PANDUAN PENGGUNAAN DIGITAL DOCUMENT MANAGEMENT SYSTEM 2.0 MITI







PEMBANGUNAN DAN PELAKSANAAN SISTEM





REKA BENTUK SISTEM











Sistem pengurusan rekod kerajaan secara elektronik bertujuan meningkatkan kepantasan akses, mengurangkan penggunaan kertas serta menjamin perkhidmatan kerajaan yang lebih telus melalui penggunaan aplikasi ICT.



4 kategori pengguna



i Akta Arkib D Negara 2003



MS ISO 16

Pekeliling MS ISO 16175 Perkhidmatan Bilangan 5 Tahun 2007



Berpusat (Cloud Computing)



Capaian 24x7



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Pelbagai Platform

Pelbagai Jenis Rekod



...DDMS²20 FAKTA RINGKAS

Hybrid	 Pengurusan Rekod dilaksanakan dalam bentuk manual DAN elektronik
Registri Tidak Berpusat	 Setiap Bahagian mewujudkan, memuatnaik, mengedarkan dan menyimpan rekod di Bahagian masing-masing
Skop	Rekod terbuka sahaja
Klasifikasi Fail	 Fail menggunakan kod klasifikasi daripada DDMS
Penglibatan	 Pejabat Pengurusan Atasan dan Semua Bahagian di MITI

AKSES KEPADA APLIKASI DDMS

URL : https://ddms.malaysia.gov.my



TABLET & TELEFON PINTAR

AKSES DDMS 2.0 MELALUI PERANTI MUDAH ALIH ANDA



<u>Google Chrome</u> Highly recommended



Mozilla Firefox Not recommended

Internet Explorer Not recommended

* Browser yang digunakan hendaklah sentiasa dikemaskini (updated)

DAFTAR MASUK (LOGIN)

[Nombor I.C.@MITI]



FIRST TIME LOGIN/FORGOT PASSWORD

1. Klik > Forgot Password



MENDAPATKAN KATA LALUAN DDMS 2.0

2. Masukkan > Username



MENDAPATKAN KATA LALUAN DDMS 2.0

3. Klik > Send Instruction



EMEL DARI DDMS 2.0

6. Klik > Reset Password pada emel yang diterima

🕞 Reply 🕞 Reply All 🖂 Forward

Fri 14/4/2017 3:41 PM

ddms2.0admin@mampu.gov.my

DDMS 2.0 - Reset Password Instructions

o Muhammad Shakirin b. Nasuredin

🕦 If there are problems with how this message is displayed, click here to view it in a web browser.

Reset the password associated with this e-mail address.

If you did not request your password to be reset, you can normally ignore this email.

The link will expire in 24 hours.

Regards.

DDMS 2.0 Administration

Reset Password

KATA LALUAN BAHARU

7. Masukkan Kata Laluan baharu

DIGITAL DOCUMENT MANAGEMENT SYSTEM
Reset your password
Update your user password here.
Username
12345678@MITI
New Password
•••••
Confirm password
•••••
Reset Password Back to login page

- * 8-12 AKSARA
- HURUF DAN NOMBOR
- HURUF BESAR
- ✤ HURUF KECIL

SIMBOL

P@ssword.123

PENETAPAN SEMULA KATA LALUAN BAHARU

8. Klik > Reset Password

		2.0
Reset y	our password	
Update your user password her	e.	
Username		
12345678@MITI		
New Password		
•••••		
Confirm password		
Reset Password	Back to login page	

