



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



USER MANUAL

Admin Agency Module

Version 1.0

Introduction

The GAMMA Project initiated by MALAYSIAN ADMINISTRATIVE MODERNISATION AND MANAGEMENT PLANNING UNIT (MAMPU) is a prominent core initiative developed specifically to meet emerging trends in mobile app delivery platform, provides a holistic view on mobile application management and content management. This initiative derives one mainstream of each serves it's objective. Introducing GAMMA, the Malaysian Government App Store that serves as central place to find apps created by Malaysian Government agencies. This aims to connect the public through interactive technologies and ensure continued access to government agencies via smartphones. In conformity with the mission of MAMPU namely "Strengthening Public Service Delivery Transformation Through Organizational Management, Innovative ICT and Strategic Direction Towards Achieving Developed Nation Status", MAMPU are now spearheading the best government digital content services for the public.

Objective

Before the GAMMA project, all of the Malaysian Government's mobile apps published for the purpose of delivering government services to the public were fragmented, except for the apps uploaded. App submission was done individually by the respective agencies, and segregated according to the mobile platform namely Apple's iTunes App Store and Google Play Store. In addressing the issue, GAMMA provides a centralized mobile apps warehouse and a user friendly portal called GAMMA (Galeri Aplikasi Mudah Alih Kerajaan Malaysia).

One of the main objectives why GAMMA was created is to allow Malaysian Government to centralize agencies's apps efficiently. It has a console that can be accessed to view the essential information about the published apps such as version history, access/download statistics, rating/reviews and others.

For the end users, the GAMMA portal will serve as a safe and trusted mobile app store where people can freely search/discover and download mobile applications related to the Government agencies and their services.

Purpose

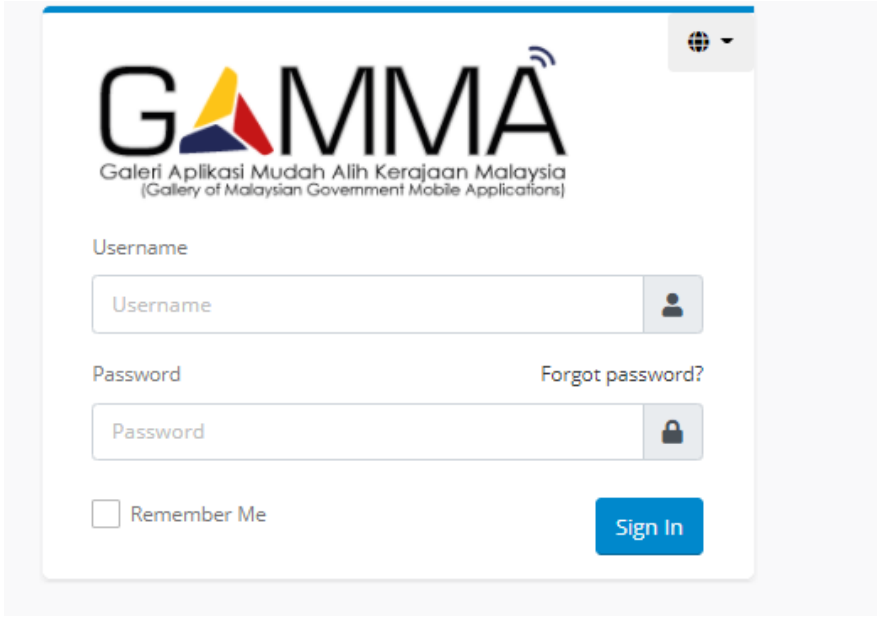
The purpose of this document is to be a guideline on how to use the Malaysian Government's agency portal and all the main functionalities provided in the GAMMA portal. This is a step-by-step tour procedure, for the purpose of giving users the look and feel of the final product and to become familiar with the user interfaces, settings and configurations and utilizing all the built-in features. The document is intended to be used by the government agency, in order to explain and assist the users of web portal on how to manage online upload forms, application status and mobile application status and statistic.

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1. LOGIN

This step will explain the step on how to login into the system.

