



# MyLCDA Travel Record Management System

Version 2.0  
Updated on 07 May 2026

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## Backend Website

The backend website is developed for Human Resource (HR) and Admin personnel to manage and control the contents and operations related to the mobile application. The system provides centralized management tools for handling travel applications, generating reports, and printing travel forms.

The backend platform can be accessed securely through the following website:

<https://mylcda.com.my>

Authorized HR and Admin users can log in to:

- Control and manage mobile app contents.
- View and process travel applications.
- Generate operational and travel reports.
- Print official travel forms and related documents.

The system is designed to improve operational efficiency, simplify administrative processes, and provide better monitoring of travel application workflows.

## Staff

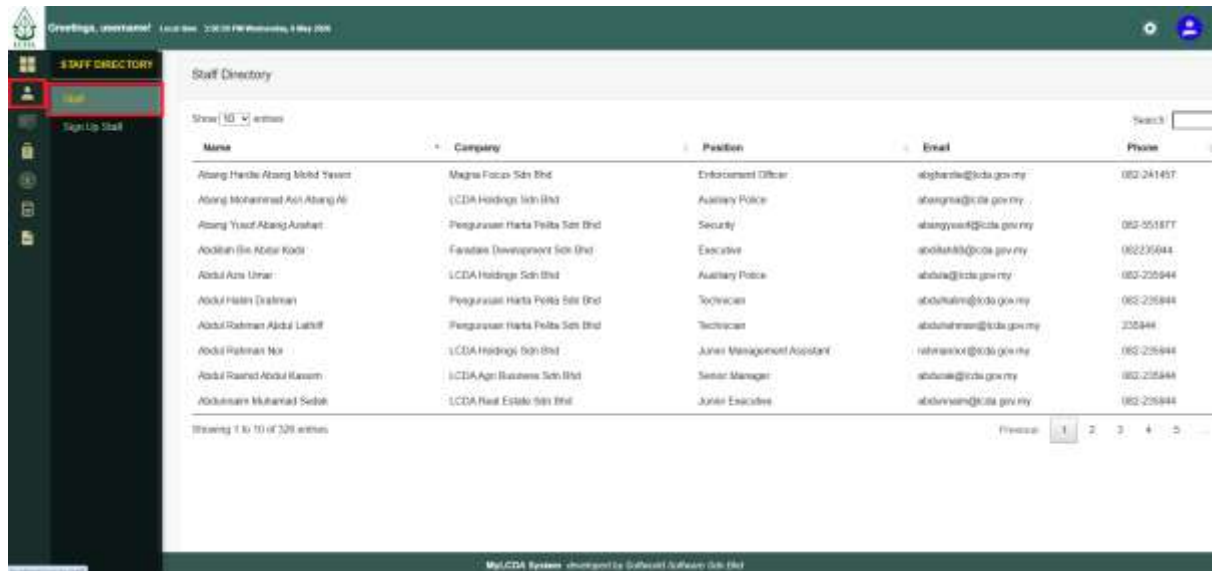
The Staff Module is used to store and manage all employee information in a centralized system. It serves as the main source of staff data, ensuring consistency and accuracy across the platform.

This data is then utilized for:

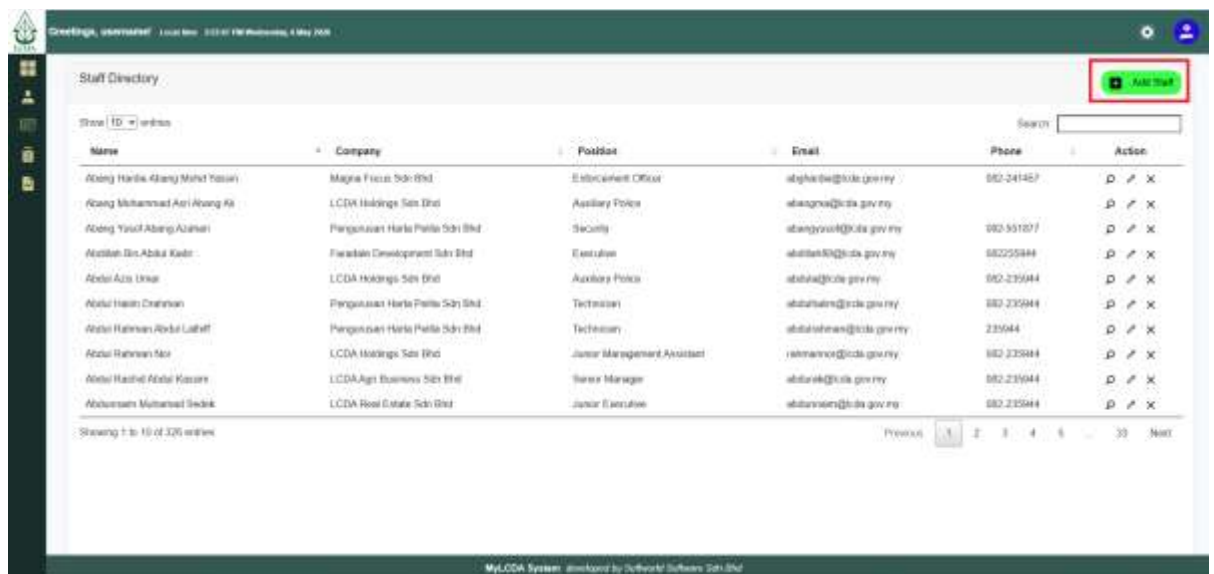
- **Mobile app usage** – allowing staff to log in, access features, and perform actions within the app
- **Staff directory** – displaying employee details (such as name, department, and contact information) within the mobile app for easy reference

## Add Staff

1. Hover to sidebar: Staff Directory > Staff.



2. Click on “Add Staff” button.



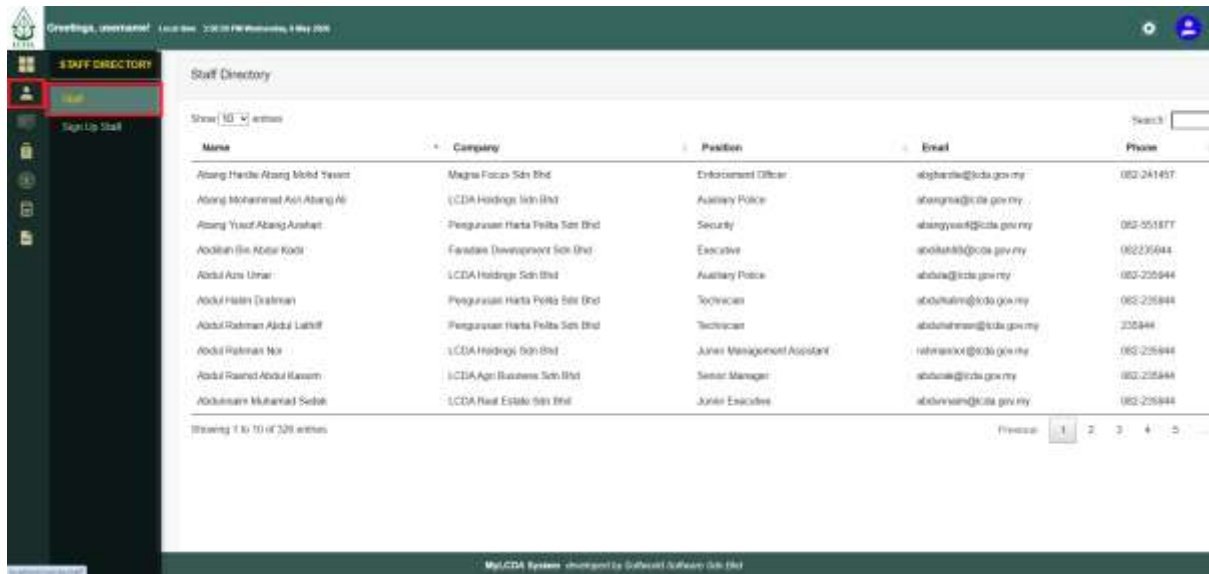
3. Fill in the staff data as required.
4. Click on “Save” button.

My(CDA) System - developed by Zolowal Software Sdn Bhd

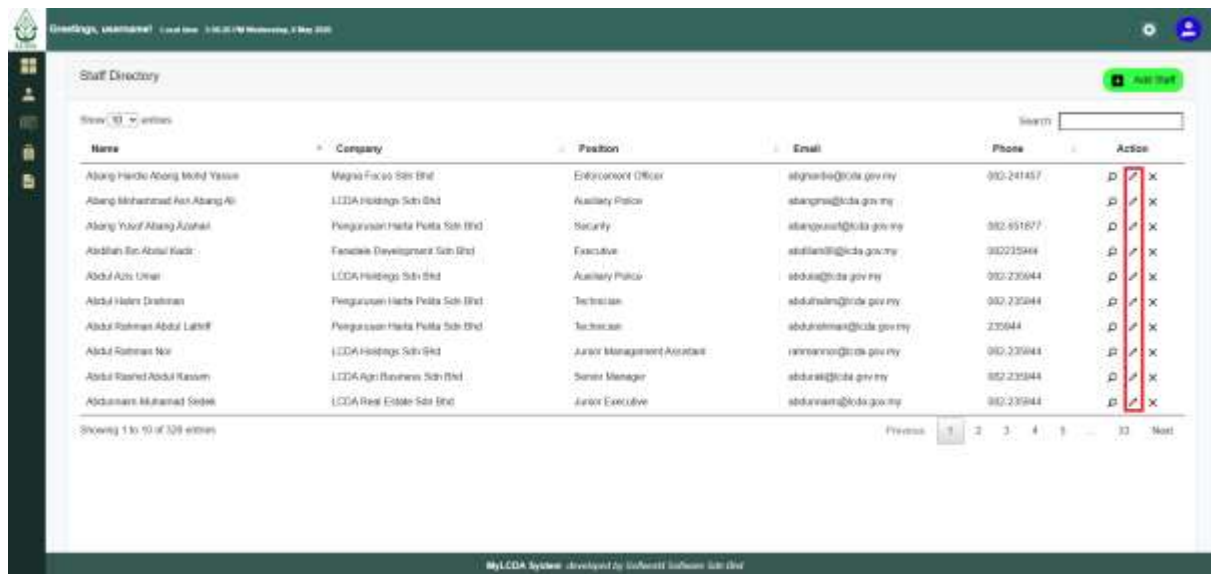
5. The staff data is saved.

## Edit Staff

1. Hover to sidebar: Staff Directory > Staff.



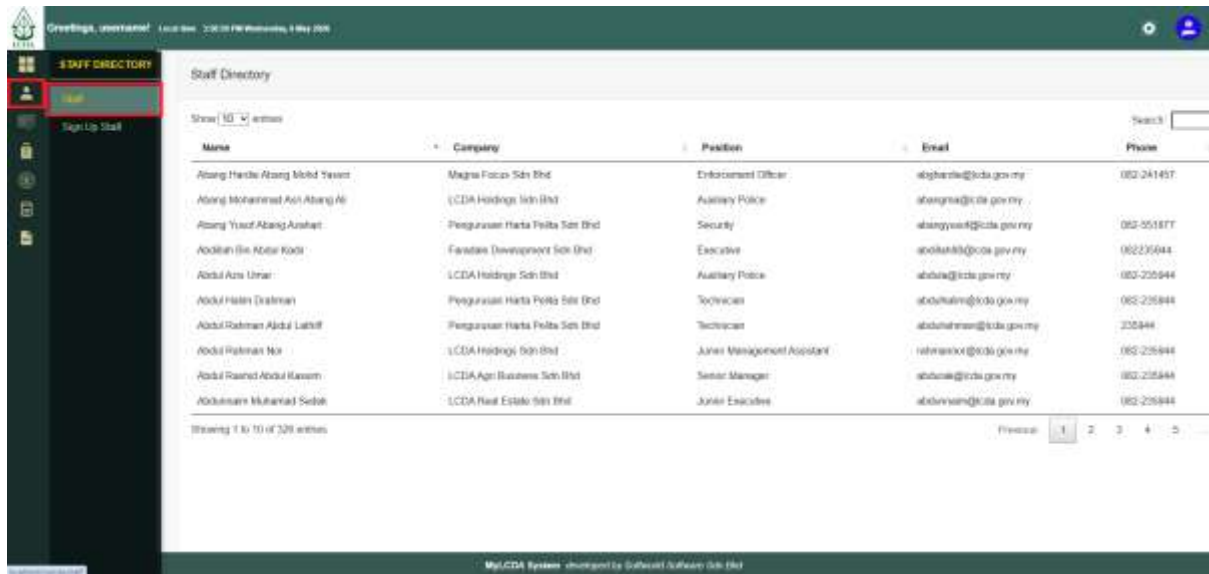
2. Click on the “Edit” button on the respective row.



3. Change the staff data as required.
4. Click on “Save” button.
5. The staff data is updated.

## View Staff

1. Hover to sidebar: Staff Directory > Staff.



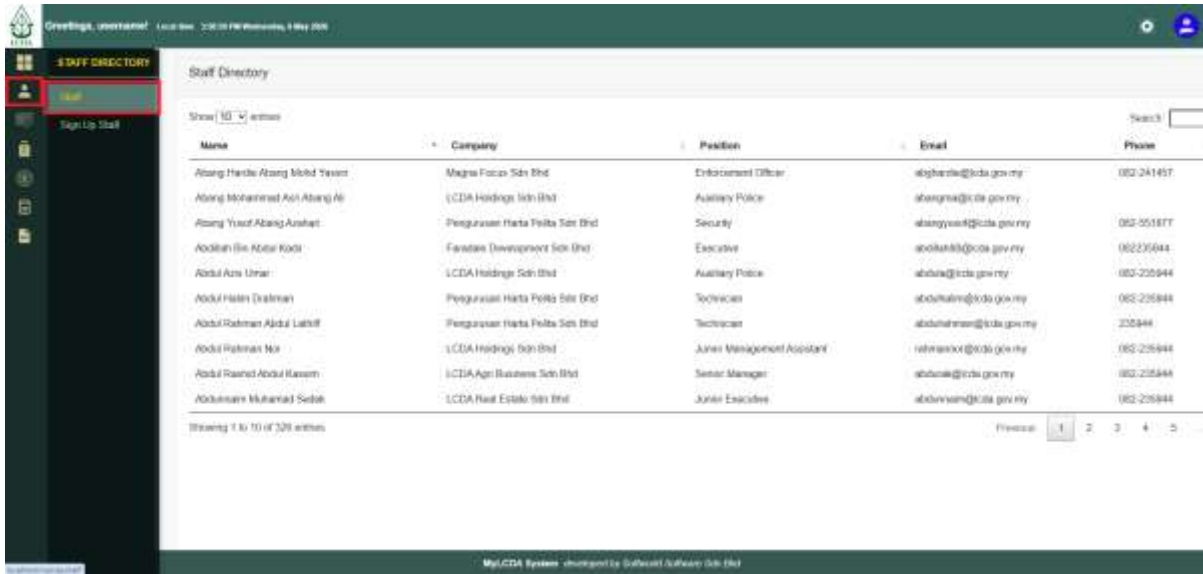
2. Click on the "View" button on the respective row.



