



Manual Pengguna Sistem Key Performance Evaluation (KPE) – Pengarah

Disediakan oleh:
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Unit Khidmat Komputer (CSU)

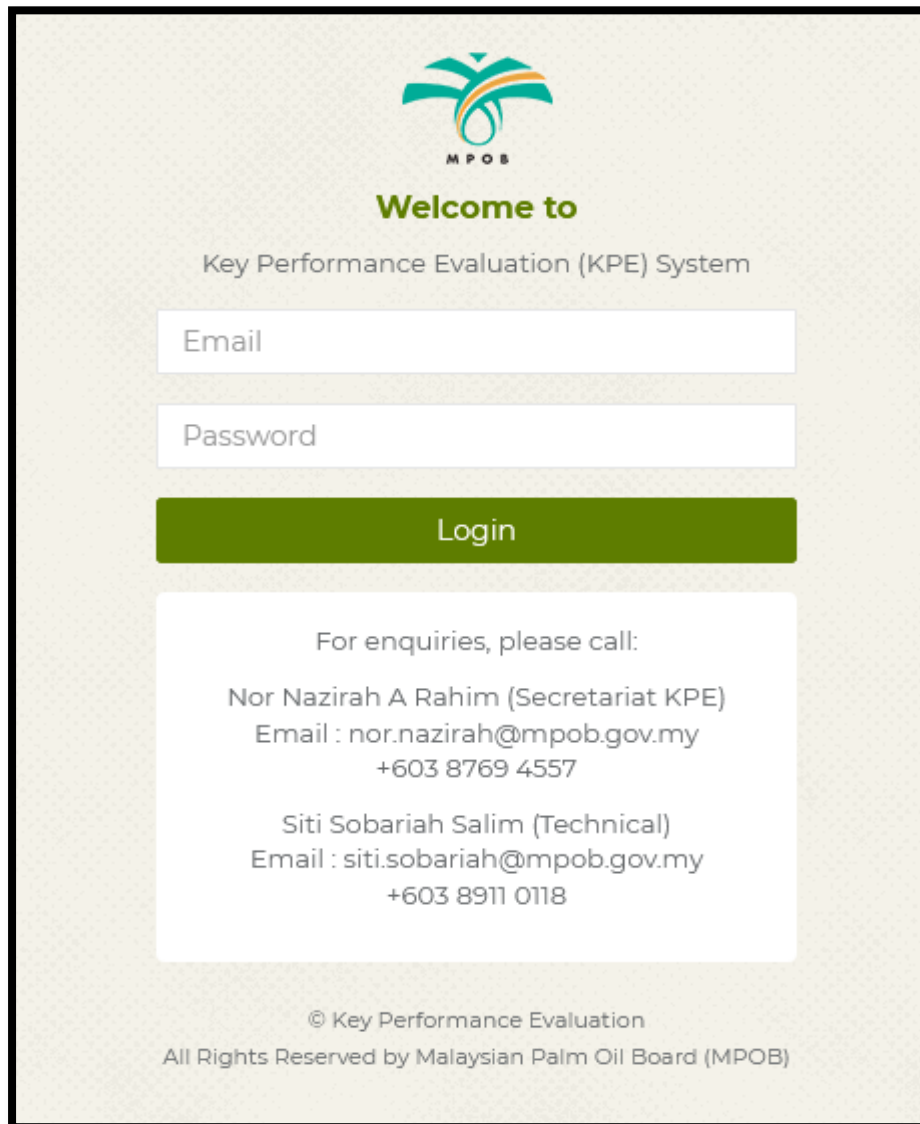
Kandungan

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DAFTAR MASUK

1. Daftar Masuk

url : <http://kpe.mpob.gov.my/>



The screenshot shows the login interface for the Key Performance Evaluation (KPE) System. At the top center is the MPOB logo, which consists of a stylized green and orange leaf-like shape above the letters 'MPOB'. Below the logo, the text 'Welcome to' is displayed in a bold, green font, followed by 'Key Performance Evaluation (KPE) System' in a smaller, grey font. There are two input fields: 'Email' and 'Password', both with light grey borders and placeholder text. Below these fields is a prominent green button with the word 'Login' in white. Underneath the button is a white rectangular box containing contact information for enquiries. At the bottom of the page, there is a copyright notice: '© Key Performance Evaluation' and 'All Rights Reserved by Malaysian Palm Oil Board (MPOB)'.


