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Malaysian Communications and Multimedia Commission

TECHNICAL STANDARDS SYSTEM (TSS)

User Manual for Public User

This document is created to provide users with guidance on utilizing the features of the Technical Standards System (TSS). It outlines the process, flow, and functionalities of the TSS, complete with screenshots and a step-by-step walkthrough.

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1.0 Introduction

The User Manual serves as a comprehensive reference manual for Public Users, providing clear guidelines on utilizing the Technical Standards System (“TSS”).

This document encompasses detailed information on TSS applications, including:

- Special Approval (“SA”)
- Certifying Agency (“CA”)
- Mutual Recognition Arrangement Lab (“MRAL”)
- Trial, Experiment, and Demonstration (“TED”)

It further outlines the workflow and functionality associated with each form, ensuring a thorough understanding of the system's capabilities.

2.0 Login Page

To access the TSS system, users need to initiate the login process via a one-time password (“OTP”). Follow these steps:

1. Launch a compatible web browser and input the TSS URL into the browser's address bar.

Link for public user : <https://tss.mcmc.gov.my>

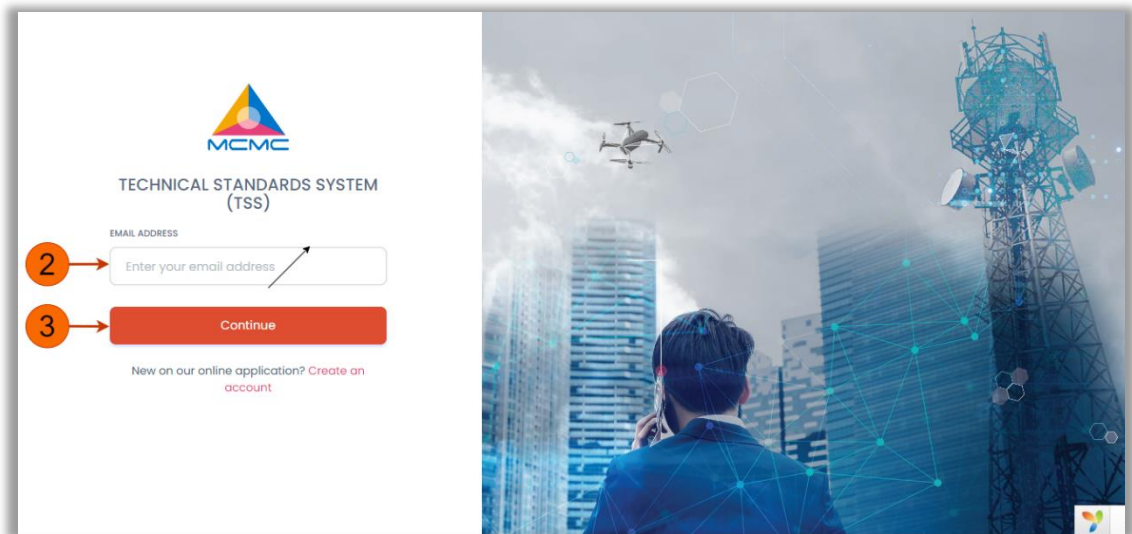


Figure 1: TSS Public User Login Page

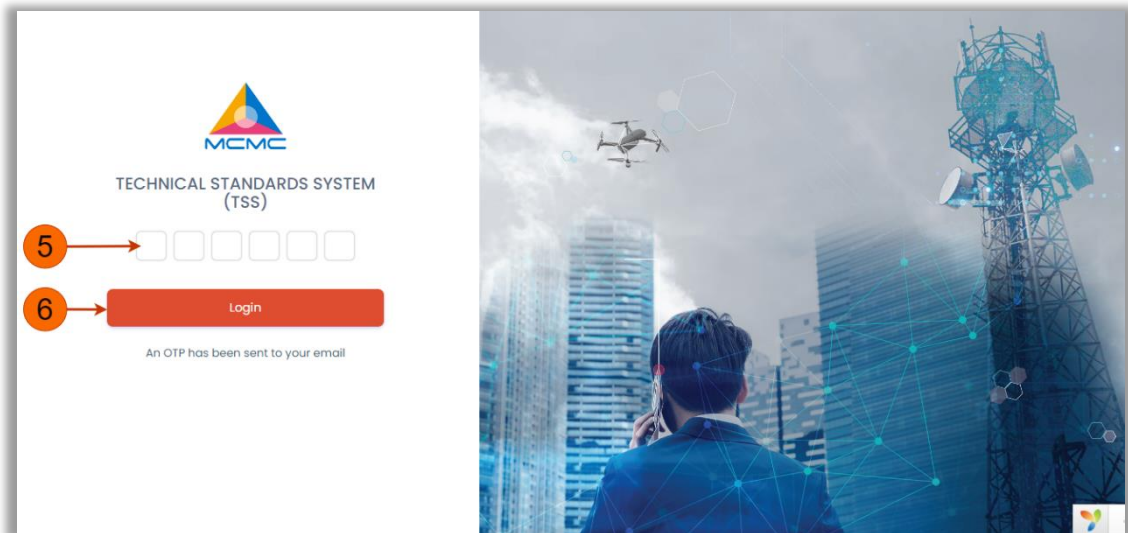


Figure 2: TSS Public User Login Page

2. Provide your **Email Address**.
3. Click **Continue**.
4. Access your email to retrieve the OTP sent by the system.
5. Enter the **OTP** number.
6. Click **Login** to proceed.

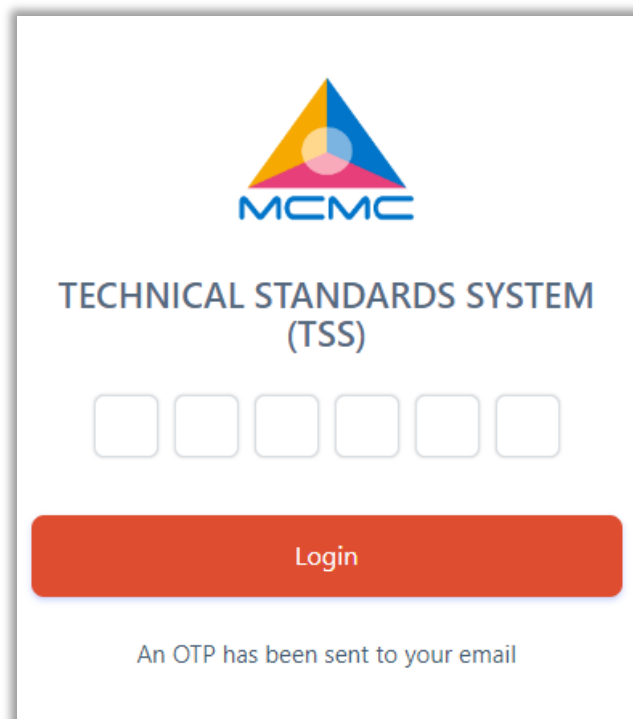


Figure 3: OTP Login Page





