

# USER MANUAL **STES**

**SMK METHODIST (ACS) SITIAWAN**

# DASHBOARD

The dashboard displays several key metrics:

- JUMLAH KETIADAAN GURU:** 3 (highlighted by a callout 1)
- KETIDAKHADIRAN:** 1
- URUSAN RASMI:** 0
- KECEMASAN:** 0
- KEBERADAAN 4 JAM:** 0
- CUTI REHAT KHAS - CRK:** 0
- CUTI HAJI & UMRAH:** 1
- CUTI BERSALIN:** 1
- CUTI LAIN:** 0

A large circular donut chart is present at the bottom left.

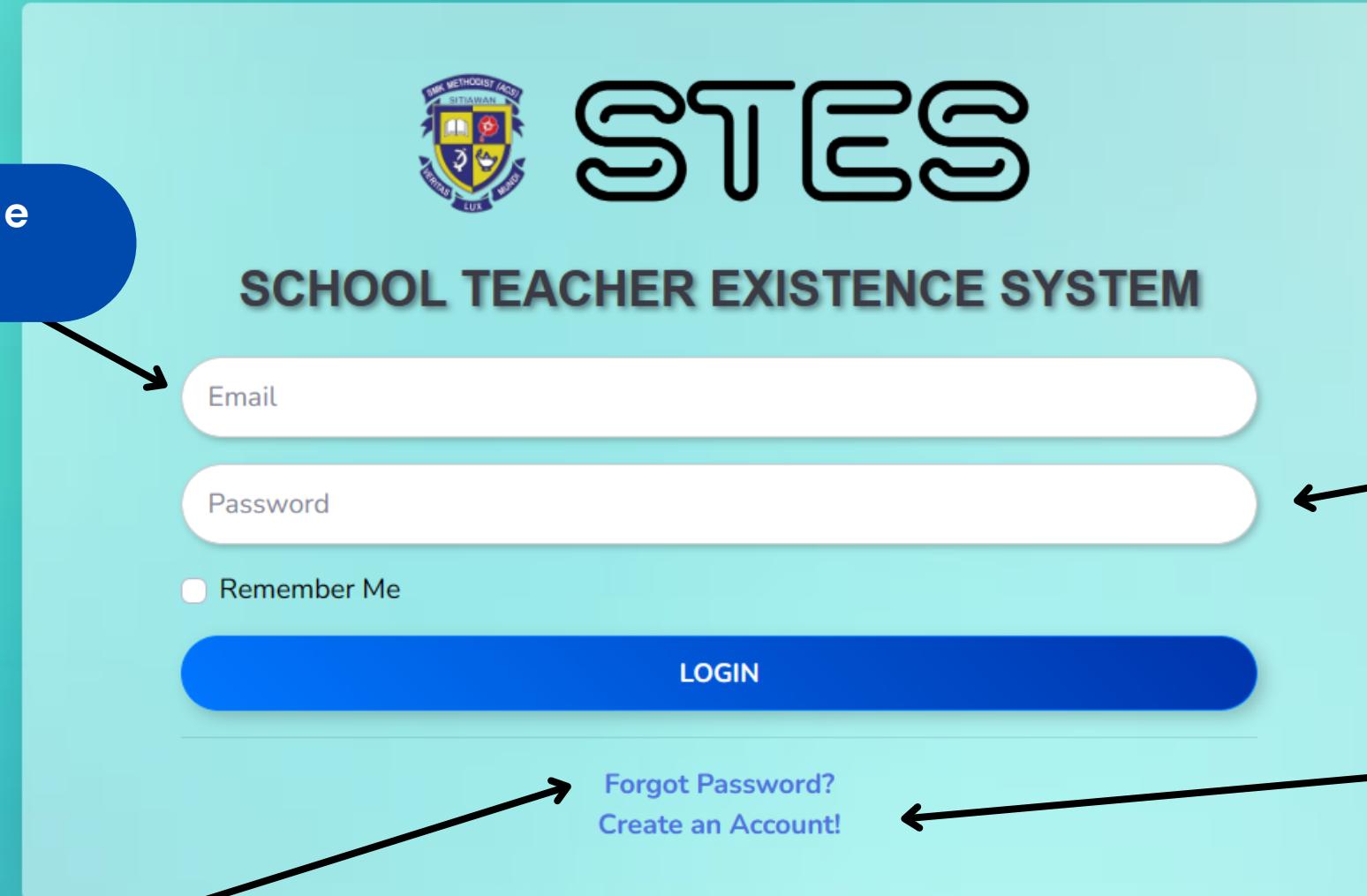
Callout 1: Click "JUMLAH KETIADAAN GURU" to see the list of teacher who are not in school in a day.

