



MALAYSIA AIRPORTS (SEPANG) SDN BHD



DIGITAL INTEGRATED AIRSIDE  
SERVICE SYSTEM

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## MANUAL PENGGUNA: SUPERADMIN USER MANAGEMENT/SUPPORT INFORMATION



**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 (superadmin) untuk menggunakan Digital Integrated Airside Services System atau DIASS. Sistem ini boleh dicapai melalui alamat

<https://diass.malaysiaairports.com.my/admin>. Terdapat dua (2) modul dikendalikan oleh superadmin :-

- *User Management*
- *Support Information*

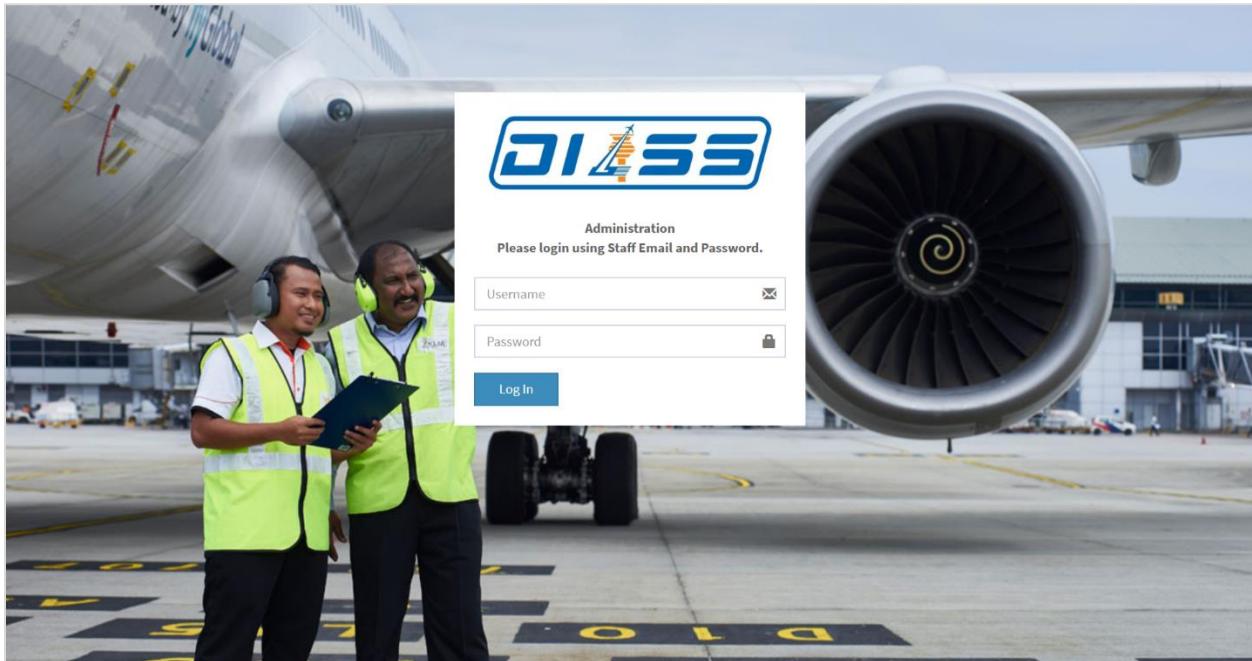
### 1.1 Peranan Admin

Semua proses dalam modul-modul ini hanya boleh dikendalikan oleh superadmin.

## 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.

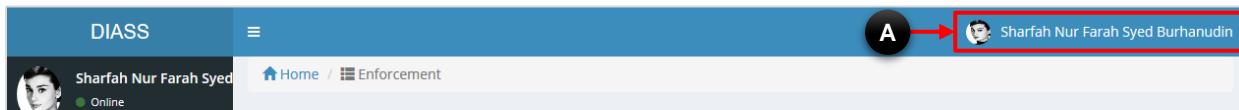


### 3.0 Paparan Utama (*Dashboard*)

#### 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

<b>Username</b> *	sharifah.farah@theta-edge.com
<b>Full Name</b> *	Sharfah Nur Farah Syed Burhanudin
<b>Email</b> *	sharifah.farah@theta-edge.com
<b>Avatar</b>	 <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 *Superadmin*. Menu utama berada di sebelah kiri [Label A].

