

1. Search

• By Keywords

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



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.

Y		SARAWAK.GOV.MY	LAWNET		JKR SARAWAK	
		Search	n Circular By	Years		
		F	Please pick a year to proceed.			
	From ye 2017 2016 2012 2013	ears 2017 to 2008		From years 20 2007 2006 2005 2002 2001 2000	07 to 1998 2004 2003 1999 1998	
	From ye	ears 1997 to 1988		From years 19	87 to 1978	

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.

Search	Circular By Classificatio	on
	Please pick a classification to proceed:	
Pekeliling Perkhidmatan	Surat Pekeliling Perkhidmatan	Pekeliling Perbandaharaan
Surat Pekeliling Perbandaharaan	Pekeliling AM	Surat Pekeliling AM
Pekeliling Kemajuan Pentadbiran Awam	Surat Pekeliling JPA	Surat JPA
Surat Pekeliling Setiausaha Persekutuan Sarawak	Surat Pekeliling Bersama Setiausaha Persekutuan	Surat Pekeliling (perjawatan)
Surat Pekeliling (AM)	Surat Pekeliling (Latihan)	Surat Pekeliling Bersama (Perjawatan)
Surat Pekeliling Bersama (AM)	State Financial Secretary's Circulars	Treasury Circulars
Surat Pekeliling Bersama (Latihan)	Arahan Perbendaharaan	
	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.

Search Results 16 results were found for the search for Years: 2017	Refine Search
Refine Search	
Year(s)	
2017	
Keyword(s)	
Keyword(s) eg: PP 2015	
Status	
- Please Choose -	v
Search	
Testing-1222222	
🖀 Category: Federal-Sarawak 🗮 Classification: Surat Pekeilling AM 📕 Agency: State Human Resource Unit	
View Circular	

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.

eCircular	=					
User1 Online	eCircular Dashboard					
	AGENCIES CIRCULARS USERS					
Agencies						
Section						
Announcements						
🔁 Categories	Classification					
& Classifications	Surat Pekeliling (perjawatan)					
Circulars	Treasury Circulars					
Active Circulars	Surat Pekeliling Bersama (Perjawatan)					
In-active CircularS	State Financial Secretary's Circulars					
	Surat Pekeliling Bersama (AM)					
	Surat Pekeliling Bersama (Latihan)					
	Pekeliling AM					
	Surat Pekeliling (Latihan)					
	Surat Pekeliling AM					
	Surat Pekeliling Bersama Setiausaha Persekutuan					

Figure 8

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

User1 Online	Circulars Active Circulars List	ing		🍰 Home 🗧 Circulars
lules				Add Circular
Agencies	Show 10 • entries			Search:
Section	Circular No 11	Circular Title	↑ Created Date ↓↑	Action
Announcements	SHRU//12/2017/002	Testing-1222222	2017-12-08	View Edit Delete
Categories	SHRU//12/2017/001	Testing-01	2017-12-08	View Edit Delete
Classifications	SHRU//12/2017/	Testing-08Dec2017	2017-12-08	View Edit Delete
Circulars ~		Bil 14 Tahun 2017 Bantuan Khas Kewangan Tahun 2017	2017-07-05	View Edit Delete
Active Circulars		Bil 15 Tahun 2017 Bayaran Insentif Tugas Kewangan (BITK) Sebanyak RM80.00 Sebulan Bagi Pegawai Perkhidmatan Awam Negeri (PANS) Yang Memiliki Sijil Yang Dikeluarkan Oleh Jabatan Perbendaharaan Negeri Sarawak	2017-07-05	View Edit Delete
		Bil 13 Tahun 2017 Waktu Pejabat Bagi Pegawai Beragama Islam Semasa Bulan Ramadhan	2017-07-05	View Edit Delete
		Bil 12 Tahun 2017 Panduan Pengurusan Perubahan Budaya Melalui Aplikasi Psikologi Dalam Pengurusan Sumber Manusia Perkhidmatan Awam Negeri Sarawak (PANS)	2017-07-05	View Edit Delete
		Bil 11 Tahun 2017 Kriteria-Kriteria Pemilihan Calon-Calon Bagi Tujuan Perakuan Kenaikan Pangkat Dalam Perkhidmatan Awam Negeri Sarawak	2017-07-05	View Edit Delete
		Bil 7 Tahun 2017 International ICT Infrastructure And Digital Economy Conference Sarawak 2017 (IDECS 2017)	2017-07-05	View Edit Delete
		Bil 6 Tahun 2017 Jemputan Ke Amanat Ketua Menteri 2017	2017-07-05	View Edit Delete
	Showing 1 to 10 of 4,742 entries		Previous 1 2	3 4 5 475 Next

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.



eCircular		
User1 • Online	Circulars Add New Circular	
Modules	* are required field	
Agencies	Circular Title":	
Section		
Announcements	Agency *:	
현 Categories	- Prease Chouse -	
	Section (Please choose agency first):	
	Circular NO ¹	
Circulars <		
	Circular Reference*:	
	Circular Type*:	
	- Please Choose -	
	Circular Year":	
	- Please Choose -	
	Circular Issued Date*:	
	· ·	
	Circular Implemetation Date":	

Figure 10