

# EDD Manual

YAYASAN SABAH EDUCATION ONLINE

## LOGIN INTO EDD

### Login Page

Please use Google Chrome Browser  to run this system.

Step 1: Go to <http://bfff.yayasanabahgroup.org.my:8888/edd/> and enter “No. Kad Pengenalan” and “Kata Laluan”.

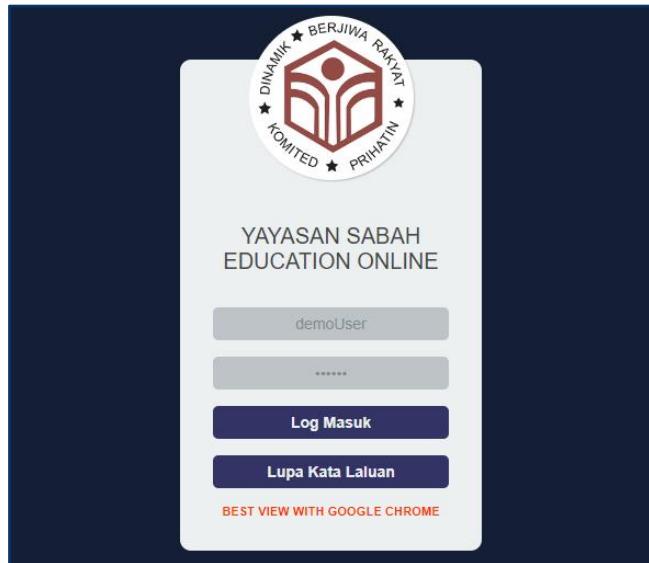


Figure 1.1 : Login Page

Step 2: Click **Log Masuk** to Login.

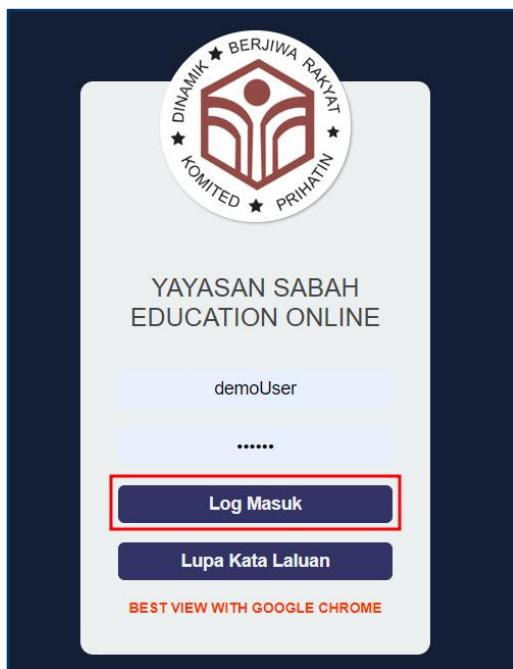


Figure 1.2 : “Log Masuk” Button

Step 3: Once logged in, you will be directed to the Home Page.



*Figure 1.3 : Home Page*

## STAFF

### 1. Register a student

Step 1: Hover the cursor to **PELAJAR** in the Menu Bar and click **Daftar Pelajar**.



Figure 1.1 : "Daftar Pelajar" button

Step 2: Once clicked, you will be directed to the "Daftar Pelajar" page. This page allows you to register a student.

The screenshot shows a form titled 'DAFTAR PELAJAR'. On the left, there is a sidebar with 'PELAJAR' at the top, followed by two links: 'SENARAI' and 'DAFTAR'. The main area has a field labeled 'NO. KAD PENGENALAN \*' with a yellow input box below it. To the right of the input box is a dark blue 'CARI' button. At the bottom of the main area, there is a section labeled 'MAKLUMAT PELAJAR'.

Figure 1.2 : "Daftar Pelajar" page

Step 3: In the “Daftar Pelajar” page, enter a “No. Kad Pengenalan” in the text field provided.

Next, click **CARI**.

DAFTAR PELAJAR

NO. KAD PENGENALAN \*

680825125281

CARI

Figure 1.3 : “Cari” button

Step 4: If the “No. Kad Pengenalan” is valid, a “No. Akaun Pelajar” dropdown menu should appear. Otherwise, an error message “Tiada Rekod” will appear.

DAFTAR PELAJAR

NO. KAD PENGENALAN \*

680825125281

CARI

MAKLUMAT PELAJAR

NO. AKAUN PELAJAR \*

Figure 1.4 : Result if “No. Kad Pengenalan” is valid

DAFTAR PELAJAR

NO. KAD PENGENALAN \*

680825125280

CARI

MAKLUMAT PELAJAR

Tiada Rekod

Figure 1.5 : Result if “No. Kad Pengenalan” is invalid

Step 5: In the “No. Akaun Pelajar” dropdown menu, select an item. Once selected, several new text fields will appear.

The screenshot shows a dropdown menu interface. At the top, the title "MAKLUMAT PELAJAR" is displayed in bold. Below it, the label "NO. AKAUN PELAJAR \*" is shown. A dropdown menu is open, displaying the value "00-002-4454" in blue, which is highlighted with a cursor icon. The rest of the dropdown menu is grayed out.

Figure 1.6 : “No. Akaun Pelajar” dropdown menu

The screenshot shows a form titled "MAKLUMAT PELAJAR". It includes fields for "NO. AKAUN PELAJAR" (containing "00-002-4454"), "TAHUN PENGAMBILAN" (containing "2000"), "NAMA PELAJAR" (containing "ABDULLAH BIN IBNU HASSIM"), and "ALAMAT EMEL" (an empty field). Below the form, there are two input fields: "NO. TELEFON BIMBIT \*" containing "01112680801" and "NO. TELEFON RUMAH" containing "089782918". A red rectangular box highlights the entire row of fields starting from "TAHUN PENGAMBILAN" down to the two phone number fields.

Figure 1.7 : Several new text fields that will appear.

Step 6: In the “Alamat Emel” text field, enter a valid email address. This email address is used to send a verification link to the student. Please make sure to enter a correct email address as you are unable to enter the email address for the second time if mistakes occur.

A registration form with fields for student information. The 'NAMA PELAJAR' field contains 'ABDULLAH BIN IBNU HASSIM'. The 'ALAMAT EMEL \*' field contains 'demoEmail@demo.com', which is highlighted with a red border. The 'NO. TELEFON BIMBIT \*' field contains '01112680801' and the 'NO. TELEFON RUMAH' field contains '089782918'.

Figure 1.8 : “Alamat Emel” text field

Step 7: Once email is entered, click **DAFTAR**.

The same registration form as Figure 1.8, but now the 'DAFTAR' button at the bottom left is highlighted with a red border, indicating it is the next action to be taken.

Figure 1.9 : “Daftar” button

Step 8: Once the student is registered, a popup message will appear.

A modal window titled 'DAFTAR PELAJAR' with a message 'REKOD BERJAYA DIMASUKKAN DAN E-MEL TELAH DIHANTAR KEPADA PELAJAR.' in a red-bordered box. There is an 'X' icon in the top right corner. Below the message, there is a 'NO. KAD PENGENALAN \*' input field containing a yellow placeholder and a 'CARI' button. At the bottom, there is a 'MAKLUMAT PELAJAR' section.

Figure 1.10 : Popup message appears once a student is registered.

## 2. Search a student record

Step 1: Hover the cursor to **» PELAJAR** in the Menu Bar and click **Daftar Pelajar**.



Figure 1.1 : "Daftar Pelajar" button

Step 2: Once clicked, you will be directed to the "Register Student" page.

This screenshot shows the 'DAFTAR PELAJAR' page. On the left, there's a sidebar with 'PELAJAR' and two links: '» SENARAI' and '» DAFTAR'. The main area has a header 'DAFTAR PELAJAR'. Below it is a search field labeled 'NO. KAD PENGENALAN \*' with a yellow placeholder bar. To the right of the search field is a dark blue 'CARI' button. At the bottom, there's a section labeled 'MAKLUMAT PELAJAR'.

Figure 1.2 : "Register Student" page

Step 3: In the “Register Student” page, click ➤ **SENARAI** in the sidebar menu.

The screenshot shows a sidebar menu titled "PELAJAR". Below it are two options: "SENARAI" and "DAFTAR", with "SENARAI" being highlighted by a red rectangular box. To the right is a search form titled "CAR" (partially visible) with fields for "NAMA PELAJAR", "NO. KAD PENGENALAN", and "STATUS".

Figure 1.3 : “Senarai” button in sidebar menu

Step 4: Once clicked, you will be directed to the “Student list” page.

The screenshot shows a search form titled "CARIAN" with fields for "NAMA PELAJAR", "NO. KAD PENGENALAN", and "STATUS". Below the form is a "CARI" button. At the bottom, there are navigation arrows ("<< < > >>"), a page indicator "PAGE 1 OF 1", and a table of student records. The table has columns: No. (with a magnifying glass icon), Tahun Pengambilan, No. Akaun Pelajar, Nama Pelajar, No. Kad Pengenalan, Status, and Sahkan E-Mel. One record is shown: No. 1, Tahun Pengambilan 2000, No. Akaun Pelajar 00-002-4454, Nama Pelajar ABDULLAH BIN IBNU HASSIM, No. Kad Pengenalan 600825125281, Status Diterima, and Sahkan E-Mel Sudah Sahkan.

Figure 1.4 : “Student list” page

EXPLANATION							
1.	<b>CARI</b>	Click to <b>search</b> for student records.					
2.		Click to <b>view</b> a student record with more details					

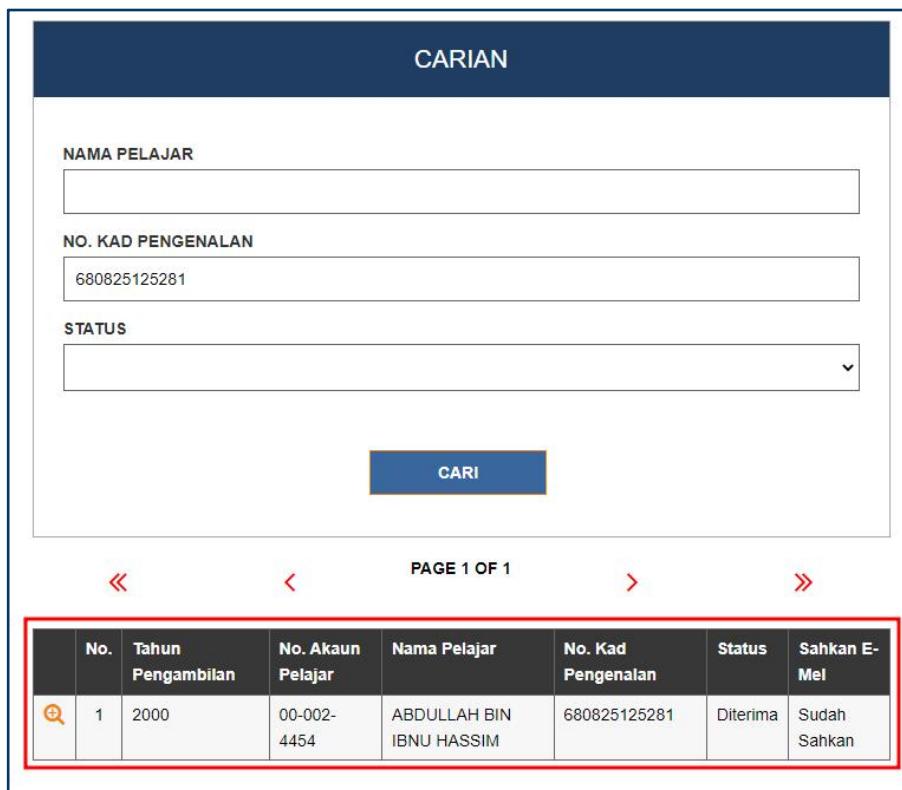
Step 5: In the “Student list” page, input related search criteria to locate the record. Then click **CARI** to start the search.



The screenshot shows a search form titled "CARIAN". It contains three input fields: "NAMA PELAJAR" (Name of Student), "NO. KAD PENGENALAN" (Identification Number), and "STATUS" (Status). Below these fields is a blue "CARI" button with a white cursor icon pointing at it. The entire form is enclosed in a dark blue header bar.

Figure 1.5 : Search Criteria form.

Step 6: Once the searching process is complete, you will see the search result below the search criteria form.



The screenshot shows the same search form from Figure 1.5, but now with search results displayed below it. At the bottom of the form, there are navigation arrows («, <, >, ») and the text "PAGE 1 OF 1". Below this, a table displays one student record. The table has columns: No., Tahun Pengambilan, No. Akaun Pelajar, Nama Pelajar, No. Kad Pengenalan, Status, and Sahkan E-Mel. The first row of the table is highlighted with a red border.

No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	No. Kad Pengenalan	Status	Sahkan E-Mel
1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Diterima	Sudah Sahkan

Figure 1.6 : Search result that is displayed

### 3. Accept/Reject “Maklumat Pelajar”.

Step 1: Hover the cursor to **PELAJAR** in the Menu Bar and click **Maklumat Pelajar**.



Figure 1.1 : “Maklumat Pelajar” button

Step 2: Once clicked, you will be directed to the “Maklumat Pelajar” page. This page contains a list of update applications of personal information submitted by the students.

The screenshot shows a search interface titled "CARIAN". It includes four search fields: "TAHUN PENGAMBILAN", "NO. AKAUN PELAJAR", "NAMA PELAJAR", and "STATUS" (with a dropdown menu). Below the search fields is a "CARI" button. At the bottom, there are navigation icons: double arrows («», »), single arrows (<, >), and a page number "PAGE 1 OF 1". A table displays search results with columns: No., Tahun Pengambilan, No. Akaun Pelajar, Nama Pelajar, No. Kad Pengenalan, and Status. The results show four entries, all from the year 2000, with names like ABDULLAH BIN IBNU HASSIM and status like Dilulus or Hantar.

No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	No. Kad Pengenalan	Status
1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Dilulus
2	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Dilulus
3	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Dilulus
4	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Hantar

Figure 1.1 : “Maklumat Pelajar” page

EXPLANATION		
1.	<b>CARI</b>	Click to <b>search</b> a “Maklumat Pelajar”
2.	<input type="checkbox"/> <input checked="" type="checkbox"/>	Click to <b>select</b> or <b>unselect</b> a “Maklumat Pelajar”
3.		Click to <b>view</b> a “Maklumat Pelajar” with more details
4.		Click to <b>edit</b> a “Maklumat Pelajar” (Only appears when “Hantar” is selected in “Status” dropdown menu)
5.	<b>DITOLAK</b>	Click to <b>reject</b> a selected “Maklumat Pelajar” (Only appears when “Hantar” is selected in “Status” dropdown menu)
6.	<b>DITERIMA</b>	Click to <b>approve</b> a selected “Maklumat Pelajar” (Only appears when “Hantar” is selected in “Status” dropdown menu)

Step 3: In the search criteria form, enter the related search criteria (Tahun Pengambilan, No.Akaun Pelajar, Nama Pelajar)

TAHUN PENGAMBILAN	<input type="text"/>
NO. AKAUN PELAJAR	<input type="text" value="00-002-4454"/>
NAMA PELAJAR	<input type="text"/>

Figure 1.1 : Search Criteria

Step 4: Next, click on the “Status” dropdown menu and select “Hantar”.

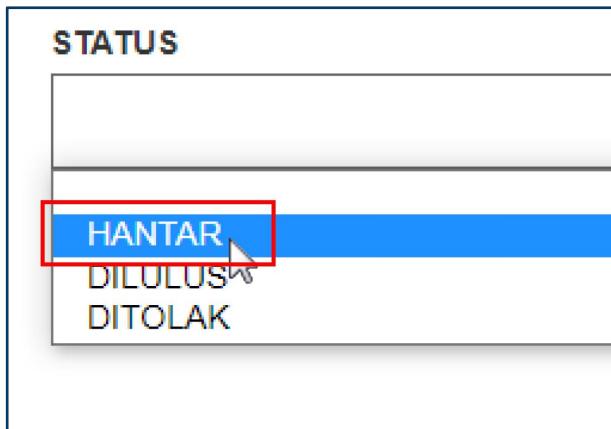


Figure 1.1 : "Hantar" in the "Status" dropdown menu.

