



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.

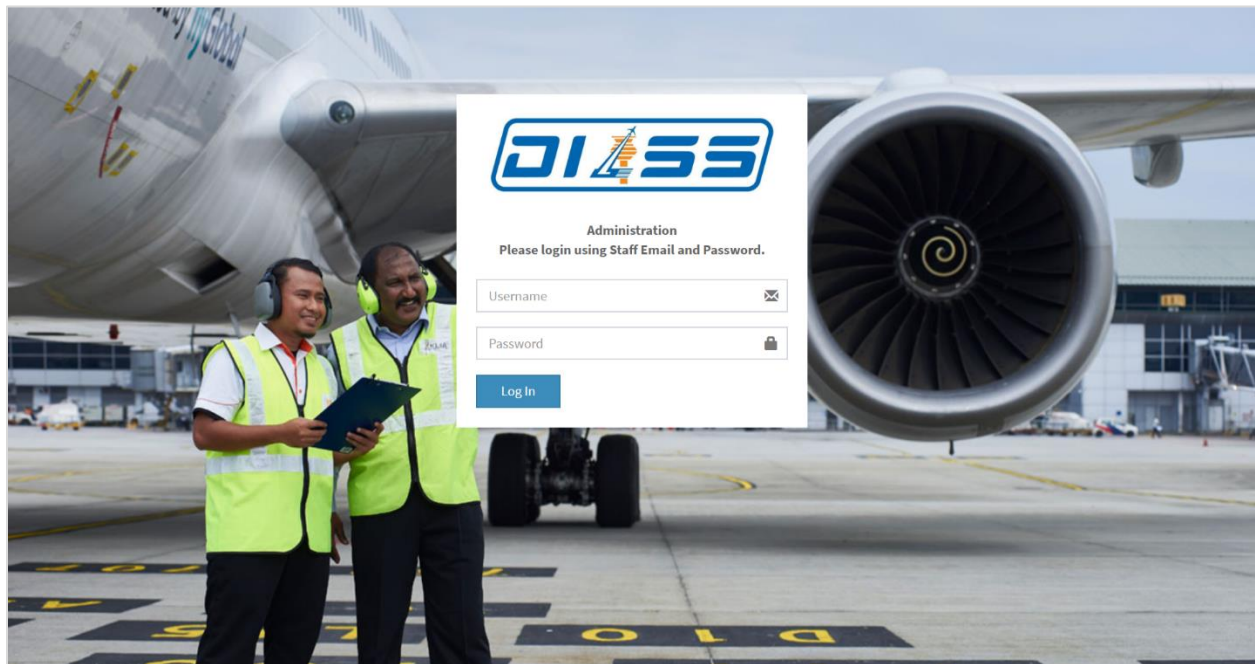
1.2 Status Notis

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*)

