



MALAYSIA AIRPORTS (SEPANG) SDN BHD



DIGITAL INTEGRATED AIRSIDE  
SERVICE SYSTEM

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## MANUAL PENGGUNA: ADMIN AIRSIDE SERVICE CHARGES & COLLECTION REPORT



**THETA TECHNOLOGIES SDN BHD (120381-M)**

A Subsidiary of Theta Edge Berhad | A Member of Tabung Haji Group

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## 1.0 Pengenalan

Manual Pengguna ini disediakan untuk memberi panduan kepada pengendali (admin) membuat laporan *Airside Service Charges* dan *Collection Report*. Borang atas talian (online form) perlu diisi dan dilengkapkan sebagai untuk disimpan sebagai rekod dan rujukan.

### 1.1 Peranan Admin

Hanya dua peranan admin yang dibenarkan mengendali kedua-dua modul *Airside Service Charges* dan *Collection Report*. Kedua-dua admin mempunyai peranan yang sama. Admin tersebut adalah:-

- Licensing Admin
- Admin/Approver Licensing

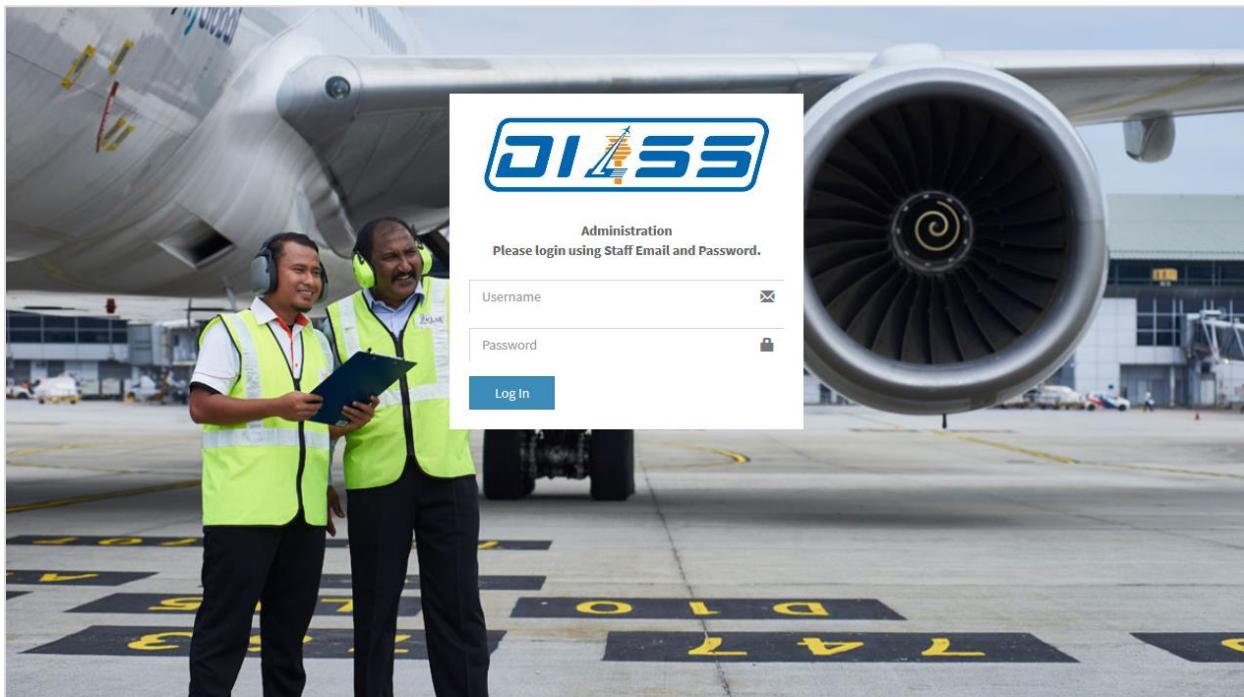
### 1.2 Status Notis

Status	Keterangan
Open	Notis laporan yang baru dibuka.
Close	Notis laporan telah selesai dan ditutup.

