



**UNIVERSITI TEKNOLOGI MARA**  
**FACULTY OF COMPUTER AND MATHEMATICAL SCIENCES**  
**CSC584 - ENTERPRISE PROGRAMMING**

**USER MANUAL: Counseling System**

**GROUP: D1CDCS2534B**

**PREPARED BY:**

| NO. | NAME                                  | STUDENT ID |
|-----|---------------------------------------|------------|
| 1.  | NUR ADLINA TIHANI BINTI ROSLI         | 2025188005 |
| 2.  | SITI ZULAIKHA AMNI BINTI MOHD HUDZORI | 2025188057 |
| 3.  | NURSYAFIQAH ADRIANA BINTI MOHD RIDUAN | 2025181049 |

**PREPARED FOR:**  
**SIR MUHAMAD RIDHWAN BIN MOHAMAD RAZALI**

**DATE OF SUBMISSION: 20 JANUARY 2026**

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## **1.0 INTRODUCTION**

The Student Counseling Appointment System is a web-based system designed to help students book, view, and manage counseling appointments efficiently. The system allows students to schedule appointments with counselors, track appointment status, and provide feedback after sessions. This manual guides students on how to use the system step by step.

## **2.0 SYSTEM REQUIREMENTS**

To use this system smoothly, ensure you have:

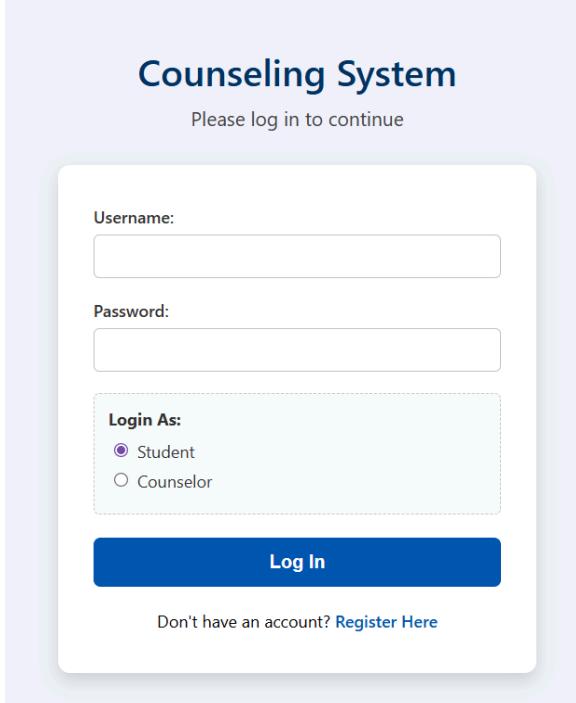
- A web browser (Google Chrome, Mozilla Firefox, Microsoft Edge)
- Stable internet connection
- Valid student account credentials

## **3.0 ACCESSING THE SYSTEM**

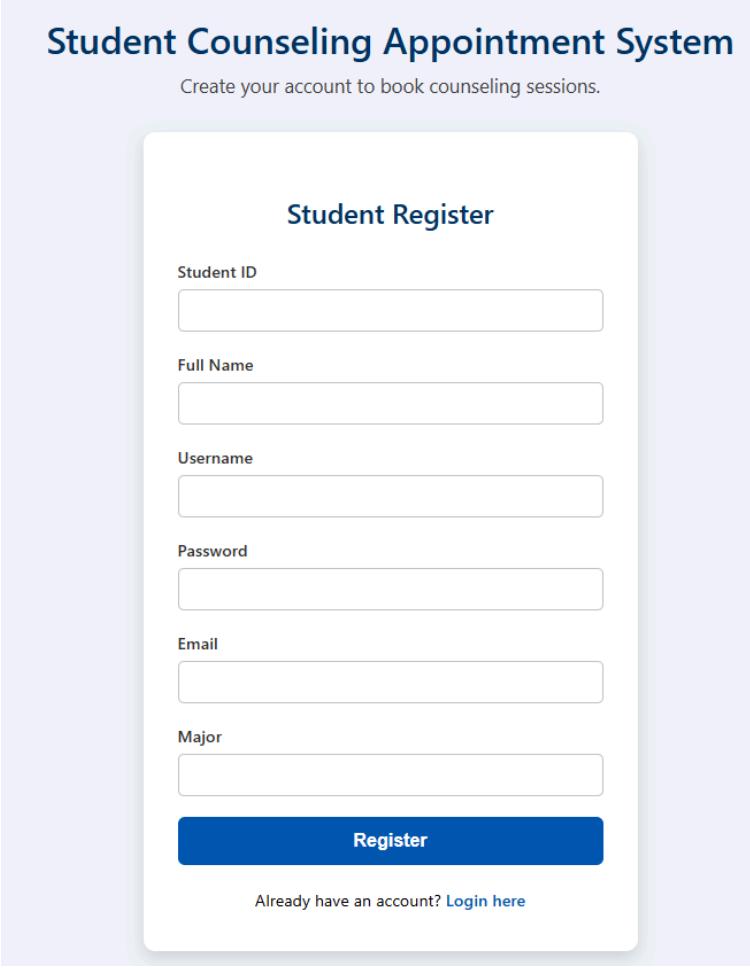
1. Open your web browser.
2. Enter the system URL: <http://localhost:8080/CounselingSystem>
3. You will be directed to the Login Page.

