

Go-eCommerce



USER GUIDE

For Go-eCommerce Users: Students

<https://mdec.my/go-ecommerce/>



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The logo consists of a white circle on a blue background. Inside the circle, the text "Go-eCommerce" is written in a bold, black, sans-serif font. The "o" in "Go" is a solid black circle.

Go-eCommerce

GENERAL FEATURES

REGISTRATION



Go-eCommerce

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New Account Registration

Identification Type New Identity Card No.
 Passport No.
 Army No.
 Police No.

Identification Number *

Username (Email) *
Password *
Only the following password characters are allowed (minimum 6 characters): A-Z a-z _ - * ! @ # % ^ & *
Repeat Password

Full Name *

Postcode * Are you interested to attend face to face class?

Phone, Mobile

* Select which describes you:
 Student at TVET/University
 Micro-entrepreneur / SME

Acceptance of User Terms and Conditions
 I hereby acknowledge that I have read and understood the [User Terms and Conditions](#) and agree to be bound by them.

Acceptance of Privacy Notice
 I hereby grant consent to MDEC to process the personal data submitted and I represent and warrant that I have read and understood GO-E-COMMERCE's Personal Data Protection Statement which is available [here](#) and agree to the processing of such personal data by MDEC in the manner set out therein.

Declaration
 I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform MDEC of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

* Required

Register

1. Go to <https://mdec.my/go-e-commerce/>
2. Click **Register**
3. Select **Identification Type**
4. Enter **Identification Number**
5. Enter **Username** (email address) and **Password** (easy to remember)
6. Enter your **Name** in full (as stated in IC or Passport)
7. Enter **Postcode** with 5 digits
8. Enter your current **Phone Number** ie 011-1111111 or 03-1111111
9. Role selection:
 - a. Please tick Student at TVET/University if you are a eUsahawan MUDA participant
10. Fill in all the compulsory fields (*)
11. Please tick the following if you agree with the content:
 - a. Terms and Conditions
 - b. Privacy Notice
 - c. Declaration

TIP

- The **Register** button will be enabled when you have entered all compulsory (*) fields.
- This platform is best used on Google Chrome.

LOGIN



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1. Go to <https://mdec.my/go-ecommerce/>
2. Click **Login**
3. Enter your **Email** (Username) and **Password**
4. Click **Login**

TIP

- Forgot your password and username? Click the **Forgot Password** or **Forgot Email** link. Your registered email address and/or the instructions to reset password will be sent to your inbox.
- Don't forget to tick **Remember Me** for a faster login experience.

MANAGE PROFILES

Updating your personal and business profiles will help Go-eCommerce provide you with more relevant content, courses and events to help you on your eCommerce journey.

1

Track Your Business

Keep track of your profit and loss with our simple book-keeping feature!

Report Sales

HOME MY PROFILE MY BUSINESS MY LEARNING MY NOTIFICATIONS MORE

PERSONAL PROFILE BUSINESS PROFILE

Personal Information

Name : Phone/Mobile :
New Identity Card No. : Home Address :
Email Address : District :
City : Postcode :
State : Personal Instagram :
Personal Facebook : Race :
Gender : Special Need Required :
Marital Status :

Completed Online Training

PERSONAL PROFILE BUSINESS PROFILE

Company Name : Company ABC Company Registration No. :
Type Of Business : Enterprise Business Role :
Facebook Page : Business Category/Business Sub-Category :
Wechat for Business :
Marketplace : Business Instagram Page :
Business Website :
Type Of Website :
Experience in International Export :

Update Personal/Business Profile

1. Click **Track Your Business** to update your profiles
2. Click **My Profile**
3. Click Edit to update your **Personal** or **Business Profile**
4. Click **Submit** to save the information

TIP

If the information is not available/ relevant, please fill in "NA". Don't use symbols & * @ # \$ % ^

