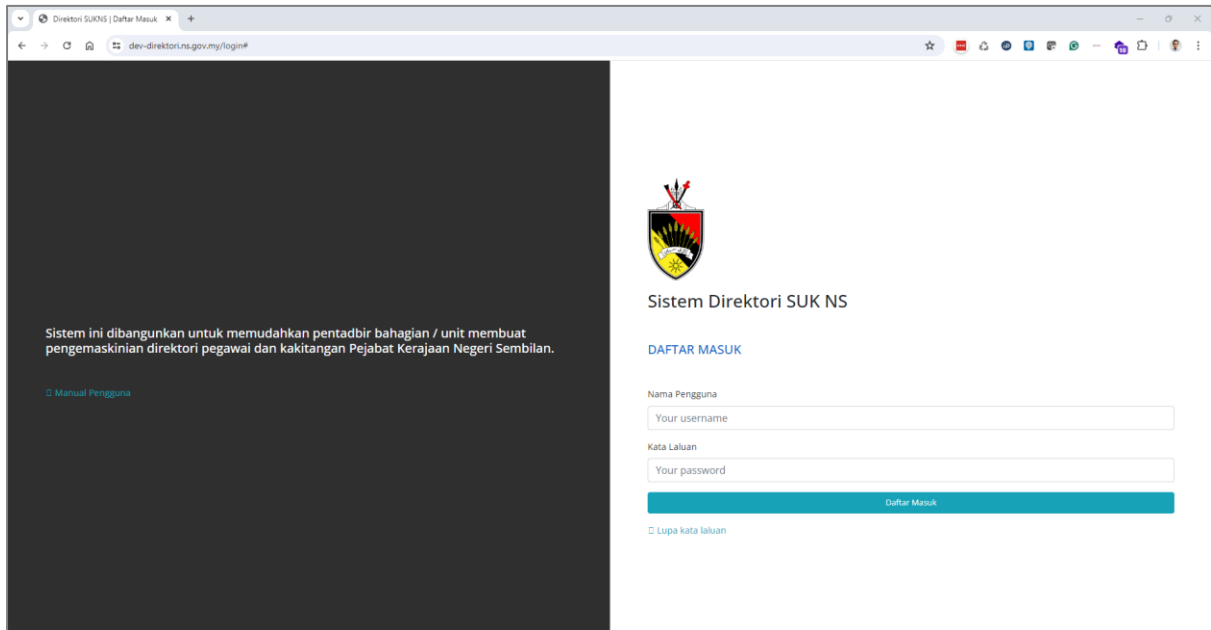


1.0 Manual

1.1 Accessing Login Page

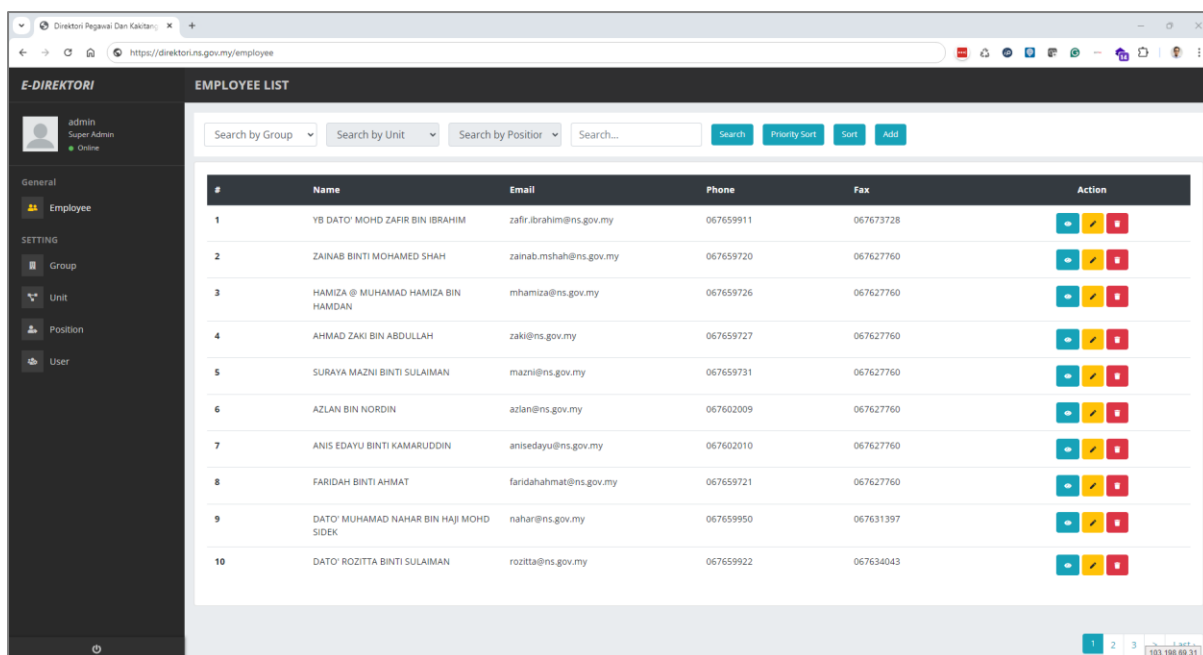
- a. To access the login page, visit the link <https://direktori.ns.gov.my>



