

Resource Planning

Resource Allocation Officer



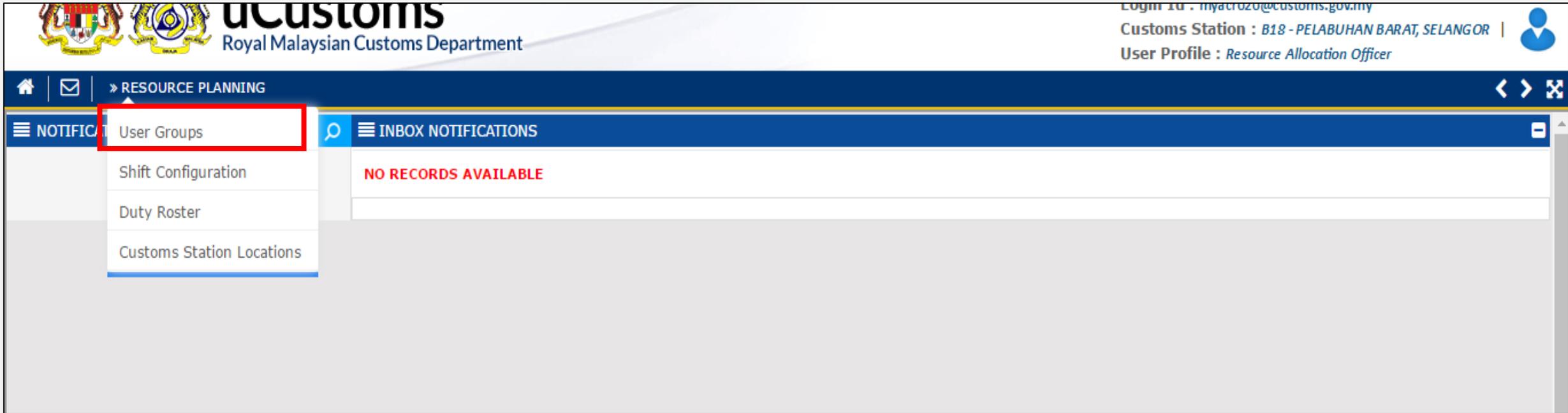
Features in Resource Planning Module

- Create User Groups Management.
- Create Shift Configuration.
- Create Duty Roster.
- Create Customs Station Locations.

Create User Groups Management

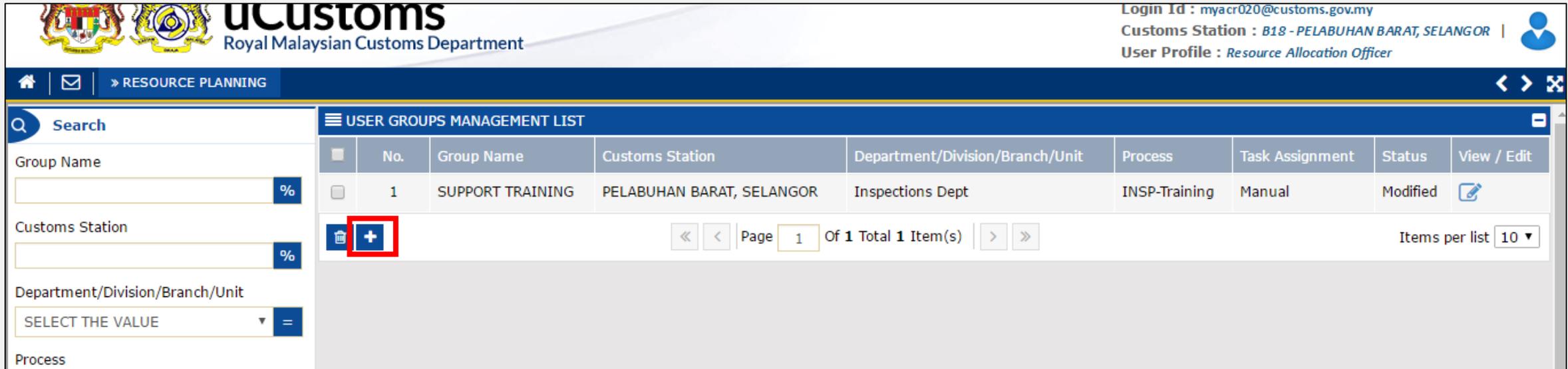


Go to “Resource Planning” menu → click on “User Groups” submenu.



The screenshot displays the uCustoms web application interface. At the top left, the uCustoms logo and the text "Royal Malaysian Customs Department" are visible. On the top right, the user's login information is shown: "Login ID : myacrozo@customs.gov.my", "Customs Station : B18 - PELABUHAN BARAT, SELANGOR", and "User Profile : Resource Allocation Officer". The main navigation bar is dark blue and contains a home icon, an envelope icon, and the text "» RESOURCE PLANNING". Below this bar, a dropdown menu is open, listing "User Groups", "Shift Configuration", "Duty Roster", and "Customs Station Locations". The "User Groups" option is highlighted with a red rectangular border. To the right of the dropdown menu, there is a search icon and the text "INBOX NOTIFICATIONS". Below this, a message states "NO RECORDS AVAILABLE" in red text. The main content area below is a light gray color.

The **User Groups Management List** appears. To create new user group, click “+” button. To delete a record from the list, select it and click . Records only in Created and Modified states can be deleted.



The screenshot shows the uCustoms interface for the 'USER GROUPS MANAGEMENT LIST'. The header includes the uCustoms logo and 'Royal Malaysian Customs Department'. The user is logged in as 'myacr020@customs.gov.my' at 'B18 - PELABUHAN BARAT, SELANGOR' with the profile of 'Resource Allocation Officer'. The main content area features a search sidebar on the left and a table of user groups. The table has columns for 'No.', 'Group Name', 'Customs Station', 'Department/Division/Branch/Unit', 'Process', 'Task Assignment', 'Status', and 'View / Edit'. A single record is listed with 'No. 1', 'Group Name SUPPORT TRAINING', 'Customs Station PELABUHAN BARAT, SELANGOR', 'Department/Division/Branch/Unit Inspections Dept', 'Process INSP-Training', 'Task Assignment Manual', and 'Status Modified'. Below the table, a navigation bar shows a trash icon, a '+' button (highlighted with a red box), and pagination information: 'Page 1 Of 1 Total 1 Item(s)'. The 'Items per list' is set to 10.

No.	Group Name	Customs Station	Department/Division/Branch/Unit	Process	Task Assignment	Status	View / Edit
1	SUPPORT TRAINING	PELABUHAN BARAT, SELANGOR	Inspections Dept	INSP-Training	Manual	Modified	

The **User Groups Management** screen appears. Fill in all the mandatory fields and click “Create” button once all the required details are entered..

USER GROUPS MANAGEMENT STATUS : NEW

Group Name	* RESOURCE PLANNING	Created Date	* 20-06-2019
Customs Station	B18 - PELABUHAN BARAT, SELANGOR	Department/Division/Branch/Unit	* INSPECTIONS DEPT
Process	* INSPECTION	Task Assignment	* MANUAL
Direction	* IMPORT/EXPORT	Request Assignment (Per Iteration)	
Stop Task Assignment (In Mins)		Maximum Workload	
Group Type	<input checked="" type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input checked="" type="checkbox"/> High		

Create [Back](#)

The **status** of the user group changes to **CREATED**. The Users List section appears below. Click  button to associate users.

