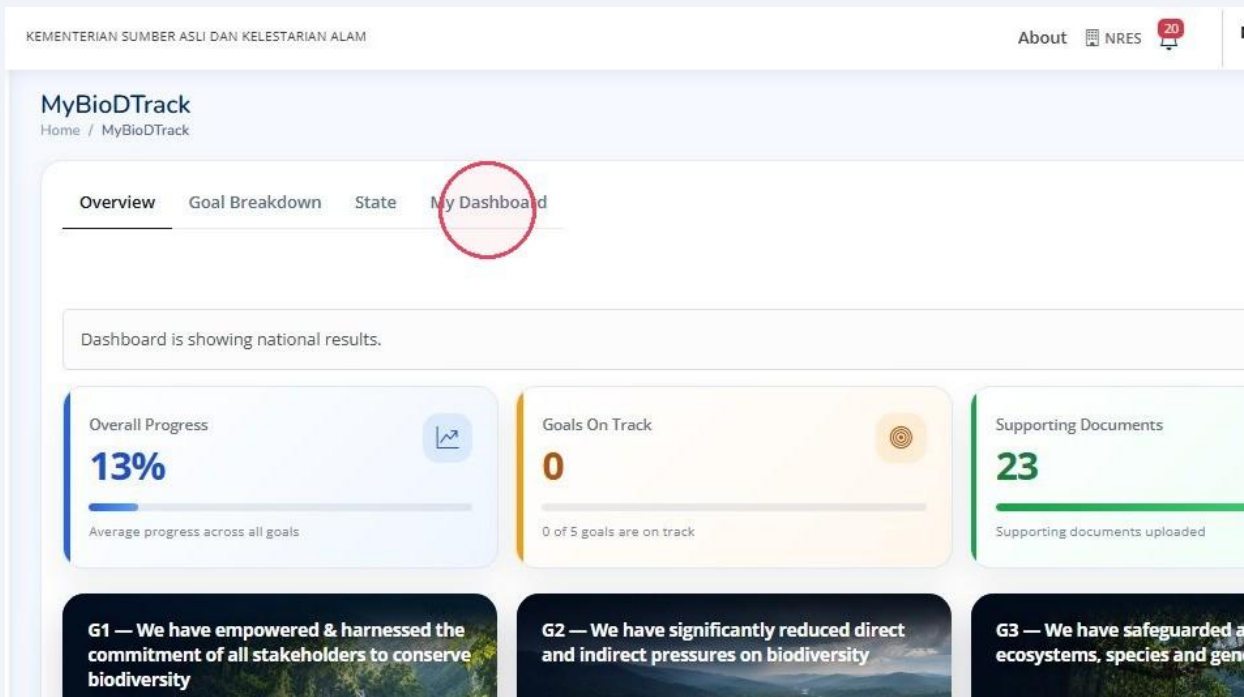


User Manual - Review and Accept a Submission Report

1 Login As BPBP and Click the My Dashboard tab.



2

The status box on the dashboard displays the total number of reports for each status

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About NRES  manager NRES 

MyBioDTrack
Home / MyBioDTrack

Overview Goal Breakdown State **My Dashboard**

User dashboard summary and operational monitoring.

Waiting Action

SUBMITTED

✓ 12

View SUBMITTED

Waiting Action

REVIEWED

✓ 9

View REVIEWED

Workflow Related

SUBMITTED

39

View SUBMITTED

Workflow Related

RETURNED

4

View RETURNED

Workflow Related

REWORKED

2

View REWORKED

Workflow Related

ACCEPTED

35

View ACCEPTED

Recent SUBMITTED

3

Scroll down to the Recent Reviewed section (for reports approved by the State Approver), select a project, and click the Edit button.

