MANUAL PENGGUNA
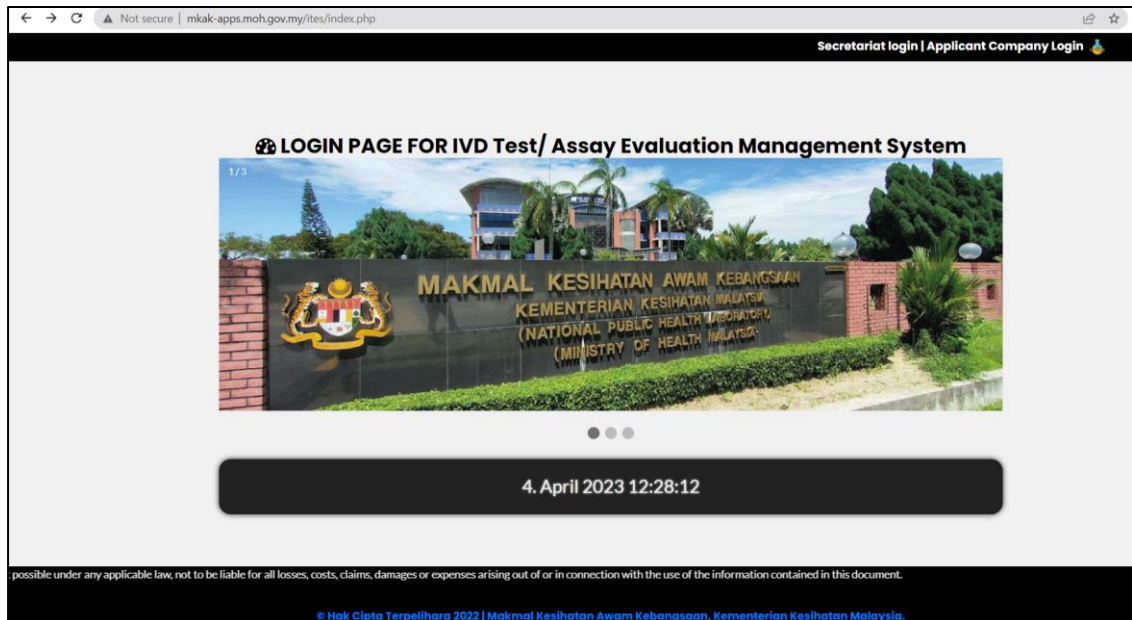# SISTEM i-TES

SEKSYEN IT,
MAKMAL KESIHATAN AWAM KEBANGSAAN
JUN 2023

MODUL PENGGUNA (PIHAK SYARIKAT)

Pendaftaran Baru
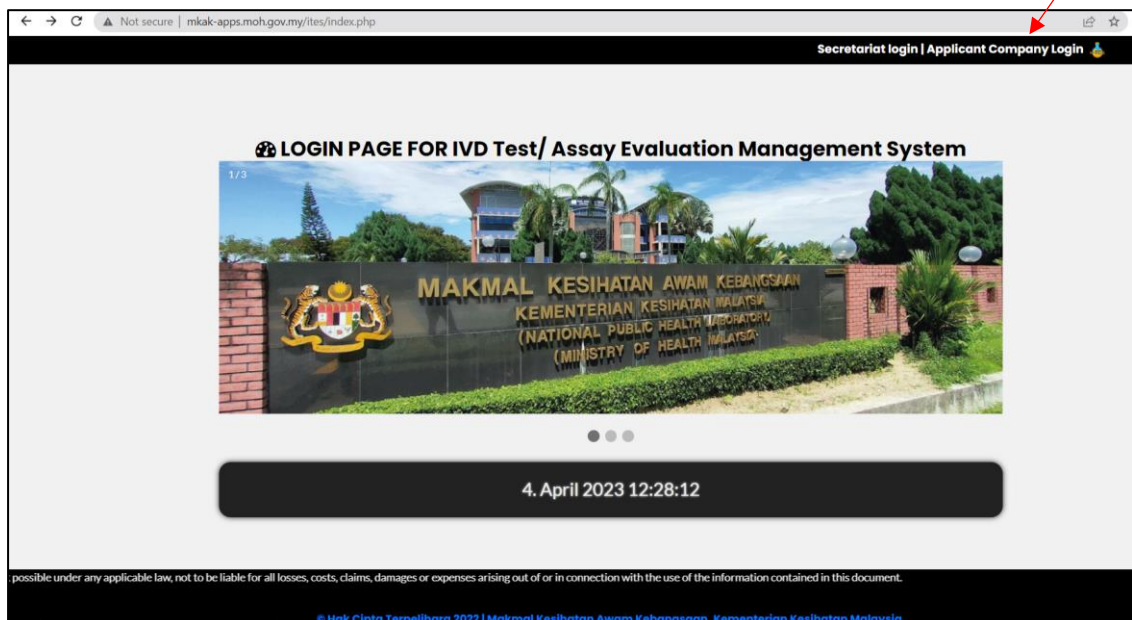
1. Membuka halaman pertama
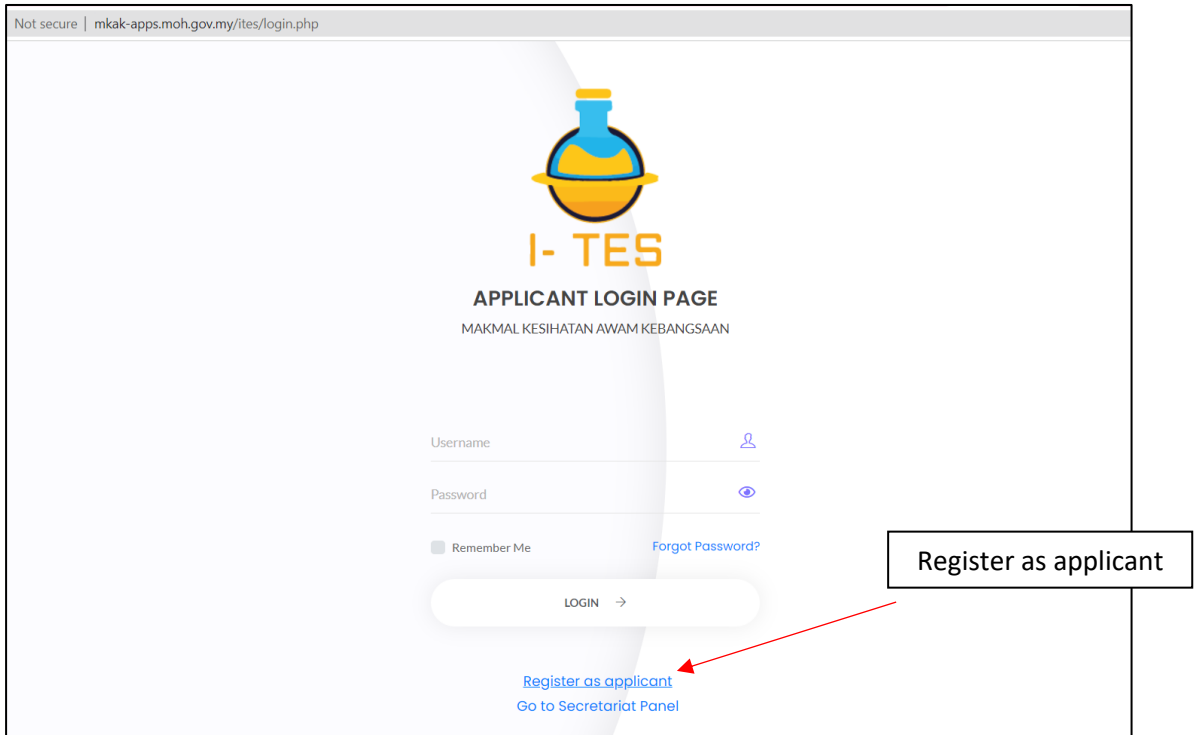   https://mkak-apps.moh.gov.my/ites/

