



USER MANUAL

(END USER ROLE)

DIGITAL DOCUMENT MANAGEMENT SYSTEM

(DDMS 2.0 PHASE II)

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Submission Date :

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Malaysian Administrative Modernisation and Management Planning Unit

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CONFIDENTIALITY

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DOCUMENT INTRODUCTION

This document is the instruction manual for End Users to access and function on DDMS 2.0 Phase II. This manual will only specify the functions that have been enhanced in Phase II which are:

1. Login
2. Capturing Rekod Rahsia Rasmi
3. Preview of Records
4. Minit Module
5. Downloading, previewing and printing records

ABBREVIATION LIST

Below is the list of abbreviation used in this document:

No.	Abbreviation	Description
1.	RM	Records Manager
2.	DDMS 2.0	Digital Document Management System 2.0
3.	SRS	System Requirement Specification
4.	SDD	System Design Document
5.	NRIC	National Registration Identity Card
6.	MAMPU	Malaysian Administrative Modernisation and Management Planning Unit
7.	Arkib	<i>Arkib Negara Malaysia</i>

No.	Abbreviation	Description
8.	IRS	information redaction Solution
9.	IRM	Information Right Management
10.	ECS	Enterprise Capture Solution
11.	MFA	Multi Factor Authentication
12.	2FA	2ns Factor Authentication

INTRODUCTION

The DDMS 2.0 is a software solution that aims to store, track, and index all the electronic and paper records and store them electronically in the form of records and providing an efficient and systematic management of records throughout the records lifecycle, from creation to disposition.

DDMS 2.0 Phase II is the extension of this system which will specifically cater the requirement of uploading and saving *Rekod Rahsia Rasmi* in electronic form. During this phase, the system will be strengthened with more software components to handle security requirements for handling and storing of *Rekod Rahsia Rasmi*. A second factor authentication will be asked from user when he tries to access *Rekod Rahsia Rasmi*.

Records will be classified into below 4 security categories:

- i. Restricted (*Terhad*);
- ii. Confidential (*Sulit*);
- iii. Secret (*Rahsia*); and
- iv. Top Secret (*Rahsia Besar*).

In addition to existing five (5) roles, two new roles will be created to manage these *Rekod Rahsia Rasmi* – *Pendaftar Rahsia*.

DDMS ACCESS MATRIX

No.	Permissions Name	Description	Super Admin	Agency Admin	Record Manager	Information Worker	End User	Pendaftar Rahsia	Pendaftar Kecil Rahsia
1.	RECORD (Rekod Rasmi) CREATE	Permissions primarily about registering existing documents and creating new open records	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2.	RECORD (Rekod Rahsia Rasmi) CREATE	Permissions primarily about registering existing documents and creating new Classified records	Yes	Yes (If have security clearance)					
3.	REKOD RASMI DOWNLOAD CONTENT	Permission to download open record	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4.	REKOD RAHSIA RASMI DOWNLOAD CONTENT	Permission to download classified record	Yes	Yes (If have security clearance)					

No.	Permissions Name	Description	Super Admin	Agency Admin	Record Manager	Information Worker	End User	Pendaftar Rahsia	Pendaftar Kecil Rahsia
5.	RECORD EMAIL	Permission to send record's content/ link through emails	Yes						
6.	PRINT REKOD RASMI	Permissions to print open record	Yes						
7.	PRINT REKOD RAHSIA RASMI	Permissions to print classified record after downloading it.	Yes (if IRM client is installed and have security clearance)	Yes (if IRM client is installed and have security clearance)	Yes (if IRM client is installed and have security clearance)	Yes (if IRM client is installed and have security clearance)	Yes (if IRM client is installed and have security clearance)	Yes (if IRM client is installed and have security clearance)	Yes (if IRM client is installed and have security clearance)
8.	SECURITY CLASSIFICATION	Permissions to change the security level over files/records	Yes	No	Yes	No	No	Yes	Yes

No.	Permissions Name	Description	Super Admin	Agency Admin	Record Manager	Information Worker	End User	Pendaftar Rahsia	Pendaftar Kecil Rahsia
9.	USER SECURITY CLEARANCE	Permissions to change the security clearance for users	Yes	Yes	No	No	No	No	No
10.	VIEW AUDIT LOG	Permission to View Audit Trail.	Yes	Yes	Yes	No	No	No	No
11.	CREATE USERS/GROUPS	Permissions primarily about creating a new person or group	Yes	Yes	No	No	No	No	No
12.	DELETE USERS/GROUPS	Permissions to delete the existing person or group	Yes	Yes	No	No	No	No	No
13.	CREATE/MODIFY/DELETE METADATA PROPERTY	Permissions to create a new property, make a copy from the existing property, modify the existing property and delete the existing property.	Yes	No	No	No	No	No	No

No.	Permissions Name	Description	Super Admin	Agency Admin	Record Manager	Information Worker	End User	Pendaftar Rahsia	Pendaftar Kecil Rahsia
14.	STORE ADMIN	Permissions to create a new store, make a copy from the existing store, modify the existing store and delete the existing store.	Yes	No	No	No	No	No	No
15.	CLASSIFICATION ADMIN	Permissions to create a new classification, modify existing classifications and delete existing classifications	Yes	No	Yes	No	No	No	No
16.	CLASSIFICATION ADMIN (TOP LEVEL)	This Permission is only for adding the agency 's name.	Yes	No	No	No	No	No	No
17.	RECORD TYPE CREATE	Permission to create new record type.	Yes	No	No	No	No	No	No

No.	Permissions Name	Description	Super Admin	Agency Admin	Record Manager	Information Worker	End User	Pendaftar Rahsia	Pendaftar Kecil Rahsia
18.	CHANGE CONTENT (for Rekod Rasmi)	Permissions to change the electronic content of open record	No	No	Yes	No	No	No	No
19.	CHANGE CONTENT (for Rekod Rahsia Rasmi)	Permissions to change the electronic content of classified record	No	No	No	No	No	No	No
20.	DELETE RECORD (for Rekod Rasmi)	Permissions to delete open Record	Yes	No	Yes	No	No	No	No
21.	DELETE RECORD (for Rekod Rahsia Rasmi)	DELETE RECORD (for classified record)	No	No	No	No	No	No	No

No.	Permissions Name	Description	Super Admin	Agency Admin	Record Manager	Information Worker	End User	Pendaftar Rahasia	Pendaftar Kecil Rahsia
22.	MANAGE FILE	Permission to Create New File	No	No	Yes	No	No	No	No
23.	RECORD ADMINISTRATIO N	Permissions to administer records (example: misfiling)	No	No	Yes	No	No	No	No
24.	RECORD CHANGE	Permissions to modify the record's properties (exclude security and access controls)	No	No	Yes	No	No	No	No
25.	RECORD INCOMPLETE	Permissions to complete record	Yes	No	Yes	No	No	Yes	Yes
26.	RETENTION SCHEDULE ADMIN	Permissions to create a new retention schedule, make a copy of an existing retention, modify the existing retention and also delete the existing retention schedule.	No	No	Yes	No	No	No	No

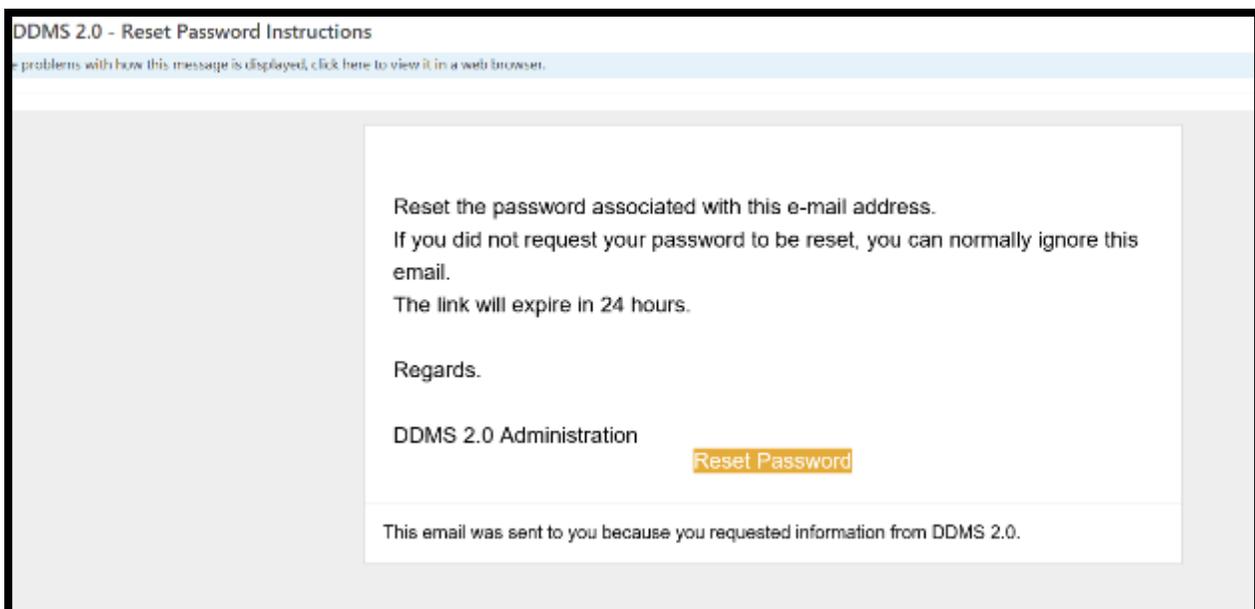
No.	Permissions Name	Description	Super Admin	Agency Admin	Record Manager	Information Worker	End User	Pendaftar Rahsia	Pendaftar Kecil Rahsia
27.	PERFORM REDACTION OVER RECORDS	Permission to Redact the Content of the Record	No	No	Yes	No	No	Yes	Yes
28.	ADD MINIT	Permission to add minutes over records	Yes	Yes	Yes	Yes	Yes	Yes	Yes
29.	MANAGE PERMISSIONS	Permission to manage access permissions over files and records	Yes	No	Yes	No	No	Yes	Yes
30.	SEARCH RECORDS	Permission to search for records and files	Yes	Yes	Yes	Yes	Yes	Yes	Yes
31.	GENERATE REPORTS	Permission to generate various DDMS 2.0 Reports	No	Yes	Yes	No	No	No	No
32.	FAVOURITES	Permissions to add records to a Favorites tray	Yes	Yes	Yes	Yes	Yes	Yes	Yes

DDMS USER GUIDE

1.1 Login

1.1.1 Change Password Notification

1. When Agency Admin gives user the Security Clearance to see Rekod Rahsia Rasmi, user will receive an email notification from DDMS asking user to Reset his password.



2. Click on Reset Password link in the email.

DDMS 2.0
DIGITAL DOCUMENT MANAGEMENT SYSTEM

Reset your password

Update your user password here.

Username
kshaheen@TEST

New Password

Confirm password

Reset Password Back to login page

3. Enter New password and Confirm password.

DDMS 2.0
DIGITAL DOCUMENT MANAGEMENT SYSTEM

Reset your password

Update your user password here.

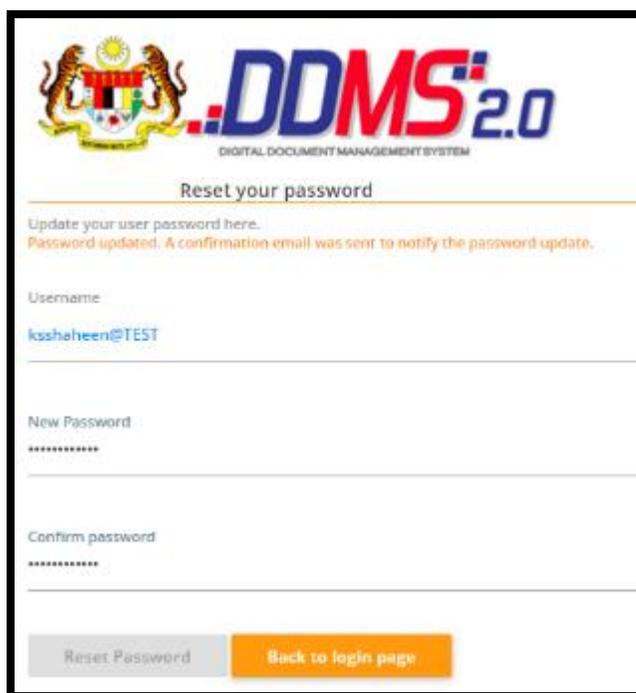
Username
kshaheen@TEST

New Password

Confirm password

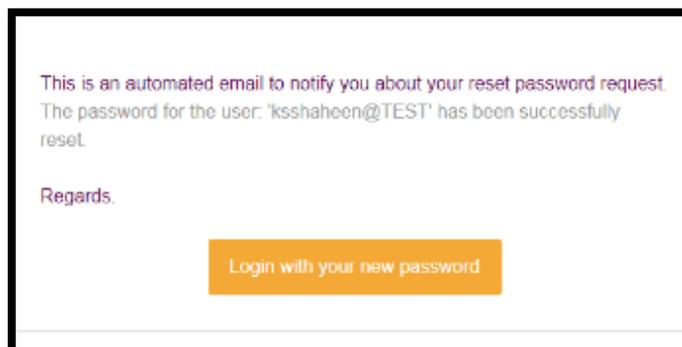
Reset Password Back to login page

4. Click on **Reset Password** button.
5. Confirmation message will be displayed “Password updated. A confirmation email was sent to notify the password update.”



The screenshot shows the DDMS 2.0 interface for password reset. At the top left is the national emblem of Pakistan. To its right is the logo for DDMS 2.0, with the text 'DIGITAL DOCUMENT MANAGEMENT SYSTEM' underneath. The main heading is 'Reset your password'. Below this, there is a message: 'Update your user password here.' followed by 'Password updated. A confirmation email was sent to notify the password update.' in orange text. The 'Username' field is populated with 'ksshahen@TEST'. Below are two password fields: 'New Password' and 'Confirm password', both masked with asterisks. At the bottom, there are two buttons: a grey 'Reset Password' button and an orange 'Back to login page' button.

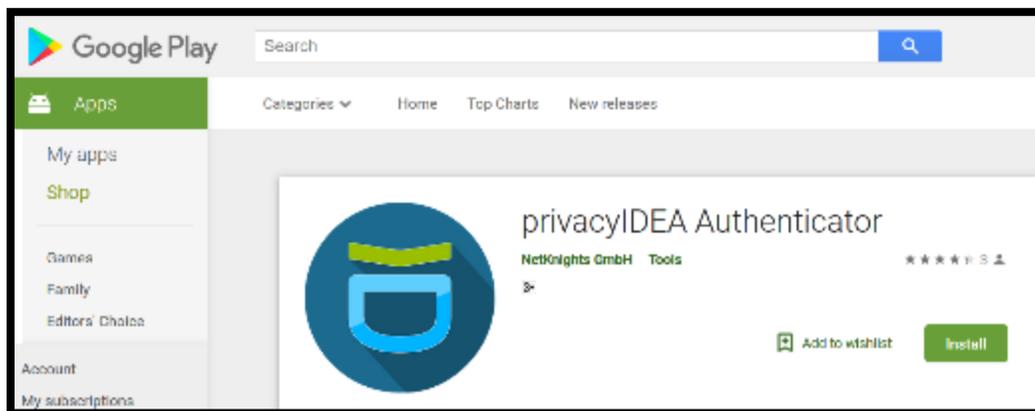
6. Successfully reset password email will be received.



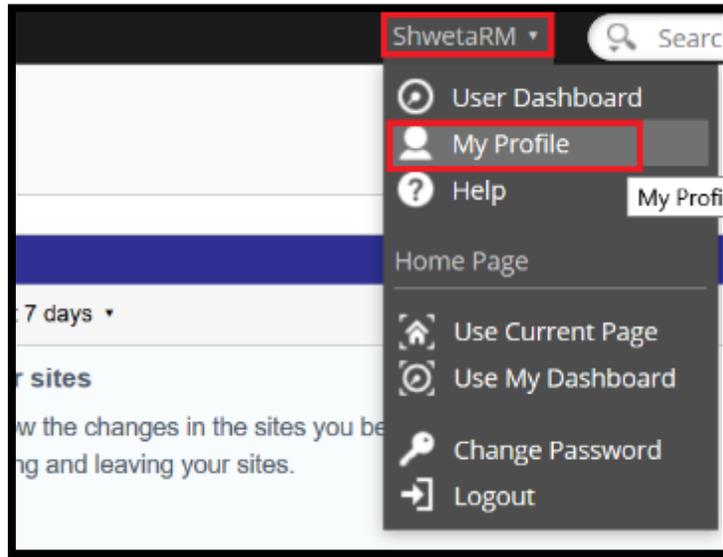
1.1.2 Registration on MFA Platform (privacyIDEA)

1.1.2.1 Registration on MFA Platform for Smartphone

1. Download privacyIDEA app in your android smartphone from Google Playstore.



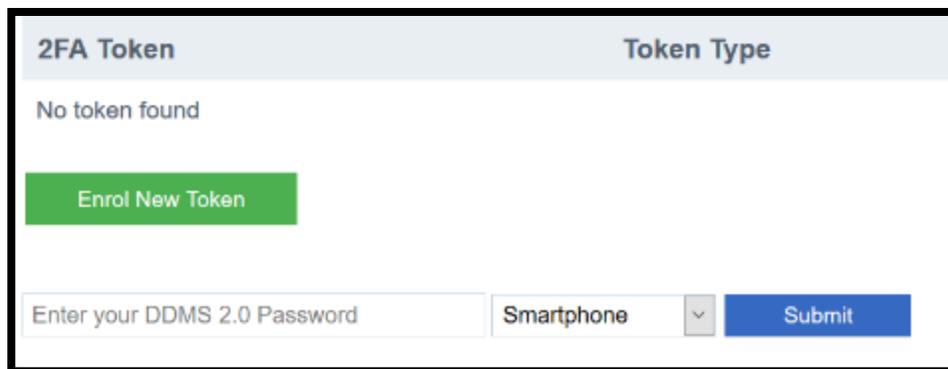
2. Login to DDMS 2.0 with single factor click on your name and then My Profile link



3. Click on 2FA Enrolment link



4. Click on “Enroll New Token” button

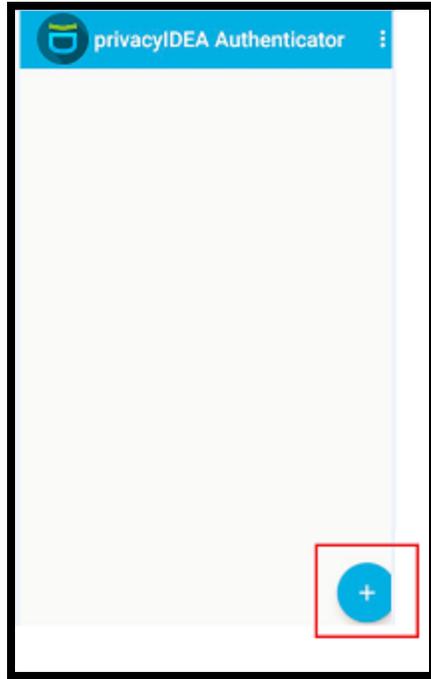


5. Enter your DDMS 2.0 password in the field and select **Smartphone** option and click on Submit button.

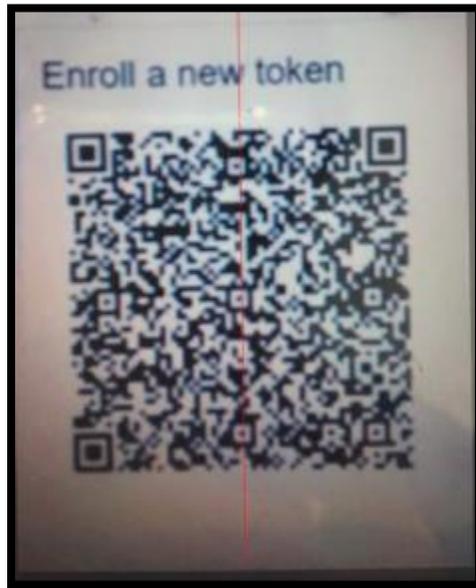
6. A QR code will be visible on the screen which needs to be scanned using your mobile phone.

The screenshot displays a web interface for 2FA token enrollment. At the top, there are two tabs: "2FA Token" and "Token Type". Below the tabs, the text "No token found" is displayed. A prominent green button labeled "Enrol New Token" is positioned below the text. Underneath, there is a form with a masked input field (represented by dots), a dropdown menu currently set to "Smartphone", and a blue "Submit" button. Below the form, a large QR code is shown for scanning. To the right of the QR code is another input field with the placeholder text "Enter the code generated in your App" and a blue "Submit" button.

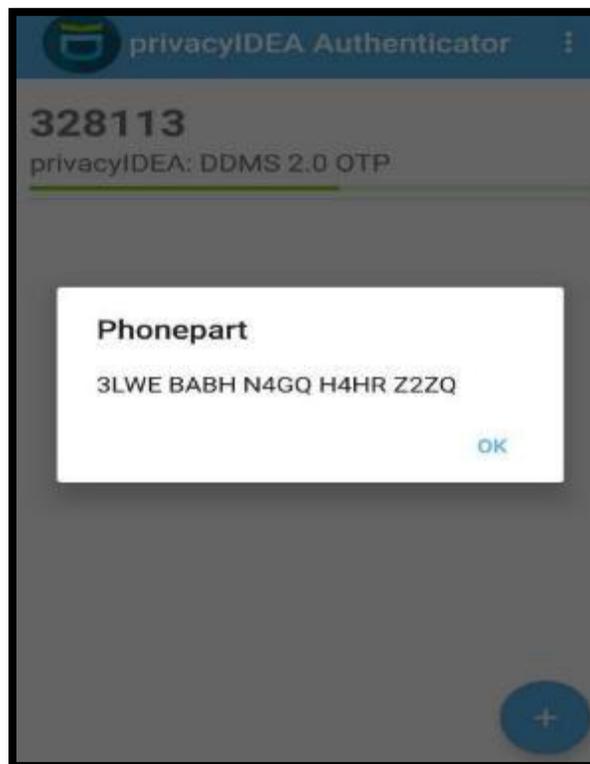
7. Open privacyIDEA app from your android mobile phone and click on + sign on the screen.



8. Phone's camera will open. Take your phone near the QR code on the screen and wait for the camera to read the code.



9. After phone's camera have successfully read the code it will show a unique code on the mobile screen.



10. Enter **Phonepart** code shown on mobile screen in the field shown in DDMS 2FA enrolment screen and click on Submit button.

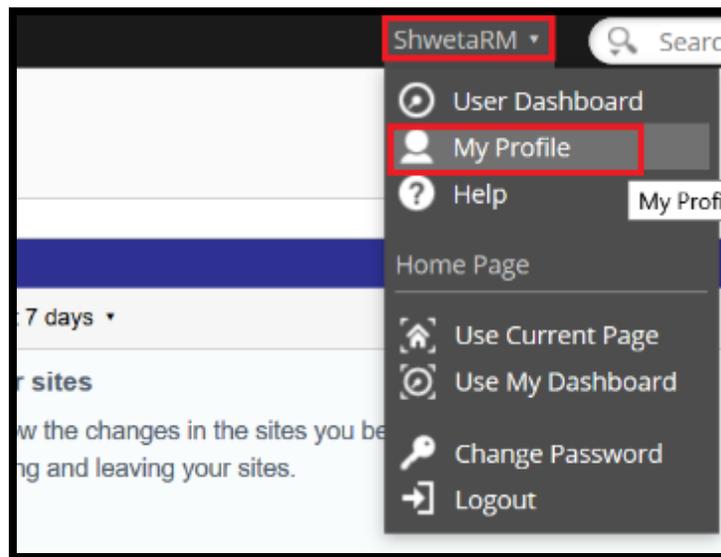
The screenshot shows the 2FA enrolment interface. At the top, there is a table with two columns: '2FA Token' and 'Token Type'. The table is currently empty, displaying 'No token found'. Below the table, there is a green button labeled 'Enrol New Token'. Underneath, there is a masked input field (represented by dots) and a dropdown menu set to 'Smartphone', followed by a blue 'Submit' button. A QR code is shown on the left side of the screen. A red rectangular box highlights a separate input field with the placeholder text 'Enter the code generated in your App' and a blue 'Submit' button.