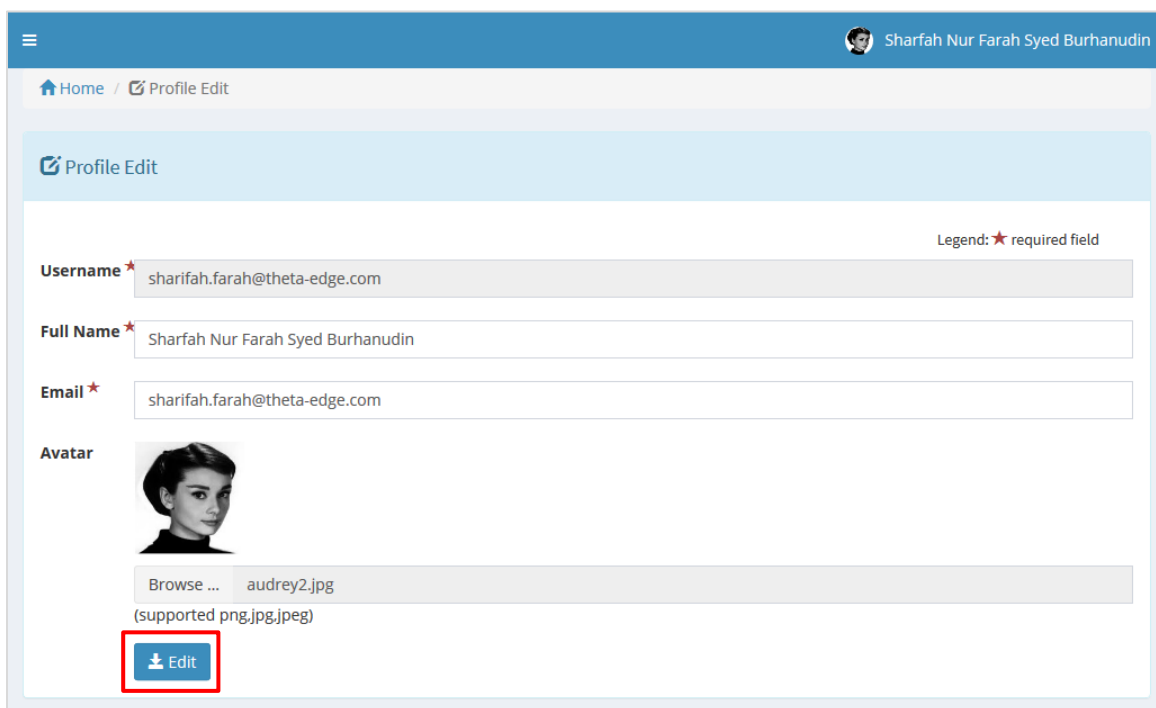
3.1 Tetapan Akaun

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.



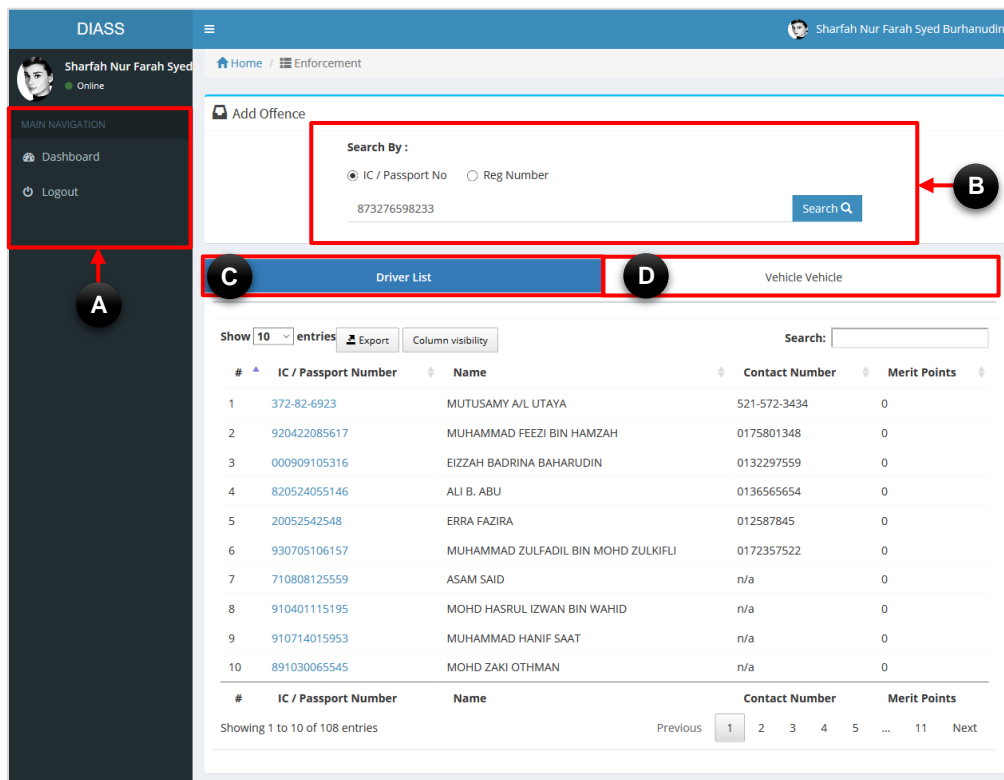
3.1.2 Logout

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

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

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



Driver Information

Name
HAIRO FAHMI BIN AHMAD

IC / Passport / Working Permit / Employment Pass
739482047283

Driving License Country
MALAYSIA

Driving License Class

Contact Number
0928364720

Email
abc123@net.com

Driving License Number

Driving License Expiry Date

0

Merit Points

History

Add Offence

Show entries

Search:

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

Showing 0 to 0 of 0 entries

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 entries Search:

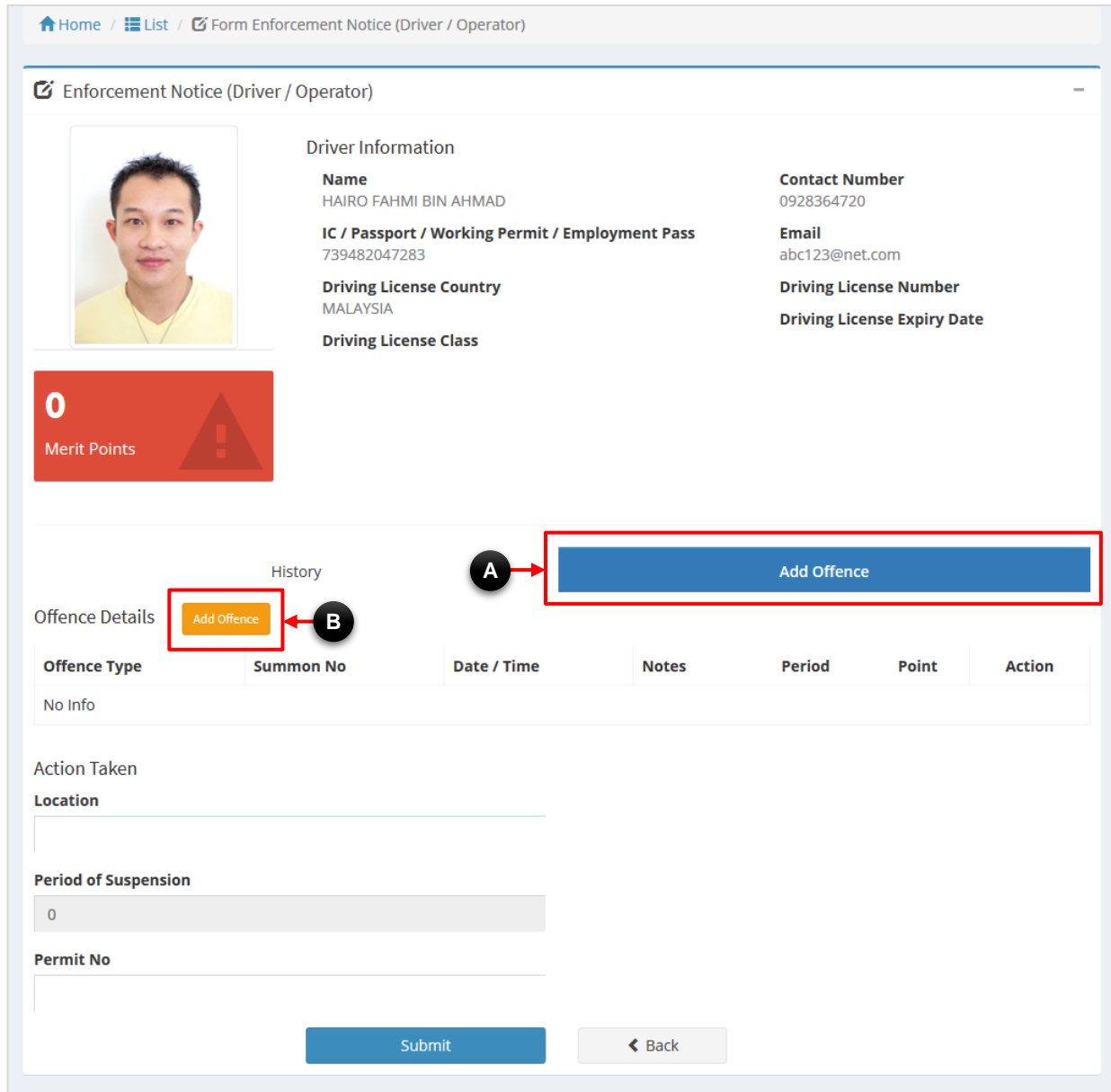
#	Date Submit	Submit By	AVP No	Remark	Status	Offence List
No data available in table						
#	Date Submit	Submit By	AVP No	Remark	Status	Offence List

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].