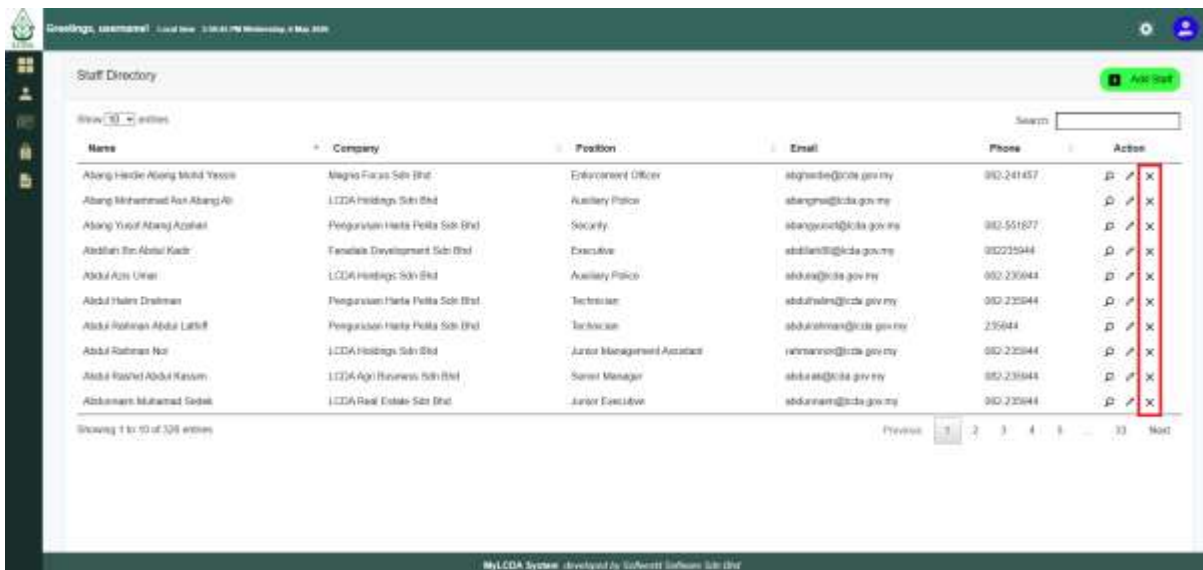
3. The staff data is displayed.

## Delete Staff

1. Hover to sidebar: Staff Directory > Staff.



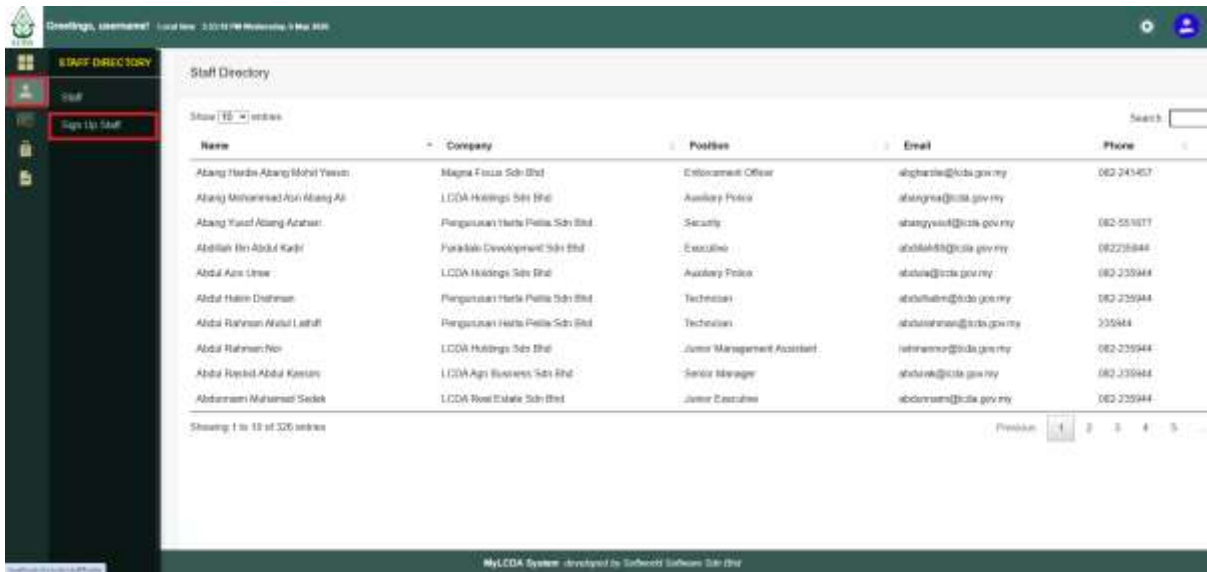
2. Click on the “Delete” button on the respective row.



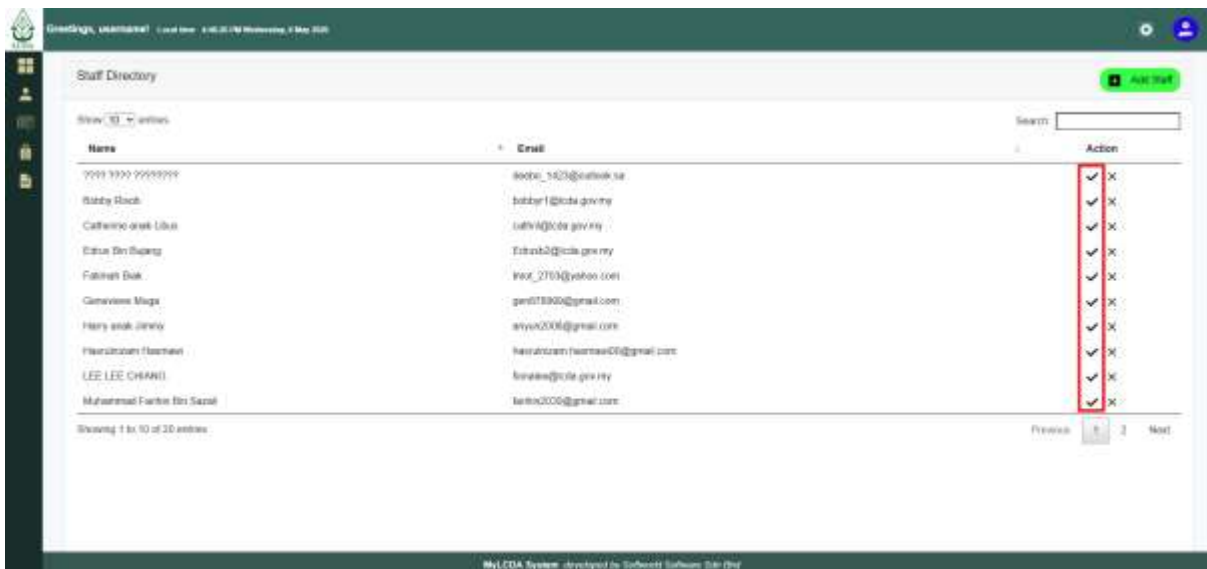
3. The staff is deactivated after deletion is confirmed.

## Transfer Mobile App Registration to Staff

1. Hover to sidebar: Staff Directory > Sign Up Staff.



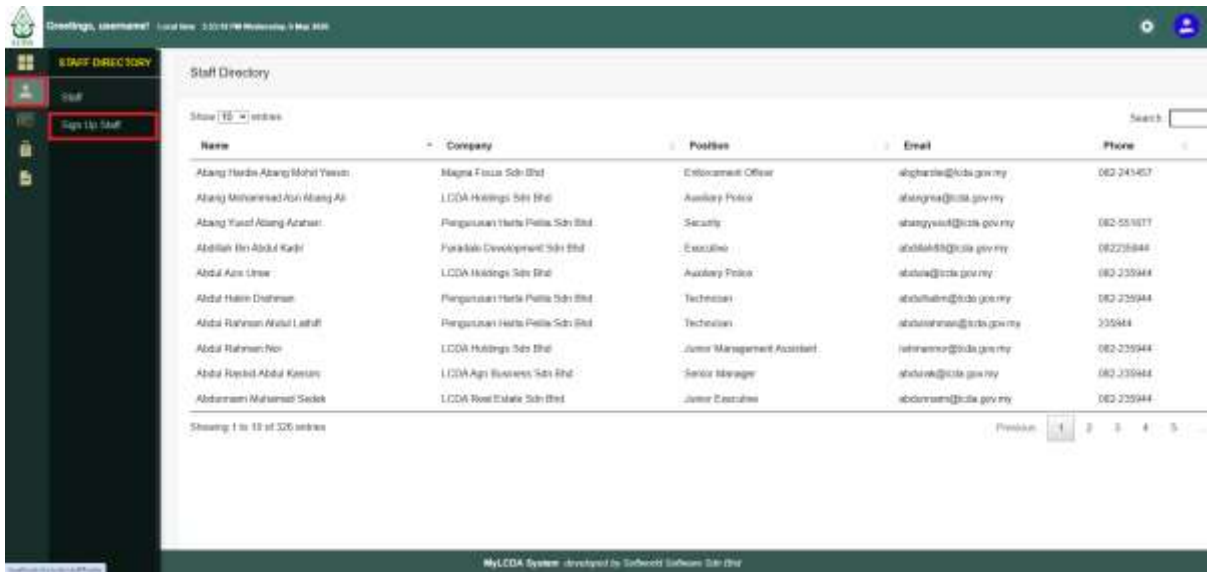
2. Click on "Approve" button on the respective row.



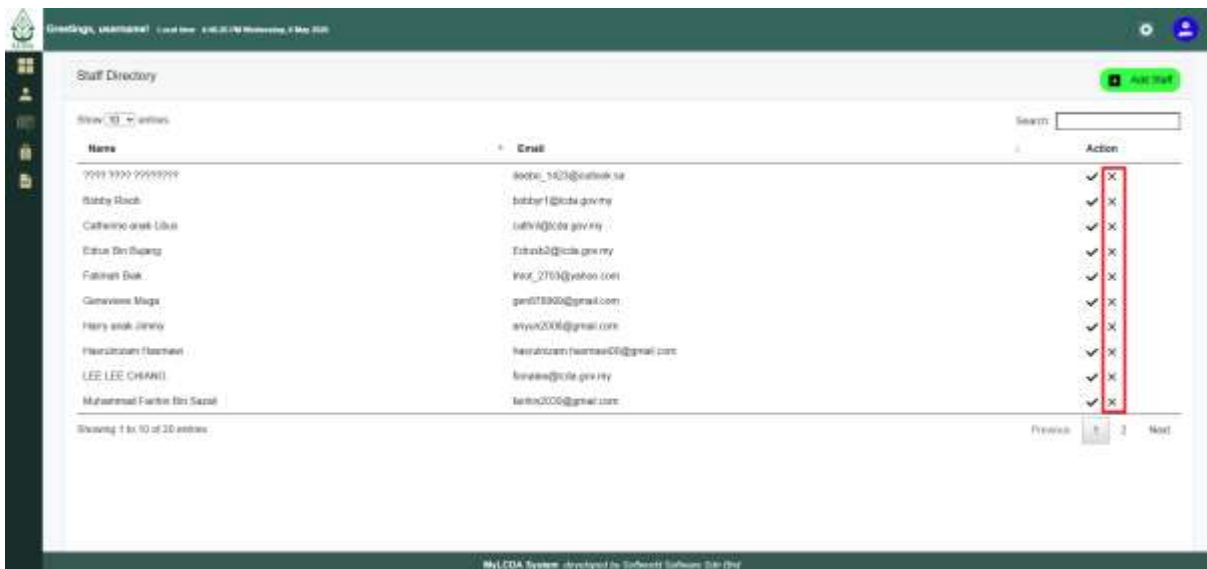
3. The staff data is created after approval is confirmed.

## Remove Mobile App Registration

1. Hover to sidebar: Staff Directory > Sign Up Staff.



2. Click on “Delete” button on the respective row.



3. The staff data is created after deletion is confirmed.

## News

The News Module is used to manage external news access within the mobile app. It allows administrators to upload an icon and assign a link that directs users to public news websites.

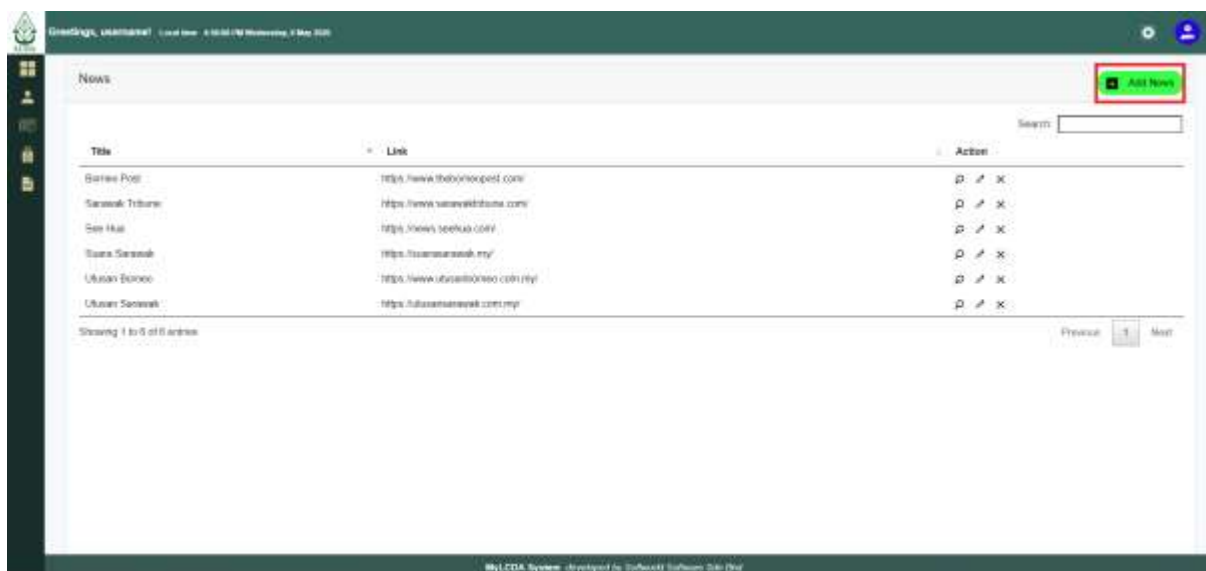
The uploaded icon will be displayed in the mobile app as an entry point, enabling users to tap and access the linked news page directly. Only the icon is shown in the app interface, without displaying any text or name.

### Add News

1. Hover to sidebar: News > News.



2. Click on “Add” button.



3. Fill in the news data as required.
4. Click on “Save” button.



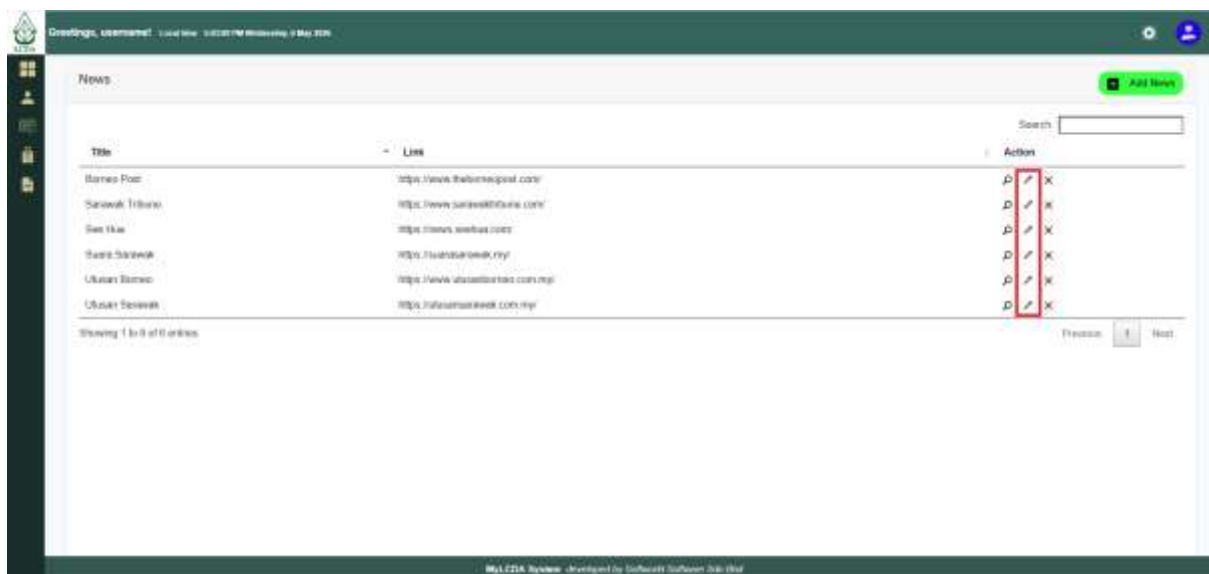
5. The news data is saved.

