



eTRIGGER SYSTEM

eTrigger System

USER MANUAL

User Manual For eTrigger System

The user will need to go to **PDC Intranet Page** to access the system. Go to Aplikasi Online --> Sistem-Sistem Maklumat. Click on it and nother screen will be shown. Click on Sistem eTrigger and a Login Screen will appear to enable you to enter the system.



The screenshot shows the PDC Intranet Home Page. At the top, there is a banner with the text "Selamat Datang ke Laman Intranet" and a logo for PDC. Below the banner, there is a navigation menu on the left with categories: MENU UTAMA, APLIKASI ONLINE, and FAIL UNTUK DOWNLOAD. The APLIKASI ONLINE section is highlighted with a red box, and "Sistem-Sistem Maklumat" is selected. In the center, there is a "HOTLINE AGENSI KERAJAAN/ SWASTA" button and a box for downloading the "Penang Career Assistance & Training (CAT) Centre" form. To the right, there is a "MISI" section with text about the Penang Development Corporation (PDC) and a "Salam Aidilfitri" banner. At the bottom right, there is a "Laman Web PDC" link to www.pdc.gov.my.

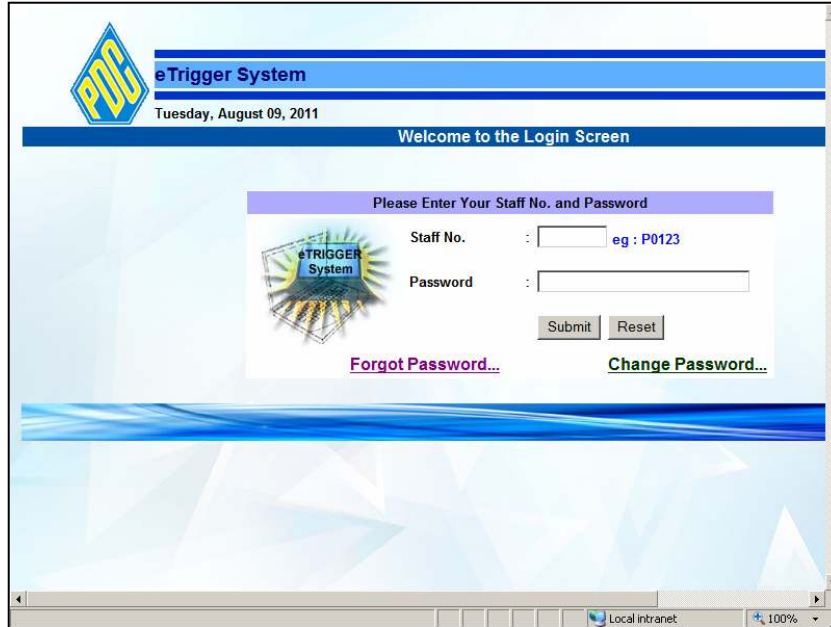


The screenshot shows the PDC Intranet System-Sistem Maklumat page. The left navigation menu is the same as in the previous screenshot, but the "Sistem-Sistem Maklumat" option is now selected. The main content area displays a list of systems with checkboxes: "Sistem Pengurusan Aduan (SPA)", "Sistem Pemantauan Rawatan BARU", "Semakan Pembelian/Sewaan Unit PDC", "Electronic Document Management System", "Sistem Personel (Untuk Bahaqian Khidmat Pengurusan) BARU", and "Sistem eTrigger BARU". The "Sistem eTrigger BARU" option is highlighted with a red box. The page also includes a "Portal/Laman Web" section with links to various government and PDC websites.

From here, a login screen as below will be shown. Users that are given the id and password will be accessible to the system.

