



# **GERBANG PERKHIDMATAN DALAM TALIAN KERAJAAN (GOS GATEWAY)**

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## **User Manual**



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## **MyTawaran**





**UNIT PEMODENAN TADBIRAN DAN PERANCANGAN PENGURUSAN  
MALAYSIA (MAMPU),  
JABATAN PERDANA MENTERI**

**February 2021**

	Tajuk Dokumen: User Manual – MyTawaran				 <small>BERSAMA-SAMA MELAKSANAKAN TRANSFORMASI</small>
	Tahap Keselamatan: Terbuka	No. Dokumen: PMP-20023	Versi: A	Muka surat: 2	

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## 1 Introduction

MyTawaran is a platform for the public sector agencies to share advertisements related to programs/courses/training/agency services through Portal MyGovernment. Users shall be able to view the advertisement based on the categories such as programs courses, and services.

- **Programs**

Advertisements that involve a long term arrangement for any events or activities. For example, Meet the Customer Day Program.

- **Courses**



Advertisements that involve a short term arrangement for any events or activities. For example, Syariah-Based Personal and Family Financial Management Course

- **Services**

Advertisements that involved any types of services offered to public users. For examples, seminar hall rental.

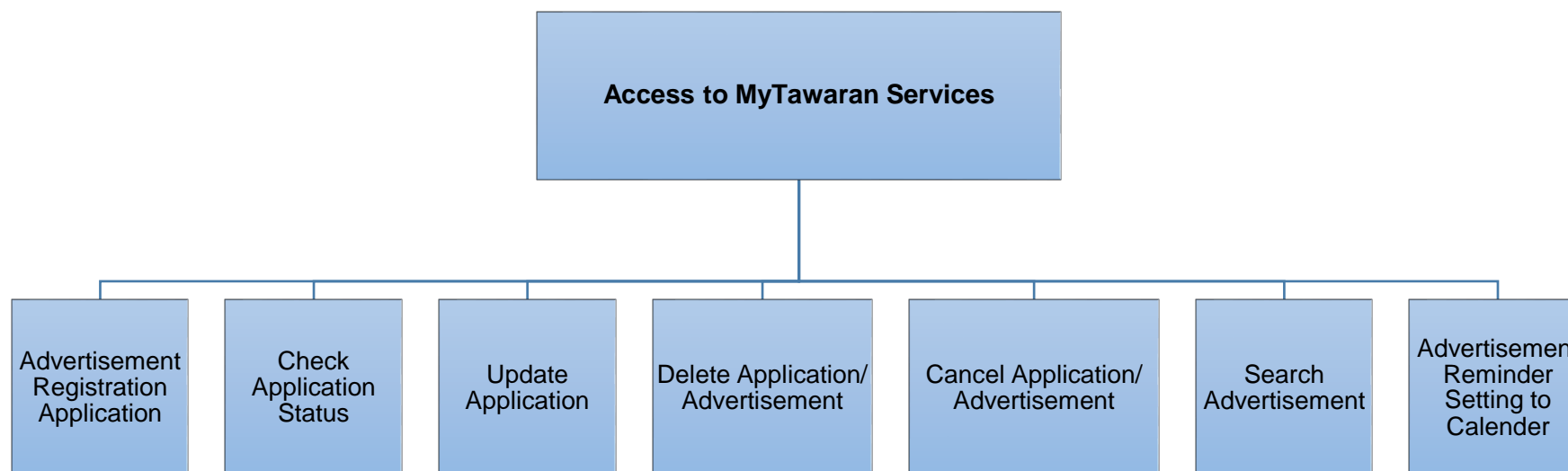
### 1.1 Objective



The purpose of this user manual is to guide the advertisers to use MyTawaran service so that they can understand this service more easily.

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## 1.2 User Manual Structure

The structure of this user manual is as follows:



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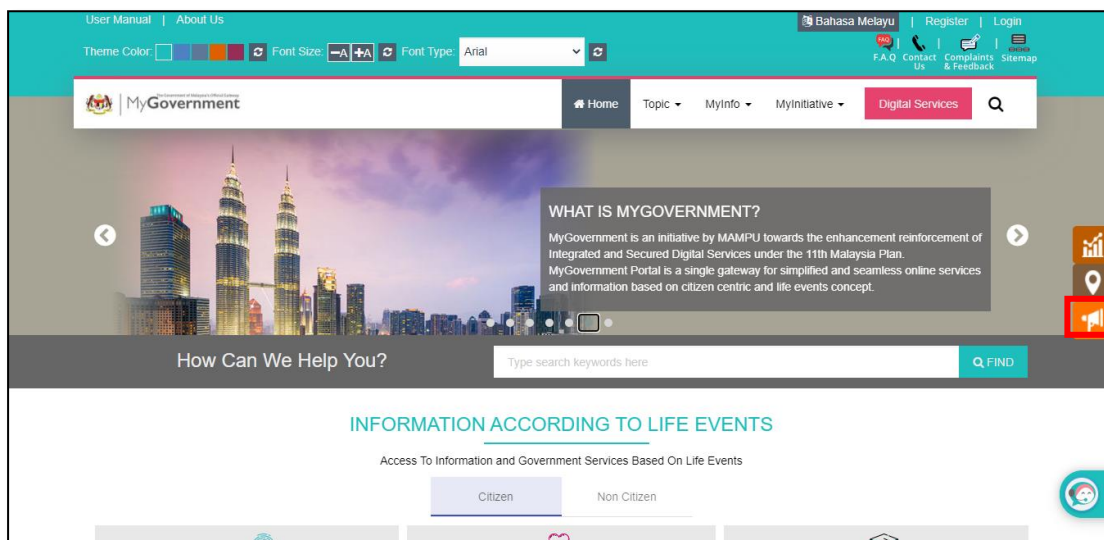
Para	Topic	Description
2.0	Access to MyTawaran Services	Access to MyTawaran services by the advertiser through Portal MyGovernment.
2.1	Advertisement Registration Application	Guide to make an advertisement registration application.
2.2	Check Application Status	Guide to check application status for advertisement registration.
2.3	Update Application	Guide to update the application that has been saved as a draft or update the incomplete application before submitting the application.
2.4	Delete Application/ Advertisement	Guide to delete applications/advertisements record.
2.5	Cancel Application/ Advertisement	Guide to cancel the application/advertisement that has been made.
2.6	Search Advertisement	Guide to search for approved advertisement through MyTawaran service link.
2.7	Advertisement Reminder Setting to Calendar	Guide to set a reminder to calendar.

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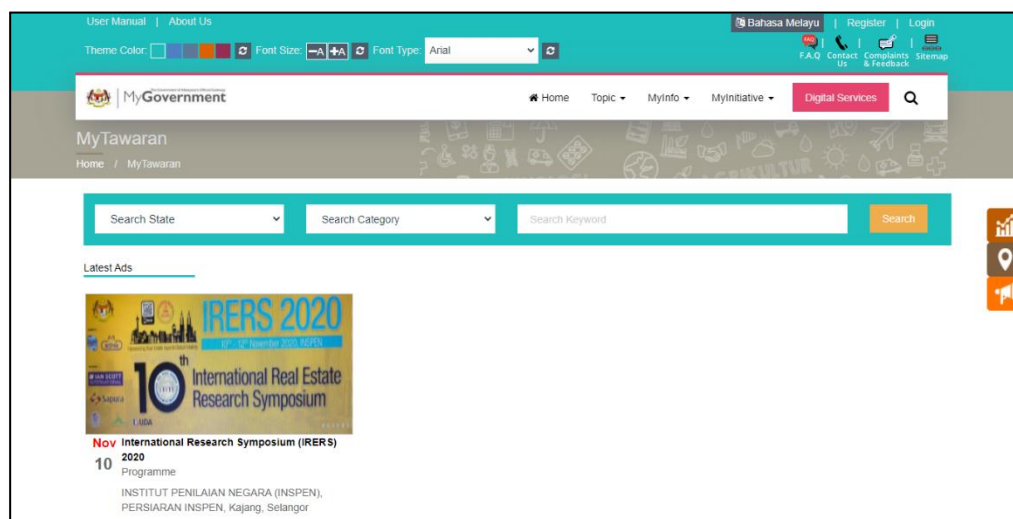
## 2 Access to MyTawaran Service



This section describes the access guide to MyTawaran services. This services can be accessed by the users and advertisers in Portal MyGovernment.