## STUDENT MANUAL

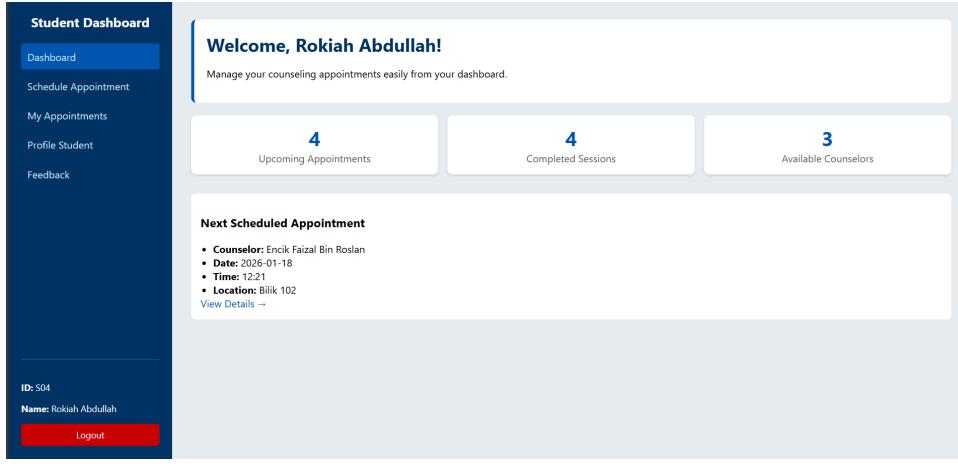
### 1. LOGIN PAGE

|           |  |
|-----------|--|
| Steps     | <ol style="list-style-type: none"><li>1. Enter your username and password.</li><li>2. Click Login.</li><li>3. Upon successful login, you will be redirected to the Student Dashboard.</li></ol>  |
| Interface |  A screenshot of the Counseling System login interface. The page has a light blue header with the text "Counseling System" and "Please log in to continue". Below this is a white login form. The form contains fields for "Username" and "Password", both represented by empty input boxes. Underneath these is a "Login As:" section enclosed in a dashed box, containing two radio buttons: one for "Student" (which is selected) and one for "Counselor". At the bottom of the form is a large blue "Log In" button. Below the button, a link says "Don't have an account? <a href="#">Register Here</a> ". |

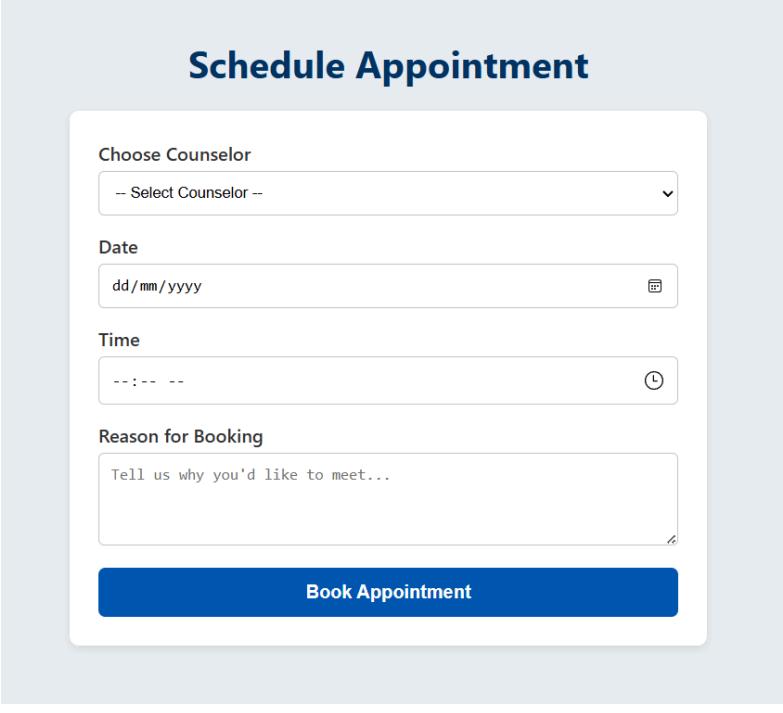
## 2. REGISTER PAGE

|           |   |
|-----------|---|
| Steps     | <ol style="list-style-type: none"><li>1. Click “Register” on the login page.</li><li>2. Fill in all required information:<ol style="list-style-type: none"><li>a. Student ID</li><li>b. Full Name</li><li>c. Username</li><li>d. Password</li><li>e. Email</li><li>f. Major</li></ol></li><li>3. Click Register.</li><li>4. A success message will appear.</li><li>5. You will be redirected to the login page.</li></ol>   |
| Interface |  <p>The screenshot shows the "Student Counseling Appointment System" registration interface. At the top, it says "Create your account to book counseling sessions." Below that is a "Student Register" form with fields for Student ID, Full Name, Username, Password, Email, and Major. Each field has a corresponding input box. At the bottom of the form is a blue "Register" button. Below the button, there is a link "Already have an account? Login here".</p> |

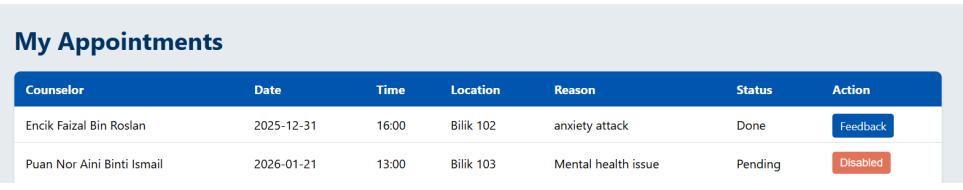
### 3. DASHBOARD PAGE

|           |   |
|-----------|---|
| Steps     | <p>The dashboard is the main navigation page. From here, you can:</p> <ul style="list-style-type: none"><li>• Schedule a counseling appointment</li><li>• View your appointments</li><li>• View your previous feedback for the appointment</li><li>• Update your profile</li><li>• Logout from the system</li></ul>   |
| Interface |  <p>The screenshot shows the Student Dashboard interface. On the left, a sidebar menu lists: Dashboard, Schedule Appointment, My Appointments, Profile Student, and Feedback. At the bottom of the sidebar, it shows ID: S04 and Name: Rokiah Abdullah, with a red Logout button. The main content area has a header "Welcome, Rokiah Abdullah!" and a sub-header "Manage your counseling appointments easily from your dashboard." Below this are three cards: "Upcoming Appointments" (4), "Completed Sessions" (4), and "Available Counselors" (3). A section titled "Next Scheduled Appointment" lists: Counselor: Enck Faizal Bin Roslan, Date: 2026-01-18, Time: 12:21, Location: Bilik 102, with a "View Details →" link.</p> |