UPDATE INSTITUTION INFORMATION

PERSONAL PROFILE

BUSINESS PROFILE



Yazmeen Test

Personal Information

Name	: Yazmeen Test	Phone/Mobile	: 0122290062	Edit
New Identity Card No.	: 731205100509	Home Address	:	
Email Address	: hasan.251109@gmail.com	District	:	
	m	Postcode	: 46000	
City	:	Personal Instagram	:	
State	:	Race	:	
Personal Facebook	:	Special Need Required	:	
Gender	:			
Marital Status	:			

Institution Information

[Add New](#)

1. Go to My Profiles
2. You will view Personal Profile and Business Profile.
3. Click Personal Profile.
4. Click Add New to update your Institution (IHL/TVET) information including your Lecturer information.

UPDATE INSTITUTION INFORMATION

Class Details

Institution Details

1 Type of Institution *	2 Institution List*
Institute of Higher Learning (IHL)	Universiti Malaysia Kelantan
3 State of Institution *	4 Name of Institution*
Kelantan	UMK Kampus Jeli
5 Address of Institution	6 City
Kampus Jeli Beg Berkunci No. 100, 17600 Jeli,Kelantan	Jeli
7 District of Institution	8 Postcode
Jeli	17600

Study Details

1 Level of Study*	2 Study Status*
Please Select	Please Select
3 Lecturer Name*	4 Course Name*
Please Select	Please Select
5 Subject Name*	6 Class Name
Please Select	Please Select
7 Month Enrolling the Subject*	8 Year Enrolling the subject*
Please Select	Please Select
9 Internship Enrollment*	10 Year Of Internship Enrollment
Please Select	Please Select
11 Month of Internship Enrollment	12 Period of Internship Training
Please Select	Please Select
13 Expected Year To Complete Study*	14 Expected Month To Complete Study*
Please Select	Please Select
15 Related To Study Field	
Please Select	

Submit

1. Fill in the information in Class Details (Institution and Study Details)
2. Click Submit

MANAGE SALES

The screenshot shows the 'Go-eCommerce' interface. At the top, there is a navigation bar with icons for HOME, MY ACHIEVEMENTS, MY PROFILE, MY BUSINESS (highlighted with a red box), MY LEARNING, MY NOTIFICATIONS (with a '35' badge), and MORE. Below the navigation bar is a filter section with 'Business Name' (set to 'ebnoo media'), 'Year' (set to '2019'), and 'Month' (set to 'January'), with a 'View' button. The main content area is titled 'Add Transactions' and contains a form for 'Add Sales'. The form has the following fields: 'Transaction Type*' with radio buttons for 'Offline' (selected) and 'Online'; 'Marketplace' with a dropdown menu; 'Date*' with a text input containing '14/01/2021' and a calendar icon; 'Amount*' with a text input containing 'Please fill amount'; and 'Descriptions' with a text area. A red 'Submit' button is at the bottom of the form. A black box on the right contains the text 'Update Your Sales' and a list of instructions. Arrows point from the 'MY BUSINESS' icon, the 'Add Transactions' header, and the calendar icon to the corresponding steps in the instructions.

Update Your Sales

1. Click **My Business** to view your business performance
2. You can view your business performance by business, year and month (if you have updated previously)
3. To update your sales, go to **Add Transactions**
 - a. Select **Transaction Type**
 - b. If **Online**, proceed to step d
 - c. If **Offline**, proceed to step e
 - d. Select which **Marketplace** is applicable
 - e. Click calendar icon to select transaction date (Do not enter date manually)
 - f. Key in amount (Insert only digits and without 'RM')
 - g. Click **Submit** to save the transaction

