

TATACARA PENGGUNAAN



SISTEM KOPERASI PJAYS



TATACARA PENGGUNAAN



SISTEM KOPERASI PJAYS

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Login Page :

1. Enter the registered **Nama Pengguna** and **Kata Laluan**, as shown in Figure A1.

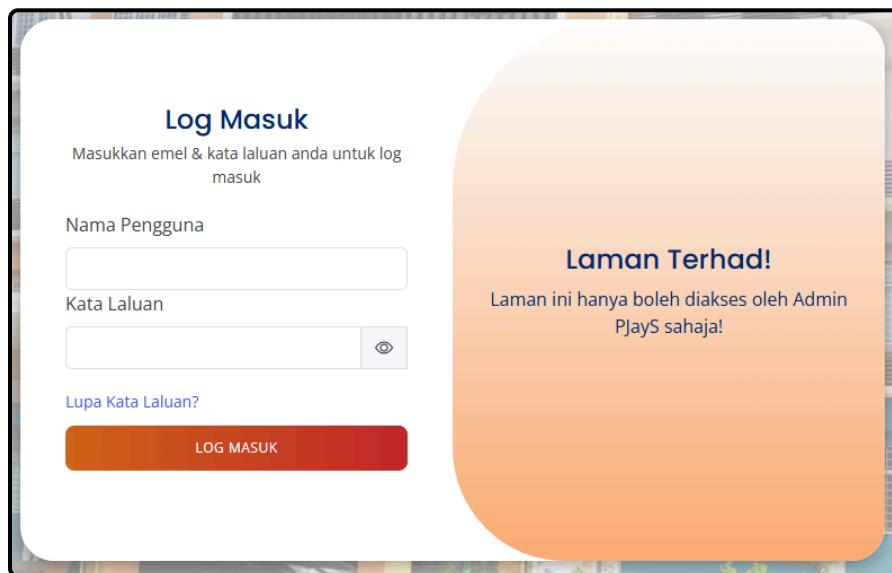


Figure A1

2. Click the **LOG MASUK** button to access the system as shown in the Figure A2 below.

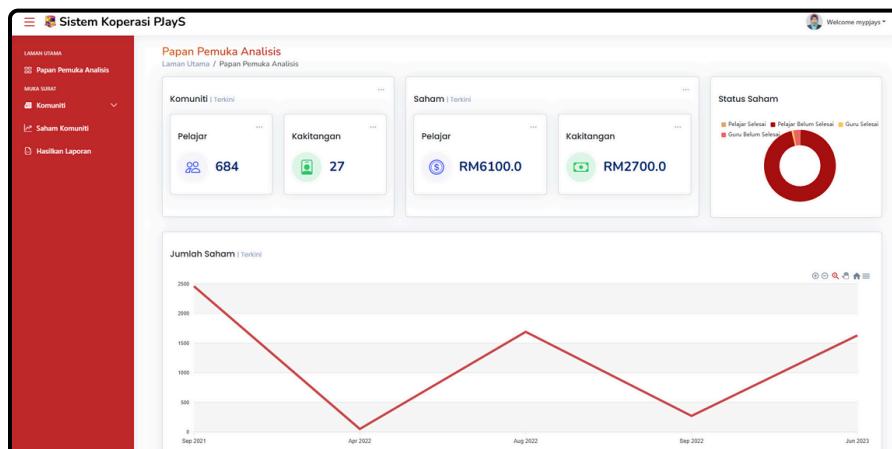


Figure A2

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Forgot Password :

1. Click the link Lupa Kata Laluan shown below in Figure B1

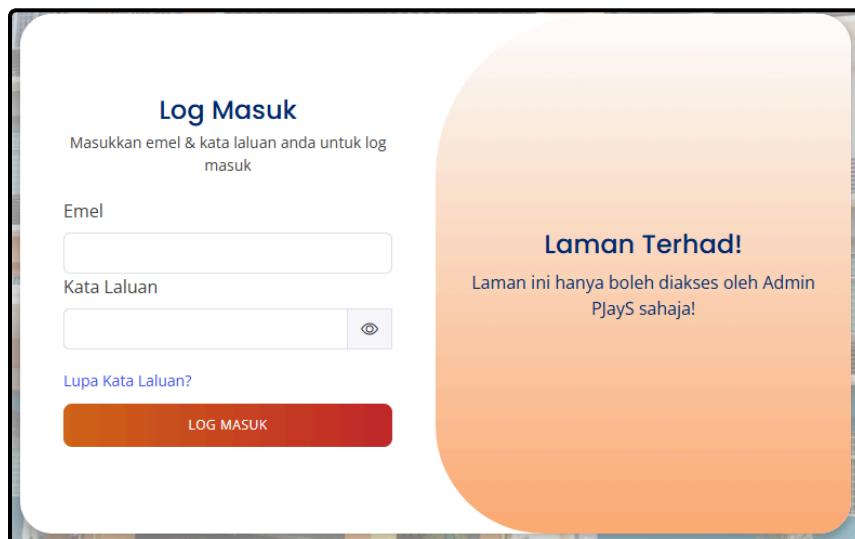


Figure B1

2. Enter email address that being used by the user as shown in the Figure B2 below.

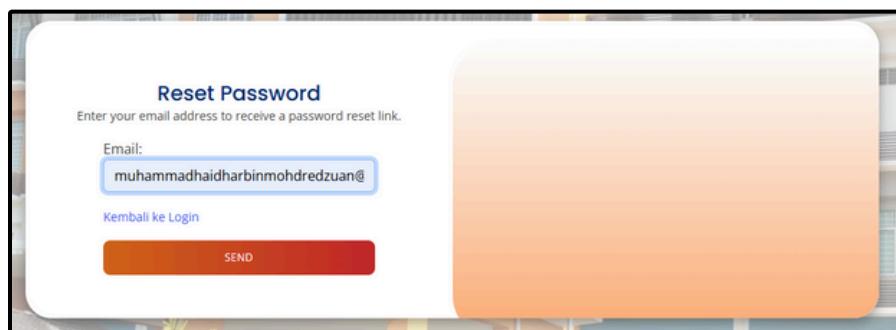


Figure B2

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3. Please check your email to get a link for reset password



