


# Manual IPMS - Personal Designation Mailbox



1. Dalam IPMS versi 2.4, terdapat 3 jenis kategori mailbox iaitu:
  - Personnel (sebelum ini dikenali sebagai Government Servants)
  - Others
  - Personnel Designation Mailbox 
2. Personnel Designation Mailbox merupakan mailbox penjawat awam berdasarkan kepada jawatan. Contoh adalah seperti berikut:  
  
Nama Mailbox: Ketua Pengarah Agensi  
Alamat Email: [kp@agensi.gov.my](mailto:kp@agensi.gov.my)  
Login ID: 1govuc\kp.agensi
3. Mailbox ini boleh dipindah milik kepada pemilik yang baru tanpa perlu melakukan proses pemadaman mailbox (RTD).
4. Mailbox ini sama seperti kategori Personnel tetapi ditambah dengan beberapa fungsi baharu seperti berikut:
  - Nama pemilik akaun (***Ownership Name***) dipaparkan bersama dengan perjawatan (***Designation Name***)
  - Penambahan tab ***Account Owner History***
  - Penambahan fungsi ***Download Profile History Report***
  - Penambahan fungsi ***Transfer Ownership***

Account Info

Account Logs

Account Owner History

## Account Details

### Account Details

Ketua Pengarah ( Datuk Ahmad Rafee Bin Azahan )

**IC / Passport / Army / Police No**

800808xxxxxx

**Login Name**

1GOVUC\kp.agensi

**Account Type**

Personnel Designation Mailbox


**Ownership Name**

Datuk Ahmad Rafee Bin Azahan

**Account Status**

Active

 Resend Account Details

 Manage Account Status & Change Password

Baharu

Account Info

Account Logs

Account Owner History

 Download Profile History Csv

History ID	Account Ownership Name	Designation Start Date	Designation End Date	Reason	Updated By		
96	Datuk Bakri Bin samsudin	25-10-2016	23-10-2017	Resigned	admin	<a href="#">Edit</a>	<a href="#">Details</a>
97	Abdul Karim Ahmadi Samad	24-10-2017	04-10-2018	Retired	admin	<a href="#">Edit</a>	<a href="#">Details</a>
98	Datuk Ahmad Rafee Bin Azahan	04-10-2018			admin	<a href="#">Edit</a>	<a href="#">Details</a>

Account Details

Transfer Ownership

Baharu

### Transfer Ownership Ketua Pengarah

Fill in the fields.

**Current Status :** Active

**Application for :** Transfer Ownership

**Designation End Date \***



26-10-2018

Effective date of the current owner stop on duty.

**Reason \***

-Select-

**Message :**

Register New Account

User Informations

Account Category Type

IC / Passport / Army / Police No   
EG : 900512142232

Title

Ownership Name \*

Designation Name \*   
EG : PENGARAH JABATAN PENDIDIKAN NEGERI SELANGOR / GURU BESAR SEKOLAH MENENGAH SAINS TELOK INTAN

Date Of Birth \*   
EG : 27-03-1983 / 04-08-1989

Effective Date \*   
Effective date using the mailbox. EG : 27-03-2018 / 04-08-2018

1. Pilih **Personnel Designation Mailbox**

2. Lengkapi ruangan yang terdapat untuk diisi di dalam **User Informations:**

- **IC / Passport / Army / Police No**
- **Title**
- **Ownership Name**
- **Designation Name**
- **Date Of Birth**
- **Effective Date**

### Agency Informations


Ministry	Jabatan Perdana Menteri
Department *	
Division	EG : Pemeriksaan Cukai
Section	EG : Cukai
Units	EG : Koordinasi
Job Title	EG :Timbalan Pengarah, Ketua Pengarah
Job	EG :Pegawai Teknologi Maklumat
Gred	EG :JUSA A/F41

3. Apabila selesai, tekan pada **Save & Go To Assign Plan.**

Success register new account request

#### Assign Plan Form

**Package Details**

 Package & Email Storage

DisplayName Datuk Ahmad Rafee Bin Azahan

4. Mesej di atas akan terpapar setelah pendaftaran berjaya

**Package Details**

**Package & Email Storage**

**DisplayName** Datuk Ahmad Rafee Bin Azahan

**Primary Email**  @agensi.gov.my

**Login ID**  .agensi

**Default Password** yC\*=9y&Jwp#QM  
 Change password

**New Password**

**Confirm Password**

Change Password On Next Logon

**Package** Standard Package

Start 1 May 2018, all the account will get standard package. This package include :