## Edit News

1. Hover to sidebar: News > News.



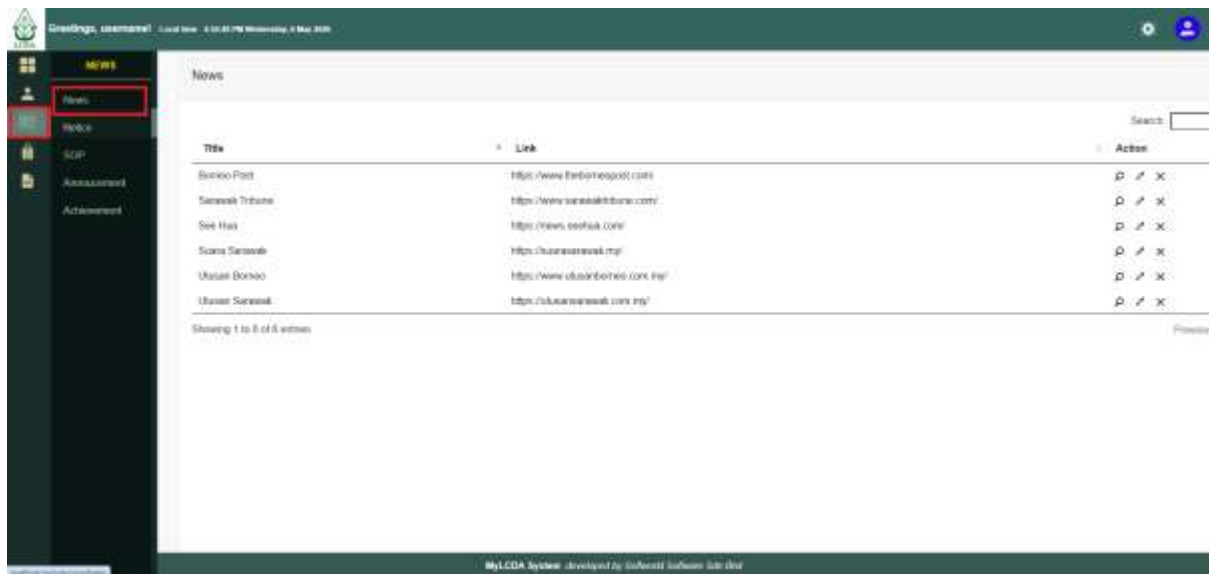
2. Click on “Edit” button on the respective row.



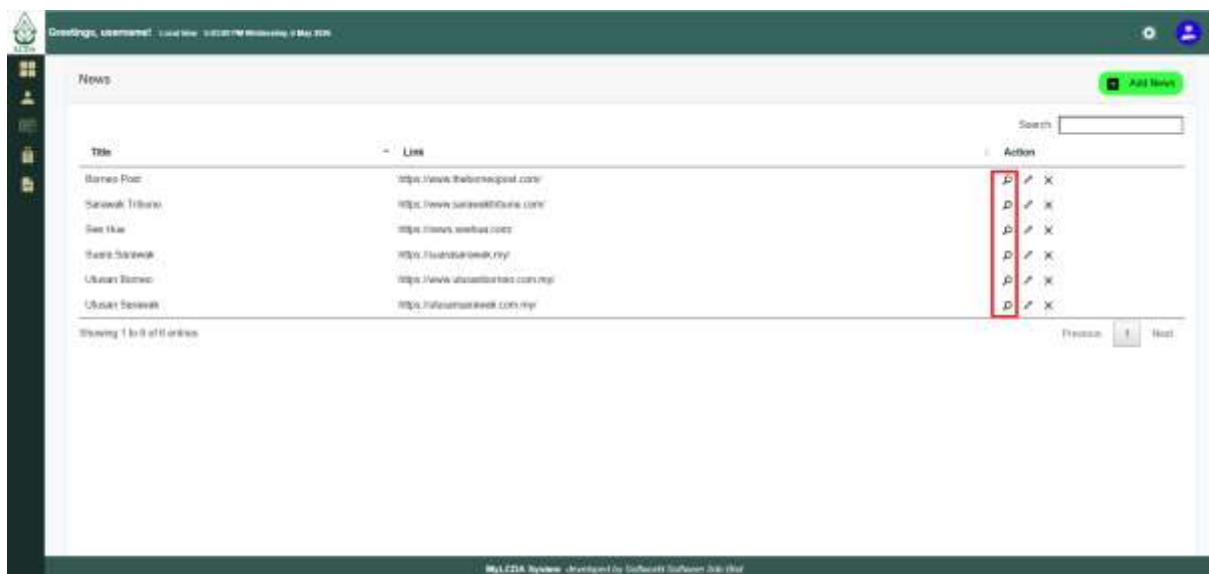
3. Change the news data as required.
4. Click on “Save” button.
5. The news data is updated.

## View News

1. Hover to sidebar: News > News.



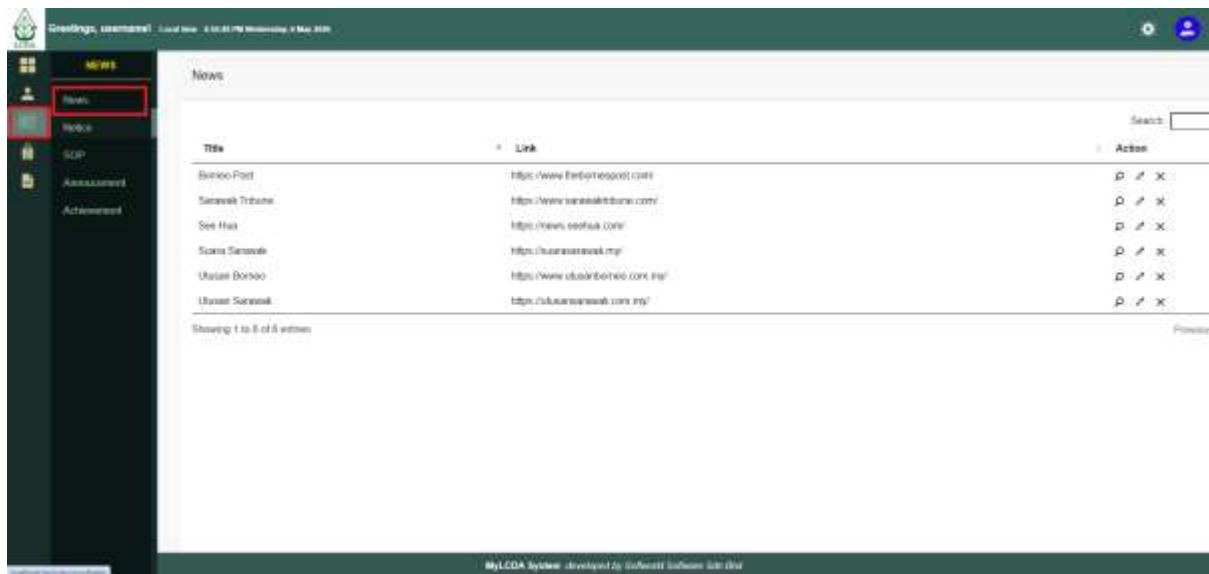
2. Click on "View" button on the respective row.



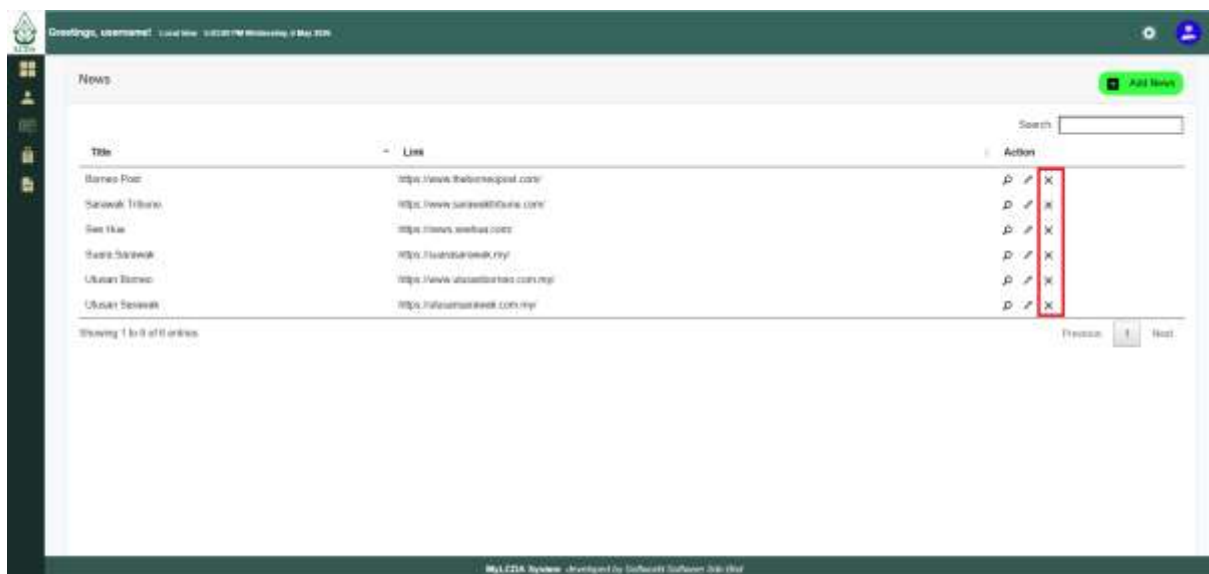
3. The news data is displayed.

## Delete News

1. Hover to sidebar: News > News.



2. Click on “Delete” button on the respective row.



3. The news data is removed after deletion is confirmed.

## Notice

The Notice Module is used to create and manage internal announcements for staff. It allows administrators to publish important updates, messages, or alerts that need to be communicated within the organization.

Notices are displayed in the mobile app under notice module, where staff can easily view the latest information.

### Add Notice

1. Hover to sidebar: News > Notice.



2. Click on “Add” button.



3. Fill in the notice data as required.
4. Click on “Save” button.
5. The notice data is saved.

## Edit Notice

1. Hover to sidebar: News > Notice.



2. Click on “Edit” button on the respective row.



3. Change the notice data as required.
4. Click on “Save” button.
5. The news data is updated.

## View News

1. Hover to sidebar: News > Notice.



2. Click on “View” button on the respective row.



3. The notice data is displayed.

## Delete News

1. Hover to sidebar: News > Notice.



2. Click on “Delete” button on the respective row.



3. The notice data is removed after deletion is confirmed.

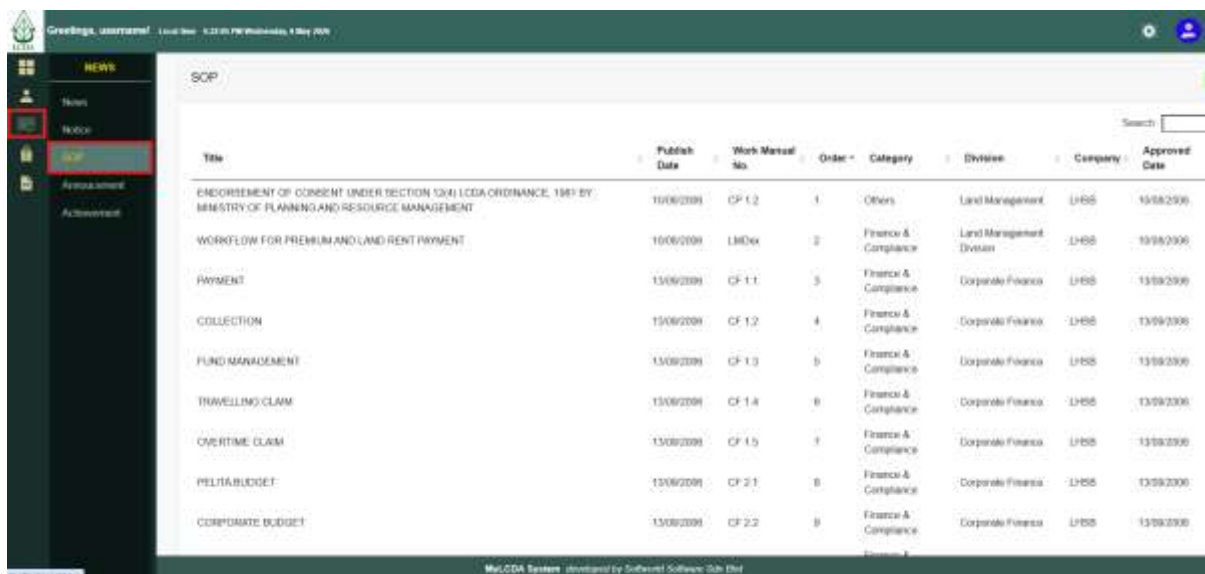
## SOP

The SOP Module is used to store and manage Standard Operating Procedures (SOPs) in a centralized system. It allows administrators to upload and organize documents that outline processes, guidelines, and best practices for staff.

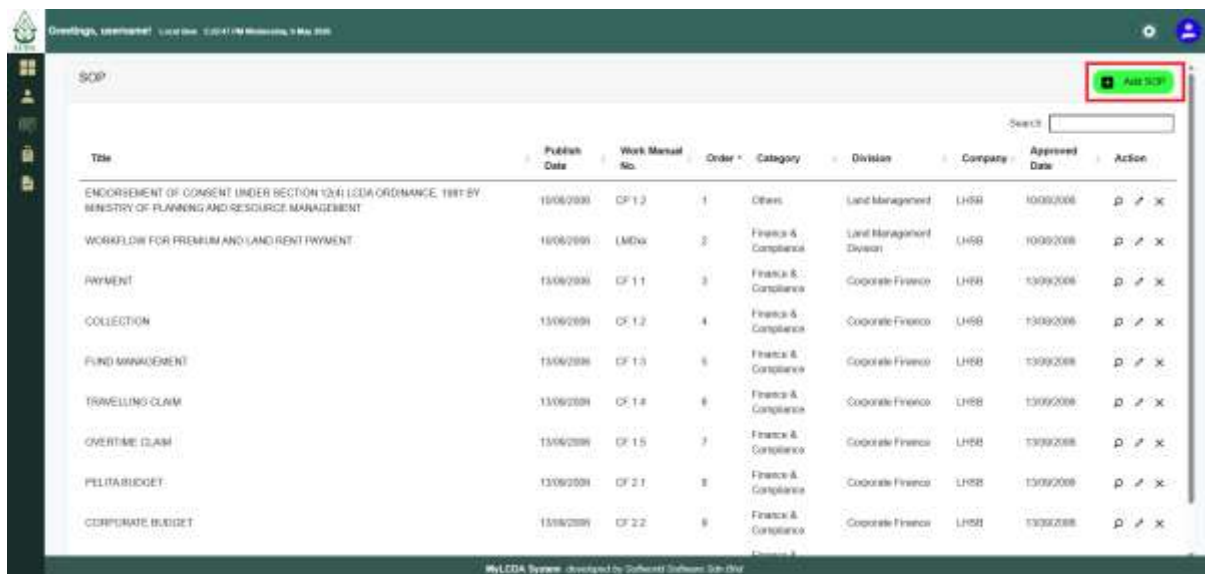
These SOPs are made accessible through the mobile app, enabling staff to easily view and refer to the latest procedures anytime, anywhere. This helps ensure consistency, compliance, and proper execution of tasks across the organization.

### Add SOP

1. Hover to sidebar: News > SOP.



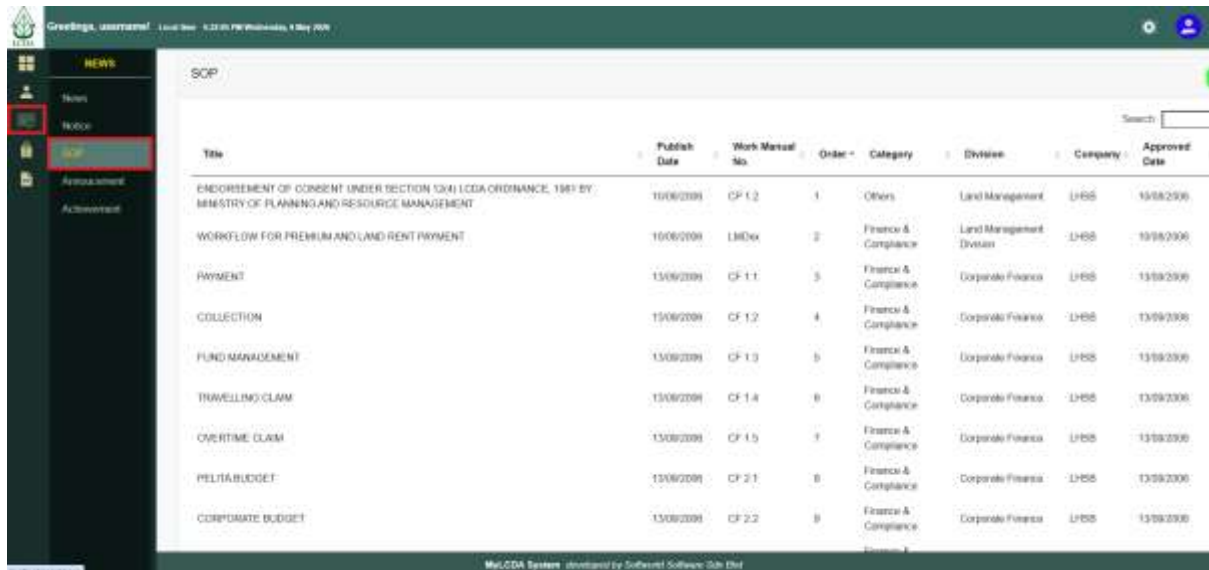
2. Click on “Add” button.



