



Digital Document Management System (DDMS)

USER MANUAL

EXECUTIVE



Malaysian Administrative Modernisation and Management Planning Unit

Ownership of Copyright (C) MAMPU. All Rights Reserved 2013

No part of this publication may be reprinted, reproduced, stored for retrieval or transmitted in any form or by any means, without written permission from the owner.

TABLE OF CONTENT

TABLE OF CONTENT	iii
LIST OF TABLES	5
List of Table	5
LIST OF FIGURES	6
List of Figure	6
1 ABBREVIATIONS.....	7
Abbreviation List	7
2 INTRODUCTION OF DDMS	8
Introduction	8
2.1 Implementation	9
2.2 Using the System.....	9
2.3 DDMS Call Center	10
3 DDMS ACCESS MATRIX.....	11
Access Matrix.....	11
4 DDMS USER GUIDE	12
4.1 User Login	12
4.1.1 Main Login Process	12
4.1.2 User Login.....	13
4.1.3 Forgot Password.....	17
4.1.4 Change Password as Precaution	21
4.2 Settings.....	24
4.2.1 Customized User Preferences.....	24
4.2.2 View Details	32
4.2.3 Add-In Downloads and Settings	34
4.3 Creating and Capturing Documents	42
4.3.1 Create Flow Chart.....	42
4.3.2 Capture Digital Document.....	43
4.3.3 Capture MS Outlook Email	58
4.3.4 Capture MS Office Document.....	67
4.3.5 Capture Digital Document (Audio and Video).....	73
4.3.6 Routing Record through Email.....	82
4.4 View	89
4.4.1 View Records Flow Chart	89
4.4.2 View Records Procedure	95
4.5 Download Content	115
4.5.1 Download Content Flow Chart.....	115
4.5.2 Download Content Procedure.....	116
4.6 Searching File or Record	118

4.6.1	Main Searching File Flow Chart.....	118
4.6.2	Quick Search	119
4.6.3	Advance Search.....	129
4.7	Maintain Favourites Tray List	148
4.7.1	Maintain Favourites Tray List Flow Chart	148
4.7.2	Maintain Favourites Tray List Procedure	149
4.8	Recent Records	156
4.8.1	Recent Records Flow Chart.....	156
4.8.2	Recent Records Procedure.....	157
4.9	View Principal	160
4.9.1	View Principal Flow Chart.....	160
4.9.2	View Principal Procedure	161

LIST OF TABLES

Table 1: Abbreviations	7
Table 2: Access Matrix.....	11

LIST OF FIGURES

Figure 4.1: Main User Login flow chart	12
Figure 4.2: Using valid Username and password flow chart.....	13
Figure 4.3: Forgot password flow chart.....	17
Figure 4.4: Change password as precaution flow chart.....	21
Figure 4.5: Customized user preferences flow chart	24
Figure 4.6: View details flow chart	32
Figure 4.7: Add-In download and Settings flow chart	34
Figure 4.8: Create flow chart.....	42
Figure 4.9: Capture Digital Document flow chart	43
Figure 4.10: Capture MS Outlook Email flow chart.....	58
Figure 4.11: Capture MS Office Document flow chart	67
Figure 4.12: Capture Digital Document (Audio and Video) flow chart	73
Figure 4.13: Routing Record through Email flow chart	82
Figure 4.14: View records flow chart.....	89
Figure 4.15: View records- Content flow chart.....	90
Figure 4.16: Content - View flow chart.....	91
Figure 4.17: View Records -Navigate flow chart.....	92
Figure 4.18: Navigate – Related records details flow chart	92
Figure 4.19: Navigate – Container flow chart.....	92
Figure 4.20: Navigate – Containees flow chart.....	93
Figure 4.21: View Records – Send to flow chart.....	93
Figure 4.22: Send to – Send to Favourites flow chart.....	93
Figure 4.23: Send to – Send to Mail flow chart.....	94
Figure 4.24: Send to – Send to Report Template flow chart.....	94
Figure 4.25: Download Content flow chart.....	115
Figure 4.26: Main Searching File flow chart.....	118
Figure 4.27: Quick Search flow chart.....	119
Figure 4.28: Advance Search flow chart	129
Figure 4.29: Maintain Favourites Tray List flow chart	148
Figure 4.30: Recent Record flow chart	156
Figure 4.31: View Principal flow chart.....	160

1 ABBREVIATIONS

No.	Abbreviation	Description
1.	PRJ	<i>Pegawai Rekod Jabatan</i>
2.	DDMS	Digital Document Management System
3.	SRS	System Requirement Specification
4.	SDS	System Design Specification
5.	NRIC	National Registration Identity Card
6.	JPR	<i>Jadual Pelupusan Rekod</i>
7.	MAMPU	Malaysian Administrative Modernisation and Management Planning Unit
8.	ANM	<i>Arkib Negara Malaysia</i>
9.	PEMANDU	Performance Management and Delivery Unit
10.	SA	System Administrator
11.	RM	Record Manager
12.	EU	End User
13.	IW	Information Worker
14.	AP	Application Team

Table 1: Abbreviations

2 INTRODUCTION OF DDMS

As an initiative towards a *Paperless Government*, Digital Document Management System (DDMS) is the key project listed under Entry Point Projects (EPP8 - eGovernment). The project is positioned under the *Communications, Content and Infrastructure (CCI)*, one of the 12 *National Key Economic Areas (NKEA)* which have been identified by the Malaysian Government for Economic Transformation Programme (ETP).

DDMS is a cloud-based system that is designed to manage the creation and maintenance of electronically created documents of the Malaysian public sector agencies within a specific classification scheme, apply retention and disposal schedules, and control access and use.

The fundamental objectives of the DDMS project are as follows:

- Replace paper records with digital records;
- Progressively eliminate the use of paper;
- Enable digital and non-digital documents to be created, captured, stored, maintained and used electronically; and
- Enable all government matters such as presentation material delivery, internal circulars and letters between agencies / departments to be made electronically.

In order to ensure compliance to national standards, DDMS was engineered to conform to the following standards endorsed by Arkib Negara Malaysia (ANM):

- MS ISO 16175: Information and Documentation Principles and Functional Requirements for Electronic Records in the Office Environment;
- MS 2223-1:2009: Information and Documentation - Records Management. Part 1: General (ISO 15589-1:2001, IDT); and
- MS ISO 2223-2:2009: Information and Documentation - Records Management Part 2: Guidelines (ISO / TR 15489-2:2001, IDT).

DDMS provides the technological component of a **framework for the systematic and structured management of records**. It links electronic and non-electronic records to activities, retains records of past actions, and fixes the content and structure of records over time. This will ensure that the electronic records generated can be preserved while maintaining their authenticity, reliability, integrity, usability, and accessibility at any time.

DDMS provides the following management capabilities:

- **Efficiency**, by making information readily available when needed for decision-making and operational activities;
- **Better use of financial resources**, by allowing timely disposal of noncurrent records;
- **Accountability**, by enabling the creation of a complete and authoritative record of official activities;
- **Compliance**, by demonstrating that legal requirements have been met; and
- **Risk Mitigation**, by managing the risks associated with illegal loss or destruction of records, and from inappropriate or unauthorized access to records.

DDMS simplifies the records management of a traditional paper-based record filings system. The system includes an advanced file **classification system that is designed based on ANM specifications**. This feature incorporates the file retention schedules that are associated to each defined classification.

2.1 Implementation

DDMS is made available to public sector agencies through Software as a Service (SaaS) delivery model and is centrally hosted on a secured cloud infrastructure. Leveraging on a multi-tenancy architecture, the delivery model enables tremendous cost savings for each of the agencies. There is virtually no cost required for the infrastructure.

Other benefits include the following:

- Increase accessibility, promptness and transparency of Government service delivery;
- Create systematic control of document and record management of the public sector;
- Ensure the conservation of Malaysian institutional memory;
- Reduce the use of paper; and
- Support the Malaysian Government Green ICT initiative.

2.2 Using the System

DDMS will **only be accessible through the 1GovNet network** and will not be available through the internet. To gain access to the system, a user must be registered by the system administrator. Registration process will be done offline and will link users to their specific Tenancy (Agency). Each user will be assigned with a specific profile (User Access Level) e.g. Record Manager, Information Worker, End User, etc. Accessibility of the system modules, functions and data will be limited to the user profile access level.

Minimum System Requirements:

The PC/Notebook specification should have at least the following specification.

- Network: 1GovNet network access;
- Processor: 1 Gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor;
- Memory Capacity: 2GB RAM;
- Operating System: Microsoft Windows XP or higher;
- Web Browser: Google Chrome (best view), Internet Explorer or Mozilla Firefox (with updated flash version); and
- Office Automation Software Integration: Microsoft Office (Word, Excel, PowerPoint, Outlook). The native client will be provided in the form of Add-Ins that will be installed onto Microsoft Office for Windows (version 2003, 2007 and 2010).
- Email Client: Microsoft Outlook (Component of Microsoft Office 2003, 2007, 2010)

Details on how to operate the DDMS system will be discussed in the following section.

2.3 DDMS Call Center

DDMS is supported by a dedicated call center consisting of trained personnel. The call center will be operating 24x7 to provide assistance with troubleshooting and technical support.

For technical support, please contact the DDMS Call Centre at +603-5650-5020. The call center can also be reached through email at dgkcc@dgkom.com.my.

3 DDMS ACCESS MATRIX

No	Module – Sub module	SA	RM	EU	IW	AT
1	Setting and Download					
1.1	User Preferences	✓	✓	✓	✓	✓
1.2	Change Password	✓	✓	✓	✓	✓
1.3	View Details	✓	✓	✓	✓	✓
1.4	Download	✓	✓	✓	✓	✓
2	Setup & Configuration					
2.1	Classification	-	✓	-	-	✓
2.2	Record Type	-	-	-	-	✓
2.3	Retention	-	✓	-	-	✓
2.4	Batch Upload	-	-	-	-	✓
3	Create	✓	✓	✓	✓	-
4	Maintain					
4.1	Disposition Job	-	✓	-	-	✓
4.2	Hold	-	✓	-	-	-
4.3	Notification	-	-	-	-	✓
5	Disseminate					
5.1	Browse by Classification	✓	✓	✓	✓	✓
5.2	Principal	-	✓	✓	✓	✓
5.3	Advance Search	✓	✓	✓	✓	✓
5.4	Saved Search	✓	✓	✓	✓	✓
5.5	Favourites	✓	✓	✓	✓	✓
5.6	Recent Record	✓	✓	✓	✓	✓
6	Administer					
6.1	User Defined Field	-	-	-	-	✓
6.2	Principal	✓	-	-	-	-
6.3	User Profile	-	-	-	-	✓
6.4	Security Level	✓	-	-	-	✓
6.5	Login & Security Policy	-	-	-	-	✓
6.6	Session Tracking	✓	-	-	-	-
6.7	Report	✓	-	-	-	-

Table 2: Access Matrix

4 DDMS USER GUIDE

4.1 User Login

There are three scenarios for User Login.

- User login;
- Forgot Password; and
- Change Password as Precaution.

4.1.1 Main Login Process

a. Main User Login Flow Chart

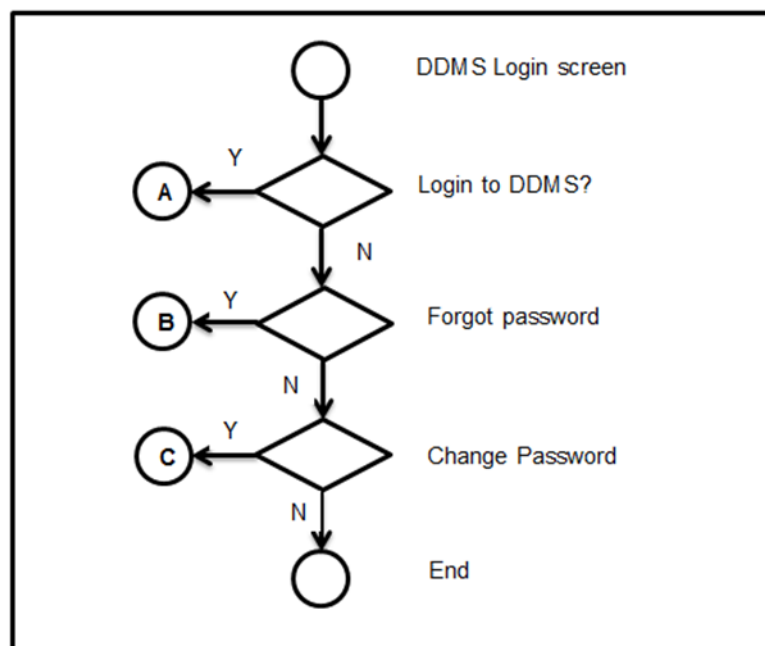


Figure 4.1: Main User Login flow chart

4.1.2 User Login

Scenario:

User login into the system using a valid username and password. If the user login for the first time, the system will request user to change the password immediately after successful login.

a. User Login Flowchart

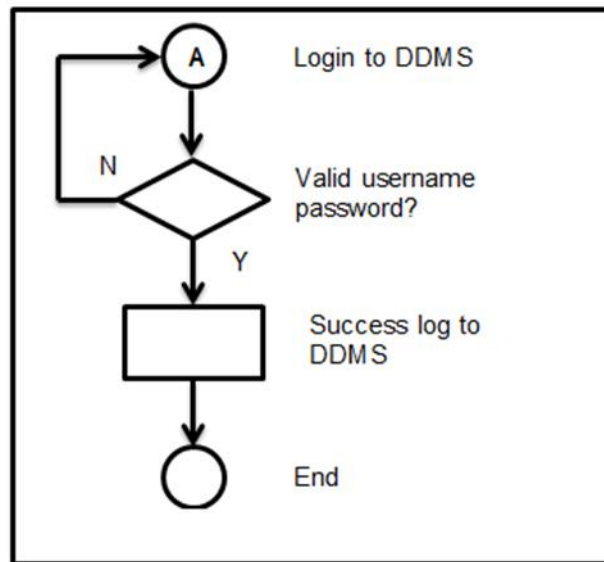
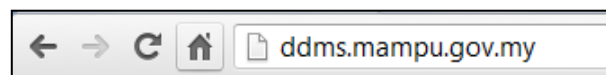


Figure 4.2: Using valid Username and password flow chart

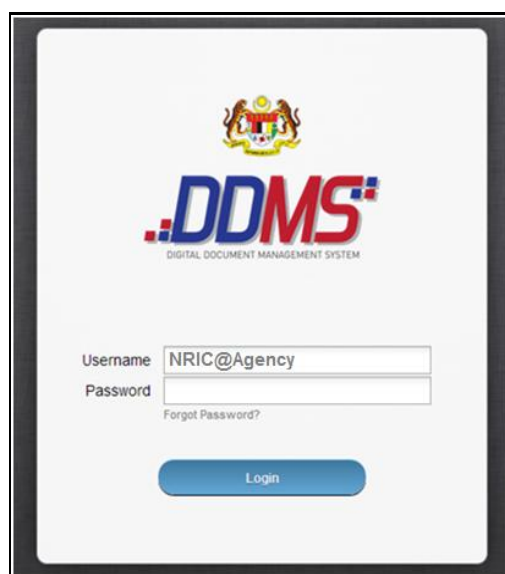
b. Using Valid Username and Password Procedure

1. Open the browser and key in URL "**ddms.mampu.gov.my**" at the internet browser.



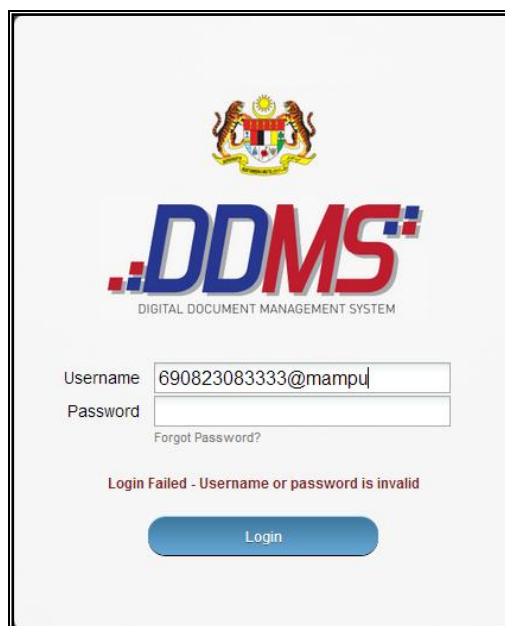
2. Enter your Username and password.
Format for username: NRIC@Agency and click on **[Login]** button.
Example :

800617065281@mampu
800617065281@pemandu



The image shows the DDMS login interface. At the top is the Malaysian coat of arms, followed by the DDMS logo and the text 'DIGITAL DOCUMENT MANAGEMENT SYSTEM'. Below this are two input fields: 'Username' with the value 'NRIC@Agency' and 'Password'. A link 'Forgot Password?' is positioned below the password field. A blue 'Login' button is at the bottom.

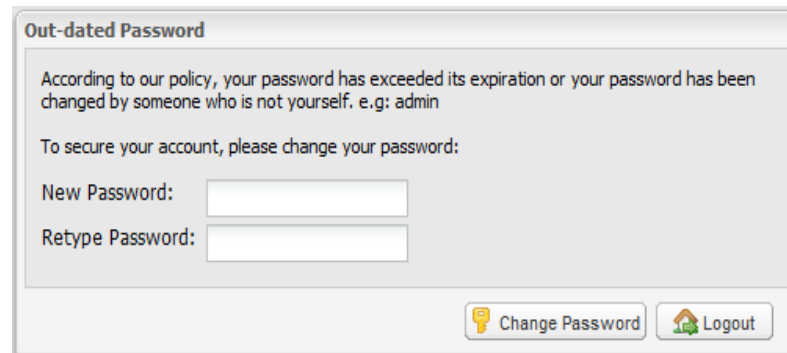
3. If user key in the wrong user name and/or password, the following screen will be displayed :



The image shows the DDMS login interface after a failed attempt. It includes the same header as the previous screen. The 'Username' field now contains '69082308333@mampuj'. Below the password field, the message 'Login Failed - Username or password is invalid' is displayed in red text. The 'Login' button remains at the bottom.

Notes: Account will be locked if the user tries to login the system for three times and failed. User needs to contact administrator to unlock the account.

4. If the user login for the first time, the following window will be displayed to force change a new password.



Out-dated Password

According to our policy, your password has exceeded its expiration or your password has been changed by someone who is not yourself. e.g: admin

To secure your account, please change your password:

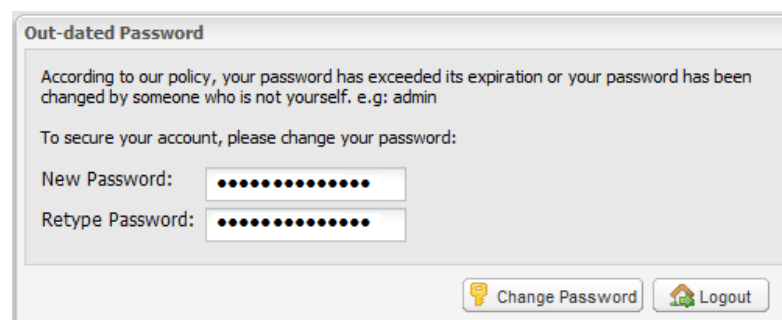
New Password:

Retype Password:

5. Enter your **New Password** and **Retype Password** in respective field.

Note: The password must be at least 12 characters long with a combination of alphabets, numbers and special characters (i.e. non-alphanumeric characters, example @, #, %, \$).



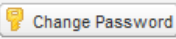
Out-dated Password

According to our policy, your password has exceeded its expiration or your password has been changed by someone who is not yourself. e.g: admin

To secure your account, please change your password:

New Password:

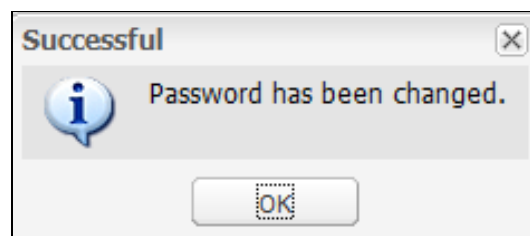
Retype Password:

Click on **[Change Password]** to proceed to change password.

[Logout] to exit to the login page.

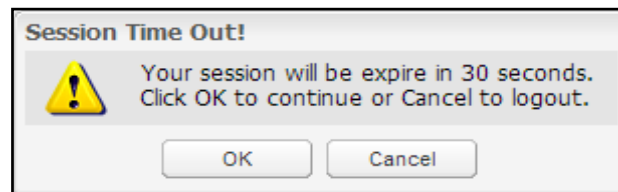
6. After click on **Change Password**, it will prompt Password change successfully. Click **[OK]** button.



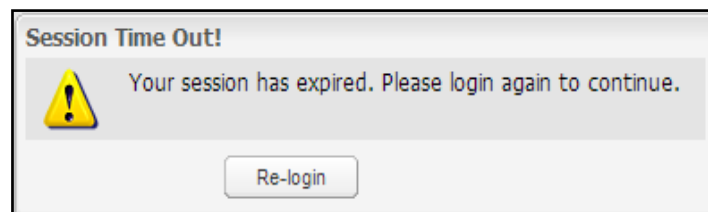
7. The following menu will be displayed on your screen.



8. If the system is left idle for 20 minutes, user is given 30 seconds to react. The following alert message will be displayed.



- i. Click **[OK]** button to continue the session; or
 - ii. Click **[Cancel]** button to logout.
9. If there is no response in 30 seconds from the user, the following alert message will be displayed.



4.1.3 Forgot Password

Scenario:

User forgot his/her password and requests the system to reset the password. This option allows user to retrieve their password via email.

a. Forgot Password Flow Chart

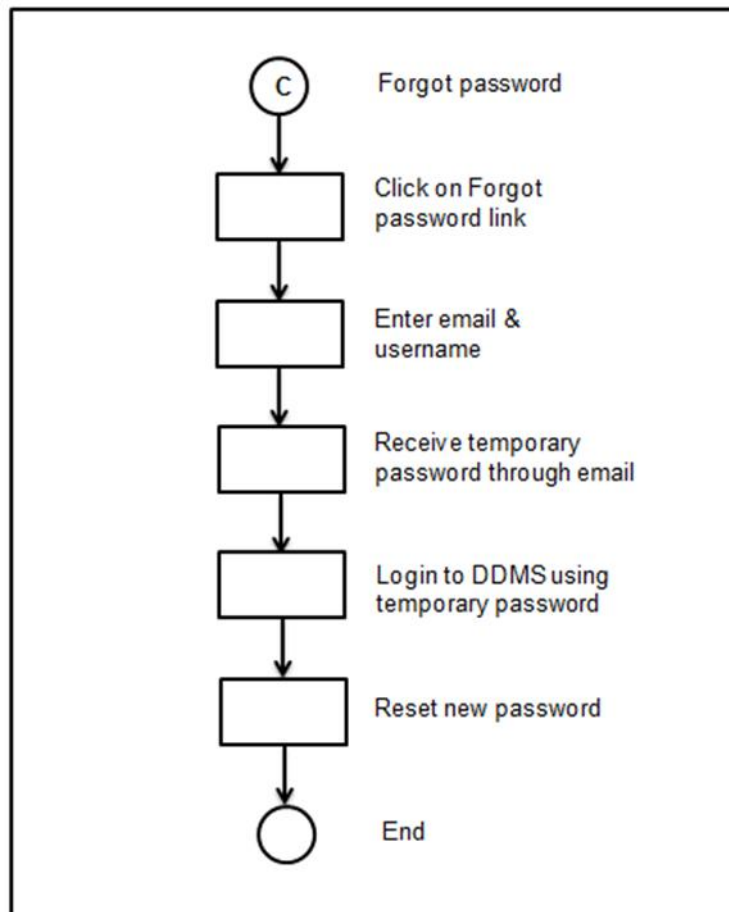
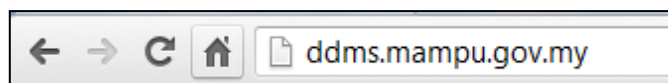


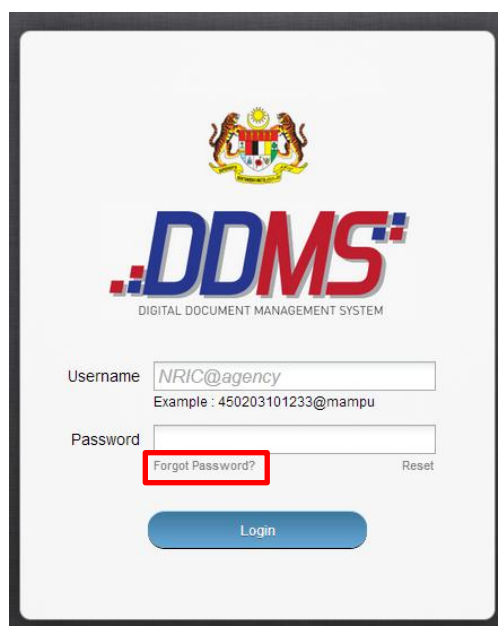
Figure 4.3: Forgot password flow chart

b. Forgot Password Procedure

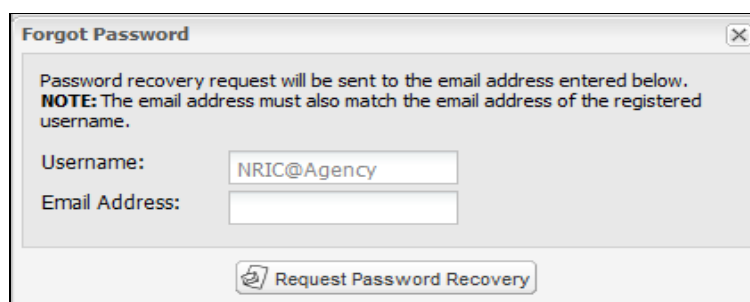
1. Open the browser and key in URL “**ddms.mampu.gov.my**” at the internet browser.



2. From the login page click the **[Forgot Password?]** link.

A screenshot of the DDMS (Digital Document Management System) login page. At the top is the Malaysian coat of arms and the DDMS logo. Below the logo are input fields for 'Username' (with an example 'NRIC@agency') and 'Password'. A red rectangle highlights the 'Forgot Password?' link located below the password field. There is also a 'Reset' link and a 'Login' button at the bottom.

3. The following pop-up window will be displayed on your screen:

A screenshot of a 'Forgot Password' pop-up window. The window title is 'Forgot Password'. It contains a message: 'Password recovery request will be sent to the email address entered below. NOTE: The email address must also match the email address of the registered username.' Below this are input fields for 'Username' (with 'NRIC@Agency' entered) and 'Email Address'. At the bottom is a button labeled 'Request Password Recovery'.

4. Enter your username and email address. The following screen will be displayed on your screen:



Forgot Password

Password recovery request will be sent to the email address entered below.
NOTE: The email address must also match the email address of the registered username.

Username:

Email Address:

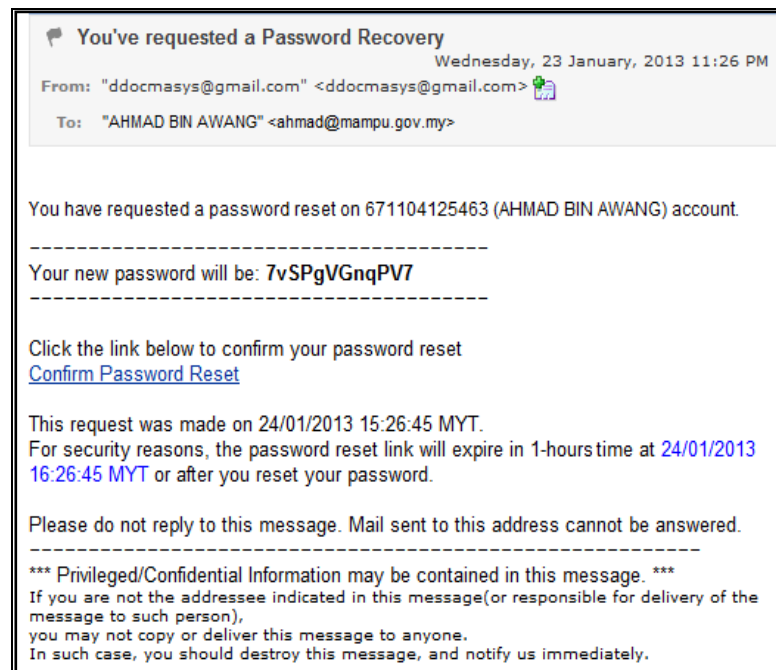


5. Click on the **[Request Password Recovery]** button.

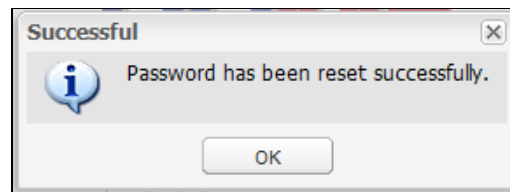
The system will verify the **Username** and **Email Address** entered against the database, if successful the notification message will be prompted. The following window will be displayed:



6. Go to your mailbox.
7. Open the email that bears the subject "You've requested a Password Recovery" and the content of this email is as follows. New Password will be sent through the mail by the system :



8. Click on the [[Confirm Password Reset](#)] hyperlink and the password will reset automatically. The screen below will be displayed:



Click [**Ok**] button to proceed login page.

9. In case the **Username or Email** is invalid, the following error message will be displayed.

The image shows the login page of the Digital Document Management System (DDMS). At the top center is the Malaysian national coat of arms. Below it is the "DDMS" logo in large, stylized blue and red letters, with "DIGITAL DOCUMENT MANAGEMENT SYSTEM" written in smaller black letters underneath. The login form consists of two input fields: "Username" and "Password". The "Username" field contains the text "450203101233@mampu" and has an example text "Example : 450203101233@mampu" below it. The "Password" field is empty. Below the "Password" field are two links: "Forgot Password?" and "Reset". A red rectangular box highlights the error message "Login Failed - Username or password is invalid" in bold black text. At the bottom center is a blue rounded rectangular button with the text "Login" in white.

4.1.4 Change Password as Precaution

Scenario:

When the user feels that his/her password is no more secure and decided to change the password by clicking the Change Password button. The system will prompt the user to enter his current password and a new password. The system will prompt the user to enter this new password the next time they attempt to login into the system again.

a. Change Password as Precaution Flow Chart

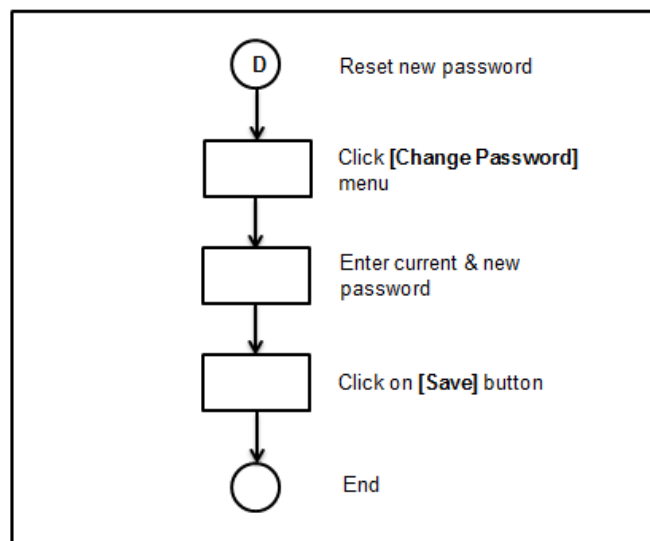
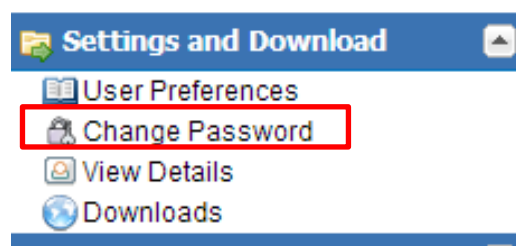


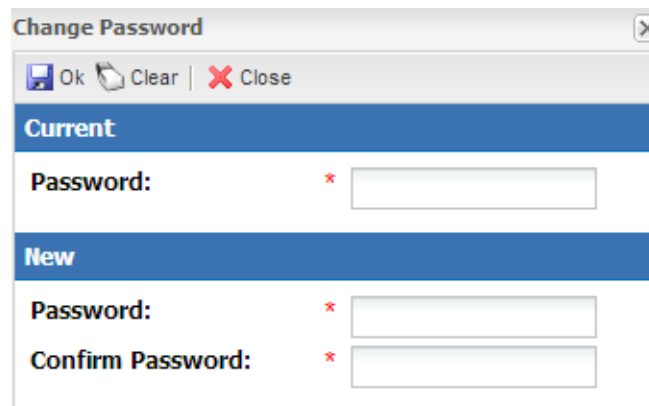
Figure 4.4: Change password as precaution flow chart

b. Change Password as Precaution Procedure

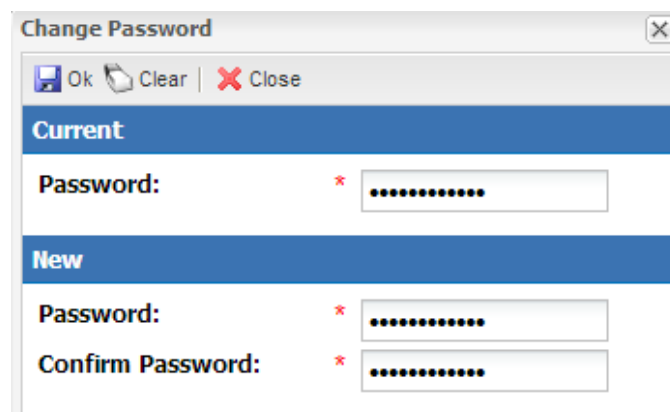
1. Under **[Settings and Download]** section, click on **[Change Password]** menu.



The following dialog box will be displayed:

A screenshot of a 'Change Password' dialog box. It has a title bar with a close button. Below the title bar are three buttons: 'Ok', 'Clear', and 'Close'. The dialog is divided into two sections: 'Current' and 'New'. The 'Current' section has a 'Password:' label, a red asterisk, and an empty text box. The 'New' section has a 'Password:' label, a red asterisk, and an empty text box, followed by a 'Confirm Password:' label, a red asterisk, and another empty text box.

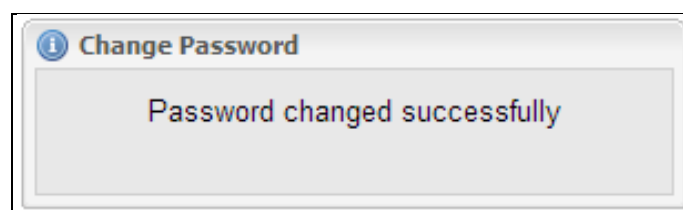
2. Enter **Current Password**, **New Password** and **Confirm Password**.

A screenshot of the 'Change Password' dialog box, similar to the previous one, but the password fields are now filled with dots, indicating that text has been entered.

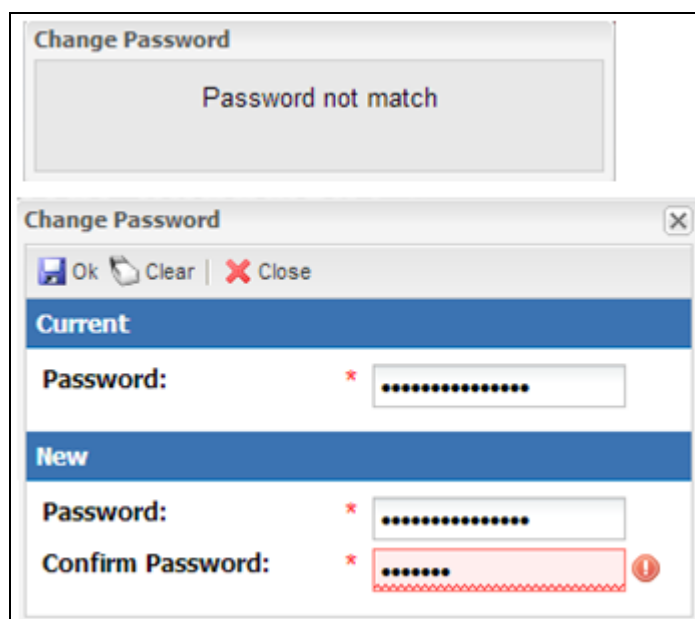
Click **[OK]** to confirm your action.

Click **[Close]** to cancel password change.

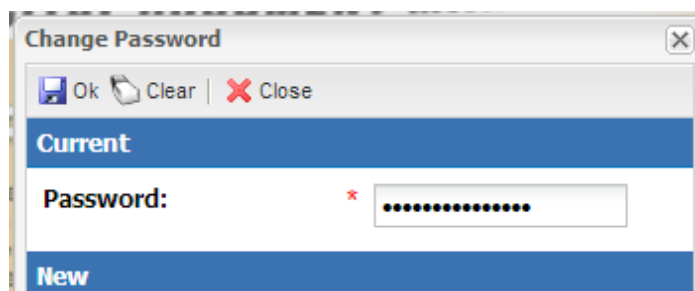
If click on **[OK]** button, this message will be displayed.



3. If new **[Password]** and **[Confirm Password]** does not matched, mouse over to the  , the following dialog box will be displayed.



4. Re-enter the matched password, click **[OK]** button to confirm your action.



Notes: User can re-use their old password on the 6th attempt of changing the password on 5 cycle password basis.

4.2 Settings

There are three scenarios for Settings.

- a. Customized User Preferences;
- b. View Details; and
- c. Add-In Downloads and Settings.

4.2.1 Customized User Preferences

Scenario:

User wants to customize his/her preferences such as default language, default columns to be displayed in record view or record browses.

c. Customized User Preferences Flow Chart

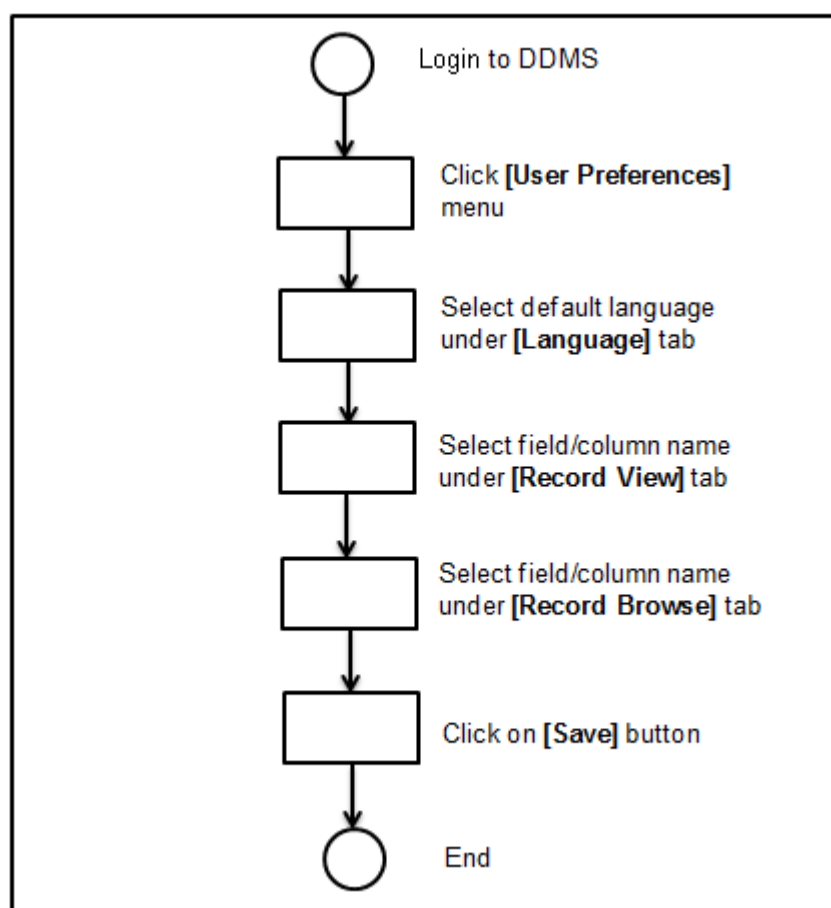
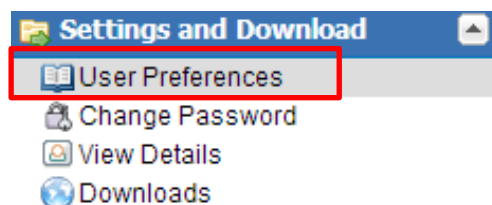


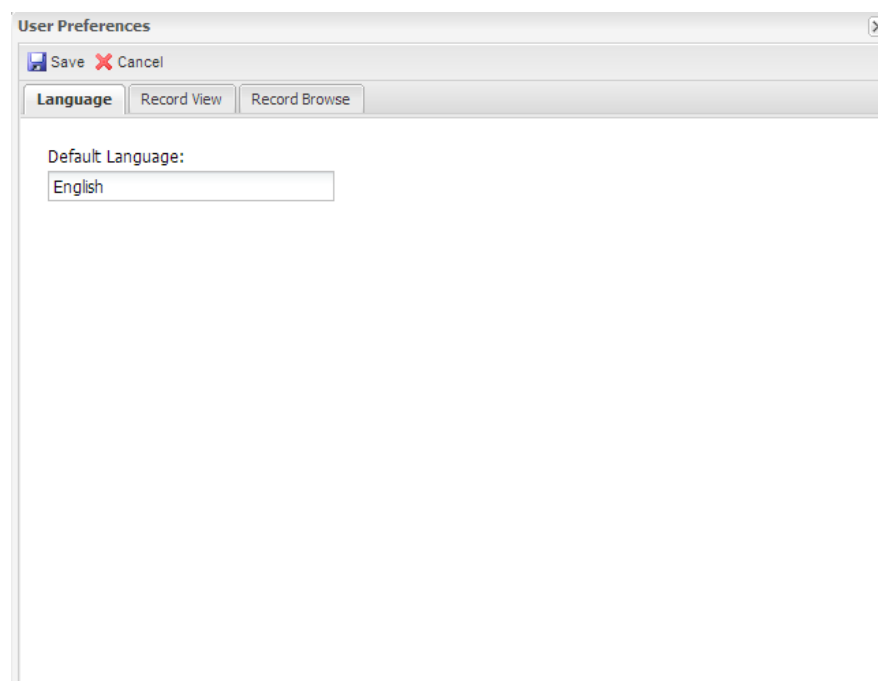
Figure 4.5: Customized user preferences flow chart

d. Customized User Preferences Procedure

1. Under **[Settings and Download]** section, user has to click on **[User Preferences]** menu.

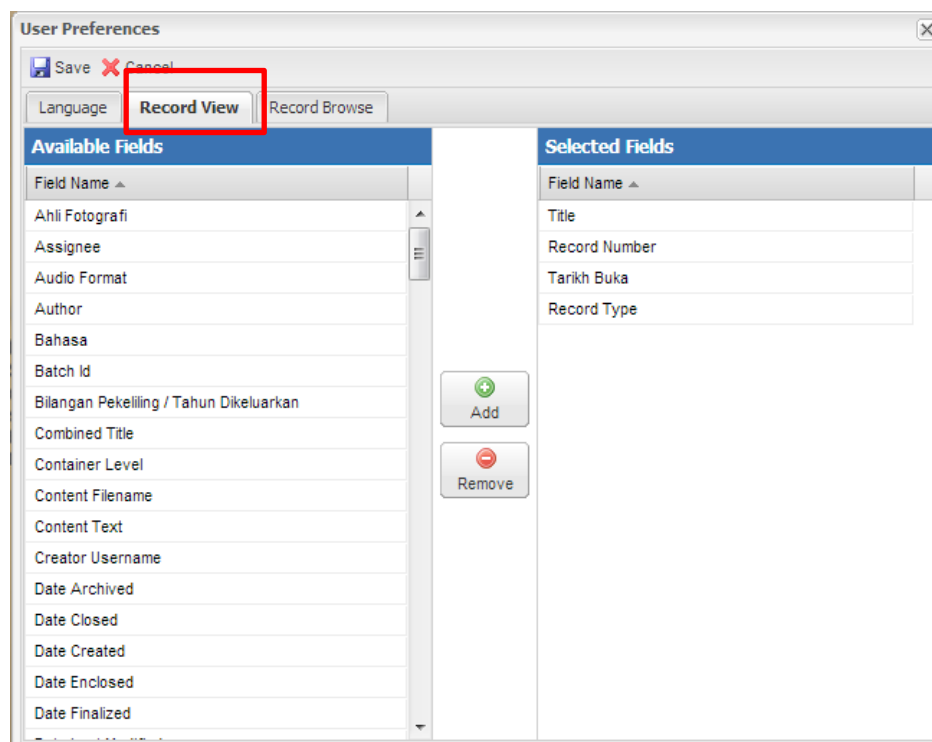


The following pop-up window will be displayed with **[Language]** tab as default :



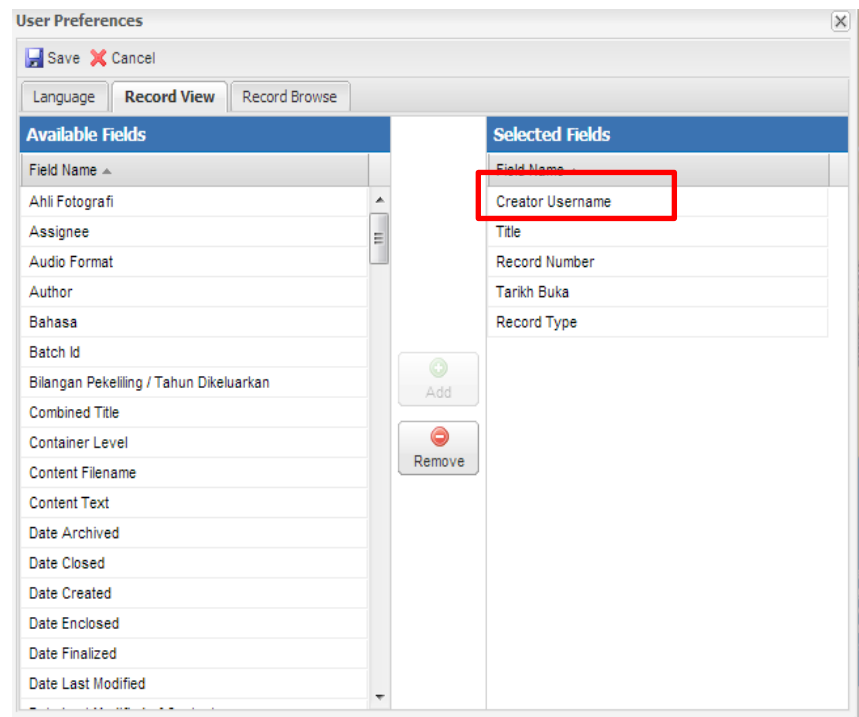
Record View

1. Click on the **[Record View]** tab to set the record view value. Title, Record Number, *Tarikh Buka* and Record Type will be the defaults field in record browse window. User can see these changes when searching. The default fields display in record list is as follows:

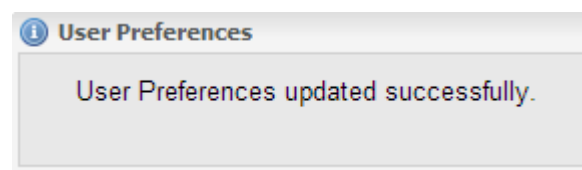


2. To add a field in the record view setting.
 - i. Choose the required field in the [**Available Fields**] column. In this case, '**Creator Name**' is used as an example.
 - ii. Click [**Add**] button. The required field will be added to the top of the **Selected Fields** list (on the right).

The **Creator Username** field added in the selected field column as displayed:

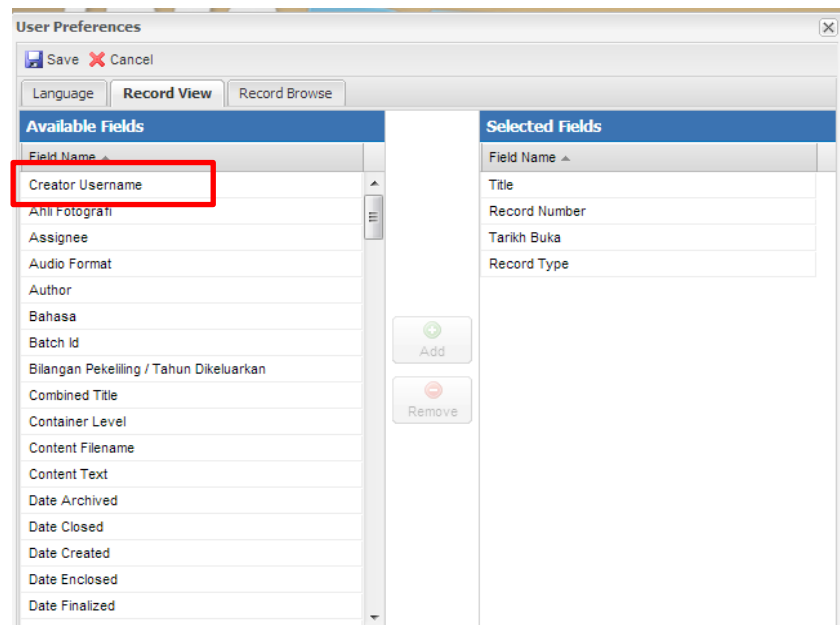


- iii. Click [**Save**] button to save the changes. The following message window will be displayed:

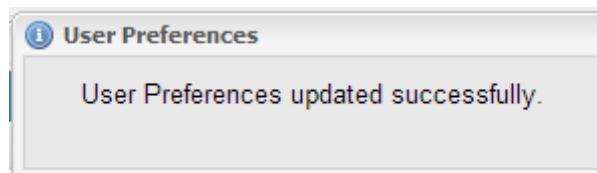


3. To remove fields from the record view setting.
 - i. Choose the unwanted field in the **[Selected Fields]** column.
 - ii. Click **[Remove]** button. The selected fields will be removed from the **[Selected Fields]** list.

The '**Creator Name**' fields have moved to the available field column:

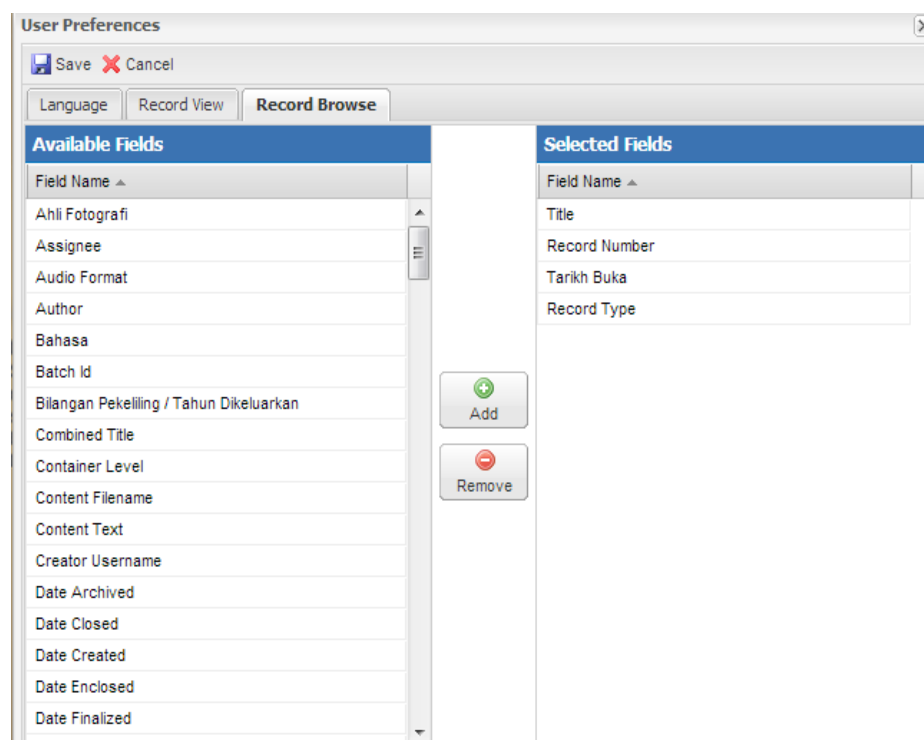


- iii. Click **[Save]** button to save the changes. The following message window will be displayed.