MANAGE EXPENSES

Add Expenses

Category: Goods

Subcategory: Raw material

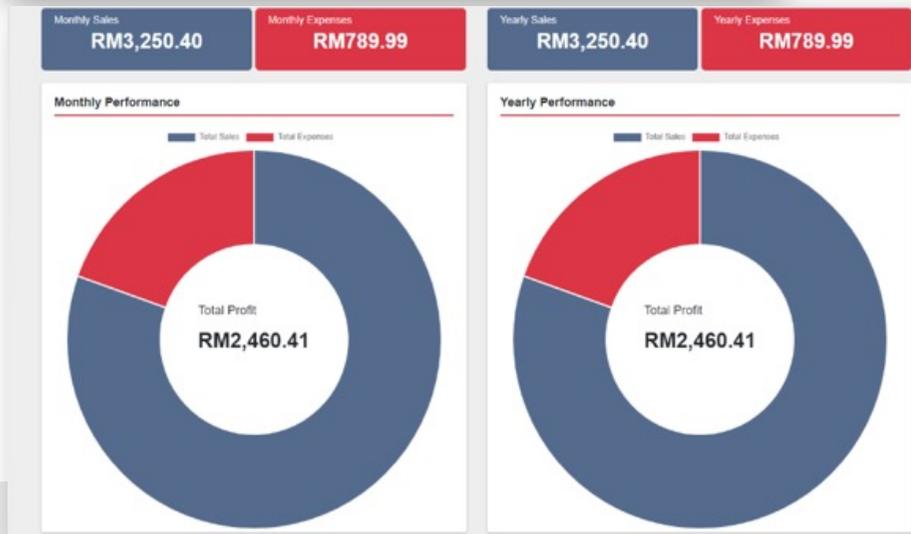
Date: 24/01/2019

Amount: 1600

Submit

Update Your Expenses

1. To add expenses, identify which **Category** is applicable from the dropdown
2. Identify which **Subcategory** is applicable from the dropdown
3. Click calendar icon to select transaction date (Do not enter date manually)
4. Key in amount (Insert only digits and without 'RM')
5. Click **Submit** button to save the transaction
6. The charts will automatically reflect the updated business performance



VIEW TRANSACTIONS LIST

HOME MY PROFILE **MY BUSINESS** MY LEARNING MY NOTIFICATIONS MORE

REPORT

[View Your Sales and Expenses Transactions](#)

TRANSACTION LIST

Delete

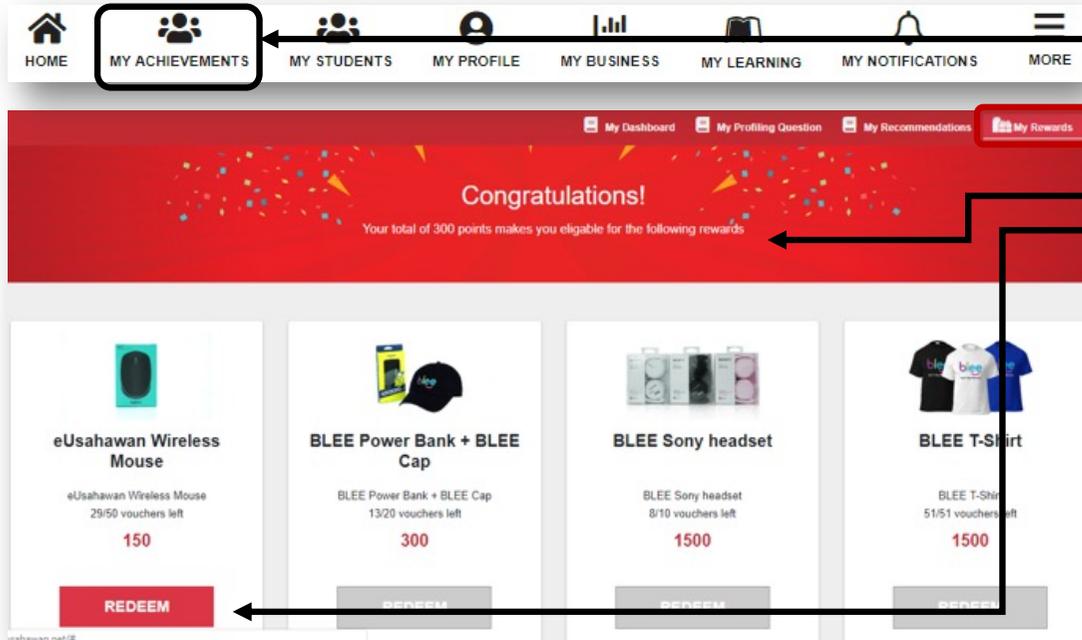
<input type="checkbox"/>	Business Name	Date	Type	Marketplace (if any)	Others Marketplace (if any)	Total Sales	Expenses Category	Expenses Subcategory	Total Expenses
<input checked="" type="checkbox"/>	Company ABC	20/07/2020	offline			RM 500.00			
<input type="checkbox"/>	Company ABC	20/07/2020	offline			RM 0.00			
<input type="checkbox"/>	Company ABC	20/07/2020	online			RM 900.00			

