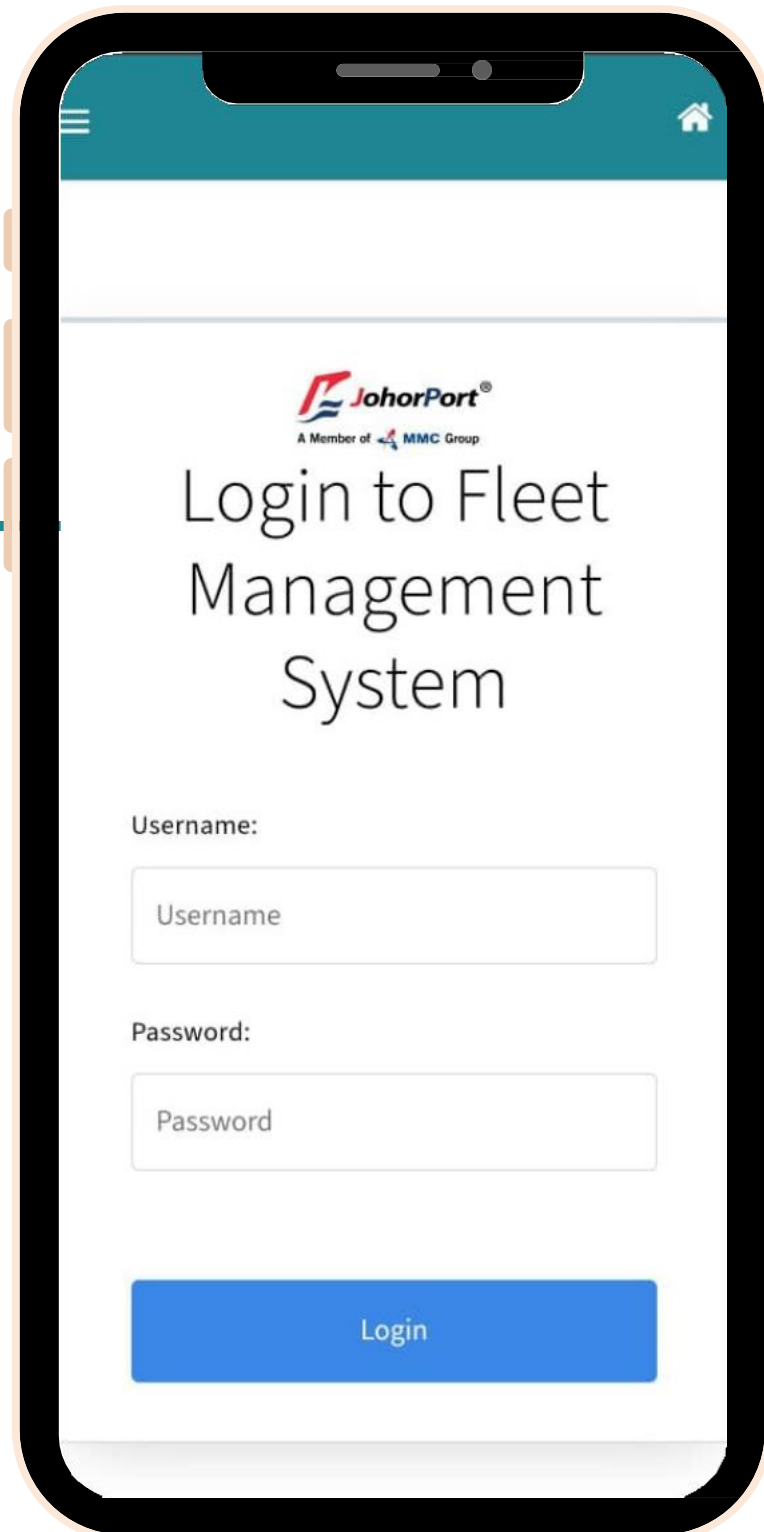


How to book a vehicle by using Fleet Management System



The image shows a smartphone screen with the Fleet Management System login interface. At the top, there is a teal header bar with a home icon on the right. Below the header, the JohorPort logo is displayed, followed by the text "A Member of MMC Group". The main heading reads "Login to Fleet Management System". Below this, there are two input fields: "Username:" and "Password:". The "Username:" field has a placeholder text "Username". The "Password:" field has a placeholder text "Password". At the bottom of the form is a blue button labeled "Login".

USER MANUAL GUIDE



Visit our website

<https://jodc.johorport.com.my>



Content

1.0 User Manual Guide

2.0 HOD Manual Guide

3.0 HR PIC Manual Guide

4.0 HR HOS Manual Guide

5.0 HR HOD Manual Guide

Click on a title to navigate to
the corresponding page



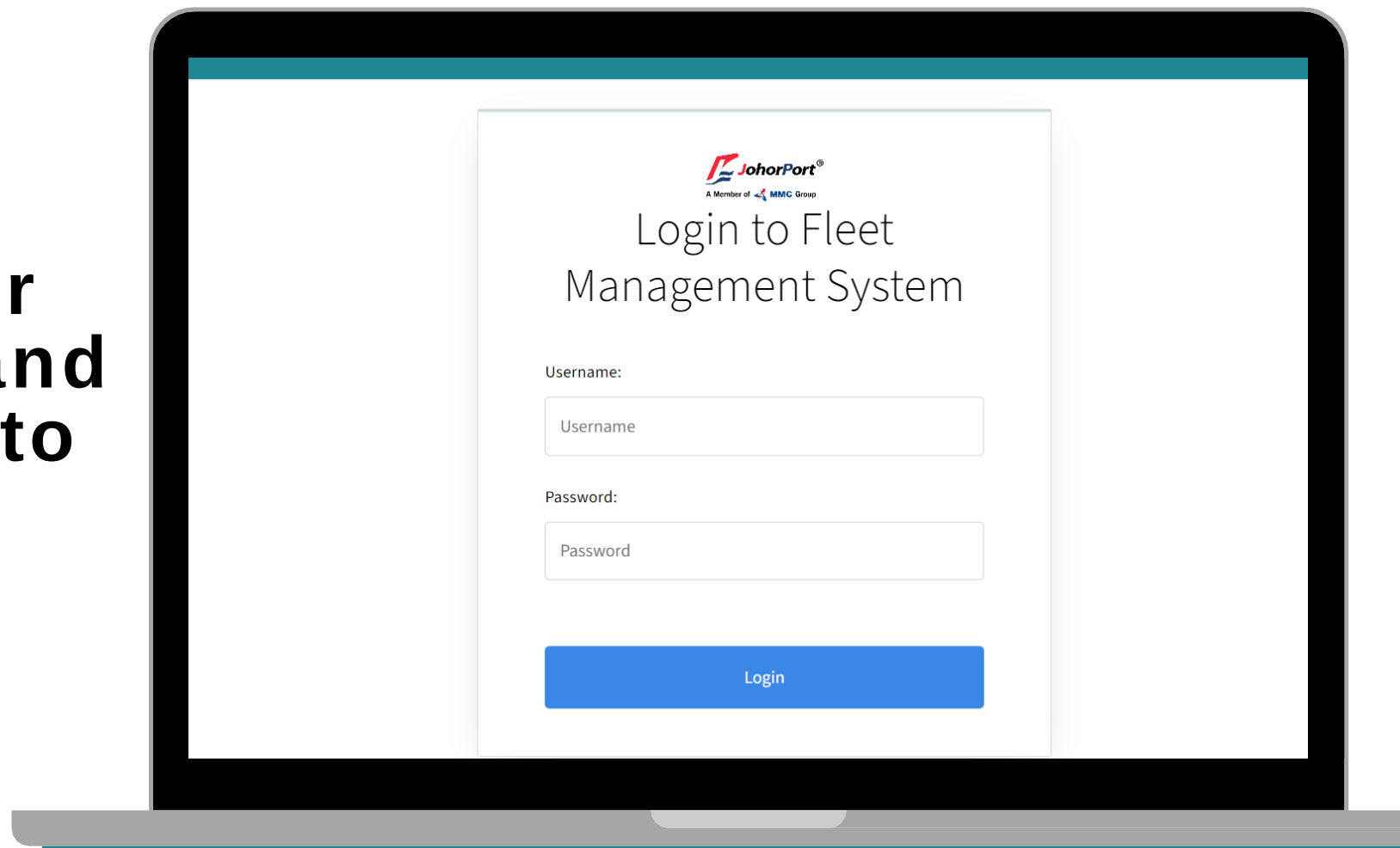
Visit our website

<https://jodc.johorport.com.my>

1

How to book a vehicle by using Fleet Management System

**Enter your
username and
password to
log in**



JohorPort®
A Member of MMC Group

Login to Fleet Management System

Username:

Password:

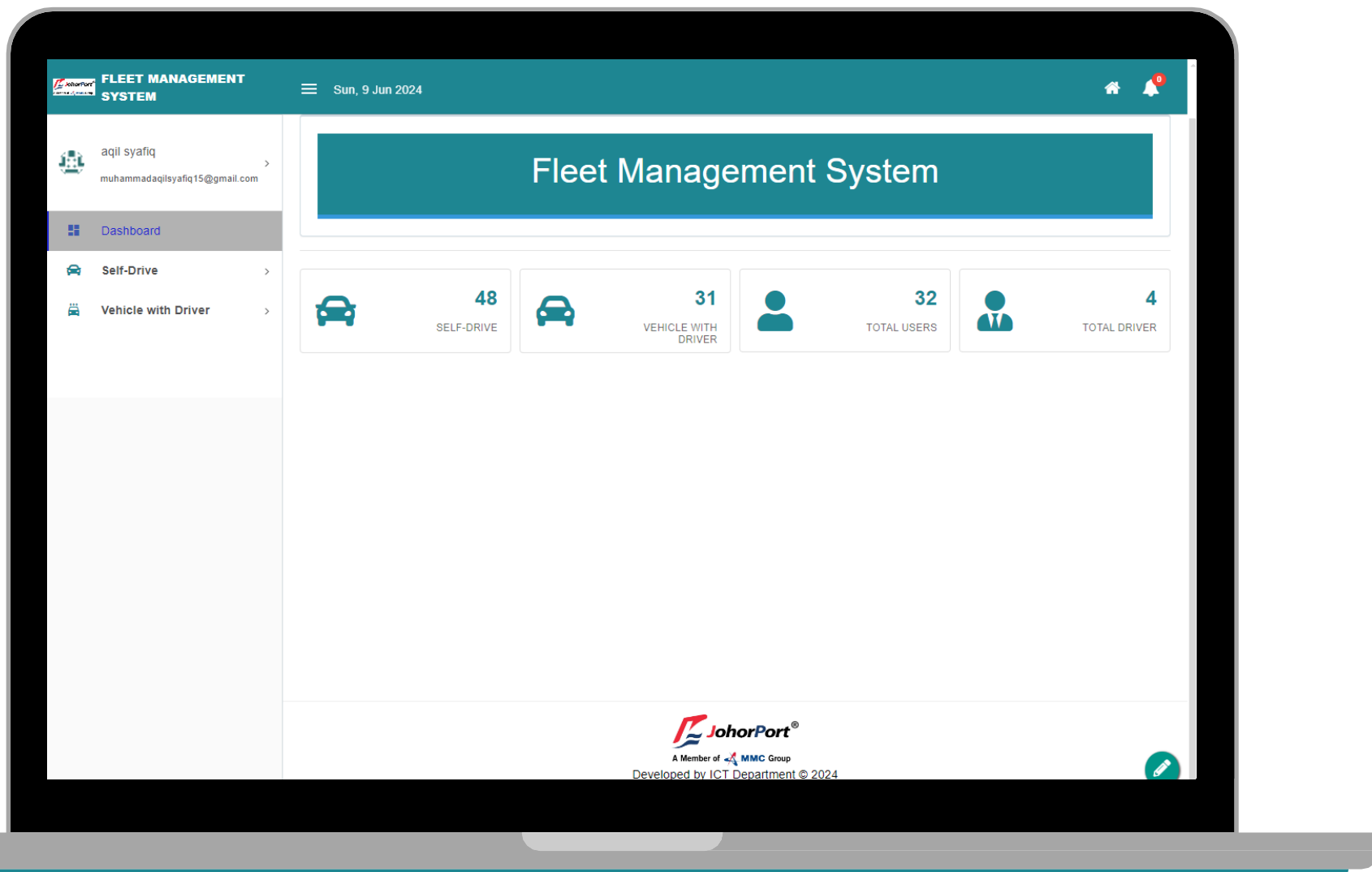
Login



Visit our website
<https://jodc.johorport.com.my>

You will be directed to the landing page or home page.

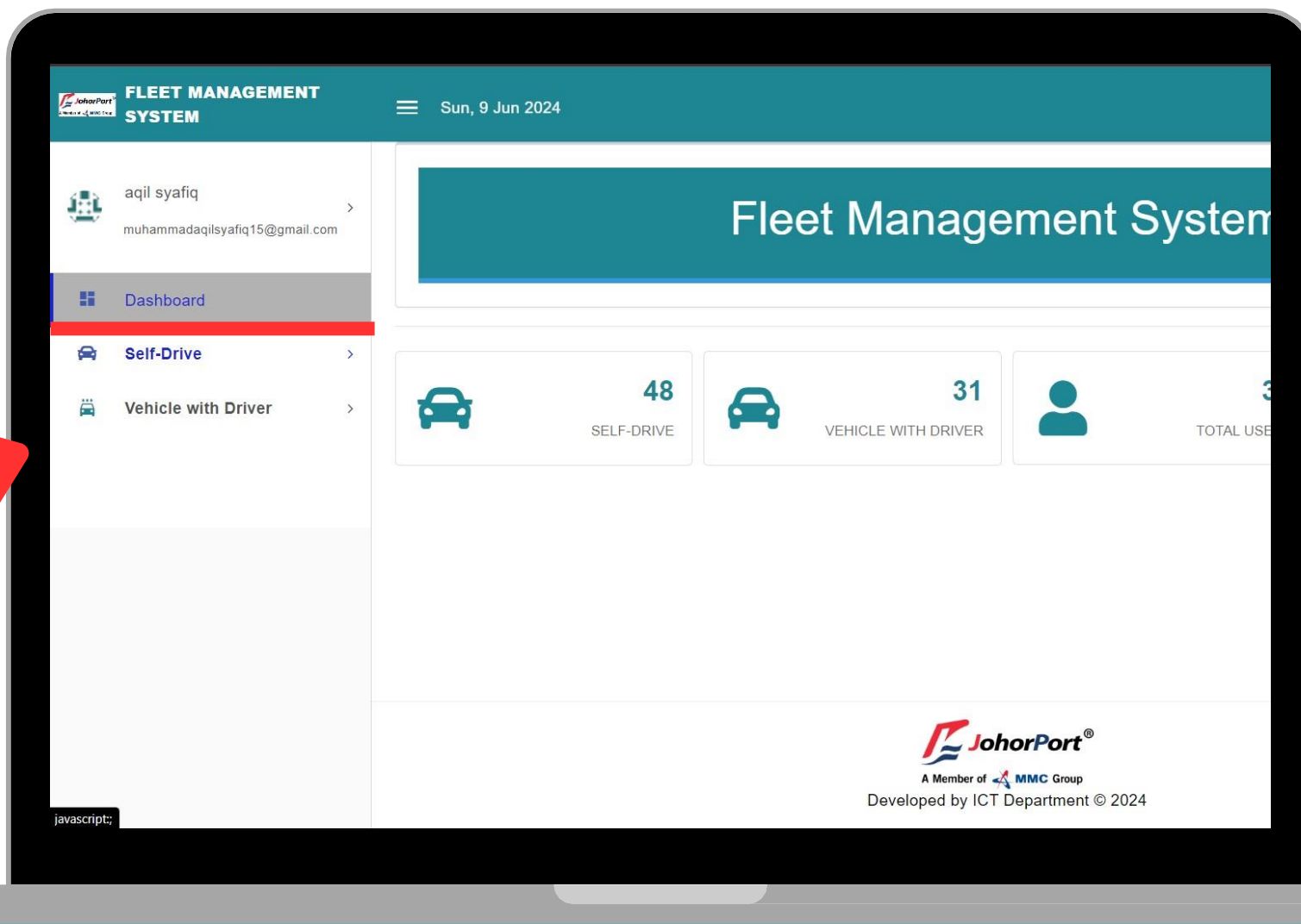
2



<https://jodc.johorport.com.my>

Select either 'Self-Drive ' or 'Vehicle with Driver' from the sidebar to make booking.

3



<https://jodc.johorport.com.my>

Self-Drive Booking



<https://jodc.johorport.com.my>

Fill in all required information on the form.

1



MANAGEMENT Sun, 9 Jun 2024

Self-Drive Applicant Form

Name of Applicant * aqil syafiq

Phone Number * 0163047321

Email * muhammadaqilsyafiq15@gmail.com

Department Information, Communication & Technology

Date * 19/06/24

Time * 02:17 pm

Destination * Politeknik Mersing, Johor.

Purpose * Interview Student For Internship

Amount for both driver and passenger must not exceed 8 people.

List of Driver

	Name	Department	Phone Number	IC	Driving License
1	Muhammad Aqil Syafiq Bin Zainal	Finance	0163047321	ic1.jpg	Hezery99-Malaysian_driver's_license.jpg

+

List of Passengers



<https://jodc.johorport.com.my>

To add driver and passenger details, user need to click the '+' button

2

Destination

Purpose *

Amount for both driver and passenger must not exceed 8 people.

List of Driver

Name	Department	Phone Number	IC	Driving License
+				

List of Passengers

Name	Department	Phone Number
+		

Travel Requisition Form *

Drop files here or click to upload.

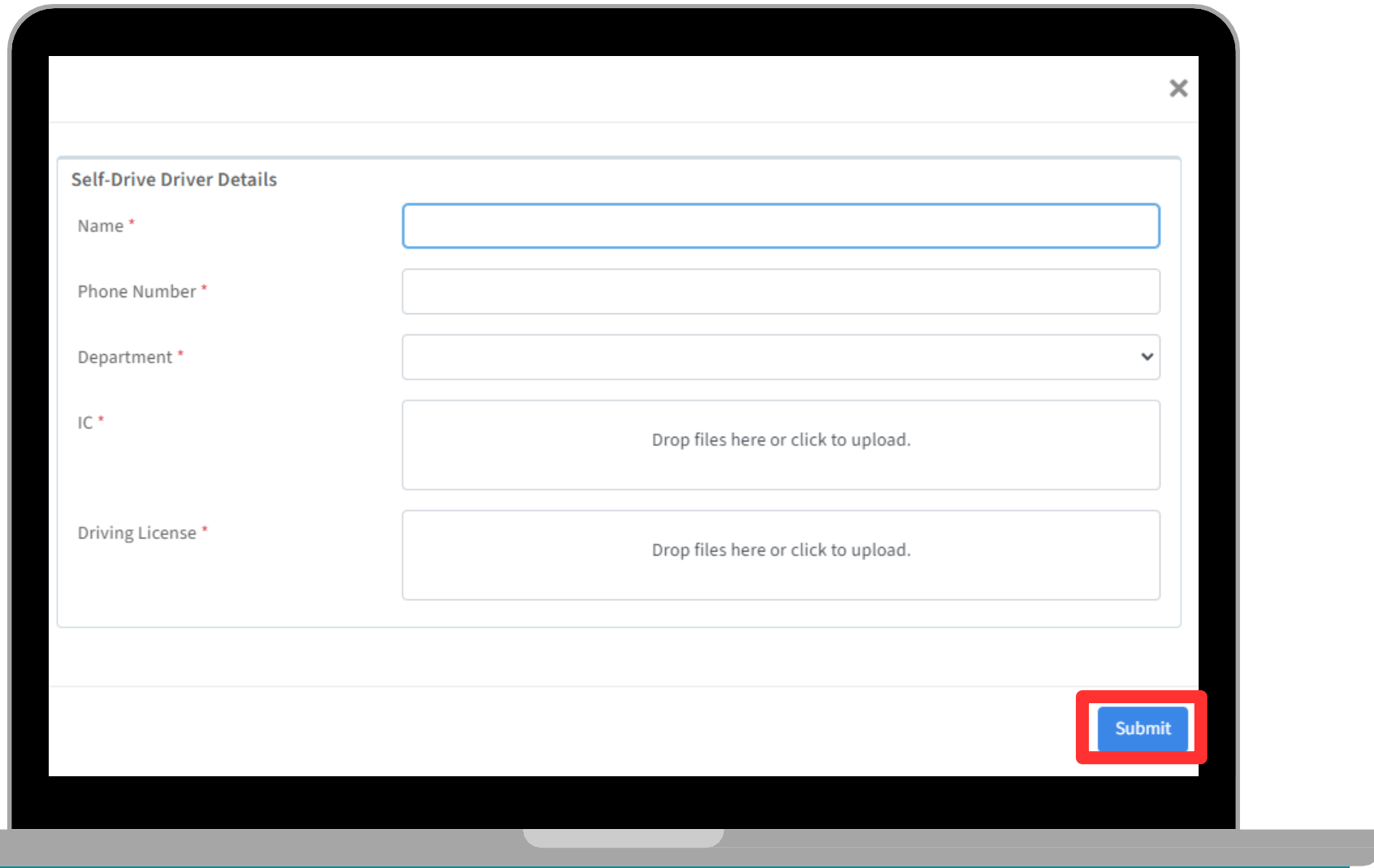
Submit



<https://jodc.johorport.com.my>

Fill in all mandatory fields and click 'submit' button.

3



The screenshot shows a laptop screen with a web form titled "Self-Drive Driver Details". The form contains the following fields:

- Name *
- Phone Number *
- Department *
- IC *
- Driving License *

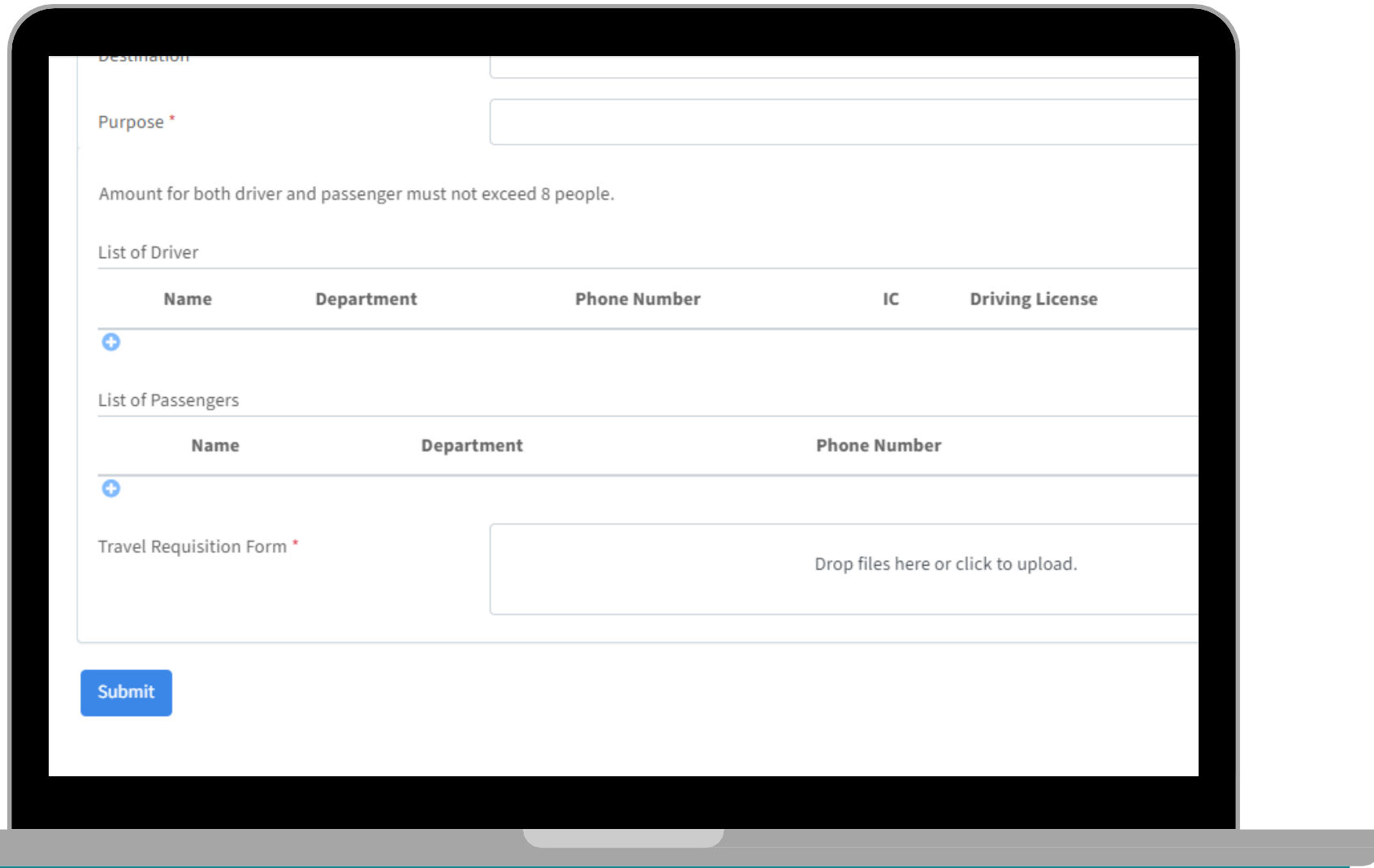
The IC and Driving License fields have a placeholder text: "Drop files here or click to upload." The "Submit" button is located at the bottom right of the form and is highlighted with a red box.



<https://jodc.johorport.com.my>

Please note that the total number of passengers and drivers cannot exceed eight.

4



The screenshot shows a web form with the following sections:

- Destination:** A text input field.
- Purpose *:** A text input field.
- Amount for both driver and passenger must not exceed 8 people.** A note.
- List of Driver:** A table with columns: Name, Department, Phone Number, IC, and Driving License. It includes a blue plus icon for adding a new driver.
- List of Passengers:** A table with columns: Name, Department, and Phone Number. It includes a blue plus icon for adding a new passenger.
- Travel Requisition Form *:** A section with a file upload area that says "Drop files here or click to upload."
- Submit:** A blue button at the bottom left.



<https://jodc.johorport.com.my>

Click "Submit" once you have verified that all mandatory fields have been filled out correctly.

5

Destination

Purpose *

Amount for both driver and passenger must not exceed 8 people.

List of Driver

Name	Department	Phone Number	IC	Driving License
+				

List of Passengers

Name	Department	Phone Number
+		

Travel Requisition Form *

Drop files here or click to upload.

Submit



<https://jodc.johorport.com.my>

Once the "submit" button has been clicked, the driver must read the terms and conditions.

6

Terms And Condition Johorport Berhad's Official Vehicle Usage

Terms and Conditions

All Employees hereby acknowledge that the company vehicle shall at all times remain the property of Johor Port Berhad, and will comply with the terms and conditions as follows;

1. The official vehicle shall only be driven by the employee whose name is stated in the Transport Booking Form and/or any other person who has/have been declared as the substitute driver and who has/have obtained consent from the Company.
2. None of the employee(s) /designated driver(s) is suffering or have suffered from any physical infirmity and/or defective vision or hearing that may impair his/her driving abilities.
3. None of the employee(s)/designated driver(s) shall be a probationary license holder and is mandatory to have a valid driving license.
4. The employee/designated driver(s) must ensure that the official vehicle is not being used as follows:
 - a. Whilst under the influence of alcohol or drugs.
 - b. For any purpose for which it is not expressly designed.
 - c. To propel or tow any vehicle or other object.
 - d. To participate in any race, test or contest.
 - e. To carry any item(s) that will discharge any unpleasant odours (e.g. pets, durians, salted fish and etc.). The employee/designated driver(s) shall be liable to bear for all costs incurred to eliminate such odours.
 - f. Smoking in the official vehicle is strictly prohibited.
 - g. In any manner whereby the official vehicle will be loaded beyond its permitted capacity.



<https://jodc.johorport.com.my>

Acknowledge by clicking the button, verify driver information, input witness name, then click 'submit' button.

7

☒

We hereby acknowledge that we have read, understood, and agree to be bound by the terms and conditions set forth in this agreement

List of Driver

	Name	Department	Phone Number	IC	Driving License
1	Ain Nabila	HR	0198877665	images (3).jpg	images (4).jpg
2	faris	HR	0176655778	images (3)(1).jpg	images (4)(1).jpg

Witness by

Witness Name *

En Taufik

Date

2024-06-09 09:59

Complete



<https://jodc.johorport.com.my>

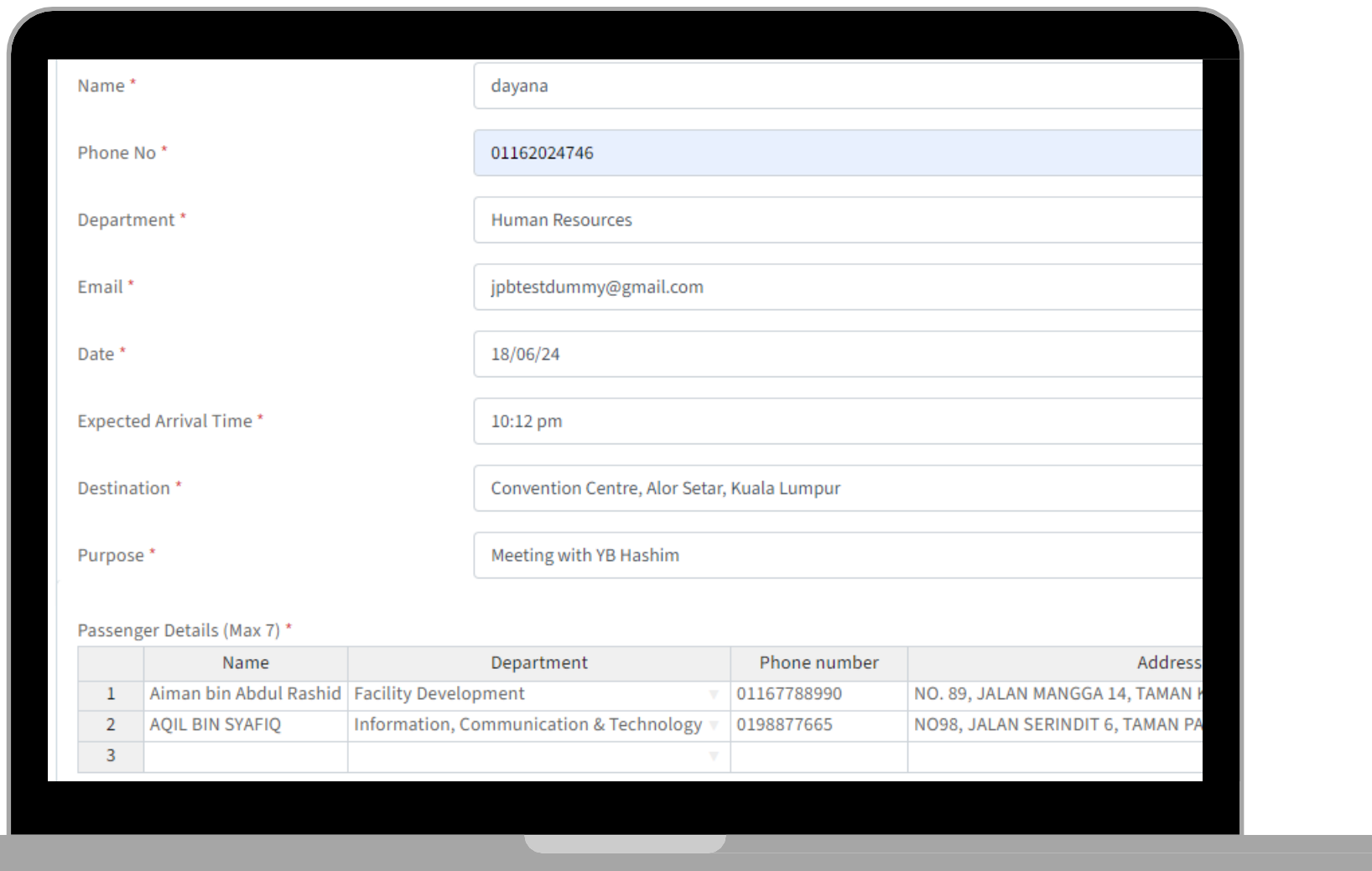
Vehicle with driver Booking



<https://jodc.johorport.com.my>

Fill in all required information on the form.

1



Name * dayana

Phone No * 01162024746

Department * Human Resources

Email * jpbtestdummy@gmail.com

Date * 18/06/24

Expected Arrival Time * 10:12 pm

Destination * Convention Centre, Alor Setar, Kuala Lumpur

Purpose * Meeting with YB Hashim

Passenger Details (Max 7) *

	Name	Department	Phone number	Address
1	Aiman bin Abdul Rashid	Facility Development	01167788990	NO. 89, JALAN MANGGA 14, TAMAN K
2	AQIL BIN SYAFIQ	Information, Communication & Technology	0198877665	NO98, JALAN SERINDIT 6, TAMAN PA
3				



<https://jodc.johorport.com.my>

Users can submit multiple Travel Requisition Forms, each for a different department.

