

END USER MANUAL



2025

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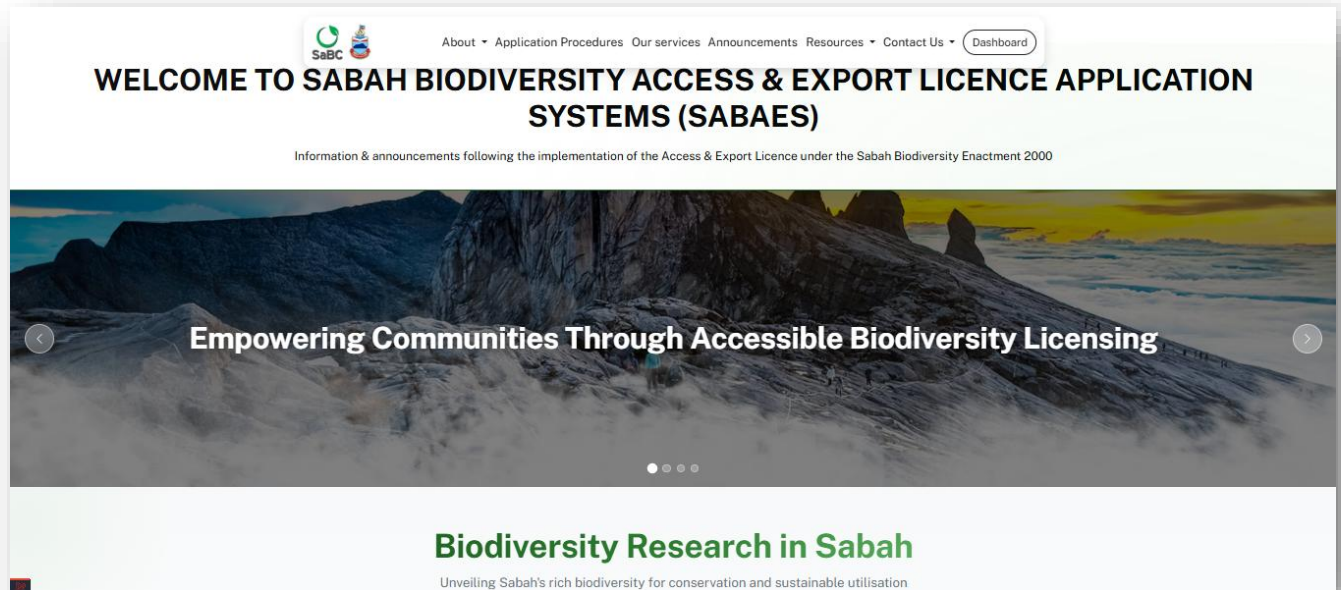
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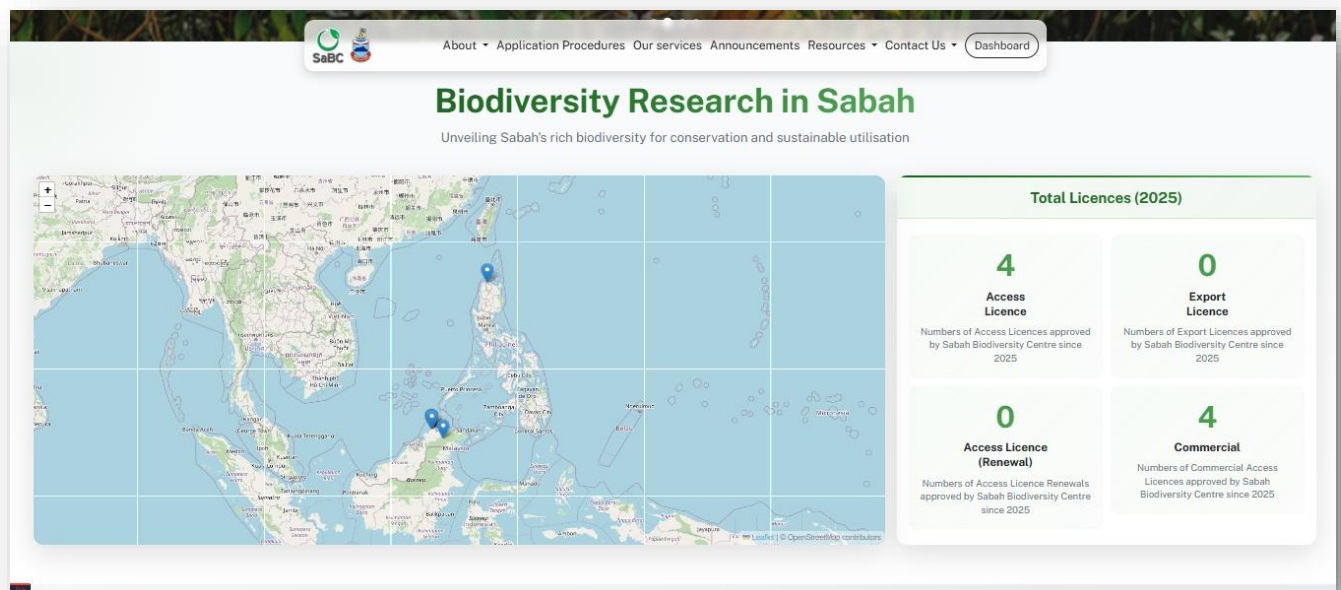
1.0 Landing Page

1.1 View the Landing Page

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

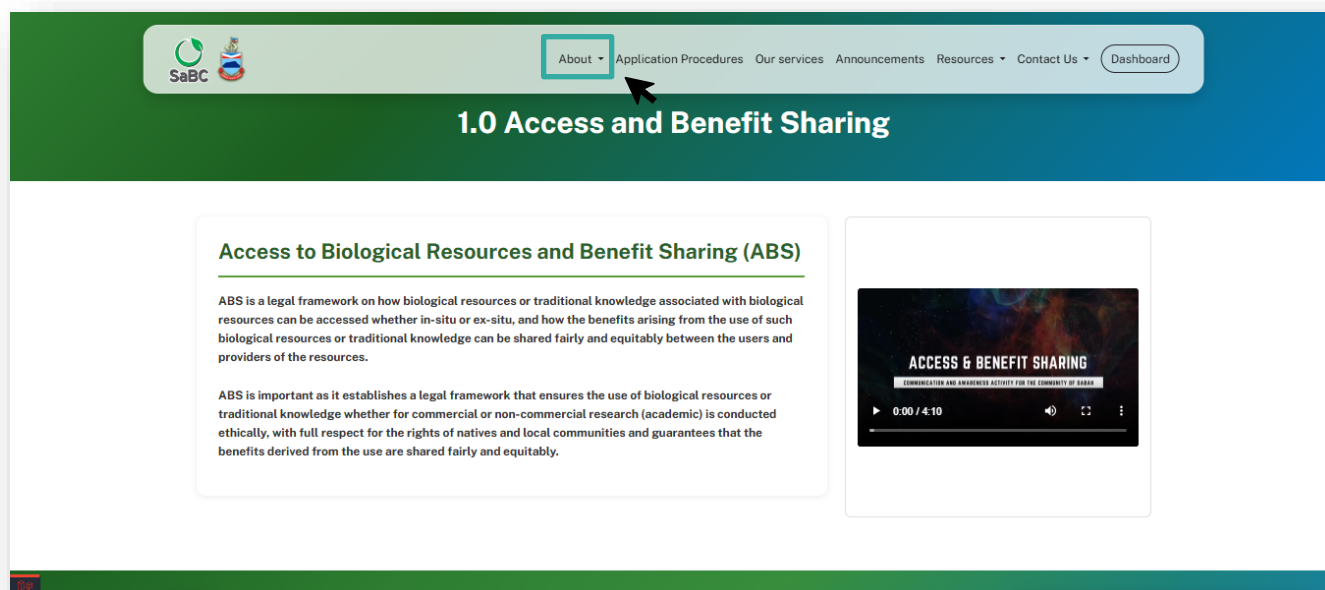


b) View Biodiversity Research in Sabah



1.2 About

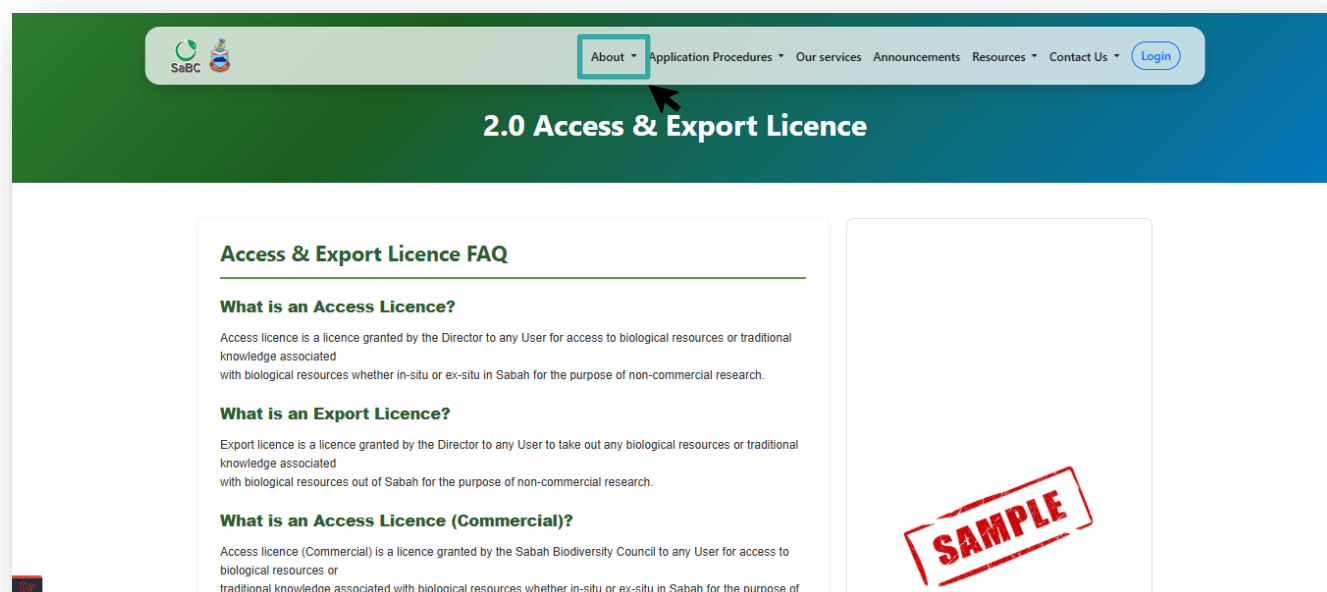
a) View Access and Benefit Sharing page



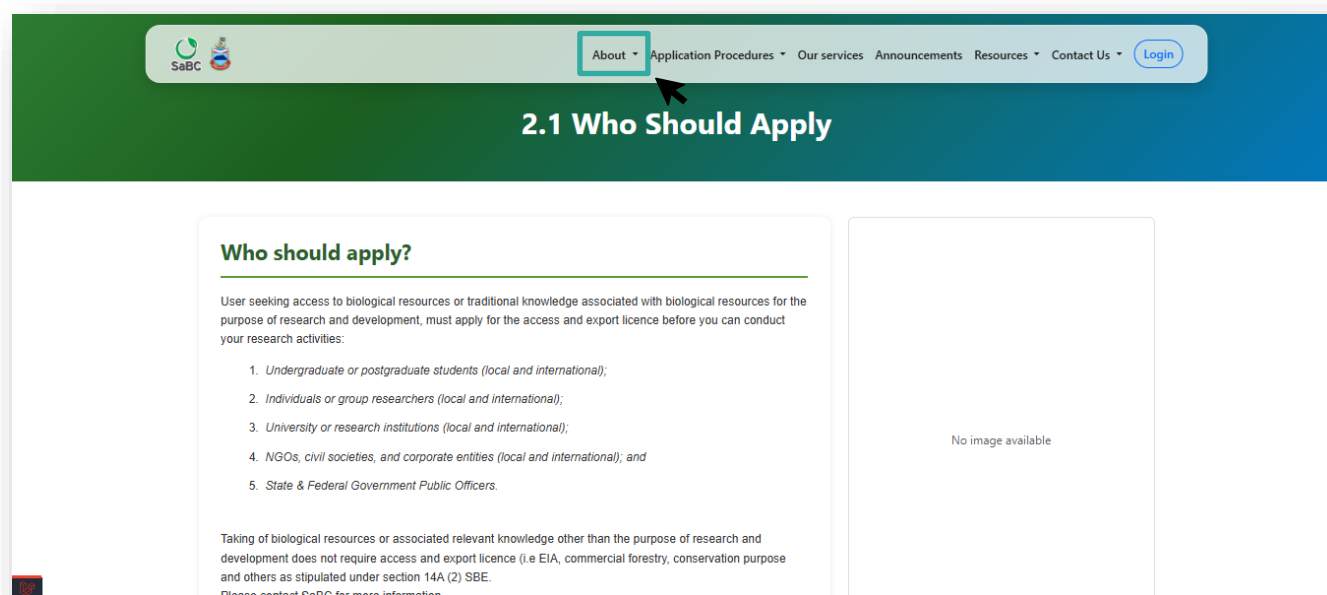
b) View Legislative to Implement ABS page



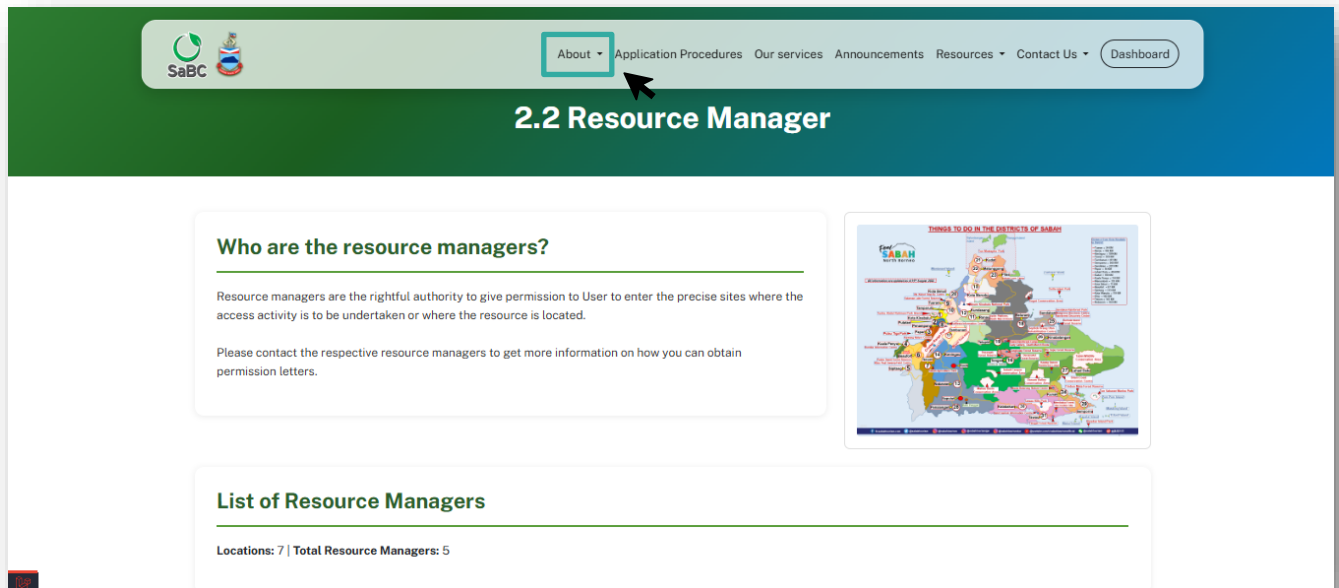
c) View Access & Export Licence page



d) View Who Should Apply page



e) View Resource Managers page



2.2 Resource Manager

Who are the resource managers?