Step 5: Click **CARI** to start the search.



Figure 1.1 : "Cari" button

Step 6: Once the searching process is complete, you will see the search result below the search criteria form.

The screenshot shows a search interface. At the top, there is a dropdown menu labeled 'STATUS' with 'HANTAR' selected. Below it is a 'CARI' button. To the right of the search area are two buttons: 'DITOLAK' and 'DITERIMA'. In the center, the text 'PAGE 1 OF 1' is displayed above a table. The table has columns: No., Tahun Pengambilan, No. Akaun Pelajar, Nama Pelajar, No. Kad Pengenalan, and Status. The first row contains the data: No. 1, Tahun Pengambilan 2000, No. Akaun Pelajar 00-002-4454, Nama Pelajar ABDULLAH BIN IBNU HASSIM, No. Kad Pengenalan 680825125281, and Status Hantar. The entire row is highlighted with a red border. Navigation arrows («, <, >, ») are positioned on either side of the table.

No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	No. Kad Pengenalan	Status
1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Hantar

Figure 1.1 : Search result that is displayed

Step 7: Select the record that you wish to accept/reject by clicking on the checkboxes.

The screenshot shows the same search interface as Figure 1.1, but with a checkbox in the first column of the first row checked. The rest of the interface and data remain the same.

No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	No. Kad Pengenalan	Status
1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Hantar

Figure 1.1 : List of records that are selected.

Step 8: Once selected, click **DITERIMA** or **DITOLAK** to accept/reject the selected records.

The screenshot shows the search interface again, but now with two large buttons at the top right: 'DITOLAK' and 'DITERIMA', both enclosed in red boxes. The rest of the interface and data are identical to previous figures.

No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	No. Kad Pengenalan	Status
1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Hantar

Figure 1.1 : “Ditolak” & “Diterima” button

Step 9: If **DITOLAK** is clicked, a comment form will appear. Enter a comment and click **HANTAR** to submit.



Figure 1.1 : Comment Form

Step 10: Once the records are accepted/rejected, a popup message will appear.



Figure 1.1 : Popup message appears once the records are accepted/rejected

Step 11: If we look at the “Maklumat Pelajar” list, we can see that the previously selected records change their status from “Hantar” to “Dilulus”/”Ditolak”.

	No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	No. Kad Pengenalan	Status
	1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Dilulus
	2	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Dilulus
	3	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Dilulus
	4	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	680825125281	Dilulus

Figure 1.1 : Previously selected records change their status from “Hantar” to “Dilulus”/”Ditolak”.

#### 4.[ERROR] Accept/Reject student's "Kaedah Pembayaran Balik".

The screenshot shows a web form titled "KEADAH PEMBAYARAN BALIK". It includes fields for "NO. AKAUN PELAJAR" (containing "00-002-4454"), "NAMA" (containing "ABDULLAH BIN IBNU HASSIM"), and "NO. KAD PENGENALAN" (containing "680825125281"). Below these, a section for "KAEDAH PEMBAYARAN" displays a large red box with the text "SERVER ERROR" and the message "500 - INTERNAL SERVER ERROR. THERE IS A PROBLEM WITH THE RESOURCE YOU ARE LOOKING FOR, AND IT CANNOT BE DISPLAYED.". There is also a "CATATAN" field with no input. At the bottom are four buttons: "TAMBAH", "HANTAR", "KEMBALI", and "SET SEMULA".

Figure 4.1 : Error in student's side.

Students are unable to add “Kaedah Pembayaran Balik”. Therefore Staff is unable to receive “Kaedah Pembayaran Balik” application.

## 5.[ERROR] Accept/Reject student's "Pembayaran Penuh Pinjaman".

The screenshot shows a web application interface for managing student loans. At the top, the title 'PEMBAYARAN PUENUH PINJAMAN' is displayed. Below it, there are input fields for 'NO. AKAUN PELAJAR' (containing '00-002-4454'), 'NAMA' (containing 'ABDULLAH BIN IBNU HASSIM'), and 'NO. KAD PENGENALAN' (containing '680825125281'). A required field 'KAEDAH PEMBAYARAN PUENUH PINJAMAN' is present. A large, bold, dark grey error message box covers the middle section, displaying 'SERVER ERROR' and the error code '500 - INTERNAL SERVER ERROR. THERE IS A PROBLEM WITH THE RESOURCE YOU ARE LOOKING FOR, AND IT CANNOT BE DISPLAYED.' Below the error message are two input fields: 'JANGKAAN MASA PEMBAYARAN DIBUAT' and 'CATATAN'. At the bottom, there are four buttons: 'TAMBAH', 'HANTAR', 'KEMBALI', and 'SET SEMULA'.

Figure 5.1 : Error in student's side.

Students are unable to add “Pembayaran Penuh Pinjaman”. Therefore Staff is unable to receive “Pembayaran Penuh Pinjaman” application.

6.Accept/Reject student's "Penangguhan Pembayaran".

Step 1: Hover the cursor to **PERKHIDMATAN** in the Menu Bar and click **Penangguhan Pembayaran**.



Figure 1.1 : "Penangguhan Pembayaran" button

Step 2: Once clicked, you will be directed to the “Penangguhan Pembayaran” page. This page contains a list of payment postponement applications submitted by the students.

**CARIAN PENANGGUHAN PEMBAYARAN**

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TAHUN PENGAMBILAN	<input type="text"/>	
NO. AKAUN PELAJAR	<input type="text"/>	
NAMA PELAJAR	<input type="text"/>	
STATUS	<input type="text"/>	
<input style="background-color: #003366; color: white; width: 100px; height: 30px; font-weight: bold; border: none;" type="button" value="CARI"/>		

*Figure 1.1 : “Penangguhan Pembayaran” page*

EXPLANATION		
1.	<b>CARI</b>	Click to <b>search</b> a “Penangguhan Pembayaran”
2.	<input type="checkbox"/> <input checked="" type="checkbox"/>	Click to <b>select</b> or <b>unselect</b> a “Penangguhan Pembayaran”
3.		Click to <b>view</b> a “Penangguhan Pembayaran” with more details
4.		Click to <b>edit</b> a “Penangguhan Pembayaran” (Only appears when “Hantar” is selected in “Status” dropdown menu)
5.		Click to <b>delete</b> a “Penangguhan Pembayaran” (Only appears when “Hantar” is selected in “Status” dropdown menu)
6.	<b>DITOLAK</b>	Click to <b>reject</b> a selected “Penangguhan Pembayaran” (Only appears when “Hantar” is selected in “Status” dropdown menu)
7.	<b>DITERIMA</b>	Click to <b>approve</b> a selected “Penangguhan Pembayaran” (Only appears when “Hantar” is selected in “Status” dropdown menu)

Step 3: In the search criteria form, enter the related search criteria (Tahun Pengambilan, No.Akaun Pelajar, Nama Pelajar)



The image shows a search criteria form titled "CARIAN PENANGGUHAN PEMBAYARAN". It contains four input fields: "TAHUN PENGAMBILAN" (Year of Enrollment), "NO. AKAUN PELAJAR" (Student Account Number) with the value "00-002-4454", and "NAMA PELAJAR" (Student Name). Below these is a "STATUS" dropdown menu. A red box highlights the "NAMA PELAJAR" field and the "STATUS" dropdown. At the bottom is a "CARI" (Search) button.

Figure 1.1 : Search Criteria

Step 4: Next, click on the “Status” dropdown menu and select “Hantar”.

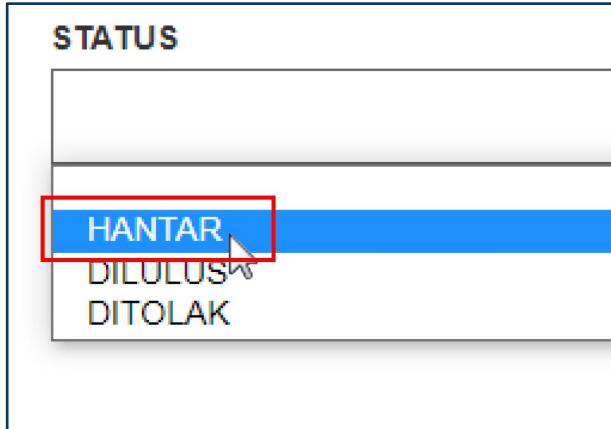


Figure 1.1 : "Hantar" in the "Status" dropdown menu.

Step 5: Click **CARI** to start the search.



Figure 1.1 : "Cari" button

Step 6: Once the searching process is complete, you will see the search result below the search criteria form.

The screenshot shows a search interface with a dropdown menu set to 'HANTAR'. A 'CARI' button is below it. At the top right are 'DITOLAK' and 'DITERIMA' buttons. Below these are navigation arrows and a 'PAGE 1 OF 1' indicator. A table displays a single row of data:

			No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alasan Penangguhan Pembayaran	Tarikh Permohonan Pelajar	Tarikh Diluluskan	Tarikh Ditolak	Status	
<input type="checkbox"/>				1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Melanjutkan Pengajian	27-02-2023			Hantar

Figure 1.1 : Search result that is displayed

Step 7: Select the record that you wish to accept/reject by clicking on the checkboxes.

The screenshot shows the same search results page as Figure 1.1, but the first checkbox in the first row is checked, indicating it has been selected.

Figure 1.1 : List of records that are selected.

Step 8: Once selected, click **DITERIMA** or **DITOLAK** to accept/reject the selected records.

The screenshot shows the search results page with the 'DITERIMA' and 'DITOLAK' buttons highlighted with red boxes at the top right. The rest of the page is identical to the previous screenshots.

Figure 1.1 : "Ditolak" & "Diterima" button

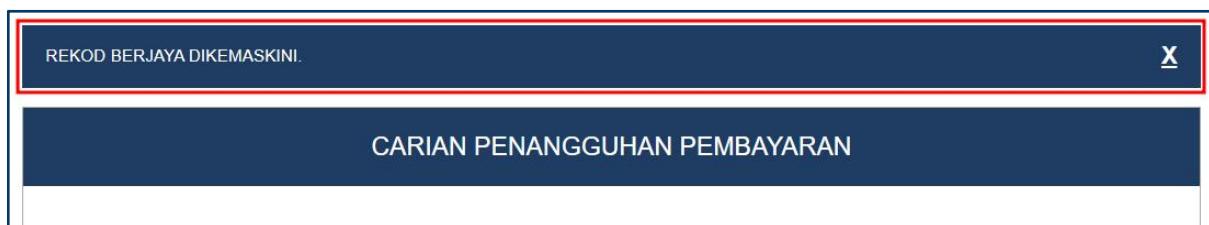
Step 9: If **DITOLAK** is clicked, a comment form will appear. Enter a comment and click **HANTAR** to submit.



A screenshot of a comment form window titled "CATATAN \*". It contains a text area with the placeholder "Penangguhan Pembayaran telah ditolak kerana lampiran yang tidak lengkap." and a "HANTAR" button at the bottom right.

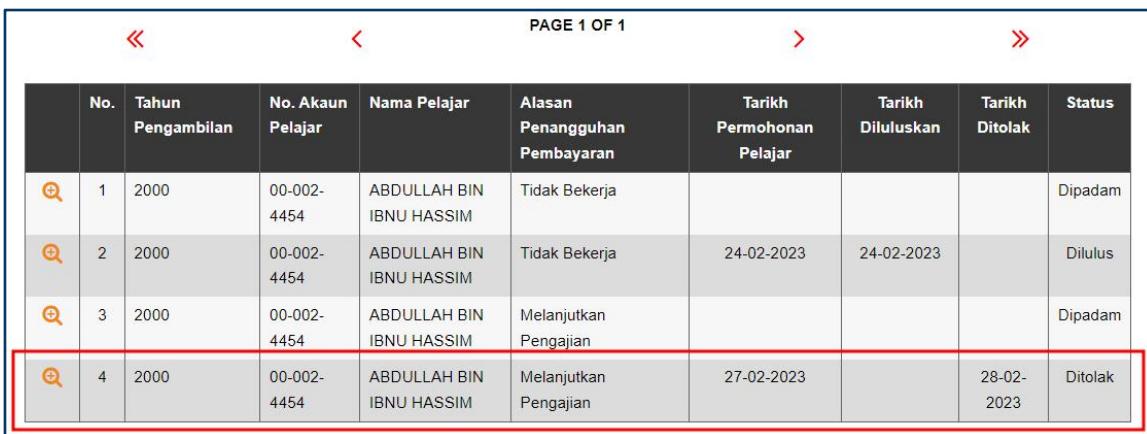
*Figure 1.1 : Comment Form*

Step 10: Once the records are accepted/rejected, a popup message will appear.



*Figure 1.1 : Popup message appears once the records are accepted/rejected*

Step 11: If we look at the “Penangguhan Pembayaran” list, we can see that the previously selected records change their status from “Hantar” to “Dilulus”/“Ditolak”.



A screenshot of a table titled "PAGE 1 OF 1" showing a list of "Penangguhan Pembayaran" records. The columns are: No., Tahun Pengambilan, No. Akaun Pelajar, Nama Pelajar, Alasan Penangguhan Pembayaran, Tarikh Permohonan Pelajar, Tarikh Diluluskan, Tarikh Ditolak, and Status. The fourth row, which was previously selected (highlighted with a red border), has its "Status" changed to "Ditolak".

	No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alasan Penangguhan Pembayaran	Tarikh Permohonan Pelajar	Tarikh Diluluskan	Tarikh Ditolak	Status
Q	1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Tidak Bekerja				Dipadam
Q	2	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Tidak Bekerja	24-02-2023	24-02-2023		Dilulus
Q	3	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Melanjutkan Pengajian				Dipadam
Q	4	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Melanjutkan Pengajian	27-02-2023		28-02-2023	Ditolak

*Figure 1.1 : Previously selected records change their status from “Hantar” to “Dilulus”/“Ditolak”.*

## 7. Accept/Reject student's "Penjadualan Semula".

Step 1: Hover the cursor to **PERKHIDMATAN** in the Menu Bar and click **Penjadualan Semula**.



Figure 1.1 : "Penjadualan Semula" button

Step 2: Once clicked, you will be directed to the “Penjadualan Semula” page. This page contains a list of reschedule applications submitted by the students.