Export to CSV Download & Print

1 to 3 of 3 << < Page 1 of 1 > >

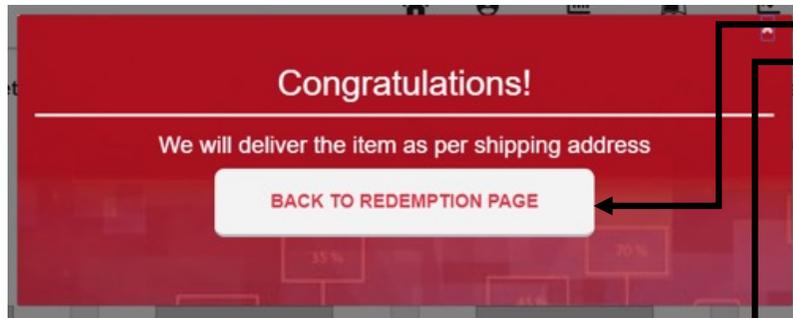
1. Click **My Business**
2. Scroll down to Report and click **View Your Sales and Expenses Transactions**
3. Tick the list that you want to download or export.
4. Click **Export to CSV** – you will download an excel file of your list
5. Or click **Download & Print** – you will download a PDF version of your list

REWARDS - REDEEM



1. Click **My Achievements**, then select **My Rewards** tab
2. Or click MORE icon, then click Claim Reward
3. This notification pop up with "Congratulations!" will show total points earned
4. The red **Redeem** button indicates rewards you can redeem (i.e. Points are sufficient and reward is available)
5. Fill in all the required fields (*) and make sure all the information is correct to avoid delays in delivery process
6. Click **Submit** to confirm your redemption

REWARDS - TRACK



1. Click **Back to Redemption Page** to go back to previous page
2. Once reward has been redeemed, the button will change to **Claimed**
3. Click **Claimed** here to check your reward status
4. If your item has already been shipped, you can see your tracking code here
5. If your item is a digital reward ie Voucher Code, you will see the Voucher Code once you click **Claimed**



