



sains

Digital Partner for Life

SARAWAK INFORMATION SYSTEMS SDN BHD

Archival Records Management System (ARMS)

System Version 2.0

Arms Public Search

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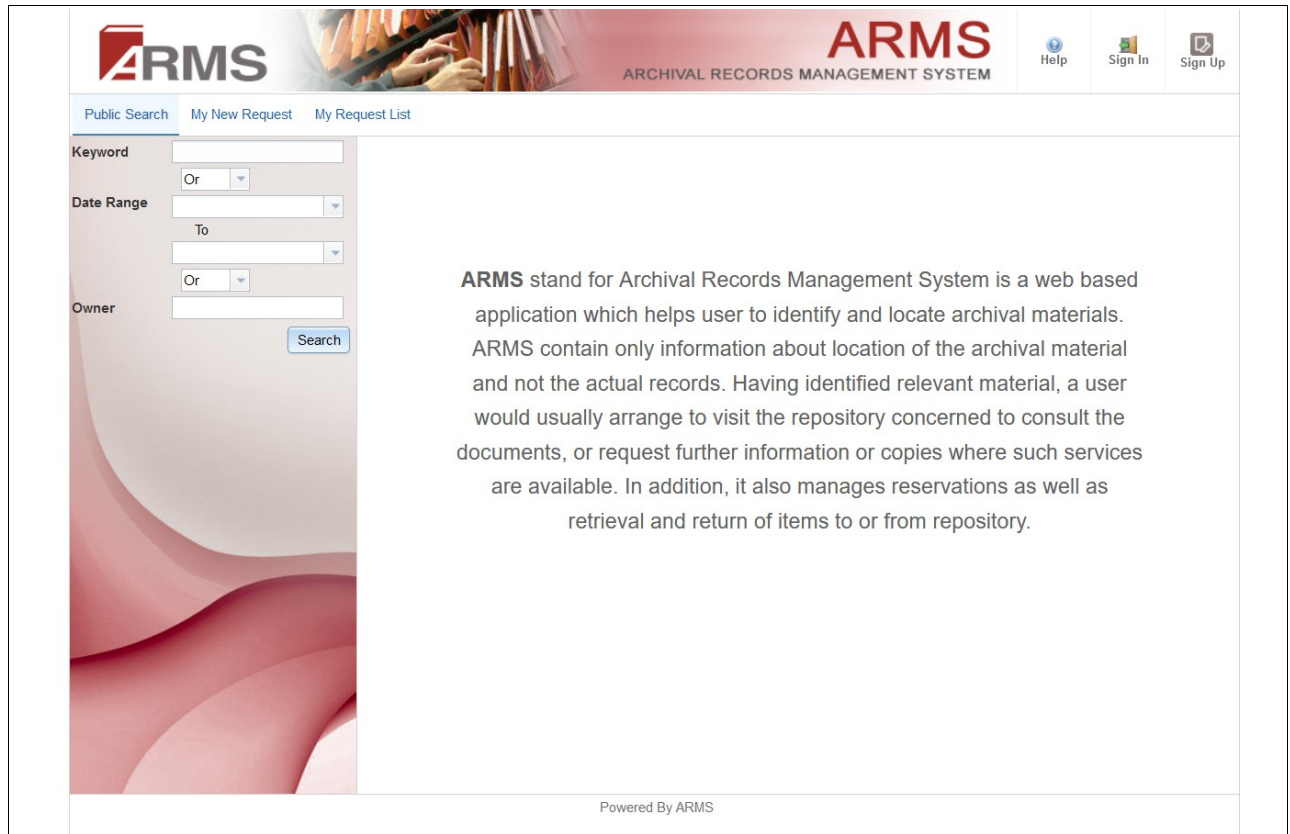
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1. Introduction

This Training manual will provide guidelines to using Public Search, view file detail, reserve file, My new request, My request list, My feedback list and Request digital View.

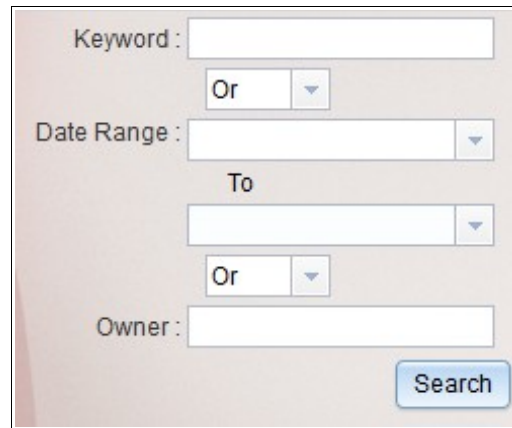
1.1. Public Search



The screenshot shows the ARMS (Archival Records Management System) Public Search interface. The header includes the ARMS logo, the text 'ARCHIVAL RECORDS MANAGEMENT SYSTEM', and navigation links for 'Help', 'Sign In', and 'Sign Up'. Below the header, there are three tabs: 'Public Search' (selected), 'My New Request', and 'My Request List'. The search form on the left contains three main sections: 'Keyword' with a text input field and an 'Or' dropdown; 'Date Range' with two date input fields and a 'To' dropdown; and 'Owner' with a text input field. A 'Search' button is located below the Owner field. The main content area on the right contains a paragraph explaining the system: 'ARMS stand for Archival Records Management System is a web based application which helps user to identify and locate archival materials. ARMS contain only information about location of the archival material and not the actual records. Having identified relevant material, a user would usually arrange to visit the repository concerned to consult the documents, or request further information or copies where such services are available. In addition, it also manages reservations as well as retrieval and return of items to or from repository.'