CARIAN PENJADUALAN SEMULA

TAHUN PENGAMBILAN

NO. AKAUN PELAJAR

NAMA PELAJAR

STATUS

PAGE 1 OF 1

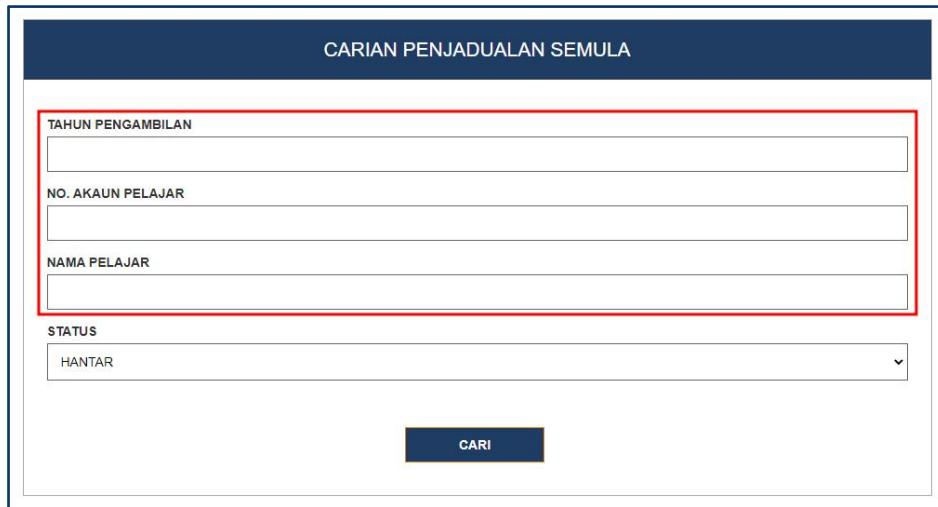
« < > »

	No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alasan Penjadualan Semula	Tarikh Permohonan Pelajar	Tarikh Diluluskan	Tarikh Ditolak	Status
	1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Sedang Belajar		28-02-2023		Dilulus
	2	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Sedang Belajar	28-02-2023			Hantar

Figure 1.1 : “Penjadualan Semula” page

		EXPLANATION
1.		Click to <b>search</b> a “Penjadualan Semula”
2.	<input type="checkbox"/>	Click to <b>select or unselect</b> a “Penjadualan Semula”
3.		Click to <b>view</b> a “Penjadualan Semula” with more details
4.		Click to <b>edit</b> a “Penjadualan Semula” (Only appears when “Hantar” is selected in “Status” dropdown menu)
5.		Click to <b>delete</b> a “Penjadualan Semula” (Only appears when “Hantar” is selected in “Status” dropdown menu)
6.		Click to <b>reject</b> a selected “Penjadualan Semula” (Only appears when “Hantar” is selected in “Status” dropdown menu)
7.		Click to <b>approve</b> a selected “Penjadualan Semula” (Only appears when “Hantar” is selected in “Status” dropdown menu)

Step 3: In the search criteria form, enter the related search criteria (Tahun Pengambilan, No.Akaun Pelajar, Nama Pelajar)



The image shows a search criteria form titled "CARIAN PENJADUALAN SEMULA". It contains three input fields with red borders: "TAHUN PENGAMBILAN", "NO. AKAUN PELAJAR", and "NAMA PELAJAR". Below these is a dropdown menu labeled "STATUS" with the option "HANTAR" selected. At the bottom is a "CARI" button.

Figure 1.1 : Search Criteria

Step 4: Next, click on the “Status” dropdown menu and select “Hantar”.

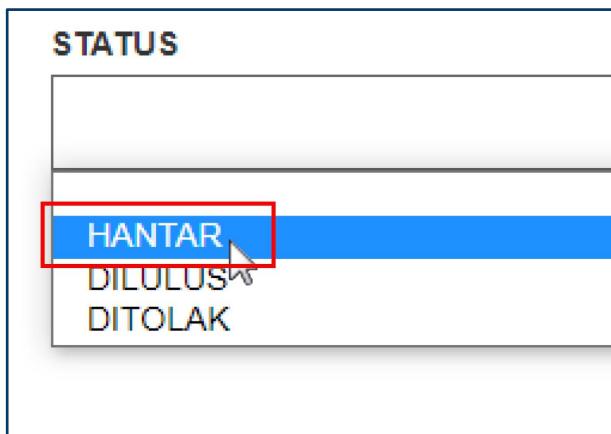


Figure 1.1 : "Hantar" in the "Status" dropdown menu.

Step 5: Click **CARI** to start the search.



Figure 1.1 : "Cari" button

Step 6: Once the searching process is complete, you will see the search result below the search criteria form.

HANTAR												
<b>CARI</b>												
<b>DITOLAK</b> <b>DITERIMA</b>												
PAGE 1 OF 1												
«	<		No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alasan Penjadualan Semula	Tarikh Permohonan Pelajar	Tarikh Diluluskan	Tarikh Ditolak	Status	»
<input type="checkbox"/>				1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Sedang Belajar	28-02-2023			Hantar

Figure 1.1 : Search result that is displayed

Step 7: Select the record that you wish to accept/reject by clicking on the checkboxes.

PAGE 1 OF 1												
«	<		No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alasan Penjadualan Semula	Tarikh Permohonan Pelajar	Tarikh Diluluskan	Tarikh Ditolak	Status	»
<input checked="" type="checkbox"/>				1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Sedang Belajar	28-02-2023			Hantar

Figure 1.1 : List of records that are selected.

Step 8: Once selected, click **DITERIMA** or **DITOLAK** to accept/reject the selected records.

PAGE 1 OF 1											
			No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alasan Penjadualan Semula	Tarikh Permohonan Pelajar	Tarikh Diluluskan	Tarikh Ditolak	Status
<input checked="" type="checkbox"/>				1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Sedang Belajar	28-02-2023		Hantar

Figure 1.1 : "Ditolak" & "Diterima" button

Step 9: If **DITOLAK** is clicked, a comment form will appear. Enter a comment and click **HANTAR** to submit.

CATATAN \*

Penjadualan Semula adalah tidak lengkap.

**HANTAR**

Figure 1.1 : Comment Form

Step 10: Once the records are accepted/rejected, a popup message will appear.

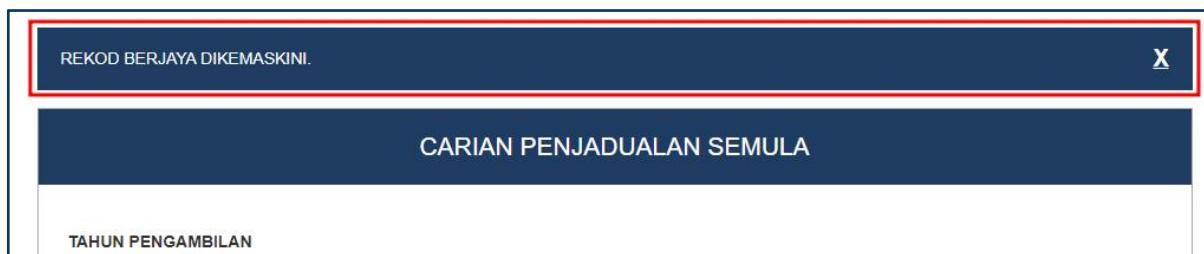


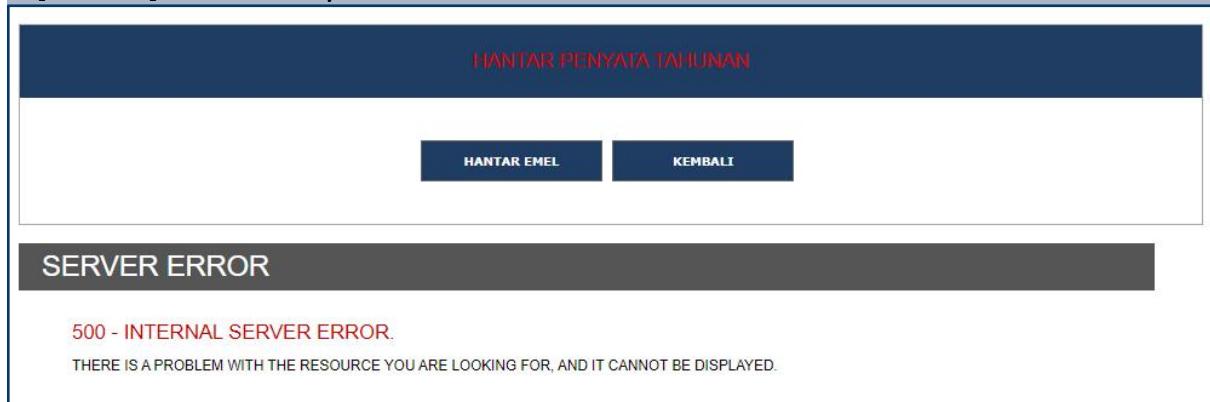
Figure 1.1 : Popup message appears once the records are accepted/rejected

Step 11: If we look at the “Penjadualan Semula” list, we can see that the previously selected records change their status from “Hantar” to “Dilulus”/”Ditolak”.

	No.	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alasan Penjadualan Semula	Tarikh Permohonan Pelajar	Tarikh Diluluskan	Tarikh Ditolak	Status
🔍	1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Sedang Belajar		28-02-2023		Dilulus
🔍	2	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Sedang Belajar	28-02-2023		28-02-2023	Ditolak

Figure 1.1 : Previously selected records change their status from “Hantar” to “Dilulus”/”Ditolak”.

## 8.[ERROR] Send “Penyata Tahunan”



*Figure 4.1 : Error in staff's side.*

Error occurs while staff attempts to send “Penyata Tahunan” to students.

## 9."Potongan Gaji" Report

### 9.1 Add a "Potongan Gaji" report

Step 1: Hover the cursor to **LAPORAN** in the Menu Bar and click **Potongan Gaji**.



Figure 4.1 : "Potongan Gaji" button

Step 2: Once clicked, you will be directed to the "Tambah Potongan Gaji" page. This page allows you to add a "Potongan Gaji" report.

A screenshot of a form titled 'TAMBAH POTONGAN GAJI'. The form has several input fields: 'NO. AKAUN PELAJAR' with a yellow placeholder box, a 'SEARCH' button, 'NAMA PELAJAR' with a grey placeholder box, 'POTONGAN GAJI \*' with a dropdown menu, 'CATATAN \*' with a large text area, and two buttons at the bottom: 'TAMBAH' and 'KEMBALI'.

Figure 4.1 : "Tambah Potongan Gaji" page

Step 3: In the “Tambah Potongan Gaji” page, double click on “No. Akaun Pelajar” text field to select a student. Once double clicked, a new window will appear.

The screenshot shows a web page titled "TAMBAH POTONGAN GAJI". At the top, there is a text input field labeled "NO. AKAUN PELAJAR" which is highlighted with a yellow background and has a cursor icon pointing to its center. To the right of this field is a dark blue button labeled "SEARCH". Below this section is another text input field labeled "NAMA PELAJAR" with a corresponding input box below it.

Figure 4.1 : Double click on “No. Akaun Pelajar” text field



Figure 4.1 : New window appears once double clicked.

EXPLANATION		
1.	<b>SEARCH</b>	Click to <b>search</b> for a student.
2.	<b>CANCEL</b>	Click to <b>close</b> the window.
3.		Click to <b>select</b> a student.
	<b>SELECT STUDENT</b>	Click to <b>confirm</b> the selection.
	<b>STUDENT SELECT</b>	

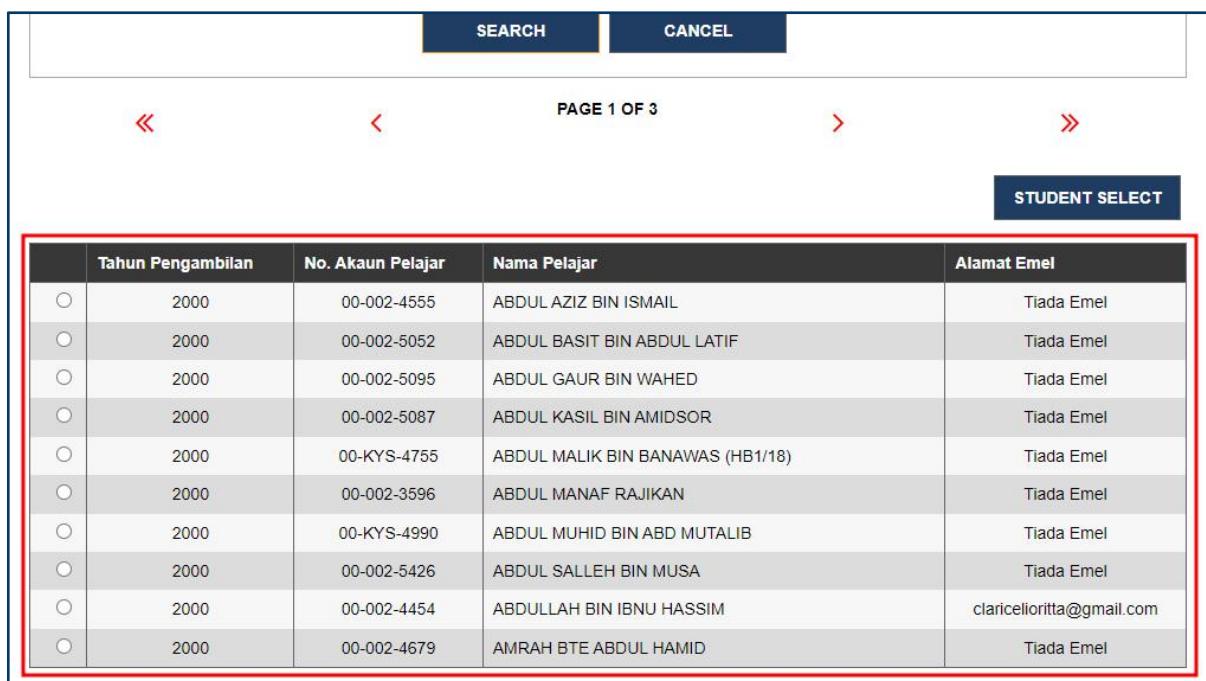
Step 4: In the new window, enter the related search criteria. Next, click **SEARCH**.



The screenshot shows a search criteria form titled "CARIAN PELAJAR". It contains three input fields: "TAHUN PENGAMBILAN" with the value "2000", "NO. AKAUN PELAJAR" (empty), and "NAMA PELAJAR" with the value "abdu". Below the fields are two buttons: "SEARCH" (highlighted with a red border) and "CANCEL".

Figure 4.1 : Search criteria form

Step 5: Once the searching process is complete, you will see the search result below the search criteria form.



The screenshot shows a search result table with the following data:

PAGE 1 OF 3				
« < > » STUDENT SELECT				
	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alamat Emel
<input type="radio"/>	2000	00-002-4555	ABDUL AZIZ BIN ISMAIL	Tiada Emel
<input type="radio"/>	2000	00-002-5052	ABDUL BASIT BIN ABDUL LATIF	Tiada Emel
<input type="radio"/>	2000	00-002-5095	ABDUL GAUR BIN WAHED	Tiada Emel
<input type="radio"/>	2000	00-002-5087	ABDUL KASIL BIN AMIDSOR	Tiada Emel
<input type="radio"/>	2000	00-KYS-4755	ABDUL MALIK BIN BANAWAS (HB1/18)	Tiada Emel
<input type="radio"/>	2000	00-002-3596	ABDUL MANAF RAJIKAN	Tiada Emel
<input type="radio"/>	2000	00-KYS-4990	ABDUL MUHID BIN ABD MUTALIB	Tiada Emel
<input type="radio"/>	2000	00-002-5426	ABDUL SALLEH BIN MUSA	Tiada Emel
<input type="radio"/>	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
<input type="radio"/>	2000	00-002-4679	AMRAH BTE ABDUL HAMID	Tiada Emel

Figure 4.1 : Search result that is displayed

Step 6: Select the student that you wish to select by clicking on the radio button.

<input type="radio"/>	2000	00-002-3596	ABDUL MANAF RAJIKAN	Tiada Emel
<input type="radio"/>	2000	00-KYS-4990	ABDUL MUHID BIN ABD MUTALIB	Tiada Emel
<input type="radio"/>	2000	00-002-5426	ABDUL SALLEH BIN MUSA	Tiada Emel
<input checked="" type="radio"/>	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
<input type="radio"/>	2000	00-002-4679	AMRAH BTE ABDUL HAMID	Tiada Emel

Figure 4.1 : Selected student record

Step 7: Once selected, click **SELECT STUDENT** to confirm the selected student.

	claricelioritta@gmail.com
	Tiada Emel
<b>SELECT STUDENT</b>	

Figure 4.1 : "Selected student" button

Step 8: Once the selected student is confirmed, the window will be closed and the “No. Akaun Pelajar” will be filled automatically based on the selected student.

<b>NO. AKAUN PELAJAR</b>
00-002-4454
<b>SEARCH</b>
<b>NAMA PELAJAR</b>
ABDULLAH BIN IBNU HASSIM

Figure 4.1 : "No. Akaun Pelajar" that is filled automatically

Step 9: Go to the “Potongan Gaji” dropdown menu and select an item.

- If “Potongan Gaji Kerajaan” or “Potongan Gaji Swasta” is selected, a “Salary Cut Reason” form will appear. Fill in all the given fields.
- Fields with a Red symbol ( \* ) are compulsory fields.