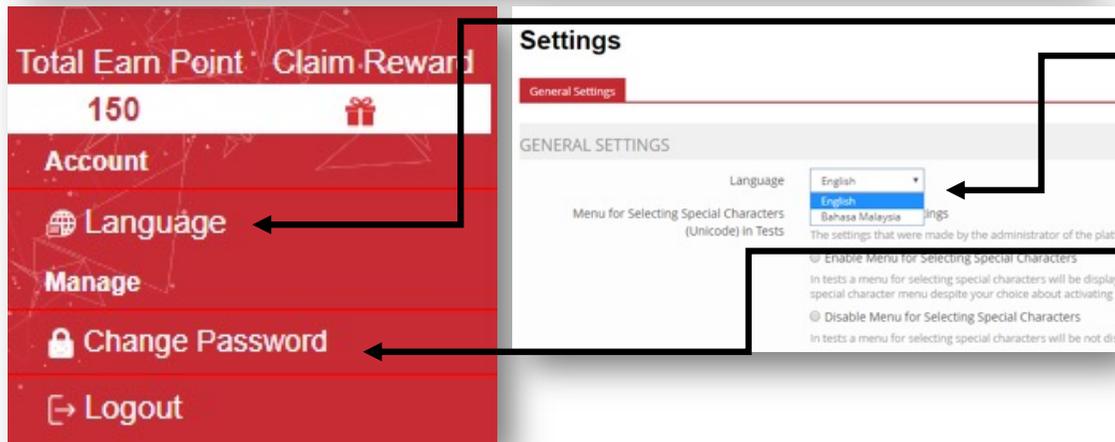
VIEW NOTIFICATIONS



1. Click **My Notifications** to view message notification
2. Click here if you wish to mark all notifications as read. The number on this icon will change to 0



MANAGE SETTINGS



Language Settings

1. Click **More**
2. Click **Language**
3. Select your preferred language
4. Click **Save** button to confirm the changes

Change Password

1. Click **More**
2. Click **Change Password**
3. Fill in all the required fields (*)
4. Click **Save** button to save your settings.



LEARNING FEATURES

COURSE CATEGORIES



Course Categories



Search Engine Optimization

ONLINE COURSES

- Closing Process Introduction - Level 1 (2020)
★★★★★
Training Location: Selangor Darul Ehsan Course Type: Online
- Closing process using Whatsapp - Level 1 (2020)
★★★★★
Training Location: Selangor Darul Ehsan Course Type: Online
- GILCO closing technique - Level 2 (2020)
★★★★★
Training Location: Selangor Darul Ehsan Course Type: Online

(FACE TO FACE/WEBINAR) COURSES

- A. Niel Tan - eUsahawan Digital Commerce By Tan Yi Li (TB302 - 100620)
LAUNCH - AUTOMATE - GROW. <https://www.clickbinar.com/eusahawan> - Launch your business online, modern technology to work for you 24/7 online!
★★★★★
Training Location: Penang Course Type: Online
Actual Class Date: 10 Jun 2020
Availability: 30 May 2020, 22:10 - 31 Dec 2021, 15:20
- A. Niel Tan - eUsahawan Digital Commerce By Tan Yi Li (TB302 - 240620)
LAUNCH - AUTOMATE - GROW. <https://www.clickbinar.com/eusahawan> - Launch your business online,
★★★★★
Training Location: Penang Course Type: Online
Actual Class Date: 24 Jun 2020
Availability: 09 Jun 2020, 20:35 - 31 Dec 2021, 20:35
- A. Niel Tan - eUsahawan Digital Commerce By Tan Yi Li (TB302 - 270620)
LAUNCH - AUTOMATE - GROW. <https://www.clickbinar.com/eusahawan> - Launch your business online,
★★★★★
Training Location: Penang Course Type: Online
Actual Class Date: 27 Jun 2020
Availability: 19 Jun 2020, 00:10 - 31 Dec 2021, 00:10

1. Upon login, click on **Learn Online**
2. You will see a list of **Course Categories** such as Financial Management, Search Engine Optimization and more.
3. Online Courses are available and open for everyone, while Face to Face/Webinar is available for eUsahawan Micro participants only.

JOIN COURSE

Course Categories » Search Engine Optimization » SEO untuk Facebook Page

SEO untuk Facebook Page

Info **Join**

COURSE REGISTRATION

Join Cancel

Registration Period Unlimited

Registration Type You can join this course directly.

USER AGREEMENT

Released Data Types The following data types are visible for course administrators:

- Identification Number
- Username (Email)
- Full Name

Acceptance * I accept, that the above data types are visible for course administrators.

1. **Registration Period** – Unlimited: This means you can join the course at any time
2. **Registration Type** – You can join this course directly: This means you can join the course without joining any MDEC programme
3. Tick the **Acceptance** box if you agree that the Released Data Types will be made available to course administrators
4. Click **Join**

RECEIVED AN ERROR MESSAGE? SORRY!

