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# CHAPTER 5

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## USING THE SYSTEM

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**5.1. Create And Submit New Idea**

1. In order for users to create and submit ideas, the following logon screen is used for accessing the SCS-ii System.

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**SCS-ii**  
SARAWAK CIVIL SERVICE INNOVATIVE IDEAS

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**SCS-ii**  
SARAWAK CIVIL SERVICE INNOVATIVE IDEAS

Sarawak Civil Service Innovative Ideas Portal  
**INNOVATE°CREATE°TRANSFORM**

Tuesday, July 27, 2010 2:43:00 PM

**Sarawak Civil Service Innovative Ideas (SCS-ii) Portal**

Penjawat awam adalah antara sumber terpenting dalam perkhidmatan awam negeri kerana mereka mampu untuk menyumbang idea-idea baru dan berinovasi.

Seseorang penjawat awam yang terlibat sama ada secara langsung dan tidak langsung dalam sesuatu tugas boleh menyumbang idea masing-masing dalam pelbagai bidang untuk menambahbaik perkhidmatan awam negeri dan juga negeri Sarawak.

Semua idea yang disumbangkan dianggap penting dan akan diberi perhatian sama ada ia dilaksana ataupun tidak kemudian.

Semua pekerja tanpa mengira pangkat dan kedudukan boleh menyumbangkan idea.

SCS-ii adalah sebuah sistem bagi menyumbang idea dan inovasi yang boleh membantu meningkatkan mutu perkhidmatan awam negeri. Sistem ini bukanlah untuk membuat aduan. Sebarang aduan haruslah dihantar ke sistem Talikhidmat di <http://talikhidmat.sarawak.gov.my>.

*Employees are the most important resource in the State civil service; they are the best source of new ideas and innovation.*

*A State employee can submit ideas and suggestions to improve any aspect of the civil service and the State as a whole, including areas and functions that they are not directly involved in.*

*No idea is too small to be considered; all ideas are recognized and given due attention and processing, whether or not the ideas will later be implemented.*

*No contributor is excluded; all State employees regardless of rank and function can submit ideas.*

*SCS-ii is for contributing ideas and innovations than can help improve the civil service and the State. It is not for submitting complaints that should be submitted to the Talikhidmat system at <http://talikhidmat.sarawak.gov.my>.*

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Figure 5-1 : Log On Screen

2. Once successfully logged on to the System, screen displayed as below.

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Implementation Tab Logout

Innovative Ideas (1) Implementation (0) Welcome back, Rodney Yang [Logout]

**My Innovative Idea(s)**

Search Clear Result Search Click here to create New Idea Submit An Idea

NO.	IDEA ID	TITLE	STATUS
1	00038	LMS SMS version	New

« first « previous Page 1 of 1 » next » last Idea record

Total records: 1

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Figure 5-2 : Main Page

3. Click on the **Submit An Idea** button to create new idea.

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SARAWAK CIVIL SERVICE INNOVATIVE IDEAS

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Innovative Ideas (1)
Implementation (0)
Welcome back, Rodney Yang [\[Logout\]](#)

### My Innovative Idea(s)

\* Compulsory Field(s)

#### Your Idea

**Submission Category \*** Team

**Title of Idea \*** Pay Bills through SMS

**Summary of Idea \***

Word(s) Left: 196 (Limit to 200 words)

**Detailed Description \***

Attachment(s)

#### Your Personal Details

User ID: rodney  
 Email Address: rodney@sains.com.my  
 User Full Name: Rodney Yang  
**Designation \*** HR Section  
 Team Name: Leave Coordinator

USER ID	USER FULL NAME	EMAIL ADDRESS	
lausb1	Lau Sia Beng	lausb1@snt.com.my	[Delete]
mollylww			Verify User ID

**Team Members**  
 This user id must be the same as created in SarawakNet  
 ✓ User name has been successfully verified.  
 Name: Molly Lim Wen Wen  
 Email Address: mollylww@sains.com.my

**Organisation Category \***  State Civil Service  Local Authority  Statutory Body

**Organisation \*** Unit Teknologi Maklumat dan Komunikasi

**Station \*** Kuching

**Telephone No. \*** 019 8990101

Fax No.:

#### Declaration of Originality

I hereby declare that the idea is original and to the best of my knowledge, the idea does not infringe upon anyone's copyright nor violate any proprietary rights.

I hereby declare that the idea is obtained from the copyright owner(s) as indicated below and I have obtained permission from the mentioned copyright owner(s). By submitting this idea, the State Government is absolved from any legal action should the idea infringe on anyone's copyright or violate any proprietary rights.

**Copyright Owner(s) \***  
 rodney's copyright 2010

Figure 5-3 : Submission Idea

- Once successfully submitted, message below prompted as a sample.