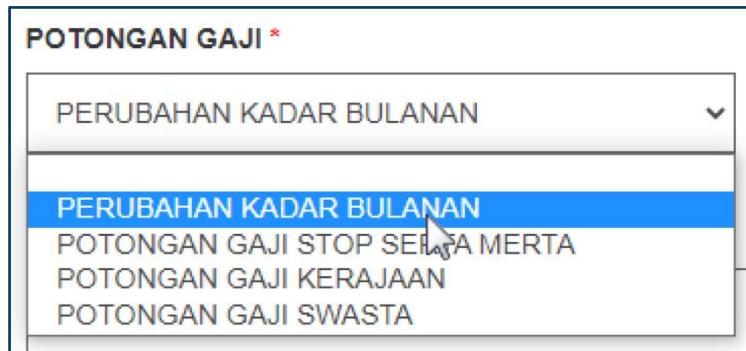


Figure 1.1 : “Potongan Gaji” dropdown menu

The image shows a form with several fields:

- 'NAMA PELAJAR': A text input field containing 'ABDULLAH BIN IBNU HASSIM'.
- 'POTONGAN GAJI \*': A dropdown menu showing 'POTONGAN GAJI KERAJAAN' as the selected option.
- 'SEBAB POTONGAN GAJI \*': An empty dropdown menu.
- 'SEBAB \*': An empty text input field.
- 'CATATAN \*': An empty text input field.

The 'SEBAB' field and the entire 'SEBAB' and 'CATATAN' section are highlighted with red boxes.

Figure 1.1 : “Salary Cut Reason” form appears if “Potongan Gaji Kerajaan” or “Potongan Gaji Swasta” is selected

Step 10: Go to the “Catatan” section and enter a comment.

CATATAN \*

This is a demo Comment

Sila Isikan Catatan

Figure 1.1 : “Catatan” section

Step 11: Once the form is completely entered, click **TAMBAH** to submit the form.

This is a demo comment.

**TAMBAH** **KEMBALI**

Figure 1.1 : “Tambah” button

Step 12: Once the form is submitted, a popup message will appear.

REKOD BERJAYA DIPILIH. X

**KEMASKINI POTONGAN GAJI**

NO. RUJUKAN  
SD202303/6T8GBO

NO. AKAUN PELAJAR  
00-002-4454 **SEARCH**

NAMA PELAJAR  
ABDULLAH BIN IBNU HASSIM

POTONGAN GAJI \*

Figure 1.10 : Popup message appears once the form is submitted.

## 9.2 Search a “Potongan Gaji” report

Step 1: Hover the cursor to **LAPORAN** in the Menu Bar and click **Potongan Gaji**.



Figure 4.1 : “Potongan Gaji” button

Step 2: Once clicked, you will be directed to the “Tambah Potongan Gaji” page.

A screenshot of a form titled "TAMBAH POTONGAN GAJI". It contains fields for "NO. AKAUN PELAJAR" (with a yellow placeholder box) and "SEARCH" button. Below that are fields for "NAMA PELAJAR" (text input), "POTONGAN GAJI \*" (dropdown menu), and "CATATAN \*" (text area). At the bottom are "TAMBAH" and "KEMBALI" buttons.

Figure 4.1 : “Tambah Potongan Gaji” page

Step 3: Click **» SENARAI** in the sidebar menu.



Figure 4.1 : "Senarai" button in sidebar menu

Step 4: Once clicked, you will be directed to the “Potongan Gaji list” page.

**CARIAN POTONGAN GAJI**

TAHUN PENGAMBILAN

NO. AKAUN PELAJAR

NAMA PELAJAR

JANA SURAT

**CARI**

JUMLAH PELAJAR ( 0 )    **TAMBAH**    **SETERUSNYA**

«    <    PAGE 1 OF 1    >    »

	No.	No. Rujukan	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alamat Emel
<input type="checkbox"/>	1	SD202302/XW8BJ1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Tiada Emel
<input type="checkbox"/>	2	SD202302/YTZNHA	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	clariceioritta@gmail.com

**Figure 4.1 : “Potongan Gaji list” page**

EXPLANATION		
1.	<b>CARI</b>	Click to <b>search</b> for “Potongan Gaji” report.
2.	<input type="checkbox"/> <input checked="" type="checkbox"/>	Click to <b>select</b> or <b>unselect</b> a “Potongan Gaji” report
3.		Click to <b>view</b> a “Potongan Gaji” report with more details
4.	<b>JUMLAH PELAJAR ( 0 )</b>	Click to <b>view</b> the contents of temporary list of “Potongan Gaji” report
5.	<b>TAMBAH</b>	Click to <b>add</b> the selected “Potongan Gaji” report into a temporary list
6.	<b>SETERUSNYA</b>	Click to <b>go to</b> the “Hantar Potongan Gaji” page.

Step 5: In the “Potongan Gaji list” page, input related search criteria to locate the record.

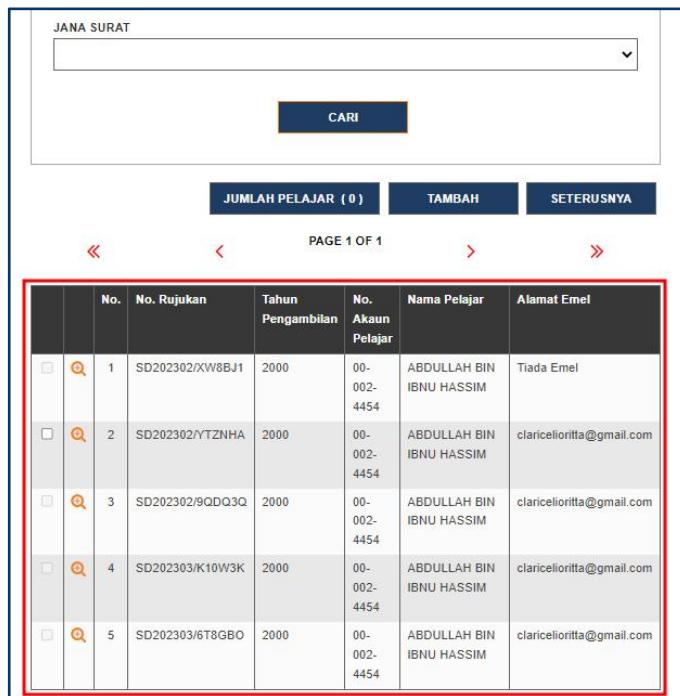
Then click **CARI** to start the search.



The screenshot shows a search form titled "CARIAN POTONGAN GAJI". It contains four input fields: "TAHUN PENGAMBILAN" (Year Selected), "NO. AKAUN PELAJAR" (Student Account Number) containing "00-002-4454", "NAMA PELAJAR" (Student Name), and "JANA SURAT" (Letter Type). Below the fields is a blue "CARI" button with a red border, which has a cursor icon pointing to it.

Figure 1.5 : Search Criteria form.

Step 6: Once the searching process is complete, you will see the search result below the search criteria form.



The screenshot shows the search results table. At the top, there is a dropdown menu for "JANA SURAT" and a "CARI" button. Below the table header, there are navigation buttons: "JUMLAH PELAJAR ( 0 )", "TAMBAH", and "SETERUSNYA". The table has a red border around its data area. The columns are labeled: No., No. Rujukan, Tahun Pengambilan, No. Akaun Pelajar, Nama Pelajar, and Alamat Emel. The data rows are:

No.	No. Rujukan	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alamat Emel
1	SD202302/XW8BJ1	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	Tiada Emel
2	SD202302/YTNH1A	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
3	SD202302/9QDQ3Q	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
4	SD202303/K10W3K	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
5	SD202303/6T8GBO	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com

Figure 1.6 : Search result that is displayed

9.3 [ERROR] Send “Potongan Gaji” report to student

## Server Error

**500 - Internal server error.**

There is a problem with the resource you are looking for, and it cannot be displayed.

Error occurs while staff attempts to send “Potongan Gaji” report to students.

## 10.[ERROR] "Pembayaran Penuh Pinjaman" Report

**TAMBAH PEMBAYARAN PENUH PINJAMAN**

---

NO. AKAUN PELAJAR

SEARCH

*Figure 4.1 : "Nama Pelajar" doesn't appear after clicked "Search"*

Staff unable to add "Pembayaran Penuh Pinjaman" because "Nama Pelajar" doesn't appear after "No. Akaun Pelajar" is entered and clicked "Search"

## 11."Penangguhan Pembayaran" Report

### 11.1 Add a "Penangguhan Pembayaran" report

Step 1: Hover the cursor to **LAPORAN** in the Menu Bar and click **Penangguhan Pembayaran**.

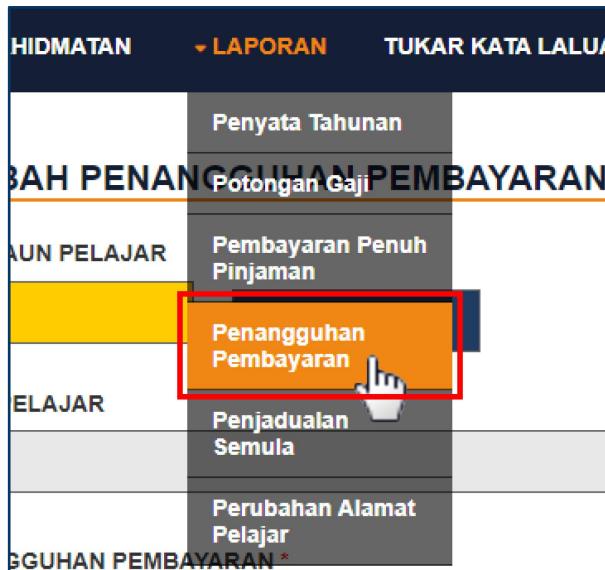


Figure 4.1 : "Penangguhan Pembayaran" button

Step 2: Once clicked, you will be directed to the "Tambah Penangguhan Pembayaran" page. This page allows you to add a "Penangguhan Pembayaran" report.

TAMBAH PENANGGUHAN PEMBAYARAN

NO. AKAUN PELAJAR  
[Yellow Placeholder Box]

NAMA PELAJAR  
[Text Input Field]

PENANGGUHAN PEMBAYARAN \*

CATATAN \*

Figure 4.1 : "Tambah Penangguhan Pembayaran" page

Step 3: In the “Tambah Penangguhan Pembayaran” page, double click on “No. Akaun Pelajar” text field to select a student. Once double clicked, a new window will appear.

The screenshot shows a form titled "TAMBAH PENANGGUHAN PI". It has two main sections: "NO. AKAUN PELAJAR" and "NAMA PELAJAR". The "NO. AKAUN PELAJAR" section contains a yellow input field with a red circle and a cursor icon indicating it has been double-clicked. To its right is a blue "SEARCH" button. Below these are two empty input fields for "NAMA PELAJAR".

Figure 4.1 : Double click on “No. Akaun Pelajar” text field



Figure 4.1 : New window appears once double clicked.

EXPLANATION		
1.	<b>SEARCH</b>	Click to <b>search</b> for a student.
2.	<b>CANCEL</b>	Click to <b>close</b> the window.
3.		Click to <b>select</b> a student.
	<b>SELECT STUDENT</b> <b>STUDENT SELECT</b>	Click to <b>confirm</b> the selection.

Step 4: In the new window, enter the related search criteria. Next, click **SEARCH**.

**CARIAN PELAJAR**

---

**TAHUN PENGAMBILAN**

**NO. AKAUN PELAJAR**

**NAMA PELAJAR**

SEARCH
CANCEL

*Figure 4.1 : Search criteria form*

Step 5: Once the searching process is complete, you will see the search result below the search criteria form.

SEARCH
CANCEL

«
<
PAGE 1 OF 3
>
»

STUDENT SELECT

	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alamat Emel
<input type="radio"/>	2000	00-002-4555	ABDUL AZIZ BIN ISMAIL	Tiada Emel
<input type="radio"/>	2000	00-002-5052	ABDUL BASIT BIN ABDUL LATIF	Tiada Emel
<input type="radio"/>	2000	00-002-5095	ABDUL GAUR BIN WAHED	Tiada Emel
<input type="radio"/>	2000	00-002-5087	ABDUL KASIL BIN AMIDSOR	Tiada Emel
<input type="radio"/>	2000	00-KYS-4755	ABDUL MALIK BIN BANAWAS (HB1/18)	Tiada Emel
<input type="radio"/>	2000	00-002-3596	ABDUL MANAF RAJIKAN	Tiada Emel
<input type="radio"/>	2000	00-KYS-4990	ABDUL MUHID BIN ABD MUTALIB	Tiada Emel
<input type="radio"/>	2000	00-002-5426	ABDUL SALLEH BIN MUSA	Tiada Emel
<input type="radio"/>	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
<input type="radio"/>	2000	00-002-4679	AMRAH BTE ABDUL HAMID	Tiada Emel

*Figure 4.1 : Search result that is displayed*

Step 6: Select the student that you wish to select by clicking on the radio button.

<input type="radio"/>	2000	00-002-3596	ABDUL MANAF RAJIKAN	Tiada Emel
<input type="radio"/>	2000	00-KYS-4990	ABDUL MUHID BIN ABD MUTALIB	Tiada Emel
<input type="radio"/>	2000	00-002-5426	ABDUL SALLEH BIN MUSA	Tiada Emel
<input checked="" type="radio"/>	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
<input type="radio"/>	2000	00-002-4679	AMRAH BTE ABDUL HAMID	Tiada Emel

Figure 4.1 : Selected student record

Step 7: Once selected, click **SELECT STUDENT** to confirm the selected student.

	claricelioritta@gmail.com
	Tiada Emel
<b>SELECT STUDENT</b>	

Figure 4.1 : "Selected student" button

Step 8: Once the selected student is confirmed, the window will be closed and the “No. Akaun Pelajar” will be filled automatically based on the selected student.

<b>NO. AKAUN PELAJAR</b>
00-002-4454
<b>SEARCH</b>
<b>NAMA PELAJAR</b>
ABDULLAH BIN IBNU HASSIM

Figure 4.1 : "No. Akaun Pelajar" that is filled automatically

Step 9: Go to the “Penangguhan Pembayaran” dropdown menu and select an item.

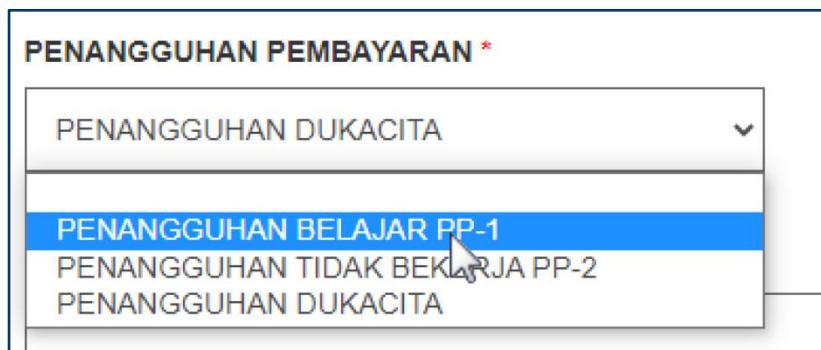


Figure 1.1 : “Penangguhan Pembayaran” dropdown menu

Step 10: Go to the “Catatan” section and enter a comment.

A screenshot of a form section titled "CATATAN \*". It contains a text area with the placeholder text "This is a demo Comment". Below the text area is a red button with the text "Sila Isikan Catatan".

Figure 1.1 : “Catatan” section

Step 11: Once the form is completely entered, click **TAMBAH** to submit the form.

A screenshot of a form submission interface. It features a text area containing the text "This is a demo comment.". At the bottom, there are two buttons: a blue "TAMBAH" button and a dark blue "KEMBALI" button. The "TAMBAH" button is highlighted with a red rectangular border and a mouse cursor icon is positioned over it.

Figure 1.1 : “Tambah” button

Step 12: Once the form is submitted, a popup message will appear.



*Figure 1.10 : Popup message appears once the form is submitted.*

## 11.2 Search a "Penangguhan Pembayaran" report

Step 1: Hover the cursor to **LAPORAN** in the Menu Bar and click **Penangguhan Pembayaran**.