2

Destination * Convention Centre, Alor Setar, Kuala Lumpur

Purpose * Meeting with YB Hashim

Passenger Details (Max 7) *

	Name	Department	Phone number	Address
1	Aiman bin Abdul Rashid	Facility Development	01167788990	NO. 89, JALAN MANGGA 14, TAMAN K
2	AQIL BIN SYAFIQ	Information, Communication & Technology	0198877665	NO98, JALAN SERINDIT 6, TAMAN PAS
3				

Travel Requisition Form *

Drop files here or click to upload.

Submit



<https://jodc.johorport.com.my>

Once all fields are filled correctly, click 'submit'.

3

Destination *

Convention Centre, Alor Setar, Kuala Lumpur

Purpose *

Meeting with YB Hashim

Passenger Details (Max 7) *

	Name	Department	Phone number	Address
1	Aiman bin Abdul Rashid	Facility Development	01167788990	NO. 89, JALAN MANGGA 14, TAMAN K
2	AQIL BIN SYAFIQ	Information, Communication & Technology	0198877665	NO98, JALAN SERINDIT 6, TAMAN PAS
3				

Travel Requisition Form *

Drop files here or click to upload.

Submit



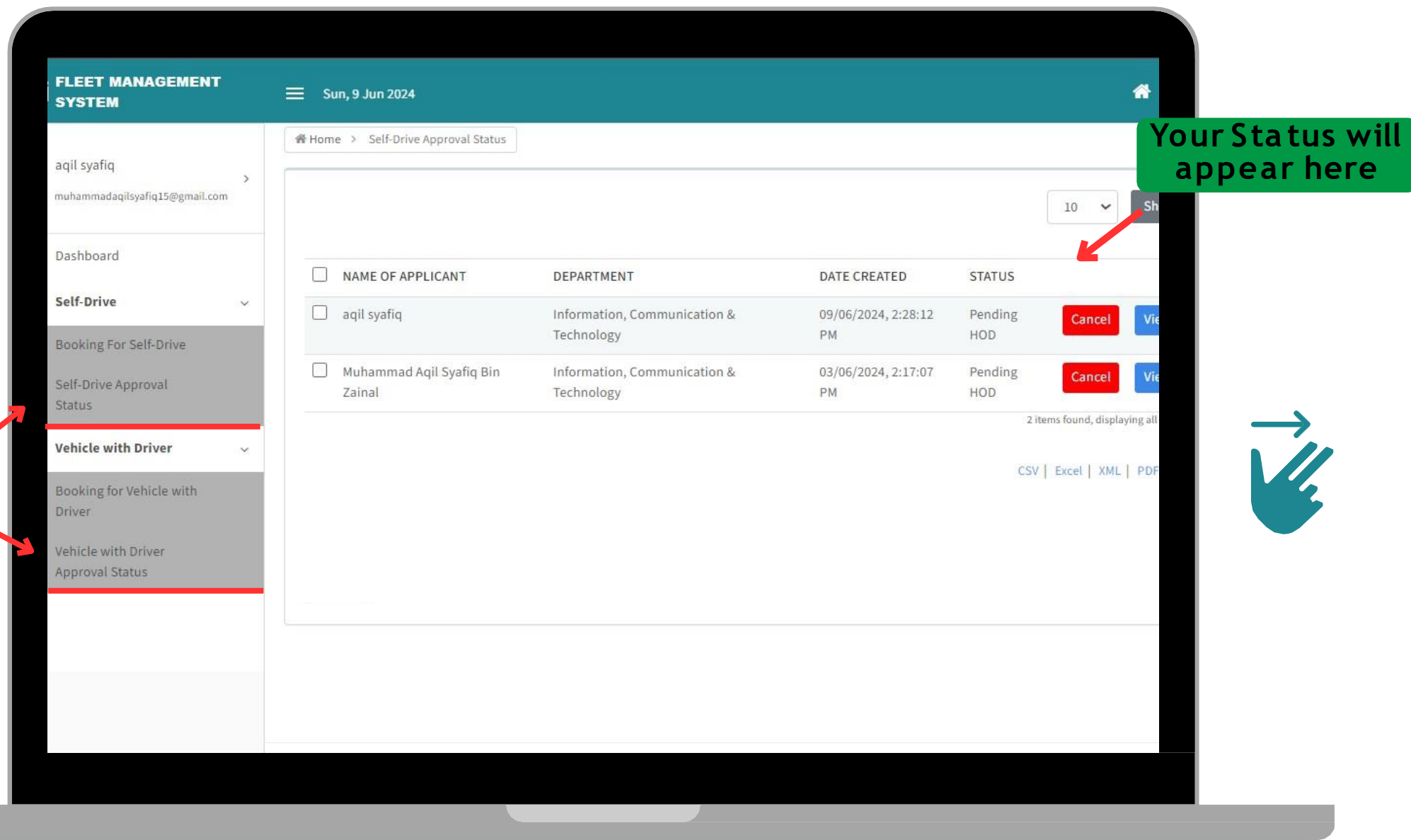
Check Status



<https://jodc.johorport.com.my>

Select "Self Drive" or "Vehicle with Driver" to view approval status: pending or completed.

1



FLEET MANAGEMENT SYSTEM Sun, 9 Jun 2024

Home > Self-Drive Approval Status

aqil syafiq
muhammadaqilsyafiq15@gmail.com

Dashboard

Self-Drive

- Booking For Self-Drive
- Self-Drive Approval Status**

Vehicle with Driver

- Booking for Vehicle with Driver
- Vehicle with Driver Approval Status

☐	NAME OF APPLICANT	DEPARTMENT	DATE CREATED	STATUS	
☐	aqil syafiq	Information, Communication & Technology	09/06/2024, 2:28:12 PM	Pending HOD	Cancel View
☐	Muhammad Aqil Syafiq Bin Zainal	Information, Communication & Technology	03/06/2024, 2:17:07 PM	Pending HOD	Cancel View

2 items found, displaying all

CSV | Excel | XML | PDF

Your Status will appear here

Hand cursor icon



<https://jodc.johorport.com.my>

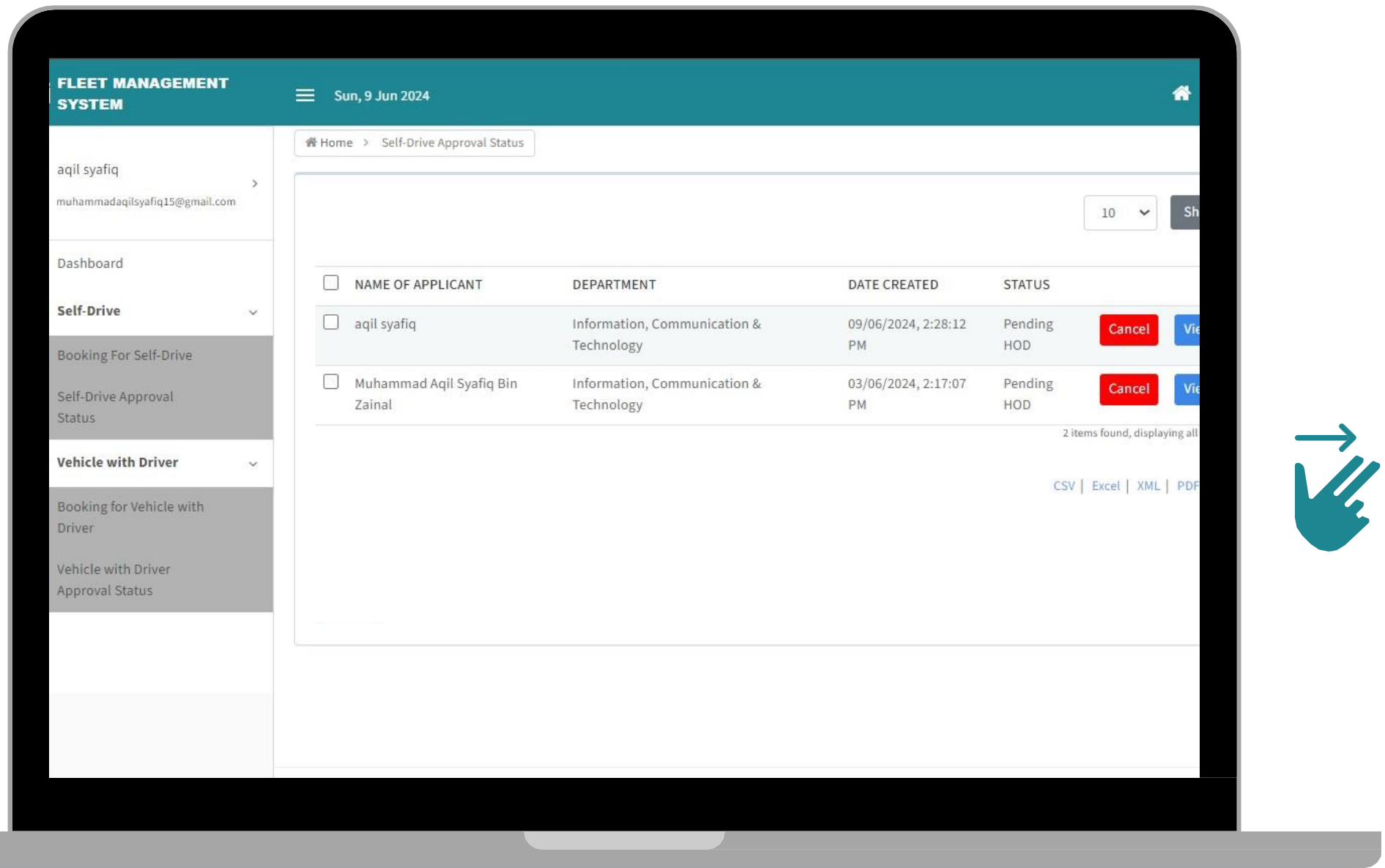
Cancel Booking



<https://jodc.johorport.com.my>

Navigate to the booking approval status page and select the "Cancel" button.

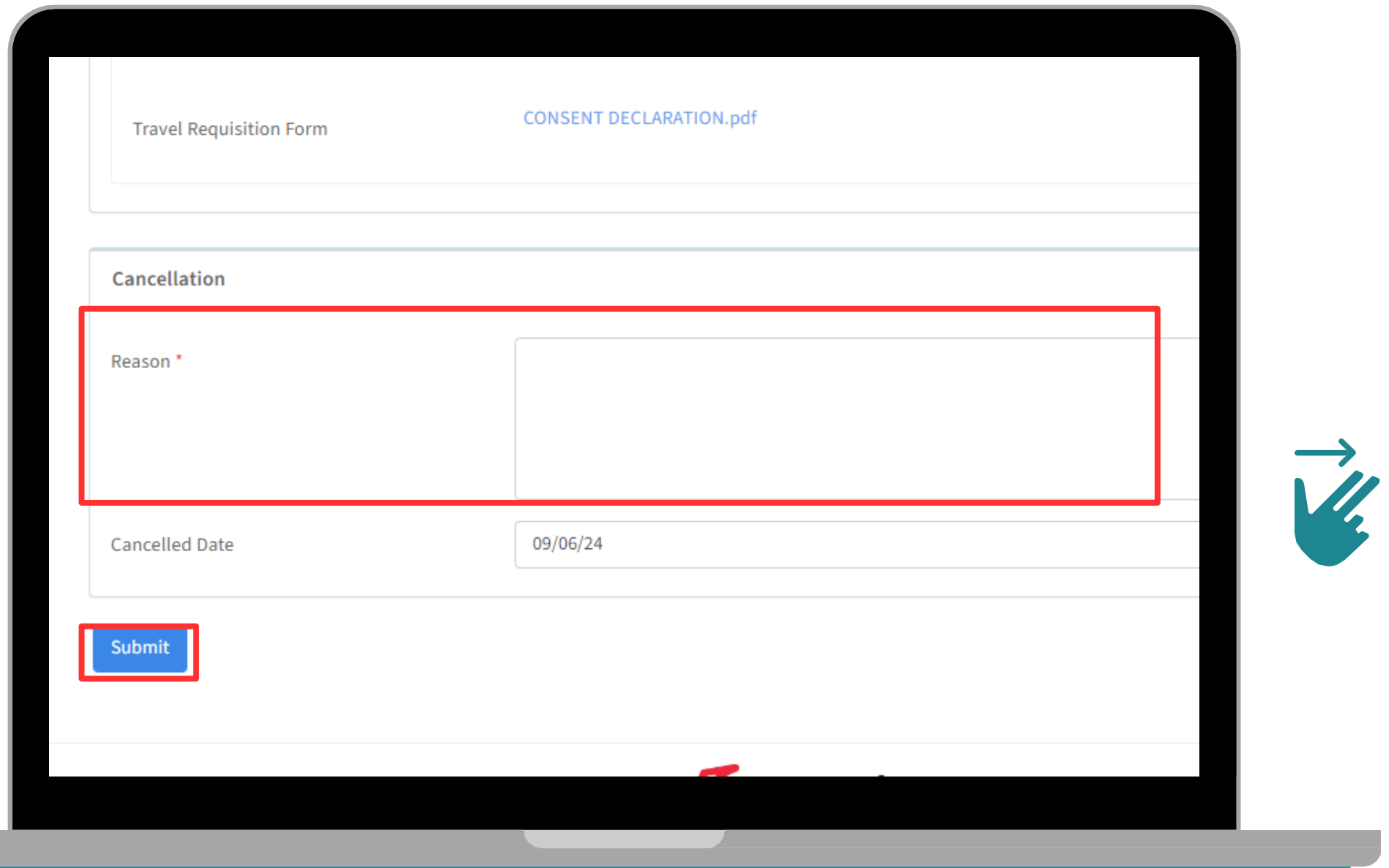
1



<https://jodc.johorport.com.my>

Input the cancellation reason and then click the "submit" button.

2



The screenshot shows a web form titled "Travel Requisition Form" with a sub-header "CONSENT DECLARATION.pdf". The form is divided into sections. The "Cancellation" section contains a "Reason *" field, which is highlighted with a red border. Below this is a "Cancelled Date" field with the value "09/06/24". At the bottom of the form is a blue "Submit" button, also highlighted with a red border. To the right of the form, there is a teal icon of a hand pointing to the right.

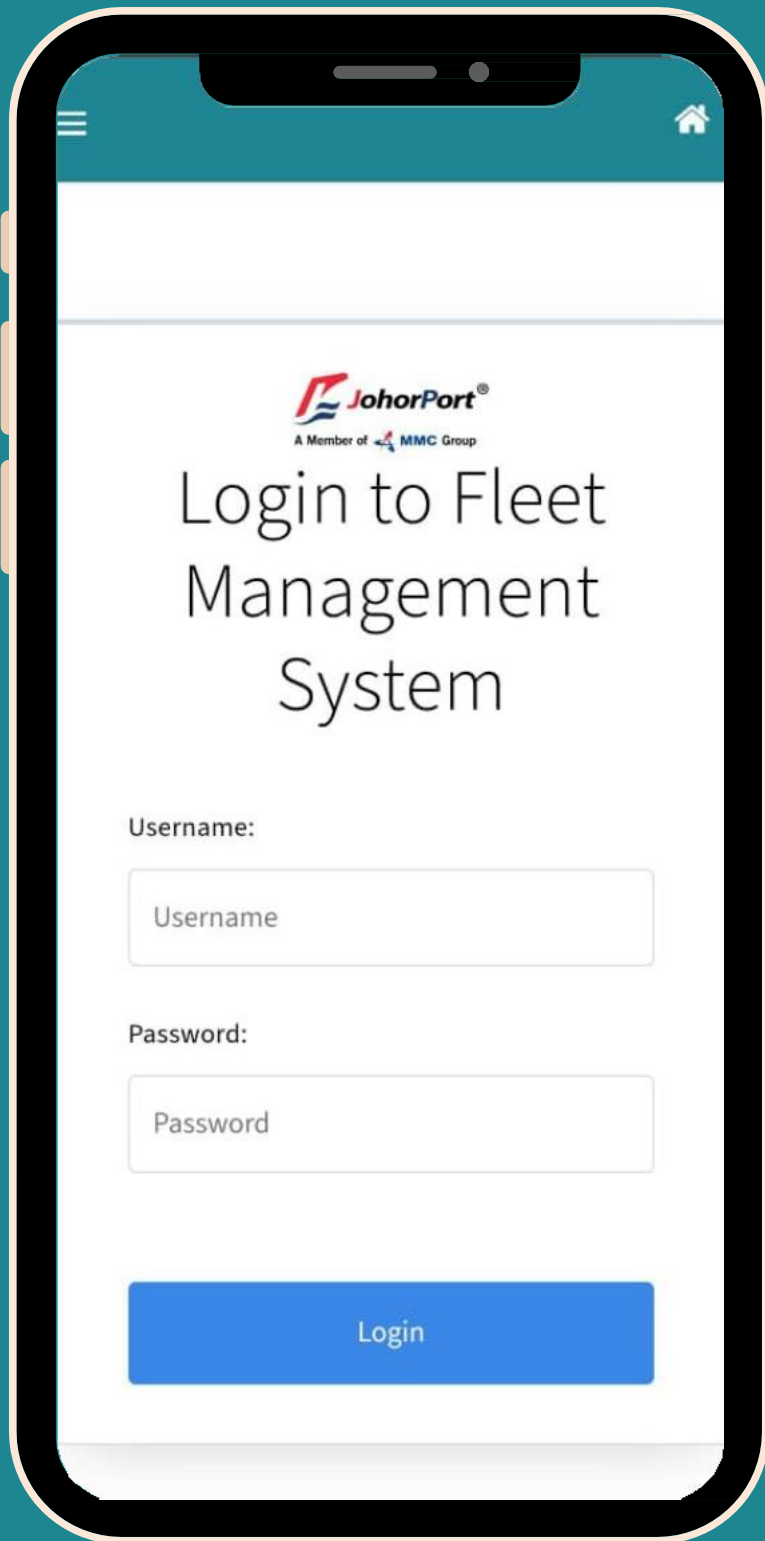


<https://jodc.johorport.com.my>

HOW TO APPROVE/ REJECT APPLICATION

1

Head of Department Manual Guide



The image shows a smartphone screen with the login interface of the Fleet Management System. At the top, there is a teal header with a home icon. Below the header, the JohorPort logo is displayed, followed by the text "A Member of MMC Group". The main heading is "Login to Fleet Management System". There are two input fields: "Username:" and "Password:". Below these fields is a blue "Login" button. The phone has a black bezel and a gold-colored side button.

JohorPort®
A Member of MMC Group

Login to Fleet Management System

Username:

Username

Password:

Password

Login

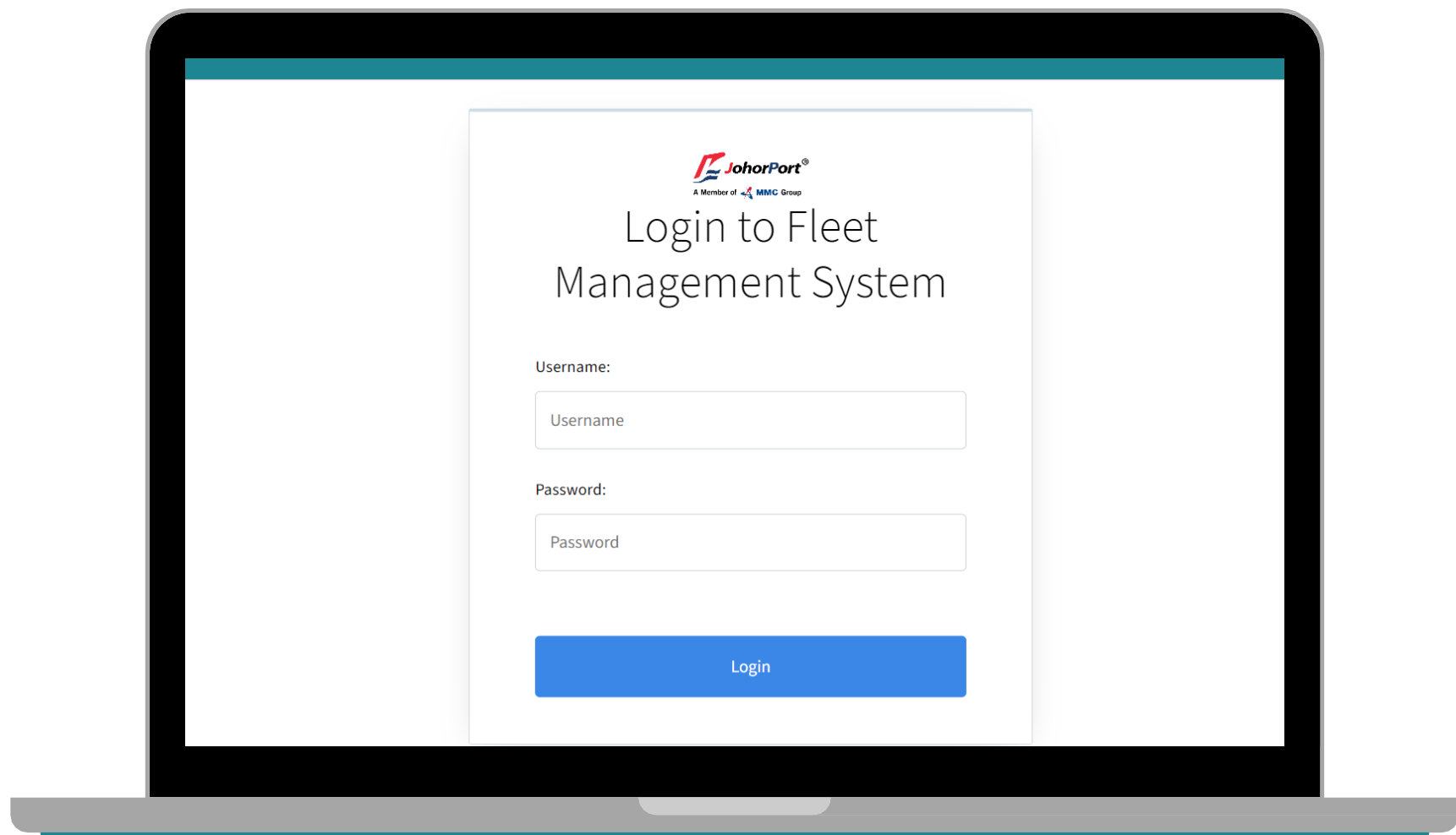


Visit our website

<https://jodc.johorport.com.my>

1

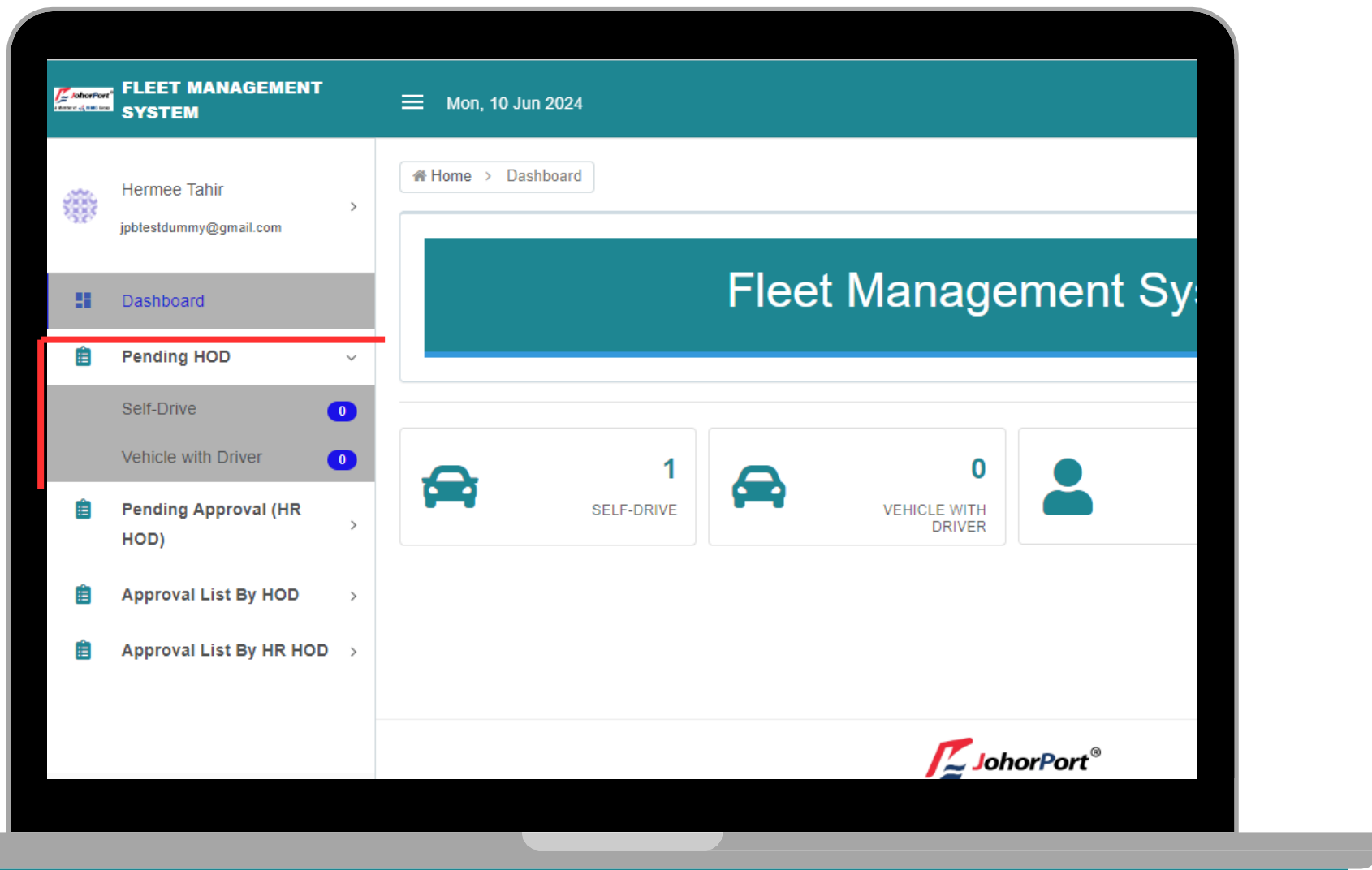
Enter your
username and
password to log in



Visit our website
<https://jodc.johorport.com.my>

Under Pending HOD menu, select 'Self-Drive' or 'Vehicle with Driver'

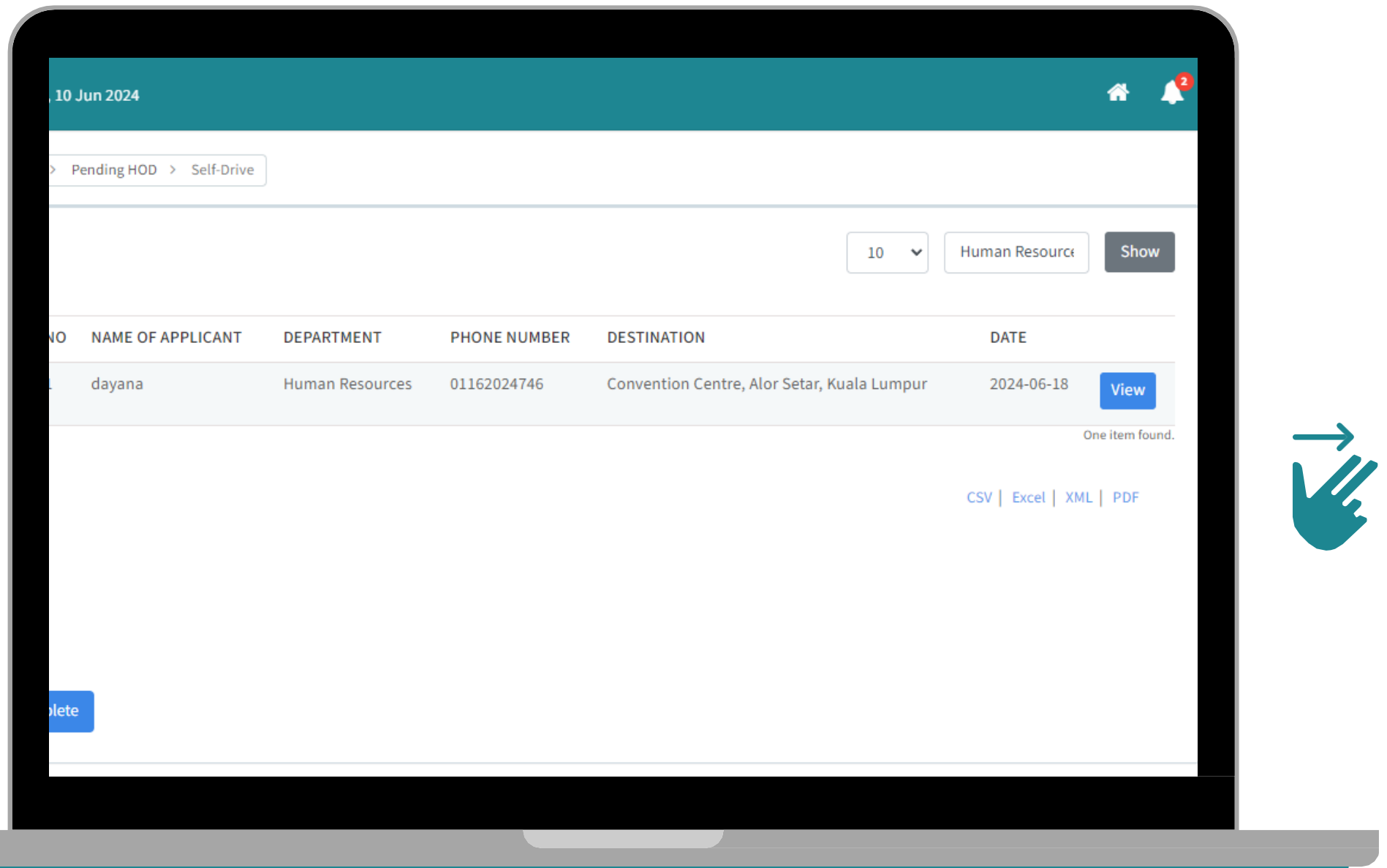
2



<https://jodc.johorport.com.my>

Click on the "View"
button corresponding to
the application you wish
to approve or reject.

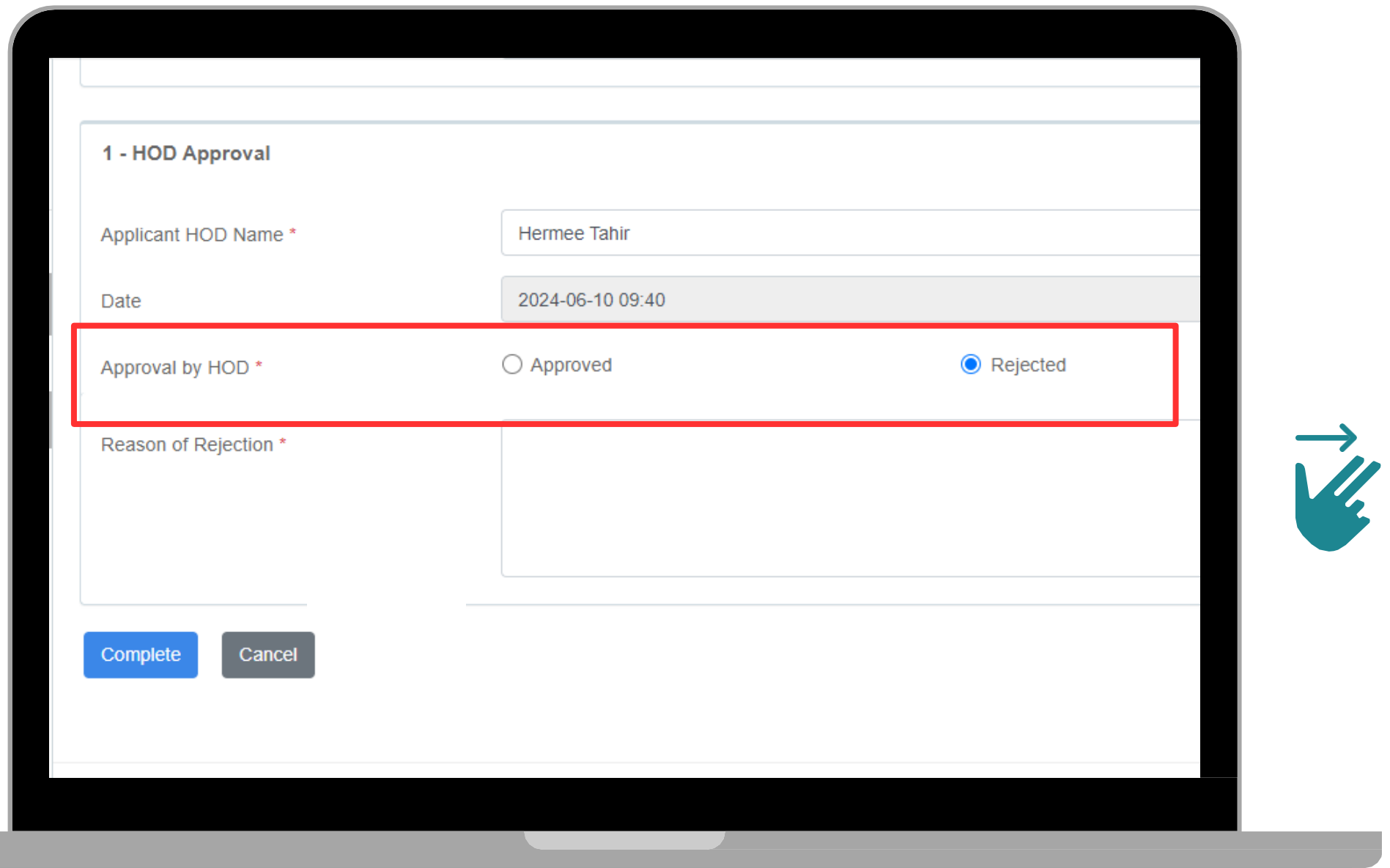
3



<https://jodc.johorport.com.my>

In the HOD approval section, please ensure that the HOD's name is correct, and then select either "Approve" or "Reject."