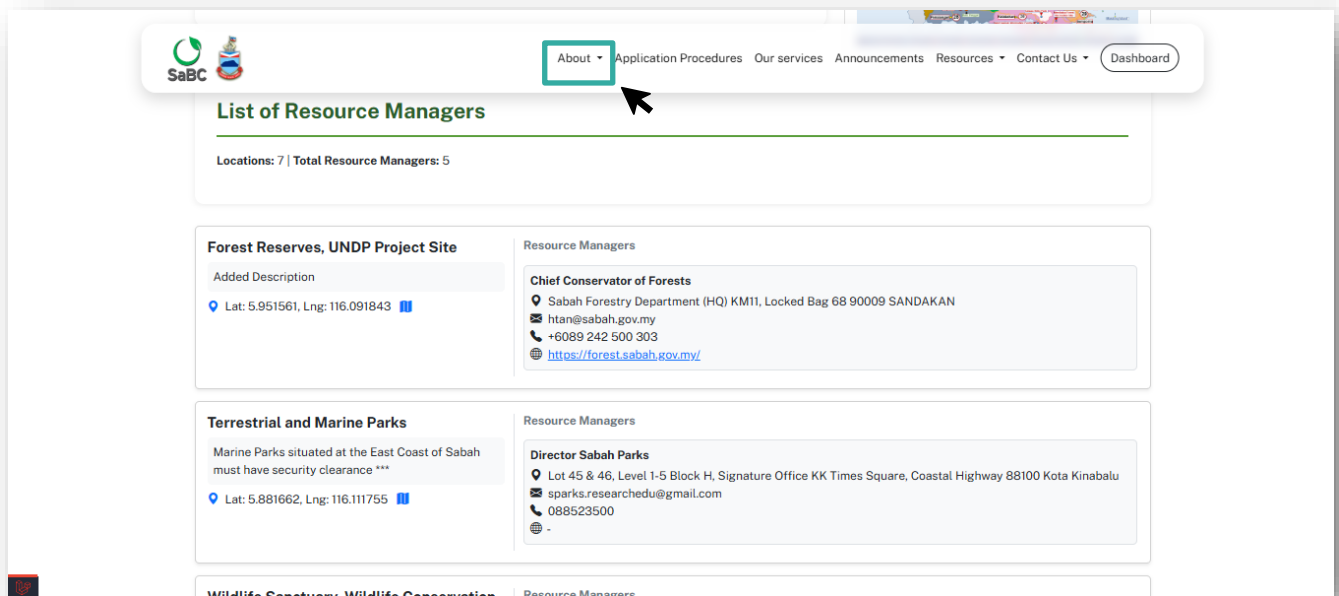
Resource managers are the rightful authority to give permission to User to enter the precise sites where the access activity is to be undertaken or where the resource is located.

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

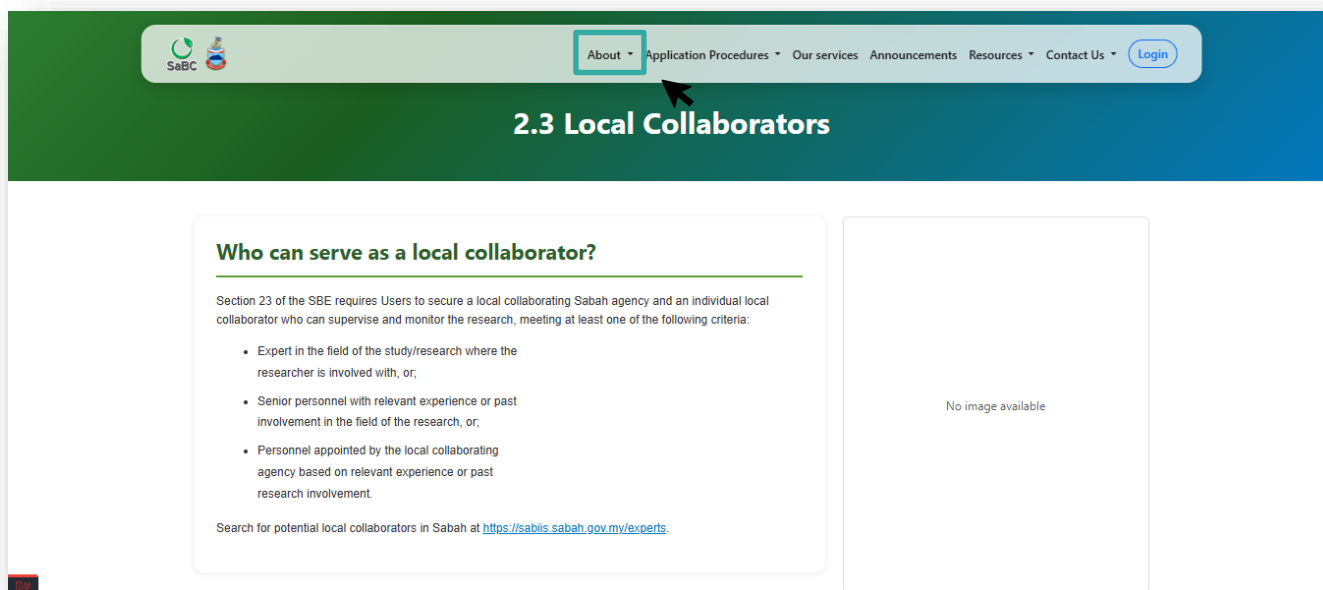


List of Resource Managers

Locations: 7 | Total Resource Managers: 5

Category	Resource Managers
Forest Reserves, UNDP Project Site Added Description Lat: 5.951561, Lng: 116.091843	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	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

g) View Local Collaborators page



2.3 Local Collaborators

Who can serve as a local collaborator?

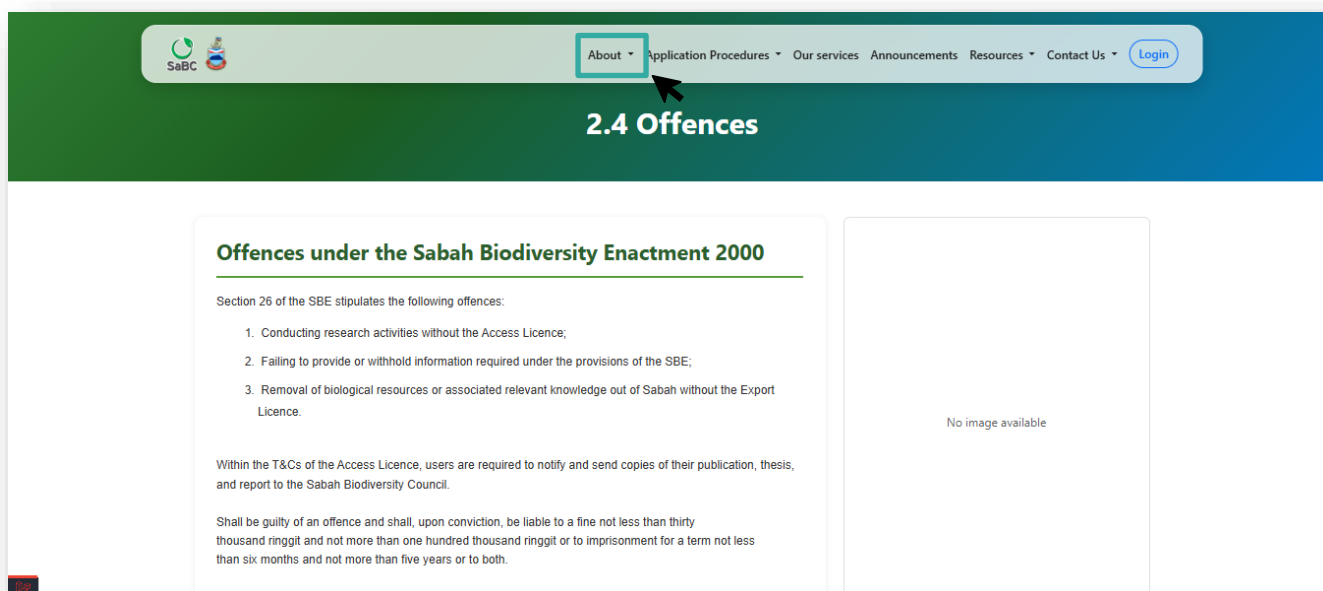
Section 23 of the SBE requires Users to secure a local collaborating Sabah agency and an individual local collaborator who can supervise and monitor the research, meeting at least one of the following criteria:

- 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://sabiis.sabah.gov.my/experts>.

No image available

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.

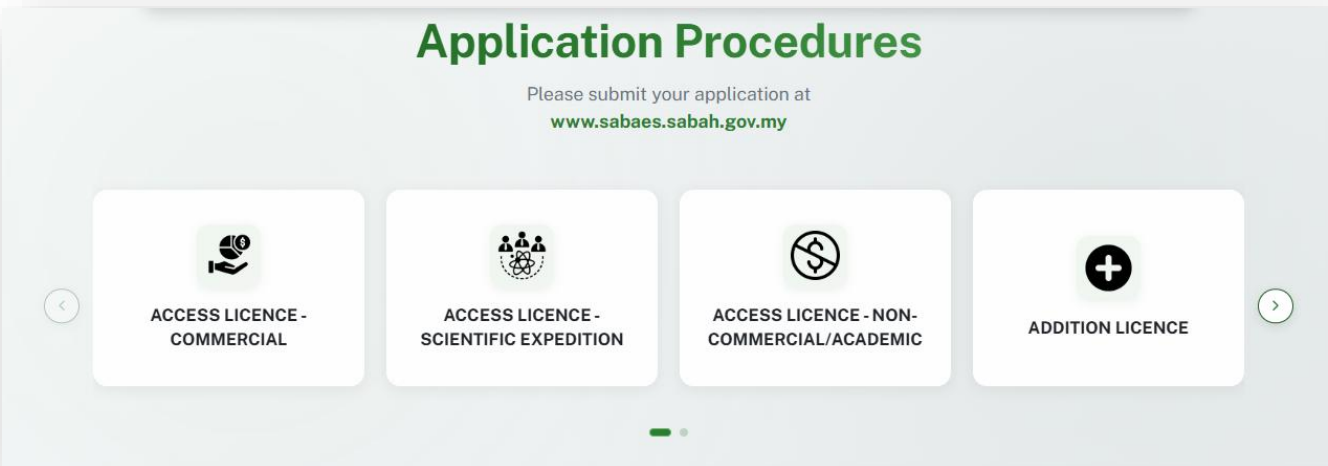
Shall be guilty of an offence and shall, upon conviction, be liable to a fine not less than thirty thousand ringgit and not more than one hundred thousand ringgit or to imprisonment for a term not less than six months and not more than five years or to both.

No image available


i) View Other Written Laws and Regulations page



1.3 Application Procedures



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

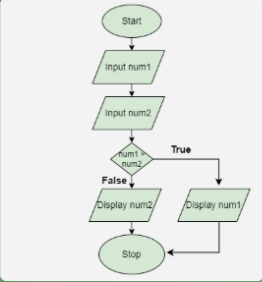

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ACCESS LICENCE - FINAL YEAR STUDENT

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.



```

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
  
```

b) View Access Licence – Non-Commercial/Academic

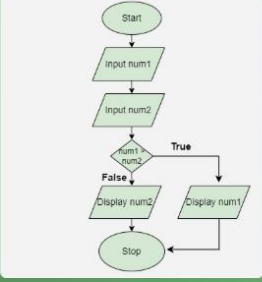

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ACCESS LICENCE - NON-COMMERCIAL/ACADEMIC

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.



```

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
  