EMEL DARI DDMS – RESET PASSWORD BERJAYA

9. Notifikasi > Reset Password berjaya ditukar

DDMS 2.0 - Reset Password Reque	st	
ddms2.0beta@mampu.gov.my		*
		Monda
	This is an automated email to notify you about your reset password request. The password for the user: @ARKIB' has been successfully reset. Regards. DDMS 2.0 Administration.	
	This email was sent to you because the user associated with this email requested information from DDMS 2.0.	
GO GREEN-PAPERLESS) Sila pertimbangkan alam sekitar sebelum mencetak e-me Peringatan Keselamatan / Kerahsiaan : E-mel ini termasuk apa-apa fali tampiran yang di	f ini. Intar bersama adalah rahsia dan bertujuan semata-mata untuk kegunaan individu yang dialamatkan sahaja. Jika anda bukan penerima yang	dinamakan, sila ambil perhatian bahawa segala bentuk tindi
mengenen an even menyam emer m ananan unarang sama senam. Sila pertahu penghan	м майлан инин элбаги шалин анца Ive чиле талан шаланши алшагш тэлбин гили поатиббикчи зале шалбашон гирэкзи особру шашэ	waniyan alay menghapuskan erine) asal tersebut termasuk

LOGIN KE SISTEM DDMS 2.0

10. Login ke dalam sistem DDMS 2.0



MUKA DEPAN – DASHBOARD DDMS 2.0

← → C	46792%40MITI/dashboard	07 ☆
Home Shared Files Sites • Tasks • People Advanced	Search Reports • Admin Tools	Basyarah Bahaldin 🔹 🔍 Search files, people, sites
Basyarah Bahaldin Dashboard		
My Sites	My Activities	
My Favorites •	My activities • all items • in the last 28 days •	
Records Management Records Management Site	Last week	
*	Basyarah Bahaldin previewed document D 07022018 2 days ago 1 more V	160943 (2018-1517991224026).pdf in 🛞 Records Management
	Older Activities	
	Basyarah Bahaldin previewed document Minit Mese Management 13 days ago 1 more V	yuarat PTB Bilangan 2 Tahun 2018 (2018-1532316648854).msg in 🛞 Records
My Tasks	My Documents	
Active Tasks • 🖓 Start Workflow	My Favorites •	
<< < 1 - 10 of 10 > >> Active Tasks Completed Tasks	MITI.100-12/1/1 JLD2 Jawatankuasa Pengurusan Modified over 3 years ago in & Records Management	n Rekod Kementerian Perdagangan Antarabangsa dan Industri
PENUBUHAN JAWATANKUASA PENGURUSAN REKOD BAGI KEMENTERIAN PERDAGANGAN	MITI.100-12/1/2 JLD2 Klasifikasi Fail Kementeria Modified over 2 years ago in & Records Management	n Perdagangan Antarabangsa dan Industri
Minit Review DDMS, Not Yet Started	MITI. 100-12/1/3 JLD2 Pelaksanaan Digital Docur	nent Management System
MITI.100-12/2/2 JLD2/(6) CADANGAN PENUBUHAN JAWATANKUASA PENGURUSAN PEKOD BAGLKEMENTEDIAN PERDAGANGAN	MITI.100-12/1/4 Khidmat Nasihat Arkib dan Reko	d cost all

MUKA DEPAN – DASHBOARD DDMS 2.0

Sites		? & Create Site	
Records M Records M	Management Janagement Site	Site Dashboard Fi	le Classification Plan Records Search Site Members
Site Conte	ent ently Modified •		
	JABATAN KETUA PENGARAH TANAH DAN GALIA Modified about an hour ago in ֎ Records Management 234 KB (None) ★ Favorite ▲ Like 0 User_Manual_RM v1.2 (2016-1475136203457).doo Modified about an hour ago in ֎ Records Management 9 MB (None) ★ Favorite ▲ Like 0	 * Untuk kali pe * Records Manag File Classificatio 	rtama login, Klik gement -> Pilih on Plan
Site Activi	ities		
Today	Pn. Raihana Abd Rahman previewed document [] 2kali_bahan (2016-1475 about an hour ago 4 more ▼	813887848).jpg	
Last wee	ek Pn. Raihana Abd Rahman previewed document [] 2kali_bahan (2016-1475 3 days ago 10 more ▼	813887848).jpg	

