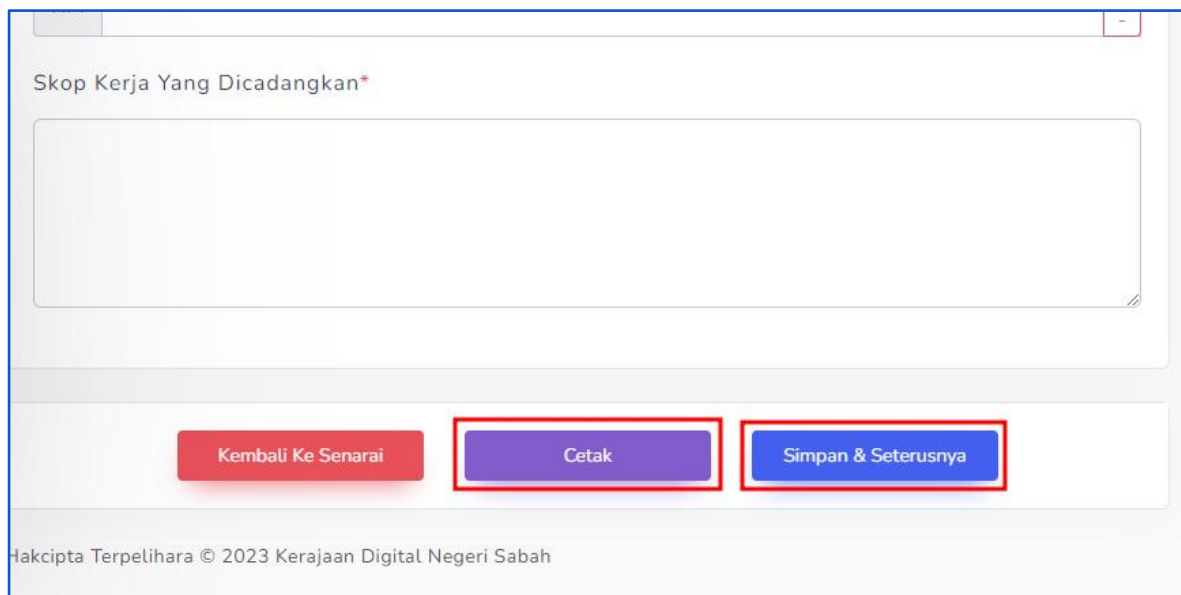


The screenshot shows a web form with two dropdown menus. The first dropdown is labeled "--Pilih Jenis Projek--" and the second is labeled "--Pilih Kategori Projek--". Below the dropdowns are two buttons: a red button labeled "Kembali Ke Senarai" and a blue button labeled "Simpan & Seterusnya". The blue button is highlighted with a red rectangular border.

Figure 1.3 : “Simpan & Seterusnya” button

Step 4: After clicking **Simpan & Seterusnya**, a form with additional fields will appear. Enter the details in the field provided. Once the form is filled in, click **Simpan & Seterusnya**. (If you wish to print the form, click **Cetak**).

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

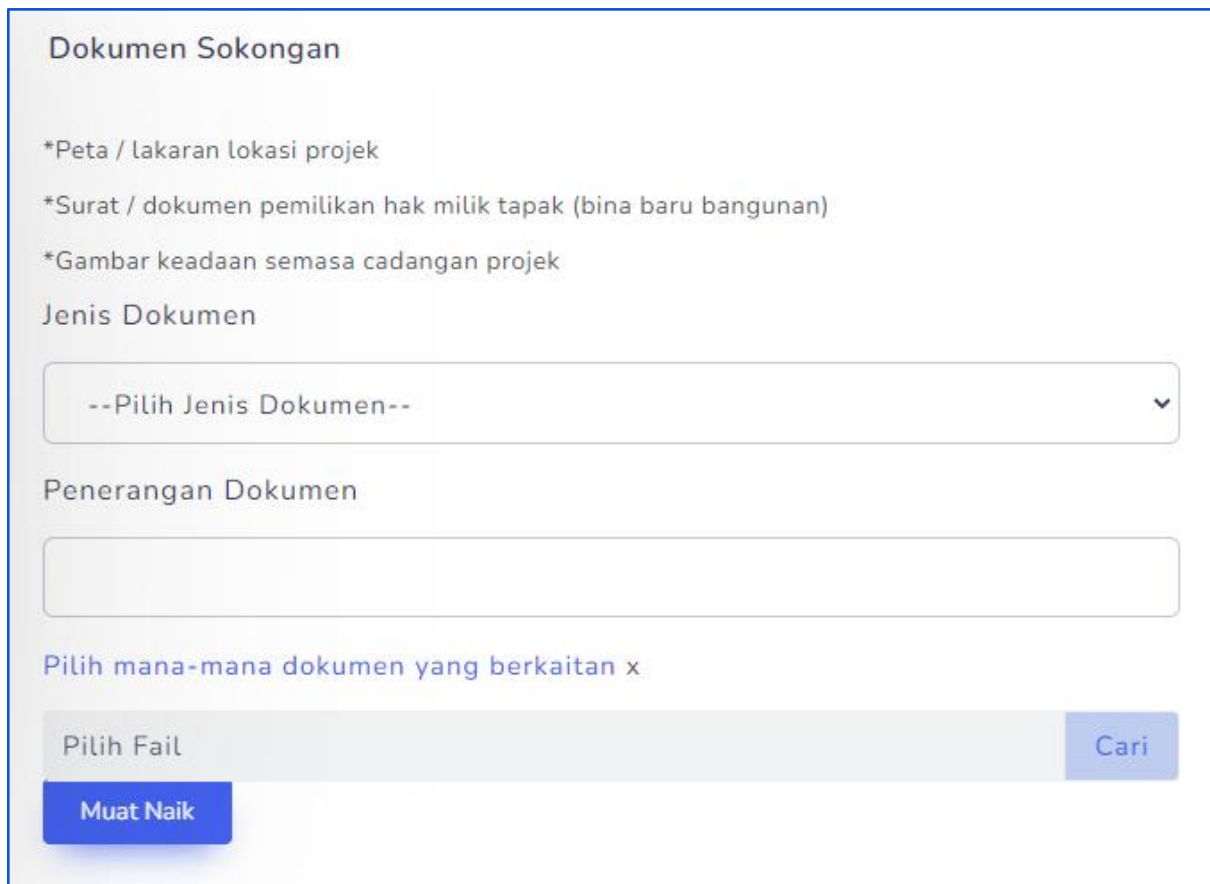


The screenshot shows a web form with a text area labeled "Skop Kerja Yang Dicadangkan\*". Below the text area are three buttons: a red button labeled "Kembali Ke Senarai", a purple button labeled "Cetak", and a blue button labeled "Simpan & Seterusnya". Both the "Cetak" and "Simpan & Seterusnya" buttons are highlighted with red rectangular borders. At the bottom of the form, there is a footer text: "Hakcipta Terpelihara © 2023 Kerajaan Digital Negeri Sabah".

Figure 1.4 : “Cetak” and “Simpan & Seterusnya” button



Step 5: After clicking **Simpan & Seterusnya**, a **“Dokumen Sokongan”** form will appear.



**Dokumen Sokongan**

- \*Peta / lakaran lokasi projek
- \*Surat / dokumen pemilikan hak milik tapak (bina baru bangunan)
- \*Gambar keadaan semasa cadangan projek

**Jenis Dokumen**

--Pilih Jenis Dokumen--

**Penerangan Dokumen**

Pilih mana-mana dokumen yang berkaitan x

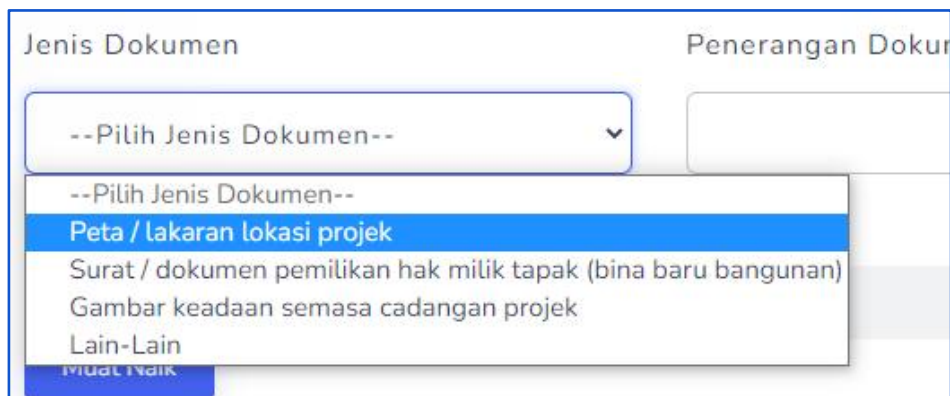
Pilih Fail **Cari**

**Muat Naik**

Figure 1.5 : “Dokumen Sokongan” form

Step 6: Click on --Pilih Jenis Dokumen-- and choose the type of document that you wish to upload in the dropdown menu.

- Please upload **“Peta / lakaran lokasi projek”**, **“Surat / dokumen pemilikan hak milik tapak (bina baru bangunan)”** and **“Gambar keadaan semasa cadangan projek”** to ensure the **Application** is valid.



**Jenis Dokumen**

--Pilih Jenis Dokumen--

--Pilih Jenis Dokumen--

**Peta / lakaran lokasi projek**

Surat / dokumen pemilikan hak milik tapak (bina baru bangunan)


Gambar keadaan semasa cadangan projek

Lain-Lain

**Muat Naik**

Figure 1.6 : “Jenis Dokumen” dropdown menu

Step 7: After choosing the type of document, click **Pilih Fail** **Cari** to select a file in your device that you wish to upload.



Dokumen Sokongan

\*Peta / lakaran lokasi projek

\*Surat / dokumen pemilikan hak milik tapak (bina baru bangunan)

\*Gambar keadaan semasa cadangan projek

Jenis Dokumen

--Pilih Jenis Dokumen--

Penerangan Dokumen

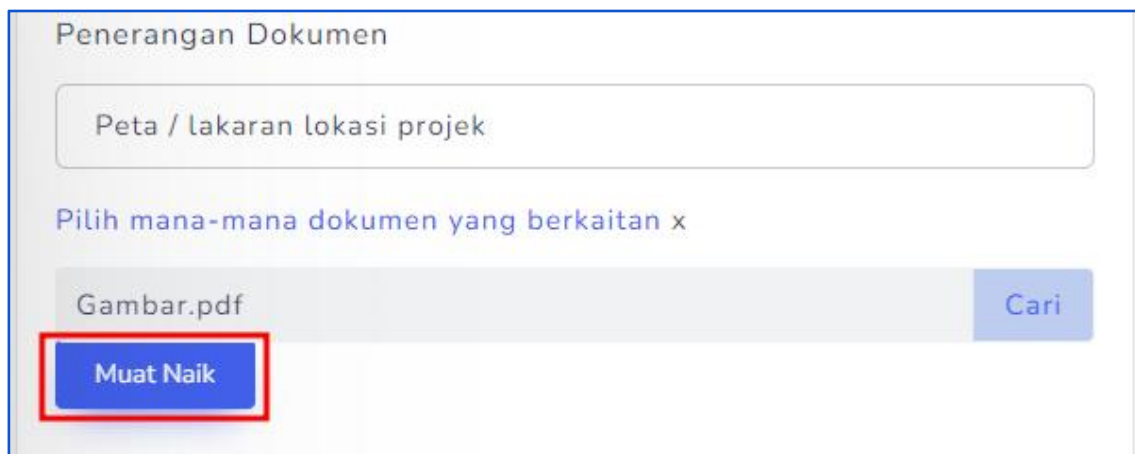
Pilih mana-mana dokumen yang berkaitan x

Pilih Fail Cari

Muat Naik

Figure 1.7 : "Pilih Fail / Cari" button

Step 8: Once the file is selected, click **Muat Naik** to upload.



