

INTEC DIGITAL SYSTEM

| IDS

<https://ids.intec.edu.my/login>

USER MANUAL

E-KENDERAAN

(STAFF & STUDENT)

Updated On:

13/01/2023

Prepared For:

**INTEC Education College
Staff**

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.

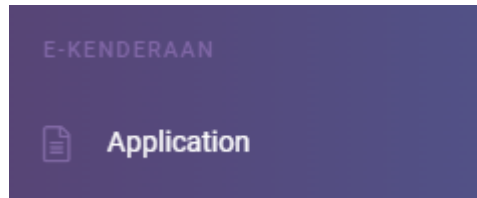


Figure 1.1.1 Navigation Bar

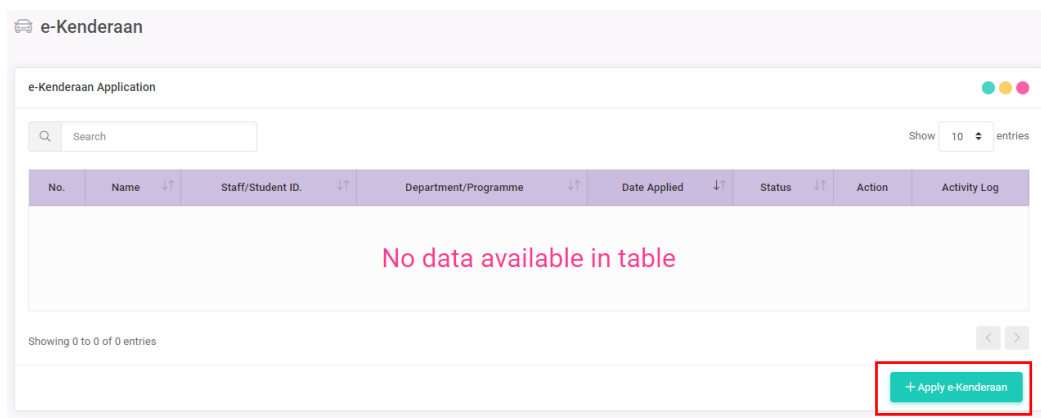


Figure 1.1.2 List of Application

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.

APPLICANT INFORMATION			
Name	<input type="text"/>	ID	<input type="text"/>
Department/Programme	<input type="text"/>	* H/P No.	<input type="text" value="Please insert phone no. eg: 0123456789"/>
* Departure Date	<input type="text" value="Please insert departure date"/>	* Departure Time	<input type="text" value="Please insert departure time"/>
* Return Date	<input type="text" value="Please insert return date"/>	* Return Time	<input type="text" value="Please insert return time"/>
* Destination (Full Address)	<input type="text"/>		
* Waiting Area	<p>User can select multiple waiting area on the below.</p> <input type="text"/> <p>Other Waiting Area (if any):</p> <input type="text"/> <p>For other waiting area, please provide details location. If you want to cancel, please make sure the text field is empty</p>		
* Purpose	<input type="text"/>		
* Attachment (PDF format only)	<input type="button" value="Choose File"/> No file chosen <small>*Students are required to upload an approval letter from student affairs.</small>		

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.

STAFF			
Click plus button on the right to add staff id. Total of passenger including staff & student limited to 24 persons only.			
ID	IC	NAME	DEPARTMENT

STUDENT			
Click plus button on the right to add student id. Total of passenger including staff & student limited to 24 persons only.			
ID	IC	NAME	PROGRAMME

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.

STAFF				
Click plus button on the right to add staff id. Total of passenger including staff & student limited to 24 persons only.				
ID	IC	NAME	DEPARTMENT	
<input type="text" value="Please Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

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.

PASSENGER DETAILS

Bulk Upload (for Student passenger only. Please refer the excel format) **Excel Format** No file chosen

STAFF

Click plus button on the right to add staff id. Total of passenger including staff & student limited to 24 persons only. +

ID	IC	NAME	DEPARTMENT
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STUDENT

Click plus button on the right to add student id. Total of passenger including staff & student limited to 24 persons only. +

ID	IC	NAME	PROGRAMME
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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.