Figure : 1

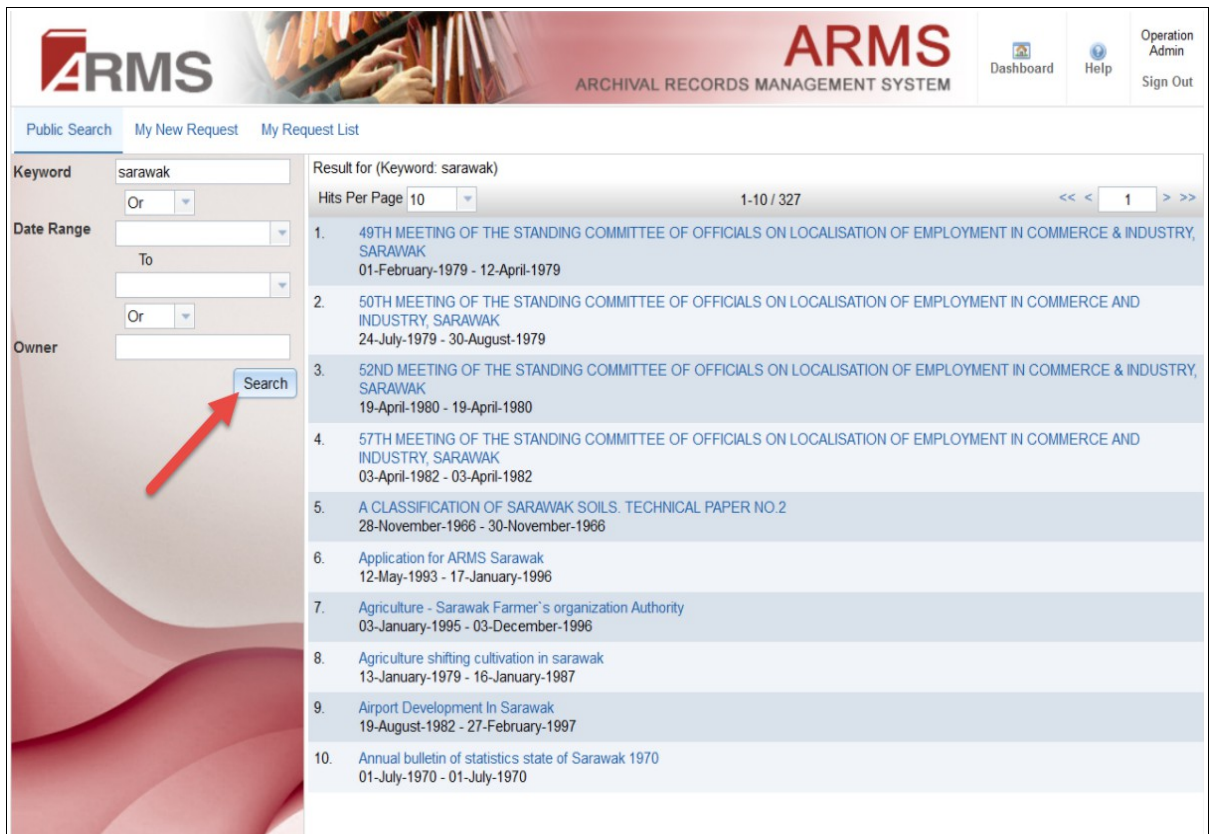
1. The public search consists 3 search criterias. They are Keyword, Date Range, and Owner.
 - Keyword - Search file title
 - Date Range - Search file's date
 - Owner - Search source organization of file



Keyword :
Or
Date Range :
To
Or
Owner :

Figure : 2

2. To search for files, enter search criteria and press "Search" button. The search result will be displayed.



ARMS ARCHIVAL RECORDS MANAGEMENT SYSTEM

Dashboard Help Operation Admin Sign Out

Public Search My New Request My Request List

Keyword sarawak
Or
Date Range
To
Or
Owner

Result for (Keyword: sarawak)
Hits Per Page 10 1-10 / 327 << 1 >>

- 49TH MEETING OF THE STANDING COMMITTEE OF OFFICIALS ON LOCALISATION OF EMPLOYMENT IN COMMERCE & INDUSTRY, SARAWAK
01-February-1979 - 12-April-1979
- 50TH MEETING OF THE STANDING COMMITTEE OF OFFICIALS ON LOCALISATION OF EMPLOYMENT IN COMMERCE AND INDUSTRY, SARAWAK
24-July-1979 - 30-August-1979
- 52ND MEETING OF THE STANDING COMMITTEE OF OFFICIALS ON LOCALISATION OF EMPLOYMENT IN COMMERCE & INDUSTRY, SARAWAK
19-April-1980 - 19-April-1980
- 57TH MEETING OF THE STANDING COMMITTEE OF OFFICIALS ON LOCALISATION OF EMPLOYMENT IN COMMERCE AND INDUSTRY, SARAWAK
03-April-1982 - 03-April-1982
- A CLASSIFICATION OF SARAWAK SOILS. TECHNICAL PAPER NO 2
28-November-1966 - 30-November-1966
- Application for ARMS Sarawak
12-May-1993 - 17-January-1996
- Agriculture - Sarawak Farmer's organization Authority
03-January-1995 - 03-December-1996
- Agriculture shifting cultivation in sarawak
13-January-1979 - 16-January-1987
- Airport Development In Sarawak
19-August-1982 - 27-February-1997
- Annual bulletin of statistics state of Sarawak 1970
01-July-1970 - 01-July-1970

Figure : 3

1.2. View File Details

This section provide information on how to View Files.

