BANK NEGARA MALAYSIA
CENTRAL BANK OF MALAYSIA

Foreign Exchange Policy System

User Guide – Public Portal

Chapter 2: Homepage & Dashboard

Applicable to all Public Users

Issued on: 15 August 2022

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2.1 HOMEPAGE AND DASHBOARD 5

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User's Public Dashboard screen shall be based on the user's role upon successful login. The menu bar shall display the available tasks based on the user's role. There are default tasks for the user's role such as individual, corporate system administrator and corporate user.

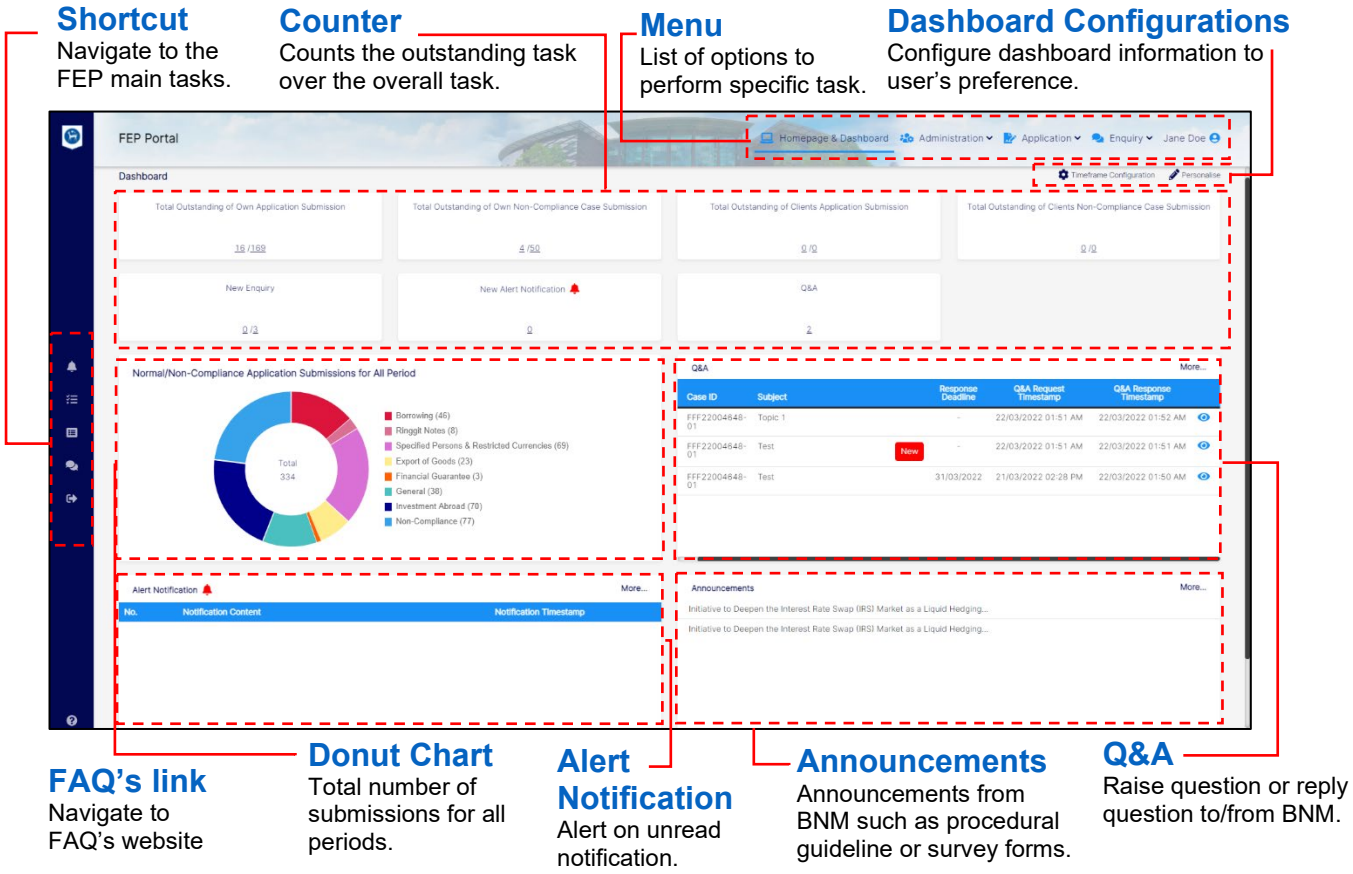
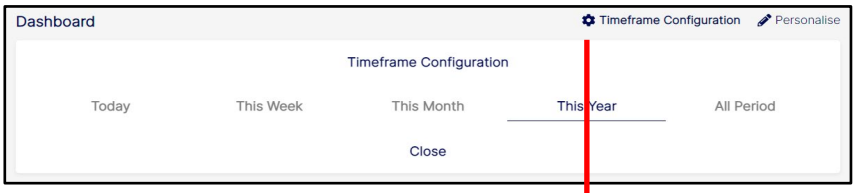
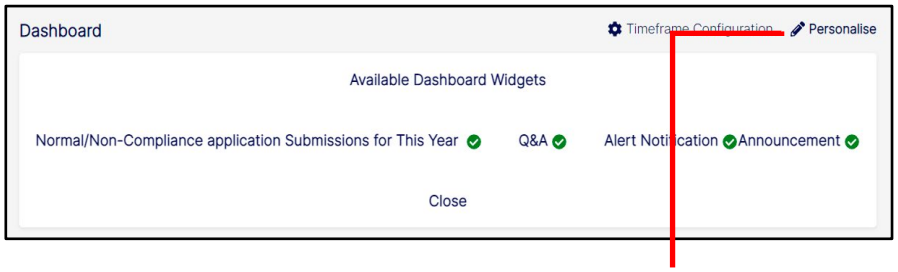


Figure 1 Homepage & Dashboard

Menu	User can click on any icon here to select menu available in this portal. User can access to **Homepage & Dashboard** by clicking on this icon. User can access to **Administration** by clicking on this icon. The sub-menu option under this menu will be

	displayed based on the user's role assigned by Administrator. User can access to **Application** by clicking on this icon. The sub-menu option under this menu will be displayed based on the user's role assigned by Administrator. User can access to **Enquiry** by clicking on this icon. The sub-menu option under this menu will be displayed based on the user's role assigned by Administrator. User can access to **Profile** by clicking on this icon.
Dashboard Configurations	User can click on any icon here to set user's preferences. This is for **Timeframe Configuration**. User can configure the timeframe for Alert Notification/ Q&A/ Announcements by Today/ This Week / This Month / All Period. For example, if user configure Notification/ Q&A/ Announcements by Today, donut chart shall display total submission for current date only / alert notification box shall display all alerts that are received for current date only.  **Timeframe** User can select one of preferred timeframe This is to Personalize (Available Dashboard Widgets)items in the Dashboard. The function is to allow user customise displayed item(s) in the Dashboard for Application Submission / Non-Compliance Case Submission, Q&A, Alert Notification and Announcement.

<table>
<tr><td></td><td>


Personalise Items
User can select/unselect any item(s).
</td></tr>
<tr><td>Counter</td><td>This section will display counter for all outstanding cases and user shall be able to click on counter hyperlink and navigate to the specific screen.



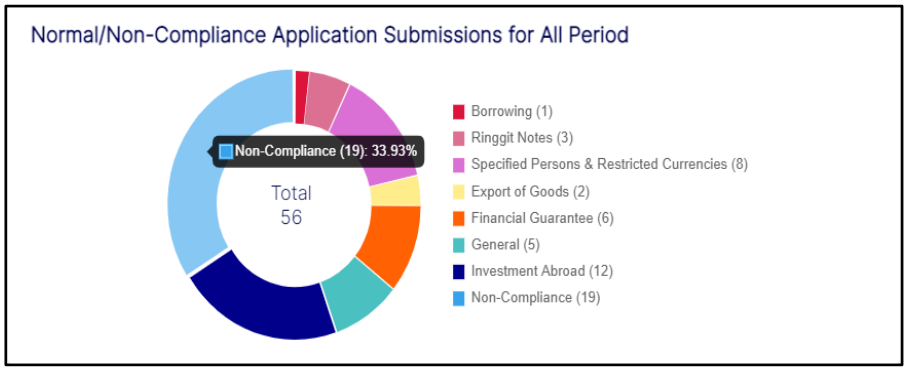
Counter Hyperlink

User can click numerator or denominator

Numerator: indicates pending cases for submission / pending action from Offender /Submitter / Facilitating Agent

Denominator: indicates total number of incomplete cases by Offender / Submitter /Facilitating Agent.