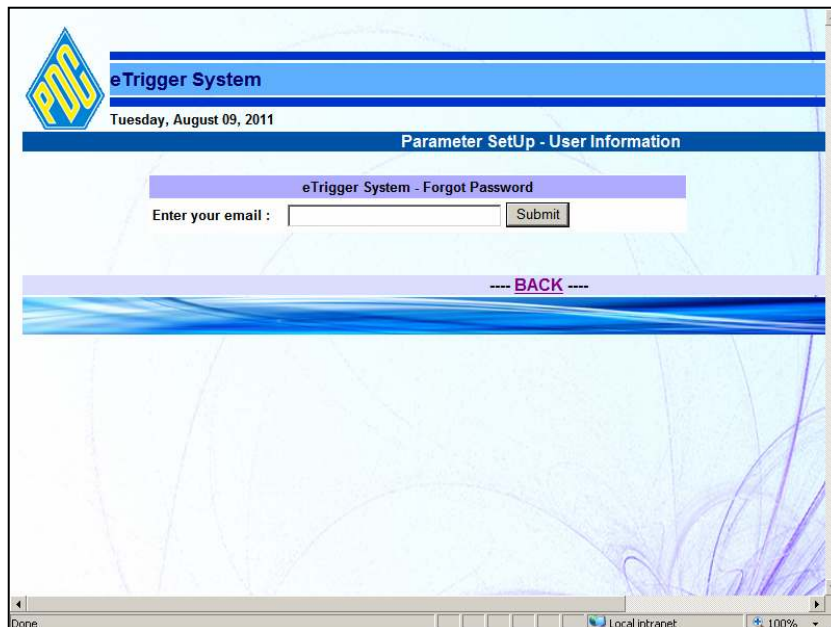
There will be 3 levels of Users that is 1 - Staff, 2 - Officer and 3 - Admin.

The Admin User is allowed to add the new user to the system.

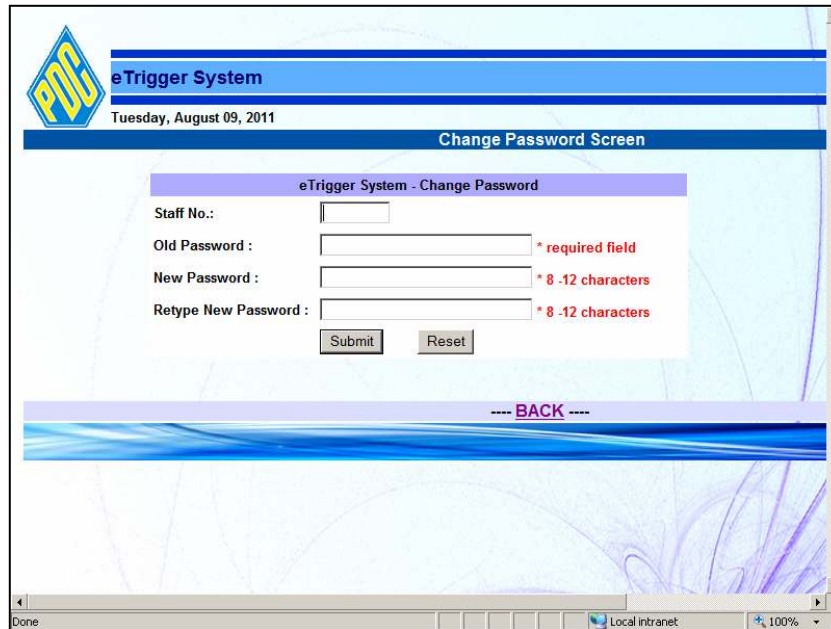


With this login screen, user will need to key in the id and password that has been given to them. User can then change the password at the **Change Password**. In the case user forgot the password, they can click the **Forgot Password** and enter their email address. Their id and password will be sent to them through the e-mail. Click the **Back** button to go to the previous page.