- Outlook Web Access (OWA)
- Outlook Client
- Active Sync / Mobile

- Active Sync / Mobile

- Big Mail Transfer (BMT)

**Grid Positions**

**Email Storage**

**Value Added Services**

Enabled Skype For Business

Enabled Multi Conferencing

Enabled ADRMS

Enabled Online Archiving

5. Kemudian, lengkapkan ruangan berkaitan Pakej. Isikan tempat yang disediakan.

- Email Utama
- Login ID
- Kata Laluan Baru
- Pengesahan Kata Laluan Baru
- Jenis Pakej
- Gred Pangkat
- Storan E-mel

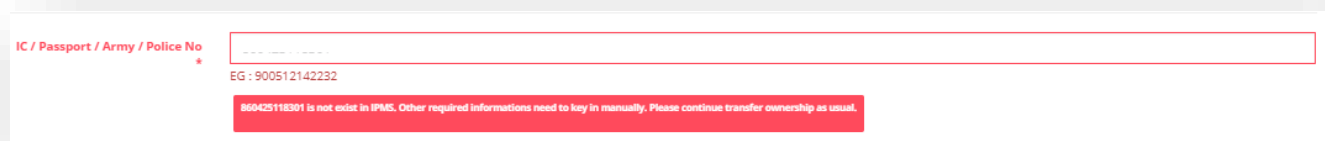
6. Pilih Perkhidmatan Tambahan yang diperlukan.

7. Apabila selesai, tekan pada **Assign Plan With Approved**.

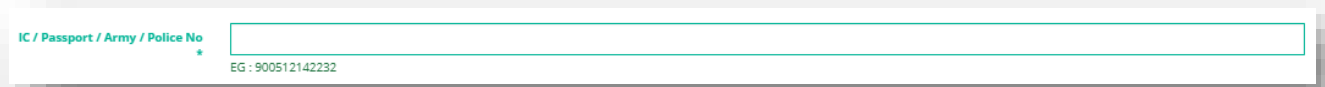


The screenshot shows a web form for 'Transfer Ownership' under the 'Account Details' tab. The form is titled 'Transfer Ownership Ketua Pengarah'. It has a green header bar that says 'Fill in the fields.'. Below this, there are several input fields: 'Current Status' is set to 'Active'; 'Application for' is set to 'Transfer Ownership'; 'Designation End Date' is set to '26-10-2018' with a calendar icon and a note 'Effective date of the current owner stop on duty.'; 'Reason' is a dropdown menu currently showing '-Select-'; 'Message' is a large text area; and 'IC / Passport / Army / Police No' is a text field with a placeholder 'Enter without "-" and space' and an example 'EG : 900512142232'.

1. Pindah Milik Akaun dilakukan sekiranya terdapat pertukaran pegawai yang memegang jawatan tersebut.
2. Untuk pindah milik akaun, klik pada **Manage Account Status & Change Password**.
3. Kemudian, klik pada **Transfer Ownership**
4. Lengkapkan kesemua maklumat yang berkaitan:
  - A. Maklumat pemilik terdahulu
    - **Designation End Date**
    - **Reason**
    - **Message**
  - B. Maklumat pemilik yang baru
    - **IC / Passport / Army / Police No Reason**
    - **Account Ownership Name**
    - **Mobile Phone No**
    - **Date Of Birth**
    - **Designation Start Date**
    - **Unknown Start Date** – sila tanda di sini sekiranya tidak pasti tarikh pemilik baru mula bertugas



4. Jika **IC / Passport / Army / Police No** tiada di dalam IPMS, notifikasi akan dikeluarkan berwarna merah tetapi masih boleh meneruskan pendaftaran seperti biasa.

