

MANUAL PENTADBIR - KENYATAAN MEDIA

1. Buka URL :
<https://www.nres.gov.my/ms-my/pustakamedia/KenyataanMedia/Forms/AllItems.aspx>
2. Klik **Sign In** dan masukkan Username dan Password sama seperti login Komputer Peribadi masing-masing.



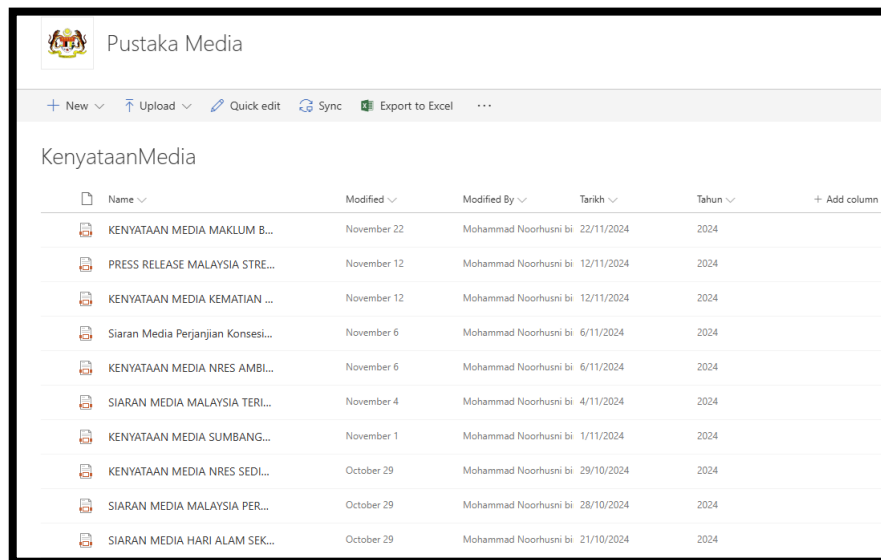
Sign in

<https://www.nres.gov.my>

Username

Password

3. Paparan Skrin adalah seperti dibawah



Pustaka Media

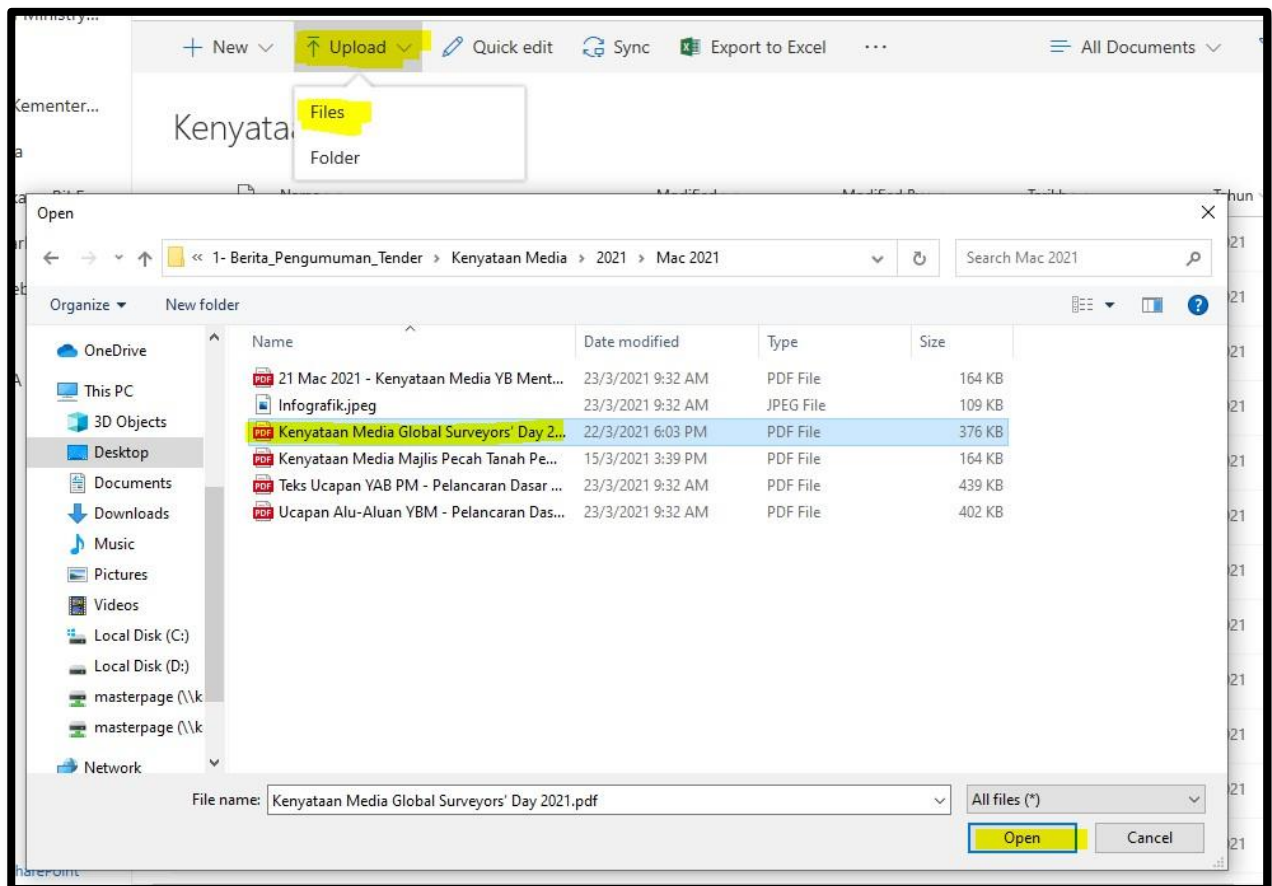
+ New Upload Quick edit Sync Export to Excel ...