MPOB

Welcome to
Key Performance Evaluation (KPE) System

Email

Password

Login

For enquiries, please call:
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Rajah 1.0 : Antaramuka daftar masuk

- 1.1. Masukkan maklumat di dalam ruangan **Email dan Password yang diberikan** seperti contoh berikut:

Email : **abc@mpob.gov.my**

(Masukkan email penuh – Emel MPOB)

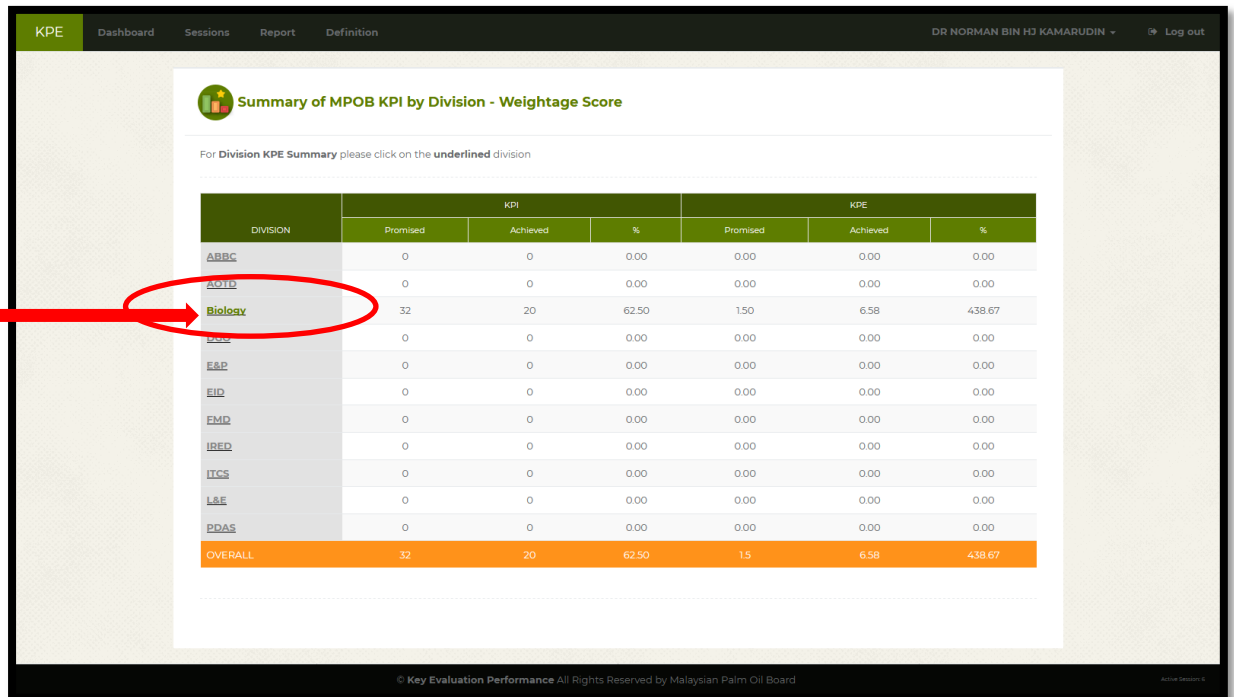
Kata Laluan : **123456**

(Gunakan katalaluan ini untuk pertama kali Log masuk ke sistem)

- 1.2. Antaramuka Pengguna akan dipaparkan (Rajah 2.0).