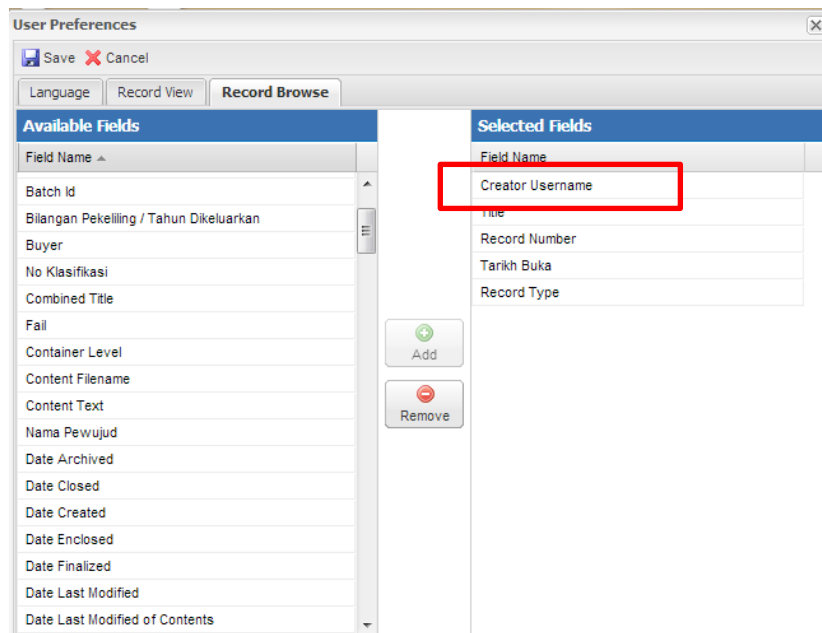
Record Browse

1. Click on the **[Record Browse]** tab to set the record browse value. Title, Record Number, *Tarikh Buka* and Record Type will be the default field in record browse window. User can see these changes when browsing attachments to attach in *Lampiran* while in creating records such as *Memo*, *Surat Menyurat* and *Emel*. The default fields displayed for record browse is as follows:

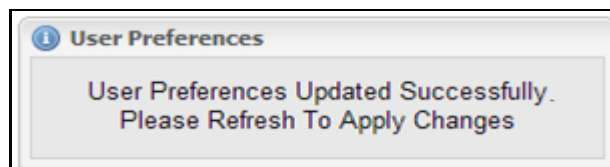


2. To add fields in the record browse setting.
 - i. Choose the required field in the **[Available Fields]** column.
 - ii. Click **[Add]** button, the required field will be added to the top of the Selected Fields list (on the right).

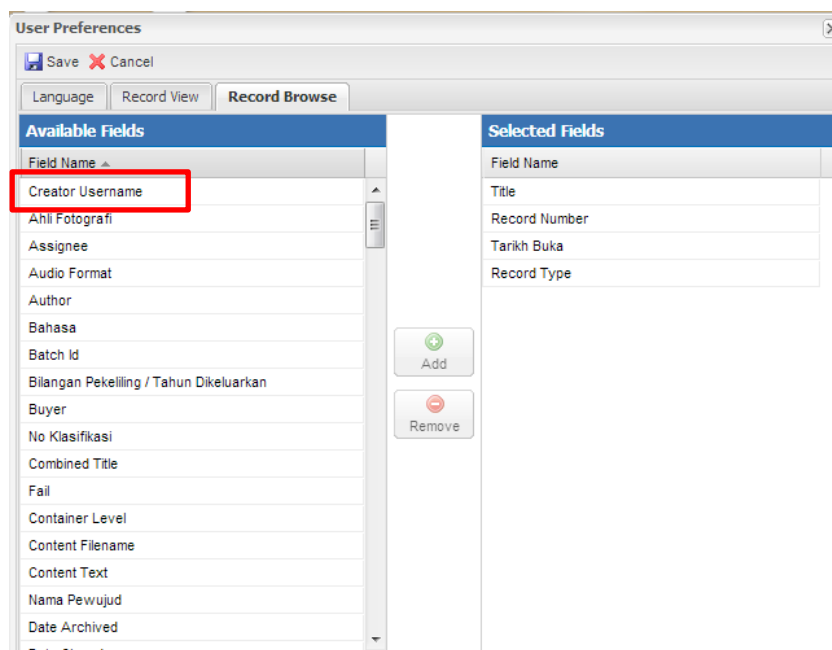
Example: User chooses 'Creator Username' field to be added in the Selected Fields column. The 'Creator username' fields added in the selected field column as displayed:



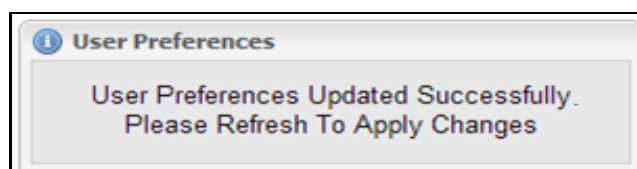
- iii. Click **[Save]** button to save the changes. The following message window will be displayed:



3. To remove field in the record list setting.
 - i. Choose the field to be removed from the **[Selected Fields]** column.
 - ii. Click **[Remove]** button. The selected fields will be removed from the **Selected Fields** list. In this case, the **Creator Username** field has been removed from the **Selected Fields**. The '**Creator Username**' field was moved to Available Fields column as displayed:



- iii. Click **[Save]** button to save the changes. The following message window will be displayed:



4.2.2 View Details

Scenario:

The View Details button will actually prompt the properties of the current user logged in. From there, the user will be able to see his/her profile details stored in the system.

a. View Details Flow Chart

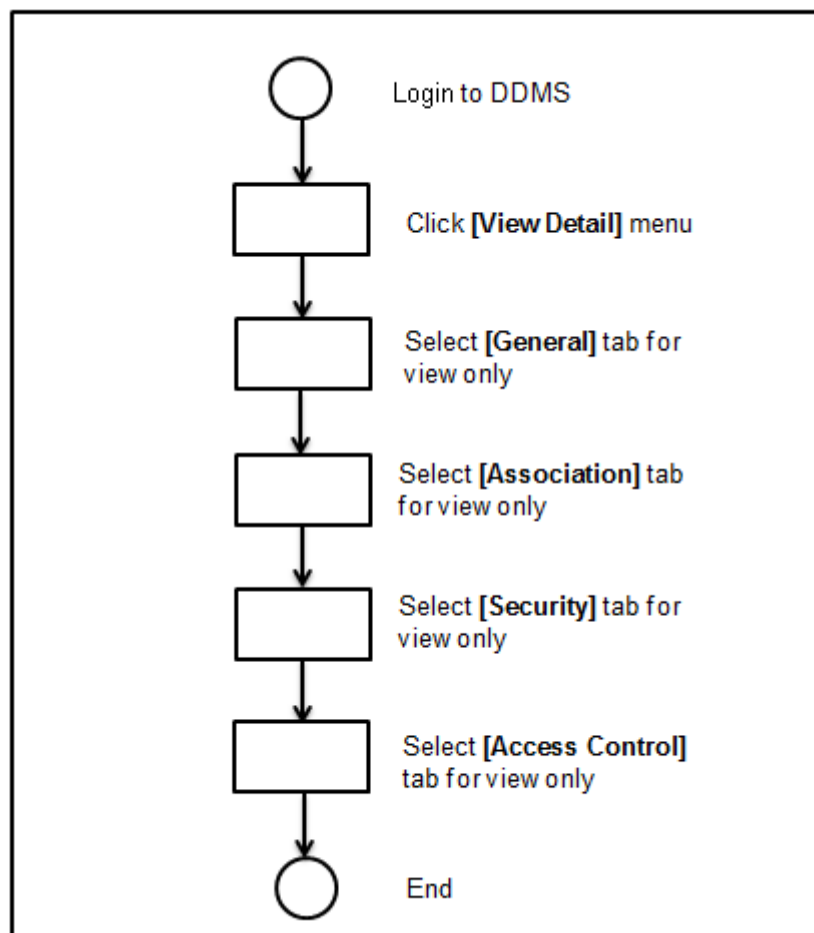
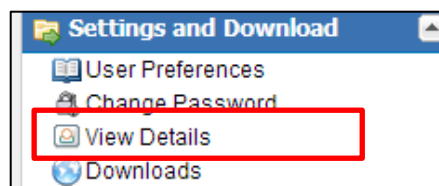


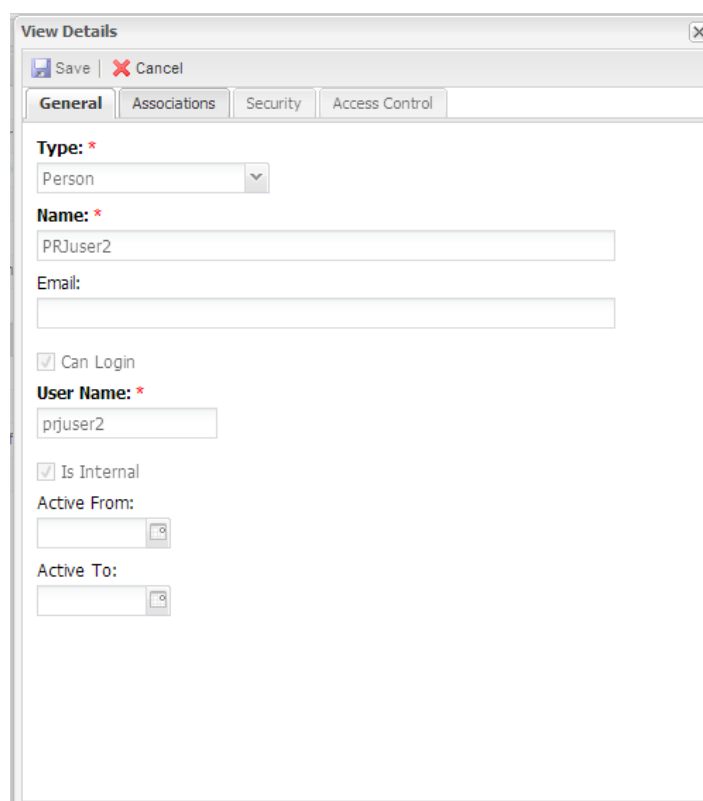
Figure 4.6: View details flow chart

b. View Details Procedure

1. At **[Settings and Download]** section, click on **[View Details]** menu.

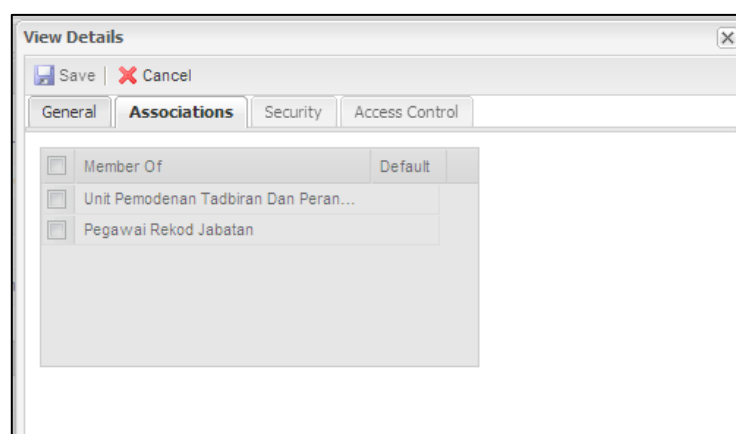


The following screen will be displayed on your screen.

A screenshot of a 'View Details' dialog box. It has a title bar with a close button. Below the title bar are 'Save' and 'Cancel' buttons. There are four tabs: 'General', 'Associations', 'Security', and 'Access Control'. The 'General' tab is selected. The form contains the following fields and controls:

- Type:** * A dropdown menu with 'Person' selected.
- Name:** * A text field containing 'PRUser2'.
- Email:** An empty text field.
- ☒ Can Login
- User Name:** * A text field containing 'prjuser2'.
- ☒ Is Internal
- Active From:** A date picker field.
- Active To:** A date picker field.

2. Click at **[Associations]** tab. The following screen will be displayed.

A screenshot of the 'View Details' dialog box with the 'Associations' tab selected. It shows a table with the following data:

Member Of	Default
☐ Unit Pemodenan Tadbiran Dan Peran...	
☐ Pegawai Rekod Jabatan	

4.2.3 Add-In Downloads and Settings

Scenario:

When the user want to capture MS Outlook email and MS Office document into the system but his/her workstation does not have the Add-In installed, they need to download the Add-In from the system and install it to their workstation.

a. Add-In Downloads and Settings Flow Chart

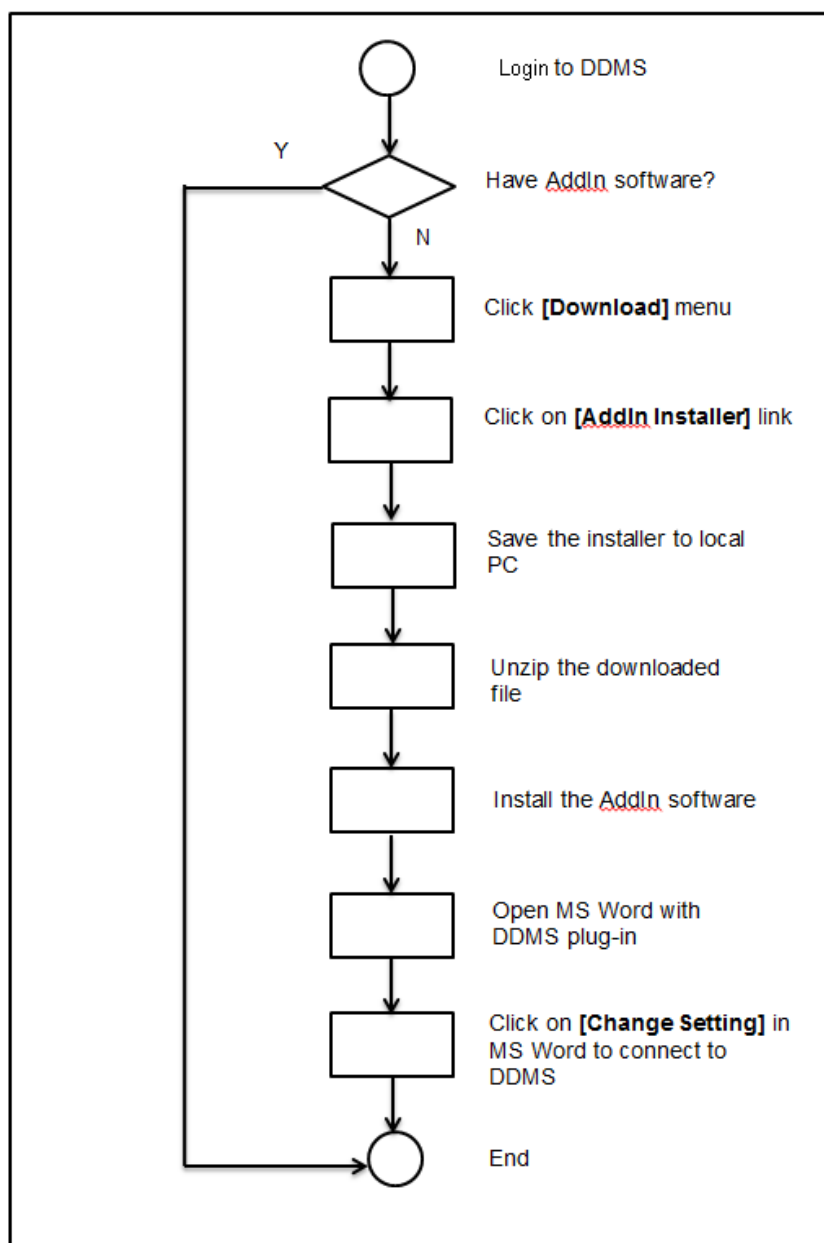
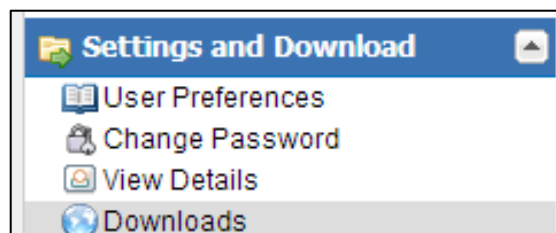


Figure 4.7: Add-In download and Settings flow chart

b. Add-In Downloads and Settings Procedure

Downloads Add-In application.

1. At **[Settings and Download]** section, choose **[Downloads]** menu.



The following screen will be displayed.

Downloads List :

[Microsoft Office AddIn](#)
[Barcode Font](#)
[Manual / Guide](#)

Microsoft Office AddIn

Overview

Addins are allows you to Check-In Document in 2003 and above on Microsoft Office programs.

System Requirements

Operating Systems
Windows Server 2003, Windows XP, Windows Vista, Windows 7

This Installer Works With the Following Programs

1. Microsoft Office Word 2003 and above
2. Microsoft Office PowerPoint 2003 and above
3. Microsoft Office Excel 2003 and above
4. Microsoft Outlook 2003 and above

AddIn Installer		
Microsoft Office 2003	Microsoft Office 2007	Microsoft Office 2010
Excel Outlook PowerPoint Word	Office Addin 2007	Office Addin 2010

Barcode Font

[Download Link](#)

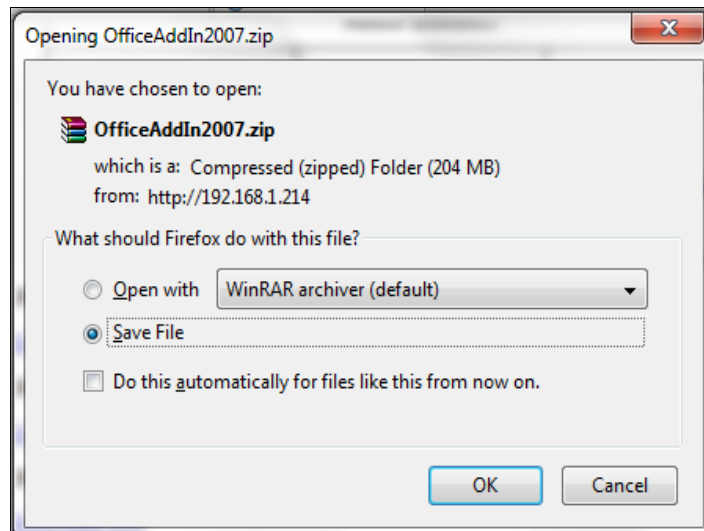
Manual / Guide

1. [Admin Manual](#)
2. [User Manual](#)

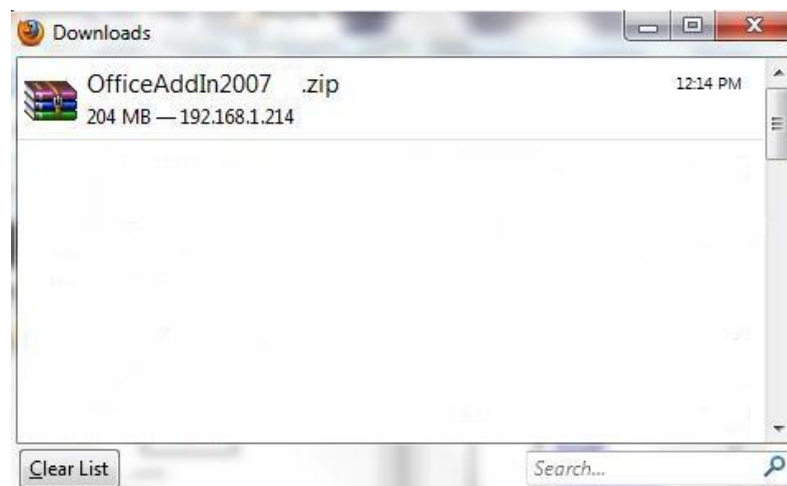
2. Click on **[Add-In Installer]** link to download the relevant **Office Add-In**. It depends on the Microsoft Office version installed in the PC or notebook.
 - i. For Microsoft Office 2003, click **Excel, Outlook, PowerPoint** and **Word** to download Office 2003 Add-In.

- ii. For Microsoft Office 2007, click [Office Addin 2007](#) to download Office 2007 Add-In.
- iii. For Microsoft Office 2010, click [Office Addin 2010](#) to download Office 2010 Add in.

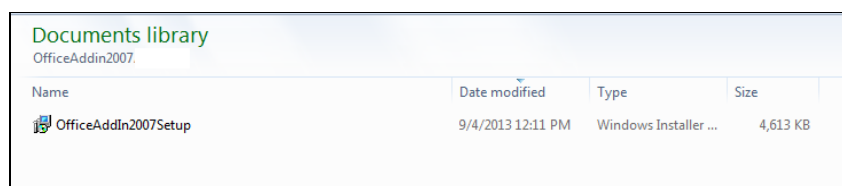
This example shown for Microsoft Word 2007. The following screen will be displayed:



3. Click on the **[OK]** button to start the download process. Download window will be displayed :



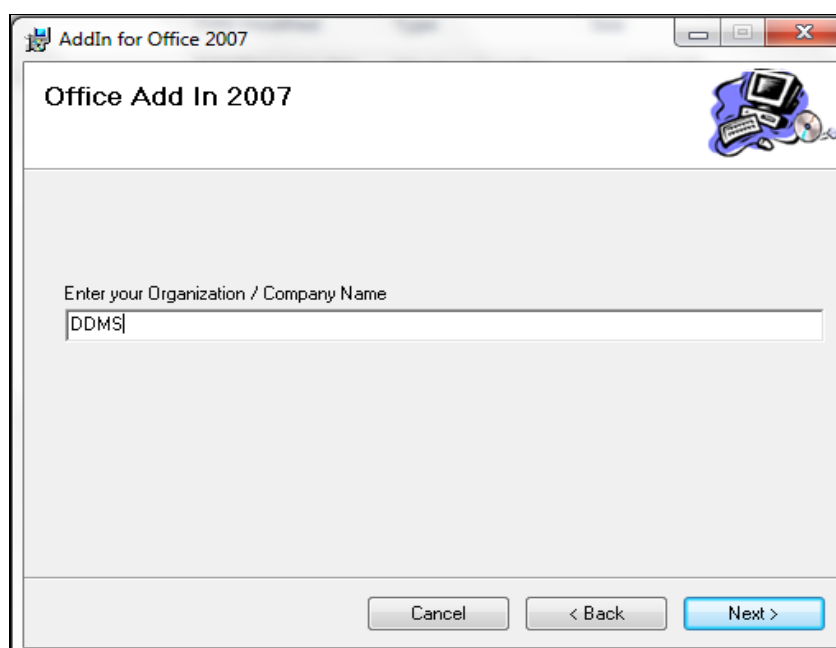
4. Once downloaded, the user needs to extract the ZIP file in the local desktop or notebook computer into specific folder. The following screen will be displayed:

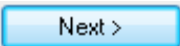


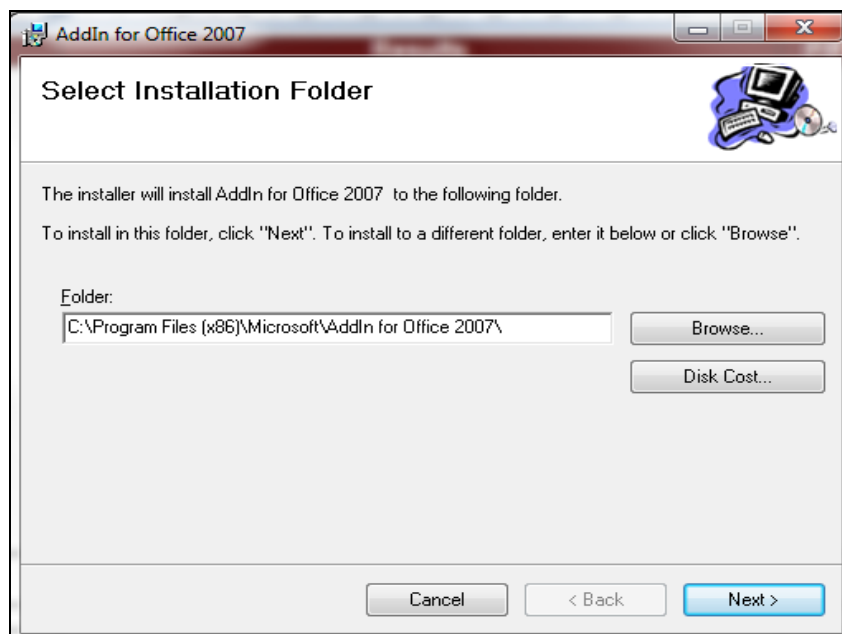
5. From the extracted zip folder, click setup icon. The following screen will be displayed :



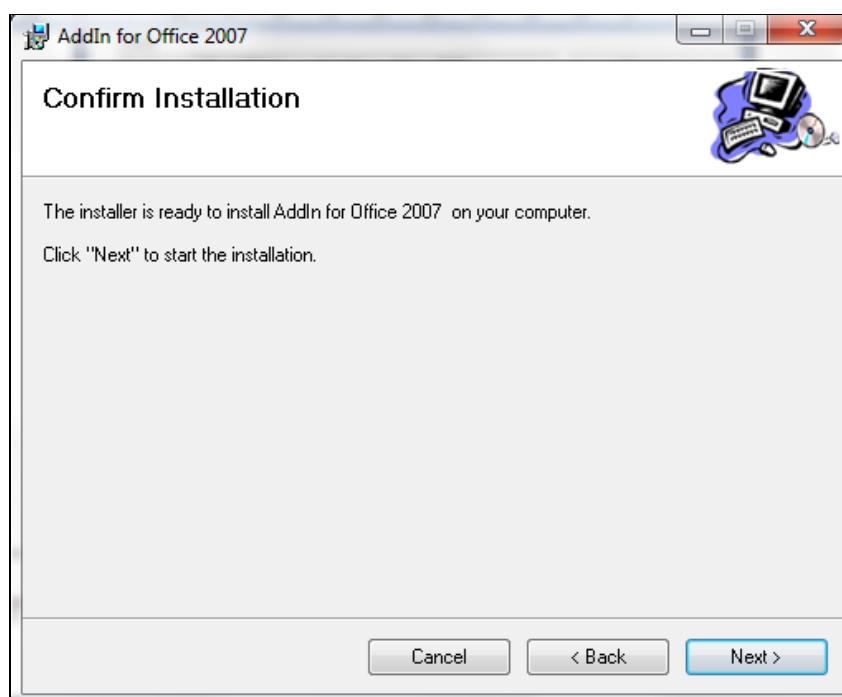
6. Click **[Next]** button to complete the installation process and insert the organization /company name. The following screen will be displayed:



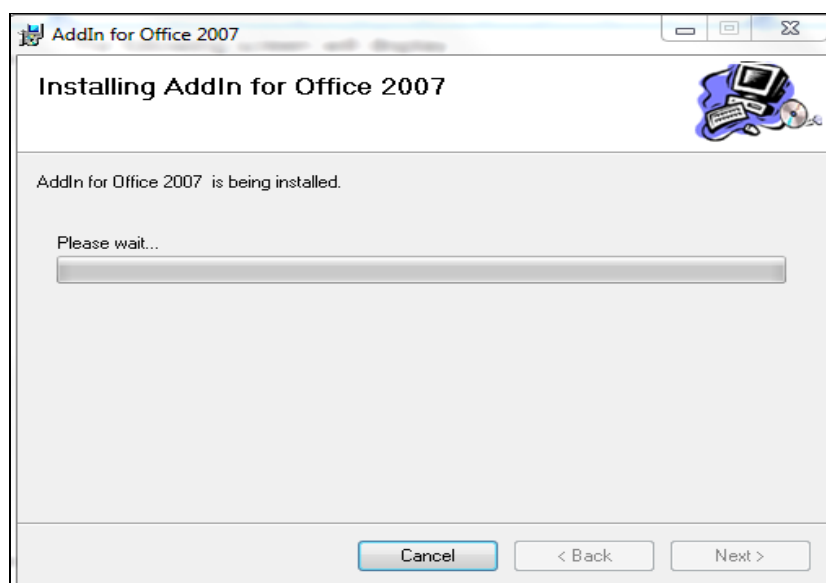
7. Enter **"DDMS"** at the [Enter your Organization / Company Name] field.
8. Then click  button and the following dialog box displayed :



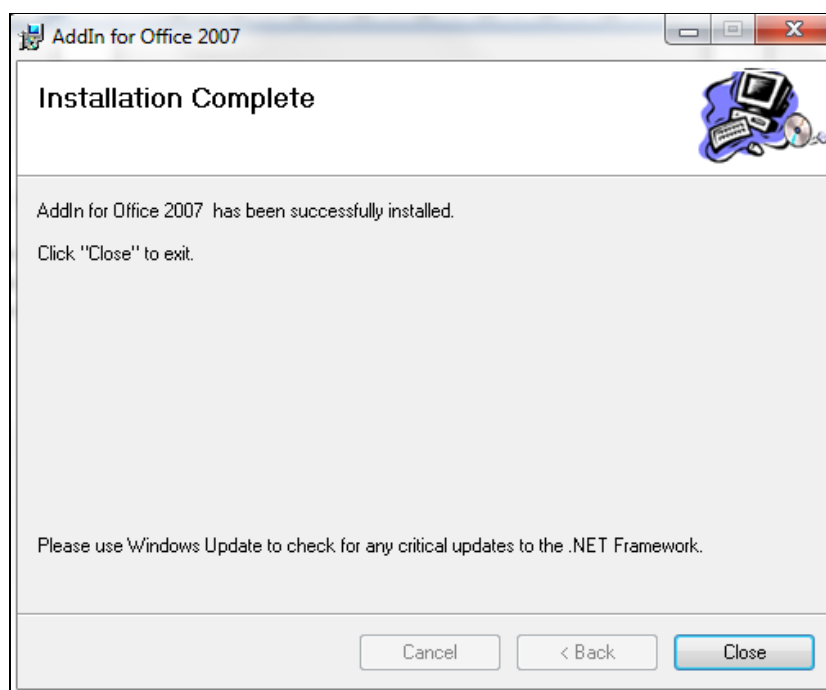
9. Click  button and the following dialog box displayed.



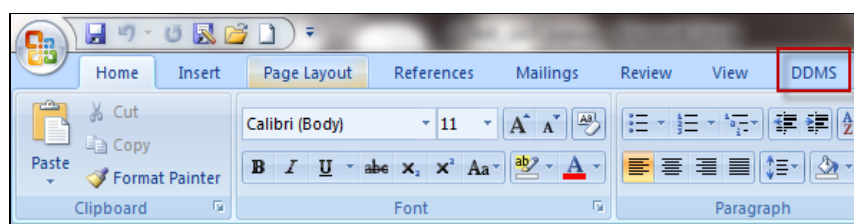
10. Click **Next >** button and the following dialog box displayed the installation in progress.



11. Wait until the installation is completed.
12. Click **[Close]** button : to close the screen. The following screen will be displayed on your screen :

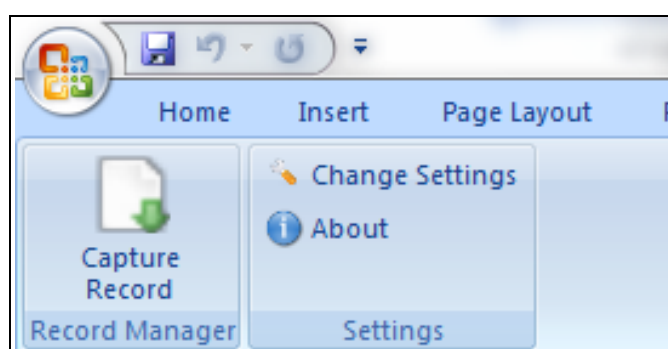


13. To configure Microsoft Office Word, open the Microsoft Office word, there should have “DDMS” appear in the Menu bar.

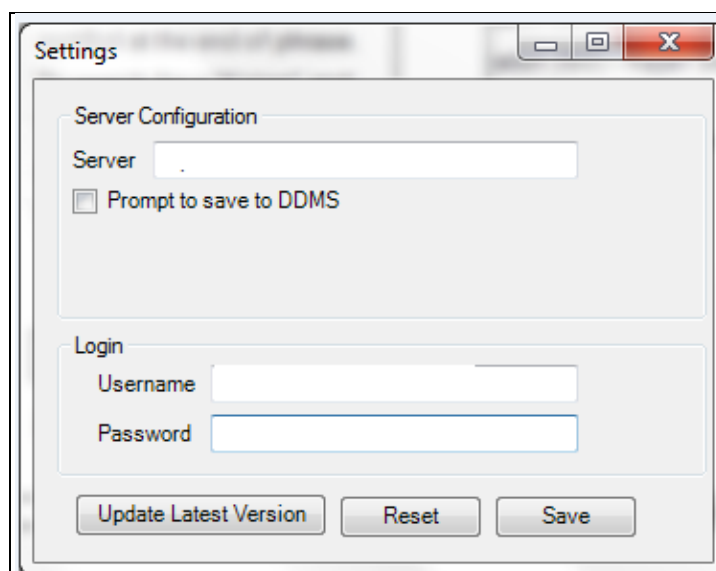


14. Click the **DDMS** Menu and the following items display.

The following screen will be displayed:

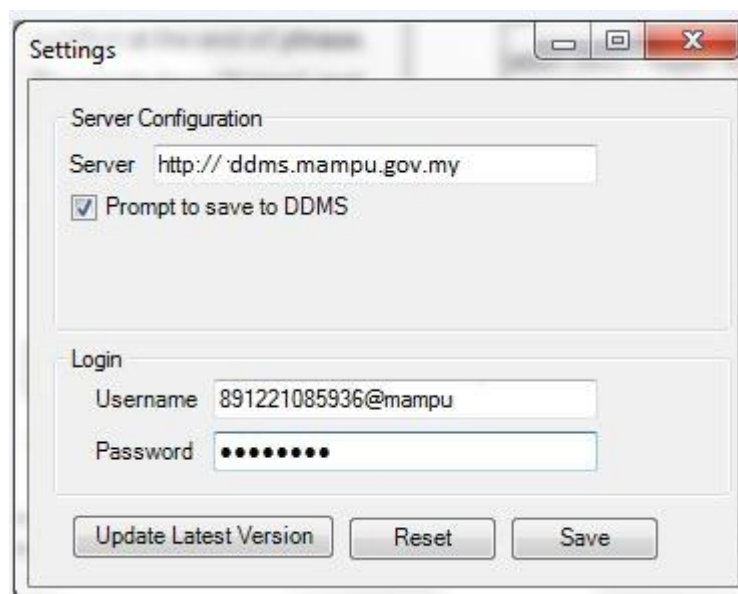


15. Click the **[Change Settings]** button to display the following dialog box. The following screen will be displayed:



16. Enter the IP address of the server in the Server field. Example
“http://ddms.mampu.gov.my”
 - i. Enter the **Username and Password** that is used to access the system.

The following screen will be displayed:

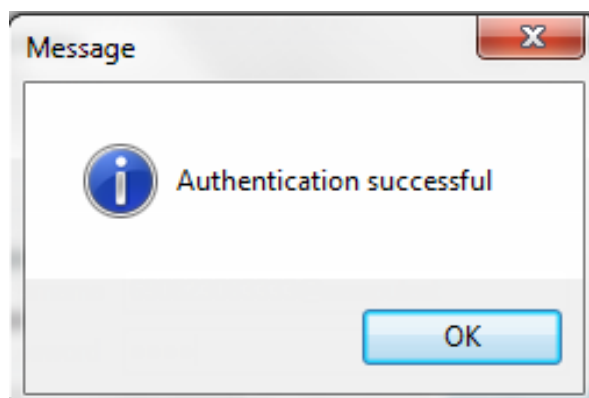


[Save] button to save the configuration settings

[Reset] button to clear all the settings.

Notes: User needs to update their password in Microsoft Office AddIn setting same as password in DDMS.

- ii. If click **[Save]** the following message window will be displayed.



4.3 Creating and Capturing Documents

There are six scenarios for Creating and Capturing Documents:

- Capture Digital Document;
- Capture Physical Document;
- Capture MS Outlook Email;
- Capture MS Office Document;
- Capture Digital Document (Audio and Video); and
- Routing Record through Email.

4.3.1 Create Flow Chart

a. Main Create Flow Chart

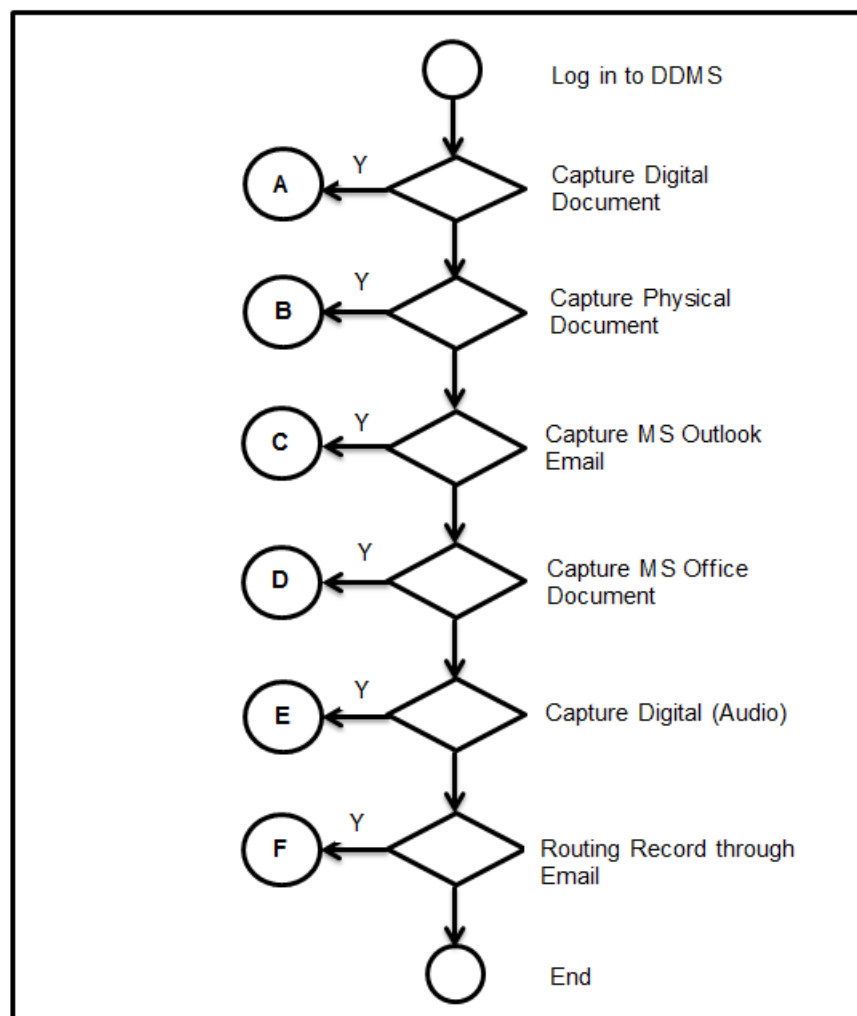


Figure 4.8: Create flow chart

4.3.2 Capture Digital Document

Scenario:

When user having a digital document in softcopy such as memo and need to be captured and upload into the system, they can upload using these features. For example documents in Ms Office Word, audio, notepad and pdf.

a. Capture Digital Document Flow Chart

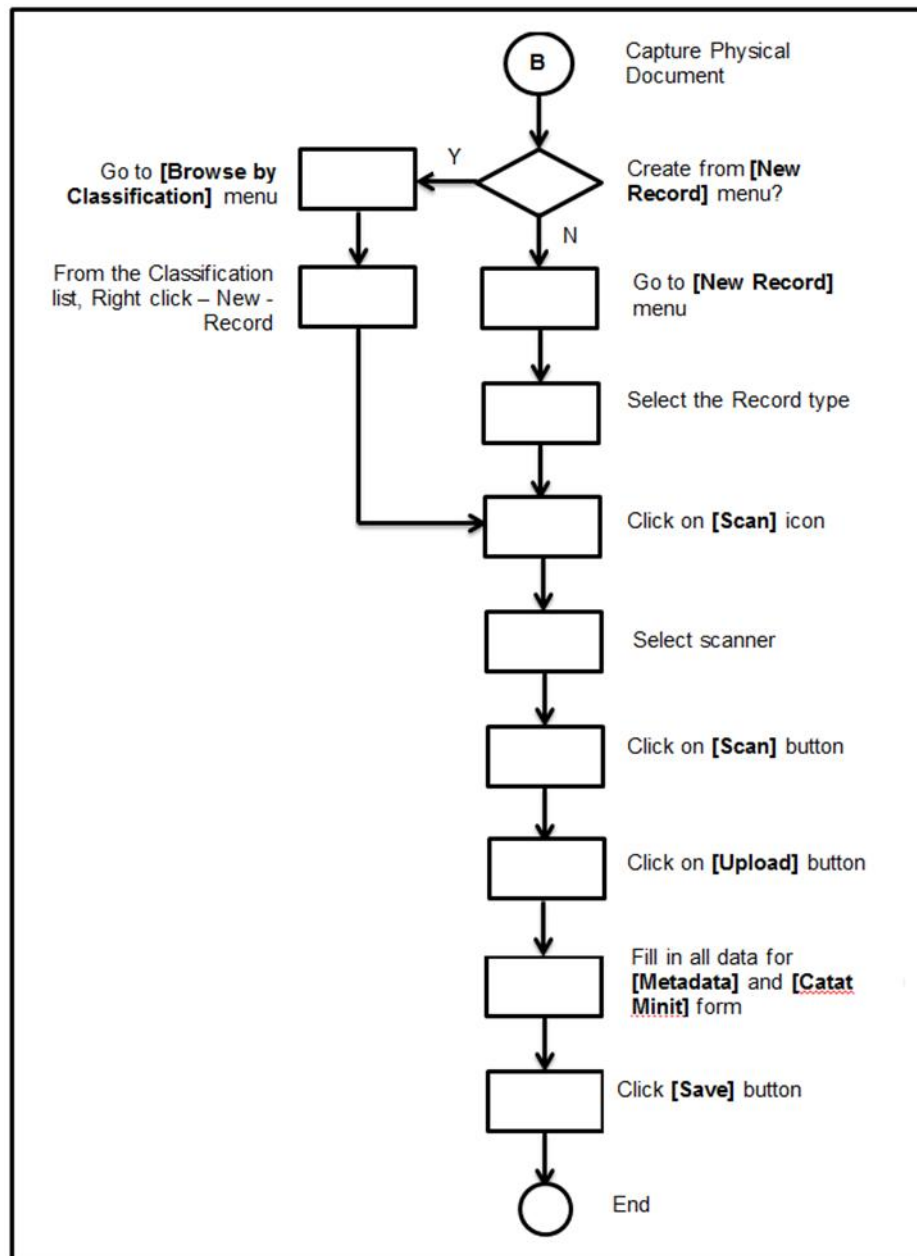
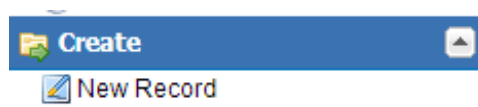


Figure 4.9: Capture Digital Document flow chart

b. Capture Digital Document Procedure

1. Go to the **[Create]** menu and click **[New Record]**.



Select Record Type for New Record window will be prompted.



2. Select the Record Type by clicking on the checkbox.



3. Click **[Ok]** button. Click **[Cancel]** button to cancel the action.



4. Data Entry Form will appear on a new tab.

There are four tabs in this screen and each has its own function.

- i. Metadata tabs contains information that describe about data.
- ii. Minutes tabs contains instruction about the records. For example "*Sila ambil tindakan*".
- iii. Access control tabs contains information about the records security level and principals. The security level of the records either "*Terbuka*" or "*Terhad*" and etc. While principals contain information on who can access the records. At the bottom of the screen there are two checkbox which are File Based Security and Bypass Reference Access Control Level. File Based security will follow the record's file security level while Bypass Reference Access Control Level will not follow any of it.
- iv. Related Records tab shows any records that related to it. However, the tab is disable and only Record Manager/*Pegawai Rekod Jabatan* (PRJ) can relate a record to a record, file to a record or file to a file.

Main | New Record

Save | Close | Scan | Upload

Metadata | Minutes | Access Control | Related Records

Memo

Tajuk: *

Fail: *

No. Rujukan Tuan:

No. Rujukan Kami:

Tarikh Memo: *

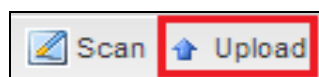
Nama Pengirim: *

Jawatan Pengirim:

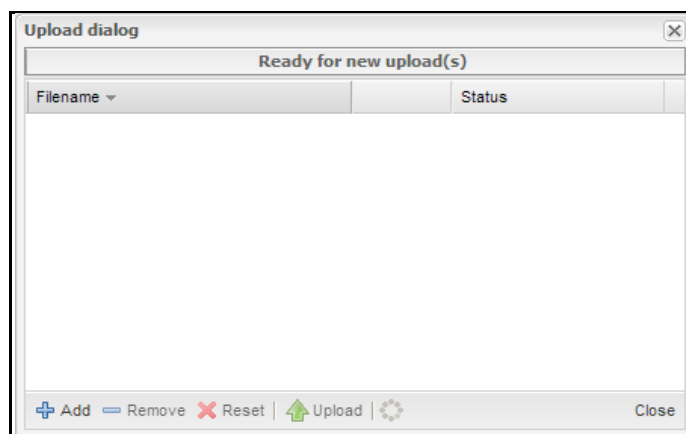
Nama Penerima: *

Jawatan Penerima:

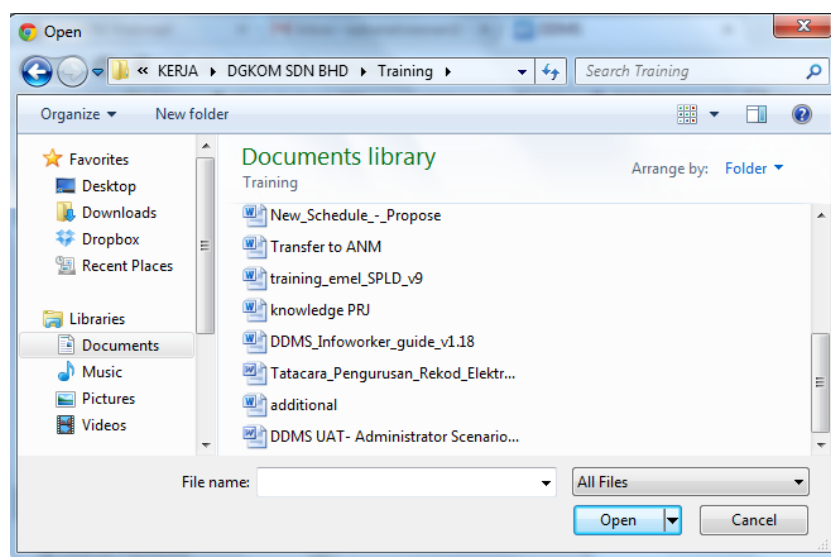
5. Click **[Upload]** button to upload the document(s).



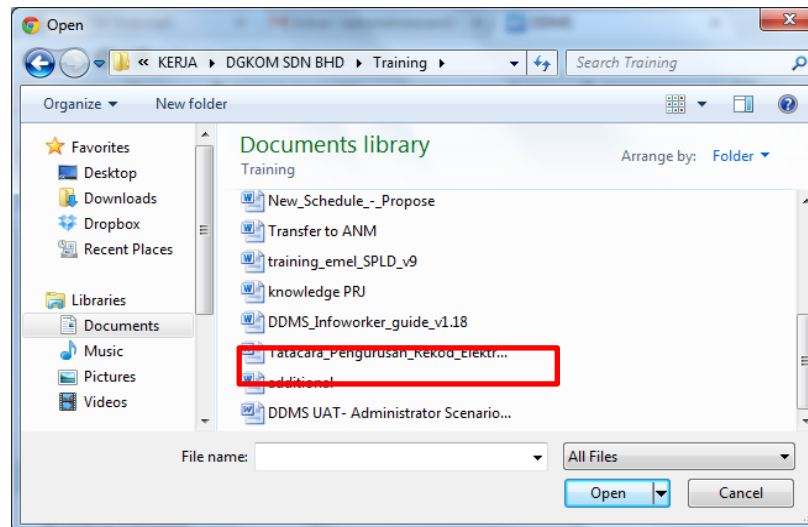
6. *Upload dialog* window will appear.



- i. **[Add]** button to add document to upload;
 - ii. **[Remove]** button to remove the upload document(s);
 - iii. **[Reset]** button to refresh the screen;
 - iv. **[Upload]** button to upload the document to the system; and
 - v. **[Close]** button to close the *Upload dialog* screen.
7. Click on **[Add]** button. *Choose Document to Upload* window will appear.



8. Select the document that the user wants to upload.



9. Click **[Open]** button OR the user can just double-click on the selected document. Click **[Cancel]** button to cancel.

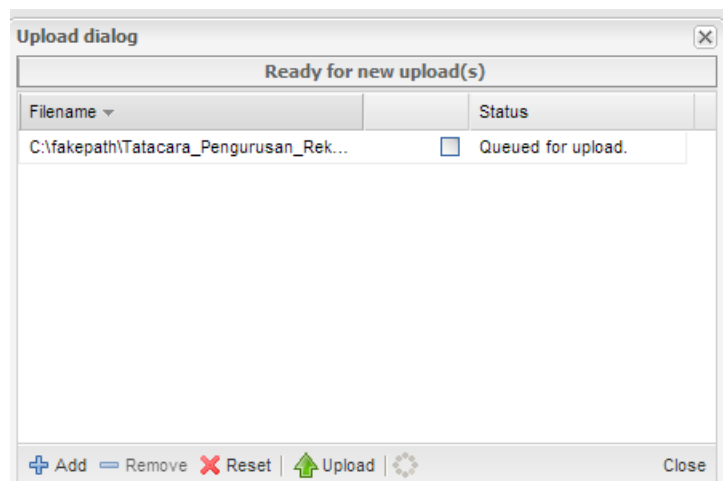


10. The selected document(s) to be uploaded will be listed on the **[Upload dialog]** screen.

There are two columns on the screen:

- Filename** – Name of the document that ready to upload.
- Status** – Status of the document list.

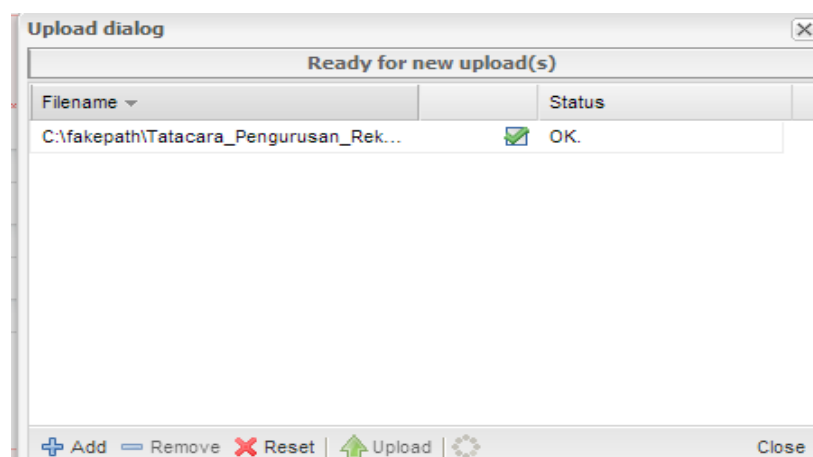
[Queued for upload] status will appear on *Status* column.



11. Click **[Upload]** button.



The user will see the status column change to 'OK'.



Click the **[Close]** button to close the window.

12. The **Data Entry Form** will appear again after previous window has been closed.

12. Fill in all the fields.
13. On **Fail** field, click  button.

Fail: *

Browse by Classifications screen will appear.

Browse by Classifications

OK Refresh Quick search based on Full Number or Title. 