The screen for both screens are shown as below :-

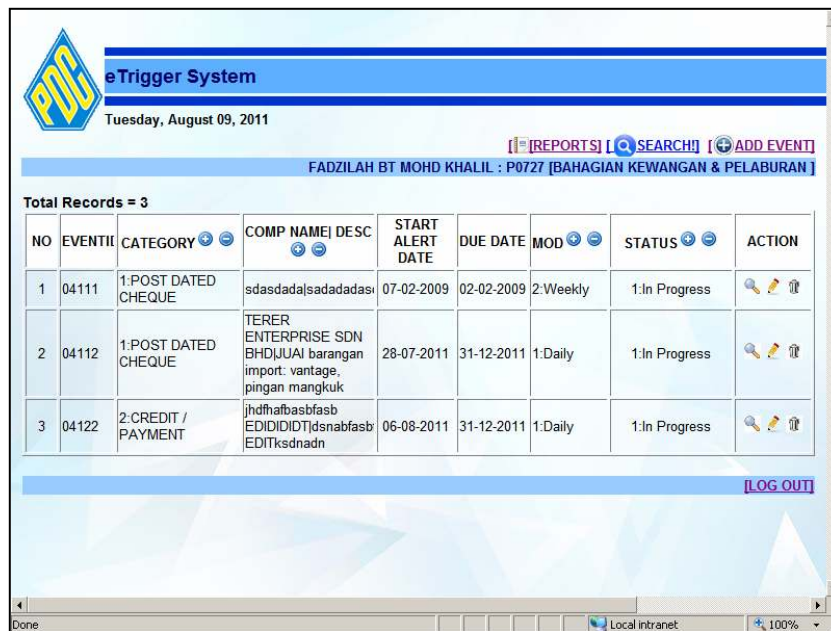


FORGOT PASSWORD SCREEN



CHANGE PASSWORD SCREEN

If the correct Id and Password is submitted, the screen as below will appear. This screen will show the details of the records pertaining to the id, the user division and user sub division as in the system. The top menu will show information as such :-
 ADD EVENT - to add the information
 SEARCH - to search for information
 REPORTS - to list the information

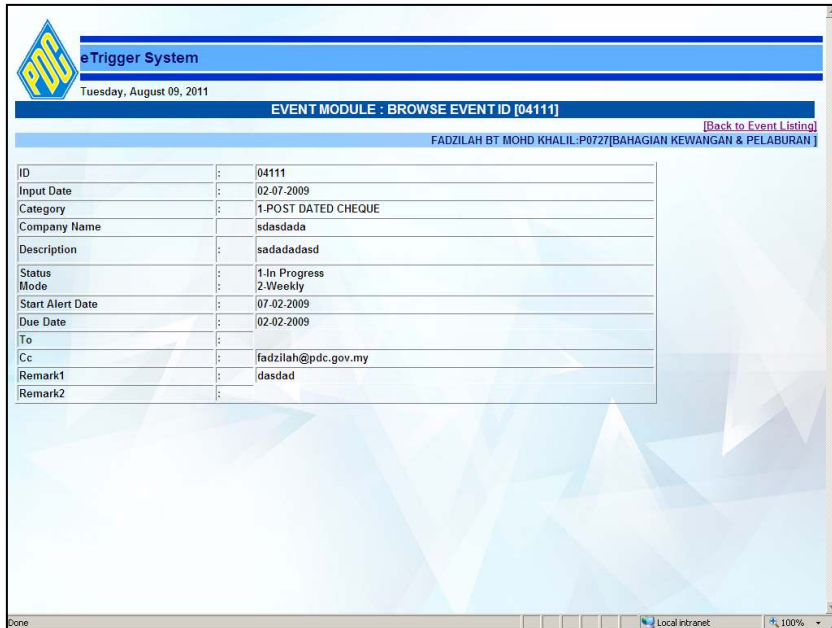


To EXIT the system, click the LOG OUT at the bottom right corner of the screen.