Penerangan Dokumen

Peta / lakaran lokasi projek

Pilih mana-mana dokumen yang berkaitan x

Gambar.pdf Cari

Muat Naik

Figure 1.8 : "Muat Naik" button


Step 9: Once the file is uploaded, the list of uploaded files can be viewed at the bottom part of “Dokumen Sokongan” form. Repeat [Step 6](#) to [Step 8](#) for the other required files.

- Click  to view the file.
- Click  to remove the file.

Pilih mana-mana dokumen yang berkaitan x

Pilih Fail Cari

Muat Naik







BIL.	TINDAKAN	PENERANGAN DOKUMEN	DOKUMEN
1	 	Peta / lakaran lokasi projek	Gambar8.pdf

Figure 1.9 : List of uploaded files

Step 10: Once all the required files are uploaded. Click **Simpan & Hantar** to submit the Application.

BIL.	TINDAKAN	PENERANGAN DOKUMEN	DOKUMEN
1	 	Peta / lakaran lokasi projek	Gambar9.pdf

**Kembali Ke Senarai** **Cetak** **Simpan** **Simpan & Hantar**

Figure 1.10 : “Simpan & Hantar” button

Step 11: Once the Application is successfully submitted, a popup message will appear.

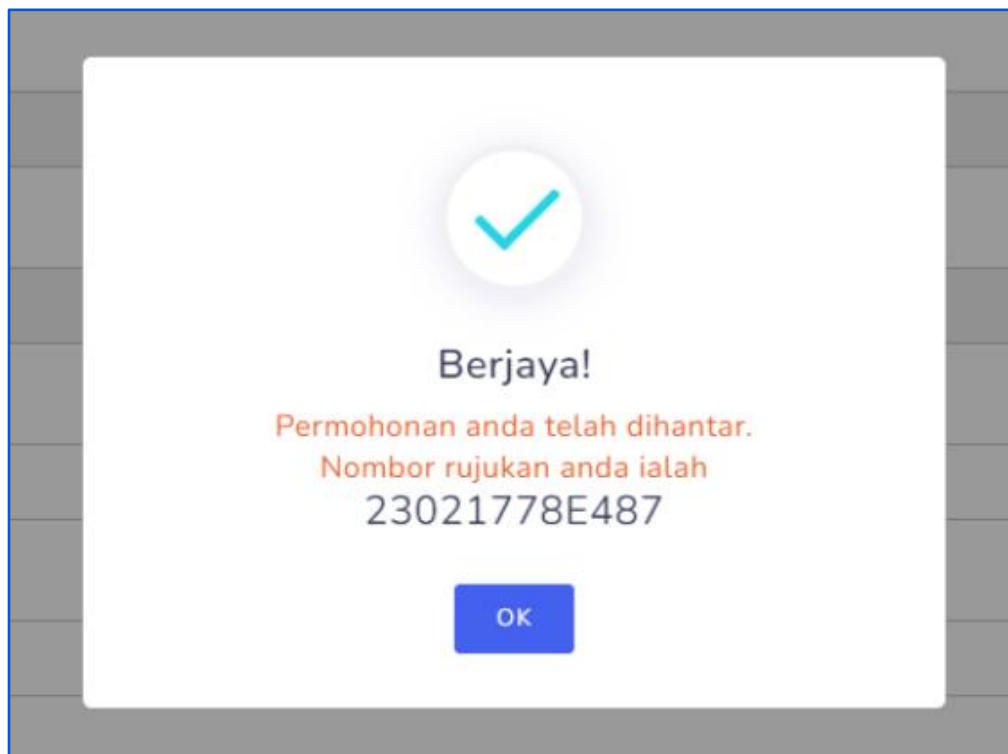


Figure 1.11 : Popup message appears once Application is successfully submitted.

DO

## 1.Process Application Form

Step 1: In “eProjek JKM” homepage, click **Lihat** in the Application record with a status of **Baru**. You will be directed to the “Application Form” page.

Results : 5

Bil. Rekod	Tindakan	Status	Nama Pemohon	No. MyKad Pemohon	No.
1	Lihat	Baru	Sam	9000120000	2302
2	Lihat	Waran / Status Projek	ZUMAINTERN	000131122383	2302
3	Lihat	Permohonan Diluluskan	Sam	9000120000	2302
4	Lihat	Permohonan Ditolak	Sam	9000120000	2302
5	Lihat	Dalam Proses (JKM)	Pejabat Daerah	01	2302

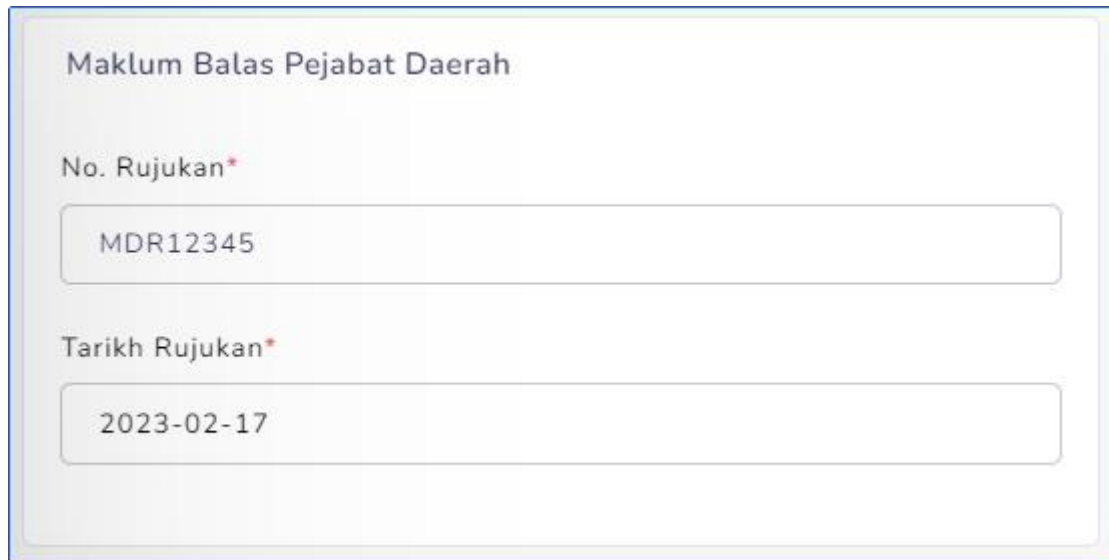
Figure 1.1 : “Lihat” button in the Application with status of “Baru”

Step 2: In the Application Form page, view the details of the Application that is submitted by the public.

Figure 1.2 : Application Form page

EXPLANATION		
1.	<b>Cetak</b>	Click to <b>print</b> the application.
2.	<b>Kembali Ke Senarai</b>	Click to <b>go back</b> to “eProjek JKM” homepage
3.	<b>Simpan</b>	Click to <b>save</b> the current application.
4.	<b>Teguran</b>	Click to <b>query</b> the application back to the applicant if the application contains incomplete information.
5.	<b>Tolak</b>	Click to <b>reject</b> the application
6.	<b>Hantar Ke BPK, JKM</b>	Click to <b>accept</b> and send the application to JKM.

Step 3: Scroll down to “Maklum Balas Pejabat Daerah” section. Enter “**No.Rujukan**” and “**Tarikh Rujukan**”.



Maklum Balas Pejabat Daerah

No. Rujukan\*

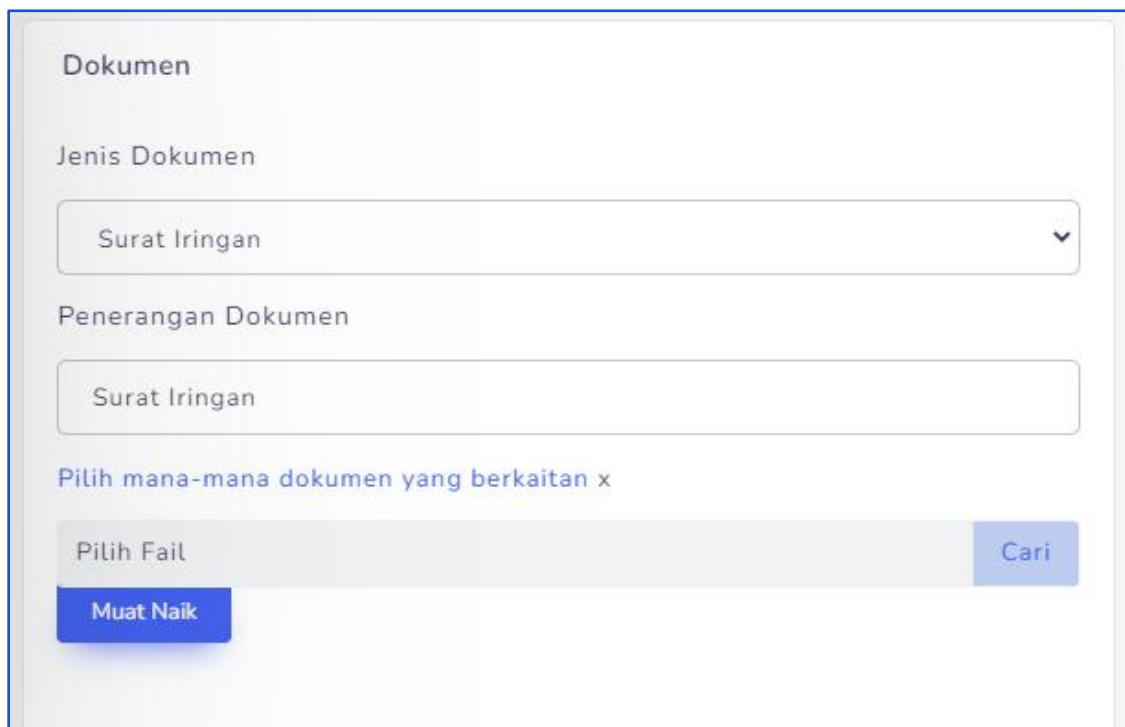
MDR12345

Tarikh Rujukan\*

2023-02-17

Figure 1.3 : “Maklum Balas Pejabat Daerah” section

Step 4: Scroll down to “Dokumen” section. Pick the type of document that you wish to upload. (If “**Lain-lain**” is selected, please specify the type of document in the “Penerangan Dokumen” text field.)



Dokumen

Jenis Dokumen

Surat Irian

Penerangan Dokumen

Surat Irian

Pilih mana-mana dokumen yang berkaitan x

Pilih Fail

Muat Naik

Cari

Figure 1.4 : “Dokumen” section

Step 5: After choosing the type of document, click **Pilih Fail** **Cari** to select a file in your device that you wish to upload.



The screenshot shows a web form titled 'Dokumen'. It contains a 'Jenis Dokumen' dropdown menu with 'Lain-Lain' selected. Below it is a 'Penerangan Dokumen' text input field. At the bottom, there is a section titled 'Pilih mana-mana dokumen yang berkaitan x' which contains a 'Pilih Fail' button and a 'Cari' button. The 'Pilih Fail' button is highlighted with a red rectangular box. Below this section is a blue 'Muat Naik' button.

Figure 1.5 : “Pilih Fail / Cari” button

Step 6: Once the file is selected, click **Muat Naik** to upload.



The screenshot shows the same 'Dokumen' form, but now the 'Jenis Dokumen' dropdown is set to 'BQ' and the 'Penerangan Dokumen' text input field also contains 'BQ'. In the 'Pilih mana-mana dokumen yang berkaitan x' section, the 'Pilih Fail' button now displays 'BQ.pdf'. The 'Muat Naik' button at the bottom is highlighted with a red rectangular box.

Figure 1.6 : “Muat Naik” button



Step 7: Once the file is uploaded, the list of uploaded files can be viewed at the bottom part of “Dokumen” section. Repeat [Step 4](#) to [Step 6](#) for the other required files.