MENU UTAMA

2. Semakan KPE dan KPI



Summary of MPOB KPI by Division - Weightage Score

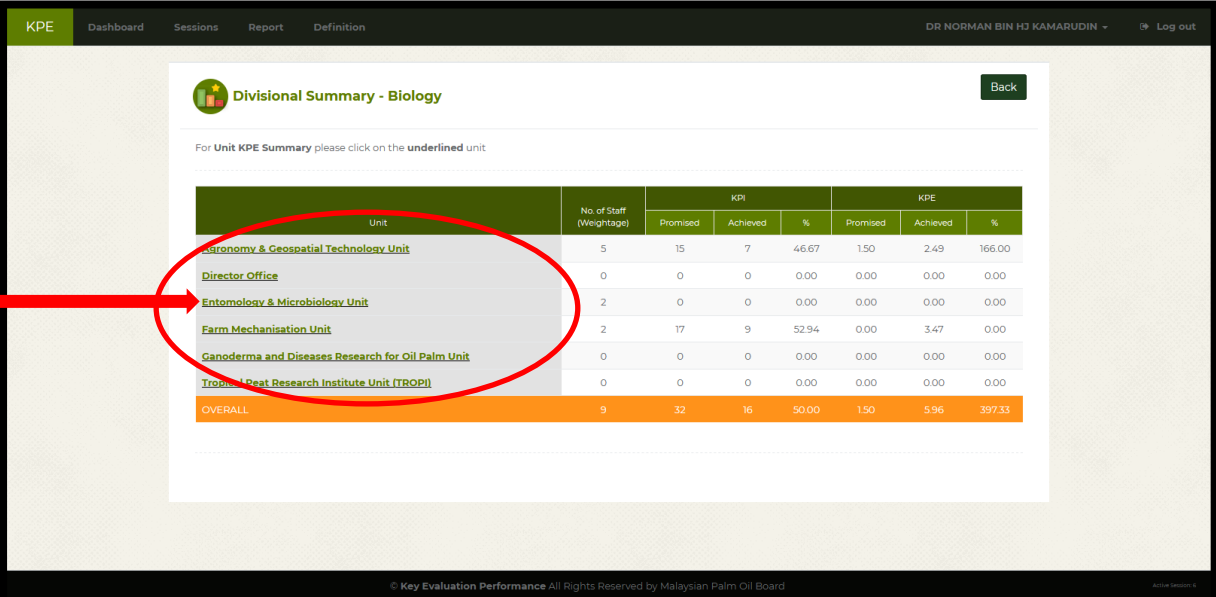
For Division KPE Summary please click on the underlined division

DIVISION	KPI			KPE		
	Promised	Achieved	%	Promised	Achieved	%
<u>ABBC</u>	0	0	0.00	0.00	0.00	0.00
<u>ACOTD</u>	0	0	0.00	0.00	0.00	0.00
<u>Biology</u>	32	20	62.50	1.50	6.58	438.67
<u>EC</u>	0	0	0.00	0.00	0.00	0.00
<u>E&P</u>	0	0	0.00	0.00	0.00	0.00
<u>EID</u>	0	0	0.00	0.00	0.00	0.00
<u>FMD</u>	0	0	0.00	0.00	0.00	0.00
<u>IBED</u>	0	0	0.00	0.00	0.00	0.00
<u>ITCS</u>	0	0	0.00	0.00	0.00	0.00
<u>L&E</u>	0	0	0.00	0.00	0.00	0.00
<u>PDAS</u>	0	0	0.00	0.00	0.00	0.00
OVERALL	32	20	62.50	1.5	6.58	438.67

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Rajah 2.0 : Antaramuka Pengarah (Dashboard)

- 2.1. Klik pada **Bahagian** berkenaan seperti gambarajah di atas (Rajah 2.0) untuk menyemak maklumat bagi bahagian dibawah seliaan sahaja.
- 2.2. Halaman berikut dipaparkan (Rajah 2.1).



