

Sistem Maklumat Warga (SISWA v2.0)

User Manual

Version 1.0

Prepared by



Venzon Solution Services (Venzon)
<http://www.venzon-solution.com/>



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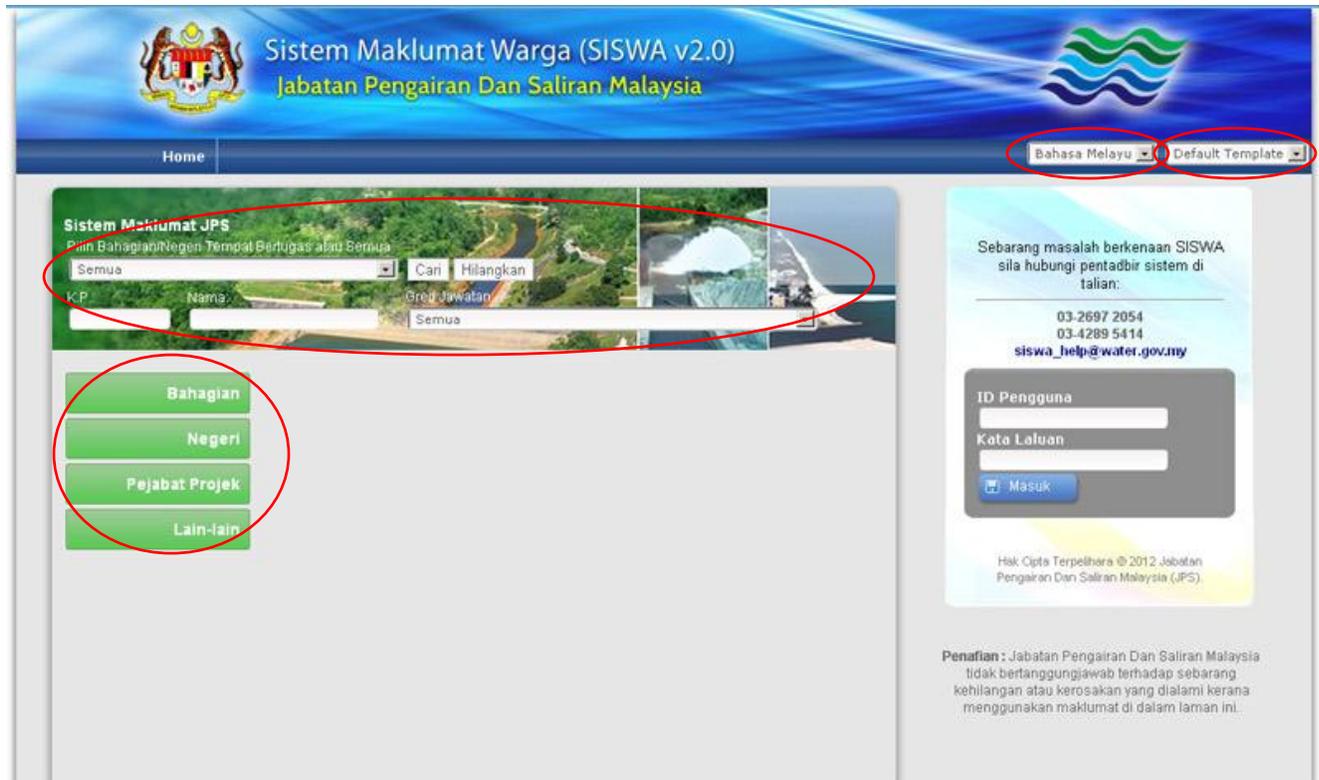
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Sistem Maklumat Warga (SISWA v2.0)