About NRES  Manager NRES 

Ministry of Natural Resources and Environmental Sustainability
(Kementerian Sumber Asli dan Kelestarian Alam)

10/06/2026 10/06/2026 10/06/2026
11:17:42

Organization	From	To	Action Taken	Action
tan Perhutanan Negeri Johor	01/01/2026	31/12/2026	29/07/2026 15:17:06	
tan Perhutanan Negeri Pahang	26/05/2026	28/05/2026	25/07/2026 16:22:41	
tan Perhutanan Negeri Johor	01/12/2025	13/12/2025	14/07/2026 15:24:24	
tan Perhutanan Negeri Johor	01/07/2026	13/07/2026	13/07/2026 14:53:27	
agian Perancang Ekonomi Negeri Johor	19/05/2026	23/05/2026	22/05/2026 17:59:54	

4

The system redirects you to the selected project report

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About NRES

Manager NRES

SAMPLI

Project: ABCDEFG

Home / Approvals / ABCDEFG

Project Detail

View project details

Status REVIEWED

Created 29/07/2026 14:08:37 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ

Modified 29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR

Submitted 29/07/2026 14:12:15 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ

Reviewed 29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR

Copy As Draft

Export PDF

Comments

Status History

Revision Changes

Accept

Return To Sender

- 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

5

Scroll down to the Recent Submitted section (for reports submitted by the State Focal Point and Federal Data Entry), select a project, and click the Edit button

