

Sistem Maklumat Warga (SISWA v2.0)

User Manual

Version 1.1

Prepared by



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Sistem Maklumat Warga (SISWA v2.0)

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

The screenshot shows the SISWA v2.0 web portal. At the top, there is a green header with the Malaysian coat of arms, the title "Sistem Maklumat Warga (SISWA v2.0) Jabatan Pengairan Dan Saliran Malaysia", and a logo of water waves. Below the header is a navigation bar with "Home" and language/template options. The main content area is divided into several sections:

- Sistem Maklumat JPS:** A search section with a dropdown menu set to "Semua", a search button "Cari", and a "Kosongkan" button. Below are input fields for "No. KP:", "Nama:", and "Gred Jawatan:".
- Bahagian (839):** A list of departments with icons and counts. The list includes:
 - Pejabat Kebua Pengarah (2)
 - Penasihat Undang-Undang (2)
 - Audit Prestasi (15)
 - Bangunan dan Infrastruktur (31)
 - Perkhidmatan Mekanikal dan Elektrik (Ipoh) (97)
 - Perkhidmatan Mekanikal dan Elektrik (KL) (35)
 - Khidmat Pengurusan (80)
 - Korporat (47)
 - Pembangunan Modal Insan (42)
 - Pengurusan Banjir (54)
 - Pengurusan Lembangan Sungai & Zon Pantai (87)
 - Pengurusan Maklumat (20)
 - Pengurusan Sumber Air dan Hidrologi (72)
 - Projek Khas (25)
 - Rekabentuk dan Empangan (68)
 - Saliran Mesra Alam (22)
 - Ukur Bahan dan Pengurusan Kontrak (32)
 - HTC KL (13)
 - IPMI Zon Utara (16)
 - IPMI Zon Tengah (32)
 - IPMI Zon Timur (36)
- Right Sidebar:** A help section with contact information: "siswa_help@water.gov.my", "03-2697 4042 (BKP)", and "03-4289 5414 (BPMI)". Below is a login form with fields for "ID Pengguna" (containing "system2") and "Kata Laluan", and a "Masuk" button. At the bottom of the sidebar, it says "Hak Cipta Terpelihara © 2012 Jabatan Pengairan Dan Saliran Malaysia (JPS)." and a disclaimer: "Penafian : Jabatan Pengairan Dan Saliran Malaysia tidak bertanggungjawab terhadap sebarang kehilangan atau kerosakan yang dialami kerana menggunakan maklumat di dalam laman ini."

System Overall

The screenshot displays the SISWA v2.0 web application interface. At the top, there is a green header with the Malaysian coat of arms and the text "Sistem Maklumat Warga (SISWA v2.0) Jabatan Pengairan Dan Saliran Malaysia". Below the header, there is a navigation bar with a "Home" link, a language dropdown menu set to "Bahasa Melayu", and a template dropdown menu set to "Default Template". The main content area is titled "Sistem Maklumat JPS" and contains a search form with fields for "Pilih Bahagian/Negeri atau Semua", "No. KP", "Nama", and "Gred Jawatan". Below the search form, there is a list of departments and their staff counts, such as "Negeri (5695)" and "Pejabat Projek (303)". On the right side, there is a contact information box for "siswa_help@water.gov.my" and a login section with fields for "ID Pengguna" and "Kata Laluan". The footer includes a copyright notice for 2012 and a disclaimer.

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 Kosongkan

No. K/P: Nama: Tey hwee fuan Gred Jawatan: Semua



Nama	Butiran Profesional
1  Tey Hwee Fuan , Tuan  raymond.tey@gmail.com  193120609  193120609	- B11 AHLI FOTOGRAFI - NAWMI

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:

Peranan:

Emel Utama:

Emel:

Kata Laluan:

Ulang Kata Laluan:

Kata laluan yang dimasukkan hendaklah 12 digit dan mengandungi huruf, nombor dan simbol.
Contoh: @bc123456789
Kata laluan tidak perlu diisi 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 alphanumeric 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.

