A. SELF SERVICE MODULE

a. Introduction

Self service module is access by a normal user. They are able to view only their information. The training manual here is specifically for e-Data module.

To go to the e-Datamodule folder, user needs to click the **e-Data** button as displayed at the left of the screen as shown.

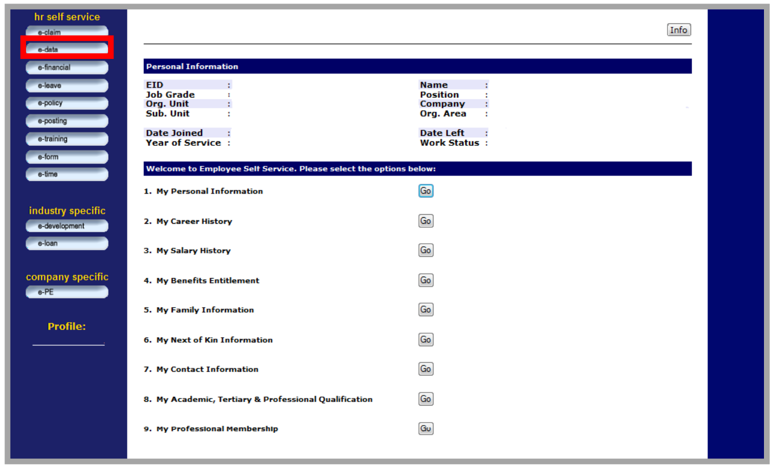


Figure 1a: Self Service Main Page

a. Pengenalan

Modul Self Service adalah untuk pengguna biasa di mana mereka hanya dapat melihat data berkenaan diri mereka sendiri sahaja. Dokumen ini hanya menerangkan cara penggunaan untuk modul e-Data.

*Untuk memaparkan module e-Data, tekan pada butang **e-Data** yang berada di sebelah kiri skrin seperti di gambarajah.*

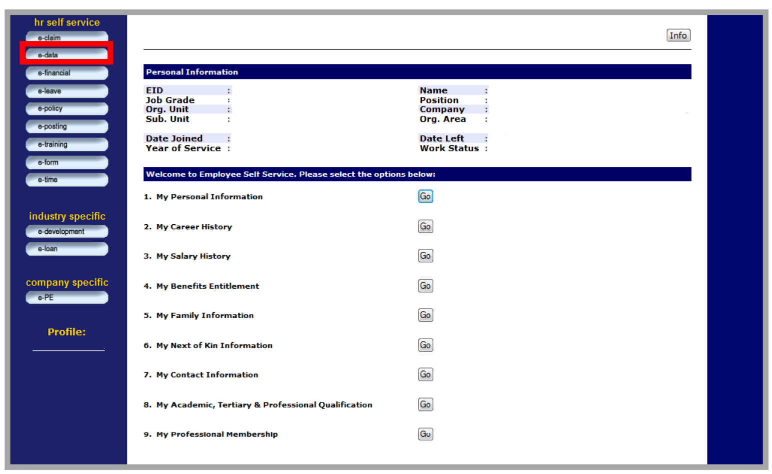


Figure 1a: Self Service Main Page

1.0 e-Data Module

The e-Data Module is for user to update personal information whenever changes occurred.

To go to the eP2P Application e-Data folder, user needs to click the **Self Service** button then click the **e-Data** button. Once done, the screen as displayed will appear. The following folders will appear:-

- My Personal Information
- My Spouse Information
- My Children Information
- My Parent Information
- My Next of Kin Information
- My Contact Information
- My Academic, Tertiary & Professional Qualification
- My Professional Membership
- My Movement History
- Change My Password
- My Recommender / Approver / Expert User

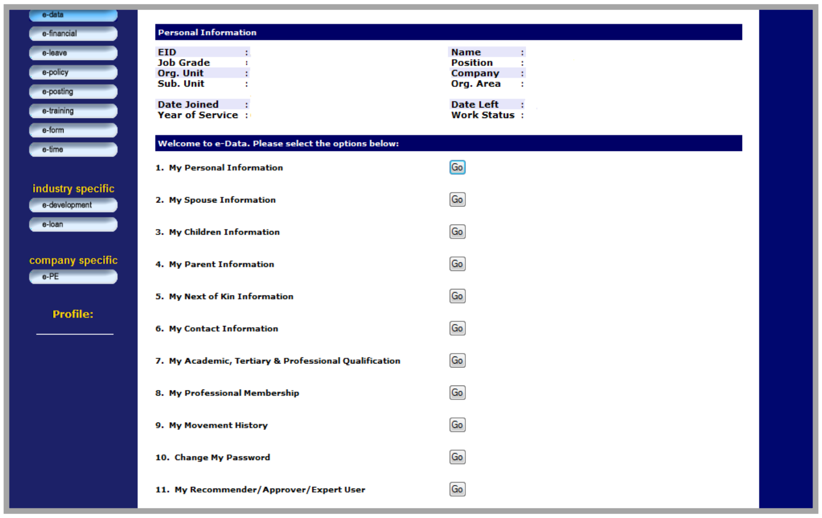


Figure 1.0a: Self Service e-Data Main Page

1.0 Modul e-Data

Module E-Data digunakan untuk mengemaskini data peribadi pegawai.

Untuk mengakses modul e-Data, pengguna perlu klik butang 'Self Service' kemudian diikuti dengan e-Data. Setelah selesai, skrin berikut akan terpapar yang mengandungi folder-folder berikut:

- *My Personal Information*
- *My Spouse Information*
- *My Children Information*
- *My Parent Information*
- *My Next of Kin Information*
- *My Contact Information*
- *My Academic, Tertiary & Professional Qualification*
- *My Professional Membership*
- *My Movement History*
- *Change My Password*
- *My Recommender/Approver/ Expert User*

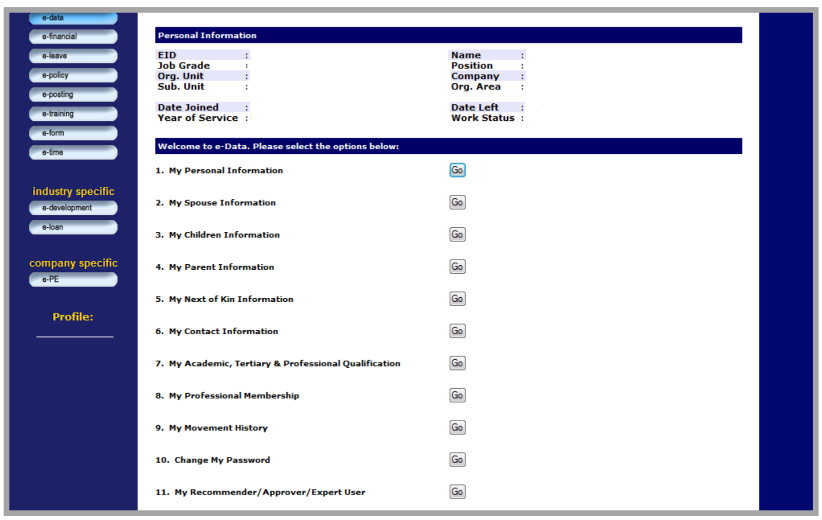


Figure 1.0a: Self Service e-Data Main Page

1.1 Personal Information

My Personal Information is for user to change/update the personal information. For controlling purposes, only data in the box fields can be changed.

To go to the My Personal Information folder, user needs to click the **Go** button as displayed.

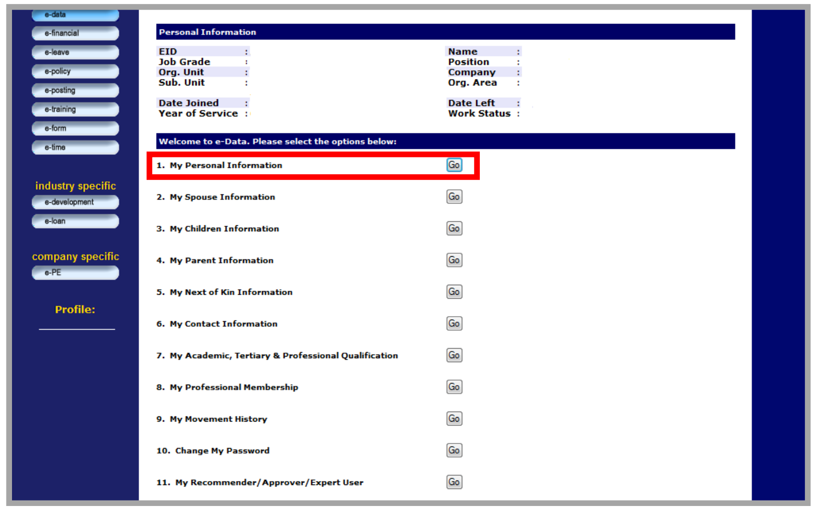


Figure 1.1a: Self Service Main Page

1.1 My Personal Information

My Personal Information digunakan untuk mengemaskinikan data peribadi pegawai. Walaubagaimanapun, bagi tujuan pengendalian, hanya beberapa data yang dipaparkan di dalam kotak sahaja boleh diubah.

*Untuk mengakses folder My Personal Information, pengguna perlu klik pada butang **Go** button seperti yang dipaparkan.*

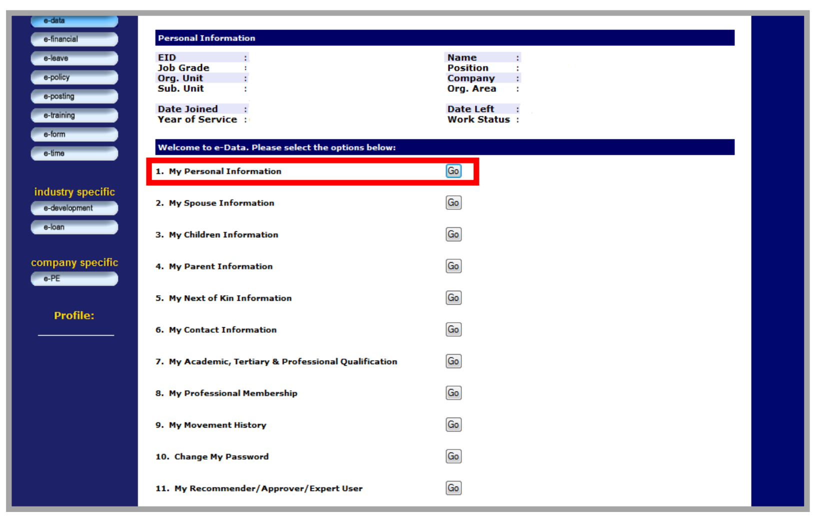


Figure 1.1a: Self Service Main Page

Once done, the screen as displayed will appear. User can now update his/her data and once done click the **Preview** button to confirm the updated data. Upload image is a must. Users can not go to the next page before uploaded the picture

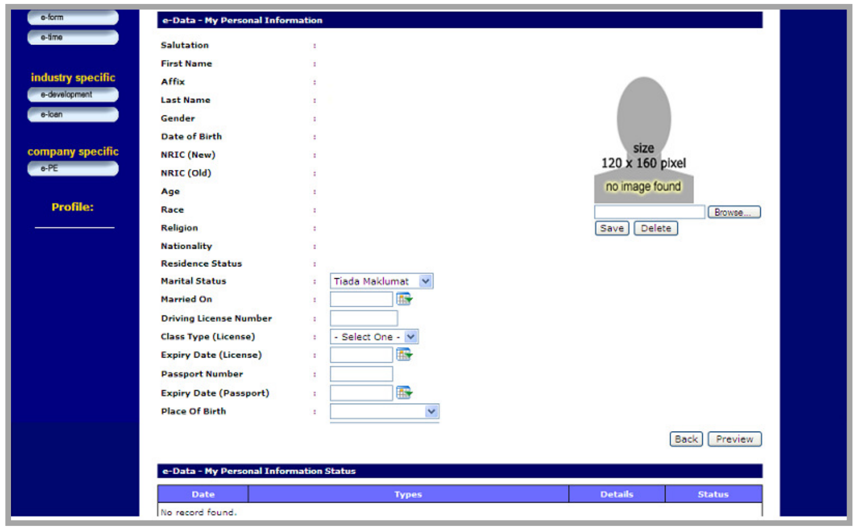


Figure 1.1b: My Personal Information Page

Setelah selesai, skrin berikut akan dipaparkan. Pengguna kini boleh mengemaskini data peribadi masing-masing. Setelah selesai, klik pada butang Preview untuk mengesahkan bahawa data telah diubah. Memasukkan gambar adalah mandatori. Pengguna tidak boleh mengakses halaman berikutnya selagi tidak memuatnaik gambar.