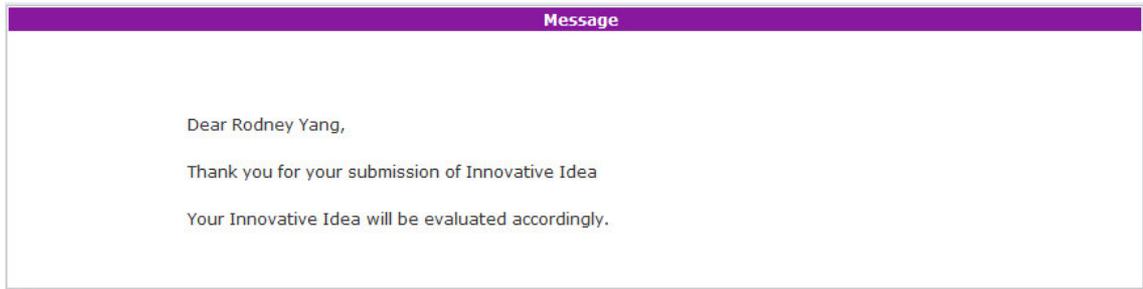


Figure 5-4 : Sample of Submission Message

## 5.2. Implementation Idea Update

Implementation Listing

Submission Category: All  
 Percentage of Completion:   
 Date of Report: From  To  Search Clear Result

NO.	IDEA	TITLE	PROGRESS	STATUS	LAST REPORTED
1	00040	Laughing Exercise	10%	Accepted for Pilot Testing	2010-07-28
2	00038	LMS SMS version	10%	Accepted for Implementation	2010-07-28

Figure 5-5 : Implementation Tab

Implementation Tab only displayed to CIO as appointed personnel to update the progress status.

- Click on the selection title in order for you to update the progress status from screen above.

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Innovative Ideas (3) Implementation (2) Welcome back, Rodney Yang [Logout]

### Implementation Ideas

**Implementation Ideas**

Idea ID: 00040  
 Submission Category: Team  
 Title of Idea: Laughing Exercise  
 Summary of Idea: Should organise laughing exercise every morning before working.  
 Detailed Description: Should organise laughing exercise every morning before working.  
 Attachment(s):

**Committee's Decision**

Type of Work: To do pilot testing on this idea.  
 Instruction: To do pilot testing on this idea.  
 Attachment(s):  
 Date of Decision:

Click here to update the progress status

Print Implementation Ideas

Print < Back

**Progress Report**

Add Report Implementing agencies are required to provide regular progress reports.

NO.	DATE OF REPORT	PERCENTAGE PROGRESS	SUMMARY	REPORTED BY	ACTION
1	2010-07-28	<div style="width: 10%; height: 10px; background-color: green;"></div> 10%		Julie Jono	 

« first < previous Page 1 of 1 > next » last  
Total records: 1

Delete the update status record

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Figure 5-6 : Add Report Button

2. Click on the **Add Report** button for updating the progress status on the Implementation Ideas.

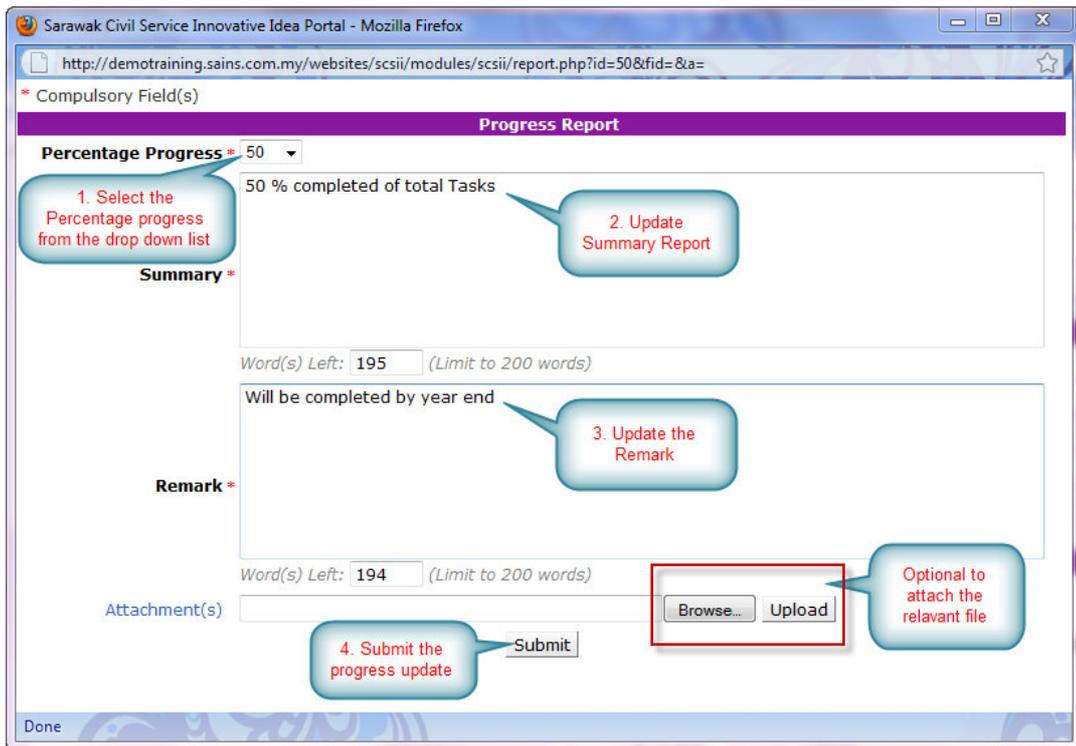


Figure 5-7 : Update the Progress Report

3. Update the Progress Report by filling all the details.
4. Click on the **Submit** button to save and submit the progress report.



Figure 5-8 : Attached File

\* Compulsory Field(s)

Progress Report	
Percentage Progress *	50
Summary *	50% completed of total tasks
Remark *	will completed by year end
Attachment(s)	File Name
	1 Sample_Letter.pdf

Close

Figure 5-9 : Submitted Progress Report