```

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.

```

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

d) View Access Licence – Commercial

What you should know before applying


Enter important information applicants should know before applying...

How to Apply?

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

Supporting documents checklist

e) View Access Licence – Renewal and Others


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LICENCE RENEWAL

Guide for renewing existing licences or adding team members/locations

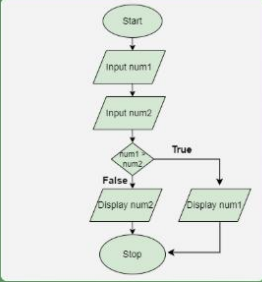
What you should know before applying

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

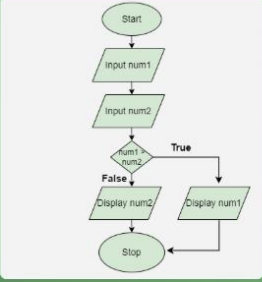

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EXPORT LICENCE

Guide for exporting biological resources outside Sabah

What you should know before applying

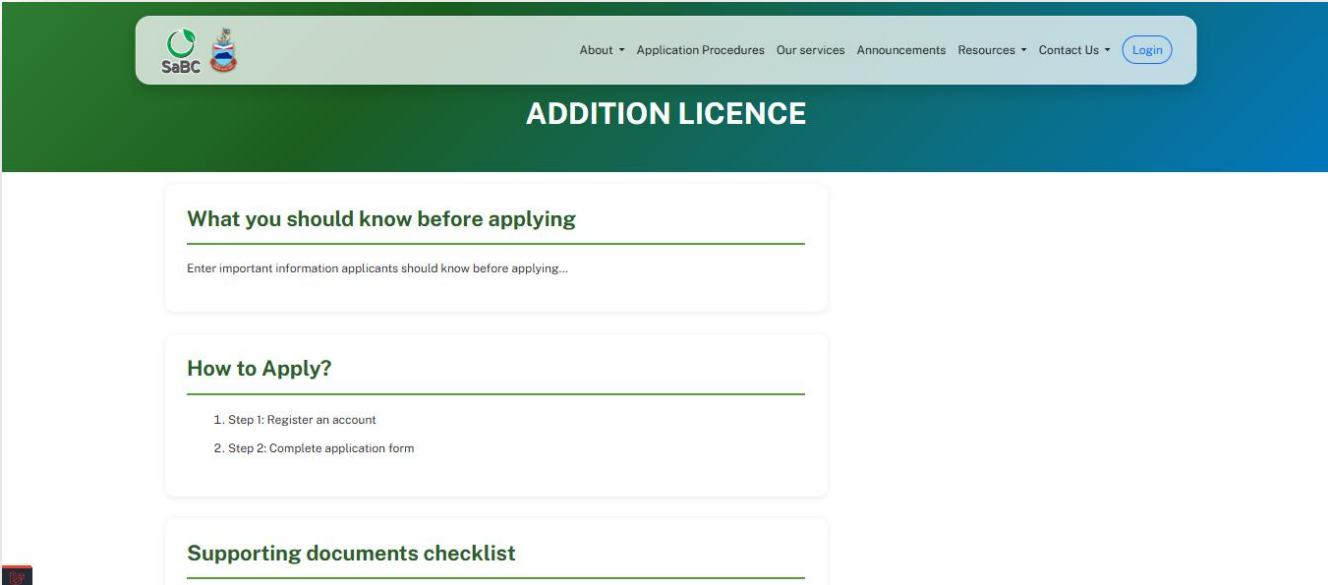
- Export Licence application can be made concurrently with the Access Licence.
- You must use existing facilities and expertise in Sabah. If not feasible, you must justify the need for export.
- Provide detailed research analyses; incomplete applications will not be processed.
- State the number of consignments 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 laws¹ 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



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



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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...

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 engagement with their mobile devices to develop learning experiences that meet their needs and goals as foreign language learners. The data were collected from 20 students by means of a semi-structured interview. The gathered data were subjected to qualitative and quantitative analysis. The results of the study demonstrated that, on the one hand, some subjects manifested heightened awareness relating to L...

[Read More](#)

Click for search function

b) View Procedures page

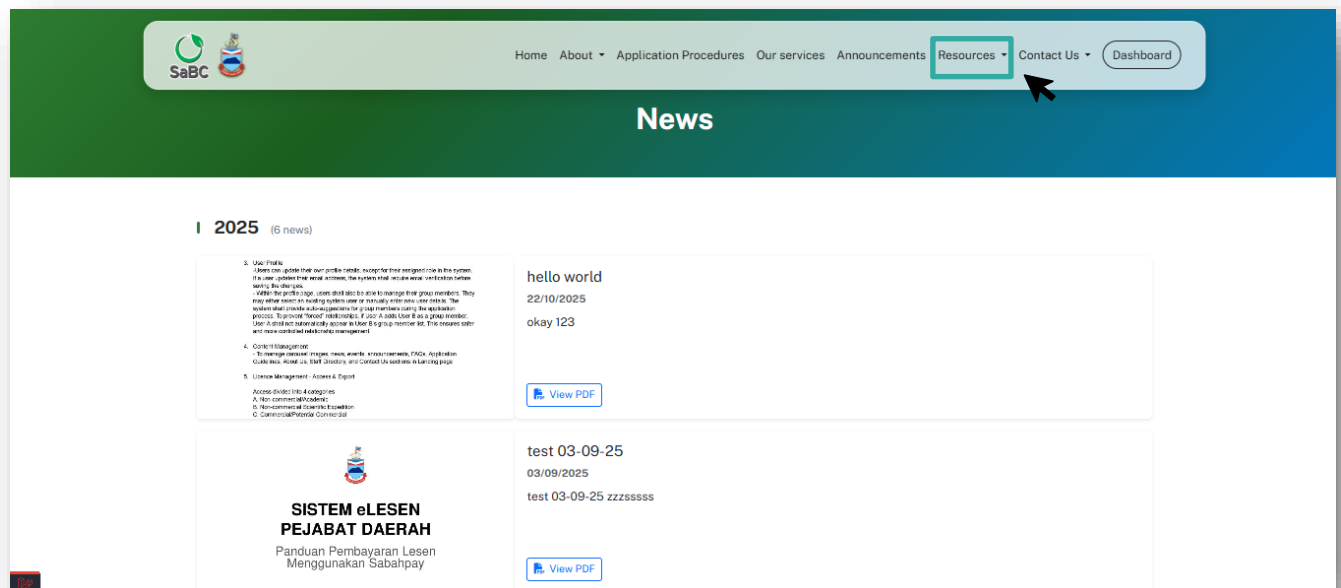
Procedures/ Guidelines

2025 (3 news)

Document C

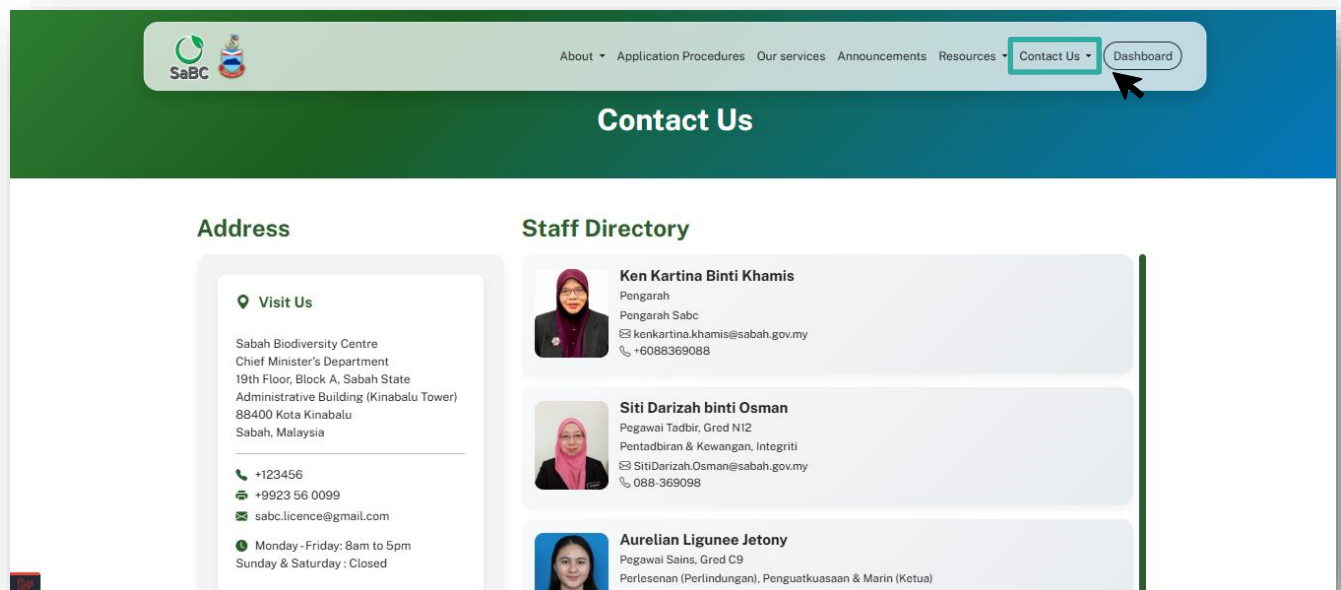
Another one

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

--Select Category--

Subject

Date

mm/dd/yyyy

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

20

1.8 Register

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

The image displays two screenshots of the SaBAES web application interface.

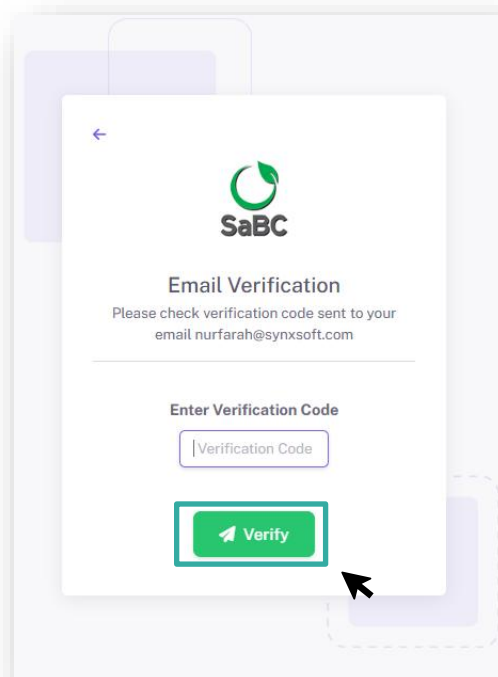
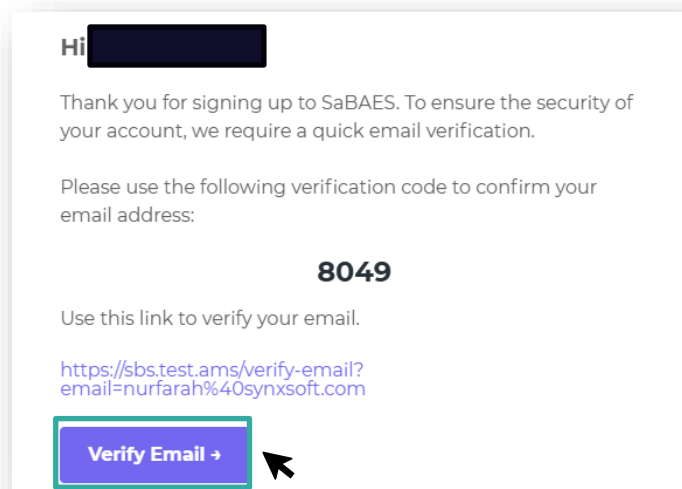
Left Screenshot (Login Page):

- Header: SaBC logo and "Welcome to SaBAES".
- Text: "Please sign-in to your account".
- Form fields: "Email" (with placeholder "i.e user@email.com.my") and "Password" (with a "Forgot Password?" link).
- Buttons: A green "Sign in" button and a blue "Sign Up" button (highlighted with a red box and an arrow).
- Text: "New to SaBAES?" above the "Sign Up" button.
- Footer: "SaBAES by Sabah Biodiversity Centre. © 2025 All rights reserved." and links for "Privacy Policy" and "Disclaimer".

Right Screenshot (Registration Page):

- Header: SaBC logo and "Welcome to SaBAES".
- Text: "Register as new user".
- Form fields: "First Name *", "Last Name *", "Email *", "Select ID Type *" (with a dropdown menu), "MyKad/Passport Number *" (with a text input), and "Upload MyKad/Passport *" (with "Choose File" and "No file chosen" buttons).

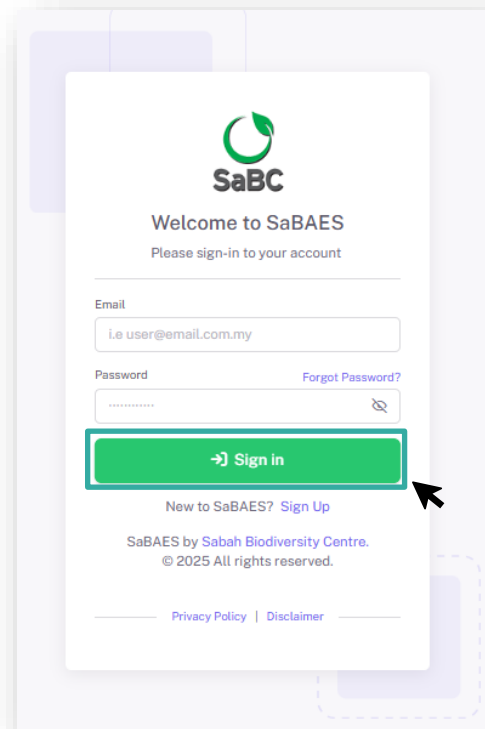
- c) Fill in all required and click “Register”



- 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

A screenshot of the SaBAES login page. At the top is the SaBC logo, a green circular icon with a leaf. Below it, the text "Welcome to SaBAES" and "Please sign-in to your account" are displayed. There are two input fields: "Email" with the placeholder "i.e user@email.com.my" and "Password" with a masked password "*****" and a "Forgot Password?" link. A green "→ Sign In" button is highlighted with a red rectangle and a black arrow. Below the button, there is a link "New to SaBAES? Sign Up". At the bottom, it says "SaBAES by Sabah Biodiversity Centre. © 2025 All rights reserved." and links for "Privacy Policy" and "Disclaimer".

SaBC

Welcome to SaBAES

Please sign-in to your account

Email

i.e user@email.com.my

Password [Forgot Password?](#)

→ Sign In

New to SaBAES? [Sign Up](#)

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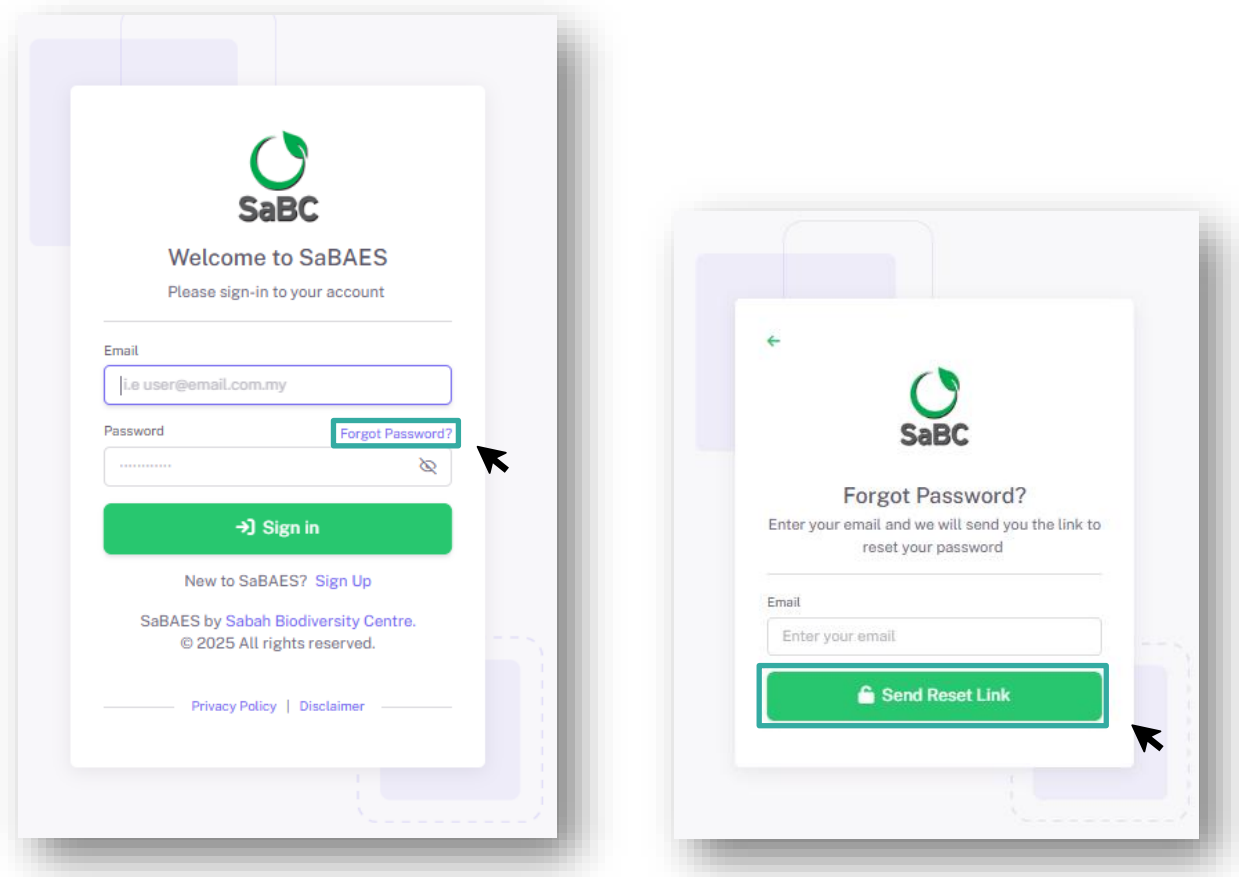
[Privacy Policy](#) | [Disclaimer](#)

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

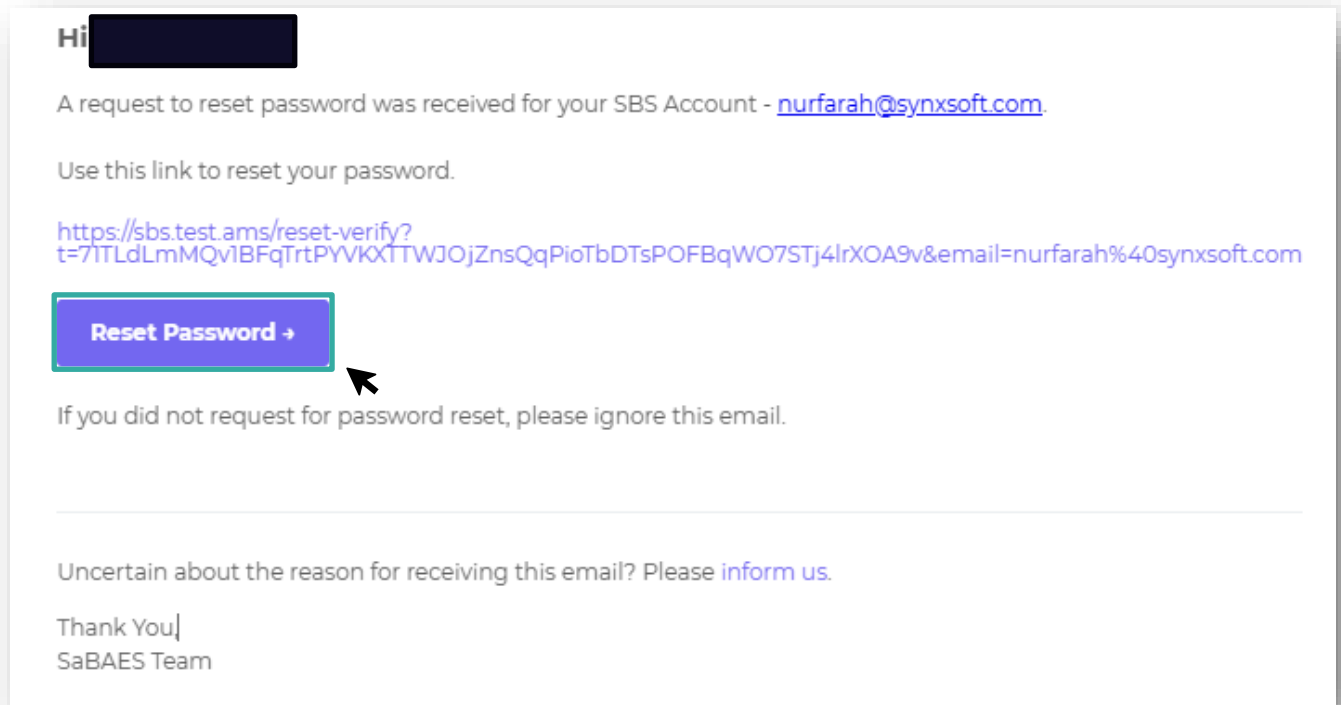
1.10 Reset Password

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

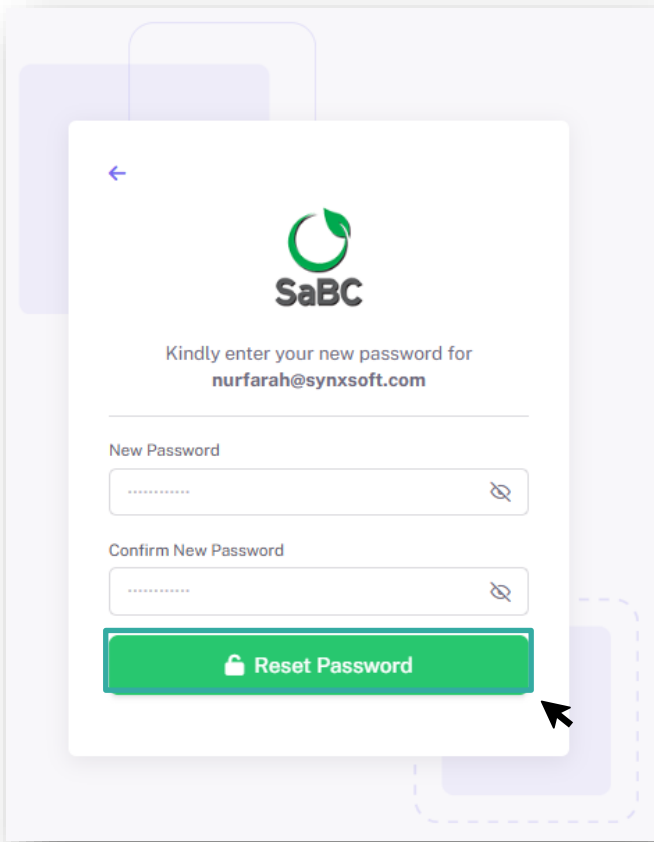
1. From the login page
 - a) Click “Forgot Password?” on the Login page



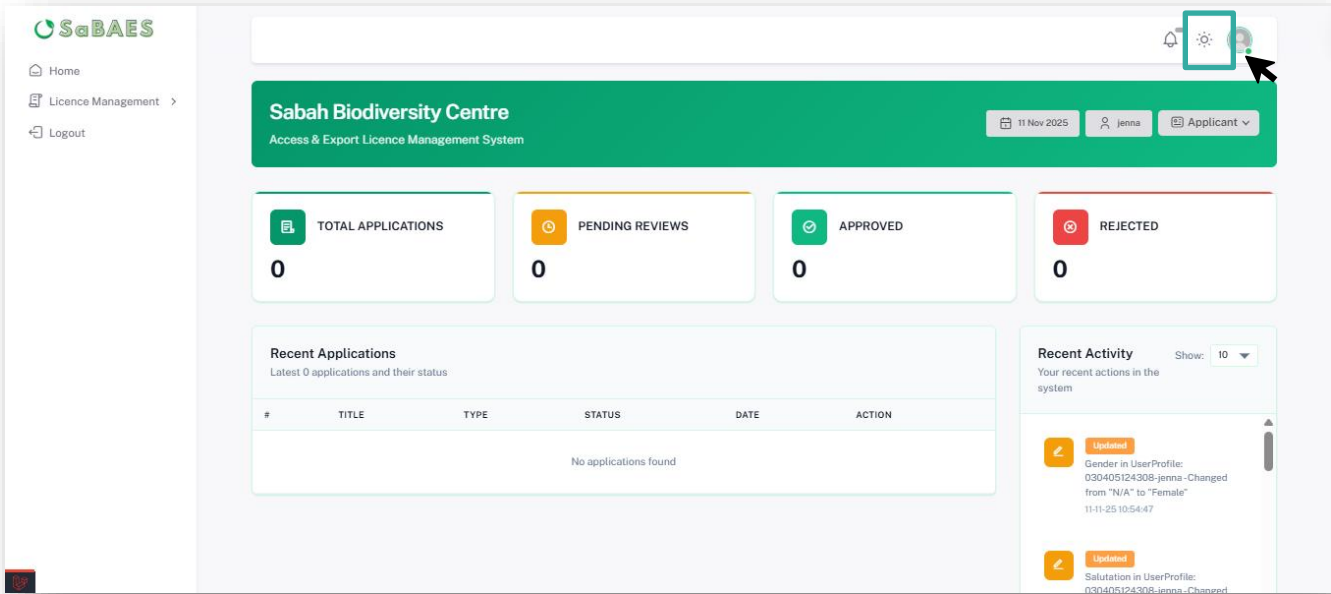
- b) Enter the registered email address and click “Send Reset Link” button. A password reset email will be sent to the provided address
 - c) Open the email and click “Reset Password” button. User will be redirected to the Reset Password page



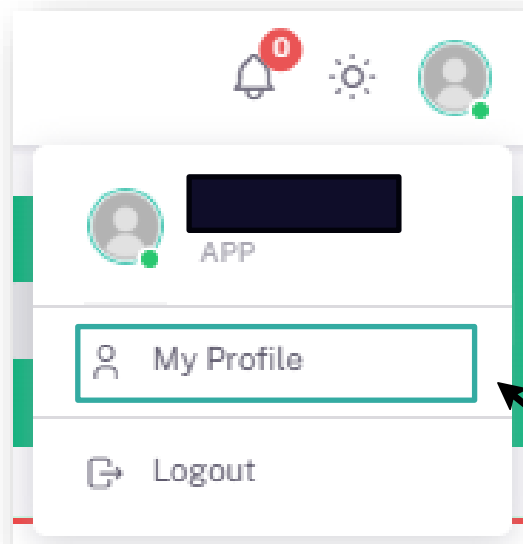
- d) Enter the new password and confirm new password, then click “Reset Password” button. The password will be updated, and the user can now log in using the new credentials.



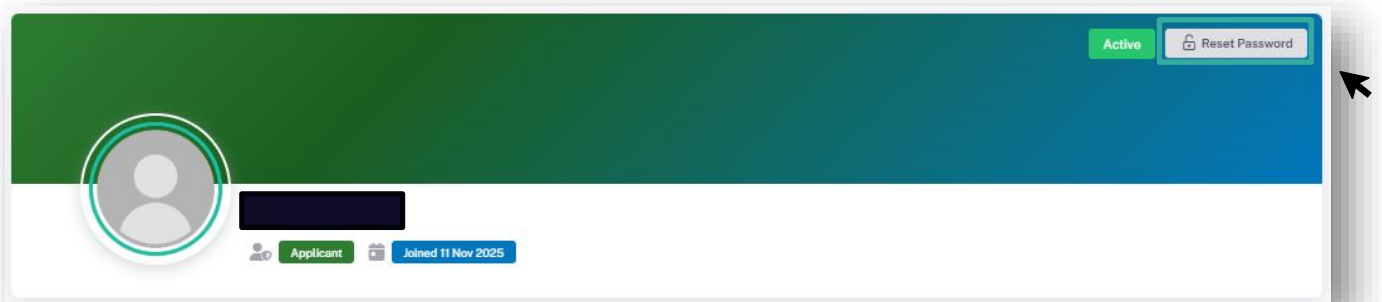
- 2. From the user profile page
 - a) Click on the profile picture or user icon in the top-right corner of the page



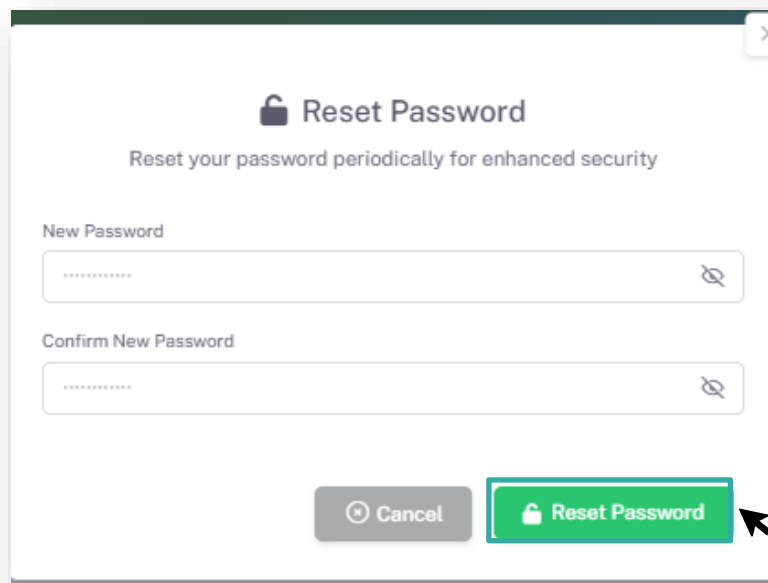
b) Click “My Profile” from the dropdown menu



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.

A modal dialog box titled "Reset Password" with a lock icon. Below the title is the instruction "Reset your password periodically for enhanced security". There are two input fields: "New Password" and "Confirm New Password", both with masked text (dots) and a toggle icon on the right. At the bottom, there are two buttons: a grey "Cancel" button with a close icon and a green "Reset Password" button with a lock icon. A mouse cursor is pointing at the "Reset Password" button.

