



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.

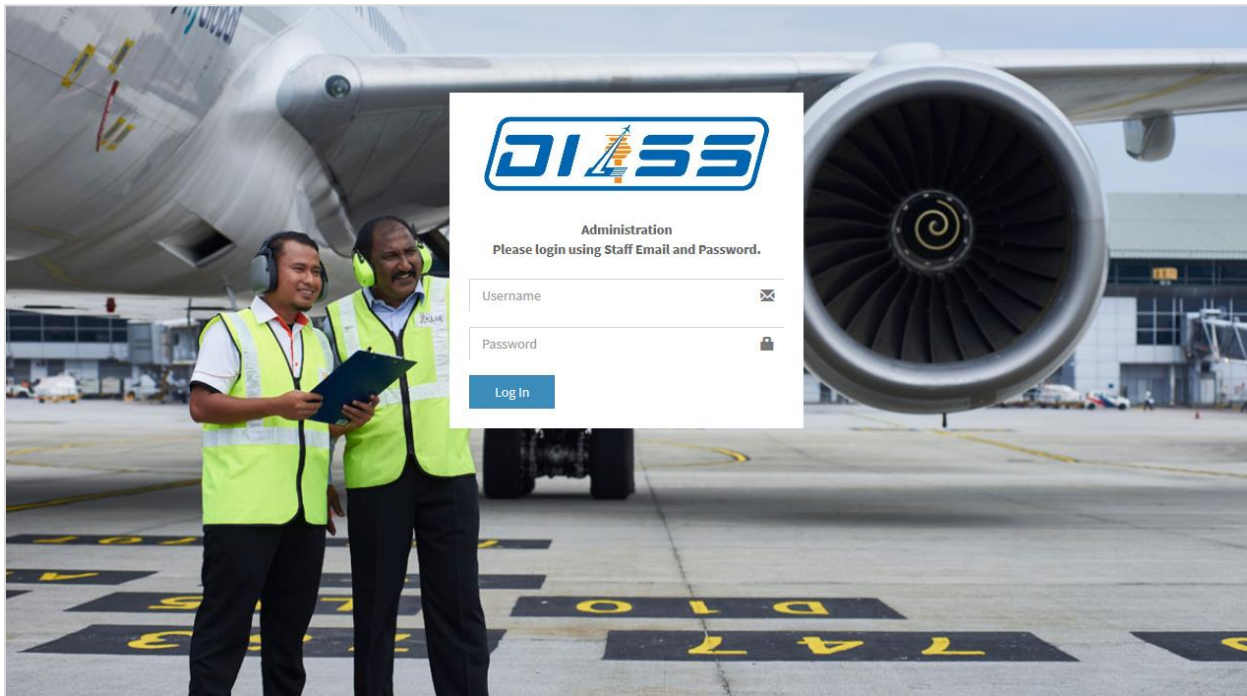
1.1 Peranan Admin

Semua proses dalam modul ini hanya boleh dikendalikan oleh admin Admin/Approver 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