1. Try again and click **Back to Course Categories**
2. Then click the course you tried to join and you will see the Course Page
3. If you still received an error message, please send an email to support@go-ecommerce.my

COURSE ACTIVITIES

The screenshot shows a course page for 'Pengenalan - Proses Penutup - Tahap 1 (2020)'. The page has a navigation bar with 'Content', 'Info', 'Members', and 'Learning Progress'. Below the navigation bar, there is a purple banner with the text 'Usahawan dapat mempelajari:' and a list of activities:

- 1. TONTON VIDEO
- 2. BACA EBOOK
- 3. AMBIL UJIAN

Annotations on the left side of the image point to specific elements:

- Course Title**: Points to the course title 'Pengenalan - Proses Penutup - Tahap 1 (2020)'.
- Video**: Points to the '1. TONTON VIDEO' activity.
- eBook**: Points to the '2. BACA EBOOK' activity, specifically to the 'eBook Pengenalan - Proses Penutup' item.
- Assessment**: Points to the '3. AMBIL UJIAN' activity, specifically to the 'Ujian Pengenalan - Proses Penutup' item.

Additional elements on the page include a 'Klik disini untuk bantuan!' button, a 'Progress Indication' legend (Not Attempted, In Progress, Completed, Failed), and a 'More' button next to each activity item.

- To complete a module, please watch the video (if any), go through the eBook and do the test.
- Once you are done with all the materials, your Learning Progress will be green.

COURSE ACTIVITY TIPS

TIPS

1. Not all courses will have videos. For example, Mindset Change (Level 1) doesn't require a video.
2. When you go through the eBook, click each slide until you reach the last slide.
3. Click on [Click here](#) to take the assessment.

Mindset Change (Level 1)

Course Table of Contents Print View Info Edit Page

Mindset Change (Level 1) (7/8)

Mindset Change (Level 1) (8/8)

You have completed going through the eBook.



Click [here](#) to go to main course page

Click [here](#) to take the assessment

COURSE ASSESSMENT

Mindset Change (Level 1) Test

Mindset Change Test

Question 1 of 1 (1 Point)
Not answered

Actions ▾

Below are the characteristics of a person with a growth mindset, EXCEPT...

- Believe that talent comes through effort
- Always have a positive vibe
- They focus on developing themselves
- Believe that anyone can be good at everything