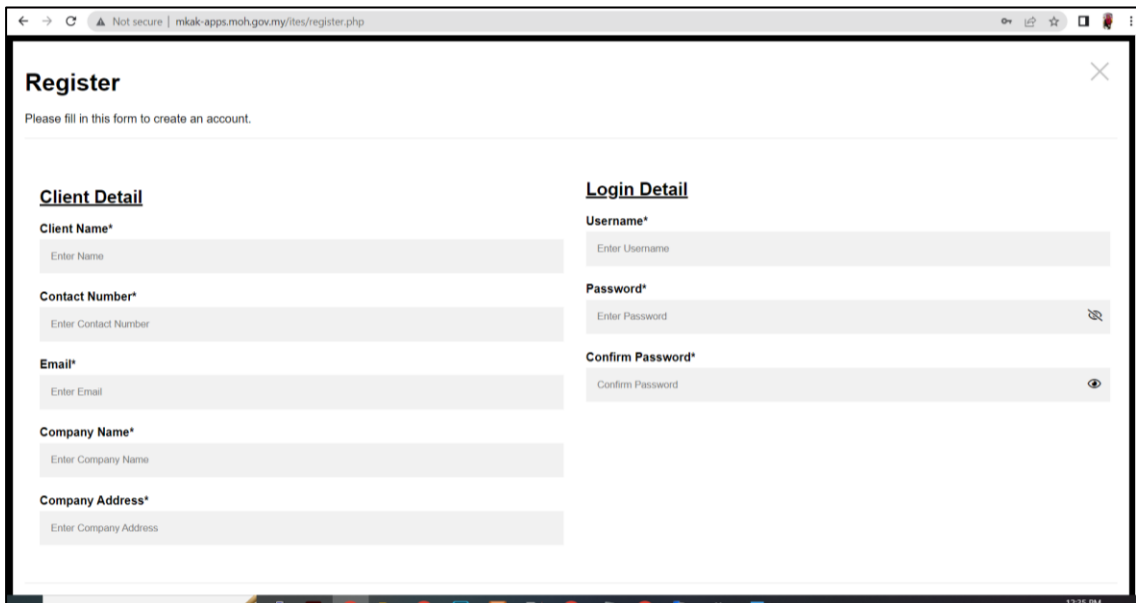Applicant

2. Klik button "Applicant Company Login"

3. Klik "Register as applicant"

Register as applicant

4. Isikan maklumat pendaftaran pengguna dan maklumat "login"