The screenshot shows the DIASS SuperAdmin dashboard. On the left, there is a vertical navigation menu highlighted with a red box and labeled 'A'. This menu includes sections for MAIN NAVIGATION (Dashboard), PERMITS APPLICATION (My Approval, My Collection, Attendance, Driving, Vehicle, Fixed Facilities, TEP), ACTIVE PERMITS (Driving, Vehicle, Fixed Facilities, TEP), ADMINISTRATIVE (Exam Management, User Management, Support Information, Forms, Schedule Management, Logout), and a LOGOUT button at the bottom. To the right of the menu, the main content area displays the 'Permits Application' section with a table of permit types and their details. Below this is the 'Assessment' section with a single entry for PBB Assessment Result. The top right corner shows the user is 'Super Admin' and 'Online'.

Title	Description	Total	Action
Verify Documents	Permit submitted and waiting for verification (ADP, EVDP & FFOP)	1	<a href="#">View All</a>
Verify Documents	Permit submitted and waiting for verification (AVP, EVP & TEP)	8	<a href="#">View All</a>
Pending Approval	All permits that are require approval from Airside Approver	1	<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	0	<a href="#">View All</a>
Cancellation	All permits that are cancelled by person in charge	8	<a href="#">View All</a>

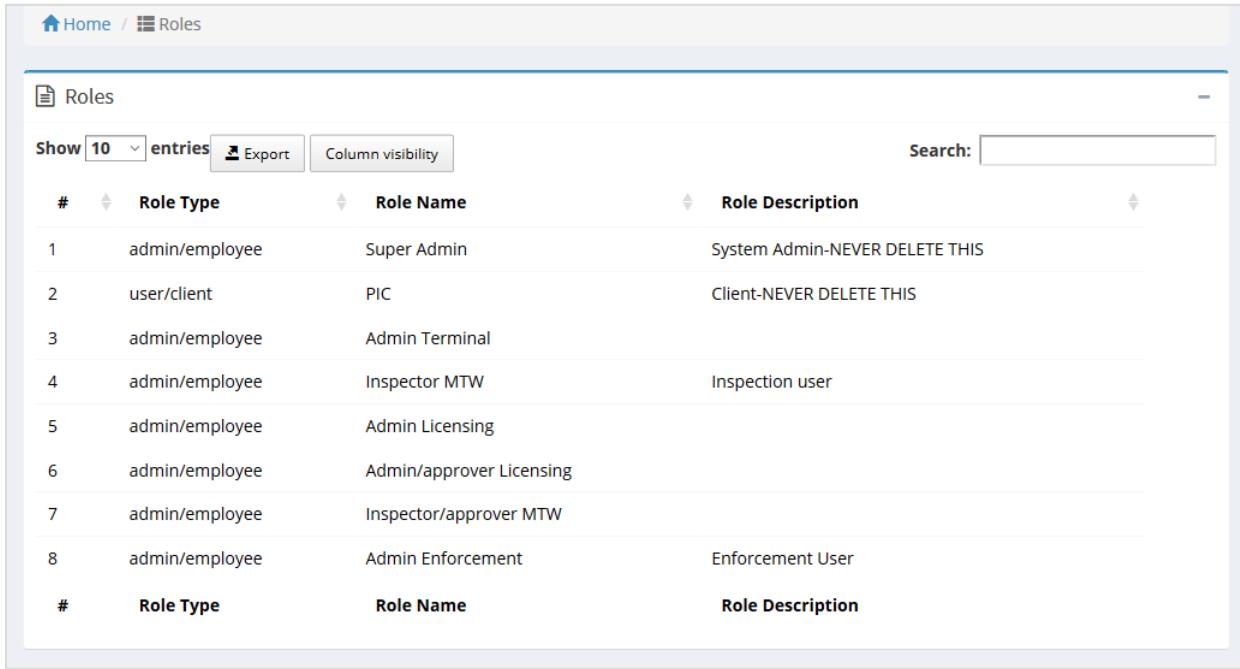
Title	Description	Action
PBB Assessment Result	Update PBB's result	<a href="#">View All</a>

Menu *User Management* dan *Support Information* berada di bawah tab *Administrative* [Label B]. Terdapat 4 submenu dibawah *User Management* iaitu *Roles List*, *Manage Staff*, *Manage Company* dan *Manage PIC*. Manakala *Support Information* mempunyai 3 submenu iaitu *Country*, *Permit Type*, *Engine Type*.

