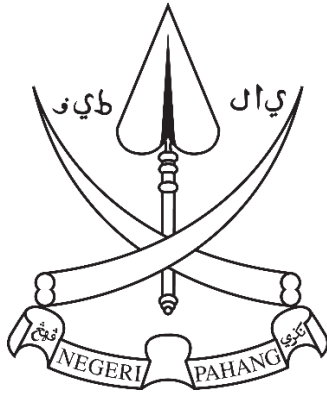




PANDUAN PENGGUNA



MODUL ULASAN TEKNIKAL DALAM TALIAN

ISI KANDUNGAN

1.0 PENGENALAN MODUL	2
2.0 CARA PENGGUNAAN	2
2.1 Log Masuk	2
2.2 Lupa Kata Laluan.....	4
2.3 Mengemaskini Profil Pengguna	6
2.4 Makluman Keperluan <i>Feedback/Review</i>	7
2.5 Muat Naik Maklumbalas <i>Project Assign</i>	8
2.6 Muat Naik Semula Maklumbalas <i>Project Assign</i>	11
2.7 Muat Naik Maklumbalas <i>Project Assign Extension</i>	13
2.8 Muat Naik Semula Maklumbalas <i>Project Assign Extension</i>	16

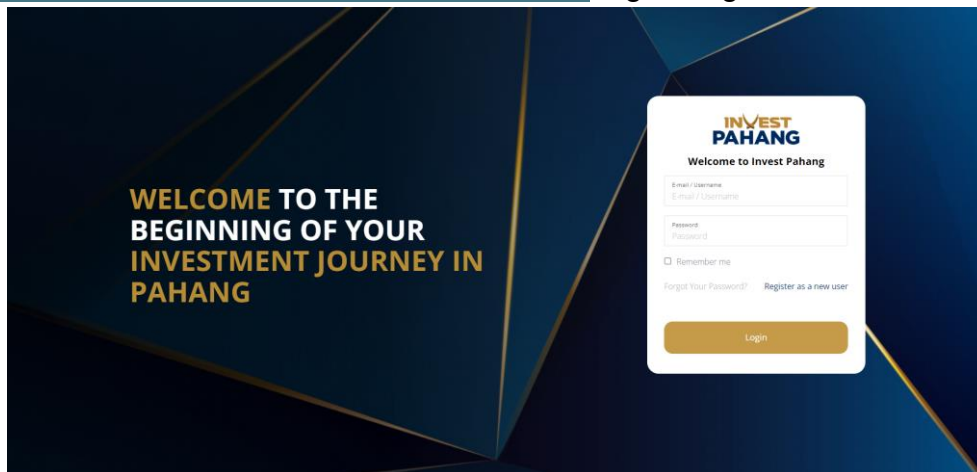
1.0 PENGENALAN MODUL

Tujuan dokumen ini untuk menyediakan satu garis panduan pengguna bagi penggunaan sistem Digital Suite Corporate oleh Jabatan Teknikal. Dokumen ini akan menerangkan cara penggunaan sistem secara menyeluruh bagi pengguna jabatan teknikal.

2.0 CARA PENGGUNAAN

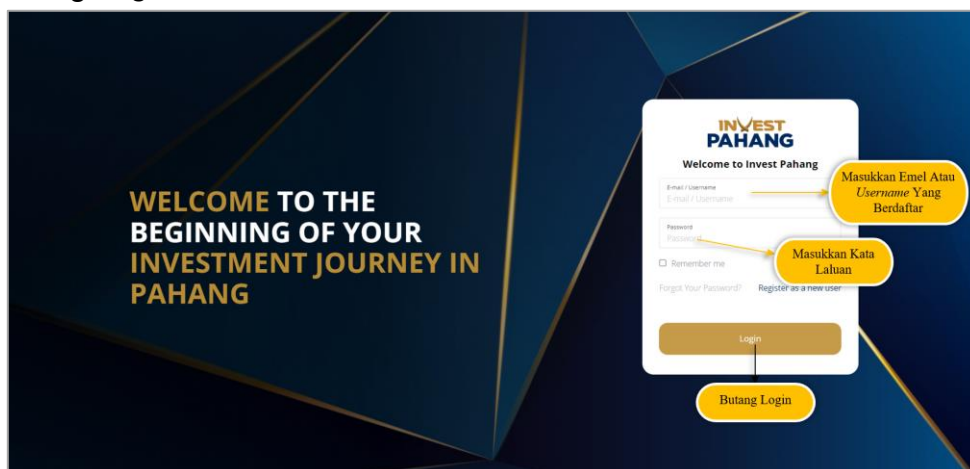
2.1 Log Masuk

1. Pengguna hendaklah melayari pautan URL:
<https://digitalsuite.psk.gov.my/admin/login> bagi mengakses sistem ini



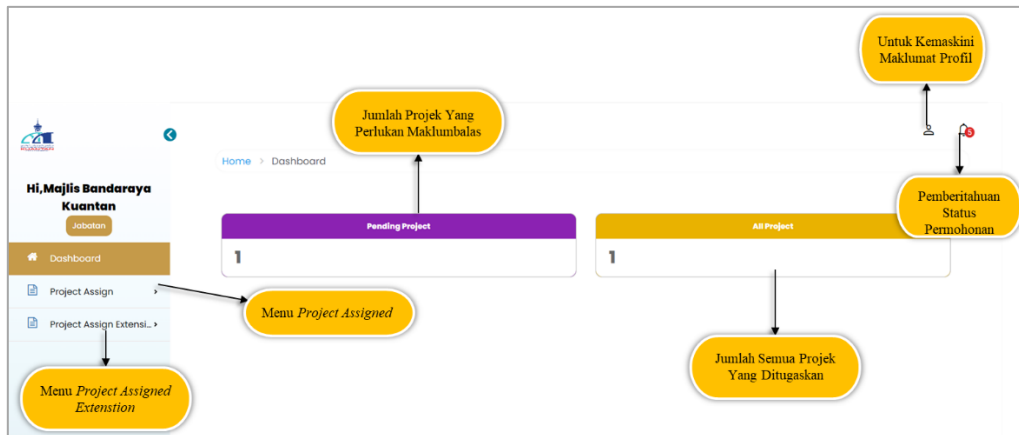
Rajah 2.1.1: Paparan laman utama sistem

2. Pengguna hendaklah mengisi emel ataupun *username* berserta dengan kata laluan di ruangan yang disediakan. Kemudian pengguna hendaklah menekan butang *Login* untuk masuk ke dalam sistem



Rajah 2.1.2: Paparan log masuk system

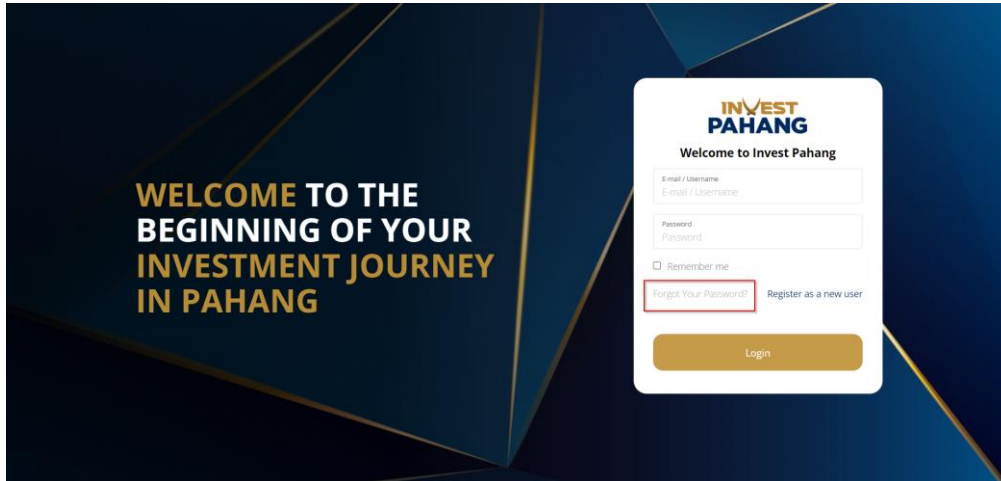
3. Pengguna akan dapat melihat *Dashboard* bagi pengguna Jabatan Teknikal



Rajah 2.1.3: Paparan *dashboard* akaun Jabatan Teknikal

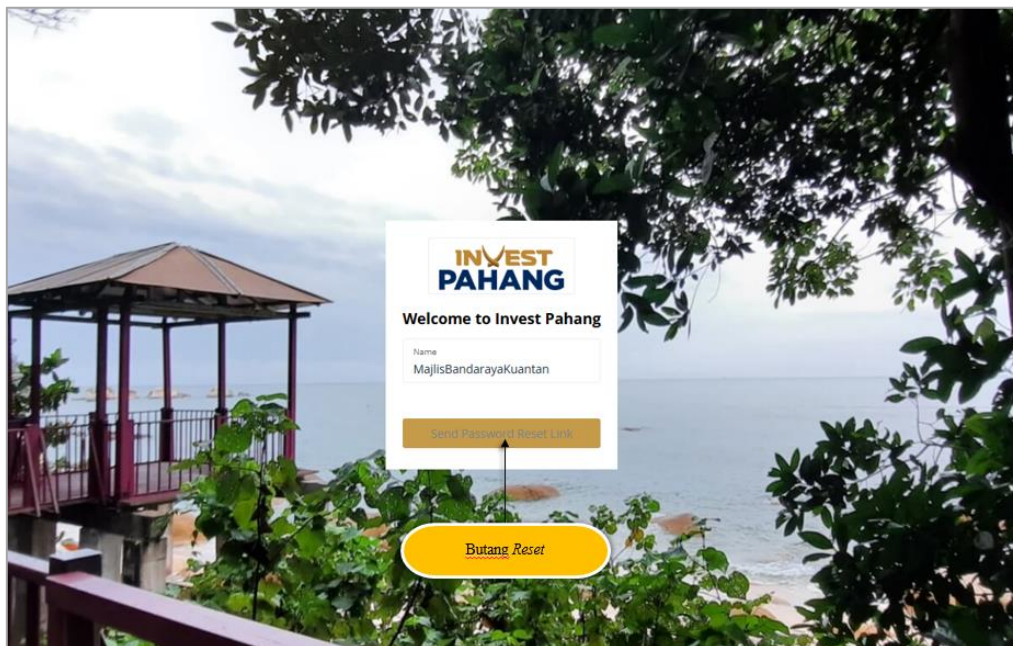
2.2 Lupa Kata Laluan

1. Sekiranya pengguna lupa kata laluan, pengguna boleh menekan butang *Forgot Your Password?* untuk set semula kata laluan bagi akaun pengguna



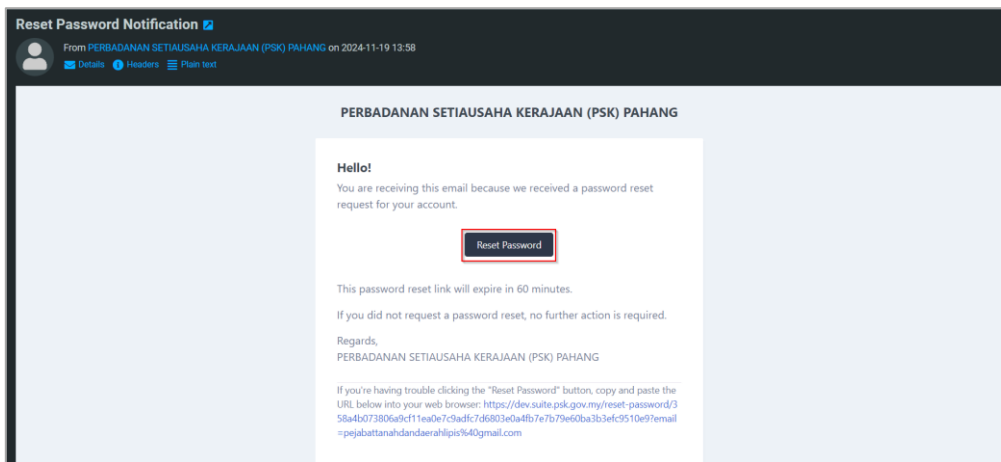
Rajah 2.2.1: Paparan skrin laman utama sistem

2. Pengguna hendaklah memasukkan emel yang berdaftar ke dalam ruangan yang telah disediakan dan menekan butang *Send Password Reset Link*