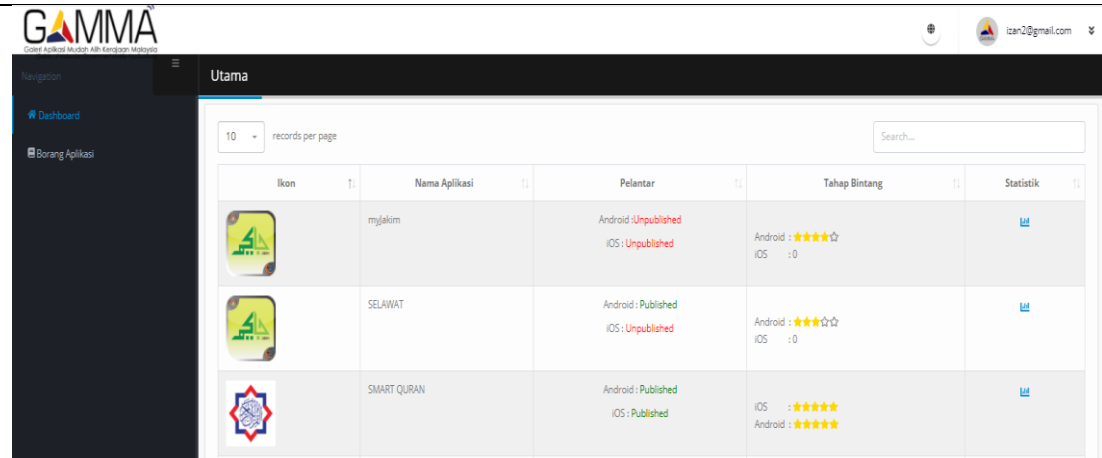
ACTION	VIEW
<ol style="list-style-type: none">1) To access the web portal, type below URL on your web browser gamma.malaysia.gov.my/administrator2) Click on Enter button at keyboard.3) The Login page will be displayed as side table.4) Enter Username into the textbox.5) Enter Password into the textbox.6) Tick on checkbox for Remember Me.7) Click on Sign In button.	

8) The Dashboard page will be displayed as a default page as side table:




9) Click on **Earth** icon for language selection from dropdown list as side table:

10) Select **BM** icon - all content will reflect to B.Melayu language

11) Select **EN** icon - all content will reflect to English language



The screenshot shows the 'Utama' (Main) dashboard of the GAMMA Admin Agency. On the left is a dark sidebar with a 'Navigation' menu containing 'Dashboard' and 'Borang Aplikasi'. The main content area displays a table of applications with columns for 'Ikon', 'Nama Aplikasi', 'Pelantar', 'Tahap Bintang', and 'Statistik'. The table lists three applications: 'myjakim', 'SELAWAT', and 'SMART QURAN'. Each application row shows its status for Android and iOS, and a star rating for each platform.

