

Panduan *Customer ID* Mapping MHGOM



PROUDLY MALAYSIAN
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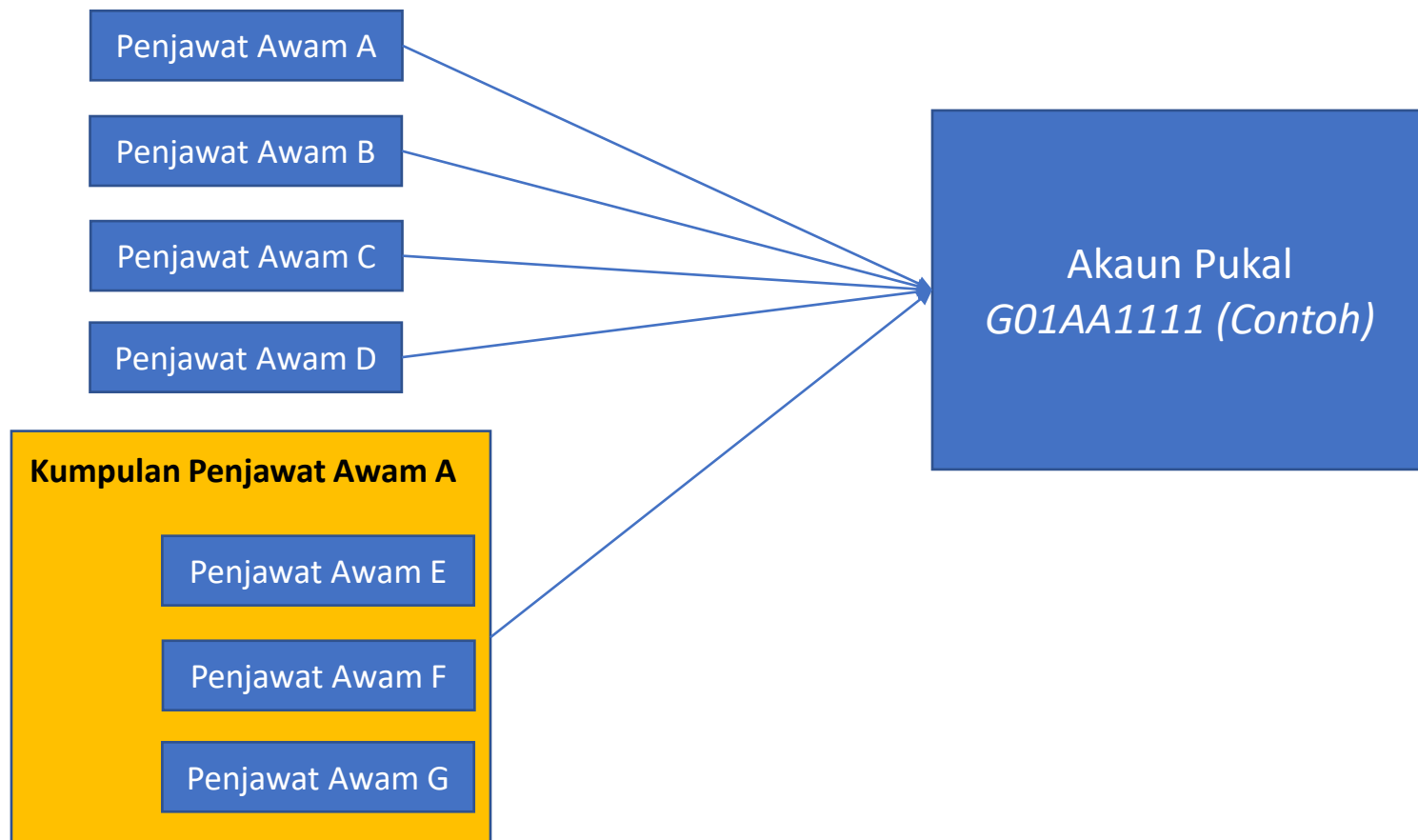
Pengenalan