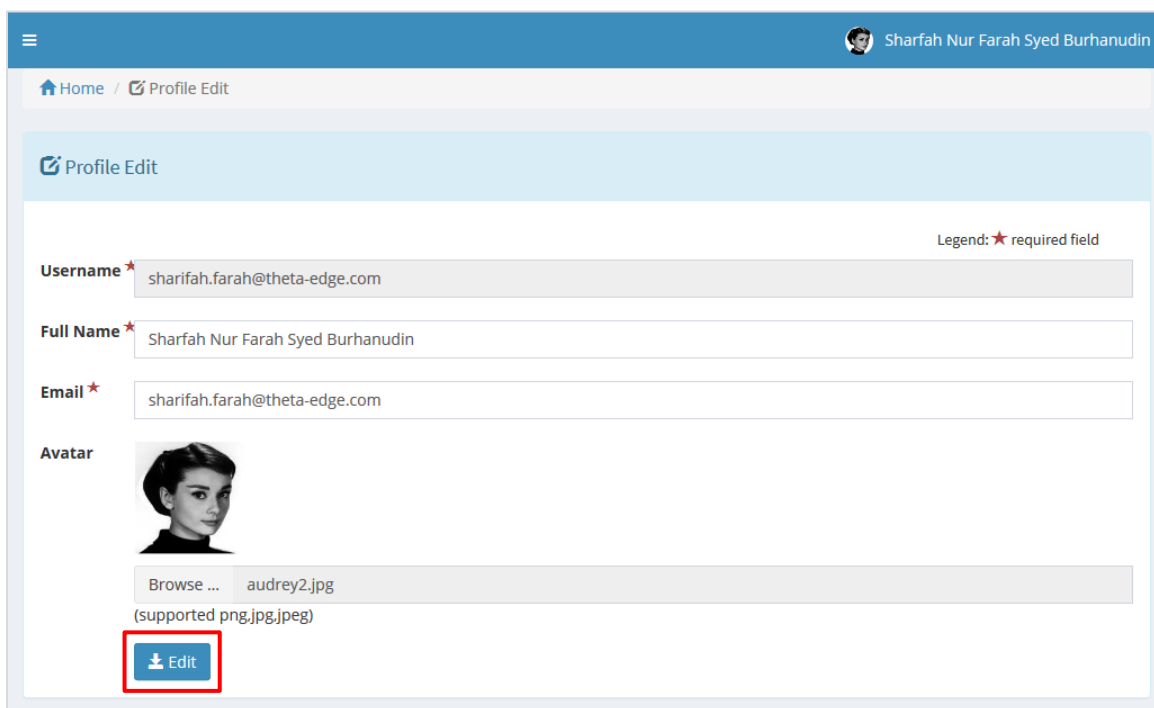
Setelah berjaya log masuk ke dalam DIASS, paparan utama akan dipaparkan.

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.