URL: <http://siswa.water.gov.my>

The screenshot shows the homepage of the Sistem Maklumat Warga (SISWA v2.0) website. The header features the Malaysian coat of arms, the system title, and the logo of the Department of Water and Sewerage Services (Jabatan Pengairan Dan Saliran Malaysia). A navigation bar includes a 'Home' link and language/template dropdowns. The main content area is divided into a search section and a sidebar. The search section, titled 'Sistem Maklumat JPS', includes a dropdown menu for 'Pilih Bahagian/Negeri/Tempat Bertugas atau Semua' (currently set to 'Semua'), search buttons ('Cari', 'Hilangkan'), and input fields for 'K.P.', 'Nama', and 'Biru/Jawatan' (currently set to 'Semua'). The sidebar contains four green buttons: 'Bahagian', 'Negeri', 'Pejabat Projek', and 'Lain-lain'. On the right, a contact information box provides phone numbers (03-2697 2054, 03-4289 5414) and an email address (siswa_help@water.gov.my). Below this is a login form with fields for 'ID Pengguna' and 'Kata Laluan', and a 'Masuk' button. A copyright notice at the bottom right reads 'Hak Cipta Terpelihara © 2012 Jabatan Pengairan Dan Saliran Malaysia (JPS)'. A disclaimer at the very bottom states: 'Penafian : Jabatan Pengairan Dan Saliran Malaysia tidak bertanggungjawab terhadap sebarang kehilangan atau kerosakan yang dialami kerana menggunakan maklumat di dalam laman ini.'

System Overall



SISWA v2.0 support dual language which is Bahasa Melayu and English. The default language is Bahasa Melayu. User can change the language at any page within the system by clicking on the language drop down menu on the top right of the page.

SISWA v2.0 contains 3 design template which are “default”, “green” and “bubble”. The default template is “default”, User can change the design template at any page within the system by clicking on the template drop down menu on the top right of the page.

User can search through the JPS staff directory without logging in to the system. User can click on the any of the 4 sections on the main page to show the entire placement listing within that section. User can also perform search by selecting a particular placement , IC Number, Name or grade. User can combine any search criteria and click Cari/Search to show all the individuals that meets all the entered criteria. User can perform a more detailed search by entering more search criteria.

Sistem Maklumat JPS
Pilih Bahagian/Negeri Tempat Bertugas atau Semua

Semua Cari Hilangkan

K.P.: Nama: tey hwee fuan Gred Jawatan: Semua



Nama	Butiran Profesional
 Tey Hwee Fuan , En raymond.tey@gmail.com 03-26972198 03-26972600	- B11 AHLI FOTOGRAFI - JPS Perlis

The individual list that is from the selected placement or met the search criteria will be displayed after user click on Cari/Search button. User can click on the email address to send email by bring up the default mail client. User can click on the name to see the profile page.

Maklumat Diri



Nama: Tey Hwee Fuan

Kelayakan Profesional:

Gelaran Jawatan:

Jawatan:

Bhg./Negeri: JPS Perlis

Ketua Perkhidmatan: Tiada Maklumat

Emel Utama: raymond.tey@gmail.com

Nombor Telefon: 03-26972198

Nombor Fax: 03-26972600

All the list can be exported to excel. Click on Hilangkan/Cancel to bring the user back to the main page.



User can login into SISWA by entering username and password on the section.

User's profile will be displayed after successful login. User can exit the system by clicking Keluar on the top banner. The system will time out after the user left the system idle for 10 minutes.

The available menu for the user are
Home
Permohonan > Pertukaran Pejabat
Permohonan > Perlanjutan Pelajaran
Akaun Saya



Profiles

Maklumat Diri



No file chosen

Gelaran*:

Nama*:

ID Pengguna:

User Role:

Daerah:

Emel Utama:

Emel:

Kata Laluan:

Ulang Kata Laluan:

Kata laluan tidak perlu di isi jika tiada perubahan.

All the fields that are editable by the user are pending approval by the administrator except for User ID, User Role. User can change the password by entering both the password and the password repeat field. The password must be at least 12 characters long and must contain alphanumerical characters. User can leave both the password fields blank if they do not wish to change the password. User can click on the Download CV button to download their CV. User can change their profile photo by clicking on the Choose File button to select the new photo and then click on the Simpan Gambar button to upload the photo. The photo must be in jpeg format and must have the size 2MB or less.

