

PANDUAN RINGKAS MENGGUNAKAN E-KALENDAR

1. Masukkan ID Pengguna dan Kata Laluan di ruangan yang disediakan.

The screenshot shows a login form with two input fields: "Username:" and "Password:". Below the fields is a "Login" button. Below the login form is a calendar for July 2014. The calendar is a grid with days of the week as columns and dates as rows. The date 4th July is highlighted in yellow. Below the calendar grid, there is a box that says "88 events" and navigation arrows "<<" and ">>".

2. Rajah seperti di bawah akan dipaparkan. Pilih tarikh yang dikehendaki dan klik ikon + untuk memasukkan maklumat pergerakan.

The screenshot shows the "Bahagian Pengurusan Maklumat" (Information Management Department) calendar interface. The main heading is "Kalendar Pergerakan Pegawai" (Staff Movement Calendar). The interface shows the current date as Thursday 26 June 2014 and 0 confirmed events for today. There are navigation options for May 2014, June 2014 (selected), and July 2014. The calendar grid shows days of the week and dates. The 7th of June is highlighted in blue and labeled "Hari Keputeraan Agong" (King's Birthday). The 26th of June is highlighted in yellow and has a small event icon. Below the calendar grid, there is a "Go to:" dropdown menu set to "June" and "2014", and a search box. At the bottom, there is a footer with the "Portal Perak" logo and the email address "rafidah@perak.gov.my".

3. Klik butang Add Event seperti di bawah untuk menyimpan maklumat pergerakan.

Add event

Event Title

Event Description

Postponed/Cancelled (Optional)

Belong To Which Officer
SILA PILIH

Start Time (hh:mm)
-- : 00 am

End Time (hh:mm)
-- : 00 am

Once on 2 June 2014

Repeat every 1 Day

From 2 June 2014 (event entry starts here)

To 2 June 2014

Notify: