SARAWAK INFORMATION SYSTEMS SDN BHD

e-KEHAKIMAN SABAH & SARAWAK

System Version 7.3.0

CMS-A User Account Registration User Manual Version 1.2

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CHAPTER

1

eKSS

SYSTEM OVERVIEW

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1. System Overview

The Case Management System for Advocate (CMS-A) suite is the solution in ICS to facilitate work processes at the Advocate Firm and Agency, from case registration to disposition. Therefore, CMS-A suite as an important part in eKSS need to be enhance as well as adding new modules in order to provide quality and prompt services to the advocate and agency users.

This section provides information on the following topics:

- Introduction
- System Objective
- System Requirement

1.1. Introduction

CMS-A plays an important role as a core functionality to provide meaningful ancillary benefits to the advocate firms and agencies in meeting current demands in eKSS project. It is developed specifically to improve service efficiency in handling judiciary processes in advocate firm and agency.

This system creates a virtual environment for advocate and agency officer to work anywhere, anytime. CMS-A generally serves to facilitate work processes among them with case registrations and initial cases with case number, judges and schedules, parties and advocates/prosecutors and witnesses,documents with dockets and payments.

It keep record of all the relevant parties involved within a case, type of exhibits and supporting documents, keep track of the filing fee, fine, judge assignment and docket movement, managing of appeal and review case processes and create a virtual file environment for the relevant advocate firm and agency to view each of the case's chronology online.

This manual will provide guideline to the advocates and agency on how to create their account before they are able to use the system.

1.2. System Objective

CMS-A in eKSS is developed to replace the existing system to become more systematic and to provide execute insights into the overall performance of the Advocate Firms and Agency. The main objective of the developed system is to achieve the following goals:

- To further enhance productivity, efficiency and effectiveness of advocate firm and agency management.
- To advance public and legal services.
- To improve accessibility to court for the general public relevant government agencies and

legal community.

1.3. System Requirement

The minimum system requirements are as follows:

Item	Requirements
Processor	Intel Core i5 & above
Operating System	Windows 10 & above
Memory (RAM)	Minimum 8GB RAM & above
Browser	Modern browsers that support CCS, DHTML, iFRAME, JavaScript, XML, HTML5 Optimized for: Mozilla Firefox 60 and above Google Chrome 60 and above

CHAPTER

2

eKSS

SYSTEM ACCESS

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2. System Access

This section provides information on the following topics:

- Login
- Logout
- User Account Management

2.1. Login

To login to the system, follow the step(s) below:]

1. Go to e-KSS website, type https://ekss-portal.kehakiman.gov.my/portals/ on your browser.
2. E-KSS portal will be displayed.
3. Under **HIGH COURT COMMUNITY SYSTEM SABAH and SARAWAK**, click on **ADVOCATES COMMUNITY SYSTEM** or **AGENCIES COMMUNITY SYSTEM**.

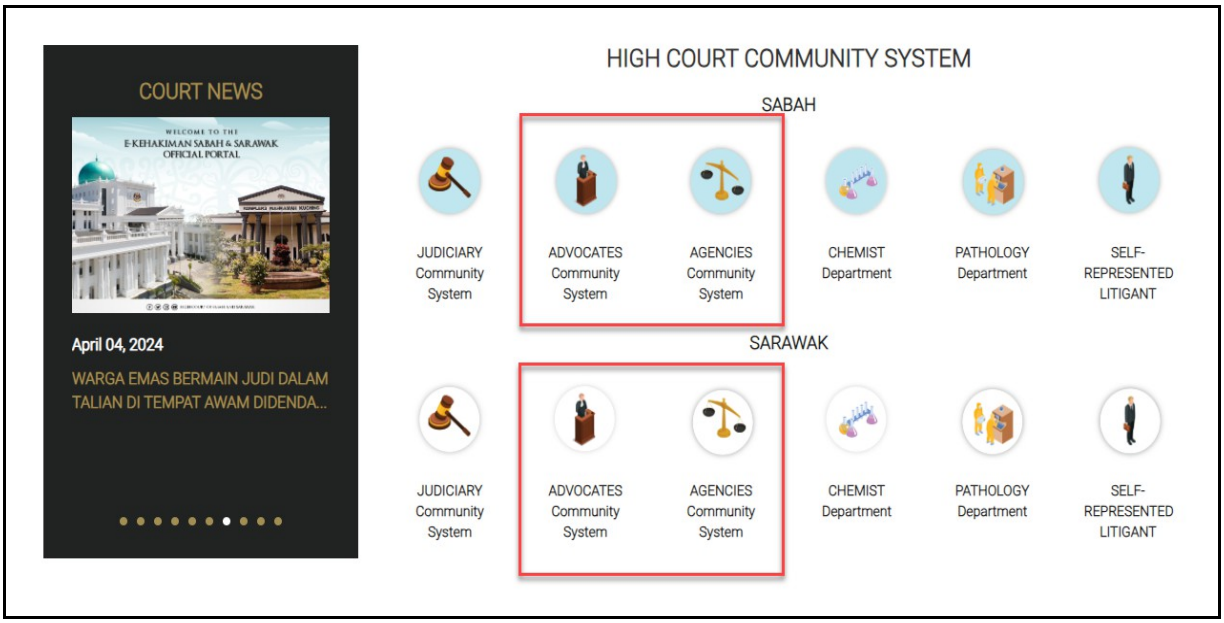

Figure : 1

4. The login page will be displayed. Enter your **USERNAME** and **PASSWORD**. Click **LOGIN** button.

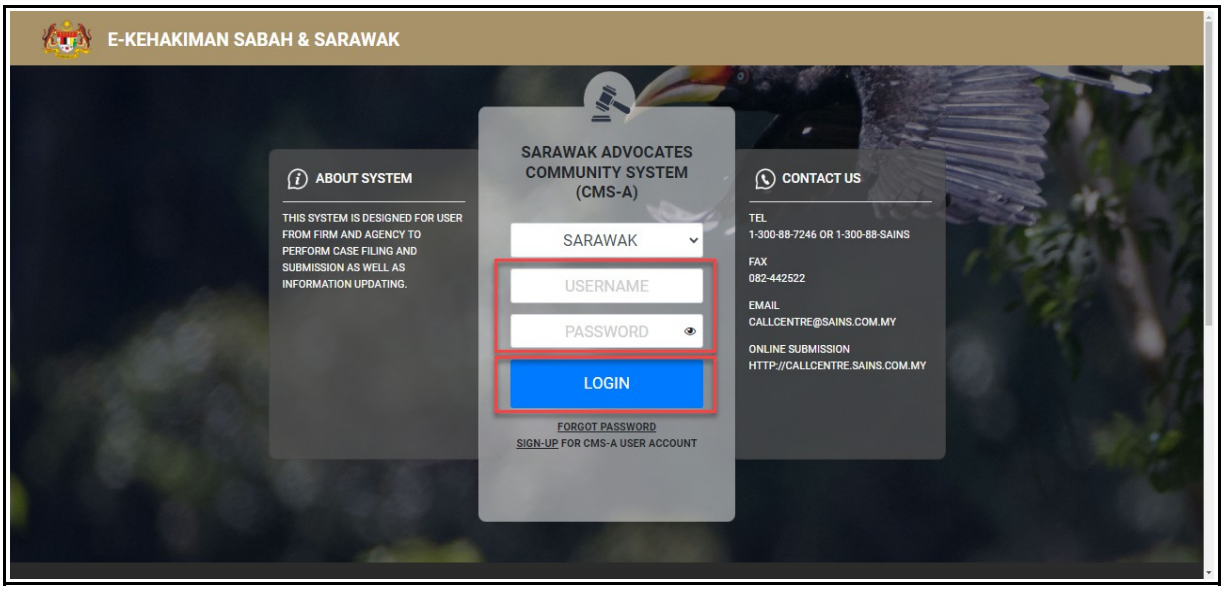

Figure : 2

5. System **DASHBOARD** will be displayed.

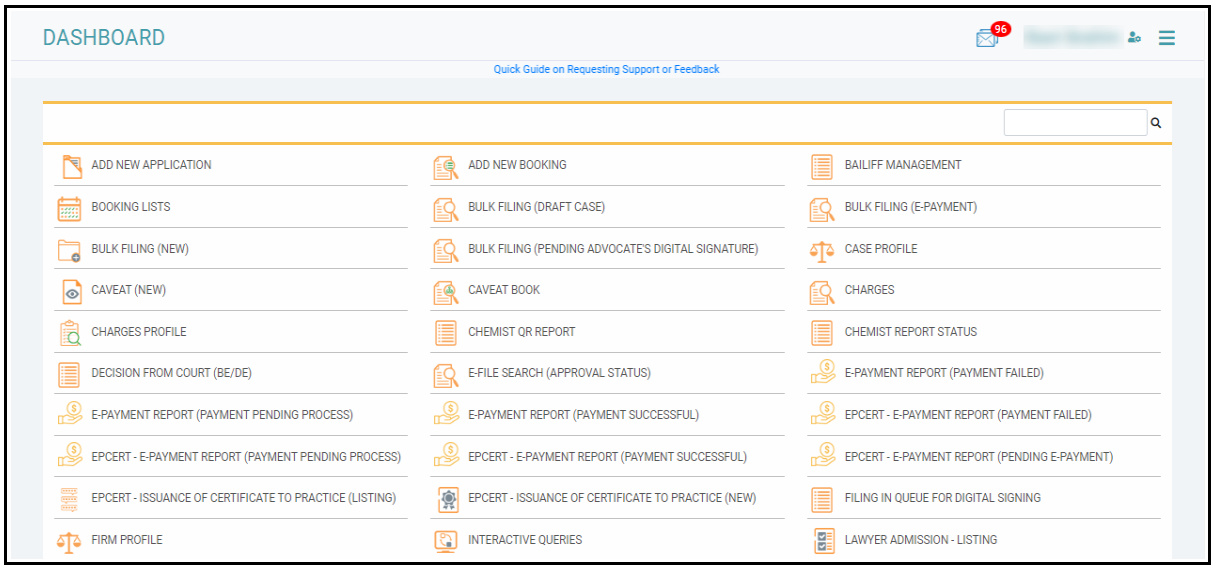

Figure : 3

2.2. Logout

To logout from the system, follow the step(s) below:]

