



## USER GUIDE

For Go-eCommerce Users: Lecturers

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

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# LECTURER REGISTRATION

# NEW REGISTRATION

Register at Go-eCommerce  
@ [www.mdec.my/go-ecommerce](http://www.mdec.my/go-ecommerce)



Email to the relevant  
programme administrator



Wait for confirmation on  
the change of your role in  
the system to trainer or  
lecturer

## FOR TRAINERS – eUSAHAWAN MICRO, PeDAS

Once you have registered in Go-eCommerce, please email to the following:

- [eUsahawan@mdec.com.my](mailto:eUsahawan@mdec.com.my) (eUsahawan Micro)
- [pedas@mdec.com.my](mailto:pedas@mdec.com.my) (PeDAS)

## FOR LECTURERS – eUSAHAWAN MUDA

Once you have registered in Go-eCommerce, please email to the following:

- [azlinda@mdec.com.my](mailto:azlinda@mdec.com.my)
- [fatimah.hassan@mdec.com.my](mailto:fatimah.hassan@mdec.com.my)

In your email, please provide the details below:

Name:  
IC Number:  
Email:  
Phone Number:  
Institution/Organization Name:

# REGISTRATION



### 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 0-9 \_-!@#%&

Repeat Password

#### Full Name \*

#### Postcode \*

#### 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

1. Go to <https://mdec.my/go-ecommerce/>
2. Click **Register**
3. Select **Identification Type** and enter **Identification Number**
4. Enter **Username** (email address) and **Password** (easy to remember)
5. Enter your **Name** in full (as stated in IC or Passport)
6. Enter **Postcode** with 5 digits
7. Enter your current **Phone Number** ie 011-1111111 or 03-1111111
8. Role selection:
  - a. **eUsahawan MUDA Student and Lecturers – tick Student at TVET/University**
  - b. eUsahawan Micro / PeDAS participants and trainers - Tick Micro-entrepreneur
  - c. Note that we will change the roles for Lecturers and Trainers after registration
9. Fill in all the compulsory fields (\*)
10. Please tick the following if you agree with the content:
  - a. Terms and Conditions
  - b. Privacy Notice
  - c. Declaration
11. **After Submit, please email to your eUsahawan MUDA programme administrator to request to change role for Lecturer**

### TIP

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

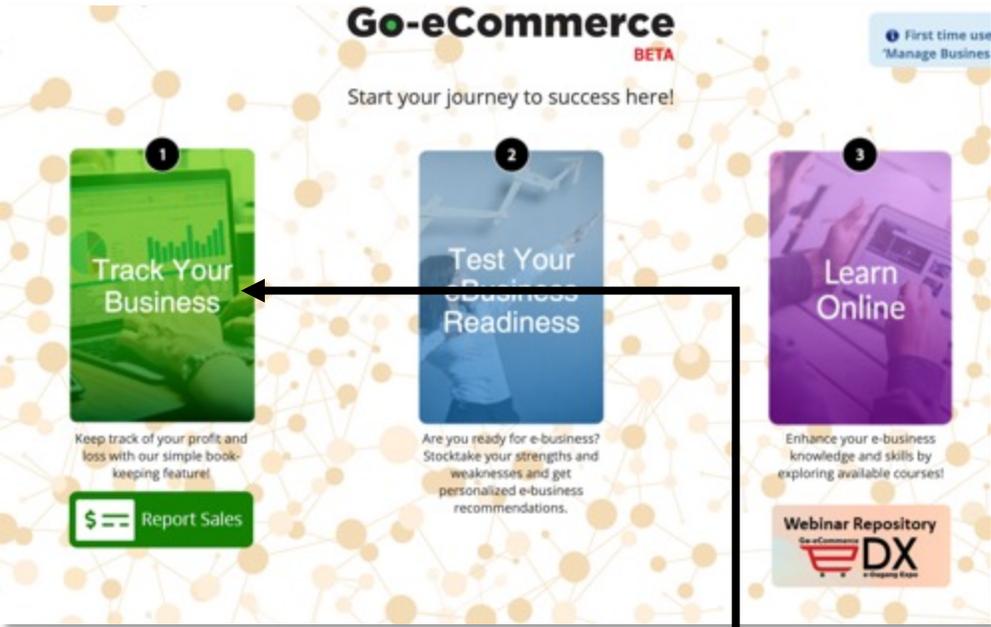


1. Go to <https://mdec.my/go-ecommerce/>
2. Click **Login**
3. Enter your **Email** (Username) and **Password**
4. Click **Login**

### 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.

# UPDATE INSTITUTION INFORMATION



**Go-eCommerce**  
BETA

Start your journey to success here!

1 **Track Your Business**  
Keep track of your profit and loss with our simple book-keeping feature!  
Report Sales

2 **Test Your e-Business Readiness**  
Are you ready for e-business? Stocktake your strengths and weaknesses and get personalized e-business recommendations.

3 **Learn Online**  
Enhance your e-business knowledge and skills by exploring available courses!  
Webinar Repository  
DX

First time use  
Manage Business



**PERSONAL PROFILE** BUSINESS PROFILE

**PERSONAL INFORMATION**

Name	: Yazmeen Abd Razak	Phone/Mobile	: 0122290062	<a href="#">Edit</a>
New Identity Card No.	: 040104100071	Home Address	:	
Email Address	: msyazmrzk@gmail.com	District	:	
City	:	Postcode	: 46000	
State	:	Personal Instagram	:	
Personal Facebook	:	Race	:	
Gender	:	Special Need Required	:	
Marital Status	:			

**Class Details** [Add New](#)

**Completed Online Training**

Fundamental of SEO and Google AdWords (Level 1) (Online) [Download eCertificate](#)

1. Upon Login, click **Track Your Business**

1. Click **My Profile**. You will view **Personal** and **Business Profile**.
2. Please fill in both profiles. To update the information, click **Edit** at each section.
3. In Personal Profile, there is Personal Information, Class Details, Completed Online Training.
4. **eUsahawan MUDA Lecturers must update Class Details – click Add New.**



HOME MY ACHIEVEMENTS MY STUDENTS **MY PROFILE** MY BUSINESS MY LEARNING MY NOTIFICATIONS 8 MORE

# UPDATE INSTITUTION INFORMATION

### Class Details

#### Institution Details

Type of Institution *	Technical and Vocational Education and Train	Institution List *	Kolej Polytech-MARA
State of Institution *	Kelantan	Name of Institution *	KPTM Kota Bharu
Address of Institution *	Seksyen 17 Bandar Kota Bharu, Jln Lembah Sirel		
District of Institution *	Kota Bharu	City *	Kota Bharu
		Postcode *	15050

#### Class Details

Course Name *	Entrepreneurship
Subject Name *	Introduction of Entrepreneurship
Class Name *	TS911
Year Enrolling the subject *	2019
Month teach the subject *	January
Lecturing Status *	Full Course Lecturer

**Submit**

### Institution Information

**Add New**

KPTM Kota Bharu - Digital

Type of Institution	: TVET	Institution List	: Kolej Polytech-MARA
State of Institution	: Kelantan	Name of Institution	: KPTM Kota Bharu
Address of Institution	: Seksyen 17 Bandar Kota Bharu, Jln Lembah Sireh, 15050 Kota Baharu Kelantan.	City	:
		Postcode	:
District of Institution	: Kota Bharu		
Course Name	: Digital	Lecturing Status	: Co - Lecturer
Subject Name	: Digital1001	Class Name	: AB01
Month Teach The	: 1	Year Teach The	: 2018
Subject		Subject	

**Edit**

1. **Type of institution** – click the dropdown and select your institution.
2. The grey fields (Address, District, City, Postcode) will be automatically updated based on your selected institution.
3. Fill in all the fields with \* in Institution Details and Class Details



**eUsahawan MUDA Lecturers are advised to inform the Year Enrolling the subject and Month teach the subject to students, for them to register class.**

# MY STUDENTS

The screenshot shows the top navigation bar of the Ge-eCommerce platform. The 'MY STUDENTS' icon is highlighted with a red box. Below the navigation bar, there are two tabs: 'Online Class' and 'IHL/TVET Class', with the latter also highlighted. Below the tabs is a 'Filter Your Desired Results' section with various dropdown menus for filtering student data.