PAPARAN – KLASIFIKASI FAIL

Navigation	Select 🔹 📑 New Classification 📑 New File 🚹 Record 🚹 Scan 📑 Manage Permissions 🥠 Manage Rules Selected Items 🔹
File Classification Plan	≣.↓ RecordNo •
MITI	
MITIDDMS	_☆ MITIDDMS.
 File Disposition Plan Transfers 	Created by: Administrator Modified on: Sun 1 Oct 2017 22:55:13
 Unfiled Records Saved Searches 	Created by: Administrator Modified on: Wed 27 Sep 2017 10:53:56
	1-2 of 2 << 1 >>

KLASIFIKASI FAIL MITI





PAPARAN SUSUNAN REKOD	
Classification 📭 New File 🛧 Record 🛧 Scan 🔎 Manage Permissions 🥠 Manage Rules Selected Items Pilihan: menaik / menurun	▼ ■ RecordNo • Options • Name Popularity
MITI.100-1 PENGURUSAN PENTADBIRAN-Perundangan Created by: Administrator Modified on: Wed 27 Sep 2017 10:53:57	Title Description Created Creator Modified Modifier
MITI.100-2 PENGURUSAN PENTADBIRAN-Perhubungan Awam Created by: Administrator Modified on: Wed 27 Sep 2017 10:54:16	Size Mimetype Type RecordNo
MITI.100-3 PENGURUSAN PENTADBIRAN-Program Kerjasama Dalam Negeri Created by: Administrator Modified on: Wed 27 Sep 2017 10:54:57	Diliban Katagori
MITI.100-4 PENGURUSAN PENTADBIRAN-Program Kerjasama Luar Negara Created by: Administrator Modified on: Wed 27 Sep 2017 10:55:30	susunan.



PENAWANAN REKOD



PENAWANAN REKOD - Pelayar Web

D Ddms 2.0 » File Classifica 🗙 🗋	https://ddms.malaysia.	.go 🗙 🚬 an			muhammad 🗕 🖬 🗙	
← → C (i) 10.29.16.17:8080/s	share/page/site/rm/o	documentlibrary#filter=path%7C%2FARKIBTEST%252C%2FARKIBTEST%252C400-%2FARKIBT	EST%252C2	200-1_%2FARK	IBTEST%25 🛠 🐷 🗾 🐼 💩 👳	:
Apps Computer Info I	Entertainment 📋 Pro	ogramming 🗋 Produk 📋 Rumah 📋 Arkib Project 🖨 Motor				
Home Shared Files Sites 🔻	Tasks 🔹 Peopl	Senarai Akaun Emel Warga Arkib Sehingga Julai 2016.xlsx	X	zulfadzli 🔹	Search files, people, sites	Â
i Records Mana	agement	Record Type: Laporan		ication Plan	Records Search Site Members O •	
▼ Navigation	Select •	Tajuk: *		ermissions	Manage Rules Selected Items •	
File Classification Plan		<u>Senarai</u> Emel			≣. Created • Options •	
ARKIBTEST.	1					
ARKIBTEST.100	NATION TO AN	Fail: *				
ARKIBTEST.200		ARKIBTEST.200-1/1/1				
ARKIBTEST.200-1		Penyedia:				
		Muhammad Shakirin	D			
		Farikh Disediakan:				
		9/9/2016				
ARKIBTEST.500						
ARKIBTEST.600		panasa: Bahasa Malavsia ▼				
ARKIBTEST.700						
		- Hybrid				
File Classification Plan Transfers		Tempat Penyimpanan:				
R Holds		Select				
La Unfiled Records	2	Nama Pewujud: *	_			
			_			
Saved Searches		Misfiling Remark:	_			
4						-
💶 O r 🗆 🧿 🎵						
					21/9/2016	

MENAMBAH LAMPIRAN PADA REKOD





MEMBUAT MINIT PADA REKOD

- 1. Pilih dan klik pada rekod untuk melihat butiran
- 2. Klik butang "Minit" untuk menambah Minit pada rekod