Figure 4.1 : "Penangguhan Pembayaran" button

Step 2: Once clicked, you will be directed to the "Tambah Penangguhan Pembayaran" page.

The screenshot shows a form titled "TAMBAH PENANGGUHAN PEMBAYARAN". It has several input fields: a text input for "NO. AKAUN PELAJAR" with a yellow placeholder box, a "SEARCH" button, a text input for "NAMA PELAJAR" with a grey placeholder box, a dropdown menu for "PENANGGUHAN PEMBAYARAN \*", and a text area for "CATATAN \*". At the bottom are two buttons: "TAMBAH" and "KEMBALI".

Figure 4.1 : "Tambah Penangguhan Pembayaran" page

Step 3: Click **» SENARAI** in the sidebar menu.



*Figure 4.1 : "Senarai" button in sidebar menu*

Step 4: Once clicked, you will be directed to the “Penangguhan Pembayaran list” page.

CARIAN PENANGGUHAN PEMBAYARAN						
TAHUN PENGAMBILAN						
<input type="text"/>						
NO. AKAUN PELAJAR						
<input type="text"/>						
NAMA PELAJAR						
<input type="text"/>						
JANA SURAT						
<input type="button" value="CARI"/>						
JUMLAH PELAJAR (1) <input type="button" value="TAMBAH"/> <input type="button" value="SETERUSNYA"/>						
«                      <                      >                      »						
PAGE 1 OF 1						
	No.	No. Rujukan	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alamat Emel
<input type="checkbox"/>		1	DFT202302/AZ4J43	2000 00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
<input type="checkbox"/>		2	DFT202303/4B9Z1X	2000 00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com

Figure 4.1 : “Penangguhan Pembayaran list” page

EXPLANATION							
1.	<b>CARI</b>	Click to <b>search</b> for “Penangguhan Pembayaran” report.					
2.	<input type="checkbox"/>	Click to <b>select or unselect</b> a “Penangguhan Pembayaran” report					
3.		Click to <b>view</b> a “Penangguhan Pembayaran” report with more details					
4.	<b>JUMLAH PELAJAR (0)</b>	Click to <b>view</b> the contents of temporary list of “Penangguhan Pembayaran” report					
5.	<b>TAMBAH</b>	Click to <b>add</b> the selected “Penangguhan Pembayaran” report into a temporary list					
6.	<b>SETERUSNYA</b>	Click to <b>go to</b> the “Hantar Penangguhan Pembayaran” page.					

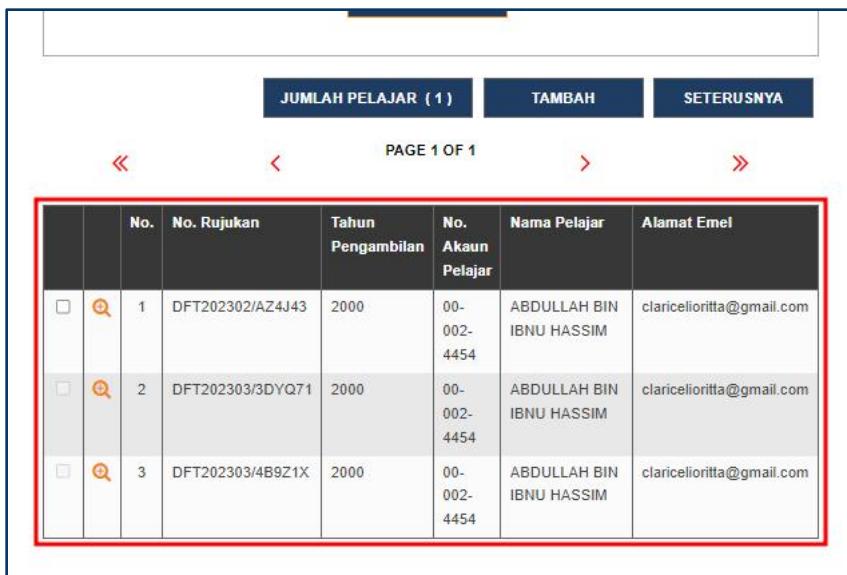
Step 5: In the “Penangguhan Pembayaran list” page, input related search criteria to locate the record. Then click **CARI** to start the search.



The form is titled "CARIAN PENANGGUHAN PEMBAYARAN". It contains four text input fields: "TAHUN PENGAMBILAN", "NO. AKAUN PELAJAR", "NAMA PELAJAR", and "JANA SURAT". Below these fields is a dropdown menu. At the bottom is a blue button labeled "CARI" with a red rectangular border around it. A cursor arrow is pointing at the "CARI" button.

Figure 1.5 : Search Criteria form.

Step 6: Once the searching process is complete, you will see the search result below the search criteria form.



The table displays search results for "JUMLAH PELAJAR (1)". The header row includes buttons for "JUMLAH PELAJAR (1)", "TAMBAH", and "SETERUSNYA". Below the header are navigation arrows and the text "PAGE 1 OF 1". The data table has columns: No., No. Rujukan, Tahun Pengambilan, No. Akaun Pelajar, Nama Pelajar, and Alamat Emel. The third row of the table is highlighted with a red border.

JUMLAH PELAJAR (1)		TAMBAH	SETERUSNYA		
<<	<	PAGE 1 OF 1	>	>>	
No.	No. Rujukan	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alamat Emel
1	DFT202302/AZ4J43	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
2	DFT202303/3DYQ71	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
3	DFT202303/4B9Z1X	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com

Figure 1.6 : Search result that is displayed

11.3 [ERROR] Send “Potongan Gaji” report to student

## Server Error

**500 - Internal server error.**

There is a problem with the resource you are looking for, and it cannot be displayed.

Error occurs while staff attempts to send “Potongan Gaji” report to students.

## 12."Penjadualan Semula" Report

### 12.1 Add a "Penjadualan Semula" report

Step 1: Hover the cursor to **LAPORAN** in the Menu Bar and click **Penjadualan Semula**.



Figure 4.1 : "Penjadualan Semula" button

Step 2: Once clicked, you will be directed to the "Tambah Penjadualan Semula" page. This page allows you to add a "Penjadualan Semula" report.

The screenshot shows a form titled 'TAMBAH PENJADUALAN SEMULA'. It contains several input fields: 'NO. AKAUN PELAJAR' with a yellow placeholder box, 'NAMA PELAJAR' (text input field), 'CATATAN \*' (text area), and two buttons at the bottom: 'TAMBAH' and 'KEMBALI'.

Figure 4.1 : "Tambah Penjadualan Semula" page

Step 3: In the “Tambah Penjadualan Semula” page, double click on “No. Akaun Pelajar” text field to select a student. Once double clicked, a new window will appear.

The screenshot shows a web form titled "TAMBAH PENJADUALAN SEMULA". It contains three input fields: "NO. AKAUN PELAJAR" (highlighted with a yellow background and a red circle), "NAMA PELAJAR", and "CATATAN". Below the input fields are "SEARCH" and "CANCEL" buttons.

Figure 4.1 : Double click on “No. Akaun Pelajar” text field



Figure 4.1 : New window appears once double clicked.

EXPLANATION		
1.	<b>SEARCH</b>	Click to <b>search</b> for a student.
2.	<b>CANCEL</b>	Click to <b>close</b> the window.
3.		Click to <b>select</b> a student.
	<b>SELECT STUDENT</b>	Click to <b>confirm</b> the selection.
	<b>STUDENT SELECT</b>	

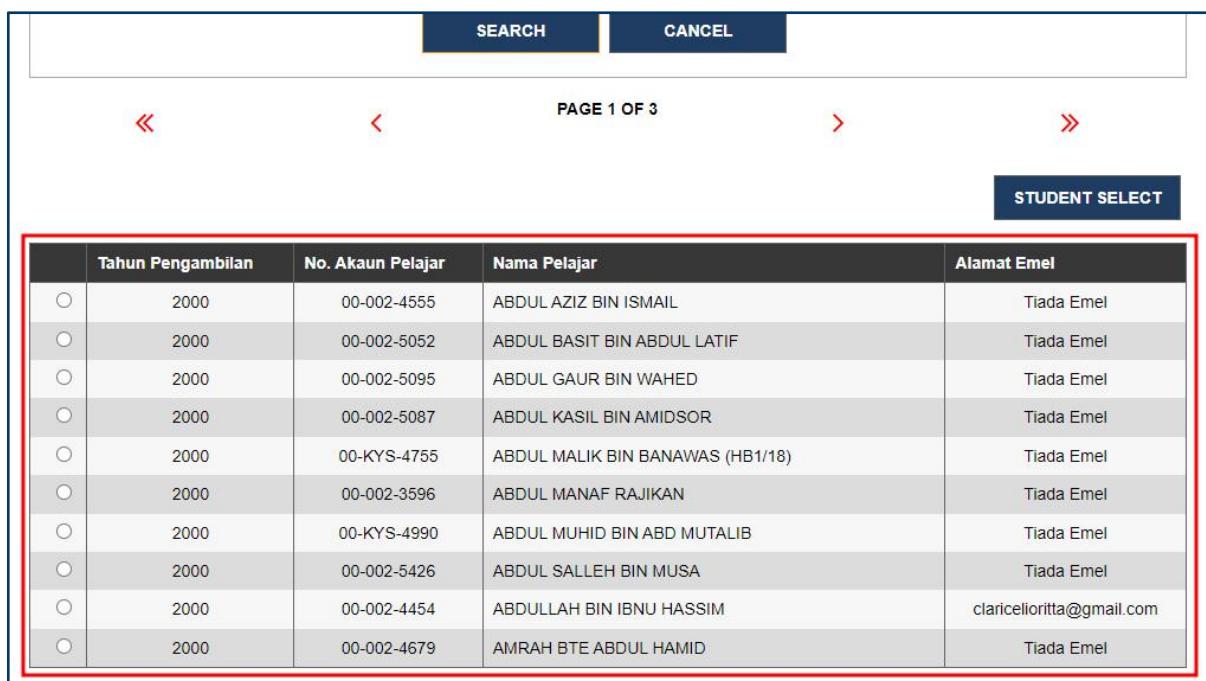
Step 4: In the new window, enter the related search criteria. Next, click **SEARCH**.



The screenshot shows a search criteria form titled "CARIAN PELAJAR". It contains three input fields: "TAHUN PENGAMBILAN" with the value "2000", "NO. AKAUN PELAJAR" (empty), and "NAMA PELAJAR" with the value "abdu". Below the fields are two buttons: "SEARCH" (highlighted with a red border) and "CANCEL".

Figure 4.1 : Search criteria form

Step 5: Once the searching process is complete, you will see the search result below the search criteria form.



The screenshot shows a search result table with the following details:

	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alamat Emel
<input type="radio"/>	2000	00-002-4555	ABDUL AZIZ BIN ISMAIL	Tiada Emel
<input type="radio"/>	2000	00-002-5052	ABDUL BASIT BIN ABDUL LATIF	Tiada Emel
<input type="radio"/>	2000	00-002-5095	ABDUL GAUR BIN WAHED	Tiada Emel
<input type="radio"/>	2000	00-002-5087	ABDUL KASIL BIN AMIDSOR	Tiada Emel
<input type="radio"/>	2000	00-KYS-4755	ABDUL MALIK BIN BANAWAS (HB1/18)	Tiada Emel
<input type="radio"/>	2000	00-002-3596	ABDUL MANAF RAJIKAN	Tiada Emel
<input type="radio"/>	2000	00-KYS-4990	ABDUL MUHID BIN ABD MUTALIB	Tiada Emel
<input type="radio"/>	2000	00-002-5426	ABDUL SALLEH BIN MUSA	Tiada Emel
<input type="radio"/>	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
<input type="radio"/>	2000	00-002-4679	AMRAH BTE ABDUL HAMID	Tiada Emel

Figure 4.1 : Search result that is displayed

Step 6: Select the student that you wish to select by clicking on the radio button.

<input type="radio"/>	2000	00-002-3596	ABDUL MANAF RAJIKAN	Tiada Emel
<input type="radio"/>	2000	00-KYS-4990	ABDUL MUHID BIN ABD MUTALIB	Tiada Emel
<input type="radio"/>	2000	00-002-5426	ABDUL SALLEH BIN MUSA	Tiada Emel
<input checked="" type="radio"/>	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
<input type="radio"/>	2000	00-002-4679	AMRAH BTE ABDUL HAMID	Tiada Emel

Figure 4.1 : Selected student record

Step 7: Once selected, click **SELECT STUDENT** to confirm the selected student.

	claricelioritta@gmail.com
	Tiada Emel
<b>SELECT STUDENT</b>	

Figure 4.1 : "Selected student" button

Step 8: Once the selected student is confirmed, the window will be closed and the “No. Akaun Pelajar” will be filled automatically based on the selected student.

<b>NO. AKAUN PELAJAR</b>
00-002-4454
<b>SEARCH</b>
<b>NAMA PELAJAR</b>
ABDULLAH BIN IBNU HASSIM

Figure 4.1 : "No. Akaun Pelajar" that is filled automatically

Step 9: Go to the “Catatan” section and enter a comment.

**CATATAN \***

This is a demo Comment

**Sila Isikan Catatan**

**Figure 1.1** : “Catatan” section

Step 10: Once the form is completely entered, click **TAMBAH** to submit the form.

This is a demo comment.

**TAMBAH** **KEMBALI**

*Figure 1.1* : “Tambah” button

Step 11: Once the form is submitted, a popup message will appear.

REKOD BERJAYA DIPILIH.	X
------------------------	---

*Figure 1.10 : Popup message appears once the form is submitted.*

## 12.2 Search a "Penjadualan Semula" report

Step 1: Hover the cursor to **LAPORAN** in the Menu Bar and click **Penjadualan Semula**.



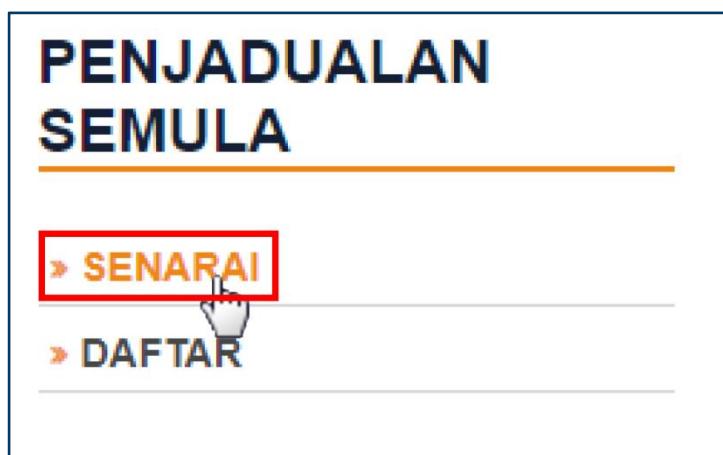
Figure 4.1 : "Penjadualan Semula" button

Step 2: Once clicked, you will be directed to the "Tambah Penjadualan Semula" page.

The screenshot shows a form titled 'TAMBAH PENJADUALAN SEMULA'. It contains three input fields: 'NO. AKAUN PELAJAR' (student number), 'NAMA PELAJAR' (student name), and 'CATATAN \*' (notes). Below the form are two buttons: 'TAMBAH' (Add) and 'KEMBALI' (Return).

Figure 4.1 : "Tambah Penjadualan Semula" page

Step 3: Click **» SENARAI** in the sidebar menu.