3.0 Dashboard

Upon login, the user will be directed to the landing page, which consists of five (5) main sections: **Dashboard**, **Application**, **List of Applications**, **User Profile**, and **Logout**.



Figure 4: Dashboard Page

No.	Legends	Descriptions
1	Application	<ul style="list-style-type: none"> The user will be able to view, edit, withdraw, or submit four (4) applications as follows: <ol style="list-style-type: none"> Certifying Agency. Special Approval. Mutual Recognition Arrangement Lab. Trial, Experiment, and Demonstration.
2	Dashboard	<ul style="list-style-type: none"> Dashboard will display the four (4) statuses of the record for the current user account login. The record statuses are as follows: <ol style="list-style-type: none"> Pending = The application is under review. Processing = The application is being processed. Approved = The application has been approved. Rejected = The application has been rejected.
3	List of Application	<ul style="list-style-type: none"> This section displays the list of forms submitted by the user with the application status to indicate the current application progress: <ol style="list-style-type: none"> Draft = The application has not been submitted. Pending = The application is pending review; however, it can still be withdrawn. Processing = The application is being processed. Withdrawal of the application is not possible at this stage. Require Information = The application requires additional information or documents. This label notify user to review the application for any missing items or documents. Rejected = The application has been rejected by MCMC. Users can click the following icons to perform activities:

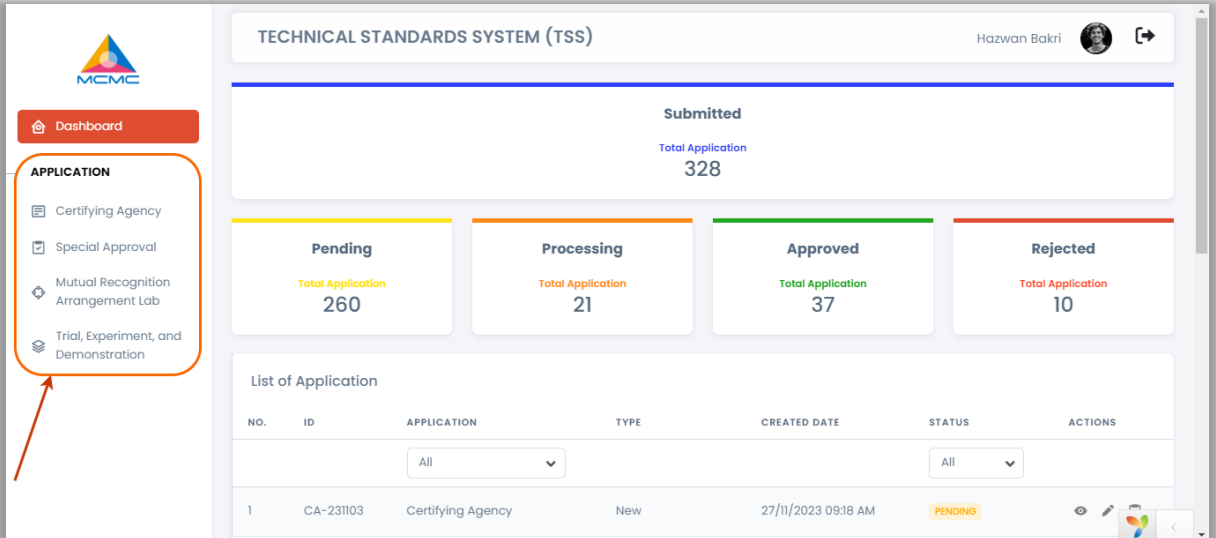
		<p>a.  = View record details.</p> <p>b.  = Edit record.</p> <p>c.  = Withdraw record with status as <i>draft</i>, <i>submitted</i> and <i>pending</i>.</p> <ul style="list-style-type: none"> The filter drop-down function enables users to filter by APPLICATION and the STATUS of the application
4	User Profile	<ul style="list-style-type: none"> Click avatar to view and update profile information.
5	Log out	<ul style="list-style-type: none"> Click  to log out from system.



4.0 Application Forms

There are four (4) application modules available on the left menu bar side:

- Certifying Agency
- Special Approval
- Mutual Recognition Arrangement Lab
- Trial, Experiment, and Demonstration

Clicking on any of these options from the Application menu will lead the user to the respective module page.



TECHNICAL STANDARDS SYSTEM (TSS) Hazwan Bakri  

Submitted
Total Application: 328

Pending Total Application: 260	Processing Total Application: 21	Approved Total Application: 37	Rejected Total Application: 10
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List of Application




NO.	ID	APPLICATION	TYPE	CREATED DATE	STATUS	ACTIONS
		<input type="text" value="All"/>			<input type="text" value="All"/>	
1	CA-231103	Certifying Agency	New	27/11/2023 09:18 AM	PENDING	  

Figure 5: Application Dashboard Page

4.1 Certifying Agency

4.1.1 New Application

Users can navigate to the “**Certifying Agency**” section by selecting it from the Application menu. This action will direct the user to the listing page, which prominently features the “**New Application**” button.

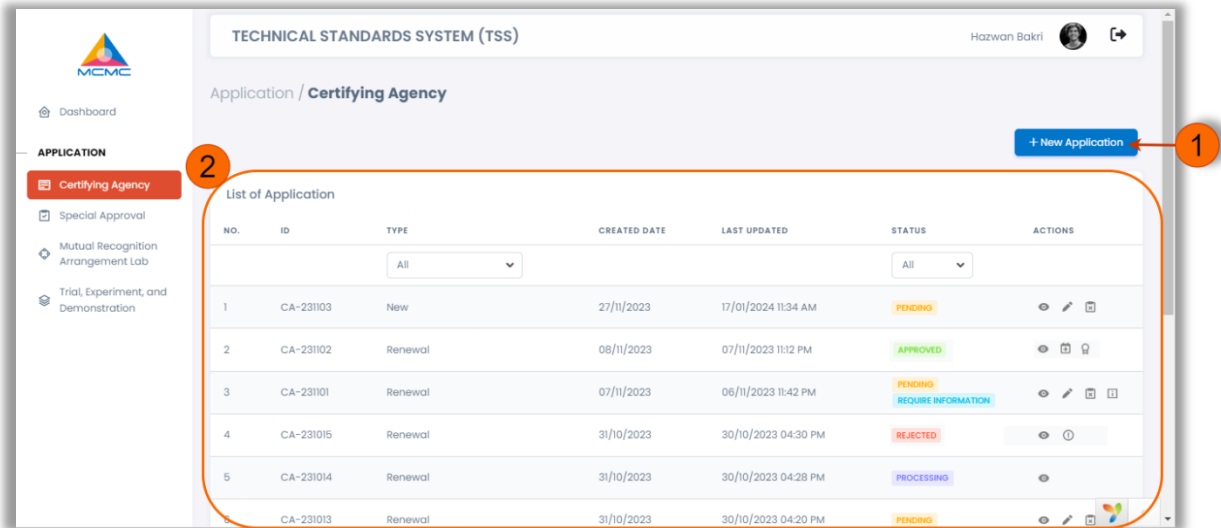


Figure 6: Certifying Agency Listing Page

No.	Legends	Descriptions
1	New Application	<ul style="list-style-type: none"> Click + New Application to create a new record.
2	List of Application *Note: - The CA process must be completed by the applicant within 90 days. If there is no action from the applicant within this timeframe, the submission will be automatically rejected by the system. - The CA renewal process should be initiated at least 90 days before the expiration date. The renewal button will be disabled after the expiration date.	<ul style="list-style-type: none"> Filter record based on TYPE. Filter record based on STATUS. Users can click the following icons to perform activities: <ol style="list-style-type: none"> = View record details. = Edit record. = Withdraw record with status as <i>draft, submitted, and pending</i>. = View the certificate. = View required information/action. = View the reason for rejection.

On the new application page, the information regarding “**Categories of Registration**” for certifying agency will be displayed.

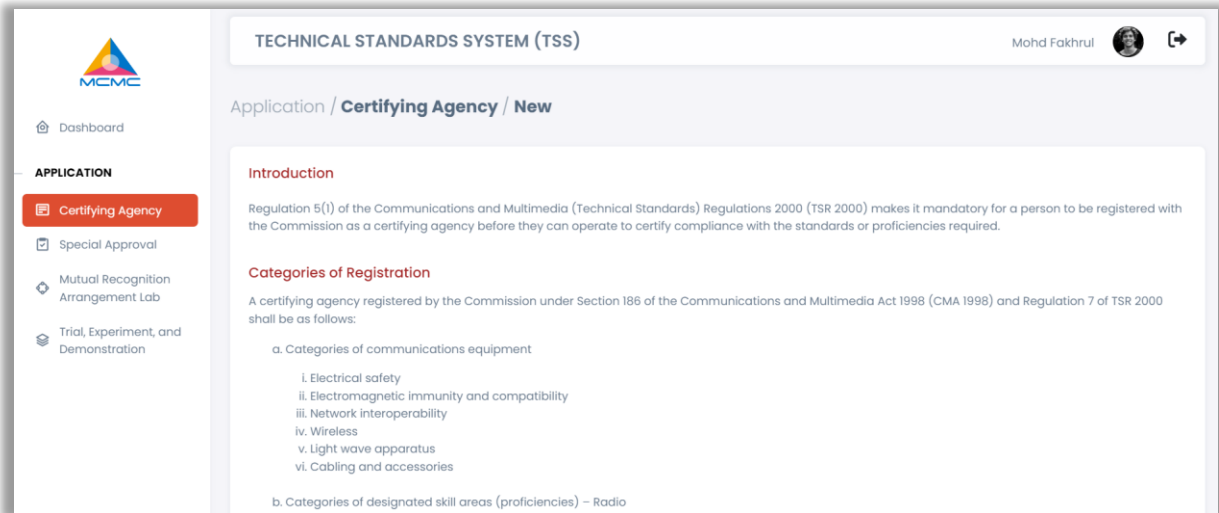


Figure 7: Certifying Agency New Application

Clicking on the “**Apply**” button will direct users to the new application request page.

Applicants are required to fill in information in the following five (5) sections: CONTACT, CATEGORY, ORGANIZATION, KEY PERSONNEL, and CHECKLIST.

