

Kepada : Semua Kakitangan UPSI
Daripada : Bendahari
Ruj. Kami : UPSI/BEN/PEM2/519/653/Jld. 5 (17)
Tarikh : 16 November 2020 / 30 Rabiul Awwal 1442H

Hebahan Pelaksanaan Tempahan Tiket Kapalterbang Secara Atas Talian Melalui MyUPSI Portal

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Adalah dimaklumkan bahawa sub-modul *Flight Ticket* di MyUPSI Portal telah boleh digunakan semula mulai 16 November 2020 setelah berjaya diintegrasikan dengan sistem kewangan UPSI yang baharu iaitu Sistem MyFIS Neo. Sehubungan itu, semua permohonan tempahan tiket kapal terbang hendaklah dibuat secara atas talian melalui sub-modul berkenaan.

3. Mohon pihak YBhg. Dato'/Prof./Dr./Tuan/Puan mengambil maklum bahawa penghantaran (*submission*) permohonan tempahan tiket kapal terbang secara atas talian melalui sub-modul ini hendaklah mengikut tempoh yang telah ditetapkan seperti di bawah bagi mengelakkan permohonan YBhg. Dato'/Prof./Dr./Tuan/Puan ditolak.

Tiket Dalam Negara	Tiket Luar Negara
Selewat-lewatnya 7 hari sebelum tarikh penerbangan	Selewat-lewatnya 14 hari sebelum tarikh penerbangan

4. Disertakan bersama-sama ini adalah *User Manual for Flight Ticket – Function for Applicants & Recommender* untuk panduan pihak Y.Bhg.Dato'/Prof./Dr./Tuan/Puan.

5. Sekiranya menghadapi sebarang kemusykilan atau untuk mendapatkan maklumat lanjut, Y.Bhg.Dato'/Prof./Dr./Tuan/Puan boleh menghubungi 05-4505546 (Pn Siti Hasmah binti Hashim) atau 05-4506952 (Pn. Rohayu binti Wan Ghazali). Sekian untuk makluman dan perhatian Y.Bhg.Dato'/Prof./Dr./Tuan/Puan.

Terima kasih.

“UPSI NO. 1 PENDIDIKAN”

Saya yang menjalankan amanah,



(HJ. MOHAMAD NAJIB BIN HJ MOHAMED C.A(M), ASEAN CPA)

s.k :

Naib Canselor

Timbalan Naib Canselor (Akademik)

Timbalan Naib Canselor (Penyelidikan & Inovasi)

Timbalan Naib Canselor (Hal Ehwal Pelajar & Alumni)

Pendaftar



UNIVERSITI
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SULTAN IDRIS
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SULTAN IDRIS EDUCATION UNIVERSITY

USER MANUAL

for

Flight Ticket Functions for Applicant (MyUPSI PORTAL)

Prepared By:

ICT Centre

Sultan Idris Education University

January 2017

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, Bursar's Department at the following no. 05-4505546 05-4506550 05-4506952

NOTES :-

ENTRY -	Draft version. Able to update or delete application record.
APPLY -	Submitted by applicant. Waiting for recommendation from Head of Department.
RECOMMEND -	Approved by the Head of Department and waiting for the approval from the Bursary Department
APPROVE -	Approved by the Bursary Department
REJECT -	Rejected by Head of Bursary Department