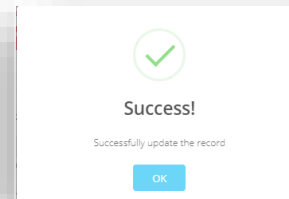
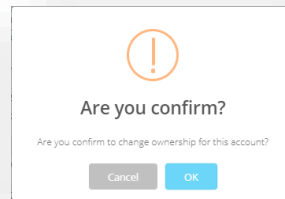


5. Jika **IC / Passport / Army / Police No** ada di dalam IPMS, notifikasi akan dikeluarkan berwarna hijau.

6. Kemudian, klik pada butang **Update Account**.

7. Tekan pada butang **OK**.

8. Pindah milik akaun selesai.



## Account Owner History (Sejarah Pemilikan Akaun)

1. Fungsi ini akan memaparkan senarai pemilik yang pernah menggunakan akaun ini.
2. Di dalam halaman **Account Details**, tekan pada tab **Account Owner History**.
3. Halaman akan memaparkan sejarah pemilikan akaun.
4. Terdapat beberapa fungsi di halaman ini:
  - **Download Profile History Report Csv**
  - **Edit** (Kemaskini maklumat pemilikan akaun)
  - **Details** (Paparan lengkap maklumat pemilikan akaun)

Account Info		Account Logs		Account Owner History			
<a href="#">Download Profile History Csv</a>							
History ID	Account Ownership Name	Designation Start Date	Designation End Date	Reason	Updated By		
96	Datuk Bakri Bin samsudin	25-10-2016	23-10-2017	Resigned	admin	<a href="#">Edit</a>	<a href="#">Details</a>
97	Abdul Karim Ahmadi Samad	24-10-2017	04-10-2018	Retired	admin	<a href="#">Edit</a>	<a href="#">Details</a>
98	Datuk Ahmad Rafee Bin Azahan	04-10-2018			admin	<a href="#">Edit</a>	<a href="#">Details</a>

1. Di halaman **Account Details**, tekan pada tab **Account Profile History**.
2. Kemudian, pilih data yang ingin dilihat dengan klik pada pautan **Details**.
3. Halaman **Account Profile History** akan memaparkan butiran maklumat pemilik akaun.

The screenshot shows a web interface for 'Ketua Pengarah'. At the top, there is a green header with the text 'Ketua Pengarah'. Below this, there is a red pill-shaped button labeled 'Previous Owner'. The main content area is titled 'Account Ownership Details' and contains a table with the following information:

History ID :	97
Account Ownership Name :	Abdul Karim Ahmadi Samad
IC Number :	750722xxxxxx
Account ID :	1GOVUC\kp.agensi
Email Address :	kp@agensi.gov.my
Department :	Pengurusan Tertinggi
Mobile Phone :	NA

The screenshot shows the 'Account Detail' page with a navigation bar containing 'Home', 'My Accounts', and 'Account Detail'. Below the navigation bar are tabs for 'Account Info', 'Account Logs', and 'Account Owner History'. A green button labeled 'Download Profile History Csv' is visible. The 'Account Owner History' table contains the following data:

History ID	Account Ownership Name	Designation Start Date	Designation End Date	Reason	Updated By	
80	Brook Shearwater/Sin Warior	24-10-2018	24-10-2018	Inactive	CC_email	<a href="#">Edit</a> <a href="#">Details</a>
81	Jali Bin Hamba	25-10-2018			CC_email	<a href="#">Edit</a> <a href="#">Details</a>

Below the table is the 'Edit Owner History' form with the following fields:

- IC / Passport / Army / Police No : 86041
- Account Ownership Name : Jali Bin Hamba
- Mobile Phone No : +601-2-2222
- Date Of Birth \* : 27-03-1983 / 04-08-2018 (EG: 27-03-1983 / 04-08-2018)
- Designation Start Date \* : 25-10-2018 (EG: 27-03-1983 / 04-08-2018)

Additional information in the form includes: 'Effective date of the new owner start on duty.', 'Unknown Start Date' checkbox, and a note: 'Please tick if the new owner have unknown start date'. At the bottom of the form are two buttons: 'Update Account' and 'Back'.

1. Di halaman **Account Details**, tekan pada tab **Account Profile History**.
2. Kemudian, pilih data yang ingin dikemaskini dengan klik pada pautan **Edit**.
3. Halaman **Edit Owner History** akan memaparkan butiran maklumat pemilik akaun dan siap untuk disunting.
4. Selepas selesai mengemaskini data pemilik akaun, klik pada butang **Update Account**.
5. Klik pada butang **OK**.
6. Kemaskini butiran pemilik akaun selesai.

Are you confirm?  
Are you confirm to update ownership for this account?

Cancel OK

Success!  
Successfully update the record

OK

**TERIMA KASIH**