1. To view file details, click on file's title after search result displayed.

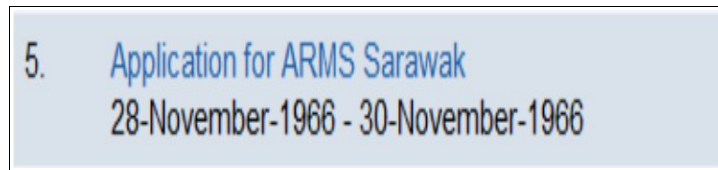


Figure : 4

2. The view file details screen as the following below.

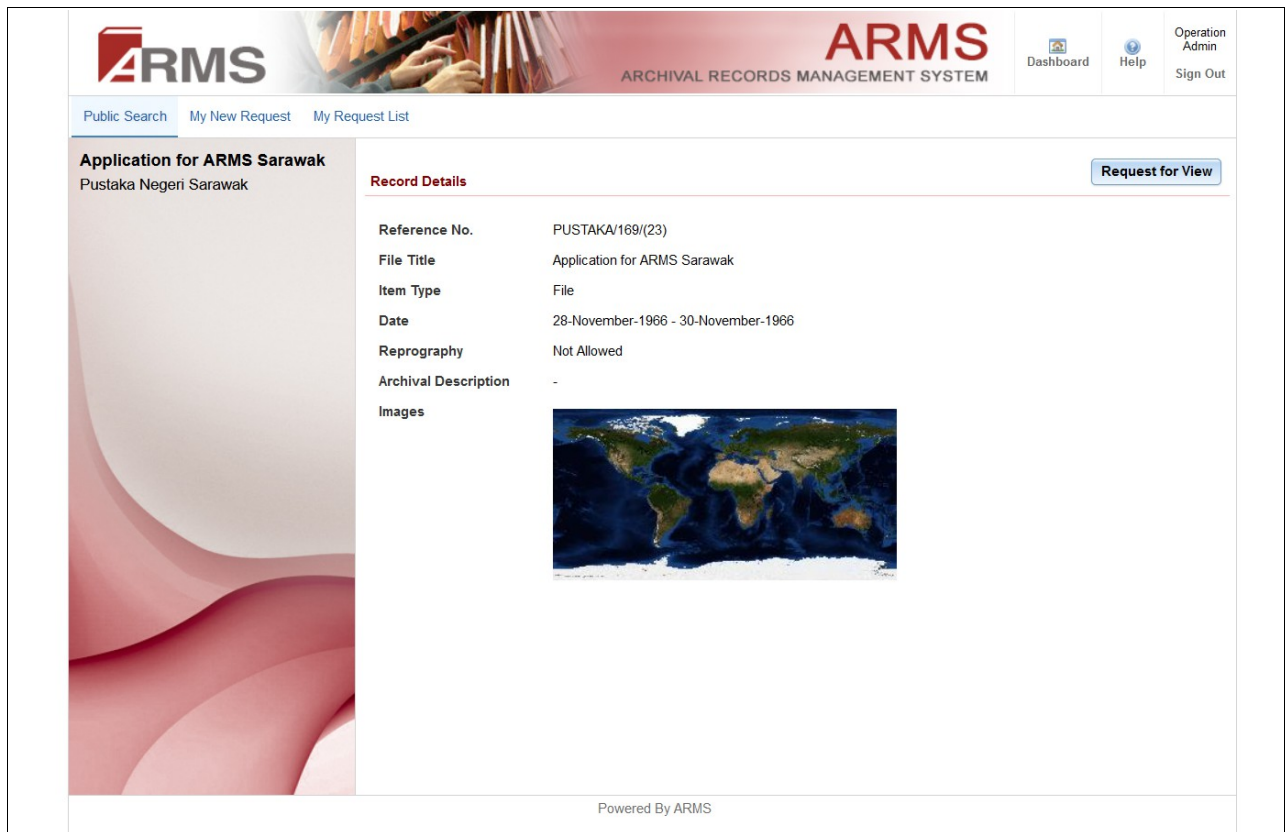


Figure : 5

1.3. Reserve File

This section provide information on how to reserve file.

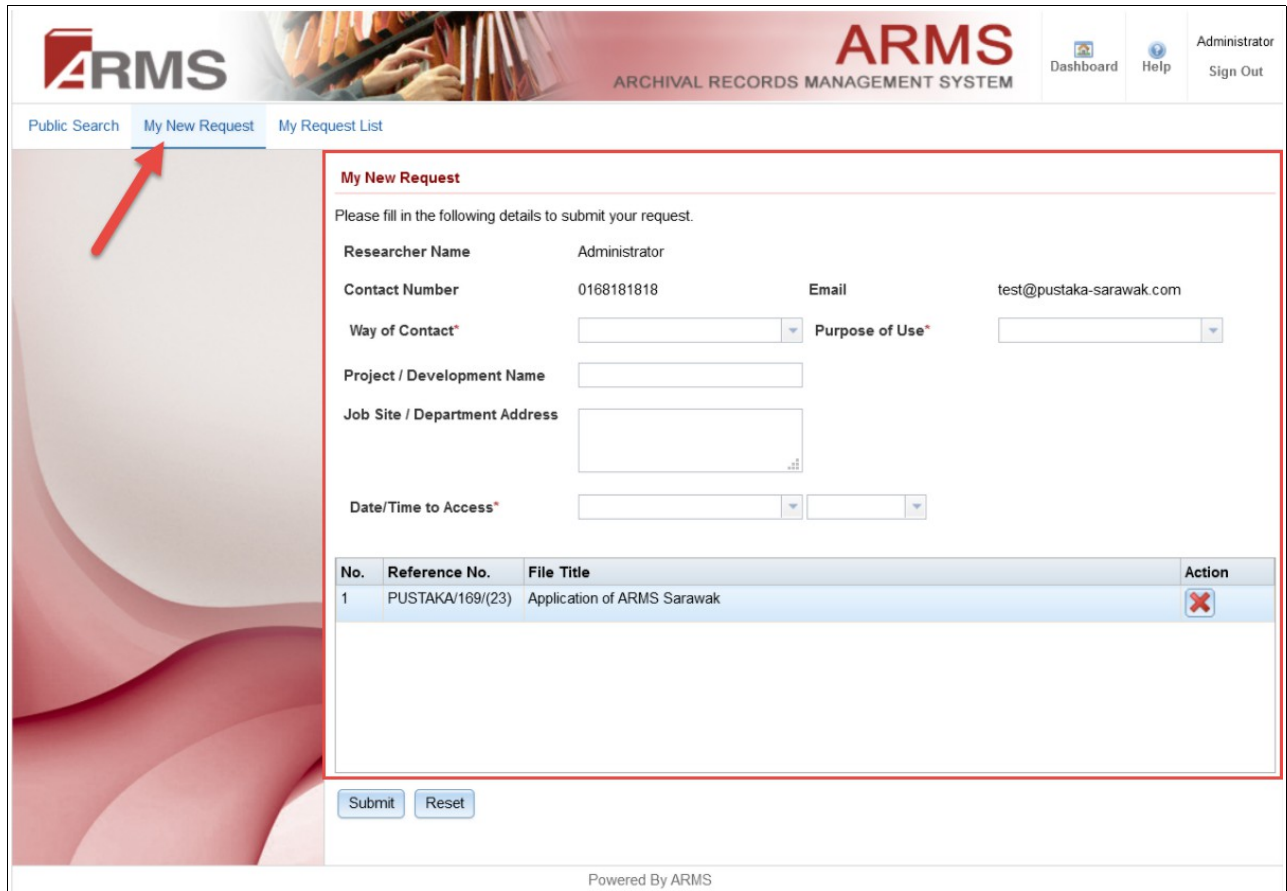
1. To reserve file, click on "Reserve Item" in the view file details page. After that, your file will be added to your request list automatically.


Noted: This has not complete the reservation process yet. It only add your item into the

request list. Please go to My New Request to complete your reservation.

1.4. My New Request

1. The request item will be listed in the form. To submit the reservation, fill in the reservation details and press "Submit" button. Your reservation will be completed.