N SUMBER ASLI DAN KELESTARIAN ALAM

About NRES

manager NRES

ew RETURNED

View REWORKED

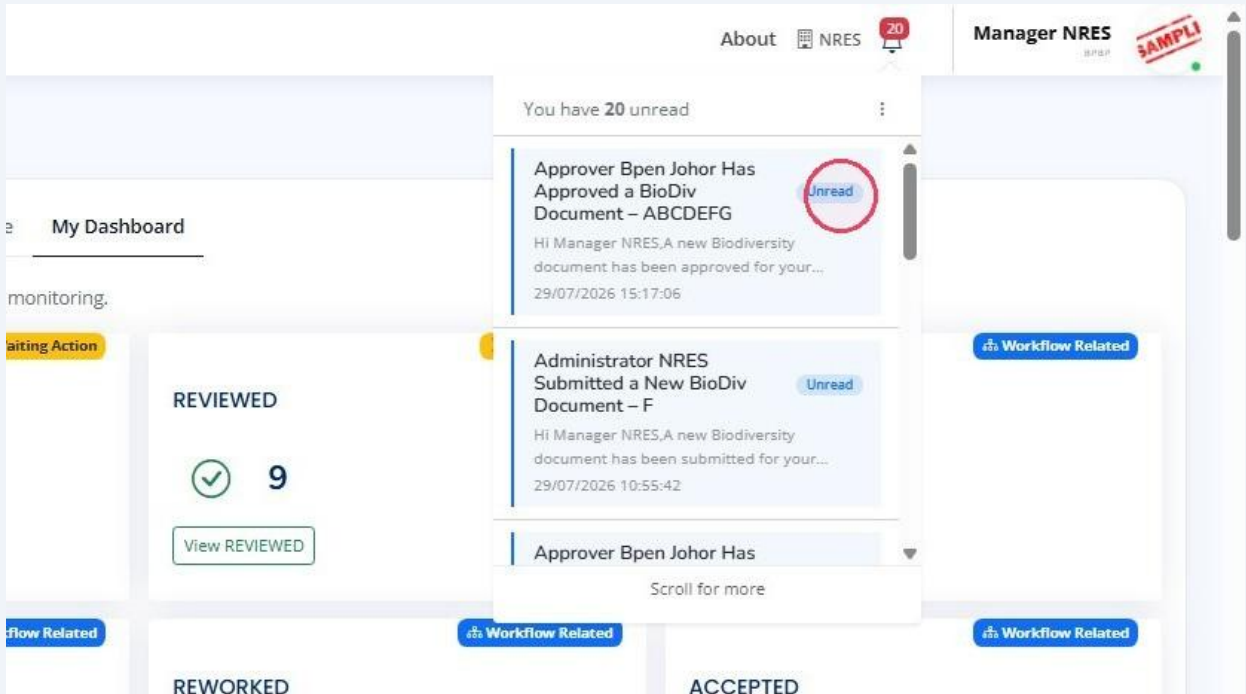
View ACCEPTED

Recent SUBMITTED

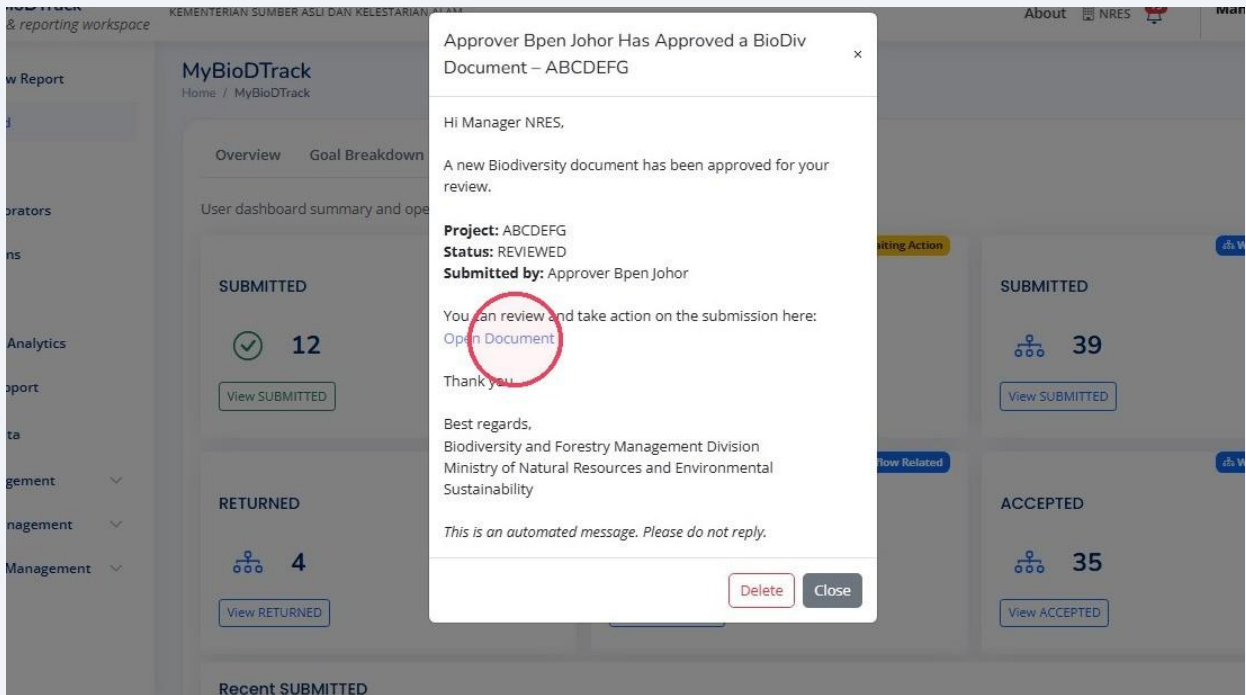
Project Name	Organization	From	To	Action Taken	Action
		09/07/2026	09/07/2026	29/07/2026 10:55:41	 
ubah Environmental Education network (SEEN)	Sabah Biodiversity Centre	23/07/2026	07/08/2026	23/07/2026 10:09:37	 
35 Outreach and Awareness programme	Sabah Biodiversity Centre	23/05/2022	20/07/2026	23/07/2026 10:00:29	 
IST EVENT #1	Ministry of Natural Resources and Environmental Sustainability (Kementerian Sumber Asli dan Kelestarian Alam)	10/06/2026	10/06/2026	10/06/2026 11:17:42	 
iporan IS sg kim kim	Department of Environment (Jabatan Alam Sekitar)	01/02/2026	28/02/2026	21/05/2026 15:49:45	 

Open a Document from the Notification Bell

6 Click the Notification Bell and select the submission notification.



7 Click the Open Document link



8

The system redirects you to the Approval page and opens the related document

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About NRES 19

Manager NRES

SAMPLI

Project: ABCDEFG

Home / Approvals / ABCDEFG

Project Detail

View project details

Status REVIEWED

Created 29/07/2026 14:08:37 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ

Modified 29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR

Submitted 29/07/2026 14:12:15 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ

Reviewed 29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR

Copy As Draft

Export PDF

Comments

Status History

Revision Changes

Accept

Return To Sender

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

Review a Report

9

Click View Project Detail to expand the project details, then click Hide Project Detail to collapse them.

