User Acceptance Testing

For

MISC Portal Development & Deployment

*(Admin)*

**Prepared by**

EVOPOINT SDN. BHD.

For

**Malaysia International Shipping Corporation Berhad (MISC)**

**Re: COMPLETION OF MIC DEVELOPMENT**

As of today, **Evopoint Sdn. Bhd.** has completed the necessary work on MISC Development Project**.** The following tasks are completed as listed below:

| **#** | **OBJECTIVE OF TEST** | **DESCRIPTION OF TEST** | **EXPECTED RESULTS** | **PASS** | **FAIL** | **REMARKS** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | To Access MISC Portal | 1. Launch Microsoft Edges or Google Chrome and navigate to <https://miscbhd.sharepoint.com/sites/miscgroup> . 2. Log in using the existing MISC log in credential. | The MISC Portal landing page is appear. |  |  |  |
| 2 | Landing Page> **Top Navigation Bar** | Access to Intranet   1. From MISC landing page, hover the mouse cursor to on top navigation. Then click on the **Edit** tab. | Able to view the popup of the submenu section. |  |  |  |
| Edit Navigation   1. On the **Edit** tab, click. 2. Once clicked, it will be able to view the list of navigation bar. 3. Then, click on the three dots option  to make changes. | Able to view a list of all navigation bar at the left side of the page. |  |  |  |
| Three dots options > Choose an option   1. Click on the three dots  on **any navigation** that want to edit. 2. Click on the choose an option dropdown menu and choose link as the option.   Click **Save** button. | Able to view the list of address, display name and audiences to target box to fill up. |  |  |  |
| Three dots options > Edit Address   1. Click on the three dots  on **any navigation** that want to edit. 2. Filled in the updated address link. 3. Click **Save** button. | Able to view and able to edit the address link of navigation. |  |  |  |
| Three dots options > Edit Display Name  1. Click on the three dots on **any navigation** that want to edit.  2. Filled in to change the display name.  3. Click **Save** button. | Able to edit the display name of navigation bar. |  |  |  |
| Three dots options > Change Position of Sub link  1. Click on the three dots on **any navigation** that want to edit.  2. Choose the move up or move down button to change the position of the sub link.  3. Click **Save** button. | Able to change the position of Sub link |  |  |  |
| Three dots option > Edit Sub link.   1. Click on the three dots  on **any navigation** that want to edit. 2. Hover on to any sub link. 3. Fill in the updated address and display name to change. 4. Click **Save** button. | Able to edit address link and display name. |  |  |  |
| Remove the navigation.   1. Click on the three dots options  on **any desired navigation to remove.** 2. Once clicked, it will be able to view options. 3. Click **Remove** then click **Save button.** | Able to remove the navigation. |  |  |  |
| Add Menu to Navigation   1. On the **Edit** tab, hover the navigation menu section. 2. Click on the  icon to add navigation. 3. Fill in the required details and click **OK** button. | Able to add menu navigation. |  |  |  |
| 3. | Landing Page >**Workplace** | Add New Workplace  1. Hover at the Workplace.  2. Click see more in Workplace button  3.Click on the see more button to log in into the website. | -Able to enter the workplaces website |  |  |  |
| 4. | Landing Page>**WorkPlaceFeed** | Change Workplace Link  1.Click on the  **edit** button.  2.Click the W**orkplace group link** and fill the link of the workplace. | Able to change the workplace link feed. |  |  |  |
| 5. | Landing page > **Quick Link** | Update Quick Link  1. Click on the selected quick access.  2.Click **edit icon** of selected quick access. Property panes appear at the right side.  3.Click on the quick link icon that you want to be edited.  4.Then click on the edit icon  to edit that specific link.  5.Click the button of the **change** link and click the button **From a link** subtitle.  . | Able to edit quick link. |  |  |  |
| Update Title  1. Click on the selected quick access.  2.Click on the quick link icon that you want to edit.  3.Then click on the edit icon  to edit that specific link.  4.The property pane appears right away.  5.Type at the **Title** to change the title.  . | Able to edit quick link title. |  |  |  |
| Update The Thumbnail  1. Click on the selected quick access.  2.Click **edit icon** of selected quick access. Property panes appear on the right side.  3. Choose option for thumbnail of quick access to edit if want to change.  4.Click on the **Change Button** and choose the icon u want. | -Able to update the thumbnail |  |  |  |
