

**MANUAL PENGGUNA PLATFORM PEMESEJAN SEGERA KERAJAAN – GovChat versi WEB (*GOOGLE CALENDAR*)**



**JABATAN PERDANA MENTERI  
UNIT PEMODENAN TADBIRAN DAN PERANCANGAN PENGURUSAN MALAYSIA  
(MAMPU)**



**Aplikasi GovChat Merupakan Platform Pemesejan Segera Kerajaan  
Malaysia Yang Dilengkapi Dengan Ciri-ciri Keselamatan, Mesra  
Pengguna Dan Responsif**

**GovChat VERSI WEB (*GOOGLE CALENDAR*)**


Start of conversation

February 1, 2023

Mastura Adam @masturaadam *User mohd.fadhil added by masturaadam.*  
11:00 AM

Mastura Adam @masturaadam *User adznee added by masturaadam.*  
11:01 AM

Mastura Adam @masturaadam Admin Owner  
Assalamualaikum  
11:02 AM ✓

 Adznee bin Ahmad @adznee  
Walaikumsalam w.b.t  
11:03 AM

unread messages

 Mohd Fadhil @mohd.fadhil Admin  
walaikumussalam 😎  
11:04 AM

- Create new
- 📹 Video message
- Add files from
- 💻 Computer
- Other
- 📅 Google Calendar

Pilih google calendar

2

😊 Message

B i 📧 </> ↩️ \[KaTeX\]

Tekan pada butang tambah 1



Google Calendar ×

You are not connected to your Google Calendar

Cancel

 Sign in with Google

**3** Tekan *Sign in with Google* bagi pengguna yang pertama kali menggunakan fungsi ini, untuk *connect* ke akaun *Google* pengguna.

Google Calendar ×

Create event

Set event reminder

Cancel

Disconnect

**4**

Tekan *create event*.

New Event ×

All group members will be invited.

Start Date

dd/mm/yyyy 

Start Time

--:--:-- 

Duration

30 minutes 

Title

Description

Cancel

Create

**5**

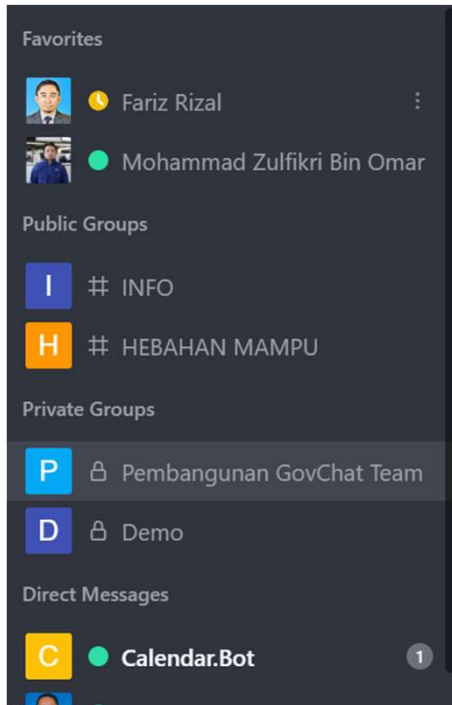
Masukkan **TARIKH**, **MASA**, **TAJUK** dan **LOKASI** mesyuarat/perbincangan.

**6**

Tekan *Create* untuk menghantar jemputan mesyuarat ke emel ahli kumpulan dalam GovChat

