1. Search

- **By Keywords**

a) Click on the box as shown in the Figure 1 and key-in a word, e.g:Kerja.
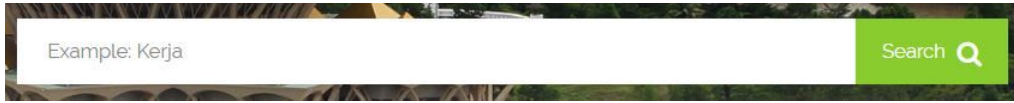

Figure 1

b) Then, click on the "Search" button.
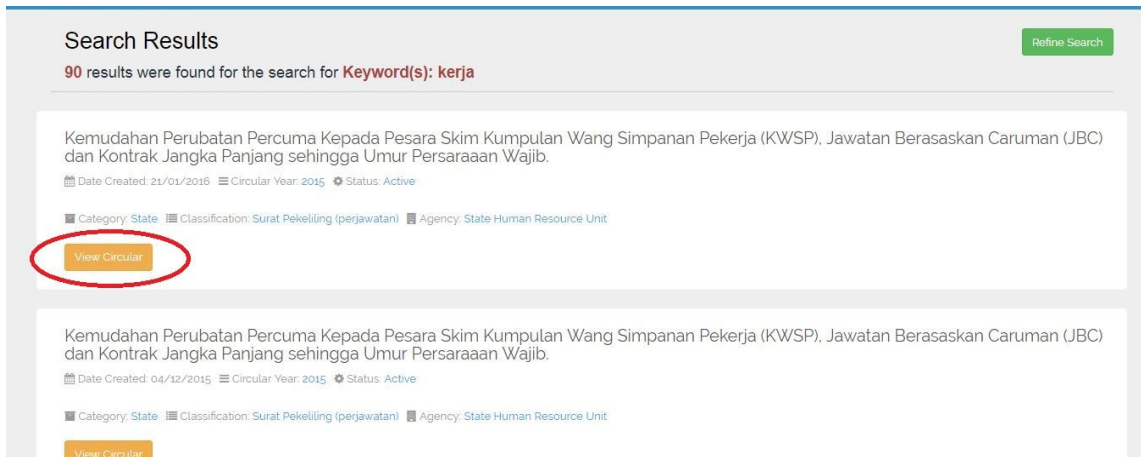
c) The result is as shown in Figure 2.

Figure 2

d) To view the circular, click on "View Circular" button.

- **By Year**

a) To search circular by year, scroll down the homepage until a section as shown in Figure 3.

b) Then click on a particular year to begin the search, e.g: 2017.

Figure 3

- **By Category**
a) Scroll down the page to a section as shown in Figure 4, to search the result by category.
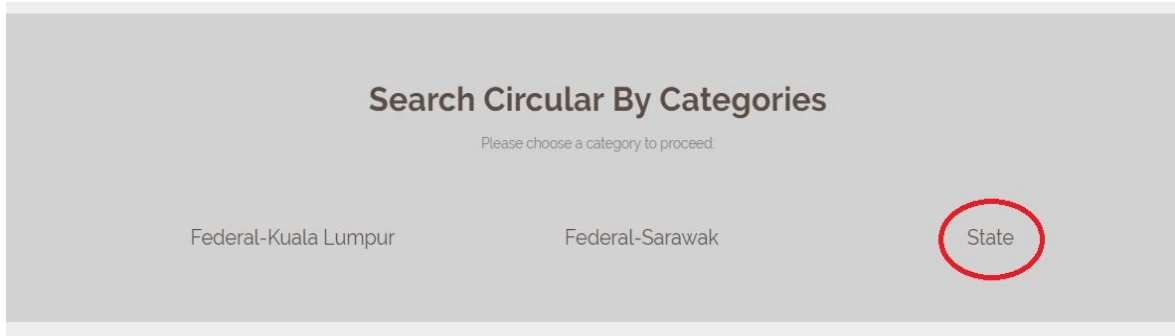

Figure 4

b) Click on a particular category, e.g: State, to begin the search.