| 6. | Landing page >**Hero** **Banner** | Update Hero Layout  1. Click at the hero edit button  2.Click on the layout options and choose tiles.  3.Choose the desired layout tiles. | Able to change the layout of the tiles. |  |  | 1 |
| Update The Hero Link Displayed  1. Click at the hero edit button  2.Click the change icon button to change the link of the document page that want to be displayed.  2.Click **edit icon**  of selected quick access. Property panes appear at the right side.  3. Choose option for thumbnail of quick access to edit if want to change.  4.Click on the **Change Button** and choose the icon u want. | Able to change the layout of the tiles. |  |  |  |
| Update The Title of Hero  1.Click at the hero edit button  2.Edit the **Title** in the title box. | Able to change the title of the hero image |  |  |  |
| Change The Background Image of Hero  1.Click at the hero edit button  2.Click on the background image  3.Click the **change** button and choose the image and click insert button. | Able to change the background image of the hero banner |  |  |  |
| 7. | Landing Page>**WorkPlaceFeed** | Change The Workplace Link  1.Click on the  **edit** button.  2.Click the **workplace group link** and fill the link of the workplace. | Able to change the workplace link feed |  |  |  |
| 8 | Landing Page>**Top Stories** | Change The Title Name  1.Click on the  **edit** button.  2.Change the **title** and the **link name** of the top stories and also the link of the webstie need to be displayed. | Able to change the title need to be displayed |  |  |  |
| Change The News Source  1.Click on the  **edit** button.  2.Click at the **new source** descryption.  2.Select the new source from by clicking on list button. | Able to change the news source |  |  |  |
| Change The Layout Of The News  1.Click on the **edit button** .  2.Click the **layout description** and click and unclick the title and commmand and show the  There will a property pane at the side of the page  2.Click on the layout list on the side bar.  3.Choose the number of news post to show | Able to change the layout of the top stories |  |  |  |
| Change The Filter Of The News  1.Click the **edit button**.  2.There will be the property pane at the side page.  3.Clcik the new so | Able to change the filter of the top stories |  |  |  |
| Change News Order  1. Click on the edit button.  2. Property pane with **News** title emerged at the side page.  3.Click button to change the announcements order and to remove the unwanted announcement. | Able to change the announcement order and remove the annoucnement |  |  |  |
| 9 | Landing Page > **Highlighted Content** | Update Highlighted Content  1.Click on the edit button.  2.There willl be a property pane on the right side of the page.  3.Click on the **content** and choose the source, document library and document type from the drop-down menu. | -Able to update the highlighted content |  |  |  |
| Update The Filter and Sort of News  1.Click on the edit button.  2.Property pane emerged at the side page.  3.Click on the **Filter and Sort** subtitle and make sure the | -Able to update filter and sort of news |  |  |  |
| 10 | Landing Page>  **Calendar** | Change The Content of The Events  1.Click on the edit button.  2.A property pane emerged at the side page.  3.Click at the **Content** and choose the type of **source, events list, category and date range** from the drop-down menu. | -Able to change the content of the events |  |  |  |
| Change Layout of The Event  1.Click on the edit button.  2.Property pane emerged at the side page.  3.Click the **layout** and choose the layout of the page.  4.Click the **up and down button** to increase or decrease the number of event display at the calendar. | -Change the layout of the event |  |  |  |
| 11. | Landing Page>**Circular/Announcements** | Update Group Name Title  1.Click on the edit button.  2.Property pane with **Title With Link** title emerged at the side page.  3.At the **group name,** change the **Title.** | -Able to change the previous title of the announcements |  |  |  |
| Change The Link of News  1.Click on the edit button.  2.Property pane with **Title With Link** title emerged at the side page.  3.Update the link by change the previous link. | -Able to update the link of news |  |  |  |