Figure 1.1 – Flight Ticket Interface

1.1.1 Flight Ticket Link

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

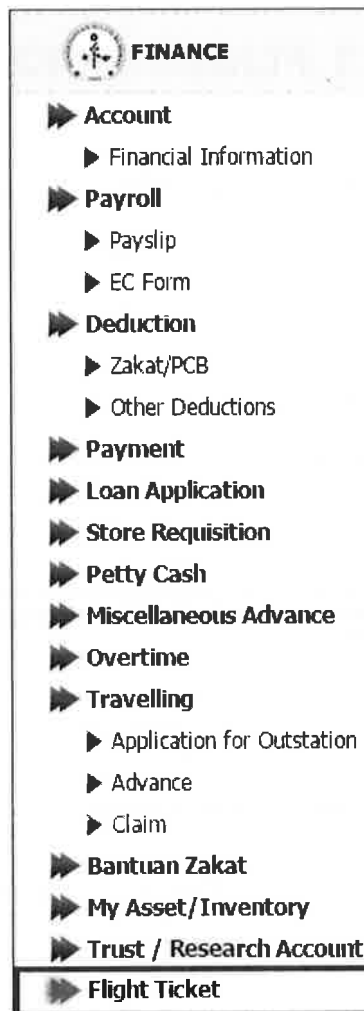


Figure 1.2 – Flight Ticket Hyperlink

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

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوپوسىپى ائىدىدىقن سولطان اىدرىس SULTAN IDRIS EDUCATION UNIVERSITY	User Manual				
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E-Ticketing Application

Status
New 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, Bursar'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.
RECOMMEND -	Approved by the Head of Department and waiting for the approval from the Bursary Department
APPROVE -	Approved by the Bursary Department
REJECT -	Rejected by Head of Bursary Department

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 :

Department/Faculty :

Tel. No. (Office) :

Fax No. :

H/P No. :

Email :

Mohammad Firdaus bin Zainun

Pusat Teknologi Maklumat & Komunikasi

015-48797040

*

019-6566351

firdausz@ict.upsi.edu.my

TRAVEL DETAIL

Travel Type :

Travel Reason :

Budget :

Travel Range :

Travel Date :

Other Passengers in the same flight :

--Select--

Please ensure application for outstation/attending course/seminar & study leave has been applied.
* for staff only

--Select--

If the budget source is not in the list, please contact Bursary.

--Select--

☒ Yes
☐ No

Save
Cancel

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 :

Travel Range :

Travel Date :

Other Passengers in the same flight :

104104 : ICT SEWAAN BILIK KULIAH

If the budget source is not in the list, please contact Bursary.

Within Malaysia

16/02/2017

☐ Yes
☒ No

Save
Cancel

FLIGHT DETAIL

Flight Type :

--Select--

No	Airline	Origin	Destination	Flight Time	Flight Number	Remarks	Action
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 : One way

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

PASSENGER DETAIL

No	Category	Title Name	NRIC	Pasport	DOB	Action
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.

Figure 2.5 – Passenger Detail Section

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

TRAVEL TYPE : Please ensure application for submission/attending course/examine & study leave has been approved by the relevant authority.

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

 UNIVERSITI PENDIDIKAN SULTAN IDRIS اوپرسیتی لندیدیکان سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY	User Manual				
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Are you sure to Apply this request?

OKCancel

Figure 2.8– 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 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

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

NOTES :-

- ENTRY - Draft version. Able to update or delete application record.
- APPLY - Submitted by applicant. Waiting for recommendation from Head of Department.
- RECOMMEND - Approved by the Head of Department and waiting for the approval from the Bursary Department
- APPROVE - Approved by the Bursary Department
- REJECT - Rejected by Head of Bursary Department

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

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	 

** If you have any further queries, please do not hesitate to contact Payroll, Study Leave & Ticketing Unit, Bursar's Department at the following no.s (05-4505546 / 05-450650) / (05-4506952)

NOTES :-

- ENTRY -** Draft version. Able to update or delete application record.
- APPLY -** Submitted by applicant. Waiting for recommendation from Head of Department.
- RECOMMEND -** Approved by the Head of Department and waiting for the approval from the Bursary Department
- APPROVE -** Approved by the Bursary Department
- REJECT -** Rejected by Head of Bursary Department

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 : heikma@ict.upsi.edu.my

TRAVEL DETAIL

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

Supporting Info: Official Select

Travel Reason :

Travel Range : Within Malaysia

Travel Date :

☒ Yes ☐ No

Other Passengers in the same flight :

FLIGHT DETAIL

Flight Type : One way

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

PASSENGER DETAIL

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

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

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 Bursa's Department.