Classification Number	Title
MAMPU	Unit Pemodenan Tadbiran dan Perancangan P
MAMPU.100-	PENGURUSAN PENTADBIRAN
MAMPU.200-	PENGURUSAN TANAH, BANGUNAN DAN INF
MAMPU.300-	PENGURUSAN ASET
MAMPU.400-	PENGURUSAN KEWANGAN
MAMPU.500-	PENGURUSAN SUMBER MANUSIA
MAMPU.600-	PEMODENAN PENTADBIRAN DAN PENYAMPA
MAMPU.700-	PENGURUSAN PROJEK SEKTOR AWAM

Page 1 of 1

14. Search the File by clicking on  icon.

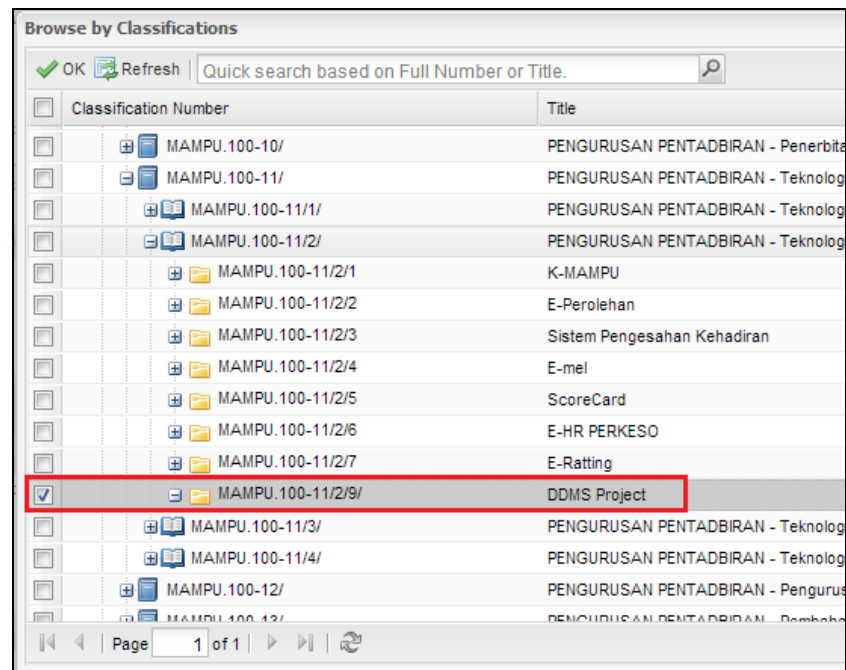
Browse by Classifications

OK Refresh Quick search based on Full Number or Title. 

Classification Number	Title
MAMPU.100-10/	PENGURUSAN PENTADBIRAN - Penerbitan Jabat
MAMPU.100-11/	PENGURUSAN PENTADBIRAN - Teknologi Maklun
MAMPU.100-11/1/	PENGURUSAN PENTADBIRAN - Teknologi Maklun
 MAMPU.100-11/2/	PENGURUSAN PENTADBIRAN - Teknologi Maklun
MAMPU.100-11/2/1	K-MAMPU
MAMPU.100-11/2/2	E-Perolehan
MAMPU.100-11/2/3	Sistem Pengesahan Kehadiran
MAMPU.100-11/2/4	E-mel
MAMPU.100-11/2/5	ScoreCard
MAMPU.100-11/2/6	E-HR PERKESO
MAMPU.100-11/2/7	E-Ratting
MAMPU.100-11/2/9/	DDMS Project
MAMPU.100-11/3/	PENGURUSAN PENTADBIRAN - Teknologi Maklun
MAMPU.100-11/4/	PENGURUSAN PENTADBIRAN - Teknologi Maklun
MAMPU.100-12/	PENGURUSAN PENTADBIRAN - Pengurusan Rek
MAMPU.100-13/	PENGURUSAN PENTADBIRAN - Pemeliharaan De

Page 1 of 1

15. Select the File by tick on checkbox.



Click **[OK]** button to confirm the action.

16. *No. Rujukan Kami* field will be generated automatically field upon saving.

Main
New Record

Save
Close
Scan
Upload

Metadata
Minutes
Access Control
Related Records

Memo

Tajuk: *

BENGKEL PENAMBAHBAIKAN SISTEM

Fail: *

MAMPU.100-11/2/9/

No. Rujukan Tuan:

MAMPU.BPPEG 100-7/3/1-12JLD.2 (1

No. Rujukan Kami:

Tarikh Memo: *

01/10/2009

Nama Pengirim: *

Parmjit Kaur

Jawatan Pengirim:

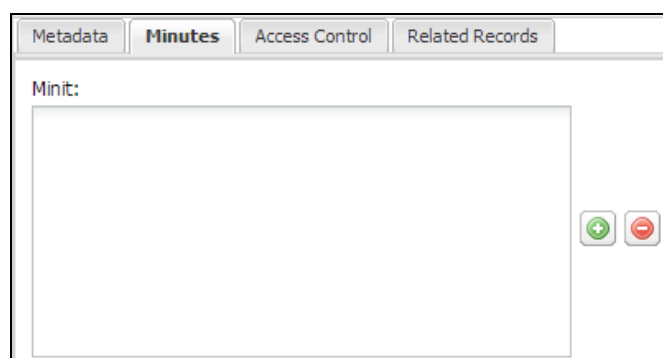
Pengarah Bahagian Pembangunan da

Nama Penerima: *

Azlan Bin Iskandar

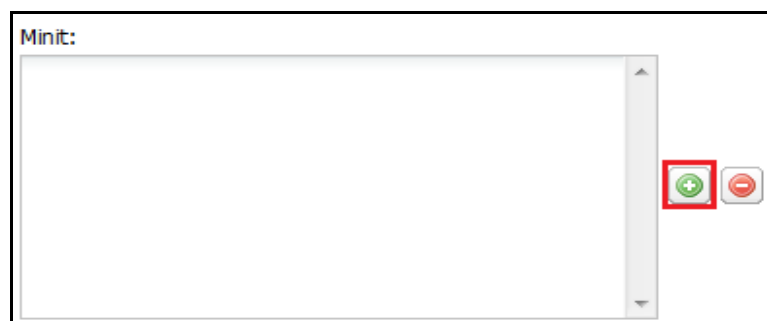
Jawatan Penerima:

17. Click the **[Minutes]** tab.



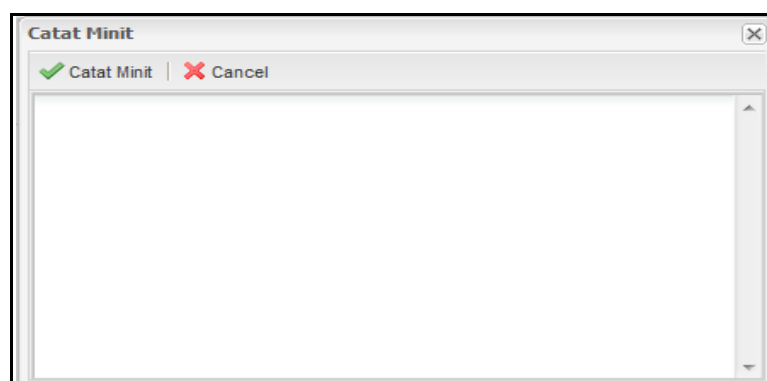
The screenshot shows a window with four tabs: 'Metadata', 'Minutes', 'Access Control', and 'Related Records'. The 'Minutes' tab is active. Below the tabs is a label 'Minit:' followed by a large empty text area. To the right of the text area are two small buttons: a green one with a '+' sign and a red one with a '-' sign.

18. Click  button to fill in **Minit** field.  button to clear **Minit** field.



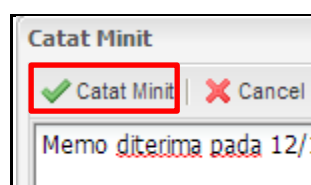
This screenshot is similar to the previous one, but the green '+' button is highlighted with a red square. The 'Minit' text area is still empty.

19. *Catat Minit* screen will appear.



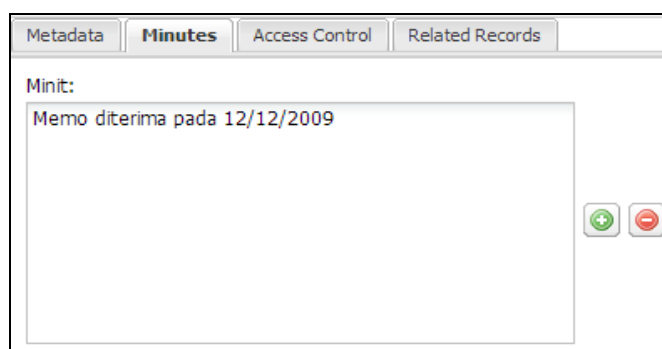
The screenshot shows a dialog box titled 'Catat Minit'. At the top, there are two buttons: 'Catat Minit' with a green checkmark icon and 'Cancel' with a red X icon. Below these buttons is a large empty text area for entering notes.

20. Fill in *Catat Minit* field and click **[Catat Minit]** button. Click **[Cancel]** button to cancel the action.



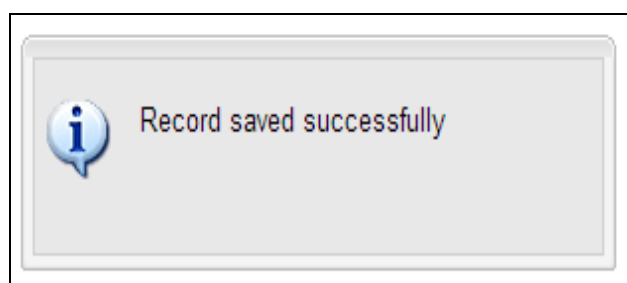
This screenshot shows the 'Catat Minit' dialog box with the 'Catat Minit' button highlighted by a red rectangle. The text area below contains the text 'Memo diterima pada 12/1'.

After click on **[Catat Minit]** button, window will be displayed :



The screenshot shows a window titled 'Minit' with a tabbed interface. The 'Minutes' tab is selected. The main area contains a text box with the text 'Memo diterima pada 12/12/2009'. To the right of the text box are two buttons: a green button with a plus sign and a red button with a minus sign.

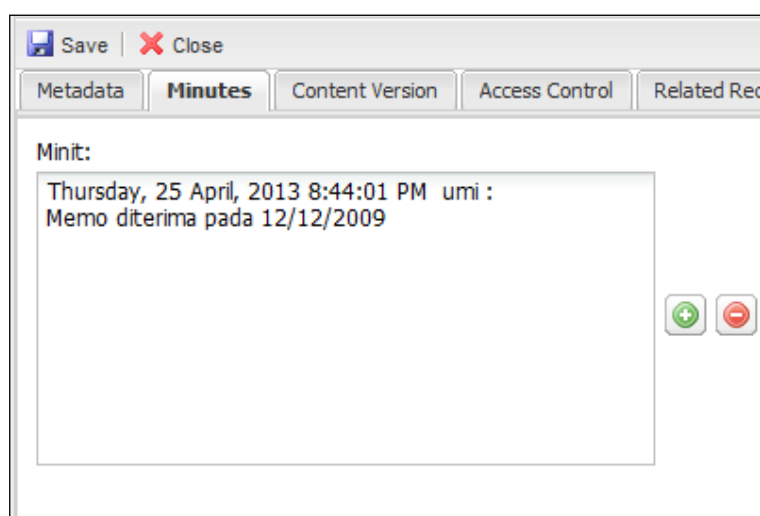
21. Click **[Save]** button to save the record.



Note : Only Record Manager can modify metadata after the record was saved.

22. **To view the *minit* :**

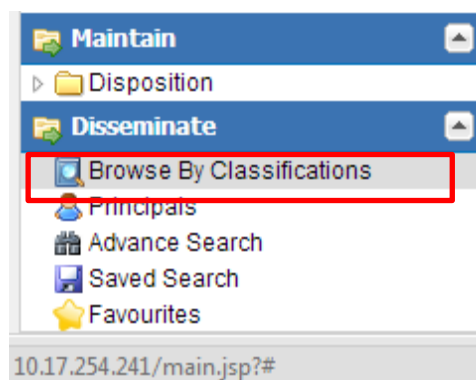
- Reselect the respective record.
- Click on **[Minit]** tab to display the result and the following screen will be displayed:



The screenshot shows a window titled 'Minit' with a tabbed interface. The 'Minutes' tab is selected. The main area contains a text box with the text 'Thursday, 25 April, 2013 8:44:01 PM umi : Memo diterima pada 12/12/2009'. To the right of the text box are two buttons: a green button with a plus sign and a red button with a minus sign.

Alternative way to create record is using [Browse By Classifications] menu.

1. Go to **[Disseminate]** section and click the **[Browse By Classification]** menu.



The following window will be displayed.

Main

Browse By Class

Refresh

Quick search based on Classification Number or Title.

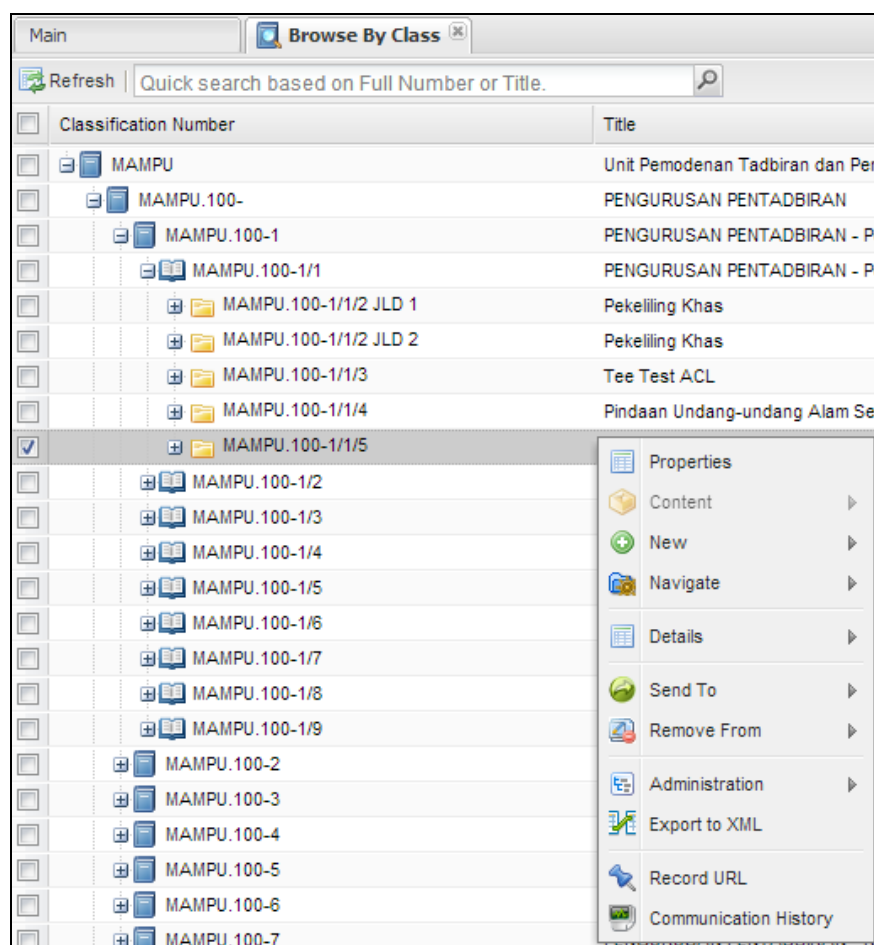


☐ Classification Number	Title
☐ MAMPU	Unit Pemodenan Tadbiran & Perancangan Pengurusan Malaysia
☐ MAMPU.100-	Pengurusan Pentadbiran Kerajaan
☐ MAMPU.200-	Pengurusan Tanah, Bangunan Dan Infrastruktur
☐ MAMPU.300-	Aset
☐ MAMPU.400-	Kewangan
☐ MAMPU.500-	Sumber Manusia
☐ MAMPU.600-	Pemodenan Pentadbiran Dan Penyampaian Perkhidmatan
☐ MAMPU.700-	Pelaksanaan Projek Sektor Awam

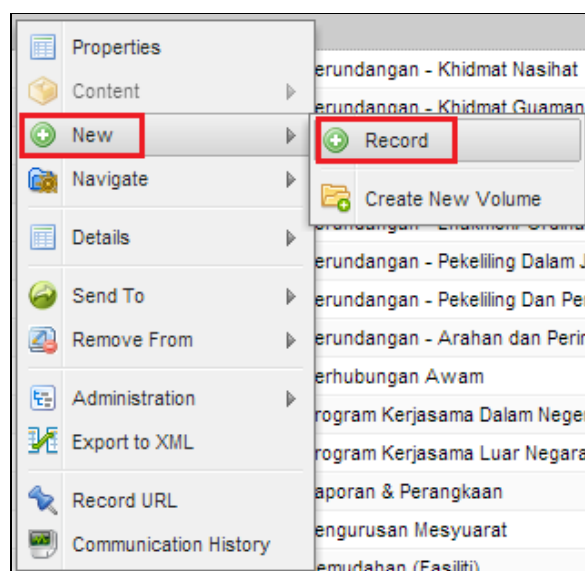
2. Browse the classification by clicking the  sign to expand until File level ().

Main		Browse By Class	
Refresh		Quick search based on Classification Number or Title.	
☐	Classification Number	Title	
☐	MAMPU	Unit Pemodenan Tadbiran & Perancangan Pengurusan Malaysia	
☐	MAMPU.100-	Pengurusan Pentadbiran Kerajaan	
☐	MAMPU.100-1/	Pengurusan Pentadbiran Kerajaan - Perundangan	
☒	MAMPU.100-1/1/	Pengurusan Pentadbiran Kerajaan - Perundangan - Penggubalan/Penyedia	
☐	MAMPU.100-1/1/2	Penyediaan Undang-Undang	
☐	MAMPU.100-1/1/3	Penggubalan Undang-Undang	
☐	MAMPU.100-1/1/4	Perundangan	
☐	MAMPU.100-1/1/5 JLD 1	Pekelling Khas	
☐	MAMPU.100-1/1/5 JLD 2	Pekelling Khas	
☐	MAMPU.100-1/1/6	Peraturan	
☐	MAMPU.100-1/1/7	Penggubalan Am	
☐	MAMPU.100-1/2/	Pengurusan Pentadbiran Kerajaan - Perundangan - Khidmat Nasihat	

3. Right click on the selected File.



4. Navigate your mouse to **[New]** and click **[Record]**.



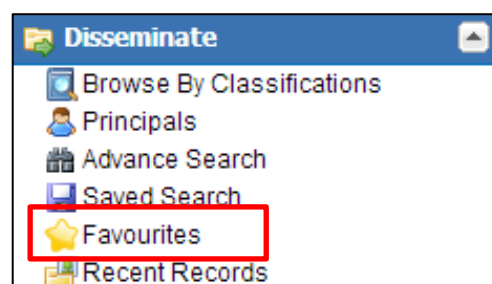
Select Record Type for New Record screen will appear.



- Continue the operation starting from step 3 in **Capture Digital Document** section.

Alternative way to create record is using [Favourites] menu.

- Go to **[Disseminate]** section and click the **[Favourites]** menu.

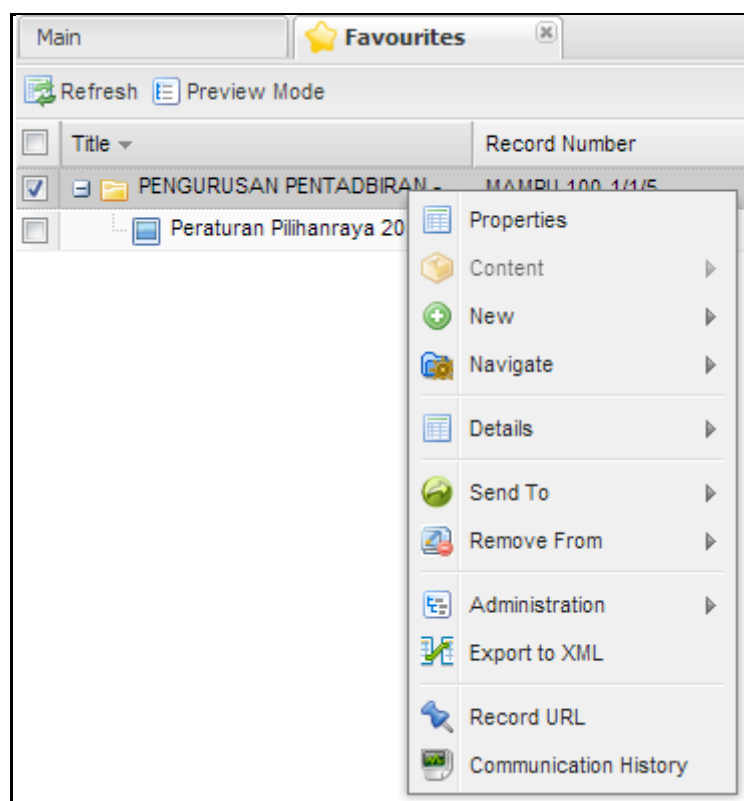


Favourites screen will appear on a new tab.

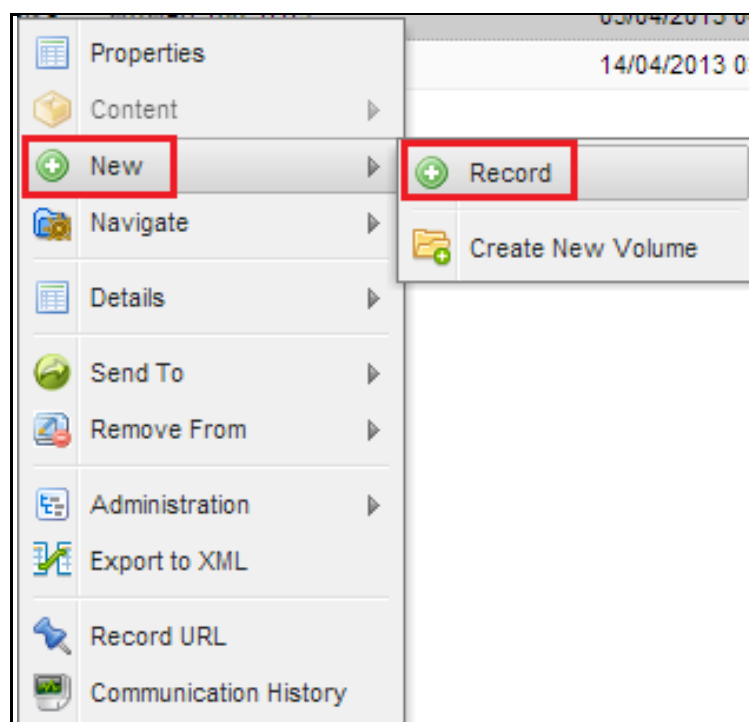


Notes: User need to make sure at least there is a record in the favourites tray. If not, user can refer to **Maintain Favourites Tray List** to add record(s).

2. Right click on the selected File. The following screen will be displayed:



3. Mouse over to **[New]** and click **[Record]**.



Select Record Type for New Record screen will appear.



Continue the operation starting from step 3 in **Capture Digital Document** section.

4.3.3 Capture MS Outlook Email

Scenario:

User received an email message through Microsoft Outlook and they want to capture it into the system.

a. Capture MS Outlook Email Flow Chart

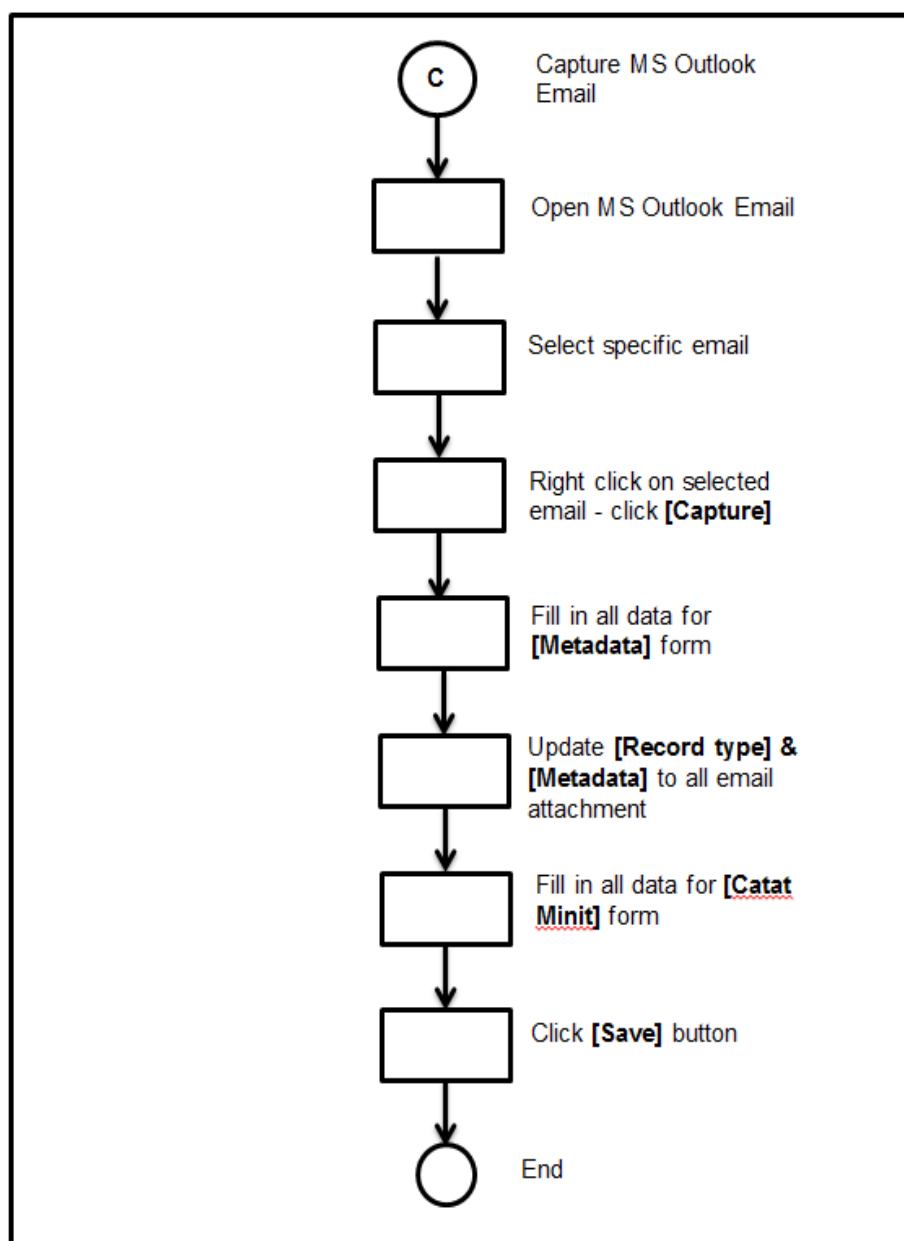
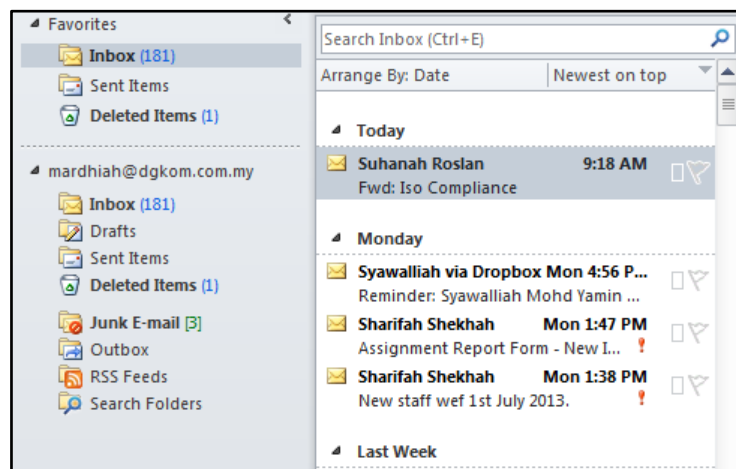


Figure 4.10: Capture MS Outlook Email flow chart

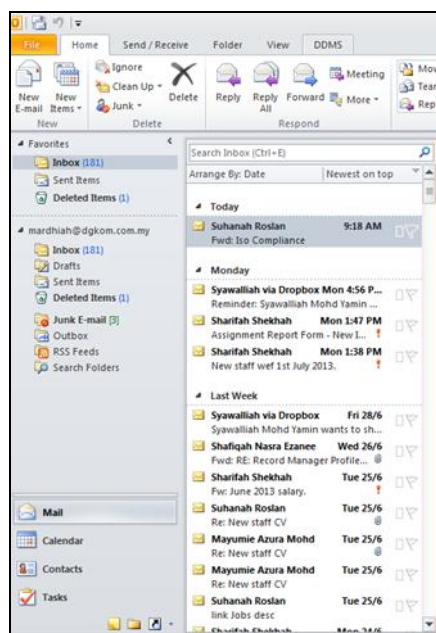
b. Capture MS Outlook Email Procedure

Capture MS Outlook Email

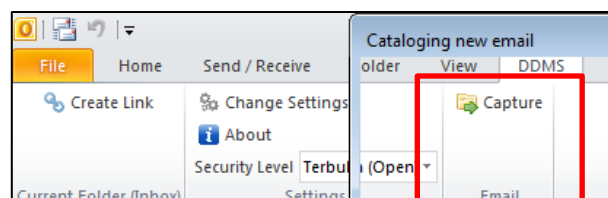
1. Open the Microsoft Outlook.



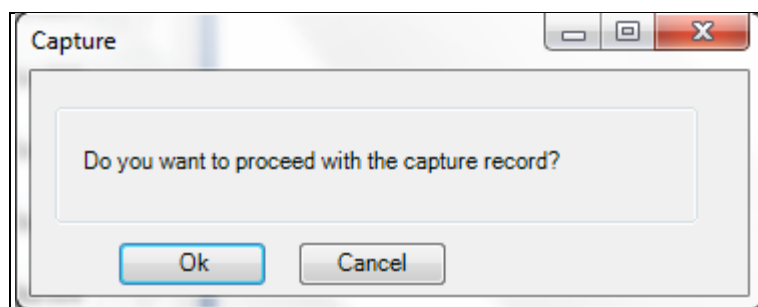
2. Click the selected email and click **[Capture]**.



3. Click on **[Capture]** menu.



Confirmation message will appear.



4. Click **[Ok]** button to proceed or **[Cancel]** button to cancel.



Cataloging new email will appear.

A screenshot of the "Cataloging new email" form in the DDMS application. The form has a header with the DDMS logo and the text "DIGITAL DOCUMENT MANAGEMENT SYSTEM". Below the header, there is a "Save" button and a tabbed interface with "Metadata", "Minutes", "Access Control", and "Related Records" tabs. The "Metadata" tab is selected. The form contains several fields: "Tajuk:" with a text area containing "Fwd: Re: Fwd: Multiple mistakes in the Disposition Module test scripts"; "Fail:" with a text area and two buttons (a green plus and a red minus); "Nama Penghantar:" with a text area containing "Nor Izatul Aini Saleh<izatulaini@dgkon"; "Nama Penerima:" with a text area containing "mardhiah@dgkom.com.my<mardhiah@dgkom.com.my>"; and "Cc:" with a text area. The form is titled "Emel" at the top.

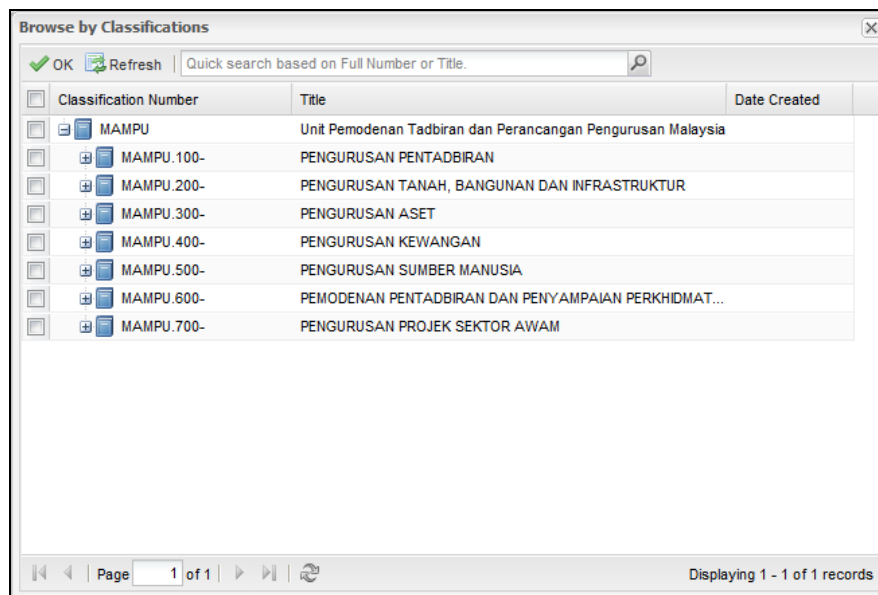
Notes: *Tajuk*, *Nama Penghantar* and *Nama Penerima* field will automatically filled in. User do not need to fill up those field.

5. Click  button on **Fail** field or  button to clear **Fail** field.

Fail: *

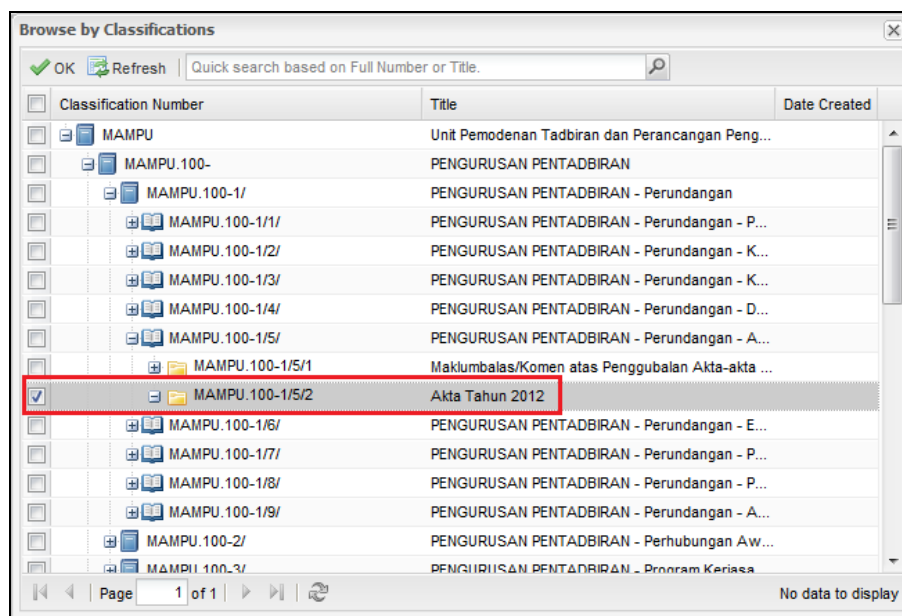



Browse by Classification screen will appear.

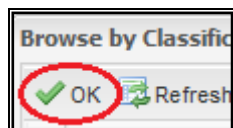


Note : All other metadata are automatically filled in by the system.

6. Browse the Classification to search the File by clicking the  button.



7. Click **[OK]** button to confirm or **[Refresh]** button to refresh the screen.



The selected File will be filled on the **Fail** field.

Fail:

MAMPU.100-1/5/2

8. On the *Lampiran* field, select the attachment and click  to update metadata.

Cataloging new email

DDMS DIGITAL DOCUMENT MANAGEMENT SYSTEM

Email

Save

Metadata Minutes Access Control Related Records

Tarikh dan Masa Hantar:

18/06/2013 02 22 00 PM

Tarikh dan Masa Terima:

18/06/2013 02 22 00 PM

Lampiran

Title	Record Number	Date Registered	Record Type
Re Fwd Multiple mistakes in the Disp...			

Select Record Type for New Record screen will appear.

Select Record Type for New Record

Ok Cancel

Name

- ☐ Akta/Ordinan
- ☐ Audio
- ☐ Cabutan Keputusan Jemaah Menteri
- ☐ Carta
- ☐ Dokumen Tender / Sebut Harga
- ☐ Faks
- ☐ Foto

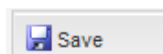
9. Select the Record Type and click **[OK]** button.



Data Entry Form for **Lampiran** will appear.

A screenshot of the "Lampiran" data entry form. The form has a title bar "Lampiran" and a "Save" button. Below the title bar are four tabs: "Metadata", "Minutes", "Access Control", and "Related Records". The "Metadata" tab is active, showing the title "Garis Panduan / Panduan". Below the title is a "Tajuk: *" field with a text area containing "Re Fwd Multiple mistakes in the Disposition Module test scripts (30.4 KB).msg". Below this are several fields: "Tarikh Diluluskan:" with a date picker, "Tarikh Keluaran / Cetakan:" with a date picker, "Penerbit:" with a text box, "Pencetak:" with a text box, "No. ISBN/ISSN:" with a text box, and "Versi / Edisi:" with a text box. At the bottom is a "Hybrid" checkbox.

10. Fill all the metadata and click **[Save]** button.



Updated **Lampiran** will appear on *Cataloging new email* screen.

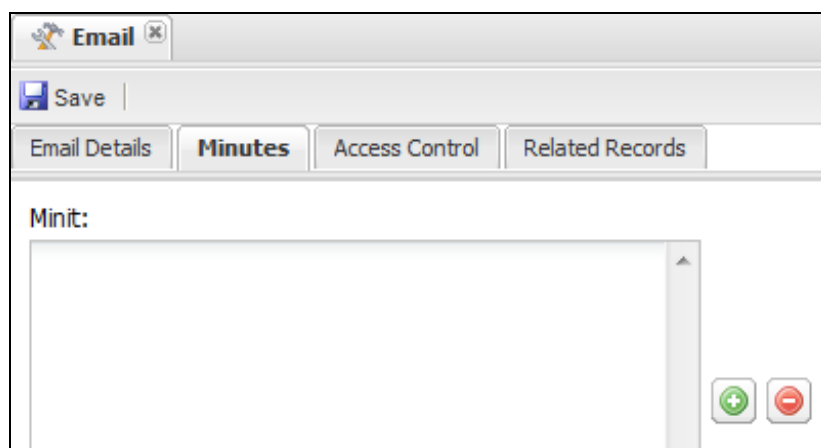
Title	Record Number	Date Registered	Record Type
Re Fwd Multiple mistakes in the Disp...		03/07/2013 02:14 PM	Garis Panduan / Panduan

Date Registered and Lampiran Type column has been filled automatically.

11. Repeat step 8 to 10 to add more attachment.

Title	Record Number	Date Registered	Record Type
Pelanjutan_Bengkel_Pemurnian_Dokumen_System_Design_Specification_(SDS)_DDMS.pdf		16/04/2013 06:38 PM	Garis Panduan ...
memo_bengkel.doc		16/04/2013 06:42 PM	Minit Mesyuarat

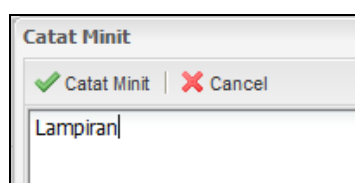
12. Click the **[Minutes]** tab.



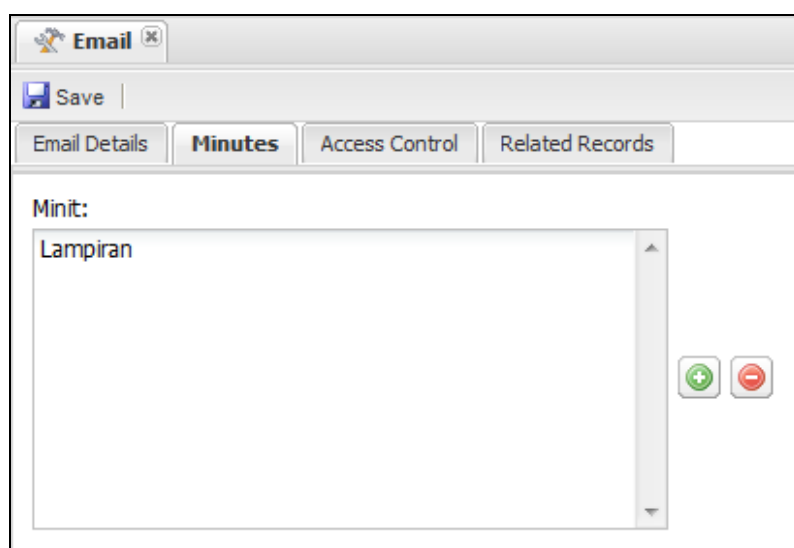
13. Click  button to fill in **Minit** field. Catat Minit screen will appear.



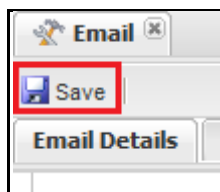
14. Fill in *Catat Minit* field and click **[Catat Minit]** button. **[Cancel]** button to cancel the action.



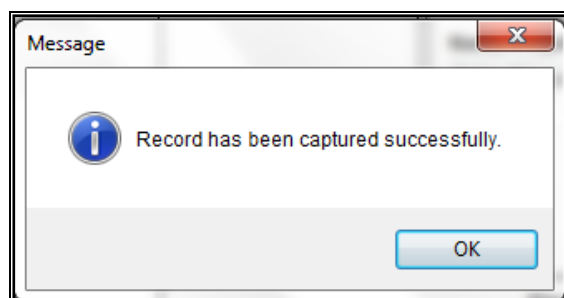
'Cataloging new email' screen will appear again.



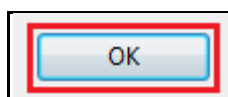
15. User need to click **[Save]** button to confirm.



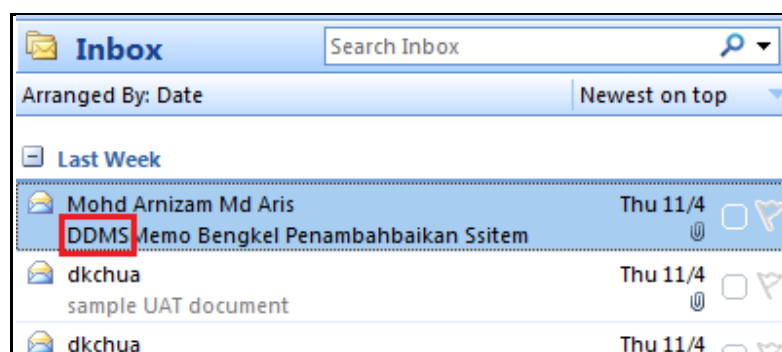
The following message will appear.



16. Click **[OK]** button to proceed.



Successfully captured email will be prefixed with “**[DDMS]**” text in Microsoft Outlook.



4.3.4 Capture MS Office Document

Scenario:

When user want to capture the MS Office document(s) such as Word, Excel or PowerPoint into the system from within their native MS Office application.

a. Capture MS Office Document Flow Chart

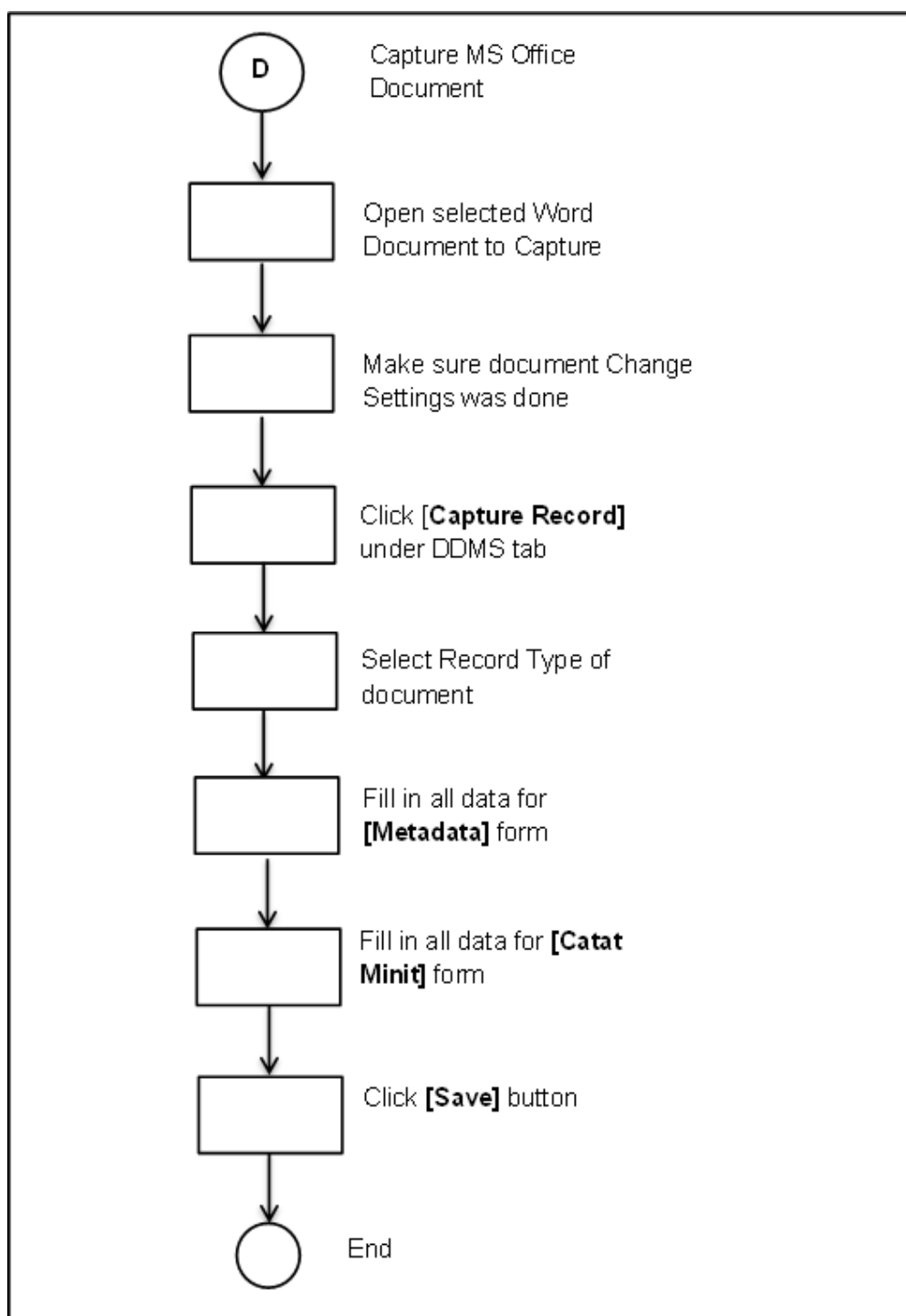
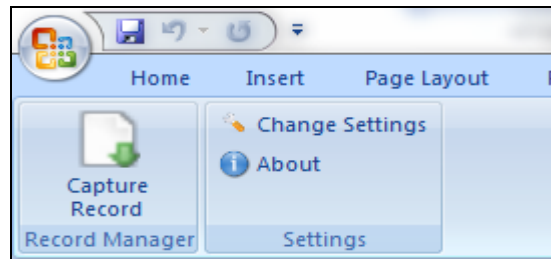


Figure 4.11: Capture MS Office Document flow chart

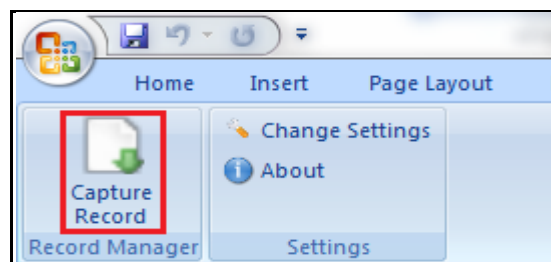
b. Capture MS Office Document Procedure

1. Open Microsoft Office Document application and click **[DDMS]** menu tab.
This exercise using Microsoft Word 2007. In addition, these steps also can be applied for Microsoft Excel and Power Point.

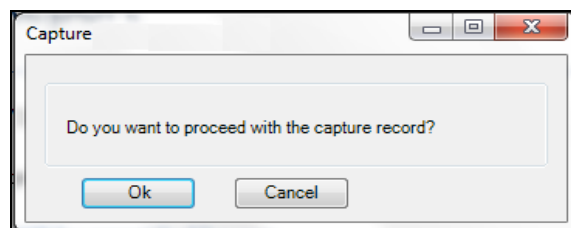
Note: If user had been changed their DDMS password, user need to change the settings. User can refer to steps in Add-In Downloads and Settings module to do so.



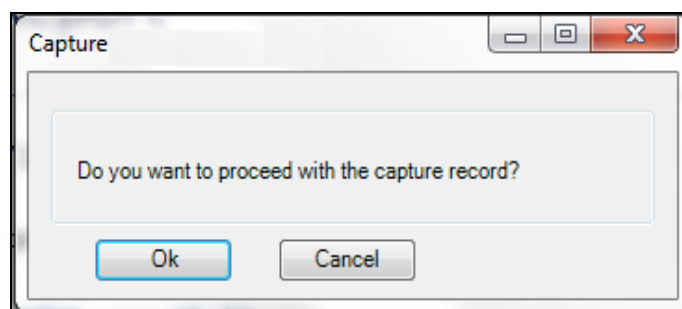
2. Click the **[Capture Record]** button.



Confirmation screen will appear.



3. Click **[Ok]** button to proceed or click **[Cancel]** button to cancel.



Create a new record screen will appear.

Create a new record

DDMS DIGITAL DOCUMENT MANAGEMENT SYSTEM

Record Type(s)

Name

- Akta / Ordinan
- Audio
- Cabutan Keputusan Jemaah Menteri
- Carta
- Dokumen Tender / Sebut Harga
- Emel
- Faks
- Foto
- Garis Panduan / Panduan
- Kertas Jemaah Menteri
- Kertas Kerja / Kertas Konsep
- Laporan
- Lejer
- Lukisan Teknikal
- Maklum Balas Mesyuarat
- Memo
- Memo User 1
- Memo User 2
- Minit Mesyuarat
- Nota Jemaah Menteri
- Nota Mesyuarat / Perbincangan
- Pekeliling

4. Double click the selected Record Type. Data Entry Form will appear.

Create a new record

DDMS DIGITAL DOCUMENT MANAGEMENT SYSTEM

Akta / Ordinan

Save

Metadata Minutes Access Control Related Records

Akta / Ordinan

Akta / Ordinan: *

Fail: *

Nombor Akta / Ordinan:

Tahun Akta / Ordinan:

Tarikh Kuatkuasa:

Tarikh Persetujuan Diraja:

Tarikh Diwartakan:

☐ Hybrid

Tempat Penyimpanan:

Misfiling Remark:

Fill in all the fields in the **[Metadata]** tab.

5. On **Fail** filed, click  button to find the “Fail” or  button to clear **Fail** field.

Fail: *




Browse by Classification screen will appear.