| Change The Source Of News  1.Click on the edit button.  2. Property pane with **News** title emerged at the side page.  3.Click on the button to choose the source the announcement come from . | -Able to change the source of the news |  |  |  |
| Change The Layout Of Announcements  1. Click on the edit button.  2. Property pane with **News** title emerged at the side page.  3.Click the **layout** and choose the layout of the news.  4.Click and unclick the other features button like the | -Able to change the layout of the announcements |  |  |  |
| Change The Filter Of Announcements  1. Click on the edit button.  2. Property pane with **News** title emerged at the side page.  3.Click the **Filter** and choose the layout of the news.  4.Click on the drop-down menu to change the **filter** and **property name.** | -Able to change the type of filter and change the property name of the announcement. |  |  |  |
| Change News Order  1. Click on the edit button.  2. Property pane with **News** title emerged on the side page.  3.Click button to change the announcements order and to remove the unwanted announcement. | Able to change the announcement order and remove the annoucnement |  |  |  |
| 12. | Landing Page > **FilePicker** | Change Properties  1. Click on the edit button.  2.Edit the header name.  3.Edit the description.  4.Provide the Link with the URL Link. | -Able to edit the properties |  |  |  |
| 13. | Landing Page>**Questionnaires** | Update The Questionnaire  1. Click on the edit button.  2. Property pane emerged at the right side.  3.At the setting properties, click the drop-down menu to choose the option list for each properties. | -Able to edit the properties section |  |  |  |
| Update the Question  1.Click the setting button  and go to site contents.  2.Click the **document** folder and click the  button to edit the question properties.  3.Click **save button** to save the changes | -Able to update the question |  |  |  |
| 14. | Landing Page > **Contactus** | Update Link of Submit Button  1. Click the  button.  2.Fill in the label and link,  3.Click **Republish** button to save the changes. | -Able to update the lable of submit button.  -Able to update the link of submit button. |  |  |  |
| 15. | Landing Page > **Footer** | Update Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click the **Edit HTML Code** and update the footer by changing the html code.  3.Click  button to save the code.  4.Click the **Republish Button** to save the changes. | -Able to edit the footer. |  |  |  |
| 16. | Landing Page > **Navigation Bar** | Navigate to the About MISC Group  1. Hover at the **ABOUT** at the navigation bar.  2.Click on the  button and click on the sub menu **MISC Group.** | -Able to navigate into MISC Group page. |  |  |  |
| Navigate to How We Create Value  1. Hover at the **ABOUT** at the navigation bar.  2.Click on the  button and click on **How We Create Value** page. | Able to navigate into How We Create Value page. |  |  |  |
| Navigate to Shifting Gear Accelerating To 2023  1. Hover at the **ABOUT** at the navigation bar.  2.Click on the  button and click on **Shifting Gear Accelerating To 2023** page. | Able to navigate into Shifting Gear Accelerating To 2023 page. |  |  |  |
| Navigate to LinkedIn  1. Hover at the **COMMUNICATE & ENGAGE** at the navigation bar.  2.Click on the  button and click on **LinkedIn.** | Able to navigate to LinkedIn. |  |  |  |
| Navigate to Workplace  1. Hover at the **COMMUNICATE & ENGAGE** at the navigation bar.  2.Click on the  button and click on **Workplace.** | Able to navigate to Workplace. |  |  |  |
| Navigate to Resources  1. Hover at the **RESOURCES** at the navigation bar.  2.Click on the  button and click on **Resources** page. | Able to navigate into resources page. |  |  |  |
| Navigate to Report and Publications  1. Hover at the **RESOURCES** at the navigation bar.  2.Click on the  button and click on **Report and Publication** page. | Able to navigate into Report and Publication page. |  |  |  |
| Navigate to Presentation and Form Templates  1. Hover at the **RESOURCES** at the navigation bar.  2.Click on the  button and click on **Presentation and Form Templates** page. | Able to navigate into Presentation and Form Templates page. |  |  |  |
| Navigate to Policies and Guidelines  1. Hover at the **RESOURCES** at the navigation bar.  2.Click on the  button and click on **Policies and Guidelines** page. | Able to navigate into Policies and Guidelines page. |  |  |  |
