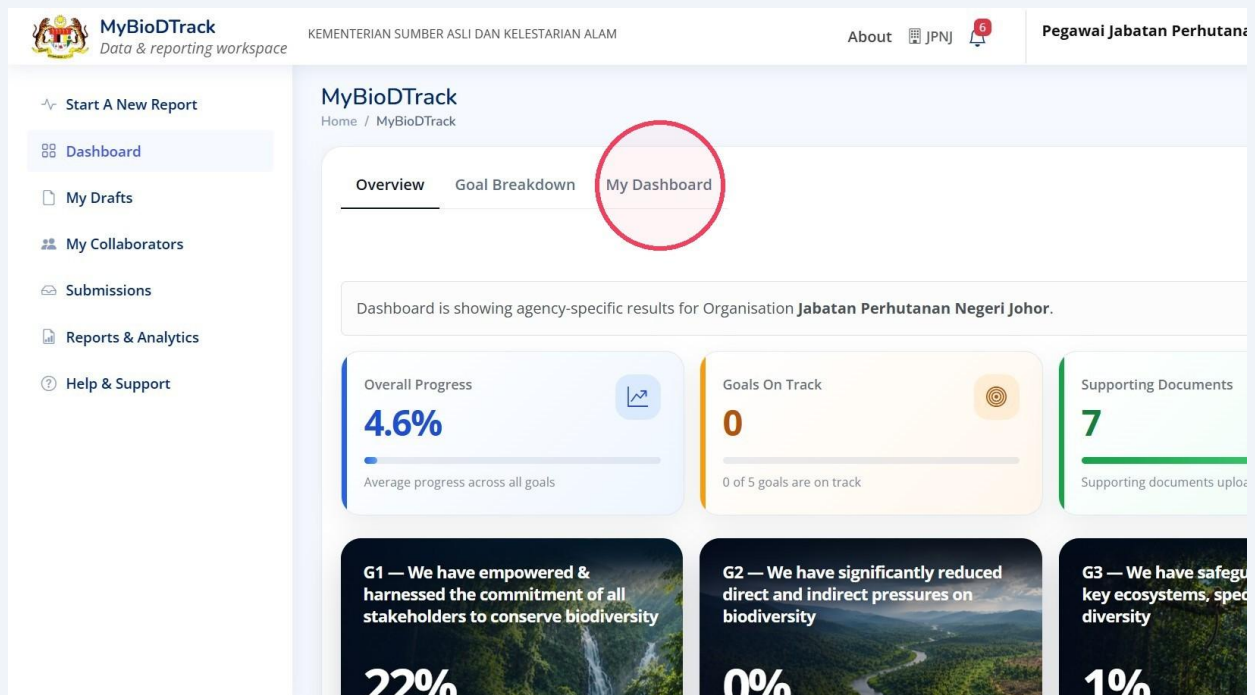


1. User manual - To create, edit, submit and view draft report

Creating A New Implementation Report

1

Once user logs in, user will see this display. Click at *My Dashboard* to see user summary.



2 Dashboard summary will display. Click at *Start A New Report* to begin a new report

The screenshot shows the MyBioDTrack dashboard. The header includes the MyBioDTrack logo, the text 'Data & reporting workspace', the ministry name 'KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM', and user information 'About JPNJ 6 Pegawai Jabatan Perhutanan'. The left sidebar contains a menu with 'Start A New Report' circled in red, along with 'Dashboard', 'My Drafts', 'My Collaborators', 'Submissions', 'Reports & Analytics', and 'Help & Support'. The main content area is titled 'MyBioDTrack' and 'Home / MyBioDTrack'. It features a tabbed interface with 'Overview', 'Goal Breakdown', and 'My Dashboard' (selected). Below the tabs, it says 'User dashboard summary and operational monitoring.' and displays six summary cards: DRAFT (3), SUBMITTED (5), REVIEWED (2), REWORKED (1), RETURNED (0), and ACCEPTED (8). Each card has a 'View' button.