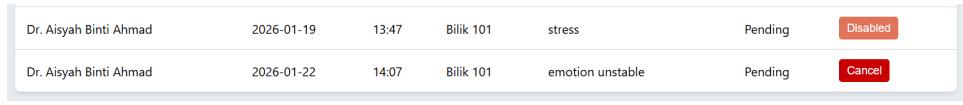
#### 4. SCHEDULE APPOINTMENT PAGE

|           |   |
|-----------|---|
| Steps     | <ol style="list-style-type: none"><li>1. Click Schedule Appointment from the sidebar.</li><li>2. Select a Counselor from the dropdown list.</li><li>3. Choose an Appointment Date.</li><li>4. Select the Time.</li><li>5. Enter the Reason for Booking.</li><li>6. Click Book Appointment.</li></ol> <p>Result:</p> <ul style="list-style-type: none"><li>• The appointment will be saved with Pending status.</li><li>• You will be redirected to My Appointments.</li></ul>   |
| Interface |  <p>The screenshot displays the 'Schedule Appointment' page. At the top center is the title 'Schedule Appointment'. Below it is a form with the following fields:<ul style="list-style-type: none"><li><b>Choose Counselor:</b> A dropdown menu labeled '-- Select Counselor --'.</li><li><b>Date:</b> A text input field with the placeholder 'dd/mm/yyyy' and a calendar icon.</li><li><b>Time:</b> A text input field with the placeholder '---:--- ---' and a clock icon.</li><li><b>Reason for Booking:</b> A text area with the placeholder 'Tell us why you'd like to meet...'.</li></ul>A large blue button at the bottom of the form is labeled 'Book Appointment'.</p> |

## 5. VIEW APPOINTMENTS PAGE

| Features                   | <ol style="list-style-type: none"><li>1. View all booked appointments</li><li>2. See appointment details:<ul style="list-style-type: none"><li>• Counselor Name</li><li>• Date &amp; Time</li><li>• Location</li><li>• Reason</li><li>• Status:<ul style="list-style-type: none"><li>◦ Pending – Waiting for counselor approval</li><li>◦ Completed – Session finished</li></ul></li></ul></li></ol>   |           |           |                     |          |                           |        |        |                         |            |       |           |                |      |                           |                            |            |       |           |                     |         |                           |
|----------------------------|--|-----------|-----------|---------------------|----------|---------------------------|--------|--------|-------------------------|------------|-------|-----------|----------------|------|---------------------------|----------------------------|------------|-------|-----------|---------------------|---------|---------------------------|
| Interface                  |  <p>The screenshot shows a table titled "My Appointments" with the following data:</p> <table border="1"><thead><tr><th>Counselor</th><th>Date</th><th>Time</th><th>Location</th><th>Reason</th><th>Status</th><th>Action</th></tr></thead><tbody><tr><td>Encik Faizal Bin Roslan</td><td>2025-12-31</td><td>16:00</td><td>Bilik 102</td><td>anxiety attack</td><td>Done</td><td><button>Feedback</button></td></tr><tr><td>Puan Nor Aini Binti Ismail</td><td>2026-01-21</td><td>13:00</td><td>Bilik 103</td><td>Mental health issue</td><td>Pending</td><td><button>Disabled</button></td></tr></tbody></table> | Counselor | Date      | Time                | Location | Reason                    | Status | Action | Encik Faizal Bin Roslan | 2025-12-31 | 16:00 | Bilik 102 | anxiety attack | Done | <button>Feedback</button> | Puan Nor Aini Binti Ismail | 2026-01-21 | 13:00 | Bilik 103 | Mental health issue | Pending | <button>Disabled</button> |
| Counselor                  | Date   | Time      | Location  | Reason              | Status   | Action                    |        |        |                         |            |       |           |                |      |                           |                            |            |       |           |                     |         |                           |
| Encik Faizal Bin Roslan    | 2025-12-31   | 16:00     | Bilik 102 | anxiety attack      | Done     | <button>Feedback</button> |        |        |                         |            |       |           |                |      |                           |                            |            |       |           |                     |         |                           |
| Puan Nor Aini Binti Ismail | 2026-01-21   | 13:00     | Bilik 103 | Mental health issue | Pending  | <button>Disabled</button> |        |        |                         |            |       |           |                |      |                           |                            |            |       |           |                     |         |                           |

