

**POLITEKNIK MELAKA**

**MANUAL**  
**PENGGUNA SISTEM eDOKUMEN**  
**POLITEKNIK MELAKA**

<http://edoc.polimelaka.edu.my/edocument/>

**Disediakan Oleh:**



.....  
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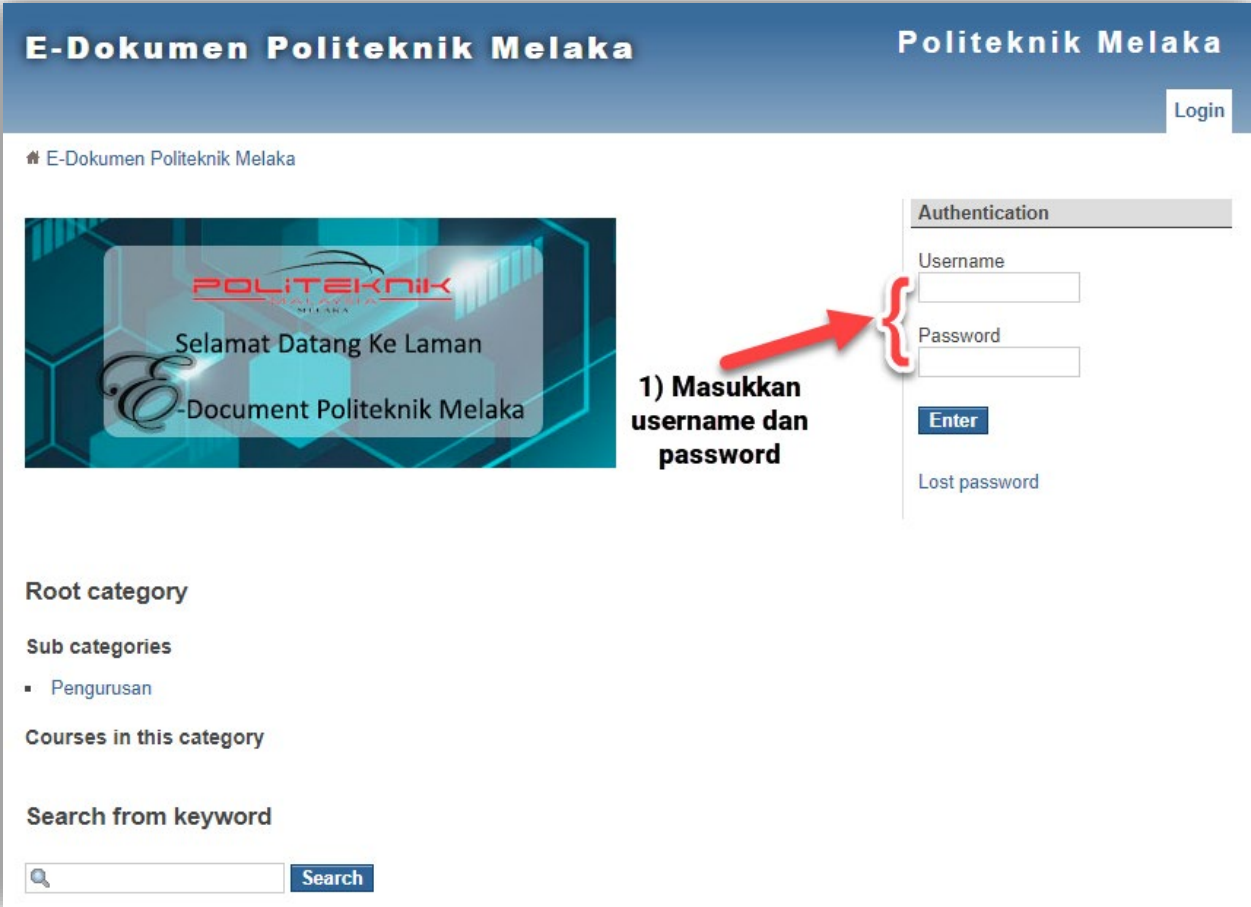
	<b>MANUAL PENGGUNA SISTEM eDOKUMEN POLITEKNIK MELAKA</b>	Versi 1.0 15 NOVEMBER 2022
		Muka surat :     ii

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## 1.0 CARA MELIHAT DAN MEMUAT TURUN SURAT/MEMO YANG DIMINITKAN



The screenshot shows the E-Dokumen Politeknik Melaka website interface. At the top, there is a blue header with the text "E-Dokumen Politeknik Melaka" on the left and "Politeknik Melaka" on the right, along with a "Login" button. Below the header, the main content area features a large graphic on the left with the text "Selamat Datang Ke Laman -Document Politeknik Melaka". To the right of this graphic is an "Authentication" form with fields for "Username" and "Password", an "Enter" button, and a "Lost password" link. A red arrow points to the "Username" and "Password" fields, accompanied by the text "1) Masukkan username dan password". Below the graphic, there are sections for "Root category", "Sub categories" (listing "Pengurusan"), "Courses in this category", and a "Search from keyword" section with a search input field and a "Search" button.