5. Klik Butang "Register"

6. "Registration complete" akan dipaparkan.
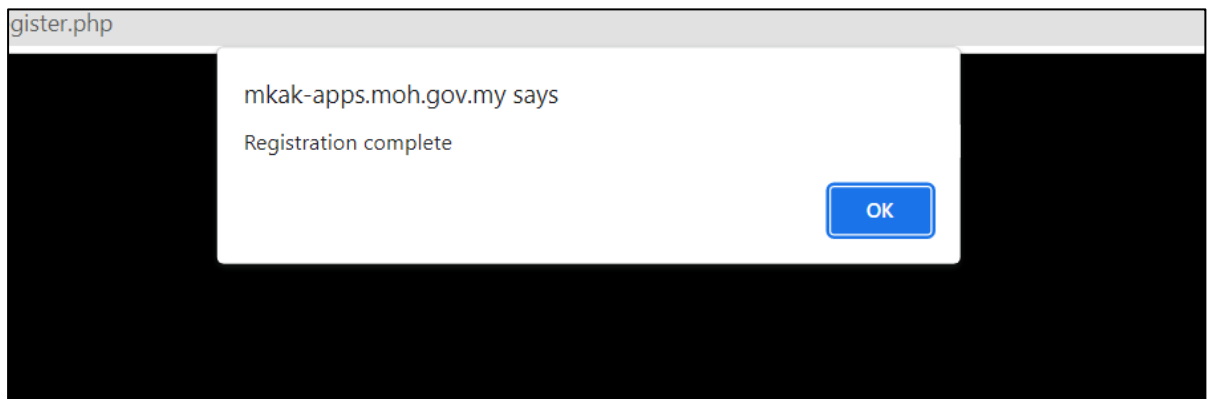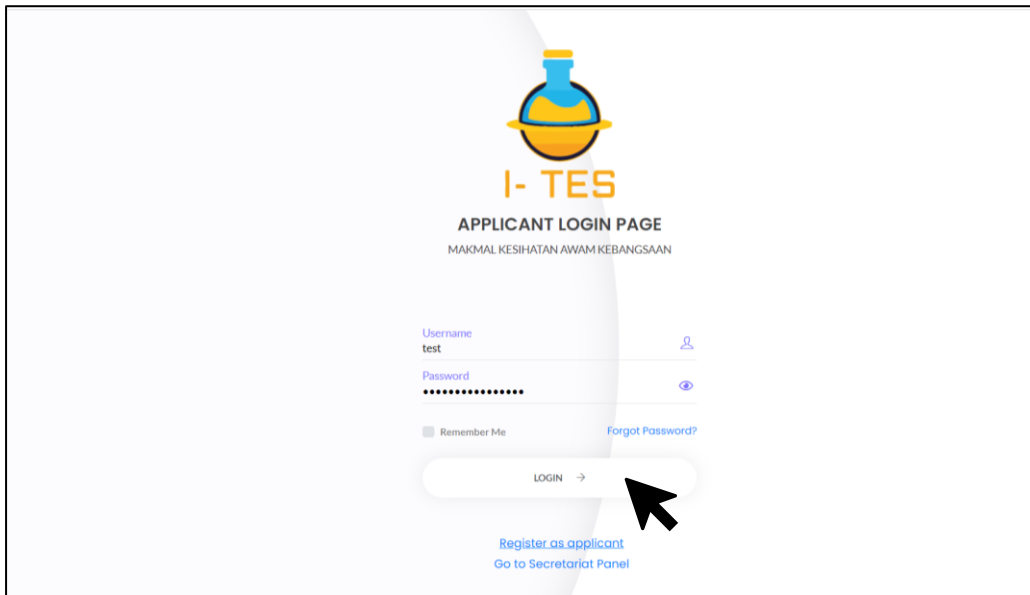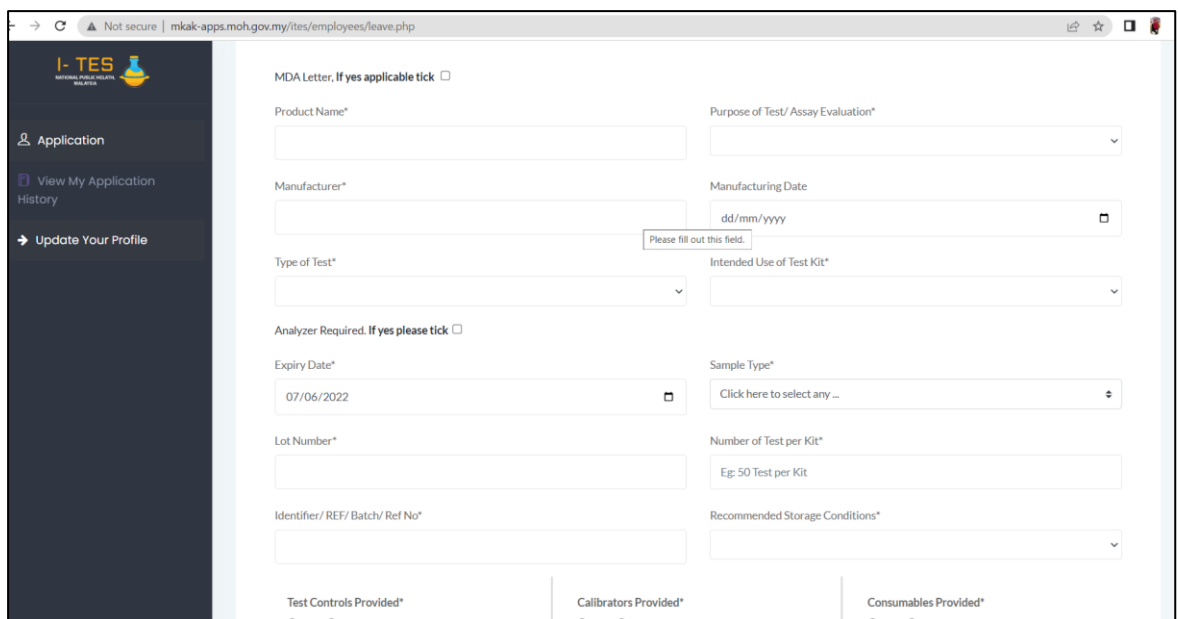
Log masuk Pengguna

