

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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### 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
	Modern browsers that support CCS, DHTML, iFRAME,
	JavaScript, XML, HTML5
Browser	
Browser	Optimized for:
	Mozilla Firefox 60 and above
	Google Chrome 60 and above



### 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.

DASHBOARD		<mark>∋</mark> 95 ♣ ☰
	Quick Guide on Requesting Support or Feedback	
		Q
ADD NEW APPLICATION	ADD NEW BOOKING	BAILIFF MANAGEMENT
BOOKING LISTS	BULK FILING (DRAFT CASE)	BULK FILING (E-PAYMENT)
BULK FILING (NEW)	BULK FILING (PENDING ADVOCATE'S DIGITAL SIGNATURE)	CASE PROFILE
CAVEAT (NEW)	CAVEAT BOOK	CHARGES
CHARGES PROFILE	CHEMIST QR REPORT	CHEMIST REPORT STATUS
DECISION FROM COURT (BE/DE)	E-FILE SEARCH (APPROVAL STATUS)	E-PAYMENT REPORT (PAYMENT FAILED)
E-PAYMENT REPORT (PAYMENT PENDING PROCESS)	E-PAYMENT REPORT (PAYMENT SUCCESSFUL)	EPCERT - E-PAYMENT REPORT (PAYMENT FAILED)
EPCERT - E-PAYMENT REPORT (PAYMENT PENDING PROCESS)	EPCERT - E-PAYMENT REPORT (PAYMENT SUCCESSFUL)	EPCERT - E-PAYMENT REPORT (PENDING E-PAYMENT)
EPCERT - ISSUANCE OF CERTIFICATE TO PRACTICE (LISTING)	EPCERT - ISSUANCE OF CERTIFICATE TO PRACTICE (NEW)	FILING IN QUEUE FOR DIGITAL SIGNING
FIRM PROFILE	INTERACTIVE QUERIES	LAWYER ADMISSION - LISTING

Figure : 3



### 2.2. Logout

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



Click on the \_\_\_\_\_\_ i
 Click on LOGOUT.



Figure : 4

3. User will logout from the system.

E-KEHAKIMAN SAB/	AH & SARAWAK		
	() ABOUT SYSTEM	SARAWAK ADVOCATES COMMUNITY SYSTEM (CMS-A)	C CONTACT US
	THIS SYSTEM IS DESIGNED FOR USER FROM FIRM AND AGENCY TO PERFORM CASE FILING AND	SARAWAK 🗸	TEL 1-300-88-7246 OR 1-300-88-SAINS FAX
1 page	SUBMISSION AS WELL AS INFORMATION UPDATING.	USERNAME	EMAIL
5.60 M		PASSWORD @	CALLCENTRE@SAINS.COM.MY ONLINE SUBMISSION
		LOGIN	HTTP://CALLCENTRE.SAINS.COM.MY
		FORGOT PASSWORD SIGN-UP FOR CMS-A USER ACCOUNT	

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.



E-KEHAKIMAN SAB	AH & SARAWAK		
	ABOUT SYSTEM THIS SYSTEM IS DESIGNED FOR USER	SARAWAK ADVOCATES COMMUNITY SYSTEM (CMS-A)	CONTACT US TEL
	FROM FIRM AND AGENCY TO PERFORM CASE FILING AND SUBMISSION AS WELL AS INFORMATION UPDATING.		1-300-88-7246 OR 1-300-88-SAINS FAX 082-442522
140		PASSWORD	EMAIL CALLCENTRE@SAINS.COM.MY ONLINE SUBMISSION
Carlos and		LOGIN	HTTP://CALLCENTRE.SAINS.COM.MY
		SIGN-UP FOR CMS-A USER ACCOUNT	1612
		10000	

Figure : 7

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

SER REGISTRATION FORM		
PREFERRED USERNAME *	:	*(e.g. john.smith_99)*
EMAIL ADDRESS *	:	
NAME *	:	
I.C. NO. *	:	
TEL. NO. (HP) *	:	
ENTER THE CODE *	:	SwNAhu 2

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.