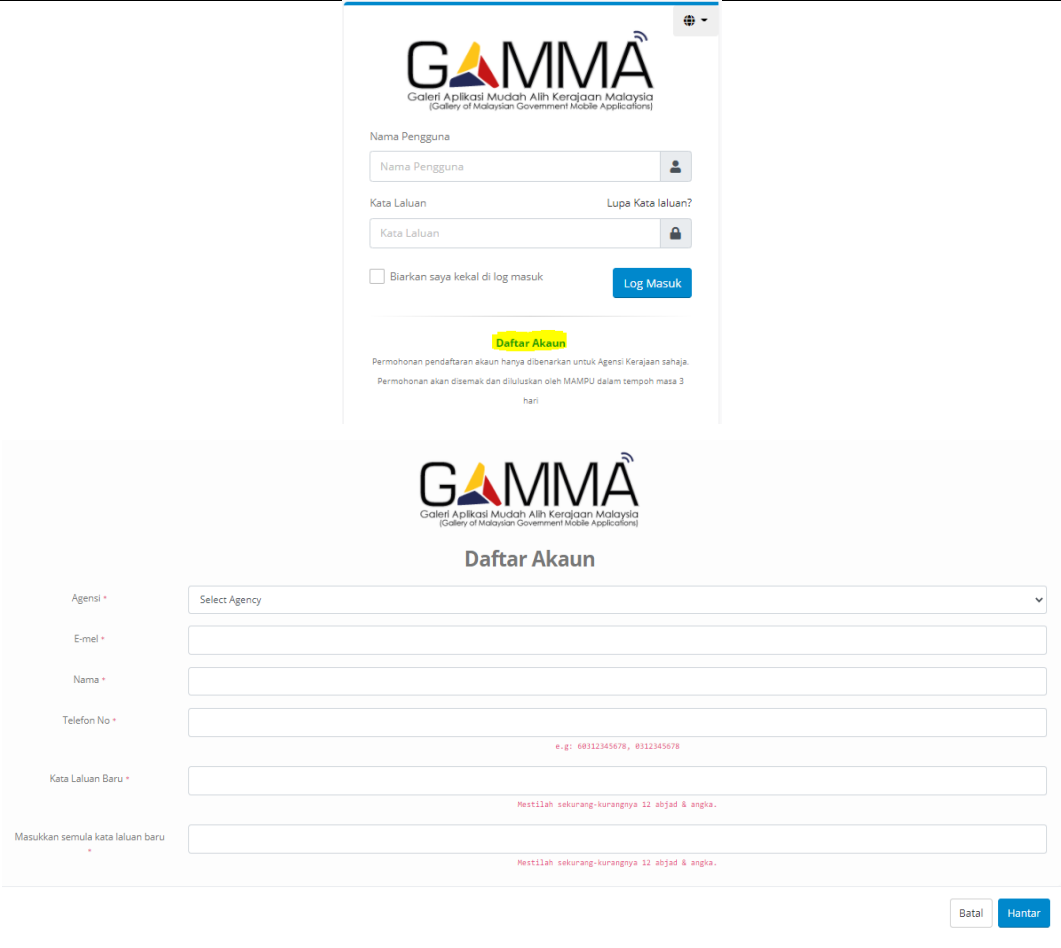
Ikon	Nama Aplikasi	Pelantar	Tahap Bintang	Statistik
	myjakim	Android : Unpublished iOS : Unpublished	Android : ★★★★★ iOS : 0	Statistik
	SELAWAT	Android : Published iOS : Unpublished	Android : ★★★★★ iOS : 0	Statistik
	SMART QURAN	Android : Published iOS : Published	Android : ★★★★★ iOS : ★★★★★	Statistik




The screenshot shows the login page of the GAMMA Admin Agency. At the top, there is a logo for GAMMA (Galeri Aplikasi Mudah Alih Kerajaan Malaysia) and a language selection dropdown menu. The dropdown menu is open, showing options for 'BM' (Bahasa Melayu) and 'BI' (Bahasa Inggeris). Below the logo, there are input fields for 'Nama Pengguna' (Username) and 'Kata Laluan' (Password), each with a user icon and a lock icon respectively. There is a 'Lupa Kata laluan?' (Forgot Password?) link next to the password field. A checkbox labeled 'Biarkan saya kekal di log masuk' (Keep me logged in) is located below the password field. A blue 'Log Masuk' (Login) button is at the bottom right.

2. REGISTRATION


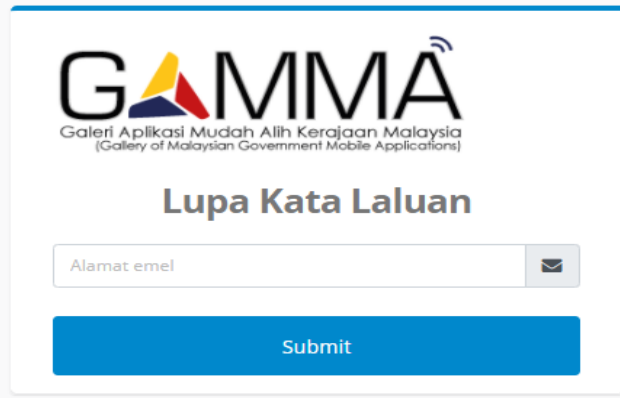
This step will explain how to register new Agency users.

