

END USER MANUAL



2025

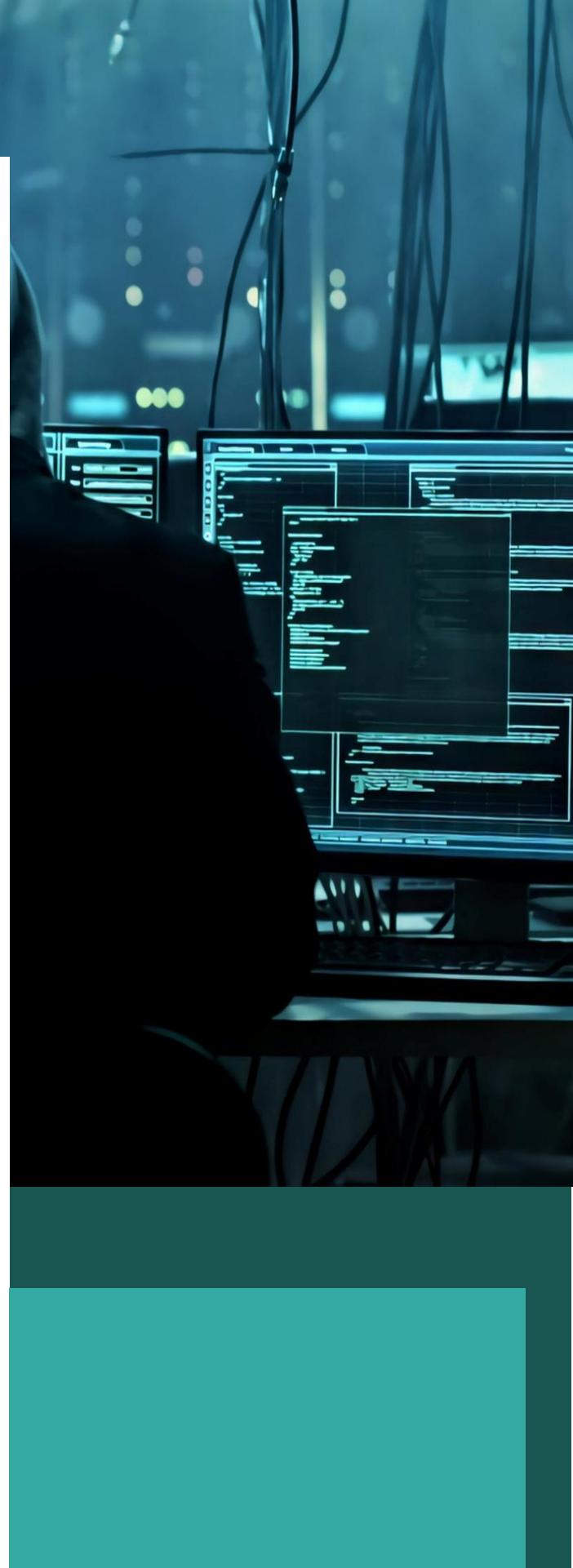


Table of Contents

1.0	Landing Page	6
1.1	View the Landing Page	6
1.2	About	7
1.3	Application Procedures	11
1.4	Our Services	16
1.5	Announcements	16
1.6	Resources	17
1.7	Contact Us	18
1.8	Register	21
1.9	Login	23
1.10	Reset Password	24
1.11	Logout	28
1.12	Session Timeout	29
2.0	Navigation Overview	30
2.1	Menu Structure	30
2.2	Role-based Matrix	31
3.0	Notifications	31
4.0	Home	32
4.1	Dashboard	32
4.2	Change Dashboard Role	33
5.0	User Management	33
5.1	View User List	33
5.2	Register New User	33
5.3	Manage User Status	34
5.4	View User Details	35
6.0	Content Management	36

6.1	View Content Management	36
6.2	Home	37
6.2.1	Hero Section	37
6.2.2	Announcement	38
6.2.3	Images	39
6.2.4	Procedures	39
6.2.5	Procedures Card	40
6.2.6	Edit Procedure Card Details	41
6.2.7	Edit Procedure Card Icon & Status	42
6.2.8	Services	43
6.2.9	Service Card	43
6.2.10	Add New Service Card	44
6.2.11	Edit Service Card	45
6.2.12	Footer	46
6.2.13	Social Platform	46
6.2.14	Add New Social Platform	47
6.2.15	Edit Social Platform	47
6.2.16	Dasar Privasi	48
6.2.17	Add Dasar Privasi	48
6.2.18	Edit Dasar Privasi	49
6.3	About	50
6.3.1	Page Content	50
6.3.2	Update Page Content	51
6.3.3	Locations	51
6.3.4	Add New Locations	52
6.3.5	Edit Locations Details	53
6.3.6	Resource Managers	54

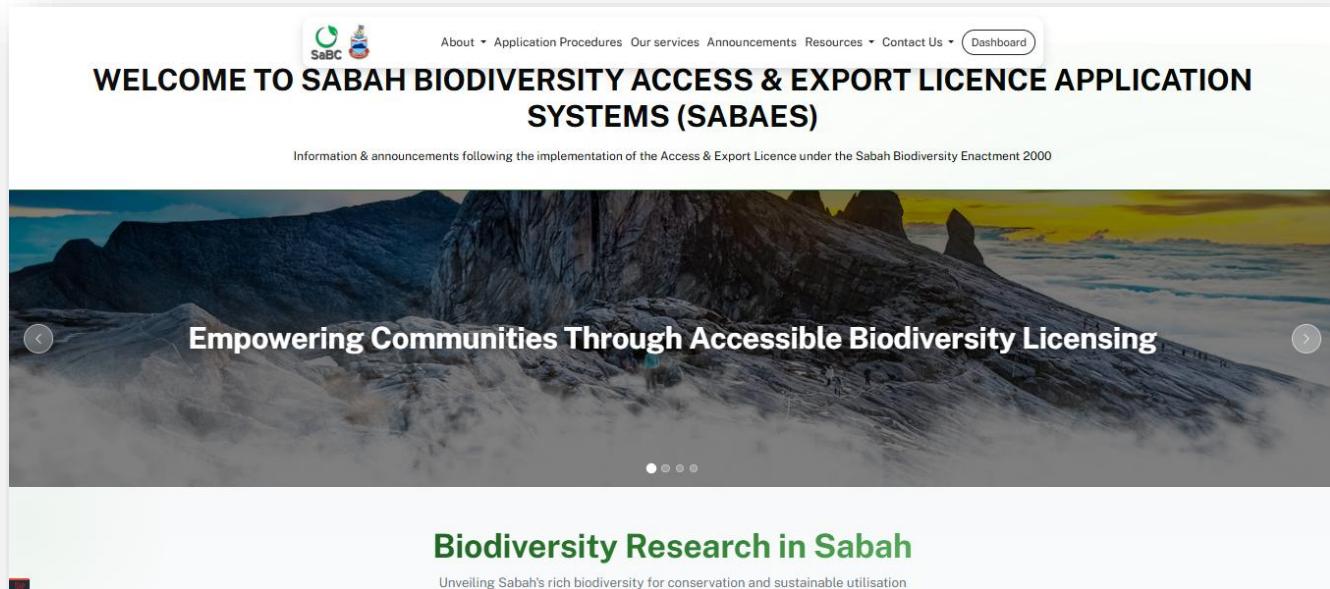
6.3.7	Add New Resource Managers.....	54
6.3.8	Edit Resource Managers Details	55
6.4	Announcements	55
6.4.1	Add New Announcements.....	56
6.4.2	View Announcements Details.....	56
6.4.3	Edit Announcements	57
6.5	Resources	57
6.5.1	Resource List	57
6.5.2	Add New e-News.....	58
6.5.3	Edit e-News	59
6.5.4	Add New Publication	59
6.5.5	Edit Publication	60
6.5.6	Add New Guidelines.....	60
6.5.7	Edit Guidelines	61
6.6	Contact Us	62
6.6.1	Staff Directory	62
6.6.2	Add New Staff	63
6.6.3	Edit Staff Details.....	63
6.6.4	Address	64
7.0	Licence Management	65
7.1	Form Builder	66
7.1.1	Add New Form	66
7.2	All Licence List.....	67
7.2.1	Set Quarter Period	67
7.2.2	Update Application Quarter	68
7.2.3	View Application Details	68
7.2.4	Comments Tab	69

7.3	View Access Licence List.....	70
7.4	Licence Duration	71
7.5	Quick Action	72
7.6	View Related Applications List	73
7.7	Pending Approval Application.....	73
7.8	Upload Requirement File	74
7.9	Progress Report	74
7.10	Upload Progress Report.....	74
7.11	Overdue Payment List	75
8.0	Reporting	76
8.1	View Reporting	76
8.2	Application Summary.....	77
8.3	JKAE Licence Access Report.....	77
8.4	JKAE Licence Export Report.....	78
8.5	User Activity	78
8.6	Access Log.....	79
9.0	Troubleshooting & Support.....	80
9.1	Common Issues and Solutions.....	80

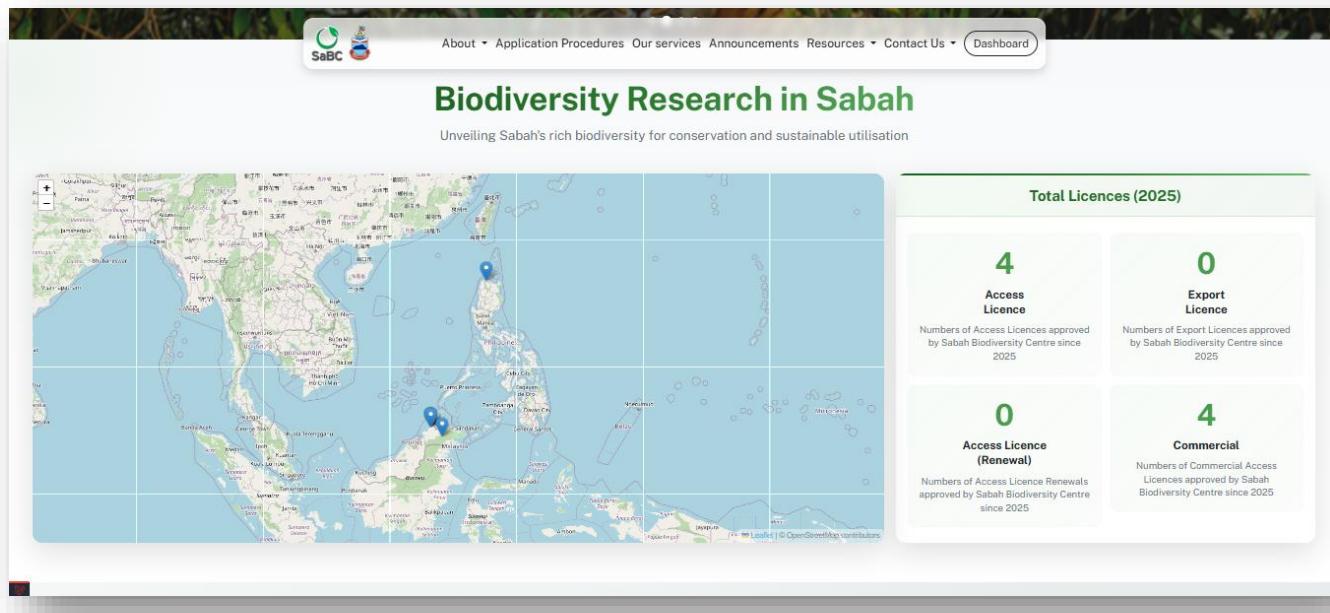
1.0 Landing Page

1.1 View the Landing Page

- To go to the system, navigate to <https://sabaes.sabah.gov.my/>

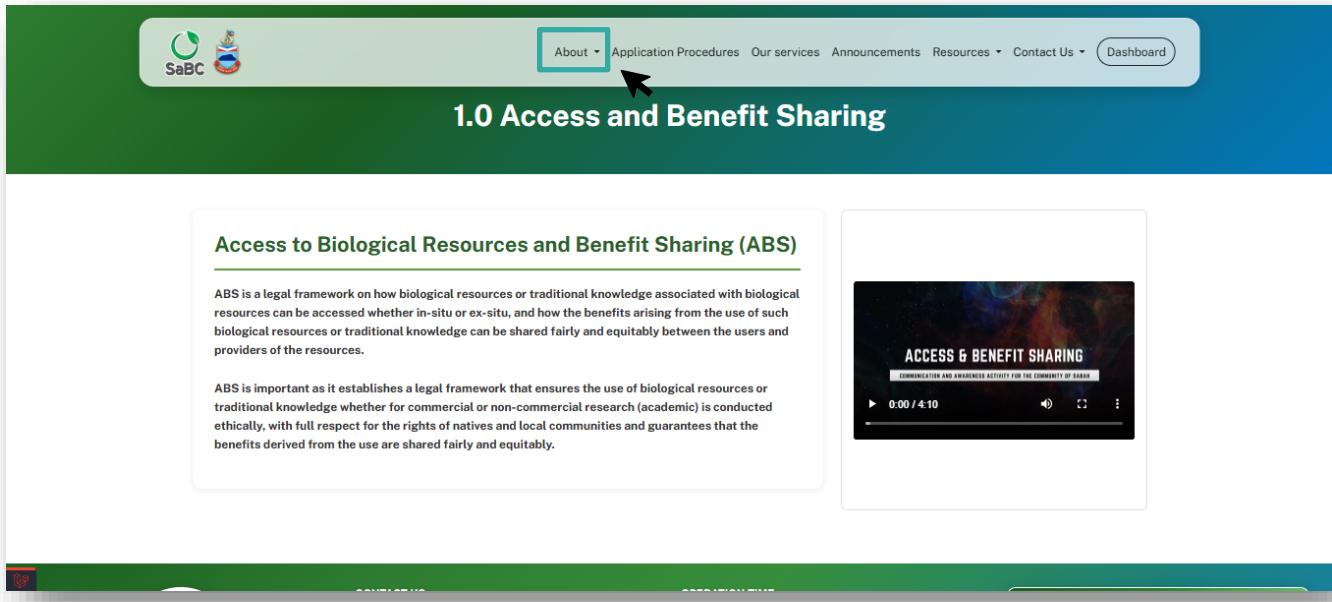


- View Biodiversity Research in Sabah



1.2 About

a) View Access and Benefit Sharing page



1.0 Access and Benefit Sharing

Access to Biological Resources and Benefit Sharing (ABS)

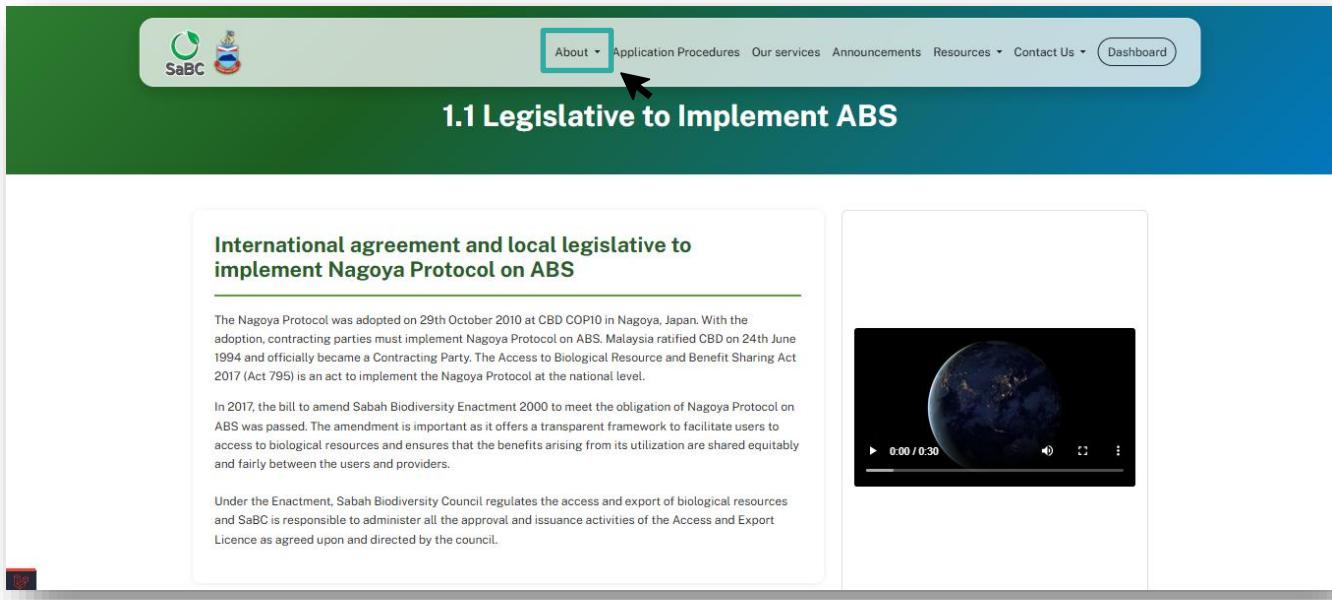
ABS is a legal framework on how biological resources or traditional knowledge associated with biological resources can be accessed whether in-situ or ex-situ, and how the benefits arising from the use of such biological resources or traditional knowledge can be shared fairly and equitably between the users and providers of the resources.

ABS is important as it establishes a legal framework that ensures the use of biological resources or traditional knowledge whether for commercial or non-commercial research (academic) is conducted ethically, with full respect for the rights of natives and local communities and guarantees that the benefits derived from the use are shared fairly and equitably.

ACCESS & BENEFIT SHARING
COMMUNICATION AND AWARENESS ACTIVITY FOR THE COMMUNITY OF SABAH

0:00 / 4:10

b) View Legislative to Implement ABS page



1.1 Legislative to Implement ABS

International agreement and local legislative to implement Nagoya Protocol on ABS

The Nagoya Protocol was adopted on 29th October 2010 at CBD COP10 in Nagoya, Japan. With the adoption, contracting parties must implement Nagoya Protocol on ABS. Malaysia ratified CBD on 24th June 1994 and officially became a Contracting Party. The Access to Biological Resource and Benefit Sharing Act 2017 (Act 795) is an act to implement the Nagoya Protocol at the national level.

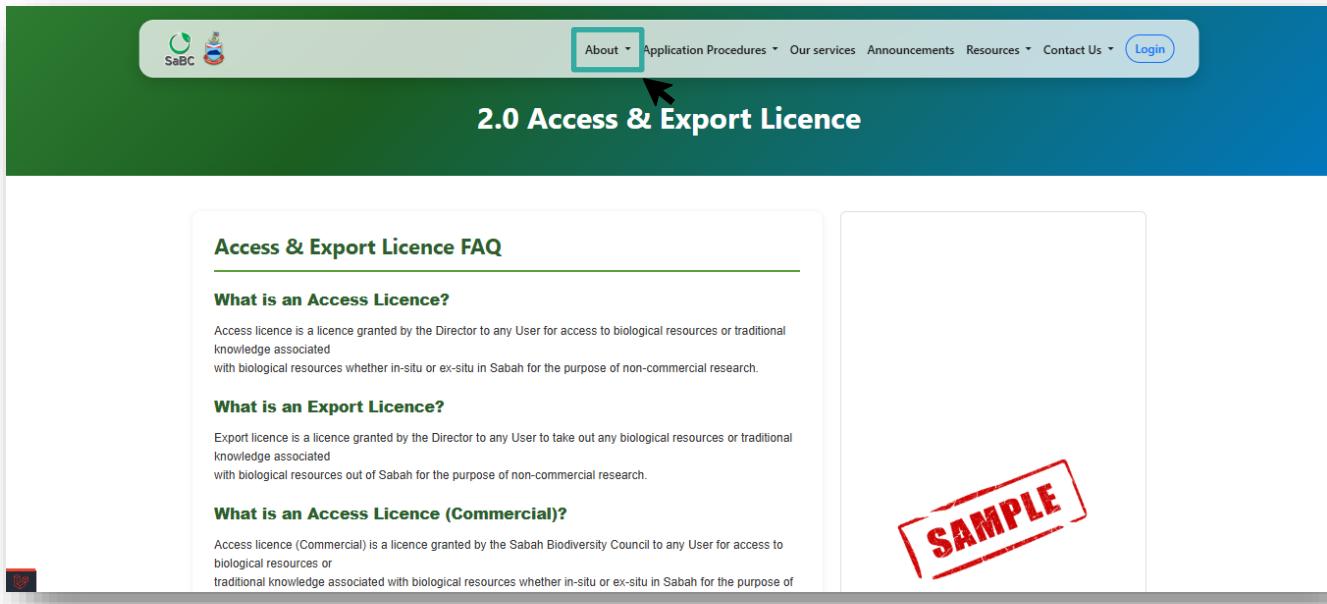
In 2017, the bill to amend Sabah Biodiversity Enactment 2000 to meet the obligation of Nagoya Protocol on ABS was passed. The amendment is important as it offers a transparent framework to facilitate users to access to biological resources and ensures that the benefits arising from its utilization are shared equitably and fairly between the users and providers.

Under the Enactment, Sabah Biodiversity Council regulates the access and export of biological resources and SaBC is responsible to administer all the approval and issuance activities of the Access and Export Licence as agreed upon and directed by the council.

International agreement and local legislative to implement Nagoya Protocol on ABS

0:00 / 0:30

c) View Access & Export Licence page



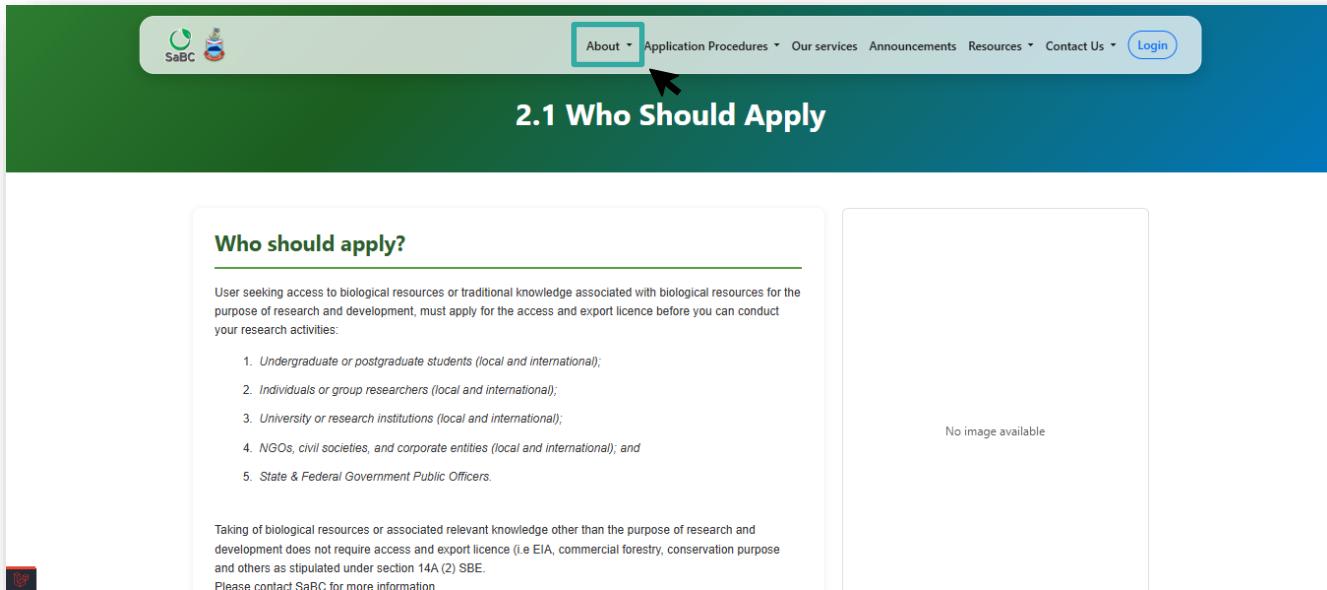
Access & Export Licence FAQ

What is an Access Licence?
Access licence is a licence granted by the Director to any User for access to biological resources or traditional knowledge associated with biological resources whether in-situ or ex-situ in Sabah for the purpose of non-commercial research.

What is an Export Licence?
Export licence is a licence granted by the Director to any User to take out any biological resources or traditional knowledge associated with biological resources out of Sabah for the purpose of non-commercial research.

What is an Access Licence (Commercial)?
Access licence (Commercial) is a licence granted by the Sabah Biodiversity Council to any User for access to biological resources or traditional knowledge associated with biological resources whether in-situ or ex-situ in Sabah for the purpose of

d) View Who Should Apply page



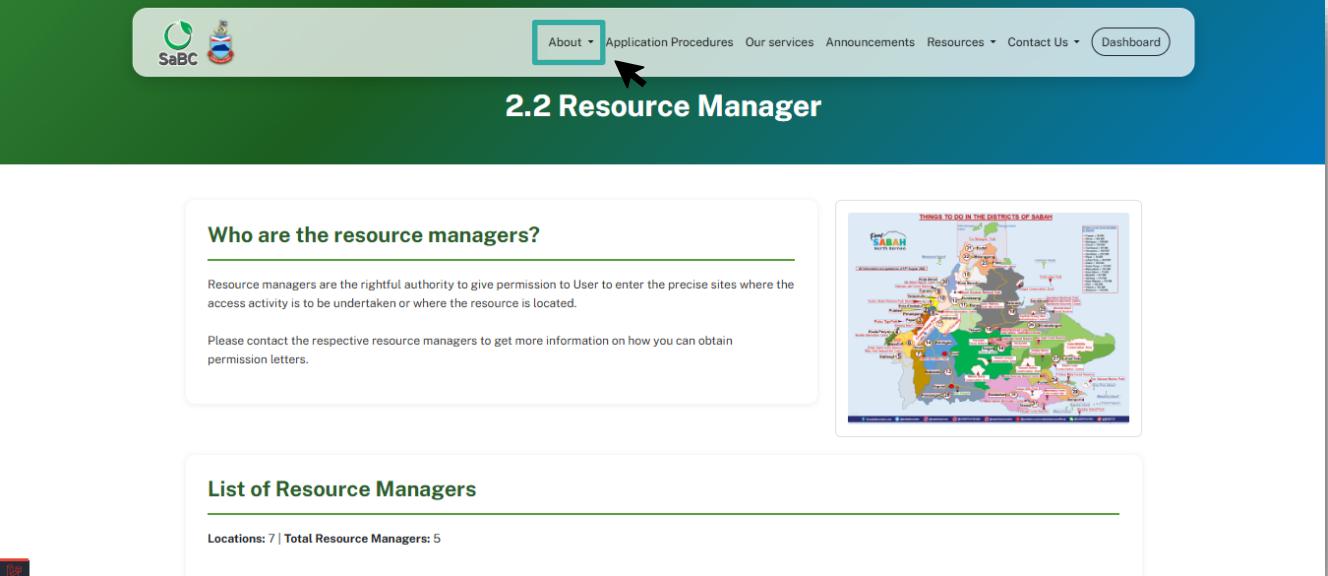
Who should apply?

User seeking access to biological resources or traditional knowledge associated with biological resources for the purpose of research and development, must apply for the access and export licence before you can conduct your research activities:

1. Undergraduate or postgraduate students (local and international);
2. Individuals or group researchers (local and international);
3. University or research institutions (local and international);
4. NGOs, civil societies, and corporate entities (local and international); and
5. State & Federal Government Public Officers.

Taking of biological resources or associated relevant knowledge other than the purpose of research and development does not require access and export licence (i.e EIA, commercial forestry, conservation purpose and others as stipulated under section 14A (2) SBE). Please contact SaRC for more information.

e) View Resource Managers page



2.2 Resource Manager

Who are the resource managers?

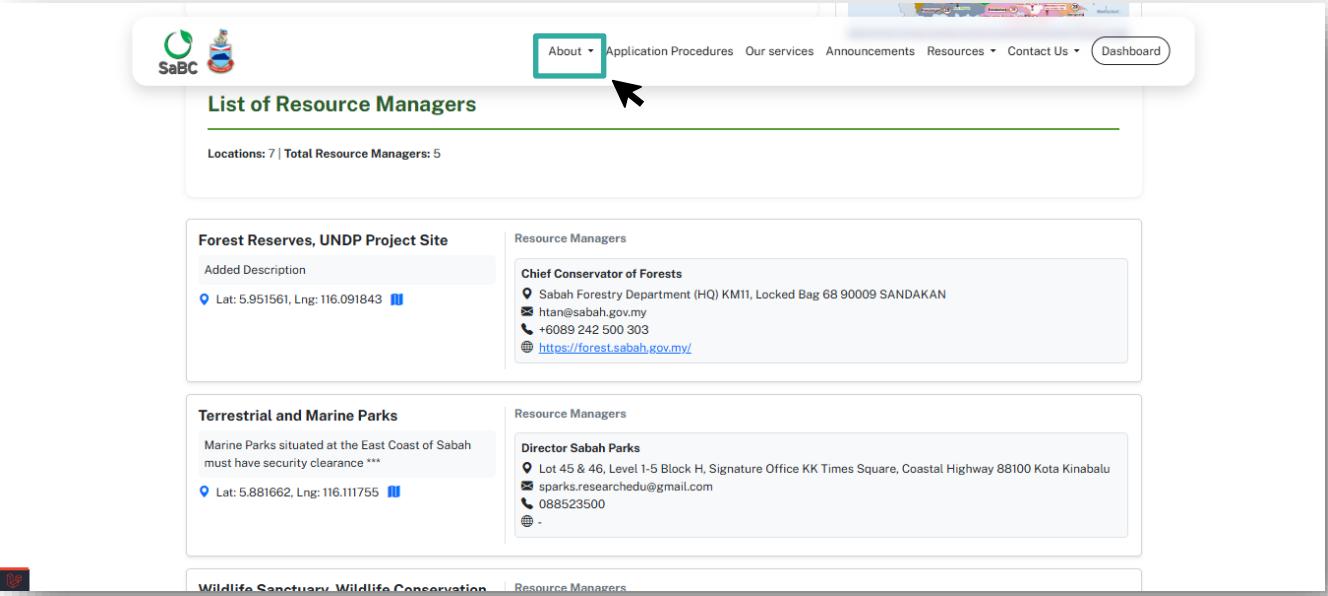
Resource managers are the rightful authority to give permission to User to enter the precise sites where the access activity is to be undertaken or where the resource is located.

Please contact the respective resource managers to get more information on how you can obtain permission letters.

List of Resource Managers

Locations: 7 | Total Resource Managers: 5

f) View List of Resource Managers



List of Resource Managers

Locations: 7 | Total Resource Managers: 5

Forest Reserves, UNDP Project Site

Added Description

Lat: 5.951561, Lng: 116.091843

Resource Managers

Chief Conservator of Forests

Sabah Forestry Department (HQ) KM11, Locked Bag 68 90009 SANDAKAN
htan@sabah.gov.my
+6089 242 500 303
<https://forest.sabah.gov.my/>

Terrestrial and Marine Parks

Marine Parks situated at the East Coast of Sabah must have security clearance ***

Lat: 5.881662, Lng: 116.111755

Resource Managers

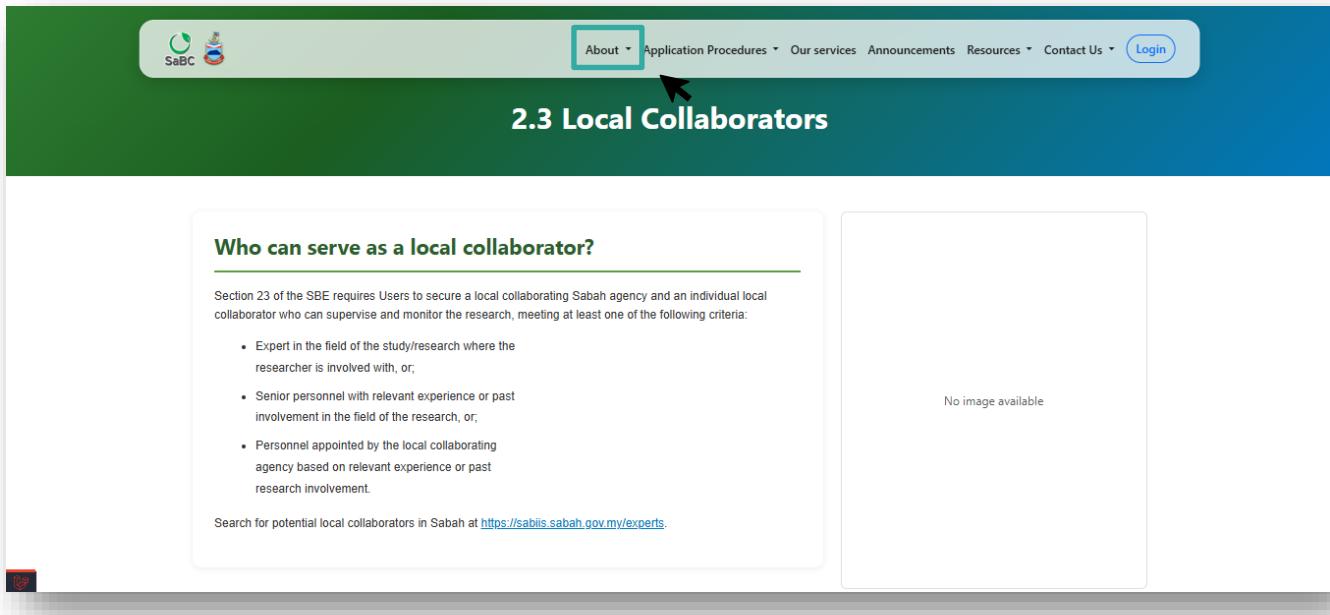
Director Sabah Parks

Lot 45 & 46, Level 1-5 Block H, Signature Office KK Times Square, Coastal Highway 88100 Kota Kinabalu
sparks.researchedu@gmail.com
088523500
-

Wildlife Sanctuary, Wildlife Conservation

Resource Managers

g) View Local Collaborators page



2.3 Local Collaborators

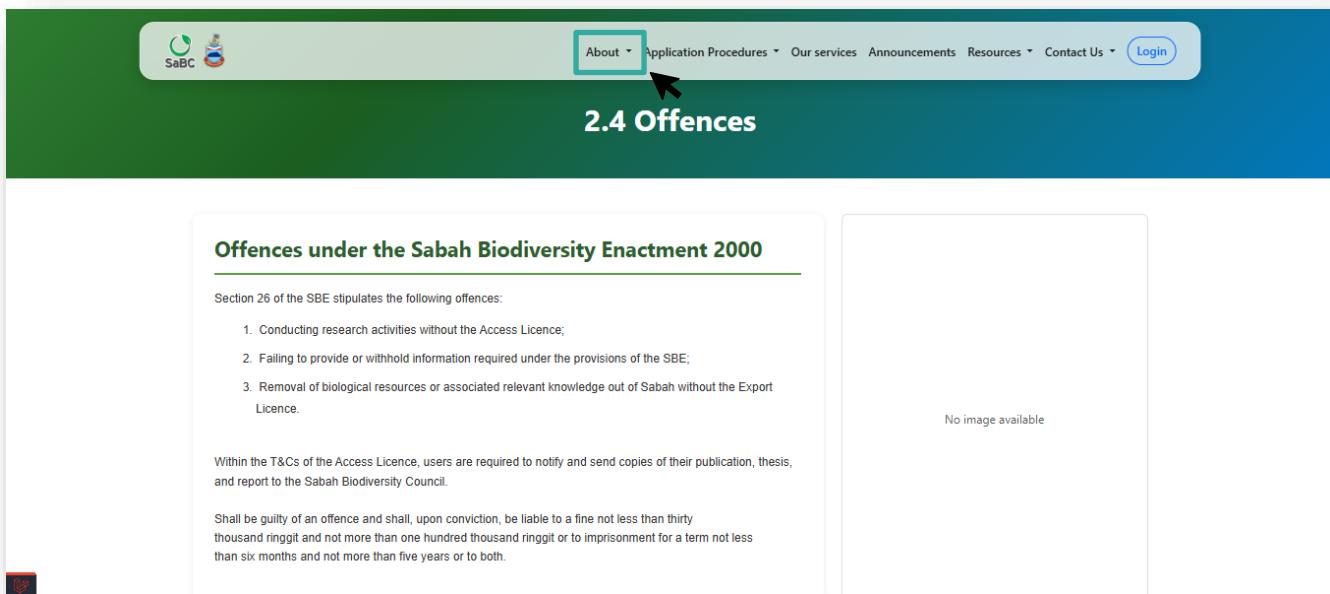
Who can serve as a local collaborator?

Section 23 of the SBE requires Users to secure a local collaborating Sabah agency and an individual local collaborator who can supervise and monitor the research, meeting at least one of the following criteria:

- Expert in the field of the study/research where the researcher is involved with, or;
- Senior personnel with relevant experience or past involvement in the field of the research, or;
- Personnel appointed by the local collaborating agency based on relevant experience or past research involvement.

Search for potential local collaborators in Sabah at <https://sabis.sabah.gov.my/experts>.

h) View Offences page



2.4 Offences

Offences under the Sabah Biodiversity Enactment 2000

Section 26 of the SBE stipulates the following offences:

1. Conducting research activities without the Access Licence;
2. Failing to provide or withhold information required under the provisions of the SBE;
3. Removal of biological resources or associated relevant knowledge out of Sabah without the Export Licence.

Within the T&Cs of the Access Licence, users are required to notify and send copies of their publication, thesis, and report to the Sabah Biodiversity Council.

Shall be guilty of an offence and shall, upon conviction, be liable to a fine not less than thirty thousand ringgit and not more than one hundred thousand ringgit or to imprisonment for a term not less than six months and not more than five years or to both.

i) View Other Written Laws and Regulations page



The screenshot shows the SaBAES website with a dark blue header. The header includes the SaBAES logo, a search bar, and navigation links for 'About', 'Application Procedures', 'Our services', 'Announcements', 'Resources', 'Contact Us', and 'Login'. A mouse cursor is hovering over the 'About' link. The main content area has a dark green header with the title '3.0 Other Written Laws and Regulations'. Below this, there is a section titled 'Other written laws and regulations that involves in the implementation of Access and Export Licence' with a list of 8 items. The list includes: 1. Forest Enactment 1968, 2. Wildlife Conservation Enactment 1997, 3. Parks Enactment 1984, 4. Land Ordinance Cap 68, 5. Sabah Water Resources Enactment 1998, 6. Sabah Inland Fisheries and Aquaculture Enactment 2003, 7. Fisheries Act 1985, and 8. Plant Quarantine Act 1976.

1.3 Application Procedures

Application Procedures

Please submit your application at
www.sabaes.sabah.gov.my



ACCESS LICENCE -
COMMERCIAL



ACCESS LICENCE -
SCIENTIFIC EXPEDITION



ACCESS LICENCE - NON-
COMMERCIAL/ACADEMIC



ADDITION LICENCE

a) View Access Licence – FYP Sabah-based Institution Only

ACCESS LICENCE - FINAL YEAR STUDENT
Complete guide for final year students applying for access licence

What you should know before applying

- Your university will serve as the local collaborating agency.
- Your research supervisor will serve as the local collaborator.
- You are responsible for obtaining the necessary supporting documents.
- If your research involves the use of drones/UAVs, you must obtain a permit from the State Internal Affairs & Research Office.
- Your application will not be processed until all necessary supporting documents and information have been submitted.
- You must submit a new Access Licence application if there are any modifications to your research title, objectives, or methodologies.
- No licence fee will be imposed on local undergraduates.

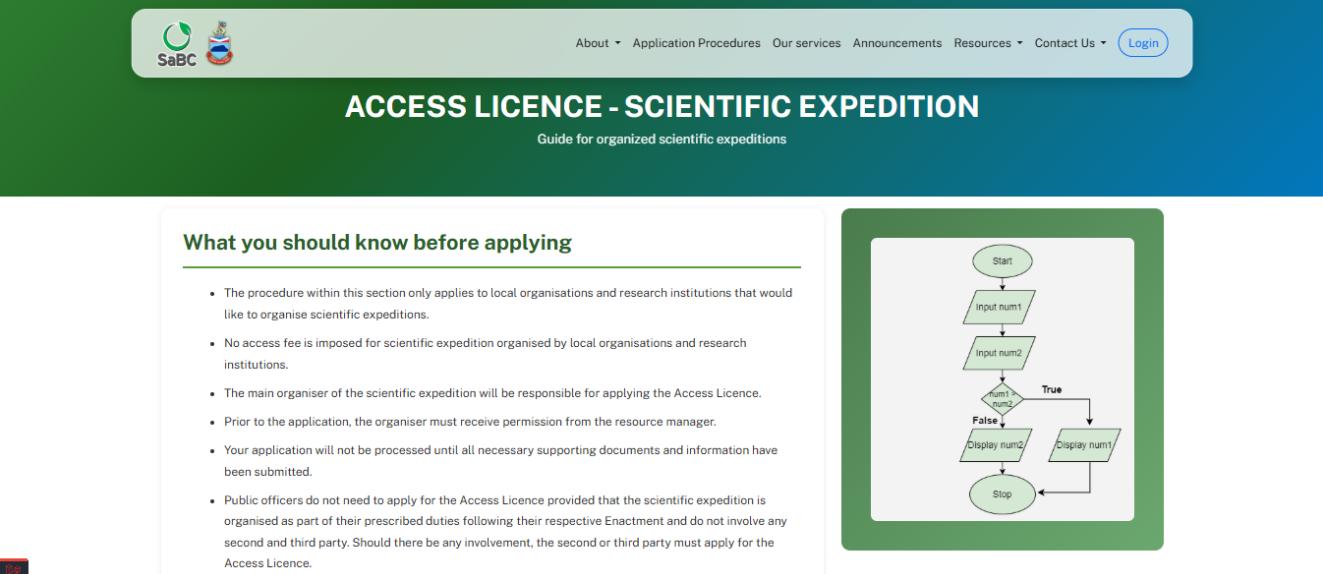
b) View Access Licence – Non-Commercial/Academic

ACCESS LICENCE - NON-COMMERCIAL/ACADEMIC
Guide for academic purpose2

What you should know before applying

- You must secure a local collaborating agency and an individual local collaborator.
- Applications with an existing MoU/MoA with the relevant state government department or agencies will be exempted from the licence fee.
- You are responsible for obtaining the necessary supporting documents.
- If your research involves the use of drones/UAVs, you must obtain a permit from the State Internal Affairs & Research Office.
- The research topic, methodology, locations, and local collaborators must remain the same in order to qualify as a group application.
- Only those conducting research and involved in accessing biological resources are required to apply.
- Your application will not be processed until all necessary supporting documents and information have been submitted.
- You must submit a new Access Licence application if there are modifications to your research title.

c) View Access Licence – Scientific Expedition



What you should know before applying

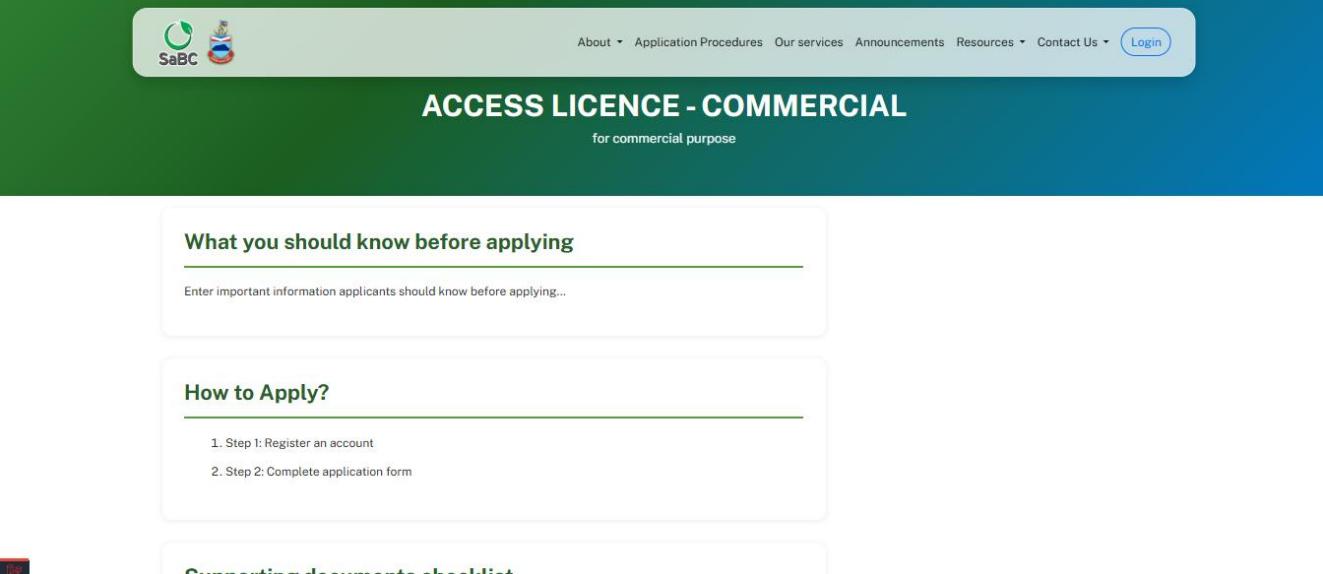
- The procedure within this section only applies to local organisations and research institutions that would like to organise scientific expeditions.
- No access fee is imposed for scientific expedition organised by local organisations and research institutions.
- The main organiser of the scientific expedition will be responsible for applying the Access Licence.
- Prior to the application, the organiser must receive permission from the resource manager.
- Your application will not be processed until all necessary supporting documents and information have been submitted.
- Public officers do not need to apply for the Access Licence provided that the scientific expedition is organised as part of their prescribed duties following their respective Enactment and do not involve any second and third party. Should there be any involvement, the second or third party must apply for the Access Licence.

Flowchart for Access Licence - Scientific Expedition

```

graph TD
    Start((Start)) --> Input1[/Input num1/]
    Input1 --> Input2[/Input num2/]
    Input2 --> Decision{if num1 == num2}
    Decision -- True --> Display1[/Display num1/]
    Display1 --> Stop((Stop))
    Decision -- False --> Display2[/Display num2/]
    Display2 --> Stop
    
```

d) View Access Licence – Commercial



What you should know before applying

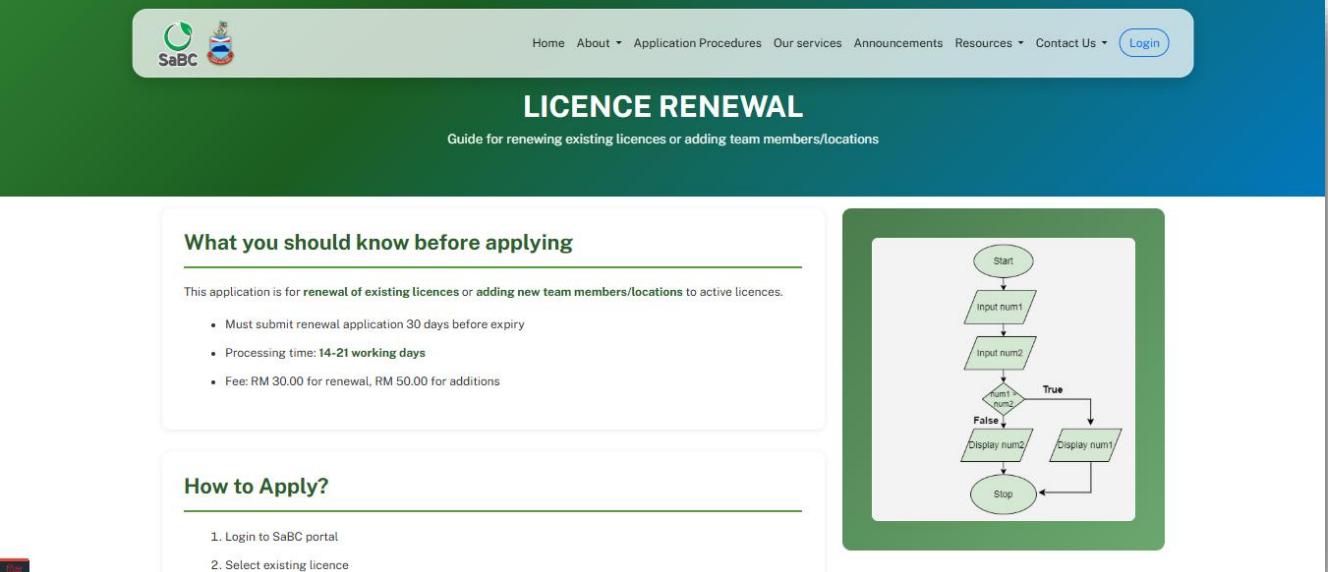
Enter important information applicants should know before applying...

How to Apply?

- Step 1: Register an account
- Step 2: Complete application form

Supporting documents checklist

e) View Access Licence – Renewal and Others



LICENCE RENEWAL
Guide for renewing existing licences or adding team members/locations

What you should know before applying

This application is for **renewal of existing licences or adding new team members/locations** to active licences.