USER GROUPS MANAGEMENT **STATUS : CREATED**

Group Name	* RESOURCE PLANNING	Created Date	* 20-06-2019
Customs Station	B18-PELABUHAN BARAT, SELANGOR	Department/Division/Branch/Unit	* INSPECTIONS DEPT
Process	* INSPECTION	Task Assignment	* MANUAL
Direction	* IMPORT/EXPORT	Request Assignment (Per Iteration)	
Stop Task Assignment (In Mins)		Maximum Workload	
Group Type	<input checked="" type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input checked="" type="checkbox"/> High		

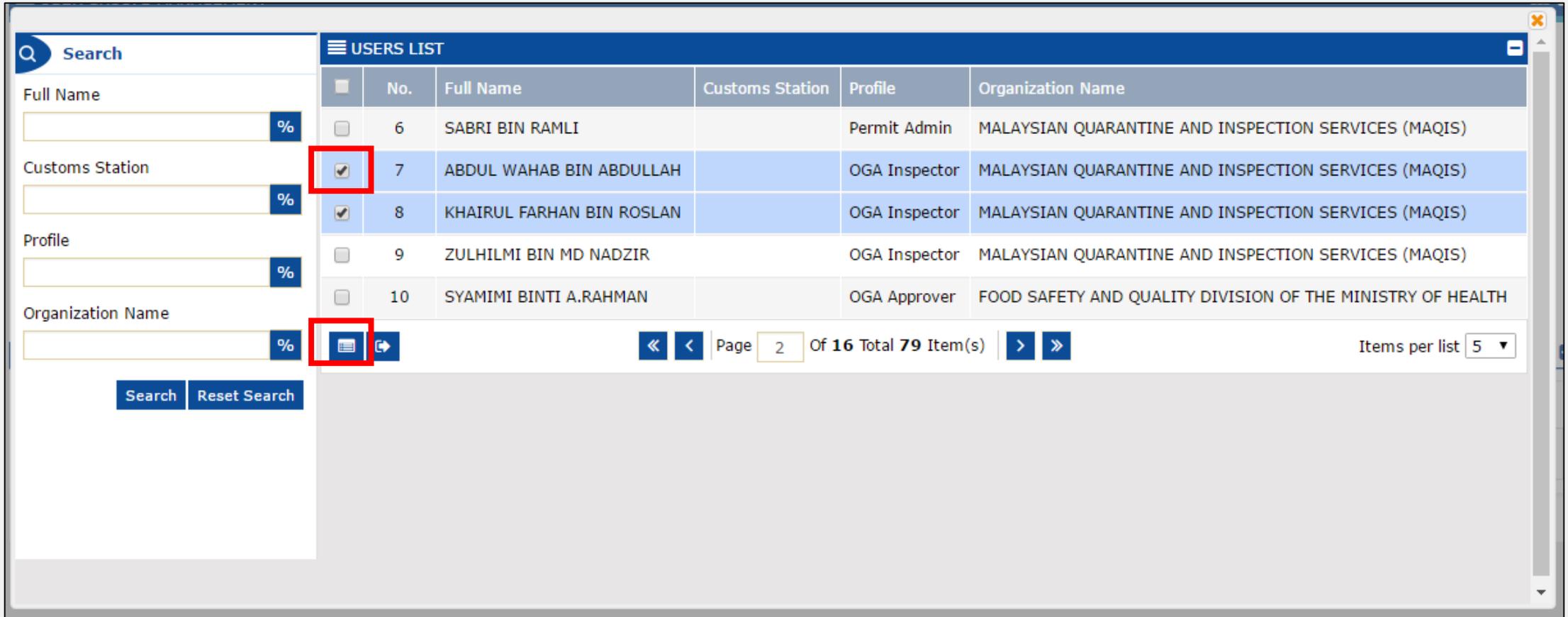
USERS LIST

NO RECORDS AVAILABLE

Save **Back**

The **Users List** screen appears. Select users by ticking on the **checkbox** or enter Full Name, Customs Station, Profile and/or Organization Name and click “Search”. After that select the checkbox and click  button to save the selection.



The screenshot displays the 'USERS LIST' interface. On the left, there is a search panel with filters for Full Name, Customs Station, Profile, and Organization Name, each with a search input field and a percentage icon. Below the filters are 'Search' and 'Reset Search' buttons. The main area shows a table with columns: No., Full Name, Customs Station, Profile, and Organization Name. The table contains five rows of user data. The second and third rows are highlighted in blue, and their checkboxes are checked. A red box highlights the checkbox for the second row. Below the table, there are navigation controls including 'Page 2 Of 16 Total 79 Item(s)' and 'Items per list 5'. A red box highlights a save button icon (a document with a checkmark) located below the table.

No.	Full Name	Customs Station	Profile	Organization Name
6	SABRI BIN RAMLI		Permit Admin	MALAYSIAN QUARANTINE AND INSPECTION SERVICES (MAQIS)
7	ABDUL WAHAB BIN ABDULLAH		OGA Inspector	MALAYSIAN QUARANTINE AND INSPECTION SERVICES (MAQIS)
8	KHAIRUL FARHAN BIN ROSLAN		OGA Inspector	MALAYSIAN QUARANTINE AND INSPECTION SERVICES (MAQIS)
9	ZULHILMI BIN MD NADZIR		OGA Inspector	MALAYSIAN QUARANTINE AND INSPECTION SERVICES (MAQIS)
10	SYAMIMI BINTI A.RAHMAN		OGA Approver	FOOD SAFETY AND QUALITY DIVISION OF THE MINISTRY OF HEALTH

The selected users now appear on the **Users List** section. To disassociate the associated user, select the record and click . Once the Users are associated, Resource Allocation Officer can categorize the user as either Group Leader or Users from the User Type dropdown list. Click “Save” to save the changes or click “Back” to navigate back to the User Group Management List.

USER GROUPS MANAGEMENT STATUS : **MODIFIED**

Group Name	* RESOURCE PLANNING	Created Date	* 20-06-2019
Customs Station	B18-PELABUHAN BARAT, SELANGOR	Department/Division/Branch/Unit	* INSPECTIONS DEPT
Process	* INSPECTION	Task Assignment	* MANUAL
Direction	* IMPORT/EXPORT	Request Assignment (Per Iteration)	
Stop Task Assignment (In Mins)		Maximum Workload	
Group Type	<input checked="" type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input checked="" type="checkbox"/> High		

USERS LIST

No.	Full Name	Profile	Department/Division/Branch/Unit	User Type
1	KHAIRUL FARHAN BIN ROSLAN	OGA Inspector	MAQIS WILAYAH TENGAH	GROUP LEADER
2	ABDUL WAHAB BIN ABDULLAH	OGA Inspector	MAQIS WILAYAH TENGAH	GROUP LEADER

Page 1 Of 1 Total 2 Item(s) Items per list 5

Save **Back**

Create Shift Configuration



Next, go to “Resource Planning” menu → click on “Shift Configuration” submenu.

Royal Malaysian Customs Department

Customs Station : B18-PELABUHAN BARAT, SELANGOR
User Profile : Resource Allocation Officer

RESOURCE PLANNING

User Groups

Shift Configuration

Duty Roster

Customs Station Locations

Direction

Stop Task Assignment (In Mins)

Group Type

STATUS : MODIFIED

* RESOURCE PLANNING

B18-PELABUHAN BARAT, SELANGOR

* INSPECTION

* IMPORT/EXPORT

Created Date

20-06-2019

Department/Division/Branch/Unit

INSPECTIONS DEPT

Task Assignment

MANUAL

Request Assignment (Per Iteration)

Maximum Workload

Low Medium High

USERS LIST

No.	Full Name	Profile	Department/Division/Branch/Unit	User Type
1	KHAIRUL FARHAN BIN ROSLAN	OGA Inspector	MAQIS WILAYAH TENGAH	GROUP LEADER
2	ABDUL WAHAB BIN ABDULLAH	OGA Inspector	MAQIS WILAYAH TENGAH	GROUP LEADER

Page 1 Of 1 Total 2 Item(s)

Items per list 5

Save Back

The **Shift Configuration List** appears. To create new shift configuration, click “+” button.