## 2.0 Log Masuk

Log masuk ke <https://diass.malaysiaairports.com.my/admin>.

Masukkan Username (alamat e-mel penuh e.g. example@malaysiaairports.com.my) dan Password (kata laluan masuk PC). Klik butang [Log In] atau tekan [Enter] untuk log masuk ke sistem.

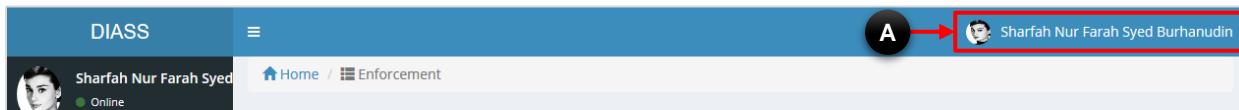


### 3.0 Paparan Utama (*Dashboard*)

#### 3.1 Tetapan Akaun

Setelah berjaya log masuk ke dalam DIASS, paparan utama akan dipaparkan.

Bagi mengemaskini maklumat akaun, seperti nama, alamat e-mel atau avatar boleh dilakukan di bahagian tetapan akaun. Klik pada nama pengguna [Label A] untuk ke tetapan akaun.



##### 3.1.1 Profile

Klik [Profile]. Maklumat admin akan dipaparkan. Sebarang perubahan maklumat admin boleh diedit di sini. Kemudian klik butang [Edit] untuk simpan maklumat.

**Profile Edit**

Legend: ★ required field

Username	sharifah.farah@theta-edge.com
Full Name	Sharfah Nur Farah Syed Burhanudin
Email	sharifah.farah@theta-edge.com
Avatar	 Browse ... audrey2.jpg (supported png,jpg,jpeg)

**Edit**

##### 3.1.2 Logout

Klik [Logout] untuk keluar sistem DIASS. Ini untuk menamatkan sesi log masuk semasa. Sistem akan kembali paparan log masuk.

### 3.2 Paparan Admin

Setelah berjaya log masuk ke dalam DIASS, paparan utama akan dipaparkan. Untuk mengendali modul ini, hanya *Admin Licensing* dan *Admin/Approver Licensing* dibenarkan. Submenu *Airside Service Charges* dan *Collection Report* berada di dalam menu utama Forms

Title	Description	Total	Action
Verify Documents	Permit submitted and waiting for verification (ADP, EVDP & FFOP)	2	<a href="#">View All</a>
Pending Payment	All permits that are pending for payment	4	<a href="#">View All</a>
Permits Issuance	All permits that are pending for collection	2	<a href="#">View All</a>
Termination	All permits that are terminated	1	<a href="#">View All</a>
Replacement	All permits that are pending for replacement	1	<a href="#">View All</a>
Suspension	All permits that are suspended		
Cancellation	All permits that are cancelled by person in charge	7	<a href="#">View All</a>

Title	Description	Action
PBB Assessment Result	Update PBB's result	<a href="#">View All</a>

Gambarajah 1: Contoh paparan *Admin Licensing*

The screenshot shows the DIASS Admin Licensing interface. The top navigation bar includes the DIASS logo, user profile (Sharfah Nur Farah Syed), and a search bar. The main content area is titled "Dashboard" and "Licensing Approver". It features two tabs: "Requires Your Actions" and "Attendances". Below this is a section titled "Permits" with a table:

Title	Description	Total	Action
Verify Documents	Permit submitted and waiting for verification (ADP, EVDP & FFOP)	2	<a href="#">View All</a>
<b>Pending Approval</b>	<b>Permit require approval from licensing approver</b>	<b>1</b>	<a href="#">View All</a>
Pending Payment	All permits that are pending for payment	4	<a href="#">View All</a>
Permits Issuance	All permits that are pending for collection	2	<a href="#">View All</a>
Termination	All permits that are terminated	1	<a href="#">View All</a>
Replacement	All permits that are pending for replacement	1	<a href="#">View All</a>
Suspension	All permits that are suspended		
Cancellation	All permits that are cancelled by person in charge	7	<a href="#">View All</a>