4



1 - HOD Approval

Applicant HOD Name * Hermee Tahir

Date 2024-06-10 09:40

Approval by HOD * ☐ Approved ☒ Rejected

Reason of Rejection *

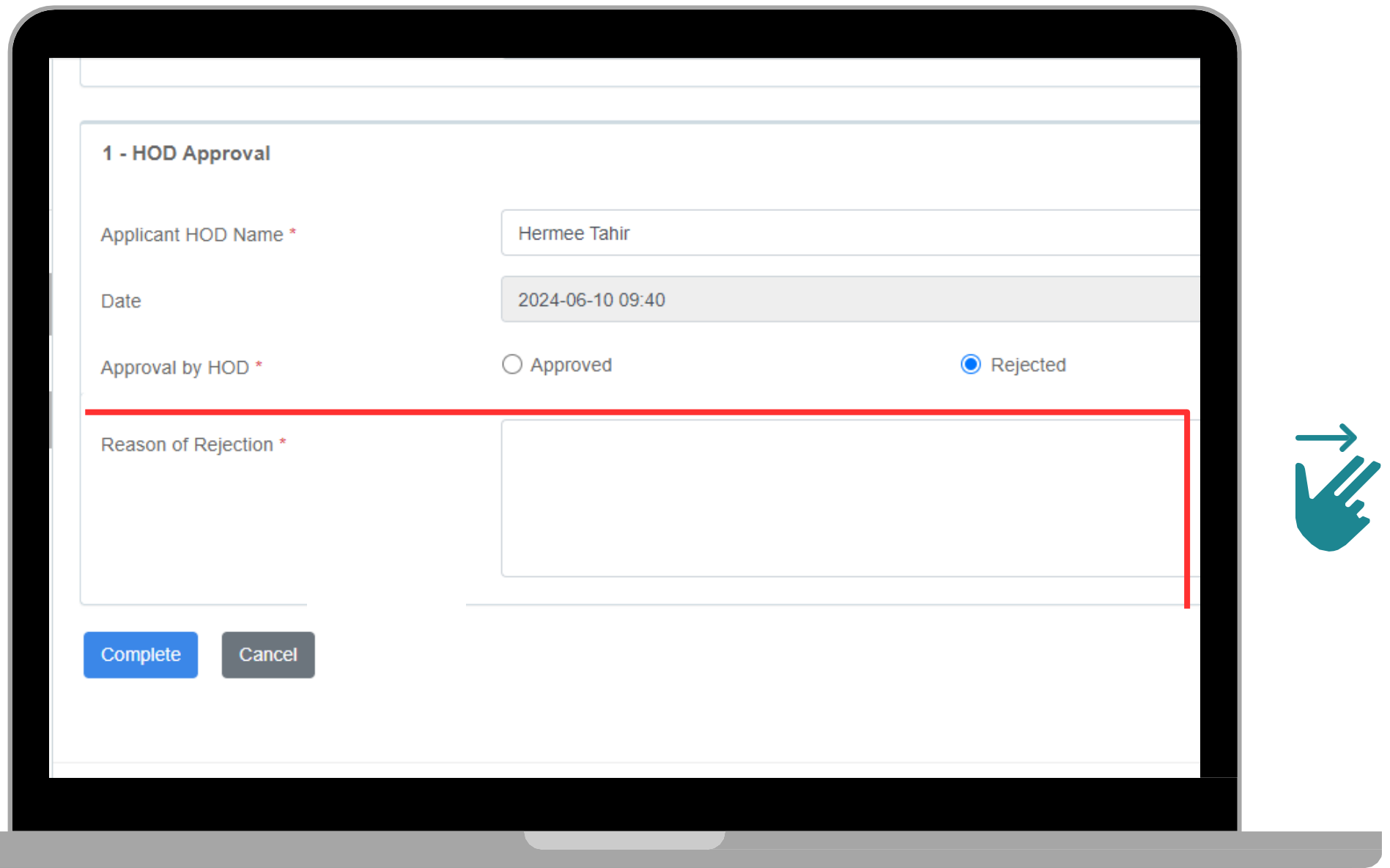
Complete Cancel



<https://jodc.johorport.com.my>

If you choose to reject,
please provide a reason for
the rejection.

1



1 - HOD Approval

Applicant HOD Name * Hermee Tahir

Date 2024-06-10 09:40

Approval by HOD * ☐ Approved ☒ Rejected

Reason of Rejection *

Complete Cancel



<https://jodc.johorport.com.my>

Click Complete' button to proceed

1

1 - HOD Approval

Applicant HOD Name * Hermee Tahir

Date 2024-06-10 09:40

Approval by HOD * ☐ Approved ☒ Rejected

Reason of Rejection *

Complete **Cancel**

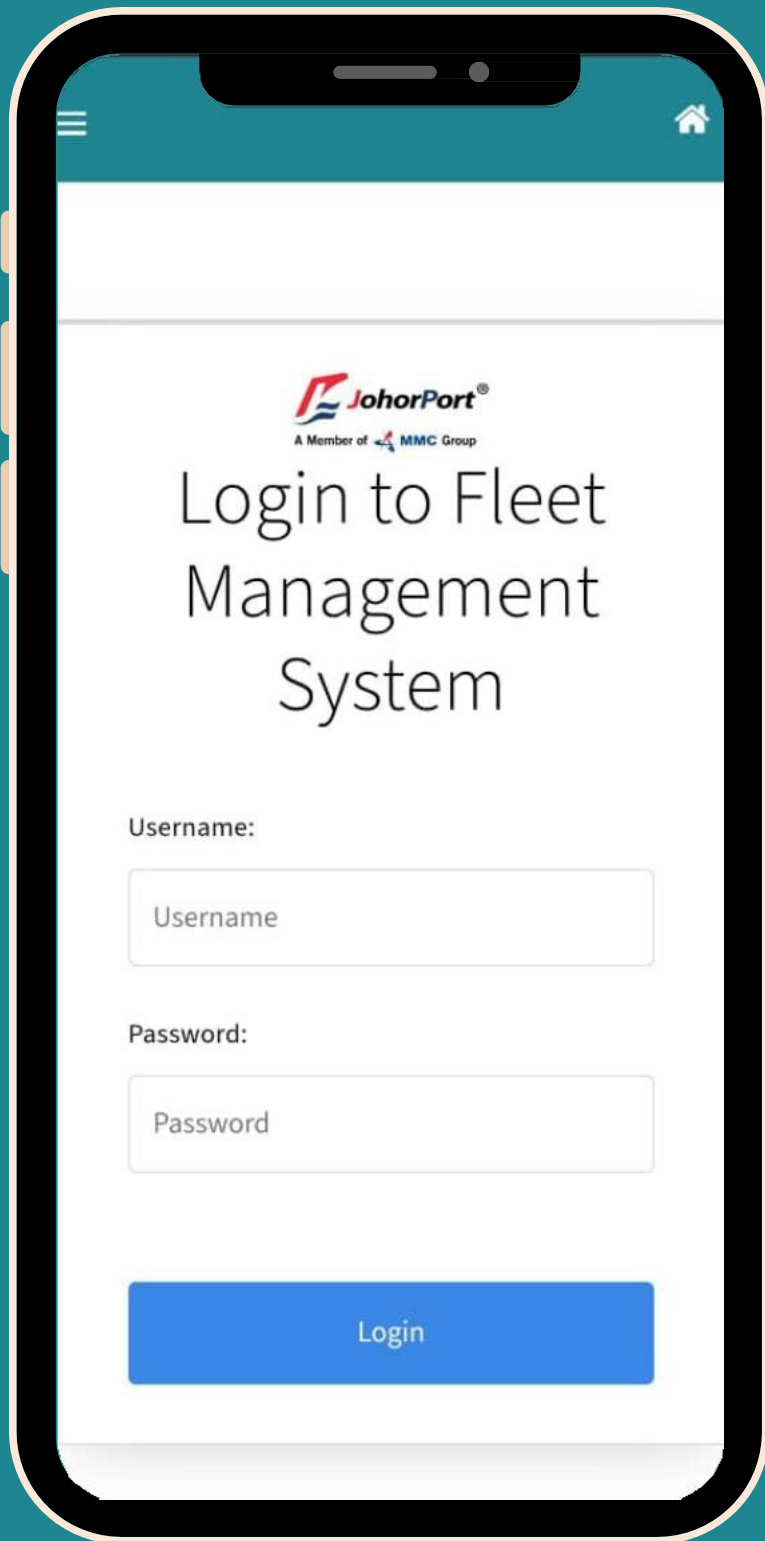


<https://jodc.johorport.com.my>

HOW TO APPROVE/ REJECT APPLICATION

1

Human Resources Person In Charge Manual Guide



The image shows a smartphone screen with the login interface for the Fleet Management System. At the top, there is a teal header with a home icon. Below the header, the JohorPort logo is displayed, followed by the text "A Member of MMC Group". The main heading is "Login to Fleet Management System". There are two input fields: "Username:" and "Password:". Below these fields is a blue "Login" button. The phone has a black bezel and a gold-colored frame.

JohorPort®
A Member of MMC Group

Login to Fleet Management System

Username:

Username

Password:

Password

Login

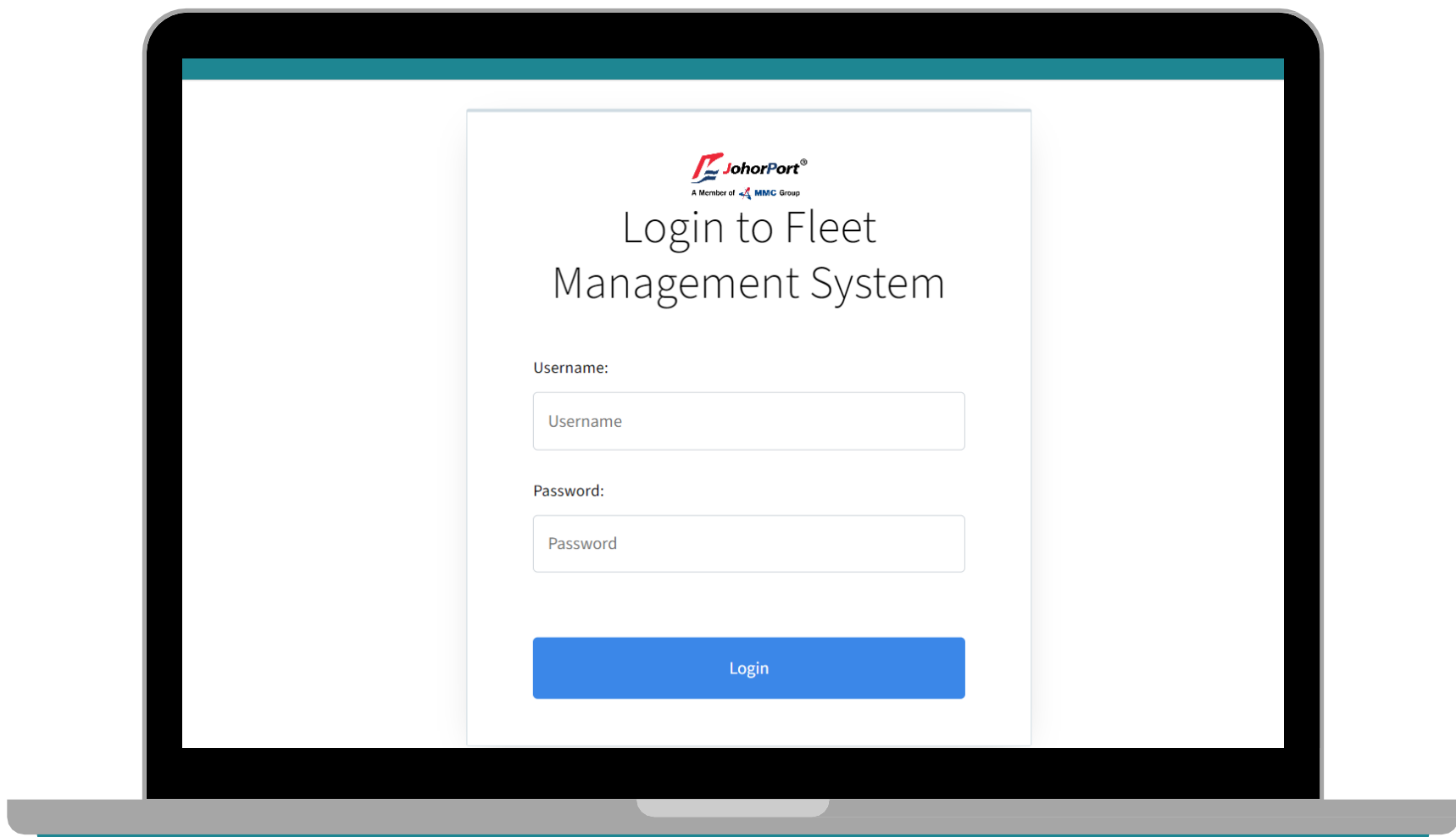


Visit our website

<https://jodc.johorport.com.my>

1

Enter your
username and
password to log in



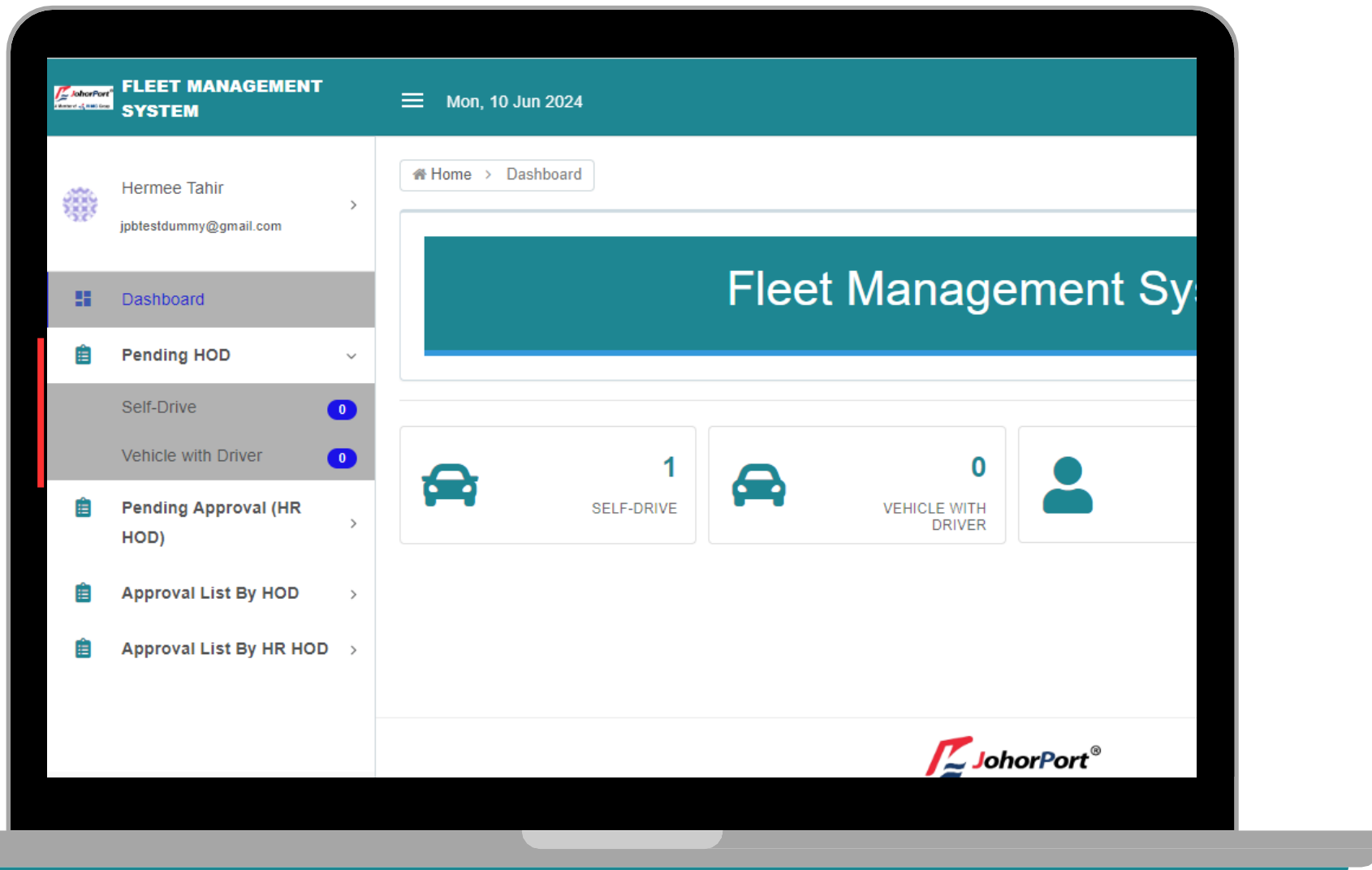
The image shows a laptop screen with a login form. At the top of the form is the JohorPort logo, which includes the text 'JohorPort' and 'A Member of MMG Group'. Below the logo is the title 'Login to Fleet Management System'. There are two input fields: one for 'Username' and one for 'Password'. Below these fields is a blue button labeled 'Login'.



Visit our website
<https://jodc.johorport.com.my>

Under Pending HR PIC menu, select 'Self-Drive' or 'Vehicle with Driver'

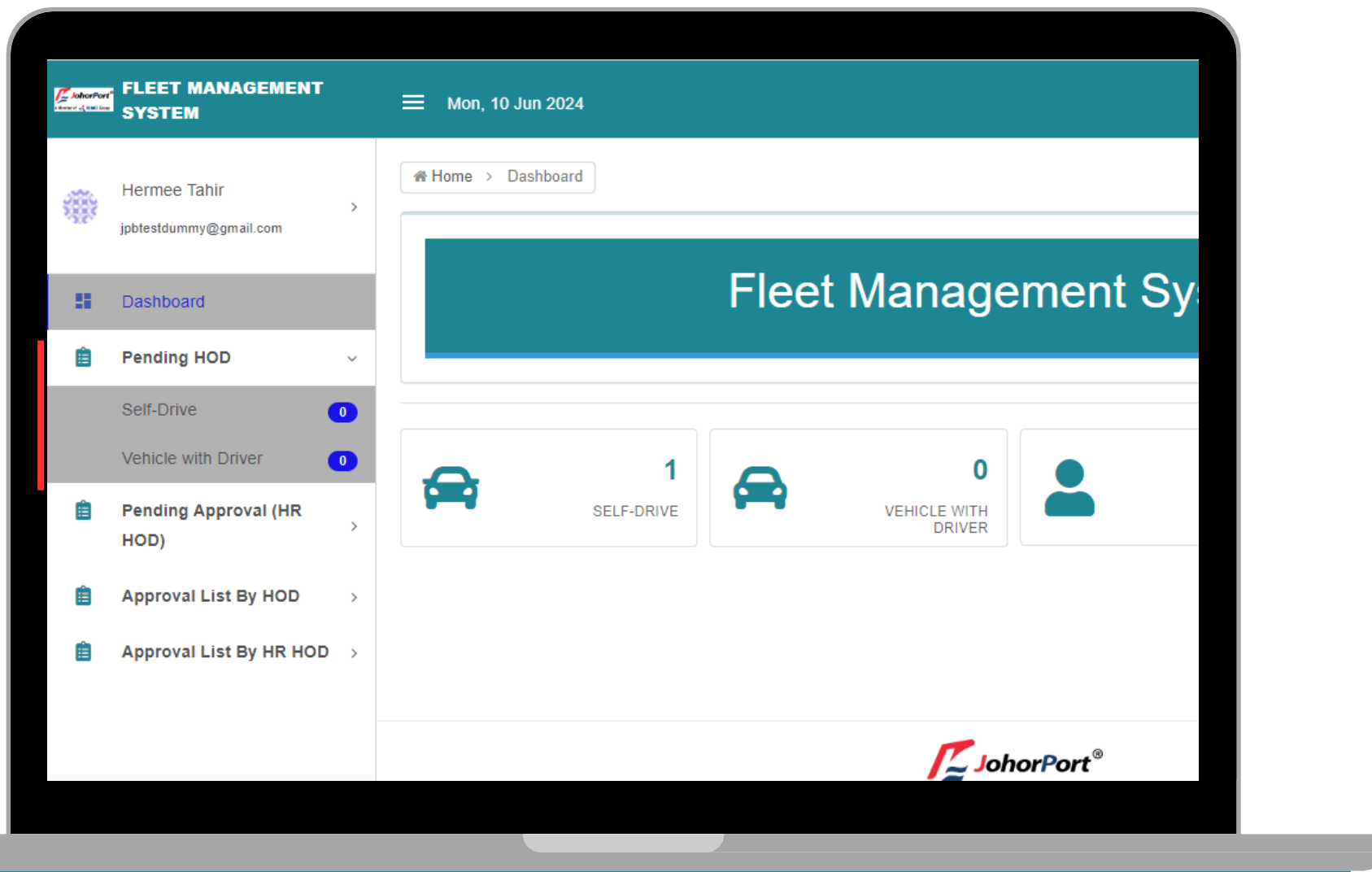
2



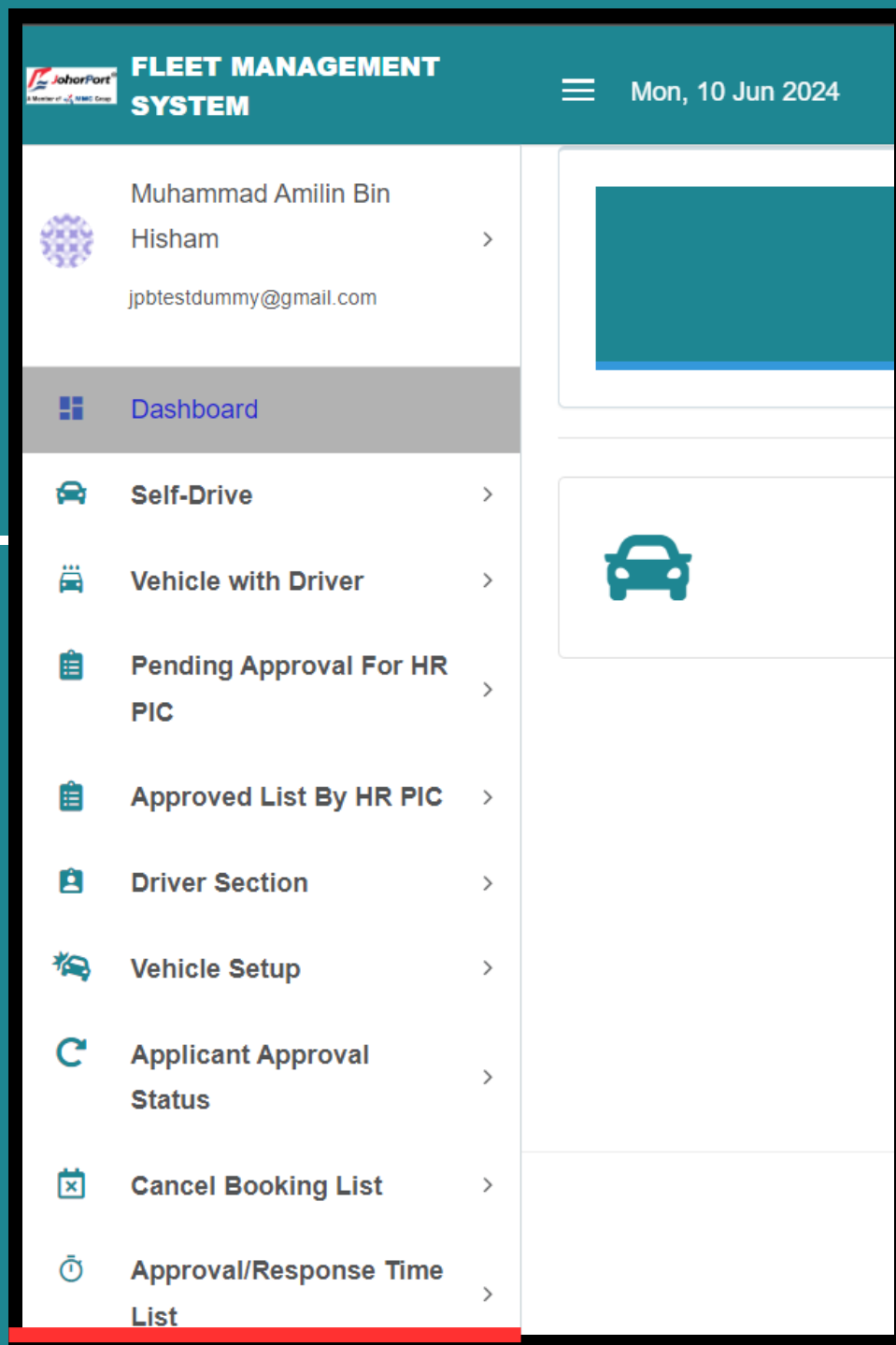
<https://jodc.johorport.com.my>

Under Pending HR PIC menu, select 'Self-Drive' or 'Vehicle with Driver'

2



<https://jodc.johorport.com.my>



Function In Side Bar

Human Resources Person In Charge Manual Guide



Visit our website

<https://jodc.johorport.com.my>



Section For Driver

1

The screenshot displays the 'FLEET MANAGEMENT SYSTEM' interface. The top header includes the Johor Port logo, the system name, and the date 'Mon, 10 Jun 2024'. A left sidebar contains a menu with options: Dashboard, Self-Drive, Vehicle with Driver, Pending Approval For HR PIC, Approved List By HR PIC, Driver Section (highlighted), Driver Registration, Driver List, Driver Mileage Record (Driver Usage) with a '0' badge, Driver Schedule, Vehicle Mileage, Driver Reference, and Vehicle Driver Details. The main content area shows the 'Driver Registration Form' with fields for Name, Staff Id, Driver Email, Phone Number, Gender (Male/Female), Identification Card, and LicenseExpired Date (DD/MM/YY). Below this is a 'Supporting Document' section with an 'Identity Card' field and a file upload area with the text 'Drop files here or click to upload.'.



<https://jodc.johorport.com.my>

Driver Registration Form

Dashboard

Self-Drive

Vehicle with Driver

Pending Approval For HR PIC

Approved List By HR PIC

Driver Section

Driver Registration

Driver List

Driver Mileage Record (Driver Usage)

Driver Schedule

Vehicle Mileage

Driver Reference

Vehicle Driver Details

Vehicle Setup

Applicant Approval Status

Cancel Booking List

Driver Registration Form

Name *

Staff Id *

Driver Email *

Phone Number *

Gender *

☐ Male ☐ female

Identification Card *

LicenseExpired Date *

DD/MM/YY

Supporting Document

Identity Card *

Drop files here or click to upload.

Driver License *

Drop files here or click to upload.

Save

Fill all the driver details then, click save to register the driver

<https://jodc.johorport.com.my>

List of Driver

Home > Driver List

10 Show

☐	DRIVER NAME	STAFF ID	PHONE NUMBER	DRIVER EMAIL	IDENTIFICATION CARD	LICENSE EXPIRED DATE	
☐	AFIQAH DAYANA	0166	011225747894	babaguahensem@gmail.com	781003-01-5225	2024-03-29	View
☐	IRFAN	0158	0163047321	muhammadaqilsyafiq15@gmail.com	770504-01-6855	2024-03-29	View
☐	MUHAMMAD AQIL SYAFIQ BIN ZAINAL	0158	0123456789	muhammadaqilsyafiq15@gmail.com	770921-01-6735	2024-04-24	View

3 items found, displaying all items

CSV | Excel | XML | PDF

[New](#) [Delete](#)

JohorPort®

Click view to see driver detail



<https://jodc.johorport.com.my>

List of Driver

Driver details will be appear after click view

Driver Registration Form

Name *	AFIQAH DAYANA
Staff Id *	0166
Driver Email *	babaguahensem@gmail.com
Phone Number *	011225747894
Gender *	☐ Male ☒ female
Identification Card *	781003-01-5225
LicenseExpired Date *	29/03/24

Supporting Document

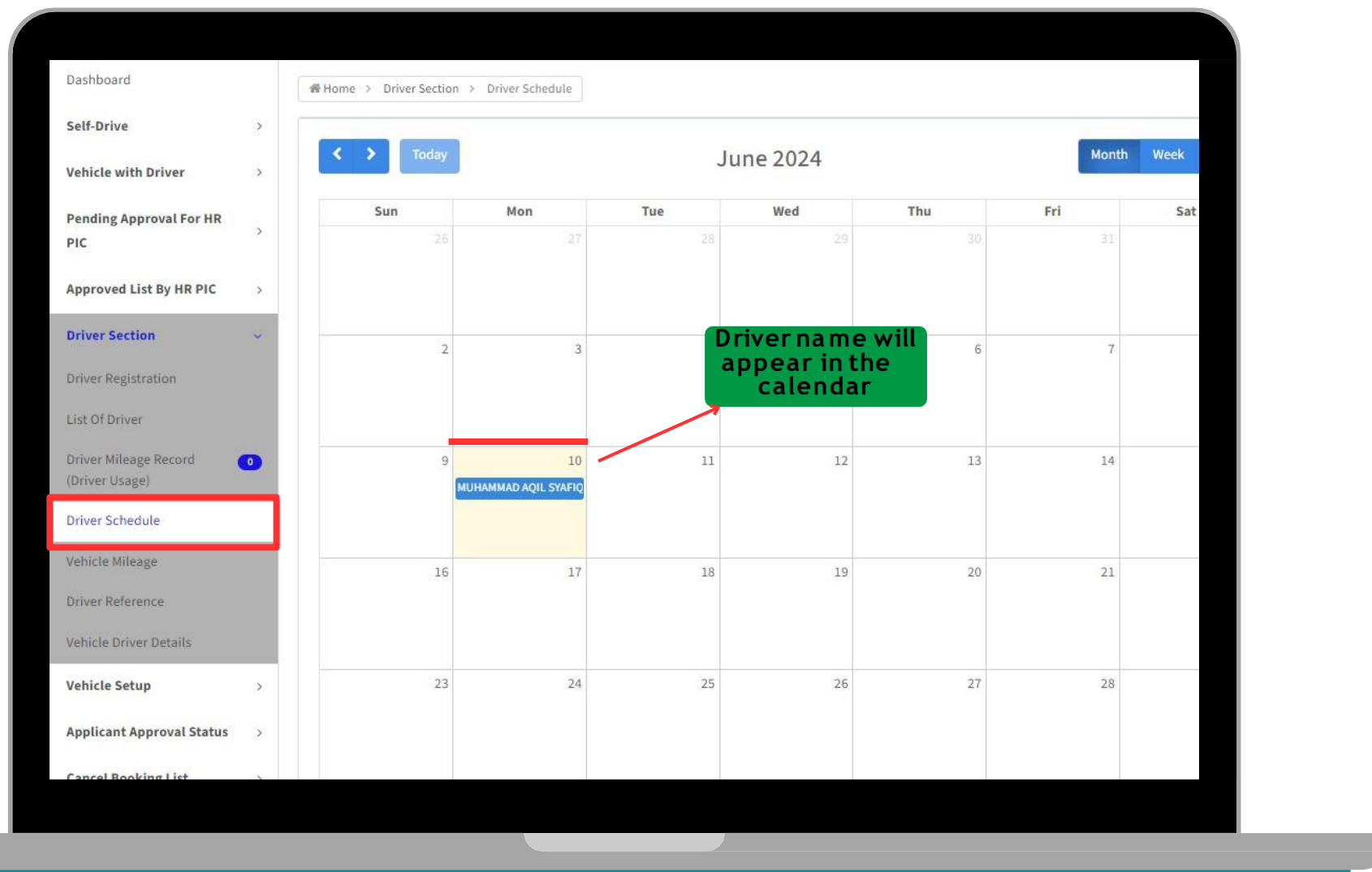
Identity Card *	 Remove Drop files here or click to upload.
Driver License *	 Remove Drop files here or click to upload.