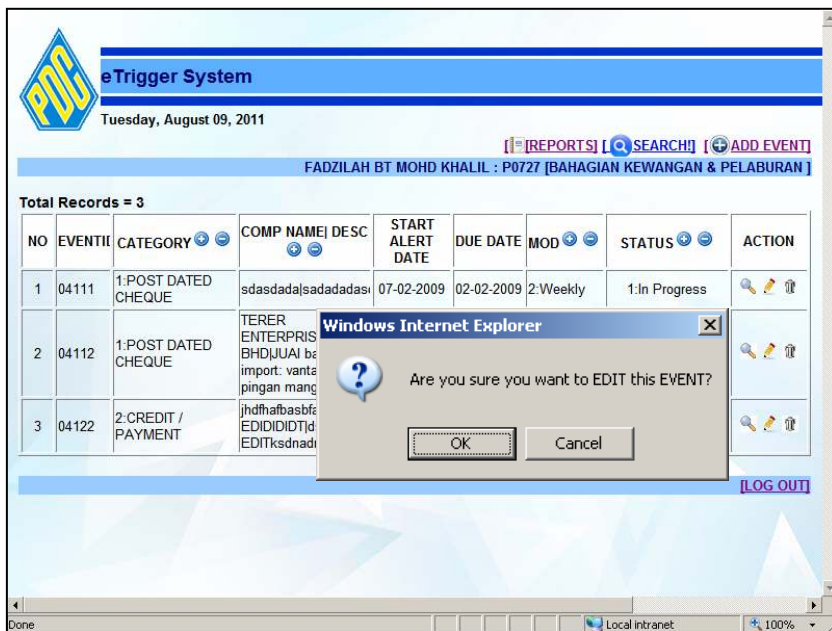
At the ACTION column, there is the Browse, Edit and Delete icon



Clicking the Browse icon will display the screen as shown below.



The Edit icon when click will display the dialog box to confirm the user's action. To cancel editing, click the Cancel button. To continue with editing, click the OK button.



Another screen will be shown to allow the user to update or edit the information based on the record chosen. Then click the Update Button to proceed with the updates or Cancel to cancel the updating or editing.

eTrigger System
Tuesday, August 09, 2011
EVENT MODULE - EDIT EVENT

Category : 1-POST DATED CHEQUE ID : 04111

Details

Input Date : [09.08.2011] Remark 1

Company Name : SDASDADA dasdad

Description : SADADADASD

Start Alert Date : [07.02.2009]

Due Date : [02.02.2009]

Status : In Progress

Mode : Daily

Whom to alert :[Please tick [/] the relevant checkbox]

To: Carbon Copy (CC):
FADZILAH BT MOHD KHALIL

Remark 2

Update Cancel

For a successful updates, a dialog box will appear as shown in the screen below.

eTrigger System
Tuesday, August 09, 2011
EVENT MODULE

[Back to Event Listing]
KEWANGAN & PELABURAN]

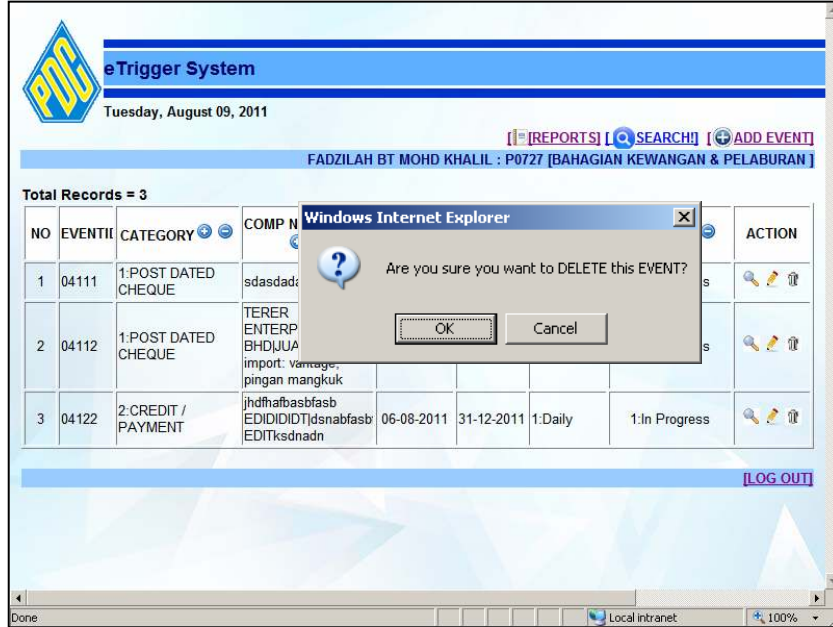
ID	: 04111
Input Date	: 02-07-2009
Category	: 1-POST DATED CHEQUI
Company Name	: sdasdadada
Description	: sadadadasd
Status	: 1-In Progress
Mode	: 2.Weekly
Start Alert Date	: 07-02-2009
Due Date	: 02-02-2009
To	:
Cc	: fadzilah@pdc.gov.my
Remark1	: dasdad
Remark2	:

Windows Internet Explorer

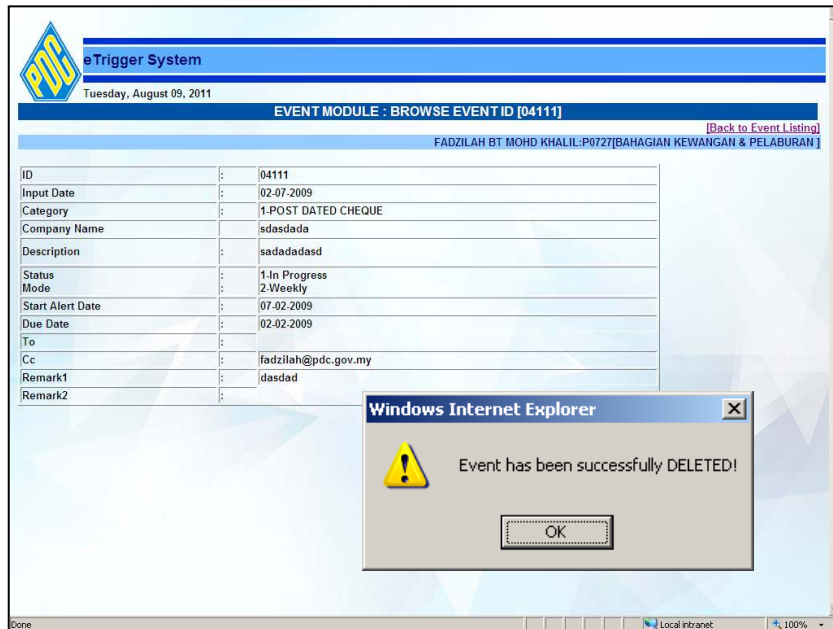
Update data successful!

OK

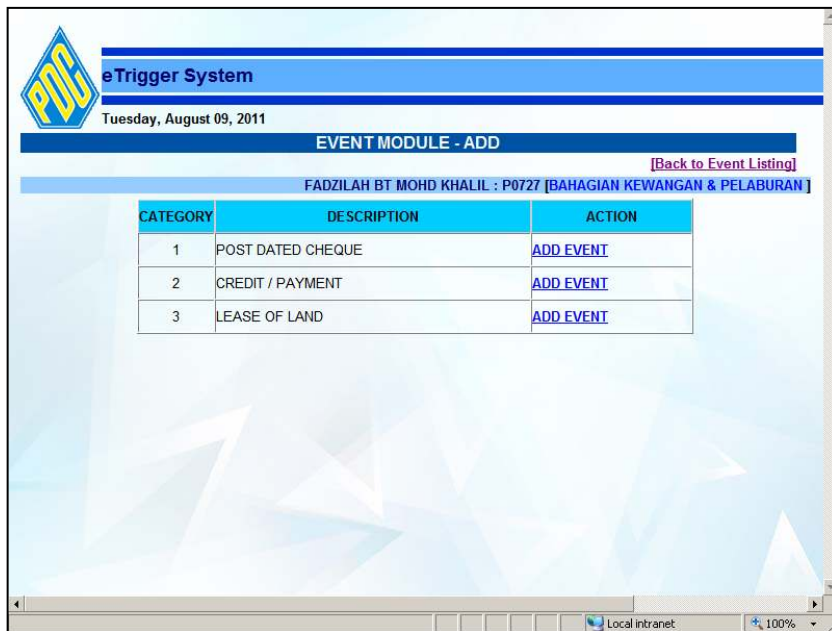
The delete icon is for deletion of records. A dialog box will be shown when the user click the delete icon. To confirm deletion, click the OK button and to cancel deletion, click the Cancel button.