- Click  to view the file.
- Click  to remove the file.

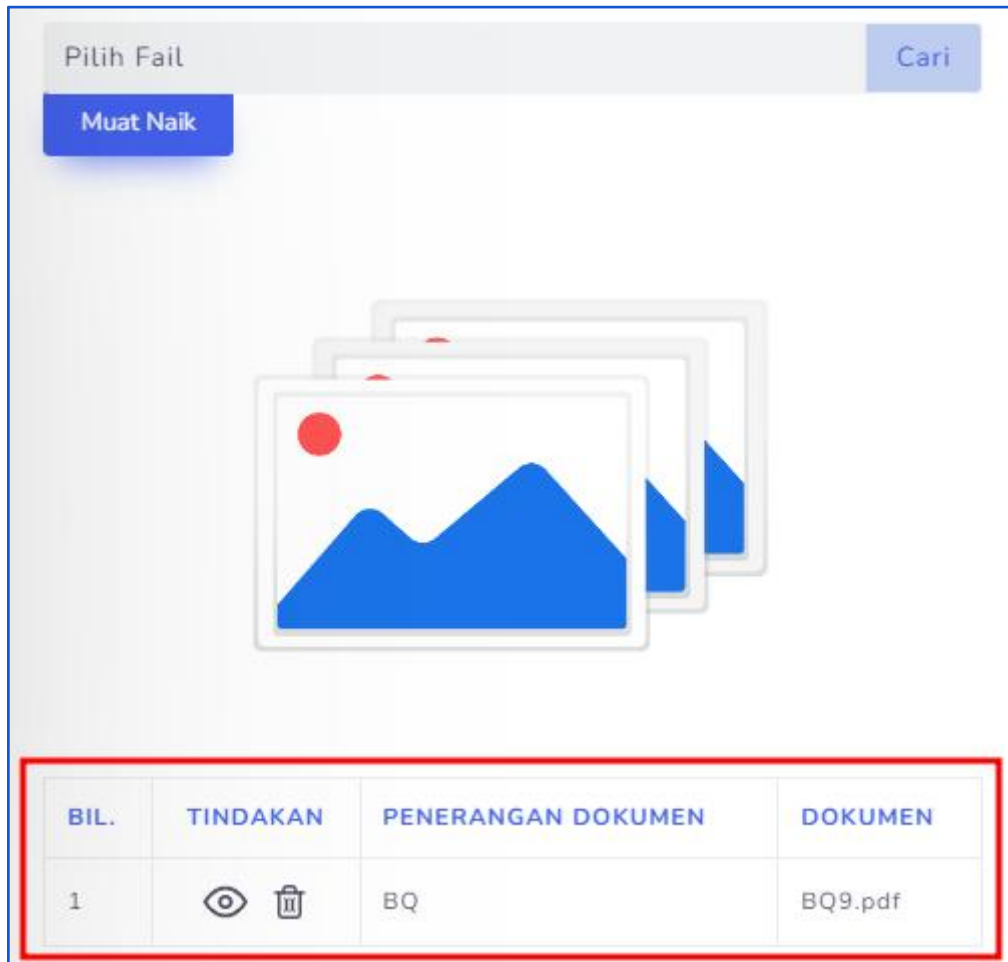


Figure 1.7 : List of uploaded files

Step 8: Scroll down to the “Komen” section. In this section, enter a comment if any.

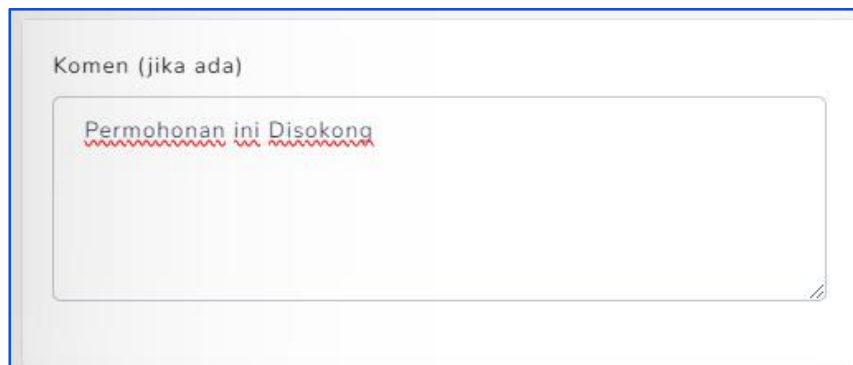
A screenshot of a web form's comment section. At the top, it says "Komen (jika ada)". Below this is a large text area with a light gray border. Inside the text area, the text "Permohonan ini Disokong" is written in a blue font. The text area has a small icon in the bottom right corner.

Figure 1.8 : “Komen” section

Step 9: Scroll down to the very bottom of Application form and click [Hantar Ke BPK, JKM](#) to submit the Application to JKM.

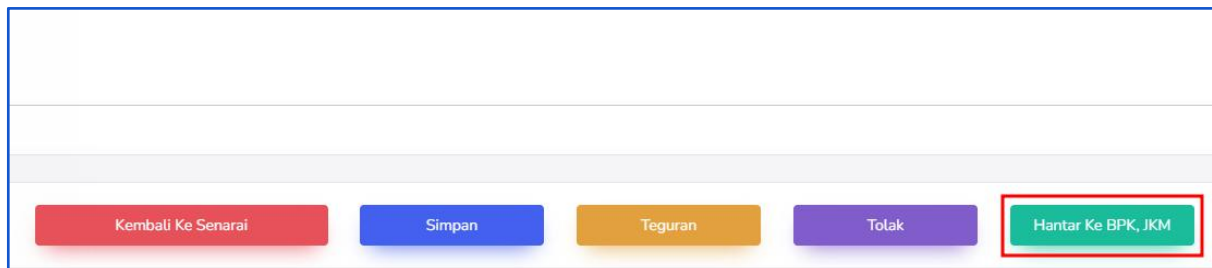
A screenshot of the bottom of a web form. There are five buttons arranged horizontally. From left to right, they are: "Kembali Ke Senarai" (red), "Simpan" (blue), "Teguran" (orange), "Tolak" (purple), and "Hantar Ke BPK, JKM" (green). The "Hantar Ke BPK, JKM" button is highlighted with a red border.

Figure 1.9 : “Hantar ke BPK,JKM” button

Step 10: Once the Application is successfully submitted, a popup message will appear.

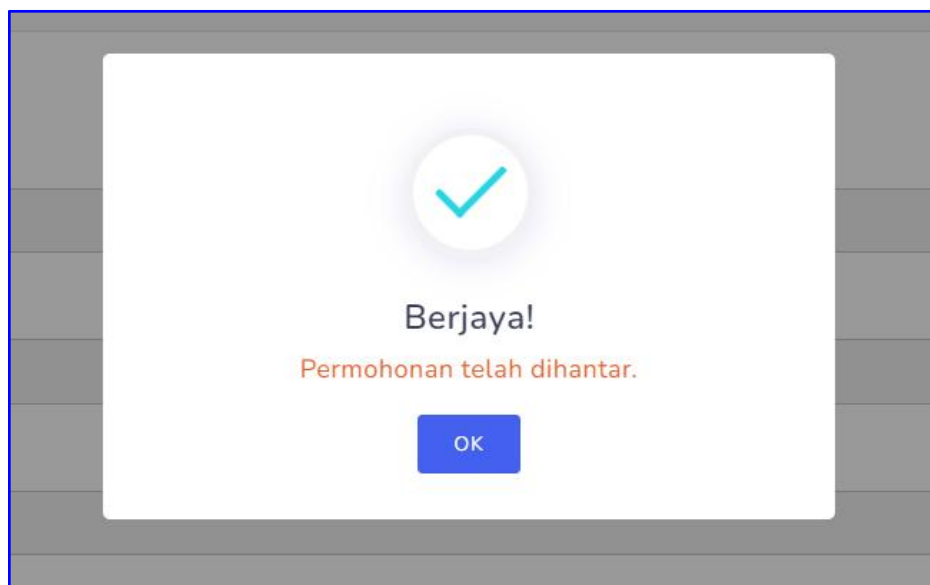


Figure 1.10 : Popup message appears once Application is successfully submitted.

## 2.Update Warrant Details

Step 1: In “eProjek JKM” homepage, click **Lihat** in the Application record with a status of **Permohonan Diluluskan**. You will be directed to the “Application Form” page.

Bil. Rekod ^	Tindakan	Status	Nama Pemohon ^
1	<b>Lihat</b>	Permohonan Diluluskan	Sam
2	Lihat	Permohonan Ditolak	Sam
3	Lihat	Permohonan Diluluskan	Sam

Figure 2.1 : “Lihat” button in the Application with status of “Permohonan Diluluskan”

Step 2: In the Application Form page, view the details of the Application that is approved by JKM.

Permohonan Peruntukan Projek Pembangunan Khas Jabatan Ketua Menteri

[Cetak](#)

Maklumat Pemohon

Nama Pemohon\*

Sam

Nombor MyKad Pemohon\*

9000120000

Jawatan Pemohon

Figure 2.2 : Application Form page

EXPLANATION		
1.	<a href="#">Cetak</a>	Click to <b>print</b> the application.
2.	<a href="#">Kembali Ke Senarai</a>	Click to <b>go back</b> to “eProjek JKM” homepage
3.	<a href="#">Serahkan</a>	Click to <b>submit</b> the application

Step 3: Scroll down to **Waran Peruntukan Kecil (WPK)** section to enter warrant details.

Waran Peruntukan Kecil (WPK)

No. Rujukan Waran

Tarikh Waran

2023-02-22

Jumlah Diluluskan (RM)

RM 120000.00

Figure 2.3 : “Waran Peruntukan Kecil (WPK)” section

Step 4: Enter **No.Rujukan Waran**, **Tarikh Waran** and **Jumlah Waran (RM)**.

- **No.Rujukan Waran** must be the same as entered by JKM.



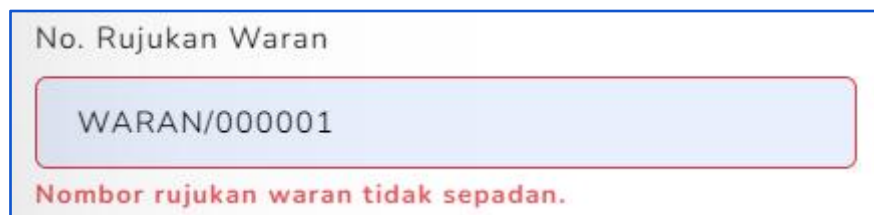
Waran Peruntukan Kecil (WPK)

No. Rujukan Waran

Tarikh Waran

Jumlah Diluluskan (RM)

Figure 2.3 : Enter warrant details in the text field provided.



No. Rujukan Waran

WARAN/000001

Nombor rujukan waran tidak sepadan.

Figure 2.4 : Error message if No.Rujukan Waran is not the same as entered by JKM.

Step 5: Click **Pilih Fail** **Cari** to select a file in your device that you wish to upload.

