USER GUIDE

2017

Warehouse Module

Web
Live Version 2.1

Rank Alpha Technologies Sdn Bhd®

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Table Conventions

Key Symbol

Table 1 : Described the key icons and elements used in this User Guide.

Symbol	Description
	Note : Symbol accompanies important additional information or instruction of which users must take note.
	Caution : Symbol accompanies important information regarding action that may cause minor error
	Warning : Symbol accompanies important information regarding actions that may cause fatal errors.
	Tips : Symbol accompanies usefull information on how to perform a task.
text	Bold text indicate a link, button, dropdown list value or keyboard control that is clickable.
text	Bold and italicized text indicate an entries name
italics	Text in italics indicate field name
`mono`	Monospace indicate text you enter from keyboard

Table 1

Navigations

Port Klang*Net System was designed so you can access the functions you need with as few mouse clicks as possible. A few navigational elements remain consistent through the programme.

Icons have been used to identify the various types of functions used in ***Port Klang *Net System***. Below are the most commonly used icons in the system.

Icon	Description
	To view details records or to expand grid listing childs record.
	Go to previous record
	Go to next record
	Check box to select a record
	Selected record
	Date Time picker
	To display a search windows
	To print a report
	To print the current report
	Export a report and save in to the disck
	Export a report and show it in a new window
	To choose any type of document to save
	Go to the first page
	Go to previous page
	Go to next page
	Go to the last page
	Go to Home default page of *PortKlang*Net System*

Table 2

Chapter 1 Getting Started

1.1 Before you begin

This guide assumes that the resources you need to access the system are available and that you are familiar with how to use them. If you are not sure whether your system meets the requirements or how to use required third-party tools, seek for your manager or system administrator.

1.1.1 Technical Requirement

Before you begin using the system, ensure that you have the appropriate software installed and configured on your system. All you will need is :

✓ *A current Web Browser running on your computer*.

Port Klang*Net System has been tested with and supports a variety of browsers. The following browsers are acceptable for use with ***Port Klang*Net System***.

- Chrome version 30 and higher - www.google.com/chrome/
- Microsoft Internet Explorer version 8.0 and higher - www.microsoft.com/ie
- Microsoft Edge browser version 20 and higher - https://www.microsoft.com/en-ca/windows/microsoft-edge

*You will encounter problems if you try to access **Port Klang*Net System** using older or unsupported web browsers. If you are unsure about which web browser version you are using, click Help > About or similar options on the menu bar in your browser. The version number will be displayed.*

For the very best results, use the current release of Chrome or Mozilla Firefox.

Both JavaScript and cookies support must be enabled in the security settings of your browser and is usually turned on by default.

If you encounter problems accessing the system, check your browser configuration to ensure both JavaScript support and cookies support are enabled.
(See *Tools* > *Internet Options* > *Privacy* and *Security* tabs in Internet Explorer, or *Tools* > *Options* > *Privacy* and *Web Features* tabs in Firefox.)

- ✓ *Internet access to the URL of* ***Port Klang*Net System***. Your system or network administrator will be able to provide you with an Internet address (URL) from which the system can be accessed.

1.1.2 Web Browser

Port Klang*Net System dynamically creates the HTML screens displayed by the web browser when you click certain buttons.

Using and buttons can cause problems displaying these dynamically generated pages. For this reason, we do not recommend using these controls on your browser when operating ***Port Klang*Net System***.

Port Klang*Net System is designed for a minimum 1024x768-pixel screen display resolution, with a 1280x768 or greater screen size preferred.

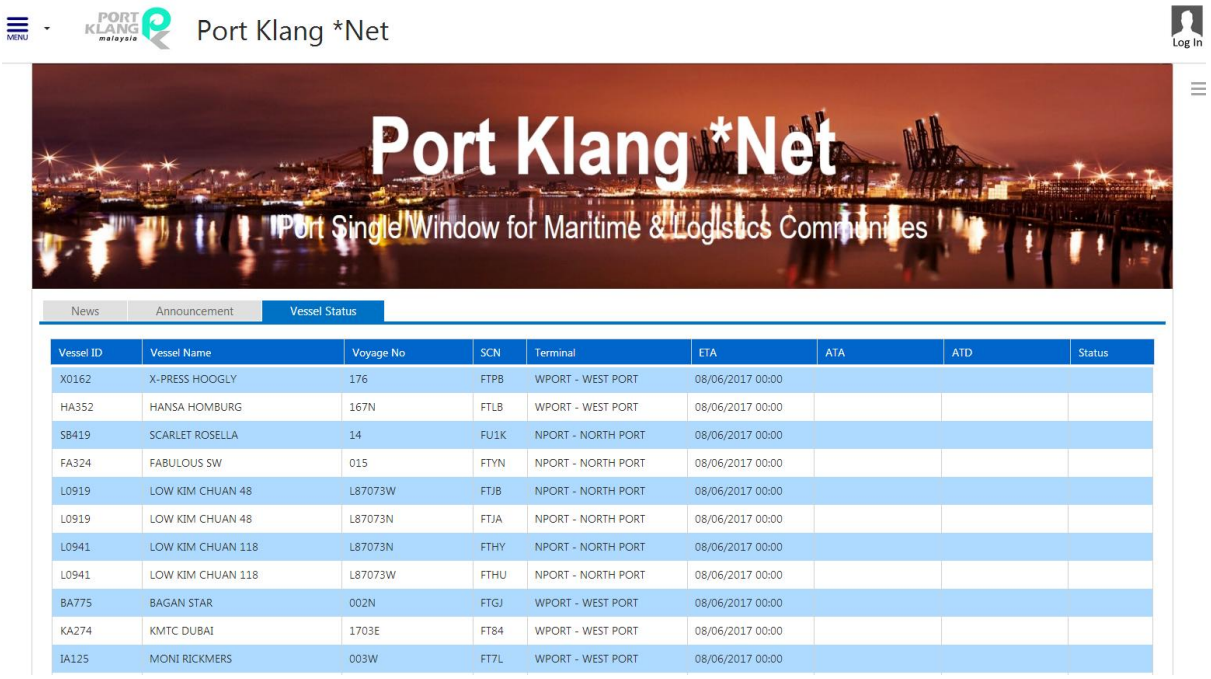
1.1.3 Login Information

To login into ***Port Klang*Net System***, you must have an authorized User Id and Password. If you have not yet received your login information, contact your System Administrator as you will need to be added into authorized user before you can access ***Port Klang*Net System***.

Do not share your login information with anyone. ***Port Klang*Net System*** *provide system access id and module access right according to job responsibility.*

1.2 Accessing *Port Klang*Net System*

To access ***Port Klang*Net System*** type the URL http://www.my1port.com into your web browser's address bar. You should see a screen similar to the one shown in *Figure 1*



Vessel ID	Vessel Name	Voyage No	SCN	Terminal	ETA	ATA	ATD	Status
X0162	X-PRESS HOOGLY	176	FTPB	WPORT - WEST PORT	08/06/2017 00:00			
HA352	HANSA HOMBURG	167N	FTLB	WPORT - WEST PORT	08/06/2017 00:00			
SB419	SCARLET ROSELLA	14	FU1K	NPORT - NORTH PORT	08/06/2017 00:00			
FA324	FABULOUS SW	015	FTYN	NPORT - NORTH PORT	08/06/2017 00:00			
L0919	LOW KIM CHUAN 48	L87073W	FTJB	NPORT - NORTH PORT	08/06/2017 00:00			
L0919	LOW KIM CHUAN 48	L87073N	FTJA	NPORT - NORTH PORT	08/06/2017 00:00			
L0941	LOW KIM CHUAN 118	L87073N	FTHY	NPORT - NORTH PORT	08/06/2017 00:00			
L0941	LOW KIM CHUAN 118	L87073W	FTHU	NPORT - NORTH PORT	08/06/2017 00:00			
BA775	BAGAN STAR	002N	FTGJ	WPORT - WEST PORT	08/06/2017 00:00			
KA274	KMTC DUBAI	1703E	FT84	WPORT - WEST PORT	08/06/2017 00:00			
IA125	MONI RICKMERS	003W	FT7L	WPORT - WEST PORT	08/06/2017 00:00			

Figure 1

1.3 Understanding user roles and permission

Your access to ***Port Klang*Net System*** depends on your user role and your institution and district associations. For example as administrator as district users can access and control Bank Info, User Access right and Permission. Others normal user maybe can only access for data entry.

1.3.1 How you can have the login id

In order to have a Login Id to access into the system, user must complete the *Online Registration* (*see* ***Chapter 2*** *for the step by step*) from ***Port Klang*Net System.***

1.3.2 How to login

Click on

at right corner on top of the screen to login into ***Port Klang*Net System***

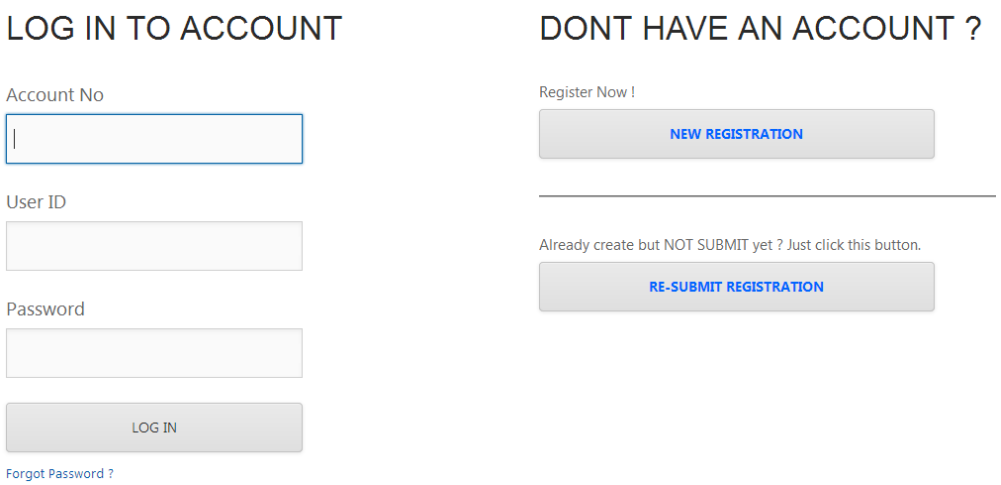
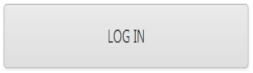


Figure 2

Figure 1 shows the ***Port Klang*Net System*** in screen. If you do not see a log in screen, verify that you have entered the URL correctly. If you did not make a typing mistake, contact your System Administrator to verify that you have the correct URL.

To proceed, follow below step:

1. Enter valid Account No which you authorized for.
2. Enter valid User Id which had been assigned to you.
3. Enter you own security password to login into the system.
4. Click on 

button to proceed login.

Chapter 2 Registration

2 Warehouse Registration

Warehouse Module is available at Port Klang *Net website: http://www.my1port.com. Warehouse is allowed to register their company information so that they will be able to access and use this system any time.

2.1. New Registration

1. Go to Port Klang *Net main page and click on the **Log In** icon on top right hand corner and system will bring you to the login screen.

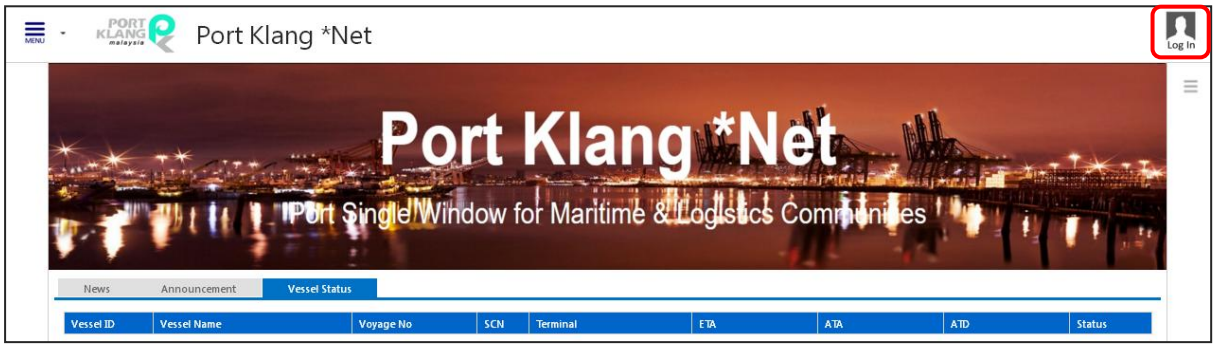


Figure 3

2. Click on **New Registration** button. This module will allow new warehouse to register.

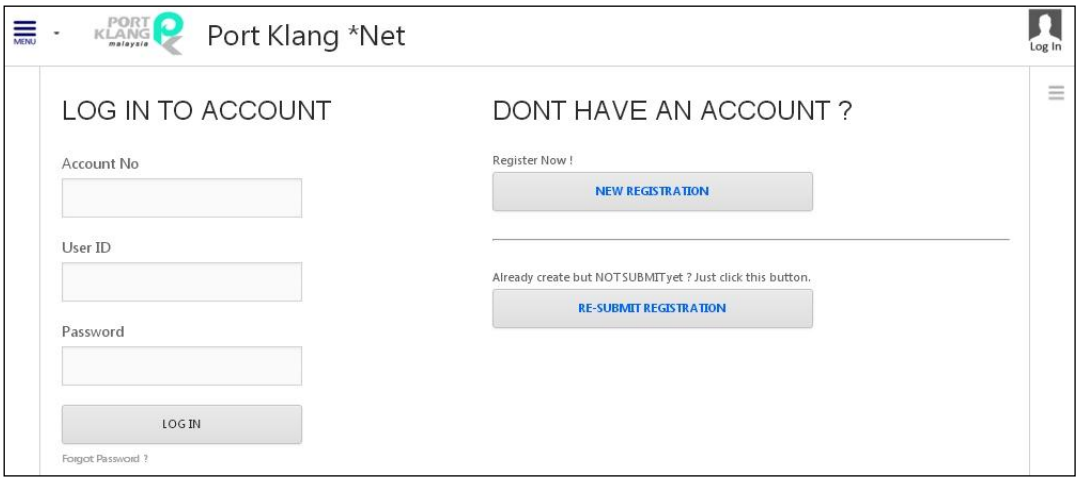


Figure 4

3. Choose **Language** type whether English or Bahasa Melayu.

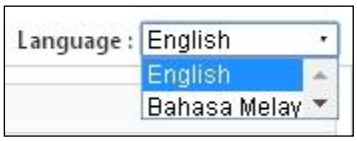


Figure 5

4. You need to complete all the above section:

Figure 6

5. Fill in your company information at **Company Particulars** section. All yellow color fields are mandatory. Click **Save** once completed.

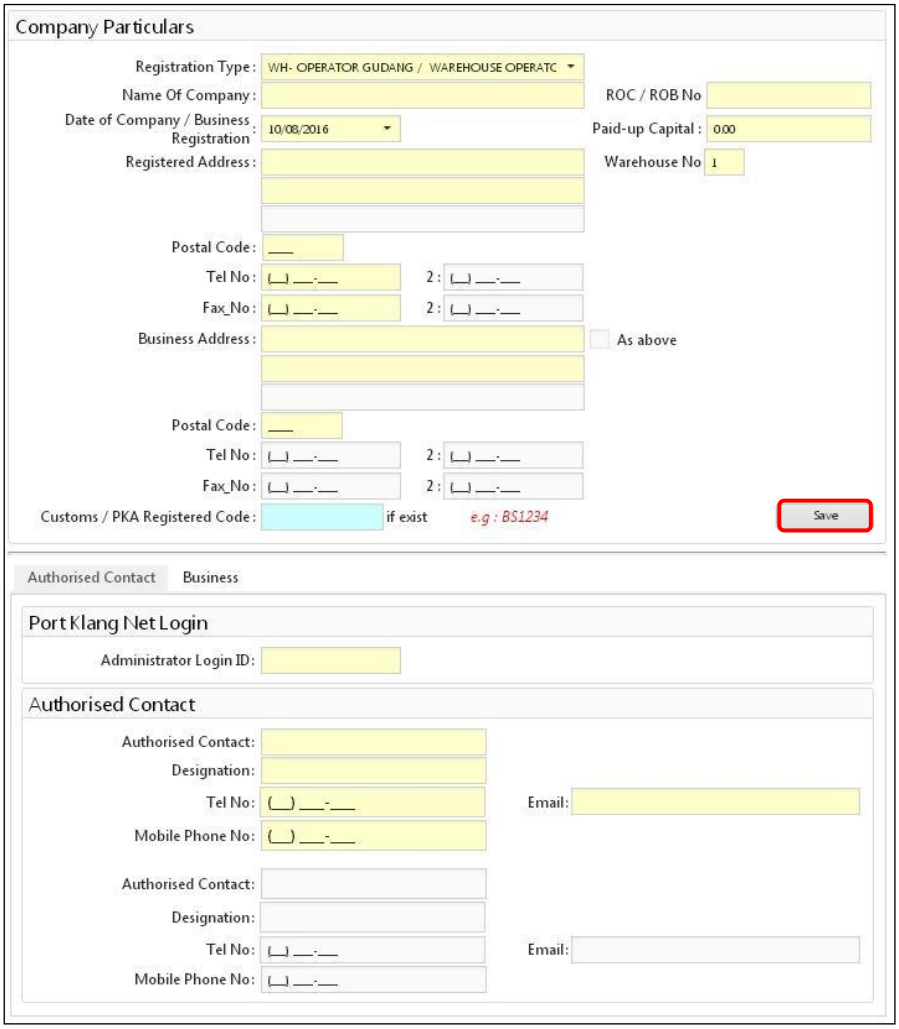

Company Particulars
Registration Type :
WH- OPERATOR GUDANG / WAREHOUSE OPERATC
Name Of Company :
ROC / ROB No
Date of Company / Business Registration :
10/08/2016
Paid-up Capital :
0.00
Registered Address :
Warehouse No
1
Postal Code :
Tel No :
2 :
Fax_No :
Business Address :
As above
Customs / PKA Registered Code :
if exist
e.g : BS1234
Save
Authorised Contact
Business
Port Klang Net Login
Administrator Login ID :
Authorised Contact
Authorised Contact :
Designation :
Tel No :
Email :
Mobile Phone No :

Figure 7

6. At **Director Particulars** tab, fill up all mandatory information by click **Add** button and click **Save** once you have done. This information can be edited and deleted by click on **Edit** or **Delete** button.

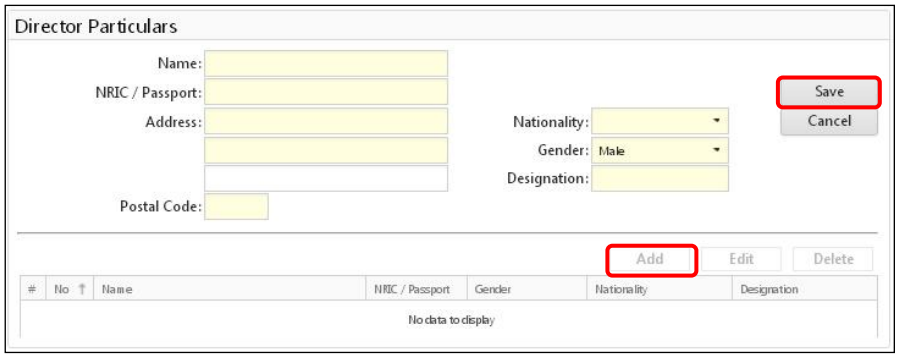


Figure 8

7. At **Shareholders Particulars** tab, you need to fill up all the information by click on **Add** button. After completed, click **Save** button to save and edit by clicking on **Edit** button or delete by click on **Delete** button.

