

# HEADMASTER FUNCTIONS

Capture:

## HEAD MASTER INFO ( PROFILE)

\*Name:

\*Mobile No: ( +601X – followed by 7/8 digit no) sample: +6012-7271966 Or +6014-68634562

\*MyKad No: (sample 760826-02-6683)

\*Email address:

## SCHOOL INFORMATION

\*State: ( Pick from drop down)

\*School Name: ( Pick from drop down)

\*School Address:

\*School Code:

School Contact no: +60X - followed by 7/8 digit no) sample :( +603-2323361) or (+ 608-23453421)

School Email address:

Can upload  
Headmaster photo.  
School Logo

( \* = compulsory)

### A. MESSAGE / EMAIL (with attachment)

1. HM to all teacher
2. HM to individual teacher

Note: Indication of new mail in dashboard

### B. TIMETABLE

Approve Teacher's Timetable

Edit Teachers Timetable

Note: ( Teacher still can use the RPH even if HM yet to approve the timetable)

### C. TEACHER RPH -Approval/ Disapprove /Pending / Incomplete

Approve : HM can approve RPH

Disapprove: HM disapprove RPH. Teacher to redo

Pending: Yet to approve/disapprove

Incomplete: Teacher yet to submit RPH

View /Search Teacher RPH List:

Daily

Weekly

Teacher's Name

Approve/ Disapprove teachers RPH. HM can put in **comments** for approval/disapproval

Need comment box for both.

Approved: GREEN COLOR

Disapproved: RED

**( If disapproved, teacher will do NEW RPH again) Button to redo beside disapproved sign in dashboard.**

Pending : BLUE

INCOMPLETE: MAROON

Incomplete RPH ( yet to submit)

Track

Daily

Weekly Monthly

By Individual teacher / overall

Notification :

For Pending and Incomplete Submission in Dashboard

## OTHER FUNCTION

1. Request to Change School.

Starting Date:

New State:

New School Name:

Note: Admin to approve.

2. View Teachers Info

-Timetable

-Name, Contact No, Email Address

## CALENDAR

1. Indicate WEEK ( week 1, week 2, week 3....etc)

Week : First day Sunday  
Last day Saturday

## 2. Holidays:

State Public Holidays (Highlight specific date) -Special Color  
Federal Public Holidays (Highlight specific date)- Special Color  
Special Holiday – (Highlight specific date) – Special Color

School Holiday

Starting Date – End Date (Highlight the starting date to ending date) – Special Color

Note: State, Federal and School Holiday will be input by Admin  
HM can input Special Holiday

## DASHBOARD for HM

<b>File</b> -Edit Profile - Personal -School Info -View teacher profile -Change school	<b>Timetable</b>	<b>Approve /Disapprove</b>	<b>Incomplete</b>	<b>Message/Email</b>
Total Pending Approval	Total Incomplete	Total no of teachers ( pull from total teacher subscription for eRPH from the school)		Calendar View
Total Approved	View Pending (Place to approve/disapprove)			
Total Disapproved				

Sample placement.

**You should modify it for improvement.**