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About NRES 19 Manager NRES **SAMPLE**

Project: ABCDEFG
Home / Approvals / ABCDEFG

Project Detail Hide project details

Implementation Report Title ABCDEFG
Reporting Period 01/01/2026 - 31/12/2026
Input Types **Action 3.2 Local Authority Biodiversity Enhancement Form**
Collaborators **Kementerian Kewangan**

Status **REVIEWED**
Created 29/07/2026 14:08:37 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Modified 29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR
Submitted 29/07/2026 14:12:15 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Reviewed 29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR

Copy As Draft Export PDF Comments Status History Revision Changes Accept Return To Sender

● 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

10

Scroll down and review each report section.

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About NRES 19 Manager NRES **SAMPLE**

Copy As Draft Export PDF Comments Status History Revision Changes Accept Return To Sender

● 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

SECTION B: Biodiversity Enhancement Activity Details

Local Authority / Township Name * KUALA LUMPUR
Initiative/ Program Name * ABCDEFG
Plan Duration (month) ② 12
Enhance urban and rural biodiversity conservation? * ☒

11 Review SECTION B action report

MENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About

NRES

manager INKES

SAMPUL

Copy As Draft

Export PDF

Comments

Status History

Revision Changes

Accept

Return To Sender

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

SECTION B: Biodiversity Enhancement Activity Details

Local Authority / Township Name *	KUALA LUMPUR
Initiative/ Program Name *	ABCDEFG
Plan Duration (month) ?	12
Enhance urban and rural biodiversity conservation? * ?	☒
Location	KUALA LUMPUR
Description Of Enhancement on Biodiversity	
Reporting Year * ?	2026
Coverage Scope	National

12 Review the uploaded supporting documents. Click the Eye icon to view the document or the Download icon to download it.

MENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About

NRES

manager INKES

SAMPUL

Copy As Draft

Export PDF

Comments

Status History

Revision Changes

Accept

Return To Sender

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

Description Of Enhancement on Biodiversity	
Reporting Year * ?	2026
Coverage Scope	National

SECTION C: Supporting Documents

Mapping / GIS Upload	
Photo Upload	JPG Format.jpg  
External Approval Document Upload ?	
Others Upload ?	1.2_PDF format.pdf  

Acceptance Confirmation Report submission

13 If the report is complete and the information is correct, click the Approve button.

MENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About NRES 19 Manager NRES

Home / Approvals / ABCDEFG

Project Detail View project details

Status	REVIEWED
Created	29/07/2026 14:08:37 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Modified	29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR
Submitted	29/07/2026 14:12:15 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Reviewed	29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR

Copy As Draft Export PDF Comments Status History 2 Revision Changes Accept Return To Sender

● 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

SECTION B: Biodiversity Enhancement Activity Details

14 Click the Yes button to confirm the Acceptance

MENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About NRES 19 Manager NRES

Home / Approvals / ABCDEFG

Project Detail View project details

Status	REVIEWED
Created	29/07/2026 14:08:37 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Modified	29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR
Submitted	29/07/2026 14:12:15 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Reviewed	29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR

Are you sure you want to accept this project?