[Save](#) [Back](#)



<https://jodc.johorport.com.my>

Driver Schedule



<https://jodc.johorport.com.my>

Vehicle Mileage Record

The screenshot displays the 'FLEET MANAGEMENT SYSTEM' interface. On the left, a sidebar menu lists various options, with 'Vehicle Mileage' highlighted by a red box. The main content area shows a table with one record for driver MUHAMMAD AQIL SYAFIQ BIN ZAINAL. The table columns include DRIVER NAME, VEHICLE TYPE, VEHICLE NO, START MILEAGE (KM), RETURN MILEAGE (KM), TOTAL MILEAGE, TOTAL FUEL CONSUMPTION (RM), and DATE. A 'View' button is located at the end of the record row, highlighted by a red box. A green callout box with an arrow points to this button, containing the text 'click view to see record details'. The top of the interface shows the date 'Mon, 10 Jun 2024' and a breadcrumb trail: 'Home > Driver Section > Vehicle Mileage'.

☐	DRIVER NAME	VEHICLE TYPE	VEHICLE NO	START MILEAGE (KM)	RETURN MILEAGE (KM)	TOTAL MILEAGE	TOTAL FUEL CONSUMPTION (RM)	DATE	☐
☐	MUHAMMAD AQIL SYAFIQ BIN ZAINAL	TOYOTA ALPHARD	JPB9999	159 KM	254 KM	95 KM	RM 200.00	10/06/2024, 11:11:22 PM	☐

click view to see record details



<https://jodc.johorport.com.my>

Vehicle Mileage Record

The details will appear

Mileage Record

Start Mileage (KM)	159 KM
Start Time	10/06/24 12:00 AM
Return Mileage (KM)	254 KM
Return Time	10/06/24 05:00 AM
Total Mileage	95 KM
Total Fuel Consumption (RM)	RM 200.00

Vehicle Form Details

Vehicle Type	TOYOTA ALPHARD
Vehicle No	JPB9999

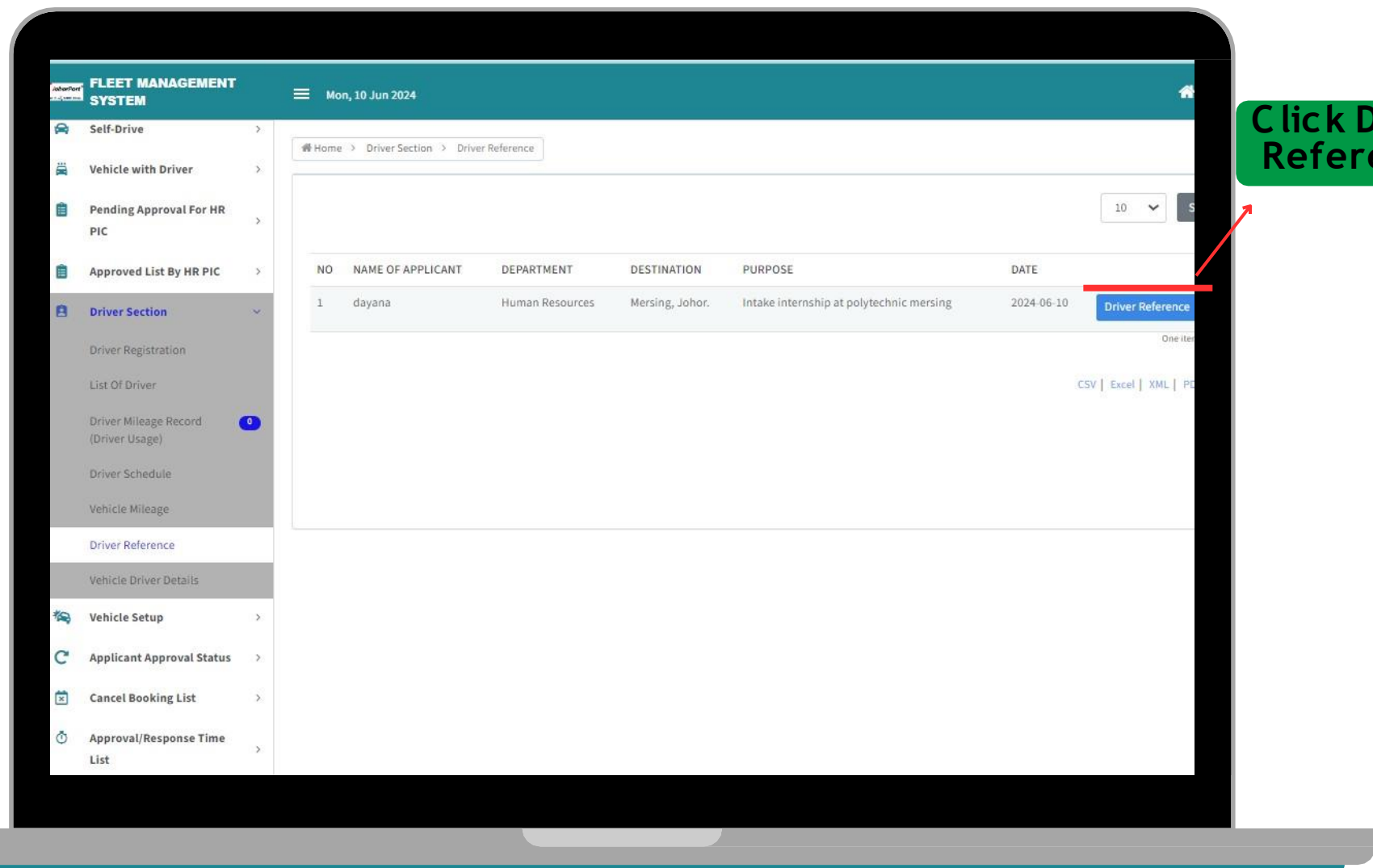
Driver Form Details

Driver Name	MUHAMMAD AQIL SYAFIQ BIN ZAINAL
Driver Phone Number	0123456789



<https://jodc.johorport.com.my>

Driver Reference



<https://jodc.johorport.com.my>

Driver Reference

The reference will appear

Driver Reference

Date	2024-06-10
Expected Arrival Time	11:09 pm
Destination	Mersing, Johor.
Vehicle Type	TOYOTA ALPHARD
Vehicle No	JPB9999
Driver Name	MUHAMMAD AQIL SYAFIQ BIN ZAINAL
Driver Phone Number	0123456789

Passengers

	Department	Name	Phone Number	Address
1	Information, Communication & Technology	aqil	0113045826	No 38, Pulasan 40, Taman Kota Masai, Pasir Gudang, Johor.

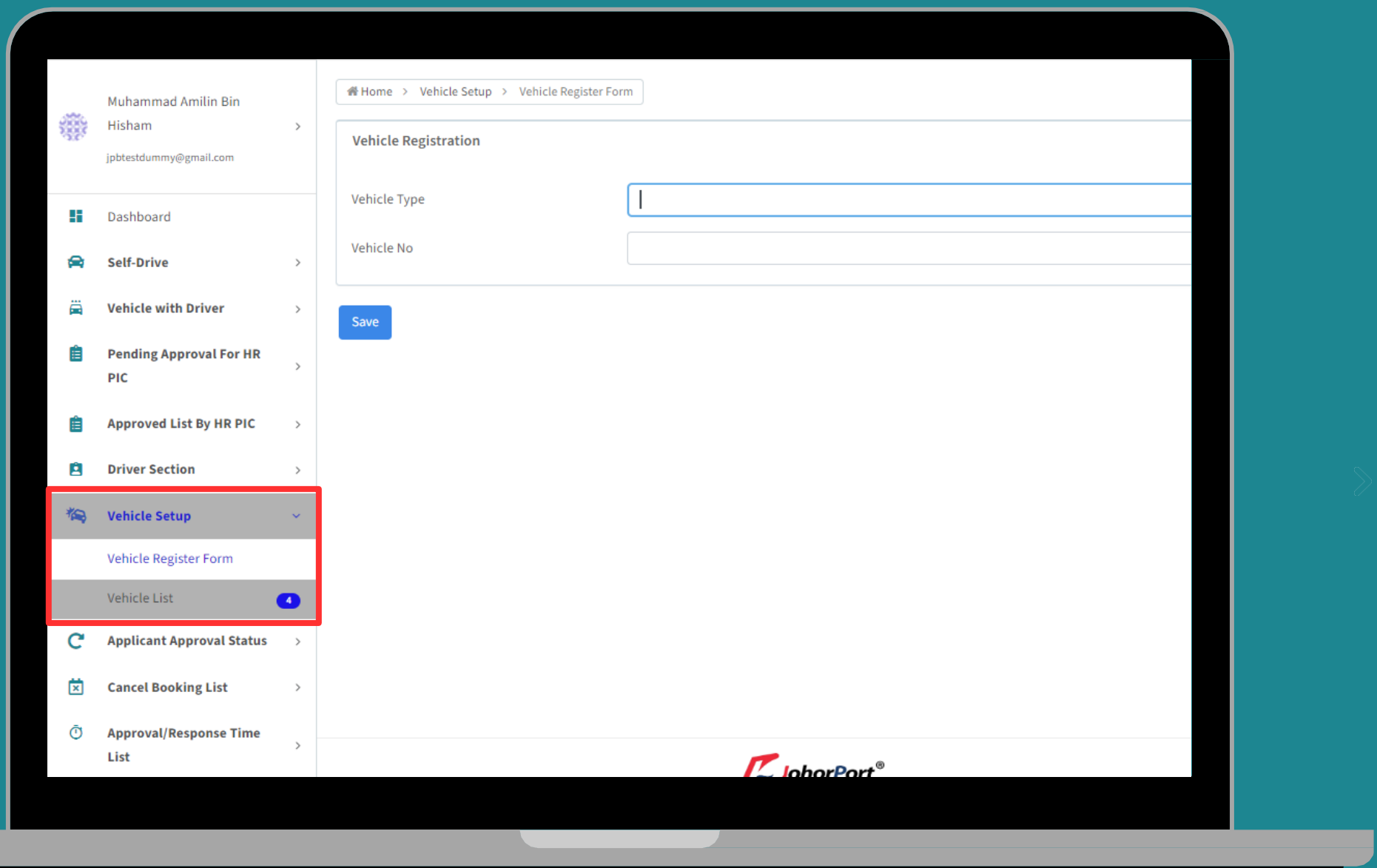
Back



<https://jodc.johorport.com.my>

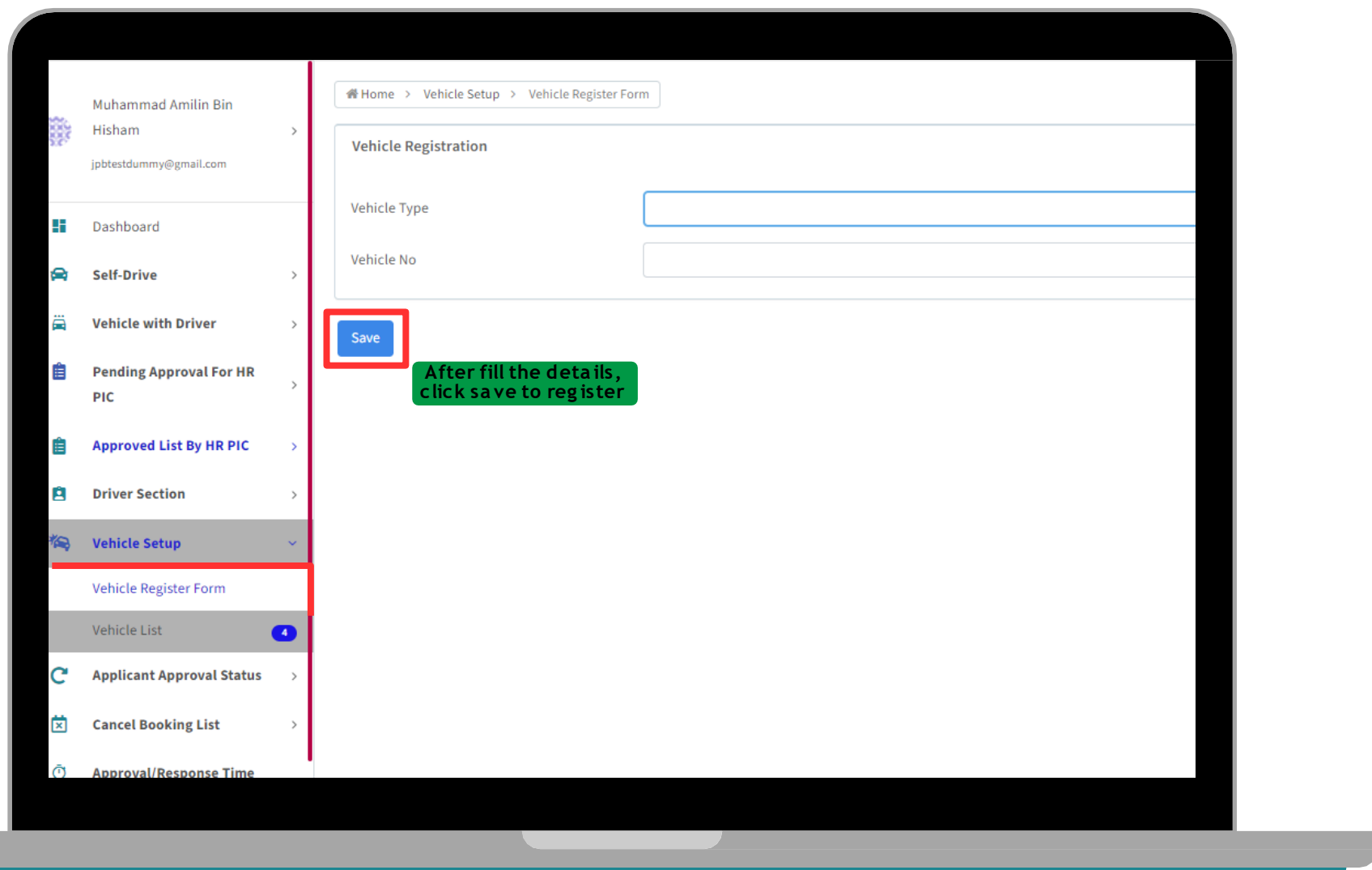
Section For Vehicle

2



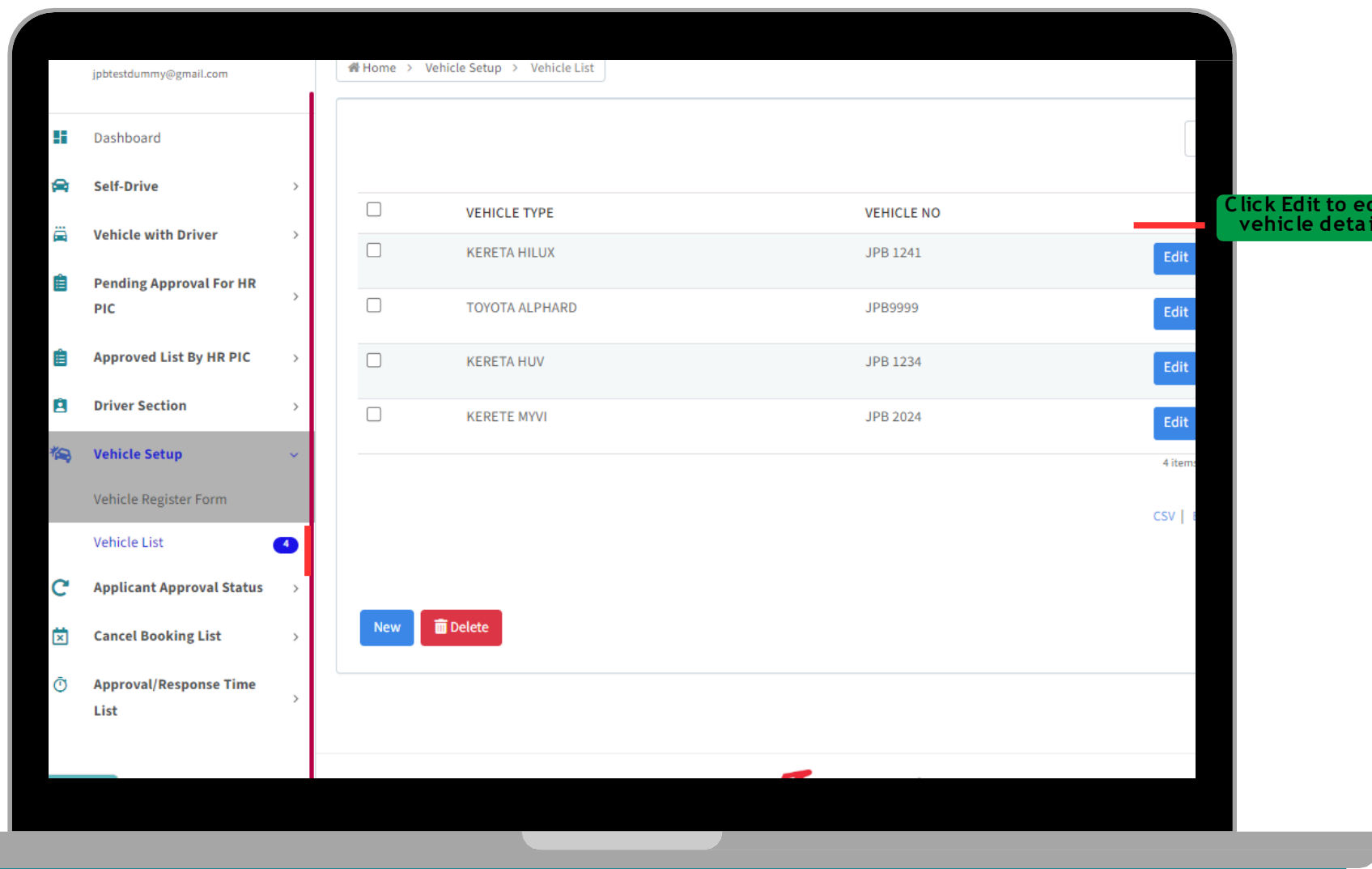
<https://jodc.johorport.com.my>

Vehicle Registration



<https://jodc.johorport.com.my>

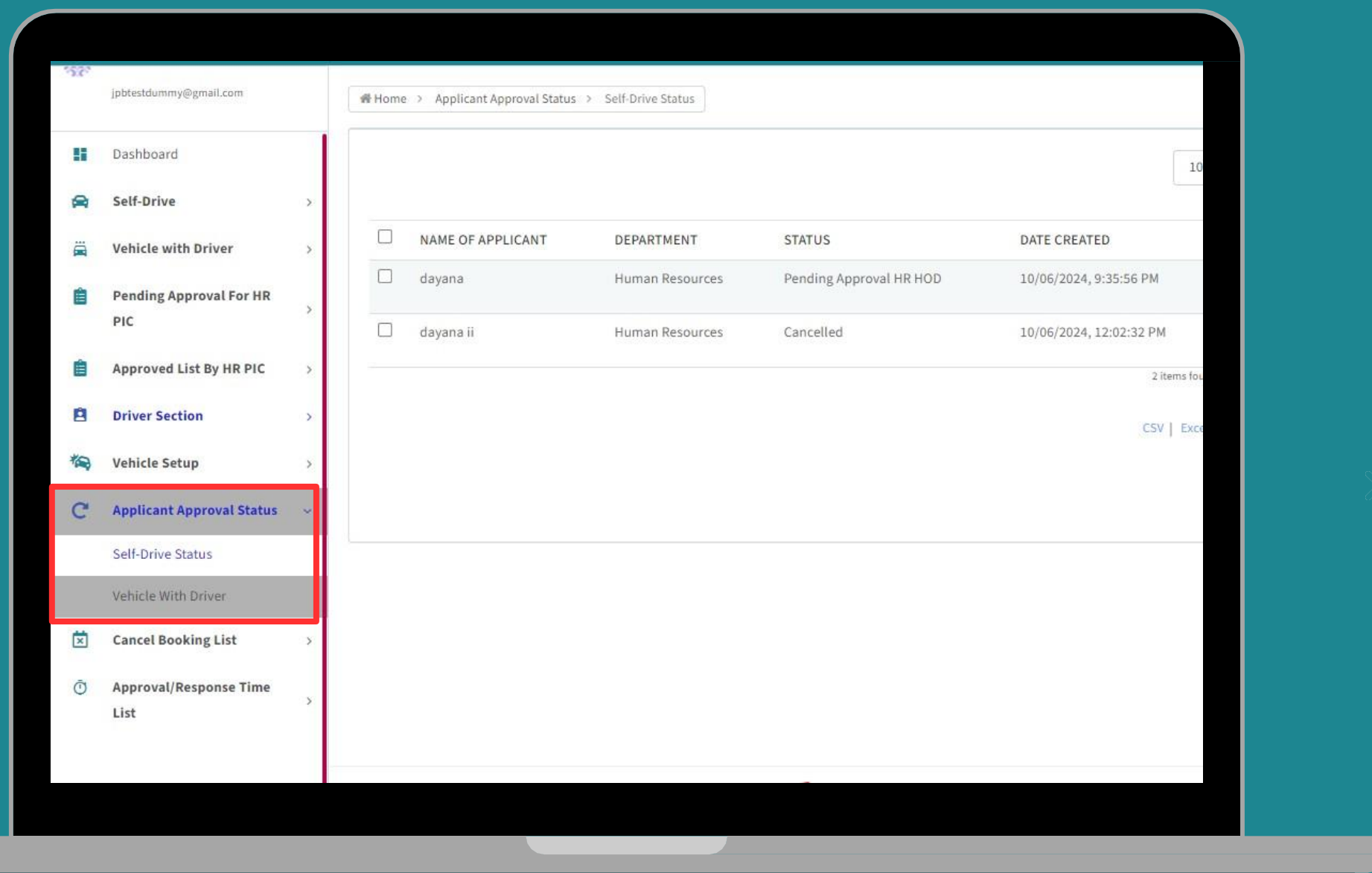
Vehicle Registration



<https://jodc.johorport.com.my>

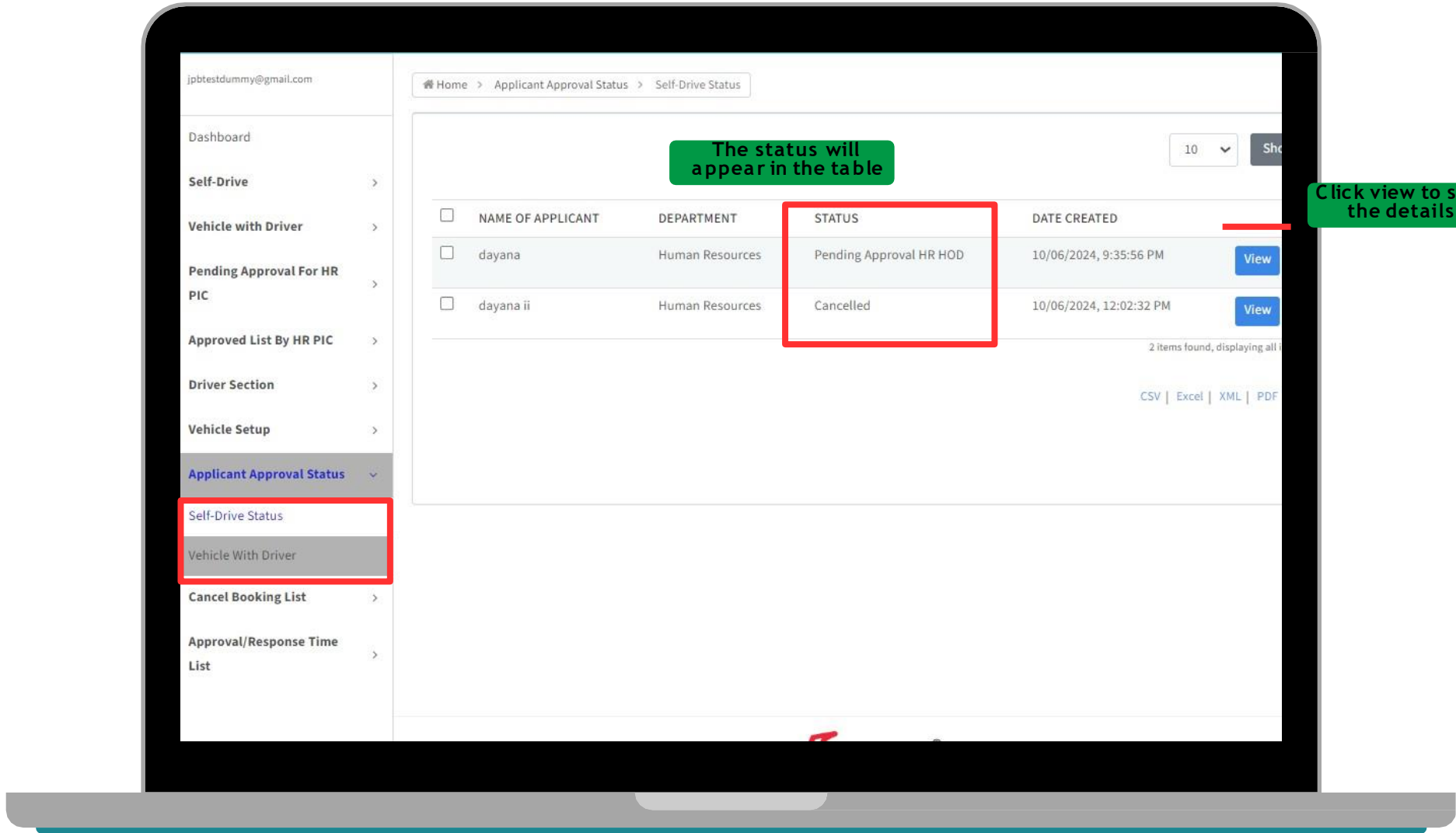
Section For Applicant Approval Status

3



<https://jodc.johorport.com.my>

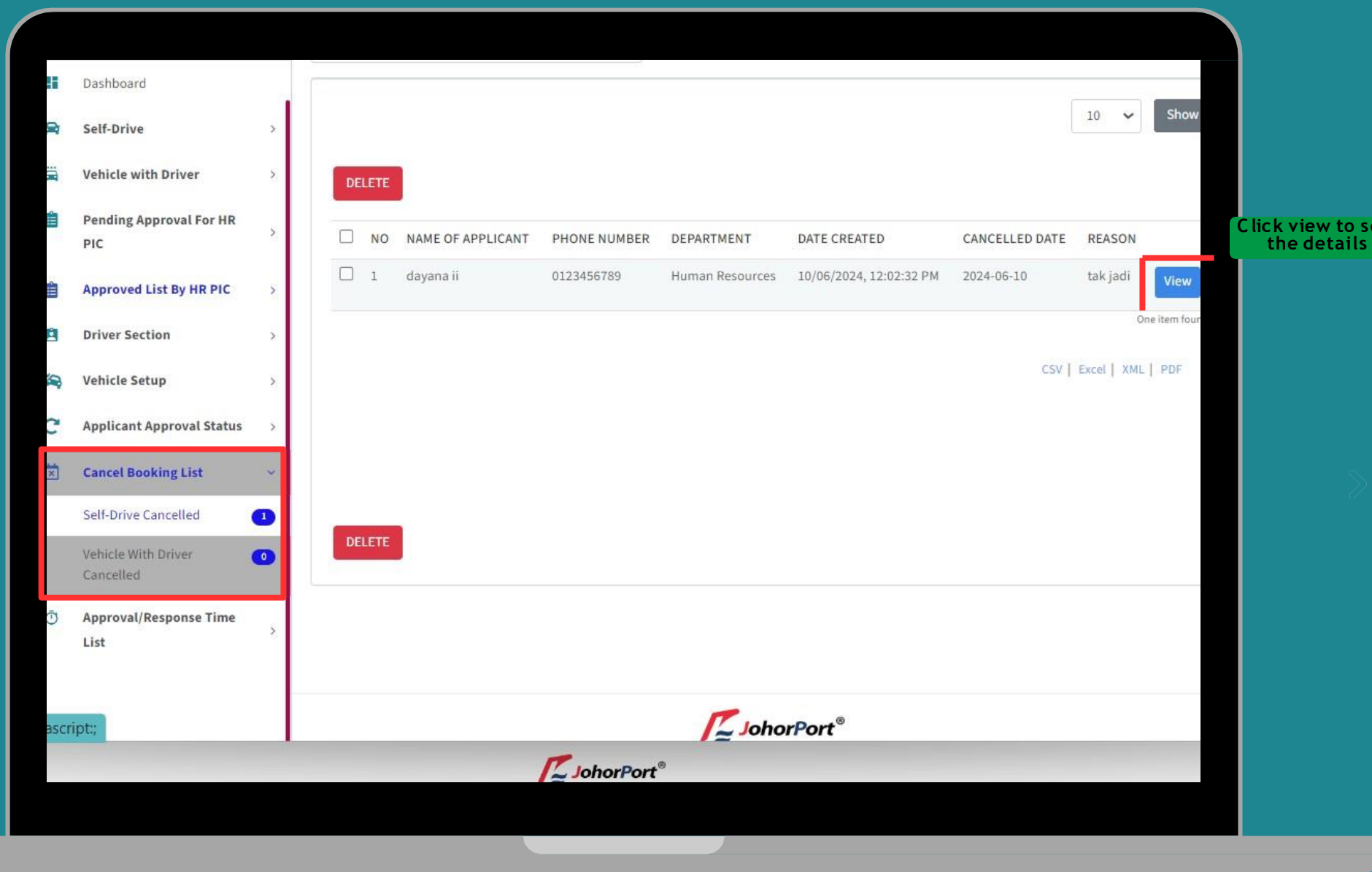
Approval Status



<https://jodc.johorport.com.my>

Section Cancellation Booking List

3



Dashboard

Self-Drive

Vehicle with Driver

Pending Approval For HR PIC

Approved List By HR PIC

Driver Section

Vehicle Setup

Applicant Approval Status

Cancel Booking List

Self-Drive Cancelled 1

Vehicle With Driver Cancelled 0

Approval/Response Time List

DELETE

10 Show

☐	NO	NAME OF APPLICANT	PHONE NUMBER	DEPARTMENT	DATE CREATED	CANCELLED DATE	REASON	View
☐	1	dayana ii	0123456789	Human Resources	10/06/2024, 12:02:32 PM	2024-06-10	tak jadi	

One item four

CSV | Excel | XML | PDF

DELETE

Click view to see the details

JohorPort®

JohorPort®



<https://jodc.johorport.com.my>

Cancellation Reason

List of Passengers

	Name	Department	Phone Number
1	fatimah	Facility Management	01133324274

Travel Requisition Form

Elements of the Story Book Review Activity Presentation in Green and White 3D Style (

The detail reason of cancellation will appear

Cancellation

Reason *

lak jadi

Cancellation Date

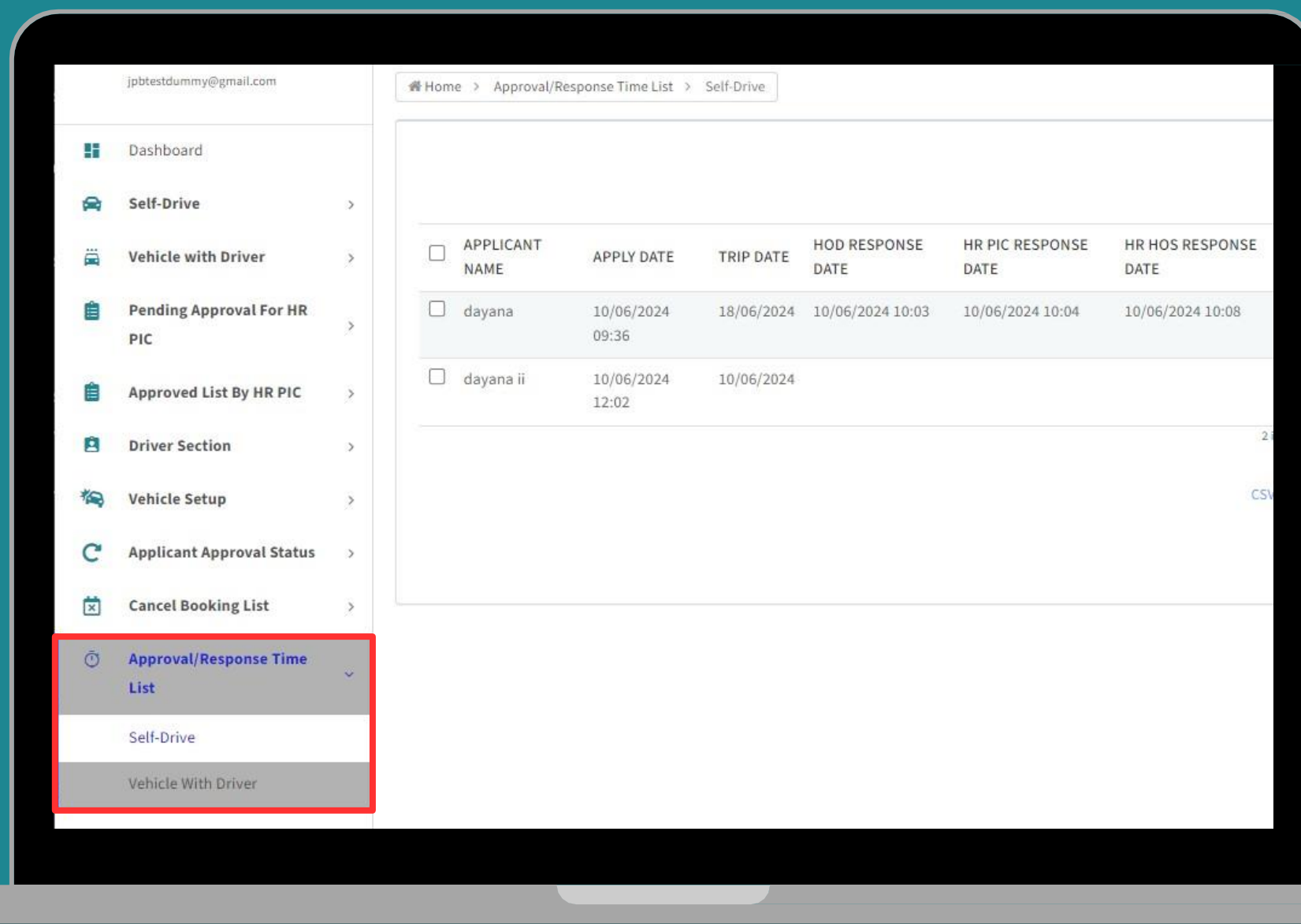
10/06/24



<https://jodc.johorport.com.my>

Section Approval Response Time

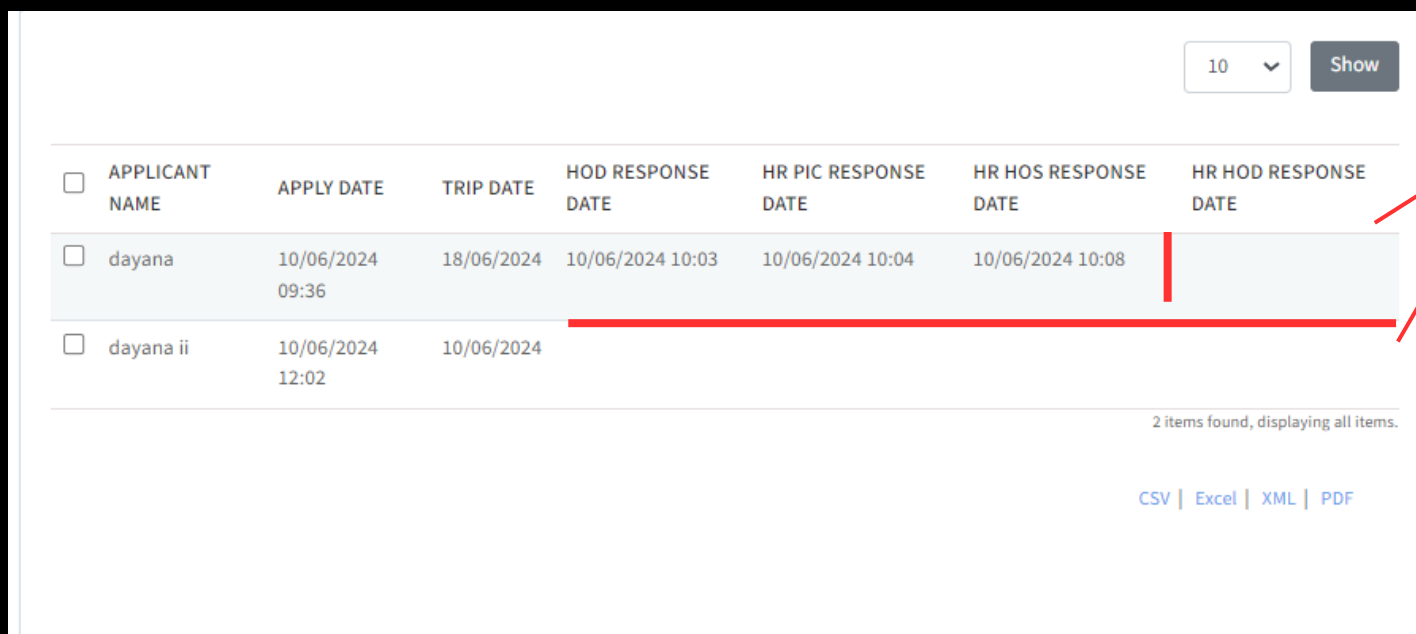
3



<https://jodc.johorport.com.my>

Response Time List

We can monitor whether approval has been granted



☐	APPLICANT NAME	APPLY DATE	TRIP DATE	HOD RESPONSE DATE	HR PIC RESPONSE DATE	HR HOS RESPONSE DATE	HR HOD RESPONSE DATE
☐	dayana	10/06/2024 09:36	18/06/2024	10/06/2024 10:03	10/06/2024 10:04	10/06/2024 10:08	
☐	dayana ii	10/06/2024 12:02	10/06/2024				

2 items found, displaying all items.