Reset Password

Reset your password periodically for enhanced security

New Password

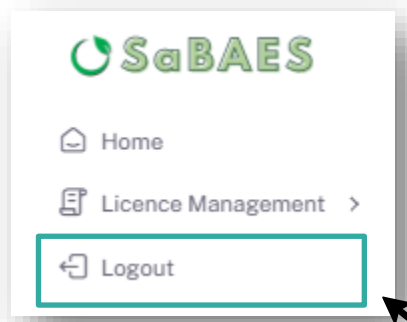
Confirm New Password

Cancel Reset Password

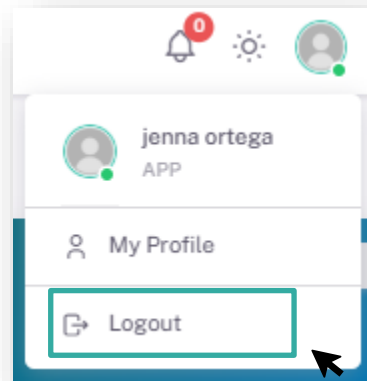
1.11 Logout

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

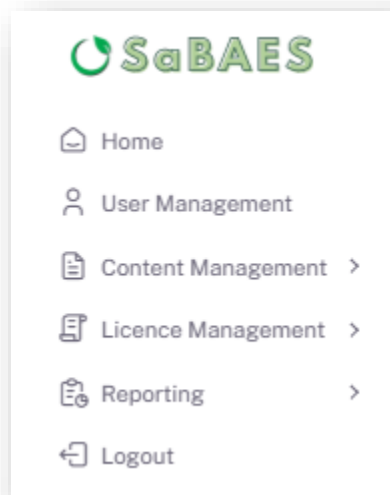
The system will automatically log out any inactive session after 2 hours for security reasons. Any unsaved changes may be lost.

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 the 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

- i. Click the notification and click View All Notifications

Your notifications

Search:

#	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

Show entries

Previous

1

2

3

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

Sabah Biodiversity Centre
Access & Export Licence Management System

12 Nov 2025

TOTAL APPLICATIONS
63

PENDING REVIEWS
31

APPROVED
42

APPROVED CONDITIONAL
0

REJECTED
6

Recent Applications
Latest application

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

System Activity
Recent system events and updates

View All Details

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

Super Admin
Uploaded Attachment
WhatsApp-2025-01-11-12-00-00

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

Recent Applications
Latest application

View All Application

#	APPLICANT	REFERENCE	TYPE	STATUS	SUBMITTED	ACTION
1	BAK FAZAL	SUB-90-20251110160529	Export Application Form	Applicant Submitted Payment Proof Awaiting Secretariat to Verify Payment Proof	10/11/2025	View Application
2	Maximus Livon Lo Ka Fu	SUB-95-20251110150253	Access - Non-Commercial / Academic	Closed	10/11/2025	View Application
3	Michelle Bo Tiza	SUB-91-20251110163722	Export Application Form	Application Submitted Pending Secretariat Review	10/11/2025	View Application
4	NOOR HALIZA HASAN	SUB-89-20251110162728	Additional Team/ Location/ Resources	Closed	10/11/2025	View Application
5	Michelle Bo Tiza	SUB-91-20251110162809	Additional Team/ Location/ Resources	Closed	10/11/2025	View Application

System Activity
Recent system events and updates

View All Details

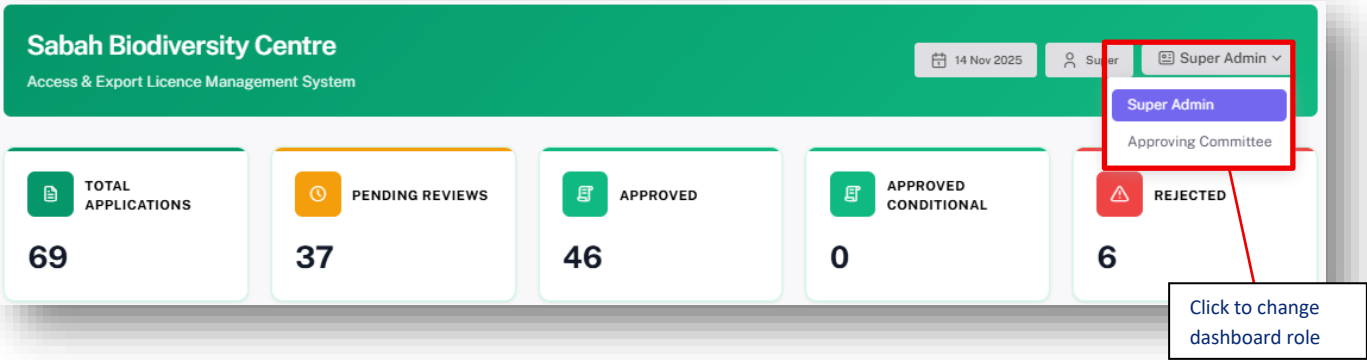
jenna ortega
Updated Secondary Email
N/A to Student
11-11-25 10:54:47

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

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

Click to view details of the application

4.2 Change Dashboard Role

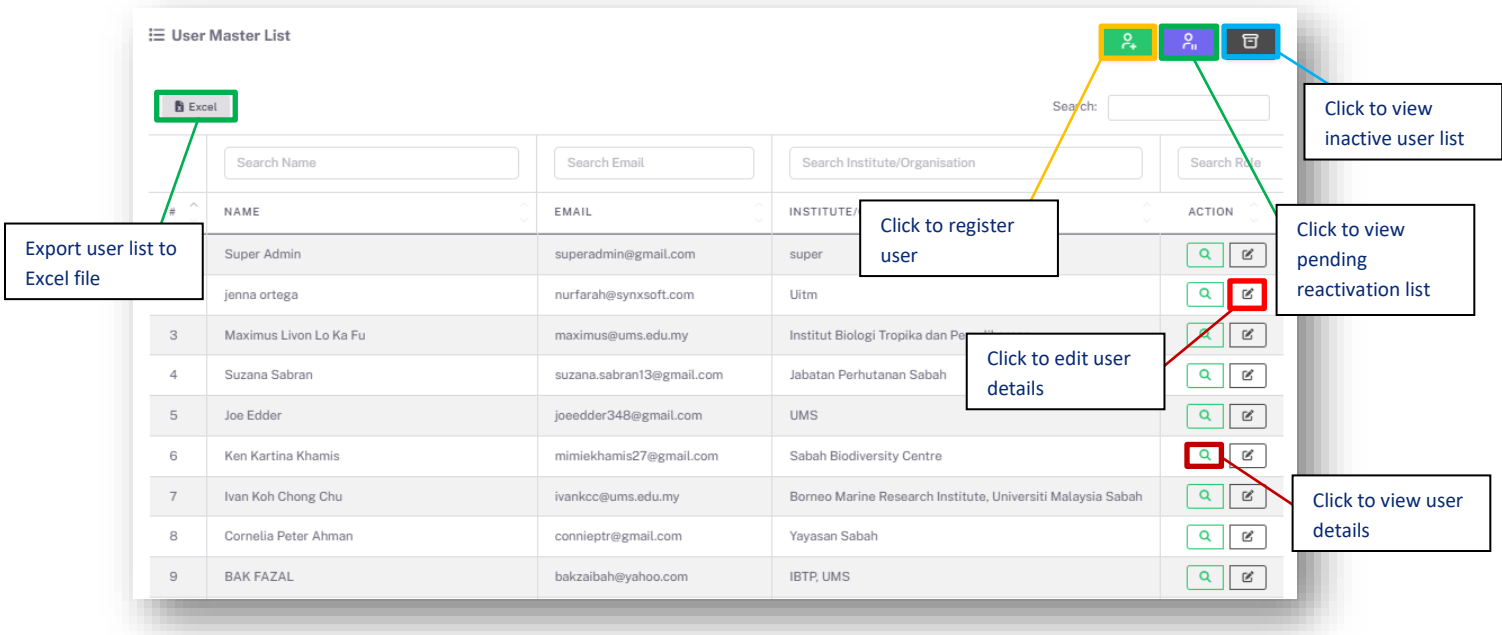


5.0 User Management

Only super admin has access to this module.

5.1 View User List

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



5.2 Register New User

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

Create New User

First Name *

Last Name *

Gender * x v

Salutation * x v

Select ID Type * x v

MyKad/Passport *

Upload MyKad/Passport * No file chosen

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

Nationality * x v

Region * v

Institute/Organisation *

Position

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 *

Gender * x v

Salutation * x v

MyKad/Passport *

Upload MyKad/Passport * No file chosen

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

Previous MyKad/Passports: [Moonrise_over_kuala_lumpur.jpg](#)

Nationality * x v

Region * x v

Passport Size Photo * No file chosen

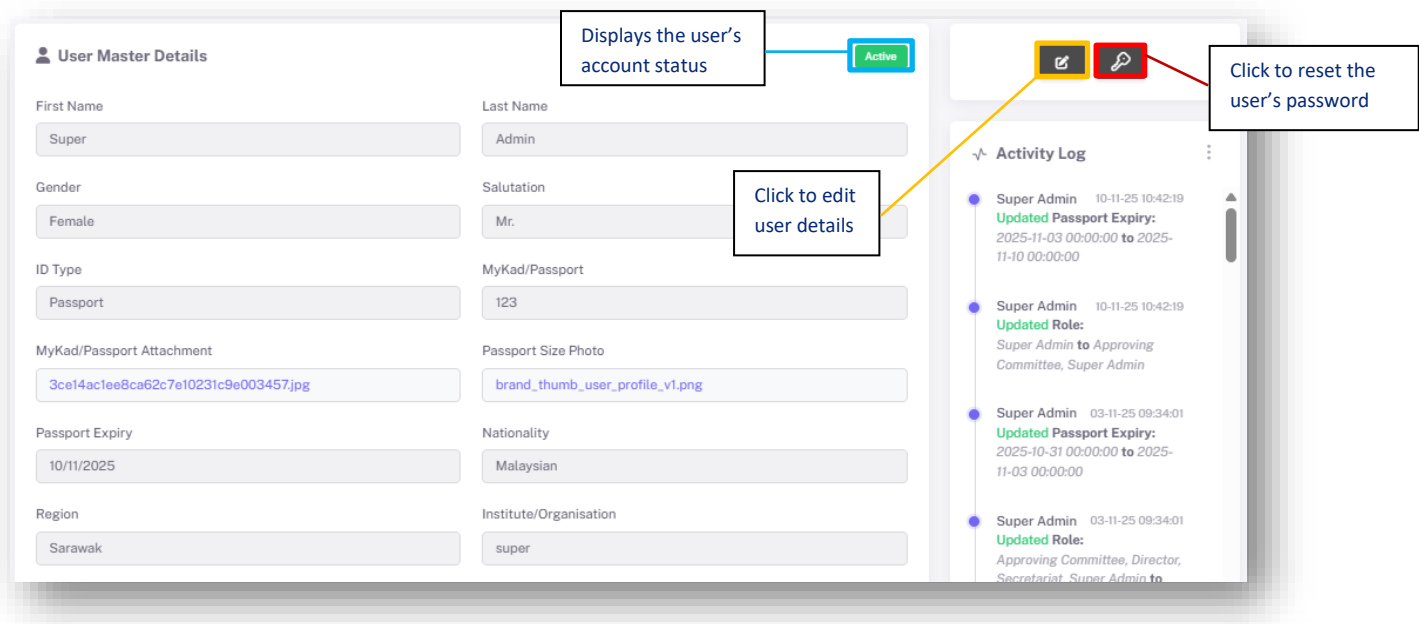
Supported formats: JPG, PNG, PDF — Max size : 20MB

Previous Passport Size Photo: [Screenshot_2025-11-03_092924-removebg-preview.png](#)

- 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

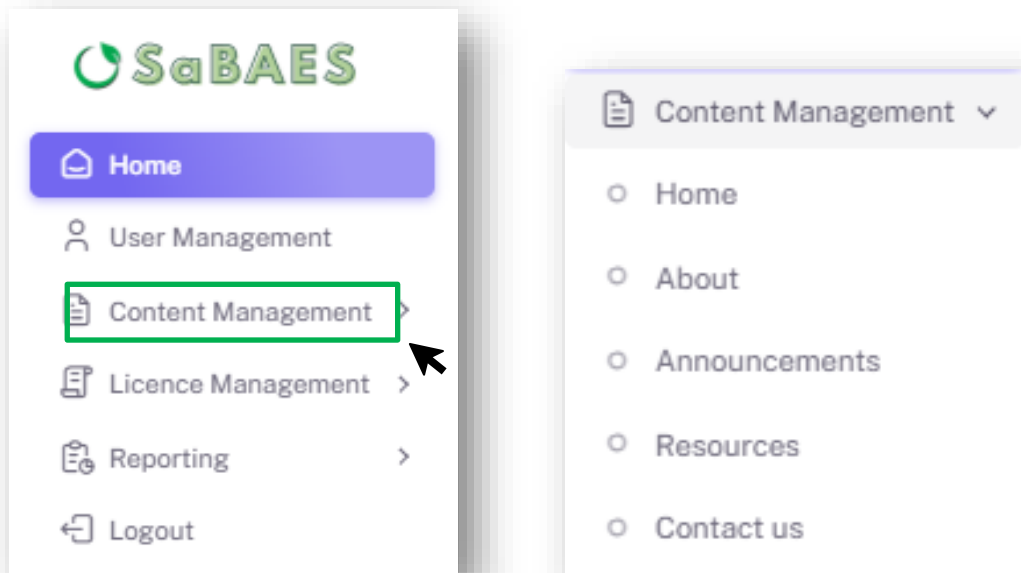


6.0 Content Management

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

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

The screenshot shows the 'Home Page Content Management' interface. At the top, there's a title bar with a 'View Landing Page' button. Below it, a navigation bar contains four tabs: 'Hero Section' (highlighted with a yellow box), 'Procedures' (red box), 'Services' (green box), and 'Footer' (blue box). Each tab has a corresponding callout box: 'Click to view hero section content management' for Hero Section, 'Click to view procedures content management' for Procedures, 'Click to view services content management' for Services, and 'Click to view footer content management' for Footer. The main content area has a 'Welcome to Sabah Access & Export Licence Application Systems (SaBAES)' heading, a 'Main heading displayed on the hero section' field, a 'Hero Subtitle' field with placeholder text, and a 'Save Text Content' button (green box). Below this is a 'Hero Carousel Slides' section with a 'Manage Hero Slides' button (green box) and a callout 'Click to manage hero slides for carousel'. A 'Save Text Content' button is also highlighted with a green box and a callout 'Click to save text content'. A 'View Landing Page' button is highlighted with a green box and a callout 'Click to view landing page'.

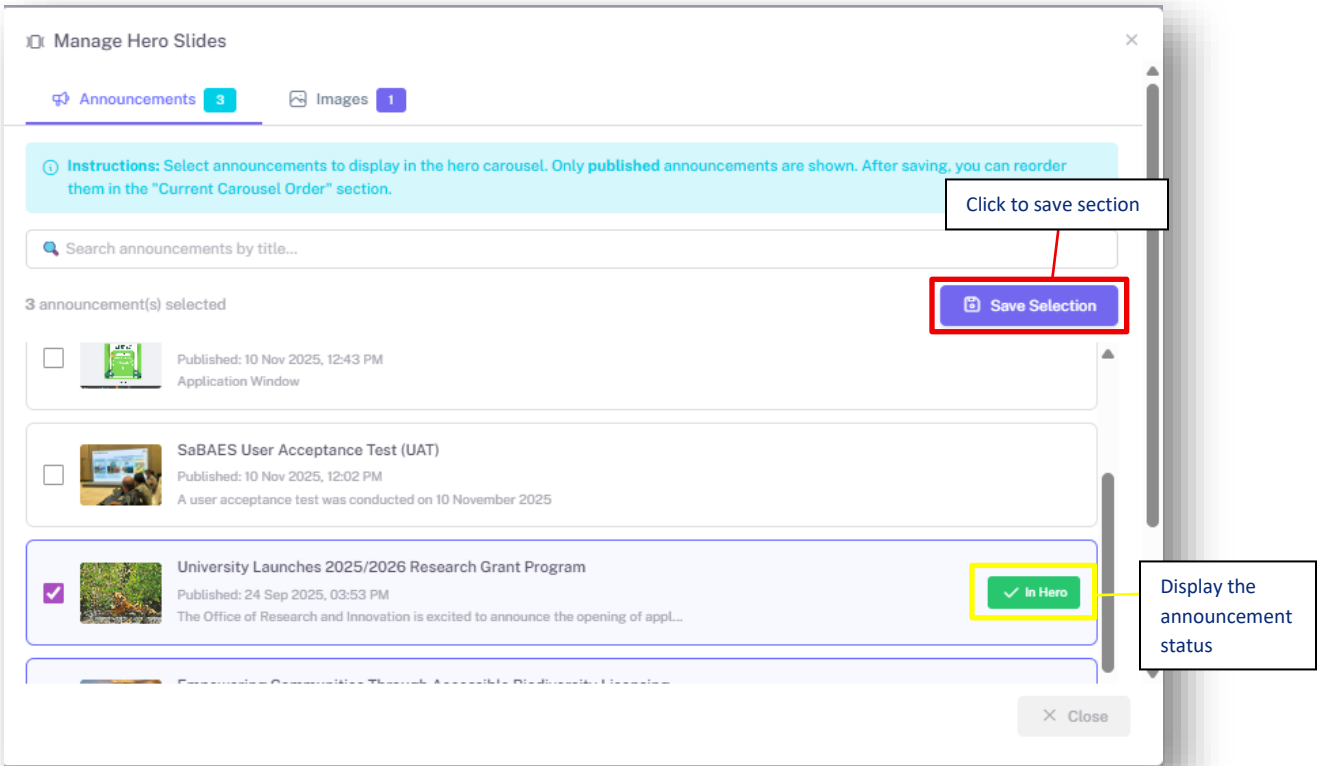
ii. Edit the details, then click Save Text Content button to update

The screenshot shows the 'Current Carousel Order' interface. It has a title bar with the text 'Drag and drop to reorder slides'. Below the title bar, there's a tip: 'Tip: Drag and drop the cards below to reorder slides in the carousel.' The main content area displays four carousel slides, each with a thumbnail image, a title, and an order number. The slides are: 1. 'Empowering Communities Through Accessibl...' (Order: 1), 2. 'University Launches 2025/2026 Research G...' (Order: 2), 3. 'From Paperwork to Progress: How Technolo...' (Order: 3), and 4. 'Order: 4' (no title visible). A red box highlights the first three slides, and a callout 'Drag and drop for sorting slides in carousel' points to the first slide.

iii. 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

Click to upload file

