



MALAYSIA AIRPORTS (SEPANG) SDN BHD



DIGITAL INTEGRATED AIRSIDE
SERVICE SYSTEM

MANUAL PENGGUNA: ADMIN SCHEDULE MANAGEMENT



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) untuk menetapkan jadual-jadual berkaitan bagi semua permit-permit berkaitan.

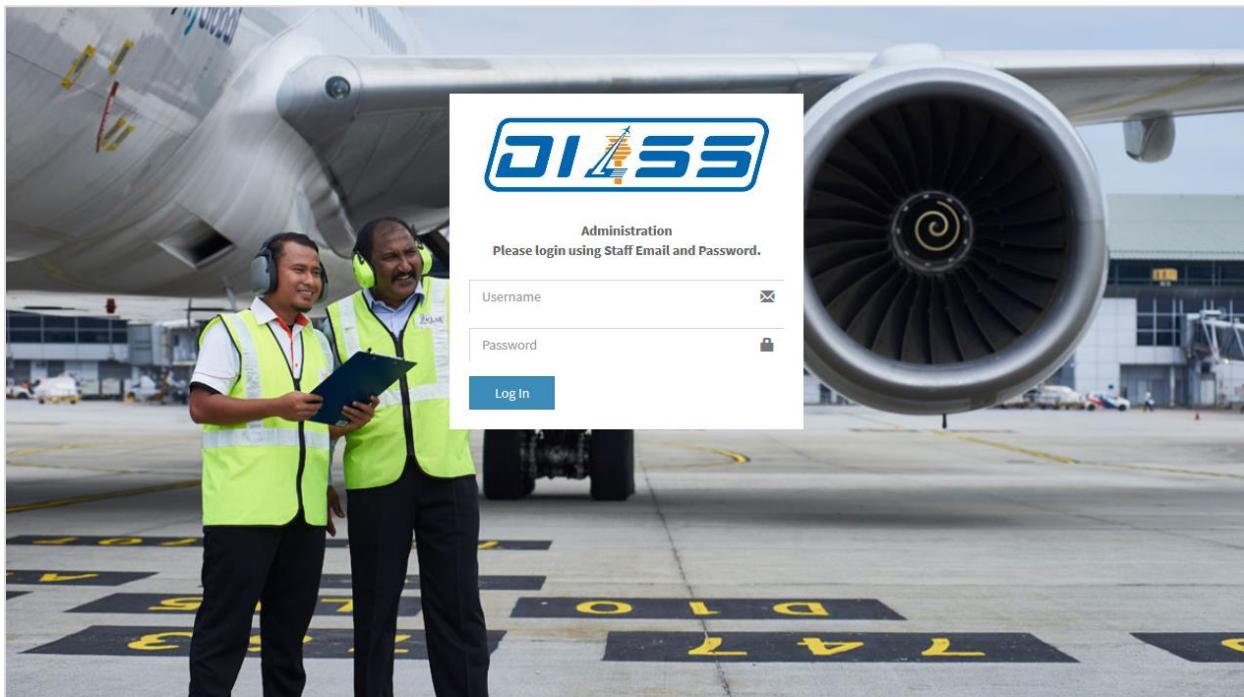
1.1 Peranan Admin

Semua proses dalam modul ini hanya boleh dikendalikan oleh admin Admin/Approvers Licensing.

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.

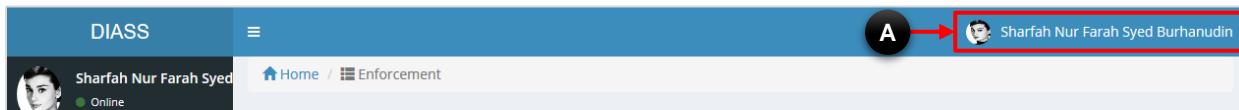


3.0 Paparan Utama (*Dashboard*)

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	
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)	
<input style="border: 2px solid red; padding: 5px; width: 100px; height: 30px;" 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. Untuk mengendali modul ini, hanya *Admin/Approvers Licensing* dibenarkan. Submenu bagi semua jadual permit berada di dalam menu utama *Schedule Management*.