1. Masukkan "Username" dan kata laluan yang sah. Borang orang "Application for Registration" akan dipaparkan. Klik Login.
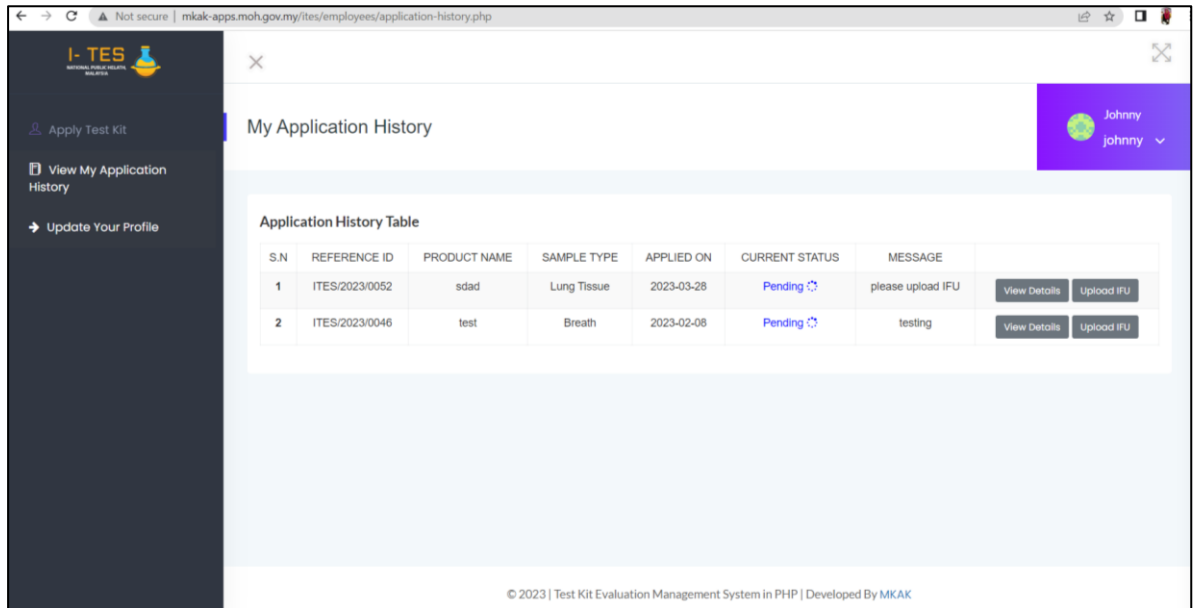

Mendaftar permohonan Test/ Assay Evaluation

1. Isikan permohonan permohonan IVD/ Test Assay. Notifikasi melalui email akan dihantarkan kepada pihak sekretariat dan pengguna. Klik butang "Submit".

2. Permohonan Test Assay/ Evaluation. "Your application has been applied, Thank You." akan dipaparkan.

Paparan Sejarah Permohonan

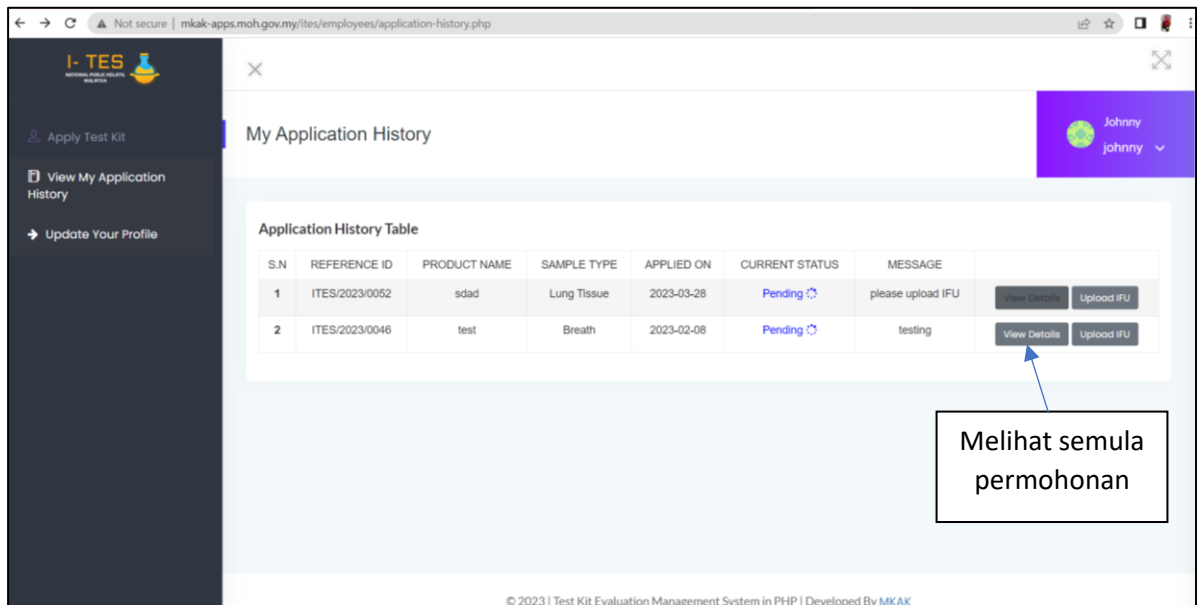1. Klik butang "View my Application History". Paparan sejarah permohonan dipaparkan.

2. Paparan butang "View Details" dan "Upload IFU" dipaparkan.

Melihat semula permohonan

Muat naik dokumen sokongan (Upload IFU)