Below the permits section is another titled "Assessment" with a single entry:

Title	Description	Action
PBB Assessment Result	Update PBB's result	<a href="#">View All</a>

The left sidebar contains the "MAIN NAVIGATION" with the following items:

- Dashboard
- ACTIVE PERMITS
  - Driving
  - Vehicle
  - Fixed Facilities
  - TEP
- ADMINISTRATIVE
  - Exam Management
  - Forms
    - Airside Service Charges
    - Collection Report
- Schedule Management
- Logout

The "Forms" and its sub-items "Airside Service Charges" and "Collection Report" are highlighted with a red box.

Gambarajah 1: Contoh paparan Admin/Approver Licensing

## 4.0 Airside Service Charges

Setelah klik submenu *Airside Service Charges*, paparan senarai caj perkhidmatan (service charges) dipaparkan seperti di bawah.

#	Charge Types	Flight / Aircraft No	Requestor	Date / Time	Status	Action
1	Airside Escort	123	zul	28-03-2019 / 12:00 PM	<span style="color: red;">Close</span>	
2	Airside Escort	AK234	Sim Siaw Cheng	22-03-2019 / 10:00 PM	<span style="color: red;">Close</span>	
3	Shuttle Bus Services	AK889	Johari	27-02-2019 / 12:00 AM	<span style="color: red;">Close</span>	
4	Airside Follow Me Service	MH112	Ir Muslim	26-02-2019 / 12:59 AM	<span style="color: red;">Close</span>	
5	Rental - Runway Sweeper	mz3457	john	26-02-2019 / 02:15 AM	<span style="color: orange;">Open</span>	
6	Airside Follow Me Service	MH1	Mamat	13-02-2019 / 01:00 AM	<span style="color: red;">Close</span>	

Showing 1 to 6 of 6 entries

Previous 1 Next

Setiap laporan perkhidmatan baru perlu mengisi borang caj perkhidmatan. Klik pada butang [Add New] untuk membuka laporan baru.

Paparan borang caj perkhidmatan dipaparkan. Lengkapkan borang berikut dan klik butang [Submit].

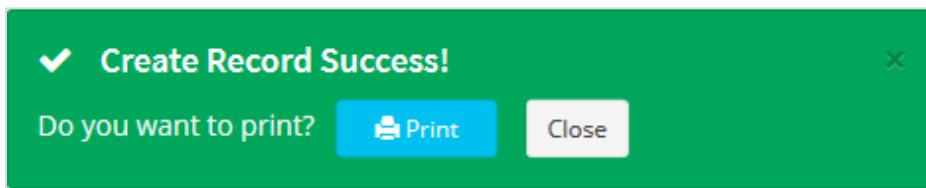
[Home](#) / [Service Charges List](#) / [Form Create](#)

### Service Charges Create

Legend: \* required field

<b>Detail of Charges</b>		<b>Requestor</b>
<b>Charge Types</b> <span style="color:red;">*</span>	Airside Follow Me Service	<b>Company Name</b> <span style="color:red;">*</span>
Description : RM1000 per escort		Malaysia Airlines
<b>Quantity</b> <span style="color:red;">*</span>	1	<b>Name</b> <span style="color:red;">*</span>
<b>Flight / Aircraft / Vehicle Number</b> <span style="color:red;">*</span>	MH101	<b>Designation</b> <span style="color:red;">*</span>
<b>Reason</b> <span style="color:red;">*</span>	This is a test request	<b>Date</b> <span style="color:red;">*</span>
<b>Notes</b>	Note 01	<b>Time</b> <span style="color:red;">*</span>
<b>Payment Location</b> <span style="color:red;">*</span>	<input checked="" type="radio"/> KLIA <input type="radio"/> KLIA2	<b>Phone No</b> <span style="color:red;">*</span>
<b>Payment Method</b> <span style="color:red;">*</span>	<input checked="" type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> Credit Facilities <input type="radio"/> Free of Charges	<b>Email</b> <span style="color:red;">*</span>
<b>Payment Date</b>	17-04-2019	
<b>Payment Time</b>	10:54 AM	
<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 5px; width: 100px; height: 30px; margin-right: 10px;" type="button" value="Submit"/> <input style="border: 1px solid #ccc; padding: 5px; width: 100px; height: 30px;" type="button" value="Back"/>		

Setelah berjaya, mesej ‘Create Record Success’ dipaparkan.