- Must submit renewal application 30 days before expiry
- Processing time: **14-21 working days**
- Fee: RM 30.00 for renewal, RM 50.00 for additions

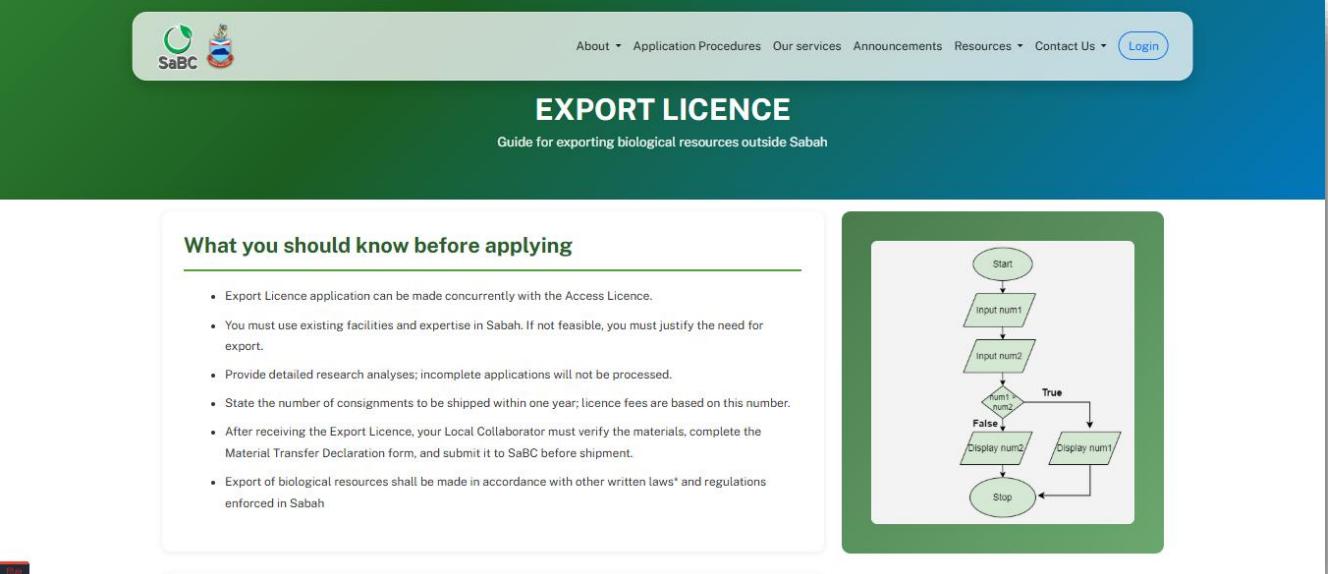
How to Apply?

1. Login to SaBC portal
2. Select existing licence

```

graph TD
    Start((Start)) --> Input1[/Input num1/]
    Input1 --> Input2[/Input num2/]
    Input2 --> Decision{num1 == num2}
    Decision -- True --> Display1[/Display num1/]
    Display1 --> Stop((Stop))
    Decision -- False --> Display2[/Display num2/]
    Display2 --> Stop
    
```

f) View Access Licence – Export Licence



EXPORT LICENCE
Guide for exporting biological resources outside Sabah

What you should know before applying

- Export Licence application can be made concurrently with the Access Licence.
- You must use existing facilities and expertise in Sabah. If not feasible, you must justify the need for export.
- Provide detailed research analyses; incomplete applications will not be processed.
- State the number of consignments to be shipped within one year; licence fees are based on this number.
- After receiving the Export Licence, your Local Collaborator must verify the materials, complete the Material Transfer Declaration form, and submit it to SaBC before shipment.
- Export of biological resources shall be made in accordance with other written laws* and regulations enforced in Sabah

```

graph TD
    Start((Start)) --> Input1[/Input num1/]
    Input1 --> Input2[/Input num2/]
    Input2 --> Decision{num1 == num2}
    Decision -- True --> Display1[/Display num1/]
    Display1 --> Stop((Stop))
    Decision -- False --> Display2[/Display num2/]
    Display2 --> Stop
    
```

g) View Access Licence – Additions Licence

The screenshot shows a web page with a dark blue header. In the top left corner is the SaBC logo, which includes a green circular icon and a red crest. The top right corner features a navigation bar with links: 'About', 'Application Procedures', 'Our services', 'Announcements', 'Resources', 'Contact Us', and a 'Login' button. The main title 'ADDITION LICENCE' is centered in a large, bold, white font. Below the title are three main sections, each with a green header and a thin green horizontal line separating them. The first section is titled 'What you should know before applying' and contains a placeholder text 'Enter important information applicants should know before applying...'. The second section is titled 'How to Apply?' and lists two steps: '1. Step 1: Register an account' and '2. Step 2: Complete application form'. The third section is titled 'Supporting documents checklist' and has a small red icon to its left.

1.4 Our Services

Our Services

Sabah Biodiversity Centre offers and promotes online services.

Appointments!

If you need more information, please schedule an appointment with us!

[Click here! →](#)

Access & Export Licence Application

Please submit your application via the Sabah Biodiversity Access & Export Application System (SABAES)

[Click here! →](#)

Request for a briefing

If you are a research institute/research organisation and you would like us to brief you on the access & export licence application procedures please send us an email to request for a briefing.

[Click here! →](#)

Interactive Map

Overview of research conducted in Sabah, showcasing study locations, and collaborating institutions. It serves as a resource for researchers, policymakers, and the public to explore ongoing and completed projects across the state.

[Click here! →](#)

1.5 Announcements

a) View Announcements page

Announcements

2025 (8 announcements)

Application Window

Application Window

[Read More](#)

SaBAES User Acceptance Test (UAT)

A user acceptance test was conducted on 10 November 2025

[Read More](#)

University Launches 2025/2026 Research Grant Program

The Office of Research and Innovation is excited to announce the opening of applications for the University Research Grant program for the 2025/2026 academic year. This initiative aims to support groundbreaking projects and foster collaboration across diverse

[Read More](#)

Empowering Communities Through Accessible Biodiversity Licensing

The new system opens opportunities for local communities, researchers, and SMEs to engage with biodiversity responsibly.

[Read More](#)

1.6 Resources

a) View Publication page

Search by title, author, doi, or journal...

Resources

Research Publication

A look at advanced learners' use of mobile devices for English language study: Insights from interview data

Mariusz Kruk

Published on 11/10/2025

sample citation

The paper discusses the results of a study which explored advanced learners of English language study. The data were collected from 20 advanced learners of English language study. The results of the study demonstrated that, on the one hand, some subjects manifested heightened awareness relating to the use of mobile devices for English language study. On the other hand, some subjects manifested heightened awareness relating to the use of mobile devices for English language study. The results of the study demonstrated that, on the one hand, some subjects manifested heightened awareness relating to the use of mobile devices for English language study. On the other hand, some subjects manifested heightened awareness relating to the use of mobile devices for English language study.

Read More

Research of the Many Biological Grass

b) View Procedures page

2025 (3 news)

Document C

Another one

2025 (3 news)

Research paper

Sample PDF

2025 (3 news)

Document C

Another one

c) View News page

1.7 Contact Us

a) View Staff Directory page

b) View Appointments/Briefing page

Request for Appointment/Briefing

If you need more information, please schedule an appointment or request for a briefing!

Send a Message

Complete the form below and we will respond as soon as possible.

Full Name

Email Address

Category

Subject

Date

Time

Message

Send Message

c) View Send Feedback

Send Feedback

If you encounter any issues or have suggestions, please share your feedback with us.

Send a Feedback

Share your feedback using the form below, and we'll reach out to you soon.

Name *

Applicant 1

Email *

applicant@gmail.com

Enter your feedback *

Upload Attachments

Choose Files

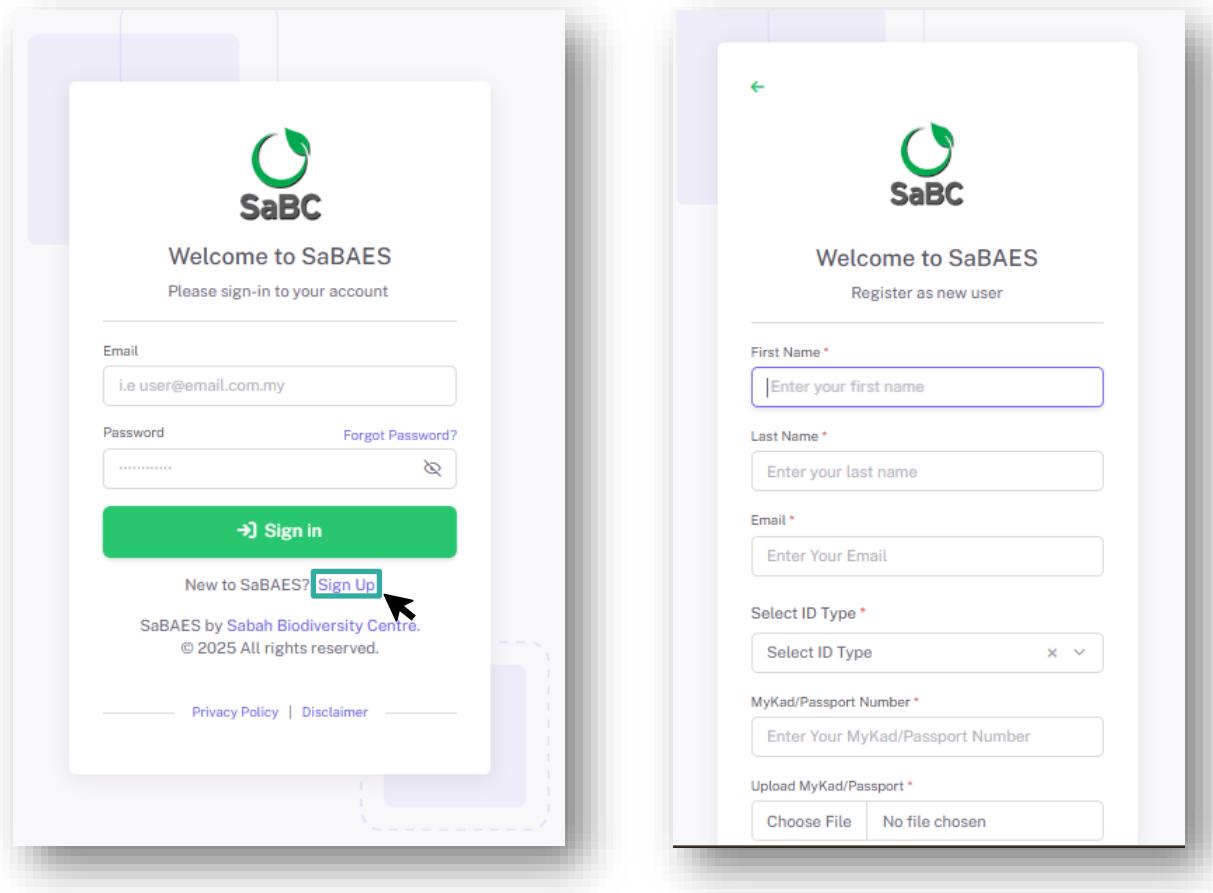
No file chosen

You can upload multiple files (Supported formats: JPG, PNG, JPEG, GIF, PDF, DOC, DOCX — Max size : 20MB)

Submit Feedback

1.8 Register

- a) Navigate to the login page
- b) Click “Sign Up” button



The image consists of two side-by-side screenshots of a web application interface. The left screenshot shows the login page with a 'Sign Up' button highlighted. The right screenshot shows the registration form.

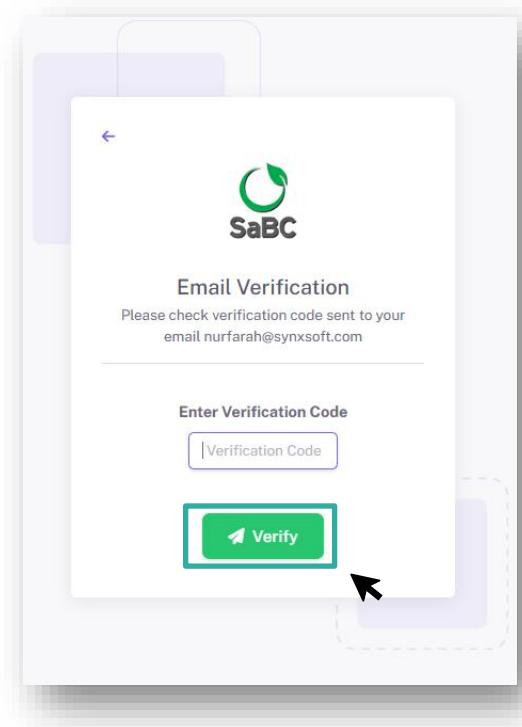
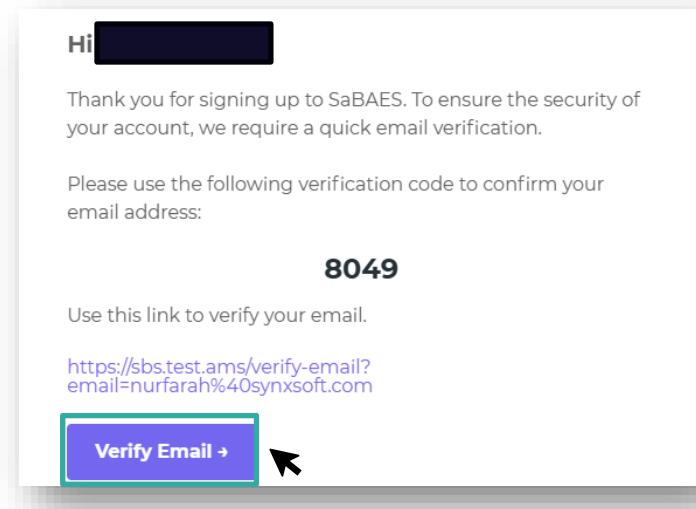
Login Page (Left Screenshot):

- Header: Welcome to SaBAES
- Text: Please sign-in to your account
- Form fields:
 - Email: i.e user@email.com.my
 - Password: [Forgot Password?](#)
- Buttons:
 - Sign in
 - New to SaBAES? [Sign Up](#) (highlighted with a red box and a black arrow pointing to it)
- Text: SaBAES by Sabah Biodiversity Centre. © 2025 All rights reserved.
- Links: Privacy Policy | Disclaimer

Registration Form (Right Screenshot):

- Header: Welcome to SaBAES
- Text: Register as new user
- Form fields:
 - First Name *:
 - Last Name *:
 - Email *:
 - Select ID Type *:
 - MyKad/Passport Number *:
 - Upload MyKad/Passport *:
 - Choose File
 - No file chosen

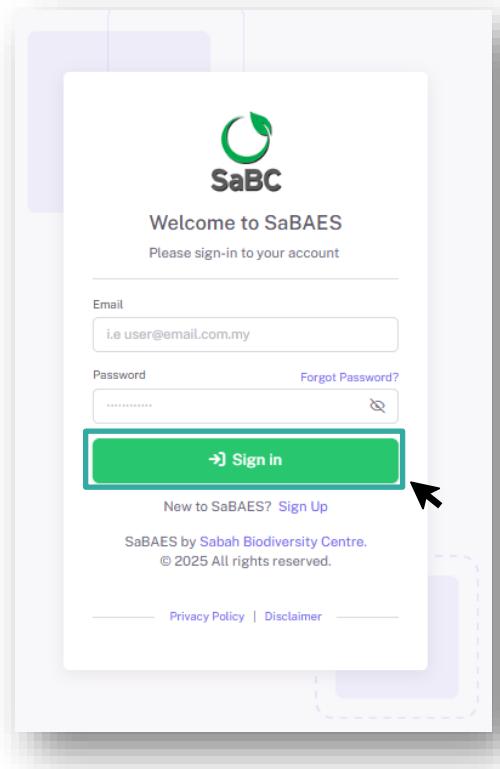
c) Fill in all required and click “Register”



d) Click the “Verify Email” button and key in the verification code
e) Upon successful Registration, system will redirect to the Login page

1.9 Login

- a) Navigate to the login page
- b) Enter the registered email address and password, then click “Sign In” button

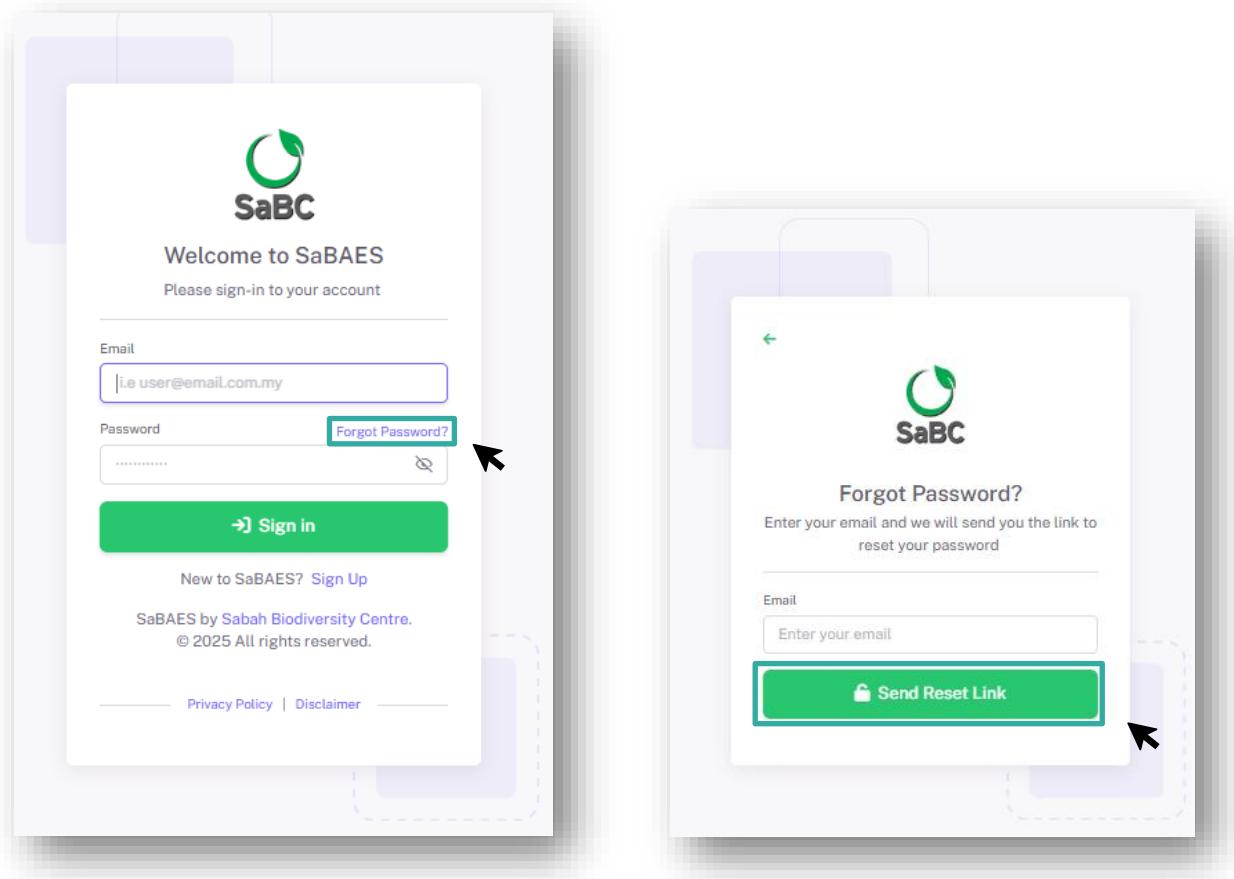


- c) Upon successful authentication, system will redirect to the dashboard page

1.10 Reset Password

There are two ways for users to reset the account password:

1. From the login page
 - a) Click “Forgot Password?” on the Login page



- b) Enter the registered email address and click “Send Reset Link” button. A password reset email will be sent to the provided address
- c) Open the email and click “Reset Password” button. User will be redirected to the Reset Password page

Hi [REDACTED]

A request to reset password was received for your SBS Account - nurfarah@synxsoft.com.

Use this link to reset your password.

<https://sbs.test.ams/reset-verify?t=71TLdLmMQv1BFqTrtPYVKXTTWJOjZnsQqPioTbDTsPOFBqWO7STj4lrXOA9v&email=nurfarah%40synxsoft.com>

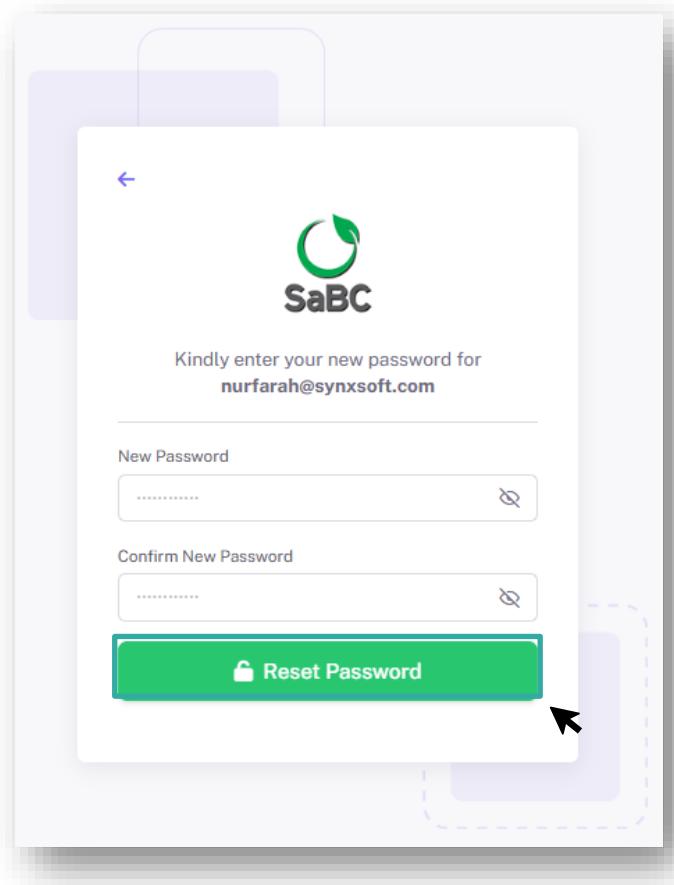
Reset Password →

If you did not request for password reset, please ignore this email.

Uncertain about the reason for receiving this email? Please [inform us](#).

Thank You
SaBAES Team

- d) Enter the new password and confirm new password, then click “Reset Password” button. The password will be updated, and the user can now log in using the new credentials.