Callout 2: List of the total non-existence of the teacher.

The detailed view shows the following table:

No.	Name	No.Telphone	Date	Time	Existences
1	Anis	0123456789	18-11-2023 - 18-01-2024	12:44:00 - 08:01:00	Cuti Bersalin
2	Farah Hanis Binti Azaman	0123456789	08-11-2023 - 08-01-2024	10:00:00 - 08:00:00	Cuti Bersalin
3	Farah Hanis Binti Azaman	0123456789	07-11-2023 - 19-12-2023	08:00:00 - 07:00:00	Haji Umrah
4	Farah Hanis Binti Azaman	0123456789	01-11-2023 - 01-01-2024	07:00:00 - 07:00:00	Bersalin
5	Farah Hanis Binti Azaman	0123456789	12-11-2023 - 26-11-2023	09:00:00 - 08:00:00	Haji Umrah
6	Muhammad Taufiq Bin Mohd Nizam	0123456789	03-11-2023 - 30-11-2023	07:17:00 - 17:17:00	Emergency
7	Muhammad Taufiq Bin Mohd Nizam	0123456789	03-11-2023 - 30-11-2023	09:08:00 - 13:00:00	Absent

# LOGIN



The image shows the login page of the STES (School Teacher Existence System). The page features a logo with a shield containing various symbols, followed by the acronym 'STES' in large letters and 'SCHOOL TEACHER EXISTENCE SYSTEM' below it. There are two input fields: 'Email' and 'Password', and a 'Remember Me' checkbox. A blue 'LOGIN' button is centered below the inputs. At the bottom right of the form area, there are links for 'Forgot Password?' and 'Create an Account!'. The background of the entire image is a teal gradient.

**1 Create account first before login**

**2 Insert email that have been registered**

**3 Insert Password that have been created**

**4 Click forgot password if want to reset the password.**

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# CREATE ACCOUNT

**Create Account**

Username:

Email:

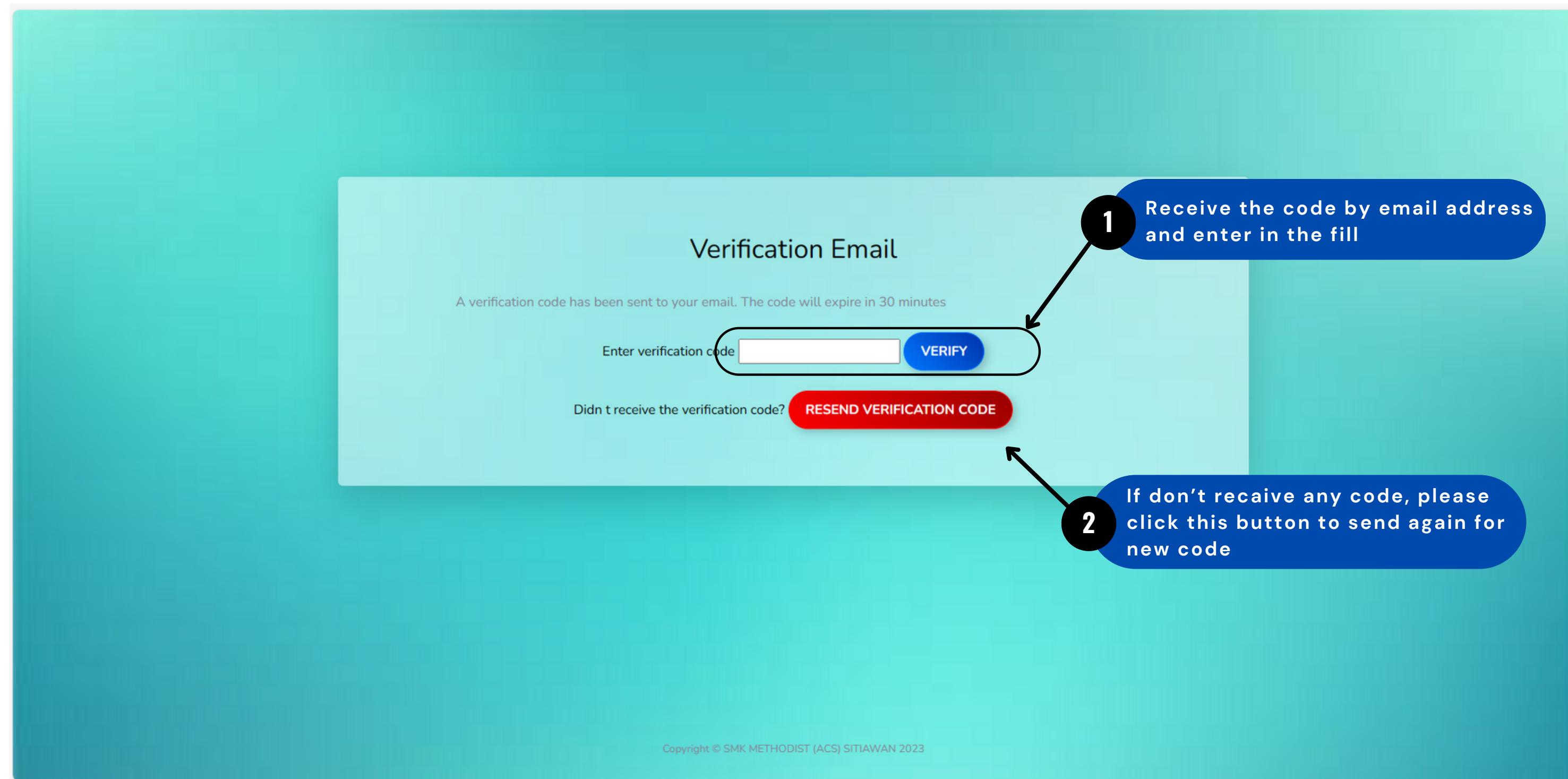
Password:

Confirm Password:

**REGISTER**

- 1 Enter the username as a nickname "Cikgu Hanis"
- 2 Enter an active email address for sending codes
- 3 Enter the strong password Example: "Hanis003011@#&"
- 4 Enter the same password until line at green box appear
- 5 Click button Register for next verification email

# VERIFICATION EMAIL



# VERIFICATION EMAIL

**Create an Account!**

Name ...

IC Number ...

Phone Number ...

Gender ...

Subject Teaching/Major ...

Position ...

Session ...

Posting Date ...

dd/mm/yyyy

Profile Picture:  
 No file chosen

**Picture as jpg / jpeg**

**REGISTER ACCOUNT**

[Forgot Password?](#)  
[Already have an account? Login!](#)

- 1 Enter full name
- 2 Enter the ic number as the same in your identity card
- 3 Enter the current phone number.
- 4 Select gender
- 5 Enter your subject teaching
- 6 Select your position at school
- 7 Select session for teacher
- 8 Date of the school's posting
- 9 Click butto register and can log in usually
- 10 If have an account, can direct log into system

# USER MANUAL

The screenshot shows the STES application interface. On the left is a sidebar with the STES logo and navigation links: Dashboard, MAIN, STES Form, Users, History Personal, School Info, Settings, and Log Out. The main area is titled "Dashboard (27-November-23)". It features several cards: "JUMLAH KETIADAAN GURU" (3), "KETIDAKHADIRAN" (1), "URUSAN RASMI" (0), "KECEMASAN" (0), "KEBERADAAN 4 JAM" (0), "CUTI REHAT KHAS - CRK" (0), "CUTI HAJI & UMRAH" (1), and "CUTI BERS" (1). Below these is a "Daily Chart" section with a donut chart. On the right side of the dashboard, there is a "User Manual" button. A large callout bubble with the number "1" and the text "Click button user manual" points to this button. To the right of the callout is a modal window titled "USER MANUAL". The modal contains the text "USER MANUAL STES" and "SMK METHODIST (ACS) SITIAWAN" along with a "Download User Manual PDF" button. A second callout bubble with the number "2" and the text "Click button download for download PDF file of user manual" points to the download button.