**List of Students Based on Sales Achievement**

Username:Email	IC Number	Business N...	Company L...	Business Role	Type of own...	Created At
afzanyusni@gmail.com	981103036243	AY ABANGKA ...				25/01/2019 11:05
aidasalleh97@gmail.com	971225036410	Aaida_delicious				25/01/2019 11:05
syazwanimohdsekari@gmail.com	960629035648	Wany Sweety ...				25/01/2019 11:05
Nuralifahnadrah1997@gmail.com	970323115214	KIM FAA KIE F...				25/01/2019 11:05
aqim_noor@yahoo.com	941020065499	Kek lapis				25/01/2019 11:05

**eUsahawan MUDA Lecturers can use My Students to view student lists' and manage reports**

1. Click **My Students** to view students/participant list & performance
2. You will **automatically** be redirected to online class page.
3. **For eUsahawan MUDA Lecturers, click IHL/TVET class.**
4. Filter to view your specific data.
5. Your student/participant data performance will be displayed based on your filtration
6. Scroll down to this section. It will list all your students/participants in descending order based on their sales achievement.

**TIP**

**Please note** that 'Course' field option will only appear if you have created a course (Class Detail) in Personal Profile section.

# ENABLE E-CERTIFICATE



### List of Students Based on Sales Achievement

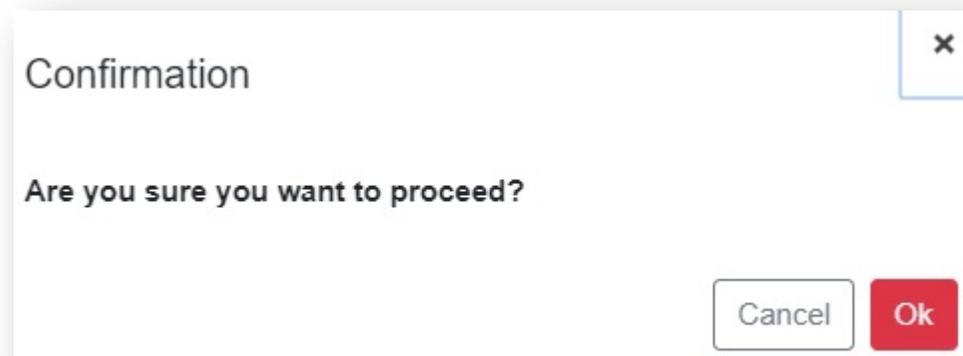
Approve eCertificate Cancel eCertificate

Personal Details

<input checked="" type="checkbox"/>	Email	Name	IC Number	Phone Number
<input checked="" type="checkbox"/>	nucs_muda@gmail.com	Student Muda	991223105000	01123324000

## How to enable your students to download e-Certificate:

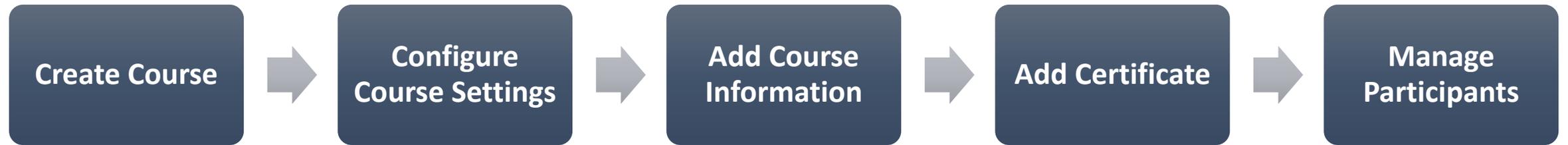
1. Click '**My Students**' to view students/participants list & performance
2. Click '**IHL/TVET Class**' tab
3. Scroll down to '**List of Students Based on Sales Achievement**' section.
4. Tick the **checkbox** for students who have successfully completed the course.
5. Click Approve **e-Certificate** button.
6. Click **OK** to save in order to enable students to download e-certificate





# COURSE MANAGEMENT

# OVERVIEW



# CREATE COURSE

The screenshot shows the Go-eCommerce dashboard. At the top, there is a navigation bar with icons for Home, My Achievements, My Profile, My Business, My Learnings, My Notification, and More. Below this is a search bar and a 'Course Categories' section. A red banner prompts the user to update their profile. Below the banner, there are four course category cards: Business Management (Pengurusan Perniagaan), Financial Management (Pengurusan Keuangan), Search Engine Optimization (Search Engine Optimization), and Copywriting (Copywriting).

1. Select the relevant **Course Category** for your course topic i.e Financial Management
2. Click **Add New Item** and select **Course**
3. Fill in your **Course Title** and **Description**, then click **Add Course**

This screenshot shows the 'Search Engine Optimization' course list. On the left, there are filter options for Type, Location, Date From, Date To, and Language, with an 'Apply Filter' button. The main area displays a list of courses under the heading 'COURSES'. The first course is 'Fundamentals of Search Engine Optimization (SEO) - Google AdWords Course'. A dropdown menu is open over the 'Add New Item' button, showing 'Organisation' and 'Course' as options.

The screenshot shows the course creation form. It has two input fields: 'Course Title \*' and 'Description'. At the bottom right, there are two buttons: 'Add Course' and 'Cancel'.

# CONFIGURE COURSE SETTINGS-1

**Facebook Test**  
Test  
Status: Offline

Content Info **Settings** Members Learning Progress Export

**Course Settings**

EDIT COURSE

Course Title Facebook Test  
-crs\_title\_info-

Description Test

Actual Class Date  
Start DD.MM.YYYY  
End DD.MM.YYYY  
Information about the start and end date of the event, which is supported by the course

AVAILABILITY

Publish Online   
Set the course online to make it visible and available for course members. If not, only course administrators and tutors will have access to it.

Class Visible / Users Can See Class From  
Start DD.MM.YYYY HH:mm  
End DD.MM.YYYY HH:mm

REGISTRATION SETTINGS

Registration Procedure  Participants can Join Directly  
 Participants can Join with Course Password  
 Participants must request membership from Course Administrator to join  
Interested users can send a request/message to course administrator.  
 Course Administrator will add Participants  
Only course administrators can add users to the course.

Admission per Link   
Besides the chosen registration procedure and permissions this option allows users to enter directly by using the following link.

Limited Registration Period  
Start DD.MM.YYYY HH:mm  
End DD.MM.YYYY HH:mm

Limit 'Unsubscribe from Course'  
DD.MM.YYYY  
Until the date selected members can unsubscribe from the course.

Limited Number of Members   
The minimal respectively maximal number of members can be set. A waiting list can be set up.