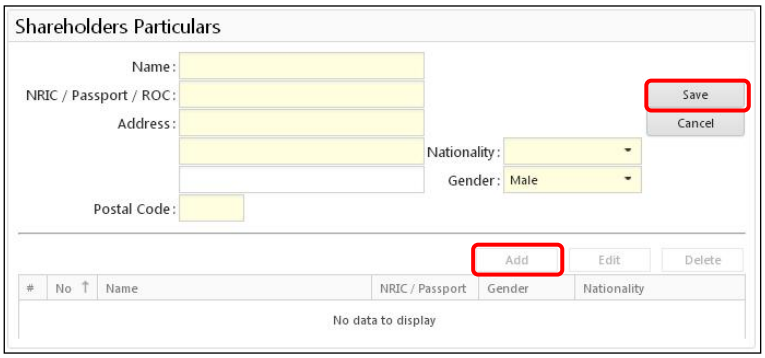


Figure 9

8. Click on **Document** tab (optional) to upload document. Click **Save** button to save record.

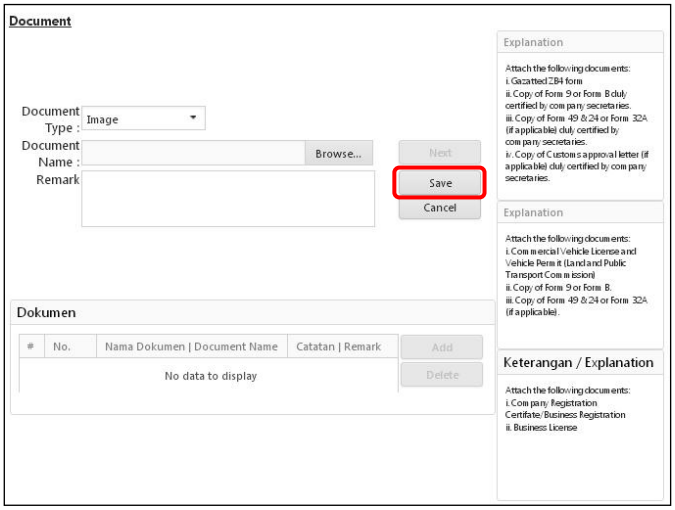


Figure 10

9. At **Acknowledgement** tab, an acknowledgement screen with Term & Conditions of Registration according to the type of user registration will appear as below. Tick on the check box to proceed with the registration.

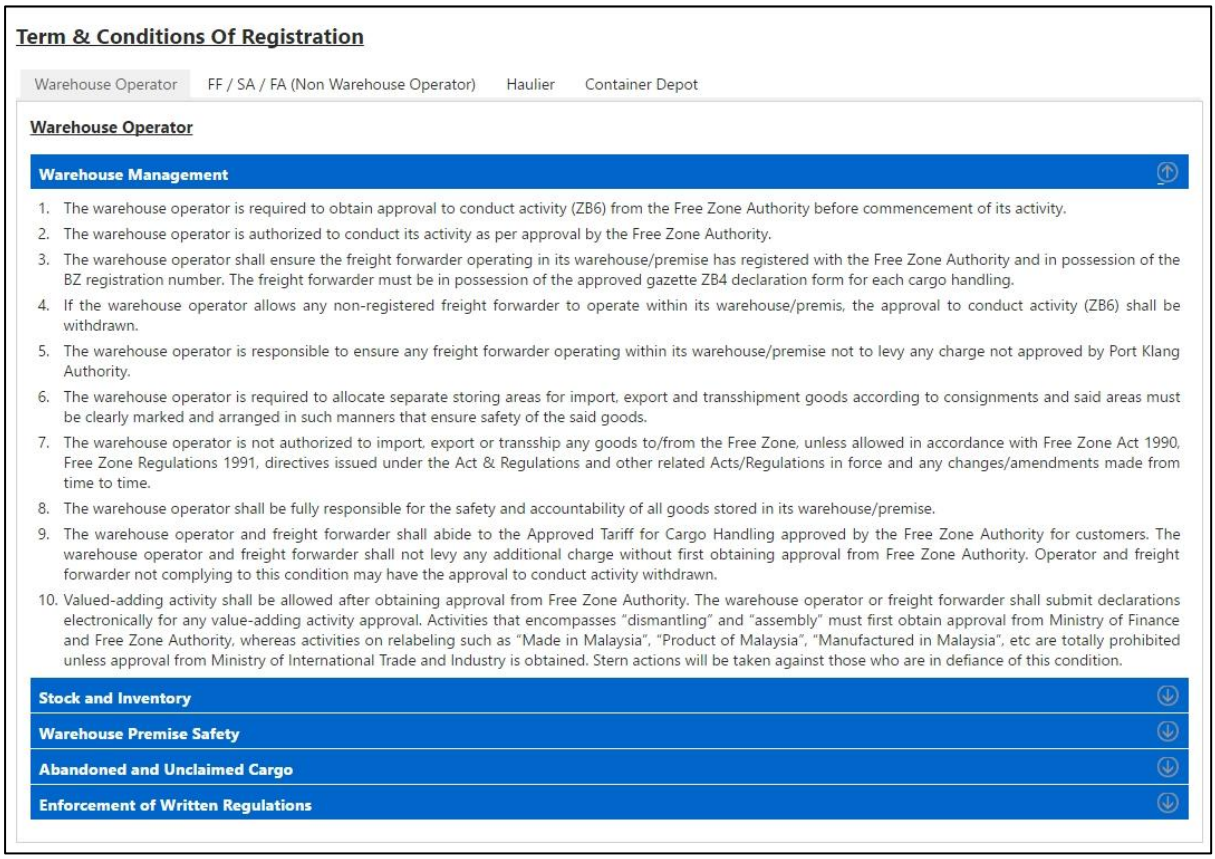


Figure 11

10. At **Submit** tab, you have to tick on check box to agree with the declaration and click the **Submit** button to complete the registration to Port Authority for consideration.

Figure 12

11. You shall see the see the message below upon successful submission as below. There have an option if you want to print form.

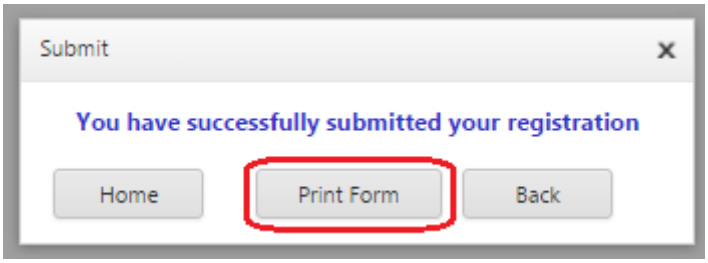
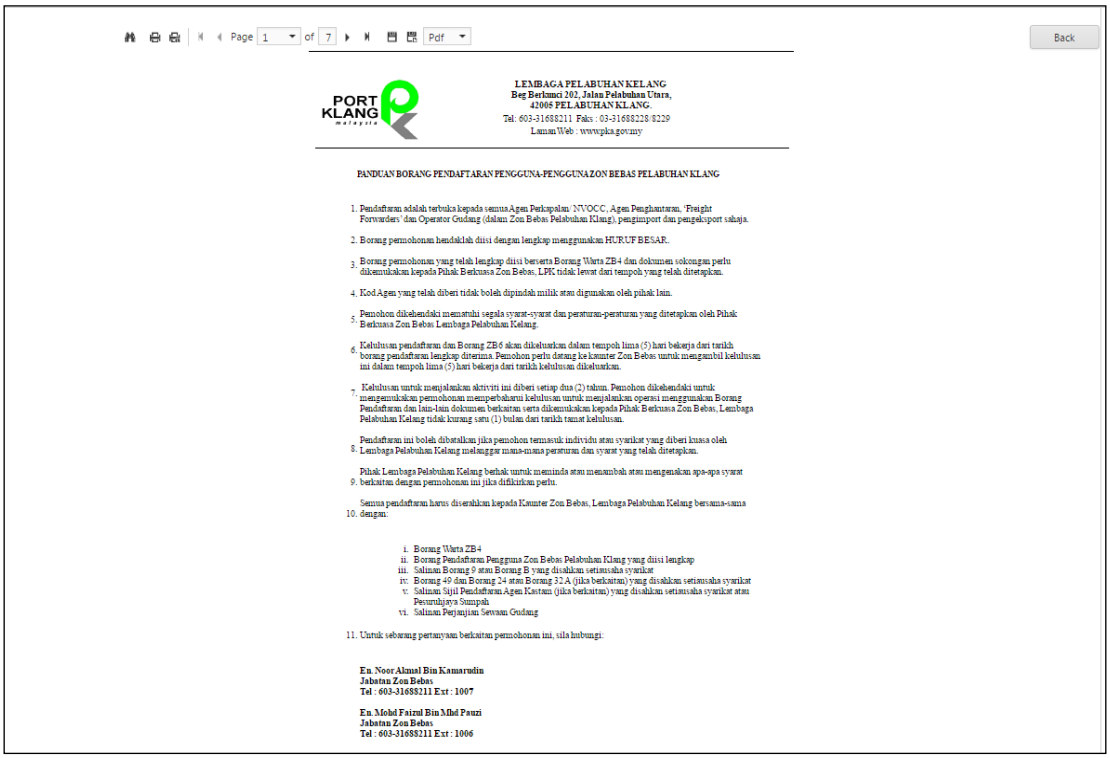


Figure 13

12. Page of printed file will show as below.



LEMBAGA PELABUHAN KELANG
Beg Berkunci 202, Jalan Pelabuhan Utara,
42006 PELABUHAN KLANG.
Tel: 603-31688211 Faks : 03-31688228/8229
Laman Web : www.pka.gov.my

PANDUAN BORANG PENDAFTARAN PENGGUNA-PENGGUNA ZON BEBAS PELABUHAN KLANG

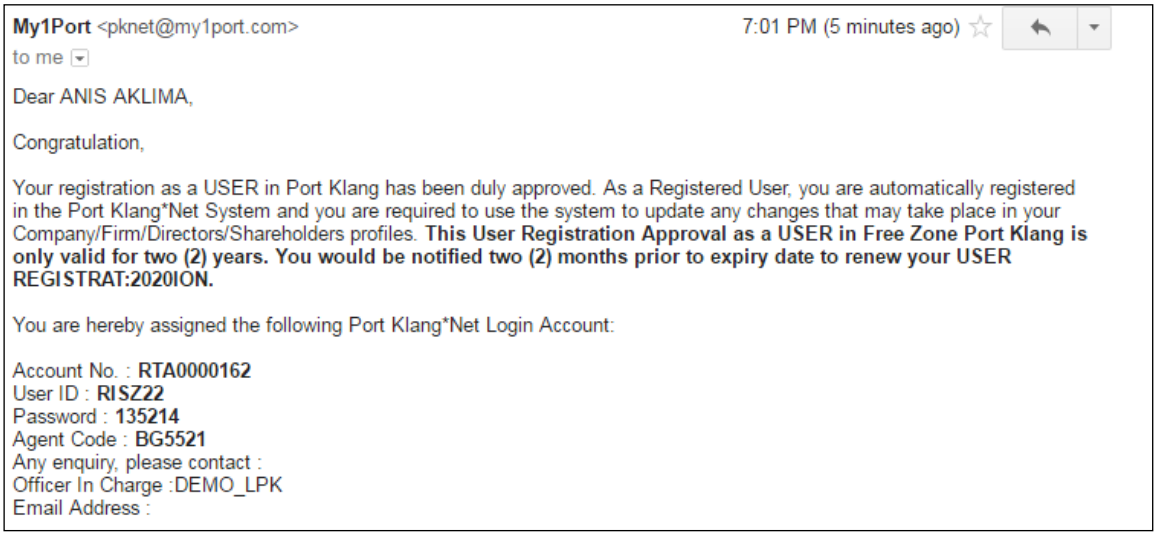
1. Pendaftaran adalah terbuka kepada semua Agen Perkapalan/ NVOCC, Agen Penghantaran, 'Freight Forwarders' dan Operator Gudang (dalam Zon Bebas Pelabuhan Klang), pengimport dan pengeksport sahaja.
2. Borang permohonan hendaklah diisi dengan lengkap menggunakan HURUF BESAR.
3. Borang permohonan yang telah lengkap diisi bersama Borang Warta ZB4 dan dokumen sokongan perlu dikemukakan kepada Pihak Berkuasa Zon Bebas, LPK tidak lewat dari tempoh yang telah ditetapkan.
4. Kod Agen yang telah diberi tidak boleh dipindah milik atau digunakan oleh pihak lain.
5. Pemohon dikehendaki mematuhi segala syarat-syarat dan peraturan-peraturan yang ditetapkan oleh Pihak Berkuasa Zon Bebas Lembaga Pelabuhan Kelang.
6. Kelulusan pendaftaran dan Borang ZB6 akan dikeluarkan dalam tempoh lima (5) hari bekerja dari tarikh borang pendaftaran lengkap diterima. Pemohon perlu datang ke kaunter Zon Bebas untuk mengambil kelulusan ini dalam tempoh lima (5) hari bekerja dari tarikh kelulusan dikeluarkan.
7. Kelulusan untuk menjalankan aktiviti ini diberi setiap dua (2) tahun. Pemohon dikehendaki untuk mengemukakan permohonan memperbaharui kelulusan untuk menjalankan operasi menggunakan Borang Pendaftaran dan lain-lain dokumen berkaitan serta dikemukakan kepada Pihak Berkuasa Zon Bebas, Lembaga Pelabuhan Kelang tidak kurang satu (1) bulan dari tarikh tamat kelulusan.
8. Pendaftaran ini boleh dibatalkan jika pemohon termasuk individu atau syarikat yang diberi kuasa oleh Lembaga Pelabuhan Kelang melanggar mana-mana peraturan dan syarat yang telah ditetapkan.
9. Pihak Lembaga Pelabuhan Kelang berhak untuk meminda atau menambah atau mengenakan apa-apa syarat berkaitan dengan permohonan ini jika difikirkan perlu.
10. Semua pendaftaran harus diserahkan kepada Kaunter Zon Bebas, Lembaga Pelabuhan Kelang bersama-sama dengan:
    i. Borang Warta ZB4
    ii. Borang Pendaftaran Pengguna Zon Bebas Pelabuhan Klang yang diisi lengkap
    iii. Salinan Borang 9 atau Borang B yang disahkan setiausaha syarikat
    iv. Borang 49 dan Borang 24 atau Borang 32A (jika berkaitan) yang disahkan setiausaha syarikat
    v. Salinan Sijil Pendaftaran Agen Kastam (jika berkaitan) yang disahkan setiausaha syarikat atau Pesuruhjaya Sumpah
    vi. Salinan Perjanjian Sewaan Gudang
11. Untuk sebarang pertanyaan berkaitan permohonan ini, sila hubungi:

En. Noor Akmal Bin Kamarudin
Jabatan Zon Bebas
Tel : 603-31688211 Ext : 1007

En. Mohd Faizul Bin Mhd Pauzi
Jabatan Zon Bebas
Tel : 603-31688211 Ext : 1006

Figure 14

13. Upon successful registration, you will be provided with an email with your login details, sample as below:



My1Port <pknet@my1port.com> 7:01 PM (5 minutes ago)
to me

Dear ANIS AKLIMA,

Congratulation,

Your registration as a USER in Port Klang has been duly approved. As a Registered User, you are automatically registered in the Port Klang*Net System and you are required to use the system to update any changes that may take place in your Company/Firm/Directors/Shareholders profiles. **This User Registration Approval as a USER in Free Zone Port Klang is only valid for two (2) years. You would be notified two (2) months prior to expiry date to renew your USER REGISTRAT:2020ION.**

You are hereby assigned the following Port Klang*Net Login Account:

Account No. : **RTA0000162**
User ID : **RISZ22**
Password : **135214**
Agent Code : **BG5521**
Any enquiry, please contact :
Officer In Charge :DEMO_LPK
Email Address :

Figure 15

Chapter 3 Password

3 Reset Password

1. Go to Port Klang *Net main page and click on the **Log In** icon on top right hand corner and system bring you to the login screen.

Figure 16

2. Click **Forgot Password** at login page.

Figure 17

3. Fill in the details below then click on **Request Password.**

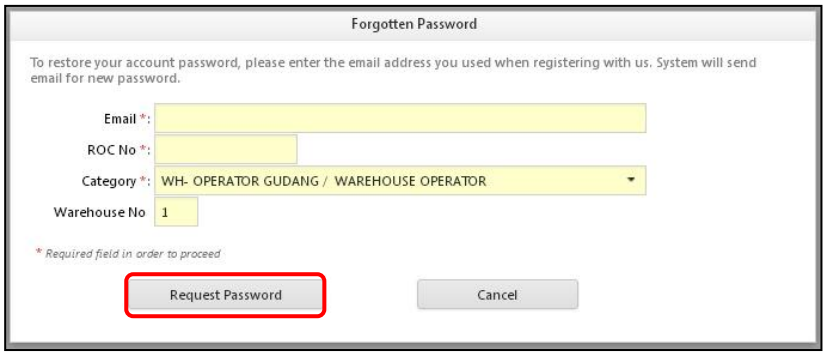


Figure 18

4. A Reset Password email will be sent to you email as below. Click the URL as indicated in email to continue login page.

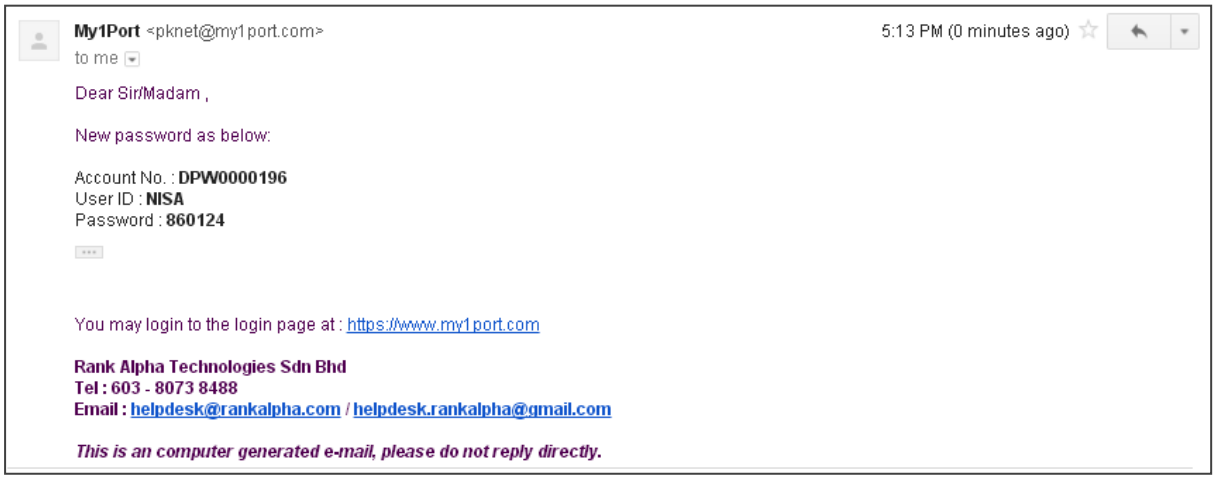


Figure 19

Chapter 4 : User Profile

Chapter 4 User Profile

4 User Profile

1. Login to Port Klang *Net and click on **Log In** icon on top right hand corner. Then click on **User Profile**.

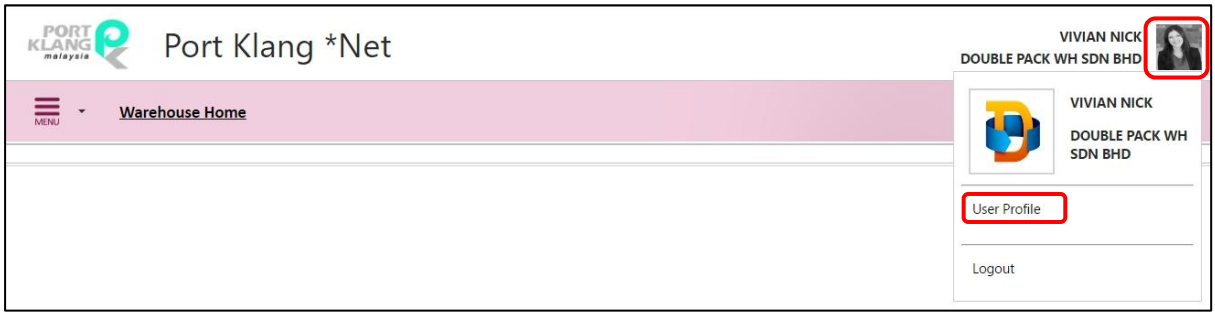


Figure 20

2. User Profile page will display

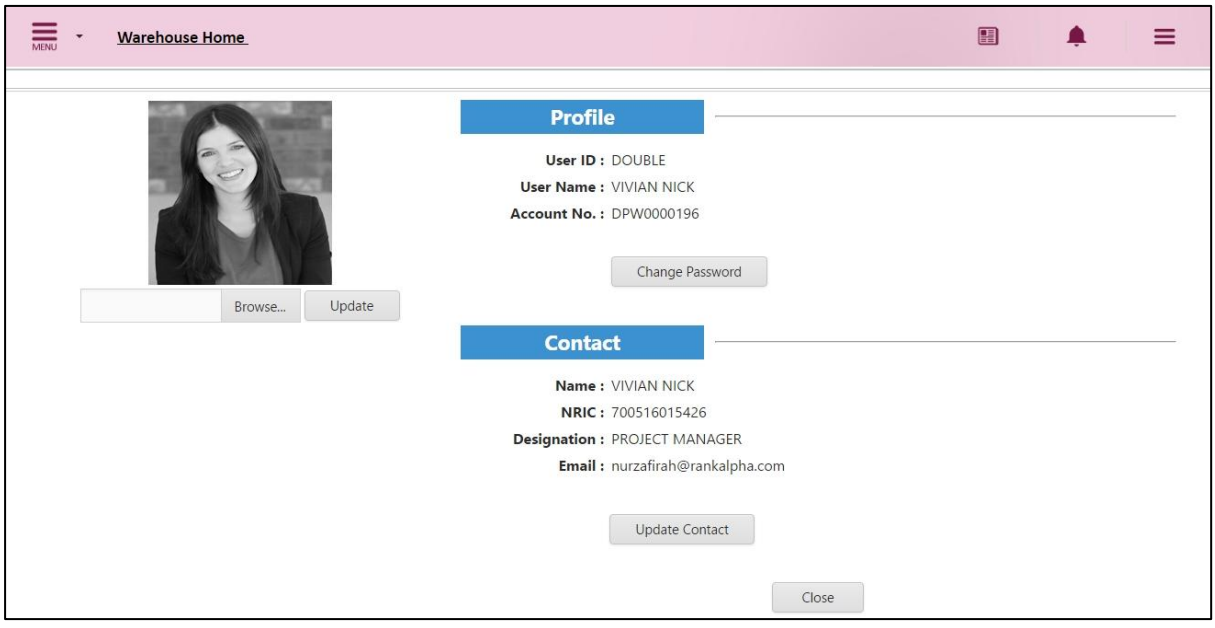


Figure 21

4.1 Upload Photo

1. Select photo using **Browse** button.

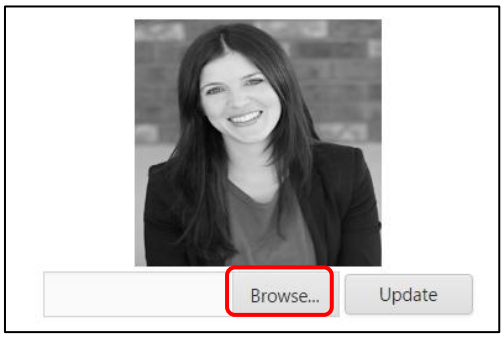


Figure 22

2. Click on **Update**.
3. "**Upload photo successfully!**" message will display.

4.2.Change Password

Click on **Change Password** button. Fill in the yellow fields and click on **Save** button to save new password. "**Password is updated!**" message will display.