1 Click button user manual

2 Click button download for download PDF file of user manual

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# FILL STES FORM

The screenshot shows the STES Form interface. On the left, a sidebar menu lists: Dashboard, MAIN, STES Form (selected), Users, History Personal, School Info, Settings, and Log Out. The main area is titled "UPDATING EXISTENCES FORM". It contains fields for "Select Users" (with a list of names), "Existences" (with a "Choose..." button), "Start Date - Final Date" (two date input fields), "Time Out - Time In" (two time input fields), and a "Submit" button. A user profile "Cikgu Siti" is visible at the top right.

- 1 Click STES Form
- 2 Tick your name or tick multiple name for the same reason of existence
- 3 Choose the type of existence.
- 4 Insert start date and final date of your existence in school.
- 5 Insert time in and time out of your existence.
- 6 click button submit after fill all the required field.



# STES

Dashboard

MAIN

STES Form

Users

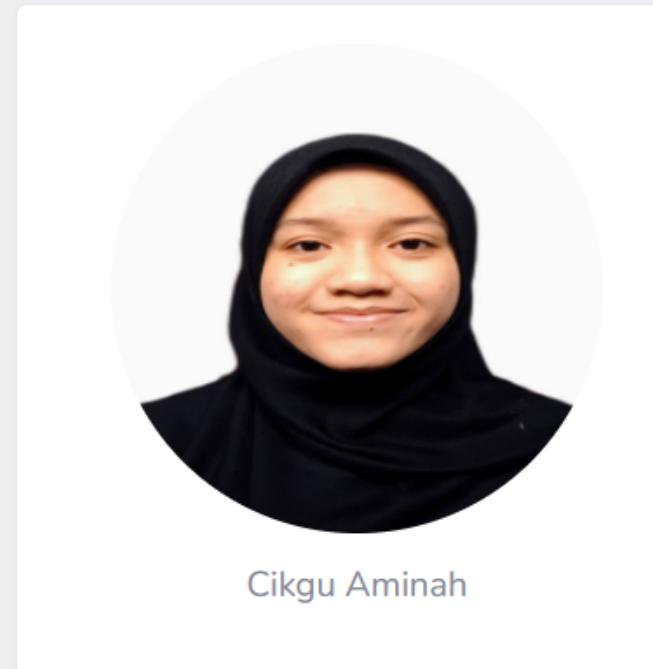
History Personal ➔

School Info

Settings

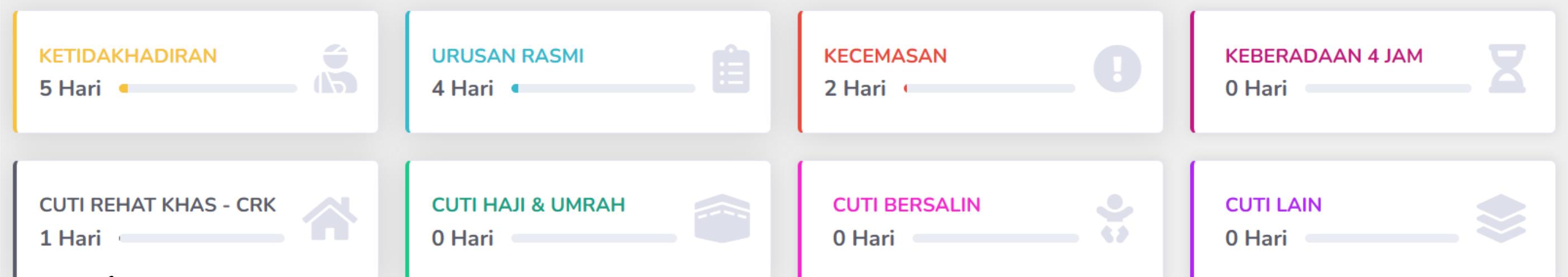
Log Out

## PROFILE USER



Cikgu Aminah

Full Name	Siti Aminah binti Abu Bakar
Email	sitirabiah1180@gmail.com
Phone	0123456789
Major	SAINS
Address	Larkin, Johor