Pressing the OK button, the record will be moved or deleted and the dialog box will appear informing that the data has been moved successfully as shown in the screen below. Clicking the OK button, another dialog box will be shown confirming that the Event has been successfully DELETED.

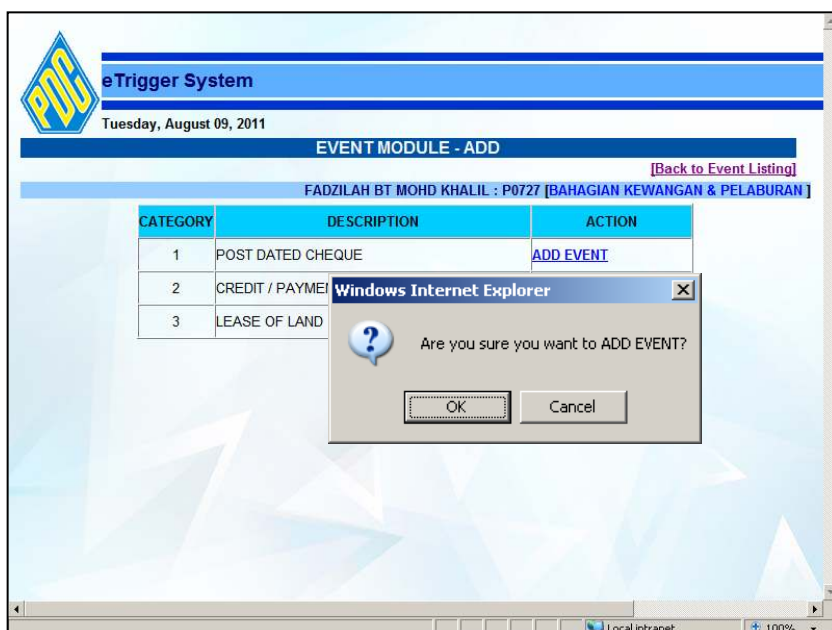


Click the ADD EVENT and the below screen will appear pertaining to the user id, division, user sub division and category of the sub division.



At the ACTION section, click the ADD EVENT at any of the desired category to add the records to the system. A dialog box will appear, Are you sure you want to ADD EVENT?

To ADD EVENT - click OK. To CANCEL EVENT - click Cancel. The screen is as below :-



To go Back, click the Back to Event Listing.

Trigger System
 Tuesday, August 09, 2011
EVENT MODULE : ADD EVENT

totalRows_Recordset5=0 [\[Back to Event Listing\]](#)

FADZILAH BT MOHD KHALIL:P0727[BAHAGIAN KEWANGAN & PELABURAN]

Category : - ID : 0411

Details

Input Date : [09.08.2011] Remark 1

Company Name : []

Description : []

Start Alert Date : [09.08.2011]

Due Date : [09.08.2011]

Status : [In Progress]

Mode : [Daily]

Whom to alert : [Please tick (/) the relevant checkbox]

To: Carbon Copy (CC):

[] FADZILAH BT MOHD KHALIL

Remark 2


[Submit] [Reset]

Information is then keyed in and click the Submit button to save the record. The screen below will be shown when the record is successful saved.