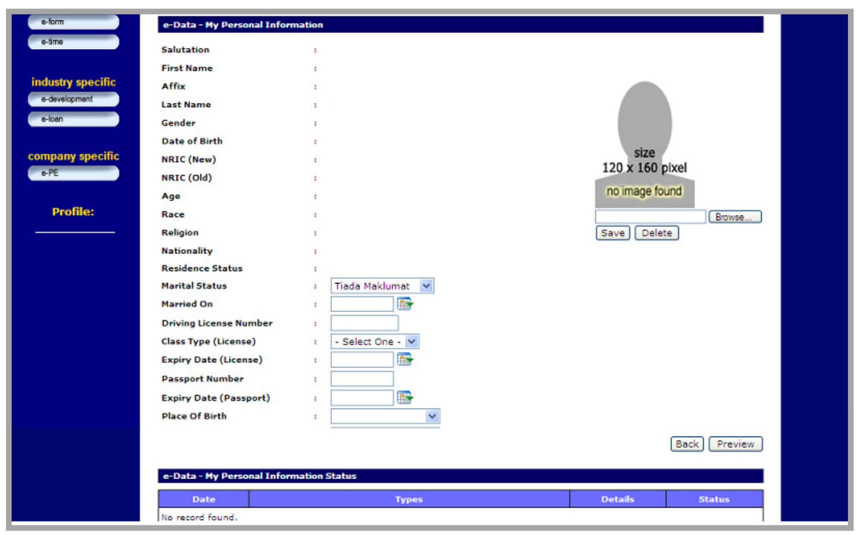
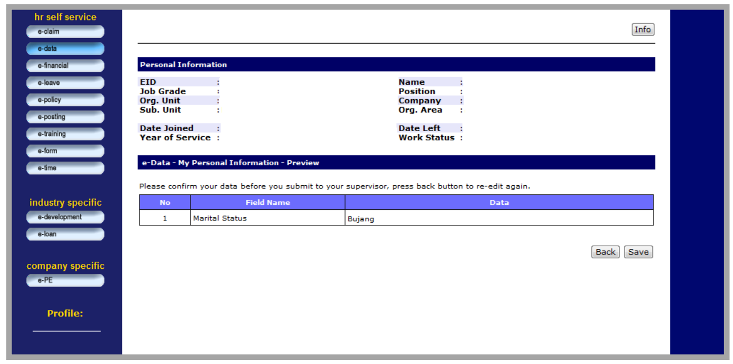
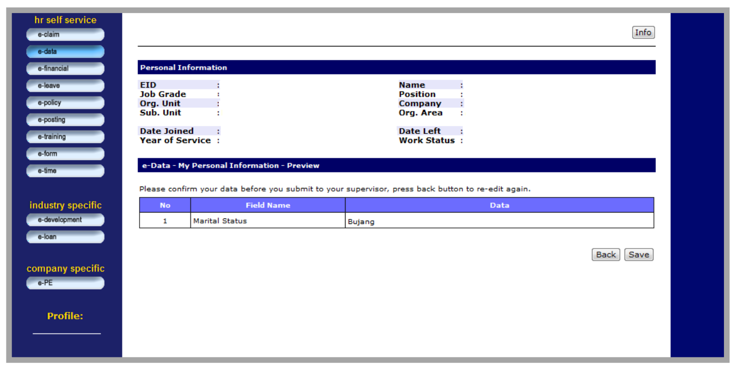


Figure 1.1b: My Personal Information Page

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.



Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini sebelum ini dan klik pada butang Save untuk disahkan.



1.2 My Spouse Information

My Spouse Information is for user to change/update the spouse information.

To go to the My Spouse Information folder, user needs to click the **Go** button as displayed.

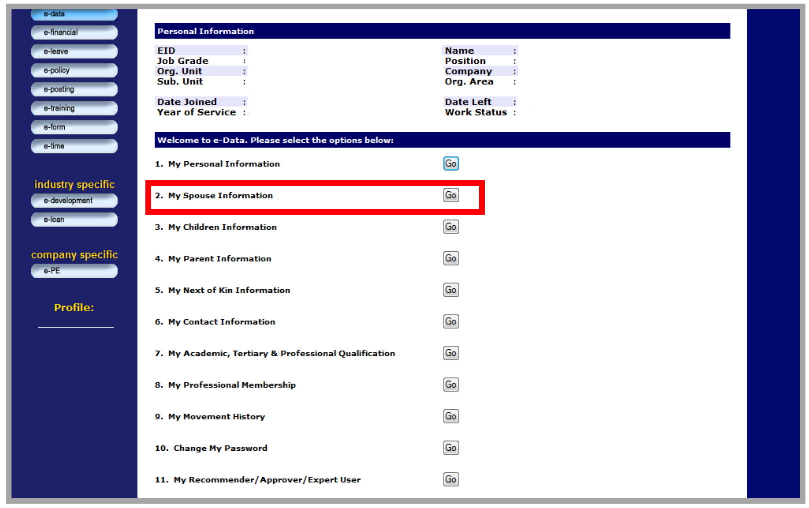


Figure 1.2a: Self Service Main Page

1.2 My Spouse Information

My Spouse Information digunakan untuk mengemaskinikan data pasangan pegawai.

Untuk mengakses folder My Spouse Information, pengguna harus klik pada butang Go seperti tertera.

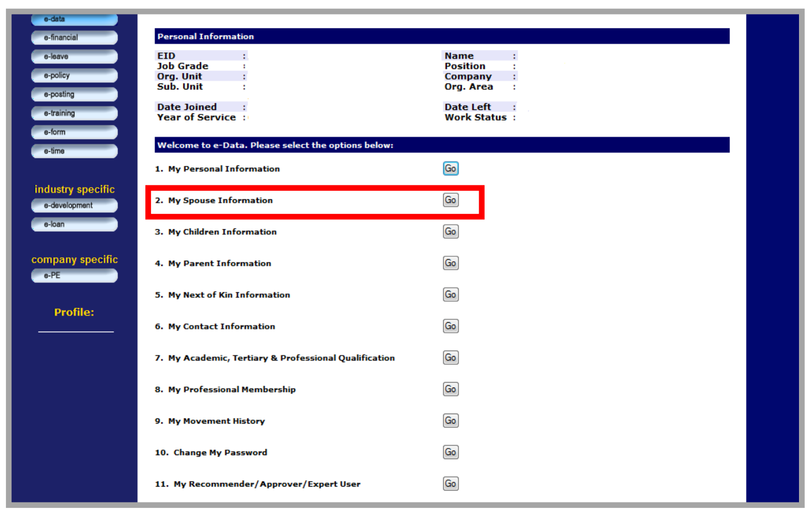


Figure 1.2a: Self Service Main Page

Once done, the screen as displayed will appear. To add or edit spouse, user can click the appropriate button or link. To see the details, click on **view details** link under Update column.

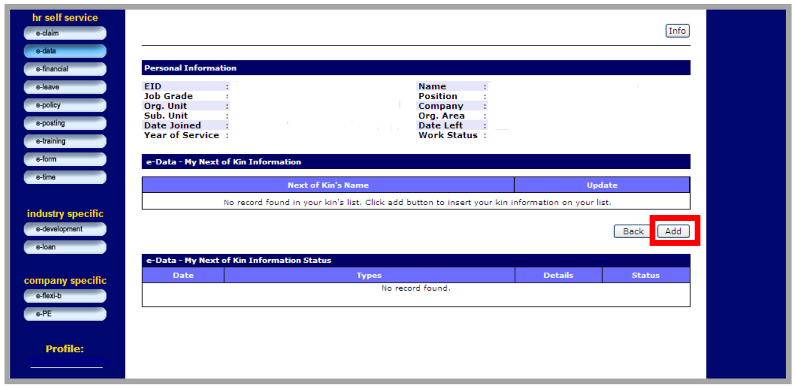


Figure 1.2b: My Spouse Information Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah info mengenai pasangan, pengguna boleh klik pada butang atau link yang bersesuaian. Untuk melihat lebih lanjut maklumat, tekan pada halaman ***view details*** *di bawah ruangan Update.*

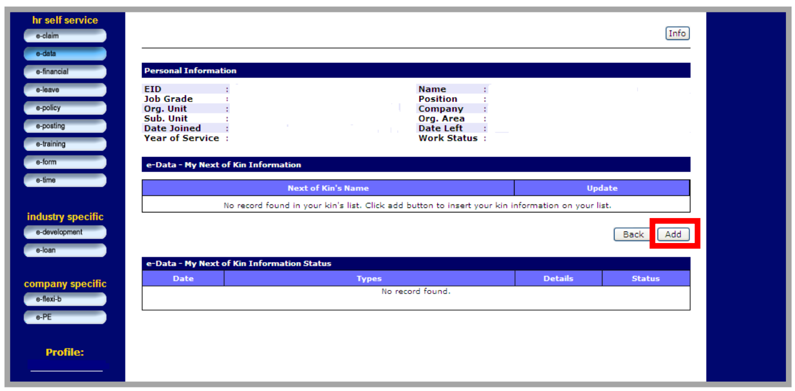


Figure 1.2b: My Spouse Information Page

Once done, user can now update the data and once done click the **Preview** button to confirm the updated data.

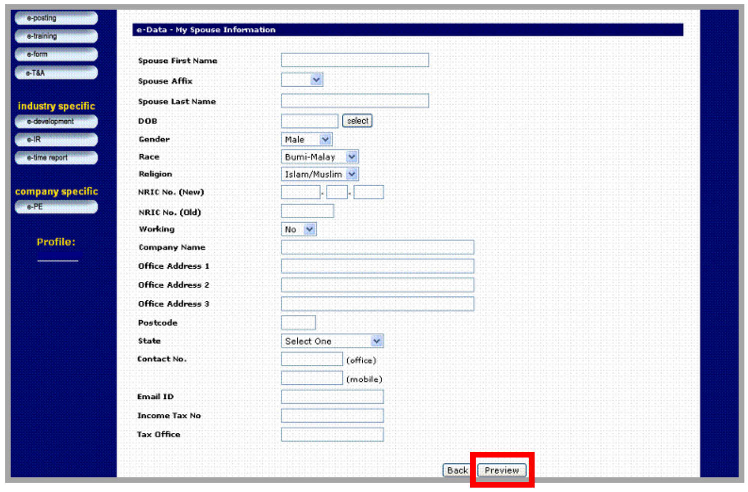


Figure 1.2c: My Spouse Information Edit Page

Setelah selesai, pengguna boleh mengemaskini data dan kemudian klik pada butang ***Preview*** *untuk tujuan pengesahan.*

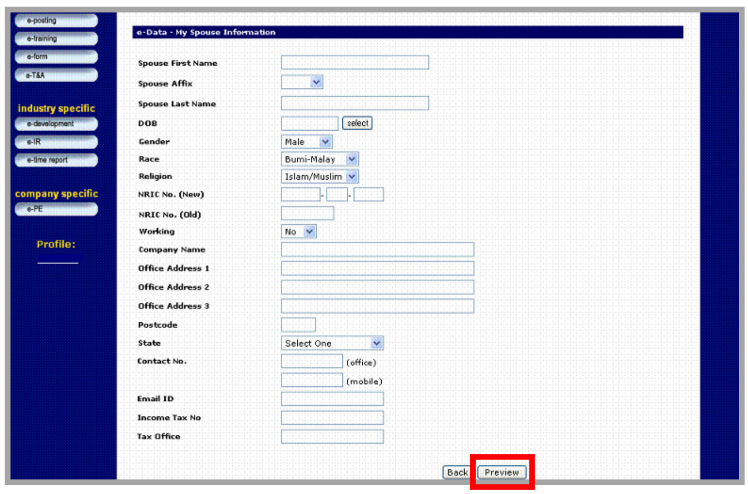


Figure 1.2c: My Spouse Information Edit Page

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

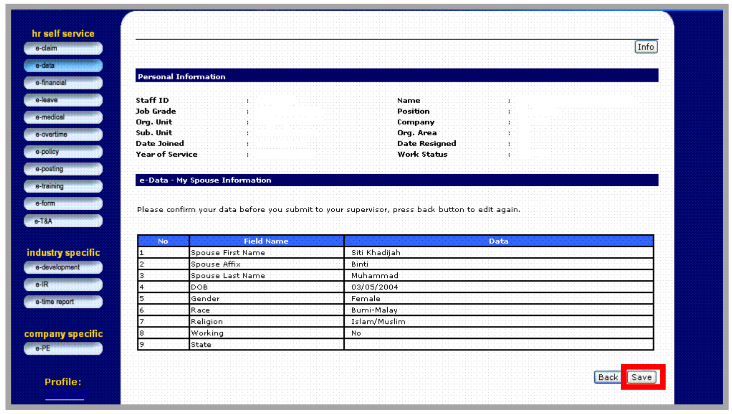


Figure 1.2d: My Spouse Information Preview Page

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan klik pada butang Save seperti yang tertera untuk disahkan.

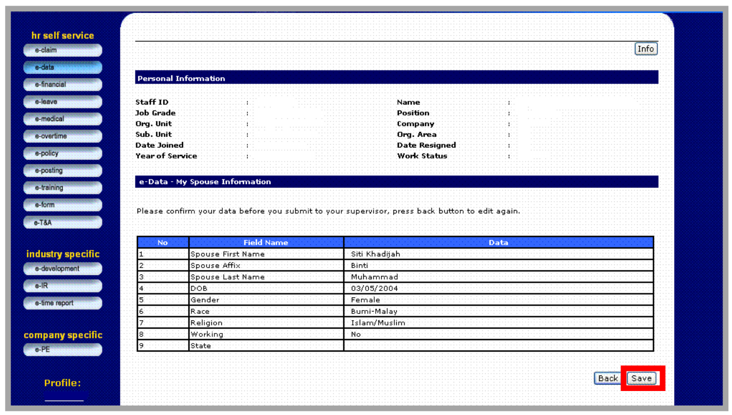


Figure 1.2d: My Spouse Information Preview Page

1.3 My Children Information

My Children Information is for user to change/update the children information.