Manage Hero Slides

Announcements 3

Images 1

Instructions: Upload custom images for the hero carousel. Recommended size: 1920x1080px (16:9 ratio), max 5MB.

Upload New Image


Choose File

No file chosen

+ Add Image

JPEG, PNG or JPG format

Current Images (1)



Order: 4
Added: 31 Oct 2025, 04:18 PM

Close

View uploaded image

6.2.4 Procedures

- i. Click the Procedures tab

Hero Section

Procedures

Services

Footer

Procedures Section

Section Settings

Section Title *

Application Procedures

Main heading for the procedures section

Application URL *

https://www.sabaes.sabah.gov.my

Link to the application system

Section Subtitle

Please submit your application at

Subtitle text below the heading (optional)

Save Section Settings

Click to save text content








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	ACT
<div><div></div><div>2</div></div>	<div><div>Custom</div></div>	ACCESS LICENCE - COMMERCIAL	Active	<div><div></div><div></div></div>
<div><div></div><div>4</div></div>	<div><div>Custom</div></div>	ACCESS LICENCE - SCIENTIFIC EXPEDITION	Active	<div><div></div><div></div></div>
<div><div></div><div>6</div></div>	<div><div>Custom</div></div>	ACCESS LICENCE - NON-COMMERCIAL/ACADEMIC	Active	<div><div></div><div></div></div>
<div><div></div><div>8</div></div>	<div><div>Custom</div></div>	ADDITION LICENCE	Active	<div><div></div><div></div></div>
<div><div></div><div>10</div></div>	<div><div>Custom</div></div>	ACCESS LICENCE - FINAL YEAR STUDENT	Active	<div><div></div><div></div></div>
<div><div></div><div>12</div></div>	<div><div>Custom</div></div>	RENEWAL LICENCE		<div><div></div><div></div></div>
<div><div></div><div>14</div></div>	<div><div>Custom</div></div>	EXPORT LICENCE	Active	<div><div></div><div></div></div>

Click to edit procedures details

Click to edit procedure card icon & status

Display the card status

Drag and drop procedure card sorting

6.2.6 Edit Procedure Card Details

i. Setting tab

SettingsContentFlowchart

Procedure Settings

Typecommercial

Publication Status *Published

Title *ACCESS LICENCE -COMMERCIAL

Subtitlefor commercial purpose

Save SettingsClick to save settings

ii. Content tab

SettingsContentFlowchart

Content Management

H What you should know before applyingSection 1

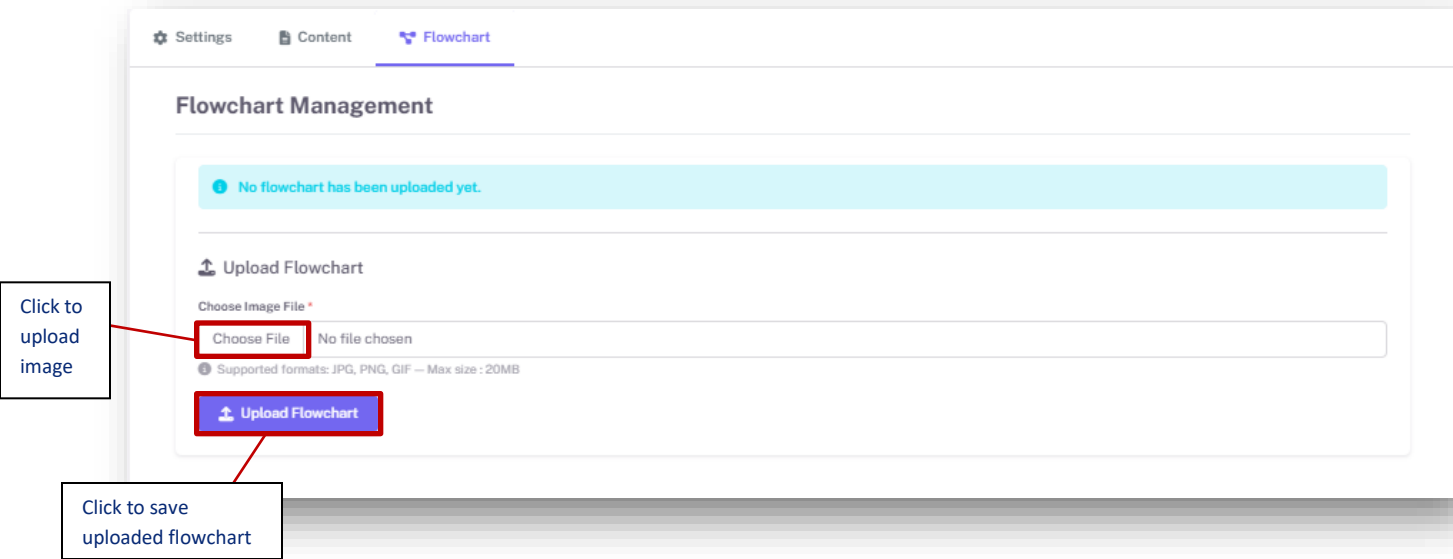
Section Title *What you should know before applying

Content *ParagraphB I Link Bulleted List Numbered List Indent Outdent Table Quote Undo Redo

Enter important information applicants should know before applying...

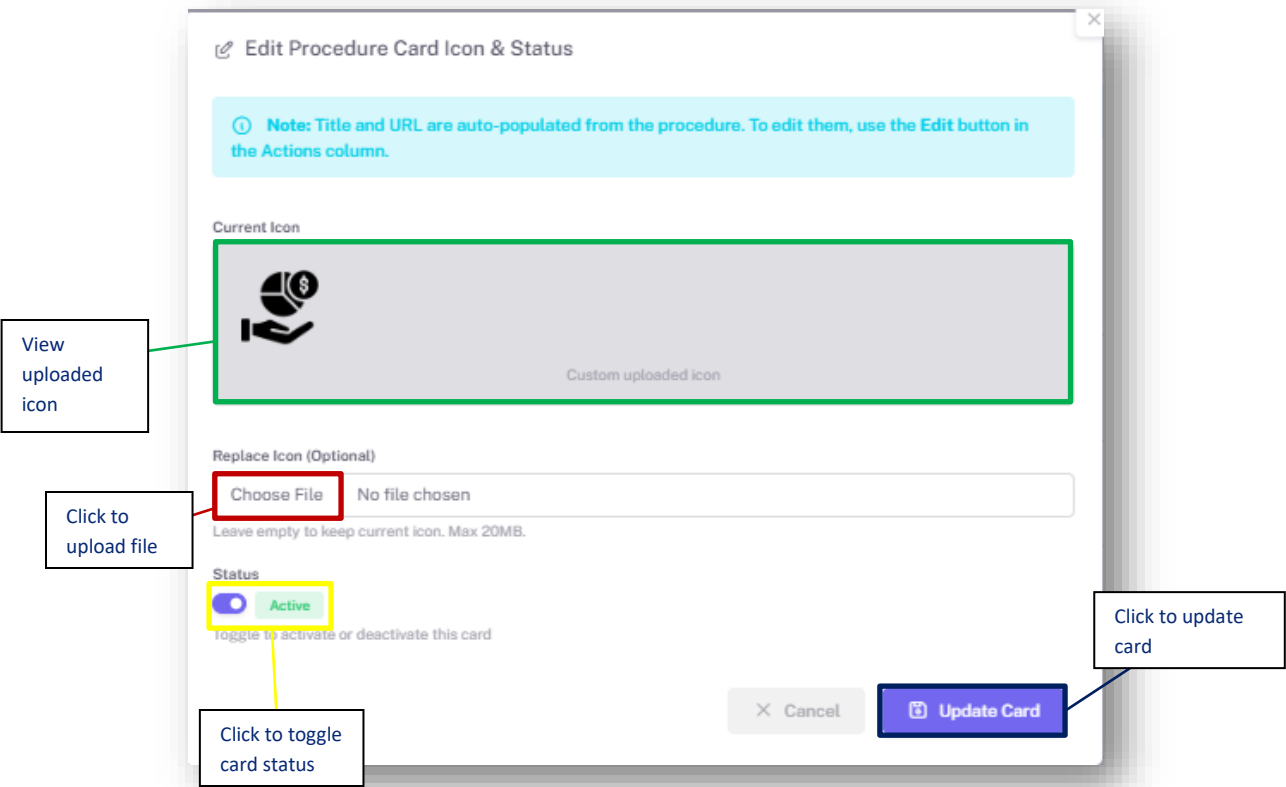
H How to Apply?Section 2

iii. Flowchart tab



6.2.7 Edit Procedure Card Icon & Status

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



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

6.2.8 Services

i. Click the Services tab

Hero Section

Procedures

Services

Footer

Services Section

Section Settings

Section Title *

Our Services

Section Subtitle

Sabah Biodiversity Centre offers and promotes online services.

Main heading for the services section

Save Section Settings

Click to save section settings

Subtitle text below the heading (optional)

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

6.2.9 Service Card

Drag and drop service card sorting

Click to add new service card

+ Add New Service Card

Service Cards

Manage service cards displayed in this section

Tip: Drag and drop rows to reorder service cards. Each card has a color scheme (1-6) for visual variety.

	TITLE	DESCRIPTION	BUTTON URL	COLOR	STATUS	ACTIONS
⋮	Access & Export Licence Application	Please submit your application via the Sabah Biod...	https://sbs.test.ams/home	Scheme 1	Active	<div><div></div><div></div><div></div></div>
⋮	Appointments!	If you need more information, please schedule an...	https://sbs.test.ams/contact-us#appointment	Scheme 2	Active	<div><div></div><div></div><div></div></div>
⋮	Request for a briefing	If you are a research institute/research organisa...	https://sbs.test.ams/contact-us#appointment	Scheme 3	Active	<div><div></div><div></div><div></div></div>
⋮	Interactive Map	Overview of research conducted in Sabah, showcasi...	https://sbs.test.ams/our-services	Scheme 4	Active	<div><div></div><div></div><div></div></div>

Last updated: 10 November 2025, 11:42 AM

4 Card(s)

Display card status

Click to delete service card

Click to edit service card

6.2.10 Add New Service Card

Click to toggle service card status

+ 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

Cancel

+ Add Service Card

Click to add new service card

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

6.2.11 Edit Service Card

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

Cancel

Update Card

Click to toggle service card status

Click to add update service card

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



6.2.12 Footer

i. Click the Footer tab

Hero Section

Procedures


Services

Footer

Footer Section

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

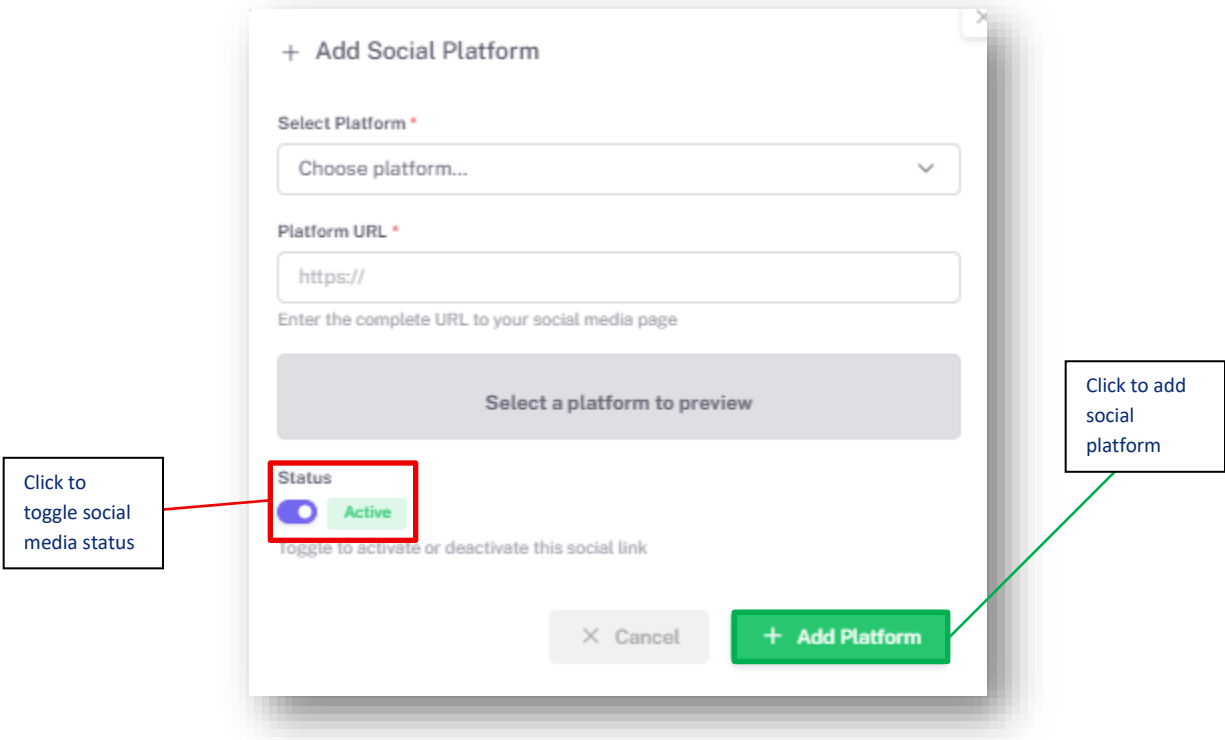
Manage social media platforms displayed in the footer

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

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

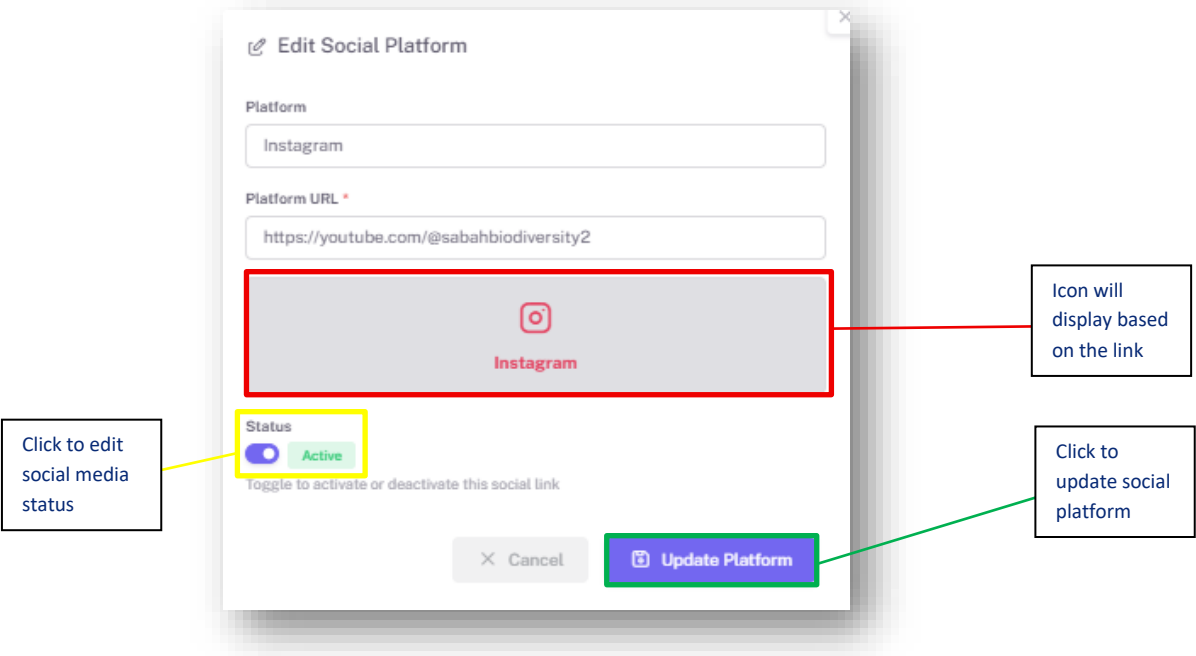
+ Add Social Platform

6.2.14 Add New Social Platform



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

6.2.15 Edit Social Platform



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

6.2.16 Dasar Privasi

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 the 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...	

Click to add dasar privasi

+ Add Dasar Privasi

Click to edit dasar privasi

Click to delete dasar privasi

Last updated: 24 November 2025, 04:01 PM

6 Social Link(s)








6.2.17 Add Dasar Privasi

Add Dasar Privasi

Section Title *

Content *

Paragraph

B *I*       

Write the content for this section...

Click to create dasar privasi

Cancel

Add

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