3 Scroll for selecting *Goal / Target* or type in *Search* for known *Goals / Targets / Actions*

The screenshot shows the 'Start A New Report' page. The header includes the MyBioDTrack logo, the text 'Data & reporting workspace', the ministry name 'KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM', and user information 'About JPNJ 6 Pegawai Jabatan Perhutanan Negeri Johor DATA ENTRY'. The main content area is titled 'Start A New Report' and 'Home / Start A New Report'. It features a search bar circled in red with the placeholder text 'Search goals, targets, actions...'. Below the search bar is a 'Filter' section with 'Status' and 'Organization' dropdowns. The main content area lists actions and their associated projects, including '1.1 — Enhance biodiversity consciousness across all segments of society' (5 projects), '1.2 — Ingrain biodiversity consciousness within children and youth' (4 projects), '2.1 — Empower and support indigenous peoples and local communities' (4 projects), and '2.2 — Develop long-term partnerships with civil society'. Each item has a 'GOAL G1' or 'GOAL G2' button, a 'TARGET' button, and an 'Add Report' button.

4 With selected *Goal / Target*, click *Add Report* to begin a new report

workspace KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM About JPNJ 6 Pegawai Jabatan Perhutanan Negeri Johor DATA ENTRY SAMPLE

Start A New Report

Home / Start A New Report

List of actions and their associated projects.

Filter

Status Organization

GOAL G2 TARGET 3 **+ Add Report** ✓

3.2 — Enhance urban biodiversity conservation
Projects: 0

GOAL G3 TARGET 13 **+ Add Report** ✓

13.2 — Initiate response plans to contain and eradicate IAS
Projects: 0

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5 Fill in *Implementation Report Title*

MyBioDTrack KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM About JPNJ 6 Pegawai Jabatan Perhutanan

Data & reporting workspace

Start A New Report

Dashboard

My Drafts

My Collaborators

Submissions

Reports & Analytics

Help & Support

Report Submission

Home / Overview / Report Submission

Create a Report Submission

A report submission captures structured information on project implementation for a defined reporting period. It consolidates activities, outcomes, and contributions across thematic input support monitoring, coordination, and reporting.

Use this page to define the scope of your report by selecting the relevant project, reporting applicable input types, and contributing organizations.

Implementation Report Title

Reporting Period

From To

Input Types

Action 3.2 Local Authority Biodiversity Enhancement Form

No description available.

6 Fill in *Reporting Period (From and To date)*

workspace KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM About JPNJ 6 Pegawai Jabatan Perhutanan Negeri Johor DATA ENTRY SAMPLE

Report Submission

Home / Overview / Report Submission

Create a Report Submission
A report submission captures structured information on project implementation for a defined year and reporting period. It consolidates activities, outcomes, and contributions across thematic input areas to support monitoring, coordination, and reporting.

Use this page to define the scope of your report by selecting the relevant project, reporting period, applicable input types, and contributing organizations.

Implementation Report Title ABCDEFG

Reporting Period From To

dd/mm/yyyy dd/mm/yyyy

Input Types

Action 3.2 Local Authority Biodiversity Enhancement Form
No description available.

7 Choose a *From* date via the box, repeat the same as *To*

Report Submission

Home / Overview / Report Submission

structured information on project implementation for a defined year and es activities, outcomes, and contributions across thematic input areas to tion, and reporting.

ope of your report by selecting the relevant project, reporting period, ntributing organizations.

Implementation Report Title

Reporting Period

Input Types

January, 2026

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Clear Today

01/01/2026 To dd/mm/yyyy

Action 3.2 Local Authority Biodiversity Enhancement Form
No description available.

8 Select the *Collaborators* by clicking at relevant organisation category

MyBioDTrack
Data & reporting workspace

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About JPNJ 6

Pegawai Jabatan Perhutanan

Start A New Report

Dashboard

My Drafts

My Collaborators

Submissions

Reports & Analytics

Help & Support

Collaborators

Filter by organisation category:

All Civil Society Organization Educational Institution **Federal Government** Healthcare Instit

International Organization Local Authority Non-Governmental Organization Private Company

State Government

Search collaborators

☐ Forest Research Institute Malaysia(Institut Penyelidikan Perhutanan Malaysia) (FRIM)

☐ Forestry Department Peninsular Malaysia (Jabatan Perhutanan Semenanjung Malaysia)

☒ Kementerian Kewangan (MOF)

☐ Kementerian Pelancongan, Seni dan Budaya (MOTAC)

☐ Lembaga Kemajuan Tanah Persekutuan (FELDA)

☐ Malaysia Agriculture Research and Development (Institut Penyelidikan dan Kemajuan P. Malaysia) (MARDI)

☐ Malaysia Biodiversity Centre (MBC)

☐ Malaysia Forest Fund (MFF)

Kementerian Kewangan (MOF)

Other Collaborators

Add names that are not in organization list.