11. A new token will be added and will be shown on the screen for you.

2FA Token	Token Type	Registered on	Status
TOTP0000663C	totp		Active

1.1.2.2 Registration on MFA Platform for Email

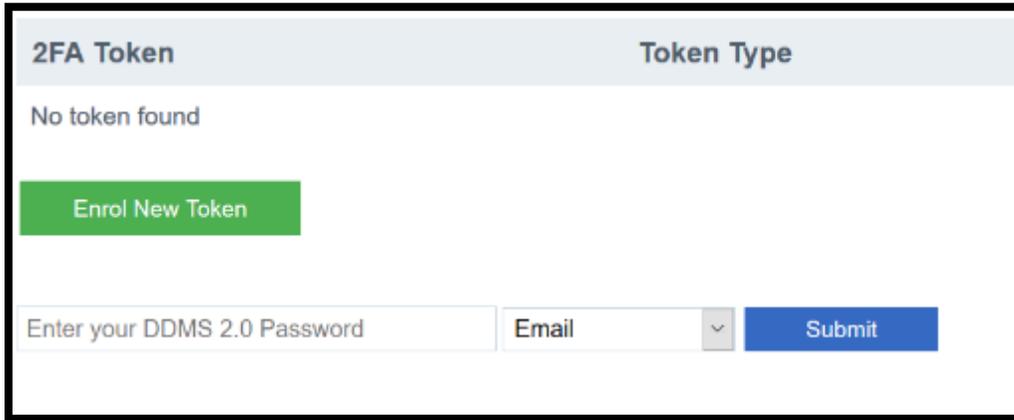
1. Login to DDMS 2.0 with single factor click on your name and then My Profile link



2. Click on 2FA Enrolment link



3. Click on “**Enroll New Token**” button



2FA Token	Token Type
No token found	

[Enrol New Token](#)

Enter your DDMS 2.0 Password Email

4. Enter your DDMS 2.0 password in the field and select **Email** option

5. Click on **Submit** button

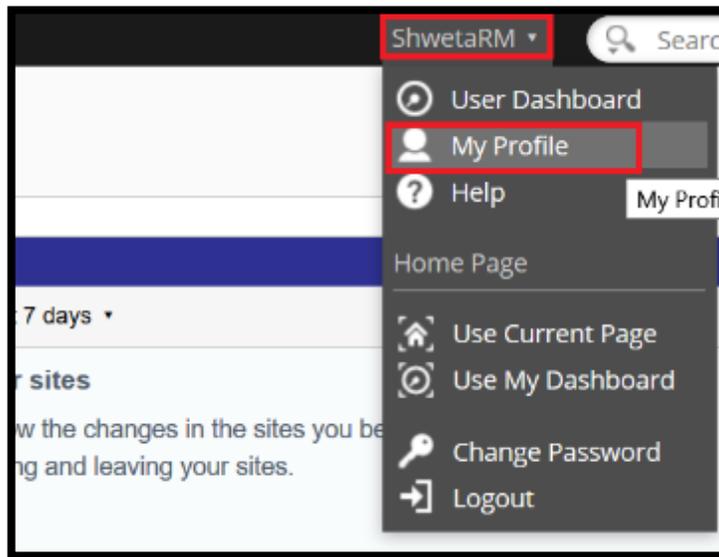


2FA Token	Token Type	Registered on	Status
PIEM0015BCDD	email		Active

6. New Token for Email is successfully enrolled.

1.1.2.3 Registration on MFA Platform for SMS

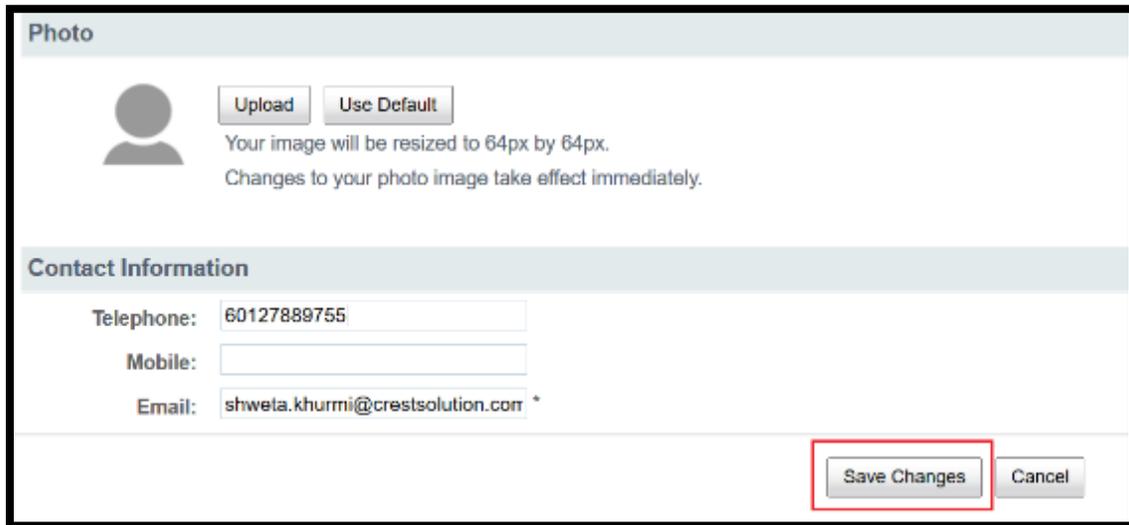
1. Login to DDMS 2.0 with single factor click on your name and then My Profile link



2. Click on Edit Profile.



3. Enter your Mobile number and click on Save Changes button.



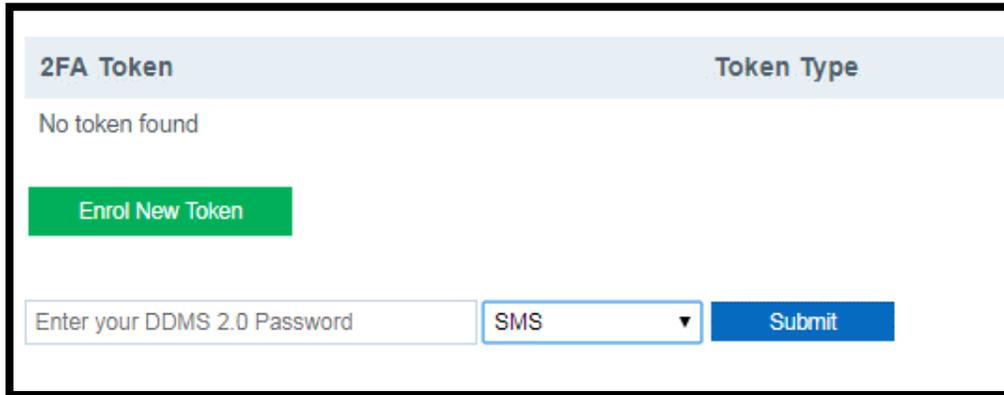
The screenshot shows a user profile form with two main sections: 'Photo' and 'Contact Information'. In the 'Photo' section, there is a placeholder for a profile picture, an 'Upload' button, and a 'Use Default' button. Below these buttons, a message states: 'Your image will be resized to 64px by 64px. Changes to your photo image take effect immediately.' The 'Contact Information' section contains three input fields: 'Telephone:' with the value '60127889755', 'Mobile:' which is empty, and 'Email:' with the value 'shweta.khurmi@crestsolution.com *'. At the bottom right of the form, there are two buttons: 'Save Changes' (highlighted with a red box) and 'Cancel'.

4. Click on 2FA Enrolment link.



The screenshot shows the 'User Profile Page' of the DDMS 2.0 system. At the top left is the DDMS 2.0 logo, which includes the Malaysian national emblem. To the right of the logo is the text 'User Profile Page'. Below the logo and title, there is a navigation bar with three links: 'Info', 'Change Password', and '2FA Enrolment' (highlighted with a red box). The main content area is divided into two sections. The first section is titled 'About' and contains a profile picture placeholder, the name 'ShwetaRM', the title 'RM', and the role 'Record Manager'. The second section is titled 'Contact Information' and contains the email address 'shweta.khurmi@crestsolution.com'.

5. Click on “**Enroll New Token**” button.



6. Enter your DDMS 2.0 password in the field and select **SMS** option.

7. Click on **Submit** button. New Token for SMS is successfully enrolled.

2FA Token	Token Type	Registered on	Status
PIEM0015BCDD	SMS		Active

1.1.2.4 Changing Token

In case a user is changing his mobile phone or mobile number and wants to enrol his new phone/mobile number for 2nd Factor Authentication, he needs to inform his Agency Admin.

Agency Admin will delete the existing token for the user after which user can enrol for new token using the options as explained above in sections 1.1.3.1 to 1.1.3.3.

1.1.3 Login in DDMS

1. Open DDMS URL in a browser.



The screenshot shows the login page for DDMS 2.0. At the top left is the Malaysian coat of arms. To its right is the logo for DDMS 2.0, which includes the text 'DIGITAL DOCUMENT MANAGEMENT SYSTEM'. Below the logo, there are two input fields: 'User Name' with the value 'NRIC@Agency' and 'Password'. Below these fields is a dropdown menu currently showing 'Rekod Rasmi' and a 'Request OTP' link. At the bottom of the form are two orange buttons: 'Login' and 'Forgot Password'. The footer text at the bottom of the page is '© 2018 Hak Cipta Kerajaan Malaysia'.

2. Enter your Username and Password.
3. If you want to access **Rekod Rasmi**, click on Login Button.
4. If you want to access **Rekod Rahsia Rasmi**, select Rekod Rahsia Rasmi from the dropdown. OTP field will appear.



5. For OTP:

OTP on Mobile App:

- Open Privacy Idea App on Mobile Phone
- Enter the OTP shown in the mobile screen.



OTP on SMS:

- Click on Request OTP.



User Name
8334341680@MAMPU

Password
.....

Rekod Rasmi dan Rekod Rahsi Request OTP

Enter your One-Time Password here

Login Forgot Password

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- You will receive a SMS on your mobile phone.
- Enter that OTP in the field for OTP.

OTP on Email:

- Click on Request OTP.



User Name
8334341680@MAMPU

Password
.....

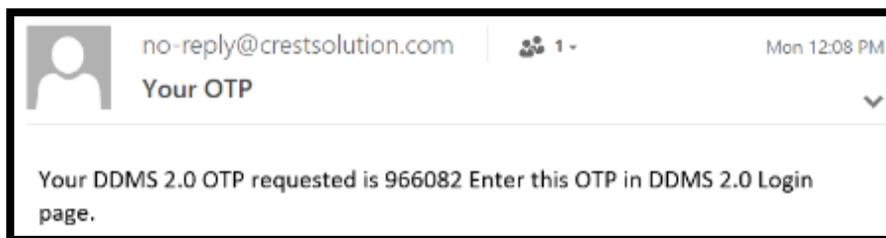
Rekod Rasmi dan Rekod Rahsi Request OTP

Enter your One-Time Password here

Login Forgot Password

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- You will receive an email with OTP.



- Enter that OTP in the field for OTP.

6. Click on Login Button.



7. User will be logged in DDMS 2.0.

1.2 Capture Rekod Rahsia Rasmi

1.2.1 Upload Rekod Rahsia Rasmi

1. Open DDMS URL in a browser.



DDMS 2.0
DIGITAL DOCUMENT MANAGEMENT SYSTEM

User Name
NRIC@Agency

Password

Rekod Rasmi Request OTP

Login Forgot Password

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2. Enter your Username and Password.
3. Select Rekod Rahsia Rasmi from the dropdown. OTP field will appear.



DDMS 2.0
DIGITAL DOCUMENT MANAGEMENT SYSTEM

User Name
8334341680@MAMPU

Password

Rekod Rasmi dan Rekod Rahsi Request OTP

Enter your One-Time Password here

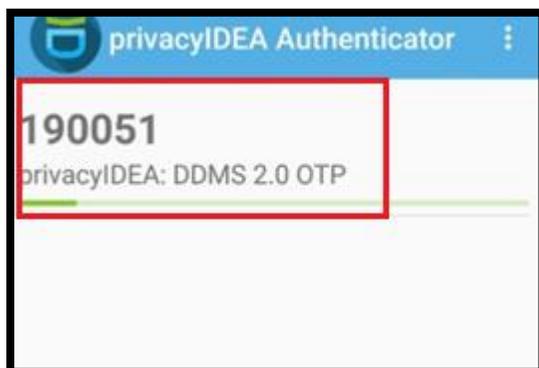
Login Forgot Password

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4. For OTP:

OTP on Mobile App:

- Open Privacy Idea App on Mobile Phone
- Enter the OTP shown in the mobile screen.



OTP on SMS:

- Click on Request OTP.



- You will receive a SMS on your mobile phone.
- Enter that OTP in the field for OTP.

OTP on Email:

- Click on Request OTP.



User Name
8334341680@MAMPU

Password

Rekod Rasmi dan Rekod Rahsi Request OTP

Enter your One-Time Password here

Login Forgot Password

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- You will receive an email with OTP.



- Enter that OTP in the field for OTP.

5. Click on Login Button.



DDMS 2.0
DIGITAL DOCUMENT MANAGEMENT SYSTEM

User Name
8334341680@MAMPU

Password
●●●●●●●●

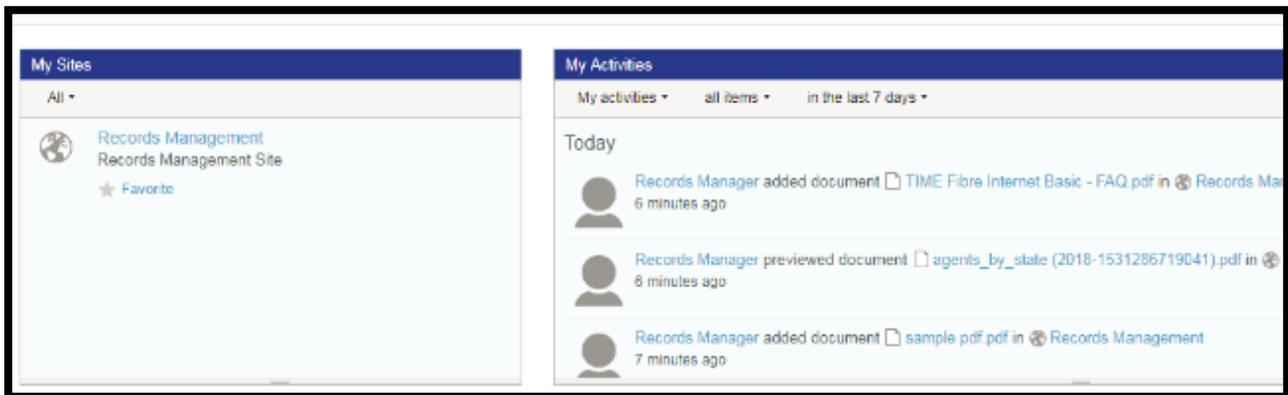
Rekod Rasmi dan Rekod Rahsi [Request OTP](#)

678659

[Login](#) [Forgot Password](#)

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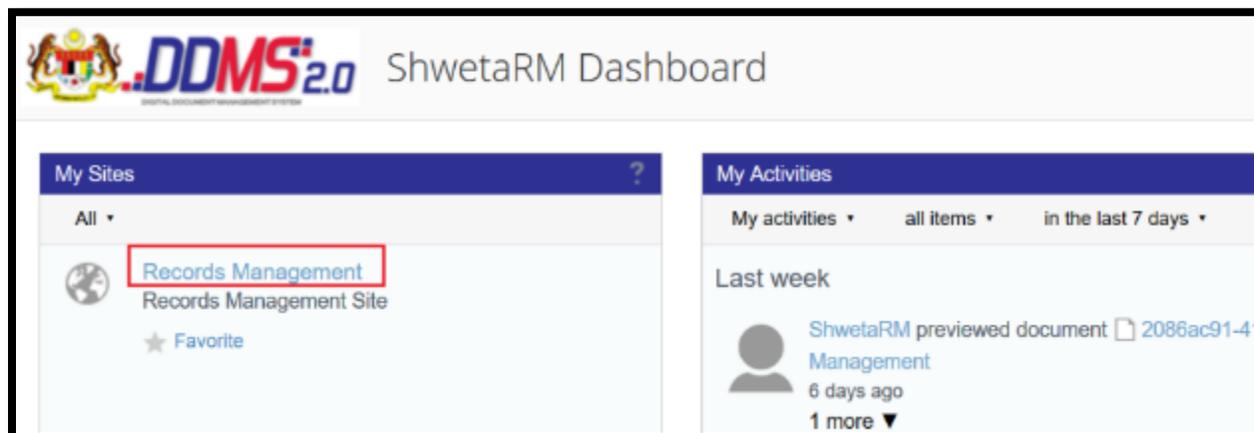
6. User will be logged in DDMS 2.0.



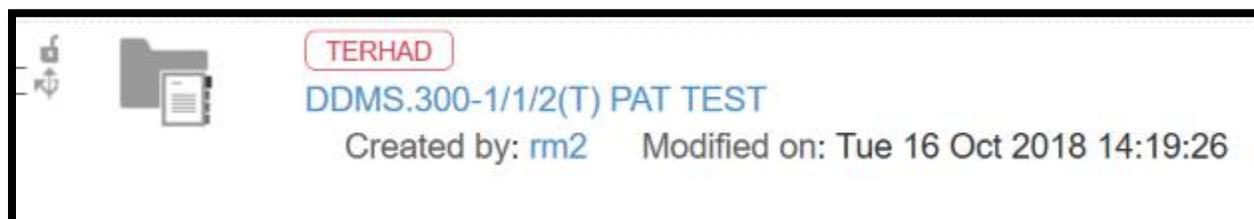
My Sites
All ▾
Records Management
Records Management Site
★ Favorite

My Activities
My activities ▾ all items ▾ in the last 7 days ▾
Today
Records Manager added document [TIME Fibre Internet Basic - FAQ.pdf](#) in [Records Ma](#)
6 minutes ago
Records Manager previewed document [agents_by_state \(2018-1531286719041\).pdf](#) in [R](#)
6 minutes ago
Records Manager added document [sample.pdf.pdf](#) in [Records Management](#)
7 minutes ago

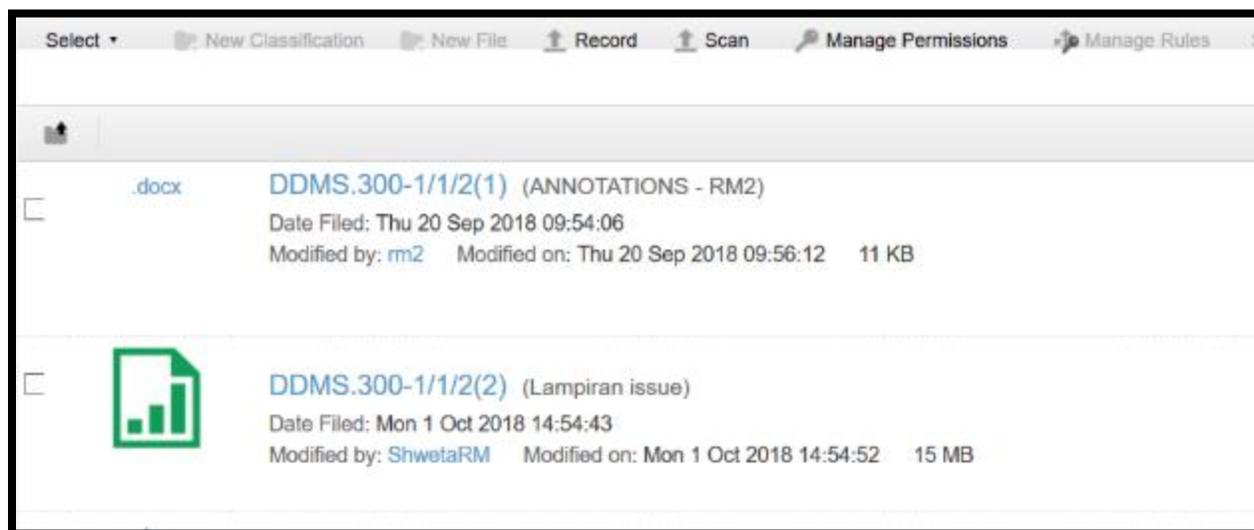
7. Click on Records Management link.



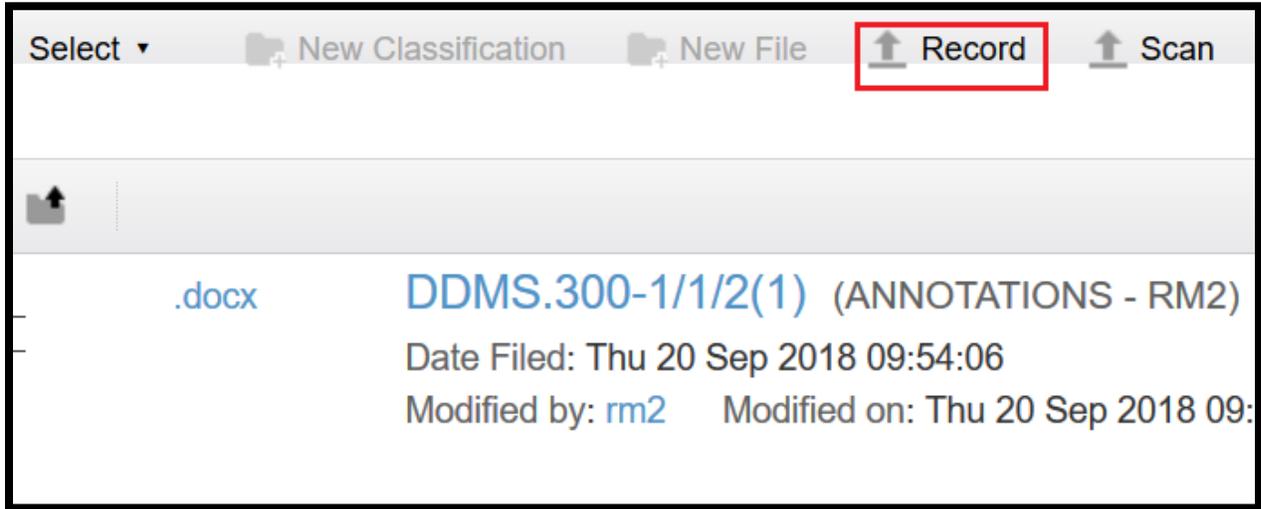
8. Navigate to the file where you want to upload the record.



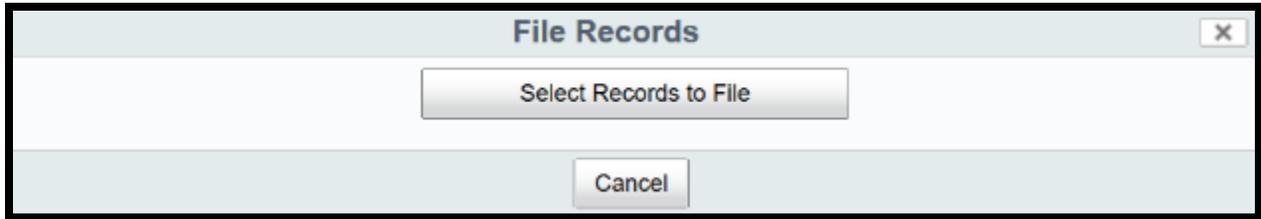
9. Click on the File's Title. List of records will load.



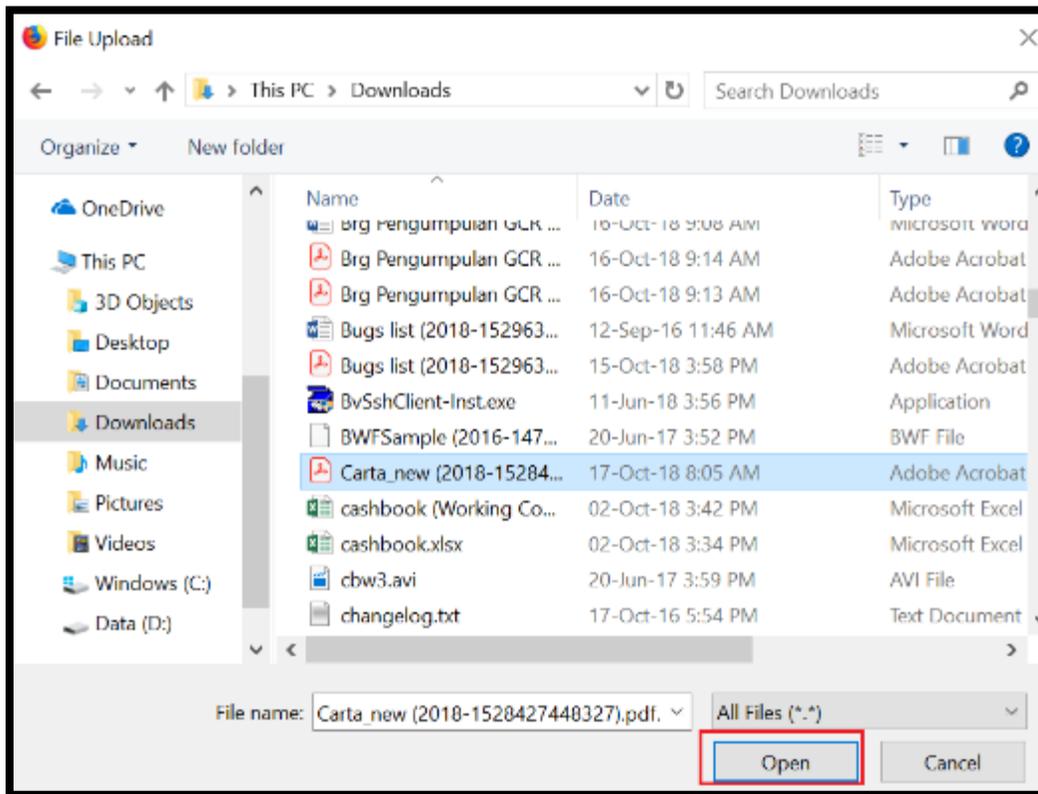
10. Click on Record link on the top.



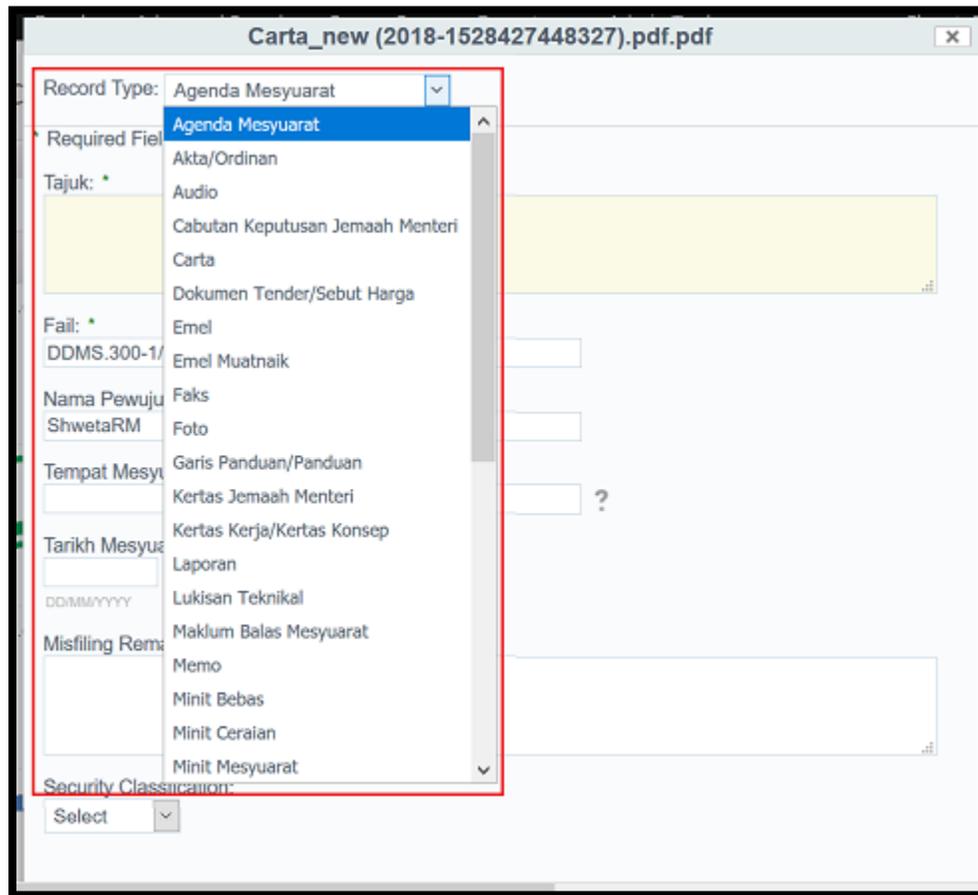
11. Pop up to select document to be uploaded be shown.



