



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
اونيورسيتي قنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

USER MANUAL

for

Flight Ticket Functions for Applicant (MyUPSI PORTAL)

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Version 1.0

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1 FLIGHT TICKET MODULE

1.1 Online Flight Ticket Application

Online Flight Ticket Application facilitate applicant to apply for flight ticket and check the application status through the web browser.

E-Ticketing Application

E-TICKETING APPLICATION STATUS

Ref ID	Apply Date	Range	Type	Reason	Department/ Faculty	Status	Action
No record							

*** If you have any further queries, please do not hesitate to contact Payroll, Study Leave & Ticketing Unit, Bursary's Department at the following no.: 05-4505546 05-4506580 05-4506952

NOTES :-

- ENTRY - Draft version. Able to update or delete application record.
- APPLY - Submitted by applicant. Waiting for recommendation from Head of Department.
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Figure 1.1 – Flight Ticket Interface

1.1.1 Flight Ticket Link

1. The application is under **FINANCE >> Flight Ticket**. The link located on the left screen. See **Figure 1.2**.

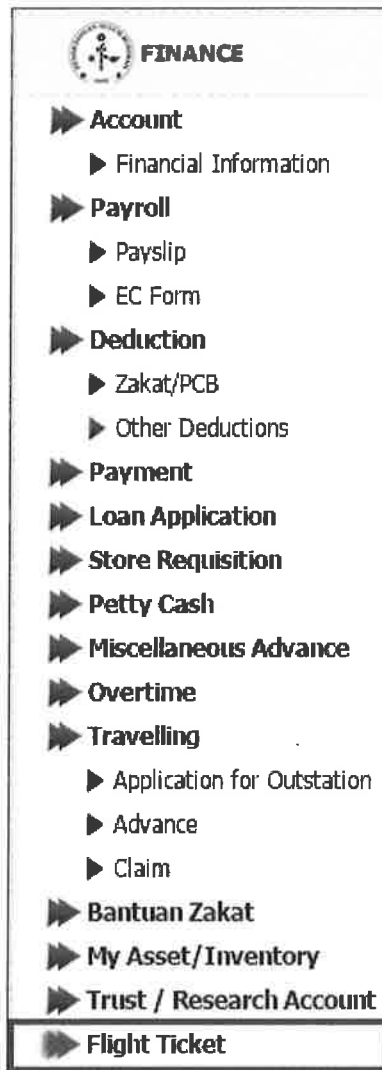



Figure 1.2 – Flight Ticket Hyperlink

2. The following figure will be displayed. See **Figure 1.3**.

 <p>UNIVERSITI PENDIDIKAN SULTAN IDRIS اوتوريسيتي قندريديفن سلطان ادريس SULTAN IDRIS EDUCATION UNIVERSITY</p>	User Manual				
	SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
	MyUPSI Portal	Flight Ticket Functions for Applicant	A4	2017-01	2

E-Ticketing Application							
							<input type="button" value="Status"/> <input type="button" value="New Application"/>
E-TICKETING APPLICATION STATUS							
Ref ID	Apply Date	Range	Type	Reason	Department/ Faculty	Status	Action
No record							
<small>* * If you have any further queries, please do not hesitate to contact Payroll, Study Leave & Ticketing Unit, Bursar's Department at the following no.: 05-4505546 05-4506580 05-4506952</small>							
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Figure 1.3 – Flight Ticket Interface

1.2 Apply for Flight Ticket

This section allow applicant to apply for flight ticket. The processes are described as below:

1. Click **New Application** button on the upper-right menu. See **Figure 2.1**.



Figure 2.1 – New Application Button

2. The following page will be displayed. See **Figure 2.2**.

E-Ticketing Application
Status New Application

APPLICANT'S DETAIL

Name : Mohammad Firdaus bin Zainun
Department/Faculty : Pusat Teknologi Maklumat & Komunikasi
Tel. No. (Office) : 015-48797040
Fax No. : -
H/P No. : 019-6566351
Email : firdausz@ict.upsi.edu.my

TRAVEL DETAIL

Travel Type : -Select-
Please ensure application for outstation/attending course/seminar & study leave has been applied.
***For staff only*

Travel Reason :

Budget : -Select-
If the budget source is not in the list, please contact Bursary.

Travel Range : -Select-

Travel Date :

Yes No

Other Passengers in the same flight :

Figure 2.2 – Application of Flight Ticket Interface

3. Fill in all required information and click Save button. The data will be saved into the system.
4. The following Flight Detail section will be displayed. See **Figure 2.3**

Budget : 104104 : ICT SEWAAN BILIK KULIAH
If the budget source is not in the list, please contact Bursary.

