



UCMI

CAMPUS MANAGEMENT SYSTEM (eCMS)

USER MANUAL

eHEPA - Admin

V2.0 | February 2024

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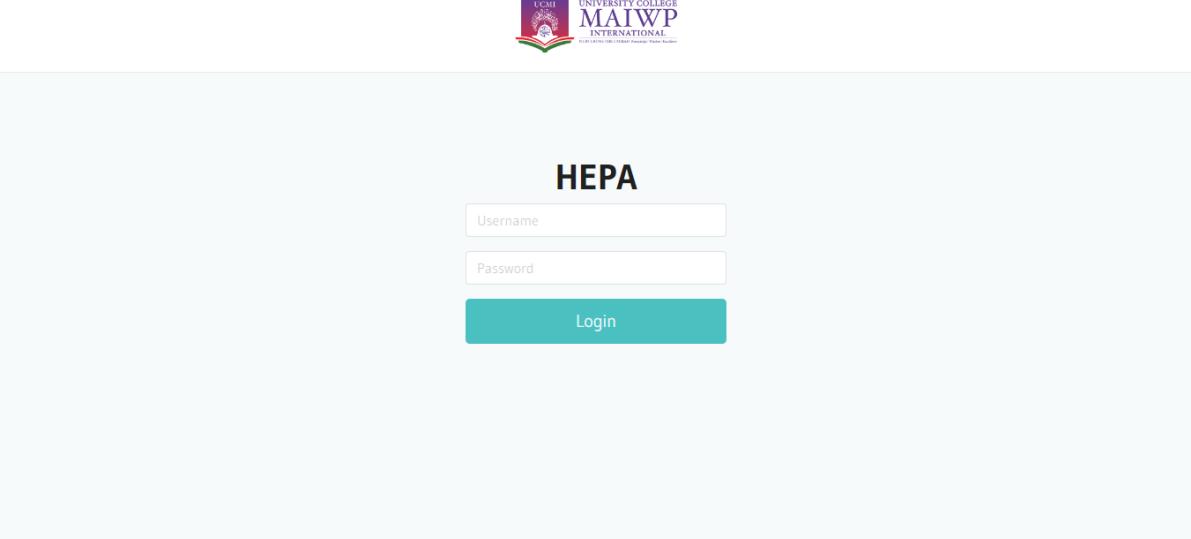
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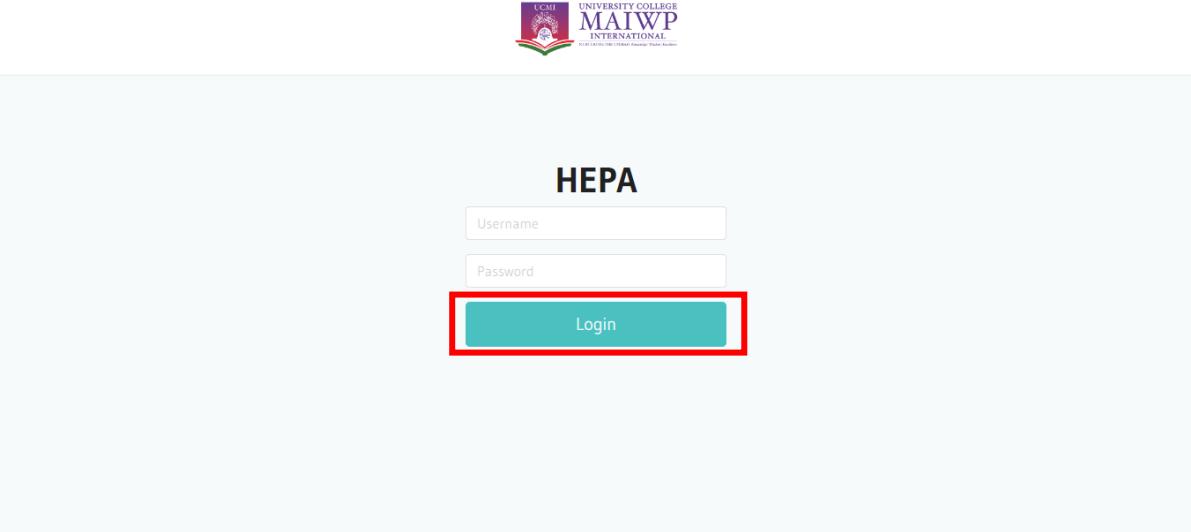
1 Login

1. Open eHRMS using the link: <https://cms.ucmi.edu.my/login>. SSO Login Page will be displayed.



The image shows the SSO Login Page for HEPA. At the top left is the logo of University College Maiwp International. Below the logo, the word "HEPA" is centered in a large, bold, black font. Underneath "HEPA" are two input fields: one for "Username" and one for "Password". At the bottom of the form is a teal-colored "Login" button.

2. Enter your email/staff ID and password then click on the “Sign in” button.

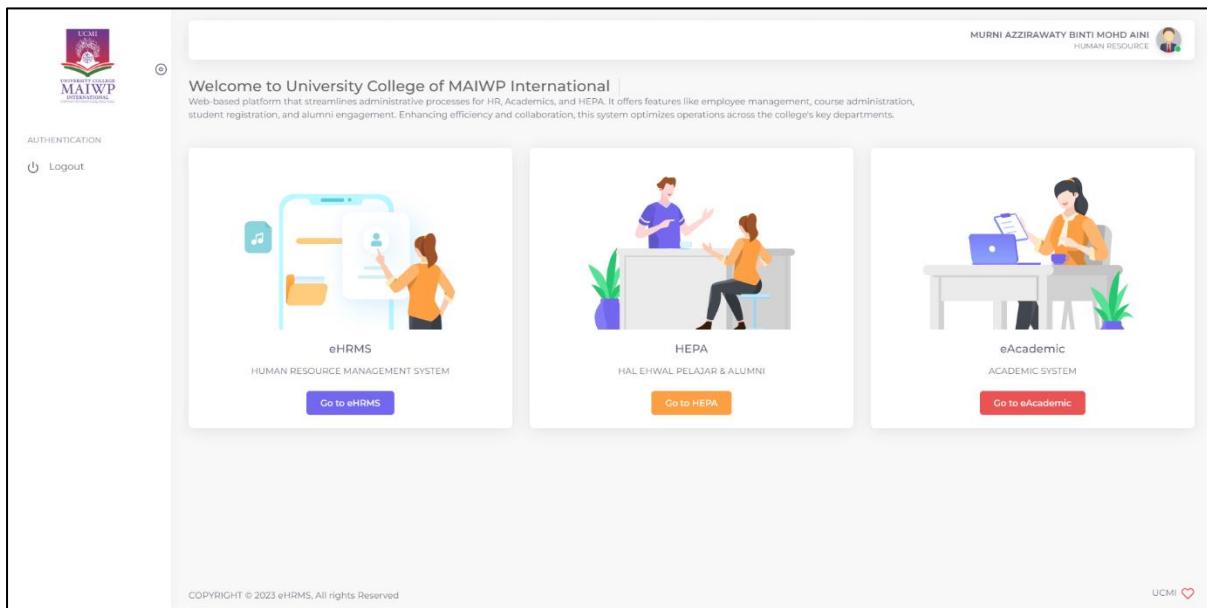


The image shows the same SSO Login Page for HEPA as the previous screenshot. The "Login" button is highlighted with a thick red border to indicate it is the target for the user's click.

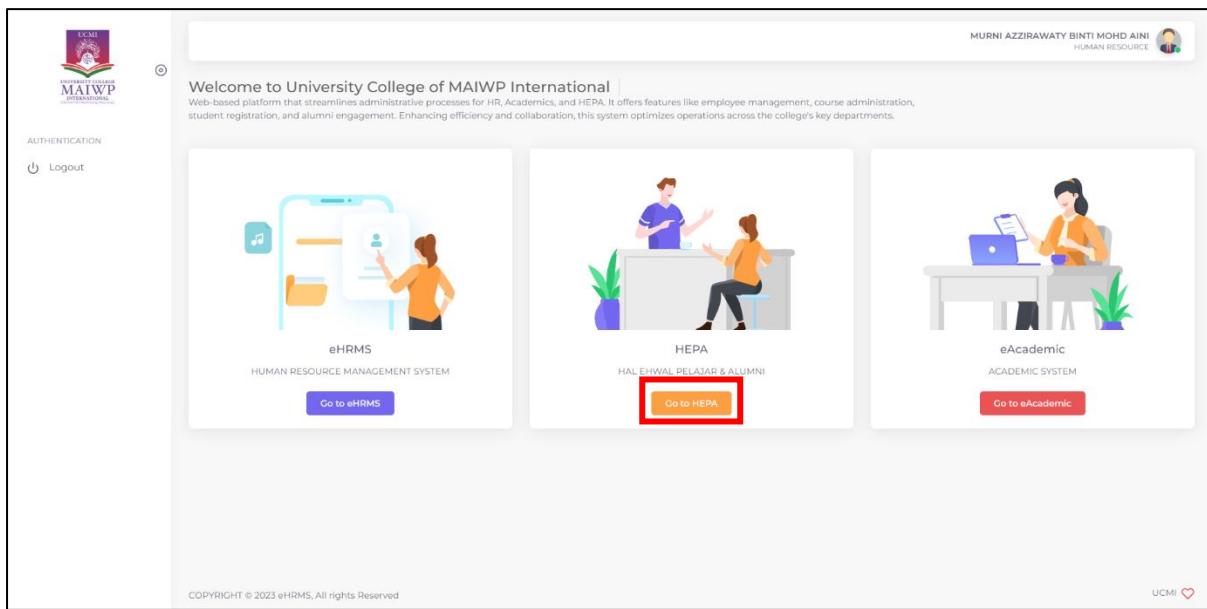
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3. After signing in, users will be redirect to the SSO Dashboard.

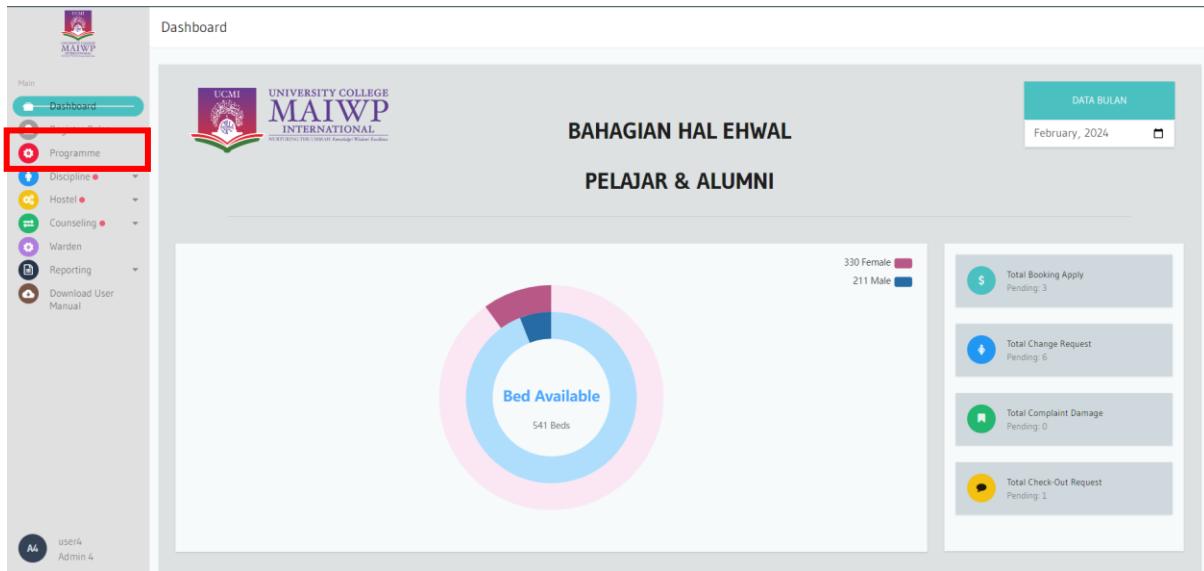


4. Click on the “Go to HEPA” button and user will be redirect to the eHEPA system.



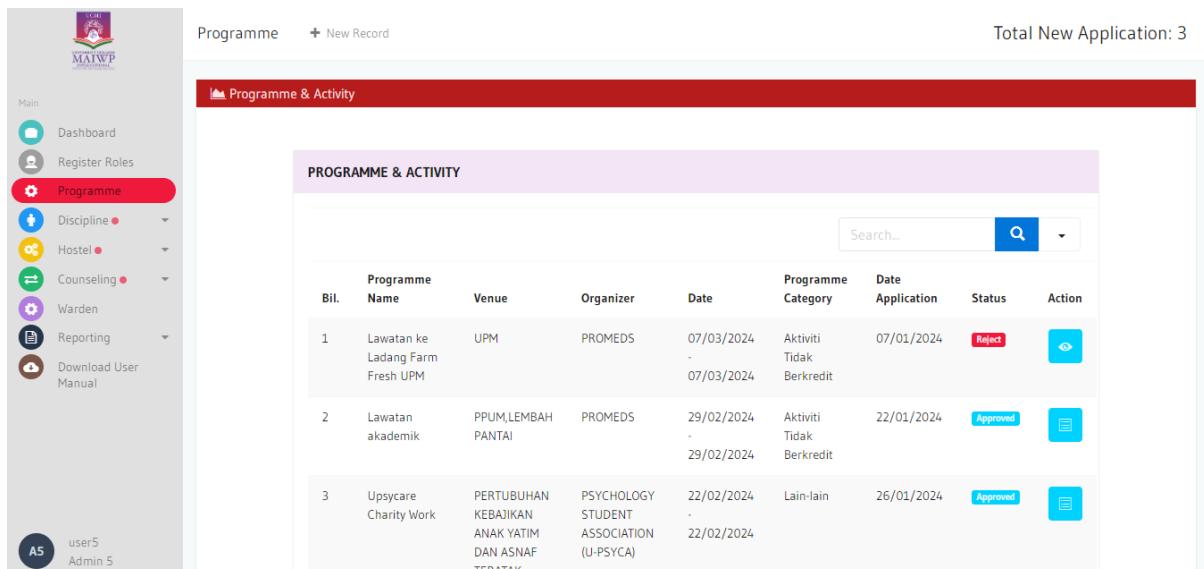
2 Programme & Activity

- After login, eHEPA Dashboard will be displayed. Click on the “Programme” menu.



The screenshot shows the eHEPA Dashboard. On the left, a sidebar menu lists "Main" categories: Dashboard, Programme (which is highlighted with a red box), Discipline, Hostel, Counseling, Warden, Reporting, and Download User Manual. Below the sidebar, a user profile for "user4 Admin 4" is shown. The main content area features the University College MAIWP International logo and the text "BAHAGIAN HAL EHWAH PELAJAR & ALUMNI". A circular chart titled "Bed Available" indicates 541 Beds, with 330 Female and 211 Male. To the right, a teal header "DATA BULAN" shows "February, 2024". Below the chart, four status boxes provide summary data: Total Booking Apply (Pending: 3), Total Change Request (Pending: 6), Total Complaint Damage (Pending: 0), and Total Check-Out Request (Pending: 1).

- List of programme & activity will be displayed.



The screenshot shows the "Programme & Activity" list page. The left sidebar is identical to the dashboard, with "Programme" selected. The main area has a red header bar with the title "Programme & Activity". Below it, a purple header bar says "PROGRAMME & ACTIVITY". A search bar and a blue search icon are at the top right. A table lists three activities:

Bil.	Programme Name	Venue	Organizer	Date	Programme Category	Date Application	Status	Action
1	Lawatan ke Ladang Farm Fresh UPM	UPM	PROMEDS	07/03/2024 - 07/03/2024	Aktiviti Tidak Berkredit	07/01/2024	Reject	
2	Lawatan akademik	PPUM,LEMBAH PANTAI	PROMEDS	29/02/2024 - 29/02/2024	Aktiviti Tidak Berkredit	22/01/2024	Approved	
3	Upsycare Charity Work	PERTUBUHAN KEBAJIKAN ANAK YATIM DAN ASNAF TERATAK	PSYCHOLOGY STUDENT ASSOCIATION (U-PSYCA)	22/02/2024 - 22/02/2024	Lain-lain	26/01/2024	Approved	

a

2.1 Add Programme & Activity

- Click on the “+ New Record” button and “Add Programme & Activity” screen will be displayed.

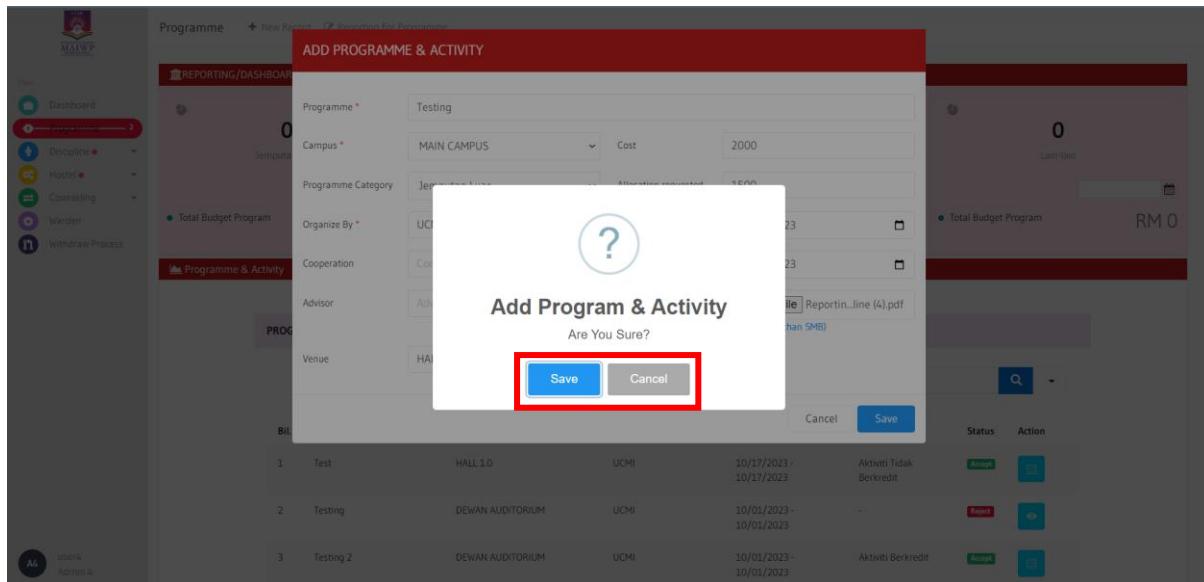
The screenshot shows the 'Programme' section of the eCMS interface. On the left is a sidebar with various administrative links like Dashboard, Register Roles, and Programme (which is selected). The main area shows a list of 'PROGRAMME & ACTIVITY' entries. Each entry includes details such as Bil., Programme Name, Venue, Organizer, Date, Programme Category, Date Application, Status, and Action buttons. Three entries are listed:

Bil.	Programme Name	Venue	Organizer	Date	Programme Category	Date Application	Status	Action
1	Lawatan ke Ladang Farm Fresh UPM	UPM	PROMEDS	07/03/2024 - 07/03/2024	Aktiviti Tidak Berkredit	07/01/2024	Reject	Edit
2	Lawatan akademik	PPUM,LEMBAH PANTAI	PROMEDS	29/02/2024 - 29/02/2024	Aktiviti Tidak Berkredit	22/01/2024	Approved	Edit
3	Upsycare Charity Work	PERTUBUHAN KEBAJIKAN ANAK YATIM DAN ASNAF TERATAK	PSYCHOLOGY STUDENT ASSOCIATION (U-PSYCA)	22/02/2024 - 22/02/2024	Lain-lain	26/01/2024	Approved	Edit

- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Programme & Activity list.

The screenshot shows the 'ADD PROGRAMME & ACTIVITY' form. It contains fields for Programme Name, Campus, Programme Category, Organize By, Cooperation, Advisor, Start Date, End Date, Proposal (with a file upload field), Venue, and Total Participant. At the bottom right are 'Cancel' and 'Save' buttons, with 'Save' being highlighted by a red box.

3. Pop up alert message will appear. Click on the “Save” button to add programme & activity. Click on the “Cancel” button to redirect back to the previous screen.



2.2 Update Programme & Activity

- Click on the “Update” icon button and “Update Programme & Activity” screen will be displayed.

The screenshot shows a list of programme applications. Application number 17, titled "Hari kerjaya UCM", is highlighted with a red box around its edit icon (pencil symbol). The application details are as follows:

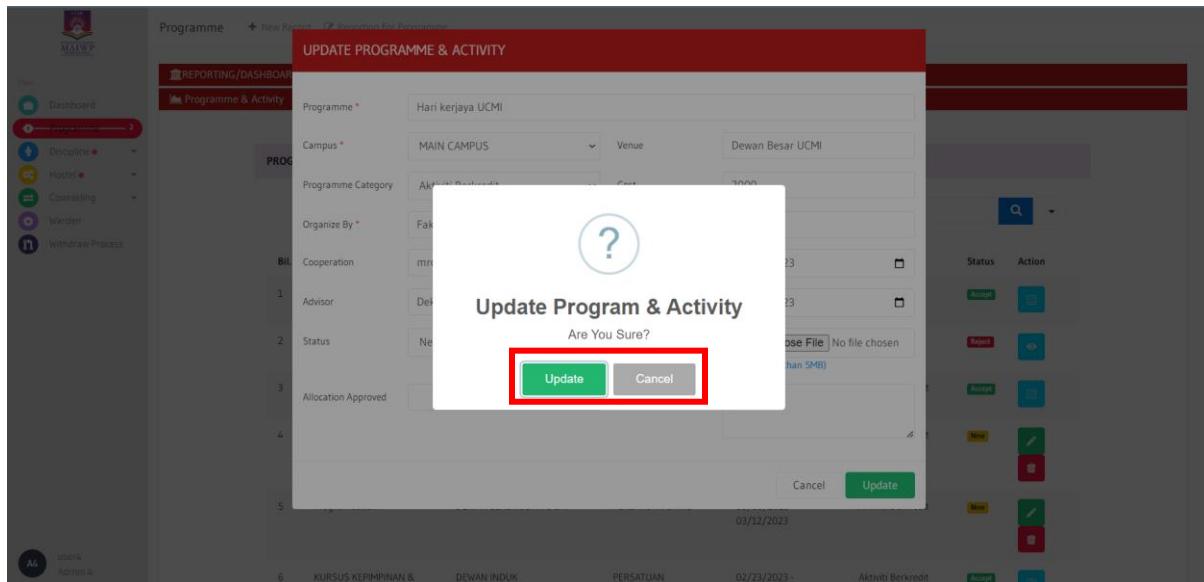
Application No.	Title	Venue	Category	Date	Organizer	Status	Action Buttons
15	konsert	BUKIT MERTAJAM	MPP	17/11/2023 - 17/11/2023	Jemputan Luar	16/11/2023	Accept Print
16	FAT Testing 2	AUDITORIUM	UCMI	02/11/2023 - 02/11/2023	Jemputan Luar	02/11/2023	Accept Print
17	Hari kerjaya UCM	DEWAN BESAR UCM	FAKULTI FARMASI	27/03/2023 - 27/03/2023	Aktiviti Berkredit	-	New Edit Print
18	Program Jatidiri	DEWAN SERBAGUNA UCM	PERSATUAN SAINS	05/03/2023 - 12/03/2023	Aktiviti Berkredit	-	New Edit Print
19	JOM DERMA DARAH	MAIN HALL	MPP	22/12/2022 - 22/12/2022	-	-	Reject Print
20	Futsal Perdana	HALL	MPP	15/12/2022 - 17/12/2022	-	-	Reject Print

- Edit any details that need changes and click on the “Update” button. Click on the “Cancel” button to redirect back to the Programme & Activity list.

The screenshot shows the "UPDATE PROGRAMME & ACTIVITY" form. The "Update" button at the bottom right is highlighted with a red box. The form fields include:

- Programme: Hari kerjaya UCM
- Campus: MAIN CAMPUS
- Programme Category: Aktiviti Berkredit
- Organize By: Fakulti Farmasi
- Cooperation: mrcb
- Start Date: 03/27/2023
- End Date: 03/27/2023
- Status: New
- Allocation Approved: (empty field)
- Total Participant: (empty field)
- Participant: (empty field)
- Proposal: (Choose File button, No file chosen, PDF only less than 5MB)
- Remarks: (text area)

3. Pop up alert message will appear. Click on the “**Update**” button to update programme & activity. Click on the “**Cancel**” button to redirect back to the previous screen.



2.3 Delete Programme & Activity



Only programmes & activities with “New” status can be deleted.

1. Click on the “Delete” icon button and a pop up alert message will appear.

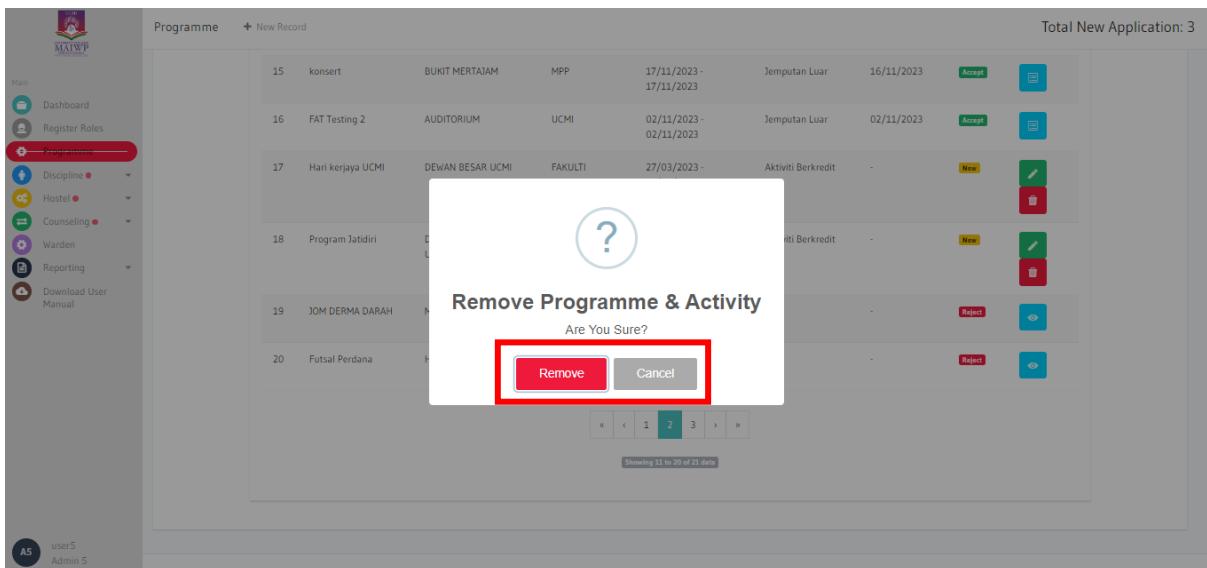
The screenshot shows a list of programme entries. The first entry (ID 17) has a status of "New" and a delete icon highlighted with a red box. The table includes columns for ID, Name, Venue, Category, Dates, Status, and Action buttons (Accept, Edit, Delete).

ID	Name	Venue	Category	Dates	Status	Action
15	konsert	BUKIT MERTAJAM	MPP	17/11/2023 - 17/11/2023	Jemputan Luar	Accept
16	FAT Testing 2	AUDITORIUM	UCMI	02/11/2023 - 02/11/2023	Jemputan Luar	Accept
17	Hari kerjaya UCMI	DEWAN BESAR UCMI	FAKULTI FARMASI	27/03/2023 - 27/03/2023	Aktiviti Berkredit	New
18	Program Jatidiri	DEWAN SERBAGUNA UCMI	PERSATUAN SAINS	05/03/2023 - 12/03/2023	Aktiviti Berkredit	New
19	JOM DERMA DARAH	MAIN HALL	MPP	22/12/2022 - 22/12/2022	-	Reject
20	Futsal Perdana	HALL	MPP	15/12/2022 - 17/12/2022	-	Reject

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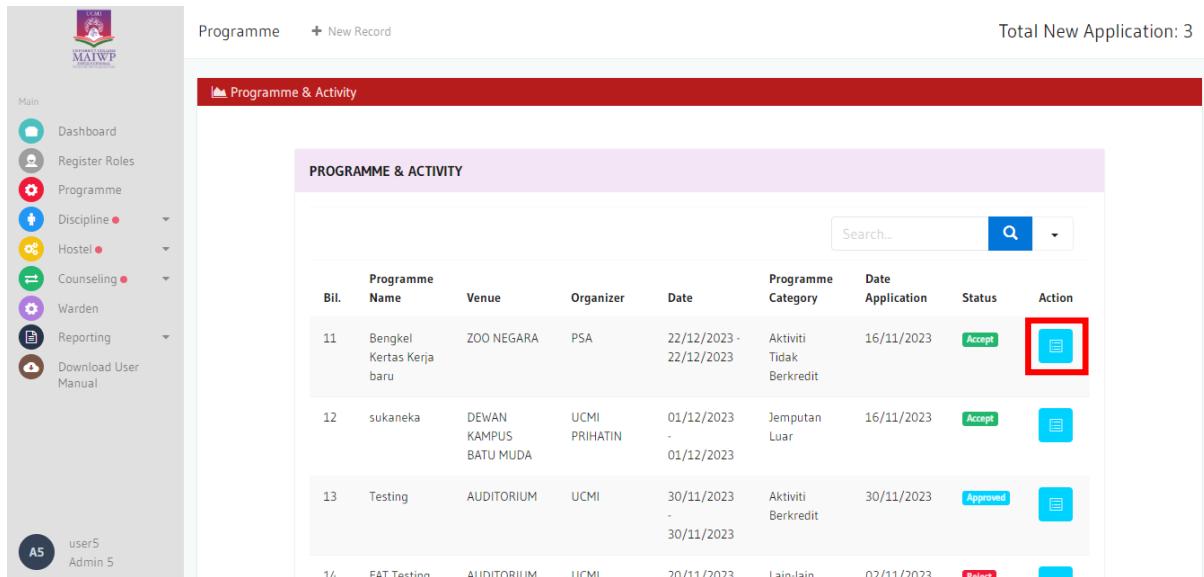
2. Click on the “Remove” button to remove programme & activity. Click on the “Cancel” button to redirect back to the Programme & Activity list.



2.4 Update Programme & Activity Details

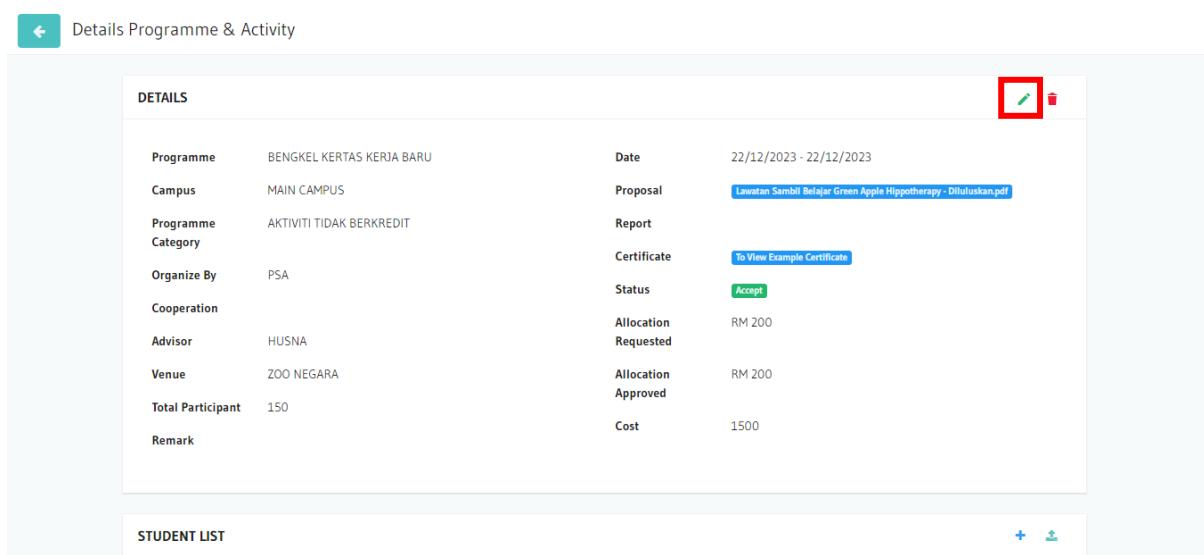
 Only programmes & activities with “Accept” and “Approved” status can view programme & activity’s details.

1. Click on the “Details” icon button and “Details Programme & Activity” screen will be displayed.



The screenshot shows the 'Programme' section of the eCMS interface. On the left is a sidebar with various icons for different modules like Dashboard, Register Roles, Programme, Discipline, Hostel, Counseling, Warden, Reporting, and Download User Manual. The main area is titled 'Programme' and shows a list of 'Programme & Activity'. There are 14 items in the list. Each item has columns for Bil., Name, Venue, Organizer, Date, Programme Category, Date Application, Status, and Action. The 'Action' column contains icons for each row. The icon for the first row (Bengkel Kertas Kerja baru) is highlighted with a red box.

2. Click on the “Update” icon button and “Update Programme & Activity” screen will be displayed.



The screenshot shows the 'Details Programme & Activity' screen. At the top, there's a back arrow and the title 'Details Programme & Activity'. Below that is a table with two tabs: 'DETAILS' (selected) and 'STUDENT LIST'. The 'DETAILS' tab displays various programme details: Programme (BENGKEL KERTAS KERJA BARU), Date (22/12/2023 - 22/12/2023), Campus (MAIN CAMPUS), Proposal (Larutan Sambil Belajar Green Apple Hippotherapy - Diluluskan.pdf), Programme Category (AKTIVITI TIDAK BERKREDIT), Report (Report), Organize By (PSA), Certificate (To View Example Certificate), Cooperation (Status: Accept), Advisor (HUSNA), Allocation Requested (RM 200), Venue (ZOO NEGARA), Allocation Approved (RM 200), Total Participant (150), Remark (Cost: 1500). The 'Edit' icon in the top right corner of the table is highlighted with a red box.

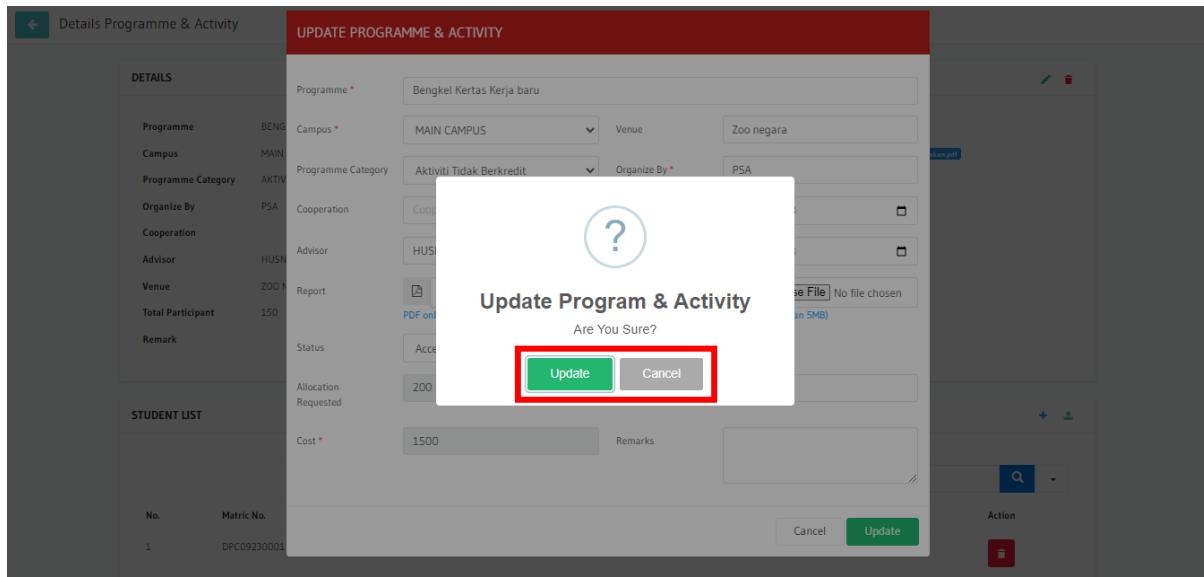
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3. Edit any details that need changes and click on the “**Update**” button. Click on the “**Cancel**” button to redirect back to the Programme & Activity list.

The screenshot shows the 'UPDATE PROGRAMME & ACTIVITY' form. It includes sections for 'DETAILS' and 'STUDENT LIST'. In the DETAILS section, fields include Programme (BENG), Campus (MAIN), Programme Category (AKTIV), Organize By (PSA), Cooperation (Cooperation), Advisor (HUSNA), Venue (ZOO), Total Participant (150), and Remark (Status: Accept). Allocation Requested is 200, and Allocation Approved is 200. Cost is 1500. There are also fields for Report, Proposal, and two file upload boxes. The STUDENT LIST section shows one student entry with No. 1 and Matrik No. DPC09230001. At the bottom right, there are 'Cancel' and 'Update' buttons, with the 'Update' button highlighted by a red box.

4. Pop up alert message will appear. Click on the “**Update**” button to update programme & activity. Click on the “**Cancel**” button to redirect back to the previous screen.



2.5 Delete Programme & Activity Details

1. Click on the “Details” icon button and “Details Programme & Activity” screen will be displayed.

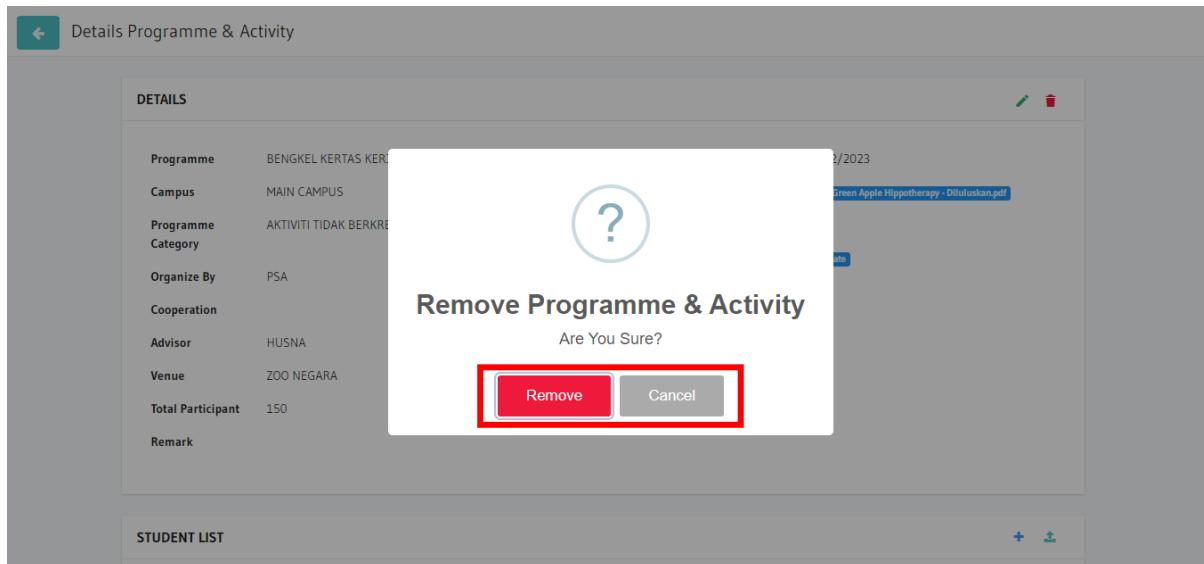
The screenshot shows the 'Programme' section of the eCMS interface. On the left is a sidebar with various administrative icons and a user profile for 'user5 Admin 5'. The main area displays a table titled 'PROGRAMME & ACTIVITY' with columns for Bil., Programme Name, Venue, Organizer, Date, Programme Category, Date Application, Status, and Action. Programme 11, titled 'Bengkel Kertas Kerja baru', has its 'Details' icon highlighted with a red box. Programme 12, 'sukaneka', and Programme 13, 'Testing', also have their respective 'Details' icons visible.

Bil.	Programme Name	Venue	Organizer	Date	Programme Category	Date Application	Status	Action
11	Bengkel Kertas Kerja baru	ZOO NEGARA	PSA	22/12/2023 - 22/12/2023	Aktiviti Tidak Berkredit	16/11/2023	Accept	
12	sukaneka	DEWAN KAMPUS BATU MUDA	UCMI PRIHATIN	01/12/2023 - 01/12/2023	Jemputan Luar	16/11/2023	Accept	
13	Testing	AUDITORIUM	UCMI	30/11/2023 - 30/11/2023	Aktiviti Berkredit	30/11/2023	Approved	
14	FAT Testinn	AUDITORIUM	UCMI	20/11/2023	Iain-lain	02/11/2023	Reject	

2. Click on the “Remove” icon button and a pop up alert message will appear.

The screenshot shows the 'Details Programme & Activity' screen for programme 11. It includes sections for 'DETAILS' and 'STUDENT LIST'. The 'DETAILS' section contains fields like Programme (BENGKEL KERTAS KERJA BARU), Date (22/12/2023 - 22/12/2023), Campus (MAIN CAMPUS), and Advisor (HUSNA). A red box highlights the 'Remove' icon in the top right corner of the details table. Below the details, there is a 'STUDENT LIST' section with a '+' button and a download icon.

3. Click on the “Remove” button to remove programme & activity. Click on the “Cancel” button to redirect back to the Programme & Activity list.



2.6 Add Participants Manually

1. Click on the “Details” icon button and “Details Programme & Activity” screen will be displayed.

The screenshot shows the 'Programme & Activity' section of the eHEPA application. The left sidebar has a 'Main' menu with options like Dashboard, Register Roles, Programme, Discipline, Hostel, Counseling, Warden, Reporting, and Download User Manual. The user is logged in as 'Admin 5'. The main area shows a table with four rows of programme details. The columns are: Bil., Programme Name, Venue, Organizer, Date, Programme Category, Date Application, Status, and Action. The 'Action' column contains icons for each row, with the first one highlighted by a red box. The 'Status' column shows 'Accept' for the first two rows and 'Approved' for the third. The fourth row has a 'Reject' status. A search bar and a filter icon are at the top of the table.

Bil.	Programme Name	Venue	Organizer	Date	Programme Category	Date Application	Status	Action
11	Bengkel Kertas Kerja baru	ZOO NEGARA	PSA	22/12/2023 - 22/12/2023	Aktiviti Tidak Berkredit	16/11/2023	Accept	
12	sukaneka	DEWAN KAMPUS BATU MUDA	UCMI PRIHATIN	01/12/2023 - 01/12/2023	Jemputan Luar	16/11/2023	Accept	
13	Testing	AUDITORIUM	UCMI	30/11/2023 - 30/11/2023	Aktiviti Berkredit	30/11/2023	Approved	
14	FAT Testinn	AUDITORIUM	UCMI	20/11/2023	Iain-lain	02/11/2023	Reject	

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2. Click on the “New Record” icon button and “Add Student” screen will be displayed.

The screenshot shows two stacked administrative screens. The top screen is titled 'Details Programme & Activity' and contains a table of program details. The bottom screen is titled 'STUDENT LIST' and displays a table of student records with a red box highlighting the '+' icon in the header.

DETAILS

Programme	BENGKEL KERTAS KERJA BARU	Date	22/12/2023 - 22/12/2023
Campus	MAIN CAMPUS	Proposal	Lawatan Sambil Belajar Green Apple Hippotherapy : Diluluskan.pdf
Programme Category	AKTIVITI TIDAK BERKREDIT	Report	
Organize By	PSA	Certificate	To View Example Certificate
Cooperation		Status	Accept
Advisor	HUSNA	Allocation Requested	RM 200
Venue	ZOO NEGARA	Allocation Approved	RM 200
Total Participant	150	Cost	1500
Remark			

STUDENT LIST

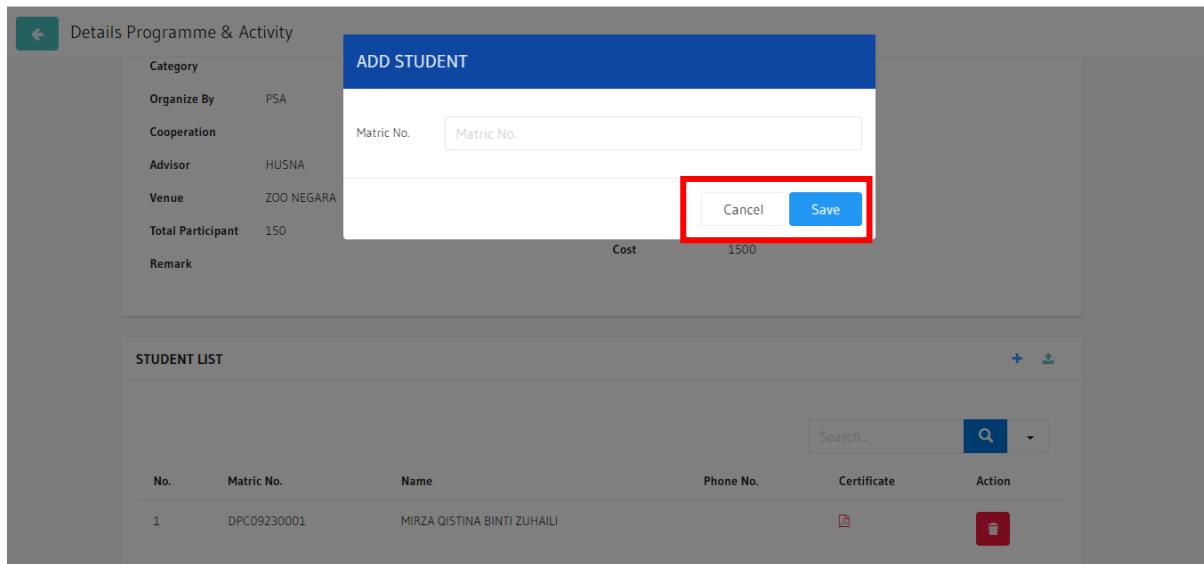
No.	Matric No.	Name	Phone No.	Certificate	Action
1	DPC0923001	MIRZA QISTINA BINTI ZUHAILI		View	Delete
2	UNDEFINED	NULL		View	Delete
3	UNDEFINED	NULL		View	Delete
4	UNDEFINED	NULL		View	Delete
5	UNDEFINED	NULL		View	Delete
6	UNDEFINED	NULL		View	Delete
7	UNDEFINED	NULL		View	Delete
8	UNDEFINED	NULL		View	Delete
9	UNDEFINED	NULL		View	Delete
10	UNDEFINED	NULL		View	Delete

Showing 1 to 10 of 207 data

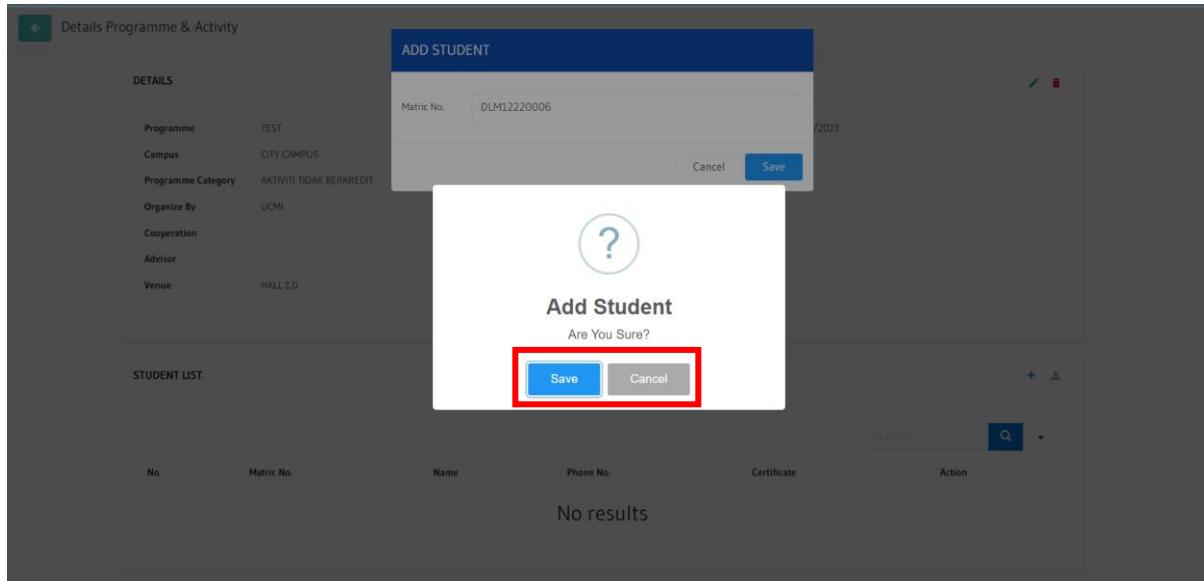
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- Fill in the student's matric no and click on the “Save” button. Click on the “Cancel” button to redirect back to the Details Programme & Activity screen.

