**USER REQUIREMENT SPECIFICATIONS (HEPA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Process Name** | **REMARK** | **UAT STATUS** | **FAT STATUS** |
| **Hepa Admin**  HEPA |  |  |  |
|  | pass |
| Programme & Activity |  | pass |  |
| Discipline & Complaint |  | pass |  |
| Hostel |  | pass |  |
| Counseling |  | pass |  |
| **Programme & Activity**  Pensyarah/Staff/Penganjur  Permohonan Mengadakan Program |  |  |  |
|  |  |  |
| Terima Notifikasi |  |  |  |
| Melihat Maklumat Program |  |  |  |
| Muat Naik Laporan Program/Aktiviti Dan Mengemaskini Maklumat Kedatangan Pelajar | Tidak boleh upload (proposal,report, certificate) | fail |  |
| Jabatan HEPA  Lulus/Gagal Permohonan Program |  | pass |  |
| Register Program |  | pass |  |
| Terima Dan Lihat Laporan |  | fail |  |
| Muat Naik E-Cert |  | fail |  |
| Pelajar |  |  |  |
| Melihat Aktiviti Sepanjang Semester |  | pass |  |
| Muat Turun E-Cert |  | fail |  |
| **Discipline & Complaint**  Jabatan HEPA  Merekod Kompaun Pelajar |  |  |  |
|  | pass |  |
| Melihat Rekod Kompaun Pelajar Dan Status Bayaran |  | pass |  |
| Melihat Senarai Aduan |  | pass |  |
| Kemaskini Aduan Kerosakan (Assign Warden) |  |  |  |
| Dashboard  Senarai Status Aduan |  |  |  |
| Kemaskini Aduan Umum (Status Aduan) |  | pass |  |
| Terima Notifikasi |  |  |  |
| Pelajar  Terima Notifikasi (Inbox) |  |  |  |
| Melihat Maklumat Keselahan Dan Pembayanran Kompaun |  | pass |  |
| Register Aduan Kerosakan |  | pass |  |
| Lihat Status Aduan |  | pass |  |
| Register Aduan Umum |  | pass |  |
| Unit Kewangan  Melihat Rekod Kompaun Pelajar |  |  |  |
| Mengemaskini Status Kompaun Pelajar |  |  |  |
| Warden  Merekod Kompaun Pelajar |  |  |  |
| Melihat Rekod Kompaun Pelajar |  |  |  |
| Lihat Senarai Aduan |  |  |  |
| Kemaskini Status Aduan |  |  |  |
| **Hostel** |  |  |  |
| Jabatan HEPA  Polisi Hostel |
| pass |  |
| Terima Notifikasi |  |  |  |
| Memproses Permohonan Tempahan Asrama |  | pass |  |
| Lihat Maklumat Pelajar (Check-In) |  | pass |  |
| Memproses Permohonan Pertukaran Asrama |  | pass |  |
| Generate Asrama |  |  |  |
| Lihat Tenant History |  |  |  |
| Laporan |  |  |  |
| Dashboard |  |  |  |
| Pelajar  Self-Booking Unit |  | pass |  |
| Terima Notifikasi |  |  |  |
| Self-Check-In |  | pass |  |
| Permohonan Pertukaran Asrama |  | pass |  |
| Self-Checkout |  | pass |  |
| Melihat Maklumat Asrama |  |  |  |
| Lihat History Asrama |  |  |  |
| Warden  Terima Notifikasi |  |  |  |
| Melihat Senarai Senarai Yang Sudah Check In |  |  |  |
| Terima Notifikasi |  |  |  |
| Melihat senarai dan mengesahkan permohonan pertukaran asrama |  |  |  |
| Terima notifikasi |  |  |  |
| Melihat Senarai Pelajar Yang Ingin Checkout |  |  |  |
| Lihat Tenant History |  |  |  |
| Dashboard |  |  |  |
| **Counseling** |  |  |  |
| HEPA |
| Tetapan Kaunselor |  | pass |  |
| Melihat Jadual Waktu Kaunselor |  |  |  |
| Kaunselor  Menetapkan Jadual Waktu/Temujanji Kaunselor |  |  |  |
| Melihat Permohonan Sesi Kaunseling |  |  |  |
| Meluluskan Permohonan Sesi Kaunseling/Menolak |  |  |  |
| Staff/Pensyarah  Memohon Sesi Kaunseling |  |  |  |
| Menerima Notifikasi (Inbox) |  |  |  |
| Pelajar  Memohon Sesi Kaunseling |  | pass |  |
| Menerima Notifikasi (Inbox) |  |  |  |

**SYSTEM REQUIREMENT SPECIFICATIONS (HEPA)**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROCESS NAME** | **REMARK** | **UAT STATUS** | **FAT STATUS** |
| **Programme & Activity** |  |  |  |
| Carian Permohonan Program dan Aktiviti |  | pass |  |
| Lulus / Gagal Permohonan Program dan Aktiviti |  | pass |  |
| Lihat Laporan Program dan Aktiviti |  | fail |  |
| Jana eCertificate |  | fail |  |
| Carian Program dan Aktiviti dan Muat Turun Sijil Penyertaan |  |  |  |
| Lihat program & aktiviti |  | pass |  |
| Permohonan melaksanakan program & aktiviti |  | pass |  |
| Hapus permohonan program & aktiviti |  | pass |  |
| Kemaskini kehadiran pelajar menyertai program |  | pass |  |
| Hapus kehadiran |  | pass |  |
| Muatnaik laporan program | \*cant upload files (proposal, report,e-cert) |  |  |
| **Discipline & Complaint** |  | pass |  |
| Carian jenis salah laku |
| Tambah jenis salah laku |  | pass |  |
| Kemaskini jenis salah laku |  | pass |  |
| Lihat jenis salah laku |  | pass |  |
| Hapus Jenis salah laku |  | pass |  |
| Carian senarai kompaun |  | pass |  |
| Tambah kompaun |  | pass |  |
| Kemaskini kompaun |  | pass |  |
| Lihat kompaun |  | pass |  |
| Carian senarai aduan |  |  |  |
| Tambah jenis aduan |  |  |  |
| Kemaskini jenis aduan |  |  |  |
| Lihat jenis aduan |  |  |  |
| Hapus jenis aduan |  |  |  |
| Carian senarai aduan |  |  |  |
| Kemaskini status aduan |  |  |  |
| Hapus jenis aduan |  |  |  |
| Carian senarai aduan |  |  |  |
| Kemaskini status aduan (umum) |  |  |  |
| Hapus aduan umum |  |  |  |
| Kemaskini status aduan (kerosakan) |  |  |  |
| Hapus aduan kerosakan |  |  |  |
| Carian senarai aduan |  |  |  |
| Tambah aduan |  |  |  |
| Kemaskini aduan |  |  |  |
| Lihat aduan |  |  |  |
| Hapus aduan |  |  |  |
| Hostel |  |  |  |
| Settings |
| Booking |  |  |  |
| Change |  |  |  |
| Check In / Check Out |  |  |  |
| Counseling |  |  |  |
| Counseling Type |
| Counselor |  |  |  |
| Apply Counseling |  |  |  |
| Timetable |  |  |  |