4. Click the link that have been send by via email based on the Figure B3

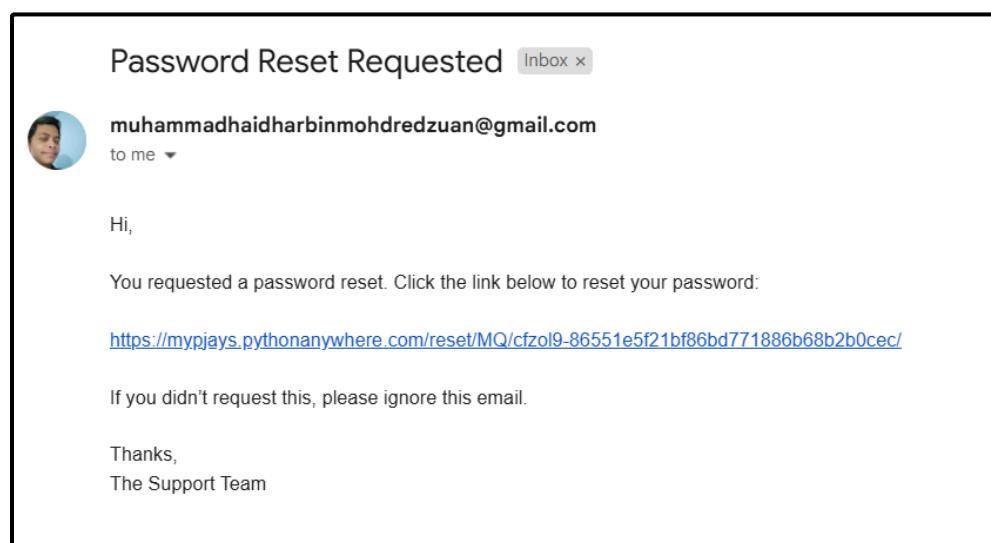


Figure B3

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5. Set the new password that you want with the specification that have been listed in Figure B4.

Set Kata Laluan Baru
Masukkan alamat emel anda untuk menerima pautan tetapan kata laluan.

New password:

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation: Enter the same password as before, for verification.

TETAPKAN KATA LALUAN BARU

Figure B4

6. You are done to use the new Password.



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Dashboard :

1. Figure C1 show visual of student ,staff & share data.

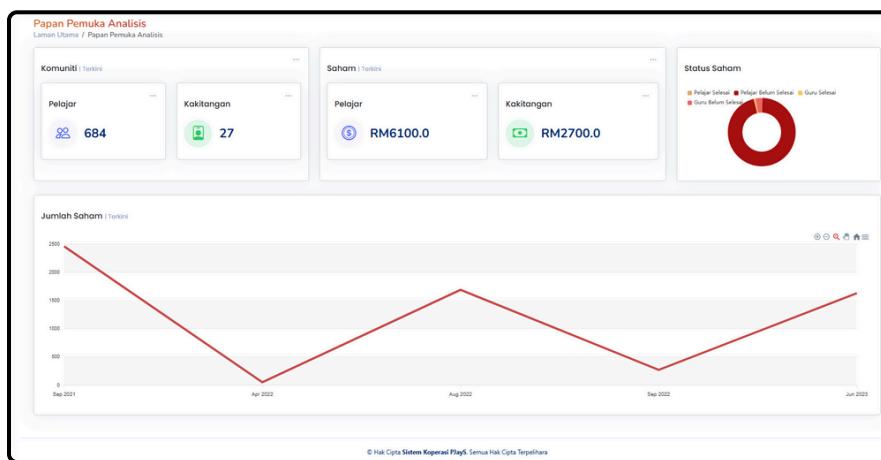


Figure C1

2. Based on the Figure C2, click the three dots and select "Pelajar" to go to the student page or "Kakitangan" to go to the staff page.

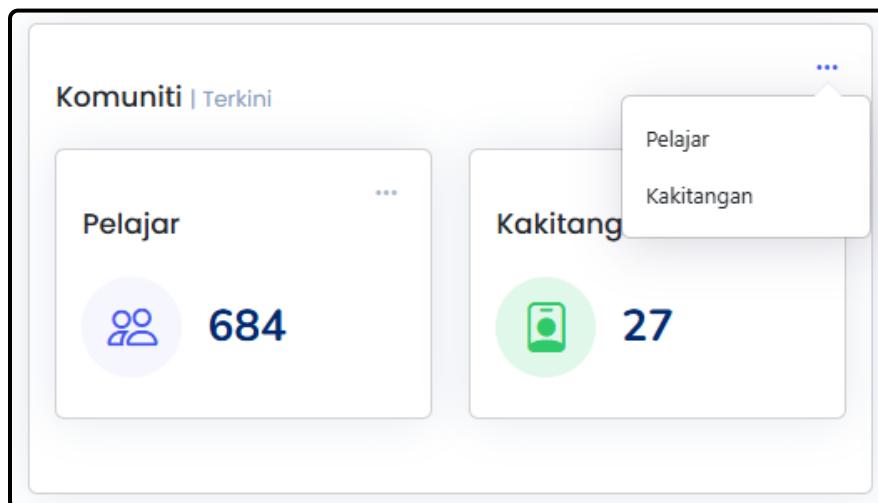


Figure C2

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3.Based on the Figure C3, click the three dots and select "Lagi" to go to the share page.

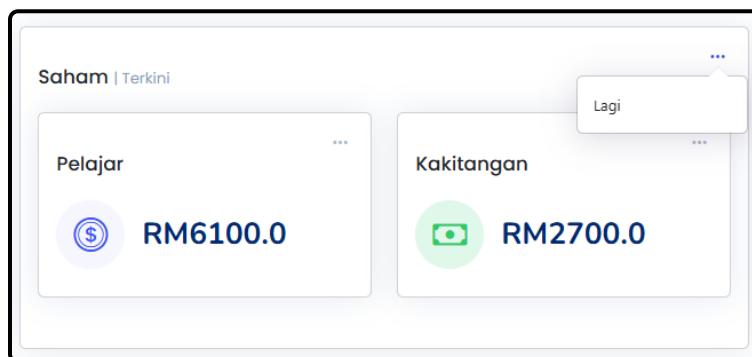


Figure C3

4.For "Status Saham" when the mouse is hovered on pie chart showing the breakdown of completed and incomplete status shares for both students and teachers in the Figure C4.

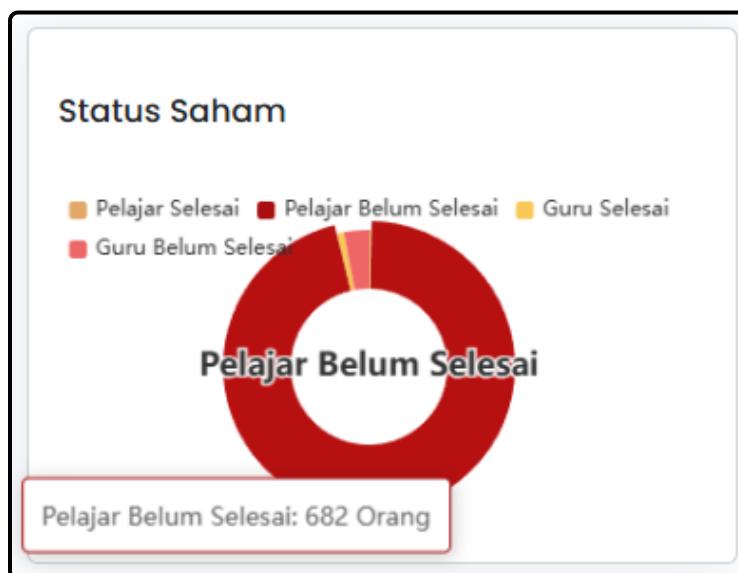


Figure C4.