ACTION	VIEW
<ol style="list-style-type: none"> 1) To register, type below URL on your web browser gamma.malaysia.gov.my/administrator 2) Click on “Daftar Akaun” to register. 3) Fill in the details needed. 4) Click on Submit button and wait for account activation by admin. 5) Account registration success. 	 <p>The screenshot displays the GAMMA (Galeri Aplikasi Mudah Alih Kerajaan Malaysia) Admin Agency registration interface. It is divided into two main sections: a login area at the top and a registration area below. The login area includes input fields for 'Nama Pengguna' and 'Kata Laluan', a 'Log Masuk' button, and a 'Daftar Akaun' link. The registration area, titled 'Daftar Akaun', contains several required fields: 'Agensi' (a dropdown menu), 'E-mel', 'Nama', 'Telefon No', 'Kata Laluan Baru', and 'Masukkan semula kata laluan baru'. There are also validation messages for the password fields. At the bottom right, there are 'Batal' and 'Hantar' buttons.</p>

		<div><p>Account has successfully recorded. You will be notified by email if registration is approved</p></div>	
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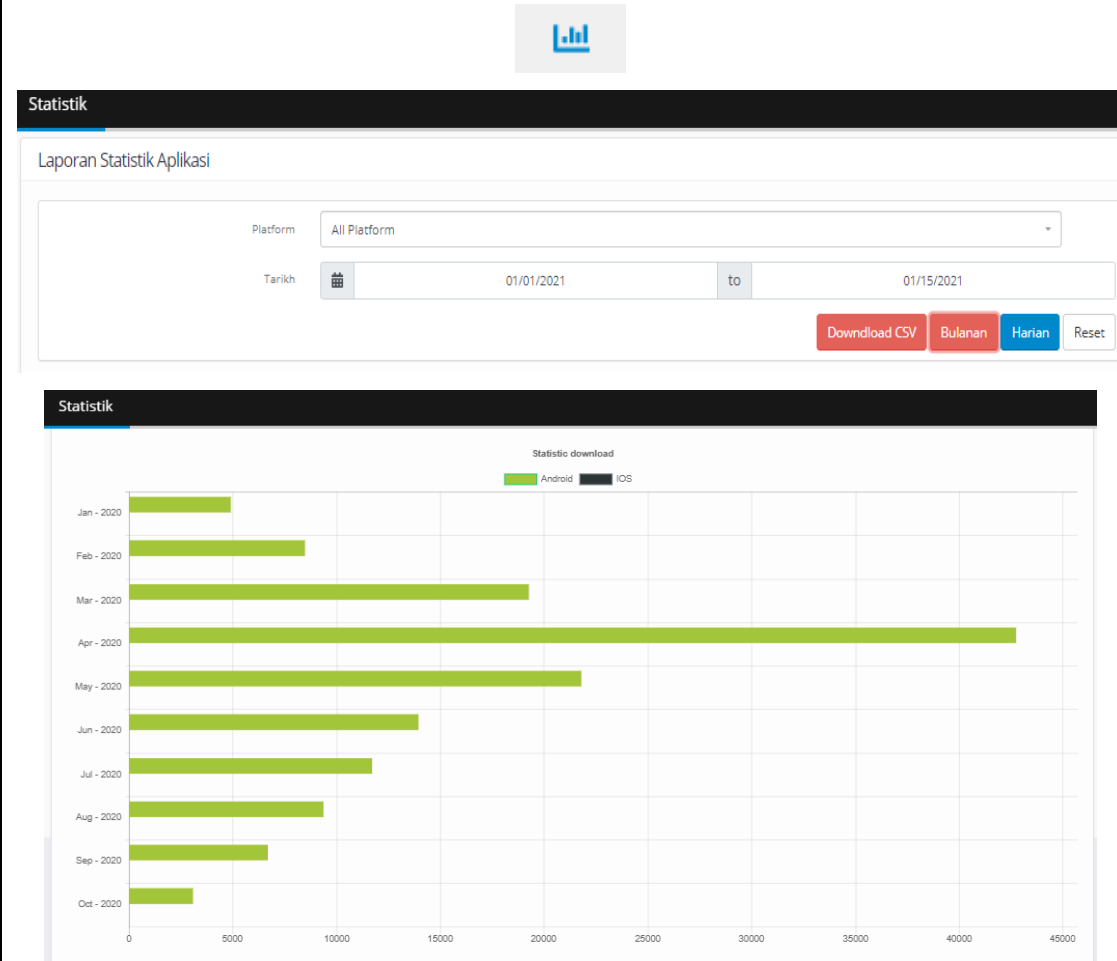
3. FORGOT PASSWORD

This step will explain on how to retrieve new password.