3. Fill in the SOP data as required.
4. Click on “Save” button.
5. The SOP data is saved.

## Edit SOP

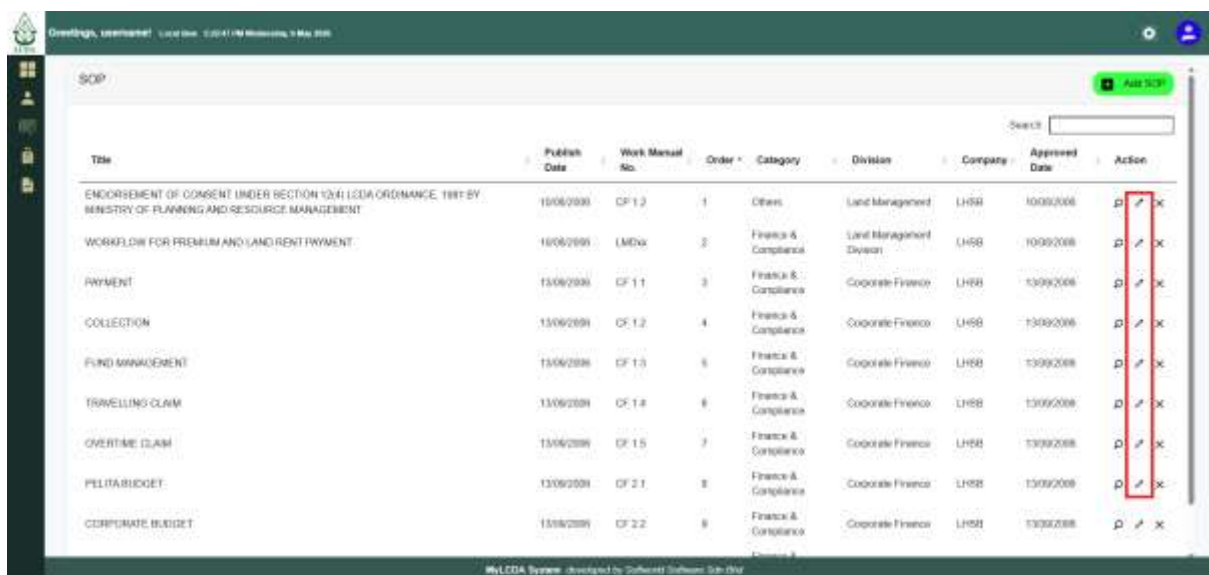
1. Hover to sidebar: News > SOP.



MyLDDA System - developed by Software Solutions Sdn Bhd

Title	Publish Date	Work Manual No.	Order	Category	Division	Company	Approved Date
ENDORSEMENT OF CONSENT UNDER SECTION 124(1) LDDA ORDINANCE 1987 BY MINISTRY OF PLANNING AND RESOURCE MANAGEMENT	10/08/2008	CF 1.2	1	Others	Land Management	LH88	10/08/2008
WORKFLOW FOR PREMIUM AND LAND RENT PAYMENT	10/08/2008	LMDa	2	Finance & Compliance	Land Management Division	LH88	10/08/2008
PAYMENT	13/09/2008	CF 1.1	3	Finance & Compliance	Corporate Finance	LH88	13/09/2008
COLLECTION	13/09/2008	CF 1.2	4	Finance & Compliance	Corporate Finance	LH88	13/09/2008
FUND MANAGEMENT	13/09/2008	CF 1.3	5	Finance & Compliance	Corporate Finance	LH88	13/09/2008
TRAVELLING CLAIM	13/09/2008	CF 1.4	6	Finance & Compliance	Corporate Finance	LH88	13/09/2008
OVERTIME CLAIM	13/09/2008	CF 1.5	7	Finance & Compliance	Corporate Finance	LH88	13/09/2008
PELITA BUDGET	13/09/2008	CF 2.1	8	Finance & Compliance	Corporate Finance	LH88	13/09/2008
CORPORATE BUDGET	13/09/2008	CF 2.2	9	Finance & Compliance	Corporate Finance	LH88	13/09/2008

2. Click on “Edit” button on the respective row.



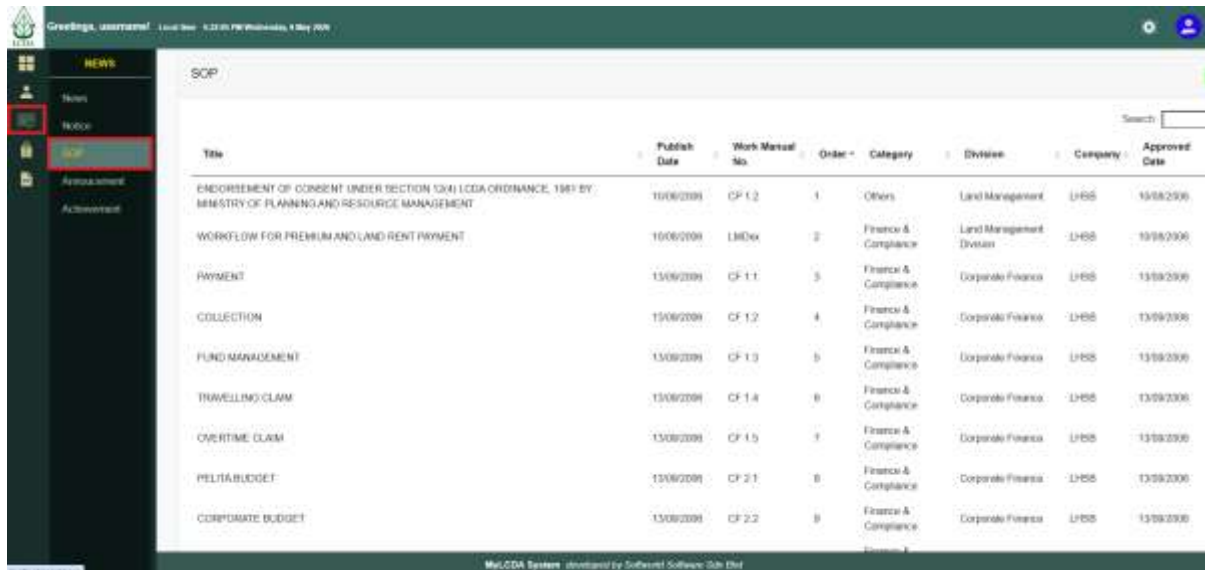
MyLDDA System - developed by Software Solutions Sdn Bhd

Title	Publish Date	Work Manual No.	Order	Category	Division	Company	Approved Date	Action
ENDORSEMENT OF CONSENT UNDER SECTION 124(1) LDDA ORDINANCE 1987 BY MINISTRY OF PLANNING AND RESOURCE MANAGEMENT	10/08/2008	CF 1.2	1	Others	Land Management	LH88	10/08/2008	<a href="#">P</a> <a href="#">E</a> <a href="#">X</a>
WORKFLOW FOR PREMIUM AND LAND RENT PAYMENT	10/08/2008	LMDa	2	Finance & Compliance	Land Management Division	LH88	10/08/2008	<a href="#">P</a> <a href="#">E</a> <a href="#">X</a>
PAYMENT	13/09/2008	CF 1.1	3	Finance & Compliance	Corporate Finance	LH88	13/09/2008	<a href="#">P</a> <a href="#">E</a> <a href="#">X</a>
COLLECTION	13/09/2008	CF 1.2	4	Finance & Compliance	Corporate Finance	LH88	13/09/2008	<a href="#">P</a> <a href="#">E</a> <a href="#">X</a>
FUND MANAGEMENT	13/09/2008	CF 1.3	5	Finance & Compliance	Corporate Finance	LH88	13/09/2008	<a href="#">P</a> <a href="#">E</a> <a href="#">X</a>
TRAVELLING CLAIM	13/09/2008	CF 1.4	6	Finance & Compliance	Corporate Finance	LH88	13/09/2008	<a href="#">P</a> <a href="#">E</a> <a href="#">X</a>
OVERTIME CLAIM	13/09/2008	CF 1.5	7	Finance & Compliance	Corporate Finance	LH88	13/09/2008	<a href="#">P</a> <a href="#">E</a> <a href="#">X</a>
PELITA BUDGET	13/09/2008	CF 2.1	8	Finance & Compliance	Corporate Finance	LH88	13/09/2008	<a href="#">P</a> <a href="#">E</a> <a href="#">X</a>
CORPORATE BUDGET	13/09/2008	CF 2.2	9	Finance & Compliance	Corporate Finance	LH88	13/09/2008	<a href="#">P</a> <a href="#">E</a> <a href="#">X</a>

3. Change the SOP data as required.
4. Click on “Save” button.
5. The SOP data is updated.

## View SOP

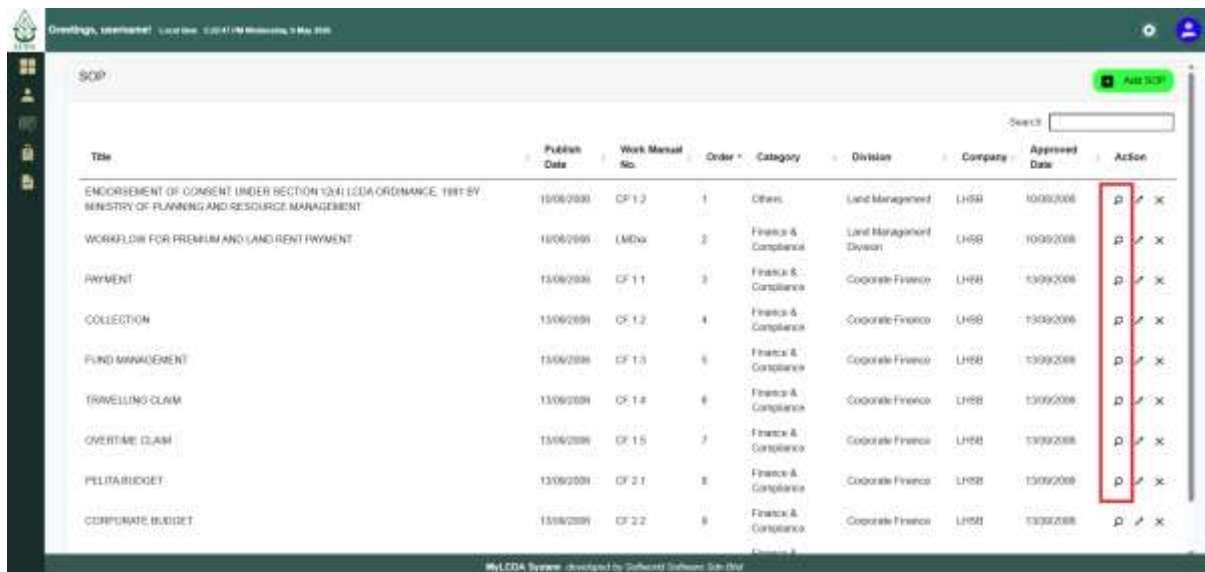
1. Hover to sidebar: News > SOP.



The screenshot shows the MyLDDA system interface. On the left sidebar, the 'SOP' menu item is highlighted with a red box. The main content area displays a table of SOPs.

Title	Publish Date	Work Manual No.	Order	Category	Division	Company	Approved Date
ENDORSEMENT OF CONSENT UNDER SECTION 124(1) LCDA ORDINANCE 1987 BY MINISTRY OF PLANNING AND RESOURCE MANAGEMENT	10/08/2008	CP 1.2	1	Others	Land Management	LH88	10/08/2008
WORKFLOW FOR PREMIUM AND LAND RENT PAYMENT	10/08/2008	LMDa	2	Finance & Compliance	Land Management Division	LH88	10/08/2008
PAYMENT	13/09/2008	CF 1.1	3	Finance & Compliance	Corporate Finance	LH88	13/09/2008
COLLECTION	13/09/2008	CF 1.2	4	Finance & Compliance	Corporate Finance	LH88	13/09/2008
FUND MANAGEMENT	13/09/2008	CF 1.3	5	Finance & Compliance	Corporate Finance	LH88	13/09/2008
TRAVELLING CLAIM	13/09/2008	CF 1.4	6	Finance & Compliance	Corporate Finance	LH88	13/09/2008
OVERTIME CLAIM	13/09/2008	CF 1.5	7	Finance & Compliance	Corporate Finance	LH88	13/09/2008
PELLTA BUDGET	13/09/2008	CF 2.1	8	Finance & Compliance	Corporate Finance	LH88	13/09/2008
CORPORATE BUDGET	13/09/2008	CF 2.2	9	Finance & Compliance	Corporate Finance	LH88	13/09/2008

2. Click on “View” button on the respective row.



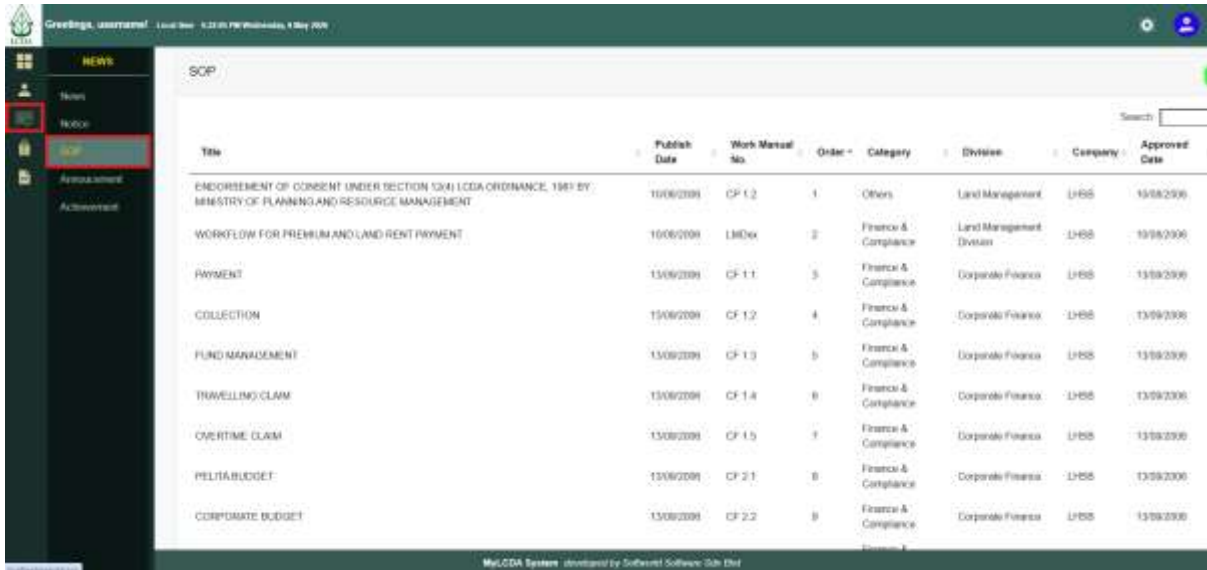
The screenshot shows the same MyLDDA system interface, but now the 'View' button in the 'Action' column of the first row is highlighted with a red box. The 'Action' column contains icons for 'View', 'Edit', and 'Delete'.