1. Klik butang "Upload IFU" di halaman sejarah permohonan. Halaman upload IFU dipaparkan.
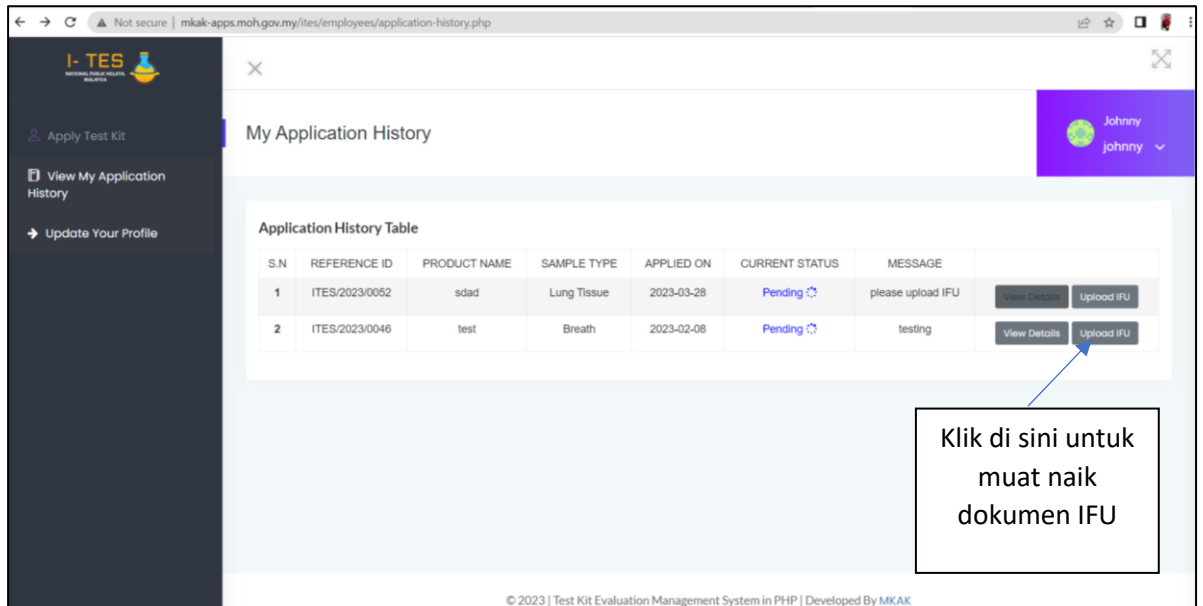
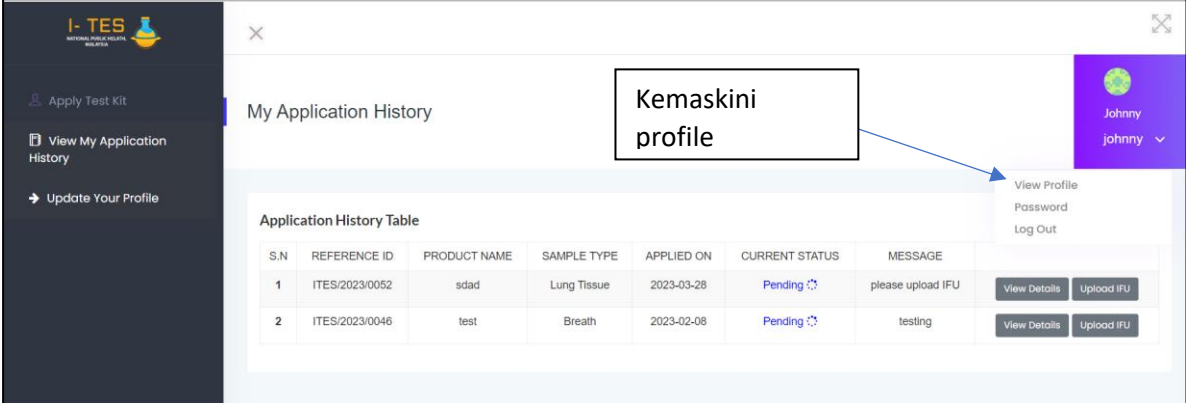2. "Upload" dokumen tambahan. Fail yang di "upload" muncul di table "Upload IFU".
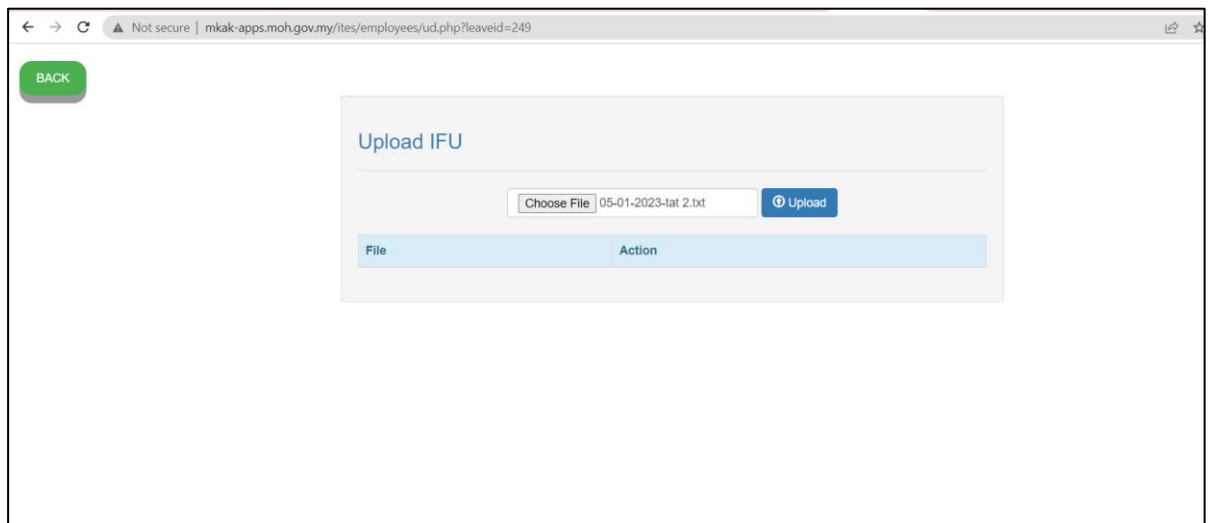
3. Muat turun dokumen yang telah di "upload". Fail berjaya dimuat turun semula.
4. Membuang dokumen tambahan. Dokumen tambahan dibuangkan di dalam server dan di "table database".
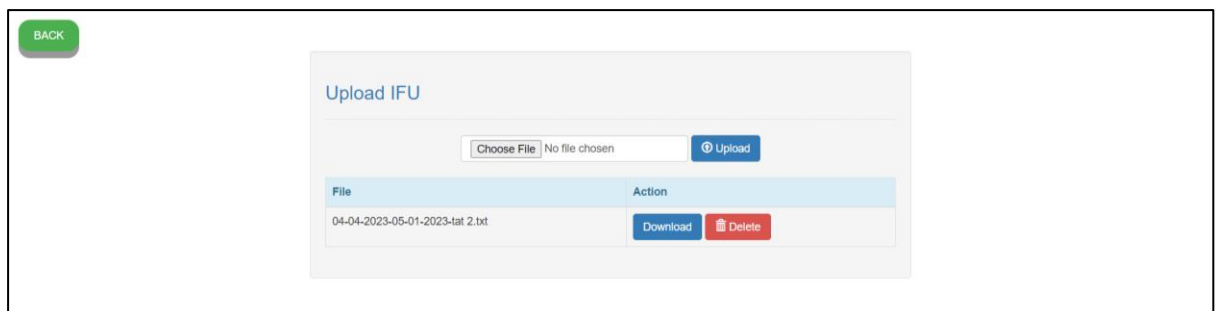
Kemaskini profil pengguna