ACTION	VIEW
<p>6) From Login page, click the Forgot Password link as side table:</p> <p>7) The Forgot Password page will be displayed as side table:</p> <p>8) Enter Email into the textbox.</p> <p>9) Click on Submit button to retrieve a new password through emel.</p> <p>10) Check the email inbox and click on the link given.</p> <p>11) Set new password and click on Change Password button</p>	 

10) Click on statistic icon, statistic page will be displayed with below items:

- Platform dropdown
- Date from
- Date to
- Download CSV
- Monthly
- Daily
- Reset
- Monthly (previous 12 month) displayed

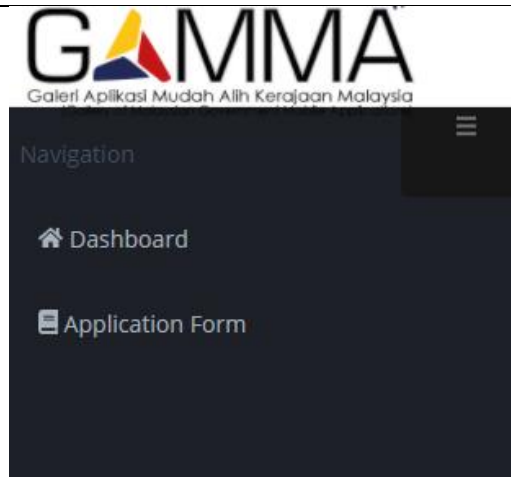


- 11) Select specific date from and date to, then click on **Daily button**. Daily statistic will be displayed.
- 12) Click on **Reset button** to reset the statistic
- 13) Click **Monthly button** to display previous 12 month.
- 14) Then, **click Download CSV button** to download raw data in csv file format.
- 15) On top of page, review the link below:
 - **BM** icon – all content will reflect to B.Melayu language
 - **EN** icon – all content will reflect to English language
 - **Emel address** menu
 - Logout



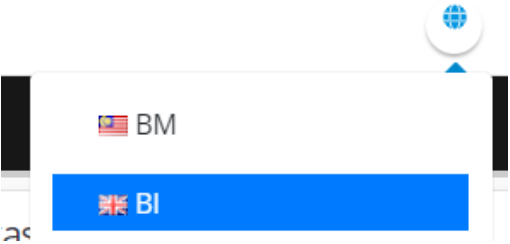
16) On side menu, review the menu below:

- Dashboard
- Application form















5. LANGUAGE SELECTION

This step will explain the step on how to change language selection.

ACTION	VIEW
<ol style="list-style-type: none">1) On top of page, click on Globe icon as side table:2) Select BM icon - all content will reflect to B.Melayu language3) Select EN icon - all content will reflect to English language	

6. REQUEST UPLOAD APPLICATION

This part will explain the step on how to view content in application form page.

ACTION	VIEW																												
<div>A) List Application</div> <div>1) Select Application form and list of request upload application will be displayed with below items:</div> <div><ul style="list-style-type: none">Create New ButtonSearch contentRecord display per pageAgency nameApplication nameCategoryStatusCreated DateCreated ByAction</div>	<div><div>Request Upload Application</div><div>List of Request Upload Application</div><div><div>Create New +</div><div>10 records per page</div><div>Search...</div></div><table><tr><th>Agency Name</th><th>Application Name</th><th>Category *</th><th>Status</th><th>Created Date</th><th>Created By</th><th>Action</th></tr><tr><td>Jabatan Kemajuan Islam Malaysia</td><td>testing</td><td><ul style="list-style-type: none">Buku & RujukanAduan</td><td>Active</td><td>2021-01-03 13:18:52</td><td>izan2@gmail.com</td><td></td></tr><tr><td>Jabatan Kemajuan Islam Malaysia</td><td>fdfsd</td><td><ul style="list-style-type: none">Aduan</td><td>In Progress</td><td>2020-10-05 15:23:55</td><td>izan2@gmail.com</td><td></td></tr><tr><td>Jabatan Kemajuan Islam Malaysia</td><td>rwer</td><td><ul style="list-style-type: none">Aduan</td><td>Submitted</td><td>2020-10-05 15:16:40</td><td>izan2@gmail.com</td><td></td></tr></table></div>	Agency Name	Application Name	Category *	Status	Created Date	Created By	Action	Jabatan Kemajuan Islam Malaysia	testing	<ul style="list-style-type: none">Buku & RujukanAduan	Active	2021-01-03 13:18:52	izan2@gmail.com	 	Jabatan Kemajuan Islam Malaysia	fdfsd	<ul style="list-style-type: none">Aduan	In Progress	2020-10-05 15:23:55	izan2@gmail.com		Jabatan Kemajuan Islam Malaysia	rwer	<ul style="list-style-type: none">Aduan	Submitted	2020-10-05 15:16:40	izan2@gmail.com	 
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B) Create New Application