- **By Classification**
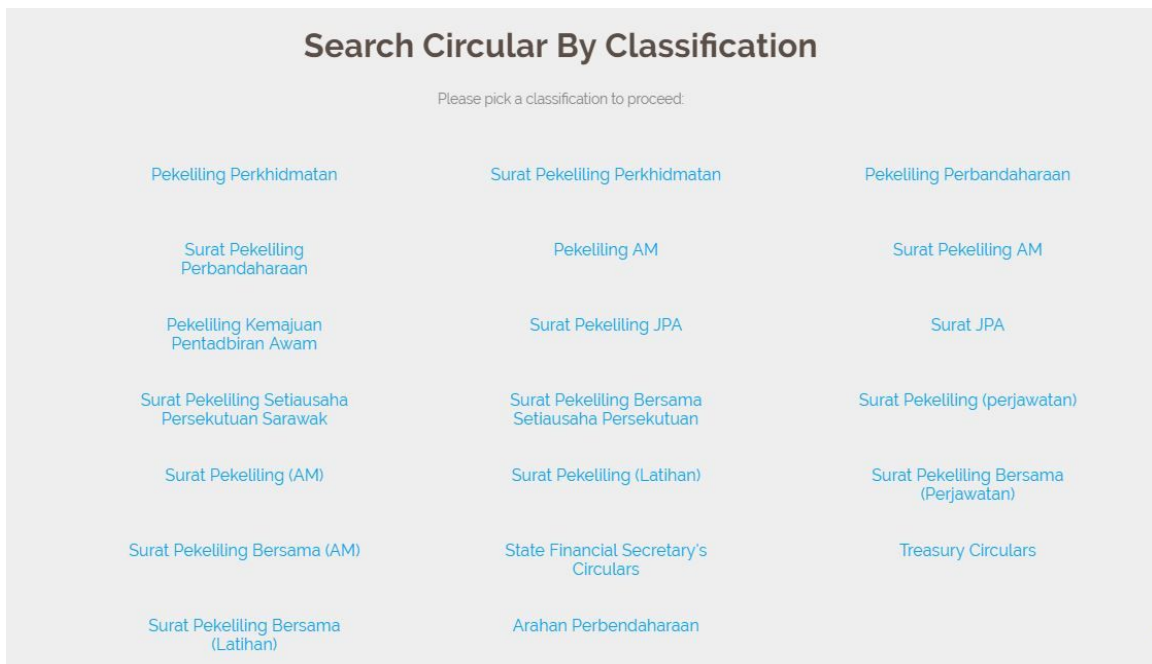a) To search results by classification, scroll down the page to a section as shown in Figure 5.

Figure 5

b) Then, click on a particular words highlighted in blue color, e.g: Pekeliling Perkhidmatan, to start the search.

- **Refine search**

a) To refine or filter the search results, click on the "Refine Search" button which can be found in the results page of search method by Keywords, Year, Category, or Classification.

b) Fill in either one or each of the respective refine category as shown in Figure 6. Then, click on the "Search" button to view the results.

Figure 6

2. **Create New Circular**

a) In order to create a new Circular, users are required to login into their respective account by entering the user LDAP username and password. Then, click "Login" to access the account.
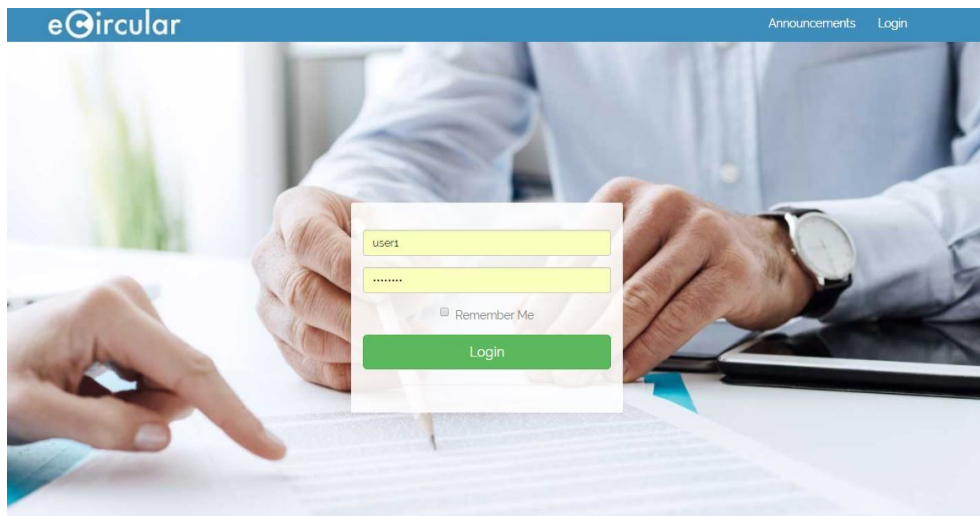