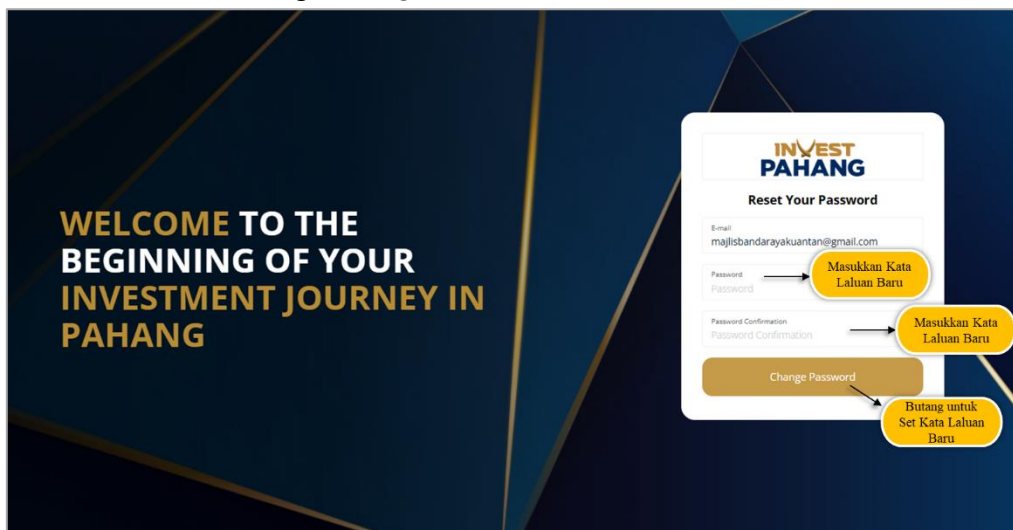
Rajah 2.2.2: Paparan skrin *Reset Password*

- Pengguna kemudian boleh membuka emel yang diterima dan menekan butang *Reset Password* untuk set semula kata laluan



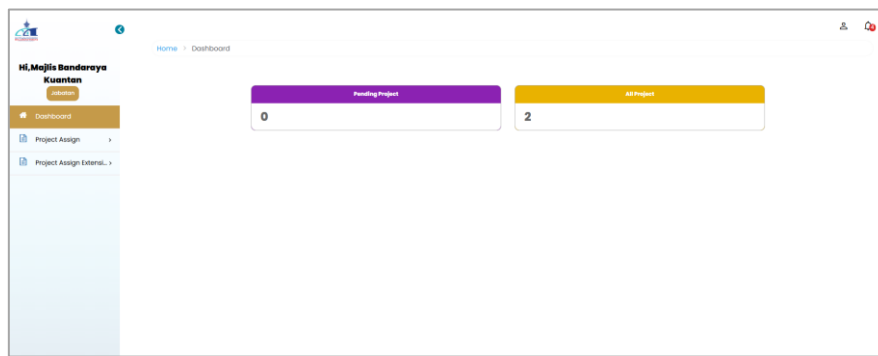
Rajah 2.2.3: Paparan emel pengguna

- Pengguna hendaklah mengisi kata laluan baru di ruangan yang disediakan dan menekan butang *Change Password*



Rajah 2.2.4: Paparan laman *Change Password*

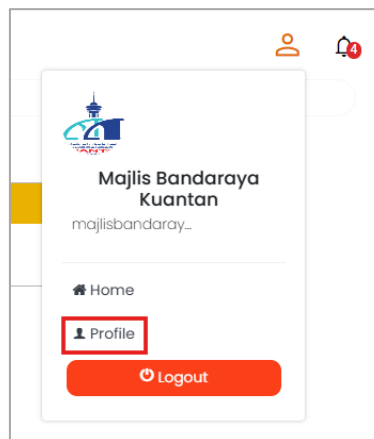
- Pengguna akan di log masuk ke dalam sistem setelah berjaya menukar kata laluan



