

CARA MEMOHON SERVIS KENDERAAN DI ADMS4

Step 1: Klik di “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	All	All	

No data

Total entries: 0

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

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	All	All	

No data

Total entries: 0

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

Vehicle Maintenance Form

Terma & Syarat

Mohon baca dan fahami terma berikut sebelum meneruskan.

1. Setelah servis kenderaan selesai, pemohon DIWAJIBKAN memuat naik borang yang telah diisi oleh bengkel serta-merta, melalui aplikasi ADMS4 yang sama digunakan semasa memohon.
2. Kegagalan pemohon memuatnaik borang akan mengakibatkan pemohon mengalami kesulitan bagi permohonan servis seterusnya.

Tidak Setuju **Setuju**

Step 4: Isi semua permohonan sama seperti sebelum ini.

Vehicle Maintenance Form

Create Vehicle Maintenance Request

Requestor

Application Date: 21/11/2025

Department: Business Planning & Development

Name: Raja Izzah Izatl binti Raja Khalid

Ramco ID: 005251

Contact No: 0177261742

Location: HQ

Select Vehicle: JWV1002

Type of Request: Service

Current ODO: 1000

Service Mileage: 2000

Enter Current ODO and Service Mileage to calculate extra mileage.

Application Status & History

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.

Vehicle Maintenance Form

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

Compliance

NCR

Remarks

Testing

Attachments

Drag & drop images here
or
Choose Files No file chosen

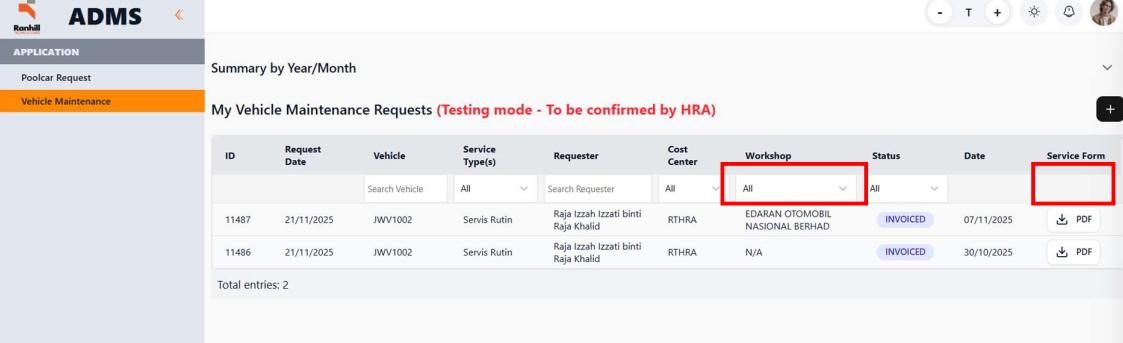
I confirm the information provided is accurate.

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.



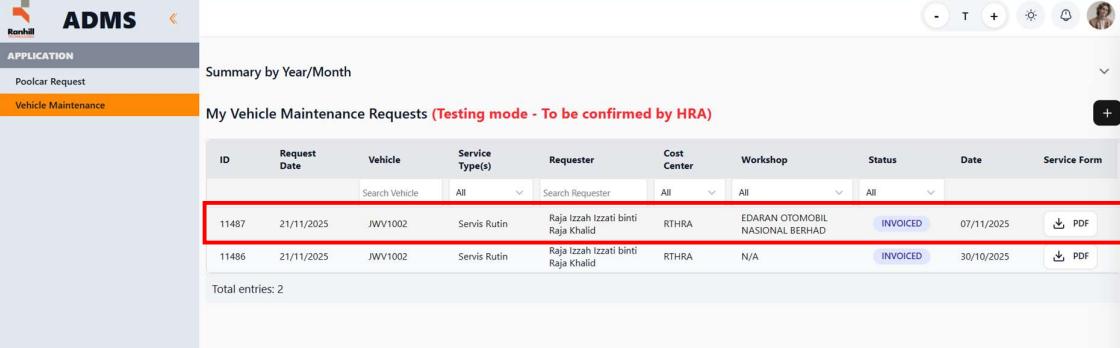
The screenshot shows the 'Vehicle Maintenance' section of the ADMS4 application. It displays a table of service requests with the following columns: ID, Request Date, Vehicle, Service Type(s), Requester, Cost Center, Workshop, Status, Date, and Service Form. Two rows of data are visible:

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

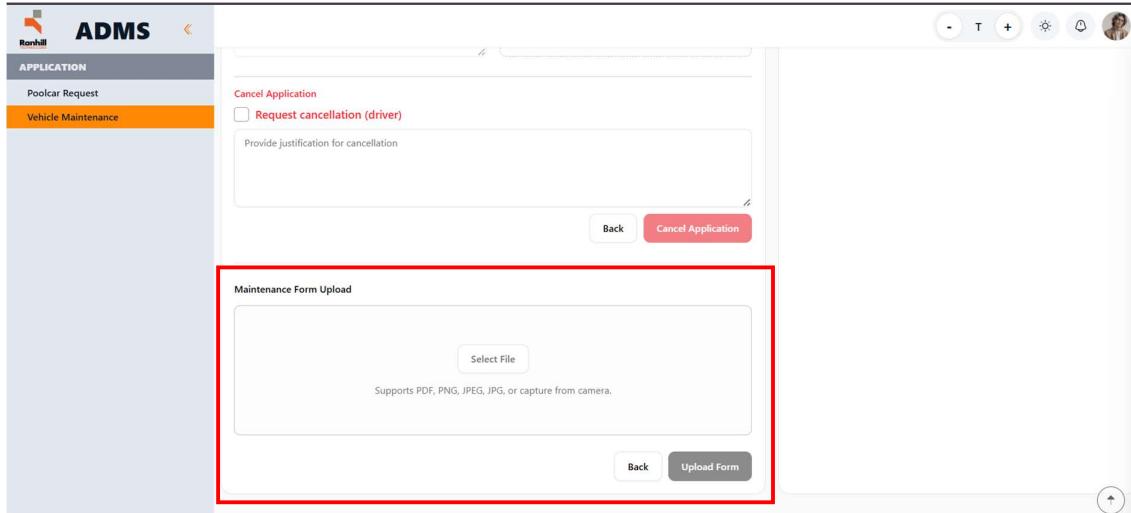


The screenshot shows the 'Vehicle Maintenance' section of the ADMS4 application, similar to the previous one but with a different selection. The first row of data is highlighted with a red box, indicating it has been selected or is the current focus.

ID	Request Date	Vehicle	Service Type(s)	Requester	Cost Center	Workshop	Status	Date	Service Form
11487	21/11/2025	JWV1002	Servis Rutin	Raja Izah Izzati binti Raja Khalid	RTHRA	EDARAN OTOMOBIL NASIONAL BERHAD	INVOICED	07/11/2025	PDF
11486	21/11/2025	JWV1002	Servis Rutin	Raja Izah 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*.



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

