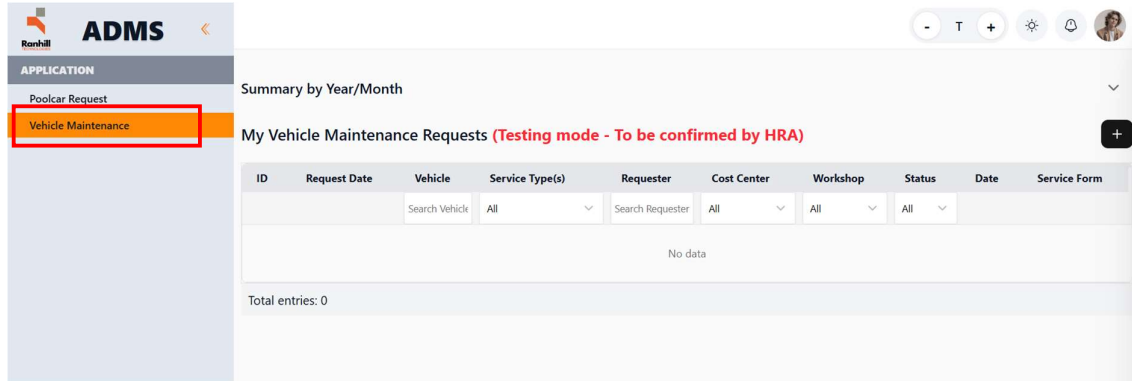
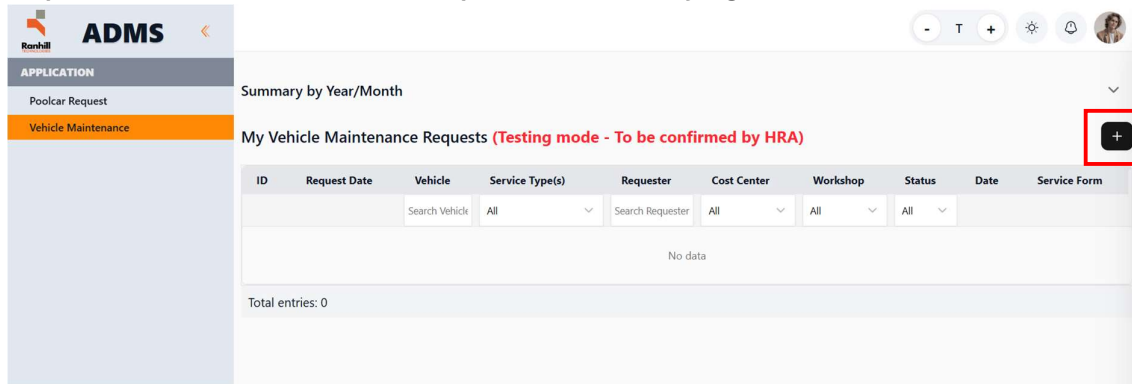


CARA MEMOHON SERVIS KENDERAAN DI ADMS4

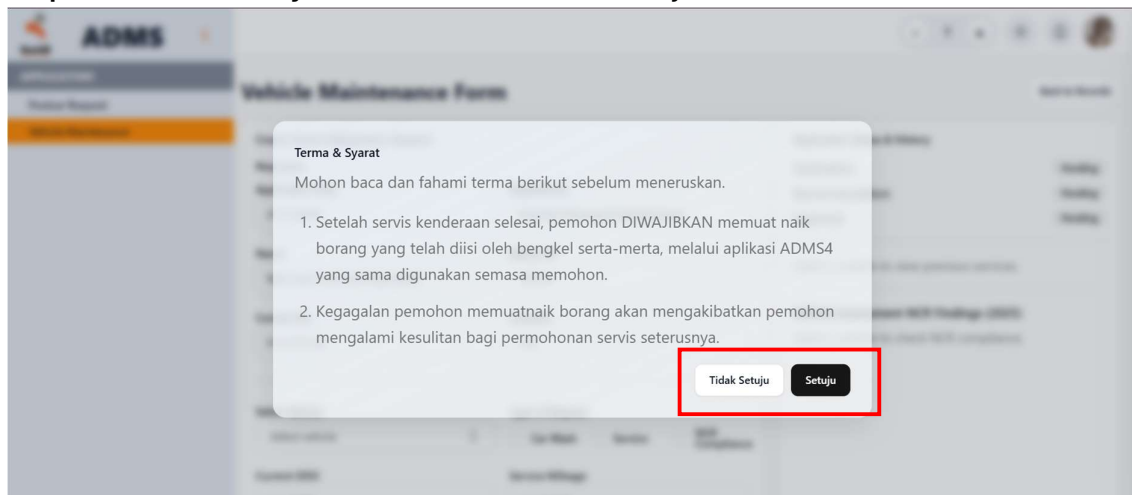
Step 1: Klik di “Vehicle Maintenance”.



Step 2: Klik di tanda warna merah untuk permohonan servis yang baharu.