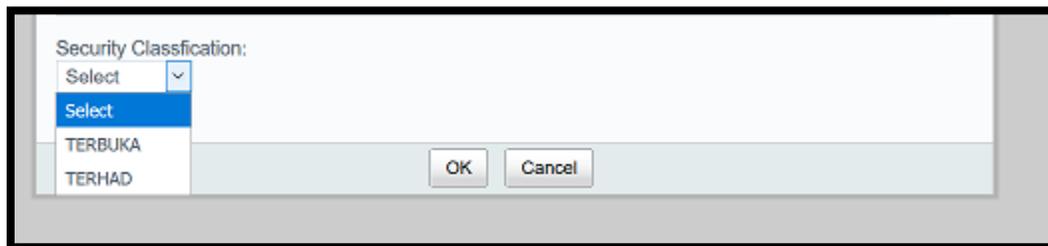
12. Select the document from your computer which you want to upload and click on Open button.



13. Select the record type from the list of record types shown.



14. Fill the metadata for the record.
15. Select the Security Classification for the record.

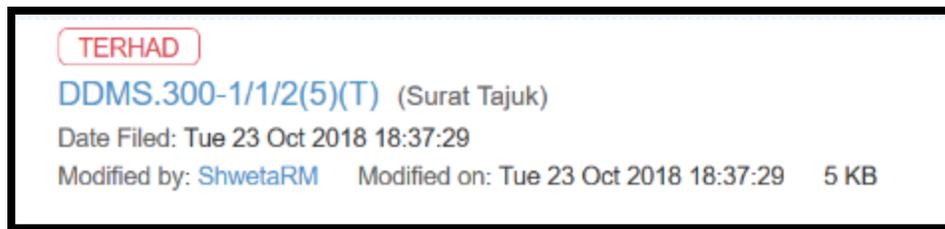


16. Enter name of Pegawai Pengelas.



Pegawai Pengelas:

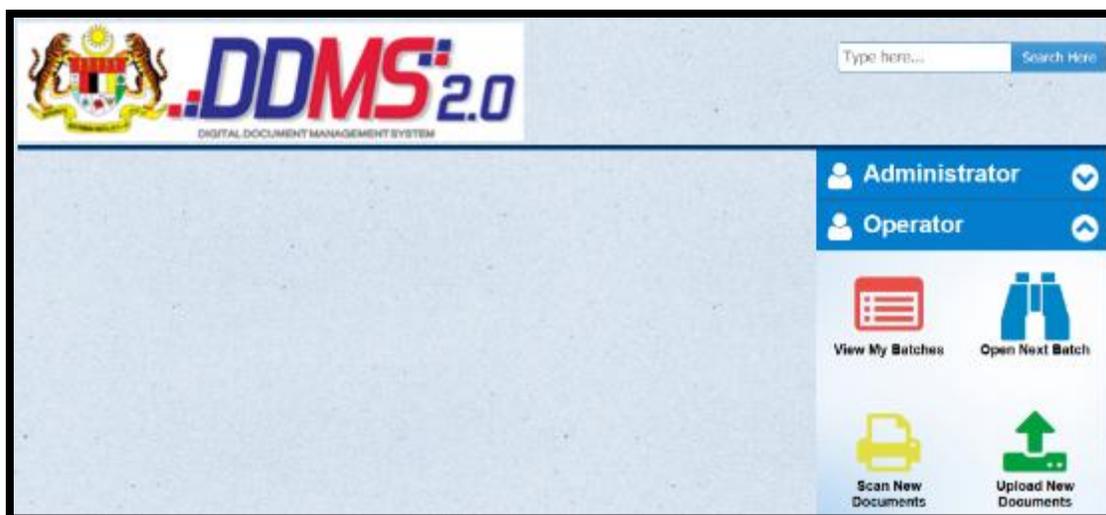
17. Click on OK button. Record will be uploaded.



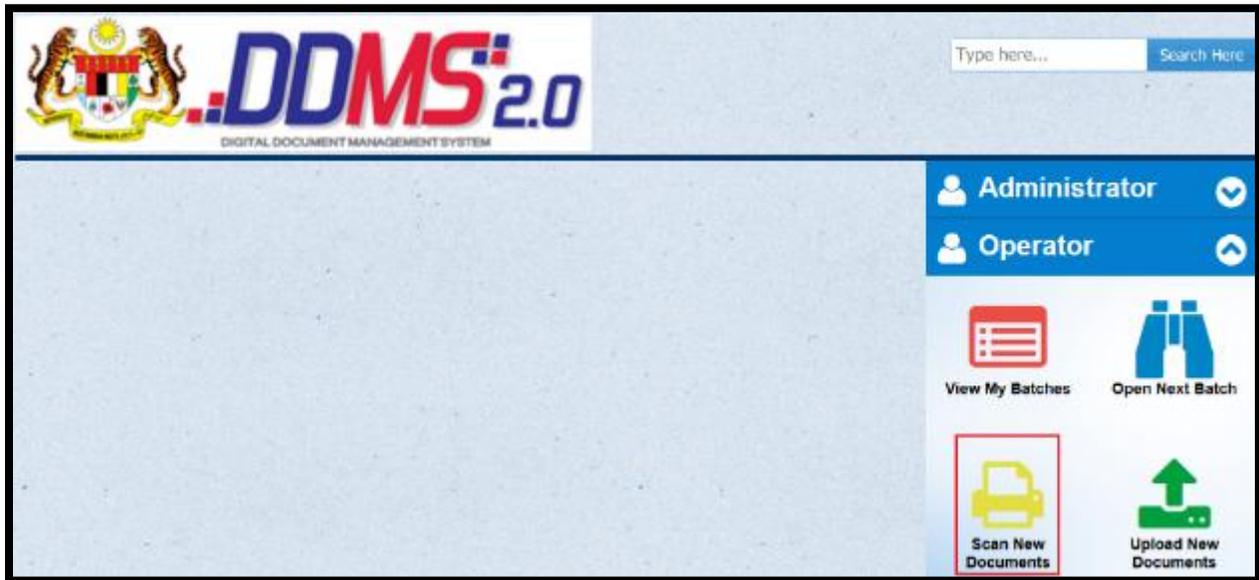
1.2.2 Scan Rekod Rahsia Rasmi

1.2.2.1 Scanning for First Time

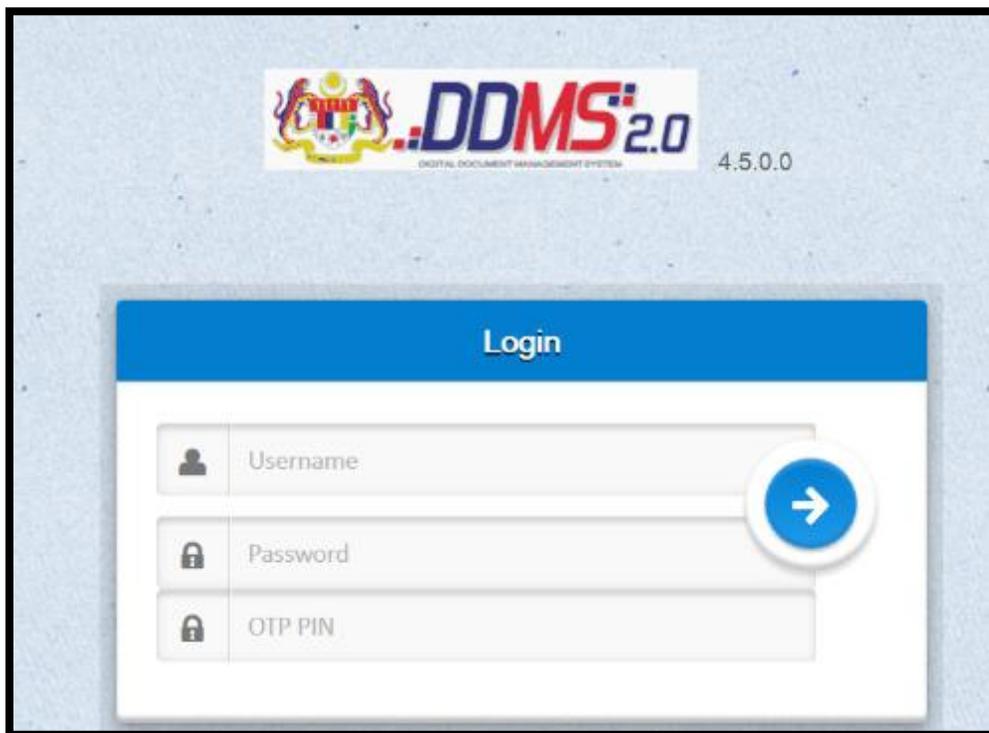
1. Open ECS URL in browser.



2. Click on Scan New Documents.



3. Login page will come up.



4. Enter your DDMS username and password.
5. For OTP:

OTP on Mobile App:

- Open Privacy Idea App on Mobile Phone
- Enter the OTP shown in the mobile screen.



OTP on SMS:

- Open DDMS Login Page.



- Enter your User Name and Password.



- From the dropdown, select Rekod Rahsia Rasmi



- Click on Request OTP.



The screenshot shows the DDMS 2.0 login interface. At the top left is the Malaysian coat of arms. To its right is the logo 'DDMS 2.0' in large blue and red letters, with 'DIGITAL DOCUMENT MANAGEMENT SYSTEM' written below it. The form contains the following elements:

- User Name:** A text input field containing '8334341680@MAMPU'.
- Password:** A text input field with masked characters (dots).
- Record Type:** A dropdown menu currently showing 'Rekod Rasmi dan Rekod Rahsi'.
- Request OTP:** A blue button with a red border, highlighted by a red box.
- OTP Field:** A text input field with the placeholder text 'Enter your One-Time Password here'.
- Buttons:** Two orange buttons labeled 'Login' and 'Forgot Password'.
- Footer:** Copyright notice '© 2018 Hak Cipta Kerajaan Malaysia'.

- You will receive a SMS on your mobile phone.
- Enter that OTP in the field for OTP on ECS Login Page.

OTP on Email:

- Open DDMS Login Page.



The screenshot shows the DDMS 2.0 login interface. At the top left is the Malaysian coat of arms. To its right is the logo 'DDMS 2.0' in large blue and red letters, with 'DIGITAL DOCUMENT MANAGEMENT SYSTEM' written below it. The form contains the following elements:

- User Name:** A text input field containing 'NRIC@Agency'.
- Password:** A text input field.
- Record Type:** A dropdown menu currently showing 'Rekod Rasmi'.
- Request OTP:** A blue button.
- Buttons:** Two orange buttons labeled 'Login' and 'Forgot Password'.
- Footer:** Copyright notice '© 2018 Hak Cipta Kerajaan Malaysia'.

- Enter your User Name and Password.



User Name
8334341680@MAMPU

Password
.....

Rekod Rasmi Request OTP

Login Forgot Password

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- From the dropdown, select Rekod Rahsia Rasmi



User Name
NRIC@Agency

Password

Rekod Rasmi dan Rekod Rahsia Request OTP

Rekod Rasmi

Rekod Rasmi dan Rekod Rahsia Rasmi

Login Forgot Password

© 2018 Hak Cipta Kerajaan Malaysia

- Click on Request OTP.



User Name
8334341680@MAMPU

Password

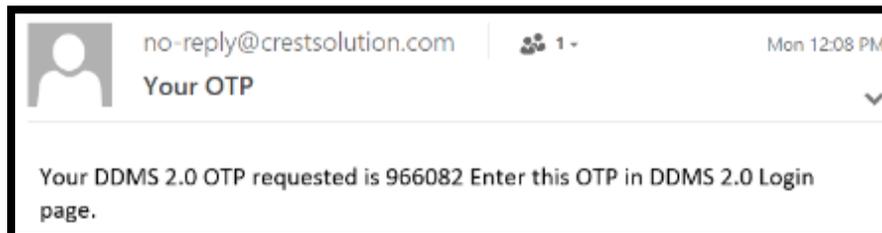
Rekod Rasmi dan Rekod Rahsi **Request OTP**

Enter your One-Time Password here

Login Forgot Password

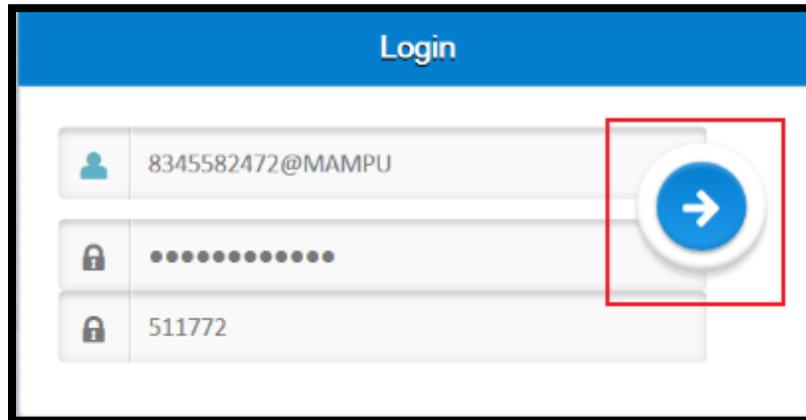
© 2018 Hak Cipta Kerajaan Malaysia

- You will receive an email with OTP.

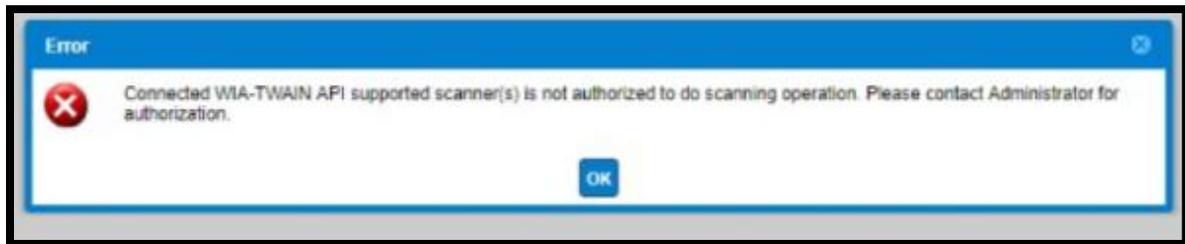


- Enter that OTP in the field for OTP on ECS Login Page.

6. After entering the details click on Login Page.



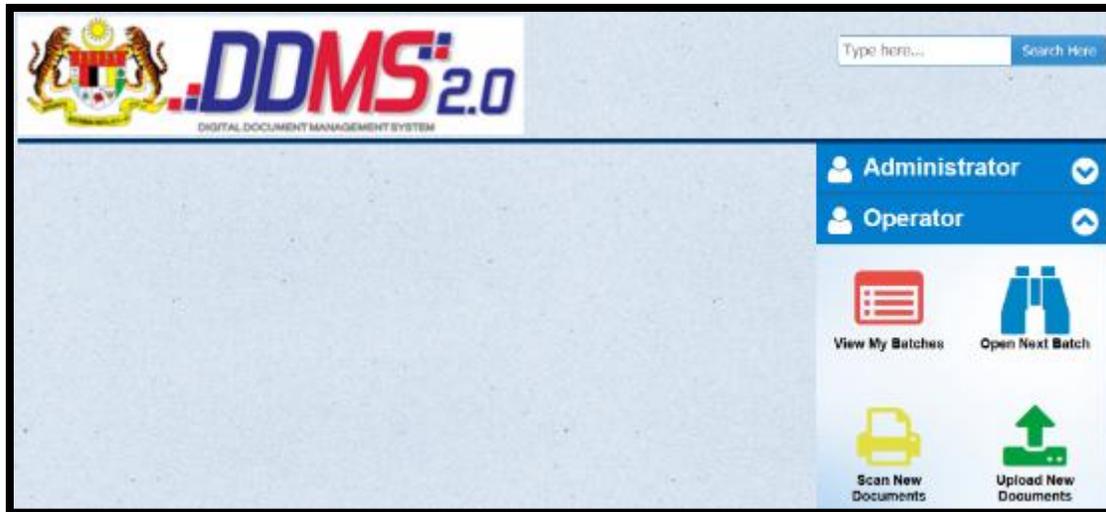
7. You will get an error as the scanner is not authorised yet.



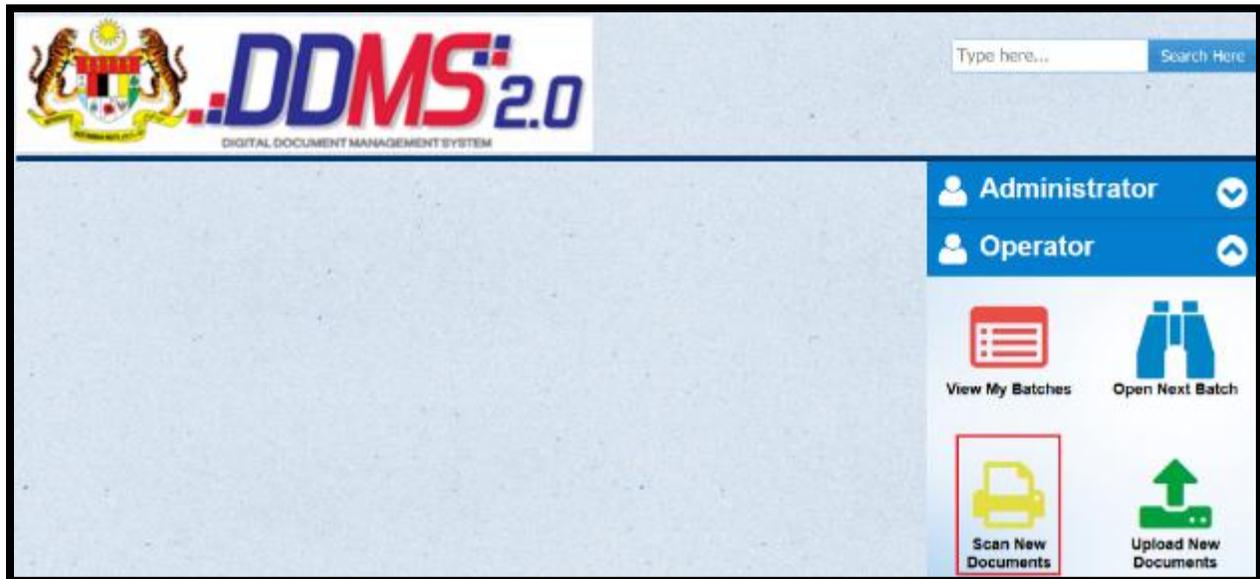
8. Inform your Agency Admin to enable the scanner for you.

1.2.2.2 Scanning Rekod Rahsia Rasmi

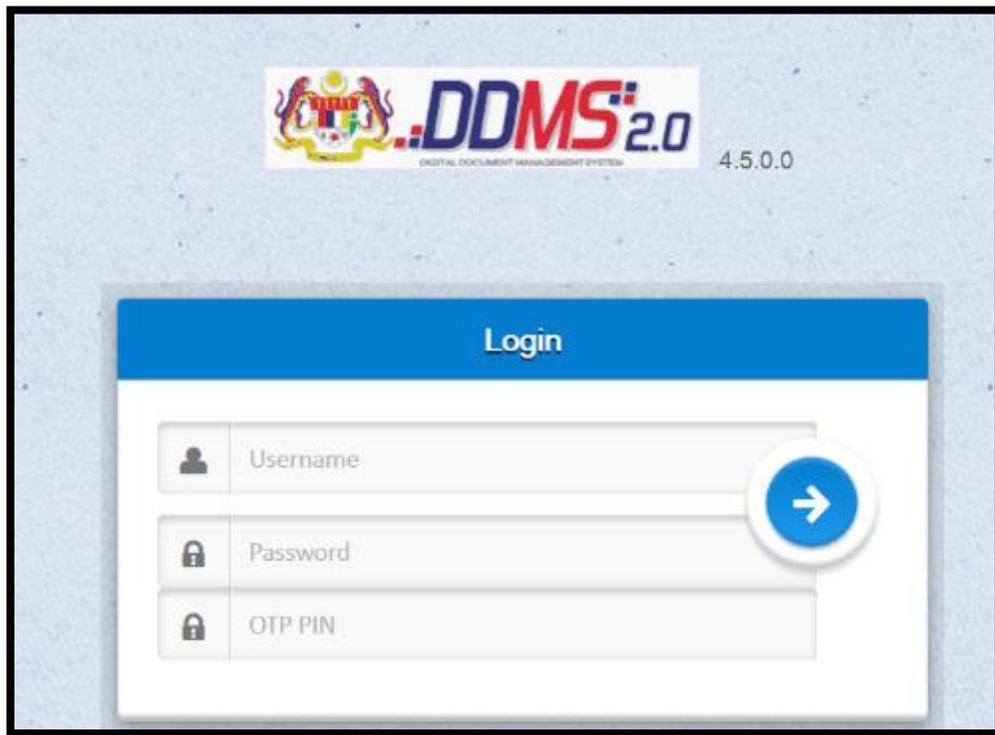
1. Open ECS URL in browser.



2. Click on Scan New Documents.



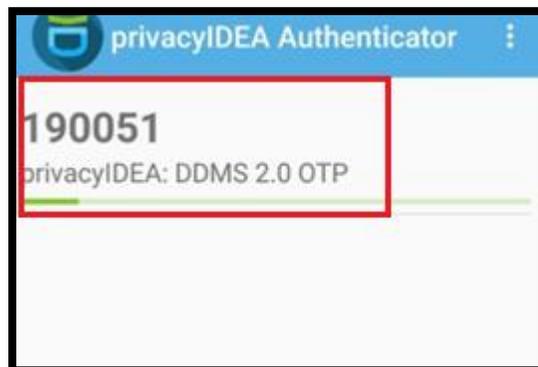
3. Login page will come up.



4. Enter your DDMS username and password.
5. For OTP:

OTP on Mobile App:

- Open Privacy Idea App on Mobile Phone
- Enter the OTP shown in the mobile screen.



OTP on SMS:

- Open DDMS Login Page.



- Enter your User Name and Password.



- From the dropdown, select Rekod Rahsia Rasmi

User Name
NRIC@Agency

Password

Rekod Rasmi dan Rekod Rahsi Request OTP

Rekod Rasmi
Rekod Rasmi dan Rekod Rahsia Rasmi

Login Forgot Password

© 2018 Hak Cipta Kerajaan Malaysia

- Click on Request OTP.

User Name
8334341680@MAMPU

Password
●●●●●●●●

Rekod Rasmi dan Rekod Rahsi Request OTP

Enter your One-Time Password here

Login Forgot Password

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- You will receive a SMS on your mobile phone.
- Enter that OTP in the field for OTP on ECS Login Page.

OTP on Email:

- Open DDMS Login Page.



- Enter your User Name and Password.



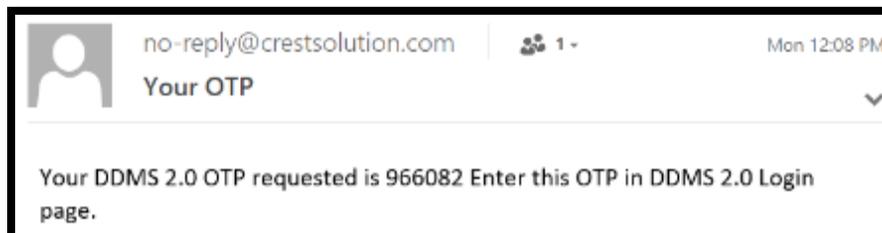
- From the dropdown, select Rekod Rahsia Rasmi



- Click on Request OTP.

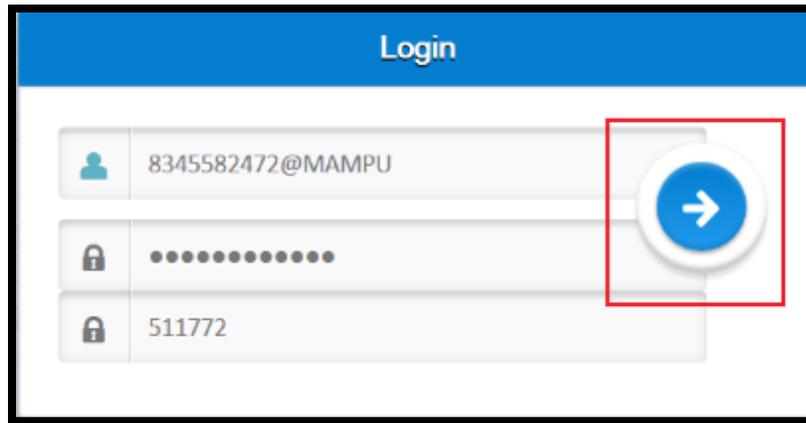


- You will receive an email with OTP.



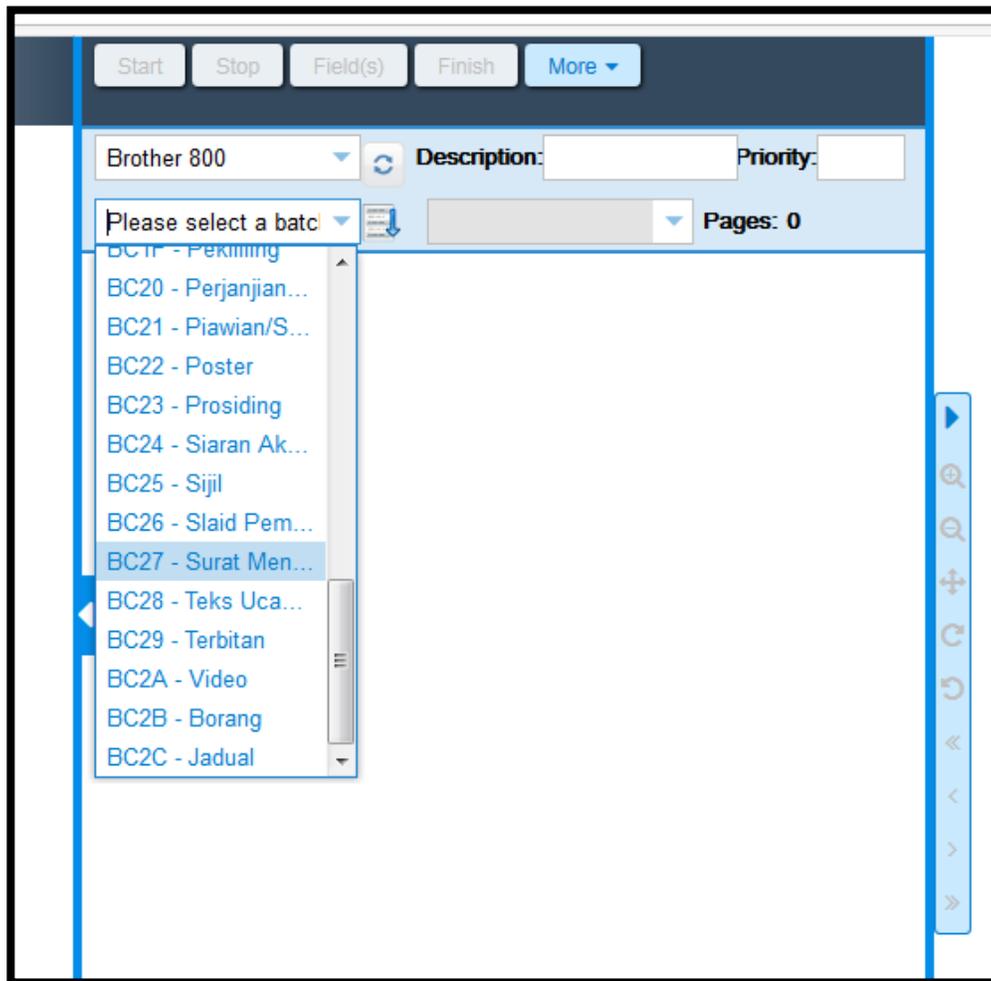
- Enter that OTP in the field for OTP on ECS Login Page.