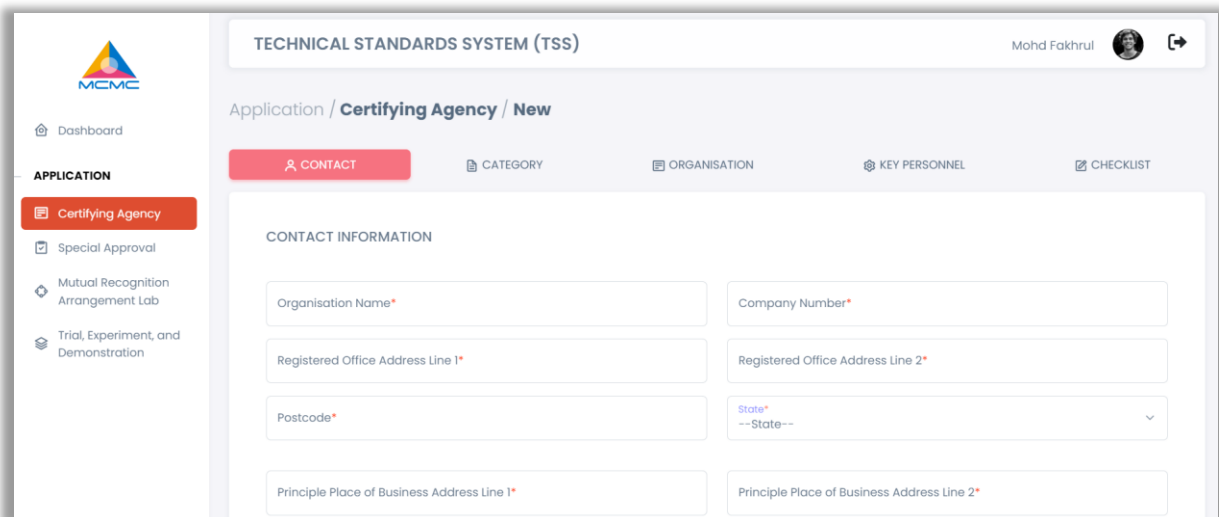


Figure 8: Certifying Agency Application Form

Applicants may click **"Save as Draft"** if the application lacks sufficient information or is not yet ready for submission. When the application is ready for submission, the applicant should proceed to the CHECKLIST section page and click on the **"Submit Application"** button.

Figure 9: Certifying Agency Checklist Page

Upon approval of the application, the renewal and certification icons, as shown in Figure 10, will appear on both the dashboard and the Certifying Agency application page.

NO.	ID	TYPE	CREATED DATE	LAST UPDATED	STATUS	ACTIONS
1	CA-240105	Renewal	17/01/2024	17/01/2024 03:07 PM	PENDING	REQUIRE INFORMATION, eye, edit, delete
2	n/a	Renewal	17/01/2024	17/01/2024 11:39 AM	DRAFT	eye, edit, delete
3	n/a	Renewal	17/01/2024	17/01/2024 11:38 AM	DRAFT	eye, edit, delete
4	n/a	Renewal	17/01/2024	17/01/2024 11:37 AM	DRAFT	eye, edit, delete
5	n/a	Renewal	17/01/2024	17/01/2024 11:37 AM	DRAFT	eye, edit, delete
6	CA-240103	New	17/01/2024	17/01/2024 11:31 AM	APPROVED	eye, edit, delete

Figure 10: Certifying Agency Application List

4.1.2 Renewal Application

When clicking the Renewal icon in the Certifying Agency Application List, the system will automatically navigate the user to the renewal form, pre-filled with the information from the previous application.

TECHNICAL STANDARDS SYSTEM (TSS) Mohd Fakhru

Application / **Certifying Agency / Renewal**

CERTIFICATE INFORMATION

DETAILS ON EXISTING APPLICATION

SERIAL NUMBER* TestSNOI23542 CERTIFICATE NUMBER* 535643735245

CERTIFICATE VALIDITY START DATE* 2024-01-17 CERTIFICATE VALIDITY END DATE* 2025-01-17

Next

* required

Figure 11: Certifying Agency Renewal Form

Clicking on the **"Submit Application"** will generate a new application ID for the renewal application.

4.2 Special Approval

Users can navigate to the **"Special Approval"** section by clicking on it in the Application menu. This action will direct the user to the listing page, which prominently features the **"New Application"** button.

TECHNICAL STANDARDS SYSTEM (TSS) Hazwan Bakri








Application / **Special Approval**

+ New Application

List of Application

NO.	ID	PURPOSE	TYPE	CREATED DATE	LAST UPDATED	STATUS	ACTIONS
1	SA-231101	Shielded Room	Special Approval	09/11/2023	09/11/2023 10:13 AM	PENDING	👁️ ✎️ 🗑️ 📄
2	SA-231006	Trial	Clearance Letter	30/10/2023	30/10/2023 02:44 PM	PENDING REQUIRE INFORMATION	👁️ ✎️ 🗑️ 📄
3	SA-231005	Trial	Clearance Letter	30/10/2023	30/10/2023 01:16 PM	APPROVED	👁️ 🗑️ 📄
4	SA-230809	Tuned Radio Frequency Other Condition	Special Approval	08/08/2023	29/10/2023 02:56 PM	PROCESSING	👁️ 🗑️ 📄
5	SA-230706	Demo	Special Approval	06/07/2023	20/09/2023 05:21 PM	REJECTED	👁️ 🗑️ 📄
6	SA-230709	Demo	Special Approval	10/07/2023	20/09/2023 12:28 PM	REJECTED	👁️ 🗑️ 📄

Figure 12: Special Approval Listing Page

No.	Legends	Descriptions
1	New Application	<ul style="list-style-type: none"> Click + New Application to create a new record.
2	List of Application *Note: - The SA process must be completed by the applicant within 90 working days. If there is no action from the applicant within this timeframe, the submission will be automatically rejected by the system.	<ul style="list-style-type: none"> Filter records based on TYPE. Filter records based on STATUS. User can click the following icons to perform actions: <ol style="list-style-type: none">  = View record details.  = Duplicate record.  = Edit record.  = Withdraw record with status as <i>draft</i>, <i>submitted</i> and <i>pending</i>.  = View required information/action.  = View the certificate.  = View the reason for rejection.