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5.Click the hamburger menu at the right to download the chart as an SVG, PNG, or CSV file.

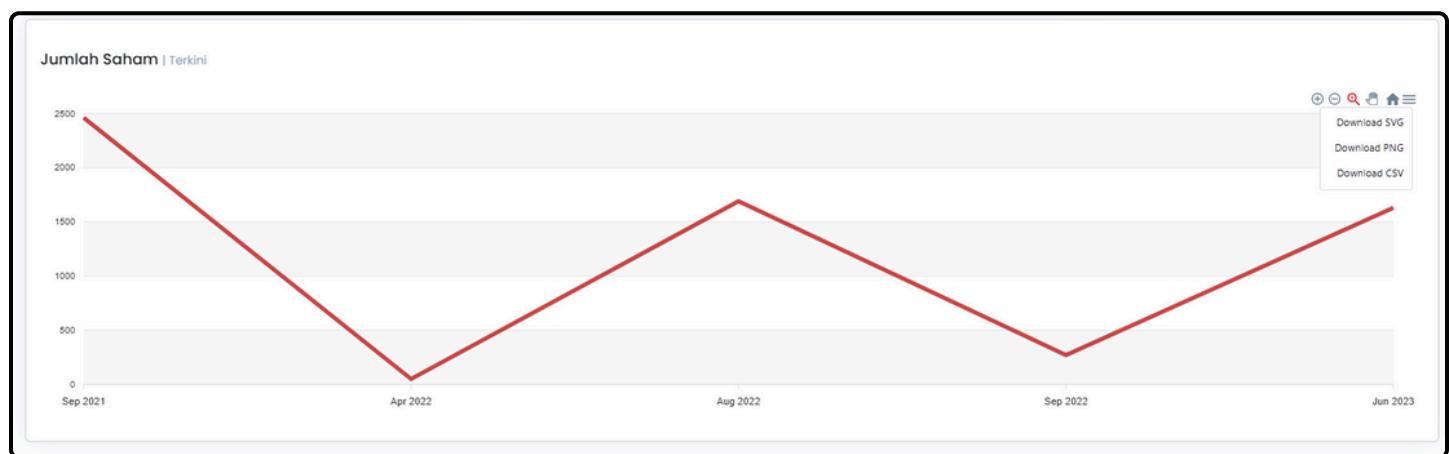


Figure C5

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Student Community - Data Page:

1. You can see details of the data with pointing mouse in the chart or graph based o Figure D1.

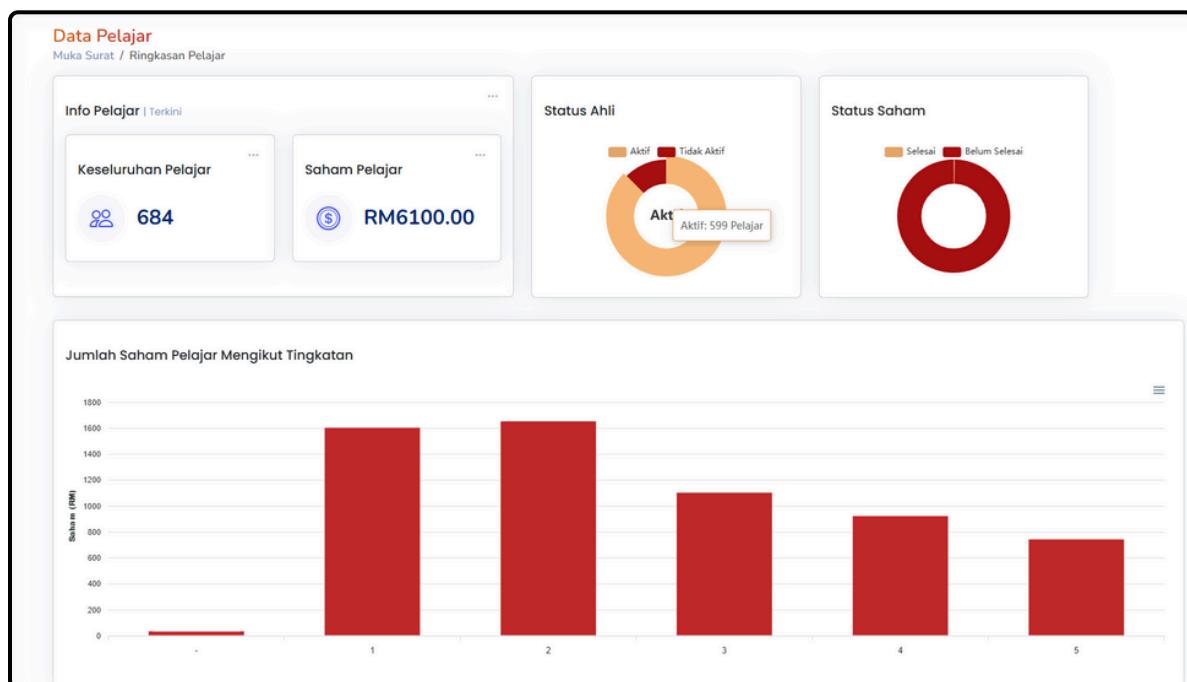


Figure D1

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2. Select the tapisan that you want for the data. For example Figure D2.

Data Pelajar

Tapisan

Tingkatan: 5
Kelas: Pilih
Status Saham: Selesai Belum Selesai
Ahli: Aktif Tidak Aktif

Maklumat Data Pelajar

All	entries per page	Search...									
Bil.	ID member	No. IC	Nama	Jantina	Alamat Rumah	Tingkatan	Kelas	Ahli	Status Saham	Modal Syer(RM)	Tarikh Pendaftaran
1	MEM0535	61019030832	ARMIYANA A/P SHAMRI	Lelaki	KG BAWIK RPS KUALA BETIS GUA MUSANG 18300 GUA MUSANG	5	UM	Aktif	Belum Selesai	10.00	Sept. 29, 2021
2	MEM0536	61225030112	ASIKEN BINTI AZHAN	Perempuan	KAMPUNG JENUT RPS BETIS 18300 GUA MUSANG	5	UM	Aktif	Belum Selesai	10.00	Sept. 29, 2021
3	MEM0537	60918030671	BELTOOP A/L RAJIS	Lelaki	KAMPUNG LANGSAT RPS KUALA BETIS GUA MUSANG 18300 GUA MUSANG	5	UM	Aktif	Belum Selesai	10.00	Sept. 29, 2021

Figure D2

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Student Community - Registration Page :

1. Please register the all required data based on the Figure D3 for the individual.

Tambah Pelajar Individu
Muka Surat / Pelajar / Tambah Data / Individu

Individu Kumpulan

Borang Pendaftaran Pelajar

No. IC	Masukkan nombor kad pengenalan pelajar
Nama	Masukkan nama pelajar
Jantina	<input checked="" type="radio"/> Lelaki <input type="radio"/> Perempuan
Alamat Rumah	Sila masukkan alamat rumah pelajar
Tingkatan	Pilih
Kelas	Pilih
Ahli	<input checked="" type="radio"/> Aktif <input type="radio"/> Tidak Aktif
Status Saham	<input checked="" type="radio"/> Selesai <input type="radio"/> Belum Selesai
Modal Syer(RM)	Sila masukkan nilai modal syer pelajar
Tarikh Pendaftaran	dd/mm/yyyy

Tambah Kosongkan

Figure D3

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2. For the group registration, excel file must also have the data required same as the individual and follow the specification name column for each of the data 'Ic Pelajar' / 'Nama' / 'Jantina' / 'Alamat Rumah' / 'Tingkatan' / 'Kelas' / 'Ahli' / 'Modal Syer' / 'Status Pengambilan Saham' based on Figure D4.