Browse by Classifications

OK Refresh Quick search based on Full Number or Title. Search Record

Classification Number	Title	Date Created
MAMPU	MAMPU	
MAMPU.100-	PENGURUSAN PENTADBIRAN	
MAMPU.200-	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR	
MAMPU.300-	PENGURUSAN ASET	
MAMPU.400-	PENGURUSAN KEWANGAN	
MAMPU.500-	PENGURUSAN SUMBER MANUSIA	
MAMPU.600-	PEMODENAN PENTADBIRAN DAN PENYAMPAIAN PERKHIDMATAN	
MAMPU.700-	PENGURUSAN PROJEK SEKTOR AWAM	

Page 1 of 1 Displaying 1 - 1 of 1 records

6. Browse the Classification to search the File by clicking the  button until File level ().

Browse by Classifications

OK Refresh Quick search based on Full Number or Title. Search Record

Classification Number	Title	Date Created
MAMPU	MAMPU	
MAMPU.100-	PENGURUSAN PENTADBIRAN	
MAMPU.100-1	PENGURUSAN PENTADBIRAN - Perundangan	
MAMPU.100-1/1	PENGURUSAN PENTADBIRAN - Perundangan - Penggubalan/Penyedia...	
MAMPU.100-1/2	PENGURUSAN PENTADBIRAN - Perundangan - Khidmat Nasihat	
MAMPU.100-1/3	PENGURUSAN PENTADBIRAN - Perundangan - Khidmat Guaman	
MAMPU.100-1/4	PENGURUSAN PENTADBIRAN - Perundangan - Dokumen Perundangan	
MAMPU.100-1/5	PENGURUSAN PENTADBIRAN - Perundangan - Akta Persekutuan	
MAMPU.100-1/5/1	PENGURUSAN PENTADBIRAN - Perundangan - Akta Persekutuan - Ma...	
MAMPU.100-1/5/2	PENGURUSAN PENTADBIRAN - Perundangan - Akta Persekutuan - Ak...	
MAMPU.100-1/6	PENGURUSAN PENTADBIRAN - Perundangan - Enakmen/ Ordinan Neg...	
MAMPU.100-1/7	PENGURUSAN PENTADBIRAN - Perundangan - Pekelling Dalam Jabatan	
MAMPU.100-1/8	PENGURUSAN PENTADBIRAN - Perundangan - Pekelling Dan Peratura...	
MAMPU.100-1/9	PENGURUSAN PENTADBIRAN - Perundangan - Arah dan Perintah	
MAMPU.100-2	PENGURUSAN PENTADBIRAN - Perhubungan Awam	
MAMPU.100-3	PENGURUSAN PENTADBIRAN - Program Kerjasama Dalam Negeri	

Page 1 of 1 No data to display

7. Click **[OK]** button to confirm. **[Refresh]** button to refresh the screen.

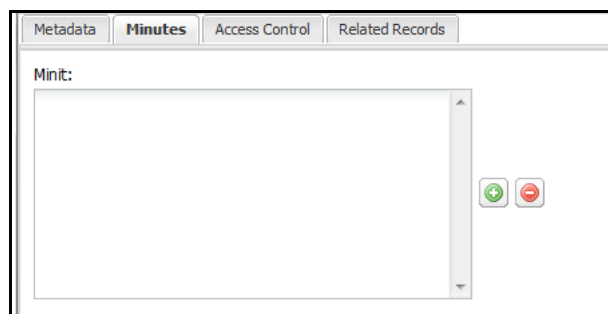
Browse by Classifications

 OK  Refresh

The selected File will be filled automatically on the **Fail** field.

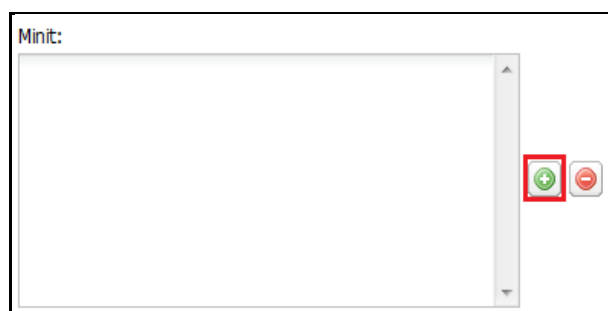


8. Click **[Minutes]** tab.



9. Click [] button to fill in **Minit** field.

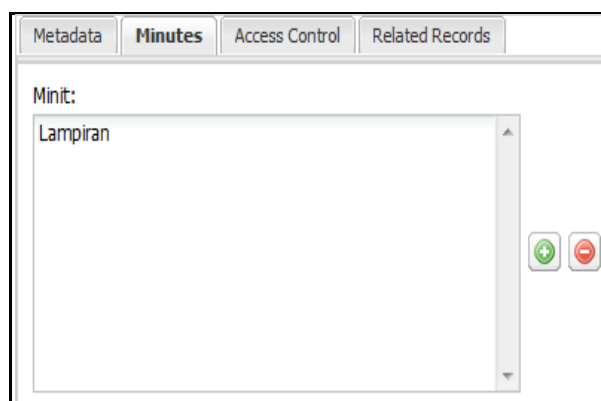
Note: [] button to clear *Minit* field.



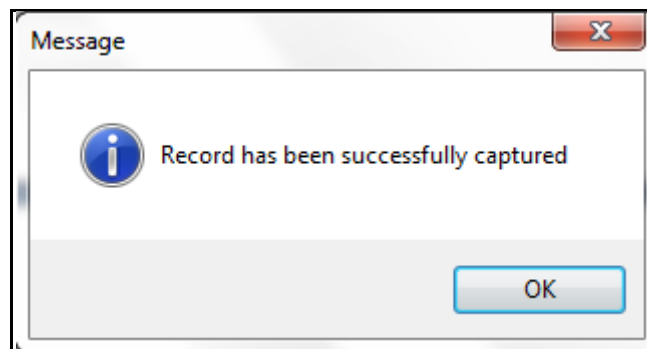
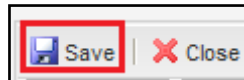
Catat Minit screen will appear.



10. Fill in *Catat Minit* field and **[Catat Minit]** button. Click **[Cancel]** button to cancel the action.



11. Click **[Save]** button to save record or **[Close]** button to cancel.



4.3.5 Capture Digital Document (Audio and Video)

Scenario:

When a user has a digital document such as audio and need to be captured into the system, they can upload using this feature.

a. Capture Digital Document (Audio and Video) Flow Chart

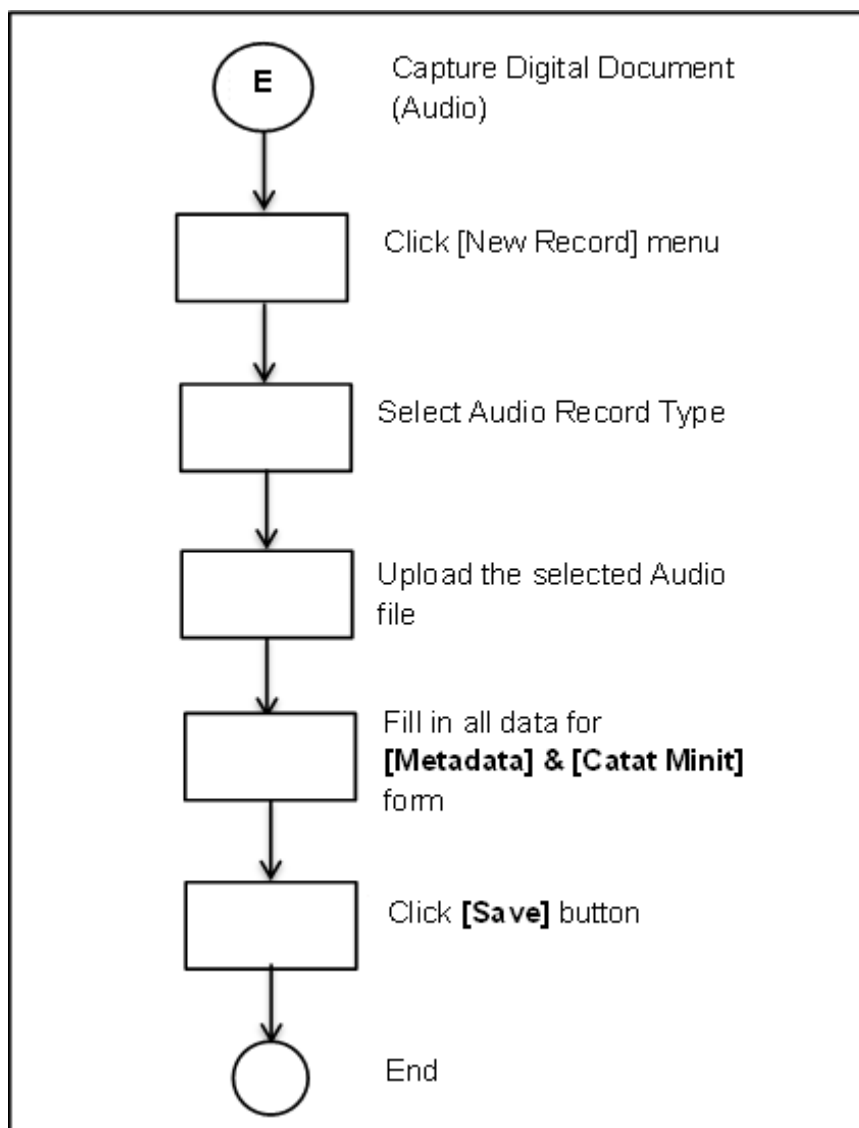
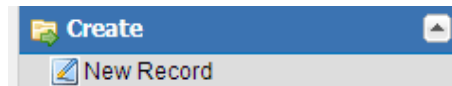


Figure 4.12: Capture Digital Document (Audio and Video) flow chart

b. Capture Digital Document (Audio and Video) Procedure

1. Go to **[Create]** menu, click **[New Record]**.



[Select Record Type for New Record] window will be prompted. Click **[Cancel]** button is to cancel creating a record.

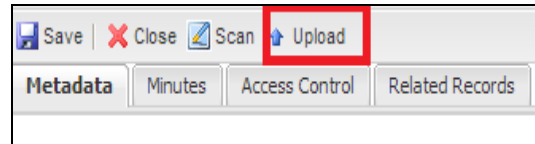


2. Click on **[OK]** button. Data entry form will be displayed.

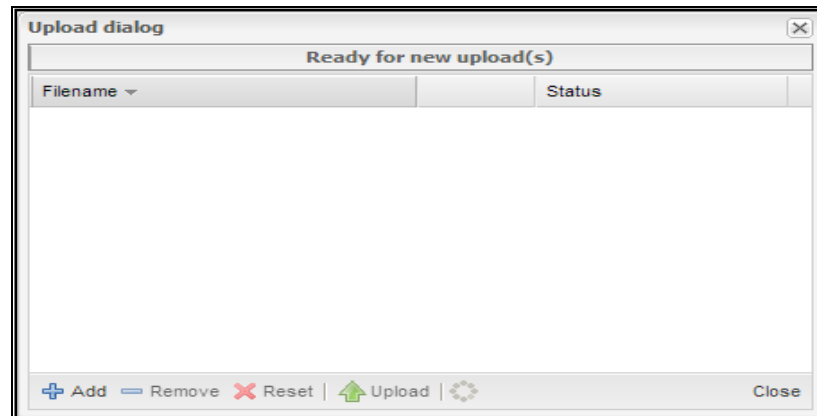
 A screenshot of a data entry form titled 'New Record'. The form has tabs for 'Metadata', 'Minutes', 'Access Control', and 'Related Records'. The 'Metadata' tab is active, showing an 'Audio' section. It contains several fields: 'Tajuk: *' (with a red dashed border), 'Fail: *' (with a green plus and red minus button), 'Format (Audio):', 'Bahasa:', 'Durasi:', 'Tahun Diterbitkan:', and 'Penerbit:'. Each field has a corresponding icon to its right.

- i. Every **[Record Type]** has its own metadata.
- ii. Field Label with red asterisk (*) is a mandatory metadata.

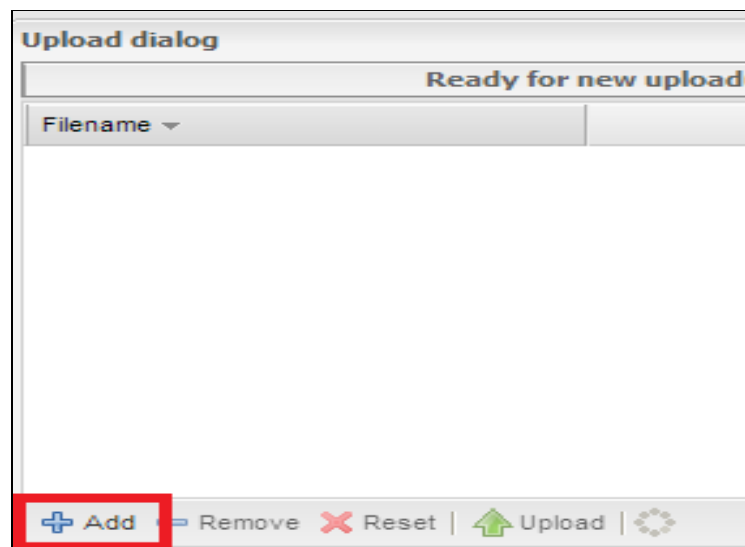
3. Click **[Upload]** button.



The *Upload Dialog* window will be prompted.



4. To upload audio file, click **[Add]** button.

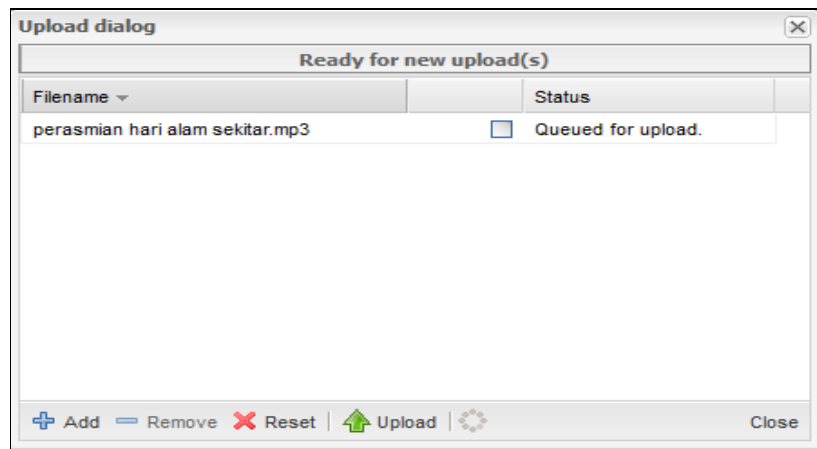


A **[Choose File To Upload]** window will be prompted. User can click on **[Cancel]** button to cancel the selection

5. Browse through the screen, choose the document to be uploaded and click the **[Open]** button OR double-click on the selected document. Others function on the screen listed below:
- [Reset]** button is to clear all listed document(s).
 - [Remove]** button is to remove the document(s) to be uploaded.

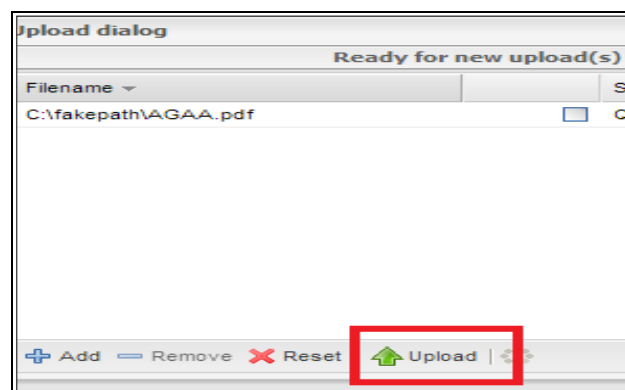
The selected document(s) to be uploaded will be listed on the **[Upload Dialog]** screen. There are two columns on the screen:

- i. **Filename** – Name of the document that ready to upload.
- ii. **Status** – Status of the document upload.

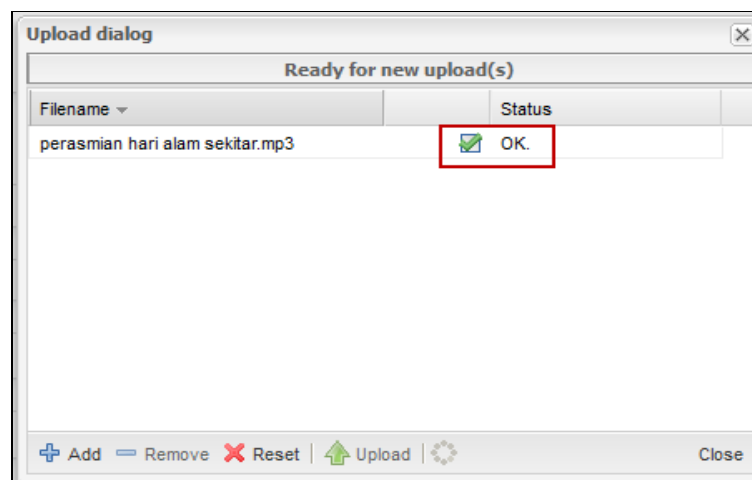


[Queued for upload] status will appear on *Status* column.

6. Click **[Upload]** button and Status column will be changed to **[OK]**

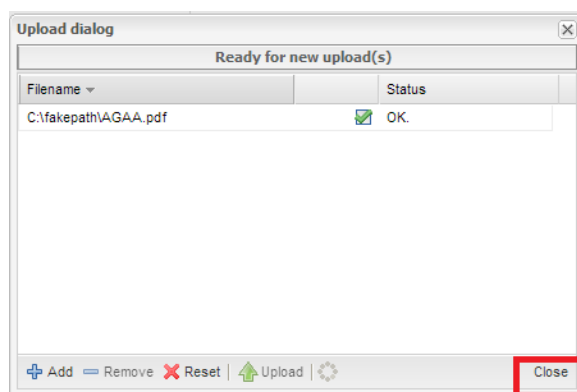


The following screen will be displayed:



Click **[Reset]** button to remove the record upload.

7. Click the **[Close]** button to return to **[Data Entry Form]**



The **Data Entry Form** will appear again.

8. Enter all metadata. Field Label with red asterisk (*) is a mandatory metadata

Example:

9. Search the File from **[Fail]** metadata by click the 

The **Search Form** will appear.

Classification Number	Title	Date Created
MAMPU	MAMPU	
MAMPU.100-	PENGURUSAN PENTADBIRAN	
MAMPU.200-	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR	
MAMPU.300-	PENGURUSAN ASET	
MAMPU.400-	PENGURUSAN KEWANGAN	
MAMPU.500-	PENGURUSAN SUMBER MANUSIA	
MAMPU.600-	PEMODENAN PENTADBIRAN DAN PENYAMPAPAN PERKHIDMATAN	
MAMPU.700-	PENGURUSAN PROJEK SEKTOR AWAM	

- i. Browse the Classification by click [].
- ii. Double click selected file to select. The following screen will be displayed :

MAMPU.100-16/	PENGURUSAN PENTADBIRAN - Majlis/Sambutan/Perayaan
MAMPU.100-17/	PENGURUSAN PENTADBIRAN - Pusat Sumber/Perpustakaan Jabatan
MAMPU.100-18/	PENGURUSAN PENTADBIRAN - Jemputan
MAMPU.100-18/1/	PENGURUSAN PENTADBIRAN - Jemputan - Majlis-Majlis Rasmi
MAMPU.100-18/2/	PENGURUSAN PENTADBIRAN - Jemputan - Majlis-Majlis Tidak Rasmi
☒ MAMPU.100-18/2/1	Tahun 2012
MAMPU.100-19/	PENGURUSAN PENTADBIRAN - Harta Intelek
MAMPU.100-20/	PENGURUSAN PENTADBIRAN - Lembaga Penasihat

- iii. **Data Entry Form** will appear. The selected file will be filled automatically on that Fail field.

Fail:

Note: This field is mandatory

iv. Fill in all the rest metadata:

The screenshot shows the 'Metadata' tab of a form for an 'Audio' record. The form contains the following fields:

- Tajuk:** * (Title) - Text input field containing 'Perasmian Hari Alam Sekitar'.
- Fail:** * (File) - Text input field containing 'MAMPU.100-18/2/1' with add (+) and remove (-) buttons.
- Format (Audio):** - Dropdown menu set to 'MP3' with add (+) and remove (-) buttons.
- Bahasa:** - Text input field with add (+) and remove (-) buttons.
- Durasi:** (Duration) - Text input field containing '3'.
- Tahun Diterbitkan:** (Year Published) - Text input field containing '2012'.
- Penerbit:** (Publisher) - Text input field.
- Deskripsi:** (Description) - Text input field.
- Hakcipta:** (Copyright) - Text input field.

10. If this is Hybrid record, tick at **[Hybrid]**.

The screenshot shows a checkbox labeled 'Hybrid' which is checked.

Note : This field is optional

If Hybrid box is checked, **Tempat Penyimpanan** field is mandatory to fill in.

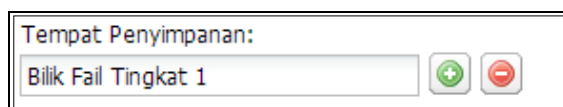
11. Click [] on **[Tempat Penyimpanan]** metadata to insert location of the hybrid record.

The screenshot shows the 'Tempat Penyimpanan' (Storage Location) field with an empty text input box and add (+) and remove (-) buttons.

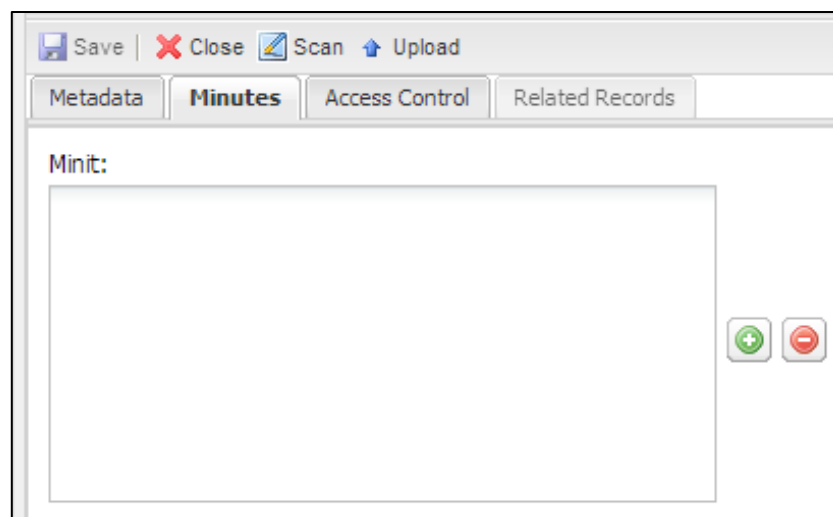
The following screen will be displayed:

The screenshot shows the 'Principals' dialog box. It has a search bar at the top with the text 'Quick search based on name or email.' Below the search bar is a table with columns: Name, Principal Type, and Email. The table contains one entry: 'Bilik Fail Tingkat 1' with Principal Type 'Location'. At the bottom, there is a message 'Please select a valid principal' and a status 'No data to display.'

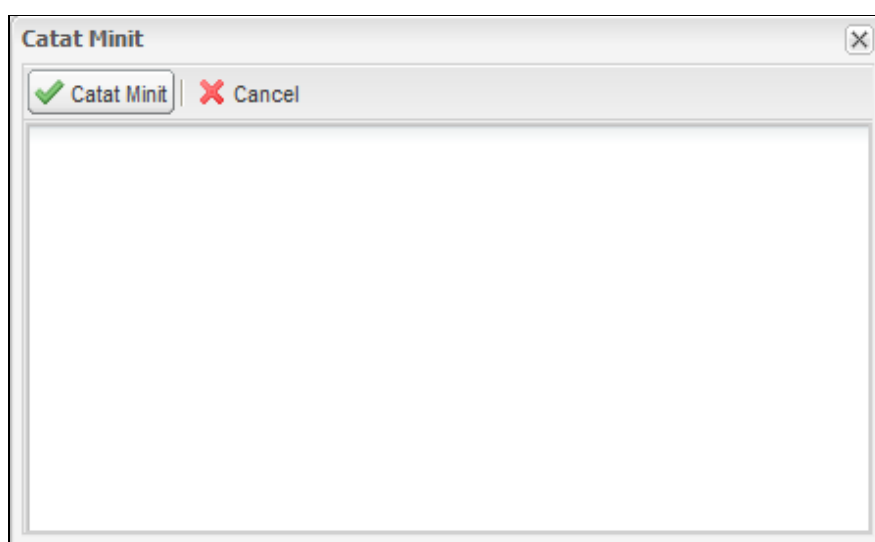
12. Tick on checkbox **[Bilik Fail Tingkat 1]** and click **[OK]** button. Data Entry Form will be appear.



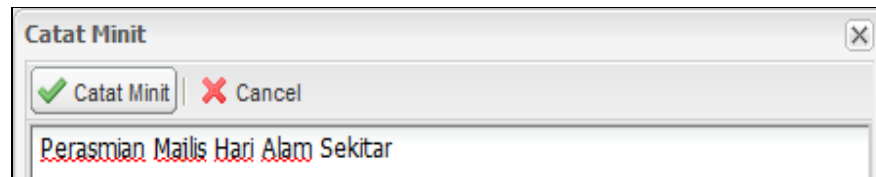
13. Click on **[Minutes]** tab. The following screen will be displayed:



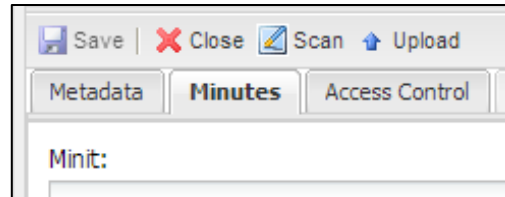
14. Click on [] icon to add the minute. This **[Catat Minit]** window will be displayed :



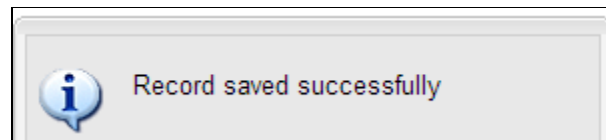
15. Fill in the **[Catat Minit]** field and Click **[Catat Minit]** button to insert the minit.
The following screen will be displayed :



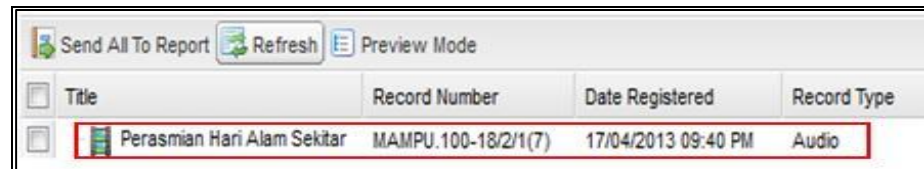
16. Click **[Save]** button to save the record.



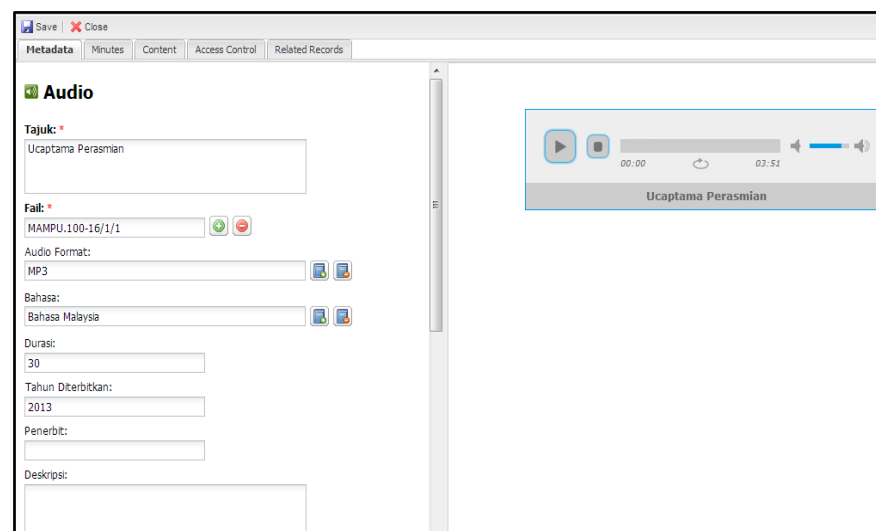
[Close] button to cancel creating a record. The following screen will be displayed.



Then the list of newly created record will be displayed.



17. Double click the record type to view the content. The following screen will be displayed :



4.3.6 Routing Record through Email

Scenario:

When the user has a record that needs other party's actions on it. The system enables users to send a record via 'send by email' method.

a. Routing Record through Email Flow Chart

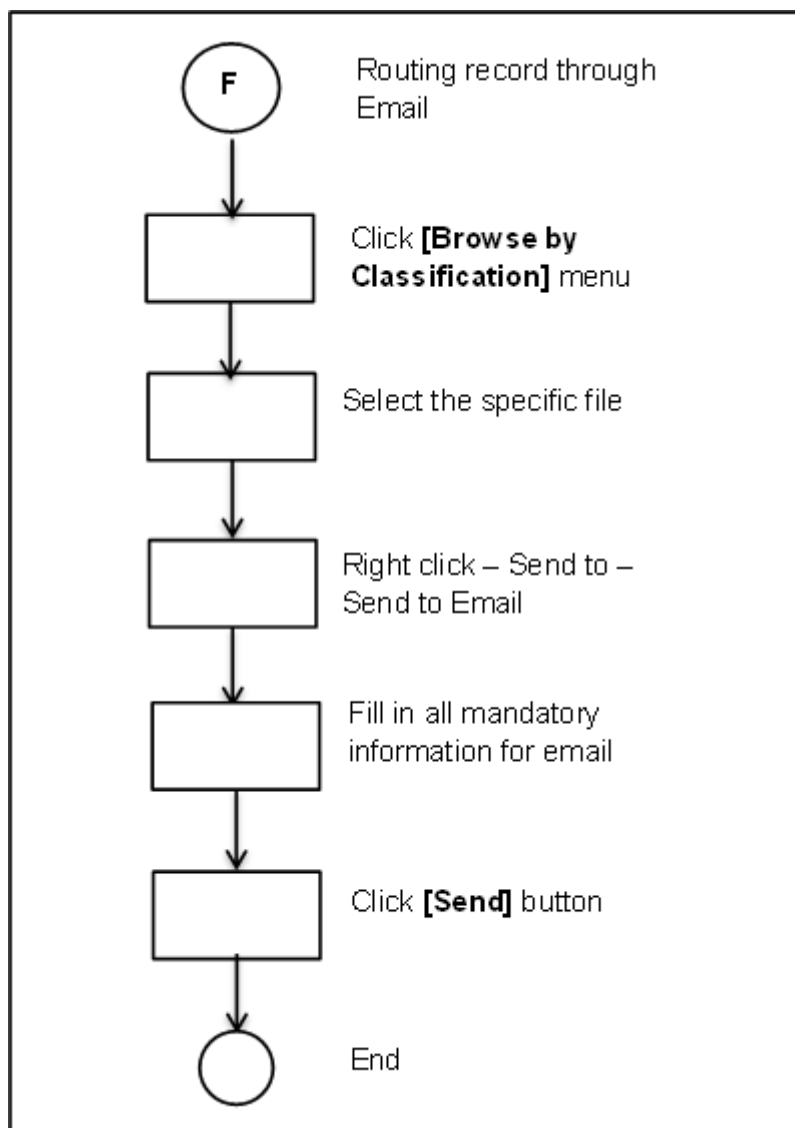
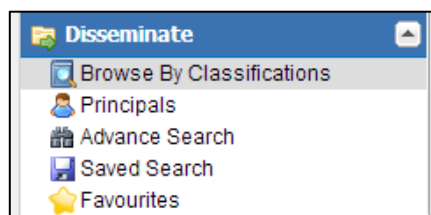


Figure 4.13: Routing Record through Email flow chart

b. Routing Record through Email Procedure

1. Go to **[Disseminate]** menu and click the **[Browse By Classification]**.



Browse By Classification screen will appear on a new tab.

Main		Browse By Class
Refresh		Quick search based on Full Number or Title.
Classification Number	Title	
☐ MAMPU	Unit Pemodenan Tadbiran dan Perancangan Pengurusan Malaysia	
☐ ☐ MAMPU.100-	PENGURUSAN PENTADBIRAN	
☐ ☐ MAMPU.200-	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR	
☐ ☐ MAMPU.300-	PENGURUSAN ASET	
☐ ☐ MAMPU.400-	PENGURUSAN KEWANGAN	
☐ ☐ MAMPU.500-	PENGURUSAN SUMBER MANUSIA	
☐ ☐ MAMPU.600-	PEMODENAN PENTADBIRAN DAN PENYAMPAIAN PERKHIDMATAN	
☐ ☐ MAMPU.700-	PENGURUSAN PROJEK SEKTOR AWAM	

2. Browse the classification by clicking the  sign to expand.

Main		Browse By Class
Refresh		Quick search based on Full Number or Title.
Classification Number	Title	
☐ MAMPU	Unit Pemodenan Tadbiran dan Per	
☐ ☐ MAMPU.100-	PENGURUSAN PENTADBIRAN	
☐ ☐ ☐ MAMPU.100-1/	PENGURUSAN PENTADBIRAN - Pe	
☒ ☐ ☐ MAMPU.100-1/1/	PENGURUSAN PENTADBIRAN - Pe	
☐ ☐ ☐ ☐ MAMPU.100-1/1/2 JLD 1	Pekeliling Khas	
☐ ☐ ☐ ☐ MAMPU.100-1/1/2 JLD 2	Pekeliling Khas	
☐ ☐ ☐ ☐ MAMPU.100-1/1/3	Tee Test ACL	
☐ ☐ ☐ ☐ MAMPU.100-1/1/4	Pindaan Undang-undang Alam Se	
☐ ☐ ☐ ☐ MAMPU.100-1/1/5	Akta Pilihanraya 2013	
☐ ☐ ☐ ☐ MAMPU.100-1/2/	PENGURUSAN PENTADBIRAN - Pe	

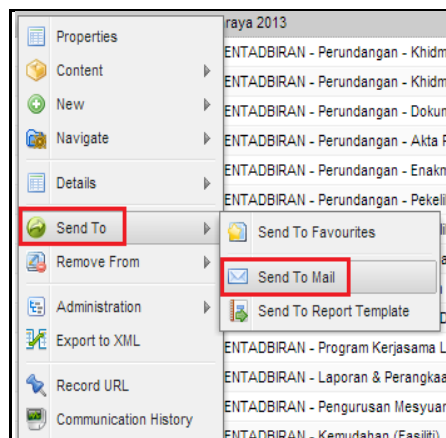
3. Tick the checkbox  to select the document(s)/File(s).

Main		Browse By Class
Refresh		Quick search based on Full Number or Title.
Classification Number	Title	
MAMPU	Unit Pemodenan Tadbiran dan Perancangan	
MAMPU.100-	PENGURUSAN PENTADBIRAN	
MAMPU.100-1/	PENGURUSAN PENTADBIRAN - Perundangan	
MAMPU.100-1/1/	PENGURUSAN PENTADBIRAN - Perundangan	
MAMPU.100-1/1/2 JLD 1	Pekeliling Khas	
MAMPU.100-1/1/2 JLD 2	Pekeliling Khas	
MAMPU.100-1/1/3	Tee Test ACL	
MAMPU.100-1/1/4	Pindaan Undang-undang Alam Sekitar 2012	
MAMPU.100-1/1/5	Akta Pilihanraya 2013	
☒ MAMPU.100-1/1/5(1)	Peraturan Pilihanraya 2013	

4. Right click the selected document(s)/File(s).

Classification Number	Title
MAMPU	MAMPU
MAMPU.100-	Pengurusan Pentadbiran
MAMPU.100-1/	Pengurusan Pentadbiran - Perundangan
MAMPU.100-1/1/	Pengurusan Pentadbiran - Perundangan -
MAMPU.100-1/1/1	PENGUGUBALAN
MAMPU.100-1/1/2	PENYEDIAAN
MAMPU.100-1/1/3	PINDAAN UNDANG-UNDANG
MAMPU.100-1/1/4	PERATURAN
MAMPU.100-1/1/4(6)	AKTA 123
MAMPU.100-1/1/4(5)	(Redacted)AKTA 563 - AKTA JENAYAH
MAMPU.100-1/1/4(4)	(Redacted)
MAMPU.100-1/1/4(3)	1234
MAMPU.100-1/1/4(2)	TEST
MAMPU.100-1/1/4(1)	DRAFT
MAMPU.100-1/2/	Peng
MAMPU.100-1/3/	Peng
MAMPU.100-1/4/	Peng
MAMPU.100-1/5/	Peng
MAMPU.100-1/6/	Peng
MAMPU.100-1/7/	Peng
MAMPU.100-1/8/	Peng
MAMPU.100-1/9/	Peng
MAMPU.100-2/	Peng
MAMPU.100-3/	Peng
MAMPU.100-4/	Pengurusan Pentadbiran - Program Kerj

Properties
Content
New
Navigate
Details
Send To
Remove From
Administration
Export to XML
Record URL
Communication History

5. Select **[Send To]** and click **[Send To Mail]**.

Send To Mail screen will appear on a new tab.

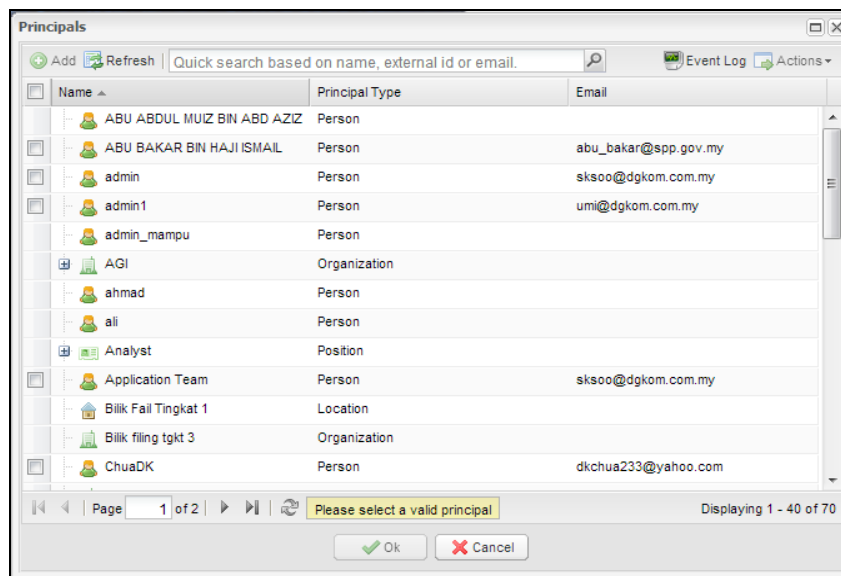
Record Number	Title
MAMPU.100-1/1/5(1)	Peraturan Pilihanraya 2013

Subject and *Message* field are automatically filled by the system.

6. At **To:** field, click button to select an email address from Principals data.

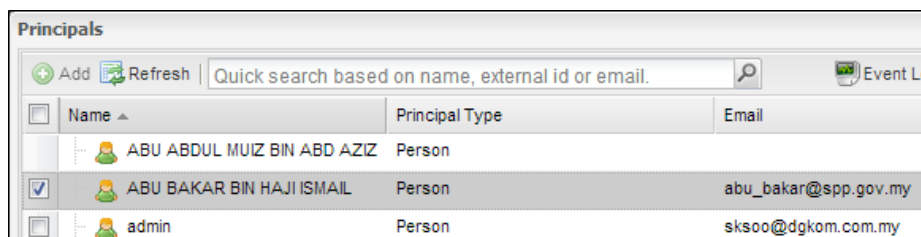
Note: Click  button clear the **To:** field.

Principals screen will appear.



If the email address is not registered in the system, user can key-in the email address at **To:** field. User can use comma “,” as a separator between emails.

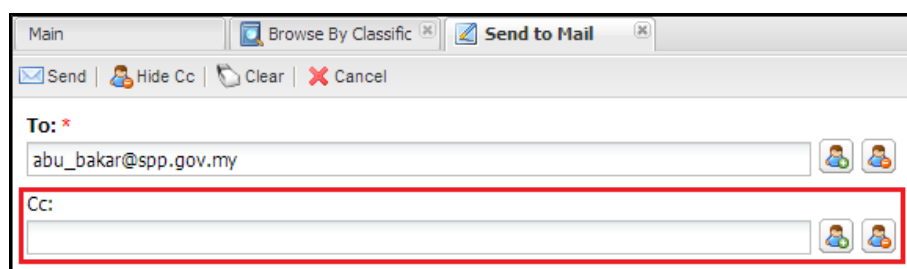
- Browse and tick the checkbox to select the Principal with email address.



- Click **[OK]** button to confirm or **[Cancel]** button to cancel.



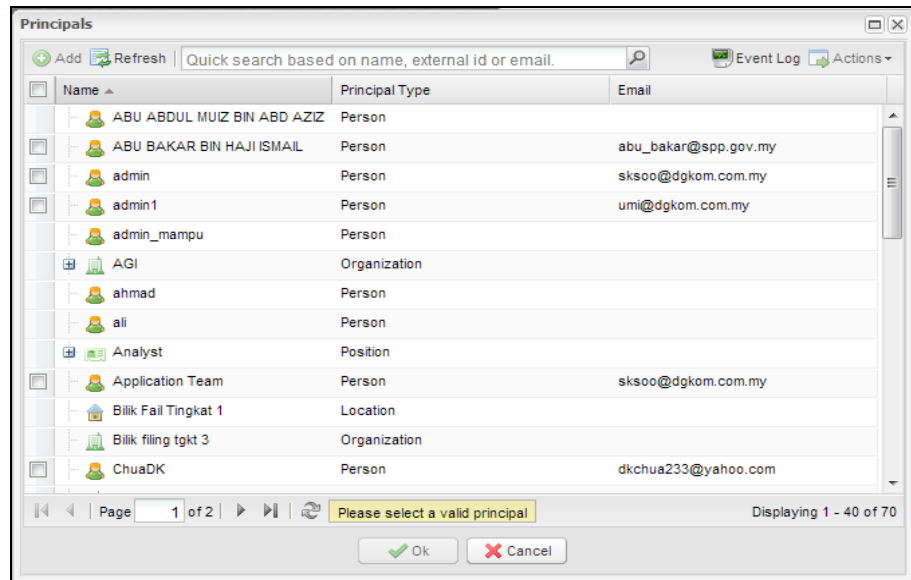
- Click **[Show Cc]** button to show the **Cc:** field.



10. At **Cc:** field, click [] button to select an email address from Principals data. Click [] button to clear the **Cc:** field.

Cc:  

Principals screen will appear on user's screen.

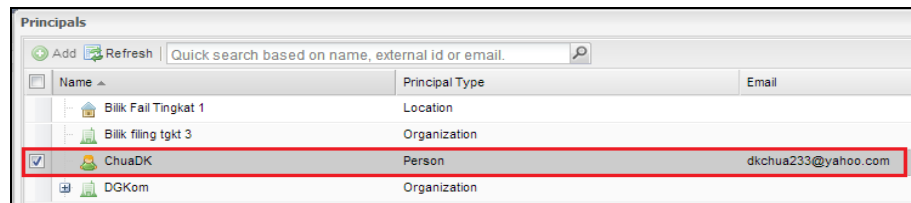


Name	Principal Type	Email
ABU ABDUL MUIZ BIN ABD AZIZ	Person	
ABU BAKAR BIN HAJI ISMAIL	Person	abu_bakar@spp.gov.my
admin	Person	sksoo@dgkom.com.my
admin1	Person	umi@dgkom.com.my
admin_mampu	Person	
AGI	Organization	
ahmad	Person	
ali	Person	
Analyst	Position	
Application Team	Person	sksoo@dgkom.com.my
Bilik Fail Tingkat 1	Location	
Bilik filing tgkt 3	Organization	
ChuaDK	Person	dkchua233@yahoo.com

Page 1 of 2 | Please select a valid principal | Displaying 1 - 40 of 70

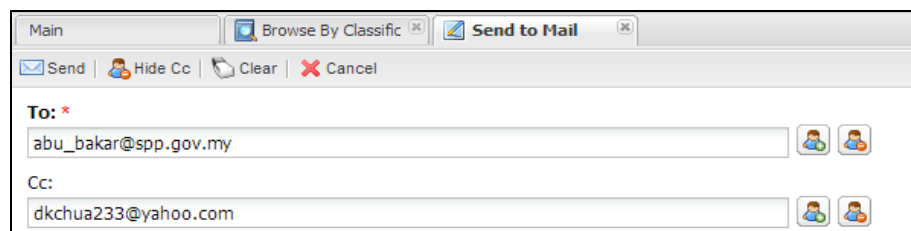
Ok Cancel

11. Browse and tick the checkbox to select the Principal with email address.



Name	Principal Type	Email
Bilik Fail Tingkat 1	Location	
Bilik filing tgkt 3	Organization	
☒ ChuaDK	Person	dkchua233@yahoo.com
DGKom	Organization	

12. Click [OK] button to confirm or [Cancel] button to cancel.



Main | Browse By Classific | Send to Mail

Send | Hide Cc | Clear | Cancel

To: *

abu_bakar@spp.gov.my

Cc:

dkchua233@yahoo.com

13. Tick the *Attach Electronic Content* checkbox to attach the content with the email.

Main | Browse By Classific | Send to Mail

Send | Hide Cc | Clear | Cancel

To: *

abubakar@mampu.gov.my

Cc:

dkchua233@yahoo.com

Subject: *

MAMPU.100-1/1/5(1) Peraturan Pilihanraya 2013

☒ Attach electronic content

Message: *

Tahoma

----[DDMS Record Information]----

Record Number :MAMPU.100-1/1/5(1)

Title :Peraturan Pilihanraya 2013

14. At Message field, key in the necessary message.

Message: *

Sila ambil Tindakan

----[DDMS Record Information]----

Record Number :MAMPU.100-1/1/5(1)

Title :Peraturan Pilihanraya 2013

The Message content can be formatted using the tools (Bold, Italic, font etc) inside the Message field.

Message: *

Tahoma

B I U A A A ab

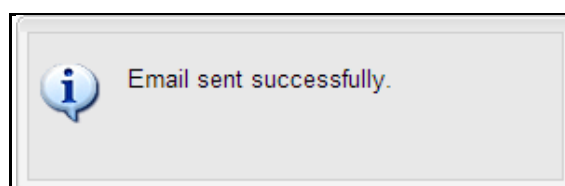
15. Click **[Send]** button to proceed.

Send | Hide Cc | Clear | Cancel

Other buttons and their function list are as below:

- [Hide Cc]** button to hide the Cc: field.
- [Clear]** button to clear the entire field filled by user.
- [Cancel]** button to cancel.

'Email sent successfully' will appear for a successfully sent email.



4.4 View

This is scenario to view the metadata and contents of all captured electronic documents. The electronic document including metadata can be retrieved by using search request or through browse by classification function.