Go to Settings > Course Settings

## EDIT COURSE

1. For **Actual Class Date** classes, we recommend the following:
  - a. **Start** – Enter the date of your class
  - b. **End** – Enter date not more than 7 working days from the Start date

## AVAILABILITY

1. Tick **Publish Online**
2. **Class Visible / Users can see class form** – Use the same Start and End dates as Actual Class Date

## REGISTRATION SETTINGS

1. Lecturers and trainers are recommended to select **Participants can Join with Course Password**
  - a. Enter a password and keep it safe!
  - b. Share it with your participants via email/Whatsapp or other communication channels
2. Admission per Link – Please tick
  - a. You will see a link
  - b. Share it with your participants
3. For the following fields, there is no need to update:
  - a. Limited Registration Period
  - b. Limit “Unsubscribe from Course”
  - c. Limited Number of Members



For the dates, you don't have to enter the date manually. Just click on the **Calendar** icon.

# CONFIGURE COURSE SETTINGS-2

## COURSE PRESENTATION

### Presentation Type

Sessions View

This content presentation groups all sessions first. After that the other course content is listed.

Limit Number of Sessions Shown

Participants are not presented with the list of all sessions but a limited number of sessions.

Simple View

This content presentation lists all items in one block.

Grouped-by-Type View

This content presentation groups all items by resource type.

Learning Objectives-Driven Course

Course for individualised studying: Performance on learning objectives organises the course work. Content might be recommended based on individual performance in an initial test. A final test can be used to prove learning objective mastery.

Timings View

Presentation mode for timings settings.

### Content Item Sorting

Titles in Alphabetical Order

Content items are arranged automatically by title in alphabetical order.

Sorting Direction \*

Ascending

Descendent

By Creation Date

Content items are arranged automatically by their creation date.

Sort by Activation

Sort course items by their activation time or timings settings.

Manually

Content items can be arranged manually in a preferred order. Additionally, please define the standard sorting settings for new objects.

## PASSING THE COURSE

### Determination of Status 'Passed'

Through Learning Progress

When the learning progress changes to Completed, the course status Passed will be set automatically. Tutors still can overwrite the status manually.

Only Manual by Tutors

## COURSE PRESENTATION

We recommend that you follow the default selections in this section.

## PASSING THE COURSE

Determination of Status 'Passed' – please select **Through Learning Progress**

# CONFIGURE COURSE SETTINGS-3

## ADDITIONAL FEATURES

Calendar	<input checked="" type="checkbox"/>	The Calendar block will be displayed inside the Content tab.
News	<input type="checkbox"/>	Activate the news block and/or timeline view.
Custom Metadata	<input type="checkbox"/>	If activated metadata can be configured.
Default Object Rating	<input checked="" type="checkbox"/>	Rating is activated by default for new files, learning modules and wikis.
Badges	<input type="checkbox"/>	Activates badge management and badge assignments to members.
Competences	<input type="checkbox"/>	Activates competence management and competences assignments to members.
Show Members	<input checked="" type="checkbox"/>	If activated, course members can access the members gallery.
	<input checked="" type="checkbox"/>	Participants List Course Members may print a list of participants.
Mail to Members	<input type="radio"/> For Tutors and Administrators only	Only administrators and tutors can use the feature Mail to Members in the Members tab.
	<input checked="" type="radio"/> For all Participants	Members, administrators and tutors can use the feature Mail to Members in the Members tab.
Welcome-Mail For New Members	<input checked="" type="checkbox"/>	New members get a mail notification when added to the course.
Add to Desktop	<input checked="" type="checkbox"/>	Allow the members to add course items to the personal desktop.

## ADDITIONAL FEATURES

We recommend that you follow the default selections in this section.

# CONFIGURE COURSE SETTINGS-4

**Facebook Test**  
Test  
Status: Offline

Content Info **Settings** Members Learning Progress Export

Course Settings Course Information

**GENERAL INFORMATION** Save Cancel

Important Information

Syllabus

**FILES FOR DOWNLOAD**

File   
Leave blank to use file name as title.  
**Select File**  
Maximum upload size: 150.0 MB

**CONTACT**

Name

Responsibility

Telephone

E-Mail   
Enter one or more (comma separated) e-mail addresses.

Consultation

Go to Settings > Course Information

## GENERAL INFORMATION

You can add information in **Important information** and **Syllabus**.

## FILES FOR DOWNLOAD

You can upload files like learning materials, training schedule or other documents.

## CONTACT

Enter information for:

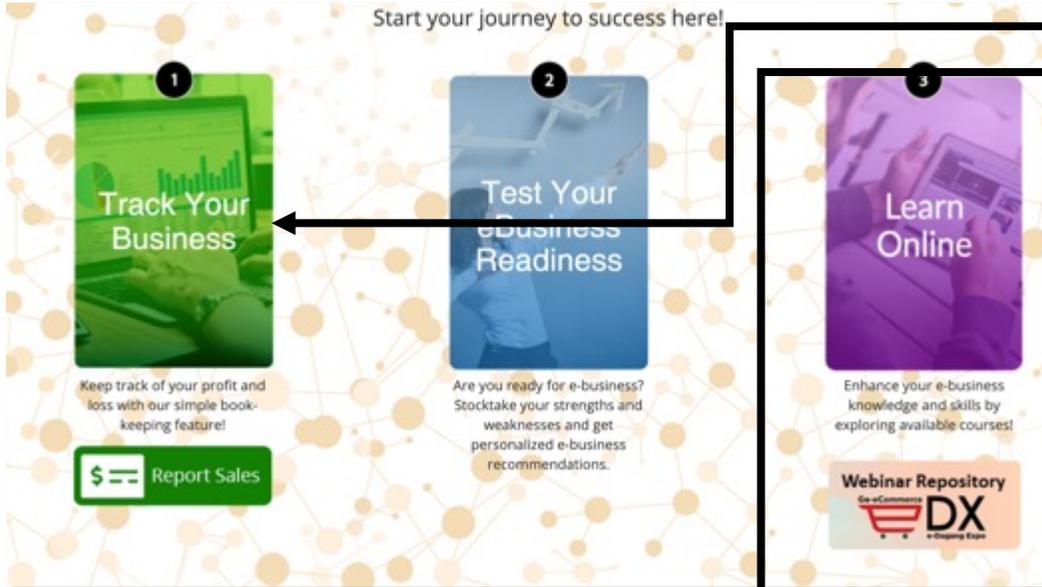
- Name (the same name that you used to register in Go-eCommerce)
- Responsibility
- Telephone
- E-Mail
- Consultation

**TIP**

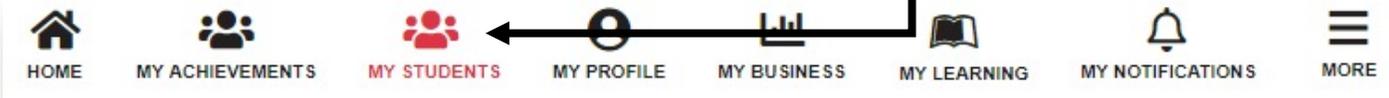
Note that all the information and materials you share in Course Information will be visible to your participants.