| Navigate to User Manual  1. Hover to the **RESOURCES** at the navigation bar.  2.Click on the  button and click on **User Manuals** page. | Able to navigate to User Manuals page. |  |  |  |
| Navigate to Help  1. Hover at the **HELP** at the navigation bar.  2.Click on the  button and click on helppage. | Able to navigate into Help page. |  |  |  |
| 17. | About > **Title Area** | Change Title Of The Subsite  1.Click on the edit button.  2.Property pane emerged at the side page and click  icon to choose the layout and change the alignment.  3.Fill in the empty box at the text above title  4.Click the toggle button to show publishb date and show gradient background. | Able to change the title of subsite |  |  |  |
| 18. | About > **Hero Banner** | Change Hero Layout  1. Click **Edit button.** Property pane will appear.  2.Click the icon to choose the type of layout. | Able to change the hero layout |  |  |  |
| 19. | About > **Text** | Update The Text  1. Click on the text section.  2.Click on the sentence to change the sentence | Able to update the sentence of the text |  |  |  |
| 20. | About > **Quick Link** | Update Quick Link  1. Click at the selected quick access.  2.Click **edit icon** of selected quick access. Property panes appear at the right side.  3.Click on the quick link icon that want to be edited.  4.Then click on the edit icon  to edit that specific link.  5.Click the button of the **change** link and click the button  **from a link** subtitle  . | Able to edit quick link. |  |  |  |
| Update Quick Link Title  1. Click at the selected quick access.  2.Click **edit icon** of selected quick access. Property panes appear at the right side.  3.Click on the quick link icon that want to be edited.  4.Then click on the edit icon  to edit that specific link.  5.Type the desired title that want to be displayed at the front of the quick link. | Able to edit quick link. |  |  |  |
| 21. | About > **Back Home Button** | Change The Navigation Of The Button  1. Click **edit icon** of selected quick access. Property panes appear at the right side.  - | -Able to create new page.  -Able to edit or update title area info of new page. |  |  |  |
| 22. | About > **Document Guidelines** | Change The Descryption Field  1.Click **edit icon** of selected quick access. Property panes appear at the right side.  2.Fill in the descryption at the **Descryption Field.**  3.Click **Republish**  to save changes. | -Able to edit the descryption filed name. |  |  |  |
| Add Quick Links  1.Click **edit icon** of selected quick access. Property panes appear at the right side.  2. Click this button to add the new links. | -Able to add the new links. |  |  |  |
| Edit Details of Header  1. Click **Edit icon** . Properties pane will appear on the right side.  2. Admin may update data, custom layout displayed, alignment and text at the properties pane. | -Able to edit details of header. |  |  |  |
| Add New Section and New Templates  1. Click on **X icon**  on the left side of the page. Pane will appear right away.  2. Choose desired section.  3. Click **Templates** and choose selected templates.  4. Click **Browse Images** to upload.  5. Add a caption and put the description on the right-side textbox. | -Able to add new section and choose template. |  |  |  |
| 23. | HowWe Create Value > **Title Area** | Edit the title area  1.Clic the edit icon.  2.Click on layout of the title area.  3.Click  **icon**  to choose the layout and laignment of the title area.  4.Click **toggle button** to show backgorunf gradient. | -Able to edit the layout  -Able t adjust the alignment of the layout.  -Able to show background gradient |  |  |  |
| 24. | HowWe Create Value > **Text Area** | IMage | -Able to update text of section.  -Able to edit the title |  |  |  |
| 25. | HowWe Create Value > **How We Move The Energy** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| Edit the Button Label and Url  1.Click on the edit icon .  2.Property pane emerged at the side of the page.  3.Click on **label** box and fill the name .  4.Click the **link**  text box and fill the URL.  5.Click republish to save changes. | -able to change button label  -able to change the button link |  |  |  |
| 26. | HowWe Create Value > **Hero Banner** | i | -Able to change the layout of the tiles. |  |  |  |