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 Ahmad Rapani (15 Dec 2016, 10:13:14 AM, Read)

Figure 4.5 – Notification Memo for Recommender



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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

E-TICKETING APPLICATION STATUS

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

*** If you have any further queries, please do not hesitate to contact Payroll, Study Leave & Ticketing Unit, Bursar's Department at the following no.: 05-45015546 (05-4506550) (05-4506952)*

NOTES :-

- ENTRY -** Draft version. Able to update or delete application record.
- APPLY -** Submitted by applicant. Waiting for recommendation from Head of Department.
- RECOMMEND -** Approved by the Head of Department and waiting for the approval from the Bursary Department
- APPROVE -** Approved by the Bursary Department
- REJECT -** Rejected by Head of Bursary Department

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.

portal2.ups.edu.my says:

You are about to cancel a ticket request. Are you sure?

OK **Cancel**

Figure 5.2 – Confirmation Message



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SULTAN IDRIS EDUCATION UNIVERSITY

USER MANUAL

for

Flight Ticket Functions for Recommender (MyUPSI PORTAL)

Prepared By:

ICT Centre

Sultan Idris Education University

January 2017

Version 1.0

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1 TRAINING MODULE

1.1 Recommendation by Head of Department (HOD)

This section allows HOD to view and recommend **flight ticket application**. The details are described as below.

E-Ticketing Application							
					Status	New Application	Recommend
FLIGHT TICKET APPLICATION LIST							
**Note: Please click on the 'Detail Icon' for recommending/rejecting application							
Show	10	entries		Search:			
Ref ID	Apply Date	Travel Range	Travel Type	Reason	Travel Date	Applicant	
480	31/01/2017	Within Malaysia	Undertaking official duties	sad	08/02/2017	Noor Heikma binti Mat Nor	Ⓜ
433	28/12/2016	Within Malaysia	Undertaking official duties	asd	12/01/2017	Mohammad Firdaus bin Zainun	Ⓜ
432	28/12/2016	Oversea	Attending course/training	test	11/01/2017	Mohammad Firdaus bin Zainun	Ⓜ
428	22/12/2016	Within Malaysia	Undertaking official duties	ertewt	31/12/2016	Mohammad Firdaus bin Zainun	Ⓜ
427	22/12/2016	Within Malaysia	Undertaking official duties	erer	28/12/2016	Mohammad Firdaus bin Zainun	Ⓜ
352	16/12/2016	Within Malaysia	Undertaking official duties	testing	31/12/2016	Amrah binti Mohd Narawi	Ⓜ
334	15/12/2016	Oversea	Undertaking official duties	Mesyuarat di KPT	22/12/2016	Firdaus binti Ahamad Rapani	Ⓜ
328	14/12/2016	Within Malaysia	Undertaking official duties	asas	24/12/2016	Firdaus binti Ahamad Rapani	Ⓜ
304	08/12/2016	Within Malaysia	Undertaking official duties	as	20/12/2016	Puteri Khairul Syafida binti Megat Khas	Ⓜ
296	07/12/2016	Within Malaysia	Undertaking official duties	UJANG	07/12/2016	Puteri Khairul Syafida binti Megat Khas	Ⓜ

Showing 1 to 10 of 86 entries

First Previous 1 2 3 4 5 9 Next Last

Figure 1.1 – Recommend Flight Ticket Application Interface

1.1.1 Flight Ticket Application Link

1. This application is grouped under **Finance** menu. The link located on the left screen. See **Figure 1.2**.



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Figure 1.2 – Finance Entry Hyperlink

2. Click on Finance hyperlink to view all modules under **Finance** menu.
3. Click **Flight Ticket** link to view the information and provided function. See **Figure 1.3**.