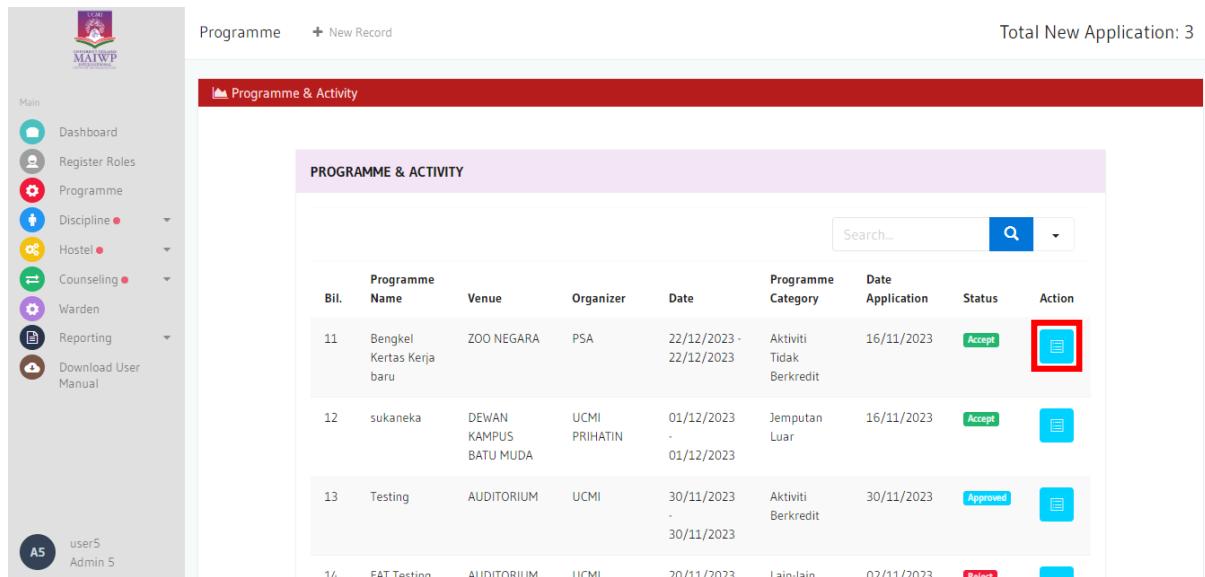


- Pop up alert message will appear. Click on the “Save” button to add student list. Click on the “Cancel” button to redirect back to the previous screen.



2.7 Upload Participant List

1. Click on the “Detail” icon button and “Details Programme & Activity” screen will be displayed.



The screenshot shows the 'Programme & Activity' section of the eCMS interface. At the top, there's a search bar and a 'Total New Application: 3'. Below is a table with columns: Bil., Programme Name, Venue, Organizer, Date, Programme Category, Date Application, Status, and Action. The table contains four rows of data. The 'Action' column for the first row (Bil. 11) has a red box around its 'Detail' icon.

Bil.	Programme Name	Venue	Organizer	Date	Programme Category	Date Application	Status	Action
11	Bengkel Kertas Kerja baru	ZOO NEGARA	PSA	22/12/2023 - 22/12/2023	Aktiviti Tidak Berkredit	16/11/2023	Accept	
12	sukaneka	DEWAN KAMPUS BATU MUDA	UCMI PRIHATIN	01/12/2023 - 01/12/2023	Jemputan Luar	16/11/2023	Accept	
13	Testing	AUDITORIUM	UCMI	30/11/2023 - 30/11/2023	Aktiviti Berkredit	30/11/2023	Approved	
14	FAT Testinn	AUDITORIUM	UCMI	20/11/2023	Iain-lain	02/11/2023	Reject	

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2. Click on the “Upload” icon button and “Upload Student List” screen will be displayed.

The screenshot shows two stacked administrative forms. The top form is titled 'DETAILS' and contains various programmatic details. The bottom form is titled 'STUDENT LIST' and displays a table of student records with actions for each row.

DETAILS

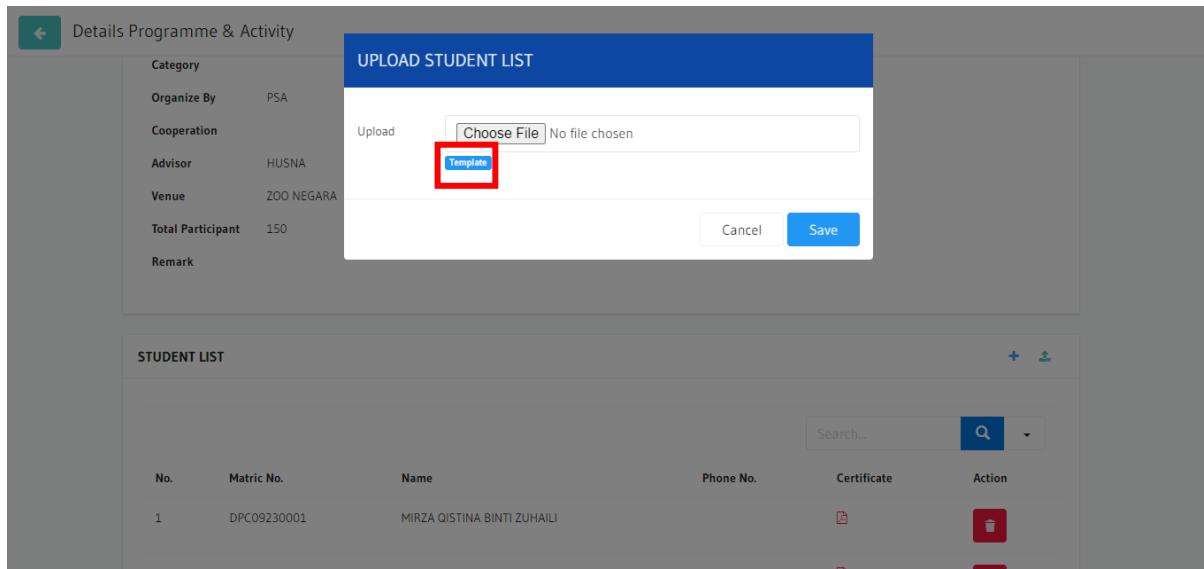
Programme	BENGKEL KERTAS KERJA BARU	Date	22/12/2023 - 22/12/2023
Campus	MAIN CAMPUS	Proposal	Lawatan Sambil Belajar Green Apple Hippotherapy : Diluluskan.pdf
Programme Category	AKTIVITI TIDAK BERKREDIT	Report	
Organize By	PSA	Certificate	To View Example Certificate
Cooperation		Status	Accept
Advisor	HUSNA	Allocation Requested	RM 200
Venue	ZOO NEGARA	Allocation Approved	RM 200
Total Participant	150	Cost	1500
Remark			

STUDENT LIST

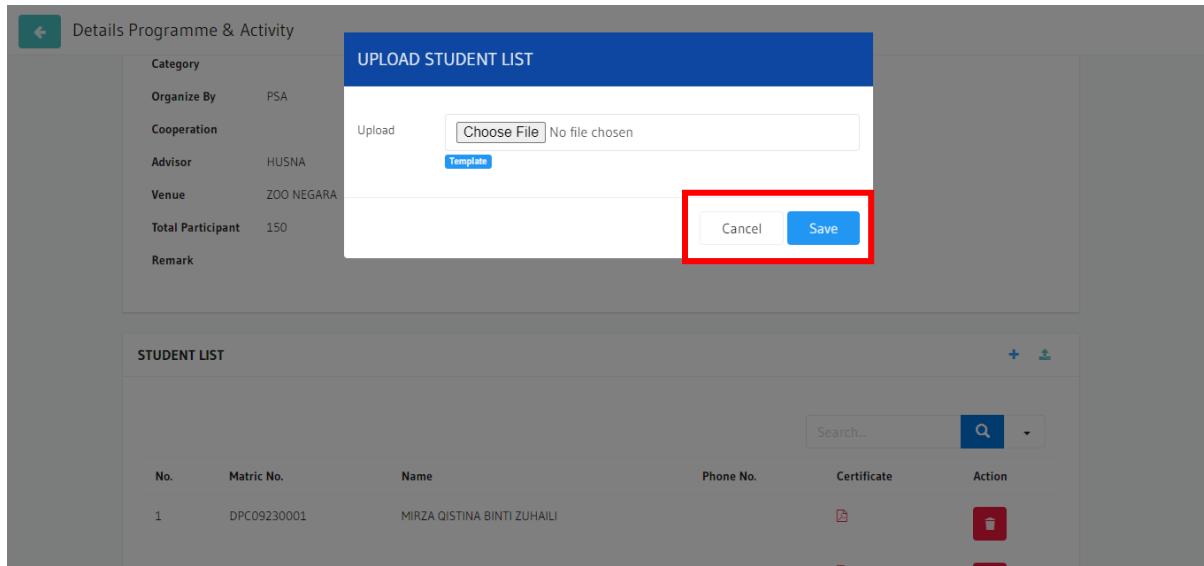
No.	Matric No.	Name	Phone No.	Certificate	Action
1	DPC0923001	MIRZA QISTINA BINTI ZUHAILI		View	Delete
2	UNDEFINED	NULL		View	Delete
3	UNDEFINED	NULL		View	Delete
4	UNDEFINED	NULL		View	Delete
5	UNDEFINED	NULL		View	Delete
6	UNDEFINED	NULL		View	Delete
7	UNDEFINED	NULL		View	Delete
8	UNDEFINED	NULL		View	Delete
9	UNDEFINED	NULL		View	Delete
10	UNDEFINED	NULL		View	Delete

Showing 1 to 10 of 207 data

3. Click on the “Template” button to download upload participant list template and the file will be downloaded.



4. Upload student list and click on the “Save” button. Click on the “Cancel” button to redirect back to the Details Programme & Activity screen.



2.8 Remove Participant

- Click on the “Detail” icon button and “Details Programme & Activity” screen will be displayed.

Programme + New Record Total New Application: 3

PROGRAMME & ACTIVITY

Bil.	Programme Name	Venue	Organizer	Date	Programme Category	Date Application	Status	Action
11	Bengkel Kertas Kerja baru	ZOO NEGARA	PSA	22/12/2023 - 22/12/2023	Aktiviti Tidak Berkredit	16/11/2023	Accept	
12	sukaneka	DEWAN KAMPUS BATU MUDA	UCMI PRIHATIN	01/12/2023 - 01/12/2023	Jemputan Luar	16/11/2023	Accept	
13	Testing	AUDITORIUM	UCMI	30/11/2023 - 30/11/2023	Aktiviti Berkredit	30/11/2023	Approved	
14	FAT Testinn	AUDITORIUM	UCMI	20/11/2023	Iain-lain	02/11/2023	Reject	

- Click on the “Remove” icon button and a pop up alert message will appear.

Details Programme & Activity

DETAILS

Programme	TEST	Date	10/17/2023 - 10/17/2023
Campus	CITY CAMPUS	Proposal	reportDiscipline.pdf
Programme Category	AKTIVITI TIDAK BERKREDIT	Report	
Organize By	UCMI	Certificate	
Cooperation		Status	Accept
Advisor		Allocation Requested	RM 1000
Venue	HALL 10	Allocation Approved	RM 1000
		Remark	

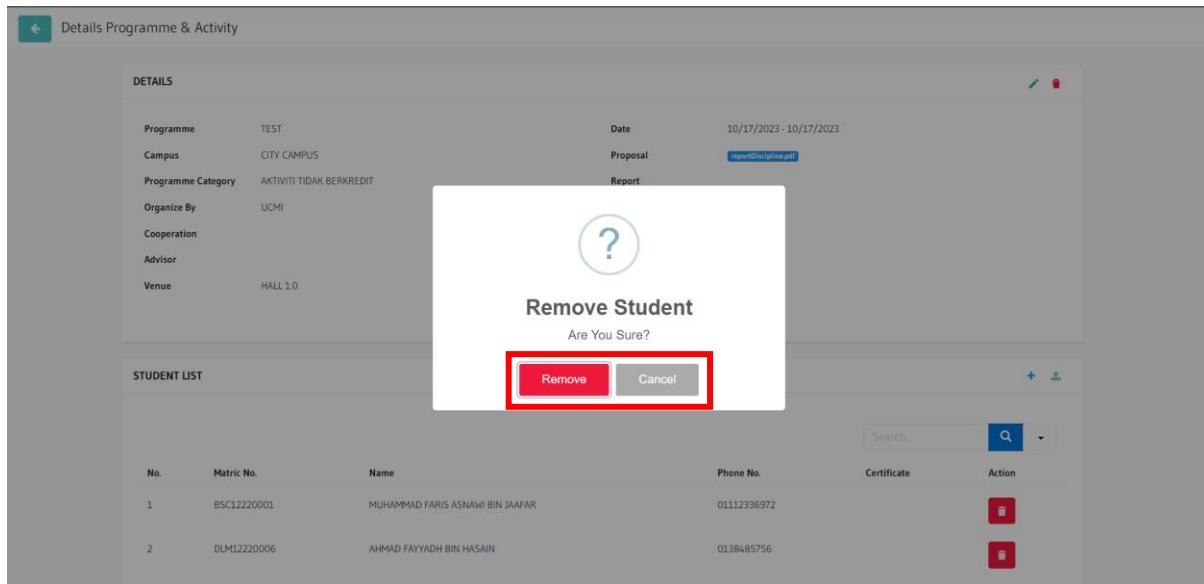
STUDENT LIST

No.	Matric No.	Name	Phone No.	Certificate	Action
1	BSC12220001	MUHAMMAD FARIS ASNAWI BIN JAAFAR	01112336972		
2	DLM12220006	AHMAD FAYYADH BIN HASAIN	0138485756		

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- Click on the “Remove” button to remove student from the list. Click on the “Cancel” to redirect back to the Details Programme & Activity screen.



2.9 View Programme & Activity Details

1. Click on the “View” icon button and “View Programme & Activity” screen will be displayed.

Bil.	Programme	Venue	Organizer	Date	Programme Category	Date Application	Status	Action
1	Lawatan ke Ladang Farm Fresh UPM	UPM	PROMEDS	07/03/2024 - 07/03/2024	Aktiviti Tidak Berkredit	07/01/2024	Reject	
2	Lawatan akademik	PPUM,LEMBAH PANTAI	PROMEDS	29/02/2024 - 29/02/2024	Aktiviti Tidak Berkredit	22/01/2024	Approved	
3	Upsycare Charity Work	PERTUBUHAN KEBAJIKAN ANAK YATIM DAN ASNAF TERATAK	PSYCHOLOGY STUDENT ASSOCIATION (U-PSYCA)	22/02/2024 - 22/02/2024	Lain-lain	26/01/2024	Approved	

2. Click on the “Close” button to redirect back to the previous screen.

Programme	LAWATAN KE LADANG FARM FRESH UPM	Cost	RM RM 2,188.00
Campus	MAIN CAMPUS	Allocation requested	RM RM 400.00
Programme Category	AKTIVITI TIDAK BERKREDIT	Date	07/03/2024 - 07/03/2024
Organize By	PROMEDS	Proposal	Proposal FarmFresh UPM PROMEDS.pdf
Cooperation		Status	REJECT
Advisor	DR.HENKIE	Remark	SILA PERBETULKAN KIRANA DI BAHAGIAN BELANAWAN
Venue	UPM		

2.10 Discipline Type

- Click on “Discipline → Discipline Type” menu and “List of Discipline Type” screen will be displayed.

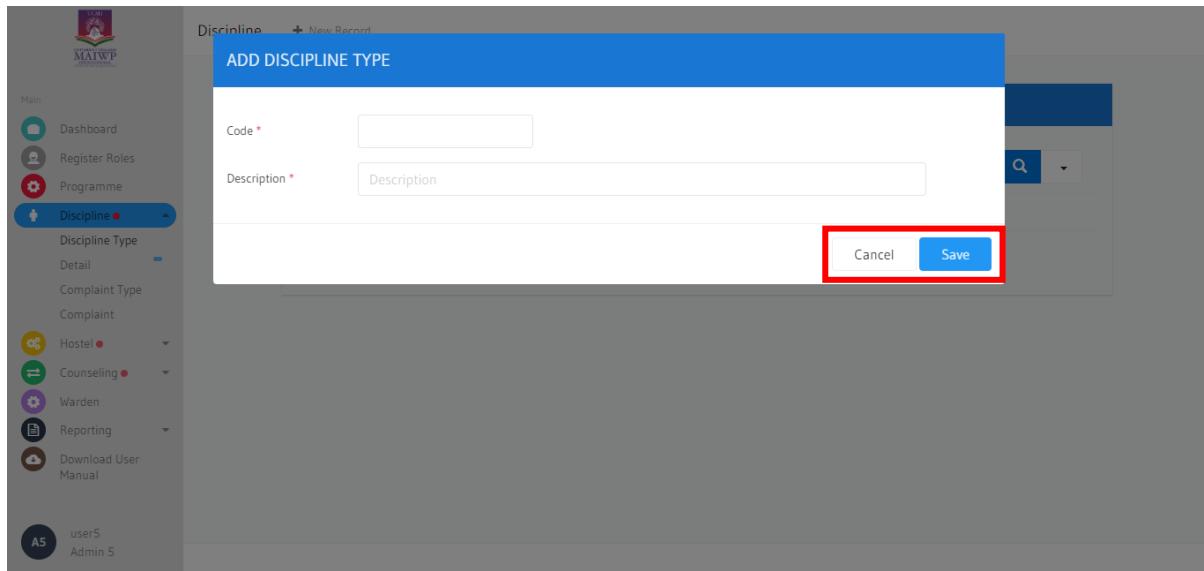
The screenshot shows the main dashboard of the eCMS system. On the left is a sidebar with various icons and links. The 'Discipline' link is highlighted with a red box. The main content area features the university logo and the text 'BAHAGIAN HAL EHWAL PELAJAR & ALUMNI'. Below this is a large pie chart with the text 'Bed Available' and '513 Beds'. To the right of the chart are three summary boxes: 'Total Booking Apply Pending: 0', 'Total Change Request Pending: 2', and 'Total Complaint Damage Pending: 0'. In the top right corner, it says 'DATA BULAN February 2024'.

2.10.1 Add Discipline Type

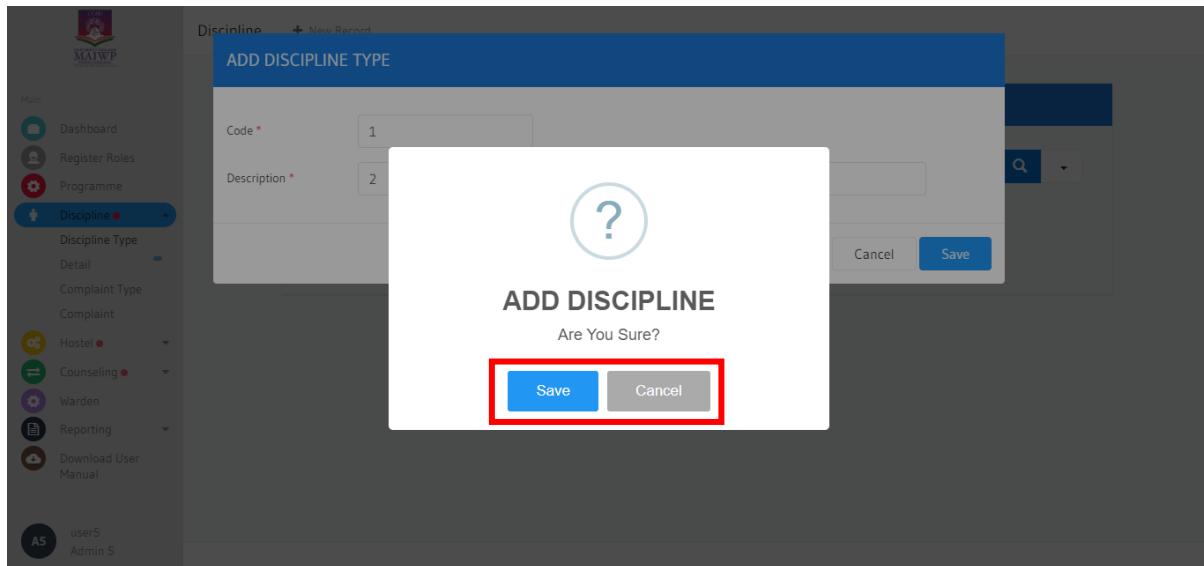
- Click on the “+ New Record” and “Add Discipline Type” screen will be displayed.

The screenshot shows the 'DISCIPLINE TYPE' list screen. The top navigation bar includes 'Discipline' and a red-highlighted '+ New Record' button. The main area contains a table with columns: 'No.', 'Code', 'Description', and 'Modify'. There are no rows of data in the table. At the bottom right of the table area, there is a search bar with a magnifying glass icon and a dropdown arrow.

- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Discipline Type List.



- Pop up alert message will appear. Click on the “Save” button to add discipline type. Click on the “Cancel” button to redirect back to the previous screen.



2.10.2 Update Discipline Type

1. Click on the “Update” icon button and “Update Discipline Type” screen will be displayed.

The screenshot shows a list of discipline types with the following details:

No.	Code	Description	Modify
1	01	TIDAK MEMAKAI KAD MATEK	
2	02	RAMBUT MERAH	
3	03	RAMBUT BERWARNA	
4	04	MEMAKAI SELIPAR	

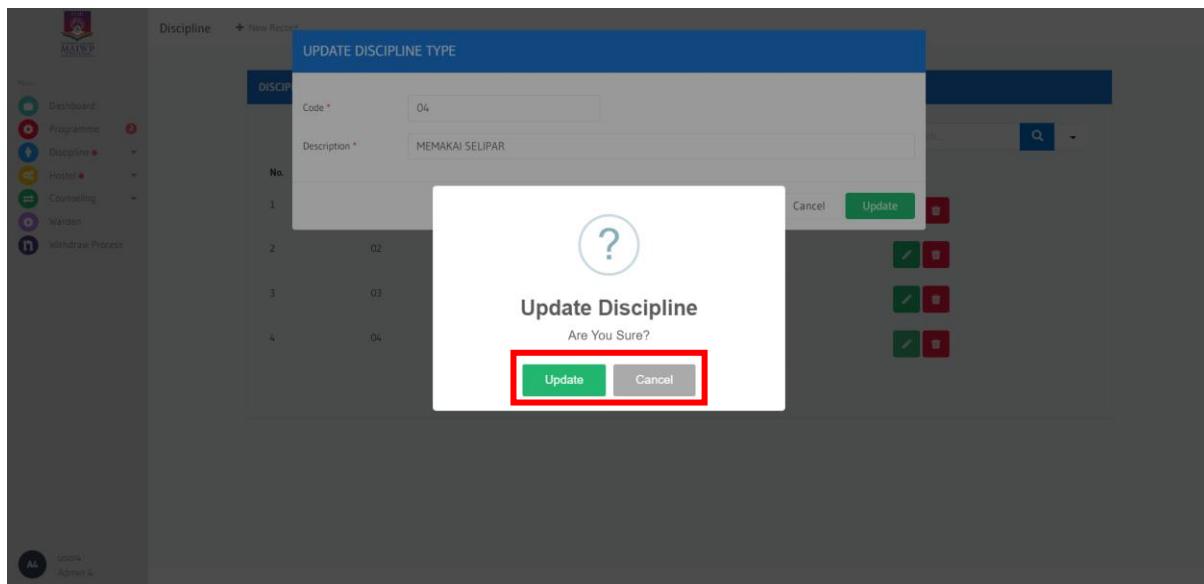
2. Edit any details that need changes and click on the “Update” button. Click on the “Cancel” button to redirect back to Discipline Type List.

The screenshot shows the “UPDATE DISCIPLINE TYPE” dialog box with the following fields:

Code *	04
Description *	MEMAKAI SELIPAR

At the bottom right of the dialog box, there are two buttons: “Cancel” and “Update”. The “Update” button is highlighted with a red box.

3. Pop up alert message will appear. Click on the “**Update**” button to update discipline type.
Click on the “**Cancel**” button to redirect back to the previous screen.



2.10.3 Delete Discipline Type

1. Click on the “Delete” icon button and a pop up alert message will appear.

The screenshot shows a list of discipline types with four entries:

No.	Code	Description
1	01	TIDAK MEMAKAI KAD MATEK
2	02	RAMBUT MERAH
3	03	RAMBUT BERWARNA
4	04	MEMAKAI SELIPAR

The fourth row (No. 4) has a red box around its delete icon in the "Modify" column.

2. Click on the “Remove” button to remove discipline type from the list. Click on the “Cancel” button to redirect back to the Discipline Type List.

A modal dialog box is displayed in the center of the screen, asking for confirmation to remove the discipline type. The dialog contains the following text:

Remove Discipline Type
Are You Sure?

Two buttons are present at the bottom of the dialog: a red-bordered “Remove” button and a “Cancel” button.

2.10.4 Download Discipline Type Report

2.11 Detail

1. Click on “**Discipline → Detail**” menu and “**Detail List**” screen will be displayed.

Dashboard

DATA BULAN
February 2024

BAHAGIAN HAL EHWAL

PELAJAR & ALUMNI

Bed Available
513 Beds

302 Female
211 Male

Total Booking Apply
Pending: 0

Total Change Request
Pending: 2

Total Complaint Damage
Pending: 0

Main

- Dashboard
- Register Roles
- Programme
- Discipline** ●
 - Detail**
 - Complaint type
 - Complaint
 - Hostel ●
 - Counseling ●
 - Warden
 - Reporting
 - Download User Manual
- A5 user5 Admin 5

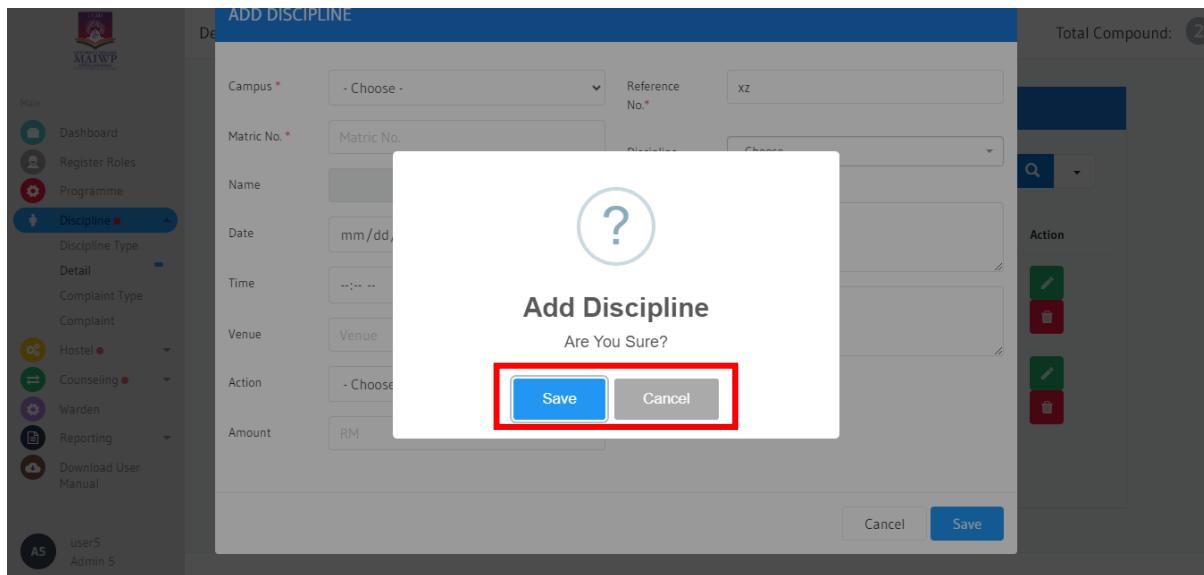
2.11.1 Add Detail

- Click on the “+ New Record” button and “Add Discipline” screen will be displayed.

No.	Campus	Reference No.	Det. Student	Discipline Type	Status	Action
1	CITY CAMPUS	XYZ987	DEC12220022 WAN AZKIA TAHANI BINTI JOHARI 040120100468	TIDAK MEMAKAI KAD Matrik	Paid	
2	MAIN CAMPUS	A0002	DHR12220027 MOHAMAD HAFIZ AZWANI BIN MD RAMLI 971216295031	TIDAK MEMAKAI KAD Matrik	New	

- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Detail List screen.

3. Pop up alert message will appear. Click on the “Save” button to add Discipline. Click on the “Cancel” button to redirect back to the previous screen.



2.11.2 Update Detail

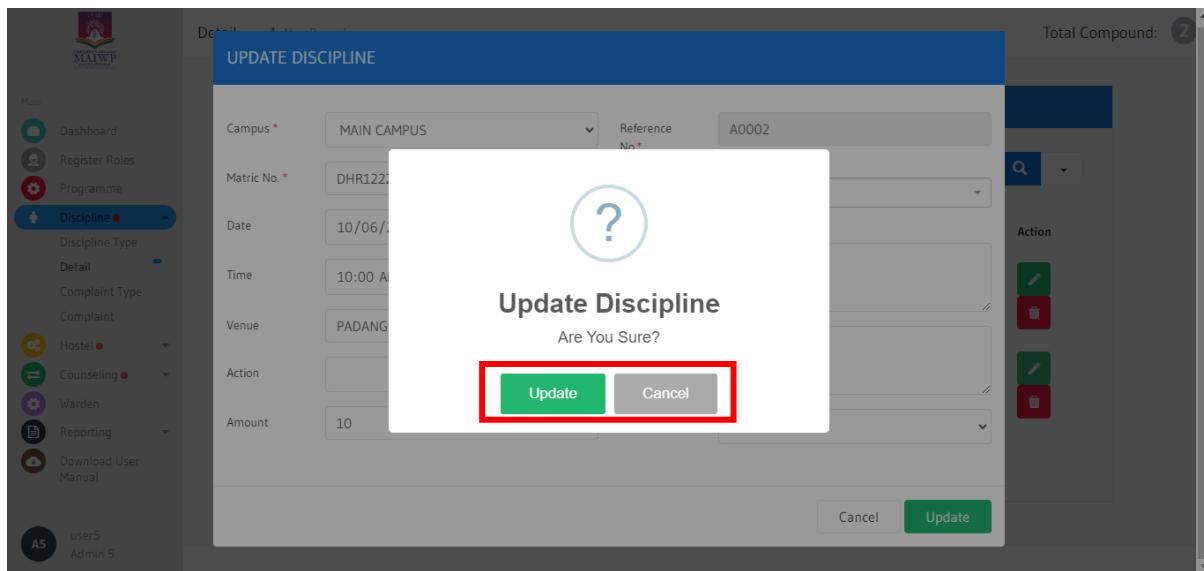
- Click on the “Update” icon button and “Update Detail” screen will be displayed.

The screenshot shows a 'Detail' screen with a table listing discipline records. The columns are: No., Campus, Reference No., Det. Student, Discipline Type, Status, and Action. Record 1: No. 1, CITY CAMPUS, XYZ987, DETC12220022, WAN AZKIA TAHANI BINTI JOHARI, 040120100468, TIDAK MEMAKAI KAD MATEK, Paid, Edit icon (highlighted), Delete icon. Record 2: No. 2, MAIN CAMPUS, A0002, DHR12220027, MOHAMAD HAFIZ AZWANI BIN MD RAMLI, 971216295031, TIDAK MEMAKAI KAD MATEK, New, Edit icon, Delete icon.

- Edit any details that need changes and click on the “Update” button. Click on the “Cancel” button to redirect back to the Detail List screen.

The screenshot shows an 'UPDATE DISCIPLINE' form with various input fields. Fields include: Campus (CITY CAMPUS), Reference No. (XYZ987), Matric No. (DEC12220022), Discipline Type (dropdown), Date (02/20/2023), Time (10:30 AM), Issue (TEST), Venue (Makmal Komputer), Remark (TEST), Action (Compound), Amount (30.00), Status (Paid). The 'Action' column on the right has edit and delete icons. At the bottom are 'Cancel' and 'Update' buttons, with 'Update' highlighted by a red box.

3. Pop up alert message will appear. Click on the “**Update**” button to update discipline.
Click on the “**Cancel**” button to redirect back to the previous screen.



2.11.3 Delete Detail

- Click on the “Delete” icon button and a pop up alert message will appear.

No.	Campus	Reference No.	Det. Student	Discipline Type	Status	Action
1	CITY CAMPUS	XYZ987	DEC12220022 WAN AZKIA TAHANI BINTI JOHARI 040120100468	TIDAK MEMAKAI KAD Matrik	Paid	
2	MAIN CAMPUS	A0002	DHR12220027 MOHAMAD HAFIZ AZWANI BIN MD RAMLI 971216295031	TIDAK MEMAKAI KAD Matrik	New	

- Click on the “Remove” button to remove Discipline from the list. Click on the “Cancel” button to redirect back to the Detail List screen.

Remove Discipline

Are You Sure?

Remove Cancel

2.12 Complaint Type

- Click on “Discipline → Complaint Type” menu and “Complaint Type” screen will be displayed.

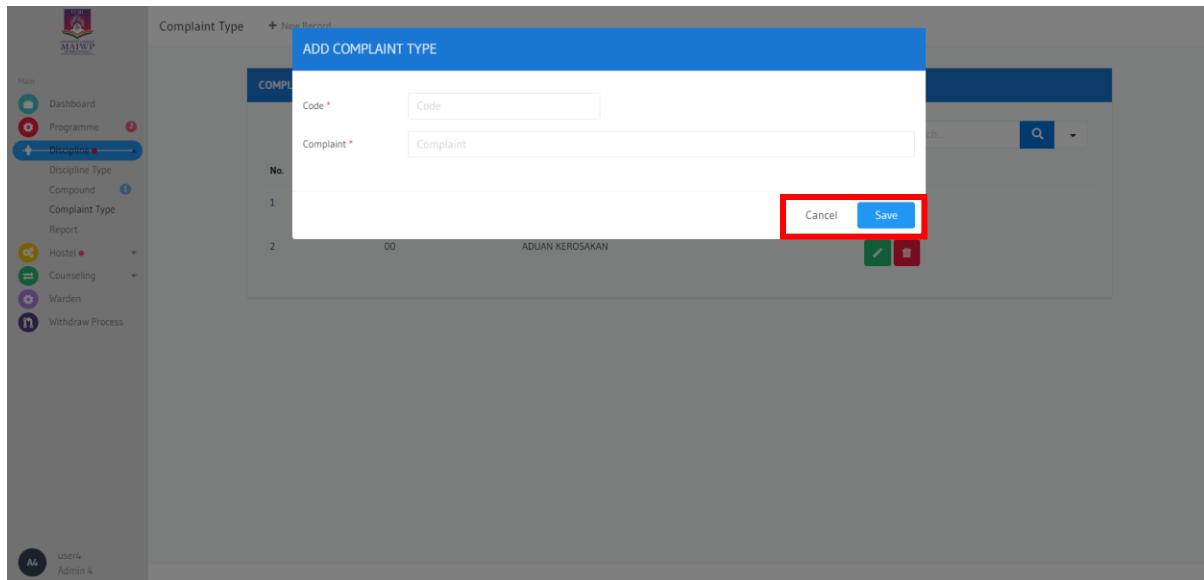
The screenshot shows the main dashboard of the eCMS system. On the left, a sidebar menu is open under the "Discipline" section, with "Complaint Type" highlighted and surrounded by a red box. The main content area displays the "BAHAGIAN HAL EHWAL PELAJAR & ALUMNI" section. It features a donut chart titled "Bed Available" showing 513 beds. To the right of the chart, there are two small bar charts: one for gender distribution (302 Female, 211 Male) and another for booking requests (Total Booking Apply Pending: 0). Below these are three boxes: "Total Change Request Pending: 2" and "Total Complaint Damage Pending: 0". The top right corner shows a date selector set to "February 2024".

2.12.1 Add Complaint Type

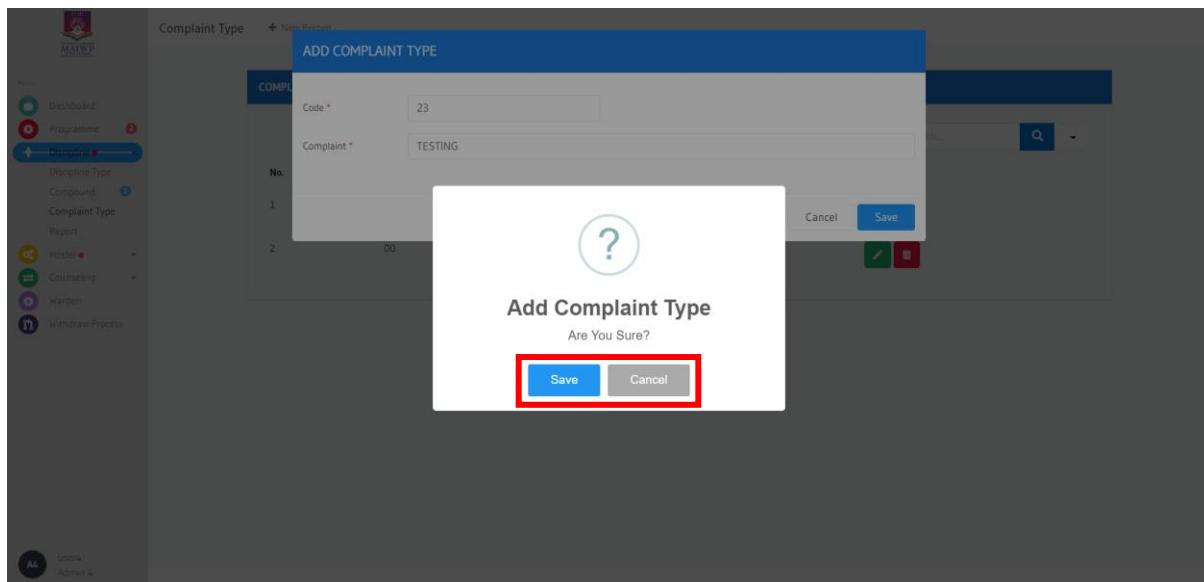
- Click on the “+ New Record” button and “Add Complaint Type” screen will be displayed.

The screenshot shows the "Add Complaint Type" screen. The left sidebar has the "Discipline" section expanded, with "Complaint Type" selected. A red box highlights the "+ New Record" button at the top left of the main content area. The main content area is titled "COMPLAINT TYPE" and contains a table with two rows of data. The columns are "No.", "Code", "Complaint", and "Action". The first row has No. 1, Code 56, Complaint "ADUAN UMUM", and Action icons. The second row has No. 2, Code 00, Complaint "ADUAN KEROSAKAN", and Action icons. A search bar is located at the top right of the table area.

- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Complaint Type list screen.



- Pop up alert message will appear. Click on the “Save” button to add complaint type. Click on the “Cancel” button to redirect back to the previous screen.



2.12.2 Update Complaint Type

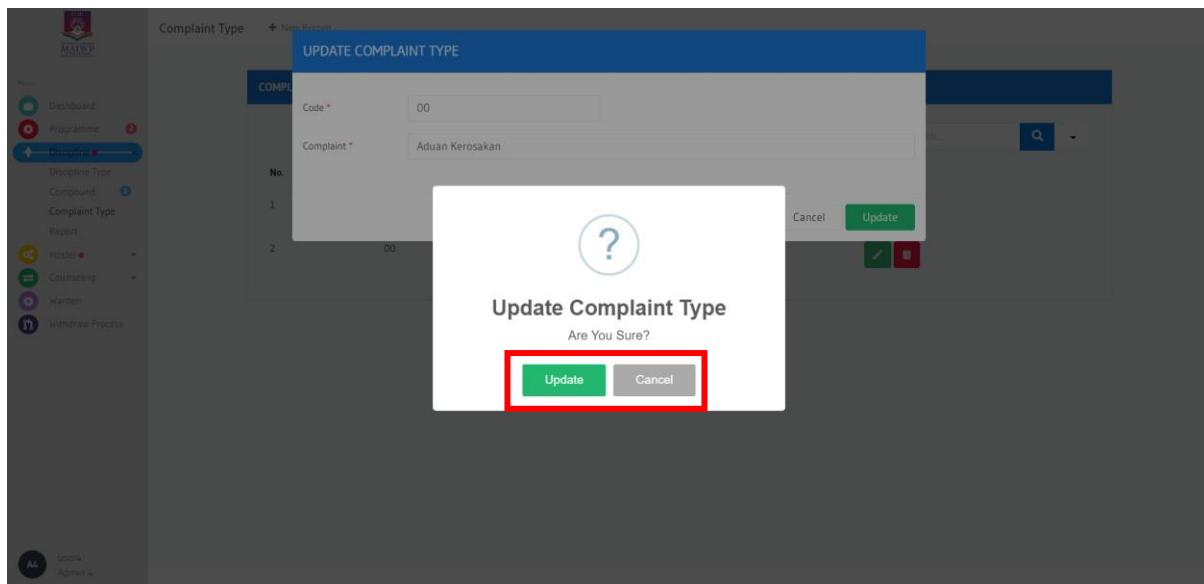
1. Click on the “Update” icon button and “Update Complaint Type” screen will be displayed.

The screenshot shows the 'Complaint Type' list screen. On the left is a sidebar with various administrative links. The main area displays a table with columns: No., Code, and Complaint. Two rows of data are visible: row 1 (No. 1, Code 56, ADUAN UMUM) and row 2 (No. 2, Code 00, ADUAN KEROSAKAN). To the right of each row is an 'Action' column containing three icons: a pencil, a red square, and a blue square. The second row's 'Action' column is highlighted with a red box around the first icon (pencil).

2. Edit any details that need changes and click on the “Update” button. Click on the “Cancel” button to redirect back to Complaint Type list screen.

The screenshot shows the 'UPDATE COMPLAINT TYPE' edit screen. It features a form with fields for 'Code' (containing '00') and 'Complaint' (containing 'Aduan Kererosakan'). Below the form is a table with one row (No. 1, Code 00, Complaint ADUAN KEROSAKAN). At the bottom right of the edit screen is a red box highlighting the 'Update' button.

3. Pop up alert message will appear. Click on the “**Update**” button to update complaint type. Click on the “**Cancel**” button to redirect back to the previous screen.



2.12.3 Delete Complaint Type

- Click on the “Delete” icon button and a pop up alert message will appear.

The screenshot shows the 'Complaint Type' list page. On the left is a navigation sidebar with various icons and links. The main area has a blue header 'COMPLAINT TYPE'. A search bar with placeholder 'Search...' and a magnifying glass icon is at the top right. Below it is a table with columns: No., Code, Complaint, and Action. Two rows are listed:

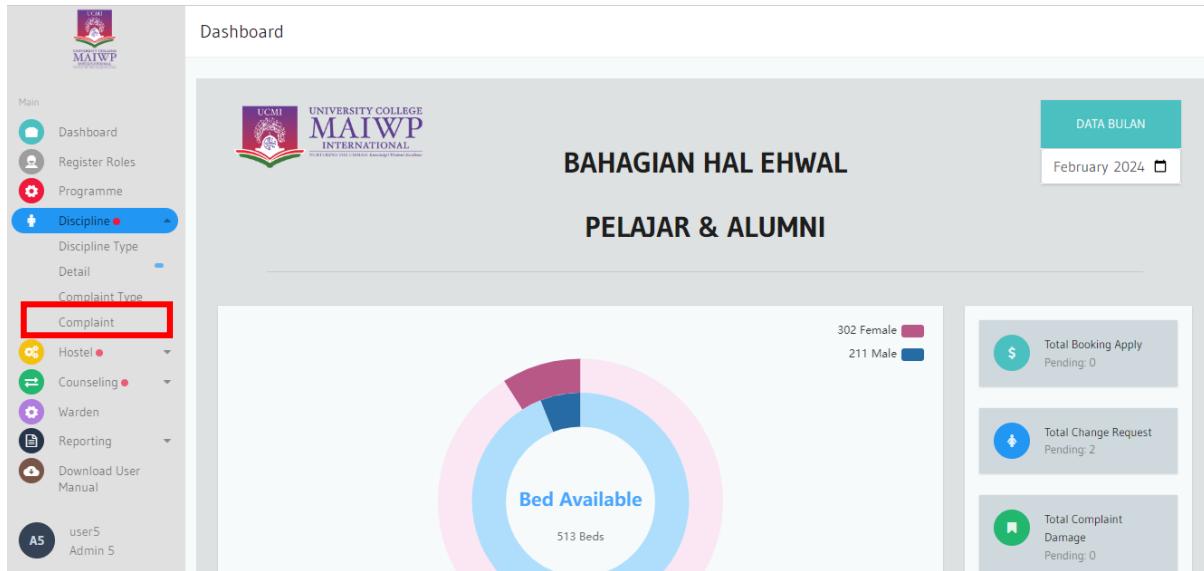
No.	Code	Complaint	Action	
1	56	ADUAN UMUM		
2	00	ADUAN KEROSAKAN		

- Click on the “Remove” button to remove complaint type. Click on the “Cancel” button to redirect back to the previous screen.

The screenshot shows the same 'Complaint Type' list page as above, but with a modal dialog box overlaid. The dialog has a question mark icon and the text 'Remove Complaint Type' followed by 'Are You Sure?'. It contains two buttons: 'Remove' (highlighted with a red box) and 'Cancel'.

2.13 Complaint

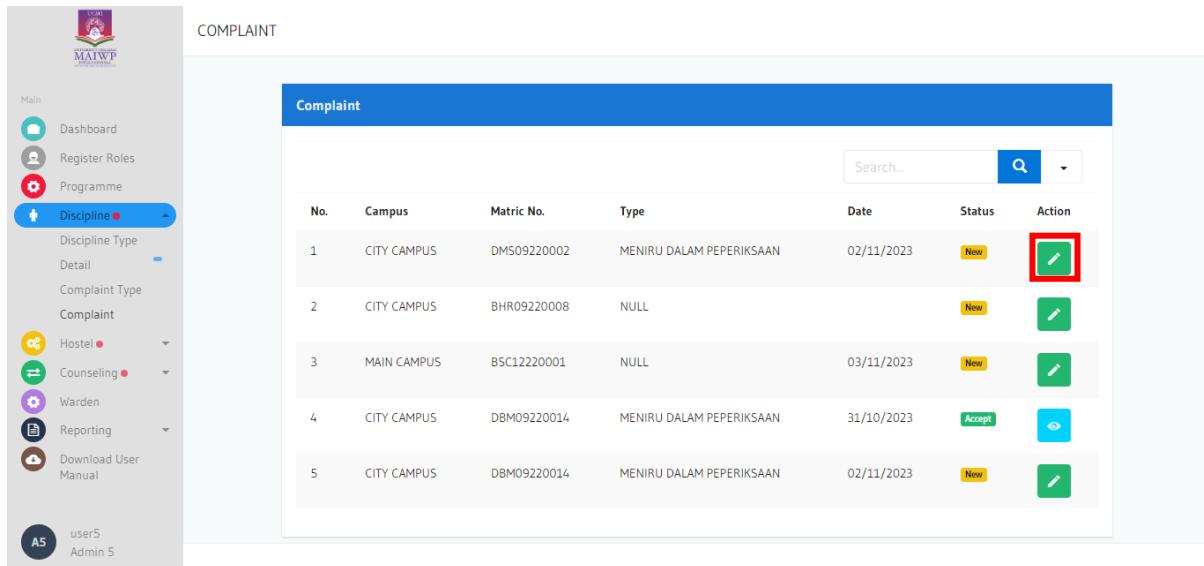
1. Click on “**Discipline → Complaint**” menu and “**Complaint List**” screen will be displayed.



The screenshot shows the UCMI MAIWP International eCMS dashboard. On the left sidebar, under the Discipline menu, the 'Complaint' option is selected and highlighted with a red box. The main content area displays a circular chart titled 'Bed Available' with a total of 513 beds. To the right of the chart, there are two small bar charts showing the number of beds available for females (302) and males (211). The top right corner shows a button labeled 'DATA BULAN' with the date 'February 2024'. On the far right, there are three summary boxes: 'Total Booking Apply' (Pending: 0), 'Total Change Request' (Pending: 2), and 'Total Complaint Damage' (Pending: 0).