6. After entering the details click on Login Page.

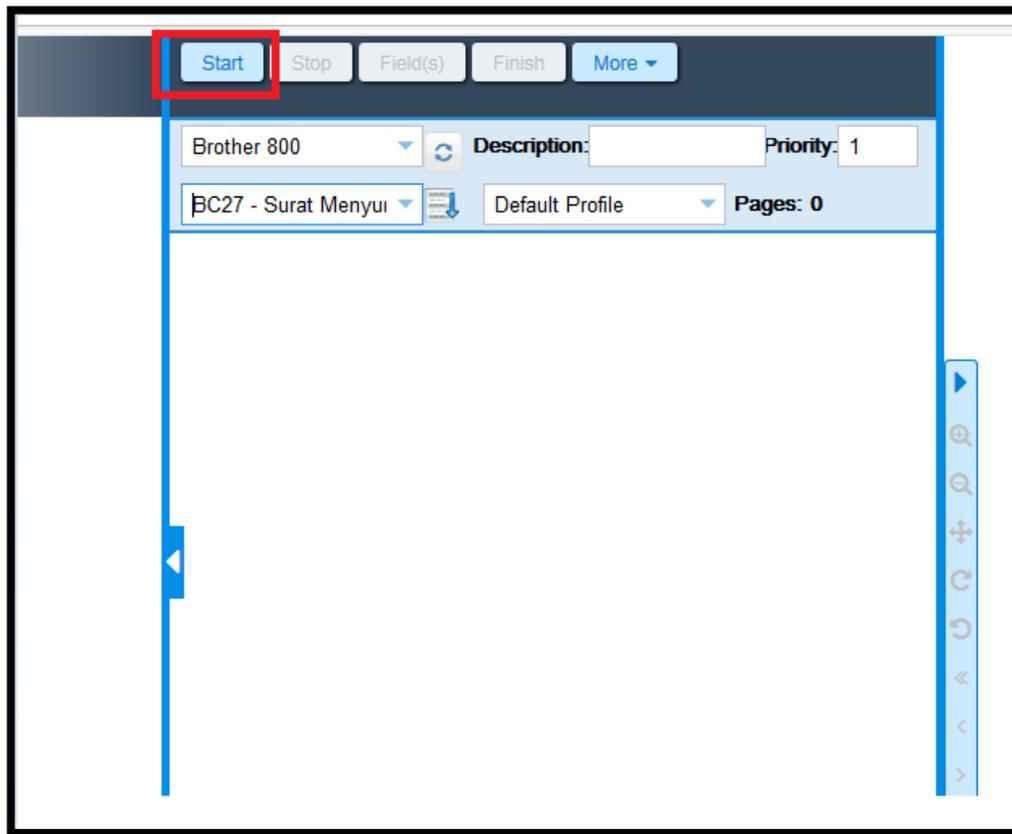


The screenshot shows a login interface with a blue header labeled "Login". Below the header are three input fields: the first contains the email address "8345582472@MAMPU", the second contains a masked password represented by ten dots, and the third contains the OTP "511772". To the right of these fields is a circular button with a white background and a blue arrow pointing right. This button is enclosed in a red rectangular box, indicating it is the element to be clicked.

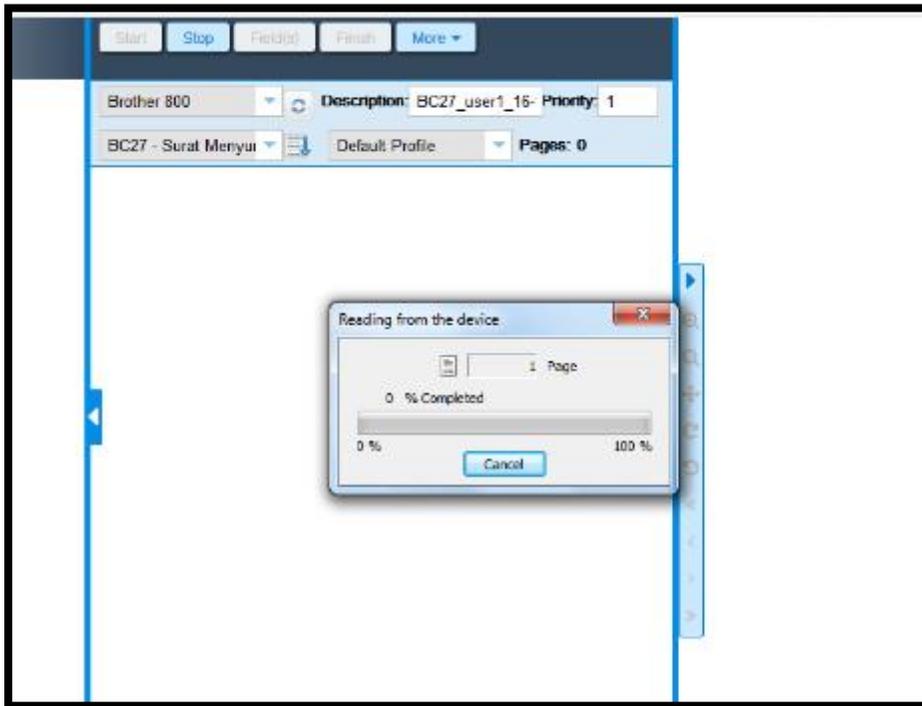
7. You will get screen to choose record type.



8. Select Record Type from the list and click on Start Button.

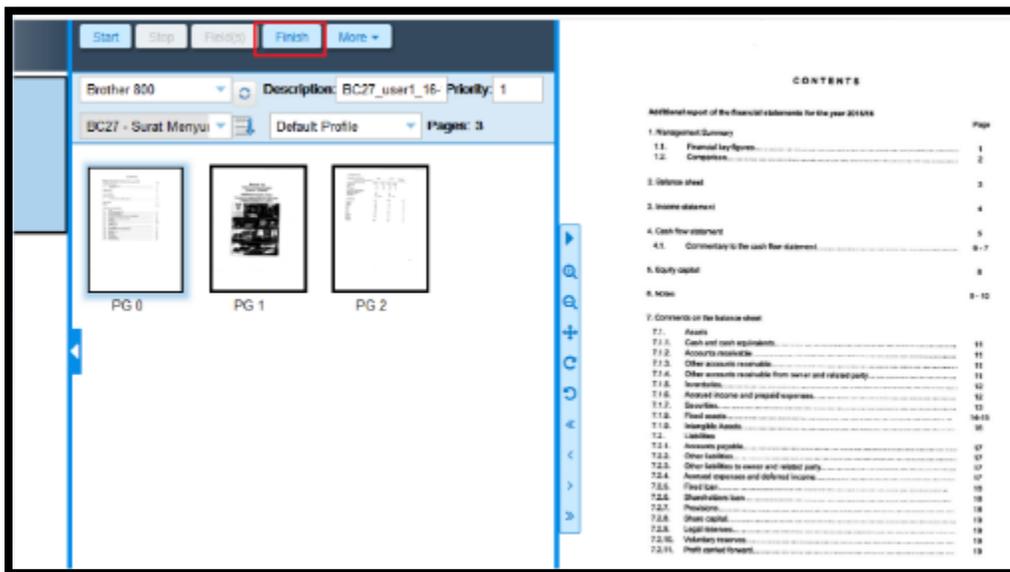


9. Scanning will start.

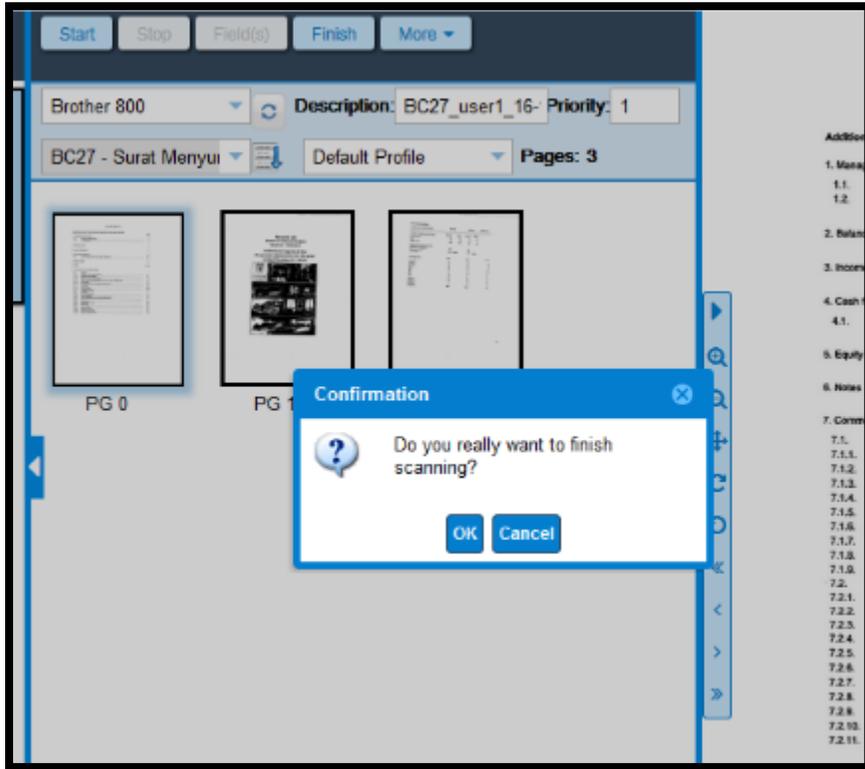


10. Once scanning is finished and if you want to add more pages, you can click on Start button again.

11. Once scanning is done, click on Finish button.

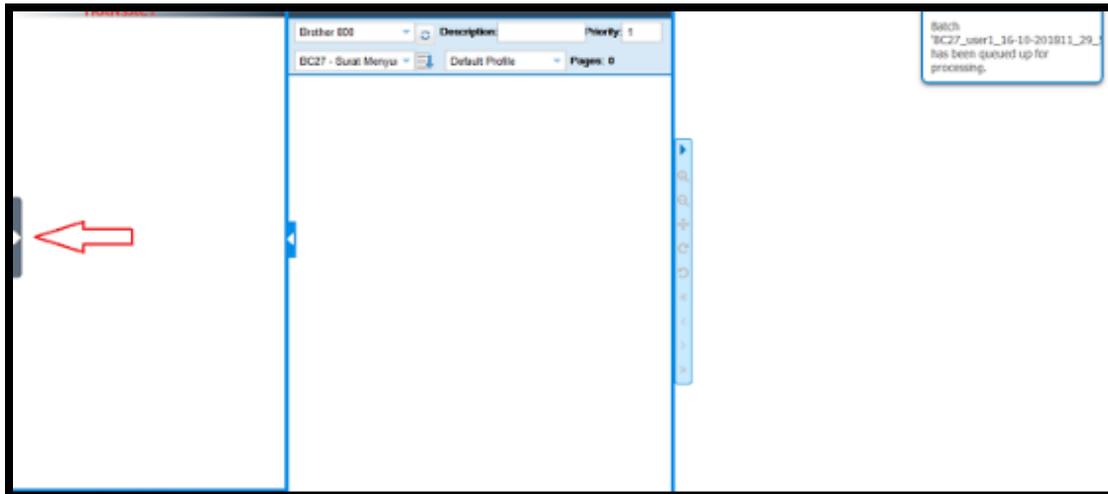


12. Confirmation Pop up will be displayed. Click on OK button.

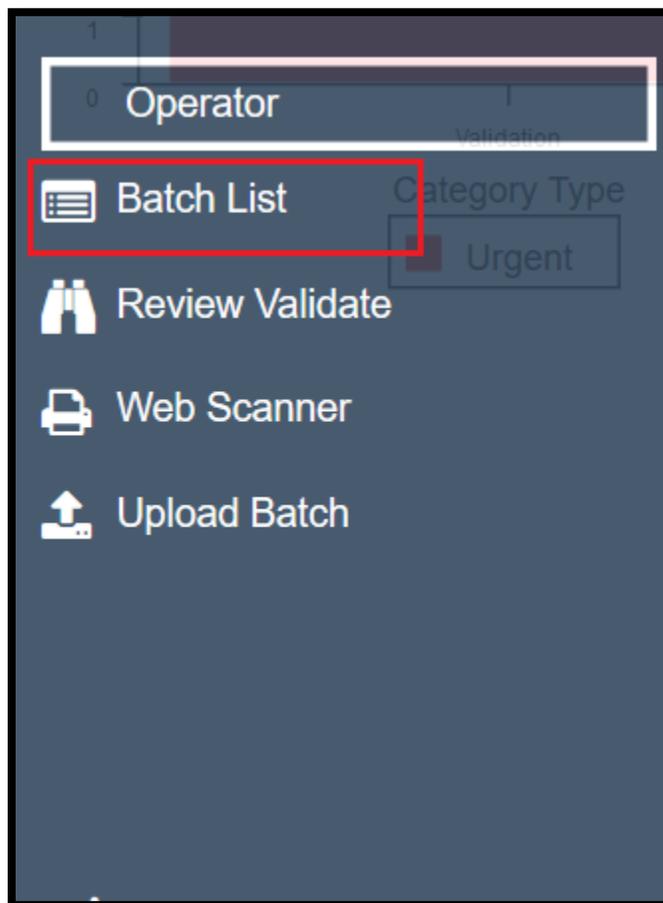


13. Document will then be processed by ECS.

14. Move cursor to left panel arrow and click on it.



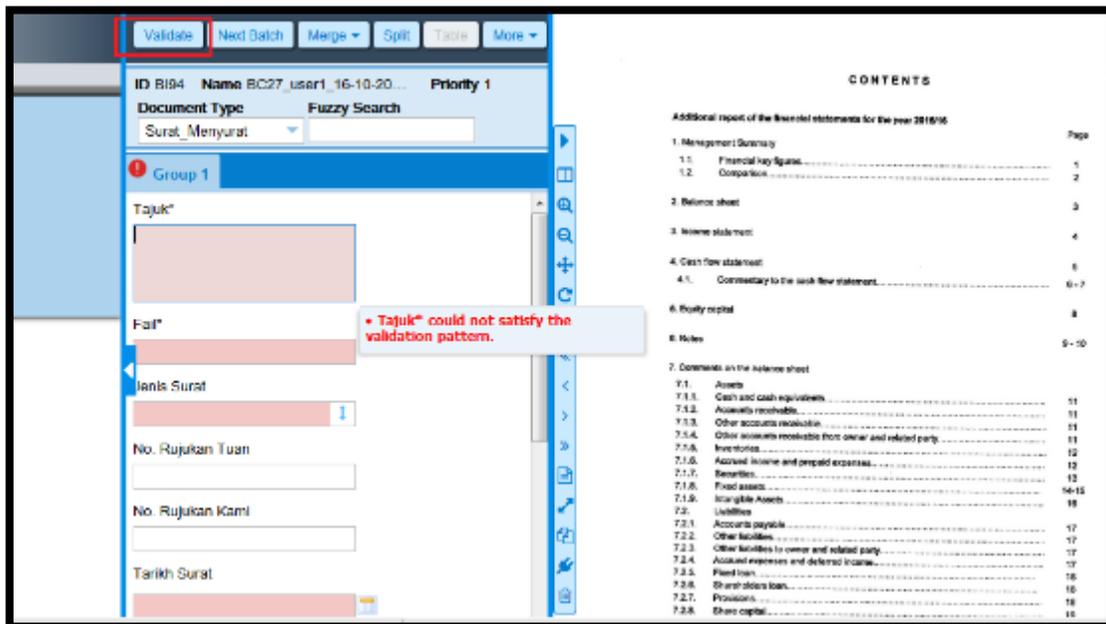
15. Click on Batch List.



16. The newly scanned document will be shown there. Double click on it.

Review Validation Assigned To Me Open						
Id	Batch Cl...	Batch Name	Priority	Batch Updated On	Batch Imported On	Batch Status
BI10E	SuratMenyurat	BC27_800714085866@TEST_22-1...	1	23-Oct-2018 12:22:55	22-Oct-2018 11:47:05	Ready For Validation

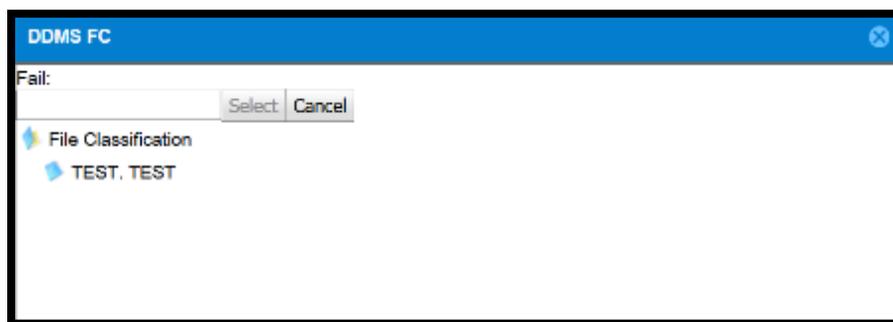
17. Metadata form will appear.



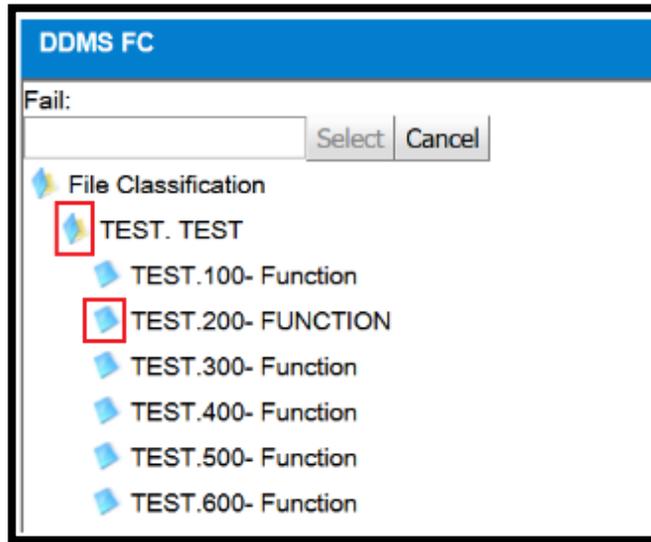
18. Enter Tajuk for the Record.

19. For Fail:

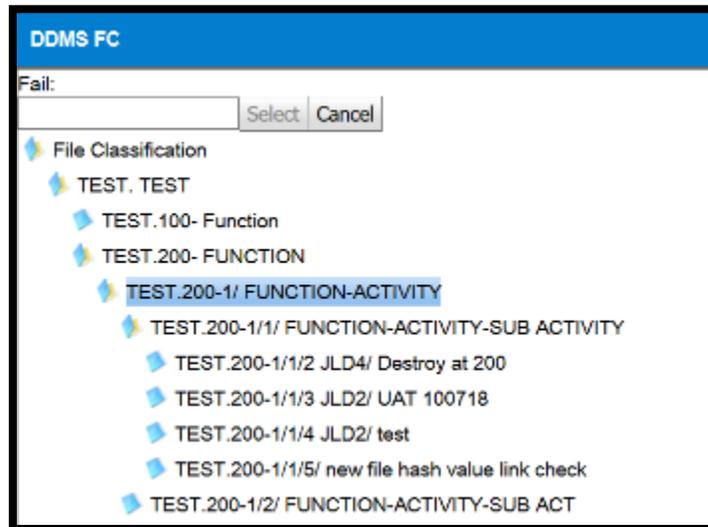
- Press CTRL + 6 A pop up containing DDMS File Classification Plan will appear.



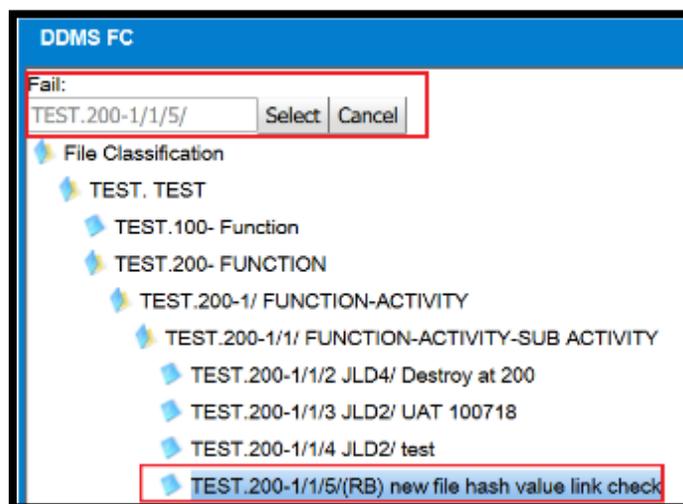
- Click on the blue icon to show Function level



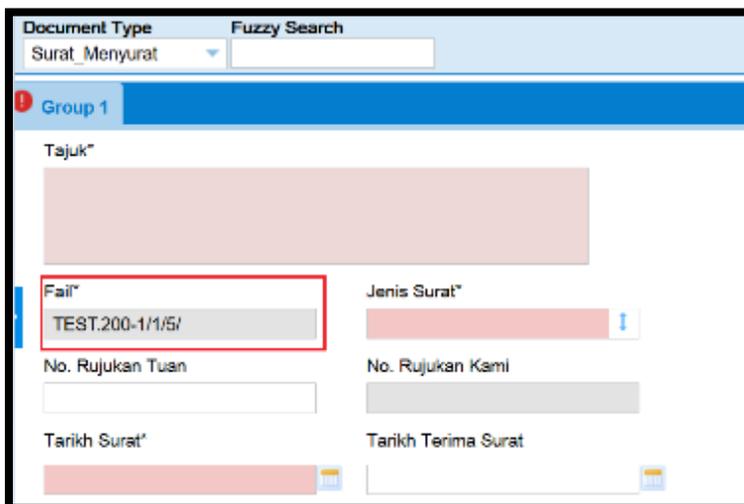
- Navigate to File level where you want to save the record.



- Double click on the file. The selected file should show in the textbox for Fail.



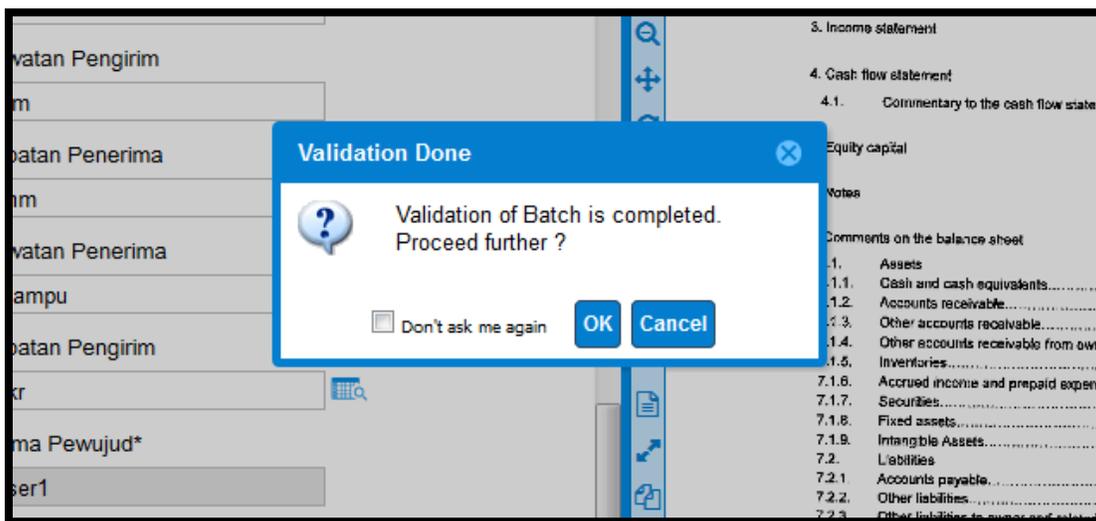
- Click on Select button. Selected File will be shown in Fail field for Scanned Record.



20. Fill rest of the metadata fields.

- Nama Pewujud: Automatically capture
- No. Rujukan Kami: Will be automatically generated when record is saved in DDMS.