Ic Pelajar	Nama	Jantina	Kaum	Agama	Alamat Ru Tingkatan	Kelas	Ahli	Modal Syer	Tarikh Daft	Status Pengambilan Saham
1.01223E+11								0	22/6/2023	
1.00602E+11	CRISTINA / Perempuan	-	-	-	-	1	ANGGERIK Aktif	10	22/6/2023	
1.00413E+11	FAZLEY BIN Lelaki	-	-	-	-	1	ANGGERIK Aktif	10	22/6/2023	
1.00715E+11	HARMILIN Perempuan	-	-	-	-	1	ANGGERIK Aktif	10	22/6/2023	
1.01105E+11	JASADIA/Lelaki	-	-	-	-	1	ANGGERIK Aktif	10	22/6/2023	
1.00323E+11	KATRIN Perempuan	-	-	-	-	1	ANGGERIK Aktif	10	22/6/2023	
1.0061E+11	MOHD SH/Lelaki	-	-	-	-	1	ANGGERIK Aktif	10	22/6/2023	
1.00821E+11	MUHAMM/Lelaki	-	-	-	-	1	ANGGERIK Aktif	10	22/6/2023	
1.01016E+11	MUHAMM/Lelaki	-	-	-	-	1	ANGGERIK Aktif	10	22/6/2023	
1.01208E+11	MUHAMM/Lelaki	-	-	-	-	1	ANGGERIK Aktif	10	22/6/2023	

Figure D4

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Student Community - Update Page :

1. Click the button 'Kemas Kini' for the individual update based on Figure D5.

Maklumat Data Pelajar												
Search...												
Bil.	ID member	No. IC	Nama	Jantina	Alamat Rumah	Tingkatan	Kelas	Ahli	Status Saham	Modal Syer(RM)	Tarik Pendaftaran	Tindakan
1	MEM0001	100602030476	CRISTINA ALYSA A/P ROSLAN	Perempuan	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023	Kemas Kini
2	MEM0002	100413030223	FAZLEY BIN KISIK	Lelaki	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023	Kemas Kini
3	MEM0003	100715030632	HARMINIL BINTI NASEB	Perempuan	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023	Kemas Kini

Figure D5

2. Take Note that the data must have change for it to save.

Kemas Kini Borang Pendaftaran Pelajar	
No. IC	100602030476
Nama	CRISTINA ALYSA A/P ROSLAN
Jantina	<input type="radio"/> Lelaki <input checked="" type="radio"/> Perempuan
Alamat Rumah	-
Tingkatan	1
Kelas	ANGGERIK
Ahli	<input checked="" type="radio"/> Aktif <input type="radio"/> Tidak Aktif
Status Saham	<input type="radio"/> Selesai <input checked="" type="radio"/> Belum Selesai
Modal Syer(RM)	10.00
Tarikh Pendaftaran	22/06/2023
Kemas Kini	

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3. For updating the data by group, you have to select tapisan/filter that you want to implements. After That select the new data that you want it to be updated.

Kemas Kini Data Pelajar Kumpulan

Muka Surat / Pelajar / Kemas Kini / Kumpulan

Individu Kumpulan

Tapisan

Tingkatan 3

Kelas Pilih

Status Saham Selesai Belum Selesai

Ahli Aktif Tidak Aktif

Kemaskini Kumpulan

Tingkatan Baru 4

Kelas Baru Pilih

Status Saham Selesai Belum Selesai

Ahli Aktif Tidak Aktif

Maklumat Data Pelajar

All entries per page Search...

Pilih	Bil.	ID member	No. IC	Nama	Jantina	Alamat Rumah	Tingkatan	Kelas	Ahli	Status Saham	Modal Syer(RM)	Tarikh Pendaftaran
<input type="checkbox"/>	1	MEM0331	80408030397	ADREARIE BIN BADOL	Lelaki	KG.LAMBOK RPS KUALA BETIS 18300 GUA MUSANG	3	ANGGERIK	Aktif	Belum Selesai	10.00	Aug. 7, 2022

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Student Community - Delete Page :

1. Select the filter for the data to show the specific data needed based on this Figure D6

Padam Data Pelajar												
Muka Surat / Pelajar / Padam Data												
Tapisan												
Tingkatan		3										
Kelas		CEMPAKA										
Status Saham	<input type="radio"/> Selesai	<input type="radio"/> Belum Selesai										
Ahli	<input type="radio"/> Aktif	<input type="radio"/> Tidak Aktif										
Maklumat Data Pelajar												
All	entries per page											Search...
Bil.	Pilih	ID member	No. IC	Nama	Jantina	Alamat Rumah	Tingkatan	Kelas	Ahli	Status Saham	Modal Syer(RM)	Tarikh Pendaftaran
<input type="checkbox"/>	1	MEM0344	80214030305	AIWIEN MOK WEY VIG	Lelaki	KG TERANEK RPS KUALA BETIS 18300 GUA MUSANG	3	CEMPAKA	Aktif	Belum Selesai	10.00	Sept. 29, 2021
<input type="checkbox"/>	2	MEM0345	80516030669	ALDI BIN ISMAIL	Lelaki	KAMPUNG MERLONG RPS KUALA BETIS 18300 GUA MUSANG	3	CEMPAKA	Aktif	Belum Selesai	10.00	Sept. 29, 2021
<input type="checkbox"/>	3	MEM0346	80615030226	ALEH RYAN A/P SABRI	Perempuan	KG. JIAS RPS KUALA BETIS 18300 GUA MUSANG	3	CEMPAKA	Aktif	Belum Selesai	10.00	Sept. 29, 2021
<input type="checkbox"/>	4	MEM0347	80417030110	ALEHANI BINTI ARIF	Perempuan	KG POS TOHOI 18300 GUA MUSANG	3	CEMPAKA	Aktif	Belum Selesai	10.00	Sept. 29, 2021
<input type="checkbox"/>	5	MEM0348	81025030677	AMIRUL DHANI BIN JOHARI	Lelaki	KG LAMBOK RPS KUALA BETIS	3	CEMPAKA	Aktif	Belum	10.00	Sept. 29, 2021

Figure D6

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2. You can either select by individual or select all for deletion. For example Figure D7.