ARMS
ARCHIVAL RECORDS MANAGEMENT SYSTEM

Dashboard Help Administrator Sign Out

Public Search

My New Request

My Request List

My New Request

Please fill in the following details to submit your request.

Researcher Name Administrator


Contact Number 0168181818 Email test@pustaka-sarawak.com

Way of Contact* Purpose of Use*

Project / Development Name

Job Site / Department Address

Date/Time to Access*

No.	Reference No.	File Title	Action
1	PUSTAKA/169/(23)	Application of ARMS Sarawak	

Powered By ARMS

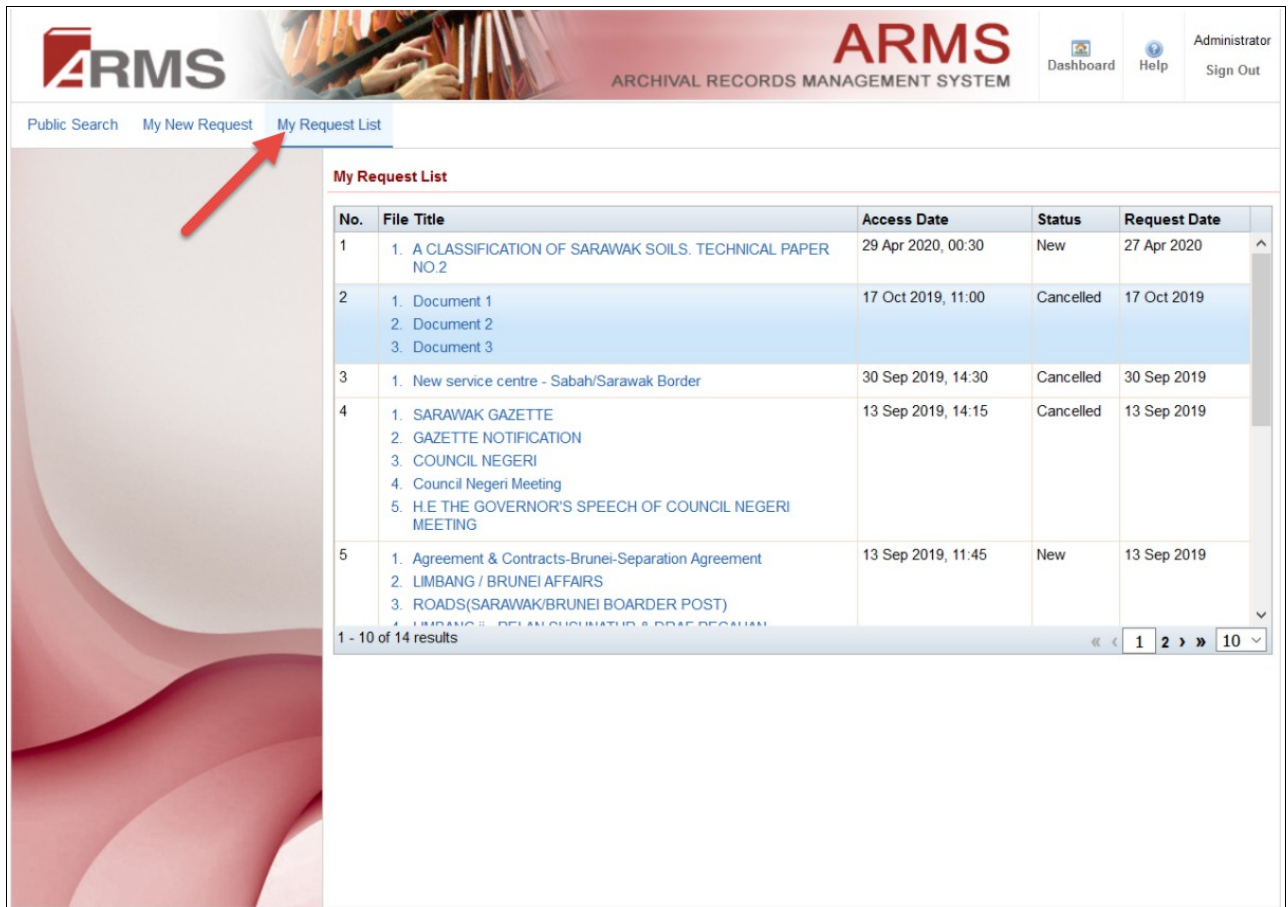
Figure : 6

Notes:

My New Request is accessible after sign in.