21. Click on Validate Button on the top.
22. Confirmation pop up will come, click on OK button.

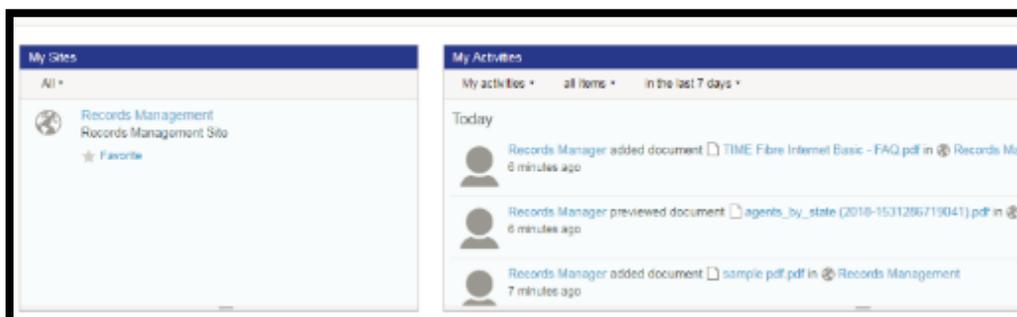


23. Record will be saved in DDMS.

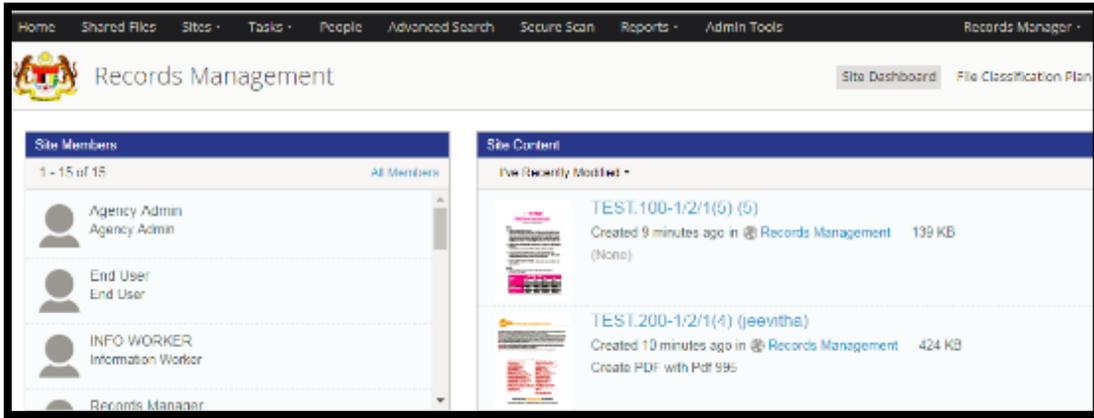
1.3 Disseminate

1.3.1 Preview

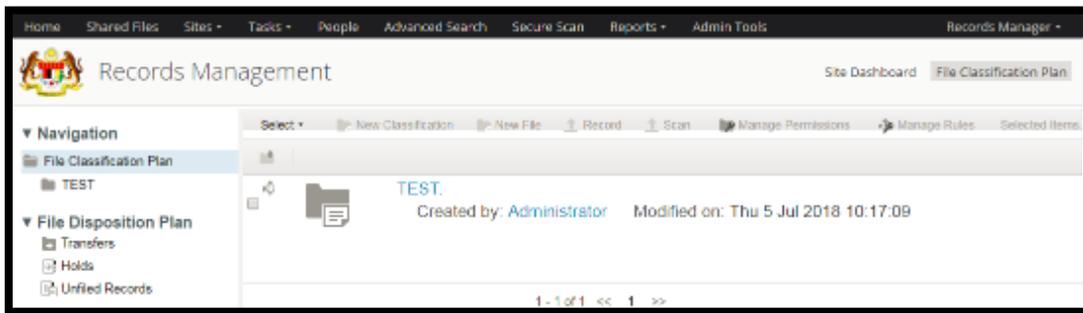
1. Login to DDMS2.0.



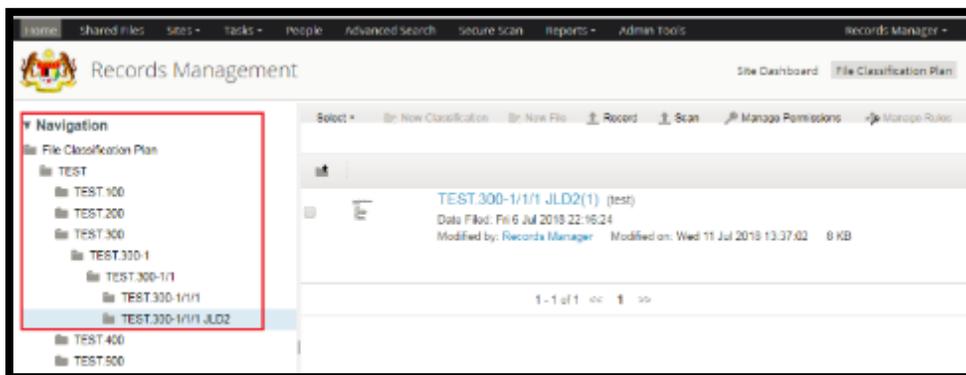
2. Click on Record Management Site.



3. Click on File Classification Plan.



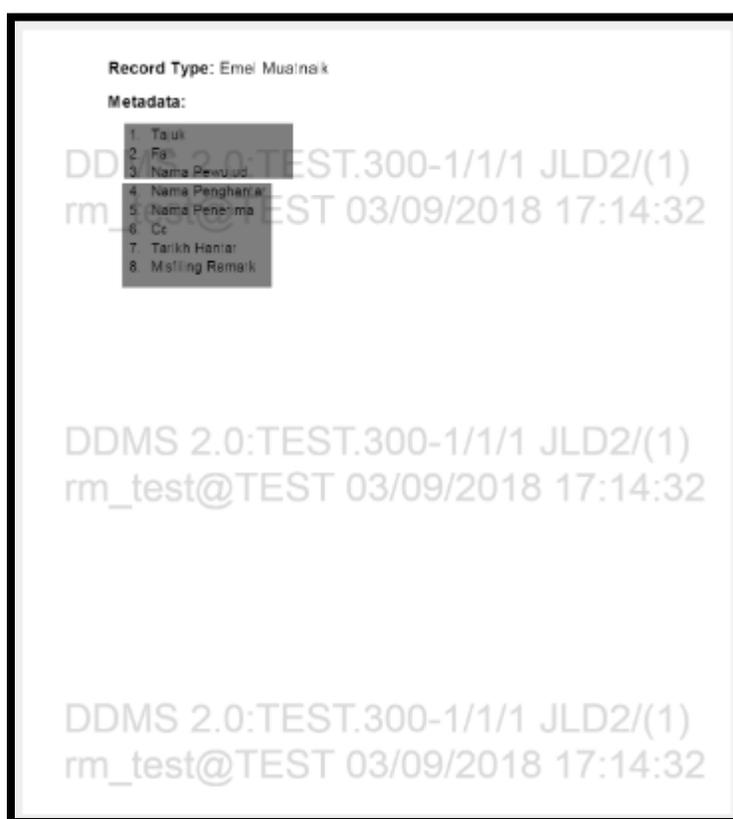
4. Navigate to the aggregation which contains the record which user wants to View.



5. Click on the record to view its content. Watermark will be visible along with preview of the record.

Watermark for *Rekod Rasmi* will contain:

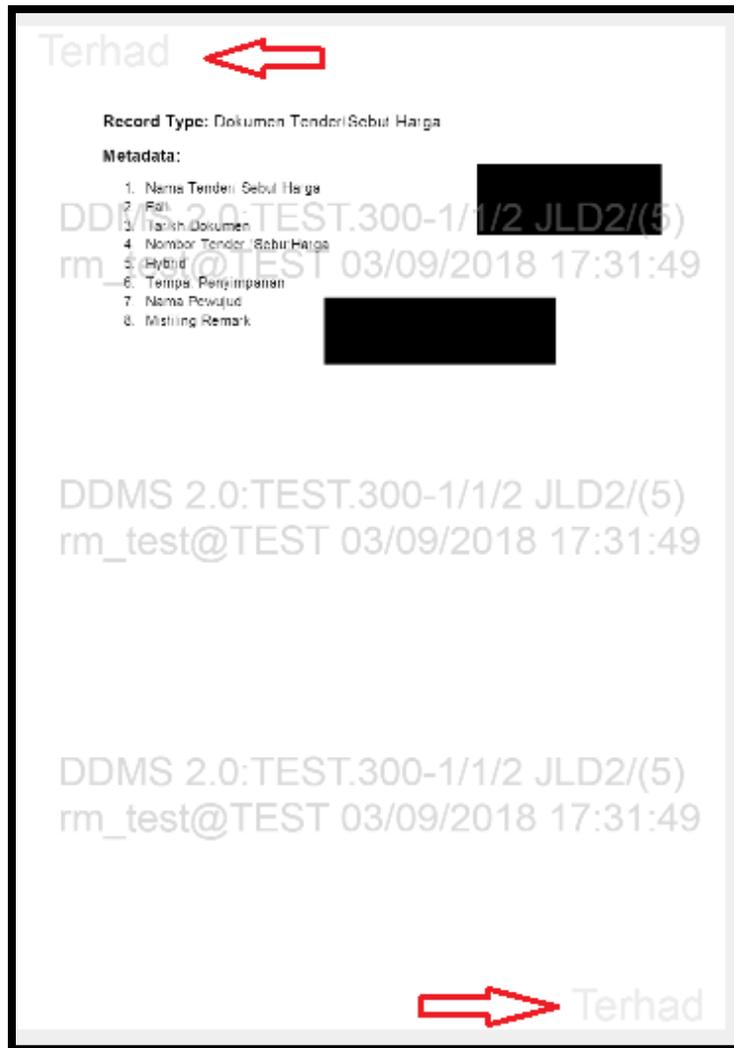
- DDMS 2.0 : <DDMS 2.0 Record Number>
- User ID
- Date of Preview
- Time of Preview



Watermark for *Rekod Rahsia Rasmi* will contain:

- Current Security Classification of Record

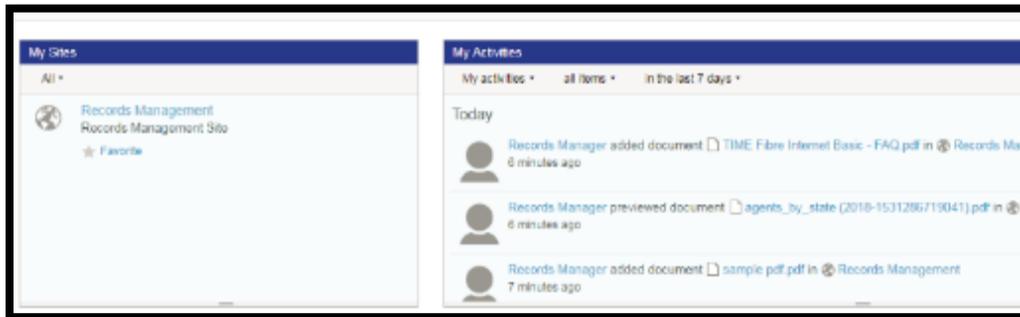
- DDMS 2.0 : <DDMS 2.0 Record Number>
- User ID
- Date of Preview
- Time of Preview



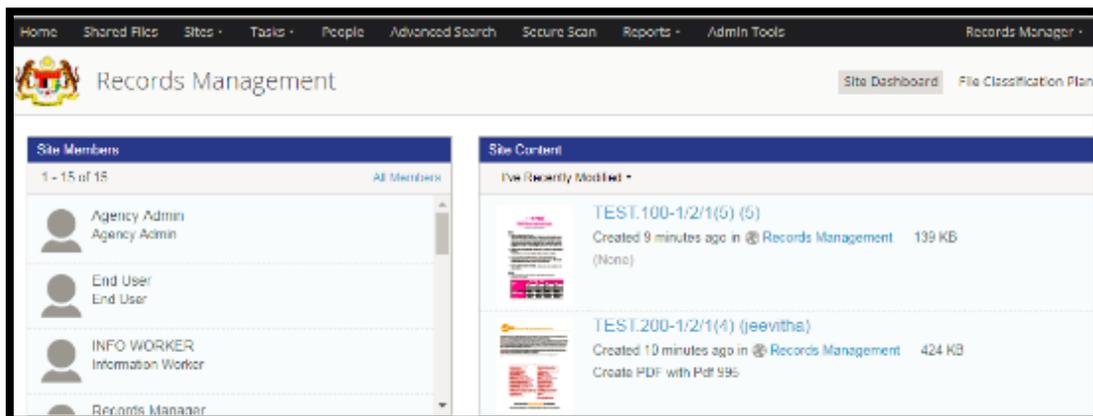
1.3.2 Download Records

1.3.2.1 Download Rekod Rasmi from DDMS 2.0

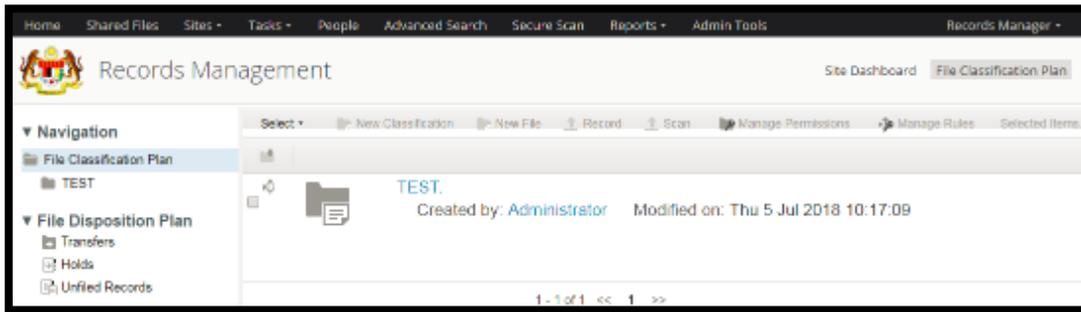
1. Login to DDMS2.0.



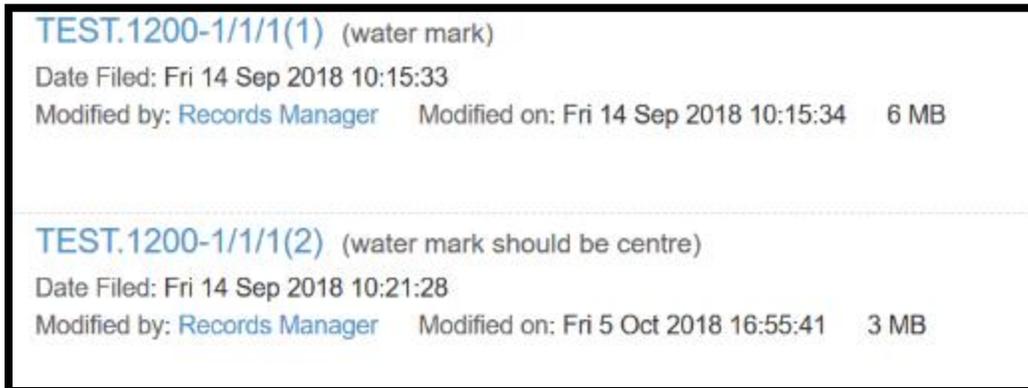
2. Click on Record Management Site.



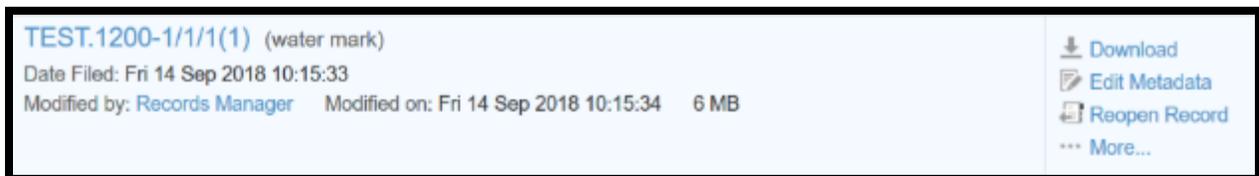
3. Click on File Classification Plan.



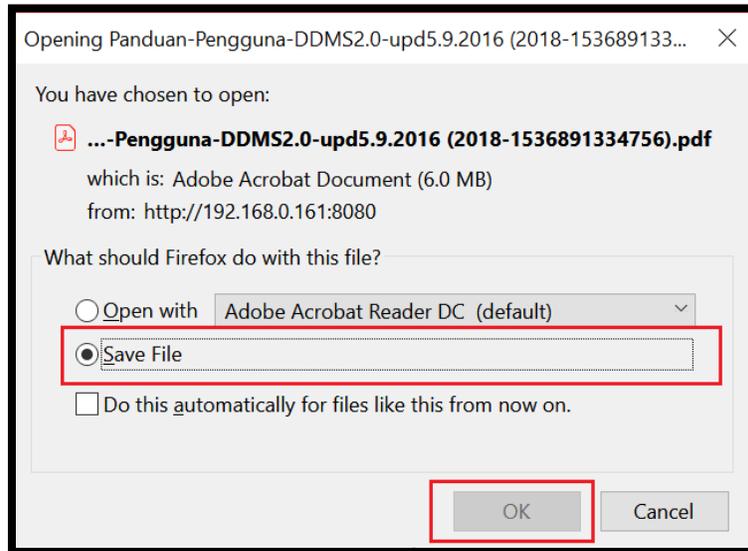
4. Navigate to the aggregation which contains the record which user wants to View.



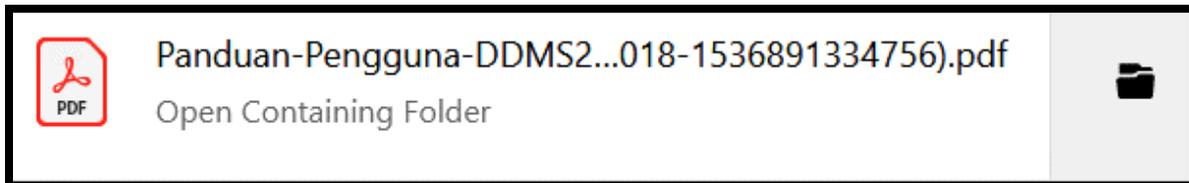
5. Hover on the record to view its available actions for that record.



6. Click on Download button. Pop up to save document will come up, select Save option and click on OK button.

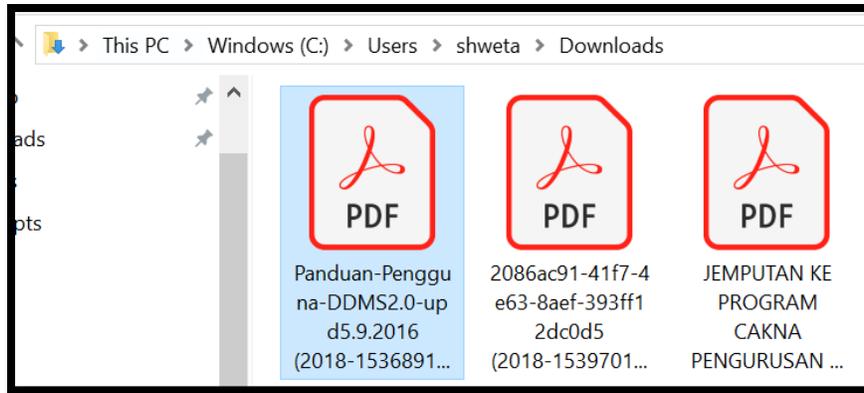


7. Record will be saved on your computer Downloads Folder.



1.3.2.2 Preview Downloaded Rekod Rasmi

1. Go to the folder where the record is downloaded.



2. Double click on the downloaded record.

3. Preview will open in native application of the document.



1.3.2.3 Download Rekod Rahsia Rasmi from DDMS 2.0

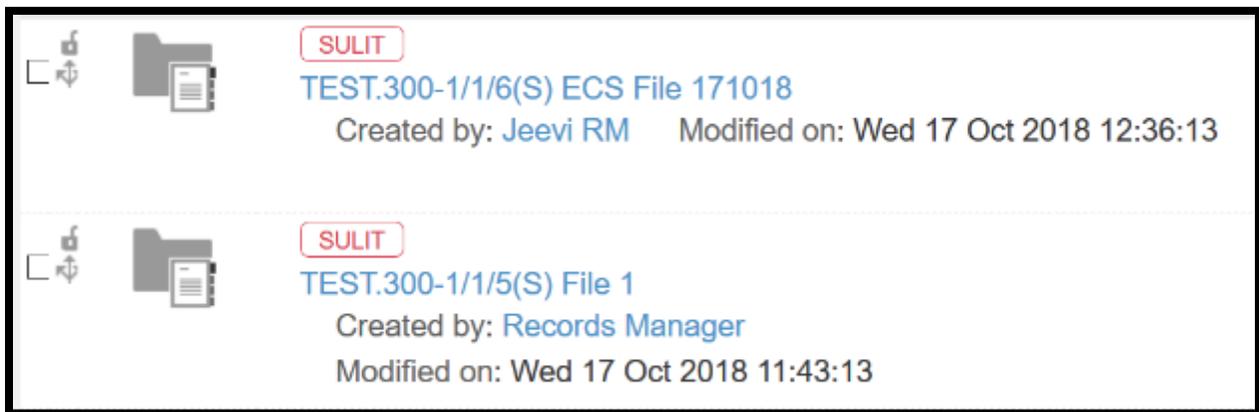
For enhanced security Rekod Rahsia Rasmi will be downloaded in an encrypted format. These downloaded records will not open unless the user have a special IRM client installed on their computers.

When user wants to reuse the document, edit something in the document etc, User can use option **Download**.

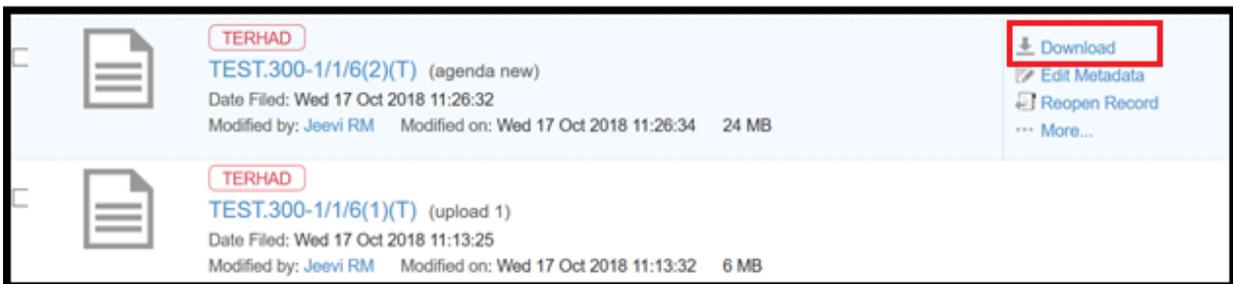
If user wants to print the downloaded document, user can use option **Download with Annotation**.

This IRM class will decrypt the record and then will show the preview of the records.

1. Navigate to the aggregation which contains the record which user wants to View.



2. Hover on the record to view its available actions for that record.

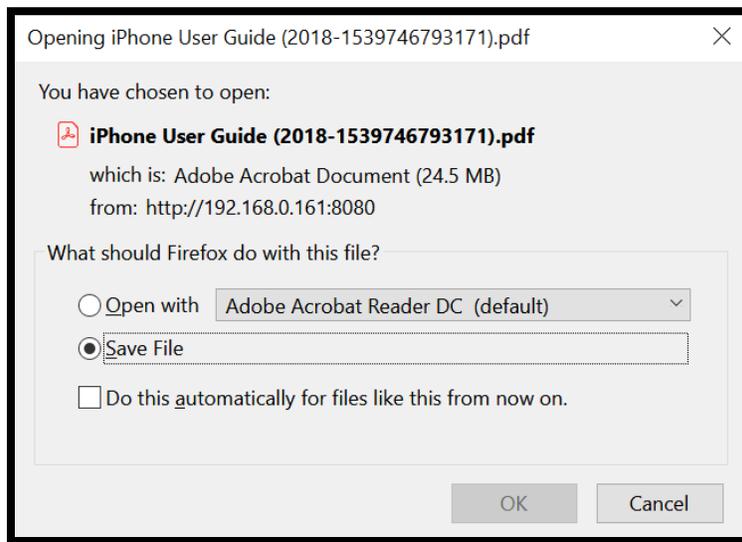


3. Click on Download button.

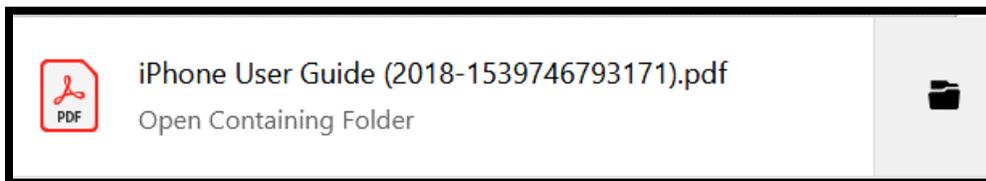


This pop up will inform user that the record will be downloaded as encrypted form and IRM client will be needed to open it.

4. Click on Proceed button to download the record. Pop up asking to Save document will come.



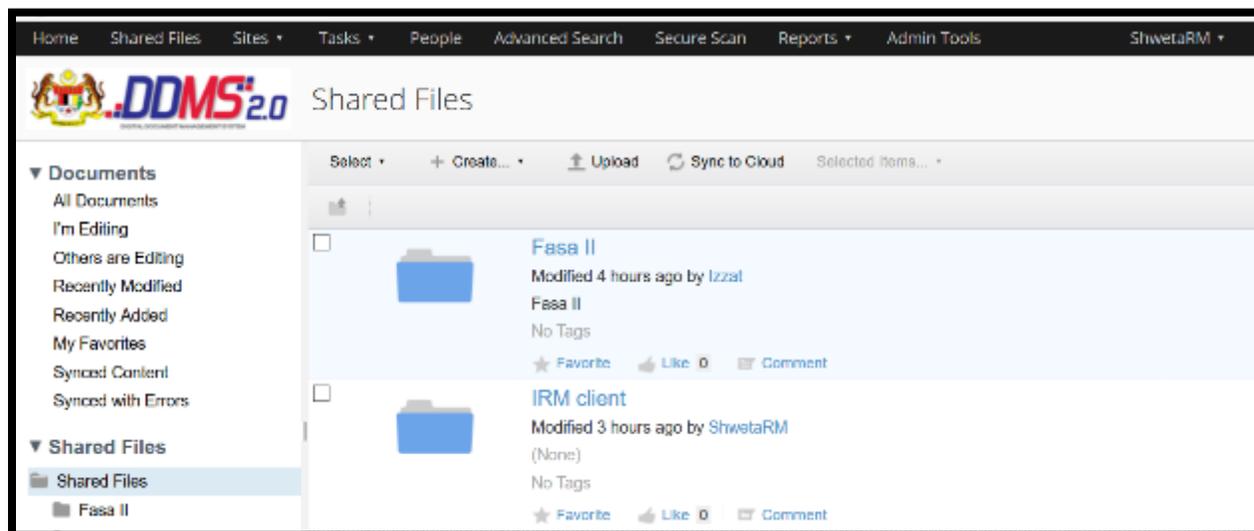
5. Click on Save File and click on OK button. File will be downloaded.



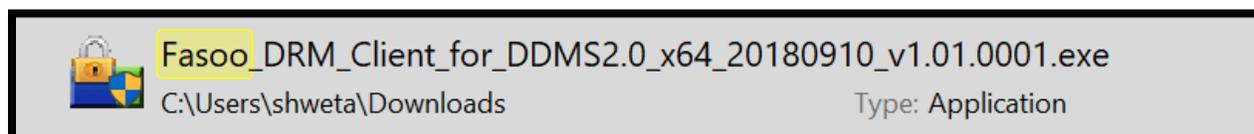
When you will try to open this document, you will not be able to preview this document without IRM client.

