



**MALAYSIA AIRPORTS (SEPANG) SDN BHD**

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**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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## ISI KANDUNGAN

1.0 Pengenalan .....	1
1.1 Peranan Admin .....	1
1.2 Status Notis.....	1
2.0 Log Masuk.....	2
3.0 Paparan Utama ( <i>Dashboard</i> ) .....	3
3.1 Tetapan Akaun.....	3
3.1.1 Profile .....	3
3.1.2 Logout.....	3
3.2 Paparan Admin .....	4
4.0 Airside Service Charges .....	6
5.0 Collection Report.....	11
6.0 Penutup.....	13
Lampiran .....	14

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

- Licensing Admin
- Admin/Approver Licensing

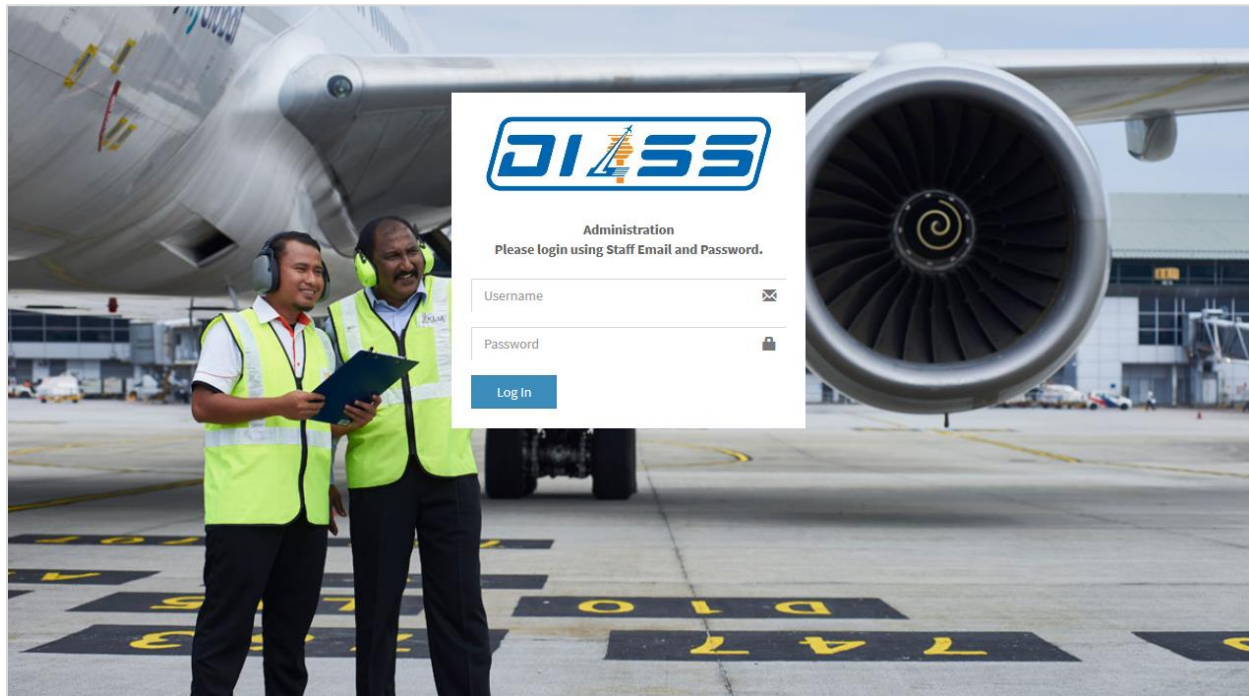
### 1.2 Status Notis

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

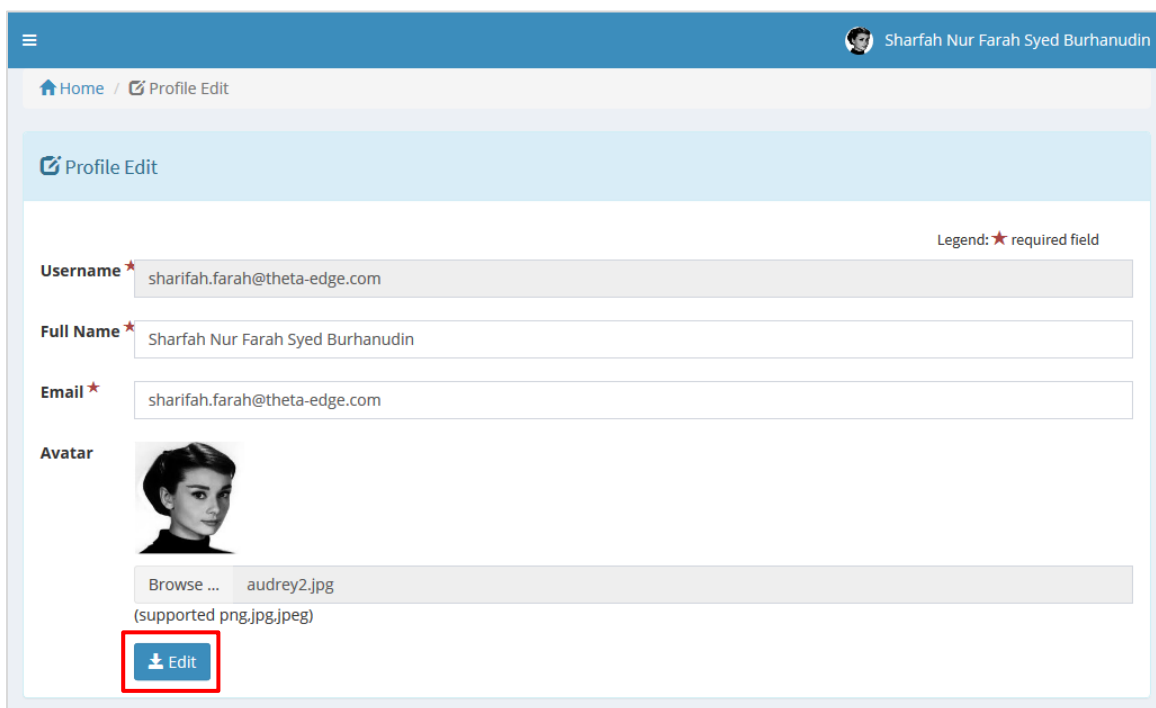
Setelah berjaya log masuk ke dalam DIASS, paparan utama akan dipaparkan.

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.