2. From the user profile page

- Click on the profile picture or user icon in the top-right corner of the page

Sabah Biodiversity Centre
Access & Export Licence Management System

11 Nov 2025 | jenna | Applicant

TOTAL APPLICATIONS	PENDING REVIEWS	APPROVED	REJECTED
0	0	0	0

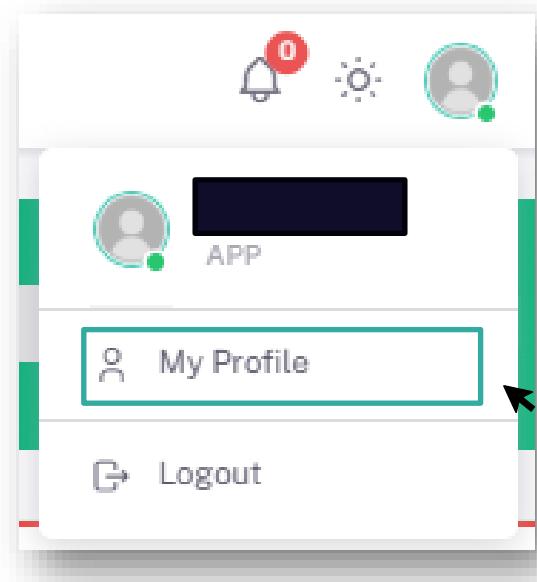
Recent Applications
Latest 0 applications and their status

#	TITLE	TYPE	STATUS	DATE	ACTION
No applications found					

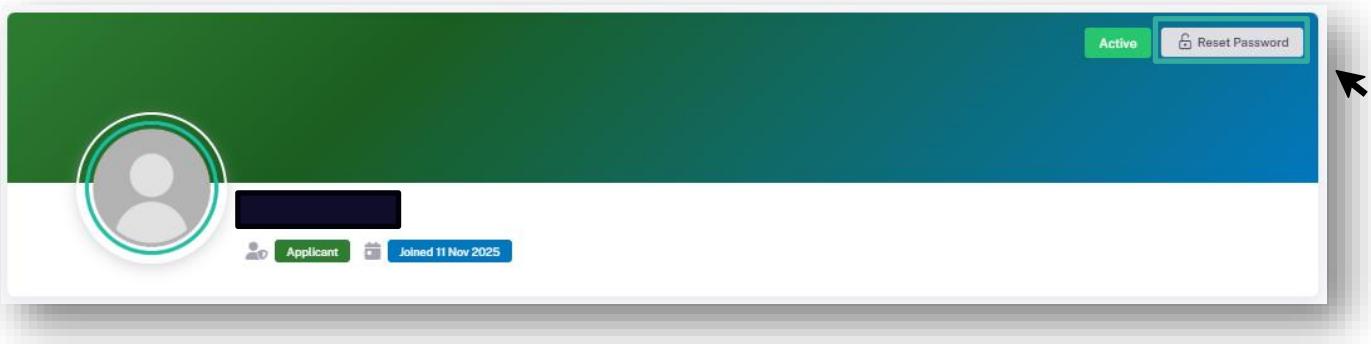
Recent Activity Show: 10

- Gender in UserProfile: 030405124308-jenna -Changed from "N/A" to "Female" 11-11-25 10:54:47
- Salutation in UserProfile: 030405124308-jenna -Changed

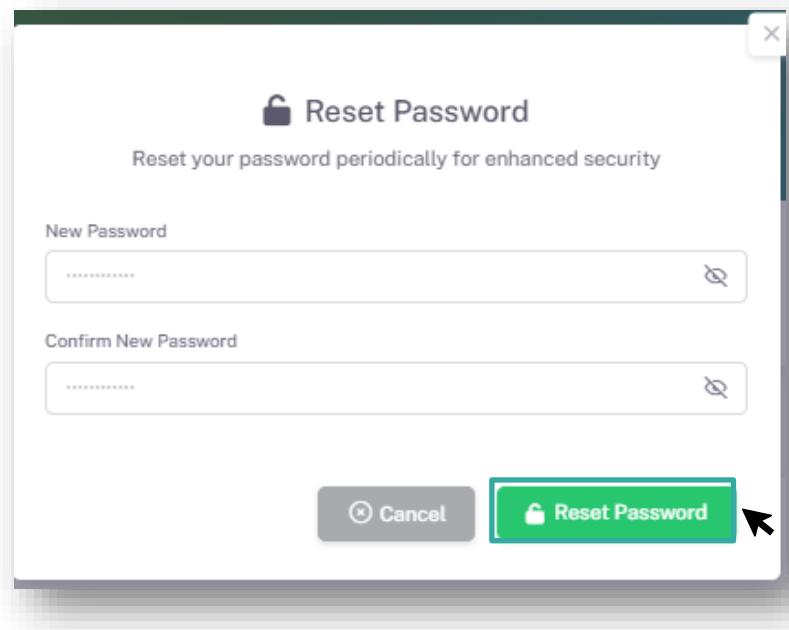
b) Click “My Profile” from the dropdown menu



c) Click “Reset Password” button in user profile page



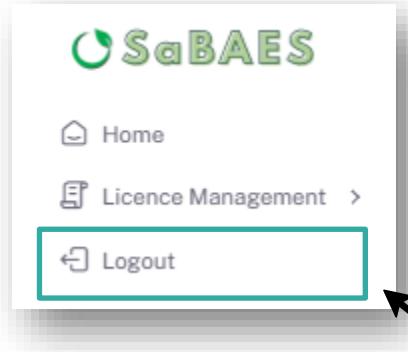
d) Enter the new password and confirm new password, then click “Reset Password” button. The password will be updated, and the user can now log in using the new credentials.



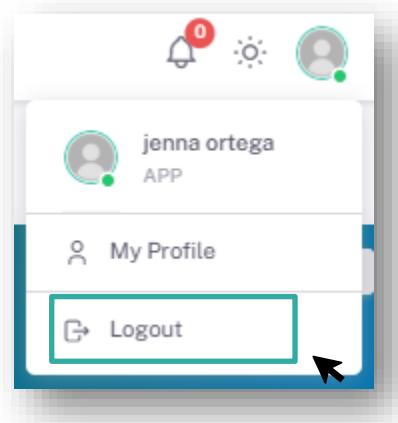
1.11 Logout

There are two ways to log out of the system:

1. Click "Logout" directly in the navigation menu



2. Click on the profile picture or user icon in the top-right corner of the page, then select "Logout" from the dropdown menu



1.12 Session Timeout

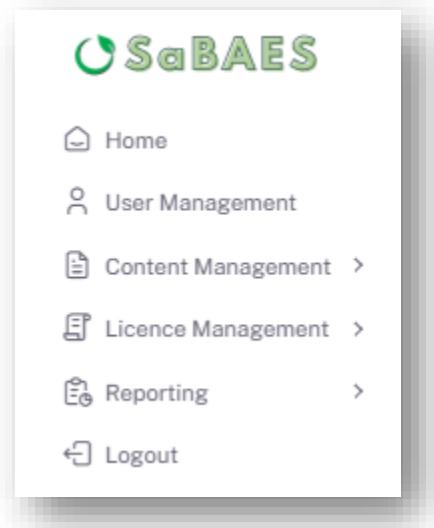
The system will automatically log out any inactive session after 2 hours for security reasons. Any unsaved changes may be lost.

2.0 Navigation Overview

2.1 Menu Structure

The system interface is designed with a structured navigation menu to provide quick access to key functions. The menu is located on the left sidebar and is organized into main categories and sub-menus for ease of use.

The figure below shows the complete menu structure available to the Super Admin role. Other roles may only see a limited set of menus, as described in Section 2.2 Role-based Matrix.



The table below briefly describes the purpose of each menu item.

Menu	Description
Home	Displays the Dashboard page with an overview of the system and recent activities
User Management	Manage system users, including role assignments and account details
Content Management	Manage all the information content displayed in the system
Licence Management	Licence Management for create form builder, apply licence, view all licence and edit application
Reporting	Generate and view system logs, user activity reports, and access logs

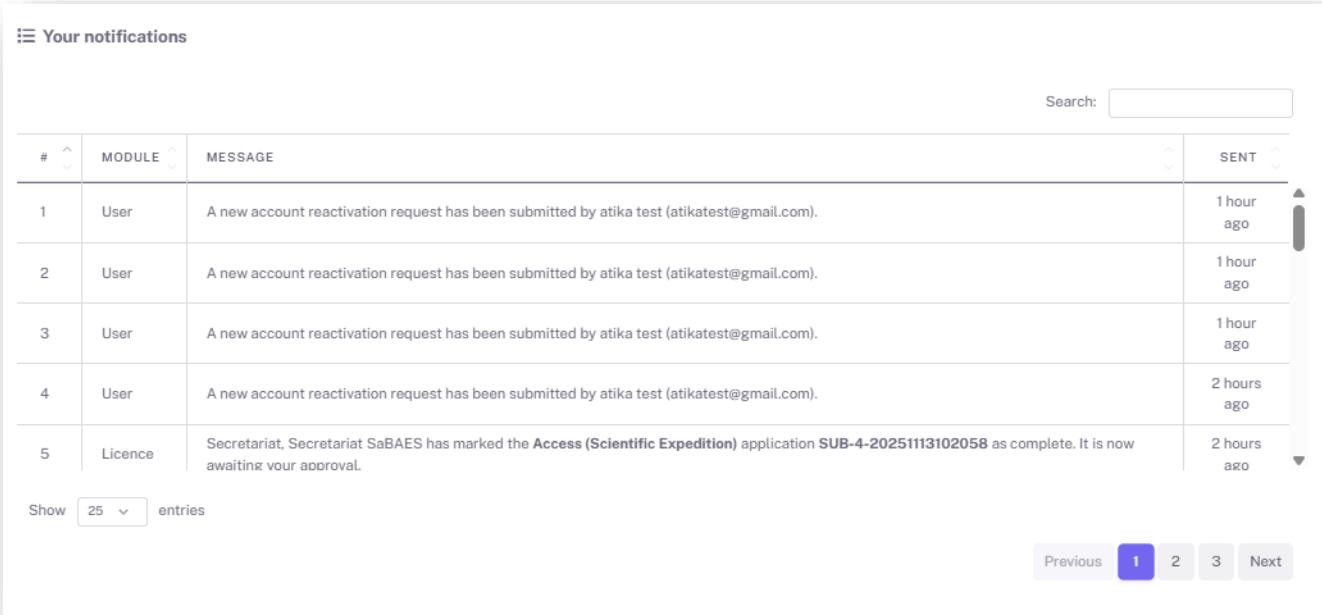
2.2 Role-based Matrix

Access to system menus is determined by user roles. The matrix below shows which roles can view and manage each menu.

Menu	Super Admin	Council	Director	Secretariat	Approving Committee	Applicant
Home	✓	✓	✓	✓	✓	✓
User Management	✓					
Content Management	✓					
Licence Management	✓	✓	✓	✓	✓	✓
Reporting	✓			✓		

3.0 Notifications

- Click the notification and click View All Notifications



The screenshot shows a table titled 'Your notifications' with the following data:

#	MODULE	MESSAGE	SENT
1	User	A new account reactivation request has been submitted by atika test (atikatest@gmail.com).	1 hour ago
2	User	A new account reactivation request has been submitted by atika test (atikatest@gmail.com).	1 hour ago
3	User	A new account reactivation request has been submitted by atika test (atikatest@gmail.com).	1 hour ago
4	User	A new account reactivation request has been submitted by atika test (atikatest@gmail.com).	2 hours ago
5	Licence	Secretariat, Secretariat SaBAES has marked the Access (Scientific Expedition) application SUB-4-20251113102058 as complete. It is now awaiting your approval.	2 hours ago

Below the table, there are buttons for 'Show 25 entries' and a navigation bar with 'Previous' (disabled), '1' (selected), '2', '3', and 'Next'.

4.0 Home

4.1 Dashboard

Upon login, all users will be directed to the Home page, which provides an overview of the system.

Users can customize the system appearance by selecting a preferred theme: Light, Dark, or System

Click to view notifications

Light

Dark

System

Clicking on the displayed numbers will redirect users to the corresponding list pages for detailed information

REFERENCE	TYPE	STATUS	SUBMITTED	ACTION
SUB-4-251109134206	Access (Final Year Student)	Secretary Mark as Complete Awaiting Secretariat Approval	09/11/2025	View
2 Applicant 1	SUB-4-20251112141423	Access Licence (Non-Commercial / Scientific Expedition)	Approving Committee Approved Awaiting Secretariat Evaluation	12/11/2025 View

System Activity

Recent system events and updates

View All Details

Super Admin Uploaded Attachment my-signature.jpg 12-11-25 04:16:58

Super Admin Uploaded Attachment What's New - 2025-01-10 v3.52.55

Recent Applications

Latest application

View All Application

System Activity

Recent system events and updates

View All Details

jenna ortega Updated Secondary Email

Clicking on the button will redirect users to the corresponding list pages for detailed information. Also applies for the graph below

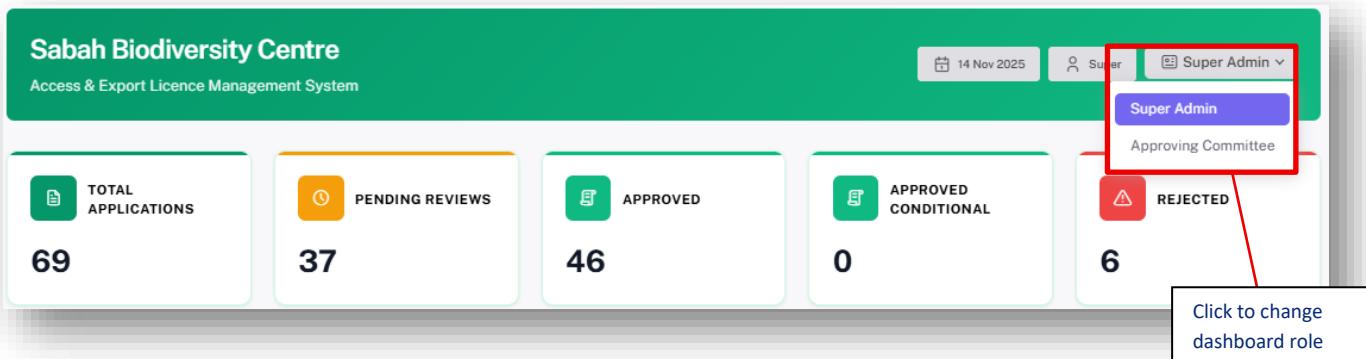
#	APPLICANT	REFERENCE	TYPE	STATUS	SUBMITTED	ACTION
1	BAK FAZAL	SUB-90-2025110160529	Export Application Form	Applicant Submitted Payment Proof Awaiting Secretariat to Verify Payment Proof	10/11/2025	View
2	Maximus Livon Lo Ka Fu	SUB-95-2025110150253	Access -Non-Commercial / Academic	Closed	10/11/2025	View
3	Michelle Bo Tiza	SUB-91-2025110163722	Export Application Form	Application Submitted Pending Secretariat Review	10/11/2025	View
4	NOOR HALIZA HASAN	SUB-89-2025110162728	Additional Team/ Location/ Resources	Closed	10/11/2025	View
5	Michelle Bo Tiza	SUB-91-2025110162809	Additional Team/ Location/ Resources	Closed	10/11/2025	View

N/A to 45500
11-11-25 10:54:47

jenna ortega Updated Occupation N/A to Student
11-11-25 10:54:47

Click to view details of the application

4.2 Change Dashboard Role



5.0 User Management

Only super admin has access to this module.

5.1 View User List

- Click User Management from the sidebar menu
- User list page will be displayed

User Master List

Export user list to Excel file

Click to register user

Click to view pending reactivation list

Click to edit user details

Click to view user details

NAME	EMAIL	INSTITUTE/ORGANISATION	ACTION
Super Admin	superadmin@gmail.com	super	
jenna ortega	nurfarah@synxsoft.com	Uiitm	
3 Maximus Liven Lo Ka Fu	maximus@ums.edu.my	Institut Biologi Tropika dan Per	
4 Suzana Sabran	suzana.sabran13@gmail.com	Jabatan Perhutanan Sabah	
5 Joe Edder	joeedder348@gmail.com	UMS	
6 Ken Kartina Khamis	mimiekhamis27@gmail.com	Sabah Biodiversity Centre	
7 Ivan Koh Chong Chu	ivankcc@ums.edu.my	Borneo Marine Research Institute, Universiti Malaysia Sabah	
8 Cornelia Peter Ahman	connieptr@gmail.com	Yayasan Sabah	
9 BAK FAZAL	bakzaibah@yahoo.com	IBTP, UMS	

5.2 Register New User

- Click the green button on the user list page
- Enter the required fields and click Create button

Create New User

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Gender *	Salutation *
<input type="text"/> Select Gender	<input type="text"/> Select Salutation
Select ID Type *	MyKad/Passport *
<input type="text"/> Select ID Type	<input type="text"/>
Upload MyKad/Passport *	
<input type="button"/> Choose File No file chosen	
Supported formats: JPG, PNG, PDF — Max size : 20MB	
Nationality *	Region *
<input type="text"/> Select Nationality	<input type="text"/> Select Region
Institute/Organisation *	Position
<input type="text"/>	<input type="text"/>
Primary Email *	Secondary Email

iii. New user will be registered once a success notification displayed

5.3 Manage User Status

i. Click the black button in the Action column on the user list page
 ii. Select dropdown – Active / Inactive in Status field, then click Update button

Edit User Details

First Name *	Last Name *
<input type="text"/> jenna	<input type="text"/> ortega
Gender *	Salutation *
<input type="text"/> Female	<input type="text"/> Ms.
Type *	
<input type="text"/> Click to upload MyKad/Passport	<input type="text"/> Click to upload passport size photo
Upload MyKad/Passport *	Passport Size Photo *
<input type="button"/> Choose File No file chosen	<input type="button"/> Choose File No file chosen
Supported formats: JPG, PNG, PDF — Max size : 20MB	
Previous MyKad/Passport: Moonrise_over_kuala_lumpur.jpg	
Supported formats: JPG, PNG, PDF — Max size : 20MB	
Previous Passport Size Photo: Screenshot_2025-11-03_092924-removebg-preview.png	
Nationality *	Region *
<input type="text"/> Malaysian	<input type="text"/> Semenanjung

iii. User account status will be updated once a success notification is displayed

5.4 View User Details

- i. Click the green button in the Action column on the user list page
- ii. User details page will be displayed

The screenshot shows the 'User Master Details' page and an 'Activity Log' sidebar.

User Master Details:

- First Name: Super
- Last Name: Admin
- Gender: Female
- Salutation: Mr.
- ID Type: Passport
- MyKad/Passport: 123
- MyKad/Passport Attachment: 3ce14ac1ee8ca62c7e10231c9e003457.jpg
- Passport Size Photo: brand_thumb_user_profile_v1.png
- Passport Expiry: 10/11/2025
- Nationality: Malaysian
- Region: Sarawak
- Institute/Organisation: super

Activity Log:

- Super Admin 10-11-25 10:42:19 Updated Passport Expiry: 2025-11-03 00:00:00 to 2025-11-10 00:00:00
- Super Admin 10-11-25 10:42:19 Updated Role: Super Admin to Approving Committee, Super Admin
- Super Admin 03-11-25 09:34:01 Updated Passport Expiry: 2025-10-31 00:00:00 to 2025-11-03 00:00:00
- Super Admin 03-11-25 09:34:01 Updated Role: Approving Committee, Director, Secretariat, Super Admin to

Annotations:

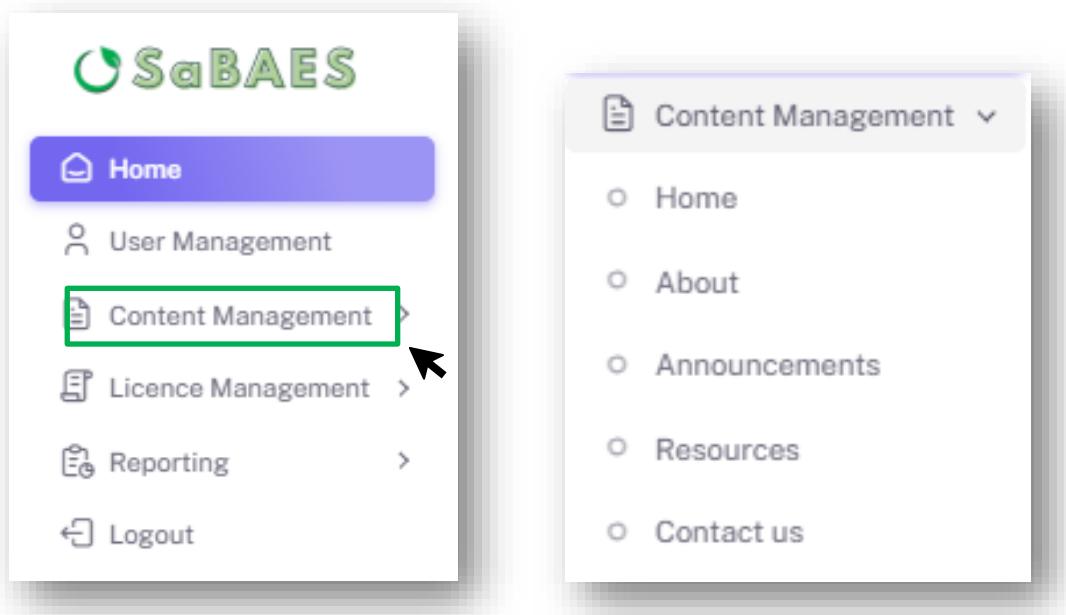
- A callout box points to the 'Active' button: **Displays the user's account status**
- A callout box points to the 'Edit' icon: **Click to edit user details**
- A callout box points to the 'Reset Password' icon: **Click to reset the user's password**

6.0 Content Management

Only super admin has access to this module

6.1 View Content Management

- i. Click Content Management from the sidebar menu



- ii. Content Management details drop-down will be displayed

6.2 Home

6.2.1 Hero Section

- Click the Home button from the Content Management drop-down

Home Page Content Management

Manage landing page sections and content

Hero Section Procedures Services Footer

Click to view hero section content management

Click to view procedures content management

Click to view services content management

Click to view footer content management

View Landing Page

Click to view landing page

Save Text Content

Manage Hero Slides

Hero Carousel Slides

Click to manage hero slides for carousel

Click to save text content

- Edit the details, then click Save Text Content button to update

Current Carousel Order

Drag and drop to reorder slides

Tip: Drag and drop the cards below to reorder slides in the carousel.

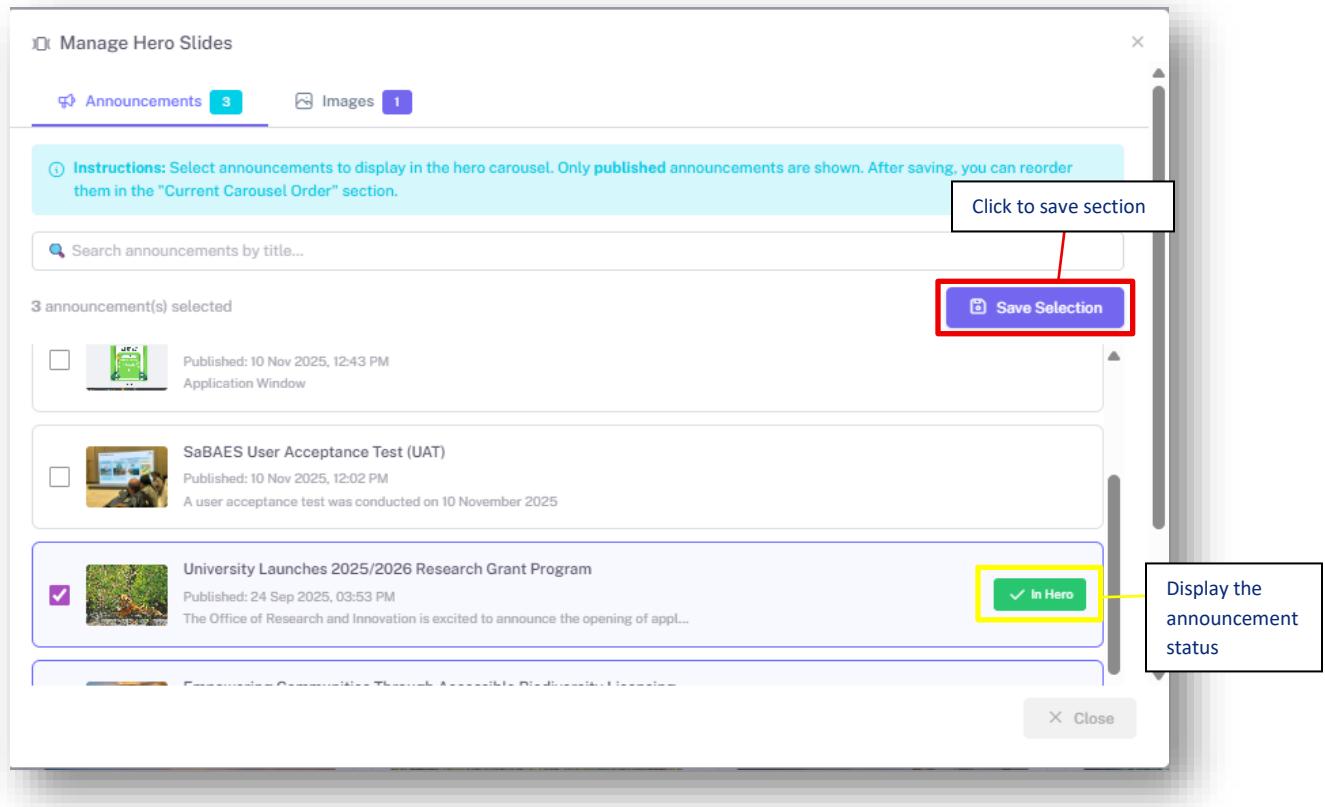
Order	Image	Caption
Order: 1		Empowering Communities Through Accessibility
Order: 2		University Launches 2025/2026 Research...
Order: 3		From Paperwork to Progress: How Technology...
Order: 4		