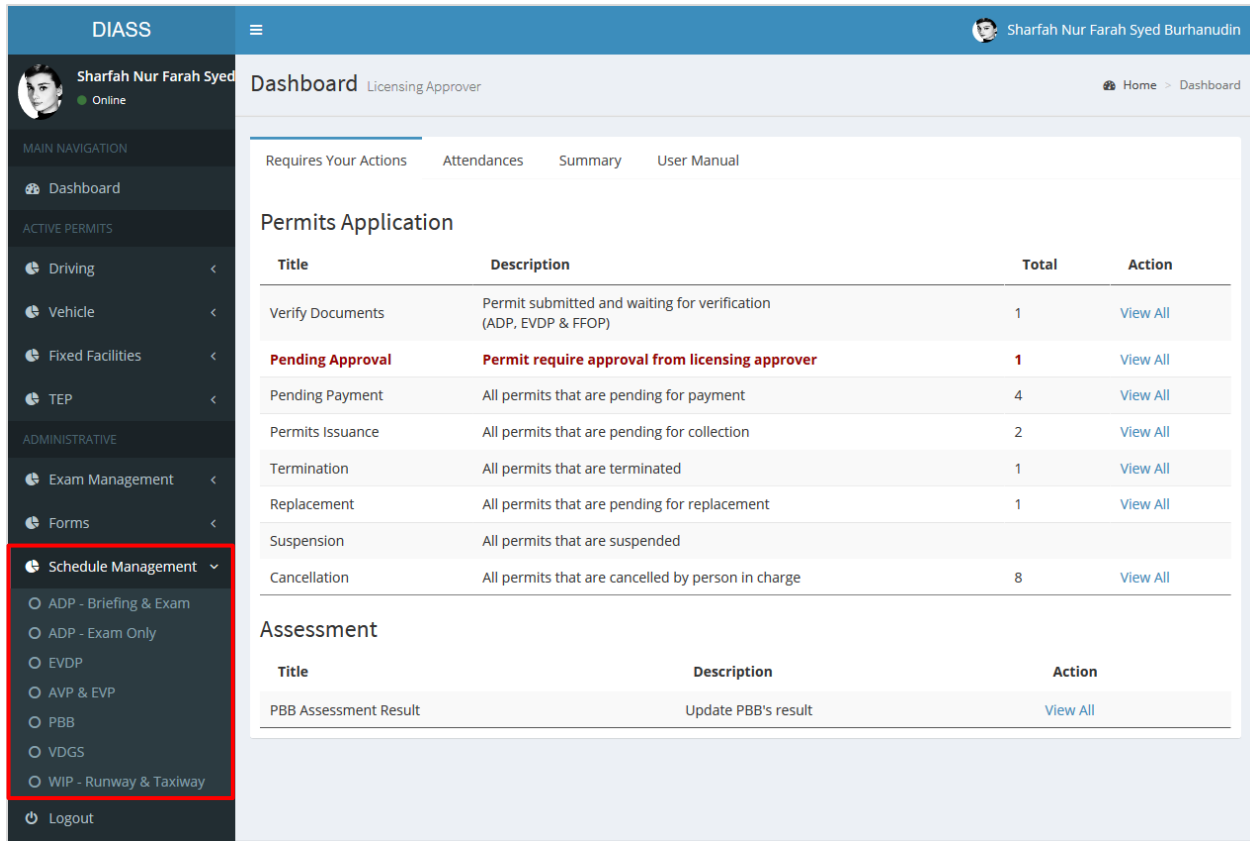


3.1.2 Logout

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 mengendalikan modul ini, hanya *Admin/Approver Licensing* dibenarkan. Submenu bagi semua jadual permit berada di dalam menu utama *Schedule Management*.



The screenshot displays the DIASS Admin Dashboard for a user named Sharfah Nur Farah Syed Burhanudin. The dashboard is titled 'Dashboard' and 'Licensing Approver'. The sidebar on the left contains the following navigation items:

- MAIN NAVIGATION
 - Dashboard
- ACTIVE PERMITS
 - Driving
 - Vehicle
 - Fixed Facilities
 - TEP
- ADMINISTRATIVE
 - Exam Management
 - Forms
 - Schedule Management** (highlighted with a red box)
 - ADP - Briefing & Exam
 - ADP - Exam Only
 - EVDP
 - AVP & EVP
 - PBB
 - VDGS
 - WIP - Runway & Taxiway
 - Logout

The main content area shows the 'Permits Application' section with a table of permits:

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 table is the 'Assessment' section with a table:

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

Gambarajah 1: Paparan utama *Admin/Approver Licensing*





















4.0 Pengurusan Jadual (*Schedule Management*)

Setelah klik submenu *ADP – Briefing & Exam*, semul jadual ADP dipaparkan seperti di bawah.

