



User Manual

Portal Content Management System (PCMS)

Version 1.0

Release Date: 13th September 2017

Project Title: Membekal, Menghantar, Memasang, Merekabentuk, Membangun, Mengintegrasikan, Menguji, Mentauliah, dan Menyelenggara Perkakasan dan Perisian Sistem Pengurusan Kandungan Portal (PCMS) Bernama.com dan Aplikasi Mudah Alih Telefon Pintar Bernama Mobile App bagi Platform iOS (BER/TDR/2/2016)

Username	
Group	Sub Editor Portal

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Introduction

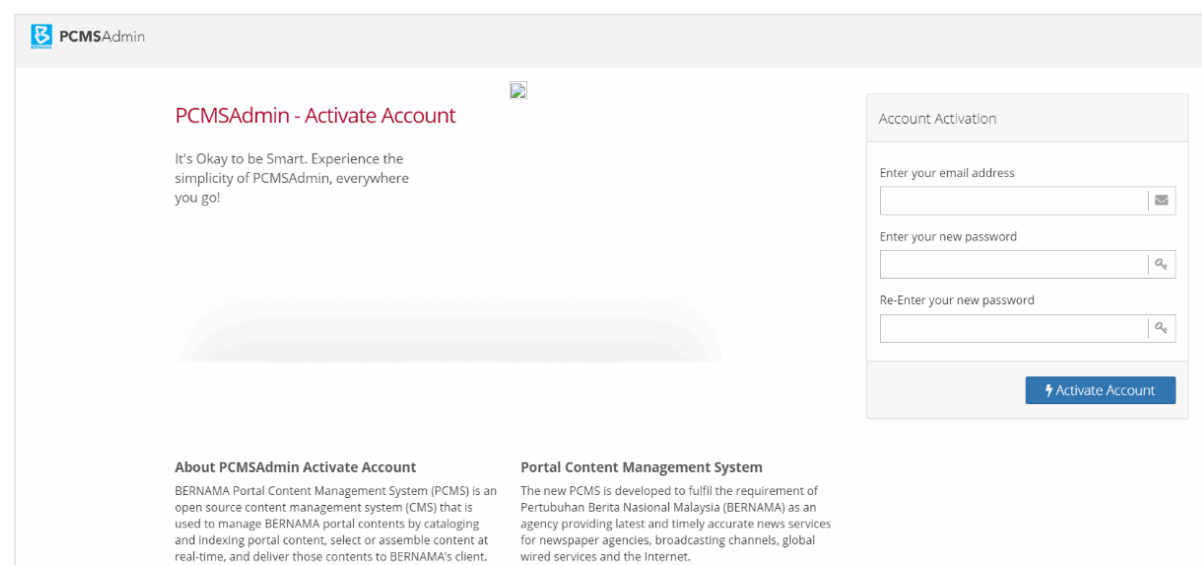
BERNAMA Portal Content Management System (PCMS) is an open source content management system (CMS) that is used to manage BERNAMA portal contents.

General

How to Activate Account

Once Admin create user's account, user shall receive email notification from PCMS BERNAMA and need to activate the account before proceed with Sign in.

Step 1	Click "Activate Account"
Step 2	Enter email address
Step 3	Enter new created password <i>Note: Password must contain at least eight characters, including uppercase, lowercase letters, symbols (except for ' _ ' and ' - ') and numbers.</i>
Step 4	Enter new password again <i>Note: Same as the above</i>
Step 5	Press Enter or click Activate Account



PCMSAdmin - Activate Account

It's Okay to be Smart. Experience the simplicity of PCMSAdmin, everywhere you go!

Account Activation

Enter your email address

Enter your new password

Re-Enter your new password

Activate Account

About PCMSAdmin Activate Account

BERNAMA Portal Content Management System (PCMS) is an open source content management system (CMS) that is used to manage BERNAMA portal contents by cataloging and indexing portal content, select or assemble content at real-time, and deliver those contents to BERNAMA's client.

Portal Content Management System

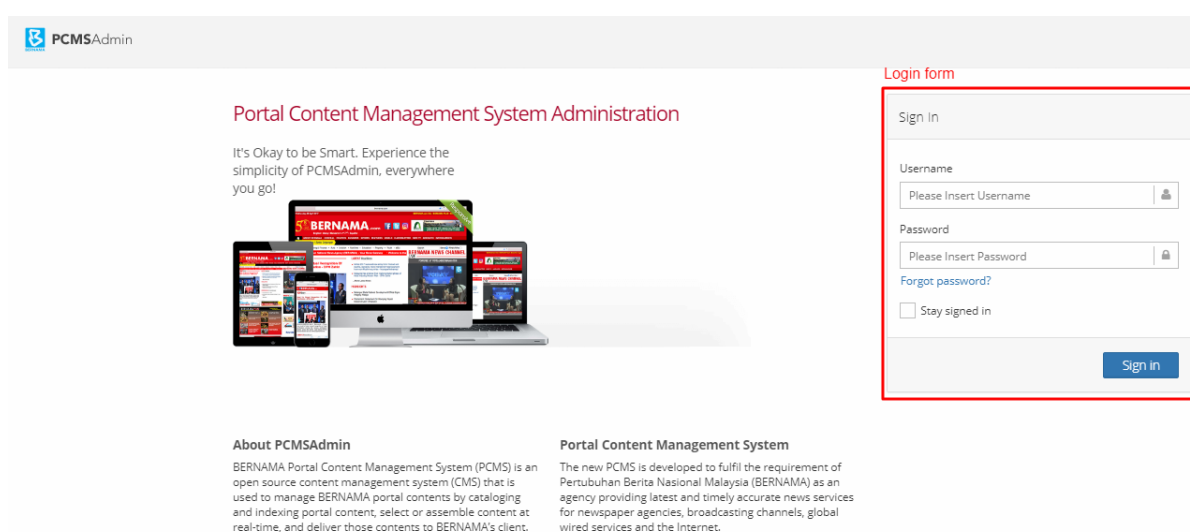
The new PCMS is developed to fulfill the requirement of Pertubuhan Berita Nasional Malaysia (BERNAMA) as an agency providing latest and timely accurate news services for newspaper agencies, broadcasting channels, global wired services and the Internet.

Figure 1: Activate Account

How to Sign in

To sign in to PCMS, user required to have a Username and Password. Each user need to activate the account first before login for the first time.

Step 1	Enter username. <i>Eg: username123</i>
Step 2	Enter password.
Step 3	Tick checkbox “Stay signed in” (optional) to save the username and password to web browser
Step 4	Press Enter or click “Sign in” button



PCMSAdmin

Portal Content Management System Administration

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About PCMSAdmin
BERNAMA Portal Content Management System (PCMS) is an open source content management system (CMS) that is used to manage BERNAMA portal contents by cataloging and indexing portal content, select or assemble content at real-time, and deliver those contents to BERNAMA's client.

Portal Content Management System
The new PCMS is developed to fulfill the requirement of Pertubuhan Berita Nasional Malaysia (BERNAMA) as an agency providing latest and timely accurate news services for newspaper agencies, broadcasting channels, global wired services and the Internet.

Login form

Sign In

Username
Please Insert Username

Password
Please Insert Password

[Forgot password?](#)

☐ Stay signed in

Sign in

Figure 2: Sign in

How to Sign out

For security reason, user are advice to sign out the system before closing the web browser.

Step 1	Click  to sign out from PCMS
Step 2	Click “Yes”

How to Lock and Unlock PCMS

By default, if the PCMS page is idle for 30 minutes, the system will automatically locked. However user shall also lock the system manually.

To lock:

Step 1	Press Ctrl + L
---------------	----------------

To unlock:

Step 1	Enter password
Step 2	Press Enter or click  button

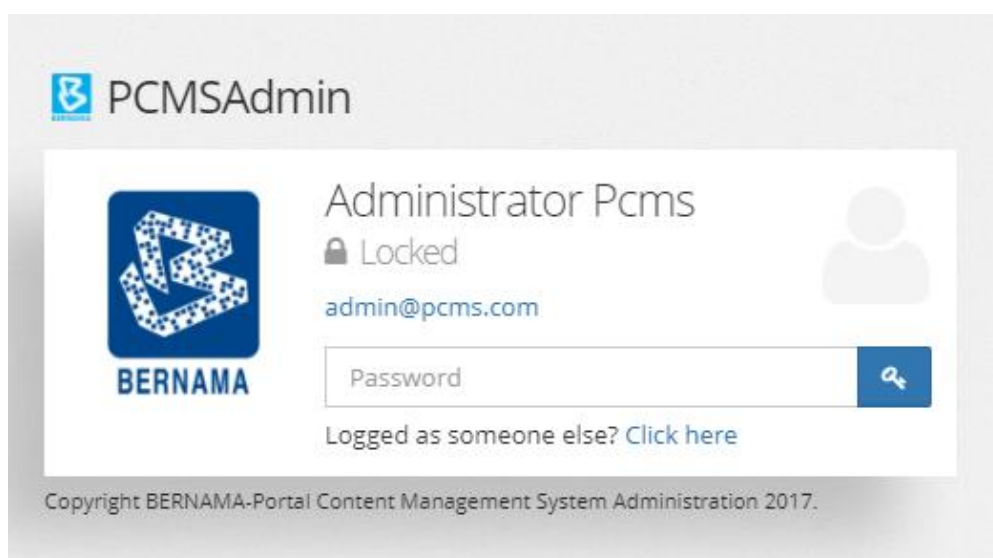


Figure 3: Locked screen

How to reset password

User shall receive email notification from PCMS BERNAMA and need to reset the password before proceed with Sign in.