Drag and drop for sorting slides in carousel

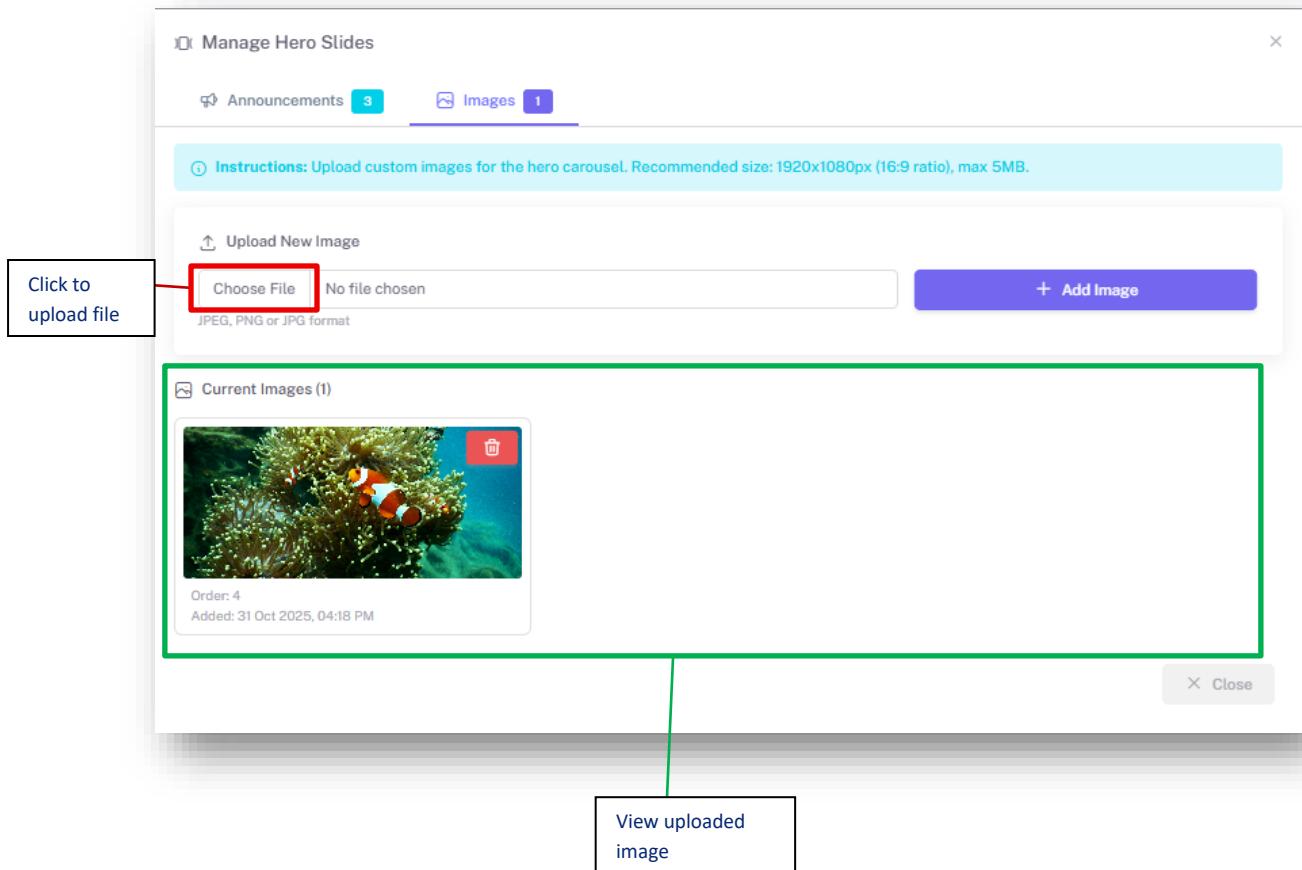
- Hero section will be updated once a success notification is displayed

6.2.2 Announcement

- i. Click the Manage Hero Slides button

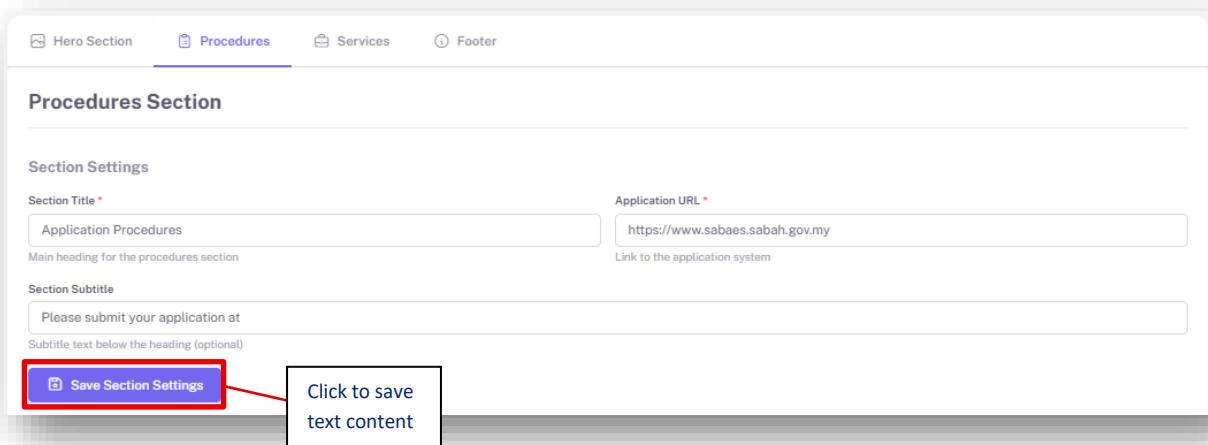


6.2.3 Images



6.2.4 Procedures

- Click the Procedures tab



6.2.5 Procedures Card

i. View Procedure Card list

Procedure Cards

Manage procedure steps displayed in this section

ⓘ Tip: Click and drag the order badge to reorder procedure cards.

ICON	TITLE	STATUS	Actions
Custom	ACCESS LICENCE - COMMERCIAL	Active	 
Custom	ACCESS LICENCE - SCIENTIFIC EXPEDITION	Active	 
Custom	ACCESS LICENCE - NON-COMMERCIAL/ACADEMIC	Active	 
Custom	ADDITION LICENCE	Active	 
Custom	ACCESS LICENCE - FINAL YEAR STUDENT	Active	 
Custom	RENEWAL LICENCE	Active	 
Custom	EXPORT LICENCE	Active	 

Drag and drop procedure card sorting

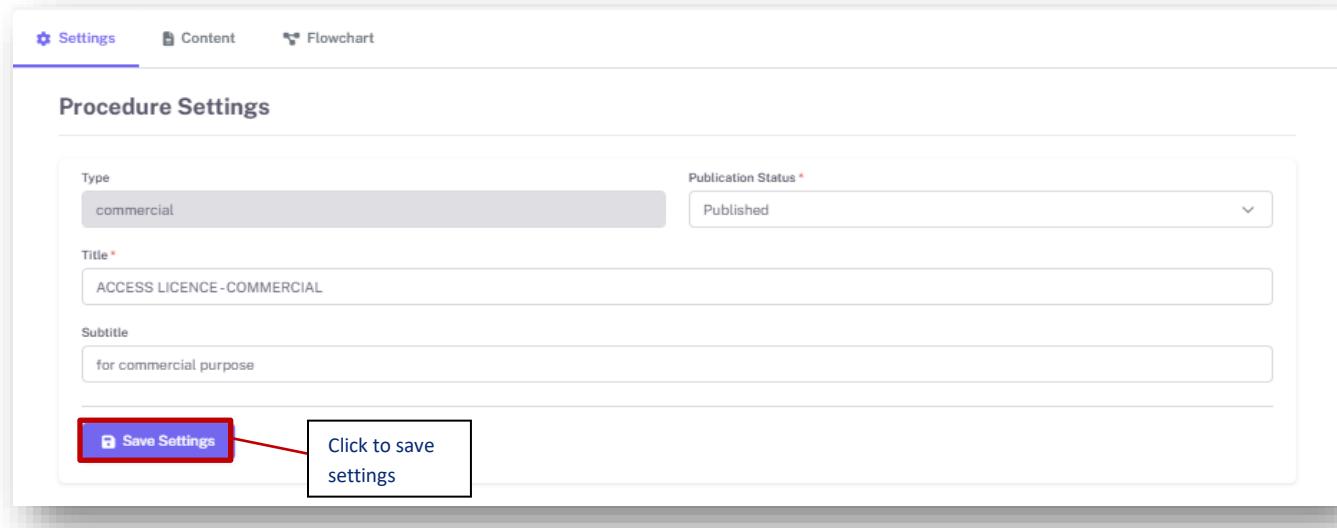
Click to edit procedures details

Click to edit procedure card icon & status

Display the card status

6.2.6 Edit Procedure Card Details

i. Setting tab



Type: commercial

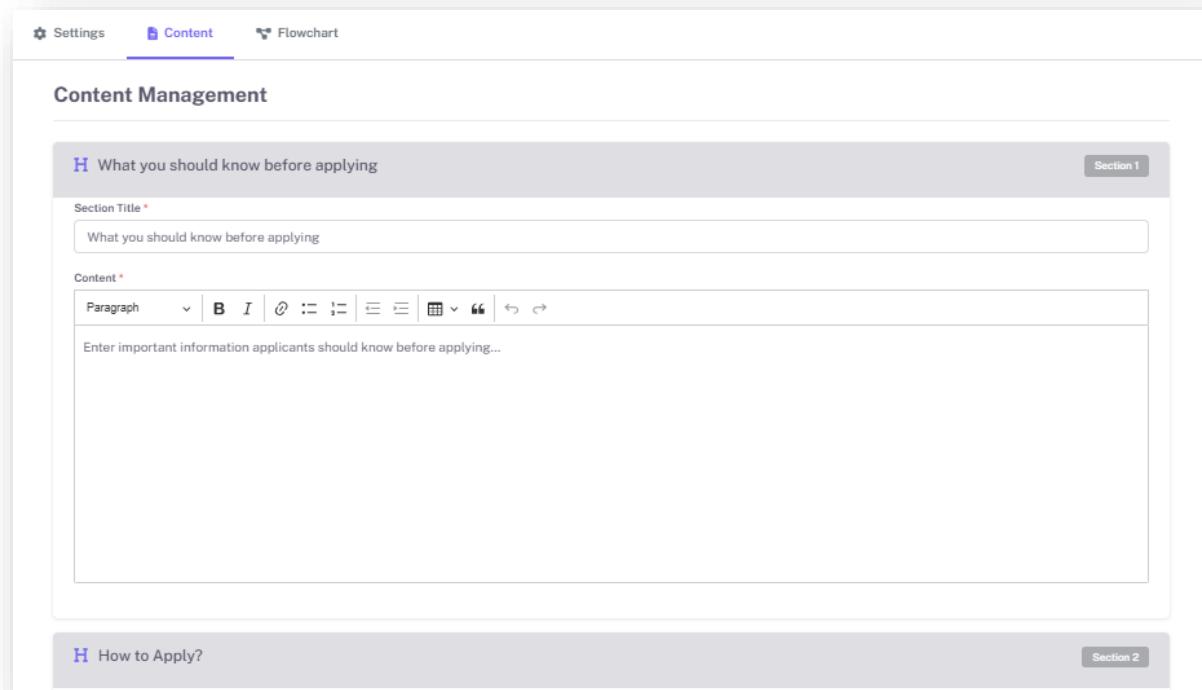
Publication Status: Published

Title: ACCESS LICENCE - COMMERCIAL

Subtitle: for commercial purpose

Save Settings Click to save settings

ii. Content tab



Section Title: What you should know before applying

Content:

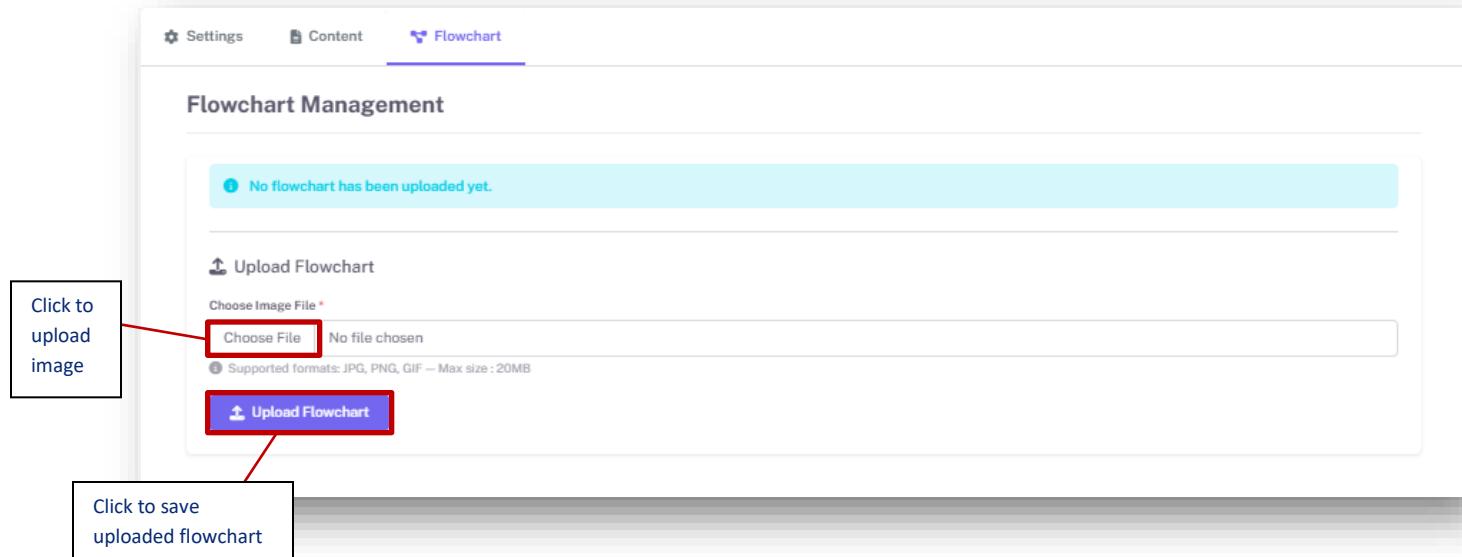
What you should know before applying

Enter important information applicants should know before applying...

Section 1

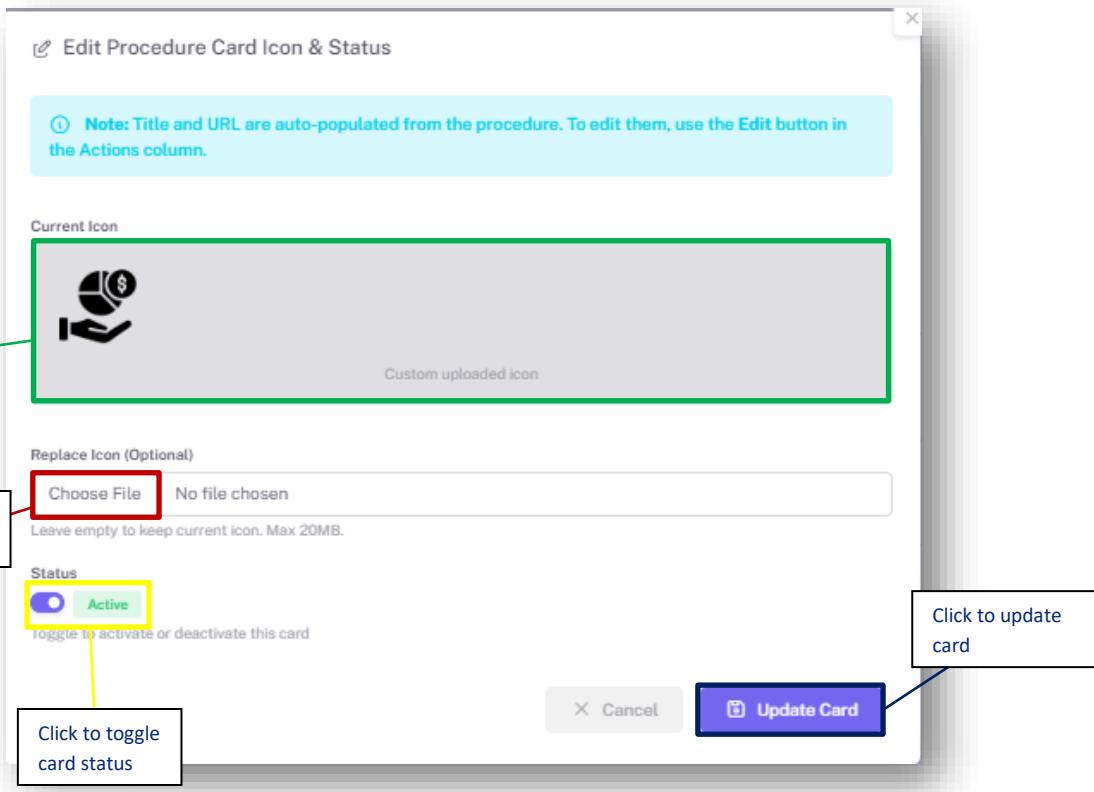
Section 2

iii. Flowchart tab



6.2.7 Edit Procedure Card Icon & Status

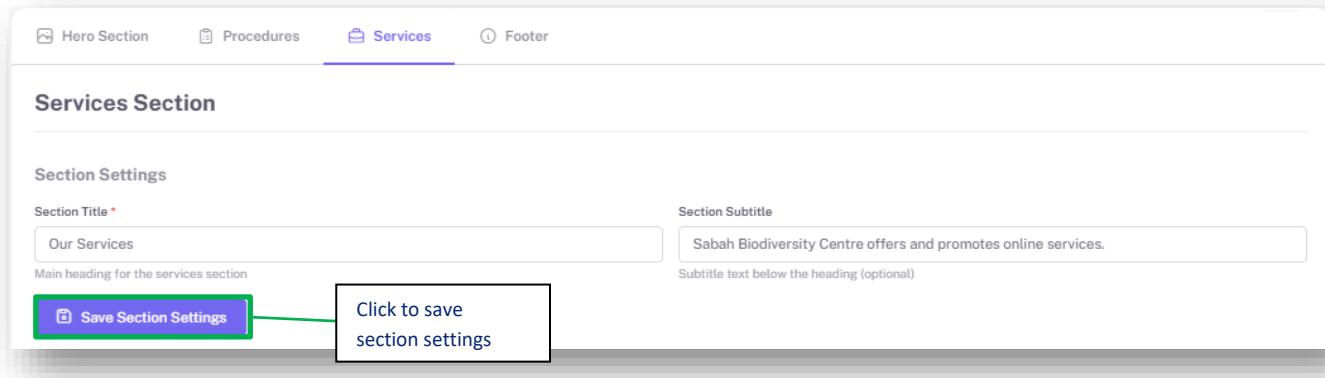
- Edit Procedures section will be updated once a success notification is displayed



- Procedures section will be updated once a success notification is displayed

6.2.8 Services

i. Click the Services tab



ii. Services section will be updated once a success notification is displayed

6.2.9 Service Card

Service Cards						
Manage service cards displayed in this section						
<p>ⓘ Tip: Drag and drop rows to reorder service cards. Each card has a color scheme (1-6) for visual variety.</p>						
TITLE	DESCRIPTION	BUTTON URL	COLOR	STATUS	ACTIONS	
Access & Export Licence Application	Please submit your application via the Sabah Biol...	https://sbs.test.ams/home	Scheme 1	Active	Edit	Delete
Appointments!	If you need more information, please schedule an...	https://sbs.test.ams/contact-us#appointment	Scheme 2	Active	Edit	Delete
Request for a briefing	If you are a research institute/research organisa...	https://sbs.test.ams/contact-us#appointment	Scheme 3	Active	Edit	Delete
Interactive Map	Overview of research conducted in Sabah, showcas...	https://sbs.test.ams/our-services	Scheme 4	Active	Edit	Delete

Last updated: 10 November 2025, 11:42 AM

4 Card(s)

6.2.10 Add New Service Card

+ Add New Service Card

Card Title *
e.g., Access & Export Licence Application

Name of the service

Description
Brief description of the service...

Short description shown on the card (optional)

Link Type *
Internal Page

Choose how this service card should work

Select Page *
Choose a page...

Pages are automatically detected from your application routes

Color Scheme *
Select a color scheme...

Choose different colors for visual variety

Status
 Active

Toggle to activate or deactivate this card

Click to toggle service card status

Click to add new service card

X Cancel + Add Service Card

- i. Service Card section will be created once a success notification is displayed

6.2.11 Edit Service Card

Card Title *

Appointments!

Description

If you need more information, please schedule an appointment with us!

Link Type *

External URL

External URL

https://sbs.test.ams/contact-us

Current Link: https://sbs.test.ams/contact-us

Color Scheme *

Scheme 2 (Secondary)

Status

Active

Toggle to activate or deactivate this card

Click to toggle service card status

Click to add update service card

Cancel

Update Card

- i. Service Card section will be updated once a success notification is displayed

6.2.12 Footer

- Click the Footer tab

Logo & Branding

Footer Logo

Current Footer Logo

Recommended: Square image (PNG/JPG/SVG), min 200x200px, max 20MB

Choose File

No file chosen

Upload Logo

Logo Text *

SABAH MAJU JAYA

Text displayed below the logo

Contact Information

Phone Number *

088 369 307

Main contact number

Email Address *

sabc@sabah.gov.my

Main contact email

6.2.13 Social Platform

Social Media Links

Manage social media platforms displayed in the footer

Tip: Drag and drop rows to reorder social media links.

ORDER	PLATFORM	URL	STATUS	ACTIONS
1	Instagram	https://youtube.com/@sabahbiodiversity2	Active	
2	YouTube	https://youtube.com/@sabahbiodiversity2	Active	
3	WhatsApp	https://wa.me/6012345622	Active	
4	Instagram	https://youtube.com/@sabahbiodiversity2	Active	
5	LinkedIn	https://youtube.com/@sabahbiodiversity2	Active	
6	TikTok	https://youtube.com/@sabahbiodiversity2	Active	

Drag and drop for social platform sorting

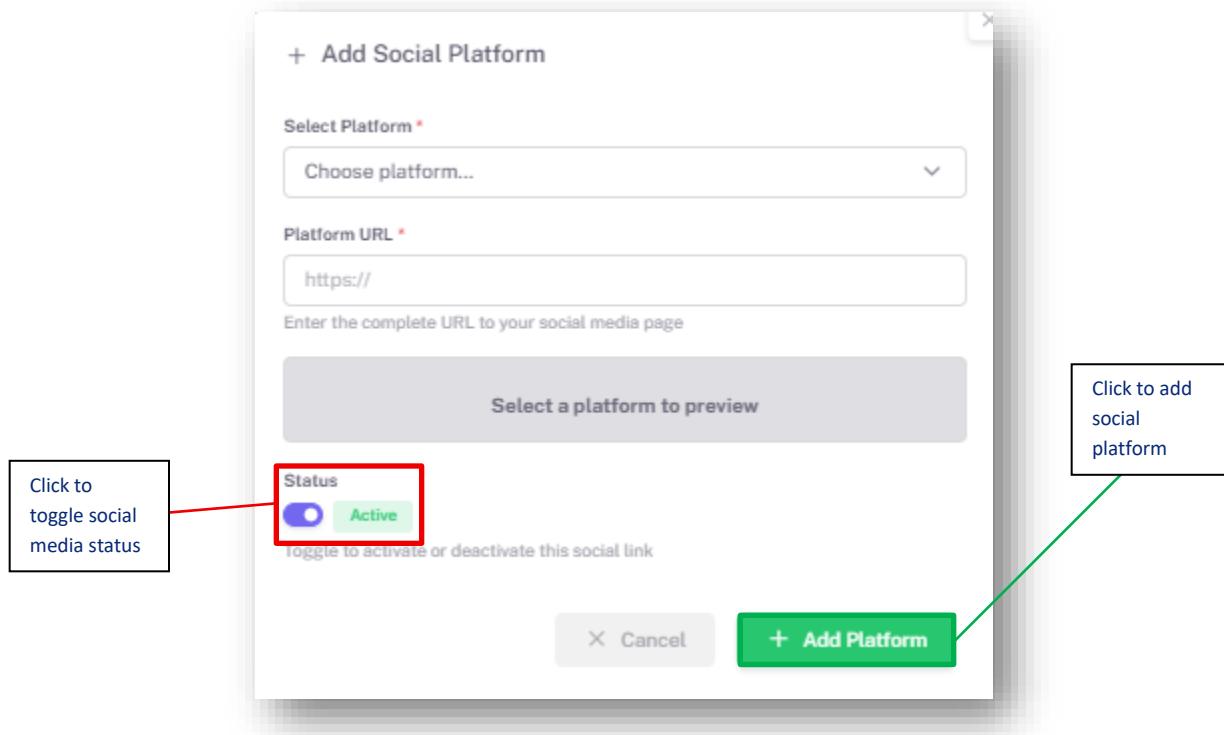
Click to add social platform

Display social platform status

Click to edit social platform

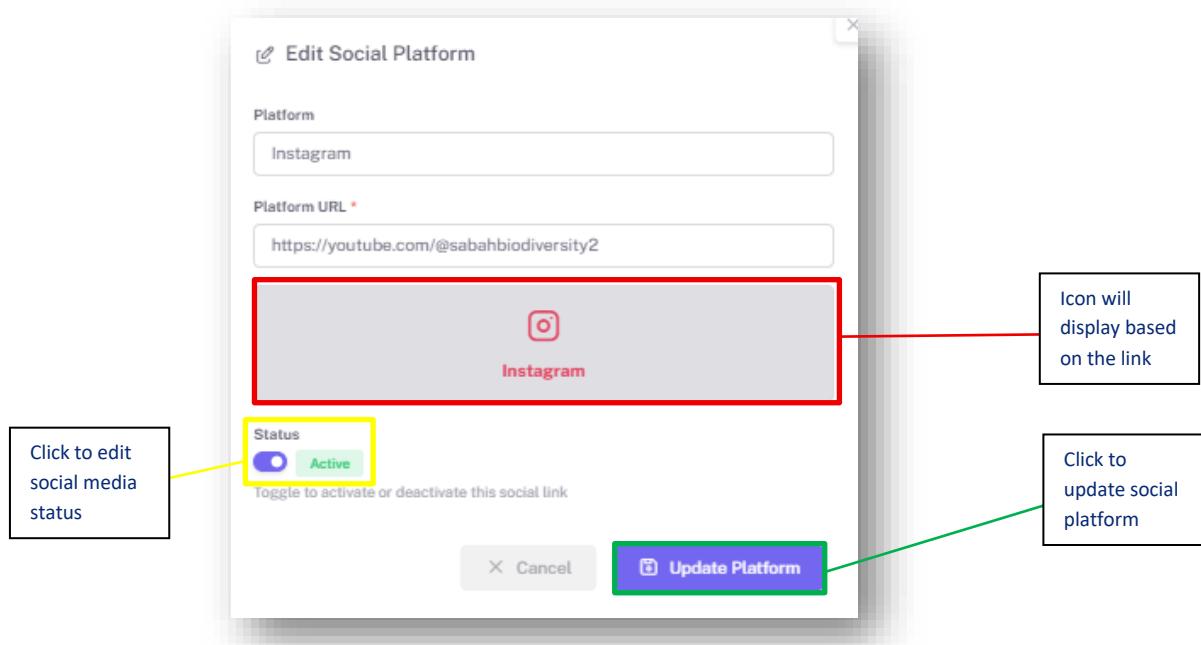
Click to delete social platform

6.2.14 Add New Social Platform



- Social Platform section will be created once a success notification is displayed

6.2.15 Edit Social Platform



- Social Platform section will be updated once a success notification is displayed

6.2.16 Dasar Privasi

Dasar Privasi

Update the privacy policy content and related settings

Tip: Drag and drop rows to reorder the privacy policy.