9 To add the organization which is not in the list, type a name in *Other Collaborator*

MyBioDTrack
Data & reporting workspace

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About JPNJ 6

Pegawai Jabatan Perhutanan Negeri Johor

Start A New Report

Dashboard

My Drafts

My Collaborators

Submissions

Reports & Analytics

Help & Support

Other Collaborators

kement

☒ Kementerian Kewangan (MOF)

☐ Kementerian Pelancongan, Seni dan Budaya (MOTAC)

☐ Ministry of Economy (Kementerian Ekonomi) (KE)

☐ Ministry Of Education (Kementerian Pendidikan Malaysia) (MOE)

☐ Ministry of Energy Transition and Water Transformation (Kementerian Peralihan Tenaga dan Transformasi Air) (PETRA)

☐ Ministry of Higher Education (Kementerian Pendidikan Tinggi) (MOHE)

☐ Ministry of Housing and Local Government (Kementerian Perumahan dan Kerajaan Tempatan)

Kementerian Kewangan (MOF)

Add names that are not in organization list.

Name + Add Row Remove

Save Cancel

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10

If there are more than one *Other Collaborators*, click *Add Row* and type in the organization at *Name*. To delete the organization, click *Remove*

MyBioDTrack
Data & reporting workspace

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About JPNJ

Pegawai Jabatan Perhutanan Negeri Johor

Start A New Report

Dashboard

My Drafts

My Collaborators

Submissions

Reports & Analytics

Help & Support

Other Collaborators

kement

- ☒ Kementerian Kewangan (MOF)
- ☐ Kementerian Pelancongan, Seni dan Budaya (MOTAC)
- ☐ Ministry of Economy (Kementerian Ekonomi) (KE)
- ☐ Ministry Of Education (Kementerian Pendidikan Malaysia) (MOE)
- ☐ Ministry of Energy Transition and Water Transformation (Kementerian Peralihan Tenaga dan Transformasi Air) (PETRA)
- ☐ Ministry of Higher Education (Kementerian Pendidikan Tinggi) (MOHE)
- ☐ Ministry of Housing and Local Government (Kementerian Perumahan dan Kerajaan Tempatan)

Kementerian Kewangan (MOF)

Add names that are not in organization list.

+ Add Row

Name	NGO XYZ	Remove
Name	NGO ABC	Remove
Name	NGO DEF	Remove

Save Cancel

11

Once completed, click *Save*. *Record created successfully* will pop up

MyBioDTrack
Data & reporting workspace

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About JPNJ

Pegawai Jabatan Perhutanan Negeri Johor

Start A New Report

Dashboard

My Drafts

My Collaborators

Submissions

Reports & Analytics

Help & Support

Other Collaborators

Kementerian Kewangan (MOF)

Add names that are not in organization list.

+ Add Row

Name	NGO XYZ	✓ Remove
Name	NGO ABC	✓ Remove
Name	NGO DEF	✓ Remove

Save Cancel

Record created successfully.

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To view, delete or edit a Draft report

12 User can find their drafted report by clicking *My Drafts*

The screenshot shows the MyBioDTrack dashboard. The left sidebar contains a menu with the following items: 'Start A New Report', 'Dashboard', 'My Drafts' (circled in red), 'My Collaborators', 'Submissions', 'Reports & Analytics', and 'Help & Support'. The main content area displays the 'MyBioDTrack' header, navigation tabs for 'Overview', 'Goal Breakdown', and 'My Dashboard', and a dashboard overview for 'Jabatan Perhutanan Negeri Johor'.

13 User can select action to be done to the draft report; as to View (*eye icon*), Edit (*pencil icon*) or Delete (*trash bin icon*)

The screenshot shows the 'Drafts' page in MyBioDTrack. The left sidebar is the same as in the previous screenshot. The main content area displays a table of draft reports. The table has columns for 'Implementation Report Title', 'Owner', 'From', 'Until', 'Status', and 'Created'. The first row is circled in red, and the 'Action' column for this row contains three icons: a view icon (eye), an edit icon (pencil), and a delete icon (trash bin).

