



Sistem Maklumat Bersepadu UPSI  
**TEMPAHAN PERALATAN SECARA ON-LINE**

Manual Pengguna

URL : <http://myupsi.upsi.edu.my>

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## Masuk ke Sistem

1. Dari skrin utama portal MyUPSI , klik pada **Admin** dan kemudian klik pada

The screenshot shows the MyUPSI Admin interface. At the top, there's a navigation bar with 'Admin' and a search bar containing 'Google'. On the left, a sidebar menu includes 'Human Resource', 'Finance', and 'Admin' sections. Under 'Admin', there are links for 'E-Meeting', 'Complaint', 'Resource Booking', 'Staff Movement', 'WorkOrder', 'IMS Link', and 'Services'. The main content area has tabs for 'Latest News', 'Memo', and 'To Do List'. The 'Latest News' tab displays several news items, including 'JADUAL MINGGU TAMBAH DAN GUGUR KURSUS SEMESTER 2 SESI 2009/2010' and 'Pendaftaran Semester Secara Online (Terkini)'. The 'Memo' tab shows a list of memos, and the 'To Do List' tab indicates 'No To Do Found'. A right-hand sidebar titled 'General Menu' lists various system functions like 'Latest News', 'Files Library', and 'Task Manager'. Below it is a 'Status' section showing 'Emails: 0' and 'Memos: 18C Us'.

Setelah itu, skrin utama pengurusan sumber akan dipaparkan seperti di bawah.

The screenshot shows the 'RESOURCE MANAGEMENT' application. At the top, there's a header with a logo and the title 'RESOURCE MANAGEMENT'. Below it is a navigation bar with links for 'Home', 'Book Equipment', 'Book Room', 'Room Administration', and 'Status'. The main content area is titled 'LIST OF BOOKING APPLICATION :'. It contains a table with columns: 'Resource Type', 'PTJ', 'Apply Date', 'Book Seq', 'From', 'To', 'Purpose', 'Status', and two empty columns. The table lists numerous booking applications, mostly for 'SPACE/ROOM' type, involving 'ICT' users and various dates from December 2009. Some entries show 'APPLY' or 'REJECT' status, while others are still pending.

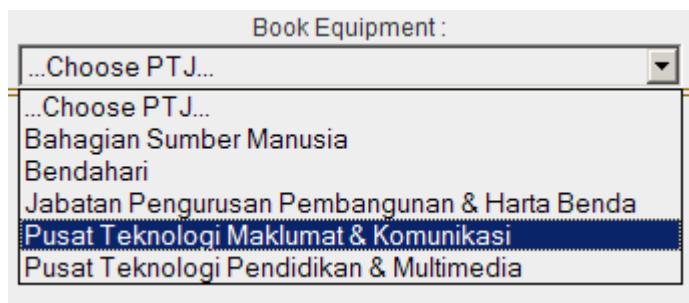
## Membuat tempahan peralatan

**Book Equipment**

1. Dari skrin utama pengurusan sumber, klik

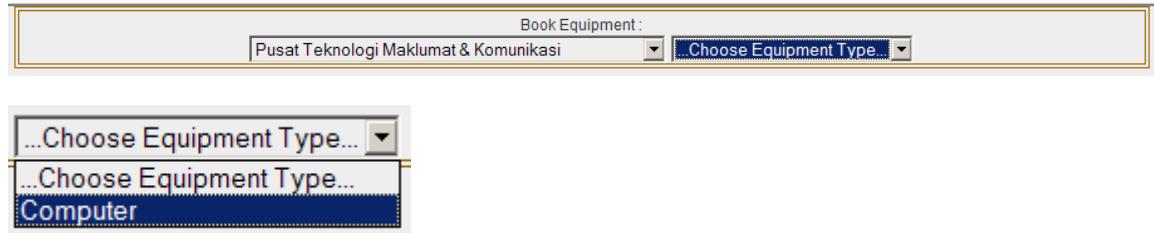
The screenshot shows the 'RESOURCE MANAGEMENT' application interface. At the top, there's a navigation bar with links for Home, Book Equipment, Book Room, Room Administration, and Status. Below this is a section titled 'EQUIPMENT BOOKING :'. A dropdown menu is open under the 'Book Equipment' label, showing several options: '...Choose PTJ...', '...Choose Equipment Type...', 'Bahagian Sumber Manusia', 'Bendahari', 'Jabatan Pengurusan Pembangunan & Harta Benda', 'Pusat Teknologi Maklumat & Komunikasi' (which is highlighted in blue), and 'Pusat Teknologi Pendidikan & Multimedia'.