- **Customer ID Mapping** merupakan proses di mana pegawai waran perlu mengaitkan (*map*) butiran para penjawat awam di bawah tanggungjawab mereka kepada akaun pukal.
- Proses ini memudahkan pegawai waran melaksanakan tempahan penerbangan kemudian, di mana segala butiran penumpang akan diisi secara automatik dengan hanya mengisi nama penumpang sahaja.
- Selain memudahkan proses, ia turut mengurangkan risiko kesilapan memasukkan butiran.

Terma Bahasa Inggeris diguna pakai MHGOM	Maksud
Customer ID	Akaun Pukal
Employee Grouping	Kumpulan Penjawat Awam
Ministry Admin	Pegawai Waran
Ministry User	Penjawat Awam

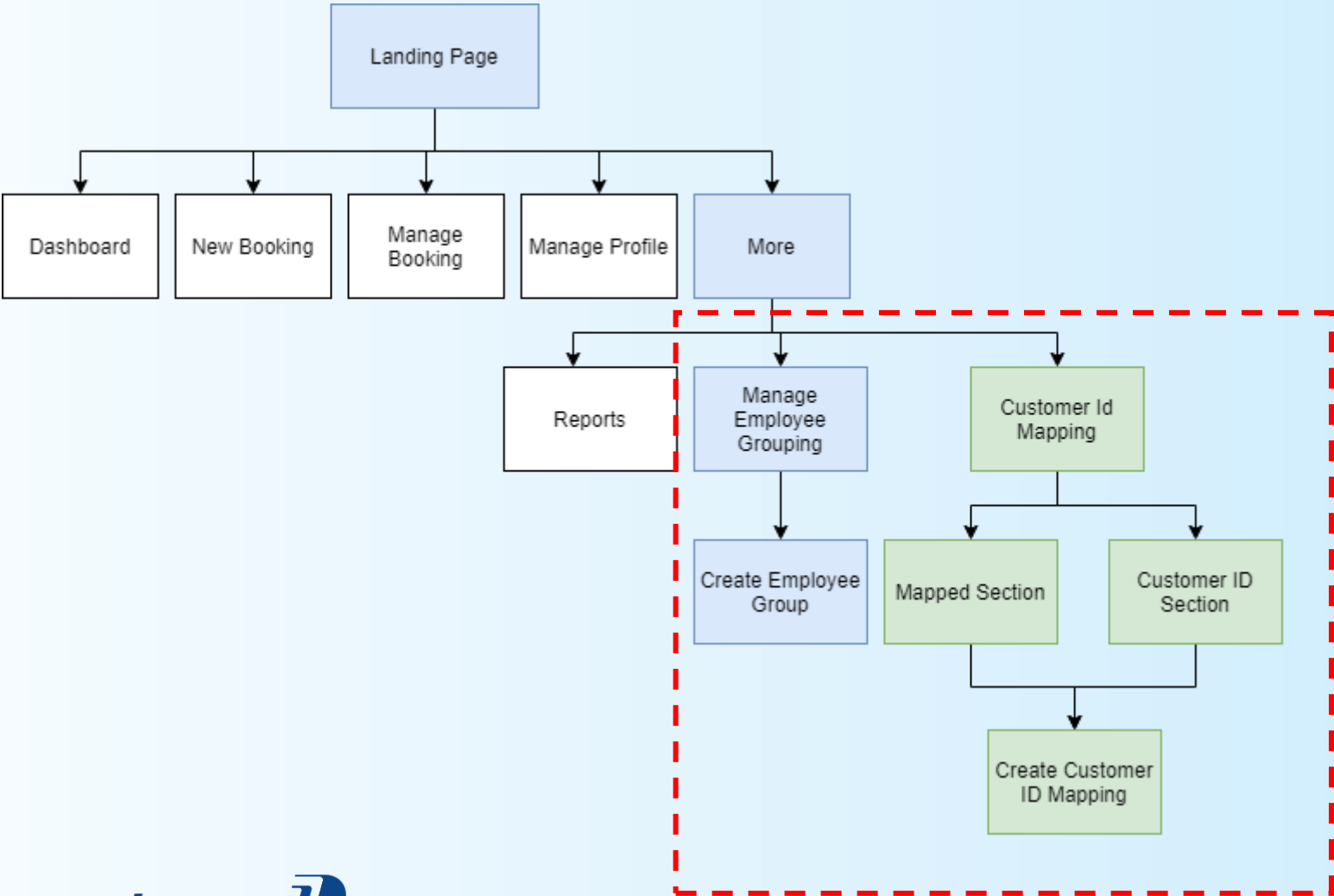
Pengenalan

- Terdapat dua kaedah untuk *map* penjawat awam kepada akaun pukal, iaitu:
 1. Penjawat Awam -> Akaun Pukal
 2. Kumpulan Penjawat Awam (*Employee Group*) -> Akaun Pukal **(TIDAK WAJIB)**



Kumpulan Penjawat Awam

Navigasi Portal



Membuat Kumpulan Penjawat Awam Baharu

The screenshot shows the Malaysia Airlines website interface. At the top, there is a navigation bar with the following items: Malaysia Airlines logo, Dashboard, **New Booking** (highlighted), Manage Bookings, Manage Profile, and a 'More' dropdown menu. The 'More' dropdown menu is open, showing 'Reports', 'Manage Employee Grouping' (highlighted with a red dashed border), and 'Customer Id Mapping'. On the right side of the navigation bar, there are links for MYR, English, a settings gear, a notification bell, a share icon, and an accessibility icon 'A'.

Below the navigation bar, the main content area is titled 'Duty Travel'. It features three tabs: 'One-way' (selected), 'Return', and 'Multicity'. The flight details section includes:

- From:** Kuala Lumpur (KUL) - Kuala Lumpur International Airport
- To:** Penang (PEN) - Penang International Airport
- Departure date:** 05, Mar 2021 (Friday)