Login Page

1.2 Login to Admin Dashboard

- a. On login page, enter "Nama Pengguna" dan "Kata Lauan".
- b. Click "Daftar Masuk" button.



Default page after login

1.3 Main Menu

The main menu is located on the left side.

No.	Name	Description
1	Profile	Display information the current admin logged in to the system.
2	Employee	Menu to display employee list page.
3	Group	Menu to display group list page.
4	Unit	Menu to display unit list page.
5	Position	Menu to display position list page.
6	User	Menu to display user list page.
7	Logout	Logout button.

E-DIREKTORI



admin
Super Admin
● Online

1

General



Employee

2

SETTING



Group

3



Unit

4



Position

5



User

6



7

1.4 Employee

No.	Name	Description
1	Search by Group	Features to search employee by group.
2	Search by Unit	Features to search employee by unit.
3	Search by Position	Features to search employee by position.
4	Search Field	Field for search keyword.
5	Search Button	Button to query search process.
6	Priority Sort Button	Button to set the sort of priority of employee.
7	Sort	Button to set the sort of priority of employee by search criteria.
8	Add	Menu to add new employee.
9	View	Menu to view employee details.
10	Edit	Menu to edit employee details.
11	Delete	Menu to delete employee.
12	Pagination	Menu to go the next page off employee list.