Step 3: Baca Terma & Syarat sebelum klik tanda “Setuju”.



Step 4: Isi semua permohonan sama seperti sebelum ini.

ADMS

APPLICATION

Poolcar Request

Vehicle Maintenance

Vehicle Maintenance Form

Back to Records

Create Vehicle Maintenance Request

Requestor

Application Date

21/11/2025

Department

Business Planning & Development

Name

Raja Izzah Izzati binti Raja Khalid

Ramco ID

005251

Contact No

0177261742

Location

HQ

Select Vehicle

JWV1002

Type of Request

Car Wash

☒ Service

☐ NCR Compliance

Current ODO

1000

Service Mileage

2000

Enter Current ODO and Service Mileage to calculate extra mileage.

Application Status & History

Verification

Recommendation

Approval

Pending

Pending

Pending

Total previous services: 64

Request #11481

17/11/2025 · 0m ago

NCR

Comment: TESTING MODE

Request #11465

29/10/2025 · 0m ago

Servis Rutin

Tukar Bateri

Tukar Tayar (FL)

Tukar Tayar (RR)

Sistem Radiator

Steering Rack Service

Odo: 10000 - 20000 · Mileage: 10000 km

Step 5: Klik “Done” untuk hantar borang permohonan.

ADMS

APPLICATION

Poolcar Request

Vehicle Maintenance

Tukar Spark Plug

☐

Steering Rack Service

☐

Sistem Radiator

☐

Wiring

☐

Compliance

☐ NCR

Remarks

Testing

Attachments

Drag & drop images here

OR

Choose Files No file chosen

☒ I confirm the information provided is accurate.

Back

Done

CARA MUAT TURUN & MUAT NAIK BORANG SERVIS KENDERAAN DI ADMS4

- **Cara Muat Turun Borang Servis Kenderaan.**

Step 1: Muatnaik borang servis kenderaan (PDF) dan hantar ke bengkel seperti yang tertera.

ADMS

APPLICATION

Poolcar Request

Vehicle Maintenance

Summary by Year/Month

My Vehicle Maintenance Requests (Testing mode - To be confirmed by HRA)

ID	Request Date	Vehicle	Service Type(s)	Requester	Cost Center	Workshop	Status	Date	Service Form
		Search Vehicle	All	Search Requester	All	All	All		
11487	21/11/2025	JWV1002	Servis Rutin	Raja Izzah Izzati binti Raja Khalid	RTHRA	EDARAN OTOMOBIL NASIONAL BERHAD	INVOICED	07/11/2025	PDF
11486	21/11/2025	JWV1002	Servis Rutin	Raja Izzah Izzati binti Raja Khalid	RTHRA	N/A	INVOICED	30/10/2025	PDF

Total entries: 2

- **Cara Muat Naik Borang Servis Kenderaan Selepas Servis.**

Step 1: Klik 2kali di permohonan.

ADMS

APPLICATION

Poolcar Request

Vehicle Maintenance

Summary by Year/Month

My Vehicle Maintenance Requests (Testing mode - To be confirmed by HRA)

ID	Request Date	Vehicle	Service Type(s)	Requester	Cost Center	Workshop	Status	Date	Service Form
		Search Vehicle	All	Search Requester	All	All	All		
11487	21/11/2025	JWV1002	Servis Rutin	Raja Izzah Izzati binti Raja Khalid	RTHRA	EDARAN OTOMOBIL NASIONAL BERHAD	INVOICED	07/11/2025	PDF
11486	21/11/2025	JWV1002	Servis Rutin	Raja Izzah Izzati binti Raja Khalid	RTHRA	N/A	INVOICED	30/10/2025	PDF

Total entries: 2

Step 2: Scroll ke bawah dan pergi ke bahagian *Maintenance Form Upload*.

The screenshot shows the ADMS application interface. On the left, there is a sidebar with the 'APPLICATION' menu, where 'Vehicle Maintenance' is selected. The main content area is divided into two sections. The top section, 'Cancel Application', contains a checkbox for 'Request cancellation (driver)' and a text input field for 'Provide justification for cancellation'. Below this is a 'Back' button and a 'Cancel Application' button. The bottom section, 'Maintenance Form Upload', is highlighted with a red border. It features a 'Select File' button, a note 'Supports PDF, PNG, JPEG, JPG, or capture from camera.', and 'Back' and 'Upload Form' buttons at the bottom.

Step 3: Muat Naik gambar Borang Servis Kenderaan dan tekan butang "Upload Form".

This screenshot shows the same ADMS application interface as the previous one, but with a file selected for upload. The 'Maintenance Form Upload' section is still highlighted with a red border. The 'Select File' button has been replaced by a preview of the selected file, 'Gambar Servis ADMS4.png', which is marked with a red 'X' in the top right corner. A timestamp 'Selected 21/11/2025 07:02' is displayed above the preview. The 'Back' and 'Upload Form' buttons remain at the bottom of the section.