*Figure 4.1 : "Senarai" button in sidebar menu*

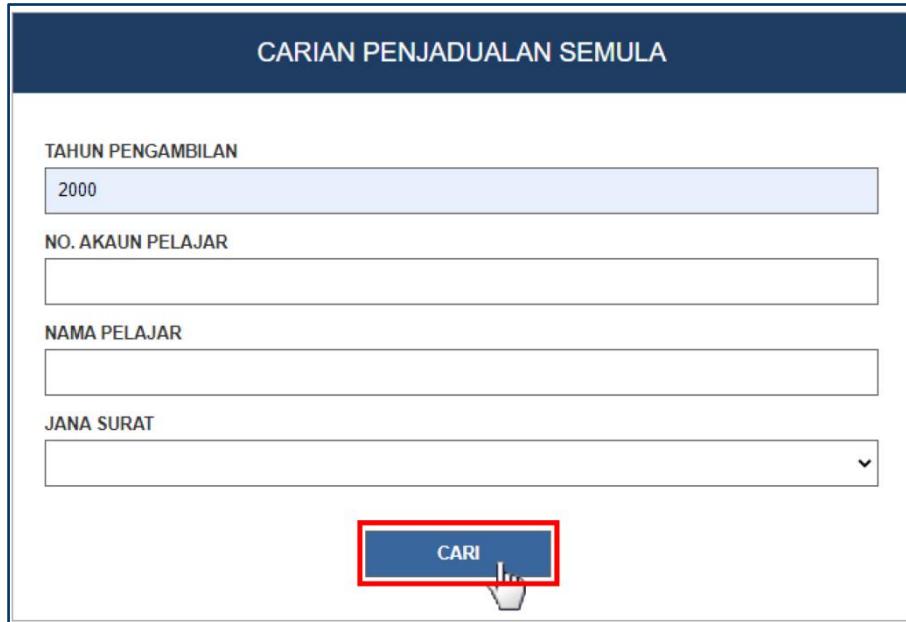
Step 4: Once clicked, you will be directed to the “Penjadualan Semula list” page.

CARIAN PENJADUALAN SEMULA						
TAHUN PENGAMBILAN						
<input type="text"/>						
NO. AKAUN PELAJAR						
<input type="text"/>						
NAMA PELAJAR						
<input type="text"/>						
JANA SURAT						
<input type="button" value="CARI"/>						
			JUMLAH PELAJAR ( 1 )	TAMBAH	SETERUSNYA	
« < PAGE 1 OF 1 > »						
	No.	No. Rujukan	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alamat Emel
<input type="checkbox"/>		1 RS202302/HREPFF	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com

Figure 4.1 : “Penjadualan Semula list” page

EXPLANATION						
1.	<b>CARI</b>	Click to <b>search</b> for “Penjadualan Semula” report.				
2.	<input type="checkbox"/>	Click to <b>select</b> or <b>unselect</b> a “Penjadualan Semula” report				
3.		Click to <b>view</b> a “Penjadualan Semula” report with more details				
4.	<b>JUMLAH PELAJAR ( 0 )</b>	Click to <b>view</b> the contents of temporary list of “Penjadualan Semula” report				
5.	<b>TAMBAH</b>	Click to <b>add</b> the selected “Penjadualan Semula” report into a temporary list				
6.	<b>SETERUSNYA</b>	Click to <b>go to</b> the “Hantar Penjadualan Semula” page.				

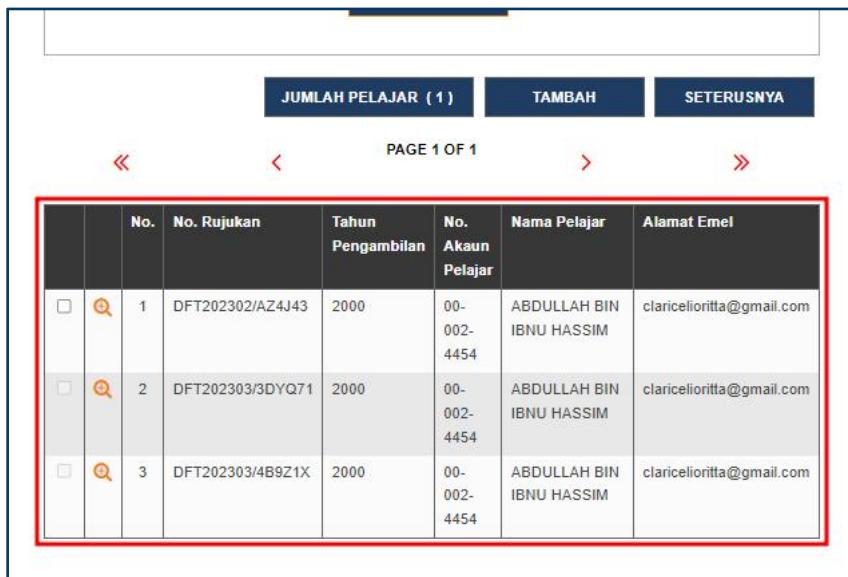
Step 5: In the “Penjadualan Semula list” page, input related search criteria to locate the record. Then click **CARI** to start the search.



The form is titled "CARIAN PENJADUALAN SEMULA". It contains four input fields: "TAHUN PENGAMBILAN" (2000), "NO. AKAUN PELAJAR" (empty), "NAMA PELAJAR" (empty), and "JANA SURAT" (empty). Below the fields is a "CARI" button with a mouse cursor icon pointing to it, and a dropdown arrow icon to its right.

Figure 1.5 : Search Criteria form.

Step 6: Once the searching process is complete, you will see the search result below the search criteria form.



The table displays search results for "JUMLAH PELAJAR (1)". It includes columns for "No.", "No. Rujukan", "Tahun Pengambilan", "No. Akaun Pelajar", "Nama Pelajar", and "Alamat Emel". The results show three entries, each with a checkbox and a magnifying glass icon in the first column. The data is as follows:

	No.	No. Rujukan	Tahun Pengambilan	No. Akaun Pelajar	Nama Pelajar	Alamat Emel
<input type="checkbox"/>	1	DFT202302/AZ4J43	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
<input type="checkbox"/>	2	DFT202303/3DYQ71	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com
<input type="checkbox"/>	3	DFT202303/4B9Z1X	2000	00-002-4454	ABDULLAH BIN IBNU HASSIM	claricelioritta@gmail.com

Figure 1.6 : Search result that is displayed

### 13. Generate “Perubahan Alamat Pelajar” report

Step 1: Hover the cursor to **LAPORAN** in the Menu Bar and click **Perubahan Alamat Pelajar**.



Figure 1.1 : “Perubahan Alamat Pelajar” button

Step 2: Once clicked, you will be directed to the “Carian Perubahan Alamat Pelajar” page. This page allows you to generate a student’s address change report based on the search criteria.

A screenshot of a search form titled "CARIAN PERUBAHAN ALAMAT PELAJAR". The form includes two input fields: "UNTUK TAHUN" and "TAHUN PENGAMBILAN", both represented by empty text boxes. Below the fields is a dark blue "CARI" button.

Figure 1.1 : “Carian Perubahan Alamat Pelajar” page

EXPLANATION			
1.	CARI		Click to generate a “Perubahan Alamat Pelajar”

Step 3: In the “Carian Perubahan Alamat Pelajar” page, input related search criteria to locate the record. Then click **CARI** to generate a report.

UNTUK TAHUN  
2023

TAHUN PENGAMBILAN

**CARI**

Figure 1.5 : Search Criteria form.

Step 4: Once clicked, a new tab will appear in your browser. In the new tab, it contains the “Perubahan Alamat Pelajar” result that matches the search criteria.

No	Tahun Pengambilan	No. Akaun Pelajar	Nama	No. Kad Pengenalan	Alamat Emel	No. Telefon Bimbit	No. Telefon Rumah	Alamat Rumah	Tarikh Tukar
1	2000	00-002-4454	ABDULLAH BIN IBNU HASIM	680825125281	claricelioritta@gmail.com	01112680801	089782918	SK PULAU LARAPAN, Tamadun jaya W.D.T. NO.42	24/Feb/2023
2	2000	00-002-4454	ABDULLAH BIN IBNU HASIM	680825125281	claricelioritta@gmail.com	01112680801	089782918	Block H, Jalan Puri Warsan, Jln. Tuaran Bypass, Kalansanan 88500 Kota Kinabalu, Sabah	27/Feb/2023
3	2000	00-002-4454	ABDULLAH BIN IBNU HASIM	680825125281	claricelioritta@gmail.com	0146453110	086118318	Block H, Jalan Puri Warsan, Jln. Tuaran Bypass, Kalansanan 88500 Kota Kinabalu, Sabah	27/Feb/2023
4	2000	00-002-4454	ABDULLAH BIN IBNU HASIM	680825125281	claricelioritta@gmail.com	0146453333	086118318	Block H, Jalan Puri Warsan, Jln. Tuaran Bypass, Kalansanan 88500 Kota Kinabalu, Sabah	27/Feb/2023
5	2000	00-002-4454	ABDULLAH BIN IBNU HASIM	680825125281	claricelioritta@gmail.com	0146453333	086118888	Block H, Jalan Puri Warsan, Jln. Tuaran Bypass, Kalansanan 88500 Kota Kinabalu, Sabah	27/Feb/2023

Figure 1.5 : “Perubahan Alamat Pelajar” result

## 14.Change password

Step 1: Click **TUKAR KATA LALUAN** in the Menu Bar.



Figure 1.1 : "Tukar Kata Laluan" button

Step 2: Once clicked, you will be directed to the “Profile Pengguna” page. On this page, you can set your new password.

A screenshot of a user profile edit page titled 'PROFIL PENGGUNA'. The page contains several input fields: 'NAMA' (Name) with the value 'ABDULLAH BIN IBNU HASIM', 'ID PENGGUNA' (User ID) with the value '680825125281', 'ALAMAT ESEL' (Email Address) with the value 'claricelioritta@gmail.com', 'KATA LALUAN BARU \*' (New Password), and 'SAHKAN KATA LALUAN BARU \*' (Confirm New Password). At the bottom are two buttons: 'KEMASKINI' (Update) and 'SET SEMULA' (Reset).

Figure 1.1 : "Profil Pengguna" page

EXPLANATION		
1.	<b>KEMASKINI</b>	Click to <b>update</b> a password.
2.	<b>SET SEMULA</b>	Click to <b>reset</b> the form.

Step 3: Enter your new password in the “Kata Laluan Baru” text field.

A screenshot of a web form showing a password input field. The field is labeled "KATA LALUAN BARU \*" at the top. Below the label is a text area containing the characters "\*\*\*\*\*". The entire input field is enclosed in a blue border.

*Figure 1.1 : “Kata Laluan Baru” text field*

Step 4: Enter the same password in the “Sahkan Kata Laluan Baru” text field.

A screenshot of a web form showing a password confirmation input field. The field is labeled "SAHKAN KATA LALUAN BARU \*" at the top. Below the label is a text area containing the characters "\*\*\*\*\*". The entire input field is enclosed in a blue border.

*Figure 1.1 : “Sahkan Kata Laluan Baru” text field*

Step 5: Next click **KEMASKINI** to confirm the password update.

A screenshot of a web form showing a confirmation step. The top part of the form is labeled "SAHKAN KATA LALUAN BARU \*". Below it is a text area containing "\*\*\*\*\*". At the bottom, there are two buttons: "KEMASKINI" (highlighted with a red box) and "SET SEMULA". The "KEMASKINI" button has a small mouse cursor icon pointing to it.

*Figure 1.1 : “Kemaskini” button*

Step 6: Once the password update is successful, a popup message will appear. You can now login with an updated password.

A screenshot of a successful password update message. The message is displayed in a red-bordered box at the top of the screen. It contains the text "REKOD BERJAYA DIKEMASKINI." and an "X" button for closing. Below the message, the user's profile information is shown in a table format:

PROFIL PENGGUNA	
NAMA	ID PENGGUNA
ABDULLAH BIN IBNU HASSIM	680825125281
ALAMAT EMEL	claricelioritta@gmail.com
KATA LALUAN BARU *	

*Figure 1.1 : Popup message appears once the password update is successful.*

## 15.Logout

Step 1: Click **LOG KELUAR** in the Menu Bar.



Figure 1.1 : "Log Keluar" button

Step 2: Once clicked, you will be logged out and redirected to the login page.

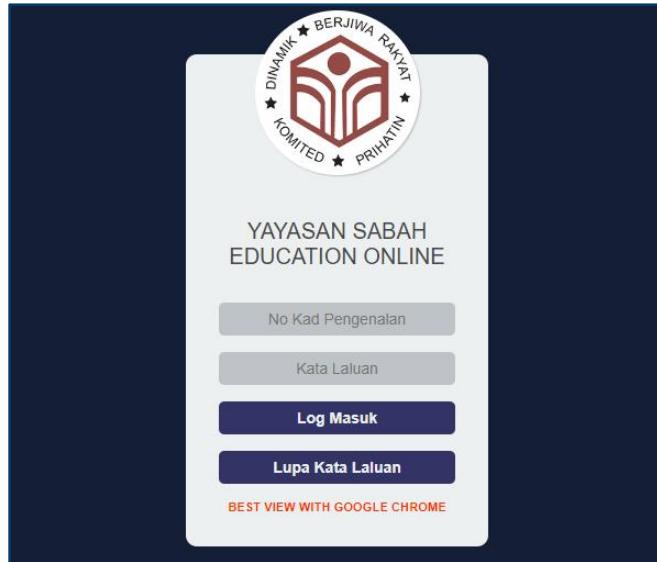


Figure 1.1 : "Login" page

## STUDENT

### 1. Update Information

Step 1: Click **KEMASKINI MAKLUMAT** in the Menu Bar.



Figure 1.1 : "Kemaskini Maklumat" button

Step 2: Once clicked, you will be directed to the “Maklumat Pelajar” page. In this page, you can see the list of student information update application that have been sent previously.

MAKLUMAT PELAJAR					
		No.	No. Akaun Pelajar	Status	Tarikh Permohonan
	🔍	1	00-002-4454	Dilulus	24-02-2023
	🔍	2	00-002-4454	Dilulus	27-02-2023
	🔍	3	00-002-4454	Dilulus	27-02-2023
	🔍	4	00-002-4454	Dilulus	27-02-2023
	🔍	5	00-002-4454	Dilulus	27-02-2023

Figure 1.1 : "Maklumat Pelajar" page

EXPLANATION		
1.	<b>TAMBAH</b>	Click to <b>add</b> a “Maklumat Pelajar”
2.	🔍	Click to <b>view</b> a “Maklumat Pelajar” record with more details

Step 3: Click **TAMBAH** to add an update information application.



*Figure 1.1 : "Tambah" button*

Step 4: Once clicked, you will be directed to the “Maklumat Pelajar Form” page.

MAKLUMAT PELAJAR	
NO. AKAUN PELAJAR	
00-002-4454	
NAMA PELAJAR	NO. KAD PENGENALAN
ABDULLAH BIN IBNU HASSIM	
680825125281	
ALAMAT SURAT - MENYURAT *	
Block H, Jalan Puri Warisan,	
Jln. Tuaran Bypass, Kalansanan	
88450 Kota Kinabalu, Sabah	

*Figure 1.1 : “Maklumat Pelajar Form” page*

EXPLANATION		
1.	<b>TAMBAH</b>	Click to <b>save</b> the form
2.	<b>HANTAR</b>	Click to <b>submit</b> the form.
3.	<b>KEMBALI</b>	Click to <b>go back</b> to “Maklumat Pelajar” page
4.	<b>SET SEMULA</b>	Click to <b>reset</b> the form.

Step 5: In the “Maklumat Pelajar Form”, enter the updated student information in the text field provided and also provide a comment on the update.

- Fields with a Red symbol ( \* ) are compulsory fields.

NAMA PELAJAR	NO. KAD PENGENALAN
ABDULLAH BIN IBNU HASSIM	680825125281
ALAMAT SURAT - MENYURAT *	
Block H, Jalan Puri Warisan,	
Jln. Tuaran Bypass, Kalansanan	
88450 Kota Kinabalu, Sabah	
ALAMAT EMEL *	
claricelioritta@gmail.com	
NO. TELEFON BIMBIT *	NO. TELEFON RUMAH
0146453333	0861133333
CATATAN *	
Kemaskini No. Telefon Rumah	

Figure 1.1 : Compulsory fields that need to be filled in by students.

Step 5: Once done, click **HANTAR** to submit the form.