Home page of Portal MyGovernment is as follows: -




- i. Click MyTawaran icon  , screen will be displayed as follow:-

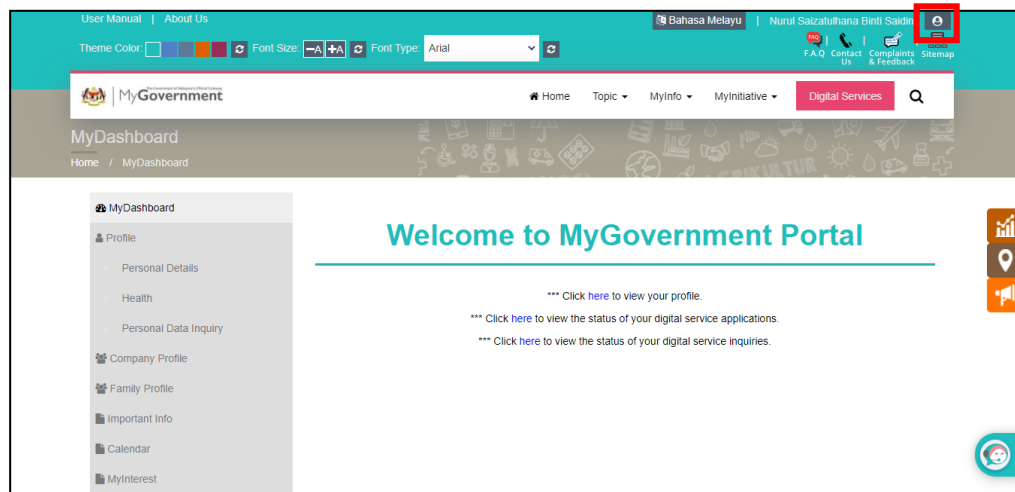


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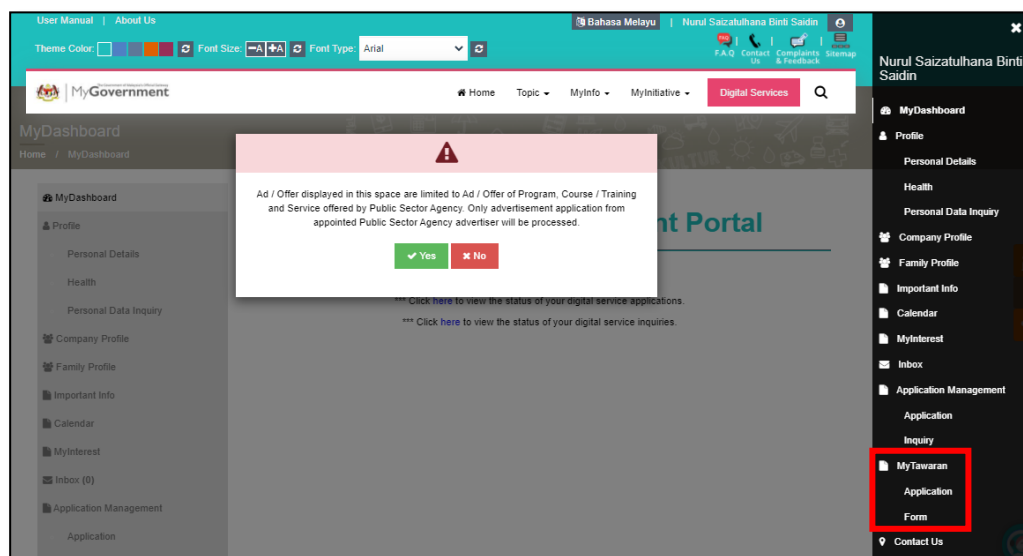
## 2.1 Advertisement Registration Application



Advertisement registration application can be made by the appointed advertiser after **successfully login** to Portal MyGovernment.

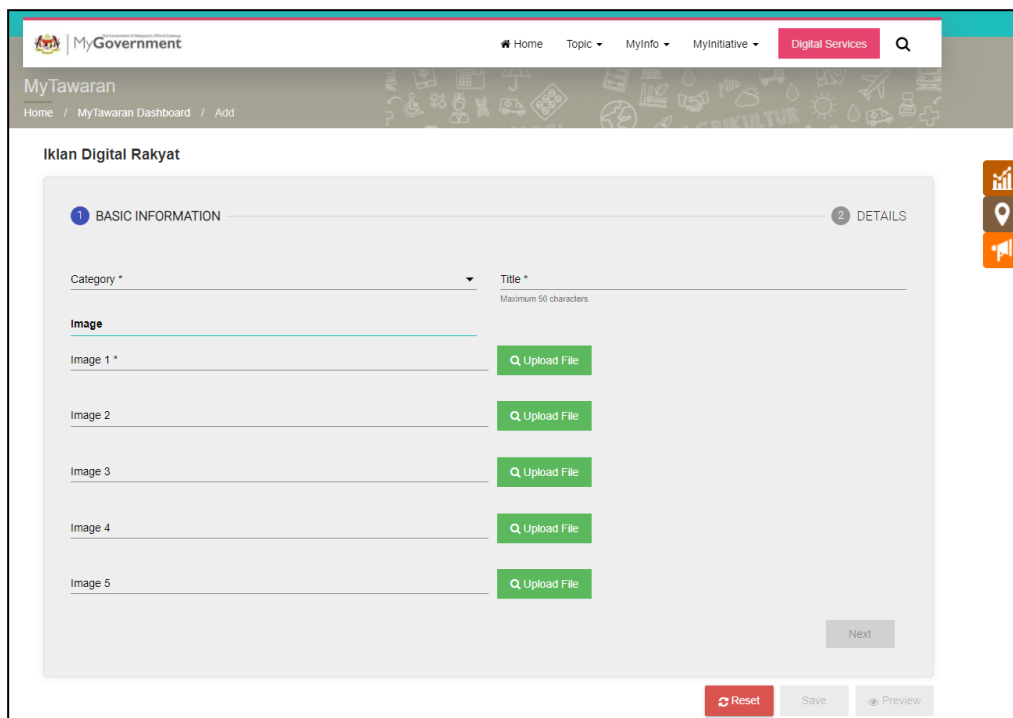
- i. Click  icon to start advertisement registration, screen will be displayed as follow:-



- ii. Click **Form** link in **MyTawaran** section;
- iii. Click **[Yes]** to make an advertisement application, screen will be displayed as follow; or
- iv. Click **[No]** to return to the main page;



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v. Choose **Category** through dropdown list;

vi. Enter **Title**;

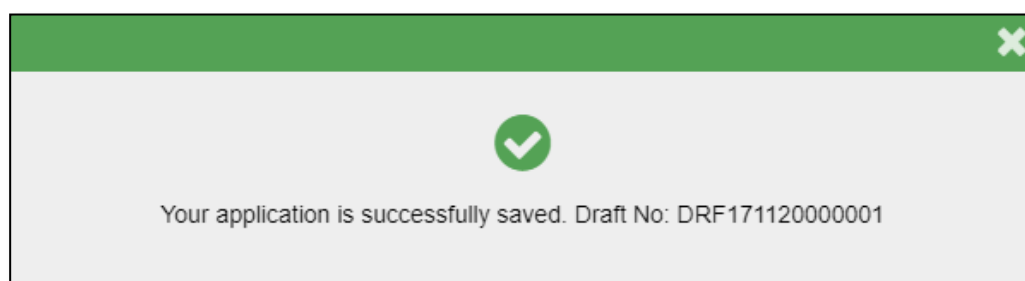
**Note:** Advertisement title cannot exceed 50 characters.

vii. Click [**Upload File**] to upload advertisement image;

**Note:**



- 1) An advertiser need to upload at least one (1) image;
- 2) The maximum size of the uploaded image file is 1 MB per file.
- 3) The allowed file formats to be uploaded are either in .jpg, .jpeg or .png format only.

viii. Click [**Save**] to save the application draft, screen will be displayed as follow: -



or;



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ix. Click **[Next]**, screen will be displayed as follow: -

MyTawaran  
Home / MyTawaran Dashboard / Draft

**Iklan Digital Rakyat**

**BASIC INFORMATION** DETAILS

**Programme Date and Time**  
For the date of An advertisement entry application must be at least 5 days before the Programme's start date.

Start Date \* 19/12/2020 Start Time \* 9:00 AM End Date \* 20/12/2020 End Time \* 9:00 PM

**Programme Advertisement Date**  
The ad start date must be at least 5 days after the application date.

Advertisement Start Date \* 12/12/2020 Advertisement End Date \* 20/12/2020

Programme Details \*  
Learn **spanish** language for beginner.

**Programme Location**

Address 1 \*  
Jalan 23, Bukit Alaf

Address 2

State \* Wilayah Persekutuan Kuala Lumpur City \* Kuala Lumpur

Postcode \* 50794

Latitude Longitude

**Contact Details**

Telephone No \* 03456789 Telephone No 2

E-mail \* learn@gmail.com Website URL (If Required)  
Example: http://www.mytawaran.com.my

Registration URL (If Required)  
Example: http://www.mytawaran.com.my

**Contact Person**

Name \* Maria Telephone No \* 03456789

Telephone No 2 E-mail \* learn@gmail.com

**Company/Organizer Address** ☒ Same as Programme Location

Address 1 \*  
Jalan 23, Bukit Alaf

Address 2

State \* Wilayah Persekutuan Kuala Lumpur City \* Kuala Lumpur



Postcode \* 50480

Status:  
Draft

☒ By submitting an ad, I confirm that I have read, understood and received the [Advertising Rules](#).

Previous

Reset Save Preview

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- x. Choose **Programme Date and Time** through the calendar displayed;
- xi. Enter **Programme Details, Programme Location Address, Contact Details, Contact Person** and **Company Organizer Address**;

**Note:**

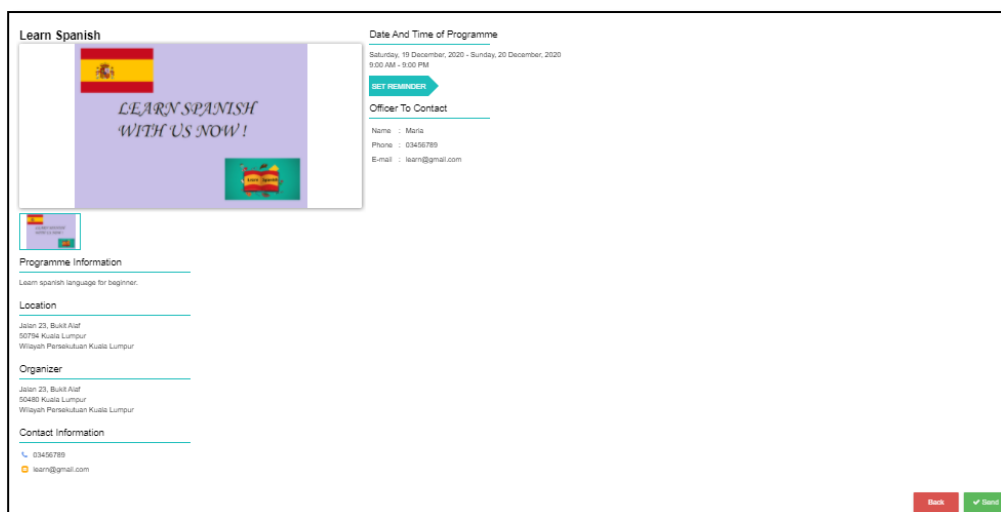
- 1) Advertisers only be allowed to request advertisement entry at least 5 days before the Advertisement Start Date and the system will not allow advertisers to enter a date before the start date.