  
GovChat





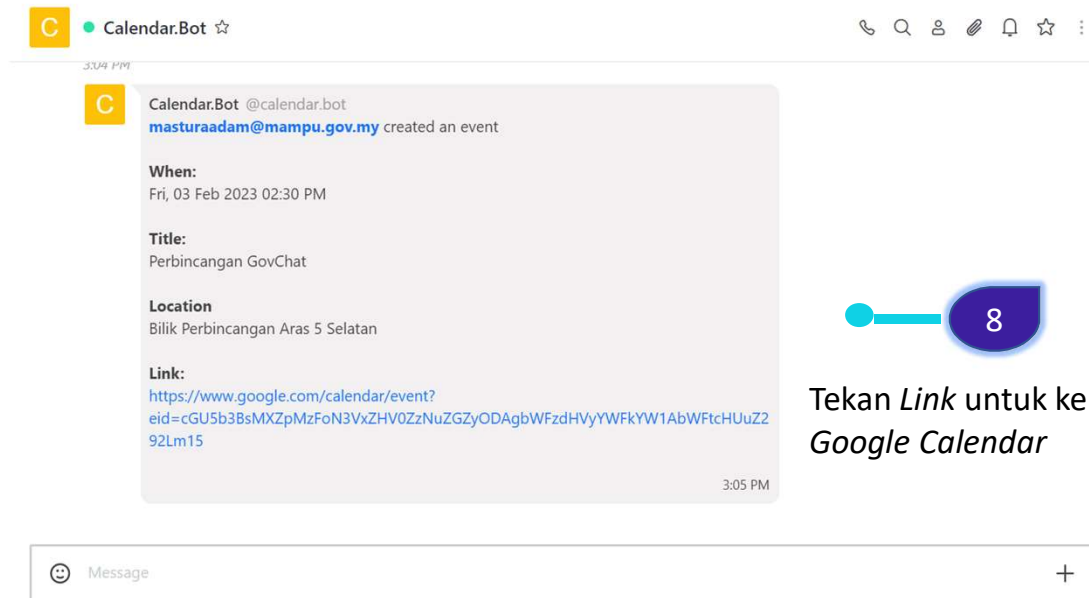
7 Tekan *Calendar.Bot* di dalam senarai chat



Pengguna akan menerima notifikasi **New Event** melalui **Perbualan Kumpulan** di mana jemputan dihantar melalui **Calendar.Bot**.

❖ Melalui pautan (*link*) yang diberikan, pengguna boleh ke *Google Calendar* untuk melihat butiran dengan lebih terperinci.

## 1 Notifikasi di *Calendar.Bot*



8 Tekan *Link* untuk ke *Google Calendar*



2

## Notifikasi di Perbualan Kumpulan



Pembangunan GovChat Team ☆



mona adam @monaadam Message deleted  
2:57 PM

Mastura Adam @masturaadam Admin Owner  
masturaadam@mampu.gov.my created an event

**When:**  
Fri, 03 Feb 2023 02:30 PM

**Title:**  
Perbincangan GovChat

**Location:**  
Bilik Perbincangan Aras 5 Selatan

**Link:**  
<https://www.google.com/calendar/event?eid=cGU5b3BsMXZpMzFoN3VxZHV0ZzNuZGZyODAgbWFzdHVyYWFKyW1AbWFtcHUuZ292Lm15>

3:05 PM ✓

9

Tekan *Link* untuk ke *Google Calendar*

Message



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3

## Google Calendar

The screenshot shows the Google Calendar interface. At the top, there's a navigation bar with a menu icon, the word 'Calendar', a 'Today' button, navigation arrows, the date 'Jan - Feb 2023', search, help, settings, and view options (Week, MyGovUC). Below this is a weekly grid view for the week of January 29th to February 4th. A meeting event titled 'Perbincangan GovChat' is highlighted on Friday, February 3rd, from 2:30 PM to 3:00 PM. A detailed event popup is open over this event, showing the following information:

- Perbincangan GovChat**  
Friday, 3 February · 2:30 - 3:00pm
- Take meeting notes**  
Start a new document to capture notes
- Bilik Perbincangan Aras 5 Selatan**
- 2 guests**  
2 awaiting
- ADZNEE BIN AHMAD (MAMPU)**  
Office
- MOHD FADHIL BIN ALI AHMAD (MAMPU)**  
Office
- 10 minutes before**
- MASTURA BT ADAM (MAMPU)**

The event is also visible as a small blue pill-shaped notification on the calendar grid for Friday, 3rd.

10

Jemputan telah berjaya di hantar kepada semua ahli kumpulan.