Implementation Report Title	Owner	From	Until	Status	Created
ABCDEF	Pegawai Jabatan Perhutanan Negeri Johor	01/07/2026	31/08/2026	DRAFT	29/07/2026 15:43:15
Test Compress document	Pegawai Jabatan Perhutanan Negeri Johor	13/07/2026	21/07/2026	DRAFT	27/07/2026 14:10:22
Contoh Project	Pegawai Jabatan Perhutanan Negeri Johor	12/05/2026	13/05/2026	DRAFT	19/06/2026 15:42:26
Contoh Project	Pegawai Jabatan Perhutanan Negeri Johor	12/05/2026	13/05/2026	DRAFT	26/05/2026 11:41:05

14

If the *View* action (Eye icon) selected, system will display this. No editing allowed in this page for user

MyBioDTrack
Data & reporting workspace

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About JPNJ

Pegawai Jabatan Perhutanan Negeri Johor

Project: ABCDEFG
Home / Drafts / ABCDEFG

Project Detail View project details

Status: DRAFT
Created: 29/07/2026 15:43:15 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Modified: 29/07/2026 16:14:13 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ

Copy As Draft Export PDF Comments Status History

● **Action 3.2 Local Authority Biodiversity Enhancement Form**
Target 3 Action 3.2 form for biodiversity enhancement in local authorities and townships

SECTION A: Basic Information

Goal	2
Target	3
Action	3.2

SECTION B: Biodiversity Enhancement Activity Details

15

If the *Edit* action (Pencil icon) selected, system will display this. Editing is allowed for user in this page. Click *Save Data* once the edit process is done

MyBioDTrack
Data & reporting workspace

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About JPNJ

Pegawai Jabatan Perhutanan Negeri Johor

Implementation Report: ABCDEFG
Home / Drafts / ABCDEFG

Project Detail View project details

Status: DRAFT
Created: 29/07/2026 15:43:15 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Modified: 29/07/2026 16:14:13 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ

Copy As Draft Export PDF Comments Status History Save Data Submit For Approval

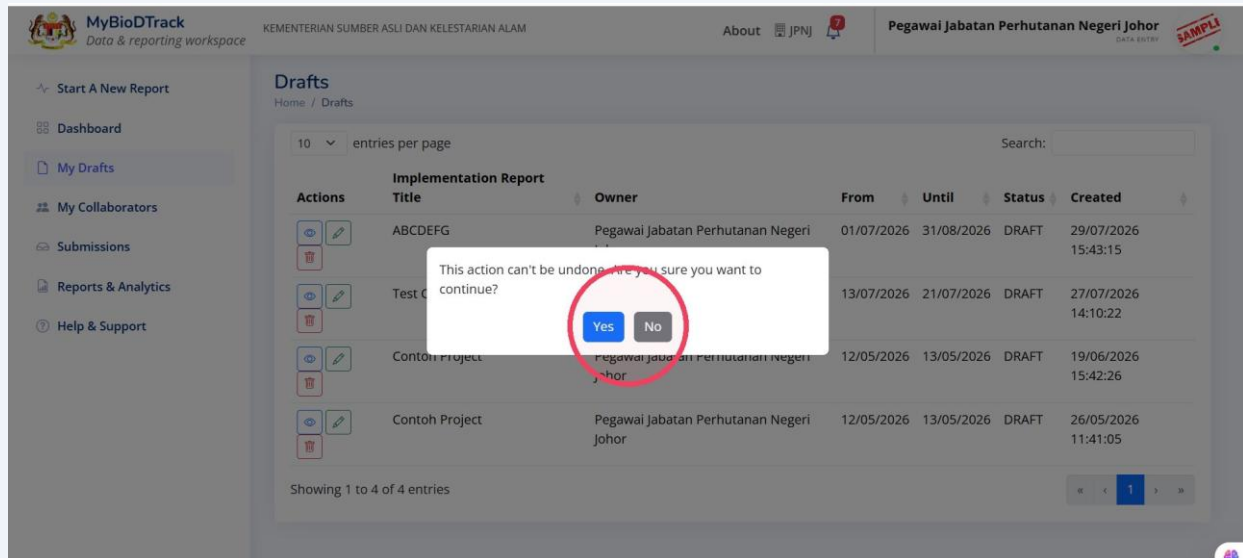
● **Action 3.2 Local Authority Biodiversity Enhancement...**
Target 3 Action 3.2 form for biodiversity enhancement in local authorities and townships