CONFIRM		×
CONFIRM SAVING THIS RECORD?		
	CONFIRM	CLOSE

Figure : 9

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

TP APPROVAL		
PREFERRED USERNAME	:	
EMAIL ADDRESS	:	
NAME	:	
I.C. NO.	:	
TEL. NO. (HP)	:	
OTP PIN *	:	

Figure : 10

9. The pop-up message will be displayed.



Figure : 11

10. Email will be send to the applicant.

SUBJECT : FROM : TO :	EKSS: Request OTP donotreply-ekss@kehakiman.gov.my
To , 403197 is you Your OTP wil This is a com 25-04-2024 1	ar one time password (OTP) for access verification. 1 expire on 25-04-2024 01:25:28 AM (After 60 minutes). puter generated message, please do not reply. 2:25:28 AM

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.

•sains

TP APPROVAL		
PREFERRED USERNAME		and the second sec
EMAIL ADDRESS		
NAME	:	
I.C. NO.		
TEL. NO. (HP)	:	
OTP PIN *	:	

Figure : 13

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

SER REGISTRATION FORM		
PREFERRED USERNAME	:	agence of
NEW PASSWORD *	:	
CONFIRM PASSWORD *	:	
		DISPLAY PASSWORD

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.

CONFIRM		×
DO YOU WANT TO CREATE THIS ACCOUNT?		
	CONFIRM	CLOSE
	,	



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

SIGN UP	
SIGN UP	
ACCOUNT ( )) HAS BEEN CREATED.	
	LOGIN



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.

ADVOCATES COMMUNITY SYSTEM (C	AK MS-A)	SUPPORT & FEEDBAC	K EN T 🍇
DASHBOARD			_
Quick Guide on Requesting Support or Feedback			
YOU AR	E NOT AUTHORIZED TO ACCESS AND VIEW THE CONTENT ON THIS S	SECTION	
CLICK HERE TO JOIN A LAW FIRM OR REGISTER A NEW LAW FIRM.)	FIND MY AGENCY (CLICK HERE TO JOIN AN AGENCY OR REGISTER A NEW AGENCY.)	FIRM/AGENCY ACCESS REQUEST STATUS	
		LAST SUCCESSFUL LOGIN : - LAST FAILED LOGIN	:-

Figure : 18

21. Click FIND MY AGENCY.

	ick Guide on Requesting Support or Feedback			
	YOU A	RE NOT AUTHORIZED TO ACCESS AND VIEW THE CONTENT ON THIS S	SECTION	
PER	RSONALISED TOOLS FIND MY LAW FIRM (CLICK HERE TO JOIN A LAW FIRM OR REGISTER A NEW LAW FIRM.)	FIND MY AGENCY (CLICK HERE TO JOIN AN AGENCY OR REGISTER A NEW AGENCY.)	FIRM/AGENCY ACCESS REQUEST STATUS	

Figure : 19

Notes:-

• For Advocate , click on FIND MY LAW FIRM.



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





- 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.

0. AGENCY NAME	DIVISION ADDRESS	EMAIL ACTION
		JOIN AGE
		JOIN AGE
		JOIN AGE
	and the second s	JOIN AGE
		JOIN AGE

Figure : 21



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

USERNAME			
NAME			
I.C. NO.		and the second sec	
GENDER *		● MALE ○ FEMALE ○ (IRRELEVANT)	
TEL. NO. (HP)			
EMAIL ADDRESS			
TYPE OF USER ACCOUNT	:	GOVERNMENT AGENCY	
ROLE *	:	- PLEASE SELECT	
STAFF ID *	:		
DATE OF ENROLMENT *	:	DD-MM-YYYY	
REMARK *	:		
SUPPORTING DOCUMENT *	:	CHOOSE FILE	Browse



### *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.

SAVE	×
YOUR APPLICATION WILL BE SENT TO ADMINISTRATOR(S) FOR APPROVAL. FOR ANY INQUIRIES, PLEASE CONTACT THE FOLLOWING ADMINISTRATOR(S).	
- 1 ***	
PROCEED?	
CONFIRM	



Figure : 23

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

FIRM	I/AGENCY ACCE	ESS REQUEST STAT	JS							20
										Quick Guide o
FIRM/A	GENCY					DIVISION				
ALL					~	ALL				~
FIRM/A	GENCY NAME					STATUS				
						ALL				~
			SE	ARCH			RESET			
			« F	irst < Previous	Page 1 of 1	> Next	>> Last Total Records: 1			
NO.	APPLICATION TYPE	FIRM/AGENCY NAME	DIVISION	ADDRESS	OFFICER ROL	.e	APPROVAL STATUS	PERSON-IN-CHARGE	PROCESS TIME	REMARK
1	JOIN AGENCY						PENDING APPROVAL			