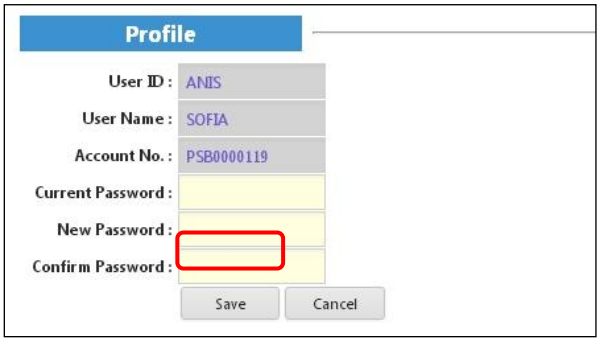


Figure 23

4.3.Update Contact

Click on **Update Contact** button and **Contact** page will be displayed as below. Click **Save** once you have done. "**User Profile successfully updated**!" message will display.

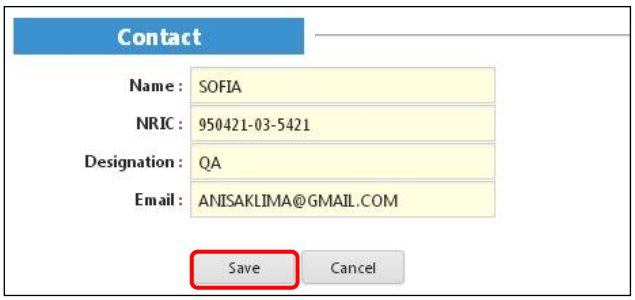


Figure 24

Chapter 5 SCN

5. SCN Listing

1. Click on the Menu and select **SCN Listing**.

Figure 25

2. SCN Listing page will display as below:

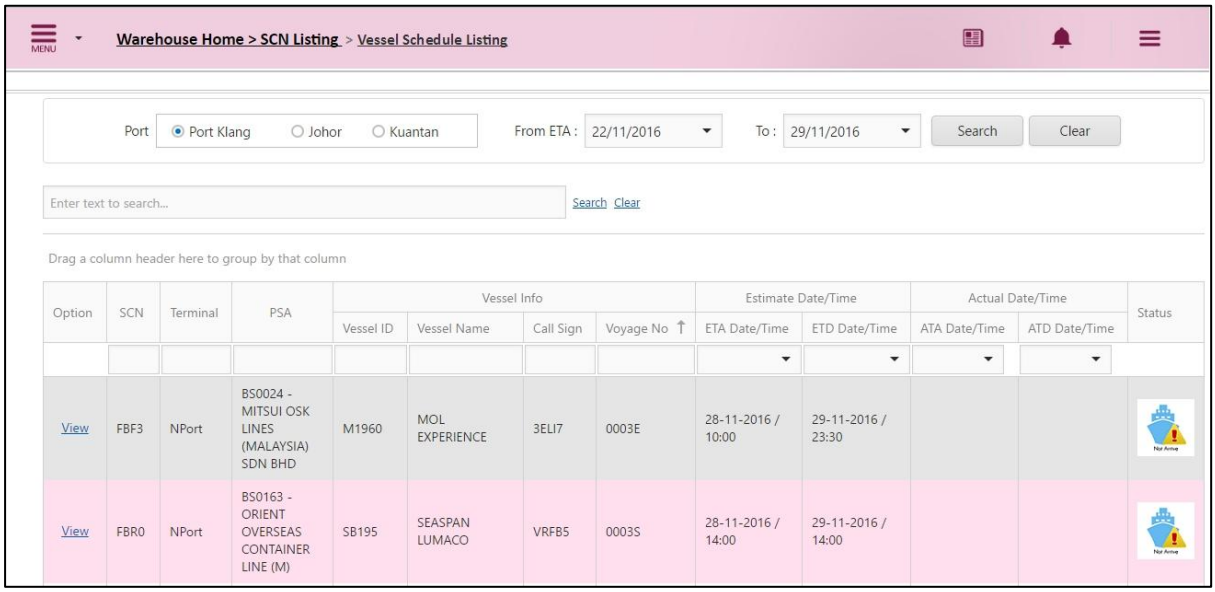


Figure 26

3. Click **View** to display Vessel Schedule Detail. Pop-up as below will appear:

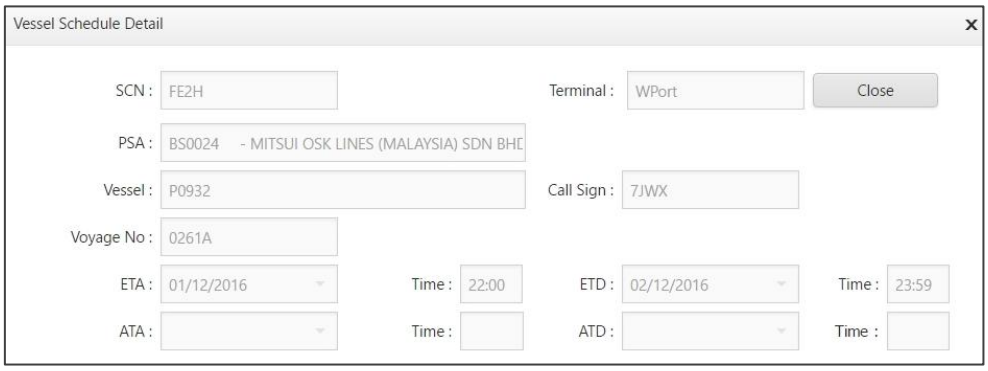


Figure 27

Chapter 6 : Export

Chapter 6 Export

6. Export Module

Click on the Menu and select **Export Module**.

Figure 28

6.1.Data Entries

Figure 29

6.1.1 SOLAS VGM

6.1.1.1 New VGM

1. Go to **Data Entries > SOLAS VGM > New VGM.** The page will be displayed as below.

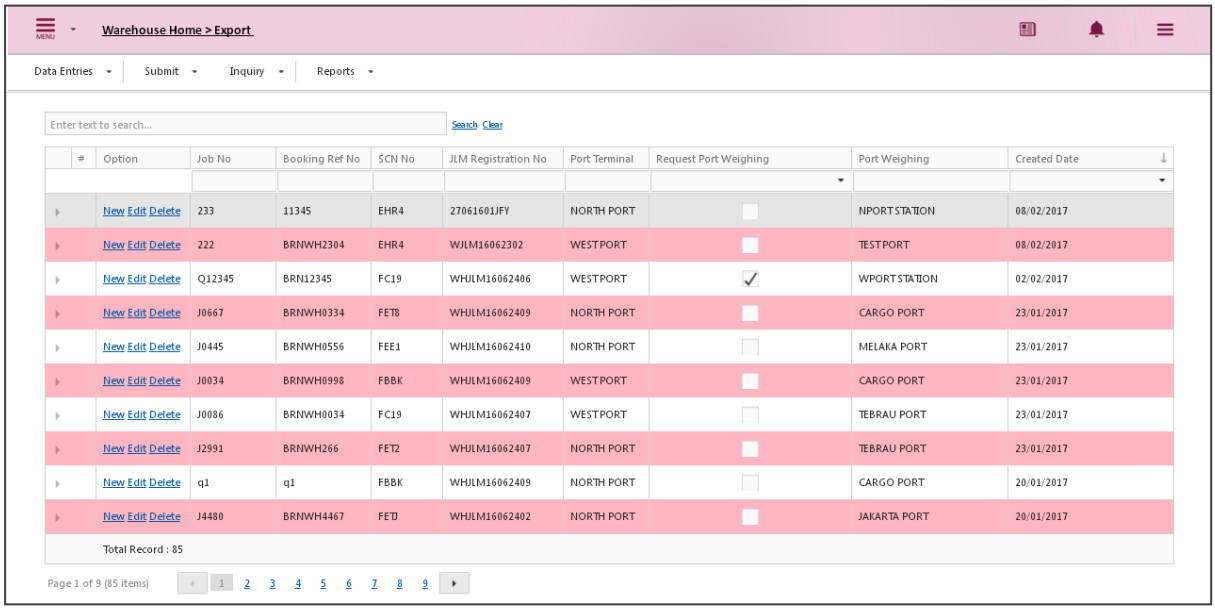


Figure 30

2. Click on **New** button to add new VGM. You are required to fill in General Info section first and click on **Save** button once you have done.

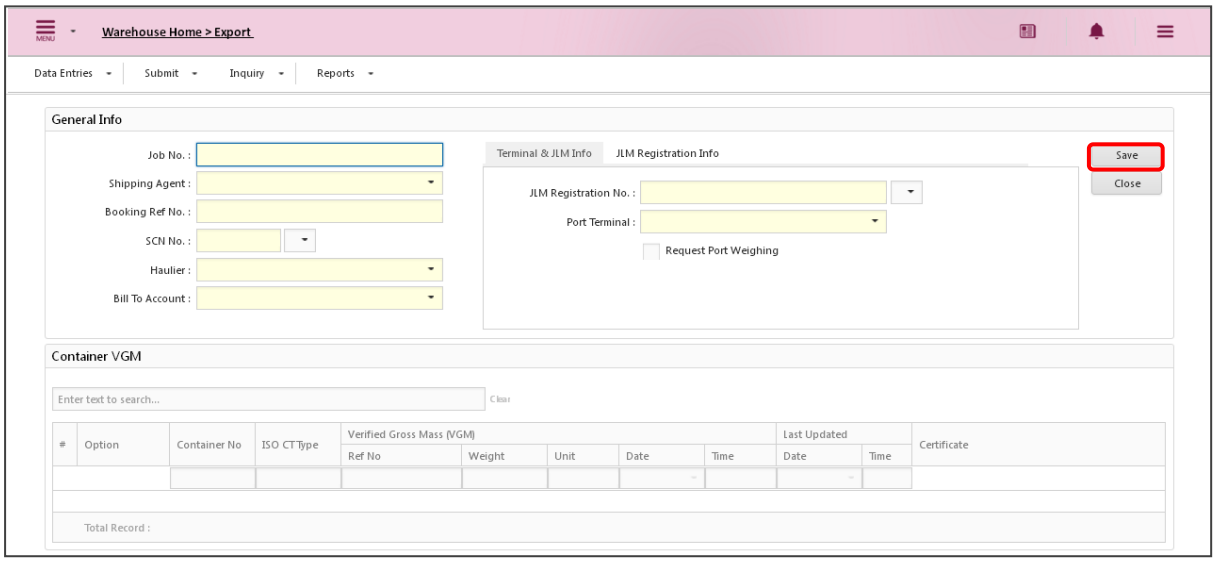


Figure 31

3. Then fill in the details in Container VGM section by click **New** button.

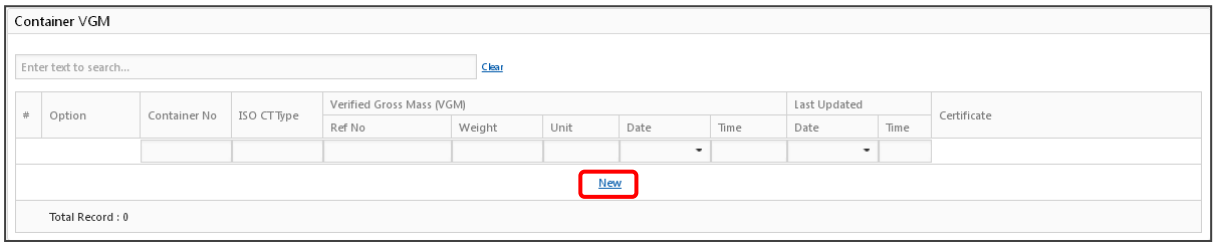


Figure 32

4. Container VGM section will be appeared as below. Click on **Save** button once you have done. Successful message will be displayed.

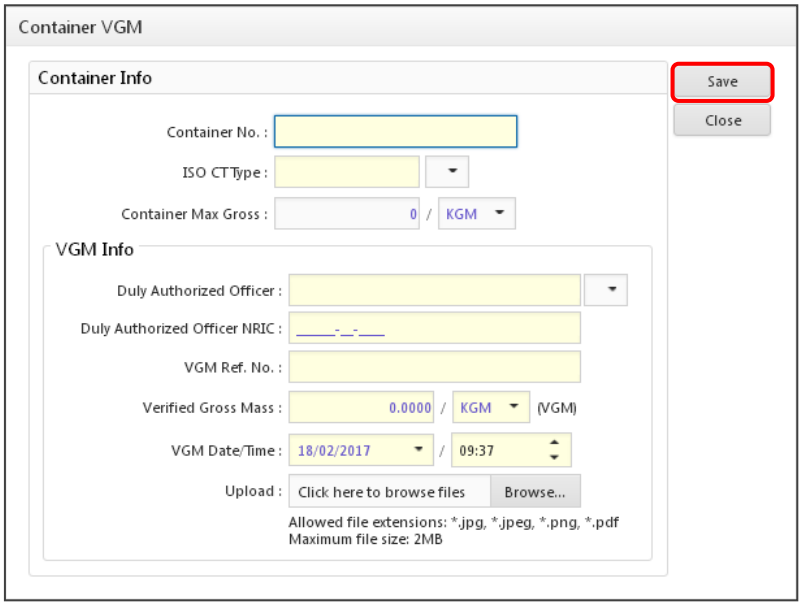


Figure 33

5. Click on **Save** button to save the record. Successful message will be displayed.

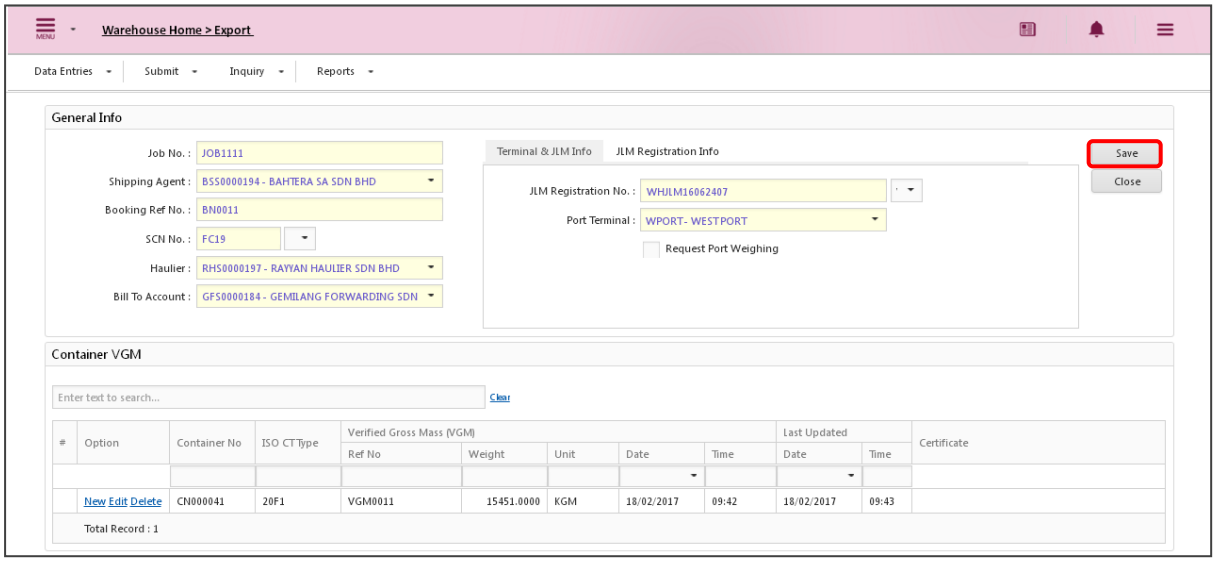


Figure 34

6. Click on **Edit** button to edit General Info & Container VGM details. Click **Delete** to delete record.

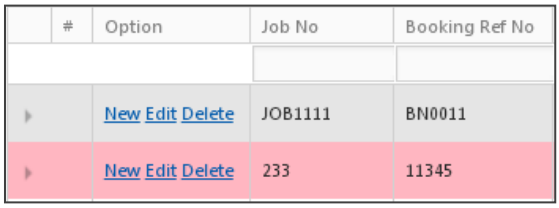


Figure 35

6.1.1.2 VGM Amendment (By Booking)

1. Go to **Data Entries > SOLAS VGM > VGM Amendment > By Booking**. The page will be displayed as below.

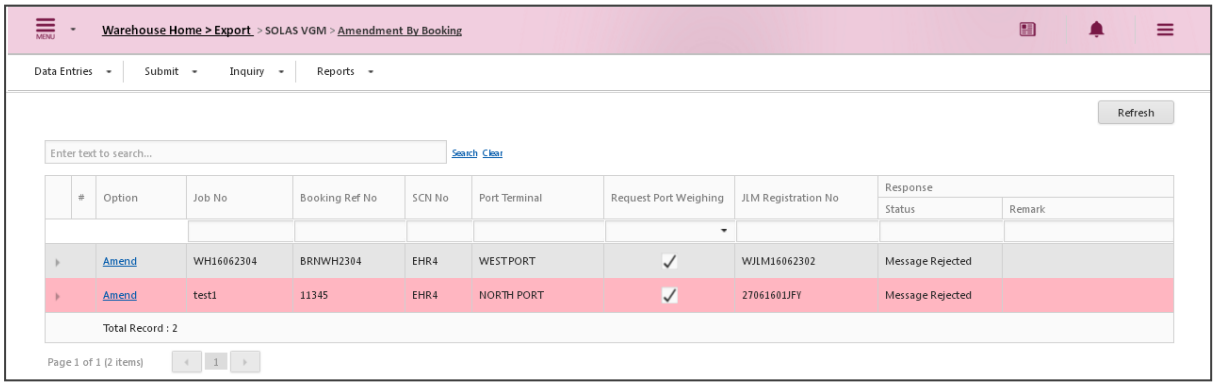


Figure 36

2. Click on **Amend** button and you are required to key in New Job No. Click **Save** button once you have keyed in the New Job No.

Figure 37

3. General Info page will be appeared with new Job No. Click on **Save** once you have done amend the details. Successful message will be displayed.