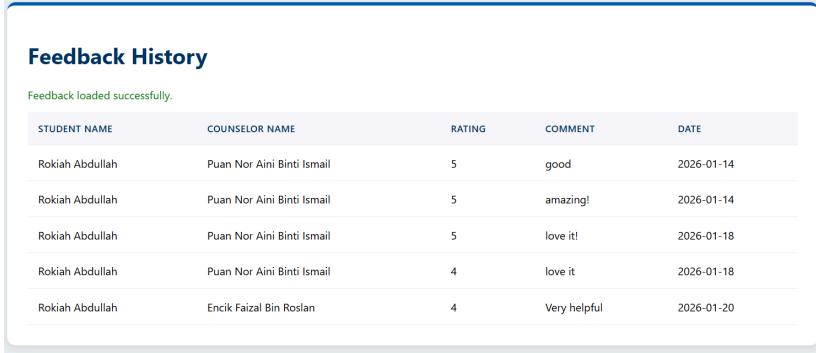
## 6. CANCEL APPOINTMENT PAGE

|                        |  |                        |            |                  |           |                           |         |                           |                        |            |       |           |                  |         |                         |
|------------------------|--|------------------------|------------|------------------|-----------|---------------------------|---------|---------------------------|------------------------|------------|-------|-----------|------------------|---------|-------------------------|
| Steps                  | <ol style="list-style-type: none"><li>1. Go to My Appointments.</li><li>2. Click Cancel for appointments with Pending status.</li><li>3. Confirm cancellation.<br/>= Only pending appointments that are 24 hours before the date can be canceled and the cancel button turns disabled.</li></ol>   |                        |            |                  |           |                           |         |                           |                        |            |       |           |                  |         |                         |
| Interface              |  <p>The screenshot shows a table titled "My Appointments" with the following data:</p> <table border="1"><tbody><tr><td>Dr. Aisyah Binti Ahmad</td><td>2026-01-19</td><td>13:47</td><td>Bilik 101</td><td>stress</td><td>Pending</td><td><button>Disabled</button></td></tr><tr><td>Dr. Aisyah Binti Ahmad</td><td>2026-01-22</td><td>14:07</td><td>Bilik 101</td><td>emotion unstable</td><td>Pending</td><td><button>Cancel</button></td></tr></tbody></table> | Dr. Aisyah Binti Ahmad | 2026-01-19 | 13:47            | Bilik 101 | stress                    | Pending | <button>Disabled</button> | Dr. Aisyah Binti Ahmad | 2026-01-22 | 14:07 | Bilik 101 | emotion unstable | Pending | <button>Cancel</button> |
| Dr. Aisyah Binti Ahmad | 2026-01-19   | 13:47                  | Bilik 101  | stress           | Pending   | <button>Disabled</button> |         |                           |                        |            |       |           |                  |         |                         |
| Dr. Aisyah Binti Ahmad | 2026-01-22   | 14:07                  | Bilik 101  | emotion unstable | Pending   | <button>Cancel</button>   |         |                           |                        |            |       |           |                  |         |                         |

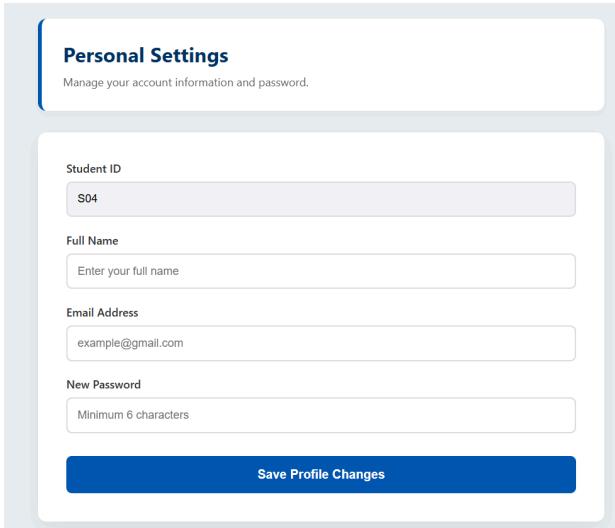
## 7. PROVIDE FEEDBACK PAGE

|           |   |
|-----------|---|
| Steps     | <ol style="list-style-type: none"><li>1. After an appointment is completed by the counselors, click Feedback.</li><li>2. Fill in your feedback form.</li><li>3. Submit the feedback.</li></ol> <p>This helps improve counseling services.</p>   |
| Interface | <p>The screenshot shows a "Session Feedback" page. At the top, it displays appointment details: Encik Faizal Bin Roslan, 2026-01-19, 14:48, Bilik 102, anxiety attack, and a "Done" button with a blue "Feedback" button next to it. Below this is a large central box titled "Session Feedback" with "Appointment ID: 8". It asks for an "Overall Rating (1 = Poor, 5 = Excellent)" and shows a row of five yellow stars, with the fourth one filled. Below the rating is a section for "Comments and Suggestions (Optional)" containing the text "Very helpful". At the bottom of the box is a dark blue "Submit Feedback" button. Below the main box is a "Back to Dashboard" link. At the very bottom of the page is a footer bar with the same appointment details and a "Completed" button instead of "Done".</p> |