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

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 **Akademi** Perkhidmatan & Pekerjaan Pengalaman & Minat Penilaian Diri

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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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: Nama Majikan: Tarikh Mula:

Caji: Alamat: 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

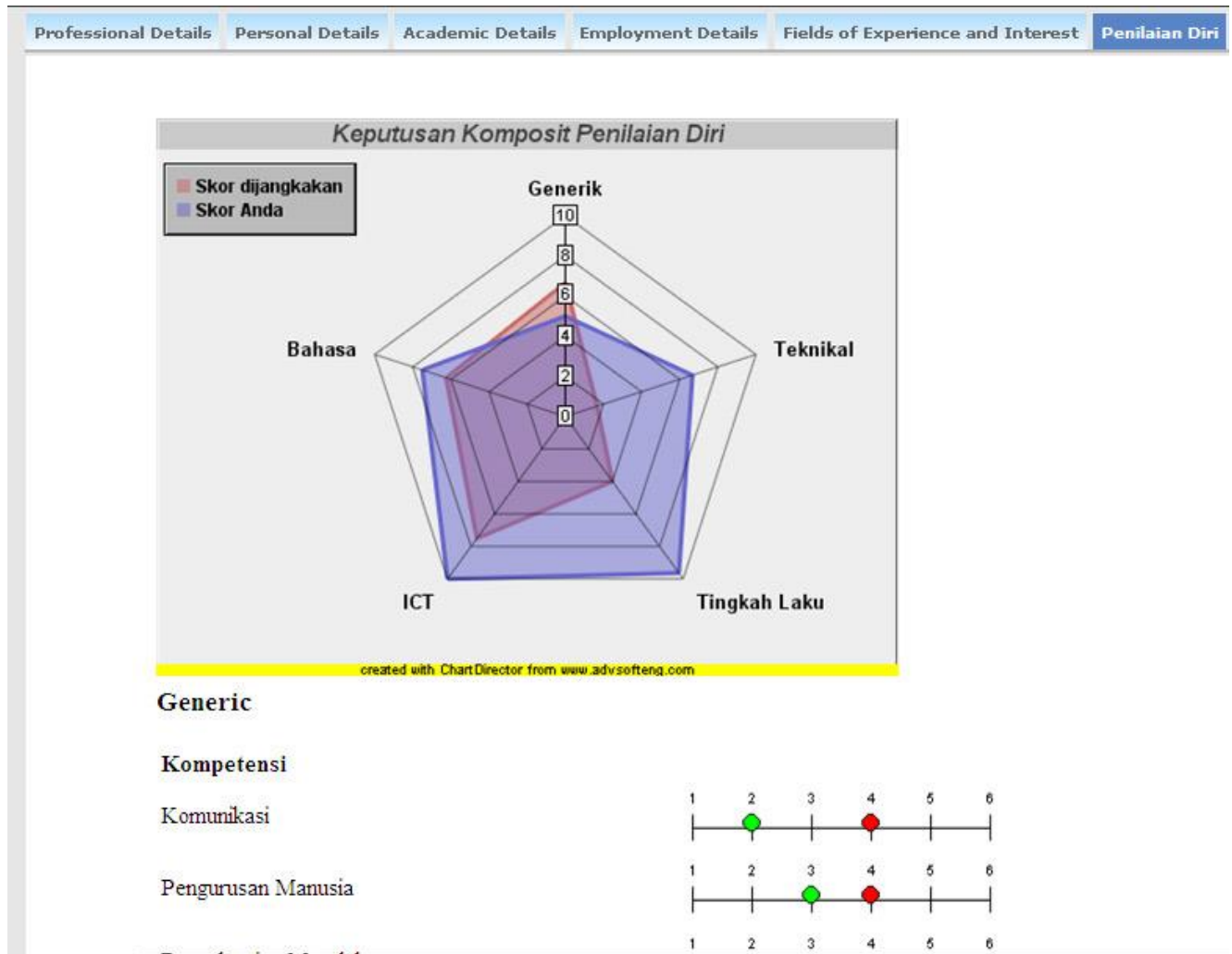
 Save

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"/>

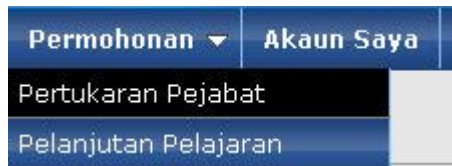
User can enter the experience in the relevant fields in the Fields of Experience and Interest section. The system will generate the Field of Experience index chart base on the value entered in this section.

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

Permohonan ▾ Akaun Saya

Pertukaran Pejabat

Pelanjutan Pelajaran

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

Permohonan Melanjutkan Pelajaran

Maklumat Pengajian*:

Tarikh Pengajian* 

Lokasi*:

Jangkamasa* Bulan

Alasan*:

*Perlu diisi

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.