- 1) Click on **Created New button**
- 2) Fill in **General information** and click **Next**

button:

- Department
- Webpage
- PIC name
- Email
- Contact Number
- Office No.
- URL market store (for existing app)

Create New +

Application Form

1 General Information 2 Application Information 3 Application Clarification 4 Attachment

Department/Unit *

Webpage *

PIC name *

PIC Email *

Contact Number **

Office No *

Are the Apps uploaded to AppStore ☒ Yes ☐ No

URL Google Play

URL Apple Store

URL Huawei Store

< Previous

Next >

3) Fill in Application information and click**Next button:**

- Version application
- Application used
- Application name
- Category
- Url policy
- Testing ID and password

The screenshot displays the 'Application Information' tab within the GAMMA Admin Agency interface. The form is divided into several sections with input fields and checkboxes. The 'Platform' section includes checkboxes for 'Android Version', 'IOS Version', and 'Huawei Version'. The 'Used Application' field is marked with an asterisk. The 'Application Name' field has a red warning message 'Maximum 30 Character'. The 'Category' field is also marked with an asterisk. The 'Sustainable Development Goals' field is empty. The 'URL Basic Privacy' field is marked with an asterisk. The 'Testing ID' and 'Password' fields are at the bottom, with a red warning message 'To perform testing for application that require login' below the password field. The 'General Information' tab is active, and the 'Attachment' tab is visible on the right.

Platform	Version
<input type="checkbox"/> Android	Android Version
<input type="checkbox"/> IOS	IOS Version
<input type="checkbox"/> Huawei	Huawei Version

Used Application *

Application Name

Maximum 30 Character

Category *

Sustainable Development Goals

URL Basic Privacy *

Testing ID

Password

To perform testing for application that require login

4) Fill in **Application Clarification** and click

Next button:

- Keyword

The screenshot shows the 'Application Clarification' step of a multi-step form. The progress bar at the top indicates four steps: 1. General Information, 2. Application Information, 3. Application Clarification (highlighted), and 4. Attachment. Under the 'Bahasa' tab, the 'English' sub-tab is active. The form contains three text input fields: 'Keyword * (BM)' with a hint 'To find App' and a limit of 'Maximum 100 Character'; 'Simple Note * (BM)' with a limit of 'Maximum 80 Character'; and 'Full Note * (BM)' with a limit of 'Maximum 4000 Character'. At the bottom, there are 'Previous' and 'Next' navigation buttons.

5) Upload **attachment** and click **Finish**:

- Application icon
- Application installer
- Screenshot
- Screen capture

The screenshot shows the 'Attachment' step of the 'Application Form'. The progress bar at the top indicates four steps: 1. General Information, 2. Application Information, 3. Application Clarification, and 4. Attachment (highlighted). The form is divided into two sections. The first section, 'Application Icon', has three columns for 'Android Ikon', 'IOS Ikon', and 'Huawei Ikon', each with a 'Select File' button and a hint: 'Android: 512 x 512 pixel 32-bit JPEG/PNG', 'IOS: 1024 x 1024 pixel 72dpi JPEG/PNG', and 'Huawei: 1024 x 1024 pixel 72dpi JPEG/PNG'. The second section, 'File Package', has three columns for '.apk untuk Android', '.ipa untuk IOS', and 'file untuk Huawei', each with a 'Select File' button. A note at the bottom states: '*File format keystore must contain keyword "my.gov.onegovappstore.<yourappname>"'.