**Example**



Today Date (Date of Application to be Made): 1 June 2020

Advertisement Start Date: 6 June 2020 and above

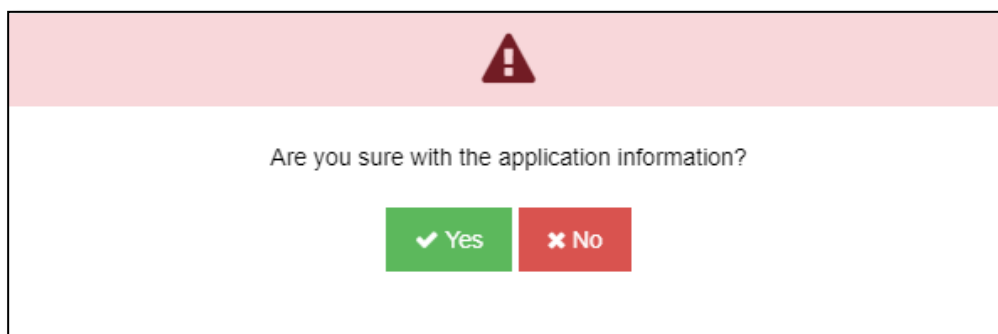
- 2) For **program** and **course** advertisement category, **advertisement end date is the same as the end date for program or course**.
  - 3) For **service category**, advertiser only need to enter **start and end date** for advertisement, **service description, service location, contact details, contact person** and **company organizer address**. While, by **default advertisement end date is 30 days after the advertisement start date and can be updated**.
- xii. Tick ☒ to agree with the term and condition for advertising;
  - xiii. Click **[View]** to review the advertisement information, screen will be displayed as follow:-



- xiv. Click **[Back]** to return to previous screen; or

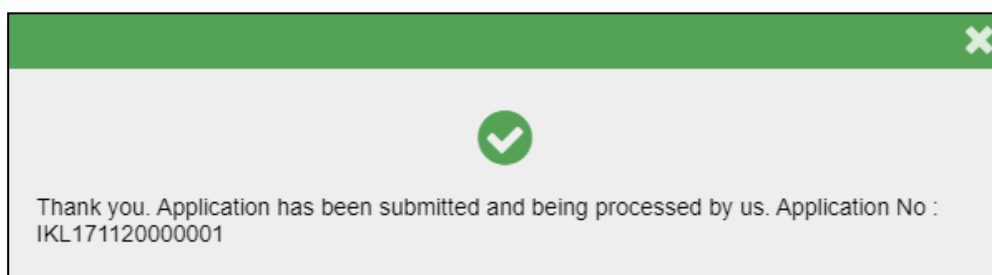
	Tajuk Dokumen: User Manual – MyTawaran				
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xv. Click **[Send]**, screen will be displayed as follow: -

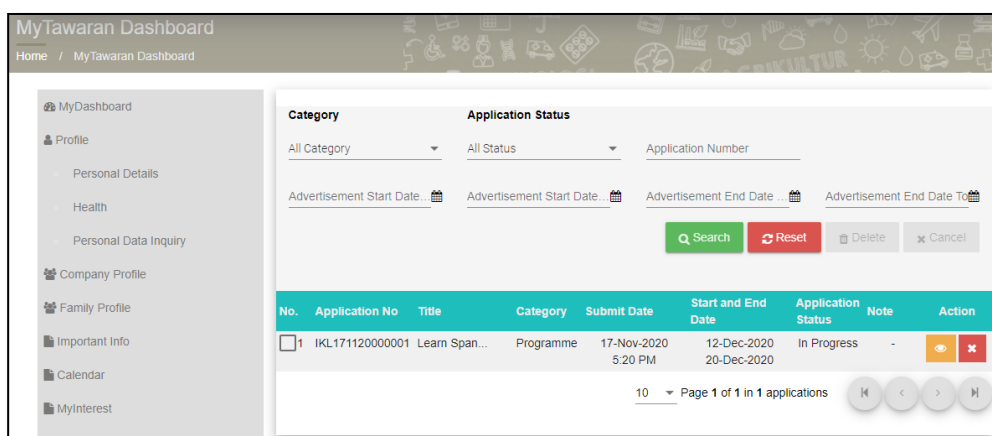




xvi. Click **[Yes]** to proceed with the application, screen will be displayed as follow;  
or

xvii. Click **[No]** to return to advertisement display screen;



xviii. Close the message and **MyTawaran Dashboard** will be displayed as follow: -

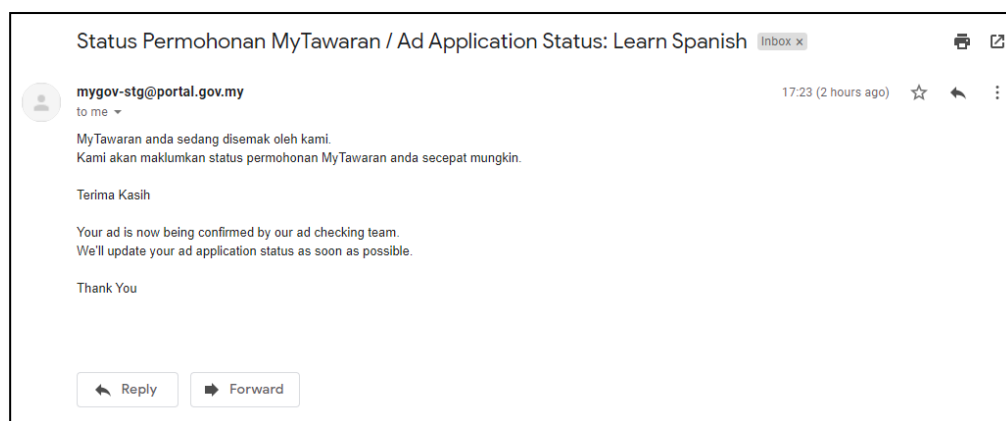




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MyTawaran administrator will receive and process the application. Application status will be displayed as **In Progress** at **MyTawaran Dashboard**.

Advertiser will receive an email as follow: -

Example of email:

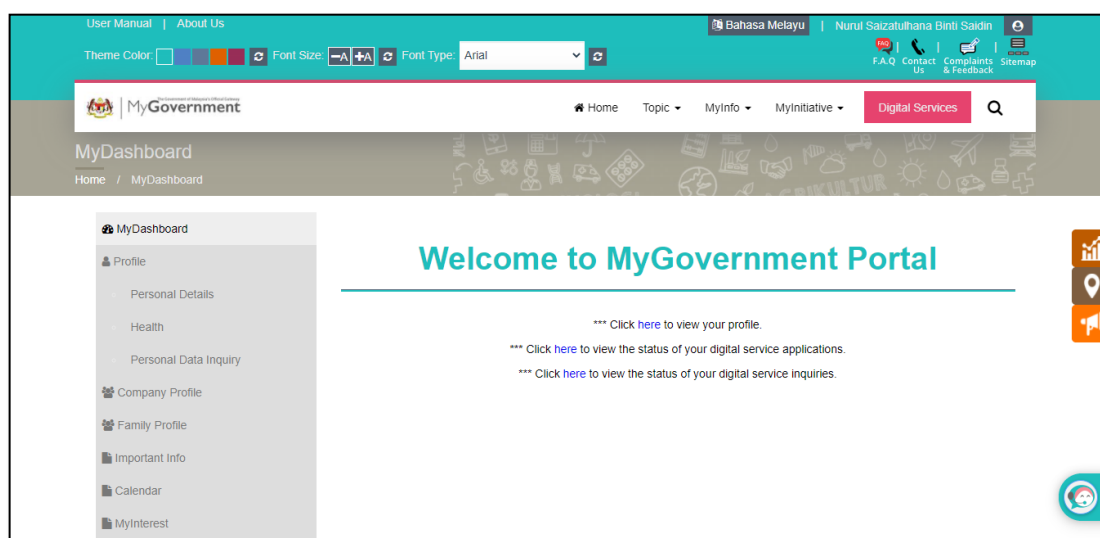


	Tajuk Dokumen: User Manual – MyTawaran				
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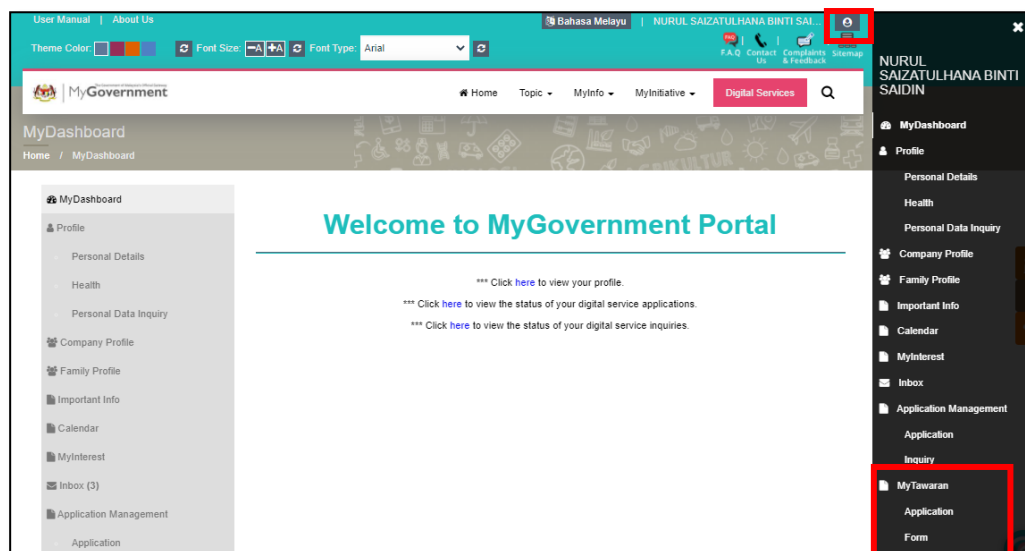
## 2.2 Check Application Status



Once the application is saved as a draft or successfully submitted, advertisers can review the application through **MyTawaran Dashboard**.