To go to the My Children Information folder, user needs to click the **Go** button as displayed.

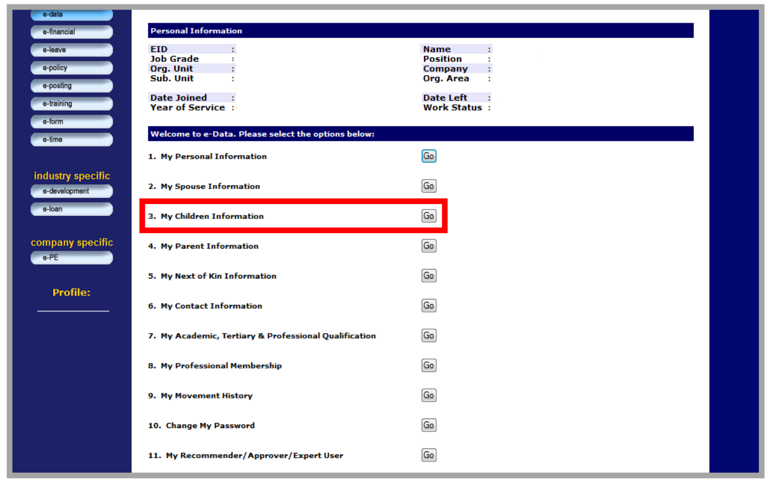


Figure 1.3a: Self Service Main Page

1.3 My Children Information

My Children Information digunakan untuk mengemaskinikan data anak pegawai.

*Untuk mengakses folder My Children Information, pengguna harus klik pada butang **Go** seperti tertera.*

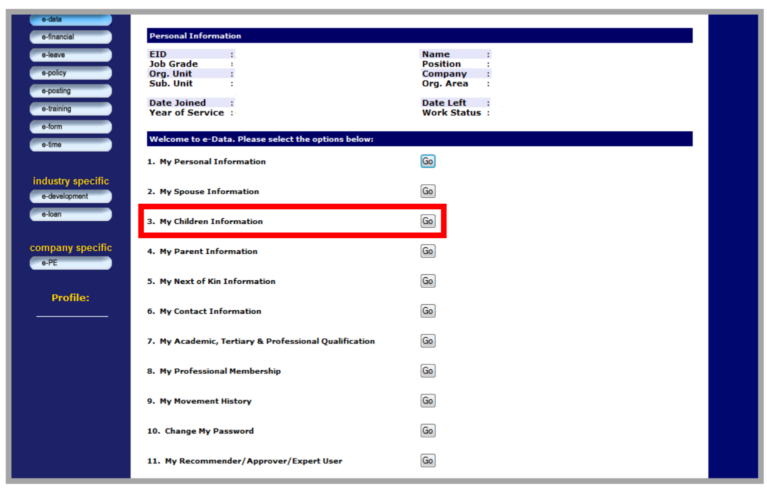


Figure 1.3a: Self Service Main Page

Once done, the screen as displayed will appear. To add or edit a child, user can click the appropriate button or link. To see the details of the data, click on **view details** link under Update column. **Add** button to add more information.

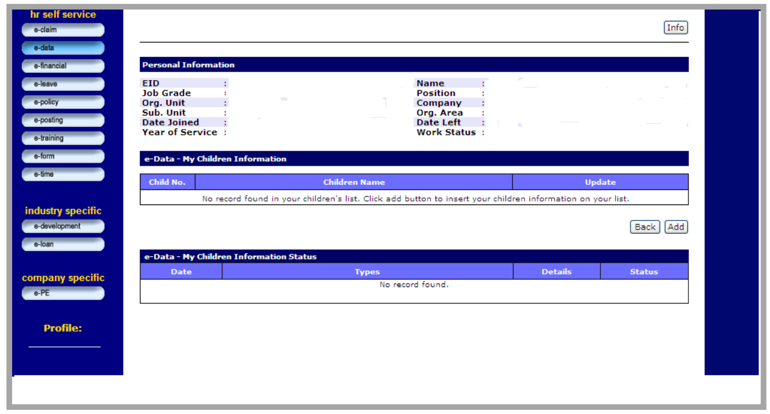


Figure 1.3b: My Children Information Page

*Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah info mengenai pasangan, pengguna boleh klik pada butang atau link yang bersesuaian. Untuk maklumat lebih lanjut, tekan pada halaman **view details** di bawah ruangan Update. Butang **Add** adalah untuk menambah maklumat.*

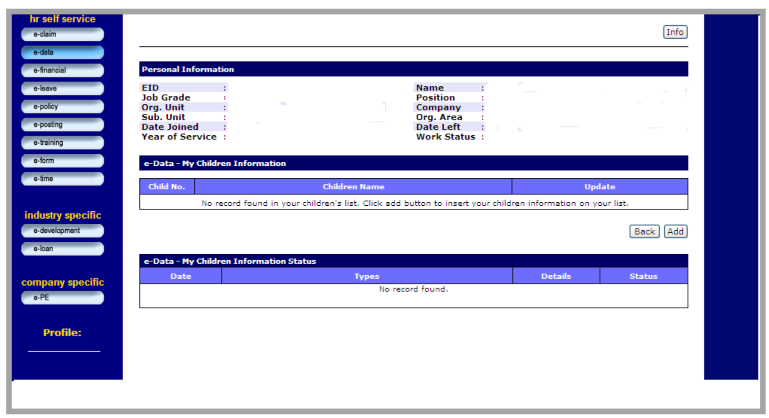


Figure 1.3b: My Children Information Page

1.4 My Parent Information

My Parent Information is for user to change/update the parent of the staff information.

To go to the My Parent Information folder, user needs to click the **Go** button as displayed.

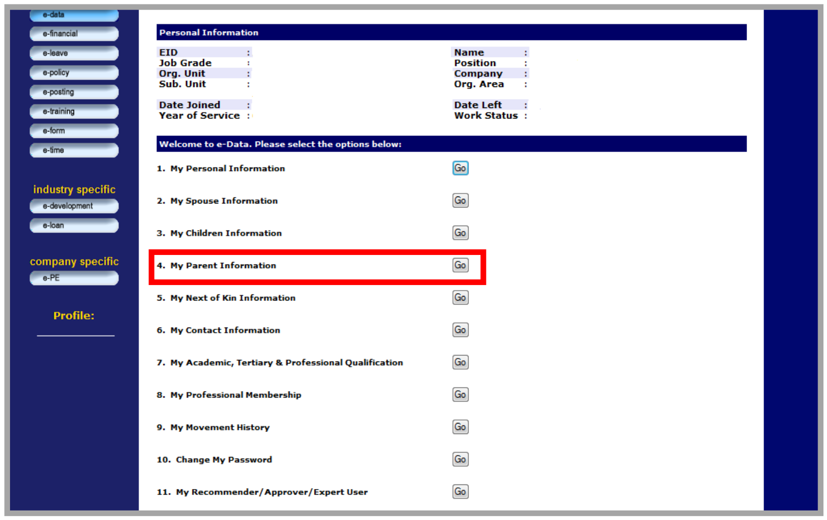


Figure 1.4a: Self Service Main Page

1.4 My Parent Information

My Parent Information digunakan untuk mengemaskini data ibubapa pegawai sahaja.

*Untuk mengakses folder My Parent Information, pengguna harus menekan pada butang **Go** seperti yang dipaparkan.*

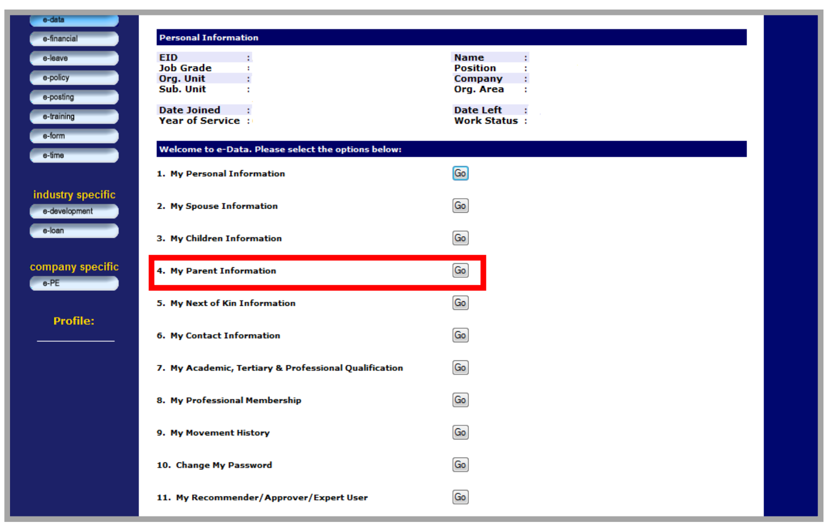


Figure 1.4a: Self Service Main Page

Once done, the screen as displayed will appear. To add or edit a parent, user can click the appropriate button or link. **Add** button is to add information of the parent.

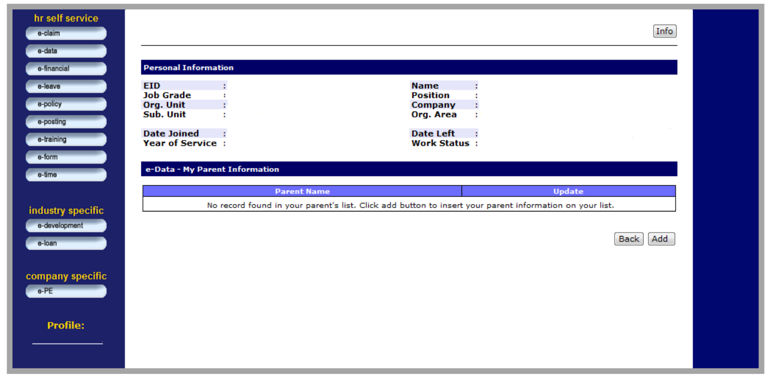


Figure 1.4b: My Parent Information Add/Update Page

*Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai ibubapa, pengguna boleh menekan pada butang atau link yang bersesuaian. Butang **Add** adalah untuk menambah maklumat ibubapa.*

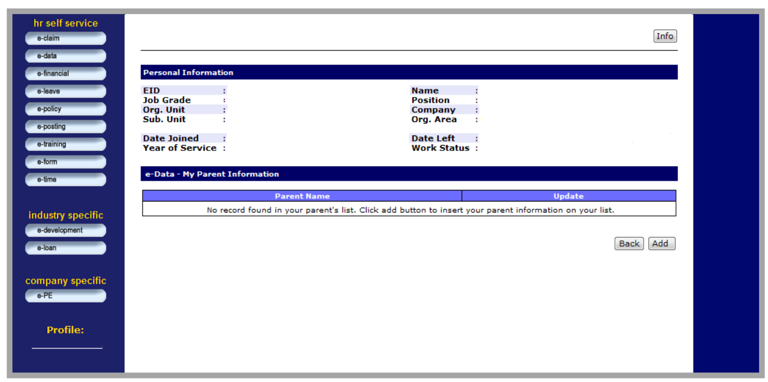


Figure 1.4b: My Parent Information Add/Update Page

Once done, user can now update/insert the data and once done click the **Preview** button located at the bottom to confirm the updated data.
Once in the Preview page, user able to click on **Send** for approval.

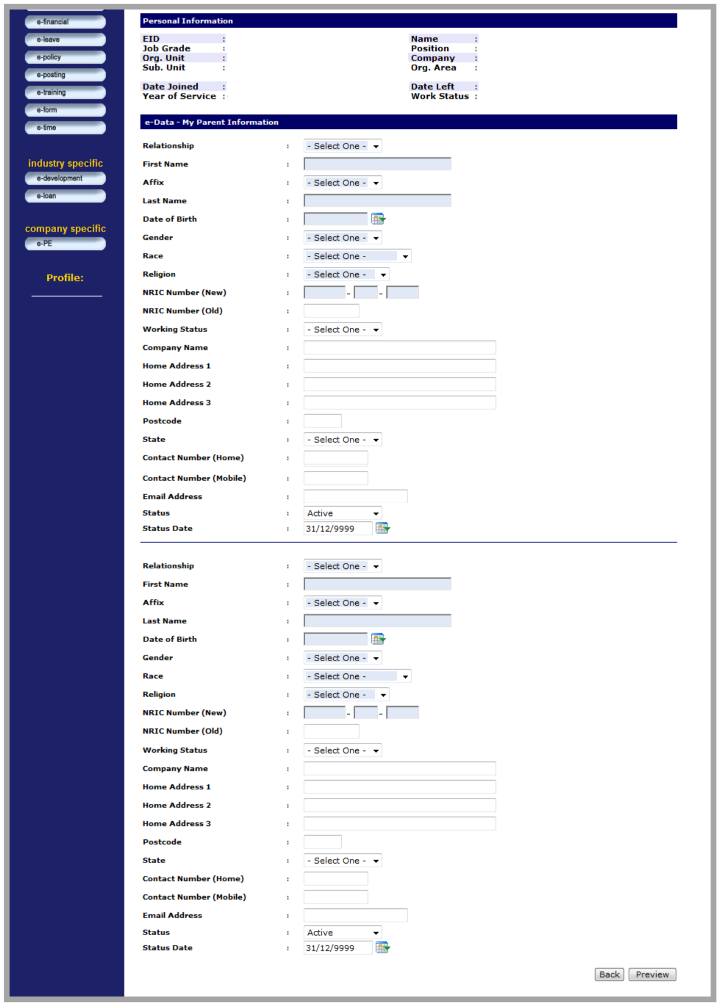


Figure 1.4c: My Parent Information Edit Page

Setelah selesai, pengguna boleh mengemaskini/ menambah data dan kemudian tekan pada butang ***Preview*** *yang terletak di bahagian bawah skrin untuk tujuan pengesahan.*
Setelah berada di skrin Preview, terdapat butang ***Send*** *untuk di hanta rpengesahan.*