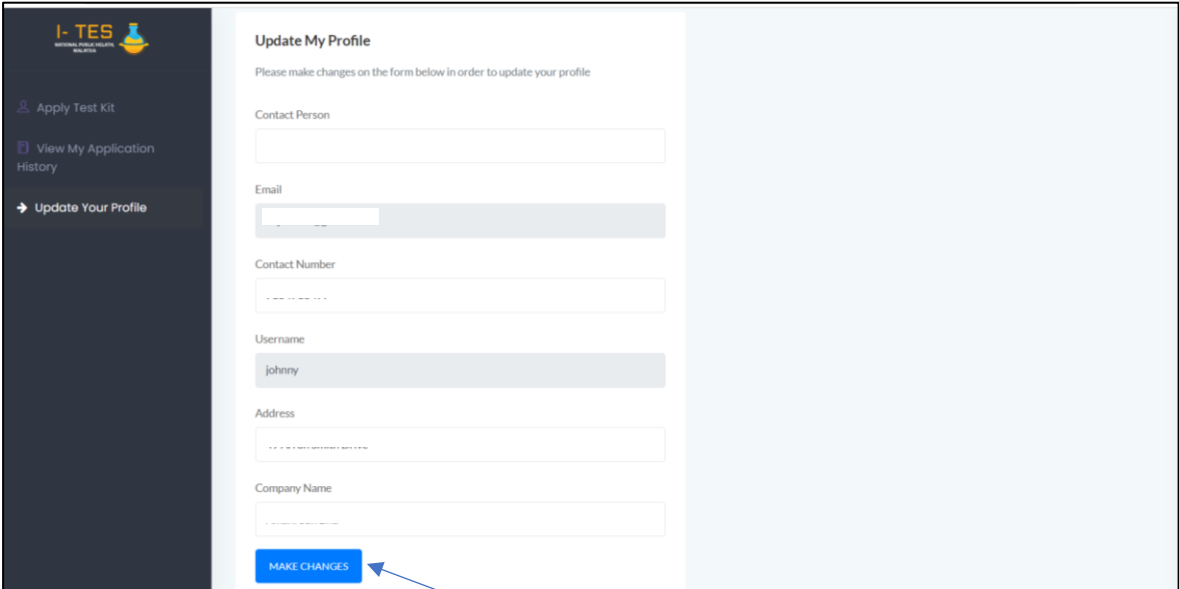1. Klik butang "View Profile". Paparan halaman "My Profile" dipaparkan.

2. Isikan maklumat yang hendak diubah.
3. Klik butang "Make Changes". Maklumat akan dikemaskini.
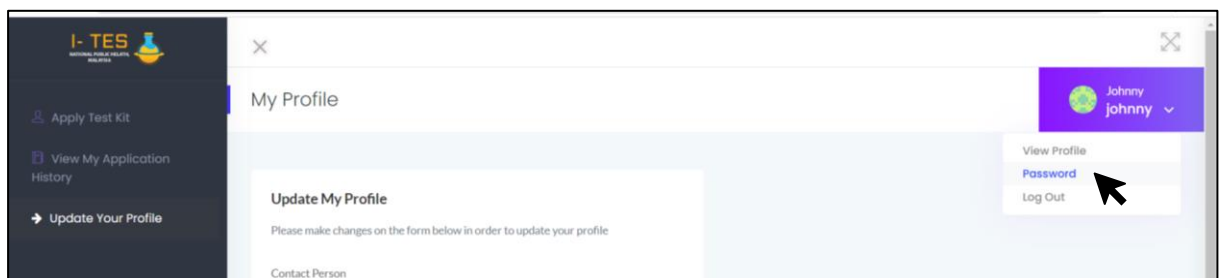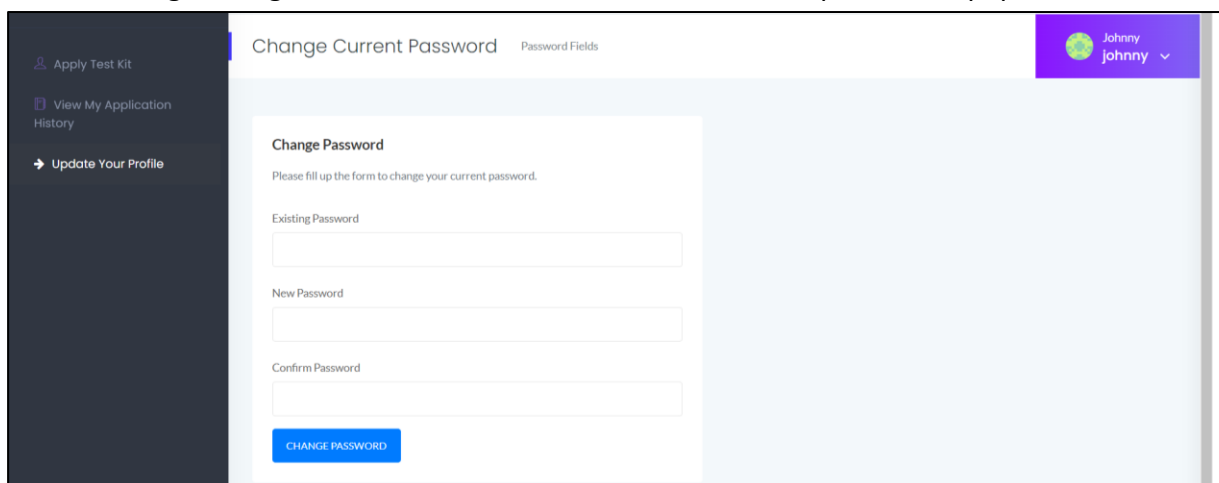
Reset Password