[CSV](#) | [Excel](#) | [XML](#) | [PDF](#)

If the table is empty, it means the approval has not been made yet.

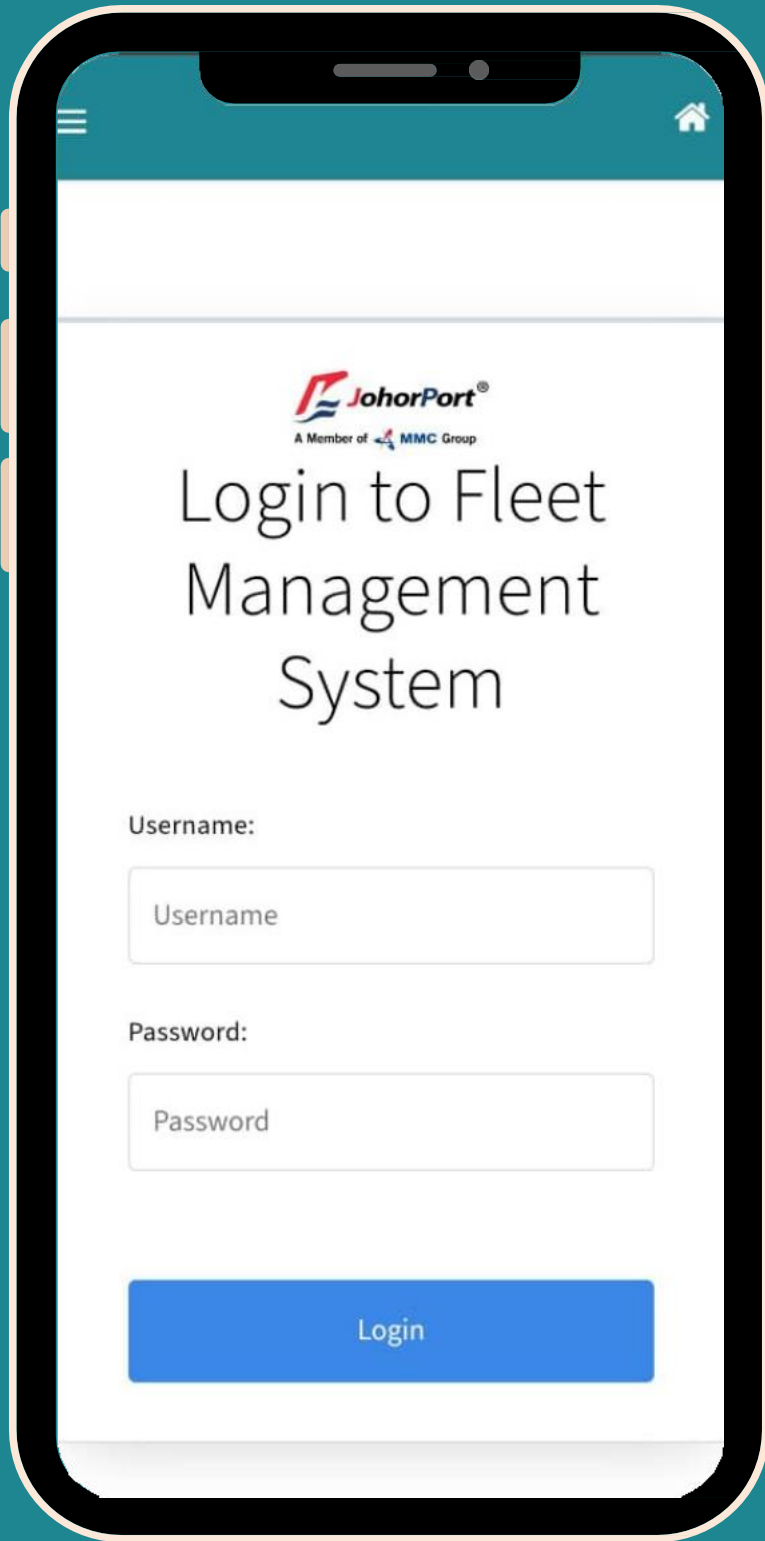


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HOW TO ACKNOWLEDGE APPLICATION

1

Human Resources Head of Section Manual Guide



The image shows a smartphone screen with the JohorPort logo at the top, which includes the text "JohorPort®" and "A Member of MMC Group". Below the logo, the text "Login to Fleet Management System" is displayed. There are two input fields: "Username:" and "Password:". Below these fields is a blue "Login" button. The phone has a black bezel and a home button at the bottom.

JohorPort®
A Member of MMC Group

Login to Fleet Management System

Username:
Username

Password:
Password

Login



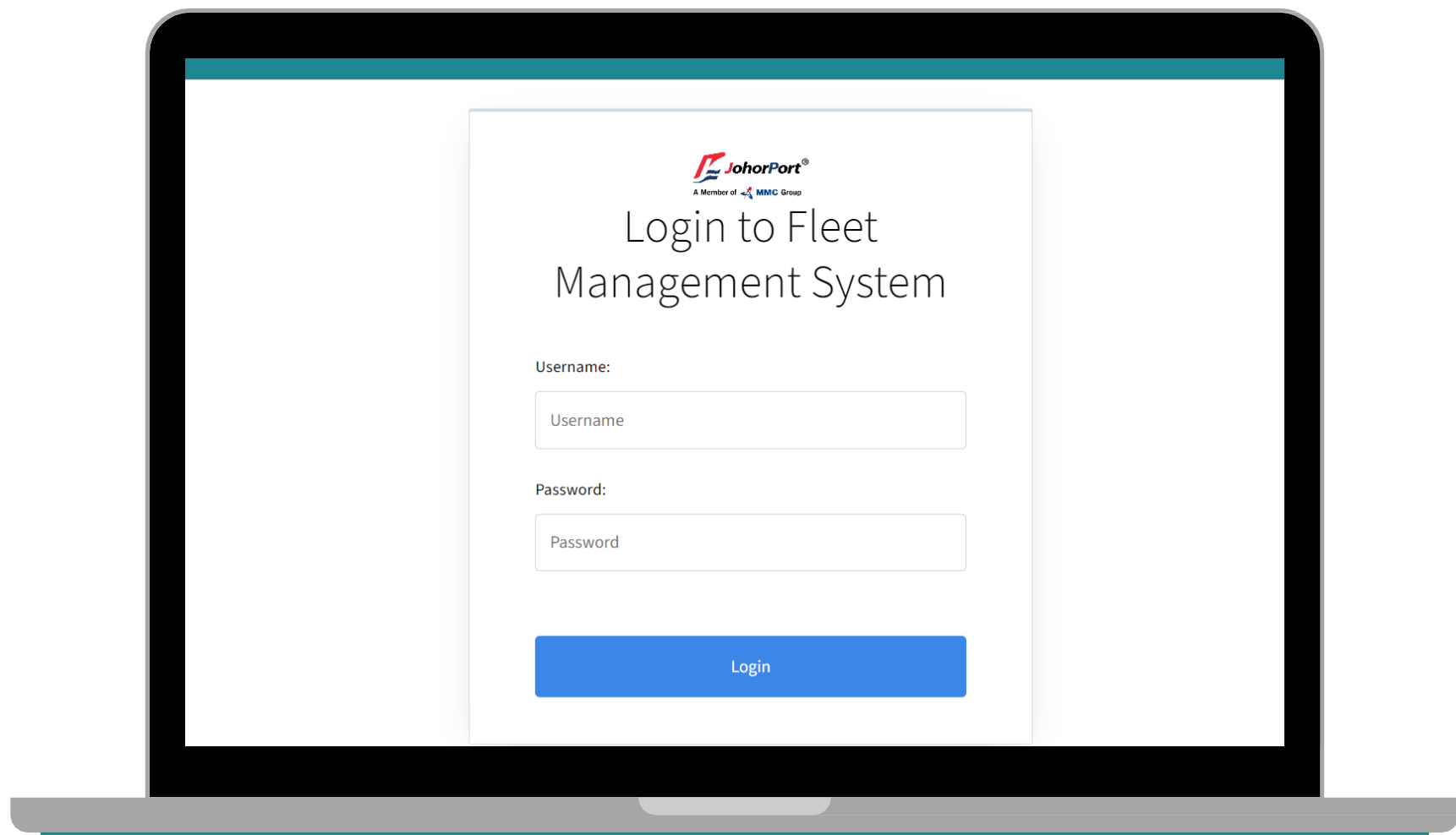
Visit our website

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1

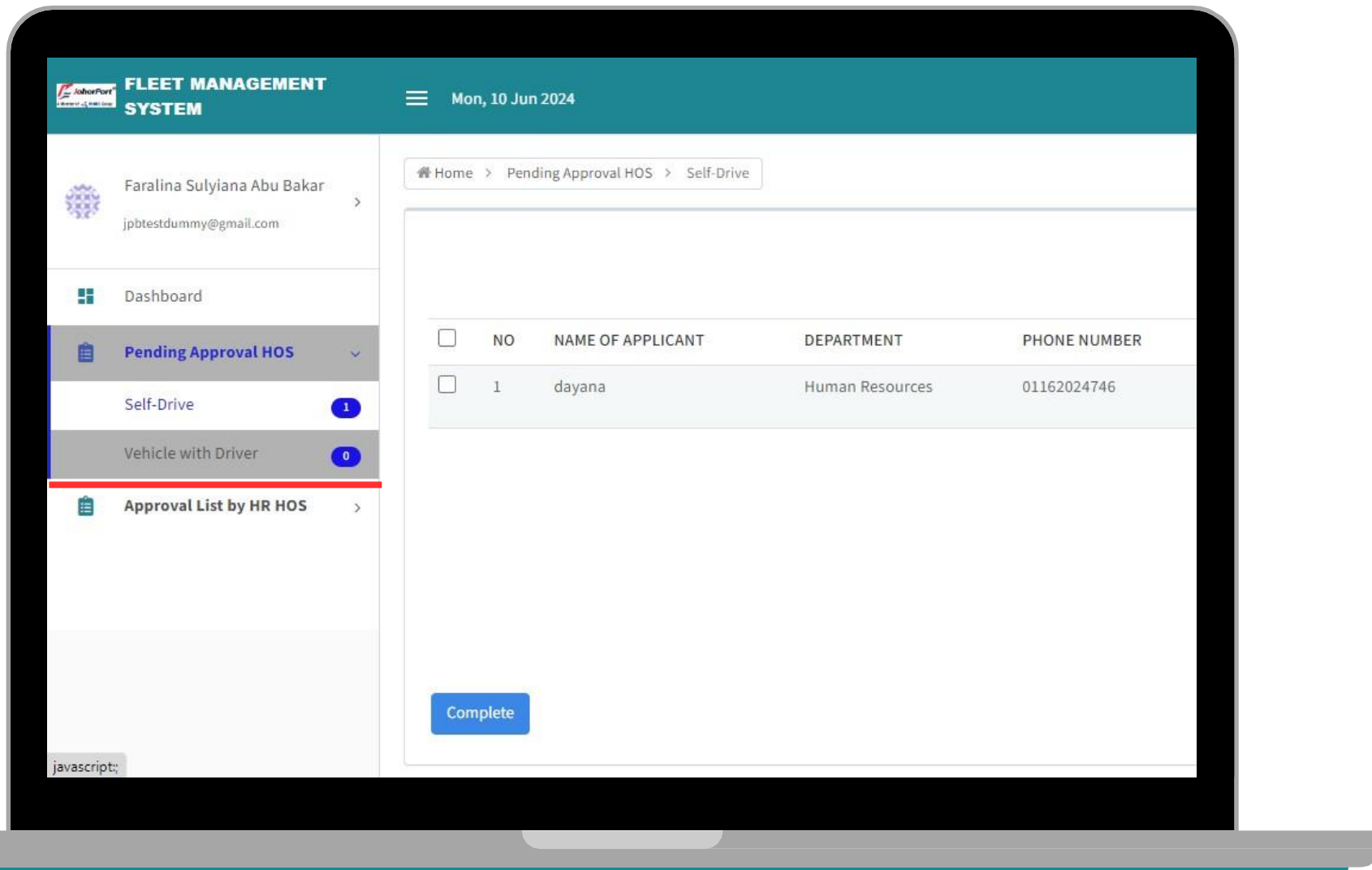
Enter your username and password to log in



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Under Pending HR HOS menu, select ‘Self-Drive’ or ‘Vehicle with Driver’

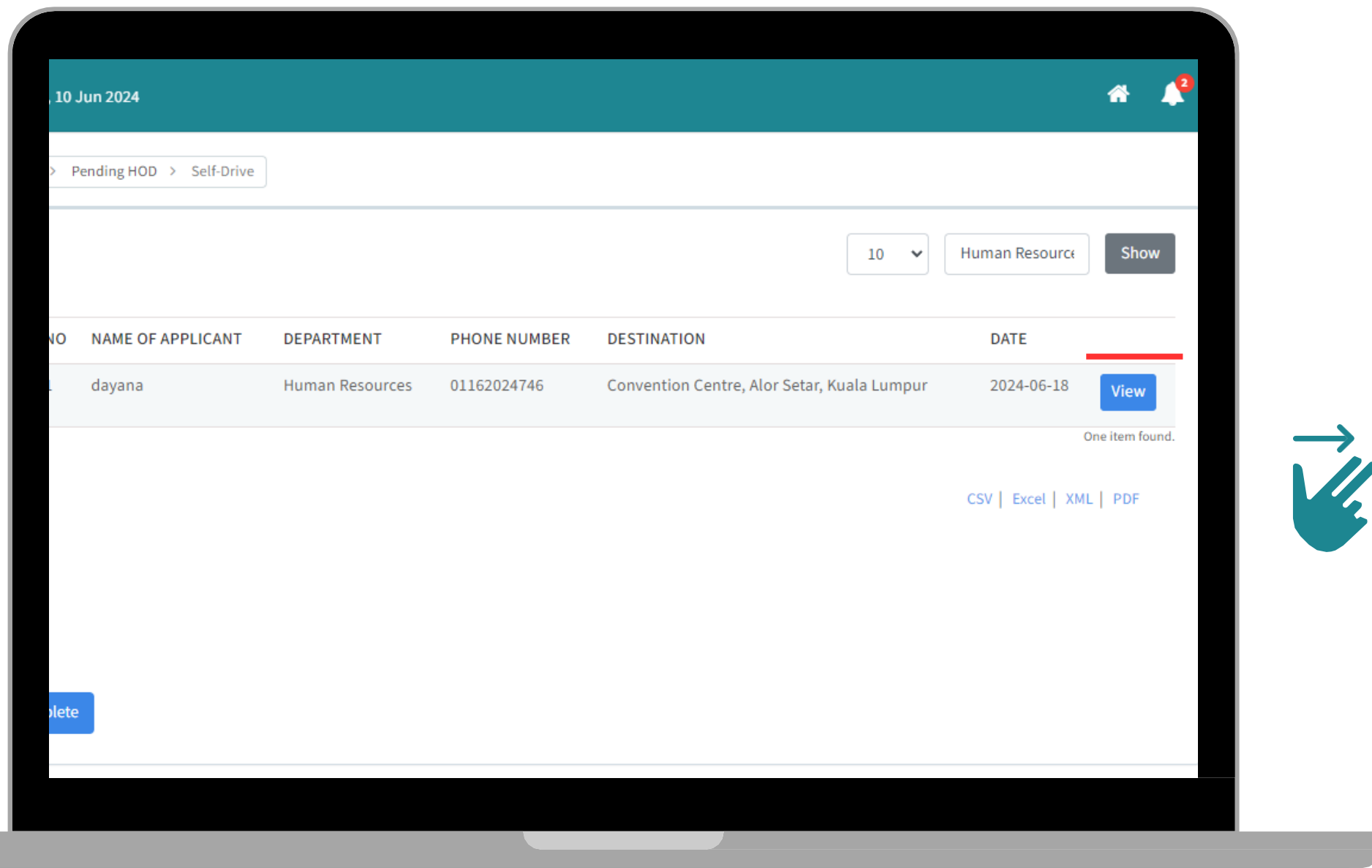
2



<https://jodc.johorport.com.my>

Click on the "View"
button corresponding to
the application you wish
to acknowledge.

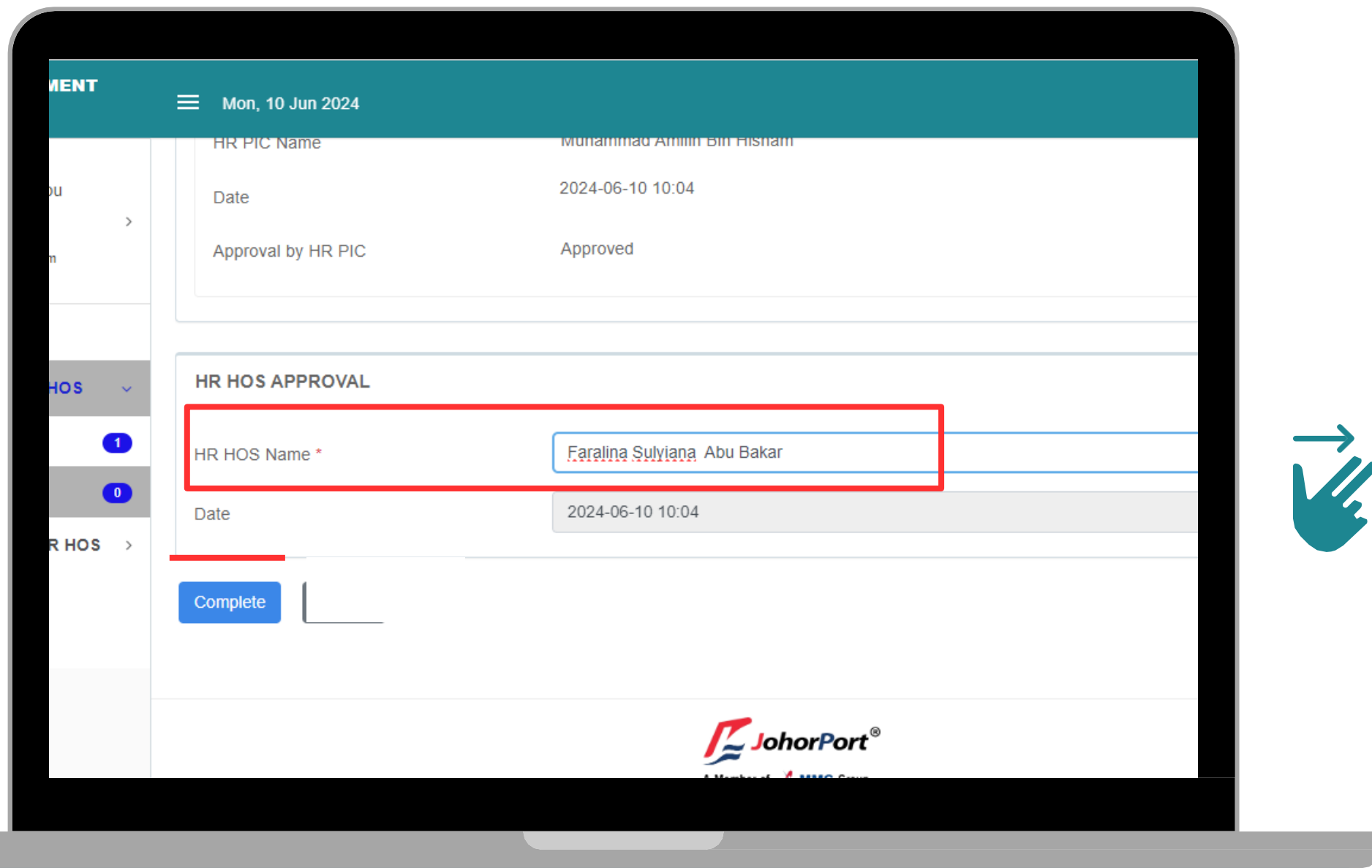
3



<https://jodc.johorport.com.my>

Please ensure HR HOS's name is correct, then click 'Complete' button to proceed

4



The screenshot displays a web application interface for HR HOS approval. The top header bar is teal with the text 'MENT' on the left and 'Mon, 10 Jun 2024' on the right. Below the header, there is a table with the following data:

HR PIC Name	Muhammad Amin Bin Hisham
Date	2024-06-10 10:04
Approval by HR PIC	Approved

Below the table, there is a section titled 'HR HOS APPROVAL'. It contains a form with the following fields:

- HR HOS Name ***: A text input field containing 'Faralina Sulviana Abu Bakar'. This field is highlighted with a red border.
- Date**: A text input field containing '2024-06-10 10:04'.

At the bottom of the form, there is a blue button labeled 'Complete'.

The JODC logo is visible at the bottom right of the screen.

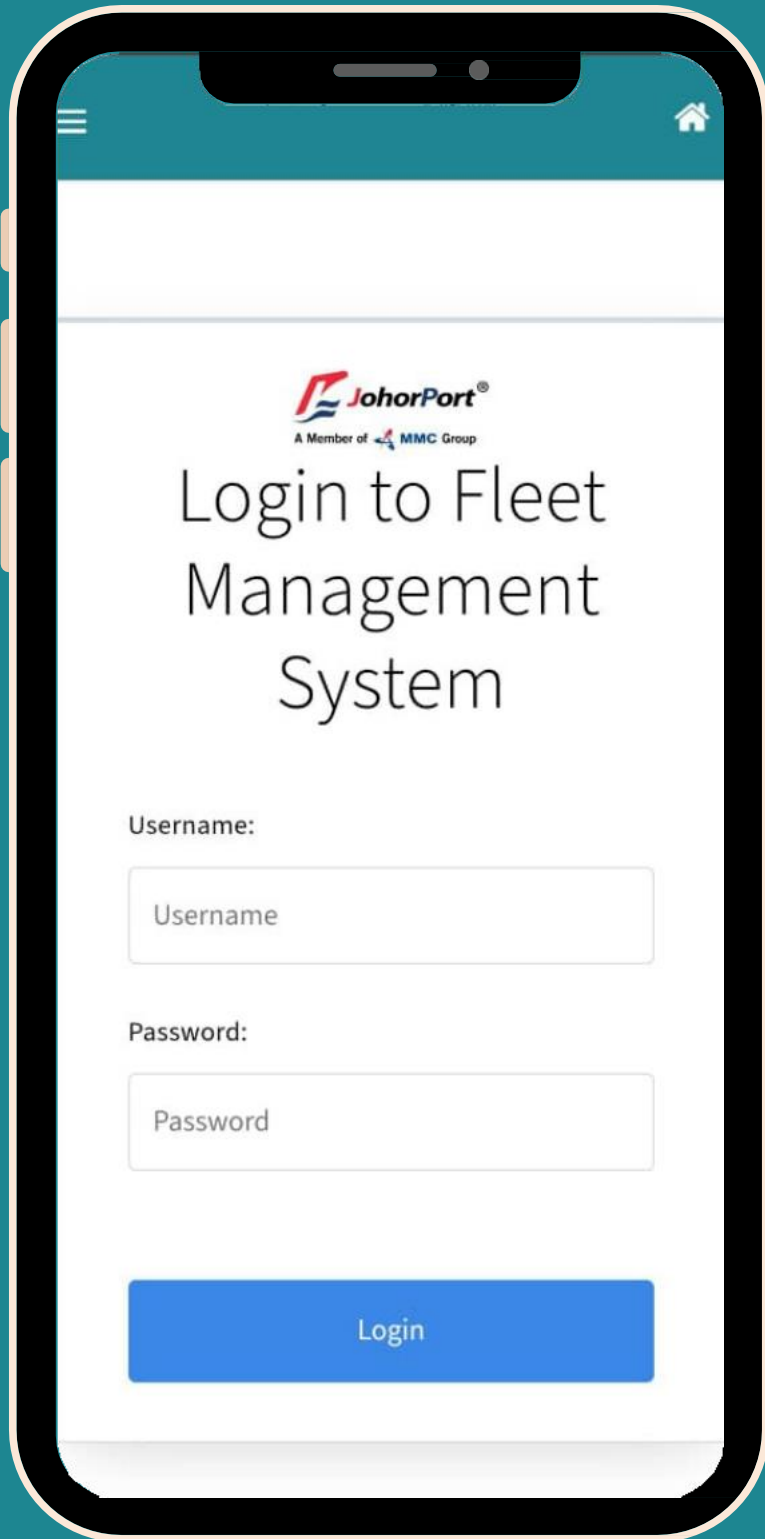


<https://jodc.johorport.com.my>

HOW TO APPROVE/ REJECT APPLICATION

1

Human Resources Head of Department Manual Guide



The image shows a smartphone screen with the login interface of the Fleet Management System. At the top, there is a teal header with a home icon on the right and a menu icon on the left. Below the header, the JohorPort logo is displayed, followed by the text "A Member of MMC Group". The main heading reads "Login to Fleet Management System". There are two input fields: "Username:" and "Password:". Below these fields is a blue "Login" button. The phone has a black bezel and a notch at the top.