4.4.1 View Records Flow Chart

a. Main View Records Flow Chart

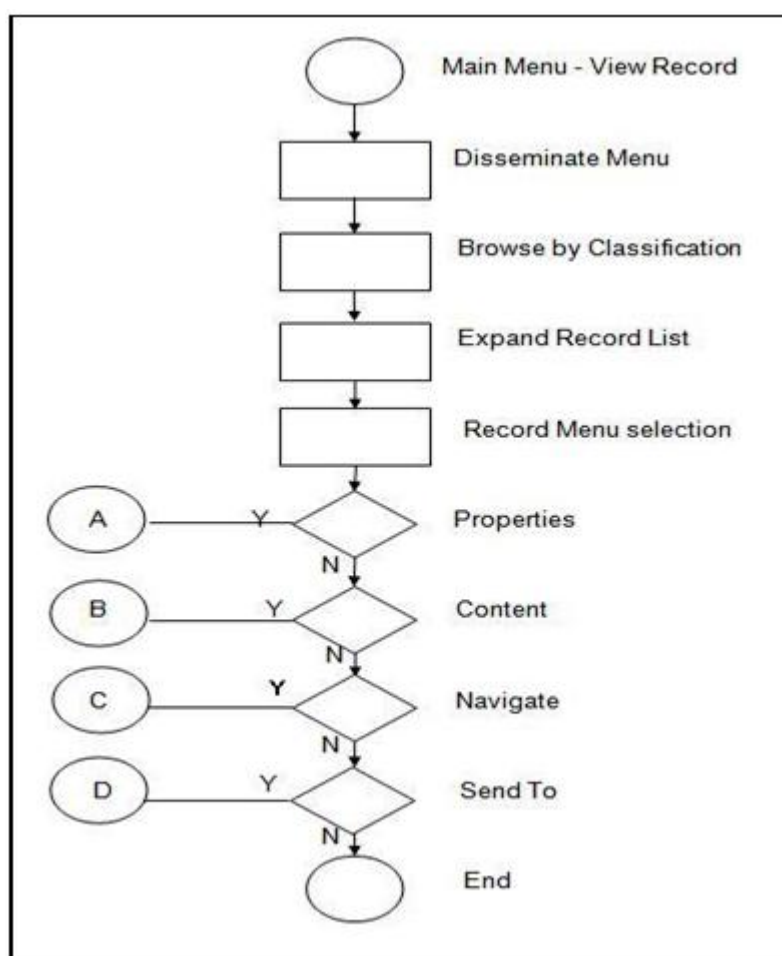
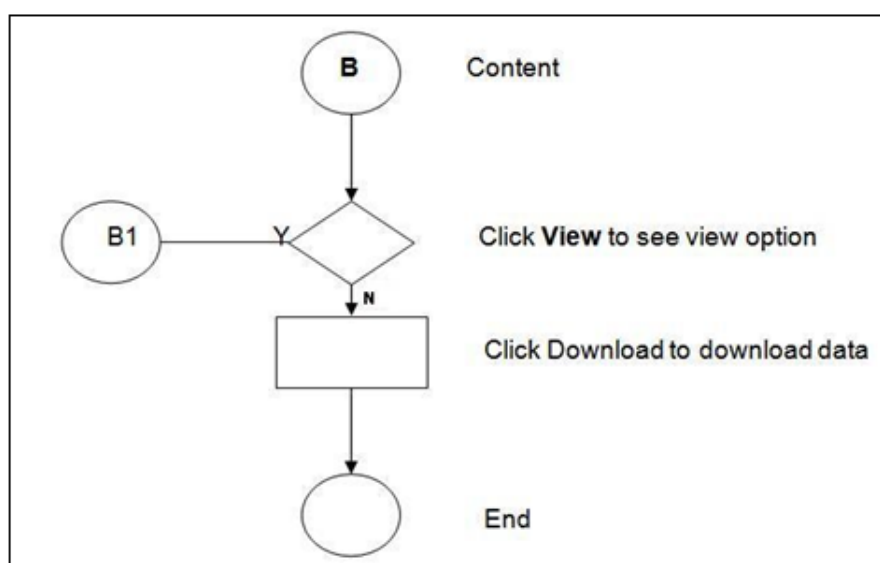


Figure 4.14: View records flow chart

b. View Records –View Flow Chart**Figure 4.15: View records- Content flow chart**

i. Content-View Flow Chart

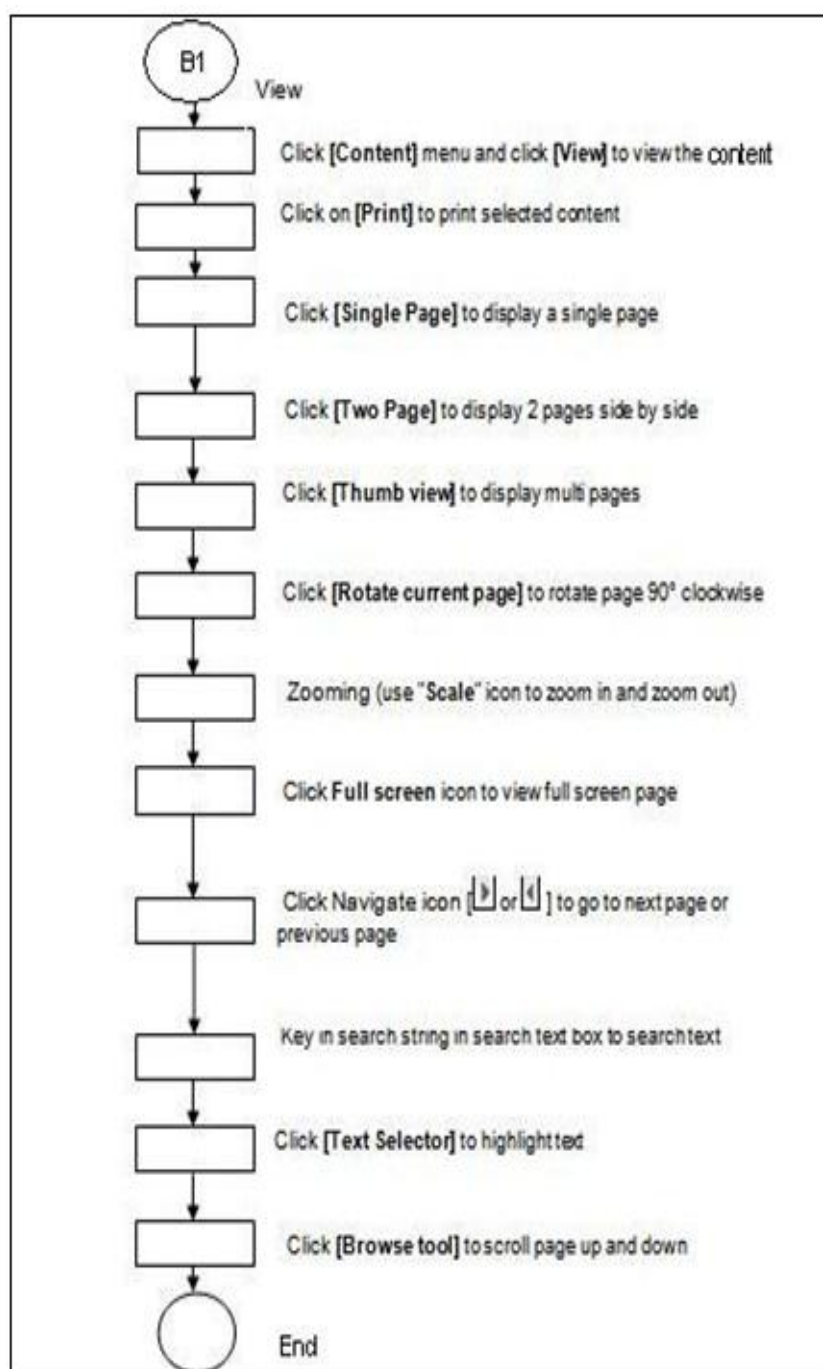


Figure 4.16: Content - View flow chart

c. View Records –Navigate Flow Chart

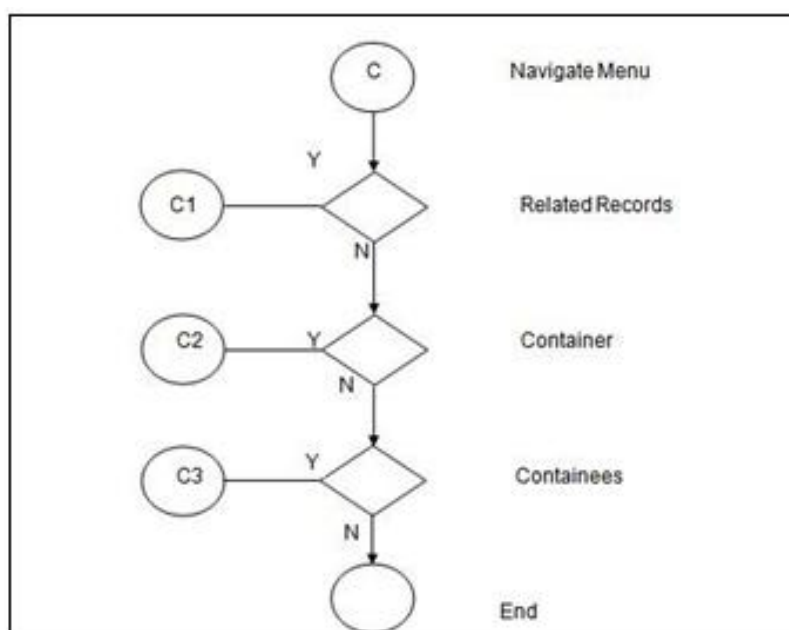


Figure 4.17: View Records -Navigate flow chart

i. Navigate - Related Records Flow Chart (C1)

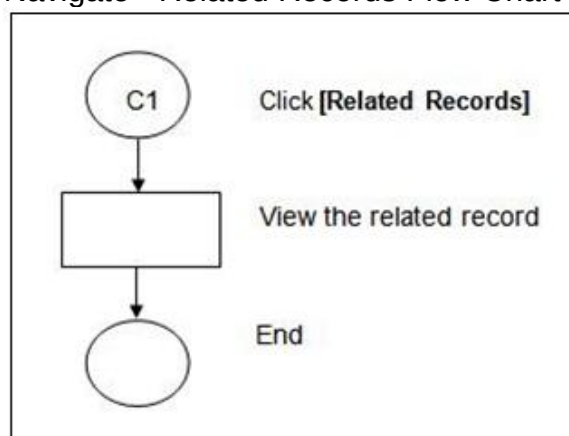


Figure 4.18: Navigate – Related records details flow chart

ii. Navigate - Container Flow Chart (C2)

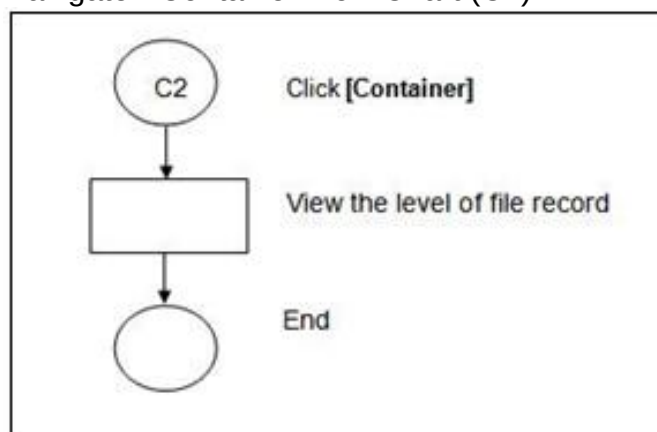


Figure 4.19: Navigate – Container flow chart

iii. Navigate - Containees Flow Chart (C3)

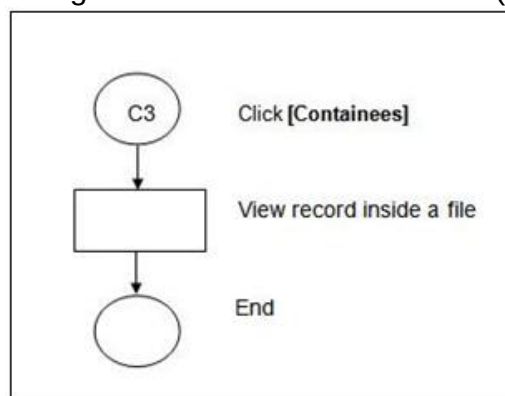


Figure 4.20: Navigate – Containees flow chart

d. View Records –Send to Flow Chart

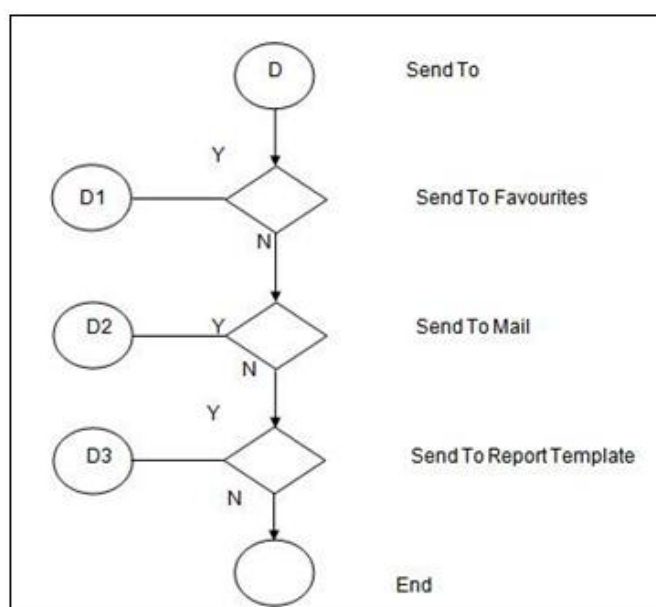


Figure 4.21: View Records – Send to flow chart

i. Send to – Send to Favorites Flow Chart (D1)

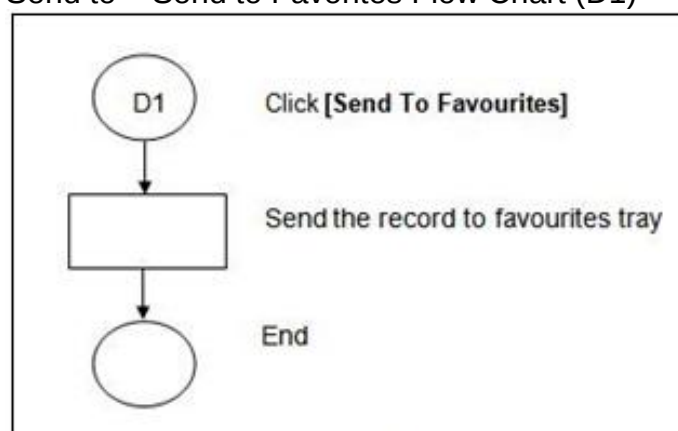


Figure 4.22: Send to – Send to Favourites flow chart

ii. Send to – Send to Mail (D2)

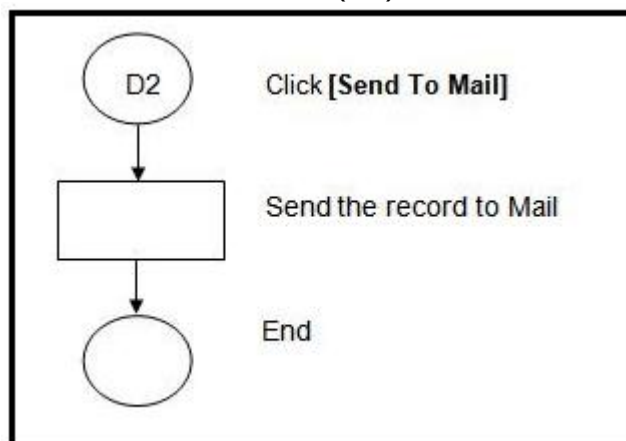


Figure 4.23: Send to – Send to Mail flow chart

iii. Send to– Send to Report Templates (D3)

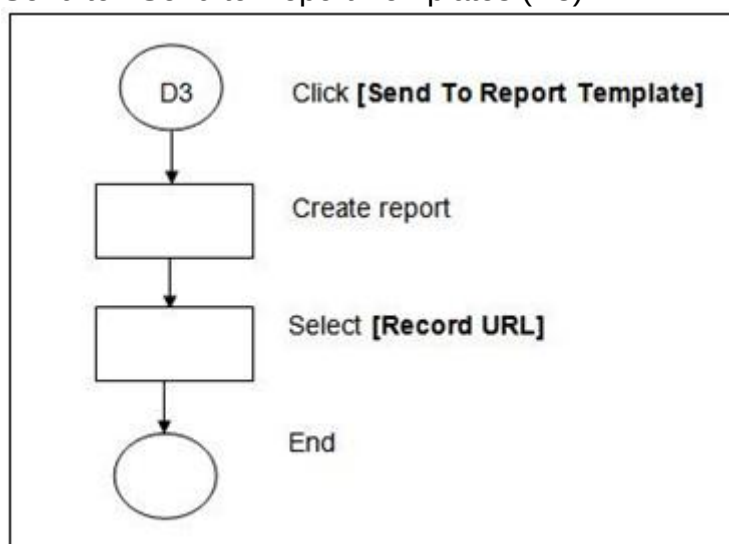
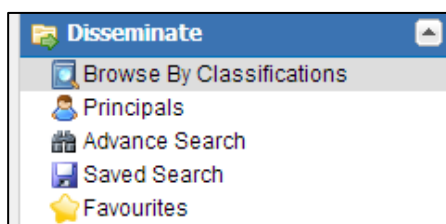


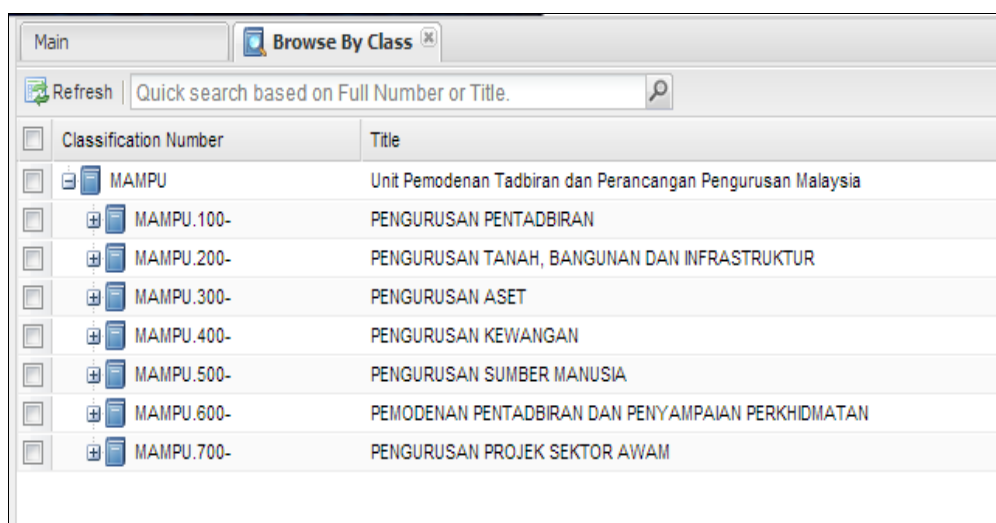
Figure 4.24: Send to – Send to Report Template flow chart

4.4.2 View Records Procedure

1. From **[Disseminate]** menu click **[Browse By Classification]**

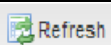


The new tab will appear as follow :



2. Click  icon to expand the drop down list. The list will drop as follow :

MAMPU.200-	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR
MAMPU.200-1/	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR
MAMPU.200-1/1/	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR
MAMPU.200-1/1/1	Pekeliling Am
MAMPU.200-1/1/1(22)	Akta Rayuan 1997
MAMPU.200-1/1/1(21)	Jemputan Pelaksanaan User Acceptance Test (UAT) Fasa
MAMPU.200-1/1/1(19)	THE SLEREXE COMPANY LIMITED
MAMPU.200-1/1/1(18)	Peraturan Pilihanraya 2013
MAMPU.200-1/1/1(17)	Aturcara Jemputan ke Bengkel Pemurnian 2012
MAMPU.200-1/1/1(14)	Semua Maklumat Berkenaan Perjumpaan SDS
MAMPU.200-1/1/1(13)	Atur Cara Bengkel Pemurnian part 3
MAMPU.200-1/1/1(12)	Atur Cara Bengkel Pemurnian Part 2
MAMPU.200-1/1/1(11)	Atur Cara Bengkel Pemurnian
MAMPU.200-1/1/1(10)	Electronic Government Activities Act Part 3
MAMPU.200-1/1/1(9)	Electronic Government Activities Act Part 2

3. User can select **[Refresh]**  icon to refresh the classification. After refresh, the screen will look like below:

Main Browse By Class	
	Quick search based on Full Number or Title.
Classification Number	Title
MAMPU	Unit Pemodenan Tadbiran dan Perancangan Pengurusan Malaysia
MAMPU.100-	PENGURUSAN PENTADBIRAN
MAMPU.200-	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR
MAMPU.300-	PENGURUSAN ASET
MAMPU.400-	PENGURUSAN KEWANGAN
MAMPU.500-	PENGURUSAN SUMBER MANUSIA
MAMPU.600-	PEMODENAN PENTADBIRAN DAN PENYAMPAIAN PERKHIDMATAN
MAMPU.700-	PENGURUSAN PROJEK SEKTOR AWAM

4. Click  icon to expand the drop down list until the record level. The list will drop as follow :

MAMPU.200-	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR
MAMPU.200-1/	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR
MAMPU.200-1/1/	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR
MAMPU.200-1/1/1	Pekeliling Am
MAMPU.200-1/1/1(22)	Akta Rayuan 1997
MAMPU.200-1/1/1(21)	Jemputan Pelaksanaan User Acceptance Test (UAT) Fasa
MAMPU.200-1/1/1(19)	THE SLEREXE COMPANY LIMITED
MAMPU.200-1/1/1(18)	Peraturan Pilihanraya 2013
MAMPU.200-1/1/1(17)	Aturcara Jemputan ke Bengkel Pemurnian 2012
MAMPU.200-1/1/1(14)	Semua Maklumat Berkenaan Perjumpaan SDS
MAMPU.200-1/1/1(13)	Atur Cara Bengkel Pemurnian part 3
MAMPU.200-1/1/1(12)	Atur Cara Bengkel Pemurnian Part 2
MAMPU.200-1/1/1(11)	Atur Cara Bengkel Pemurnian
MAMPU.200-1/1/1(10)	Electronic Government Activities Act Part 3
MAMPU.200-1/1/1(9)	Electronic Government Activities Act Part 2

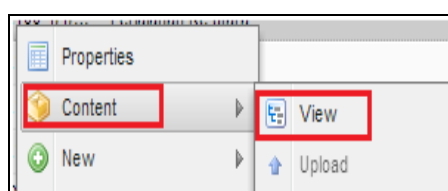
- Click **[Properties]** menu item to view selected record metadata and its content. It will be displayed :

The screenshot shows a web application window with a title bar containing 'Main', 'Browse By Classific', and 'MAMPU.200-1/1'. Below the title bar is a toolbar with 'Save' and 'Close' buttons. The main content area has a tabbed interface with 'Metadata' selected. The form is titled 'Minit Mesyuarat' and contains the following fields:

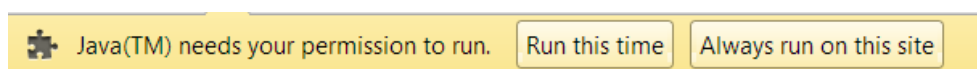
- Tajuk Mesyuarat: ***: A text input field containing 'Semua Maklumat Berkenaan Perjumpaan SDS'.
- Fail: ***: A text input field containing 'MAMPU.200-1/1/1' with '+' and '-' buttons.
- Tarikh Mesyuarat: ***: A date input field containing '07/02/2013' with a calendar icon.
- Tempat Mesyuarat:**: An empty text input field.
- Nama Pewujud:**: A text input field containing 'recordmgr'.
- Misfiling Remark:**: A large empty text area.

View content

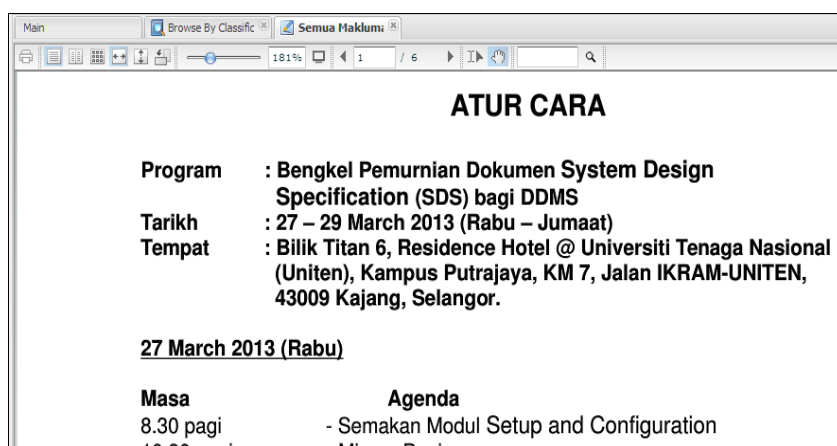
- Click **[Content]** menu then click **[View]** menu item to view the content of records.



Notes: Java Runtime will appear. User need to allow in order viewing the content. If user still cannot view the content, please refer to Setting and Download module on downloads Java Runtime.



The content view will be displayed as below:



ATUR CARA

Program : Bengkel Pemurnian Dokumen System Design Specification (SDS) bagi DDMS

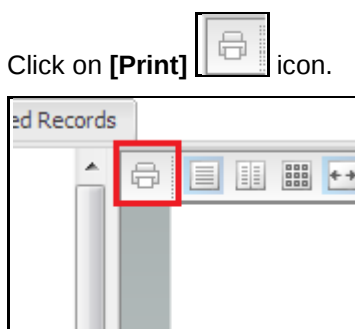
Tarikh : 27 – 29 March 2013 (Rabu – Jumaat)

Tempat : Bilik Titan 6, Residence Hotel @ Universiti Tenaga Nasional (Uniten), Kampus Putrajaya, KM 7, Jalan IKRAM-UNITEN, 43009 Kajang, Selangor.

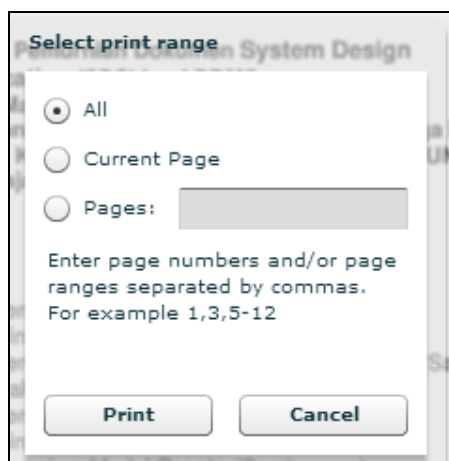
27 March 2013 (Rabu)

Masa	Agenda
8.30 pagi	- Semakan Modul Setup and Configuration
10.30 pagi	Minum Pagi

7. Click on **[Print]** icon.



It will be displayed selection of print range



Select print range

☒ All

☐ Current Page

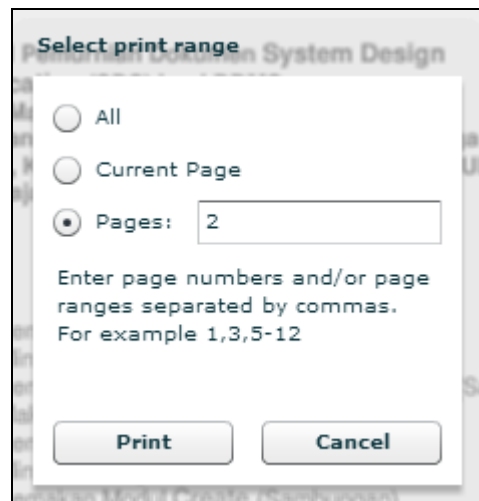
☐ Pages:

Enter page numbers and/or page ranges separated by commas.
For example 1,3,5-12

Print **Cancel**

- i. Tick the radio button required. The user can either print All, Current Page or specific Pages.

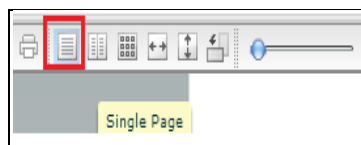
- ii. For specific pages, please enter page number.



- iii. Click [**Print**] button to proceed and hard copy will be printed.
iv. Click [**Cancel**] button to cancel.

Single Page View

8. Click [**Single Page**]  icon to display a single page on screen.



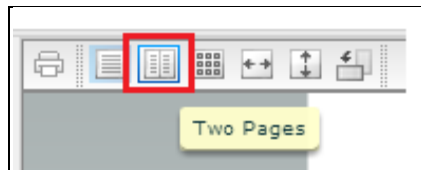
The single page view will be displayed as below:



Two Page View

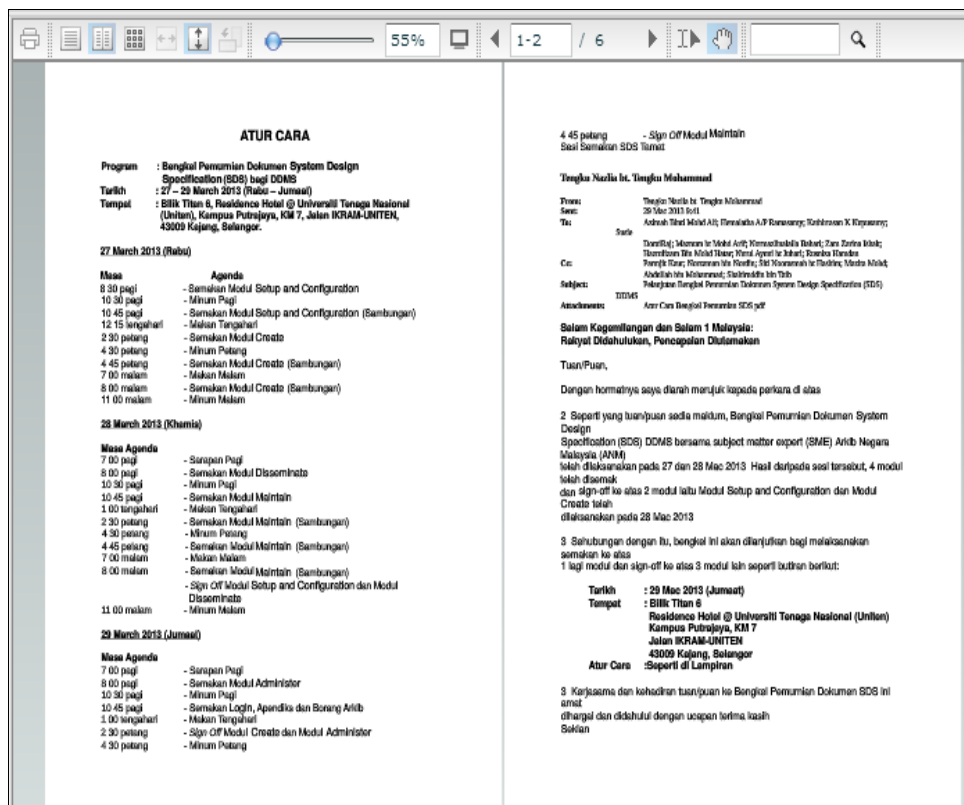


9. Click **[Two Page]** icon to display 2 pages side by side.



Two page view can not be used in fit width view and rotate view.

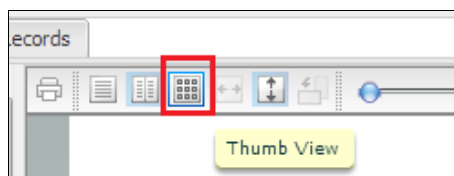
Two page view will be displayed as below:



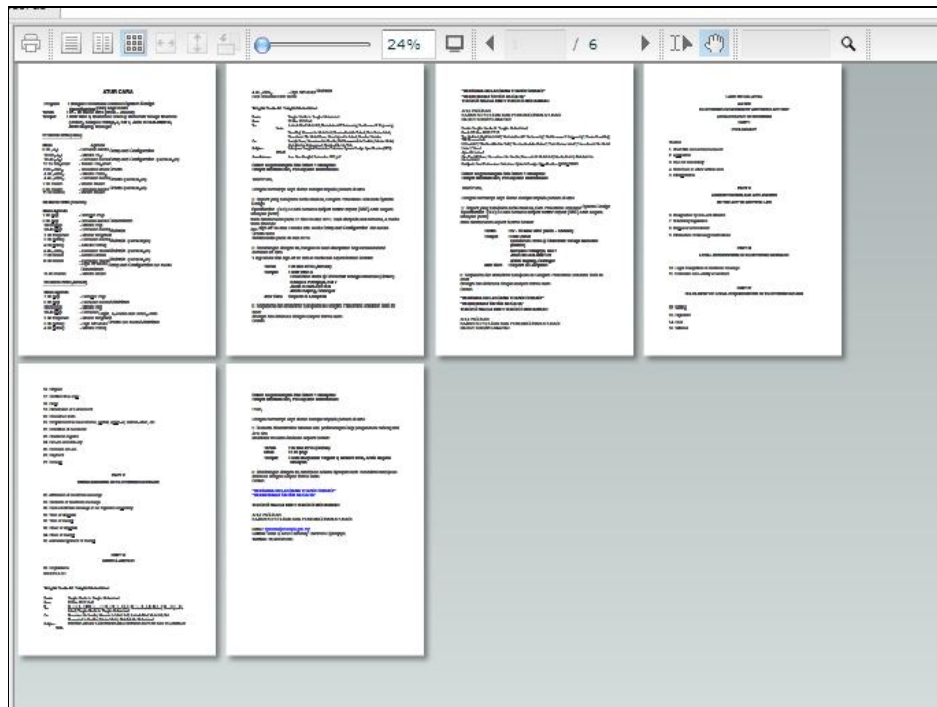
Thumb View



10. Click **[Thumb view]**  to display multi pages at the thumb nail icons.

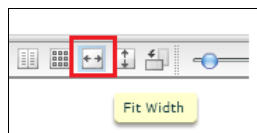


This function can not be used in fit width view, fit page view and rotate page. The thumb view will be displayed as below:



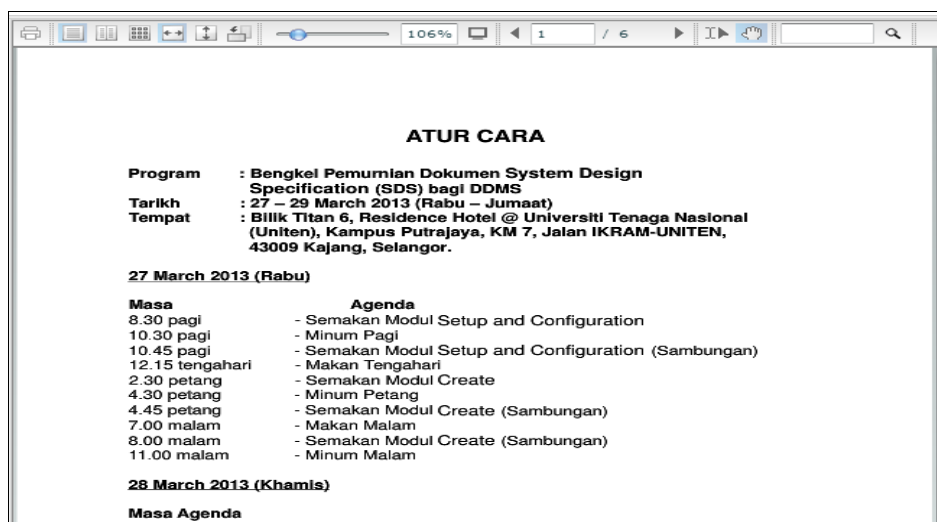
Fit Width

11. Click **[Fit Width]**  to adjust page size to fit screen width.

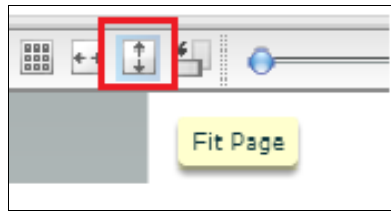


This function can not be used in **[Thumb View]** and **[Two Pages View]**.

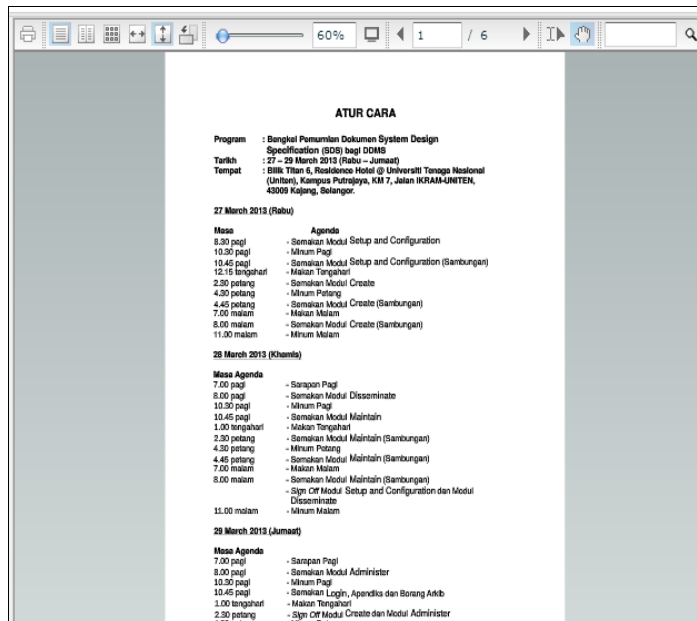
The fir width view will be displayed as below :



12. Click **[Fit Page]**  to adjust page size to fit in a single page view

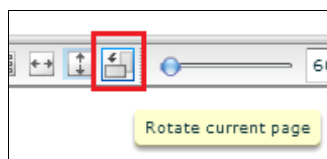


The fit page view will be displayed as below :

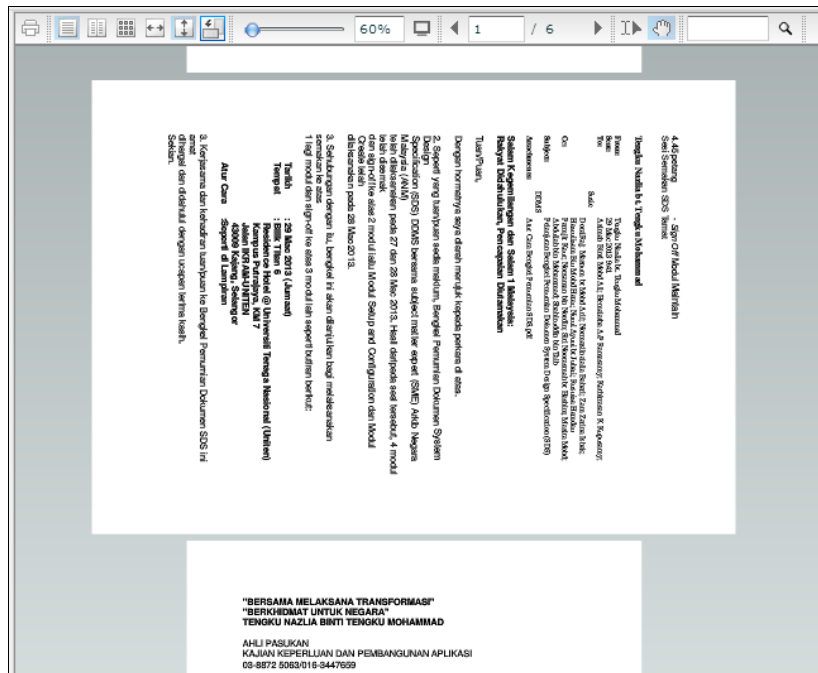


Rotate Current Page

13. Click **[Rotate current page]**  to rotate current page 90° clockwise.



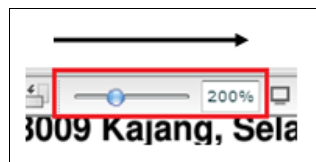
The rotate current page view will be displayed as below:



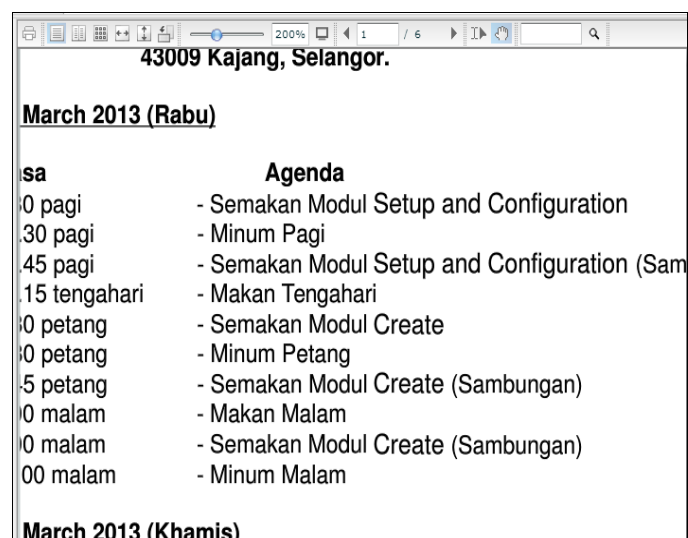
Zooming

14. User can use "**Scale**" icon to zoom in and zoom out the document.

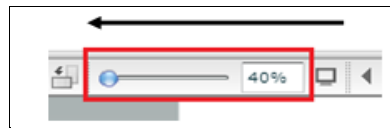
a) Zoom in



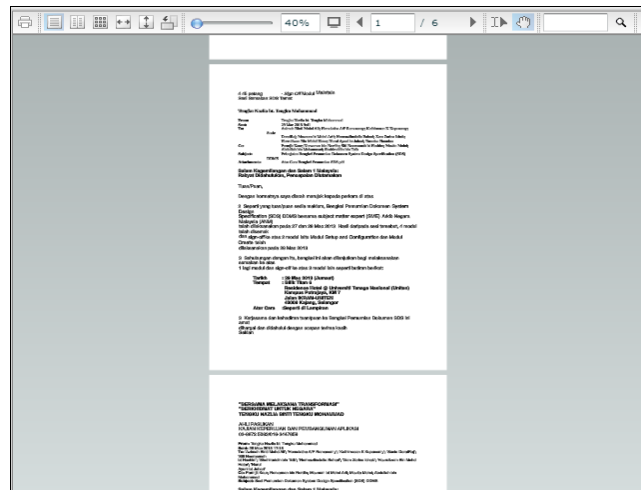
The zooming view will be displayed as below :



b) Zoom out

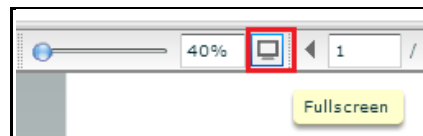


The zoom out view will be displayed as below:

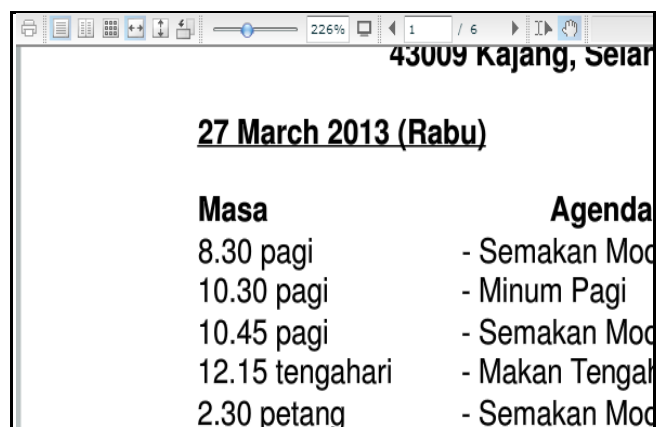
**Full Screen**

15. For full screen, user can use "**Full screen**" icon.

i. Click full screen icon.

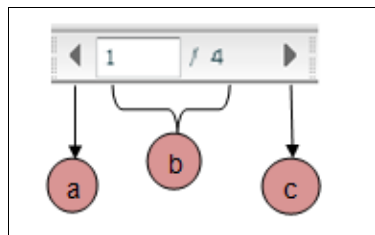


The full screen view will be displayed as below:



Navigate Page

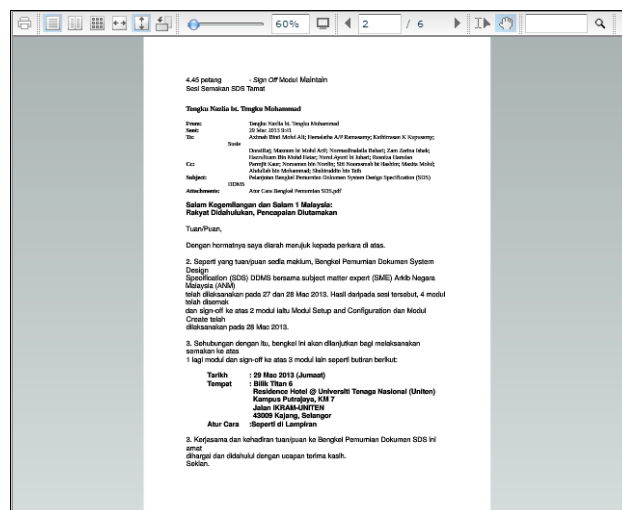
16. User can click  to go to next page or click  to go to previous page.



- a. Previous page
- b. Current page / Total page
- c. Next page

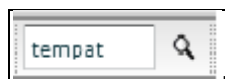
Alternatively enter page number to go to the target page.

It displays :



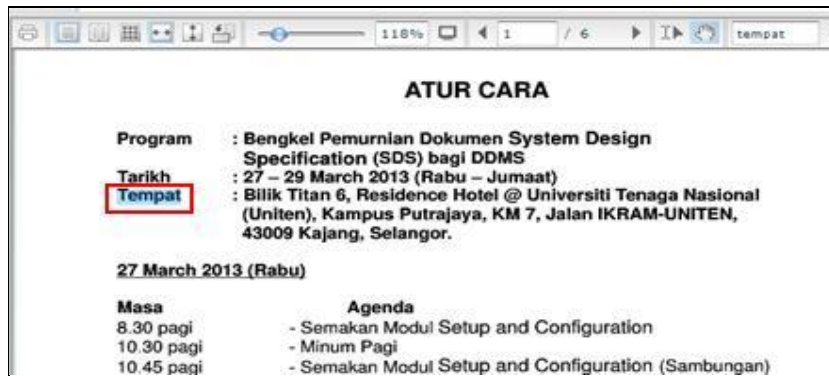
Search Text

17. Key in search string in search text box to search text(s) within the content.

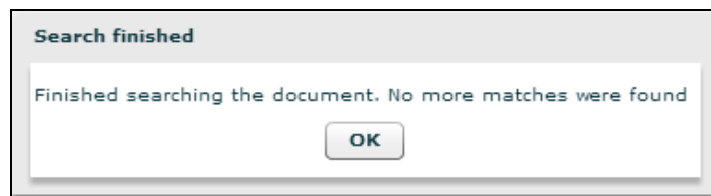


Notes: This function only applicable for Word document only and not applicable for picture.

Text will be highlighted as shown:



- i. Continue searching by clicking  button.
- ii. When finished searching, the following message box will be displayed:

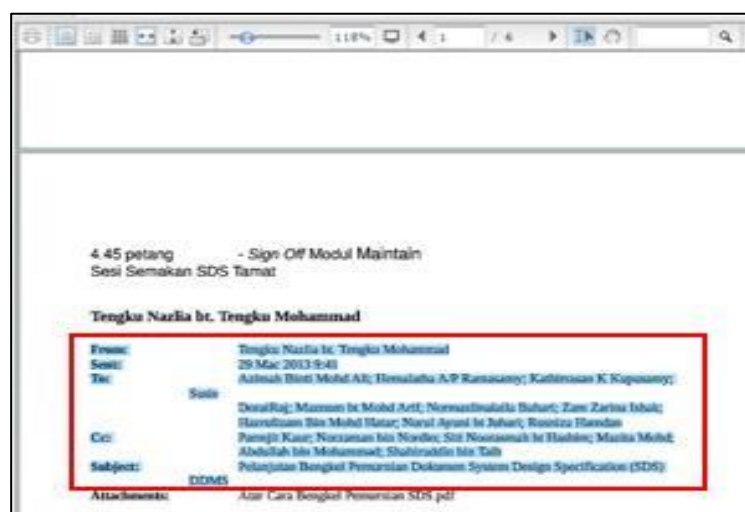


Text Selector or Browse

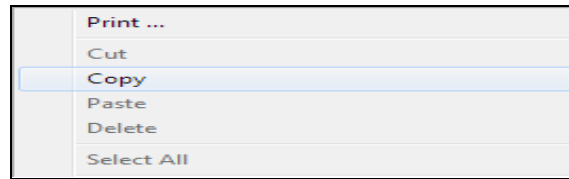
18. Click [Text Selector] , and then drag along the text to make selection.



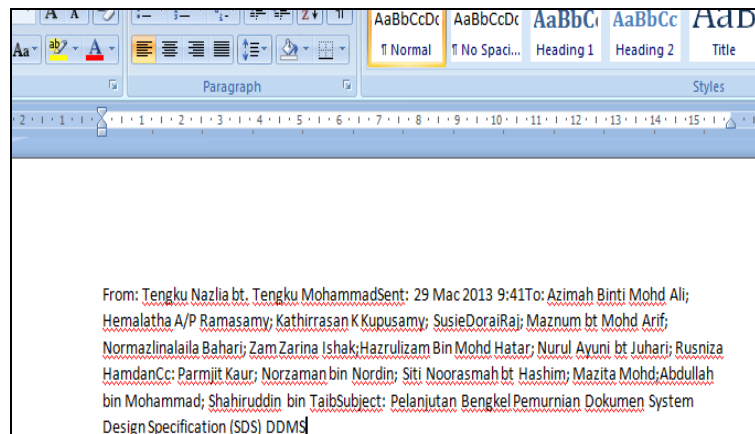
The selected text will be highlighted :



- i. Right click at selected text, and then click **[Copy]**. The following window will pop-up :



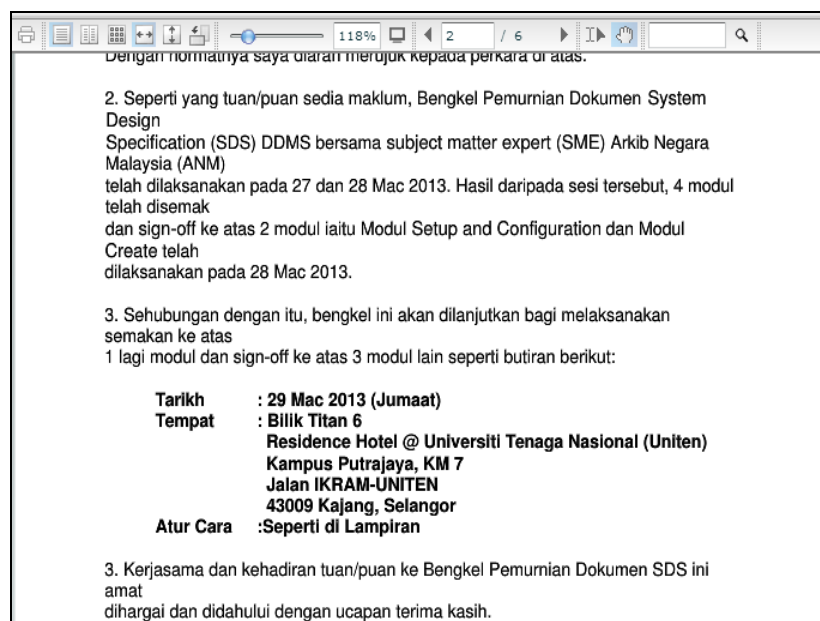
- ii. Paste the copy text into destined document. Screen below shows that the text is paste into Microsoft Word :



19. Click **[Browse tool]** to revert to scroll mode in order to scroll page up and down.



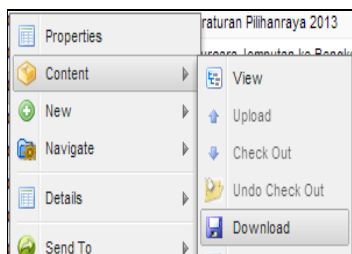
It will be displayed:



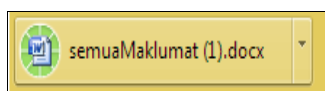
Content

From this content menu, it allows user to download record from server into their local computer.

20. Click **[Content]** menu and then click **[Download]** menu item to download the content.



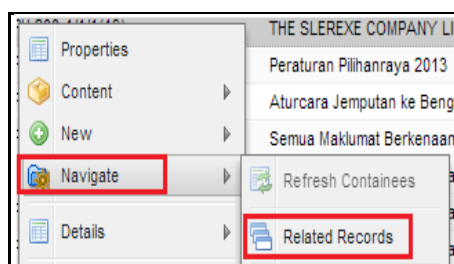
It displays :



Navigate

Notes: This menu can be used to refresh containees list, navigate to the related records, navigate to the latest volume, navigate to the next volume, navigate to the previous volume, navigate to all volumes, navigate to the container and navigate to the containees for the currently selected record.

21. Click **[Navigate]** menu and then click **[Related Records]** menu item to show the related record for selected record.



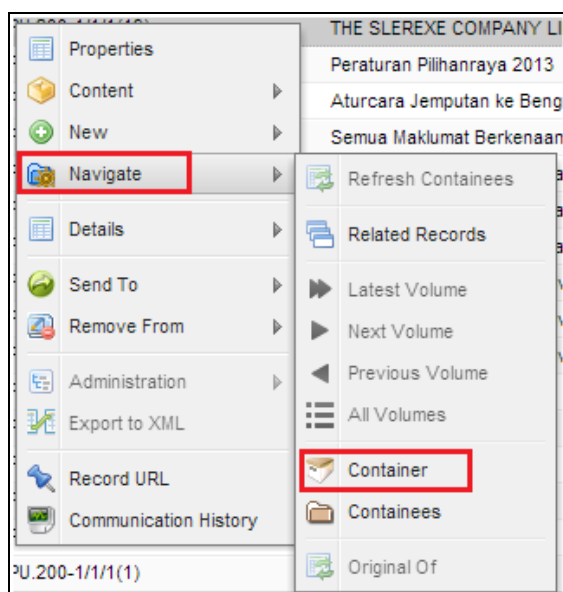
It displays :

 A screenshot of the DDMS application interface showing the 'Related Records' view. At the top, there are tabs for 'Main', 'Browse By Classific', and 'MAMPU.200-1/1'. Below the tabs, there are buttons for 'Refresh' and 'Preview Mode'. The main area contains a table with three columns: 'Creator Name', 'Title', and 'Record Number'. The table has two rows of data.

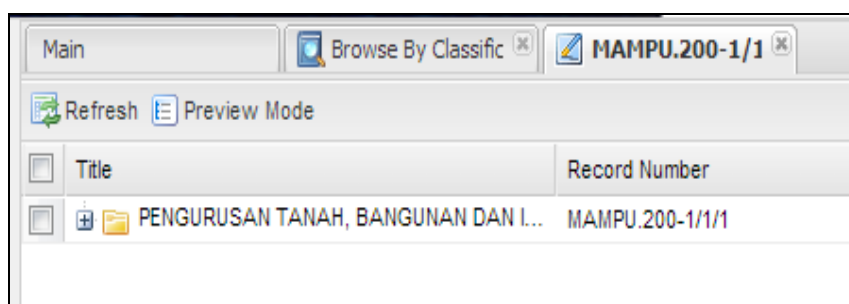
Creator Name	Title	Record Number
recordmgr	Aturcara Jemputan ke Bengkel Perm...	MAMPU.200-1/1/1(17)
NUR HASMIDA BINTI KAMIS	THE SLEREXE COMPANY LIMITED	MAMPU.200-1/1/1(19)

If the selected record does not have related record, then it will be displayed the screen without any record.

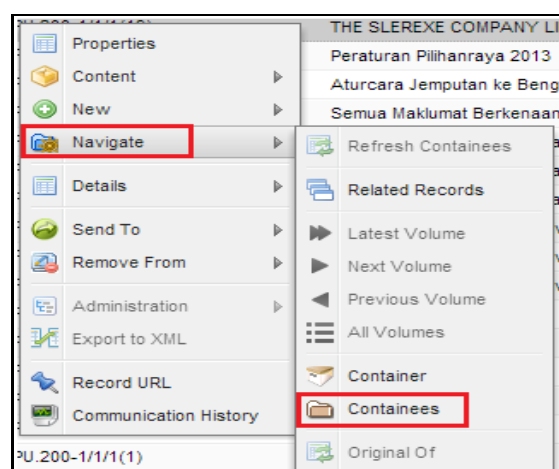
22. Click **[Navigate]** menu.
23. Then click **[Container]** menu item to show the parent of the record.