2. Pilih PTJ yang berkenaan dengan klik pada dan senarai PTJ akan dikeluarkan seperti di bawah.



Klik pada PTJ yang berkenaan.

3. Pilih Jenis Peralatan



The screenshot shows the 'Choose Equipment Type...' dropdown menu. It lists three options: '...Choose Equipment Type...', '...Choose Equipment Type...', and 'Computer' (which is highlighted in blue).

Klik pada jenis peralatan yang ingin ditempah.

4. Masukkan maklumat tempahan

Setelah jenis peralatan dipilih, sistem akan memaparkan skrin di bawah untuk di masukkan maklumat tempahan.

 RESOURCE MANAGEMENT

Home Book Equipment Book Room Room Administration Status

EQUIPMENT BOOKING - Pusat Teknologi Maklumat & Komunikasi :

The application should be submitted in 3 working day(s) before actual date of usage  
Start date should be at least on 29/12/2009

Organisation	Pusat Teknologi Maklumat & Komunikasi
Tel(Office)	05-4506840
H/P	017-3794598
Email	mazaharmmt@ups.edu.my
From(date)	23/12/2009
(time)	08:00 am
To(date)	23/12/2009
(time)	08:00 am
Purpose	
To Locate at	

List of Available Equipment : ( Please make sure the usage duration is not more than the max usage day of your wish equipment(s) )

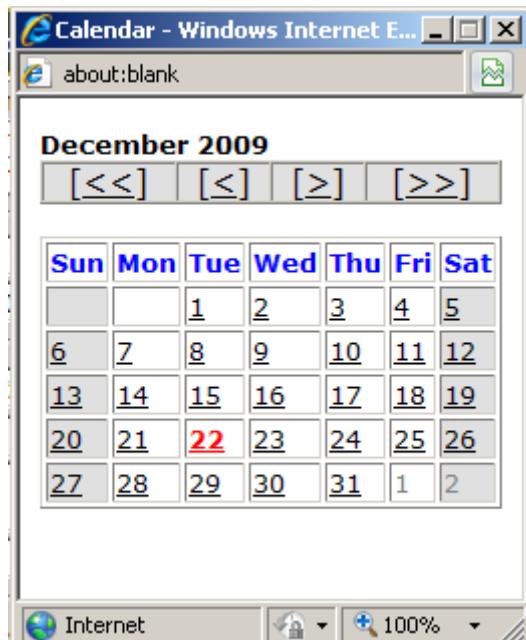
Equipment	Max Usage Day
KOMPUTER DESKTOP	NO
KOMPUTER RIBA	NO
PRINTER	NO

Sistem akan memaparkan secara automatic maklumat organisasi, nombor telefon pejabat, nombor HP dan email pemohon. Sekiranya terdapat maklumat terkini sila kemaskini.

#### Tarikh dan masa tempahan

Maklumat ini adalah mandatori. Pastikan tarikh tempahan yang dimasukkan mengikut polisi yang ditetapkan oleh PTJ iaitu tarikh permohonan dibuat beberapa hari sebelum tarikh tempahan. Klik

 pada untuk mengeluarkan calendar seperti di bawah.



Pilih tarikh yang berkenaan.

## Tujuan

Maklumat tujuan tempahan adalah mandatori.

