# INTEC DIGITAL SYSTEM | IDS

# USER MANUAL

## E-KENDERAAN

## (STAFF & STUDENT)

| Updated On: | Prepared For: | Prepared By: |
|---|---|---|
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1. **e-Kenderaan**
   This system is for the INTEC staffs and students to apply for the INTEC vehicle service under the Operation Department. In this system, there are five statuses which are: 1) Pending, 2) Verified, 3) Feedback Submitted, and 4) Rejected. Each process in this system will be explained below.

**1.1 Application**
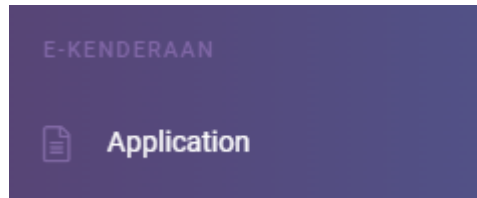On the navigation bar, click on the **Application** to view the main page.
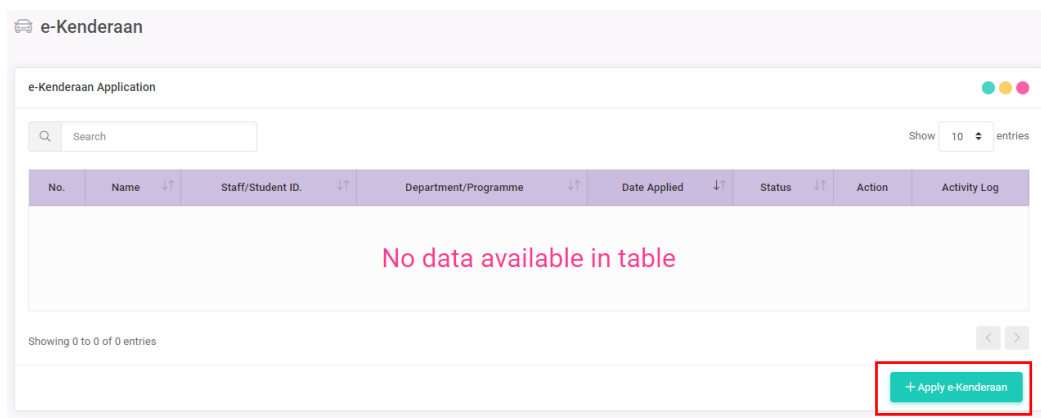

**Figure 1.1.1** Navigation Bar



**Figure 1.1.2** List of Application

On this page, the user can view a list of existing application, and apply for a new application by clicking the *Apply e-Kenderaan* button.

**Figure 1.1.3** Application Form

All input fields marked with an asterisk '*' are mandatory information to be filled in by the user. The application cannot be submitted until all mandatory information are filled in. For students, it is mandatory to upload an approval letter from the **Student Affairs**. Proceed to click the ***Submit*** button if the user wants to submit the application without filling in the passenger details.



**Figure 1.1.4** Passenger Details

Enter the passenger details by clicking on the **Staff** tab to key in the Staff ID or **Student** tab to key in the Student ID.



**Figure 1.1.5** Passenger Details for Staff Category

Selection of ID will be displayed when the user click on the ***plus*** button. To cancel, click on the ***X*** button. The total of passenger is limited to 24 persons only.

**Figure 1.1.6** Passenger Details for Bulk Upload

If the user has a list of students, go to **Bulk Upload**, then upload the list, by following the Excel format reference. Click on the *Excel Format* button to view the reference.
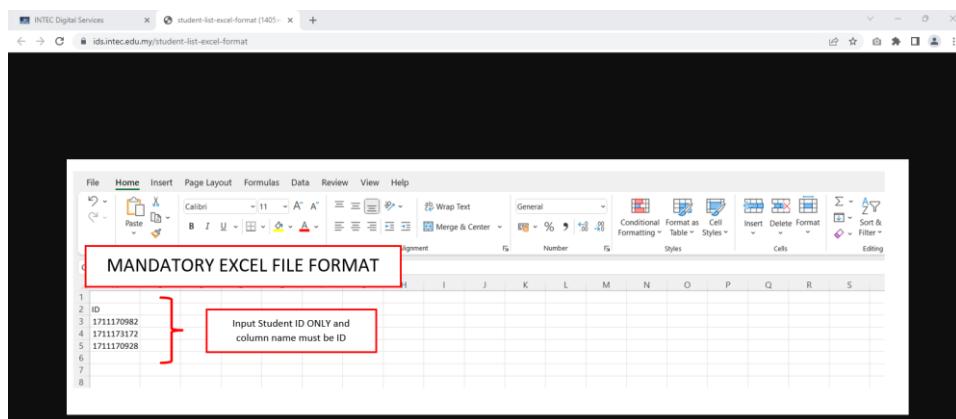


**Figure 1.1.7** Excel Format

The Excel format reference will be displayed in the new tab. The user needs to input only student ID(s) in a column named ID.