SHIFT CONFIGURATION LIST										
No.	System Reference No.	Department/Division/Branch/Unit	Process	Shift Pattern	No. of Shifts	Start Date	End Date	Status	View / Edit	
1	REP-SFC-B10-2019-000003	Inspections Dept	INSP-Training	Office Hours	1	20-06-2019	30-06-2019	Draft Created		
2	REP-SFC-B18-2019-000009	Inspections Dept	INSP-Training	24/7	3	20-06-2019	30-06-2019	Draft Created		
3	REP-SFC-B18-2019-000007	Inspections Dept	INSP-Training	Office Hours	1	20-06-2019	31-07-2019	Activated		

  Page 1 Of 1 Total 3 Item(s) Items per list 10 ▼

The **Shift Configuration Form** appears. Fill in all the mandatory fields and once all the required details are entered, click “**Create**” button.

SHIFT CONFIGURATION FORM STATUS : **NEW**

System Reference No.		Created Date	20-06-2019
Department/Division/Branch/Unit	* INSPECTIONS DEPT	Process	* INSP-TRAINING
Shift Pattern	* OFFICE HOURS	No. of Shifts	* 1
Start Date	* 20-06-2019	End Date	* 30-06-2019
Direction	* IMPORT/EXPORT	Auto Duty Roster	<input checked="" type="checkbox"/>
Customs Station	B10 - WISMA KASTAM, PELABUHAN KLANG, SI		

Create **Back**

The **status** of the shift configuration changes to **Draft Created**. The **Shift List** section appears below. Click “+” button.

SHIFT CONFIGURATION FORM STATUS: **DRAFT CREATED**

System Reference No.	REP-SFC-B10-2019-000003	Created Date	20-06-2019
Department/Division/Branch/Unit	* INSPECTIONS DEPT	Process	* INSP-TRAINING
Shift Pattern	* OFFICE HOURS	No. of Shifts	* 1
Start Date	* 20-06-2019	End Date	* 30-06-2019
Direction	* IMPORT/EXPORT	Auto Duty Roster	<input checked="" type="checkbox"/>
Customs Station	B10 - WISMA KASTAM, PELABUHAN KLANG, SI		

SHIFT LIST

NO RECORDS AVAILABLE

Save | Activate | Back

The **Shifts** screen appears. Fill in all mandatory fields and once all the required details are entered, click “Create” button.

SHIFTS STATUS : **NEW**

Shift Name	* SHIFT RP	Created Date	* 20-06-2019
Department/Division/Branch/Unit	* INSPECTIONS DEPT	Process	* INSP-TRAINING
Direction	IMPORT/EXPORT	Group Name	* RESOURCE PLANNING
Customs Station	* B10 - WISMA KASTAM, PELABUHAN KLANG, SI	State	* SELANGOR
Start Time (HH:MM)	* 05 00	End Time (HH:MM)	* 23 00

SHIFT WEEK OFFS

<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	

Create **Back**

The **Shifts** form refreshes with **Created** status. In the **Shift Supervisor** section, click  to associate the available supervisor.

SHIFTS STATUS: **CREATED**

Shift Name	* SHIFT RP	Created Date	* 20-06-2019
Department/Division/Branch/Unit	* INSPECTIONS DEPT	Process	* INSP-TRAINING
Direction	IMPORT/EXPORT	Group Name	* RESOURCE PLANNING
Customs Station	* B10 - WISMA KASTAM, PELABUHAN KLANG, SI	State	* SELANGOR
Start Time (HH:MM)	* 05 00	End Time (HH:MM)	* 23 00

SHIFT WEEK OFFS

Saturday Sunday Monday Tuesday
 Wednesday Thursday Friday

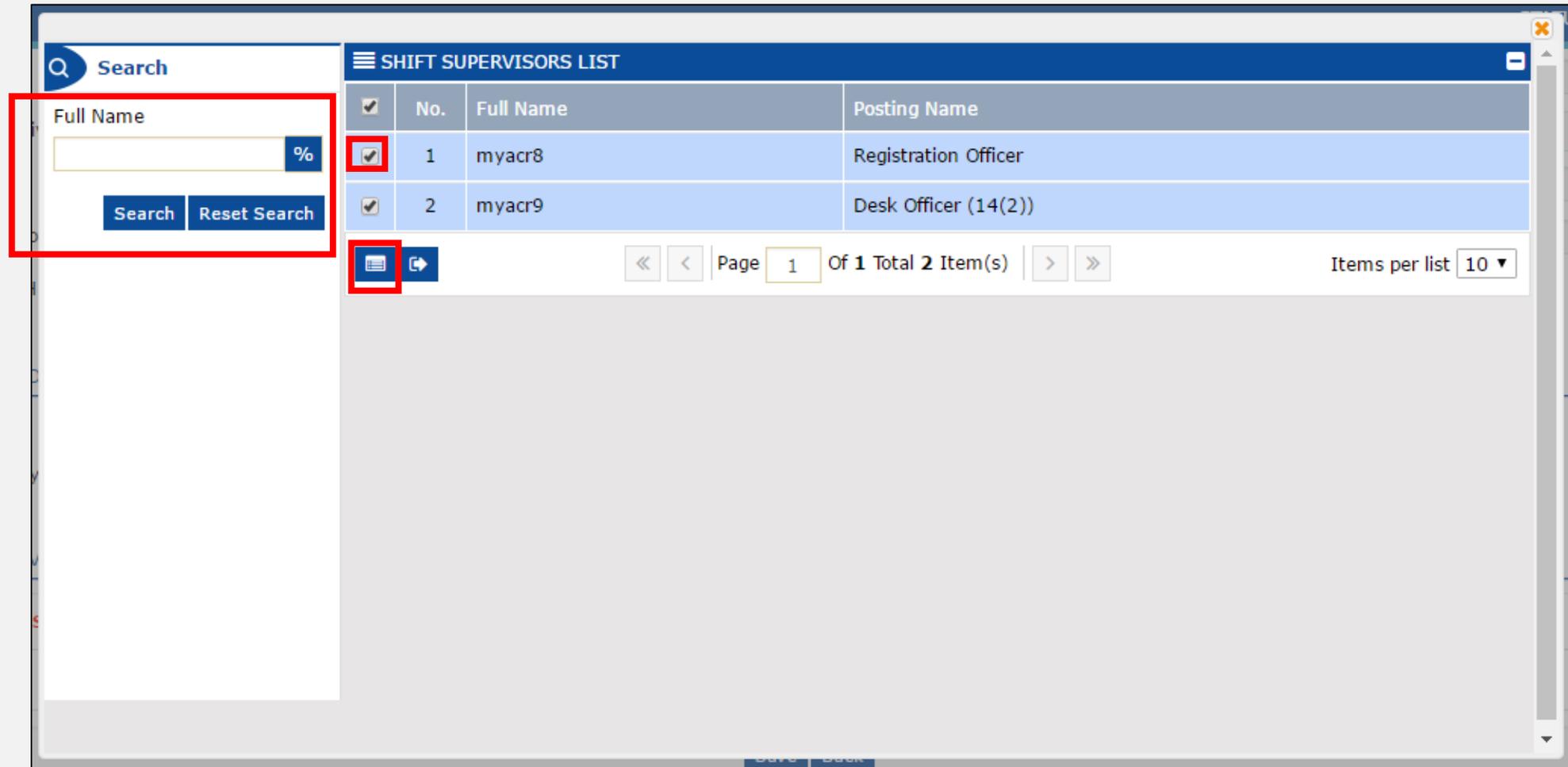
SHIFT SUPERVISOR

NO RECORDS AVAILABLE

Save Back

The **Shift Supervisors List** appears. Select the checkbox in the list or enter the Full Name in the search field, and click “Search”. Click  to save the selection.



