



MALAYSIA AIRPORTS (SEPANG) SDN BHD



DIGITAL INTEGRATED AIRSIDE
SERVICE SYSTEM

MANUAL PENGGUNA : PERSON-IN-CHARGE (PIC) PENGENALAN



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

Malaysia Airports (Sepang) akan mula melaksanakan sistem berdasarkan web sepenuhnya untuk permohonan dan pengeluaran permit di lapangan terbang yang dikenali sebagai *Digital Integrated Airside Services System* atau **DIASS**. Semua permohonan permit hendaklah dibuat melalui atas talian sepenuhnya.

Berikut adalah jenis-jenis permit yang dikeluarkan oleh pihak Airside mengikut categori:

 DRIVING PERMIT	<ul style="list-style-type: none"> • Airside Driving Permit (ADP) • Electric Vehicle Driving Permit (EVDP)
 VEHICLE PERMIT	<ul style="list-style-type: none"> • Airside Vehicle Permit (AVP) • Electric Vehicle Permit (EVP)
 TEMPORARY ENTRY PERMIT	<ul style="list-style-type: none"> • TEP WIP – Runway, Taxiway & Apron • TEP WIP – Other Area • TEP Commercial Supplier • TEP Stakeholder <ul style="list-style-type: none"> ▪ Memerlukan pemeriksaan kenderaan ▪ Tidak memerlukan pemeriksaan kenderaan
 FIXED FACILITIES OPERATING PERMIT	<ul style="list-style-type: none"> • Passenger Boarding Bridge (PBB) • Visual Docking Guidance System (VDGS) • Preconditioned Air Unit (PCA) • Ground Power Unit (GPU)

1.1 Keperluan Sistem

Berikut ialah senarai keperluan perkakasan dan perisian minimum untuk mengakses DIASS.

Sistem operasi

- a. Windows 7, Windows 8 atau Windows 10
- b. Mac OSX 10.8, 10.9, 10.10 atau 10.11

Perkakasan

- a. Frekuensi pemproses (CPU) dengan 2 gigahertz (GHz) atau lebih tinggi
- b. Minimum 2 GB RAM
- c. Resolusi monitor 1024 X 768 atau lebih tinggi
- d. Sekurang-kurangnya 20 GB ruang kosong cakera keras
- e. Internet dengan kelajuan 1 Mbps atau lebih tinggi

Pelayar

- a. Chrome * 36+
- b. Edge * 20+
- c. Mozilla Firefox 31+
- d. Internet Explorer 11+ (Windows sahaja)
- e. Safari 6+ (MacOS sahaja)

Perlukan bantuan? Sila hubungi:

Airside Licensing KLIA: 03-87760392/60393

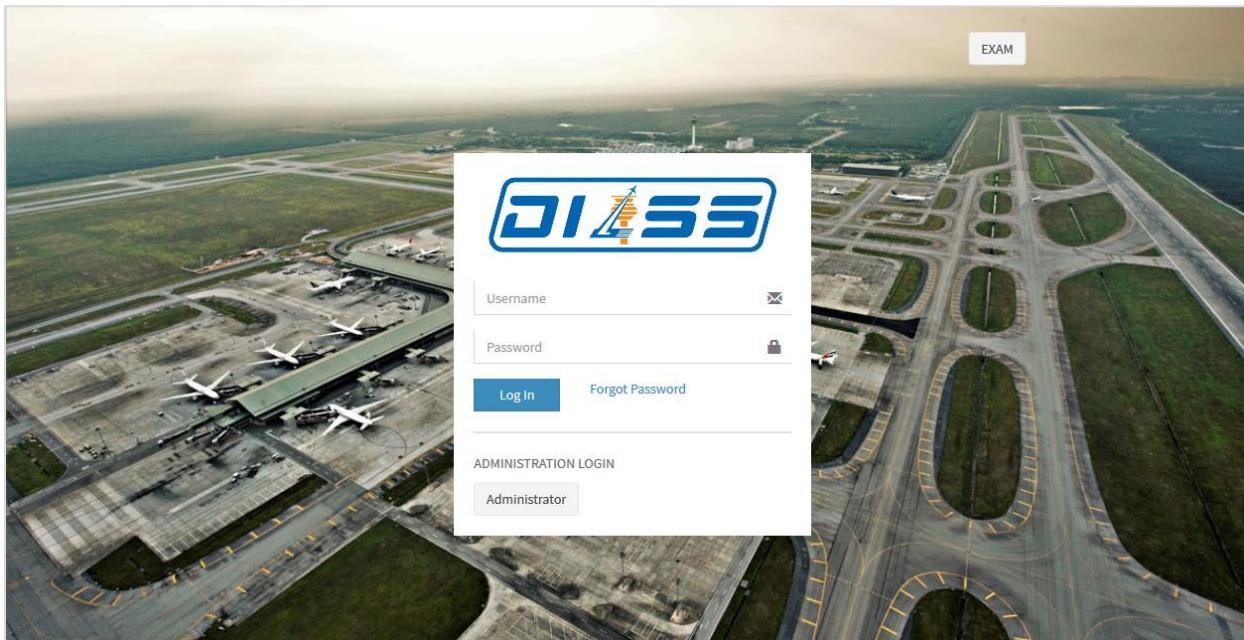
Airside Licensing KLIA 2: 0387787262/87263

2.0 Log Masuk

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

Masukkan *Username* (alamat e-mel yang didaftarkan) dan *Password* (kata laluan). Klik butang **[Log In]** atau tekan **[Enter]** untuk log masuk ke sistem.

*Untuk kakitangan MAHB, log masuk ke DIASS menggunakan alamat e-mel penuh kakitangan (e.g. example@malaysiaairports.com.my) dan kata laluan masuk PC.



Untuk pendaftaran akaun id baru, hubungi Airside Services Department.

3.0 Tetapan Akaun

Setelah berjaya log masuk, paparan utama akan dipaparkan.

Bagi mengemaskini maklumat akaun, seperti nama, alamat, alamat e-mel atau menukar kata laluan boleh dilakukan di bahagian tetapan akaun. Tekan butang di **[Label A]** untuk membuat perubahan.

The screenshot shows the DIASS (Digital Integrated Airside Services System) dashboard. At the top, there is a navigation bar with links for Dashboard, Permits, Drivers/Operators, and Vehicles. On the right side of the header, there is a user profile icon labeled "PIC Malindo". A red box labeled "A" highlights the "PIC Malindo" icon.

Latest Permits

Booking Id	Permit Type	Status	Submitted	Action
03829705	Airside Driver Permit	Inprogress	12-04-2019	
08798175	Airside Vehicle Permit	Inprogress	08-04-2019	
06293299	Visual Docking Guidance System	Pending	31-03-2019	
02604137	Electrical Vehicle Permit	Inprogress	31-03-2019	
02352474	Visual Docking Guidance System	Pending	31-03-2019	
04551094	Passenger Boarding Bridge	Pending	31-03-2019	
08988529	Passenger Boarding Bridge	Pending	31-03-2019	
00426193	Electrical Vehicle Permit	Pending	31-03-2019	
07905461	Airside Vehicle Permit	Pending	31-03-2019	
05269913	Airside Vehicle Permit	Pending	31-03-2019	

Summary

- Requires Your Action
 - 4 Expired Soon
 - 2 Pending for Payment
- My Permits
 - 10 Active Permits
 - NA Temporary Entry Permits
- DRIVERS 26
- VEHICLES 12

4.0 Tukar Kata Laluan

Klik pada menu Change Password [Label B] untuk menukar kata laluan.