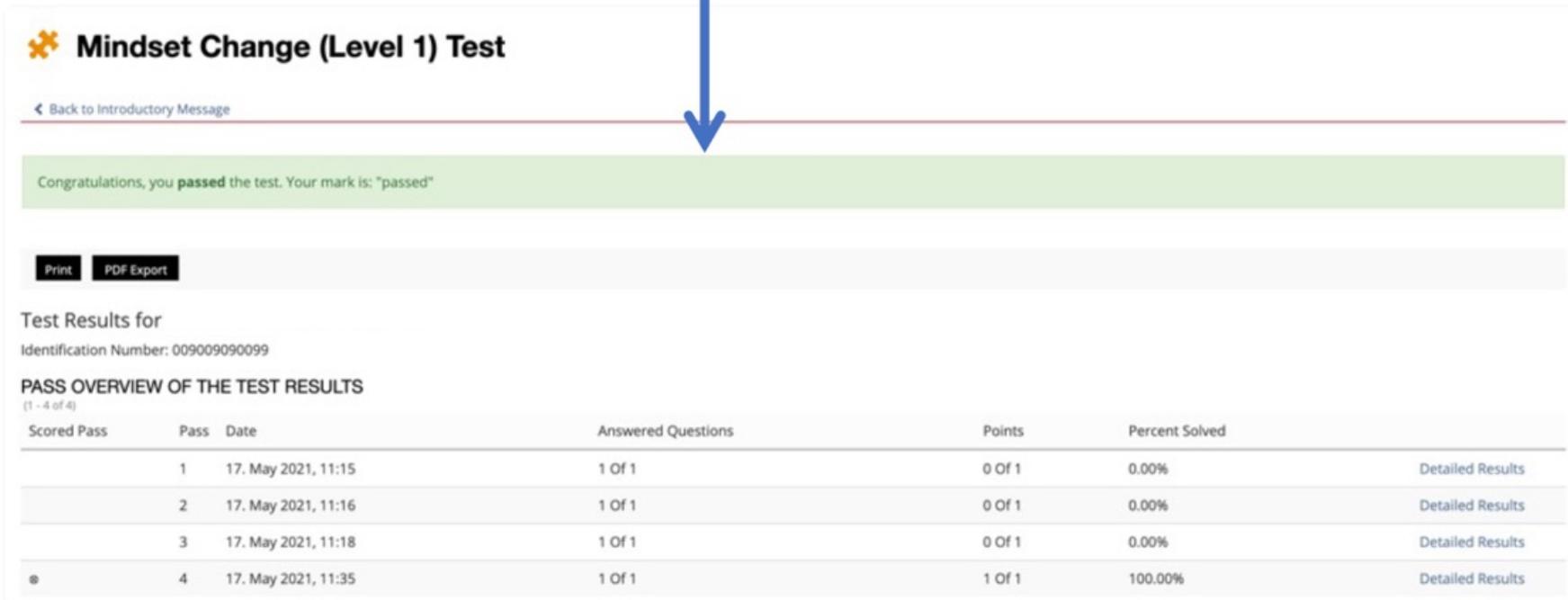


Answer the question and click Next or Finish

Finish

ASSESSMENT COMPLETED

You can do the test as many times as you like, till you get the right answer! Once you have completed the assessment successfully, you will receive a **Congratulations** message.



Mindset Change (Level 1) Test

[← Back to Introductory Message](#)

Congratulations, you **passed** the test. Your mark is: "passed"

[Print](#) [PDF Export](#)

Test Results for
Identification Number: 009009090099

PASS OVERVIEW OF THE TEST RESULTS
(1 - 4 of 4)

Scored Pass	Pass	Date	Answered Questions	Points	Percent Solved	
	1	17. May 2021, 11:15	1 Of 1	0 Of 1	0.00%	Detailed Results
	2	17. May 2021, 11:16	1 Of 1	0 Of 1	0.00%	Detailed Results
	3	17. May 2021, 11:18	1 Of 1	0 Of 1	0.00%	Detailed Results
●	4	17. May 2021, 11:35	1 Of 1	1 Of 1	100.00%	Detailed Results

DOWNLOAD CERTIFICATE



Completed a course? Go to **My Profile** on the main menu

PERSONAL PROFILE BUSINESS PROFILE


Yazmeen

Personal Information

Name	: Yazmeen	Phone/Mobile	:	Edit
New Identity Card No.	: 888888888888	Home Address	:	
Email Address	: yazmeen.razak@mdec.com.my	District	:	
City	:	Postcode	:	0
State	:		:	
Personal Facebook	:	sd	:	
Gender	:		:	
Marital Status	:		:	

Completed Online Training

Mindset Change (Level 1) (Online)	Download eCertificate
-----------------------------------	---------------------------------------

1. Under **Completed Online Training**, you will see the Certificates for courses that you have completed.
2. Click on **Download Certificate** to obtain your certificate.

CERTIFICATE



CERTIFICATE OF COMPLETION

This certifies that

has completed the

**on
17 May 2021**

organised by



SUPPORT

If you have any issues or queries, please email to support@go-ecommerce.my with the following details:

Full name:

IC No.:

Program name:

Mobile No.:

Registered email:

Problem/issue:

Screenshot problem:

We will get back to you to assist, as soon as we can!