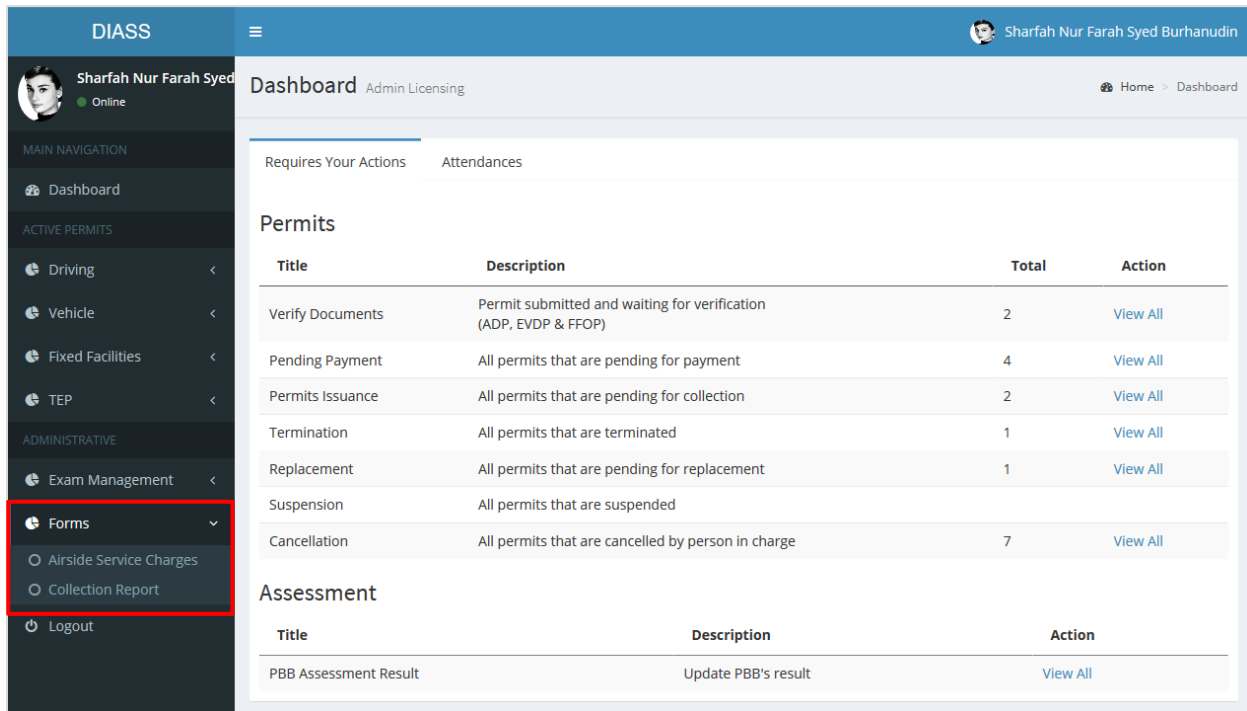


##### 3.1.2 Logout

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



**DIASS** Sharfah Nur Farah Syed Burhanudin

**Dashboard** Admin Licensing

Requires Your Actions Attendances

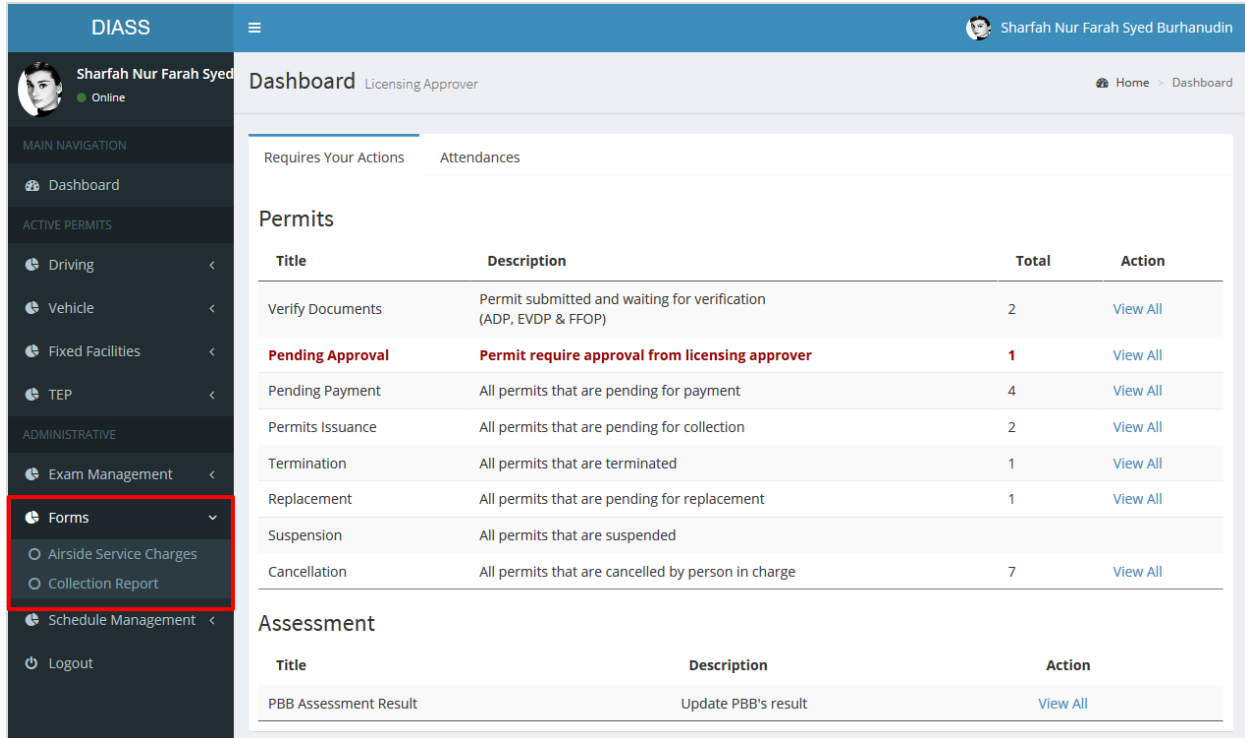
#### Permits

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>

#### Assessment

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