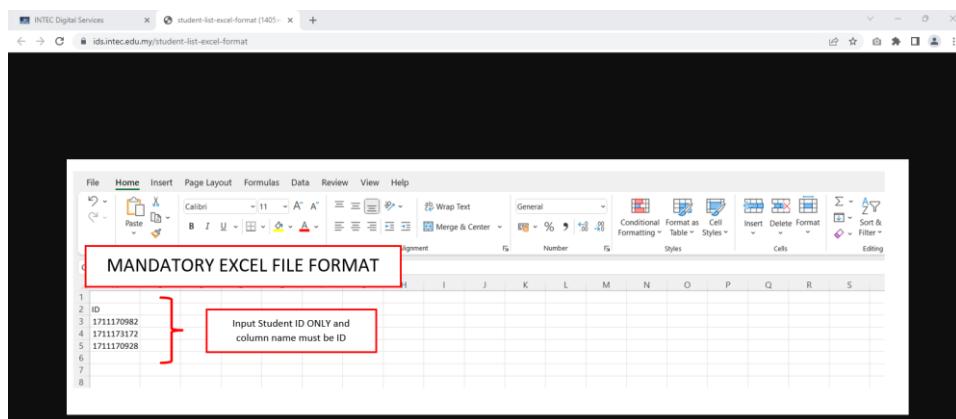


Figure 1.1.7 Excel Format

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.

PASSENGER DETAILS

Bulk Upload (for Student passenger only. Please refer the excel format)
Excel Format

Choose File
No file chosen

STAFF

Click plus button on the right to add staff id. Total of passenger including staff & student limited to 24 persons only.

ID	IC	NAME	DEPARTMENT

STUDENT

Click plus button on the right to add student id. Total of passenger including staff & student limited to 24 persons only.

ID	IC	NAME	PROGRAMME

Submit

Figure 1.1.8 Passenger Details

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

PASSENGER DETAILS

Bulk Upload (for Student passenger only. Please refer the excel format)
Excel File Format Reference

Choose File
file.xlsx

STAFF

Click plus button on the right to add staff id. Total of passenger including staff & student limited to 24 persons only.

ID	IC	NAME	DEPARTMENT	

STUDENT

Click plus button on the right to add student id. Total of passenger including staff & student limited to 24 persons only.

ID	IC	NAME	PROGRAMME

Submit

Figure 1.1.9 Submit Application

Click **Submit** button to review the application.

REVIEW APPLICATION			
APPLICANT INFORMATION			
Name	<input type="text"/>	ID	<input type="text"/>
Department/Programme	<input type="text"/>	* H/P No.	<input type="text"/>
* Departure Date	<input type="text" value="17/01/2023"/>	* Departure Time	<input type="text" value="7:00 AM"/>
* Return Date	<input type="text" value="17/01/2023"/>	* Return Time	<input type="text" value="1:00 PM"/>
* Destination (Full Address)	<input type="text"/>		
* Waiting Area	<p>User can select multiple waiting area on the below.</p> <div>Block E ✕</div> <p>Other Waiting Area (if any):</p> <input type="text"/> <p>For other waiting area, please provide details location. If you want to cancel, please make sure the text field is empty.</p>		
* Purpose	<input type="text"/>		

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.

PASSENGER DETAILS				
STAFF				
Click plus button on the right to add staff id. Total of passenger including staff & student limited to 24 persons only.				
ID	IC	NAME	DEPARTMENT	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
STUDENT				
Click plus button on the right to add student id. Total of passenger including staff & student limited to 24 persons only.				
ID	IC	NAME	PROGRAMME	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✕
N/A	N/A	N/A	N/A	✕

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.

① 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.