SECTION A: Basic Information

Goal	2
Target	3
Action	3.2

16

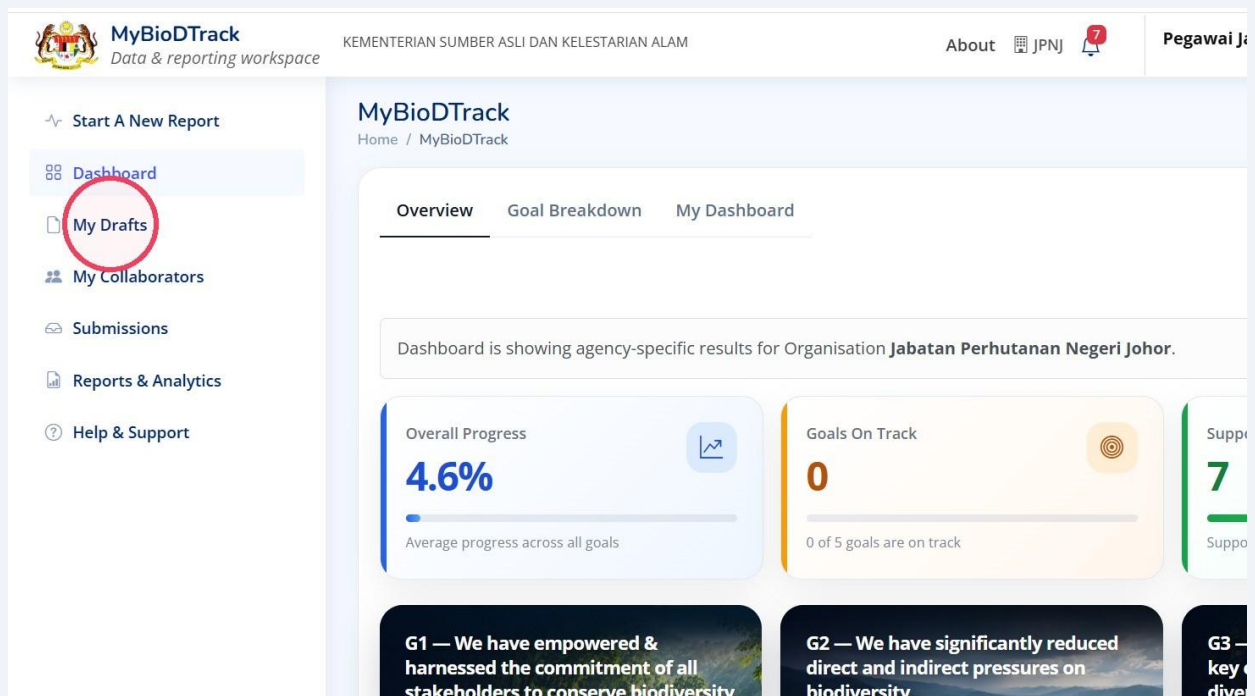
If the *Trash Bin* icon is clicked, system will prompt this warning. Click *Yes* to delete the draft report or *No* to undo the process.



To edit & submit a Draft report for approval

17

User can find their **Draft** report by clicking *My Drafts*



- 18** Find the required report among the list. To **edit** a draft report, click at *Pencil* icon)

MyBioDTrack
Data & reporting workspace

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About JPN

Drafts
Home / Drafts

10 entries per page

Actions	Implementation Report Title	Owner
  	ABCDEFG	Pegawai Jabatan Perhutanan Negeri Johor
  	Test Compress document	Pegawai Jabatan Perhutanan Negeri Johor
  	Contoh Project	Pegawai Jabatan Perhutanan Negeri Johor
  	Contoh Project	Pegawai Jabatan Perhutanan Negeri Johor

- 19** Once the corresponded report selected, system will show like this. *Section A: Basic Information* is automated filled - in

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About JPN

Pegawai Jabatan Perhutanan Negeri Johor

Implementation Report: ABCDEFG
Home / Drafts / ABCDEFG

Project Detail View project details

Status: DRAFT

Created: 29/07/2026 15:43:15 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ

Modified: 29/07/2026 17:03:01 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ

Copy As Draft Export PDF Comments Status History Save Data Submit For Approval

● Action 3.2 Local Authority Biodiversity Enhancem...
Target 3 Action 3.2 form for biodiversity enhancement in local authorities and townships