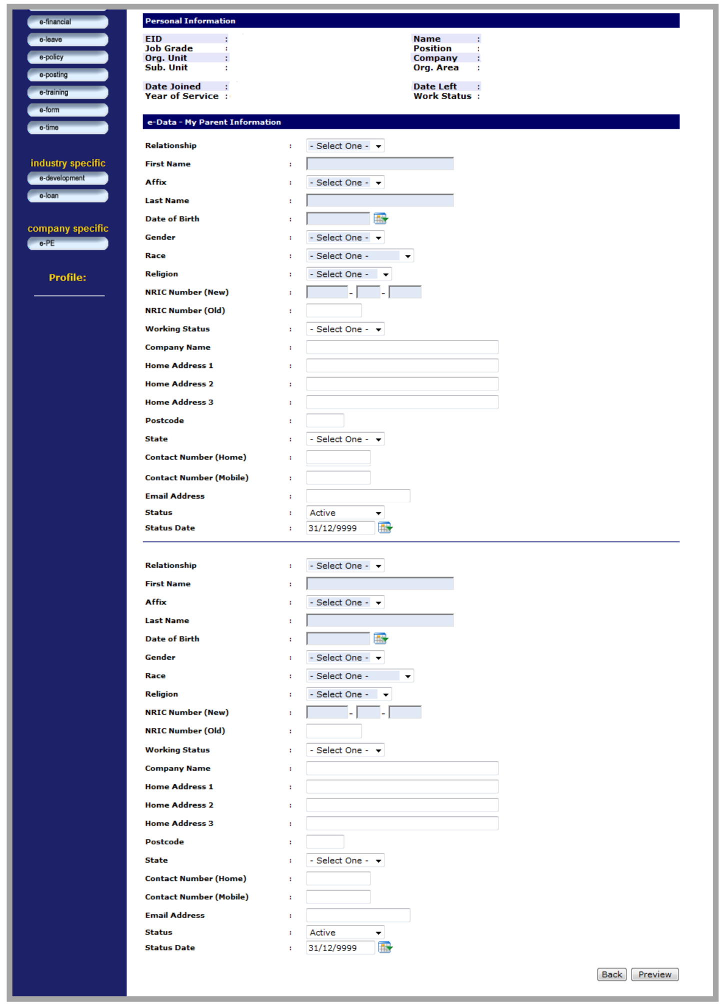


Figure 1.4c: My Parent Information Edit Page

1.5 My Next of Kin Information

My Next of Kin is for user to change/update the next of kin information.

To go to the My Next of Kin Information folder, user needs to click the **Go** button as displayed.

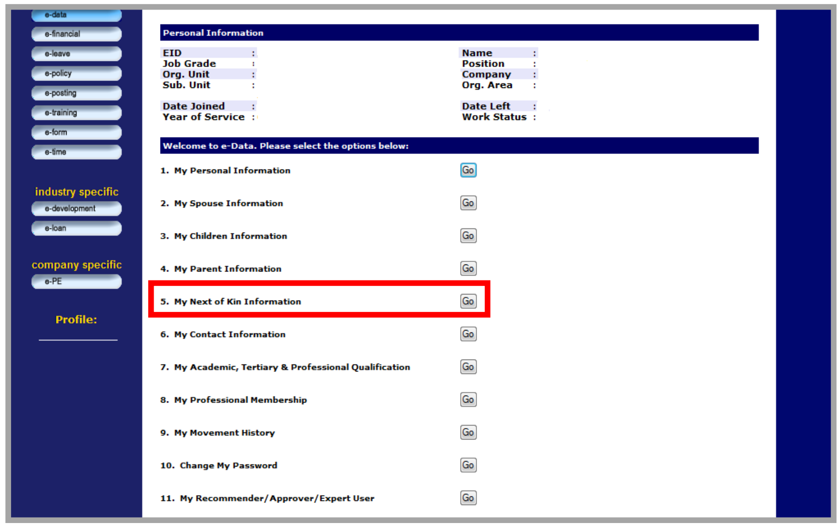


Figure 1.5a: Self Service Main Page

1.5 My Next of Kin Information

My Next of Kin digunakan untuk mengemaskini data ahli keluarga terdekat pegawai.

Untuk mengakses folder My Next of Kin Information, pengguna harus menekan butang Go seperti yang dipaparkan.

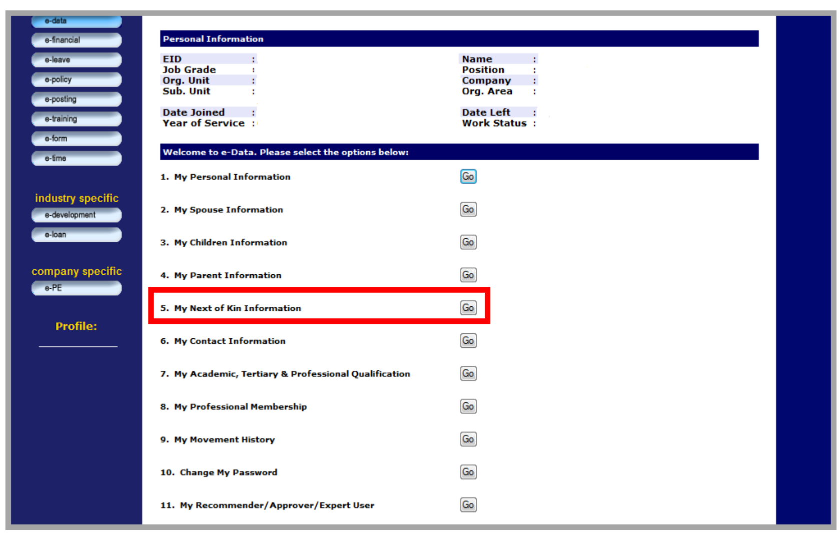


Figure 1.5a: Self Service Main Page

Once done, the screen as displayed will appear. To add or edit a kin, user can click the appropriate button or link. Click on **view details** link to see details of the information. **Add** button is use to add more information.

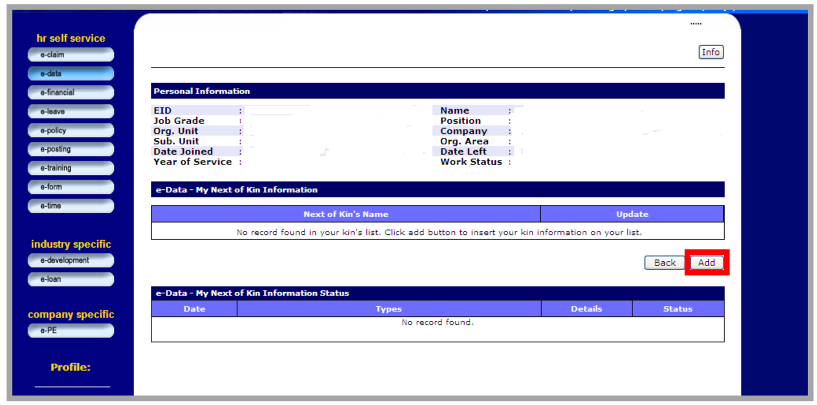


Figure 1.5b: My Next of Kin Page

*Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai ahli keluarga terdekat, pengguna boleh menekan pada butang atau link yang bersesuaian. Untuk melihat maklumat lebih lanjut, pengguna boleh menekan pada halaman **view details** di bawah ruangan Update.*
*Butang **Add** adalah untuk menambah maklumat.*

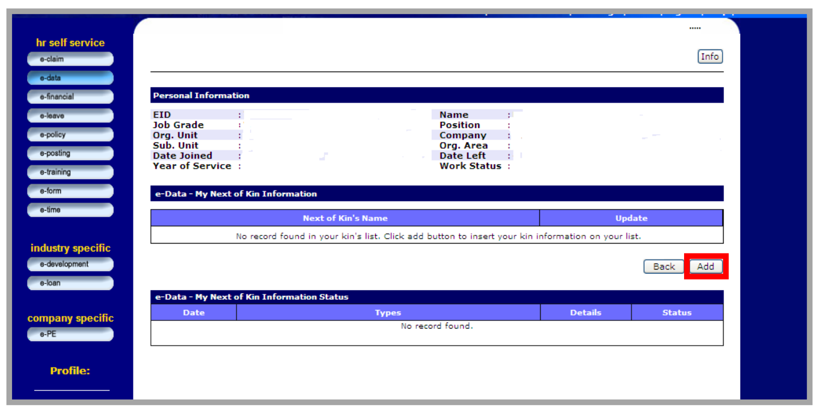


Figure 1.5b: My Next of Kin Page

Once done, user can now update the data and once done click the **Preview** button to confirm the updated data.

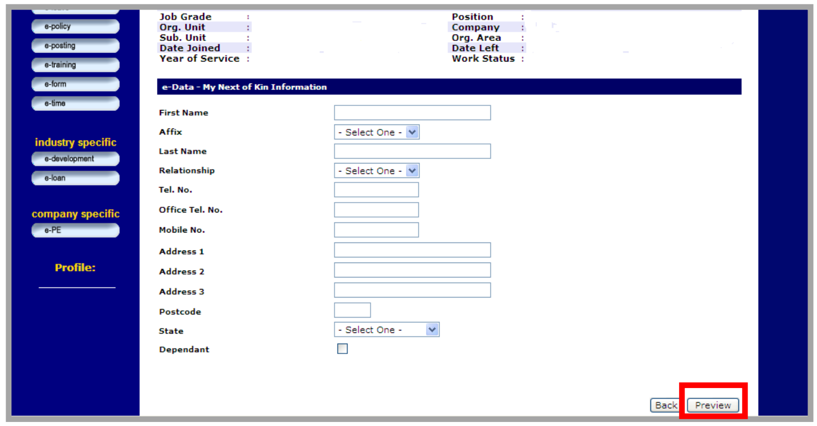


Figure 1.5c: My Next of Kin Edit Page

Setelah selesai, pengguna boleh mengemaskini data dan kemudian tekan pada butang Preview untuk tujuan pengesahan.

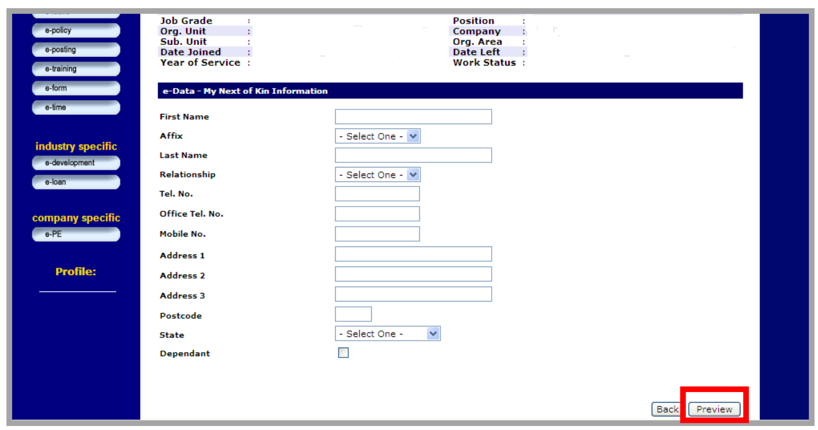


Figure 1.5c: My Next of Kin Edit Page

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

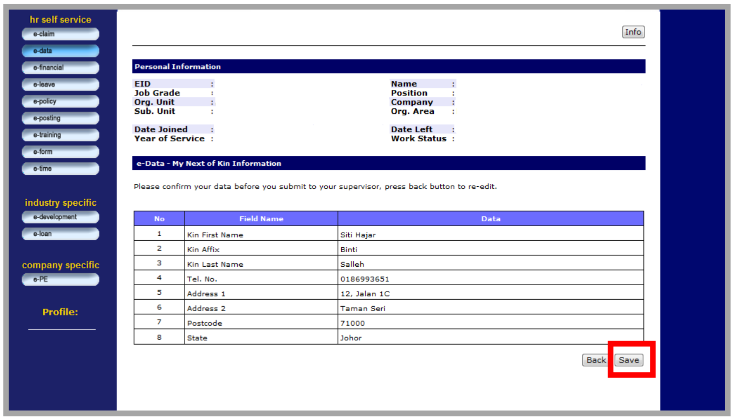


Figure 1.5d: My Next of Kin Preview Page

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang Save seperti yang tertera untuk disahkan.