2.13.1 Update Complaint Status

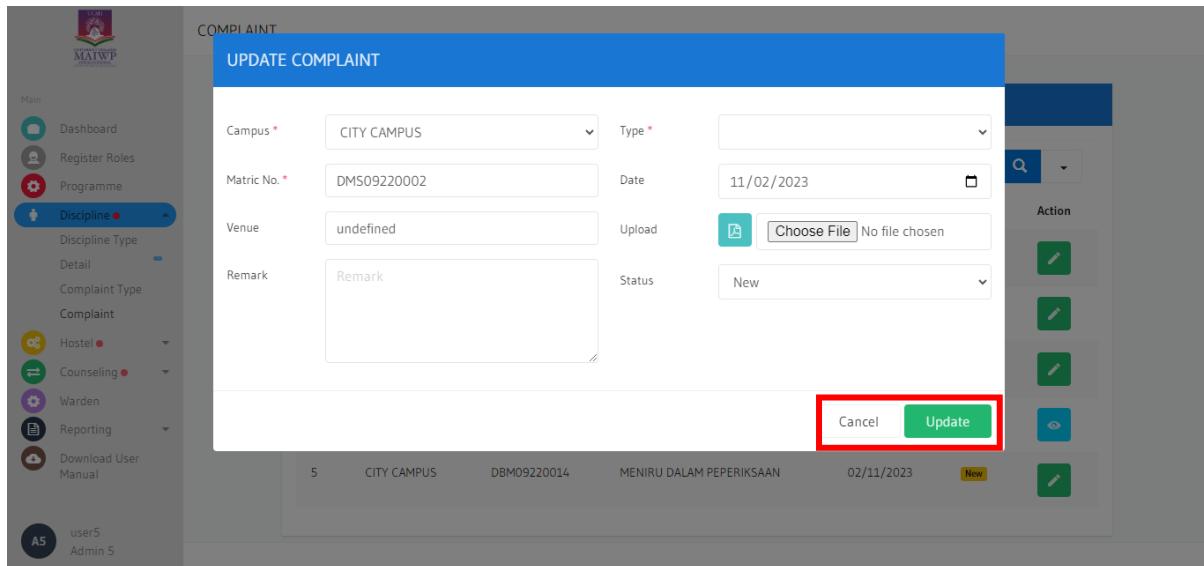
- Click on the “Update” icon button and “Update Complaint” screen will be displayed.



The screenshot shows the 'COMPLAINT' section of the eCMS interface. On the left is a vertical sidebar with icons for Main, Dashboard, Register Roles, Programme, Discipline (selected), Discipline Type Detail, Complaint Type Complaint, Hostel, Counseling, Warden, Reporting, Download User Manual, and user5 Admin 5. The main area is titled 'Complaint' and contains a table with columns: No., Campus, Matric No., Type, Date, Status, and Action. The table has five rows of data. The 'Action' column for the first row contains a green edit icon with a red box around it, indicating it is the target for update.

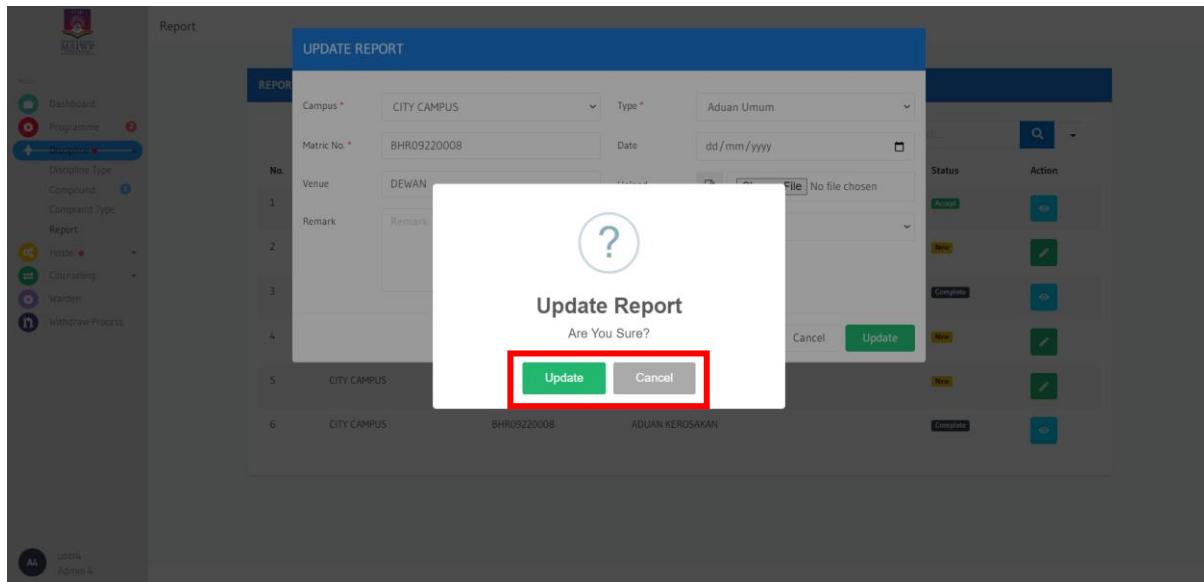
No.	Campus	Matric No.	Type	Date	Status	Action
1	CITY CAMPUS	DMS09220002	MENIRU DALAM PEPERIKSAAN	02/11/2023	New	
2	CITY CAMPUS	BHR09220008	NULL		New	
3	MAIN CAMPUS	BSC12220001	NULL	03/11/2023	New	
4	CITY CAMPUS	DBM09220014	MENIRU DALAM PEPERIKSAAN	31/10/2023	Accept	
5	CITY CAMPUS	DBM09220014	MENIRU DALAM PEPERIKSAAN	02/11/2023	New	

- Edit any details that need changes and click on the “Update” button. Click on the “Cancel” button to redirect back to the Complaint list screen.



The screenshot shows the 'UPDATE COMPLAINT' form. It includes fields for Campus (CITY CAMPUS), Matric No. (DMS09220002), Date (11/02/2023), Venue (undefined), Upload (Choose File), Remark, and Status (New). At the bottom right are 'Cancel' and 'Update' buttons, with the 'Update' button highlighted by a red box. In the background, the Complaint list table is visible, showing the same data as the previous screenshot.

3. Pop up alert message will appear. Click on the “**Update**” button to update Complaint status. Click on the “**Cancel**” button to redirect back to the previous screen.



2.13.2 View Complaint Details

- Click on the “View” icon button and “View Complaint” screen will be displayed.

The screenshot shows the 'COMPLAINT' section of the eCMS interface. On the left is a vertical sidebar with icons for Main, Dashboard, Register Roles, Programme, Discipline (selected), Discipline Type Detail, Complaint Type Complaint, Hostel, Counseling, Warden, Reporting, Download User Manual, and user5 Admin 5. The main area is titled 'Complaint' and contains a table with columns: No., Campus, Matric No., Type, Date, Status, and Action. The table has five rows of data. The 'Action' column for row 4 contains an 'Accept' button and a blue eye icon, which is highlighted with a red box.

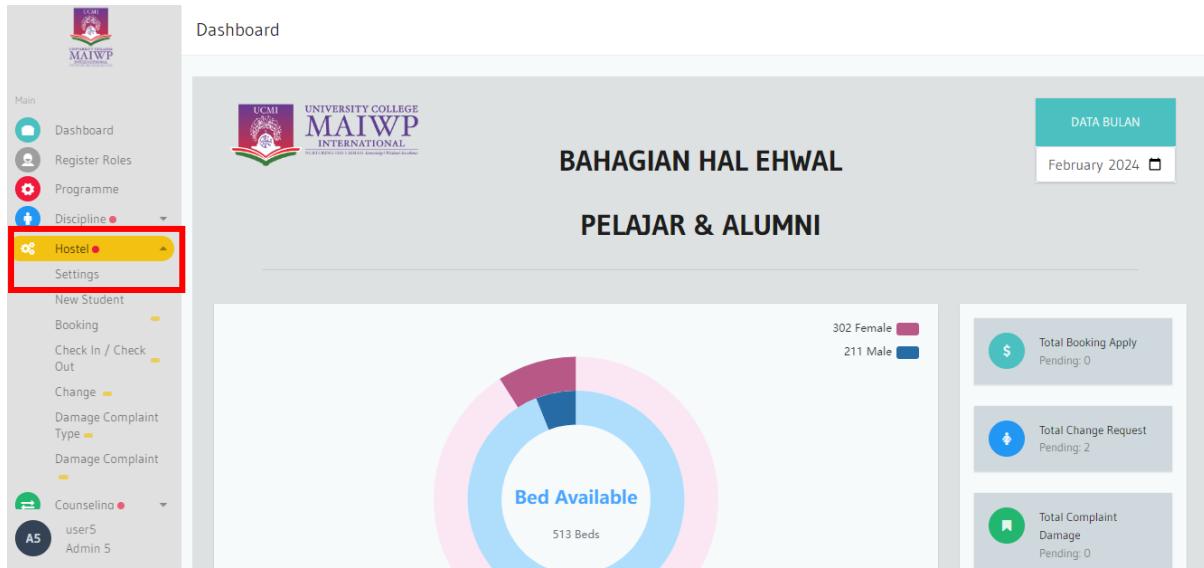
- Click on the “Cancel” icon button to redirect back to the Complaint list screen.

The screenshot shows the 'VIEW COMPLAINT' screen. It displays a detailed view of a complaint with fields: Campus (CITY CAMPUS), Type (MENIRU DALAM PEPERIKSAAN), Date (31/10/2023), Venue (HALL A), Upload, Remark, and Status (Accept). At the bottom right of this modal window, there are two buttons: 'Cancel' and 'Complete', with 'Complete' highlighted by a red box. In the background, the Complaint list screen is visible.

3 Hostel

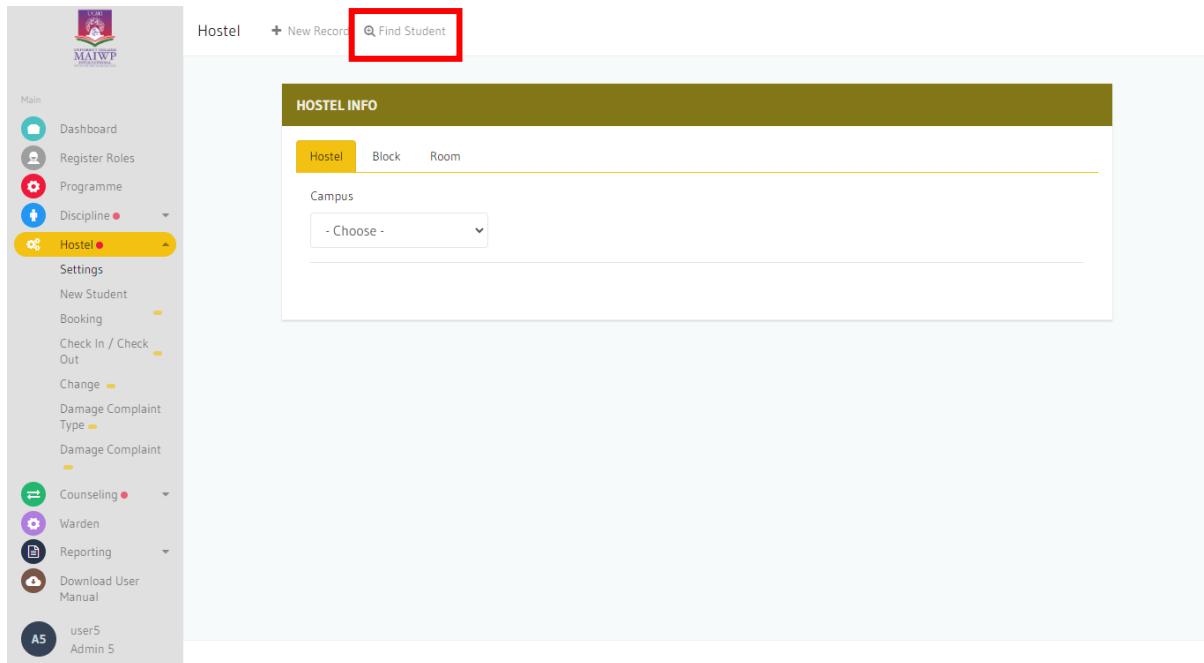
3.1 Settings

1. Click on “**Hostel → Settings**” menu and “**Hostel Info**” screen will be displayed.

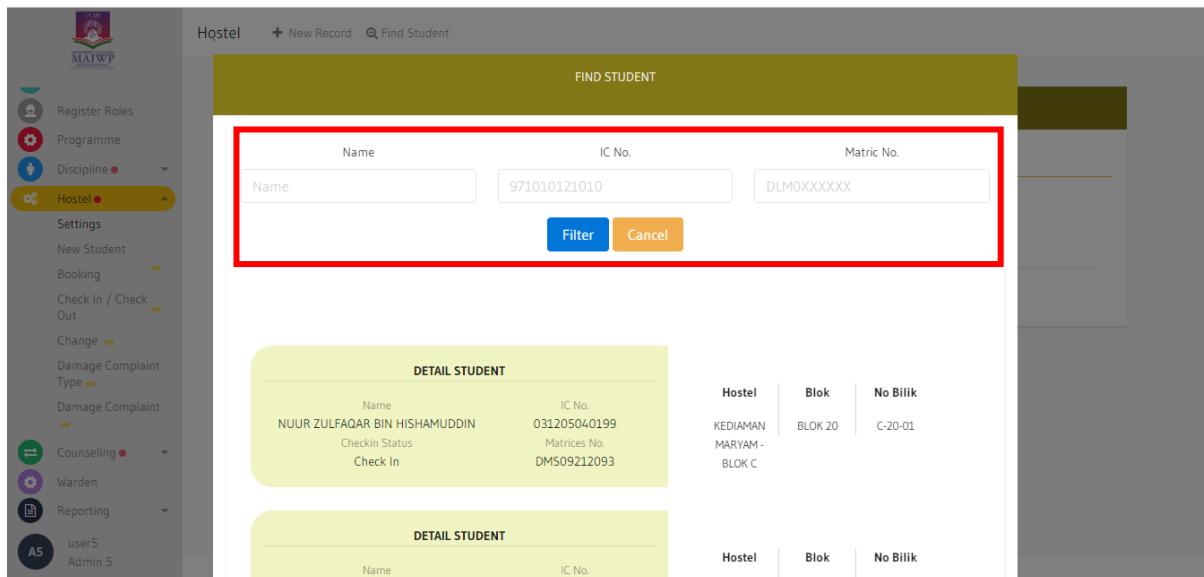


3.1.1 Find Student Details

- Click on the “Find Student” button and “Find Student” screen will be displayed.

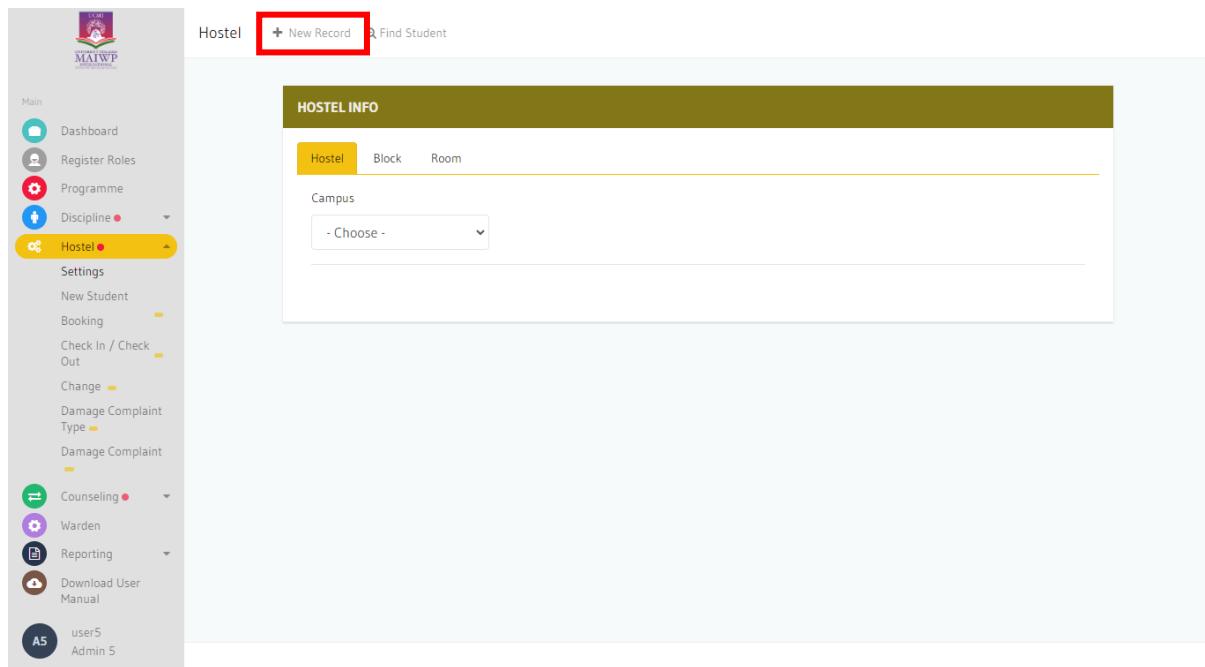


- Fill in the details and click on the “Filter” button. Click on the “Cancel” button to redirect back to Hostel Info screen.

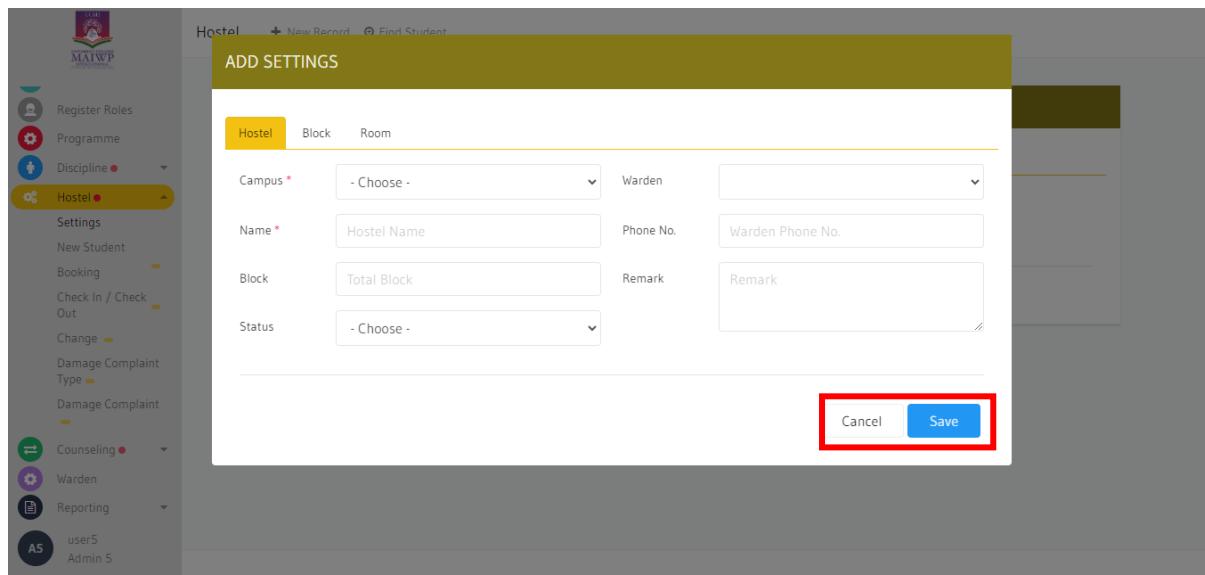


3.1.2 Add Hostel Settings

- Click on the “+ New Record” button and “Add Settings” screen will be displayed.

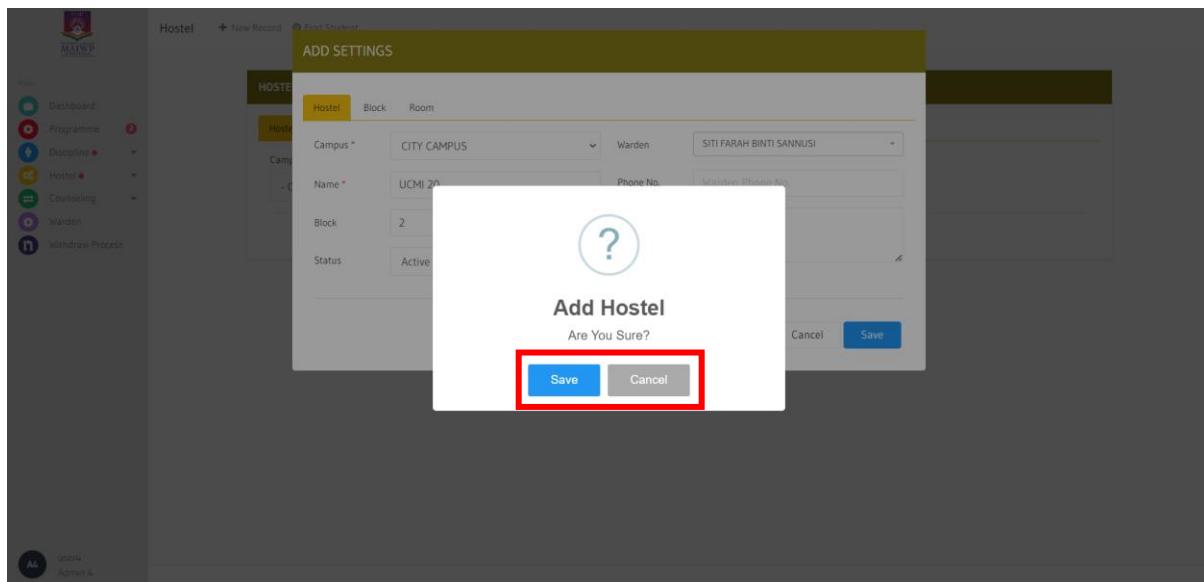


- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Hostel Info screen.



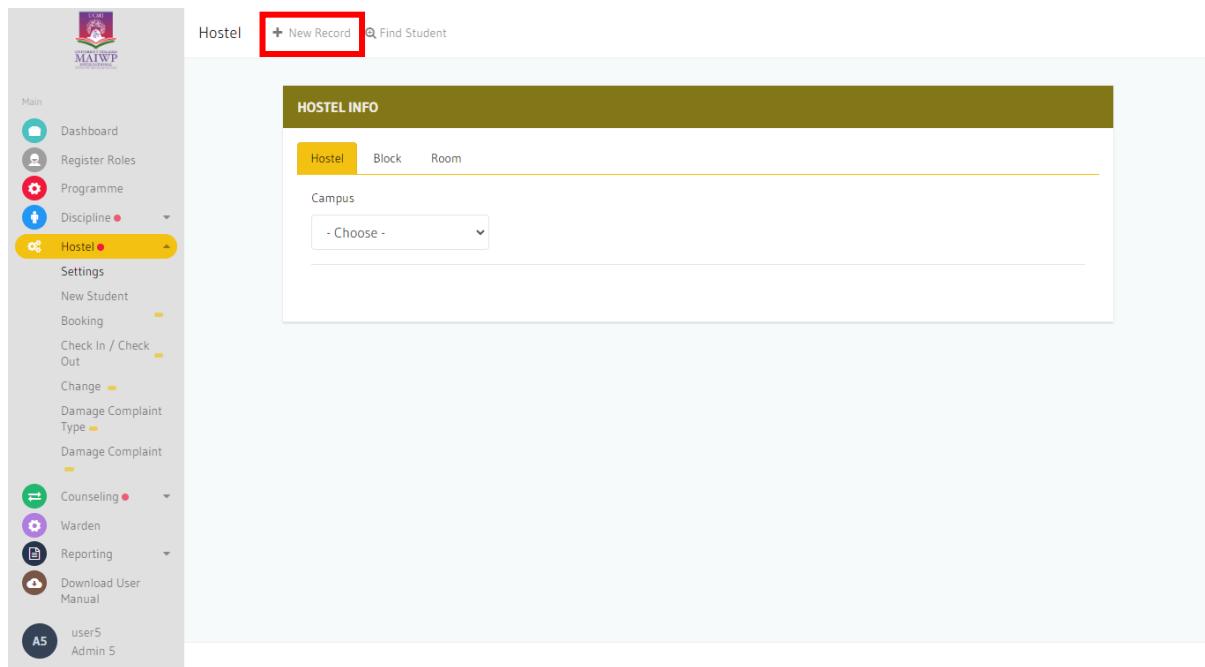
3. Pop up alert message will appear. Click on the “**Save**” button to add hostel setting.

Click on the “**Cancel**” button to redirect back to the previous screen.

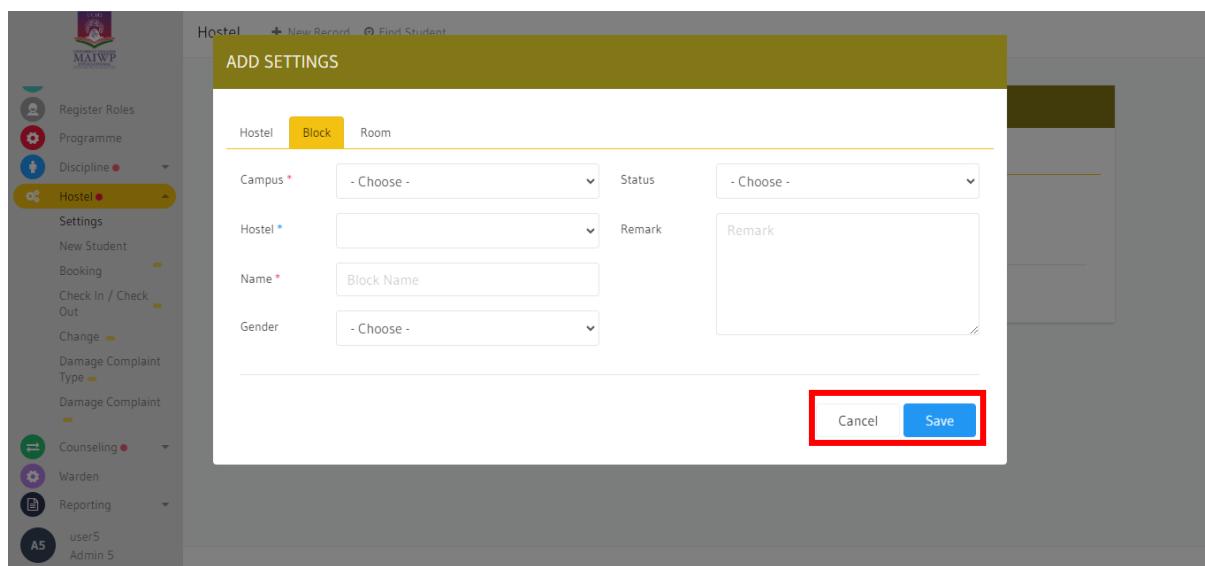


3.1.3 Add Block Settings

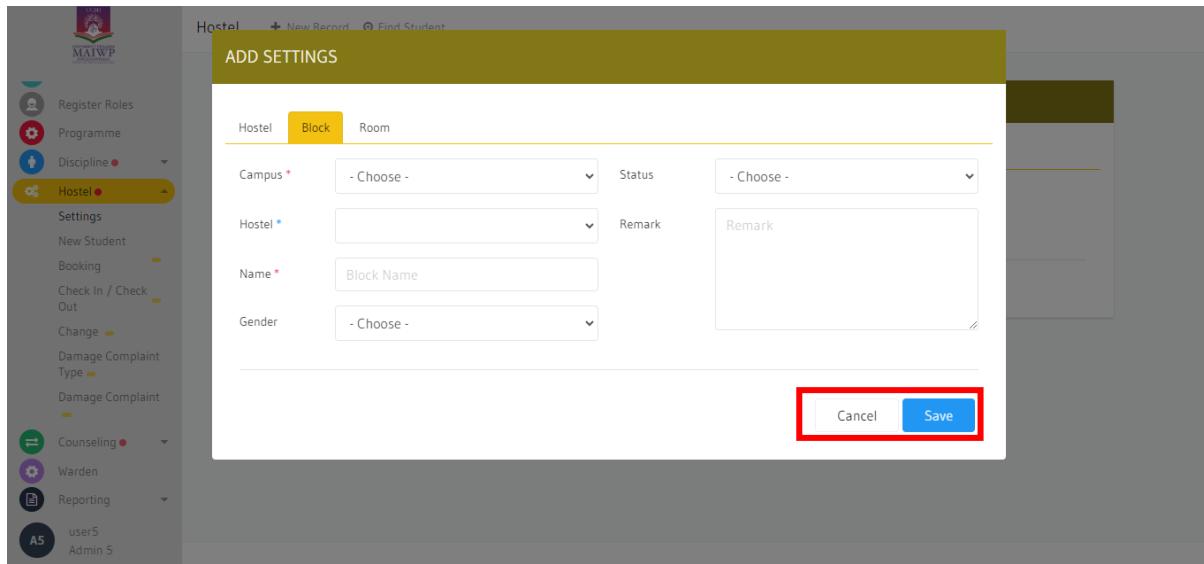
1. Click on the “+ New Record” button and “Add Settings” screen will be displayed.



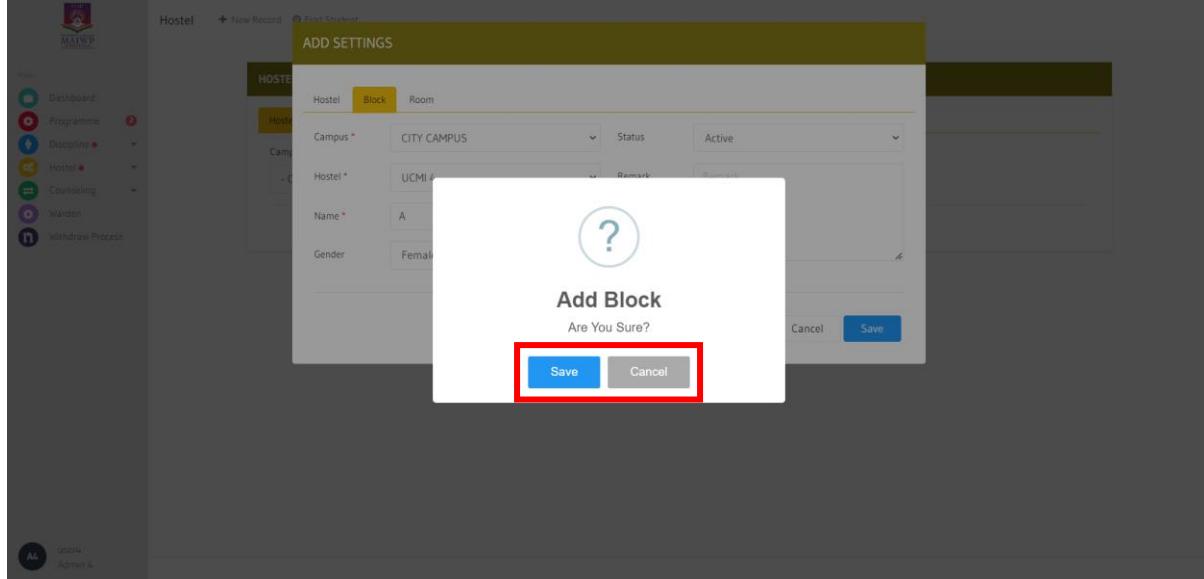
2. Click on the “Block” tab to add block settings.



- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Hostel Info screen.

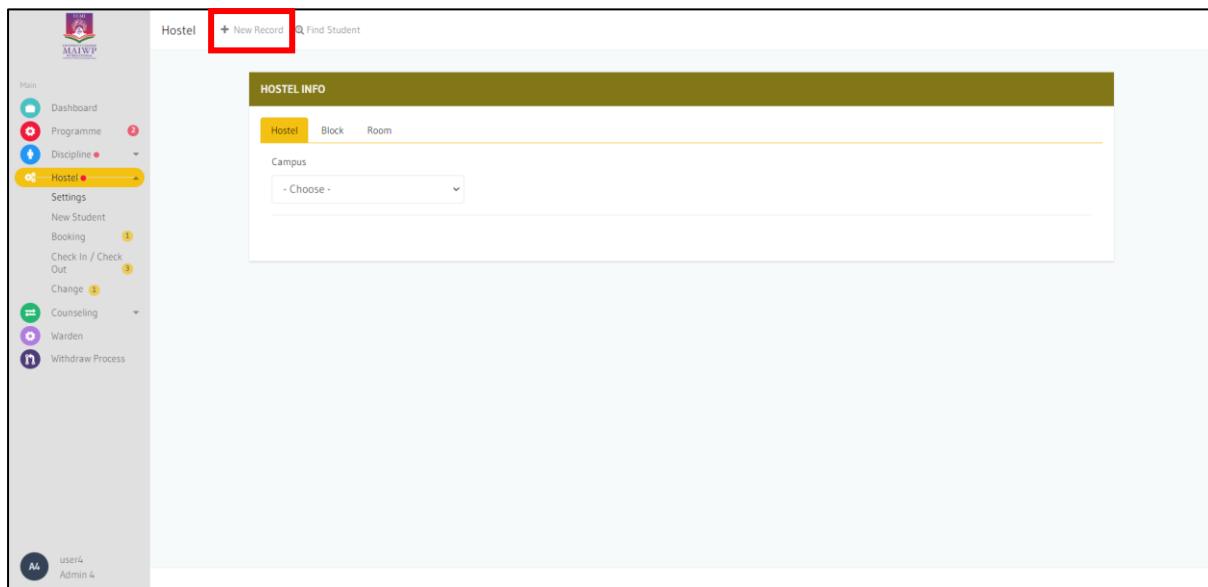


- Pop up alert message will appear. Click on the “Save” button to add block setting. Click on the “Cancel” button to redirect back to the previous screen.

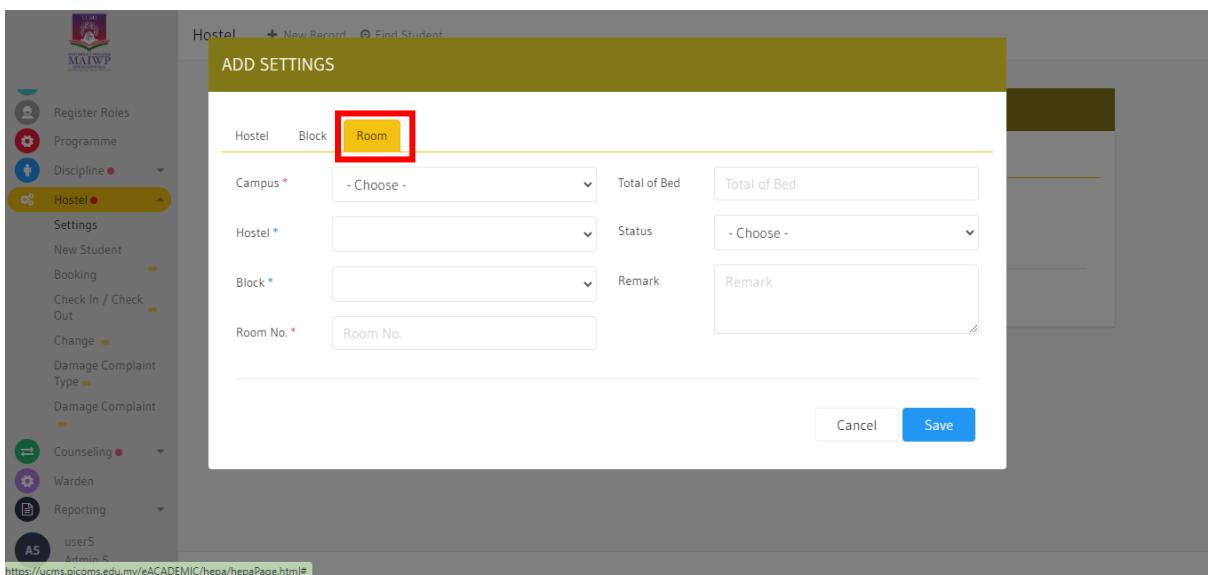


3.1.4 Add Room Settings

- Click on the “+ New Record” button and “Add Settings” screen will be displayed.



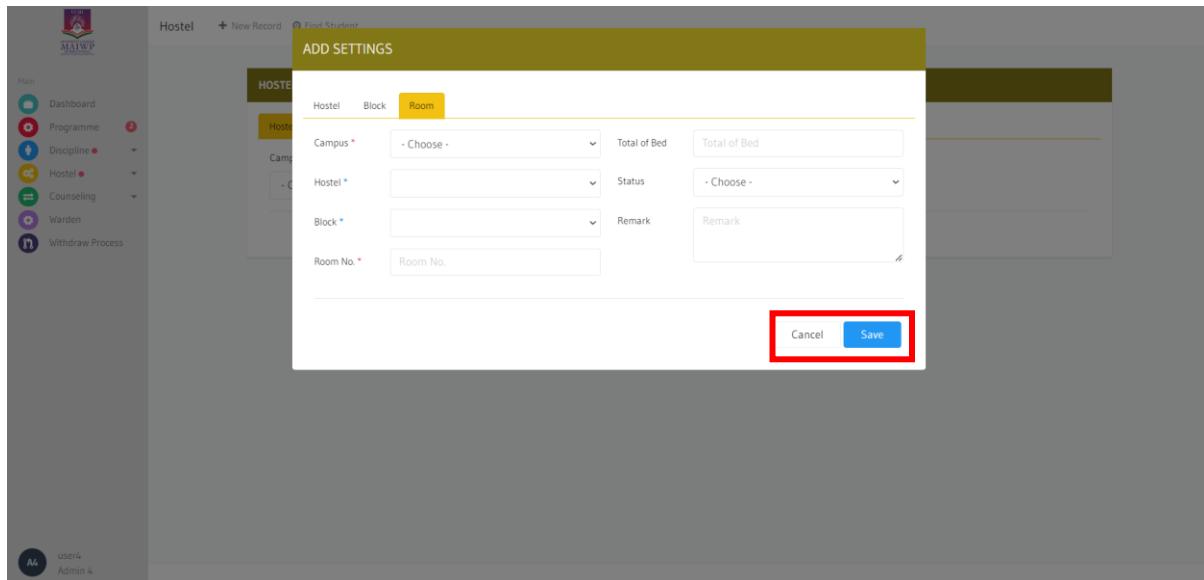
- Click on the “Room” tab to add room settings.



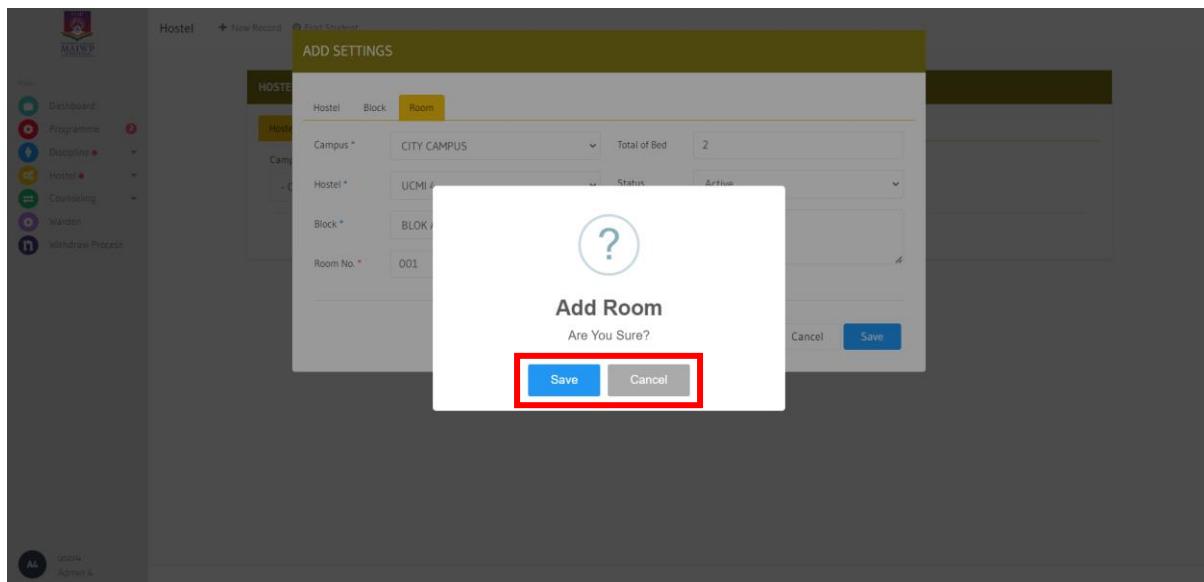
USER MANUAL (SISTEM eCMS)

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- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Hostel Info screen.



- Pop up alert message will appear. Click on the “Save” button to add room setting. Click on the “Cancel” button to redirect back to the previous screen.



3.1.5 Hostel

3.1.5.1 Update Hostel Settings

1. Click on the “- Choose -“ dropdown to choose campus and list of hostel will be displayed.

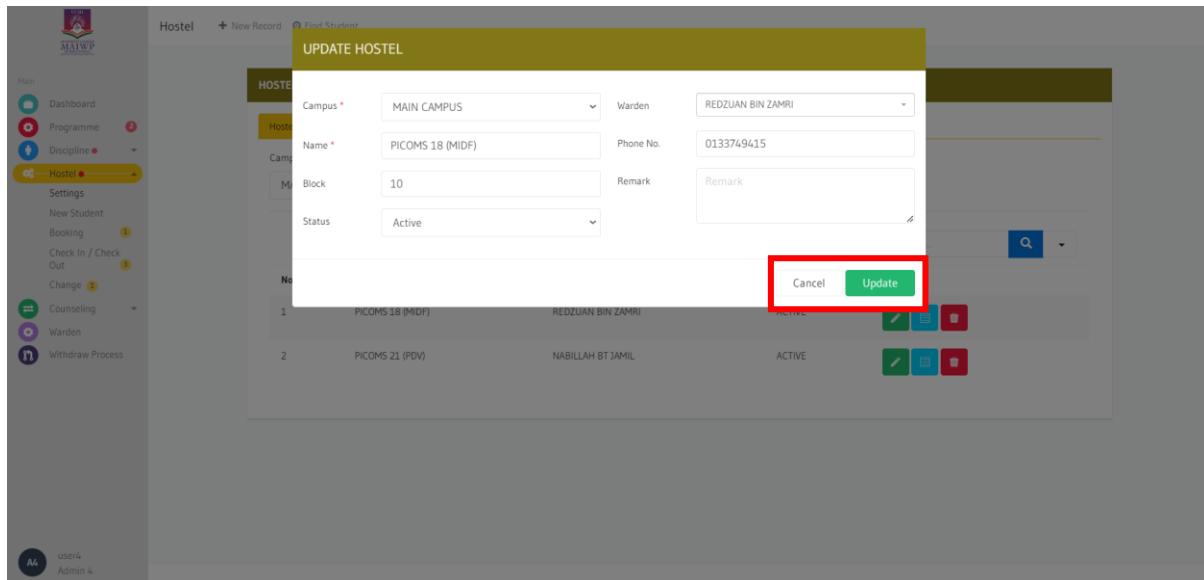
2. Click on the “Update” icon button and “Update Hostel” screen will appear.

No.	Name	Warden	Status	Action
1	PICOMS 18 (MIDF)	MOHAMAD AZAMUDIN B. ZULKIFLE	ACTIVE	
2	PICOMS 21 (PDV)	NURUL SYAZWANA BINTI SUHAIRI	ACTIVE	
3	KEDIAMAN MARYAM - BLOK C	NURUL SYAZWANA BINTI SUHAIRI	ACTIVE	

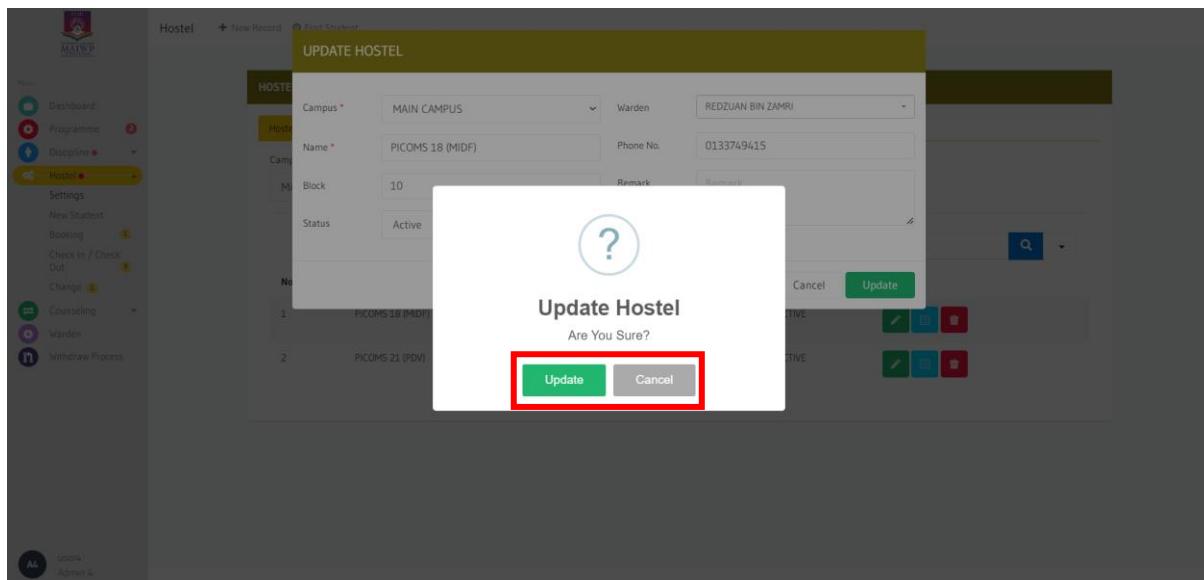
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3. Edit any details that need changes and click on the “**Update**” button. Click on the “**Cancel**” button to redirect back to Hostel Info screen.



4. Pop up alert message will appear. Click on the “**Update**” button to update hostel setting. Click on the “**Cancel**” button to redirect back to the previous screen.



3.1.5.2 View Hostel Details

1. Click on the “- Choose –“ dropdown to choose campus and list of hostel will be displayed.

The screenshot shows the 'HOSTEL INFO' screen. At the top, there are three tabs: Hostel (selected), Block, and Room. Below the tabs, there is a 'Campus' dropdown menu with the placeholder '- Choose -'. A red box highlights this dropdown. The left sidebar has a 'Hostel' section with a yellow background, indicating it is selected. Other sections like 'Dashboard', 'Register Roles', 'Programme', 'Discipline', 'Settings', 'New Student', 'Booking', 'Check In / Check Out', 'Change', 'Damage Complaint Type', 'Damage Complaint', 'Counseling', 'Warden', 'Reporting', 'Download User Manual', and 'user5 Admin 5' are also listed.

2. Click on the “Details” icon button and “Hostel Details” screen will appear.

The screenshot shows the 'HOSTEL INFO' screen after selecting 'MAIN CAMPUS' from the dropdown. The list of hostels is now visible. The first row in the table has its 'Details' icon highlighted with a red box. The table columns are No., Name, Warden, Status, and Action. The 'Action' column contains icons for edit, details, and delete.

No.	Name	Warden	Status	Action
1	PICOMS 18 (MIDF)	MOHAMAD AZAMUDIN B. ZULKIFLE	ACTIVE	
2	PICOMS 21 (PDV)	NURUL SYAZWANA BINTI SUHAIRI	ACTIVE	
3	KEDIAMAN MARYAM - BLOK C	NURUL SYAZWANA BINTI SUHAIRI	ACTIVE	

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3. Click on the “Back” icon button to redirect back to Hostel Info screen.

The screenshot shows a "Hostel Details" page with a "DETAILS" section containing the following information:

Campus	MAIN CAMPUS
Hostel	PICOMS 18 (MDF)
Warden	MOHAMAD AZAMUDIN B. ZULKIFLE
Phone No.	0179477520
Status	Active

Below this is a table listing blocks:

BLOK	Gender	Status	Action
BLOK 6	Female	Active	+
BLOK 8	Female	Active	+
BLOK 10	Female	Active	+
BLOK 12	Female	Active	+
BLOK 14	Female	Active	+
BLOK 16	Female	Active	+
BLOK 18	Female	Active	+
BLOK 20	Female	Active	+
BLOK 2	Male	Active	+
BLOK 4	Male	Active	+

e Copyright.

Version 1.0.1

3.1.5.3 View Student List

1. Click on the “- Choose –“ dropdown to choose campus and list of hostel will be displayed.

2. Click on the “Details” icon button and “Hostel Details” screen will appear.

No.	Name	Warden	Status	Action
1	PICOMS 18 (MIDF)	MOHAMAD AZAMUDIN B. ZULKIFLE	ACTIVE	
2	PICOMS 21 (PDV)	NURUL SYAZWANA BINTI SUHAIRI	ACTIVE	
3	KEDIAMAN MARYAM - BLOK C	NURUL SYAZWANA BINTI SUHAIRI	ACTIVE	

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3. Click on the block dropdown to view list of rooms.

The screenshot shows the 'Hostel Details' page. At the top, there is a 'DETAILS' section with the following information:

Campus	MAIN CAMPUS
Hostel	PICOMS 18 (MIDF)
Warden	REDZUAN BIN ZAMRI
Phone No.	0133749415
Status	Active

Below this is a list of room blocks:

BLOK	Gender	Status	Action
BLOK 6	Female	Active	+ (highlighted with a red box)
BLOK 8	Female	Active	+
BLOK 10	Female	Active	+
BLOK 12	Female	Active	+
BLOK 14	Female	Active	+
BLOK 16	Female	Active	+
BLOK 18	Female	Active	+
BLOK 20	Female	Active	+
BLOK 2	Male	Active	+
BLOK 4	Male	Active	+

4. Click on the “Student List” icon button and “Student List” screen will be displayed.

The screenshot shows the 'Hostel Details' page with the 'BLOK 6' block selected. The 'DETAILS' section remains the same as in the previous screenshot.