Figure : 24

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

IRM/AGENCY ACC	ESS REQUEST STA	TUS						
FIRM/AGENCY					DIVISION			
ALL				~	ALL			
FIRM/AGENCY NAME					STATUS			
					ALL			
		SI	EARCH		RESI	ET		
		~~	First < Previo	ous Page 1 of 1	> Next >> Last Total Record	rds: 1		
10. APPLICATION TYPE	FIRM/AGENCY NAME	DIVISION	ADDRESS	OFFICER ROLE	APPROVAL STATUS	PERSON-IN-CHARGE	PROCESS TIME	REMARK
					ENDORSED			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.

DASHBOARD		2 <sup>99</sup> &
		Q
ADD NEW BOOKING		BAILIFF MANAGEMENT
BOOKING LISTS	CASE PROFILE	CHARGES PROFILE
DECISION FROM COURT (BE/DE)	E-FILE SEARCH (APPROVAL STATUS)	E-PAYMENT REPORT (PAYMENT FAILED)
E-PAYMENT REPORT (PAYMENT PENDING PROCESS)	E-PAYMENT REPORT (PAYMENT SUCCESSFUL)	EPCERT - ISSUANCE OF CERTIFICATE TO PRACTICE (LISTING)
FILING IN QUEUE FOR DIGITAL SIGNING		MASTER LIST (CIVIL)
MASTER LIST (CRIMINAL)	MASTER LIST (TRAFFIC)	ONLINE PAYMENT
PENDING VERIFICATION (BE/DE)	PERSONAL PROFILE	PERSONALISED PAGE
PG ONLINE - PENDING PROCESS	PRIMARY FILING (DRAFT CASE)	PRIMARY FILING (E-PAYMENT)



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

ADVOCATES COMMUNITY SYSTEM (CMS	S-A)	SUPPORT & FEEDBACK EN -
DASHBOARD		2 & X
E-FILING PLANNER SEARCH MASTER LIST/ CAUSE LIST ADMIN REPORTS V-COSS CAVEAT e-PG - TRAFFIC SUMMONS PRISON REMAND BIRTH AND DEATH EXTRACT E-PRACTISING CERTIFICATE	PERSONAL PROFILE FIRM PROFILE CASE PROFILE USER ACCOUNT REGISTRATION - PENDING APPROVAL MEMBER PROFILE	





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

E-KEHAKIMAN SABAH & SARAWAK     ADVOCATES COMMUNITY SYSTEM (CMS-A)		SUPPORT & FEEDBACK EN +
SER ACCOUNT REGISTRATION - PENDING APPRC	VAL	≥ ≥
		Quick Guide on Requesting Su
NAME	ROLL NO./STAFF ID	
NAME	ROLL NO./STAFF ID	
I.C. NO.	APPROVAL STATUS	
10.00	ALL	~

Figure : 28

4. The listing will be displayed.

			« First « P	Kerker K					
NO.	ROLE	ROLL NO./STAFF	USERNAME	NAME	I.C. NO.	REMARK	APPROVAL STATUS	APPROVAL REMARK	ACTION
1	Officer						PENDING APPROVAL		Q
2	Officer						ENDORSED		Q
3	Legal Officer						APPROVED		Q
4	Public Prosecutor						APPROVED		Q
5	Public Prosecutor						ENDORSED, REJECTED		Q
6	Public Prosecutor						REJECTED		Q

Figure : 29

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



USERNAME	=	
ROLE	5	
STAFF ID	=	
NAME	=	
.C. NO.	=	
GENDER	=	
TEL. NO. (HP)		
EMAIL ADDRESS		
DATE OF ENROLMENT	:	
REMARK	=	
FILE	-	

Figure : 30

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

OFFICER	:	
PROCESS TIME	:	
STATUS	:	PENDING APPROVAL
REMARK	:	

Figure : 31

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

s	SAVE	×
	YOU ARE ABOUT TO ACCEPT THIS APPLICANT. PROCEED?	
	CONFIRM	

Figure : 32



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

				SEARCH		RESET			
			1	<pre></pre>	I > Next >> Last	Total Records: 21			
NO.	ROLE	ROLL NO./STAFF ID	USERNAME	NAME	I.C. NO.	REMARK	APPROVAL STATUS	APPROVAL REMARK	ACTION
1	Officer						ENDORSED		Q
2	Officer	-		1000		-	ENDORSED		Q
3	Legal Officer						APPROVED	-	Q
4	Public Prosecutor					n	APPROVED		Q
5	Public Prosecutor						ENDORSED, REJECTED		Q
6	Public Prosecutor						REJECTED		Q