STUDENT				
Click plus button on the right to add student id. Total of passenger including staff & student limited to 24 persons only.				
ID	IC	NAME	PROGRAMME	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✖
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✖
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✖
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✖

✖ Cancel ✔ Submit

Figure 1.1.13 Submit the Application


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

STUDENT				
Click plus button on the right to add student id. Total of passenger including staff & student limited to 24 persons only.				
ID	IC	NAME	PROGRAMME	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✖
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✖
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✖
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✖

✖ Cancel ✔ Submit

Figure 1.1.14 Cancel Application

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

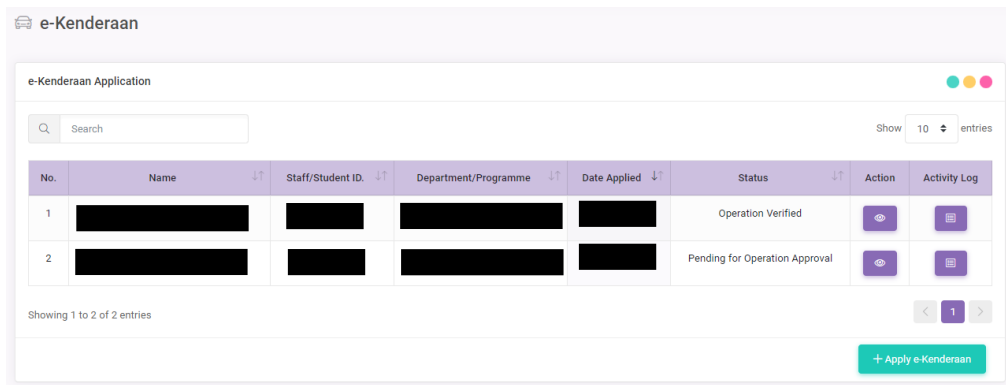


Are you sure you want to cancel this application?

Yes, Cancel! No

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.



e-Kenderaan Application

Search

Show 10 entries

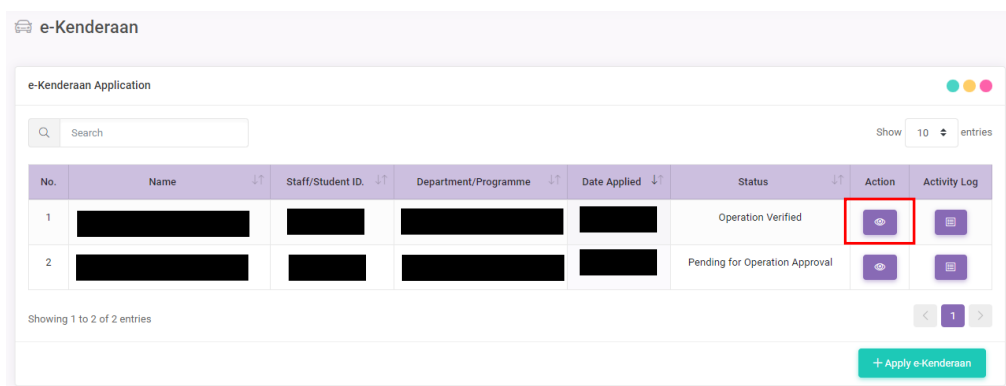
No.	Name	Staff/Student ID.	Department/Programme	Date Applied	Status	Action	Activity Log
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Operation Verified	[Eye Icon]	[List Icon]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending for Operation Approval	[Eye Icon]	[List Icon]

Showing 1 to 2 of 2 entries

+ Apply e-Kenderaan

Figure 1.1.16 List of Application

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



e-Kenderaan Application

Search

Show 10 entries

No.	Name	Staff/Student ID.	Department/Programme	Date Applied	Status	Action	Activity Log
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Operation Verified	[Eye Icon]	[List Icon]
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending for Operation Approval	[Eye Icon]	[List Icon]