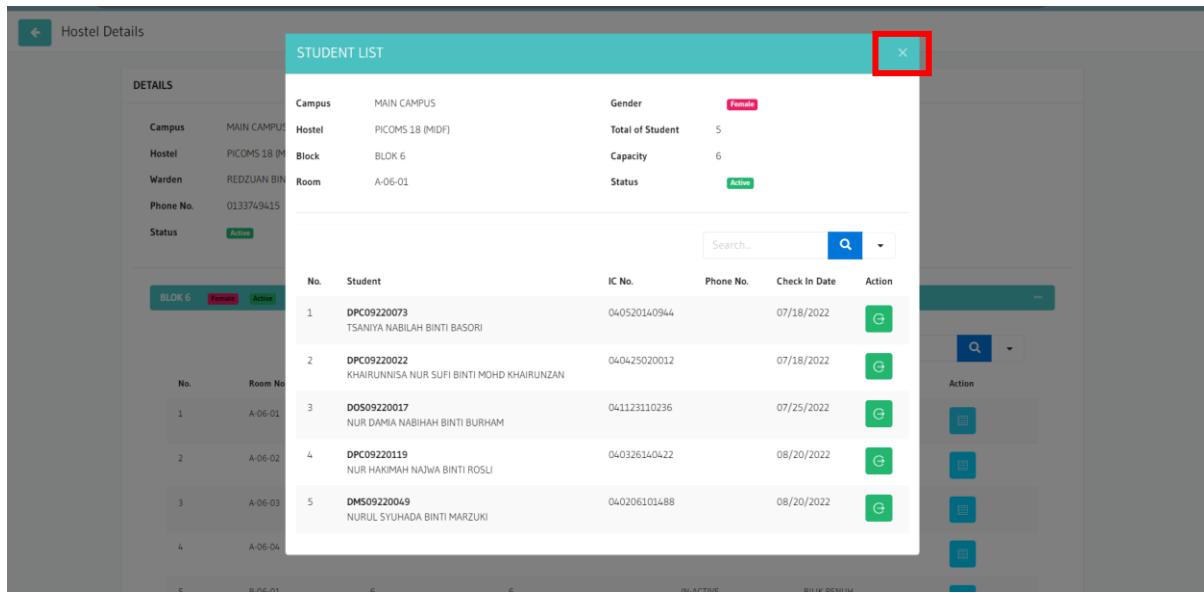
Below the details, the 'BLOK 6' section is expanded, showing a table of room details:

No.	Room No.	Total of Bed	Occupied Status	Status	Remark	Action
1	A-06-01	6	5	ACTIVE		(highlighted with a red box)
2	A-06-02	6	6	IN-ACTIVE	BILIK PENUH	
3	A-06-03	6	6	IN-ACTIVE	BILIK PENUH	
4	A-06-04	4	4	IN-ACTIVE	BILIK PENUH	
5	B-06-01	6	6	IN-ACTIVE	BILIK PENUH	

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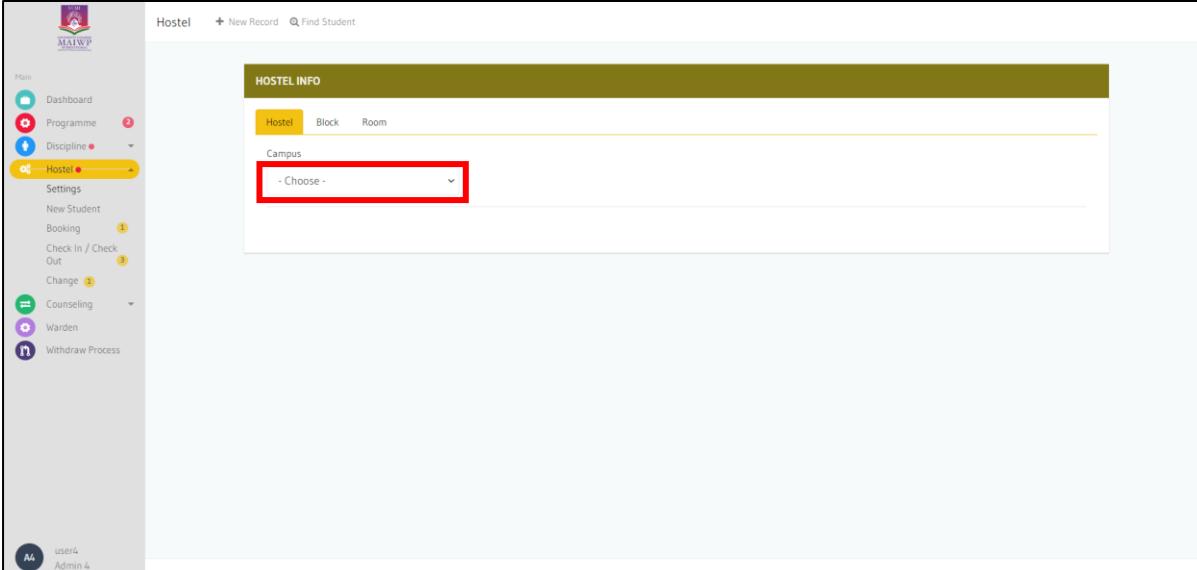
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- Click on the “Close” icon button to redirect back to the Hostel Details screen.



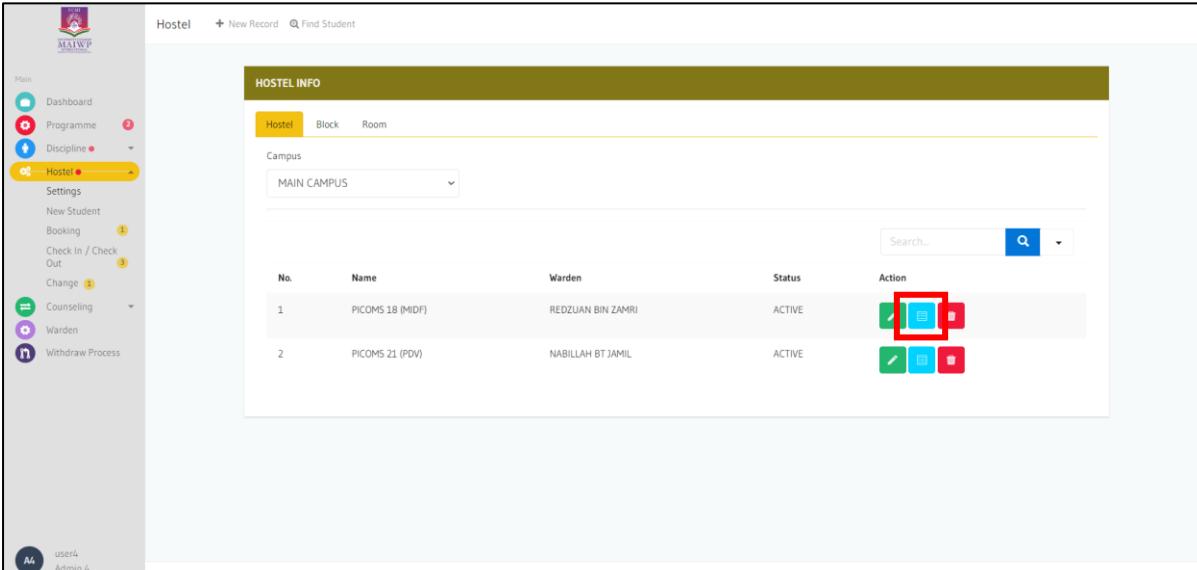
3.1.5.4 Check-Out Student

1. Click on the “- Choose –“ dropdown to choose campus and list of hostel will be displayed.



The screenshot shows the 'HOSTEL INFO' section of the Hostel module. On the left, there is a sidebar with various navigation options. The 'Hostel' option is selected and highlighted with a yellow background. The 'Campus' dropdown menu is open, showing the option '- Choose -' with a red box drawn around it. Below the dropdown, there are tabs for 'Hostel', 'Block', and 'Room'. The main area displays a table with two rows of data, but no specific details are visible.

2. Click on the “Details” icon button and “Hostel Details” screen will appear.



The screenshot shows the 'HOSTEL INFO' section after selecting 'MAIN CAMPUS' from the dropdown. The table now displays two rows of data:

No.	Name	Warden	Status	Action
1	PICOMS 1B (MDF)	REDZUAN BIN ZAMRI	ACTIVE	
2	PICOMS 21 (PDV)	NABILLAH BT JAMIL	ACTIVE	

A red box highlights the 'Action' column for the second row, specifically the edit icon. The sidebar and other interface elements remain the same as in the previous screenshot.

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3. Click on the block dropdown to view list of rooms.

The screenshot shows the 'Hostel Details' page. At the top, there is a 'DETAILS' section with the following information:

Campus	MAIN CAMPUS
Hostel	PICOMS 18 (MIDF)
Warden	REDZUAN BIN ZAMRI
Phone No.	0133749415
Status	Active

Below this is a list of room blocks:

BLOK 6	Female	Active	+
BLOK 8	Female	Active	+
BLOK 10	Female	Active	+
BLOK 12	Female	Active	+
BLOK 14	Female	Active	+
BLOK 16	Female	Active	+
BLOK 18	Female	Active	+
BLOK 20	Female	Active	+
BLOK 2	Male	Active	+
BLOK 4	Male	Active	+

4. Click on the “Student List” icon button and “Student List” screen will be displayed.

The screenshot shows the 'Hostel Details' page with the 'BLOK 6' block selected. The 'DETAILS' section remains the same as in the previous screenshot. Below it is a table titled 'Student List' for 'BLOK 6':

No.	Room No.	Total of Bed	Occupied Status	Status	Remark	Action
1	A-06-01	6	5	ACTIVE		
2	A-06-02	6	6	IN ACTIVE	BILIK PENUH	
3	A-06-03	6	6	IN ACTIVE	BILIK PENUH	
4	A-06-04	4	4	IN ACTIVE	BILIK PENUH	
5	A-06-05	6	6	IN ACTIVE	BILIK PENUH	

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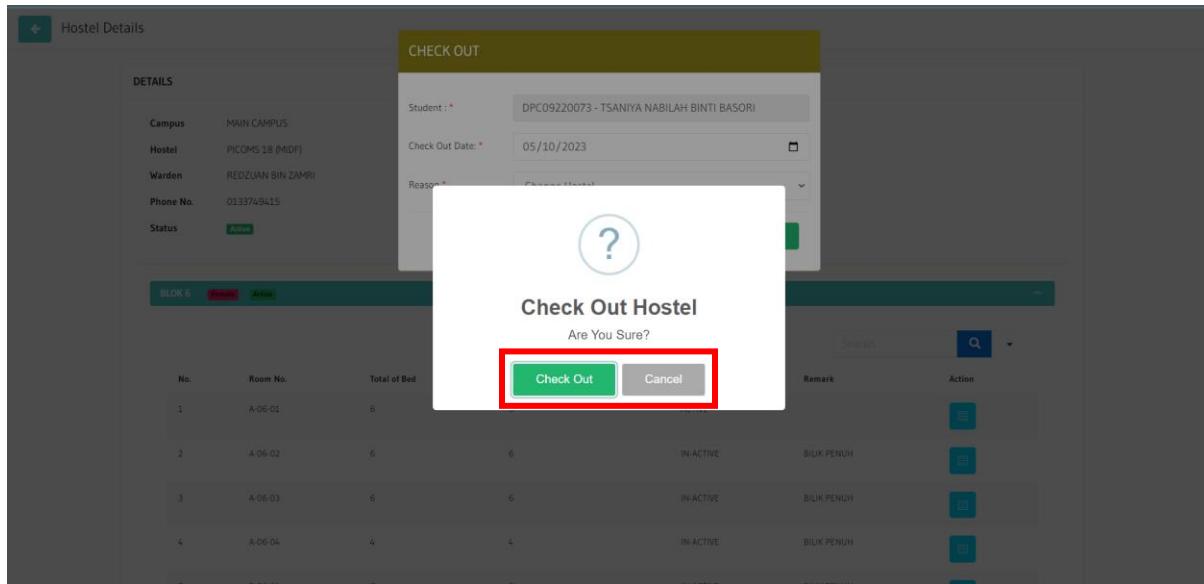
- Click on the “Check Out” icon button. Click on the “Close” icon button to redirect back to the Hostel Details screen.

The screenshot shows the 'STUDENT LIST' section of the application. At the top right of the list area, there is a red box around the 'X' close button. Below the list, there is a table with columns: No., Student, IC No., Phone No., Check In Date, and Action. A green box highlights the 'G' icon in the Action column for the first student record. The student details shown are: No. 1, Student DPC09220073 - TSANIYA NABILAH BINTI BASORI, IC No. 040520140944, Phone No. 07/18/2022, Check In Date 07/18/2022, and Action G.

- “Check Out” screen will appear. Fill in the details and click on the “Update” button. Click on the “Cancel” button to redirect back to the Student List screen.

The screenshot shows the 'CHECK OUT' dialog box. It contains fields for 'Student' (DPC09220073 - TSANIYA NABILAH BINTI BASORI), 'Check Out Date' (dd/mm/yyyy), and 'Reason' (- Choose -). At the bottom right of the dialog box, there is a red box around the 'Update' button. The background shows the 'STUDENT LIST' table with several student records listed.

7. Pop up alert message will appear. Click on the “Check Out” button to remove the student from the student list. Click on the “Cancel” button to redirect back to the previous screen.



3.1.5.5 Remove Hostel



Only hostel that is not fully occupied can remove hostel detail

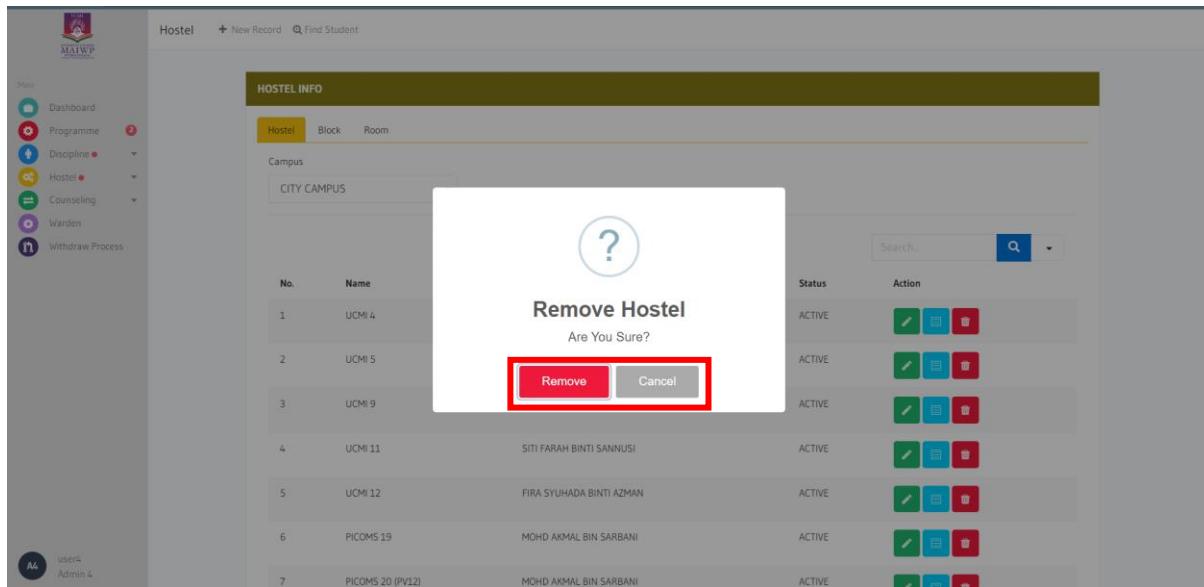
1. Click on the “- Choose –“ dropdown to choose campus and list of hostel will be displayed.

The screenshot shows the 'HOSTEL INFO' section of the eHEPA Admin interface. On the left, there is a sidebar with various administrative options like Dashboard, Programme, Discipline, Hostel (which is selected and highlighted in yellow), Settings, New Student, Booking, Check In / Check Out, Change, Counseling, Warden, and Withdraw Process. The main area has tabs for Hostel, Block, and Room. Under the Hostel tab, there is a 'Campus' dropdown menu with a red box around it, currently showing '- Choose -'. Below the dropdown is a table with two rows of hostels.

2. Click on the “Remove” icon button and a pop up alert message will appear.

The screenshot shows the same 'HOSTEL INFO' section after selecting 'MAIN CAMPUS' from the dropdown. The table now displays two hostels: 'PICOMS 1B (MDF)' and 'PICOMS 21 (PDV)'. Each row has an 'Action' column containing several icons: a pencil for edit, a blue square for another action, and a red square with a minus sign for removal. The red square icon is specifically highlighted with a red box.

3. Click on the “**Remove**” button to remove hostel. Click on the “**Cancel**” button to redirect back to the Hostel Info screen.



3.1.6 Block

1. Click on the “**Block**” tab and hostel info for block will be displayed.

The screenshot shows the 'HOSTEL INFO' section of the 'Hostel' module. At the top, there are three tabs: 'Hostel' (highlighted in yellow), 'Block' (highlighted with a red box), and 'Room'. Below the tabs, there is a dropdown menu labeled 'Campus' with the option '- Choose -'. The main content area is currently empty, indicating no data has been loaded for the selected tab.

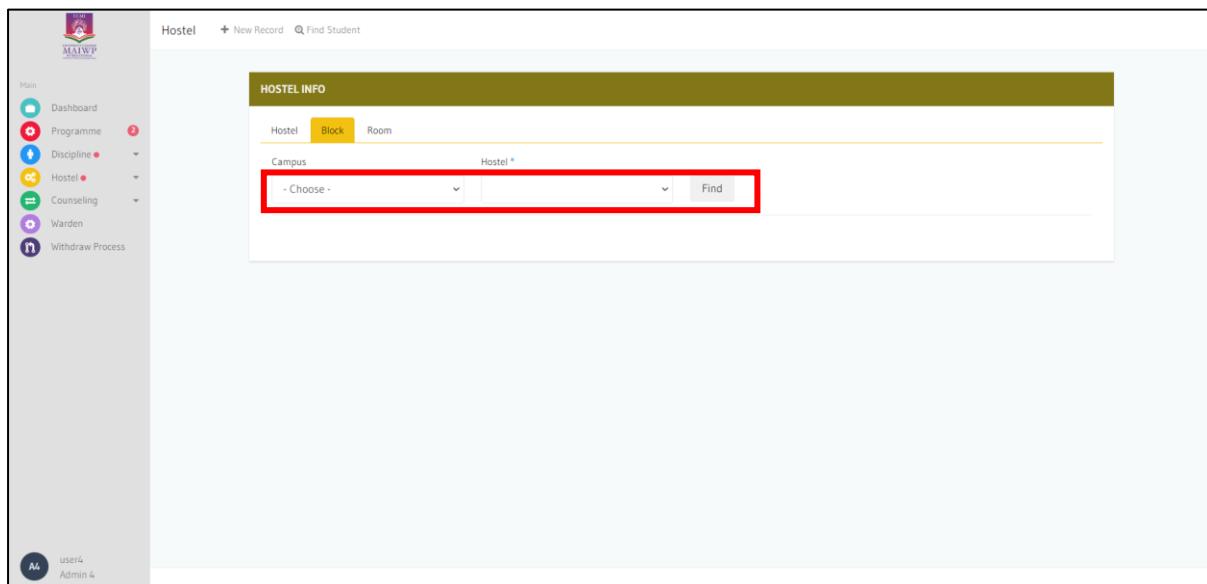
3.1.6.1 View Block List

1. Click on the “- Choose –“ campus dropdown to choose campus and click on the “- Choose –“ hostel dropdown to choose hostel then click on the “Find” button. List of block will be displayed.

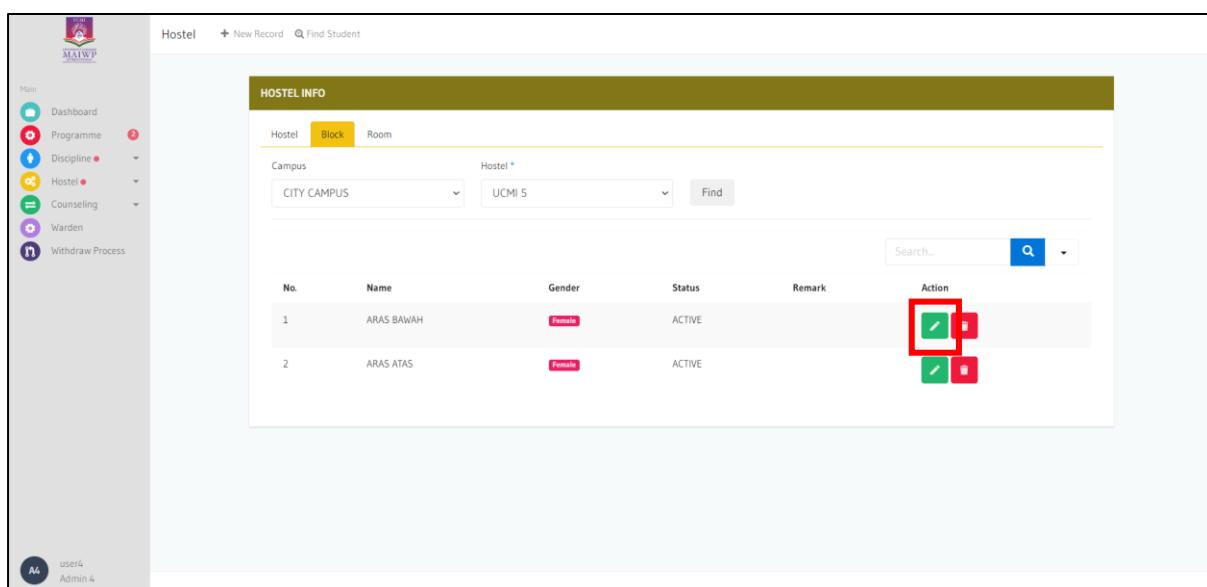
The screenshot shows the 'HOSTEL INFO' section of the 'Hostel' module. The 'Block' tab is selected. Below it, there are two dropdown menus: 'Campus' (with the option '- Choose -') and 'Hostel*' (with the option '- Choose -'). To the right of these dropdowns is a 'Find' button. The entire row of dropdowns and the 'Find' button is highlighted with a red box.

3.1.6.2 Update Block Settings

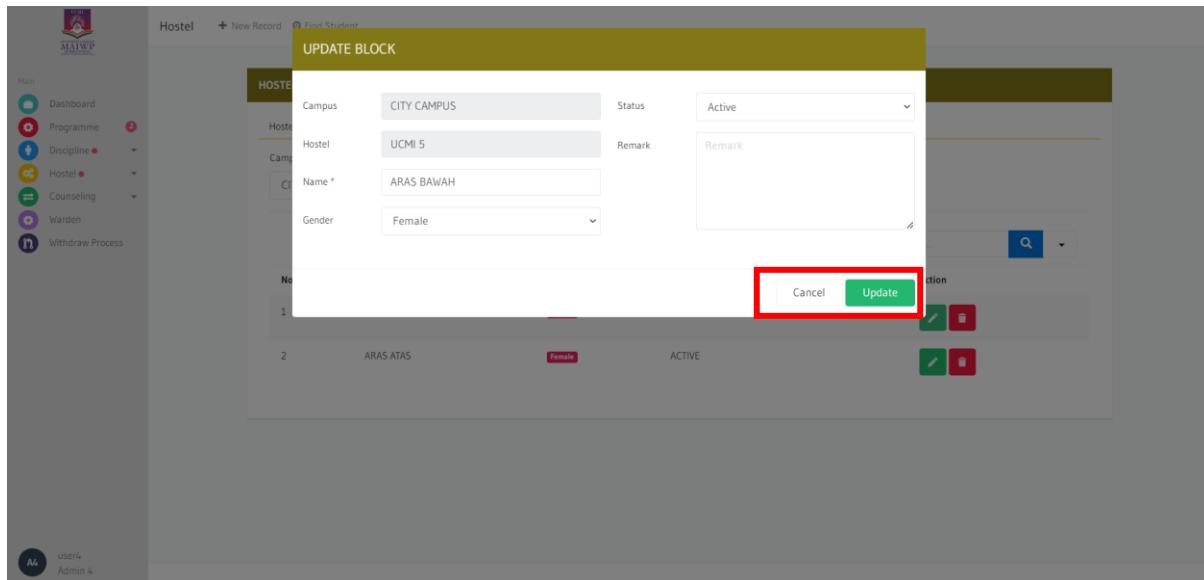
1. Click on the “- Choose –“ campus dropdown to choose campus and click on the “- Choose –“ hostel dropdown to choose hostel then click on the “Find” button. List of block will be displayed.



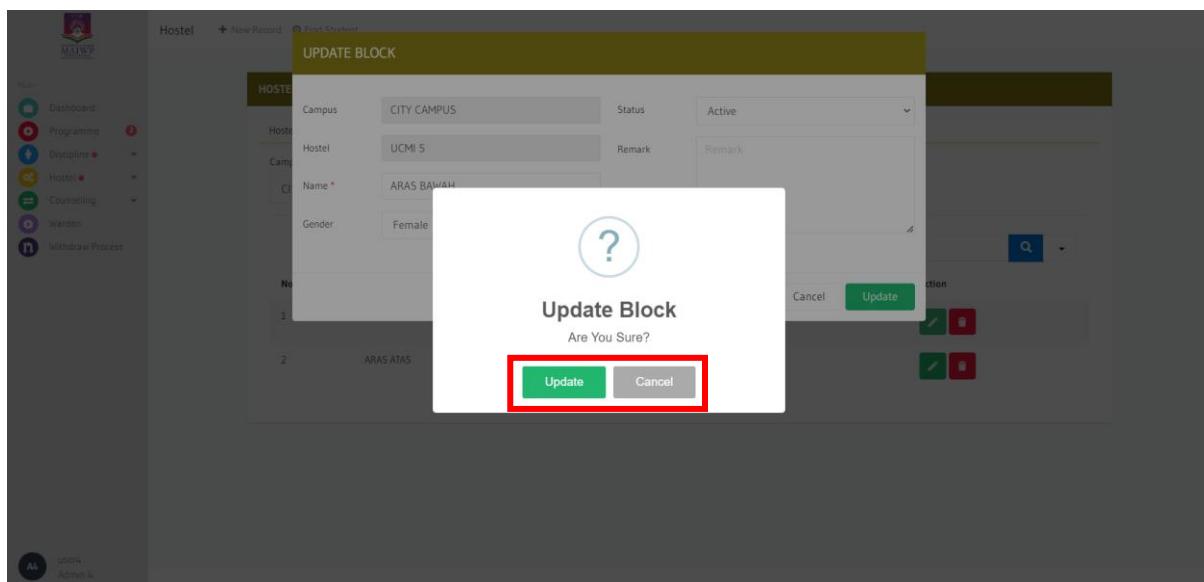
2. Click on the “Update” icon button and “Update Block” screen will be displayed.



3. Edit any details that need changes and click on the “**Update**” button. Click on the “**Cancel**” button to redirect back to the list of block.



4. Pop up alert message will appear. Click on the “**Update**” button to update block details. Click on the “**Cancel**” button to redirect back to the previous screen.



3.1.6.3 Remove Block Settings



Only block that is not fully occupied can remove block detail

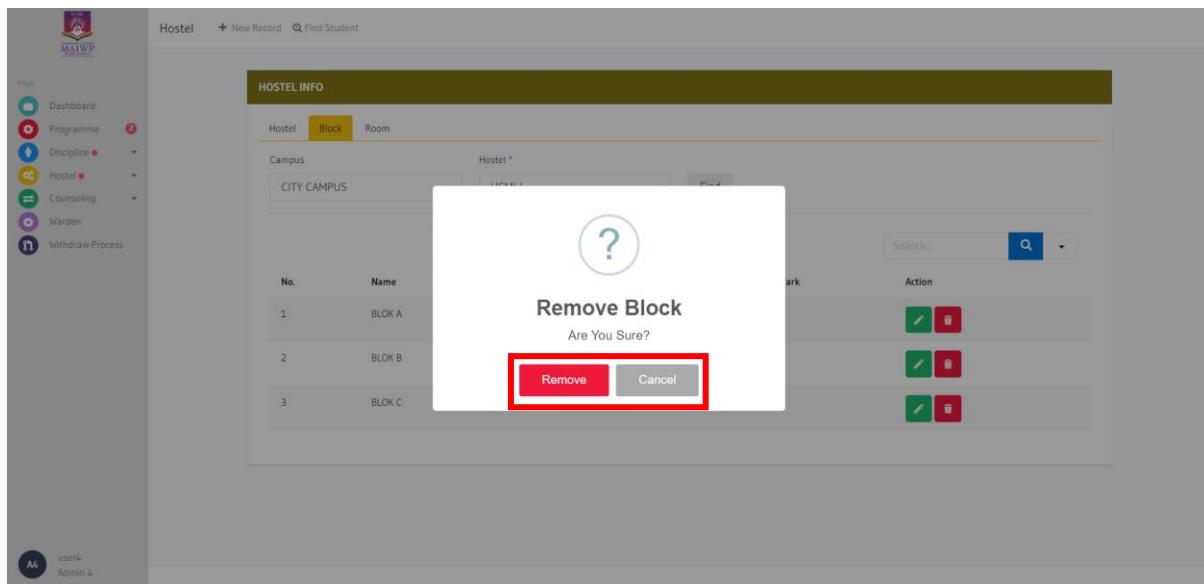
1. Click on the “- Choose –“ campus dropdown to choose campus and click on the “- Choose –“ hostel dropdown to choose hostel then click on the “Find” button. List of block will be displayed.

The screenshot shows the 'HOSTEL INFO' section of the application. At the top, there are three tabs: Hostel (selected), Block, and Room. Below the tabs, there are two dropdown menus: 'Campus' and 'Hostel *'. The 'Campus' dropdown has the value '- Choose -' and the 'Hostel *' dropdown has the value 'UCMI 5'. To the right of these dropdowns is a 'Find' button. The main area displays a table with two rows of data. The columns are labeled: No., Name, Gender, Status, Remark, and Action. The first row contains '1', 'ARAS BAWAH', 'Female', 'ACTIVE', and an empty 'Remark' field. The second row contains '2', 'ARAS ATAS', 'Female', 'ACTIVE', and an empty 'Remark' field. The 'Action' column for each row contains two icons: a green checkmark and a red square with a white minus sign.

2. Click on the “Remove” icon button and a pop up alert message will appear.

This screenshot is identical to the one above, showing the 'HOSTEL INFO' section with the same table of block details. The 'Campus' and 'Hostel' dropdowns are now set to 'CITY CAMPUS' and 'UCMI 5' respectively. The 'Action' column for the second row (ARAS ATAS) has the red square with a white minus sign icon highlighted with a red box, indicating it is the target for removal.

3. Click on the “**Remove**” button to remove block setting. Click on the “**Cancel**” button to redirect back to the list of block.



3.1.7 Room

- Click on the “Room” tab and hostel info for room will be displayed.

3.1.7.1 View Room List

- Click on the “- Choose –“ campus dropdown to choose campus , click on the “- Choose –“ hostel dropdown to choose hostel and click on the “- Choose –“ block dropdown to choose block then click on the “Find” button. List of room will be displayed.

3.1.7.2 Update Room Settings

1. Click on the “- Choose –“ campus dropdown to choose campus and click on the “- Choose –“ hostel dropdown to choose hostel and click on the “- Choose –“ block dropdown to choose block then click on the “Find” button. List of room will be displayed.

The screenshot shows the 'HOSTEL INFO' section of the 'Room' tab. It includes three dropdown menus: 'Campus' (set to '- Choose -'), 'Hostel' (set to 'Hostel *'), and 'Block' (set to 'Block *'). A red box highlights the 'Campus' dropdown menu. Below the dropdowns is a 'Find' button.

2. Click on the “Update” icon button and “Update Room” screen will be displayed.

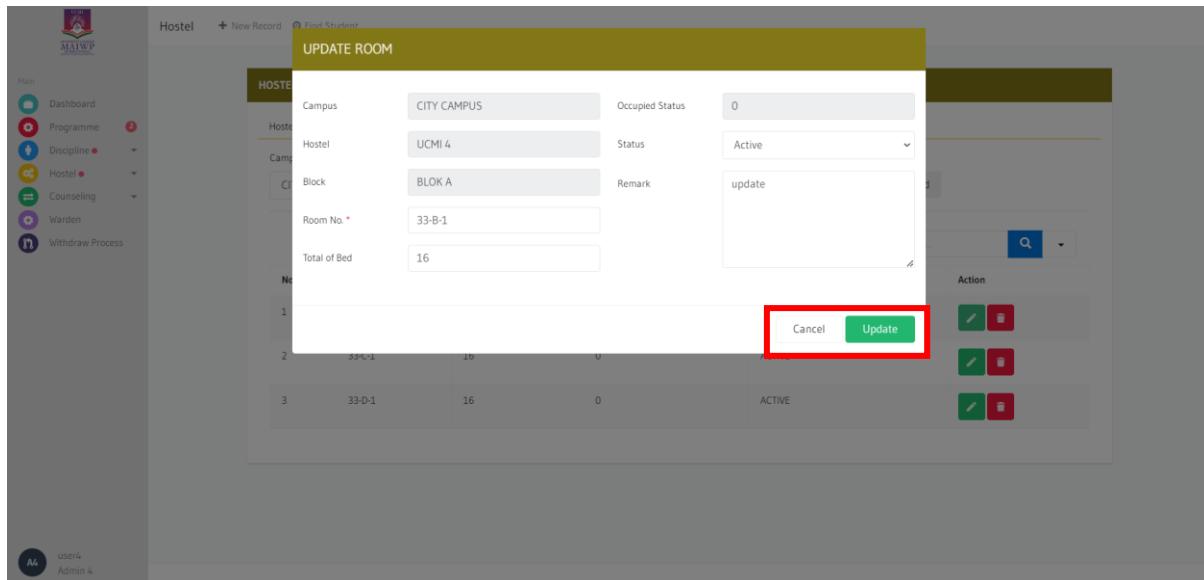
The screenshot shows the 'HOSTEL INFO' section of the 'Room' tab after the 'Find' button was clicked. The dropdowns now show specific values: 'CITY CAMPUS', 'UCMI 4', and 'BLOK A'. The 'Search...' and 'Find' buttons are visible. Below the dropdowns is a table with columns: No., Room No., Total of Bed, Occupied Status, Status, Remark, and Action. The 'Action' column for room No. 1 is highlighted with a red box. The table data is as follows:

No.	Room No.	Total of Bed	Occupied Status	Status	Remark	Action
1	33-B-1	16	0	ACTIVE	UPDATE	
2	33-C-1	16	0	ACTIVE		
3	33-D-1	16	0	ACTIVE		

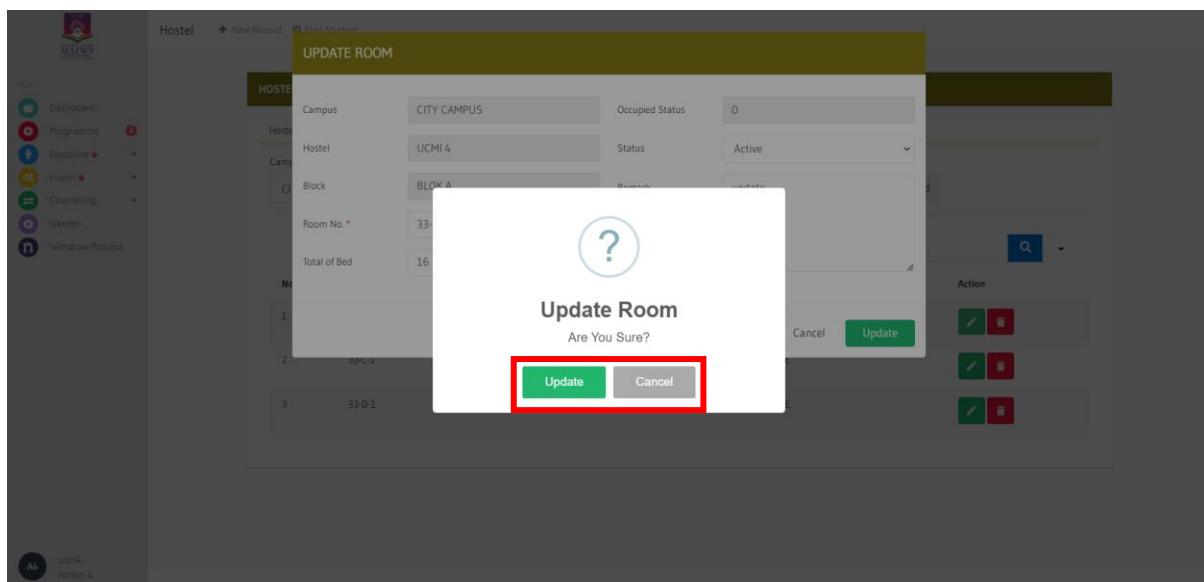
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3. Edit any details that need changes and click on the “**Update**” button. Click on the “**Cancel**” button to redirect back to the list of room.



4. Pop up alert message will appear. Click on the “**Update**” button to update room details. Click on the “**Cancel**” button to redirect back to the previous screen.



3.1.7.3 Remove Room Settings



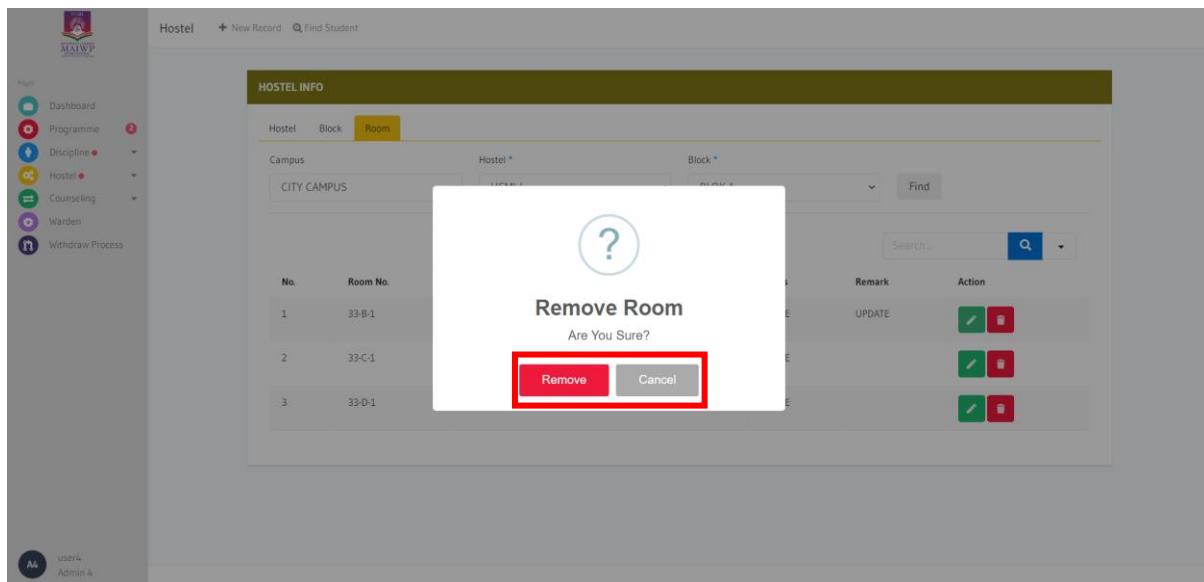
Only room that is not fully occupied can remove room detail

1. Click on the “- Choose –“ campus dropdown to choose campus and click on the “- Choose –“ hostel dropdown to choose hostel and click on the “- Choose –“ block dropdown to choose block then click on the “Find” button. List of room will be displayed.

2. Click on the “Remove” icon button and a pop up alert message will appear.

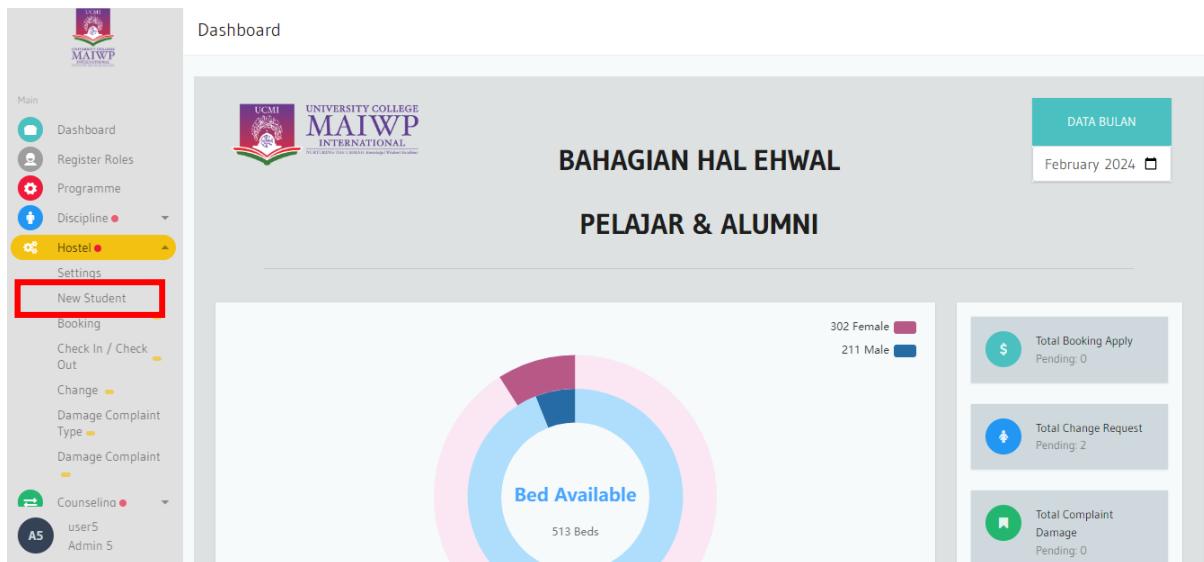
No.	Room No.	Total of Bed	Occupied Status	Status	Remark	Action
1	33-B-1	16	0	ACTIVE	UPDATE	
2	33-C-1	16	0	ACTIVE		
3	33-D-1	16	0	ACTIVE		

3. Click on the “**Remove**” button to remove room setting. Click on the “**Cancel**” button to redirect back to the list of room.



3.2 New Student

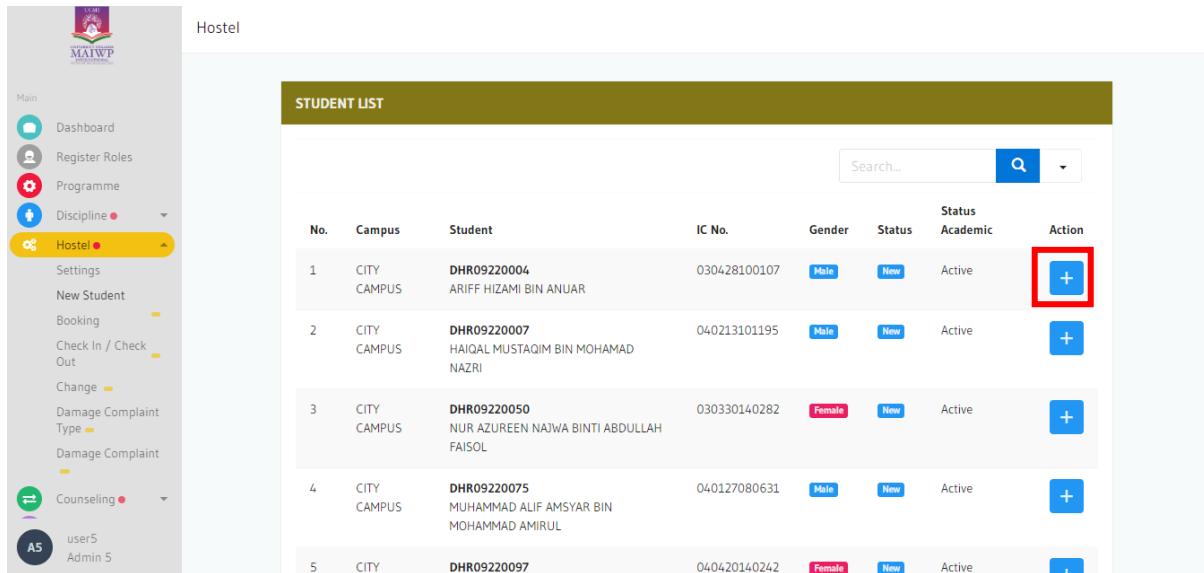
1. Click on “**Hostel → New Student**” menu and “**Student List**” screen will be displayed.



The screenshot shows the eCMS dashboard for the MAIWP International University College. On the left, a sidebar menu is open under the "Hostel" section, with "New Student" highlighted by a red box. The main dashboard area displays the "BAHAGIAN HAL EHWAJ" (Student Affairs) and "PELAJAR & ALUMNI" sections. A donut chart in the center indicates "Bed Available" with 513 beds. To the right, there are three cards: "Total Booking Apply" (Pending: 0), "Total Change Request" (Pending: 2), and "Total Complaint Damage" (Pending: 0). The top right corner shows a "DATA BULAN" (Monthly Data) box for February 2024.

3.2.1 Assign Hostel

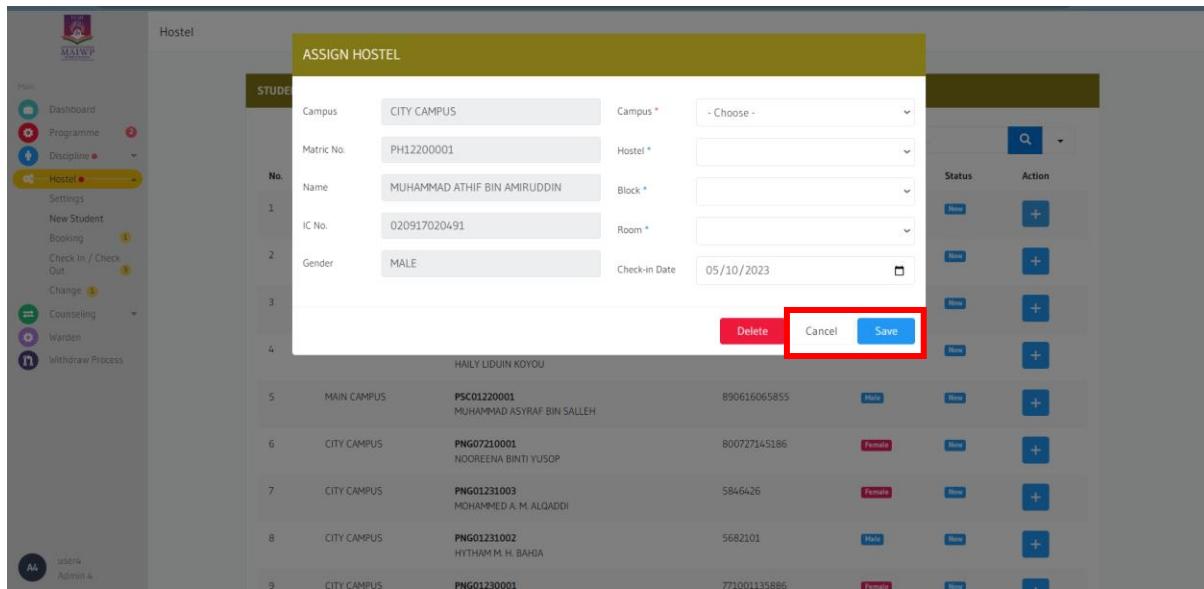
- Click on the “+” button and “Assign Hostel” screen will be displayed.



The screenshot shows the 'STUDENT LIST' page. On the left is a sidebar with 'Main' navigation: Dashboard, Register Roles, Programme, Discipline, Hostel (selected), Settings, New Student, Booking, Check In / Check Out, Change, Damage Complaint Type, Damage Complaint, Counseling, and user5 Admin 5. The 'Hostel' section has a yellow background. The main area has a green header 'STUDENT LIST'. It contains a search bar and a table with columns: No., Campus, Student, IC No., Gender, Status, Status Academic, and Action. The 'Action' column features a blue '+' button for each student. The first student's row is highlighted with a red box around the '+' button.