# MANAGE PARTICIPANTS-1



1. At the homepage, click **Track My Business**
2. Click **My Students** to view your participant list and status



# MANAGE PARTICIPANTS-2

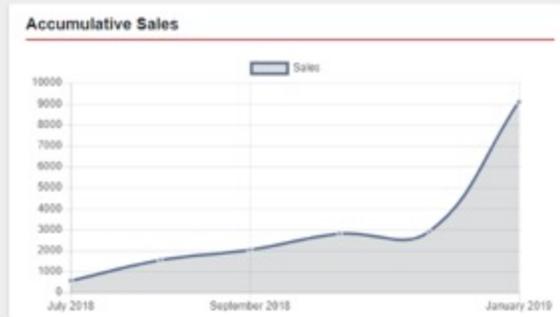
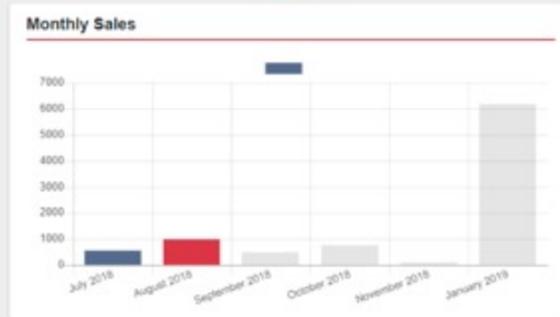
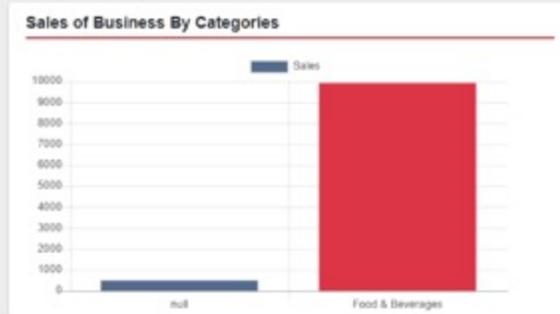
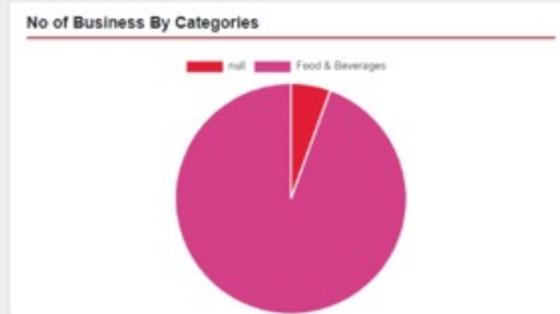
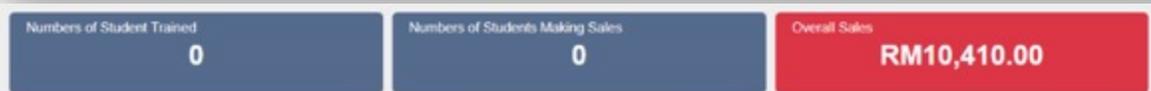
Online Class Offline Class

### Filter Your Desired Results

Year: All | Month: All | Course Type: Online | Course: Introduction to Digital marketing

Company Level: All | Business Category: All | Business Subcategory: All | Business Role: | Business Ownership: All

**Filter Now**

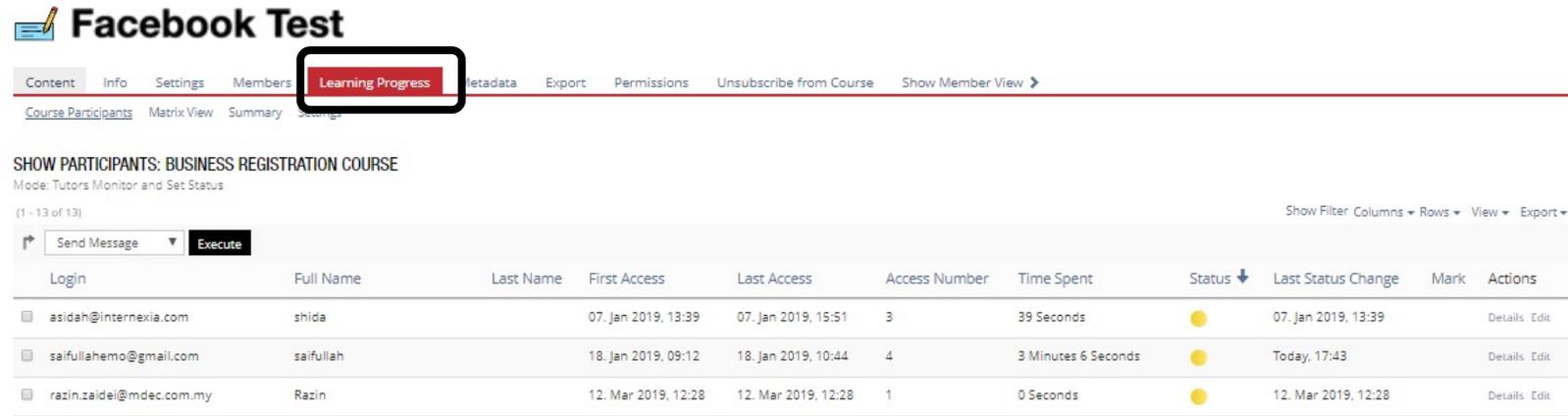


- To look for a particular group of users, use the **Filter Your Desired Results** feature.
  - Select your filters and click **Filter Now**
  - Note that the **Course** field will only appear if you have created a course in Go-eCommerce Learning Management System (LMS)
- You will be able to view:
  - Number of students trained
  - Number of students making sales
  - Overall sales
  - Number of business by categories
  - Sales of business by categories
  - Monthly sales
  - Accumulative sales
  - List of students based on sales achievement (in descending order ie largest sales to lowest sales)

### List of Students Based on Sales Achievement

Username>Email	IC Number	Business N...	Company L...	Business Role	Type of ow
afzanyusri@gmail.com	981103036243	AY ABANGKA...			
aidasalleh97@gmail.com	971225036410	Aaida_delicious			
syazwanimohdsekari@gmail.com	960629035648	Wany Sweety ...			
Nuralifahnadirah1997@gmail.com	970323115214	KIM FAA KIE F...			
aqim_noor@yahoo.com	941020065499	Kek lapis			

# MANAGE PARTICIPANTS-3



**Facebook Test**

Content Info Settings Members **Learning Progress** Metadata Export Permissions Unsubscribe from Course Show Member View >

Course Participants Matrix View Summary Settings

SHOW PARTICIPANTS: BUSINESS REGISTRATION COURSE  
Mode: Tutors Monitor and Set Status

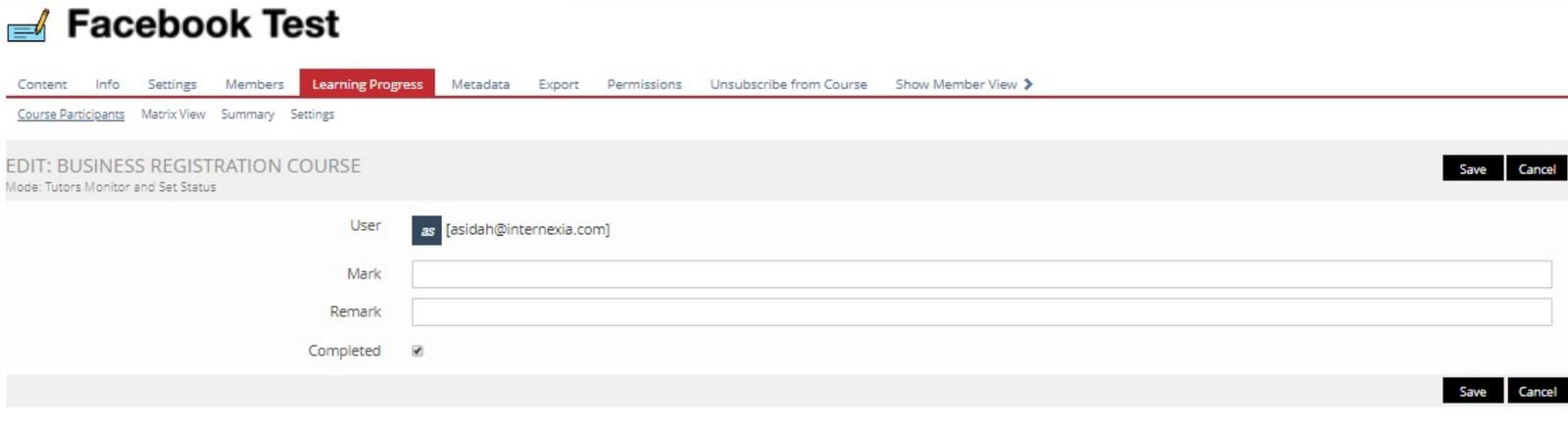
(1 - 13 of 13) Show Filter Columns Rows View Export