The screenshot shows the DIASS Admin Dashboard. The top navigation bar includes the DIASS logo, user profile (Sharfah Nur Farah Syed Burhanudin, Online), and a main menu icon. Below the header, the dashboard title is "Dashboard" with the subtitle "Licensing Approver". A breadcrumb trail shows "Home > Dashboard". The main content area has tabs: "Requires Your Actions", "Attendances", "Summary", and "User Manual". The "Requires Your Actions" tab is active, displaying a table titled "Permits Application". The table columns are "Title", "Description", "Total", and "Action". The rows include:

Title	Description	Total	Action
Verify Documents	Permit submitted and waiting for verification (ADP, EVDP & FFOP)	1	View All
Pending Approval	Permit require approval from licensing approver	1	View All
Pending Payment	All permits that are pending for payment	4	View All
Permits Issuance	All permits that are pending for collection	2	View All
Termination	All permits that are terminated	1	View All
Replacement	All permits that are pending for replacement	1	View All
Suspension	All permits that are suspended		
Cancellation	All permits that are cancelled by person in charge	8	View All

Below the "Permits Application" section is another table titled "Assessment".

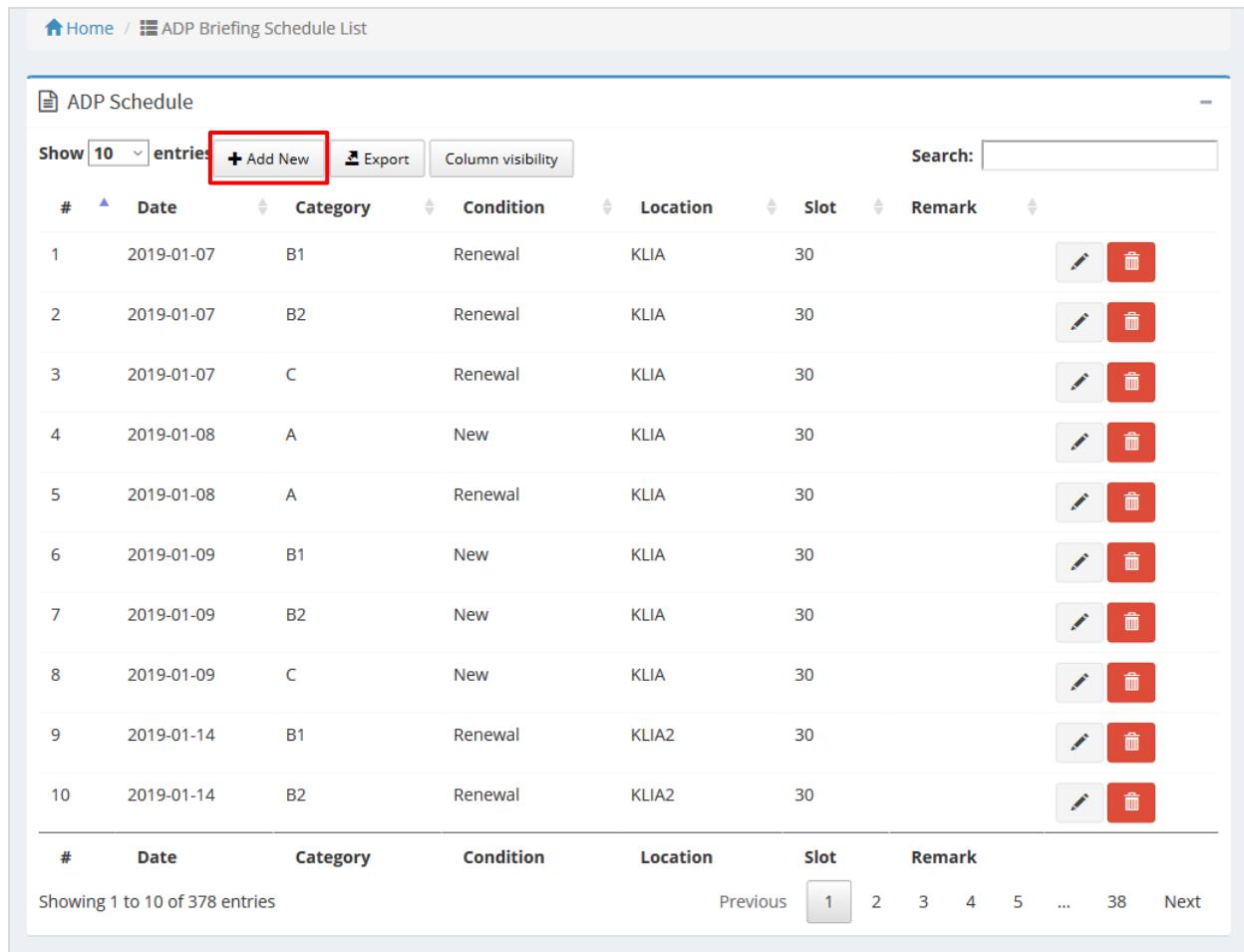
Title	Description	Action
PBB Assessment Result	Update PBB's result	View All

The left sidebar contains the "MAIN NAVIGATION" and "ACTIVE PERMITS" sections. The "ACTIVE PERMITS" section is expanded, showing categories like Driving, Vehicle, Fixed Facilities, TEP, and Schedule Management. The "Schedule Management" category is highlighted with a red box and expanded to show sub-options: ADP - Briefing & Exam, ADP - Exam Only, EVDP, AVP & EVP, PBB, VDGS, and WIP - Runway & Taxiway. At the bottom of the sidebar is a "Logout" link.