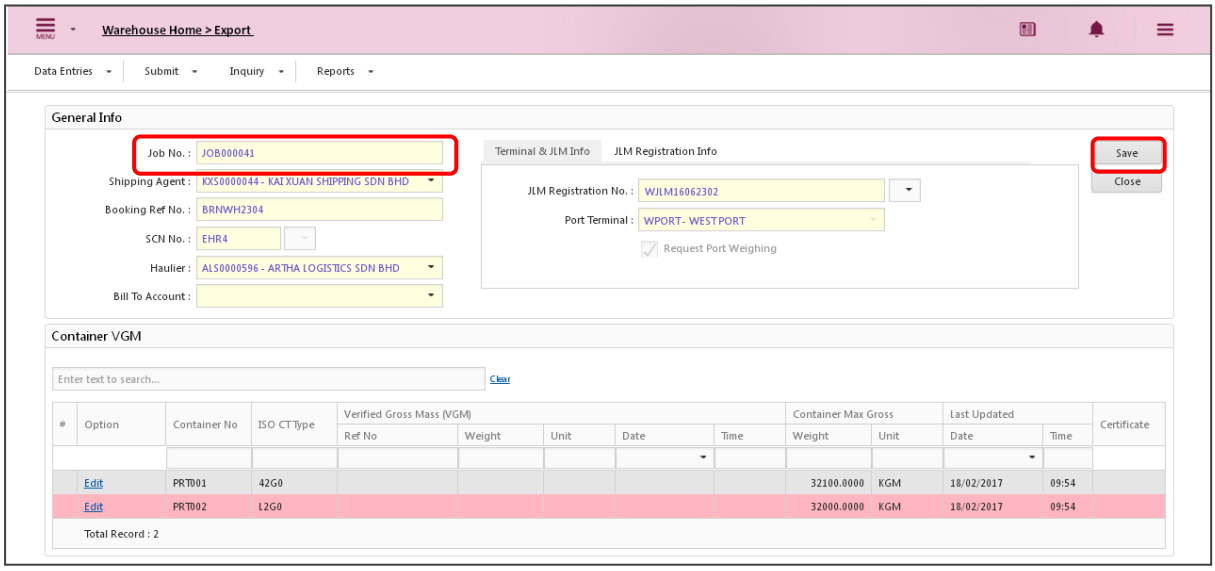


Figure 38

6.1.1.3 VGM Amendment (By Container)

1. Go to **Data Entries > SOLAS VGM > VGM Amendment > By Container**. The page will be displayed as below.

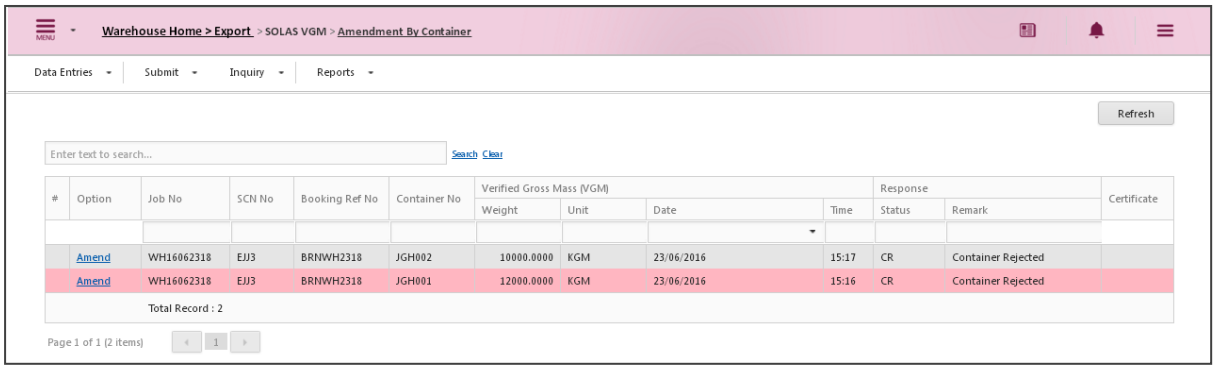


Figure 39

2. Click on **Amend** button to do amendment of records. Key in the New Job No then click **Save**.

Figure 40

3. General Info page will be appeared with new Job No. Click on **Save** once you have done amend the details. Successful message will be displayed.

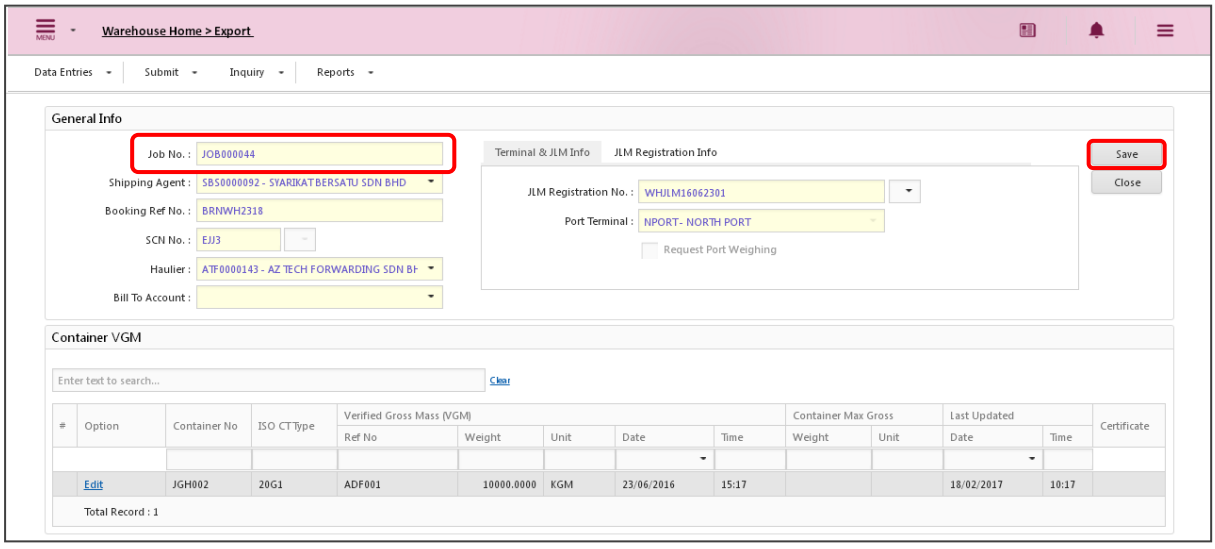


Figure 41

6.1.1.4 VGM Cancellation (By Booking)

1. Go to **Data Entries > SOLAS VGM > VGM Cancellation > By Booking**. The page will be displayed as below. You may search record by key in **Job No**, **SCN** or **Booking Ref No**. Then click **Search**.

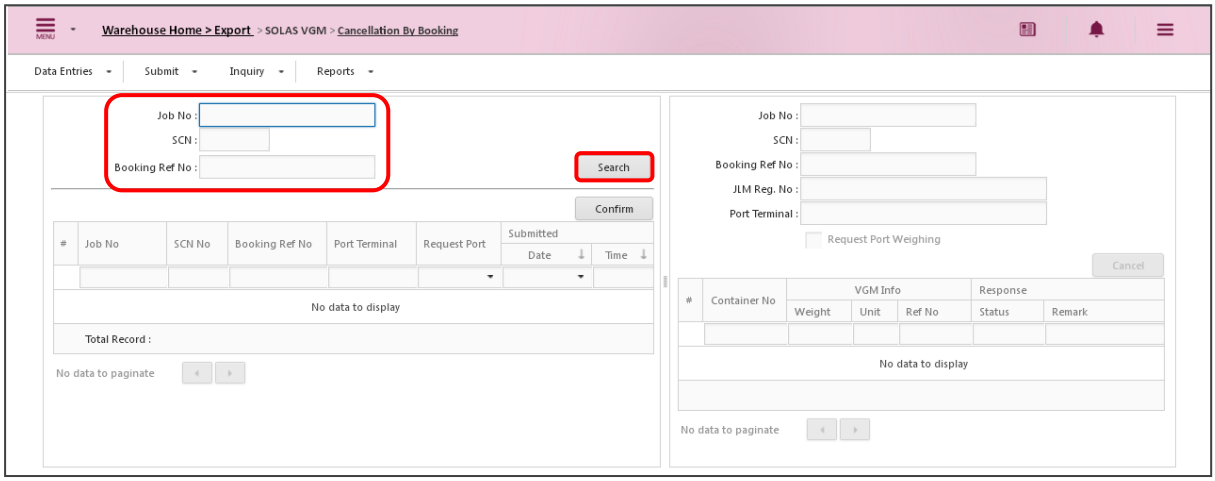


Figure 42

2. The searched record will be displayed as below. Click on the radio button and click **Confirm** to see the details of cancellation record.

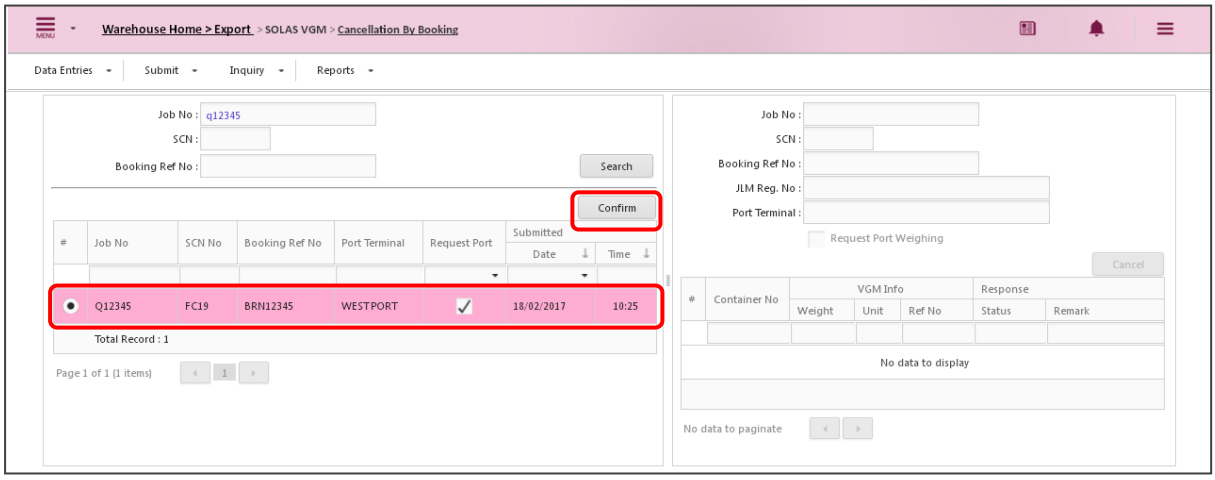


Figure 43

3. The details of searched record will indicate as below. Tick on check box button and click on **Cancel** button to confirm record cancellation.

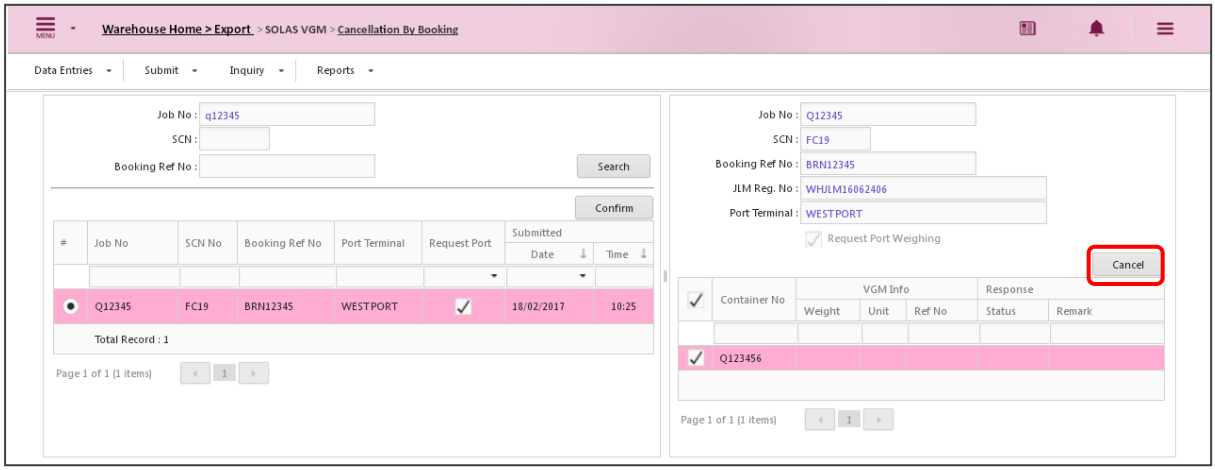


Figure 44

4. You are required to fill in The Cancel Job No and Remark. Then click on **Save & Submit** once you have done. Successful message will be displayed.

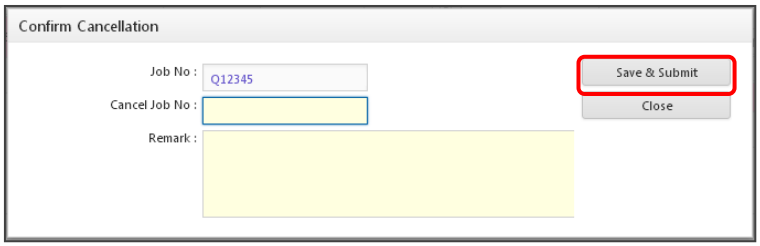


Figure 45

6.1.1.5 VGM Cancellation (By Container)

1. Go to **Data Entries > SOLAS VGM > VGM Cancellation > By Booking**. The page will be displayed as below. You may search record by key in **Job No**, **Booking Ref No** or **Container No**. Then click **Search**.

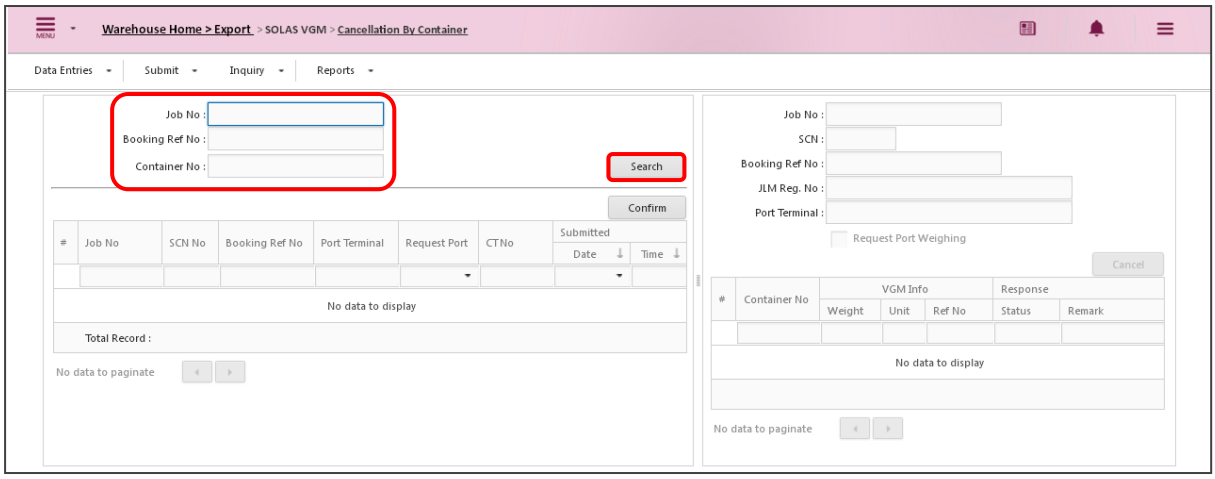


Figure 46

2. The searched record will be displayed as below. Click on the radio button and click **Confirm** to see the details of cancellation record.

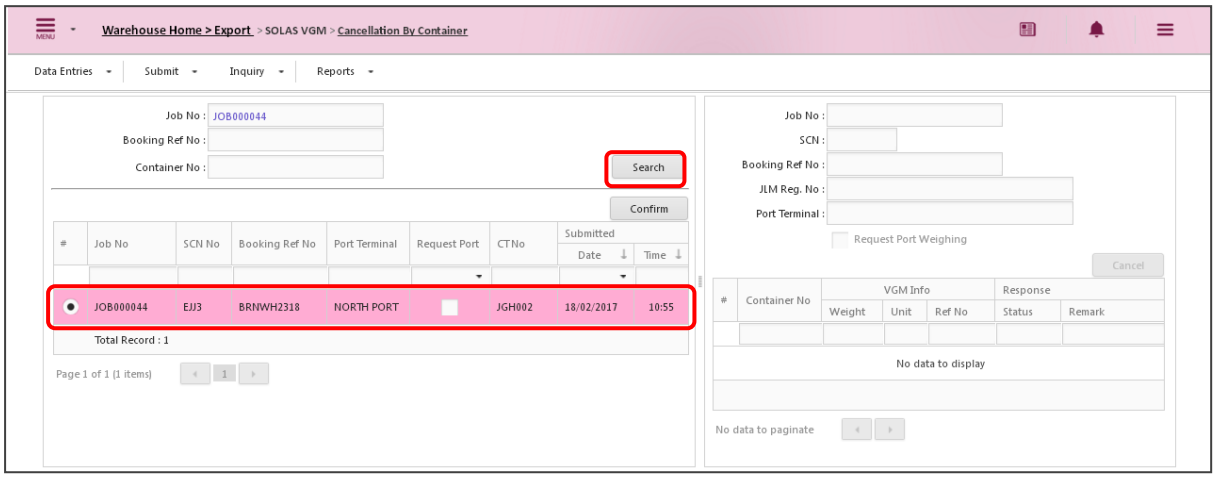


Figure 47

3. The details of searched record will indicate as below. Click on **Cancel** button to confirm record cancellation.

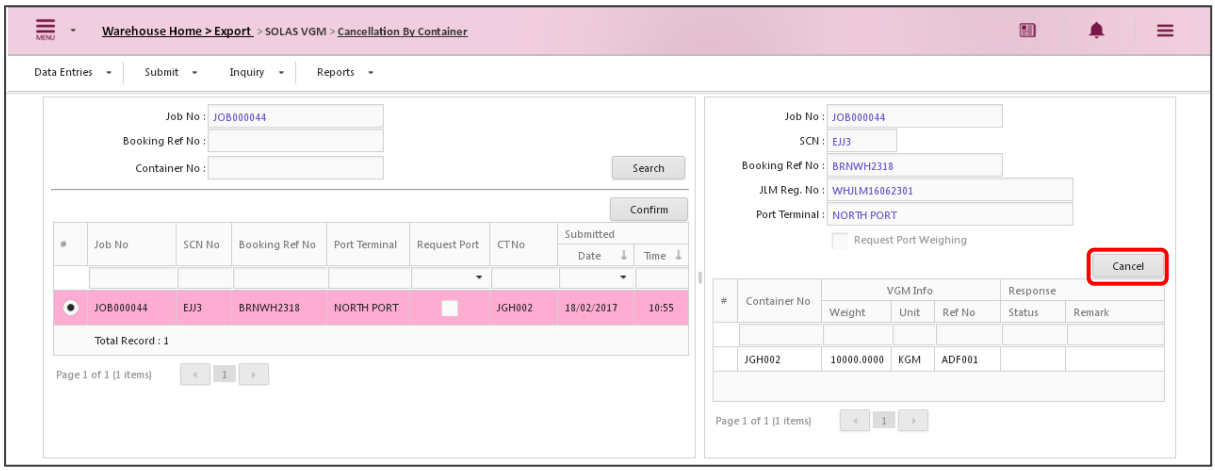


Figure 48

4. Confirm Cancellation tab will be appeared. You are required to key in Cancel Job No and Remark. Click on **Save & Submit** once you have done. Successful message will be displayed.

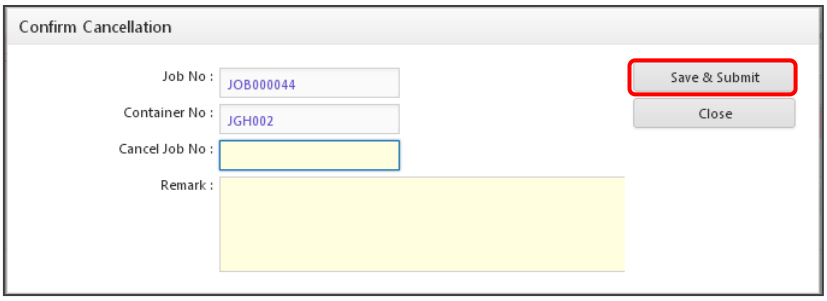


Figure 49

6.2.Submit

Select **Submit** tab.

