Confidential



# PERKHIDMATAN PENINGKATAN PORTAL KNOWLEDGE MANAGEMENT (KM), PORTAL AKRUAN DAN PORTAL INTRANET JANM DI JABATAN AKAUNTAN NEGARA MALAYSIA (JANM)



# PORTAL ADMINISTRATOR TRAINING MANUAL iknowledege portal

Reference: JANM.07.04.01

Prepared by:



## Brilliance Information Sdn Bhd (374044-H)

10 NOVEMBER 2021 / VERSION 1.0

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1 Portal Administrator Training Manual for Admin/Content Owner/Bahagian/Cawangan Negeri

iKnowledge Admin, iKnowledge Content Owner, iKnowledge *Bahagian* Admin and iKnowledge *Cawangan Negeri* Admin are able to sign in and sign out iKnowledge, view logo, view *Portal Rasmi JANM*, View *Log Masuk*, view W3S – Text Size, perform search, manage announcement, manage activity, manage AGD PEDIA (Article) and view quicklinks.

1.1 iKnowledge Portal Authentication

This section describe the iKnowledge user authentication through Sign In iKnowledge Portal and Sign Out iKnowledge Portal.

1.1.1 Sign In iKnowledge Portal

Portal Administrator, Content Owner including JANM Staff need credentials such as valid username and password to sign in iKnowledge Portal. Please follow the steps below to Sign In iKnowledge Portal. Note: Please contact your Admin if you are unable to Sign In iKnowledge Portal.

1. Open any browser. E.g. Chrome/Mozilla/Internet Explorer/Microsoft Edge.



2. Enter URL in the web address bar on top of the browser.

i trainingkm.anm.gov.my/Pages/UTAMA.aspx

- 3. Press Enter from keyboard.
- 4. SharePoint Sign In pop-up form will be displayed.

Sign in				
http://trainingkm.anm.gov.my Your connection to this site is not private				
Username				
Password				
	Sign in	Cancel		

DATE	VERSION	REFERENCE NO.	PAGE		
10 NOVEMBER 2021	V1.0	JANM.07.04.01	4		
FILENAME	Portal Administrator Train	Portal Administrator Training Manual for iKnowledge v1.0			





- 5. Enter valid username. (E.g. anm\sp.user)
- 6. Enter valid password. (E.g. p@ssw0rd)
- 7. Click on Sign In button.
- iKnowledge main page is displayed to indicate you are successfully Sign In iKnowledge Portal. Note: Your username should be displayed in the top right corner of the main page.



DATE	VERSION	REFERENCE NO.	PAGE		
10 NOVEMBER 2021	V1.0	JANM.07.04.01	5		
FILENAME	Portal Administrator Train	Portal Administrator Training Manual for iKnowledge v1.0			



6

#### 1.1.2 Sign Out iKnowledge Portal

Portal Administrator, Content Owner including JANM Staff need to Sign Out from iKnowledge Portal to ensure that any people who have access either to their computer or notebook cannot use their account. Please follow the steps below to Sign Out iKnowledge Portal.

1. Click the [your name] link at the top right of the page to open a drop-down menu.



2. A drop down menu is displayed



3. Click Sign Out from the drop down list.



4. The window shows a message that user have been signed out, and it closes itself if your browser allows it to. Note: It is recommended to close all your browser once you have Sign Out iKnowledge Portal.

Please close the browser to com	+ +						o - 🔍 🗙
← → C ▲ Not secure	uatwww2.anm.gov.my/soalselidik/_la	ayouts/15/SignOut.aspx				x 👳 🗅	🖿 🛪 🔕 E
🚦 Create an ASP.NET 🔔 Learr	n C# for Beginn 🔌 How to change XA	🚡 How To Connect M 💶	(1) CRUD with MyS	Get started with AS	MySQL = MySQL Co	» Cther bookma	rks 🛛 🔝 Reading list
	Please close	the browser	to compl	ete sign	out.		
	GO BACK TO SITE						
	VERSION		REFEREN	CE NO.			
MBER 2021	V1.0		JANM.07	.04.01			

Portal Administrator Training Manual for iKnowledge v1.0



## 1.2 Logo

In header section of iKnowledge Portal, there are two logo which are *Jata Negara* logo and iKnowledge logo. User able to click on *Jata Negara* logo to navigate back main page of iKnowledge.



## 1.3 Portal Rasmi JANM

In header section, user is able to navigate to JANM Official Portal by clicking on the hyperlink displayed as PORTAL RASMI JANM.



## 1.4 Log Masuk

LOG MASUK hyperlink is for external user to sign in iKnowledge Portal. Upon click LOG MASUK, SharePoint default Sign In form will be displayed. **Note: The use of Log Masuk** hyperlink is for external users accessibility.



## 1.5 W3S – Text Size

User is able to increase or decrease text size in iKnowledge main page by clicking on either A+ or A-.

DATE	VERSION	REFERENCE NO.	PAGE	
10 NOVEMBER 2021	V1.0	JANM.07.04.01	7	
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0			

DATE	VERSION	REFERENCE NO.	PAGE		
10 NOVEMBER 2021	V1.0	JANM.07.04.01	8		
FILENAME	Portal Administrator Trai	Portal Administrator Training Manual for iKnowledge v1.0			









#### 1.6 Search

Search engines enables users including Portal Administrator and Content Owner to easily search for specific information in iKnowledge. Please follow the steps below to perform search in iKnowledge Portal.

- 1. Sign in iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Navigate to search box displayed in main page.

Search	Q
--------	---

- 3. Enter any keyword and click **Search** icon.
- 4. Result page is displayed based on the keyword entered.

Result type	
🗆 html	banner
png	
Other Value	Everything People Conversations Videos
Apply   Clear	Preference for results in English →
Modified date	Banner uatwww2.anm.gov.my/soalselidik/Lists/Banner/AllItems.aspx
	Soal Selidik <b>Banner</b>
All	uatwww2 anm apy mv/soalselidik/Lists/Banner/DispForm aspx?ID=1
	Banner Soal Selidik, pg uatww2.ann.gov.my/soalselidik//Soal%20Selidik%20Image 3 results Alert Me Preferences Advanced Search

- 5. Use Filter based on Result type from the left section to specify your search result.
  - a) **Result type** Specify result based on type available such as html and png.
  - b) **Modified Date** Specified result based on modified date.
- 6. Use search experience that are available on a default results page.
  - a) **Everything** Specify based on Local SharePoint Results.
  - b) People Specify based on Local People Result.
  - c) **Conversations** Specify based on Conversations.
  - d) Video Specify Local Video Results.

DATE	VERSION	REFERENCE NO.	PAGE	
10 NOVEMBER 2021	V1.0	JANM.07.04.01	9	
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0			



#### 1.7 Announcement

iKnwoledge Admin, iKnowledge Content Owner, iKnowledge Web Bahagian or iKnowledge Cawangan Negeri is able to manage Announcement in iKnowledge Portal. Please follow the steps below to manage Announcement. **Note: Contact your administrator if you are unable to manage the Announcement in iKnowledge Portal.** 

#### 1.7.1 Add Announcement

Please follow the steps below to add announcement in iKnowledge.

- 1. Sign In iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Mouse hover on AGD ONLINEKR from the global navigation, and click Pengumuman from the dropdown list.

AGD ONLINEKR 🗢	HUBUN
PENGUMUMAN	
INFOGRAFIK	
VIDEO	
LAMPIRAN ARTIKEL	

3. Announcement list is displayed.

4. Click on  $\oplus$  new item

5. (Optional)Click on New Item icon in the ITEMS tab. Tips: Click on ITEMS tab on the

top to expand the ribbon.

BROWSE	EMS LIST			
New New Item + Folder	View Edit Item Item Zelete Item	Attach File	Tags & Notes	Workflows Approve/Reject
New	Manage	Actions Share & Track	Tags and Notes	Workflows

6. (Optional)Click on **New Item dropdown arrow** in the **ITEMS** tab and click **New Item**.

DATE	VERSION	REFERENCE NO.	PAGE		
10 NOVEMBER 2021	V1.0	JANM.07.04.01	10		
FILENAME	Portal Administrator Train	Portal Administrator Training Manual for iKnowledge v1.0			





BRO	NSE ITE	EMS LIS	ST					
New Item +	New Folder	View Item	Edit Item	Version History	Attach File	Alert Me +	Tags & Notes	Workflows Approve/Reject
216	Mew Item Add a new item to this list. 2		anage	Actions	Share & Track	Tags and Notes	Workflows	
<u> </u>			is list.	21				

7. Add a new announcement form will be displayed. Enter all the information.

PORTAL KNOWLEDGE MANAGEMENT > PENGUMUMAN							
Title *	[						
Description							
PublishDate	28/10/2021						
ExpiryDate							
			Save	Cancel			

- **Title** Represent the title of announcement. Enter your announcement title.
- **Description** Represent the description of announcement. Enter your announcement description.
- Publish Date Represent the publish date of announcement. Enter your announcement publish date. Note: Ensure the publish date is not same as expiry date.
- **Expiry Date** Represent the expiry date of announcement. Enter your announcement expiry date. Note: Ensure the expiry date is not same or less than publish date.
- Attachments Please follow the steps below to add attachment in announcement.
   Note: The default limit file size is 2 gigabytes (GB) (2,047 MB)<sup>1</sup>.
  - i. From EDIT tab, click Attach file at the top ribbon.