And an and a set of the set of th	MITI.100-12/1/3 JLD2(1) (PENGUNAAN NOMBOR FAIL BAHARU MENGIKUT NOMBOR FAIL DIDALAM DIGITAL DOCUMENT MANAGEMENT SYSTEM (DDMS 2.0)) Date Filed: Fri 10 Mar 2017 12:05:09 Modified by: Administrator Modified on: Wed 27 Sep 2017 11:00:29 20 KB	
The second secon	MITI.100-12/1/3 JLD2(2) (BORANG PENGESAHAN PELANTIKANDUTA ATAU AGEN PERUBAHAN DDMS) Date Filed: Wed 3 Jan 2018 16:58:06 Modified by: Nur Shazwani Binti Mohd Radzi Modified on: Wed 3 Jan 2018 16:58:06 525 KB ★ Favorite	 Actions Edit Metadata Reopen Record Edit Disposition Date Copy to Move to Link to Delete View Audit Log Manage Permissions Add Relationship
Relationshi	IDS	Classify

MEMBUAT MINIT PADA REKOD

- 1. Klik pada butang "To" untuk memilih nama pengguna yang hendak dihantar
- 2. Tambahkan arahan/komen /kenyataan di dalam bahagian Minit.
- 3. Klik butang "Send" untuk menghantar Minit.

Ddms 2.0 » File Classifica 🗙		
← → C (i) 10.29.16.17:8080/sha	rre/page/site/rm/documentlibrary#filter=path%7C%2FARKIBTEST%252C%2FARKIBTEST%252C300-%2FARKIBTEST%252C100-3_%2FAR	KIBTE
Apps C Computer I Info C Ent	ertainment 🗋 Programming 🗋 Produk 🗋 Rumah 🗋 Arkib Project 🗋 Motor	
▼ Navigation	Sele Minit	×
File Classification Plan	Minit History 1	
ARKIBTEST. 100	To: idzwan@arkib.gov.my	
ARKIBTEST.100-2	to	h
ARKIBTEST.100-3/1	Cc:	
ARKIBTEST.200	Shakim@arkib.gov.my	1.
ARKIBTEST.400	Select User	
ARKIBTEST.600	2 Subject ARKIBTEST.100-3/1/1/(3)-Senarai Pengguna DDMS 2	
▼ File Classification Plan Transfers	Minit: <u>Sila ambil</u> tindakan	
Image: Big Holds Image: Big Holds	Priority: Attach History: Attach Document:	
► Saved Searches	3	
	Send Save Cancel	

DDMS 2.0 menyediakan pelbagai kaedah untuk membuat carian dan mendapatkan semula rekod yang telah ditawan.

DDMS 2.0 juga menyediakan kaedah pencarian secara terperinci dimana pengguna boleh menggabungkan pelbagai jenis kaedah pencarian dalam satu carian asas.

Jenis carian yang biasanya digunakan adalah:-

- i. Carian melalui Sistem Klasifikasi Fail (Browse Via File Classification Plan)
- ii. Carian Pantas (Quick Search)
- iii. Carian Terperinci (Advanced Search)

Carian melalui Sistem Klasifikasi Fail

Home Shared Files Sites • Ta	sks 🔹 People Adv	anced Search			zulfadzli 🔹
i Records Manag	ement		Site	Dashboard	File Classification Plan
▼ Navigation	Select • New	w Classification 💽 New File 🚹 Record 👔	🖻 Scan 🛛 📩 Import	📫 Export Al	Manage Permissio
File Classification Plan ARKIBTEST.	Selected Items *				
ARKIBTEST.100					
 ARKIBTEST. 100-1 ARKIBTEST. 100-2 ARKIBTEST. 100-2/1 ARKIBTEST. 100-2/1/2 ARKIBTEST 100-3 	່ 🖬	ARKIBTEST.100-2/1/2(1) (Book1) Date Filed: Thu 15 Sep 2016 13:13:40 Modified by: Administrator Modified on:) Thu 15 Sep 2016 13:13:40) 8 KB	
 ARKIBTEST.100-3/1 ARKIBTEST.100-3/1/1 ARKIBTEST.200 ARKIBTEST.200-1 	•	ARKIBTEST.100-2/1/2(2) (Book1- Date Filed: Thu 15 Sep 2016 13:27:51 Modified by: Administrator Modified on:	~`!@#\$%^()+=,.) Thu 15 Sep 2016 13:27:51	I 8 KB	
 ARKIBTEST.200-1/1 ARKIBTEST.200-1/1/1 ARKIBTEST.300 ARKIBTEST.300-1 ARKIBTEST.300-1/1 		ARKIBTEST.100-2/1/2(3) (Presen Date Filed: Thu 15 Sep 2016 13:34:15 Modified by: idzwan Modified on: Tue 20	ntation1~`!@#\$%^(()++ 0 Sep 2016 09:00:52 29	⊦,.) KB	
ARKIBTEST.300-1/1/1 ARKIBTEST.400 ARKIBTEST.500		ARKIBTEST.100-2/1/2(4) (MARKE Date Filed: Thu 15 Sep 2016 14:15:27 Modified by: idzwan Modified on: Thu 15	ETING MALAYSIAN CON 5 Sep 2016 14:15:27 32	NTENTS TO	SOUTH AMERICA)