1.5. My Request List

1. All request submitted will be listed here as shown in figure 7. To view request detail, click on the file title.

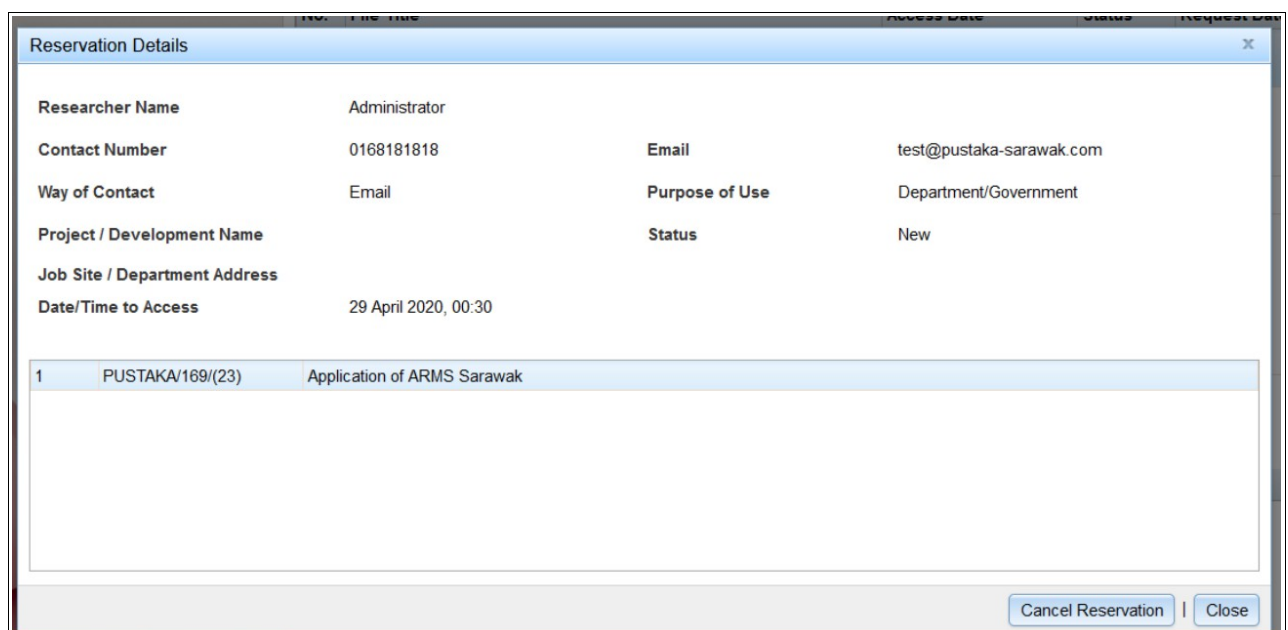


The screenshot shows the ARMS (Archival Records Management System) interface. At the top, there is a navigation bar with 'Public Search', 'My New Request', and 'My Request List'. A red arrow points to the 'My Request List' tab. Below the navigation bar, the 'My Request List' section displays a table of requests. The table has columns for 'No.', 'File Title', 'Access Date', 'Status', and 'Request Date'. There are 5 rows of data. The first row is highlighted in blue. Below the table, there is a pagination control showing '1 - 10 of 14 results' and page numbers '1', '2', and '10'.

No.	File Title	Access Date	Status	Request Date
1	1. A CLASSIFICATION OF SARAWAK SOILS. TECHNICAL PAPER NO.2	29 Apr 2020, 00:30	New	27 Apr 2020
2	1. Document 1 2. Document 2 3. Document 3	17 Oct 2019, 11:00	Cancelled	17 Oct 2019
3	1. New service centre - Sabah/Sarawak Border	30 Sep 2019, 14:30	Cancelled	30 Sep 2019
4	1. SARAWAK GAZETTE 2. GAZETTE NOTIFICATION 3. COUNCIL NEGERI 4. Council Negeri Meeting 5. H.E THE GOVERNOR'S SPEECH OF COUNCIL NEGERI MEETING	13 Sep 2019, 14:15	Cancelled	13 Sep 2019
5	1. Agreement & Contracts-Brunei-Separation Agreement 2. LIMBANG / BRUNEI AFFAIRS 3. ROADS(SARAWAK/BRUNEI BOARDER POST) 4. LIMBANG - BELAH KUSUMATUR & DRAF BONGKAM	13 Sep 2019, 11:45	New	13 Sep 2019

Figure : 7

2. A pop up dialog will be displayed with the relevant detail of the request. To cancel request, click on "Cancel Reservation" button.



The screenshot shows a 'Reservation Details' dialog box. It contains the following information:

- Researcher Name:** Administrator
- Contact Number:** 0168181818
- Email:** test@pustaka-sarawak.com
- Way of Contact:** Email
- Purpose of Use:** Department/Government
- Project / Development Name:**
- Status:** New
- Job Site / Department Address:**
- Date/Time to Access:** 29 April 2020, 00:30

Below the details, there is a table with one row:

No.	File Title	Access Date	Status	Request Date
1	PUSTAKA/169/(23) Application of ARMS Sarawak			

At the bottom right of the dialog box, there are two buttons: 'Cancel Reservation' and 'Close'.

Figure : 8

1.6. My Feedback List

1. After sign out from Public Search, feedback rating will be displayed as below.
2. Click on the smiley face to rate your experience, and click "Submit" button.