After clicking the “**New Application**” button, the system will direct the applicant to the guidelines for Special Approval application as shown in Figure 13.



Figure 13: Special Approval Guideline Page

Clicking on the “**Apply**” button will direct the applicant to the Special Approval form consisting of sections for CONTACT, PURPOSE, INSTALLATION, EQUIPMENT, and CHECKLIST.

TECHNICAL STANDARDS SYSTEM (TSS) Mohd Fakhru

Application / **Special Approval**

CONTACT PURPOSE INSTALLATION EQUIPMENT CHECKLIST

CONTACT INFORMATION

Organisation Name* Applicant Name*

Business / Residential Address Line 1* Business / Residential Address Line 2*

Postcode* State* --State--

Fax Number Office / Home Telephone*

Figure 14: Special Approval Application form

On the equipment page, applicants must specify the equipment quantity and serial number. The serial number must correspond to the quantity stated and should be separated by a semicolon (;), as shown in Figure 15.

COMMUNICATIONS EQUIPMENT INFORMATION (PLEASE ATTACH TECHNICAL SPECIFICATIONS)

Type of Equipment Brand Name

Please state Type of Equipment. Please state Brand.

Model No. Frequency Range

Please state Model Number. Please state Frequency Range.

Transmit Power (EIRP) Quantity 3

Please state Transmit Power.

Serial Number D3;D2 + Add equipment

Serial number needs to be tallied with quantity. Please use semicolon to separate serial numbers. Eg: Serial Number 1;Serial Number 2

NO.	TYPE OF EQUIPMENT	BRAND NAME	MODEL NO.	FREQUENCY RANGE	TRANSMIT POWER (EIRP)	QUANTITY	SERIAL NUMBER
-----	-------------------	------------	-----------	-----------------	-----------------------	----------	---------------

Previous Next

Figure 15: Special Approval Equipment Section page

Applicants may save the application as a draft before submitting the application if there is not enough information to fill. If the application is ready, the applicant may click on the submit button to proceed and the system will generate a new form ID.

4.3 Mutual Recognition Arrangement Lab

Users can navigate to the “**Mutual Recognition Arrangement Lab**” section by clicking on it in the Application menu. This action will direct the user to the MRA listing, which prominently features the “**New Application**”, “**Renewal Application**” and “**Scope Extension**” button.