Butiran Profesional / Professional Details

Butiran Profesional Peribadi Akademik Perkhidmatan & Pekerjaan Pengalaman & Minat Penilaian Diri

Bidang:
 Kekananan:
 Fail Peribadi:
 Penempatan:

Seksyen/Unit:
 Daerah:
 Daerah:

Catatan:
 Waran Penempatan:

Skim Perkhidmatan:
 Catatan Jawatan:
 Gelaran Jawatan:

Gred:
 Mantan:
 Taraf Jawatan:

Ketua Perkhidmatan:

Tarikh Jawatan Sekarang:
 Tarikh Perlantikan Pertama:
 Tarikh Naik Pangkat:
 Umur Persaraan Tarikh Bersara Wajib:

Required Retirement Date

Clear

<Prev Today Next>

June 2012

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

This section allows user to enter professional details during his/her employment with JPS. The details that can be entered are placement, grade, employment dates, awards, professional qualifications and activities.

For date fields, user can click on the text box beside the icon to bring up the calendar dialog. User can change the month and year by clicking on the month or year drop down menu. User need to click on the date to select the date.

Awards **Awards Note** 

Professional Qualification **Professional** Yes **Member Number** 

Activity
City Country From To Local Activity Yes
Category Topic Venue Financing Note 

 Save

There are sections in the page that the user can enter multiple entries. User need to click on the  icon to add additional fields or click on the  icon to remove it.

Peribadi / Personal

Butiran Profesional **Peribadi** Akademik Perkhidmatan & Pekerjaan Pengalaman & Minat Penilaian Diri

No. K/P Baru
123123 -23 -2323

No K/P Lama
-

Tarikh Lahir
04-03-1978

Tempat Lahir
-

Jantina
Lelaki

Bangsa
-

Agama
Buddha

Jenis Darah
B+

Nombor Telefon
03-26972198

Telefon Bimbit
-

Fax Number
03-26972600

Lesen Memandu
A B C D E F G H I

Alamat 1:
A3-01 Blok A Pangsapuri Suria 2in Seksyen 2/1 Taman Kz

Alamat 2:
-

Bandar
-

Poskod
43000

Negeri
-

Negeri Asal
Selangor

Negeri Pilihan
-

Maklumat Keluarga

Taraf Perkahwinan
-

Anak

Nama	Tarikh Lahir	UPSR	PMR	SPM	STPM	Catatan Akademik Lain
-	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Maklumat Kecemasan

Nama
Humi B Page

Telefon
089-224093

Alamat
Blok 1 No 48C001 Lorong 32D Taman Puteri Indah, Sandi

Poskod
90000

Personal section allows the user to enter personal details such as date of birth, contact details, family and emergency details.

Akademi/ Academic

Butiran Profesional
Peribadi
Akademik
Perkhidmatan & Pekerjaan
Pengalaman & Minat
Penilaian Diri

Simpan

Pengajian Tinggi

Nama Institusi

Tarikh masuk

Tarikh keluar

Kelayakan

Bidang

CGPA

Maklumat Pengajian

Nama Sekolah*

Tarikh masuk

Tarikh keluar

Gred Terakhir

Peperiksaan Sekolah

SRP/LCE/PMR		SPM/MCE/SPVM		STPM/HSC/STP	
Tahun	Gred	Tahun	Gred	Tahun	Gred
<input type="text"/>					
B. Malaysia	<input type="text"/>	B. Malaysia	<input type="text"/>	Pengajian Am	<input type="text"/>
B. Inggeris	<input type="text"/>	B. Malaysia (Lisan)	<input type="text"/>	B. Malaysia	<input type="text"/>
Matematik	<input type="text"/>	B. Inggeris	<input type="text"/>	B. Inggeris	<input type="text"/>
Geografi	<input type="text"/>	Matematik	<input type="text"/>	Ekonomi	<input type="text"/>
Sejarah	<input type="text"/>	Matematik Tambahan	<input type="text"/>	Geografi	<input type="text"/>
Lukisan	<input type="text"/>	Geografi	<input type="text"/>	Sejarah	<input type="text"/>
Agama Islam	<input type="text"/>	Sejarah	<input type="text"/>	Lukisan	<input type="text"/>
Sains Panduan	<input type="text"/>	Lukisan	<input type="text"/>	Matematik	<input type="text"/>
Sains Pertanian	<input type="text"/>	Agama Islam	<input type="text"/>	Matematik Prinsipal	<input type="text"/>
Sains Rumahtangga	<input type="text"/>	Sains Panduan	<input type="text"/>	Matematik Lanjutan	<input type="text"/>
Perdagangan	<input type="text"/>	Fizik	<input type="text"/>	Fizik	<input type="text"/>
Kemahiran Hidup	<input type="text"/>	Kimia	<input type="text"/>	Kimia	<input type="text"/>
		Biology	<input type="text"/>	Biology	<input type="text"/>
		Perakaunan	<input type="text"/>	Perakaunan	<input type="text"/>