The screenshot shows a web application interface for managing shift supervisors. On the left, there is a search panel with a search bar labeled "Full Name" containing a text input field and a percentage symbol (%). Below the search bar are two buttons: "Search" and "Reset Search". The main area displays a table titled "SHIFT SUPERVISORS LIST". The table has four columns: a checkbox column, a "No." column, a "Full Name" column, and a "Posting Name" column. Two rows are visible in the table, both with their checkboxes selected. The first row has "1" in the "No." column, "myacr8" in the "Full Name" column, and "Registration Officer" in the "Posting Name" column. The second row has "2" in the "No." column, "myacr9" in the "Full Name" column, and "Desk Officer (14(2))" in the "Posting Name" column. Below the table is a pagination bar showing "Page 1 Of 1 Total 2 Item(s)" and "Items per list 10". A save icon (a document with a checkmark) is located at the bottom left of the table area. A red box highlights the search panel and the first row of the table.

<input checked="" type="checkbox"/>	No.	Full Name	Posting Name
<input checked="" type="checkbox"/>	1	myacr8	Registration Officer
<input checked="" type="checkbox"/>	2	myacr9	Desk Officer (14(2))

The selected shift supervisors appear on the **Shift Supervisor** section. Click “**Back**” to navigate back to **Shift Configuration Form** screen.

SHIFTS STATUS : **CREATED**

Shift Name	* SHIFT RP	Created Date	* 20-06-2019
Department/Division/Branch/Unit	* INSPECTIONS DEPT	Process	* INSP-TRAINING
Direction	IMPORT/EXPORT	Group Name	* RESOURCE PLANNING
Customs Station	* B10 - WISMA KASTAM, PELABUHAN KLANG, SI	State	* SELANGOR
Start Time (HH:MM)	* 05 00	End Time (HH:MM)	* 23 00

SHIFT WEEK OFFS

<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	

SHIFT SUPERVISOR

	No.	Full Name	User Profile Display Name	Posting Name
<input type="checkbox"/>	1	myacr9	Desk Officer (14(2))	Desk Officer (14(2))
<input type="checkbox"/>	2	myacr8	Registration Officer	Registration Officer

Save **Back**

The **Shift Configuration Form** appears. Click “**Activate**” to activate the shift configuration.

SHIFT CONFIGURATION FORM STATUS : **DRAFT CREATED**

System Reference No.	REP-SFC-B10-2019-000003	Created Date	20-06-2019
Department/Division/Branch/Unit	* INSPECTIONS DEPT	Process	* INSP-TRAINING
Shift Pattern	* OFFICE HOURS	No. of Shifts	* 1
Start Date	* 20-06-2019	End Date	* 30-06-2019
Direction	* IMPORT/EXPORT	Auto Duty Roster	<input checked="" type="checkbox"/>
Customs Station	B10 - WISMA KASTAM, PELABUHAN KLANG, SI		

SHIFT LIST

No.	Shift Name	Direction	Start Time (HH:MM)	End Time (HH:MM)	Group Name	View / Edit
1	SHIFT RP	IMPORT/EXPORT	05:00	23:00	RESOURCE PLANNING	

Page 1 Of 1 Total 1 Item(s) Items per list 5

Save **Activate** **Back**

The **Shifts Configuration Form** refreshes with **Activated** status. To deactivate the shift configuration, just click “**Deactivate**” button.

SHIFT CONFIGURATION FORM
STATUS : **ACTIVATED**

System Reference No.	REP-SFC-B10-2019-000003	Created Date	20-06-2019
Department/Division/Branch/Unit	* INSPECTIONS DEPT	Process	* INSP-TRAINING
Shift Pattern	* OFFICE HOURS	No. of Shifts	* 1
Start Date	* 20-06-2019	End Date	* 30-06-2019
Direction	* IMPORT/EXPORT	Auto Duty Roster	<input checked="" type="checkbox"/>
Customs Station	B10 - WISMA KASTAM, PELABUHAN KLANG, SI	Activated Date	20-06-2019

SHIFT LIST

☐	No.	Shift Name	Direction	Start Time (HH:MM)	End Time (HH:MM)	Group Name	View / Edit
☐	1	SHIFT RP	IMPORT/EXPORT	05:00	23:00	RESOURCE PLANNING	

<< < Page 1 Of 1 Total 1 Item(s) > >>

Items per list 5 ▼

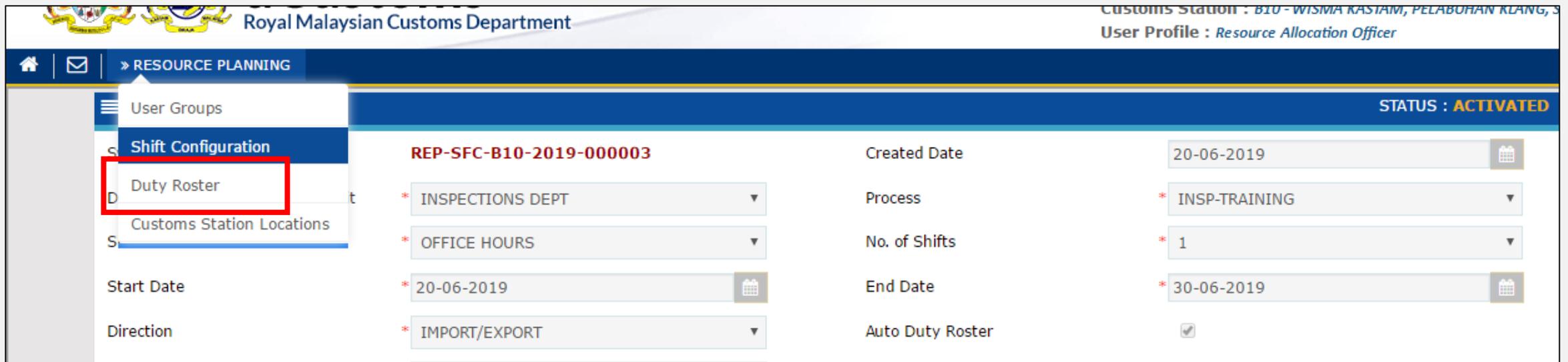
Deactivate
Print
Back

Create Duty Roster



The Duty Roster can be created **manually** or can be **auto-created** based on the Auto Duty Roster selection in the Shift. Duty Roster can be created manually when the User Group Assignment is manual and Auto Duty Roster checkbox is not selected while creating the shift.

On “**Resource Planning**” menu → click on “**Duty Roster**” submenu.



Royal Malaysian Customs Department

Customs Station : B10 - WISMA KASTAM, PELABUHAN KLANG, S
User Profile : Resource Allocation Officer

RESOURCE PLANNING

STATUS : **ACTIVATED**

REP-SFC-B10-2019-000003

Created Date	20-06-2019
Process	* INSP-TRAINING
No. of Shifts	* 1
End Date	* 30-06-2019
Auto Duty Roster	<input checked="" type="checkbox"/>