Carian Pantas (Quick Search)

	zulfadzli 🔹 🔍 Mesy	\otimes
Sit	iments 100-12 1 2V05 39 Mesyuarat Ahli Jawatankuasa BAIS Bil. 1 2014 (2016- 1473922899205).docx Records Management 800814015849@ARKIBTEST 6 days ago 502 KB	
	E↓ Created • Options	•

Carian Terperinci (Advanced Search)

Н	me Shared Files Sites Tasks People Advanced Search			zulfadzli 🔻	Search files, people, sites	\otimes
Y	Records Management	Site D	ashboard	File Classification Plan	Advanced Search Rect Advanced Search Members	0.
	Look for: Agenda Mesyuarat •	Q Search				
	Keywords:					
	Re	quired Fields				
	Tajuk:					
	Fail:					
	Huma Formjau.					
	Tempat Mesyuarat:	0				
	Tarikh Mesyuarat:					

Carian Terperinci (Advanced Search)

Home My Files Shared Files Sites • Task	s • People Advanced Search Repository	zulfadzli 🔻 🔍 Se	earch files, people, sites
		Site Dashboard File Classification Plan Record	s Search Site Members
Search in: Records Managem •			
🔍 Malaysia	- Q Search		
Filter by:	38 - results found		Relevance 🔹 🔘 🔹
▼ Creator	1-10 of 38 🔹	< Back 1 Next > 10 per page *	
idzwan 23 Administrator 8 Muhammad Shakirin Bin Nasuredin 4 zulfadzli 3 ▼ File Type Microsoft Word 2007 13 Microsoft Outlook Message 10 Microsoft Excel 5 Microsoft Word 4 Adobe PDF Document 3 Show More	ARKIBTEST.100-1/1/1(13) (RE Senarai excel) (1) Modified 6 days ago by Administrator RE: Senarai KF Arkib Negara Malaysia dan Senarai F Site: Records Management In folder: ARKIBTEST,/ARKIBTEST,300-/ARKIBTEST,1 Size: 229 KB	KF Arkib Negara Malaysia dan Senarai Pengguna Pengguna - excel 00-1_/ARKIBTEST,100-1_1_/ARKIBTEST,100-1_1_1_	 Actions ▼
	ARKIBTEST.100-1/1/1(6) (Re Senarai K excel) (i) Modified 7 days ago by Muhammad Shakirin Bin N Re: Senarai KF Arkib Negara Malaysia dan Senarai K Site: Records Management In folder: ARKIBTEST,/ARKIBTEST,300-/ARKIBTEST,1 Size: 62 KB	(F Arkib Negara Malaysia dan Senarai Pengguna - ^{Iasuredin} Pengguna - excel 00-1_/ARKIBTEST,100-1_1_/ARKIBTEST,100-1_1_1_	Actions ▼
▼ Created Today 17 This week 38 This month 38	ARKIBTEST.100-2/1/2(16) (RE Senarai excel) (i) Modified 2 days ago by idzwan RE: Senarai KF Arkib Negara Malaysia dan Senarai I	KF Arkib Negara Malaysia dan Senarai Pengguna Pengguna - excel	- Actions ▼

MUAT TURUN DOKUMEN

Di sebelah kanan Menu, pengguna dapat melihat pautan 'Download'.