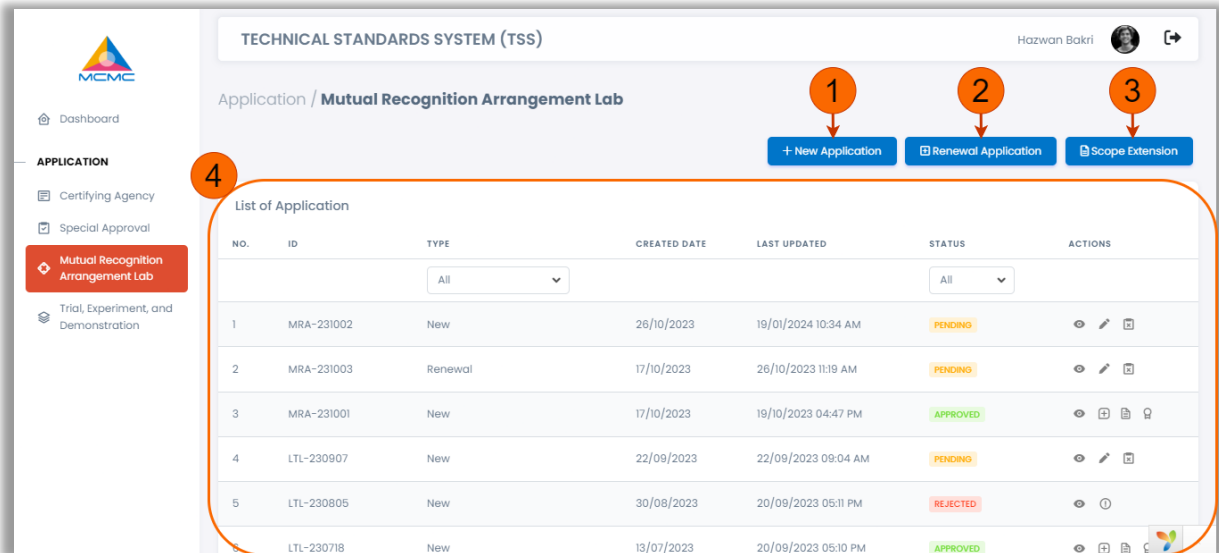


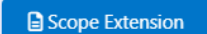







Figure 16: Mutual Recognition Arrangement Lab Listing Page

No.	Legends	Descriptions
1	New Application	<ul style="list-style-type: none"> Click  to create a new record.
2	Renewal Application	<ul style="list-style-type: none"> Click  for renewal application.
3	Scope Extension	<ul style="list-style-type: none"> Click  for accreditation scope extension application.
4	List of Application *Note: - The MRA process must be completed by the applicant within 90 days. If there is no action from the applicant within this timeframe, the submission will be automatically rejected by the system. - The MRA renewal process should be initiated at least 90 days before the expiration date. The renewal button will be disabled after the expiration date.	<ul style="list-style-type: none"> Filter record based on TYPE. Filter record based on STATUS. User can click the following icons to perform activities: <ol style="list-style-type: none">  = View record details.  = Edit record.  = Withdraw record with status as a <i>draft, submitted, and pending</i>.  = View required information/action.  = View the reason for rejection.

On the application page, the guidelines for MRAL application will be displayed as shown in Figure 17.



Figure 17: MRAL Guideline Page

Clicking on the "Apply" button will direct the applicant to the Mutual Recognition Arrangement Lab form consisting of sections for CONTACT, MUTUAL RECOGNITION ARRANGEMENT and CHECKLIST.

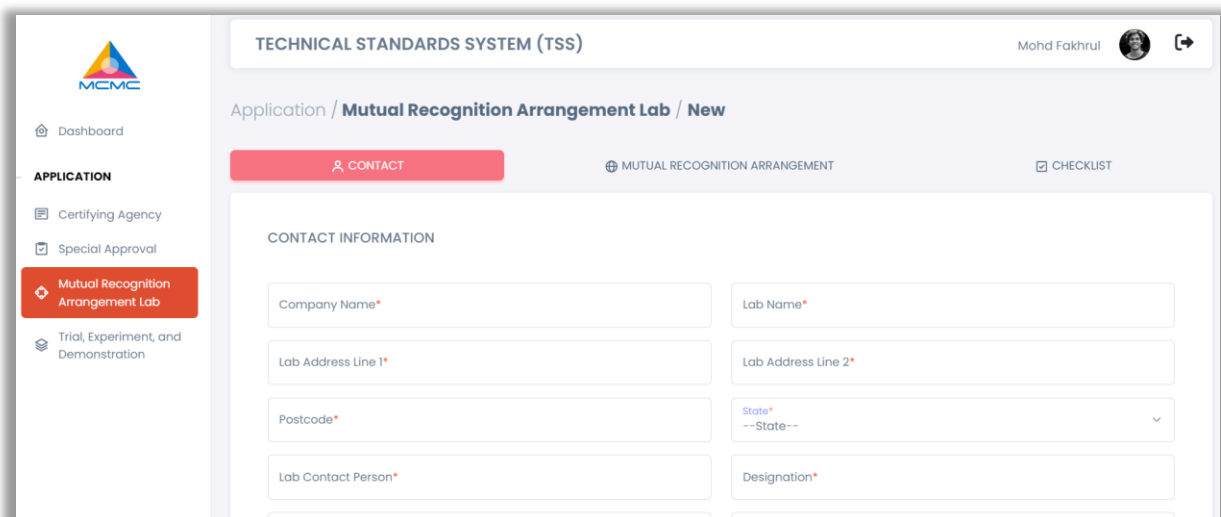


Figure 18: MRAL Application form

Applicants may save the application as a draft before submitting the application if there is not enough information to fill. If the application is ready, the applicant may click on the submit button to proceed and the system will generate a new form ID.

4.4 Trial, Experiment, and Demonstration

Users can navigate to the “**Trial, Experiment, and Demonstration**” section by selecting it from the Application menu. This action will direct the user to the listing page, which prominently features the “**New Application**” button.