Klik [Print] untuk cetak salinan laporan. Salinan ini perlu ditandatangani oleh pelapor dan kakitangan *Airside Service Department*. (Rujuk Lampiran A).

Klik [Close] untuk tutup paparan *pop-up*.

Di paparan *Airside Service Charges*, laporan baru yang telah dihantar disenaraikan dengan status ‘Open’.

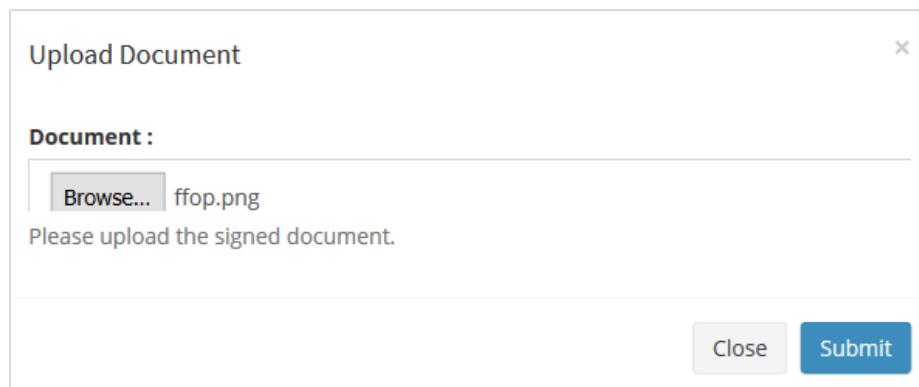
<th data-cs="7" data-kind="parent"> <a href="#">Home</a> / <a href="#">Service Charges List</a> </th> <th data-kind="ghost"></th> <th data-kind="ghost"></th> <th data-kind="ghost"></th> <th data-kind="ghost"></th> <th data-kind="ghost"></th> <th data-kind="ghost"></th>	<a href="#">Home</a> / <a href="#">Service Charges List</a>						
<a href="#">Service Charges List</a>							
	Show 10 entries	+ Add New	Export	Column visibility	Search:		
#	Charge Types	Flight / Aircraft No	Requestor	Date / Time	Status	Action	
1	Airside Follow Me Service	MH101	Muhammad Hassan	17-04-2019 / 09:10 AM	<span>Open</span>		
2	Airside Escort	123	zul	28-03-2019 / 12:00 PM	<span>Close</span>		
3	Airside Escort	AK234	Sim Siaw Cheng	22-03-2019 / 10:00 PM	<span>Close</span>		
4	Shuttle Bus Services	AK889	Johari	27-02-2019 / 12:00 AM	<span>Close</span>		
5	Airside Follow Me Service	MH112	Ir Muslim	26-02-2019 / 12:59 AM	<span>Close</span>		
6	Rental - Runway Sweeper	mz3457	john	26-02-2019 / 02:15 AM	<span>Open</span>		
7	Airside Follow Me Service	MH1	Mamat	13-02-2019 / 01:00 AM	<span>Close</span>		
#	Charge Types	Flight / Aircraft No	Requestor	Date / Time	Status		
Showing 1 to 7 of 7 entries							
Previous						1	
						Next	

Simbol		Keterangan
	Upload Document	Muatnaik laporan yang telah lengkap
	Print	Mencetak laporan
	Edit	Mengubahsuai laporan
	Delete	Memadam laporan