SECTION A: Basic Information

Goal	2
Target	3
Action	3.2

20

Fill in necessary information for *Section B*. Fields marked with * are mandatory to be fill

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM About JPNJ  Pegawai Jabatan Perhutanan Negeri Joho DATA ENTRY

workspace

SECTION B: Biodiversity Enhancement Activity Details

Local Authority / Township Name *	KUALA LUMPUR
Initiative/ Program Name *	ABCDEFGH
Plan Duration (month) ?	13
Enhance urban and rural biodiversity conservation? * ?	☒
Location	KUALA LUMPUR
Description Of Enhancement on Biodiversity	
Reporting Year * ?	2026
Coverage Scope	National

 Save Data  Submit For

21

Section C are for user to upload their supporting document

Reporting Year * ? 2026

Coverage Scope National

SECTION C: Supporting Documents

Mapping / GIS Upload	Choose Files	No file chosen
Photo Upload	Choose Files	No file chosen
External Approval Document Upload ?	Choose Files	No file chosen
Others Upload ?	Choose Files	No file chosen

22 Choose file to be uploaded, in this example is Photo file

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

2.2 picture

Reporting Year * ?

Coverage Scope

SECTION C: Supporting Documents

Mapping / GIS Upload

Photo Upload

External Approval Document Upload ?

Others Upload ?

Choose Files No file chosen

Choose Files No file chosen

Choose Files No file chosen

Choose Files No file chosen

Save Data Submit For Approval

utanan Negeri Johor DATA ENTRY

SAMPLE

Open

File name:

All Files

Open Cancel

Select a file to preview.

2.2

2.2

2.2

23 To **View** the uploaded file, click Eye icon. For **Download**, click Arrow icon or to **Delete***, * click X icon

Reporting Year * ?

2026

Coverage Scope

National

SECTION C: Supporting Documents

Mapping / GIS Upload

Photo Upload

External Approval Document Upload ?

Others Upload ?

Choose Files No file chosen

Choose Files No file chosen

Choose Files No file chosen

Choose Files No file chosen

2.2 picture.jpg

Eye icon, Download icon, X icon

24 Add other supporting document, if needed

SECTION C: Supporting Documents

Mapping / GIS Upload No file chosen
01. Upstream_Sg Tanum x Sg Juram.png   

Photo Upload No file chosen
2.2 picture.jpg   
05. Mid_Sg Tanum x Sg Cengua.png   

External Approval Document Upload  No file chosen
2.2.docx  
1.2_PDF format.pdf   

Others Upload  No file chosen
2.2.pdf   
1.2_PDF format.pdf   

25 Click *Save Data* after completion. "All forms saved" will pop up. If user want to view the Draft report without submitting, click at *My Draft*. Otherwise if user want to directly submit the report, click *Submit For Approval*

2.2 picture.jpg   
05. Mid_Sg Tanum x Sg Cengua.png   

Document Upload  No file chosen
2.2.docx  
1.2_PDF format.pdf   

No file chosen
2.2.pdf   
1.2_PDF format.pdf   



All forms saved 

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26

The *Draft* report that not submitted at step (9) can be view at *My Drafts*. User shall submit the report to approver by clicking *Submit For Approval* icon.

MyBioDTrack
Data & reporting workspace

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About JPNJ

Pegawai Jabatan Perhutanan Negeri Johor

Implementation Report: ABCDEFG
Home / Drafts / ABCDEFG

Project Detail [View project details](#)

Status: **DRAFT**
Created: 29/07/2026 15:43:15 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Modified: 29/07/2026 18:21:45 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ

[Copy As Draft](#) [Export PDF](#) [Comments](#) [Status History](#) [Save Data](#) [Submit For Approval](#)

● Action 3.2 Local Authority Biodiversity Enhancem...
Target 3 Action 3.2 form for biodiversity enhancement in local authorities and townships

SECTION A: Basic Information

Goal	2
Target	3
Action	3.2

27

As the *Submit for Approval* clicked, system will show this. Scroll down to the end to read the Draft report. If the user need to amend the report, click Close icon and the report will still available at via *My Drafts*

Preview

Preview is required for this action. Scroll to the end and accept the declaration to enable the action button.