Home / ADP Briefing Schedule List

ADP Schedule

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

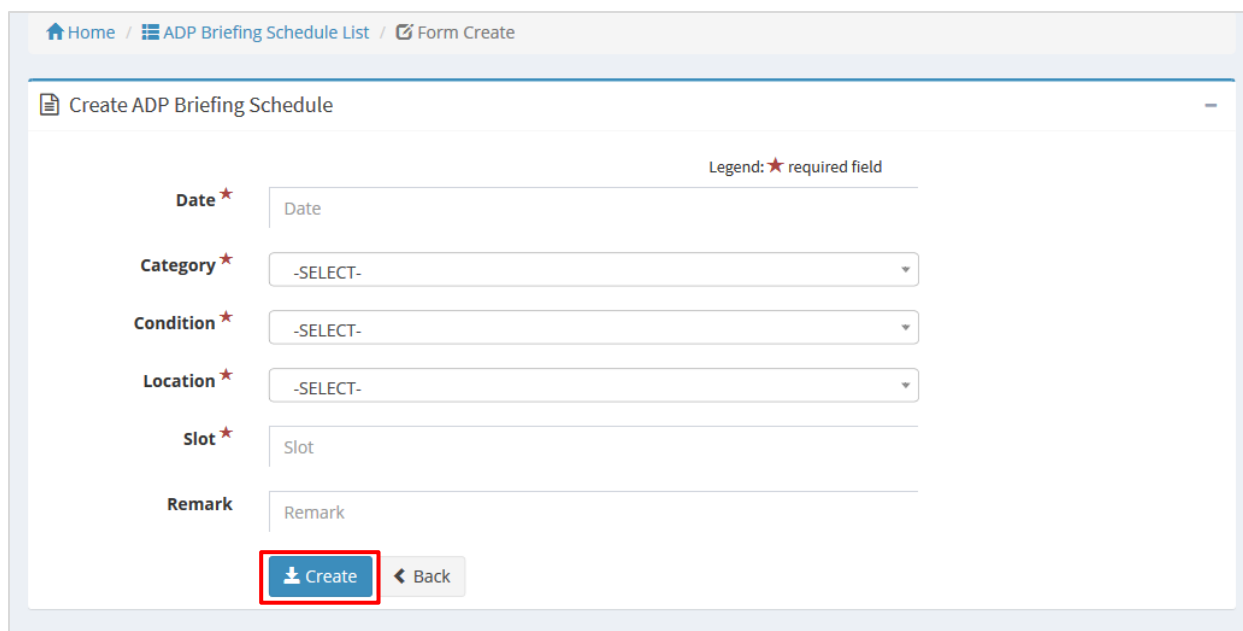
#	Date	Category	Condition	Location	Slot	Remark
1	2019-01-07	B1	Renewal	KLIA	30	 
2	2019-01-07	B2	Renewal	KLIA	30	 
3	2019-01-07	C	Renewal	KLIA	30	 
4	2019-01-08	A	New	KLIA	30	 
5	2019-01-08	A	Renewal	KLIA	30	 
6	2019-01-09	B1	New	KLIA	30	 
7	2019-01-09	B2	New	KLIA	30	 
8	2019-01-09	C	New	KLIA	30	 
9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

Showing 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.