1.3.2.4 Installing IRM Client

1. Download IRM client from DDMS -> Shared Files.



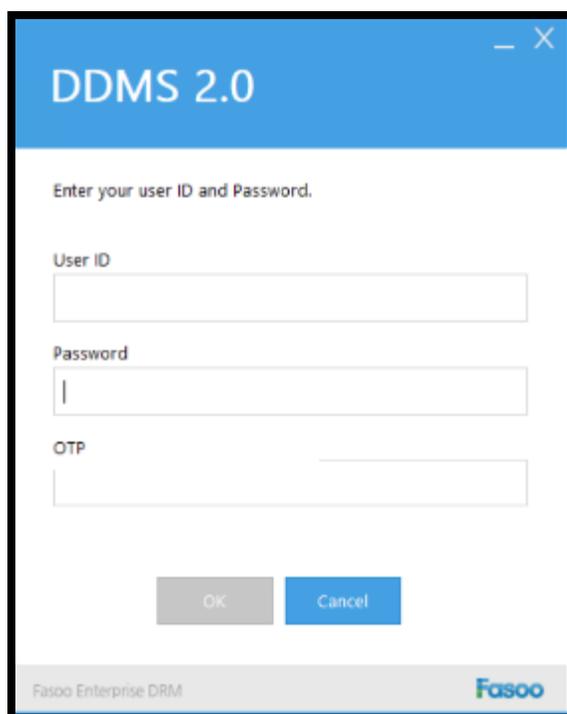
2. On your computer, open the folder containing downloaded setup for IRM client.



3. You will get pop up to allow installation, click on OK button.
4. Pop up informing Installation for Fasoo DRM Client will come up. Click on Next to start installation and follow the steps.

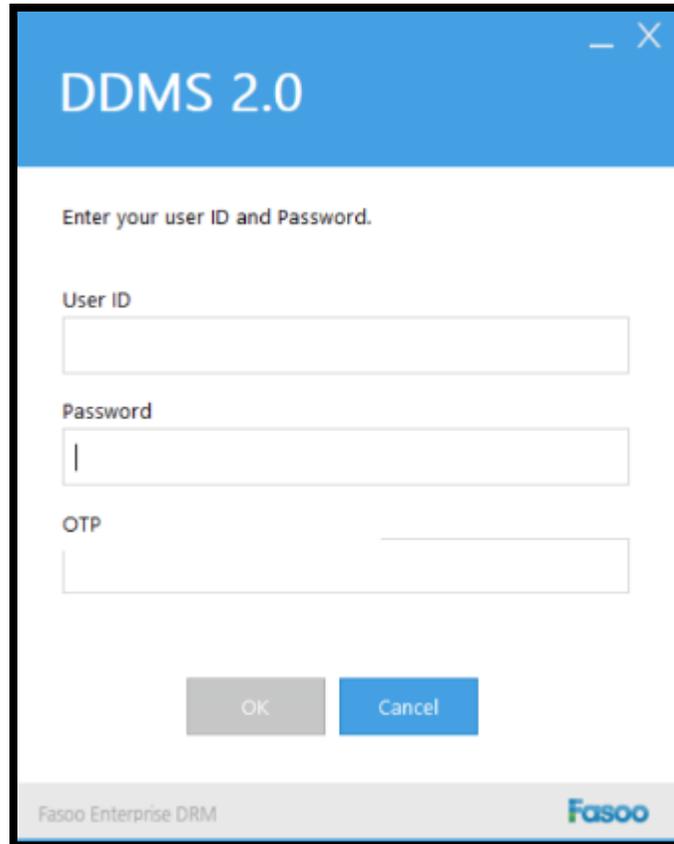


5. Restart your system after installation is finished.
6. IRM client will be visible on your computer screen.



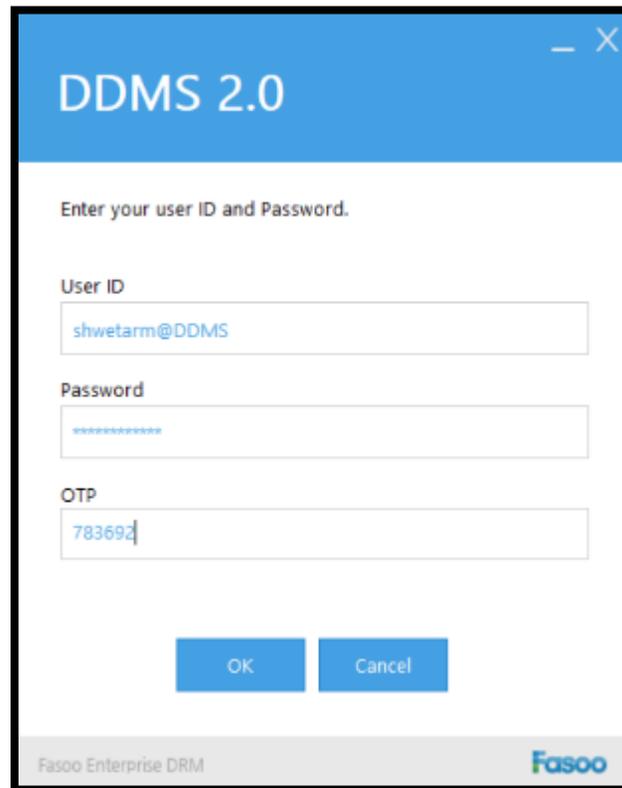
1.3.2.5 Working with IRM Client

1. On IRM client on your computer.



The screenshot shows a login window titled "DDMS 2.0". The window has a blue header bar with the title and standard window control buttons (minimize, maximize, close). Below the header, the text "Enter your user ID and Password." is displayed. There are three input fields: "User ID", "Password", and "OTP". The "Password" field has a vertical cursor. At the bottom of the form area, there are two buttons: "OK" (grey) and "Cancel" (blue). The footer of the window contains the text "Fasoo Enterprise DRM" on the left and the "Fasoo" logo on the right.

2. Enter your DDMS User ID and password.



DDMS 2.0

Enter your user ID and Password.

User ID
shwetarm@DDMS

Password

OTP
783692

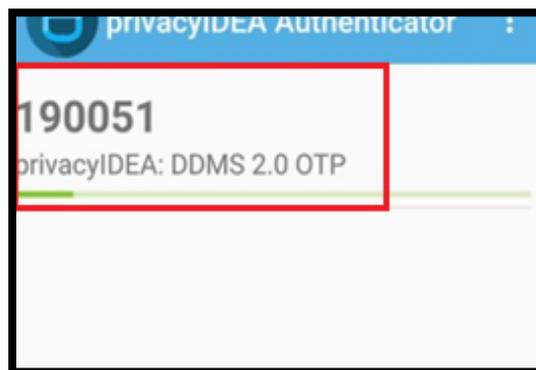
OK Cancel

Fasoo Enterprise DRM Fasoo

3. For OTP:

OTP on Mobile App:

- Open Privacy Idea App on Mobile Phone
- Enter the OTP shown in the mobile screen.



OTP on SMS:

- Open DDMS Login Page.



- Enter your User Name and Password.



- From the dropdown, select Rekod Rahsia Rasmi



The screenshot shows the DDMS 2.0 login interface. At the top left is the Malaysian coat of arms, and to its right is the logo 'DDMS 2.0 DIGITAL DOCUMENT MANAGEMENT SYSTEM'. Below the logo are two input fields: 'User Name' containing 'NRIC@Agency' and an empty 'Password' field. A dropdown menu is open, showing 'Rekod Rasmi dan Rekod Rahsi' as the selected option, with 'Rekod Rasmi' and 'Rekod Rasmi dan Rekod Rahsia Rasmi' as other options. To the right of the dropdown is a 'Request OTP' button. At the bottom are 'Login' and 'Forgot Password' buttons, and a copyright notice '© 2018 Hak Cipta Kerajaan Malaysia'.

- Click on Request OTP.



This screenshot shows the same DDMS 2.0 login page, but with the 'Request OTP' button highlighted with a red box. The 'User Name' field now contains '8334341680@MAMPU' and the 'Password' field is filled with ten dots. The dropdown menu is still open, and the 'Request OTP' button is the focus of the instruction. The rest of the page elements, including the logo, buttons, and copyright notice, remain the same.

- You will receive a SMS on your mobile phone.
- Enter that OTP in the field for OTP in IRM Client.

OTP on Email:

- Open DDMS Login Page.



- Enter your User Name and Password.



- From the dropdown, select Rekod Rahsia Rasmi



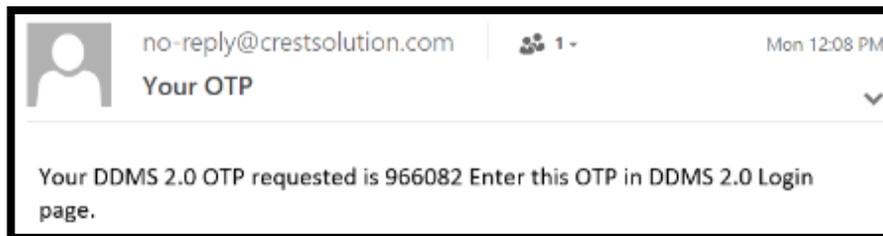
The screenshot shows the DDMS 2.0 login interface. At the top is the Malaysian coat of arms and the logo 'DDMS 2.0 DIGITAL DOCUMENT MANAGEMENT SYSTEM'. Below this are input fields for 'User Name' (containing 'NRIC@Agency') and 'Password'. A dropdown menu is open, showing 'Rekod Rasmi dan Rekod Rahsi' as the selected option, with a 'Request OTP' button to its right. Other options in the dropdown include 'Rekod Rasmi' and 'Rekod Rasmi dan Rekod Rahsia Rasmi'. At the bottom are 'Login' and 'Forgot Password' buttons, and a copyright notice '© 2018 Hak Cipta Kerajaan Malaysia'.

- Click on Request OTP.

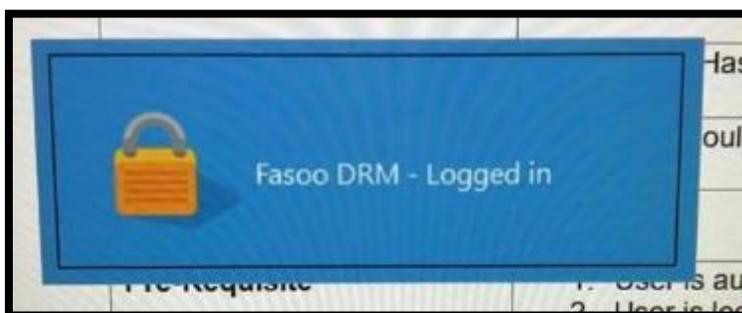


This screenshot shows the same DDMS 2.0 login page, but the 'Request OTP' button is now highlighted with a red border. The 'User Name' field contains '8334341680@MAMPU' and the 'Password' field is masked with dots. The dropdown menu is still open, showing 'Rekod Rasmi dan Rekod Rahsi' selected. Below the dropdown is a text input field labeled 'Enter your One-Time Password here'. The 'Login' and 'Forgot Password' buttons and the copyright notice are also visible.

- You will receive an email with OTP.



- Enter that OTP in the field for OTP in IRM Client.
4. After entering Username, Password and OTP click on OK button.
 5. If the login is successful you will get pop up saying Fasoo DRM - Logged in.



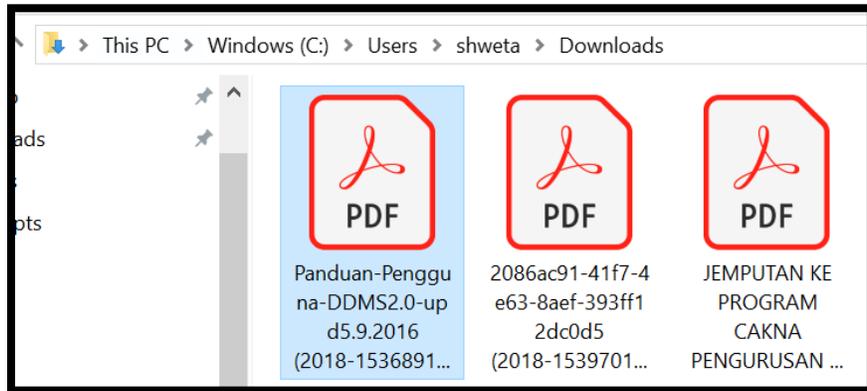
6. After logged in user can see the his login status by clicking on the arrow near System Time.



Orange Icon shows User Session is active, user in ONLINE

1.3.2.6 Previewing Rekod Rahsia Rasmi

1. Once IRM client is installed and you are logged in it, you can open downloaded Rekod Rahsia Rasmi.
2. Go to the folder where the record is downloaded.



3. Double click on the downloaded record.
4. Record will open

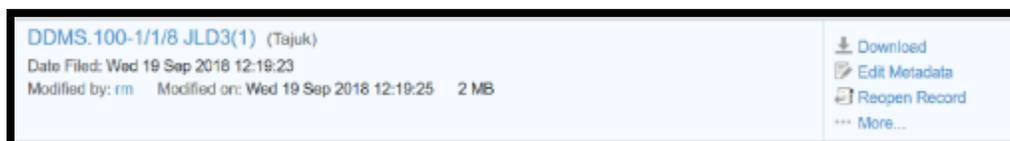


1.3.3 Print Records

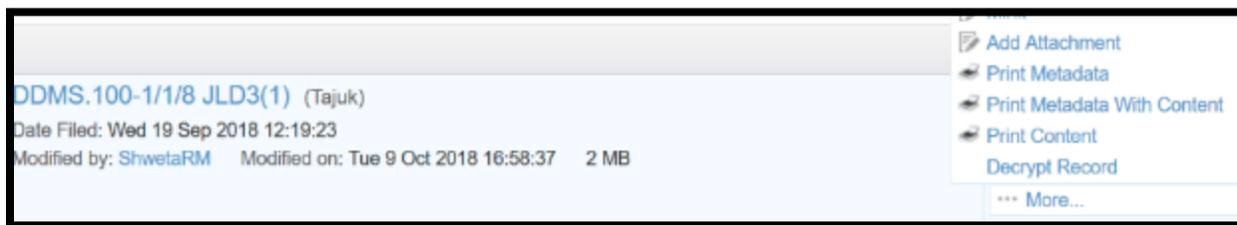
1.3.3.1 Printing Rekod Rasmi

Print Metadata

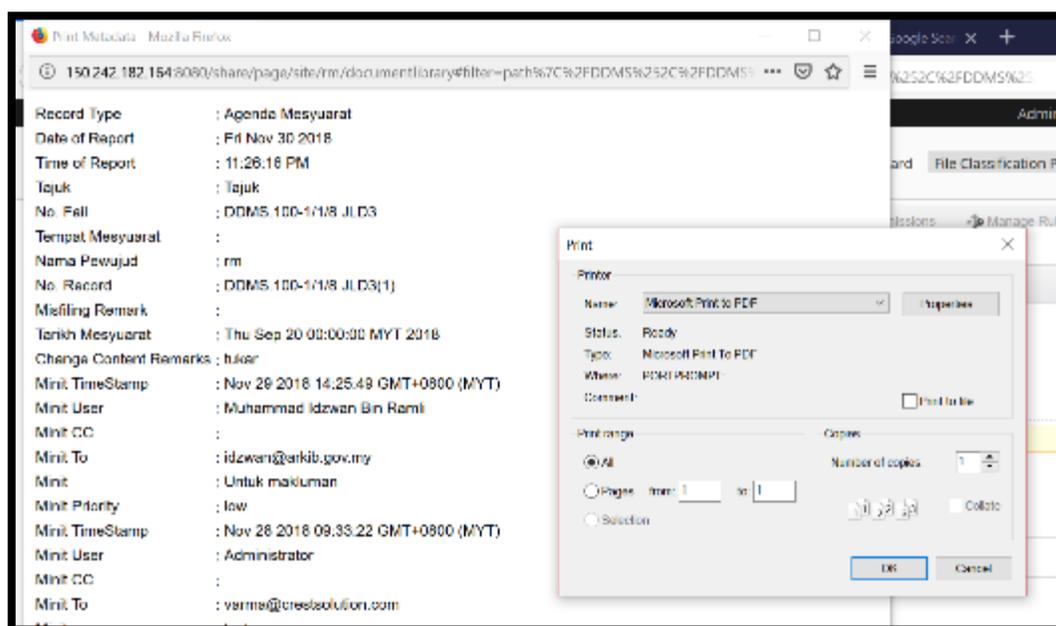
1. Login to DDMS.
2. Navigate to the Record level which has the record you want to Print and hover on it.



3. Click on More... and then click on Print Metadata.



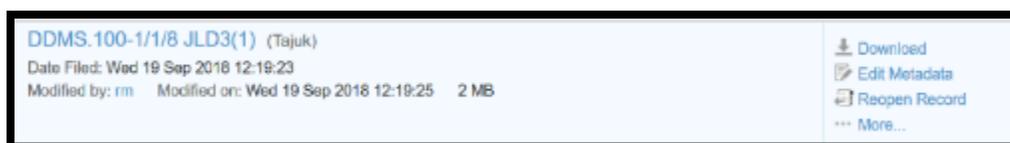
4. Pop up containing the metadata of the record will pop up.



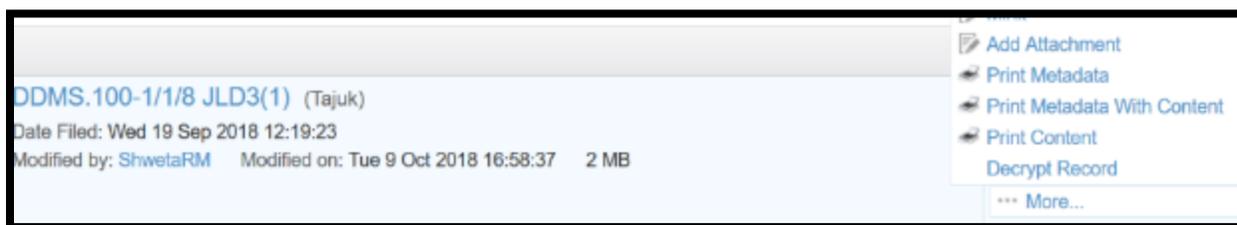
5. Click on Print/OK button to start printing.

Print Metadata with Content

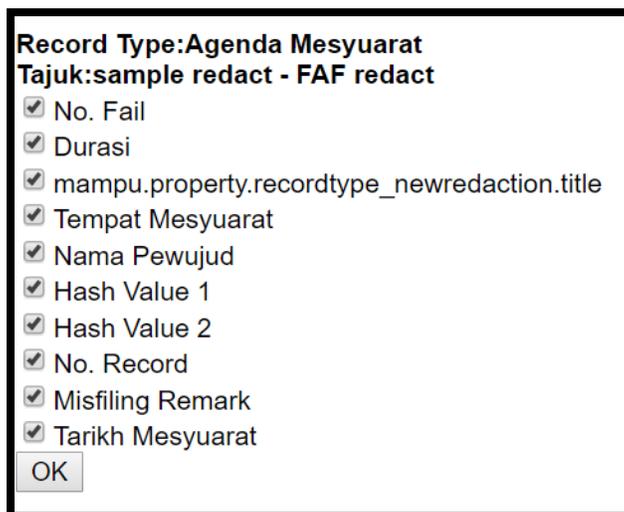
1. Login to DDMS.
2. Navigate to the Record level which has the record you want to Print and hover on it.



3. Click on More... and then click on Print Metadata with Content.

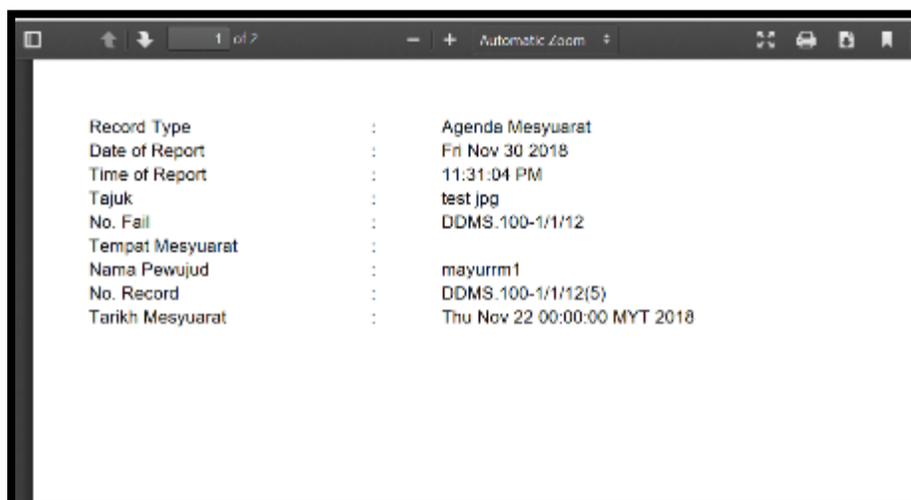


4. Pop up containing the metadata of the record will pop up.

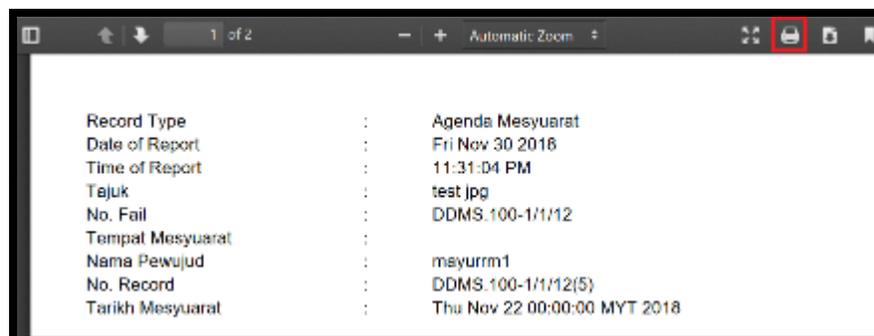


5. Select the checkboxes of metadata for which you want to print along with content of the record.

6. Click on OK button. Content will load in a new window.

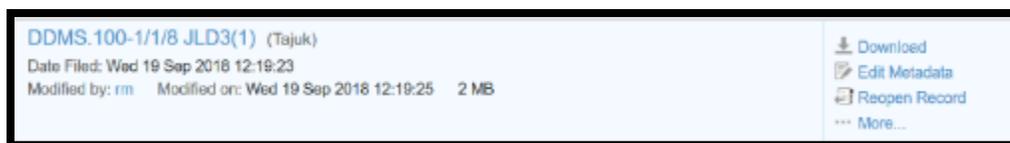


7. Click on Print button to print the document.

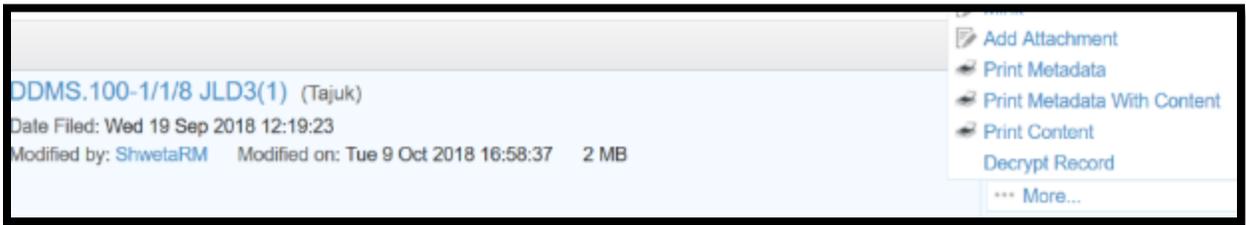


Print Content

1. Login to DDMS.
2. Navigate to the Record level which has the record you want to Print and hover on it.



3. Click on More... and then click on Print Content.



4. Pop up containing the content of the record will pop up.

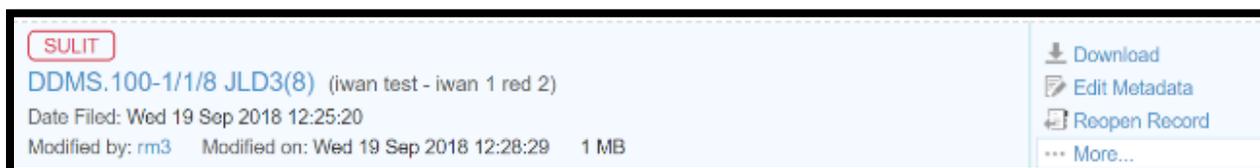


5. Click on Print button to print it.

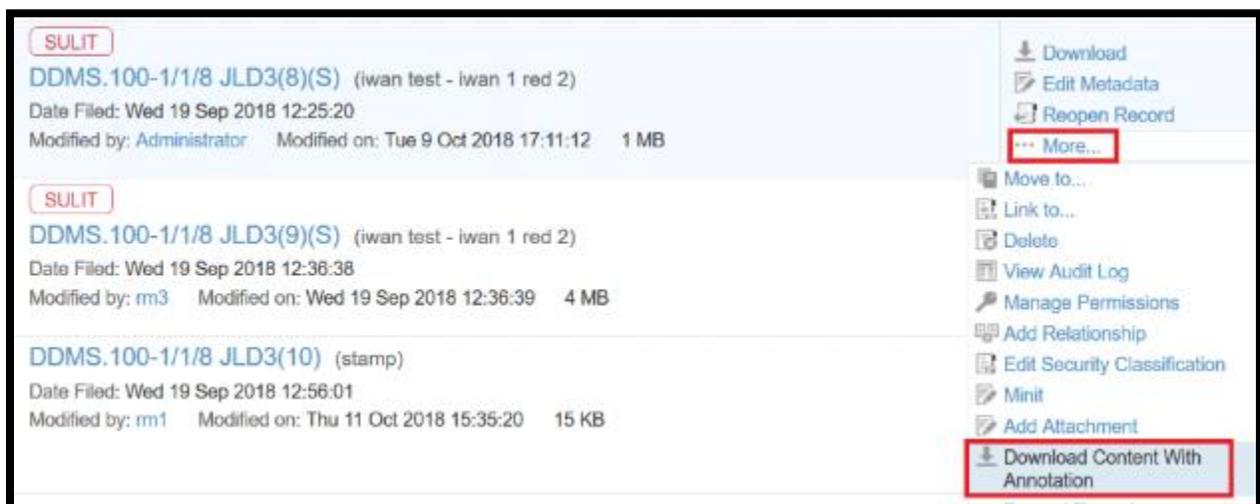


1.3.3.2 Printing Rekod Rahsia Rasmi

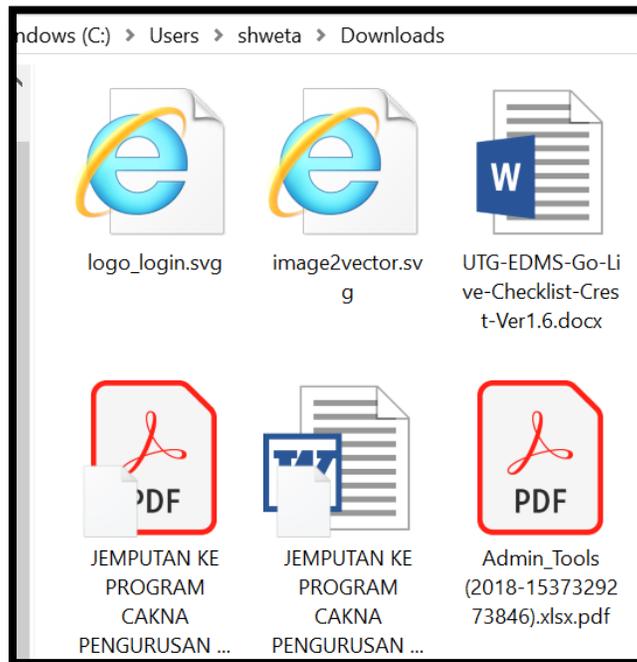
1. Login to DDMS using 2nd factor authentication.
2. Navigate to the Record level which has the record you want to Print and hover on it.