**Notes: Denominator shall decrease when the case status is Completed. This apply also for other section of counter.</td></tr>
<tr><td>Donut Chart</td><td>Hover the mouse over the donut chart to view the percentage and total submission that has been made for all application and non-compliance cases by form types.</td></tr>
</table>



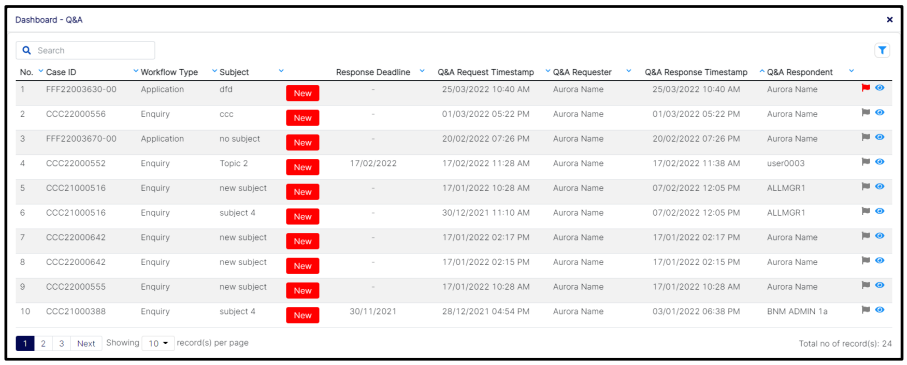
Q&A

Shortcut to view Pending info with Q&A from BNM for application or NC case -

View the content of the Q&A message.

New This is in reference to any new Q&A message sent to user by BNM.

Click on this More... and Dashboard - Q&A screen will be displayed as follows:

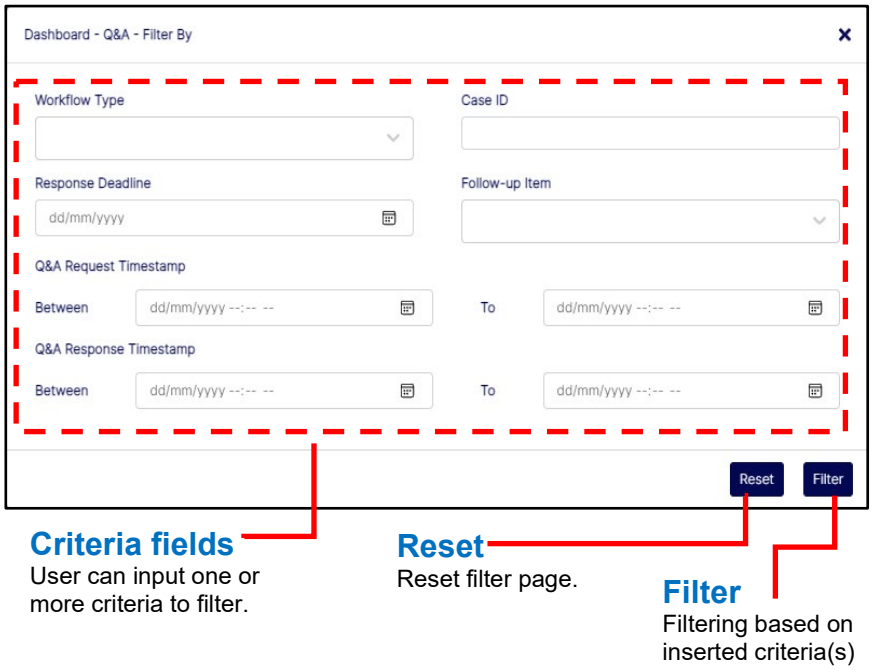


To search for a desired record, user can key-in any keyword.

To view Q&A of a specific record

To follow-up on an Alert Notification item and user can trace back the Q&A in case user did not take immediate action after receiving the notification.