Gambarajah 1: Paparan utama *Admin/Approvers Licensing*

4.0 Pengurusan Jadual (*Schedule Management*)

Setelah klik submenu *ADP – Briefing & Exam*, semulajadual ADP dipaparkan seperti dibawah.



#	Date	Category	Condition	Location	Slot	Remark
1	2019-01-07	B1	Renewal	KLIA	30	 
2	2019-01-07	B2	Renewal	KLIA	30	 
3	2019-01-07	C	Renewal	KLIA	30	 
4	2019-01-08	A	New	KLIA	30	 
5	2019-01-08	A	Renewal	KLIA	30	 
6	2019-01-09	B1	New	KLIA	30	 
7	2019-01-09	B2	New	KLIA	30	 
8	2019-01-09	C	New	KLIA	30	 
9	2019-01-14	B1	Renewal	KLIA2	30	 
10	2019-01-14	B2	Renewal	KLIA2	30	 

Show 1 to 10 of 378 entries

Previous 1 2 3 4 5 ... 38 Next

Untuk menambah tarikh baru bagi taklimat dan peperiksaan ADP, klik pada butang [Add New].

Paparan untuk menetapkan tarikh taklimat dan peperiksaan ADP baru dipaparkan. Lengkapkan borang berikut dan klik butang [Create]. Contoh borang yang telah lengkap diisi boleh dirujuk pada Lampiran A. Untuk borang bagi permit-permit lain rujuk Lampiran B.

Create ADP Briefing Schedule

Legend: ★ required field

Date *	Date
Category *	-SELECT-
Condition *	-SELECT-
Location *	-SELECT-
Slot *	Slot
Remark	Remark

Create **Back**

Maklumat berjaya ditambah ke dalam jadual dan mesej “Success!” dipaparkan.



Tarikh-tarikh yang telah ditambah boleh dikemas kini atau dipadam.

Simbol		Keterangan
	Update	Mengubahsuai laporan
	Delete	Memadam laporan

Jadual 1: Simbol dan keterangan

5.0 Penutup

Diharap manual pengguna ini dapat membantu admin menggunakan Sistem DIASS dengan lebih mudah dan cepat.

Lampiran

A. Contoh borang yang telah lengkap diisi untuk ADP – Briefing & Exam

[Home](#) / [ADP Briefing Schedule List](#) / [Form Edit](#)

Edit ADP Briefing Schedule

Legend: ★ required field

Date ★	2019-01-07
Category ★	B1
Condition ★	Renewal
Location ★	KLIA
Slot ★	30
Remark	Remark

[Edit](#) [Back](#)

B. Contoh borang untuk permit-permit lain

[Home](#) / [ADP Exam Schedule List](#) / [Form Create](#)

Create ADP Exam Schedule

Legend: ★ required field

Date ★	Date
Session ★	-SELECT-
Location ★	-SELECT-
Slot ★	Slot
Remark	Remark

[Create](#) [Back](#)