- Return Date:** Select date
- Cabin:** Economy, Business, Business Suite

 A button at the bottom of this section says 'Add Passenger Details →'.

On the right side of the main content area, there is an illustration of a man and a woman walking with a suitcase. Below the illustration is a section titled 'COVID-19 Travel Updates' with the text: 'In regards to the latest COVID-19 outbreak, Malaysia Airlines is providing extra measures to ensure our customers' safety and peace-of-mind.' and a 'Read More →' link.



Membuat Kumpulan Penjawat Awam Baharu – *Manage Employee Grouping*

The screenshot displays the 'Manage Employee Grouping' page. At the top, there is a navigation bar with 'malaysia airlines' logo, 'Dashboard', 'New Booking', 'Manage Bookings', 'Manage Profile', and a 'More' dropdown menu. The main content area is titled 'Manage Employee Grouping' and contains a table with three rows of employee groups. A 'Create Employee Group' button is highlighted with a red dashed box and a red circle labeled '3'. A filters sidebar on the right is also highlighted with a red circle labeled '2'. The table has the following data:

Employee Group Name	Employee(s)	Created By	Created Date & time	
Finance Audit	3 Employees	Mr.Ahmad Nazmi bin Bahruddin	Wed 10, Feb 2021 11:12	.. [Toggle]
Bahagian Seliaan	4 Employees	Mr.Ahmad Nazmi bin Bahruddin	Wed 10, Feb 2021 08:18	.. [Toggle]
Bahagian Kowa...	3 Employees	Mr.Ahmad Nazmi bin Bahruddin	Tue 09, Feb 2021 22:53	.. [Toggle]

The filters sidebar on the right includes: 'Filters' (with 'Reset All' link), 'Created Date' (dropdown menu set to 'All'), 'Employee Group Name' (dropdown menu), 'Created By' (dropdown menu), 'Updated By' (dropdown menu), and 'Email ID' (dropdown menu). An 'Apply' button is located at the bottom of the filters sidebar.