Figure 7

b) After login, user will be directed to a page as shown in Figure 8. Navigate to the menu panel on the left and click on "Circulars" dropdown panel.
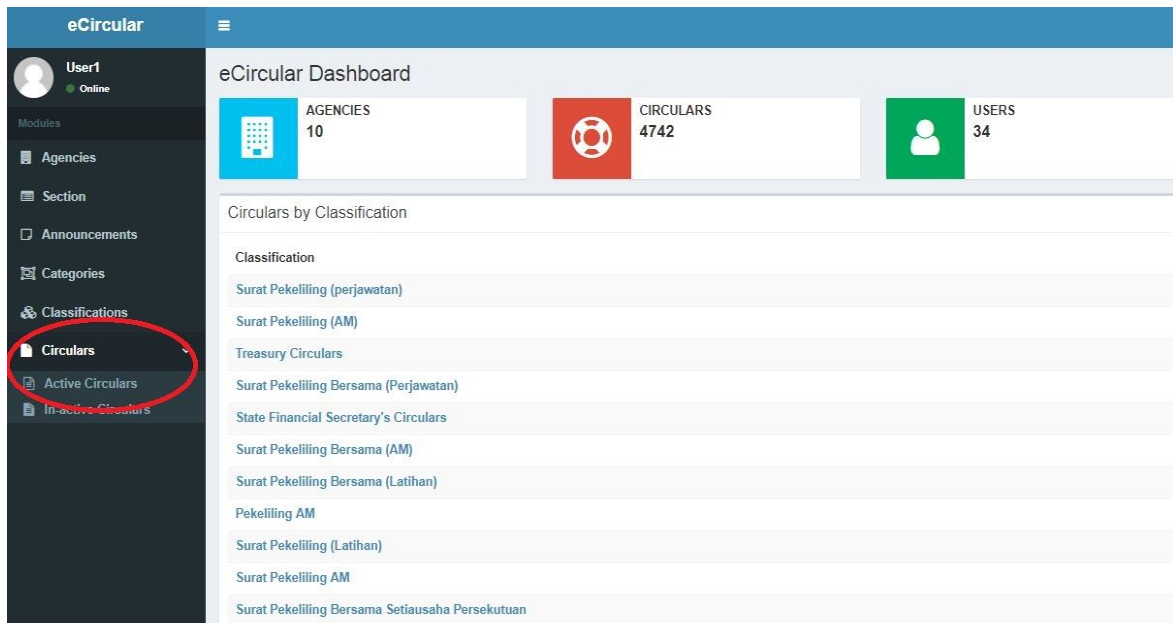

Figure 8

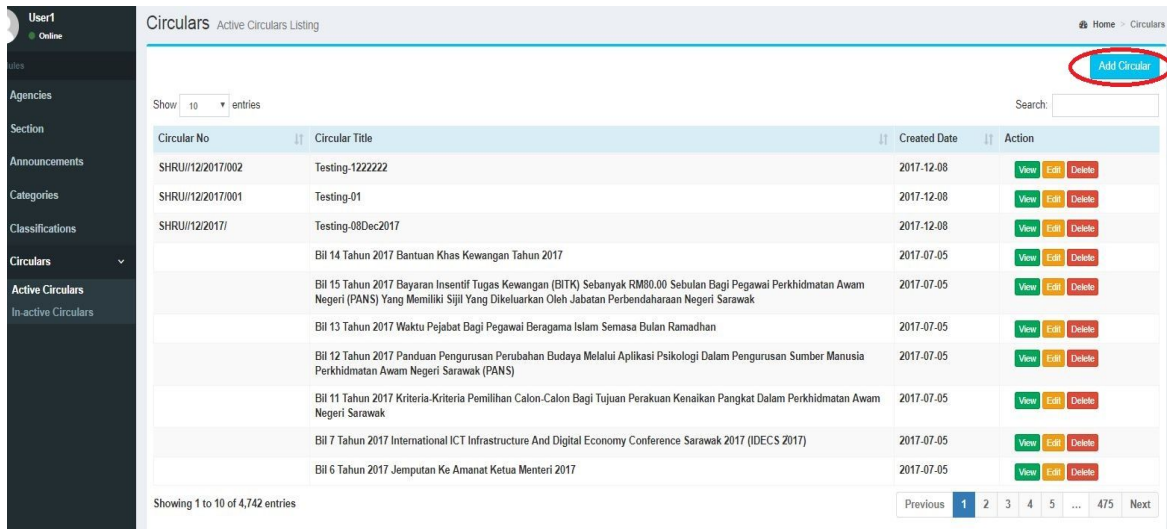c) In the dropdown panel, click on "Active Circulars", which will direct the user to a page as shown in Figure 9.

Figure 9

d) Then, click on "Add Circular" button.
e) Fill in the form as shown in Figure 10 and click on "Submit" button to save the new Circular entry.

Figure 10