Travel Range : Within Malaysia

Travel Date : 16/02/2017

Other Passengers in the same flight : Yes No

FLIGHT DETAIL

Flight Type : -Select-

No	Airline	Origin	Destination	Flight Time	Flight Number	Remarks	Action
<input type="button" value="Add"/>							

Figure 2.3 – Flight Detail Section

- Please choose Flight Type and then click **Add** button. The system will display the Flight Detail Interface. See **Figure 2.4**.

FLIGHT DETAIL

Airline : If the airline is not in the list, please contact Bursary.

Depart Date :

Origin :

Destination :

Flight Time : Refer Flight Schedule to get Flight Time & Flight Number

Flight Number :

Remarks :

Figure 2.4 – Flight Detail Interface

- Fill in all required information and then click Save button. The flight data will be saved into the system.
- The following Flight Detail section will be displayed. See **Figure 2.5**.

FLIGHT DETAIL

Flight Type :

No	Airline	Origin	Destination	Flight Time	Flight Number	Remarks	Action
1	Airasia	a	a	00:59	A	A	<input type="button" value="Delete"/>

PASSENGER DETAIL

No	Category	Title Name	NRIC	Pasport	DOB	Action
<input type="button" value="Add"/>						

** Please ensure your application has been recommended by your head of department and being attach together with required supporting document before submitted to Bursary's Department.

Figure 2.5 – Passenger Detail Section

- Click **Add** button. The system will display the Passenger Detail Interface. See **Figure 2.6**.

PASSENGER TYPE

I`m flying
 Student
 Not UPSI staff

PASSENGER DETAIL

Title :

Passenger Name :

NRIC :

Date of Birth :

Nationality :

Passport No. :

Passport Expiry Date :

H/P No. :

Email. :

Passenger Category :

Seat Category :

Figure 2.6– Passenger Detail Interface

9. Fill in all required information and then click Save button. The passenger data will be saved into the system.
10. Click Apply button (see **Figure 2.7**) which is located at the bottom of the page to submit the application. A confirmation message (see **Figure 2.8**) will be displayed. Click OK. A notification memo will be send to the recommender for recommendation (see **Figure 2.9**).

** Please ensure your application has been recommended by your head of department and being attach together with required supporting document before submitted to Bursar's Department.

Figure 2.7– Apply Button



Figure 2.8– Confirmation Message



Figure 2.9– Notification Memo for Recommender

1.3 Viewing Application Status and Detail

This screen allow user to view status and detail information of Flight Ticket application. The steps are as follows:

1. Click **Status** button to view the list of applications that has been submitted. The system will display the Application for Flight Ticket Interface. See **Figure 3.1**.

E-Ticketing Application

Status New Application

E-TICKETING APPLICATION STATUS

Show 10 entries Search:

Ref ID	Apply Date	Range	Type	Reason	Department/Faculty	Status	Action
480	31/01/2017	Within Malaysia	Undertaking official duties	sad	Pusat Teknologi Maklumat & Komunikasi	APPLY	
501	06/02/2017	Within Malaysia	Undertaking official duties	1	Pusat Teknologi Maklumat & Komunikasi	APPLY	

Showing 1 to 2 of 2 entries First Previous 1 Next Last

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Figure 3.1 – View Status of Flight Ticket Applications

2. Click button to view the details information of the application. The detail information for the selected application will be shown. See **Figure 3.2**.

E-Ticketing Application Status New Application

APPLICANT'S DETAIL

Name : Noor Heikma binti Mat Nor
Department/Faculty : Pusat Teknologi Maklumat & Komunikasi
Tel. No. (Office) : null
Fax No. : -
H/P No. : 010-00000000
Email : heikma@ict.upsi.edu.my

TRAVEL DETAIL

Travel Type : Undertaking official duties ▾
Supporting Info: Official -Select- ▾
Travel Reason : sad
Budget : 104103 - ICT - LESEN & LEASE LINE ▾
Travel Range : Within Malaysia
Travel Date : 08/02/2017
Other Passengers in the same flight : -

FLIGHT DETAIL

Flight Type : One way ▾

No	Airline	Origin	Destination	Flight Time	Flight Number	Remarks
1	Airasia	KL	IPOH	12:59	asd	asd

PASSENGER DETAIL

No	Category	Title Name	NRIC	Pasport	DOB
1	Economy	Cik Noor Heikma binti Mat Nor	840523015474	-	23/05/1984

Close

Figure 3.2 – Detail Application Information Interface

- Click  icon to print the application form.