Send Message Execute

Login	Full Name	Last Name	First Access	Last Access	Access Number	Time Spent	Status	Last Status Change	Mark	Actions
asidah@internexia.com	shida		07. Jan 2019, 13:39	07. Jan 2019, 15:51	3	39 Seconds	●	07. Jan 2019, 13:39		Details Edit
saifullahemo@gmail.com	saifullah		18. Jan 2019, 09:12	18. Jan 2019, 10:44	4	3 Minutes 6 Seconds	●	Today, 17:43		Details Edit
razin.zaidei@mdec.com.my	Razin		12. Mar 2019, 12:28	12. Mar 2019, 12:28	1	0 Seconds	●	12. Mar 2019, 12:28		Details Edit

Go to Learning Progress > Course Participants

1. Click **Edit**
2. Update the Status
3. Tick **Completed**
4. You can also add a remark
5. Click **Save**



**Facebook Test**

Content Info Settings Members **Learning Progress** Metadata Export Permissions Unsubscribe from Course Show Member View >

Course Participants Matrix View Summary Settings

EDIT: BUSINESS REGISTRATION COURSE  
Mode: Tutors Monitor and Set Status

Save Cancel

User

Mark

Remark

Completed

Save Cancel

# COMPLETE COURSE

To change participant's status, go to Members tab > Edit Participants

1. Click **Members**
2. Click **Columns** and select to show all list participant's
3. Tick **Completed** checkbox under the **Passed** column
4. Once you have confirmed participants' details and click **Save**



Once you have saved this page, you are not allowed to change any information under members.

If you would like to update any information of members, please email [support@go-ecommerce.my](mailto:support@go-ecommerce.my).

**COMPLETE COURSE**  
test

Content Info Settings **Members**

Edit Participants Memberships ... Members Gallery Export Participants

User  Course Member

**COURSE PARTICIPANTS**

Name Roles

All Roles

(1 - 3 of 3)  Columns

Name	This Programme	Past Programmes	Roles	Login	Learning Progress	Phone, Mobile	Last Access	Passed	Tutorial Support	Access Refused	Notification	
<input type="checkbox"/> Ashraf Rahman .	eUsahawan Basic	eUsahawan Basic	Course Tutor		Not Attempted		Today, 15:32	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Edit
<input type="checkbox"/> Fido	eUsahawan Basic	eUsahawan Basic	Course Member		Not Attempted		No date	<input checked="" type="checkbox"/>		<input type="checkbox"/>		Edit Download Certificate
<input type="checkbox"/> Taquuddin Azhar	eUsahawan Basic		Course Member		Not Attempted		No date	<input checked="" type="checkbox"/>				Download Certificate

Select All

(1 - 3 of 3)

# PRINT REPORT

The screenshot shows the 'eUsahawan Startup' interface. At the top, there is a navigation menu with tabs: 'Content', 'Info', 'Settings', 'Members', 'Learning Progress', 'Export', and 'Permissions'. The 'Learning Progress' tab is highlighted with a red box and a black arrow pointing to it. Below the navigation menu, there are sub-tabs: 'Course Participants', 'Matrix View', and 'Summary'. The main content area is titled 'SHOW PARTICIPANTS: EUSAHAWAN STARTUP' and includes a 'Mode: Tutors Monitor and Set Status' option. There is a 'Hide Filter' button on the right. Below this, there is a section for 'Optional Filters' with a 'Full Name' search box and 'Apply Filter' and 'Reset Filter' buttons. At the bottom of the filter section, there is a 'Send Message' dropdown and an 'Execute' button. The main table displays a list of participants with columns: 'Login', 'Full Name', 'Last Name', 'First Access', 'Last Access', 'Access Number', 'Time Spent', 'Status', 'Mark', and 'Actions'. The first two rows are visible, with the first row showing 'Fido' and the second row showing 'Taqluddin Azhar'. Both have a status of '●'. At the bottom of the table, there is a 'Select All' checkbox and another 'Send Message' dropdown with an 'Execute' button. On the right side of the table, there is an 'Export PDF' button, a 'Columns' dropdown, a 'Pagination' dropdown, a 'Save' button, and an 'Export' button. A black arrow points from the 'Export PDF' button to the text on the right.

Once you have completed/passed your list of participants, you may go to the Learning Progress status to generate the report.

1. Click **Learning progress** tab
2. Click **Export PDF**

# CANCEL AND DELETE CLASS

Content Info **Settings** [Custom Icons](#) [Certificate](#) [Participants List](#)

[Course Settings](#)

### EDIT COURSE

Course Title: Class Asidah

Description: [Text Area]

Course Date: [Start Date] [End Date]

Start: [Date Picker] End: [Date Picker]

Information about the start and end date of the event, which is supported by the course

### AVAILABILITY

Online

Set the course online to make it visible and available for course members. If not, only course administrators and tutors will have access to it.

Course Visible From: [Start Time] [End Time]

Start: [Time Picker] End: [Time Picker]

Save Cancel

## Cancel Class

Go to Settings > Course Settings

1. To cancel the class, tick **Online**.
2. Click **Save**
3. The course will then be offline and not visible to participants.
4. You can also inform the participants via email.
5. Go to **Members** tab and select all participants.
6. Select **Send Email** and click **Execute**

## Delete Class

1. From the course list, click **More**
2. Select **Delete** and **Confirm**

Content Info Settings **Members** [Learning Progress](#) [Export](#)

[Edit Participants](#) [Memberships in Groups](#) [Course Members Gallery](#)

User: [Input] Course Member: [Dropdown] Add Search Users

### COURSE PARTICIPANTS

(1 - 1 of 1)

Send Mail [Dropdown] Execute

Name	Login	Roles
<input checked="" type="checkbox"/> ., Natasya Dawam	hoduat@outlook.com	Course Administrator
<input type="checkbox"/> Select All		

The logo consists of the text "Go-eCommerce" in a bold, black, sans-serif font. The letter "o" in "Go" is replaced by a small green dot. The text is centered within a white circle.

**Go-eCommerce**

# GENERAL FEATURES

# PROFILING - START

My eBusiness Journey is an important step for us to get to know you better. The more questions you answer, the more recommendations you will receive.



HOME

1. Click **Home** to go to the main page upon login
2. Click **Test Your eBusiness Readiness**
3. Click **Start Your eBusiness Readiness**
4. Answer questions (Submit and click Next to the next question)
5. You will then get a recommendation on the courses to enrol in
6. It is a long questionnaire! Feel free to do this over several sessions. Once you do a few questions and save your answer, you can continue where you left off.

2

## Test Your eBusiness Readiness

Are you ready for e-business? Stocktake your strengths and weaknesses and get personalized e-business recommendations.