**Figure 1.1.8** Passenger Details

Click on the *Choose File* button to upload the file.



**Figure 1.1.9** Submit Application

Click *Submit* button to review the application.

**Figure 1.1.10** Application Details in Review Application

After the user click on the *Submit* button, the user can review the application and make a modification on the details.



**Figure 1.1.11** Passenger Details in Review Application

The student id list uploaded in the **Bulk Upload** will be displayed in the **Passenger Details** under **student** category. If the student ID does not exist in the database or the user made a typo, **N/A** will be displayed in the table. The user can delete the data by clicking on the *X* button and add new student by clicking on the *plus (+)* button.

ⓘ Bulk Student File format is not accurate. Please refer to the reference

**Figure 1.1.12** Error on the Bulk Upload

If the user didn't follow the Excel format accurately, alert will be displayed, and the user needs to upload another file by following the format given.



**Figure 1.1.13** Submit the Application

Click on the **Submit** button to submit the application.



**Figure 1.1.14** Cancel Application

If the user wants to cancel the application, click on the **Cancel** button.
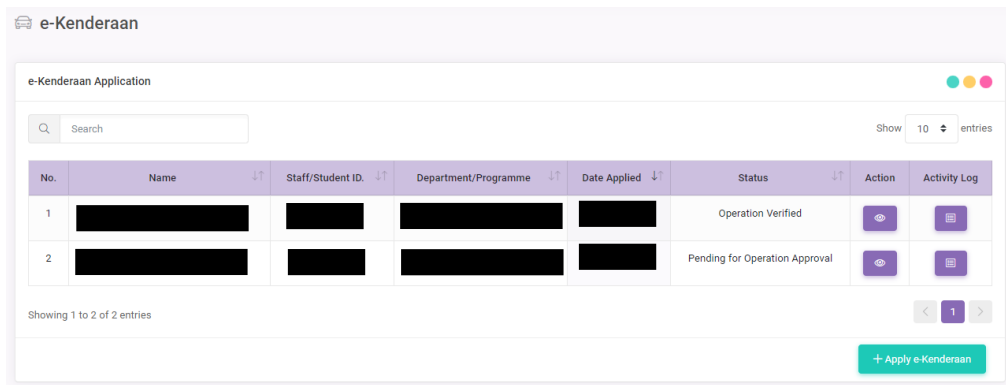


**Figure 1.1.15** Cancel Application

Confirmation to cancel the application will pop-up. Click on the **Yes, Cancel!** Button to proceed with the cancellation. Click **No** to close the popup window.
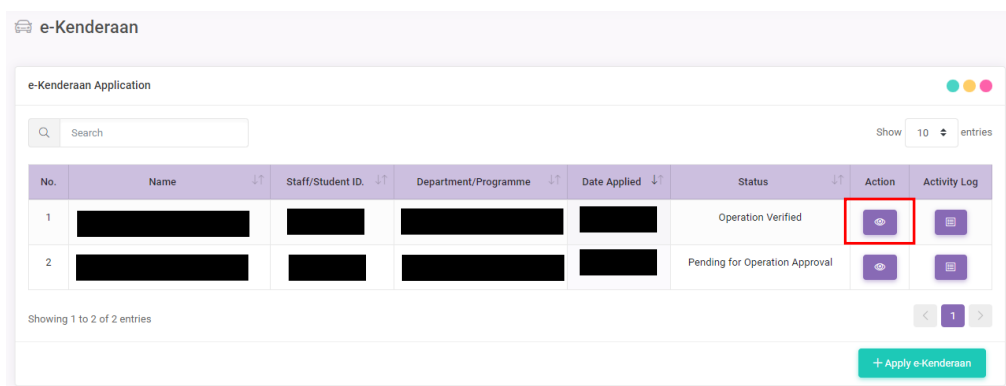
**Figure 1.1.16** List of Application

After a cancellation, the user will be redirected to the list of application.



**Figure 1.1.17** List of Application

The user can click on the *eye* button in the **Action** column to view any other application that have been made.