Start Date: * 20-06-2019

Direction: * IMPORT/EXPORT

INSPECTIONS DEPT

OFFICE HOURS

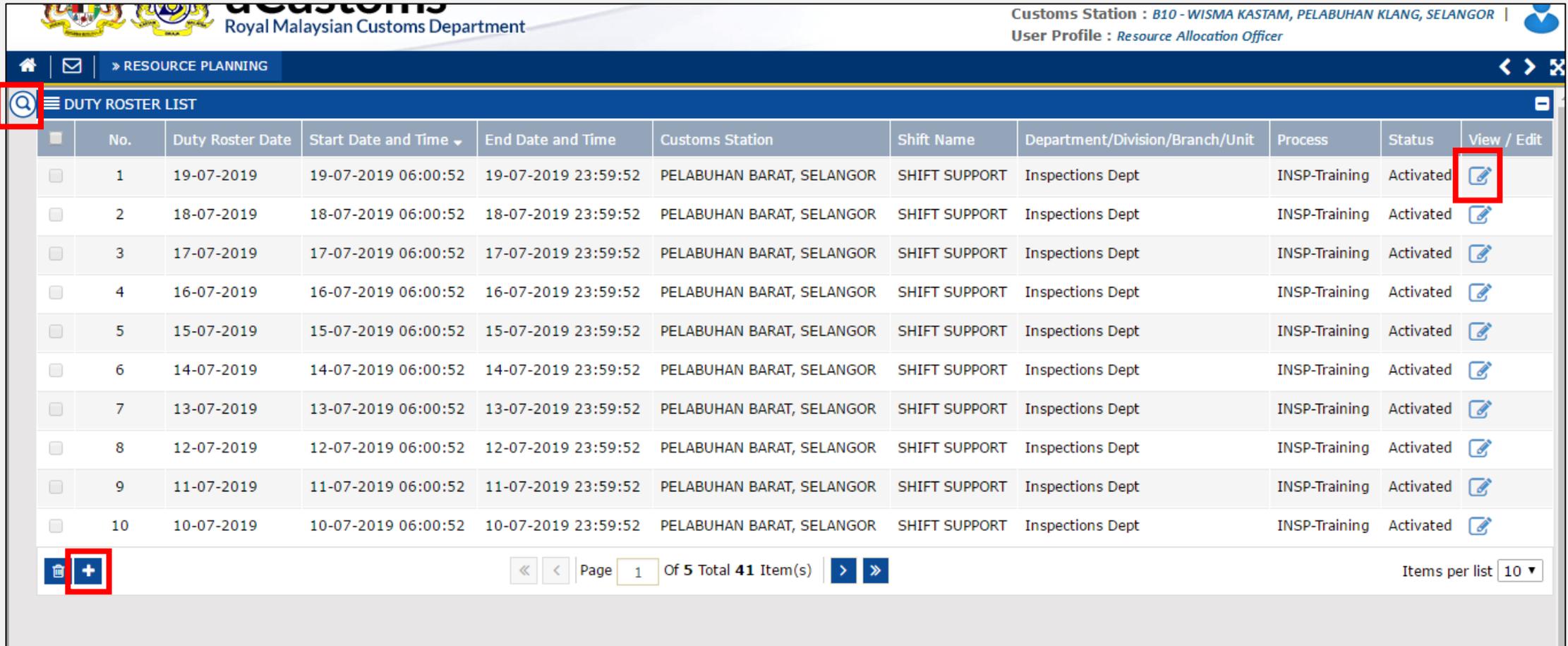
Shift Configuration

Duty Roster

Customs Station Locations

User Groups

The **Duty Roster List** appears. If **Auto Duty Roster** checkbox is selected means Duty Roster is **auto created** by the system, Resource Allocation Officer can view the Duty Roster from the list or search from the  **search** icon to find the Duty Roster and click “**View/Edit**” icon to open the Duty Roster. To create the Duty Roster **manually**, click “**+**” button.



The screenshot shows the uCustoms interface for the Duty Roster List. The header includes the Royal Malaysian Customs Department logo and name, the station name (B10 - WISMA KASTAM, PELABUHAN KLANG, SELANGOR), and the user profile (Resource Allocation Officer). The main content area displays a table of 10 duty roster entries. Each entry includes a checkbox, a number, a duty roster date, start and end dates and times, the customs station, shift name, department, process, status, and a 'View / Edit' icon. A search icon is highlighted in the top left, and a '+' button is highlighted in the bottom left. The page shows 1 of 5 total items.

No.	Duty Roster Date	Start Date and Time	End Date and Time	Customs Station	Shift Name	Department/Division/Branch/Unit	Process	Status	View / Edit
1	19-07-2019	19-07-2019 06:00:52	19-07-2019 23:59:52	PELABUHAN BARAT, SELANGOR	SHIFT SUPPORT	Inspections Dept	INSP-Training	Activated	
2	18-07-2019	18-07-2019 06:00:52	18-07-2019 23:59:52	PELABUHAN BARAT, SELANGOR	SHIFT SUPPORT	Inspections Dept	INSP-Training	Activated	
3	17-07-2019	17-07-2019 06:00:52	17-07-2019 23:59:52	PELABUHAN BARAT, SELANGOR	SHIFT SUPPORT	Inspections Dept	INSP-Training	Activated	
4	16-07-2019	16-07-2019 06:00:52	16-07-2019 23:59:52	PELABUHAN BARAT, SELANGOR	SHIFT SUPPORT	Inspections Dept	INSP-Training	Activated	
5	15-07-2019	15-07-2019 06:00:52	15-07-2019 23:59:52	PELABUHAN BARAT, SELANGOR	SHIFT SUPPORT	Inspections Dept	INSP-Training	Activated	
6	14-07-2019	14-07-2019 06:00:52	14-07-2019 23:59:52	PELABUHAN BARAT, SELANGOR	SHIFT SUPPORT	Inspections Dept	INSP-Training	Activated	
7	13-07-2019	13-07-2019 06:00:52	13-07-2019 23:59:52	PELABUHAN BARAT, SELANGOR	SHIFT SUPPORT	Inspections Dept	INSP-Training	Activated	
8	12-07-2019	12-07-2019 06:00:52	12-07-2019 23:59:52	PELABUHAN BARAT, SELANGOR	SHIFT SUPPORT	Inspections Dept	INSP-Training	Activated	
9	11-07-2019	11-07-2019 06:00:52	11-07-2019 23:59:52	PELABUHAN BARAT, SELANGOR	SHIFT SUPPORT	Inspections Dept	INSP-Training	Activated	
10	10-07-2019	10-07-2019 06:00:52	10-07-2019 23:59:52	PELABUHAN BARAT, SELANGOR	SHIFT SUPPORT	Inspections Dept	INSP-Training	Activated	

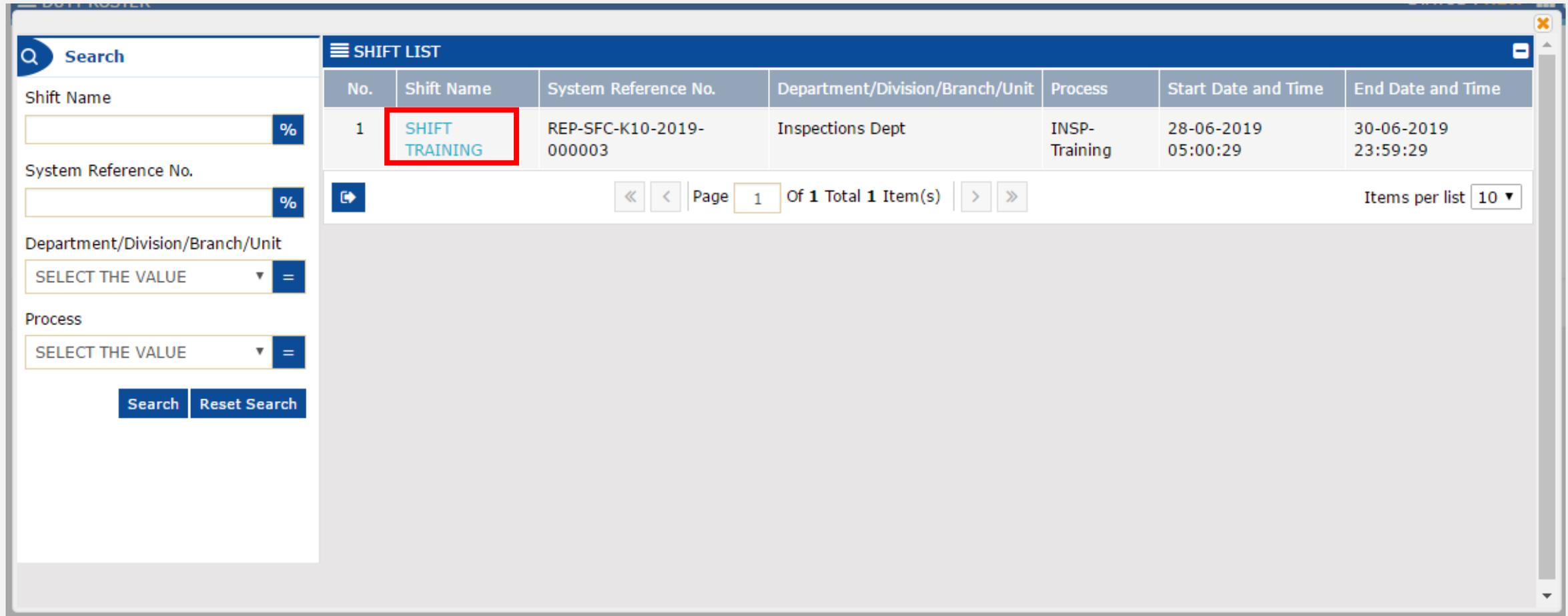
The **Duty Roster** form appears. Select **Duty Roster Date** and click  button on the **Shift Name** field.