## 4.0 Pengurusan pengguna (*User Management*)

### 4.1 Roles List (Read Only)

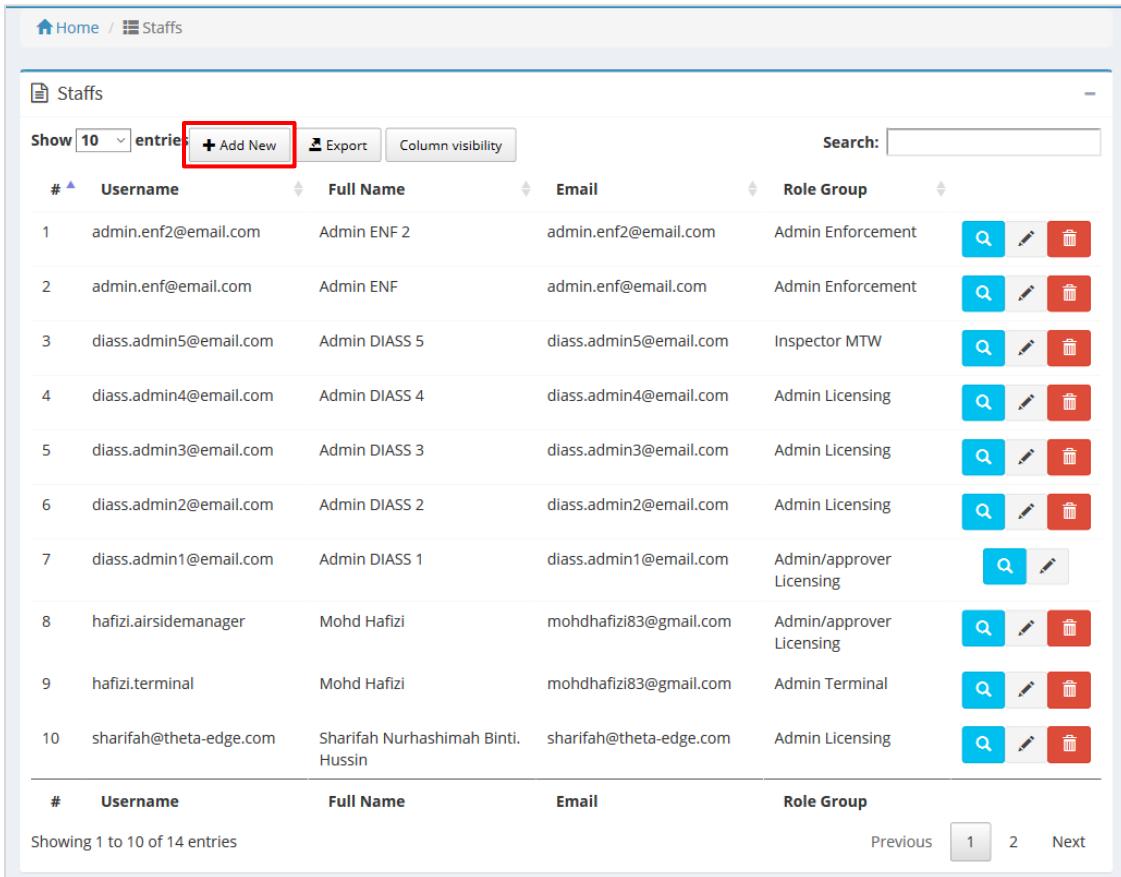
Paparan di bawah adalah paparan roles list. Paparan ini hanyalah penerangan kepada peranan-peranan pengguna di dalam DIASS. Tiada sebarang perubahan dibenarkan untuk paparan ini.



#	Role Type	Role Name	Role Description
1	admin/employee	Super Admin	System Admin-NEVER DELETE THIS
2	user/client	PIC	Client-NEVER DELETE THIS
3	admin/employee	Admin Terminal	
4	admin/employee	Inspector MTW	Inspection user
5	admin/employee	Admin Licensing	
6	admin/employee	Admin/approver Licensing	
7	admin/employee	Inspector/approver MTW	
8	admin/employee	Admin Enforcement	Enforcement User

## 4.2 Manage Staff

Paparan di bawah adalah paparan pengurusan admin-admin DIASS. Untuk menambah admin, klik [Add New].



The screenshot shows a table titled "Staffs" with 10 entries. The columns are: #, Username, Full Name, Email, and Role Group. Each row contains a set of edit and delete icons. A red box highlights the "Add New" button in the top toolbar.