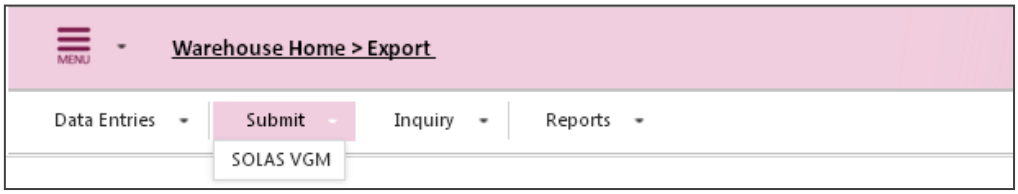


Figure 50

6.2.1 SOLAS VGM

1. Go to **Submit > SOLAS VGM**. The page will be displayed as below. Click on the check box and click **Submit** to submit selected records. You may submit more than one (1) record.

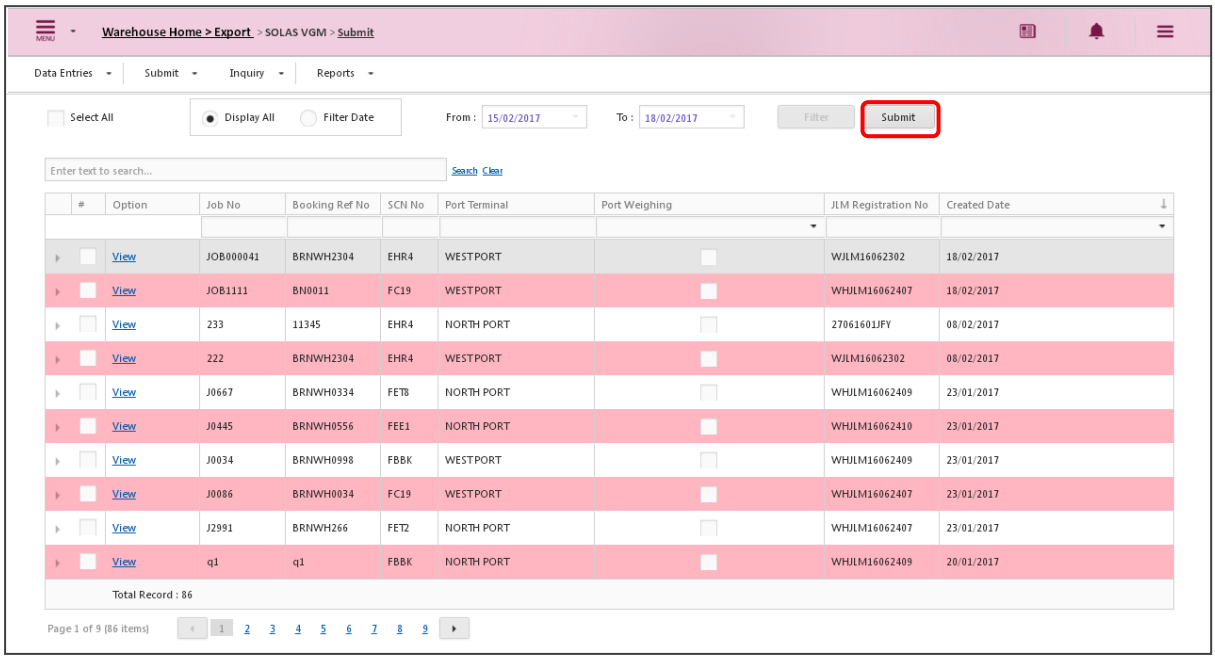


Figure 51

2. Click on **View** button to review details. General Info page will be displayed as below.

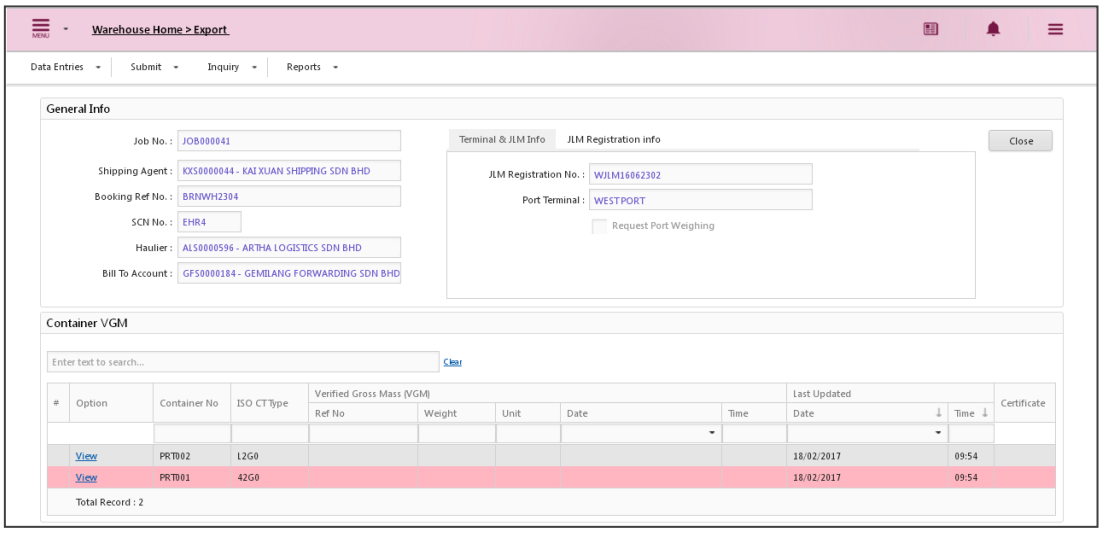


Figure 52

6.3.Inquiry

Select **Inquiry** tab.

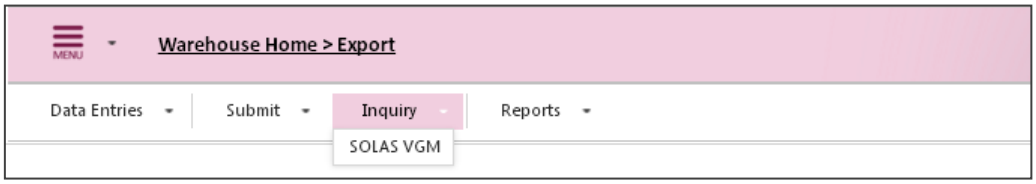


Figure 53

6.3.1 SOLAS VGM

1. Go to **Inquiry > SOLAS VGM**. The page will be displayed as below. Click View button to review details.

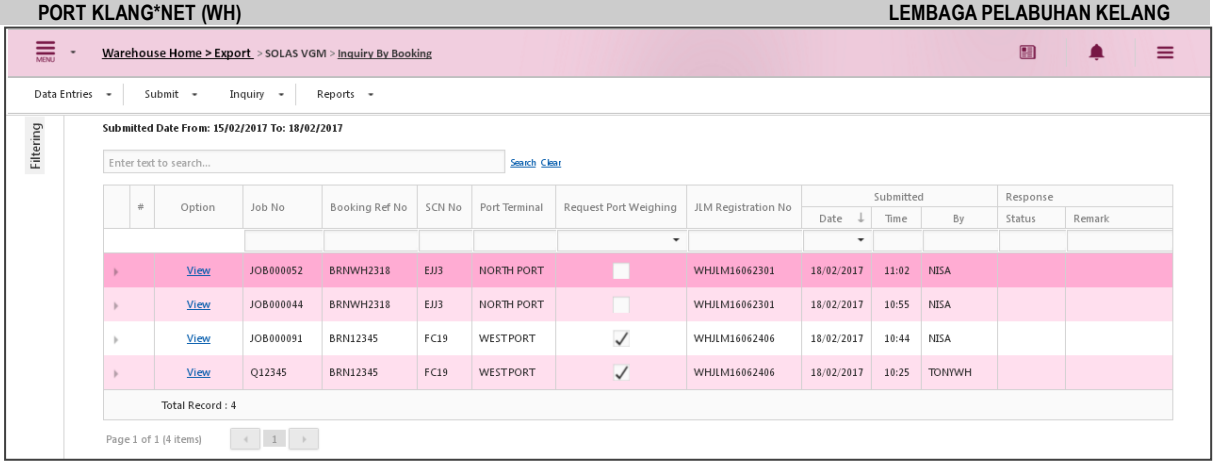


Figure 54

2. The details of page will be displayed as below.

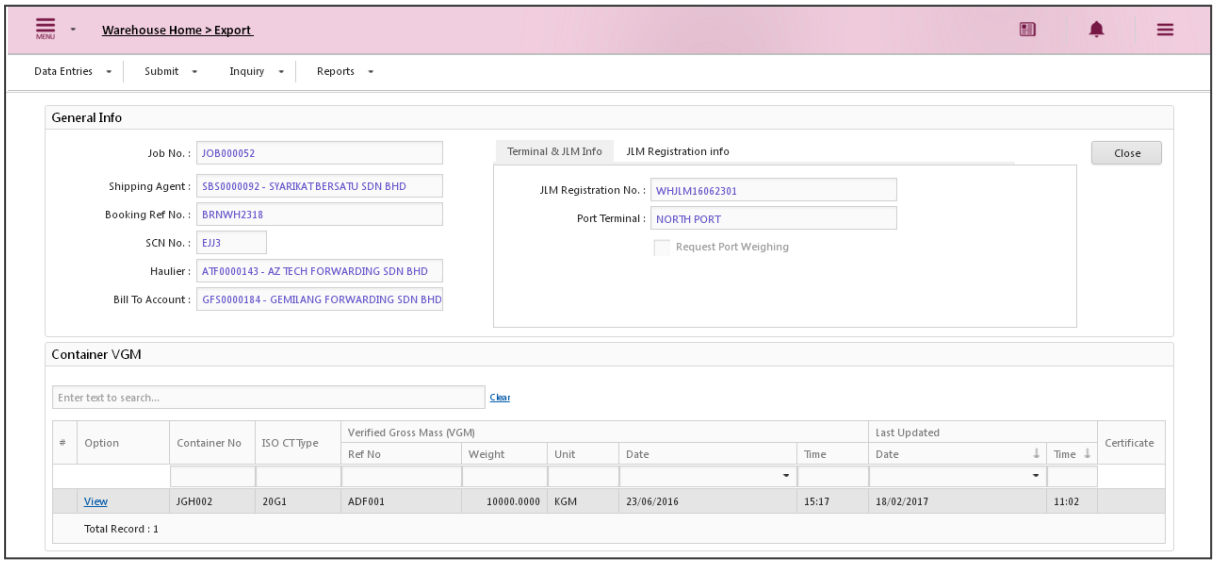


Figure 55

6.4.Reports

Select **Reports** tab.

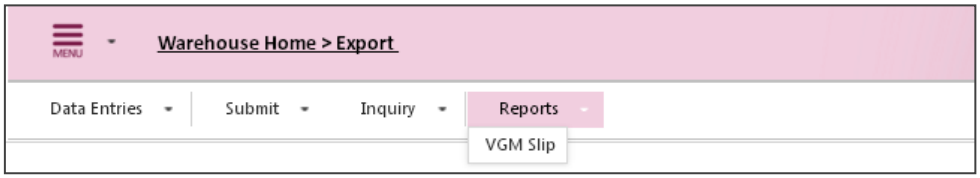


Figure 56

6.4.1 VGM Slip

1. Go to **Reports > VGM Slip**. The page will be displayed as below. Click on the check box button and click **Print** to print VGM Slip.

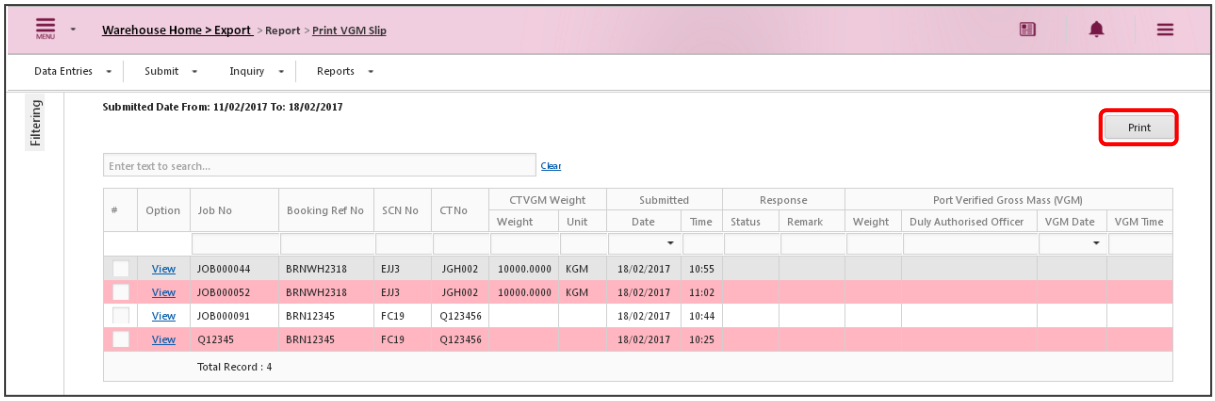


Figure 57

2. The printed VGM Slip as below.

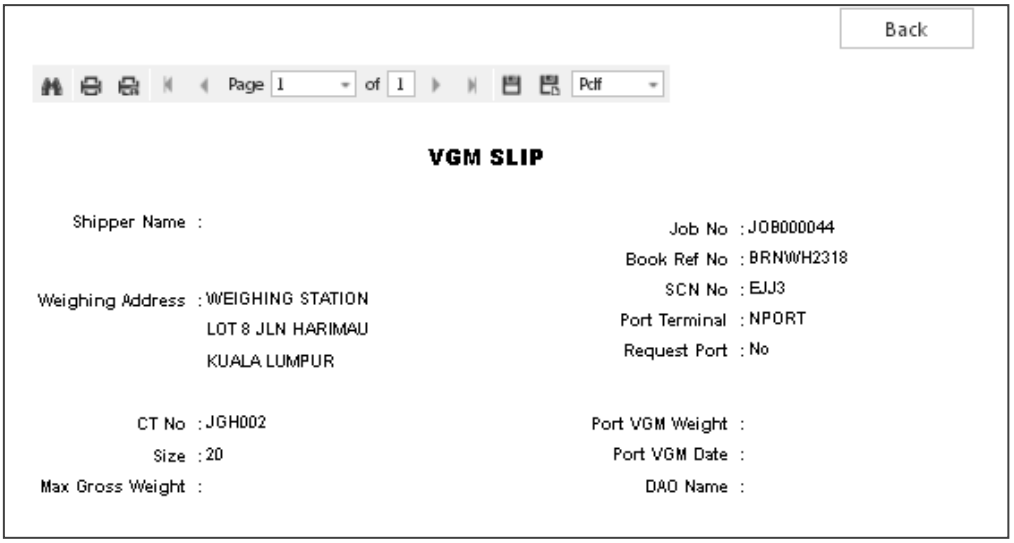


Figure 58

3. Click on **View** button to review details of VGM. The page will be displayed as below.

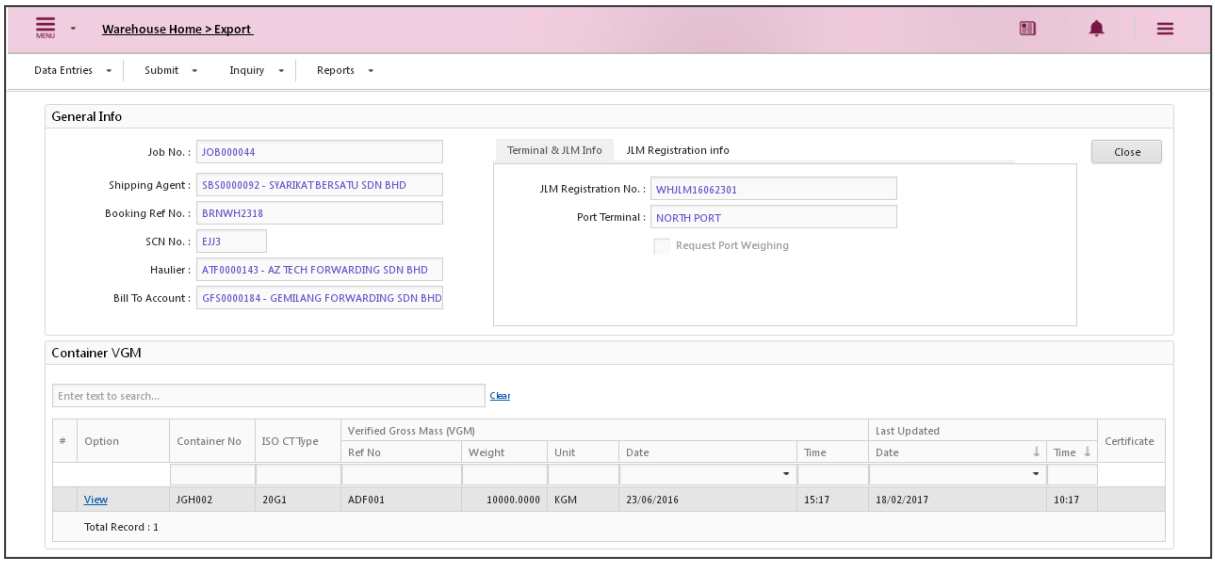


Figure 59

Chapter 7 Others

7 Others

Click on the Menu and select **Others**.

Figure 60

7.1 JLM Registration

1. Select **JLM Registration** tab.

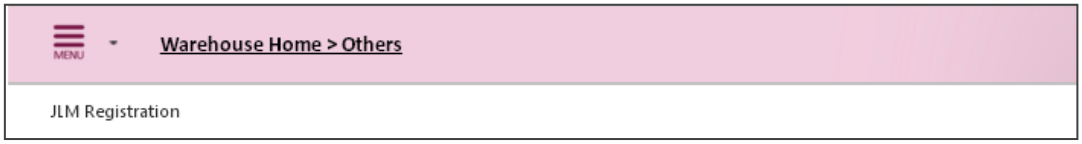


Figure 61

2. Click **New** for adding new data of VGM.

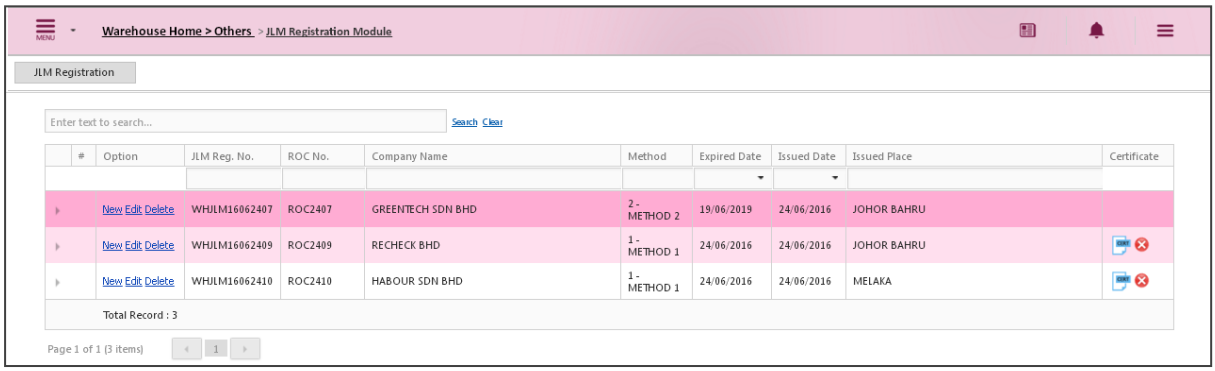


Figure 62

Chapter 8 Maintenance

8 Maintenance

Click on the Menu and select **Maintenance** tab.

Figure 63

8.1 Admin

Select **Admin** tab.