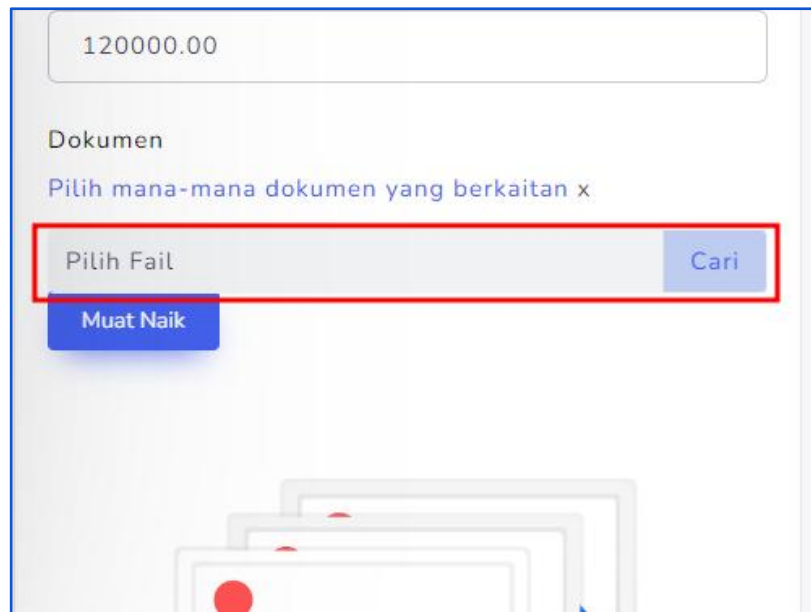


Figure 2.5 : “Pilih Fail / Cari” button

Step 6: Once the file is selected, click **Muat Naik** to upload.

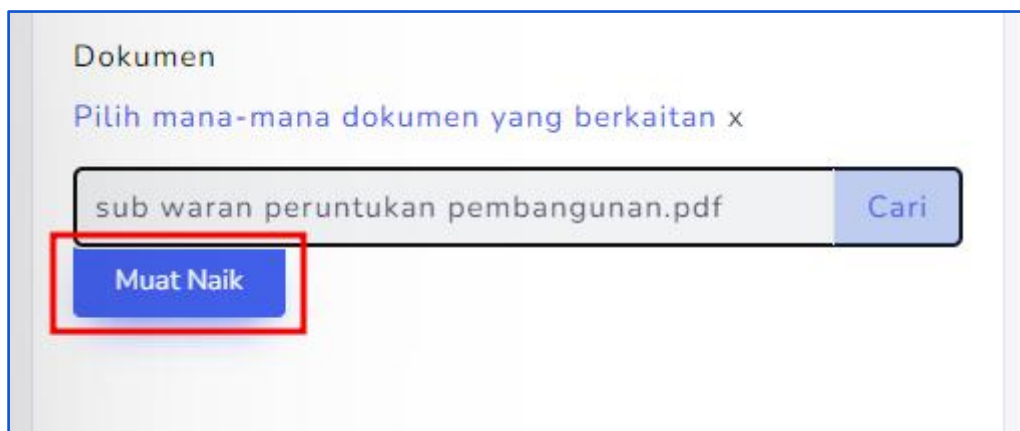


Figure 2.6 : “Muat Naik” button

Step 7: Once the file is uploaded, the list of uploaded files can be viewed at the bottom part of “Waran Peruntukan Kecil (WPK)” section. Repeat [Step 5](#) to [Step 6](#) for the other required files.

- Click  to view the file.
- Click  to remove the file.



BIL.	TINDAKAN	PENERANGAN DOKUMEN	DOKUMEN
1	 	WARAN	sub waran peruntukan pembangunan5.pdf

Figure 2.7 : List of uploaded files

Step 8: Once all the necessary files are uploaded, scroll down to the “Komen” section. In this section, enter a comment if any.

Komen (jika ada)

This is a demo comment.

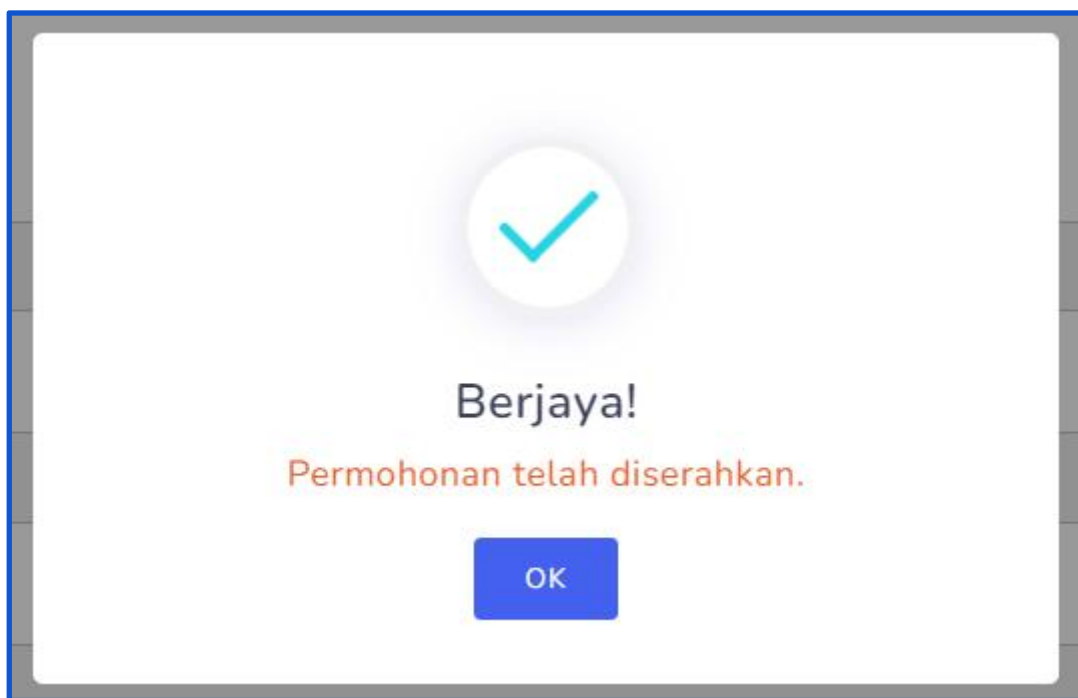
Figure 2.8 : “Komen” section

Step 9: Scroll down to the very bottom of Application form and click **Serahkan** to submit the application.



*Figure 2.9 : “Serahkan” button*

Step 10: Once the Application is successfully submitted, a popup message will appear.



*Figure 2.10 : Popup message appears once Application is successfully submitted.*



### 3.Update Project Progress

Step 1: In “eProjek JKM” homepage, click **Lihat** in the Application record with a status of **Waran / Status Projek**. You will be directed to the “Application Form” page.

Bil. Rekod ^	Tindakan	Status	Nama Pemohon ^
1	<b>Lihat</b>	<b>Waran / Status Projek</b>	Sam
2	Lihat	<b>Permohonan Ditolak</b>	Sam
3	Lihat	<b>Permohonan Diluluskan</b>	Sam

Figure 3.1 : “Lihat” button in the Application with status of “Waran / Status Projek”

Step 2: In the Application Form page, view the details of the Application that is currently in progress.

Permohonan Peruntukan Projek Pembangunan Khas Jabatan Ketua Menteri

Cetak

Maklumat Pemohon

Nama Pemohon\*

Sam

Nombor MyKad Pemohon\*

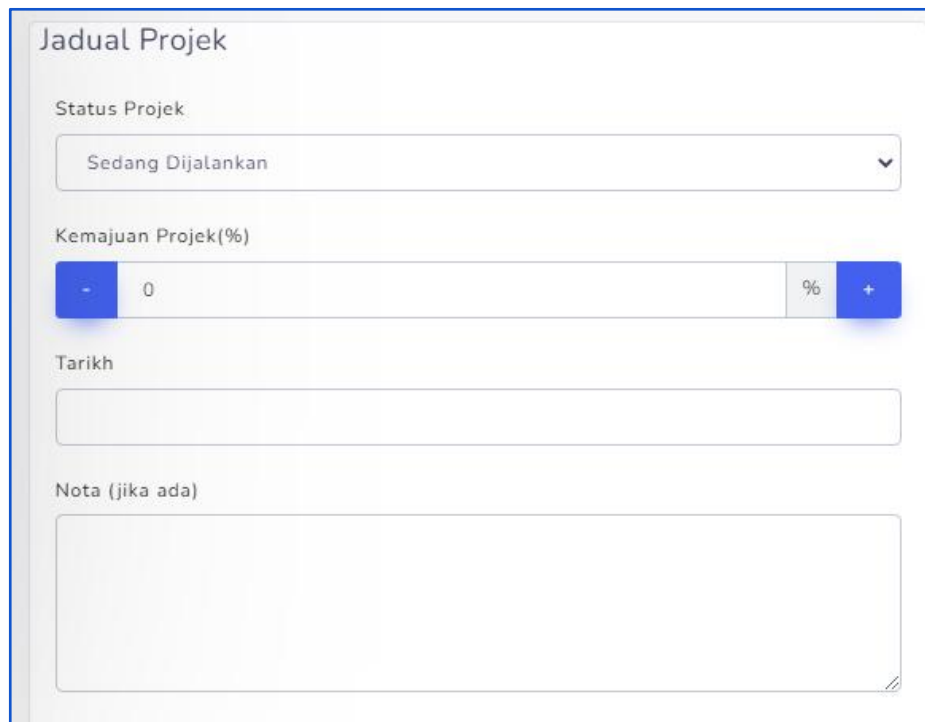
9000120000

Jawatan Pemohon

Figure 3.2 : Application Form page

EXPLANATION		
1.	Cetak	Click to <b>print</b> the application.
2.	Kembali Ke Senarai	Click to <b>go back</b> to “eProjek JKM” homepage
3.	Kemaskini	Click to <b>update</b> the progress of the project.

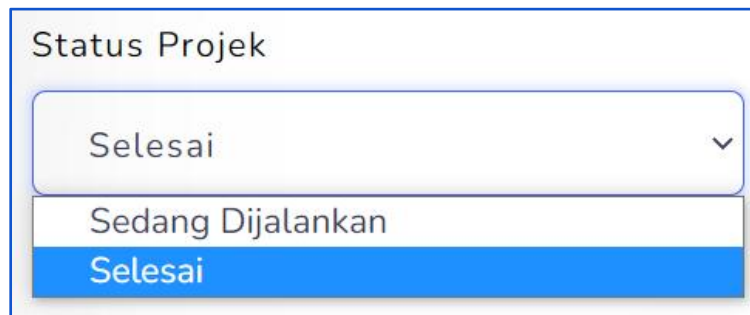
Step 3: Scroll down to the **“Jadual Projek”** section to enter project progress details.



The screenshot shows a form titled "Jadual Projek". It contains four fields: "Status Projek" with a dropdown menu showing "Sedang Dijalankan"; "Kemajuan Projek(%)" with a numeric input field set to "0" and a percentage sign; "Tarikh" with an empty date input field; and "Nota (jika ada)" with a large text area for notes.

Figure 3.3 : “Jadual Projek” section



Step 4: In the “Status Projek” section, pick either Sedang Dijalankan or Selesai.



The screenshot shows the "Status Projek" dropdown menu. The menu is open, displaying two options: "Sedang Dijalankan" and "Selesai". The "Selesai" option is highlighted with a blue background.

Figure 3.4 : “Status Projek” section

Step 5: In the “**Kemajuan Projek**” section, enter the project’s progress in percentage.

- Click  to increase the value by 1.
- Click  to decrease the value by 1.

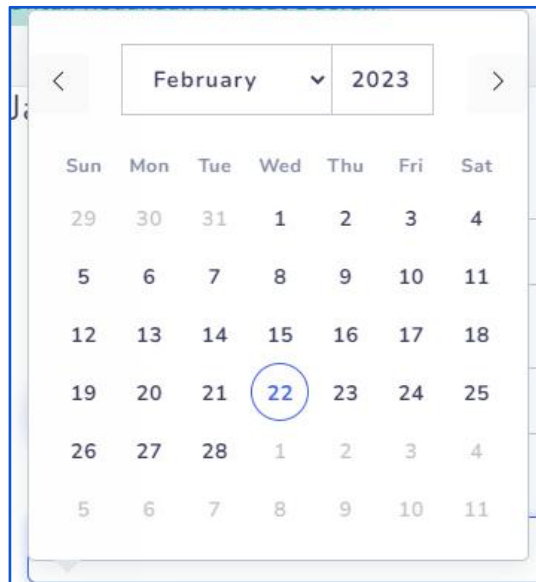


Kemajuan Projek(%)

 0 % 

Figure 3.5 : “Kemajuan Projek” section

Step 6: In the “**Tarikh**” section, pick a date of the progress.