DUTY ROSTER STATUS : **NEW**

Duty Roster Date	* 28-06-2019 	Created Date	* 28-06-2019 
Customs Station	* K10 - ALOR SETAR, KEDAH	Shift Name	* 
Department/Division/Branch/Unit		Process	
Start Date and Time	 00 ▾ 00 ▾	End Date and Time	 00 ▾ 00 ▾
System Reference No.			

Create **Back**

The **Shift List** appears. Click the required **Shift Name** in the Shift List or search for the shift on the **Search** field.



The screenshot shows the 'SHIFT LIST' interface. On the left is a search panel with fields for 'Shift Name', 'System Reference No.', 'Department/Division/Branch/Unit', and 'Process'. The main area displays a table with one row: '1', 'SHIFT TRAINING', 'REP-SFC-K10-2019-000003', 'Inspections Dept', 'INSP-Training', '28-06-2019 05:00:29', and '30-06-2019 23:59:29'. The 'SHIFT TRAINING' cell is highlighted with a red box. Below the table is a pagination bar showing 'Page 1 Of 1 Total 1 Item(s)' and 'Items per list 10'.

No.	Shift Name	System Reference No.	Department/Division/Branch/Unit	Process	Start Date and Time	End Date and Time
1	SHIFT TRAINING	REP-SFC-K10-2019-000003	Inspections Dept	INSP-Training	28-06-2019 05:00:29	30-06-2019 23:59:29

System automatically displays the Department/Division/Branch/Unit, Process, Start Date and Time, End Date and Time, as well as the System Reference No. based on the selected shift configuration. Next, click “Create”.

DUTY ROSTER STATUS : NEW

Duty Roster Date	* 28-06-2019	Created Date	* 28-06-2019
Customs Station	* K10 - ALOR SETAR, KEDAH	Shift Name	* SHIFT TRAINING
Department/Division/Branch/Unit	Inspections Dept	Process	INSP-Training
Start Date and Time	28-06-2019 05 00	End Date and Time	28-06-2019 23 59
System Reference No.	REP-SFC-K10-2019-000003		

Create **Back**

The **status** of Duty Roster changes to **Created**. On the Shift Supervisors List section, click  to associate the shift supervisor.

DUTY ROSTER STATUS : **CREATED**

Duty Roster Date	* 28-06-2019	Created Date	* 28-06-2019
Customs Station	* K10 - ALOR SETAR, KEDAH	Shift Name	* SHIFT TRAINING
Department/Division/Branch/Unit	Inspections Dept	Process	INSP-Training
Start Date and Time	28-06-2019 05 00	End Date and Time	28-06-2019 23 59
System Reference No.	REP-SFC-K10-2019-000003		

SHIFT SUPERVISORS LIST

NO RECORDS AVAILABLE

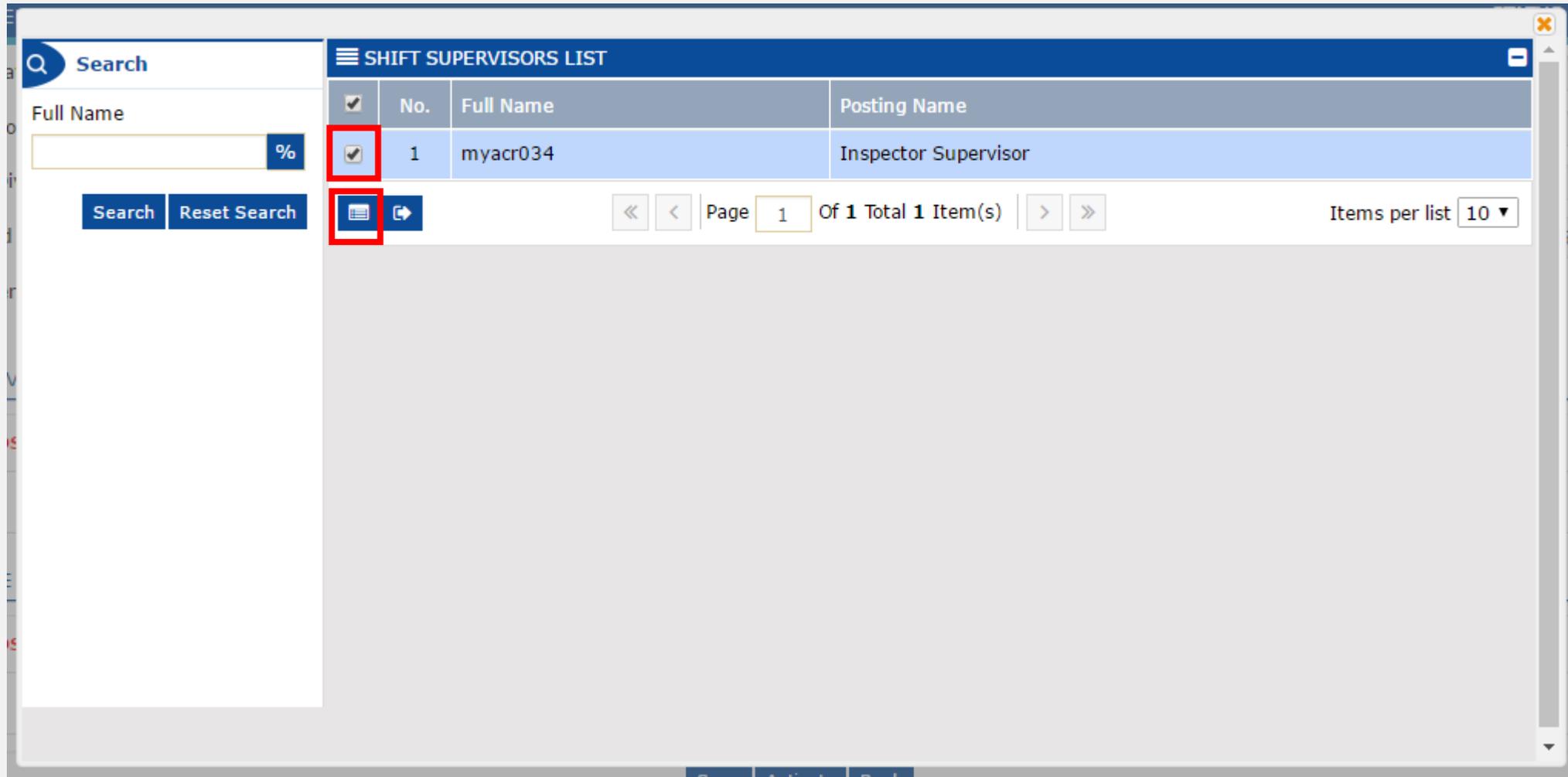
RESOURCE LIST

NO RECORDS AVAILABLE

Save Activate Back

The **Shift Supervisors List** appears. Tick on the **checkbox** for selected supervisor or enter the Full Name of the supervisor on the search field and click “**Search**”. Next, click  to save the selection.



The screenshot shows a web application interface for managing shift supervisors. On the left, there is a search panel with a search bar labeled "Full Name" and a search button. The main area displays a table titled "SHIFT SUPERVISORS LIST" with columns for "No.", "Full Name", and "Posting Name". A single row is visible with the ID "1" and the name "myacr034". A checkbox in the first column of this row is checked and highlighted with a red box. Below the table, there is a pagination control showing "Page 1 Of 1 Total 1 Item(s)" and an "Items per list" dropdown set to "10". A save icon, also highlighted with a red box, is located below the table. At the bottom of the screen, there are buttons for "Save", "Activate", and "Back".