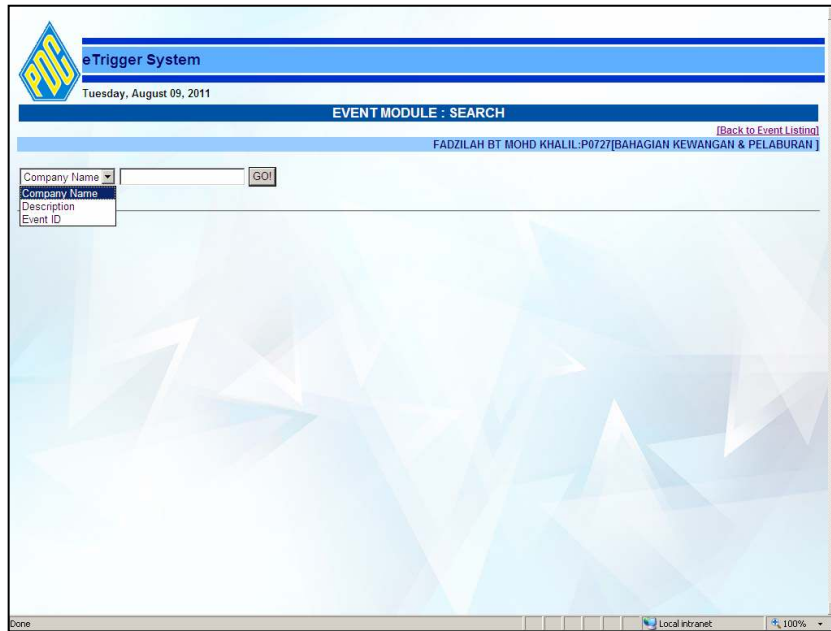
Trigger System
 Tuesday, August 09, 2011
EVENT MO

ID	:	04111
Input Date	:	02-07-2009
Category	:	1-POST DATED C
Company Name	:	sdsadada
Description	:	sadadadasd
Status	:	1-In Progress
Mode	:	2-Weekly
Start Alert Date	:	07-02-2009
Due Date	:	02-02-2009
To	:	
Cc	:	fadzilah@pdc.gov.my
Remark1	:	dsdsad
Remark2	:	

Windows Internet Explorer

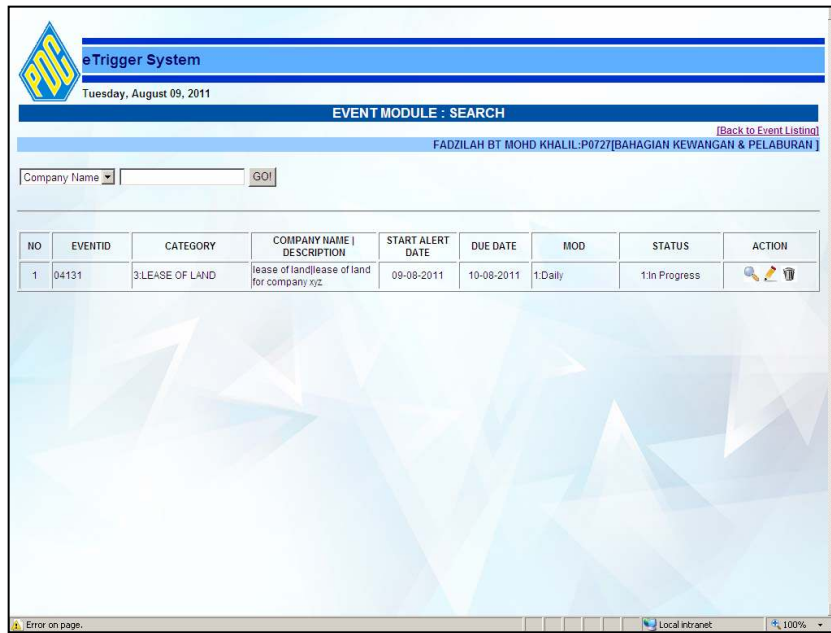
 Insert data successful! EVENT ID:411

[OK]