Figure : 33

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

			•	K First K Previous Page 1 of 3	Next >> Last	Total Records: 21			
NO.	ROLE	ROLL NO./STAFF ID	USERNAME	NAME	I.C. NO.	REMARK	APPROVAL STATUS	APPROVAL REMARK	ACTION
1	Officer						ENDORSED		Q
2	Officer			1000		-	APPROVED		Q
3	Legal Officer		-	the second second		-	APPROVED		Q
4	Public Prosecutor						APPROVED		Q
5	Public Prosecutor						ENDORSED, REJECTED		Q
6	Public Prosecutor						REJECTED		Q
7	Public Prosecutor						REJECTED		٩
8	Public Prosecutor						REJECTED		Q
9	Legal Officer						REJECTED		Q

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.

FIND MY LAW FIRM				≥ ≉ ≡
				Quick Guide on Requesting Support or Feedback
FIRM NAME		DIVISION		
xy firm		PLEASE SELECT		~
	SEARCH	Res	SET	
	« First « Previous Pag	e 1 of 1 > Next >> Last Total Reco	ords: 0	
NO. FIRM NAME	DIVISION	ADDRESS	EMAIL	ACTION
		NO RECORD FOUND		
	<pre>« First &lt; Previous Pag</pre>	e 1 of 1 > Next >> Last Total Reco	orda: 0	
				REGISTER NEW LAW FIRM

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.
  - 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.

REATE FIRM			≥ ≗
			Quick Guide on Requesting Support or Fo
SER REGISTRATION FORM			
USERNAME			
NAME			
I.C. NO.			
GENDER *			
TEL. NO. (HP)			
EMAIL ADDRESS			
TYPE OF USER ACCOUNT			
ROLE *			
STAFF ID *			
DATE OF ENROLMENT *			
REMARK *			

Figure : 36



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

FIRM NAME *		
DIVISION *	- PLEASE SELECT	
DISTRICT *	PLEASE SELECT	
ADDRESS *		
EMAIL *		
TEL. NO. *		
FAX NO.		
FIRM REGISTRATION NO. *		
SUPPORTING DOCUMENT *	CHOOSE FILE YOUR DOCUMENT MUST CONTAIN COPY OF YOUR IC & LETTER OF VERIFICATION FROM YOUR FIRM/AGENCY NOTE: ONLY. POF FILE FORMAT IS ALLOWED. TOTAL MAXIMUM ATTACHMENT SIZE: 2008.	Brows



Notes:-

- MY PROFILE button will redirect to the user's personal profile and the law firm listing (if any).
  - Click SUBMIT button to submit the new firm. The pop up message will be displayed. Click CONFIRM button to proceed.

s	AVE	×
	YOUR APPLICATION WILL BE SENT TO THE COURT FOR APPROVAL. PLEASE MAKE SURE THE ATTACHMENT FILE IS CLEAR AND CORRECT. PROCEED?	
	CLOSE	

Figure : 38

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



FIRM/	AGENCY ACC	CESS REQUEST STAT	US				ប្រឹ Quick Guide on Reques	ting Support or Feedback
FIRM/AGE	ENCY ENCY NAME			~	DIVISION ALL STATUS ALL			~
<b>NO.</b>	APPLICATION TYPE NEW FIRM - test.pdf	FIRM/AGENCY NAME	SEARCH « First « Previous Pr DIVISION ADDRESS	age 1 of 1 OFFICER ROLE	REBET  Next >> Last Total Records: 2  APPROVAL STATUS  PENDING APPROVAL	PERSON-IN-CHARGE	PROCESS TIME	REMARK