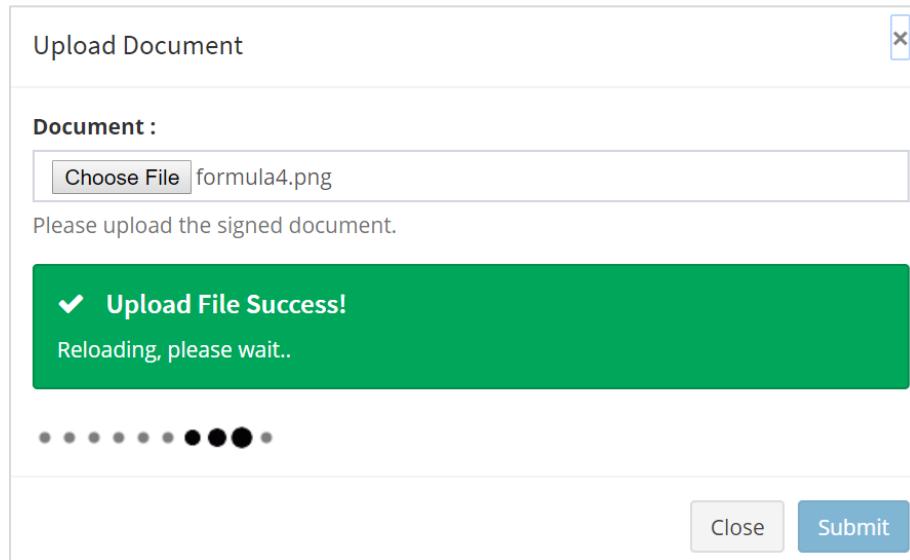
Jadual 1: Simbol dan keterangan

Untuk menutup laporan, borang yang sudah lengkap dan ditandatangai hendaklah dimuatnaik.

Klik pada ikon dan muatnaik laporan berkenaan. Klik butang [Submit].



Setelah muatnaik laporan berjaya, mesej ‘Upload File Success!’ dipaparkan.

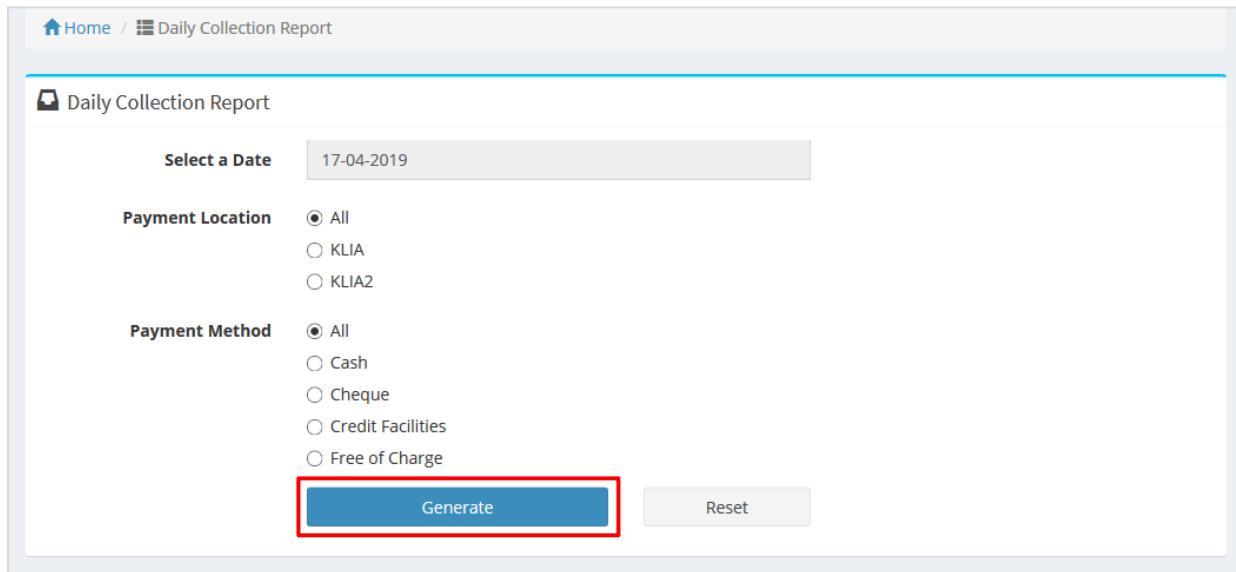


Di paparan submenu *Airside Service Charges*, laporan bertukar status menjadi ‘Close’.