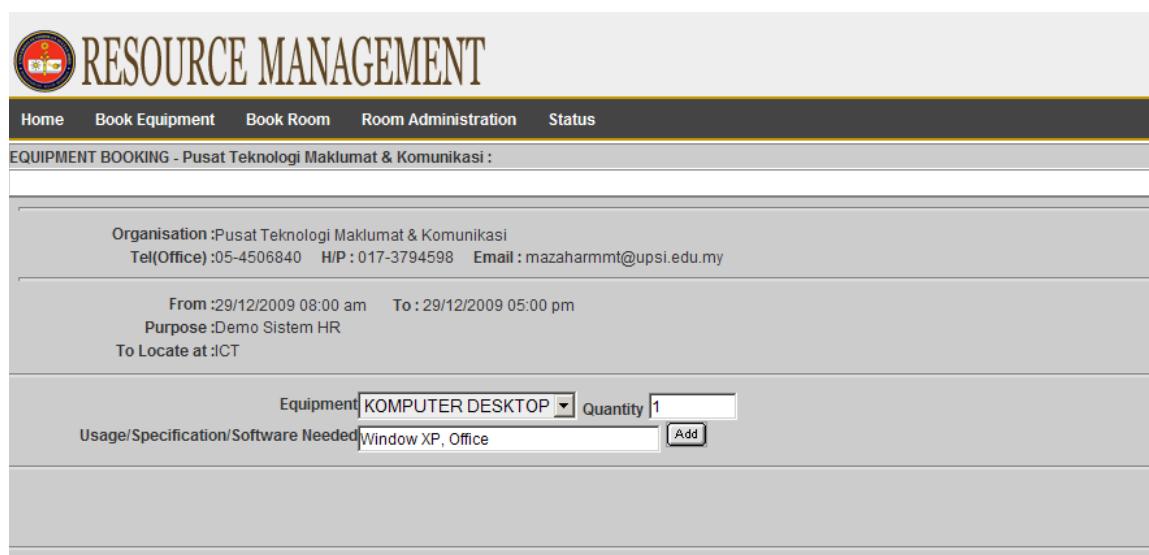
## Lokasi penempatan peralatan

Maklumat ini perlu dimasukkan bagi memudahkan PTJ yang berkenaan menghantar peralatan tersebut sekiranya peralatan yang ditempah tidak boleh diambil sendiri oleh pemohon.

Pada skrin ini, sistem akan memaparkan senarai peralatan yang boleh ditempah. **Max Usage Day** adalah tempoh maksimum peralatan boleh digunakan.

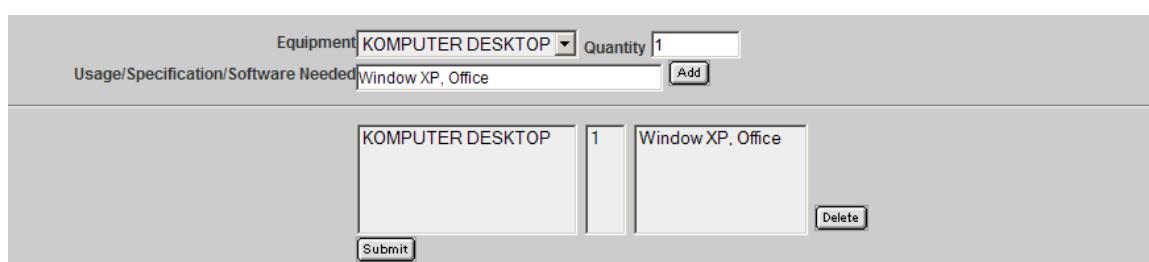
Pastikan tempoh tempahan yang dipilih tidak melebihi tempoh maksimum peralatan yang boleh digunakan.

Setelah maklumat tempahan diisi, klik  untuk mengisi maklumat selanjutnya. Sistem akan memaparkan skrin seperti di bawah.



Pilih peralatan dan masukkan kuantiti diperlukan serta spesifikasi peralatan yang diperlukan.

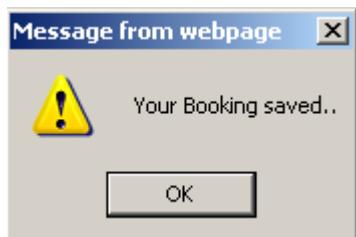
Setelah itu klik pada . Sistem akan memaparkan peralatan yang dipilih seperti dalam paparan di bawah.