1 The number will updated in personal data at profile user page.



Dashboard

MAIN

STES Form

Users

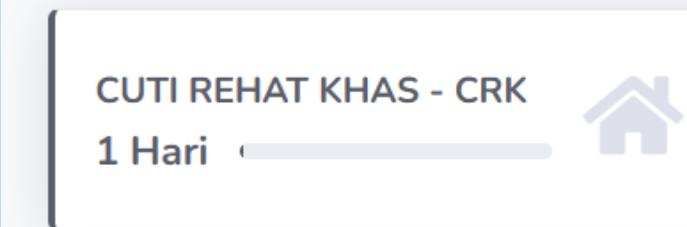
History Personal >

School Info

Settings

Log Out

## Personal History Cuti Rehat Khas - CRK



### Recent updates

No.	Name	Date	Time
1	Siti Aminah binti Abu Bakar	23-11-2023 - 24-11-2023	07:00:00 - 07:00:00

1

Can view the list of your  
existence at personal history.

# ADMIN

# USER MANUAL FOR ADMIN

The screenshot shows the STES Admin Dashboard interface. On the left, a sidebar menu lists various administrative functions: Dashboard, STES Form, Management, History, Users, School Info, Settings, and Log Out. The main dashboard area displays a summary of staff availability and various types of leave requests. A prominent blue button labeled "User Manual" is located in the top right corner of the dashboard. A large callout bubble with the number "1" and the text "Click button user manual" points to this button. To the right of the dashboard, a "SETTINGS" section is visible, featuring a large blue banner with the text "USER MANUAL STES" and "SMK METHODIST (ACS) SITIAWAN". At the bottom of this banner is a blue button labeled "Download User Manual PDF". A second callout bubble with the number "2" and the text "Click button download for download PDF file of user manual" points to this download button.

1 Click button user manual

2 Click button download for download PDF file of user manual

Cikgu Rabiah

User Manual

JUMLAH KETIADAAN GURU  
3

KETIDAKHADIRAN  
1

URUSAN RASMI  
0

KECEMASAN  
0

KEBERADAAN JAM  
0

CUTI REHAT KHAS - CRK  
0

CUTI HAJI & UMRAH  
1

CUTI BERSALIN  
1

CUTI LAIN  
0

Daily Chart

STES

Dashboard

MAIN

STES Form

Management

History

Users

School Info

Settings

Log Out

Cikgu Rabiah

SETTINGS

USER MANUAL  
STES

SMK METHODIST (ACS) SITIAWAN

Download User Manual PDF

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# DASHBOARD ADMIN

The screenshot displays the STES Admin Dashboard interface. On the left, a vertical sidebar menu lists 'Dashboard', 'STES Form', 'Management', 'History', 'Users', 'School Info', 'Settings', and 'Log Out'. The main dashboard area shows a summary of teacher absence and various types of leave. A large blue callout bubble points to a donut chart with percentages: 28.1% (blue), 17.2% (yellow), 21.9% (green), 9.4% (purple), and 3.6% (pink). Another callout bubble indicates the 'Admin can see daily cart'.

**Dashboard (27-November-23)**

Cikgu Rabiah

User Manual

JUMLAH KETIADAAN GURU: 3

KETIDAKHADIRAN: 1

URUSAN RASMI: 0

KECEMASAN: 0

KEBERADAAN JAM: 0

CUTI REHAT KHAS - CRK: 0

CUTI HAJI & UMRAH: 1

CUTI BERSALIN: 1

CUTI LAIN: 0

**Admin can see daily cart**

**Admin can see weekly cart**  
Day : Monday – Sunday

**Admin can see monthly cart**  
Month: January – December  
Admin can choose what existence want to display on the chart bar.