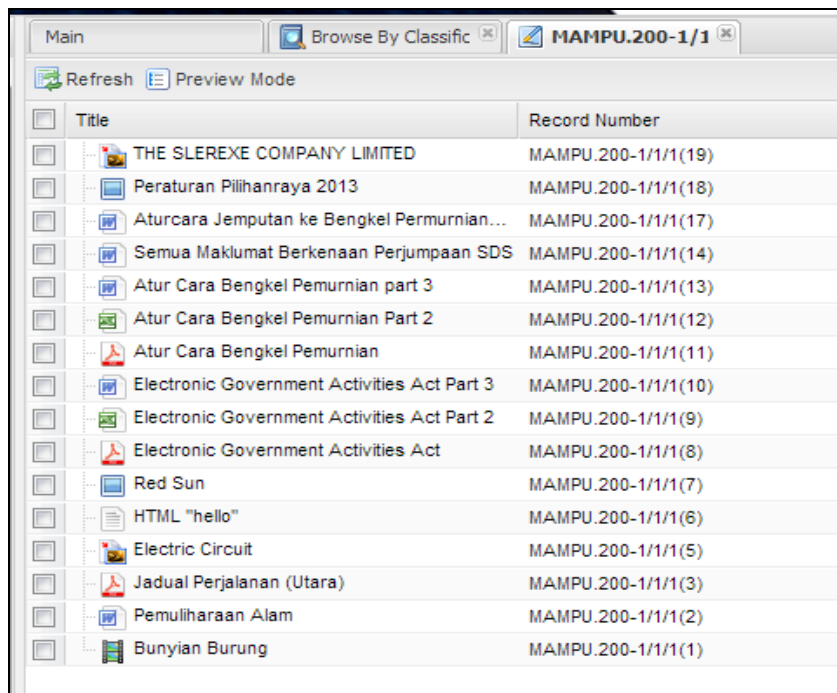
It displays:



24. Click **[Navigate]** menu, and click **[Contentnees]** menu item to show the record inside the file.



It displays :

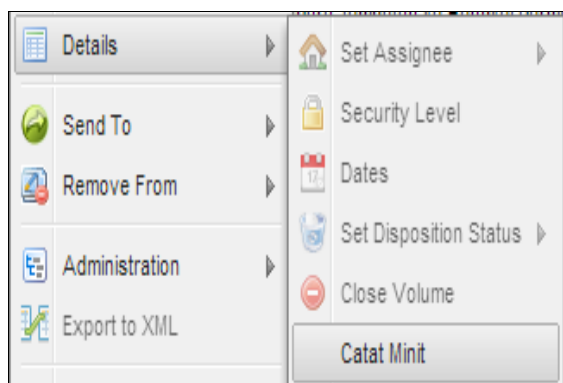


	Title	Record Number
	THE SLEREXE COMPANY LIMITED	MAMPU.200-1/1/1(19)
	Peraturan Pilihanraya 2013	MAMPU.200-1/1/1(18)
	Aturcara Jemputan ke Bengkel Pemurnian...	MAMPU.200-1/1/1(17)
	Semua Maklumat Berkenaan Perjumpaan SDS	MAMPU.200-1/1/1(14)
	Atur Cara Bengkel Pemurnian part 3	MAMPU.200-1/1/1(13)
	Atur Cara Bengkel Pemurnian Part 2	MAMPU.200-1/1/1(12)
	Atur Cara Bengkel Pemurnian	MAMPU.200-1/1/1(11)
	Electronic Government Activities Act Part 3	MAMPU.200-1/1/1(10)
	Electronic Government Activities Act Part 2	MAMPU.200-1/1/1(9)
	Electronic Government Activities Act	MAMPU.200-1/1/1(8)
	Red Sun	MAMPU.200-1/1/1(7)
	HTML "hello"	MAMPU.200-1/1/1(6)
	Electric Circuit	MAMPU.200-1/1/1(5)
	Jadual Perjalanan (Utara)	MAMPU.200-1/1/1(3)
	Pemuliharaan Alam	MAMPU.200-1/1/1(2)
	Bunyian Burung	MAMPU.200-1/1/1(1)

Details

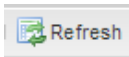
This menu allows user to add notes into a selected record.

25. Select **[Details]** and click **[Catat Minit]** for enabling the user to add minit.

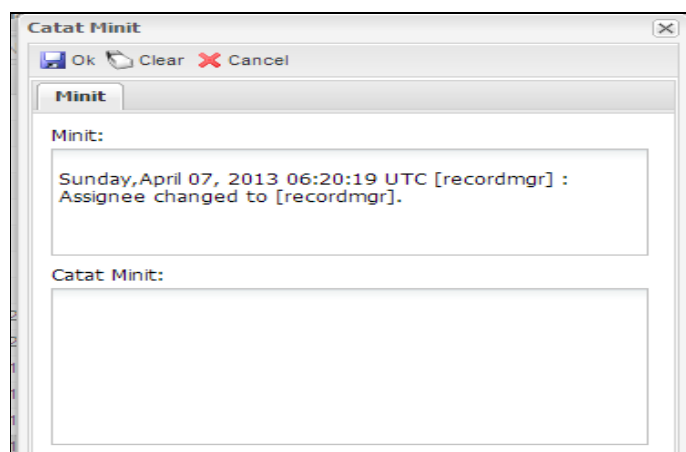


- i. Insert the minit in Catat Minit text box and click **[OK]** button to save.

To check the minit of the record

- i. At **[Browse by Classification]** screen, click  button at the upper left.
- ii. Expand the classification level and choose the respective record. Double click the record and click the minit tab to view the minit.

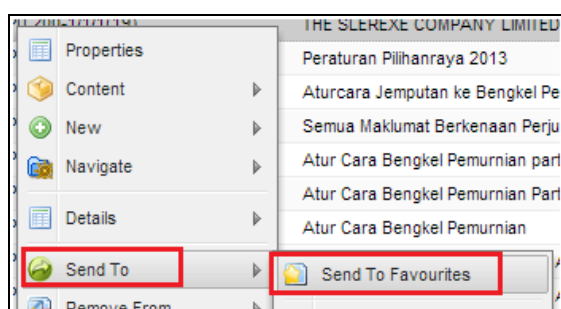
It displays :



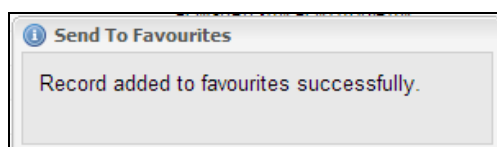
Send To Favourites

This menu allows the user to select their frequently used records to be sent into Favourites folder.

26. Click **[Send To]** menu. And click **[Send To Favourites]** menu item to to send the record to favourites tray.



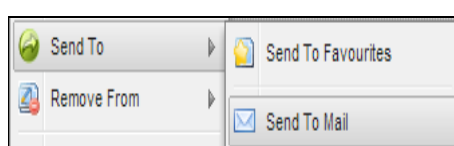
It displays :



Send To Mail

This menu allows the user to select a record and send it directly to the recipient's email.

27. Mouse over to select **[Send To]** menu and click **[Send To Mail]** to enable user send the mail.



It displays :

The screenshot shows a 'Send to Mail' dialog box with the following fields and options:

- To:** * (Empty text field)
- Subject:** * (Text field containing: MAMPU.200-1/1/1(14) Semua Maklumat Berkenaan Perjumpaan SDS)
- ☐ Attach electronic content
- Message:** * (Rich text area containing: ----[DDMS Record Information]----
Record Number :MAMPU.200-1/1/1(14)
Title :Semua Maklumat Berkenaan Perjumpaan SDS)

The dialog box has a toolbar with icons for font style (bold, italic, underline), font size, text color, background color, bulleted list, numbered list, indent, and link. The font family is set to Tahoma.

Send To Template

This menu allows the user to select a record to generate reports from the provided templates.

28. Select **[Send To]** menu and click **[Send To Report Template]** to enable user create report.



It displays :

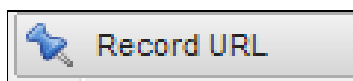
The screenshot shows a 'Report Template' dialog box with the following fields and options:

- ☒ Generate Reports | ☐ Cancel
- Report:** * (Dropdown menu showing 'Report')

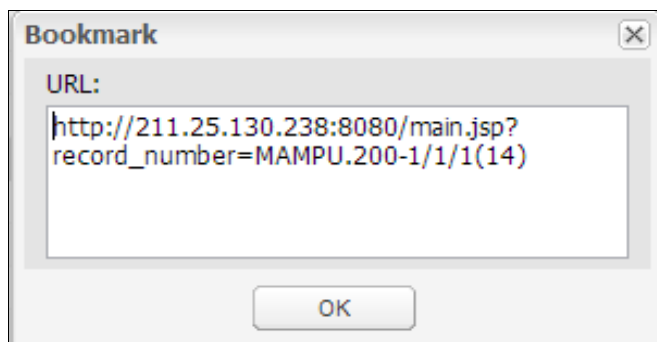
Record URL

This option allows user to view the URL of the selected record.

29. Select **[Record URL]** to displays the URL of the record.



It displays :



4.5 Download Content

This is a scenario for the user to download the content of the electronic document from the system. The downloaded document content should be viewed or edited by their native software application installed on the local computer

4.5.1 Download Content Flow Chart

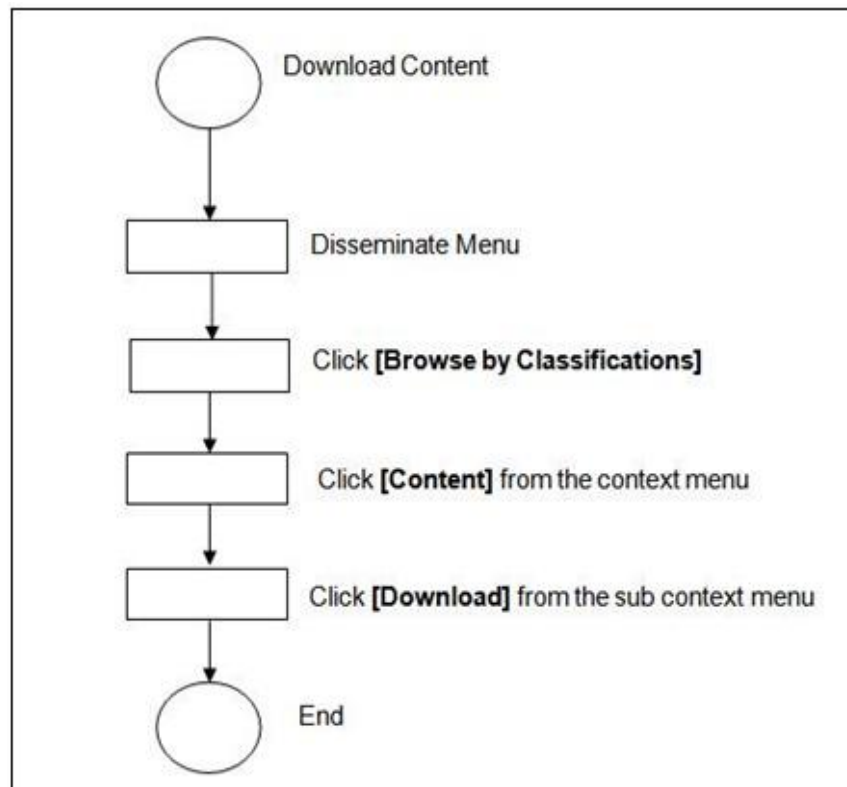
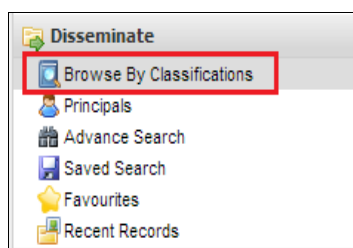


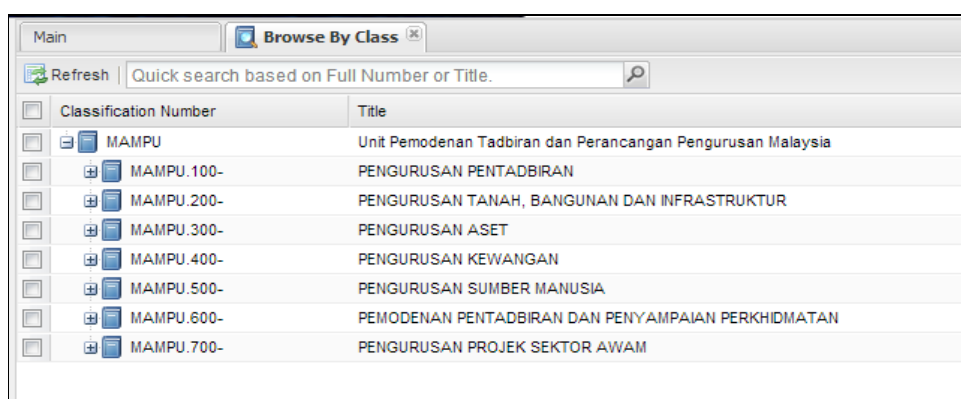
Figure 4.25: Download Content flow chart

4.5.2 Download Content Procedure

1. From **[Disseminate]** menu click **[Browse by Classifications]**.



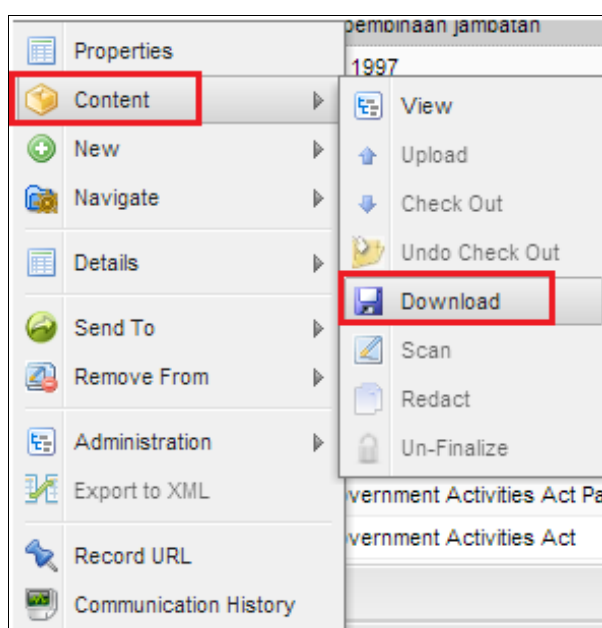
The new tab will appear as follow :



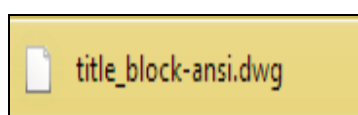
2. Browse the classification until record level and select the record.



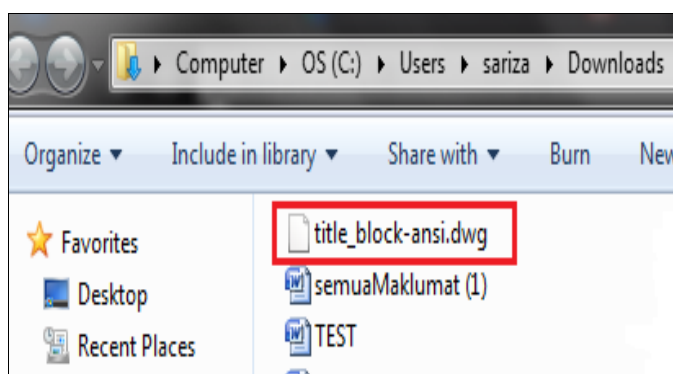
3. Right click on selected record, click **[Content]** from the context menu, and click **[Download]** from the sub context menu.



The download process will be automatically run.



4. The location of the download depends on the browser setting for downloads. The content will be downloaded to the user download folder.



4.6 Searching File or Record

There are two scenarios Searching File or Record.

- a. Quick Search; and
- b. Advance Search.

4.6.1 Main Searching File Flow Chart

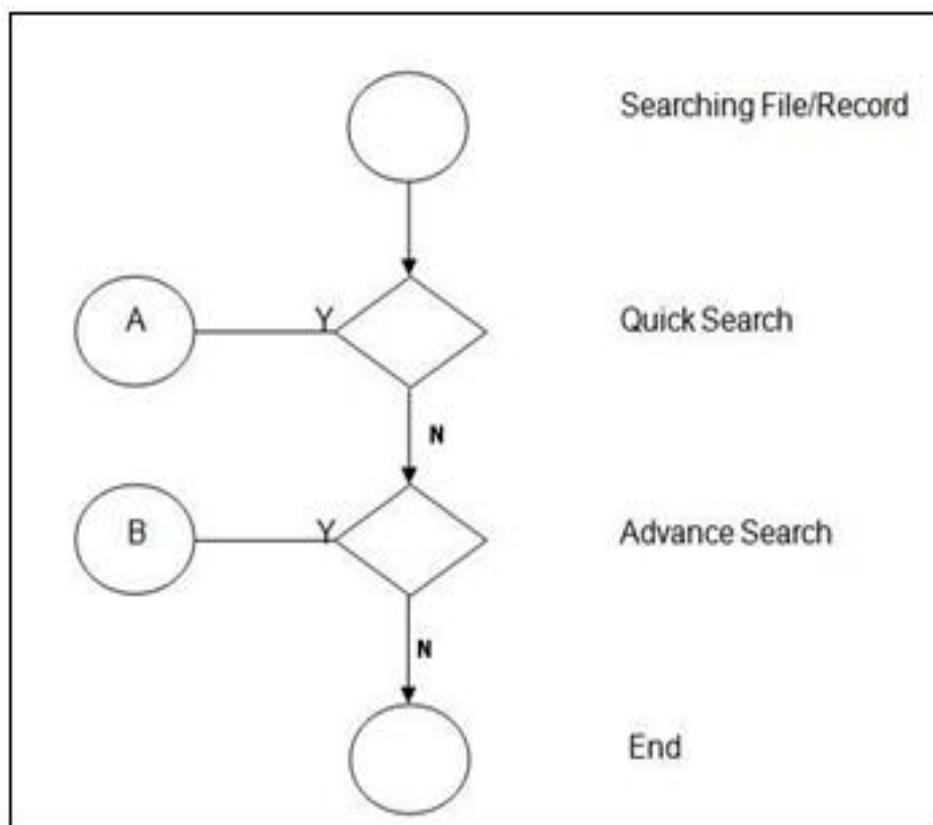


Figure 4.26: Main Searching File flow chart

4.6.2 Quick Search

A Quick Search function is used to perform fast and simple searches. The Quick Search function can search words or phrases in the textual electronic content or the metadata of records that has been text-indexed by the system. To perform a quick search, use the search box located at the top right hand corner of the main page.

a. Quick Search Flow Chart

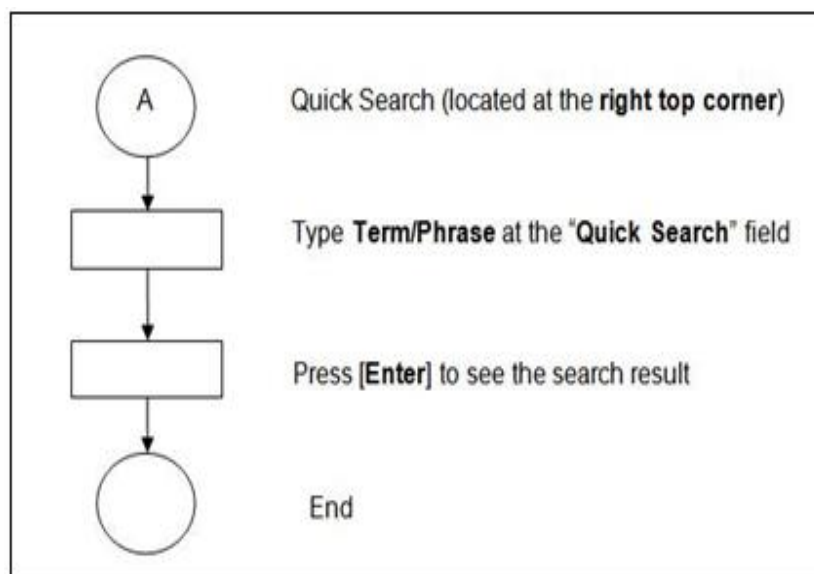
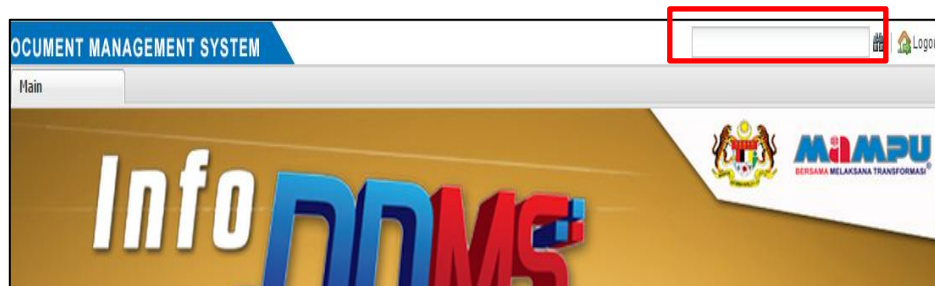


Figure 4.27: Quick Search flow chart

b. Quick Search Procedure

Quick Search

1. **Quick Search** bar is located at the **right top corner** of the window near the **[Logout]** button.



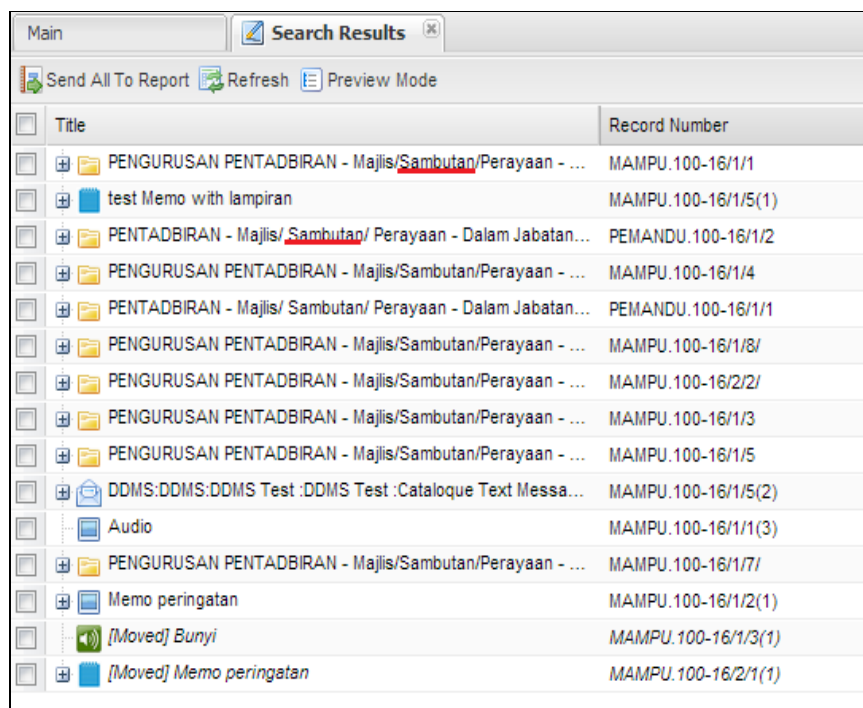
Search by Single Term

User can find a record by using a key word in the '**Quick Search**' field

1. Enter word 'sambutan' at the "**Quick Search**" field.

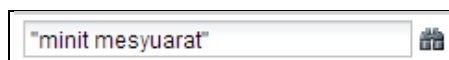


2. Press **[Enter]** or click  icon. *Search Result* screen will appear on a new tab.

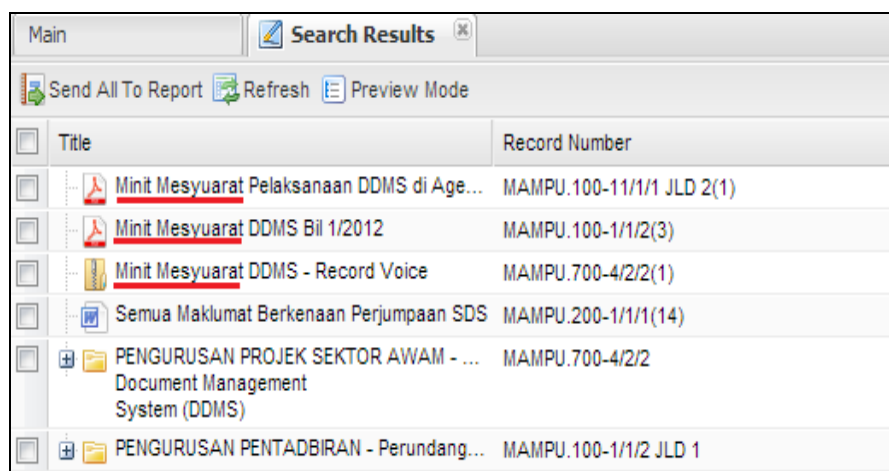


Search using phrase

1. Enter phrase "minit mesyuarat" at the "Quick Search" field.



2. Press **[Enter]** or click  icon. *Search Result* screen will appear on a new tab.



Title	Record Number
 Minit Mesyuarat Pelaksanaan DDMS di Age...	MAMPU.100-11/1/1 JLD 2(1)
 Minit Mesyuarat DDMS Bil 1/2012	MAMPU.100-11/1/2(3)
 Minit Mesyuarat DDMS - Record Voice	MAMPU.700-4/2/2(1)
 Semua Maklumat Berkenaan Perjumpaan SDS	MAMPU.200-11/1/1(14)
 PENGURUSAN PROJEK SEKTOR AWAM - ... Document Management System (DDMS)	MAMPU.700-4/2/2
 PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-11/1/2 JLD 1

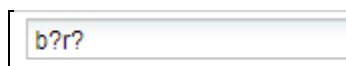
Wildcard search - 'b?r?'

The "?" symbol in search word or phrase represents any single character in search word or phrase.

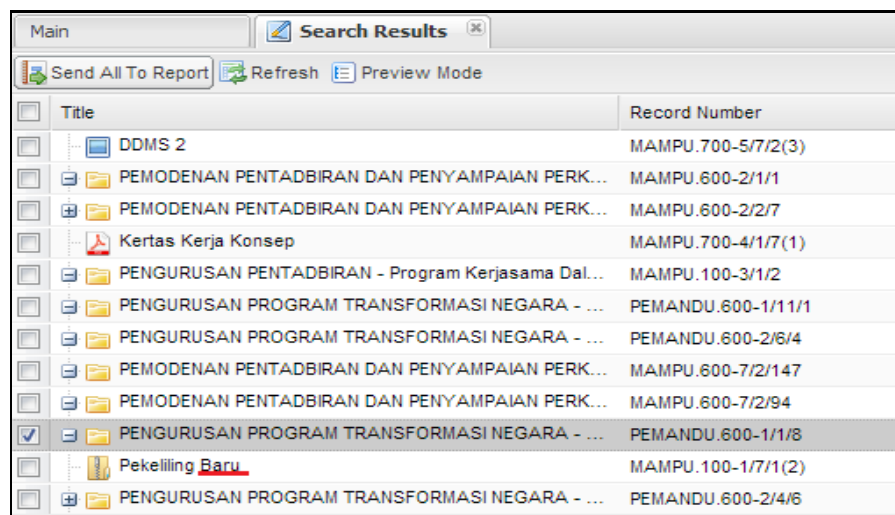
Therefore if the user enters the search word "B?r?", then this will match records that contain the words "Biri", "Biro", "Bara".

(Basically it matches any word that starts with a "B", followed by any one character, then followed by "r" and then followed by any one character).

1. Enter 'b?r?' at the "Quick Search" field.



2. Press **[Enter]** or click  icon. *Search Result* screen will appear on a new tab.



Title	Record Number
DDMS 2	MAMPU.700-5/7/2(3)
PEMODENAN PENTADBIRAN DAN PENYAMPAIAN PERK...	MAMPU.600-2/1/1
PEMODENAN PENTADBIRAN DAN PENYAMPAIAN PERK...	MAMPU.600-2/2/7
Kertas Kerja Konsep	MAMPU.700-4/1/7(1)
PENGURUSAN PENTADBIRAN - Program Kerjasama Dal...	MAMPU.100-3/1/2
PENGURUSAN PROGRAM TRANSFORMASI NEGARA - ...	PEMANDU.600-1/11/1
PENGURUSAN PROGRAM TRANSFORMASI NEGARA - ...	PEMANDU.600-2/6/4
PEMODENAN PENTADBIRAN DAN PENYAMPAIAN PERK...	MAMPU.600-7/2/147
PEMODENAN PENTADBIRAN DAN PENYAMPAIAN PERK...	MAMPU.600-7/2/94
PENGURUSAN PROGRAM TRANSFORMASI NEGARA - ...	PEMANDU.600-1/1/8
Pekeliling Baru	MAMPU.100-1/7/1(2)
PENGURUSAN PROGRAM TRANSFORMASI NEGARA - ...	PEMANDU.600-2/4/6

Wildcard search - 't*n'

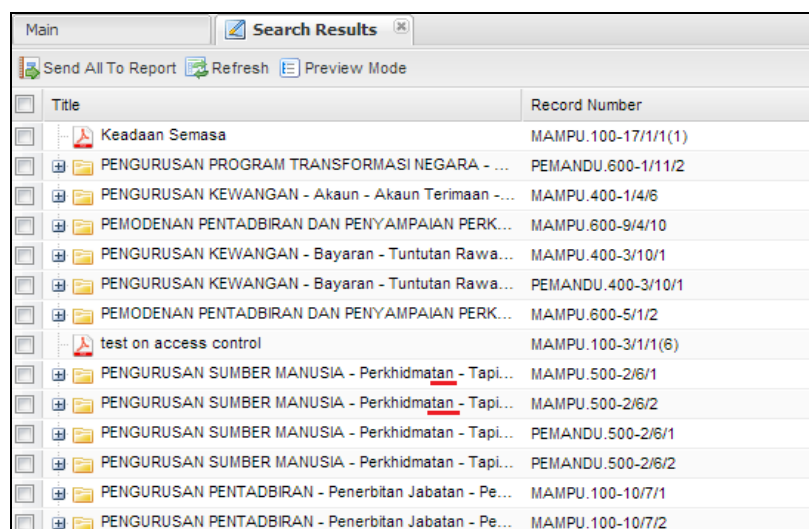
The “*” wildcard symbol represents zero or more characters in the search word or phrase.

Therefore if the user enters a search word such as “t*n”, then this would match records that contains the word “teen”, or “tin”, “television” (in other words, any word that begins with a “t” then followed by zero or more characters then followed by an “n”).

1. Enter 't*n' at the “Quick Search” field.



2. Press [Enter] or click  icon. Search Result screen will appear on a new tab.



Title	Record Number
Keadaan Semasa	MAMPU.100-17/1/1(1)
PENGURUSAN PROGRAM TRANSFORMASI NEGARA - ...	PEMANDU.600-1/11/2
PENGURUSAN KEWANGAN - Akaun - Akaun Terimaan - ...	MAMPU.400-1/4/6
PEMODENAN PENTADBIRAN DAN PENYAMPAIAN PERK...	MAMPU.600-9/4/10
PENGURUSAN KEWANGAN - Bayaran - Tuntutan Rawa...	MAMPU.400-3/10/1
PENGURUSAN KEWANGAN - Bayaran - Tuntutan Rawa...	PEMANDU.400-3/10/1
PEMODENAN PENTADBIRAN DAN PENYAMPAIAN PERK...	MAMPU.600-5/1/2
test on access control	MAMPU.100-3/1/1(6)
PENGURUSAN SUMBER MANUSIA - Perkhidmatan - Tapi...	MAMPU.500-2/6/1
PENGURUSAN SUMBER MANUSIA - Perkhidmatan - Tapi...	MAMPU.500-2/6/2
PENGURUSAN SUMBER MANUSIA - Perkhidmatan - Tapi...	PEMANDU.500-2/6/1
PENGURUSAN SUMBER MANUSIA - Perkhidmatan - Tapi...	PEMANDU.500-2/6/2
PENGURUSAN PENTADBIRAN - Penerbitan Jabatan - Pe...	MAMPU.100-10/7/1
PENGURUSAN PENTADBIRAN - Penerbitan Jabatan - Pe...	MAMPU.100-10/7/2

Boolean Search Using OR

The OR operator is the default conjunction operator.

This means that when no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either of the terms exist in a document. (in more technical terms: This is equivalent to union using sets).

The symbol || can be used in place of the word OR.

1. Enter ["minit mesyuarat" OR "surat"] OR ["minit mesyurat" || "surat"] at the **"Quick Search"** field.

"minit mesyuarat" OR "surat"

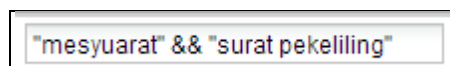
2. Press **[Enter]** or click  icon. *Search Result* screen will appear on a new tab.

Main Search Results		
Send All To Report Refresh Preview Mode		
Title	Record Number	Date Registered
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/1/2 JLD 1	08/12/2012 06:20 PM
Minit Mesyuarat Pelaksanaan DDMS di Age...	MAMPU.100-11/1/1 JLD 2(1)	08/12/2012 06:50 PM
Minit Mesyuarat DDMS Bil 1/2012	MAMPU.100-1/1/2(3)	08/12/2012 08:11 PM
Minit Mesyuarat DDMS - Record Voice	MAMPU.700-4/2/2(1)	10/12/2012 02:46 PM
2nd lampiran	LAMPIRAN-2012-5	11/12/2012 04:45 PM
Semua Maklumat Berkenaan Perjumpaan SDS	MAMPU.200-1/1/1(14)	07/04/2013 02:20 PM
PENGURUSAN PROJEK SEKTOR AWAM - ... Document Management System (DDMS)	MAMPU.700-4/2/2	29/11/2012 11:25 AM
Surat dua	DGKOM.200-12013-1(4)	26/03/2013 05:43 PM
Surat Satu	DGKOM.200-12013-1(3)	26/03/2013 05:42 PM
SURAT PANGGILAN MEEETING	DGKOM.200-12013-1(1)	09/01/2013 11:32 AM
SPORT CLUB - MONTLY MEETING - FAIL M...	DGKOM.200-12013-1	09/01/2013 11:29 AM
test on surat menyurat with attachment	MAMPU.100-6/3/1(1)	11/12/2012 04:45 PM
Surat empat	DGKOM.200-12013-1(5)	26/03/2013 05:52 PM
ddvdd	MAMPU.100-6/1/1(6)	10/12/2012 03:37 PM
1st lampiran in surat menyurat	LAMPIRAN-2012-4	11/12/2012 04:45 PM
test on surat menyurat record type	MAMPU.100-7/1/1(1)	08/12/2012 07:01 PM
PENGURUSAN KEWANGAN - Penurunan K...	MAMPU.400-9/2/1	28/11/2012 11:41 AM
PENGURUSAN KEWANGAN - Penurunan K...	PEMANDU.400-9/2/1	29/11/2012 02:35 PM
PENGURUSAN PENTADBIRAN - Jemputan ...	MAMPU.100-18/2/1	28/11/2012 11:10 AM
SDFa	berjaya-2(7)	12/04/2013 06:21 PM

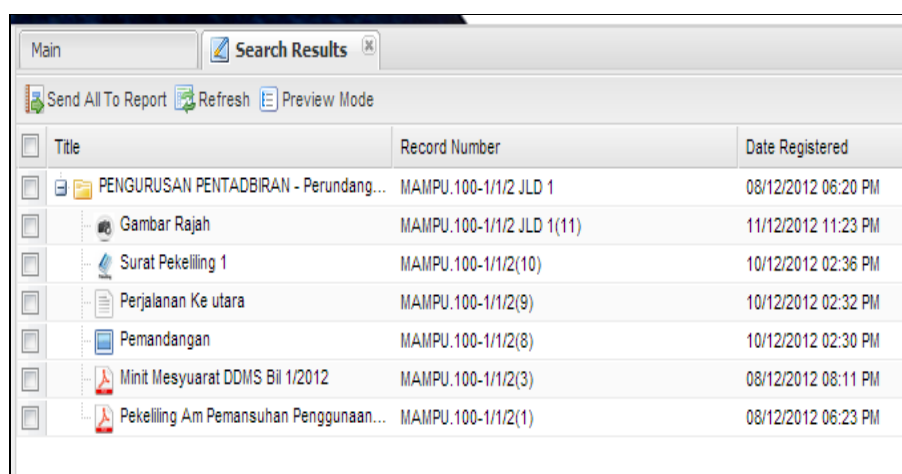
Boolean Search using AND

The **AND** operator matches documents where both terms exist anywhere in the text of a single document. This is equivalent to an intersection using sets. The symbol **&&** can be used in place of the word **AND**.

1. Enter ["surat pekeling" AND "mesyuarat"]OR ["surat pekeling" && "mesyuarat"] at the **"Quick Search"** field.



2. Press **[Enter]** or  icon. *Search Result* screen will appear on a new tab.



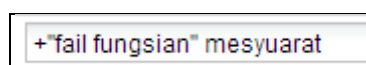
Title	Record Number	Date Registered
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/1/2 JLD 1	08/12/2012 06:20 PM
Gambar Rajah	MAMPU.100-1/1/2 JLD 1(11)	11/12/2012 11:23 PM
Surat Pekeling 1	MAMPU.100-1/1/2(10)	10/12/2012 02:36 PM
Perjalanan Ke utara	MAMPU.100-1/1/2(9)	10/12/2012 02:32 PM
Pemandangan	MAMPU.100-1/1/2(8)	10/12/2012 02:30 PM
Minit Mesyuarat DDMS Bil 1/2012	MAMPU.100-1/1/2(3)	08/12/2012 08:11 PM
Pekeling Am Pemansuhan Penggunaan...	MAMPU.100-1/1/2(1)	08/12/2012 06:23 PM

Boolean Search Using " + " operator

The **"+"** or *required* operator requires that the term after the **"+"** symbol exist somewhere in the text of a document.

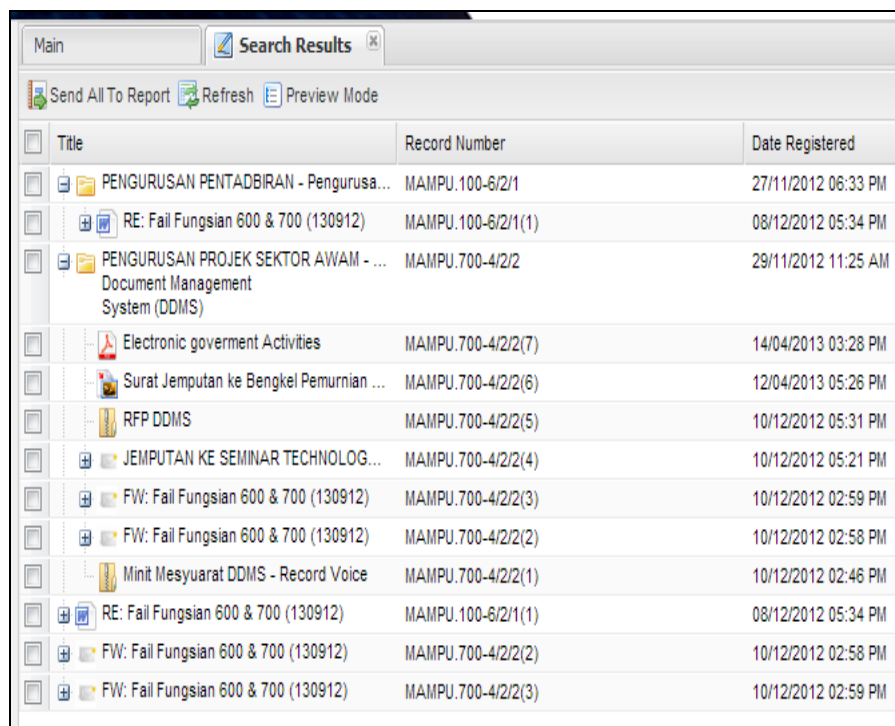
For example when the user enters the search phrase **" +bank negara"**, the system will return records that must contain the word **"bank"** and may (but not necessarily) contain the word **"negara"**. Records that contain only **"negara"** but not **"bank"** will not be returned.

1. To search for documents that must contain "Fail Fungsian" and may contain "mesyuarat" use the query:
2. Enter **[+"fail fungsian" mesyuarat]** at the **"Quick Search"** field.



- Press **[Enter]** or click  icon.

Search Result screen will appear on a new tab.



Title	Record Number	Date Registered
PENGURUSAN PENTADBIRAN - Pengurusa...	MAMPU.100-6/2/1	27/11/2012 06:33 PM
RE: Fail Fungsian 600 & 700 (130912)	MAMPU.100-6/2/1(1)	08/12/2012 05:34 PM
PENGURUSAN PROJEK SEKTOR AWAM - ... Document Management System (DDMS)	MAMPU.700-4/2/2	29/11/2012 11:25 AM
Electronic goverment Activities	MAMPU.700-4/2/2(7)	14/04/2013 03:28 PM
Surat Jemputan ke Bengkel Pemurnian ...	MAMPU.700-4/2/2(6)	12/04/2013 05:26 PM
RFP DDMS	MAMPU.700-4/2/2(5)	10/12/2012 05:31 PM
JEMPUTAN KE SEMINAR TECHNOLOG...	MAMPU.700-4/2/2(4)	10/12/2012 05:21 PM
FW: Fail Fungsian 600 & 700 (130912)	MAMPU.700-4/2/2(3)	10/12/2012 02:59 PM
FW: Fail Fungsian 600 & 700 (130912)	MAMPU.700-4/2/2(2)	10/12/2012 02:58 PM
Minit Mesyuarat DDMS - Record Voice	MAMPU.700-4/2/2(1)	10/12/2012 02:46 PM
RE: Fail Fungsian 600 & 700 (130912)	MAMPU.100-6/2/1(1)	08/12/2012 05:34 PM
FW: Fail Fungsian 600 & 700 (130912)	MAMPU.700-4/2/2(2)	10/12/2012 02:58 PM
FW: Fail Fungsian 600 & 700 (130912)	MAMPU.700-4/2/2(3)	10/12/2012 02:59 PM

Boolean Search Using 'NOT'

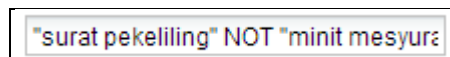
The **NOT** operator excludes documents that contain the term after **NOT**. (In more technical terms:

This is equivalent to a difference using sets). The symbol ! can be used in place of the word **NOT**.

The **NOT** operator cannot be used with just one term.

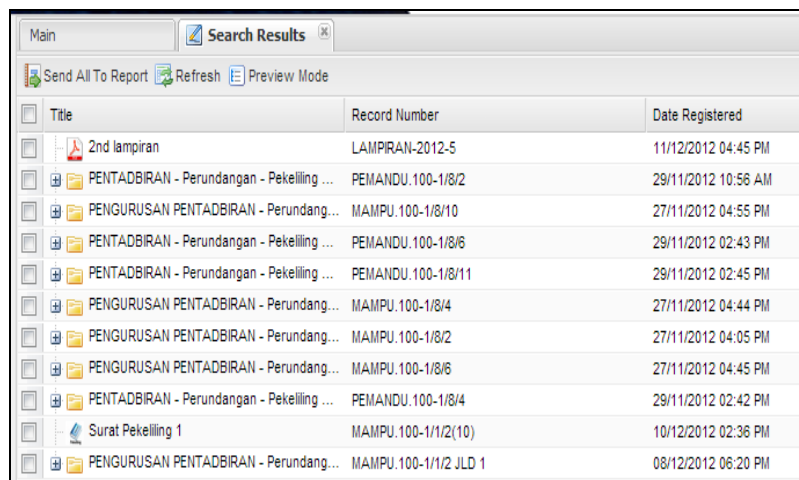
For example, the following search will return no results: NOT "surat mesyuarat".

- Enter ["surat pekeliling" NOT "minit mesyuarat"] at the "**Quick Search**" field.



"surat pekeliling" NOT "minit mesyuarat"

- Press **[Enter]** or click  icon. *Search Result* screen will appear on a new tab.

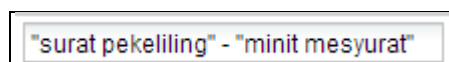


Title	Record Number	Date Registered
2nd lampiran	LAMPIRAN-2012-5	11/12/2012 04:45 PM
PENTADBIRAN - Perundangan - Pekeliling ...	PEMANDU.100-1/8/2	29/11/2012 10:56 AM
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/8/10	27/11/2012 04:55 PM
PENTADBIRAN - Perundangan - Pekeliling ...	PEMANDU.100-1/8/6	29/11/2012 02:43 PM
PENTADBIRAN - Perundangan - Pekeliling ...	PEMANDU.100-1/8/11	29/11/2012 02:45 PM
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/8/4	27/11/2012 04:44 PM
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/8/2	27/11/2012 04:05 PM
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/8/6	27/11/2012 04:45 PM
PENTADBIRAN - Perundangan - Pekeliling ...	PEMANDU.100-1/8/4	29/11/2012 02:42 PM
Surat Pekeliling 1	MAMPU.100-1/1/2(10)	10/12/2012 02:36 PM
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/1/2 JLD 1	08/12/2012 06:20 PM

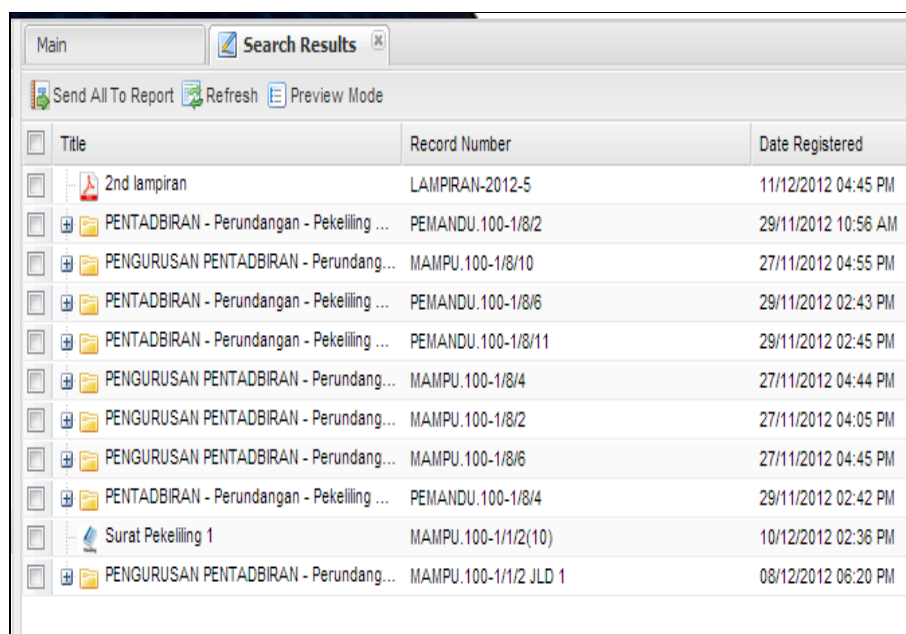
Boolean search using '-' operator

The "-" or *prohibit* operator excludes records that contain the term after the "-" symbol.

- Enter ["surat pekeliling" - "minit mesyurat"] at the **"Quick Search"** field.



- Press **[Enter]** or click  icon. *Search Result* screen will appear on a new tab.

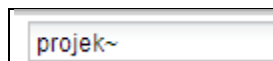


Title	Record Number	Date Registered
2nd lampiran	LAMPIRAN-2012-5	11/12/2012 04:45 PM
PENTADBIRAN - Perundangan - Pekeliling ...	PEMANDU.100-1/8/2	29/11/2012 10:56 AM
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/8/10	27/11/2012 04:55 PM
PENTADBIRAN - Perundangan - Pekeliling ...	PEMANDU.100-1/8/6	29/11/2012 02:43 PM
PENTADBIRAN - Perundangan - Pekeliling ...	PEMANDU.100-1/8/11	29/11/2012 02:45 PM
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/8/4	27/11/2012 04:44 PM
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/8/2	27/11/2012 04:05 PM
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/8/6	27/11/2012 04:45 PM
PENTADBIRAN - Perundangan - Pekeliling ...	PEMANDU.100-1/8/4	29/11/2012 02:42 PM
Surat Pekeliling 1	MAMPU.100-1/1/2(10)	10/12/2012 02:36 PM
PENGURUSAN PENTADBIRAN - Perundang...	MAMPU.100-1/1/2 JLD 1	08/12/2012 06:20 PM

Fuzzy Search

To search for a term similar in spelling to "projek", user can use the fuzzy search. This finds records that contain words which are similar to the search term except for a few different characters.

1. Enter [projek~] at the "Quick Search" field.



2. Press [Enter] or click  icon. *Search Result* screen will appear on a new tab.

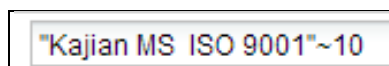
Main		Search Results	
Send All To Report Refresh Preview Mode			
☐	Title	Record Number	Date Registered
☐	PENGURUSAN PROJEK SEKTOR AWAM - ... Information Management System (LIMS) – Fasa 3 (Khidmat Nasihat Bagi Proses Perolehan LIMS)	MAMPU.700-5/4/10	29/11/2012 11:48 AM
☐	PENGURUSAN SUMBER MANUSIA - Komp...	MAMPU.500-4/4/3	28/11/2012 02:13 PM
☐	Carta Organisasi MAMPU	MAMPU.500-1/3/1(1)	27/03/2013 04:35 PM
☐	PENGURUSAN PROJEK SEKTOR AWAM - ... Kemahiran (SBKK)	MAMPU.700-1/2/2	29/11/2012 10:23 AM
☐	PENGURUSAN PROJEK SEKTOR AWAM - ... Kastam Diraja Malaysia (JKDM)	MAMPU.700-1/2/6	29/11/2012 10:24 AM
☐	PENGURUSAN PROJEK SEKTOR AWAM - ... Akruan Jabatan Akauntan Negara	MAMPU.700-1/2/7	29/11/2012 10:24 AM
☐	PENGURUSAN PROJEK SEKTOR AWAM - ... Report Polis	MAMPU.700-1/2/8	29/11/2012 10:25 AM
☐	PENGURUSAN PROJEK SEKTOR AWAM - ... Anti Dadah Kebangsaan (AADK)	MAMPU.700-1/2/10	29/11/2012 10:26 AM
☐	PENGURUSAN PROJEK SEKTOR AWAM - ... Semula Aplikasi Data Dictionary Sektor Awam (SDDSA)	MAMPU.700-1/2/11	29/11/2012 10:27 AM
☐	PENGURUSAN PROJEK SEKTOR AWAM - ... Tak Alin (SPATA)	MAMPU.700-1/2/12	29/11/2012 10:33 AM
☐	PENGURUSAN PROJEK SEKTOR AWAM - ... of Societies Electronic System (ROSES) Jabatan Pendaftaran Pertubuhan	MAMPU.700-1/2/19	29/11/2012 10:46 AM

Proximity Search

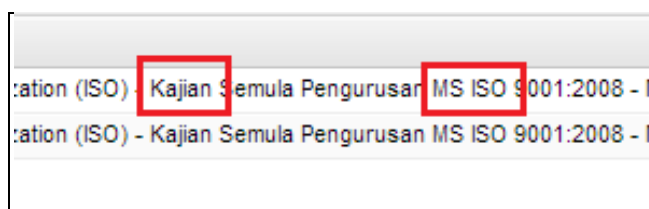
To search or find words which are within a specific distance away use the tilde, "~", symbol at the end of a Phrase.