No.	Campus	Student	IC No.	Gender	Status	Status Academic	Action
1	CITY CAMPUS	DHR09220004 ARIFF HIZAMI BIN ANUAR	030428100107	Male	New	Active	+
2	CITY CAMPUS	DHR09220007 HAIQAL MUSTAQIM BIN MOHAMAD NAZRI	040213101195	Male	New	Active	+
3	CITY CAMPUS	DHR09220050 NUR AZUREEN NAJWA BINTI ABDULLAH FAISOL	030330140282	Female	New	Active	+
4	CITY CAMPUS	DHR09220075 MUHAMMAD ALIF AMSYAR BIN MOHAMMAD AMIRUL	040127080631	Male	New	Active	+
5	CITY	DHR09220097	040420140242	Female	New	Active	+

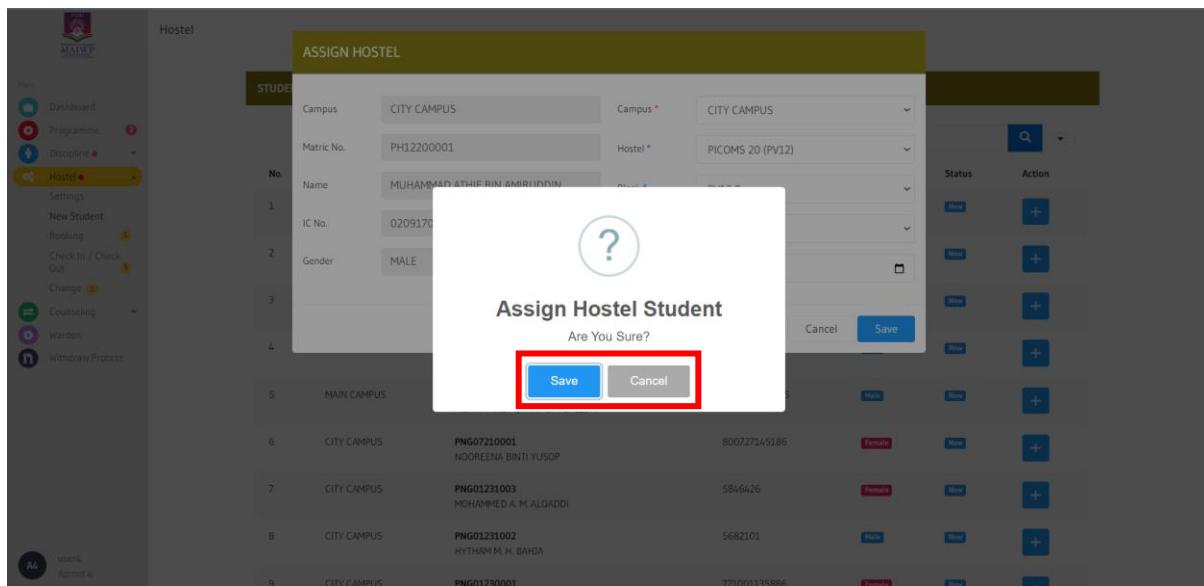
- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Student List screen.



The screenshot shows the 'ASSIGN HOSTEL' form. The sidebar is identical to the previous screenshot. The main form has a green header 'ASSIGN HOSTEL'. It includes fields for Campus (CITY CAMPUS), Matric No. (PH12200001), Name (MUHAMMAD ATHIF BIN AMIRUDDIN), IC No. (020917020491), Gender (MALE), and a Check-in Date field set to 05/10/2023. Below the form is a list of students with columns: No., Campus, Student, IC No., Gender, Status, and Action. The 'Action' column has a 'Save' button highlighted with a red box. The bottom of the list shows a note: 'HAILY LIDUIN KOYOU'.

No.	Campus	Student	IC No.	Gender	Status	Action
1	CITY CAMPUS	MUHAMMAD ATHIF BIN AMIRUDDIN	020917020491	Male	New	Save
2	CITY CAMPUS	MUHAMMAD ASYRAF BIN SALLEH	PSC01220001	Male	New	+
3	CITY CAMPUS	NOOREENA BINTI YUSOP	PNG07210001	Female	New	+
4	CITY CAMPUS	MOHAMMED A. M. ALQADDI	PNG01231003	Female	New	+
5	CITY CAMPUS	HYTHAM M. H. BAHIA	PNG01231002	Male	New	+
6	CITY CAMPUS	HAILY LIDUIN KOYOU	PNG01230001	Female	New	+
7	CITY CAMPUS	MUHAMMAD ASYRAF BIN SALLEH	PSC01220001	Male	New	+
8	CITY CAMPUS	NOOREENA BINTI YUSOP	PNG07210001	Female	New	+
9	CITY CAMPUS	MOHAMMED A. M. ALQADDI	PNG01231003	Female	New	+

3. Pop up alert message will appear. Click on the “Save” button to save assign hostel details. Click on the “Cancel” button to redirect back to the previous screen.



3.2.2 Update Student Hostel Status

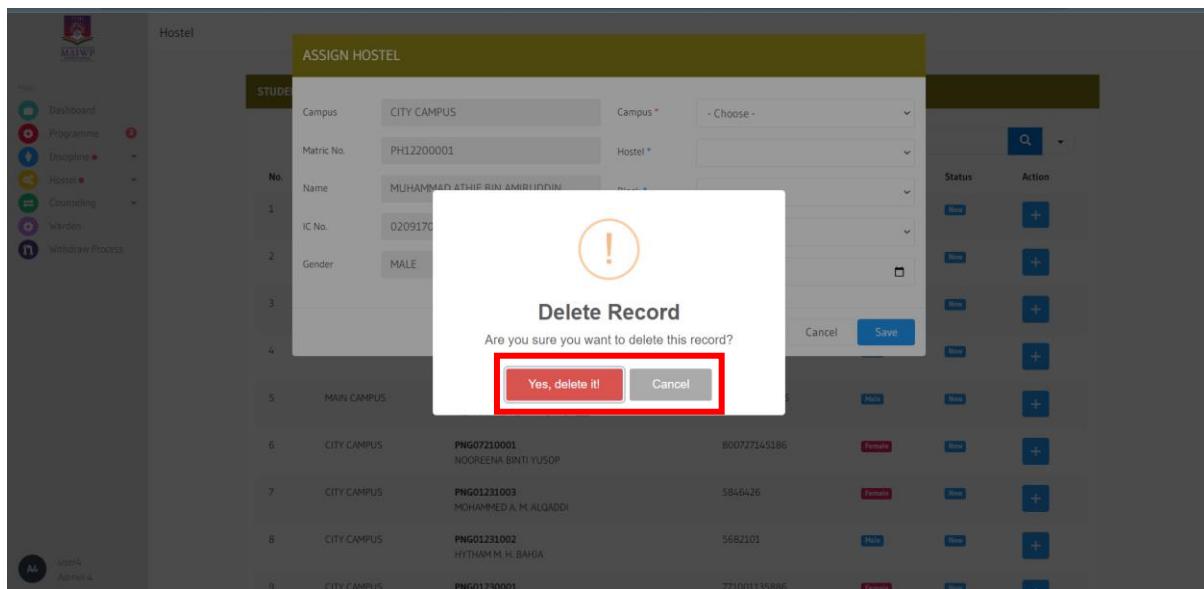
- Click on the “+” button and “Assign Hostel” screen will be displayed.

No.	Campus	Student	IC No.	Gender	Status	Status Academic	Action
1	CITY CAMPUS	DHR09220004 ARIFF HIZAMI BIN ANUAR	030428100107	Male	New	Active	+
2	CITY CAMPUS	DHR09220007 HAIQAL MUSTAQIM BIN MOHAMAD NAZRI	040213101195	Male	New	Active	+
3	CITY CAMPUS	DHR09220050 NUR AZUREEN NAJWA BINTI ABDULLAH FAISOL	030330140282	Female	New	Active	+
4	CITY CAMPUS	DHR09220075 MUHAMMAD ALIF AMSYAR BIN MOHAMMAD AMIRUL	040127080631	Male	New	Active	+
5	CITY	DHR09220097	040420140242	Female	New	Active	+

- Click on the “Delete” button and a pop up alert message will appear.

No.	Campus	Matric No.	Name	IC No.	Gender	Check-in Date	Hostel	Block	Room	Status	Action
1	CITY CAMPUS	PH1220001	MUHAMMAD ATHIF BIN AMIRUDDIN	020917020491	MALE	05/10/2023	- Choose -	- Choose -	- Choose -	New	+
2	MAIN CAMPUS	PSC01220001	MUHAMMAD ASYRAF BIN SALLEH	890616065855	Male		- Choose -	- Choose -	- Choose -	New	+
3	CITY CAMPUS	PNG07210001	NOOREENA BINTI YUSOP	800727145186	Female		- Choose -	- Choose -	- Choose -	New	+
4	CITY CAMPUS	PNG01231003	MOHAMMED A. M. ALOADDI	5866426	Female		- Choose -	- Choose -	- Choose -	New	+
5	CITY CAMPUS	PNG01231002	HYTHAM M. H. BAHIA	5682101	Male		- Choose -	- Choose -	- Choose -	New	+
6	CITY CAMPUS	PNG01230001	HAILY LIUDIJN KOYOU	771001135886	Female		- Choose -	- Choose -	- Choose -	New	+

3. Click on the “**Yes, delete it**” button to change student hostel status from “**New**” to “**Unreside**”. Click on the “**Cancel**” button to redirect back to the previous screen.



3.2.3 Update Assigned Hostel

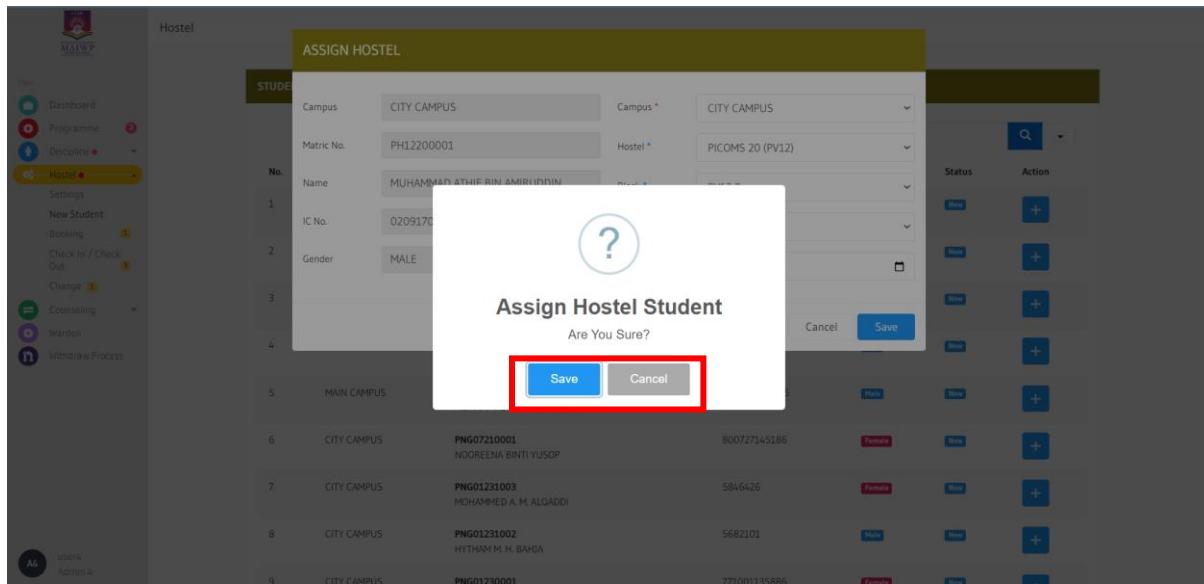
- Click on the “Update” icon button and “Update Hostel” screen will be displayed.

No.	Campus	Student	IC No.	Gender	Status	Academic	Action
2101	MAIN CAMPUS	DOS09210006 MUHAMMAD KHAIRUL `ADZMI BIN EMRAN	030729101795	Male	Assigned	Active	
2102	MAIN CAMPUS	DOS09230001 MUHAMMAD FITRI MD SHARUMHARUDIN	051116142175	Male	Assigned	Active	
2103	CITY CAMPUS	DHR09230042 AHMAD IRFAN BIN SHAMSUL BAHRI	051117140075	Male	Assigned	Active	
2104	CITY CAMPUS	DHR09230052 AFFAN MUAZD BIN ARSHAD	050405140905	Male	Assigned	Active	

- Edit any details that need changes and click on the “Submit” button. Click on the “Cancel” button to redirect back to the Student List screen.

Campus	MAIN CAMPUS	Campus *	MAIN CAMPUS
Matric No.	DOS09210006	Hostel *	
Name	MUHAMMAD KHAIRUL `ADZMI BIN EMRAN	Block *	
IC No.	030729101795	Room *	
Gender	MALE	Check-in Date	10/04/2021

3. Pop up alert message will appear. Click on the “**Update**” button to update assigned hostel. Click on the “**Cancel**” button to redirect back to the previous screen.



3.2.4 Delete Assigned Hostel

- Click on the “Delete” icon button and a pop up alert message will appear.

The screenshot shows the 'STUDENT LIST' page. On the left, there's a sidebar with 'Main' navigation and a 'Hostel' dropdown menu. The 'Hostel' menu has several options like 'Settings', 'New Student', etc. The main area displays a table with student details. One row for student 2101 is highlighted with a red box around its delete icon (a red bin icon). The table columns include No., Campus, Student, IC No., Gender, Status, Status Academic, and Action.

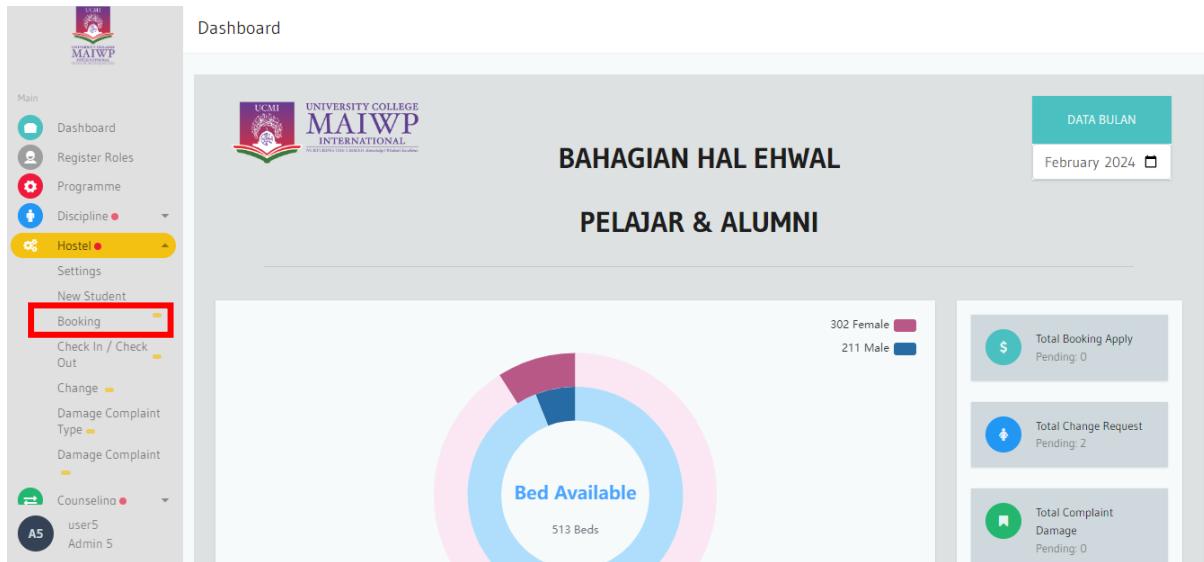
No.	Campus	Student	IC No.	Gender	Status	Status Academic	Action
2101	MAIN CAMPUS	DOS09210006 MUHAMMAD KHAIRUL `ADZMI BIN EMRAN	030729101795	Male	Assigned	Active	
2102	MAIN CAMPUS	DOS09230001 MUHAMMAD FITRI MD SHARUMHARUDIN	051116142175	Male	Assigned	Active	
2103	CITY CAMPUS	DHR09230042 AHMAD IRFAN BIN SHAMSUL BAHRI	051117140075	Male	Assigned	Active	
2104	CITY CAMPUS	DHR09230052 AFFAN MUAZD BIN ARSHAD	050405140905	Male	Assigned	Active	

- Click on the “Remove” button to remove assigned hostel details. Click on the “Cancel” button to redirect back to the Student List screen.

The screenshot shows the 'STUDENT LIST' page with a modal dialog box overlaid. The dialog has a question mark icon and the title 'Remove Assign Hostel'. Below it is the question 'Are You Sure?'. At the bottom are two buttons: 'Remove' (highlighted with a red box) and 'Cancel'.

3.3 Booking List

- Click on “Hostel → Booking” menu and “Booking List” screen will be displayed.



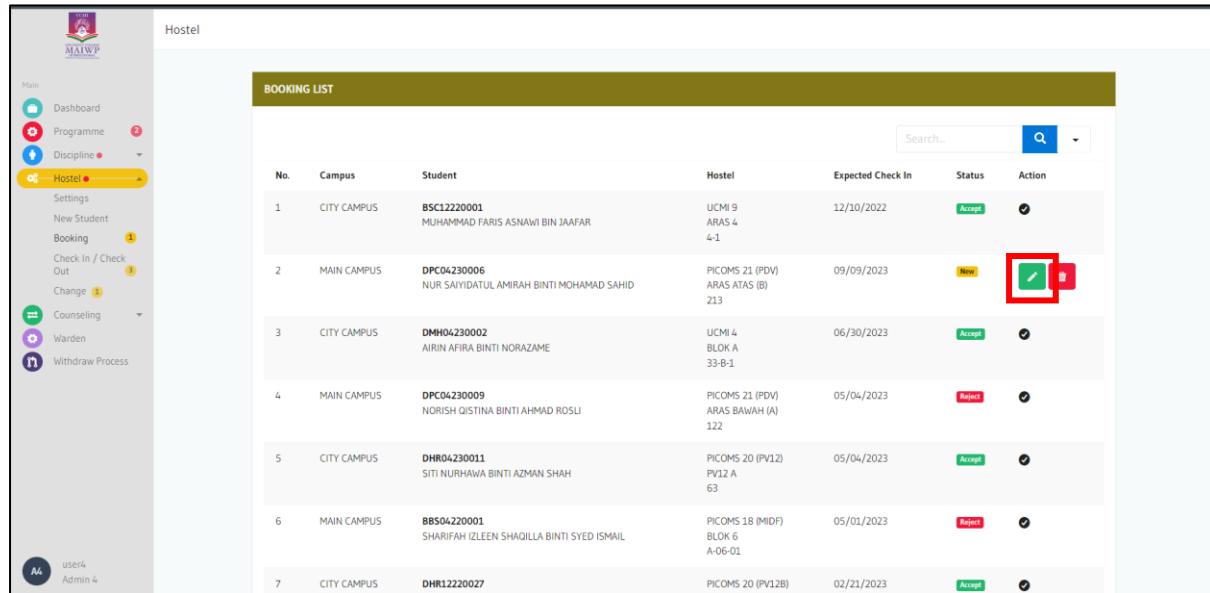
The screenshot shows the eCMS dashboard for the MAIWP International University College. The sidebar on the left has a 'Hostel' section with 'Booking' highlighted. The main area displays a circular chart titled 'Bed Available' showing 513 beds, with 302 Female (pink) and 211 Male (blue). To the right, there are three boxes: 'Total Booking Apply' (Pending: 0), 'Total Change Request' (Pending: 2), and 'Total Complaint Damage' (Pending: 0). The top right corner shows 'DATA BULAN' for February 2024.

3.3.1 Update Status Booking



Only booking with status “New” can update status booking

- Click on the “Update” icon button and “Update Booking” screen will be displayed.



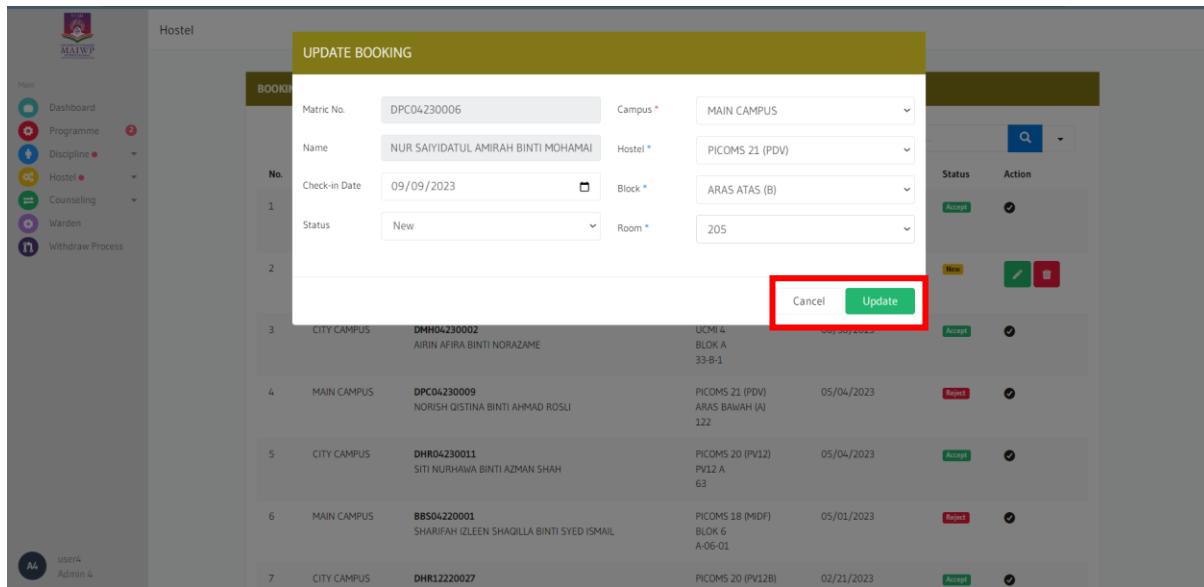
The screenshot shows the 'Booking List' screen under the 'Hostel' module. It lists seven bookings with columns for No., Campus, Student ID, Student Name, Hostel, Expected Check In, Status, and Action. The second booking, for student DPC04230006, has a status of 'New' and is highlighted with a red box around its status cell. The 'Action' column for this row also contains a red box with a pencil icon, indicating it's the target for updating the status.

No.	Campus	Student	Hostel	Expected Check In	Status	Action
1	CITY CAMPUS	BSC12220001 MUHAMMAD FARIS ASNAWI BIN JAAFAR	UCMI 9 ARAS 4 6-1	12/10/2022	Accept	✓
2	MAIN CAMPUS	DPC04230006 NUR SAIYIDATUL AMIRAH BINTI MOHAMAD SAHID	PICOMS 21 (PDV) ARAS ATAS (B) 213	09/09/2023	New	✓
3	CITY CAMPUS	DMH04230002 AIRIN AFIRA BINTI NORAZAME	UCMI 4 BLOK A 33-B-1	06/30/2023	Accept	✓
4	MAIN CAMPUS	DPC04230009 NORISH QISTINA BINTI AHMAD ROSLI	PICOMS 21 (PDV) ARAS BAWAH (A) 122	05/04/2023	Reject	✓
5	CITY CAMPUS	DHR04230011 SITI NURHAWA BINTI AZMAN SHAH	PICOMS 20 (PV12) PV12 A 63	05/04/2023	Accept	✓
6	MAIN CAMPUS	BBS04220001 SHARIFAH IZLEEN SHAQILLA BINTI SYED ISMAIL	PICOMS 18 (MIDF) BLOK 6 A-06-01	05/01/2023	Reject	✓
7	CITY CAMPUS	DHR12220027	PICOMS 20 (PV12B)	02/21/2023	Accept	✓

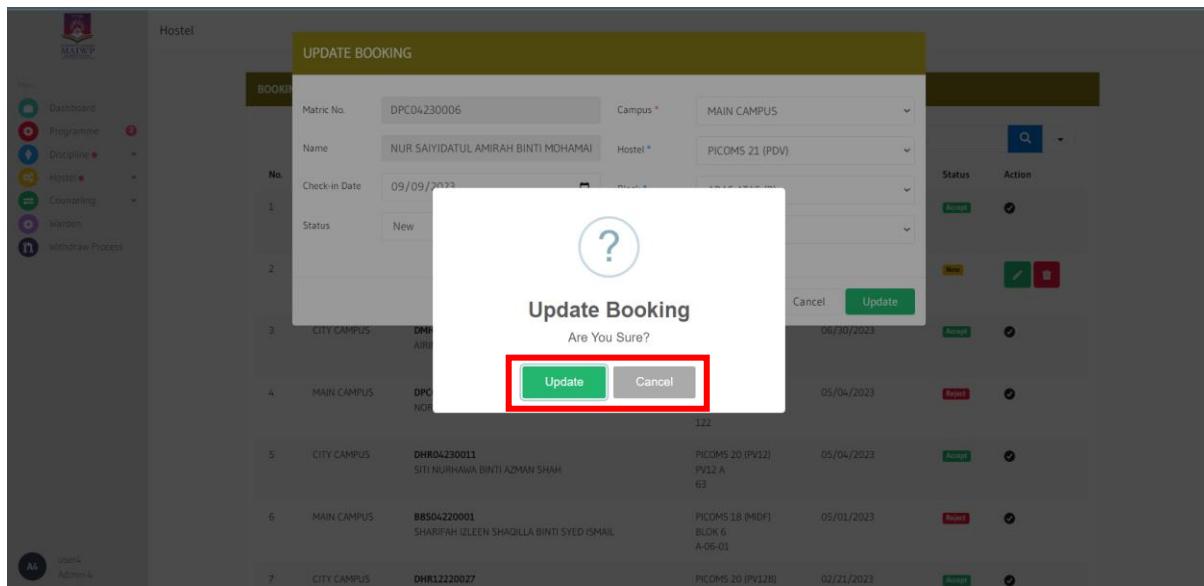
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2. Edit any details that need changes and click on the “**Update**” button. Click on the “**Cancel**” button to redirect back to the Booking List screen.



3. Pop up alert message will appear. Click on the “**Update**” button to update status booking. Click on the “**Cancel**” button to redirect back to the previous screen.



3.3.2 Delete Booking



Only booking with status “New” can delete booking

- Click on the “Delete” icon button and a pop up alert message will appear.

No.	Campus	Student	Hostel	Expected Check In	Status	Action
1	CITY CAMPUS	BSC12220001 MUHAMMAD FARIS ASNAWI BIN JAAFAR	UCMI 9 ARAS 4 4-1	12/10/2022	Accept	<input checked="" type="checkbox"/>
2	MAIN CAMPUS	DPC04230006 NUR SAIYIDATUL AMIRAH BINTI MOHAMAD SAHID	PICOMS 21 (PDV) ARAS ATAS (B) 213	09/09/2023	New	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
3	CITY CAMPUS	DMH04230002 AIRIN AFIRA BINTI NORAZAME	UCMI 4 BLOK A 33-8-1	06/30/2023	Accept	<input checked="" type="checkbox"/>
4	MAIN CAMPUS	DPC04230009 NORISH QISTINA BINTI AHMAD ROSLI	PICOMS 21 (PDV) ARAS BAWAH (A) 122	05/04/2023	Reject	<input checked="" type="checkbox"/>
5	CITY CAMPUS	DHR04230011 SITI NURHAWA BINTI AZMAN SHAH	PICOMS 20 (PV12) PV12 A 63	05/04/2023	Accept	<input checked="" type="checkbox"/>
6	MAIN CAMPUS	BBS04220001 SHARIFAH IZLEEN SHAQILLA BINTI SYED ISMAIL	PICOMS 18 (MDF) BLOK 6 A-06-01	05/01/2023	Reject	<input checked="" type="checkbox"/>
7	CITY CAMPUS	DHR12220027	PICOMS 20 (PV12B)	02/21/2023	Accept	<input checked="" type="checkbox"/>

- Click on the “Remove” button to reject student booking application. Click on the “Cancel” button to redirect back to the Booking List screen.

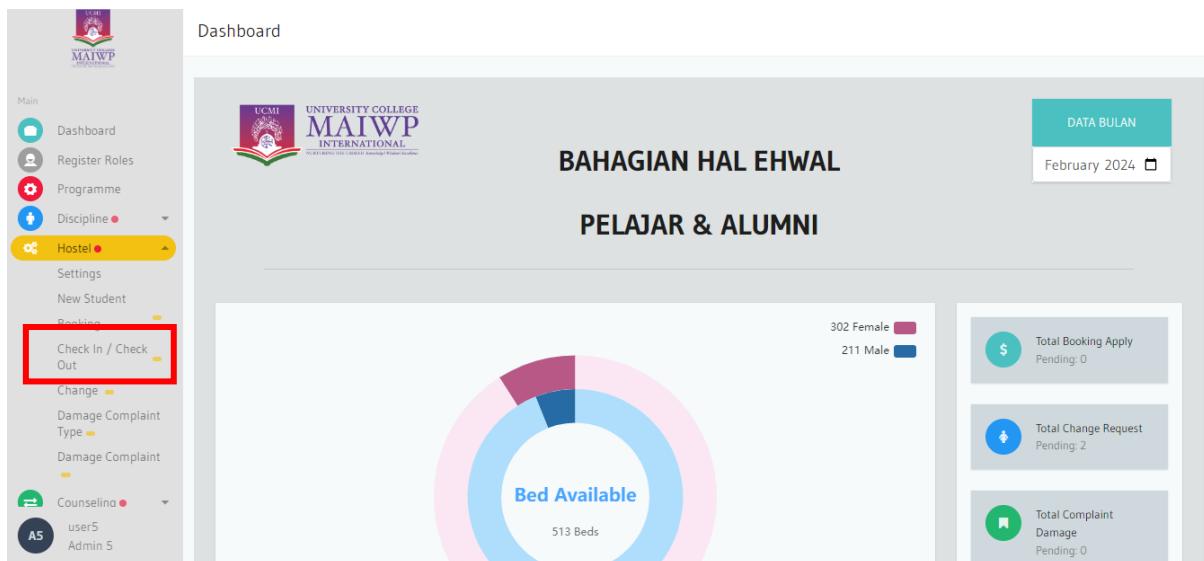
Remove Booking

Are You Sure?

No.	Campus	Student	Hostel	Expected Check In	Status	Action
1	CITY CAMPUS	BSC12220001 MUHAMMAD FARIS ASNAWI BIN JAAFAR	UCMI 9 ARAS 4 4-1	12/10/2022	Accept	<input checked="" type="checkbox"/>
2	MAIN CAMPUS	DPC04230006 NUR SAIYIDATUL AMIRAH BINTI MOHAMAD SAHID	PICOMS 21 (PDV) ARAS ATAS (B) 213	09/09/2023	New	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
3	CITY CAMPUS	DMH04230002 AIRIN AFIRA BINTI NORAZAME	UCMI 4 BLOK A 33-8-1	06/30/2023	Accept	<input checked="" type="checkbox"/>
4	MAIN CAMPUS	DPC04230009 NORISH QISTINA BINTI AHMAD ROSLI	PICOMS 21 (PDV) ARAS BAWAH (A) 122	05/04/2023	Reject	<input checked="" type="checkbox"/>
5	CITY CAMPUS	DHR04230011 SITI NURHAWA BINTI AZMAN SHAH	PICOMS 20 (PV12) PV12 A 63	05/04/2023	Accept	<input checked="" type="checkbox"/>
6	MAIN CAMPUS	BBS04220001 SHARIFAH IZLEEN SHAQILLA BINTI SYED ISMAIL	PICOMS 18 (MDF) BLOK 6 A-06-01	05/01/2023	Reject	<input checked="" type="checkbox"/>
7	CITY CAMPUS	DHR12220027	PICOMS 20 (PV12B)	02/21/2023	Accept	<input checked="" type="checkbox"/>

3.4 Check In/ Check Out

1. Click on “**Hostel → Check In/ Check Out**” menu and “**Check In/ Check Out List**” screen will be displayed.



The screenshot shows the eCMS dashboard for the "BAHAGIAN HAL EHWAL PELAJAR & ALUMNI". On the left sidebar, under the "Hostel" menu, the "Check In / Check Out" option is highlighted with a red box. The main area displays a donut chart titled "Bed Available" with the text "513 Beds". To the right, there are three boxes: "Total Booking Apply" (Pending: 0), "Total Change Request" (Pending: 2), and "Total Complaint Damage" (Pending: 0). A top navigation bar shows "DATA BULAN" and "February 2024".

3.4.1 View Check In/ Check Out Details

- Click on the “View” icon button and “View Check In/ Check Out Status” will be displayed.

CHECK IN / CHECK OUT LIST

No.	Student	Hostel	Check In	Check Out	Check In Status	Check Out Status	Action
1	DOS09212037 MUHAMMAD RAZIQ BIN MOHD ALI RUSLI	MAIN CAMPUS PICOMS 18 (MIDF) BLOK 4 (B-04-01)	16/10/2021	09/02/2024	Check Out	New	
2	DPC12220002 KU ALIZA BINTI ABU BAKAR	MAIN CAMPUS PICOMS 18 (MIDF) BLOK 6 (A-06-02)	10/12/2022	06/06/2023	Check Out	Accept	

- Click on the “Cancel” button to redirect back to the previous screen.

VIEW CHECK IN/CHECK OUT STATUS

Matric No.	DPC12220002
Name	KU ALIZA BINTI ABU BAKAR
Hostel	MAIN CAMPUS PICOMS 18 (MIDF) BLOK 6 (A-06-02)
Check In	10/12/2022
Check In Status	Check Out
Check Out	06/06/2023
Check Out Status	Accept
Reason	Withdraw

Cancel

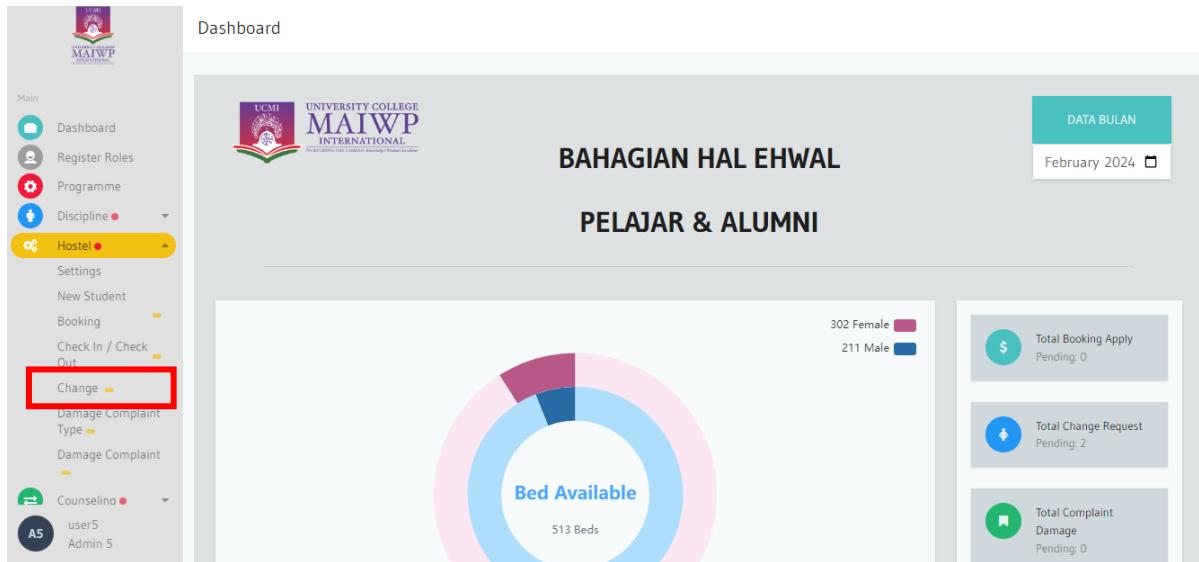
3.4.2 Print Student Hostel History

1. Enter student's ID using the search box and click on the “Print” icon button. A preview of student's hostel history will be displayed to be print.

No.	Student	Hostel	Check In	Check Out	Check In Status	Check Out Status	Action
1	DOS09212037 MUHAMMAD RAZIQ BIN MOHD ALI RUSLI	MAIN CAMPUS PICOMS 18 (MIDF) BLOK 4 (B-04-01)	16/10/2021	09/02/2024	<button>Check Out</button>	New	<button>Edit</button>
2	DPC12220002 KU ALIZA BINTI ABU BAKAR	MAIN CAMPUS PICOMS 18 (MIDF) BLOK 6 (A-06-02)	10/12/2022	06/06/2023	<button>Check Out</button>	Accepted	<button>View</button>

3.5 Hostel Change

1. Click on “**Hostel → Change**” menu and “**Hostel Change List**” screen will be displayed.



The screenshot shows the eCMS dashboard for the "BAHAGIAN HAL EHWAL PELAJAR & ALUMNI". On the left sidebar, under the "Hostel" menu, the "Change" option is highlighted with a red box. The main content area features a donut chart titled "Bed Available" showing 513 Beds. To the right, there are three cards: "Total Booking Apply" (Pending: 0), "Total Change Request" (Pending: 2), and "Total Complaint Damage" (Pending: 0). A top navigation bar indicates "DATA BULAN February 2024".

3.5.1 Update Hostel Change Status



Only applied hostel change that room are available can update hostel change status

- Click on the “Update” icon button and “Hostel Change” will be displayed.

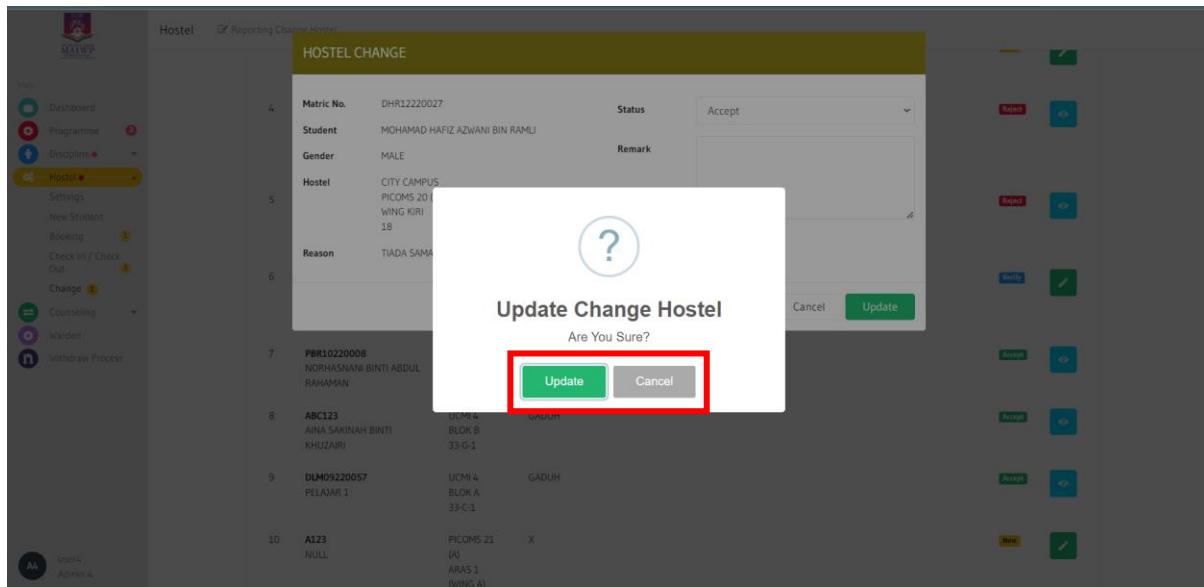
No.	Student	Applied Hostel	Reason	Date Apply	Status	Action
1	DEC09230163 NOOR ALYA AFRINA BINTI AHMAD NAZARI	UCMI 12 ARAS 3 L3-11	CONFLICT	05/02/2024	New	
2	DPC04230001 MOGANA SANGARY A/P SABAPATHY MANIMARAN	KEDIAMAN MARYAM - BLOK C BLOK 12 C-12-G	PRACTICAL	23/01/2024	New	
3	DPC09220172 NUR AMIRA NATASHA BINTI MIZAM	KEDIAMAN MARYAM - BLOK C BLOK 12 C-12-02	ORDER	24/01/2024	Accept	
4	DPC09220140 ALIAA HAZIRAH BINTI ROSLIZAM	PICOMS 18 (MIDF) BLOK 8 A-08-03	FACILITIES	24/01/2024	Accept	

- Edit any details that need changes and click on the “Update” button. Click on the “Cancel” button to redirect back to the Hostel Change list screen.

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3. Pop up alert message will appear. Click on the “**Update**” button to update hostel change status. Click on the “**Cancel**” button to redirect back to the previous screen.



3.5.2 View Hostel Change Details

- Click on the “View” icon button and “Hostel Change” screen will be displayed.

HOSTEL CHANGE LIST

No.	Student	Applied Hostel	Reason	Date Apply	Status	Action
1	DEC09230163 NOOR ALYA AFRINA BINTI AHMAD NAZARI	UCMI 12 ARAS 3 L3-11	CONFLICT	05/02/2024	New	
2	DPC04230001 MOGANA SANGARY A/P SABAPATHY MANIMARAN	KEDIAMAN MARYAM - BLOK C BLOK 12 C-12-G	PRACTICAL	23/01/2024	New	
3	DPC09220172 NUR AMIRA NATASHA BINTI MIZAM	KEDIAMAN MARYAM - BLOK C BLOK 12 C-12-02	ORDER	24/01/2024	Accept	
4	DPC09220140 ALIAA HAZIRAH BINTI ROSLIZAM	PICOMS 18 (MIDF) BLOK 8 A-08-03	FACILITIES	24/01/2024	Accept	

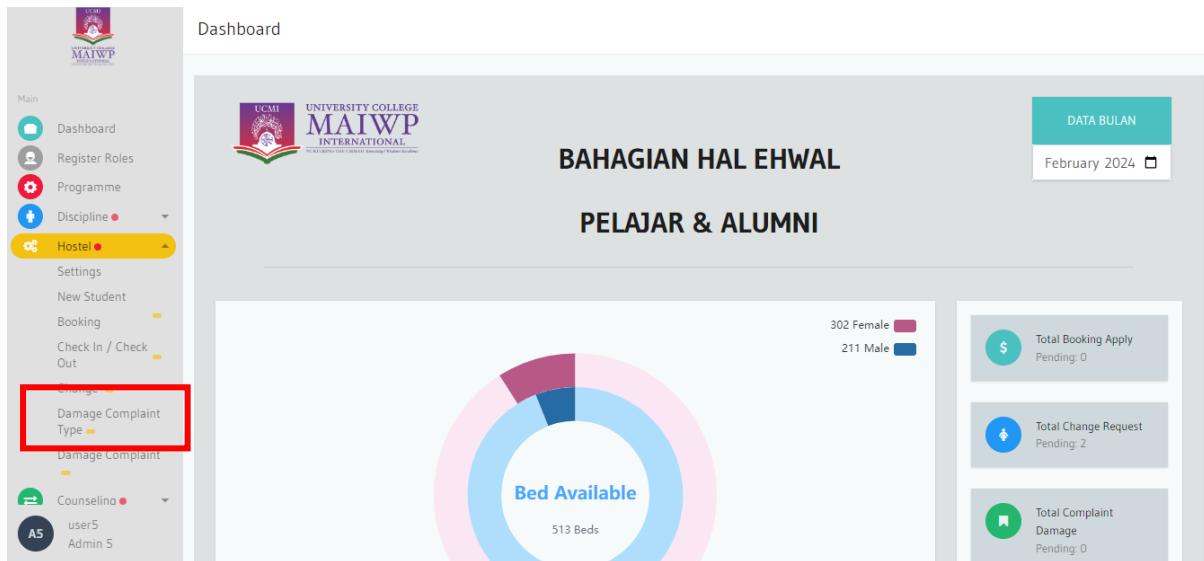
- Click on the “Cancel” button to redirect back to the previous screen.

HOSTEL CHANGE

Matric No.	DLM09220057	Status	Accept
Student	PELAJAR 1	Remark	
Gender			
Hostel	CITY CAMPUS UCMI 4 BLOK A 33-C-1		
Reason	GADUH		
<input style="border: 2px solid red; padding: 5px; width: fit-content; margin-left: auto; margin-right: 0;" type="button" value="Cancel"/>			

3.6 Damage Complaint Type

1. Click on “**Hostel → Damage Compalaint Type**” menu and “**Damage Complaint List**” screen will be displayed.



The screenshot shows the eCMS dashboard for the University College Maiwp International. The left sidebar has a yellow-highlighted 'Hostel' section containing 'Damage Complaint Type'. The main area displays a donut chart titled 'Bed Available' with 513 beds, and three summary boxes: 'Total Booking Apply' (Pending: 0), 'Total Change Request' (Pending: 2), and 'Total Complaint Damage' (Pending: 0). The top right shows a 'DATA BULAN' button for 'February 2024'.

3.6.1 Add Damage Complaint Type

1. Click on the “+ New Record” button and “Add Damage Complaint Type” screen will be displayed.

The screenshot shows the 'Damage Complaint Type' list screen. At the top, there is a header bar with the title 'Damage Complaint Type' and a red-bordered 'New Record' button. Below the header is a search bar with a magnifying glass icon and a dropdown arrow. A table lists two records:

No.	Code	Complaint	Action
1	01	KIPAS PERLAHAN	
2	02	TILES PECAH	

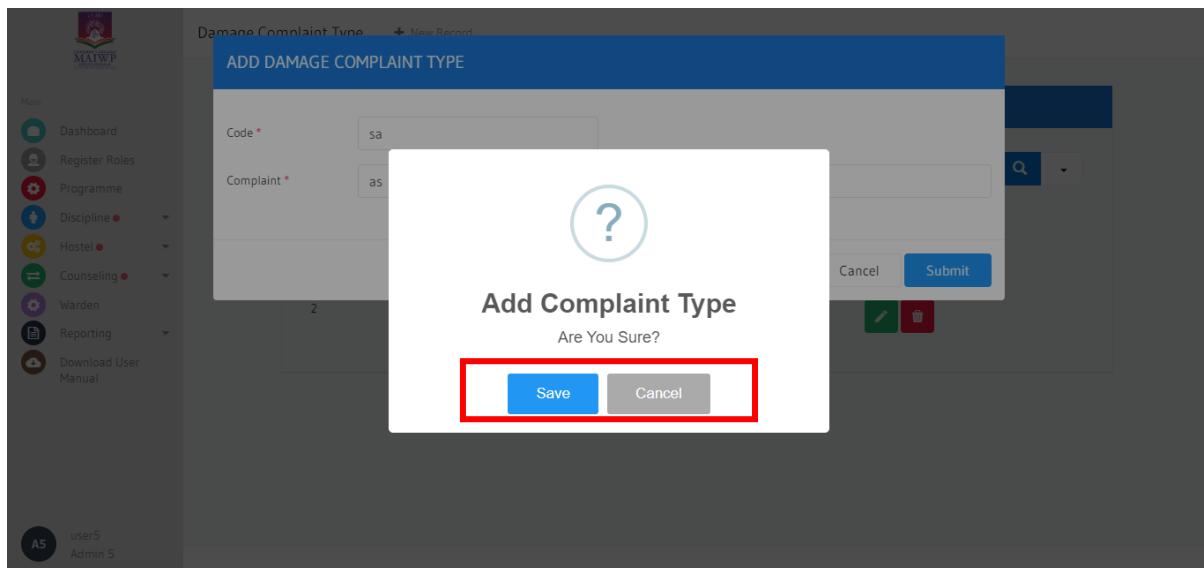
The left sidebar contains a navigation menu with icons for Dashboard, Register Roles, Programme, Discipline, Hostel, Counseling, Warden, Reporting, and Download User Manual. The user profile at the bottom is labeled 'user5 Admin 5'.

2. Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Damage Complaint Type list screen.

The screenshot shows the 'ADD DAMAGE COMPLAINT TYPE' form. It has fields for 'Code *' and 'Complaint *'. At the bottom right are 'Cancel' and 'Submit' buttons, with 'Submit' highlighted by a red rectangle. In the background, the list screen for 'Damage Complaint Type' is visible, showing one record with code 02 and complaint 'TILES PECAH'.

The left sidebar contains a navigation menu with icons for Dashboard, Register Roles, Programme, Discipline, Hostel, Counseling, Warden, Reporting, and Download User Manual. The user profile at the bottom is labeled 'user5 Admin 5'.

3. Pop up alert message will appear. Click on the “Save” button to add Complaint Type.
Click on the “Cancel” button to redirect back to the previous screen.



3.6.2 Update Damage Complaint Type

- Click on the “Update” icon button and “Update Damage Complaint Type” screen will be displayed.

