



MALAYSIA AIRPORTS (SEPANG) SDN BHD



DIGITAL INTEGRATED AIRSIDE
SERVICE SYSTEM

MANUAL PENGGUNA: ADMIN ENFORCEMENT



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) Enforcement untuk menggunakan Digital Integrated Airside Services System atau DIASS. Sistem ini boleh dicapai melalui alamat <https://diass.malaysiaairports.com.my/admin>. Terdapat tiga (3) proses utama untuk modul Enforcement:-

- Menyimpan rekod penguatkuasaan
- Membuka laporan penguatkuasaan
- Menutup laporan penguatkuasaan

1.1 Aliran proses

Sebaik admin menerima aduan kesalahan samaada kesalahan pemandu mahupun kederaan yang dipandu, laporan kesalahan akan dibuka. Selesai tempoh penggantungan permit, laporan akan dikemaskini dan ditutup.

Gambarajah dibawah menunjukkan aliran proses modul *Enforcement*.



1.2 Peranan Admin

Semua proses dalam modul ini hanya boleh dikendalikan oleh admin Enforcement.

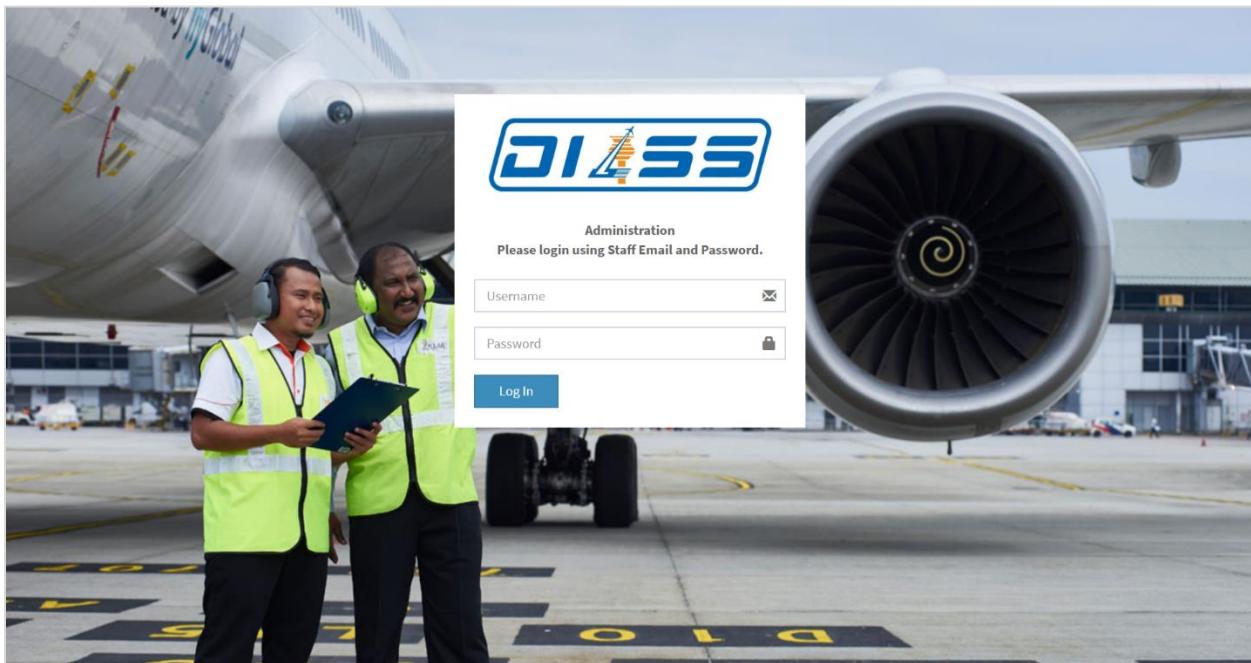
1.2 Status Notis

Status	Keterangan
Open	Notis kesalahan yang baru dibuka.
Close	Notis 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.

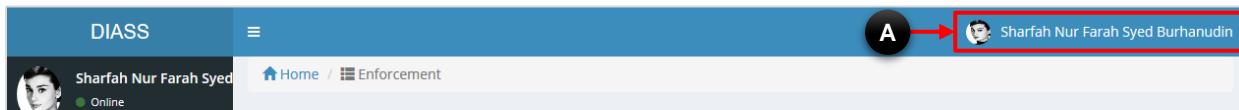


3.0 Paparan Utama (*Dashboard*)

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.