Home / List / Form Enforcement Notice (Driver / Operator)

Enforcement Notice (Driver / Operator)



Driver Information
Name
HAIRO FAHMI BIN AHMAD
IC / Passport / Working Permit / Employment Pass
739482047283
Driving License Country
MALAYSIA
Driving License Class

Contact Number
0928364720
Email
abc123@net.com
Driving License Number
Driving License Expiry Date

0
Merit Points

History

Add Offence (Label B)

Add Offence (Label A)

Offence Type	Summon No	Date / Time	Notes	Period	Point	Action
No Info						

Action Taken
Location

Period of Suspension

0

Permit No

Submit

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

Close

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)



Driver Information

Name
HAIRO FAHMI BIN AHMAD

IC / Passport / Working Permit / Employment Pass
739482047283

Driving License Country
MALAYSIA

Driving License Class


Contact Number
0928364720

Email
abc123@net.com

Driving License Number


Driving License Expiry Date

0
Merit Points



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	

Action Taken

Location
KLIA





Period of Suspension
14

Permit No
FF000018

Submit Back

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

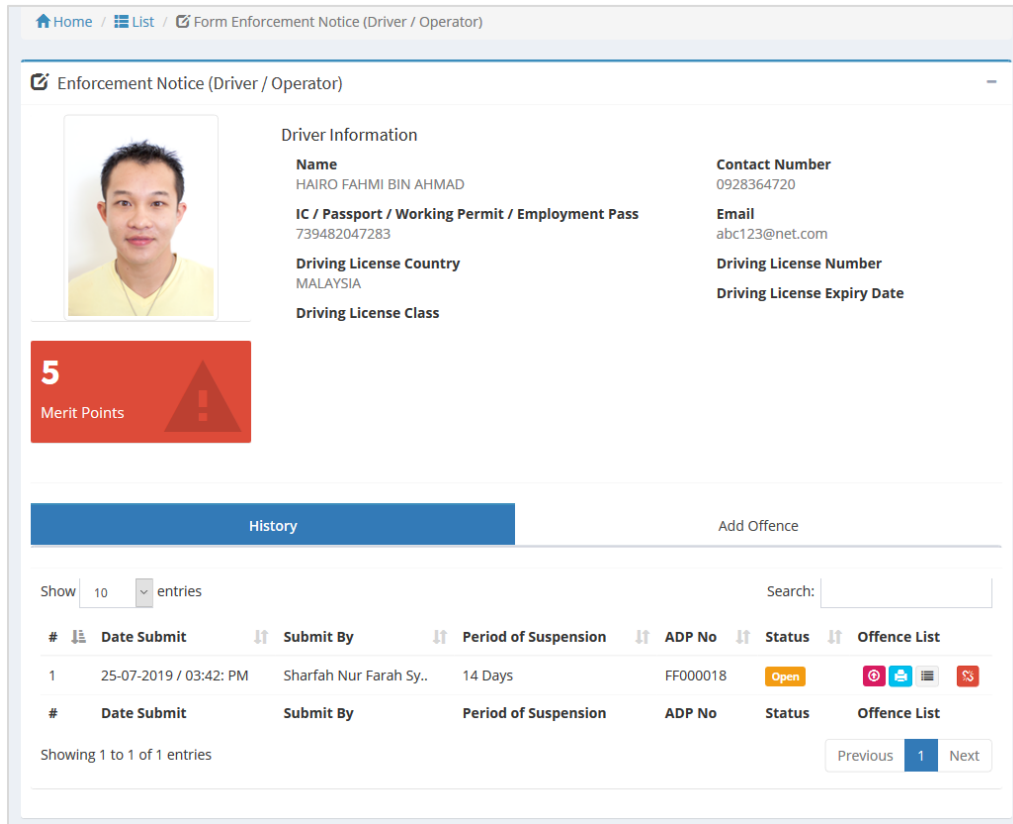
Notis kesalahan berjaya ditambah dan mata merit dikenakan kepada pemandu/kenderaan berkenaan.

History						Add Offence	
Show 10 entries						Search: <input type="text"/>	
#	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.



Home / List / Form Enforcement Notice (Driver / Operator)

Enforcement Notice (Driver / Operator)



Driver Information

Name
HAIRO FAHMI BIN AHMAD

IC / Passport / Working Permit / Employment Pass
739482047283

Driving License Country
MALAYSIA

Driving License Class


Contact Number
0928364720

Email
abc123@net.com

Driving License Number


Driving License Expiry Date

5
Merit Points



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	


Showing 1 to 1 of 1 entries

Previous 1 Next

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).

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 Expiry Date
Driving License Class

0
 Merit Points

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	Close	   

Showing 1 to 1 of 1 entries
 Previous 1 Next

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

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

NOTIFICATION OF VIOLATION

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 entries Search:

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

[Close](#)