1.4 Editing Flight Ticket Application

Editing process of flight ticket applications are as follows:

1. Click **Status** button to view the list of applications. The system will display the Application for Flight Ticket Interface. See **Figure 4.1**.

E-Ticketing Application

Status New Application

E-TICKETING APPLICATION STATUS

Ref ID	Apply Date	Range	Type	Reason	Department/ Faculty	Status	Action
1	06/02/2017	Within Malaysia	Undertaking official duties	a	Pusat Teknologi Maklumat & Komunikasi	ENTRY	

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Figure 4.1 – View Status of Flight Ticket Applications

2. Click icon. The details information for the selected application will be shown. See **Figure 4.2**.

E-Ticketing Application Status | New Application

APPLICANT'S DETAIL

Name : Noor Heikma binti Mat Nor
 Department/Faculty : Pusat Teknologi Maklumat & Komunikasi
 Tel. No. (Office) : null
 Fax No. : -
 H/P No. : 010-00000000
 Email : helkma@ict.upsi.edu.my

TRAVEL DETAIL

Undertaking official duties
 Travel Type : Please ensure application for outstation/attending course/seminar & study leave has been applied.
*for staff only

Supporting Info: Official : -Select-

Travel Reason : 1

Travel Range : Within Malaysia

Travel Date : 15/02/2017

Yes No

Other Passengers in the same flight :

Save Cancel

FLIGHT DETAIL

Flight Type : One way

No	Airline	Origin	Destination	Flight Time	Flight Number	Remarks	Action
1	Airasia	a	a	00:59	A	A	

Add

PASSENGER DETAIL

No	Category	Title Name	NRIC	Pasport	DOB	Action
1	Economy	Cik Noor Heikma binti Mat Nor	840523015474	-	23/05/1984	

Add

** Please ensure your application has been recommended by your head of department and being attach together with required supporting document before submitted to Bursar's Department.

Apply Cancel

Figure 4.2 – Edit Flight Ticket Application Interface

- Update all required information such as Applicant's Detail, Flight Detail & Passenger Detail.
- Click Apply button (see **Figure 4.3**) which is located at the bottom of the page to submit the application. A confirmation message (see **Figure 4.4**) will be displayed. Click OK. A notification memo will be send to the recommender (see **Figure 4.5**).

** Please ensure your application has been recommended by your head of department and being attach together with required supporting document before submitted to Bursar's Department.

Apply Cancel

Figure 4.3 – Apply Button

Are you sure to Apply this request?

OK	Cancel
----	--------

Figure 4.4 – Confirmation Message

Memo

- Application For Flight Ticket - New Application for Approval. - Noor Heikma binti Mat Nor (06 Feb 2017, 03:05:35 PM, Unread)
- Application For Flight Ticket - New Application for Approval. - Noor Heikma binti Mat Nor (31 Jan 2017, 10:32:33 AM, Read)
- Application For Flight Ticket - New Application for Approval. - Firdaus bt Ahamad Rapani (15 Dec 2016, 10:13:14 AM, Read)

Figure 4.5 – Notification Memo for Recommender

1.5 Delete Flight Ticket Application

Deleting process of flight ticket application is as follows:

- Click **Status** button to view the list of applications. The system will display the Application for Flight Ticket Interface. See **Figure 5.1**.

E-Ticketing Application Status New Application

E-TICKETING APPLICATION STATUS

Ref ID	Apply Date	Range	Type	Reason	Department/ Faculty	Status	Action
1	06/02/2017	Within Malaysia	Undertaking official duties	a	Pusat Teknologi Maklumat & Komunikasi	ENTRY	

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APPROVE - Approved by the Bursary Department

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Figure 5.1 – View Status of Flight Ticket Applications

- From the list of applications, click icon to delete the selected application. A confirmation message (see **Figure 5.2**) will be displayed. Click OK button.

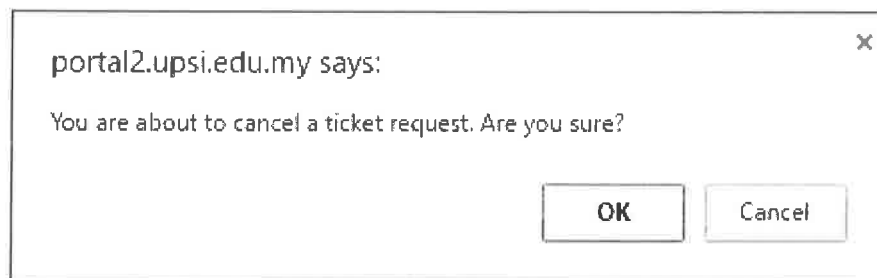


Figure 5.2 – Confirmation Message