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM
MyBioDTrack
Data & Reporting Workspace

Generated 29/07/2026 18:40

IMPLEMENTATION REPORT
ABCDEFG

DRAFT

Report Summary

Report Title	ABCDEFG
Reporting Period	01/07/2026 - 31/08/2026
Module	Draft
Collaborators	Kementerian Kewangan

☐ I have read and agree to the [Declaration / Disclaimer](#).

[Close](#) [Continue Action](#)

28

If the user decided to submit the Draft report, scroll down to the end and click the "I have read and agree to the Declaration / Disclaimer" followed by click "Continue Action" button at bottom right corner

Preview

Preview is required for this action. Scroll to the end and accept the declaration to enable the action button.

Field	Value
Local Authority / Township Name	KUALA LUMPUR
Initiative/ Program Name	ABCDEFGF
Plan Duration (month)	13

Page 1 of 2

Enhance urban and rural biodiversity conservation?	Yes
Location	KUALA LUMPUR
Description Of Enhancement on Biodiversity	-
Reporting Year	2026
Coverage Scope	National

☒ I have read and agree to the [Declaration / Disclaimer](#).

Close Continue Action

29

Display will show this after "Continue Action" button clicked. Click Yes to submit the report or No to return the report into Draft.

Implementation Report: ABCDEFG

Home / Drafts / ABCDEFG

Project Detail

Status	DRAFT
Created	29/07/2020
Modified	29/07/2020

● Action 3.2 Local Auth
Target 3 Action 3.2 form
local autho

SECTION A: Basic Info

Goal	2
Target	3
Action	3.2

Confirm Submission

Once submitted, no further changes can be made

unless the project is returned or rejected for revision.

Yes No

Comments Status History

30

Click *Dashboard* followed by *My Dashboard* and "*View SUBMITTED*" to monitor report submitted

The screenshot shows the MyBioDTrack dashboard. The left sidebar contains navigation links: Start A New Report, Dashboard, My Drafts, My Collaborators, Submissions, Reports & Analytics, and Help & Support. The main content area is titled 'MyBioDTrack' and 'Home / MyBioDTrack'. It features a 'My Dashboard' tab with a summary of report statuses:

Status	Count	Action
DRAFT	3	View DRAFT
SUBMITTED	6	View SUBMITTED
REVIEWED	2	View REVIEWED
REWORKED	1	View REWORKED
RETURNED	0	View RETURNED
ACCEPTED	9	View ACCEPTED

The 'View SUBMITTED' button is circled in red.

31

User will find their report submitted. Click *Eye* icon for viewing or *Pencil* icon for editing

The screenshot shows the 'Submissions' page in MyBioDTrack. The left sidebar is the same as the previous screenshot. The main content area is titled 'Submissions' and 'Home / Submissions'. It includes a filter section and a table of submissions:

Filter: Status (SUBMITTED)

10 entries per page

Actions	Project Name	Owner
 	ABCDEFGH	Pegawai Jabatan Perhutanan Negeri Joh
 	Test supporting document	Pegawai Jabatan Perhutanan Negeri Joh

The 'Eye' and 'Pencil' icons for the first submission are circled in red.

32

Alternatively, user can find their submitted report by click *Submission*, followed by selecting SUBMITTED at the *Status Filter*

The screenshot shows the MyBioDTrack web application interface. The header includes the logo, "MyBioDTrack Data & reporting workspace", the ministry name "KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM", and user information "About JPNJ 7 Pegawai Jabat". The left sidebar contains navigation links: "Start A New Report", "Dashboard", "My Drafts", "My Collaborators", "Submissions" (highlighted with a red circle), "Reports & Analytics", and "Help & Support". The main content area is titled "Submissions" with a breadcrumb "Home / Submissions". A "Filter" dropdown menu is open, showing status options: "SUBMITTED" (selected), "ACCEPTED", "RETURNED", "REVIEWED", "REWORKED", and "SUBMITTED". Below the filter, a table lists submissions with columns for "Owner", "From", and "Until".

	Owner	From	Until
1	Pegawai Jabatan Perhutanan Negeri Johor	01/07/2026	31/08/2026
2	Pegawai Jabatan Perhutanan Negeri Johor	06/07/2026	08/07/2026
3	Pegawai Jabatan Perhutanan Negeri Johor	16/07/2026	17/07/2026
4	Pegawai Jabatan Perhutanan Negeri Johor	07/07/2026	08/07/2026