

# Exhibit A

## APPLICATION FOR NOTIFICATION OF WORKS [SUBREGULATION 5(2) AND 5(3)]

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KPTM ALOR SETAR

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**DETAIL OF OWNER:**

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**CATEGORY**

PRODUCT

**SYNOPSIS PRODUCT**

MyCounsel is a web-based system developed to help education institutions manage student counselling session more effectively, securely and systematically. It enables counsellors to schedule appointments, send automatic email notifications and securely store student records. With a user-friendly interface and role-based access, the system streamlines management processes and reduces administrative workload for counsellors.

**OBJECTIVE**

- Automate appointment notification delivery to students.
- Simplify the management of counselling session records.
- Protect student data using robust security mechanisms.
- Improve counsellor efficiency in providing student support services.

**TARGET MARKET**

- Colleges and Universities
- Secondary Schools
- Educational Counsellors

**BACKGROUND OF STUDY**

Most educational institutions still rely on manual methods such as individual emails and Excel spreadsheets to manage counselling sessions. These methods are time-consuming, error-prone, and lack proper data security. Furthermore, students often miss appointments due to the absence of automated reminders. MyCounsel addresses these issues by offering a user-friendly, cost-effective, and scalable digital solution.

## **PROBLEM STATEMENTS**

- Manual appointment management burdens counsellors.
- Lack of automated appointment reminders.
- Insecure storage of student records.
- No integration with existing student databases.
- Difficulty tracking attendance and counselling statistics.

## **ADVANTAGES OF PRODUCT**

- Automatic email and reminders to students.
- Secure, encrypted student databases.
- Intuitive interface for both counsellors and admins.
- Role-based access (admin and counsellor only).

## **EXPLAINANTION OF THE PRODUCT**

MyCounsel includes two main user roles: admin and counsellor. Admins can register users, manage messages, and oversee user activities. Counsellors can schedule, edit, and cancel counselling sessions. Students automatically receive email notifications for their scheduled sessions. All data is stored in a MySQL database and managed through a PHP-based interface. Key features include profile pages, appointment management, notification systems, and session history.

## **USER MANUAL**

### **1. Register and Login**

- New users (admins or counsellors) register by providing name, email, password, and in the case of counsellors, a Gmail App Password for email automation.
- Login via respective portals using email and password. Forgotten password functionality is also available.

### **2. Add Counselling Appointment**

- Counsellors fill in the appointment form with student name, ID, email, phone number, counselling issue, date and time.
- Date is saved into MySQL and an email is sent automatically to the student with appointment details.

### **3. Manage Scheduled Appointments**

- View, edit, delete or mark appointment status via the counsellor dashboard.
- Send notifications or reminders with one and student receives emails promptly.

#### **4. Track Appointment Records**

- Counsellors can search student and view their full appointment history
- Each records includes date, time, issues and status displayed in a visual format

#### **5. Contact Support (Internal Messaging)**

- Counsellors and admins can send and reply to internal messages.
- Message inbox includes compose, inbox, sent items and direct contact with admin

#### **6. Add To-Do Tasks and Events**

- Counsellors may create events or tasks such as workshops or student activities.
- Tasks sync with the admin system and appear on the dashboard for visibility.

#### **7. Upload Certificates**

- Counsellors can upload professional documents (example: certificates) securely.
- Certificates are stored in the system and viewable by admins.

#### **8. Manage Profile**

- Update personal details, upload profile picture or change email/password credentials
- Admin and counsellor users both have access to this feature.

## INTERFACE DESIGN

### 1. Admin

More We Care, The Better You Flourish.

### ADMIN SIGN UP

Username

Email

Password

Re-enter password

Confirm Password

**SIGNUP**

Already have an account? [Login](#)  
Not an admin? [Register as Counsellor](#)

Figure 1: Register Page of Admin

More We Care, The Better You Flourish.

### Admin Login

Enter your admin credentials to access dashboard.