Yes No

● 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

SECTION B: Biodiversity Enhancement Activity Details

15 The report is successfully accepted by BPBP. Its status is updated to ACCEPTED

MyBioDTrack
Data & reporting workspace

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About NRE

Start A New Report

Dashboard

My Drafts

My Collaborators

Submissions

Approval

Reports & Analytics

Help & Support

Export Data

App Management

Access Management

Structure Management

Project: ABCDEFG

Home / Approvals / ABCDEFG

Project Detail

Status	ACCEPTED
Created	29/07/2026 14:08:37 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Modified	29/07/2026 16:08:00 by Manager NRES, NRES
Submitted	29/07/2026 14:12:15 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Reviewed	29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR
Accepted	29/07/2026 16:08:00 by Manager NRES, NRES

Copy As Draft Export PDF Comments

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

16 Click Status History button.

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About NRES

manager NRES

Project: ABCDEFG

Home / Approvals / ABCDEFG

Project Detail

View project details

Status	ACCEPTED
Created	29/07/2026 14:08:37 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Modified	29/07/2026 16:08:00 by Manager NRES, NRES
Submitted	29/07/2026 14:12:15 by Pegawai Jabatan Perhutanan Negeri Johor, JPNJ
Reviewed	29/07/2026 15:17:06 by Approver Bpen Johor, BPEN JOHOR
Accepted	29/07/2026 16:08:00 by Manager NRES, NRES

Copy As Draft Export PDF Comments Status History Revision Changes

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

17 The Status History dialog is displayed. Click the Close button to close the dialog

The screenshot shows a web application interface with a 'Status History' dialog box open. The dialog box contains a table with the following data:

Date/Time	From	To	Action By	Remarks
29/07/2026 16:08:00	REVIEWED	ACCEPTED	Manager NRES, NRES	-
29/07/2026 15:17:06	SUBMITTED	REVIEWED	Approver Bpen Johor, BPEN JOHOR	-
29/07/2026 14:12:15	DRAFT	SUBMITTED	Pegawai Jabatan Perhutanan Negeri Johor, JPNJ	-

A red circle highlights the 'Close' button at the bottom right of the dialog box. The background shows a project detail page with a sidebar on the left and a main content area with a 'SECTION A: Basic Information' form.

18 Click menu Dashboard, then click My Dashboard to check the status box counts

The screenshot shows the 'MyBioDTrack' application interface. The 'My Dashboard' tab is selected and highlighted with a red circle. The dashboard displays a summary of project status counts in a grid layout:

Status	Count	Action
SUBMITTED	12	View SUBMITTED
REVIEWED	8	View REVIEWED
SUBMITTED	39	View SUBMITTED
RETURNED	4	View RETURNED
REWORKED	2	View REWORKED
ACCEPTED	36	View ACCEPTED

Each status box includes a 'Waiting Action' or 'Workflow Related' indicator and a 'View' button. The dashboard also features a sidebar with navigation options like 'Overview', 'Goal Breakdown', 'State', and 'My Dashboard'.

19 Scroll down to the Related ACCEPTED section

KEMENTERIAN SUMBER ASLI DAN KELESTARIAN ALAM

About NRES 19 Manager NRES

Related REWORKED

Project Name	Organization	From	To	Action Taken	Action
Untuk Test Return To sender Dari BPBP	Jabatan Perhutanan Negeri Pahang	06/07/2026	25/07/2026	27/07/2026 11:00:49	
Program Awaranness alam sekitar	Jabatan Perhutanan Negeri Johor	01/06/2026	03/06/2026	15/07/2026 10:23:16	

Related ACCEPTED

Project Name	Organization	From	To	Action Taken	Action
ABCDEFGH	Jabatan Perhutanan Negeri Johor	01/01/2026	31/12/2026	29/07/2026 16:08:00	
Test hantar report	Jabatan Perhutanan Negeri Johor	01/07/2026	02/07/2026	28/07/2026 22:03:48	
Program Selamat Hutan Test	Bahagian Perancang Ekonomi Negeri Johor	07/07/2026	17/07/2026	28/07/2026 10:34:45	
Test untuk submit dan approver tukar ke reviewer	Jabatan Perhutanan Negeri Pahang	15/07/2026	27/07/2026	27/07/2026 10:23:03	
contoh test Program	Jabatan Perhutanan Negeri Pahang	01/04/2026	30/04/2026	25/07/2026 17:08:42	