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:-



2. Click on the **PREFERENCE**.

DASHBOARD		DASHBOARD     PREFERENCE     PERSONALISED PAGE     PREFERENCE     PREFERENCE
BOOKING LISTS	CASE PROFILE	
DECISION FROM COURT (BE/DE)	E-FILE SEARCH (APPROVAL STATUS)	E-PAYMENT REPORT (PAYMENT FAILED)
E-PAYMENT REPORT (PAYMENT PENDING PROCESS)	E-PAYMENT REPORT (PAYMENT SUCCESSFUL)	EPCERT - ISSUANCE OF CERTIFICATE TO PRACTICE (LISTING)
FILING IN QUEUE FOR DIGITAL SIGNING	INTERACTIVE QUERIES	MASTER LIST (CIVIL)
MASTER LIST (CRIMINAL)	MASTER LIST (TRAFFIC)	SMEMBER PROFILE (LISTING)
MEMBER PROFILE (PENDING APPROVAL)	ONLINE PAYMENT	PENDING VERIFICATION (BE/DE)
PERSONAL PROFILE	PERSONALISED PAGE	PG ONLINE - PENDING PROCESS
PRIMARY FILING (DRAFT CASE)	PRIMARY FILING (E-PAYMENT)	PRIMARY FILING (NEW)
PRIMARY FILING (PENDING ADVOCATE'S DIGITAL SIGNATURE)	PRIMARY FILING (PENDING SUBMISSION)	PRIMARY FILING (PRIMARY FILING STATUS)
REMAND MANAGEMENT (CAP)	REPORTS (BE/DE)	REQUEST FOR FORMS
	SECONDARY FILING (F-PAYMENT)	SECONDARY FILING (PENDING ADVOCATE'S DIGITAL SIGNATURE)

Figure : 40

3. The Preference page will be displayed.



ng Su	PREFERENCE upport or Feedback			≥ * ≡
-	PREFERENCE			
	PREFERENCE	:		<b></b>
	PREFERENCE LANGUAGE	: ENGLISH		
	PREFERENCE LANDING PAGE	: DASHBOARD		
	E-Filing     Primary Filing (New)     Primary Filing (New)     Primary Filing (Next)     Primary Filing (Dealing Advocate's Digital     Signature)     Primary Filing (Peeding Submission)	Planar Personalised Page Ny Case Schebule Ny Timin Case Schebule Case Assignment Balliff Management	<ul> <li>Search</li> <li>Interactive Queriee</li> <li>Verification Gode</li> <li>Filing in Queue For Digital Signing</li> </ul>	Master List (Cirul) Master List (Cirul) Master List (Cirulina) Master List (Traffic)

Figure : 41

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

EPractising Certificate EPCert - Issuance of Certificate to Practice (Listing)	Plead Guilty Online - Traffic Summons PG Online - Pending Process	Admin User Account Registration Form Personal Profile Case Profile Assessment Methoder Profile Assessment Methoder Profile Methoder	V-COSS Add New Booking Booking Lists
BE / DE     Pending Verification (BE/DE)     Decision From Court (BE/DE)     Reports (BE/DE)	E-File Search (Search Case)     E-File Search (Search Case)     E-File Search (Approval Status)     E-File Search (History)     Activate Token     File Retrieval Code	Remand Management (CAP)	E Payment Online Payment

Figure : 42

5. The change password page will be displayed.

REFERENCE						<mark>⊳</mark> ₽	20	=
				Quick Guide on Re	equesting Support or Fee	dback		
CHANGE PASSWORD								
CURRENT PASSWORD								
NEW PASSWORD								ī II
CONFIRM PASSWORD								ī 📘
	-		SAVE			BACK		

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:-



2. Click on the **PREFERENCE**.

DASHBOARD		e 😖 =
		PERSONALISED PAGE G LOGOUT
		▼ Q
ADD NEW BOOKING	AGENCY PROFILE	BAILIFF MANAGEMENT
BOOKING LISTS	CASE PROFILE	CHARGES PROFILE
DECISION FROM COURT (BE/DE)	E-FILE SEARCH (APPROVAL STATUS)	E-PAYMENT REPORT (PAYMENT FAILED)
E-PAYMENT REPORT (PAYMENT PENDING PROCESS)	E-PAYMENT REPORT (PAYMENT SUCCESSFUL)	EPCERT - ISSUANCE OF CERTIFICATE TO PRACTICE (LISTING)
FILING IN QUEUE FOR DIGITAL SIGNING	INTERACTIVE QUERIES	MASTER LIST (CIVIL)
MASTER LIST (CRIMINAL)	MASTER LIST (TRAFFIC)	MEMBER PROFILE (LISTING)
MEMBER PROFILE (PENDING APPROVAL)	S ONLINE PAYMENT	PENDING VERIFICATION (BE/DE)
PERSONAL PROFILE	PERSONALISED PAGE	PG ONLINE - PENDING PROCESS
PRIMARY FILING (DRAFT CASE)	PRIMARY FILING (E-PAYMENT)	PRIMARY FILING (NEW)
PRIMARY FILING (PENDING ADVOCATE'S DIGITAL SIGNATURE)	PRIMARY FILING (PENDING SUBMISSION)	PRIMARY FILING (PRIMARY FILING STATUS)
REMAND MANAGEMENT (CAP)	REPORTS (BE/DE)	REQUEST FOR FORMS
	SECONDARY FILING (F-PAYMENT)	SECONDARY FILING (PENDING ADVOCATE'S DIGITAL SIGNATURE)