1. Click on the icon.
2. Click on **LOGOUT**.

Figure : 4

3. User will logout from the system.

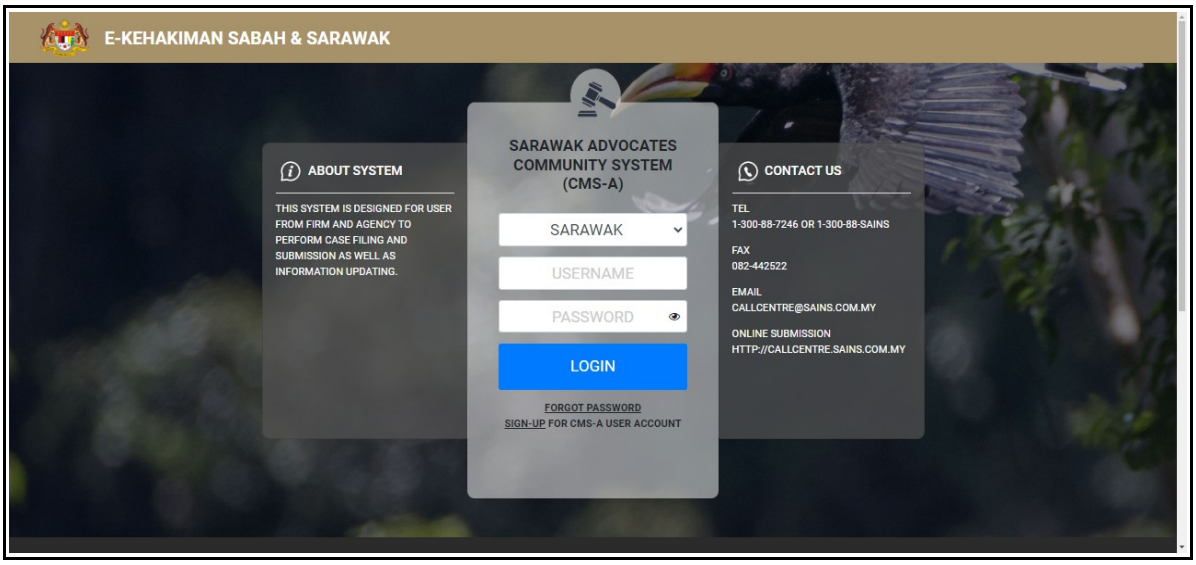

Figure : 5

2.3. User Account Management

This section covers information related to the following:-

- Register CMS-A Account
- Change Password
- Reset Password

2.3.1. Register CMS-A Account

To register the CMS-A account, follow the step(s) below:-

1. At eKSS Portal, click on **ADVOCATES COMMUNITY SYSTEM** or **AGENCIES COMMUNITY SYSTEM**.

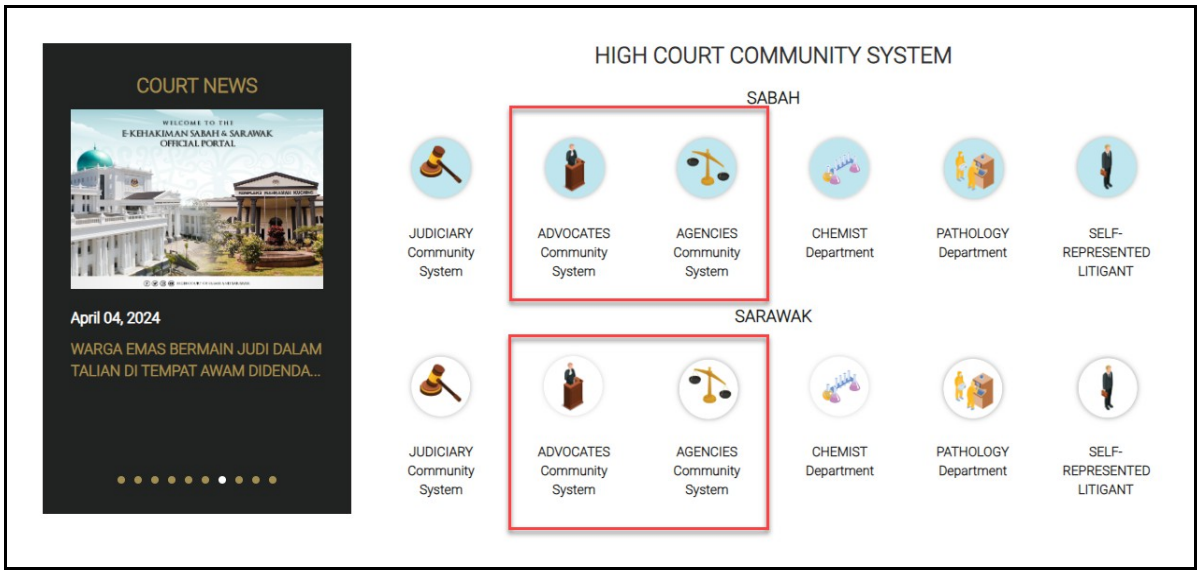

Figure : 6

2. CMS-A login page will be displayed. Click on **SIGN UP** hyperlink to register.

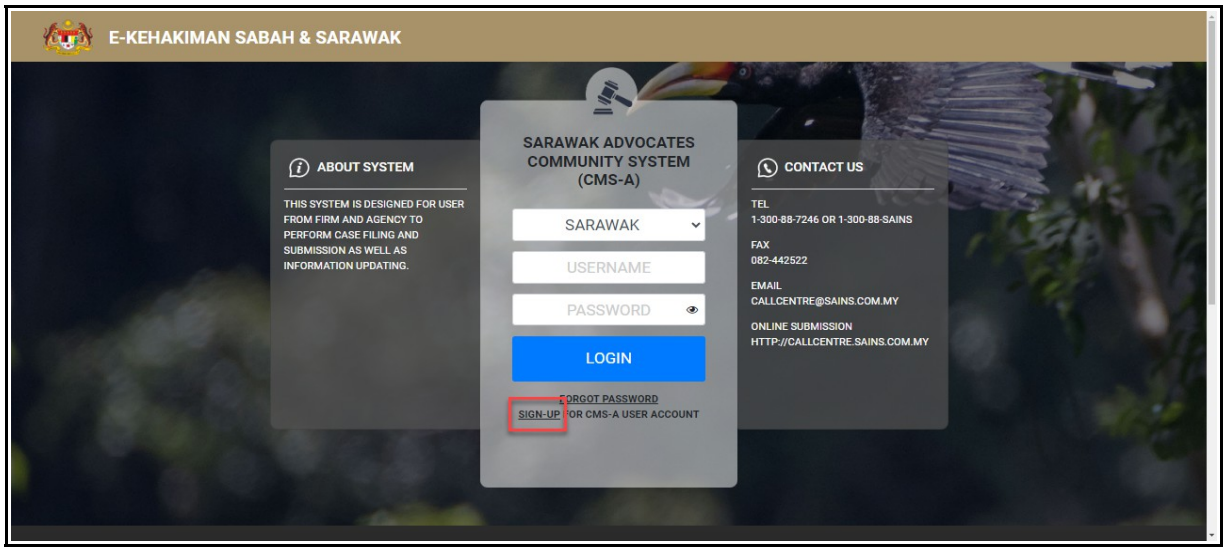

Figure : 7

3. The **SIGN UP** form will be displayed.

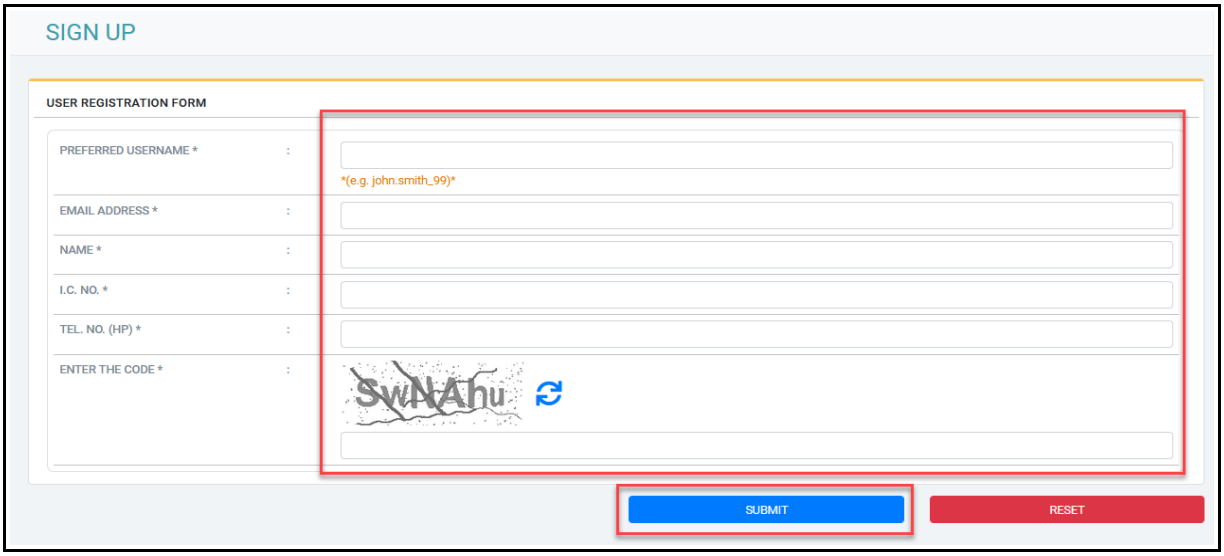

Figure : 8

4. Fill in the required information.
5. Click **RESET** button to clear the field.
6. Once done, click **SUBMIT** button to submit the form.
7. The confirmation message will be displayed. Click **CONFIRM** button.