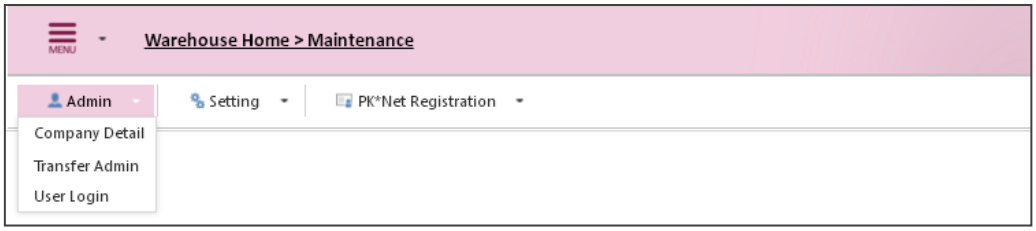


Figure 64

8.1.1 Company Details

1. Company details page will display ad below. Update company logo and information accordingly and click **Update**.

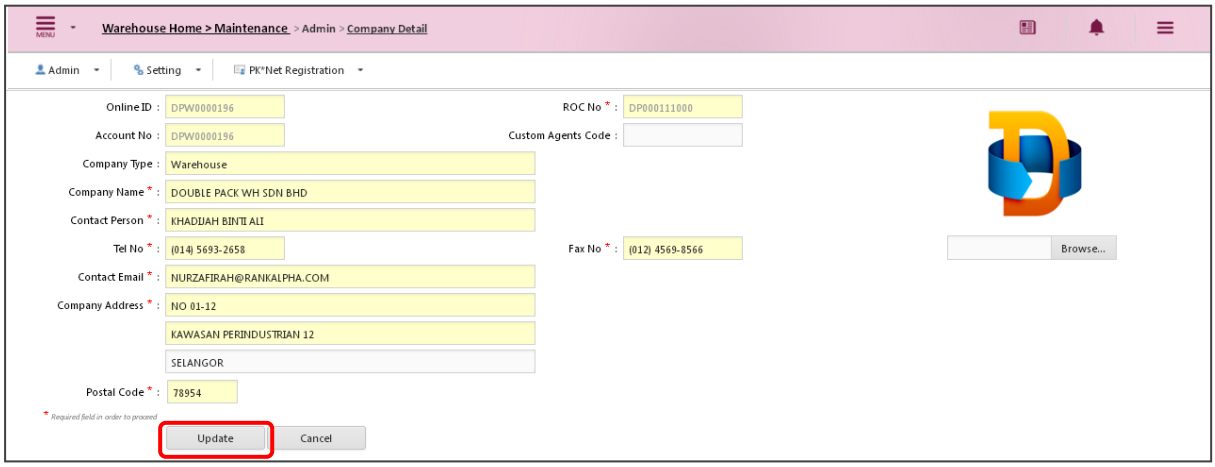


Figure 65

2. Successful message will be displayed as below.

Figure 66

8.1.2 Transfer Admin

1. This option allows user to change the Admin of the account. The page as below:

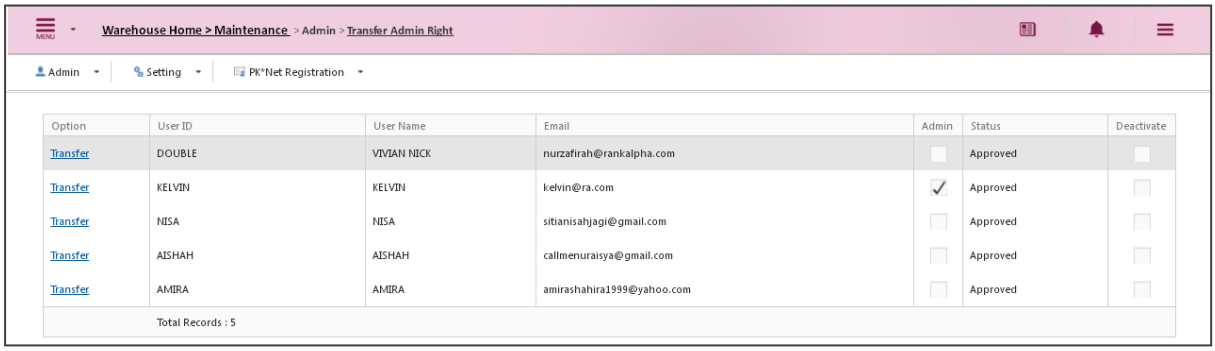


Figure 67

2. Click **Transfer** button on the required record. If successful, the check box Admin will change.

Figure 68

8.1.3 User Login

1. This page displays the active and deactive user for this account.

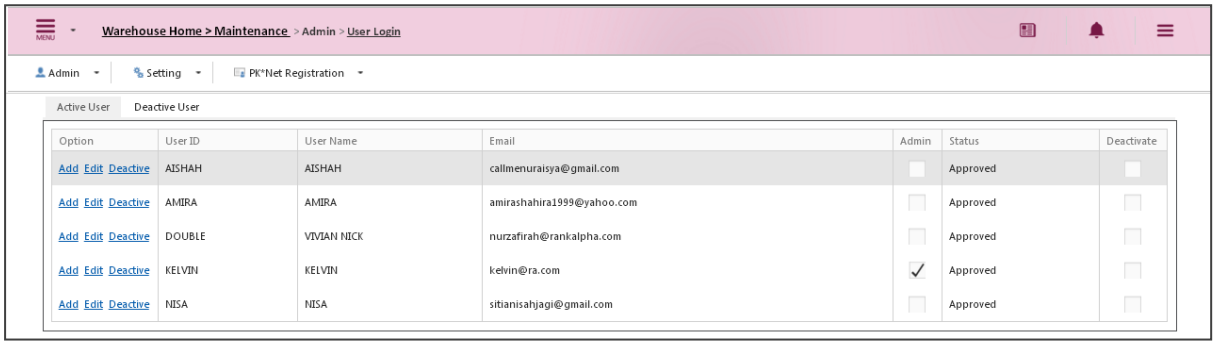


Figure 69

Active User

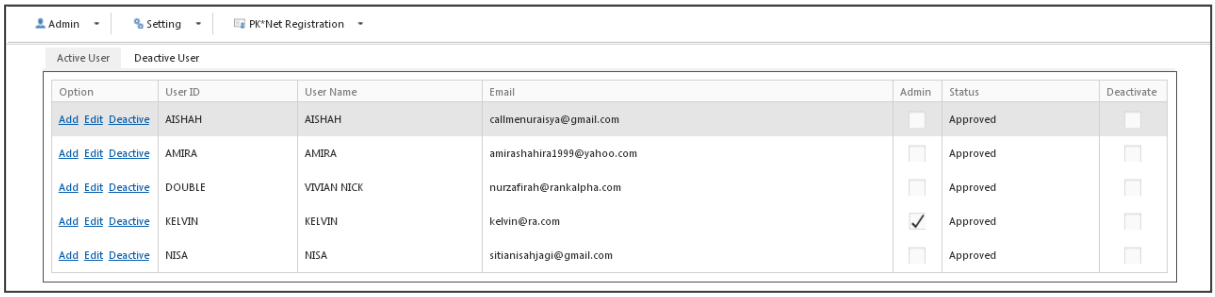


Figure 70

Deactive User

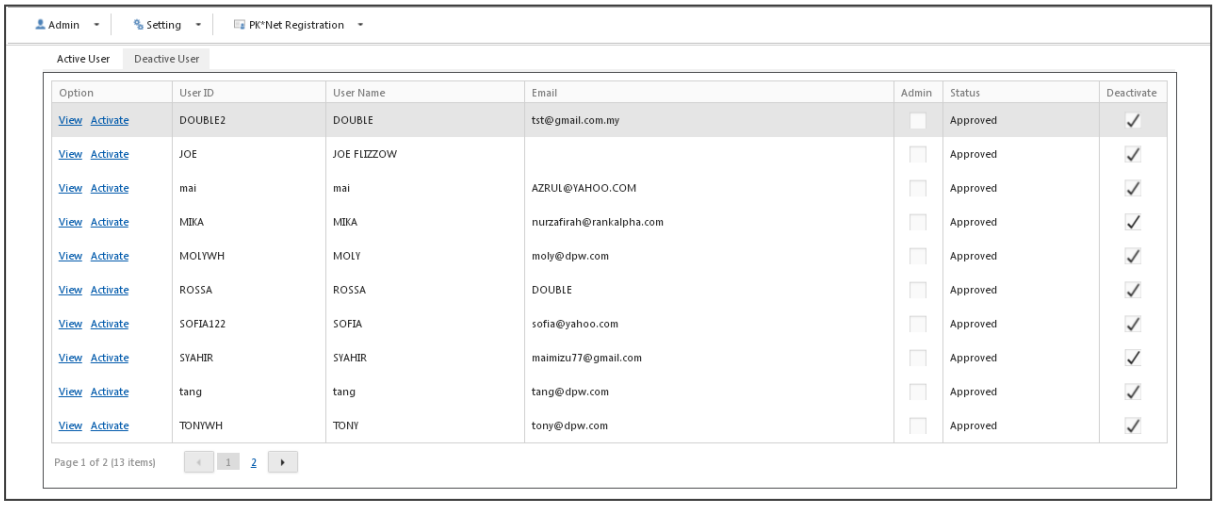


Figure 71

2. Click on **Add** button to add new user. **User Information** field will be appeared and you are required to fill in the details. Click on **Save** button to save completed details and successful message will be displayed.

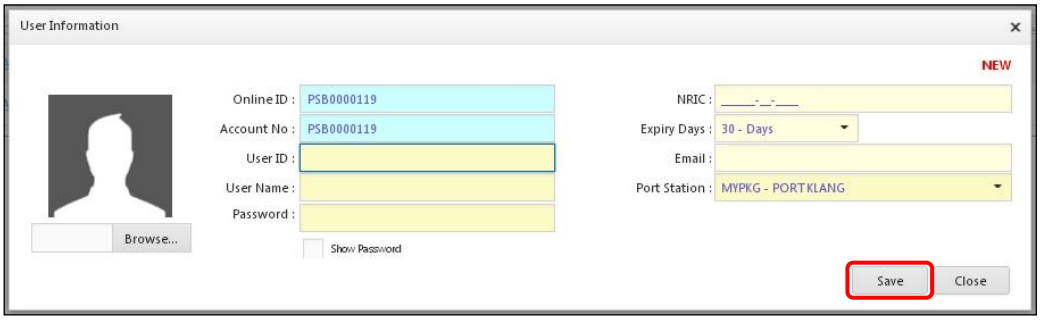


Figure 72

**The number of users cannot more than 5 users.

3. Click on **Edit** button to edit user's login details. Then click **Save**.

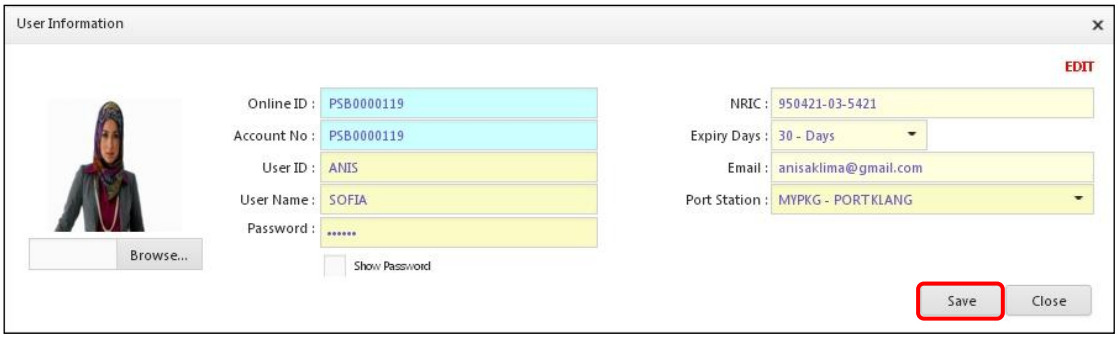


Figure 73

4. To deactive user, click on **Deactive** button and confirmation message will be asked. Then click on **OK** to confirm deactive user. Successful message will be displayed as below.

Figure 74

5. To view deactive user, click on **View** button and user information will be displayed.

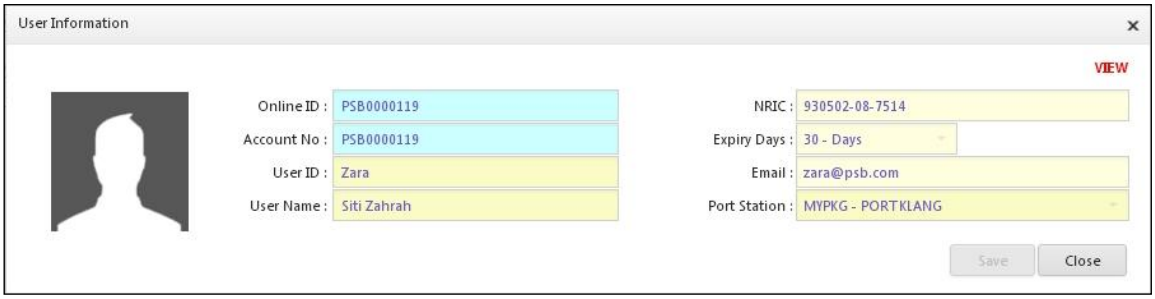


Figure 75

6. To active back user account, click on **Active** button and confirmation message will be asked. Click **OK** to active back user and you will be displayed a successful message as below.

Figure 76

8.2 Setting

Select **Setting** tab.

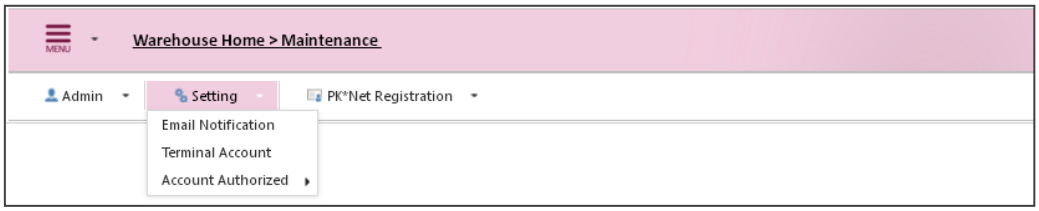


Figure 77

8.2.1 Email Notification – [Not Available]

8.2.1 Terminal Account

1. Go to **Setting > Terminal Account**. Terminal Account page will be displayed as below.

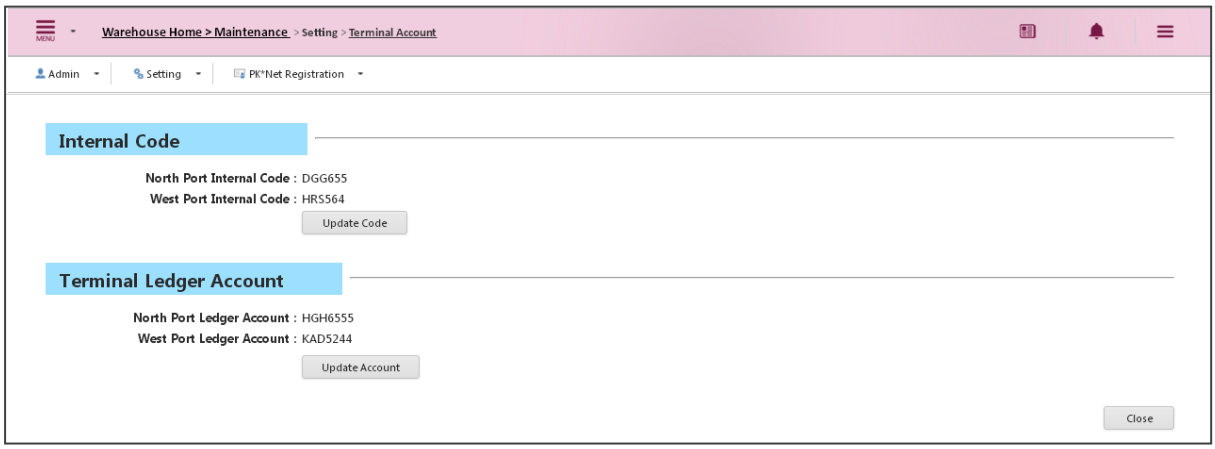


Figure 78

2. To update Internal Code, click on **Update Code** button. Then click **Save**. Successful message will be displayed.

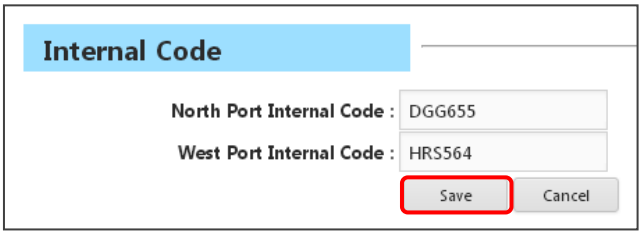


Figure 79

3. To update Terminal Ledger Account, click on **Update Code** button. Then click **Save**. Successful message will be displayed.

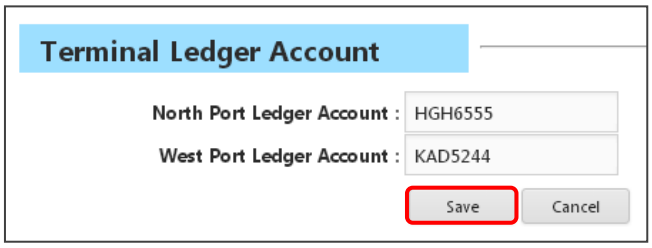


Figure 80

8.2.2 Account Authorized

8.2.2.1 Assign

1. Go to **Setting > Account Authorized > Assign**. The page will be displayed as below. You may search record by key in ROC No, Online ID and Account Type. Then click **Search**.

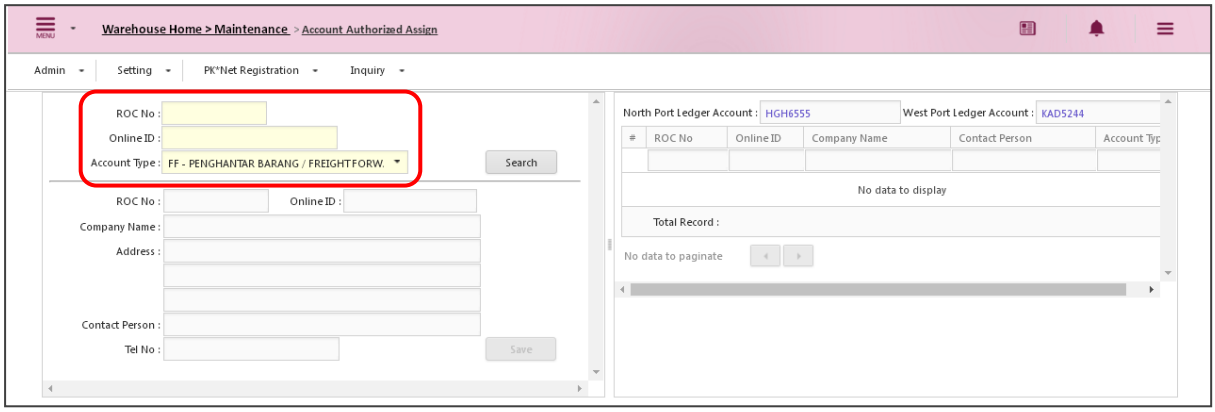


Figure 81

2. The page will appear as below. Click Save to save searched record. Successful message will be displayed.

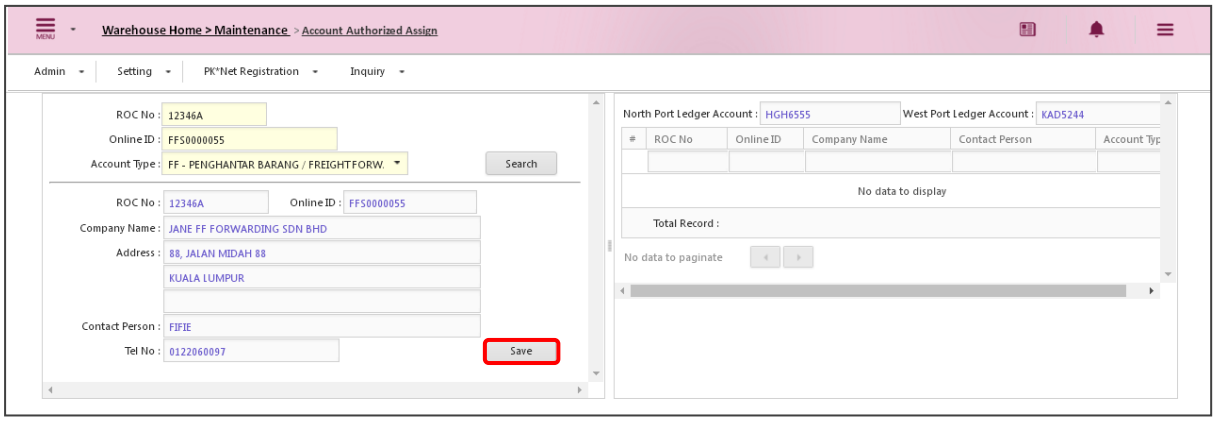


Figure 82

8.2.2.2 Inquiry

1. Go to **Setting > Account Authorized > Inquiry**. The page will be displayed as below.

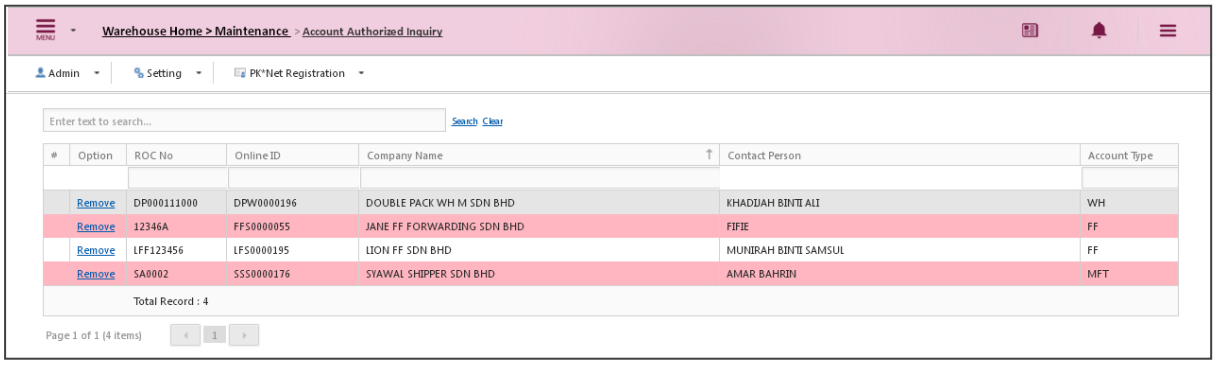


Figure 83

2. Click on **Remove** button to remove record. Confirmation message will be asked. Click **OK** to proceed remove record. Successful message will be displayed.