Legend: ★ required field

Username *	sharifah.farah@theta-edge.com
Full Name *	Sharfah Nur Farah Syed Burhanudin
Email *	sharifah.farah@theta-edge.com
Avatar	 <input type="button" value="Browse ... audrey2.jpg"/> <small>(supported png,jpg,jpeg)</small>
<input style="border: 2px solid red; color: white; background-color: #0070C0; padding: 5px; width: fit-content; margin-left: auto; margin-right: 0;" type="button" value="Edit"/>	

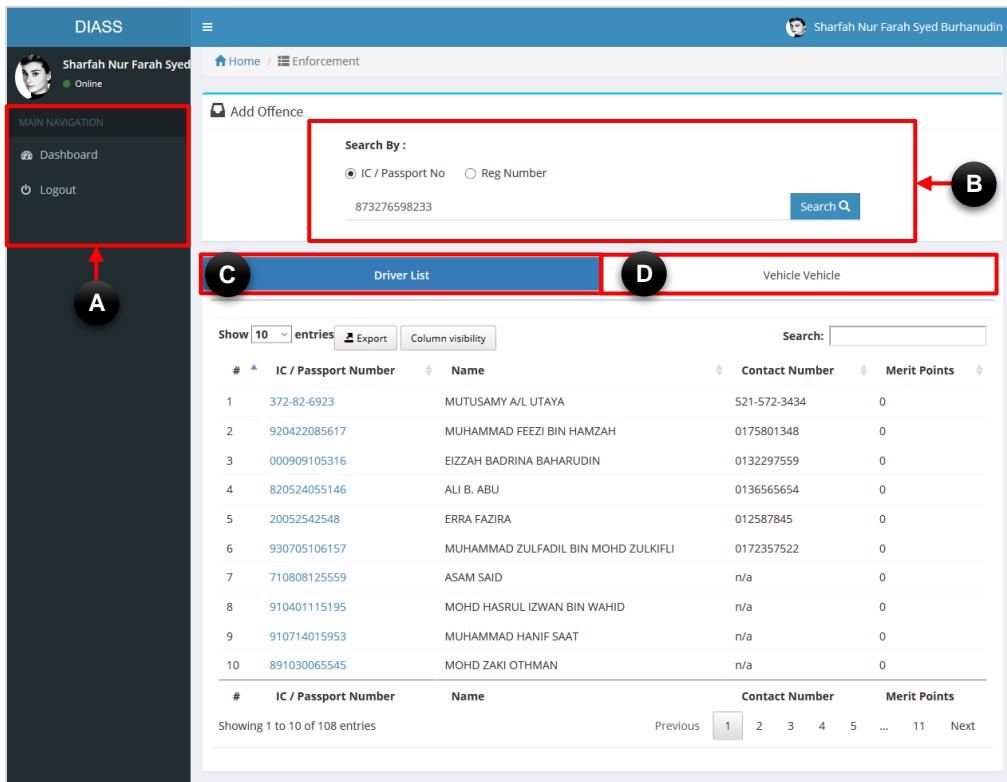
3.1.2 Logout

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.

Gambarajah dibawah menunjukkan paparan utama admin *Enforcement*.



Label		Keterangan
A	Menu	Menu utama admin <i>Enforcement</i> .
B	Ruang Carian	Ruangan carian pemandu/operator atau kenderaan dalam pengkalan data.
C	Senarai Pemandu/Operator	Menyenaraikan semua pemandu/operator yang pernah mempunyai rekod mata merit.
D	Senarai Kenderaan	Menyenaraikan semua kenderaan yang pernah mempunyai rekod mata merit.

3.3 Carian Maklumat Pemandu Dan Kenderaan

Untuk mencari maklumat pemandu/operator atau kenderaan yang telah didaftarkan di dalam DIASS, masukkan nombor kad pengenalan/nombor passport atau nombor pendaftaran kenderaan di ruangan carian. Kemudian, klik butang [Search].

Search By :

IC / Passport No Reg Number

739482047283

Search

Skrin akan memaparkan maklumat pemandu/operator atau kenderaan yang dicari.