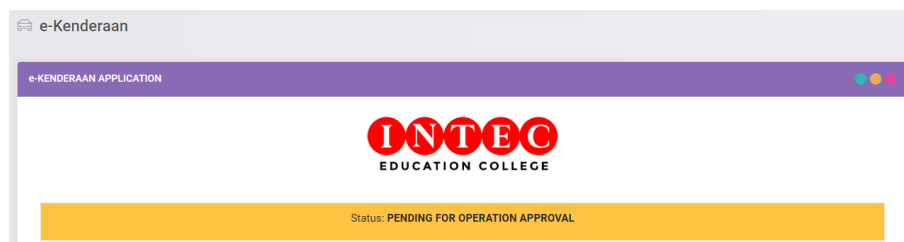### 1.2 Status Pending for Operation Approval



**Figure 1.2.1** Pending for Operation Approval Status

The status will be changed to **Pending for Operation Approval** when the user submits the application.
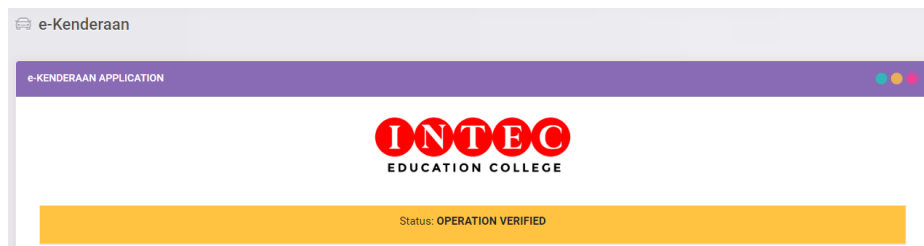
**1.3 Status Operation Verified**



**Figure 1.3.1** Operation Verified

The status will be changed to **Operation Verified** when the Operation approves the application. The user will be received confirmation email.



**Figure 1.3.2** Driver and Vehicle Details

The user can view the details of the designated driver and vehicle on the **Operation** section.
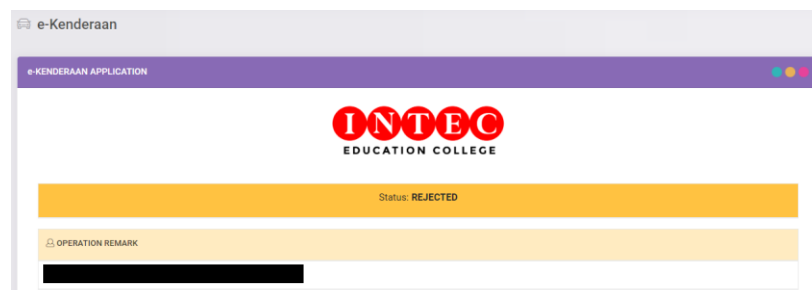
**1.4 Status Rejected by Operation**



**Figure 1.4.1** Rejected by Operation

If the Operation rejects the application, the status will be changed to **Rejected** and the user will be received an email. The reason for the rejection will be displayed on the **Operation Remark** section. The user needs to apply for a new application.

## 1.5 Applicant Feedback



**Figure 1.5.1** Applicant Feedback

If the status is **Operation Verified** then, **Applicant Feedback** section will be available. The user needs to give a rating to the driver, the quality of services provided and give feedback **upon arrival** at INTEC after the trip.



**Figure 1.5.2** Applicant Feedback

*Verify* button will be available after the user tick the **Please verify your return to INTEC** box.
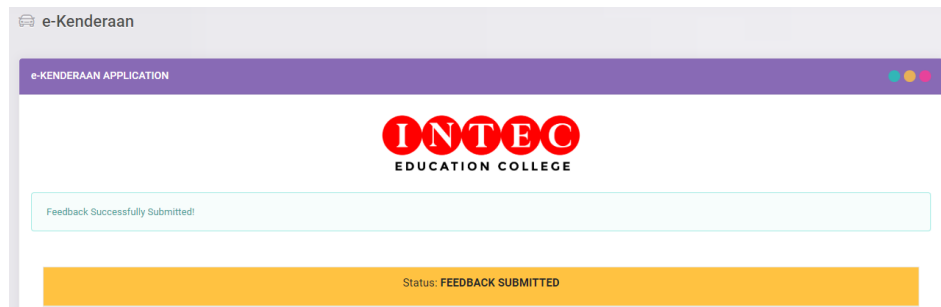
**Figure 1.5.3** Feedback Submitted

The status will be changed to **Feedback Submitted** once the user verified their return to INTEC and submit the feedback.



**Figure 1.5.4** View Feedback

In the **Applicant Feedback** section, the user can view the feedback given.