Figure : 9

8. Click **REQUEST OTP** button to request for the OTP Pin Number.

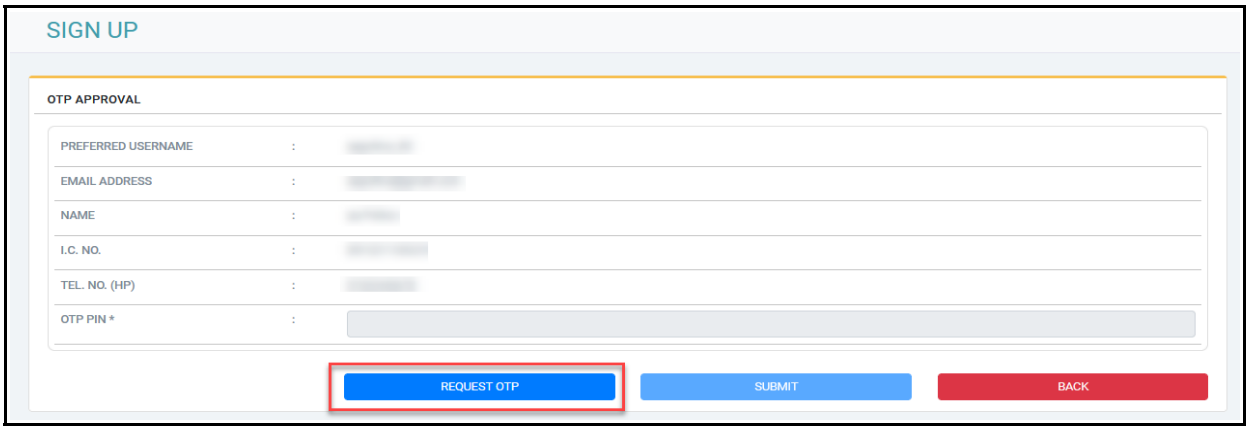

Figure : 10

9. The pop-up message will be displayed.

Figure : 11

10. Email will be send to the applicant.

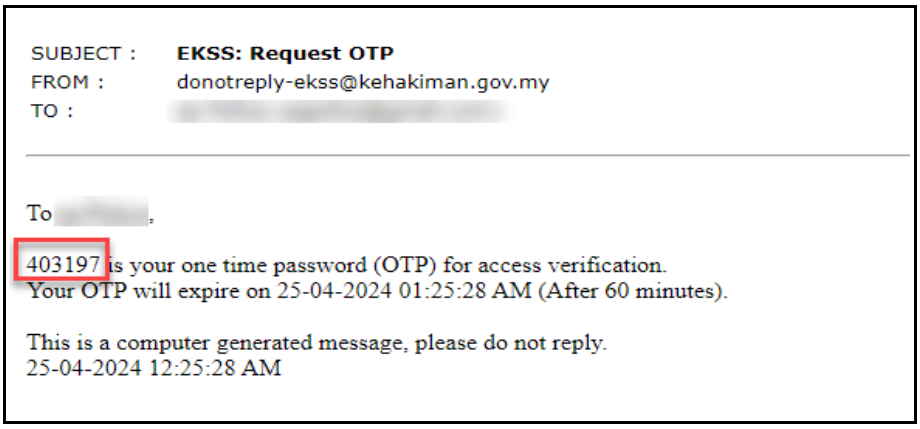

Figure : 12

11. Copy the **OTP Pin** and paste at the OTP PIN field at the **OTP APPROVAL** page.
12. Click **SUBMIT** button to submit the OTP PIN.

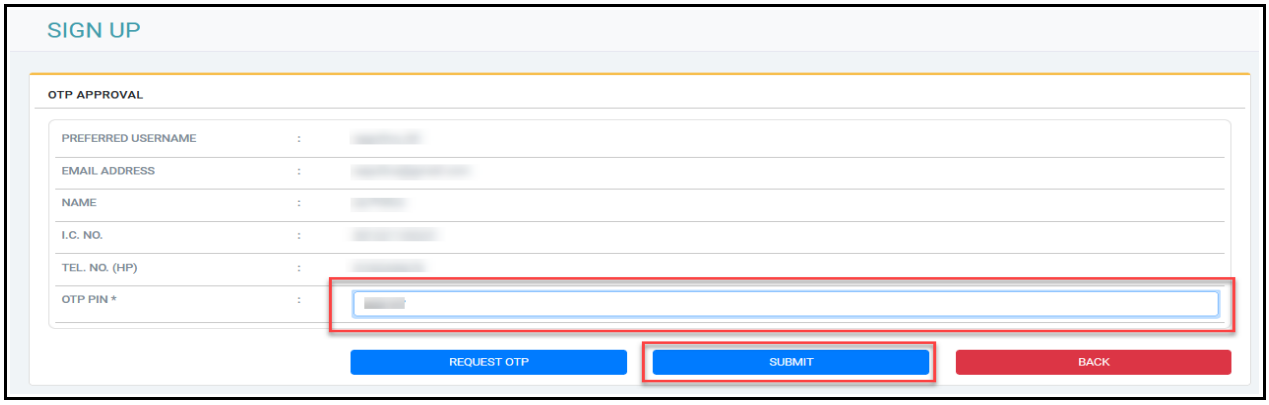

Figure : 13

13. The **USER REGISTRATION FORM** page will be displayed.

Figure : 14

14. Fill in the new password.

15. Click the checkbox to display the password.
16. Click **SUBMIT** button to submit the new password.
17. The confirmation message will be displayed. Click **CONFIRM** button to create the account.

Figure : 15

18. The **SIGN UP** page will be displayed. The registration of the CMS-A account has been successful. Click **LOGIN** to login to the system.

Figure : 16

19. The **CMS-A Login** page will be displayed. Fill in the **username** and **password**. Click **LOGIN** button to login to the system.

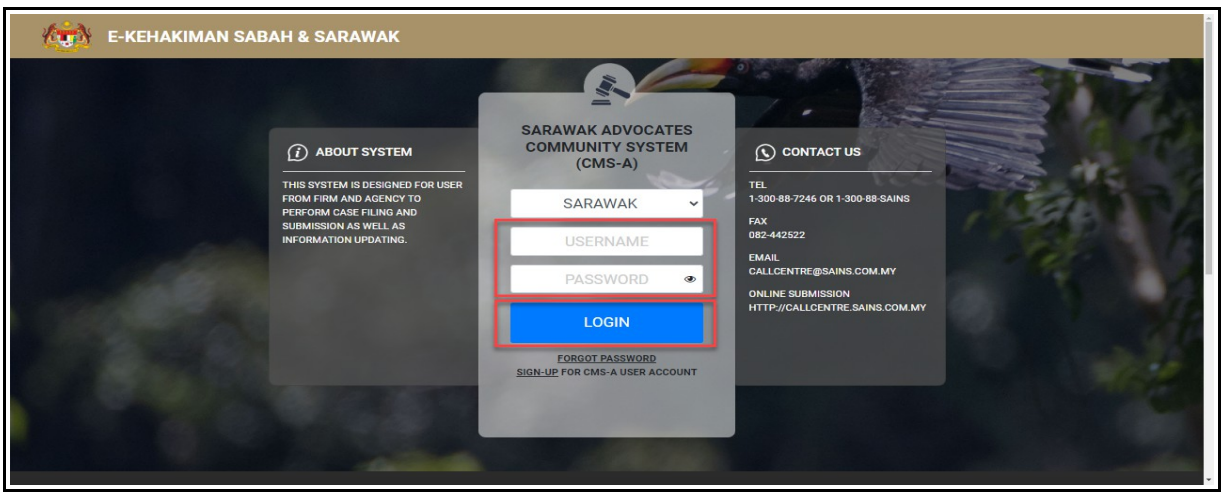

Figure : 17

20. The **DASHBOARD** page will be displayed.

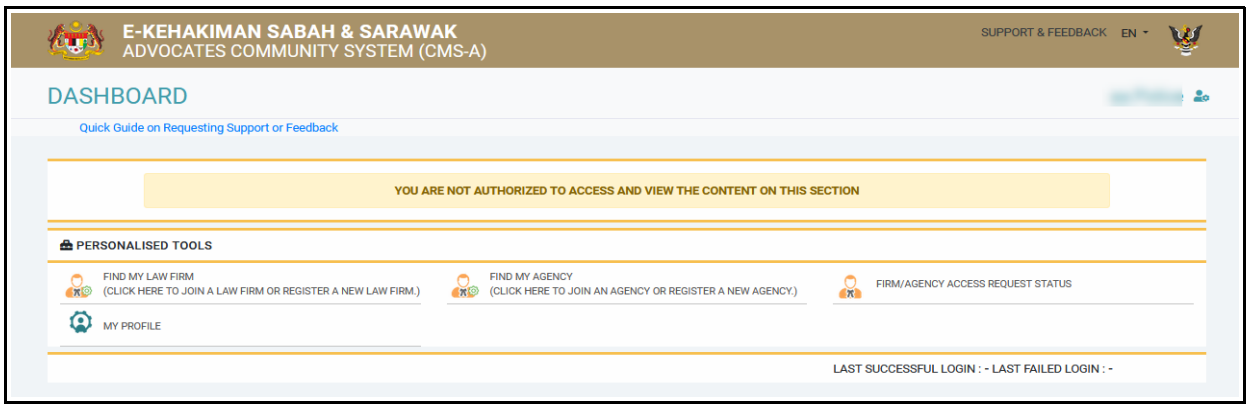

Figure : 18

21. Click **FIND MY AGENCY.**

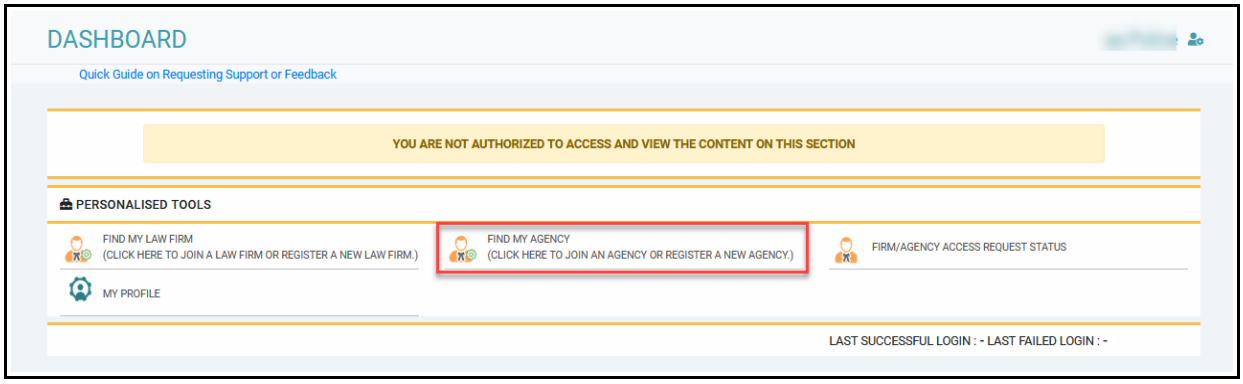

Figure : 19

Notes:-

- *For Advocate , click on **FIND MY LAW FIRM**.*

22. The **FIND MY AGENCY** page will be displayed.

Figure : 20

23. Fill in the required information and select the division from the listing. Click **SEARCH** button to search the agency.
24. Click **RESET** button to clear the field.
25. The agency listing page will be displayed. Click **JOIN AGENCY** button to join your agency.