Gambarajah 1: Contoh paparan *Admin Licensing*



**DIASS** Sharfah Nur Farah Syed Burhanudin

**Dashboard** Licensing Approver

Requires Your Actions Attendances

### Permits

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>

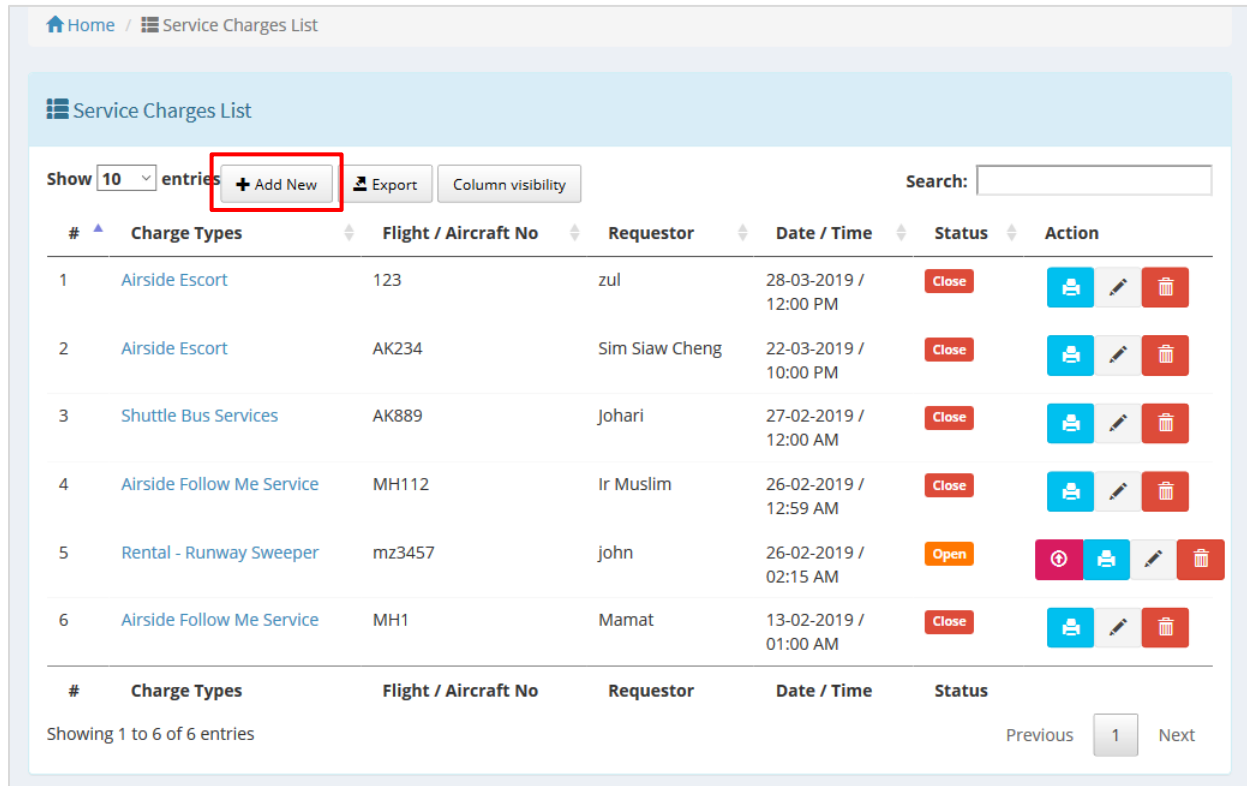
### Assessment

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

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.