Title	Publish Date	Work Manual No.	Order	Category	Division	Company	Approved Date	Action
ENDORSEMENT OF CONSENT UNDER SECTION 124(1) LCDA ORDINANCE 1987 BY MINISTRY OF PLANNING AND RESOURCE MANAGEMENT	10/08/2008	CP 1.2	1	Others	Land Management	LH88	10/08/2008	View Edit Delete
WORKFLOW FOR PREMIUM AND LAND RENT PAYMENT	10/08/2008	LMDa	2	Finance & Compliance	Land Management Division	LH88	10/08/2008	View Edit Delete
PAYMENT	13/09/2008	CF 1.1	3	Finance & Compliance	Corporate Finance	LH88	13/09/2008	View Edit Delete
COLLECTION	13/09/2008	CF 1.2	4	Finance & Compliance	Corporate Finance	LH88	13/09/2008	View Edit Delete
FUND MANAGEMENT	13/09/2008	CF 1.3	5	Finance & Compliance	Corporate Finance	LH88	13/09/2008	View Edit Delete
TRAVELLING CLAIM	13/09/2008	CF 1.4	6	Finance & Compliance	Corporate Finance	LH88	13/09/2008	View Edit Delete
OVERTIME CLAIM	13/09/2008	CF 1.5	7	Finance & Compliance	Corporate Finance	LH88	13/09/2008	View Edit Delete
PELLTA BUDGET	13/09/2008	CF 2.1	8	Finance & Compliance	Corporate Finance	LH88	13/09/2008	View Edit Delete
CORPORATE BUDGET	13/09/2008	CF 2.2	9	Finance & Compliance	Corporate Finance	LH88	13/09/2008	View Edit Delete

3. The SOP data is displayed.

## Delete SOP

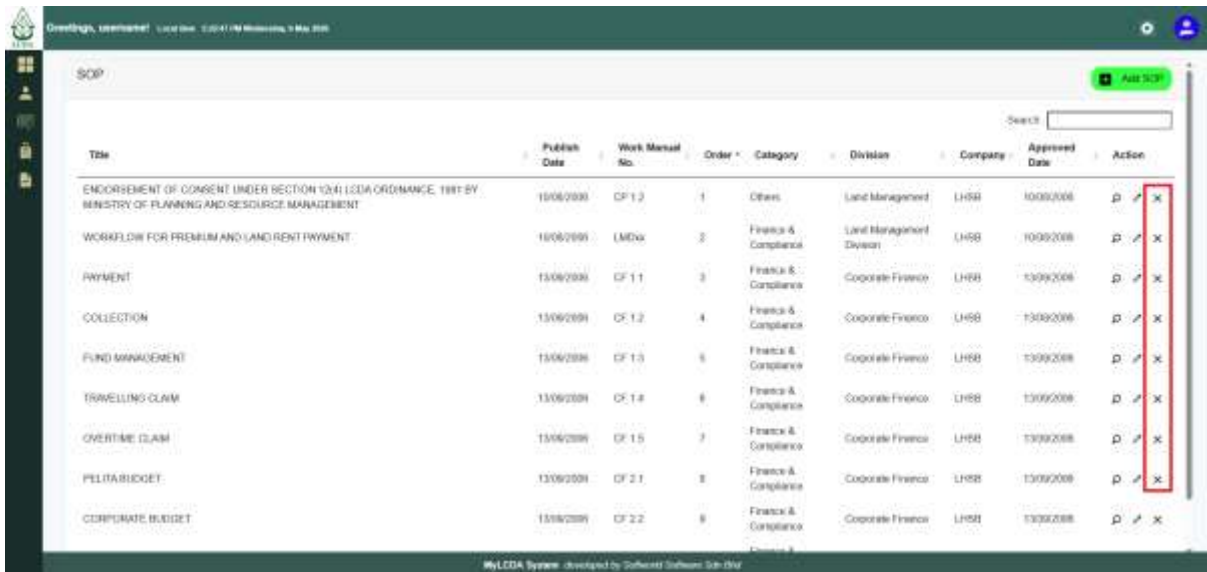
1. Hover to sidebar: News > SOP.



The screenshot shows the MyLDDA system interface. On the left sidebar, the 'SOP' menu item is highlighted with a red box. The main content area displays a table of SOPs with the following data:

Title	Publish Date	Work Manual No.	Order	Category	Division	Company	Approved Date
ENDORSEMENT OF CONSENT UNDER SECTION 124(1) LDA ORDINANCE 1981 BY MINISTRY OF PLANNING AND RESOURCE MANAGEMENT	10/08/2008	CP 1.2	1	Others	Land Management	LH88	10/08/2008
WORKFLOW FOR PREMIUM AND LAND RENT PAYMENT	10/08/2008	LMDa	2	Finance & Compliance	Land Management Division	LH88	10/08/2008
PAYMENT	13/09/2008	CF 1.1	3	Finance & Compliance	Corporate Finance	LH88	13/09/2008
COLLECTION	13/09/2008	CF 1.2	4	Finance & Compliance	Corporate Finance	LH88	13/09/2008
FUND MANAGEMENT	13/09/2008	CF 1.3	5	Finance & Compliance	Corporate Finance	LH88	13/09/2008
TRAVELLING CLAIM	13/09/2008	CF 1.4	6	Finance & Compliance	Corporate Finance	LH88	13/09/2008
OVERTIME CLAIM	13/09/2008	CF 1.5	7	Finance & Compliance	Corporate Finance	LH88	13/09/2008
PELITA BUDGET	13/09/2008	CF 2.1	8	Finance & Compliance	Corporate Finance	LH88	13/09/2008
CORPORATE BUDGET	13/09/2008	CF 2.2	9	Finance & Compliance	Corporate Finance	LH88	13/09/2008

2. Click on “Delete” button on the respective row.



The screenshot shows the same MyLDDA system interface, but now the 'Action' column is visible. The 'Delete' button (represented by an 'X' icon) in the first row is highlighted with a red box. The table data is identical to the previous screenshot.

Title	Publish Date	Work Manual No.	Order	Category	Division	Company	Approved Date	Action
ENDORSEMENT OF CONSENT UNDER SECTION 124(1) LDA ORDINANCE 1981 BY MINISTRY OF PLANNING AND RESOURCE MANAGEMENT	10/08/2008	CP 1.2	1	Others	Land Management	LH88	10/08/2008	⌵ ✓ X
WORKFLOW FOR PREMIUM AND LAND RENT PAYMENT	10/08/2008	LMDa	2	Finance & Compliance	Land Management Division	LH88	10/08/2008	⌵ ✓ X
PAYMENT	13/09/2008	CF 1.1	3	Finance & Compliance	Corporate Finance	LH88	13/09/2008	⌵ ✓ X
COLLECTION	13/09/2008	CF 1.2	4	Finance & Compliance	Corporate Finance	LH88	13/09/2008	⌵ ✓ X
FUND MANAGEMENT	13/09/2008	CF 1.3	5	Finance & Compliance	Corporate Finance	LH88	13/09/2008	⌵ ✓ X
TRAVELLING CLAIM	13/09/2008	CF 1.4	6	Finance & Compliance	Corporate Finance	LH88	13/09/2008	⌵ ✓ X
OVERTIME CLAIM	13/09/2008	CF 1.5	7	Finance & Compliance	Corporate Finance	LH88	13/09/2008	⌵ ✓ X
PELITA BUDGET	13/09/2008	CF 2.1	8	Finance & Compliance	Corporate Finance	LH88	13/09/2008	⌵ ✓ X
CORPORATE BUDGET	13/09/2008	CF 2.2	9	Finance & Compliance	Corporate Finance	LH88	13/09/2008	⌵ ✓ X

3. The SOP data is removed after deletion is confirmed.

## Announcement

The Announcement Module is used to create and manage general announcements for staff. It allows administrators to share important information, updates, or highlights that are relevant to everyone.

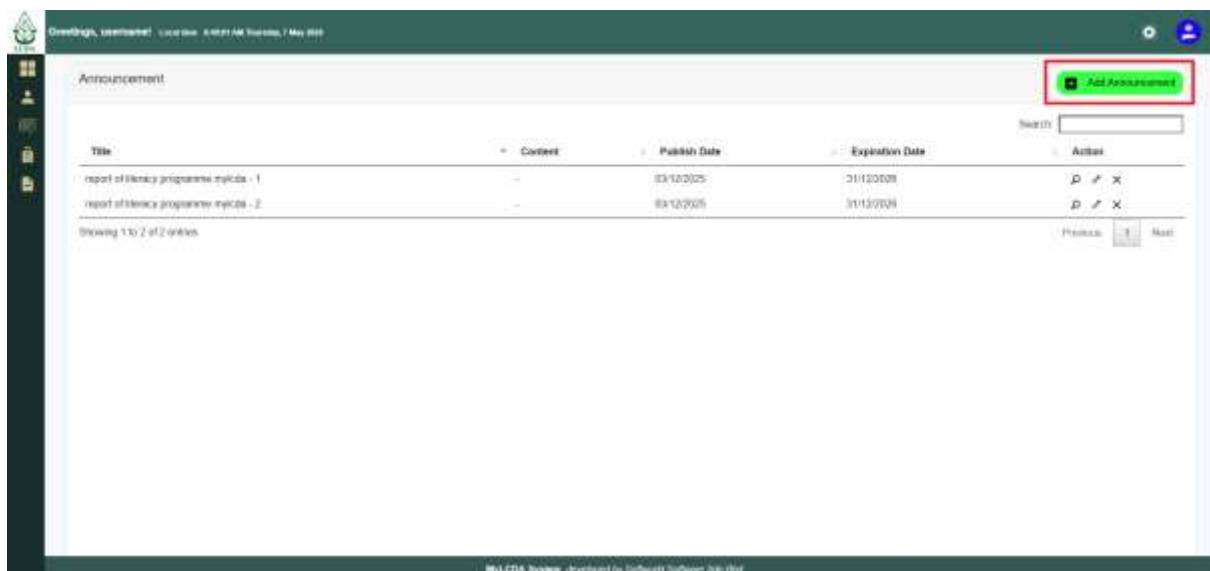
Announcements are displayed in the mobile app, making it easy for staff to stay informed.

### Add Announcement

1. Hover to sidebar: News > Announcement.



2. Click on "Add" button.



3. Fill in the announcement data as required.
4. Click on "Save" button.
5. The announcement data is saved.

## Edit Announcement

1. Hover to sidebar: News > Announcement.



2. Click on “Edit” button on the respective row.



3. Change the announcement data as required.
4. Click on “Save” button.
5. The announcement data is updated.

## View Announcement

1. Hover to sidebar: News > Announcement.



2. Click on "View" button on the respective row.



3. The announcement data is displayed.

## Delete Announcement

1. Hover to sidebar: News > Announcement.



2. Click on "Delete" button on the respective row.



3. The announcement data is removed after deletion is confirmed.

## Achievement

The Achievement Module is used to showcase achievements and recognitions across the LCDA Group. It allows administrators to publish accomplishments, awards, milestones, and success stories from different companies or departments within the group.

These achievements are displayed in the mobile app, enabling staff to stay updated on organizational successes and highlights.

### Add Achievement

1. Hover to sidebar: News > Achievement.



2. Click on “Add” button.



3. Fill in the achievement data as required.
4. Click on “Save” button.
5. The achievement data is saved.

## Edit Achievement

1. Hover to sidebar: News > Achievement.



2. Click on “Edit” button on the respective row.



3. Change the achievement data as required.
4. Click on “Save” button.
5. The achievement data is updated.

## View Achievement

1. Hover to sidebar: News > Achievement.



2. Click on “View” button on the respective row.



3. The achievement data is displayed.

## Delete Achievement

1. Hover to sidebar: News > Achievement.



2. Click on “Delete” button on the respective row.



3. The achievement data is removed after deletion is confirmed.

## Travel

The Travel Module is used to manage and display all staff travel applications within the system. It allows users to view travel request information, including application status, travel details, approval progress, and related records.

The module supports monitoring and tracking of travel applications throughout the approval process, ensuring better visibility and management for both staff and administrators.

### View Travel

1. Hover to sidebar: Travelling > Travelling.

Name	Apply Date	Details	Reason	Approval Status	HR Status	Notify Status
Muhammad Fauzan Jamsil	18/01/2028 09:18:37	Belong → sibu, sibu → belong	To check defect complaint at house	PENDING	PENDING	NOT SEND
Wan Alimohdli Wan Anwarul	06/03/2028 16:05:00	Kuching → Gedong, Gedong → Kuching	Majlis Beribaka Pilihan Daerah Gedong 2028, bersama YAB Premier Sarawak	PENDING	PENDING	NOT SEND
Abdul Rafiqan Nor	15/04/2028 14:00:23	Kuching → Belong, Belong → Kuching	To drive Mr. Jusman to Belong	PENDING	PENDING	NOT SEND
Sarah Ahmad	15/04/2028 20:50:10	Lawas → Miri, Miri → Kuching, Kuching → Miri, Miri → Lawas	1) Meeting with RECCODA - NCH S2 LARAS 2) Meeting with Malaka Mortgage Vol 2/2028 3) RM Meeting - Dablon	PENDING	PENDING	NOT SEND
Mohd Abu Aji	06/05/2028 11:30:30	Kuching → Serike, Serike → Kuching	1. To inspect the Grasscutting works done by the contractor and to update the SDEC for monthly report 2. To arrange the relocation work of rain shelter structure from Malak to allocated area at Agropark Sg Baji	PENDING	PENDING	NOT SEND
Muzafzal Zuhairi Izzati Rizal	16/02/2028 08:36:15	Kuching → Miri, Miri → Kuching	1) Handing over of keys from tenant	APPROVED	PENDING	NOT SEND
Mohamad Sarhan Bell	01/04/2028 15:00:21	Kuching → Belong, Belong → Sri Aman, Sri Aman → Kuching	Quarterly management Visit to State owned Property	APPROVED	PENDING	NOT SEND
Shahruddin Yusof	02/04/2028 08:42:38	Kuching → Belong, Belong → Sri Aman, Sri Aman → Kuching	1) Quarterly Management Visit, 2) BCA Briefing, 3) Inventory Listing	APPROVED	PENDING	NOT SEND
Azaleha	02/04/2028	Kuching → Belong, Belong → Sri Aman, Sri Aman → Kuching	1. Quarterly Management Visit, 2. BCA Briefing, 3. Inventory Listing	APPROVED	PENDING	NOT SEND

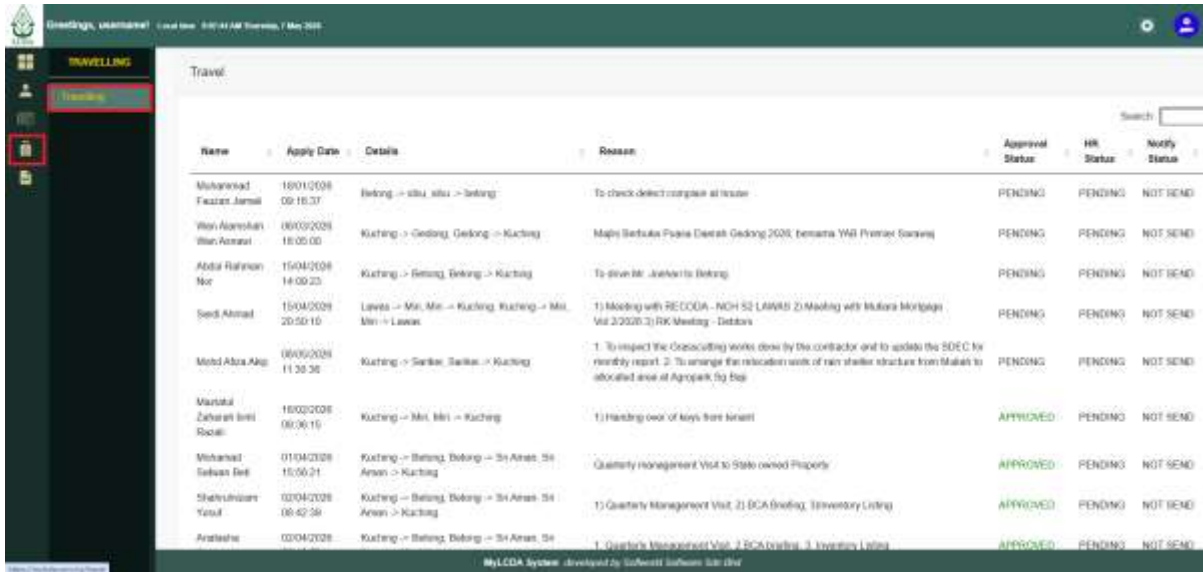
2. Click on “View” button on the respective row.