< February 2023 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Figure 3.6 : “Tarikh” section

Step 7: In the “**Nota**” section, enter a comment if any.

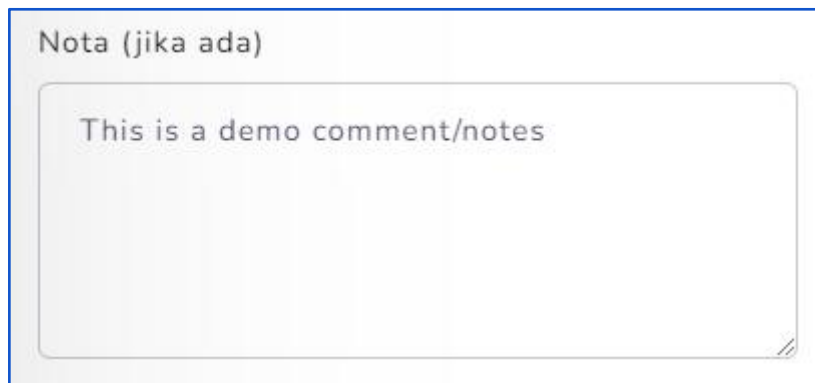
A screenshot of a web form section titled "Nota (jika ada)". Below the title is a large, light gray rectangular text area with rounded corners. Inside this area, the text "This is a demo comment/notes" is displayed in a light gray font. A small cursor icon is visible at the bottom right of the text area.

Figure 3.7 : “Nota” section

Step 8: Scroll down to the very bottom of Application form and click [Kemaskini](#) to update the progress.



Figure 3.8 : “Kemaskini” button.

Step 9: Once the project’s progress has been updated, a popup message will appear.

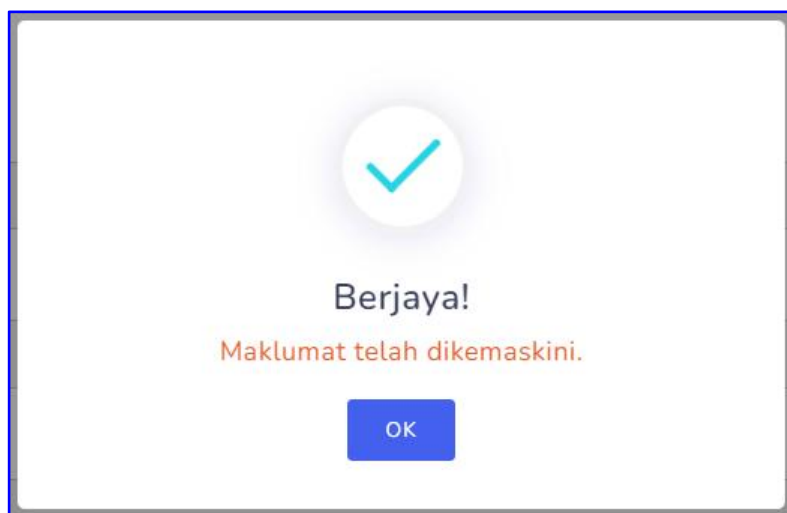


Figure 3.9 : Popup message appears once project’s progress is successfully updated.

## JKM

### 1. Accept Application Form received from DO

Step 1: In “eProjek JKM” homepage, click **Lihat** in the Application record with a status of **Baru**. You will be directed to the “Application Form” page.

Results : 5			
Bil. Rekod	Tindakan	Status	Nama Pemohon
1	<b>Lihat</b>	<b>Baru</b>	Sam
2	Lihat	Permohonan Selesai	Sam
3	Lihat	Permohonan Ditolak	Sam

Figure 1.1 : “Lihat” button in the Application with status of “Baru”

Step 2: In the Application Form page, view the details of the Application that is submitted by DO.



Permohonan Peruntukan Projek Pembangunan Khas Jabatan Ketua Menteri

Maklumat Projek

Nama Projek Dipohon\*

BaikPulih jalan gravel di kg. baharu

Nilai Projek (RM)

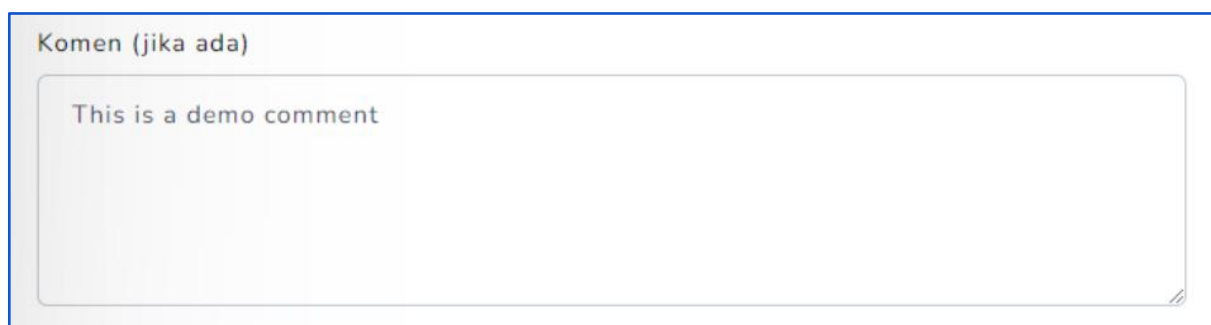
RM 30000.00

Lokasi Projek

Figure 1.2 : Application Form page

EXPLANATION		
1.	Kembali Ke Senarai	Click to <b>go back</b> to “eProjek JKM” homepage
2.	Diterima	Click to <b>accept</b> the application.

Step 3: Scroll down to the “Komen” section and enter a comment if any.

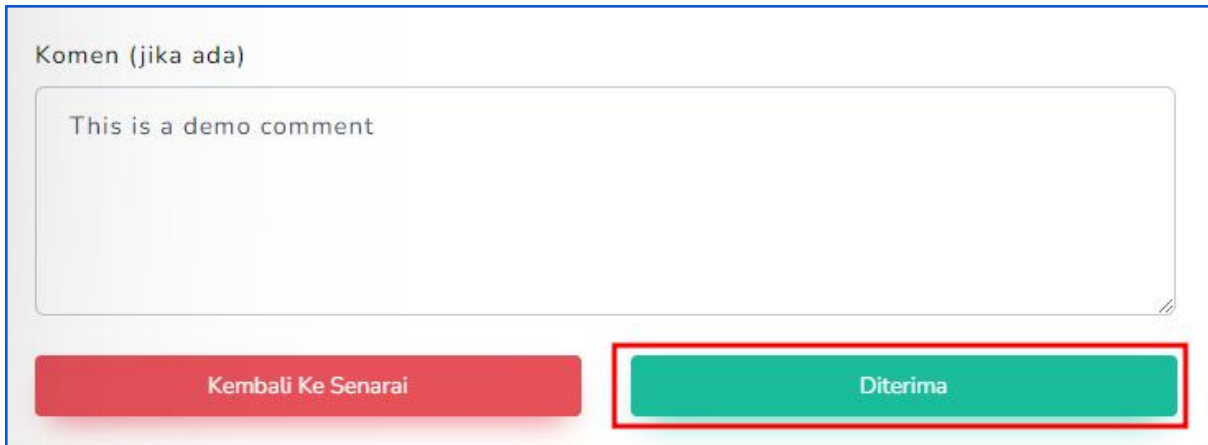


Komen (jika ada)

This is a demo comment

Figure 1.3 : “Komen” section

Step 4: Scroll down to the very bottom of Application form and click **Diterima** to accept the Application.



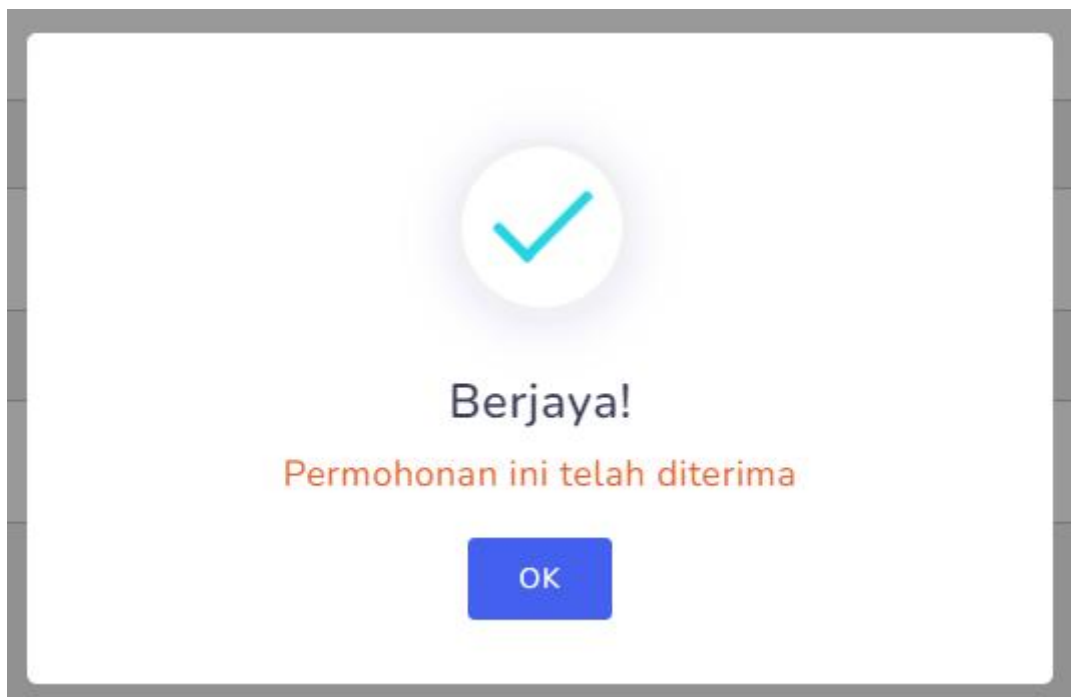
Komen (jika ada)

This is a demo comment

Kembali Ke Senarai Diterima

*Figure 1.4 : "Diterima" button*

Step 5: Once the Application has been accepted, a popup message will appear.



*Figure 1.5 : Popup message appears once Application is successfully accepted.*



## 2. Check an Application

Step 1: In “eProjek JKM” homepage, click [Lihat](#) in the Application record with a status of **Permohonan Diterima**. You will be directed to the “Application Form” page.

Results : 5

Bil. Rekod	Tindakan	Status	Nama Pemohon
1	Lihat	Permohonan Diterima	Sam
2	Lihat	Permohonan Disemak	Sam
3	Lihat	Permohonan Selesai	Sam

Figure 2.1 : “Lihat” button in the Application with status of “Permohonan Diterima”

Step 2: In the Application Form page, view the details of the Application that is accepted.

Permohonan Peruntukan Projek Pembangunan Khas Jabatan Ketua Menteri

Maklumat Projek

Nama Projek Dipohon\*

BaikPulih jalan gravel di kg. baharu

Nilai Projek (RM)

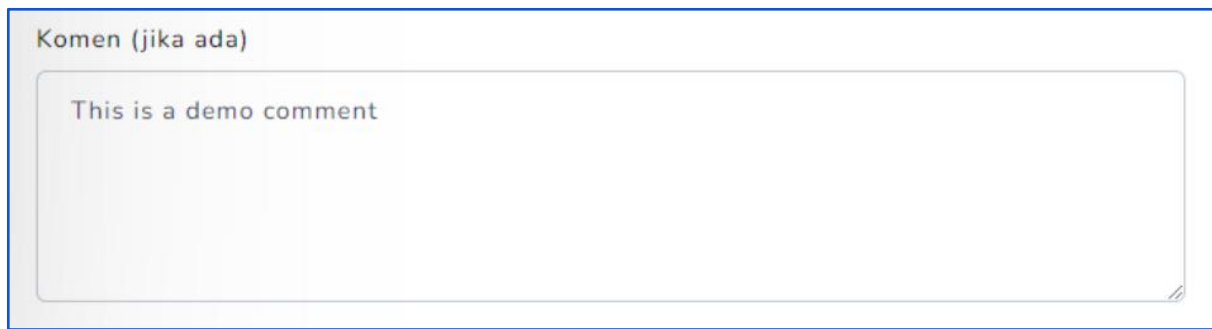
RM30000.00

Lokasi Projek

Figure 2.2 : Application Form page

EXPLANATION		
1.	Kembali Ke Senarai	Click to <b>go back</b> to “eProjek JKM” homepage
2.	Disemak	Click to <b>accept</b> the application.
3.	Rujuk Pejabat Daerah	Click to <b>query</b> the application back to DO.