Email

Password

[Forgot Password?](#)

**LOGIN**

Need admin access? [Register as Admin](#)  
Not an admin? [Login as Counsellor](#)

Figure 2: Login Page of Admin

### Admin Dashboard

Home  
User Management  
Messages Management

Total Users: 2

Total Appointments: 11

Pending Appointments: 8

Completed Appointments: 3

#### Recent Users

Username	Email	Joined Date	Status
UNIT KALINSELING 1	shusamat@gapps.kptm.edu.my	Mar 12, 2025	Active
FKRI	fikri@gmail.com	Mar 12, 2025	Active

[View All Users](#)

Figure 3: Home Page of Admin

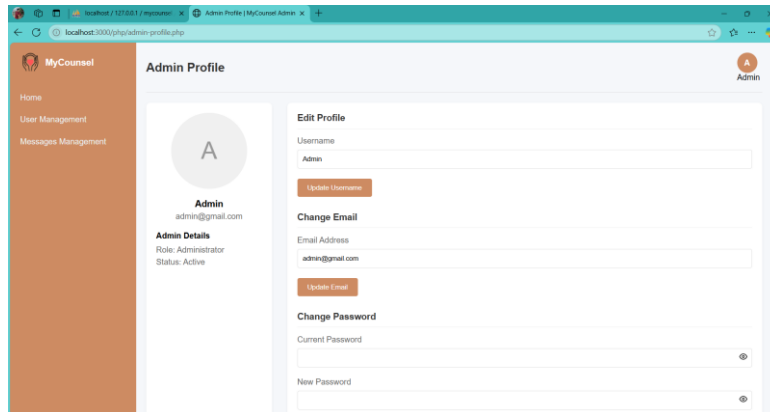


Figure 4: Profile Page of Admin

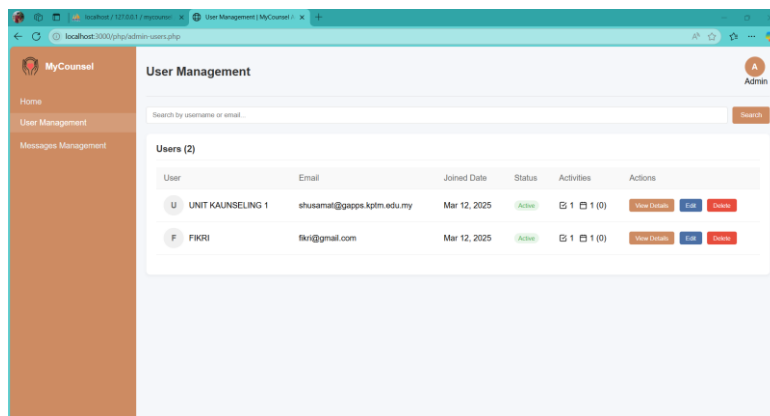


Figure 5: User Management Page of Admin

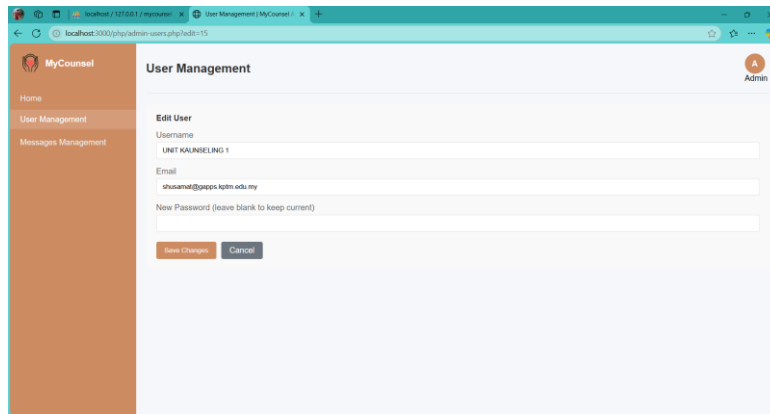


Figure 6: User Management (Edit Counsellor Information)