6) Application will be submitted

Screen Capture

AndroidIOSHuawei

Phone

Tablet

Choose Image

Choose Image

Choose Image

Choose Image

Choose Image

Choose Image

Android: Format *.JPEG or 24-bit *.PNG with 320px minimum size and 3840px maximum size

* At least two (2) screen capture required. Maximum eight (8) screen capture needed for every type including phone screen and tablet

* Screen capture must be in JPG or PNG format, with RGB colour resolution. Application preview must be in M4V, MP4, or MOV format and not more than 500 MB

Other Screen Capture

Select File

Android: 1024 x 500 pixel 32-bit JPEG/PNG

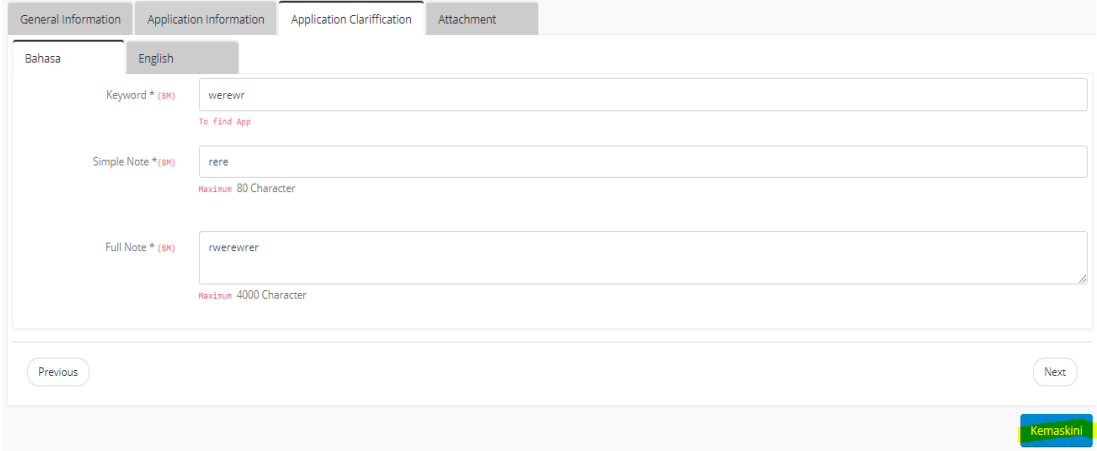

Previous

Finish

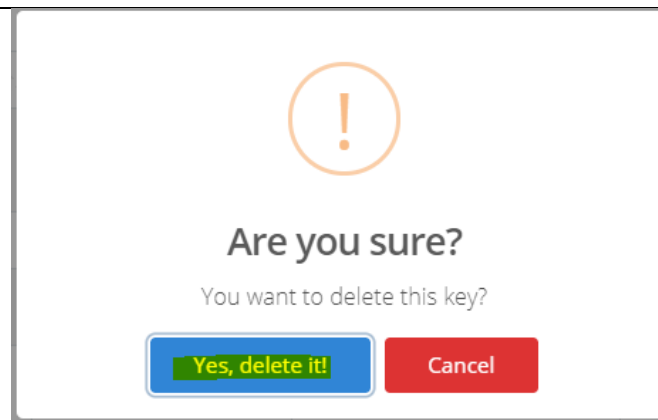
Agency Name	Application Name	Category *	SDGs	Created Date	Created By	Status	Action
Kementerian Sains, Teknologi dan Inovasi	TestingApp	<div>• Book & References</div>		2021-06-22 12:29:44	ada@mail.com	Submitted	<div><div></div><div></div><div></div></div>

C) Edit the Application (Only available for Submitted Status)


A square button with a light gray background and a dark gray border. Inside the square is a dark gray icon of a pencil writing on a document.