Figure 1.3 – Flight Ticket Link

4. Click on the **Recommend** button on the upper-right menu bar. See **Figure 1.4**.

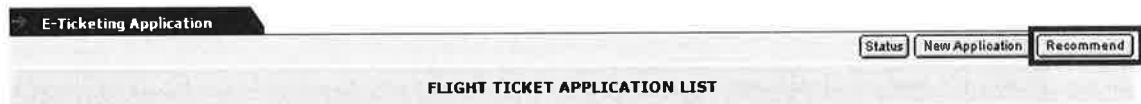


Figure 1.4 Recommend Button

5. **Recommend Flight Ticket Application** interface will be displayed. See **Figure 1.1**.



1.2 Recommend for Flight Ticket Applications

This section allows HOD to recommend flight ticket applications. The processes are described as below.

E-Ticketing Application

Status
New Application
Recommend

FLIGHT TICKET APPLICATION LIST

**Note: Please click on the 'Detail Icon' for recommending/rejecting application

Show 10 entries
Search:

Ref ID	Apply Date	Travel Range	Travel Type	Reason	Travel Date	Applicant	
480	31/01/2017	Within Malaysia	Undertaking official duties	sad	08/02/2017	Noor Heikma binti Mat Nor	Ⓜ
433	28/12/2016	Within Malaysia	Undertaking official duties	asd	12/01/2017	Mohammad Firdaus bin Zainun	Ⓜ
432	28/12/2016	Oversea	Attending course/training	test	11/01/2017	Mohammad Firdaus bin Zainun	Ⓜ
428	22/12/2016	Within Malaysia	Undertaking official duties	ertewt	31/12/2016	Mohammad Firdaus bin Zainun	Ⓜ
427	22/12/2016	Within Malaysia	Undertaking official duties	erer	28/12/2016	Mohammad Firdaus bin Zainun	Ⓜ
352	16/12/2016	Within Malaysia	Undertaking official duties	testing	31/12/2016	Amrah binti Mohd Narawi	Ⓜ
334	15/12/2016	Oversea	Undertaking official duties	Mesyuarat di KPT	22/12/2016	Firdaus binti Ahamad Rapani	Ⓜ
328	14/12/2016	Within Malaysia	Undertaking official duties	asas	24/12/2016	Firdaus binti Ahamad Rapani	Ⓜ
304	08/12/2016	Within Malaysia	Undertaking official duties	as	20/12/2016	Puteri Khairul Syafida binti Megat Khas	Ⓜ
296	07/12/2016	Within Malaysia	Undertaking official duties	UJANG	07/12/2016	Puteri Khairul Syafida binti Megat Khas	Ⓜ

Showing 1 to 10 of 86 entries

First
Previous
1
2
3
4
5
9
Next
Last

Figure 2.1 – Recommend Flight Ticket Application Interface

- Click on the **Recommend** button on the upper-right menu bar. **Recommend Flight Ticket Application** interface will be displayed. See **Figure 2.1**.
- Click Ⓜ button to view the details information of the application. The details information for the selected application will be shown. See **Figure 2.2**.

E-Ticketing Application

Status
New Application
Recommend

APPLICANT'S DETAIL

Name : Mohammad Firdaus bin Zainun
Department/Faculty : Pusat Teknologi Maklumat & Komunikasi
Tel. No. (Office) : 05-4506840
Fax No. : 1
H/P No. : 010-00000000
Email : firdausz@upsi.edu.my

TRAVEL DETAIL

Travel Type : Undertaking official duties
Travel Reason : A
Travel Range : Within Malaysia
Travel Date : 17/02/2017
Other Passengers in the same flight : null

FLIGHT DETAIL

Flight Type : One way

No	Airline	Origin	Destination	Flight Time	Flight Number	Remarks
1	B	B	B	12:59	B	B

PASSENGER DETAIL

No	Category	Title Name	NRIC	Pasport	DOB
1	Economy	Encik Mohammad Firdaus bin Zainun	840425085225	-	25/04/1984

Recommend
Reject

Back

Figure 2.2 –Flight Ticket Application Detail

- Click **Recommend** button located at the bottom of the current page to recommend the application. The following confirmation message box will be displayed. See **Figure 2.3**.