Kemahiran Bahasa

Bahasa

Lisan

Tulisan

Penglibatan dalam sukan dan sosial

Tahun

Subjek

Peringkat

Academic section allows the user to enter their personal education details including language fluency and sports and social activity involvements.

Perkhidmatan & Pekerjaan/ Employment Details

Butiran Profesional Peribadi Akademik **Perkhidmatan & Pekerjaan** Pengalaman & Minat Penilaian Diri

LNPT

Tahun	Mark	Tahun	Mark	Tahun	Mark	Tahun	Mark	Tahun	Mark
2009	88.00	2008	89.90	2007	77.00	2005	889.00	2004	78.00

Sejarah Perkhidmatan di JPS

Pejabat: Daerah:

Jawatan: Tarikh Mula: Tarikh Tamat:

Pejabat: Daerah:

Jawatan: Tarikh Mula: Tarikh Tamat:

Sejarah Pekerjaan di Sektor Swasta

Gelaran Jawatan:

Caji:

Nama Majikan:

Alamat:

Tarikh Mula:

Tarikh Tamat:

Employment Details allows the user to enter historical employment details within JPS or in private sector. User can also view the LNPT details entered by the administrator.

Pengalaman & Minat / Fields of Experience and Interest

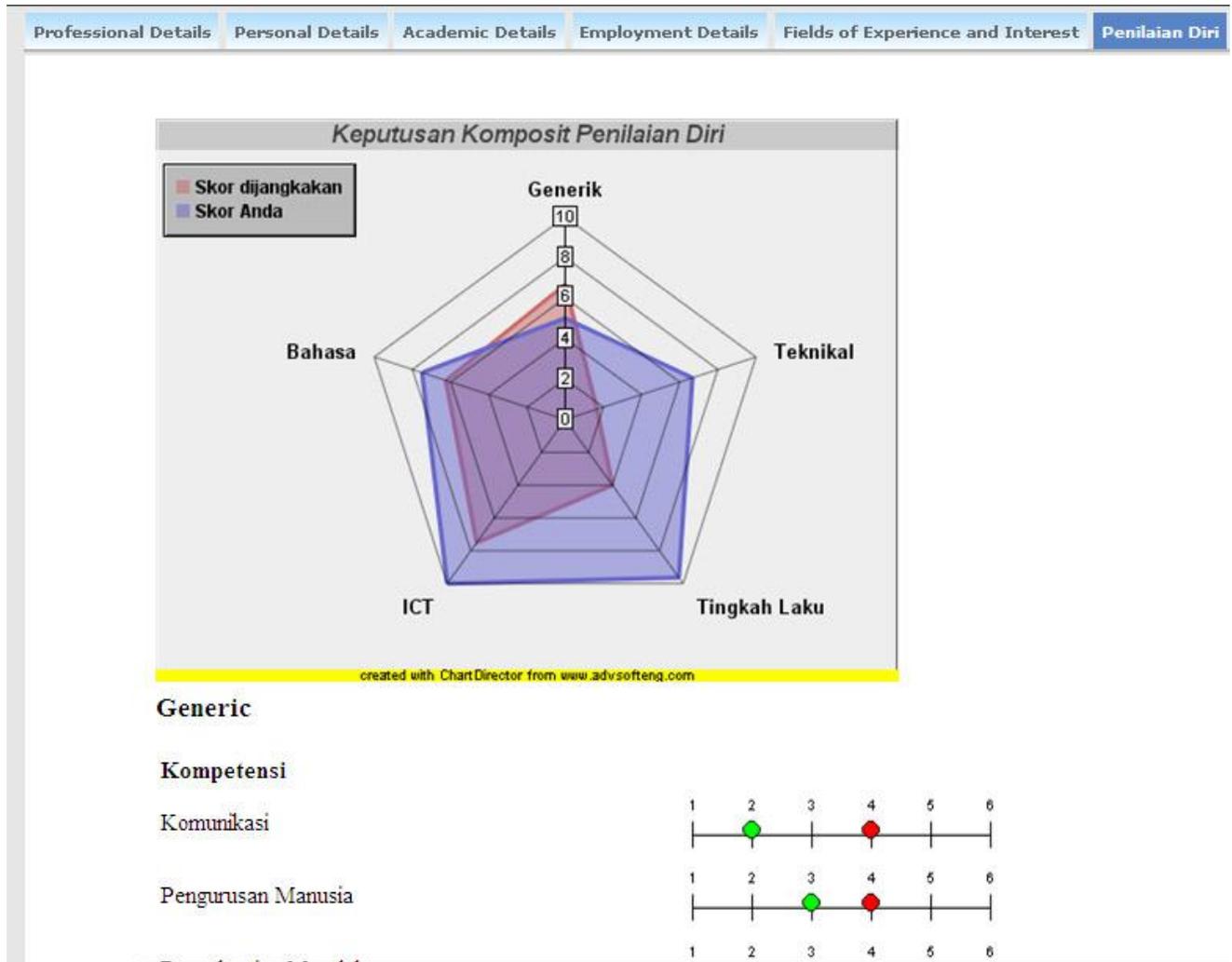
 Save

Fields of Experience and Interest

Fields	Experience		Interested fields base on priority for future references	
	Years	Months	Placement (1-5)	Postgrad Degree (1-3)
Pengairan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saliran Pertanian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saliran Bandar	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tebatan Banjir	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kejuruteraan Sungai	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kejuruteraan Pantai	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Khidmat Pakar	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hidrologi Sumber Air	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ukur Bahan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Perkhidmatan Mekanikal Elektrikal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pembangunan Korporat	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teknologi Maklumat	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kualiti Produktiviti	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pembangunan Sumber Manusia	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pentadbiran Kewangan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pengurusan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ijazah Lanjutan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Projek	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daerah	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sandangan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