Home / Service Charges List

Service Charges List

Show 10 entries **+ Add New** Export Column visibility Search:

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

# Charge Types Flight / Aircraft No Requestor Date / Time Status

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

**Detail of Charges**  
**Charge Types** ★  
Airside Follow Me Service  
Description : RM1000 per escort  
**Quantity** ★  
1  
**Flight / Aircraft / Vehicle Number** ★  
MH101  
**Reason** ★  
This is a test request  
**Notes**  
Note 01

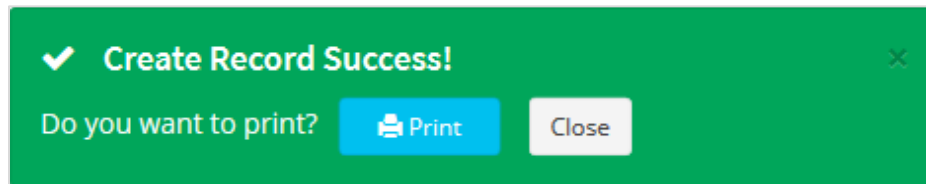
**Requestor**  
**Company Name** ★  
Malaysia Airlines  
**Name** ★  
Muhammad Hassan  
**Designation** ★  
Engineer  
**Date** ★  
17-04-2019  
**Time** ★  
09:10 AM  
**Phone No** ★  
01987524376  
**Email** ★  
mas101@gmail.com

**Payment Location** ★  
☒ KLIA  
☐ KLIA2  
**Payment Method** ★  
☒ Cash  
☐ Cheque  
☐ Credit Facilities  
☐ Free of Charges  
**Payment Date**  
17-04-2019  
**Payment Time**  
10:54 AM

Submit

◀ 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'.

Home / Service Charges List





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	Open	   
2	Airside Escort	123	zul	28-03-2019 / 12:00 PM	Close	  
3	Airside Escort	AK234	Sim Siaw Cheng	22-03-2019 / 10:00 PM	Close	  
4	Shuttle Bus Services	AK889	Johari	27-02-2019 / 12:00 AM	Close	  
5	Airside Follow Me Service	MH112	Ir Muslim	26-02-2019 / 12:59 AM	Close	  
6	Rental - Runway Sweeper	mz3457	john	26-02-2019 / 02:15 AM	Open	   
7	Airside Follow Me Service	MH1	Mamat	13-02-2019 / 01:00 AM	Close	  

# 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 ditandatangani hendaklah dimuatnaik.

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

Upload Document ×

**Document :**

Browse...

ffop.png

Please upload the signed document.

Close

Submit

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

Upload Document

Document :

Choose File

formula4.png

Please upload the signed document.

✓ Upload File Success!

Reloading, please wait..

Close

Submit

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

Home / Service Charges List

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	Close	  
2	Airside Escort	123	zul	28-03-2019 / 12:00 PM	Close	  
3	Airside Escort	AK234	Sim Siaw Cheng	22-03-2019 / 10:00 PM	Close	  
4	Shuttle Bus Services	AK889	Johari	27-02-2019 / 12:00 AM	Close	  
5	Airside Follow Me Service	MH112	Ir Muslim	26-02-2019 / 12:59 AM	Close	  
6	Rental - Runway Sweeper	mz3457	john	26-02-2019 / 02:15 AM	Open	   
7	Airside Follow Me Service	MH1	Mamat	13-02-2019 / 01:00 AM	Close	  