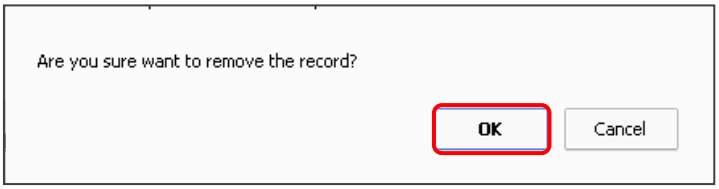


Figure 84

8.3 PK*Net Registration

Select **PK*Net Registration** tab.

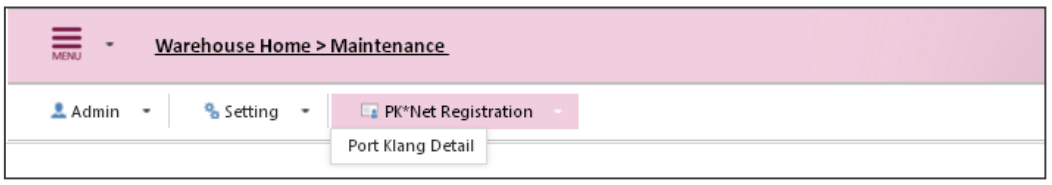


Figure 85

8.3.1 Port Klang Details

1. Port Klang Details page will display as below:

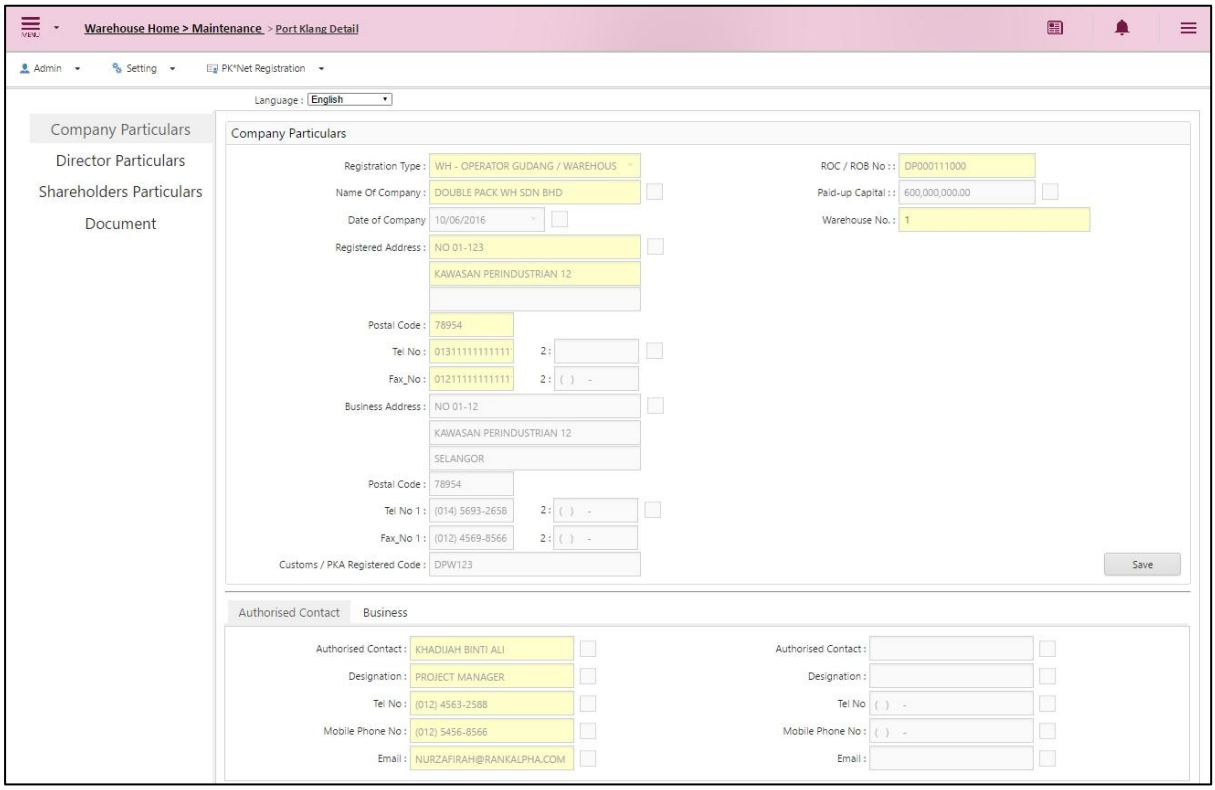


Figure 86

2. User may change their company details such as **Company Particulars**, **Director Particulars**, **Shareholders Particulars** and **Document**.

Company Particulars:

Tick the appropriate checkbox to enable the textbox. Click on **Save button to save the changes that you have made.

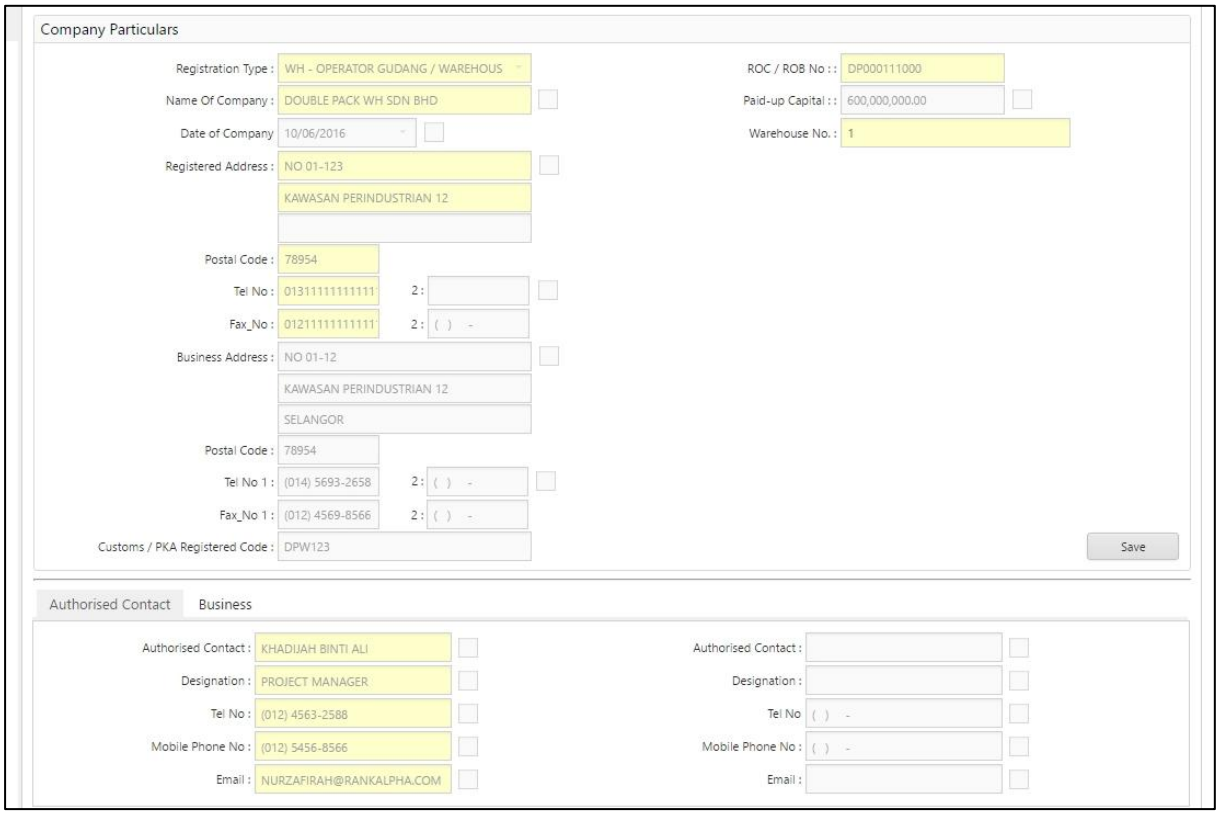


Figure 87

Director Particulars:

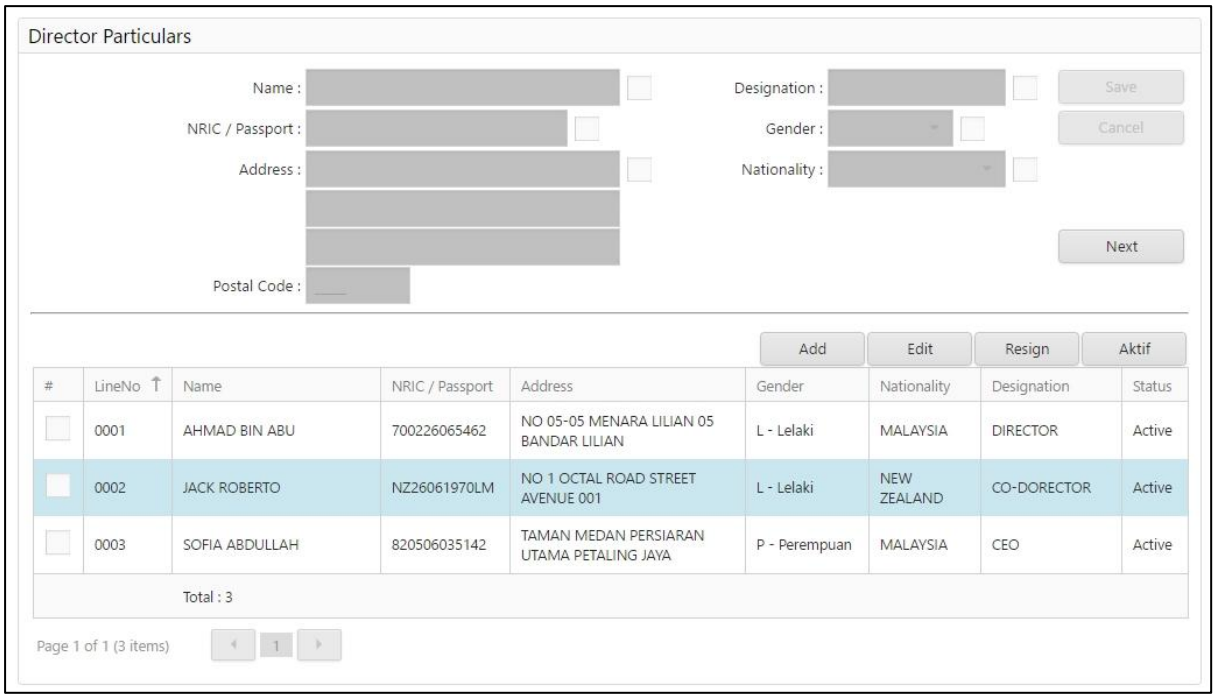


Figure 88

Add

Click on **Add** button to add new director. The new data that you have create, click **Save** button.

Figure 89

Edit

1. Tick the required record as below:

Figure 90

2. Click on **Edit** button. The data automatically display as below:

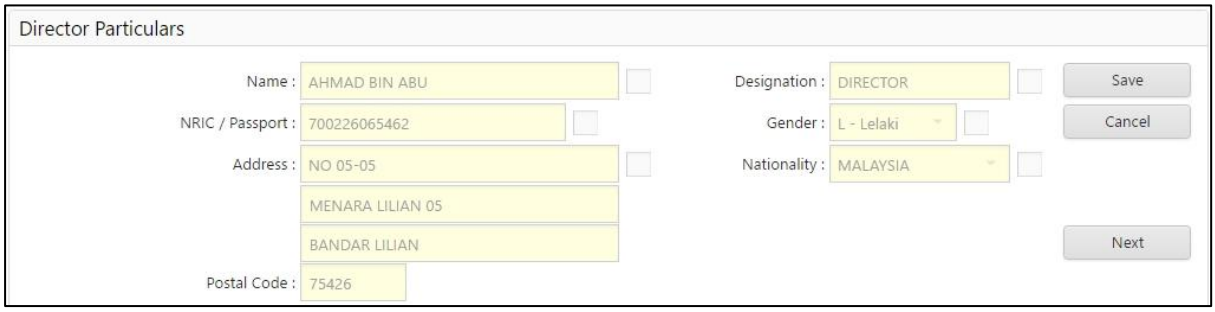


Figure 91

3. Tick the appropriate checkbox to enable the textbox.
4. Click **Save** button to save the changes that you have made.

Resign

1. Tick the required record as below:

Figure 92

2. Click on **Resign** button.
3. The "**Record Resign!**" statement will display.
4. The status of the record will change to **Resign** as below:

#	LineNo	Name	NRIC / Passport	Address	Gender	Nationality	Designation	Status
✓	0001	AHMAD BIN ABU	700226065462	NO 05-05 MENARA LILIAN 05 BANDAR LILIAN	L - Lelaki	MALAYSIA	DIRECTOR	Resign
	0002	JACK ROBERTO	NZ26061970LM	NO 1 OCTAL ROAD STREET AVENUE 001	L - Lelaki	NEW ZEALAND	CO-DORECTOR	Active
	0003	SOFIA ABDULLAH	820506035142	TAMAN MEDAN PERSIARAN UTAMA PETALING JAYA	P - Perempuan	MALAYSIA	CEO	Active
		Total : 3						

Figure 93

Active

1. Tick the required record as below:

#	LineNo	Name	NRIC / Passport	Address	Gender	Nationality	Designation	Status
✓	0001	AHMAD BIN ABU	700226065462	NO 05-05 MENARA LILIAN 05 BANDAR LILIAN	L - Lelaki	MALAYSIA	DIRECTOR	Resign
	0002	JACK ROBERTO	NZ26061970LM	NO 1 OCTAL ROAD STREET AVENUE 001	L - Lelaki	NEW ZEALAND	CO-DORECTOR	Active
	0003	SOFIA ABDULLAH	820506035142	TAMAN MEDAN PERSIARAN UTAMA PETALING JAYA	P - Perempuan	MALAYSIA	CEO	Active
		Total : 3						

Figure 94

2. Click on **Active** button.
3. The "**Record Active!**" statement will display.
4. The status of the record will change to **Active** as below:

#	LineNo	Name	NRIC / Passport	Address	Gender	Nationality	Designation	Status
✓	0001	AHMAD BIN ABU	700226065462	NO 05-05 MENARA LILIAN 05 BANDAR LILIAN	L - Lelaki	MALAYSIA	DIRECTOR	Active
	0002	JACK ROBERTO	NZ26061970LM	NO 1 OCTAL ROAD STREET AVENUE 001	L - Lelaki	NEW ZEALAND	CO-DORECTOR	Active
	0003	SOFIA ABDULLAH	820506035142	TAMAN MEDAN PERSIARAN UTAMA PETALING JAYA	P - Perempuan	MALAYSIA	CEO	Active
		Total : 3						

Figure 95

Shareholders Particulars:

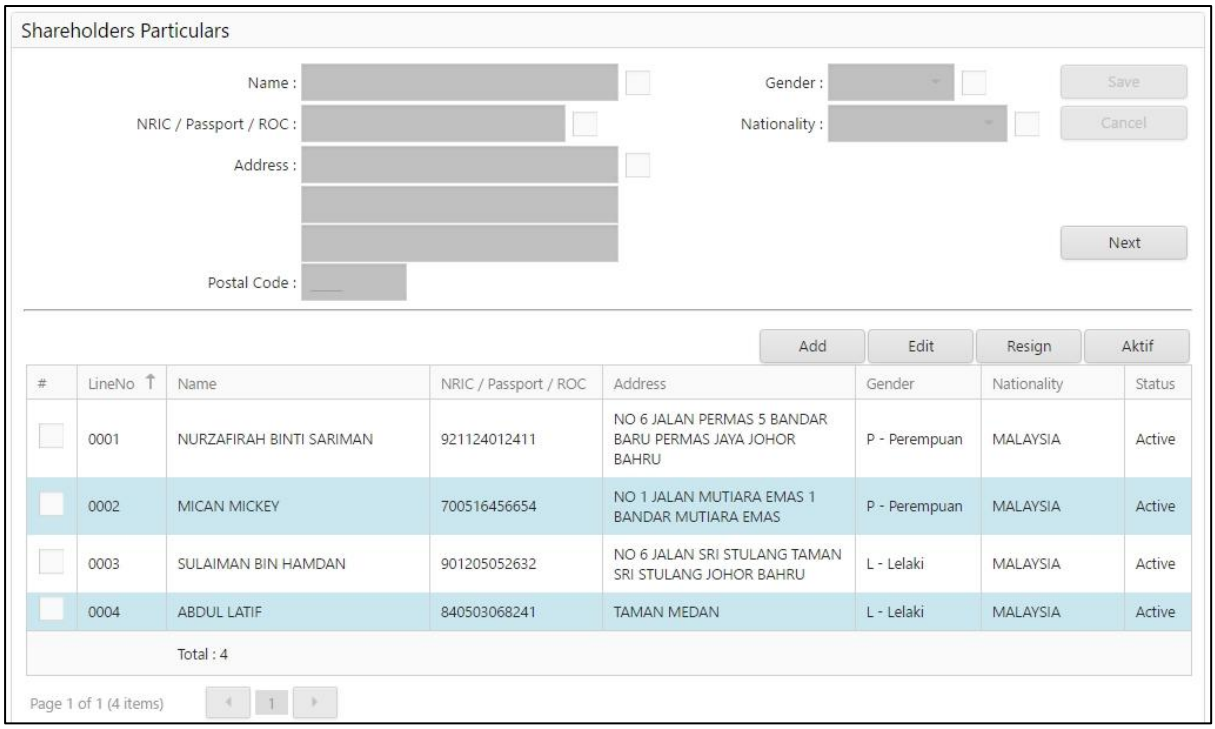


Figure 96

Add

1. Click on **Add** button to add new shareholder.

Figure 97

Edit

1. Tick the required record as below:

#	LineNo	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
✓	0001	NURZAFIRAH BINTI SARIMAN	921124012411	NO 6 JALAN PERMAS 5 BANDAR BARU PERMAS JAYA JOHOR BAHRU	P - Perempuan	MALAYSIA	Active
	0002	MICAN MICKEY	700516456654	NO 1 JALAN MUTIARA EMAS 1 BANDAR MUTIARA EMAS	P - Perempuan	MALAYSIA	Active
	0003	SULAIMAN BIN HAMDAN	901205052632	NO 6 JALAN SRI STULANG TAMAN SRI STULANG JOHOR BAHRU	L - Lelaki	MALAYSIA	Active
	0004	ABDUL LATIF	840503068241	TAMAN MEDAN	L - Lelaki	MALAYSIA	Active