<sup>&</sup>lt;sup>1</sup> File size limit. Retrieved from https://docs.microsoft.com/en-us/sharepoint/install/software-boundaries-limits-2019

DATE	VERSION	REFERENCE NO.	PAGE			
10 NOVEMBER 2021	V1.0	JANM.07.04.01	11			
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0					





BROWSE	EDIT			
Save Cano	el Pa	Cut E Copy aste	Attach File	ABC Spelling
Commit		Clipboard	Actions	Spelling

ii. Click Choose File to add attachment file and select a file from the list.

Use this page to add attachments to an item.						
Name						
Choose File No file chosen						
OK Cancel						

iii. Selected file attachment that previously select is displayed.

Use this page to add attachments to an item.					
Name					
Choose File Article 2 - SiseMaklum.pdf					
	OK	Cancel			

- iv. Click OK to proceed.
- v. A File attachment is successfully attached. Note: Repeat steps (i) to (iv) if you

need to attach more attachment. To delete attachment, click Delete beside the attachment file displayed.

PORTAL KNOWL	EDGE MANAGEMENT > PENGUMUMAN	
Title *	Hebahan Workshop eGUMIS	
Description	Hebahan Workshop eGUMIS kepada warga JANM	
PublishDate	28/10/2021	
ExpiryDate	30/10/2021	
Attachments	C:\fakepath\Article 2 - Sistem eMaklum.pdf	
	Save Cancel	

8. Once you have completed the Add new announcement form, click on **Save**.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	12
FILENAME	Portal Administrator Train	ning Manual for iKnowledge v1.0	



#### 1.7.2 Update Announcement Details

Please follow the steps below to update announcement detail in iKnwoledge.

- 1. Sign In iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Mouse hover on AGD ONLINEKR from the global navigation, and click Pengumuman from the dropdown list.

AGD ONLINEKR 🗢	HUBUN
PENGUMUMAN	
INFOGRAFIK	
VIDEO	
LAMPIRAN ARTIKEL	

- 3. Announcement list is displayed.
- 4. Click on the **announcement title** in the announcement list to update the announcement details.

F	PORTAL KNOWLEDGE MANAGEMENT > PENGUMUMAN								
ŧ	new item or edit this	list	t						
All	Items Find an item		Q						
~	Title		Description	PublishDate	ExpiryDate	Created	Created By	Modified	Modified By
	Pematuhan Waktu Bekerja		Untuk makluman, Perintah-perintah AM Bab G Waktu Bekerja dan Lebih Masa telah menggariskan dengan jelas mengenai waktu berkerja pegawai awam	2/8/2021	6/9/2021	August 2	System Account	September 7	System Account
	Perkhidmatan Perpustakaan Bergerak		Perkhidmatan "Pustakawan Bergerak" atau "Mobile Librarian" disediakan untuk membantu anda mendapatkan pelbagai sumber maklumat	2/8/2021	31/12/2021	August 2	System Account	August 2	System Account
	Status Gangguan Bekalan Air Tidak Berjadual di Wilayah Putrajaya		Pengurusan Air Selangor Sdn Bhd (Air Selangor) ingin memaklumkan status terkini gangguan bekalan air tidak berjadual ekoran henti tugas Loji Rawatan Air (LRA) Sungai Semenyih dan Bukit Tampoi pada 4 Oktober 2020.	2/8/2021	31/8/2021	August 2	System Account	September 7	System Account
	Test ICT		Test ICT	24/9/2021		September 24	System Account	September 24	System Account
~	Hebahan Workshop eGUMIS #		Hebahan Workshop eGUMIS kepada warga JANM	28/10/2021	30/10/2021	6 minutes ago	System Account	6 minutes ago	System Account

5. Click on **Edit Item** in the **VIEW** tab on the top ribbon displayed.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	13
FILENAME	Portal Administrator Train	ning Manual for iKnowledge v1.0	







6. (Optional) Select an announcement from the list you want update by clicking on

Tips: Mouse hover on which announcement you want to update and the tick icon will be displayed on the left side.

P	PORTAL KNOWLEDGE MANAGEMENT > PENGUMUMAN									
( <del>)</del> All I	→ new item or edit this list All Items Find an item P									
~	Title		Description	PublishDate	ExpiryDate	Created	Created By	Modified	Modified By	
	Pematuhan Waktu Bekerja		Untuk makluman, Perintah-perintah AM Bab G Waktu Bekerja dan Lebih Masa telah menggariskan dengan jelas mengenai waktu berkerja pegawai awam	2/8/2021	6/9/2021	August 2	System Account	September 7	System Account	
	Perkhidmatan Perpustakaan Bergerak		Perkhidmatan "Pustakawan Bergerak" atau "Mobile Librarian" disediakan untuk membantu anda mendapatkan pelbagai sumber maklumat	2/8/2021	31/12/2021	August 2	System Account	August 2	System Account	
	Status Gangguan Bekalan Air Tidak Berjadual di Wilayah Putrajaya		Pengurusan Air Selangor Sdn Bhd (Air Selangor) ingin memaklumkan status terkini gangguan bekalan air tidak berjadual ekoran henti tugas Loji Rawatan Air (LRA) Sungai Semenyih dan Bukit Tampoi pada 4 Oktober 2020.	2/8/2021	31/8/2021	August 2	System Account	September 7	System Account	
	Test ICT		Test ICT	24/9/2021		September 24	System Account	September 24	System Account	
~	Hebahan Workshop eGUMIS <b>≭</b>		Hebahan Workshop eGUMIS kepada warga JANM	28/10/2021	30/10/2021	A few seconds ago	System Account	A few seconds ago	System Account	

7. (Optional)Selected announcement is highlighted in the announcement list.

			-						
A	Il Items Find an item	1	Q						
,	✓ Title		Description	PublishDate	ExpiryDate	Created	Created By	Modified	Modified By
	Pematuhan Waktu Bekerja		Untuk makluman, Perintah-perintah AM Bab G Waktu Bekerja dan Lebih Masa telah menggariskan dengan jelas mengenai waktu berkerja pegawai awam	2/8/2021	6/9/2021	August 2	System Account	September 7	System Account
	Perkhidmatan Perpustakaan Bergerak		Perkhidmatan "Pustakawan Bergerak" atau "Mobile Librarian" disediakan untuk membantu anda mendapatkan pelbagai sumber maklumat	2/8/2021	31/12/2021	August 2	System Account	August 2	System Account
	Status Gangguan Bekalan Air Tidak Berjadual di Wilayah Putrajaya		Pengurusan Air Selangor Sdn Bhd (Air Selangor) ingin memaklumkan status terkini gangguan bekalan air tidak berjadual ekoran henti tugas Loji Rawatan Air (LRA) Sungal Semenyih dan Bukit Tampoi pada 4 Oktober 2020.	2/8/2021	31/8/2021	August 2	System Account	September 7	System Account
	Test ICT		Test ICT	24/9/2021		September 24	System Account	September 24	System Account
	Hebahan Workshop eGUMIS <b>*</b>		Hebahan Workshop eGUMIS kepada warga JANM	28/10/2021	30/10/2021	A few seconds ago	System Account	A few seconds ago	System Account

 (Optional) Click Edit Item in the ITEMS tab on the top ribbon displayed. Tips: Click on ITEMS tab to expand the top ribbon.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	14
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		







 (Optional) Select which announcement to be updated and click on the Ellipses (...) displayed; then choose Edit Item from the dropdown list.