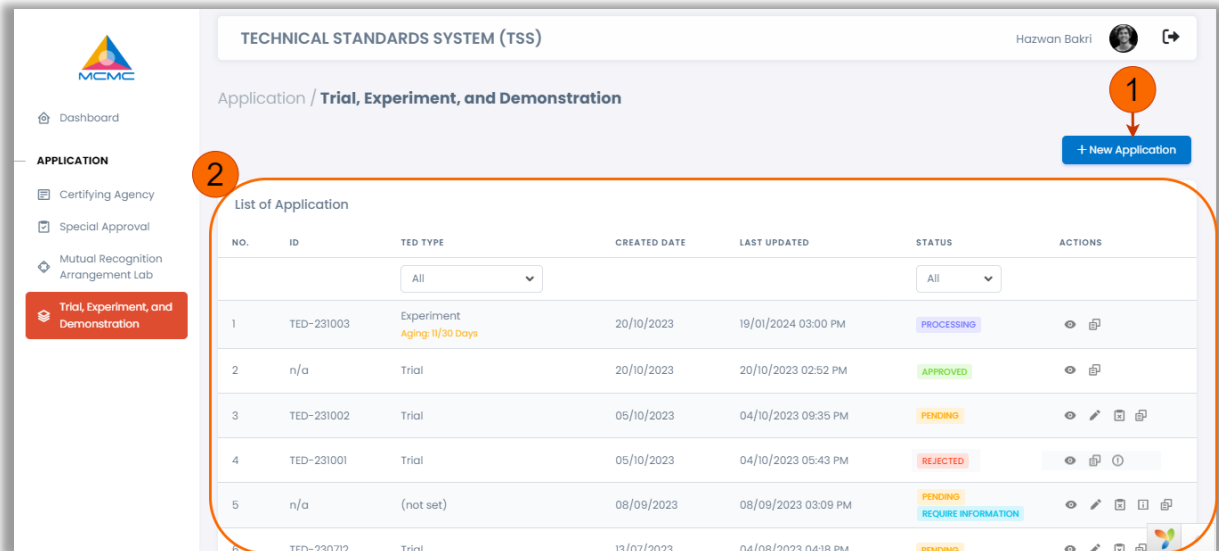










Figure 19: TED Listing Page

No.	Legends	Descriptions
1	New Application	<ul style="list-style-type: none"> Click  to create a new record.
2	List of Application *Note: - The application will undergo processing within a period of 30 working days. Nonetheless, the duration of the process may extend due to the complexity of individual applications. Should additional information be requested, applicants are mandated to furnish it within 90 days, failing which the application may be rejected by the system.	<ul style="list-style-type: none"> Filter record based on TYPE. Filter record based on STATUS. Users can click the following icons to perform activities: <ol style="list-style-type: none">  = View record details.  = Duplicate record for another entry creation.  = Edit record details.  = Withdraw record with status as <i>draft</i>, <i>submitted</i>, and <i>pending</i>.  = View required information/action.  = View the reason for rejection.  = View the certificate

After clicking the “**New Application**” button, the system will direct the applicant to the TED guidelines shown in Figure 20.



Figure 20: TED Guideline Page

There will be five (5) sections that need to be filled by the applicant, which are CONTACT, OBJECTIVE, LOCATION AND TECHNOLOGY, PROJECT DETAILS, and CHECKLIST.

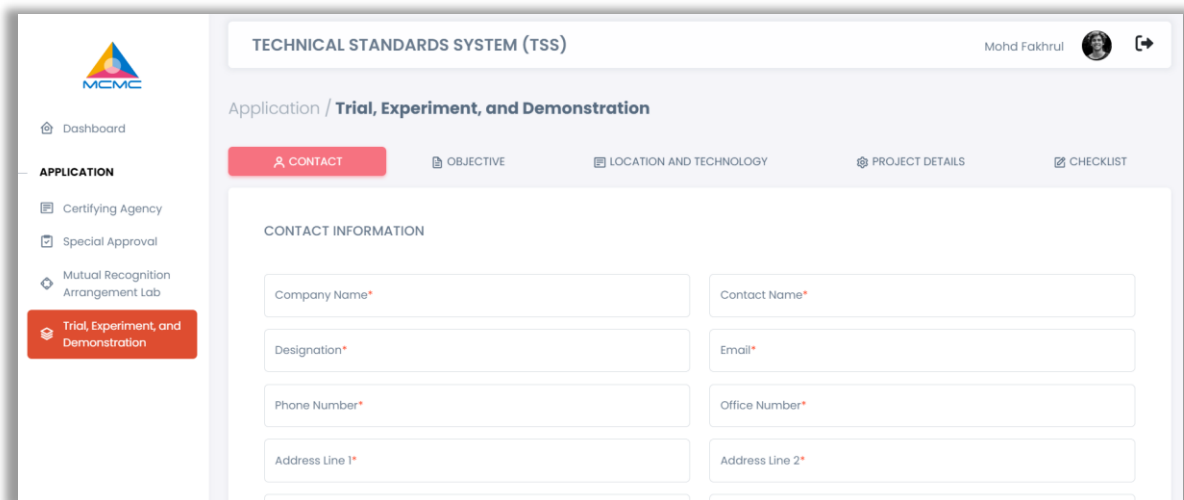


Figure 21: TED Application Form

Applicants may save the application as a draft before submitting the application if there is not enough information to fill. If the application is ready, the applicant may click on the submit button to proceed and the system will generate a new form ID.