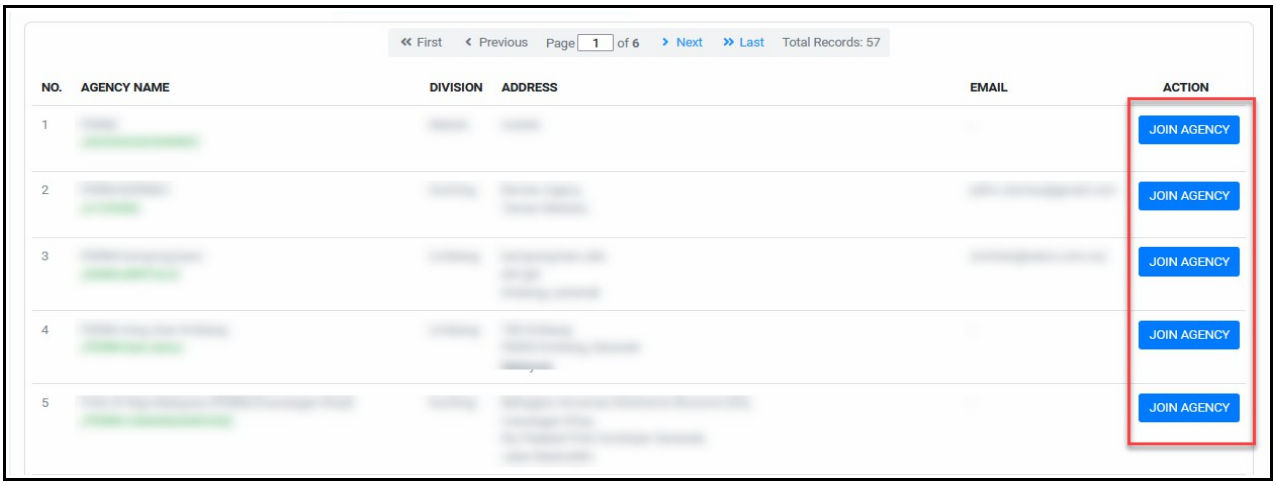

Figure : 21

26. The **USER REGISTRATION FORM** page will be displayed. Fill in the required information.

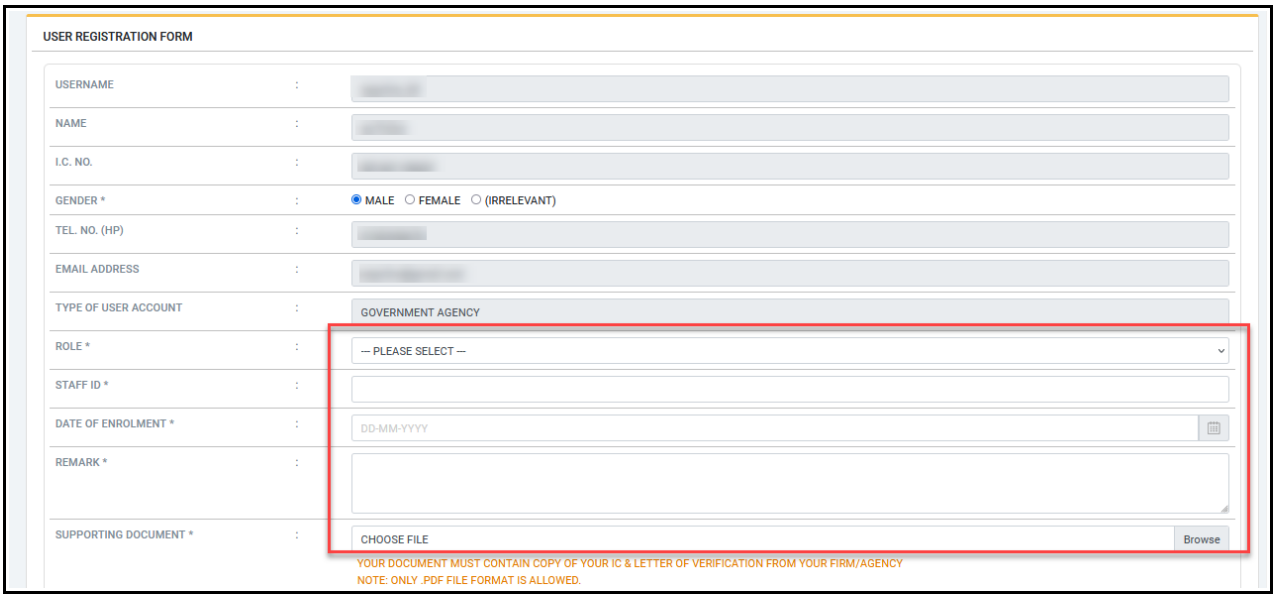

Figure : 22

Notes:-

- *Staff ID is the same as the I.C. No.*
- *For supporting document, attach a copy of applicant's IC and letter of verification from applicant's agency in PDF format.*
- *The maximum size of the document 20MB.*

27. Click **MY PROFILE** button to view your profile.
28. Click **SUBMIT** button to submit the form.
29. The pop up message will be displayed. Click **CONFIRM** button to proceed with the submission.

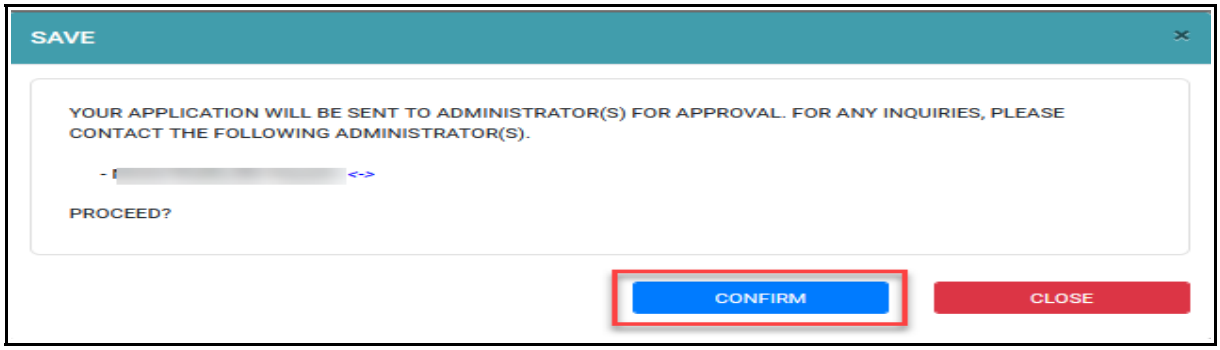

Figure : 23

30. The **FIRM/AGENCY ACCESS REQUEST STATUS** page will be displayed. The approval status will be shown.

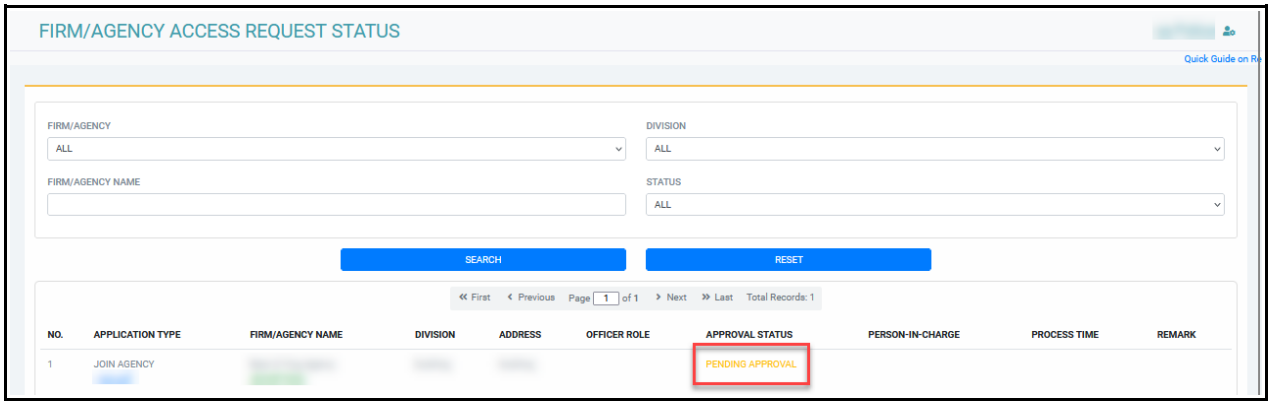

Figure : 24

31. Once the access request has been approved, the status of the request will change from **PENDING APPROVAL** to **APPROVED**.

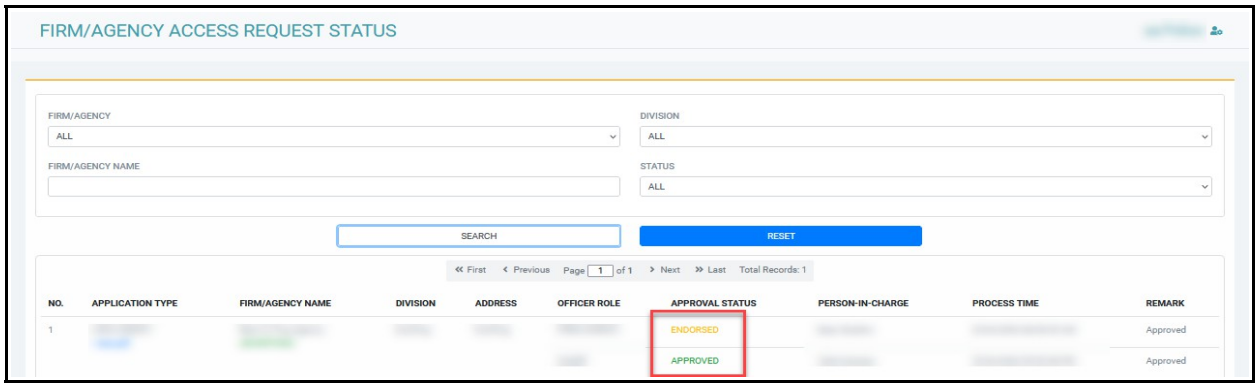

Figure : 25

2.3.2. Agency Admin To Approve The Access Request

To approve the access request, follow the step(s) below:]

