

## PERMOHONAN PINJAMAN PERALATAN ASET/INVENTORI

Peralatan aset/inventori UPSI yang hendak dipinjam perlu dibuat melalui tempahan MyUPSI Portal bagi memastikan pemantauan aset/inventori terjaga.

1. *Login* ke **MyUPSI Portal**
2. *Klik* **button Admin** dan pilih **Resource booking**
3. Skrin tempahan sumber akan terpapar dan pilih ke **button Tempahan Peralatan**
4. Lengkapkan semua maklumat di dalam ruangan yang dipaparkan
5. *Klik* **button** tempah setelah maklumat lengkap diisi.

The screenshot shows a web browser window with the URL `http://10.99.1.43/rb.jsp?action=cmd_eb`. The page title is "Resource Booking" and the user is logged in as "Hashimah hinti Abu Hashin". A navigation menu at the top includes "Tempahan Peralatan", "Tempahan Bilik/Ruang", "Status", and "Keluar". The "Tempahan Peralatan" button is highlighted with a callout '3'. Below the menu is the "TEMPAHAN PERALATAN" form. The form contains the following fields: "Organisasi", "Tel(pejabat)", "No. H/P", "Email", "Dari (tarikh)" (25/06/2009), "Hingga (tarikh)" (25/06/2009), "(masa)" (08:00 am), "Tujuan", "Ditempatkan di", "Pemilik Sumber(PTJ)", "Peralatan", "Kuantiti", and "Kegunaan/Spesifikasi". A "Tambah" button is next to the "Kegunaan/Spesifikasi" field. A callout '4' is placed to the right of the "Tujuan" and "Ditempatkan di" fields. At the bottom of the form, there are "Hapus" and "Tempah" buttons. A callout '5' is placed over the "Tempah" button.