KenyataanMedia

Name	Modified	Modified By	Tarikh	Tahun	+ Add column
KENYATAAN MEDIA MAKLUM B...	November 22	Mohammad Noorhusni bi	22/11/2024	2024	
PRESS RELEASE MALAYSIA STRE...	November 12	Mohammad Noorhusni bi	12/11/2024	2024	
KENYATAAN MEDIA KEMATIAN ...	November 12	Mohammad Noorhusni bi	12/11/2024	2024	
Siaran Media Perjanjian Konsesi...	November 6	Mohammad Noorhusni bi	6/11/2024	2024	
KENYATAAN MEDIA NRES AMBL...	November 6	Mohammad Noorhusni bi	6/11/2024	2024	
SIARAN MEDIA MALAYSIA TERI...	November 4	Mohammad Noorhusni bi	4/11/2024	2024	
KENYATAAN MEDIA SUMBANG...	November 1	Mohammad Noorhusni bi	1/11/2024	2024	
KENYATAAN MEDIA NRES SEDI...	October 29	Mohammad Noorhusni bi	29/10/2024	2024	
SIARAN MEDIA MALAYSIA PER...	October 29	Mohammad Noorhusni bi	28/10/2024	2024	
SIARAN MEDIA HARI ALAM SEK...	October 29	Mohammad Noorhusni bi	21/10/2024	2024	

4. Pilih **Upload** → **Files** dan buat carian Kenyataan Media yang akan di muat naik dan klik **Open**.

Sila pastikan dokumen yang hendak di muat naik telah di **convert kepada format PDF** terlebih dahulu.



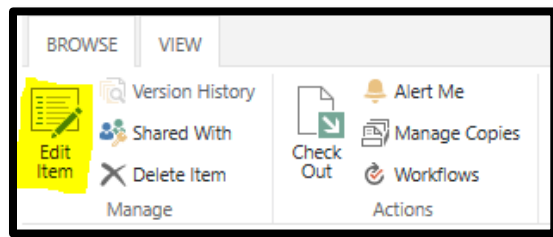
5. Setelah selesai, sila semak di ruangan Kenyataan Media , fail yang dimuat naik tadi akan dipaparkan dengan tanda 