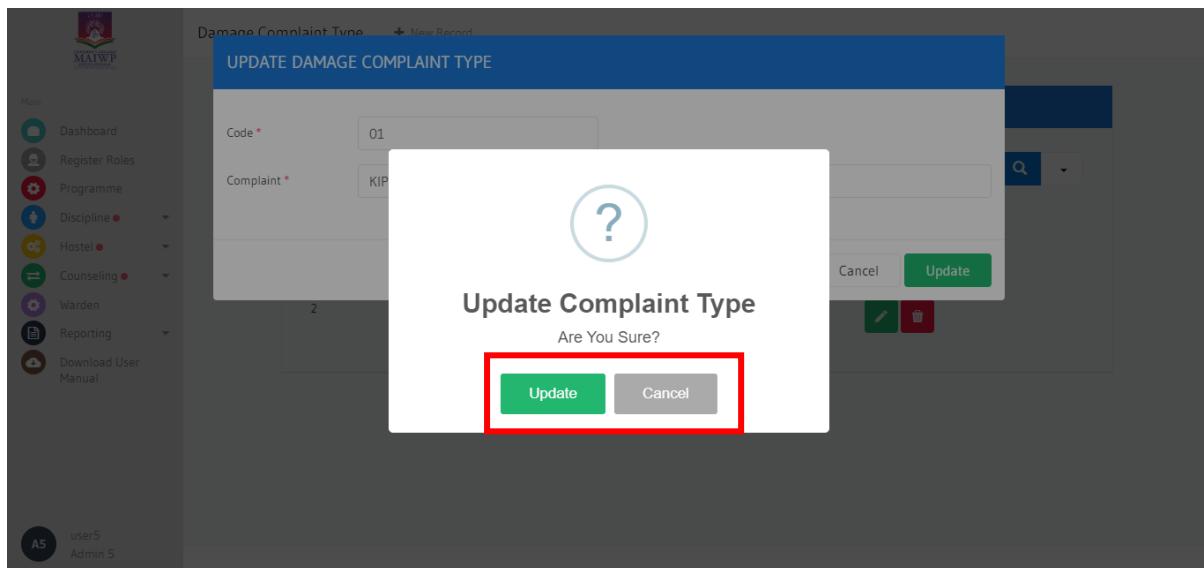
The screenshot shows the 'Damage Complaint Type' list screen. On the left is a sidebar with various icons and links. The main area has a blue header 'Damage Complaint Type' with a '+ New Record' button. Below is a table with columns: No., Code, Complaint, and Action. Two records are listed:

No.	Code	Complaint	Action
1	01	KIPAS PERLAHAN	
2	02	TILES PECAH	

- Edit any details that need changes and click on the “Update” button. Click on the “Cancel” button to redirect back to the damage complaint type list screen.

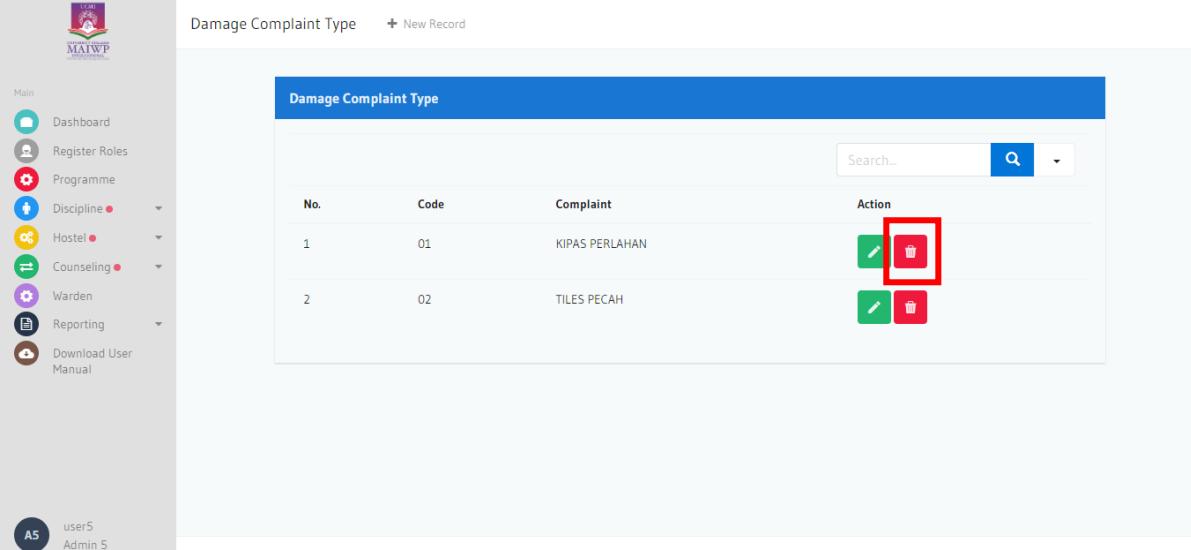
The screenshot shows the 'UPDATE DAMAGE COMPLAINT TYPE' edit screen. It has fields for 'Code *' (01) and 'Complaint *' (KIPAS PERLAHAN). At the bottom right are 'Cancel' and 'Update' buttons, with a red box highlighting the 'Update' button. In the background, the damage complaint type list screen is visible.

3. Pop up alert message will appear. Click on the “**Update**” button to update complaint type. Click on the “**Cancel**” button to redirect back to the previous screen.



3.6.3 Delete Damage Complaint Type

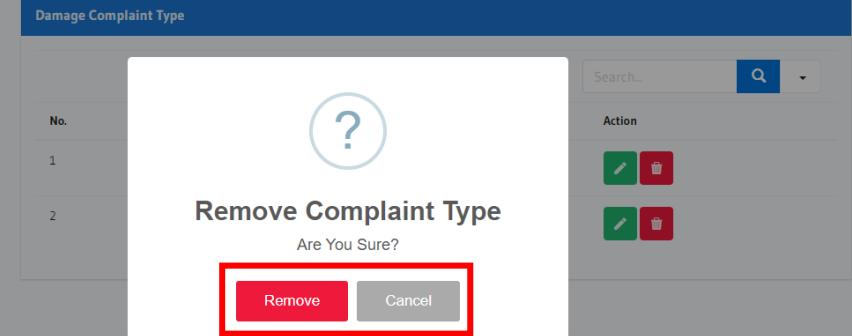
1. Click on the “Delete” icon button and a pop up alert message will appear.



The screenshot shows the 'Damage Complaint Type' list screen. On the left is a sidebar with various icons and links. The main area has a blue header 'Damage Complaint Type' and a search bar. A table lists two records:

No.	Code	Complaint	Action
1	01	KIPAS PERLAHAN	
2	02	TILES PECAH	

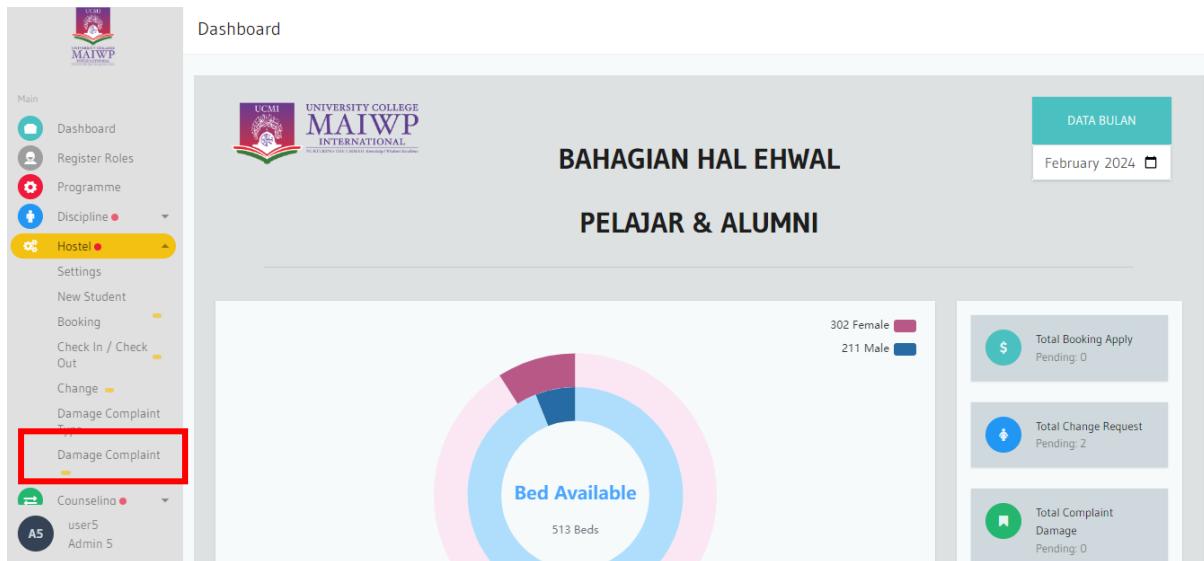
2. Click on the “Remove” button to remove complaint type. Click on the “Cancel” button to redirect back to the Damage Complaint Type List screen.



The screenshot shows a modal dialog box titled 'Remove Complaint Type'. Inside the dialog is a question mark icon and the text 'Are You Sure?'. At the bottom are two buttons: 'Remove' (highlighted with a red box) and 'Cancel'.

3.7 Damage Complaint

1. Click on “**Hostel → Damage Complaint**” menu and “**Damage Complaint List**” screen will be displayed.



The screenshot shows the eCMS dashboard for the "BAHAGIAN HAL EHWAL PELAJAR & ALUMNI". On the left sidebar, under the "Hostel" menu, the "Damage Complaint" option is highlighted with a red box. The main area displays a donut chart titled "Bed Available" with the text "513 Beds". To the right, there are three cards: "Total Booking Apply" (Pending: 0), "Total Change Request" (Pending: 2), and "Total Complaint Damage" (Pending: 0). A date filter "DATA BULAN" shows "February 2024".

3.7.1 View Damage Complaint

- Click on the “View” icon button and “Damage Complaint Status” will be displayed.

DAMAGE COMPLAINT

No.	Location	Detail Student	Remarks PIC	Type	Date	Status	Action
1	UCMI 23 ARAS BAWAH	CHE FAIZRUL BIN YAHAYA BHR09212007	Testing	KIPAS PERLAHAN	22/11/2023	Complete	
2	UCMI 12 ARAS 2	ANNUR NAZIRAH BINTI KATCHUN DEC04210037	TELAH DIBAIK PULIH PADA 20/11/2023	KIPAS PERLAHAN	15/11/2023	Complete	
3	UCMI 19 ARAS 22	NUR HARIZWANANI BINTI JOEHARI DLM04230015	BAGI KEROSAKAN DI ASRAMA UCMI 19. KEROSAKAN MESTI DILAPORKAN KEPADA WARDEN SV2 (CIK AFIFAH)	KIPAS PERLAHAN	15/11/2023	Reject	
4	UCMI 20 (PV12)	HASIM FASIKIN	SILA NYATAKAN NO.	KIPAS	08/11/2023	Reject	

- Click on the “Cancel” button to redirect back to the previous screen.

DAMAGE COMPLAINT

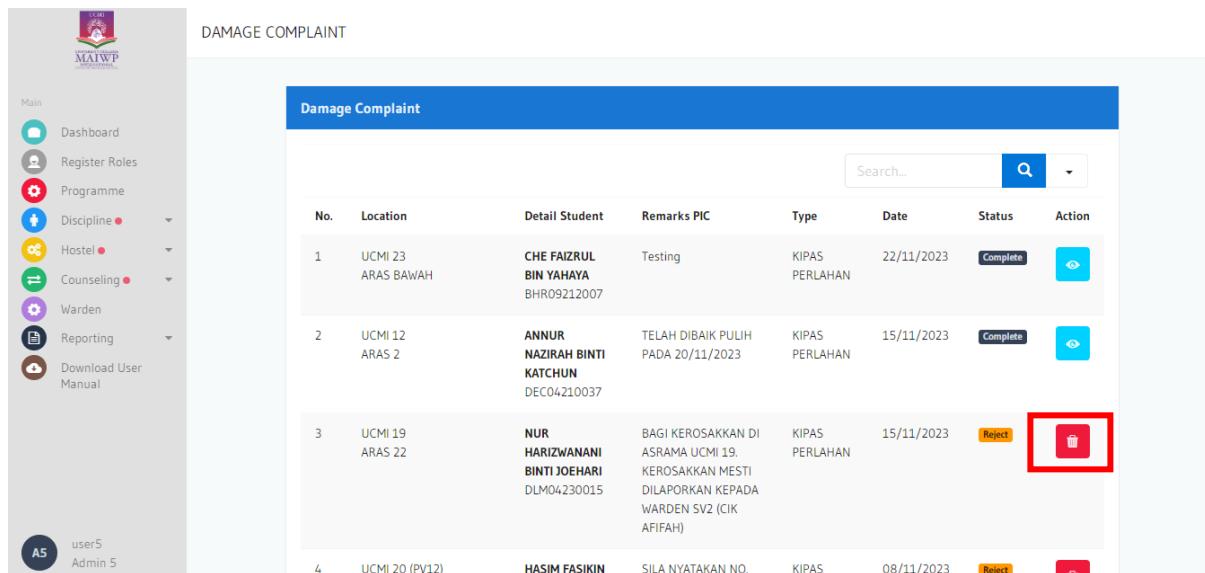
VIEW DAMAGE COMPLAINT

2	Campus	CITY CAMPUS	15/11/2023	Complete	
3	Type	KIPAS PERLAHAN			
4	Date	22/11/2023	15/11/2023	Reject	
5	Venue	G-07 ARAS BAWAH UCMI 23 CITY CAMPUS			
6	Upload		08/11/2023	Reject	
7	Remark		02/11/2023	Complete	
8	Status		02/11/2023	Complete	
9	Warden Assigned	SITI NURAIN BINTI ROSDI			
10	Warden Remark	TESTING			

Cancel

3.7.2 Delete Damage Complaint

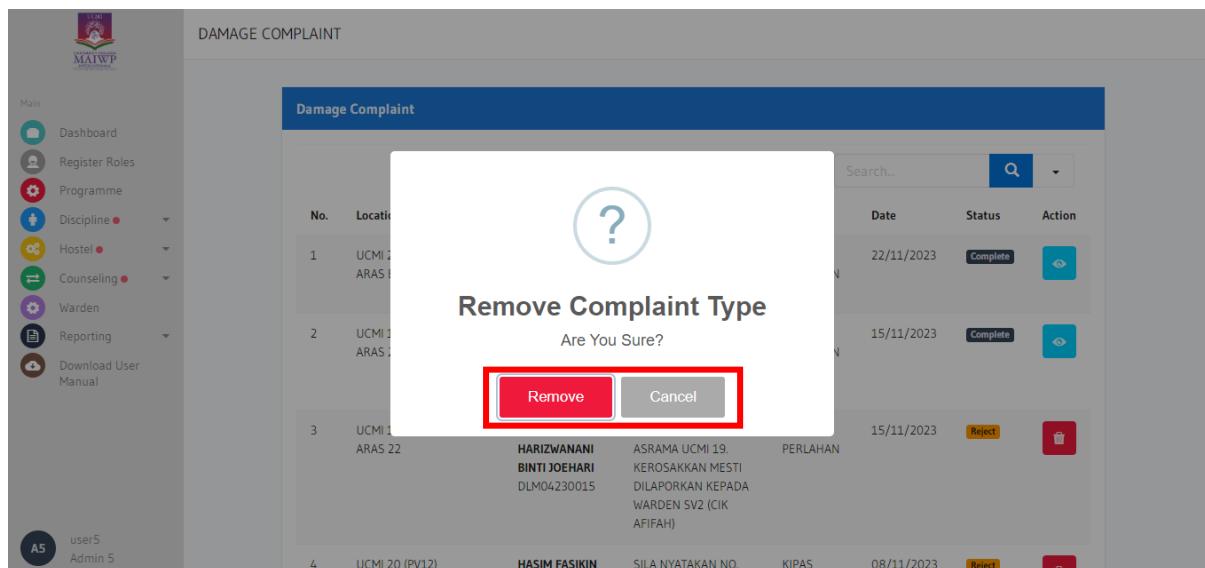
- Click on the “Delete” icon button and a pop up alert message will appear.



The screenshot shows a list of damage complaints. The third row, which corresponds to the data in the 'Details' table below, has its delete icon highlighted with a red box. The table contains the following information:

No.	Location	Detail Student	Remarks PIC	Type	Date	Status	Action
1	UCMI 23 ARAS BAWAH	CHE FAIZRUL BIN YAHAYA BHR09212007	Testing	KIPAS PERLAHAN	22/11/2023	Complete	
2	UCMI 12 ARAS 2	ANNUR NAZIRAH BINTI KATCHUN DEC04210037	TELAH DIBAIK PULIH PADA 20/11/2023	KIPAS PERLAHAN	15/11/2023	Complete	
3	UCMI 19 ARAS 22	NUR HARIZWANANI BINTI JOEHARI DLM04230015	BAGI KEROSAKAN DI ASRAMA UCMI 19. KEROSAKAN MESTI DILAPORKAN KEPADA WARDEN SV2 (CIK AFIFAH)	KIPAS PERLAHAN	15/11/2023	Reject	
4	UCMI 20 (PV12)	HASIM FASIKIN	SILA NYATAKAN NO.	KIPAS	08/11/2023	Reject	

- Click on the “Remove” button to remove complaint type. Click on the “Cancel” button to redirect back to the Damage Complaint List screen.

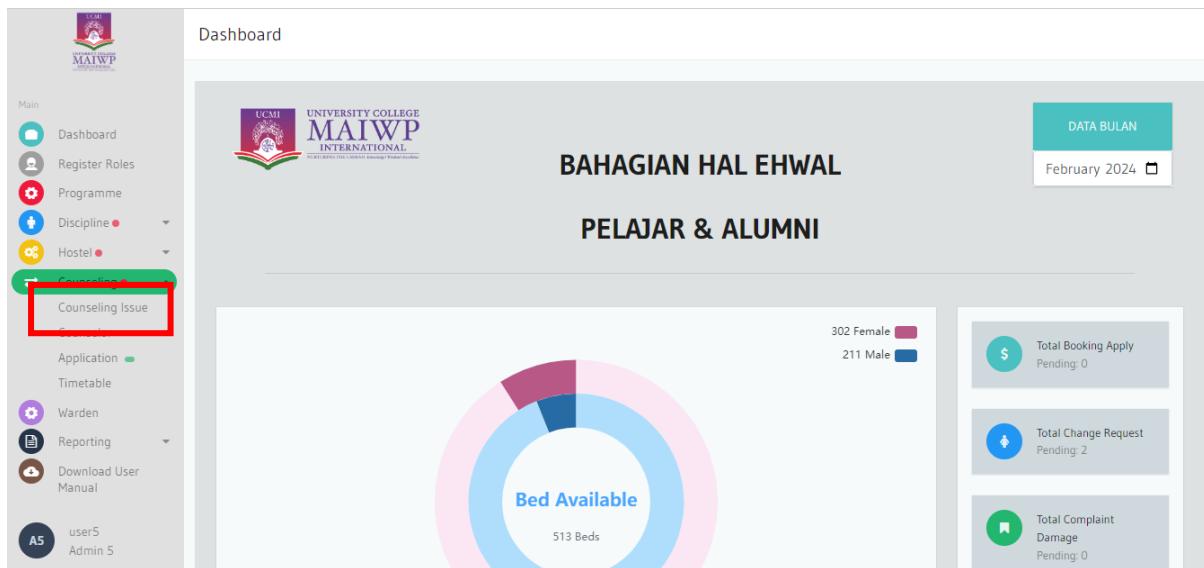


The screenshot shows a modal dialog box titled "Remove Complaint Type" with the question "Are You Sure?". Below the question are two buttons: "Remove" (highlighted with a red box) and "Cancel". The background shows the same damage complaint list as the previous screenshot, with the third row selected.

4 Counseling

4.1 Counseling Issue

1. Click on “**Counseling → Counseling Issue**” menu and “**Counseling Issue**” screen will be displayed.



The screenshot shows the eCMS dashboard for the University College MAIWP International. The left sidebar contains a navigation menu with various options like Main, Dashboard, Register Roles, Programme, Discipline, Hostel, Counseling (with a red box around 'Counseling Issue'), Application, Timetable, Warden, Reporting, Download User Manual, and user5 Admin 5. The main content area is titled 'Dashboard' and features the university's logo. Below it, there are two sections: 'BAHAGIAN HAL EHWAL' and 'PELAJAR & ALUMNI'. A donut chart in the center says 'Bed Available' and '513 Beds'. To the right, there are three boxes: 'DATA BULAN' (February 2024), 'Total Booking Apply' (Pending: 0), 'Total Change Request' (Pending: 2), and 'Total Complaint Damage' (Pending: 0).

4.1.1 Add Counseling Issue

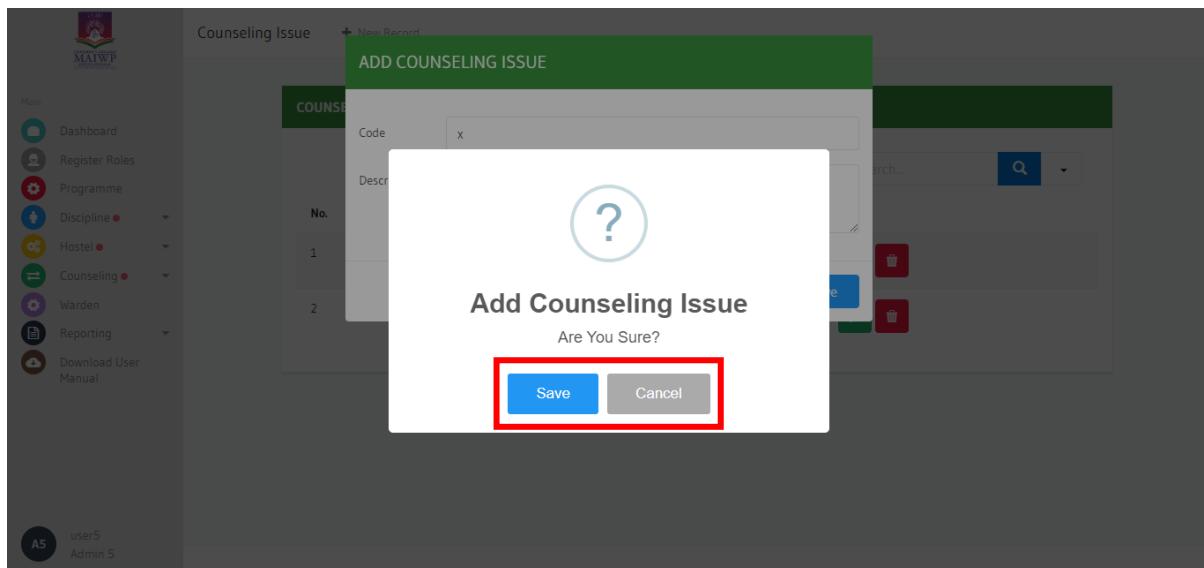
1. Click on the “+ New Record” button and “Add Counseling Issue” screen will be displayed.

The screenshot shows the 'Counseling Issue' list screen. On the left is a sidebar with various icons and labels: Main, Dashboard, Register Roles, Programme, Discipline, Hostel, Counseling, Warden, Reporting, and Download User Manual. Below the sidebar is a user profile for 'user5 Admin 5'. At the top center is a header with the title 'Counseling Issue' and a red-bordered button labeled '+ New Record'. The main area has a green header bar with the title 'COUNSELING ISSUE'. Below it is a search bar with a placeholder 'Search...' and a dropdown arrow. A table follows, with columns: No., Code, Description, and Action. Two rows are listed: Row 1 (No. 1, Code 001, Description AKADEMIK) and Row 2 (No. 2, Code 002, Description KELUARGA). Each row has a green edit icon and a red delete icon in the 'Action' column.

2. Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Counseling Issue list screen.

The screenshot shows the 'ADD COUNSELING ISSUE' form. It has fields for 'Code' (with placeholder 'Code') and 'Description' (with placeholder 'Description'). Below the form is a table with columns: No., Code, Description, and Action. Two rows are listed: Row 1 (No. 1, Code 001, Description AKADEMIK) and Row 2 (No. 2, Code 002, Description KELUARGA). At the bottom right of the form are two buttons: 'Cancel' and 'Save', with 'Save' being red and highlighted by a red border. The background shows the same sidebar and user profile as the previous screenshot.

3. Pop up alert message will appear. Click on the “**Save**” button to add counseling Issue.
Click on the “**Cancel**” button to redirect back to the previous screen.



4.1.2 Update Counseling Issue

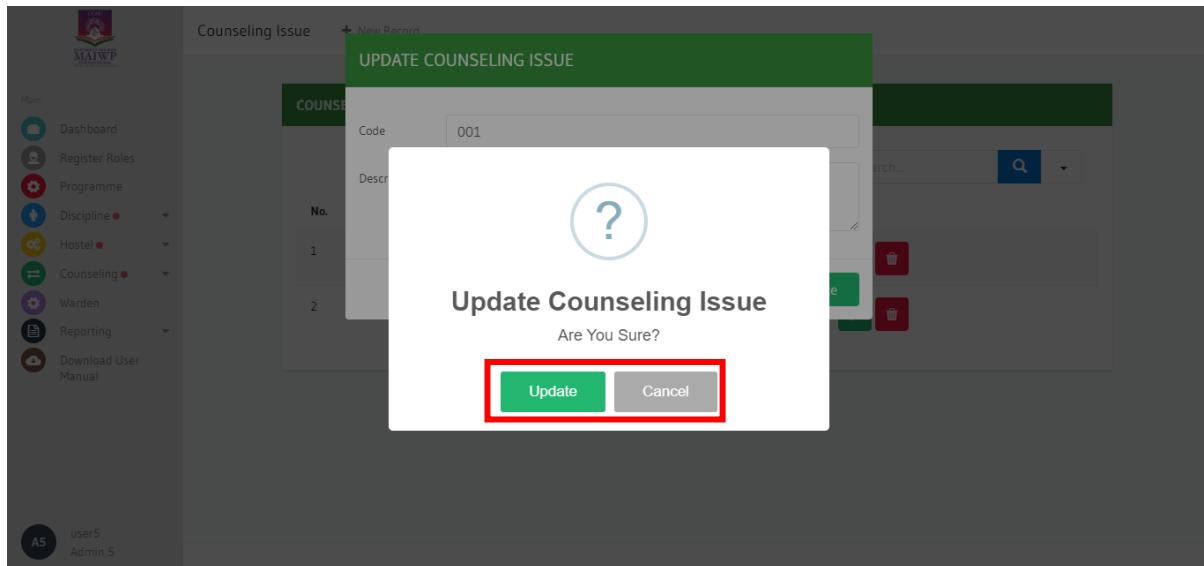
- Click on the “Update” icon button and “Update Counseling Issue” screen will be displayed.

No.	Code	Description	Action
1	001	AKADEMIK	
2	002	KELUARGA	

- Edit any details that need changes and click on the “Update” button. Click on the “Cancel” button to redirect back to the Counseling Issue list screen.

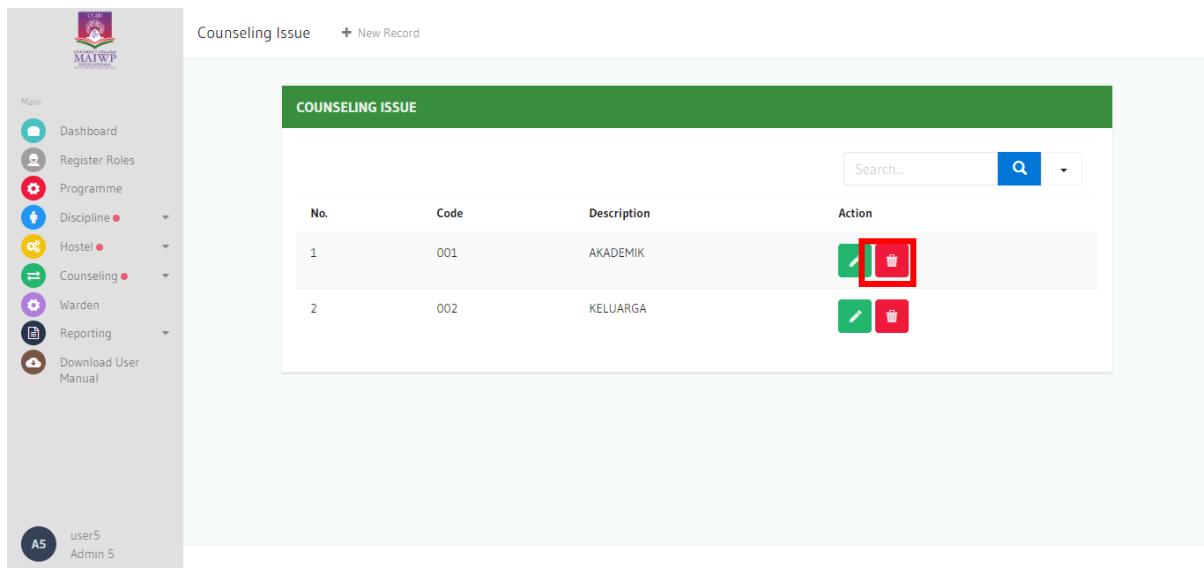
No.	Code	Description
1	001	Akademik
2		

3. Pop up alert message will appear. Click on the “**Update**” button to update counseling issue details. Click on the “**Cancel**” button to redirect back to the previous screen.



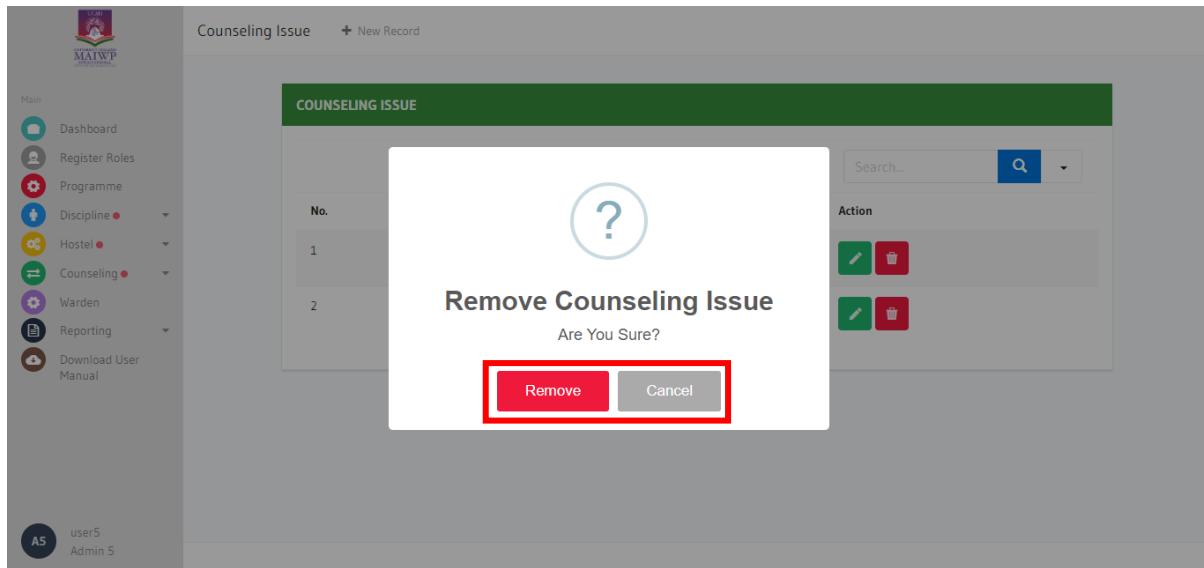
4.1.3 Delete Counseling Issue

1. Click on the “Delete” icon button and a pop up alert message will appear.



The screenshot shows the 'Counseling Issue' list screen. On the left is a sidebar with various icons and links. The main area has a green header bar with the title 'COUNSELING ISSUE'. Below it is a table with columns: No., Code, Description, and Action. Two rows of data are visible: row 1 (No. 1, Code 001, Description AKADEMIK) and row 2 (No. 2, Code 002, Description KELUARGA). Each row has a 'Delete' icon (a red bin) in the Action column, which is highlighted with a red box.

2. Click on the “Remove” button to remove counseling issue from the list. Click on the “Cancel” button to redirect back to the Counseling Issue list screen.



The screenshot shows a confirmation dialog box titled 'Remove Counseling Issue' with the question 'Are You Sure?'. It features a large question mark icon at the top. At the bottom are two buttons: 'Remove' (highlighted with a red box) and 'Cancel'.

4.2 Counselor

- Click on “Counseling → Counselor” menu and “Counselor” screen will be displayed.

BAHAGIAN HAL EHWAH

PELAJAR & ALUMNI

DATA BULAN
February 2024

Category	Value	Status
302 Female	302	Pending: 0
211 Male	211	Pending: 0
Total Booking Apply	0	
Total Change Request	2	
Total Complaint Damage	0	

4.2.1 Add Counselor

- Click on the “+ New Record” button and “Add Counselor” will be displayed.

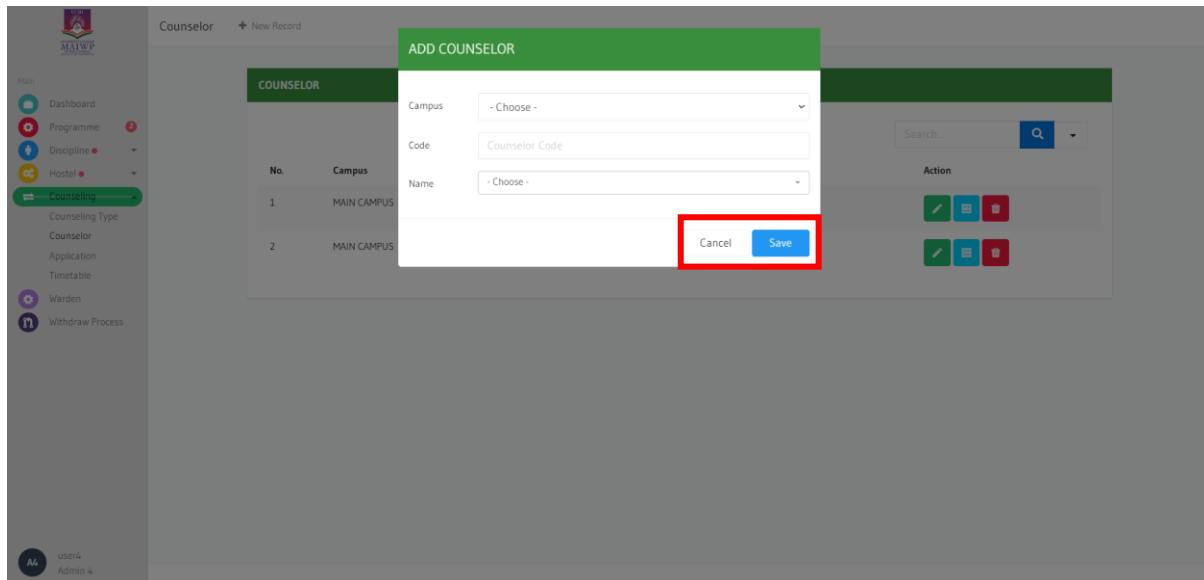
COUNSELOR

No.	Campus	Code	Name	Action
1	MAIN CAMPUS	KAUNSELOR 1	HAFIZAH BINTI MUHAMMAD SYAKIR	
2	MAIN CAMPUS	KAUNSELOR 2	SYAHIRAH HUSNA BINTI RUSDI	

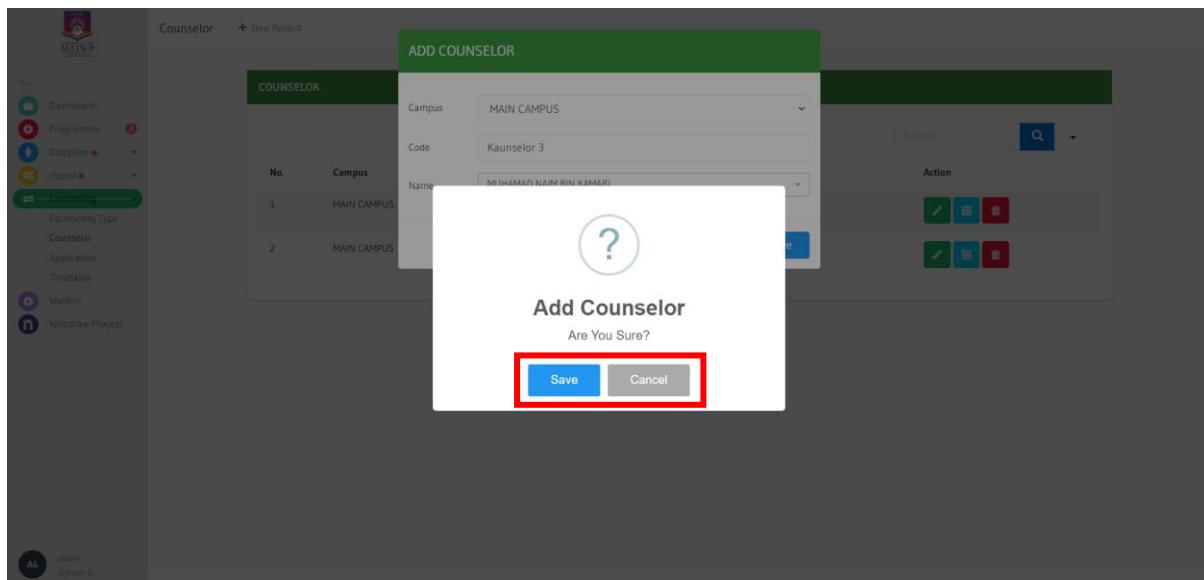
USER MANUAL (SISTEM eCMS)

eHEPA - Admin V2.0

- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Counselor list screen.

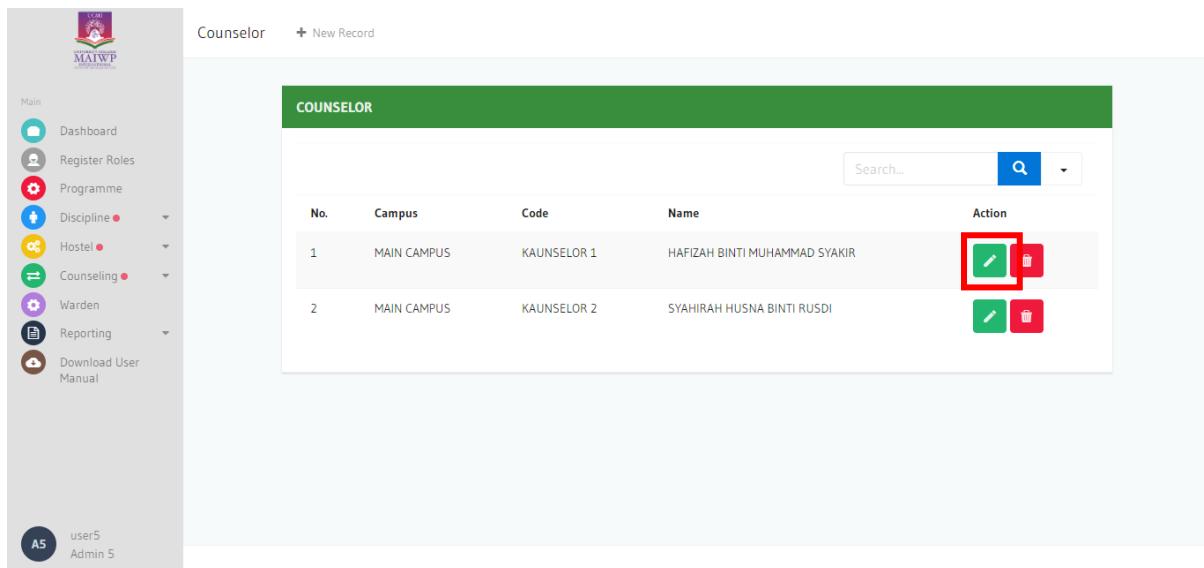


- Pop up alert message will appear. Click on the “Save” button to add counselor. Click on the “Cancel” button to redirect back to the previous screen.



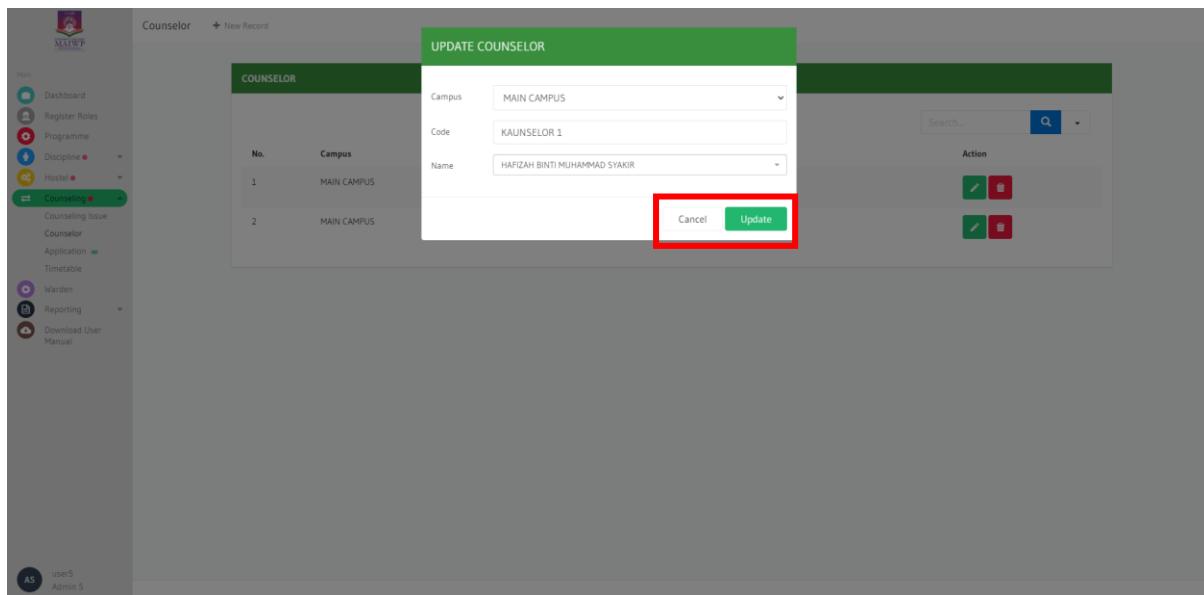
4.2.2 Update Counselor Details

1. Click on the “Update” icon button and “Update Counselor” screen will be displayed.



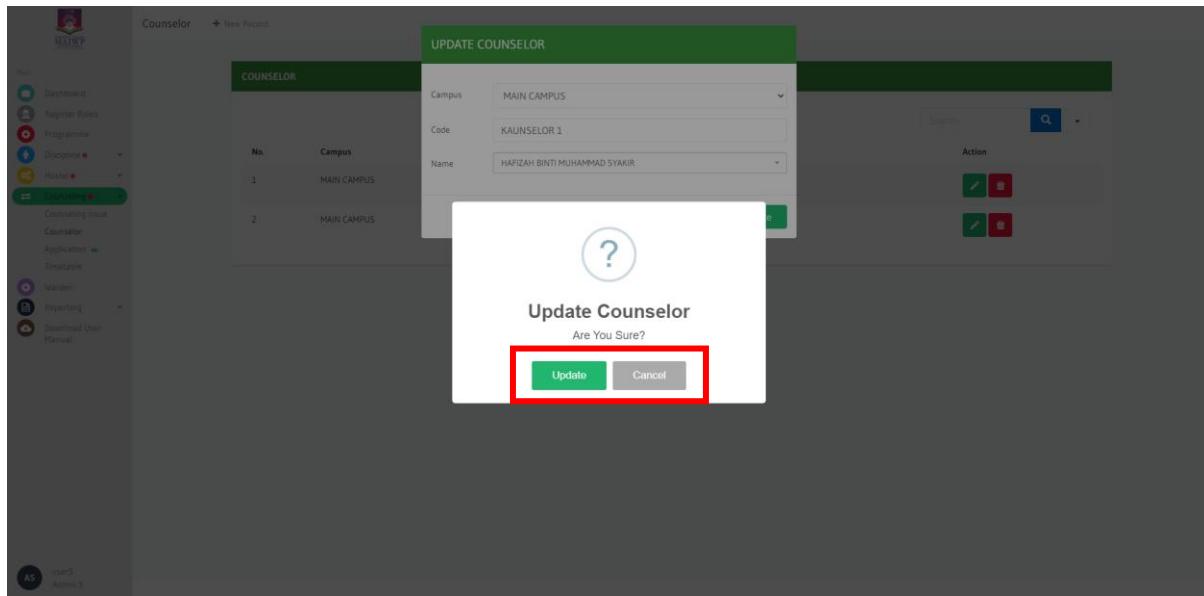
The screenshot shows the 'Counselor' list page. On the left is a sidebar with icons for various modules like Dashboard, Register Roles, Programme, Discipline, Hostel, Counseling, Warden, Reporting, and Download User Manual. The main area has a header 'Counselor' and a '+ New Record' button. Below is a table titled 'COUNSELOR' with columns: No., Campus, Code, Name, and Action. Two rows are listed: Row 1 (No. 1) has Campus 'MAIN CAMPUS', Code 'KAUNSELOR 1', Name 'HAFIZAH BINTI MUHAMMAD SYAKIR', and Action buttons (edit, delete); Row 2 (No. 2) has Campus 'MAIN CAMPUS', Code 'KAUNSELOR 2', Name 'SYAHIRAH HUSNA BINTI RUSDI', and Action buttons (edit, delete). A search bar is at the top right. The user profile 'user5 Admin 5' is at the bottom left.

2. Edit any details that need changes and click on the “Update” button. Click on the “Cancel” button to redirect back to the Counselor list screen.



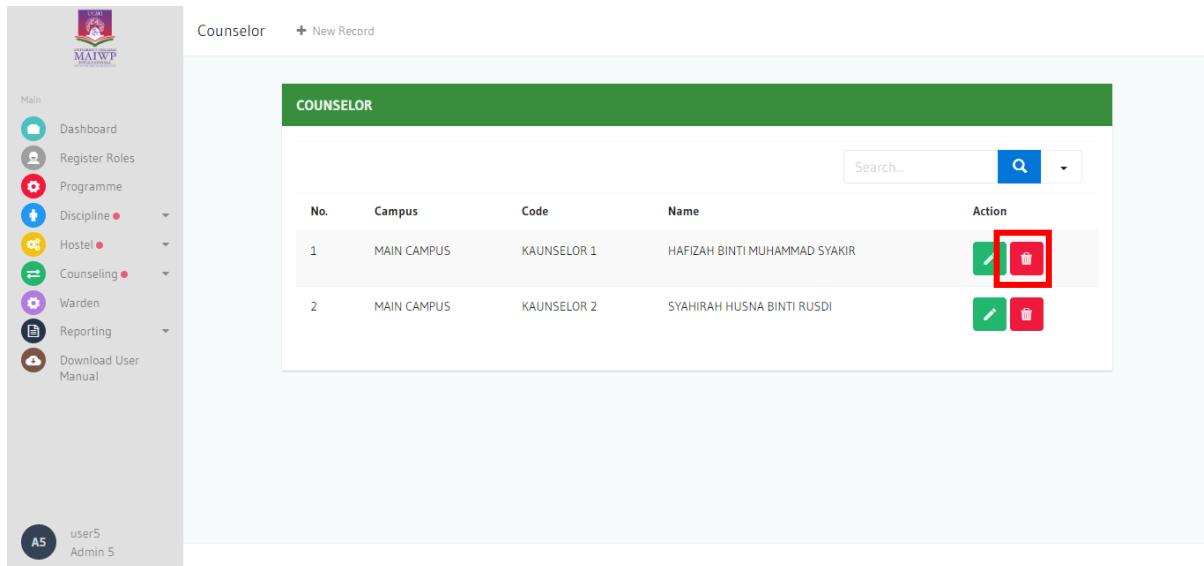
The screenshot shows a modal dialog titled 'UPDATE COUNSELOR'. It contains fields for 'Campus' (MAIN CAMPUS), 'Code' (KAUNSELOR 1), and 'Name' (HAFIZAH BINTI MUHAMMAD SYAKIR). At the bottom are 'Cancel' and 'Update' buttons, with 'Update' highlighted by a red box. The background is dimmed to show the 'Counselor' list table from the previous screenshot.

- Pop up alert message will appear. Click on the “**Update**” button to update counselor details. Click on the “**Cancel**” button to redirect back to the previous screen.



4.2.3 Delete Counselor Details

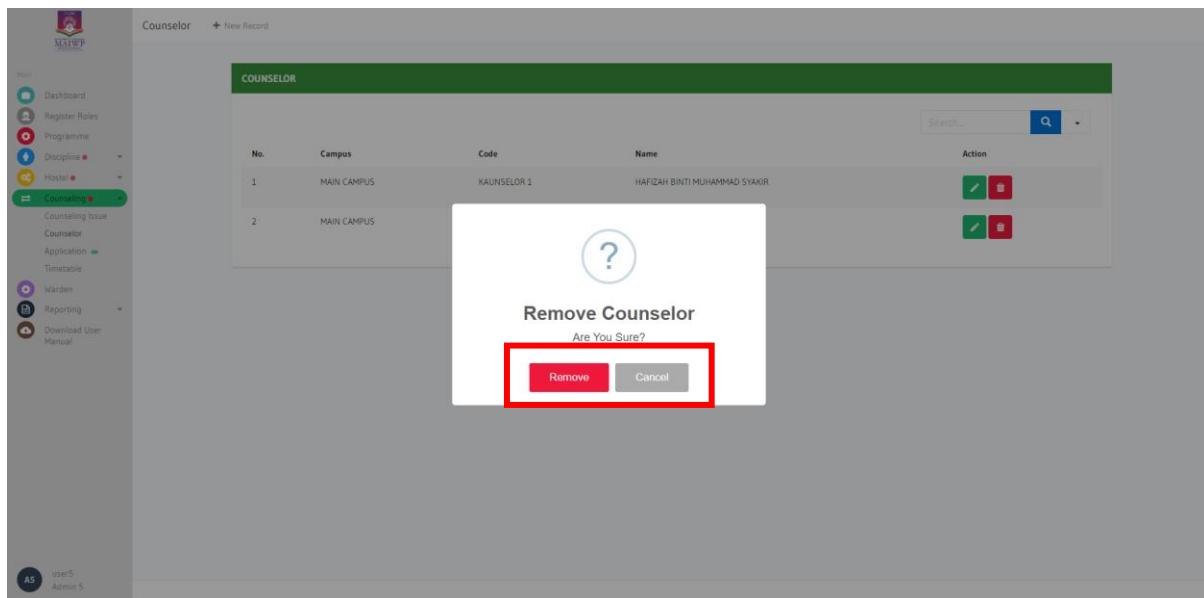
- Click on the “Delete” icon button and a pop up alert message will appear.