The following screen will be displayed once the advertiser has successfully logged in:

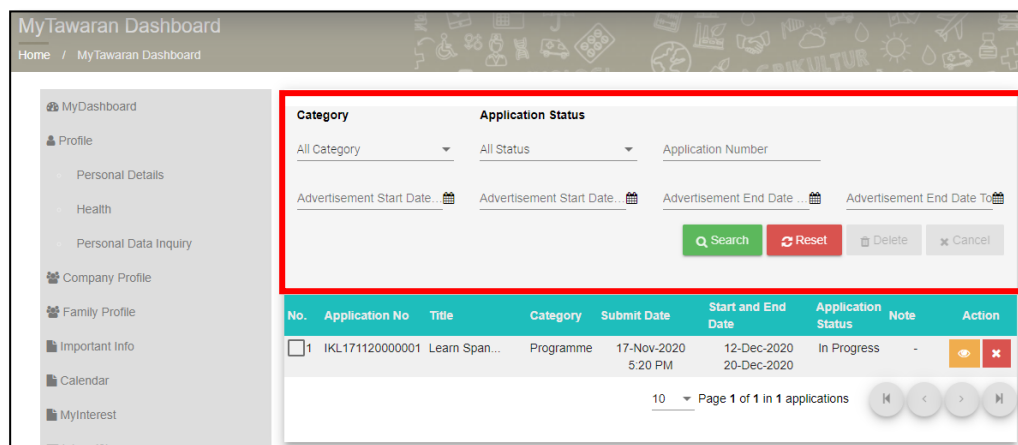


- i. Click  icon, screen will be displayed as follow: -



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- ii. Click **Application** link in **MyTawaran** section, screen will be displayed as follow: -



**MyTawaran Dashboard**

Home / MyTawaran Dashboard

**Category** **Application Status**

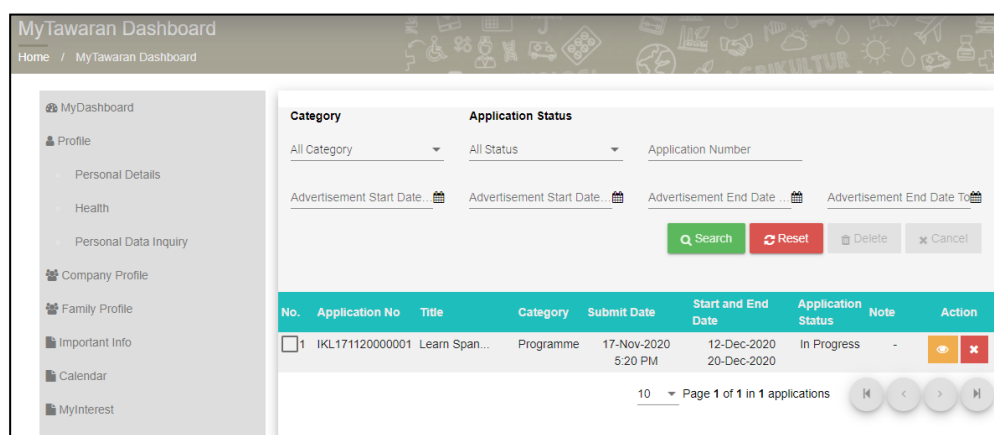
All Category  All Status  Application Number

Advertisement Start Date  Advertisement Start Date  Advertisement End Date  Advertisement End Date

No.	Application No	Title	Category	Submit Date	Start and End Date	Application Status	Note	Action
<input type="checkbox"/>	IKL171120000001	Learn Span...	Programme	17-Nov-2020 5:20 PM	12-Dec-2020 20-Dec-2020	In Progress	-	<input type="button" value="View"/> <input type="button" value="Delete"/>

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- iii. User can search using the search filter field;
- iv. Choose **Category** and/or **Application Status**; and/or
- v. Enter **Application Number**; and/or
- vi. Choose **Advertisement Start Date** and/or **Advertisement End Date** through calendar displayed;
- vii. Click **[Search]**, search result will be displayed as follow; or
- viii. Click **[Reset]** to re-enter the search information;



**MyTawaran Dashboard**

Home / MyTawaran Dashboard



**Category** **Application Status**

All Category  All Status  Application Number

Advertisement Start Date  Advertisement Start Date  Advertisement End Date  Advertisement End Date



No.	Application No	Title	Category	Submit Date	Start and End Date	Application Status	Note	Action
<input type="checkbox"/>	IKL171120000001	Learn Span...	Programme	17-Nov-2020 5:20 PM	12-Dec-2020 20-Dec-2020	In Progress	-	<input type="button" value="View"/> <input type="button" value="Delete"/>

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The following is the status of the advertisement application that will be displayed along with the actions that can be taken by the advertiser: -

No.	Application Status	Description	Advertiser Action
1.	Draft	The application has been saved as a draft and has not yet been received by MyTawaran administrator	i. Delete application record ii. Update application
2.	In Progress	Application is still in process	i. View application form ii. Cancel application
3.	Approved	Application has been approved	i. View advertisement ii. Cancel advertisement
4.	Rejected	Application has been rejected	i. View form with rejected application notes. ii. Delete application record
5.	Incomplete	Application has been reviewed by the administrator but need to be updated by the advertiser.	i. View and update the form based on the administrator's notes and then resubmit the application for approval ii. Cancel application
6.	Cancelled by Advertiser	Application has been cancelled by the advertiser	i. View application record

	Tajuk Dokumen: User Manual – MyTawaran				 <small>BERSAMA-SAMA MELAKSANAKAN TRANSFORMASI</small>
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No.	Application Status	Description	Advertiser Action
			ii. Delete application record
7.	Cancelled by MyTawaran Admin	Application has been cancelled by MyTawaran administrator	i. View application record ii. Delete application record
8.	Cancelled by System	The application was automatically cancelled because no update was made by the advertiser within 3 days after the application confirmation	i. View application record ii. Delete application record
9.	Expired	Advertisement display date has expired	i. View application record ii. Delete application record

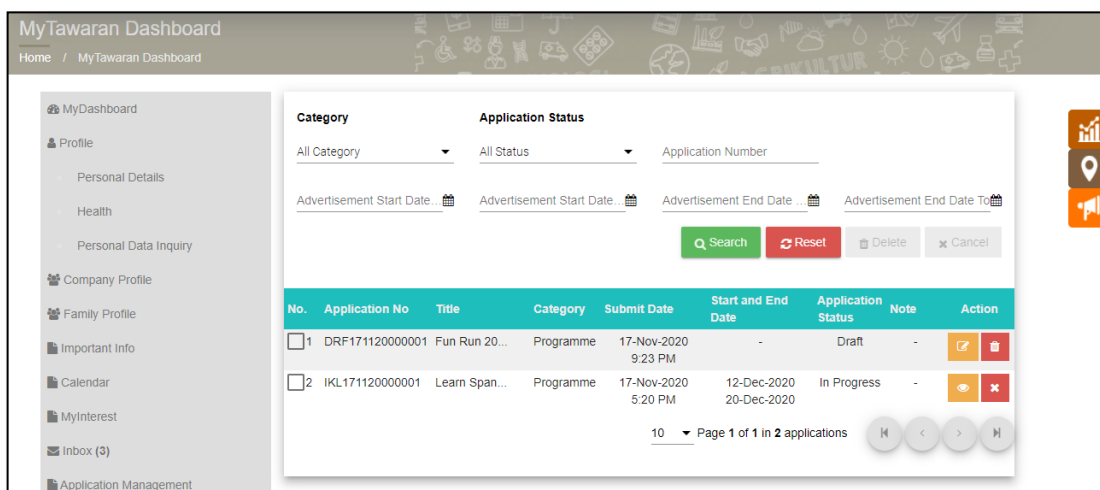


	Tajuk Dokumen: User Manual – MyTawaran				
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## 2.3 Update Application



The application can still be updated by the advertiser if the status of the application is in **Draft** or **Incomplete** mode. For applications that is **Incomplete**, the advertisers need to update the application within 3 days after receiving the incomplete application notification from MyTawaran administrator. If no update is made by the advertiser after 3 days from the date of notification receipt, the status of the application will change to **Cancel by System**. Advertisers are no longer allowed to update the application.

Perform the application review/checking as per step in [2.2 Check Application Status](#), screen will be displayed as follow:-

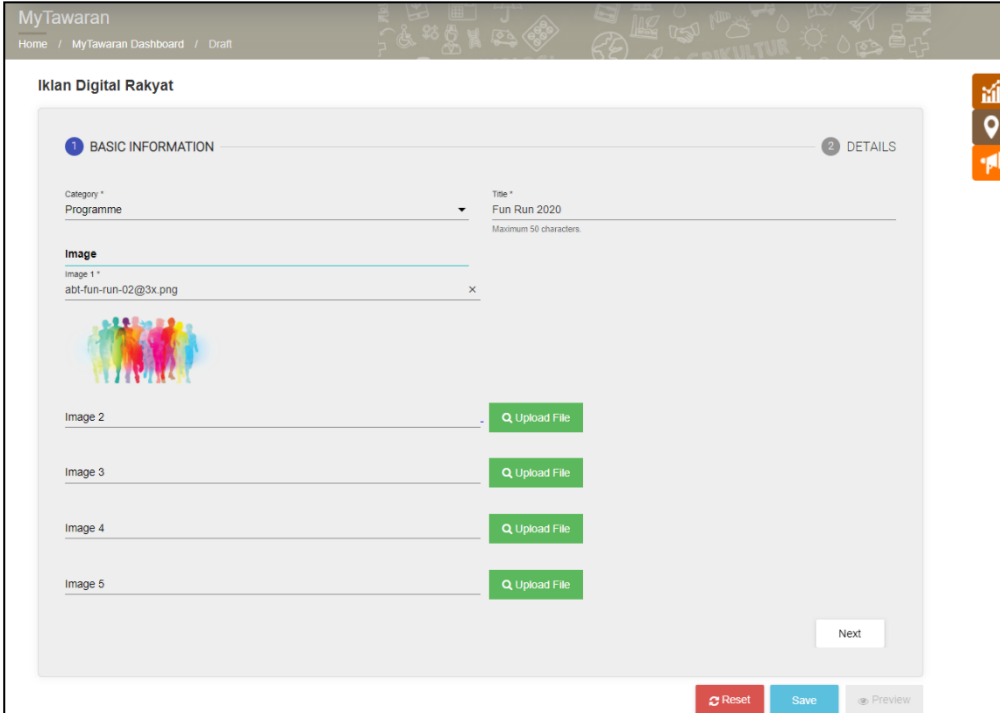


The screenshot displays the MyTawaran Dashboard interface. On the left is a sidebar menu with options: MyDashboard, Profile, Personal Details, Health, Personal Data Inquiry, Company Profile, Family Profile, Important Info, Calendar, MyInterest, Inbox (3), and Application Management. The main content area shows a filter section with 'Category' set to 'All Category' and 'Application Status' set to 'All Status'. Below this are date range filters for 'Advertisement Start Date' and 'Advertisement End Date'. A table lists applications with columns: No., Application No, Title, Category, Submit Date, Start and End Date, Application Status, Note, and Action. Two applications are visible: one in 'Draft' status and one in 'In Progress' status. The bottom of the table shows pagination: 'Page 1 of 1 in 2 applications'.