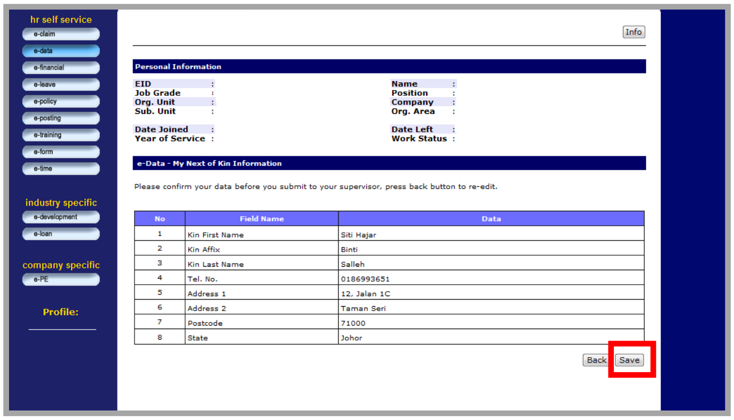


Figure 1.5d: My Next of Kin Preview Page

1.6 My Contact Information

My Contact Information is for user to change/update his/her address and contact information.

To go to the My Contact Information folder, user needs to click the **Go** button as displayed.

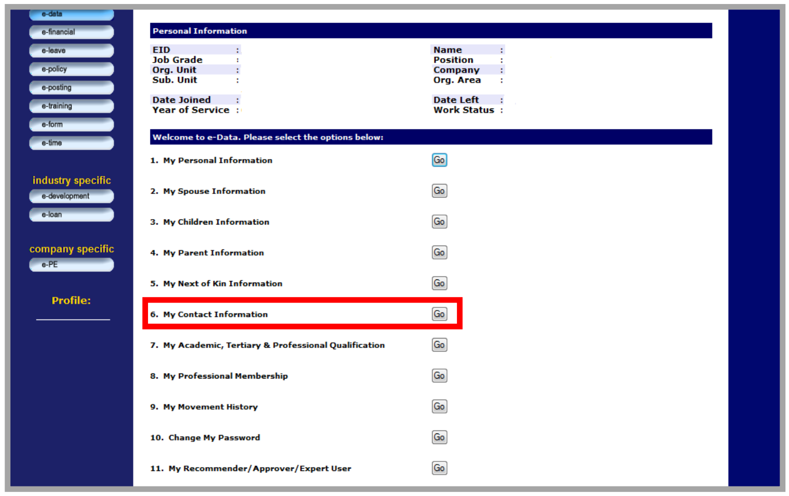


Figure 1.6a: Self Service Main Page

1.6 My Contact Information

My Contact Information digunakan untuk mengemaskini alamat pegawai dan maklumat untuk dihubungi.

Untuk mengakses folder My Contact Information, pengguna harus menekan butang Go seperti yang dipaparkan.

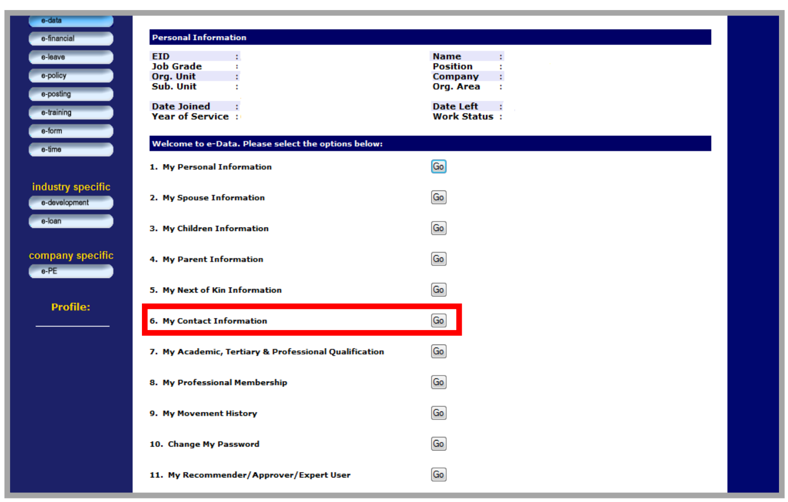


Figure 1.6a: Self Service Main Page

Once done, the screen as displayed will appear. User can now update the contact information and once done click the **Preview** button.

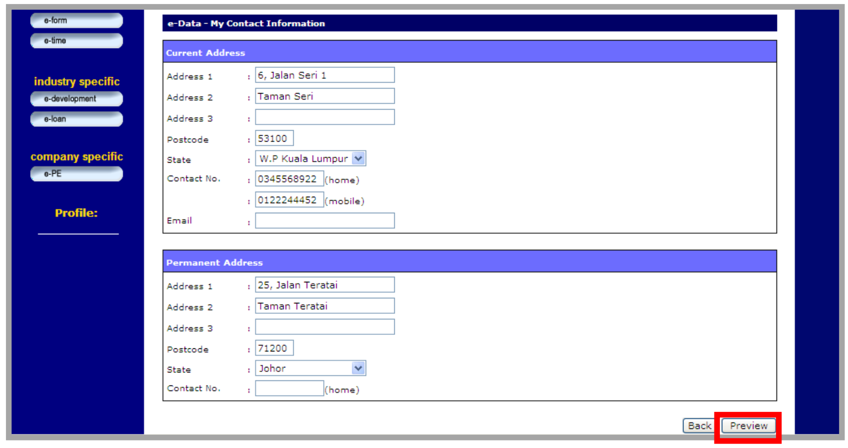


Figure 1.6b: My Contact Information Page

Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh mengemaskini data dan kemudian tekan butang Preview untuk tujuan pengesahan.

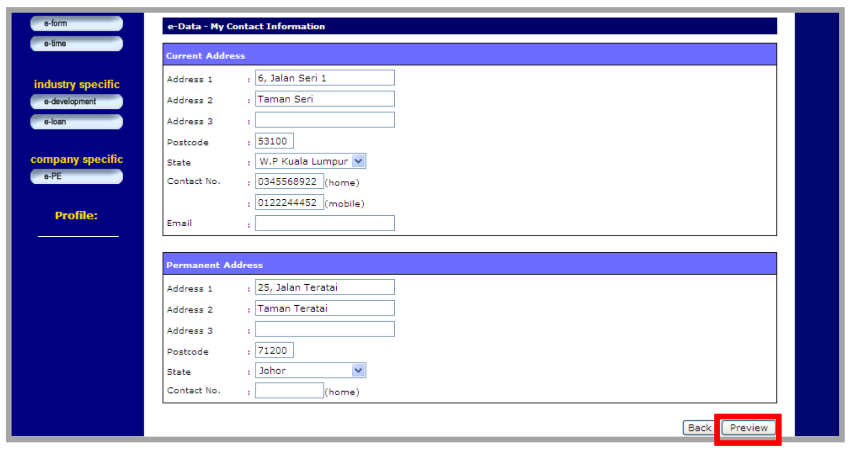


Figure 1.6b: My Contact Information Page

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

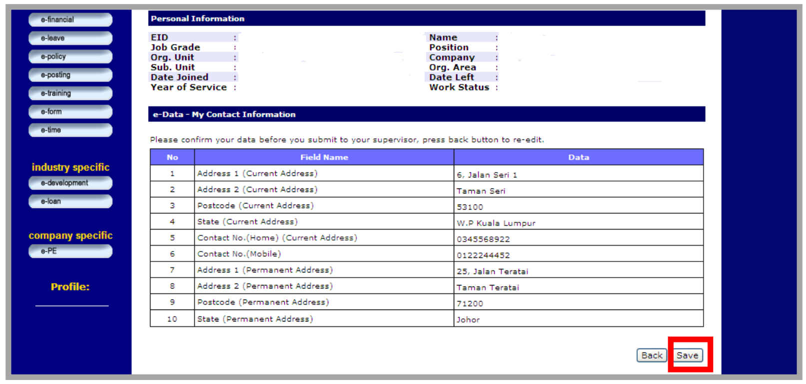


Figure 1.6c: My Contact Information Preview Page

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang Save seperti yang tertera untuk disahkan.

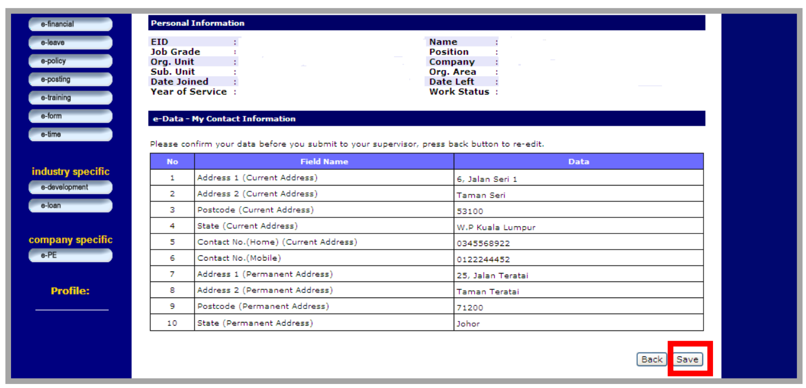


Figure 1.6c: My Contact Information Preview Page

1.7 My Academic, Tertiary & Professional Qualification

My Tertiary & Professional Information is for user to update his/her qualification information.

To go to the My Tertiary & Professional Information folder, user needs to click the **Go** button as displayed.

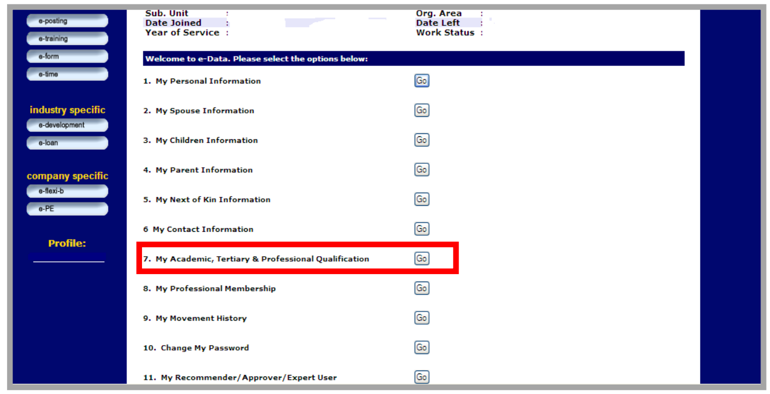


Figure 1.7a: Self Service Main Page

1.7 My Academic, Tertiary & Professional Qualification

My Tertiary & Professional Information digunakan untukmengemaskini maklumat kelayakan akademik pegawai.

Untuk mengakses folder My Tertiary & Professional Information, pengguna harus menekan pada butang Go seperti yang dipaparkan.

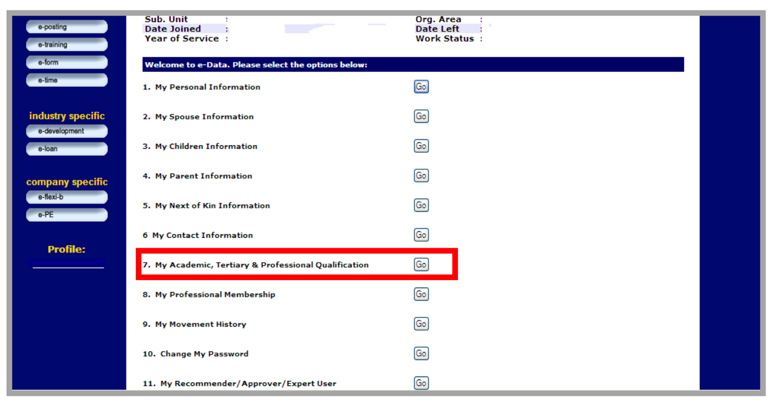


Figure 1.7a: Self Service Main Page

Once done, the screen as displayed will appear. User can now view by clicking the link or add the qualification by clicking the **Add** button.

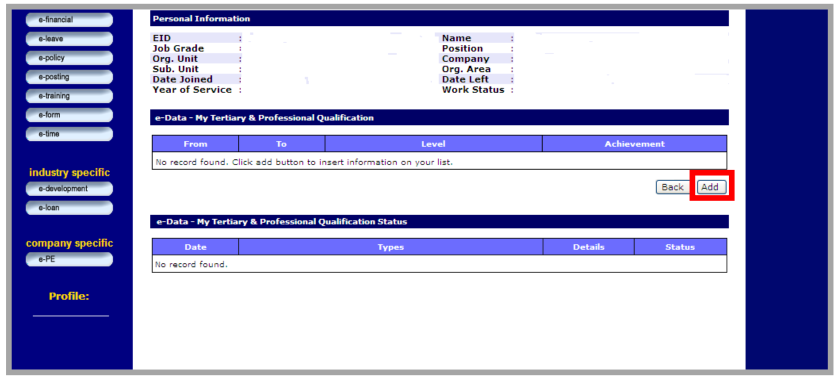


Figure 1.7b: My Academic, Tertiary & Professional Qualification Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai kelayakan akademi, pengguna boleh menekan pada butang atau link yang bersesuaian.

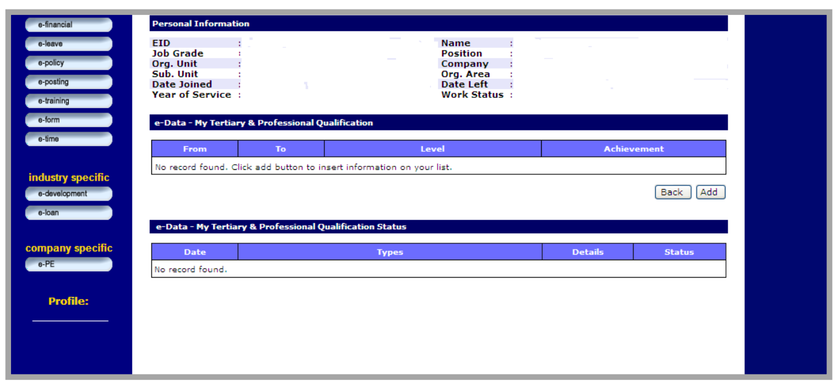


Figure 1.7b: My Academic, Tertiary & Professional Qualification Page

Once done, the screen as displayed will appear. Update the information and click the **Preview** button.