1. Skrin memaparkan butiran Kumpulan Penjawat Awam (*Employee Group*) yang pernah dibuat sebelum ini.
2. Pilihan tapisan (*filter*) memudahkan pengguna mencari *Employee Group* yang dikehendaki.
3. Bagi membuat *Employee Group* yang baharu, klik pautan *Create Employee Group*.

Membuat Kumpulan Penjawat Awam Baharu – *Create Employee Group*

The screenshot shows the 'Create Employee Group' interface. At the top, there is a navigation bar with 'Dashboard', 'New Booking', 'Manage Bookings', 'Manage Profile', and 'More'. The main form has two fields: 'Group Name*' (Audit A) and 'Description*' (Aras 3). Below these fields are 'Back' and 'Create' buttons. On the left, there is a 'Filters' panel with 'Email ID' and 'User Type' dropdowns, and an 'Apply' button. The 'Select Employee' panel shows two employees: Mr. Mizan Ahmad (appleapple@yopmail.com) and Mr. Richard Roe (richardroeee@yopmail.com). The 'Selected Employee' panel shows Mr. Ahmad Nazmi bin Bahrudin (ahmadnazmi.bahrudin@mala...). A red arrow indicates a drag-and-drop action from the 'Select Employee' panel to the 'Selected Employee' panel. A red circle highlights the 'Create' button.

1. Masukkan nama kumpulan serta deskripsi.
2. Senarai penjawat awam yang didaftarkan tersenarai di sebelah kiri.
3. Bagi menambah penjawat awam kepada *Employee Group* yang baharu, hanya perlu tarik dan lepas (*drag and drop*) nama yang berkenaan ke seksyen *Selected Employee* di sebelah kanan.
4. Setelah segala maklumat lengkap, klik *Create* bagi melengkapkan proses membuat *Employee Group*.

Customer ID Mapping

Navigasi Portal

The screenshot displays the Malaysia Airlines portal interface. At the top, there is a navigation bar with the following elements: the Malaysia Airlines logo, a globe icon, and menu items for 'Dashboard', 'New Booking' (highlighted), 'Manage Bookings', and 'Manage Profile'. A 'More' dropdown menu is open, listing 'Reports', 'Manage Employee Grouping', and 'Customer Id Mapping' (which is highlighted with a red dashed border). On the right side of the navigation bar, there are icons for the Malaysian flag (MYR), 'English', a settings gear, a notification bell, a share icon, and a font size 'A' icon.

The main content area is divided into two sections. On the left is the 'Duty Travel' booking form, which includes:

- Travel type buttons: 'One-way' (selected), 'Return', and 'Multicity'.
- Origin: 'From* Kuala Lumpur (KUL) Kuala Lumpur International Airport' with a swap icon.
- Destination: 'To* Penang (PEN) Penang International Airport'.
- Departure date: '05, Mar 2021 Friday' with a 'Return Date* Select date' field.
- Cabin class buttons: 'Economy', 'Business', and 'Business Suite'.
- A blue button at the bottom: 'Add Passenger Details ->'.

On the right is a 'COVID-19 Travel Updates' section featuring an illustration of a man with a suitcase and a woman walking. Below the illustration, the text reads: 'In regards to the latest COVID-19 outbreak, Malaysia Airlines is providing extra measures to ensure our customers' safety and peace-of-mind.' A 'Read More ->' link is provided at the bottom of this section.