To filter records based on user's preference and Dashboard - Q&A - Filter By screen will be displayed as follows:

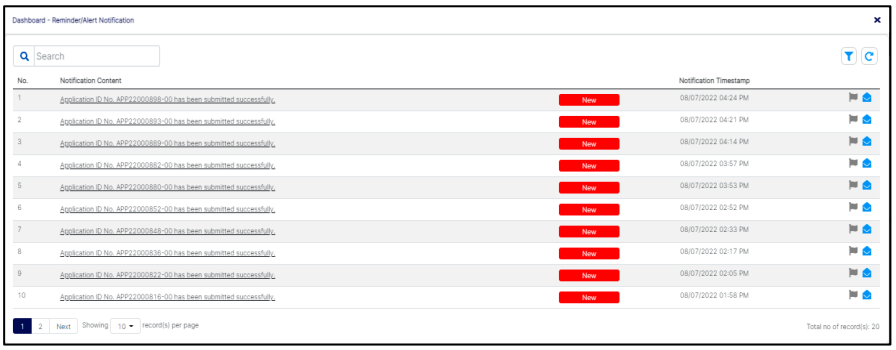


Alert Notifications

List of notifications that requires user's attention.

New This is in reference to new notifications.

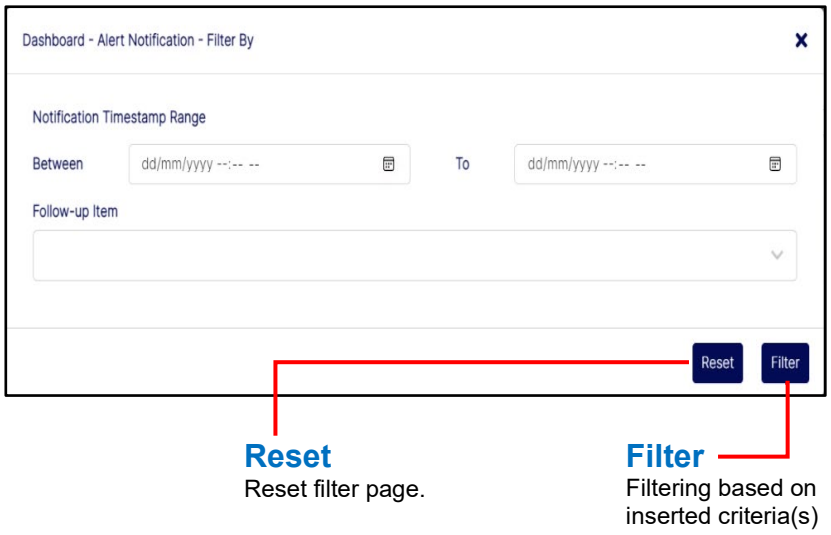
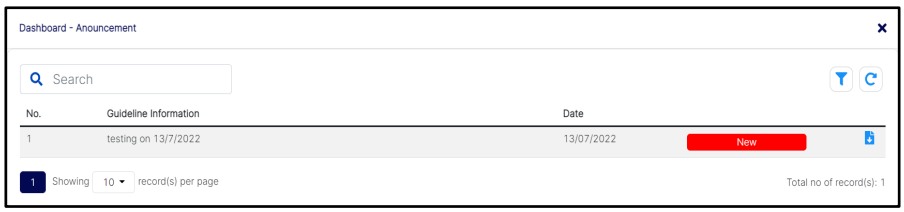
Click on this More... and Dashboard - Alert Notifications screen will be displayed as follows:



To search for a desired record, user can key-in any keyword.

To follow-up on an Alert Notification item and user can trace back the notification in case user did not take immediate action after receiving notification.

To mark as read at Alert Notification.

	To filter records based on user's preference and Dashboard - Q&A - Filter By screen will be displayed as follows:  **Reset** Reset filter page. **Filter** Filtering based on inserted criteria(s)
Announcements	List of updates and latest announcements by BNM. User can click on this icon to download the attachment. User can click on this to link the document. New This is in reference to new Announcement. Click on this More... and Dashboard - Announcement screen will be displayed. 
Shortcuts	User can click on any icon here as shortcuts to main listing screen available in this portal. Display Dashboard - Alert Notifications screen. Display Monitor Application screen. Display Monitor Non-Compliance Case screen.

	Display Handle and Monitor Enquiry screen. Logout from FEP Public Portal.
Reminder Notification	 **Dismiss** Dismiss/ turn-off the reminder **Dismiss All** Dismiss all the reminders
FAQ's link	Click on the icon/link and system will navigate user to the FAQ section in the FEP website.