6.2.18 Edit Dasar Privasi

Edit Dasar Privasi

Section Title *

Personal Information

Content *

Paragraph **B** *I* [@](#) **≡** **≡** **“** **▢** **↶** **↷**

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**

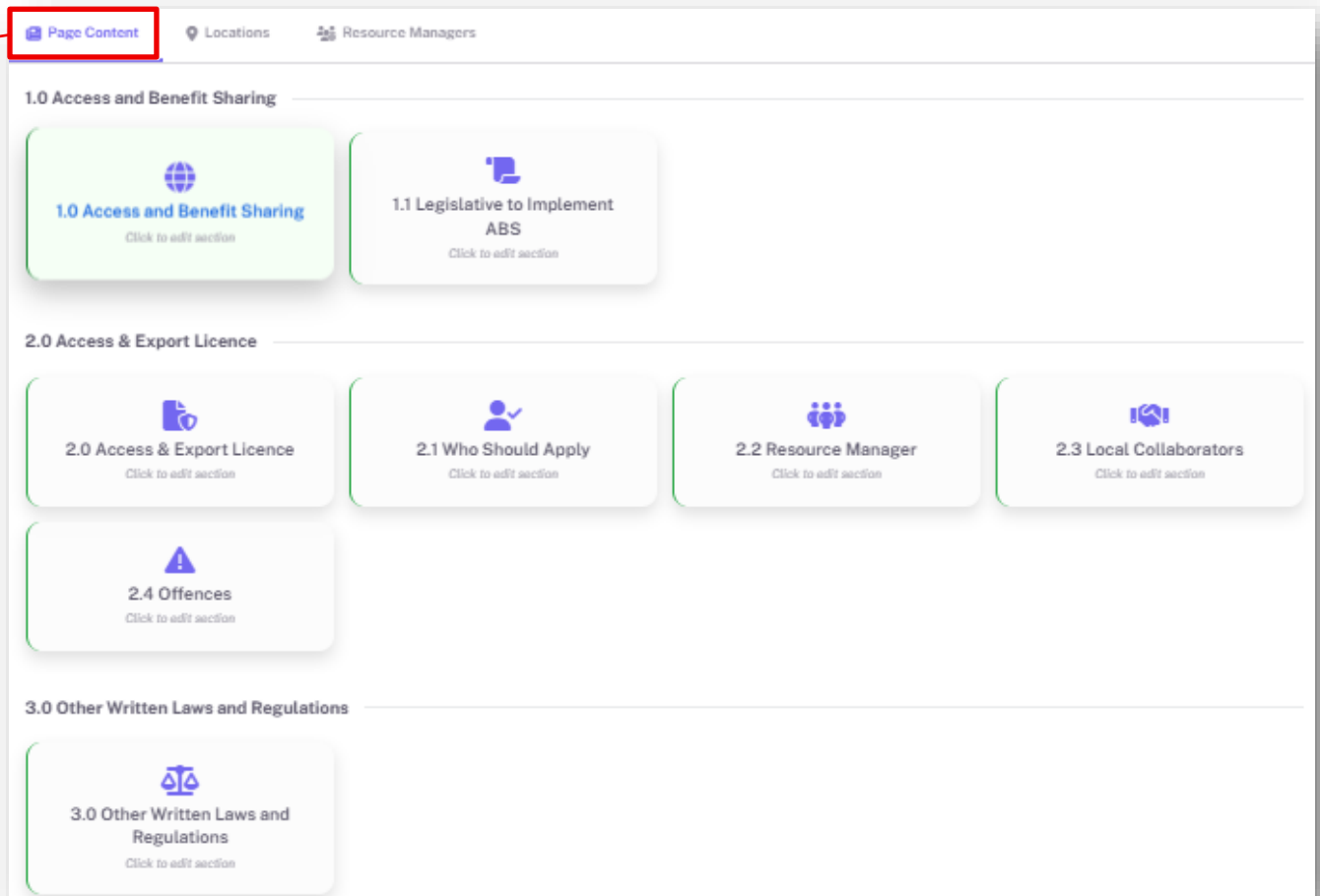
- i. Dasar Privasi section will be updated once a success notification is displayed

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



6.3.2 Update Page Content

Edit 1.0 Access and Benefit Sharing

Section Title

Access to Biological Resources and Benefit Sharing (ABS)

Content

Paragraph **B** *I*

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**

Click to update page content

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

6.3.3 Locations

Page Content **Locations** Resource Managers

Click to go to locations list

Click to create new locations

Search:

Location/ Site List

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

Click to edit location

Click to delete location

6.3.4 Add New Locations

Create Location/ Site

Site Name *

Enter Site Name


Description

Enter Description (optional)

Select Location on Map *

+

-



Leaflet | © OpenStreetMap contributors

Click on the map to set latitude and longitude.

Latitude *

Enter Latitude

Longitude *

Enter Longitude

Assign Resource Managers

Select Resource Managers

Cancel

Create

Click to select resource managers

Click to create locations

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

52

6.3.5 Edit Locations Details

88 Edit Location/ Site

Site Name *

State Lands including along the roads

Description

Enter Description (optional)

Select Location on Map *

Click on the map to set latitude and longitude.

Latitude *

5.978007

Longitude

116.072899

Assign Resource Managers

Director Lands and Surveys Department Wisma

Click to update locations details

Update

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

53

6.3.6 Resource Managers

Page Content

Locations

Resource Managers

Click to go to resource managers list

Click to create new resource managers

Resource Manager

Search:

Search Name

Search

Search Email

Search F

Search Website

Search Location/ Site

#	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	<div>Click to edit resource managers</div> <div>Click to delete resource managers</div>
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 *

Email *

Address *

Phone Number *

Website

Assign Location/ Site *

Select location/ sites

Cancel

Create

Click to create resource managers

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

6.3.8 Edit Resource Managers Details

⌵ 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 x

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

Search:

Search Title

Search Summary

Search Au

Search Pu

Search Pub

#	TITLE	SUMMARY	AUTHOR	PUBLISH STATUS	PUBLISHED AT	ACTIONS
1	Qui aperiam explicab	Et minima minim volu	Super Admin	Published	12/11/2025	<div>Click to view announcement details</div> <div>Click to edit announcement</div> <div>Click to delete announcement</div>
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 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	

Click to create new announcement

+

6.4.1 Add New Announcements

Create Announcements

Title *

Summary *

Upload Featured Media *

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

Choose File No file chosen

Content *

Cancel Save as Draft Publish

Click to upload file

Click to save as draft

Click to publish new announcement

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

6.4.2 View Announcements Details

← BACK > Home > Content Management > Index > SaBAES User Acceptance Test (UAT)

Announcement Details

Title

SaBAES User Acceptance Test (UAT)


Summary



A user acceptance test was conducted on 10 November 2025

Content

On 10 November 2025 a total of 16 personnel from various

Featured Media





Activity Log

Click to delete announcement

Click to edit announcement

i. Click the green button in Actions column

6.4.3 Edit Announcements

The screenshot shows the 'Edit Announcement' form. It includes fields for 'Title' (containing 'Title3'), 'Publishing Status' (a dropdown menu set to 'Published'), 'Summary' (containing 'Summary2'), and 'Content' (containing 'Content 13'). There is a media upload section with a 'Choose File' button and a 'Save' button at the bottom right. Callouts point to the 'Choose File' button with the text 'Click to upload file' and to the 'Save' button with the text 'Click to update announcement'.

- 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

The screenshot shows the 'Resource Content Management' dashboard. It features three main cards: 'NEWS', 'PUBLICATION', and 'GUIDELINES'. Each card displays counts for 'PUBLISHED', 'DRAFT', and 'ARCHIVED' items, along with a 'TOTAL' count. Callouts point to the 'NEWS' card with the text 'Click to redirect dedicated list card', to the 'PUBLICATION' card with the text 'Click to create e-News', and to the 'GUIDELINES' card with the text 'Click to create publication'. There are also callouts pointing to the '+' buttons on each card with the text 'Click to create e-News', 'Click to create publication', and 'Click to create guidelines' respectively.

6.5.1 Resource List

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

News List

Display the status

Click to create

Click to view details

Click to delete

Click to edit details

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

6.5.2 Add New e-News

Create News

Click to upload file

Click to save as draft

Click to publish news

Title *

Upload PDF *

Accepted formats: PDF — Max size 20MB

Choose File

No file chosen

Description *

Cancel

Save as Draft

Publish

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

6.5.3 Edit e-News

Click to upload file

Edit News

Title *

testing again

Publishing Status *

Published

Upload PDF *
(will replace the previous)

Current PDF

Accepted formats: PDF — Max size 20MB