+	new item or edit th	nis I	ist							
All It	ems Find an iter	n	Q							
~	Title		Description		PublishDate	ExpiryDate	Created	Created By	Modified	Modified By
	Pematuhan Waktu Bekerja		Untuk maklum Waktu Bekerja menggariskan berkerja pegav	an, Perintah-perintah AM Bab G dan Lebih Masa telah dengan jelas mengenai waktu vai awam	2/8/2021	6/9/2021	August 2	System Account	September 7	System Account
	Perkhidmatan Perpustakaan Bergerak		Perkhidmatan "Mobile Librari anda mendapa	"Pustakawan Bergerak" atau an" disediakan untuk membantu atkan pelbagai sumber maklumat	2/8/2021	31/12/2021	August 2	System Account	August 2	System Account
	Status Gangguan Bekalan Air Tidak Berjadual di Wilayah Putrajaya	Г	Pengurusan Ai ingin memaklu bekalan air tid Loji Rawatan A Share	r Selangor Sdn Bhd (Air Selangor) ımkan status terkini gangguan ak berjadual ekoran henti tugas sir (LRA) Sungai Semenyih dan ada 4 Oktober 2020.	2/8/2021	31/8/2021	August 2	System Account	September 7	System Account
	Test ICT	١ſ	Edit Item		24/9/2021		September 24	System Account	September 24	System Account
~	Hebahan Workshop eGUMIS <b>*</b>	ľ	Delete Item	Edit Item MIS kepada warga	28/10/2021	30/10/2021	A few seconds ago	System Account	A few seconds ago	System Account
			View Item							
cript:	Hak Cipta Terpeliha	aJ	Advanced >	legara Malaysia © 2021				DASAR PRIVASI	DASAR KESELAM	ATAN   PENAFIAN

10. Edit Announcement form is displayed. Update all the information if required.

PORTAL KNOWLEDGE MANAGEMENT > PENGUMUMAN				
Title *	Hebahan Workshop eGUMIS			
Description	Hebahan Workshop eGUMIS kep	ada warga JANN	Λ	
PublishDate	28/10/2021			
ExpiryDate	30/10/2021			
Attachments	C:\fakepath\Article 2 - Sistem eMa	aklum.pdf 🗉 🛛 🖻	elete	
		Save	Cancel	

• **Title** – Represent the title of announcement. Update your announcement title if required.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	15
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		





- Description Represent the description of announcement. Update your announcement description.
- **Publish Date** Represent the publish date of announcement. Update your banner publish date. **Note: Ensure the publish date is not same as expiry date.**
- Expiry Date Represent the expiry date of announcement. Update your announcement expiry date. Note: Ensure the expiry date is not same or less than publish date.
- Attachments Please follow the steps below to add attachment in announcement.
   Note: The default limit file size is 2 gigabytes (GB) (2,047 MB).
  - i. From EDIT tab, click Attach file at the top ribbon.

BROWSE	EDIT			
Save Cano	cel Pa	Cut E Copy aste	Attach File	ABC Spelling
Commit		Clipboard	Actions	Spelling

ii. Click Choose File to add attachment file and select a file from the list.

Use this page to add attachments to an item.				
Name				
Choose File	No file chose	ı		
	ОК	Cancel		

iii. Selected file attachment that previously select is displayed.

Use this page to add attachn	nents to an item.	
Name		
	Choose File Article 2 - Sis	eMaklum.pdf
	ОК	Cancel

- iv. Click OK to proceed.
- v. A File attachment is successfully attached. Note: Repeat steps (i) to (iv) if you need to attach more attachment. To delete attachment, click Delete beside the attachment file displayed.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	16
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		





PORTAL KNOWLEDGE MANAGEMENT > PENGUMUMAN				
Title *	Hebahan Workshop eGUMIS			
Description	Hebahan Workshop eGUMIS kepada warga JANM			
PublishDate	28/10/2021			
ExpiryDate	30/10/2021			
Attachments	C:\fakepath\Article 2 - Sistem eMaklum.pdf 🗉 Delete			
	Save Cancel			

11. Once you have have completed the **Edit announcement form**, click on **Save**.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	17
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		





#### 1.7.3 Delete Announcement

Please follow the steps below to delete announcement in iKnwoledge.

- 1. Sign In iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Click Settings
- 3. Mouse hover on AGD ONLINEKR from the global navigation, and click Pengumuman from the dropdown list.

AGD ONLINEKR	→ HUBUN
PENGUMUMAN	·
AKTIVITI TERKINI	
INFOGRAFIK	
VIDEO	
LAMPIRAN ARTIKE	L
Ar 4 i	nouncement tems odified 2 months ago

4. Click

from the Site contents page.

- 5. Announcement list is displayed.
- 6. Click on the **announcement title** in the announcement list to delete the announcement.



7. Click on **Delete Item** in the **VIEW** tab on the top ribbon displayed.

BROV	VSE	VIEW		
	Q V	ersion His	🐥 Alert Me	
Edit	<b>8</b> % S	hared With		谢 Workflows
Item	×	Delete Item		
	Man	age		Actions

DATE	VERSION	REFERENCE NO.	PAGE			
10 NOVEMBER 2021	V1.0	JANM.07.04.01	18			
FILENAME	Portal Administrator Train	Portal Administrator Training Manual for iKnowledge v1.0				





8. (Optional) Select an announcement from the list you want delete by clicking on  $\leq$ 

Tips: Mouse hover on which announcement you want to delete and the tick icon will be displayed on the left side.

P	PORTAL KNOWLEDGE MANAGEMENT > PENGUMUMAN										
⊕ new item or edit this list     All Items Find an item      P											
~	Title		Description	PublishDate	ExpiryDate	Created	Created By	Modified	Modified By		
	Pematuhan Waktu Bekerja		Untuk makluman, Perintah-perintah AM Bab G Waktu Bekerja dan Lebih Masa telah menggariskan dengan jelas mengenai waktu berkerja pegawai awam	2/8/2021	6/9/2021	August 2	System Account	September 7	System Account		
	Perkhidmatan Perpustakaan Bergerak		Perkhidmatan "Pustakawan Bergerak" atau "Mobile Librarian" disediakan untuk membantu anda mendapatkan pelbagai sumber maklumat	2/8/2021	31/12/2021	August 2	System Account	August 2	System Account		
	Status Gangguan Bekalan Air Tidak Berjadual di Wilayah Putrajaya		Pengurusan Air Selangor Sdn Bhd (Air Selangor) ingin memaklumkan status terkini gangguan bekalan air tidak berjadual ekoran henti tugas Loji Rawatan Air (LRA) Sungai Semenyih dan Bukit Tampoi pada 4 Oktober 2020.	2/8/2021	31/8/2021	August 2	System Account	September 7	System Account		
	Test ICT		Test ICT	24/9/2021		September 24	System Account	September 24	System Account		
~	Hebahan Workshop eGUMIS <b>X</b>		Hebahan Workshop eGUMIS kepada warga JANM	28/10/2021	30/10/2021	A few seconds ago	System Account	A few seconds ago	System Account		

9. (Optional)Selected announcement is highlighted in the announcement list.

All	Items Find an item	م						
~	Title	Description	PublishDate	ExpiryDate	Created	Created By	Modified	Modified By
	Pematuhan Waktu Bekerja	 Untuk makluman, Perintah-perintah AM Bab G Waktu Bekerja dan Lebih Masa telah menggariskan dengan jelas mengenai waktu berkerja pegawai awam	2/8/2021	6/9/2021	August 2	System Account	September 7	System Account
	Perkhidmatan Perpustakaan Bergerak	 Perkhidmatan "Pustakawan Bergerak" atau "Mobile Librarian" disediakan untuk membantu anda mendapatkan pelbagai sumber maklumat	2/8/2021	31/12/2021	August 2	System Account	August 2	System Account
	Status Gangguan Bekalan Air Tidak Berjadual di Wilayah Putrajaya	 Pengurusan Air Selangor Sdn Bhd (Air Selangor) ingin memaklumkan status terkini gangguan bekalan air tidak berjadual ekoran henti tugas Loji Rawatan Air (LRA) Sungai Semenyih dan Bukit Tampoi pada 4 Oktober 2020.	2/8/2021	31/8/2021	August 2	System Account	September 7	System Account
	Test ICT	 Test ICT	24/9/2021		September 24	System Account	September 24	System Account
~	Hebahan Workshop eGUMIS <b>*</b>	 Hebahan Workshop eGUMIS kepada warga JANM	28/10/2021	30/10/2021	A few seconds ago	System Account	A few seconds ago	System Account

10. (Optional) Click **Delete Item** in the **ITEMS** tab on the top ribbon displayed. **Tips: Click** 

on ITEMS tab to expand the top ribbon.

BROWSE	EMS LIST						
New New Folder	View Item Edit Item	Version History Shared With Celete Item	Attach File	Alert Me +	Popularity Trends	Tags & Notes	Workflows Approve/Reject
New	Ma	anage	Actions	Share	& Track	Tags and Notes	Workflows

11. (Optional) Select which announcement to be deleted and click on the Ellipses (...)

displayed; then choose **Delete Item** from the dropdown list.

DATE	VERSION	REFERENCE NO.	PAGE		
10 NOVEMBER 2021	V1.0	JANM.07.04.01	19		
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0				





P	PORTAL KNOWLEDGE MANAGEMENT > PENGUMUMAN										
(+) All II	H new item or edit this list     All items Find an item										
~	Title	Description		PublishDate	ExpiryDate	Created	Created By	Modified	Modified By		
	Pematuhan Waktu • Bekerja	<ul> <li>Untuk maklum</li> <li>Bekerja dan Le</li> <li>jelas mengena</li> </ul>	an, Perintah-perintah AM Bab G Waktu bih Masa telah menggariskan dengan i waktu berkerja pegawai awam	2/8/2021	6/9/2021	August 2	System Account	September 7	System Account		
	Perkhidmatan • Perpustakaan Bergerak	<ul> <li>Perkhidmatan</li> <li>Librarian" dised</li> <li>mendapatkan</li> </ul>	"Pustakawan Bergerak" atau "Mobile diakan untuk membantu anda pelbagai sumber maklumat	2/8/2021	31/12/2021	August 2	System Account	August 2	System Account		
	Status Gangguan • Bekalan Air Tidak Berjadual di Wilayah Putrajaya	<ul> <li>Pengurusan Ai memaklumkan tidak berjadual (LRA) Sungai S Share</li> </ul>	r Selangor Sdn Bhd (Air Selangor) ingin status terkini gangguan bekalan air ekoran henti tugas Loji Rawatan Air temenyih dan Bukit Tampoi pada 4	2/8/2021	31/8/2021	August 2	System Account	September 7	System Account		
	Test ICT	Edit Item		24/9/2021		September 24	System Account	September 24	System Account		
~	Hebahan Workshop eGUMIS <b>*</b>	Delete Item	hop eGUMIS kepada warga JANM	28/10/2021	30/10/2021	17 minutes ago	System Account	17 minutes ago	System Account		
		View Item	Delete Item								

- 12. (Optional) Press on the keyboard shortcut Delete to delete the announcement.
- 13. Delete confirmation message is displayed.