Customer ID Mapping – Mapped Section

Customer ID Mapping 4 [+ Create Customer ID Mapping](#)

1 Mapped Section Customer Id Section

Mapping Name	Description	Customer ID	Created By	Created Date & time	2	
test_map_b	Test	G01AH0132	Mr.Ahmad N...	Tue 09, Feb 2021 14:53	2	<input checked="" type="checkbox"/>
test_map_a	Test	G01AH0132	Mr.Ahmad N...	Tue 09, Feb 2021 14:50		<input checked="" type="checkbox"/>
Kementerian...	KKM	01GG0304	Mr.Ahmad N...	Thu 04, Feb 2021 02:32		<input checked="" type="checkbox"/>

3 **Filters** [Reset All](#)

- Mapping Name
- Customer ID
- Created Date
 - All
- Created By
- Updated By

4 [Apply](#)

1. Skrin memaparkan butiran *Customer ID Mapping* yang pernah dibuat sebelum ini.
2. Klik butang *edit* bagi mengubahsuai *Customer ID Mapping*. Misalnya mengubah akaun pukat penumpang.
3. Pilihan tapisan (*filter*) memudahkan pengguna mencari *Customer ID Mapping* yang dikehendaki.
4. Bagi membuat *Customer ID Mapping* yang baharu, klik pautan *Create Customer ID Mapping*

Customer ID Mapping – Customer ID Section

The screenshot displays the 'Customer ID Mapping' section of the Malaysia Airlines system. The interface includes a navigation bar with 'Dashboard', 'New Booking', 'Manage Bookings', 'Manage Profile', and a 'More' dropdown. The main content area shows a table of customer mappings and a filters sidebar on the right.

Customer ID Mapping Table:

Customer Id	Name 1	Name 2	Name 3	City	Region	Email id
G01AA0905	AKADEMI PEN...	KEMENTERIAN ...	--	KUALA LUMPUR	KUL	--
G01AA8026	KEMENTERIAN ...	--	--	--	--	--
G01AA8027	KEMENTERIAN ...	--	--	--	--	--
G01AA8503	KEMENTERIAN ...	KELUARGA DA...	--	--	--	--
G01AA8504	KEMENTERIAN ...	KELUARGA DA...	--	--	--	--
G01AB0204	KEMENTERIAN ...	--	--	--	--	--

Filters Sidebar:

- Customer Id
- Name: Kementerian
- City
- Email Id
- Apply

Annotations:

- 1: Filters sidebar
- 2: Customer Id column
- 3: View icon
- 4: Create Customer ID Mapping button

1. Pilihan tapisan (*filter*) membolehkan pengguna untuk mencari butiran akaun pukal yang dikehendaki.
2. Skrin memaparkan hasil carian Akaun Pukal.
3. Klik ikon lihat (*view*) bagi memaparkan butiran akaun pukal dengan lebih mendalam.
4. Bagi membuat *Customer ID Mapping* yang baharu, klik pautan *Create Customer ID Mapping*.

Customer ID Mapping – View Customer

The screenshot shows the Malaysia Airlines Customer ID Mapping interface. A modal window titled 'View Customer' is open, displaying a table of customer information. The table has four columns and multiple rows of data. The background interface includes a navigation menu with options like 'Dashboard', 'New Booking', 'Manage Bookings', and 'Manage Profile'. A sidebar on the left lists several customer IDs, and a 'Filters' section is visible on the right.

Customer Information			
Customer Id g01aa0905	Email Id --	Name 1 akademi pencegahan rasuah m'sia	Name 2 kementerian dalam negeri
Name 3 --	Name 4 --	A0 CODE 1101	Account Group zgom
Ministry jpm	Object Code 99999999	Terms of payment d030	Vote b0918
Accounting Clerk 4	Charge RCCC 18011200	Warrant department 18	Warrant Rccc 18011200
Charge account code --	Company code 2000	Contact person name --	cp --
Fax --	Program activity amanah 30300	Customer category gfp	Customer id 27
project --	Pukal non Pukal 1	Sales Station kul	Setia --
Telephone 03-88867237			