Step 1	Click “Forgot Password”
Step 2	Enter registered email address
Step 3	Open the email and click “Reset Password”
Step 4	Enter registered email address
Step 5	Enter new created password <i>Note: Password must contain at least eight characters, including uppercase, lowercase letters, symbols (except for ‘_’ and ‘-’) and numbers.</i>
Step 6	Enter new password again <i>Note: Same as the above</i>
Step 7	Press Enter or click Reset Password

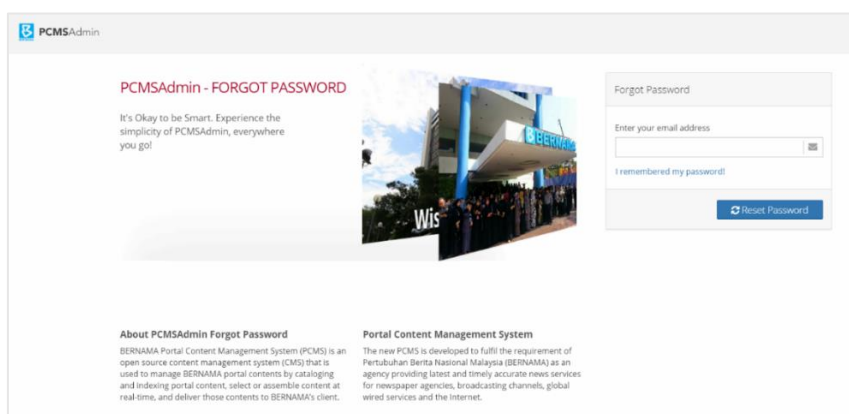


Figure 4: Forgot password

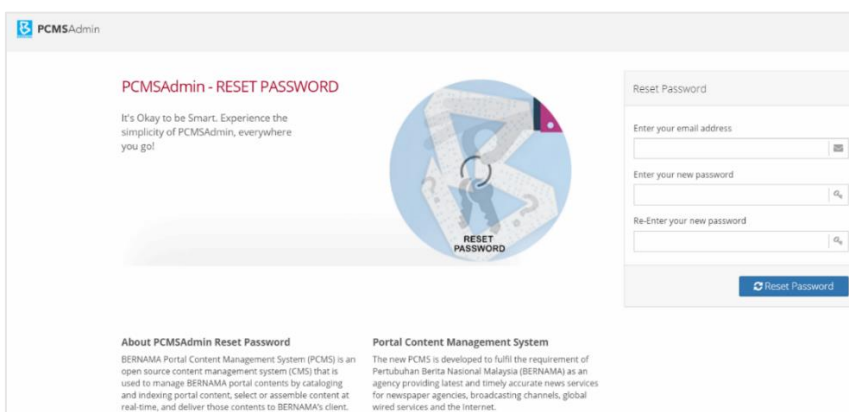


Figure 5: Reset Password

Dashboard

Dashboard is the main page for PCMS. User shall see several items in their dashboard according to their privileges.

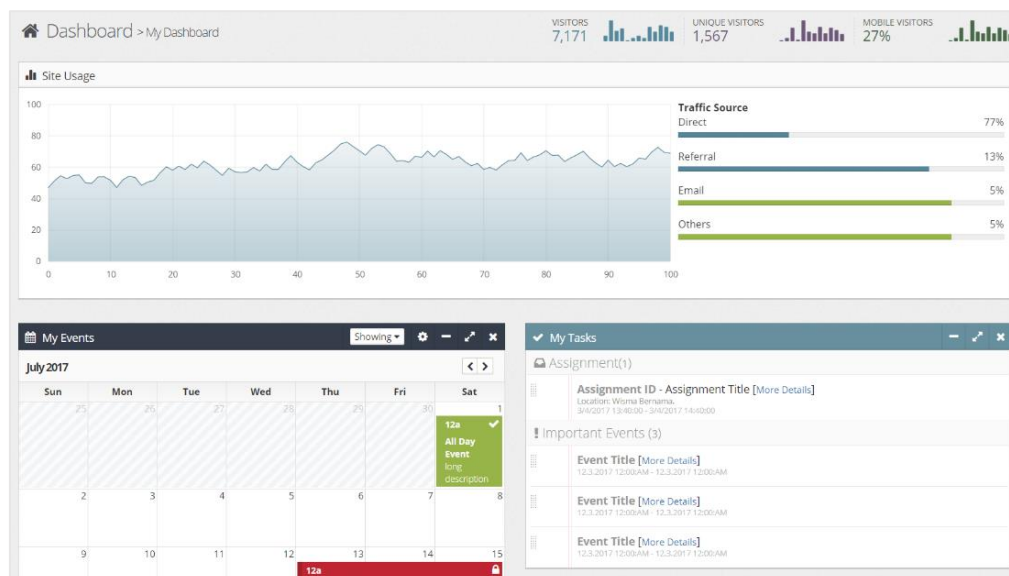


Figure 6: Dashboard

My Dashboard

What is My Events

My Events display list of events that has been assigned to user in calendar format.

What is My Tasks

My Tasks display list of assignments and events that has been assigned to user. User shall click *"More details"* to view the task.

How to make the page full screen

PCMS provides the full screen feature to see more of the actual page and to hide all the other elements, including the bookmarks bar, menu buttons, any other open tabs and the operating system's clock, taskbar and other items.

Step 1 Press  button

How to change PCMS theme/skin

PCMS provides 7 themes to be choose from.

Step 1 Press  button

Step 2 Select theme

Search

PCMS provides global search and advanced search as searching tools.

How to use Global Search

Step 1	Insert query in search box provided 
Step 2	Press Enter

How to user Advanced Search

Step 1	Insert query in search box provided
Step 2	Select module
Step 3	Press Enter

User

My Profile

Display user's information. User shall manage their profile here.

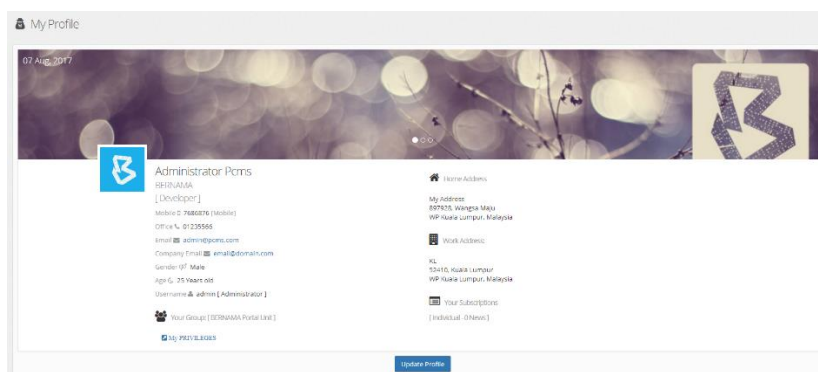


Figure 7: My profile

Figure 8: Update profile

How to view my privileges

Step 1	Click “My Privileges” button
---------------	------------------------------

How to update my profile picture

Step 1	Click “Update profile” button
Step 2	Click “choose file” button
Step 3	Select photo and click “open”

How to update my information

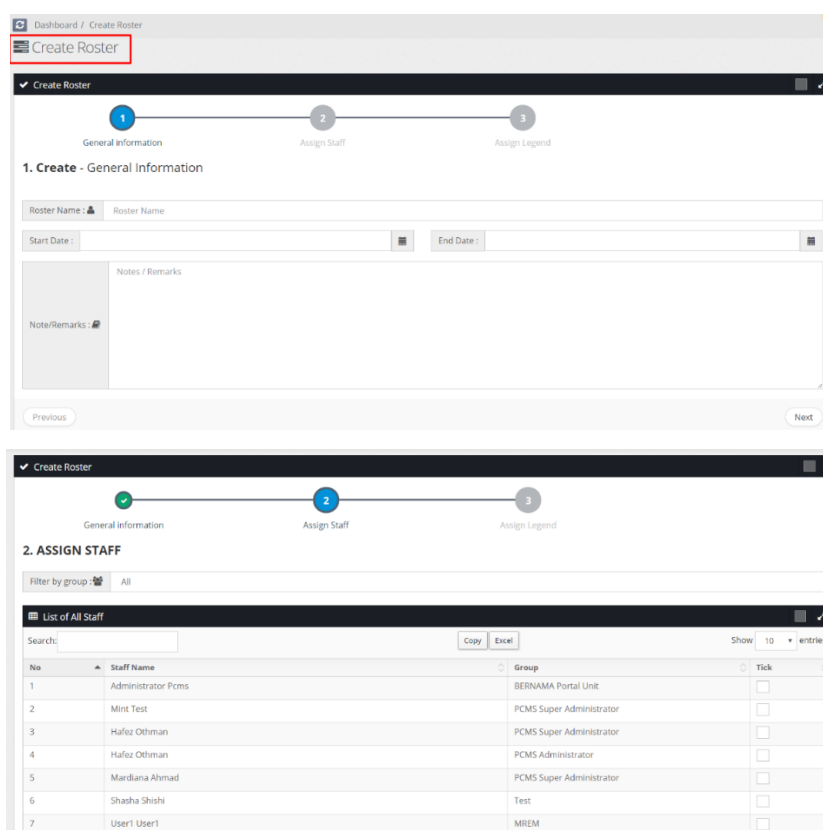
Step 1	Click “Update profile” button
Step 2	Update information i. First name ii. Last name iii. Email iv. Phone v. Birthdate vi. Gender vii. Address viii. Country ix. State x. City xi. Postal code xii. Password xiii. Designation