Figure : 45

3. The Preference page will be displayed.



ng Su	PREFERENCE upport or Feedback			≥ * ≡
	PREFERENCE			
	PREFERENCE			٠
	PROFILE PICTURE			
	PREFERENCE LANGUAGE	: ENGLISH		
	PREFERENCE LANDING PAGE	: DASHBOARD		
	E-Filing     Primary Filing (New)     Primary Filing (New)     Primary Filing (Net Case)     Primary Filing (Net Case)     Sprature Filing (Centremon)     Primary Filing (Centremon)     Primary Filing (Pending Submission)	Planner Personalised Page My Case Schedule My Timir Case Schedule Case Assignment Balliff Management	Search Interactive Queries Verification Code Filing In Queue For Digital Signing	Master List (Guise List Master List (Civil) Master List (Criminal) Master List (Traffic)

Figure : 46

4. Click **EDIT** button.

E-Practiaing Certificate	<ul> <li>Plead Guilty Online - Traffic Summons</li> <li>PG Online - Pending Process</li> </ul>	Admin User Account Registration Form Fersonal Profile Charges	V-COSS  Add New Booking Booking Lists
BE / DE Pending Verification (BE/DE) Declinion From Court (BE/DE) Reports (BE/DE)	E-File Search F-File Search (Search Case) F-File Search (Approval Statua) F-File Search (Approval Statua) F-File Search (History) Activities Token File Retrieval Code	Remand Management (CAP)	E Fayment Online Payment
		CHANGE PASSWORD	EDIT

Figure : 47

5. The Preference page will be in edit mode.

PREFERENCE				Quick Guide on Requesting Support or Feedback
PREFERENCE				
PROFILE PICTURE	:	DECVORS IN the selected.	STING PHOTO, OTHERWISE, LEAVE THIS FIELD EMPTY.	
PREFERENCE LANGUAGE	1	ENGLISH O BAHASA MELAYU		
PREFERENCE LANDING PAGE	:	DASHBOARD O PERSONALISED P	GE	
E-Filing     Primary Filing (New)     Primary Filing (New)     Primary Filing (Dreft Gam)     Sprintural     Sprintural     Sprintural     Sprintural     Primary Filing (Pending Advocate's Digital     Sprintural     Primary Filing (Pending Submission)     Primary Filing (Pending Submission)     Sprintural Filing (Pending Status)	<ul> <li>Planner</li> <li>Persona</li> <li>My Case</li> <li>My Firm</li> <li>Case Aa</li> <li>Balliff M</li> </ul>	lised Page Schedule S Case Schedule ajagoment anagement	Search Instructive Queries Verification Code Filing In Queue For Digital Signing Filing In Queue For Digital Signing	Master List / Cause List Master List (Crivil) Master List (Crivila) Master List (Treffic)

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.

C Practising Certificate Practice (Listing) Practice (Listing)	Plead Guily Online - Traffic Summons PI Online - Pending Process	Admin     Vuer Account Registration Form     Personal Profile     Charges Profile     Case Profile     Agency Profile     MetMBER PROFILE     WEMBER PROFILE (LISTING)     MEMBER PROFILE (CERDING APPROVAL)	C V-COSS
EF / DE     Perform Count (BE/DE)     Decision from Count (BE/DE)     Decision from Count (BE/DE)     Reports (BE/DE)	E-File Search     E-File Search (Search Case)     E-File Search (Approval Status)     E-File Search (Hotory)     Activate Token     File Retrieval Code	Remand Management (CAP)	E-Payment     Gnline Payment
		SAVE	ВАСК

Figure : 49



### eKSS USING THE SYSTEM

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### 3. Using The System

Not applicable.



### eKSS REPORT

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