ORDER	TITLE	CONTENT	ACTIONS
1	Personal Information	The SaBAES system collects personal information such as name, email address, research institution, and licence application details when users register or submit applications. This information is used...	 
2	Use of Information	The collected information is used to: Process Access and Export Licence applications. Provide notifications and updates regarding application status. Deliver support services or briefings related to the...	 
3	Cookies	SaBAES uses cookies to enhance user experience, save user preferences, and identify sessions for security. Cookies do not permanently store personal information.	 
4	Policy Updates	Any changes to this privacy policy will be updated on the SaBAES website. Users are encouraged to review this page regularly to stay informed about how their information is used, shared, and protected...	 
5	Data Security	All information is stored securely using advanced security technologies, including encryption, to protect user data from unauthorized access. Strict security standards are enforced to prevent breaches...	 

Last updated: 24 November 2025, 04:01 PM

 6 Social Link(s)

Drag and drop for dasar privasi sorting

Click to add dasar privasi

+ Add Dasar Privasi

Click to edit dasar privasi

Click to delete dasar privasi

6.2.17 Add Dasar Privasi

 Add Dasar Privasi

Section Title *

Content *

Paragraph           

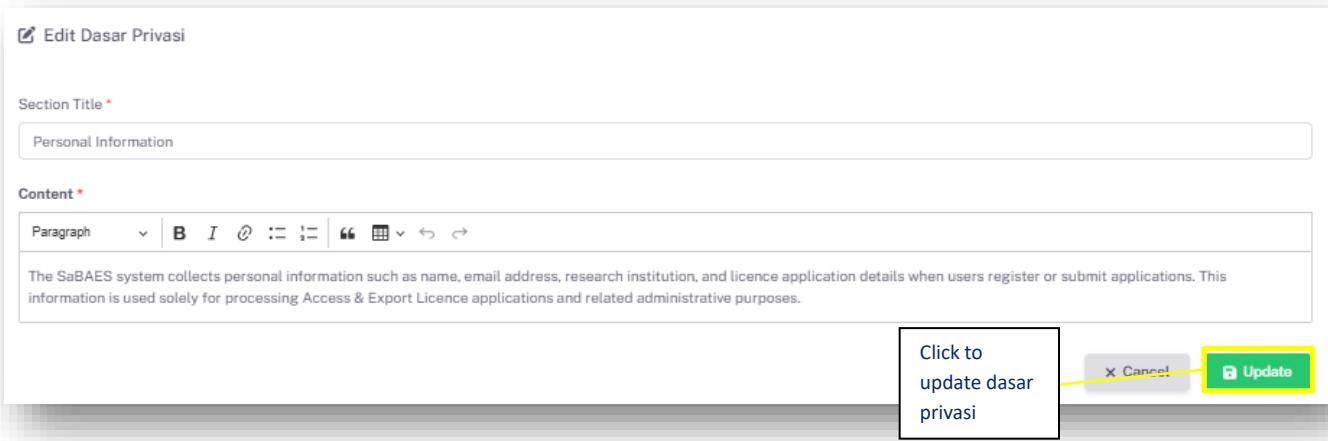
Write the content for this section...

Click to create dasar privasi

Cancel 

- Dasar Privasi section will be created once a success notification is displayed

6.2.18 Edit Dasar Privasi



Section Title *

Personal Information

Content *

The SaBAES system collects personal information such as name, email address, research institution, and licence application details when users register or submit applications. This information is used solely for processing Access & Export Licence applications and related administrative purposes.

Click to update dasar privasi

Cancel Update

- i. Dasar Privasi section will be updated once a success notification is displayed

6.3 About

6.3.1 Page Content

- i. This module applies for all customizable content in Page Content tab
 - a) Access and Benefit Sharing
 - b) Access and Export Licence
 - c) Other Written Laws and Regulations

Click to go to page content list

The screenshot shows a navigation bar with 'Page Content' (highlighted with a red box), 'Locations', and 'Resource Managers'. Below is a list of sections:

- 1.0 Access and Benefit Sharing**
 - 1.0 Access and Benefit Sharing** (Icon: globe)
 - 1.1 Legislative to Implement ABS** (Icon: document)
- 2.0 Access & Export Licence**
 - 2.0 Access & Export Licence** (Icon: document)
 - 2.1 Who Should Apply** (Icon: person with checkmark)
 - 2.2 Resource Manager** (Icon: three people)
 - 2.3 Local Collaborators** (Icon: people in a house)
- 2.4 Offences** (Icon: exclamation mark)
- 3.0 Other Written Laws and Regulations**
 - 3.0 Other Written Laws and Regulations** (Icon: scales)

6.3.2 Update Page Content

Edit 1.0 Access and Benefit Sharing

Section Title

Access to Biological Resources and Benefit Sharing (ABS)

Content

ABS is a legal framework on how biological resources or traditional knowledge associated with biological resources can be accessed whether in-situ or ex-situ, and how the benefits arising from the use of such biological resources or traditional knowledge can be shared fairly and equitably between the users and providers of the resources.

ABS is important as it establishes a legal framework that ensures the use of biological resources or traditional knowledge whether for commercial or non-commercial research (academic) is conducted ethically, with full respect for the rights of natives and local communities and guarantees that the benefits derived from the use are shared fairly and equitably.

Featured Image/Video (optional)

Supported formats: JPG, PNG, GIF, MP4 — Max size : 20MB

Choose File No file chosen

Cancel Save

i. Page Content will be updated accordingly once a success notification is displayed

6.3.3 Locations

Page Content Locations Resource Managers

Location/ Site List

Search:

#	NAME	DESC	LATITUDE	LONGITUDE	RESOURCE MANAGERS	ACTION
1	State Lands including along the roads		5.978007	116.072899	Director Lands and Surveys Department Wisma	Edit Delete
2	Imbak Canyon Conservation Area		5.049503	117.116247	Secretary DVMC/MCMC/ICMC (YayasanSabah)	Edit Delete
3	Maliau Basin Conservation Area		4.585597	116.944332	Secretary DVMC/MCMC/ICMC (YayasanSabah)	Edit Delete
4	Danum Valley Conservation Area		18.551278	121.024815	Secretary DVMC/MCMC/ICMC (YayasanSabah)	Edit Delete
5	Forest Reserves, UNDP Project Site	Added Description	5.951561	116.091843	Chief Conservator of Forests	Edit Delete

6.3.4 Add New Locations

88 Create Location/ Site

Site Name *

Description

Select Location on Map *



Click on the map to set latitude and longitude.

Latitude *

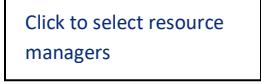
Longitude *

Assign Resource Managers

Select Resource Managers









- i. New Locations will be created once a success notification is displayed

6.3.5 Edit Locations Details

88 Edit Location/ Site

Site Name *

Description

Select Location on Map *



Click on the map to set latitude and longitude.

Latitude *

 Longitude

Longitude

Assign Resource Managers

Director, Lands and Surveys Department Wisma

Click to update locations details

- i. Location details will be updated once a success notification is displayed

6.3.6 Resource Managers

# ^	NAME	ADDRESS	EMAIL	PHONE	WEBSITE	LOCATION/ SITE	ACTION
1	Director Lands and Surveys Department Wisma	Tanah dan Ukur Jalan Perwira	jtu@sabah.gov.my	088527600		State Lands including along	
2	Director Sabah Parks	Lot 45 & 46, Level 1-5 Block H, Signature Office KK Times Square, Coastal Highway 88100 Kota Kinabalu	sparks.researchedu@gmail.com	088523500			
3	Director (Sabah Wildlife Department (HQ))	5th Floor, Block B, Wisma Muis 88100 Kota Kinabalu	wildlife.sabah@gov.my	088215353	https://wildlife.sabah.gov.my	Wildlife Sanctuary, Wildlife	

6.3.7 Add New Resource Managers

Create Resource Manager

Name *

Address *

Phone Number *

Website

Assign Location/ Site *

Select location/ sites

- Resources Manager will be created once a success notification is displayed

6.3.8 Edit Resource Managers Details

88 Edit Resource Manager

Name *

Director Lands and Surveys Department Wisma

Email *

jtu@sabah.gov.my

Address *

Tanah dan Ukur Jalan Perwira

Phone Number *

088527600

Website

Assign Location/ Site *

State Lands including along the roads

Click to update resource managers details

Update

i. Resource Managers will be updated once a success notification is displayed

6.4 Announcements

Home > Content Management > Announcement List

Announcement List

Display the announcement status

Click to create new announcement

Click to view announcement details

Click to edit announcement

Click to delete announcement

Actions

#	TITLE	SUMMARY	AUTHOR	PUBLISH STATUS	PUBLISHED AT	ACTIONS
1	Qui aperiam explicab	Et minima minim volu	Super Admin	Published	12/11/2025	
2	test image	wefwef	Super Admin	Published	11/11/2025	
3	Biodiversi-Tea Podcast	Join us!	Super Admin	Draft	10/11/2025	
4	Application Window	Application Window	Aurelian Ligunee Jetony	Published	10/11/2025	
5	SaBAES User Acceptance Test (UAT)	A user acceptance test was conducted on 10 November 2025	Alessandra Markos	Published	10/11/2025	
6	Omnis deserunt volup	Reiciendis ea tenetu	Super Admin	Draft	07/11/2025	
7	Announcement again differently!	I want the world. All for myself.	Super Admin	Draft	03/09/2025	
8	test2222	Yes	Super Admin	Draft	04/09/2025	

6.4.1 Add New Announcements

The screenshot shows the 'Create Announcements' form. It includes fields for 'Title' and 'Summary', a media upload section with a 'Choose File' button, and a large 'Content' area. At the bottom are 'Cancel', 'Save as Draft' (highlighted with a yellow box), and 'Publish' buttons. Callout boxes with arrows point to the 'Choose File' button (labeled 'Click to upload file'), the 'Save as Draft' button (labeled 'Click to save as draft'), and the 'Publish' button (labeled 'Click to publish new announcement').

- Announcements section will be created once a success notification is displayed

6.4.2 View Announcements Details

The screenshot shows the 'Announcement Details' page for 'SaBAES User Acceptance Test (UAT)'. It displays the title, summary, content, and featured media. To the right, an 'Activity Log' sidebar shows two buttons: a yellow 'Edit' button and a red 'Delete' button. Callout boxes with arrows point to these buttons (labeled 'Click to edit announcement' and 'Click to delete announcement') and to the 'Publish' button on the main page (labeled 'Click the green button in Actions column').

- Click the green button in Actions column

6.4.3 Edit Announcements

00 Edit Announcement

Title *

Publishing Status *

Summary *

Upload Featured Media (will replace the previous)

Accepted formats: JPG, PNG, GIF, WEBP, SVG — Max size 20MB

No file chosen

Content *

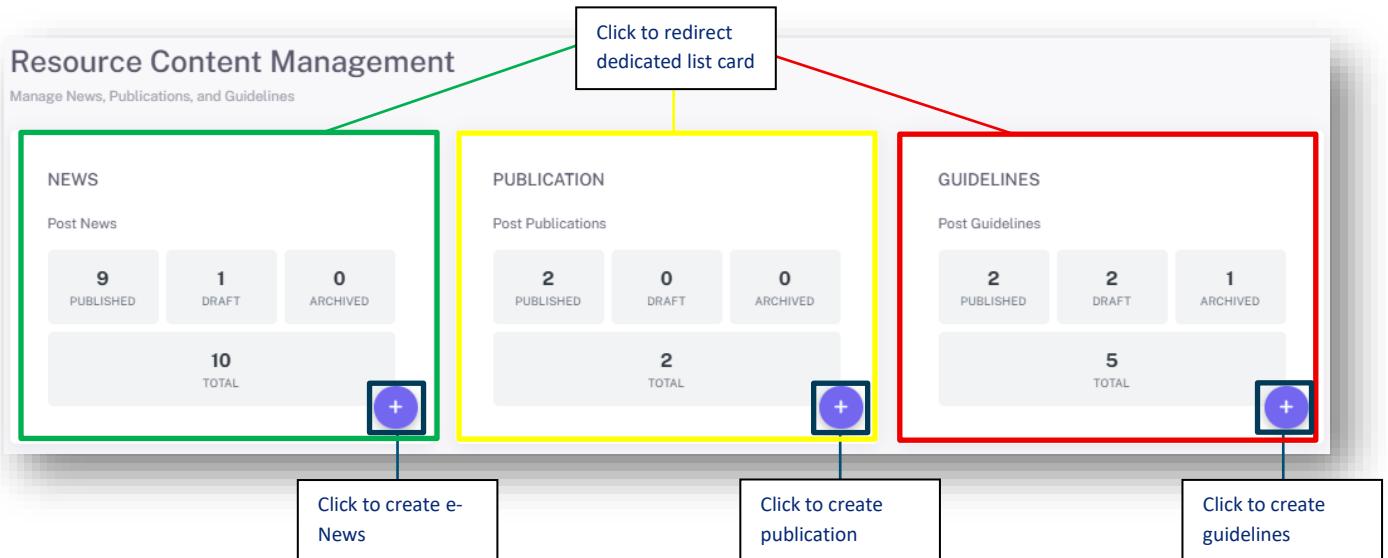
Click to upload file (points to the 'Choose File' button)

Click to update announcement (points to the 'Save' button)

i. Announcements section will be updated once a success notification is displayed

6.5 Resources

i. Select card to access list between e-News, Publication and Guidelines



6.5.1 Resource List

i. This list same applies for all three list in resource

#	TITLE	DESCRIPTION	AUTHOR	PUBLISH STATUS	PUBLISHED AT	ACTIONS
1	testing again	desc	Super Admin	Published	22/10/2025	
2	test draft	test draftt	Super Admin	Published	21/10/2025	
3	hello world	okay 123	Super Admin	Published	22/10/2025	
4	Test Attachment	Test attachment	Super Admin	Published	03/09/2025	
5	test 03-09-25	test 03-09-25 zzzssss	Super Admin	Published	03/09/2025	
6	Title 3	Description 3	Super Admin	Published	28/08/2024	
7	Test 9	Test 9	Super Admin	Draft	29/08/2025	
8	Title	Descriptionmn	Super Admin	Published	N/A	
9	Test 10	Test 10	Super Admin	Draft	N/A	
10	Test 8	Test 8	Super Admin	Published	29/08/2025	

6.5.2 Add New e-News

Create News

Title *

Upload PDF *

Accepted formats: PDF — Max size 20MB

Choose File No file chosen

Description *

- E-News section will be created once a success notification is displayed

6.5.3 Edit e-News

88 Edit News

Title *

Publishing Status *

Upload PDF * (will replace the previous)

Accepted formats: PDF — Max size 20MB

Click to upload file No file chosen

Description *

Click to update news

i. E-News section will be updated once a success notification is displayed

6.5.4 Add New Publication

88 Create Research Publication

Title *

Citation *

DOI

Authors

Journal Name

Paper Publish Date *

Summary *

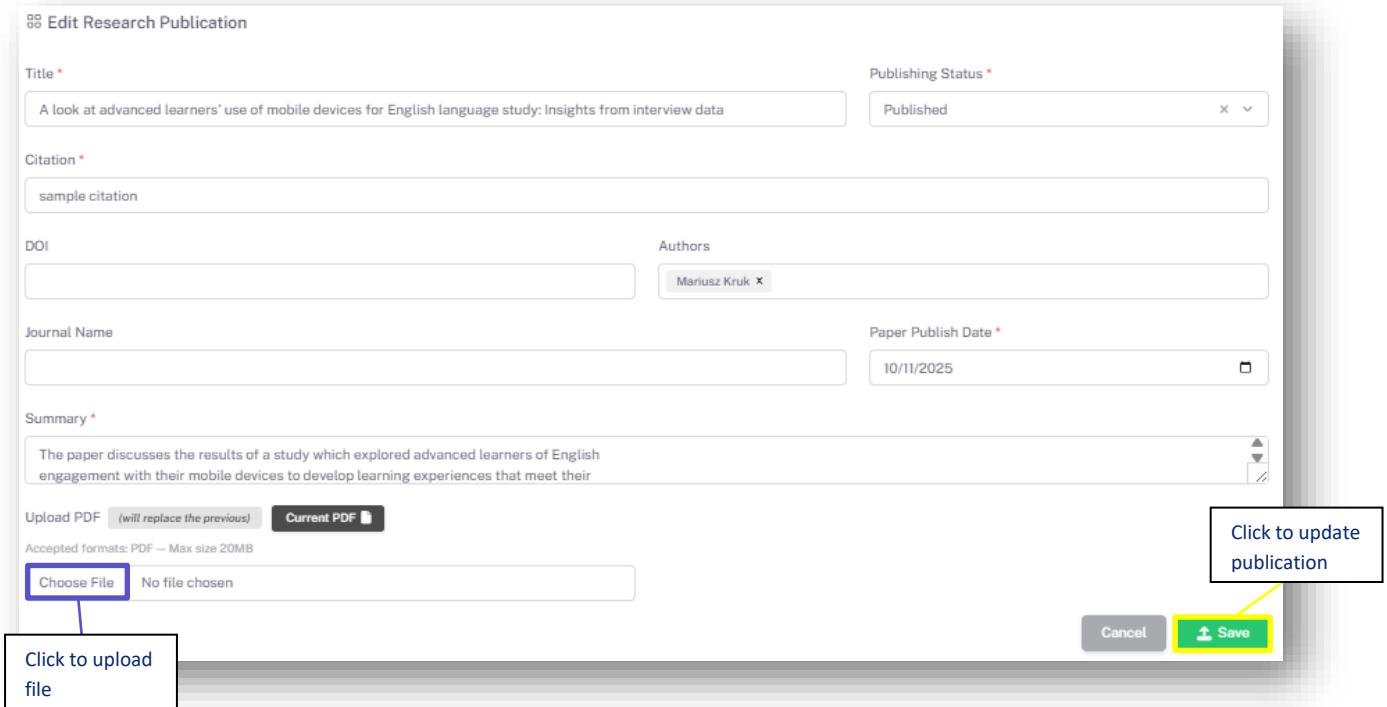
Upload PDF * Accepted formats: PDF — Max size 20MB

Click to upload file No file chosen

Click to save as draft **Click to publish publication**

i. Publication section will be created once a success notification is displayed

6.5.5 Edit Publication



Edit Research Publication

Title *: A look at advanced learners' use of mobile devices for English language study: Insights from interview data

Publishing Status *: Published

Citation *: sample citation

DOI:

Authors: Mariusz Kruk

Journal Name:

Paper Publish Date *: 10/11/2025

Summary *: The paper discusses the results of a study which explored advanced learners of English engagement with their mobile devices to develop learning experiences that meet their

Upload PDF (will replace the previous)

Accepted formats: PDF — Max size 20MB

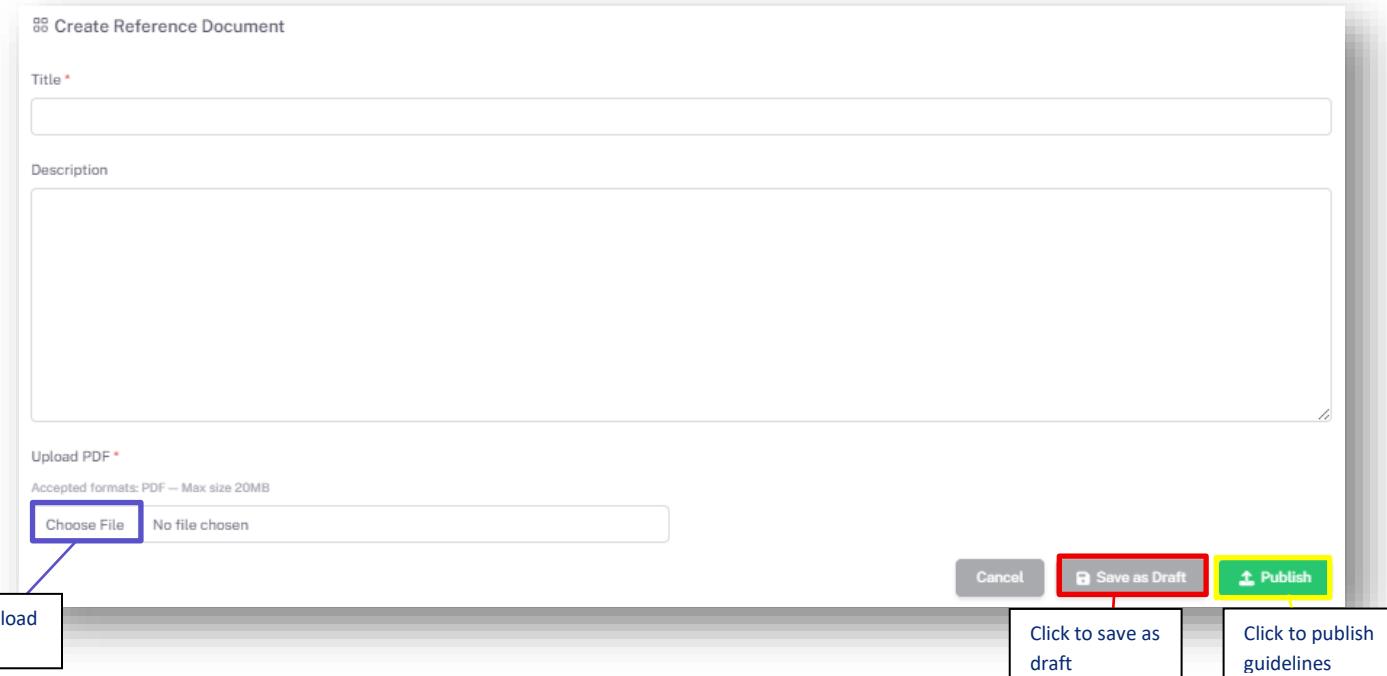
Choose File

Click to update publication

Cancel

- Publication section will be updated once a success notification is displayed

6.5.6 Add New Guidelines



Create Reference Document

Title *:

Description:

Upload PDF *:

Accepted formats: PDF — Max size 20MB

Choose File

Click to upload file

Cancel

Click to save as draft

Click to publish guidelines

- Guidelines section will be created once a success notification is displayed

6.5.7 Edit Guidelines

Edit Reference Document

Title * Document C Publishing Status * Published

Description Description

Upload PDF (will replace the previous) Current PDF

Accepted formats: PDF — Max size 20MB

Choose File No file chosen

Click to publish guidelines

Click to publish guidelines

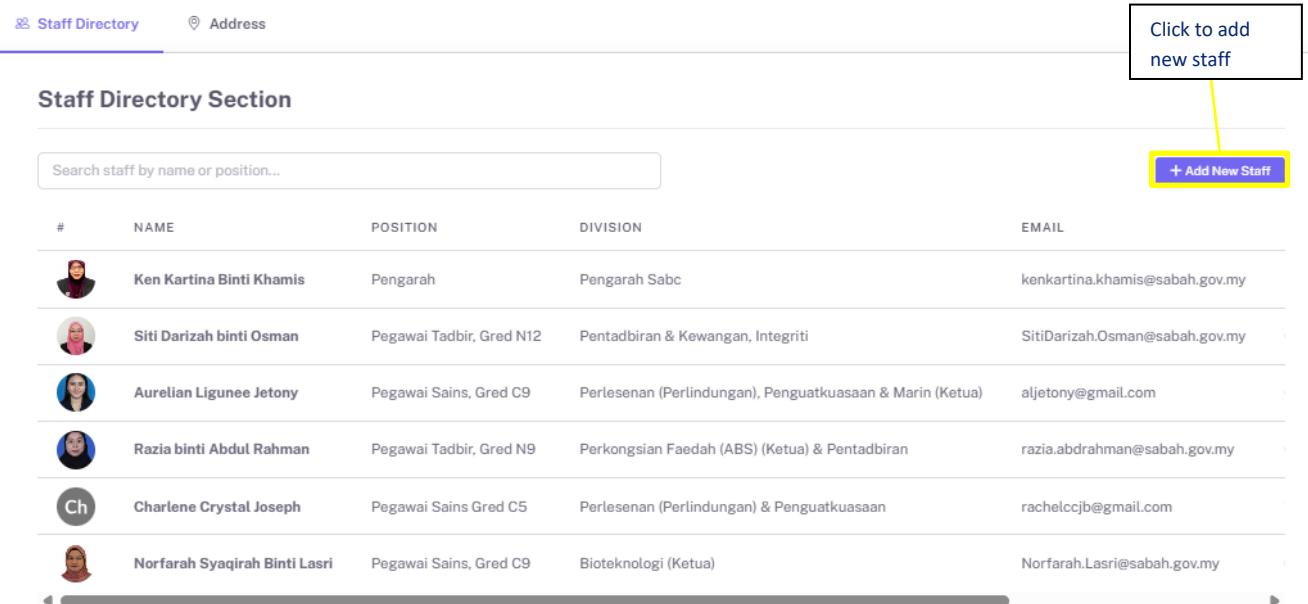
Cancel Save

- i. Guidelines section will be updated once a success notification is displayed

6.6 Contact Us

6.6.1 Staff Directory

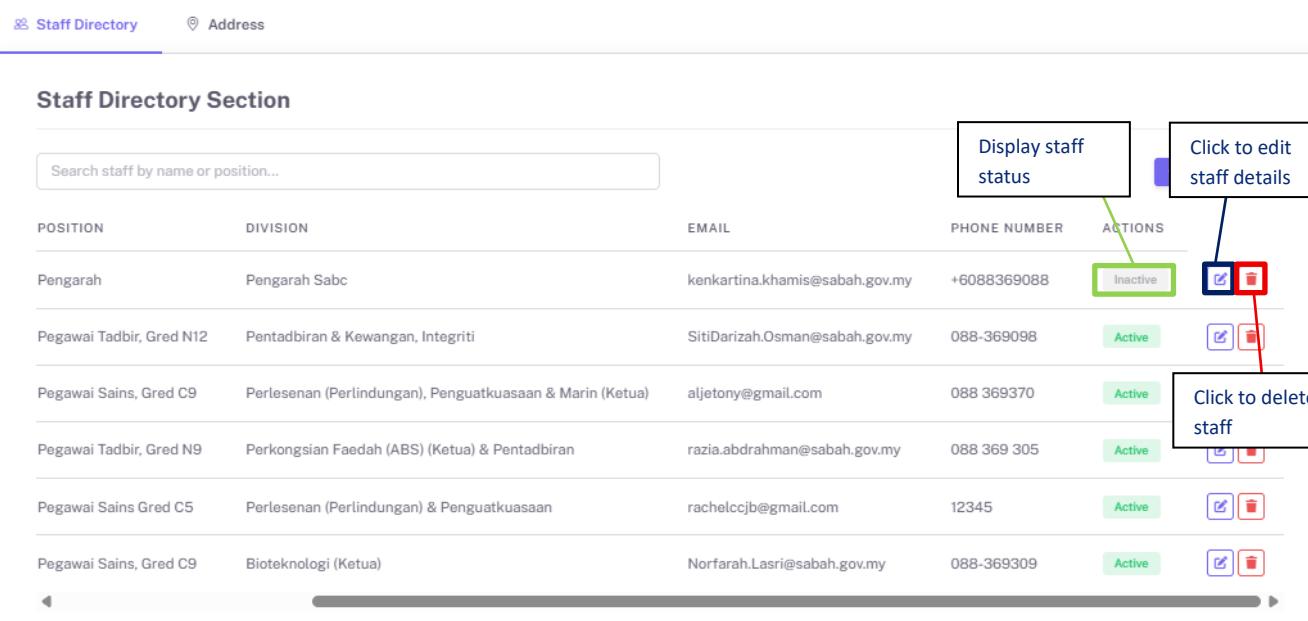
- Click the Contact Us button from the Content Management drop-down
- Go to Staff Directory tab



Staff Directory Section

Search staff by name or position...

#	NAME	POSITION	DIVISION	EMAIL
	Ken Kartina Binti Khamis	Pengarah	Pengarah Sabc	kenkartina.khamis@sabah.gov.my
	Siti Darizah binti Osman	Pegawai Tadbir, Gred N12	Pentadbiran & Kewangan, Integriti	SitiDarizah.Osman@sabah.gov.my
	Aurelian Ligunee Jetony	Pegawai Sains, Gred C9	Perlesenan (Perlindungan), Penguatkuasaan & Marin (Ketua)	aljetony@gmail.com
	Razia binti Abdul Rahman	Pegawai Tadbir, Gred N9	Perkongsian Faedah (ABS) (Ketua) & Pentadbiran	razia.abdrahman@sabah.gov.my
	Charlene Crystal Joseph	Pegawai Sains Gred C5	Perlesenan (Perlindungan) & Penguatkuasaan	rachelccjb@gmail.com
	Norfarah Syaqirah Binti Lasri	Pegawai Sains, Gred C9	Bioteknologi (Ketua)	Norfarah.Lasri@sabah.gov.my

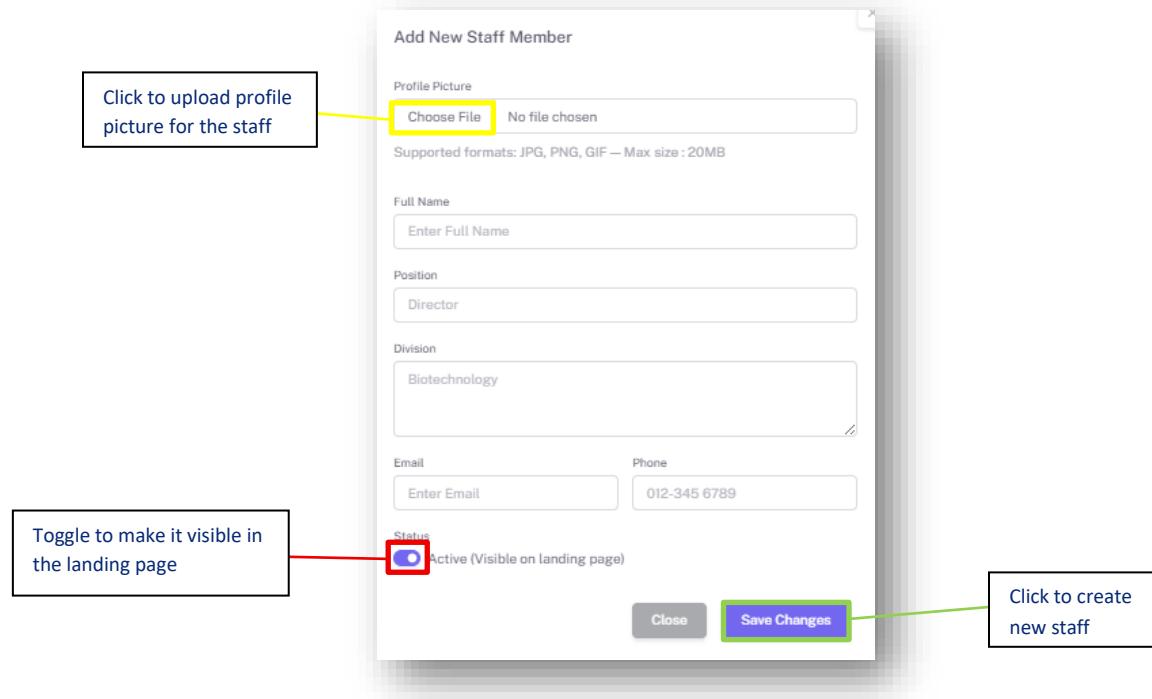


Staff Directory Section

Search staff by name or position...

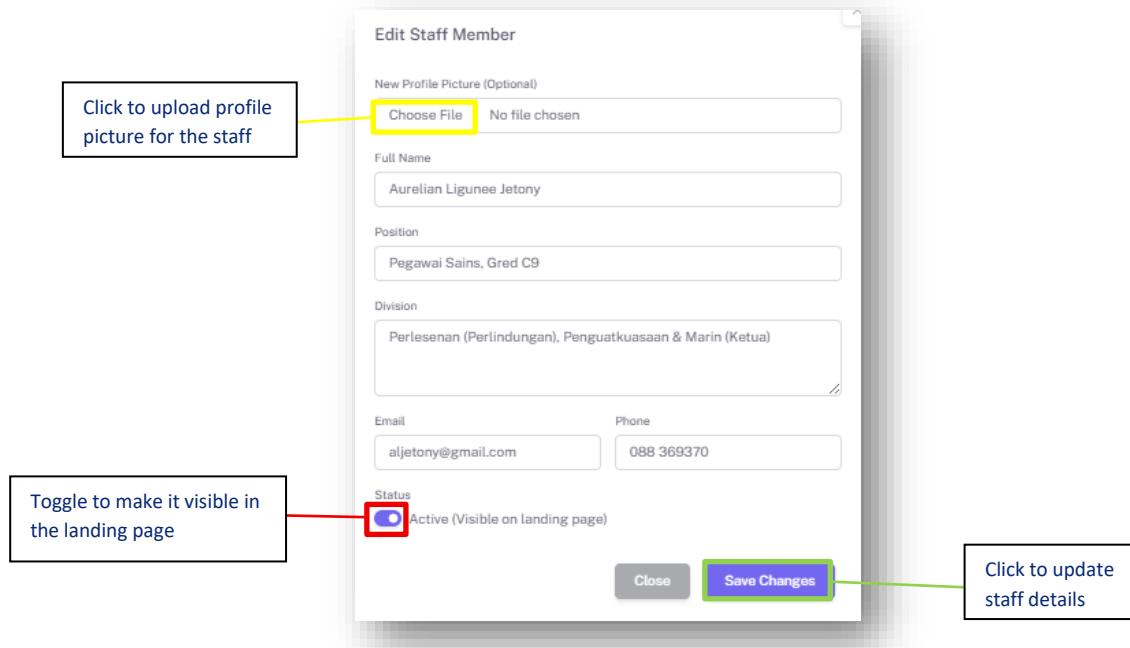
POSITION	DIVISION	EMAIL	PHONE NUMBER	ACTIONS
Pengarah	Pengarah Sabc	kenkartina.khamis@sabah.gov.my	+6088369088	Inactive
Pegawai Tadbir, Gred N12	Pentadbiran & Kewangan, Integriti	SitiDarizah.Osman@sabah.gov.my	088-369098	Active
Pegawai Sains, Gred C9	Perlesenan (Perlindungan), Penguatkuasaan & Marin (Ketua)	aljetony@gmail.com	088 369370	Active
Pegawai Tadbir, Gred N9	Perkongsian Faedah (ABS) (Ketua) & Pentadbiran	razia.abdrahman@sabah.gov.my	088 369 305	Active
Pegawai Sains Gred C5	Perlesenan (Perlindungan) & Penguatkuasaan	rachelccjb@gmail.com	12345	Active
Pegawai Sains, Gred C9	Bioteknologi (Ketua)	Norfarah.Lasri@sabah.gov.my	088-369309	Active

6.6.2 Add New Staff



- New Staff will be created once a success notification is displayed

6.6.3 Edit Staff Details



- Staff details will be updated once a success notification is displayed

6.6.4 Address

- i. Click the Contact Us button from the Content Management drop-down
- ii. Go to Address tab

Address Section

Address

Sabah Biodiversity Centre
Chief Minister's Department
19th Floor, Block A, Sabah State Administrative Building (Kinabalu Tower)
88400 Kota Kinabalu

Use line breaks to format the address as needed

Contact Number: +123456

Fax Number: +9923 56 0099

Email Addresses:

- sabc@sabah.gov.my
- sabc.sabah@gmail.com
- sabc.sabah2@gmail.com
- sabc.licence@gmail.com

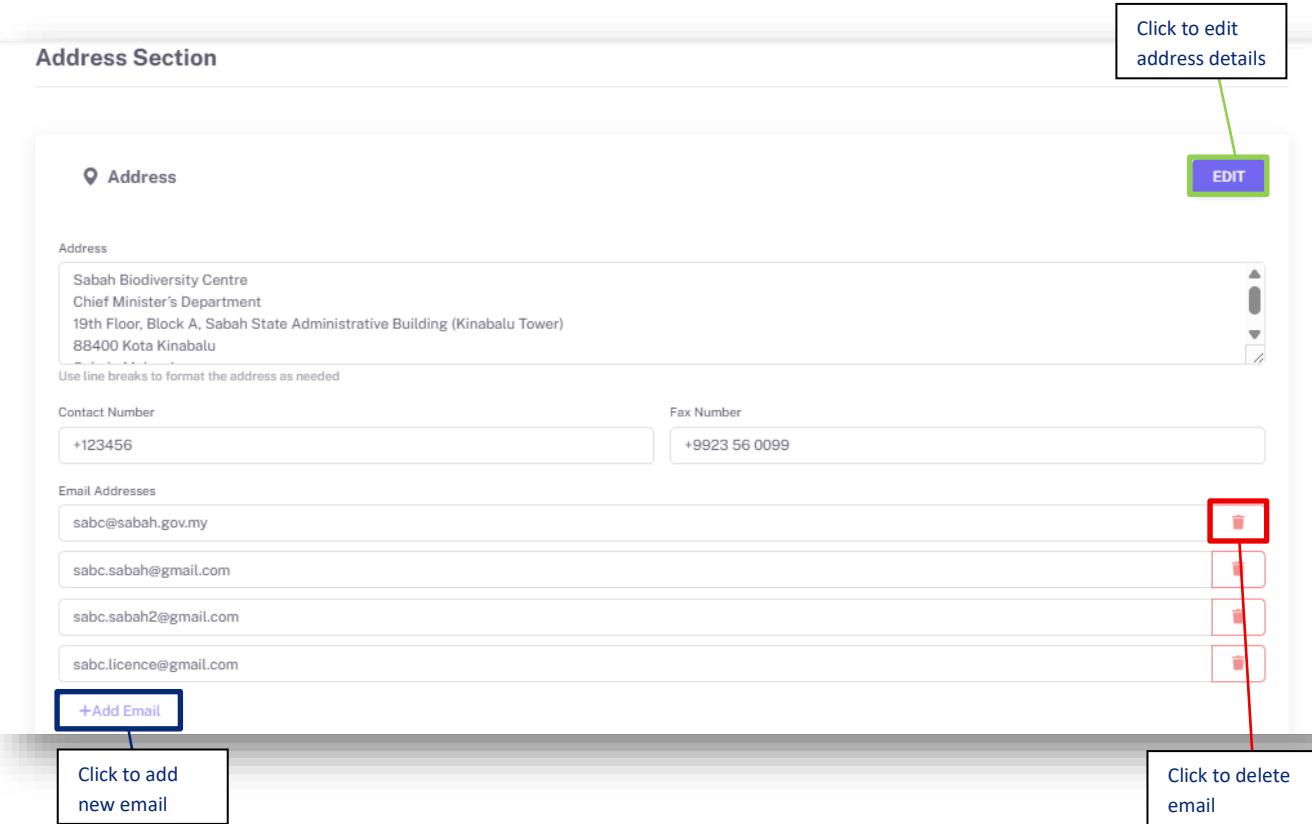
+Add Email

Click to add new email

Click to edit address details

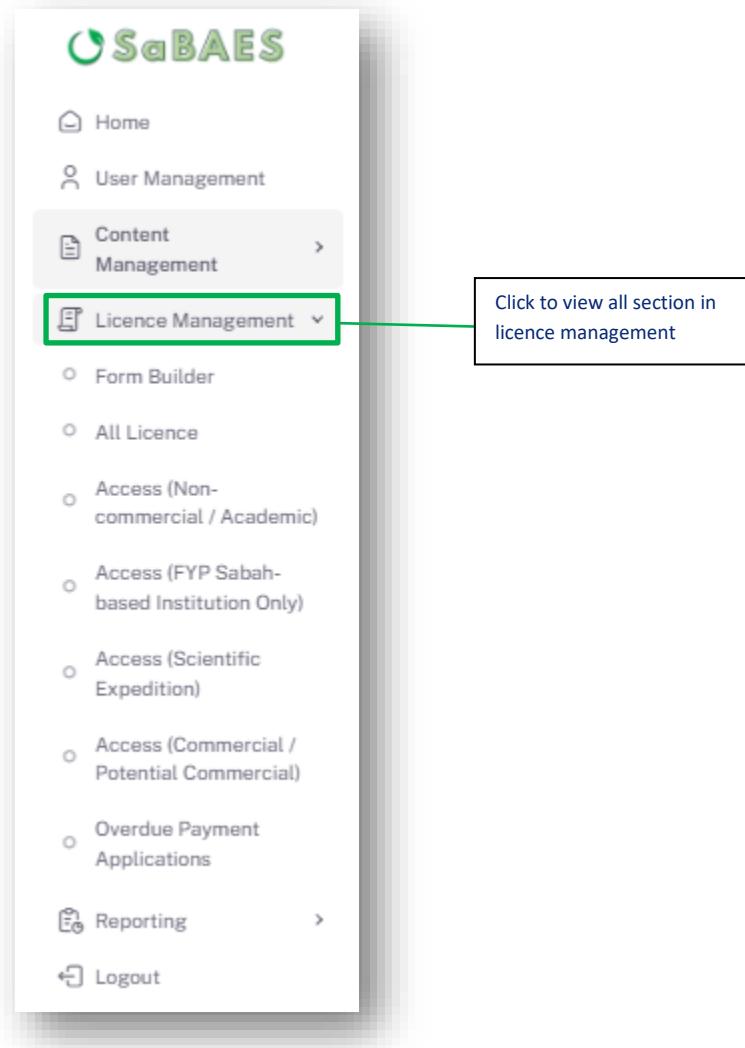
EDIT

Click to delete email



7.0 Licence Management

- i. Click the Licence Management button from nav bar menu



- ii. Licence list page will be displayed

7.1 Form Builder

Only super admin and secretariat have access to this module

Home > Licence Management > Form Builder

+ Create

Click to create new form

Excel

Search Name

Search Description

Search Crea

Search Licence Type

Search V

Search Appli

Search:

NAME

DESCRIPTION

CREATED BY

LICENCE TYPE

VERSION

APPLICATIONS

ACTION

Access (Final Year Student)

Super Admin

Final Year Student

3

Submitted: 6
Draft: 1

Access Licence (Non-Commercial / Scientific Expedition)

For UAT 2nd Session.

Super Admin

Non-Commercial/ Scientific Expedition

2

Submitted: 8
Draft: 1

Access -Non-Commercial / Academic

Super Admin

Non-Commercial/ Academic

2

Submitted: 8
Draft: 0

Export Application Form

Super Admin

Export

3

Submitted: 5
Draft: 0

Export

Super Admin

Export

2

Submitted: 1

7.1.1 Add New Form

Back to Forms

Palette

STRUCTURE

Section

Question

PRE-DEFINED QUESTION

Members

Collaborators

Resources

Locations

FIELDS

Short Answer

Paragraph

Dropdown

Radio

Checkbox

File Upload

Date

Time

Form Builder

Drag, drop, and reorder sections, questions, and fields

Form Name

...Select Licence Type...

Form Description

Save

Click to save new form

Click to select which licence type

Select which question display in form

i. New Form will be created once a success notification is displayed

7.2 All Licence List

Only super admin, secretariat, council, and director have access to this module

Click to export all licence list in excel

Click to update quarter durations

Click to view application

Click to update application quarter

Excel

Filter By Quarter

Filter By Month

Filter By Year

Filter By Application Type

Clear Filters

Search:

#	APPLICANT NAME	DATE	REFERENCE	FORM TITLE	ACTION
1	Applicant 1	09/11/2025	SUB-4-20251109134206	Access (Final Year Student)	
2	Applicant 1	12/11/2025	SUB-4-20251112141423	Access Licence (Non-Commercial / Scientific Expedition)	
3	Applicant 1	12/11/2025	SUB-4-20251112114532	Access Licence (Non-Commercial / Scientific Expedition)	
4	Michelle Bo Tiza	10/11/2025	SUB-91-20251101063722	Export Application Form	
5	Applicant 1	09/11/2025	SUB-4-20251109181538	Additional Team/ Location/ Resources	

7.2.1 Set Quarter Period

Only super admin and secretariat have access to this module

Click to view current quarter durations

View Current Quarter

Important notes:

- Set the start and end dates for each quarter of the year. Licences submitted within these dates will be categorized accordingly.

Quarter 1 (Q1)

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

Quarter 2 (Q2)

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

Quarter 3 (Q3)

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

Quarter 4 (Q4)

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

x Cancel

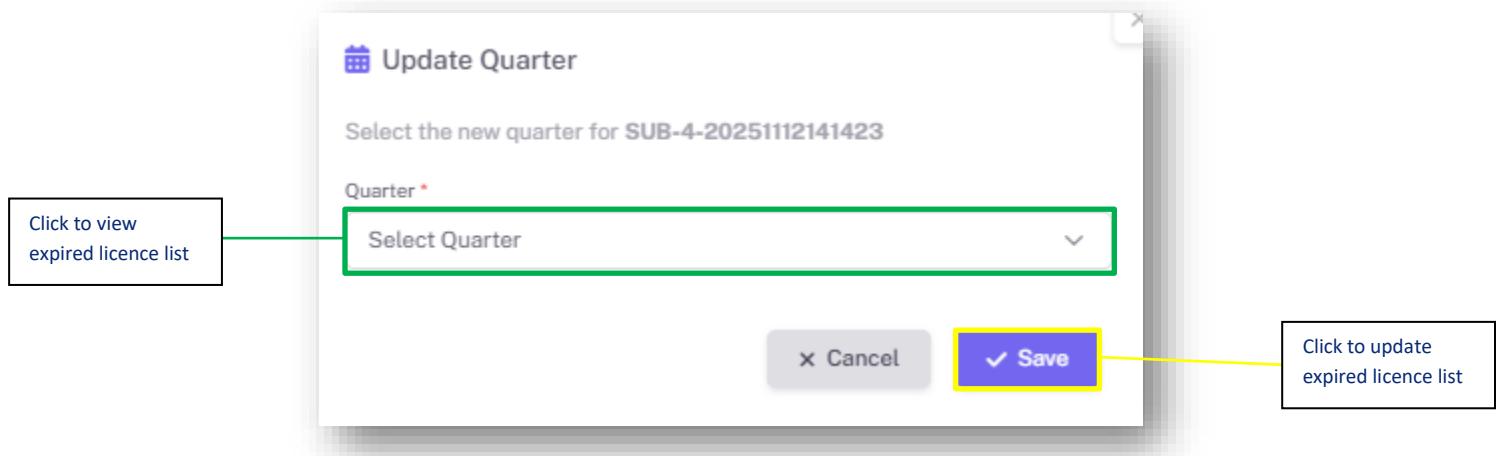
Create

Click to create new quarter durations

- New Quarter Duration will be updated once a success notification is displayed

7.2.2 Update Application Quarter

Only super admin and secretariat have access to this module



7.2.3 View Application Details

Particulars of Applicant

Display the application quarter

Quarter 4, 01/10/2025 - 31/12/2025 Active

Display the application active status

Click to download the application in pdf

Click to view licence certificate

Display the application quarter

Display the application status

Display the application active status

Click to view attachment uploaded

Display the application status

PARTIAL PAYMENT STATEMENT

PARTIAL PAYMENT PROOF

FINAL REPORT

Status

CLOSED

Secretariat SaBAES 10.11.2025 04:39 PM

Secretariat Acknowledged Final Report

Secretariat SaBAES 10.11.2025 04:30 PM

Secretariat Verified Payment Proof

Ken Kartina Khamis 10.11.2025 04:17 PM

First Name: Maximus Livon, Last Name: Lo Ka Fu

Gender: Male, Salutation: Mr.