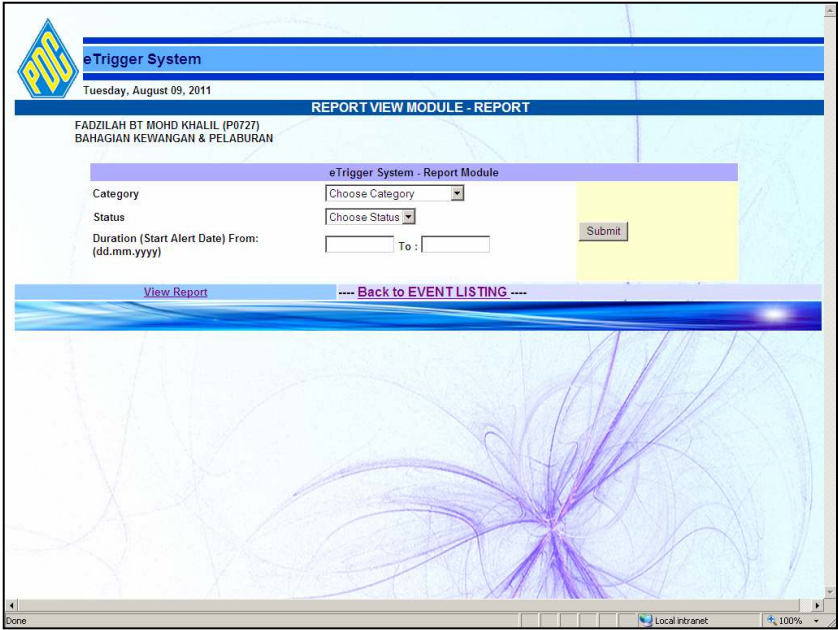
The screen above shows the SEARCH feature. User can search by Company Name, Description and Event ID.

The result screen will be shown below :-

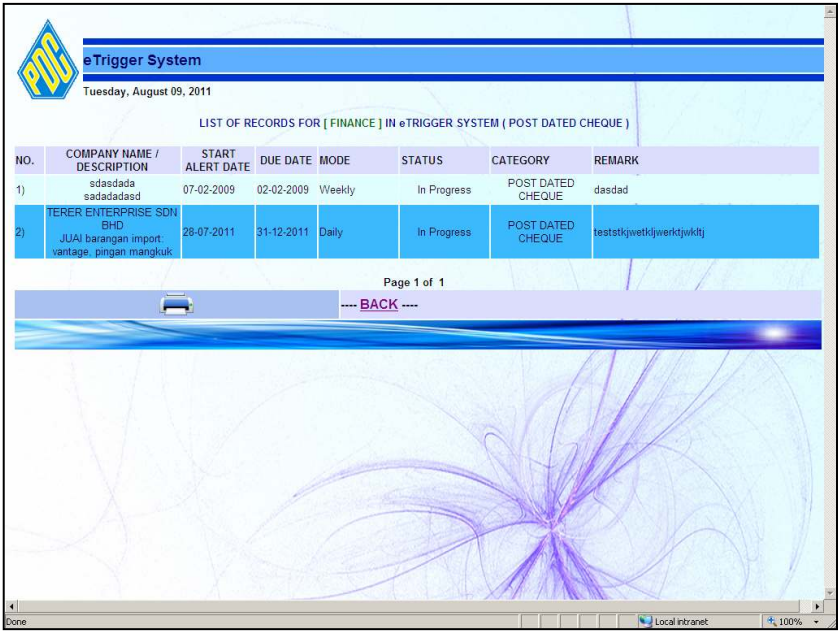


Click to Back to Event Listing to go back to the main page.

For the reports, the screen below will be displayed. User can view report by choosing the Category, Status and Date as shown. User can also click View Report to see the all the records.



The report will be shown as below. User are allowed to print the report by clicking the Print button on the page. Clicking the BACK button will return to the REPORT VIEW MODULE - REPORT as above.



This eTrigger System contains 3 types of alert to the user that is daily-alert, weekly-alert and monthly-alert. Alerting the specified user depends on the Start Alert Date and Due Date. The mode of alert will be daily-alert, weekly-alert or monthly-alert.

When the alert is sent, the user will receive the email message as below :-