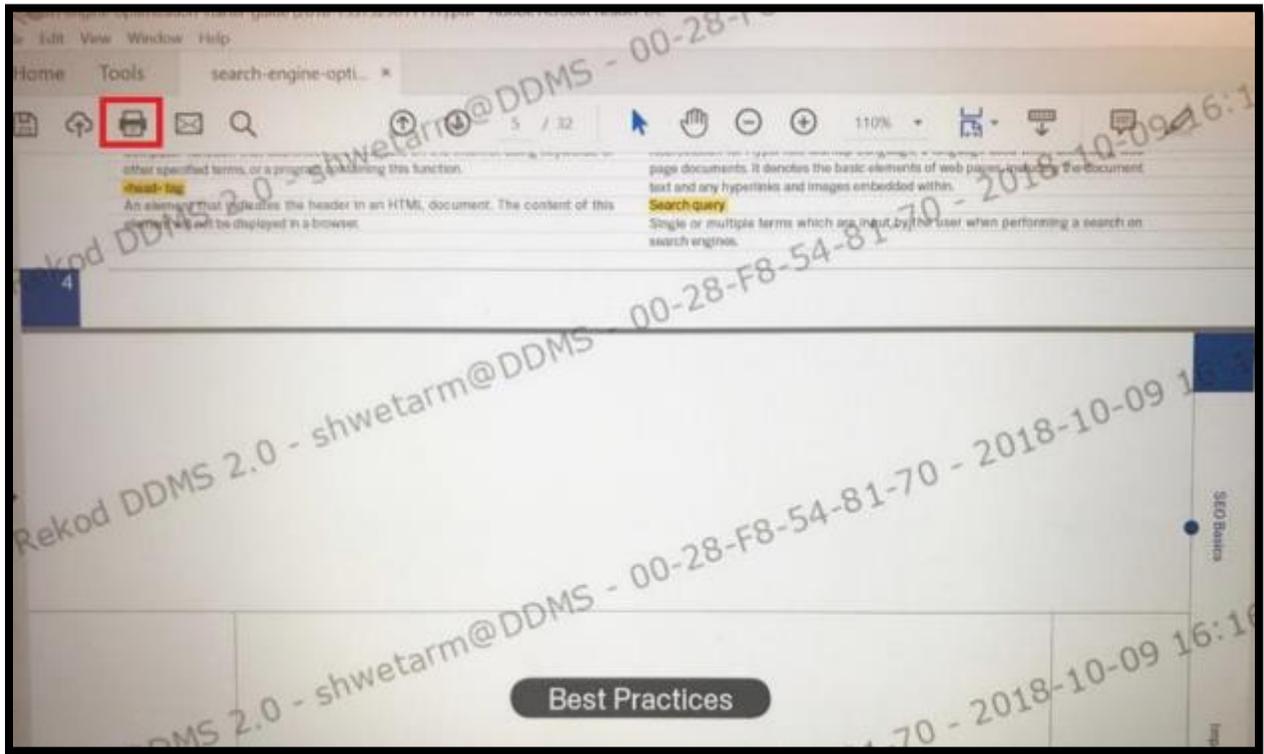
3. Click on More... and then click on Download Content with Annotation.



4. Document will be downloaded in PDF format.



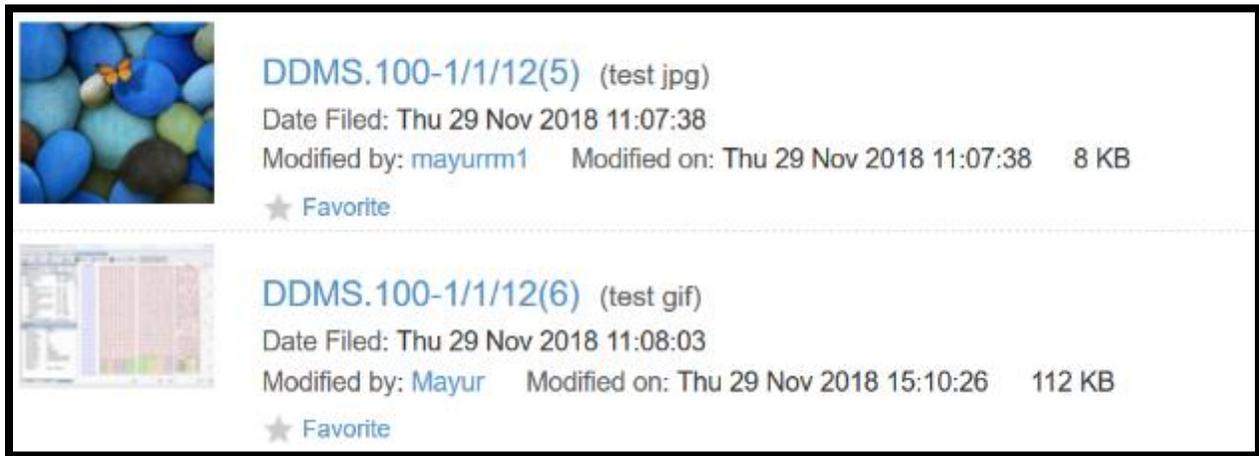
5. Double click on the downloaded document. Preview will load in PDF reader.
6. Click on the Print icon in PDF reader to print it.



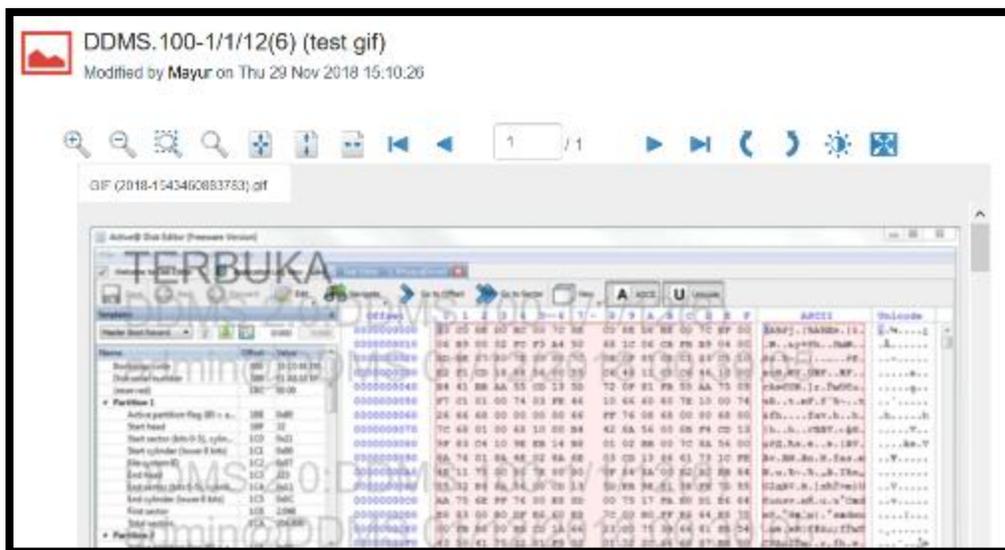
1.3.4 Minit Module

1.3.4.1 Adding Minit

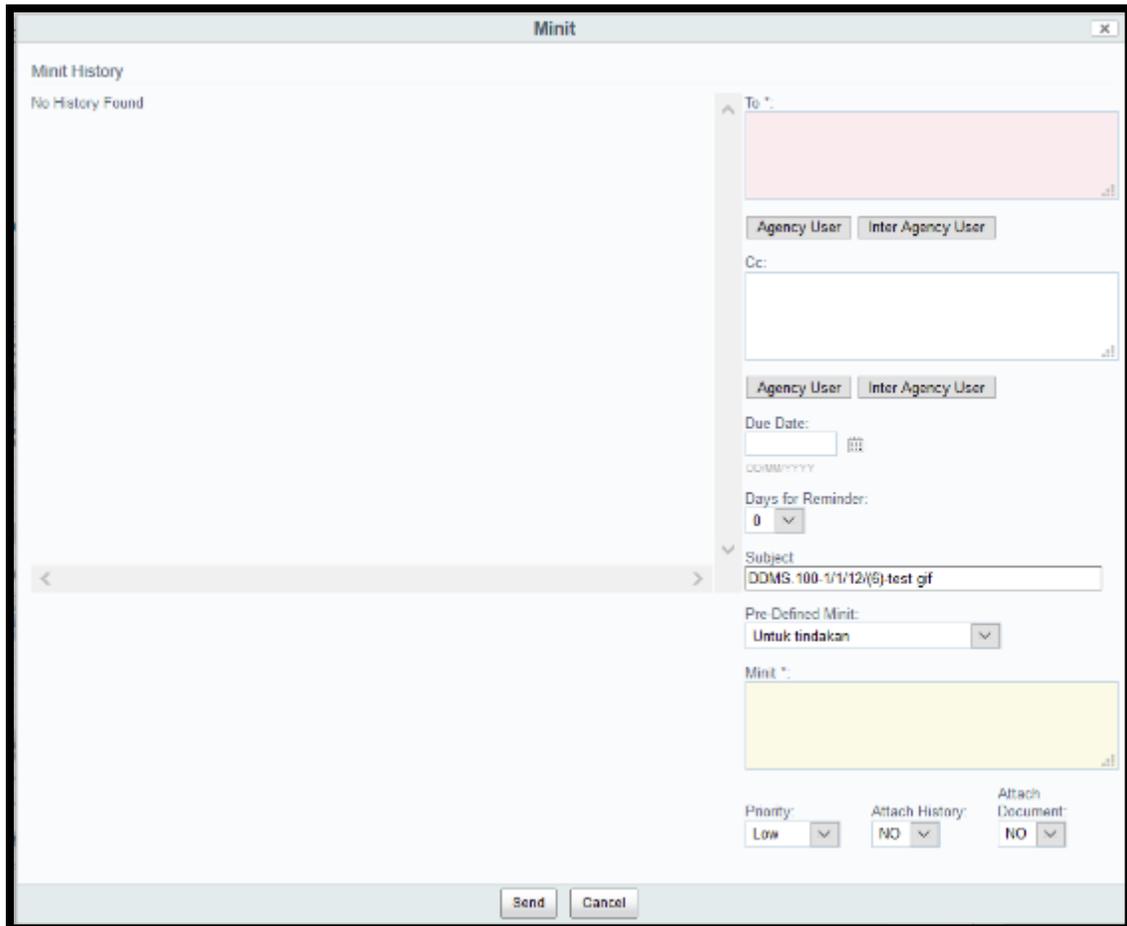
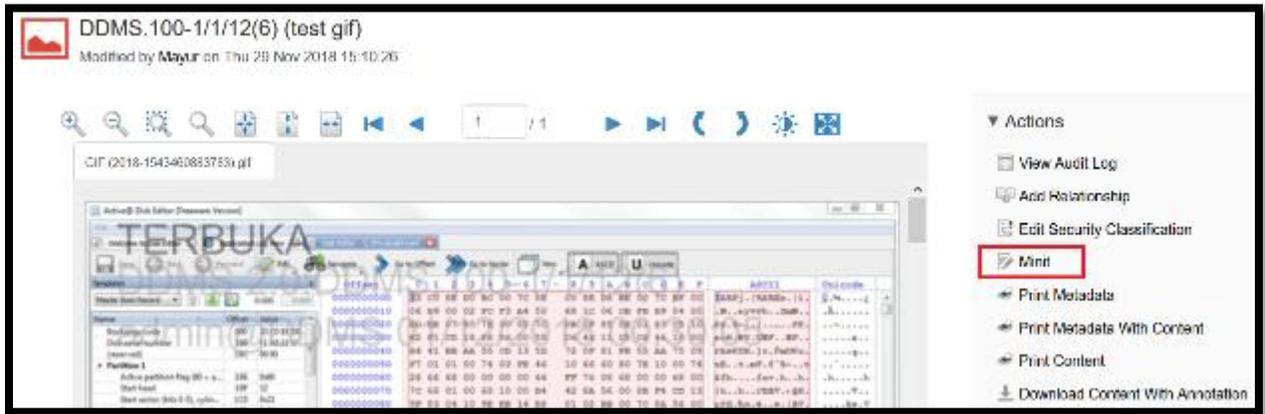
1. Browse to the desired record by clicking in Agency Name -> Function Name -> Activity Name -> Sub Activity Name -> File Name.



2. Click on the record to view its content.



3. Click on "Minit" button to add Minit for that record.



Right Panel: New *Minit*

This part of the screen will be used by user to send new *Minit* over a record.

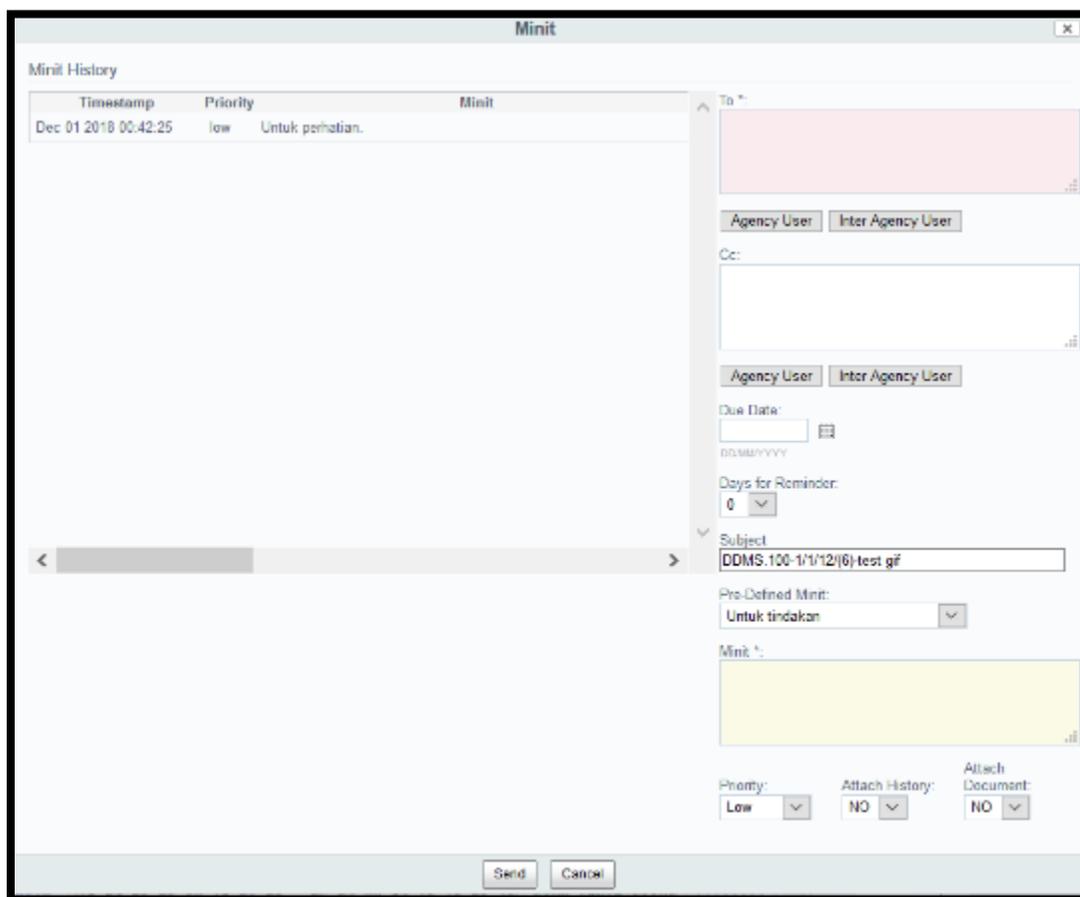
- 1) **To:** Email address for recipients (Mandatory)
- 2) **CC:** Email address for recipients (Optional)
- 3) **DDMS User:** This will be a search option where user can select DDMS Users
- 4) **External User:** This will be a text box to enter External Users
- 5) **Subject:** This will be auto captured in format – <Record No.>-<Tajuk> (Autocapture)
- 6) **Pr-Defined *Minit*:** This will be a drop-down list where user can select any pre-defined *minit* and that will become part of *Minit*(message). (Mandatory)
 - Untuk tindakan
 - Untuk perhatian
 - Untuk makluman
 - Sila kaji.
 - Sila Bincang
 - Bersetuju. Sila sediakan laporan.
- 7) **Due Date:** Due Date for the task (Optional. In case no due date is selected- no task reminder emails will be sent. If a due date is selected, a task will be created which will be due on the selected date and email reminder notification will be sent to assignee.)
- 8) **Minit:** Message to be sent
- 9) **Priority:** Priority of task
 - Low
 - Medium
 - High
- 10) **Days for Reminder:** User will enter number of days before due date from when the assignee will get email reminders of the task (Optional if due date is not selected. Mandatory if Due Date is selected).

- 11) **Attach History:** Select yes if you want to send all *Minit* History as a part of *Minit* message. By Default – No is selected.
- 12) **Attach Document:** Select yes if you want to send the record as attachment to Minit email. By Default – No is selected. User can change to “Yes” only in case of Rekod Rasmi. For Rekod Rahsia Rasmi this option will be greyed out.

4. Fill all the required fields

The screenshot shows a web-based form titled "Minit". On the left, there is a "Minit History" section with the text "No History Found". The main form area is divided into several sections: "To:" with the email address "shweta.khumi@crestsolution.com" and buttons for "Agency User" and "Inter Agency User"; "Cc:" with similar buttons; "Due Date" set to "11/12/2018" with a calendar icon and the format "DDMM/YYYY"; "Days for Reminder" set to "0" with a dropdown arrow; "Subject" with the text "DDMS 100-1/1/12(6)-test gif"; "Pre-Defined Minit" with a dropdown menu showing "Untuk perhatian"; and "Minit:" with the text "Untuk perhatian". At the bottom, there are three dropdown menus: "Priority" (Low), "Attach History" (NO), and "Attach Document" (NO). "Send" and "Cancel" buttons are located at the bottom center of the form.

5. Click on **Send** button to send this Minit.
6. Once sent, these details will be saved in Minit History.

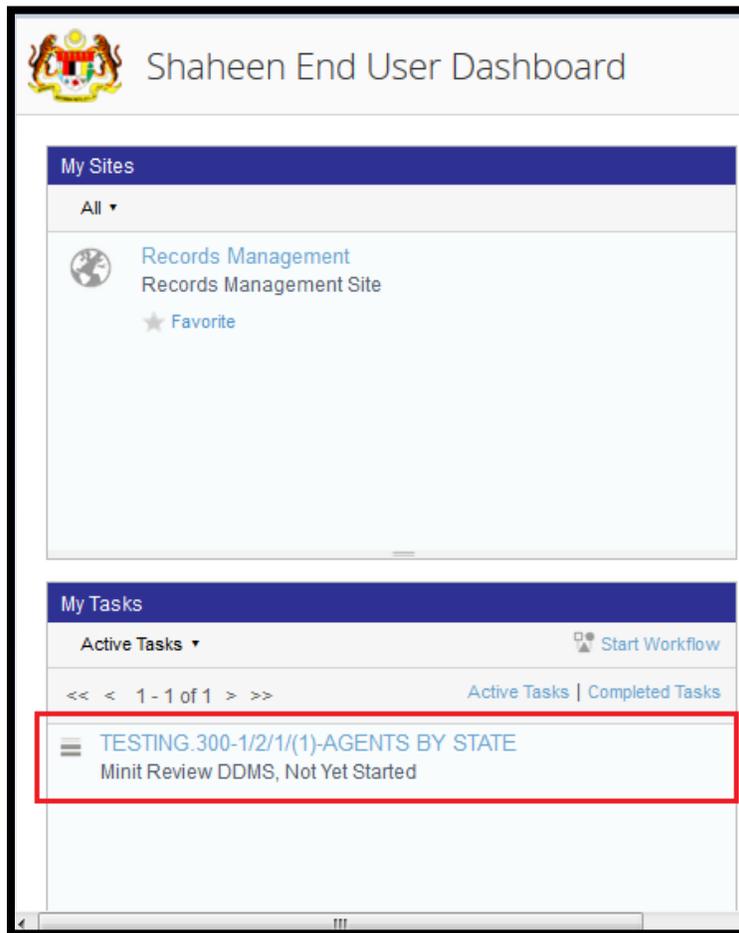


Left Panel: *Minit* History

This part of the screen shows all the *minit* sent over a particular record with its details:

- 1) **Timestamp:** Timestamp when Minit was sent
- 2) **Priority:** Priority of minit sent
- 3) **Minit:** Message
- 4) **Sent By:** Name of sender
- 5) **From:** Email address of sender
- 6) **To:** Email address of recipients
- 7) **CC:** Email address in CC

7. Task will be created for **Recipient** and can be seen on User's Dashboard.



8. User will receive 2 email notifications :

- **Minit Email**

DDMS 2.0 RECORD INFORMATION

From: shaheen@crestsolution.com

To: shweta.khurmi@crestsolution.com

Cc:

Priority: low

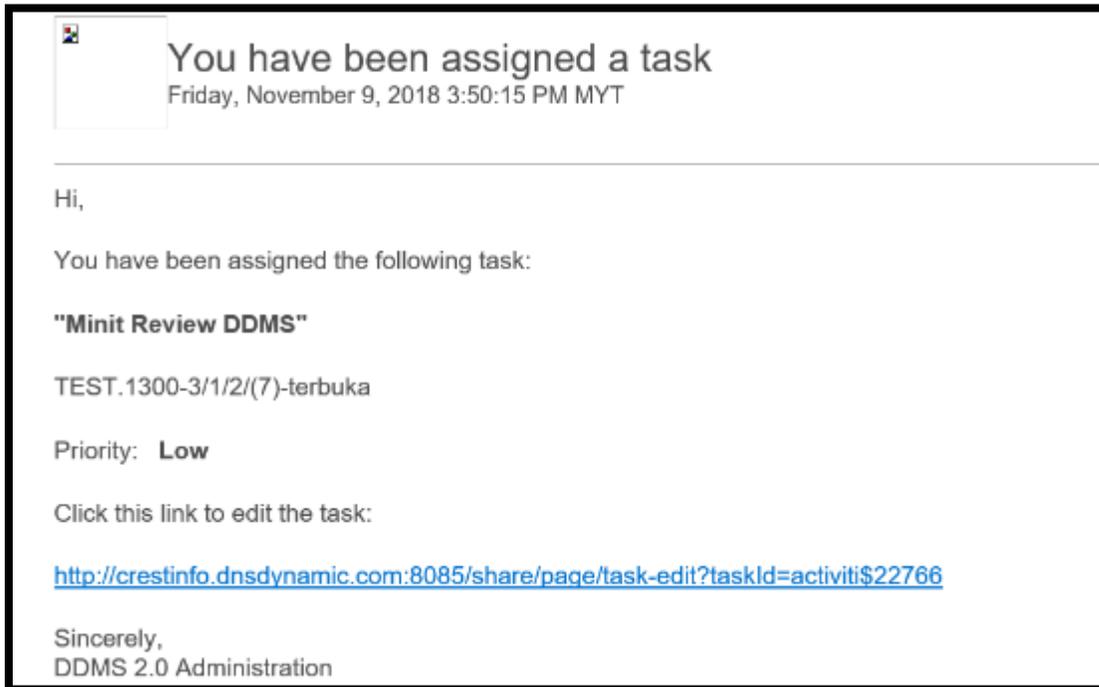
Record Number & Title: TEST.1300-3/1/2/(7)-terbuka

Timestamp: 09 Nov 2018 15:50:12

Minit: Bersetuju. Sila sediakan laporan.