Roster

Create Roster

How to create roster

Step 1	Enter general information i. Roster name ii. Start Date iii. End Date iv. Note/Remarks (optional)
Step 2	Assign staff i. Select group ii. Search user in search box provided iii. Tick user
Step 3	Assign legend i. Search legend in search box provided ii. Tick legend
Step 4	Click “Save” button



The screenshot displays the 'Create Roster' interface in the PCMS system. The top navigation bar shows 'Dashboard / Create Roster' and a 'Create Roster' button. The main content area is titled 'Create Roster' and features a progress bar with three steps: 1. General Information, 2. Assign Staff, and 3. Assign Legend. The first step, '1. Create - General Information', is active and shows fields for 'Roster Name', 'Start Date', 'End Date', and a 'Notes / Remarks' text area. The second step, '2. ASSIGN STAFF', is also shown, featuring a 'Filter by group' dropdown set to 'All' and a 'List of All Staff' table. The table has columns for 'No', 'Staff Name', 'Group', and 'Tick'. The data rows include various system users and administrators, with checkboxes in the 'Tick' column for selection.

No	Staff Name	Group	Tick
1	Administrator Pcms	BERNAMA Portal Unit	☐
2	Mint Test	PCMS Super Administrator	☐
3	Hafiez Othman	PCMS Super Administrator	☐
4	Hafiez Othman	PCMS Administrator	☐
5	Mardiana Ahmad	PCMS Super Administrator	☐
6	Shasha Shishi	Test	☐
7	User1 User1	MREM	☐

3. ASSIGN LEGEND

+ Add Legend

List of All Legend

Search: Copy Excel Show 10 entries

No	Color	Legend description	Tick
1	#c7a3e3	Cuti Raya	☐
2	#50c7ed	Kursus @ PWCT	☐
3	#7db0f4	Kursus @ Kelantan	☐
4	#87f5be	Medical Leave	☐
5	#dada7c	Annual Leave	☐
6	#6be482	Shift pagi	☐
7	#eaa548	Shift petang	☐

Figure 9: Create roster

Manage Roster

Manage Roster

List of Roster

Delete Roster

Search: Copy Excel Show 10 entries

ID	Roster Name	Start Date & Time	End Date & Time	Calendar
64	qqq	12/09/2017	12/09/2017	
63	Jadual cuti	01/10/2017	07/10/2017	
62	Jadual banner	17/09/2017	30/09/2017	
61	Malaysia Ebiz	08/09/2017	30/09/2017	
60	Jadual tugas	09/09/2017	30/09/2017	
59	Jadual Sept	08/09/2017	30/09/2017	
58	test	08/09/2017	08/09/2017	
57	Banner Week 1Sept	08/09/2017	15/09/2017	
56	september	08/09/2017	30/09/2017	
55	Acer	11/09/2017	11/09/2017	

Showing 1 to 10 of 51 entries Previous 1 2 3 4 5 6 Next

Figure 10: Manage roster

How to search roster

Step 1	Enter query in search box. <i>Example: Schedule September</i>
Step 2	Press enter

How to copy list of roster

Step 1	Click "Copy" button
Step 2	Paste (ctrl + v) preferred place.

How to download list of roster

Step 1	Click "Excel" button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 entries
---------------	---

How to edit roster

Step 1	Click button or roster name
Step 2	Update general information i. Roster name ii. Start Date iii. End Date iv. Note/Remarks (optional)
Step 3	Update assign staff i. Select group ii. Search user in search box provided iii. Tick user
Step 4	Update assign legend i. Search legend in search box provided ii. Tick legend
Step 5	Click “Save” button

Why some roster cannot be edited

Only person who create the roster and admin can edit selected roster

How to assign legend to user

Legend

☐ Banner 1
 ☐ Banner 2
 ☐ Banner 3

Banner Week 1Sept

Name	Mobile	Designation	Group	Fri (08/09)	Sat (09/09)	Sun (10/09)	Mon (11/09)	Tue (12/09)	Wed (13/09)	Thu (14/09)	Fri (15/09)
Abdullah Hamzah	019-2823696	Assistant Manager	Web Artist								
Abdullah Hamzah	019-2823696	Assistant Manager	Web Artist								
Abdullah Hamzah	019-2823696	Assistant Manager	Web Artist								
Abdullah Hamzah	019-2823696	Assistant Manager	Web Artist								
Abdullah Hamzah	019-2823696	Assistant Manager	Web Artist								
Abdullah Hamzah	019-2823696	Assistant Manager	Web Artist								
Jauhairil Jamadin		Web Artist	Web Artist								
Farhana Yusof		Web Artist	Web Artist								
Azidah Zamli		Graphic Designer	Web Artist								

Figure 11: Assign legend to user

Step 1	Click  button
Step 2	Tick on legend
Step 3	Click on the empty box in the table

How to unassigned legend to user

Step 1	Click  button
Step 2	Untick on legend
Step 3	Click on selected box in the table
Step 4	Click “yes” when confirmation message pop-up.

How to print roster

Step 1	Click  button
Step 2	Click on “print”

How to delete roster

Step 1	Tick on selected roster
Step 1	Click  button
Step 2	Click yes when confirmation pop-up displayed

Why some roster cannot be deleted

Only person who created the roster and admin can delete selected roster

Manage Legend

Manage Legend

+ Add Legend

List Of Legend

Search:

Copy Excel

Show 10 entries

ID	Legend Code	Legend Description	Working status	Color	Action
20	bm	Banner Merdeka	yes	#982929	Edit Delete
19	B3	Banner 3	yes	#b1bf13	Edit Delete
18	B2	Banner 2	yes	#5b1aad	Edit Delete
17	B1	Banner 1	yes	#01ad32	Edit Delete
15	OT	Over Time	yes	#3521dc	Edit Delete
14	AA	AAAA	yes	#6fa5b9	Edit Delete
12	LAT	Lathian	yes	#e81b7e	Edit Delete
9	PI	9 am to 6 pm	yes	#ff004c	Edit Delete
8	LNY	LNY duty	yes	#00ff19	Edit Delete
7	A	8.00 AM-5.00PM	yes	#7078c4	Edit Delete

Showing 1 to 10 of 16 entries

Previous
1
2
Next

Figure 12: Manage legend

How to search legend

Step 1	Enter query in search box. <i>Example: Shift 8am-5pm</i>
Step 2	Press enter

How to copy list of legend

Step 1	Click “Copy” button
Step 2	Paste (ctrl + v) preferred place.

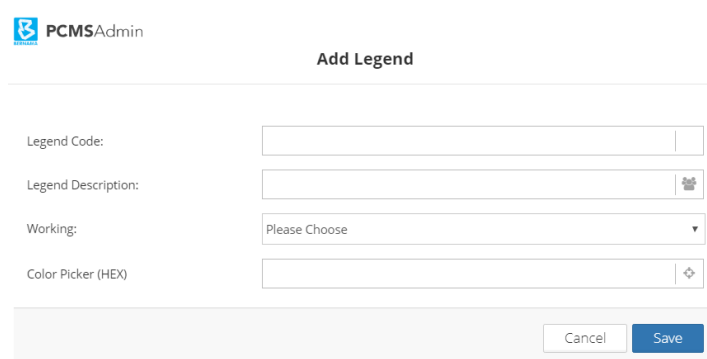
How to download list of legend

Step 1	Click “Excel” button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 entries
---------------	---

How to add legend



Step 1	Click  button
Step 2	Enter legend information i. Legend code ii. Legend description iii. Working status iv. Color picker
Step 3	Click “save” button

How to edit legend

Step 1	Click  button or legend name
Step 2	Update legend information i. Legend code ii. Legend description iii. Working status iv. Color picker
Step 3	Click “save” button

How to delete legend

Step 1	Click  button
Step 2	Click yes when confirmation pop-up displayed

Why some legend cannot be deleted

Once legend has been assigned to roster, it cannot be deleted.

Assignment

Create Assignment

How to create assignment

Step 1	Enter general information i. Assignment title ii. Location iii. Priority iv. Start date v. End date vi. Note/Remarks
Step 2	Assign staff i. Search user in search box provided ii. Tick selected user
Step 3	Click “Save” button

The screenshot displays the 'Create Assignment' form in two states. The top part shows 'Step 1 - General' with fields for Title, Location, Priority (a dropdown menu), Start Date, End Date, and a Notes/Remarks section. The bottom part shows 'Step 2 - Assign Staff' with an 'Availability' dropdown set to 'All' and a 'List of All Staff' table. The table has columns for Name, Assignment Title, Start Date, End Date, Location, and a Select checkbox. The data in the table is as follows:

Name	Assignment Title	Start Date	End Date	Location	Select
admin	asdf nnnn	2017-07-01	2017-07-05	asdf	☐
Alig1	-	-	-	-	☐
fadhiladmin	-	-	-	-	☐
jackcak	-	-	-	-	☐
jamilah	-	-	-	-	☐

Figure 13: Create assignment

Active Assignment

☒ Active Assignment

List of Active Assignment

Delete Assignment

Search:

Copy

Excel

Show 10 entries

☐	! Assignment Title	▲ Priority	Start Date	End Date	Assign
☐	Assignment 1 Location: dd.	Low	19/07/2017	26/07/2017	
☐	Assignment 1 Location: Kuala Lumpur.	High	07/07/2017	20/07/2017	
☐	Assignment 1 Location: KL.	High	07/07/2017	07/07/2017	
☐	Assignment 1 Location: asdf.	High	07/07/2017	07/07/2017	
☐	Open House Location: Kedah.	Med	07/07/2017	07/07/2017	
☐	Rumah terbuka Lee Location: Puchong.	Low	07/07/2017	07/07/2017	
☐	Kemalangan Jalan Raya	High	07/07/2017	07/07/2017	

Figure 14: Active assignment

How to search assignment

Step 1	Enter query in search box. <i>Example: Sukan Sea 2017</i>
Step 2	Press enter

How to copy list of assignment

Step 1	Click “Copy” button
Step 2	Paste (ctrl + v) preferred place.