| Update The Hero Link Displayed  1. Click at the hero edit button  2.Click the change icon button to change the link of the document page that want to be displayed.  2.Click **edit icon**  of selected quick access. Property panes appear at the right side.  3. Choose option for thumbnail of quick access to edit if want to change.  4.Click on the **Change Button** and choose the icon u want. | -Able to update hero link |  |  |  |
| Update The Title of The Hero Image  1.Click at the hero edit button  2.Edit the **Title** in the title box. | -Able to change the title of the hero image |  |  |  |
| Change The Background Image of Hero  1.Click at the hero edit button  2.Click on the background image  3.Click the **change** button and choose the image and click insert button. | Able to change the background image of the hero banner |  |  |  |
| 27. | HowWe Create Value > **Back To Homepage Button** | Edit the Button Label and Url  1.Click on the edit icon .  2.Property pane emerged at the side of the page.  3.Click on **label** box and fill the name .  4.Click the **link**  text box and fill the URL.  5.Click republish to save changes. | -able to change button label  -able to change the button link URL |  |  |  |
| 28. | How we create the value > **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |
| 29. | Shifting Gear Accelerating to 2030 > **Business Model Transformation** | Update Sentence in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section. |  |  |  |
| 30. | Shifting Gear Accelerating to 2030> **Priorities For MISC 2030 Title** | Edit the title area  1.Clic the edit icon.  2.Click on layout of the title area.  3.Click  **icon**  to choose the layout and laignment of the title area.  4.Click **toggle button** to show backgorunf gradient. | -Able to edit the layout  -Able to adjust the alignment of the layout.  -Able to show background gradient |  |  |  |
| 31. | Shifting Gear Accelerating to 2030> **Targets** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 32. | Shifting Gear Accelerating to 2030> **Priorities** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 33. | Shifting Gear Accelerating to 2030> **Employees** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 34. | Shifting Gear Accelerating to 2030> **Business Model Transformation** | Update Sentence in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update sentence descryption  -Able to edit the title |  |  |  |
|  |  | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 35. | Shifting Gear Accelerating to 2030> **Strategic Client Positioning** | Update Sentence in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
|  |  | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 36. | Shifting Gear Accelerating to 2030 > **Organisational Culture & Behaviour** | Update Sentence in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
| 37. | Shifting Gear Accelerating to 2030 > **Back To Home Button** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 38. | Shifting Gear Accelerating to 2030 > **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |
| 39. | Priorities>**Business Model Transformation** | Update Sentence in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
| 40. | Priorities > **Priorities For MISC 2030 Title** | Edit the title area  1.Clic the edit icon.  2.Click on layout of the title area.  3.Click  **icon**  to choose the layout and laignment of the title area.  4.Click **toggle button** to show backgorunf gradient. | -Able to edit the layout  -Able t adjust the alignment of the layout.  -Able to show background gradient |  |  |  |
| 41. | Priorities > **Targets** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 42. | Priorities > **Priorities** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 43. | Priorities > **Employees** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 44. | Priorities > **Business Model Transformation** | Update Sentence in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
|  |  | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 45. | Priorities > **Strategic Client Positioning** | Update Sentence in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
|  |  | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 46. | Priorities > **Organisational Culture & Behaviour** | Update Sentence in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
| 47. | Priorities > **Back To t Button** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 48. | Priorities > **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |
| 49. | Target > **MSC 2030 Targets** | Update Title in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