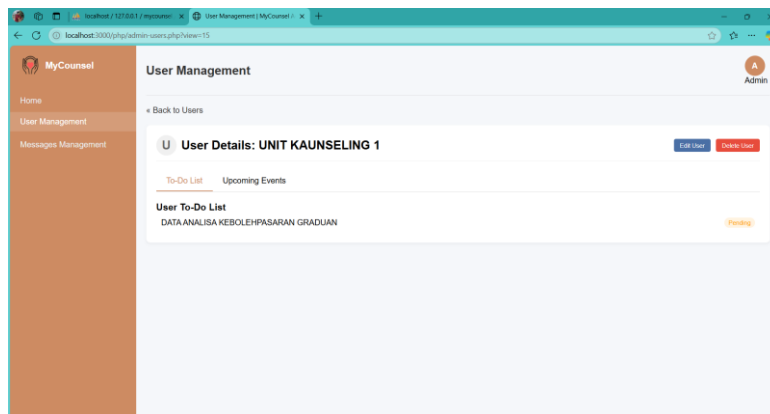


Figure 7: User Management (View Details of Counsellor)

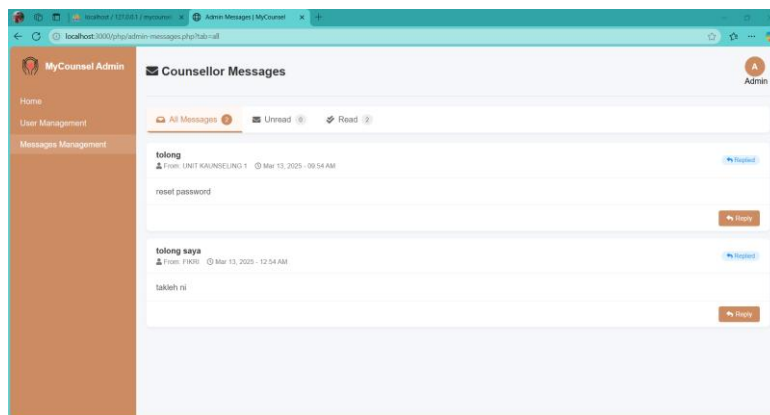
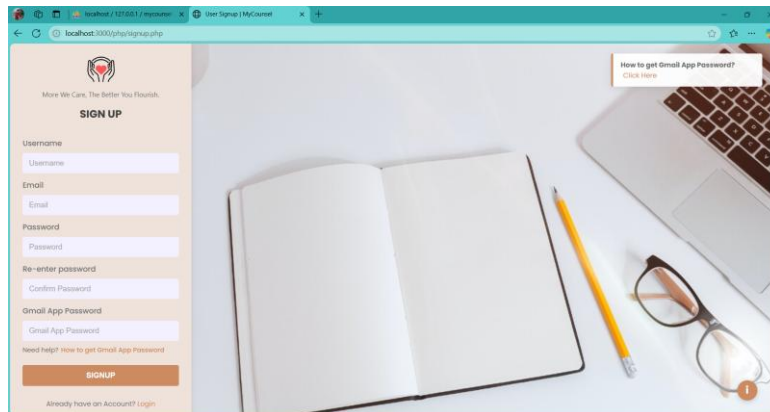


Figure 8: Messages Management of Admin

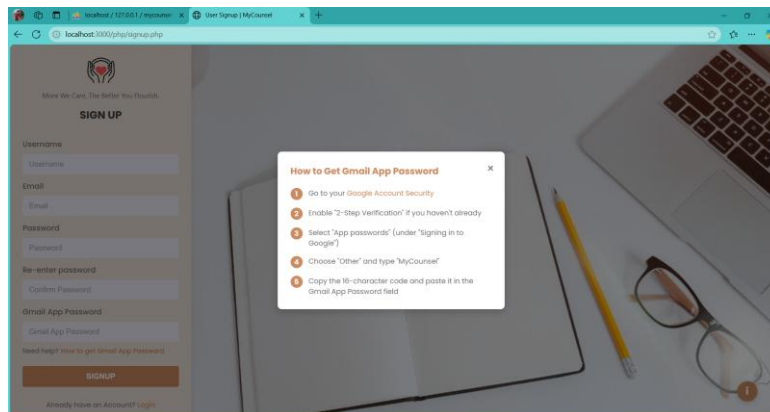


## 2. Counsellor



The screenshot shows a web browser window with the URL `localhost:3000/php/signup.php`. The page features a sign-up form on the left and a background image of a desk with a laptop, notebook, pencil, and glasses. The form includes the following fields: Username, Email, Password, Re-enter password (Confirm Password), and Gmail App Password. A 'SIGNUP' button is at the bottom of the form. A link 'Already have an Account? Login' is located below the button. A small tooltip in the top right corner reads 'How to get Gmail App Password? Click here'.