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**E-Dokumen Politeknik Melaka** **Politeknik Melaka**

My desktop | My messages Manage my account | Logout

# E-Dokumen Politeknik Melaka > My desktop

### MY DESKTOP

My course list

**Manage my courses**

 Enrol on a new course
 Remove course enrolment
 All platform courses  
 New items to another date

**My course list**

 SPK - SISTEM PENGURUSAN KUALITI  
Maszina Samsuddin

  SURAT - SURAT & MEMO EDARAN ONLINE  
Maszina Samsuddin

**Menu utama pengguna**

**2) Klik untuk paparan surat/memo**

Welcome message | [Show/Hide](#)



Email

Phone -

Administrative code -

 [View my statistics](#)

 [Manage my account](#)

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**E-Dokumen Politeknik Melaka** **Politeknik Melaka**

My desktop | My messages Manage my account | Logout

E-Dokumen Politeknik Melaka > SURAT

**SURAT**

**SURAT & MEMO EDARAN ONLINE** SURAT Maszlina Samsuddin

Course homepage  
Groups

**New items (to another date)**

**3) Klik**

Latest announcements  
No announcement.

Headlines  
No headline.

**Menunjukkan terdapat surat/memo baru  
di dalam folder pengguna**

**SURAT**

**SURAT & MEMO EDARAN ONLINE** SURAT Maszlina Samsuddin

[Course homepage](#)  
[Course description](#)  
[Agenda](#)  
[Announcement](#)  
[Document](#)  
[Exercises](#)  
[Learning Path](#)  
[Assignments](#)  
[Forums](#)  
**Groups**  
[Users](#)  
[Wiki](#)  
[Chat](#)

[New items \(to another date\)](#)  
[Edit Tool list](#)  
[Course settings](#)  
[Create a session course](#)  
[Statistics](#)

**4) Cari nama pengguna dan klik** →

**GROUPS** [Create new group\(s\)](#) [Delete all groups](#) [Main Group Settings](#)  
[Fill groups \(automatically\)](#) [Empty all groups](#)

**My groups list - Information Only**

Groups	Tutor
NOR FAZLINA BINTI MOHD AMIN	-
A1: SEMUA STAF PMK	-

**All groups**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Groups	Registered	Max.	Edit	Delete
NOOR SHUHAILIE BINTI M. MOHAMED NOOR	1	1		
NOOR WATEE BINTI RAHMAN	1	1		
NOORAZLIZA BT ABD RAHIM	1	1		
NOORHASLINA BINTI AZANI	1	1		
NOORKHAIRAN BIN NORDIN	1	1		
NOR AZAH BINTI MAT SOUT	1	1		
NOR FAZLINA BINTI MOHD AMIN (my group)	1	1		
NOR HAIZAN BINTI ABDUL HALIM	1	1		
NOR SURIATI BINTI JAMALUDIN	1	1		

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**E-Dokumen Politeknik Melaka** **Politeknik Melaka**

My desktop | My messages | Platform administration | **Nor Fazlina Mohd Amin** | Manage my account | Logout

🏠 E-Dokumen Politeknik Melaka > SURAT > Groups > NOR FAZLINA BINTI MOHD AMIN View mode : Student | **Course manager**

**SURAT**

**SURAT & MEMO EDARAN ONLINE** | SURAT  
NOR FAZLINA BINTI MOHD AMIN | Maszlina Samsuddin

Groups  
**NOR FAZLINA BINTI MOHD AMIN** 🧑🏫

- 📄 Document
- 🗨️ Forums
- 📖 Wiki
- 💬 Chat

✏️ Edit this group  
📧 Send a message to group

Description (none)  
 Group Tutor (none)  
 Group members Mohd Amin Nor Fazlina - Send a message

5) Klik



**E-Dokumen Politeknik Melaka** Politeknik Melaka

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E-Dokumen Politeknik Melaka > SURAT > Groups > NOR FAZLINA BINTI MOHD AMIN > Document

**SURAT**

**SURAT & MEMO EDARAN ONLINE** | SURAT Maszlina Samsuddin  
NOR FAZLINA BINTI MOHD AMIN | Document

NOR FAZLINA BINTI MOHD AMIN  
**DOCUMENT** | Search | Download current directory | Upload file | Create Directory  
| Create hyperlink | Create Document

Name	Size	Last modification date	Modify	Delete	Move	Publish
TAHUN_2021						
TAHUN_2022						