Maklumat Data Pelajar												
<input type="checkbox"/>	3	MEM0003	100/15030632	HARMININ BINH NASEB	Perempuan	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023
<input type="checkbox"/>	4	MEM0004	101105030437	JAS ADLI A/L JASSIN	Lelaki	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023
<input type="checkbox"/>	5	MEM0005	100323031142	KATRIN	Perempuan	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023
<input type="checkbox"/>	6	MEM0006	100610030433	MOHD SHAFQI BIN MOHD ALI	Lelaki	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023
<input type="checkbox"/>	7	MEM0007	100821080481	MUHAMMAD ARSYAD BIN AHMAD NAYAN	Lelaki	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023
<input type="checkbox"/>	8	MEM0008	101016020341	MUHAMMAD SYAH FARHAN BIN MOHAMMAD SAFUAN	Lelaki	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023
<input type="checkbox"/>	9	MEM0009	101208030181	MUHAMMAD TAUFIQ DANIEL BIN KASEMSANT	Lelaki	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023
<input type="checkbox"/>	10	MEM0010	100222030829	MUHAMMAD ZUL'AIDIL IEKRAM BIN MOHD ZUKRI	Lelaki	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023
<input type="checkbox"/>	11	MEM0011	101112080205	MUSA BIN MUSTAFFA	Lelaki	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023
<input type="checkbox"/>	12	MEM0012	100807140468	NIJA BINTI KENNY	Perempuan	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023
<input type="checkbox"/>	13	MEM0013	100122030274	NOR MULI BINTI ABDULLAH	Lelaki	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023
<input type="checkbox"/>	14	MEM0014	101120100480	NORAINI A/P ADI	Perempuan	-	1	ANGGERIK	Aktif	Belum Selesai	10.00	June 22, 2023

Figure D7

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Staff Community - Data Page :

1. Details of staff data base on Figure E1.

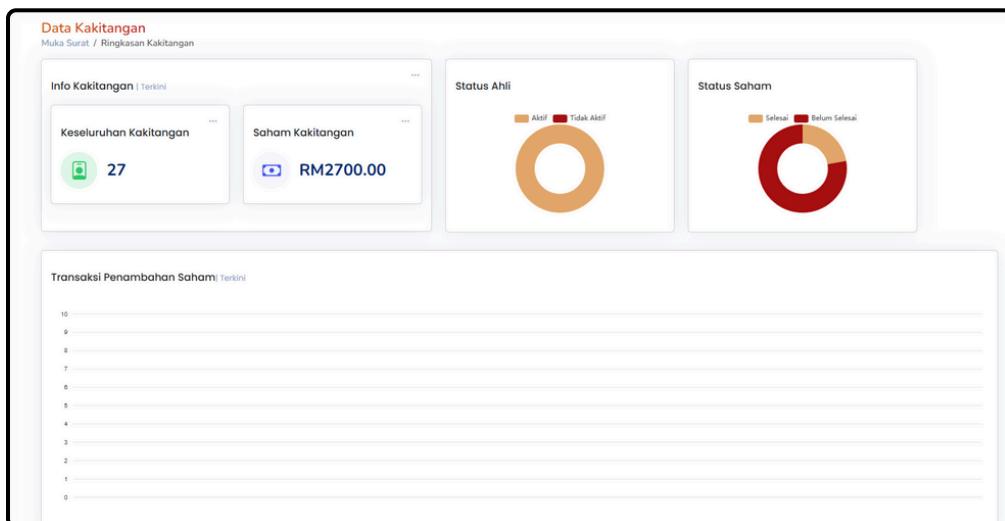


Figure E1

2. User can search staff using the search bar at the right in the Figure E2.

The screenshot shows a table titled "Jadual Cikgu" with columns for Bil., ID Teacher, No. IC, Nama, Jantina, Alamat Rumah, Pangkat, Ahli, Status Saham, Modal Syer(RM), and Tarikh Pendaftaran. The table lists 9 staff entries. A search bar is located at the top right of the table area.

Bil.	ID Teacher	No. IC	Nama	Jantina	Alamat Rumah	Pangkat	Ahli	Status Saham	Modal Syer(RM)	Tarikh Pendaftaran
1	STAFF0001	801229115018	NURULHUDA BINTI CHE ABDULLAH	Perempuan	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021
2	STAFF0002	730801035284	SAMSIDA BINTI SALLEH	Perempuan	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021
3	STAFF0003	700618115369	AHMAD BIN SAID	Lelaki	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021
4	STAFF0004	810205035085	MOHD RAZALEIGH BIN MAHMOD	Lelaki	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021
5	STAFF0005	800614035204	SITI NOOR BA'AYAH BINTI MOHD HUSIN	Perempuan	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021
6	STAFF0006	750526035447	ROZAIDI BIN MOHAMED NOR	Lelaki	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021
7	STAFF0007	820509035171	TEW LEE GUAN	Lelaki	-	Lain-lain	Aktif	Belum Selesai	100.00	Sept. 29, 2021
8	STAFF0008	700537035452	MUHAMMAD SAKRI BIN YUNUS	Lelaki	-	Lain-lain	Aktif	Belum	100.00	Sept. 29, 2021

Figure E2

TATACARA PENGGUNAAN

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Staff Community - Registration Page :

1. To register staff, user need to fill all the required data before click the button “Tambah” and click button “Kosongkan” to clear the field . Example in Figure E3.

The screenshot shows a registration form for a staff member ('Cikgu'). The form is titled 'Tambah Cikgu' and is located under the 'Muka Surat / Pelajar / Tambah Data' section. The fields include:

- No. IC: 020530011267
- Nama: hafizan
- Jantina: Lelaki Perempuan
- Alamat Rumah: -
- Pangkat: Lain-lain
- Ahli: Aktif Tidak Aktif
- Status Saham: Selesai Belum Selesai
- Modal Syer(RM): 100
- Tarikh Pendaftaran: 05/11/2024

At the bottom of the form are two buttons: 'Tambah' and 'Kosongkan'.

Figure E3

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Staff Community - Update Page :

1. Select a data and click the "Kemas Kini" button to go to the update form.

Maklumat Pendaftaran Kakitangan											
All		entries per page									
Bil.	ID Teacher	No. IC	Nama	Jantina	Alamat Rumah	Pangkat	Ahli	Status Saham	Modal Syer(RM)	Tarik Pendaftaran	Tindakan
1	STAFF0001	801229115018	NURULHUDA BINTI CHE ABDULLAH	Perempuan	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Kemas Kini</button>
2	STAFF0002	730801035284	SAMSIDA BINTI SALLEH	Perempuan	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Kemas Kini</button>
3	STAFF0003	700618115369	AHMAD BIN SAID	Lelaki	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Kemas Kini</button>
4	STAFF0004	810205035085	MOHD RAZALEIGH BIN MAHMOD	Lelaki	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Kemas Kini</button>
5	STAFF0005	800614035204	SITI NOOR BA'AYAH BINTI MOHD HUSIN	Perempuan	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Kemas Kini</button>
6	STAFF0006	750526035447	ROZAIID BIN MOHAMED NOR	Lelaki	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Kemas Kini</button>

Figure E4

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2. At the update form, user need to make change before click the button “Kemas Kini” to update the current data. If not the data will stay the same.