#	Username	Full Name	Email	Role Group
1	admin.enf2@email.com	Admin ENF 2	admin.enf2@email.com	Admin Enforcement
2	admin.enf@email.com	Admin ENF	admin.enf@email.com	Admin Enforcement
3	diass.admin5@email.com	Admin DIASS 5	diass.admin5@email.com	Inspector MTW
4	diass.admin4@email.com	Admin DIASS 4	diass.admin4@email.com	Admin Licensing
5	diass.admin3@email.com	Admin DIASS 3	diass.admin3@email.com	Admin Licensing
6	diass.admin2@email.com	Admin DIASS 2	diass.admin2@email.com	Admin Licensing
7	diass.admin1@email.com	Admin DIASS 1	diass.admin1@email.com	Admin/approver Licensing
8	hafizi.airsidemanager	Mohd Hafizi	mohdhafizi83@gmail.com	Admin/approver Licensing
9	hafizi.terminal	Mohd Hafizi	mohdhafizi83@gmail.com	Admin Terminal
10	sharifah@theta-edge.com	Sharifah Nurhashimah Binti. Hussin	sharifah@theta-edge.com	Admin Licensing

Paparan mencipta profil admin baru dipaparkan. Lengkapkan borang bersama peranan admin tersebut dan klik butang [Create].

Mesej ‘Success! Create Record Success’ akan dipaparkan. Profil baru admin berjaya ditambah.

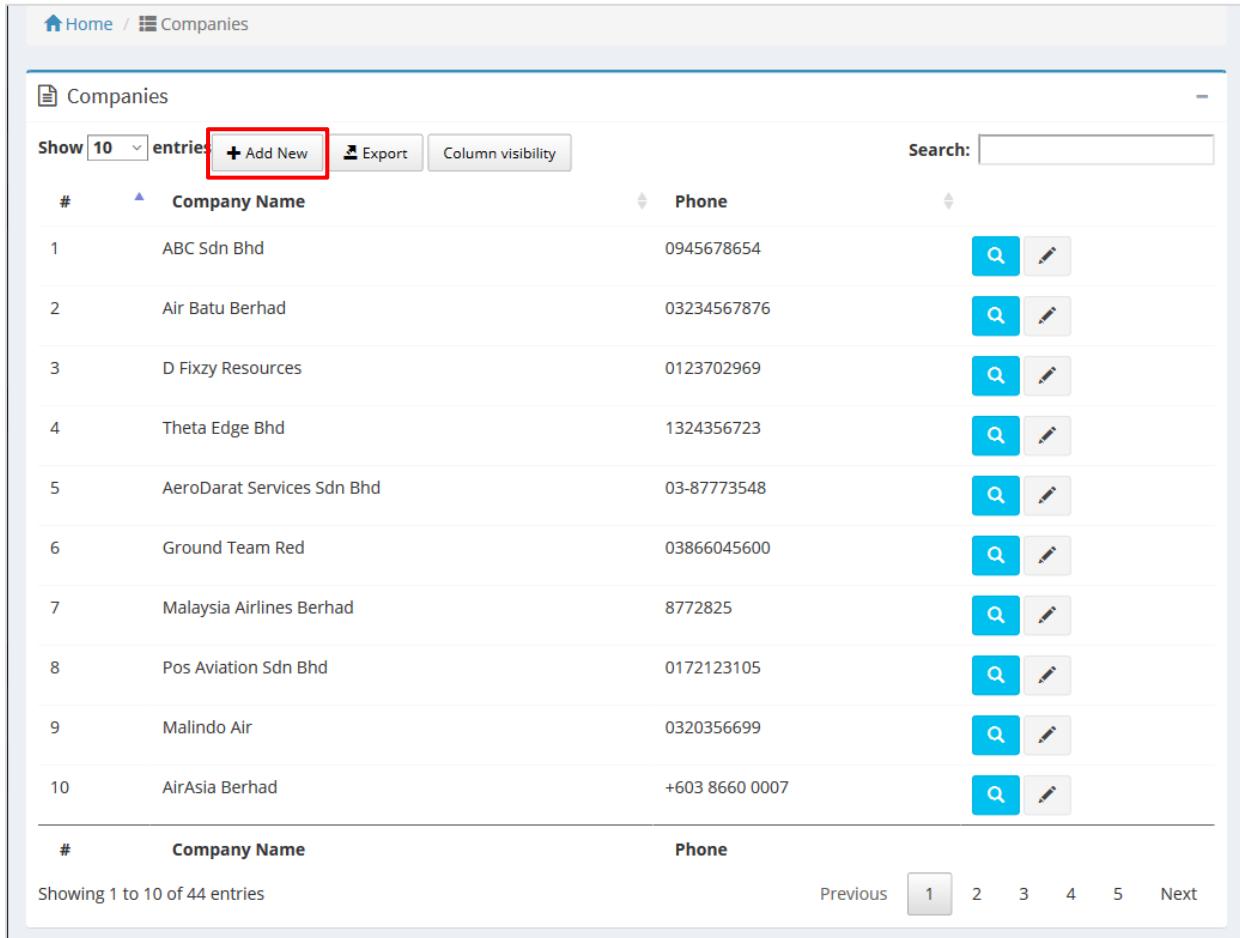
Admin yang telah ditambah boleh dilihat, dikemas kini atau dipadam.