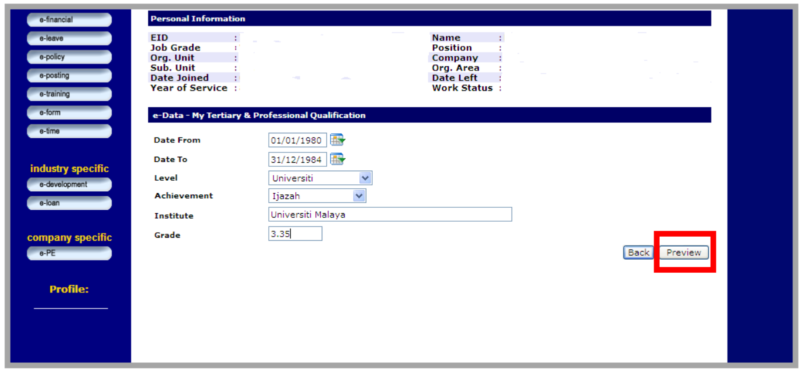


Figure 1.7c: Add My Academic, Tertiary & Professional Qualification Page

Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh mengemaskini data dan kemudian tekan pada butang Preview untuk tujuan pengesahan.

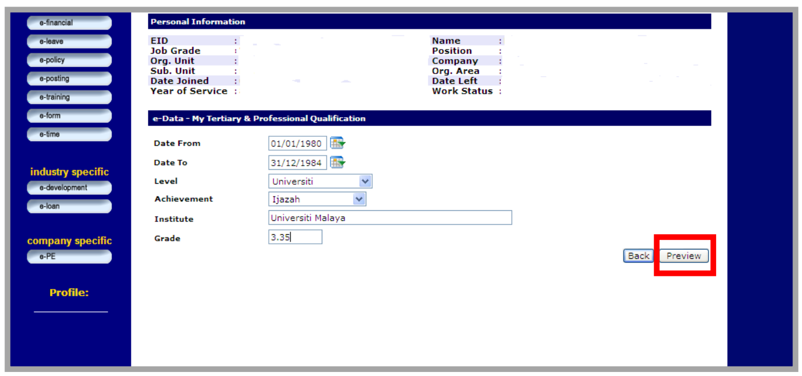


Figure 1.7c: Add My Academic, Tertiary & Professional Qualification Page

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

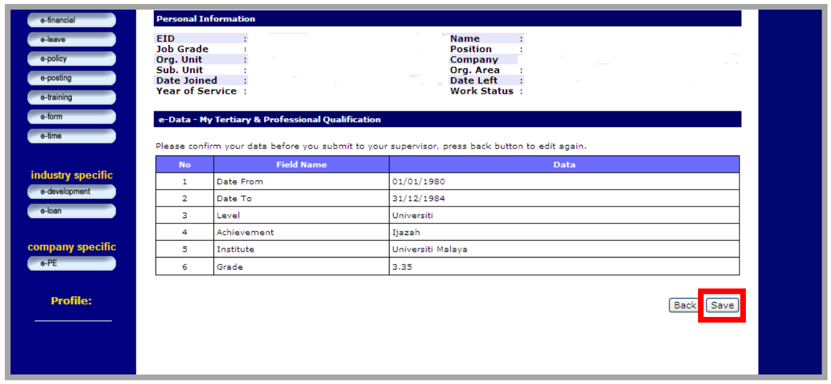


Figure 1.7d: My Academic, Tertiary & Professional Qualification Preview Page

Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang Save seperti yang tertera untuk disahkan.

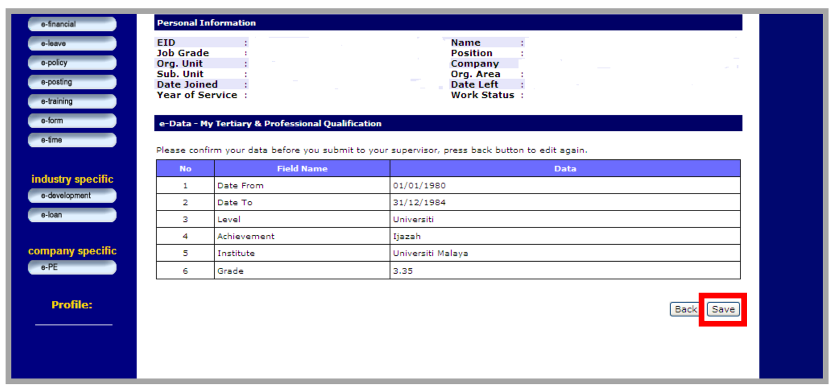


Figure 1.7d: My Academic, Tertiary & Professional Qualification Preview Page

1.8 My Professional Membership

My Professional Membership is for user to update his/her membership information.

To go to the My Professional Membership folder, user needs to click the **Go** button as displayed.

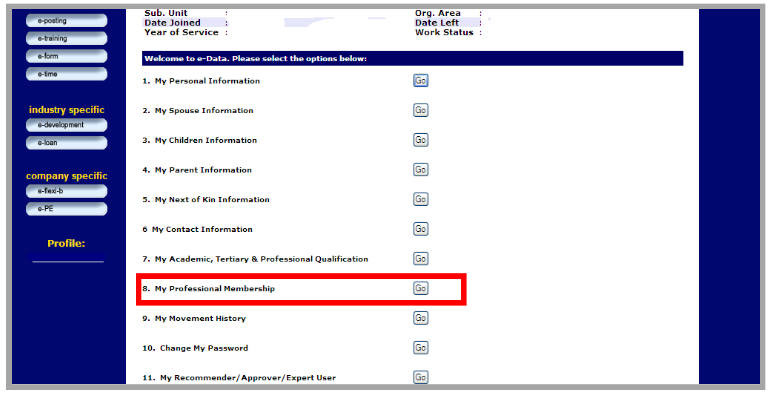


Figure 1.8a: Self Service Main Page

1.8 My Professional Membership

My Professional Membership digunakan untuk mengemas kini maklumat kelayakan professional pegawai.

*Untuk mengakses folder My Professional Membership, pengguna harus menekan pada butang **Go** seperti yang dipaparkan.*

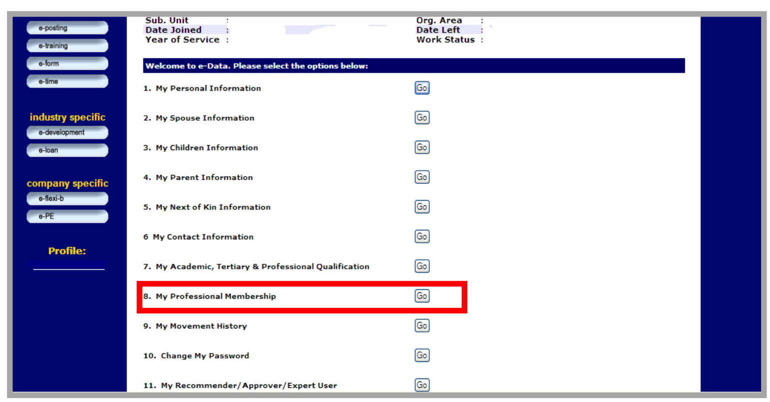


Figure 1.8a: Self Service Main Page

Once done, the screen as displayed will appear. User can now view by clicking the link or add the qualification by clicking the **Add** button.

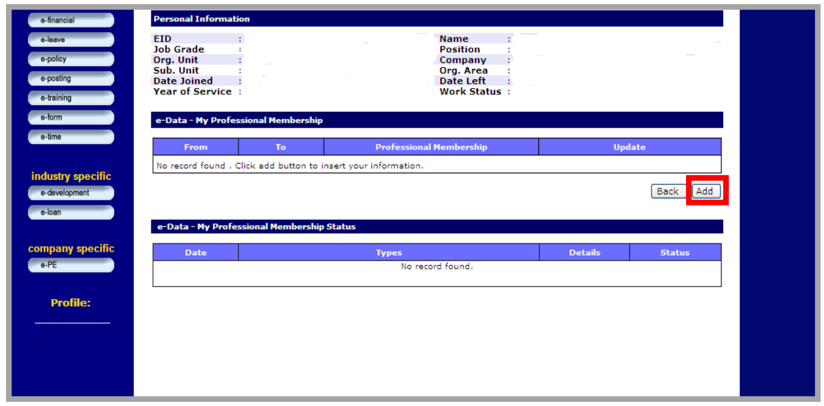


Figure 1.8b: My Professional Membership Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai kelayakan professional pengguna boleh menekan pada butang atau link yang bersesuaian.

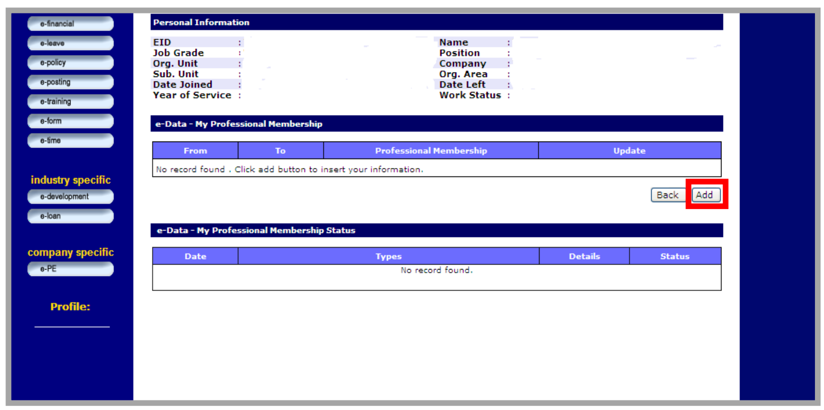


Figure 1.8b: My Professional Membership Page

Once done, the screen as displayed will appear. Update the information and click the **Preview** button.

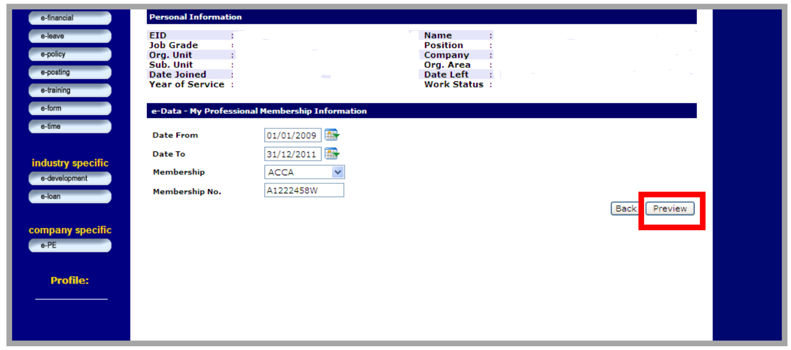


Figure 1.8c: Add My Professional Membership Page

Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh mengemaskini data dan kemudian tekan pada butang Preview untuk tujuan pengesahan.

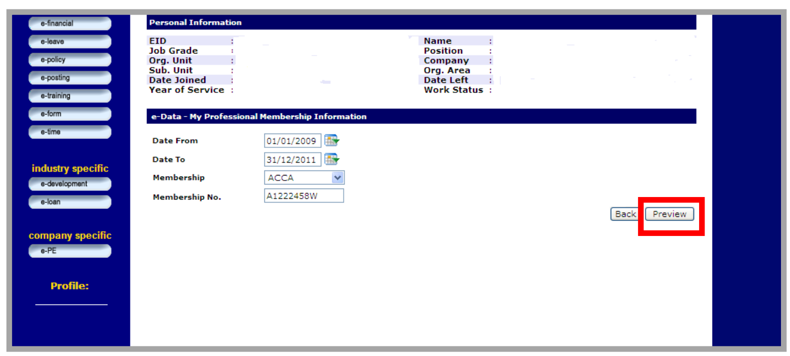


Figure 1.8c: Add My Professional Membership Page

Once done, the following screen will appear. Check the updated data and click the **Save** button as displayed to submit for approval.