JohorPort®
A Member of MMC Group

Login to Fleet Management System

Username:

Username

Password:

Password

Login



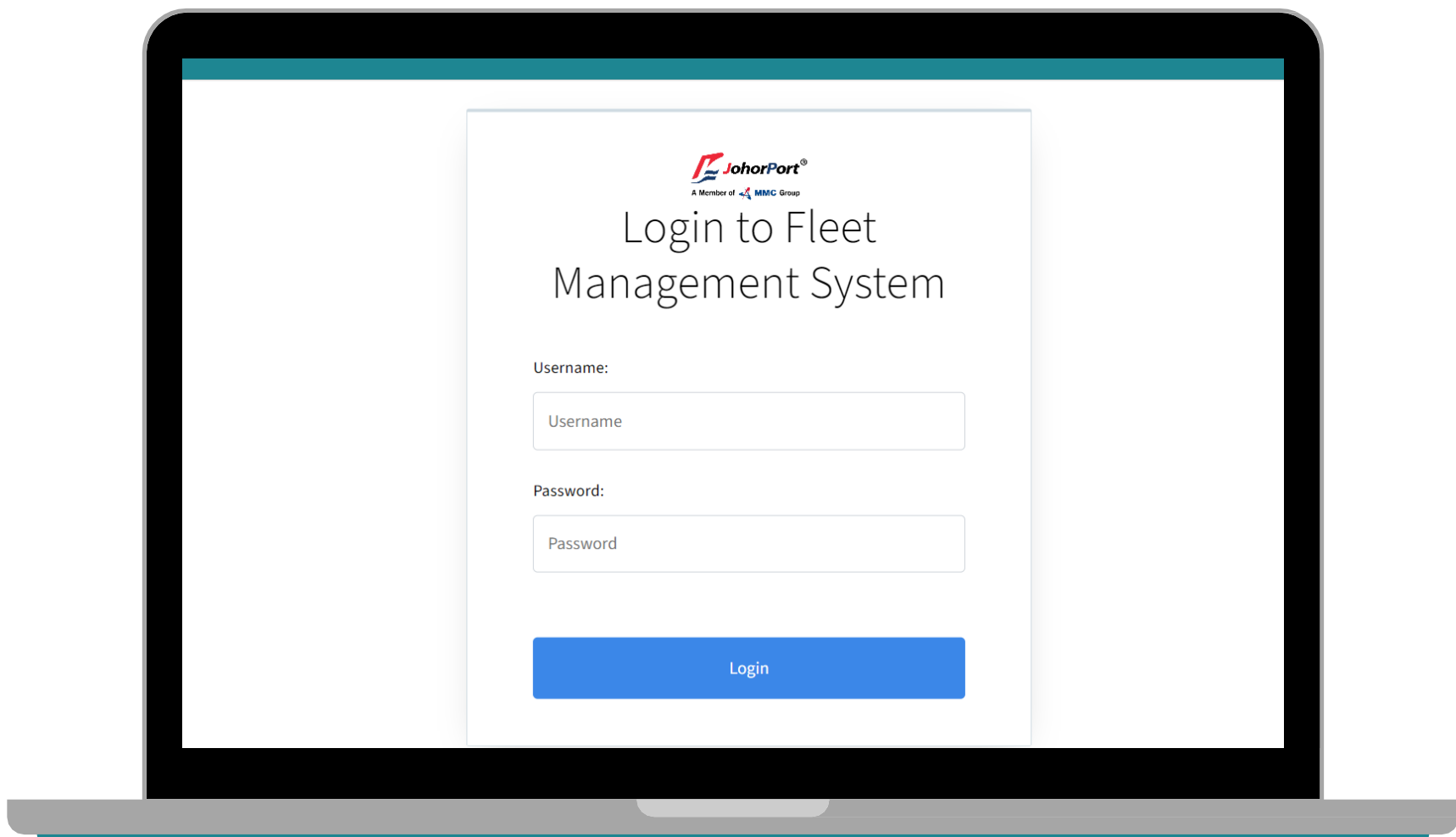
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1

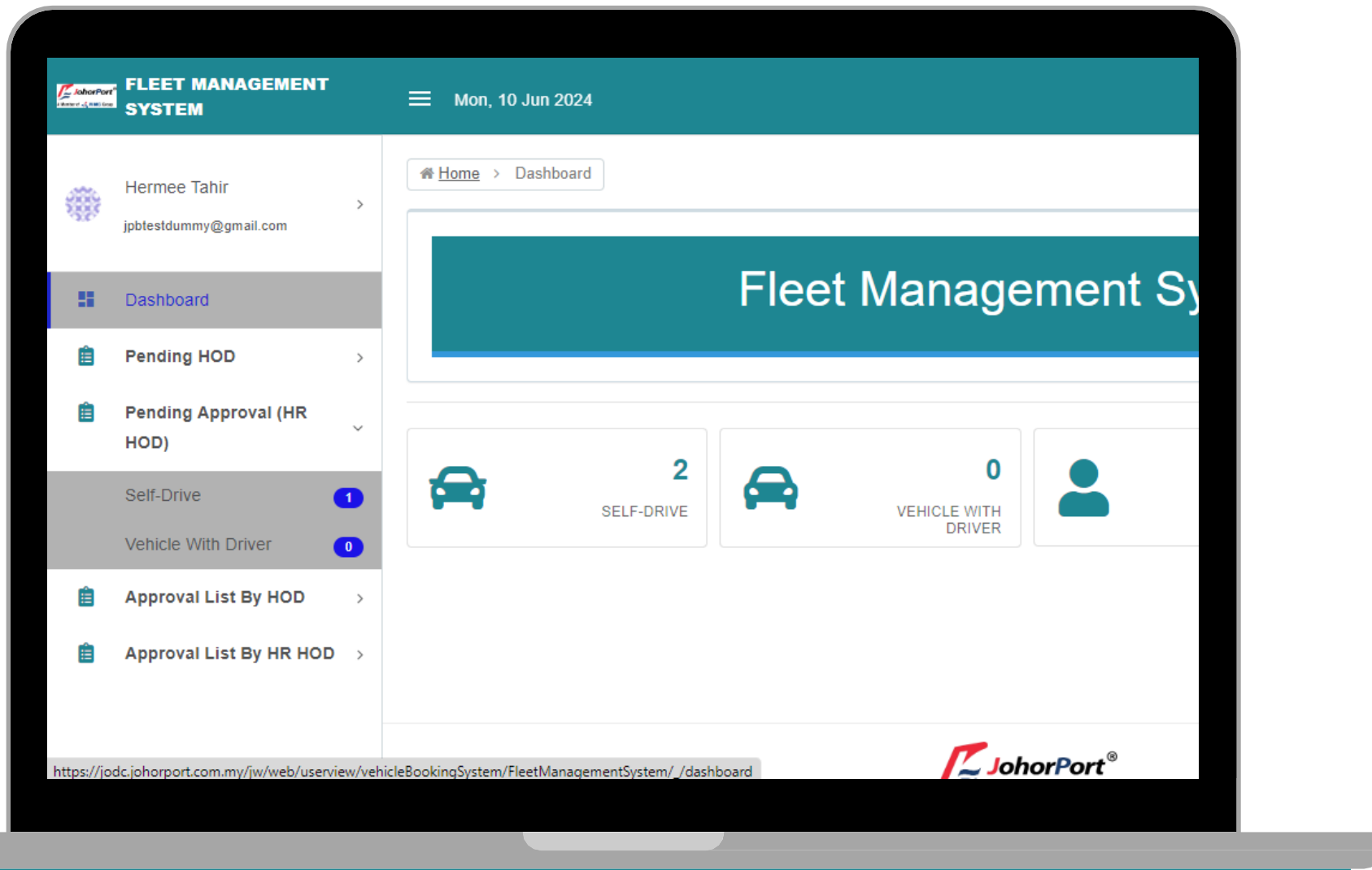
**Enter your
username and
password to log in**



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Under Pending HR HOD menu, select ‘Self-Drive’ or ‘Vehicle with Driver’

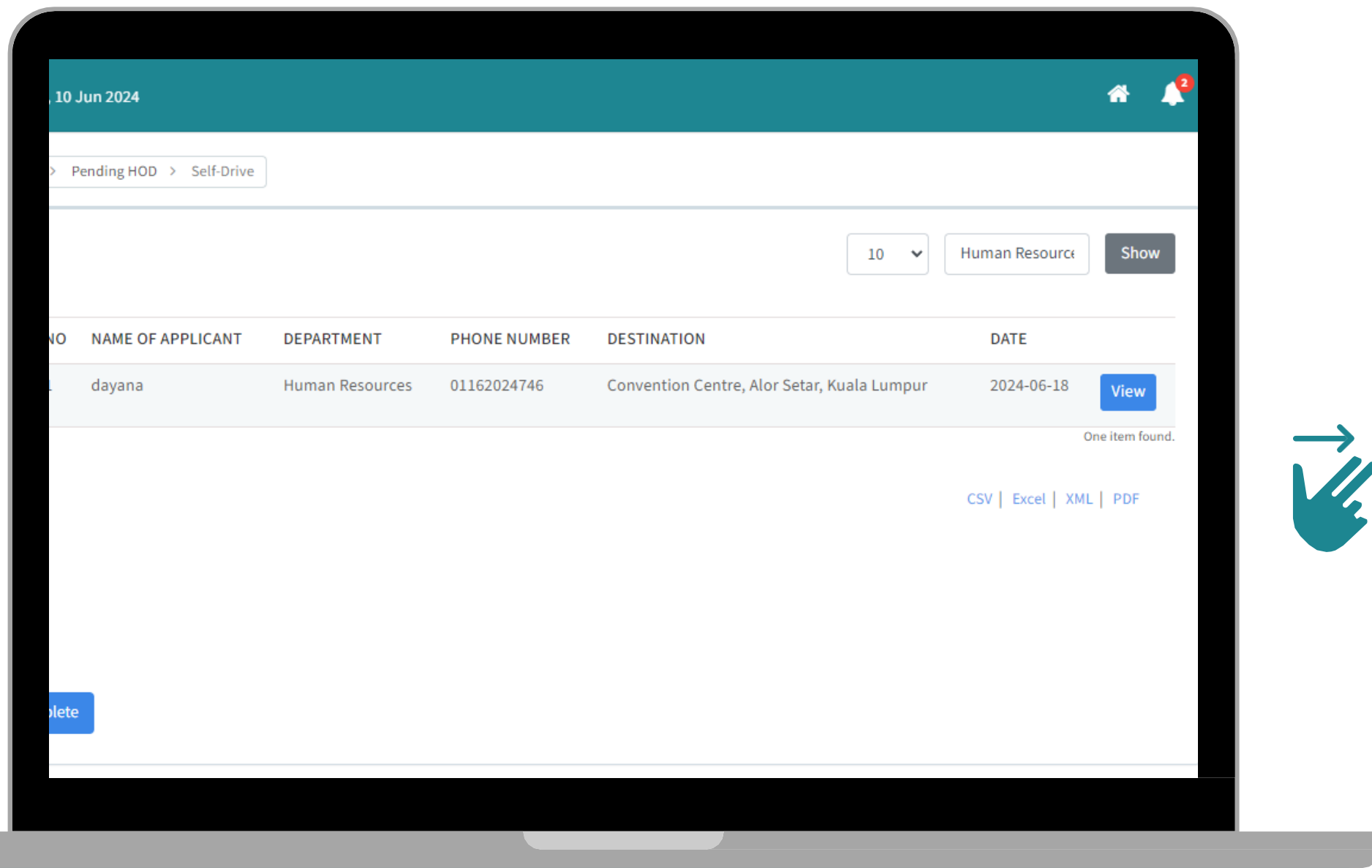
2



<https://jodc.johorport.com.my>

Click on the "View"
button corresponding to
the application you wish
to approve or reject.

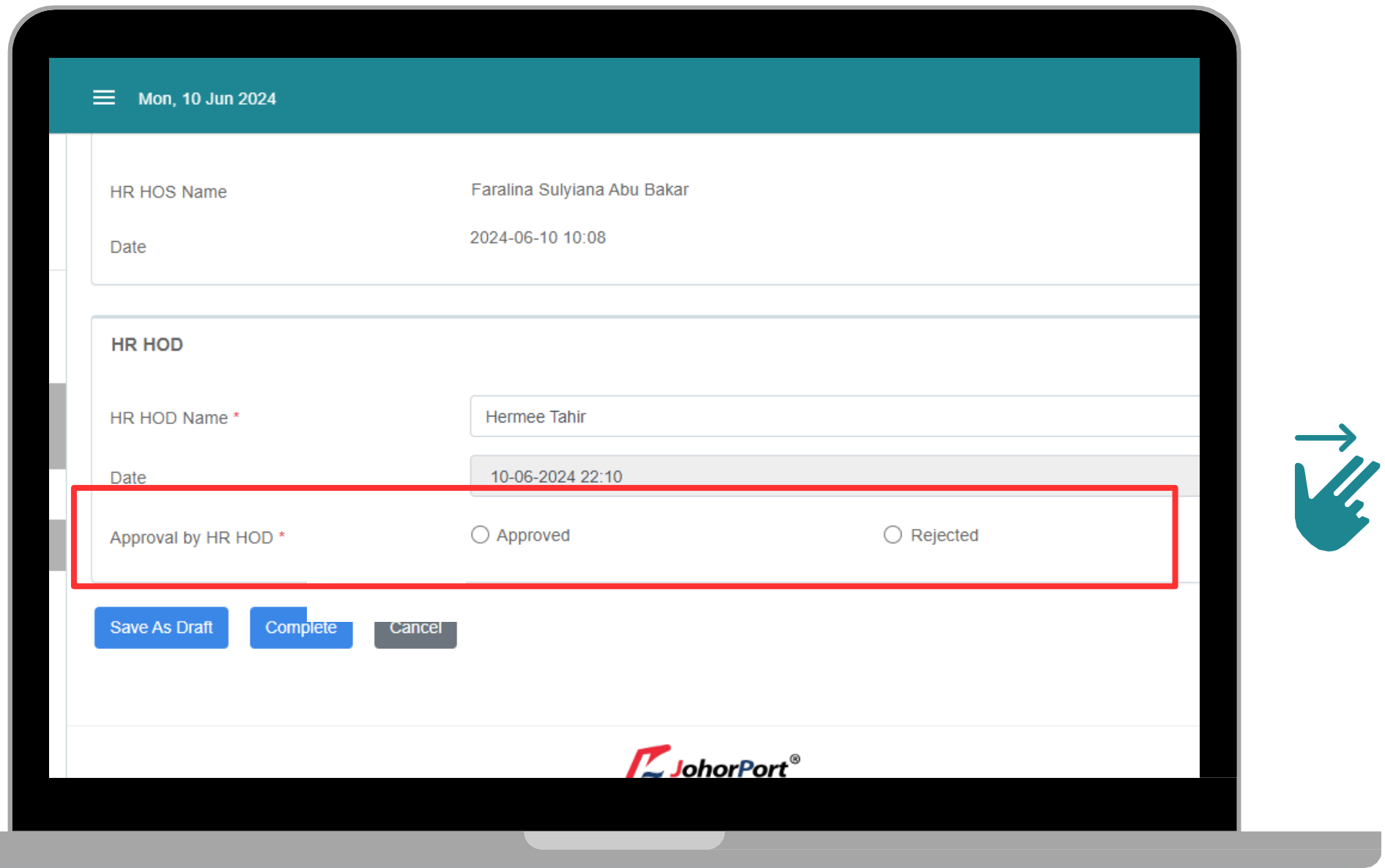
1



<https://jodc.johorport.com.my>

In the HR HOD approval section, please ensure that the HR HOD's name is correct, and then select either "Approve" or "Reject."

1



Mon, 10 Jun 2024

HR HOS Name Faralina Sulyiana Abu Bakar

Date 2024-06-10 10:08

HR HOD

HR HOD Name * Hermee Tahir

Date 10-06-2024 22:10

Approval by HR HOD * ☐ Approved ☐ Rejected

Save As Draft Complete Cancel

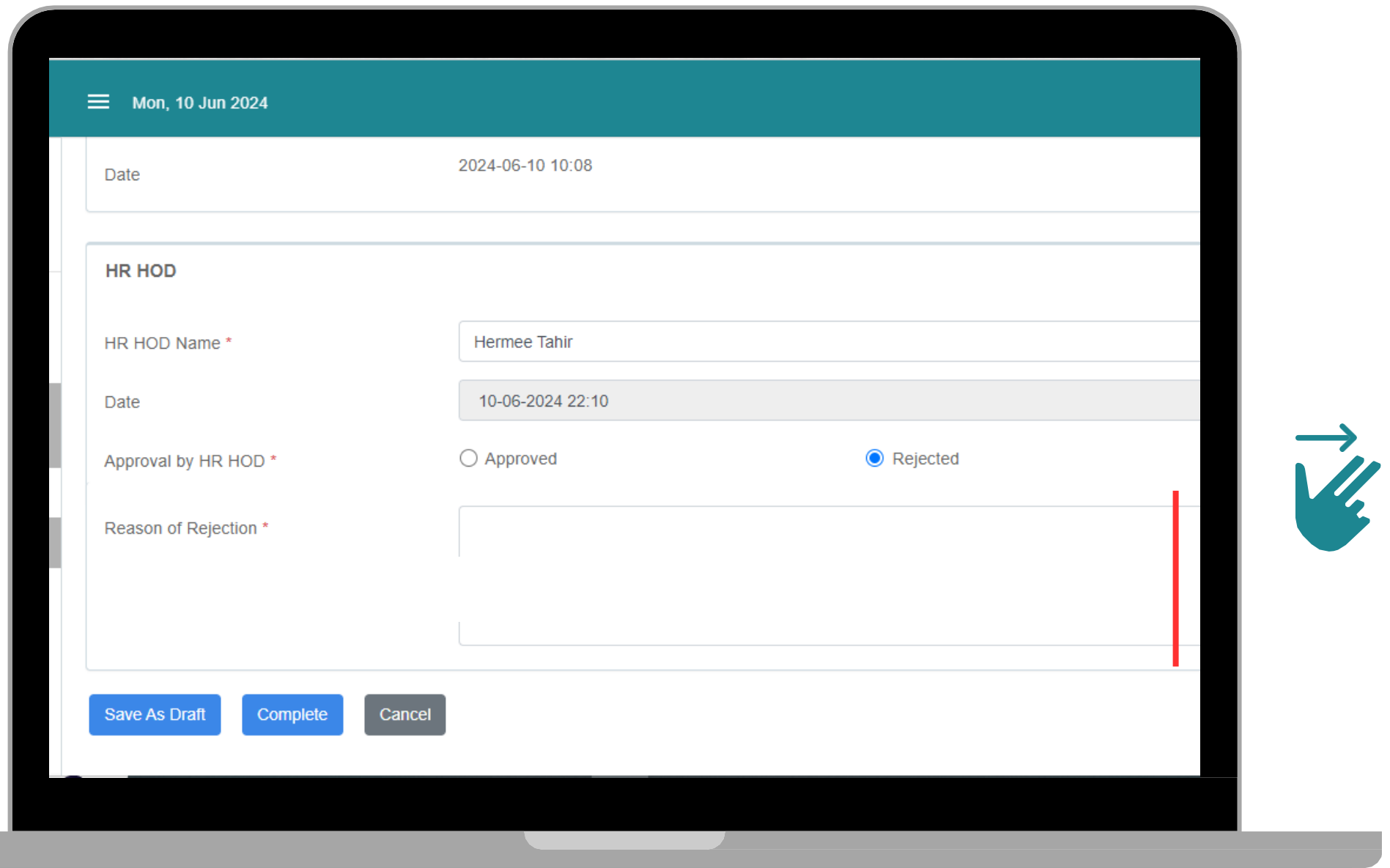




<https://jodc.johorport.com.my>

If you choose to reject,
please provide a reason for
the rejection.

1



The screenshot shows a web application interface for HR HOD approval/rejection. The interface is displayed on a laptop screen. At the top, there is a teal header bar with a menu icon and the date "Mon, 10 Jun 2024". Below the header, the main content area is white. It contains a form with the following fields:

- Date:** 2024-06-10 10:08
- HR HOD:**
 - HR HOD Name *:** Hermee Tahir
 - Date:** 10-06-2024 22:10
 - Approval by HR HOD *:** ☐ Approved ☒ Rejected
 - Reason of Rejection *:** (Empty text area)

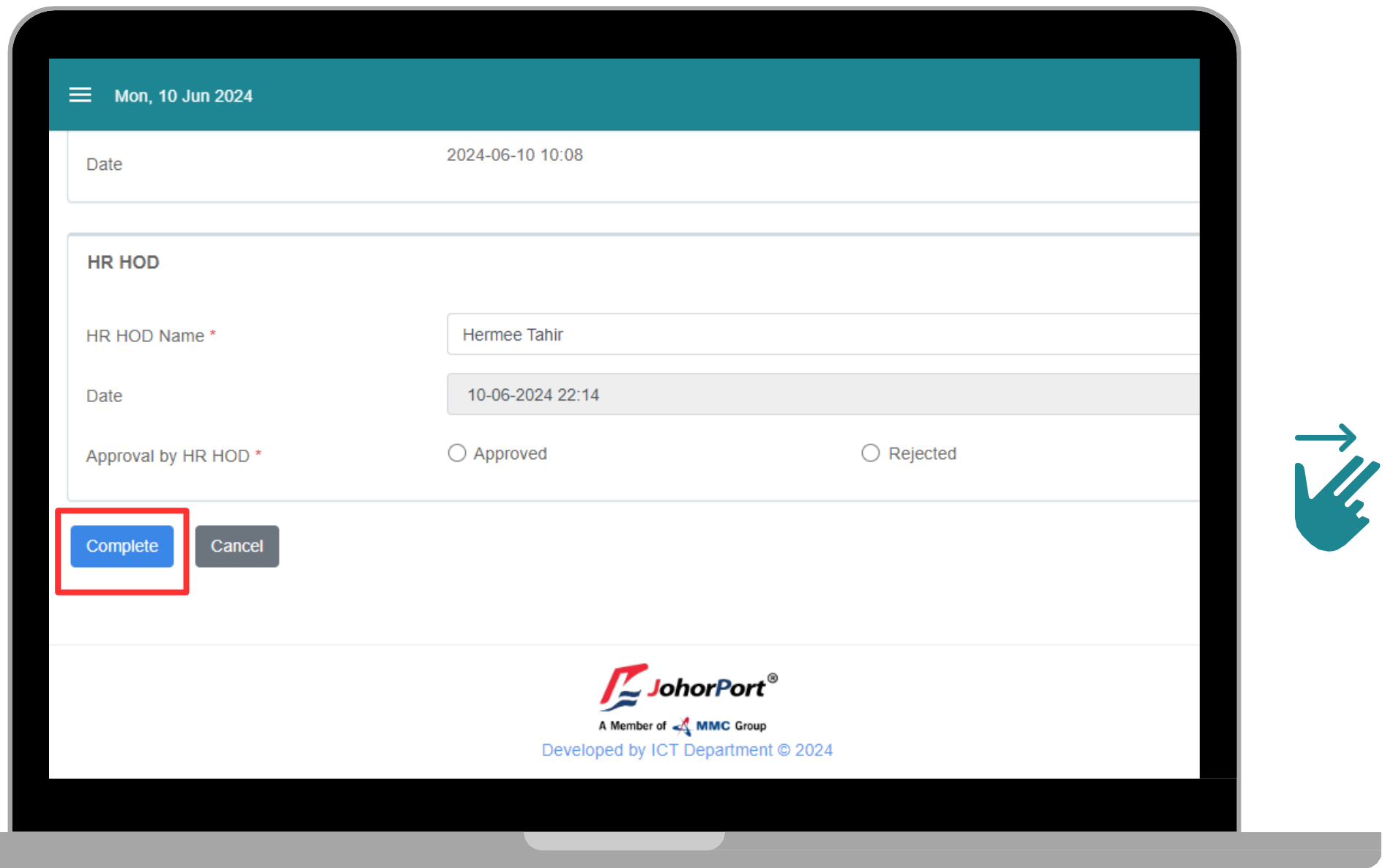
At the bottom of the form, there are three buttons: "Save As Draft" (blue), "Complete" (blue), and "Cancel" (grey). A red vertical line is visible on the right side of the "Reason of Rejection" text area. To the right of the laptop screen, there is a teal icon of a hand pointing right.



<https://jodc.johorport.com.my>

Click Complete' button to proceed

1



Mon, 10 Jun 2024

Date 2024-06-10 10:08

HR HOD

HR HOD Name * Hermee Tahir

Date 10-06-2024 22:14

Approval by HR HOD * ☐ Approved ☐ Rejected

Complete Cancel


A Member of MMC Group
Developed by ICT Department © 2024

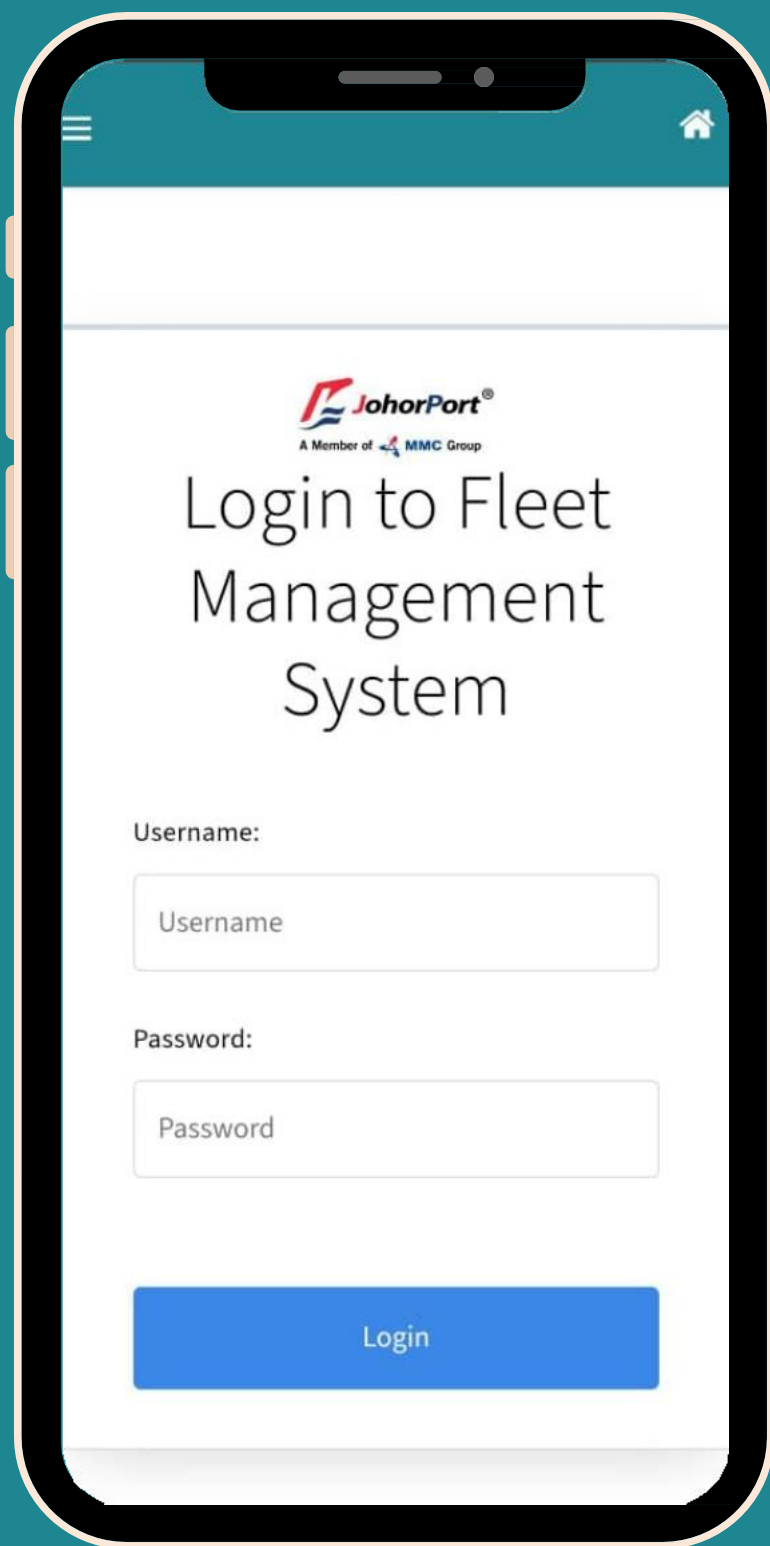


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HOW TO RECORD VEHICLE MILEAGE

1

Driver Manual Guide



The image shows a smartphone screen with the JohorPort Fleet Management System login interface. At the top, there is a teal header with a home icon. Below the header, the JohorPort logo is displayed, followed by the text "A Member of MMC Group". The main heading is "Login to Fleet Management System". There are two input fields: "Username:" and "Password:". Below these fields is a blue "Login" button. The phone has a black bezel and a gold-colored frame.

JohorPort®
A Member of MMC Group

Login to Fleet
Management
System

Username:
Username

Password:
Password

Login



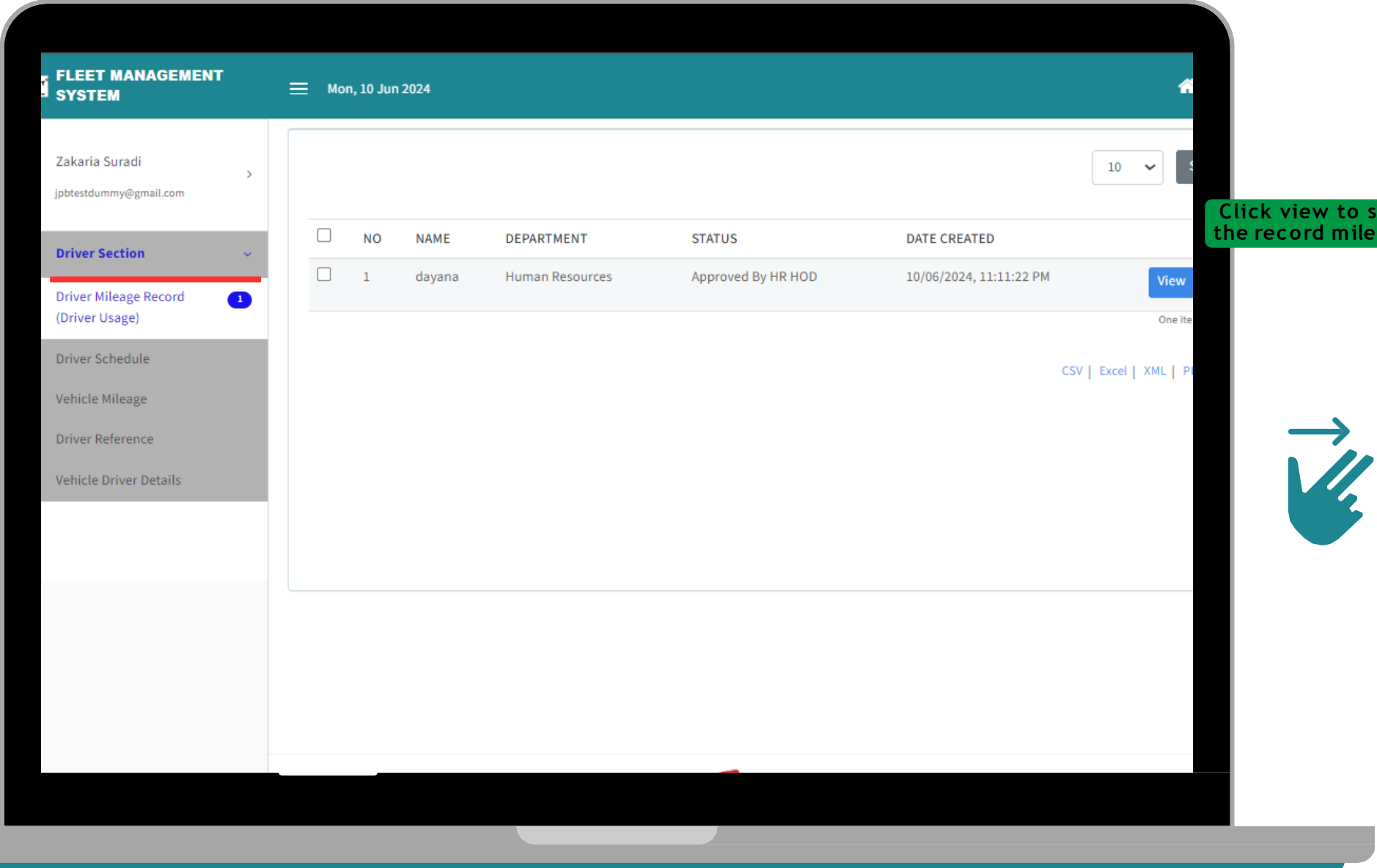
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Open Mileage Record in the sidebar.