No.	Application No	Title	Category	Submit Date	Start and End Date	Application Status	Note	Action
1	DRF171120000001	Fun Run 20...	Programme	17-Nov-2020 9:23 PM	-	Draft	-	[Edit] [Delete]
2	IKL171120000001	Learn Span...	Programme	17-Nov-2020 5:20 PM	12-Dec-2020 20-Dec-2020	In Progress	-	[Edit] [Delete]

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- i. Click  icon to update application, screen will be displayed as follow: -



- ii. Update required **Basic Information**;

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iii. Click **[Next]**, screen will be displayed as follow: -

MyTawaran  
Home / MyTawaran Dashboard / Draft

### Ikian Digital Rakyat

**BASIC INFORMATION** 2 DETAILS

**Programme Date and Time**  
For the date of An advertisement entry application must be at least 5 days before the Programme's start date.

Start Date \* 29/11/2020 Start Time \* 8.00 AM End Date \* 29/11/2020 End Time \* 1.00 PM

**Programme Advertisement Date**  
The ad start date must be at least 5 days after the application date.

Advertisement Start Date \* 24/11/2020 Advertisement End Date \* 29/11/2020

Programme Details \*  
Fun Run 2020

**Programme Location**

Address 1 \*  
Jalan Meru 1,

Address 2

State \* Selangor City \* Banting

Postcode \* 42700

Latitude Longitude

**Contact Details**

Telephone No \* 03456789 Telephone No 2

E-mail \* funrun@gmail.com Website URL (if Required)  
Example: http://www.mytawaran.com.my

Registration URL (if Required)  
Example: http://www.mytawaran.com.my

**Contact Person**

Name \* Farah Telephone No \* 03456789

Telephone No 2 E-mail \* funrun@gmail.com

**Company/Organizer Address** ☐ Same as Programme Location

Address 1 \*  
Jalan 23, Bukit Alaf

Address 2

State \* Wilayah Persekutuan Kuala Lumpur City \* Kuala Lumpur



Postcode \* 50480

Status:  
Draft

☒ By submitting an ad, I confirm that I have read, understood and received the [Advertising Rules](#).

Previous

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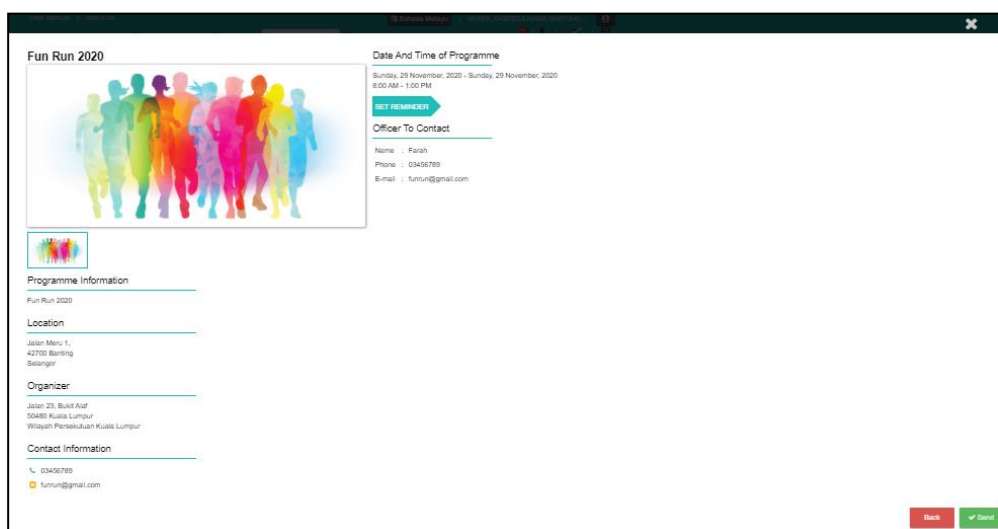
iv. Update required **Details**;

v. Tick ☒ to agree with the term and condition for advertising;

**Note:** Acknowledge only needs to be made on new applications/applications that are still in **Draft** status.

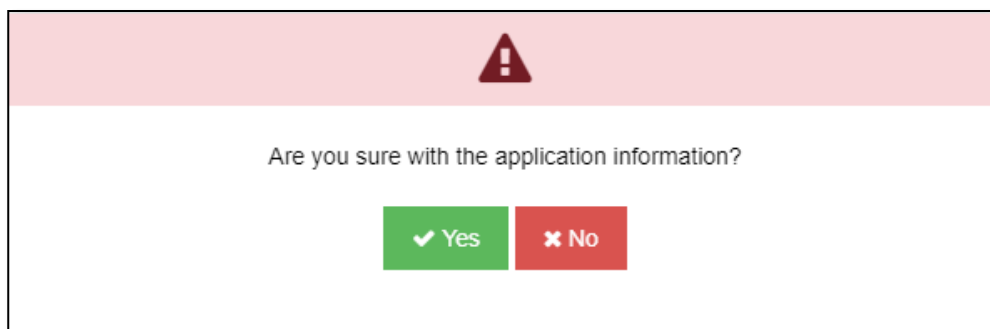
vi. Click [**Save**] to save the application as draft; or

vii. Click [**View**] to review the advertisement view, screen will be displayed as follow:-





viii. Click [**Back**] to return to previous screen; or

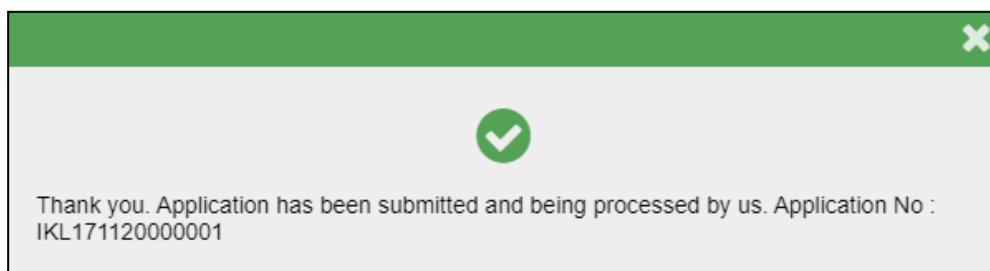
ix. Click [**Send**], screen will be displayed as follow:-



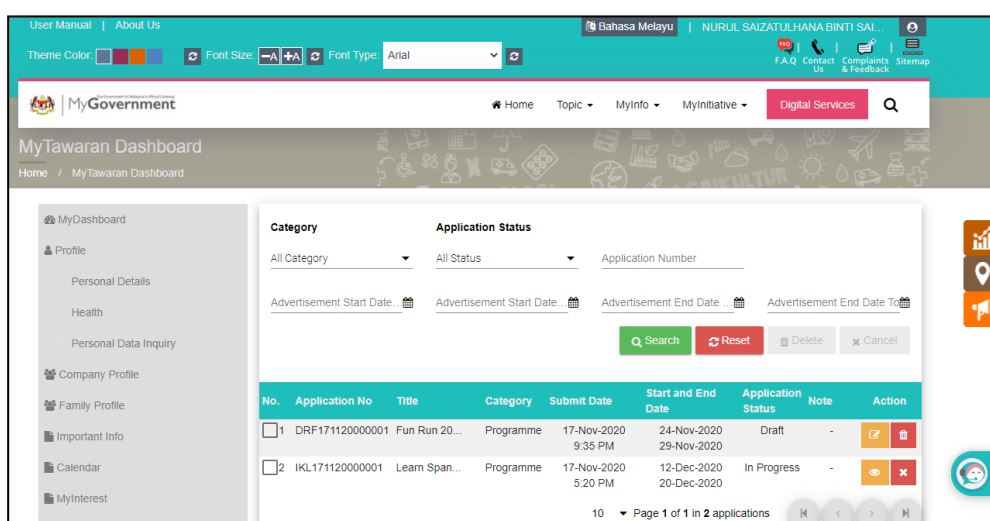
x. Click [**Yes**] to proceed with the application, screen will be displayed as follow;  
or

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- xi. Click **[No]** to return to previous screen;



- xix. Close the message and **MyTawaran Dashboard** will be displayed as follow: -



**MyTawaran Dashboard**



Category: All Category | Application Status: All Status | Application Number: [input]

Advertisement Start Date: [calendar icon] | Advertisement Start Date: [calendar icon] | Advertisement End Date: [calendar icon] | Advertisement End Date To: [calendar icon]

[Search] [Reset] [Delete] [Cancel]

No.	Application No	Title	Category	Submit Date	Start and End Date	Application Status	Note	Action
<input type="checkbox"/>	DRF171120000001	Fun Run 20...	Programme	17-Nov-2020 9:35 PM	24-Nov-2020 29-Nov-2020	Draft	-	[Edit] [Delete]
<input type="checkbox"/>	IKL171120000001	Learn Span...	Programme	17-Nov-2020 5:20 PM	12-Dec-2020 20-Dec-2020	In Progress	-	[Edit] [Delete]

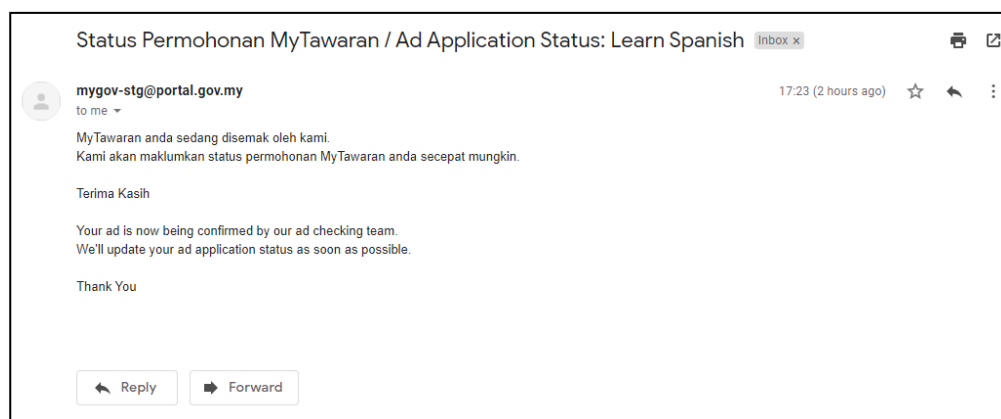
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MyTawaran administrator will receive and process the application. Application status will be displayed as **In Progress** at **MyTawaran Dashboard**.