How to download list of assignment

Step 1	Click “Excel” button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 entries
---------------	---

How to edit assignment

Step 1	Click  button or assignment title
Step 2	Update general information i. Assignment title ii. Location iii. Priority iv. Start date v. End date vi. Note/Remarks
Step 3	Assign staff i. Search user in search box provided ii. Tick selected user
Step 4	Click “Save” button

Why some assignment cannot be edited

Only person who create the assignment and admin can edit the selected assignment

How to assign user to assignment

Step 1	Click  button
Step 2	Tick on selected user
Step 3	Click “close” button

How to unassigned legend to user

Step 1	Click  button
Step 2	Untick on selected user
Step 3	Click “close” button

How to view attachment

Step 1	Click  button
---------------	--

How to delete assignment

Step 1	Tick on selected assignment
Step 2	Click  button
Step 3	Click yes when confirmation pop-up displayed

Note: Deleted assignment will move to manage trash.

Why some assignment cannot be deleted

Only person who create the roster and admin can delete the selected assignment

Manage Trash

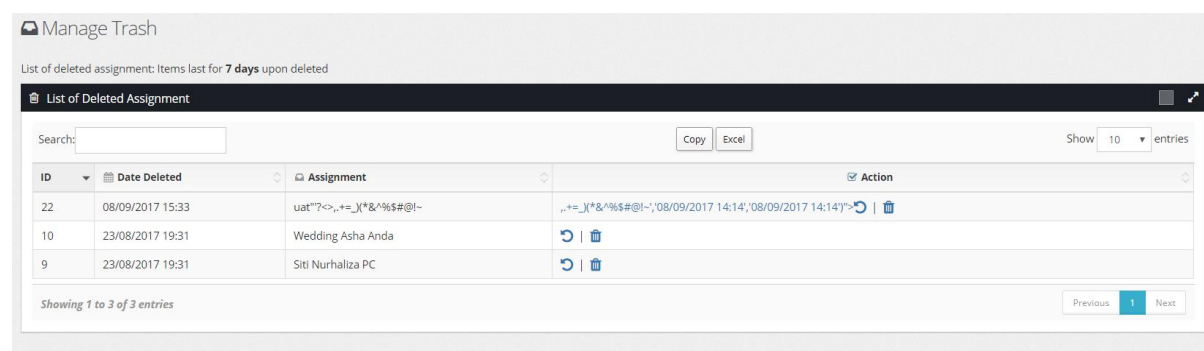


Figure 15: Manage Trash

How to search deleted assignment

Step 1	Enter query in search box. <i>Example: Sukan Sea 2017</i>
Step 2	Press enter

How to copy list of deleted assignment

Step 1	Click “Copy” button
Step 2	Paste (ctrl + v) preferred place.

How to download list of deleted assignment

Step 1	Click “Excel” button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 entries
---------------	---

How to restore assignment

Step 1	Click  button
Step 2	Select start date and end date
Step 3	Click “Restore” button


PCMSAdmin
×

Restore Assignment:

Start Date :

End Date :

Cancel

Restore

Figure 16: Restore assignment

How to delete assignment permanently

Step 1	Click  button
Step 2	Click yes when confirmation pop-up displayed

News

Retrieve news (BESTv2)

Retrieve News (BESTv2)

Retrieve News From BESTv2

Search: Copy Excel Show 10 entries

Filter	Filter Headline	Filter Language	Filter News Categ	Filter Assignment	Filter Date	Filter Status	Action
ID	Headline	Language	News Category	Assignment ID	Date	Status	Retrieve News
752	GOALBALL - MISI HAPUSKAN BADI 12 TAHUN	Malay	SUKAN	BN201709115287	12/09/2017	New	
751	SIARAN RENCANA/FOKUS/LAPORAN KHAS/RUANGAN BERNAMA PADA 12 SEPT; 2017	Malay	RENCANA	NULL	12/09/2017	New	
750	BERTEMPIARAN LARI BILA INDIVIDU MENGAMUK DI RESTORAN	Malay	JENAYAH	NULL	12/09/2017	New	
749	STRONG FISCAL POSITION STRENGTHENS NATION'S ECONOMIC RESILIENCE	English	ECONOMIC NEWS	BN201709085017	12/09/2017	New	
748	MALAYSIA TIDAK "DIJAJAH" OLEH CHINA - LIOW	Malay	BERITA AM	NULL	12/09/2017	New	
747	LATE KEDAH SULTAN TOLD ME TO HELP PM LOOK AFTER NATION - ZAHID	English	GENERAL NEWS	NULL	12/09/2017	New	
745	PERU ISYTIHAR DUTA BESAR KOREA UTARA SEBAGAI PERSONA NON-GRATA	Malay	BERITA LUAR NEGARA	NULL	12/09/2017	New	

Figure 17: List of news from BESTv2

How to search news

Step 1	Enter query in search box. <i>Example: Headline title 1</i>
Step 2	Press enter

How to copy list of news from BESTv2

Step 1	Click "Copy" button
Step 2	Paste (ctrl + v) preferred place.

How to download list of news from BESTv2

Step 1	Click "Excel" button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 entries
---------------	---

How to view news content

Step 1	Click News Headline
---------------	---------------------

How to retrieve news

Step 1	Select news with status = “New”
Step 2	Click  button
Step 3	Click “Retrieve” button

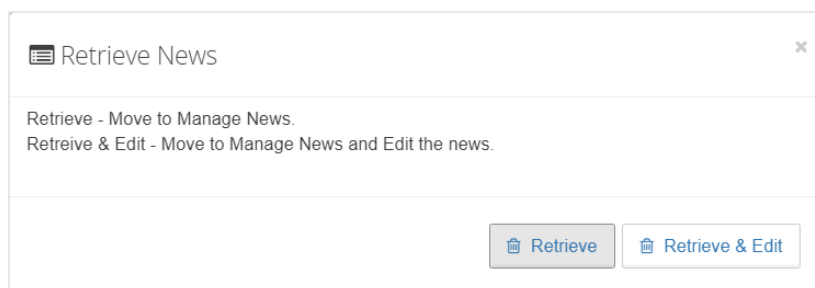


Figure 18: Retrieve news

Why some news cannot be retrieved

News with status = “Done” cannot be retrieve. News can only be retrieved once.

How to retrieve and edit news

Step 1	Select news with status = “New”
Step 2	Click  button
Step 3	Click “Retrieve & Edit” button
Step 4	Edit news information i. Select assignment (optional) ii. Select status iii. Select display iv. Edit headline (optional) v. Insert keyword (optional) vi. Tick Exclusive (byline) vii. Insert notes (optional) viii. Embargo for transmit (optional)
Step 5	Edit news classification i. Select language ii. Select news category iii. Select state news (optional) iv. Tick Topstory, Highlight (optional)
Step 6	Insert news summary (optional)
Step 7	Edit news content
Step 8	Insert photo (optional)

Step 9	Insert video (optional)
Step 10	Click “Done” button <i>Note: Once click “Done”, news will be saved as per status selected.</i>

Retrieve and Edit

Done Distribute Preview

News Information

Assignment : Please Choose

Status : Draft Display : Please Choose

News Headline : STATE LEADERS, POLITICAL PARTIES CONVEY CONDOLENCES ON KEDAH SULTAN'S DEMISE

Keyword : Insert Keyword Author : Please Choose

Exclusive :

Note : Notes

Embargo for transit on:

News Classification

Language : Please Choose News Category : Please Choose

Top Story Highlight None State News : Please Choose

News Summary

News Content

MELAKA, Sept 12 (Bernama) – Melaka Chief Minister Datuk Seri Idris Haron conveyed his condolences on the demise of the Sultan of Kedah, Sultan Abdul Halim Mu'adzam Shah.

"The late sultan was a people's ruler and was highly respected during the two terms that he reigned as Yang di-Pertuan Agong as well as the ruler of Kedah," he said in a statement here today.

Sultan Abdul Halim passed away at 2.30pm yesterday at Istana Anak Bukit in Alor Setar, Kedah. His Royal Highness was 89.

Idris said the demise of Sultan Abdul Halim was a huge loss to the people of the country, especially Kedahans.

On behalf of the Melaka government, he expressed sadness and conveyed his condolences to the Kedah royal family.

– MORE

SULTAN-CONDOLENCES 2 MELAKA

"May the Almighty bless his soul and place him among the righteous. Al-Fatihah," he said.