Membuat *Customer ID Mapping* Baharu – Secara Individu

1 Mapping Name *
Bahagian A

Description *
Deskripsi A

← Back to list page

1 Category selection

2 Customer ID selection *

2 Employee Group Name

Search Employee *

3

- R** Mr.Richard Desiree
richarddesiree@yopmail.com
- M** Ms.Miriam Leta
miriamleta@yopmail.com
- F** Ms.Francis Marcia
francismarcia@yopmail.com

4

Selected Employee

- M** Mr.Mizan Ahmad
appleapple@yopmail.com
- J** Ms.Janie Doe
janiedoe@yopmail.com
- R** Mr.Richard Roe
richardroee@yopmail.com

5 Next →

1. Masukkan nama *mapping* serta deskripsi.
2. Bagi *mapping* secara individu, sila pilih *radio button Employee*.
3. Senarai penjawat awam yang didaftarkan tersenarai di sebelah kiri.
4. Bagi menambah penjawat awam kepada *Customer ID Mapping* yang baharu, hanya perlu tarik dan lepas (*drag and drop*) nama yang berkenaan ke seksyen *Selected Employee* di sebelah kanan.
5. Setelah segala maklumat lengkap, klik *Next* bagi ke halaman seterusnya.

Membuat *Customer ID Mapping* Baharu – Secara Kumpulan

1 Mapping Name *
Bahagian A

Description *
Deskripsi A

← Back to list page

1 Category selection

2 Customer ID selection *

2 Select Employee Group

Employee Group Name

Search Employee Group *

3 Audit A

4 Drag and Drop Fields

Drag and drop the desired employee(s) / group from the Select Employee Group section

5 Next →

1. Masukkan nama *mapping* serta deskripsi.
2. Bagi *mapping* secara kumpulan, sila pilih *radio button Group Name*.
3. Senarai penjawat awam yang didaftarkan tersenarai di sebelah kiri.
4. Bagi menambah kumpulan kepada *Customer ID Mapping* yang baharu, hanya perlu tarik dan lepas (*drag and drop*) nama kumpulan yang berkenaan ke seksyen *Selected Employee Group* di sebelah kanan.
5. Setelah segala maklumat lengkap, klik *Next* bagi ke halaman seterusnya.

Membuat *Customer ID Mapping* Baharu

Create Customer Id Mapping

Mapping Name *
Bahagian A

Description *
Deskripsi A

[← Back to list page](#)

1 Category selection

2 Customer ID selection *

← Search Customer ID

Customer Id

01GG0304 Name City Email Id

Q Create →

Select Customer ID

Customer ID	Name 1	Name 2	Name 3	Name 4	City	Region	Email ID
01GG0304	KEMENTERIAN KOMUN...	BAHAGIAN KHIDMAT ...	--	--	PUTRAJAYA	KUL	--

1. Masukkan butiran akaun pukat dan klik simbol cari bagi mencari akaun pukat yang dikehendaki.
2. Klik bagi memilih akaun pukat yang dikehendaki.
3. Apabila segala maklumat lengkap, klik *Create* bagi menyelesaikan proses *mapping*.

RUMUSAN

- Hanya penjawat awam yang telah selesai lakukan proses *mapping* dengan akaun pukal (Customer ID) boleh melalui tempahan waran.
- Sekiranya terdapat senario di mana penumpang perlu ditukarkan ke akaun pukal yang lain, pegawai waran boleh mengubahsuai *Customer ID Mapping* di laman *Customer ID Mapping – Mapped Section*
- *Customer ID Mapping* boleh dilaksanakan samada secara individu atau secara berkumpulan.
- Proses Kumpulan Penjawat Awam (*Employee Grouping*) bukanlah proses yang wajib dilakukan, ia merupakan kaedah bagi memudahkan pengendalian *Customer ID Mapping* sekiranya bilangan penjawat awam amat besar.

Thank
you

谢谢
terima
kasih
நன்றி

Enrich



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