[Home](#) / [List](#) / [Form Enforcement Notice \(Driver / Operator\)](#)

Enforcement Notice (Driver / Operator)



Driver Information

Name	HAIRO FAHMI BIN AHMAD	Contact Number	0928364720
IC / Passport / Working Permit / Employment Pass	739482047283	Email	abc123@net.com
Driving License Country	MALAYSIA	Driving License Number	
Driving License Class		Driving License Expiry Date	

0 Merit Points

History
Add Offence

Show 10 entries
Search:

#	Date Submit	Submit By	Period of Suspension	ADP No	Status	Offence List
No data available in table						

Showing 0 to 0 of 0 entries
Previous
Next

Gambarajah 1: Contoh hasil carian pemandu/operator.

[Home](#) / [List](#) / [Form Enforcement Notice \(Vehicle\)](#)

 Enforcement Notice (Vehicle)

0 Merit Points 

Vehicle Information

Type: AV
Reg Number: HMY123
Manufacturing Year: 2019

History Add Offence

Show 10 entries Search:

#	Date Submit	Submit By	AVP No	Remark	Status	Offence List
No data available in table						

Date Submit Submit By AVP No Remark Status Offence List

Showing 0 to 0 of 0 entries

Previous Next

Gambarajah 2: Contoh hasil carian kenderaan.

4.0 Menjana Notis Penguatkuasaan Baru (*New Enforcement Notice*)

Untuk membuka laporan baru, pada tab “Add Offence” [Label A], klik butang “Add Offence” [Label B].

The screenshot shows the 'Enforcement Notice (Driver / Operator)' page. At the top, there is a navigation bar with links to Home, List, and Form Enforcement Notice (Driver / Operator). Below the navigation, there is a section for 'Driver Information' which includes a photo of a man, his name (HAIRO FAHMI BIN AHMAD), contact number (0928364720), IC/Passport number (739482047283), Driving License Country (MALAYSIA), Driving License Number, and Driving License Expiry Date. Below this is a red box displaying '0 Merit Points' with a warning icon. In the center, there is a table for 'Offence Details' with columns for Offence Type, Summon No, Date / Time, Notes, Period, Point, and Action. A button labeled 'Add Offence' is highlighted with a red box and a black circle containing a white letter 'B'. To the right of this table, a blue box labeled 'Add Offence' is also highlighted with a red box and a black circle containing a white letter 'A'. At the bottom, there are buttons for 'Submit' and 'Back'.

Gambarajah 3: Paparan tab Add Offence.

Skrin butiran kesalahan (*Offence Details*) akan *popup*.

Lengkapkan borang butiran kesalahan berikut dan klik butang [Add Offence].

Offence Details

Offence Type 36 - 12(h) - Individual ▾

Description : No person shall park a vehicle as to be likely to cause danger, obstruction or undue inconvenience to other users.

Suspension Period : 14 Days

Date 03-06-2019 **Time** 11:55 AM

Summon No A93847

Notes

Add Offence Add Offence

Gambarajah 4: *Popup screen butiran kesalahan.*

Butiran kesalah akan ditambah [Label A]. Jika ingin menambah lagi kesalahan, klik butang [Add Offence].

Butang untuk padam kesalahan.

[Home](#) / [List](#) / [Form Enforcement Notice \(Driver / Operator\)](#)

Enforcement Notice (Driver / Operator)



0
 Merit Points

Driver Information

Name HAIRO FAHMI BIN AHMAD	Contact Number 0928364720
IC / Passport / Working Permit / Employment Pass 739482047283	Email abc123@net.com
Driving License Country MALAYSIA	Driving License Number
Driving License Class	Driving License Expiry Date

History
Add Offence

Offence Details
Add Offence

Offence Type	Summon No	Date / Time	Notes	Period	Point	Action
36 - 12(h) - Individual	A93847	03-06-2019 / 11:55 AM		14	5	

A

B

Action Taken
Back

Location
KLIA
Period of Suspension
14
Permit No
FF000018

Lengkapkan borang [Label B] dan klik butang [Submit].

Notis kesalahan berjaya ditambah dan mata merit dikenakan kepada pemandu/kenderaan berkenaan.

History						Add Offence			
Show 10 entries						Search:			
#	Date Submit	Submit By	Period of Suspension	ADP No	Status	Offence List			
1	25-07-2019 / 03:42: PM	Sharfah Nur Farah Sy..	14 Days	FF000018	Open	   			
#	Date Submit	Submit By	Period of Suspension	ADP No	Status	Offence List			
Showing 1 to 1 of 1 entries							Previous	1	Next

Gambarajah 5: Contoh kesalahan yang berjaya ditambah pada pemandu.