Rajah 2.2.5: Paparan *dashboard* pengguna

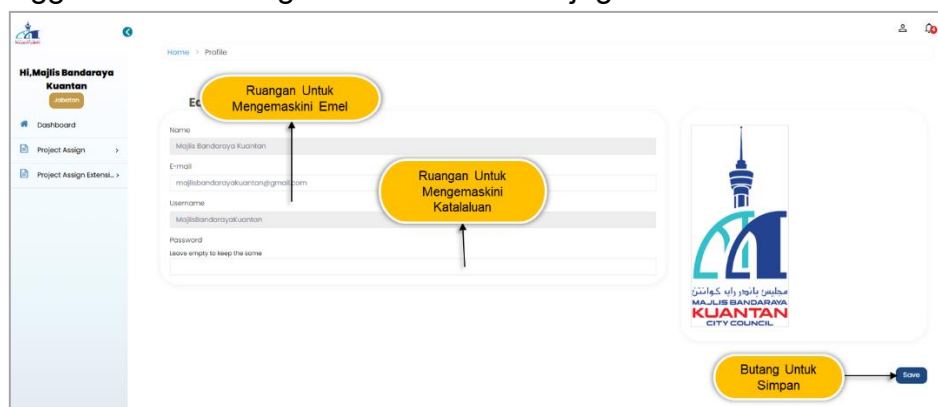
2.3 Mengemaskini Profil Pengguna

1. Pengguna hendaklah menekan ikon profil 
2. Pengguna perlu menekan *Profile*



Rajah 2.3.1: Paparan menunjukkan butang *Profile*

3. Pengguna boleh mengemaskini emel dan juga kata laluan



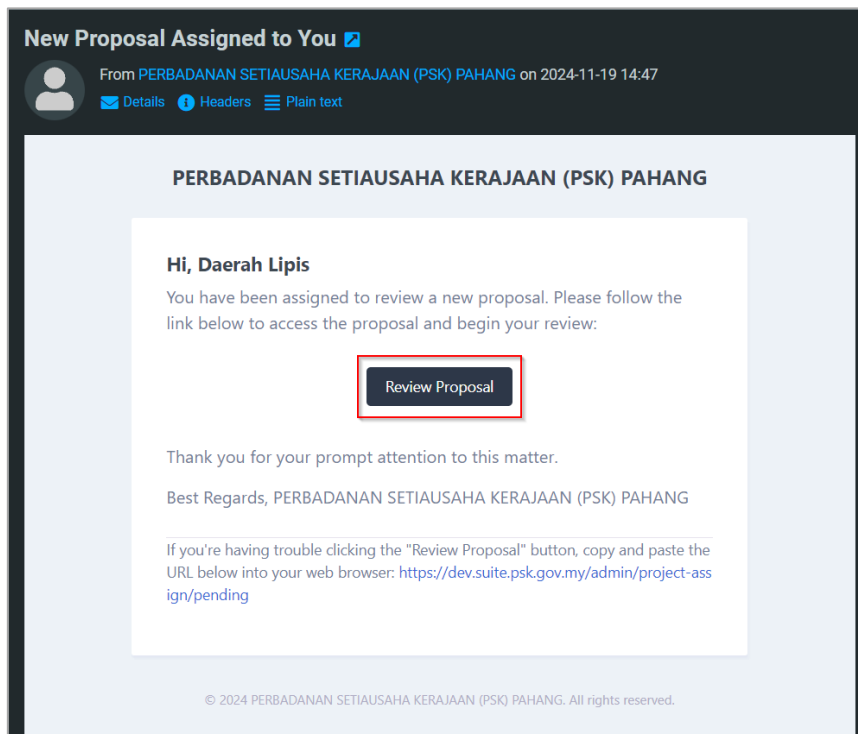
Rajah 2.3.2: Paparan untuk mengemaskini maklumat profil

4. Pengguna menekan butang **Save** untuk menyimpan maklumat yang dikemaskini

2.4 Makluman Keperluan *Feedback/Review*

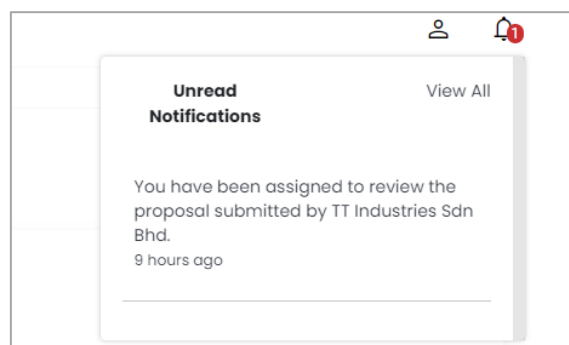
Terdapat dua cara yang digunakan oleh sistem sebagai makluman kepada pengguna yang telah diberi tugas untuk memuat naik maklumbalas bagi cadangan projek.

1. Emel



Rajah 2.4.1: Paparan menunjukkan emel yang diterima pengguna

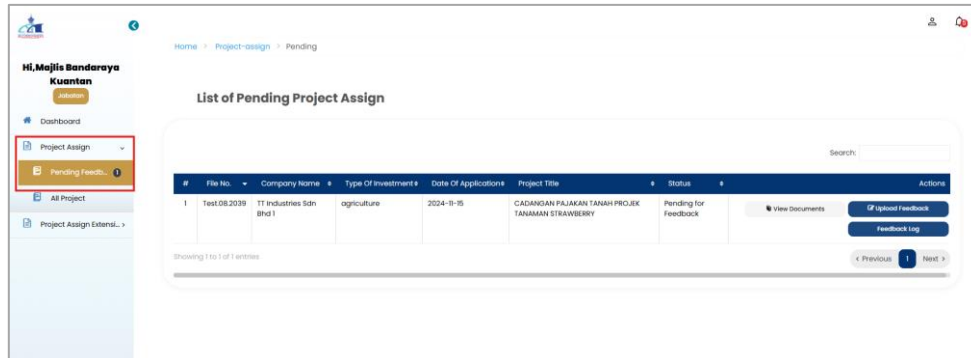
2. Pemberitahuan Sistem



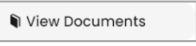
Rajah 2.4.2: Paparan menunjukkan pemberitahuan yang diterima pengguna

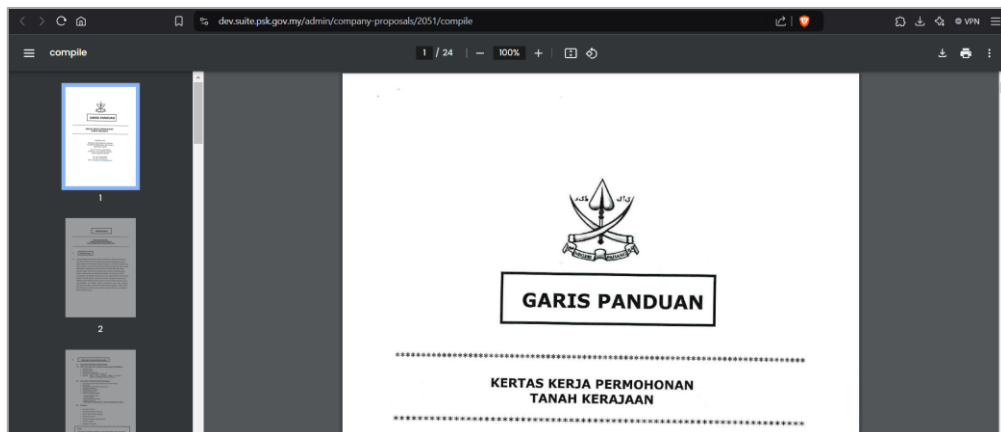
2.5 Muat Naik Maklumbalas *Project Assign*

1. Pengguna hendaklah pergi bahagian *Pending Feedback* dengan menekan menu *Feedback/Review, Project Assign* dan submenu *Pending Feedback*



Rajah 2.5.1: Paparan senarai projek yang memerlukan maklumbalas

2. Sebelum memuat naik maklumbalas, pengguna boleh menekan butang *View Documents*  di Rajah 2.5.1

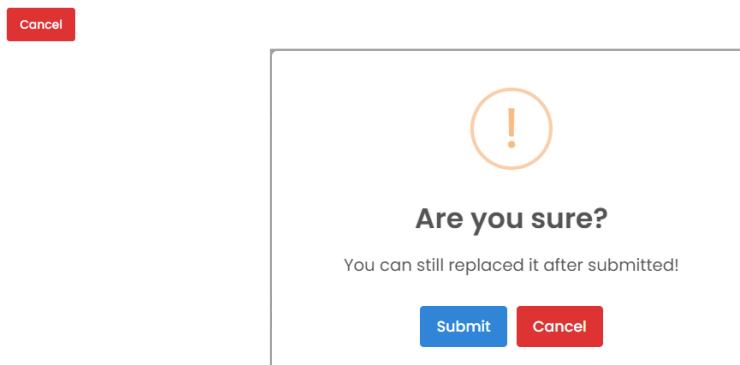


Rajah 2.5.2: Paparan dokumen projek

3. Untuk memuat naik maklumbalas, pengguna hendaklah menekan butang *Upload Feedback*  di Rajah 2.5.1
4. Pengguna hendaklah mengisi maklumat yang diperlukan dan memuat naik *Supporting Documents* iaitu jika mempunyai ringkasan ulasan untuk projek. Pengguna hendaklah menekan butang 