Ulangi langkah di atas sekiranya ingin membuat lebih dari 1 peralatan.

Untuk membuang peralatan yang dipilih dari senarai, klik pada peralatan yang ingin dibuang, dan klik pada **Delete**.

Setelah maklumat diisi, klik pada **Submit** untuk mengesahkan permohonan dan sistem akan memaparkan mesej di bawah yang menunjukkan permohonan telah disahkan dan dihantar.



## Menyemak Permohonan

### Status

Dari skrin utama pengurusan sumber, klik **Status** dan sistem akan memaparkan senarai permohonan yang telah dibuat seperti di bawah.

RESOURCE MANAGEMENT										
<a href="#">Home</a> <a href="#">Book Equipment</a> <a href="#">Book Room</a> <a href="#">Room Administration</a> <a href="#">Status</a>										
LIST OF BOOKING APPLICATION :										
Resource Type	PTJ	Apply Date	Book Seq	From	To	Purpose	Status			
EQUIPMENT	ICT	23/12/2009	2009-02-00050	29/12/2009 08:00 AM	29/12/2009 04:58 PM	Demo Sistem HR	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
EQUIPMENT	ICT	21/12/2009	2009-02-00049	23/12/2009 08:00 AM	23/12/2009 02:00 PM	demo	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
SPACE/ROOM	ICT	16/12/2009	2009-02-00037	17/12/2009 08:00 AM	17/12/2009 09:00 AM	d	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
SPACE/ROOM	ICT	16/12/2009	2009-02-00036	16/12/2009 09:00 PM	16/12/2009 10:00 PM	test	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
SPACE/ROOM	ICT	16/12/2009	2009-02-00035	16/12/2009 05:00 PM	16/12/2009 06:00 PM	test	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
SPACE/ROOM	ICT	16/12/2009	2009-02-00034	16/12/2009 07:00 PM	16/12/2009 08:00 PM	d	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
SPACE/ROOM	ICT	16/12/2009	2009-02-00033	16/12/2009 04:00 PM	16/12/2009 05:00 PM	test	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
SPACE/ROOM	ICT	16/12/2009	2009-02-00032	16/12/2009 10:00 AM	16/12/2009 11:00 AM	test alert	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
SPACE/ROOM	ICT	16/12/2009	2009-02-00031	16/12/2009 03:00 PM	16/12/2009 04:00 PM	test 999	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
SPACE/ROOM	ICT	16/12/2009	2009-02-00030	16/12/2009 01:00 PM	16/12/2009 02:00 PM	test 99	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
SPACE/ROOM	ICT	16/12/2009	2009-02-00029	16/12/2009 11:00 AM	16/12/2009 12:00 PM	testing booking 2	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
SPACE/ROOM	ICT	16/12/2009	2009-02-00028	16/12/2009 09:00 AM	16/12/2009 10:00 AM	testing booking	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>	
SPACE/ROOM	ICT	10/12/2009	2009-02-00025	15/12/2009 08:00 AM	15/12/2009 10:00 AM	training	REJECT	<a href="#">Detail</a>		
SPACE/ROOM	ICT	10/12/2009	2009-02-00022	11/12/2009 08:00 AM	12/12/2009 09:00 AM	test lab 2	REJECT	<a href="#">Detail</a>		
SPACE/ROOM	ICT	07/12/2009	2009-02-00011	15/12/2009 08:00 AM	15/12/2009 11:00 AM	test 99	APPROVE	<a href="#">Detail</a>	<a href="#">Cancel</a>	
EQUIPMENT	ICT	07/12/2009	2009-02-00004	10/12/2009 08:00 AM	10/12/2009 09:58 AM	UAT	APPROVE	<a href="#">Detail</a>	<a href="#">Cancel</a>	
EQUIPMENT	ICT	07/12/2009	2009-02-00003	11/12/2009 08:00 AM	11/12/2009 09:58 AM	test sistem	APPROVE	<a href="#">Detail</a>	<a href="#">Cancel</a>	
EQUIPMENT	ICT	07/12/2009	2009-02-00002	10/12/2009 08:00 AM	10/12/2009 10:58 AM	demo	APPROVE	<a href="#">Detail</a>	<a href="#">Cancel</a>	