USER MANUAL (SISTEM eCMS)

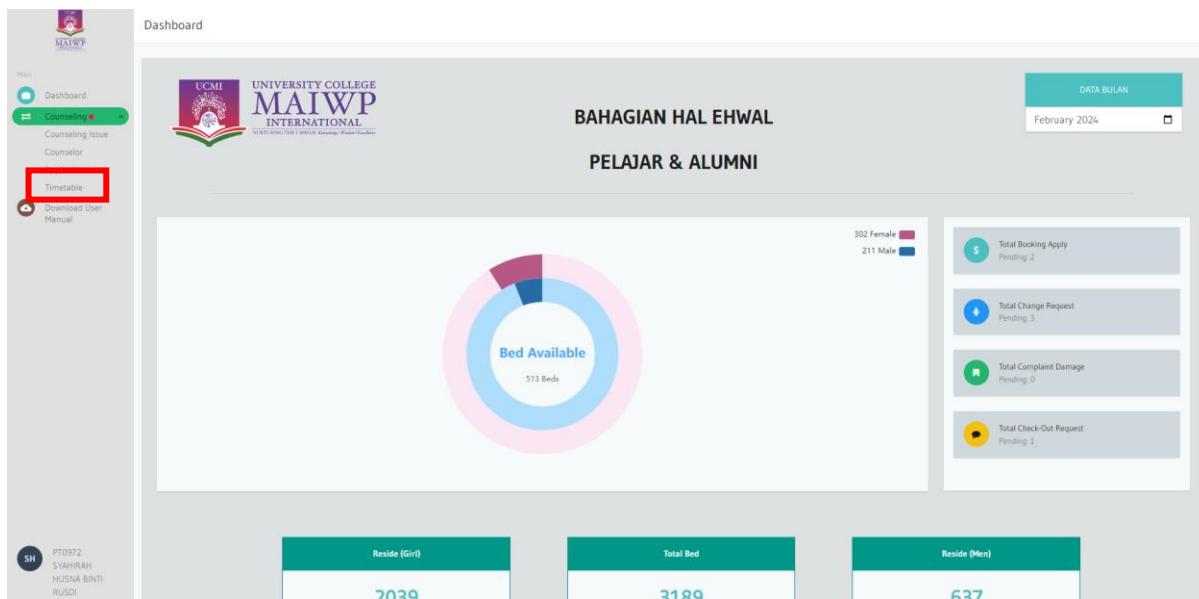
eHEPA - Admin V2.0

2. Click on the “**Remove**” button to remove counselor from the list. Click on the “**Cancel**” button to redirect back to the Counselor list screen.



4.3 Timetable

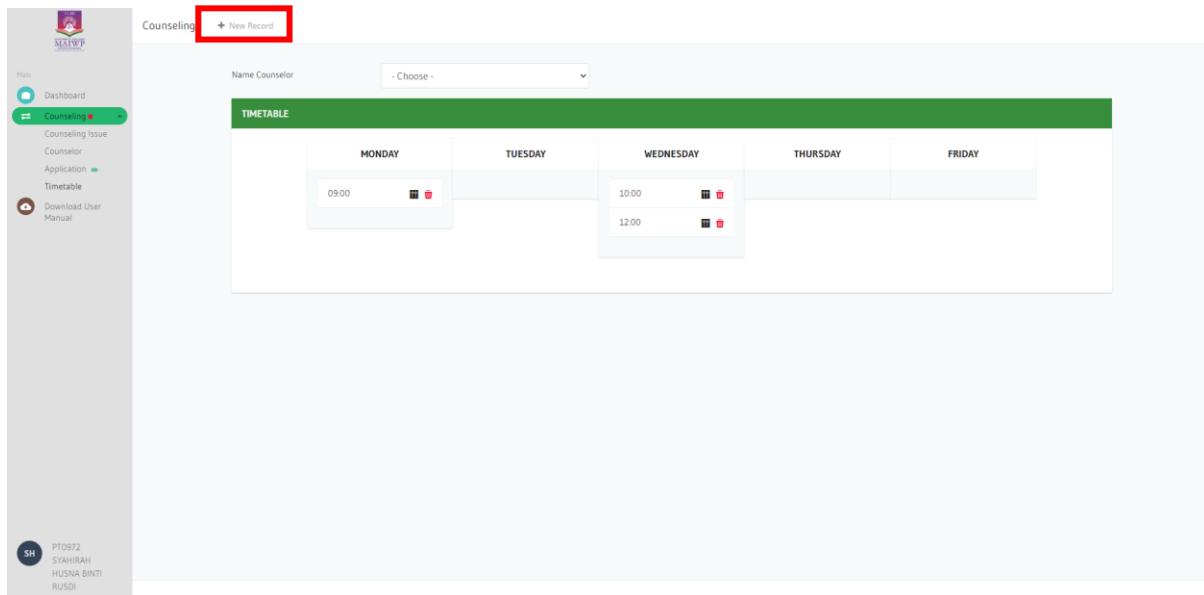
1. Click on “Counseling → Timetable” menu and “Timetable List” screen will be displayed.



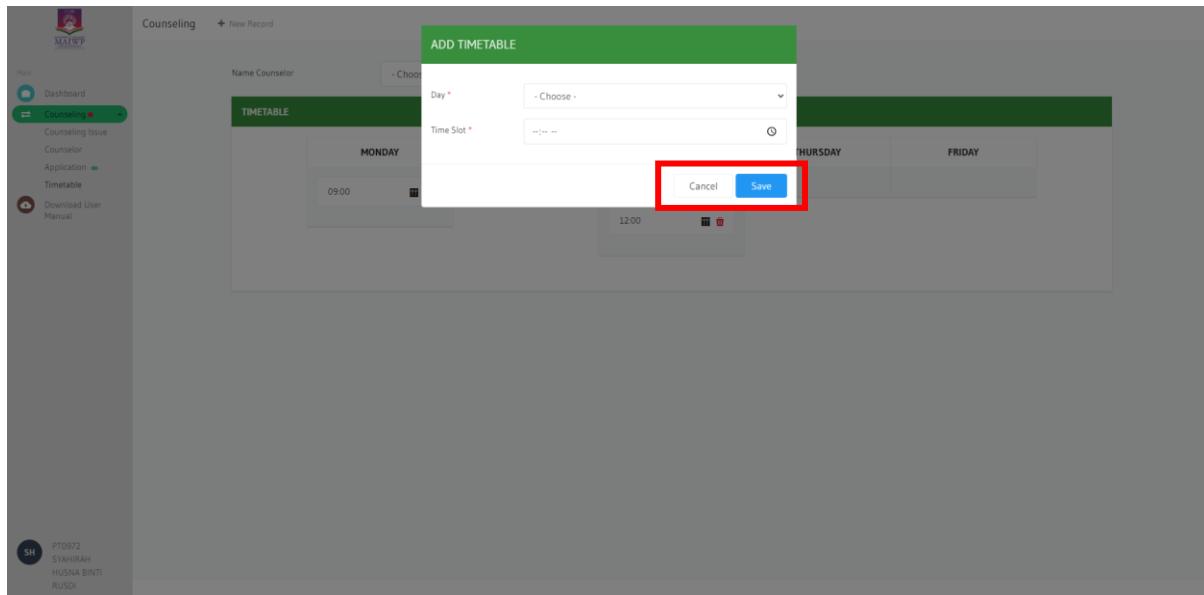
The screenshot shows the eCMS Dashboard for the University College Maiwp International. On the left sidebar, under the "Counseling" menu, the "Timetable" option is highlighted with a red box. The main content area displays a circular chart titled "Bed Available" with a total of 513 beds. Below the chart, there are three data cards: "Reside (Girl)" with 2039, "Total Bed" with 3189, and "Reside (Men)" with 637. To the right, there is a section titled "PELAJAR & ALUMNI" with a sub-section "BAHAGIAN HAL EHAWAL". A date filter "DATA BULAN" shows "February 2024". On the far right, there is a vertical column of four status boxes: "Total Booking Apply" (Pending: 2), "Total Change Request" (Pending: 3), "Total Complaint Damage" (Pending: 0), and "Total Check-Out Request" (Pending: 1).

4.3.1 Add Timetable

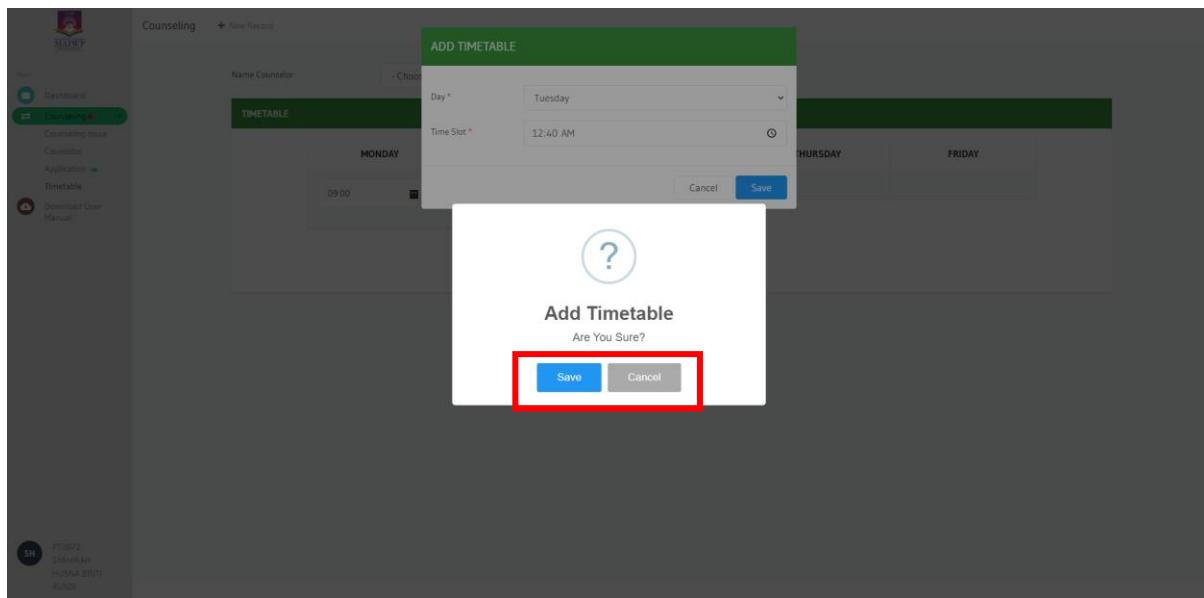
- Click on the “+ New Record” button and “Add Timetable” screen will be displayed.



- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the timetable.

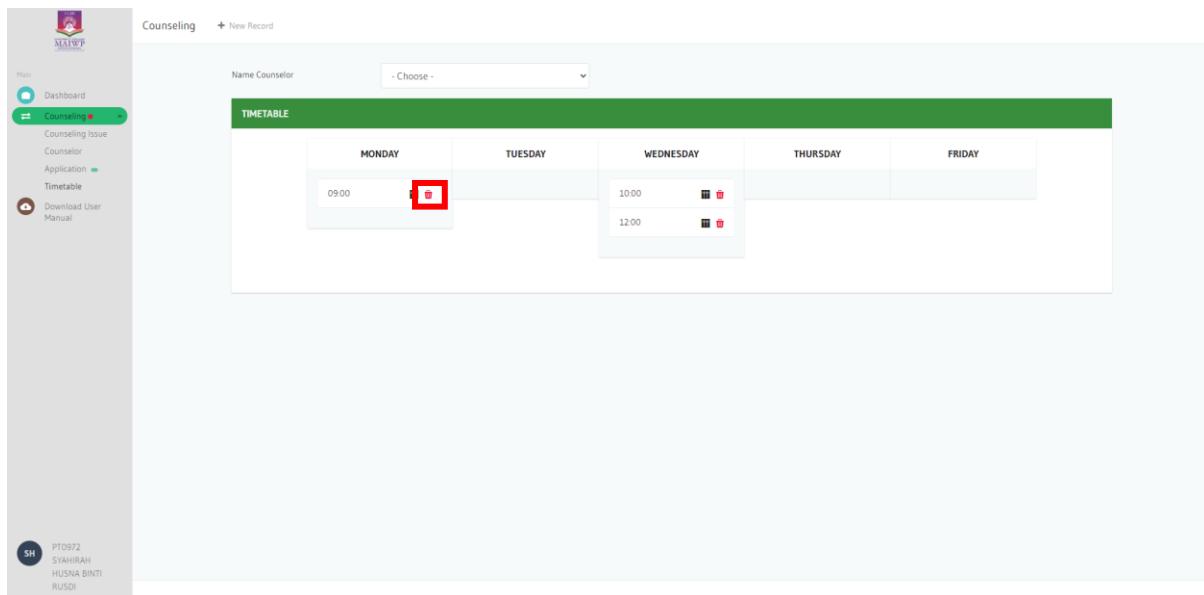


3. Pop up alert message will appear. Click on the “**Save**” button to add counselor's timetable. Click on the “**Cancel**” button to redirect back to the previous screen.

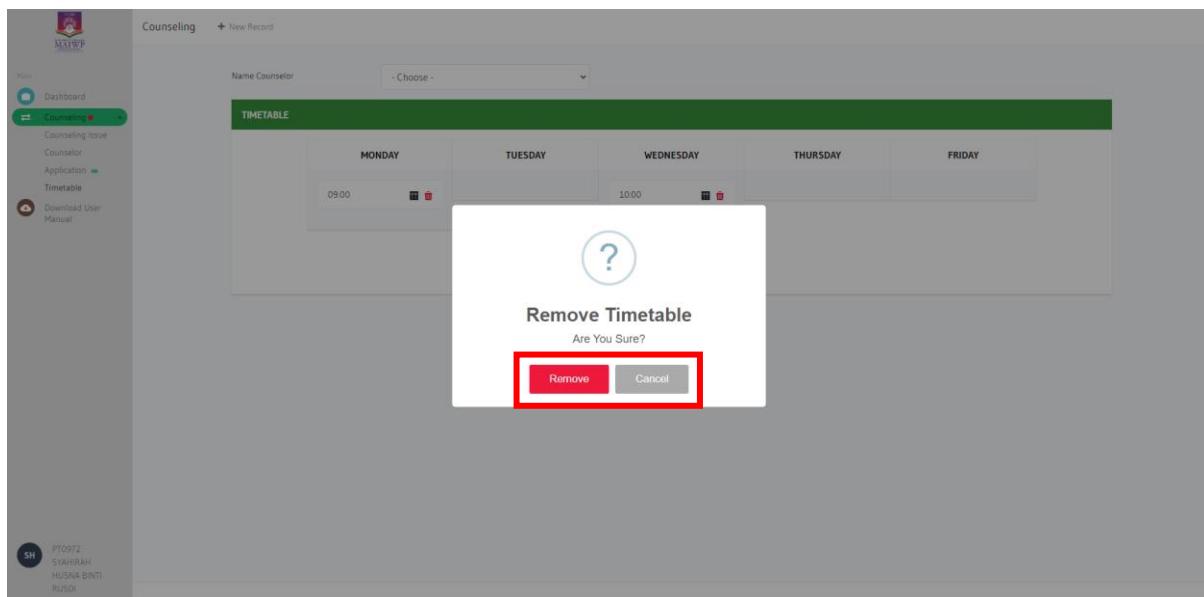


4.3.2 Delete Timetable

1. Click on the “Delete” icon button and a pop up alert message will appear.



4. Click on the “Remove” button to remove timetable from the list. Click on the “Cancel” button to redirect back to the timetable list screen.



4.4 Application

1. Click on “Counseling → Application” menu and “Apply Counseling” screen will be displayed.

The dashboard displays various application statistics. A donut chart in the center shows "Bed Available" with 513 Beds. Below the chart, three categories are shown: Reside (Girl) with 2039, Total Bed with 3189, and Reside (Men) with 637. On the right, there is a sidebar titled "DATA BULAN" for February 2024, listing pending requests for booking, change, complaints, and checkouts.

Category	Value
Total Booking Apply	211 Male
Total Change Request	Pending: 3
Total Complaint Damage	Pending: 0
Total Check-Out Request	Pending: 1

4.4.1 Add Counseling Application

1. Click on the “+ New Record” button and “Add Counseling” screen will be displayed.

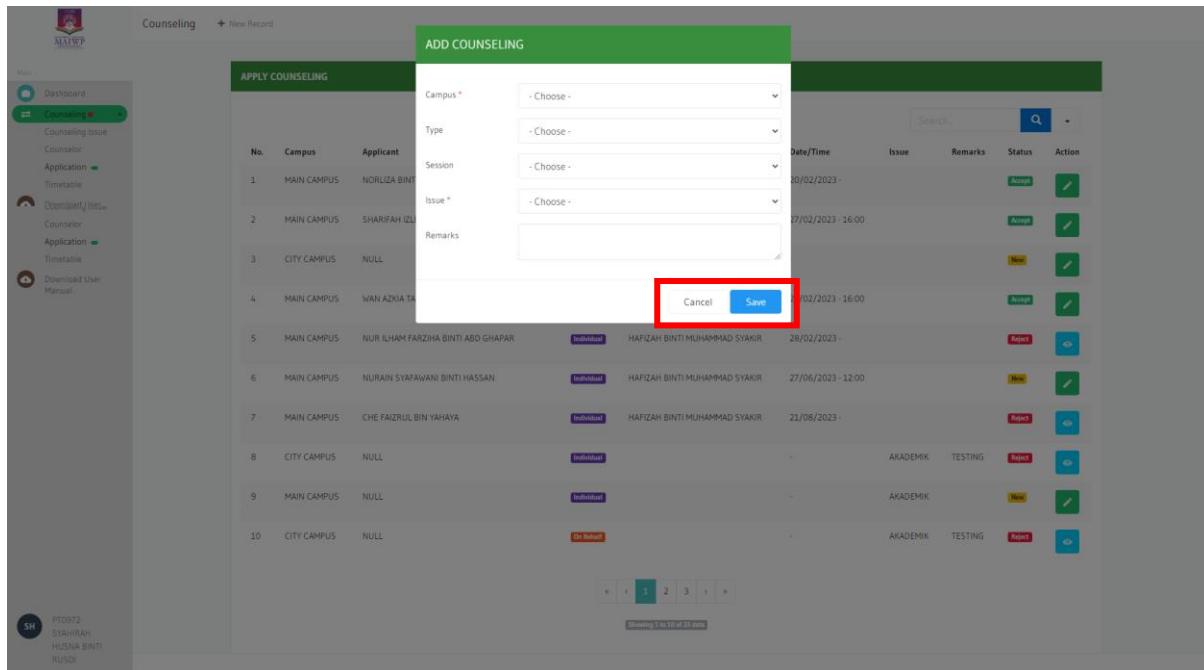
The "ADD COUNSELING" screen lists 10 existing records. Each record includes fields for No., Campus, Applicant, Session, Counselor, Date/Time, Issue, Remarks, Status, and Action. The "Action" column contains icons for Accept, Edit, and Delete. The records are as follows:

No.	Campus	Applicant	Session	Counselor	Date/Time	Issue	Remarks	Status	Action
1	MAIN CAMPUS	NORLIZA BINTI SAMSUDIN	On Hold		20/02/2023 -			Accept	
2	MAIN CAMPUS	SHARIFAH IZLEEN SHAQILLA BINTI SYED ISMAIL	Individual	HAFIZAH BINTI MUHAMMAD SYAKIR	27/02/2023 - 16:00			Accept	
3	CITY CAMPUS	NULL	Individual		-		New		
4	MAIN CAMPUS	WAN AZKIA TAHANI BINTI JOHARI	Individual	HAFIZAH BINTI MUHAMMAD SYAKIR	27/02/2023 - 16:00		Accept		
5	MAIN CAMPUS	NUR ILHAM FARZIHA BINTI ABD GHAPAR	Individual	HAFIZAH BINTI MUHAMMAD SYAKIR	28/02/2023 -		Reject		
6	MAIN CAMPUS	NURAIN SYAWANI BINTI HASSAN	Individual	HAFIZAH BINTI MUHAMMAD SYAKIR	27/06/2023 - 12:00		New		
7	MAIN CAMPUS	CHE FAIZRUL BIN YAHAYA	Individual	HAFIZAH BINTI MUHAMMAD SYAKIR	23/08/2023 -	AKADEMIK	Testing	Reject	
8	CITY CAMPUS	NULL	Individual		-	AKADEMIK	New		
9	MAIN CAMPUS	NULL	Individual		-	AKADEMIK	New		
10	CITY CAMPUS	NULL	On Hold		-	AKADEMIK	Testing	Reject	

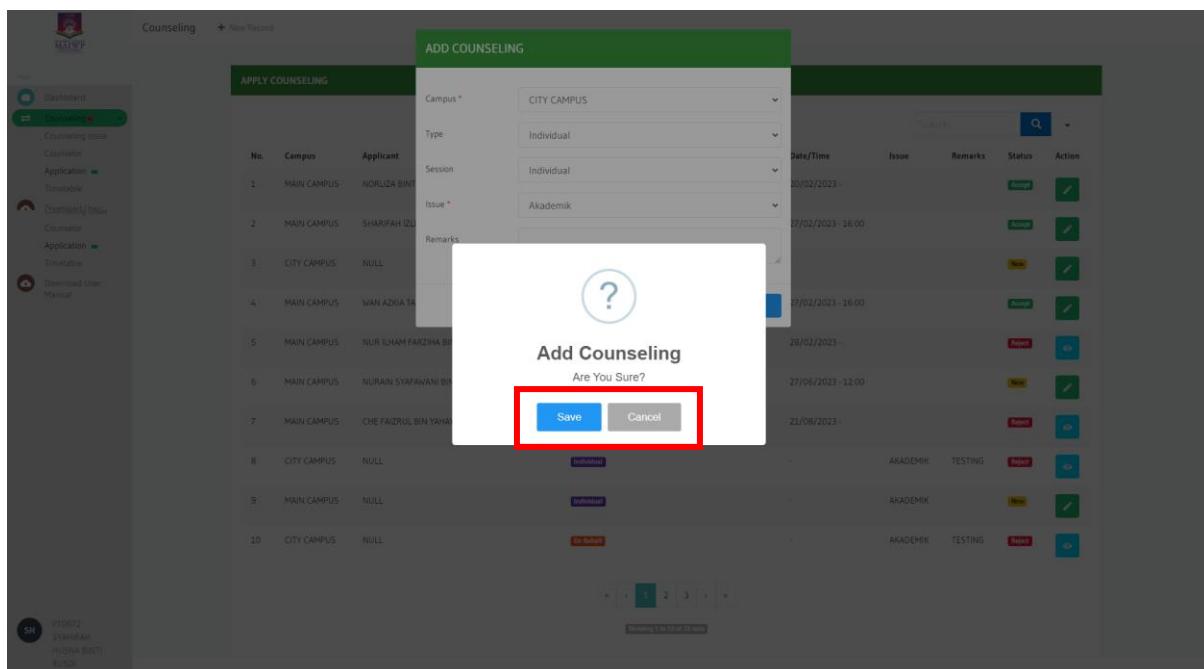
USER MANUAL (SISTEM eCMS)

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- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Apply Counseling list screen.



- Pop up alert message will appear. Click on the “Save” button to add counseling application. Click on the “Cancel” button to redirect back to the previous screen.



4.4.2 Update Counseling Application Status

- Click on the “Update” button and “Update Status” screen will be displayed.

The screenshot shows a list of counseling applications. The columns include No., Campus, Applicant, Session, Counselor, Date/Time, Issue, Remarks, Status, and Action. The 9th row, which corresponds to the application for Nurain Syafawani Binti Hassan, has its status set to 'New' and issue set to 'AKADEMIK'. The 'Action' column for this row contains a green pencil icon, which is highlighted with a red box.

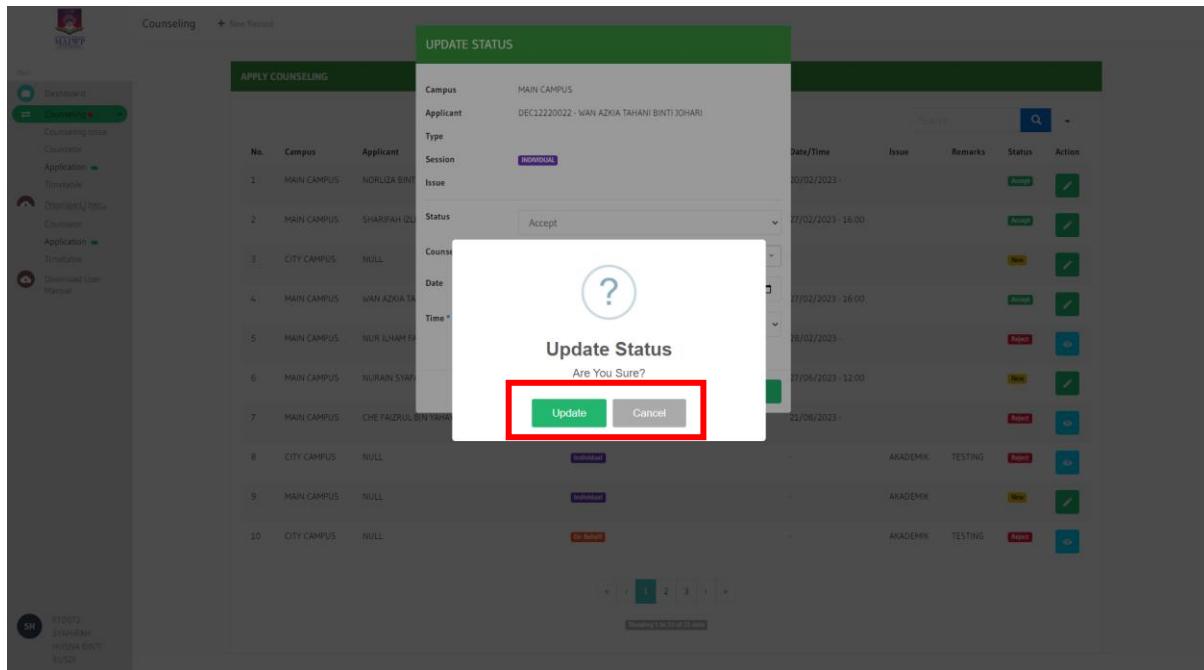
- Edit any details that need changes and click on the “Update” button. Click on the “Cancel” button to redirect back to the Apply Counseling list screen.

The screenshot shows the 'UPDATE STATUS' form for the 9th application. The form fields are: Campus (MAIN CAMPUS), Applicant (BN504230002-NURAIN SYAFAWANI BINTI HASSAN), Counseling Type (INDIVIDUAL), Issue (ACADEMIC), Status (New), Counselor (HAFIZAH BINTI MUHAMMAD SYAKIR), Date (27/06/2023), and Time (12:00). The 'Update' button at the bottom right of the form is highlighted with a red box.

USER MANUAL (SISTEM eCMS)

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3. Pop up alert message will appear. Click on the “Update” button to update counseling application status. Click on the “Cancel” button to redirect back to the previous screen.



4.4.3 View Counseling Application Details



Only application with status “Reject” can view details

- Click on the “View” icon button and “View Counseling” screen will be displayed.

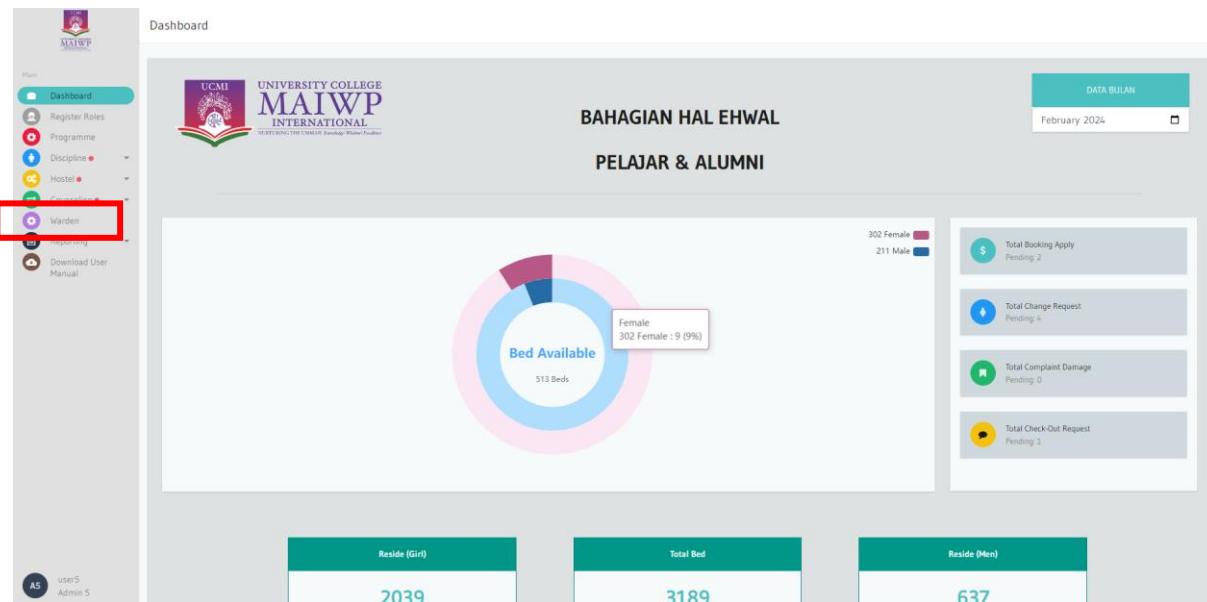
No.	Campus	Applicant	Session	Counselor	Date/Time	Issue	Remarks	Status	Action
1	MAIN CAMPUS	NORLUZA BINTI SAMSUDIN	On-Behalf		20/02/2023 -			Accept	
2	MAIN CAMPUS	SHARIFAH IZLEEN SHAQILLA BINTI SYED ISMAIL	Individual	HAFIZAH BINTI MUHAMMAD SYAKIR	27/02/2023 - 16:00			Accept	
3	CITY CAMPUS	NULL	Individual		-			New	
4	MAIN CAMPUS	WAN AZKIA TAHANI BINTI JOHARI	Individual	HAFIZAH BINTI MUHAMMAD SYAKIR	27/02/2023 - 16:00			Accept	
5	MAIN CAMPUS	NUR ILHAM FARZIHA BINTI ABD GHAPAR	Individual	HAFIZAH BINTI MUHAMMAD SYAKIR	28/02/2023 -			Reject	
6	MAIN CAMPUS	NURAIN SYAFAWANI BINTI HASSAN	Individual	HAFIZAH BINTI MUHAMMAD SYAKIR	27/06/2023 - 12:00			New	
7	MAIN CAMPUS	CHE FAIZRUL BIN YAHAYA	Individual	HAFIZAH BINTI MUHAMMAD SYAKIR	21/08/2023 -			Reject	
8	CITY CAMPUS	NULL	Individual		-	AKADEMIK	TESTING	Reject	
9	MAIN CAMPUS	NULL	Individual		-	AKADEMIK	New		
10	CITY CAMPUS	NULL	On-Behalf		-	AKADEMIK	TESTING	Reject	

- Click on the “Cancel” button to redirect back to the previous screen.

No.	Campus	Applicant	Session	Requester	Date/Time	Issue	Remarks	Status	Action
1	MAIN CAMPUS	NORLUZA BINTI SAMSUDIN	Individual	Student	20/02/2023 -			New	
2	MAIN CAMPUS	SHARIFAH IZLEEN SHAQILLA BINTI SYED ISMAIL	Individual	Metric No.	27/02/2023 - 16:00			Accept	
3	CITY CAMPUS	NULL	Individual	Issue	MASALAH HILANG FOKUS			New	
4	MAIN CAMPUS	WAN AZKIA TAHANI BINTI JOHARI	Individual	Status	28/02/2023 - /NULL			Accept	
5	MAIN CAMPUS	NUR ILHAM FARZIHA BINTI ABD GHAPAR	Individual	Counselor		27/02/2023 - 16:00		Reject	
6	MAIN CAMPUS	NURAIN SYAFAWANI BINTI HASSAN	Individual	Date/Time		27/06/2023 - 12:00		New	
7	MAIN CAMPUS	CHE FAIZRUL BIN YAHAYA	Individual			21/08/2023 -		Reject	
8	CITY CAMPUS	NULL	Individual			AKADEMIK	TESTING	Reject	
9	MAIN CAMPUS	NULL	Individual			AKADEMIK	New		
10	CITY CAMPUS	NULL	On-Behalf			AKADEMIK	TESTING	Reject	

5 Warden

- Click on “Warden” menu and “Warden List” screen will be displayed.



5.1 Add Warden

- Click on the “+ New Record” button and “Add Warden” screen will be displayed.

The Warden List screen shows the following table:

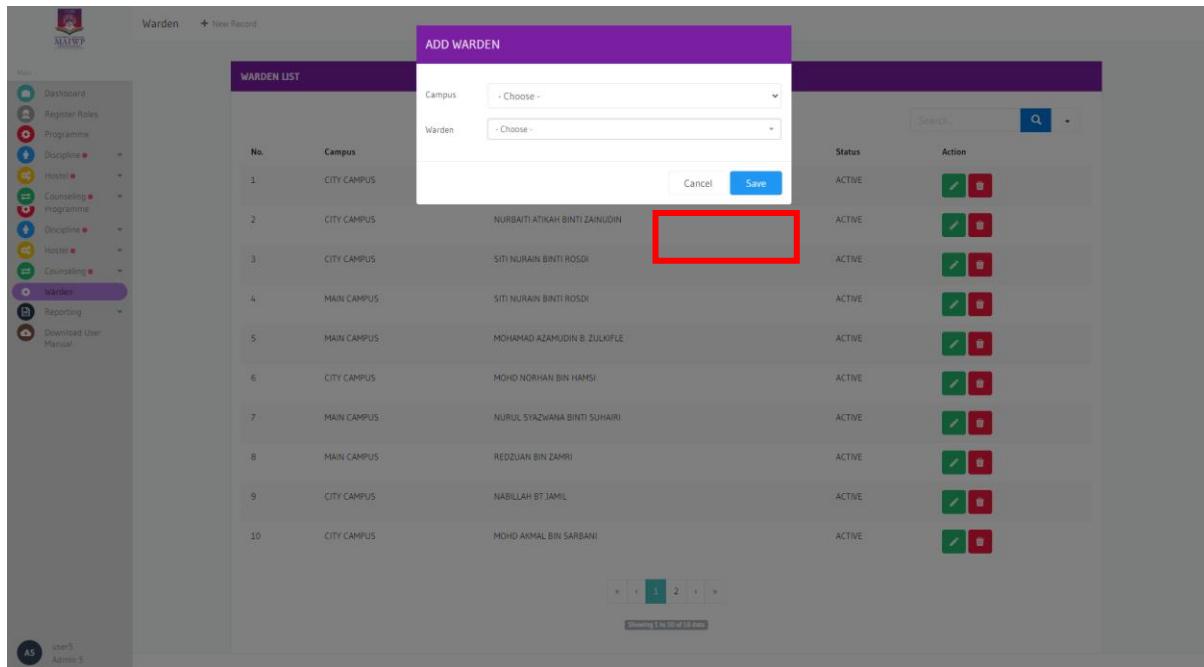
No.	Campus	Warden	Status	Action
1	CITY CAMPUS	AZRUL IKHRAM BIN AHIRUDIN	ACTIVE	[Edit] [Delete]
2	CITY CAMPUS	NURBAITI ATIKAH BINTI ZAINUDIN	ACTIVE	[Edit] [Delete]
3	CITY CAMPUS	SITI NURAINI BINTI ROSDI	ACTIVE	[Edit] [Delete]
4	MAIN CAMPUS	SITI NURAINI BINTI ROSDI	ACTIVE	[Edit] [Delete]
5	MAIN CAMPUS	MOHAMAD AZAMUDIN B. ZULKIFLE	ACTIVE	[Edit] [Delete]
6	CITY CAMPUS	MOHD NORHAN BIN HAMSI	ACTIVE	[Edit] [Delete]
7	MAIN CAMPUS	NURUL SHAZWANA BINTI SUHAIRI	ACTIVE	[Edit] [Delete]
8	MAIN CAMPUS	REDZUAN BIN ZAMRI	ACTIVE	[Edit] [Delete]
9	CITY CAMPUS	NABILLAH BT JAMIL	ACTIVE	[Edit] [Delete]
10	CITY CAMPUS	MOHD AKMAL BIN SARBAJI	ACTIVE	[Edit] [Delete]

At the top left, there is a “Warden” button with a red box around it, and a “+ New Record” button to its right.

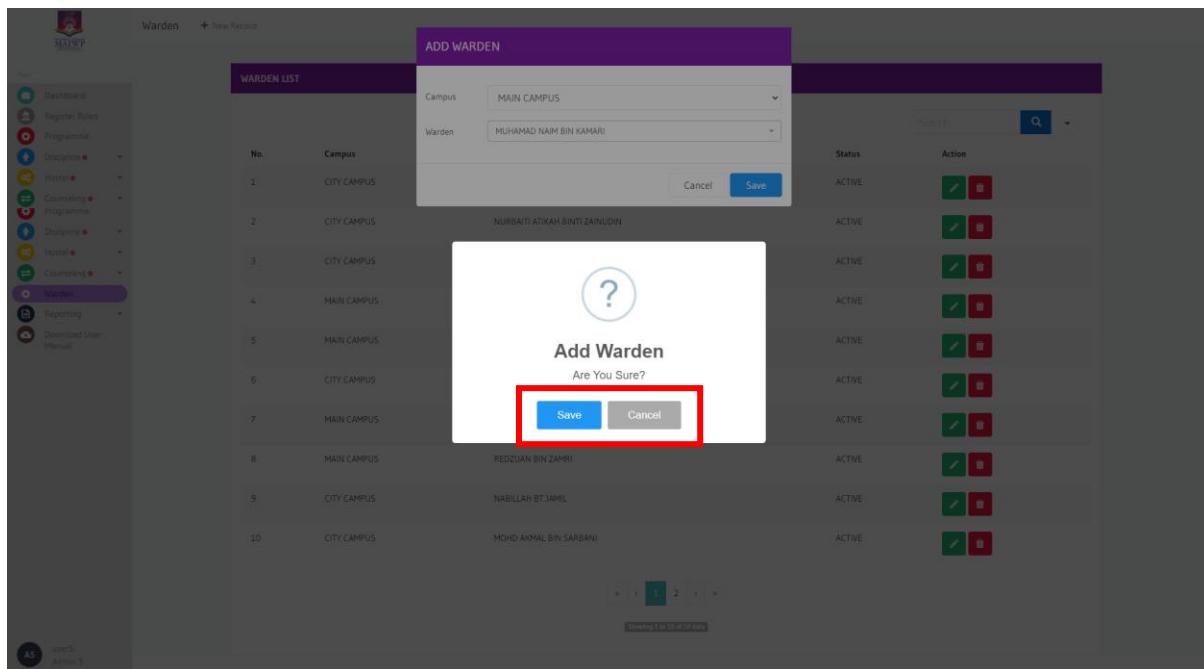
USER MANUAL (SISTEM eCMS)

eHEPA - Admin V2.0

- Fill in the details and click on the “Save” button. Click on the “Cancel” button to redirect back to the Warden List screen.



- Pop up alert message will appear. Click on the “Save” button to add warden to the list. Click on the “Cancel” button to redirect back to the previous screen.



5.2 Update Warden Details

- Click on the “Update” icon button and “Update Warden” screen will be displayed.

The screenshot shows the 'WARDEN LIST' page. On the left is a sidebar with various icons and the 'Warden' section highlighted. The main area displays a table with columns: No., Campus, Warden, Status, and Action. The 'Action' column contains icons for Edit and Delete. The first row (No. 1) has its 'Edit' icon highlighted with a red box. At the bottom, there are navigation buttons and a message: 'Showing 1 to 10 of 123 data'.

No.	Campus	Warden	Status	Action
1	CITY CAMPUS	AZRUL IKHRAH BIN AMIRUDIN	ACTIVE	
2	CITY CAMPUS	NURBAITI ATIKAH BINTI ZAINUDIN	ACTIVE	
3	CITY CAMPUS	SITI NURAIN BINTI ROSDI	ACTIVE	
4	MAIN CAMPUS	SITI NURAIN BINTI ROSDI	ACTIVE	
5	MAIN CAMPUS	MOHAMAD AZAMUDIN B. ZULKIFLE	ACTIVE	
6	CITY CAMPUS	MOHD NORHAN BIN HAMSI	ACTIVE	
7	MAIN CAMPUS	NURUL SYAZWANA BINTI SUHAIRI	ACTIVE	
8	MAIN CAMPUS	REDZUAN BIN ZAMRI	ACTIVE	
9	CITY CAMPUS	NABILLAH BT JAMIL	ACTIVE	
10	CITY CAMPUS	MOHD AKMAL BIN SARBAHI	ACTIVE	

- Edit any details that need changes and click on the “Update” button. Click on the “Cancel” button to redirect back to the Warden List screen.

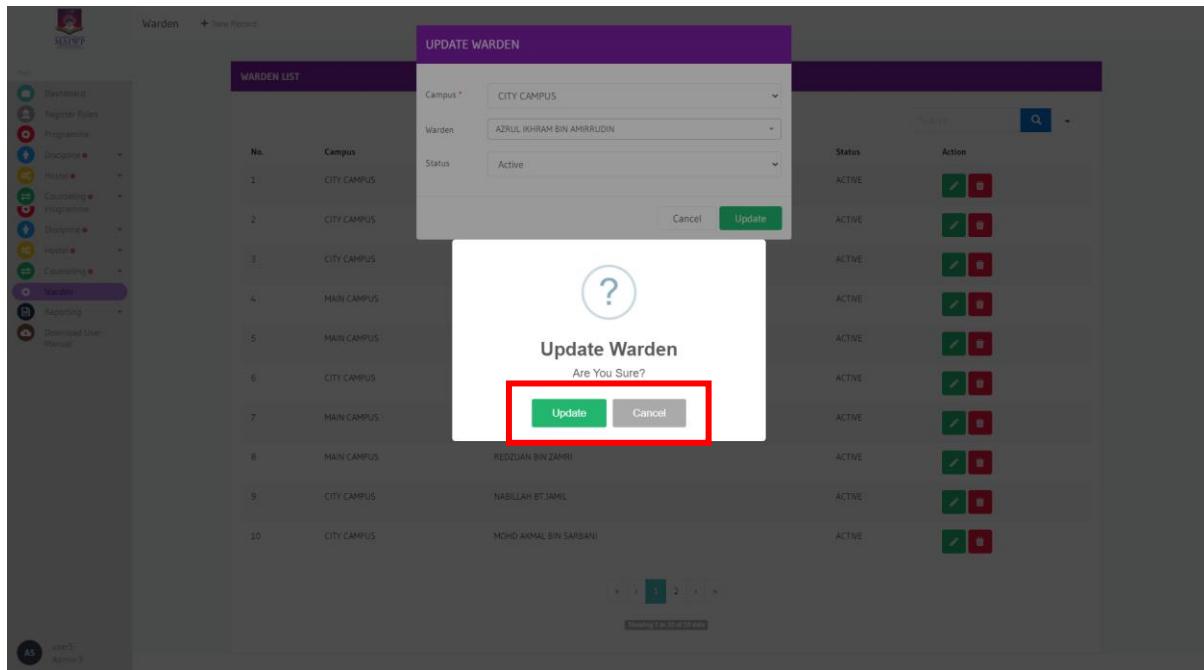
The screenshot shows a modal dialog titled 'UPDATE WARDEN'. Inside, there are three input fields: 'Campus *' (set to CITY CAMPUS), 'Warden *' (set to AZRUL IKHRAH BIN AMIRUDIN), and 'Status' (set to Active). At the bottom right of the modal is a red box around the 'Update' button. The background shows the same Warden List table as the previous screenshot.

USER MANUAL (SISTEM eCMS)

eHEPA - Admin V2.0

3. Pop up alert message will appear. Click on the “**Update**” button to update warden details.

Click on the “**Cancel**” button to redirect back to the previous screen.



5.3 Delete Warden Details

- Click on the “Delete” icon button and a pop up alert message will appear.

No.	Campus	Warden	Status	Action
1	CITY CAMPUS	AZRUL IKHRAM BIN AMIRUDIN	ACTIVE	
2	CITY CAMPUS	NURBAITI ATIKAH BINTI ZAINUDIN	ACTIVE	
3	CITY CAMPUS	SITI NURAIN BINTI ROSDI	ACTIVE	
4	MAIN CAMPUS	SITI NURAIN BINTI ROSDI	ACTIVE	
5	MAIN CAMPUS	MOHAMAD AZAMUDIN B. ZULKIFLE	ACTIVE	
6	CITY CAMPUS	MOHD NORHAN BIN HAMSI	ACTIVE	
7	MAIN CAMPUS	NURUL SYAZWANA BINTI SUHAIRI	ACTIVE	
8	MAIN CAMPUS	REDZUAN BIN ZAMRI	ACTIVE	
9	CITY CAMPUS	NABILLAH BT JAMIL	ACTIVE	
10	CITY CAMPUS	MOHD AKMAL BIN SARBANI	ACTIVE	

Showing 1 to 10 of 13 data

- Click on the “Remove” button to remove warden details from the list. Click on the “Cancel” button to redirect back to the previous screen.

Remove Warden

Are You Sure?