**6) Klik**



**E-Dokumen Politeknik Melaka** **Politeknik Melaka**

[My desktop](#) | [My messages](#) | [Platform administration](#) **Nor Fazlina Mohd Amin** | [Manage my account](#) | [Logout](#)

✦ E-Dokumen Politeknik Melaka > SURAT > Groups > NOR FAZLINA BINTI MOHD AMIN > Document

**SURAT**

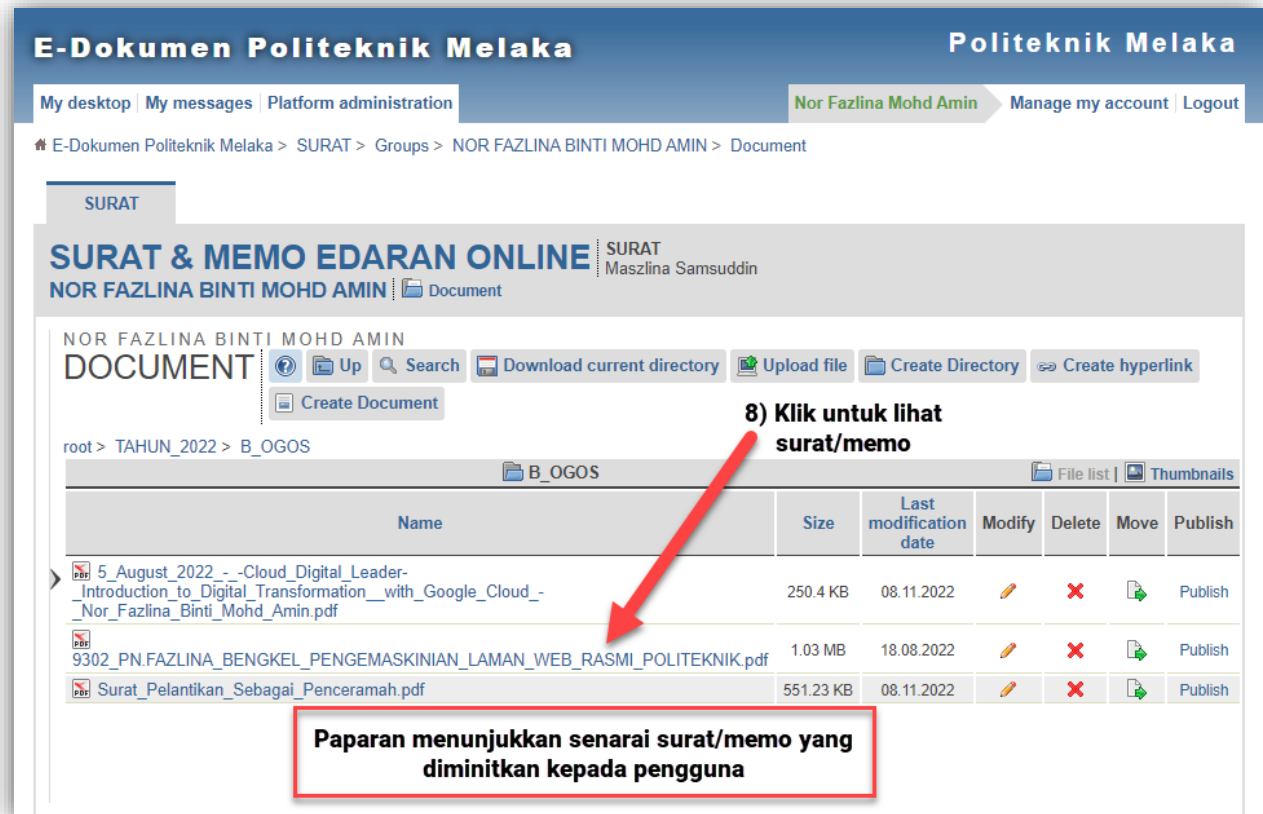
**SURAT & MEMO EDARAN ONLINE** : SURAT  
NOR FAZLINA BINTI MOHD AMIN : Maszlina Samsuddin  
Document

NOR FAZLINA BINTI MOHD AMIN  
**DOCUMENT** [Up](#) [Search](#) [Download current directory](#) [Upload file](#) [Create Directory](#)  
[Create hyperlink](#) [Create Document](#)

root > TAHUN\_2022

TAHUN_2022						
Name	Size	Last modification date	Modify	Delete	Move	Publish
B_APRIL						
B_JULAI						
B_MAC						
B_MEI						
B_OGOS						

 **7) Klik**



**E-Dokumen Politeknik Melaka** **Politeknik Melaka**

My desktop | My messages | Platform administration Nor Fazlina Mohd Amin | Manage my account | Logout

