



Jabatan Perkhidmatan Veterinar
Kementerian Pertanian Dan Keterjaminan Makanan

ENTERPRISE PORTAL MANAGEMENT SYSTEM **(EPMS) END-USER TRAINING**

Trainer	Aqlina
Training Role	Administrator
Email	nuraqlina.vox10@gmail.com
Venue & Date	23 October 2024 - Bilik Latihan ICT DVS

Note: All the sections below will include participant's hands-on training provided the hardware pre-requisites are fulfilled.

Time	Description
9.00AM - 10.00AM	1. Theme a. Layout ● Add, edit, duplicate, delete layout b. Blocks ● Add, edit, delete, duplicate block c. Background ● Add, edit, delete, set the background as the default background 2. Content Management System (CMS) a. Menu ● Add, edit, convert to menu group, move list, delete menu b. File ● Add, edit, manage, and delete file c. Image Content ● Add, edit, manage, delete image content d. Announcement Group ● Add, edit, manage, delete forms e. Bookshelf ● Add, edit, manage, delete bookshelf
10.00AM - 12.00PM	f. Announcement Group ● Add, edit, manage, and delete forms

	g. Bookshelf • Add, edit, manage, delete bookshelf h. Video Gallery • Add, edit, manage, and delete video i. Photo Gallery • Add, edit, manage, delete photo j. Pages • Add, edit, manage, delete page
12.30PM - 2.00PM	Lunch Break
2.15PM - 3.30PM	3. Staff Directory • Add, edit, manage, delete member • Add, edit, manage, delete rank group • Add, edit, delete user designation 4. Calendar • Add, edit, manage, delete calendar • Add, edit, manage, delete event 5. Database store • Add, edit, manage, delete database store 6. Form • Add, edit, manage, delete forms
4.00PM – 4.30PM	Q&A