14. Click on **OK** to proceed with deletion. Delete verification message will be closed. Selected announcement is successfully deleted and no longer displayed in the announcement list.

DATE	VERSION	REFERENCE NO.	PAGE		
10 NOVEMBER 2021	V1.0	JANM.07.04.01	20		
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0				





#### 1.7.4 View Announcement

Please follow the steps below to view announcement in iKnwoledge.

- 1. Sign In iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Click on either left or right indicator in the Announcement section to view latest announcement.

	28	Hebahan Workshop eGUMIS	02	Perkhidmatan Perpustakaan Bergerak
<	OCT	Hebahan Workshop eGUMIS kepada warga	AUG	Perkhidmatan "Pustakawan Bergerak" atau "Mobile Librarian" disediakan untuk membantu anda mendapatkan pelbagai sumber
		Linat Sepenunnya		Lihat Sepenuhnya Lihat Senarai Pengumuman

- 3. Click Lihat Sepenuhnya to view announcement detail with attachment.
- 4. Announcement detail is displayed. Note: To view the attachment, click on the attachment file.

Title	Hebahan Workshop eGUMIS					
Description Hebahan Workshop eGUMIS kepada warga JANM						
PublishDate	28/10/2021					
ExpiryDate	30/10/2021					
Attachments	Article 2 - Sistem eMaklum.pdf					
Created at 28/10/2021 8:27 PM by  System Account Close Close Close						

5. Click Lihat Senarai Pengumuman to view all announcement.

DATE	VERSION	REFERENCE NO.	PAGE		
10 NOVEMBER 2021	V1.0	JANM.07.04.01	21		
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0				



#### 1.8 Activity

iKnwoledge Admin, iKnowledge Content Owner, iKnowledge Web Bahagian or iKnowledge Cawangan Negeri is able to manage Activity in iKnowledge Portal. Please follow the steps below to manage Activity. Note: Contact your administrator if you are unable to manage the Activity Portal.

Note: For Activity image, it is recommended to use image that are 627 x 420 pixels for display at iKnowledge main page. It is also recommended that all images be either in JPEG or JPG format.

#### 1.8.1 Add Activity

Please follow the steps below to add activity in iKnowledge.

- 1. Sign In iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Mouse hover on AGD ONLINEKR from the global navigation, and click Aktiviti Terkini from the dropdown list.



- 3. Activity list is displayed.
- 4. Click on  $\oplus$  new item
- 5. (Optional)Click on New Item icon in the ITEMS tab. Tips: Click on ITEMS tab on the top to expand the ribbon.

DATE	VERSION	REFERENCE NO.	PAGE		
10 NOVEMBER 2021	V1.0	JANM.07.04.01	22		
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0				







6. (Optional)Click on New Item dropdown arrow in the ITEMS tab and click New Item.

BROV	VSE ITE	EMS L	IST					
New Item •	New Folder	View Item	Edit Item	Version History	Attach File	Alert Me +	Tags & Notes	Workflows Approve/Reject
Ne	New Item			anage	Actions	Share & Track	Tags and Notes	Workflows
	Add a new	item to t	his list.	21				

7. Add a new activity form will be displayed. Enter all the information.

PORTAL KNOWL	EDGE MANAGEMENT > AKTIVITI TERKINI
Title *	
Image	Type the Web address: (Click here to test)
	http://
	Type the description:
Description	
PublishDate	
ExpiryDate	
Highlight	
	Save Cancel

- Title Represent the title of activity. Enter your activity title.
- Image Represent the Image URL. Enter the copied URL by following steps in Section 1.8.2.
- **Description** Represent the description of activity. Enter your activity description.
- Publish Date Represent the publish date of activity. Enter your activity publish date.
   Note: Ensure the publish date is not same as expiry date.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	23
FILENAME Portal Administrator Training Manual for iKnowledge v1.0			





- Expiry Date Represent the expiry date of activity. Enter your activity expiry date. Note: Ensure the expiry date is not same or less than publish date.
- Highlight Option Represent the option to display activity image at main page. Tick on Highlight option if you plan to display the activity image at main page. Note: Ensure the highlight option for previous activity is unticked.
- Attachments Please follow the steps below to add attachment in activity. Note: The default limit file size is 2 gigabytes (GB) (2,047 MB).
  - i. From EDIT tab, click Attach file at the top ribbon.



ii. Click Choose File to add attachment file and select a file from the list.

Use this page to add attachments to an item.						
Name						
	Choose File	] No file chosen				
		ОК	Cancel			

iii. Selected file attachment that previously select is displayed.

Use this page to add attachments to an item.						
Name						
Choose File Article 2 - SiseMaklum.pdf						
	OK	Cancel				

- iv. Click OK to proceed.
- v. A File attachment is successfully attached. Note: Repeat steps (i) to (iv) if you need to attach more attachment. To delete attachment, click Delete beside the attachment file displayed.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	24
FILENAME Portal Administrator Training Manual for iKnowledge v1.0			





PORTAL KNOWLEDGE MANAGEMENT > PENGUMUMAN							
Title *	Hebahan Workshop eGUMIS						
Description	Hebahan Workshop eGUMIS kepada warga JANM						
PublishDate	28/10/2021						
ExpiryDate	30/10/2021						
Attachments	C:\fakepath\Article 2 - Sistem eMaklum.pdf 🗉 Delete						
	Save Cancel						

8. Once you have completed the Add new activity form, click on **Save**.

DATE	VERSION	REFERENCE NO.	PAGE	
10 NOVEMBER 2021	V1.0	JANM.07.04.01	25	
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0			





#### 1.8.2 Copy Image URL

Please follow the steps below to copy URL Image for activity in Classic SharePoint list.

- 1. Sign In iKnowledge. Note: Please refer section 1.1.1 for more details.
- 2. Click Settings
- 3. Dropdown list is displayed. Note: Items in dropdown list is based on user permission level.

SharePoint settings Show Ribbon
Shared with
Edit page
Add a page
Add an app
Site contents
Design Manager
Site settings
Getting started

- 4. Click **Site contents** from the dropdown list.
- 5. *IKnowledge* Site contents page is displayed. Note: By Default, the site contents page

## is displayed in Modern SharePoint.

,	Search Jabatan Akauntan Negara Malaysia					🖻 Share
	$+$ New $\sim$		4	Site usage 🕐 Site workflow	vs 💿 Site settings	📋 Recycle bin (4)
	Contents Subsites	Site usage has moved! Track visits and view trending content on the "Site usa <b>Go to Site usage</b>		e usage" page.		×
		Туре	Items	Modified		
	n Documents	Document library	2	9/8/2021 10:13 AM		
	🖻 Site Assets	Document library	1	3/31/2015 10:00 AM		
Return to classic SharePoint	III Banner	List	1	9/8/2021 9:35 AM		

- 6. (Optional) At the bottom left corner of the screen, click **Return to classic SharePoint**.
- 7. Success to switch from Modern SharePoint to Classic SharePoint.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	26
FILENAME Portal Administrator Training Manual		ning Manual for iKnowledge v1.0	





Lists, Libraries, and other App	S		SITE WORKFLOWS 🕸 SETTINGS 🗄
add an app	Activity Library	Activity	Announcement
	3 items	6 items	4 items
	Modified 2 weeks ago	Modified 2 months ago	Modified 2 months ago
Artikel Lain-Lain	Artikel Popular 2	Artikel Popular II	ArtikeLSemua
0 items	1 item	7 items	2 items
Modified 2 years ago	Modified 7 years ago	Modified 3 months ago	Modified 7 years ago
Artikel 206 items Modified 29 hours ago	24 items Modified 2 weeks ago	Banner 5 items Modified 2 months ago	Content and Structure Reports 7 items Modified 9 months ago
Documents	Form Templates	Forum	Hubungi Pentakbir
238 items	0 items	10 items	2 items
Modified 29 hours ago	Modified 2 years ago	Modified 2 months ago	Modified 2 years ago
Images	Infographic Library	Infographic	Kategori Artikel
315 items	2 items	2 items	16 items
	Activity Library 3 items Modified 2 weeks ago		
Click on	from	the site contents pag	e.