Figure 98

2. Click on **Edit** button. The data automatically display as below:

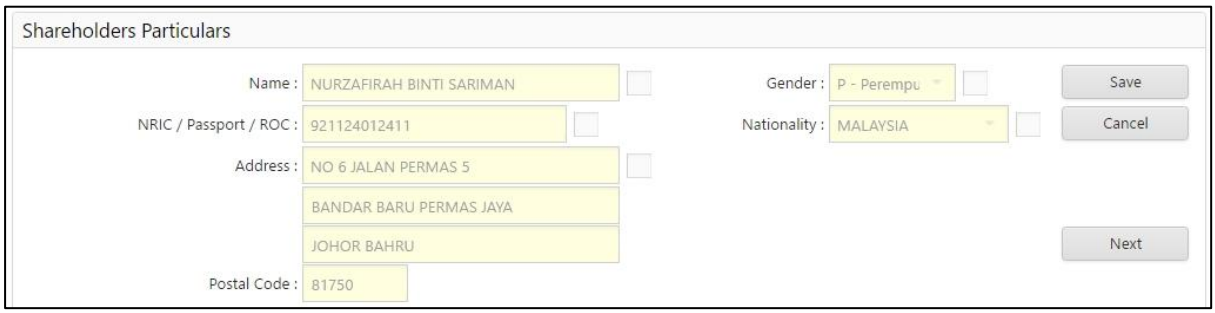


Figure 99

3. Tick the appropriate checkbox to enable the textbox.
4. Click **Save** button to save the changes that you have made.

Resign

1. Tick the required record as below:

#	LineNo	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
✓	0001	NURZAFIRAH BINTI SARIMAN	921124012411	NO 6 JALAN PERMAS 5 BANDAR BARU PERMAS JAYA JOHOR BAHRU	P - Perempuan	MALAYSIA	Active
	0002	MICAN MICKEY	700516456654	NO 1 JALAN MUTIARA EMAS 1 BANDAR MUTIARA EMAS	P - Perempuan	MALAYSIA	Active
	0003	SULAIMAN BIN HAMDAN	901205052632	NO 6 JALAN SRI STULANG TAMAN SRI STULANG JOHOR BAHRU	L - Lelaki	MALAYSIA	Active
	0004	ABDUL LATIF	840503068241	TAMAN MEDAN	L - Lelaki	MALAYSIA	Active

Figure 100

2. Click on **Resign** button.
3. The "**Record Resign!**" statement will display.
4. The status of the record will change to **Resign** as below:

#	LineNo	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
✓	0001	NURZAFIRAH BINTI SARIMAN	921124012411	NO 6 JALAN PERMAS 5 BANDAR BARU PERMAS JAYA JOHOR BAHRU	P - Perempuan	MALAYSIA	Resign
	0002	MICAN MICKEY	700516456654	NO 1 JALAN MUTIARA EMAS 1 BANDAR MUTIARA EMAS	P - Perempuan	MALAYSIA	Active
	0003	SULAIMAN BIN HAMDAN	901205052632	NO 6 JALAN SRI STULANG TAMAN SRI STULANG JOHOR BAHRU	L - Lelaki	MALAYSIA	Active
	0004	ABDUL LATIF	840503068241	TAMAN MEDAN	L - Lelaki	MALAYSIA	Active

Figure 101

Active

1. Tick the required record as below:

#	LineNo	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
✓	0001	NURZAFIRAH BINTI SARIMAN	921124012411	NO 6 JALAN PERMAS 5 BANDAR BARU PERMAS JAYA JOHOR BAHRU	P - Perempuan	MALAYSIA	Resign
	0002	MICAN MICKEY	700516456654	NO 1 JALAN MUTIARA EMAS 1 BANDAR MUTIARA EMAS	P - Perempuan	MALAYSIA	Active
	0003	SULAIMAN BIN HAMDAN	901205052632	NO 6 JALAN SRI STULANG TAMAN SRI STULANG JOHOR BAHRU	L - Lelaki	MALAYSIA	Active
	0004	ABDUL LATIF	840503068241	TAMAN MEDAN	L - Lelaki	MALAYSIA	Active

Figure 102

2. Click on **Active** button.
3. The "**Record Active!**" statement will display.

4. The status of the record will change to **Active** as below:

#	LineNo	Name	NRIC / Passport / ROC	Address	Gender	Nationality	Status
✓	0001	NURZAFIRAH BINTI SARIMAN	921124012411	NO 6 JALAN PERMAS 5 BANDAR BARU PERMAS JAYA JOHOR BAHRU	P - Perempuan	MALAYSIA	Active
	0002	MICAN MICKEY	700516456654	NO 1 JALAN MUTIARA EMAS 1 BANDAR MUTIARA EMAS	P - Perempuan	MALAYSIA	Active
	0003	SULAIMAN BIN HAMDAN	901205052632	NO 6 JALAN SRI STULANG TAMAN SRI STULANG JOHOR BAHRU	L - Lelaki	MALAYSIA	Active
	0004	ABDUL LATIF	840503068241	TAMAN MEDAN	L - Lelaki	MALAYSIA	Active

Figure 103

Document:

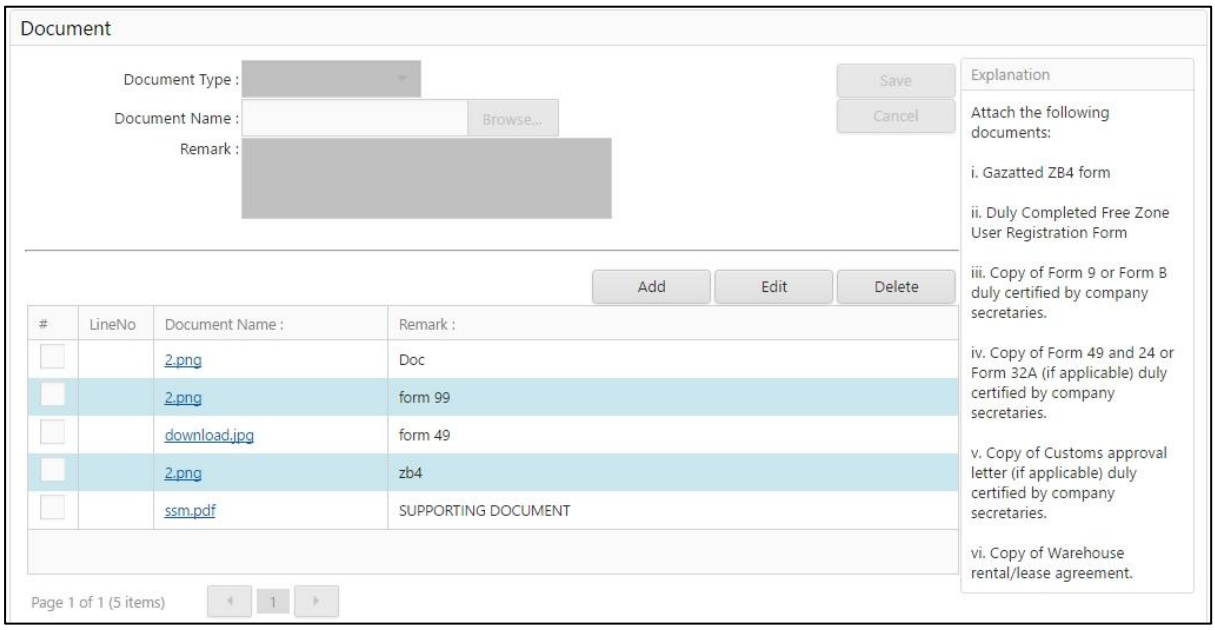


Figure 104

Add

1. Click on **Add** button to add new document.

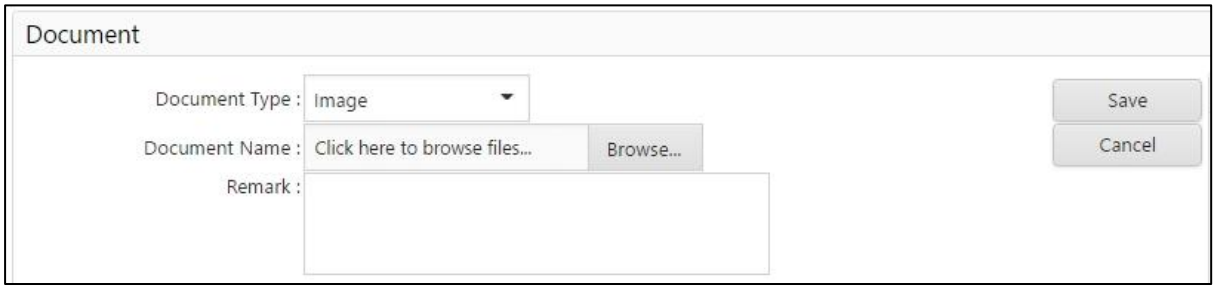


Figure 105

Edit

1. Tick the required record as below:

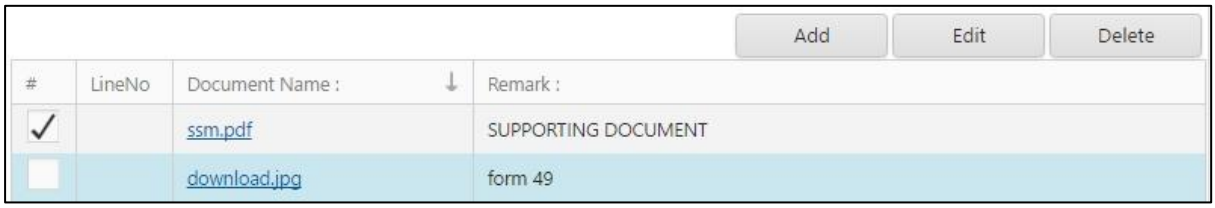


Figure 106

2. Click on **Edit** button. The data automatically display as below:

Figure 107

3. Click **Save** button to save the changes that you have made.

Delete

1. Tick the required record as below:

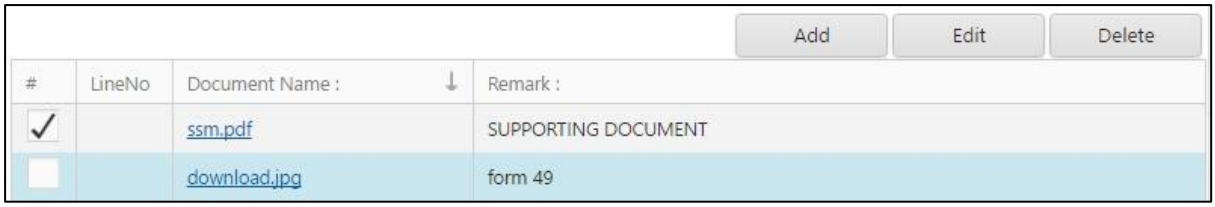


Figure 108

2. Click on **Delete** button.
3. The selected record will be deleted automatically.

Chapter 9 Live Service

9 Live Service

Click on the Menu and select **Active User** tab.

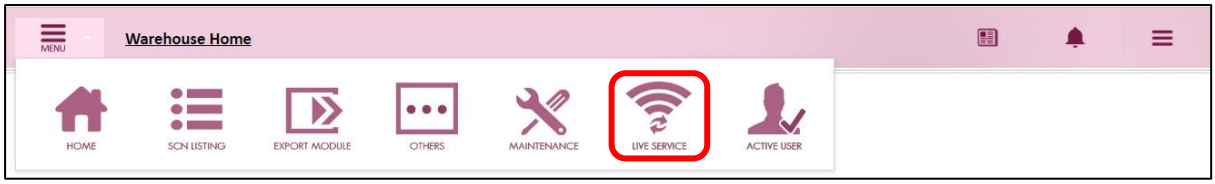


Figure 109

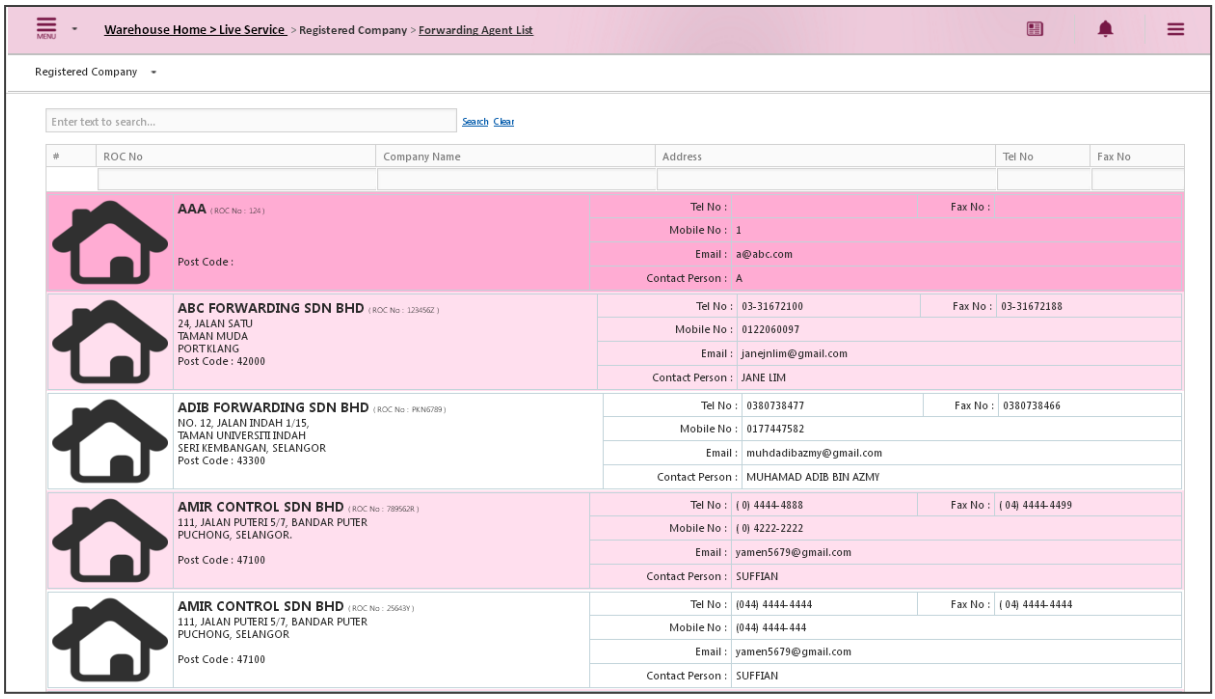
9.1 Registered Company

Select **Registered Company** tab.

Figure 110

9.1.1 Forwarding Agent List

Forwarding Agent List page will display as below:



9.1.2 Shipping Agent List

Shipping Agent List page will display as below:

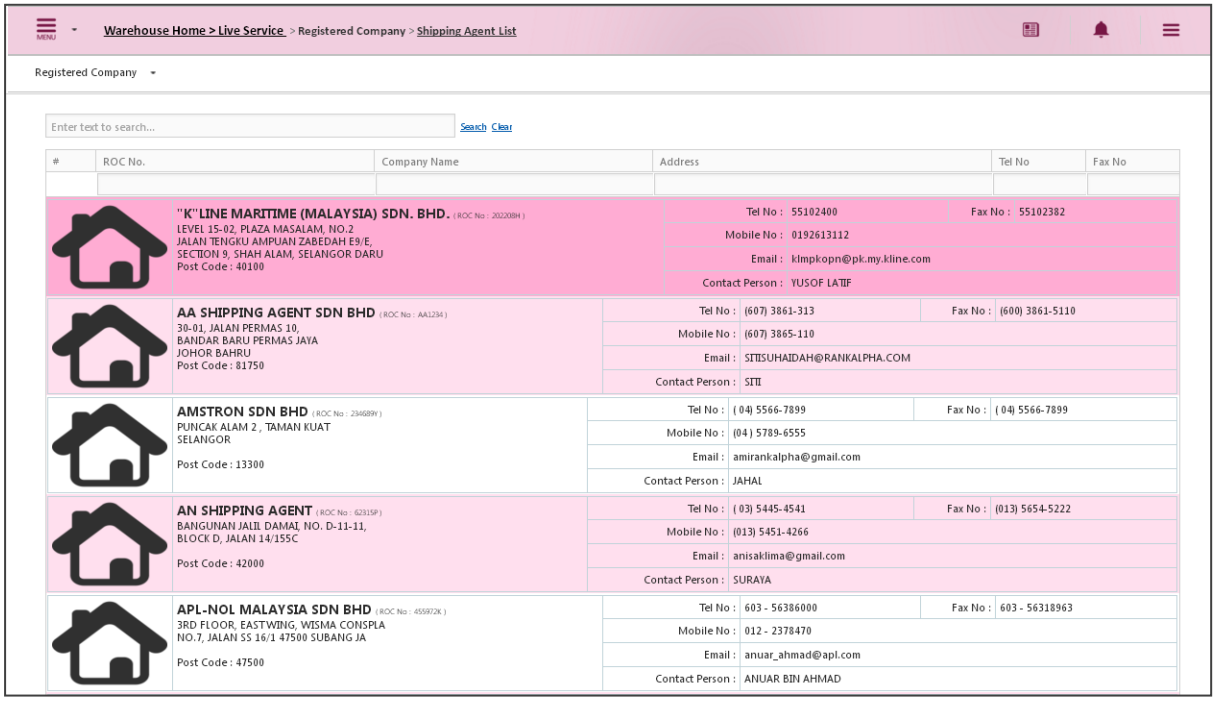


Figure 111

9.1.3 Haulier List

Haulier List page will display as below:

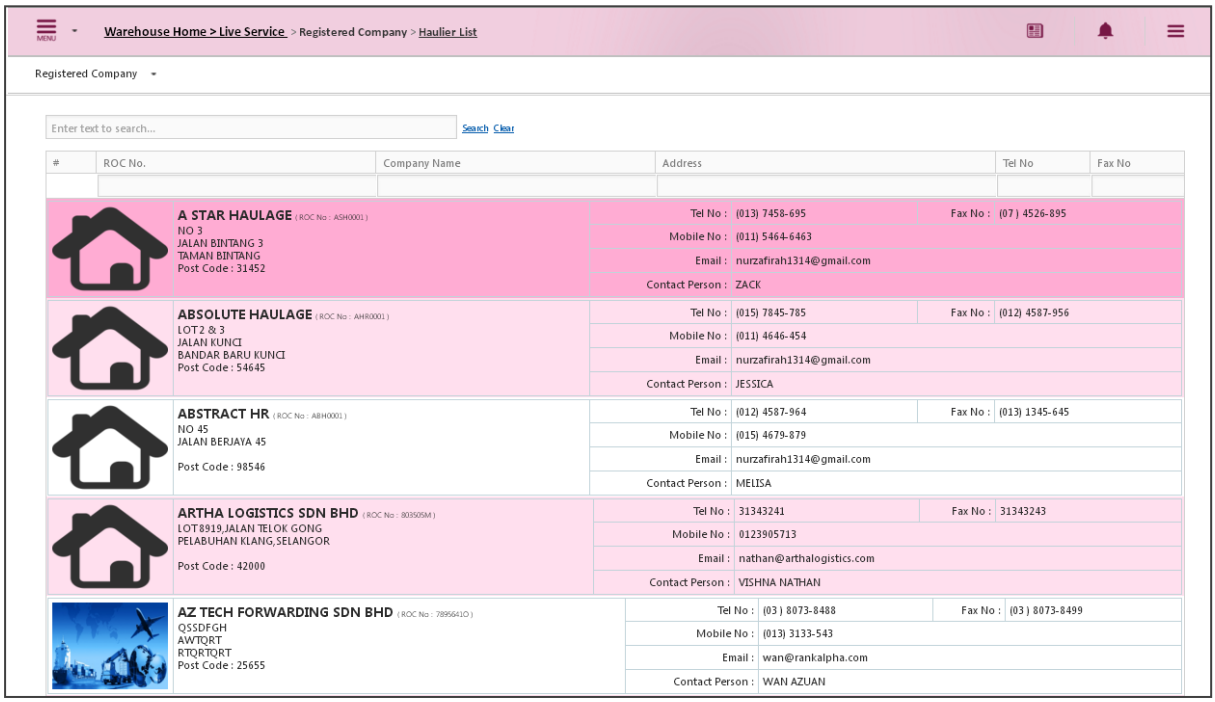


Figure 112

Chapter 10 Active User

10 Active User

1. Click on the Menu and select **Active User** tab.

Figure 113

2. This option allows admin of the account to view who is login using this account.

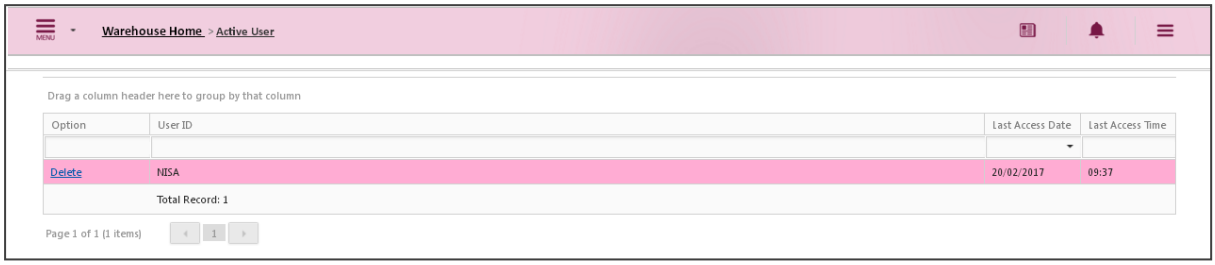


Figure 114

3. **Delete** hyperlink is used to terminate others.

{ End of User Manual }