Advertiser will receive an email as follow: -

Example of email:



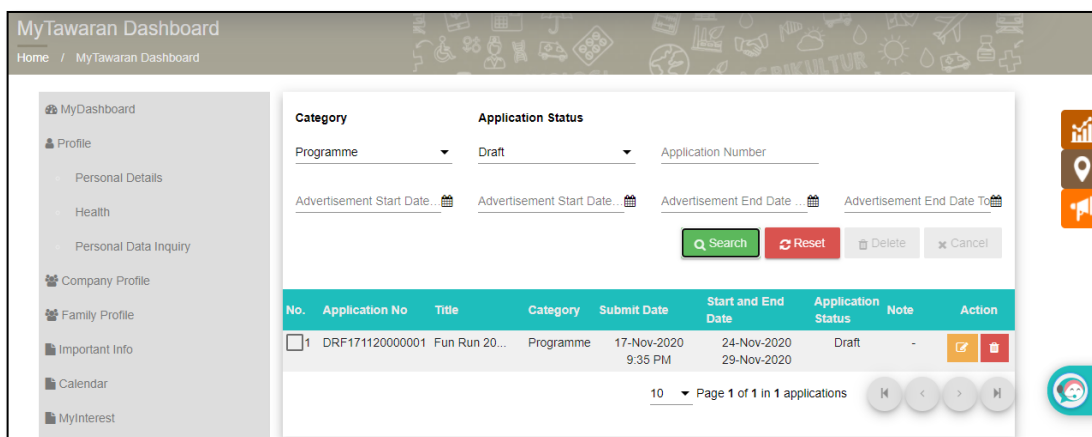
	Tajuk Dokumen: User Manual – MyTawaran				
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## 2.4 Delete Application/Advertisement



Advertiser can delete application/advertisement record for the following status: -

- Draft;
- Cancelled by Advertiser;
- Cancelled by MyTawaran Admin;
- Cancelled by System;
- Rejected; and
- Expired.


Perform the application review as per step in [2.2 Check Application Status](#), screen will be displayed as follow: -

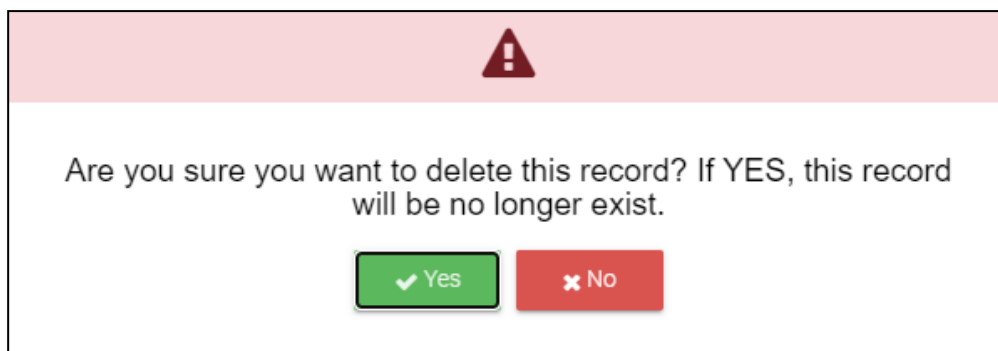


The screenshot shows the 'MyTawaran Dashboard' with a sidebar menu on the left containing options like Profile, Personal Details, Health, Personal Data Inquiry, Company Profile, Family Profile, Important Info, Calendar, and MyInterest. The main content area displays filters for 'Category' (Programme) and 'Application Status' (Draft), along with search and reset buttons. Below the filters is a table of applications:



No.	Application No	Title	Category	Submit Date	Start and End Date	Application Status	Note	Action
1	DRF171120000001	Fun Run 20...	Programme	17-Nov-2020 9:35 PM	24-Nov-2020 29-Nov-2020	Draft	-	 

At the bottom of the table, it indicates 'Page 1 of 1 in 1 applications'.

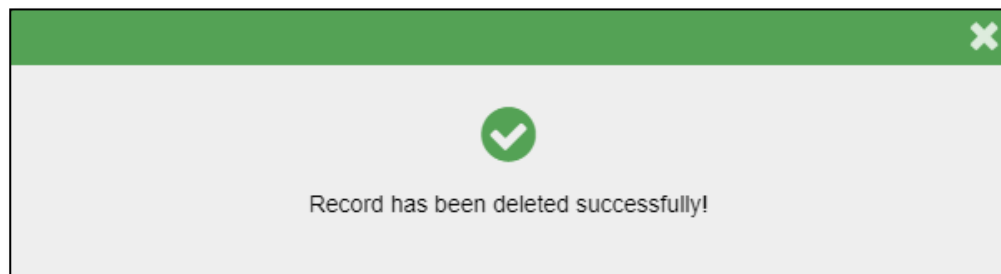
- Click  icon to delete application / advertisement record, screen will be displayed as follow:-





The screenshot shows a confirmation dialog box with a red header bar containing a warning icon. The text inside the dialog reads: 'Are you sure you want to delete this record? If YES, this record will be no longer exist.' Below the text are two buttons: a green 'Yes' button and a red 'No' button.

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- ii. Click **[Yes]**, screen will be displayed as follow; or
- iii. Click **[No]** to return to previous screen;





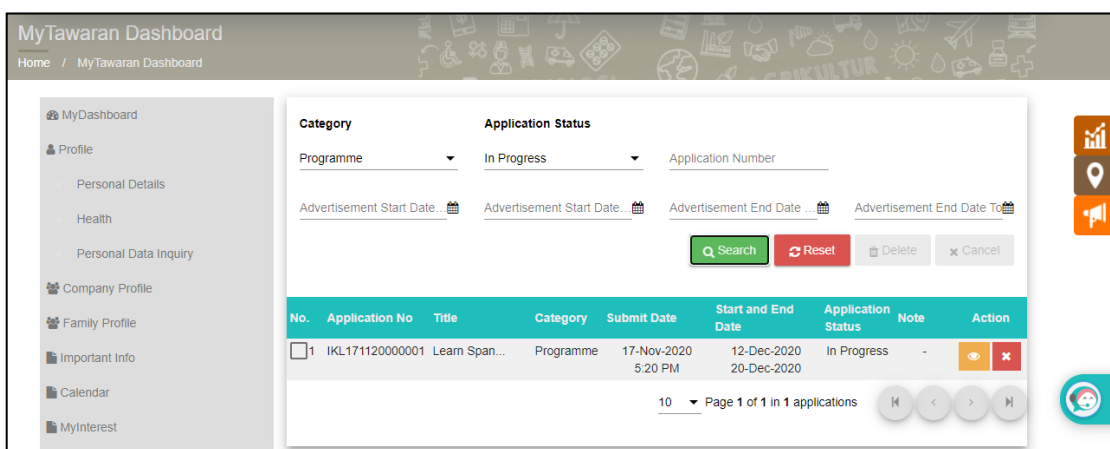
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## 2.5 Cancel Application/Advertisement


Advertisers may cancel applications/advertisements for the following status:


- In Progress;
- Approved; and
- Incomplete.

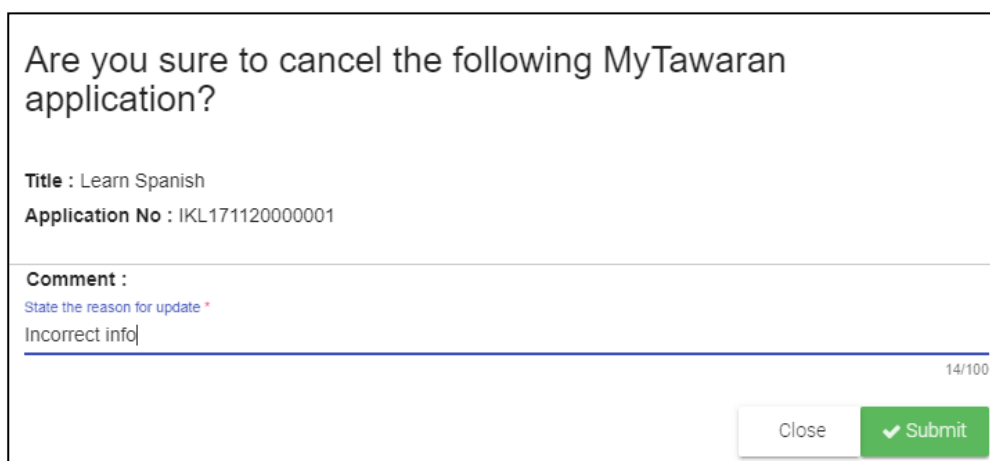
Perform the application review as per step in [2.2 Check Application Status](#), screen will be displayed as follow: -



The screenshot shows the MyTawaran Dashboard with a sidebar menu and a main content area. The main content area displays filters for Category (Programme) and Application Status (In Progress). Below the filters is a table of applications.

No.	Application No	Title	Category	Submit Date	Start and End Date	Application Status	Note	Action
1	IKL171120000001	Learn Span...	Programme	17-Nov-2020 5:20 PM	12-Dec-2020 20-Dec-2020	In Progress	-	

- Click  icon to cancel application/ advertisement, screen will be displayed as follow: -



The screenshot shows a confirmation dialog box with the following content:



Are you sure to cancel the following MyTawaran application?