Gambarajah 1: Borang ADP - Exam Only

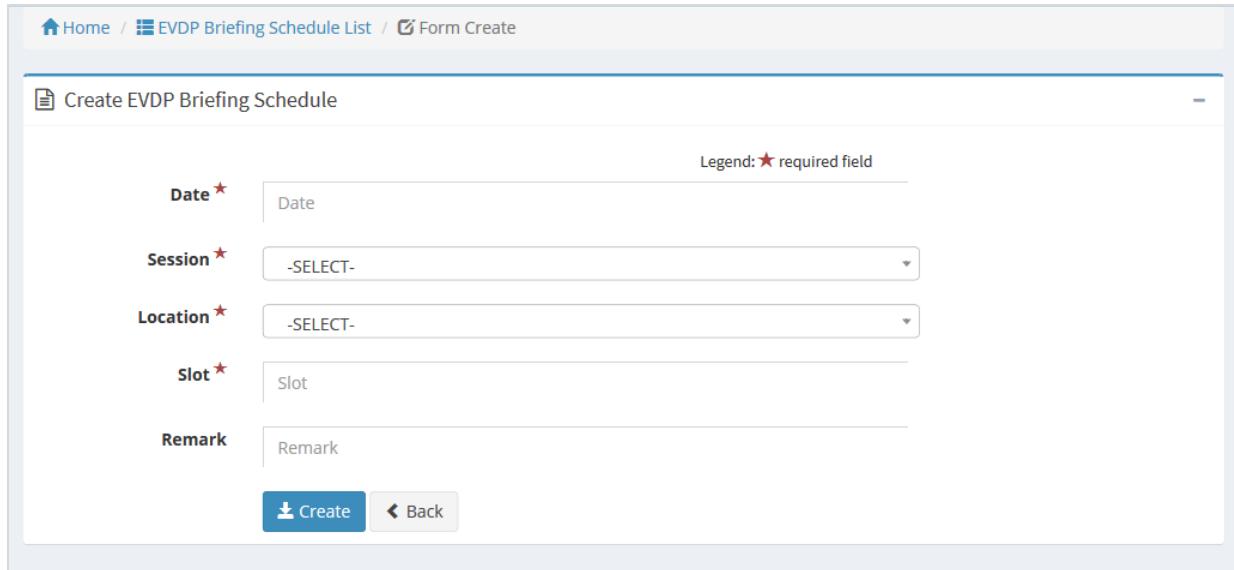
Home / EVDP Briefing Schedule List / Form Create

Create EVDP Briefing Schedule

Legend: ★ required field

Date *	Date
Session *	-SELECT-
Location *	-SELECT-
Slot *	Slot
Remark	Remark

Create **Back**



Gambarajah 2: Borang EVDP

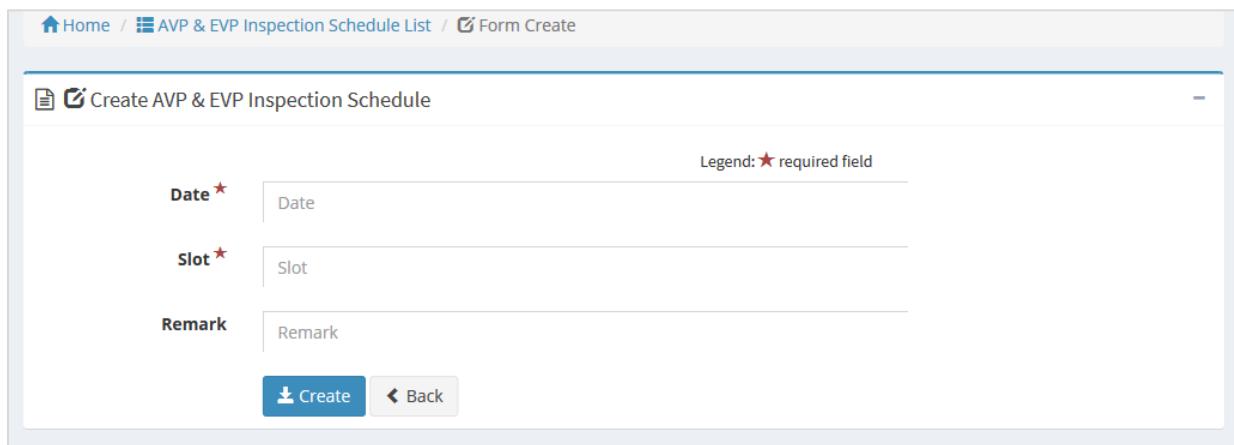
Home / AVP & EVP Inspection Schedule List / Form Create