Photo

Selected Photos

Choose Photo Album

Video

Selected Video

Choose Video Album

Figure 19: Retrieve & Edit news

Retrieve news (Reuters)

Retrieve News (Reuters)

Retrieve News From Reuters

Search:

Show 10 entries

Filter Filename

Filename	Status	Retrieve News
2013-06-07T151215Z_54940_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	Done	⊗
2013-06-16T144251Z_55855_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	Done	⊗
2013-06-16T150738Z_55856_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	Done	⊗
2013-06-16T151045Z_55857_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	Done	⊗
2013-06-16T151710Z_55858_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	New	⚡
2013-06-16T152223Z_55859_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	New	⚡
2013-06-16T152456Z_55860_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	New	⚡
2013-06-16T154025Z_55861_TRE7AA35D_RTROPTT-LNK_0_OUKWD-LINK.XML	Done	⊗

Figure 20: Retrieve news (Reuters)

How to search .xml files

Step 1	Enter query in search box. <i>Example: xmlfile1</i>
Step 2	Press enter

How to copy list of .xml file from Reuters

Step 1	Click “Copy” button
Step 2	Paste (ctrl + v) preferred place.

How to download list of .xml file from Reuters

Step 1	Click “Excel” button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 ▼ entries
---------------	--

How to retrieve .xml file

Step 1	Select news with status = “New”
Step 2	Click  button
Step 3	Click “Yes” when confirmation message pop-up <i>Note: Retrieved file will move to manage news. If file contains images, the images will be stored in Photo Gallery</i>

Why some file cannot be retrieved

.xml file with status = “Done” cannot be retrieve. XML file can only be retrieved once.

Where to view retrieved .xml file

User can view news in Manage News

Create News

Create News

Done

Distribute

Preview

News Information

Assignment : Please Choose

Status : Please Choose

Display : Please Choose

News Headline : News Headline

Keyword : Insert Keyword

Author : Please Choose

Exclusive :

Note : Notes

Embargo for transmit on:

News Classification

Language : Please Choose

News Category : Please Choose

☐ Top Story

☐ Highlight

☐ None

State News : Please Choose

News Summary

News Content

Photo

Selected Photos

Choose Photo Album

Video

Selected Video

Choose Video Album

Figure 21: Create News

How to create news

Step 1	Insert news information - Select assignment (optional) - Select status - Select display - Enter news headline (optional) - Enter keyword (optional) - Tick Exclusive (byline) - Insert notes (optional) - Embargo for transmit (optional)
Step 2	Insert news classification - Select language - Select news category - Select state news (optional) - Tick Topstory, Highlight (optional)
Step 3	Insert news summary (optional)
Step 4	Insert news content
Step 5	Insert photo (optional)
Step 6	Insert video (optional)
Step 7	Click “Done” button <i>Note: Once click “Done”, news will be saved as per status selected.</i>

Manage News

ID	Author	Headline	Language	News Category	Assignment ID	Last Updated	Updated by	Status	Newsbrief@7	News Classification	Action
83	-	Riot police quell protests ahead of Erdogan rally	-	-	-	2017/09/12 16:09	Shazmin Z	Draft	No	-	
84	-	Putin arrives late for Syria talks with Cameron ahead of G8	-	-	-	2017/09/12 16:09	Shazmin Z	Draft	No	-	
85	-	Gunmen kill four Shi'ite Lebanese in Bekaa Valley	-	-	-	2017/09/12 16:09	Shazmin Z	Draft	No	-	
79	-	KPKT BAKAL LAWAT TAPAK CADANGAN PROJEK PPR P.PINANG	Malay	Am	-	2017/09/12 13:50	Mardiana Ahmad	On	No	Site Category Microsite List of Site Category Banking & Finance News-sub category Focus	
82	-	BOMBA BANTU MURID TERPERANGKAP DALAM KEBUN	Malay	Am	-	2017/09/11 22:10	Shazmin Z	On	Yes	-	

Figure 22: Manage news

How to search news

Step 1	Enter query in search box. <i>Example: newsheadline1</i>
Step 2	Press enter

How to copy list of news

Step 1	Click “Copy” button
Step 2	Paste (ctrl + v) preferred place.

How to download list of news

Step 1	Click “Excel” button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 ▼ entries
---------------	---

How to edit news

Step 1	Click headline title
Step 2	Edit news information ix. Select assignment (optional) x. Select status xi. Select display xii. Edit headline (optional) xiii. Insert keyword (optional) xiv. Tick Exclusive (byline) xv. Insert notes (optional) xvi. Embargo for transmit (optional)
Step 3	Edit news classification v. Select language vi. Select news category vii. Select state news (optional) viii. Tick Topstory, Highlight (optional)
Step 4	Insert news summary (optional)
Step 5	Edit news content

Step 6	Insert photo (optional)
Step 7	Insert video (optional)
Step 8	Click “Done” button <i>Note: Once click “Done”, news will be saved as per status selected.</i>

How to preview edited news

Step 1	Select “Preview” button
---------------	-------------------------

How to distribute news

Step 1	Click headline title
Step 2	Click “Distribute” button
Step 3	Make a selection where to distribute the news i. Select Site Category ii. Select List of Site Category iii. Select News category iv. Select News-sub category
Step 4	Preview selection
Step 5	Click “Distribute” button

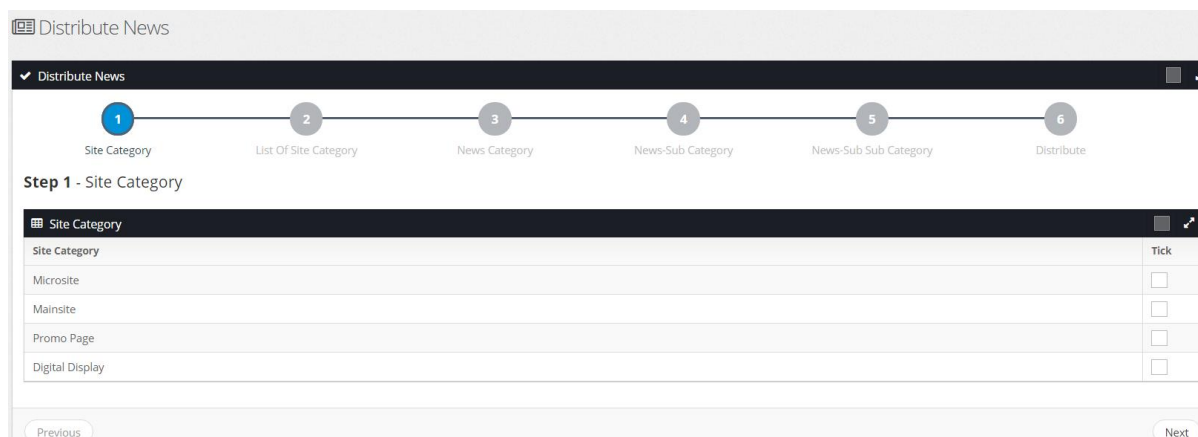


Figure 23: Distribute news

How to send news to client

Step 1	Tick checkbox beside news headline
Step 2	Click “Send to client” button
Step 3	Select Company

Step 4	Tick the option (optional)
Step 5	Click “Send” button

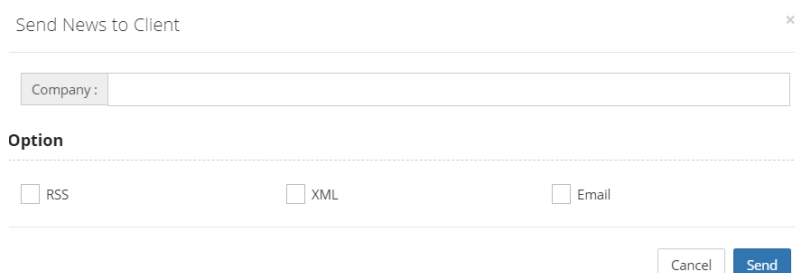


Figure 24: Send news to client

How to create News Brief@7

Step 1	Click  button (under column Action)
Step 2	Insert news information i. Status ii. News Headline
Step 3	Insert news classification i. Select language ii. News category
Step 4	Edit news content
Step 5	Add photo & add video (optional)
Step 6	Click “Preview” button to preview news content
Step 7	Click “Done” button <i>Note: Once click “Done”, news will be saved as per status selected.</i>

Why some news have symbol under column Action

How to change News Brief@7 status

Step 1	Click news headline
Step 2	Update status
Step 3	Click “Done” button <i>Note: Once click “Done”, news will be saved as per status selected.</i>

Photo Gallery

Create Photo Album

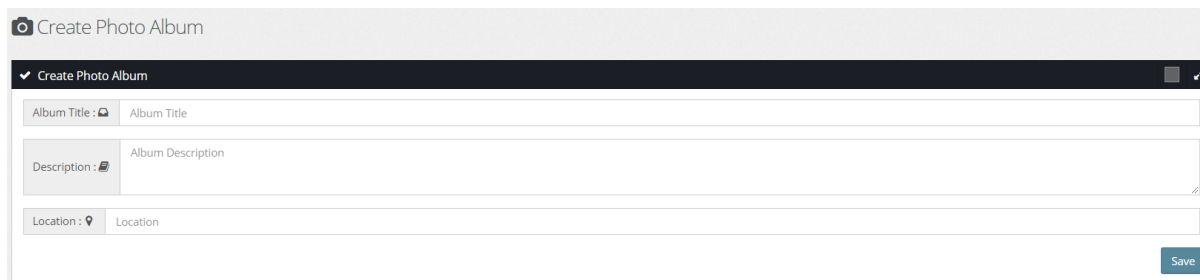
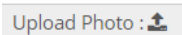