Kemas Kini Borang Pendaftaran Pelajar

No. IC	730801035284
Nama	SAMSIDA BINTI SALLEH
Jantina	<input type="radio"/> Lelaki <input checked="" type="radio"/> Perempuan
Alamat Rumah	-
Pangkat	Lain-lain
Ahli	<input checked="" type="radio"/> Aktif <input type="radio"/> Tidak Aktif
Status Saham	<input checked="" type="radio"/> Selesai <input type="radio"/> Belum Selesai
Modal Syer(RM)	100.00
Tarikh Pendaftaran	29/09/2021

Kemas Kini

Figure E5

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Staff Community - Delete Page :

1. To delete the data, user need to click button “Padam” based on Figure E6 & pop-up message will appear for confirmation deletion based on Figure E7.

Bil	ID Teacher	No. IC	Nama	Jantina	Alamat Rumah	Pangkat	Ahli	Status Saham	Modal Syer(RM)	Tarikh Pendaftaran	Tindakan
1	STAFF0001	801229115018	NURULHUDA BINTI CHE ABDULLAH	Perempuan	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Padam</button>
2	STAFF0002	730801035284	SAMSIDA BINTI SALLEH	Perempuan	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Padam</button>
3	STAFF0003	700618115369	AHMAD BIN SAID	Lelaki	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Padam</button>
4	STAFF0004	810205035085	MOHD RAZALEIGH BIN MAHMOD	Lelaki	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Padam</button>
5	STAFF0005	800614035204	SITI NOOR BA'AYAH BINTI MOHD HUSIN	Perempuan	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Padam</button>
6	STAFF0006	750526035447	ROZAIDI BIN MOHAMED NOR	Lelaki	-	Lain-lain	Aktif	Selesai	100.00	Sept. 29, 2021	<button>Padam</button>
7	STAFF0007	820509035171	TEW LEE GUAN	Lelaki	-	Lain-lain	Aktif	Belum Selesai	100.00	Sept. 29, 2021	<button>Padam</button>

Figure E6

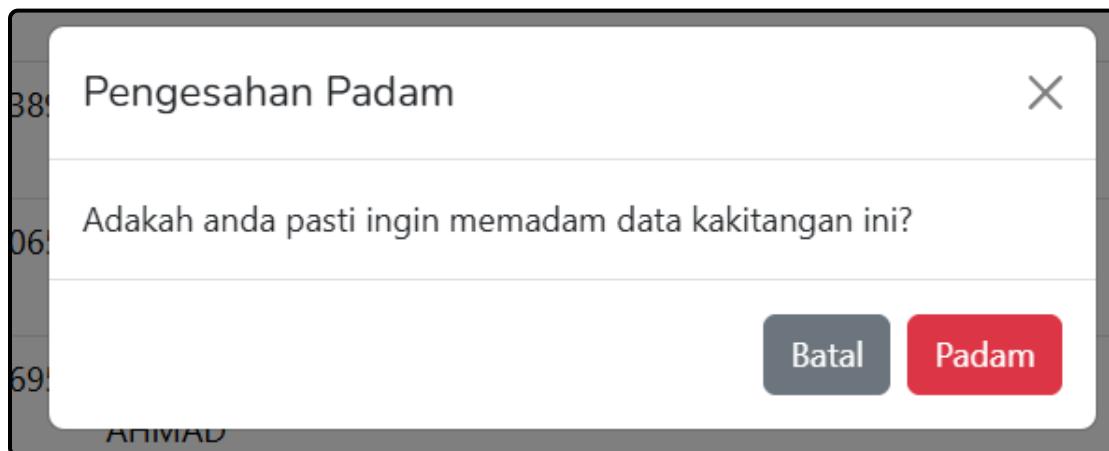


Figure E7

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Community Shares :

1.In Community Shares have chart and can view and add share for staff & student .

To view share, click the button “Lihat Transaksi Akaun” to go to account page. F2.

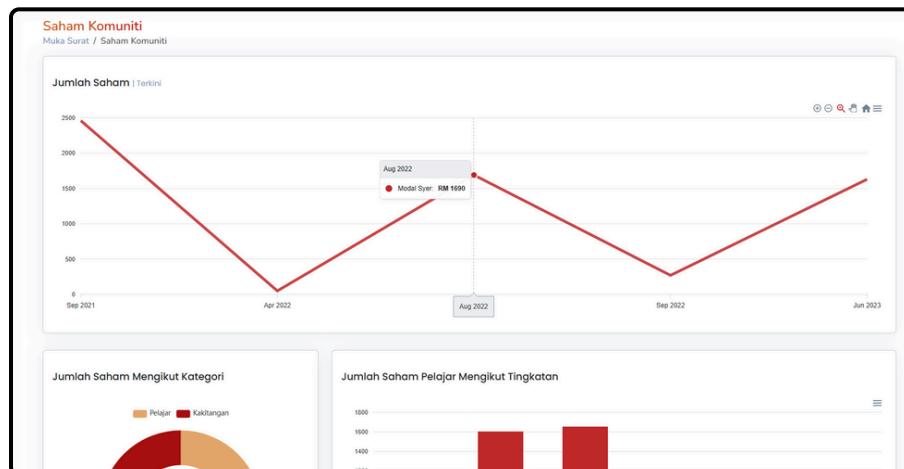


Figure F1

The figure displays two tables side-by-side. The left table is titled 'Saham Kakitangan' and the right table is titled 'Saham Pelajar'. Both tables show 'Maklumat Saham Kakitangan' and 'Maklumat Saham Pelajar' respectively. Each table has columns for ID, Name, Modal Syar (RM), Tarikh Pendaftaran, and Tindakan. The 'Tindakan' column contains a red button labeled 'Lihat Transaksi Akaun' for each entry. The tables show data for staff and students with their respective stock amounts and transaction history links.