Rajah 2.5.3: Paparan ruangan memuat naik maklumbalas

5. Selepas menekan butang **Submit** di Rajah 2.5.3, *popup* pengesahan akan dipaparkan dan pengguna boleh memilih untuk menekan butang **Submit** atau



Rajah 2.5.4: Paparan menunjukkan *Popup* yang dipaparkan

6. Sekiranya pengguna menekan butang **Submit**, pengguna akan dihalakan di halaman *All Project*

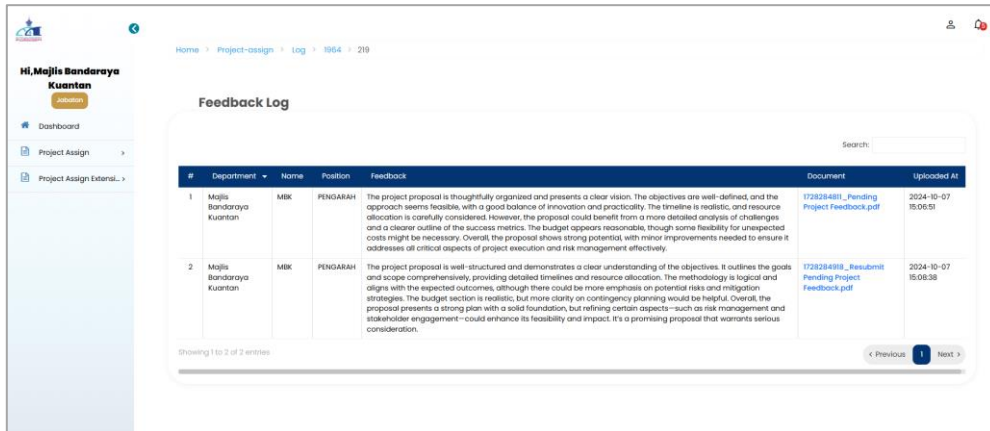
#	File No.	Company Name	Type Of Investment	Date Of Applications	Project Title	Status	Actions
1	Test.08.2039	TT Industries Sdn Bhd 1	agriculture	2024-10-15	CADANGAN PAJAKAN TANAH PROJEK TANAMAN STRAWBERRY	Pending for Feedback	View Documents Upload Feedback Feedback Log
2	Test.08.1964	TT Industries Sdn Bhd 1	agriculture	2024-10-07	Cadangan Pajakan Tanah Projek Tanaman Strawberry	Completed	View Documents Upload Feedback Feedback Log

Rajah 2.5.5: Paparan *All Project*

7. Pengguna dapat melihat maklumbalas yang diberi dengan menekan butang

Feedback Log

di Rajah 2.5.5



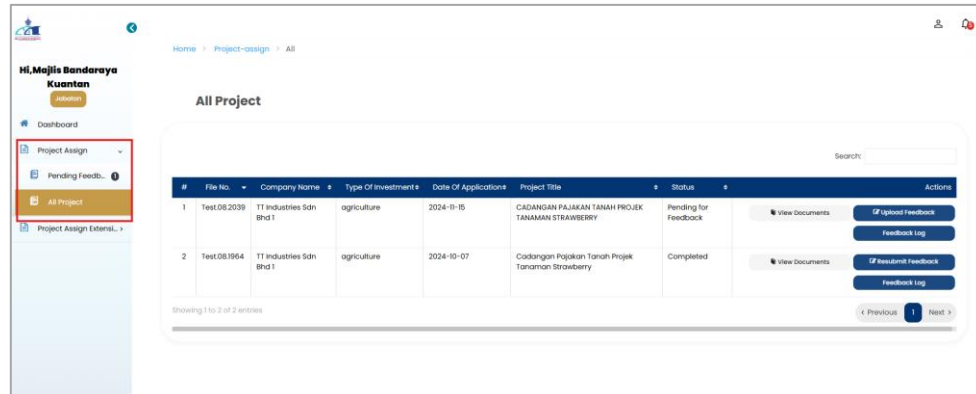
The screenshot shows a web application interface. On the left is a sidebar with a user profile 'Hi, Majlis Bandaraya Kuantan' and navigation links for 'Dashboard', 'Project Assign', and 'Project Assign Extensi...'. The main content area is titled 'Feedback Log' and contains a table with two columns: 'Feedback' and 'Document'. The table has two rows of data. The first row shows a feedback entry from 'Majlis Bandaraya Kuantan' with a document titled '172828481_Pending Project Feedback.pdf'. The second row shows a feedback entry from 'Majlis Bandaraya Kuantan' with a document titled '172828498_Resubmit Pending Project Feedback.pdf'. The table is paginated, showing '1' of '2' entries.