KPE Dashboard Sessions Report Definition DR NORMAN BIN HJ KAMARUDIN Log out

Divisional Summary - Biology Back

For Unit KPE Summary please click on the underlined unit

Unit	No. of Staff (Weightage)	KPI			KPE		
		Promised	Achieved	%	Promised	Achieved	%
<u>Astronomy & Geospatial Technology Unit</u>	5	15	7	46.67	1.50	2.49	166.00
<u>Director Office</u>	0	0	0	0.00	0.00	0.00	0.00
<u>Entomology & Microbiology Unit</u>	2	0	0	0.00	0.00	0.00	0.00
<u>Farm Mechanisation Unit</u>	2	17	9	52.94	0.00	3.47	0.00
<u>Ganoderma and Diseases Research for Oil Palm Unit</u>	0	0	0	0.00	0.00	0.00	0.00
<u>Tropical Peat Research Institute Unit (TROPI)</u>	0	0	0	0.00	0.00	0.00	0.00
OVERALL	9	32	16	50.00	1.50	5.96	397.33

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Rajah 2.1 : Antaramuka Senarai Unit

- 2.3. Klik pada **Unit** berkenaan seperti gambarajah di atas (Rajah 2.1) untuk menyemak maklumat bagi Unit dibawah seliaan sahaja.
- 2.4. Paparan berikut akan dipaparkan.

KPE

Dashboard Sessions Report Definition

DR NORMAN BIN HJ KAMARUDIN Log out

Report

Back

Agronomy & Geospatial Technology Unit	KPI															
	Primary Core					Secondary Core										
	Publication					Patent	Commercialisation			PhD/Master		Conference				
	IR3	NI3	NRP	OP			AGC	TOT/TOS	COM	NCA	PHD	MAS	ORP	PPG	POS	POA
WEIGHTAGE	1.00	0.75	0.25	0.1	0.50	0.50	0.30	0.30	0.1	0.40	0.20	0.15	0.10	0.05	0.05	
	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A
DR ZULKIFLI HASHIM	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DR ZUBAIDAH YAHYA	2	3	2	0	2	1	2	0	0	0	0	0	0	0	0	0
NORDIANA BINTI ABD AZIZ	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NUR ZUHAILI HADIS ABIDIN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FADAWAHIDA BINTI MOHAMAD DARUS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HASNOL BIN OTHMAN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total ABSOLUTE	5	4	2	0	2	1	2	0	0	0	0	0	0	0	0	0

Agronomy & Geospatial Technology Unit	KPE															
	Primary Core					Secondary Core										
	Publication					Patent	Commercialisation			PhD/Master		Conference				
	IR3	NI3	NRP	OP			AGC	TOT/TOS	COM	NCA	PHD	MAS	ORP	PPG	POS	POA
WEIGHTAGE	1.00	0.75	0.25	0.1	0.50	0.50	0.30	0.30	0.1	0.40	0.20	0.15	0.10	0.05	0.05	
	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A
DR ZULKIFLI HASHIM	0.50	0.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DR ZUBAIDAH YAHYA	1.00	1.50	0.00	0.00	0.00	0.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NORDIANA BINTI ABD AZIZ	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NUR ZUHAILI HADIS ABIDIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FADAWAHIDA BINTI MOHAMAD DARUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HASNOL BIN OTHMAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total WEIGHTAGE	1.50	2.25	0.00	0.00	0.00	0.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Legend

Save as Draft

Submitted to Hou

Submitted to Director

Calculate Unit

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Rajah 2.2 : Laporan Pegawai daripada Unit yang dipilih

2.5. Klik pada butang Back untuk kembali ke halaman sebelumnya.

3. Laporan



Rajah 3.0 : Menu Pengarah

- 3.1. Klik pada Menu **Report** seperti gambarajah di atas (Rajah 4.0).
- 3.2. Laporan KPE dan KPI yang telah diisi dan dihantar oleh Pegawai akan dipaparkan (Rajah 4.1).