1. Tekan butang berwarna ungu. Paparan halaman "Password" dipaparkan.
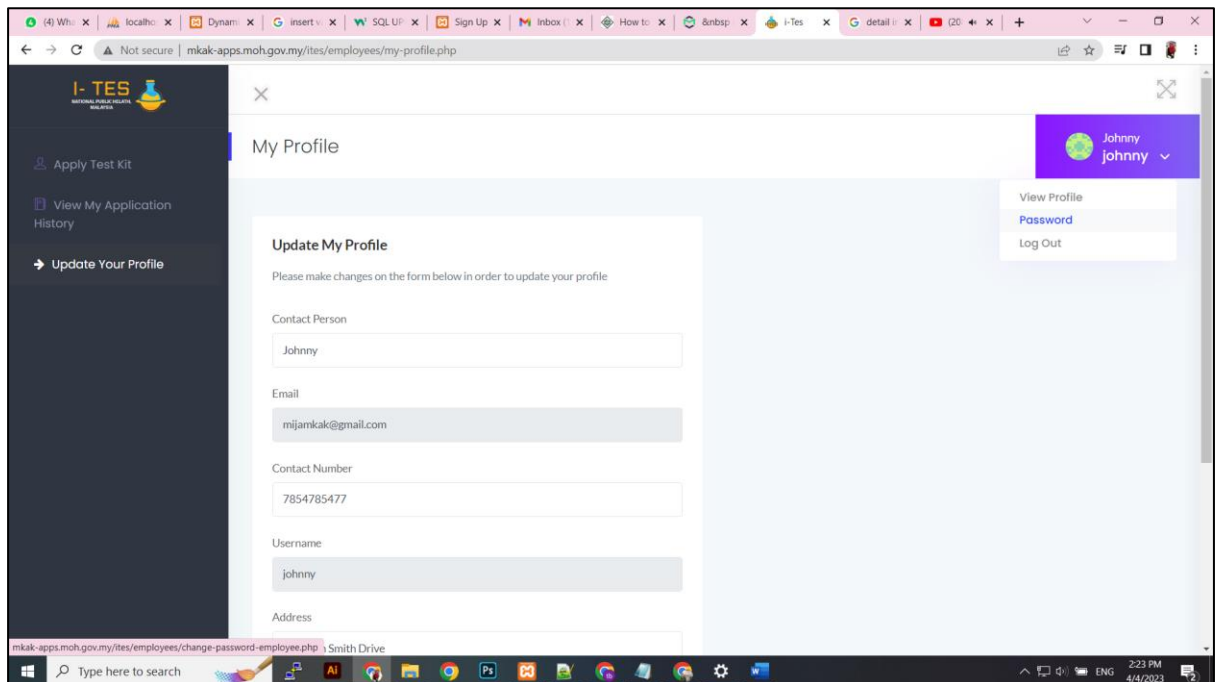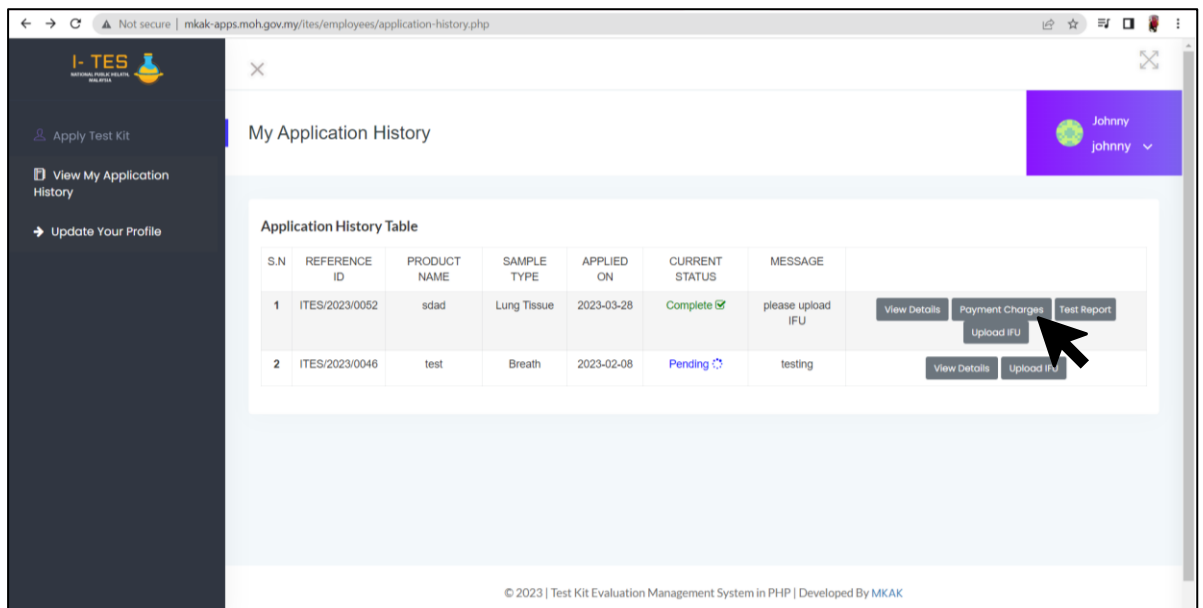

2. Klik butang sub menu "Password".

3. Masukkan "Password" sedia ada.
4. Isikan "Password" baru.
5. Tekan butang "Change Password". "Your Password Has Been Updated." Dipaparkan.