Home / ADP Briefing Schedule List / Form Create

Create ADP Briefing Schedule

Legend: ★ required field

Date ★

Category ★

Condition ★

Location ★



Slot ★

Remark

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

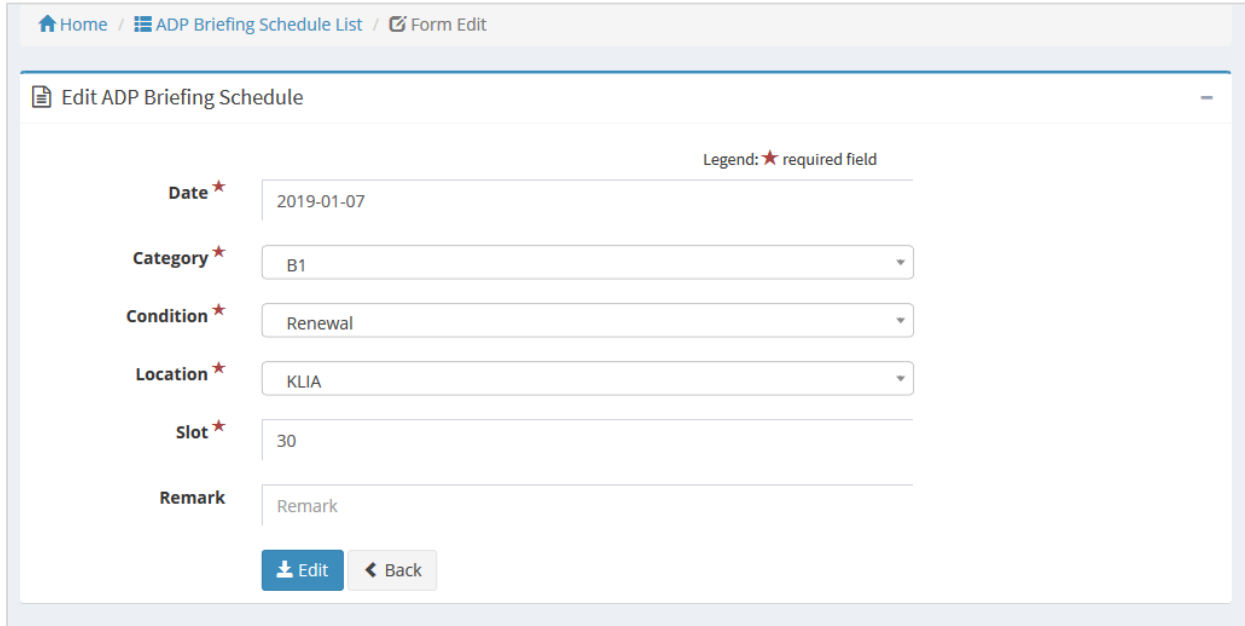
Jadual 1: Simbol dan keterangan

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

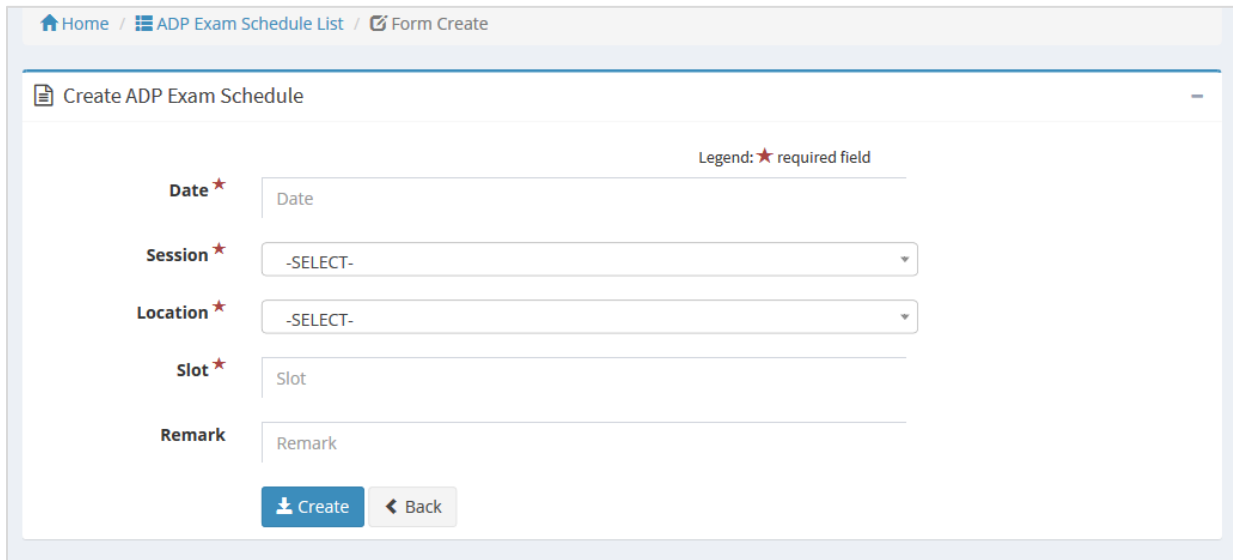
Location ★ KLIA

Slot ★ 30

Remark Remark

Edit Back

B. Contoh borang untuk permit-pernit 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 ★

Session ★

Location ★

Slot ★

Remark

Gambarajah 2: Borang EVDP

Home / AVP & EVP Inspection Schedule List / Form Create

Create AVP & EVP Inspection Schedule

Legend: ★ required field

Date ★

Slot ★

Remark

Gambarajah 3: Borang AVP & EVP

Home / PBB Briefing Schedule List / Form Create

Create PBB Briefing Schedule

Legend: ★ required field

Date ★

Session ★

Location ★

Slot ★

Remark

Gambarajah 4: Borang PBB

Home / VDGS Briefing Schedule List / Form Create

Create VDGS Briefing Schedule

Legend: ★ required field

Date ★

Session ★

Location ★

Slot ★

Remark

Gambarajah 5: Borang VGDS