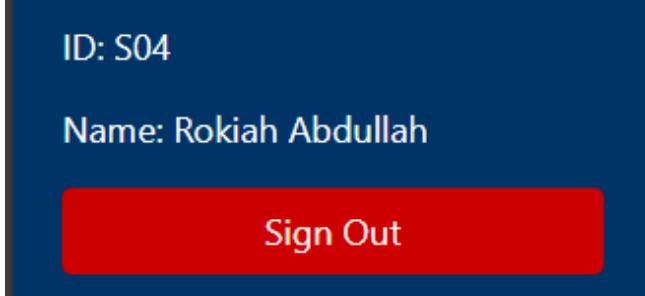
## 8. VIEW PREVIOUS FEEDBACK

| Steps           | <ol style="list-style-type: none"><li>1. Go to the View Feedback page at the side bar navigation.</li><li>2. See the feedback details including the appointment list.</li></ol>  |              |                |            |         |      |                 |                            |   |      |            |                 |                            |   |          |            |                 |                            |   |          |            |                 |                            |   |         |            |                 |                         |   |              |            |
|-----------------|--|--------------|----------------|------------|---------|------|-----------------|----------------------------|---|------|------------|-----------------|----------------------------|---|----------|------------|-----------------|----------------------------|---|----------|------------|-----------------|----------------------------|---|---------|------------|-----------------|-------------------------|---|--------------|------------|
| Interface       |  <p>The screenshot shows a "Feedback History" section with a message "Feedback loaded successfully." Below it is a table with columns: STUDENT NAME, COUNSELOR NAME, RATING, COMMENT, and DATE. The data in the table is as follows:</p> <table border="1"><thead><tr><th>STUDENT NAME</th><th>COUNSELOR NAME</th><th>RATING</th><th>COMMENT</th><th>DATE</th></tr></thead><tbody><tr><td>Rokiah Abdullah</td><td>Puan Nor Aini Binti Ismail</td><td>5</td><td>good</td><td>2026-01-14</td></tr><tr><td>Rokiah Abdullah</td><td>Puan Nor Aini Binti Ismail</td><td>5</td><td>amazing!</td><td>2026-01-14</td></tr><tr><td>Rokiah Abdullah</td><td>Puan Nor Aini Binti Ismail</td><td>5</td><td>love it!</td><td>2026-01-18</td></tr><tr><td>Rokiah Abdullah</td><td>Puan Nor Aini Binti Ismail</td><td>4</td><td>love it</td><td>2026-01-18</td></tr><tr><td>Rokiah Abdullah</td><td>Encik Faizal Bin Roslan</td><td>4</td><td>Very helpful</td><td>2026-01-20</td></tr></tbody></table> | STUDENT NAME | COUNSELOR NAME | RATING     | COMMENT | DATE | Rokiah Abdullah | Puan Nor Aini Binti Ismail | 5 | good | 2026-01-14 | Rokiah Abdullah | Puan Nor Aini Binti Ismail | 5 | amazing! | 2026-01-14 | Rokiah Abdullah | Puan Nor Aini Binti Ismail | 5 | love it! | 2026-01-18 | Rokiah Abdullah | Puan Nor Aini Binti Ismail | 4 | love it | 2026-01-18 | Rokiah Abdullah | Encik Faizal Bin Roslan | 4 | Very helpful | 2026-01-20 |
| STUDENT NAME    | COUNSELOR NAME   | RATING       | COMMENT        | DATE       |         |      |                 |                            |   |      |            |                 |                            |   |          |            |                 |                            |   |          |            |                 |                            |   |         |            |                 |                         |   |              |            |
| Rokiah Abdullah | Puan Nor Aini Binti Ismail   | 5            | good           | 2026-01-14 |         |      |                 |                            |   |      |            |                 |                            |   |          |            |                 |                            |   |          |            |                 |                            |   |         |            |                 |                         |   |              |            |
| Rokiah Abdullah | Puan Nor Aini Binti Ismail   | 5            | amazing!       | 2026-01-14 |         |      |                 |                            |   |      |            |                 |                            |   |          |            |                 |                            |   |          |            |                 |                            |   |         |            |                 |                         |   |              |            |
| Rokiah Abdullah | Puan Nor Aini Binti Ismail   | 5            | love it!       | 2026-01-18 |         |      |                 |                            |   |      |            |                 |                            |   |          |            |                 |                            |   |          |            |                 |                            |   |         |            |                 |                         |   |              |            |
| Rokiah Abdullah | Puan Nor Aini Binti Ismail   | 4            | love it        | 2026-01-18 |         |      |                 |                            |   |      |            |                 |                            |   |          |            |                 |                            |   |          |            |                 |                            |   |         |            |                 |                         |   |              |            |
| Rokiah Abdullah | Encik Faizal Bin Roslan  | 4            | Very helpful   | 2026-01-20 |         |      |                 |                            |   |      |            |                 |                            |   |          |            |                 |                            |   |          |            |                 |                            |   |         |            |                 |                         |   |              |            |

## 9. UPDATE PROFILE

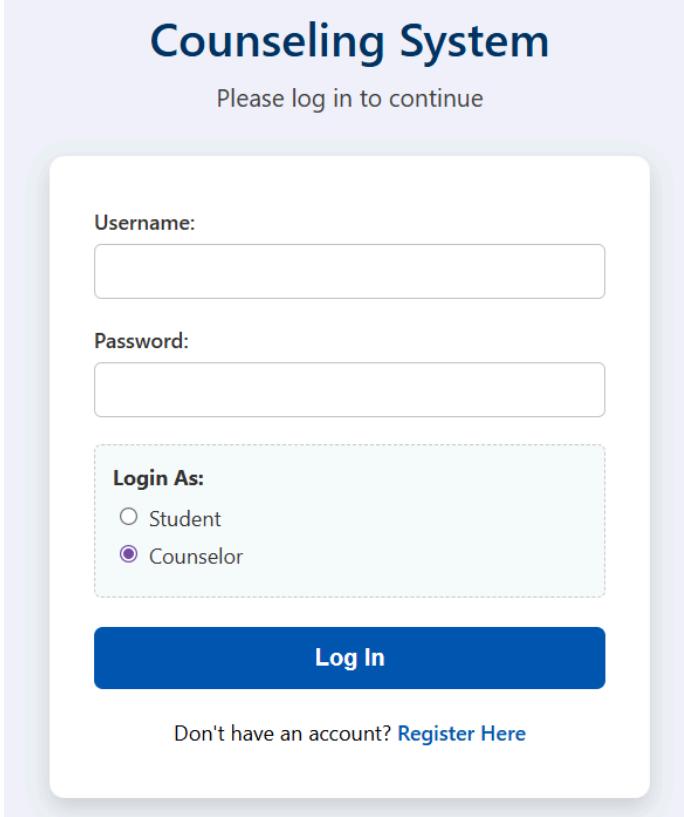
|           |  |
|-----------|--|
| Steps     | <ol style="list-style-type: none"><li>1. Go to the View Profile page at the side bar navigation</li><li>2. View student personal details.</li><li>3. Update profile information (if needed)</li></ol>  |
| Interface |  <p>The screenshot shows a "Personal Settings" section with a sub-section titled "Manage your account information and password." It includes fields for Student ID (S04), Full Name (Enter your full name), Email Address (example@gmail.com), and New Password (Minimum 6 characters). A blue "Save Profile Changes" button is at the bottom.</p> |