| Update Sentence in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
| 50. | Target > **Image Section** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 51. | Target > **Targets** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 52. | Target > **Priorities** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 53. | Target > **Employees** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 54. | Target > **Back To Homepage Button** | Edit the Button Label and Url  1.Click on the edit icon .  2.Property pane emerged at the side of the page.  3.Click on **label** box and fill the name .  4.Click the **link**  text box and fill the URL.  5.Click republish to save changes. | -able to change button label  -able to change the button link |  |  |  |
| 55. | Target> **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |
| 56. | Priotrities> **MSC 2030 Targets** | Update Title in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
| Update Sentence in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
| Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 57. | Priorities > **Back To Homepage Button** | Edit the Button Label and Url  1.Click on the edit icon .  2.Property pane emerged at the side of the page.  3.Click on **label** box and fill the name .  4.Click the **link**  text box and fill the URL.  5.Click republish to save changes. | -able to change button label  -able to change the button link |  |  |  |
| 58. | Priorities > **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |
| 59. | Employee > **Employees** | Update Title in Text Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
| Update Sentence in Text Section  1. Click at the section.  2. Choose font style, font size and  alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
| 60. | Employees > **Targets** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 61. | Employees > **Priorities** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 62 | Employees > **Employees** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 63 | Employees > **Head From Our Colleagues** | Update the Video File  1.Click the edit icon.  2. Click this  **button** and choose the video file.  3. Click the video file and click  to use the video file. | -Able to change the video file |  |  |  |
| 64 | Employees > **Back To Homepage Button** | Edit the Button Label and Url  1.Click on the edit icon .  2.Property pane emerged at the side of the page.  3.Click on **label** box and fill the name .  4.Click the **link**  text box and fill the URL.  5.Click republish to save changes. | -able to change button label  -able to change the button link |  |  |  |
| 65 | Employees > **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |
| 66. | Resources **> Title Area** | Edit the title area  1.Clic the edit icon.  2.Click on layout of the title area.  3.Click  **icon**  to choose the layout and laignment of the title area.  4.Click **toggle button** to show backgorunf gradient. | -Able to edit the layout  -Able t adjust the alignment of the layout.  -Able to show background gradient |  |  |  |
| 67. | Resources > **Text Descryption** | Edit The Sentence  1.Clic the edit icon.  2.Click on layout of the title area. | able to open the page. |  |  |  |
| 68. | Resources > **Enter Now Button** | Edit the Button Label and Url  1.Click on the edit icon .  2.Property pane emerged at the side of the page.  3.Click on **label** box and fill the name .  4.Click the **link**  text box and fill the URL.  5.Click republish to save changes. | -able to change button label  -able to change the button link |  |  |  |
| 69. | Resources > **Image** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 70. | Resources > **Document Guideline** | Change the Descryption Field of the Document Guideline  1.Click on the edit icon .  2.Property pane emerged at the side of the page.  3.Change the descryption in the **Descryption Field Text Box.**  4.Click republish to save changes | -Able to change descryption field |  |  |  |
| 71. | Resources > **Quick Links** | Add Quick Links  1.Click **edit icon** of selected quick access. Property panes appear at the right side.  2. Click this button to add the new links. | Able to add the new links. |  |  |  |
| Edit Image  1. Click **Edit** icon . Details pane will appear right away.  2. Click **Layout Option** and choose the layout by clicking this icon  3. Click this toggle button  to show descryption.  4.Click this icon to change the alignment and title  5.Click the **filter** and click this  toggle button to enable audience targeting.  6.Click **republish**  to save the changes. | -Able to edit te layout.  -Able to show descryption.  -Able to change alignnment and text.  -Able to enable audience targeting. |  |  |  |