1. Admin to login to **CMS-A account**. Dashboard page will be displayed.

Figure : 26

2. Click on the icon, go to **ADMIN > USER ACCOUNT REGISTRATION - PENDING APPROVAL.**

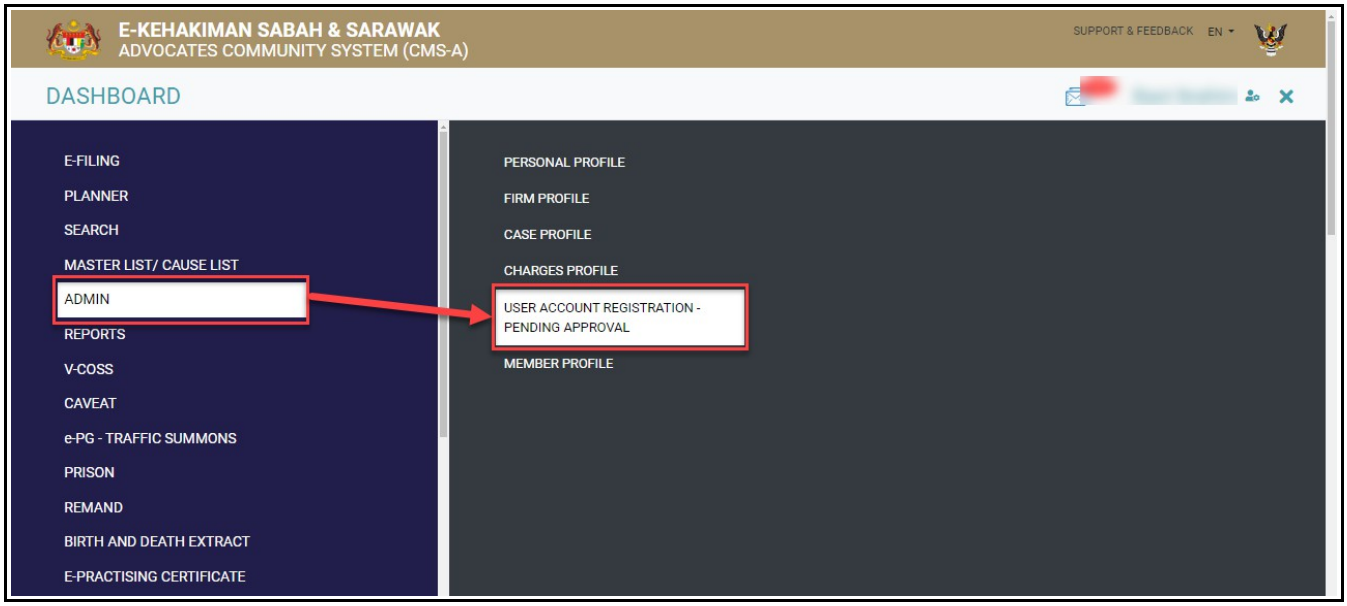

Figure : 27

3. **USER ACCOUNT REGISTRATION - PENDING APPROVAL** page will be displayed. Click **SEARCH** button.

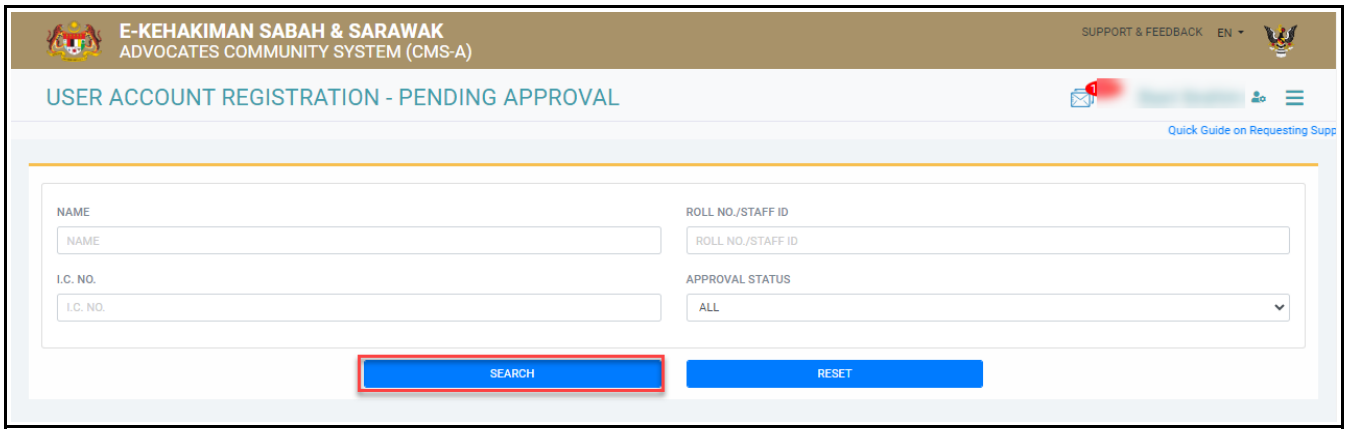

Figure : 28

4. The listing will be displayed.

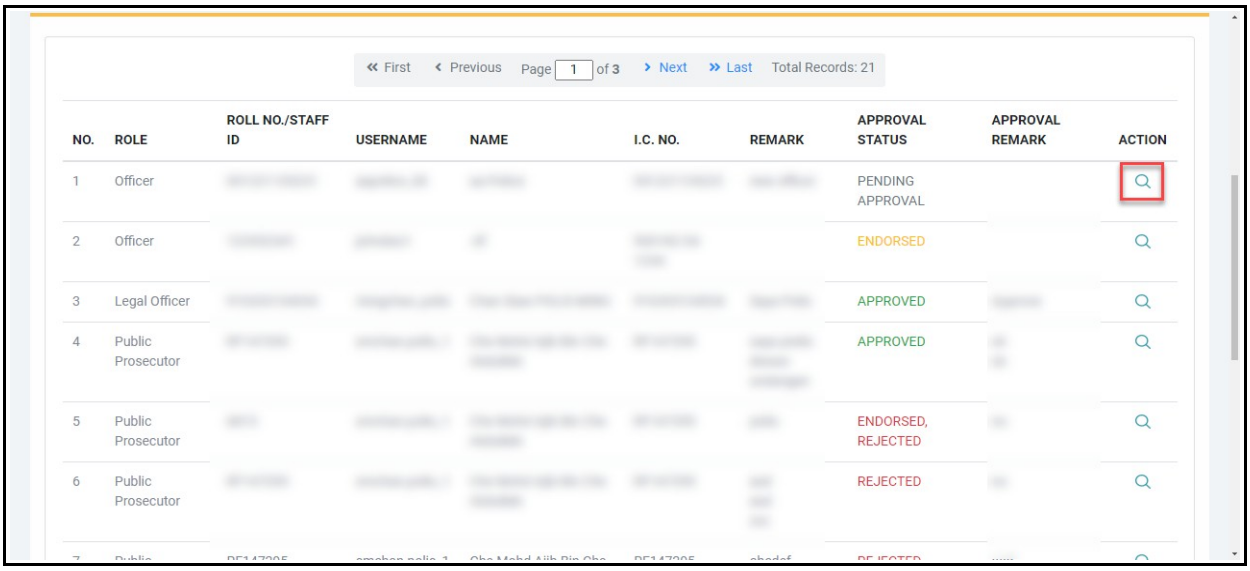

Figure : 29

5. Click on the icon to approve the request.
6. The requester page will be displayed.

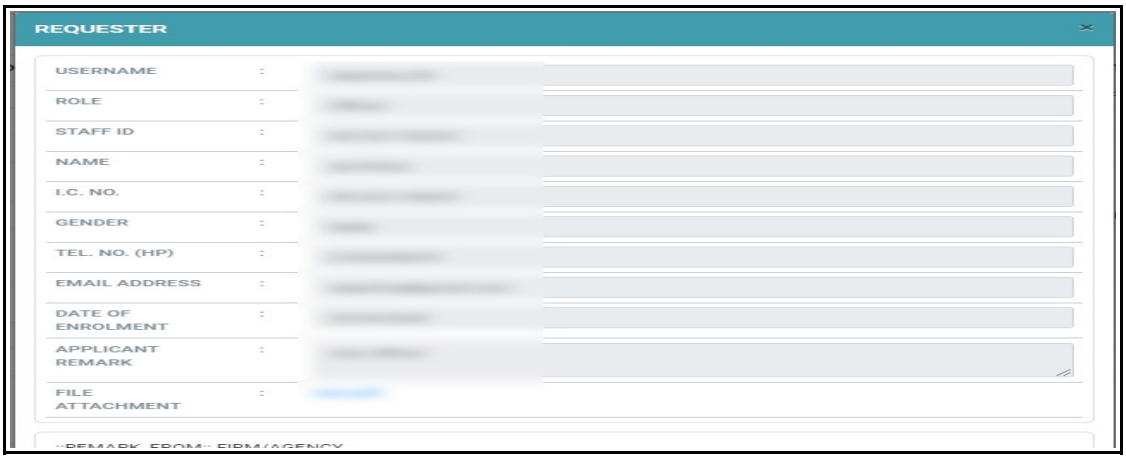

Figure : 30

7. Click **APPROVE** button to approve the request.

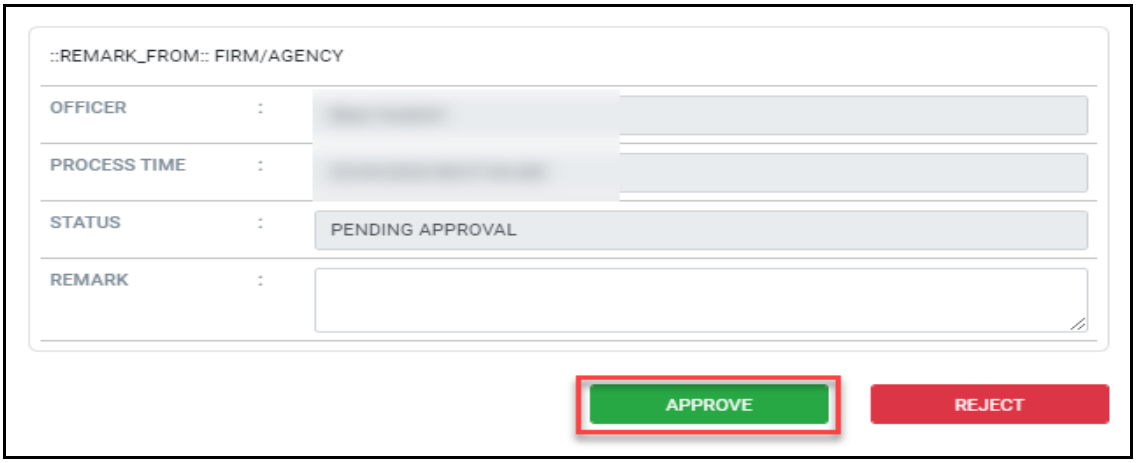

Figure : 31

8. Click **REJECT** button to reject the request.
9. The pop up message will be displayed. Click **CONFIRM** button to proceed.