Service Charges List						
Show 10 entries	+ Add New	Export	Column visibility	Search:		
#	Charge Types	Flight / Aircraft No	Requestor	Date / Time	Status	Action
1	Airside Follow Me Service	MH101	Muhammad Hassan	17-04-2019 / 09:10 AM	<span style="color: red;">Close</span>	
2	Airside Escort	123	zul	28-03-2019 / 12:00 PM	<span style="color: red;">Close</span>	
3	Airside Escort	AK234	Sim Siaw Cheng	22-03-2019 / 10:00 PM	<span style="color: red;">Close</span>	
4	Shuttle Bus Services	AK889	Johari	27-02-2019 / 12:00 AM	<span style="color: red;">Close</span>	
5	Airside Follow Me Service	MH112	Ir Muslim	26-02-2019 / 12:59 AM	<span style="color: red;">Close</span>	
6	Rental - Runway Sweeper	mz3457	john	26-02-2019 / 02:15 AM	<span style="color: orange;">Open</span>	
7	Airside Follow Me Service	MH1	Mamat	13-02-2019 / 01:00 AM	<span style="color: red;">Close</span>	
#	Charge Types	Flight / Aircraft No	Requestor	Date / Time	Status	
Showing 1 to 7 of 7 entries						
					Previous	1 Next

## 5.0 Collection Report

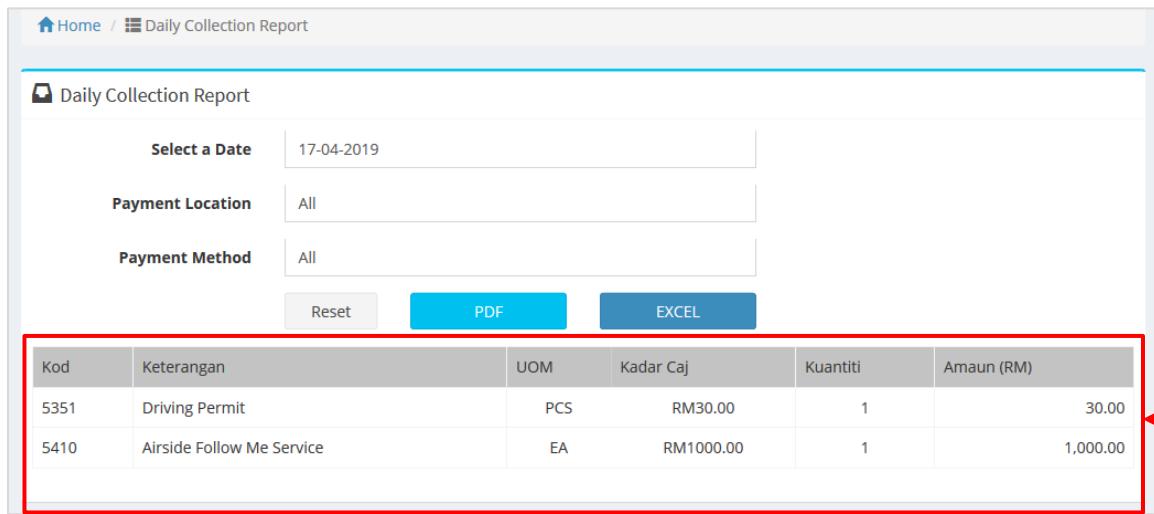
Setelah klik submenu *Collection Report*, paparan *Daily Collection Report* dipaparkan seperti di bawah.