1.5 Group

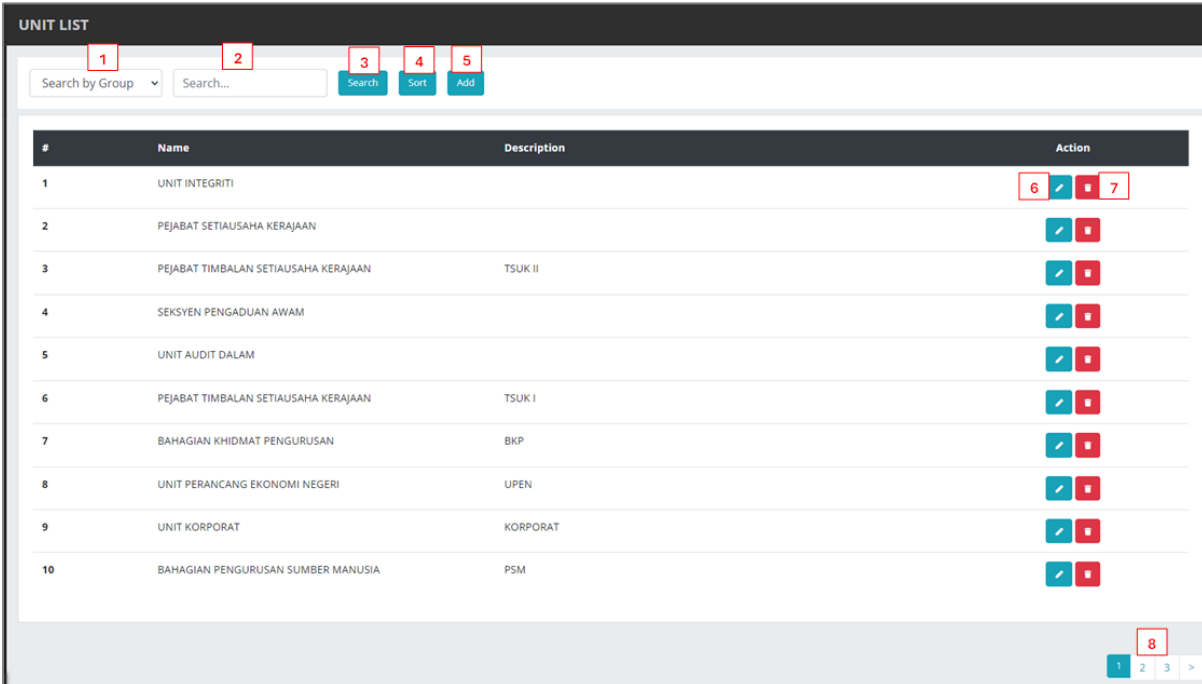
GROUP LIST

1 Search... 2 Search 3 Sort 4 Add

#	Name	Description	Action
1	PEJABAT SETIAUSAHA KERAJAAN	YB 55	5 6
2	SEKTOR PEMBANGUNAN	TSUK 1	
3	SEKTOR PENGURUSAN	TSUK 2	
4	UNIT KORPORAT	KORPORAT	
5	UNIT INTEGRITI	INTEGRITI	
6	UNIT AUDIT DALAM	UAD	

No.	Name	Description
1	Search Field	Field for keyword search.
2	Search Button	Button to query search process.
3	Sort	Button to set the sort of group list.
4	Add	Menu to add new group.
5	Edit	Menu to edit group details.
6	Delete	Menu to delete group.

1.6 Unit























#	Name	Description	Action
1	UNIT INTEGRITI		6 7
2	PEJABAT SETIAUSAHA KERAJAAN		6 7
3	PEJABAT TIBALAN SETIAUSAHA KERAJAAN	TSUK II	6 7
4	SEKSYEN PENGADUAN AWAM		6 7
5	UNIT AUDIT DALAM		6 7
6	PEJABAT TIBALAN SETIAUSAHA KERAJAAN	TSUK I	6 7
7	BAHAGIAN KHIDMAT PENGURUSAN	BKP	6 7
8	UNIT PERANCANG EKONOMI NEGERI	UPEN	6 7
9	UNIT KORPORAT	KORPORAT	6 7
10	BAHAGIAN PENGURUSAN SUMBER MANUSIA	PSM	6 7

No.	Name	Description
1	Search by Group	Features to search employee by group.
2	Search Field	Field for search keyword.
3	Search Button	Button to query search process.
4	Sort	Button to set the sort of unit.
5	Edit	Menu to edit unit details.
6	Delete	Menu to delete unit.
7	Pagination	Menu to go the next page off unit list.

1.7 Position

POSITION LIST

1 Search by Group
 2 Search by Unit
 3 Search...
 4 Search
 5 Sort
 6 Add

#	Name	Description	Unit	Action
1	TIMBALAN SETIAUSAHA KERAJAAN (PEMBANGUNAN) / PENGARAH LIPEN	PENGARAH	PEJABAT TIMBALAN SETIAUSAHA KERAJAAN	7  8 
2	TIMBALAN PENGARAH 2		UNIT PERANCANG EKONOMI NEGERI	 
3	SETIAUSAHA BAHAGIAN		BAHAGIAN TEKNOLOGI MAKLUMAT	 
4	TIMBALAN PENGARAH		BAHAGIAN TEKNOLOGI MAKLUMAT	 
5	PENOLONG PENGARAH KANAN SEKTOR OPERASI DAN RANGKAIAN		BAHAGIAN TEKNOLOGI MAKLUMAT	 
6	PENOLONG PENGARAH KANAN MULTIMEDIA, KORPORAT DAN KOORDINASI ICT		BAHAGIAN TEKNOLOGI MAKLUMAT	 
7	PENOLONG PENGARAH KANAN SEKSYEN PEMBANGUNAN DAN PENYELENGGARAAN SISTEM		BAHAGIAN TEKNOLOGI MAKLUMAT	 
8	TIMBALAN SETIAUSAHA KERAJAAN (PENGURUSAN)	TSUK (P)	PEJABAT TIMBALAN SETIAUSAHA KERAJAAN	 
9	PENOLONG PENGARAH PEMBANGUNAN DAN PENYELENGGARAAN SISTEM		BAHAGIAN TEKNOLOGI MAKLUMAT	 
10	PENOLONG PENGARAH RANGKAIAN		BAHAGIAN TEKNOLOGI MAKLUMAT	 





