Name	Apply Date	Details	Reason	Approval Status	HR Status	Notify Status	Action
Muhammad Fauzan Jamsil	18/01/2028 09:18:37	Belong → sibu, sibu → belong	To check defect complaint at house	PENDING	PENDING	NOT SEND	⏏ ✕ 🗑
Wan Alimohdli Wan Anwarul	06/03/2028 16:05:00	Kuching → Gedong, Gedong → Kuching	Majlis Beribaka Pilihan Daerah Gedong 2028, bersama YAB Premier Sarawak	PENDING	PENDING	NOT SEND	⏏ ✕ 🗑
Abdul Rafiqan Nor	15/04/2028 14:00:23	Kuching → Belong, Belong → Kuching	To drive Mr. Jusman to Belong	PENDING	PENDING	NOT SEND	⏏ ✕ 🗑
Sarah Ahmad	15/04/2028 20:50:10	Lawas → Miri, Miri → Kuching, Kuching → Miri, Miri → Lawas	1) Meeting with RECCODA - NCH S2 LARAS 2) Meeting with Malaka Mortgage Vol 2/2028 3) RM Meeting - Dablon	PENDING	PENDING	NOT SEND	⏏ ✕ 🗑
Mohd Abu Aji	06/05/2028 11:30:30	Kuching → Serike, Serike → Kuching	1. To inspect the Grasscutting works done by the contractor and to update the SDEC for monthly report 2. To arrange the relocation work of rain shelter structure from Malak to allocated area at Agropark Sg Baji	PENDING	PENDING	NOT SEND	⏏ ✕ 🗑
Muzafzal Zuhairi Izzati Rizal	16/02/2028 08:36:15	Kuching → Miri, Miri → Kuching	1) Handing over of keys from tenant	APPROVED	PENDING	NOT SEND	⏏ ✕ 🗑
Mohamad Sarhan Bell	01/04/2028 15:00:21	Kuching → Belong, Belong → Sri Aman, Sri Aman → Kuching	Quarterly management Visit to State owned Property	APPROVED	PENDING	NOT SEND	⏏ ✕ 🗑
Shahruddin Yusof	02/04/2028 08:42:38	Kuching → Belong, Belong → Sri Aman, Sri Aman → Kuching	1) Quarterly Management Visit, 2) BCA Briefing, 3) Inventory Listing	APPROVED	PENDING	NOT SEND	⏏ ✕ 🗑
Azaleha	02/04/2028	Kuching → Belong, Belong → Sri Aman, Sri Aman → Kuching	1. Quarterly Management Visit, 2. BCA Briefing, 3. Inventory Listing	APPROVED	PENDING	NOT SEND	⏏ ✕ 🗑

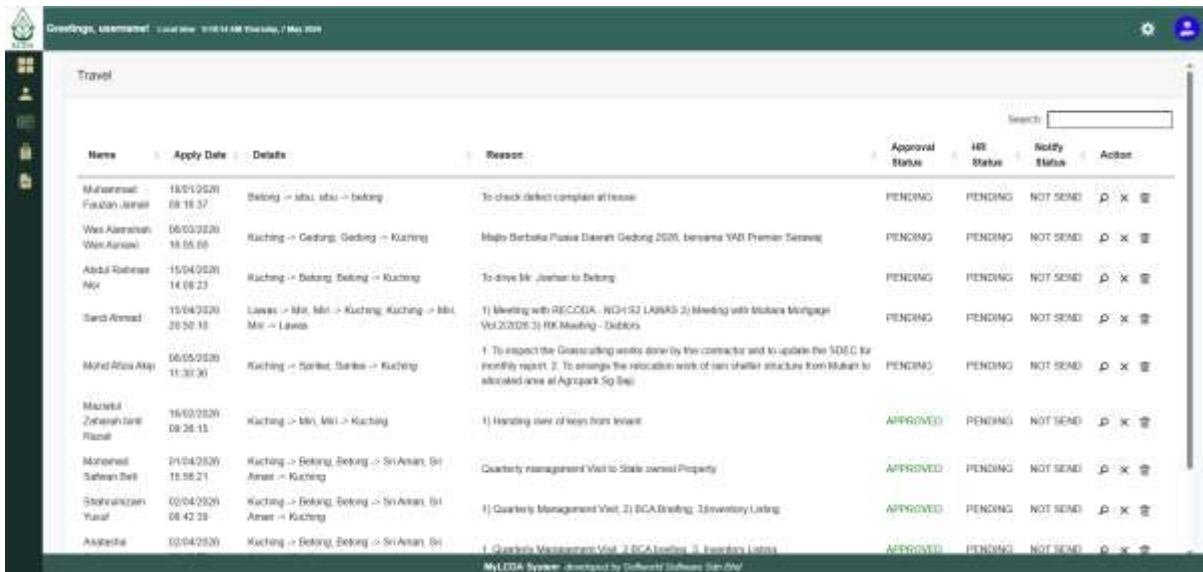
3. The travel data is displayed.

# Print Travel Application PDF

1. Hover to sidebar: Travelling > Travelling.



2. Click on “View” button on the respective row.



3. Click on “PDF” button.

View Travel Record

**General Information**

Company: Pegunungan Hutan Pribadi Sdn Bhd

Name: Muhammad Fauzan Jamal | Appointment: Technician

Section: PHP Maintenance, Renovation and Procurement, PHP Operator (Property Management) | Goals/Category: --

Website Account/Project Fund (Chargeable for Traveling): persampulian versus website/PSM

Reason for Travel: To check defect completion of house

**Proposed Itinerary**

Itinerary 1 | [Itinerary 2](#)

Accommodation: No | Accommodation Remark: --

Payment Mode: By Service Order | Supporting Document: --

**Itinerary 1**

From	To	Date	Time
Daerah	stia		

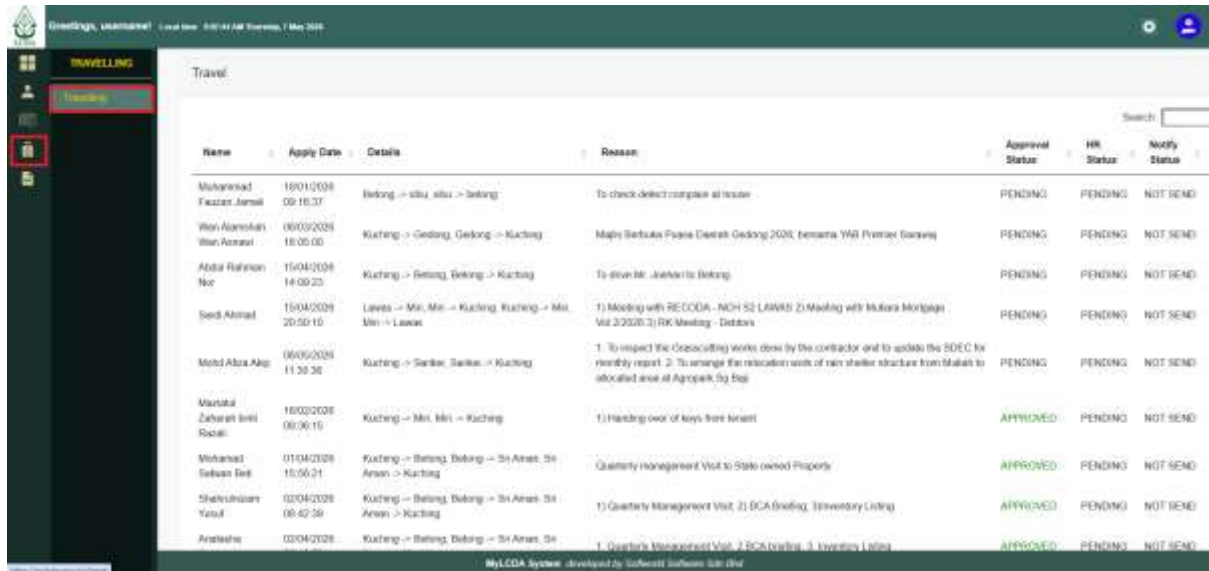
MuSiCDA System - developed by Software Software Sdn Bhd

- The travel application form with pre-filled details in PDF format is prepared for view and print.

## Cancel Travel

Cancelled travel records will remain stored in the system for future reference and record-keeping purposes.

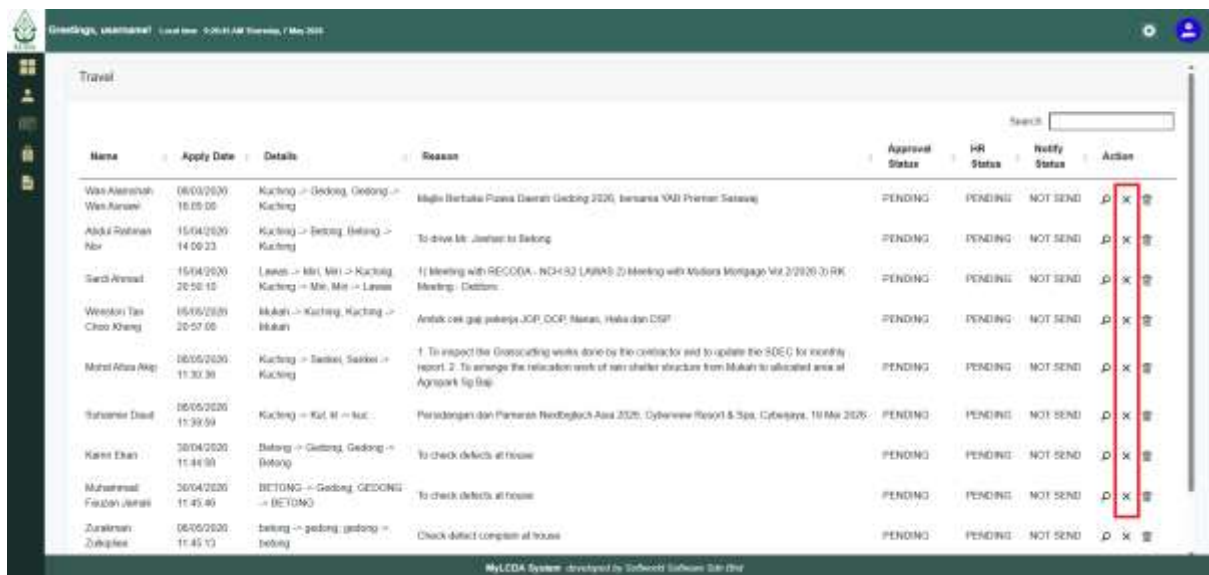
1. Hover to sidebar: Travelling > Travelling.



The screenshot shows the 'Travelling' sidebar menu on the left, with the 'Travelling' option highlighted. The main content area displays a table of travel records.

Name	Apply Date	Details	Reason	Approval Status	HR Status	Notify Status
Muhammad Fauzan Jamil	18/01/2028 09:18:37	Belong → sibu, sibu → belong	To check defect complete at house	PENDING	PENDING	NOT SEND
Wan Azman Wan Azman	08/03/2028 18:05:00	Kuching → Gedong, Gedong → Kuching	Majlis Bertaka Puan Daerah Gedong 2028, bersama YAB Premier Sarawak	PENDING	PENDING	NOT SEND
Abdul Rahman Nor	15/04/2028 14:00:23	Kuching → Beting, Beting → Kuching	To drive Mr. Anwar to Beting	PENDING	PENDING	NOT SEND
Serd Ahmad	15/04/2028 20:50:15	Larut → Mir, Mir → Kuching, Kuching → Mir, Mir → Larut	1) Meeting with RECODA - NCH S2 LARUT 2) Meeting with Mutiara Mortgage Mut 2/2028 3) RK Meeting - Dettara	PENDING	PENDING	NOT SEND
Mohd Abu Aki	08/03/2028 11:30:36	Kuching → Sanket, Sanket → Kuching	1. To inspect the Geococffing works done by the contractor and to update the SDEC for monthly report 2. To arrange the relocation work of rain shelter structure from Malak to allocated area of Agropark by Day	PENDING	PENDING	NOT SEND
Mansthal Zaharah binti Rozali	18/03/2028 08:36:16	Kuching → Mir, Mir → Kuching	1) Handling over of keys from Anwar	APPROVED	PENDING	NOT SEND
Mohamad Saibani Saib	01/04/2028 15:00:21	Kuching → Beting, Beting → Sg Anson, Sg Anson → Kuching	Quarterly management Visit to State owned Property	APPROVED	PENDING	NOT SEND
Shahrulhazim Yusoff	02/04/2028 08:42:36	Kuching → Beting, Beting → Sg Anson, Sg Anson → Kuching	1) Quarterly Management Visit, 2) SCA Briefing, 3) Inventory Listing	APPROVED	PENDING	NOT SEND
Arashah	02/04/2028	Kuching → Beting, Beting → Sg Anson, Sg	1. Quarterly Management Visit, 2) SCA Briefing, 3. Inventory Listing	APPROVED	PENDING	NOT SEND

2. Click on “Cancel” button on the respective row.



The screenshot shows the same 'Travelling' table, but with the 'Action' column highlighted in a red box. The 'Cancel' button is visible in the 'Action' column for several rows.

Name	Apply Date	Details	Reason	Approval Status	HR Status	Notify Status	Action
Wan Azman Wan Azman	08/03/2028 18:05:00	Kuching → Gedong, Gedong → Kuching	Majlis Bertaka Puan Daerah Gedong 2028, bersama YAB Premier Sarawak	PENDING	PENDING	NOT SEND	⌵ ✕ ⌵
Abdul Rahman Nor	15/04/2028 14:00:23	Kuching → Beting, Beting → Kuching	To drive Mr. Anwar to Beting	PENDING	PENDING	NOT SEND	⌵ ✕ ⌵
Serd Ahmad	15/04/2028 20:50:15	Larut → Mir, Mir → Kuching, Kuching → Mir, Mir → Larut	1) Meeting with RECODA - NCH S2 LARUT 2) Meeting with Mutiara Mortgage Mut 2/2028 3) RK Meeting - Dettara	PENDING	PENDING	NOT SEND	⌵ ✕ ⌵
Wenlan Tan Choo Kheng	08/03/2028 20:57:00	Mukah → Kuching, Kuching → Mukah	Antak cek gaj peneraja JCP, OCP, Mekan, Hela dan DSP	PENDING	PENDING	NOT SEND	⌵ ✕ ⌵
Mohd Abu Aki	08/03/2028 11:30:36	Kuching → Sanket, Sanket → Kuching	1. To inspect the Geococffing works done by the contractor and to update the SDEC for monthly report 2. To arrange the relocation work of rain shelter structure from Malak to allocated area of Agropark by Day	PENDING	PENDING	NOT SEND	⌵ ✕ ⌵
Satwanee Devi	08/03/2028 11:39:59	Kuching → Mir, Mir → ssc	Perandingan dan Peneraan Neodigital Asia 2028, Cyberweek Resort & Spa, Cyberjaya, 18 Mar 2028	PENDING	PENDING	NOT SEND	⌵ ✕ ⌵
Karen Ehan	30/04/2028 11:44:58	Belong → Gedong, Gedong → Belong	To check defects at house	PENDING	PENDING	NOT SEND	⌵ ✕ ⌵
Muhammad Fauzan Jamil	30/04/2028 11:45:40	BETONG → Gedong, GEDONG → BETONG	To check defects at house	PENDING	PENDING	NOT SEND	⌵ ✕ ⌵
Zuraiman Zulkifli	08/03/2028 11:45:13	belong → gedong, gedong → belong	Check defect complete at house	PENDING	PENDING	NOT SEND	⌵ ✕ ⌵