Choose File

No file chosen

Description *

desc

Cancel

Save

Click to update news

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

6.5.4 Add New Publication

Click to upload file

Create Research Publication

Title *

Citation *

DOI

Authors

Type and press Enter...

Journal Name

Paper Publish Date *

mm/dd/yyyy

Summary *

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

Choose File

No file chosen

Cancel

Save as Draft

Publish

Click to save as draft

Click to publish publication

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

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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)

Current PDF

Accepted formats: PDF — Max size 20MB

Choose File

No file chosen

Click to upload file

Cancel

Save

Click to update publication

i. 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

No file chosen

Click to upload file

Cancel

Save as Draft

Publish

Click to save as draft

Click to publish guidelines

i. 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

Cancel

Save

Click to publish guidelines

Click to publish guidelines

- 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

Address

Staff Directory Section

Search staff by name or position...

Click to add new staff

+ Add New Staff

#	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 Syaquirah Binti Lasri	Pegawai Sains, Gred C9	Bioteknologi (Ketua)	Norfarah.Lasri@sabah.gov.my

Staff Directory

Address

Staff Directory Section

Search staff by name or position...

Display staff status

Click to edit staff details

Click to delete staff

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

Click to upload profile picture for the staff

Toggle to make it visible in the landing page

Add New Staff Member

Profile Picture

Choose File

No file chosen

Supported formats: JPG, PNG, GIF – Max size : 20MB

Full Name

Enter Full Name

Position

Director

Division

Biotechnology

Email

Enter Email

Phone

012-345 6789

Status

Active (Visible on landing page)

Close

Save Changes

Click to create new staff

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

6.6.3 Edit Staff Details

Click to upload profile picture for the staff

Toggle to make it visible in the landing page

Edit Staff Member

New Profile Picture (Optional)

Choose File

No file chosen

Full Name

Aurelian Ligunee Jetony

Position

Pegawai Sains, Gred C9

Division

Perlesenan (Perlindungan), Penguatkuasaan & Marin (Ketua)

Email

aljetony@gmail.com

Phone

088 369370

Status

Active (Visible on landing page)

Close

Save Changes

Click to update staff details

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

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6.6.4 Address

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

Address Section

Address

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 edit address details

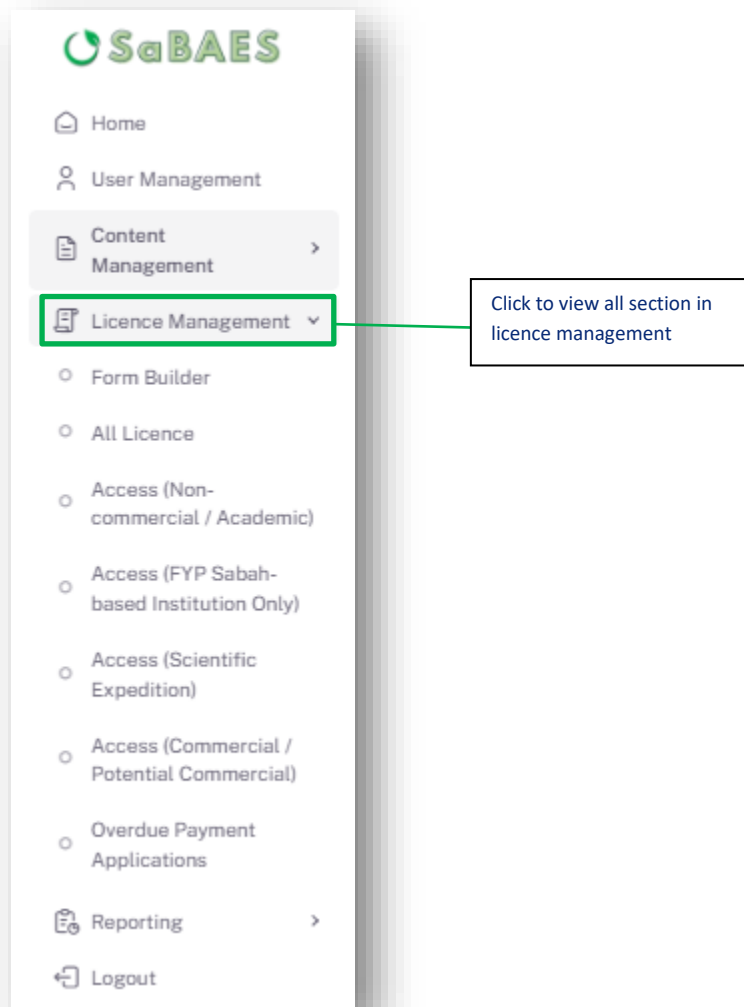
EDIT

Click to delete email

Click to add new 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

Click to create new form

Click to export list in excel

Display the licence type

Display which version

Display submission and draft count under this form

Click to duplicate form

Click to view form details

Home > Licence Management > Form Builder

+ Create

Excel

Search Name

Search Description

Search Crea

Search Licence Type

Search V

Search Applic

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: 4 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

Click to save new form

Click to select which licence type

Select which question display in 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

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 update quarter durations

Click to export all licence list in excel

Click to view application

Click to update application quarter

All Licence List

Filter By Quarter

Filter By Month

Filter By Year

Filter By Application Type

Clear Filters

Search:

Search Applica

Search

Search Reference

Search Form Title

Search Research Title

#	APPLICANT NAME	DATE	REFERENCE	FORM TITLE	ACTION	CH
1	Applicant 1	09/11/2025	SUB-4-20251109134206	Access (Final Year Student)	Climate Change and i	
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-91-20251110163722	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

Click to create new quarter durations

Set Quarterly Periods

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

Cancel

Create

- i. 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

Click to view expired licence list

Update Quarter

Select the new quarter for SUB-4-20251112141423

Quarter *

Select Quarter

Cancel

Save

Click to update expired licence list

7.2.3 View Application Details

Display the application quarter

Display the application active status

Click to download the application in pdf

Click to view licence certificate

Particulars of Applicant

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 to view attachment uploaded

Display the application status

PAYMENT STATEMENT

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

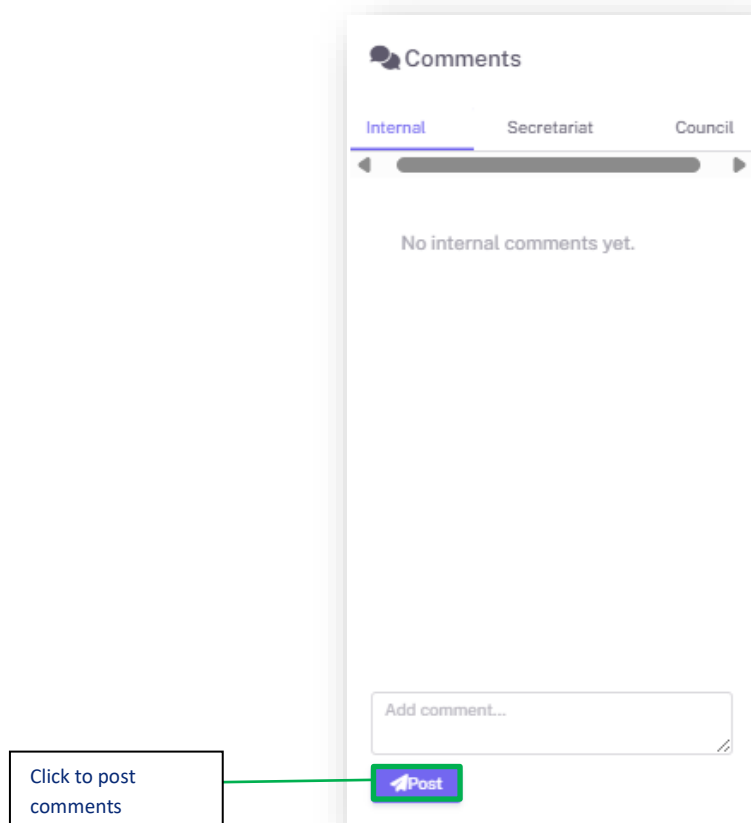
10.11.2025 04:17 PM

- i. 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 displays the 'Access (Non-commercial / Academic) List' interface. At the top, there are search filters for Reference, Applicant Name, Date, Research Title, and Status. A toolbar on the right includes buttons for 'Filter by Status', '+', a list icon, a clock icon, and a refresh icon. Callouts point to these buttons with labels: 'Click to filter by status', 'Click to create new application', 'View expired completed list', 'View expired list', and 'View activity timeline'. On the left, an 'Excel' button is highlighted with a callout: 'Click to export licence to excel'. The main table lists applications with columns for #, REFERENCE, APPLICANT NAME, DATE, RESEARCH, STATUS, and ACTION. Callouts point to specific elements in the table: 'Display the licence application status' points to the STATUS column; 'Click to cancel application' points to the 'X' icon in the ACTION column; 'Click to view application details' points to the magnifying glass icon; and 'Click to edit application' points to the pencil icon. The table contains six rows of application data with various statuses like 'Closed', 'Director Approved', and 'Application Submitted'.