# Charge Types Flight / Aircraft No Requestor Date / Time Status

Showing 1 to 7 of 7 entries

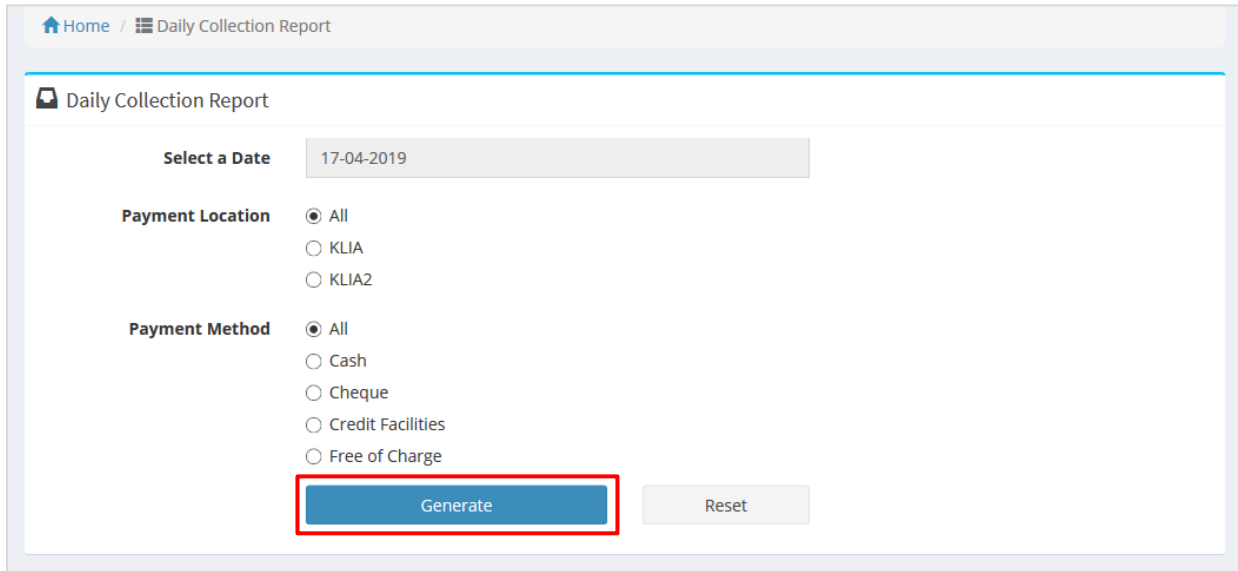
Previous

1

Next

## 5.0 Collection Report

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



The screenshot shows a web application interface for the 'Daily Collection Report'. At the top, there is a breadcrumb trail: 'Home / Daily Collection Report'. Below this, the title 'Daily Collection Report' is displayed. The form contains three main sections: 'Select a Date' with a date picker set to '17-04-2019'; 'Payment Location' with radio buttons for 'All' (selected), 'KLIA', and 'KLIA2'; and 'Payment Method' with radio buttons for 'All' (selected), 'Cash', 'Cheque', 'Credit Facilities', and 'Free of Charge'. At the bottom of the form, there are two buttons: 'Generate' (highlighted with a red rectangle) 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].

Home / Daily Collection Report

**Daily Collection Report**

Select a Date: 17-04-2019

Payment Location: All

Payment Method: All

Reset PDF EXCEL

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

Label A points to the table area.

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

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## 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	
<b>1. Details of Services</b>	
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
<b>2. Details of Person in Charge</b>	
Company Name	ABC
Name	DDD
Designation	qwerty
Phone No	23345346
Email	abc@gmail.com
<b>3. Acknowledgement</b>	
Requestor	Airside Service Department
Signature : _____	Signature : _____
Name : DDD	Name : _____
Designation : qwerty	Designation : _____
Company : ABC	
<b>4. Type of Charges</b>	
Airside Follow Me Service	- RM1000 per escort
Rental - Runway Sweeper	- RM125 per hour
Shuttle Bus Services	- RM400 per trip
Filing Charge - Airside	- RM700 per day



B. Contoh *Daily Collection Report* format PDF

MALAYSIA AIRPORTS (SELANG) 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