9. List of Image is displayed. Mouse hover an image and click on Ellipses (...).

New      Upload  Thumbnails     All Pictures	Sildes	C Share	More V		
🗋 Name	Picture Size		File Size	Modified	
Print ipg 1920 x 640 512 KB	Jabatan Aksuntan Negar untuk mengkaji kej ut dan idea mengen	a Malaysia puasan pela ai isu dan ap			
version in the William II *	Banner Soal S	əlidik e	g <mark>umis D</mark>	IMG_20191221_1830	WWFMY_wallpaper_cal
		Į.	Drag files here to upload		

11. Open Menu dialog for selected image is displayed. Copy the URL displayed. Note: Paste the URL activity image in the add activity form. Refer step 7 in section 1.8.1.

Thumbnails All Pictures	Slide	Bankldealr	novasiBM2.jpg ×	
Print jpg 1920 x 640 512 KB week and week and 	P Jabatz untuk It dan j Bor	В. Кс	Cut Copy Paste Paste as plain text Select all	ed Ctrl+X Ctrl+C Ctrl+C Ctrl+V Ctrl+Shift+V Ctrl+A
		Changed b	Go to http://uatwww2.anm.gov.my/soalselidik/Soal% Print Spell check	Ctrl+P
<b>(</b>	5	Shared with		, , , , , , , , , , , , , , , , , , ,

DATE	VERSION	REFERENCE NO.	PAGE	
10 NOVEMBER 2021	V1.0	JANM.07.04.01	27	
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0			





#### 1.8.3 Upload Image

Please follow the steps below to upload image for activity in classic SharePoint list.

- 1. Sign In *IKnowledge*. Note: Please refer section 1.1.1 for more details.
- 2. Click Settings
- 3. Dropdown list is displayed. Note: Items in dropdown list is based on user permission level.

SharePoint settings Show Ribbon
Shared with
Edit page
Add a page
Add an app
Site contents
Design Manager
Site settings
Getting started

- 4. Click **Site contents** from the dropdown list.
- 5. *IKnowledge* Site contents page is displayed. Note: By Default, the site contents page

## is displayed in Modern SharePoint.

,	لفت المعاملة المعام	untan Negara Malaysia				🖻 Share
	$+$ New $\sim$		4	Site usage 🕐 Site workflow	vs 💿 Site settings	📋 Recycle bin (4)
	Contents Subsites	Site usage has moved! Track visits and view trending content on t Go to Site usage	re "Site usage" page.			×
	🗋 Name	Туре	Items	Modified		
	n Documents	Document library	2	9/8/2021 10:13 AM		
	🖻 Site Assets	Document library	1	3/31/2015 10:00 AM		
Return to classic SharePoint	III Banner	List	1	9/8/2021 9:35 AM		

- 6. (Optional) At the bottom left corner of the screen, click **Return to classic SharePoint**.
- 7. Success to switch from Modern SharePoint to Classic SharePoint.

DATE	VERSION	REFERENCE NO.	PAGE	
10 NOVEMBER 2021	V1.0	JANM.07.04.01	28	
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0			





Lists, Librari	ies, and other A	Apps				SITE WORKFLO	WS 🤷 SETTINGS 🛙
	add an app		Activity Library 3 items Modified 2 weeks ago		Activity 6 items Modified 2 months ago		Announcement 4 items Modified 2 months ago
	<b>Artikel Lain-Lain</b> 0 items Modified 2 years ago		Artikel Popular 2 1 item Modified 7 years ago	<b>€</b>	Artikel Popular II 7 items Modified 3 months ago		Artikel_Semua 2 items Modified 7 years ago
	<b>Artikel</b> 206 items Modified 29 hours ago		Banner Library 24 items Modified 2 weeks ago		Banner 5 items Modified 2 months ago		Content and Structure Reports 7 items Modified 9 months ago
	Documents 238 items Modified 29 hours ago		Form Templates 0 items Modified 2 years ago		Forum 10 items Modified 2 months ago		Hubungi Pentakbir 2 items Modified 2 years ago
	Images 315 items		Infographic Library 2 items		Infographic 2 items		Kategori Artikel 16 items
		Activity Library 3 items Modified 2 weeks ag	go				
Click on			☐ from the :	site contents	s page.		

9. List of Image and folder are displayed. Click on which folder you want to upload image.

## E.g. 2021.

Thumbnails All Pictures	Slides	Find a file	Q		
🗅 Name	Picture Size		File Size	Modified	
VOVASI mi bantu merealisasikannya	Jabatan Akauntan Negar untuk mengkaji kej t dan idea mengan Benner Soel So	a Matayala puasan pela ai isu dan an		ING 20191221 1830	
		Drac	files here to upload		

- 10. Click on **Local Point Deload Note: Use Drag and drop features to upload multiple images** in the activity library. The default limit file size is 2 gigabytes (GB) (2,047 MB). It is recommended the activity image format is in JPG or JPEG format.
- 11. Add a picture dialog box is displayed.

DATE	VERSION	REFERENCE NO.	PAGE	
10 NOVEMBER 2021	V1.0	JANM.07.04.01	29	
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0			





Add a picture		×
Choose a file	Choose Files       No file chosen         Overwrite existing files         OK       Cancel	]

- **Choose Files** Click on the Choose Files and choose a photo to upload.
- **Overwrite existing files** (Optional) By default, the option for overwrite existing files is ticked. You may unticked if you do not want to overwrite the existing files.
- 12. Once you have finished select a photo, click **OK**.

DATE	VERSION	REFERENCE NO.	PAGE	
10 NOVEMBER 2021	V1.0	JANM.07.04.01	30	
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0			



#### 1.8.4 Update Activity Details

Please follow the steps below to update activity detail in iKnwoledge.

- 1. Sign In iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Mouse hover on AGD ONLINEKR from the global navigation, and click Aktiviti Terkini from the dropdown list.

	AGD ONLINEKR ♥	HUBUN
	PENGUMUMAN	
$\geq$		
W/	INFOGRAFIK	
	VIDEO	
	LAMPIRAN ARTIKEL	

- 3. Activity list is displayed.
- 4. Click on the **activity title** in the activity list to update the activity details.

P	PORTAL KNOWLEDGE MANAGEMENT > AKTIVITI TERKINI									
÷	new item	or edit this	list							
All	Items	Find an item								
~	Title			Description	PublishDate	ExpiryDate	Highligh			
	Projek dena bangunkan Tegoh	i bantu Sungai Batu		TAIPING - Pembinaan denai sungai di Sungai Batu Tegoh, di sini membantu pembangunan kawasan itu sebagai pusat rekreasi.   Pegawai Daerah Larut Matang dan Selama (LMS), Mohamed Akmal Dahalan berkata, pembinaan denai sungai yang dicadang di kawasa	2/8/2021	31/12/2021	Yes			
	Sukarelawa Malaysia ba pantai jeran	n Mercy ntu bersih 1		Timbalan Presiden III Persatuan Bantuan Perubatan Malaysia (MERCY), Prof Dr Shalimar Abdullah (tengah) bergambar bersama sukarelawan ketika Program Pembersihan Pantai anjuran MERCY di Pantai Jeram, Kuala Selangor	2/8/2021	31/12/2021	No			
	Fun Ride			KUALA LUMPUR: Jabatan Landskap Negara (JLN) menjelaskan program dihadiri Menteri Perumahan dan Kajian Tempatan, Datuk Zuraida Kamaruddin bukan acara kayuhan basikal berbentuk 'Fun Ride' seperti yang dilarang diadakan sepanjang penguatkuasaan PKPB.	2/8/2021	31/12/2021	No			
	Kempen Per	nanaman 100		Kempen anjuran ABC telah berjaya memupuk semangat cintakan alam sekitar.	2/8/2021	31/12/2021	No			

## 5. Click on **Edit Item** in the **VIEW** tab on the top ribbon displayed.

BROWSE		VIEW		
	R v	ersion His	story	🐥 Alert Me
	as Shared With		谢 Workflows	
Item	×	Delete Iten	n	
Manage			Actions	

DATE	VERSION	REFERENCE NO.	PAGE		
10 NOVEMBER 2021	V1.0	JANM.07.04.01	31		
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0				





6. (Optional) Select an activity from the list you want update by clicking on

Tips: Mouse hover on which activity you want to update and the tick icon will be displayed on the left side.

ŀ	PORTAL KNOWLEDGE MANAGEMENT > AKTIVITI TERKINI									
ŧ	⊕ new item or edit this list									
All	Items Find an ite	em	Q							
~	Title		Description	PublishDate	ExpiryDate	Highlight				
~	Projek denai bantu bangunkan Sungai Batu Tegoh		TAIPING - Pembinaan denai sungai di Sungai Batu Tegoh, di sini membantu pembangunan kawasan itu sebagai pusat rekreasi.   Pegawai Daerah Larut Matang dan Selama (LMS), Mohamed Akmal Dahalan berkata, pembinaan denai sungai yang dicadang di kawasa	2/8/2021	31/12/2021	Yes				
	Sukarelawan Mercy Malaysia bantu bersih pantai jeram		Timbalan Presiden III Persatuan Bantuan Perubatan Malaysia (MERCY), Prof Dr Shalimar Abdullah (tengah) bergambar bersama sukarelawan ketika Program Pembersihan Pantai anjuran MERCY di Pantai Jeram, Kuala Selangor	2/8/2021	31/12/2021	No				
	Fun Ride		KUALA LUMPUR: Jabatan Landskap Negara (JLN) menjelaskan program dihadiri Menteri Perumahan dan Kajian	2/8/2021	31/12/2021	No				

7. (Optional)Selected activity is highlighted in the activity list.