Title : Learn Spanish  
Application No : IKL171120000001

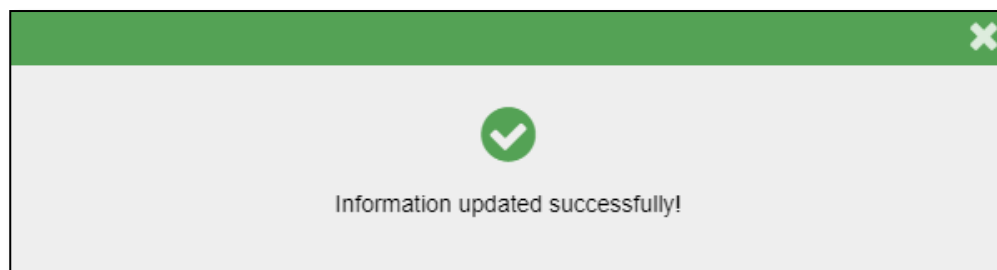
Comment :  
State the reason for update \*  
Incorrect info



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Close Submit

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- ii. Enter cancellation **Reason**;
- iii. Click [**Submit**], screen will be displayed as follow; or
- iv. Click [**Close**] to return to previous screen;

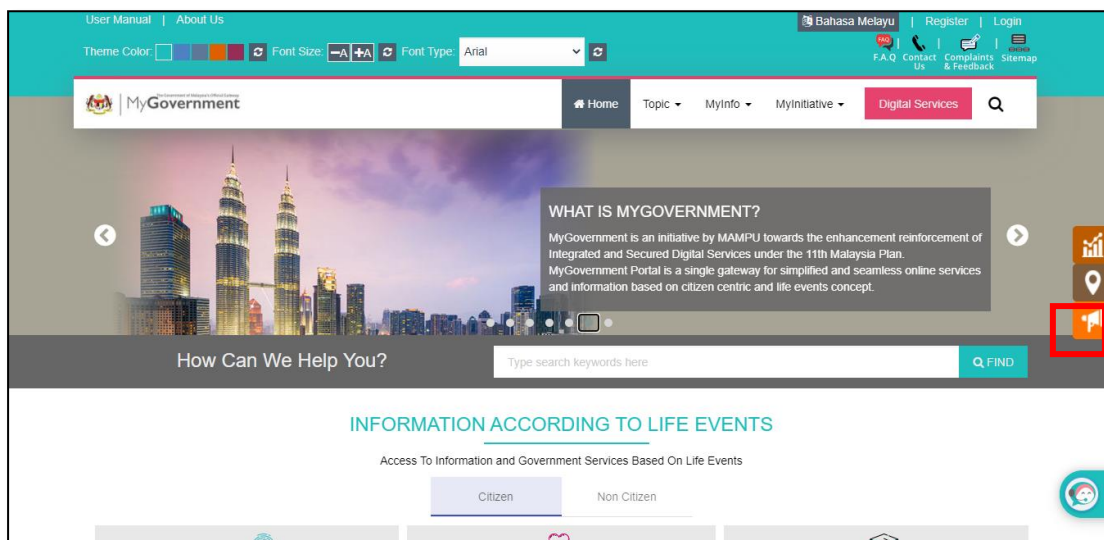



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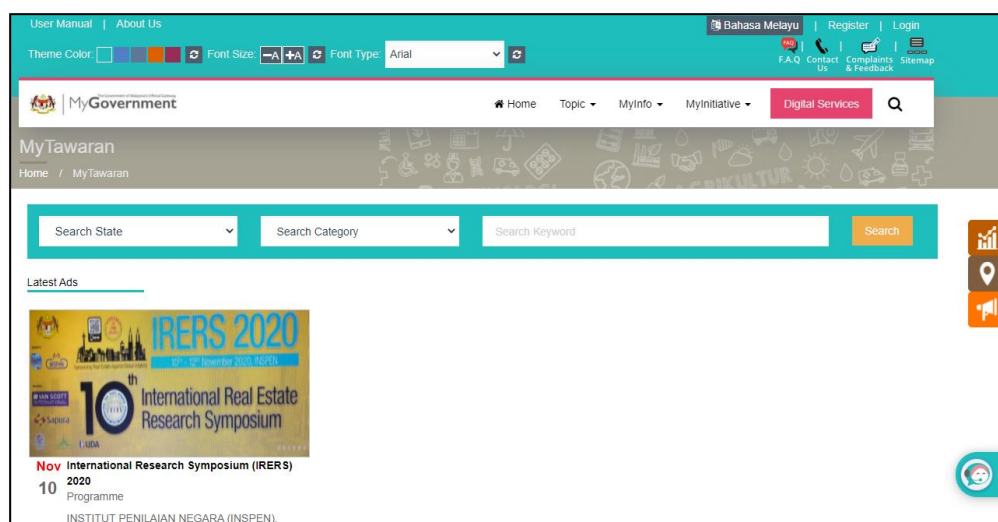
## 2.6 Search Advertisement

Advertisement can be searched by any user category without having to login in Portal MyGovernment.



Main page of Portal MyGovernment is as follow: -



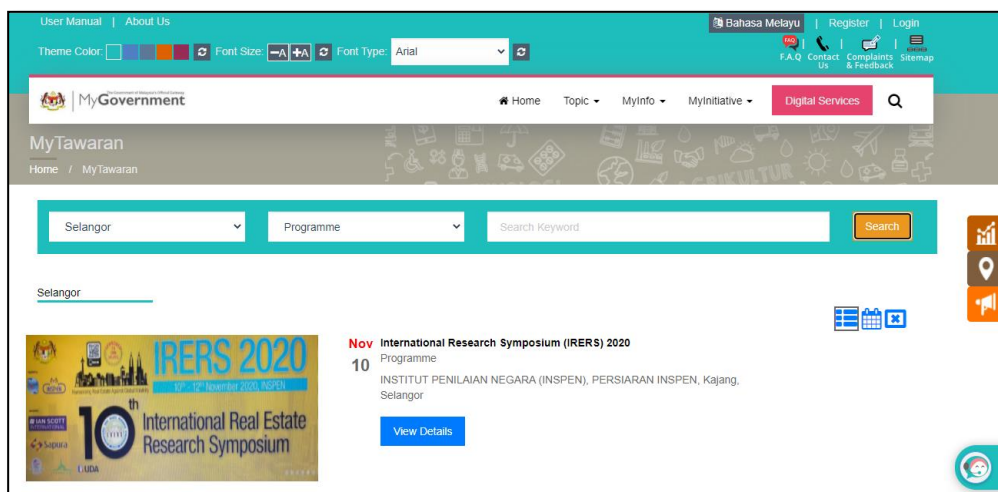
i. Click MyTawaran  icon, screen will be displayed as follow:-



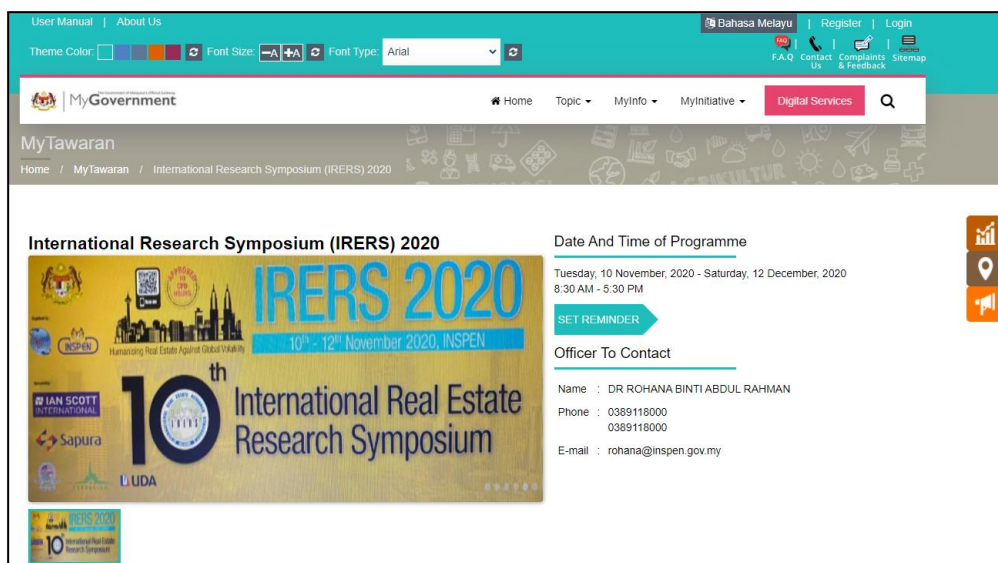
- ii. Choose **State** and/or **Category** through dropdown list; and/or
- iii. Enter **Search Keyword**;



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- iv. Click **[Search]**, screen will be displayed as follow: -



- v. Click **[View Details]** to display the advertisement in detail, screen will be displayed as follow: -