1



<https://jodc.johorport.com.my>

Fill the details in the form Mileage Record

2

Mileage Record

Start Mileage (KM)	159 KM
Start Time	10/06/24 12:00 am
Return Mileage (KM)	254 KM
Return Time	10/06/24 05:00 am
Total Mileage	95 KM
Total Fuel Consumption (RM)	RM 200.00

Vehicle Form Details

Vehicle Type	TOYOTA ALPHARD
Vehicle No	JPB9999
Driver name	MUHAMMAD AQIL SYAFIQ BIN ZAINAL
Driver Phone Number	0123456789
Driver Email	muhammadaqilsyafiq15@gmail.com

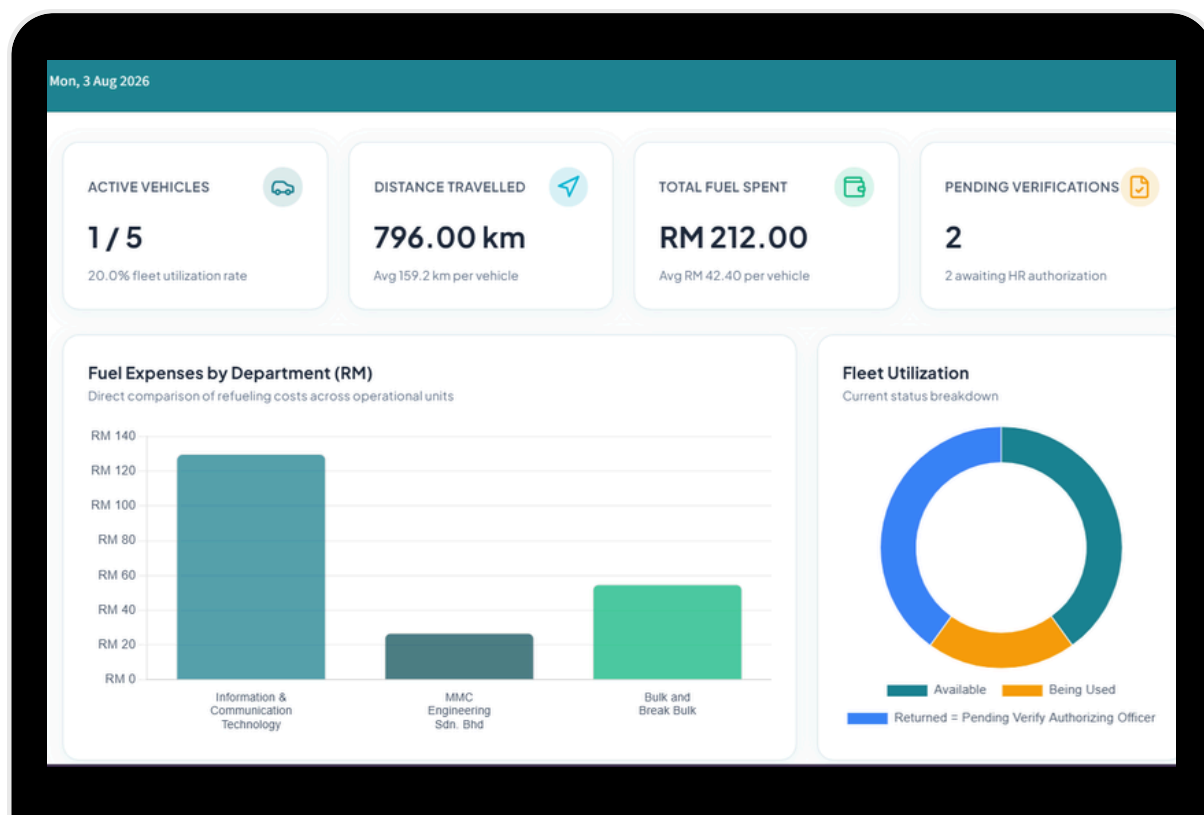
[Save As Draft](#) [Complete](#) [Cancel](#)

Click complete to submit the record



<https://jodc.johorport.com.my>

FMS (Maintenance Monitoring)



USER MANUAL GUIDE

Visit our website

<https://jodc.johorport.com.my>



Content

1.0 User Functions

2.0 Authorizing Officer Functions

Click on a title to navigate to
the corresponding page



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<https://jodc.johorport.com.my>

FMS (Maintenance Monitoring)

User Manual Guide

Visit our website

<https://jodc.johorport.com.my>



Content

1.0 Pre-Use Checklist

2.0 Logbook

3.0 Post-Use Checklist

4.0 Vehicle Use History

Click on a title to navigate to
the corresponding page



Visit our website
<https://jodc.johorport.com.my>

1.0 Pre-Use Checklist

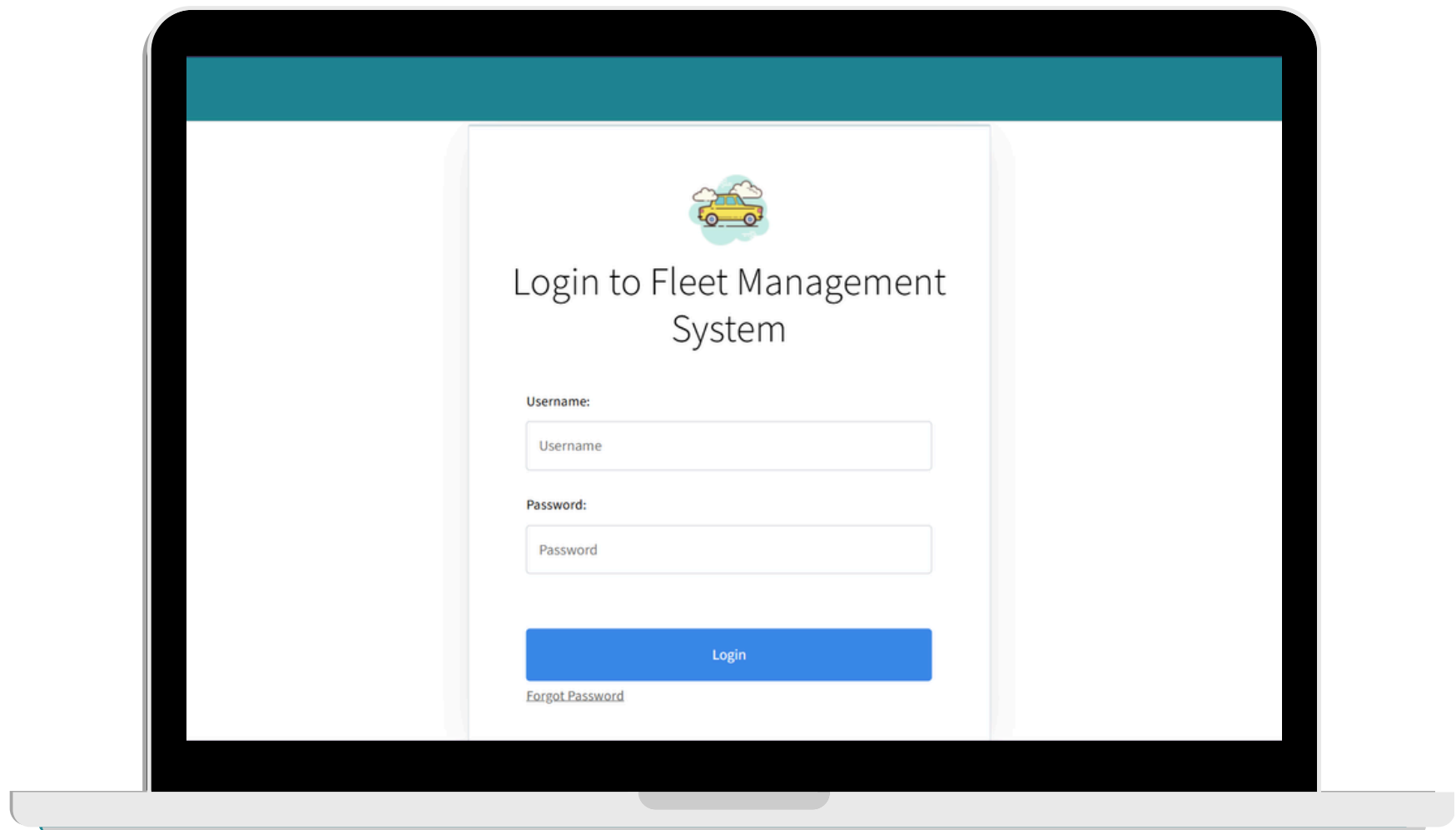


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<https://jodc.johorport.com.my>

1.0 Pre-Use Checklist

1

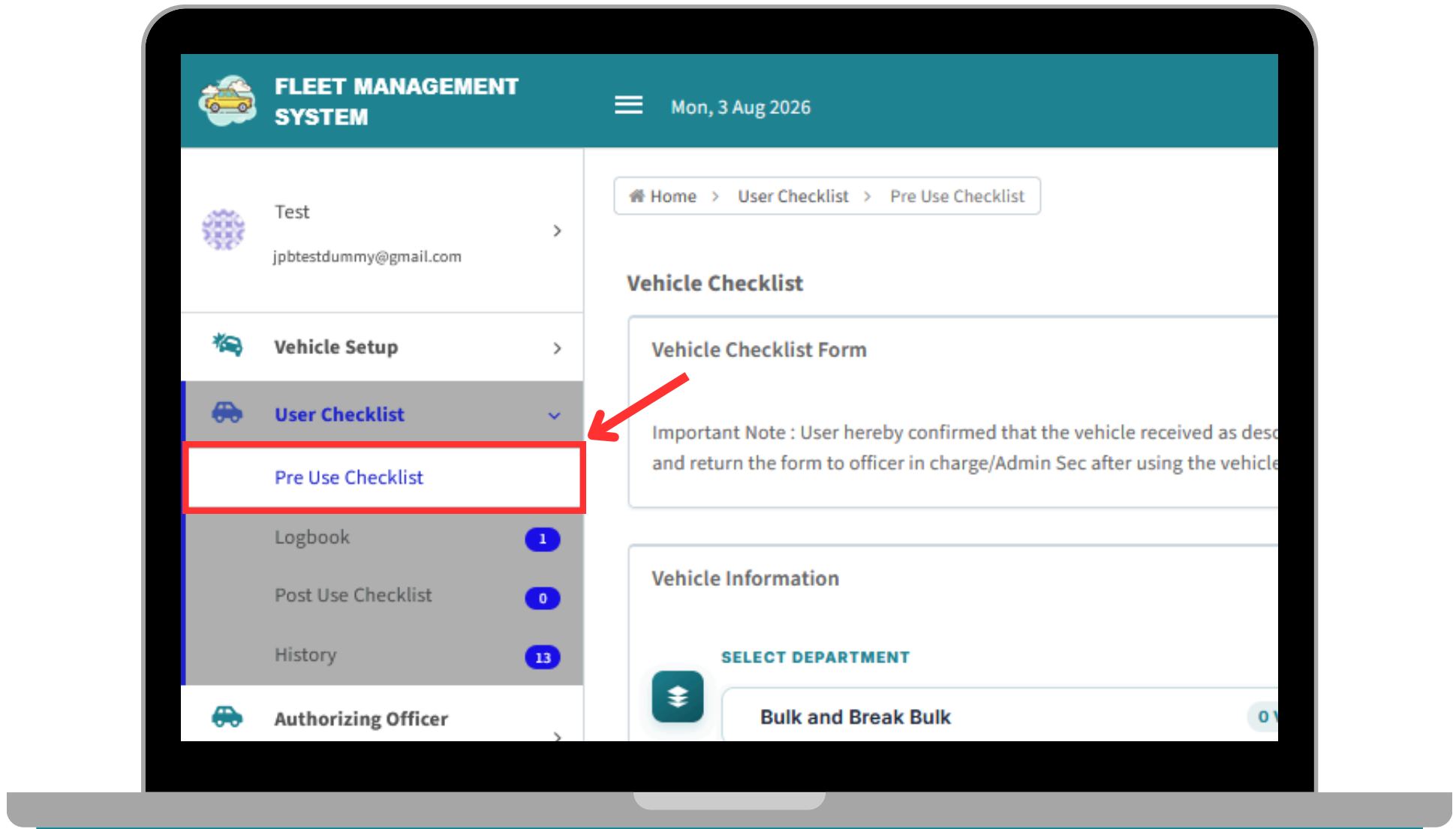
Enter your username and password to log in



Visit our website
<https://jodc.johorport.com.my>

Navigate to User Checklist > Pre-Use Checklist

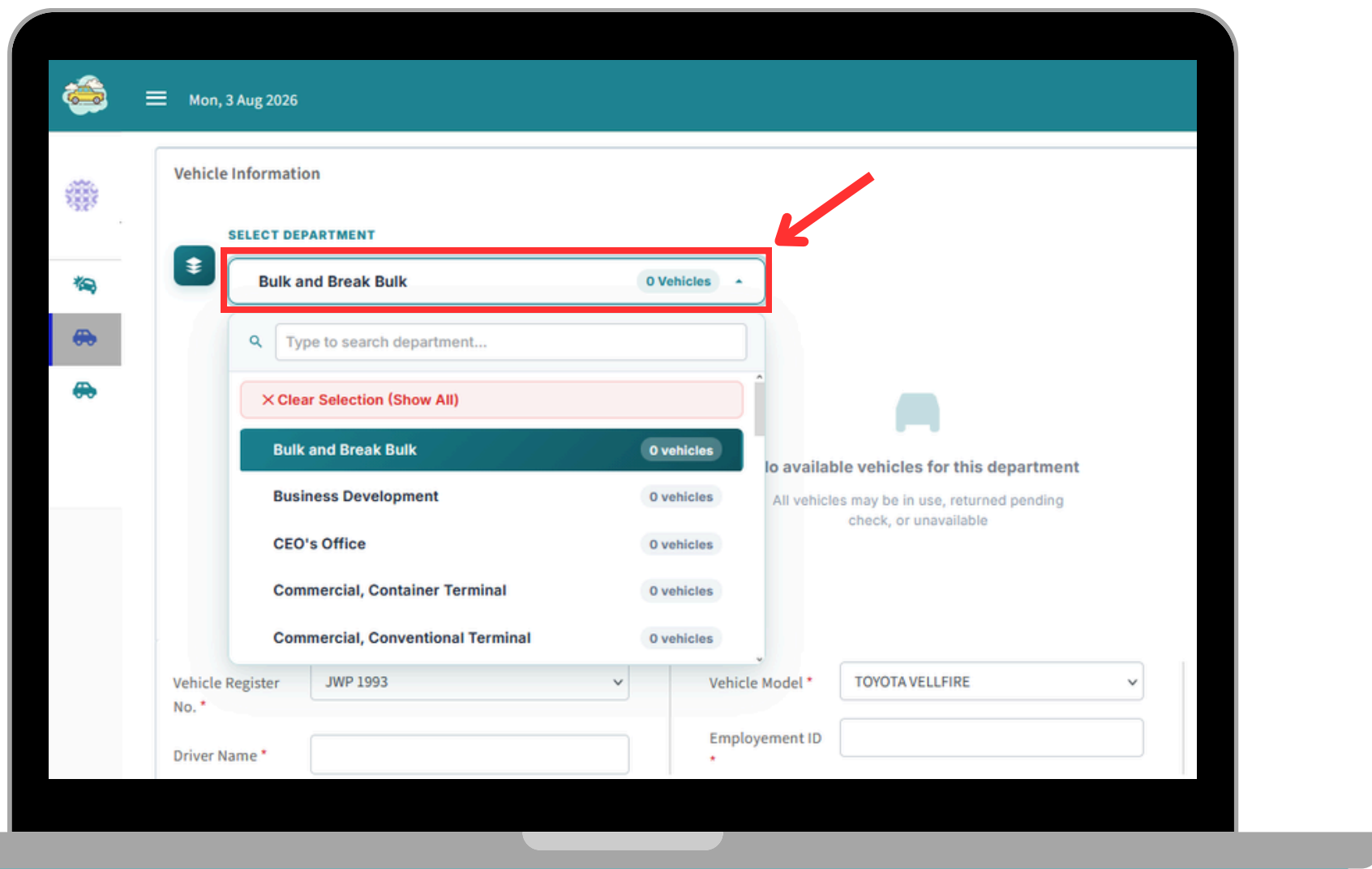
2



<https://jodc.johorport.com.my>

Select Vehicle's Department

3



The screenshot displays the 'Vehicle Information' section of a web application. A red box highlights the 'SELECT DEPARTMENT' dropdown menu, which is currently set to 'Bulk and Break Bulk' with '0 Vehicles' available. A red arrow points to the dropdown arrow. The dropdown menu is open, showing a search bar and a list of departments: 'Bulk and Break Bulk' (0 vehicles), 'Business Development' (0 vehicles), 'CEO's Office' (0 vehicles), 'Commercial, Container Terminal' (0 vehicles), and 'Commercial, Conventional Terminal' (0 vehicles). Below the dropdown, there are input fields for 'Vehicle Register No.' (JWP 1993), 'Vehicle Model' (TOYOTA VELLFIRE), 'Driver Name', and 'Employment ID'.

Vehicle Information

Mon, 3 Aug 2026

SELECT DEPARTMENT

Bulk and Break Bulk 0 Vehicles

Type to search department...

× Clear Selection (Show All)

Bulk and Break Bulk 0 vehicles

Business Development 0 vehicles

CEO's Office 0 vehicles

Commercial, Container Terminal 0 vehicles

Commercial, Conventional Terminal 0 vehicles

Vehicle Register No. JWP 1993

Vehicle Model TOYOTA VELLFIRE

Driver Name

Employment ID

0 available vehicles for this department

All vehicles may be in use, returned pending check, or unavailable



<https://jodc.johorport.com.my>

Select the Available Vehicle's Department

4

The screenshot shows a web application interface for a vehicle checklist. The header bar is teal with the JODC Johor Port logo and the date 'Mon, 3 Aug 2026'. A sidebar on the left contains icons for a gear, a car, and a truck. The main content area is titled 'Vehicle Checklist' and contains a 'Vehicle Checklist Form' section with an important note. Below this is the 'Vehicle Information' section, which includes a 'SELECT DEPARTMENT' dropdown menu currently set to 'Information & Communication Technology' (showing '2 Vehicles'). Two vehicle cards are displayed: 'TOYOTA VELLFIRE' with license plate 'JWP 1993' (marked 'SELECTED ✓') and 'PROTON PERSONA 951' with license plate 'JYN 951' (marked 'SELECT VEHICLE →'). At the bottom, there are input fields for 'Vehicle Register No.' (JWP 1993), 'Vehicle Model' (TOYOTA VELLFIRE), 'Fuel Type', 'Driver Name', 'Employment ID', and 'Department'.

Mon, 3 Aug 2026

Vehicle Checklist

Vehicle Checklist Form

Important Note : User hereby confirmed that the vehicle received as described above and shall be responsible upon return any damages incurred to the aforesaid vehicle. Please charge/Admin Sec after using the vehicle

Vehicle Information

SELECT DEPARTMENT

Information & Communication Technology 2 Vehicles

TOYOTA VELLFIRE
JWP 1993
SELECTED ✓

PROTON PERSONA 951
JYN 951
SELECT VEHICLE →

Vehicle Register No. * JWP 1993

Vehicle Model * TOYOTA VELLFIRE

Fuel Type *

Driver Name *

Employment ID *

Department *



<https://jodc.johorport.com.my>

Complete the Pre-Use Inspection

5

Vehicle Pre-Use Checklist

Tyre Pressure *	☐ Okay	☐ Not okay	Radiator Level *	☐ Okay	☐ Not okay	Carpets / Rubber Mats *	☐ Okay	☐ Not okay
Tyre Thread *	☐ Okay	☐ Not okay	Signal Front / Rear *	☐ Okay	☐ Not okay	Body Dent / Scratch *	☐ Okay	☐ Not okay
Engine Oil Level *	☐ Okay	☐ Not okay	Front Lamp *	☐ Okay	☐ Not okay	Spare Tyre *	☐ Okay	☐ Not okay
Brake Fluid *	☐ Okay	☐ Not okay	Brake Lamp *	☐ Okay	☐ Not okay	Windscreen Crack *	☐ Okay	☐ Not okay
Wiper & Water *	☐ Okay	☐ Not okay	Front / Rear Seat Belts *	☐ Okay	☐ Not okay	Battery *	☐ Okay	☐ Not okay

Current Odometer Reading (Pre-Use) *

1,730.00 KM

⌵

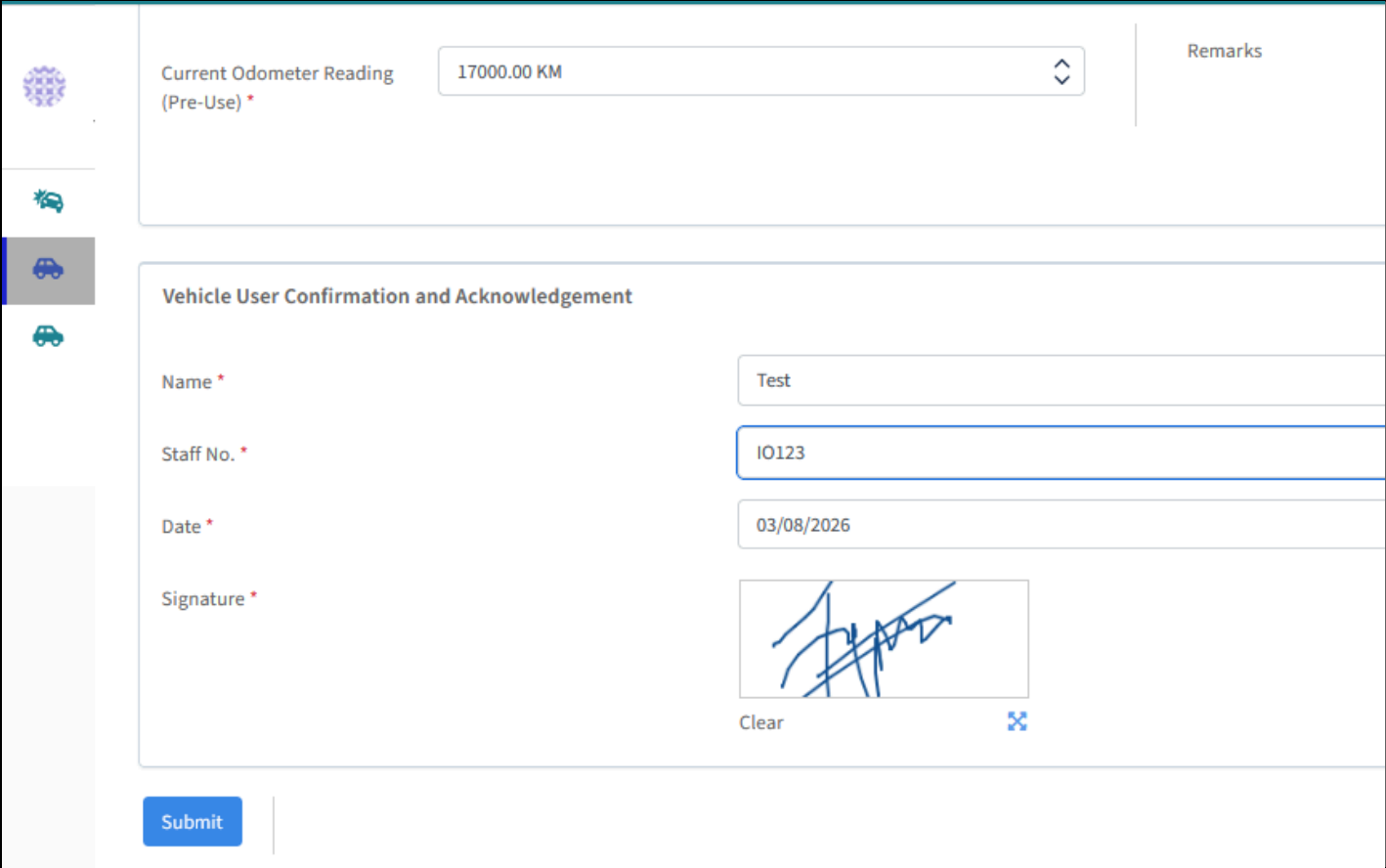
Remarks



<https://jodc.johorport.com.my>

Once Completed, Click
'Submit'

6



The screenshot shows a web application interface for vehicle user confirmation. On the left is a sidebar with four icons: a gear, a car with a star, a car, and a car with a checkmark. The main content area is divided into two sections. The top section, titled 'Current Odometer Reading (Pre-Use) *', contains a text input field with '17000.00 KM' and a 'Remarks' column. The bottom section, titled 'Vehicle User Confirmation and Acknowledgement', contains four fields: 'Name *' with 'Test', 'Staff No. *' with 'IO123', 'Date *' with '03/08/2026', and 'Signature *' with a handwritten signature. Below the signature field are 'Clear' and 'x' buttons. A 'Submit' button is at the bottom left of the main content area.

Current Odometer Reading (Pre-Use) *	
17000.00 KM	Remarks

Vehicle User Confirmation and Acknowledgement	
Name *	Test
Staff No. *	IO123
Date *	03/08/2026
Signature *	
Clear 	

Submit



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2.0 Logbook

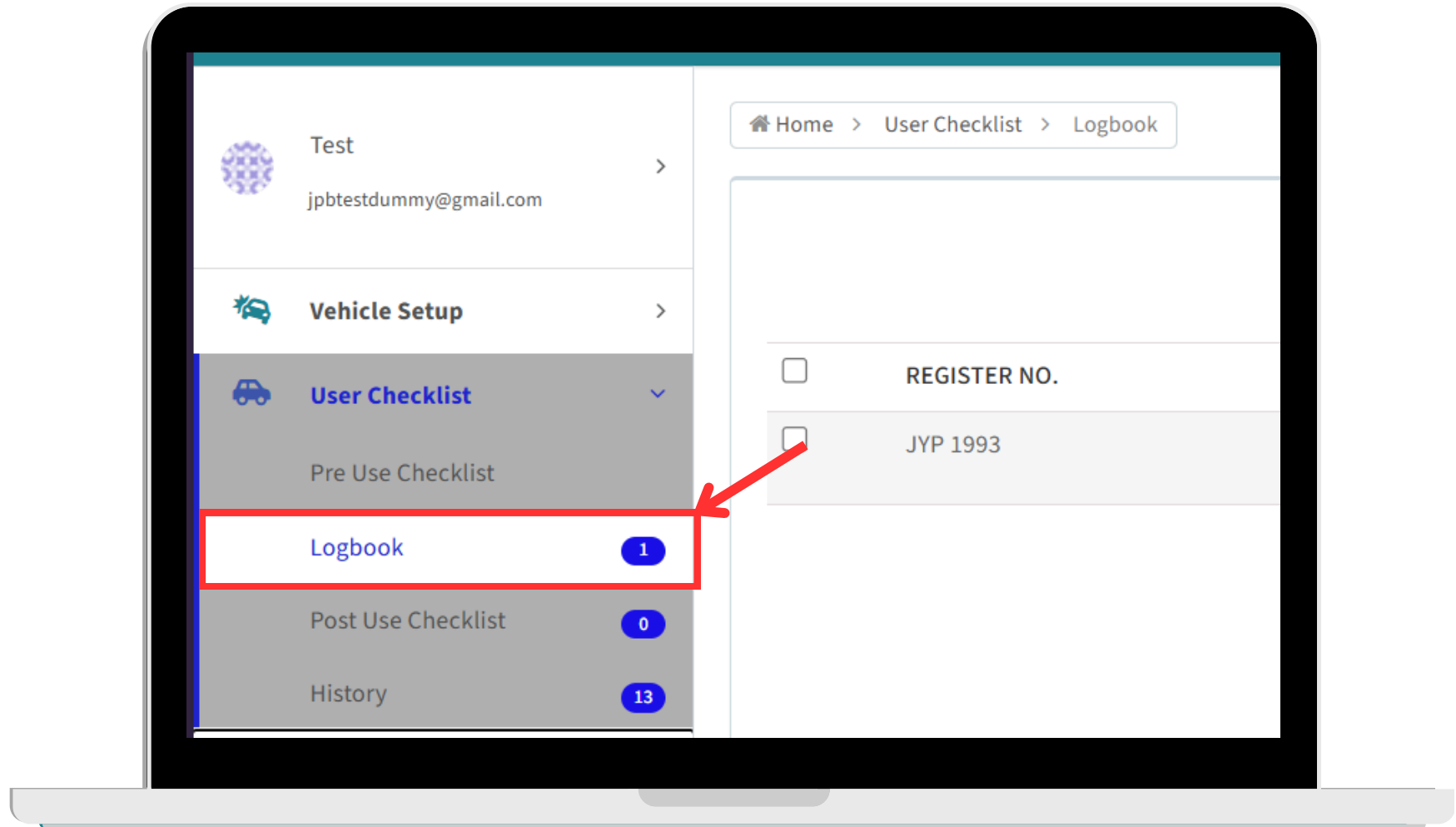


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2.0 Logbook

1

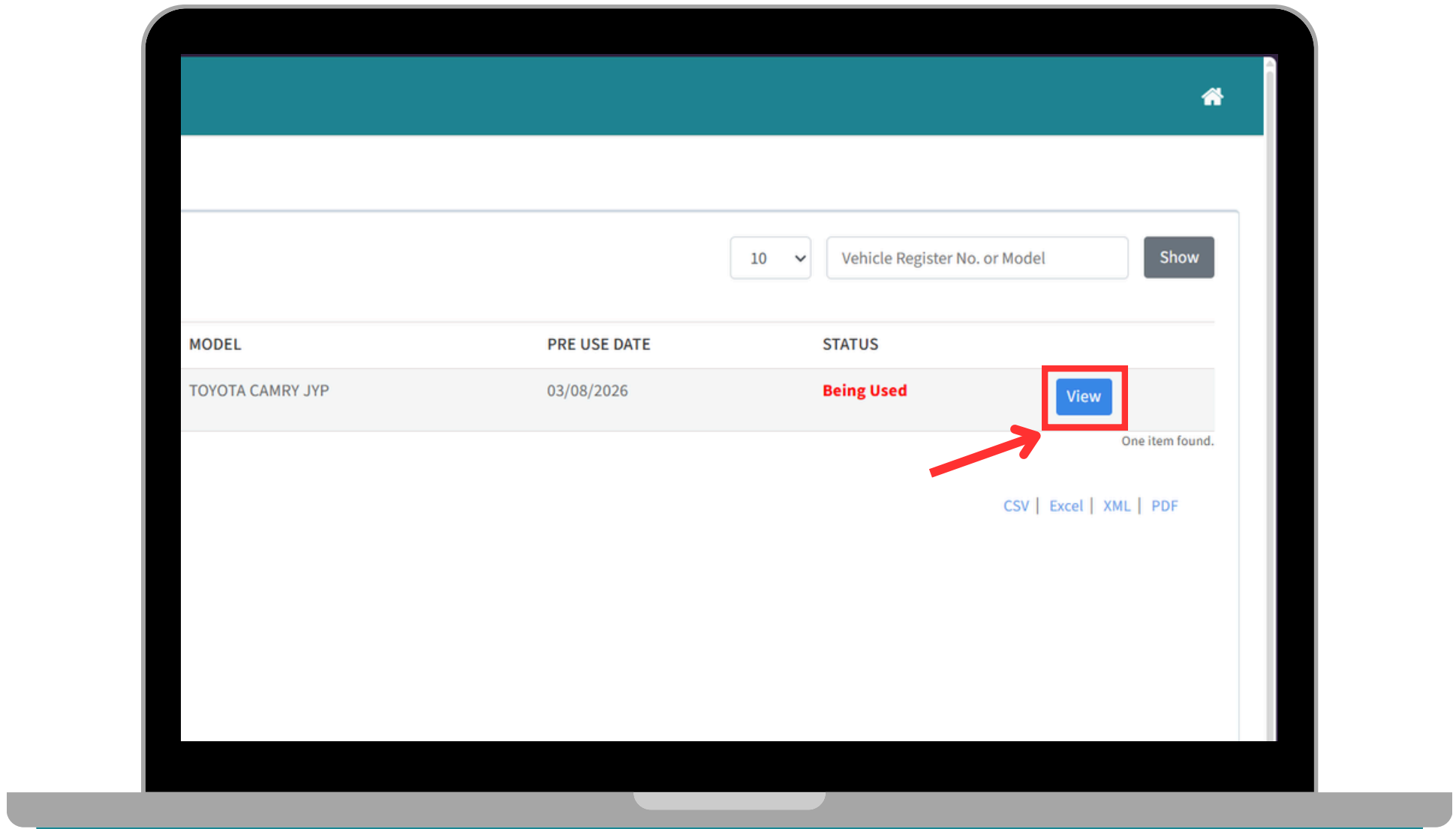
Navigate to User Checklist > Logbook



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<https://jodc.johorport.com.my>

Click view

2



<https://jodc.johorport.com.my>

Fill all required field

3

Mon, 3 Aug 2026

Home > User Checklist > Logbook

Vehicle Checklist - Logbook

Vehicle Information

Vehicle No. JYP 1993 Model TOYOTA CAMRY JYP Fuel Type Petrol

Trip Details

Date * DD/MM/YYYY Driver Name * Haikal (KM) * 650.00 KM

Time (from) * 10:00 Destination & Purpose * Train Distanced Travelled * 50.00 KM

Time (until) * 12:00 Odometer End (KM) *

Odometer Start (KM) * 650.00 KM

Total Distanced Travelled * 50.00 KM

Purchase of Fuel

Fuel Amount	
1	10.00
2	5.00
3	

Total Fuel Amount * RM 15.00

Drop files here or click to upload.

If user refuel more than 1 time, user can enter all the transactions



<https://jodc.johorport.com.my>

Once completed, click
'Complete'

4

The screenshot shows a web application interface on a laptop. At the top, a teal header bar contains a menu icon and the date 'Mon, 3 Aug 2026'. Below the header, there is a 'Receipt' section with a file upload area that says 'Drop files here or click to upload.' The main section is titled 'Signature' and is labeled 'Car User'. It contains three input fields: 'Date *' with the value '03/08/2026', 'Name *' with the value 'Haikal', and 'Signature *' which has a blue ink signature. Below the signature field is a 'Clear' button and a close icon. At the bottom of the form, there are two buttons: 'Complete' (highlighted with a red arrow) and 'Cancel'.