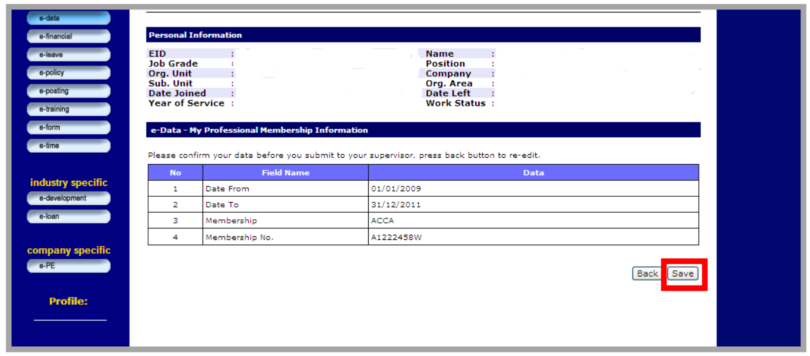


Figure 1.8d: My Professional Preview Page

*Setelah selesai, skrin berikut akan dipaparkan. Semak semula data yang telah dikemaskini dan tekan pada butang **Save** seperti yang tertera untuk disahkan.*

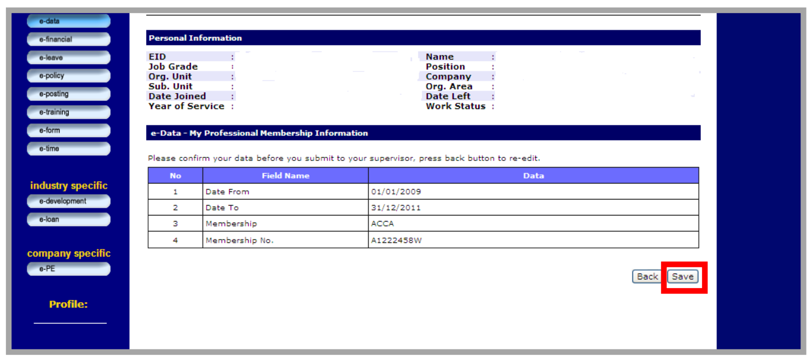


Figure 1.8d: My Professional Preview Page

1.9 My Movement History

My Movement History is for user to insert the historical data for any movement information.

To go to the My Movement History folder, user needs to click the **Go** button as displayed.

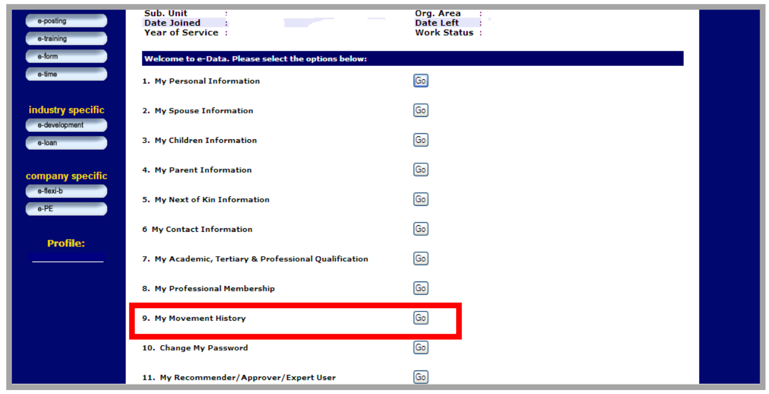


Figure 1.9a: Self Service Main Page

1.9 My Movement History

My Movement History digunakan untuk mengemaskini maklumat pergerakan jawatan pegawai.

Untuk mengakses folder My Movement History, pengguna harus menekan pada butang ***Go*** *seperti yang dipaparkan.*

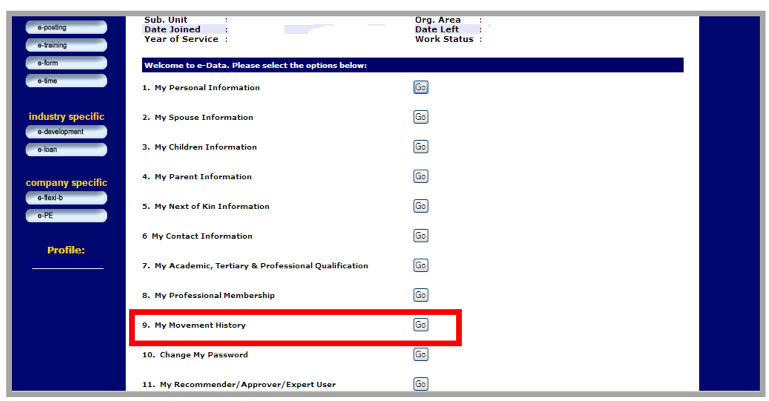


Figure 1.9a: Self Service Main Page

Once done, the screen as displayed will appear. User can now add the historical data for their movement by clicking on **Add** button.

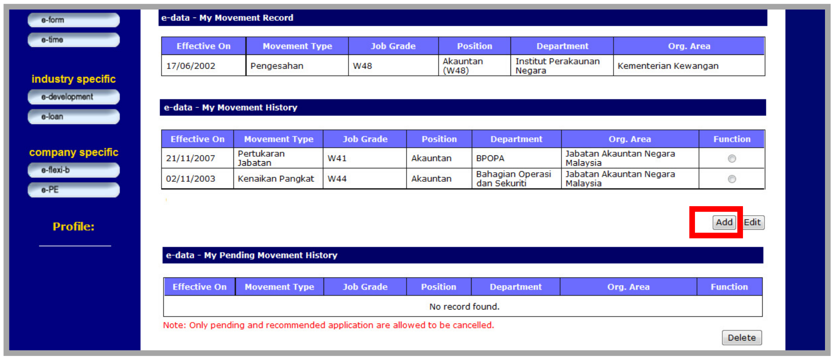


Figure 1.9b: My Movement History Page

*Setelah selesai, skrin berikut akan dipaparkan. Untuk menambah atau mengubah maklumat mengenai pergerakan pegawaian pengguna dengan menekan pada butang atau link yang bersesuaian. Butang **Add** adalah untuk menambah sejarah perkhidmatan.*

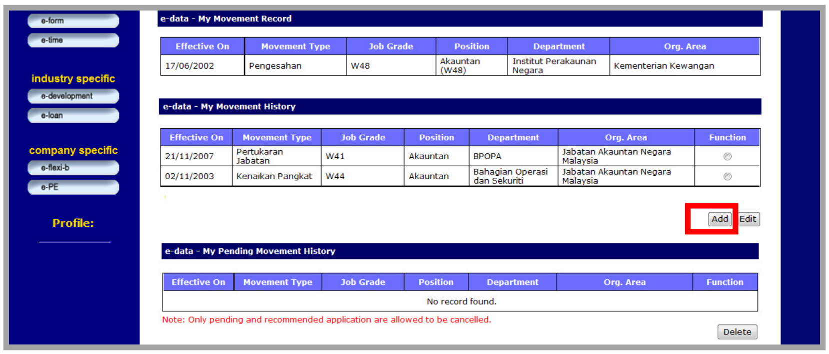


Figure 1.9b: My Movement History Page

If user click on Add button, before the next screen appear, they will ask to add how many rows to add. Once user decides to add 1 row, only 1 list will be appeared as shown. Keyed in the related information and then click on **Save**.

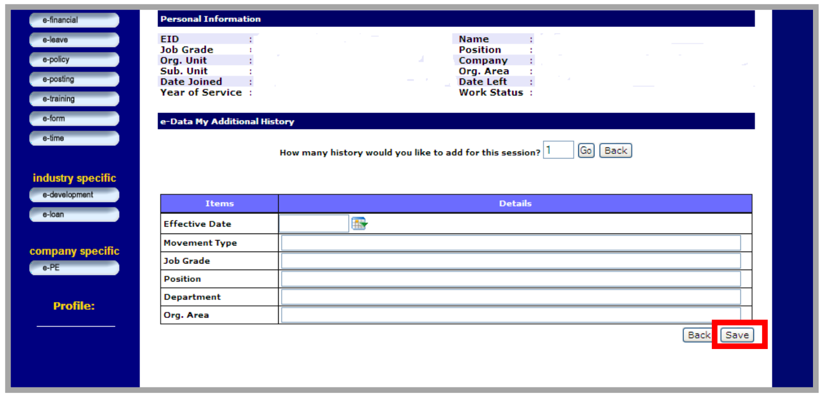


Figure 1.9c: My Movement History Add Page

*Sekiranya pengguna menekan pada butang Add, pengguna akan ditanya berapakah jumlah rekod yang ingin ditambah. Jika pengguna ingin menambah hanya 1 rekod, maka hanya 1 bahagian yang akan dipaparkan seperti di sebelah. Pengguna boleh memasukkan maklumat yang berkenaan dan kemudian tekan pada butang **Save**.*

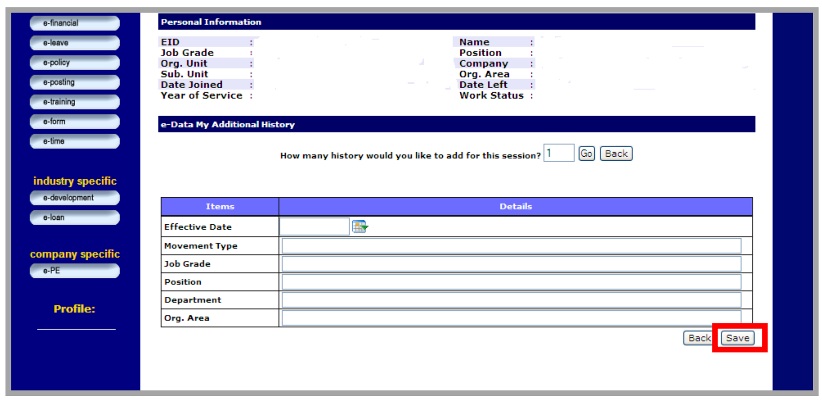


Figure 1.9c: My Movement History Add Page

User is able to edit the data which has been approved by Expert User by click on **Edit** button but first click on the **radio button** to select the record. The data that has been edited by user will appear in red color under My Pending Movement History screen. Once the amendment has been approved, the latest information will appear in My Movement History list.

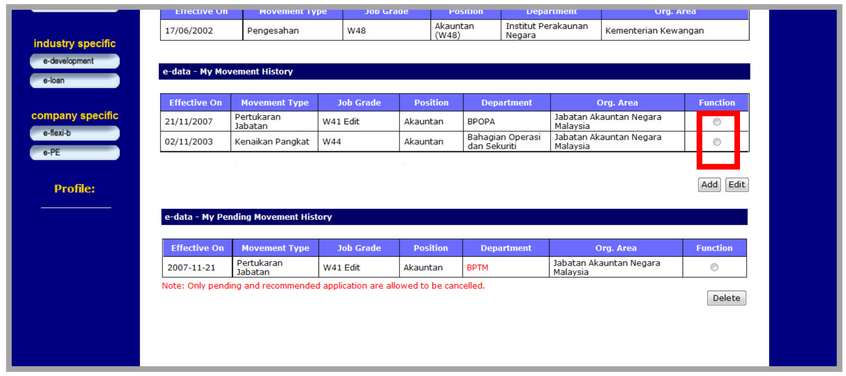


Figure 1.9d: My Movement History Edit Page

Sekiranya berlaku kesilapan, pengguna boleh edit kembali data yang telah disahkan oleh Expert User tetapi pengguna harus menekan pada ***radio button*** *untuk memilih rekod yang hendak dikemaskini dan kemudian tekan* ***Edit****.*

Data yang dikemaskini tadi akan dipaparkan dalam paparan Pending Items di sebelah bawah. Data yang dikemaskini tadi akan berwarna merah. Sehingga proses pengesahan oleh Expert User dilakukan, data yang dikemaskini tadi akan dipaparkan di dalam senarai My Movement History.

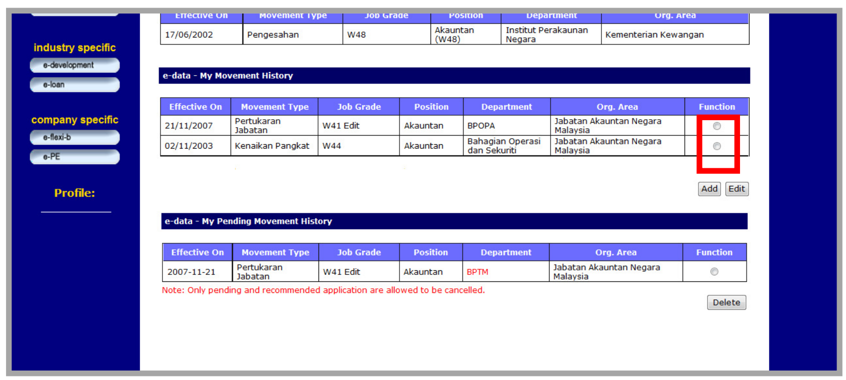


Figure 1.9d: My Movement History Edit Page

Once done click on **Save**, record will be send to the recommender and approver. The pending list can be seen at e-Data My Pending Movement History screen.
At this screen, user able to delete the created data by clicking on **Delete** button. If the data has been approved by Expert User, it cannot be deleted. If this happened, user needs to contact the Expert User to do the amendment either to delete or edit the data.

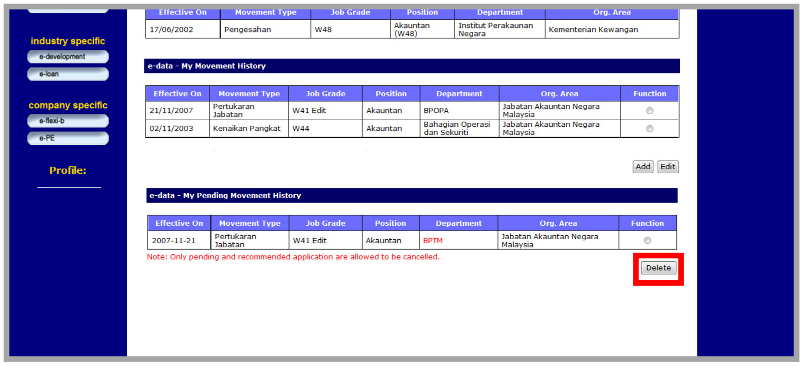


Figure 1.9e: My Movement History Pending List Page

Selesai menekan pada butang Save, rekod akan dihantar ke Recomender/Approver. Rekod yang masih belum diluluskan atau dicadangkan akan ditunjukkan pada skrin e-Data My Pending List Movement History di bahagian bawah sekali.