The screenshot shows the DIASS (Digital Integrated Airside Services System) dashboard. At the top right, there is a navigation bar with links for 'Apply Permit', 'PIC Malindo', 'Profile', and 'Logout'. A red box highlights the 'Change Password' link, and a black circle with the letter 'B' points to it. Below the navigation bar, the main content area includes sections for 'Latest Permits' (listing 10 recent permit applications), 'Welcome to DIASS' (informing users about the system's purpose), 'Summary' (showing 4 permits expired soon and 2 pending for payment), and 'My Permits' (displaying 10 active permits, 26 drivers, and 12 vehicles). At the bottom left, there is a 'thetaedge' logo and the text 'THETA TECHNOLOGIES SDN BHD'.

Masukkan di ruangan kata laluan lama dan kata laluan baru untuk menukar kata laluan. Klik butang **[Save]**.

**Bagi kakitangan MAHB, kata laluan yang digunakan sama dengan kata laluan masuk PC.*

The screenshot shows the DIASS system's 'Change Password' page. At the top, there is a navigation bar with links for Dashboard, Permits, Drivers/Operators, Vehicles, Apply Permit, and PIC Malindo. Below the navigation bar, the URL 'Home / Form Edit' is displayed. The main content area has a title 'Change Password'. A blue callout box provides password guidelines: 'Your password must follow this guideline:' with bullet points: 'Has 8 Characters. Minimum: You need to choose a password that's long enough. You should generally go for passwords that are a minimum of 8 to 14 characters in length. A longer password would be even better.', 'Includes minimum of one Number', and 'Includes minimum of one Letter'. Below the guidelines, there are three input fields: 'Username' (with value 'pic.malindo@gmail.com'), 'Old Password' (placeholder 'Old Password'), and 'New Password' (placeholder 'New Password'). At the bottom of the form is a blue 'Save' button, which is highlighted with a red rectangular box.

1. Perlu diubah untuk log masuk kali pertama untuk pengguna baru.
2. Minimal gabungan 8 aksara *alphanumeric*.
3. Perlu menukarkan kata laluan sekurang-kurangnya setiap 180 hari.

5.0 Profil

Klik pada menu Profile [Label C] untuk maklumat profil.

The screenshot shows the DIASS dashboard. At the top right, there is a navigation bar with 'Dashboard', 'Permits', 'Drivers/Operators', 'Vehicles', 'Apply Permit', 'PIC Malindo', 'Change Password', 'Profile' (which is highlighted with a red box and labeled 'C'), and 'Logout'. Below this, the main content area has sections for 'Latest Permits' (listing 10 permits with columns for Booking ID, Permit Type, Status, Submitted, and Action), 'Welcome to DIASS' (with a message about the system being a full web-based system for Airside Permit application & issuance), 'Summary' (showing 4 permits expired soon and 2 pending for payment), and 'My Permits' (showing 10 active permits, 26 drivers, and 12 vehicles). A 'Profile' button is also visible in the summary section.

Maklumat mengenai *person-in-charge* boleh diubah di sini seperti nama, nombor telefon, alamat e-mel dan gambar Kemudian klik butang [Edit].

The screenshot shows the 'Profile Edit' page. At the top, there are tabs for 'Your Profile' (which is selected) and 'Company Detail'. Below this, there are form fields for 'Username' (pic.malindo@gmail.com), 'Full Name' (PIC Malindo), 'pic_handphone' (empty), 'Email' (pic.malindo@gmail.com), and 'Avatar' (Browse...). A legend at the top right indicates that a red star symbol means a required field. At the bottom right of the form area, there is a blue 'Edit' button with a white icon, which is highlighted with a red box.