5.0 Menutup Notis Penguatkuasaan (*Close Enforcement Notice*)

Setelah selesai menjalani tempoh penggantungan (*suspension period*), notis kesalahan hendaklah dimuat turun (Rujuk Lampiran A) dan dicetak. Lengkapkan notis kesalahan.

The screenshot shows a web-based application interface for managing enforcement notices. At the top, there's a navigation bar with links to Home, List, and Form Enforcement Notice (Driver / Operator). Below this is a sub-header for 'Enforcement Notice (Driver / Operator)'.

Driver Information:

- Name: HAIRO FAHMI BIN AHMAD
- Contact Number: 0928364720
- IC / Passport / Working Permit / Employment Pass: 739482047283
- Email: abc123@net.com
- Driving License Country: MALAYSIA
- Driving License Number: (not visible)
- Driving License Expiry Date: (not visible)
- Driving License Class: (not visible)

Merit Points: 5

History:

#	Date Submit	Submit By	Period of Suspension	ADP No	Status	Offence List
1	25-07-2019 / 03:42: PM	Sharfah Nur Farah Sy..	14 Days	FF000018	Open	
#	Date Submit	Submit By	Period of Suspension	ADP No	Status	Offence List

Showing 1 to 1 of 1 entries

Gambarajah 6: Contoh paparan notis kesalahan pemandu.

Label		Keterangan
	Upload Document	Memuatnaik notis kesalahan yang telah ditandatangani
	Print	Mencetak borang notis kesalahan
	View Offence List	Melihat senarai kesalahan yang dilakukan. (Rujuk Lampiran B)
	Cancel Offence Notice	Membatalkan notis kesalahan

Jadual 1: Simbol dan keterangannya.

Notis yang telah lengkap diisi hendaklah dimuatnaik. Klik butang . Popup untuk memuatnaik notis akan dipaparkan. Muatnaik notis yang lengkap dan klik butang [Submit]. Mesej “Upload File Success” akan dipaparkan.

Upload Document ×

Document :