Figure : 32

10. The status of the application will change from **PENDING** to **ENDORSED** and waiting for the court approval.

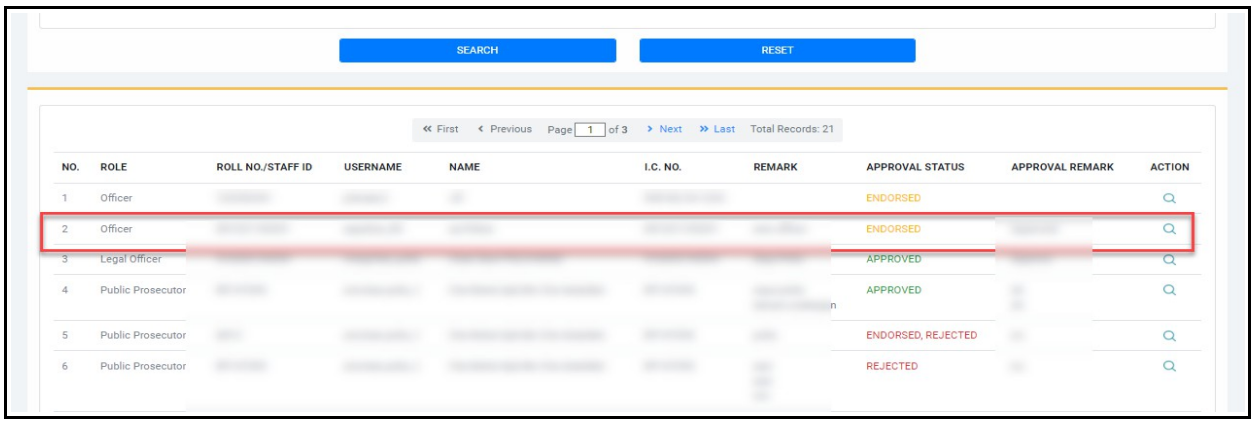

Figure : 33

11. Once the court has approved the access request, the status of the application will change from **ENDORSED** to **APPROVED**.

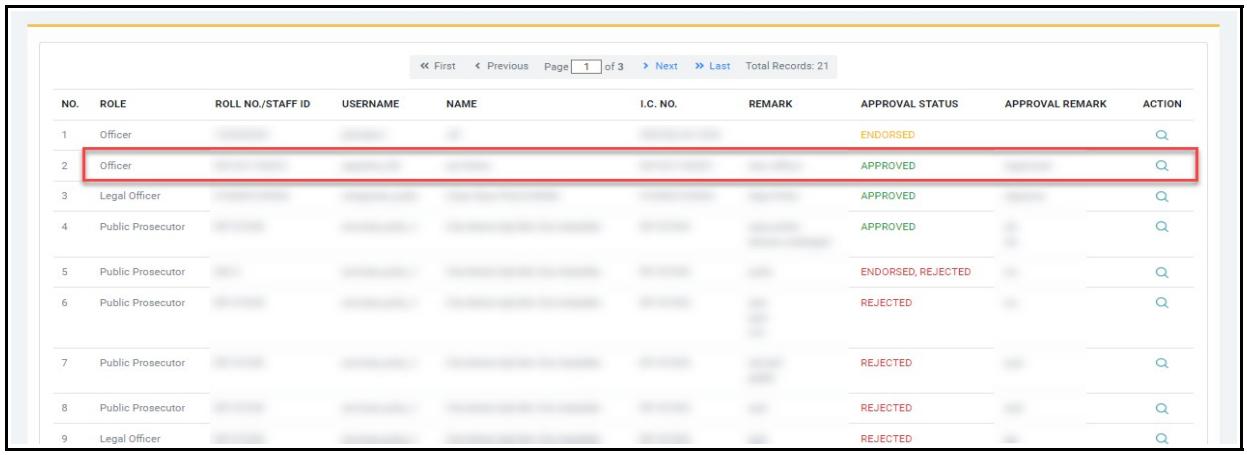

Figure : 34

2.3.3. To Register New Agency / Firm

To register new agency or advocate, follow the step(s) below:-

1. Refer to **Chapter 2.3.1** until step no 23.
2. The search result will be displayed.

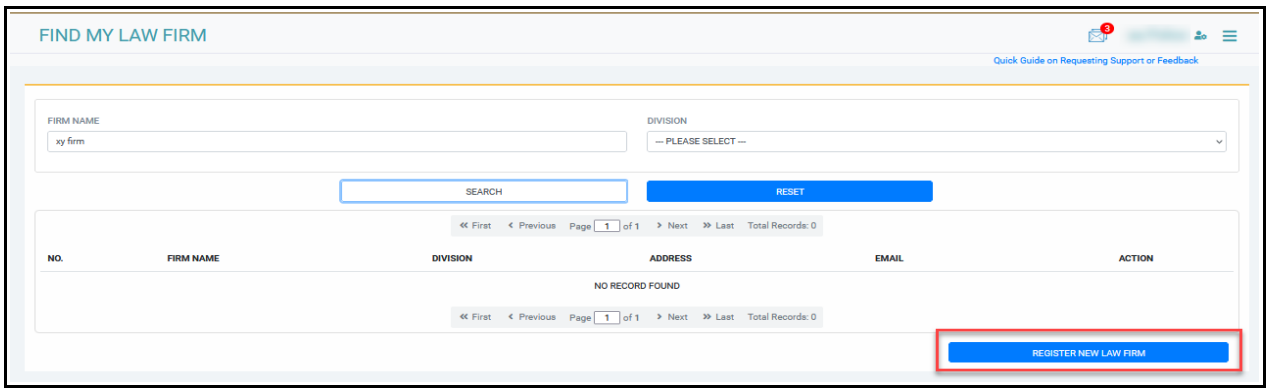

Figure : 35

3. Click **REGISTER NEW LAW FIRM** button to register the firm to the system.

Notes:-

- For Agency, **REGISTER NEW AGENCY** button will be displayed.

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4. The **CREATE FIRM** page will be displayed. The data for the **USER REGISTRATION FORM** section will be automatically pull from the user's details.

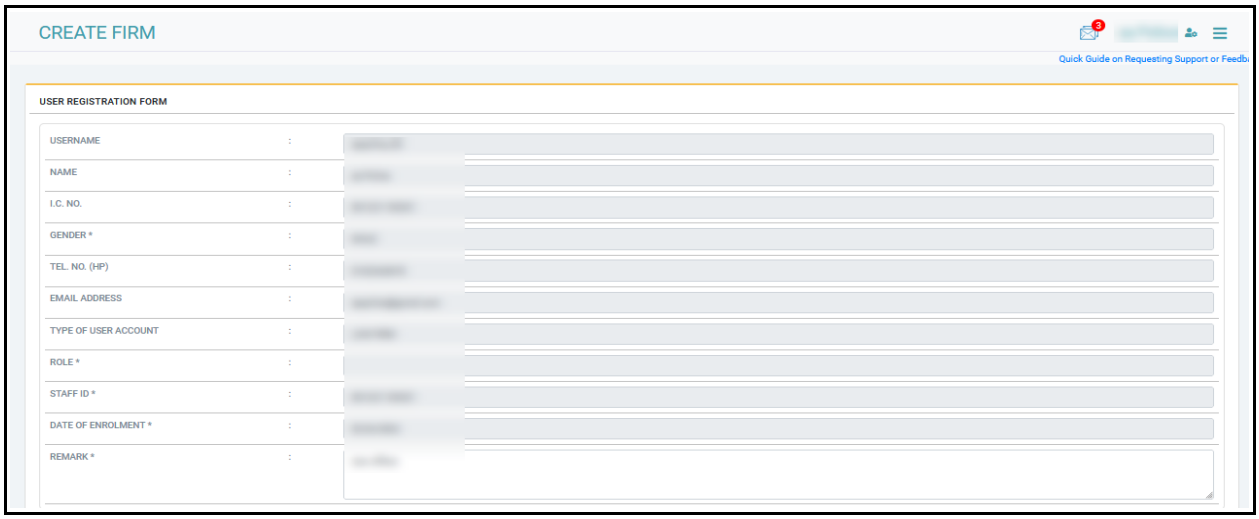


Figure : 36

5. Fill in the information under the **NEW FIRM** section.

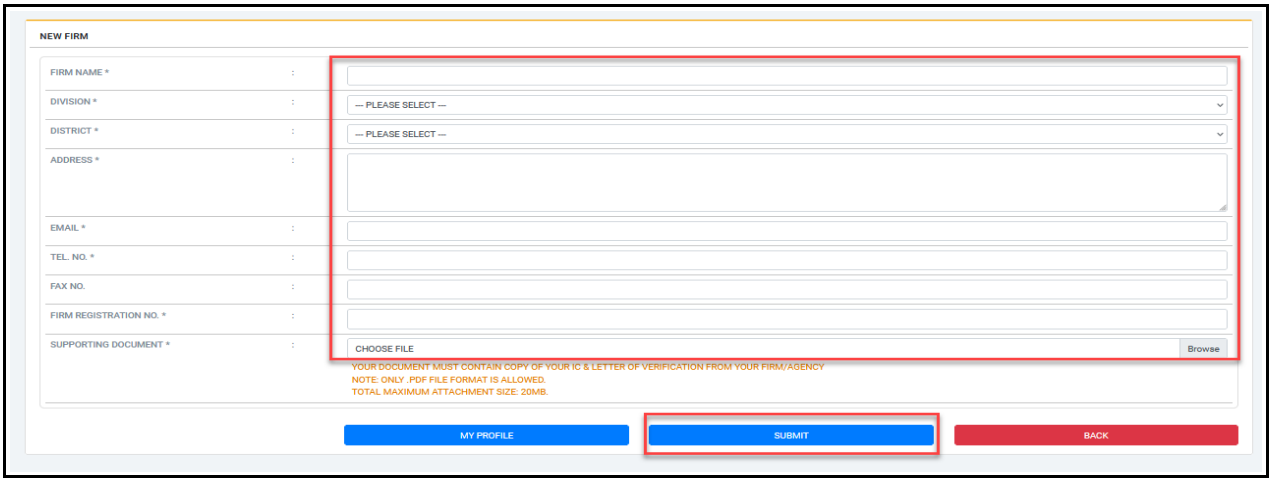


Figure : 37

Notes:-

- **MY PROFILE** button will redirect to the user's personal profile and the law firm listing (if any).