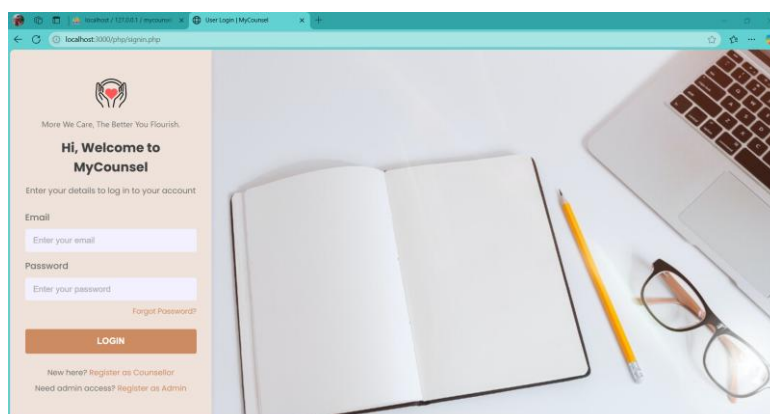
Figure 9: Register Page of Counsellor



This screenshot is identical to Figure 9, but with a tooltip open over the 'Gmail App Password' field. The tooltip is titled 'How to Get Gmail App Password' and contains a five-step list:

- 1 Go to your Google Account Security
- 2 Enable '2-Step Verification' if you haven't already
- 3 Select 'App passwords' (under 'Signing in to Google')
- 4 Choose 'Other' and type 'MyCounsel'
- 5 Copy the 16-character code and paste it in the Gmail App Password field.

Figure 10: Step for How to Get Gmail App Password of Counsellor



The screenshot shows the login page of the application. The URL in the browser is `localhost:3000/php/login.php`. The page has a header with the text 'More We Care, The Better You Flourish.' and a logo. Below the header, it says 'Hi, Welcome to MyCounsel'. The main form asks the user to 'Enter your details to log in to your account' and includes fields for 'Email' and 'Password'. A 'LOGIN' button is positioned below these fields. A link 'Forgot Password?' is located to the right of the password field. At the bottom, there are two links: 'New here? Register as Counsellor' and 'Need admin access? Register as Admin'.