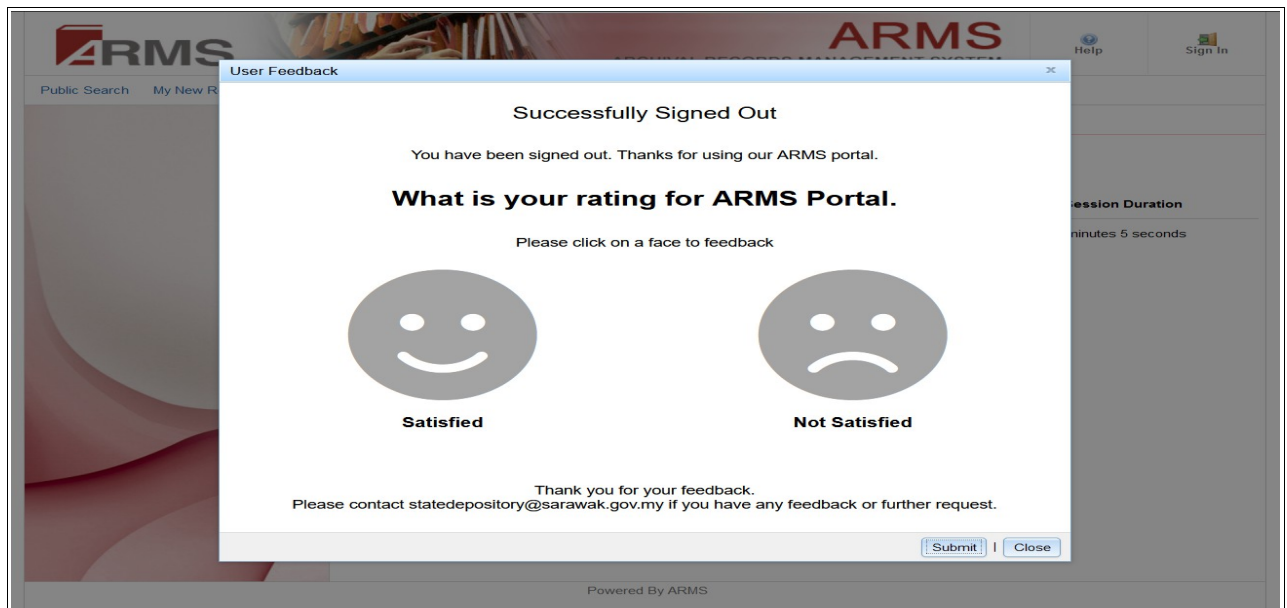
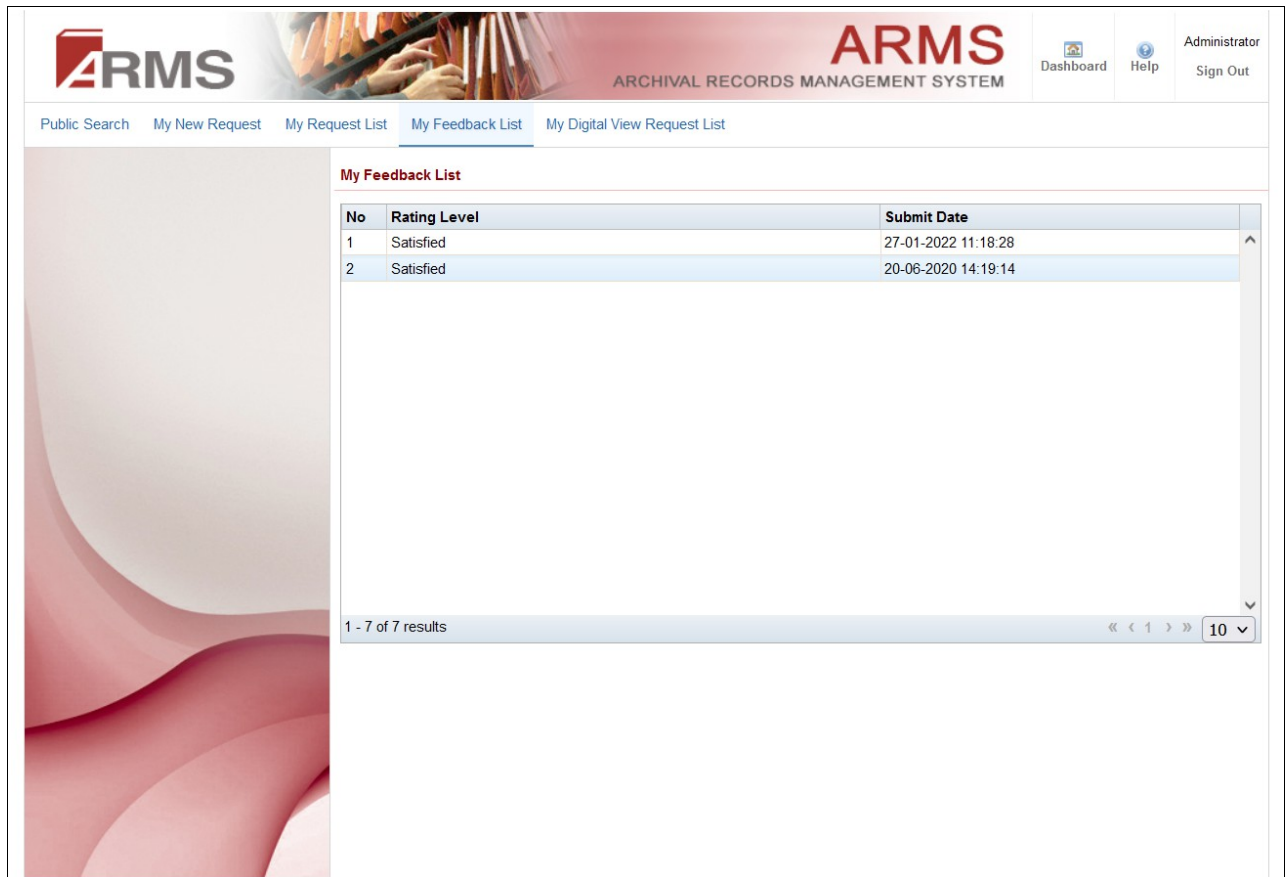


Figure : 9

3. To view your previous rating for Public Search, click on "My Feedback List", and feedback list will be displayed as below.



ARMS ARCHIVAL RECORDS MANAGEMENT SYSTEM

Dashboard Help Administrator Sign Out

Public Search My New Request My Request List **My Feedback List** My Digital View Request List

My Feedback List

No	Rating Level	Submit Date
1	Satisfied	27-01-2022 11:18:28
2	Satisfied	20-06-2020 14:19:14

1 - 7 of 7 results

« < 1 > » 10 ▾

Figure : 10

1.7. Request Digital View

1. To request for digital view, search the record, enter search criteria and press "Search" button. The search result will be displayed and click on the record title to view record details.

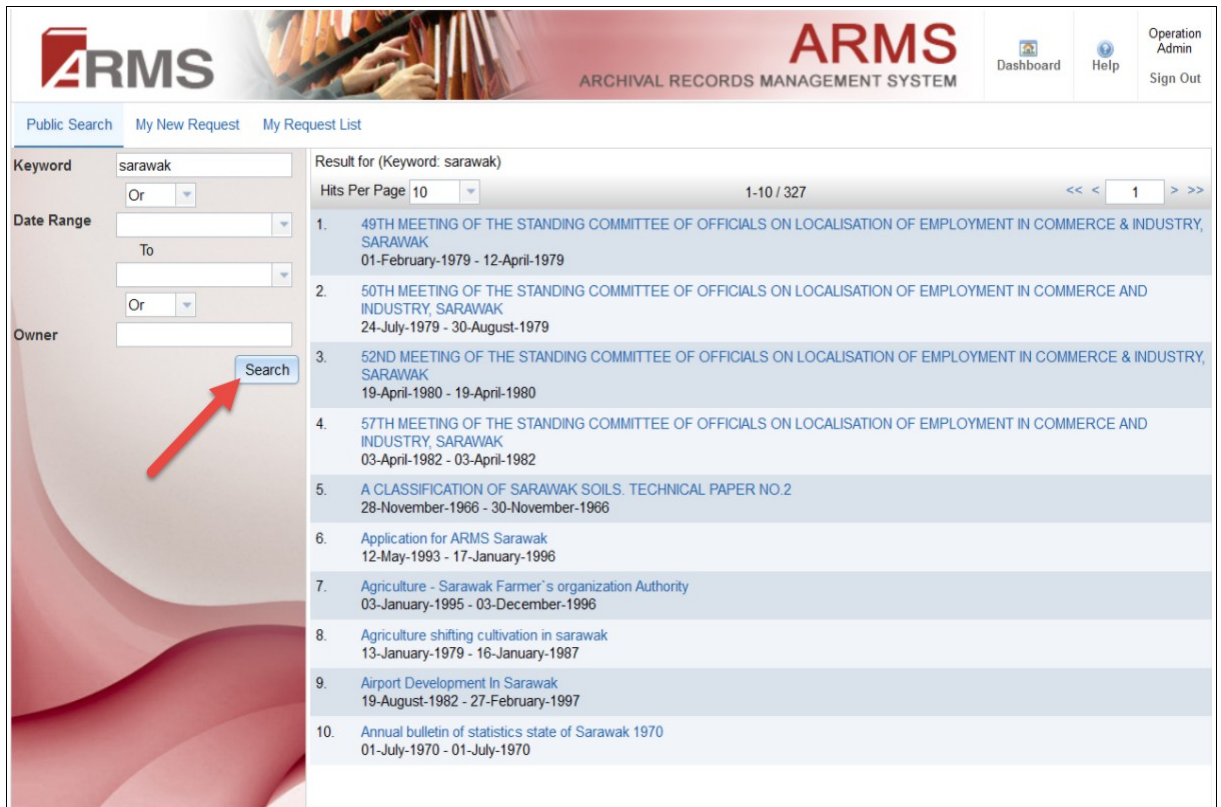


Figure : 11

- Record Details page as the screen shot below. Click on "Request for View Digital Record" button, a pop up confirmation message will be displayed as below.