### MY eBUSINESS JOURNEY

DIGITAL PRESENCE	READY FOR eCOMMERCE	READY FOR EXPORT
<ul style="list-style-type: none"><li>• Not SSM-registered</li><li>• Growing Social Media /Online Presence</li></ul>	<ul style="list-style-type: none"><li>• SSM Registered</li><li>• Own Brand &amp; Logo</li><li>• Product Well Packaged &amp; Labelled</li><li>• Able to Courier Product</li></ul>	<ul style="list-style-type: none"><li>• SSM Registered</li><li>• Marketplace Presence with Positive Rating</li><li>• Accept Foreign Currency</li><li>• Able to Courier Product Internationally</li><li>• Committed Marketing Funds</li></ul>

You are here

0 3 6 10

START YOUR eBUSINESS READINESS UPDATE MY BOOK-KEEPING

# PROFILING - SAMPLES

## Sample questions and recommendations

Do you have your own product?

[<Previous](#) [Next>](#)

1 2 3 4 5 6

Which platforms do you currently use to market your product?

[<Previous](#) [Next>](#)

**Go-eCommerce**

That's great! We're here to help you get there.

[Enroll Business Management course](#)

[Back to the question](#)

**TIP** Remember to click **Next** to go to the next question, and click the **Submit** button when you see them! This will save your answers.

**Go-eCommerce**

High five! It's good to know that you can see the potential and benefit of generating income from online business.

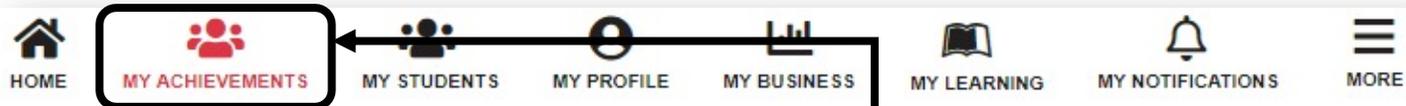
If you're just getting started, it's important to make sure you've covered the business basics first. Take a few minutes to explore our Business Management learning modules which cover:

- Business planning
- Cybersecurity
- People management
- Import/export and many more!

[Enroll Business Management course](#)

[Back to the question](#)

# PROFILING - UPDATE



## eBUSINESS READINESS: MORE DETAILS



**Filter**

**Completion Status**

All

Answer Now

See My Recommendation

Completed

**Level**

All

Level 1

Level 2

Level 3

All Business Capacity Entrepreneur Capability Product Strength Technological Potential

Level 0

Product Name

Your Answer(s):

[Answer Now](#)

Level 0

Have you registered your business with SSM?

Your Answer(s):

Yes

[Answer Now](#)

## UPDATING YOUR PROFILING SCORE

1. Click **My Achievements**
2. Scroll down to the **eBusiness Readiness: More Details section**
3. The progress bar shows your score for each profiling category
4. Click **Update Score** to answer questions under that category ie Business Capacity Score
5. You will be redirected to **My Recommendation** page
6. Click **Answer Now** to answer that question.

# PROFILING - RECOMMENDATIONS



## eBUSINESS READINESS: MORE DETAILS



## Go-eCommerce



### Filter

#### Completion Status

- All
- Answer Now
- See My Recommendation
- Completed

#### Level

- All
- Level 1
- Level 2
- Level 3

All Business Capacity Entrepreneur Capability Product Strength Technological Potential

Business Capacity | Level 1

My business will benefit from online sales.

Your Answer(s):

Absolutely!

Change answer

#### Recommendations:

High five! It's good to know that you can see the potential and benefit of generating income from online business.

If you're just getting started, it's important to make sure you've covered the business basics first. Take a few minutes to explore our Business Management learning modules which cover:

- Business planning
- Cybersecurity
- People management
- Import/export and many more!

Do it now

## VIEW YOUR RECOMMENDATIONS

1. Click **My Achievements**
2. Scroll down to **eBusiness Readiness: More Details** section
3. The progress bar shows the score of each profiling category
4. Click **Recommendations** based on the category
5. You will be redirected to **My Recommendation** page
6. Click **Do It Now** to proceed with the recommendation

# 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.

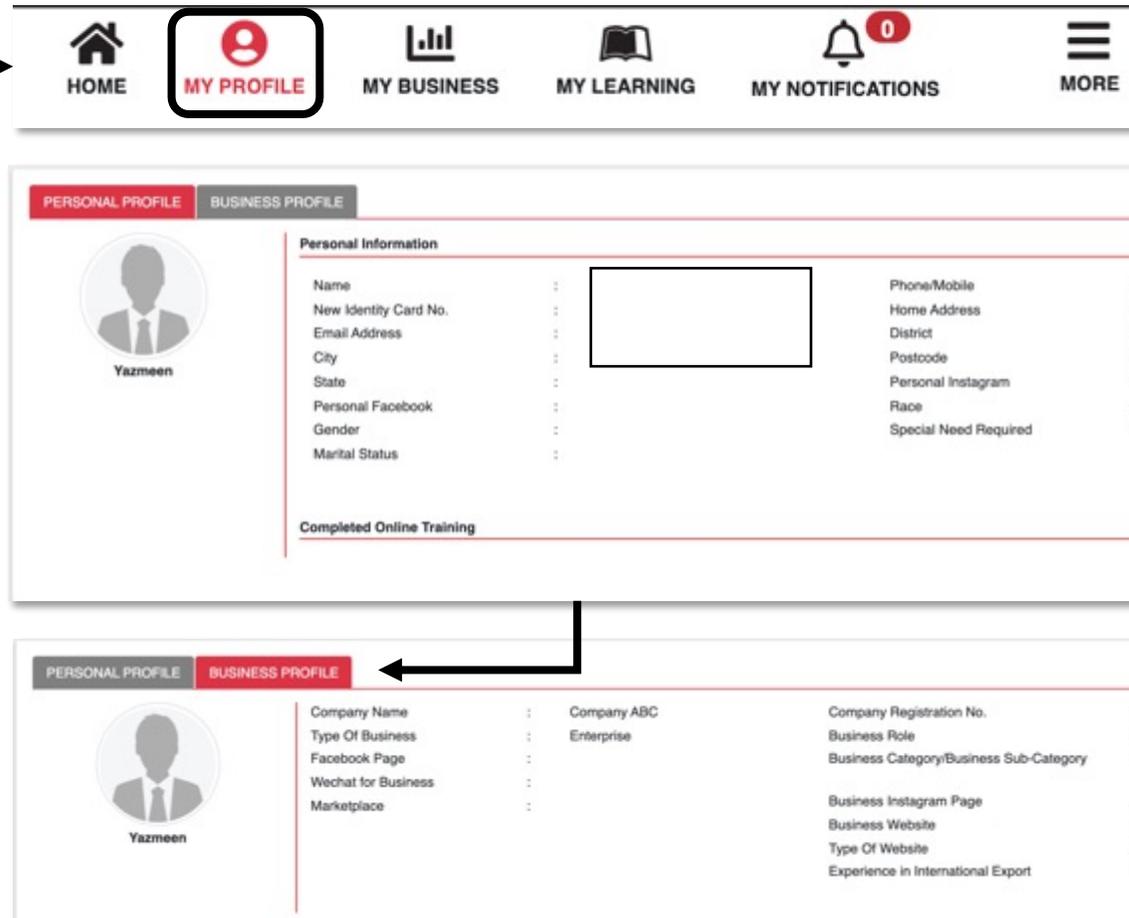


1

## 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 0 MORE

PERSONAL PROFILE BUSINESS PROFILE

Yazmeen

**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**

Yazmeen

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

## UPDATE YOUR BUSINESS / PERSONAL PROFILES

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 &\*@#%^^

# MANAGE SALES

The screenshot shows the Go-eCommerce dashboard. 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, and MORE. Below the navigation bar, there is a search bar with fields for Business Name (ebnoo media), Year (2019), and Month (January), and a View button. The main content area is titled 'Add Transactions' and contains a form for adding sales. The form has a section for 'Add Sales' with the following fields: Transaction Type\* (Offline selected, Online unselected), Marketplace (dropdown menu), Date\* (14/01/2021, with a calendar icon), Amount\* (Please fill amount), and Descriptions (text area). A Submit button is at the bottom of the form. Arrows point from the 'MY BUSINESS' menu to the 'Add Transactions' section and from the 'Date\*' field to 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