9 1 2 3 > Last >

No.	Name	Description
1	Search by Group	Features to search employee by group.
2	Search by Unit	Features to search employee by unit.
3	Search Field	Field for search keyword.
4	Search Button	Button to query search process.
5	Sort	Button to set the sort of priority of position by search criteria.
6	Add	Menu to add new position.
7	Edit	Menu to edit position details.
8	Delete	Menu to delete position.
9	Pagination	Menu to go the next page off position list.

1.8 User

USER LIST

1 Search by Group 2 Search... 3 Search 4 Add

#	Name	Email	Group	Unit	Role	Active	Action
1	admin	admin@localhost.com			Super Admin	Yes	5   6
2	helena	helena@ns.gov.my	SEKTOR PEMBANGUNAN	LEMBAGA PELANCONGAN NEGERI SEMBILAN	Web Master	Yes	 
3	nhusna	nhusna@ns.gov.my	SEKTOR PEMBANGUNAN	BAHAGIAN PERUMAHAN	Web Master	Yes	 
4	azean	azean@ns.gov.my	SEKTOR PENGURUSAN	BAHAGIAN DEWAN UNDANGAN NEGERI	Web Master	Yes	 
5	upenn9	upenn9@gmail.com	SEKTOR PEMBANGUNAN	UNIT PERANCANG EKONOMI NEGERI	Web Master	Yes	 
6	azlan	azlan@ns.gov.my	SEKTOR PENGURUSAN	BAHAGIAN TEKNOLOGI MAKLUMAT	Web Master	Yes	 
7	faizal	faizal@ns.gov.my	SEKTOR PENGURUSAN	BAHAGIAN TEKNOLOGI MAKLUMAT	Web Master	Yes	 
8	nani	nani@ns.gov.my	SEKTOR PENGURUSAN	BAHAGIAN KHIDMAT PENGURUSAN	Web Master	Yes	 
9	dewanmmk	dewan_mmk@ns.gov.my	SEKTOR PENGURUSAN	BAHAGIAN DEWAN UNDANGAN NEGERI	Web Master	Yes	 
10	nurolain	nurolain@ns.gov.my	SEKTOR PEMBANGUNAN	BADAN KAWAL SELIA AIR	Web Master	Yes	 

7 1 2 3 >

No.	Name	Description
1	Search by Group	Features to search employee by group.
2	Search Field	Field for search keyword.
3	Search Button	Button to query search process.
4	Add	Menu to add new user.
5	Edit	Menu to edit user details.
6	Delete	Menu to delete user.
7	Pagination	Menu to go the next page off user list.

1.9 Add User

The screenshot shows a web form titled "ADD USER". It contains the following fields and buttons, each with a red box and a number indicating its location:

- 1**: Username input field
- 2**: Email input field
- 3**: Password input field
- 4**: Role dropdown menu (currently showing "Web Master")
- 5**: Group dropdown menu (currently showing "Please select")
- 6**: Unit dropdown menu (currently showing "Please select")
- 7**: Active dropdown menu (currently showing "Yes")
- 8**: Save button
- 9**: Cancel button

No.	Name	Description
1	Username	Username for user login
2	Email	Email address of the users.
3	Password	Password of the users.
4	Role	Role of the users.
5	Group	Group of the users.
6	Unit	Unit of the users.
7	Active	Status for the users.
8	Save button	The button to save the new user.
9	Cancel button	The button to cancel add the new user.

1.10 Forget Password

No.	Name	Description
1	Field "Alamat Emel"	Email address registered for the user. Reset password instruction will be send to this email.
2	Captcha	Captcha features to secure the process.
3	Button "Hantar Tetapan"	The button to proceed reset password process.

Sample email instruction to reset the password.