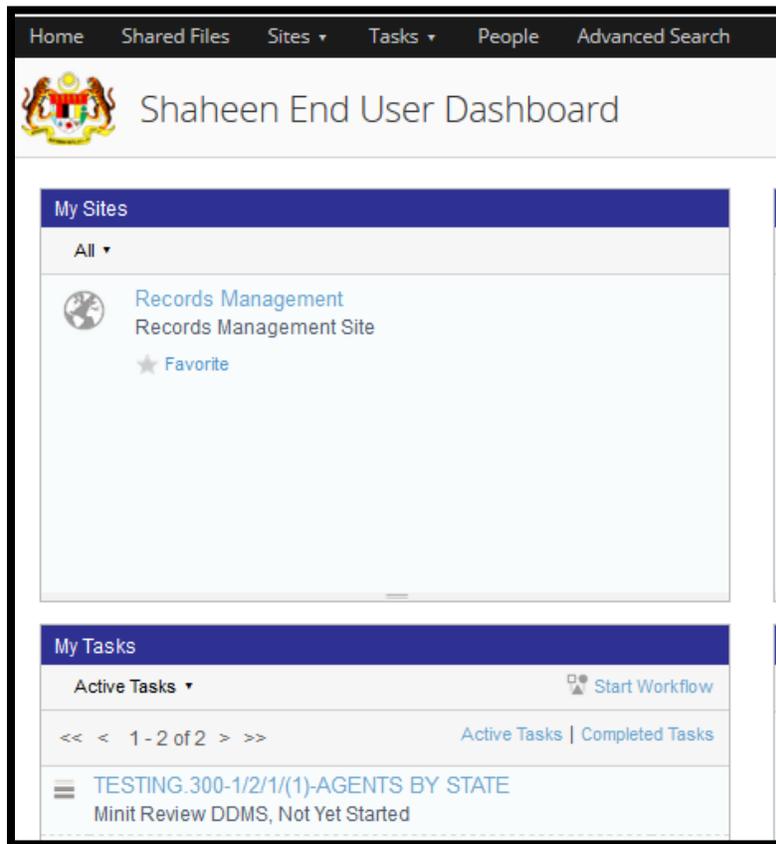
[Click Here to View Record](#)

- **Task Assigned Email**

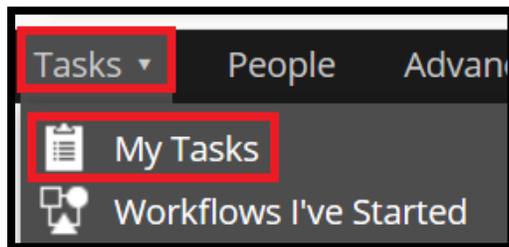


1.3.2.2 Track assigned tasks

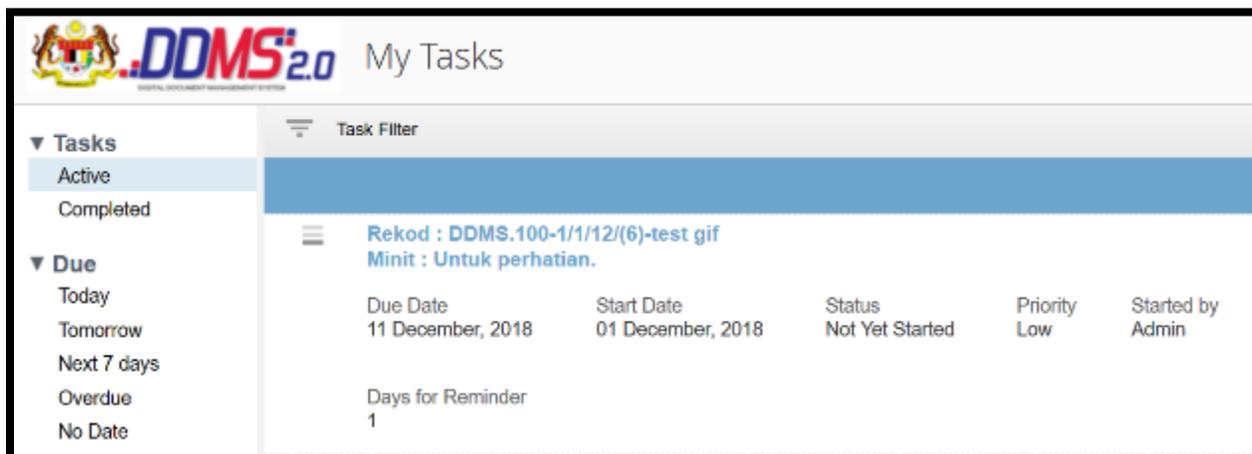
1. Login in to DDMS 2.0.



2. Click on **Tasks - > My Tasks**



3. List of Tasks will appear.



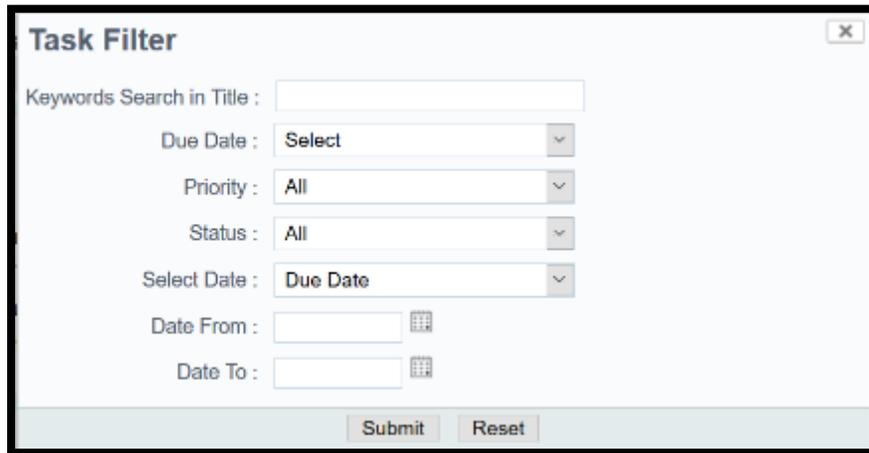
This My Tasks list will contain all the minit and tasks sent to the user with:

- i. Title
- ii. Type of Task
- iii. Due Date
- iv. Task Started Date
- v. Status of Task
- vi. Priority of Task
- vii. Started by user
- viii. Days for Reminder

These tasks can be filtered using the filters:

- i. Keywords Search in Title
- ii. Priority
- iii. Status
- iv. Tasks between From and To Date
- v. Based on their Due Dates

4. Click on **Task Filter**.



The screenshot shows a 'Task Filter' dialog box with the following fields and options:

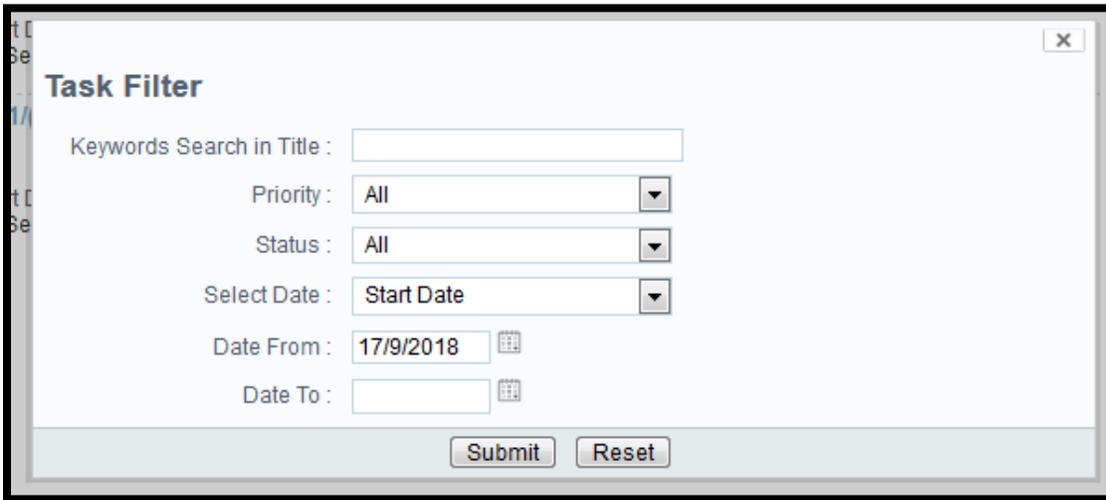
- Keywords Search in Title :
- Due Date :
- Priority :
- Status :
- Select Date :
- Date From : 
- Date To : 

Buttons:

User has the option to search tasks assigned to him by:

- i. Keywords Search in Title
- ii. Due Date
- iii. Priority
- iv. Status
- v. Tasks between From and To Date

5. Select the Task filters which user wants to search.



Task Filter

Keywords Search in Title :

Priority : All

Status : All

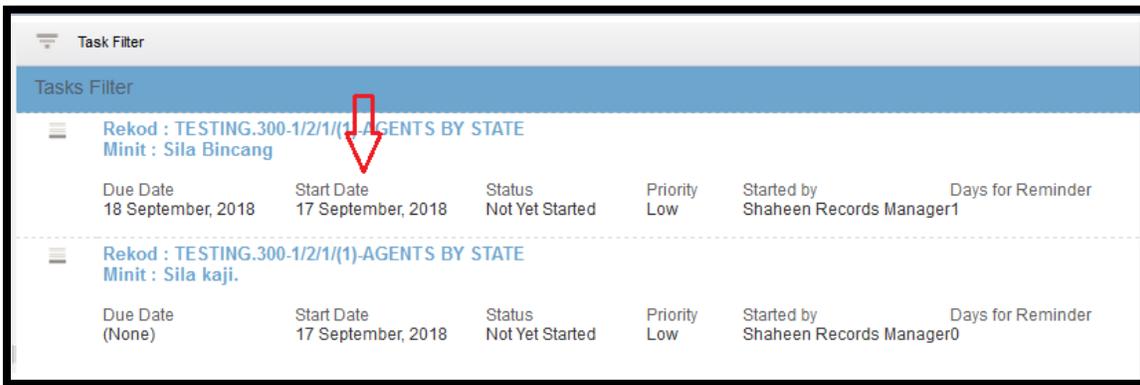
Select Date : Start Date

Date From : 17/9/2018

Date To :

Submit Reset

6. Click on **Submit** button



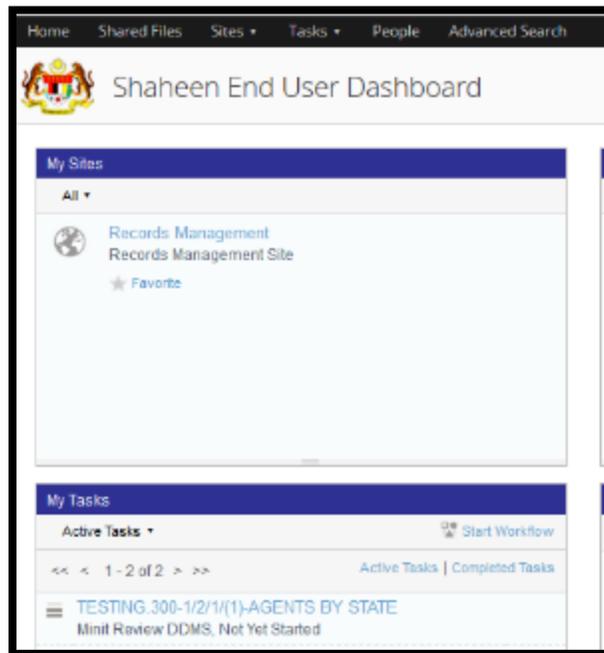
Task Filter

Tasks Filter

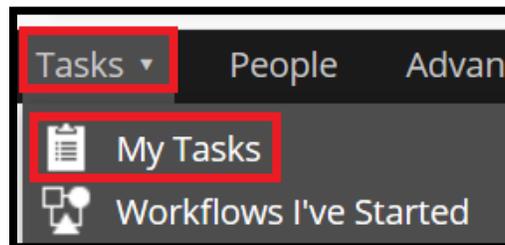
	Rekod : TESTING.300-1/2/1/1(1)-AGENTS BY STATE Minit : Sila Bincang	Due Date 18 September, 2018	Start Date 17 September, 2018	Status Not Yet Started	Priority Low	Started by Shaheen Records Manager1	Days for Reminder
	Rekod : TESTING.300-1/2/1/1(1)-AGENTS BY STATE Minit : Sila kaji.	Due Date (None)	Start Date 17 September, 2018	Status Not Yet Started	Priority Low	Started by Shaheen Records Manager0	Days for Reminder

1.3.4.2 Edit assigned tasks by Assignee

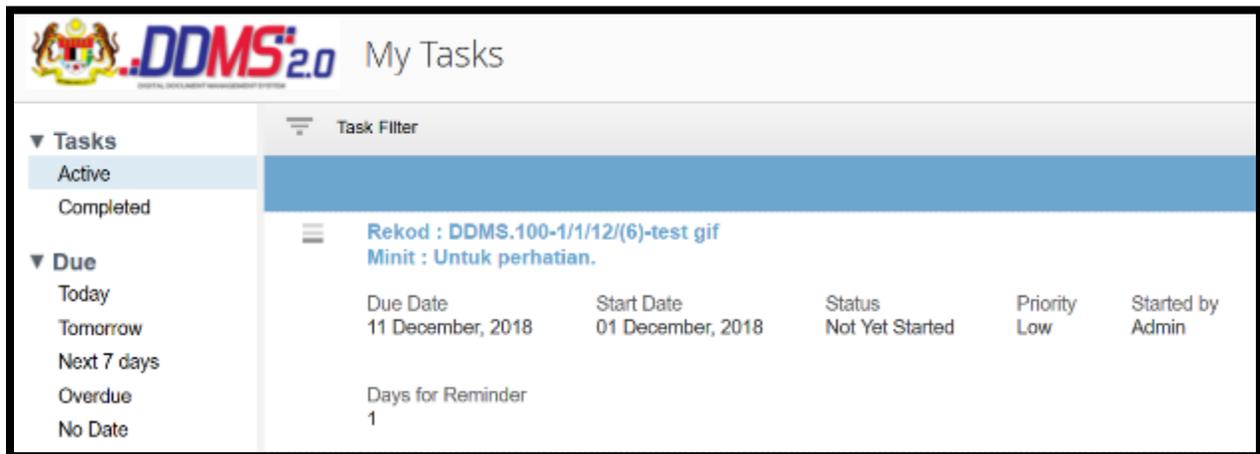
1. Login in to DDMS 2.0.



2. Click on **Tasks** -> **My Tasks**



3. List of Tasks will appear.



4. Click on Task which you want to Edit.

Edit Task

Edit Task: Minit Review DDMS

* Required Fields

Info

Sender: Shaheen Records Manager
Date: Fri, 12 Oct 2018 15:00:26
To: shaheen@crestsolution.com
Cc: (None)
Subject: TESTING.300-1/2/1/(1)-AGENTS BY STATE
Minit: Sila kaji.
Attachment Added: No
Record Link: [Click Here to View Record](#)
Due Date: 13 Oct, 2018
Days for reminder: 1
Priority: Low

Response

Comment	User Name	Time
Comments: i		
<input type="text"/>		

This screen will appear when user edits the task assigned to him.

User can edit task assigned to him by changing the status of the task and adding comments to it:

- i. **Status of Task:** User can change the status of task – Not Yet Started is be default. He can change status to
 - Dalam Tindakan (In Progress)
 - KIV

- Selesai (Completed)
- Comments:** User can enter any comments he wants to be communicated to assignee
 - Save and Close:** To Save the Comments alone
 - Cancel:** To Cancel all changes made
5. Edit task by adding comments to it



Comments:

Update Page No. 5

Selesai Dalam Tindakan KIV Save and Close Cancel

6. Click on any one of the status buttons.
7. Status will be updated accordingly on My Tasks Screen



Rekod : DDMS.100-1/1/12/(6)-test gif
Minit : Untuk perhatian.

Due Date	Start Date	Status	Priority	Started by
11 December, 2018	01 December, 2018	Dalam Tindakan	Low	Admin

Days for Reminder
1

8. Comments will be saved on Edit Task Screen



Response

Comment	User Name	Time
need to take action	Shaheen End User	17/09/2018 17:21:04

Comments:

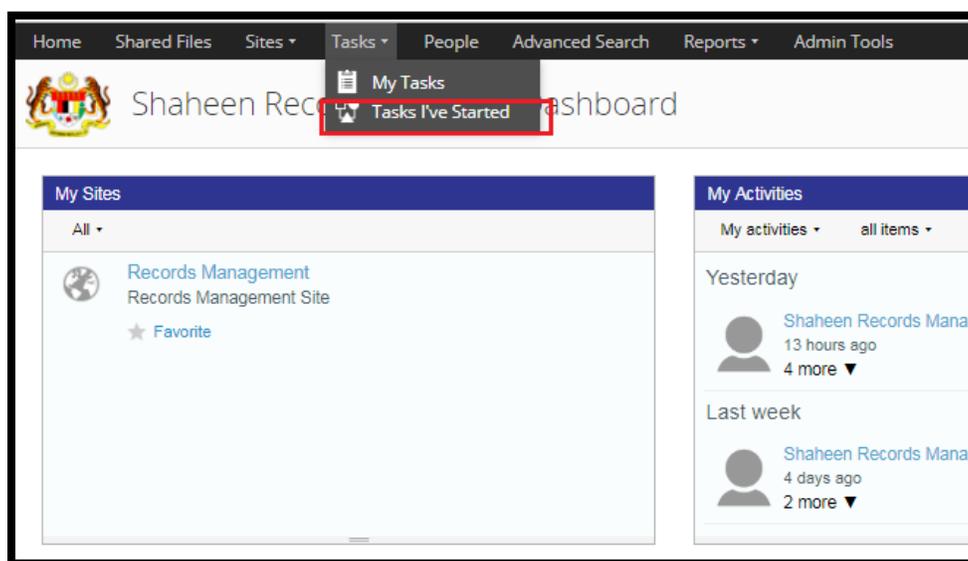
Selesai Dalam Tindakan KIV Save and Close Cancel

Under Response Comments are grouped according to the Time, User Name

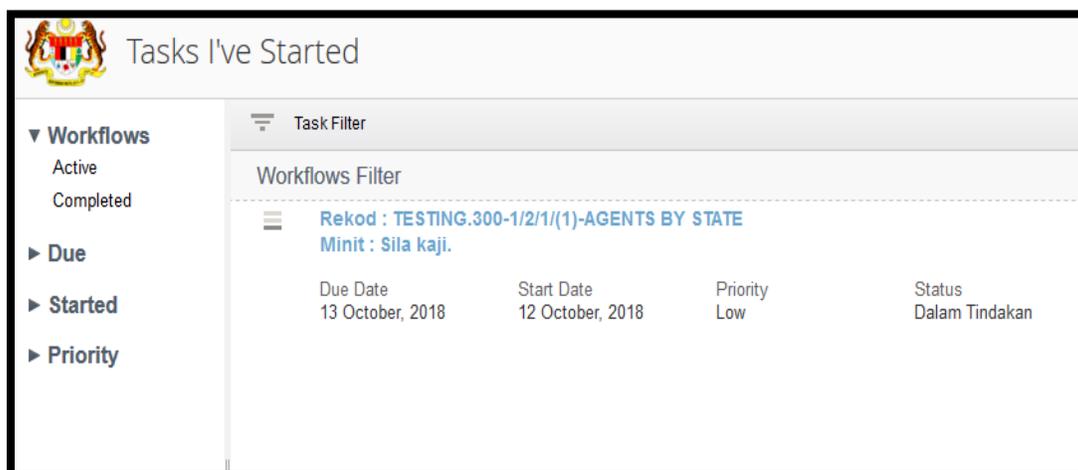
- i. **Time:** Date and time when comment is recorded
- ii. **User Name:** User who comments

1.3.4.3 View Tasks Started (By Task Initiator)

1. Click on **Tasks - > Tasks I've Started.**



2. List of tasks started you will load.



This Tasks I've Started list will contain all the minit and tasks sent to the user with:

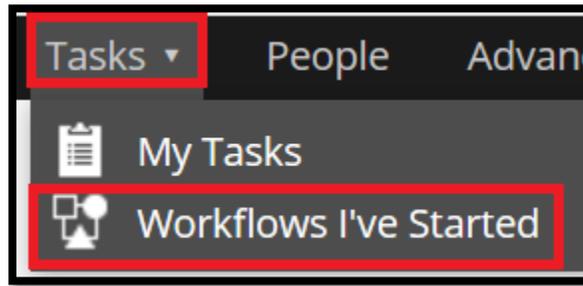
- i. Title
- ii. Type of Task
- iii. Due Date
- iv. Task Started Date
- v. Status of Task
- vi. Priority of Task

These tasks can be filtered using the filters:

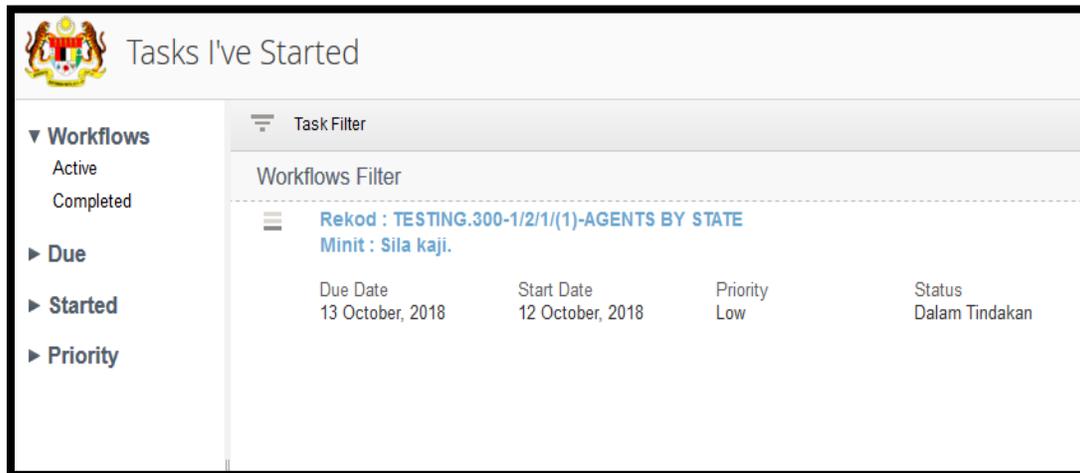
- i. Keywords Search in Title
- ii. Priority
- iii. Status
- iv. Tasks between From and To Date

1.3.4.4 View Task Details (By Task Initiator)

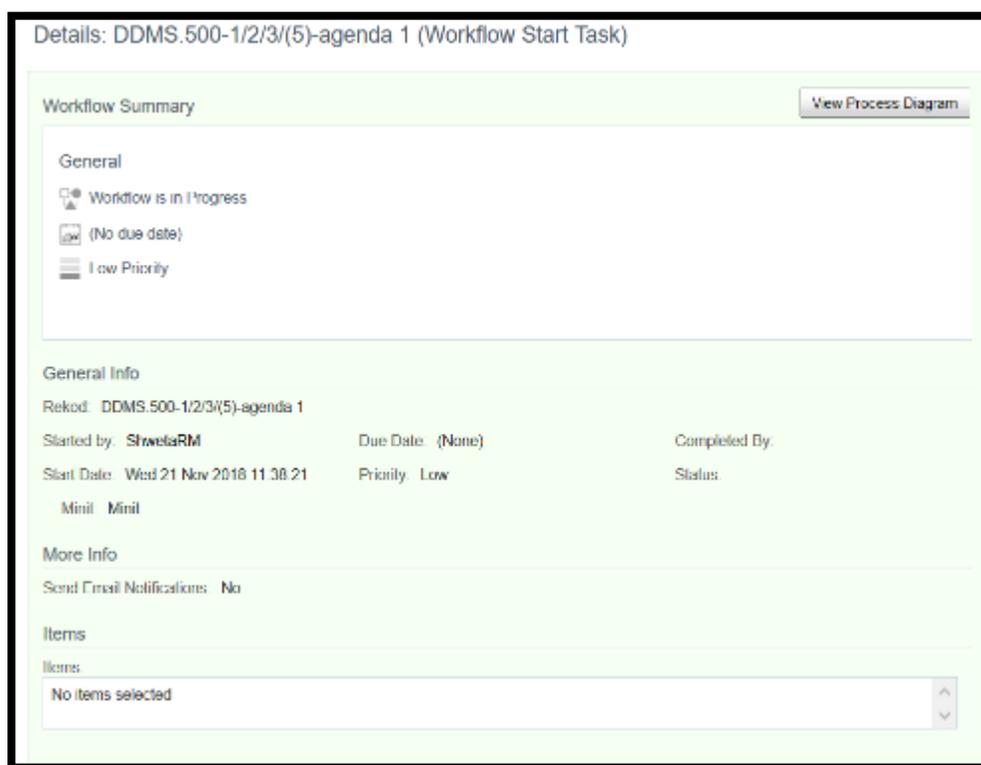
1. Click on **Tasks - >Workflows I've Started**



2. List of tasks started by you will appear.



3. Click on Task which you want to View



This Screen will contain all the minit and tasks sent to the user with:

- i. **Rekod:** Record Number and Tajuk
- ii. **Started by:** User who started the task
- iii. **Started Date:** Start Date and time of task as assigned by assignee
- iv. **Minit:** Message sent by Assignee of Task
- v. **Due Date:** Due Date of task as assigned by assignee
- vi. **Priority:** Priority of the Task – Low, Medium, High as assigned by assignee
- vii. **Completed:** Date and time of Task completion
- viii. **Status:** Current status of task
- ix. **Items:** Records that are part of the task added by assignee

- x. **Current Tasks:**
 - Type: This shows the kind of task performed by the user. For Task initiator, type will be “Workflow Start Task” and for all users to whom task is assigned type will be “Minit Review DDMS”.
 - Assigned To: Name of recipients.
 - Due Date: Due Date of task as assigned by assignee
 - Status: Current status of task for ever user to whom task is assigned.
 - Actions: This will contain link for assignee to click and see details of individual task for every user.

- xi. **History:**
 - Type: Type of task
 - Completed By: Name of user who completed the task
 - Date Completed: Date on which user completed the task
 - Outcome: This will be task done for every user to whom task was assigned and it was completed.
 - Comment: comment added by user who completed task

- xii. **Cancel Workflow:** Clicking on this button task will be cancelled for all users.

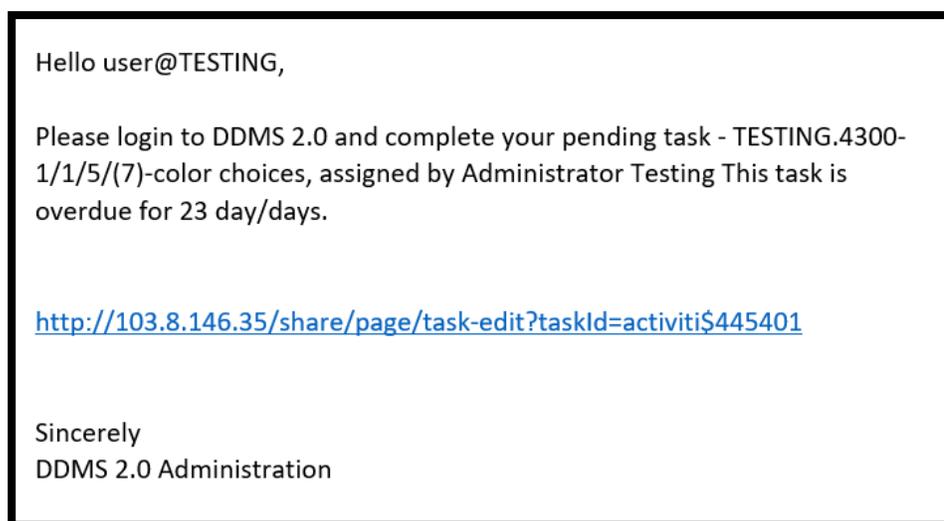
- xiii. **Complete Workflow:** Clicking on this button task will be completed for all users

- xiv. **Back:** To go back to the Tasks I've Started list

1.3.4.5 Email Notification – When Task is Pending/Overdue

Whenever a task is due for user he will receive email reminders notifying about pending/overdue task.

User can directly click on the link received in Email to edit the task or can login into DDMS and edit the task from there.



1.3.4.6 Email Notification – When Task is Completed

Whenever a user completes a task, an email notification is sent to the Task owner notifying that the user has completed his task.

Task assigned by you is complete.

Hi Admin ,

User Admin has completed his/her task - DDMS.100-1/1/12/(6)-test gif.

Sincerely,
DDMS 2.0 Administration