F	PORTAL KNOWLEDGE MANAGEMENT > AKTIVITI TERKINI								
÷	⊕ new item or edit this list								
All	Items Find an item		Q						
~	Title		Description	PublishDate	ExpiryDate	Highligh			
~	Projek denai bantu bangunkan Sungai Batu Tegoh		TAIPING - Pembinaan denai sungai di Sungai Batu Tegoh, di sini membantu pembangunan kawasan itu sebagai pusat rekreasi.   Pegawai Daerah Larut Matang dan Selama (LMS), Mohamed Akmal Dahalan berkata, pembinaan denai sungai yang dicadang di kawasa	2/8/2021	31/12/2021	Yes			
	Sukarelawan Mercy Malaysia bantu bersih pantai jeram		Timbalan Presiden III Persatuan Bantuan Perubatan Malaysia (MERCY), Prof Dr Shalimar Abdullah (tengah) bergambar bersama sukarelawan ketika Program Pembersihan Pantai anjuran MERCY di Pantai Jeram, Kuala Selangor	2/8/2021	31/12/2021	No			
	Fun Ride		KUALA LUMPUR: Jabatan Landskap Negara (JLN) menjelaskan program dihadiri Menteri Perumahan dan Kajian	2/8/2021	31/12/2021	No			

8. (Optional) Click Edit Item in the ITEMS tab on the top ribbon displayed. Tips: Click on

## ITEMS tab to expand the top ribbon.

BROWSE IT	EMS LIST						
New New Folder	View Item	Image       Image         Image       Image	Attach File	Alert Me +	Popularity Trends	Tags & Notes	Workflows Workflows

9. (Optional) Select which activity to be updated and click on the **Ellipses (...)** displayed;

then choose Edit Item from the dropdown list.

DATE	VERSION	REFERENCE NO.	PAGE		
10 NOVEMBER 2021	V1.0	JANM.07.04.01	32		
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0				





PO	DRTAL KNOWLEDGE MANAGEME	ENT	> AKTIVITI TERKIN	41			
<b>(+)</b>	new item or edit this lis	st					
All It	ems Find an item		Q				
$\checkmark$	Title		Description		PublishDate	ExpiryDate	Highlight
~	Projek denai bantu bangunkan Sungai Batu	Ĩ	Share	inaan denai sungai di Sungai Batu Tegoh, di sini membantu pembangunan kawasan itu sebagai nbsp;  Pegawai Daerah Larut Matang dan Selama (LMS), Mohamed Akmal Dahalan berkata,	2/8/2021	31/12/2021	Yes
	legon		Edit Item	ai sungai yang dicadang di kawasa			
	Sukarelawan Mercy Malaysia bantu bersih		Delete Item Edit I	item Persatuan Bantuan Perubatan Malaysia (MERCY), Prof Dr Shalimar Abdullah (tengah) Item sukarelawan ketika Program Pembersihan Pantai anjuran MERCY di Pantai Jeram, Kuala	2/8/2021	31/12/2021	No
	pantai jeram		View Item				
	Fun Ride		Advanced >	t: Jabatan Landskap Negara (JLN) menjelaskan program dihadiri Menteri Perumahan dan Kajian k Zuraida Kamaruddin bukan acara kayuhan basikal berbentuk 'Fun Ride' seperti yang dilarang	2/8/2021	31/12/2021	No

#### 10. Edit Activity form is displayed. Update all the information if required.

PORTAL KNOWLEDGE MANAGEMENT > AKTIVITI TERKINI					
Title *	Projek denai bantu bangunkan Sungai Batu Tegoh				
Image	Type the Web address: (Click here to test)				
	http://uatkm.anm.gov.my/Banner%20Library/03082021.jpg				
	Type the description:				
	/Banner%20Library/Morro_Bay%2C_CA_Sandspit_Coastal_Cle;				
Description	TAIPING - Pembinaan denai sungai di Sungai Batu Tegoh, di sir				
PublishDate	2/8/2021				
ExpiryDate	31/12/2021				
Highlight					
Attachments C:\fakepath\Article 3 - Kod Perakaunan.pdf 🗉 Delete					
Created at 2/8/2021 11:28 AM by System Account Save Cancel					

- **Title** Represent the title of activity. Update your activity title if required.
- Image Represent the Image URL. Update the URL by removing the old URL and insert new URL by following steps in section 1.8.2.
- **Description** Represent the description of activity. Update your activity description.
- **Publish Date** Represent the publish date of activity. Update your activity publish date. **Note: Ensure the publish date is not same as expiry date.**
- Expiry Date Represent the expiry date of activity. Update your activity expiry date. Note: Ensure the expiry date is not same or less than publish date.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	33
FILENAME	Portal Administrator Train	ning Manual for iKnowledge v1.0	





- **Highlight Option** Represent the option to display activity image at main page. Unticked the option if you does not want to display the activity image at main page.
- Attachments Please follow the steps below to add attachment in activity. Note: The default limit file size is 2 gigabytes (GB) (2,047 MB).
  - i. From EDIT tab, click Attach file at the top ribbon.



ii. Click Choose File to add attachment file and select a file from the list.

Use this page to add attachments to an item.						
Name						
Choose File No file chosen						
	ОК	Cancel				

iii. Selected file attachment that previously select is displayed.

Use this page to add attachments to an item.					
Name					
Choose File Article 2 - SiseMaklum.pdf					
	ОК	Cancel			

- iv. Click OK to proceed.
- v. A File attachment is successfully attached. Note: Repeat steps (i) to (iv) if you need to attach more attachment. To delete attachment, click Delete beside the attachment file displayed.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	34
FILENAME	Portal Administrator Train	ning Manual for iKnowledge v1.0	





PORTAL KNOWLEDGE MANAGEMENT > AKTIVITI TERKINI					
Title *	Projek denai bantu bangunkan Sungai Batu Tegoh				
Image	Type the Web address: (Click here to test)				
	http://uatkm.anm.gov.my/Banner%20Library/03082021.jpg				
	Type the description:				
	/Banner%20Library/Morro_Bay%2C_CA_Sandspit_Coastal_Cle;				
Description	TAIPING - Pembinaan denai sungai di Sungai Batu Tegoh, di sir				
PublishDate	2/8/2021				
ExpiryDate	31/12/2021				
Highlight					
Attachments	C:\fakepath\Article 3 - Kod Perakaunan.pdf 🗉 Delete				
Created at 2/8/2021 1 Last modified at 7/9/2	1:28 AM by System Account Save Cancel				

11. Once you have have completed the Edit activity form, click on Save.

DATE	VERSION	REFERENCE NO.	PAGE			
10 NOVEMBER 2021	V1.0	JANM.07.04.01	35			
FILENAME	Portal Administrator Trai	ortal Administrator Training Manual for iKnowledge v1.0				





#### 1.8.5 Delete Activity

Please follow the steps below to delete activity details in iKnwoledge.

- 1. Sign In iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Mouse hover on AGD ONLINEKR from the global navigation, and click Aktiviti Terkini from the dropdown list.

	AGD ONLINEKR	Þ	HUBUN			
	PENGUMUMAN					
$\geq$	AKTIVITI TERKINI					
WA	INFOGRAFIK					
	VIDEO					

- 3. Activity list is displayed.
- 4. Click on the **activity title** in the activity list to delete the activity.