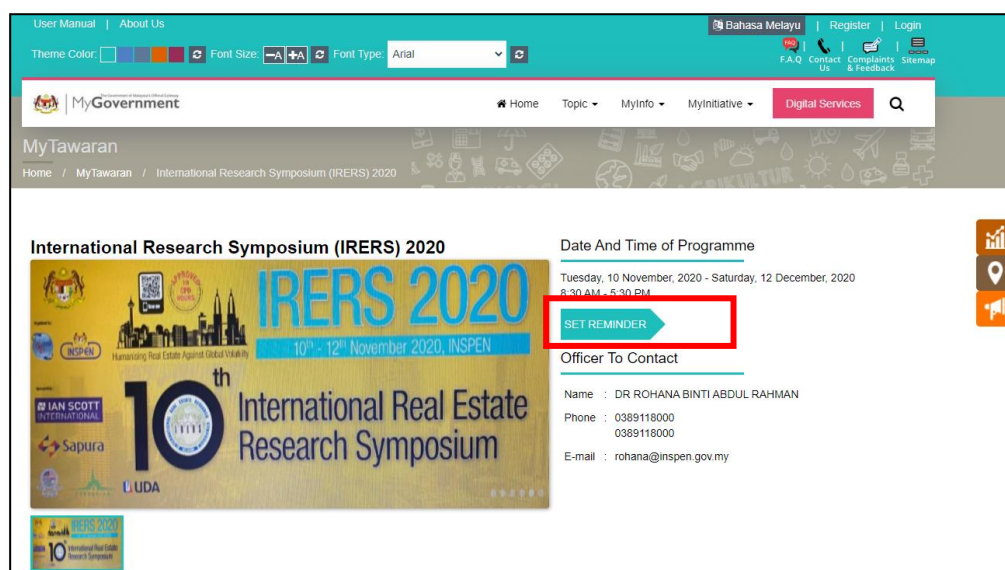


	Tajuk Dokumen: User Manual – MyTawaran				
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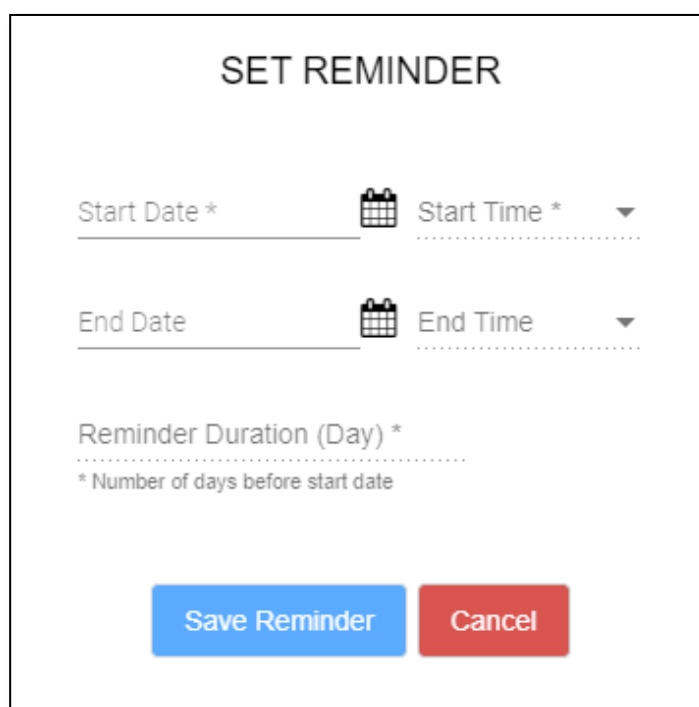
## 2.7 Advertisement Reminder Setting to Calender

Users are able to add an advertisement to the calendar as a reminder of the advertised courses, programs or services in Portal MyGovernment.



- Repeat the steps in search advertisement section. Refer [2.6 Search Advertisement](#) for further guidance. Detailed advertisement screen will be displayed as follows: -



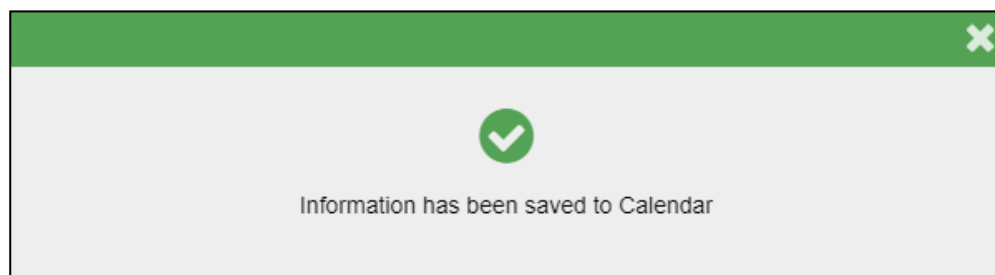
- Click **[SET REMINDER]**, screen will be display as follow: -




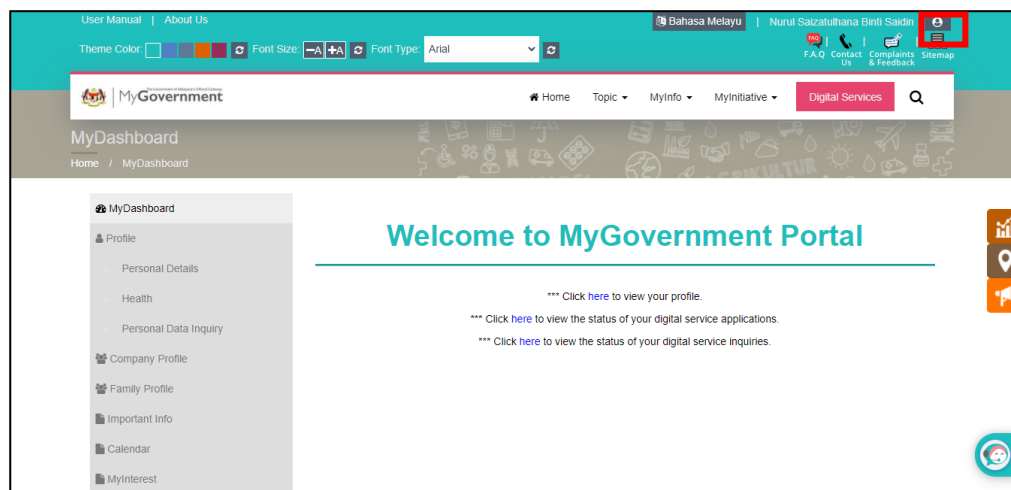
The screenshot shows the 'SET REMINDER' form. It has a title 'SET REMINDER' at the top. Below the title, there are four input fields: 'Start Date \*' with a calendar icon, 'Start Time \*' with a dropdown arrow, 'End Date' with a calendar icon, and 'End Time' with a dropdown arrow. Below these fields is a 'Reminder Duration (Day) \*' field with a note '\* Number of days before start date'. At the bottom of the form, there are two buttons: 'Save Reminder' (blue) and 'Cancel' (red).



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- iii. Tick ☐ if customers need reminders on the selected advertisements.
- iv. Enter **Reminder Duration (Day)** before the start date of the program / course / service;  
**Note:** Reminders can only be made before any program / course / service takes place.
- v. Click [**Save Reminder**], screen will be displayed as follow; or
- vi. Click [**Cancel**] to return to previous screen;

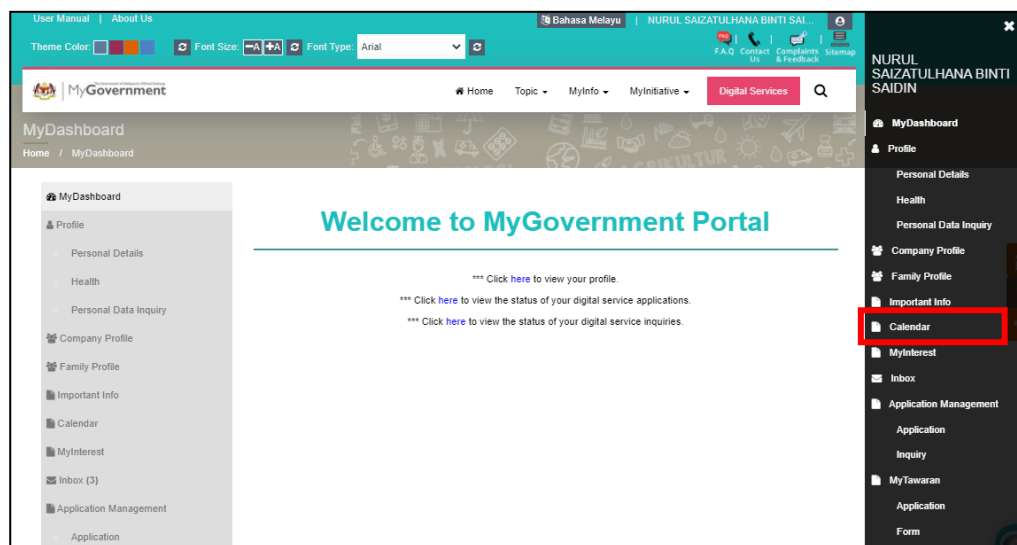


- vii. To review the advertisement that have been add to the calendar, click  icon, as the following screen:-

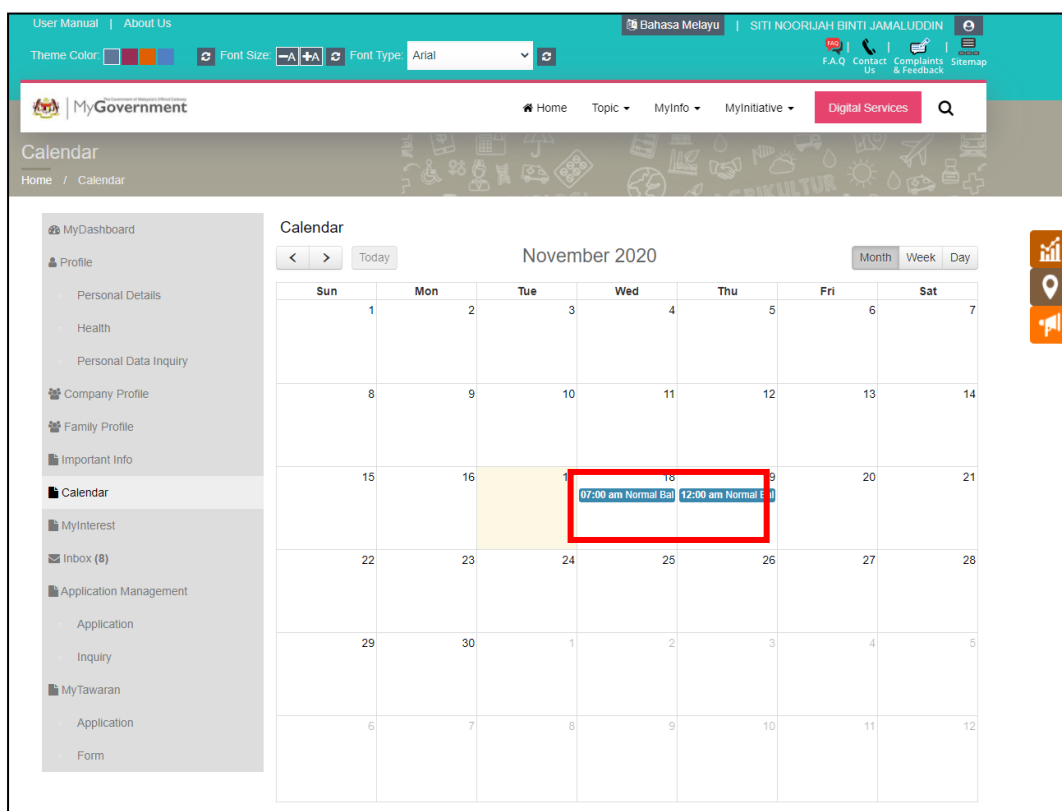


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List of menu on the profile will be displayed as follow: -



viii. Click **Calendar**, screen will be displayed as follow:-



Advertisements will be displayed in the calendar on the day of the program/ course/services takes place.