	MAMPU.200-2/1/1(1) (CrossPlatform (2016-1467283017640)) Unique Record Identifier: 2016-1468991232823 Date Filed: Wed 20 Jul 2016 13:07:12 Modified by: info_mampu Modified on: Wed 20 Jul 2016 13:07:13 24 KB Description: (None)	Download Copy to Copy to Link to More
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Klik pautan 'Download' untuk memulakan Muat Turun

MENETAPKAN FAVOURITE PADA FAIL

Pilih Fail	▲ 1 600-3/2/1 Konsultansi Pengurusan Resourced by: Administrator Modified on: * ★ Favorite 1-1 of 1 << 1 >>	ekod Elektronik Pejabat Awam Thu 10 Aug 2017 16:02:50
	D-3/2/1 Konsultansi Pengurusan Rekod Elektronik Pejabat Awam by: Administrator Modified on: Thu 10 Aug 2017 16:02:50 1-1 of 1 << 1 >>	Klik pada bintang dan warna kuning menandakan fail itu telah ditetapkan sebagai fail 'favorite'
	My Documents	
Fail 'favorite' akan	My Favorites •	
dipaparkan pada user dashboard.	ARKIB.100-15/3/8 DDMS 2.0 Modified 2 months ago in @ Records Management	
	ARKIB.600-3/2/1 Konsultansi Pengurusan Rekod Modified 23 hours ago in & Records Management	Elektronik Pejabat Awam

TUTORIAL PENGGUNAAN



ly Sites My Favorites •	Home Shared Files Sites •	Tasks • People	Advanced Search Reports • Admin Tools	
Records Management	▼ Documents	Select • + Crea	Select • + Create •	
 Records Management Site 	e All Documents	18		
	I'm Editing Others are Editing Recently Modified Recently Added My Favorites Shared Files Shared Files NET Framework for Windows 2010 Office AddIn 2013 Office AddIn 2016 Office AddIn Addins BackUp DDMS 2.0 Mobile IRM Client MiUAP - Office AddIn		User Manuals - BM Modified 2 months ago by Administrator (None) No Tags Favorite	
			Zimbra Modified over 2 years ago by Support Administrator	
			(None) No Tags	
			.NET Framework for Windows 8 and higher versions Modified over 2 years ago by Admin DDMS2 This folder contains the .NET framework required for installing plugins No Tags	
	PEKELILING	•	Video Tutorial	

TUTORIAL PENGGUNAAN





carian rekod (11 min)

RUMUSAN

- LOGIN DENGAN NOMBOR KAD PENGENALAN@MITI
- KAEDAH CAPTURE
- save rekod

KAEDAH PENCARIAN

- Carian melalui Sistem Klasifikasi Fail (Browse Via File Classification Plan)
- Carian Pantas (Quick Search)
- Carian Terperinci (Advanced Search)
- MEMBUAT MINIT & MENGHANTAR EMEL
- TETAPAN FAVORITE PADA FAIL

MAKLUMAT PERHUBUNGAN

RUJUKAN	NAMA	NO. TELEFON/E-MEL
MEJA BANTUAN MITI		
(i) Pengurusan sistem dan User Name	Unit Pembangunan Industri, Bahagian Pengurusan Maklumat	6200 0341 (Encik Mohd Hasri Hassan) 6200 0362 (Puan Marina Zainal) <u>industribpm@miti.gov.my</u>
(ii)Pengendalian Fail dan Rekod	Unit Urus Rekod, Bahagian Pentadbiran	6200 0107 (Puan Basyarah Bahaldin) 6200 0122 (Puan Rohaliza Mohd Yatim) 6200 0136 (Cik Norazlina Abdul Aziz) urusrekod@miti.gov.my
MEJA BANTUAN MAMPU 7.30am hingga 7.30pm Isnin hingga Jumaat	Helpdesk DDMS (MAMPU)	helpdeskddms@mampu.gov.my