) P	ORTAL KNOWLEDGE MAN	AGEMENT > AKTIVITI TERKINI			
÷	new item or edit t	his list			
All	Find an iter	a a a a a a a a a a a a a a a a a a a			
~	Title	Description	PublishDate	ExpiryDate	Highlight
	Projek denai bantu bangunkan Sungai Batu Tegoh	TAIPING - Pembinaan denai sungai di Sungai Batu Tegoh, di sini membantu pembangunan kawasan itu sebagai pusat rekreasi.   Pegawai Daerah Larut Matang dan Selama (LMS), Mohamed Akmal Dahalan berkata, pembinaan denai sungai yang dicadang di kawasa	2/8/2021	31/12/2021	Yes
	Sukarelawan Mercy Malaysia bantu bersih pantai jeram	Timbalan Presiden III Persatuan Bantuan Perubatan Malaysia (MERCY), Prof Dr Shalimar Abdullah (tengah) bergambar bersama sukarelawan ketika Program Pembersihan Pantai anjuran MERCY di Pantai Jeram, Kuala Selangor	2/8/2021	31/12/2021	No
	Fun Ride	••• KUALA LUMPUR: Jabatan Landskap Negara (JLN) menjelaskan program dihadiri Menteri Perumahan dan Kajian 2	2/8/2021	31/12/2021	No

5. Click on **Delete Item** in the **VIEW** tab on the top ribbon displayed.



6. (Optional) Select an activity from the list you want delete by clicking on

DATE	VERSION	REFERENCE NO.	PAGE	
10 NOVEMBER 2021	V1.0	JANM.07.04.01	36	
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0			





# Tips: Mouse hover on which activity you want to delete and the tick icon will be displayed on the left side.

P	ORTAL KNOW	LEDGE MANAGEM	ENT >	AKTIVITI TERKINI			
÷	new item	or edit this li	st				
All	Items	Find an item		Q			
~	Title			Description	PublishDate	ExpiryDate	Highlight
~	Projek denai bangunkan s Tegoh	i bantu Sungai Batu		TAIPING - Pembinaan denai sungai di Sungai Batu Tegoh, di sini membantu pembangunan kawasan itu sebagai pusat rekreasi    Pegawai Daerah Larut Matang dan Selama (LMS), Mohamed Akmal Dahalan berkata, pembinaan denai sungai yang dicadang di kawasa	2/8/2021	31/12/2021	Yes
	Sukarelawar Malaysia ba pantai jeram	n Mercy ntu bersih 1		Timbalan Presiden III Persatuan Bantuan Perubatan Malaysia (MERCY), Prof Dr Shalimar Abdullah (tengah) bergambar bersama sukarelawan ketika Program Pembersihan Pantai anjuran MERCY di Pantai Jeram, Kuala Selangor	2/8/2021	31/12/2021	No
	Fun Ride			KUALA LUMPUR: Jabatan Landskap Negara (JLN) menjelaskan program dihadiri Menteri Perumahan dan Kajian Tempatan, Datuk Zuraida Kamaruddin bukan acara kayuhan basikal berbentuk 'Fun Ride' seperti yang dilarang diadakan sepanjang penguatkuasaan PKPB.	2/8/2021	31/12/2021	No
	Kempen Per	nanaman 100		Kempen anjuran ABC telah berjaya memupuk semangat cintakan alam sekitar.	2/8/2021	31/12/2021	No

7. (Optional)Selected activity is highlighted in the activity list.

) P	ORTAL KNOWLEDGE MANAGEMENT > AKTIVITI TERKINI								
÷	new item or edit this lis	t							
All	Il Items Find an item $p$								
~	Title		Description	PublishDate	ExpiryDate	Highlight			
~	Projek denai bantu bangunkan Sungai Batu Tegoh		TAIPING - Pembinaan denai sungai di Sungai Batu Tegoh, di sini membantu pembangunan kawasan itu sebagai pusat rekreasi.   Pegawai Daerah Larut Matang dan Selama (LMS), Mohamed Akmal Dahalan berkata, pembinaan denai sungai yang dicadang di kawasa	2/8/2021	31/12/2021	Yes			
	Sukarelawan Mercy Malaysia bantu bersih pantai jeram		Timbalan Presiden III Persatuan Bantuan Perubatan Malaysia (MERCY), Prof Dr Shalimar Abdullah (tengah) bergambar bersama sukarelawan ketika Program Pembersihan Pantai anjuran MERCY di Pantai Jeram, Kuala Selangor	2/8/2021	31/12/2021	No			
	Fun Ride		KUALA LUMPUR: Jabatan Landskap Negara (JLN) menjelaskan program dihadiri Menteri Perumahan dan Kajian	2/8/2021	31/12/2021	No			

8. (Optional) Click Delete Item in the ITEMS tab on the top ribbon displayed. Tips: Click

on ITEMS tab to expand the top ribbon.

BROWSE IT	EMS LIST				
New New Folder	View Item Item	Attach File	Alert Me + Popularity Trends	Tags & Notes	Workflows Approve/Reject
New	Manage	Actions	Share & Track	Tags and Notes	Workflows

9. (Optional) Select which activity to be deleted and click on the **Ellipses (...)** displayed;

then choose **Delete Item** from the dropdown list.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	37
FILENAME	Portal Administrator Train	ning Manual for iKnowledge v1.0	





PORTAL KNOW	LEDGE MANAGEN	MENT >	AKTIVITI TERI	KINI KINI			
🕀 new item	or <mark>edit</mark> this l	list					
All Items	Find an item		Q				
✓ Title			Description		PublishDate	ExpiryDate	Highligh
<ul> <li>Projek denai</li> <li>bangunkan s</li> <li>Tegoh</li> </ul>	i bantu Sungai Batu		TAIPING - Per Share	mbinaan denai sungai di Sungal Batu Tegoh, di sini membantu pembangunan kawasan itu sebagai nbsp;  Pegawai Daerah Larut Matang dan Selama (LMS), Mohamed Akmal Dahalan berkata, i sungai yang dicadang di kawasa	2/8/2021	31/12/2021	Yes
Sukarelawar Malaysia ba	n Mercy ntu bersih		Edit Item Delete Item	en III Persatuan Bantuan Perubatan Malaysia (MERCY), Prof Dr Shalimar Abdullah (tengah) ama sukarelawan ketika Program Pembersihan Pantai anjuran MERCY di Pantai Jeram, Kuala	2/8/2021	31/12/2021	No
pantai jeram Fun Ride	I		View Item Advanced	Delete Item Zabatan Landskap Negara (JLN) menjelaskan program dihadiri Menteri Perumahan dan Kajian > (Zuraida Kamaruddin bukan acara kayuhan basikal berbentuk 'Fun Ride' seperti yang dilarang pen pengrudkuasaan PUPP	2/8/2021	31/12/2021	No

- 10. (Optional) Press on the keyboard shortcut Delete to delete the announcement.
- 11. Delete confirmation message is displayed.

uatkm.anm.gov.my says Are you sure you want to send the item(s) to the site Recycle Bin?	
ОК Са	incel

12. Click on **OK** to proceed with deletion. Delete verification message will be closed. Selected activity is successfully deleted and no longer displayed in the activity list.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	38
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		





#### 1.8.6 View Activity

Please follow the steps below to view activity in iKnwoledge.

- 1. Sign In iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Click Lihat Selanjutnya to view activity details.

Highliç	ghts
888 (	08 September 2021( Rabu )
test by	zuhair
→ <u>Se</u>	lanjutnya

3. Activity detail is displayed. Note: To view the attachment, click on the attachment

#### file

Title	test by zuhair		
lmage	http://uatkm.anm.gov.my/Banner%20Library/slide- hebahan-BM-01_29052021.jpg		
Description			
PublishDate	8/9/2021		
ExpiryDate	30/9/2021		
Highlight	Yes		
Attachments	Test Article 1 - Maklumat am Wang Tak Dit	untut.pdf	
Created at 8/9/2021 2:55 PM by  System Account Close C			

4. Click Lihat Senarai Activiti to view all activity.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	39
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		



#### 2.8 AGD CAFE (Forum)

Portal Administrator is responsible to add forum discussion before display at the main page of iKnowledge Portal. He or She need to update forum discussion or even delete them if required. Please follow the steps below to manage video in iKnowledge Portal. **Note: Contact your Administrator if you are unable to manage forum discussion in iKnowledge Portal.** 

#### 2.8.1 Add Forum Discussion

Please follow the steps below to add forum discussion in iKnowledge Portal.

- 1. Sign in iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Click AGD CAFE from the global navigation.



3. Forum list is displayed.

FORUM
Recent     My discussions     Unanswered questions     Image: Comparison of the second seco
test By System Account   5 days ago
test By System Account   5 days ago
test By System Account   5 days ago
Mesyuarat Jawatankuasa Content Executive Maklumat dan pengumuman mesyuarat By Sharepoint Admin   Latest reply by Mohd Izzuddin Bin Jasni   May 26, 2016
Penambahbaikan Portal KM Perbincangan penambahbaikan paparan muka yang boleh dilakukan bagi menarik minat By Sharepoint Admin   Latest reply by Norli Bt. Talip   May 3, 2016

4. Clicks '+ new discussion' to add new forum discussion.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	129
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		





PORTAL KNOWLEDGE MANAGEMENT > FORUM
FORUM
⊕ new discussion     Recent My dist add new discussion     wered questions     ···
test
test By System Account   Yesterday at 10:56 AM

5. The portal displays Forum discussion form as followings:

PORTAL KNOWI	LEDGE MANAGEMENT > FORUM
Subject *	
Body	
Question	I am asking a question and want to get answers from other members.
	Save Cancel

- **Subject** Represent the title of forum. Enter your forum title.
- **Body** –Represent the description of forum discussion. Enter your forum discussion.
- **Question** Represent Question Option. (Optional) You may tick the option or keep it default as it is.
- 6. Fills in all required information and clicks 'Save' button to save the information entered
- 7. The portal displays the new discussion.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	130
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		



#### 2.8.2 Update Forum Discussion

Please follow the steps below to update the forum discussion in iKnowledge Portal.

- 1. Sign in iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Click AGD CAFE from the global navigation.