6. Click **SUBMIT** button to submit the new firm. The pop up message will be displayed. Click **CONFIRM** button to proceed.

Figure : 38

7. The **FIRM/AGENCY ACCESS REQUEST STATUS** page will be displayed. The status will displayed **PENDING APPROVAL**.

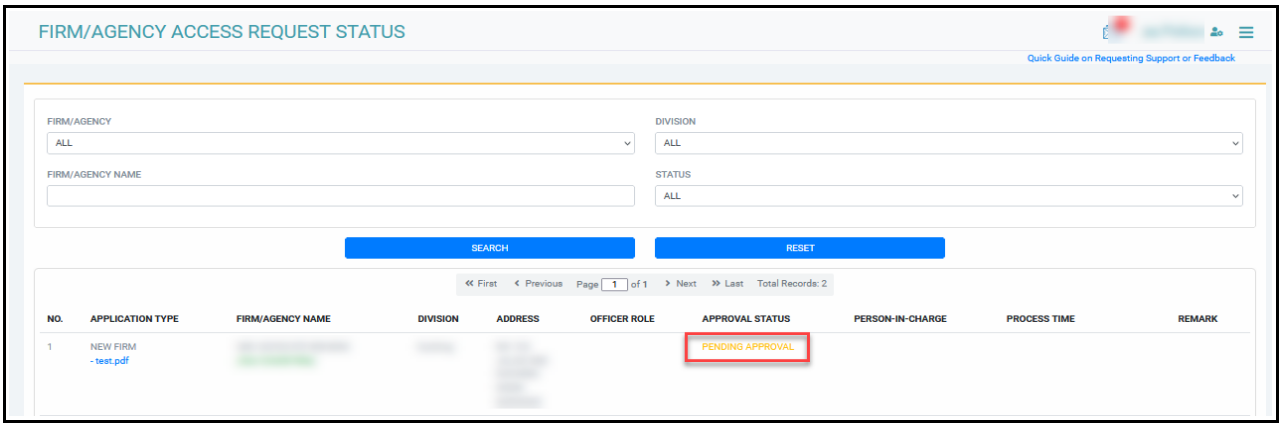


Figure : 39

8. Once the new firm has been approved by the court, the status will change to APPROVED.

2.3.4. Change Password

To change password, follow the step(s) below:-

1. Click on icon.
2. Click on the **PREFERENCE**.

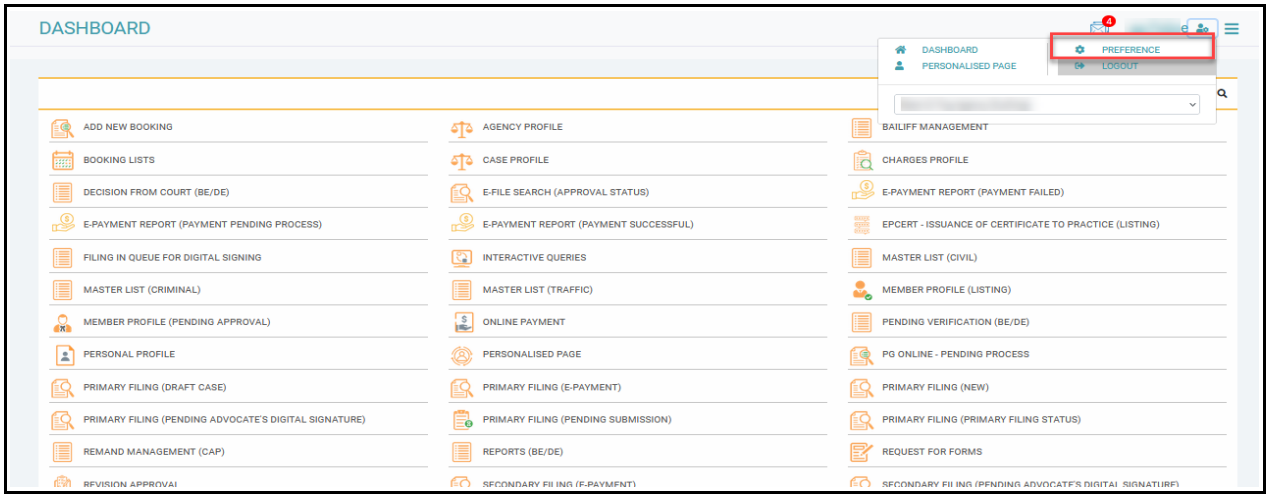


Figure : 40

3. The Preference page will be displayed.

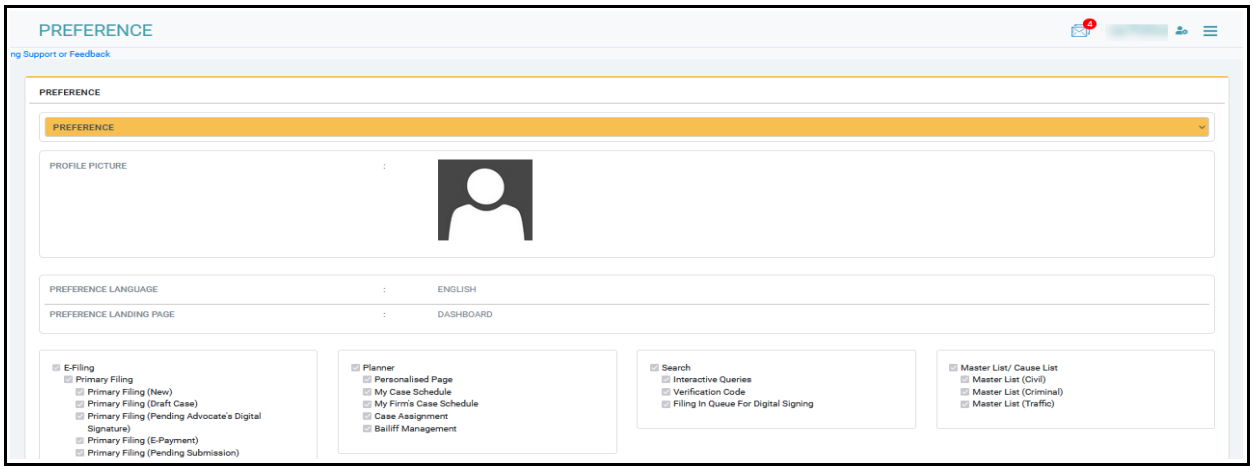


Figure : 41

4. Click on **CHANGE PASSWORD** button to change password.

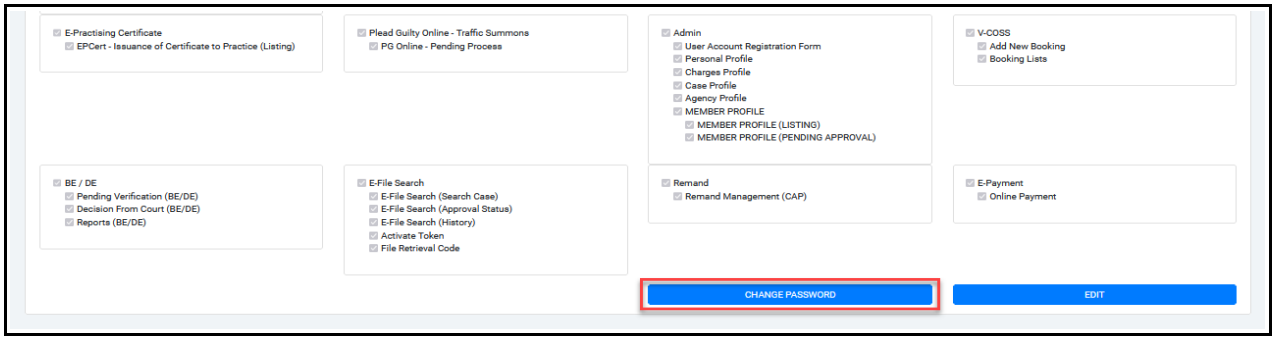


Figure : 42

5. The change password page will be displayed.

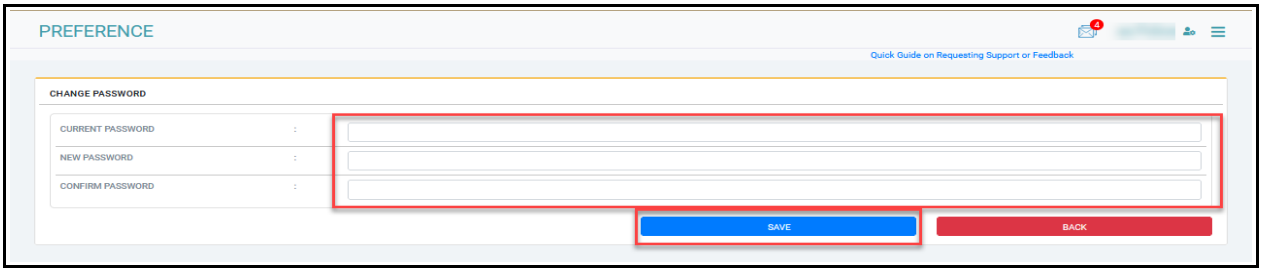


Figure : 43

6. Enter the new password then click **SAVE** to save the new password.
7. The confirmation message will be displayed. Click **CONFIRM** button.