## 10. LOGOUT

|           |  |
|-----------|--|
| Steps     | <ol style="list-style-type: none"><li>1. Click the “Sign Out” button from the sidebar.</li><li>2. You will be redirected to the login page.</li></ol>  |
| Interface |  A screenshot of a user interface showing a dark blue background. In the center, the text "ID: S04" is displayed above "Name: Rokiah Abdullah". Below this information is a large red rectangular button with the white text "Sign Out". |

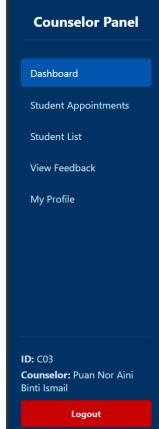
## COUNSELOR MANUAL

### 1. LOGIN PAGE

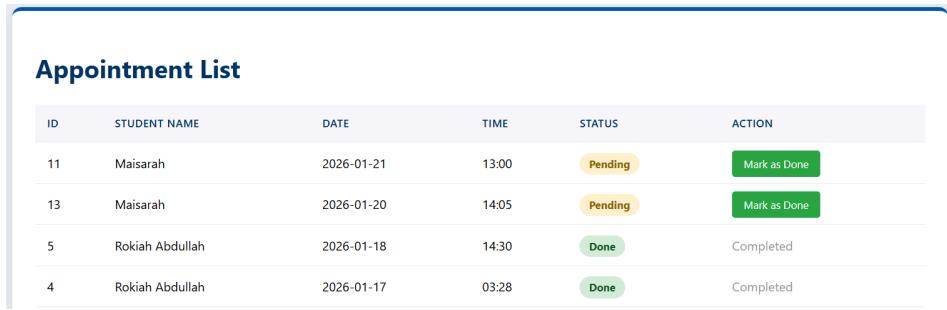
|           |   |
|-----------|---|
| Steps     | <ol style="list-style-type: none"><li>1. Enter your username and password.</li><li>2. Click Login.</li><li>3. Upon successful login, you will be redirected to the Counselor Dashboard.</li></ol> |
| Interface |    |

### 2. DASHBOARD PAGE

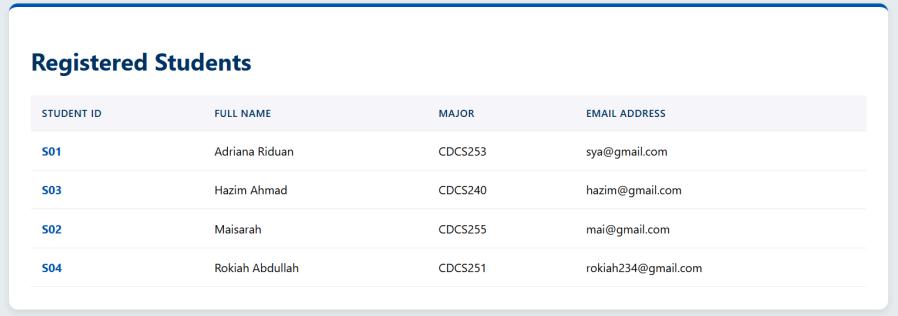
|       |   |
|-------|---|
| Steps | <p>The dashboard is the main navigation page. From here, you can:</p> <ul style="list-style-type: none"><li>• View students appointments</li><li>• View registered student list</li><li>• View answered feedbacks from students</li></ul> |
|-------|---|

|           |   |
|-----------|---|
|           | <ul style="list-style-type: none"> <li>• Update your profile</li> <li>• Logout from the system</li> </ul>   |
| Interface |  <p>Welcome back, Puan Nor Aini Binti Ismail!</p> <p>You have access to manage student appointments, review registration lists, and analyze feedback reports.</p> <p>Counselor Panel</p> <ul style="list-style-type: none"> <li>Dashboard</li> <li>Student Appointments</li> <li>Student List</li> <li>View Feedback</li> <li>My Profile</li> </ul> <p>ID: C03<br/>Counselor: Puan Nor Aini Binti Ismail</p> <p>Logout</p> |