10.99.1.43 says:

Are you sure to recommending this application?

OK

Cancel

Figure 2.3 – Recommendation Message Box

- Click **OK**. It will navigate back to the **Recommend Flight Ticket Application** interface. See **Figure 2.1**.

1.3 Rejection for Flight Ticket Applications

This section allows HOD to reject flight ticket applications. The processes are described as below.

E-Ticketing Application

Status
New Application
Recommend

FLIGHT TICKET APPLICATION LIST

*Note: Please click on the 'Detail Icon' for recommending/rejecting application

Show 10 entries
Search:

Ref ID	Apply Date	Travel Range	Travel Type	Reason	Travel Date	Applicant	
480	31/01/2017	Within Malaysia	Undertaking official duties	sad	08/02/2017	Noor Heikma binti Mat Nor	⌵
433	28/12/2016	Within Malaysia	Undertaking official duties	asd	12/01/2017	Mohammad Firdaus bin Zainun	⌵
432	28/12/2016	Oversea	Attending course/training	test	11/01/2017	Mohammad Firdaus bin Zainun	⌵
428	22/12/2016	Within Malaysia	Undertaking official duties	ertewt	31/12/2016	Mohammad Firdaus bin Zainun	⌵
427	22/12/2016	Within Malaysia	Undertaking official duties	erer	28/12/2016	Mohammad Firdaus bin Zainun	⌵
352	16/12/2016	Within Malaysia	Undertaking official duties	testing	31/12/2016	Amrah binti Mohd Narawi	⌵
334	15/12/2016	Oversea	Undertaking official duties	Mesyuarat di KPT	22/12/2016	Firdaus binti Ahamad Rapani	⌵
328	14/12/2016	Within Malaysia	Undertaking official duties	asas	24/12/2016	Firdaus binti Ahamad Rapani	⌵
304	08/12/2016	Within Malaysia	Undertaking official duties	as	20/12/2016	Puteri Khairul Syafida binti Megat Khas	⌵
296	07/12/2016	Within Malaysia	Undertaking official duties	UJANG	07/12/2016	Puteri Khairul Syafida binti Megat Khas	⌵

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First
Previous
1
2
3
4
5
...
9
Next
Last

Figure 3.1 – Recommend Flight Ticket Application Interface

- Click on the **Recommend** button on the upper-right menu bar. **Recommend Flight Ticket Application** interface will be displayed. See **Figure3.1**.
- Click ⌵ button to view the details information of the application. The details information for the selected application will be shown. See **Figure 3.2**.

E-Ticketing Application Status New Application Recommend

APPLICANT'S DETAIL

Name : Mohammad Firdaus bin Zainun
 Department/Faculty : Pusat Teknologi Maklumat & Komunikasi
 Tel. No. (Office) : 05-4506840
 Fax No. : 1
 H/P No. : 010-00000000
 Email : firdausz@upsi.edu.my

TRAVEL DETAIL

Travel Type : Undertaking official duties
 Travel Reason A
 Travel Range : Within Malaysia
 Travel Date 17/02/2017
 Other Passengers in the same flight : null

FLIGHT DETAIL

Flight Type : One way

No	Airline	Origin	Destination	Flight Time	Flight Number	Remarks
1	B	B	B	12:59	B	B

PASSENGER DETAIL

No	Category	Title Name	NRIC	Pasport	DOB
1	Economy	Encik Mohammad Firdaus bin Zainun	840425085225	-	25/04/1984

Recommend Reject
Back

Figure 3.2 –Flight Ticket Application Detail

- Click **Reject** button located at the bottom of the current page to reject the application. The following confirmation message box will be displayed. See **Figure 3.3**.

10.99.1.43 says:

Are you sure to recommending this application?

OK

Cancel

Figure 3.3 – Recommendation Message Box

- Click **OK**. It will navigate back to the **Recommend Flight Ticket Application** interface. See **Figure 3.1**.