Figure : 44

2.3.5. Edit Profile

To edit profile, follow the step(s) below:-

1. Click on icon.
2. Click on the **PREFERENCE**.

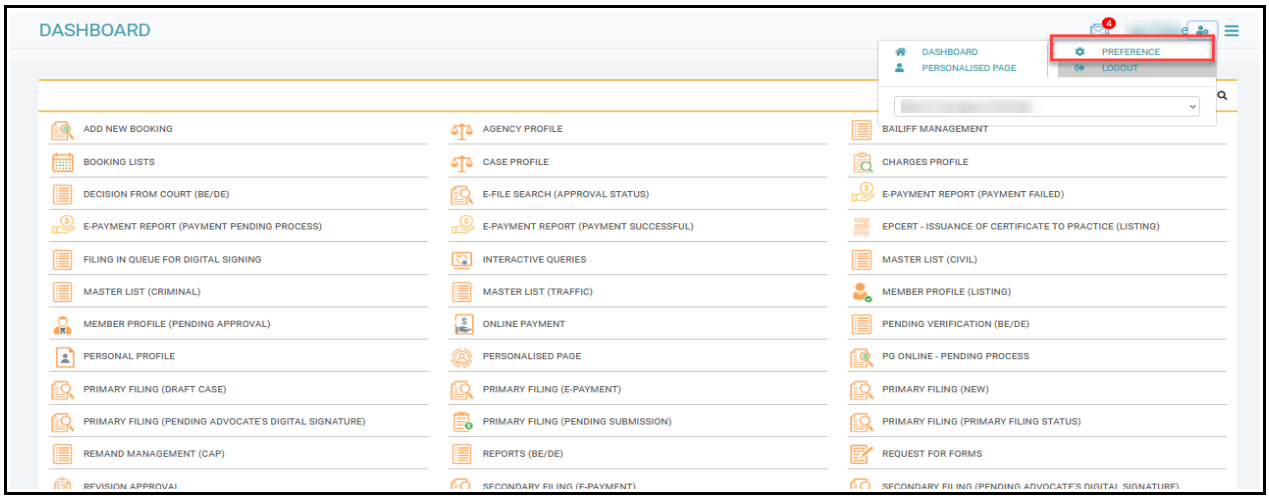


Figure : 45

3. The Preference page will be displayed.

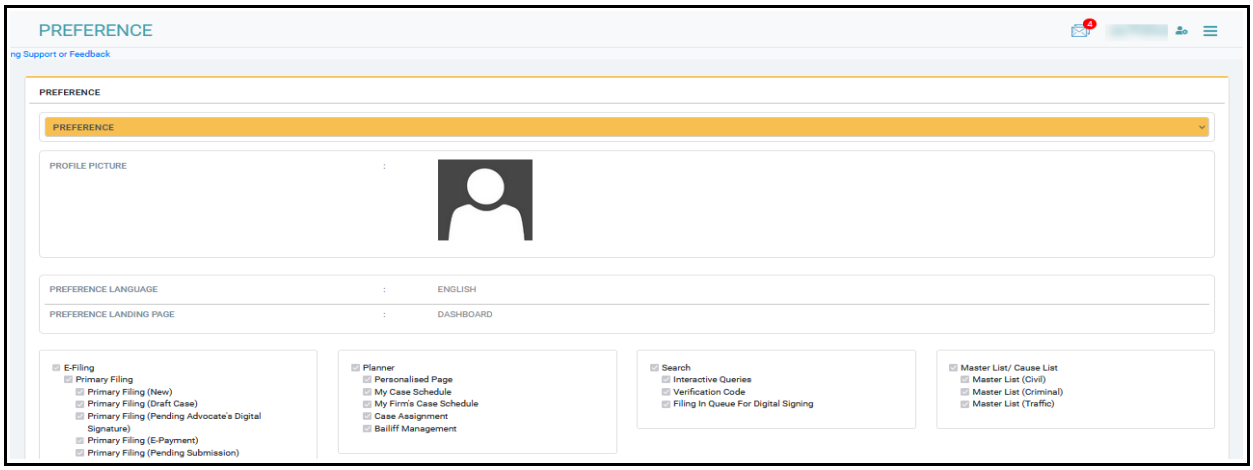


Figure : 46

4. Click **EDIT** button.

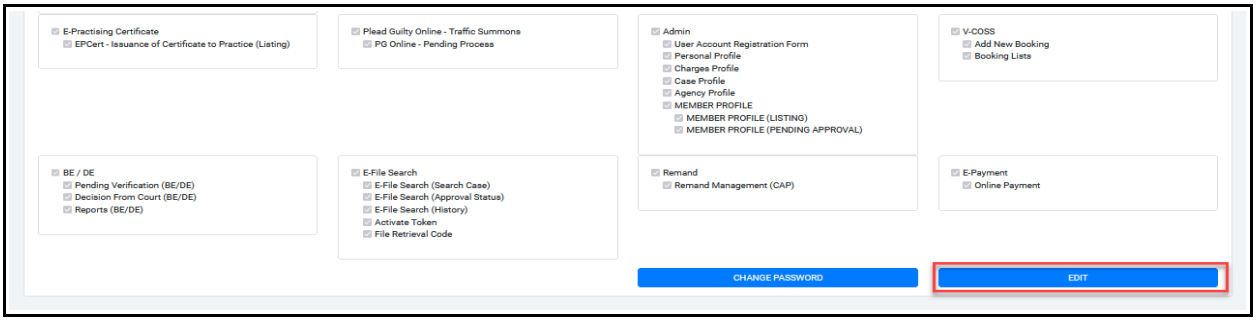


Figure : 47

5. The Preference page will be in edit mode.

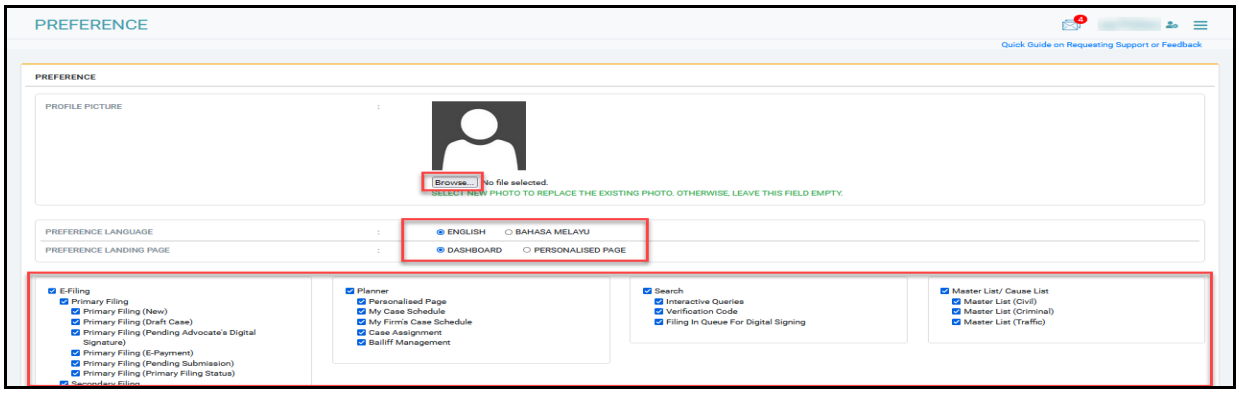
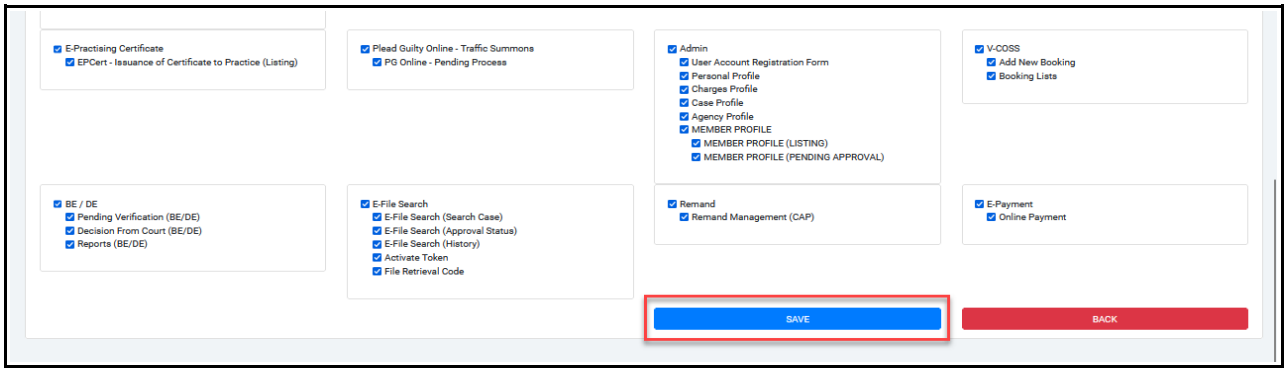


Figure : 48

6. Click **BROWSER** button to add profile picture.
7. Select the **PREFERENCE LANGUAGE** & **PREFERENCE LANDING PAGE** based on the options given.
8. User able to update the menu or function to be accessed in the system by select on the checkbox.
9. Once done, click **SAVE** button to save the changes.



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CHAPTER

3

eKSS

USING THE SYSTEM

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3. Using The System

Not applicable.

CHAPTER

4

eKSS

REPORT

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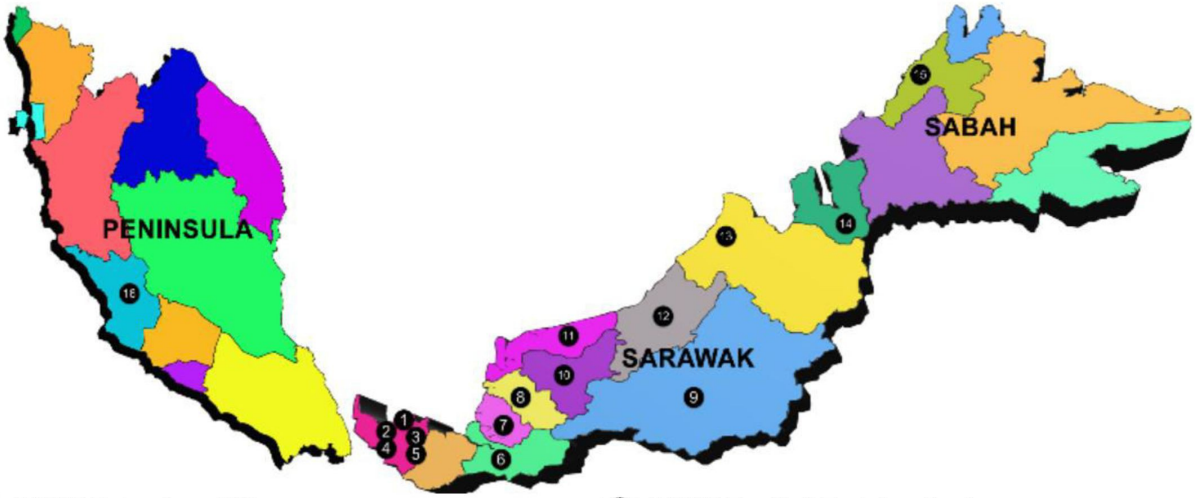
Fax: (60) 82-442522
Email : callcentre@sains.com.my
Website: http://callcentre.sains.com.my



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