Step 3: Scroll down to the “Komen” section and enter a comment if any.

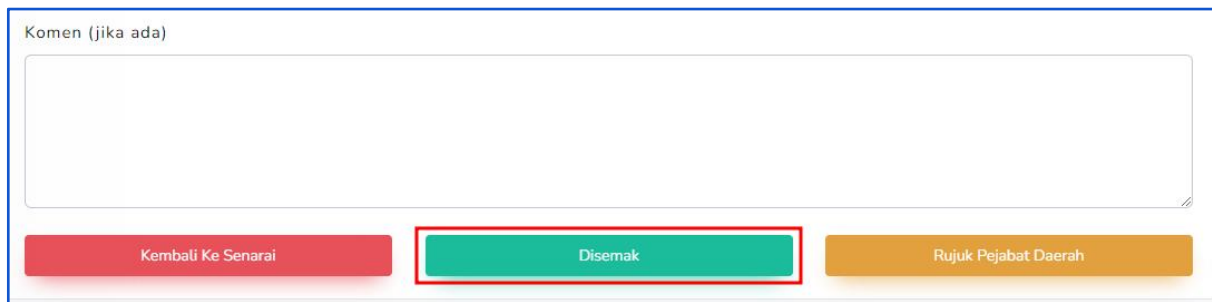


Komen (jika ada)

This is a demo comment

Figure 2.3 : “Komen” section

Step 4: Scroll down to the very bottom of Application form and click  to set the application status to “Disemak”

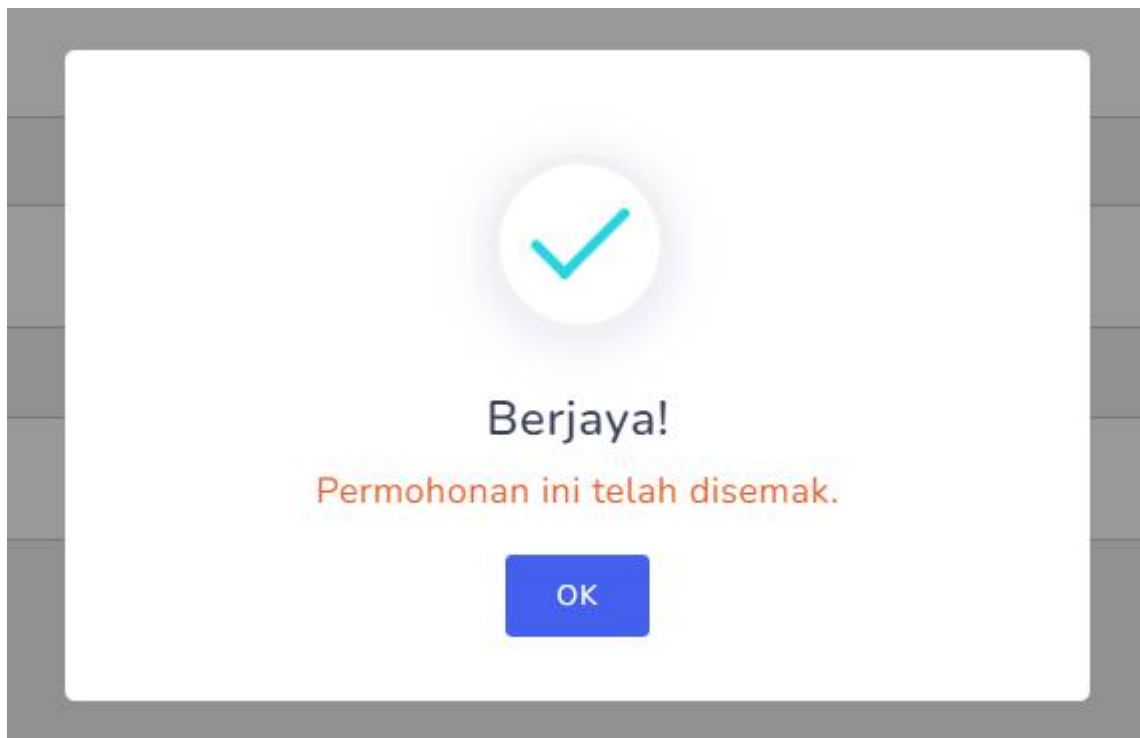


Komen (jika ada)

Kembali Ke Senarai Disemak Rujuk Pejabat Daerah

Figure 2.4 : “Disemak” button.

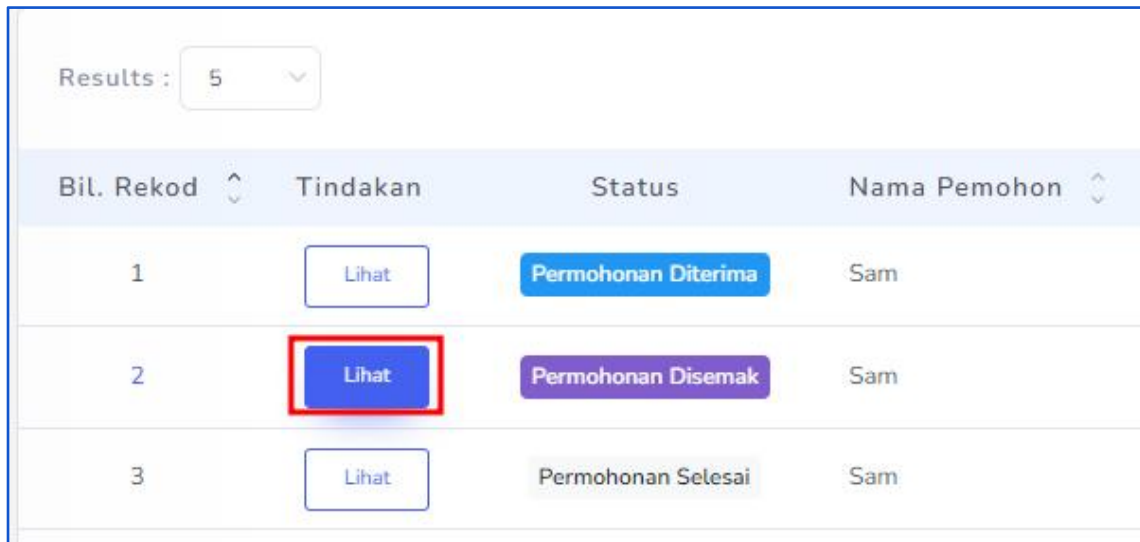
Step 5: Once the Application has been checked, a popup message will appear.



*Figure 2.5 : Popup message appears once Application is successfully checked.*

### 3.Shortlist an Application

Step 1: In “eProjek JKM” homepage, click [Lihat](#) in the Application record with a status of **Permohonan Disemak**. You will be directed to the “Application Form” page.



Results : 5

Bil. Rekod	Tindakan	Status	Nama Pemohon
1	<a href="#">Lihat</a>	Permohonan Diterima	Sam
2	<a href="#">Lihat</a>	Permohonan Disemak	Sam
3	<a href="#">Lihat</a>	Permohonan Selesai	Sam

Figure 3.1 : “Lihat” button in the Application with status of “Permohonan Disemak”

Step 2: In the Application Form page, view the details of the Application that is checked.

Permohonan Peruntukan Projek Pembangunan Khas Jabatan Ketua Menteri

Maklumat Projek

Nama Projek Dipohon\*

BaikPulih jalan gravel di kg. baharu

Nilai Projek (RM)

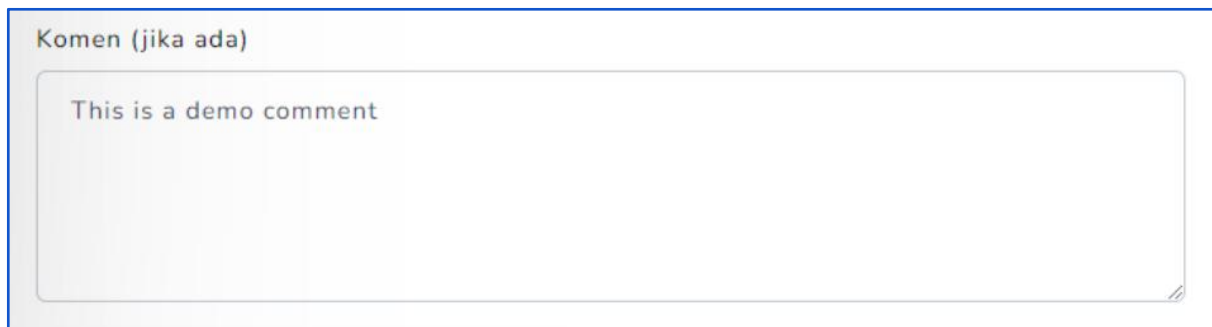
RM 30000.00

Lokasi Projek

Figure 3.2 : Application Form page

EXPLANATION		
1.	Kembali Ke Senarai	Click to <b>go back</b> to “eProjek JKM” homepage
2.	Disenarai Pendek	Click to <b>shortlist</b> the application.

Step 3: Scroll down to the “Komen” section and enter a comment if any.

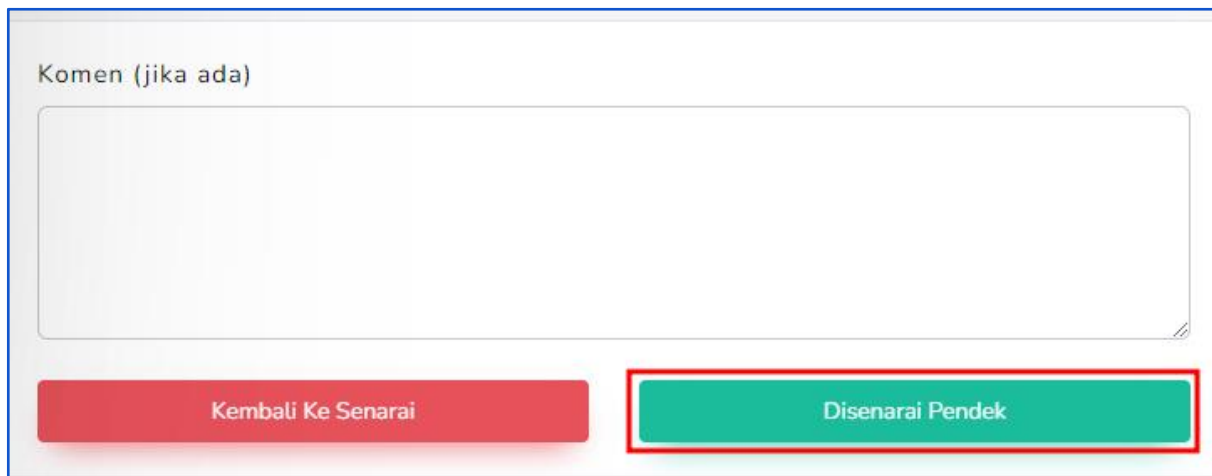


Komen (jika ada)

This is a demo comment

Figure 3.3 : “Komen” section

Step 4: Scroll down to the very bottom of Application form and click [Disenarai Pendek](#) to set the application status to “Disenarai Pendek”.