Simbol		Keterangan
	View	Melihat profil admin
	Update	Mengubahsuai maklumat admin
	Delete	Memadam profil admin

Jadual 1: Simbol dan keterangan

#### 4.3 Manage Company

Paparan di bawah adalah paparan pengurusan syarikat-syarikat yang menggunakan sistem DIASS. Untuk menambah syarikat baru, klik [Add New].



The screenshot shows a table of company entries. The columns are labeled '#', 'Company Name', and 'Phone'. Each row contains a company name and its phone number, followed by two small blue icons (a magnifying glass and a pencil). At the top left, there is a search bar and a dropdown menu for 'Show 10 entries'. A red box highlights the '+ Add New' button. Below the table, there is a summary line 'Showing 1 to 10 of 44 entries' and a navigation bar with page numbers 1 through 5.

#	Company Name	Phone
1	ABC Sdn Bhd	0945678654
2	Air Batu Berhad	03234567876
3	D Fixzy Resources	0123702969
4	Theta Edge Bhd	1324356723
5	AeroDarat Services Sdn Bhd	03-87773548
6	Ground Team Red	03866045600
7	Malaysia Airlines Berhad	87772825
8	Pos Aviation Sdn Bhd	0172123105
9	Malindo Air	0320356699
10	AirAsia Berhad	+603 8660 0007

Show 1 to 10 of 44 entries

Previous 1 2 3 4 5 Next

Paparan mencipta profil syarikat baru dipaparkan. Lengkapkan borang dan klik butang [Create].

The screenshot shows a web-based application for creating a new company profile. The top navigation bar includes links for Home, Company List, and Form Create. The main page title is 'Create Company'. The form consists of several input fields: 'Company Name' (marked with a red asterisk), 'Address', 'Department', 'SSM No', 'Contact Person', 'Email', 'Phone', and 'Fax'. At the bottom right of the form area, there is a blue 'Create' button with a white icon, which is highlighted with a red rectangular box. To the right of the 'Create' button is a link labeled 'Back'.

Mesej ‘Success! Create Record Success’ akan dipaparkan. Profil syarikat baru berjaya ditambah.

Syarikat yang telah ditambah boleh dilihat, dikemas kini atau dipadam.

Simbol		Keterangan
	View	Melihat profil syarikat
	Update	Mengubahsuai maklumat syarikat

Jadual 1: Simbol dan keterangan

#### 4.4 Manage PIC

Paparan di bawah adalah paparan pengurusan PIC DIASS. Untuk menambah PIC, klik [Add New].