Example to search for a "**Kajian**" and "**ISO 9001**" within 10 words of each other in a document use the search:

1. Enter ["Kajian MS ISO 9001"~10] at the "**Quick Search**" field.



2. Press **[Enter]** or click  icon. *Search Result* screen will appear on a new tab.



4.6.3 Advance Search

This is a scenario for Advance Search. Searching enables records discovery by using keywords, default metadata and any available custom metadata. However the search result will be depending on the access control (some records will not be seen by the user if does not have permission to discover them).

a. Advance Search Flow Chart

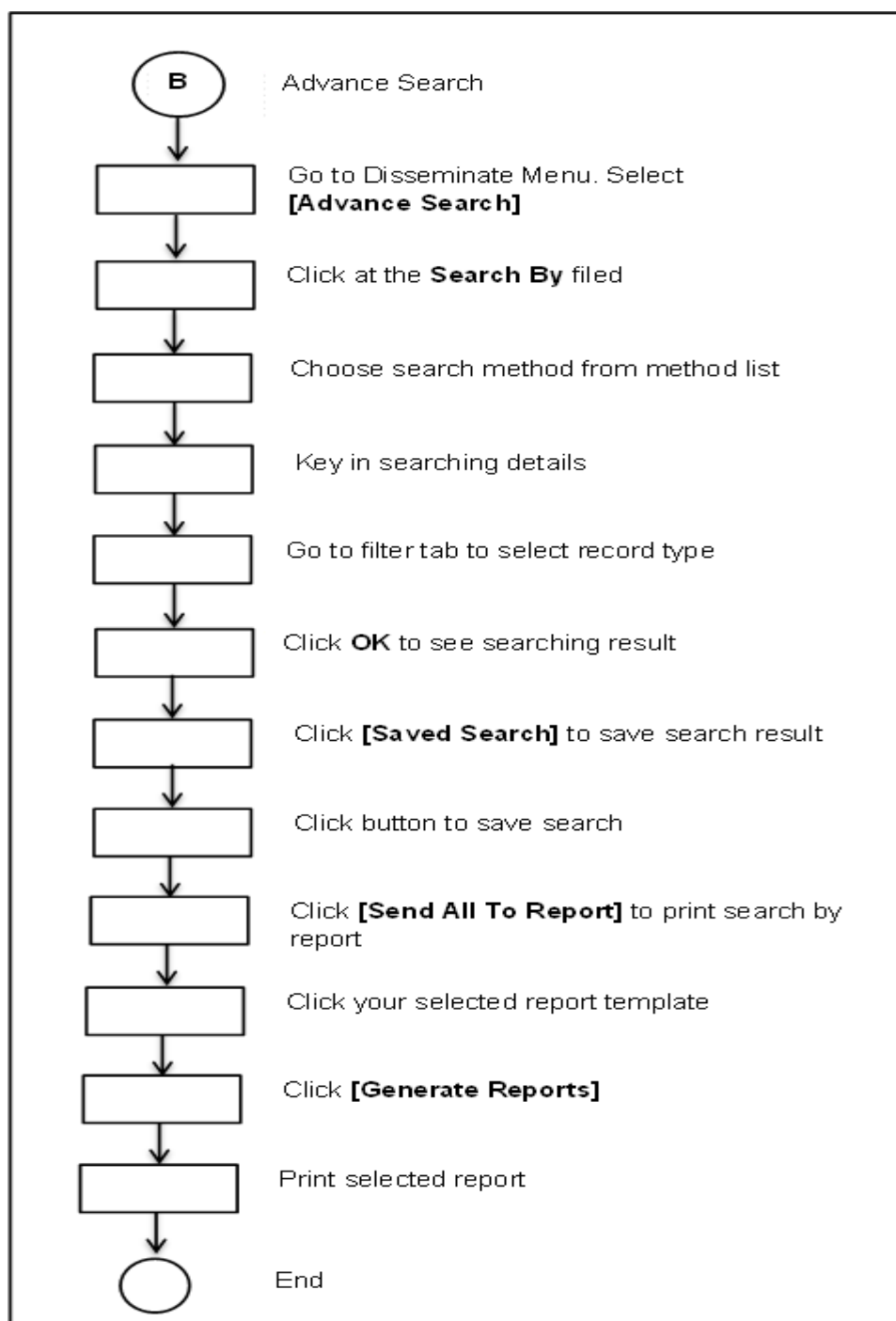
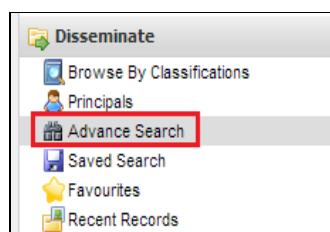


Figure 4.28: Advance Search flow chart

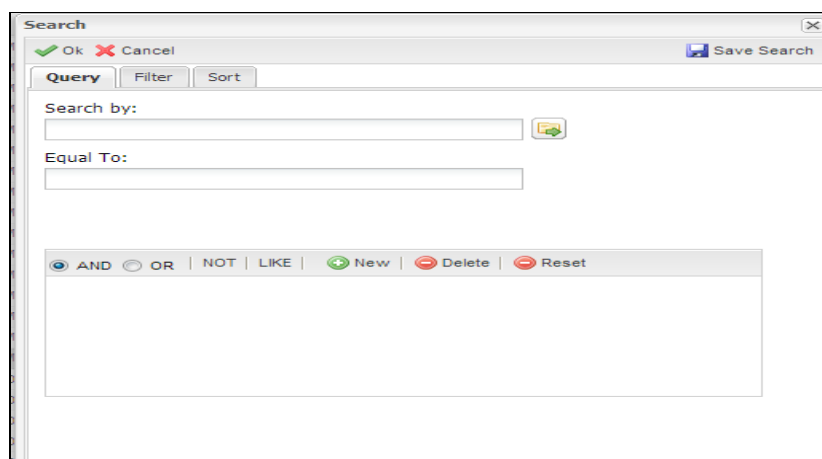
b. Advance Search Procedure

Advance Search

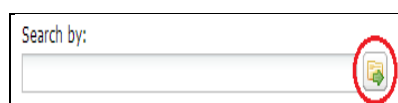
1. From **[Disseminate]** menu, select **[Advance Search]**.



Search form displays.



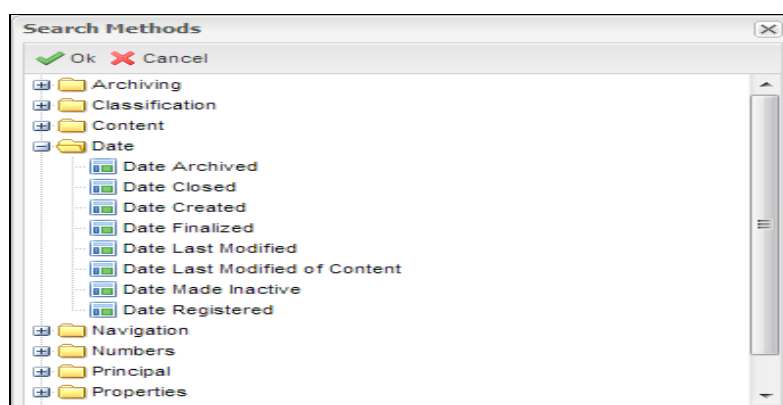
2. Click on  icon at the **Search By** field.



List of Search methods display as below :

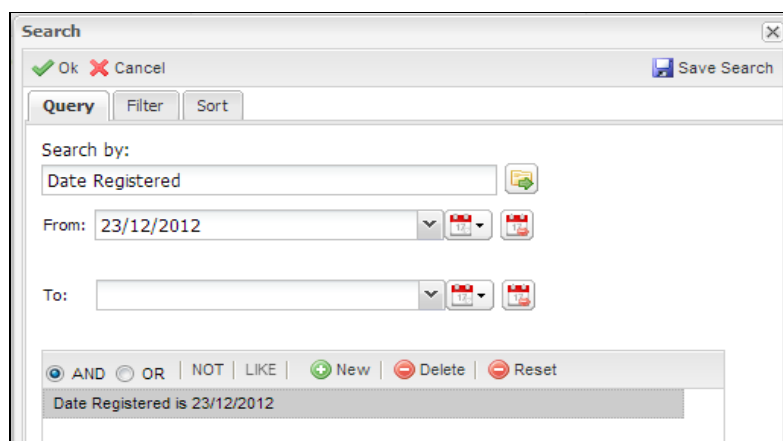


3. Click the plus  button at **[Date]** folder. The following item will drop down.



4. Click **[Date Registered]**  click **[OK]** button.

Following result will appear as follow.

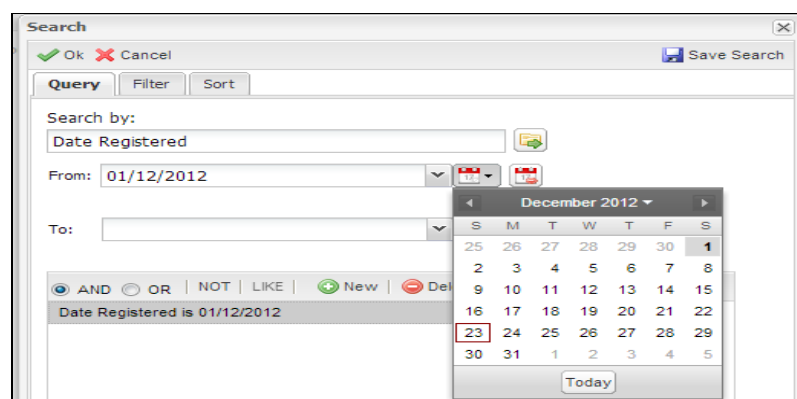


5. Click calendar button (red circle) below to select date "**From**" field.



The calendar will appear:

Select date and it will automatically inserted into the "Form" field.

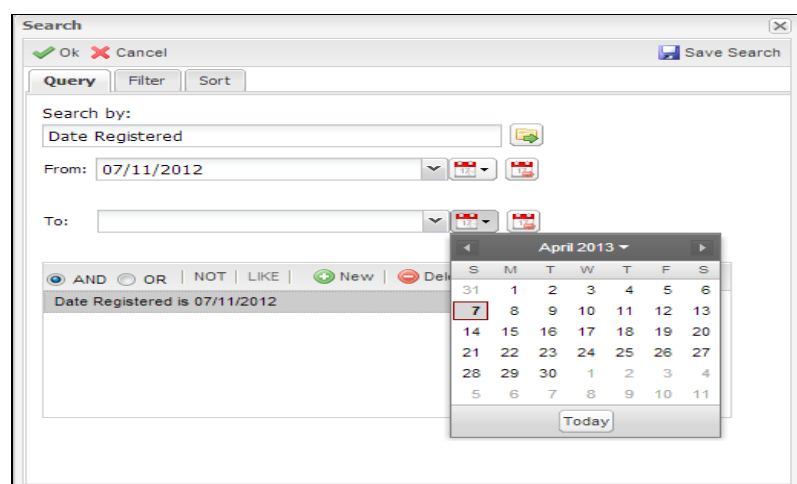


6. Click calendar button (red circle) below to select date "To" filed.



The calendar will appear :

Select date and it will automatically inserted into the "Form" field.



7. User can choose boolean operators for more specific search.

Other functions of Boolean Operators and search criteria function buttons are as follows :

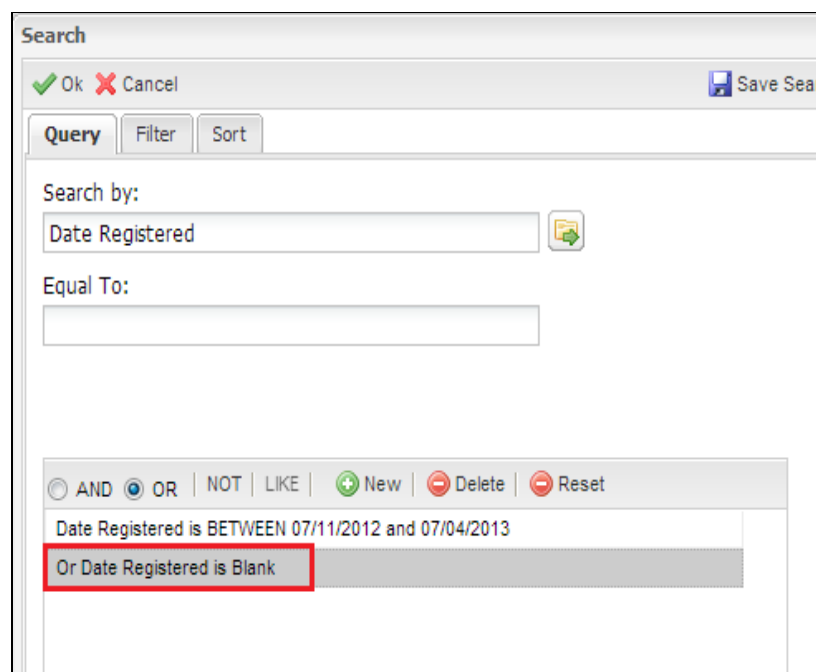
- i. **AND** - to refine a search to find only records which meet both the current search method and the previous search method. This narrows a search, returning fewer records in the Inquiry List but pinpointing the required records.
- ii. **OR** - to expand a search to find all records which meet either the current or previous sets of search methods. This broadens a search, returning more records and including a wider subject range.
- iii. **NOT**: refines a search to include only records that meet the previous but not the current set of search methods. It is used in conjunction with the AND operation.
- iv. **LIKE**: is used to search for a specific pattern of the records that match with the criteria. It enables a searching to be part of the string using the wild card character.
- v. **New**: adds a new set of search methods at the bottom of the list in the Current Selection box.
- vi. **Delete**: deletes the currently highlighted set of search methods from the Current Selection box.
- vii. **Reset**: deletes all of the search methods from the current selection box so user can start a fresh search.

8. Click on **[New]**.

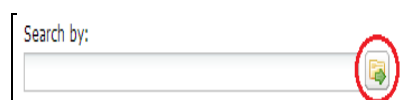


9. In this case we will use **OR** function. Tick **OR** radio button.

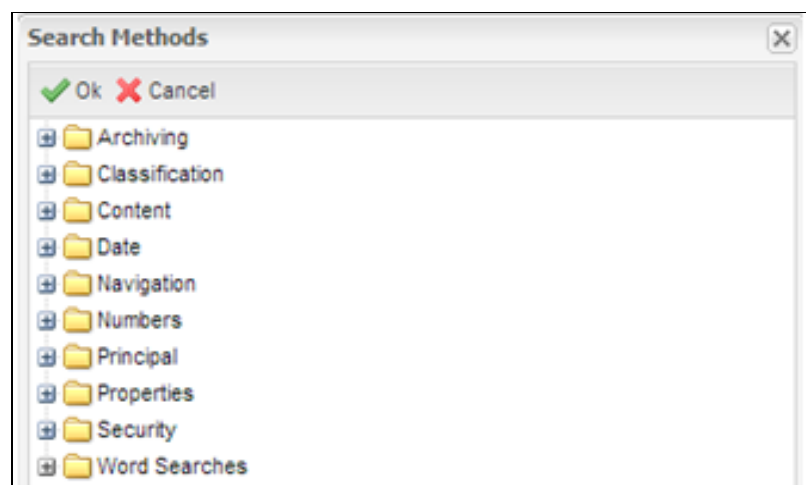
New line will be added :

A screenshot of the 'Search' dialog box. It has tabs for 'Query', 'Filter', and 'Sort'. The 'Query' tab is active. It shows 'Search by:' with a dropdown menu set to 'Date Registered'. Below it is an 'Equal To:' field. At the bottom, there are radio buttons for 'AND' and 'OR', with 'OR' selected. Other options include 'NOT', 'LIKE', 'New', 'Delete', and 'Reset'. Below these, two search criteria are listed: 'Date Registered is BETWEEN 07/11/2012 and 07/04/2013' and 'Or Date Registered is Blank', which is highlighted with a red rectangle.

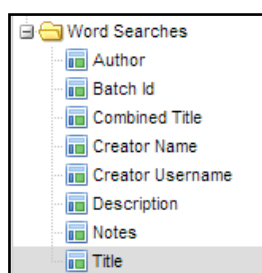
10. Click  at the **Search By** field.

A screenshot of the 'Search by:' field. It is a text input field with a dropdown arrow on the right, which is circled in red.

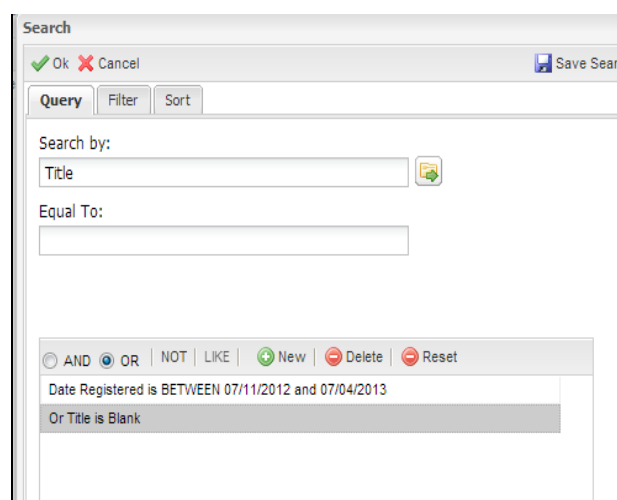
List of Search Methods display as below :

A screenshot of the 'Search Methods' dialog box. It has 'Ok' and 'Cancel' buttons at the top. Below is a list of search methods: Archiving, Classification, Content, Date, Navigation, Numbers, Principal, Properties, Security, and Word Searches. Each item has a small icon to its left.

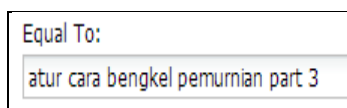
11. Click the  button at **[Word Searches]** folder and click **[Title]**.



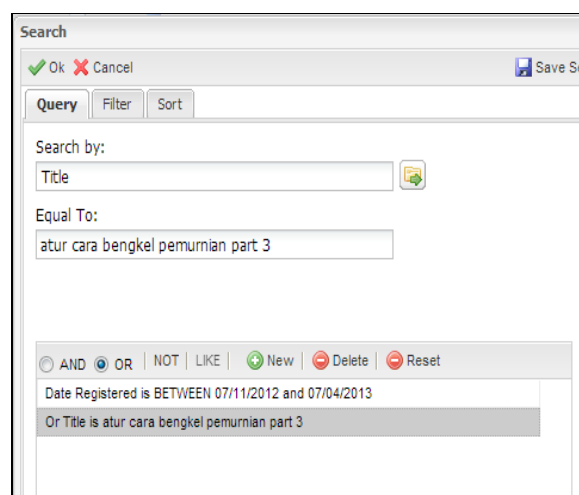
The following item will appear :



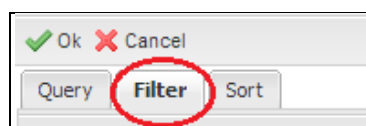
12. At the column **"Equal To:"**, user need to fill in the word title user want search.



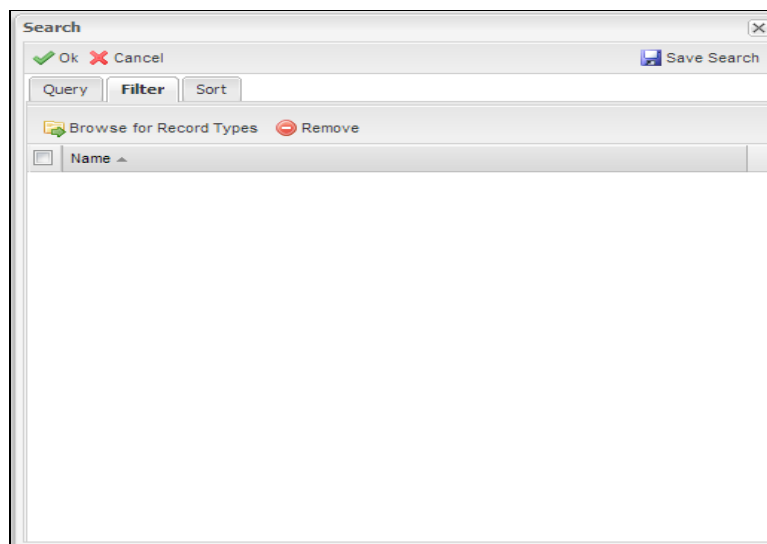
The word **"Blank"** will change to **"atur cara bengkel pemurnian part 3"** as below :



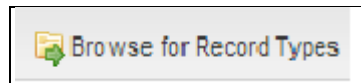
13. Click the **[Filter]** tab as follow.



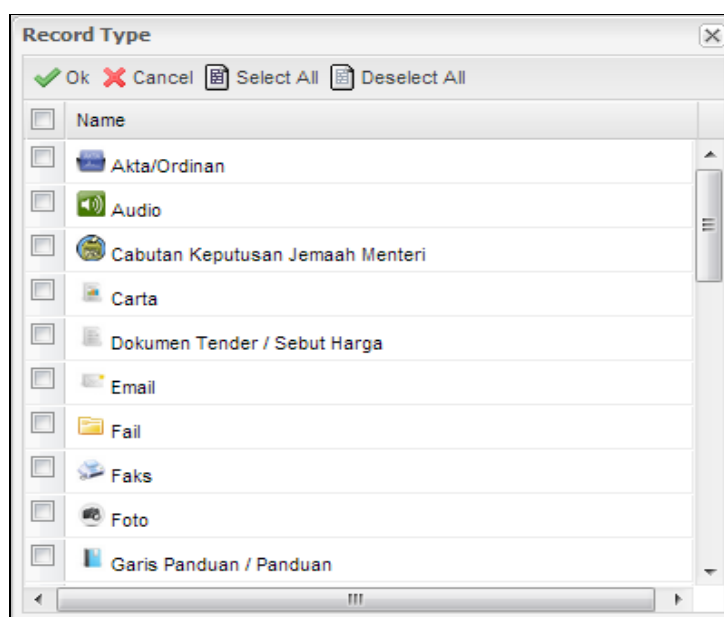
The content for **[Filter]** tab will be displayed :



14. Click **[Browse for Record Types]** file icon.

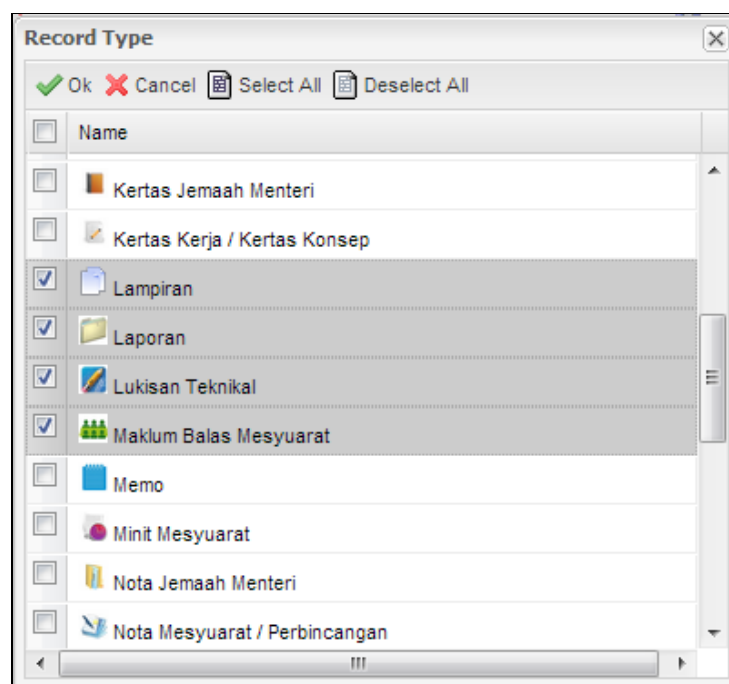


Dialog for Record Type will be displayed :

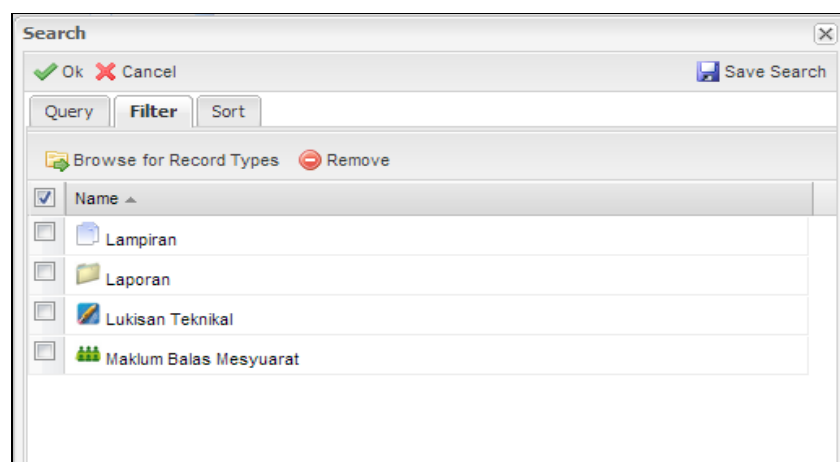


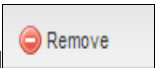
15. Users can **[Select All]** icon or specific item. In this case we want to select Lampiran, Laporan, Lukisan Teknikal and Maklum Balas Mesyuarat.

The selected item as follow:

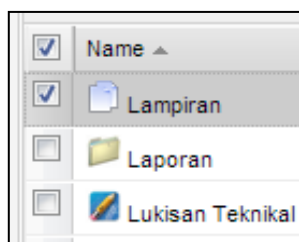


16. When it done, click **[Ok]** icon  to fill selected item into **[Filter]**.
Selected record type will be displayed :

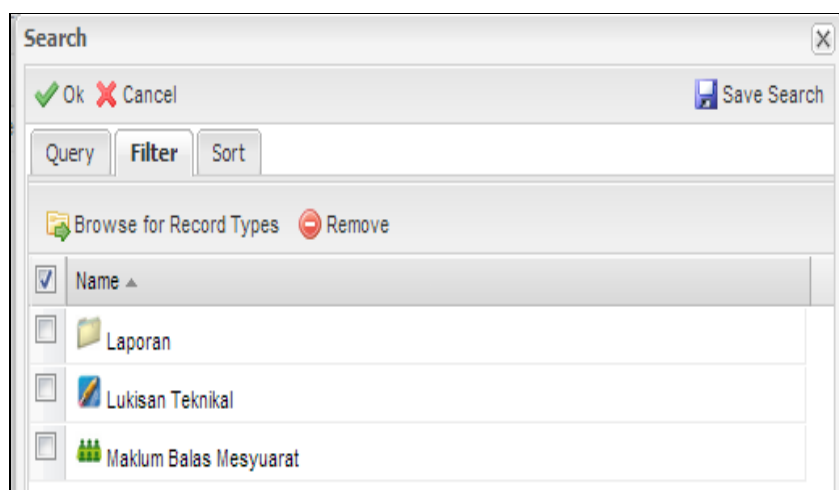


17. **[Remove]**  button is used to remove selected record type for filtering.

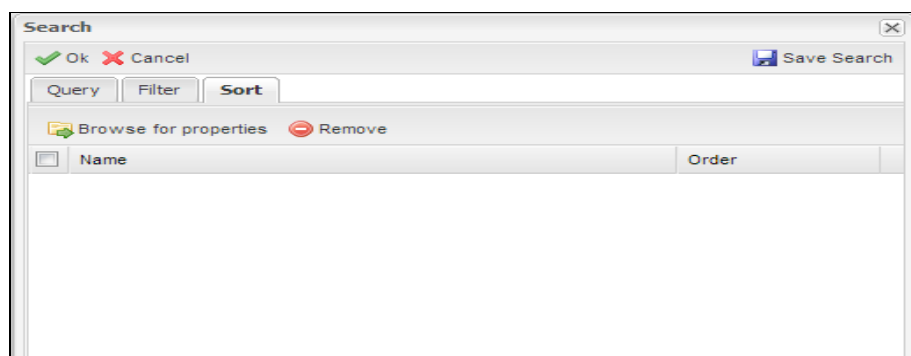
18. To remove filter item, select the record type and klik **[Remove]** icon.



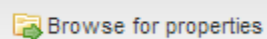
Selected items were removed from the filter list.



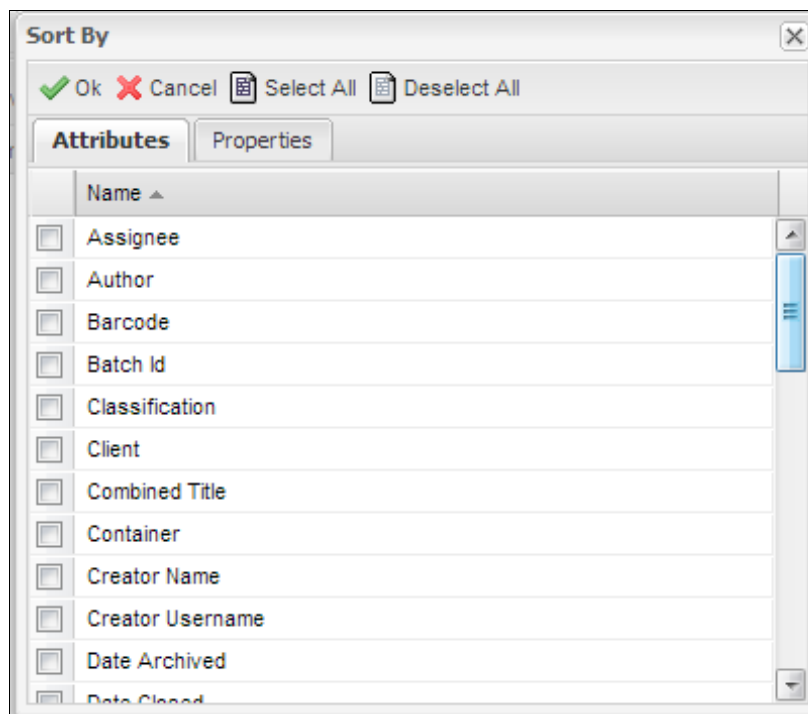
19. To specify sorting sequence, use the **Sort Tab**. Click on **[Sort]** tab. The content for [Sort] tab will be displayed.



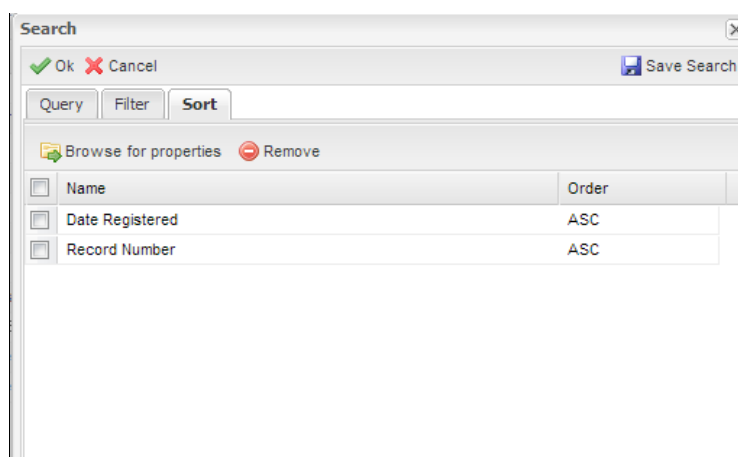
- i. Click [**Browse for properties**]

A button with a folder icon and the text "Browse for properties".

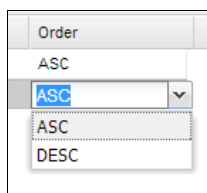
The following dialog box will be displayed :

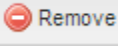


- ii. Sort the result list based on the record properties or attributes.
- iii. There is two tab which are Attributes and Properties can choose.
- iv. Select "**Date Registered**" and "**Record Number**" from Attributes tab.
- v. Click [**Ok**] button. Properties will insert into sort :

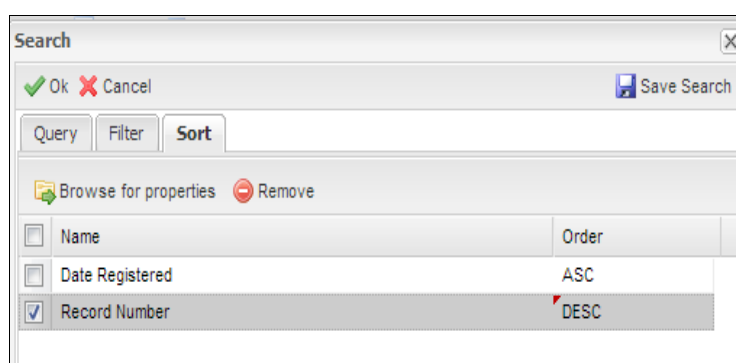


- vi. User can sort either want it Ascending "**ASC**" or Descending "**DESC**" by click at the beside.

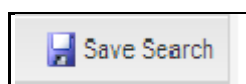


- vii. **[Remove]**  button is used to remove selected record type for filtering.

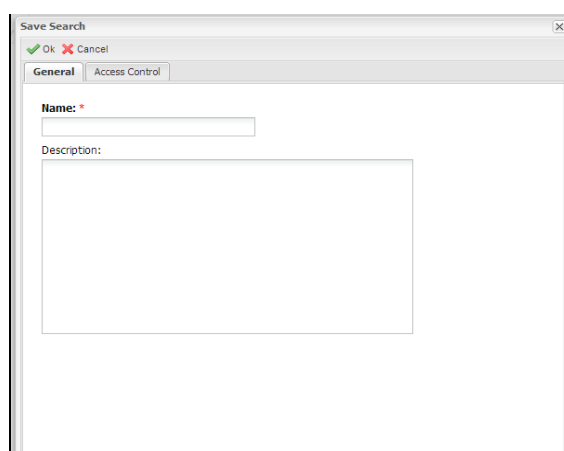
- viii. To remove filter item, select the record type and click **[Remove]** icon.



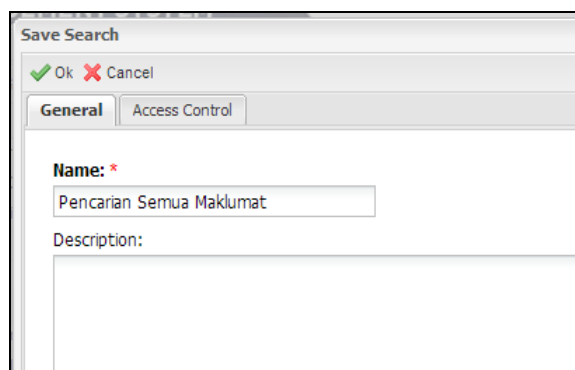
20. If user want to save the result, user can click on the **[Save Search]** icon that located upper right.



The save search dialog box will appear :

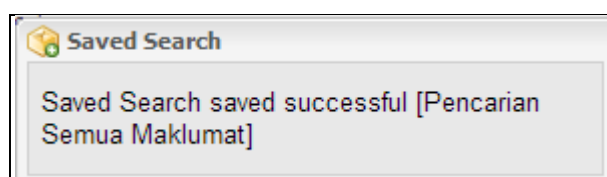


21. Fill up the form. Item marked is mandatory.

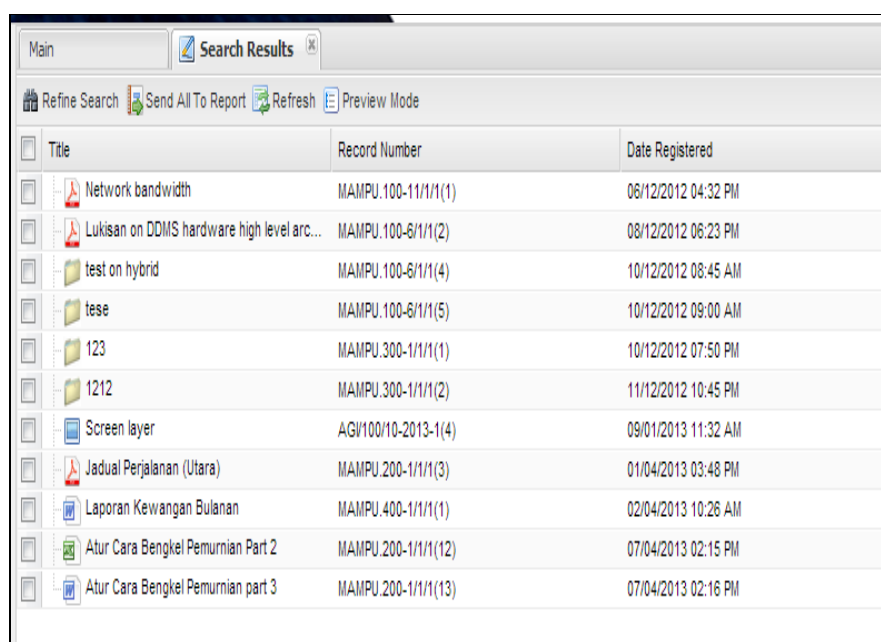


The 'Save Search' dialog box has two tabs: 'General' and 'Access Control'. The 'General' tab is active. It contains a 'Name:' field with a red asterisk indicating it is mandatory, containing the text 'Pencarian Semua Maklumat'. Below it is a 'Description:' field which is empty. At the top, there are 'Ok' and 'Cancel' buttons.

22. Click  button to save search. If successful, the following message will be displayed.



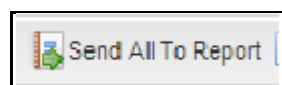
23. Or click **[Cancel]** button to cancel the search. The result of Advance search will be displayed.



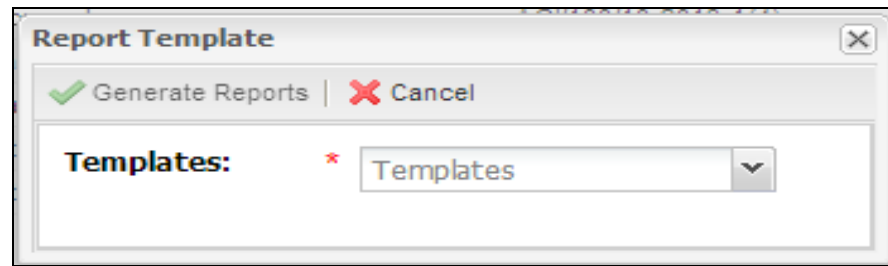
The 'Search Results' window shows a table of search results. The table has three columns: 'Title', 'Record Number', and 'Date Registered'. There are 13 rows of results, each with a document icon to the left of the title.

Title	Record Number	Date Registered
Network bandwidth	MAMPU.100-11/1/1(1)	06/12/2012 04:32 PM
Lukisan on DDMS hardware high level arc...	MAMPU.100-6/1/1(2)	08/12/2012 06:23 PM
test on hybrid	MAMPU.100-6/1/1(4)	10/12/2012 08:45 AM
tese	MAMPU.100-6/1/1(5)	10/12/2012 09:00 AM
123	MAMPU.300-1/1/1(1)	10/12/2012 07:50 PM
1212	MAMPU.300-1/1/1(2)	11/12/2012 10:45 PM
Screen layer	AGV100/10-2013-1(4)	09/01/2013 11:32 AM
Jadual Perjalanan (Utara)	MAMPU.200-1/1/1(3)	01/04/2013 03:48 PM
Laporan Kewangan Bulanan	MAMPU.400-1/1/1(1)	02/04/2013 10:26 AM
Atur Cara Bengkel Pemurnian Part 2	MAMPU.200-1/1/1(12)	07/04/2013 02:15 PM
Atur Cara Bengkel Pemurnian part 3	MAMPU.200-1/1/1(13)	07/04/2013 02:16 PM

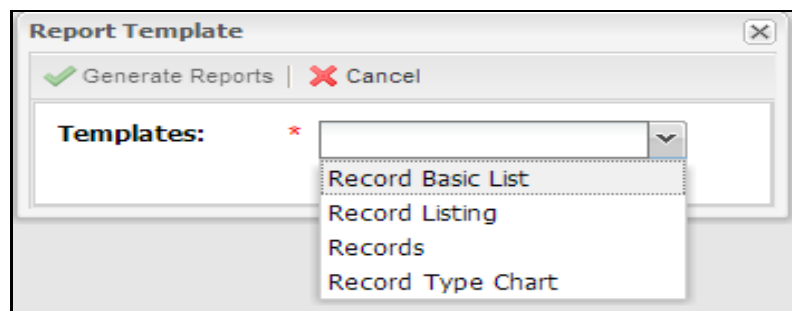
24. User can print search by report. Click **[Send All To Report]**.



Report template dialog box will be displayed



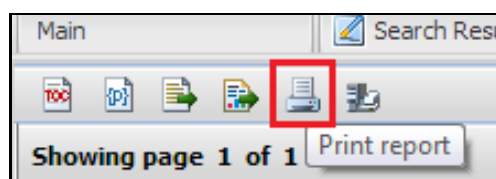
- i. Click drop down menu from report template and click your selected template.
- ii. Click **[Generate Reports]**.



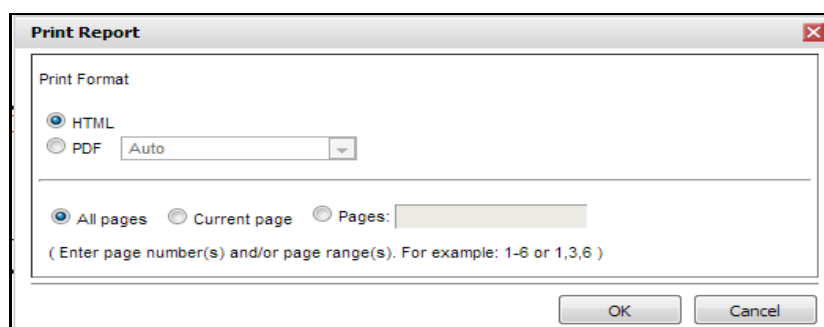
The generated report will be displayed :

Man			
Showing page 1 of 3			
Go to page:			
Senarai Rekod Secara Terperinci			
		Mukasurat	1
		Tarikh	Apr 20, 2013
		Masa	6:55:29 AM
No Rujukan Kami	MAMPU.100-11/1/1(1)	Tarikh Wujud	Dec 6, 2012
Jenis Rekod	Laporan	Tarikh Tutup	
Tajuk	Network bandwidth		
Nama Pewujud	Sksoo		
Fail	PENGURUSAN PENTADBIRAN - Teknologi Maklumat & Komunikasi - Teknologi Maklumat - Keselamatan ICT Tahun 2012		
No Rujukan Kami	MAMPU.100-6/1/1(2)	Tarikh Wujud	Dec 8, 2012
Jenis Rekod	Lukisan Teknikal	Tarikh Tutup	
Tajuk	Lukisan on DDMS hardware high level architecture diagram		
Nama Pewujud	Sksoo		
Fail	PENGURUSAN PENTADBIRAN - Pengurusan Mesyuarat - Mesyuarat Dalam Jabatan - Mesyuarat Pengurusan Jabatan		
No Rujukan Kami	MAMPU.100-6/1/1(4)	Tarikh Wujud	Dec 9, 2012
Jenis Rekod	Laporan	Tarikh Tutup	
Tajuk	test on hybrid		
Nama Pewujud	Sksoo		
Fail	PENGURUSAN PENTADBIRAN - Pengurusan Mesyuarat - Mesyuarat Dalam Jabatan - Mesyuarat Pengurusan Jabatan		
No Rujukan Kami	MAMPU.100-6/1/1(5)	Tarikh Wujud	Dec 9, 2012
Jenis Rekod	Laporan	Tarikh Tutup	

- iii. To print report, click  button.

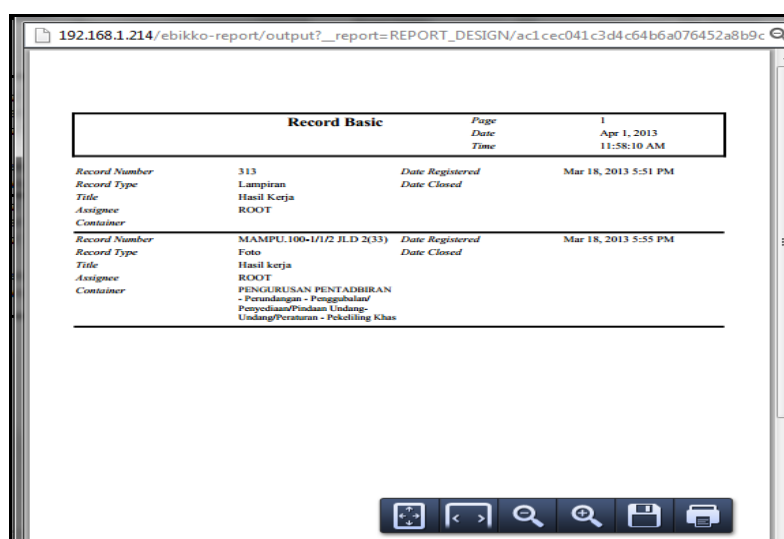


Print report dialog box will be displayed.



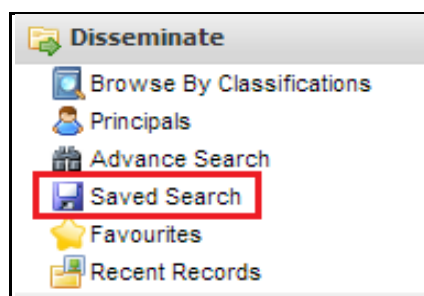
- iv. Setup your required format and pages.
v. Click **[Ok]** to continue
vi. Or click **[Cancel]** to cancel process.

Dialog box PDF format will be displayed :



- vii. Click  button to start printing. Hard copy will be printed out.

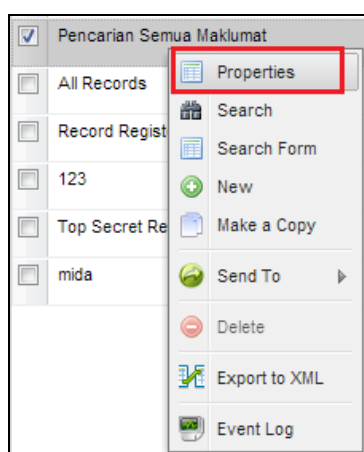
25. To edit the saved search, click **[Saved Search]** from **[Disseminate]** menu.



Tab for saved search will be displayed.



- i. From saved search list, right click and click **[Properties]**.



The following dialog box will be displayed :

The screenshot shows a 'Search' dialog box with a title bar containing a close button. Below the title bar are buttons for 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon). The 'General' tab is selected, with other tabs being 'Query', 'Filter', 'Sort', and 'Access Control'. The 'Name:' field is labeled with a red asterisk and contains the text 'Pencarian Semua Maklumat'. Below it is a larger 'Description:' text area which is currently empty.

ii. User can edit the save search.

iii. Go to [Access Control] tab

It will be displayed as follow :

The screenshot shows the 'Search' dialog box with the 'Access Control' tab selected. It features a 'Principal' section with a tree view icon and a list of names: 'NUR HASMIDA BINTI KAMIS' and 'Mohd Arnizam Md Aris'. Below this is a table for permissions. The table has two columns: 'Permissions' and 'Allow'. The 'Allow' column contains green checkmarks for 'Use', 'View Metadata', and 'Edit Metadata', and red minus signs for 'Delete Metadata' and 'Give Access'.

Permissions	Allow
Use	✓
View Metadata	✓
Edit Metadata	✓
Delete Metadata	✗
Give Access	✗

iv. Mohd Arnizam Md Aris now can edit the saved search.

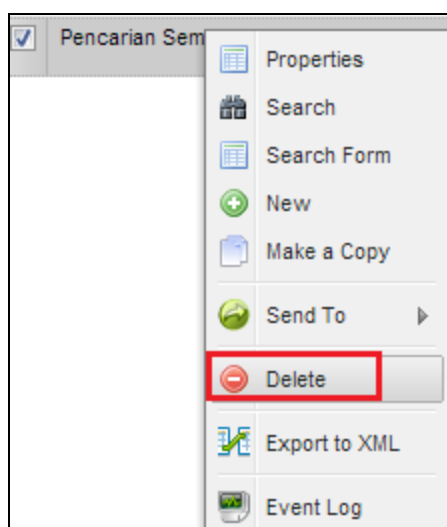
v. Click **[Save]** button after done edit.

Saved search will change after save :

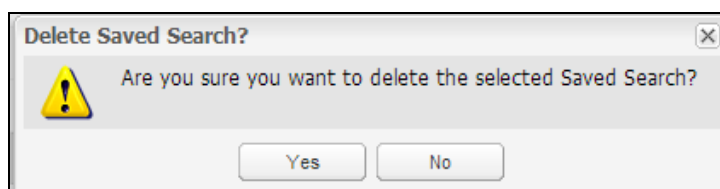
The screenshot shows a list of saved searches. At the top are buttons for 'Add' (with a green plus icon) and 'Refresh' (with a blue circular arrow icon). The list contains several entries, each with a checkbox on the left. The entry 'Pencarian Semua Maklumat' is highlighted with a red rectangular box.

Name
Records Created from 01/11/2012 to 10/12/2012
PercubaanMida
Pencarian Semua Maklumat
All Records
Record Registered from 8th-10th

- vi. User can delete **[Saved Search]** by right click on save search. Select **[Delete]**.

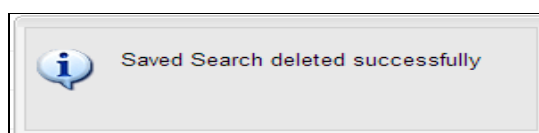


Dialog box will appear for permission :

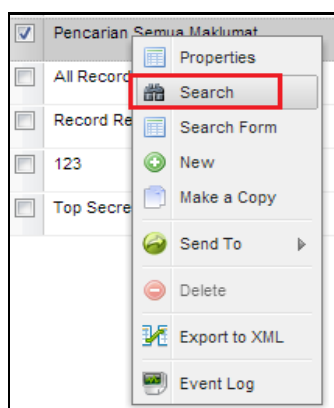


- Click **[Yes]** to proceed.
- Or click [Cancel] if user do not want o proceed.
- If deletion is success, the following message will be displayed

Information message will appear after click yes button :



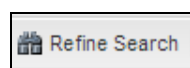
- vii. User can use **[Saved Search]** by right click the saved search and click **[Search]**.



The following list of results will be displayed :

Main			Saved Search	Pencarian Semu
Refine Search Send All To Report Refresh Preview Mode				
Creator Name	Title	Record Number		
Sksoo	Network bandwidth	MAMPU.100-11/1/1(1)		
Sksoo	Lukisan on DDMS hardware high level ...	MAMPU.100-6/1/1(2)		
Sksoo	test on hybrid	MAMPU.100-6/1/1(4)		
Sksoo	tese	MAMPU.100-6/1/1(5)		
Sksoo	123	MAMPU.300-1/1/1(1)		
ROOT	1212	MAMPU.300-1/1/2(1)		
ROOT	Screen layer	AGV100/10-2013-1(4)		
recordmgr	Jadual Perjalanan (Utara)	MAMPU.200-1/1/1(3)		
admin	Laporan Kewangan Bulanan	MAMPU.400-1/1/1(1)		
recordmgr	Atur Cara Bengkel Pemurnian Part 2	MAMPU.200-1/1/1(12)		
recordmgr	Atur Cara Bengkel Pemurnian part 3	MAMPU.200-1/1/1(13)		

- viii. To refine the search query for more precise or extended result , click **[Refine Search]** icon.



- ix. This step will open back the **"Search"** window displaying previously defined search query.

 A window titled "Search" with "Ok" and "Cancel" buttons. It contains tabs for "Query", "Filter", and "Sort". Under "Query", there are fields for "Search by:" and "Equal To:". At the bottom, there are radio buttons for "AND" (selected), "OR", and "NOT", along with "LIKE", "New", "Delete", and "Reset" buttons. A text box at the bottom shows "Classification Title is PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR - ...".

Note : User may refer back to step 1 – 24 for advance search guidance.

4.7 Maintain Favourites Tray List

Add files or records that are frequently used to favourites tray for quick access in the future.

4.7.1 Maintain Favourites Tray List Flow Chart

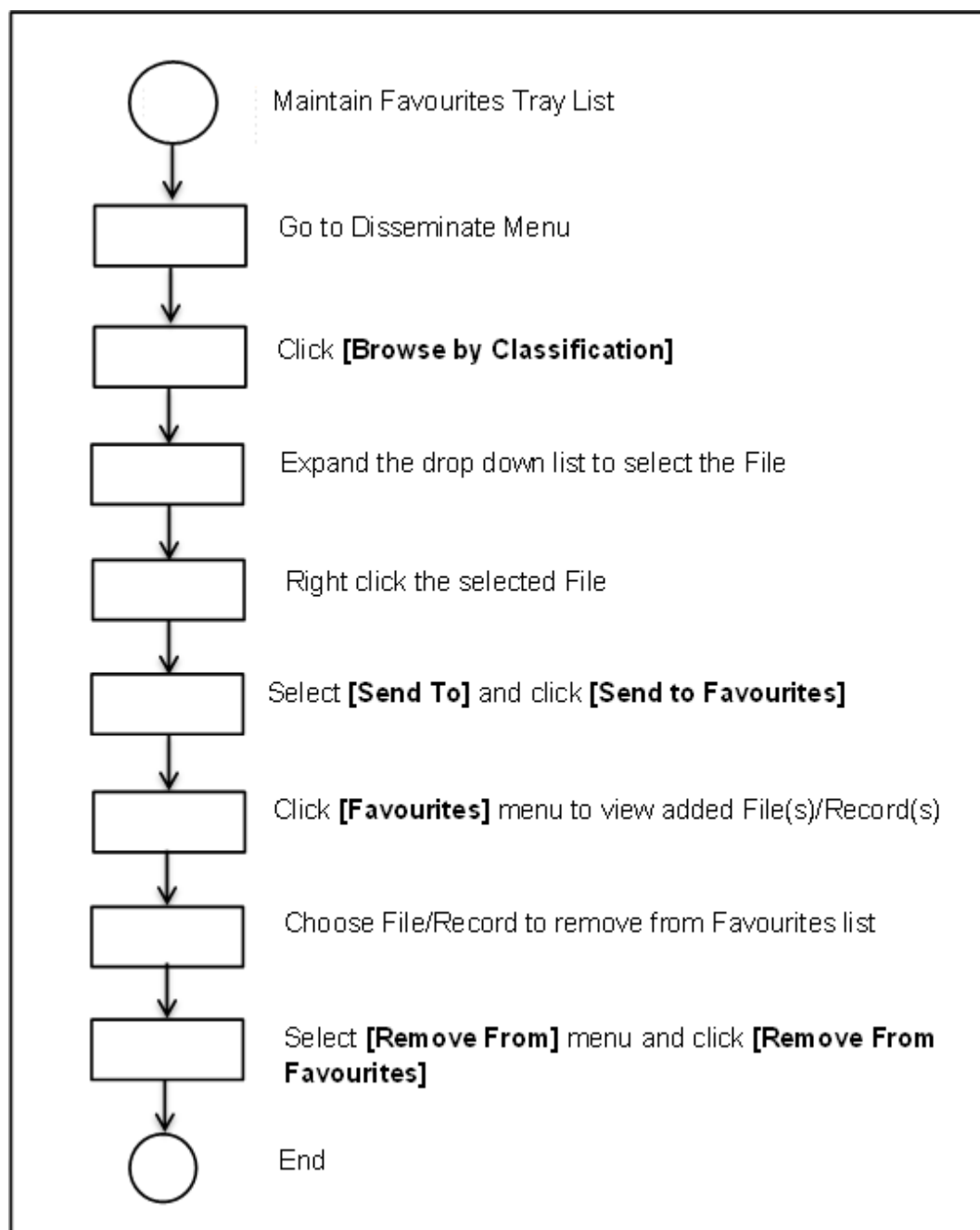
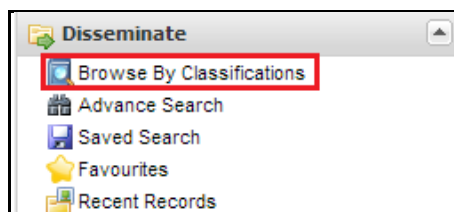


Figure 4.29: Maintain Favourites Tray List flow chart

4.7.2 Maintain Favourites Tray List Procedure

Adding File(s) or Record(s) to Favourites tray by using [Send To Favourites] context menu.