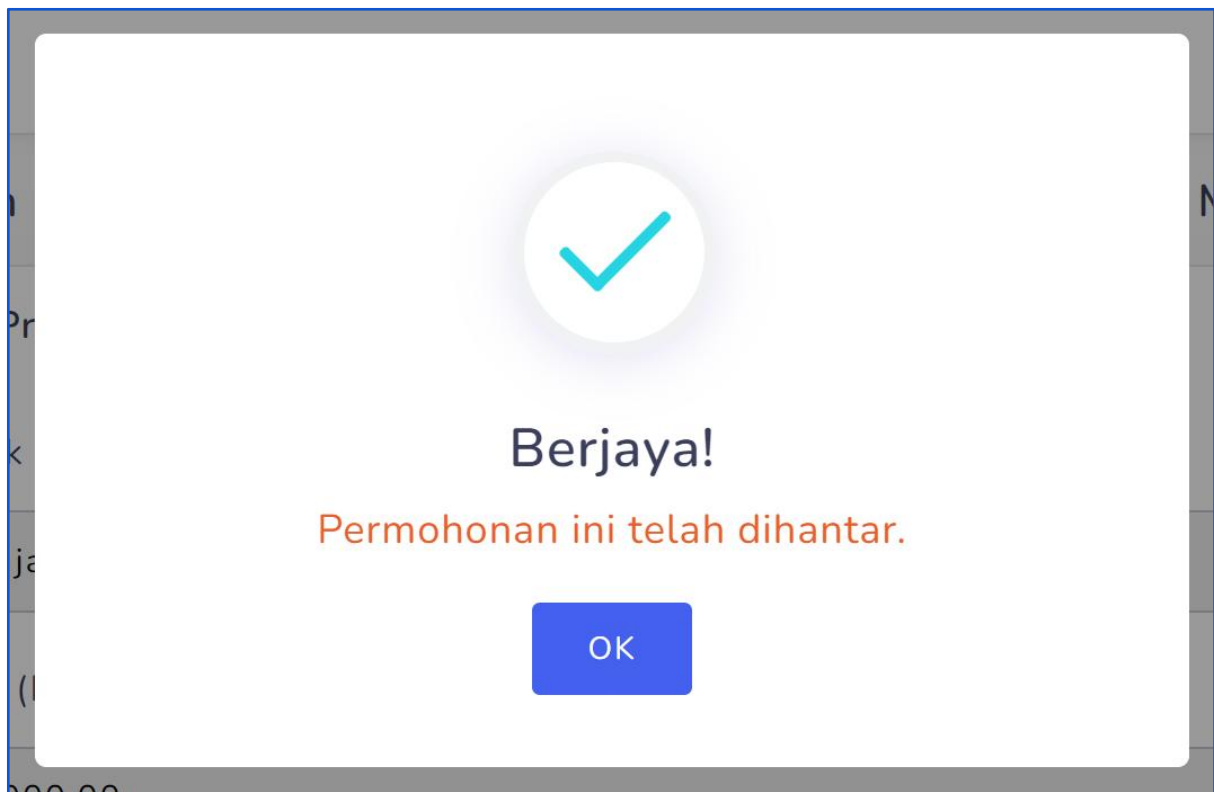
Komen (jika ada)

Kembali Ke Senarai

Disenarai Pendek

Figure 3.4 : “Disenarai Pendek” button.

Step 5: Once the Application has been shortlisted, a popup message will appear.



*Figure 2.5 : Popup message appears once Application is successfully shortlisted.*



#### 4.Approve/Reject an Application

Step 1: In “eProjek JKM” homepage, click [Lihat](#) in the Application record with a status of **Permohonan Disenarai Pendek**. You will be directed to the “Application Form” page.

Bil. Rekod	Tindakan	Status	Nama Pemohon
1	<a href="#">Lihat</a>	Permohonan Disenarai Pendek	Sam
2	<a href="#">Lihat</a>	Permohonan Disenarai Pendek	Sam
3	<a href="#">Lihat</a>	Permohonan Selesai	Sam

Figure 4.1 : “Lihat” button in the Application with status of “Permohonan Disenarai Pendek”

Step 2: In the Application Form page, view the details of the Application that is shortlisted.

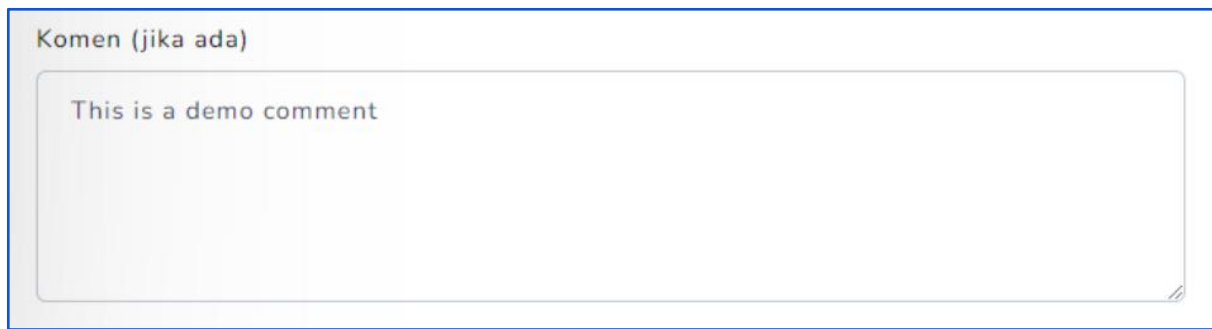
The screenshot shows a web form titled "Permohonan Peruntukan Projek Pembangunan Khas Jabatan Ketua Menteri". It contains the following fields:

- Maklumat Projek**: A section header.
- Nama Projek Dipohon\***: A text input field containing the letter "a".
- Nilai Projek (RM)**: A field with a currency label "RM" and a value input field containing "33.00".
- Lokasi Projek**: A large, empty text area for describing the project location.

Figure 4.2 : Application Form page

EXPLANATION		
1.	Kembali Ke Senarai	Click to <b>go back</b> to “eProjek JKM” homepage
2.	Diluluskan	Click to <b>approve</b> the application.
3.	Ditolak	Click to <b>reject</b> the application.

Step 3: Scroll down to the “Komen” section and enter a comment if any.

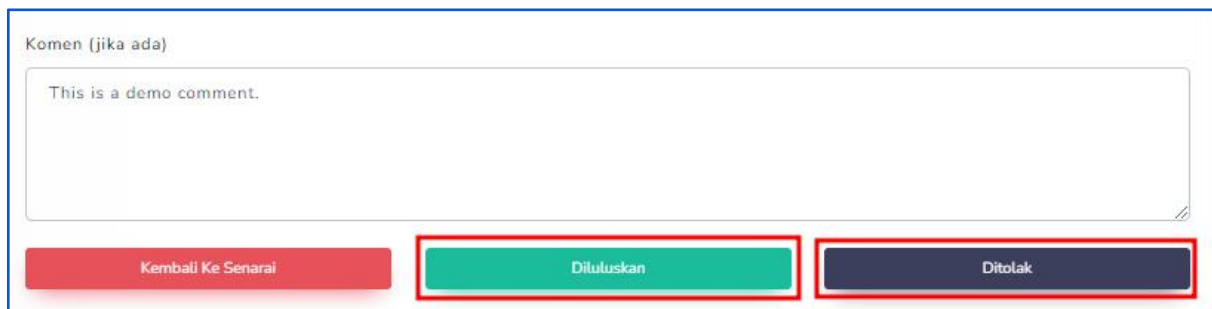


Komen (jika ada)

This is a demo comment

Figure 4.3 : “Komen” section

Step 4: Scroll down to the very bottom of Application form and click **Diluluskan** or **Ditolak** to approve/reject the application.



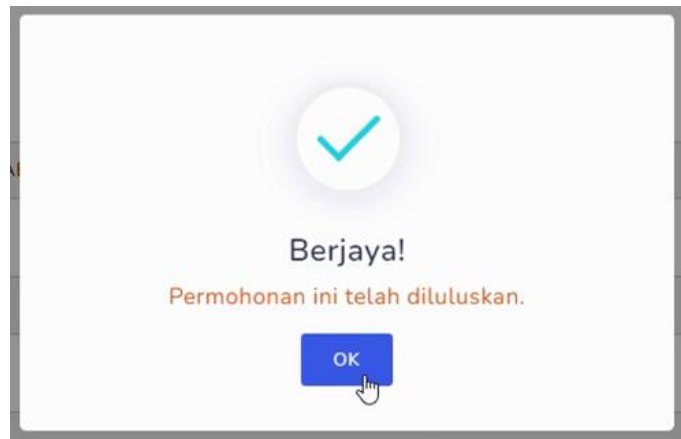
Komen (jika ada)

This is a demo comment.

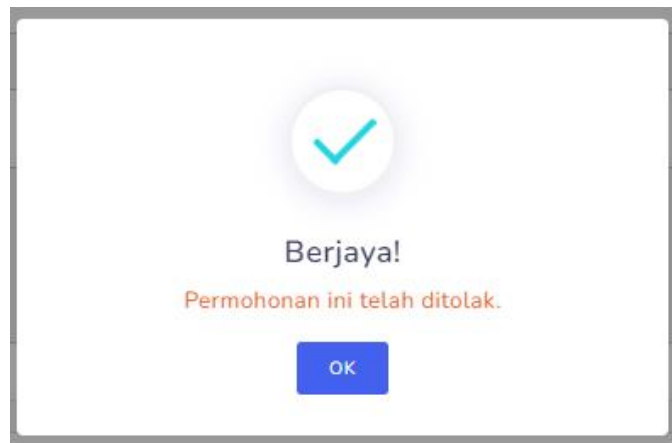
Kembali Ke Senarai Diluluskan Ditolak

Figure 4.4 : “Diluluskan” and “Ditolak” button

Step 5: Once the Application has been approved/rejected, a popup message will appear accordingly.



*Figure 4.5 : Popup message appears once Application is successfully approved.*



*Figure 4.6 : Popup message appears once Application is successfully rejected.*

## 5. Enter Warrant details

Step 1: In “eProjek JKM” homepage, click [Lihat](#) in the Application record with a status of **Permohonan Diluluskan**. You will be directed to the “Application Form” page.

Bil. Rekod	Tindakan	Status	Nama Pemohon
1	<a href="#">Lihat</a>	Permohonan Diluluskan	Sam
2	<a href="#">Lihat</a>	Permohonan Ditolak	Sam
3	<a href="#">Lihat</a>	Permohonan Selesai	Sam

Figure 5.1 : “Lihat” button in the Application with status of “Permohonan Diluluskan”

Step 2: In the Application Form page, view the details of the Application that is approved.