<input type="checkbox"/>	No.	Full Name	Posting Name
<input checked="" type="checkbox"/>	1	myacr034	Inspector Supervisor

The selected Supervisor appears on the **Shift Supervisors List** section. Now, click  to associate the resources.

DUTY ROSTER STATUS : **MODIFIED**

Duty Roster Date	* 28-06-2019	Created Date	* 28-06-2019
Customs Station	* K10 - ALOR SETAR, KEDAH	Shift Name	* SHIFT TRAINING
Department/Division/Branch/Unit	Inspections Dept	Process	INSP-Training
Start Date and Time	28-06-2019 05 00	End Date and Time	28-06-2019 23 59
System Reference No.	REP-SFC-K10-2019-000003		

SHIFT SUPERVISORS LIST

No.	Full Name	User Profile Display Name	Posting Name
1	myacr034	Inspector Supervisor	Inspector Supervisor

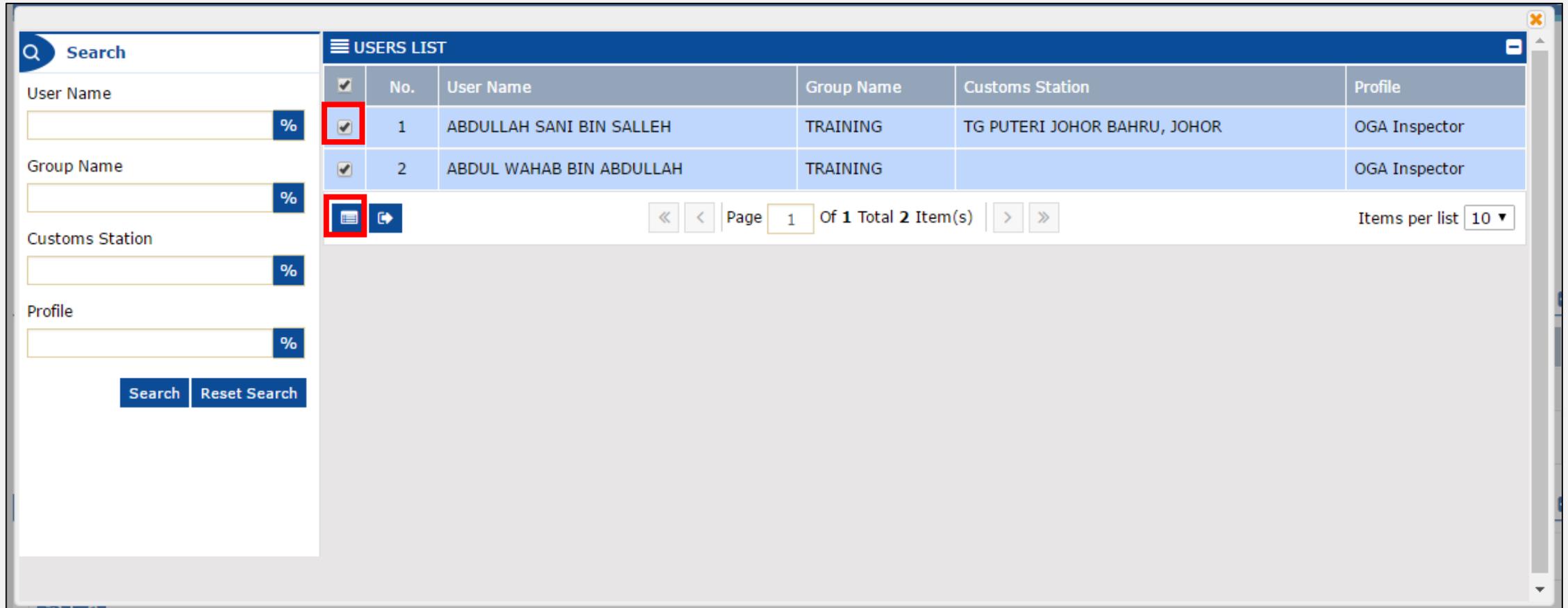
Page 1 Of 1 Total 1 Item(s) Items per list 5

RESOURCE LIST

NO RECORDS AVAILABLE

Save Activate Back

The **Users List** appears. **Tick** on the **checkbox** for selected users or search for the users on the search field. Then, click  to save the selection.



The screenshot shows a web application interface for managing users. On the left is a search panel with fields for User Name, Group Name, Customs Station, and Profile, each with a percentage sign icon. Below these fields are 'Search' and 'Reset Search' buttons. The main area is titled 'USERS LIST' and contains a table with two rows of user data. The first row is highlighted in blue. Below the table is a pagination bar showing 'Page 1 Of 1 Total 2 Item(s)' and an 'Items per list' dropdown set to 10. A red box highlights the checkbox in the first row, and another red box highlights the save icon (a document with a checkmark) in the bottom left of the table area.

<input checked="" type="checkbox"/>	No.	User Name	Group Name	Customs Station	Profile
<input checked="" type="checkbox"/>	1	ABDULLAH SANI BIN SALLEH	TRAINING	TG PUTERI JOHOR BAHRU, JOHOR	OGA Inspector
<input checked="" type="checkbox"/>	2	ABDUL WAHAB BIN ABDULLAH	TRAINING		OGA Inspector

Page 1 Of 1 Total 2 Item(s) Items per list 10

The selected Users appear on the **Resources List** section. Enter the **Locations** field for all the users selected as it is a mandatory field. Lastly, click “**Activate**”.

Start Date and Time: 28-06-2019 05:00 End Date and Time: 28-06-2019 23:59
System Reference No.: REP-SFC-K10-2019-000003

SHIFT SUPERVISORS LIST

No.	Full Name	User Profile Display Name	Posting Name
1	myacr034	Inspector Supervisor	Inspector Supervisor

Page 1 Of 1 Total 1 Item(s) Items per list 5

RESOURCE LIST

No.	User Name	Group Name	Task Assignment	Task In Progress	Task Completed	Revoked/Rejected Task	Locations	Status	Action
1	ABDULLAH SANI BIN SALLEH	TRAINING	0	0	0	0	* KEDAH		
2	ABDUL WAHAB BIN ABDULLAH	TRAINING	0	0	0	0	* KEDAH		

Save Activate Back

The Duty Roster refreshes with **Activated** status. To deactivate the Duty Roster, just click “Deactivate” button.

☰ DUTY ROSTER
STATUS **ACTIVATED**
☰ ☰

Duty Roster Date	* 28-06-2019	Created Date	* 28-06-2019
Customs Station	* K10 - ALOR SETAR, KEDAH	Shift Name	* SHIFT TRAINING
Department/Division/Branch/Unit	Inspections Dept	Process	INSP-Training
Start Date and Time	28-06-2019 05 ▾ 00 ▾	End Date and Time	28-06-2019 23 ▾ 59 ▾
System Reference No.	REP-SFC-K10-2019-000003		

SHIFT SUPERVISORS LIST ☰

<input type="checkbox"/>	No.	Full Name	User Profile Display Name	Posting Name
<input type="checkbox"/>	1	myacr034	Inspector Supervisor	Inspector Supervisor