Showing 1 to 2 of 2 entries

+ Apply e-Kenderaan

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

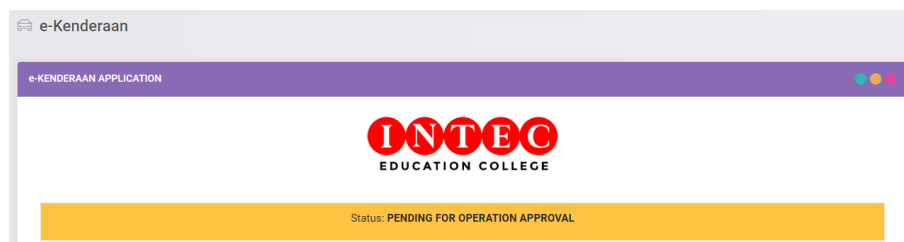


Figure 1.2.1 Pending for Operation Approval Status

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

1.3 Status Operation Verified

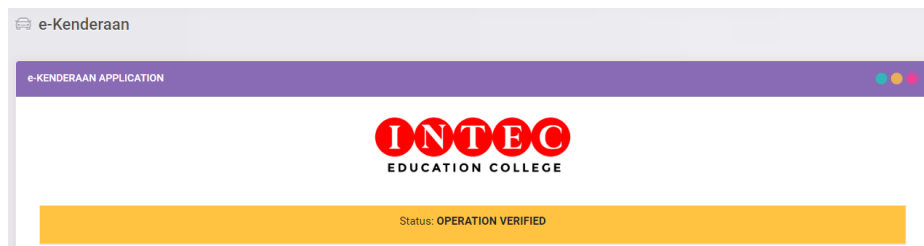


Figure 1.3.1 Operation Verified

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

Operation	
Driver	[REDACTED]
Vehicle	[REDACTED]

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

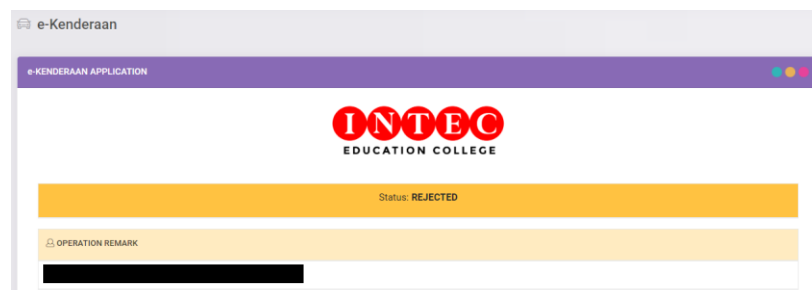


Figure 1.4.1 Rejected by Operation

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

APPLICANT FEEDBACK

This division is working to improve the quality of service to all student and staff. In order to achieve that goal, we ask for your cooperation in providing rating, feedback and suggestions/comments.

Please rate **[REDACTED]** service

★ ★ ★ ★ ★

5	4	3	2	1
Excellent	Very Good	Good	Satisfying	Less Satisfactory

QUALITY OF SERVICES PROVIDED	5	4	3	2	1
Driver is clean and wear tidy uniforms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Driver have a good driving skill and route familiarity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Driver is polite	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Driver is easy to be contacted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Driver is punctual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Driver is friendly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall driver performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* Please provide feedback upon arrival at INTEC

☐ Please verify your return to INTEC

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.

* Please provide feedback upon arrival at INTEC

☒ Please verify your return to INTEC

Figure 1.5.2 Applicant Feedback

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

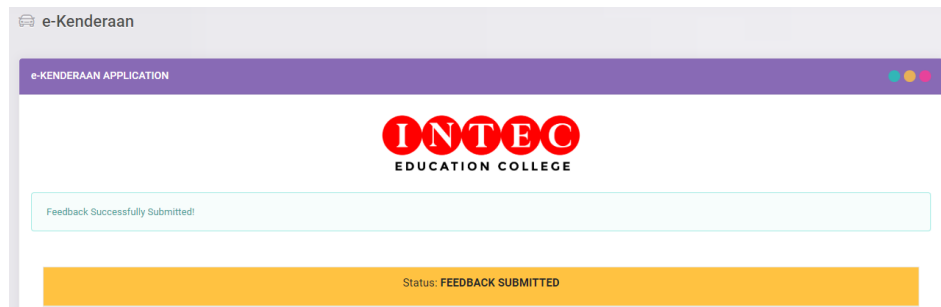


Figure 1.5.3 Feedback Submitted

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

APPLICANT FEEDBACK

SERVICE RATING

★★★★★

5	4	3	2	1
Excellent	Very Good	Good	Satisfying	Less Satisfactory

NO	QUALITY OF SERVICES PROVIDED	5	4	3	2	1
1	Driver is clean and wear tidy uniforms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Driver have a good driving skill and route familiarity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Driver is polite	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Driver is easy to be contacted	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Driver is punctual	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Driver is friendly	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Overall driver performance	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Feedback about the trip/driver

Figure 1.5.4 View Feedback

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