- From **[Disseminate]** menu click of **[Browse by Classification]**.



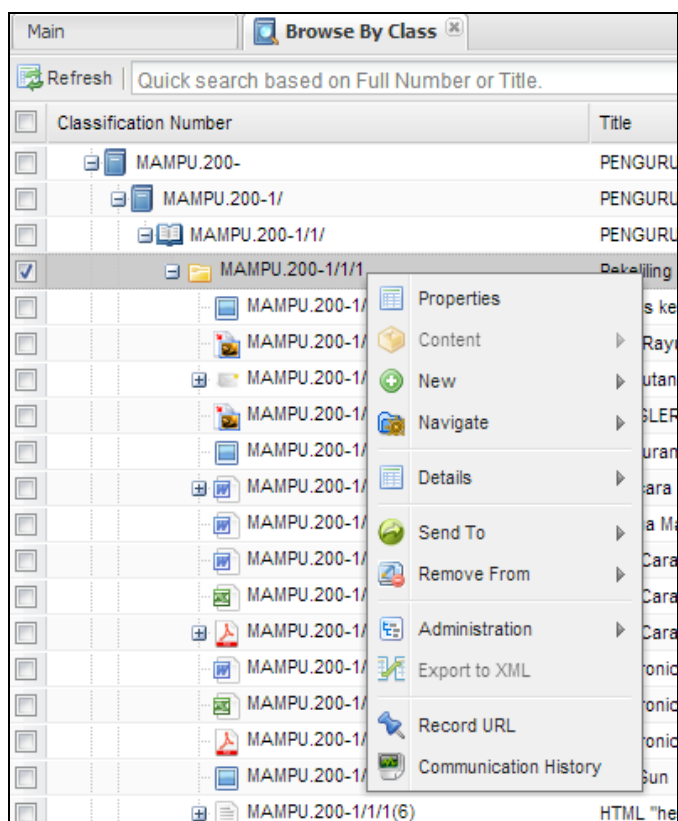
Classification screen will appear on a new tab.

Classification No	Title
MAMPU	MAMPU
MAMPU.100-	PENGURUSAN PENTADBIRAN
MAMPU.200-	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR
MAMPU.300-	PENGURUSAN ASET
MAMPU.400-	PENGURUSAN KEWANGAN
MAMPU.500-	PENGURUSAN SUMBER MANUSIA
MAMPU.600-	PEMODENAN PENTADBIRAN DAN PENYAMPAIAN PERKHIDMATAN
MAMPU.700-	PENGURUSAN PROJEK SEKTOR AWAM

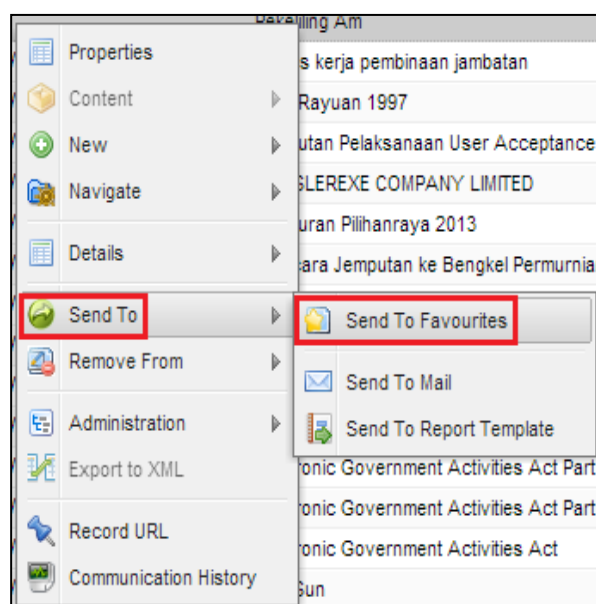
- Click  icon to expand the drop down list.

Classification Number	Title
MAMPU.200-	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR
MAMPU.200-1/	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR
MAMPU.200-1/1/	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR
MAMPU.200-1/1/1	Pekeliling Am
MAMPU.200-1/1/1(39)	Kertas kerja pembinaan jambatan
MAMPU.200-1/1/1(22)	Akta Rayuan 1997
MAMPU.200-1/1/1(21)	Jemputan Pelaksanaan User Acceptance Test (UAT)
MAMPU.200-1/1/1(19)	THE SLEREXE COMPANY LIMITED
MAMPU.200-1/1/1(18)	Peraturan Pilihanraya 2013
MAMPU.200-1/1/1(17)	Aturcara Jemputan ke Bengkel Pemurnian 2012
MAMPU.200-1/1/1(14)	Semua Maklumat Berkenaan Perjumpaan SDS
MAMPU.200-1/1/1(13)	Atur Cara Bengkel Pemurnian part 3
MAMPU.200-1/1/1(12)	Atur Cara Bengkel Pemurnian Part 2

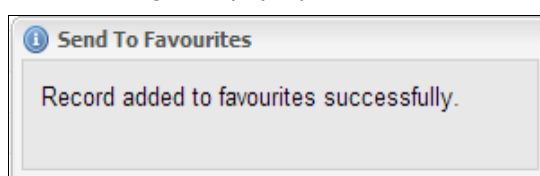
- Right click on the selected File.



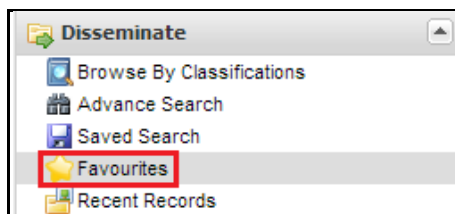
- The following alert message will be displayed:



Alert message will pop-up as below :



5. Select **[Disseminate]** menu and click **[Favourites]** to view added File(s)/Record(s).

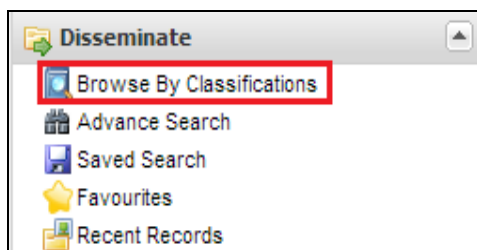


New added file(s)/record(s) will appear in Favourites list.

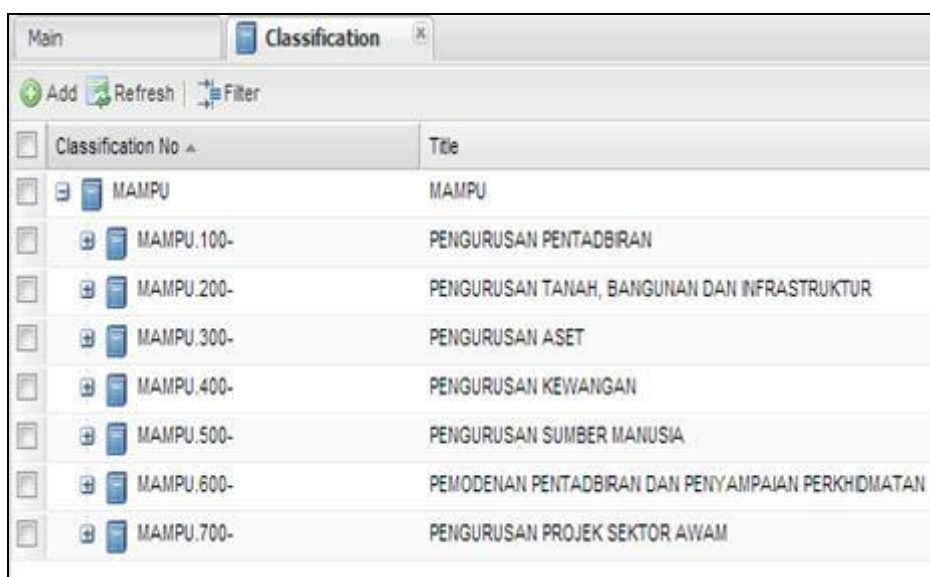


Adding File(s) or Record(s) to Favourites tray by dragging the selected to Favourites menu.

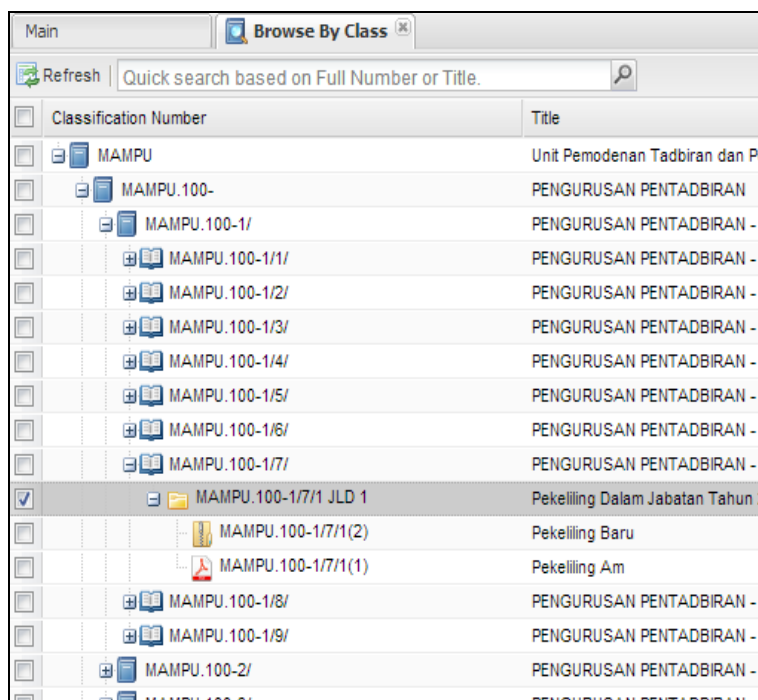
1. From **[Disseminate]** menu click **[Browse by Classification]**.



Classification screen will appear on a new tab.

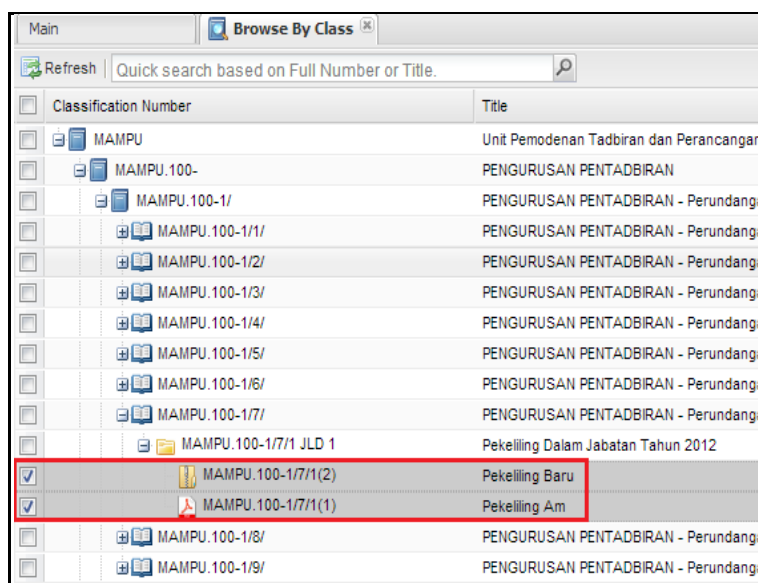


2. Click  icon to expand the drop down list.



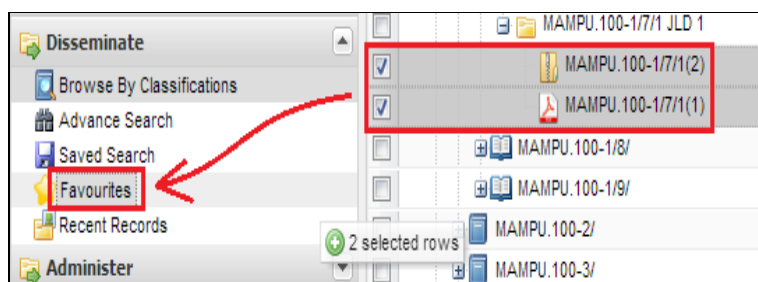
Classification Number	Title
MAMPU	Unit Pemodenan Tadbiran dan Pe
MAMPU.100-	PENGURUSAN PENTADBIRAN
MAMPU.100-1/	PENGURUSAN PENTADBIRAN - P
MAMPU.100-1/1/	PENGURUSAN PENTADBIRAN - P
MAMPU.100-1/2/	PENGURUSAN PENTADBIRAN - P
MAMPU.100-1/3/	PENGURUSAN PENTADBIRAN - P
MAMPU.100-1/4/	PENGURUSAN PENTADBIRAN - P
MAMPU.100-1/5/	PENGURUSAN PENTADBIRAN - P
MAMPU.100-1/6/	PENGURUSAN PENTADBIRAN - P
MAMPU.100-1/7/	PENGURUSAN PENTADBIRAN - P
MAMPU.100-1/7/1 JLD 1	Pekeliling Dalam Jabatan Tahun 2
MAMPU.100-1/7/1(2)	Pekeliling Baru
MAMPU.100-1/7/1(1)	Pekeliling Am
MAMPU.100-1/8/	PENGURUSAN PENTADBIRAN - P
MAMPU.100-1/9/	PENGURUSAN PENTADBIRAN - P
MAMPU.100-2/	PENGURUSAN PENTADBIRAN - P
MAMPU.100-3/	PENGURUSAN PENTADBIRAN - P

3. Tick the checkbox to select record/file.

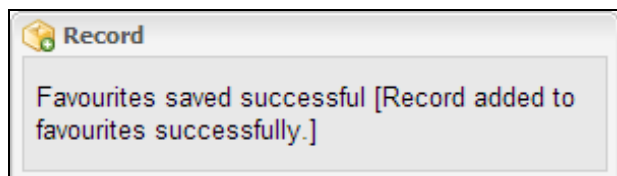


Classification Number	Title
MAMPU	Unit Pemodenan Tadbiran dan Perancangan
MAMPU.100-	PENGURUSAN PENTADBIRAN
MAMPU.100-1/	PENGURUSAN PENTADBIRAN - Perundanga
MAMPU.100-1/1/	PENGURUSAN PENTADBIRAN - Perundanga
MAMPU.100-1/2/	PENGURUSAN PENTADBIRAN - Perundanga
MAMPU.100-1/3/	PENGURUSAN PENTADBIRAN - Perundanga
MAMPU.100-1/4/	PENGURUSAN PENTADBIRAN - Perundanga
MAMPU.100-1/5/	PENGURUSAN PENTADBIRAN - Perundanga
MAMPU.100-1/6/	PENGURUSAN PENTADBIRAN - Perundanga
MAMPU.100-1/7/	PENGURUSAN PENTADBIRAN - Perundanga
MAMPU.100-1/7/1 JLD 1	Pekeliling Dalam Jabatan Tahun 2012
☒ MAMPU.100-1/7/1(2)	Pekeliling Baru
☒ MAMPU.100-1/7/1(1)	Pekeliling Am
MAMPU.100-1/8/	PENGURUSAN PENTADBIRAN - Perundanga
MAMPU.100-1/9/	PENGURUSAN PENTADBIRAN - Perundanga

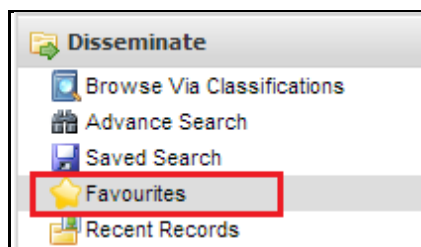
4. Right click and hold the selected file/ record, drag it to the **Favourites** menu.



Successfully message will appear.



5. Select **[Disseminate]** menu and click **[Favourites]** to view added File(s)/Record(s).

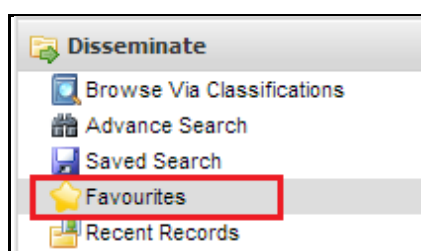


New added files(s)/record(s) will appear in Favourites list.



Removing the File(s)/Record(s) from the Favourites list.

1. Select **[Disseminate]** menu and click **[Favourites]** to view added File(s)/Record(s).

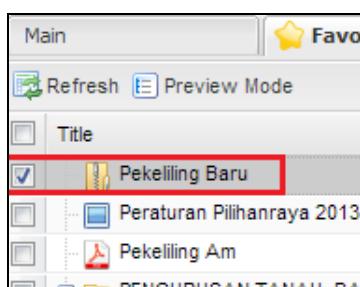


Favourites screen will appear on a new tab.



Title	Record Number
Pekeliling Baru	MAMPU.100-1/7/1(2)
Peraturan Pilihanraya 2013	MAMPU.200-1/1/1(18)
Pekeliling Am	MAMPU.100-1/7/1(1)
PENGURUSAN TANAH, BANGUNAN DAN L...	MAMPU.200-1/1/1

- Select the File(s)/Record(s) to remove from Favourites list.

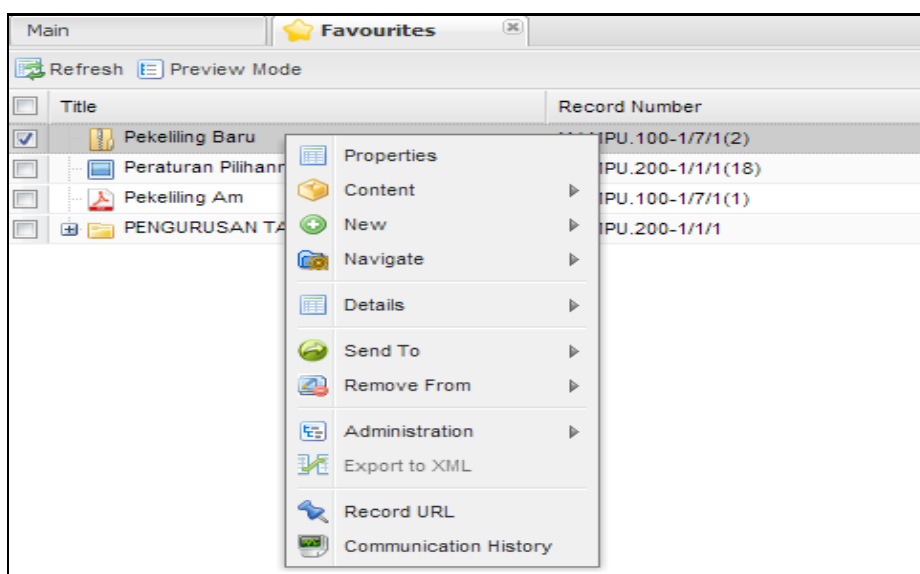


Title	Record Number
☒ Pekeliling Baru	MAMPU.100-1/7/1(2)
☐ Peraturan Pilihanraya 2013	MAMPU.200-1/1/1(18)
☐ Pekeliling Am	MAMPU.100-1/7/1(1)
☐ PENGURUSAN TANAH, BANGUNAN DAN L...	MAMPU.200-1/1/1



Title	Record Number
☒ Pekeliling Baru	MAMPU.100-1/7/1(2)
☐ Peraturan Pilihanraya 2013	MAMPU.200-1/1/1(18)
☐ Pekeliling Am	MAMPU.100-1/7/1(1)
☐ PENGURUSAN TANAH, BANGUNAN DAN L...	MAMPU.200-1/1/1

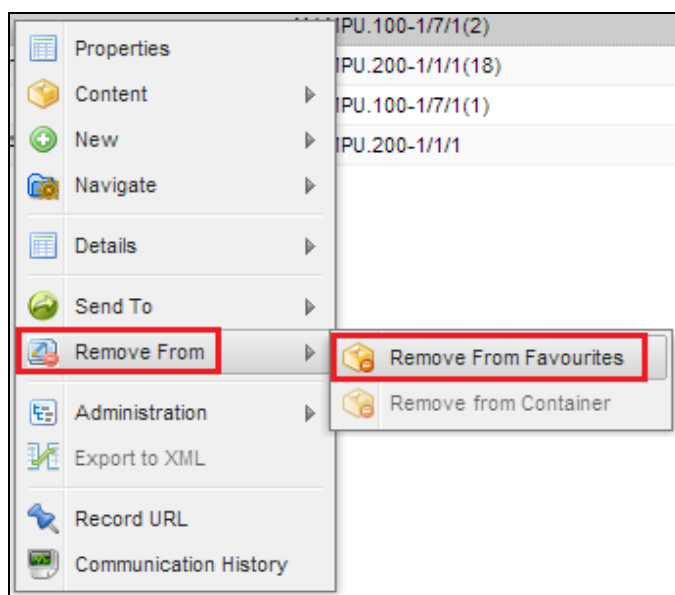
- Right click on the selected File(s)/Record(s).



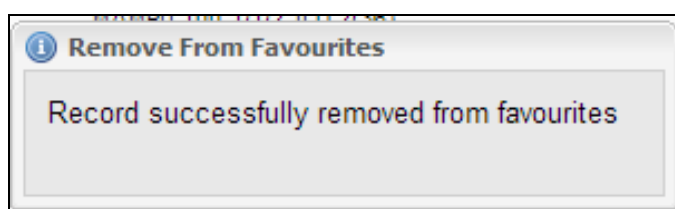
Title	Record Number
☒ Pekeliling Baru	MAMPU.100-1/7/1(2)
☐ Peraturan Pilihanraya 2013	MAMPU.200-1/1/1(18)
☐ Pekeliling Am	MAMPU.100-1/7/1(1)
☐ PENGURUSAN TANAH, BANGUNAN DAN L...	MAMPU.200-1/1/1

- Properties
- Content
- New
- Navigate
- Details
- Send To
- Remove From
- Administration
- Export to XML
- Record URL
- Communication History

4. Select **[Remove From]** menu and click **[Remove From Favourites]**.



If success, the following message will be displayed:



4.8 Recent Records

Scenario:

When the user need to find the records recently accessed or modified by him/her. This tray allows user to access the records without having to perform a search. The Recent Records Tray displays all the records that have been recently created, accessed or modified by the current logged on user. The records accessed by the current logged on user within the past 15 days will be kept in the Recent Record Tray and it is limited to the last 30 records only.

4.8.1 Recent Records Flow Chart

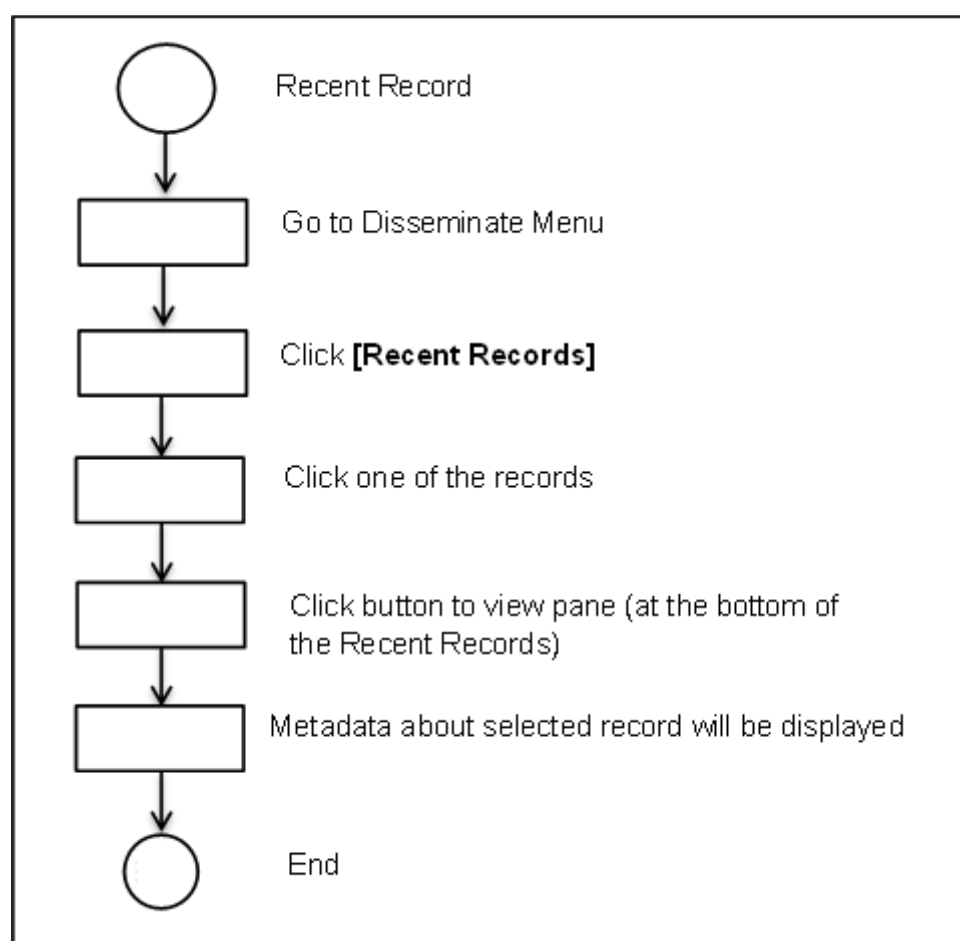


Figure 4.30: Recent Record flow chart

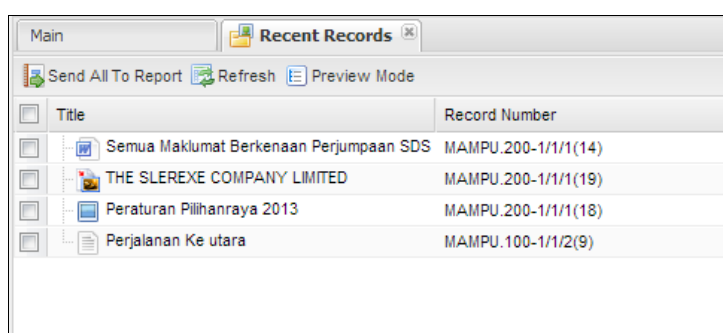
4.8.2 Recent Records Procedure

1. In **[Disseminate]** menu, select **[Recent Records]**.



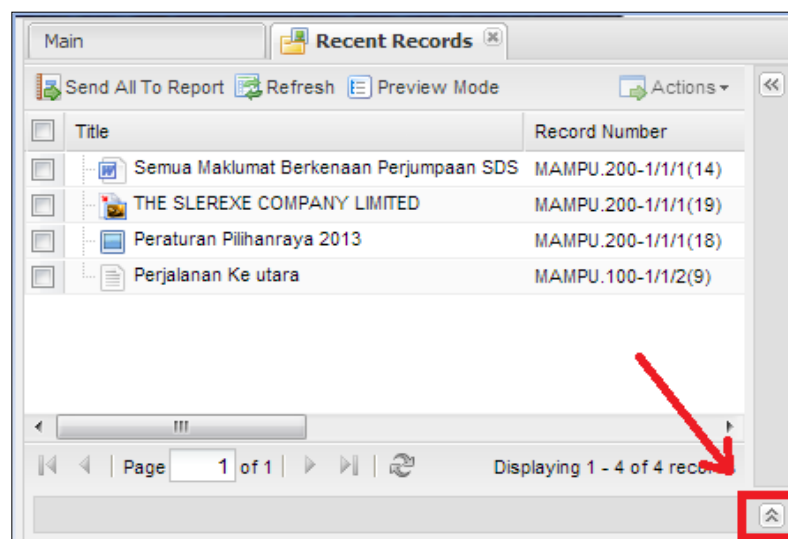
List of Recently record will be displayed.

Note: By default recent record screen is displayed in normal mode.



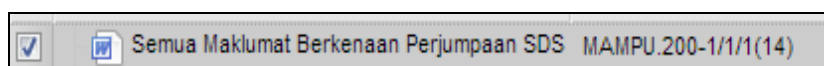
2. At the bottom right hand corner of the Recent Records window, there is a button to

view pane. 

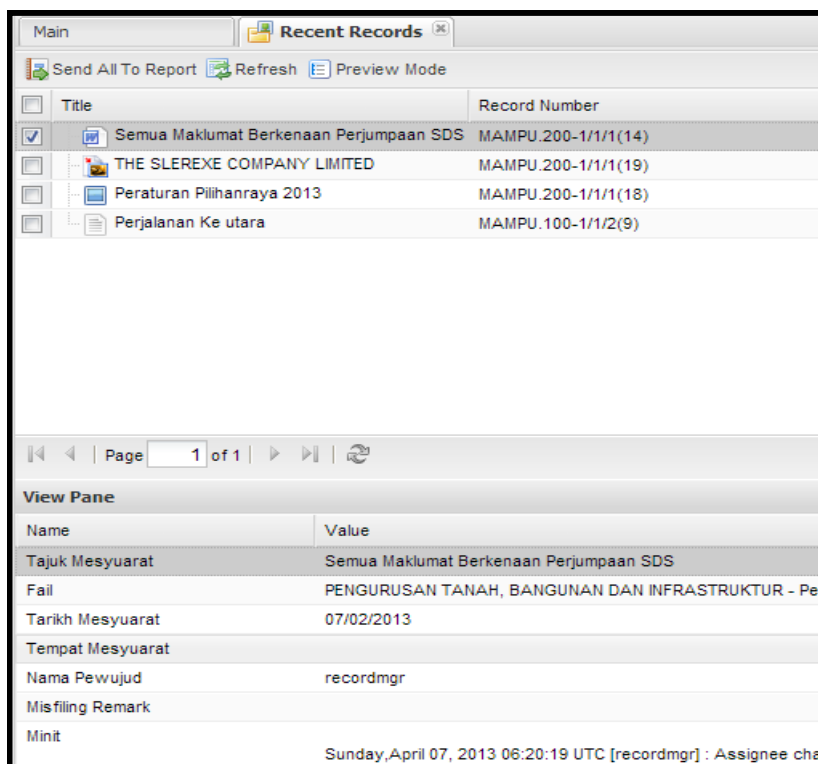


3. Select one of the record in the recent record list window.

Example like below:



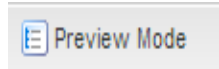
4. Click  icon. It will be displayed the metadata about the selected record :

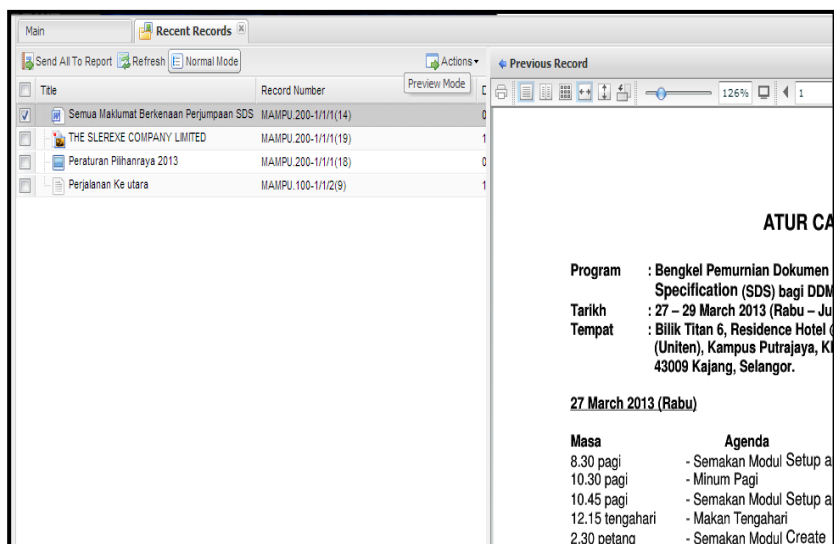


Title	Record Number
☒ Semua Maklumat Berkenaan Perjumpaan SDS	MAMPU.200-1/1/1(14)
☐ THE SLEREXE COMPANY LIMITED	MAMPU.200-1/1/1(19)
☐ Peraturan Pilihanraya 2013	MAMPU.200-1/1/1(18)
☐ Perjalanan Ke utara	MAMPU.100-1/1/2(9)

Page 1 of 1

Name	Value
Tajuk Mesyuarat	Semua Maklumat Berkenaan Perjumpaan SDS
Fail	PENGURUSAN TANAH, BANGUNAN DAN INFRASTRUKTUR - Pe
Tarikh Mesyuarat	07/02/2013
Tempat Mesyuarat	
Nama Pewujud	recordmgr
Misfiling Remark	
Minit	Sunday, April 07, 2013 06:20:19 UTC [recordmgr] : Assignee cha

5. Click  icon to preview the content



Title	Record Number
☒ Semua Maklumat Berkenaan Perjumpaan SDS	MAMPU.200-1/1/1(14)
☐ THE SLEREXE COMPANY LIMITED	MAMPU.200-1/1/1(19)
☐ Peraturan Pilihanraya 2013	MAMPU.200-1/1/1(18)
☐ Perjalanan Ke utara	MAMPU.100-1/1/2(9)

126%

ATUR CA

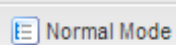
Program : Bengkel Pemurnian Dokumen
Specification (SDS) bagi DDM

Tarikh : 27 – 29 March 2013 (Rabu – Ju

Tempat : Bilik Titan 6, Residence Hotel (Uniten), Kampus Putrajaya, KJ 43009 Kajang, Selangor.

27 March 2013 (Rabu)

Masa	Agenda
8.30 pagi	- Semakan Modul Setup a
10.30 pagi	- Minum Pagi
10.45 pagi	- Semakan Modul Setup a
12.15 tengahari	- Makan Tengahari
2.30 petang	- Semakan Modul Create

6. Click  icon to return back to normal mode :



Title	Record Number
 Semua Maklumat Berkenaan Perjumpaan SDS	MAMPU.200-1/1/1(14)
 THE SLEREXE COMPANY LIMITED	MAMPU.200-1/1/1(19)
 Peraturan Pilihanraya 2013	MAMPU.200-1/1/1(18)
 Perjalanan Ke utara	MAMPU.100-1/1/2(9)

4.9 View Principal

Scenario:

A Principal object may be used to represent a user, a role / position, a user group, an organizational unit, an organization or a venue / place. Here user is able to view other user's information such as name of user or department.

4.9.1 View Principal Flow Chart

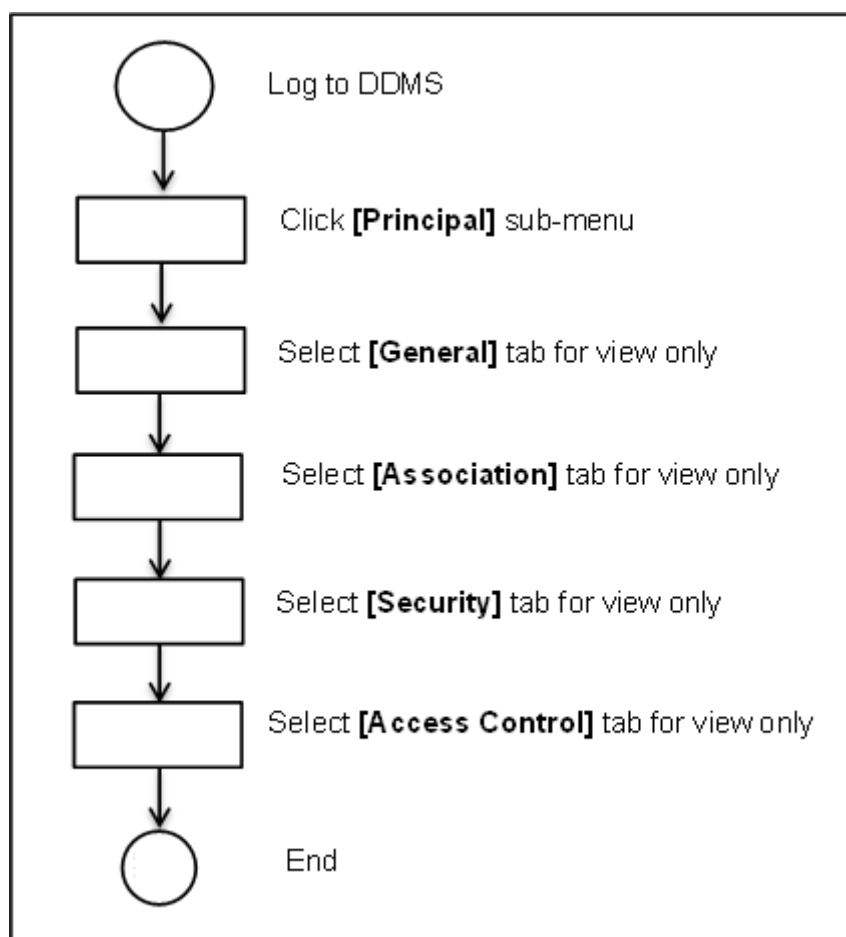
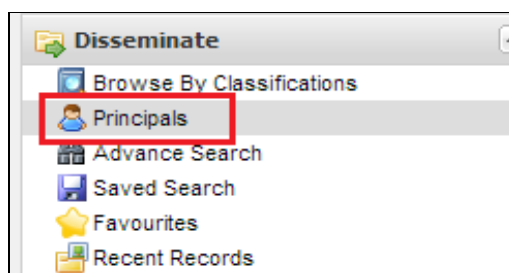


Figure 4.31: View Principal flow chart

4.9.2 View Principal Procedure

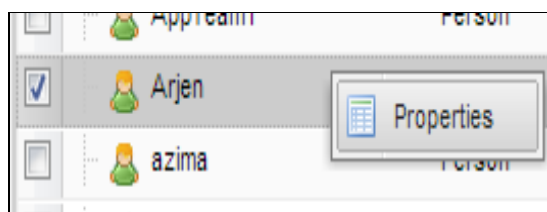
1. Search the principal by **[Disseminate]** menu, click **[Principal]**



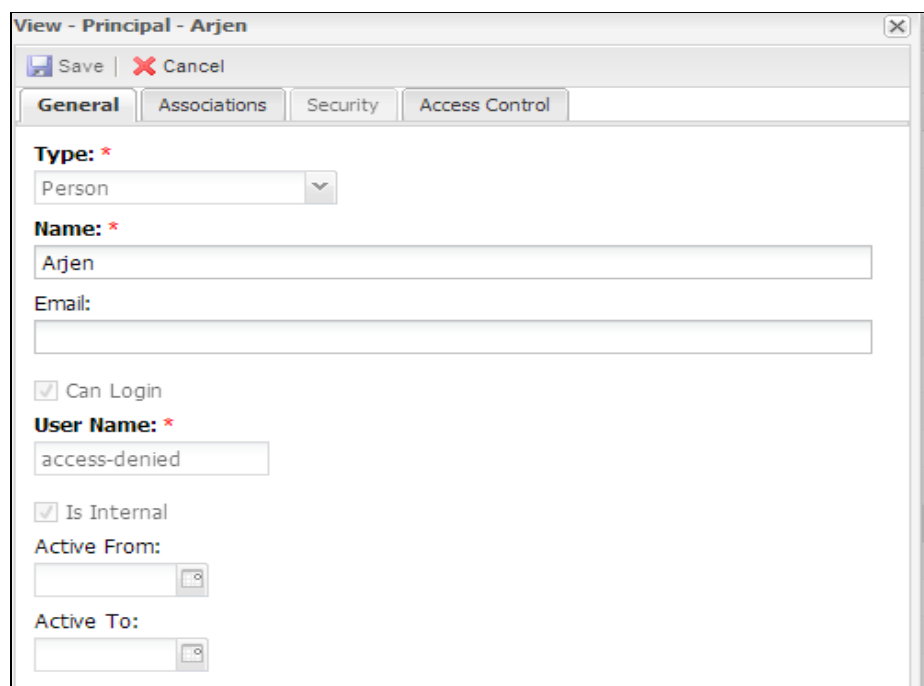
The screen below displays :

Main Principal						
Quick search based on name or email.						
Name	Principal Type	Email	Profile	Security Level	Can Login	Action
ABU ABDUL MUZ BIN A...	Person		Information Worker	Terbuka (Open)	✓	
ABU BAKAR BIN HAJI IS...	Person	umi@dgkom.com.my	Information Worker	Sulit (Confidential)	✓	
admin	Person	skisoo@dgkom.com.my	Administrator	Terbuka (Open)	✓	
admin1	Person	umi@dgkom.com.my	Administrator	Sulit (Confidential)	✓	
admin_mampu	Person		Administrator	Sulit (Confidential)	✓	
AGI	Organization				✗	
ahmad	Person	ahmad@mampu.gov.my	View Only User	Terbuka (Open)	✓	
Analyst	Position				✗	
Application Team	Person	skisoo@dgkom.com.my	Application Team	Terbuka (Open)	✓	
Arjen	Person		Record Manager	Terbuka (Open)	✓	
Bilik filing tgkt 3	Organization				✗	
ChuaDK	Person	dichua233@yahoo.com	Administrator	Terbuka (Open)	✓	
DGKom	Organization				✗	
enduser	Person	skisoo@dgkom.com.my	End User	Terbuka (Open)	✓	
End User	Person	hasmida@dgkom.com.my	End User	Terbuka (Open)	✓	
enduser_pemandu	Person		End User	Terhad (Restricted)	✓	
enquiry	Person	skisoo@dgkom.com.my	View Only User	Terbuka (Open)	✓	
enquiry_pemandu	Person		View Only User	Terhad (Restricted)	✓	
HAIRUL ANUAR BIN IDERIS	Person	hairul@mampu.gov.my	Administrator	Terbuka (Open)	✓	

2. Right click on the selected principal. And click on **[Properties]** menu item.



The following screen will be displayed

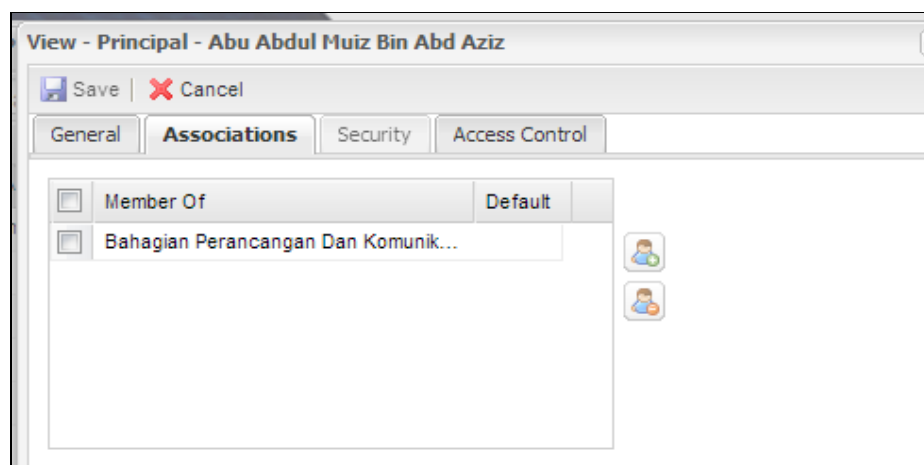


The screenshot shows a window titled "View - Principal - Arjen". At the top, there are buttons for "Save" and "Cancel". Below this are four tabs: "General", "Associations", "Security", and "Access Control". The "General" tab is selected. The form contains the following fields and options:

- Type: ***: A dropdown menu with "Person" selected.
- Name: ***: A text field containing "Arjen".
- Email:**: An empty text field.
- ☒ **Can Login**
- User Name: ***: A text field containing "access-denied".
- ☒ **Is Internal**
- Active From:**: A date picker field.
- Active To:**: A date picker field.

Click **[Cancel]** is to close the window

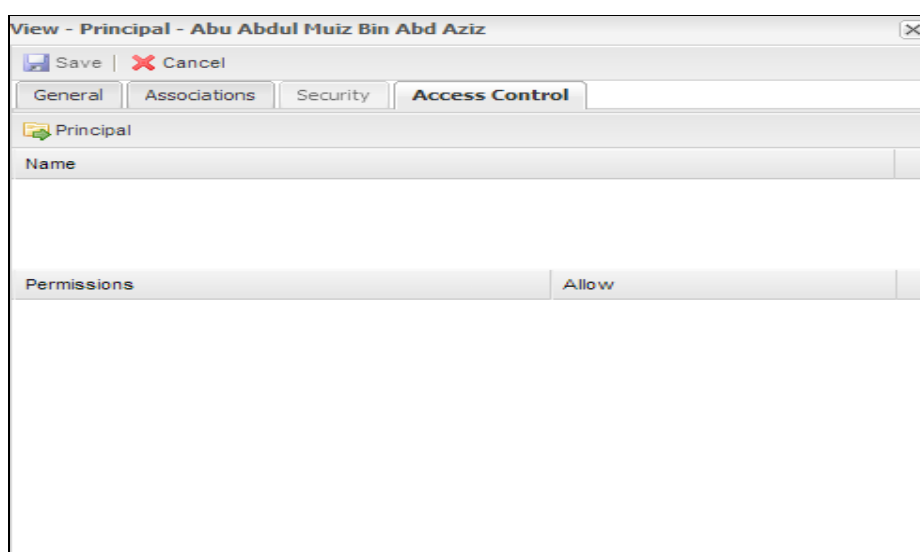
3. Click on **[Associations]** tab. The following screen will be displayed



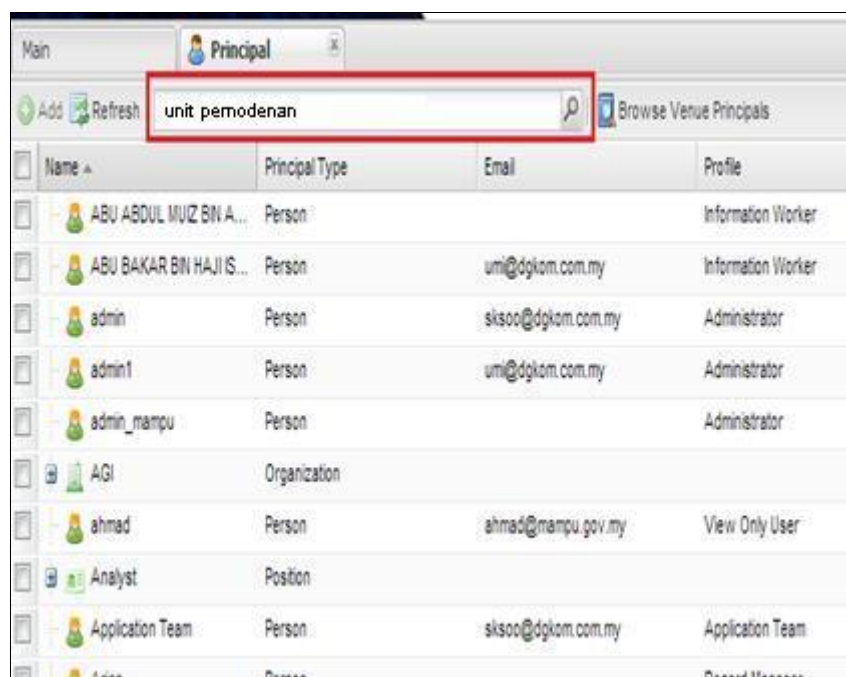
The screenshot shows a window titled "View - Principal - Abu Abdul Muiz Bin Abd Aziz". At the top, there are buttons for "Save" and "Cancel". Below this are four tabs: "General", "Associations", "Security", and "Access Control". The "Associations" tab is selected. The form contains the following elements:

- A table with two columns: "Member Of" and "Default".
- The "Member Of" column contains a list box with the text "Bahagian Perancangan Dan Komunik...".
- The "Default" column contains a "Default" button.
- Below the table, there are two user icons.

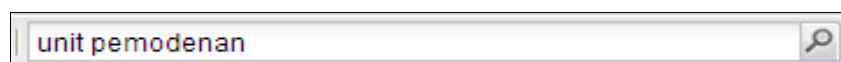
4. Click on **[Access Control]** tab. The following screen will be displayed:



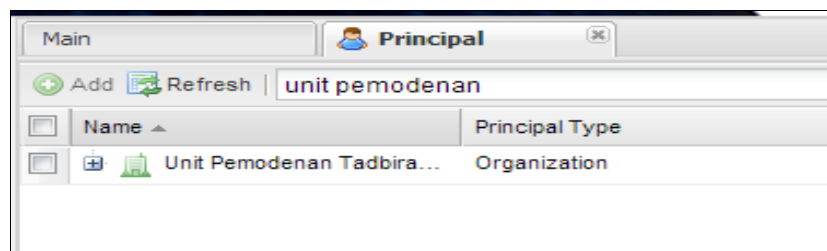
5. To perform **search for Principals**.
- Key in search text such as name of person, email or name of organization at the search column.



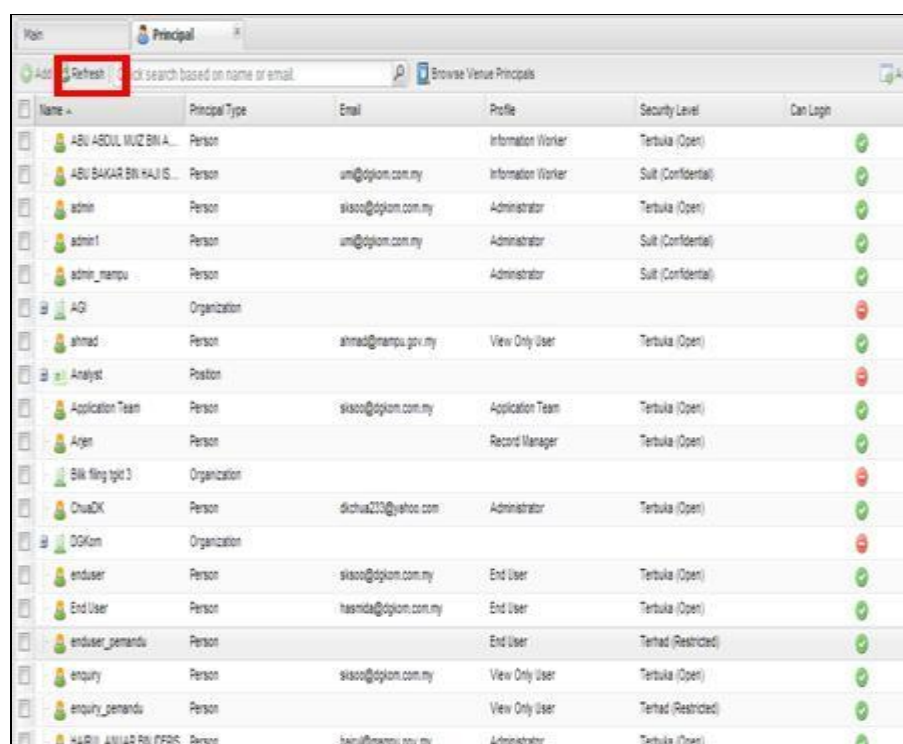
It will be displayed:



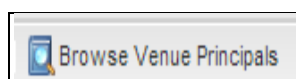
- ii. Press **[Enter]** or click  button. The following result will be displayed :



6. Click **[Refresh]** button to back to main principals list :



7. User also can search the venue of principal by clicking the "**Browse Venue Principals**" icon.



The display result will looks like below :