The screenshot shows a web-based application interface for generating a daily collection report. At the top, there is a navigation bar with 'Home' and 'Daily Collection Report'. Below this, the title 'Daily Collection Report' is displayed. A date input field shows '17-04-2019'. There are two sections for filtering data: 'Payment Location' and 'Payment Method'. Under 'Payment Location', 'All' is selected. Under 'Payment Method', 'All' is also selected. At the bottom of the form are two buttons: 'Generate' (which is highlighted with a red border) and 'Reset'.

Lengkapkan borang berikut dan klik butang [Generate]. Butang [Reset] untuk mengosongkan semula borang.

Hasil carian akan dipaparkan di bahagian bawah borang [Label A].



The screenshot shows a web-based application for generating a Daily Collection Report. At the top, there are navigation links for 'Home' and 'Daily Collection Report'. Below this, a search form includes fields for 'Select a Date' (set to 17-04-2019), 'Payment Location' (set to All), and 'Payment Method' (set to All). There are also 'Reset', 'PDF', and 'EXCEL' buttons. The main content area displays a table of search results:

Kod	Keterangan	UOM	Kadar Caj	Kuantiti	Amaun (RM)
5351	Driving Permit	PCS	RM30.00	1	30.00
5410	Airside Follow Me Service	EA	RM1000.00	1	1,000.00

Hasil carian boleh dieksport ke format PDF (Rujuk Lampiran B) dan Excel.

## 6.0 Penutup

Diharap manual pengguna ini dapat membantu admin menggunakan Sistem

DIASS dengan lebih mudah dan cepat.

## Lampiran

### A. Contoh Salinan Laporan Airside Service Charges

MALAYSIA AIRPORTS (SEPANG) SDN BHD	
AIRSIDE SERVICES DEPARTMENT	
AIRSIDE SERVICES CHARGES	
1. Details of Services	
Types of Charges	Airside Escort
Requestor	DDD
Date	27-05-2019
Time	12:00 PM
Flight No	ppp321
Reason	rosak
Notes	
Payment Method	Cash
Total Charges	RM 50.00
2. Details of Person in Charge	
Company Name	ABC
Name	DDD
Designation	qwerty
Phone No	23345346
Email	abc@gmail.com
3. Acknowledgement	
Requestor	Airside Service Department
Signature : _____	Signature : _____
Name : DDD	Name : _____
Designation : qwerty	Designation : _____
Company : ABC	
4. Type of Charges	
Airside Follow Me Service	- RM1000 per escort
Rental - Runway Sweeper	- RM125 per hour
Shuttle Bus Services	- RM400 per trip
Filming Charge - Airside	- RM700 per day

## B. Contoh *Daily Collection Report* format PDF

MALAYSIA AIRPORTS (SEPANG) SDN BHD
BORANG PENYERAHAN WANG HASIL KUTIPAN BAHAGIAN OPERASI AIRSIDE

NO GAJI/NAMA/JAWATAN : Sharfah Nur Farah Syed Burhanudin  
 LOKASI BERTUGAS/SYIF (PTG,PAGI,MALAM) : None  
 NO SIRI TEMPORARY ENTRY PERMIT : HINGGA  
 NO SIRI RESIT BAYARAN : A98765 HINGGA A98765  
 TARikh TRANSAKSI : 17-04-2019      WANG SEBANYAK : RM 1,030.00

Diserahkan Oleh :		Diterima Oleh (Bahagian Licensing) :
Tandatangan Penyerah  Nama : Cop Rasmi :	Tandatangan Saksi/ Peg. Bertugas  Nama : Cop Rasmi :	Tandatangan Penerima  Nama : Cop Rasmi :
		Jumlah Wang Penerima : Tarikh Penerimaan :

Nota : Sila Catit Keterangan Bayaran Mengikut Kod Hasil

Kod	Keterangan	UOM	Kadar Caj	Kuantiti	Amaun (RM)
5351	Driving Permit	PCS	RM30.00	1	30.00
5410	Airside Follow Me Service	EA	RM1000.00	1	1,000.00