ID TEACHER	Nama	Modal Syar (RM)	Tarikh Pendaftaran	Tindakan
STAFF0001	NURULHUDA BINTI CHE ABDULLAH	100.00	Sept. 29, 2021	Lihat Transaksi Akaun
STAFF0002	SAMSIDA BINTI SALLEH	100.00	Sept. 29, 2021	Lihat Transaksi Akaun
STAFF0003	AHMAD BIN SAID	100.00	Sept. 29, 2021	Lihat Transaksi Akaun
STAFF0004	MOHD RAZALEIGH BIN MAHMOOD	100.00	Sept. 29, 2021	Lihat Transaksi Akaun
STAFF0005	SITI NOOR BA'AYAH BINTI MOHD HUSIN	100.00	Sept. 29, 2021	Lihat Transaksi Akaun

ID STUDENT	Nama	Modal Syar (RM)	Tarikh Pendaftaran	Tindakan
MEM0001	CRISTINA ALYSA A/P ROSLAN	10.00	June 22, 2023	Lihat Transaksi Akaun
MEM0002	FAZLEY BIN KISIK	10.00	June 22, 2023	Lihat Transaksi Akaun
MEM0003	HARMINIL BINTI NASEB	10.00	June 22, 2023	Lihat Transaksi Akaun
MEM0004	JAS ADLI A/L JASSIN	10.00	June 22, 2023	Lihat Transaksi Akaun
MEM0005	KATRIN	10.00	June 22, 2023	Lihat Transaksi Akaun

Figure F2

TATACARA PENGGUNAAN

SISTEM KOPERASI PJAYS

2. Both staff and student share information pages have the same design and display similar details, such as registration date, share value, and transaction history. Example Figure F2. To add share, click the button “Tambah Saham” to go to form add share .

Maklumat Saham Kakitangan
Muka Surat / Saham Komuniti / Lihat Lagi

Saham bagi ID Teacher

Tarikh Pendaftaran	29/09/2021
ID Kakitangan	STAFF0001
Nama	NURULHUDA BINTI CHE ABDULLAH
Nilai Syer Semasa (RM)	100.00

Kembal

Tambah Saham

Rekod Urus Niaga Syer Kakitangan

All	entries per page	Search...
Modal Syer (RM)	Tarikh Penambahan	Komen/Nota Tambahan
No entries found		

Figure F3

3. Both staff and student share the same add share page design, requiring users to input the desired share amount and optionally add notes before click button “Tambah Saham”.

Tambah Saham Kakitangan

ID Kakitangan	STAFF0001
Nama	NURULHUDA BINTI CHE ABDULLAH
Baki Modal Syer (RM)	100.00
Tambah Modal Syer (RM)	
Note	
Tarikh Penambahan	04/11/2024

Kembali Tambah Saham

Figure F4

TATACARA PENGGUNAAN

SISTEM KOPERASI PJAYS

Generate Report - Review The Data To Generate :

1. Select the report's start date based on the required registration date, as shown in Figure G1.

The screenshot shows a user interface for generating reports. At the top, there is a header with the text "Hasilkan Laporan" and "Muka Surat / Hasilkan Laporan". Below this, there is a section titled "Senarai Laporan" (Report List). This section includes fields for "Jenis Laporan" (Report Type), which has a dropdown menu labeled "Pilih"; "Tarikh Mula Laporan" (Report Start Date) set to "09/01/2021"; "Tarikh Akhir Laporan" (Report End Date); "Komuniti" (Community), which has a dropdown menu labeled "Menjana"; and a "Menjana" button. There is also a "Maklumat Pelajar" (Student Information) section with columns for "No. IC", "Nama", "Ahli", and "Modal Syer(RM)". On the right side of the date input field, there is a date picker for "September 2021". The date "09/01/2021" is highlighted in blue. The calendar grid shows days from 1 to 30. Below the calendar, there are buttons for "Clear" and "Today".

Figure G1

TATACARA PENGGUNAAN

SISTEM KOPERASI PJAYS

2. Select the report's end date based on the required registration date, as shown in Figure G2.

The screenshot shows a software application window titled "Hasilkan Laporan". At the top left is the sub-menu "Muka Surat / Hasilkan Laporan". Below this is a section titled "Senarai Laporan". It contains several input fields and a date range selector:

- "Jenis Laporan": A dropdown menu currently set to "Pilih".
- "Tarikh Mula Laporan": A date input field showing "09/01/2021".
- "Tarikh Akhir Laporan": A date input field showing "11/05/2024".
- "Komuniti": A dropdown menu currently set to "Menjana".
- "Saham": A radio button selected.
- "Keseluruhan": An unselected radio button.

Below the date range selector is a calendar for November 2024, with the date "5" highlighted in blue. To the right of the calendar are two radio buttons: "Saham" (selected) and "Keseluruhan".

At the bottom of the form, there is a section titled "Maklumat Pelajar" with columns for "No. IC" and "Nama". A message "No data found for Pelajar" is displayed. To the right of the table is a "Modal Syer(RM)" section with "Clear" and "Today" buttons.

Figure G2

TATACARA PENGGUNAAN

SISTEM KOPERASI PJAYS

3. Select a community type, such as Student, Staff, Shares, or Overall Data Community, and click the **Menjana** button to display the data.

Tarikh Mula Laporan

Tarikh Akhir Laporan

Komuniti Pelajar Kakitangan Saham Keseluruhan

Menjana

Maklumat Pelajar

All entries per page

No. IC	Nama	Ahli	Modal Syer(RM)	Tarikh Pendaftaran
100602030476	CRISTINA ALYSA A/P ROSLAN	Aktif	10.00	June 22, 2023
100413030223	FAZLEY BIN KISIK	Aktif	10.00	June 22, 2023
100715030632	HARMINI BINTI NASEB	Aktif	10.00	June 22, 2023

Figure G3

TATACARA PENGGUNAAN

SISTEM KOPERASI PJAYS

Generate Report - To Generate Data :

1. Select the type of report based on user needs between .pdf (PDF) or .xlsx (Excel), as shown in Figure G4.

The screenshot shows a web-based application titled 'Hasilkan Laporan'. At the top left, there is a link 'Muka Surat / Hasilkan Laporan'. Below it, a section titled 'Senarai Laporan' contains several input fields:

- 'Jenis Laporan': A dropdown menu labeled 'Pilih' with options: 'Dokumen PDF (.pdf)' and 'Microsoft Excel Worksheet (.xlsx)'.
- 'Tarikh Mula Laporan'
- 'Tarikh Akhir Laporan'
- 'Komuniti': Radio buttons for 'Pelajar' (selected), 'Kakitangan', 'Saham', and 'Keseluruhan'.

A red-bordered button labeled 'Menjana' is located at the bottom left of this section.

Figure G4

2. Select the report's start date based on the required registration date, as shown in Figure G5.

This screenshot shows the same 'Hasilkan Laporan' page as Figure G4. The 'Jenis Laporan' dropdown is still open, showing 'Pilih' and the two file format options. The 'Tarikh Mula Laporan' field is highlighted, and a date picker calendar is displayed over the form. The calendar shows the month of September 2021, with the date '09/01/2021' selected. Other visible fields include 'Tarikh Akhir Laporan', 'Komuniti' (radio buttons for 'Saham' and 'Keseluruhan'), and a 'Menjana' button. Below the calendar, a section titled 'Maklumat Pelajar' is partially visible with columns for 'No. IC', 'Nama', 'Ahli', and 'Modal Syer(RM)'. The date picker interface includes a 'Clear' button and a 'Today' button.