#	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 Research	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

Display the set licence duration

📅 Licence Duration

Approval Date

🕒 10 Nov 2025

Effective Date

⚠️ Not Set

Expiry Date

⚠️ Not Set

🕒 Set Licence Duration

Click to set licence duration

🕒 Set Licence Duration

Approval Date *

11/10/2025

Auto-populated when Director approves

Effective Date *

mm/dd/yyyy

The date from which the licence becomes effective

Licence Duration (Months) *

12

Minimum: 12 months (1 year)

Expiry Date Preview:

📅 -

✕ Cancel

💾 Save Duration

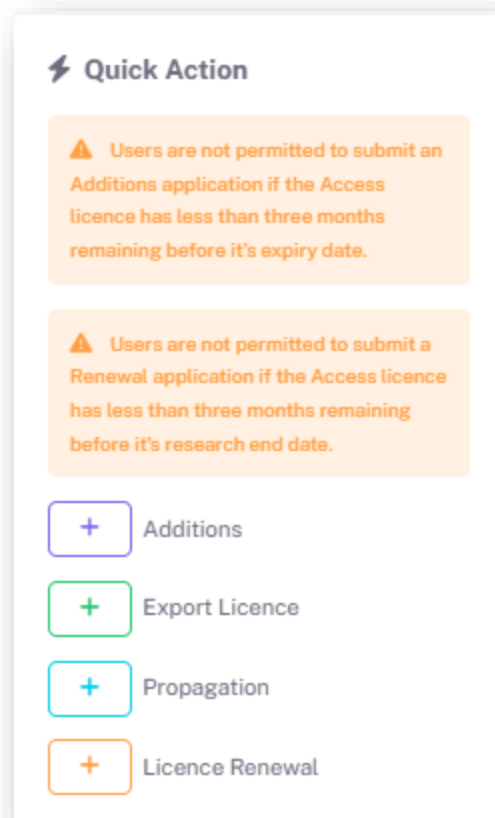
Click to save the licence duration

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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

Related Applications

Excel

Click to export application to excel

Display the application status

Search:

Click to view application details

#	TYPE	REFERENCE	STATUS	REGISTERED DATE	ACTION
	<div>Search Type</div>	<div>Search Reference</div>	<div>Search Status</div>	<div>Search Registered Date</div>	
1	<div>Export</div>	SUB-91-20251110163722	<div>Secretariat Mark as Incomplete</div> <div>Awaiting Applicant Amendment</div>	2025-11-10 16:37:22	<div>View</div>
2	<div>Additions</div>	SUB-91-20251110162809	<div>Closed</div>	2025-11-10 16:28:09	<div>View</div>

Show

10

entries

Showing 1 to 2 of 2 entries

Previous

1

Next

- 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

Click to edit application

Click to approve application

Click to reject application

Click to approve with conditional application

Status

OPEN

Pending Secretariat Review

73

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

Click to upload progress report file

Click to delete progress report

Click to view progress report file

Click to download progress report file

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

Upload

7.10 Upload Progress Report

Only secretariat has access to this module

Click to upload file in progress report

Click to upload progress report

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

Cancel

Upload


7.11 Overdue Payment List

Overdue Payment List

Excel

Click to export overdue payment list to excel

Search:

	<input type="text" value="Search Reference"/>	<input type="text" value="Search Justific"/>	<input type="text" value="Search Secretariat Cor"/>	<input type="text" value="Search Approve"/>	<input type="text" value="Search Grace Peric"/>	<input type="text" value="Search Sti"/>	
#	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 entries

Display overdue payment application status

Previous

1

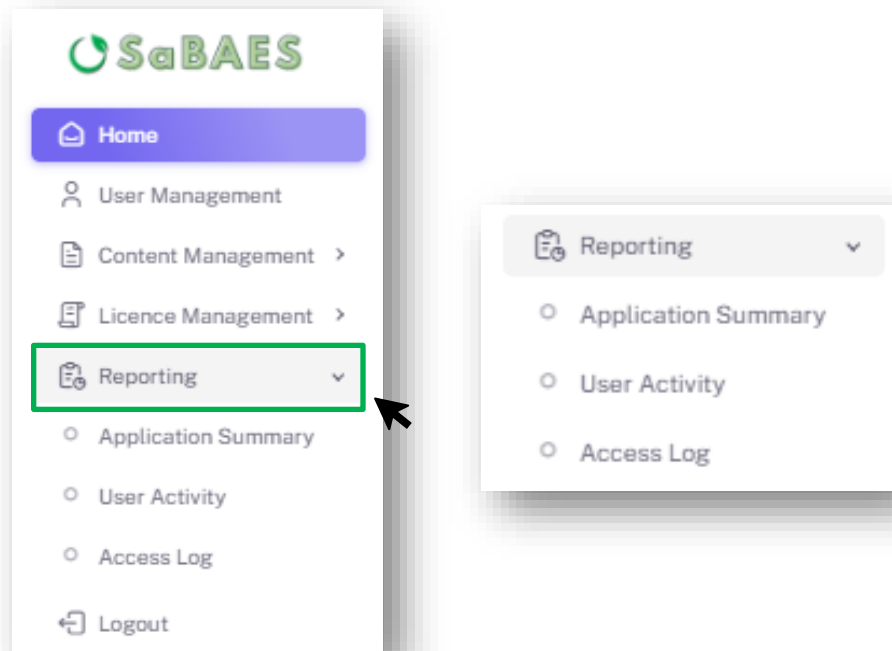
Next

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

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

Click to view the details of the application

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 Search Search Refer Search F Search Search Documents Search Status

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	<div>Payment Proof</div> <div>Final Report</div> <div>ABS Agreement</div> <div>Payment Statement</div>	<div>Applicant Submitted Final Report</div> <div>Awaiting Secretariat to Acknowledge Final Report</div>	<div>Q</div>
Applicant 2	08/10/2025	SUB-70-20251105140849	Access Licence (Commercial/ Potential Commercial)	title	<div>Payment Proof</div> <div>ABS Agreement</div> <div>Payment Statement</div>	<div>Applicant Submitted Payment Proof</div> <div>Awaiting Secretariat to Verify Payment Proof</div>	<div>Q</div>
Applicant 1	12/11/2025	SUB-4-20251112141423	Access Licence (Non-Commercial / Scientific	N/A	<div>No documents</div>	<div>Director Approved</div> <div>Awaiting Applicant to Upload Final Report</div>	<div>Q</div>

8.3 JKAE Licence Access Report

Click to go to JKAE licence access report list page

Click to export the JKAE licence access report list

Summary

JKAE LICENCE ACCESS REPORT

JKAE LICENCE EXPORT REPORT

JKAE LICENCE ACCESS REPORT

Filter By Year Select Nationality x Select Region x Select Licence Type x Clear

Search:

Search JKAE Year 2 Search Total Research Search Total Access Li Search Total Issued At Search Total Applicati Search Total Rejecter

JKAE YEAR 2025	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

Application Summary

JKAE LICENCE ACCESS REPORT

JKAE LICENCE EXPORT REPORT

Click to go to JKAE licence export report list page

Click to export the JKAE licence export report list

Excel

Filter By Year

Select Nationality

Select Region

Clear

Search:

Search JKAE Year 2

Search Total Research

Search Total Access Li

Search Total Issued Ex

Search Total Applicati

Search Total Rejecter

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

User Activity

Click to export the user activity list in excel

Excel

Filter By Date

DD-MM-YYYY to DD-MM-YYYY

Select Module

Select Activity

Clear All

Search:

Search Us

Search Activity

Search Item

Search Reference

Search Column

Search Previous

Search New

Search Date

Search Time

#	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

Display the activity of the applicant

Display of which column changes

Display the previous data

Display the changes data

8.6 Access Log

Access Logs

Filter By Date

DD-MM-YYYY

to

DD-MM-YYYY

X

Select Activity

X

Clear All

Excel

Search:

Search User

Search Activity

Search IP

Search Time

Search Date

#	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

Click to export the access logs list in excel

Display the access logs activity of the users

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.