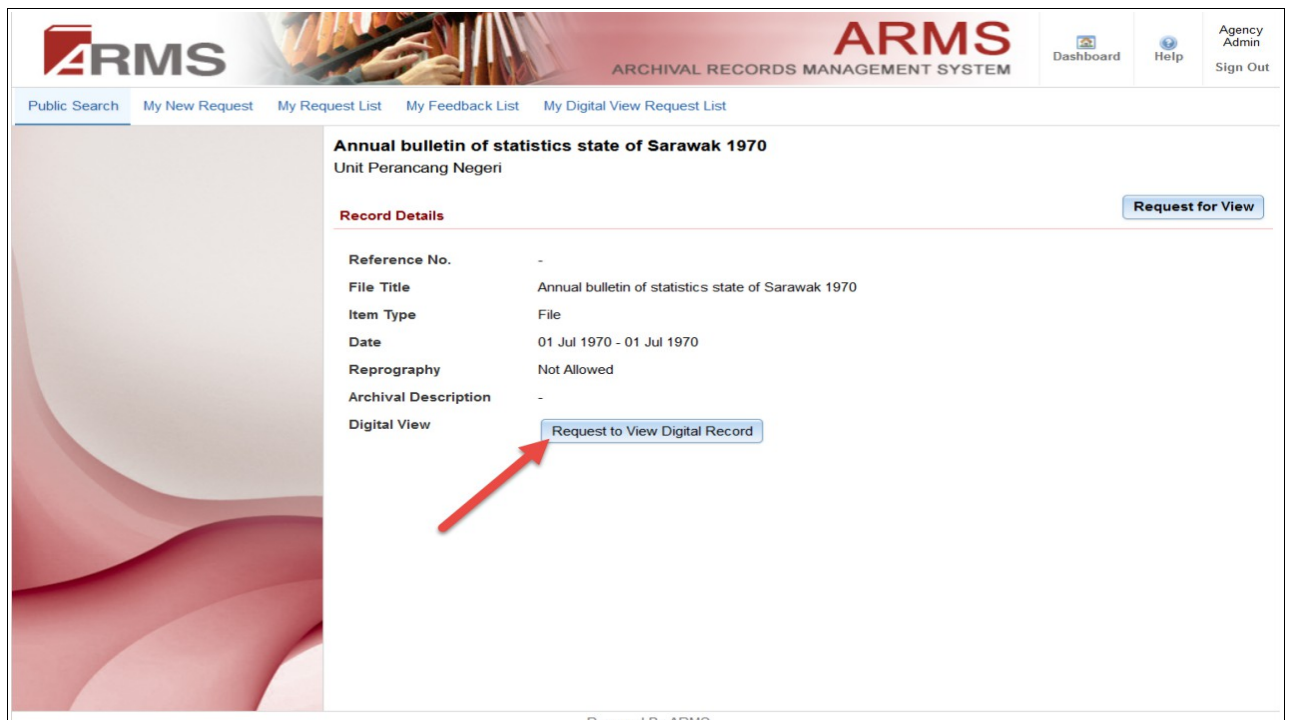


Figure : 12

3. Click "Yes" button and your request will be submitted.

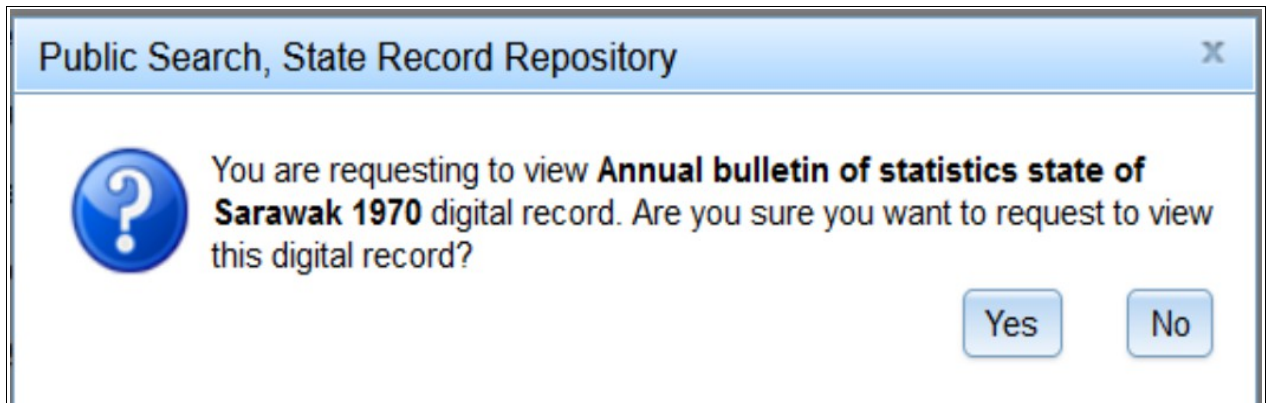


Figure : 13

4. To view your submitted request, click on "My Digital View Request List" button and the request list will be displayed.
5. To view digital record, click on the record title and a pop up will be displayed as shown in figure 15.

