1.0 Manual

1.1 Accessing Login Page
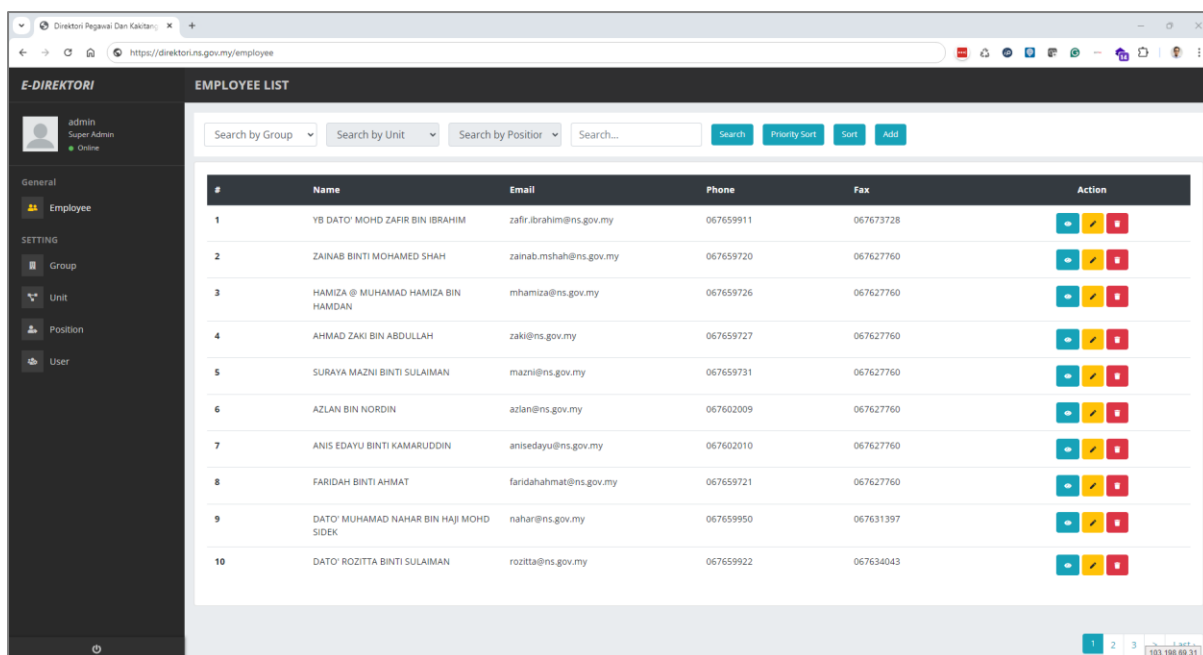
    a.   To access the login page, visit the link https://direktori.ns.gov.my
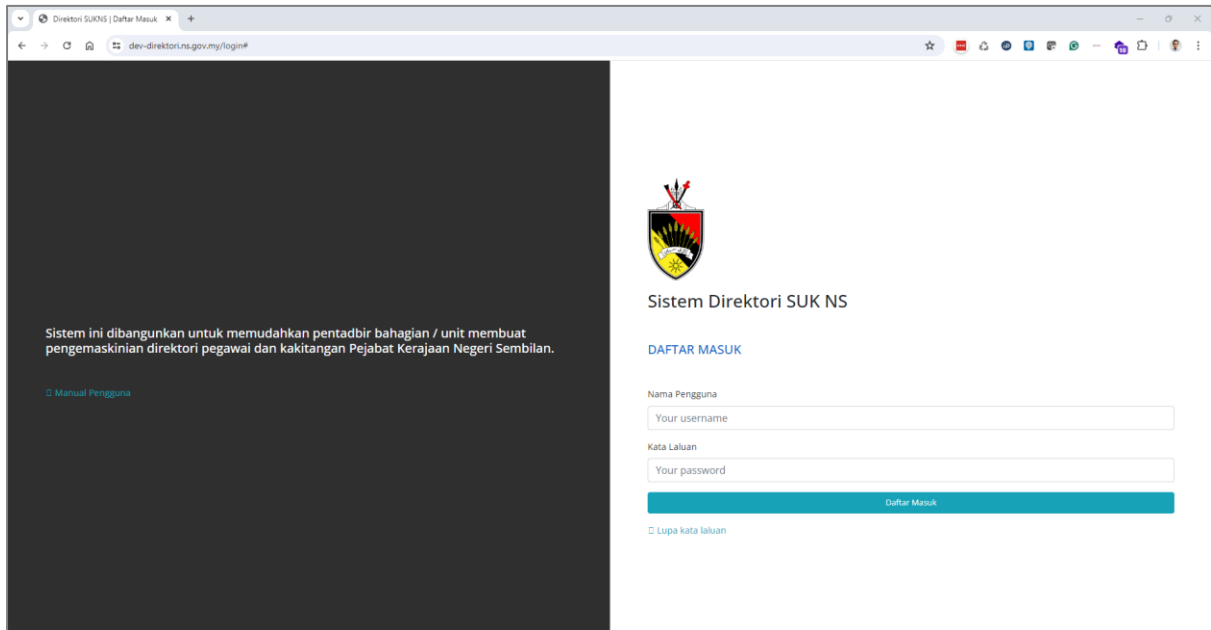
Login Page