Remove **Cancel**

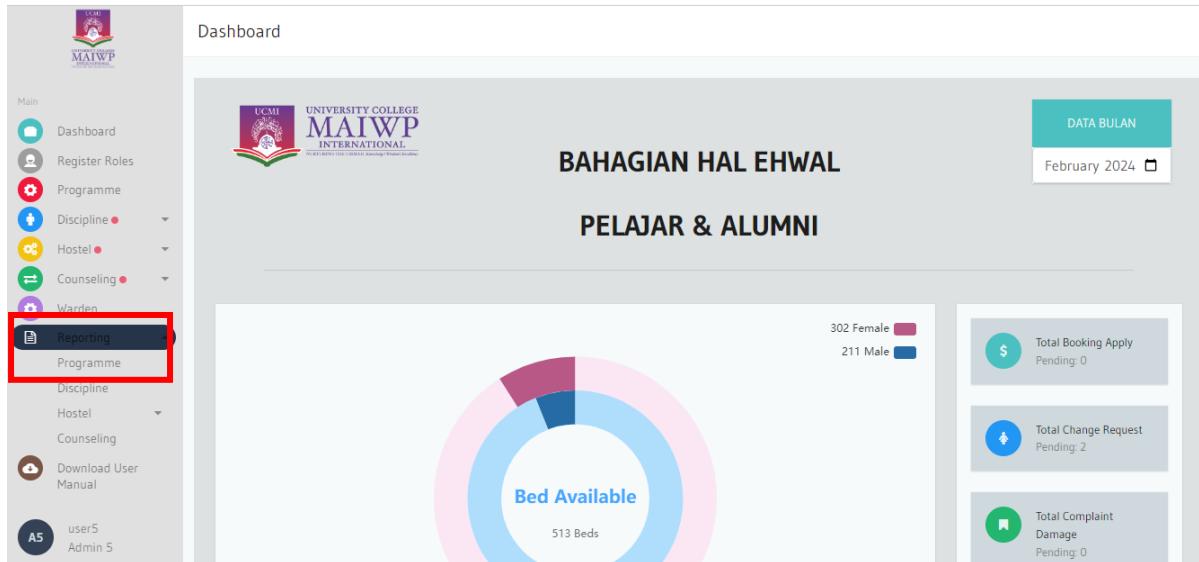
No.	Campus	Warden	Status	Action
1	CITY CAMPUS	AZRUL IKHRAM BIN AMIRUDIN	ACTIVE	
2	CITY CAMPUS	NURBAITI ATIKAH BINTI ZAINUDIN	ACTIVE	
3	CITY CAMPUS	SITI NURAIN BINTI ROSDI	ACTIVE	
4	MAIN CAMPUS		ACTIVE	
5	MAIN CAMPUS		ACTIVE	
6	CITY CAMPUS		ACTIVE	
7	MAIN CAMPUS	REDZUAN BIN ZAMRI	ACTIVE	
8	MAIN CAMPUS	NABILLAH BT JAMIL	ACTIVE	
9	CITY CAMPUS	MOHD AKMAL BIN SARBANI	ACTIVE	
10	CITY CAMPUS		ACTIVE	

Showing 1 to 10 of 13 data

6 Reporting

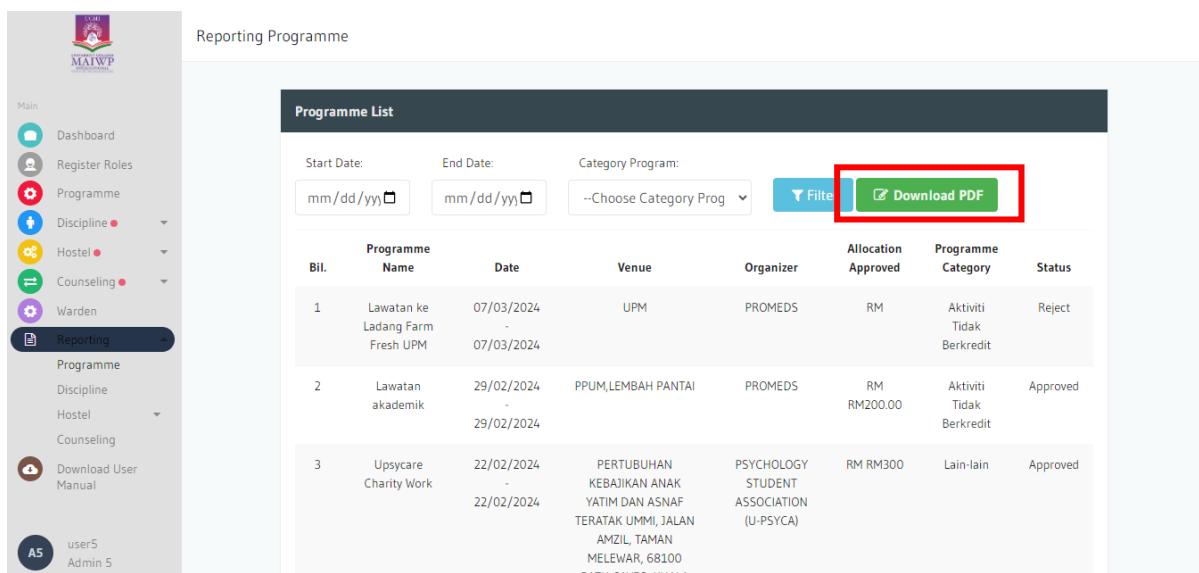
6.1 Programme Report

1. Click on “**Reporting → Programme**” menu and “**Reporting Programme**” will be displayed.



The screenshot shows the eCMS dashboard for "BAHAGIAN HAL EHWAH PELAJAR & ALUMNI". On the left sidebar, under the "Main" category, the "Reporting" menu item is highlighted with a red box. The main content area displays a circular donut chart titled "Bed Available" showing 513 Beds, with 302 Female (pink) and 211 Male (blue). To the right, there are three summary boxes: "Total Booking Apply Pending: 0", "Total Change Request Pending: 2", and "Total Complaint Damage Pending: 0".

2. Click on the “**Download PDF**” button and the file will be downloaded.

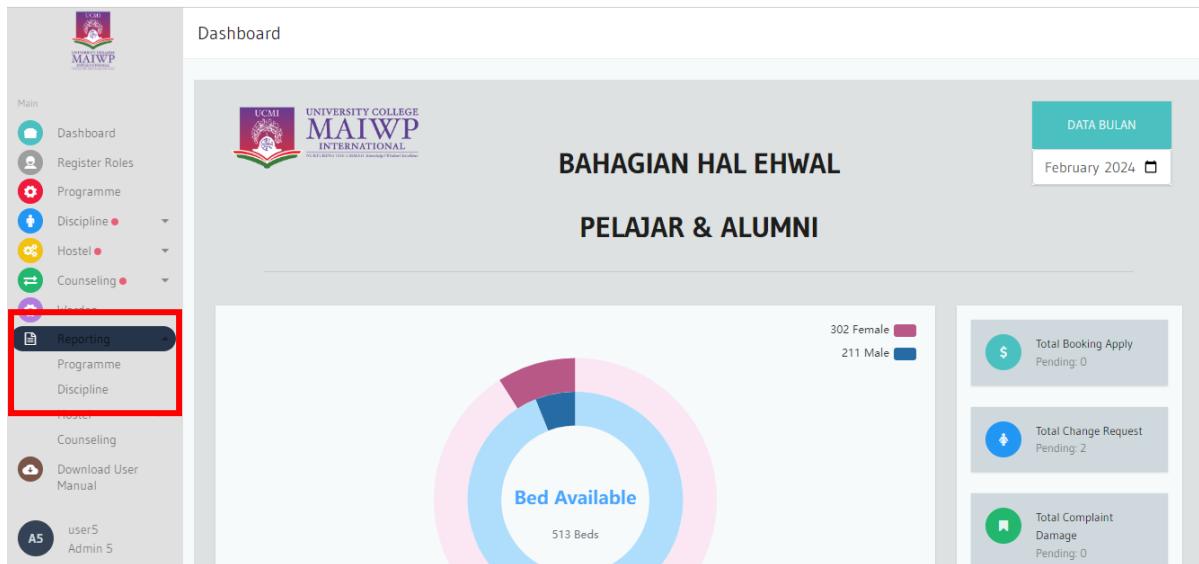


The screenshot shows the "Reporting Programme" page with a "Programme List" table. The table has columns: Bil., Programme Name, Date, Venue, Organizer, Allocation Approved, Programme Category, and Status. Three rows of data are listed. The "Download PDF" button at the top right of the table is highlighted with a red box. The table data is as follows:

Bil.	Programme Name	Date	Venue	Organizer	Allocation Approved	Programme Category	Status
1	Lawatan ke Ladang Farm Fresh UPM	07/03/2024 07/03/2024	UPM	PROMEDS	RM	Aktiviti Tidak Berkredit	Reject
2	Lawatan akademik	29/02/2024 -	PPUM,LEMBAH PANTAI	PROMEDS	RM200.00	Aktiviti Tidak Berkredit	Approved
3	Upsycare Charity Work	22/02/2024 -	PERTUBUHAN KEBAJIKAN ANAK YATIM DAN ASNAF TERATAK UMMI, JALAN AMZIL, TAMAN MELEWAR, 68100	PSYCHOLOGY STUDENT ASSOCIATION (U-PSYCA)	RM RM300	Lain-lain	Approved

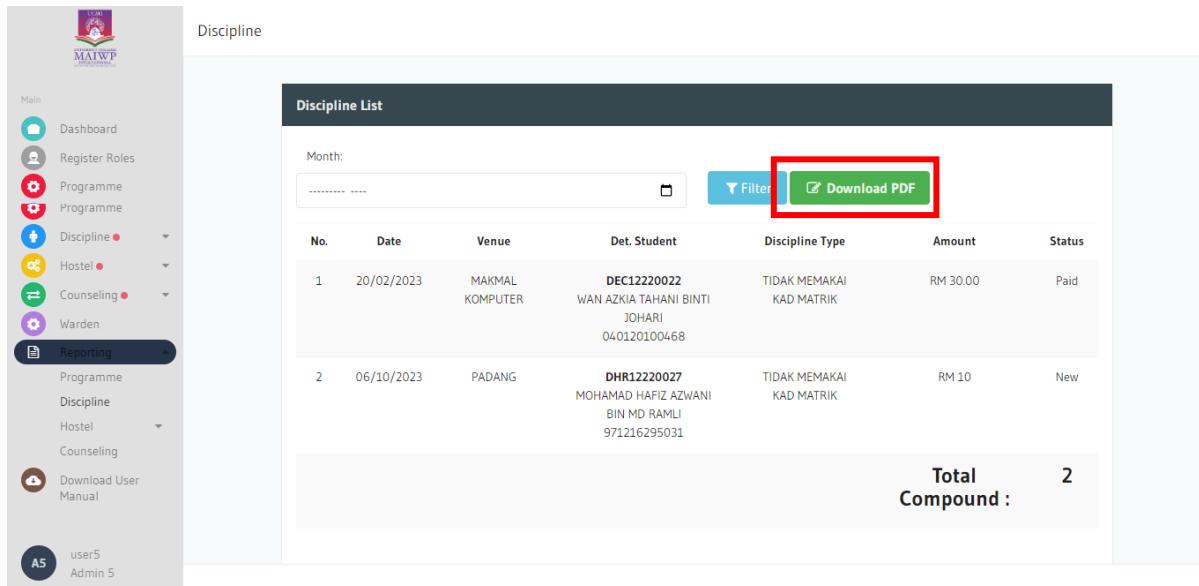
6.2 Discipline Report

- Click on “Reporting → Discipline” menu and “Discipline List” will be displayed.



The screenshot shows the eHEPA Admin V2.0 dashboard. On the left, there is a sidebar with various menu items: Main, Dashboard, Register Roles, Programme, Discipline (highlighted with a red box), Hostel, Counseling, Reporting (highlighted with a red box), Programme, Discipline, Hostel, Counseling, Download User Manual, and user5 Admin 5. The main content area displays the "BAHAGIAN HAL EHWAL PELAJAR & ALUMNI" section. It features a donut chart titled "Bed Available" showing 513 Beds, with 302 Female (pink) and 211 Male (blue). To the right, there are three boxes: "Total Booking Apply Pending: 0", "Total Change Request Pending: 2", and "Total Complaint Damage Pending: 0". A blue button labeled "DATA BULAN" is visible at the top right.

- Click on the “Download PDF” button and the file will be downloaded.



The screenshot shows the "Discipline List" page. The left sidebar is identical to the dashboard, with the "Reporting" and "Discipline" menu items highlighted. The main content area has a header "Discipline List" and a search bar with a date range and a "Filter" button. Below is a table with columns: No., Date, Venue, Det. Student, Discipline Type, Amount, and Status. Two rows of data are shown:

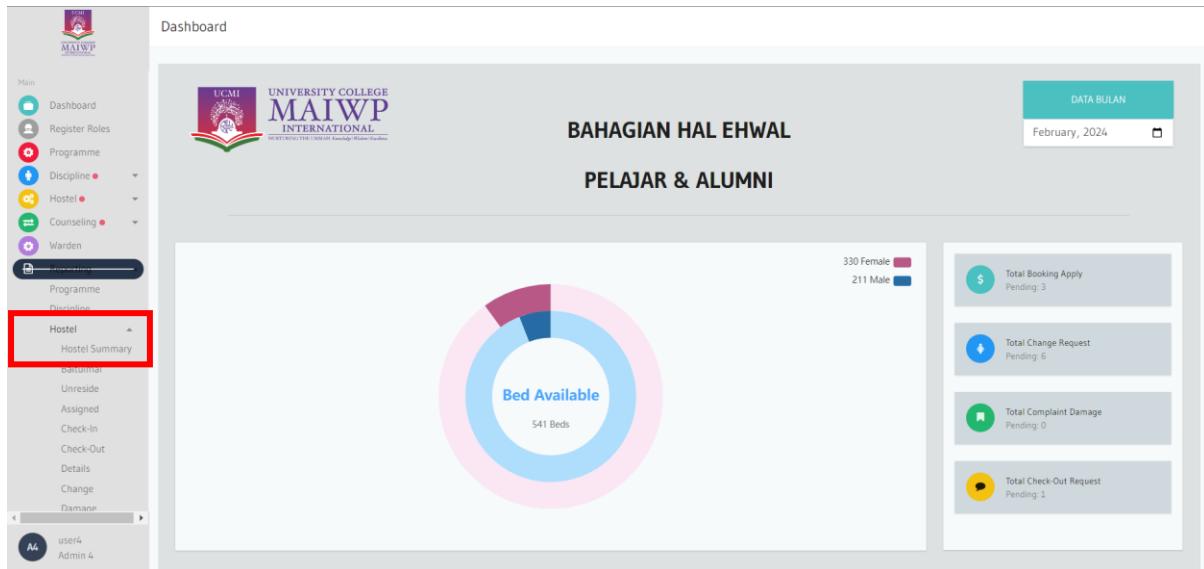
No.	Date	Venue	Det. Student	Discipline Type	Amount	Status
1	20/02/2023	MAKMAL KOMPUTER	DEC12220022 WAN AZKIA TAHANI BINTI JOHARI 040120100468	TIDAK MEMAKAI KAD MATRIK	RM 30.00	Paid
2	06/10/2023	PADANG	DHR12220027 MOHAMAD HAFIZ AZWANI BIN MD RAMLI 971216295031	TIDAK MEMAKAI KAD MATRIK	RM 10	New

A summary at the bottom right states "Total Compound : 2". A green button labeled "Download PDF" is highlighted with a red box.

6.3 Hostel Report

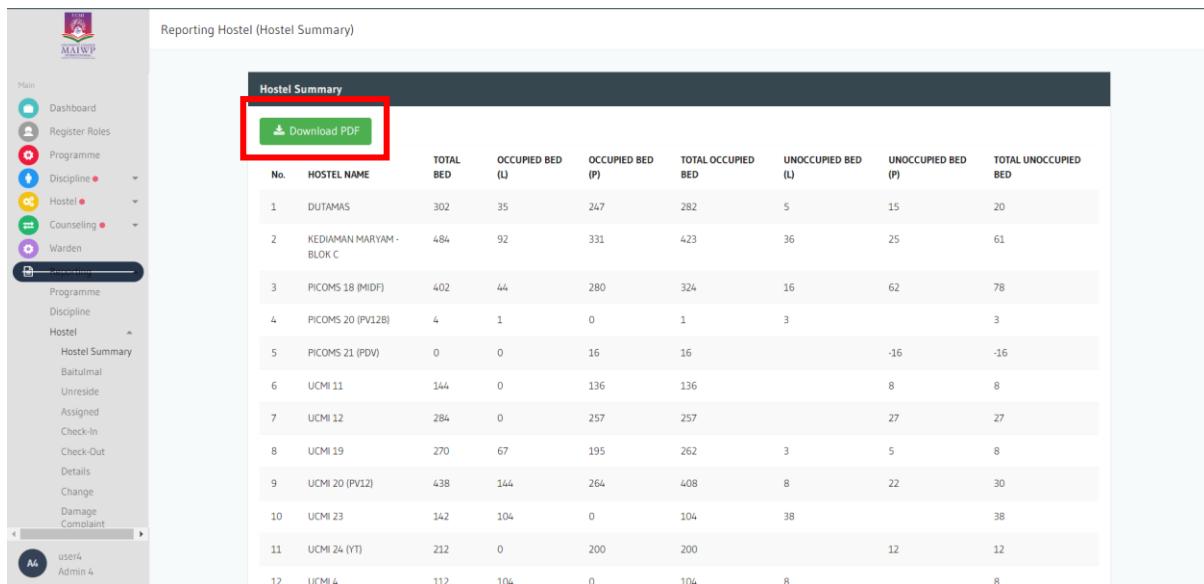
6.3.1 Hostel Summary Report

- Click on “Reporting → Hostel → Hostel Summary” menu and “Reporting Hostel (Hostel Summary)” will be displayed.



The screenshot shows the eHEPA Admin V2.0 dashboard. On the left, there is a sidebar with a red box highlighting the "Hostel" section, specifically the "Hostel Summary" item. The main content area displays the "BAHAGIAN HAL EHWAJ" and "PELAJAR & ALUMNI" sections. A donut chart in the center indicates "Bed Available" with 541 Beds. To the right, there are four cards: "Total Booking Apply" (330 Female, 211 Male), "Total Change Request" (Pending: 6), "Total Complaint Damage" (Pending: 0), and "Total Check-Out Request" (Pending: 1). The top right corner shows the date "February, 2024".

- Click on the “Download PDF” button and the file will be downloaded.



The screenshot shows the "Reporting Hostel (Hostel Summary)" page. The left sidebar has a red box around the "Hostel" section, with "Hostel Summary" selected. The main content area displays a table titled "Hostel Summary" with 12 rows of data. A green button labeled "Download PDF" is highlighted with a red box. The table columns are: No., HOSTEL NAME, TOTAL BED, OCCUPIED BED (L), OCCUPIED BED (P), TOTAL OCCUPIED BED, UNOCCUPIED BED (L), UNOCCUPIED BED (P), and TOTAL UNOCCUPIED BED.

No.	HOSTEL NAME	TOTAL BED	OCCUPIED BED (L)	OCCUPIED BED (P)	TOTAL OCCUPIED BED	UNOCCUPIED BED (L)	UNOCCUPIED BED (P)	TOTAL UNOCCUPIED BED
1	DUTAMAS	302	25	247	282	5	15	20
2	KEDIAMAN MARYAM - BLOK C	484	92	331	423	36	25	61
3	PICOMS 18 (MIDF)	402	44	280	324	16	62	78
4	PICOMS 20 (PV12B)	4	1	0	1	3		3
5	PICOMS 21 (PDV)	0	0	16	16		-16	-16
6	UCMI 11	144	0	136	136		8	8
7	UCMI 12	284	0	257	257		27	27
8	UCMI 19	270	67	195	262	3	5	8
9	UCMI 20 (PV12)	438	144	264	408	8	22	30
10	UCMI 23	142	104	0	104	38		38
11	UCMI 24 (YT)	212	0	200	200		12	12
12	UCMI 4	112	104	0	104	8		8

6.3.2 Baitulmal Report

- Click on “Reporting → Hostel → Baitulmal” menu and “Reporting Hostel (Baitulmal)” will be displayed.

The screenshot shows the eCMS dashboard with the following details:

- Left Sidebar (Main Menu):**
 - Dashboard
 - Register Roles
 - Programme
 - Discipline
 - Hostel (highlighted with a red box)
 - Counseling
 - Warden
 - Reporting
 - Programme
 - Discipline
 - Hostel
 - Hostel Summary
 - Baitulmal
 - Unreside
 - Assigned
 - Check-In
 - Check-Out
 - Details
 - Change
 - Damage
- Top Center:** University College MAIWP INTERNATIONAL logo
- Top Right:** DATA BULAN (February, 2024)
- Main Content Area:**

BAHAGIAN HAL EHWAJ

PELAJAR & ALUMNI

A donut chart titled "Bed Available" showing 541 Beds.

Statistics: 330 Female (pink), 211 Male (blue).

Four cards on the right:

 - Total Booking Apply: Pending: 3
 - Total Change Request: Pending: 6
 - Total Complaint Damage: Pending: 0
 - Total Check-Out Request: Pending: 1
- User Information:** user4 Admin 4

- Click on the “Download PDF” button and the file will be downloaded.

The screenshot shows the "Reporting Hostel (Baitulmal)" page with the following details:

- Left Sidebar (Main Menu):**
 - Dashboard
 - Register Roles
 - Programme
 - Discipline
 - Hostel
 - Hostel Summary
 - Baitulmal
 - Unreside
 - Assigned
 - Check-In
 - Check-Out
 - Details
 - Change
 - Damage
 - Complaint
- Top Left:** Reporting Hostel (Baitulmal) title
- Table Headers:** Bil., Campus, Student, IC / Passport Number, Hostel, Status
- Data Rows:**

Bil.	Campus	Student	IC / Passport Number	Hostel	Status
1	MAIN CAMPUS	BPT12220001 NUR ATHIRAH BINTI MOHD ASRI	010501070102	PICOMS 18 (MIDF) BLOK 6 B-06-04	CHECK IN
2	MAIN CAMPUS	BPT12220003 NUR ANIS SABRIENA BINTI AZLAN	010205140074	PICOMS 18 (MIDF) BLOK 6 A-06-02	CHECK IN
3	MAIN CAMPUS	BPT12220002 NUR AISYAH BINTI ABDUL HADI	011005101032	PICOMS 18 (MIDF) BLOK 6 A-06-02	CHECK IN
4	MAIN CAMPUS	DPC12220006 MARDHIYAH BINTI SYAFRUAL	040607140648	PICOMS 18 (MIDF) BLOK 10 A-10-01	CHECK IN
5	MAIN CAMPUS	DPC12220009 NORUL SAKINAH BINTI MOHD FAZLIN	040505140698	PICOMS 18 (MIDF) BLOK 16 A-16-02	CHECK IN
6	MAIN CAMPUS	BPT12220004 NUR FAZERAH BINTI MOHD SUKRI	970213015028	PICOMS 18 (MIDF) BLOK 6 A-06-02	CHECK IN
- User Information:** user4 Admin 4

6.3.3 Unreside Report

- Click on “**Reporting → Hostel → Unreside**” menu and “**Student List**” will be displayed.

The screenshot shows the 'Dashboard' page of the eCMS system. On the left, there is a sidebar with various reporting modules: Programme, Discipline, Hostel, Counseling, and Warden. Under 'Reporting', 'Hostel' is expanded, and 'Unreside' is highlighted with a red box. Other options under 'Hostel' include 'Assigned', 'Check-In', 'Check-Out', and 'Details'. At the bottom of the sidebar, there is a user profile for 'user5 Admin 5'. The main content area features the 'BAHAGIAN HAL EHWAL' (Student & Alumni) section. It includes a donut chart titled 'Bed Available' showing 513 Beds, with 302 Female (pink) and 211 Male (blue). To the right of the chart are three boxes: 'Total Booking Apply Pending: 0', 'Total Change Request Pending: 2', and 'Total Complaint Damage Pending: 0'.

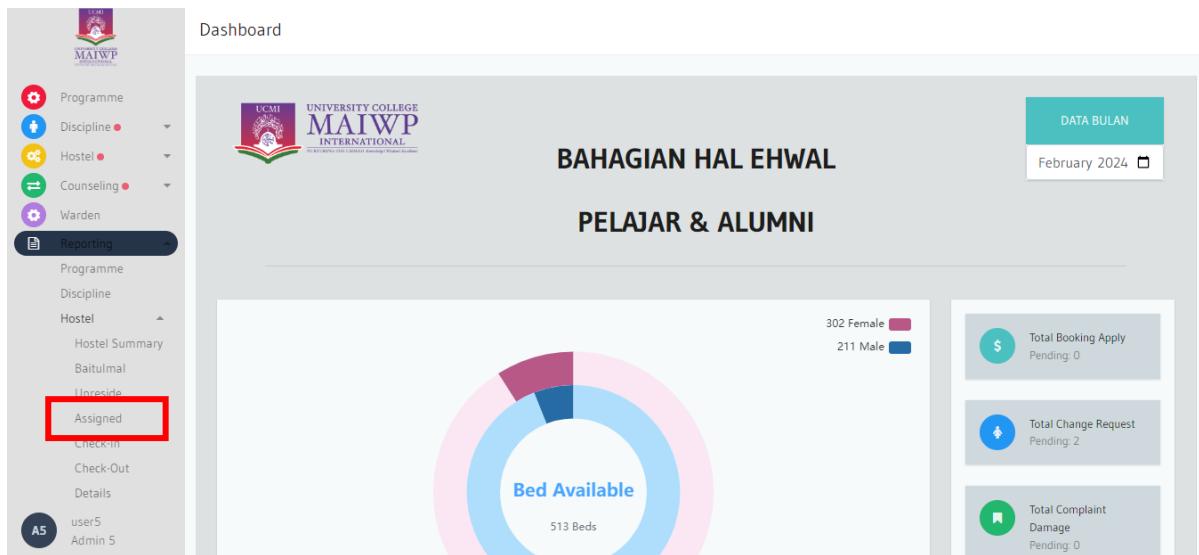
- Click on the “**Download PDF**” button to download report for unreside student.

The screenshot shows the 'Reporting Hostel (Unreside)' page. The sidebar is identical to the one in the previous screenshot. The main area displays a table titled 'Student List' with the following columns: No., Campus, Student, IC No., Gender, and Date. The table contains five rows of data, all corresponding to 'CITY CAMPUS' students with female genders and dates ranging from 18/11/2023 to 27/11/2023. A red box highlights the 'Download PDF' button at the top right of the table. The table has a dark header row and light gray body rows.

No.	Campus	Student	IC No.	Gender	Date
1	CITY CAMPUS	BNS09230013 NADIA BINTI UMAR	880316065088	Female	27/11/2023
2	CITY CAMPUS	BNS09230007 NORMAH BINTI SALIM	800802045186	Female	22/11/2023
3	CITY CAMPUS	BNS09230004 ANIS SYUHADA BINTI AHMAD SABRI	880406235570	Female	22/11/2023
4	CITY CAMPUS	BNS09230006 NORAZLIN BINTI ADZMAN	920617055282	Female	18/11/2023
5	CITY CAMPUS	BNS09230003 NORHAFIZAH BINTI YA AHMAD	830626026476	Female	18/11/2023

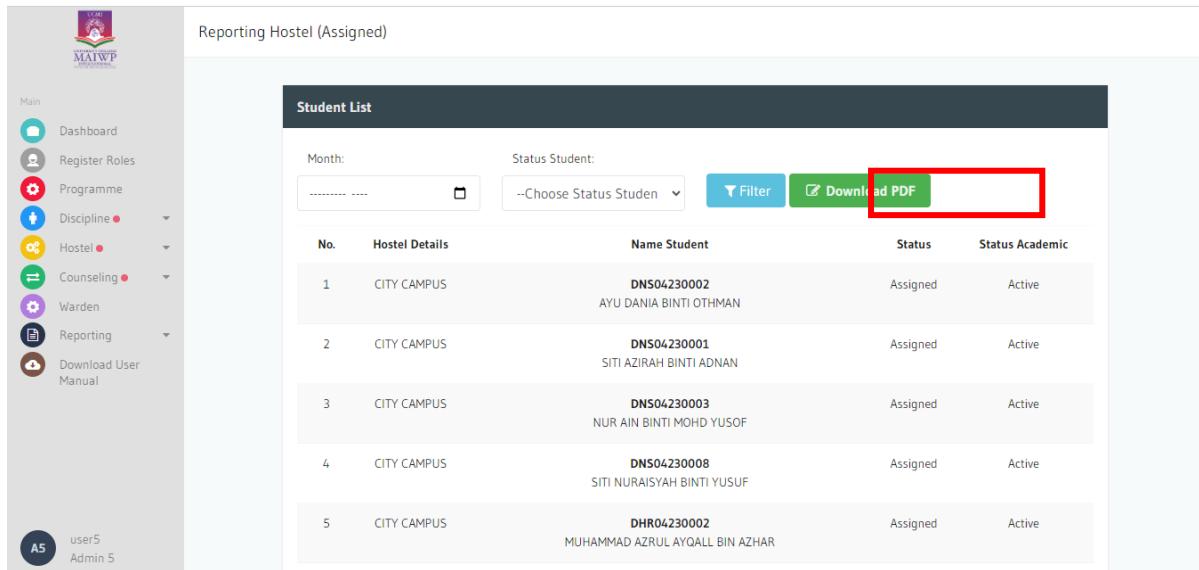
6.3.4 Assigned Report

- Click on “**Reporting → Hostel → Assigned**” menu and “**Student List**” will be displayed.



The screenshot shows the eHEPA Admin V2.0 dashboard. On the left sidebar, under the 'Reporting' section, the 'Hostel' and 'Assigned' items are listed. The 'Assigned' item is highlighted with a red box. The main content area displays a circular chart titled 'Bed Available' with a total of 513 beds. To the right of the chart, there are statistics: 302 Female (pink) and 211 Male (blue). Below the chart, three cards provide summary data: 'Total Booking Apply Pending: 0', 'Total Change Request Pending: 2', and 'Total Complaint Damage Pending: 0'. The top right corner shows a 'DATA BULAN' button with 'February 2024'.

- Click on the “**Download PDF**” button to download report for assigned student.



The screenshot shows the 'Reporting Hostel (Assigned)' page. The left sidebar includes a 'Main' section with various menu items like Dashboard, Register Roles, Programme, Discipline, Hostel, Counseling, Warden, Reporting, and Download User Manual. Under 'Reporting', the 'Hostel' and 'Assigned' items are listed. The main content area is titled 'Student List' and displays a table of assigned students. The table columns are No., Hostel Details, Name Student, Status, and Status Academic. The 'Download PDF' button at the top right of the table is highlighted with a red box. The table data is as follows:

No.	Hostel Details	Name Student	Status	Status Academic
1	CITY CAMPUS	DNS04230002 AYU DANIA BINTI OTHMAN	Assigned	Active
2	CITY CAMPUS	DNS04230001 SITI AZIRAH BINTI ADNAN	Assigned	Active
3	CITY CAMPUS	DNS04230003 NUR AIN BINTI MOHD YUSOF	Assigned	Active
4	CITY CAMPUS	DNS04230008 SITI NURAISYAH BINTI YUSUF	Assigned	Active
5	CITY CAMPUS	DHR04230002 MUHAMMAD AZRUL AYQALL BIN AZHAR	Assigned	Active

6.3.5 Check-In Report

- Click on “Reporting → Hostel → Assigned” menu and “Programme List” will be displayed.

BAHAGIAN HAL EHWAL
PELAJAR & ALUMNI

302 Female (pink)
211 Male (blue)

Total Booking Apply
Pending: 0

Total Change Request
Pending: 2

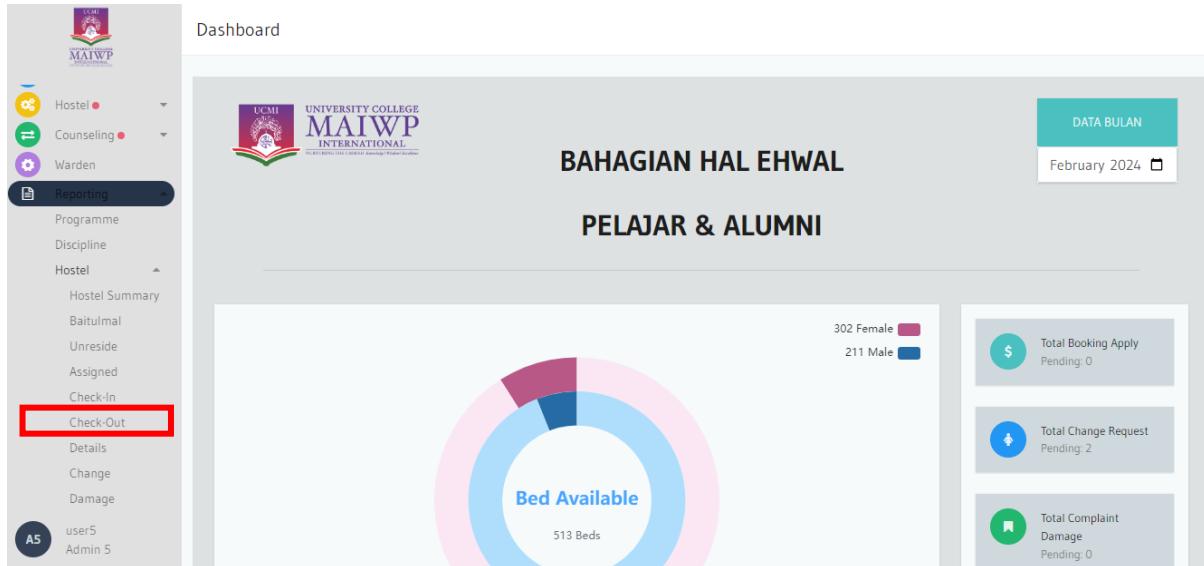
Total Complaint
Damage Pending: 0

- Click on the “Download PDF” button and the report will be downloaded.

Programme List			
Month:	Gender	Check In	New
-----	Male	203	449
	Female	911	1144
	Lain-lain	3	11

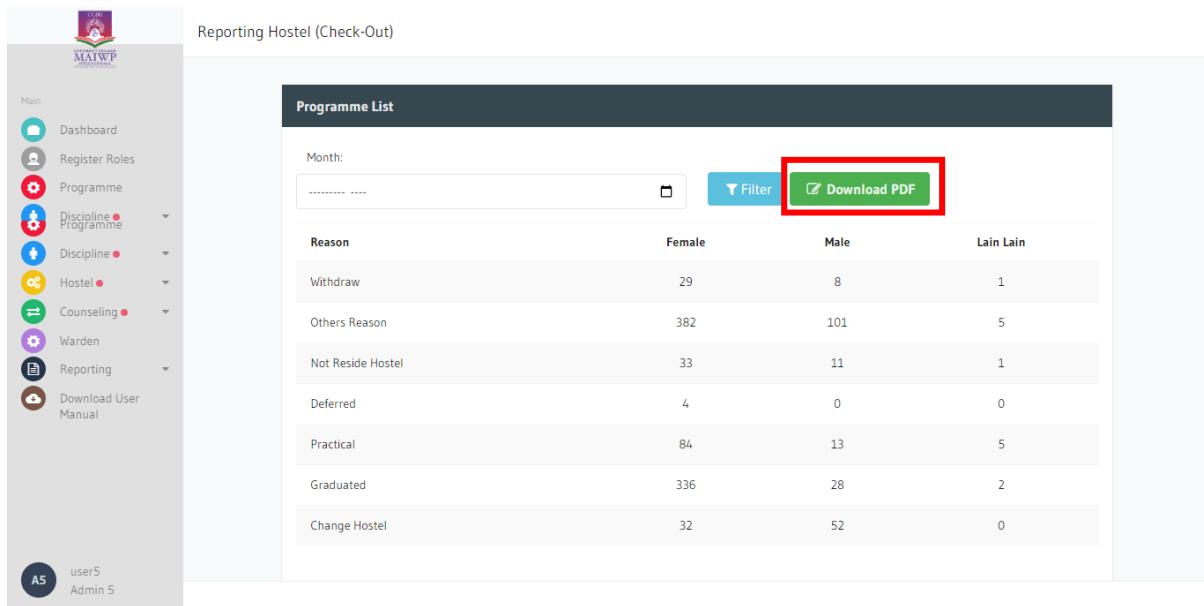
6.3.6 Check-Out Report

- Click on the “Reporting → Hostel” dropdown button and click on the “Check-Out” button. “Report Check-Out Report” will be displayed.



The screenshot shows the 'Dashboard' page of the eCMS system. On the left sidebar, under the 'Reporting' section, the 'Check-Out' option is highlighted with a red box. The main content area displays a circular chart titled 'Bed Available' showing 513 Beds. To the right, there is a summary box for February 2024 with statistics: 302 Female (pink) and 211 Male (blue). Below the chart are three cards: 'Total Booking Apply' (Pending: 0), 'Total Change Request' (Pending: 2), and 'Total Complaint' (Damage Pending: 0).

- Click on the “Download PDF” button and the report will be downloaded.



The screenshot shows the 'Reporting Hostel (Check-Out)' page. The left sidebar includes options like Main, Dashboard, Register Roles, Programme, Discipline, Hostel, Counseling, Warden, Reporting, and Download User Manual. Under 'Reporting', the 'Check-Out' option is highlighted with a red box. The main content area is titled 'Programme List' and contains a table with columns: Reason, Female, Male, and Lain. The table rows show data for Withdraw, Others Reason, Not Reside Hostel, Deferred, Practical, Graduated, and Change Hostel. A 'Download PDF' button at the top right of the table is also highlighted with a red box.

Reason	Female	Male	Lain
Withdraw	29	8	1
Others Reason	382	101	5
Not Reside Hostel	33	11	1
Deferred	4	0	0
Practical	84	13	5
Graduated	336	28	2
Change Hostel	32	52	0

6.3.7 Details Report

- Click on the “Reporting → Hostel” dropdown button and click on the “Details” button. “Reporting Hostel (Details)” will be displayed.

The screenshot shows the eHEPA Admin V2.0 dashboard. On the left, there is a sidebar with various menu items: Hostel (highlighted with a red box), Counseling, Warden, Reporting (highlighted with a red box), Programme, Discipline, Hostel, Hostel Summary, Baitulmal, Unreside, Assigned, Check-In, Check-Out, Details (highlighted with a red box), Change, Damage, and Complaint. Below these are user statistics: user5 Admin 5. The main content area is titled "BAHAGIAN HAL EHWAJ PELAJAR & ALUMNI". It features a circular chart with the text "Bed Available" and "513 Beds". To the right of the chart, it shows "302 Female" (pink) and "211 Male" (blue). Below the chart are three boxes: "Total Booking Apply" (Pending: 0), "Total Change Request" (Pending: 2), and "Total Complaint" (Damage Pending: 0).

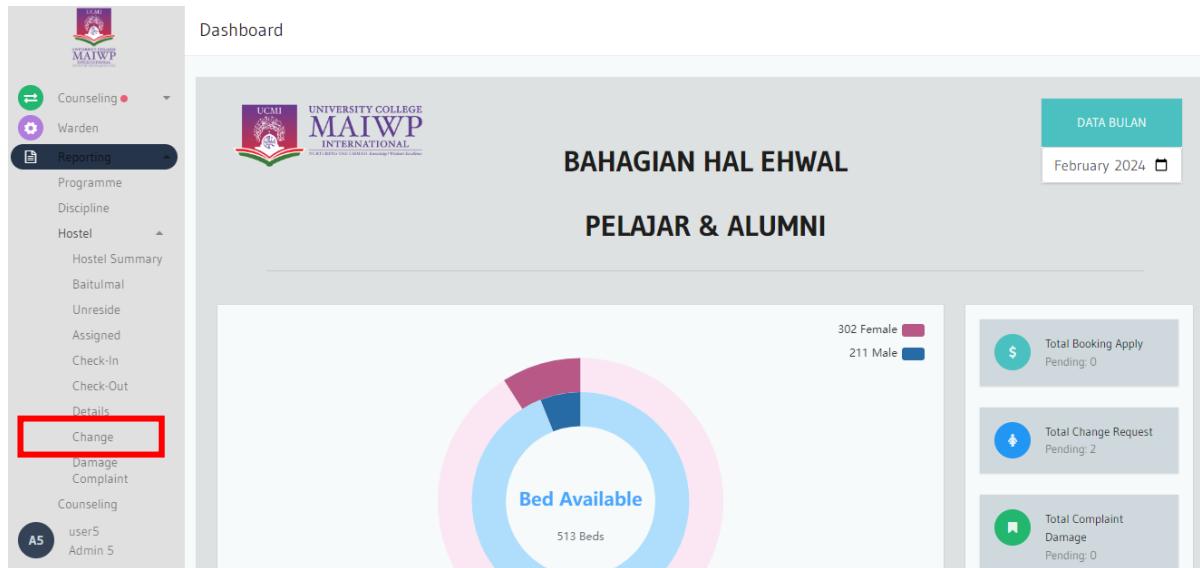
- Click on the “Download PDF” button and the report will be downloaded.

The screenshot shows the "Reporting Hostel (Details)" page. The left sidebar has the same menu as the dashboard, with the "Details" item under "Reporting" highlighted with a red box. The main content area is titled "Details List". It contains a table with columns: Month, Status Student, Hostel Status, Bil., Detail Student, Detail Residence, Status Academic, Check In Status, and Check Out Status. The table has 5 rows of data. A green "Download PDF" button is located at the top right of the table area, highlighted with a red box.

Month:	Status Student:	Hostel Status:	Bil.	Detail Student	Detail Residence	Status Academic	Check In Status	Check Out Status
-----, -----	--Choose Status Student--	--Choose Category Program--	1	MUHAMAD SYUKRI BIN MAT YUSOF DMS04220005 990116075465	CITY CAMPUS UCMI 23 ARAS 2 2-07	ACTIVE	CHECK OUT 2024-01-11	ACCEPT 2024-01-11
			2	NURUL SYAZWANI BINTI ZUKARNI DEC04220021 010601031080	MAIN CAMPUS PICOMS 21 (PDV) ARAS BAWAH (A) 130	ACTIVE	CHECK OUT 2024-01-17	ACCEPT 2024-01-18
			3	NUR AISHAH BINTI SHAFIE DM509212106 030327070498	MAIN CAMPUS PICOMS 21 (PDV) ARAS ATAS (B) 201	ACTIVE	CHECK OUT 2024-01-11	ACCEPT 2024-01-11
			4	CHE FAIZRUL BIN YAHAYA BHR09212007 020422030399	CITY CAMPUS UCMI 9 ARAS 4 4-1	ACTIVE	CHECK OUT 2024-01-08	ACCEPT 2024-01-15
			5	MUHAMAD EZAT BIN ROSU DPC09220023 030724140525	MAIN CAMPUS KEDIAMAN MARVAM - BLOK C BLOK 20 C-09	ACTIVE	CHECK IN 2024-01-11	-

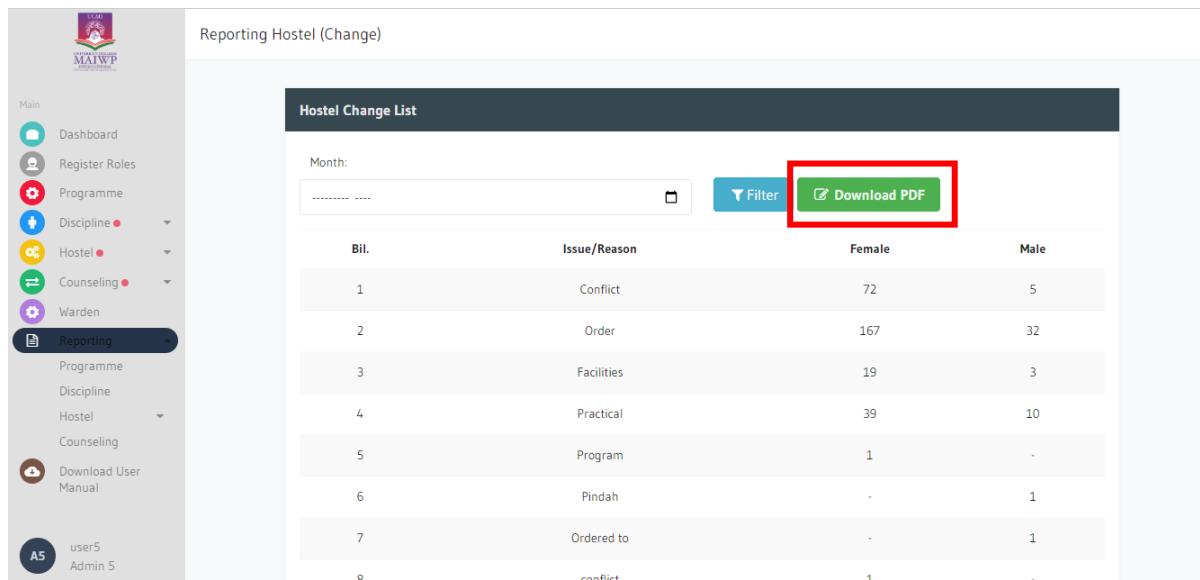
6.3.8 Hostel Change Report

- Click on the “Reporting Hostel Change” button and “Hostel Change Report” screen will be displayed.



The screenshot shows the 'Dashboard' page of the eCMS system. On the left sidebar, under the 'Reporting' section, the 'Change' button is highlighted with a red box. The main content area displays a circular donut chart titled 'Bed Available' showing the distribution of beds between females (302) and males (211). Below the chart, there are three summary boxes: 'Total Booking Apply' (Pending: 0), 'Total Change Request' (Pending: 2), and 'Total Complaint' (Damage Pending: 0).

- Click on the “Download PDF” button and the report will be downloaded.



The screenshot shows the 'Reporting Hostel (Change)' page. The left sidebar has a 'Reporting' section with a 'Download User Manual' button. The main content area is titled 'Hostel Change List' and displays a table of data. A green button labeled 'Download PDF' is highlighted with a red box. The table data is as follows:

Bil.	Issue/Reason	Female	Male
1	Conflict	72	5
2	Order	167	32
3	Facilities	19	3
4	Practical	39	10
5	Program	1	-
6	Pindah	-	1
7	Ordered to	-	1
8	conflict	1	-

6.3.9 Damage Complaint Report

- Click on the “Reporting → Hostel → Damage Complaint” button and “Damage Complaint Report” screen will be displayed.

The screenshot shows the 'Dashboard' page of the eCMS system. On the left, there is a sidebar with navigation links: Counseling, Warden, Reporting (which is currently selected and highlighted with a red box), Programme, Discipline, Hostel (with sub-links: Hostel Summary, Baitulmal, Unreside, Assigned, Check-In, Check-Out, Details, Change, Damage Complaint), and Counseling. At the bottom of the sidebar, it says 'A5 user5 Admin 5'. The main content area features the university logo and the text 'BAHAGIAN HAL EHWAL PELAJAR & ALUMNI'. Below this is a large donut chart titled 'Bed Available' showing the distribution of beds: 513 Beds (light blue), 211 Male (dark blue), and 302 Female (purple). To the right of the chart are three boxes: 'Total Booking Apply' (Pending: 0), 'Total Change Request' (Pending: 2), and 'Total Complaint' (Damage Pending: 0).

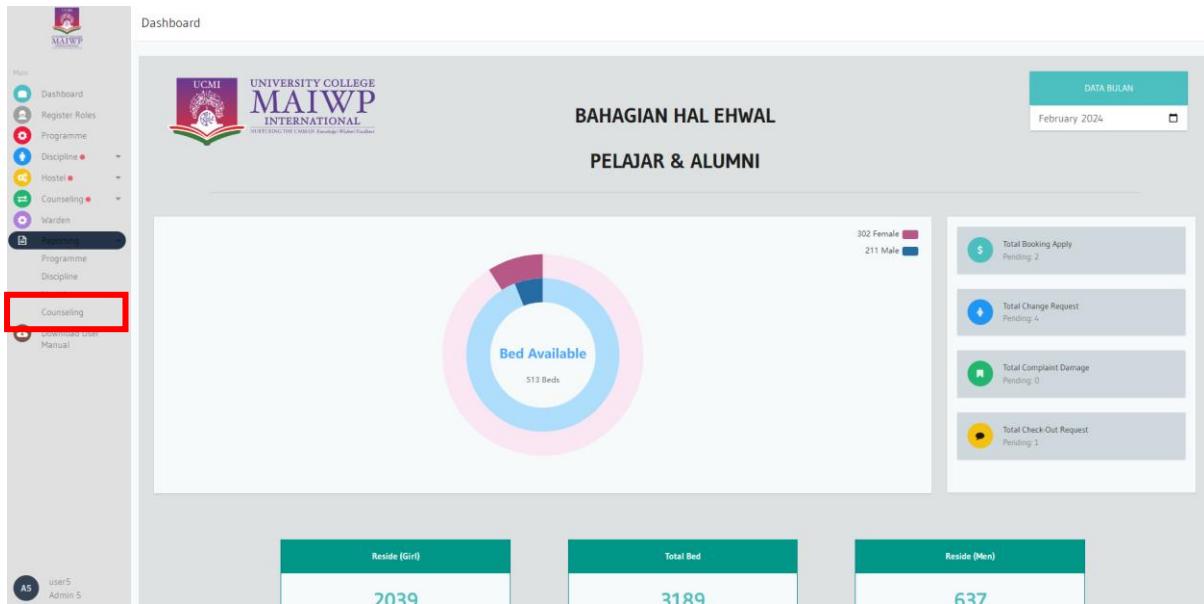
- Click on the “Download PDF” button and the report will be downloaded.

The screenshot shows the 'Reporting Hostel (Damage Complaint)' page. The sidebar on the left includes links: Main, Dashboard, Register Roles, Programme, Discipline (with a red dot), Hostel (with a red dot), Counseling (with a red dot), Warden, Reporting (selected and highlighted with a red box), and Download User Manual. It also shows 'A5 user5 Admin 5'. The main content area has a header 'Student List' and a table with columns: Bil., Student, IC / Passport Number, Hostel, Complaint, Date, and Status. The table contains four rows of data. A green 'Download PDF' button is located at the top right of the table area, with a red box highlighting it. The table data is as follows:

Bil.	Student	IC / Passport Number	Hostel	Complaint	Date	Status
1	BHR09212007 CHE FAIZRUL BIN YAHAYA	020422030399	UCMI 9 ARAS 4 203	TILES PECAH Tiles bilik 02 pecah	02/11/2023	COMPLETE
2	BHR09212007 CHE FAIZRUL BIN YAHAYA	020422030399	UCMI 23 ARAS BAWAH null	KIPAS PERLAHAN Bilah Patah	02/11/2023	COMPLETE
3	DEC04210037 ANNUR NAZIRAH BINTI KATCHUN	030224150030	UCMI 12 ARAS 2 null	KIPAS PERLAHAN KIPAS SLOW	15/11/2023	COMPLETE
4	DLM04230015 NUR HARIZWANANI BINTI YOHANIS	050226100086	UCMI 19 ARAS 22 null	KIPAS PERLAHAN Kipas tidak	15/11/2023	REJECT

6.4 Counseling Report

- Click on the “Reporting → Hostel → Counselling” button and “Damag Report” screen will be displayed.



- Click on the “Download PDF” button to download report in pdf and the file is downloaded.