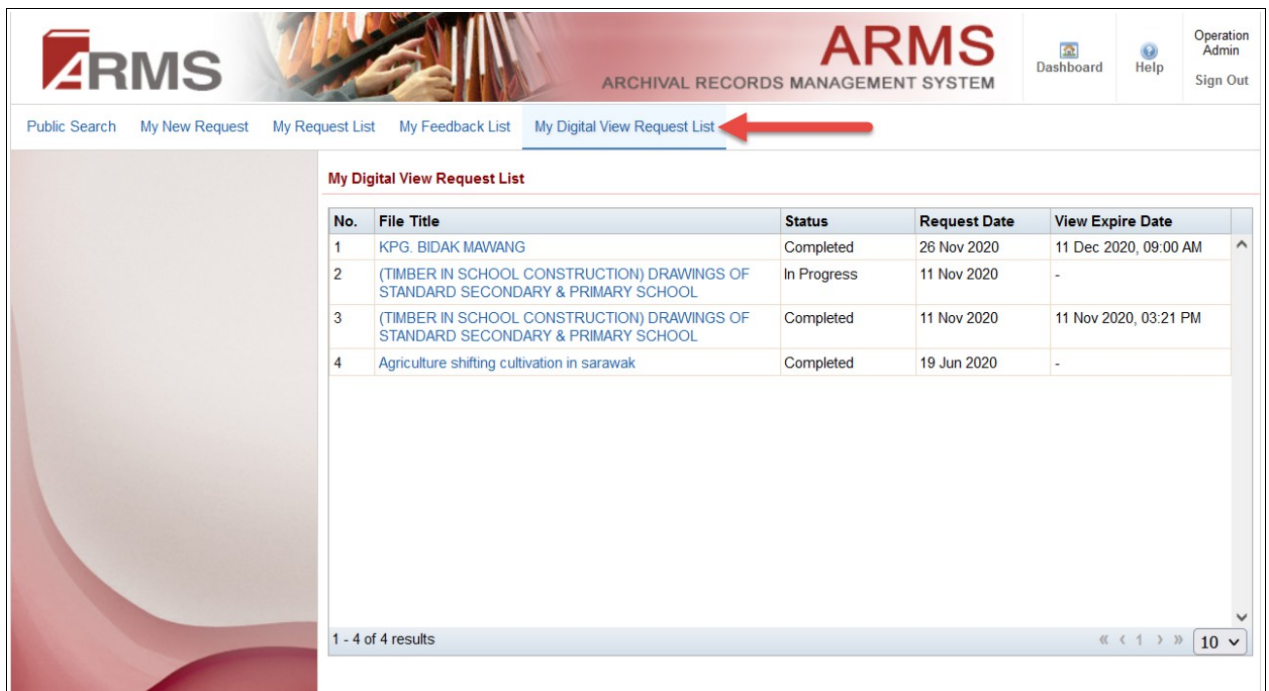


Figure : 14

6. Click on "View Digital Record" to view record.

Digital View Request Detail x

Status Completed **Request Date** 11 Nov 2020

Expire Date & Time -

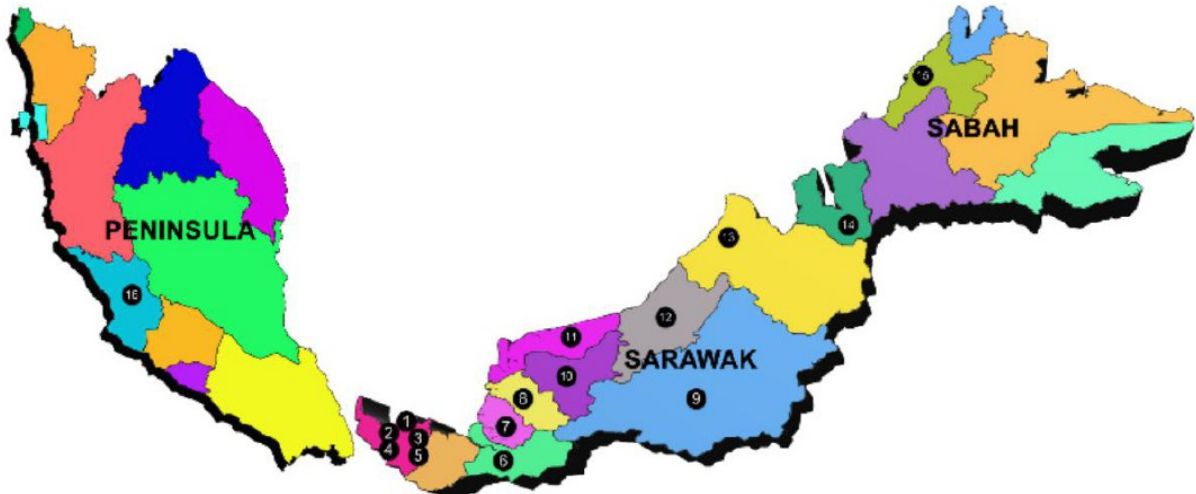
No.	Item Number	Item Title	Action
1	NO FILE NUMBER (STIDC/094)	(TIMBER IN SCHOOL CONSTRUCTION) DRAWINGS OF STANDARD SECONDARY & PRIMARY SCHOOL	View Digital Record

|

Figure : 15

1 SAINS Head Office
Tel : (60) 82-444199
Fax: (60) 82-444211
Level 3, Wisma Bapa Malaysia
Petra Jaya, 93502 Kuching Sarawak, Malaysia

2 SAINS Contact Centre
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Fax: (60) 82-442522
Email : callcentre@sains.com.my
Website: <http://callcentre.sains.com.my>



3 SAINS Samarahan Office
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LG 12, Lower Ground Floor, Mall 2, CityOne Megamall, Jalan Song, 93350 Kuching, Sarawak

6 SAINS Sri Aman
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Fax: (60) 83 - 324 423
Pejabat Residen Sri Aman, Jln Abang Aing, 95000, Sri Aman

7 SAINS Betong
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Fax: (60) 83-472 811
Lot 611, 1st Floor, Jln Ah Wee, Betong Town District, 95700 Betong

8 SAINS Sarikei
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Fax: (60) 84 - 651 132
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9 SAINS Kapit
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11 SAINS Mukah
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Fax: (60) 84-873 987
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13 SAINS Miri
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Fax: (60) 85-431 213 /426 117
A-3A-31B, Miri Time Square, Marina Parkcity, 98000 Miri, Sarawak

14 SAINS Limbang
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Fax: (60) 85 - 211 488
Bangunan Limbang Plaza, Tingkat 4 (LDC Office), 98700 Limbang, Sarawak.

15 SAINS Kota Kinabalu
Tel: (60) 88 - 746879
Lot 2, Block F, 1st Floor, Lintas Jaya Uptownship, Jalan Lintas Kepyayan Highway, 88300 Kota Kinabalu, Sabah

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Tel: (60) 3-8945 8648
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Fax: (60) 82-668669
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