Drag a scroll bar down

Daily Chart

Weekly Chart

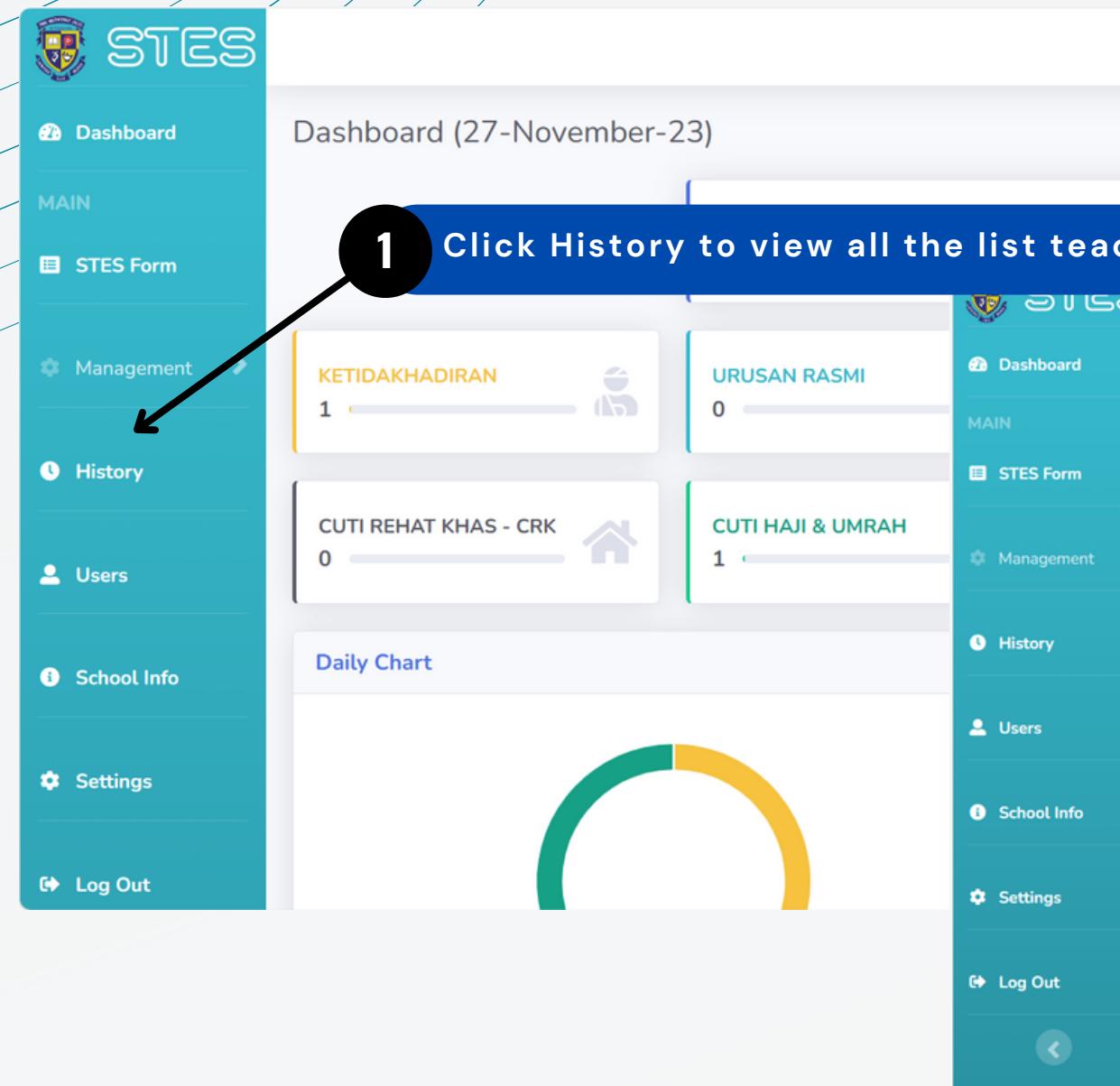
Monthly Chart

Absent: Yellow, Official Business: Blue, Emergency: Red, Crk: Grey, Cuti Lain: Purple, Cuti Bersalin: Pink, Haji & Umrah: Teal, Keberadaan Jam: Magenta