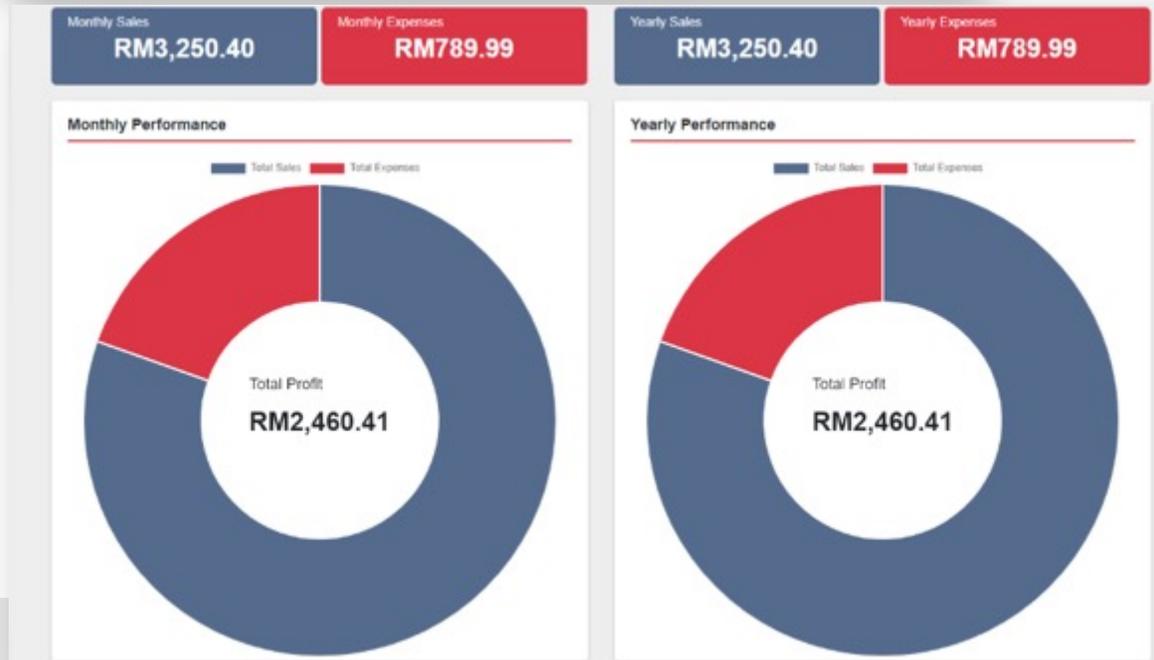
Date: 24/01/2019

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](#)

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

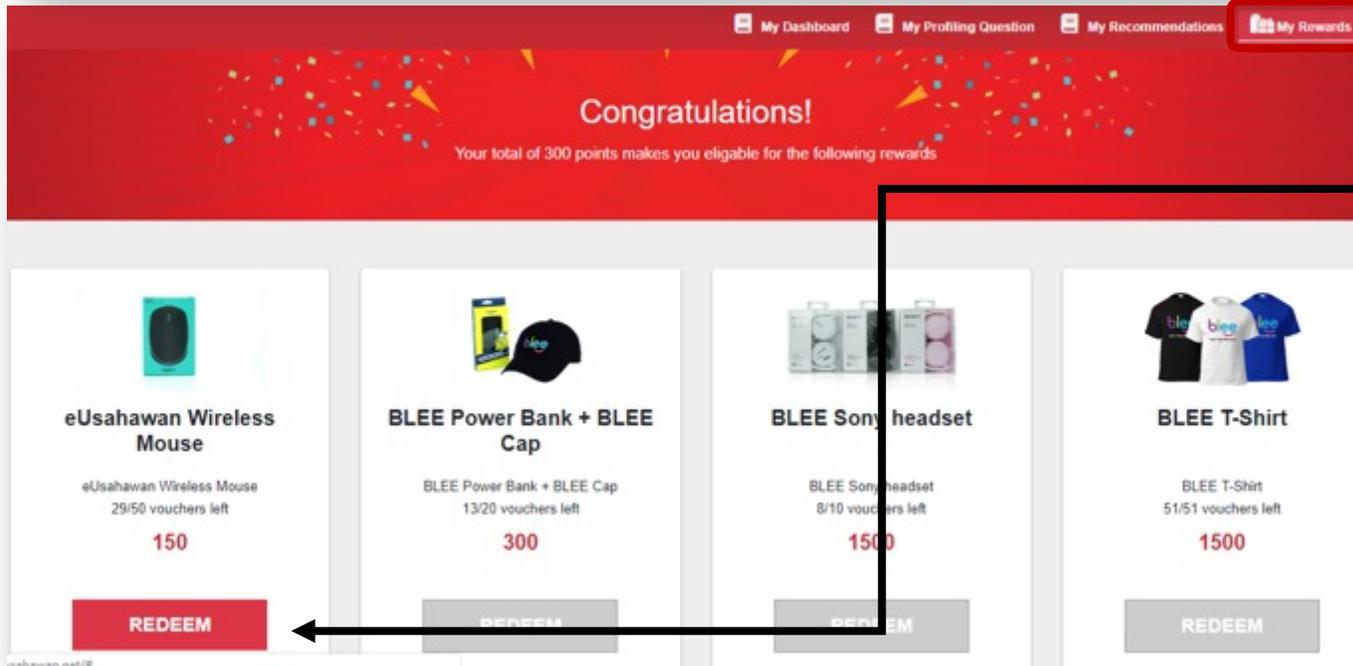
## TRANSACTION LIST

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](#)