| Update Text in Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to update text of section.  -Able to edit the title |  |  |  |
| Update Section  1. Click **Edit** icon  on the left side.  2. Choose **layout options** to change layout.  3. To **turn on** the collapsible section, **toggle on.**  3. To **turn off** the collapsible section, **toggle off.** | Able to update section. |  |  |  |
| 72 | Resources>**Annual Report** | Update Text in Section  1. Click at the section.  2. Choose font style, font size and alignment of text etc. to edit. | Able to edit the text section |  |  |  |
| Change the Descryption Field Name  1. Click **Edit** icon . Details pane will appear right away.  2.Change the  **descryption name**  at the **text box**  provided. | -Able to change the descryption name field. |  |  |  |
| 73. | Resources>**Inustry Newsletter** | Add News  1.Click this icon and the drop down of **news post** and **news link** appear directly.  2.Click **news post** and choose the news from the **news template** and click  button to add the news post.  3.Click **republish**  to save changes | -Able to add news. |  |  |  |
| 74. | Resources > **Training modules from career management portal** | Update Text in Section  1. Click at the section. Pane will appear on the right side.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to edit the text sentence |  |  |  |
| Add Quick Links  1.Click **edit icon** of selected quick access. Property panes appear at the right side.  2. Click this button to add the new links. | -Able to add the new links. |  |  |  |
| 75. | Resources > **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |
| 76. | Reports and Publications > **Title** | Edit the title area  1.Clic the edit icon.  2.Click on layout of the title area.  3.Click  **icon**  to choose the layout and alignment of the title area.  4.Click **toggle button** to show backgorunf gradient. | -Able to edit the layout  -Able t adjust the alignment of the layout.  -Able to show background gradient |  |  |  |
| 77. | Reports and Publications > **Text Section** | Update Text in Section  1. Click at the section. Pane will appear on the right side.  2. Choose font style, font size and alignment of text etc. to edit. | -Able to edit the text sentence |  |  |  |
| 78. | Reports and Publications > **MISC Integrated Annual Report Microsite Button** | Edit the Button Label and Url  1.Click on the edit icon .  2.Property pane emerged at the side of the page.  3.Click on **label** box and fill the name .  4.Click the **link**  text box and fill the URL.  5.Click republish to save changes. | -able to change button label  -able to change the button link |  |  |  |
| 79. | Reports and Publications > **Image** | Edit The Image  1.Click on the edit icon .  2.Click the  **button**  and choose the image from any gallery.  3.Click **insert button**  to insert the image. | -able to change image |  |  |  |
| 80. | Reports and Publications >  **Annual Reports** | Update The Text  1. Click on the text section.  2.Click on the sentence to change the sentence | -Able to update the sentecne of the text |  |  |  |
| Add Quick Links  1.Click **edit icon** of selected quick access. Property panes appear at the right side.  2. Click this button to add the new links. | -Able to add the new links. |  |  |  |
| 81 | Reports and Publications >  **Quarterly Result** | Update The Title  1. Click on the text section.  2.Click on the sentence to change the sentence | -Able to update the title |  |  |  |
| Update The Text  1. Click on the text section.  2.Click on the sentence to change the sentence | Able to update the sentecne of the text |  |  |  |
| 82 | Reports and Publications > **Tab accordian** | Edit the tab title  1.Click this icon  the text sentence appear.  2.Click on the sentence to edit the title | -Able to edit the title |  |  |  |
| 83 | Reports and Publication > **Corporate Presentation** | Update The Title  1. Click on the text section.  2.Click on the sentence to change the title | -Able to update the title. |  |  |  |
| Add Quick Links  1.Click **edit icon** of selected quick access. Property panes appear at the right side.  2. Click this button to add the new links. | -Able to add the new links. |  |  |  |