<https://jodc.johorport.com.my>

3.0 Post-Use Checklist

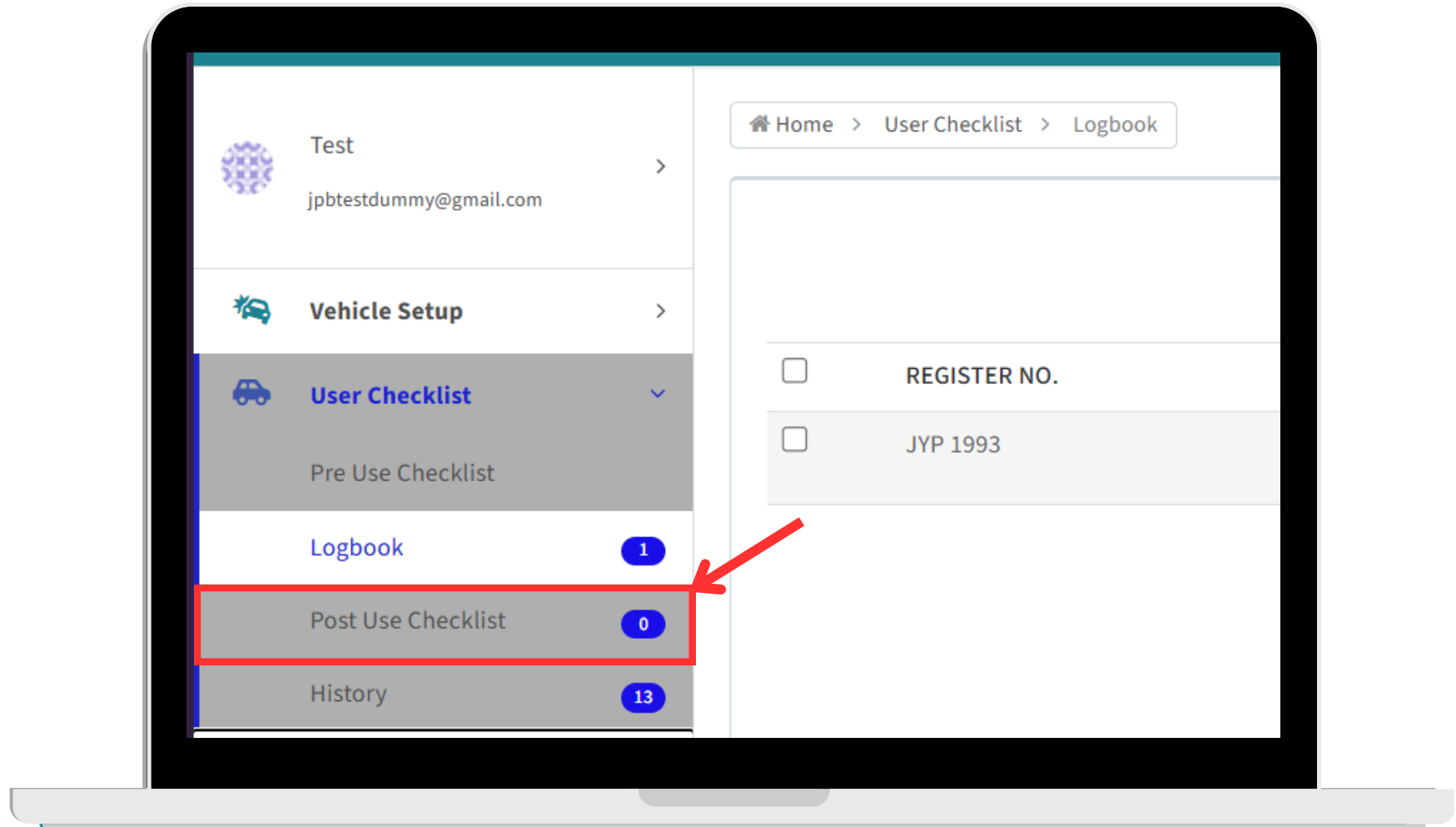


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3.0 Post-Use Checklist

1

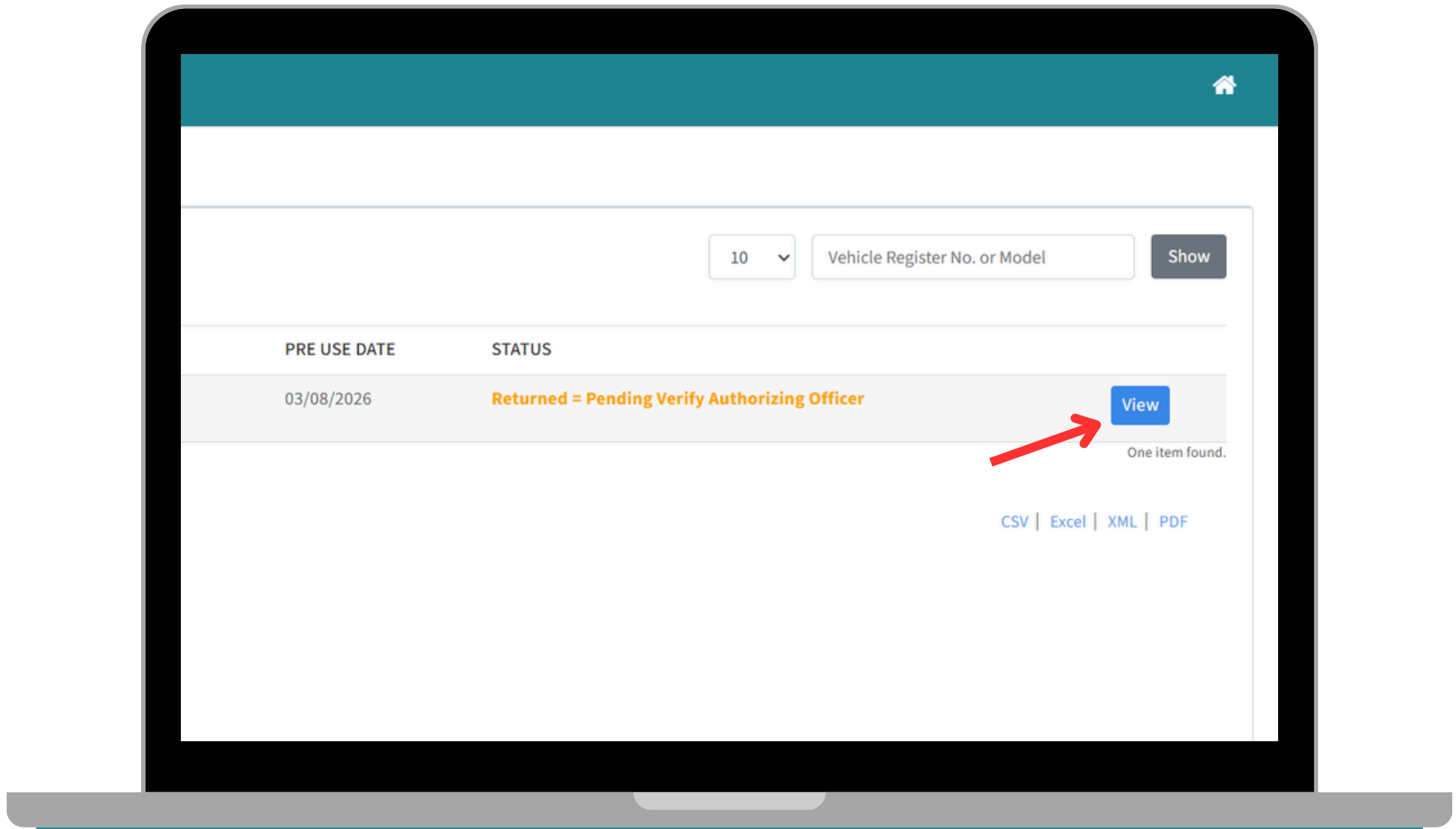
Navigate to Post-Use Checklist



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Click view

2



<https://jodc.johorport.com.my>

Fill all required column

3

Home > User Checklist > Post Use Checklist

Vehicle Checklist - Return Form

Handover

Vehicle Post-Use Checklist

Tyre Pressure *	☒ Okay	☐ Not okay	Radiator Level *	☒ Okay	☐ Not okay	Carpets / Rubber Mats *	☒ Okay
Tyre Thread *	☒ Okay	☐ Not okay	Signal Front / Rear *	☒ Okay	☐ Not okay	Body Dent / Scratch *	☒ Okay
Engine Oil Level *	☒ Okay	☐ Not okay	Front Lamp *	☒ Okay	☐ Not okay	Spare Tyre *	☒ Okay
Brake Fluid *	☒ Okay	☐ Not okay	Brake Lamp *	☒ Okay	☐ Not okay	Windscreens / Cracks *	☒ Okay
Wiper & Water *	☒ Okay	☐ Not okay	Front / Rear Seat Belts *	☒ Okay	☐ Not okay	Important Note : User hereby confirmed that the vehicle received as described and return the form to officer in charge/Admin Sec after using the vehicle.	

Vehicle Information

Vehicle Register No.	Vehicle Model
Driver Name	Haikal
Employee ID	
Vehicle Department	MMC Engineering Sdn. Bhd

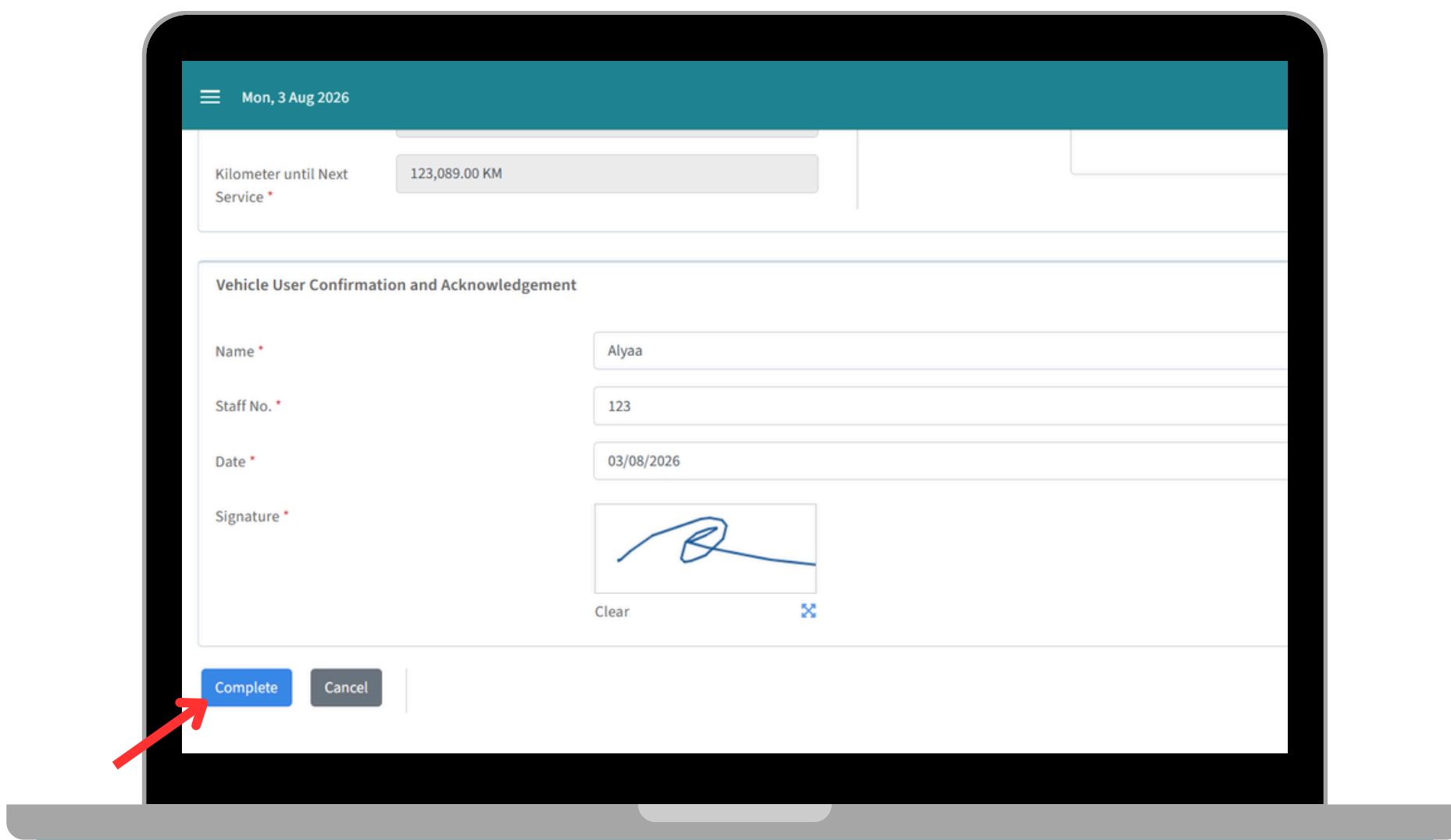
user can view pre-use information by clicking the collapsible section



<https://jodc.johorport.com.my>

Once completed, click
'Complete'

4



Mon, 3 Aug 2026

Kilometer until Next Service * 123,089.00 KM

Vehicle User Confirmation and Acknowledgement

Name * Alyaa

Staff No. * 123

Date * 03/08/2026

Signature * 

Clear 

Complete Cancel



<https://jodc.johorport.com.my>

4.0 Vehicle Use History

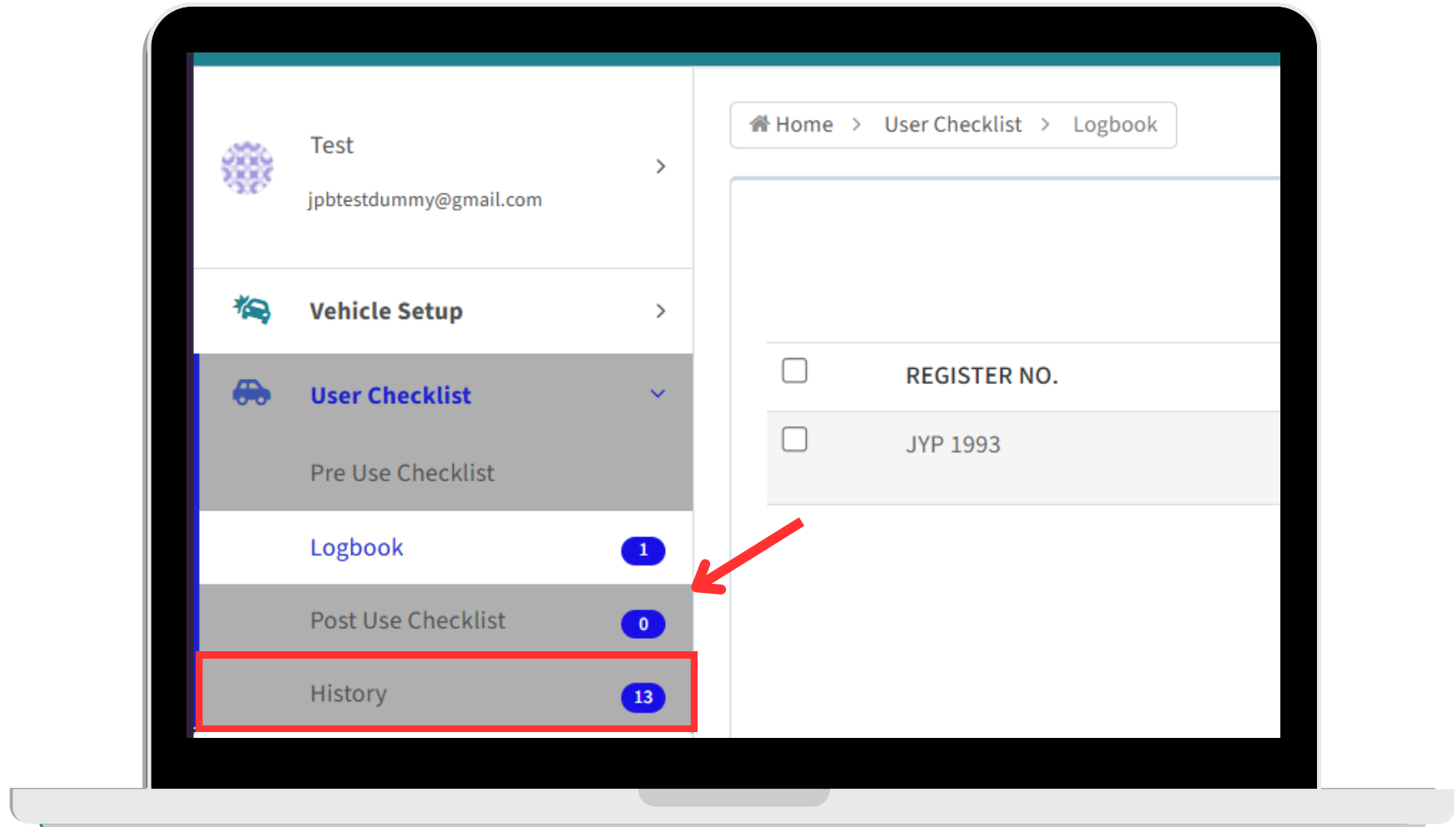


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4.0 Vehicle Use History

1

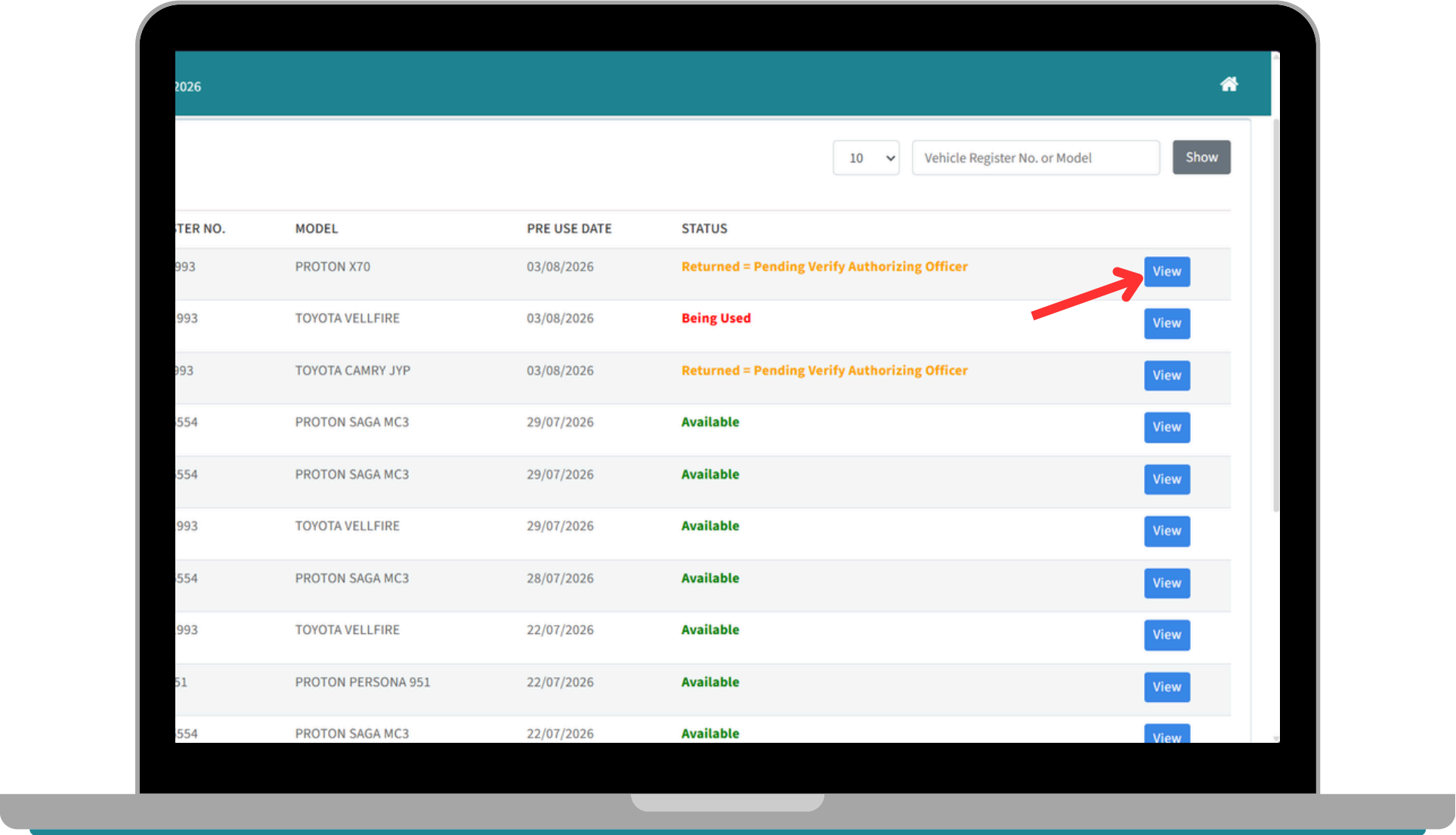
Navigate to Logbook



Visit our website
<https://jodc.johorport.com.my>

Click view

2



<https://jodc.johorport.com.my>

User can click which page they want to see

3

Mon, 3 Aug 2026

Section

1

2

3

Pre-Use Checklist

Logbook

Post-Use Checklist

Vehicle Checklist Form

Important Note : User hereby confirmed that the vehicle received as described above and shall be responsible upon return any damages incurred to the aforesaid vehicle. Please fill up and return the form to officer in charge/Admin Sec after using the vehicle

Vehicle Information

Vehicle Register No.	Vehicle Model	PROTON X70	Fuel Type	Petrol
Driver Name	Employment ID	123	Department	Information & Communication Technology
Vehicle Department	MMC Engineering Sdn. Bhd			



Content

1.0 Verify Checklist or Logbook

Click on a title to navigate to
the corresponding page



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1.0 Verify Checklist or Logbook

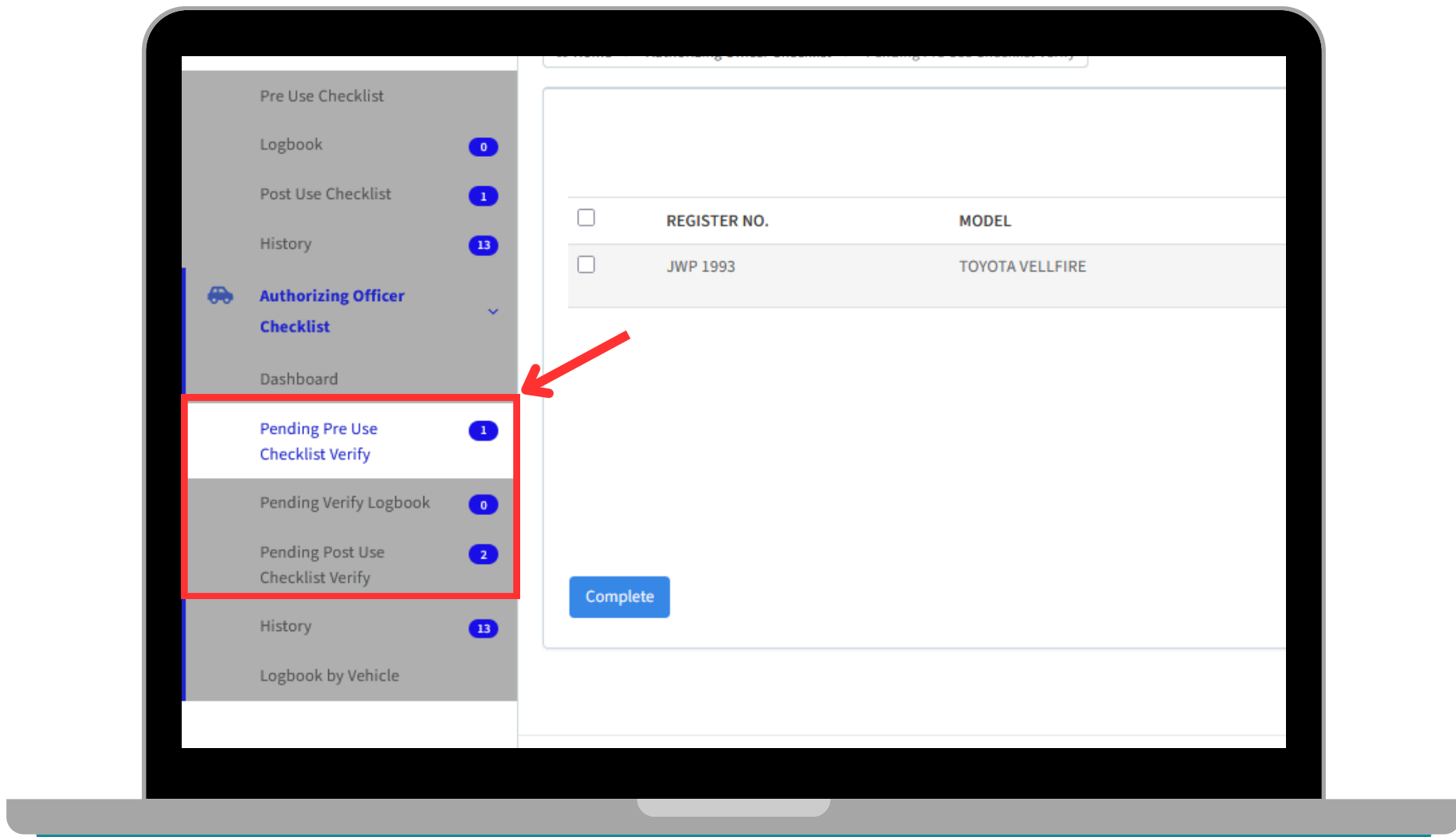


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4.0 Verify Checklist or Logbook

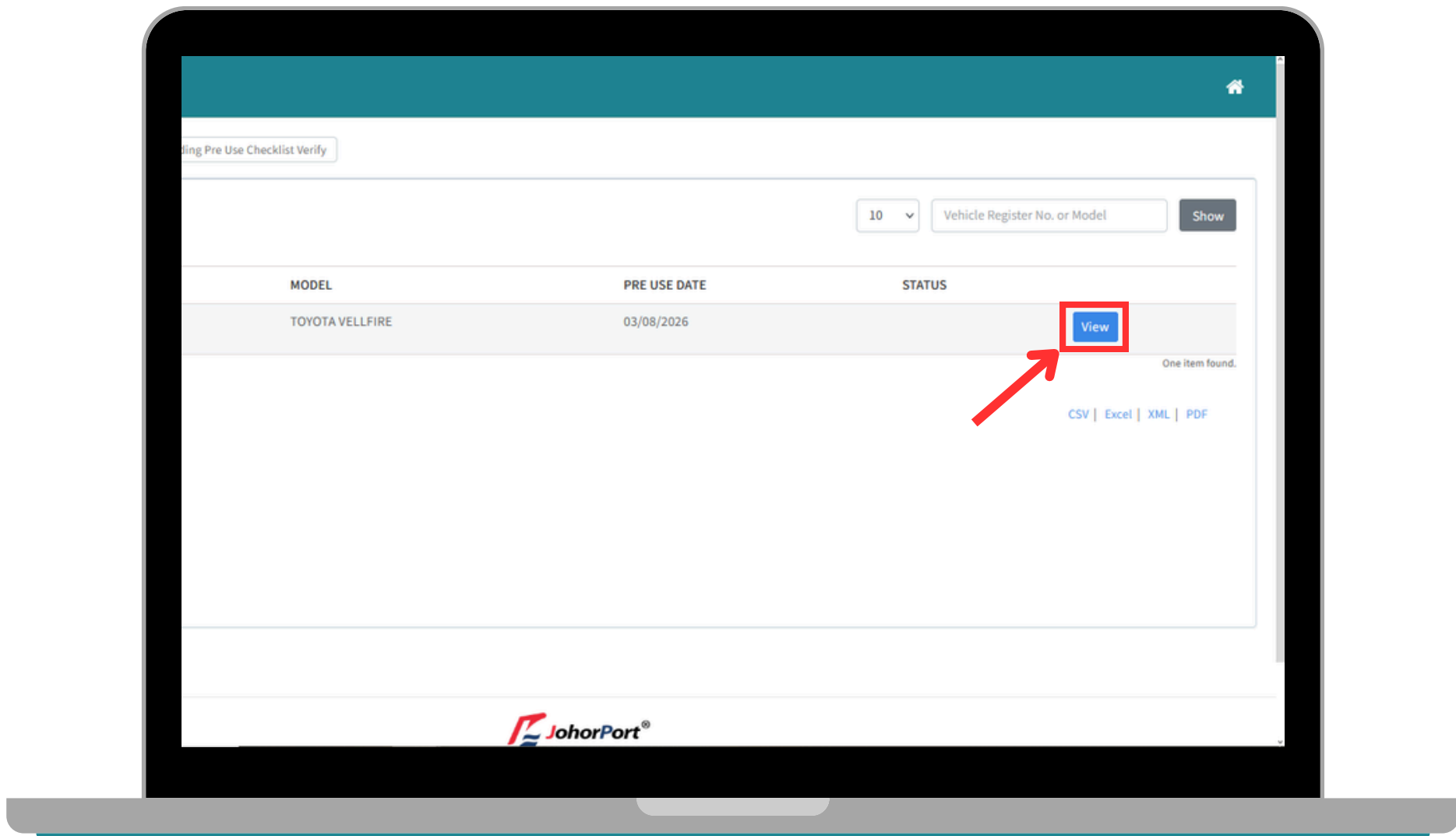
Navigate to Authorizing Officer Checklist > Pending Verify

1



Click 'View' to Verify Pending Pre-Use Vehicle

2



<https://jodc.johorport.com.my>

Review the Pending Pre-Use Vehicle Form

3

The screenshot shows a web application interface for a vehicle checklist. The header bar is teal with a logo on the left and the date 'Mon, 3 Aug 2026' on the right. Below the header, the title 'Vehicle Checklist - AO Verify Checklist Pre-Use' is displayed. A sidebar on the left contains several icons, with the vehicle icon highlighted. The main content area is titled 'Vehicle Checklist Form' and includes an 'Important Note' about vehicle responsibility. The 'Vehicle Information' section contains several input fields: 'Vehicle Register No.' (JWP 1993), 'Vehicle Model' (TOYOTA VELLFIRE), 'Fuel Type', 'Driver Name' (as), 'Employment ID' (IO123), 'Department', and 'Vehicle Department' (Information & Communication Technology). The 'Vehicle Pre-Use Checklist' section features a grid of items with radio buttons for 'Okay' or 'Not okay'. The items include Tyre Pressure, Radiator Level, Carpets / Rubber Mats, Tyre Thread, and Signal Front / Rear. Each item has a corresponding 'Remark' text box.

Mon, 3 Aug 2026

Vehicle Checklist - AO Verify Checklist Pre-Use

Vehicle Checklist Form

Important Note : User hereby confirmed that the vehicle received as described above and shall be responsible upon return any damages incurred to the aforesaid vehicle. Please Admin Sec after using the vehicle

Vehicle Information

Vehicle Register No. JWP 1993 Vehicle Model TOYOTA VELLFIRE Fuel Type

Driver Name as Employment ID IO123 Department

Vehicle Department Information & Communication Technology

Vehicle Pre-Use Checklist

Tyre Pressure ☒ Okay ☐ Not okay Radiator Level ☒ Okay ☐ Not okay Carpets / Rubber Mats

Remark Remark Remark

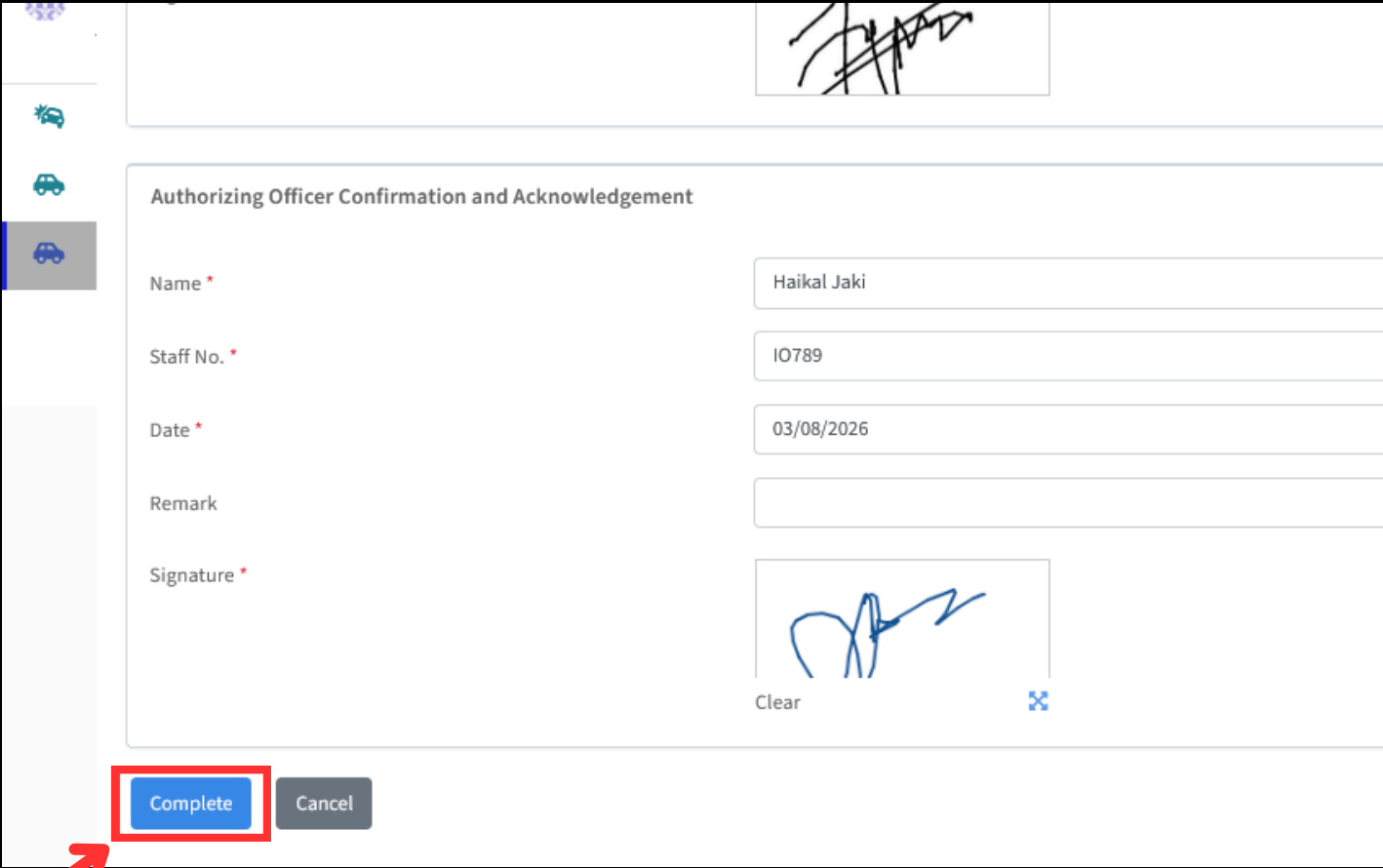
Tyre Thread ☒ Okay ☐ Not okay Signal Front / Rear ☒ Okay ☐ Not okay



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Once completed, click
'Complete'

4



The screenshot shows a web application interface for 'Authorizing Officer Confirmation and Acknowledgement'. The form includes fields for Name, Staff No., Date, Remark, and Signature. The Name field is filled with 'Haikal Jaki', Staff No. with '10789', and Date with '03/08/2026'. The Signature field contains a handwritten signature. A red box highlights the 'Complete' button, and a red arrow points to it from the bottom left. The 'Cancel' button is also visible next to it.

Authorizing Officer Confirmation and Acknowledgement	
Name *	Haikal Jaki
Staff No. *	10789
Date *	03/08/2026
Remark	
Signature *	
Clear 	
Complete Cancel	



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