⏪ ⏩ Page 1 Of **1** Total **1** Item(s) ⏪ ⏩

Items per list 5 ▾

RESOURCE LIST ☰

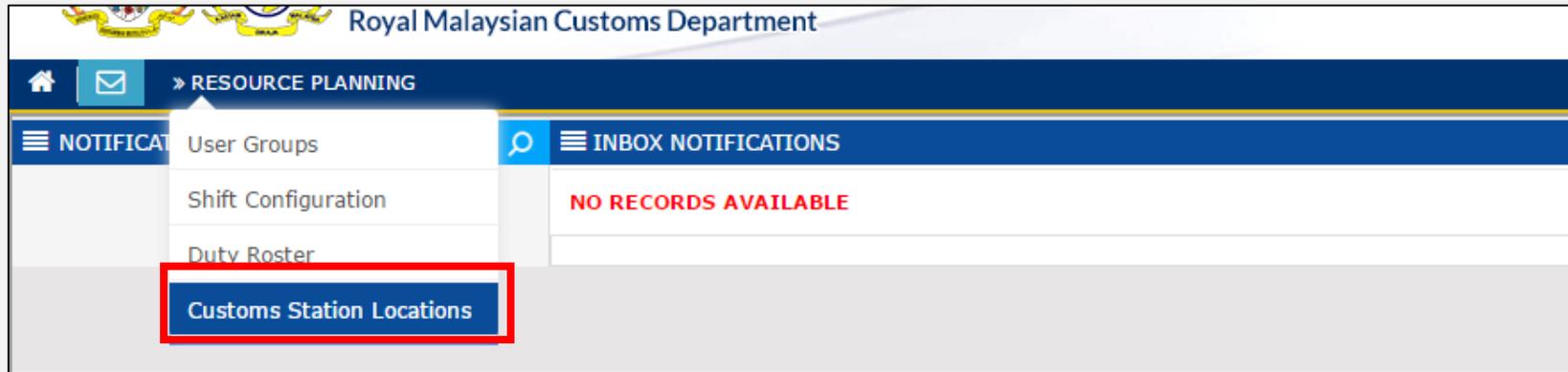
<input type="checkbox"/>	No.	User Name	Group Name	Task Assignment	Task In Progress	Task Completed	Revoked/Rejected Task	Locations	Status	Action
<input type="checkbox"/>	1	ABDUL WAHAB BIN ABDULLAH		0	0	0	0	* KEDAH <input style="width: 80px;" type="text"/>	Activated	Deactivate

Print
Deactivate
Back

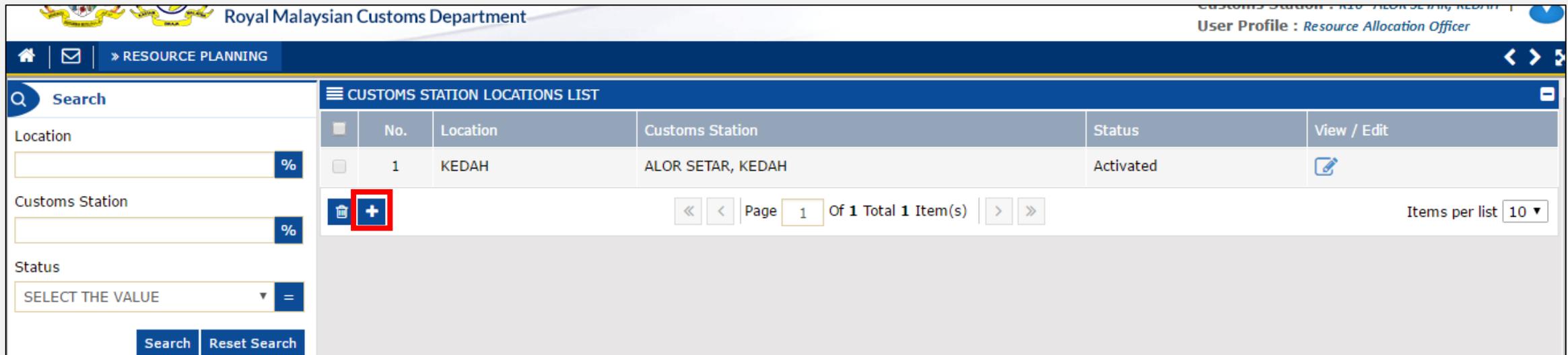
Create Customs Station Locations



Go to “Resource Planning” menu → click “Customs Station Locations” submenu.



The Customs Station Locations List appears. To create a new location, click “+” button.



Royal Malaysian Customs Department

Customs Station : KEDAH - ALOR SETAR, KEDAH

User Profile : Resource Allocation Officer

» RESOURCE PLANNING

Search

Location

Customs Station

Status

SEARCH RESET SEARCH

CUSTOMS STATION LOCATIONS LIST

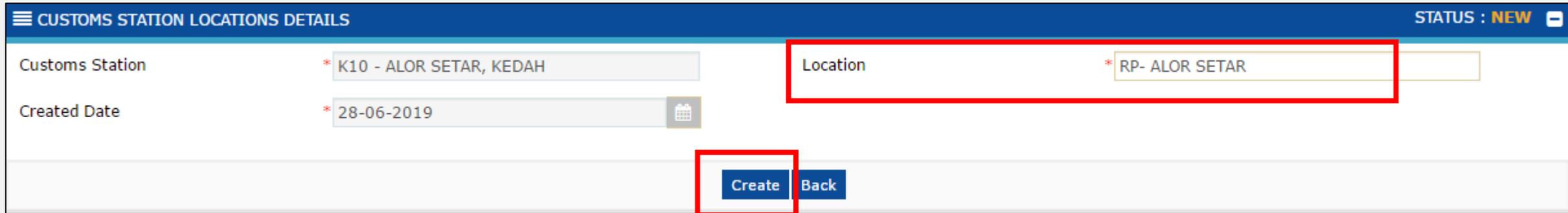
No.	Location	Customs Station	Status	View / Edit
1	KEDAH	ALOR SETAR, KEDAH	Activated	

+ -

Page 1 Of 1 Total 1 Item(s)

Items per list 10

The **Customs Station Locations Details** form appears. System automatically displays Customs Station and Created Date. Enter the **Location** details and click “**Create**” button.



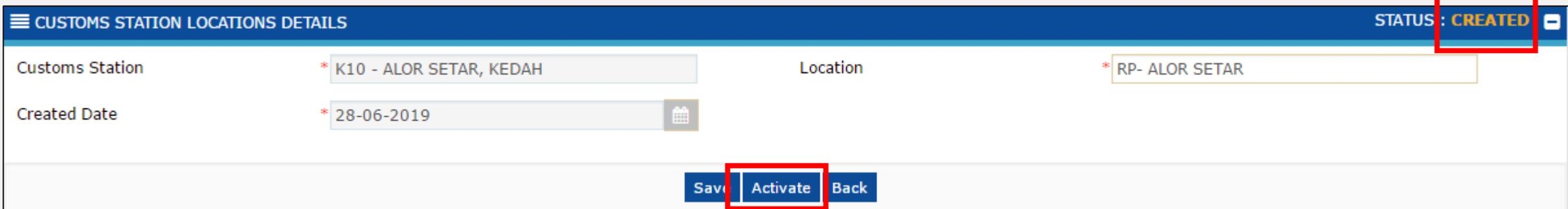
CUSTOMS STATION LOCATIONS DETAILS STATUS : **NEW**

Customs Station * K10 - ALOR SETAR, KEDAH Location * RP- ALOR SETAR

Created Date * 28-06-2019

Create Back

The **Customs Station Location Details** form refreshes with **Created** status. Now, click “**Activate**”.



CUSTOMS STATION LOCATIONS DETAILS STATUS : **CREATED**

Customs Station * K10 - ALOR SETAR, KEDAH Location * RP- ALOR SETAR

Created Date * 28-06-2019

Save Activate Back

The **Customs Station Location Details** form refreshes with **Activated** status. To deactivate, just click “Deactivate” button.

CUSTOMS STATION LOCATIONS DETAILS		STATUS ACTIVATED	
Customs Station	* K10 - ALOR SETAR, KEDAH	Location	* RP- ALOR SETAR
Created Date	* 28-06-2019 		
		Deactivate	Back



Trouble ?

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ucustoms.voices@customs.gov.my

Mon - Fri (8.30 a.m – 7.00 p.m)

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THANK YOU