#	Department	Name	Position	Feedback	Document	Uploaded At
1	Majlis Bandaraya Kuantan	MBK	PENDAHARAH	The project proposal is thoughtfully organized and presents a clear vision. The objectives are well-defined, and the approach seems feasible, with a good balance of innovation and practicality. The timeline is realistic, and resource allocation is carefully considered. However, the proposal could benefit from a more detailed analysis of challenges and a clearer outline of the success metrics. The budget appears reasonable, though some flexibility for unexpected costs might be necessary. Overall, the proposal shows strong potential, with minor improvements needed to ensure it addresses all critical aspects of project execution and risk management effectively.	172828481_Pending Project Feedback.pdf	2024-10-07 15:06:51
2	Majlis Bandaraya Kuantan	MBK	PENDAHARAH	The project proposal is well-structured and demonstrates a clear understanding of the objectives. It outlines the goals and scope comprehensively, providing detailed timelines and resource allocation. The methodology is logical and aligns with the expected outcomes, although there could be more emphasis on potential risks and mitigation strategies. The budget section is realistic, but more clarity on contingency planning would be helpful. Overall, the proposal presents a strong plan with a solid foundation, but refining certain aspects—such as risk management and stakeholder engagement—could enhance its feasibility and impact. It's a promising proposal that warrants serious consideration.	172828498_Resubmit Pending Project Feedback.pdf	2024-10-07 15:08:38

Rajah 2.5.6: Paparan menunjukkan laman *Log Feedback*

2.6 Muat Naik Semula Maklumbalas *Project Assign*

1. Pengguna hendaklah pergi bahagian *Pending Feedback* dengan menekan menu *Feedback/Review, Project Assign* dan submenu *All Projects*



Rajah 2.6.1: Paparan senarai semua projek

2. Pengguna perlu menekan butang [Resubmit Feedback](#) di Rajah 2.6.1
3. Pengguna perlu mengisi semua ruangan yang diperlukan dan menekan butang *Submit*

Project Title: CADANGAN PAJAKAN TANAH PROJEK TANAMAN STRAWBERRY

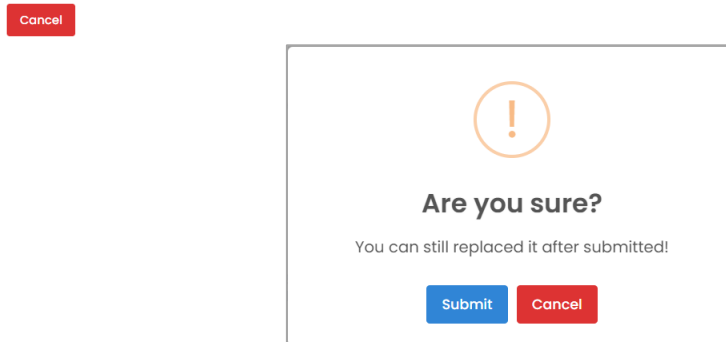
Name: MBK **Input Nama** Position: Tester **Input Jawatan**

feedback: The project proposal is thoughtfully organized and presents a clear vision. The objectives are realistic, and resource allocation is carefully considered. However, the proposal could benefit from more detailed financial projections and a clearer timeline. The budget appears reasonable, though some flexibility for unexpected costs might be necessary. Overall, the project seems feasible, with a good balance of innovation and practicality. The timeline is challenging and a clearer outline of the success metrics. The budget appears minor improvements needed to ensure it addresses all critical aspects of project execution and risk management effectively. **Input Maklumbalas**

Supporting Document: [Choose File](#) **Muatnaik Ringkasan Maklumbalas** **Butang Submit**

Rajah 2.6.2: Paparan muat naik maklumbalas

4. Selepas menekan butang **Submit** di Rajah 2.6.2, *popup* pengesahan akan dipaparkan dan pengguna boleh memilih untuk menekan butang **Submit** atau



Rajah 2.6.3: Paparan menunjukkan *Popup* yang dipaparkan

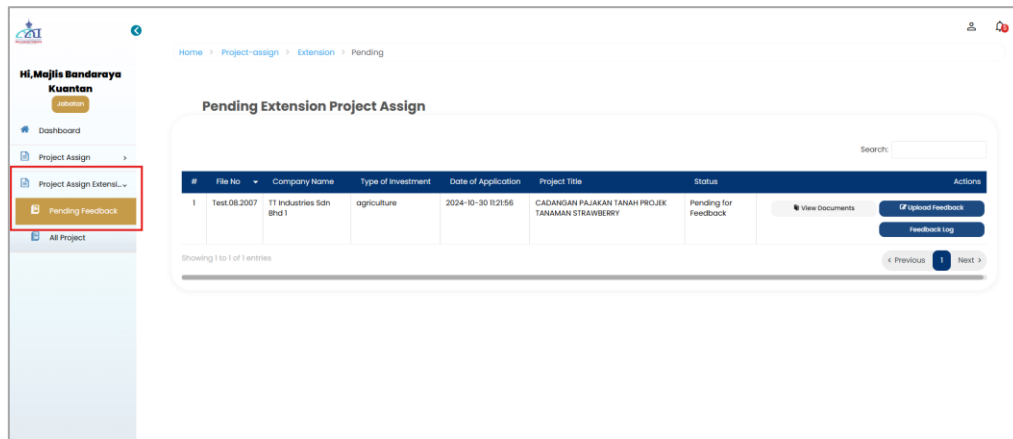
5. Sekiranya pengguna menekan butang **Submit**, maklumbalas yang dikemas kini akan disimpan
6. Pengguna boleh melihat maklumbalas terkini dengan menekan butang **Feedback Log** di Rajah 2.6.4

#	Department	Name	Position	Feedback	Document	Uploaded At
1	Majlis Bandaraya Kuantan	MBK	PENGARAH	The project proposal is thoughtfully organized and presents a clear vision. The objectives are well-defined, and the approach seems feasible, with a good balance of innovation and practicality. The timeline is realistic, and resource allocation is carefully considered. However, the proposal could benefit from a more detailed analysis of challenges and a clearer outline of the success metrics. The budget appears reasonable, though some flexibility for unexpected costs might be necessary. Overall, the proposal shows strong potential, with minor improvements needed to ensure it addresses all critical aspects of project execution and risk management effectively.	172628481_Pending Project Feedback.pdf	2024-10-07 15:06:51
2	Majlis Bandaraya Kuantan	MBK	PENGARAH	The project proposal is well-structured and demonstrates a clear understanding of the objectives. It outlines the goals and scope comprehensively, providing detailed timelines and resource allocation. The methodology is logical and aligns with the expected outcomes, although there could be more emphasis on potential risks and mitigation strategies. The budget section is realistic, but more clarity on contingency planning would be helpful. Overall, the proposal presents a strong plan with a solid foundation, but refining certain aspects—such as risk management and stakeholder engagement—could enhance its feasibility and impact. It's a promising proposal that warrants serious consideration.	1726284918_Resubmit Pending Project Feedback.pdf	2024-10-07 15:08:38
3	Majlis Bandaraya Kuantan	MBK	PENGARAH	The project proposal is well-structured and demonstrates a clear understanding of the objectives. It outlines the goals and scope comprehensively, providing detailed timelines and resource allocation. The methodology is logical and aligns with the expected outcomes, although there could be more emphasis on potential risks and mitigation strategies. The budget section is realistic, but more clarity on contingency planning would be helpful. Overall, the proposal presents a strong plan with a solid foundation, but refining certain aspects—such as risk management and stakeholder engagement—could enhance its feasibility and impact. It's a promising proposal that warrants serious consideration.		2024-11-20 15:41:20