TAMBAH	<b>HANTAR</b>	KEMBALI	SET SEMULA
--------	---------------	---------	------------

Figure 1.1 :"Hantar" button

Step 6: Once the update request is successfully sent, a popup message will appear.

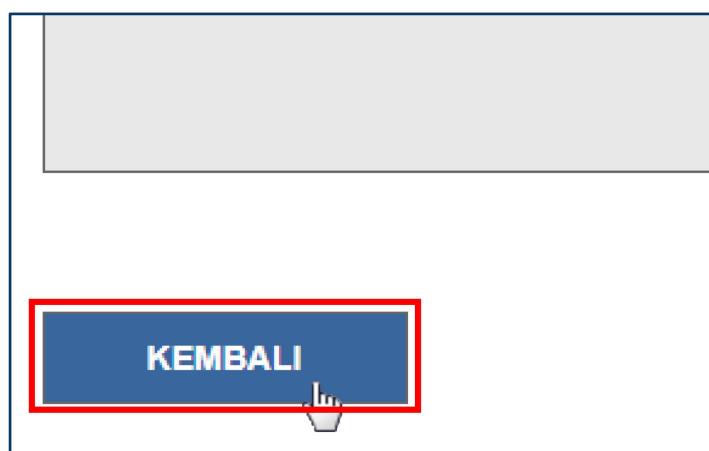
PERMOHONAN ANDA TELAH BERJAYA DIHANTAR. X

**MAKLUMAT PELAJAR**

NO. AKAUN PELAJAR  
00-002-4454

*Figure 1.1 : Popup message appears once the update request is successfully sent.*

Step 7: To see the submitted update request, click **KEMBALI**.



*Figure 1.1 : “Kembali” button*

Step 8: In the “Maklumat Pelajar” page, we can see the newly submitted application at the bottom of the list with a status of “Hantar”.

MAKLUMAT PELAJAR						TAMBAH
		No.	No. Akaun Pelajar	Status	Tarikh Permohonan	
	🔍	1	00-002-4454	Dilulus	24-02-2023	
	🔍	2	00-002-4454	Dilulus	27-02-2023	
	🔍	3	00-002-4454	Dilulus	27-02-2023	
	🔍	4	00-002-4454	Dilulus	27-02-2023	
	🔍	5	00-002-4454	Dilulus	27-02-2023	
	🔍	6	00-002-4454	Hantar	27-02-2023	

*Figure 1.1 : Newly submitted request*

## 2.[ERROR] "Kaedah Pembayaran Balik"

ABDULLAH BIN IBNU HASSIM	
KAEDAH PEMBAYARAN *	
<b>SERVER ERROR</b>	
500 - INTERNAL SERVER ERROR.	
THERE IS A PROBLEM WITH THE RESOURCE YOU ARE LOOKING FOR, AND IT CANNOT BE DISPLAYED.	
CATATAN *	

## 3.[ERROR] "Pembayaran Penuh Pinjaman"

ABDULLAH BIN IBNU HASSIM	6808251252
KAEDAH PEMBAYARAN PENUH PINJAMAN *	
<b>SERVER ERROR</b>	
500 - INTERNAL SERVER ERROR.	
THERE IS A PROBLEM WITH THE RESOURCE YOU ARE LOOKING FOR, AND IT CANNOT BE DISPLAYED.	
JANGKAAN MASA PEMBAYARAN DIBUAT *	

#### **4. Apply for “Penangguhan Pembayaran”**

Step 1: Hover the cursor to **PERKHIDMATAN** in the Menu Bar and click **Penangguhan Pembayaran**.



**Figure 1.1** : “Penangguhan Pembayaran” button

Step 2: Once clicked, you will be directed to the “Penangguhan Pembayaran” page. In this page, you can see the list of payment delay requests that have been sent previously.

PENANGGUHAN PEMBAYARAN								TAMBAH
		No.	No. Akaun Pelajar	Alasan Penangguhan Pembayaran	Status	Tarikh Permohonan	Tarikh Permohonan Pelajar	Tarikh Diluluskan
		1	00-002-4454	Tidak Bekerja	Dipadam	24-02-2023		
		2	00-002-4454	Tidak Bekerja	Dilulus	24-02-2023	24-02-2023	24-02-2023
		3	00-002-4454	Melanjutkan Pengajian	Dipadam	24-02-2023		
		4	00-002-4454	Melanjutkan Pengajian	Ditolak	27-02-2023	27-02-2023	

**Figure 1.1** : “Penangguhan Pembayaran” page

EXPLANATION		
1.	<b>TAMBAH</b>	Click to <b>add</b> a “Penangguhan Pembayaran”
2.		Click to <b>view</b> a “Penangguhan Pembayaran” record with more details

Step 3: Click **TAMBAH** to add a “Penangguhan Pembayaran” application.

The screenshot shows a user interface with a blue rectangular button labeled "TAMBAH" in white capital letters. A red rectangular box highlights the "TAMBAH" button, and a cursor icon is positioned over it. Below the button, there are two dark grey rectangular boxes containing text: "Tarikh Permohonan Pelajar" on the left and "Tarikh Diluluskan" on the right. The entire interface is enclosed in a light blue border.

Figure 1.1 : “Tambah” button

Step 4: Once clicked, you will be directed to the “Penangguhan Pembayaran Form” page.

The screenshot shows a form titled "PENANGGUHAN PEMBAYARAN". It contains several input fields and buttons. At the top, there is a field for "NO. AKAUN PELAJAR" with the value "00-002-4454". Below it are fields for "NAMA" (containing "ABDULLAH BIN IBNU HASSIM") and "NO. KAD PENGENALAN" (containing "680825125281"). There is also a dropdown menu for "ALASAN PENANGGUHAN PEMBAYARAN". The bottom section has a "CATATAN" area with a large text input field. At the very bottom, there are four buttons: "TAMBAH", "HANTAR", "KEMBALI", and "SET SEMULA".

Figure 1.1 : “Penangguhan Pembayaran Form” page

EXPLANATION		
1.	<b>TAMBAH</b>	Click to <b>save</b> the form
2.	<b>HANTAR</b>	Click to <b>submit</b> the form.
3.	<b>KEMBALI</b>	Click to <b>go back</b> to “Penangguhan Pembayaran” page
4.	<b>SET SEMULA</b>	Click to <b>reset</b> the form.

Step 5: In the “Penangguhan Pembayaran Form”, go to the “Alasan Penangguhan Pembayaran” dropdown menu and select an item.

- If “Melanjutkan Pengajian” or “Sedang Belajar” is selected, a “Study Details” form will appear. Fill in all the given fields.
- Fields with a Red symbol ( \* ) are compulsory fields.

The screenshot shows a dropdown menu titled "ALASAN PENANGGUHAN PEMBAYARAN \*". Inside the dropdown, there are three options: "MELANJUTKAN PENGAJIAN", "SEDANG BELAJAR", and "TIDAK BEKERJA". The "MELANJUTKAN PENGAJIAN" option is highlighted with a blue background and has a cursor icon pointing at it.

Figure 1.1 : “Alasan Penangguhan Pembayaran” dropdown menu

The screenshot shows a "Study Details" form. At the top, there are fields for "NAMA" (ABDULLAH BIN IBNU HASSIM) and "NO. KAD PENGENALAN" (680825125281). Below these, there is a dropdown menu for "ALASAN PENANGGUHAN PEMBAYARAN" with "MELANJUTKAN PENGAJIAN" selected. A red box highlights a group of study-related fields: "PERINGKAT PENGAJIAN \*", "INSTITUSI PENGAJIAN \*", "TEMPAT PEGAJIAN \*", "TEMPOH PENGAJIAN TARikh MULA \*", "TEMPOH PENGAJIAN TARikh TAMAT \*", "KATEGORI PENGAJIAN \*", "ADA CAGARAN \*", and "CATATAN". At the bottom of the form are four buttons: "TAMBAH", "HANTAR", "KEMBALI", and "SET SEMULA".

Figure 1.1 : “Study Details” form appears if “Melanjutkan Pengajian” or “Sedang Belajar” is selected

Step 6: Go to the “Catatan” section and enter a comment if any.

CATATAN

This is a demo Comment.

*Figure 1.1 : “Catatan” section*

Step 7: Once the form is completely entered, click **TAMBAH** to save the form.

TAMBAH

HANTAR

KEMBALI

SET SEMULA

*Figure 1.1 : “Tambah” button*

Step 8: Once the form is successfully saved, a popup message will appear.



*Figure 1.1 : Popup message appears once the form is successfully saved.*

Step 9: Next, click **LAMPIRAN** in the sidebar menu to upload the attachments related to the application.

The screenshot shows a form titled "PENANGGUHAN PEMBAYARAN". On the left, there is a sidebar menu with two items: "PENANGGUHAN PEMBAYARAN" and "LAMPIRAN". The "LAMPIRAN" button is highlighted with a red rectangular border and a cursor icon pointing at it. The main form area contains fields for "NO. AKAUN PELAJAR \*" with the value "00-002-4454", "NAMA" with the value "ABDULLAH BIN IBNU H", and "ALASAN PENANGGUHA" (Reason for Suspension) which is currently empty.

<b>PENANGGUHAN PEMBAYARAN</b>	<b>PENANGGUHAN</b>
<b>» PENANGGUHAN PEMBAYARAN</b>	<b>NO. AKAUN PELAJAR *</b>
<b>» LAMPIRAN</b>	00-002-4454
	<b>NAMA</b>
	ABDULLAH BIN IBNU H
	<b>ALASAN PENANGGUHA</b>

*Figure 1.1 : "Lampiran" button in the sidebar menu.*

Step 10: Once clicked, you will be directed to the “Attachment” page.

The screenshot shows a web-based application interface titled "DOKUMEN". At the top, there is a field labeled "LAMPIRAN \*". Below it is a file input field containing the placeholder "Choose File No file chosen". Underneath these fields are three buttons: "LAMPIRKAN", "KEMBALI", and "SET SEMULA". Below the form, there is a navigation bar with arrows and the text "PAGE 0 OF 0". At the bottom, there is a table with columns "No.", "Lampiran", and "Nama Fail". The table displays the message "Tiada Rekod".

Figure 1.1 : “Attachment” page

EXPLANATION		
1.	<b>Choose File</b>	Click to <b>choose</b> an attachment.
2.	<b>LAMPIRKAN</b>	Click to <b>add</b> an attachment.
3.	<b>KEMBALI</b>	Click to <b>go back</b> to “Penangguhan Pembayaran” page
4.	<b>SET SEMULA</b>	Click to <b>reset</b> the form.
5.		Click to <b>view</b> an attachment.
6.		Click to <b>delete</b> an attachment.

Step 11: Enter the **attachment name** and select a **file** in your device that you wish to upload.

DOKUMEN

**LAMPIRAN \***

**NAMA FAIL \***

LAMPIRKANKEMBALISET SEMULA

*Figure 1.1 : "Lampiran" and "Nama Fail" input field.*

Step 12: Click **LAMPIRKAN** to add an attachment.

**LAMPIRAN \***

**NAMA FAIL \***

LAMPIRKANKEMBALISET SEMULA

*Figure 1.1 : "Lampirkan" button*

Step 13: Once the attachment has been added successfully, a popup message will appear. The newly added attachment can be found below the attachment form. Repeat [Step 11](#) to [Step 12](#) for the other related attachments.



Figure 1.1 : "Lampirkan" button

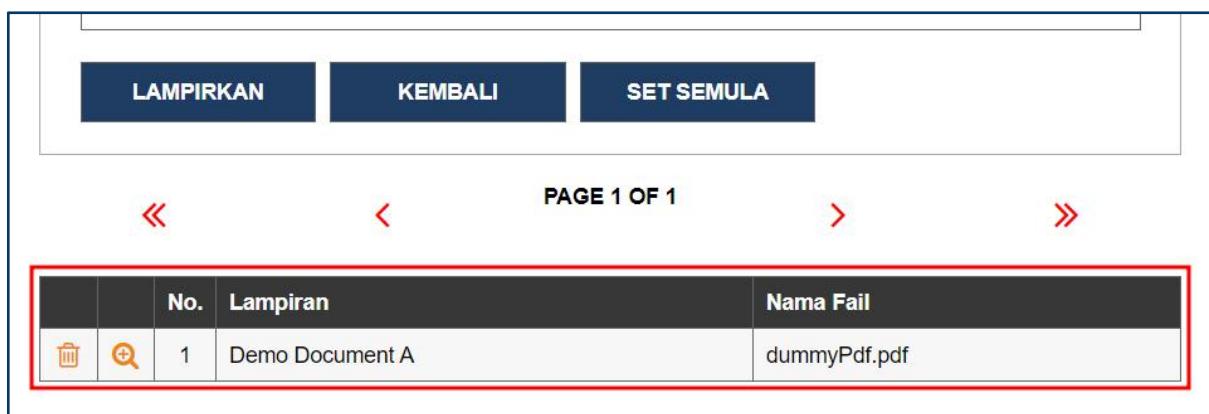


Figure 1.1 : Newly added attachment

» PENANGGUHAN  
PEMBAYARAN      in the

Step 14: Once all the relevant documents are attached, click sidebar menu to go back to the “Penangguhan Pembayaran” page.

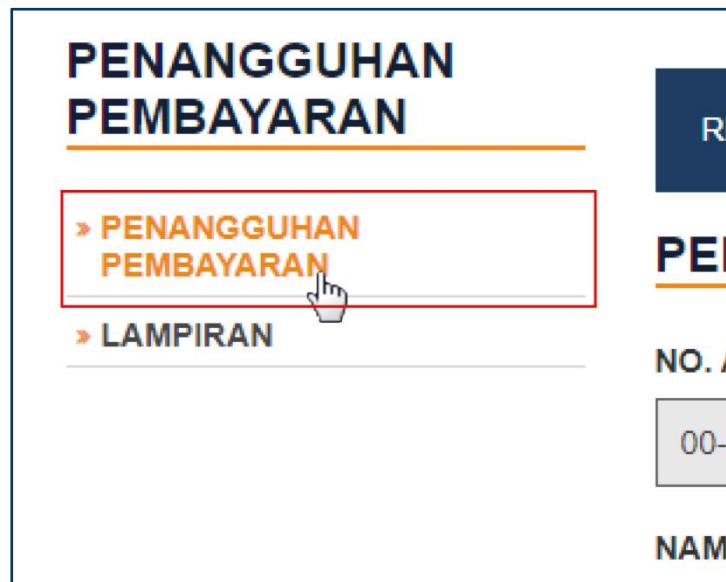


Figure 1.1 : “Penangguhan Pembayaran” button in the sidebar menu.

Step 15: Scroll down and click **HANTAR** to submit the application.

The image shows a screenshot of an application form. At the top left, there is a section labeled "CATATAN" containing the text "This is a demo Comment Noel.". Below this, there are four buttons: "KEMASKINI", "HANTAR", "KEMBALI", and "SET SEMULA". The "HANTAR" button is highlighted with a red rectangular box and has a white cursor icon pointing at its center. The other buttons are in dark blue boxes with white text.

Figure 1.1 : “Hantar” button

Step 16: Once the application is successfully sent, a popup message will appear.



Figure 1.1 : Popup message appears once the application is successfully sent.

Step 17: To see the submitted update request, click **KEMBALI**.

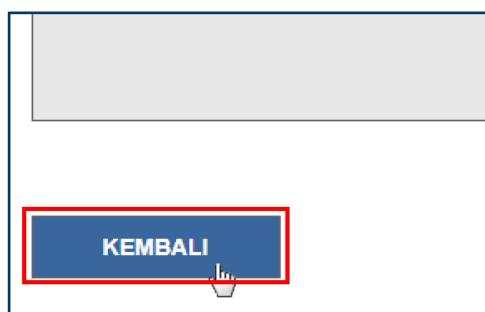


Figure 1.1 : "Kembali" button

Step 18: In the “Penangguhan Pembayaran” page, we can see the newly submitted application at the bottom of the list with a status of “Hantar”.