Figure G5

TATACARA PENGGUNAAN

SISTEM KOPERASI PJAYS

3. Select the report's end date based on the required registration date, as shown in Figure G6.

Hasilkan Laporan
Muka Surat / Hasilkan Laporan

Senarai Laporan

Jenis Laporan	Pilih																																																	
Tarikh Mula Laporan	09/01/2021 <input type="button" value=""/>																																																	
Tarikh Akhir Laporan	11/05/2024 <input type="button" value=""/>																																																	
Komuniti	<input type="button" value="November 2024 ▾"/> <input type="button" value="↑"/> <input type="button" value="↓"/> <table border="1"><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr></table> <input type="radio"/> Saham <input type="radio"/> Keseluruhan	Su	Mo	Tu	We	Th	Fr	Sa	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7
Su	Mo	Tu	We	Th	Fr	Sa																																												
27	28	29	30	31	1	2																																												
3	4	5	6	7	8	9																																												
10	11	12	13	14	15	16																																												
17	18	19	20	21	22	23																																												
24	25	26	27	28	29	30																																												
1	2	3	4	5	6	7																																												
Menjana																																																		
Maklumat Pelajar	<input type="button" value="Clear"/> <input type="button" value="Today"/> Modal Syer(RM)																																																	
No. IC	Nama																																																	
No data found for Pelajar																																																		

Figure G6

TATACARA PENGGUNAAN

SISTEM KOPERASI PJAYS

4. Select a community type, such as Student, Staff, Shares, or Overall Data Community, and click the **Menjana** button to generate the data.

Click **Save** to download the report as shown in Figure G7.

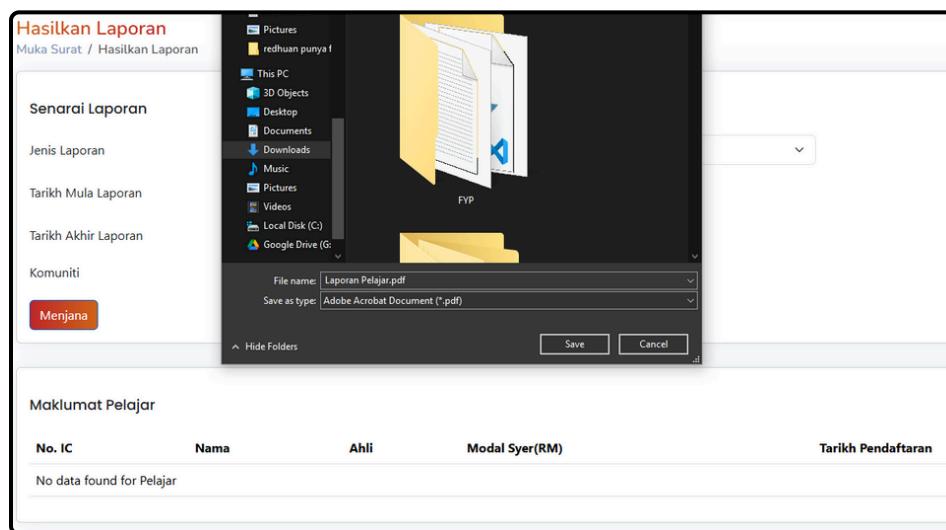


Figure G7



TATACARA PENGGUNAAN

SISTEM KOPERASI PJAYS

Examples of Student Community types, as shown in Figure G8.

Maklumat Pelajar					
From: 01-09-2021 To: 05-11-2024					
No.	Nama	IC	Ahli	Modal Syer	Tarikh Pendaftaran
1	CRISTINA ALYSA A/P ROSLAN	100602030476	Aktif	RM 10.00	22-06-2023
2	FAZLEY BIN KISIK	100413030223	Aktif	RM 10.00	22-06-2023
3	HARMINIL BINTI NASEB	100715030632	Aktif	RM 10.00	22-06-2023
4	JAS ADLI A/L JASSIN	101105030437	Aktif	RM 10.00	22-06-2023
5	KATRIN	100323031142	Aktif	RM 10.00	22-06-2023
6	MOHD SHAZFIIN BIN MOHD ALI	100610030433	Aktif	RM 10.00	22-06-2023
7	MUHAMMAD ARSYAD BIN AHMAD NAYAN	100821080481	Aktif	RM 10.00	22-06-2023
8	MUHAMMAD SYAH FARHAN BIN MOHAMMAD SAFUAN	101016020341	Aktif	RM 10.00	22-06-2023

Figure G8

Examples of Staff Community types, as shown in Figure G9.

Maklumat Cikgu						
From: 01-09-2021 To: 05-11-2024						
No.	Nama	IC	Pangkat	Ahli	Modal Syer	Tarikh Pendaftaran
1	NURULHUDA BINTI CHE ABDULLAH	801229115018	Lain-lain	Aktif	RM 100.00	29-09-2021
2	SAMSIDA BINTI SALLEH	730801035284	Lain-lain	Aktif	RM 100.00	29-09-2021
3	AHMAD BIN SAID	700618115369	Lain-lain	Aktif	RM 100.00	29-09-2021
4	MOHD RAZALEIGH BIN MAHMOD	810205035085	Lain-lain	Aktif	RM 100.00	29-09-2021
5	SITI NOOR BA'AYAH BINTI MOHD HUSIN	800614035204	Lain-lain	Aktif	RM 100.00	29-09-2021
6	ROZAIDI BIN MOHAMED NOR	750526035447	Lain-lain	Aktif	RM 100.00	29-09-2021

Figure G9



TATACARA PENGGUNAAN

SISTEM KOPERASI PJAYS

Examples of Shares Community types, as shown in Figure G10.

Maklumat Saham Pelajar				
No.	Nama	Modal Syer	Tandatangan	
1	CRISTINA ALYSA A/P ROSLAN	RM 10.00		
2	FAZLEY BIN KISIK	RM 10.00		
3	HARMINL BINTI NASEB	RM 10.00		
4	JAS ADLI A/L JASSIN	RM 10.00		

Figure G10

Examples of Overall Data Community types, as shown in Figure G11.

Maklumat Keseluruhan					
Maklumat Pelajar					
No.	Nama	IC	Ahli	Modal Syer	Tarikh Pendaftaran
1	CRISTINA ALYSA A/P ROSLAN	100602030476	Aktif	RM 10.00	22-06-2023
2	FAZLEY BIN KISIK	100413030223	Aktif	RM 10.00	22-06-2023
3	HARMINL BINTI NASEB	100715030632	Aktif	RM 10.00	22-06-2023
4	JAS ADLI A/L JASSIN	101105030437	Aktif	RM 10.00	22-06-2023
5	KATRIN	100323031142	Aktif	RM 10.00	22-06-2023
6	MOHD SHAZFIIN BIN MOHD ALI	100610030433	Aktif	RM 10.00	22-06-2023
7	MUHAMMAD ARSYAD BIN AHMAD NAYAN	100821080481	Aktif	RM 10.00	22-06-2023

Figure G11