ID Type: MyKad, MyKad/Passport: 830812125283

MyKad/Passport Attachment: imagesgjh.jpeg, Passport Size Photo: imagesgjh.jpeg

Passport Expiry: N/A, Nationality: Malaysian

Region: Sabah, Institute/Organisation: Institut Biologi Tropika dan Pemuliharaan

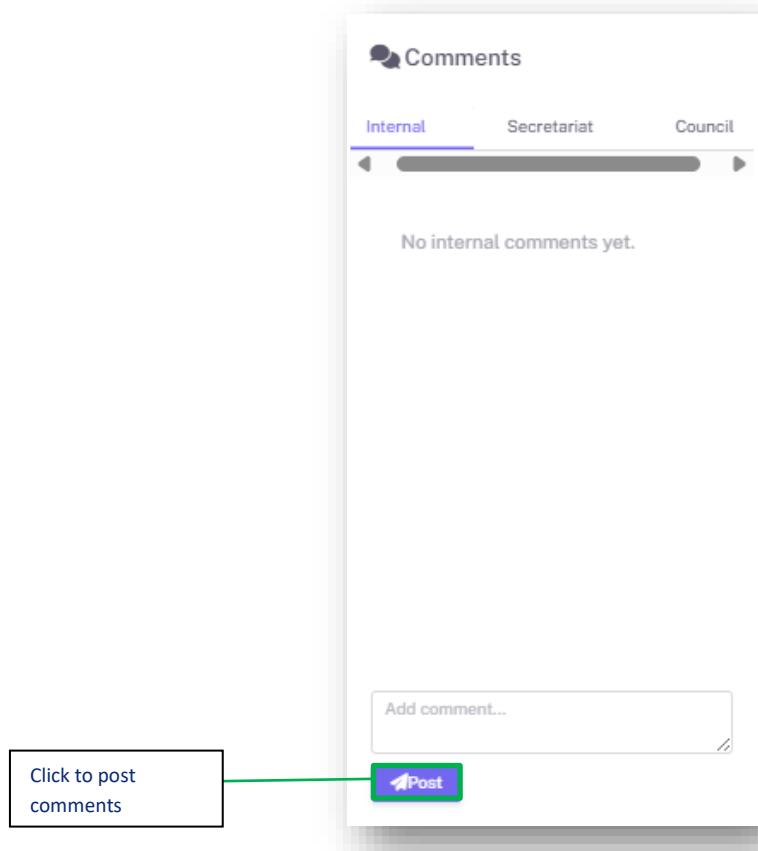
Position: N/A, Role: N/A

- Click the green button in the action column

7.2.4 Comments Tab

Only secretariat, approving committee and director have access to this module.

- i. Internal
 - Only the Secretariat can post and view comments in this tab.
- ii. Secretariat
 - Only the Secretariat and the Director can post comments.
 - All roles that have access to the Licence Details page can view these comments.
- iii. Council
 - Only the Council can post comments.
 - All roles that have access to the Access Commercial / Potential Commercial Details page can view these comments.
- iv. Member
 - Only the registered team members selected by the Applicant can post comments.
 - All roles that have access to the Licence Details page can view these comments.



7.3 View Access Licence List

i. This list applies for all Access Licence Module

The screenshot shows a table of Access Licence applications. The columns are: #, REFERENCE, APPLICANT NAME, DATE, RESEARCH, STATUS, and ACTION. Each row contains a set of buttons for viewing, editing, and canceling the application.

UI elements highlighted:

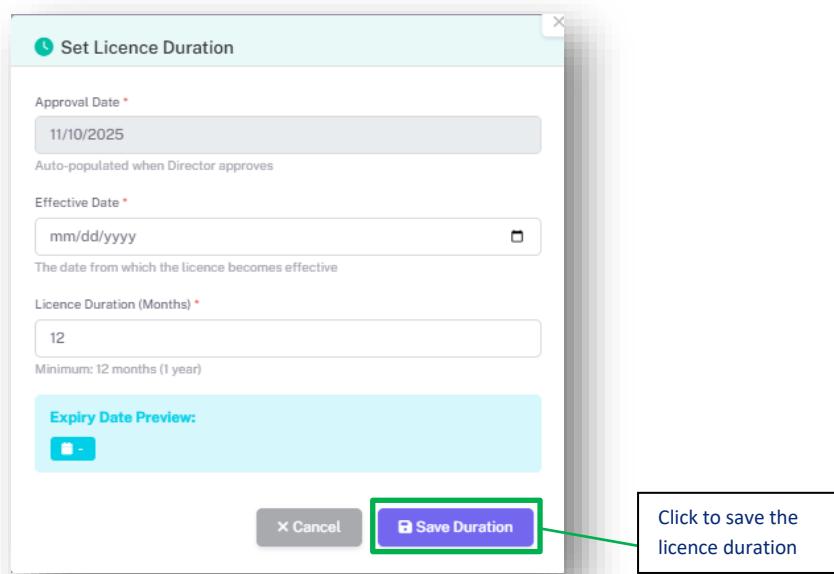
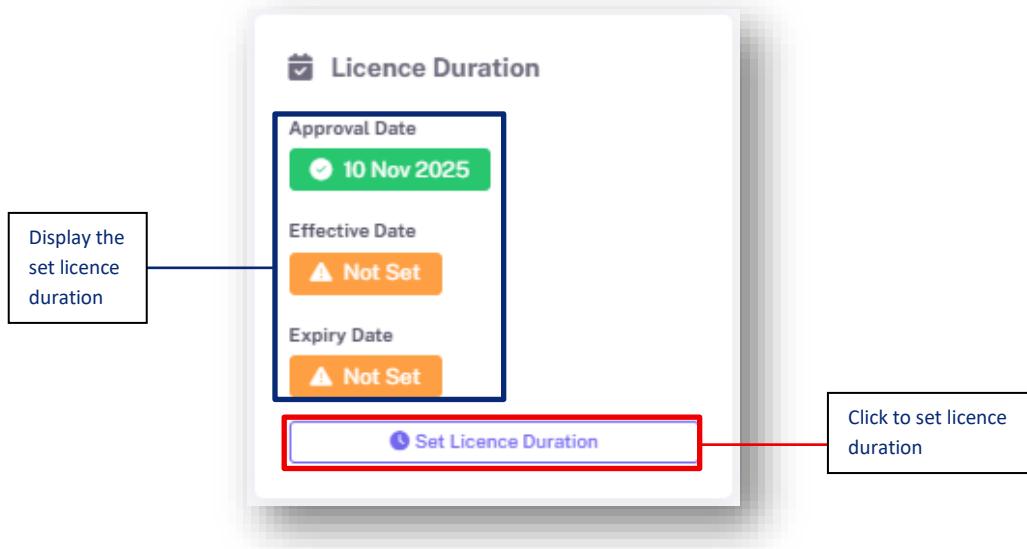
- Excel** (button to export to Excel): Click to export licence to excel
- Click to filter by status** (button): Filter by Status
- View expired completed list** (button)
- View expired list** (button)
- View activity timeline** (button)
- Click to create new application** (button): +
- Display the licence application status** (button): Search: _____, Search Status
- Click to cancel application** (button): X
- Click to view application details** (button): Q
- Click to edit application** (button): E

Table Data:

#	REFERENCE	APPLICANT NAME	DATE	RESEARCH	STATUS	ACTION
1	SUB-4-20251117160817	Applicant 1	17/11/2025	Flynn and Mye	Closed	
2	SUB-4-20251109133521	Applicant 1	09/11/2025	Academic Researc	Director Approved Awaiting Secretariat to set the expiry date	
3	SUB-4-20251117141820	Applicant 1	17/11/2025	Stone Clark A	Application Submitted Pending Secretariat Review	
4	SUB-4-20251109135358	Applicant 1	09/11/2025	The Impact of Agricultural Runoff on th	Closed	
5	SUB-4-20251107141609	Applicant 1	07/11/2025	test	Closed	
6	SUB-4-20251107163145	Applicant 1	07/11/2025	Ochoa Ber	Closed	

7.4 Licence Duration

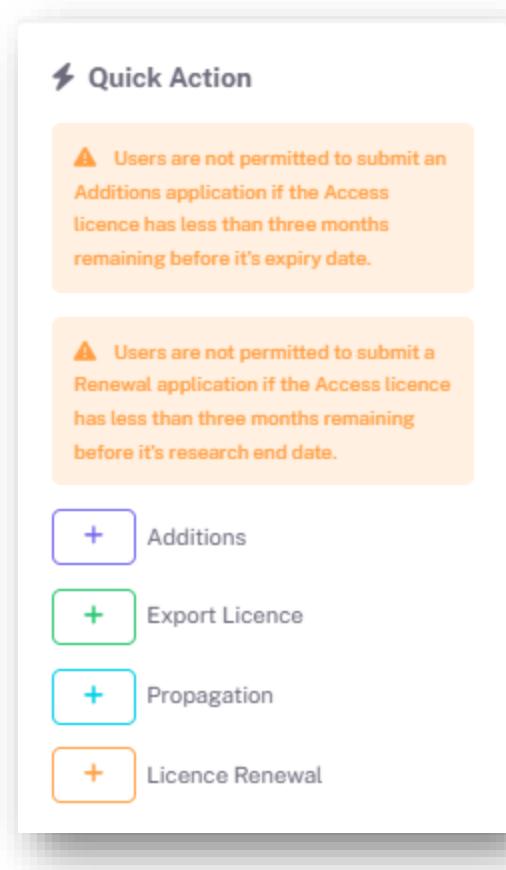
Only super admin and secretariat have access to this module



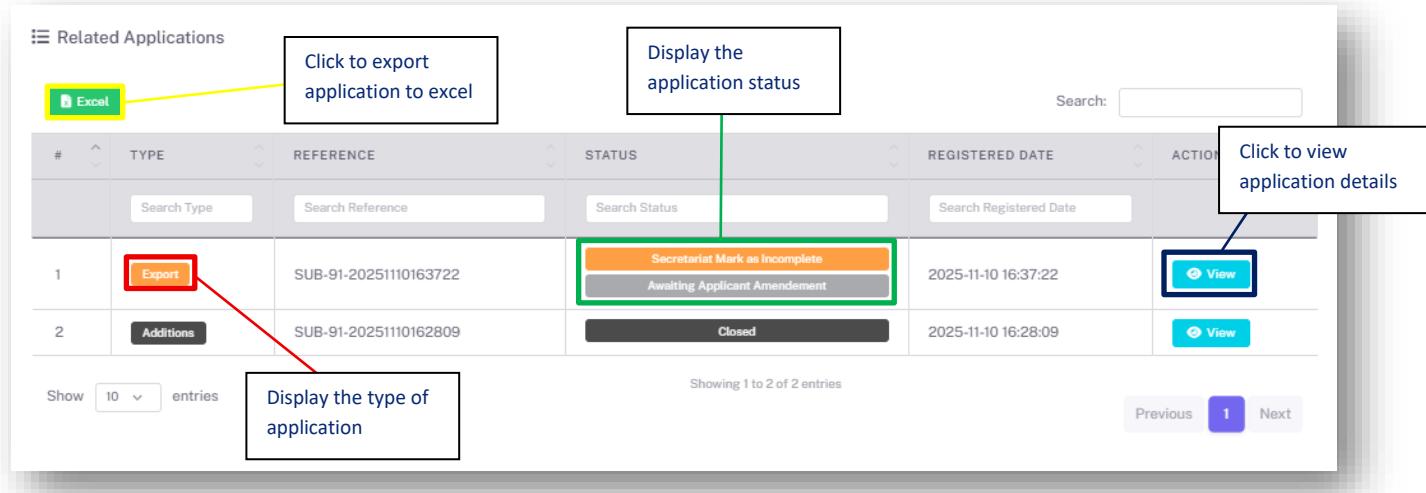
7.5 Quick Action

Only applicant has access to this module

- i. This module applies for all applications
 - a. Additions
 - b. Export Licence
 - c. Propagation
 - d. Licence Renewal



7.6 View Related Applications List

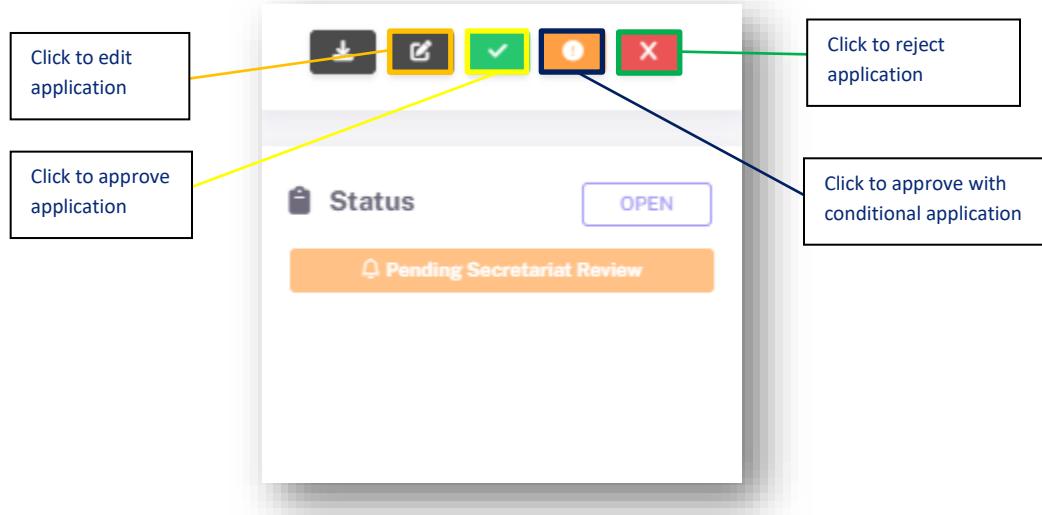


- i. Click the green button from the action column
- ii. Scroll down from the view page of the application

7.7 Pending Approval Application

Only secretariat, approving committee and director have access to this module

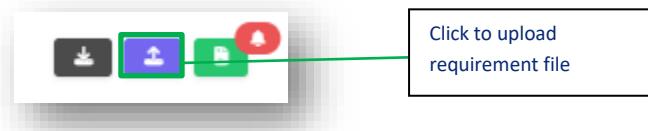
- i. Go to any pending application details by click the black button from the action column



7.8 Upload Requirement File

Only applicant has access to this module

- i. Go to any pending application details by click the black button from the action column
- ii. This module applies for ABS Agreement, MTD Report, Status Report, Final Report, Payment Statement and Proof of Payment



7.9 Progress Report

Only Commercial/Potential Commercial available for this module

#	FILE NAME	TYPE	SIZE	ACTION
1	ss	JPEG	71.55 KB	
2	twinn	JPEG	53.92 KB	
3	sbc	JPEG	135.87 KB	

7.10 Upload Progress Report

Only secretariat has access to this module

Upload Progress Report

Choose File No file chosen

Supported formats: JPG, PNG, PDF — Max size: 20MB

File Name:

Leave empty to keep original file name

X Cancel Upload

7.11 Overdue Payment List

The screenshot shows a web-based application for managing overdue payments. The page title is "Overdue Payment List". At the top right, there is a search bar labeled "Search:" and a yellow box containing the text "Click to export overdue payment list to excel". On the left, there is a yellow box with a "Excel" icon. The main content area displays a table with the following columns: #, REFERENCE, JUSTIFICATION, SECRETARIAT COMMENT, APPROVED DATE, GRACE PERIOD END, STATUS, and ACTION. A single row is shown, with the "Approved" button in the ACTION column highlighted in a green box. Below the table, there is a pagination control with "Show 10 entries" and a blue box containing the text "Display overdue payment application status". At the bottom right, there are buttons for "Previous", "1", and "Next".

#	REFERENCE	JUSTIFICATION	SECRETARIAT COMMENT	APPROVED DATE	GRACE PERIOD END	STATUS	ACTION
1	SUB-4-20251105160814	jsutive	Pending...	05/11/2025	04/06/2027	Approved	

Show 10 entries

Display overdue payment application status

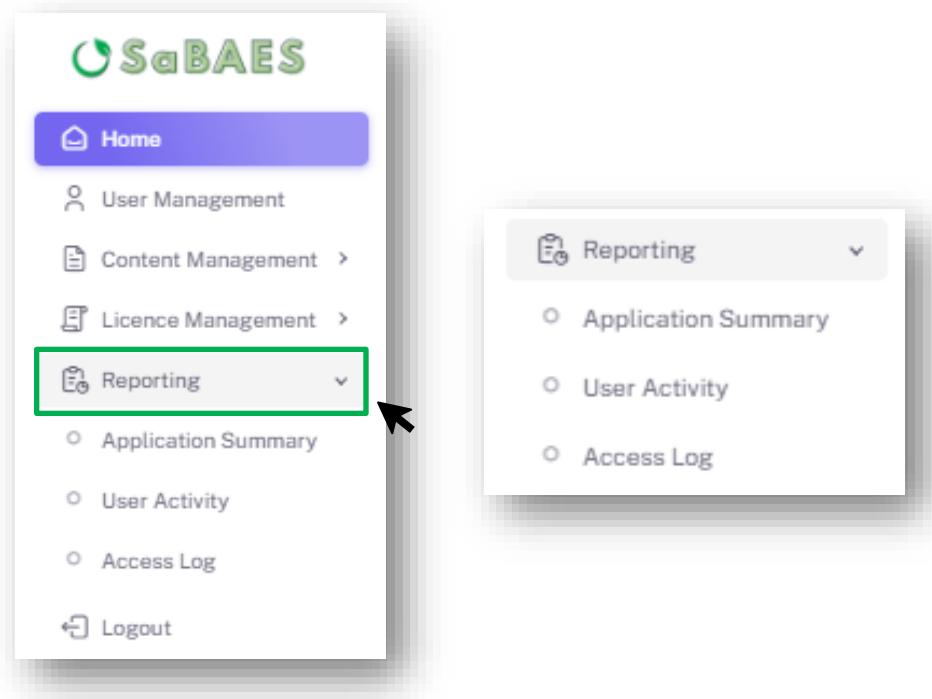
Previous 1 Next

8.0 Reporting

Only super admin and secretariat have access to this module

8.1 View Reporting

- i. Click Reporting from the sidebar menu



- ii. Reporting details drop-down will be displayed

8.2 Application Summary

Click to go to application summary list page

Click to export the application summary list in excel

Application Summary

JKAE LICENCE ACCESS REPORT JKAE LICENCE EXPORT REPORT

Application Summary

Filter By Date DD-MM-YYYY to DD-MM-YYYY Select Nationality Select Licence Type X Clear All Search: Search

Excel

Display are attachment related to the application, can be click to view the attachment

Click to view the details of the application

APPLICANT NAME	DATE	REFERENCE	FORM TITLE	RESEARCH TITLE	DOCUMENTS	STATUS	ACTION
Applicant 1	09/11/2025	SUB-4-20251109140907	Access Licence (Commercial/ Potential Commercial)	test	Payment Proof Final Report ABS Agreement Payment Statement	Applicant Submitted Final Report Awaiting Secretariat to Acknowledge Final Report	
Applicant 2	08/10/2025	SUB-70-20251105140849	Access Licence (Commercial/ Potential Commercial)	title	Payment Proof ABS Agreement Payment Statement	Applicant Submitted Payment Proof Awaiting Secretariat to Verify Payment Proof	
Applicant 1	12/11/2025	SUB-4-20251112141423	Access Licence (Non-Commercial / Scientific)	N/A		Director Approved Awaiting Applicant to Upload Final Report	

8.3 JKAE Licence Access Report

Click to go to JKAE licence access report list page

Summary JKAE LICENCE ACCESS REPORT JKAE LICENCE EXPORT REPORT

JKAE LICENCE ACCESS REPORT

Filter By Year Select Nationality Select Region Select Licence Type Clear Search: Search

Excel

JKAE YEAR	TOTAL RESEARCHER	TOTAL ACCESS LICENCE APPLICATION	TOTAL ISSUED ACCESS LICENCE	TOTAL APPLICATIONS APPROVED WITH CONDITIONS	TOTAL REJECTED APPLICATION
JKAE 1/2025	14	10	14	0	1
JKAE 2/2025	3	3	6	0	0
JKAE 3/2025	0	0	0	0	0
JKAE 4/2025	16	18	20	0	0
Total	33	31	40	0	1

8.4 JKAE Licence Export Report

Click to export the JKAE licence export report list

Application Summary JKAE LICENCE ACCESS REPORT JKAE LICENCE EXPORT REPORT

JKAE LICENCE EXPORT REPORT

Filter By Year Select Nationality Select Region Clear

Excel

Search:

JKAE YEAR 2025	TOTAL RESEARCHER	TOTAL ACCESS LICENCE APPLICATION	TOTAL ISSUED EXPORT LICENCE	TOTAL APPLICATIONS APPROVED WITH CONDITIONS	TOTAL REJECTED APPLICATION
JKAE 1/2025	27	4	4	0	0
JKAE 2/2025	25	0	0	0	0
JKAE 3/2025	25	0	0	0	0
JKAE 4/2025	28	3	1	0	0
Total	105	7	5	0	0

8.5 User Activity

Click to export the user activity list in excel

User Activity

Filter By Date DD-MM-YYYY to DD-MM-YYYY Select Module Select Activity Clear All

Excel

Display the activity of the applicant

Display of which column changes

Display the previous data

Display the changes data

Search:

#	USER	ACTIVITY	ITEM	REFERENCE	COLUMN	PREVIOUS	NEW	DATE	TIME
1	Super Admin	Updated	Announcement	Announcement-57	Publication Status	Published	Draft	13/11/2025	15:37:08
2	Super Admin	Created Attachment	Announcement	Announcement-57	Attachment	N/A	school.png	13/11/2025	15:35:22
3	Super Admin	Updated	Announcement	Announcement-57	Title	test	test2	13/11/2025	15:35:06
4	Super Admin	Updated	Announcement	Announcement-57	Summary	aaa	aaa2	13/11/2025	15:35:06
5	Super Admin	Updated	Announcement	Announcement-57	Content	aaaa	aaaa2	13/11/2025	15:35:06
6	Super Admin	Updated	Announcement	Announcement-55	Summary	Summary	Summary2	13/11/2025	15:15:20
7	Super Admin	Updated	Announcement	Announcement-55	Content	Content 1	Content 13	13/11/2025	15:15:20
8	Super Admin	Updated	Announcement	Announcement-55	Title	Title2	Title3	13/11/2025	15:14:48

8.6 Access Log

Click to export the access logs list in excel

Display the access logs activity of the users

Excel

#	USER	ACTIVITY	IP ADDRESS	DATE	TIME
1	Super Admin	LOGIN	192.168.7.2	14-11-2025	10:07 AM
2	Applicant 1	LOGIN	192.168.7.2	14-11-2025	09:43 AM
3	Super Admin	LOGOUT	192.168.7.2	14-11-2025	09:43 AM
4	Super Admin	LOGIN	192.168.7.2	14-11-2025	09:30 AM
5	Super Admin	LOGIN	192.168.7.2	14-11-2025	09:20 AM
6	Super Admin	LOGIN	192.168.7.2	14-11-2025	09:18 AM
7	Director SaBAES	LOGOUT	192.168.7.2	14-11-2025	09:17 AM
8	Director SaBAES	LOGIN	192.168.7.2	14-11-2025	09:16 AM
9	Secretariat SaBAES	LOGOUT	192.168.7.2	14-11-2025	09:16 AM
10	Secretariat SaBAES	LOGIN	192.168.7.2	14-11-2025	09:15 AM

Show 10 entries

Showing 1 to 10 of 4,699 entries

Previous 1 2 3 4 5 ... 470 Next

9.0 Troubleshooting & Support

9.1 Common Issues and Solutions

The table below lists frequently encountered issues, their possible causes, and recommended solutions.

Issue	Possible Cause	Solution
Unable to log in	Incorrect username or password	Verify your credentials and try again. If you forgot your password, use the Forgot Password option to reset it
OTP not received	Email delays or message sent to spam folder	Check the spam/junk folder. If still not received, click Resend OTP or contact support
Report not loading	Large data set or slow internet connection	Apply filters to narrow down the data or retry with a stable internet connection
Reporting not showing recent activities	Date filter set to a past range	Check and update the date filter to the correct range
Page not loading correctly	Browser cache issue or unsupported browser	Clear the browser cache or switch to a recommended browser (e.g., Chrome, Edge)
Logout button not responding	Session timeout or browser issue	Refresh the page and try again. If the issue persists, clear your browser cache and re-login

If the issue persists after following the troubleshooting steps, go to the Contact Us section and select Send Feedback to reach our support team for further assistance.