Figure 26: Create photo album

How to create photo album

Step 1	Insert Photo Album information - Album title - Album Description - Location
Step 2	Click “Save” button
Step 3	Click “Save Album” button

How to create photo album & add photo

Step 1	Insert Photo Album information - Album title - Album Description - Location
Step 2	Click “Save” button
Step 3	Click “Save & Add photo”
Step 4	Click 
Step 5	Choose photo and click “open”
Step 6	Edit image - Rotate image - Mirror image - Crop image
Step 7	Click “Watermark” to view images with watermark
Step 8	Insert photo information (optional) - Caption (Malay) - Caption (Secondary) - Photographer - Photo category - Object name - Credit - Headline (Malay) - Headline (Secondary) - Byline - Byline title - Caption writer - Caption string - Photo supplemental category - Photo category
Step 9	Insert location (optional) - Country - Country code - Province state - City
Step 10	Insert Date & Time (optional) - Created datetime - Release datetime
Step 11	Insert Site category (optional) - Site category - List of site category - Language

PCMS- User Manual

	iv. Status
Step 12	Click “Save” button

Add Photo » UPSR 2017

Album Details

Album Title: UPSR 2017

Album Description: UPSR 2017

Location: KL Date: 2017-09-11 11:05:15

Add Photo Rotate & Crop Watermark

Photo Cropping

Upload Photo

Choose File FW616131_SEA130_210817_KARATE-scr.jpg

Rotate Mirror Crop Width: Height:



Add Photo Metadata

Photo Details

Caption (Malay): KUALA LUMPUR, 23 Ogos -- Atlet karate negara, Syakilla Salmi Jeffry Krisnan@Krisnamurthy, memenangi pingat emas dalam acara wanita karate kategori Kumite Bawah 55kg Sukan SEA KL2017 di Kuala Lumpur Convention Centre di sini, hari ini 27-08-2017. fotoBERNAMA (2017) HAK Cipta TERSELIAHAKA27/08/2017, Aug 23 -- Malaysian karate athlete, Syakilla Salmi Jeffry Krisnan@Krisnamurthy won the gold in the women's Kumite Under 55kg category at the Kuala Lumpur Convention Centre here, today 27-08-2017. fotoBERNAMA (2017) COPYRIGHT RESERVED?

Caption (Secondary): Caption

Photographer: Photographer Photo Category: SEA

Object Name: Object Name Credit: fotoBERNAMA

Headline (Malay): SEA GAMES 2017

Headline (Secondary): Headline

Byline: MOHD HILMIZUDIN DAUD Byline Title: KARATE KUMITE WOMEN

Caption Writer: MIKHAEL/PH/MDN Caption String: Caption String

Photo Supplemental Category: Please Choose Photo Status: Please Choose

Location

Country: Please Choose Country Code: Country Code

Province State: Photo State City: City

Date & Time

Created Datetime: Created Datetime Release Datetime: Release Datetime

Site Category

Site Category: List of Site Category: Language: Status: Please Choose

Save

Figure 27: Add photo

Manage Photo Album

 Manage Album

 List of Photo Album

Search:
Copy Excel
Show 10 entries

ID	Album Title	Date	Action
85	 2013-06-16T151037Z_1_CBR95F165500_RTROPTP_0_OUKWD-UK-TURKEY-PROTESTS.XML	12/09/2017 16:09	
84	 Newsbriefs@7	11/09/2017 12:26	
83	 2013-06-16T152220Z_1_CBR95F16P900_RTROPTP_0_OUKWD-UK-SYRIA-CRISIS-PUTIN.XML	11/09/2017 11:14	
82	 2013-06-16T153946Z_1_CBR95F17IT00_RTROPTP_0_OUKWD-UK-SYRIA-CRISIS-ALEPPO.XML	11/09/2017 11:14	
81	 2013-06-16T151037Z_1_CBR95F165500_RTROPTP_0_OUKWD-UK-TURKEY-PROTESTS.XML	11/09/2017 11:14	
80	 UPSR 2017	11/09/2017 11:05	
79	 Merdeka	08/09/2017 16:49	
76	 UPSR 逾44万考生本月应考小六检定考试	08/09/2017 11:29	 
74	 KPDNKK	08/09/2017 11:23	
73	 uat 2	08/09/2017 11:23	 

Showing 1 to 10 of 39 entries
 Previous
1
2
3
4
Next

Figure 28: Manage Photo Album

How to search photo album

Step 1	Enter query in search box. <i>Example: photoalbum1</i>
Step 2	Press enter

How to copy list of photo album

Step 1	Click “Copy” button
Step 2	Paste (ctrl + v) preferred place.

How to download list of photo album

Step 1	Click “Excel” button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 entries
---------------	--

How to edit photo album

Step 1	Click  button
Step 2	Edit Photo Album information i. Album title ii. Album Description iii. Location
Step 3	Click “Update” button
Step 4	Click “Update Album” button

How to delete photo album

Step 1	Click  button
Step 2	Click “yes” when confirmation message pop-up

Why some photo album cannot be deleted

Once photo album contains photo(s), it cannot be deleted. User must delete all photo inside photo album before proceed with delete photo album

How to view photo in photo album

Step 1	Click  button or album title
Step 2	Click on selected photo

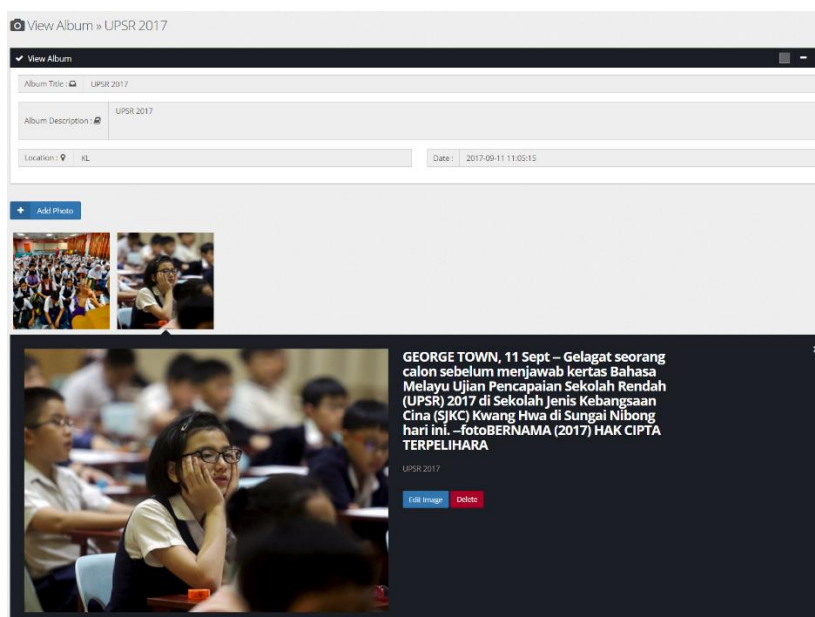
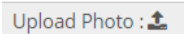
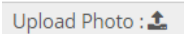


Figure 29: View photo in photo album

How to add photo in photo album

Step 1	Click  button or album title
Step 2	Click “Add Photo” button
Step 3	Click 
Step 4	Choose photo and click “open”
Step 5	Edit image i. Rotate image ii. Mirror image iii. Crop image
Step 6	Click “Watermark” to view images with watermark
Step 7	Insert photo information (optional) i. Caption (Malay) ii. Caption (Secondary) iii. Photographer iv. Photo category v. Object name vi. Credit vii. Headline (Malay) viii. Headline (Secondary) ix. Byline x. Byline title xi. Caption writer xii. Caption string xiii. Photo supplemental category xiv. Photo category
Step 8	Insert location (optional) i. Country ii. Country code iii. Province state iv. City
Step 9	Insert Date & Time (optional) i. Created datetime ii. Release datetime
Step 10	Insert Site category (optional) i. Site category ii. List of site category iii. Language iv. Status
Step 11	Click “Save” button

How to edit photo in photo album

Step 1	Click  button or album title
Step 2	Click “Edit Photo” button
Step 3	Click 
Step 4	Choose photo and click “open”
Step 5	Edit image i. Rotate image ii. Mirror image iii. Crop image
Step 6	Click “Watermark” to view images with watermark
Step 7	Edit photo information (optional) i. Caption (Malay) ii. Caption (Secondary) iii. Photographer iv. Photo category v. Object name vi. Credit vii. Headline (Malay) viii. Headline (Secondary) ix. Byline x. Byline title xi. Caption writer xii. Caption string xiii. Photo supplemental category xiv. Photo category
Step 8	Edit location (optional) i. Country ii. Country code iii. Province state iv. City
Step 9	Edit Date & Time (optional) i. Created datetime ii. Release datetime
Step 10	Edit Site category (optional) i. Site category ii. List of site category iii. Language iv. Status
Step 11	Click “Save” button

How to delete photo

Step 1	Click  button or album title
Step 2	Click on selected photo
Step 3	Click “Delete” button