Rajah 2.6.4: Paparan menunjukkan log maklumbalas pengguna

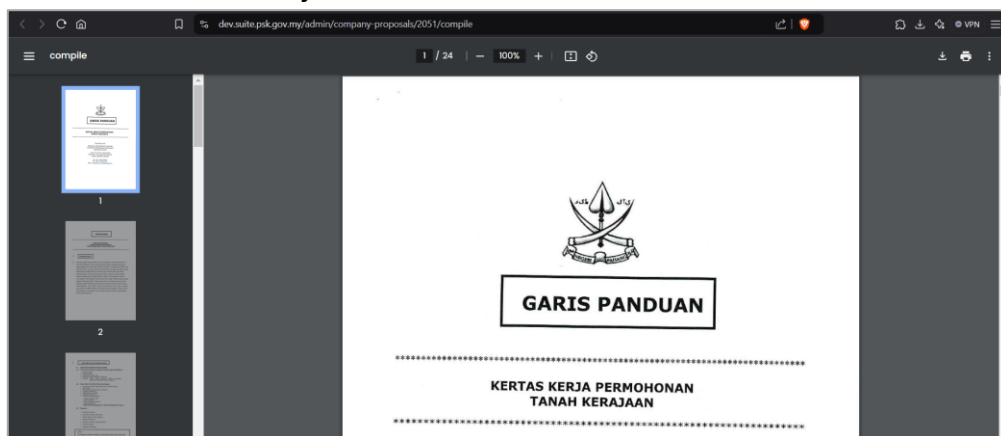
2.7 Muat Naik Maklumbalas *Project Assign Extension*

1. Pengguna hendaklah pergi bahagian *Pending Feedback* dengan menekan menu *Feedback/Review*, *Project Assign Extension* dan submenu *Pending Feedback*



Rajah 2.7.1: Paparan senarai projek yang memerlukan maklumbalas

2. Sebelum memuat naik maklumbalas, pengguna boleh menekan butang [Compiled Documents](#) di Rajah 2.7.1



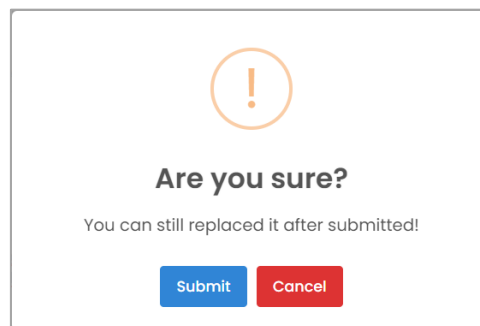
Rajah 2.7.2: Paparan dokumen projek

3. Untuk memuat naik maklumbalas, pengguna hendaklah menekan butang [Upload Feedback](#) di Rajah 2.7.1
4. Pengguna hendaklah mengisi maklumat yang diperlukan dan memuat naik *Supporting Document* iaitu jika mempunyai ringkasan ulasan untuk projek. Pengguna hendaklah menekan butang [Submit](#)

Rajah 2.7.3: Paparan ruangan memuat naik maklumbalas

5. Selepas menekan butang **Submit** di Rajah 2.6.2, *popup* pengesahan akan dipaparkan dan pengguna boleh memilih untuk menekan butang **Submit** atau

Cancel



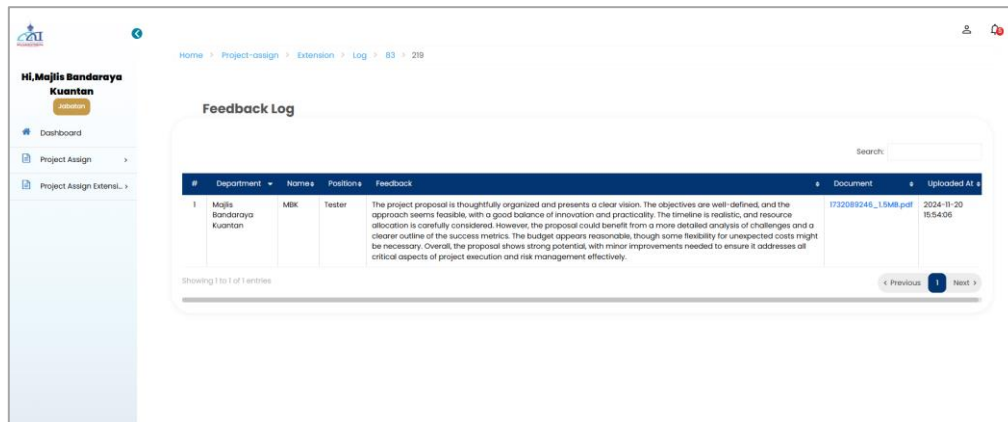
Rajah 2.7.4: Paparan menunjukkan *Popup* yang dipaparkan

6. Sekiranya pengguna menekan butang **Submit**, pengguna akan dihalakan di halaman *All Project*

File No.	Company Name	Type of Investment	Date of Application	Project Title	Status	Actions
1	TT Industries Sdn Bhd	agriculture	2024-10-07 09:34:56	Cadangan Pajakan Tanah Projek Tanaman Strawberry	Completed	View Documents, Feedback Log
2	TT Industries Sdn Bhd	agriculture	2024-10-05 11:44:46	Tanaman Durian	Completed	View Documents, Feedback Log