6.0 Log Keluar

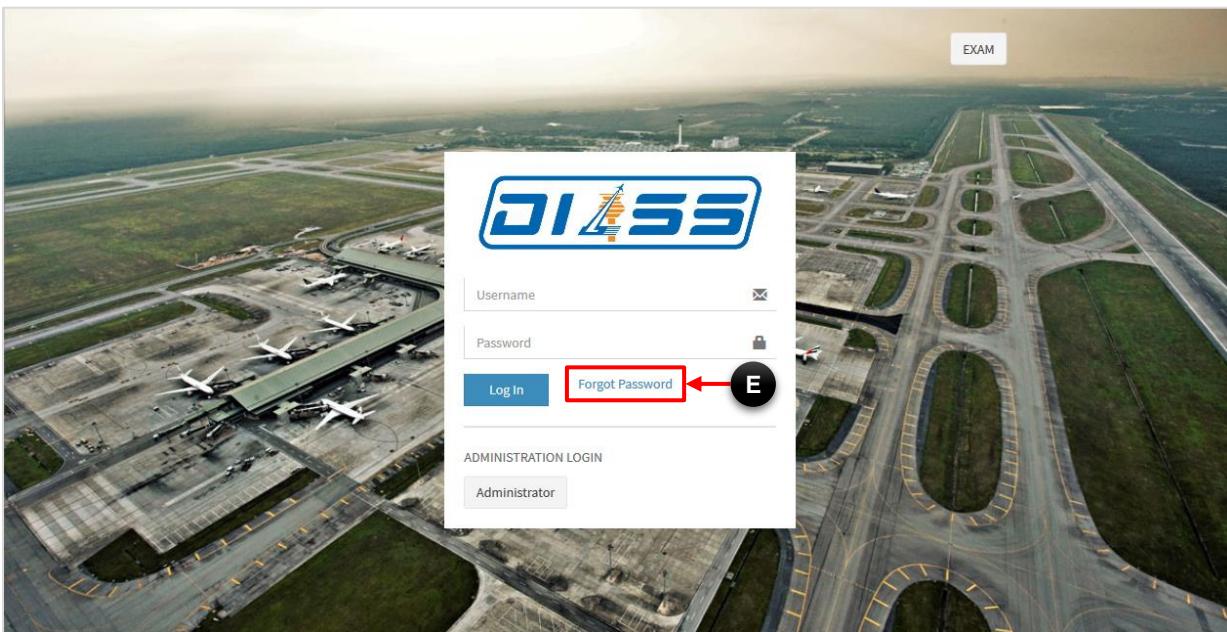
Klik pada menu *Logout* [Label D] untuk keluar sistem DIASS. Ini untuk menamatkan sesi log masuk semasa. Sistem akan kembali paparan log masuk.

The screenshot shows the DIASS dashboard interface. At the top right, there is a user profile section with options for 'Apply Permit', 'PIC Malindo', 'Change Password', 'Profile', and a red-outlined 'Logout' button. A large red arrow points from the text 'Logout' to this button, which is also circled in black. The main content area includes sections for 'Latest Permits' (listing 10 permits with columns for Booking ID, Permit Type, Status, Submitted, and Action), 'Welcome to DIASS' (a brief introduction and 'Learn More' link), 'Summary' (showing 4 permits 'Expired Soon' and 2 'Pending for Payment'), and 'My Permits' (showing 10 Active Permits, 0 Temporary Entry Permits, 26 Drivers, and 12 Vehicles). A blue button at the bottom left says '+ Apply Permit'.

7.0 Lupa Kata Laluan

Klik *Forgot Password* [Label E] di paparan log masuk.

*Untuk kakitangan MAHB, kata laluan tidak boleh ditukar melalui sistem DIASS. Kata laluan adalah sama dengan kata laluan log masuk PC.



Masukkan alamat e-mel dan klik butang *Request*.

A screenshot of a password recovery form. It features a logo at the top left, followed by a text input field labeled 'Enter your email' with a placeholder 'email'. Below the input field is a blue 'Request' button, which is highlighted with a red box and labeled with a large letter 'E'. At the bottom of the form is a 'Login Page' link.

E-mel akan dihantar untuk langkah-langkah seterusnya.