Video and WebTV

Create Video Album

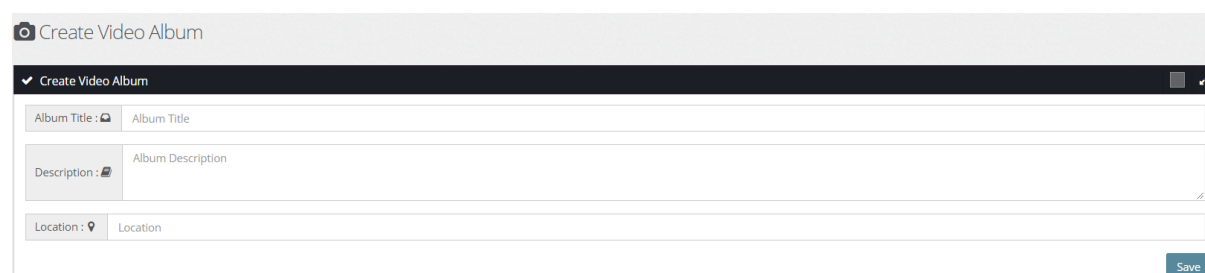


Figure 30: Create video album

How to create video album

Step 1	Insert Video Album information i. Album title ii. Album Description iii. Location
Step 2	Click “Save” button
Step 3	Click “Save Album” button

How to create video album & add video

Step 1	Insert Video Album information i. Album title ii. Album Description iii. Location
Step 2	Click “Save” button
Step 3	Click “Save & Add video”
Step 4	Insert video information (Youtube) i. Title ii. Description iii. Tags iv. Choose file to upload v. Videographer vi. Company
Step 5	Insert video metadata i. Video category ii. Channel iii. Video category (youtube) iv. Status view
Step 6	Insert location (optional) i. Country ii. Country code iii. Province state
Step 7	Insert Site category (optional) i. Site category ii. List of site category iii. Language iv. Status
Step 8	Click “Upload video” button

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Add Video

Album Details

Album Title : video LNY

Album Description : siti

Location : Location

Date : 2017-09-08 16:41:57

Add Video

Video Information (YOUTUBE)

Title : Video Title

Video Description

Description :

Tags : Type and enter to add tag

Upload Video : Choose File No file chosen

Videographer : Please Choose

Company : Please Choose

Video Metadata

Video Category : Please Choose

Channel : Please Choose

Video Category (YouTube) : Please Choose

Status View : Please Choose

Location

Country : Please Choose

Country Code : Country Code

Province State : State

City : City

Site Category

Site Category :

List of Site Category :

Language :

Status : Please Choose

Upload Video

Figure 31: Add video

Manage Video Album

Manage Video Album

List of Video Album

Search:

Copy Excel

Show 10 entries

ID	Album Title	Date	Action
78	video LNY	08/09/2017 16:41	Edit Delete
77	Web TV	08/09/2017 16:41	Edit Delete
75	asasas	08/09/2017 11:27	Edit Delete
70	Testing haji	07/09/2017 12:37	Edit Delete
69	bideo	07/09/2017 12:34	Edit Delete
68	kababom	07/09/2017 12:34	Edit Delete
67	UAT 2 ALBUM	07/09/2017 12:33	Edit Delete
66	zarinahK	07/09/2017 12:33	Edit Delete
60	zzzzzzzzzz	28/08/2017 20:15	Edit Delete
59	tv oh tv	24/08/2017 23:33	Edit Delete

Showing 1 to 10 of 28 entries

Previous 1 2 3 Next

Figure 32: Manage Video Album

How to search video album

Step 1	Enter query in search box. <i>Example: videoalbum1</i>
Step 2	Press enter

How to copy list of video album

Step 1	Click “Copy” button
Step 2	Paste (ctrl + v) preferred place.

How to download list of video album

Step 1	Click “Excel” button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 ▼ entries
---------------	---

How to edit video album

Step 1	Click  button
Step 2	Edit Video Album information i. Album title ii. Album Description iii. Location
Step 3	Click “Update” button
Step 4	Click “Update Album” button

How to delete video album

Step 1	Click  button
Step 2	Click “yes” when confirmation message pop-up

Why some video album cannot be deleted

Once video album contains video(s), it cannot be deleted. User must delete all video inside video album before proceed with delete video album. Note that deleted video in PCMS will not affected video in Youtube. User must manually delete video in Youtube.

How to view video in video album

Step 1	Click  button or album title
Step 2	Click on video thumbnail

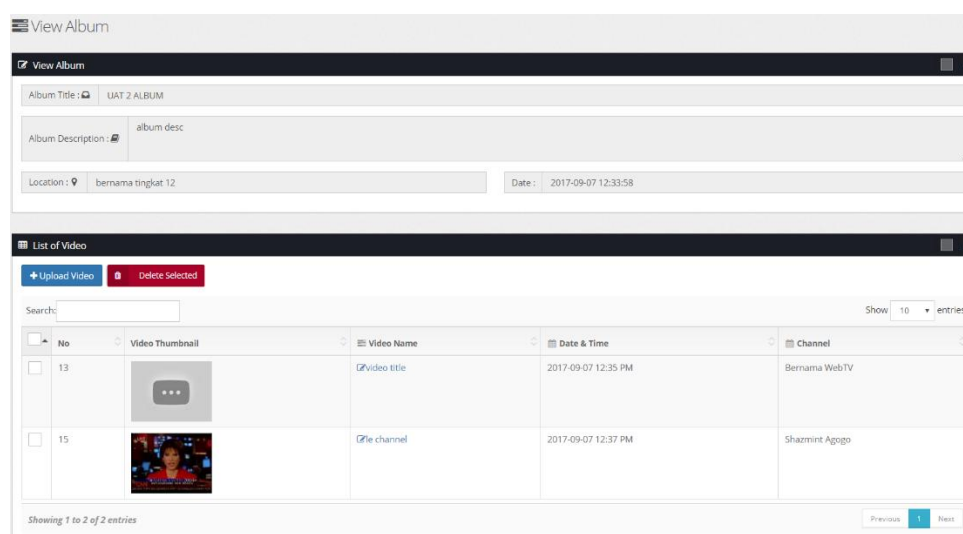


Figure 33: View video in video album

How to upload video in video album

Step 1	Click  button or album title
Step 2	Click "Upload Video" button
Step 3	Insert video information (Youtube) - Title - Description - Tags - Choose file to upload - Videographer - Company
Step 4	Insert video metadata - Video category - Channel - Video category (youtube) - Status view
Step 5	Insert location (optional) - Country - Country code

	iii. Province state
Step 6	Insert Site category (optional) i. Site category ii. List of site category iii. Language iv. Status
Step 7	Click “Upload video” button

How to edit video in video album

Step 1	Click  button or album title
Step 2	Click “Video Title”
Step 3	Edit video information (Youtube) i. Title ii. Description iii. Tags iv. Choose file to upload v. Videographer vi. Company
Step 4	Edit video metadata i. Video category ii. Channel iii. Video category (youtube) iv. Status view
Step 5	Edit location (optional) i. Country ii. Country code iii. Province state
Step 6	Edit Site category (optional) i. Site category ii. List of site category iii. Language iv. Status
Step 7	Click “Save” button

Step 1	Click  button or album title
Step 2	Tick on selected video
Step 3	Click “Delete” button
Step 4	Click “Yes” when confirmation message pop-up

Add Event

Add Event

Event Title :

Event Title

Event Description :

Event Description

Start Date :

End Date :

Note/Remarks :

Event Category

Site Category :

Please Choose

List of site Category :

Please Choose

Language :

Please Choose

News Category :

Please Choose

Upload file(Invitation) :

Choose File

No file chosen

Attendees

Select Staff :

Figure 34: Add Event Calendar

How to add event

Step 1	Insert event information - Event title - Event Description - Start Date - End Date - Notes/Remark
Step 2	Insert event category (optional) - Site category - List of site category - Language - News category - Upload file
Step 3	Assign attendees (optional)
Step 4	Click “Save” button

Manage Event

The screenshot displays the 'Manage Event' interface. At the top, there's a 'Manage Event' header with a 'View Calendar' button. Below it, a 'List of Event' section contains a 'Delete Event' button and a search bar. A table lists 13 events with columns: ID, Event Title, Start Date, End Date, Attendees, and Action. The table shows events like 'aaa', 'Birthday Party', 'PARA SEA GAMES', 'sukan sea', and 'test'. At the bottom, there's a pagination bar showing 'Showing 1 to 10 of 13 entries' and navigation buttons for 'Previous', '1', '2', and 'Next'.

Figure 35: Manage Event

How to search event

Step 1	Enter query in search box. <i>Example: event1</i>
Step 2	Press enter

How to copy list of event

Step 1	Click “Copy” button
Step 2	Paste (ctrl + v) preferred place.