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

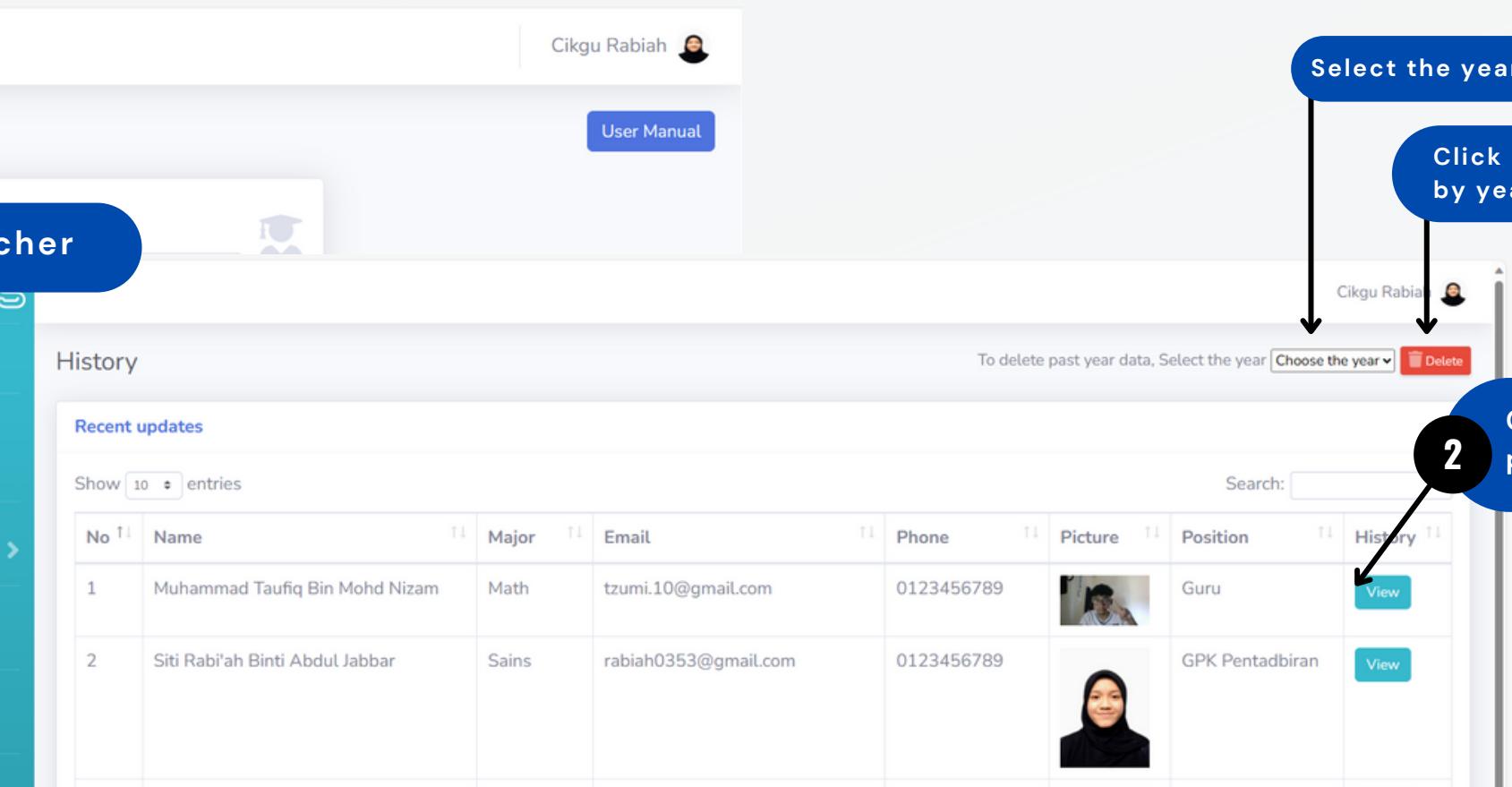
# HISTORY

**1 Click History to view all the list teacher**



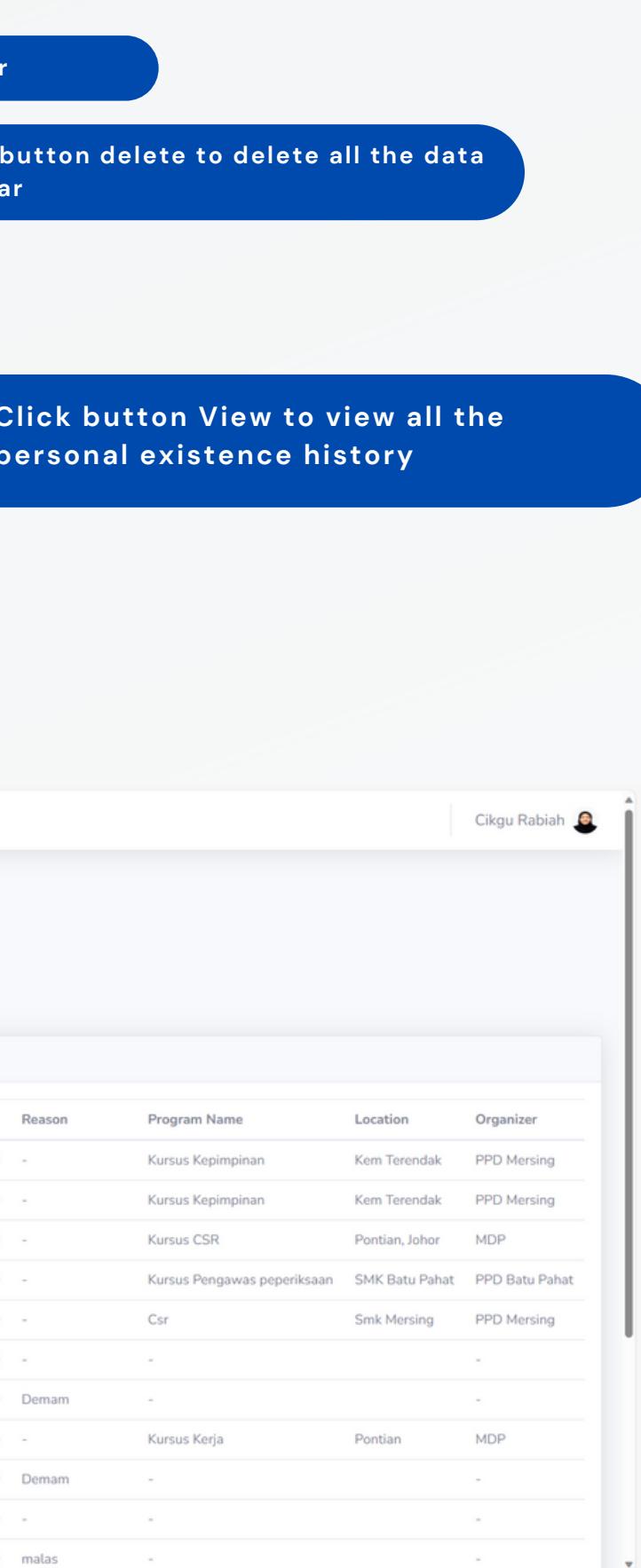
**2 Select the year**

**Click button delete to delete all the data by year**



**3 Click button View to view all the personal existence history**

**List all the personal existence**



The application interface includes a sidebar with navigation links: Dashboard, STES Form, Management, History, Users, School Info, Settings, and Log Out.

The History page displays a table of recent updates with columns: No, Name, Major, Email, Phone, Picture, Position, and History. The History column contains a 'View' button for each row.

The Personal History page for Prof Taufiq shows a summary bar indicating 16 Hari and a table of recent updates with columns: No, Name, Existence, Date, Time, Reason, Program Name, Location, and Organizer.

# SCHOOL INFO

The screenshot shows the STES School Info application interface. On the left, a sidebar menu includes: Dashboard, STES Form, Management, History, Users (highlighted with a black arrow), School Info (with a blue callout), Settings, and Log Out. The main dashboard area displays a 'Dashboard (27-November-23)' with various metrics and a 'Daily Chart' featuring a donut chart.

**1 Click School info to update new info**

**2 Choose photo from file computer jpg/jpeg/gif**

**3 Click button upload the image will appear**

**4 Select slide that want to delete**

**5 Click button delete for delete that selected**

The right side shows the 'INFORMATION' section where users can upload and manage school photos. A large image of a school building is displayed, with a 'Choose Image' button above it and an 'Upload Image' button below. At the bottom, there are controls for selecting slides ('Slide 1') and deleting images ('Delete Image').

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THANK YOU