Mengemaskini harga caj bayaran penilaian

1. Klik butang "Payment Charges". Jika pemohon setuju, paparan mesej "Thank you, you agreed with the price charges." akan dipaparkan.
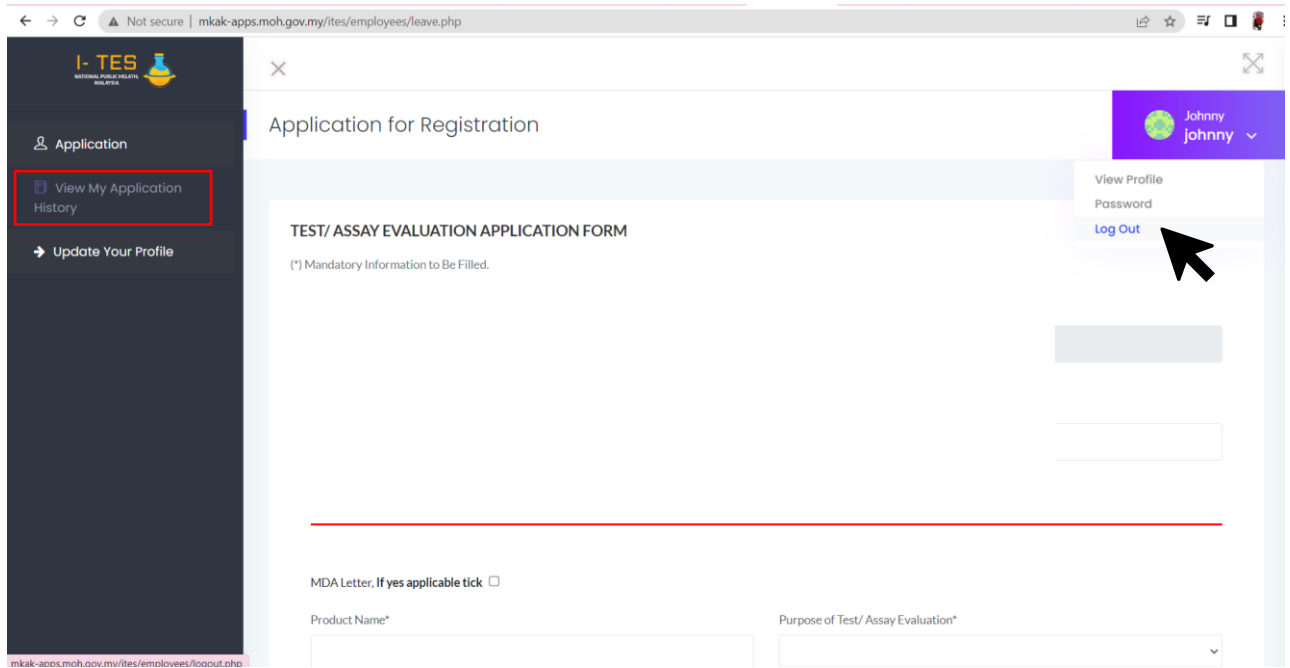

2. Klik butang "Accept Charges". Jika pemohon tidak setuju, paparan mesej "Thank you, your application has been declined" akan dipaparkan.
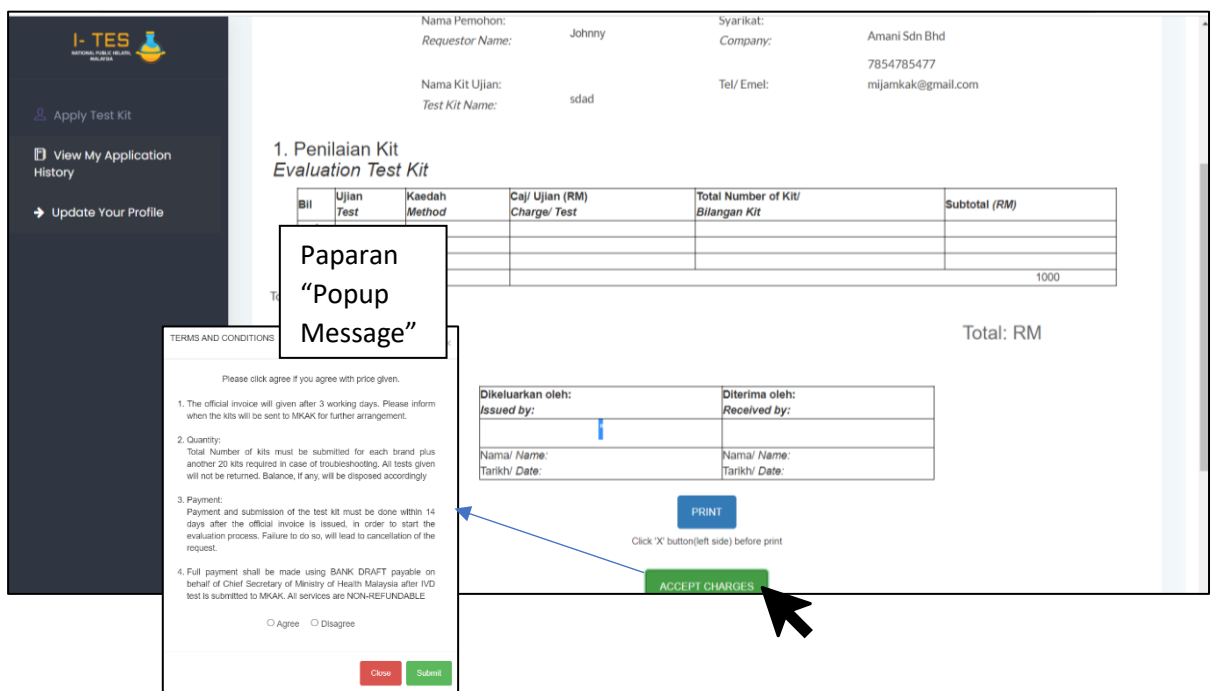
3. Terma dan syarat untuk penerimaan harga penilaian dipaparkan. Pihak syarikat perlu memilih untuk setuju atau tidak setuju. Jika setuju, maklumat permohonan akan dihantar melalui emel kepada pihak kewangan, syarikat dan secretariat.

4. Status "Accepted" berubah secara automatik kepada "In Process".

Log Keluar

1. Tekan butang berwarna ungu dan tekan sub menu "Log out"
2. Halaman utama i-Tes akan dipaparkan.

- MANUAL PENGGUNA TAMAT -