Rajah 2.7.5: Paparan *All Project*

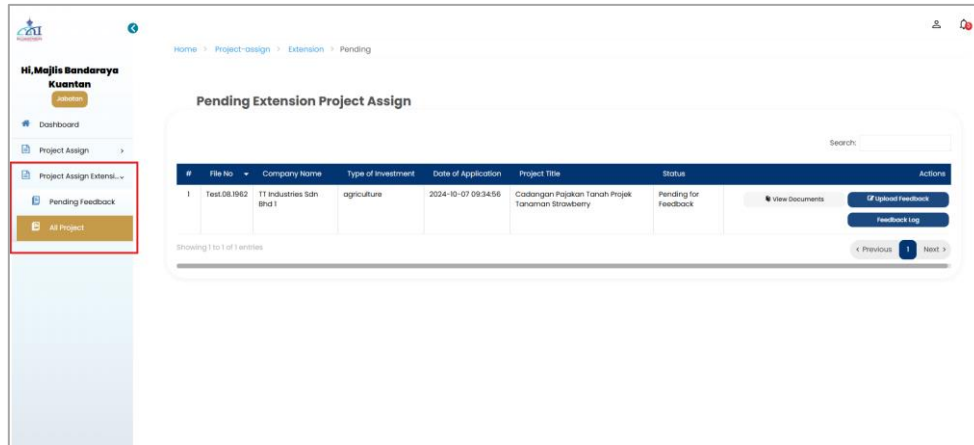
7. Pengguna dapat melihat maklumbalas yang diberi dengan menekan butang **Feedback Log** di Rajah 2.7.5



Rajah 2.7.6: Paparan menunjukkan halaman *Feedback Log*

2.8 Muat Naik Semula Maklumbalas *Project Assign Extension*

1. Pengguna hendaklah pergi bahagian *Pending Feedback* dengan menekan menu *Feedback/Review, Project Assign Extension* dan submenu *All Projects*

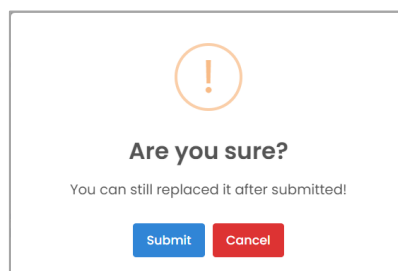


Rajah 2.8.1: Paparan senarai semua projek

2. Pengguna perlu menekan butang **Resubmit Feedback** di Rajah 2.8.1
3. Pengguna perlu mengisi semua ruangan yang diperlukan dan menekan butang **Submit**

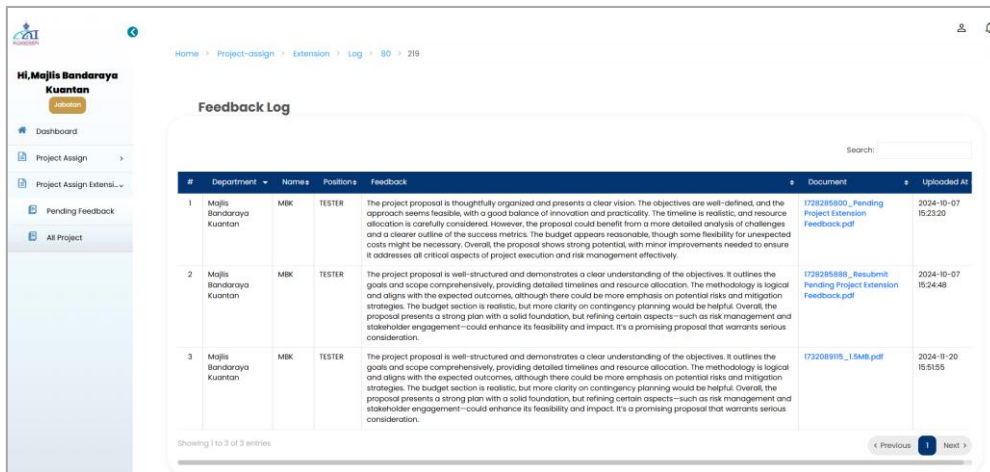
Rajah 2.8.2: Paparan muat naik maklumbalas

4. Selepas menekan butang **Submit** di Rajah 2.6.2, *popup* pengesahan akan dipaparkan dan pengguna boleh memilih untuk menekan butang **Submit** atau **Cancel**



Rajah 2.8.3: Paparan menunjukkan *Popup* yang dipaparkan

5. Sekiranya pengguna menekan butang , maklumbalas yang dikemaskini akan disimpan
6. Pengguna boleh melihat maklumbalas terkini dengan menekan butang  di Rajah 2.8.1



#	Department	Name	Position	Feedback	Document	Uploaded At
1	Majlis Bandaraya Kuantan	MBK	TESTER	The project proposal is thoughtfully organized and presents a clear vision. The objectives are well-defined, and the approach seems feasible, with a good balance of innovation and practicality. The timeline is realistic, and resource allocation is carefully considered. However, the proposal could benefit from a more detailed analysis of challenges and a clearer outline of the success metrics. The budget appears reasonable, though some flexibility for unexpected costs might be necessary. Overall, the proposal shows strong potential, with minor improvements needed to ensure it addresses all critical aspects of project execution and risk management effectively.	1728285800_Pending Project Extension Feedback.pdf	2024-10-07 15:23:20
2	Majlis Bandaraya Kuantan	MBK	TESTER	The project proposal is well-structured and demonstrates a clear understanding of the objectives. It outlines the goals and scope comprehensively, providing detailed timelines and resource allocation. The methodology is logical and aligns with the expected outcomes, although there could be more emphasis on potential risks and mitigation strategies. The budget section is realistic, but more clarity on contingency planning would be helpful. Overall, the proposal presents a strong plan with a solid foundation, but refining certain aspects—such as risk management and stakeholder engagement—could enhance its feasibility and impact. It's a promising proposal that warrants serious consideration.	1728285888_Resubmit Pending Project Extension Feedback.pdf	2024-10-07 15:24:48
3	Majlis Bandaraya Kuantan	MBK	TESTER	The project proposal is well-structured and demonstrates a clear understanding of the objectives. It outlines the goals and scope comprehensively, providing detailed timelines and resource allocation. The methodology is logical and aligns with the expected outcomes, although there could be more emphasis on potential risks and mitigation strategies. The budget section is realistic, but more clarity on contingency planning would be helpful. Overall, the proposal presents a strong plan with a solid foundation, but refining certain aspects—such as risk management and stakeholder engagement—could enhance its feasibility and impact. It's a promising proposal that warrants serious consideration.	1732089105_15MB.pdf	2024-11-20 15:51:55

Rajah 2.8.4: Paparan menunjukkan log maklumbalas pengguna