3. Fill in the cancel reason and upload supporting document as required.
4. Click on “Cancel Travel” button.

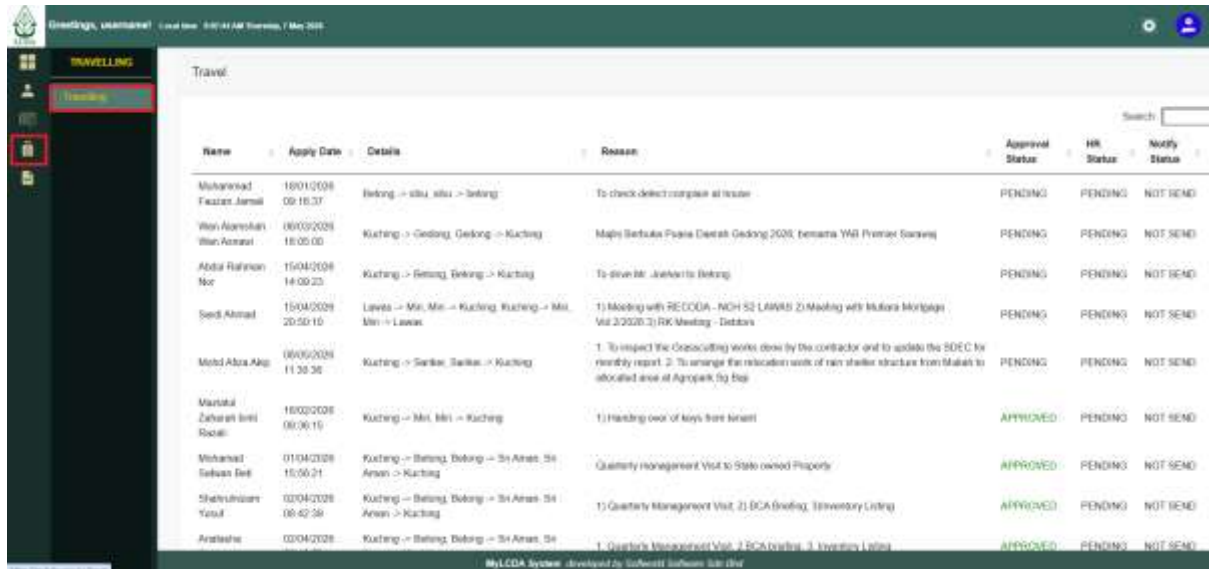


5. The travel record is marked as cancelled.

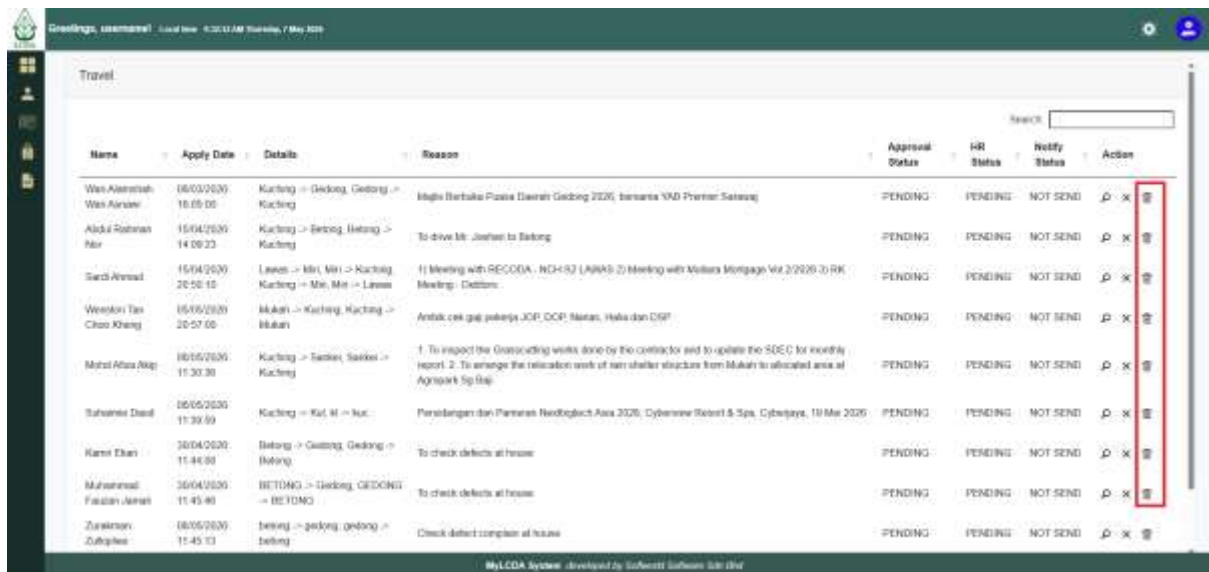
## Delete Travel

Deleted records will be permanently removed from the system and cannot be recovered.

1. Hover to sidebar: Travelling > Travelling.



2. Click on “Delete” button on the respective row.



3. The travel record is permanently removed from the system after deletion is confirmed.

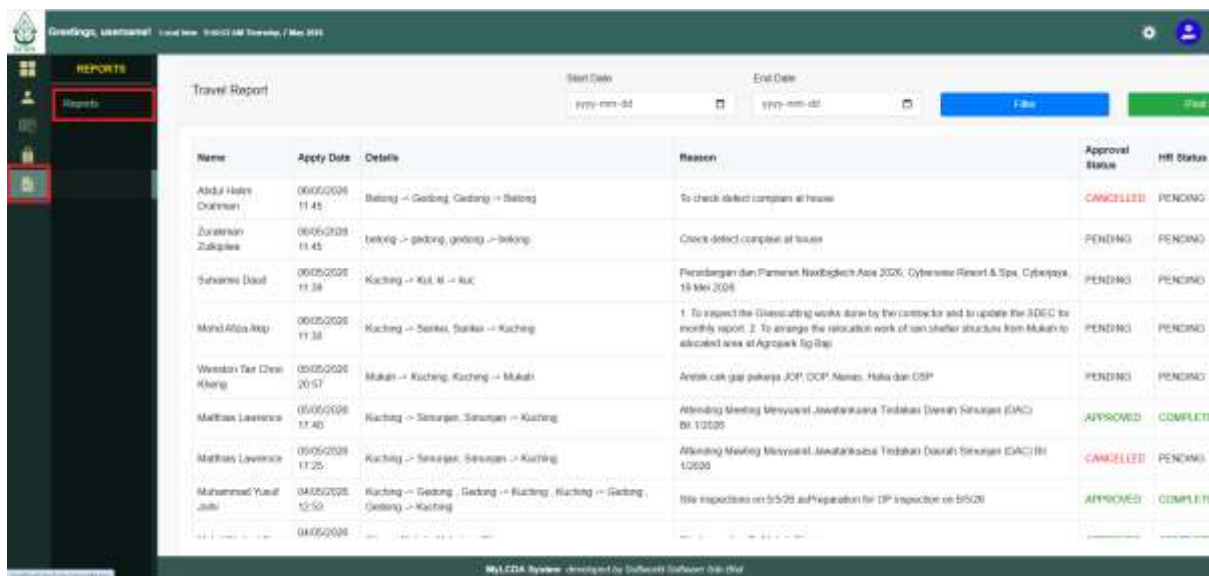
## Report

The Report Module is used to generate travel records in PDF format. It allows users to produce organized travel application reports in a list view for documentation, review, and printing purposes.

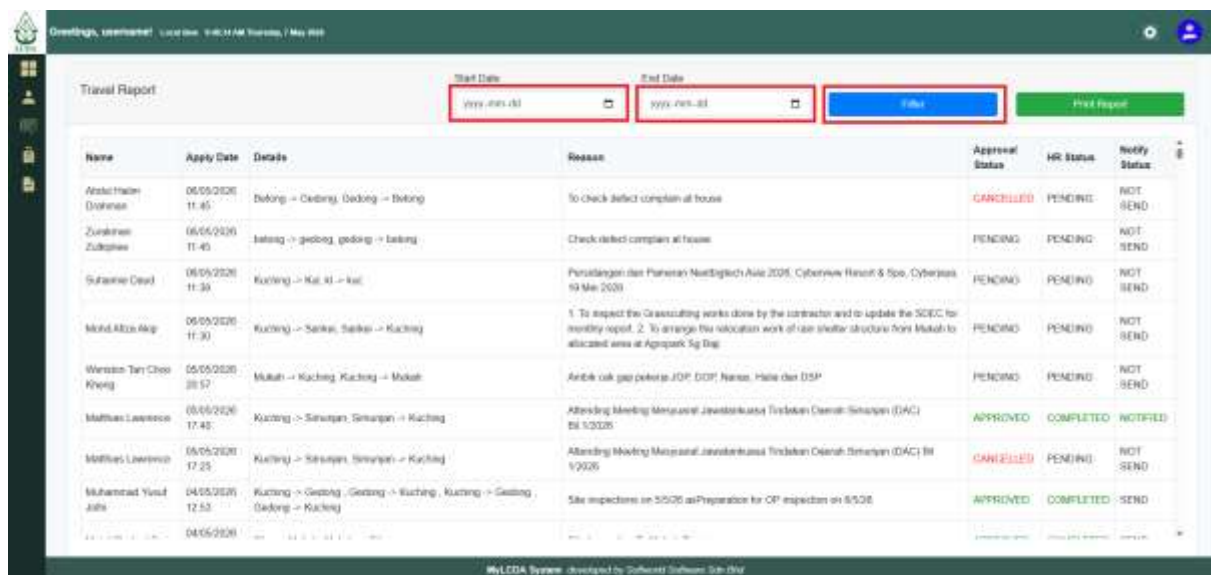
The generated reports can include details such as applicant information, travel destinations, status, and approval records.

### Generate Travel Report

1. Hover to sidebar: Reports > Reports.



2. Select start date and end date if applicable. Click on “Filter” button to filter travel record based on start date and end date.



3. The travel record is shown.
4. Click on “Print Report” button.

Overalls, Semarang | Location: 9:40:11 AM Tuesday, 7 May 2019

Tanggal Report: Start Date: yyyy-mm-dd | End Date: yyyy-mm-dd | Filter | Print Report

Name	Apply Date	Details	Reason	Approval Status	HR Status	Notify Status
Ardic Hasan Domanan	06/05/2019 11:45	Bekong → Gedung, Gedung → Bekong	To check defect complain at house	CANCELLED	PENDING	NOT SEND
Zulkarnain Zulkarnain	06/05/2019 11:45	Bekong → gedung, gedung → bekong	Check defect complain at house	PENDING	PENDING	NOT SEND
Sufianne Dewa	06/05/2019 11:38	Kuching → Kal. id → kal	Penelitian dan Pameran NerdEnglish Azie 2018, Cyberwaw Hanoi & Spa, Cyberwaw 19 Mei 2019	PENDING	PENDING	NOT SEND
Mohd. Aziz Akp	06/05/2019 11:30	Kuching → Sankas, Sankas → Kuching	1. To inspect the Cranscutting works done by the contractor and to update the SCEC for monthly report, 2. To arrange the relocation work of can shelter structure from Mukah to allocated area at Apropak 5g Day	PENDING	PENDING	NOT SEND
Wenston Tan Cheo Kheng	05/05/2019 20:57	Mukah → Kuching, Kuching → Mukah	Amble cek gas pelepas JOP, DSP, Nares, Hala dan DSP	PENDING	PENDING	NOT SEND
Mathias Lawrence	05/05/2019 17:45	Kuching → Simunjan, Simunjan → Kuching	Atending Meeting Minsuarat Jawatankuasa Tindakan Operasi Simunjan (JAC)	APPROVED	COMPLETED	NOTIFIED
Mathias Lawrence	05/05/2019 17:25	Kuching → Simunjan, Simunjan → Kuching	Atending Meeting Minsuarat Jawatankuasa Tindakan Operasi Simunjan (JAC) III 1/2019	CANCELLED	PENDING	NOT SEND
Muhammad Yusuf Jalla	04/05/2019 12:53	Kuching → Gedung, Gedung → Kuching, Kuching → Gedung, Gedung → Kuching	Site inspection on SSOB as Preparation for CP inspection on 8/5/19	APPROVED	COMPLETED	SEND

MYLSDA System developed by Software Software Sdn Bhd

5. The report is generated and ready for printing.

## Mobile Application

The MyLCDA mobile application is developed for LCDA staff to manage travel applications and access important organizational information conveniently through mobile devices.

The mobile application allows users to:

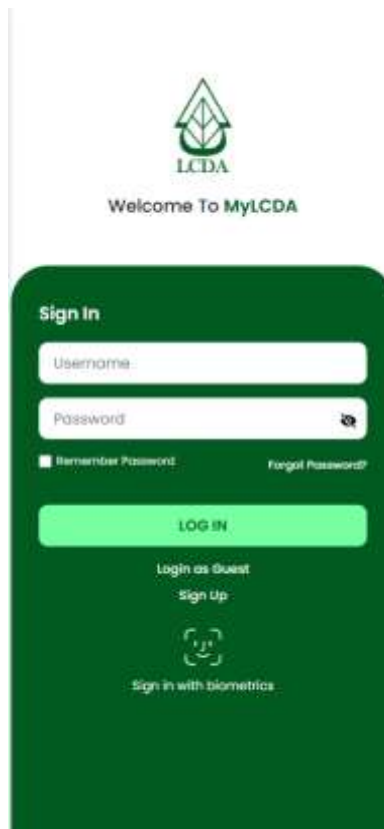
- Submit travel applications.
- Monitor application status and approval progress.
- Participate in the approval process.
- View announcements, news, and important information.
- Access travel-related records and updates.

The mobile application can be downloaded from:

- Google Play Store: <https://play.google.com/store/apps/details?id=com.lcda.MyLCDA>
- Apple App Store: <https://apps.apple.com/my/app/mylcda/id6742534496>

## Normal Login (Password Method)

1. Enter your “Username” (Email front part) and “Password”.  
Example: “user@mylcda.com.my” → Username: “user”
2. Click the “eye icon” next to the password field to show or hide the password.



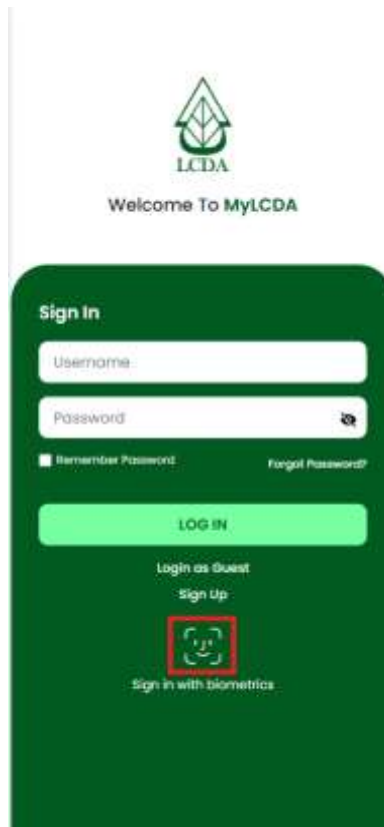
The screenshot shows the MyLCDA login page. At the top, there is a logo consisting of a stylized green leaf inside a triangle, with the letters 'LCDA' below it. Underneath the logo, the text 'Welcome To MyLCDA' is displayed. The main content is a dark green rounded rectangle with a white 'Sign In' header. Below the header are two white input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields are two checkboxes: 'Remember Password' (checked) and 'Forgot Password?'. A large green button labeled 'LOG IN' is positioned below the checkboxes. Underneath the button are three links: 'Login as Guest', 'Sign Up', and 'Sign in with biometrics' (which includes a small biometric icon).

3. Check the “Remember Password” box to save your credentials.
4. Press the “LOG IN” button to proceed.
5. Once logged in, you will reach the “Home Page”.

## Normal Login (Biometric)

\*Biometric login method is not available if device not supported or no biometric data saved in the device.