<th data-cs="7" data-kind="parent"> <a href="#">Home</a> / <a href="#">PICs</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="#">PICs</a>						
<a href="#">PICs</a>							
<a href="#">Show 10 entries</a>		<a href="#">+ Add New</a>	<a href="#">Export</a>	<a href="#">Column visibility</a>	<a href="#">Search:</a>		
#	Name	Identity Card/Passport	Office No	Phone No	Email	Company	
1	PIC DIASS 6	-	-	-	diass.pic6@email.com	ABC Sdn Bhd	
2	Shima PIC	890629015910	0326785022	01126785022	shimahussin_89@yahoo.com	Shima Sdn Bhd	
3	Ahmad Ameer	879122736412	923776345	78538672	calista23@gmail.com	Theta Edge Bhd	
4	Nor Diana Ismail	888888888888	0123702969	0123702969	mohdhafizi83@gmail.com	D Fixzy Resources	
5	PIC 5	56780765811	0368890011	0187567811	diass.pic5@diass-staging.karyamedia.my	Air Batu Berhad	
6	PIC 4	56780765890	0368890075	0187567890	diass.pic4@diass-staging.karyamedia.my	Air Batu Berhad	
7	PIC 3	87655678987	0368907643	0170986435	diass.pic3@diass-staging.karyamedia.my	Air Batu Berhad	
8	PIC 2	98765409876	0389764325	0198765432	diass.pic2@diass-staging.karyamedia.my	ABC Sdn Bhd	
9	PIC 1	83090912345	0312345678	0123456789	diass.pic1@diass-staging.karyamedia.my	ABC Sdn Bhd	
#	Name	Identity Card/Passport	Office No	Phone No	Email	Company	

Showing 1 to 10 of 49 entries

Previous 1 2 3 4 5 Next

Paparan mencipta profil PIC baru dipaparkan. Lengkapkan borang dan klik butang [Create].

Mesej ‘Success! Create Record Success’ akan dipaparkan. Profil baru PIC berjaya ditambah.

PIC yang telah ditambah boleh dilihat, dikemas kini atau dipadam.

Simbol		Keterangan
	View	Melihat profil PIC
	Update	Mengubahsuai maklumat PIC
	Delete	Memadam profil PIC

Jadual 1: Simbol dan keterangan

## 5.0 Maklumat Sokongan (*Support Information*)

### 5.1 Country

Paparan di bawah adalah paparan senarai negara. Paparan ini hanyalah memaparkan nama-nama negara untuk kegunaan pengguna DIASS. Admin dibenarkan mengemaskini maklumat negara sahaja.

#	ISO	Country Name	Printable Name	ISO3	No. Code	
1	AS	ASGARD	Asgard	ASG	0	
2	WK	WAKANDA	Wakanda	WKD	3	
3	ZW	ZIMBABWE	Zimbabwe	ZWE	716	
4	ZM	ZAMBIA	Zambia	ZMB	894	
5	ZA	SOUTH AFRICA	South Africa	ZAF	710	
6	YT	MAYOTTE	Mayotte			
7	YE	YEMEN	Yemen	YEM	887	
8	WS	SAMOA	Samoa	WSM	882	
9	WF	WALLIS AND FUTUNA	Wallis and Futuna	WLF	876	
10	VU	VANUATU	Vanuatu	VUT	548	
#	ISO	Country Name	Printable Name	ISO3	No. Code	

Showing 1 to 10 of 241 entries

Previous 1 2 3 4 5 ... 25 Next

## 5.2 Permit Type

Paparan di bawah adalah paparan senarai permit-permit yang terdapat di dalam sistem DIASS. Admin dibenarkan mengemaskini maklumat permit sahaja.

Permit Types		
Show 10 entries	Export	Column visibility
#	Name	Description
1	ADP	Airside Driving Permit
2	EVDP	Electrical Vehicle Driving Permit
3	EVP	Electrical Vehicle Permit
4	AVP	Airside Vehicle Permit
5	PBB	Passenger Boarding Bridge
6	VDGS	Visual Docking Guidance System
7	PCA	Preconditioned Air Unit
8	GPU	Ground Power Unit
9	WIP	Work In Progress (Taxiway & Runway)
10	CS	Commercial Supplier

## 5.3 Engine Type

Paparan di bawah adalah paparan jenis-jenis enjin kenderaan yang digunakan di kawasan *airside* dan terminal. Untuk menambah jenis enjin lain, klik [Add New].

Engine Types

Show 10 entries + Add New Export Column visibility Search:

#	Name	Description
1	Diesel	
2	Petrol	
3	Hybrid	
4	Full Electric	
5	Not Applicable	

# Name Description

Showing 1 to 5 of 5 entries Previous 1 Next

Paparan mencipta enjin baru dipaparkan. Lengkapkan borang dan klik butang [Create].

Home / Engine Type List / Form Create

**Engine Type Create**

Legend: ★ required field

Name *	<input type="text" value="Name"/>
Description	<input type="text" value="Description"/>
enginetype_cc	<input type="text" value="enginetype_cc"/>

**Create** **Back**

Mesej 'Success! Create Record Success' akan dipaparkan. Maklumat enjin baru berjaya ditambah.

## 6.0 Penutup

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