4. Clicks on any existing forum discussion displayed to start update the forum discussion.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	131
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		







#### 5. The detail forum discussion is displayed.

Mesyuarat Jawatankuasa Content Executive	^
1 reply	
Sharepoint Admin Admin Maklumat dan pengumuman mesyuarat February 23, 2016 Reply Edit ···	
All replies Oldest Newest	
Mohd Izzuddin Bin Jasni Mesyuarat Jawatankuasa Content Executive (JKCE) akan diadakan pada ketetapan berikut: Tarikh: 02 Jun 2016 (Khamis) Masa: 02.30 Petang Tempat: Bilik Gerakan JANM, Aras 8, JANM Putrajaya	
May 26, 2016 Reply Edit ••• Add a reply	

6. Click on Edit to edit the forum discussion. Note: Normal user can only edit their own forum discussion only.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	132
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		





Mesyuarat Jawatankuasa Content Executive         1 reply         Sharepi Admin Maklumat dan pengumuman mesyuarat February 23, 2016         Reply         Edit
Sharepoint Admin Maklumat dan pengumuman mesyuarat February 23, 2016 Reply Edit ••• Edit All replies
All replies
Oldest Newest
Mohd Izzuddin Bin Jasni Mesyuarat Jawatankuasa Content Executive (JKCE) akan diadakan pada ketetapan berikut: Tarikh: 02 Jun 2016 (Khamis)

#### 7. Fdfd

PORTAL KNOWLEDGE MANA	AGEMENT > FORUM			
Торік *	Mesyuarat Jawatankuasa Conter	4 Executive		
	Subject Required Field			
Kandungan	Maklumat dan pengumuman mes	svuarat		
	line and poligerial and	, a a a a a a a a a a a a a a a a a a a		
Created at 23/2/2016 4:17 PM by				
Picture: Sharepoint Admin	point Admin	<b>C</b>	Detel	
Ibu Pejab	at - BPTM	Simpan	Batal	

• **Topic** – Represent the forum title. Update the forum title if required.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	133
FILENAME Portal Administrator Training Manual for iKnowledge v1.0			





- Kandungan Represent the forum description. Update the forum description if required.
- 8. Updates the forum discussion details and clicks 'Save' button to save the information entered
- 9. The portal displays the updated forum discussion.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	134
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		

3.

S



#### 2.8.3 Delete Forum Discussion

Please follow the steps below to delete forum discussion in iKnowledge Portal.

- 1. Sign in iKnowledge Portal. Note: Please refer section 1.1.1 for more details.
- 2. Click AGD CAFE from the global navigation.

GD COP	AGD CAFE	AGD PEDIA		
Forum list i	s displayed.			
PORTAL KNOWLE	DGE MANAGEMENT > FORUM	i		
FORUM				
⊕ new disc Recent My dis	ussion cussions Unanswered question	ons …		
test test By System Account	t 5 days ago			
<mark>test</mark> test By System Account	t   5 days ago			
test test By System Account	t   5 days ago			
Mesyuarat Jaw Maklumat dan pe By Sharepoint Adm	atankuasa Content Executiv engumuman mesyuarat nin   Latest reply by Mohd Izzuddi	ve n Bin Jasni   May 26, 2016		
Penambahbaik Perbincangan pe By Sharepoint Adn	an Portal KM nambahbaikan paparan muka y nin   Latest reply by Norli Bt. Talip	yang boleh dilakukan bagi May 3, 2016	i menarik mi	inat
Pengumuman	Penting			

4. Clicks on any existing forum discussion displayed to start deleting the forum discussion.

Mesyuarat Jawatankuasa Content Executive
Makiumat dan pengumuman mesyuarat
By Sharepoint Admin   Latest reply by Mohd Izzuddin Bin Jasni   May 26, 2016
Penambahbaikan Portal KM
Perbincangan penambahbaikan paparan muka yang boleh dilakukan bagi menarik minat
By Sharepoint Admin   Latest reply by Norli Bt. Talip   May 3, 2016
Pengumuman Penting
Segala perkara berkaitan dokumen, artikel, makluman mesyuarat dan cadangan bahan p
By Evelyn Alfonsus Latest reply by Evelyn Alfonsus April 26, 2016
Artikel / Nota yang Telah Di Muat Naik
Perbincangan kelebihan dan kelemahan bahan penulisan yang telah dimuat naik
By Evelyn Alfonsus Latest reply by Sharepoint Admin February 23, 2016

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	135
FILENAME	NAME Portal Administrator Training Manual for iKnowledge v1.0		





5. The detail forum discussion is displayed.

Mesyuarat Jawatankuasa Content Executive
1 reply
Sharepoint Admin Admin Maklumat dan pengumuman mesyuarat February 23, 2016 Reply Edit ···
All replies Oldest Newest
Mohd Izzuddin Bin Jasni Mesyuarat Jawatankuasa Content Executive (JKCE) akan diadakan pada ketetapan berikut: Tarikh: 02 Jun 2016 (Khamis) Masa: 02.30 Petang Tempat: Bilik Gerakan JANM, Aras 8, JANM Putrajaya
May 26, 2016 Reply Edit •••
Add a reply

6. Select on forum discussion to be delete by clicking on the Ellipses (...) .

PORTAL KNOWLEDGE MANAGEMENT > FORUM			
Mesyuarat Jawatankuasa Cor 1 repiy	ntent Executive ^		
Sharepoint Admin Maklumat dan pengumuman February 23, 2016 Reply Edit	mesyuarat 		
All replies	Mark as featured		
Oldest Newest	Delete		
Mohd Izzuddin Bin Jasni Mesyuarat Jawatankuasa Content Executi	ive (JKCE) akan diadakan pada ketetapan berikut:		

 Click 'Delete' from the dropdown list. Note: Normal user can only delete their own forum discussion only.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	136
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		





Mesyuar	at Jawatankuasa Content Executive
1 reply	
Sharep Admin	Sharepoint Admin Maklumat dan pengumuman mesyuarat February 23, 2016 Reply Edit
All replies Oldest No	Alert me Mark as featured

8. The portal displays message confirmation for delete option

uatkm.anm.gov.my says		
Are you sure you want to delete this post?		
	ОК	Cancel

- 9. Click 'OK' to confirm deletion
- 10. The deleted forum discussion is no longer displayed.

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	137
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		



#### 2.8.4 View Forum Discussion

Please follow the step below to view forum discussion in iKnowledge Portal.

- 1. Sign in iKnowledge Portal. Note: Please refer 1.1.1 for more details.
- 2. Click AGD CAFE from the global navigation.



4. Click on the forum title to view the forum details.

test test By System Account   5 days ago
test
By System Account 5 days ago
Mesyuarat Jawatankuasa Content Executive Maklumat dan pengumuman mesyuarat By Sharepoint Admin   Latest reply by Mohd Izzuddin Bin Jasni   May 26, 2016
Penambahbaikan Portal KM Perbincangan penambahbaikan paparan muka yang boleh dilakukan bagi menarik minat By Sharepoint Admin   Latest reply by Norli Bt. Talip   May 3, 2016
Pengumuman Penting Segala perkara berkaitan dokumen, artikel, makluman mesyuarat dan cadangan bahan p By Evelyn Alfonsus   Latest reply by Evelyn Alfonsus   April 26, 2016
Artikel / Nota yang Telah Di Muat Naik Perbincangan kelebihan dan kelemahan bahan penulisan yang telah dimuat naik By Evelyn Alfonsus   Latest reply by Sharepoint Admin   February 23, 2016

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	138
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		





5. Forum details page is displayed. Use this page to view all the comment posted by other users. Note: You can click on Oldest section to view the forum comment sorted by the oldest post or you can either click on Newest section to view the forum comment sorted by the newest.

Sharep Admin	Sharepoint Admin Maklumat dan pengumuman mesyuarat		
	February 23, 2016 Reply Edit •••		
All replie	S		
Oldest I	dest Newest		
	Mohd Izzuddin Bin Jasni Mesyuarat Jawatankuasa Content Executive (JKCE) akan diadakan pada ketetapan berikut:		
	Tarikh: 02 Jun 2016 (Khamis)		
	Masa: 02.30 Petang		
	Tempat: Bilik Gerakan JANM, Aras 8, JANM Putrajaya		
1	May 26, 2016 Reply Edit •••		
Add a repl	V		

9. To comment on the forum discussion displayed, click on Reply. Enter your comment

and click Reply button.

Sharep Admin	Sharepoint Admin Maklumat dan pengumuman mesyuarat
	February 23, 2016 Reply Edit ····
	Reply

- 10. To comment on other user's forum discussion post, click on Reply. Enter you comment
  - and click Reply button.

	Mohd Izzuddin Bin Jasni Mesyuarat Jawatankuasa Content Executive (JKCE) akan diadakan pada ketetapan berikut:			
	Tarikh: 02 Jun 2016 (Khamis)			
	Masa: 02.30 Petang			
	Tempat: Bilik Gerakan JANM, Aras 8, JANM Putrajaya			
	May 26, 2016 Reply Edit ····			
		Reply		

DATE	VERSION	REFERENCE NO.	PAGE
10 NOVEMBER 2021	V1.0	JANM.07.04.01	139
FILENAME	Portal Administrator Training Manual for iKnowledge v1.0		