KenyataanMedia					
 Name ▾	Modified ▾	Modified By ▾	Tarikh ▾	Tahun ▾	
 Kenyataan Media Lawatan Kerja...	A few seconds ago	Latiffah binti Masuri		1899	
 Kenyataan Media Global Survey...	March 22	Latiffah binti Masuri	22/03/2021	2021	
 Kenyataan Media YBM - Dasar ...	March 21	Ahmad Shahrul bin Isa	21/03/2021	2021	

6. Sila kemaskini Tarikh Kenyataan Media dengan Klik pada  → **More** → **Properties**

KenyataanMedia					
 Name ▾	Modified ▾	Modified By ▾	Tarikh ▾	Tahun ▾	
  Kenyataan Media Global Survey...	 March 22	Latiffah binti Masuri	22/03/2021	2021	
 Kenyataan Media YBM - Dasar ...	Open	Ahmad Shahrul bin Isa	21/03/2021	2021	
 Kenyataan Media YBM - Akaun ...	Share	Norfaliza binti Wagiman	15/03/2021	2021	
 Kenyataan Media Majlis Pecah T...	Copy link	Latiffah binti Masuri	13/03/2021	2021	
 Kenyataan Media Pelanjutan Ini...	Download	Norfaliza binti Wagiman	11/03/2021	2021	
 Perutusan YBM Hari Hidupan Li...	Delete	Norfaliza binti Wagiman	3/03/2021	2021	
 Kenyataan Media Kuota FIT.pdf	Pin to top	Norfaliza binti Wagiman	23/02/2021	2021	
 Kenyataan Media Lawatan Kerja...	Move to	Latiffah binti Masuri	22/02/2021	2021	
 Kenyataan Media Operasi Berse...	Copy to	Latiffah binti Masuri	18/02/2021	2021	
 Kenyataan Media Mesyuarat M...	Rename	Latiffah binti Masuri	15/02/2021	2021	
 Kenyataan Media Hari Tanah Le...	Alert me				
 Kenyataan Media MTN 78.pdf	More				
 Kenyataan Media MoU Sistem e...	Details				
		Properties			
		Workflow			
		Compliance details			
		Check out			

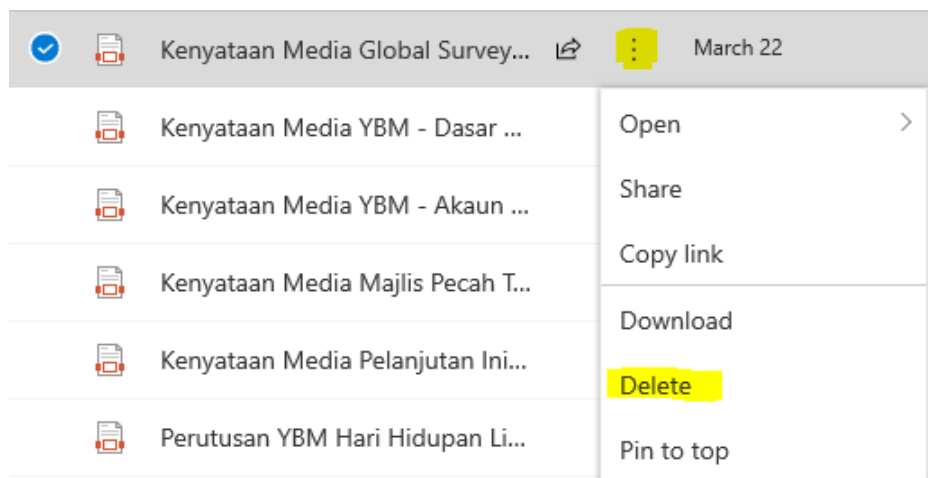
7. Pilih **Edit Item**



8. Kemaskini Tarikh Kenyataan Media, klik untuk pilih tarikh.

 A screenshot of a form for updating a media statement. The 'Name' field contains 'Kenyataan Media Global Surveyors' Day 2021'. The 'Title' field has a placeholder 'Enter text here'. The 'Tarikh' (Date) field shows '22/03/2021' with a calendar icon. A calendar for March 2021 is displayed, with the 22nd highlighted. The footer indicates 'Today is Rabu, 14 April 2021'.

9. Untuk hapus pilih kenyataan Media, Klik dan pilih **Delete**.



Selamat mencuba!!