Terdapat 3 status yang dipaparkan iaitu APPLY, REJECT, APPROVE

APPLY : Permohonan dalam proses

REJECT : Permohonan ditolak

APPROVE : Permohonan diluluskan

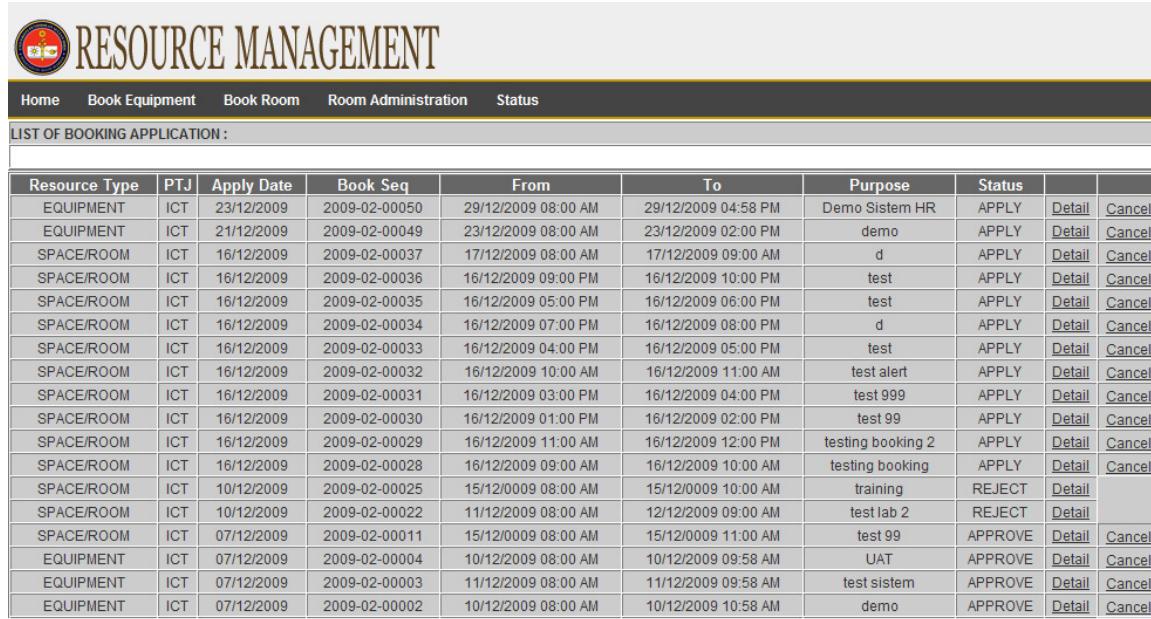
Klik pada [Detail](#) dan maklumat tempahan yang dibuat akan dipaparkan seperti di bawah.

RESOURCE MANAGEMENT										
<a href="#">Home</a> <a href="#">Book Equipment</a> <a href="#">Book Room</a> <a href="#">Room Administration</a> <a href="#">Status</a>										
EQUIPMENT BOOKING DETAIL :										
Date From :29-12-2009 08:00 am      To:29-12-2009 04:58 pm Organisation:Pusat Teknologi Maklumat & Komunikasi Tel(Office):04-4506840 H/P:017-3794598 Email:mazaharmi@upsi.edu.my Purpose:Demo Sistem HR To Locate:ICT Status:APPLY										
Type						Usage/Specification			Qty Request	
KOMPUTER DESKTOP						Window XP, Office			1	

## Membatal Permohonan

### Status

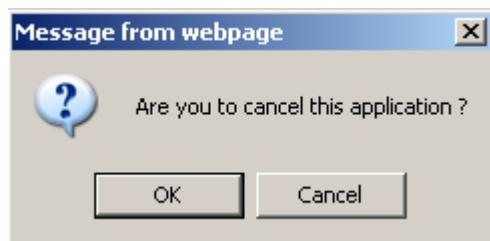
Dari skrin utama pengurusan sumber, klik **Status** dan sistem akan memaparkan senarai permohonan yang telah dibuat seperti di bawah.