How to download list of event

Step 1	Click “Excel” button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 ▼ entries
---------------	---

How to edit event

Step 1	Click on Event title
Step 2	Edit event information i. Event title ii. Event Description iii. Start Date iv. End Date v. Notes/Remark
Step 3	Edit event category (optional) i. Site category ii. List of site category iii. Language iv. News category v. Upload file
Step 4	Assign attendees (optional)
Step 5	Click “Save” button

How to delete event

Step 1	Tick on selected event
Step 2	Click  button
Step 3	Click yes when confirmation pop-up displayed

How to view event

Step 1 Click  button on selected event

Or

Step 1 Click “View Calendar” button to view event in calendar form

Malaysian eBiz

Market Outlook

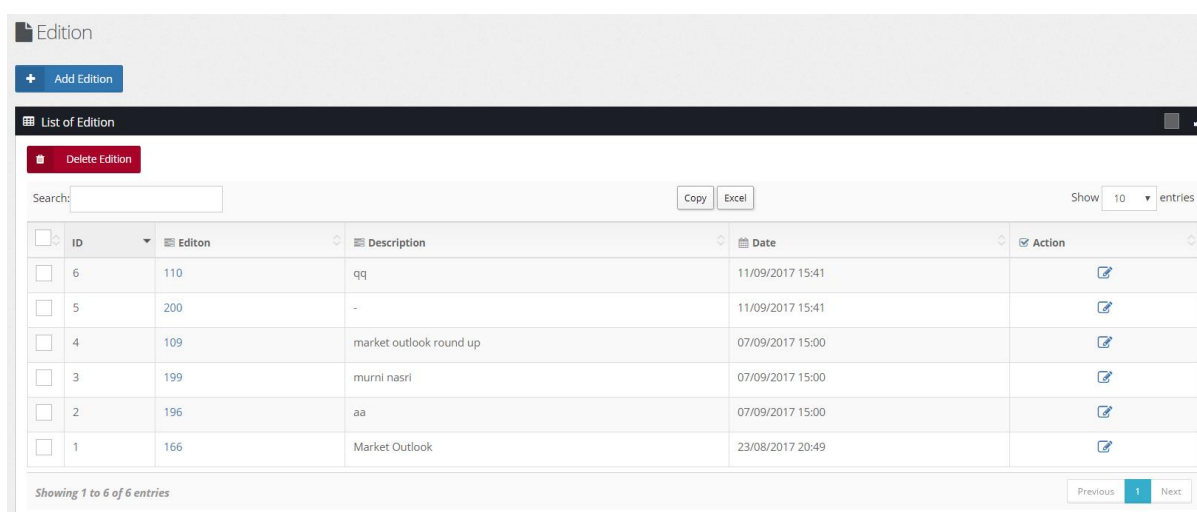


Figure 36: Edition

How to search edition

Step 1 Enter query in search box. *Example: 110*

Step 2 Press enter

How to copy list of edition

Step 1 Click “Copy” button

Step 2 Paste (ctrl + v) preferred place.

How to download list of edition

Step 1 Click “Excel” button

Step 2 Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 ▼ entries
---------------	---

How to add edition

Step 1	Click “Add Edition” button
Step 2	Insert Edition information i. Edition ii. Description
Step 3	Click “Save” button

How to edit edition

Step 1	Click  button
Step 2	Edit Edition information i. Edition ii. Description
Step 3	Click “Save” button

How to delete edition

Step 1	Tick on selected edition
Step 2	Click  button
Step 3	Click yes when confirmation pop-up displayed

How to add market outlook in edition

Market Outlook

+ Add Market Outlook

List of Market Outlook

Delete Market Outlook

Search: Copy Excel Show 10 entries

No	Title	Category	Status	Date	Action
1	forex	Forex	Inactive	09/09/2017 00:00	
2	tin market	Kuala Lumpur Tin Market (KLTM)	Inactive	06/07/2017 00:00	
3	ringgit	Forex	Inactive	06/09/0017 00:00	
4	Heahjsdgkhsdk	Bursa Malaysia	Inactive	11/09/2017 15:41	
5	bursa malaysia trading	Bursa Malaysia	Inactive	11/09/2017 15:38	

Showing 1 to 5 of 5 entries

Previous 1 Next

Figure 37: Market Outlook

Create Market Outlook

✓ Create Market Outlook

Headline :

Description :

Category : Please Choose

Date :

Status : Please Choose

News Content

save

Figure 38: Create market outlook

Step 1	Click “Edition title”
Step 2	Click “Add Market Outlook” button
Step 3	Insert market outlook information - Headline - Description - Category - Date - Status
Step 4	Insert news content
Step 5	Click “Save” button

How to edit market outlook

Step 1	Click market outlook headline
Step 2	Edit market outlook information i. Headline ii. Description iii. Category iv. Date v. Status
Step 3	Edit news content
Step 4	Click “Save” button

How to view market outlook content

Step 1	Click  button
---------------	--

How to delete market outlook

Step 1	Tick on selected market outlook
Step 2	Click  button
Step 3	Click yes when confirmation pop-up displayed

Add Document

Document Title :

Upload Files : Choose File No file chosen

☐ : Download Attachment

Document Description

Open Sans ▾

T ▾

-

</>
?

Document Category Please Choose ▾

Language Please Choose ▾

Start Date :

Status Please Choose ▾

End Date :

Notes :

Site Category

Site Category :

List of Site Category :

Language :

Save

Figure 39: Add document

How to add document

Step 1	Insert document's information i. Document title ii. Upload file iii. Tick "Download attachment" (optional) iv. Insert document description v. Document category vi. Language vii. Status viii. Start date ix. End date x. Notes
Step 2	Insert site category (optional) i. Site category ii. List of site category iii. language
Step 3	Click "Save" button

Manage document

Manage Document

List of Document

Delete Document

Search: Show 10 entries

ID	Document Title	Document Category Code	Language	Status	Start Date	End Date	Preview
10	ratata	eNewsLetter	Malay	Inactive			
9	TExt 1	Speech	Malay	Active	11/09/2017 16:48	27/09/2017 16:48	
8	ucapan perasmian sukan sea	Speech	Malay	Active	11/09/2017 15:41	12/09/2017 15:42	
7	document	eNewsLetter	Malay	Active	29/09/2017 17:04	02/10/2017 17:05	
6	speech pm	eNewsLetter	Malay	Active	09/09/2017 15:06	30/09/2017 15:07	
5	vacancy	Job Vacancy	English	Active			
4	uat2	eNewsLetter	English	Active			

Figure 40: Manage Document

How to search document

Step 1	Enter query in search box. <i>Example: Speech01</i>
Step 2	Press enter

How to copy list of document

Step 1	Click "Copy" button
Step 2	Paste (ctrl + v) preferred place.

How to download list of document

Step 1	Click "Excel" button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided Show 10 entries
---------------	--

How to edit document

Step 1	Click on document title
Step 2	Edit document's information i. Document title ii. Upload file iii. Tick "Download attachment" (optional) iv. Insert document description v. Document category vi. Language vii. Status viii. Start date ix. End date x. Notes
Step 3	Edit site category (optional) i. Site category ii. List of site category iii. language
Step 4	Click "Save" button

How to view document

Step 1	Click  button
---------------	--

How to delete document

Step 1	Tick on selected document
Step 2	Click  button
Step 3	Click yes when confirmation pop-up displayed

Create Poll/Vote

✓ Create Poll/Vote

Poll Title :

Poll Description :

LanguagePlease Choose

Type of AnswerPlease Choose

Site CategoryPlease Choose

List of Site CategoryPlease Choose

Start Date :

End Date :

Question : ?

Answer Option :
[+ Add More Answer](#)
Type an Answer or Upload Picture

Save

How to create poll/vote

Step 1	Insert poll information i. Poll title ii. Poll description iii. Language iv. Type of answer v. Site category vi. List of site category vii. Start date viii. End date ix. Question
Step 2	Add answer(s) i. Text ii. Image
Step 3	Click “save” button

Manage poll/vote

Manage Poll/Vote

List of Poll/Vote

Delete Poll/Vote

Search: Copy Excel Show 10 entries

ID	Poll Title	Language	Site Category	Start Date	End Date	Action
19	auto	Malay	Microsite	11/09/2017 15:50	20/09/2017 15:51	
18	Auto poll sept 17	Malay	Microsite			
17	q	Spanish	Main site	07/09/2017 15:26		
16	WWW	English	Microsite			
15	AAA	English	Microsite			

Showing 1 to 5 of 5 entries

Previous 1 Next

Figure 42: Manage poll/vote

How to search poll/vote

Step 1	Enter query in search box. <i>Example: Poll01</i>
Step 2	Press enter

How to copy list of poll

Step 1	Click “Copy” button
Step 2	Paste (ctrl + v) preferred place.

How to download list of poll

Step 1	Click “Excel” button
Step 2	Open downloaded .excel file.

How to control showing entries

Step 1	Select number of entries provided
---------------	-----------------------------------

Show 10 entries

How to edit poll

Step 1	Click on Poll title
Step 2	Edit poll information i. Poll title ii. Poll description iii. Language iv. Type of answer v. Site category vi. List of site category vii. Start date viii. End date ix. Question
Step 2	Edit answer(s) i. Text ii. Image
Step 3	Click “save” button

How to view poll

Step 1	Click  button
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How to delete poll

Step 1	Tick on selected poll
Step 2	Click  button
Step 3	Click yes when confirmation pop-up displayed

How to copy embedded link

Step 1	Click  button
Step 2	Copy embedded link

Audit Trail

View Activity

What is Audit trail

Audit trail is a record of the changes that have been made to a PCMS database.

How to view audit trail

Step 1	Click one of sub module
Step 2	View activity log

Instant Messaging

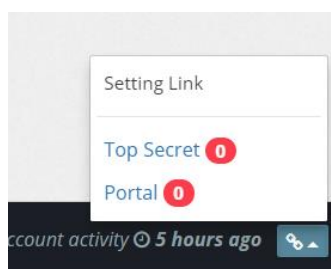


Figure 43: Chat

How to chat

Step 1	Click  button
Step 2	Select group
Step 3	Start chatting