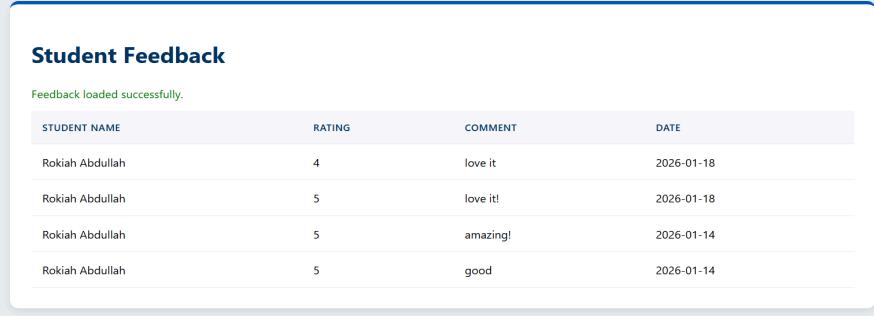
### 3. VIEW APPOINTMENT OF STUDENTS

| Steps     | <ol style="list-style-type: none"> <li>1. Click on Student Appointment from the menu.</li> <li>2. The list of students will be displayed.</li> <li>3. Select the desired appointment.</li> <li>4. Click the Action button and choose Mark as Done when the student ends their session.</li> <li>5. Once marked as done, the selected student's account will be updated.</li> </ol>   |            |              |         |                               |        |        |    |          |            |       |         |                               |    |          |            |       |         |                               |   |                 |            |       |      |           |   |                 |            |       |      |           |
|-----------|--|------------|--------------|---------|-------------------------------|--------|--------|----|----------|------------|-------|---------|-------------------------------|----|----------|------------|-------|---------|-------------------------------|---|-----------------|------------|-------|------|-----------|---|-----------------|------------|-------|------|-----------|
| Interface |  <p><b>Appointment List</b></p> <table border="1"> <thead> <tr> <th>ID</th> <th>STUDENT NAME</th> <th>DATE</th> <th>TIME</th> <th>STATUS</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>Maisarah</td> <td>2026-01-21</td> <td>13:00</td> <td>Pending</td> <td><button>Mark as Done</button></td> </tr> <tr> <td>13</td> <td>Maisarah</td> <td>2026-01-20</td> <td>14:05</td> <td>Pending</td> <td><button>Mark as Done</button></td> </tr> <tr> <td>5</td> <td>Rokiah Abdullah</td> <td>2026-01-18</td> <td>14:30</td> <td>Done</td> <td>Completed</td> </tr> <tr> <td>4</td> <td>Rokiah Abdullah</td> <td>2026-01-17</td> <td>03:28</td> <td>Done</td> <td>Completed</td> </tr> </tbody> </table> | ID         | STUDENT NAME | DATE    | TIME                          | STATUS | ACTION | 11 | Maisarah | 2026-01-21 | 13:00 | Pending | <button>Mark as Done</button> | 13 | Maisarah | 2026-01-20 | 14:05 | Pending | <button>Mark as Done</button> | 5 | Rokiah Abdullah | 2026-01-18 | 14:30 | Done | Completed | 4 | Rokiah Abdullah | 2026-01-17 | 03:28 | Done | Completed |
| ID        | STUDENT NAME   | DATE       | TIME         | STATUS  | ACTION                        |        |        |    |          |            |       |         |                               |    |          |            |       |         |                               |   |                 |            |       |      |           |   |                 |            |       |      |           |
| 11        | Maisarah   | 2026-01-21 | 13:00        | Pending | <button>Mark as Done</button> |        |        |    |          |            |       |         |                               |    |          |            |       |         |                               |   |                 |            |       |      |           |   |                 |            |       |      |           |
| 13        | Maisarah   | 2026-01-20 | 14:05        | Pending | <button>Mark as Done</button> |        |        |    |          |            |       |         |                               |    |          |            |       |         |                               |   |                 |            |       |      |           |   |                 |            |       |      |           |
| 5         | Rokiah Abdullah  | 2026-01-18 | 14:30        | Done    | Completed                     |        |        |    |          |            |       |         |                               |    |          |            |       |         |                               |   |                 |            |       |      |           |   |                 |            |       |      |           |
| 4         | Rokiah Abdullah  | 2026-01-17 | 03:28        | Done    | Completed                     |        |        |    |          |            |       |         |                               |    |          |            |       |         |                               |   |                 |            |       |      |           |   |                 |            |       |      |           |

#### 4. VIEW LIST OF STUDENTS REGISTERED

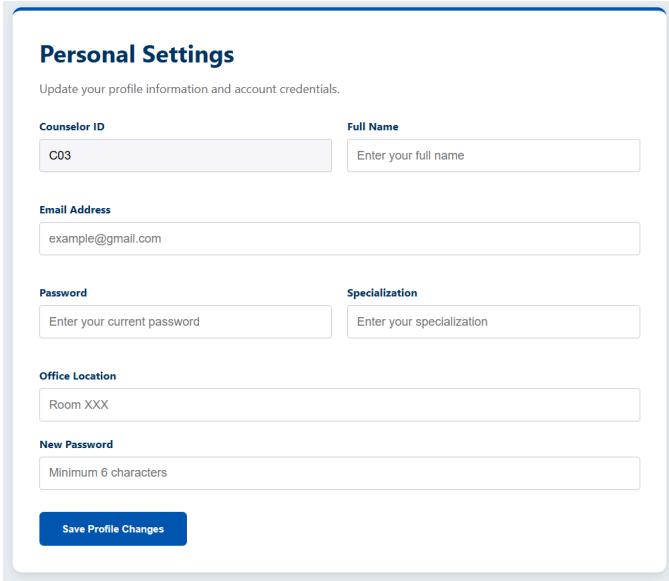
| Steps      | <ol style="list-style-type: none"><li>1. Go to the Student List page at the side bar navigation.</li><li>2. View the list of existing students and their details in the system.</li></ol>  |            |                     |       |               |     |                |         |               |     |             |         |                 |     |          |         |               |     |                 |         |                     |
|------------|--|------------|---------------------|-------|---------------|-----|----------------|---------|---------------|-----|-------------|---------|-----------------|-----|----------|---------|---------------|-----|-----------------|---------|---------------------|
| Interface  |  <p><b>Registered Students</b></p> <table><thead><tr><th>STUDENT ID</th><th>FULL NAME</th><th>MAJOR</th><th>EMAIL ADDRESS</th></tr></thead><tbody><tr><td>S01</td><td>Adriana Riduan</td><td>CDCS253</td><td>sya@gmail.com</td></tr><tr><td>S03</td><td>Hazim Ahmad</td><td>CDCS240</td><td>hazim@gmail.com</td></tr><tr><td>S02</td><td>Maisarah</td><td>CDCS255</td><td>mai@gmail.com</td></tr><tr><td>S04</td><td>Rokiah Abdullah</td><td>CDCS251</td><td>rokiah234@gmail.com</td></tr></tbody></table> | STUDENT ID | FULL NAME           | MAJOR | EMAIL ADDRESS | S01 | Adriana Riduan | CDCS253 | sya@gmail.com | S03 | Hazim Ahmad | CDCS240 | hazim@gmail.com | S02 | Maisarah | CDCS255 | mai@gmail.com | S04 | Rokiah Abdullah | CDCS251 | rokiah234@gmail.com |
| STUDENT ID | FULL NAME  | MAJOR      | EMAIL ADDRESS       |       |               |     |                |         |               |     |             |         |                 |     |          |         |               |     |                 |         |                     |
| S01        | Adriana Riduan   | CDCS253    | sya@gmail.com       |       |               |     |                |         |               |     |             |         |                 |     |          |         |               |     |                 |         |                     |
| S03        | Hazim Ahmad  | CDCS240    | hazim@gmail.com     |       |               |     |                |         |               |     |             |         |                 |     |          |         |               |     |                 |         |                     |
| S02        | Maisarah   | CDCS255    | mai@gmail.com       |       |               |     |                |         |               |     |             |         |                 |     |          |         |               |     |                 |         |                     |
| S04        | Rokiah Abdullah  | CDCS251    | rokiah234@gmail.com |       |               |     |                |         |               |     |             |         |                 |     |          |         |               |     |                 |         |                     |