| 84. | Presentation Form Templates>  **Title Area**  Presentation Form Templates > **Template** | Edit the title area  1.Clic the edit icon.  2.Click on layout of the title area.  3.Click  **icon**  to choose the layout and alignment of the title area.  4.Click **toggle button** to show background gradient. | -Able to edit the layout  -Able t adjust the alignment of the layout.  -Able to show background gradient |  |  |  |
| Change The Descryption Field  1.Click **edit icon** of selected quick access. Property panes appear at the right side.  2.Fill in the descryption at the **Descryption Field.**  3.Click **Republish**  to save changes. | -Able to edit the descryption filed name. |  |  |  |
| 85. | Presentation Form Template >  **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |
| 86. | Policies and Guidelines> **Title** | Edit the title area  1.Clic the edit icon.  2.Click on layout of the title area.  3.Click  **icon**  to choose the layout and alignment of the title area.  4.Click **toggle button** to show background gradient. | -Able to edit the layout  -Able t adjust the alignment of the layout.  -Able to show background gradient |  |  |  |
| 87. | Policies and Guidelines> **Document Filter** | Change The Descryption Field  1.Click **edit icon** of selected quick access. Property panes appear at the right side.  2.Fill in the descryption at the **Descryption Field.**  3.Click **Republish**  to save changes. | Able to edit the descryption filed name. |  |  |  |
| 88. | Policies and Guideline >  **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |
| 89. | User manuals > **Title** | Edit the title area  1.Clic the edit icon.  2.Click on layout of the title area.  3.Click  **icon**  to choose the layout and alignment of the title area.  4.Click **toggle button** to show background gradient. | -Able to edit the layout  -Able t adjust the alignment of the layout.  -Able to show background gradient |  |  |  |
| 90. | User manuals > **Document Filter** | Change The Descryption Field  1.Click **edit icon** of selected quick access. Property panes appear at the right side.  2.Fill in the descryption at the **Descryption Field.**  3.Click **Republish**  to save changes. | Able to edit the descryption filed name. |  |  |  |
| 91 | User manuals >  **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |
| 92. | Help > **Title** | Edit the title area  1.Clic the edit icon.  2.Click on layout of the title area.  3.Click  **icon**  to choose the layout and alignment of the title area.  4.Click **toggle button** to show background gradient. | -Able to edit the layout  -Able t adjust the alignment of the layout.  -Able to show background gradient |  |  |  |
| 93. | Help > **Get The Support You Need Text** | Update The Text  1. Click on the text section.  2.Click on the sentence to change the sentence | Able to update the sentecne of the text |  |  |  |
| 94. | Help >  **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |
| 95 | User Manuals > | Edit the title area  1.Clic the edit icon.  2.Click on layout of the title area.  3.Click  **icon**  to choose the layout and alignment of the title area.  4.Click **toggle button** to show background gradient. | -Able to edit the layout  -Able t adjust the alignment of the layout.  -Able to show background gradient |  |  |  |
| 96. | User manual >  **Text Section** | Update The Text  1. Click on the text section.  2.Click on the sentence to change the sentence | Able to update the sentence of the text |  |  |  |
| 97 | User manuals >  **Footer** | Update The Footer  1. Click **Edit icon** . Properties pane will appear on the right side.  2.Click at the **Edit HTML Code**  and update the footer by changing at the html code.  3.Click  button to save the code.  4.Click the **Republish Button**  to save the changes. | -Able to edit the footer |  |  |  |

Please acknowledge acceptance of the terms of this hand over by signing this document and the enclosed duplicate copy.

Thank you.

Yours sincerely,

|  |  |  |
| --- | --- | --- |
| Tested by: |  | Verified by: |
| **Malaysia International Shipping Corporation Berhad (MISC)** |  | **EVOPOINT Sdn. Bhd.** |
|  |  |  |
| **Signature** |  | **Signature** |
|  |  |  |
| **Name** |  | **Name** |
|  |  |  |
| **Designation** |  | **Designation** |
| **Date** |  | **Date** |

|  |  |
| --- | --- |
| Acknowledged by: |  |
| **EVOPOINT Sdn. Bhd.** |  |
|  |  |
| **Signature** |  |
|  |  |
| **Name** |  |
|  |  |
| **Designation** |  |
| **Date** |  |