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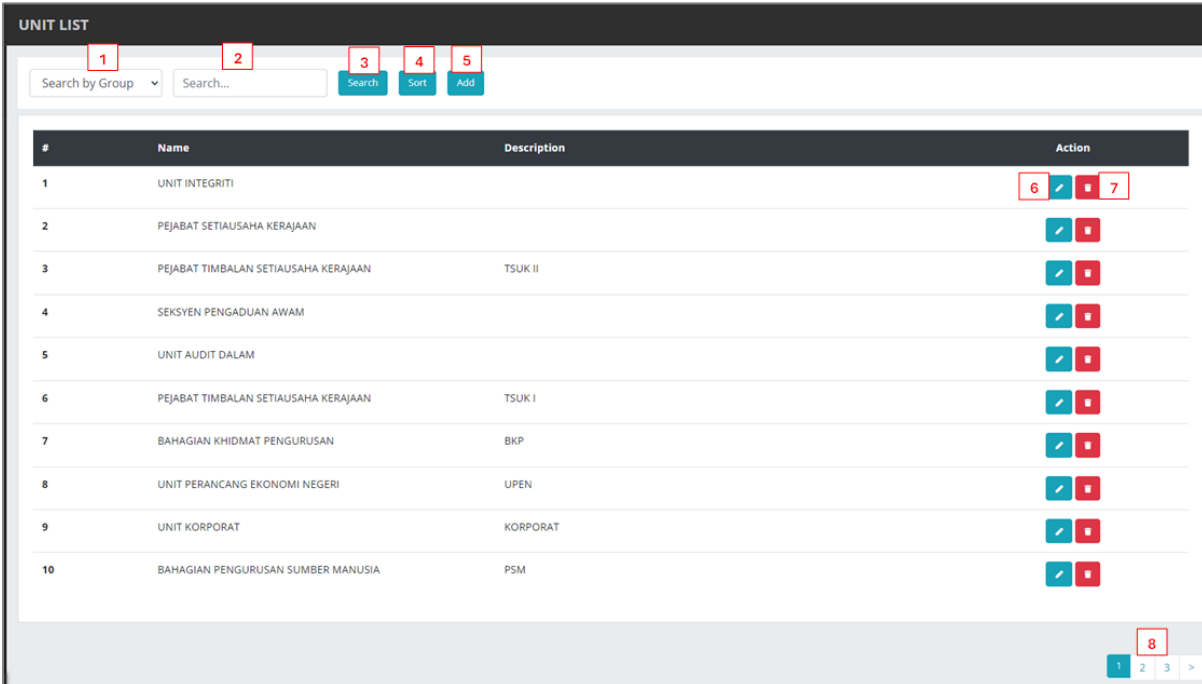
No.	Name	Description
1	Search Field	Field for keyword search.
2	Search Button	Button to query search process.
3	Sort	Button to set the sort of group list.
4	Add	Menu to add new group.
5	Edit	Menu to edit group details.
6	Delete	Menu to delete group.

1.6 Unit

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

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

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

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.