#### 5. VIEW FEEDBACK BY STUDENTS

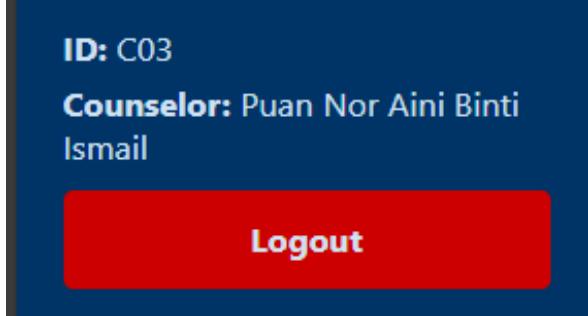
| Steps           | <ol style="list-style-type: none"><li>1. Go to the View Feedback page at the side bar navigation.</li><li>2. View the list of feedback given from students after the consultation.</li></ol>  |              |            |         |      |                 |   |         |            |                 |   |          |            |                 |   |          |            |                 |   |      |            |
|-----------------|---|--------------|------------|---------|------|-----------------|---|---------|------------|-----------------|---|----------|------------|-----------------|---|----------|------------|-----------------|---|------|------------|
| Interface       |  <p><b>Student Feedback</b></p> <p>Feedback loaded successfully.</p> <table><thead><tr><th>STUDENT NAME</th><th>RATING</th><th>COMMENT</th><th>DATE</th></tr></thead><tbody><tr><td>Rokiah Abdullah</td><td>4</td><td>love it</td><td>2026-01-18</td></tr><tr><td>Rokiah Abdullah</td><td>5</td><td>love it!</td><td>2026-01-18</td></tr><tr><td>Rokiah Abdullah</td><td>5</td><td>amazing!</td><td>2026-01-14</td></tr><tr><td>Rokiah Abdullah</td><td>5</td><td>good</td><td>2026-01-14</td></tr></tbody></table> | STUDENT NAME | RATING     | COMMENT | DATE | Rokiah Abdullah | 4 | love it | 2026-01-18 | Rokiah Abdullah | 5 | love it! | 2026-01-18 | Rokiah Abdullah | 5 | amazing! | 2026-01-14 | Rokiah Abdullah | 5 | good | 2026-01-14 |
| STUDENT NAME    | RATING  | COMMENT      | DATE       |         |      |                 |   |         |            |                 |   |          |            |                 |   |          |            |                 |   |      |            |
| Rokiah Abdullah | 4   | love it      | 2026-01-18 |         |      |                 |   |         |            |                 |   |          |            |                 |   |          |            |                 |   |      |            |
| Rokiah Abdullah | 5   | love it!     | 2026-01-18 |         |      |                 |   |         |            |                 |   |          |            |                 |   |          |            |                 |   |      |            |
| Rokiah Abdullah | 5   | amazing!     | 2026-01-14 |         |      |                 |   |         |            |                 |   |          |            |                 |   |          |            |                 |   |      |            |
| Rokiah Abdullah | 5   | good         | 2026-01-14 |         |      |                 |   |         |            |                 |   |          |            |                 |   |          |            |                 |   |      |            |

#### 6. UPDATE PROFILE

|       |   |
|-------|---|
| Steps | <ol style="list-style-type: none"><li>1. Go to the My Profile page at the side bar navigation</li><li>2. View counselor personal details.</li><li>3. Update profile information (if needed)</li></ol> |
|-------|---|

|           |  |
|-----------|--|
| Interface |  <p><b>Personal Settings</b></p> <p>Update your profile information and account credentials.</p> <p><b>Counselor ID</b> C03      <b>Full Name</b> <input type="text"/></p> <p><b>Email Address</b> example@gmail.com</p> <p><b>Password</b> <input type="password"/> <b>Specialization</b> <input type="text"/></p> <p><b>Office Location</b> Room XXX</p> <p><b>New Password</b> <input type="password"/> Minimum 6 characters</p> <p><b>Save Profile Changes</b></p> |
|-----------|--|

## 7. LOGOUT

|           |   |
|-----------|---|
| Steps     | <ol style="list-style-type: none"> <li>1. Click Logout from the sidebar.</li> <li>2. You will be redirected to the login page.</li> </ol>   |
| Interface |  <p><b>ID:</b> C03<br/> <b>Counselor:</b> Puan Nor Aini Binti Ismail</p> <p><b>Logout</b></p> |