The screenshot shows a web-based application titled "RESOURCE MANAGEMENT". The main menu includes Home, Book Equipment, Book Room, Room Administration, and Status. The "Status" option is highlighted. Below the menu, a section titled "LIST OF BOOKING APPLICATION:" displays a table of booking records. The columns include Resource Type, PTJ, Apply Date, Book Seq, From, To, Purpose, Status, Detail, and Cancel. The data shows various entries for equipment and room bookings with different statuses like APPLIED, REJECTED, or APPROVED.

Resource Type	PTJ	Apply Date	Book Seq	From	To	Purpose	Status	Detail	Cancel
EQUIPMENT	ICT	23/12/2009	2009-02-00050	29/12/2009 08:00 AM	29/12/2009 04:58 PM	Demo Sistem HR	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
EQUIPMENT	ICT	21/12/2009	2009-02-00049	23/12/2009 08:00 AM	23/12/2009 02:00 PM	demo	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
SPACE/ROOM	ICT	16/12/2009	2009-02-00037	17/12/2009 08:00 AM	17/12/2009 09:00 AM	d	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
SPACE/ROOM	ICT	16/12/2009	2009-02-00036	16/12/2009 09:00 PM	16/12/2009 10:00 PM	test	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
SPACE/ROOM	ICT	16/12/2009	2009-02-00035	16/12/2009 05:00 PM	16/12/2009 06:00 PM	test	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
SPACE/ROOM	ICT	16/12/2009	2009-02-00034	16/12/2009 07:00 PM	16/12/2009 08:00 PM	d	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
SPACE/ROOM	ICT	16/12/2009	2009-02-00033	16/12/2009 04:00 PM	16/12/2009 05:00 PM	test	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
SPACE/ROOM	ICT	16/12/2009	2009-02-00032	16/12/2009 10:00 AM	16/12/2009 11:00 AM	test alert	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
SPACE/ROOM	ICT	16/12/2009	2009-02-00031	16/12/2009 03:00 PM	16/12/2009 04:00 PM	test 999	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
SPACE/ROOM	ICT	16/12/2009	2009-02-00030	16/12/2009 01:00 PM	16/12/2009 02:00 PM	test 99	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
SPACE/ROOM	ICT	16/12/2009	2009-02-00029	16/12/2009 11:00 AM	16/12/2009 12:00 PM	testing booking 2	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
SPACE/ROOM	ICT	16/12/2009	2009-02-00028	16/12/2009 09:00 AM	16/12/2009 10:00 AM	testing booking	APPLY	<a href="#">Detail</a>	<a href="#">Cancel</a>
SPACE/ROOM	ICT	10/12/2009	2009-02-00025	15/12/2009 08:00 AM	15/12/2009 10:00 AM	training	REJECT	<a href="#">Detail</a>	
SPACE/ROOM	ICT	10/12/2009	2009-02-00022	11/12/2009 08:00 AM	12/12/2009 09:00 AM	test lab 2	REJECT	<a href="#">Detail</a>	
SPACE/ROOM	ICT	07/12/2009	2009-02-00011	15/12/2009 08:00 AM	15/12/2009 11:00 AM	test 99	APPROVE	<a href="#">Detail</a>	<a href="#">Cancel</a>
EQUIPMENT	ICT	07/12/2009	2009-02-00004	10/12/2009 08:00 AM	10/12/2009 09:58 AM	UAT	APPROVE	<a href="#">Detail</a>	<a href="#">Cancel</a>
EQUIPMENT	ICT	07/12/2009	2009-02-00003	11/12/2009 08:00 AM	11/12/2009 09:58 AM	test sistem	APPROVE	<a href="#">Detail</a>	<a href="#">Cancel</a>
EQUIPMENT	ICT	07/12/2009	2009-02-00002	10/12/2009 08:00 AM	10/12/2009 10:58 AM	demo	APPROVE	<a href="#">Detail</a>	<a href="#">Cancel</a>

Klik pada **Cancel** dan sistem akan memaparkan mesej seperti di bawah.



Klik OK untuk mengesahkan pembatalan.