PENANGGUHAN PEMBAYARAN									TAMBAH
		No.	No. Akaun Pelajar	Alasan Penangguhan Pembayaran	Status	Tarikh Permohonan	Tarikh Permohonan Pelajar	Tarikh Diluluskan	
	Q	1	00-002-4454	Tidak Bekerja	Dipadam	24-02-2023			
	Q	2	00-002-4454	Tidak Bekerja	Dilulus	24-02-2023	24-02-2023	24-02-2023	
	Q	3	00-002-4454	Melanjutkan Pengajian	Dipadam	24-02-2023			
	Q	4	00-002-4454	Melanjutkan Pengajian	Ditolak	27-02-2023	27-02-2023		
	Q	5	00-002-4454	Tidak Bekerja	Ditolak	28-02-2023	28-02-2023		
	Q	6	00-002-4454	Tidak Bekerja	Hantar	28-02-2023			

Figure 1.1 : Newly submitted request

## 5. Apply for “Penjadualan Semula”

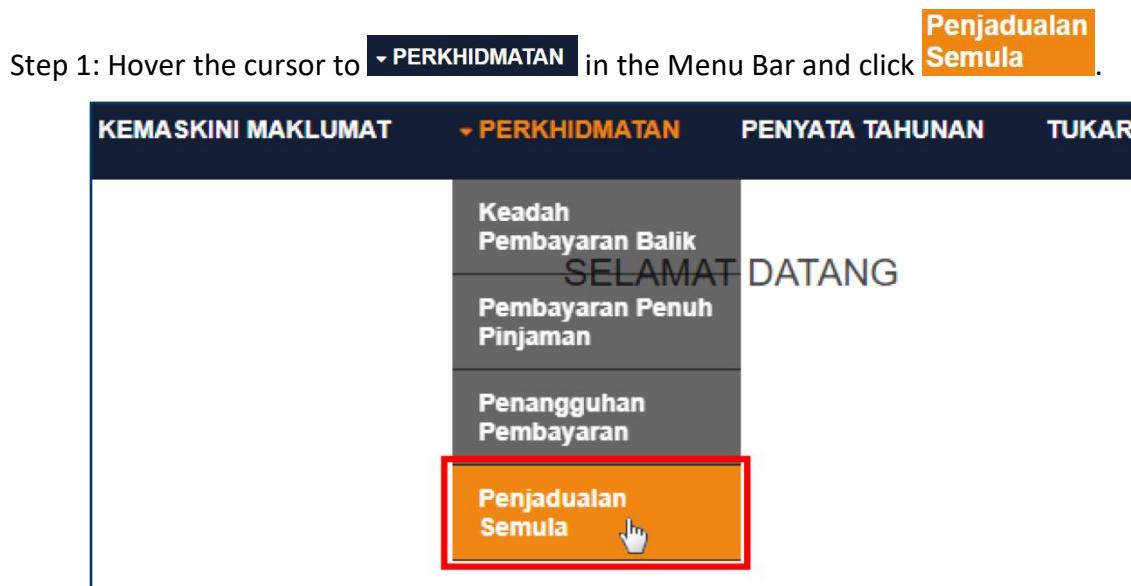


Figure 1.1 : “Penjadualan Semula” button

Step 2: Once clicked, you will be directed to the “Penjadualan Semula” page. In this page, you can see the list of rescheduling requests that have been sent previously.

PENJADUALAN SEMULA									TAMBAH
		No.	No. Akaun Pelajar	Kaedah Pembayaran	Status	Tarikh Permohonan	Tarikh Permohonan Pelajar	Tarikh Diluluskan	
		1	00-002-4454	Sedang Belajar	Dilulus	28-02-2023		28-02-2023	

Figure 1.1 : “Penjadualan Semula” page

EXPLANATION		
1.	<b>TAMBAH</b>	Click to <b>add</b> a “Penjadualan Semula”
2.		Click to <b>view</b> a “Penjadualan Semula” record with more details

Step 3: Click **TAMBAH** to add a “Penjadualan Semula” application.



The screenshot shows a software window with a blue header bar. In the center, there is a blue rectangular button with the word "TAMBAH" in white capital letters. A red rectangular box is drawn around this button, indicating it is the target for a click. Below the button is a table with three columns. The first column is labeled "Tarikh  
ohonan" and contains the date "02-2023". The second column is labeled "Tarikh  
Permohonan  
Pelajar" and is currently empty. The third column is labeled "Tarikh  
Diluluskan" and contains the date "28-02-2023".

Tarikh ohonan	Tarikh Permohonan Pelajar	Tarikh Diluluskan
02-2023		28-02-2023

*Figure 1.1 : “Tambah” button*

Step 4: Once clicked, you will be directed to the “Penjadualan Semula Form” page.

**PENJADUALAN SEMULA**

NO. AKAUN PELAJAR \*

00-002-4454

NAMA

ABDULLAH BIN IBNU HASSIM

NO. KAD PENGENALAN

680825125281

ALASAN PENJADUALAN SEMULA \*

CATATAN

TAMBAH    HANTAR    KEMBALI    SET SEMULA

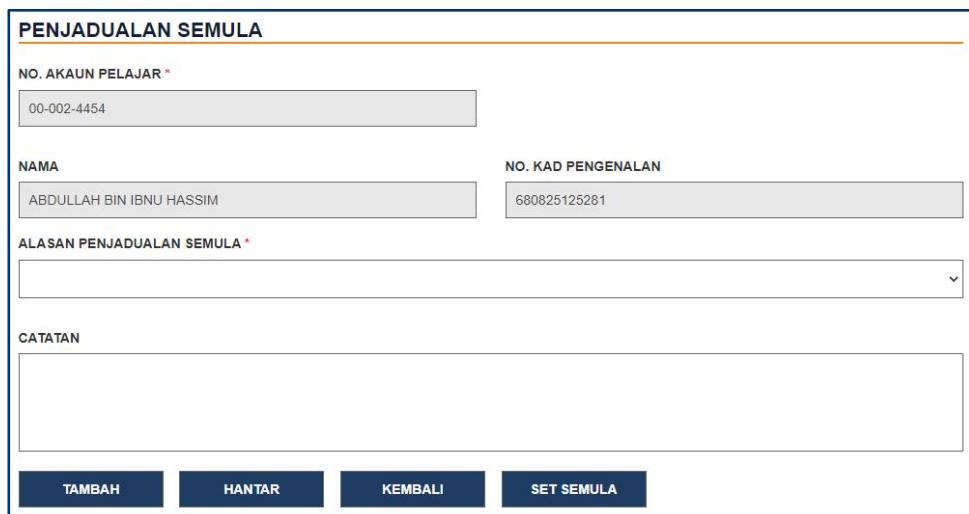


Figure 1.1 : “Penjadualan Semula Form” page

EXPLANATION		
1.	<b>TAMBAH</b>	Click to <b>save</b> the form
2.	<b>HANTAR</b>	Click to <b>submit</b> the form.
3.	<b>KEMBALI</b>	Click to <b>go back</b> to “Penjadualan Semula” page
4.	<b>SET SEMULA</b>	Click to <b>reset</b> the form.

Step 5: In the “Penjadualan Semula Form”, go to the “Alasan Penjadualan Semula” dropdown menu and select an item.

- If “Baru Mendapat Pekerjaan” is selected, a “Job Details” form will appear. Fill in all the given fields.
- Fields with a Red symbol ( \* ) are compulsory fields.

ALASAN PENJADUALAN SEMULA \*

SEDANG BELAJAR

SEDANG BELAJAR  
BARU MENDAPAT PEKERJAAN  
PEMBAYARAN TERTUNGGAK

Figure 1.1 : “Alasan Penjadualan Semula” dropdown menu

AGENSI, KERAJAAN & SWASTA \*

ALAMAT TEMPAT KERJA \*

NAMA MAJIKAN \*

ALAMAT MAJIKAN \*

EMEL MAJIKAN \*

TELEFON MAJIKAN \*

CATATAN

TAMBAH HANTAR KEMBALI SET SEMULA

Figure 1.1 : “Job Details” form appears if “Baru Mendapat Pekerjaan” is selected

Step 6: Go to the “Catatan” section and enter a comment if any.

CATATAN

This is a demo Comment.

*Figure 1.1 : “Catatan” section*

Step 7: Once the form is completely entered, click **HANTAR** to submit the form.

KEMASKINI

**HANTAR**

KEMBALI

SET SEMULA

*Figure 1.1 : “Hantar” button*

Step 8: Once the application is successfully sent, a popup message will appear.



*Figure 1.1 : Popup message appears once the application is successfully sent.*

Step 7: To see the submitted “Penjadualan Semula”, click **KEMBALI**.

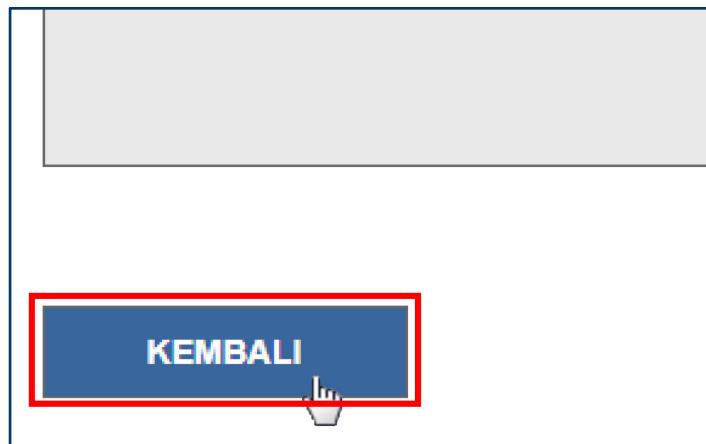
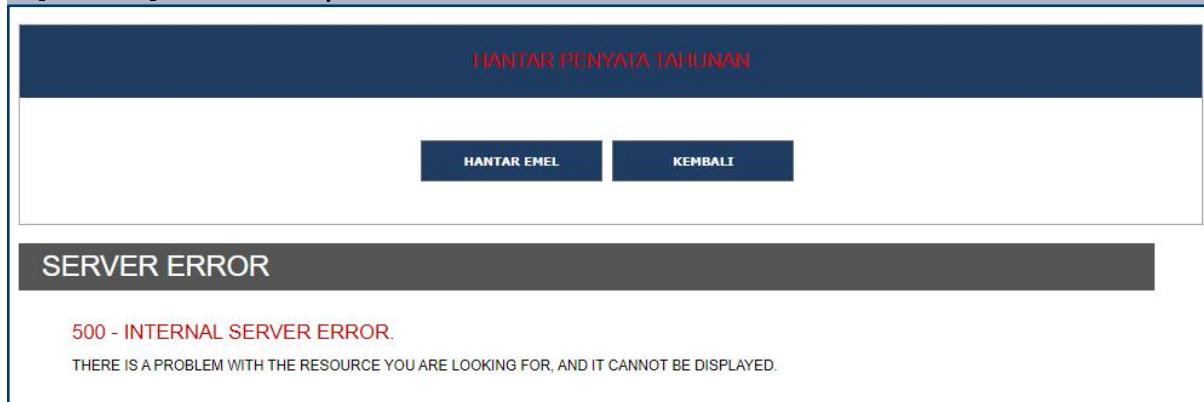


Figure 1.1 : “Kembali” button

Step 8: In the “Penjadualan Semula” page, we can see the newly submitted application at the bottom of the list.

PENJADUALAN SEMULA								
		No.	No. Akaun Pelajar	Kaedah Pembayaran	Status	Tarikh Permohonan	Tarikh Permohonan Pelajar	Tarikh Diluluskan
		1	00-002-4454	Sedang Belajar	Dilulus	28-02-2023		28-02-2023
		2	00-002-4454	Sedang Belajar	Hantar	28-02-2023	28-02-2023	

## 6.[ERROR] View “Penyata Tahunan”



*Figure 4.1 : Error in staff's side.*

Error occurs while staff attempts to send “Penyata Tahunan” to students. Therefore, students are unable to receive any “Penyata Tahunan”.

## 7.Change password

Step 1: Click **TUKAR KATA LALUAN** in the Menu Bar.



Figure 1.1 : "Tukar Kata Laluan" button

Step 2: Once clicked, you will be directed to the “Profile Pengguna” page. On this page, you can set your new password.

PROFIL PENGGUNA	
NAMA	ID PENGGUNA
ABDULLAH BIN IBNU HASSIM	680825125281
ALAMAT EMEL	claricelioritta@gmail.com
KATA LALUAN BARU *	<input type="password"/>
SAHKAN KATA LALUAN BARU *	<input type="password"/>
<b>KEMASKINI</b> <b>SET SEMULA</b>	

Figure 1.1 : "Profil Pengguna" page

EXPLANATION		
1.	<b>KEMASKINI</b>	Click to <b>update</b> a password.
2.	<b>SET SEMULA</b>	Click to <b>reset</b> the form.

Step 3: Enter your new password in the “Kata Laluan Baru” text field.

A screenshot of a web form showing a password input field. The field is labeled "KATA LALUAN BARU \*" at the top. Below the label is a text area containing the characters "\*\*\*\*\*". The entire input field is enclosed in a blue border.

*Figure 1.1 : “Kata Laluan Baru” text field*

Step 4: Enter the same password in the “Sahkan Kata Laluan Baru” text field.

A screenshot of a web form showing a password confirmation input field. The field is labeled "SAHKAN KATA LALUAN BARU \*" at the top. Below the label is a text area containing the characters "\*\*\*\*\*". The entire input field is enclosed in a blue border.

*Figure 1.1 : “Sahkan Kata Laluan Baru” text field*

Step 5: Next click **KEMASKINI** to confirm the password update.

A screenshot of a web form showing a confirmation step. The top part of the form is labeled "SAHKAN KATA LALUAN BARU \*". Below it is a text area containing "\*\*\*\*\*". At the bottom, there are two buttons: "KEMASKINI" (highlighted with a red box) and "SET SEMULA". The "KEMASKINI" button has a small mouse cursor icon pointing to it.

*Figure 1.1 : “Kemaskini” button*

Step 6: Once the password update is successful, a popup message will appear. You can now login with an updated password.

A screenshot of a successful password update message. The message is displayed in a red-bordered box at the top of the screen. It contains the text "REKOD BERJAYA DIKEMASKINI." and an "X" button for closing. Below the message, the user's profile information is shown in a table format:

PROFIL PENGGUNA	
NAMA	ID PENGGUNA
ABDULLAH BIN IBNU HASSIM	680825125281
ALAMAT EMEL	claricelioritta@gmail.com
KATA LALUAN BARU *	

*Figure 1.1 : Popup message appears once the password update is successful.*

## 8.Logout

Step 1: Click **LOG KELUAR** in the Menu Bar.



Figure 1.1 : "Log Keluar" button

Step 2: Once clicked, you will be logged out and redirected to the login page.

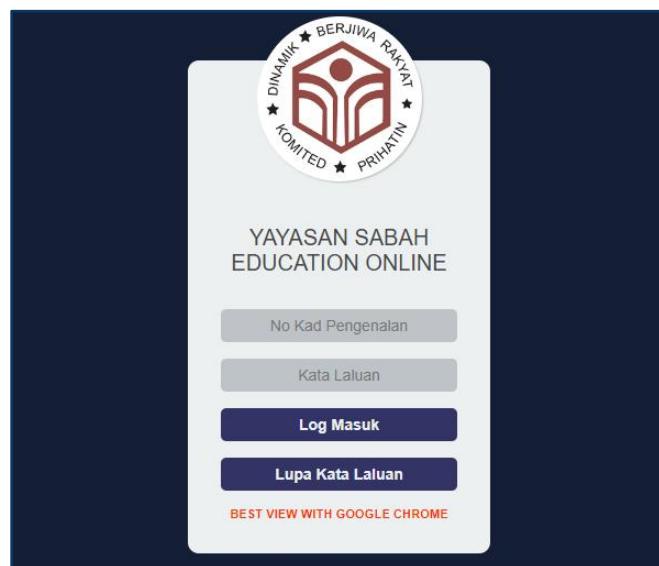


Figure 1.1 : "Login" page