E-Dokumen Politeknik Melaka > SURAT > Groups > NOR FAZLINA BINTI MOHD AMIN > Document

**SURAT**

**SURAT & MEMO EDARAN ONLINE** SURAT Maszlina Samsuddin  
NOR FAZLINA BINTI MOHD AMIN Document

NOR FAZLINA BINTI MOHD AMIN  
**DOCUMENT** Up Search Download current directory Upload file Create Directory Create hyperlink  
Create Document

root > TAHUN\_2022 > B\_OGOS

B\_OGOS File list Thumbnails

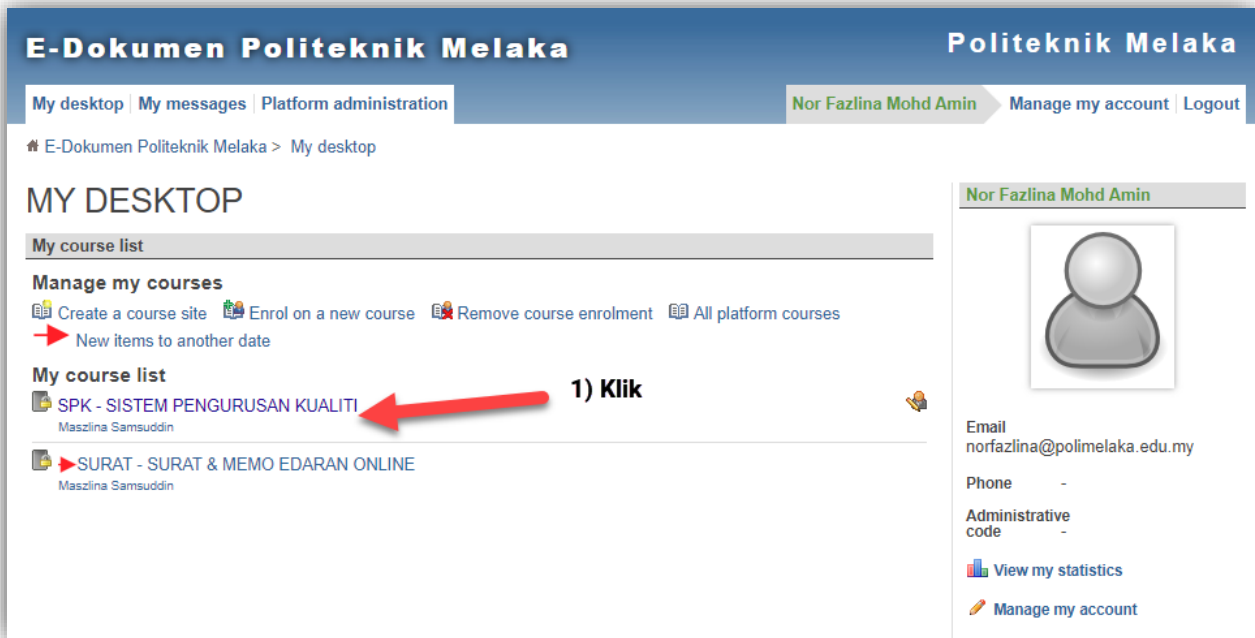
Name	Size	Last modification date	Modify	Delete	Move	Publish
5_August_2022_-_Cloud_Digital_Leader-Introduction_to_Digital_Transformation__with_Google_Cloud_-_Nor_Fazlina_Binti_Mohd_Amin.pdf	250.4 KB	08.11.2022				Publish
9302_PN.FAZLINA_BENGGEL_PENGEMASKINIAN_LAMAN_WEB_RASMI_POLITEKNIK.pdf	1.03 MB	18.08.2022				Publish
Surat_Pelantikan_Sebagai_Penceramah.pdf	551.23 KB	08.11.2022				Publish

**8) Klik untuk lihat surat/memo**

**Paparan menunjukkan senarai surat/memo yang diminitkan kepada pengguna**

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## 2.0 CARA MELIHAT DAN MEMUAT TURUN DOKUMEN KUALITI



**E-Dokumen Politeknik Melaka** Politeknik Melaka

My desktop | My messages | Platform administration Nor Fazlina Mohd Amin | Manage my account | Logout

# E-Dokumen Politeknik Melaka > My desktop

### MY DESKTOP


**My course list**

**Manage my courses**  
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[New items to another date](#)

**My course list**

- [SPK - SISTEM PENGURUSAN KUALITI](#) 1) Klik
- [SURAT - SURAT & MEMO EDARAN ONLINE](#)

**Nor Fazlina Mohd Amin**



Email: norfazlina@polimelaka.edu.my  
Phone: -  
Administrative code: -  
[View my statistics](#)  
[Manage my account](#)