Permohonan Peruntukan Projek Pembangunan Khas Jabatan Ketua Menteri

Maklumat Projek

Nama Projek Dipohon\*

Bina Baru Kilang di Kg. Warisan

Nilai Projek (RM)

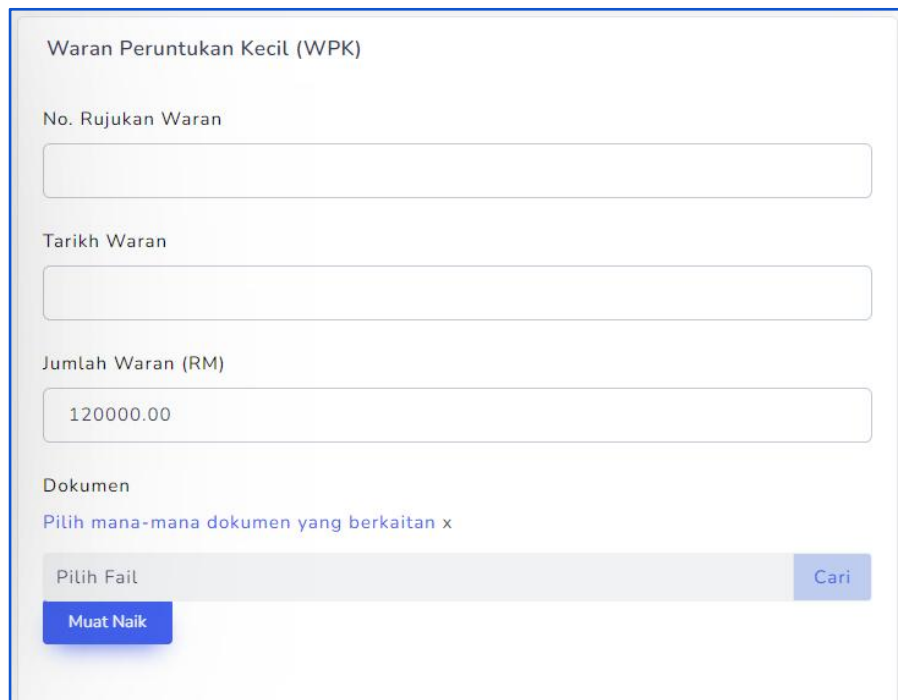
RM 120000.00

Lokasi Projek

Figure 5.2 : Application Form page

EXPLANATION		
1.	Kembali Ke Senarai	Click to <b>go back</b> to “eProjek JKM” homepage
2.	Selesai	Click to set the application as <b>done</b> .
3.	Simpan	Click to <b>save</b> the application

Step 3: Scroll down to **Waran Peruntukan Kecil (WPK)** section to enter warrant details.



Waran Peruntukan Kecil (WPK)

No. Rujukan Waran

Tarikh Waran

Jumlah Waran (RM)

120000.00

Dokumen

Pilih mana-mana dokumen yang berkaitan x

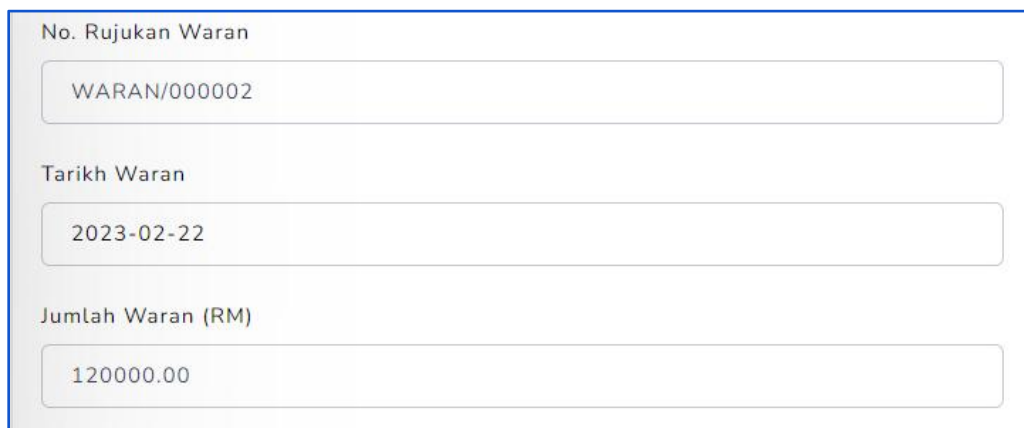
Pilih Fail

Muat Naik

Cari

Figure 5.3 : “Waran Peruntukan Kecil (WPK)” section

Step 4: Enter **No.Rujukan Waran**, **Tarikh Waran** and **Jumlah Waran (RM)**.



No. Rujukan Waran

WARAN/000002

Tarikh Waran

2023-02-22

Jumlah Waran (RM)

120000.00

Figure 5.3 : Enter warrant details in the text field provided.

Step 5: Click **Pilih Fail** **Cari** to select a file in your device that you wish to upload.

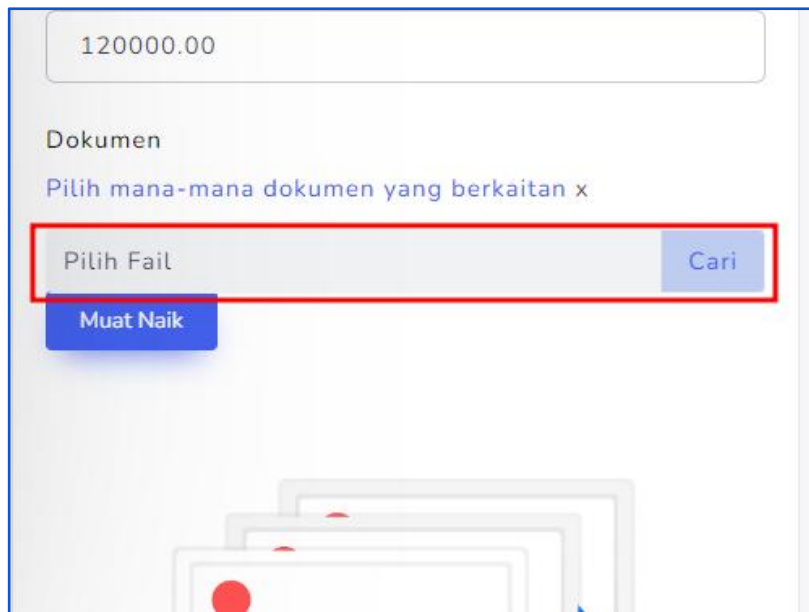


Figure 5.4 : “Pilih Fail / Cari” button

Step 6: Once the file is selected, click **Muat Naik** to upload.

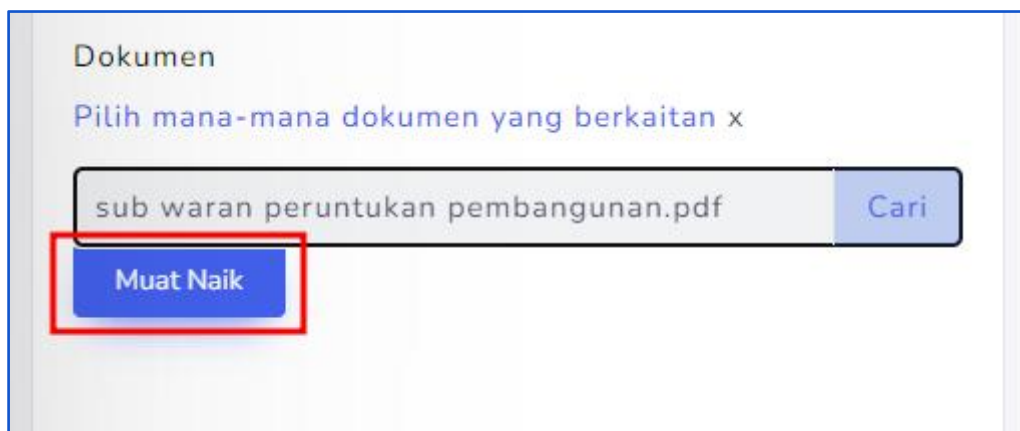



Figure 5.5 : “Muat Naik” button



Step 7: Once the file is uploaded, the list of uploaded files can be viewed at the bottom part of “Waran Peruntukan Kecil (WPK)” section. Repeat [Step 5](#) to [Step 6](#) for the other required files.

- Click  to view the file.
- Click  to remove the file.



BIL.	TINDAKAN	PENERANGAN DOKUMEN	DOKUMEN
1	 	WARAN	sub waran peruntukan pembangunan5.pdf

Figure 5.7 : List of uploaded files

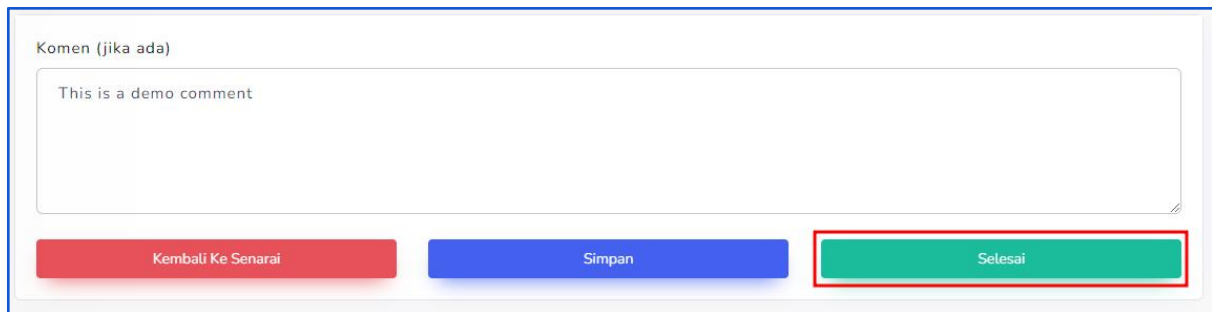
Step 8: Once all the necessary files are uploaded, scroll down to the “Komen” section. In this section, enter a comment if any.

Komen (jika ada)

Permohonan ini Disokong

Figure 5.8 : “Komen” section

Step 9: Scroll down to the very bottom of Application form and click **Selesai** to set the application as done.



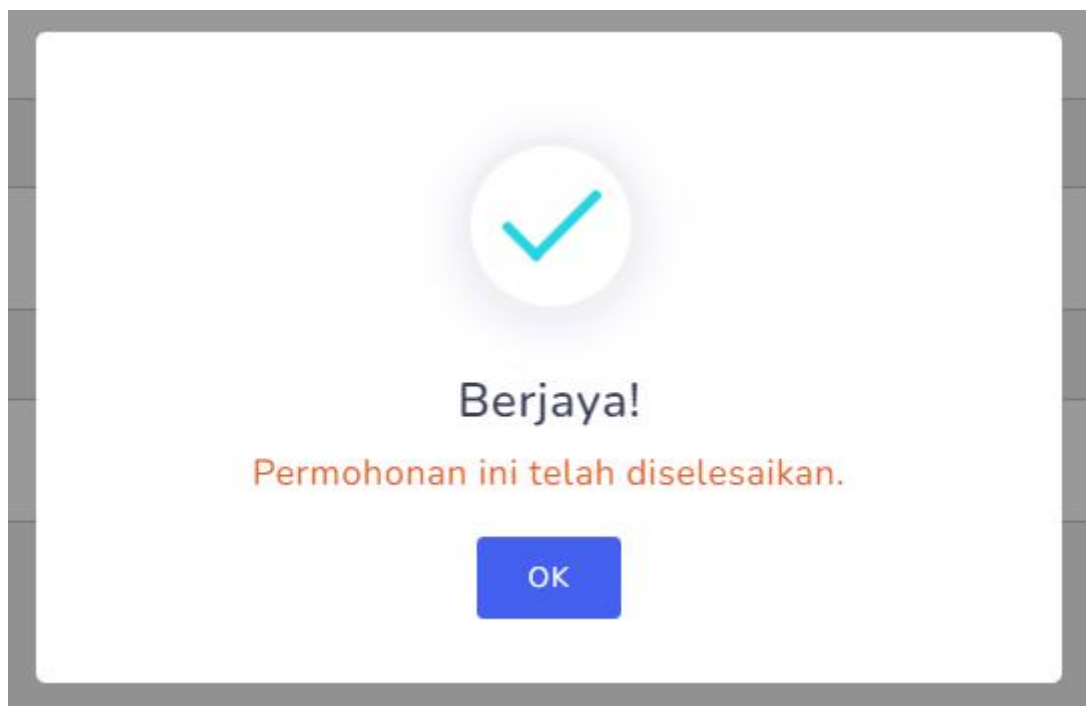
Komen (jika ada)

This is a demo comment

Kembali Ke Senarai Simpan Selesai

*Figure 5.9 : “Selesai” section*

Step 10: Once the Application is successfully set to done, a popup message will appear.



*Figure 5.10 : Popup message appears once Application is set to done.*