# 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

<< Back to My Rewards Page

eUsahawan Wireless Mouse  
This redemption will deduct 150 Points

Name \*  
Mazura Binti Mohamed

Phone, Mobile \*  
0156055658

Address \*  
taman sentosa 5

District \*  
Jusseh

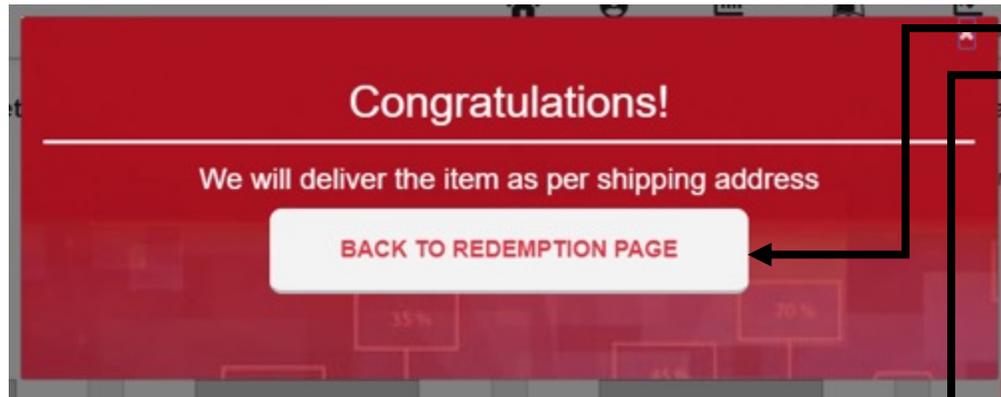
City \*  
Jusseh

State \*  
Negeri Sembilan

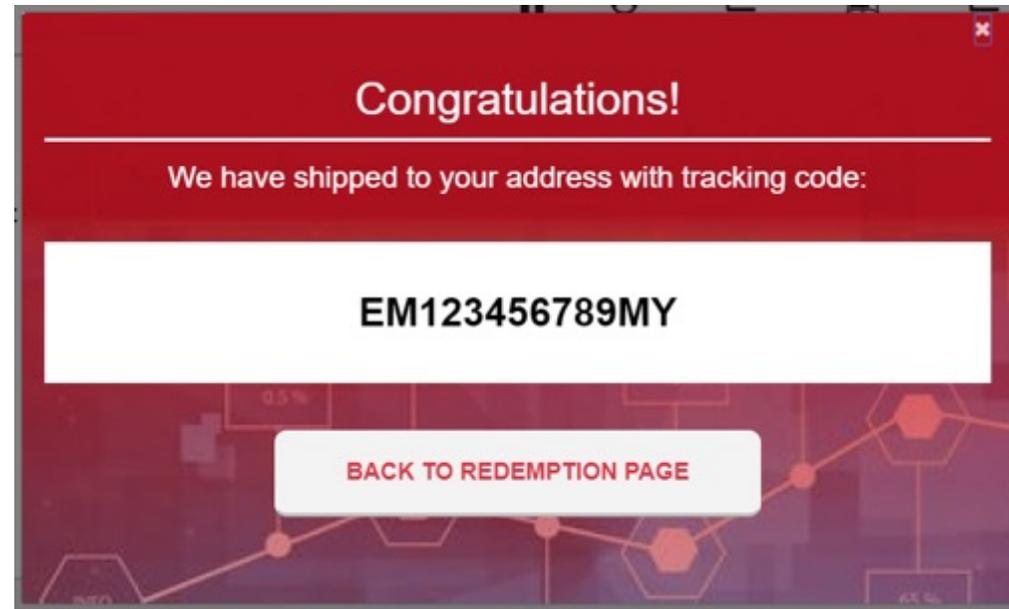
Postcode \*  
72500

Submit

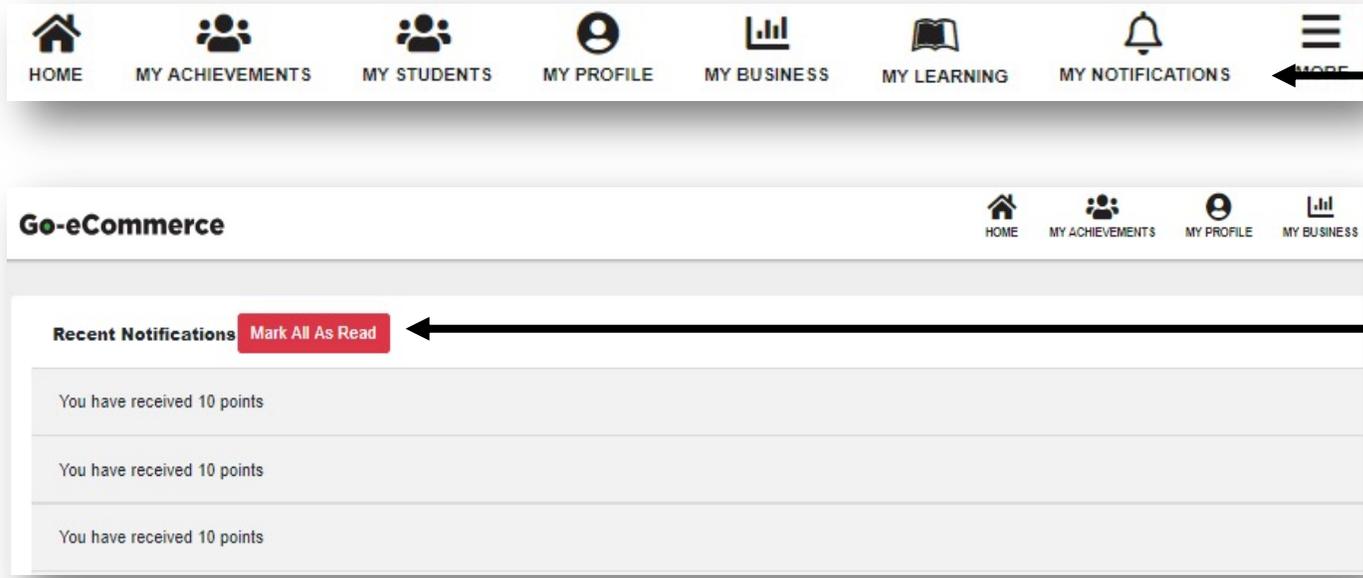
# REWARDS - TRACK



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**

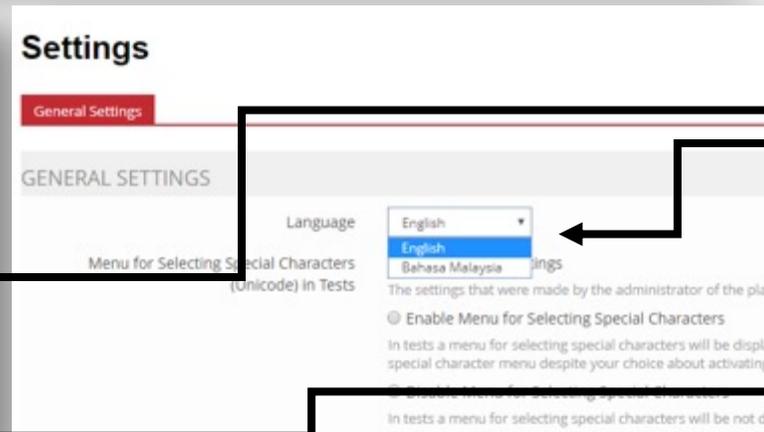
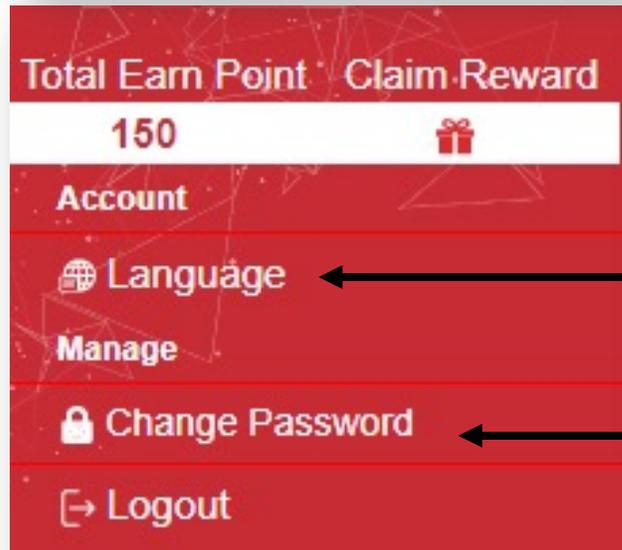


# VIEW NOTIFICATIONS



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.

If you have any issues or queries, please email to [support@go-ecommerce.my](mailto: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 as soon as we can!