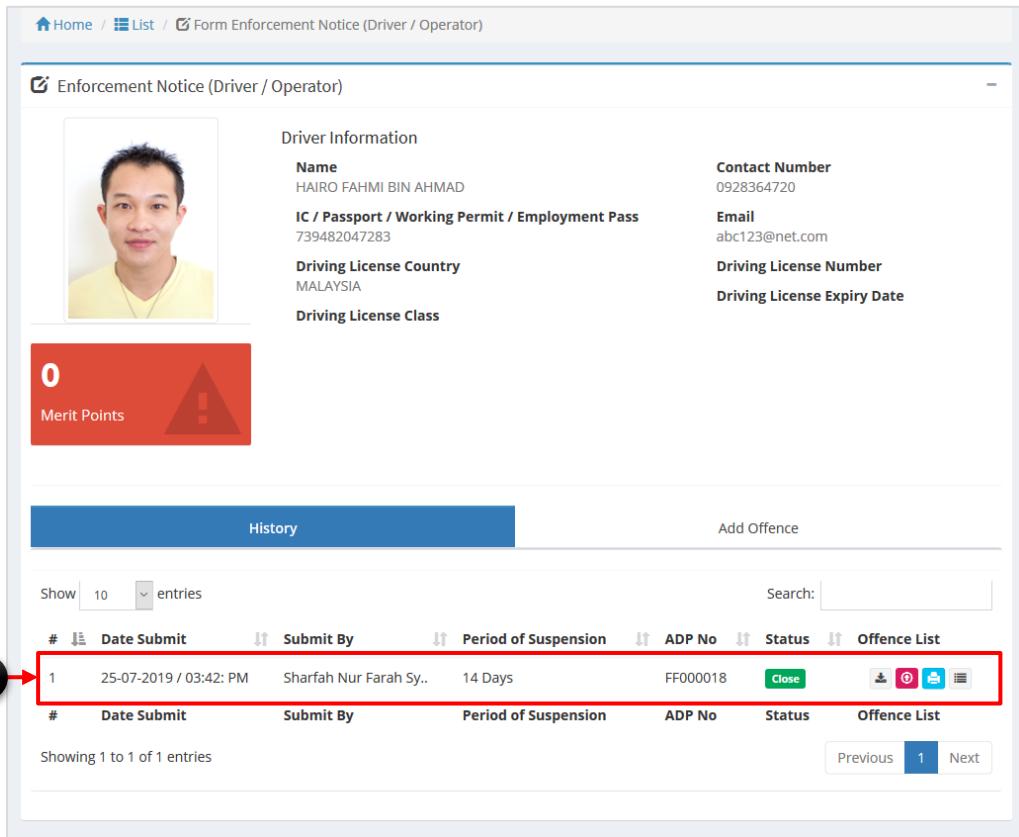
Browse... enforcement.pdf

Please upload the enforcement document.

Close
Submit

Gambarajah 7: Paparan bagi memuatnaik notis yang telah lengkap.

Gambarajah dibawah menunjukkan paparan notis penguatkuasaan yang telah bejaya ditutup. Status bertukar kepada “Close” [Label A]. Mata merit akan ditetapkan semula kepada kosong (0).



The screenshot shows the 'Enforcement Notice (Driver / Operator)' page. At the top, there is a navigation bar with 'Home', 'List', and 'Form Enforcement Notice (Driver / Operator)'. Below the navigation, there is a section for 'Driver Information' with fields for Name (HAIRO FAHMI BIN AHMAD), IC / Passport / Working Permit / Employment Pass (739482047283), Driving License Country (MALAYSIA), and Driving License Class. On the left, there is a red box labeled '0 Merit Points' with a warning icon. In the center, there is a table titled 'History' with columns: #, Date Submit, Submit By, Period of Suspension, ADP No, Status, and Offence List. One entry is shown: #1, Date Submit: 25-07-2019 / 03:42: PM, Submit By: Sharfah Nur Farah Sy., Period of Suspension: 14 Days, ADP No: FF000018, Status: Close, and Offence List: [empty]. A red box highlights the 'Status' column for entry #1, and a black circle with the letter 'A' is placed over the 'Status' column header.

#	Date Submit	Submit By	Period of Suspension	ADP No	Status	Offence List
1	25-07-2019 / 03:42: PM	Sharfah Nur Farah Sy..	14 Days	FF000018	Close	

6.0 Penutup

Diharap manual pengguna ini dapat membantu admin menggunakan Sistem

DIASS dengan lebih mudah dan cepat.

Lampiran

A. Contoh Notis Penguatkuasaan



MALAYSIA AIRPORTS (SEPANG) SDN BHD
AIRSIDE SERVICES DEPARTMENT
ENFORCEMENT UNIT
NOTIFICATION OF VIOLATION

MAHB/KUL/OPS/ASD/SOP/18/01
 Edition 2 Rev 2
 Effective Date: 01/06/2019

Date	25-07-2019	Time	03:42 PM	Location	KLIA
Company Name		Theta Edge Bhd			
Department /Unit/ Others		Admin			
1. DETAILS OF OFFENDER					
Name	HAIRO FAHMI BIN AHMAD				
I/C No.	739482047283	Permit Serial No.	ADP : FF000018 AVP :		
2. DETAILS OF OFFENCES					
Summon Serial No.		Demerit point Charged	5	Collected Demerit Point	5
Offences		1.CIVIL AVIATION (AERODROME OPERATIONS) REGULATIONS 36-12(h) - Individual			
Period of permit suspension		14			
Please collect your permit at		Venue :	Date :		
3. ADDRESS (Employer)					
Notice Accept BY	Name : _____				
	Date : _____ (Signature & Stamp)				
4. FOR AIRSIDE ENFORCEMENT OFFICE USE ONLY					
Received by (Airside Duty Executive))	Name : _____				
Reported by (Airside Duty Officer)	Date : _____ (Signature & Stamp)				
I. DETAIL OF PERMIT RELEASED					
Name	Released By :	Received By :			
Date of Release :					
	(Signature & Stamp)		(Signature & Stamp)		

B. Contoh Paparan Skrin Senarai Kesalahan

Offence List						
Show <input type="button" value="10"/> entries		Search: <input type="text"/>				
Category	Reg/Rule No	Date	Time	Summon No	Notes	Point
CIVIL AVIATION (AERODROME OPERATIONS) REGULATIONS	36-12(h) - Individual	2019-06-03	11:55 AM	A93847		5
Total Point 5						<input type="button" value="Close"/>