*Di ruangan ini, pengguna boleh menekan butang **Delete** untuk menghapus data yang telah dicipta. Sekiranya data tersebut telah disahkan oleh Expert User, data tersebut tidak boleh dipadamkan. Sila hubungi Expert User untuk memadamkan rekod yang salah atau kembali kepada fungsi Edit untuk menukar data yang salah seperti di maklumat Edit Movement history di atas.*

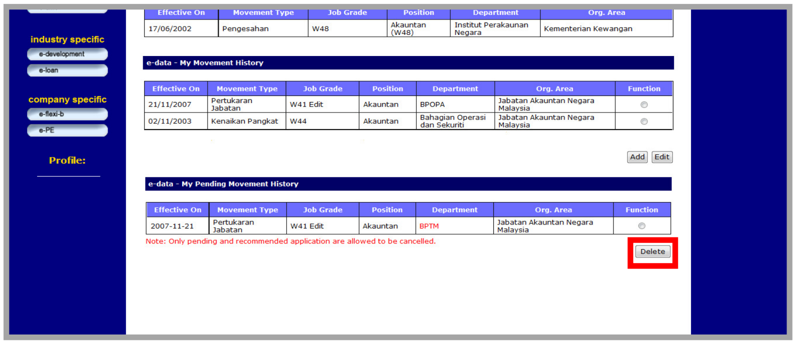


Figure 1.9e: My Movement History Pending List Page

1.10 Change My Password

Change My Password is for user to periodically change his/her password of the eP2P Application. User is advised to change the password regularly in order to protect unauthorized accesses of his/her information by other people.

To go to the Change My Password, user needs to click the **Go** button as displayed on the right.

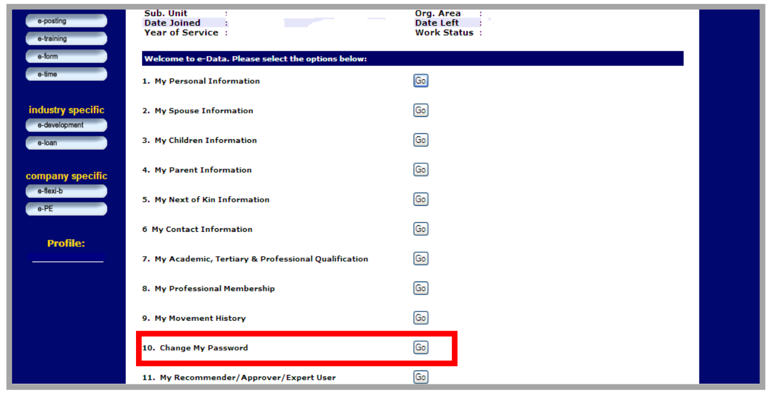


Figure 1.10a: Self Service Main Page

1.10 Change My Password

Change My Password digunakan untuk mengubah kata laluan pegawai di dalam aplikasi eP2P. Pengguna disarankan untuk menukar kata laluan secara teratur untuk melindungi maklumat pegawai daripada di akses oleh orang lain.

Untuk mengakses folder Change My Password, pengguna harus menekan pada butang Go seperti yang dipaparkan.

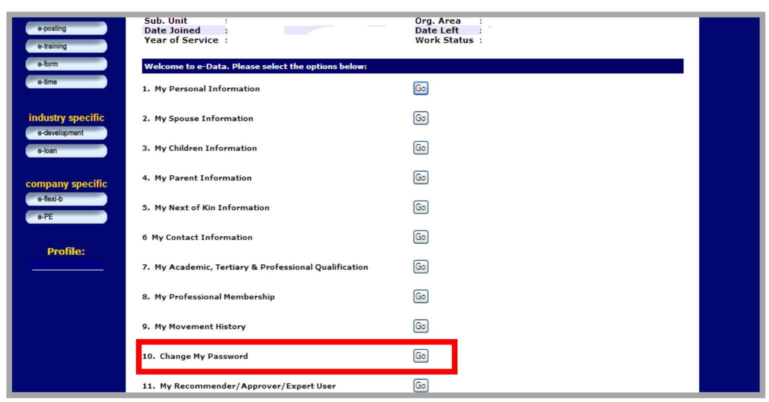


Figure 1.10a: Self Service Main Page

Once done, the screen as displayed will appear. In order to change the password, user needs to first enter his/her current password, then the new password and repeat the new password for confirmation. Once done, user needs to click the **Submit** button as displayed.

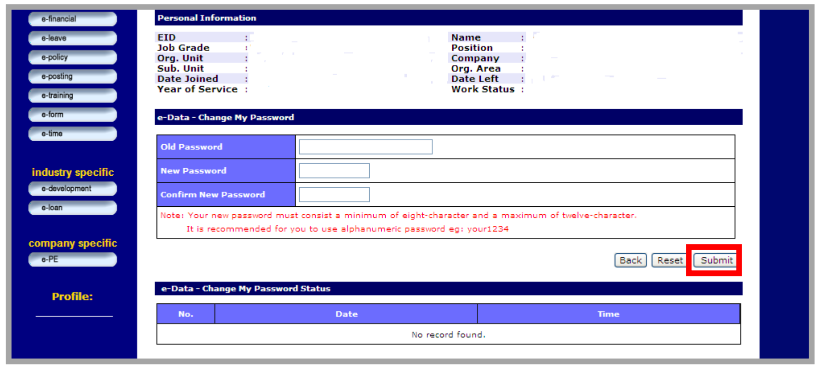


Figure 1.10b: Change My Password Page

Setelah selesai, skrin berikut akan dipaparkan. Untuk mengubah kata laluan, pengguna perlu mengisi kata laluan semasa, kemudian memasukkan kata laluan yang baru dan ulang kata laluan yang baru untuk pengesahan. Setelah selesai, pengguna perlu menekan pada butang Submit seperti yang dipaparkan.

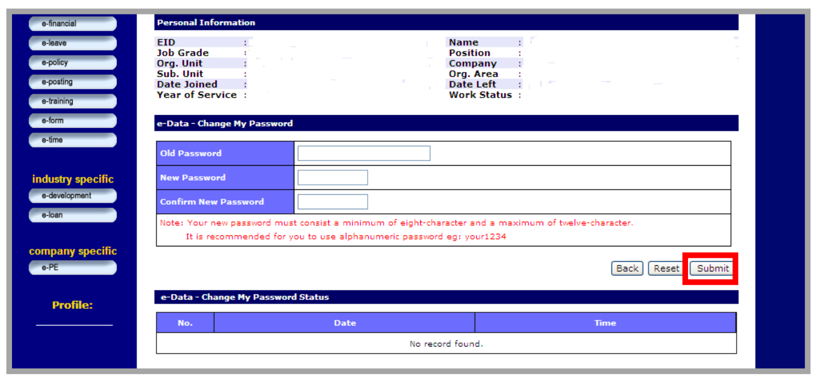


Figure 1.10b: Change My Password Page

1.11 My Recommender/Approver/Expert User

My Recommender / Approver / Expert User is for user to view the person where his/her online applications and submissions have been routed to for decision.

To go to the My Recommender / Approver / Expert User, user needs to click the **Go** button as displayed.

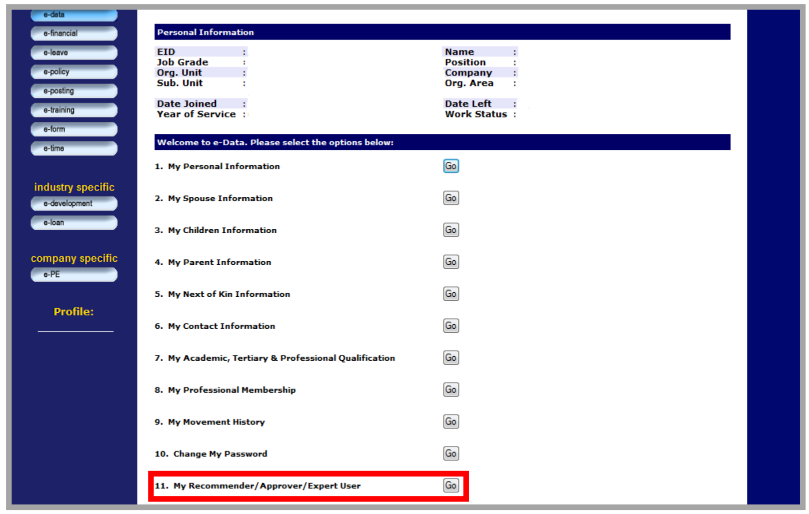


Figure 1.11a: Self Service Main Page

1.11 My Recommender/Approver/Expert User

My Recommender/Approver/Expert User digunakan untuk melihat individu yang akan membuat keputusan apabila pegawai memohon dan menghantar aplikasi secara dalam talian.

Untuk mengakses folder My Recommender / Approver / Expert User, pengguna harus menekan butang Go seperti yang dipaparkan.

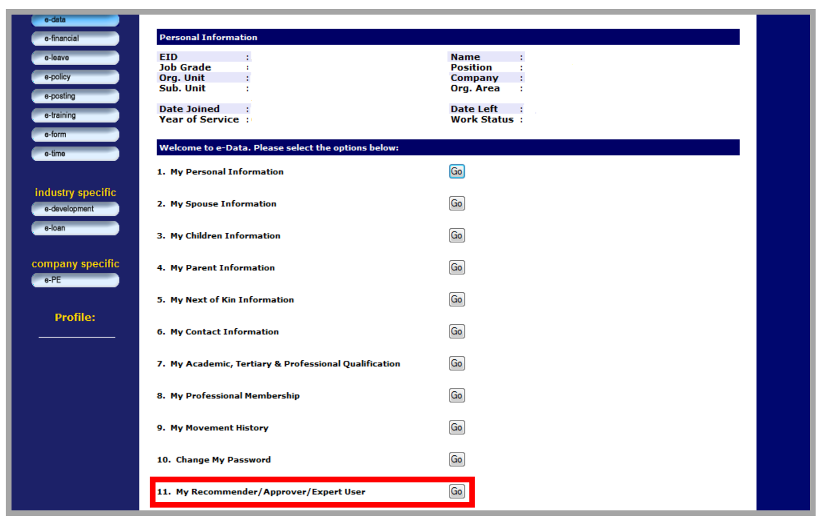


Figure 1.11a: Self Service Main Page

Once done, the screen as displayed will appear. User can now view the person in-charged of making decision on his/her online applications and submissions based on each Self Service module.

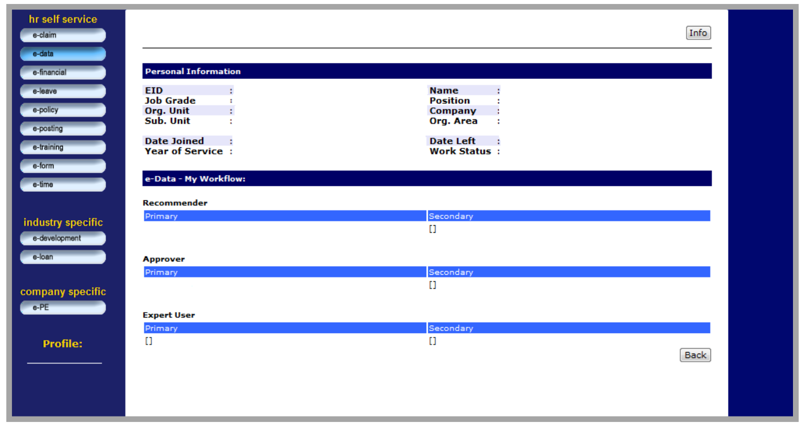


Figure 1.11b: My Recommender/ Approval/Expert User Page

Setelah selesai, skrin berikut akan dipaparkan. Pengguna boleh melihat pegawai yang bertangggungjawab dalam meluluskan sebarang perubahan di dalam setiap modul Self-Service yang dibuat secara aplikasi dalam talian.

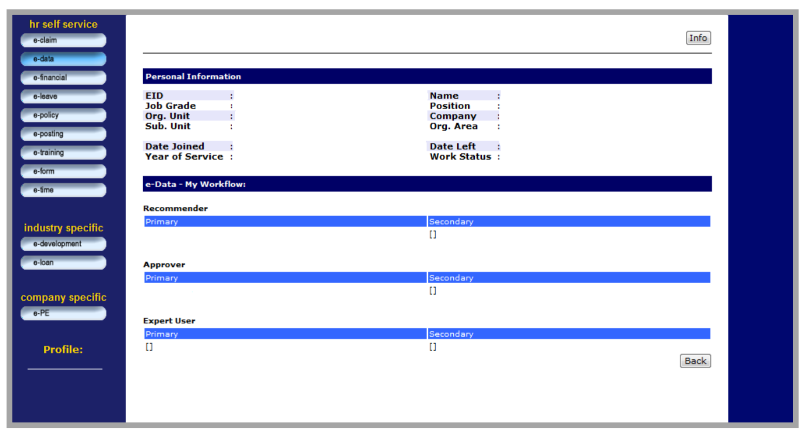


Figure 1.11b: My Recommender/ Approval/Expert User Page