<ol style="list-style-type: none"> 1) Click on Edit icon. 2) Change the information 3) Click on Update button at the bottom 	 <p>General Information Application Information Application Clarification Attachment</p> <p>Bahasa English</p> <p>Keyword * (BK) werewr To Find App</p> <p>Simple Note * (BK) rere Maximum 80 Character</p> <p>Full Note * (BK) rwerewrer Maximum 4000 Character</p> <p>Previous Next</p> <p>Kemaskini</p>
<p>D) Delete the Application (Only available for Submitted Status)</p> <ol style="list-style-type: none"> 1) Click on delete icon. 	



- 2) Click **Yes, delete it button** to delete.
- 3) Click **Cancel button** to cancel the operation.
- 4) Click on **Update button at the bottom**



E) Request Update Version of Application

- 1) From list of request upload application, click on  icon.
- 2) Fill all the related update information such as
 - Application version (Application Information tab)
 - Application clarification (Application Clarification tab)
 - Upload new package (Attachment tab)
 - Update screenshots (if any)
- 3) Click on **Update button at the bottom.**

List of Request Upload Application

<div>Create New +</div> <div> <div>10</div> <div>records per page</div> <div>Search...</div> </div>						
Agency Name	Application Name	Category *	Status	Created Date	Created By	Action
Jabatan Kemajuan Islam Malaysia	testing	<ul style="list-style-type: none"> Buku & Rujukan Aduan 	Active	2021-01-03 13:18:52	izan2@gmail.com	 

4) Application status change to **Version Update** **Application**

Application Management-Edit

General Information **Application Information** Application Clarification Attachment

Platform.Android ☒ v10

Platform.IOS ☐ IOS Version

Used Application * visual basic

Application Name testing
Maximum 30 Character

General Information Application Information **Application Clarification** Attachment

Bahasa English

Keyword * (BM) test
To find App

Simple Note * (BM) test
Maximum 80 Karakter

Full Note *(BM) tes
Maximum 4000 Character

Application Clarification (BM)
To update Apps only

General Information
Application Information
Application Clarification
Attachment

Android Ikon

Select file

IOS Ikon

Select file

Android: 512 x 512 pixel 32-bit JPEG/PNG

IOS: 1024 x 1024 pixel 72dpi JPEG/PNG

Pakej File

Download Adroid File(.apk)

Select file

Download Adroid File(.apk)

Select file

Format fail keystore mestilah mengandungi kata kunci "my.gov.onegovappstore.<yourappname>"

List of Request Upload Application


Create New +

10 records per page

Search...

Agency Name ↑↓	Application Name ↑↓	Category * ↑↓	Status ↑↓	Created Date ↑↓	Created By ↑↓	Action ↑↓
Jabatan Kemajuan Islam Malaysia	testing	<ul style="list-style-type: none"> Buku & Rujukan Aduan 	Version Update Application	2021-01-03 13:18:52	izan2@gmail.com	

F) Terminate the Application



- 1) From list of request upload application, click on  icon.
- 2) Enter the reason to terminate the application.
- 3) Click on **Save Changes** button.

List of Request Upload Application

[Create New +](#)

10 records per page

Search...

Agency Name	Application Name	Category *	Status	Created Date	Created By	Action
Jabatan Kemajuan Islam Malaysia	testing	<ul style="list-style-type: none">Buku & RujukanAduan	Active	2021-01-03 13:18:52	izan2@gmail.com	 

Request Terminate Application

Application Name Testing

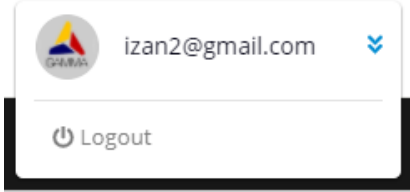
Reason End Application

Close

Save changes

7. LOG OUT

This part will explain the step on how to log out from the system.

ACTION	VIEW
<ol style="list-style-type: none">1) On top of home page, click on user's emel address and dropdown list will be displayed as side table:2) Select Logout from the dropdown list.3) User will be successful logout and direct to login page.	 A screenshot of a user profile dropdown menu. At the top, there is a circular profile picture of a person with a yellow triangle on their head, followed by the email address 'izan2@gmail.com' and a blue downward arrow icon. Below this, there is a 'Logout' button with a power icon.