Create AVP & EVP Inspection Schedule

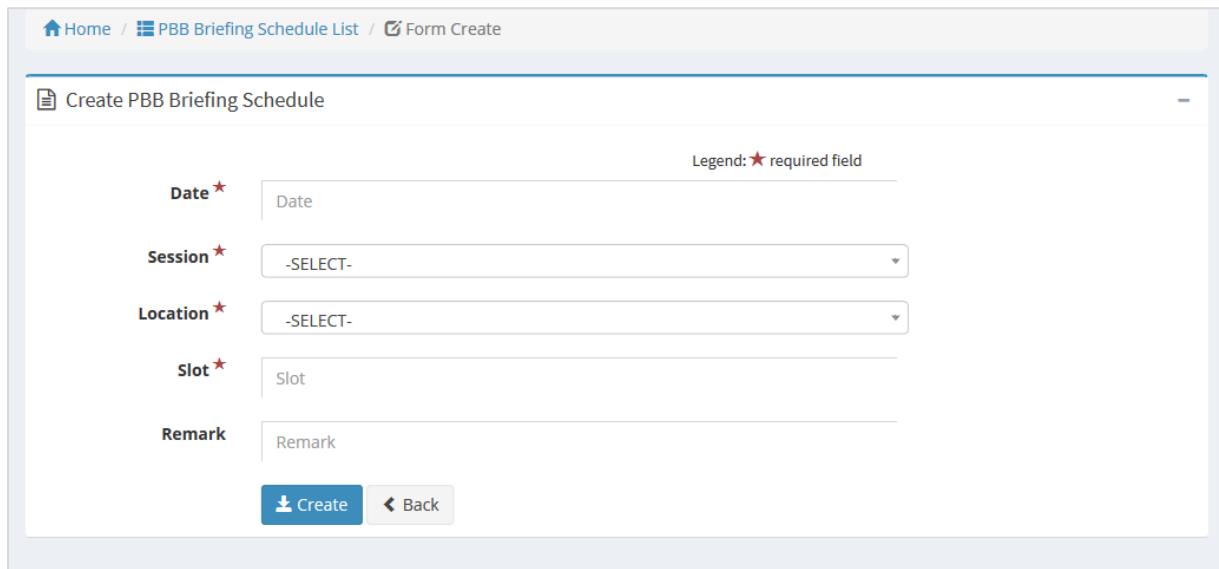
Legend: ★ required field

Date *	Date
Slot *	Slot
Remark	Remark

Create **Back**



Gambarajah 3: Borang AVP & EVP



Home / PBB Briefing Schedule List / Form Create

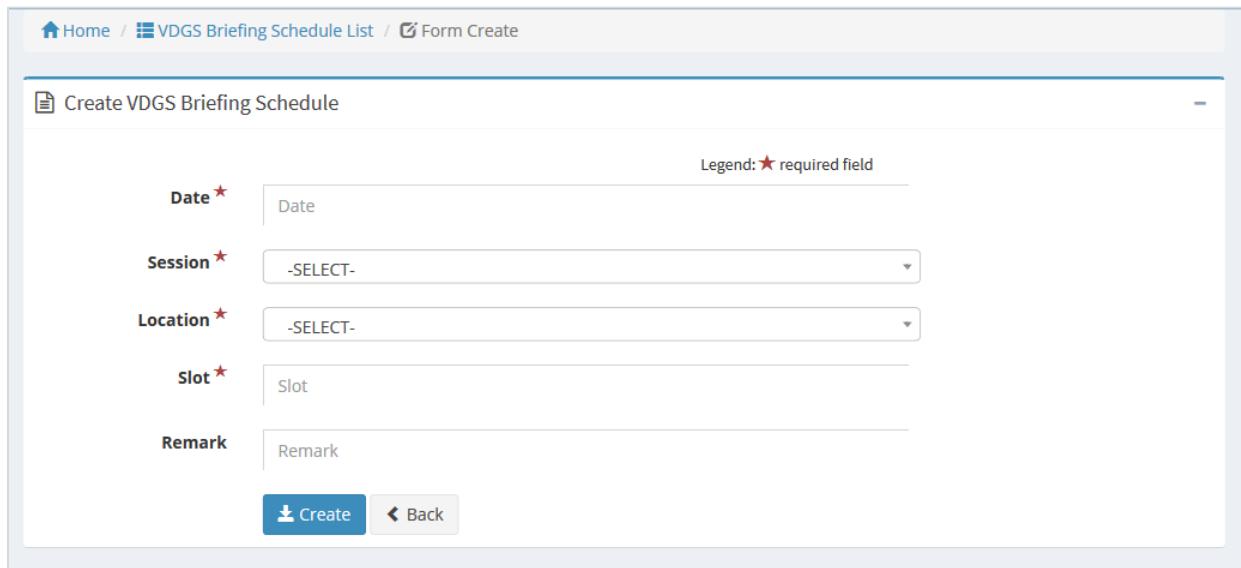
Create PBB Briefing Schedule

Legend: ★ required field

Date *	Date
Session *	-SELECT-
Location *	-SELECT-
Slot *	Slot
Remark	Remark

Create **Back**

Gambarajah 4: Borang PBB



Home / VGDS Briefing Schedule List / Form Create

Create VGDS Briefing Schedule

Legend: ★ required field

Date *	Date
Session *	-SELECT-
Location *	-SELECT-
Slot *	Slot
Remark	Remark

Create **Back**

Gambarajah 5: Borang VGDS