KPE

DashboardSessionsReportDefinition

DR NORMAN BIN HJ KAMARUDINLog out

Report

Division Biology	Primary Core					Secondary Core											
	Publication				PAT	COMM				PHD/MAS		Conference					
	IRJ	NIJ	NBP	OTD		AGC	TOT/TOS	COM	NCA	PHD	MAS	ORP	PPG	POS	POA		
WEIGHTAGE	100	0.75	0.25	0.1	0.50	0.50	0.30	0.30	0.1	0.40	0.20	0.15	0.10	0.05	0.05		
	P	A	P	A	P	A	P	A	P	A	P	A	P	A	P	A	
Agronomy & Geospatial Technology Unit	2	4	2	0	2	1	2	0	0	0	0	0	0	0	0	0	
Entomology & Microbiology Unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Farm Mechanisation Unit	0	2	0	1	0	1	0	1	0	0	0	3	0	0	0	0	
Grand Total ABSOLUTE	2	6	2	1	2	2	1	0	1	0	0	3	0	0	0	0	

Division Biology	Primary Core					KPE											
	Publication				Patent	Commercialisation				PhD/Master		C					
	IRJ	NIJ	NBP	OP		AGC	TOT/TOS	COM	NCA	PHD	MAS		ORP				
WEIGHTAGE	1.00	0.75	0.25	0.1	0.50	0.50	0.30	0.30	0.1	0.40	0.20	0.15					
	P	A	P	A	P	A	P	A	P	A	P	A					
Agronomy & Geospatial Technology Unit	1.50	2.25	0.00	0.00	0.00	0.13	0.00	0.00	0.00	0.00	0.00	0.00					
Entomology & Microbiology Unit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
Farm Mechanisation Unit	0.00	1.25	0.00	0.51	0.00	0.23	0.00	0.08	0.00	0.50	0.00	0.90					
Grand Total WEIGHTAGE	1.50	3.50	0.00	0.51	0.00	0.36	0.00	0.08	0.00	0.50	0.00	0.90					

Legend

Save as Draft

Submitted to Hou

Submitted to Director

Print Report

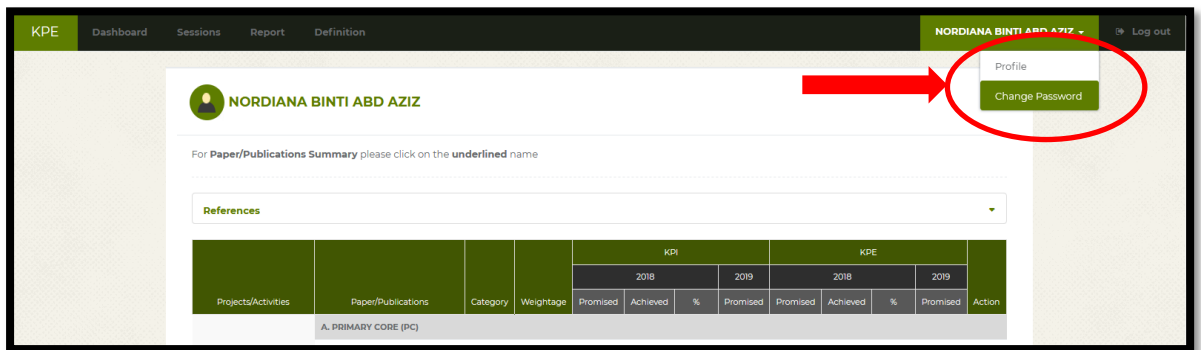
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Active Session: 6

Rajah 3.1 : Antaramuka Laporan Pengarah

3.3. Klik pada Butang **Print Report** untuk mencetak Laporan (Rajah 4.1).

4. Kemaskini Maklumat peribadi dan katalaluan



Rajah 4.0 : Antaramuka Pengguna (Profile)

5.1 Kemaskini Maklumat Peribadi:

- Klik pada **Nama** seperti gambarajah di atas (Rajah 4.0) kemudian klik pada **Profile**. Kemaskini maklumat berkaitan dan klik pada butang **Save**.

5.2 Kemaskini Maklumat Katalaluan:

- Klik pada **Nama** seperti gambarajah di atas (Rajah 4.0) kemudian klik pada **Change Password**. Kemaskini maklumat berkaitan dan klik pada butang **Save**.

5. Log Sistem



Rajah 5.0 : Antaramuka Pengguna (Log Sistem)

- 5.1. Klik pada **Log out** seperti gambarajah di atas (Rajah 5.0) untuk keluar daripada Sistem KPE.
- 5.2. Paparan antaramuka Log in akan dipaparkan kembali.