User can enter the experience in the relevant fields in the Fields of Experience and Interest section. The system will generate the Field of Experience index chart base on the value entered in this section.

Penilaian Diri



This section shows the competency index of the user. User require to answer the question in the competency index system to generate the chart.

Pertukaran Pejabat / Office Transfer



User can apply for office transfer under Application/Permohonan > Pertukaran Pejabat / Office Transfer

Application for transfer

From current placement: **JPS Perlis**

Placement*:

Date of transfer*: 

Reason*:

*Required fields

To apply for office transfer, user require to select the placement, enter the date of transfer and reason and click Tambah/Add. The “Pengarah Bahagian” from where the user’s placement must first support the application before it can be approved by the transfer administrator. User can come to the section to view their application status. User can delete or withdraw the application if the status is still pending. If the application is in progress the user can no longer withdraw the application.

Pelanjutan Pelajaran / Further Studies



User can apply for further studies under Application/Permohonan > Pelanjutan Pelajaran / Further Studies

A screenshot of a web form titled 'Permohonan Melanjutkan Pelajaran'. The form contains several input fields: 'Maklumat Pengajian*' (Study Information), 'Tarikh Pengajian*' (Study Date) with a calendar icon, 'Lokasi*' (Location), 'Jangkamasa*' (Duration) with a dropdown menu and 'Bulan' (Month) text, and 'Alasan*' (Reason) with a large text area. A 'Tambah' (Add) button is located at the bottom right. A note '*Perlu diisi' (Must be filled) is positioned above the button.

To apply for further studies, user require enter the detail of the studies, starting date of the studies, location, study period and reason and click Tambah/Add. The administrator for further studies can update on the status depending on the decisions. User can come to the section to view their application status. User can delete or withdraw the application if the status is still pending. If the application is in progress the user can no longer withdraw the application.