Figure 11: Login Page

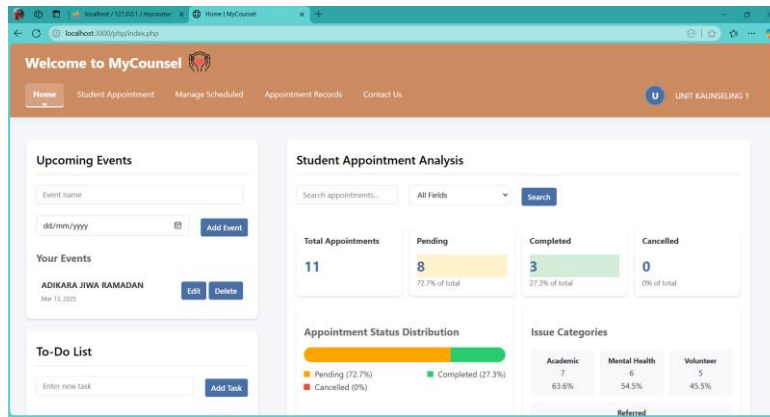


Figure 12: Home Page

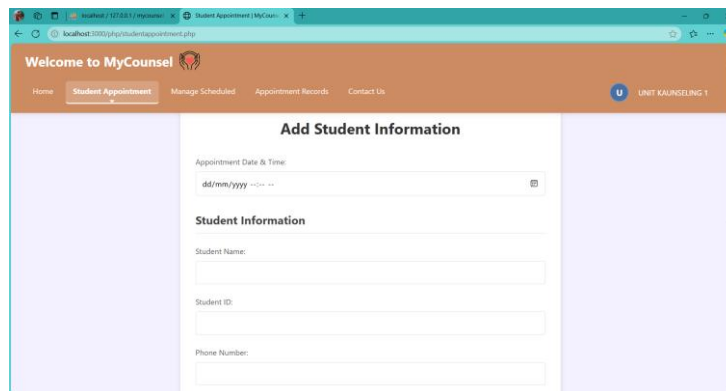


Figure 13: Add Student Appointment Form Page

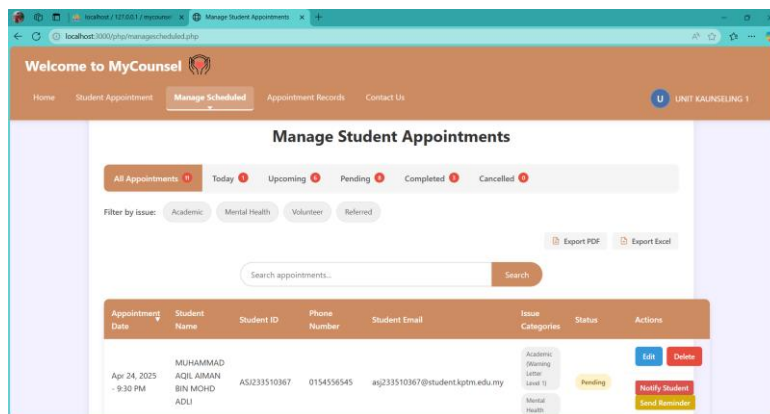


Figure 14: Manage Student Appointment Page

**Edit Student Appointment**

Student Name: MUHAMMAD AQL AIMAN BIN MOHD ADLI

Student ID: AS1233510367

Phone Number: 0154556545

Student Email: as1233510367@student.kptm.edu.my

Appointment Status: Pending

Issue Categories:
 

- ☒ Academic Issues: Warning Letter Level 1
- ☒ Mental Health
- ☐ Volunteer: Select Volunteer Type
- ☐ Referred: Select Referral Source

Appointment Date and Time: 24/04/2025 09:30 PM

Buttons: Save Changes, Cancel

Figure 15: Edit Student Appointment Form

**Student Consultation History**

Search student name or ID... Search

**NUR SHAHIRA BINTI MOHD ROZLAN**  
 Student ID: AS1233510190  
 Email: as1233510190@student.kptm.edu.my  
 Phone: 017581318

**Consultation History**

Date	Issues Consulted
2025-03-20 11:28:00	Academic (Warning Letter Level 1) Mental Health Volunteer (Social) Referred (Mentor)

**MUHAMMAD AMAR AQASHA BIN NOR AZMAN**

Figure 16: Appointment Records Page

**Contact Portal**  
 Use this portal to communicate with other counselors and administrators.

Compose Message | Inbox | Sent | Admin Contact

**Compose New Message**

Recipient: [Dropdown: FAKR] Subject: [Text Field] Message: [Text Area]

Send Message

Figure 17: Contact Us Page

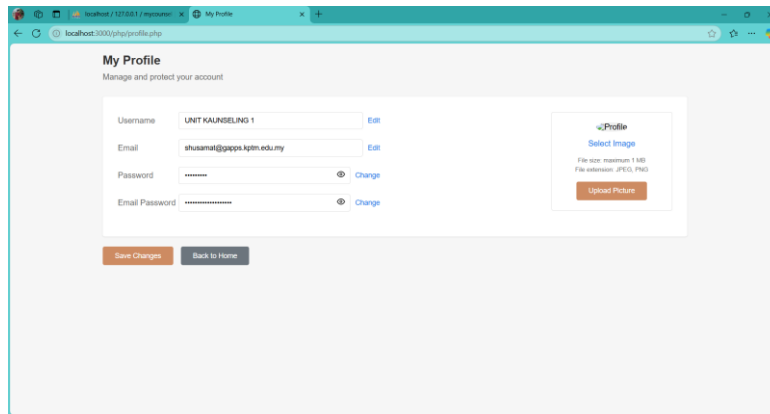


Figure 18: Counsellor Profile Page