

Dear Student Affairs Unit,

**We hope this email finds you well.**

We are excited to inform you that we are nearing the completion of the **AIU Hostel Management System** implementation. To ensure a smooth transition, we would like to address two key aspects and highlight the expectations of the system as we move forward:

## **1. Database Integration**

We need to incorporate the database into the system, and you have two options:

- **Provide Data Files:** Share the necessary **Student data and Hostel data** in formats such as **CSV or Excel**, and we will upload it into the system.
- **Manual Entry:** Alternatively, the data (Student records or Hostel data) will need to be entered manually.

To streamline this process, please let us know your preference at the earliest. If you choose the first option, we can provide guidance on preparing the data files in the required format.

## **2. Email Notification System**

The system includes email notifications for enhanced communication, powered by **SendGrid**.

- **Free Plan:** Allows up to 100 emails to be sent per day at no cost.
- **Paid Plan:** If the Student Affairs (SA) unit requires higher capacity, a paid plan is available starting at approximately RM20 per month, offering up to 50,000 emails per month.

Additionally, notifications from the system will currently be sent to [helpdesk@ppksb.com.my](mailto:helpdesk@ppksb.com.my). If you wish to change this or add additional email addresses for notifications, please let us know.

You can find more details about the email service plans on the [SendGrid pricing page](#).

### 3. Expected Features of the System

This system is designed to offer several key features to streamline and enhance operations:

- **Real-Time Notifications:**

- For Student Affairs (SA), students, and PPK regarding maintenance requests for rooms.
- For SA and students regarding requests to change rooms.

- **Room Management:**

- Reduce manual processes in room management.
- Provide insights into room capacity, including the number of occupied and available rooms.
- Maintain accurate records of current students on campus.

Looking forward to your response. Please feel free to reach out if you have any questions or need clarification please do not hesitate to reach out.