1. Click on the “Face Recognition” button to trigger biometric verification.



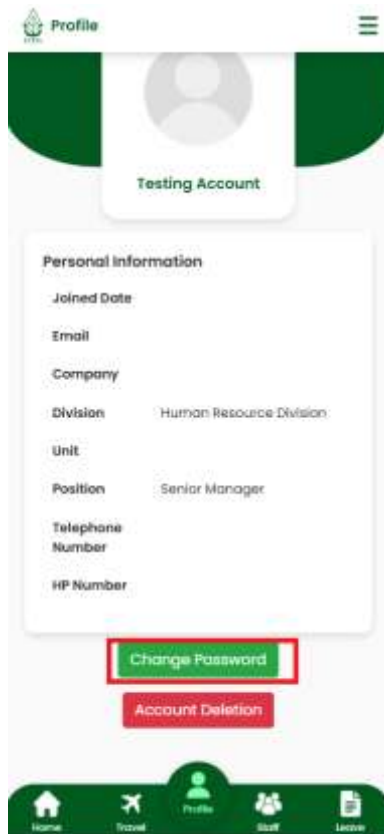
2. Reach the “Home Page” after successfully verified.

## Reset Password

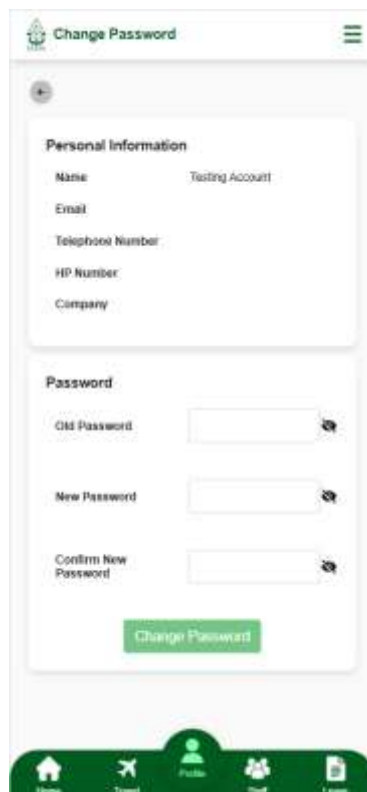
1. Click on the “Profile” menu to go to “Profile Page”.



2. Click on the “Change Password” button.



3. Enter your “Old Password” and “New Password”.



4. Click on the “Change Password” button.

5. The password is successfully changed.

## Travel Phase 1 - Apply by Staff

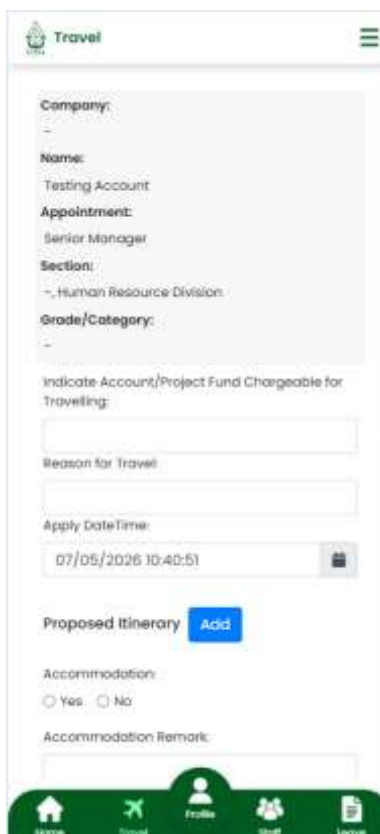
1. Click on the “Travel” menu to go to “Travel Page”.



2. Click on the “Add Travel” button.

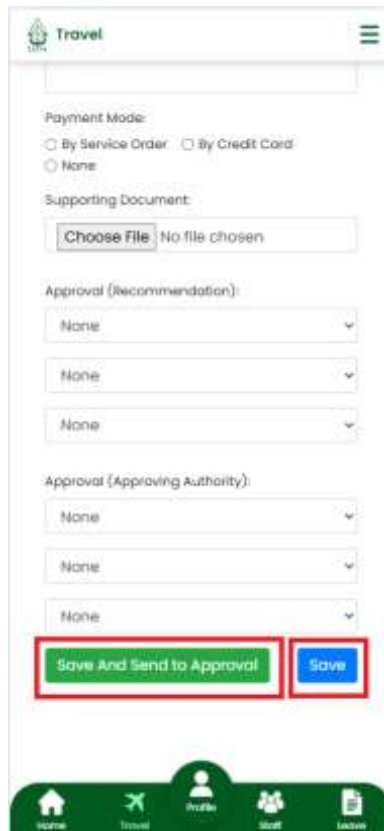


3. Fill in your travel request include data of proposed itinerary, supporting document, etc.



4. Select your "Recommendation Person" (if applicable) and "Approving Authority"

5. Click on the “Save And Send to Approval” button if data all completed. Or click on the “Save” button for later edition.



The screenshot shows a mobile application interface for a 'Travel' form. At the top, there is a header with a logo and the word 'Travel'. Below the header, there is a search bar. The form contains several sections: 'Payment Mode' with radio buttons for 'By Service Order', 'By Credit Card', and 'None'; 'Supporting Document' with a 'Choose File' button and 'No file chosen' text; 'Approval (Recommendation)' with three dropdown menus, each currently set to 'None'; and 'Approval (Approving Authority)' with three dropdown menus, each also set to 'None'. At the bottom of the form, there are two buttons: a green button labeled 'Save And Send to Approval' and a blue button labeled 'Save'. Both buttons are highlighted with a red rectangular border. At the very bottom of the screen, there is a dark green navigation bar with five icons: a home icon, a travel icon, a profile icon, a team icon, and a tasks icon.

6. The travel request is send for approval.

## Travel Phase 1b - Cancel Request by Staff

\*Travel request can be cancelled if not approved yet.

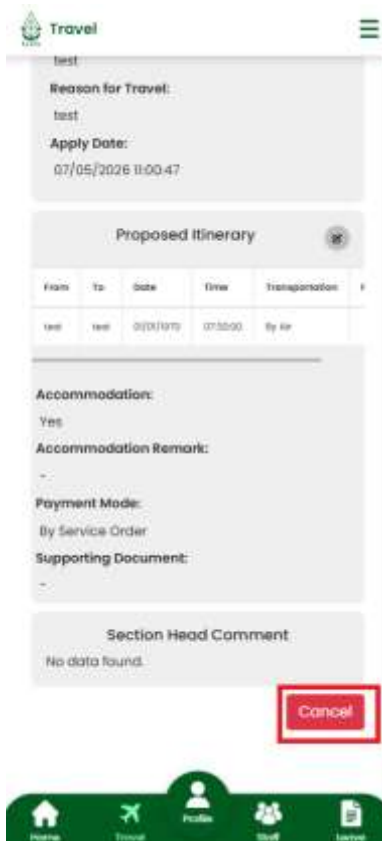
1. Click on the “Travel” menu to go to “Travel Page”.



2. Click on the travel request that need to be cancelled.



3. Click on “Cancel” button.



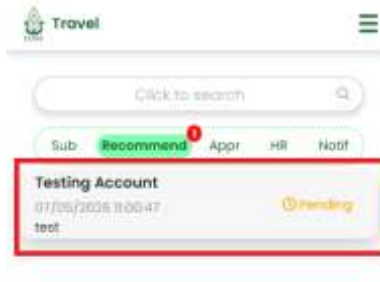
4. The travel request is cancelled.

## Travel Phase 2 - Recommend by Higher Authority

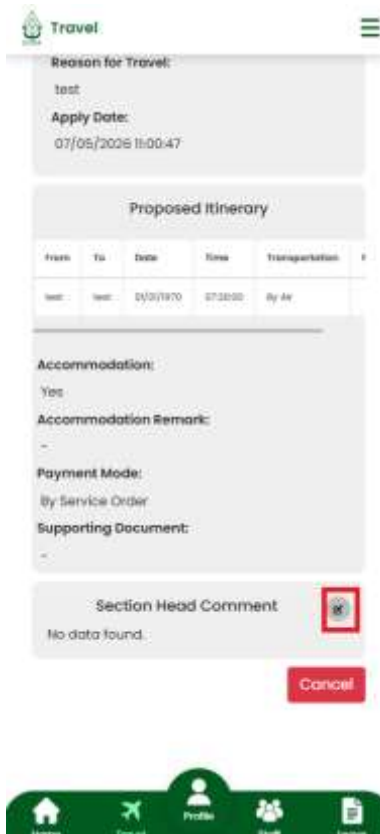
1. Click on the “Travel” menu to go to “Travel Page”.



2. Click on the “Rec” tab.
3. Select the travel request to make recommendation

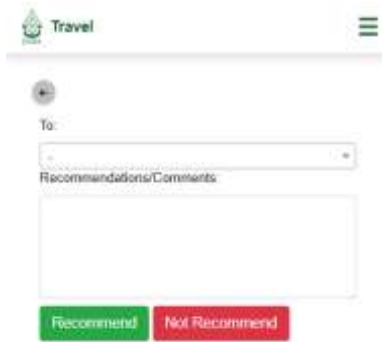


4. Click on “Edit” button next to section head comment



5. Fill in data as requested.

6. Click on “Recommend” / “Not Recommend” according to your decision.



7. The travel request labeled with “Recommended” / “Not Recommended”.

## Travel Phase 3 - Approve by Higher Authority

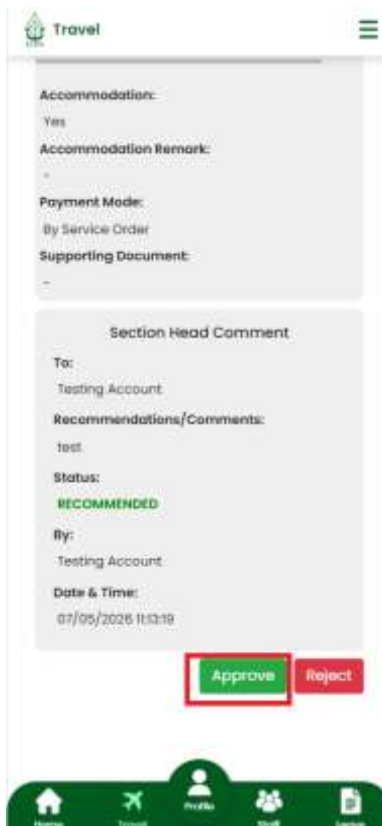
1. Click on the “Travel” menu to go to “Travel Page”.



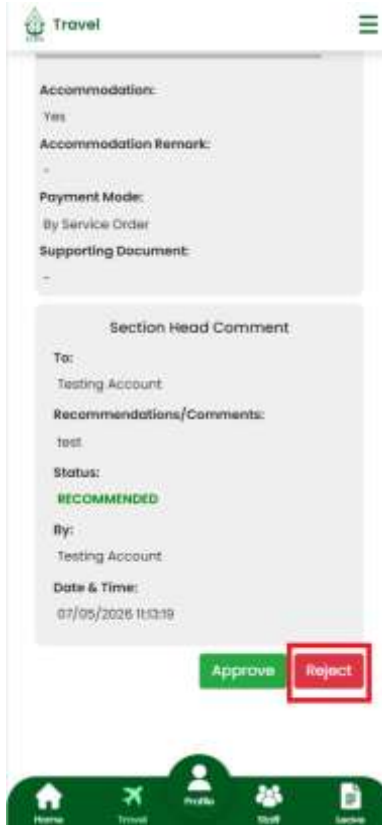
2. Click on the “Appr” tab.
3. Select the travel request to approve/reject



4. If approve the travel, click on “Approve” button below Section Head Comment



5. If reject the travel, click on “Reject” button below Section Head Comment



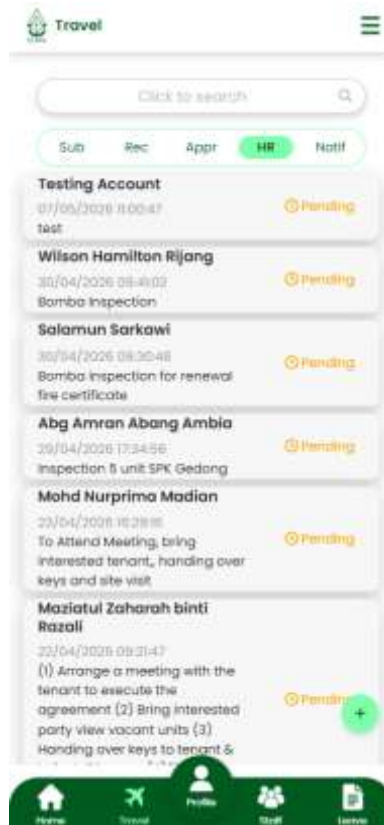
6. The travel request is Approved/Rejected

## Travel Phase 4 - Prepare Travel by HR Section

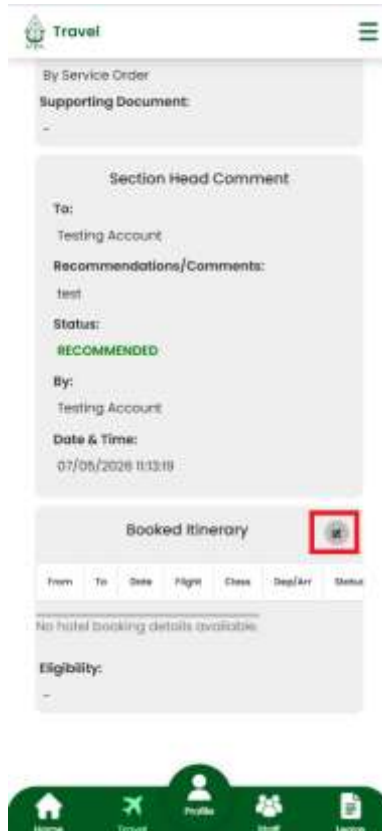
1. Click on the “Travel” menu to go to “Travel Page”.



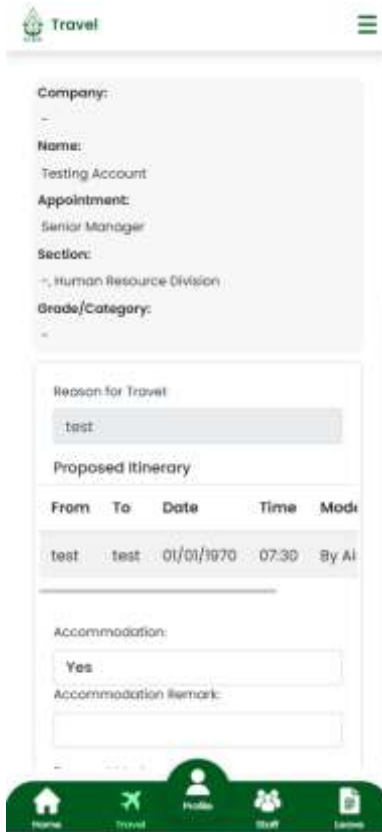
2. Click on the “HR” tab.
3. Select the travel request to prepare travel.



4. Click on “Edit” button next to prepare travel data.



5. Fill in your travel data include data of booked itinerary, booked hotel, etc.



6. Click on the “Complete” button if data all completed. Or click on the “Save” button for later edition.



7. The travel request is completed with booked itinerary and booked hotel data.

## Travel Phase 5 - Notified by Staff

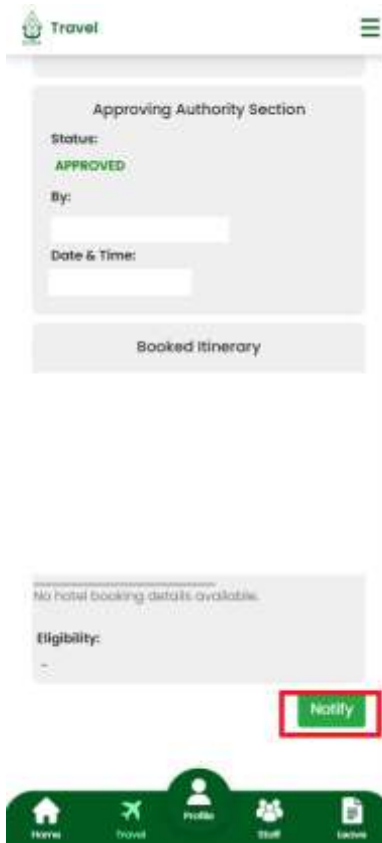
1. Click on the “Travel” menu to go to “Travel Page”.



2. Click on the “Notif” tab.
3. Select the travel request to view and declare notified.



4. Click on “Notify” button below “Booked Itinerary” and “Booked Hotel”.



5. The travel request is notified.