



UNIVERSITI
PENDIDIKAN
SULTAN IDRIS
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SULTAN IDRIS EDUCATION UNIVERSITY

USER MANUAL

for

Online Supervisor Application (*Guru Pembimbing*) Functions for Supervisor (Supervisor Portal)

Prepared By:

ICT Centre

Sultan Idris Education University

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Version 1.0

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1 Online Supervisor Application

1.1 Introduction

Online Supervisor Application (Guru Pembimbing) module allow user to login, register new user, change password, update profile, setup academic qualification, view appointment letter, update bank account, register trainee, apply allowance claim and view payment. The function describe as below.

1.1.1 Opening Online Supervisor Application

1. Select **Supervisor** link to view the functions provided. The **Supervisor** link is located on the left of your screen. See **Figure 1.1**.

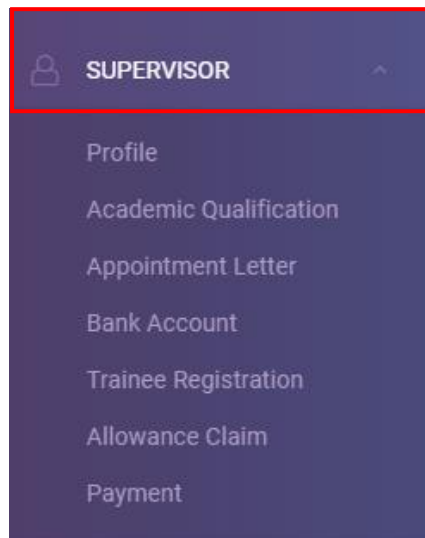


Figure 1.1: Supervisor Link

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	1

1.2 Login

This screen allow user to login into the Online Supervisor Application (Guru Pembimbing) system. The detail describe as below.

1. **Figure 2.1** shows the login interface.

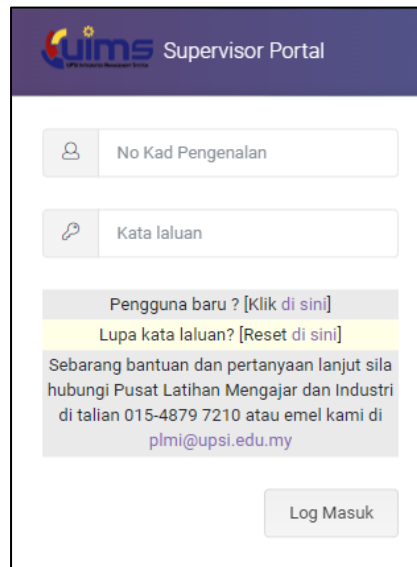


Figure 2.1: Login Interface

2. Enter your username / IC number and password.
3. Click **Log Masuk** button to enable you to login into the system.
4. After you have successfully login, you will be redirected to the home page of the system as shown in **Figure 2.2**.



Figure 2.2: Online Supervisor Application – General Info / Maklumat Am & Panduan Interface

5. To view the general info of this module, click the **General Info** button on the top right of the screen. It will bring up to this link <https://pulami.upsi.edu.my/>.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	2

1.3 Register New User

This screen allows new users to register themselves to enable them to login into the Online Supervisor Application (Guru Pembimbing) system. It can be reached by clicking the **[Klik di sini]** link on the login page as shown in **Figure 2.1**. The detail describe as below.

1. **Figure 3.1** shows the register new user interface.

Supervisor Portal - Register New User / Daftar Pengguna Baru

Petunjuk / Hint *
 Kata laluan adalah sepanjang 8 hingga 12 aksara gabungan abjad dan nombor. Bagi mengukuhkan kata laluan, gunakan huruf besar dan kecil, nombor dan simbol seperti ! _ ? \$ % ^ &).
 The password should consist of 8 to 12 alphanumeric characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! _ ? \$ % ^ &).

Nama Name	<input type="text"/>
No. KP IC Number (My ID)	<input type="text"/> (e.g. 821009053904)
Kata Laluan Password	<input type="password"/> Password strength: ■■■■■■■■
Sahkan Kata Laluan Confirm Password	<input type="password"/>
Emel Email	<input type="text"/> (e.g. myemail@yahoo.com)

[Create New User](#)

Figure 3.1: Register New User Interface

2. In order to register, the user must fill out the fields:
 - i. **Nama / Name** : This is where the user must enter his/her full name.
 - ii. **No. KP / IC Number** : This is where the user must enter his/her IC number (this will be your username when you want to login into the system).
 - iii. **Kata Laluan / Password** : This is where the user must enter a desired password.
 - iv. **Sahkan Kata Laluan / Confirm Password** : This field must contain the exact same password that was typed into the password field.
 - v. **Emel / Email** : This is where the user must enter his/her email address.
3. After all fields have been filled out correctly, click **Create New User** button to submit and complete the registration process. The system will pop-up successful message as shown in **Figure 3.2**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	3

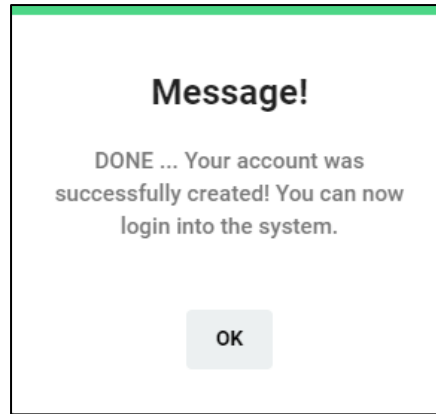


Figure 3.2: Successful message for new user registration

4. After you have successfully registered, you will be redirected to the login interface as shown in **Figure 2.1**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	4

1.4 Reset Password

This screen allow user to reset their password if necessary. It can be reached by clicking the **[Reset di sini]** link on the login page as shown in **Figure 2.1**. The function describe as below.

1. **Figure 4.1** shows the **Supervisor Portal – Reset Password / Reset Kata Laluan** Interface.

Supervisor Portal - Reset Password / Reset Kata Laluan

Nota / Note*:
Kata laluan baharu adalah sepanjang 8 hingga 12 aksara gabungan abjad dan nombor.
Your new password should consist of 8 to 12 alphanumeric characters.

No Kad Pengenalan / IC No.

Kata Laluan Baharu / New Password

Sahkan Kata Laluan Baharu / Confirm New Password

Reset Password

Figure 4.1: Supervisor Portal – Reset Password / Reset Kata Laluan Interface

2. Fill in the information needed to reset the password:
 - i. **No Kad Pengenalan / IC No.** : This is where the user must enter the IC number / username.
 - ii. **Kata Laluan Baharu / New Password** : This is where the user must enter a new desired password.
 - iii. **Sahkan Kata Laluan Baharu / Confirm New Password** : This field must contain the exact same password that was typed into the new password field.
3. Click **Reset Password** button to save the changes and the system will pop-up the successful message for resetting the password as shown in **Figure 4.2**.

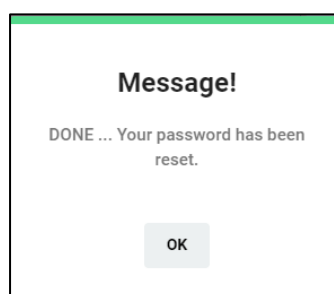


Figure 4.2: Successful message for resetting the password

4. After you have successfully reset the password, you will be redirected to the login interface as shown in **Figure 2.1**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	5

1.5 Profile

This screen allow user to update their profile if necessary. The function describe as below.

1.5.1 Opening Profile Screen

1. Select **Profile** link to view the information and function provided. See **Figure 5.1**.

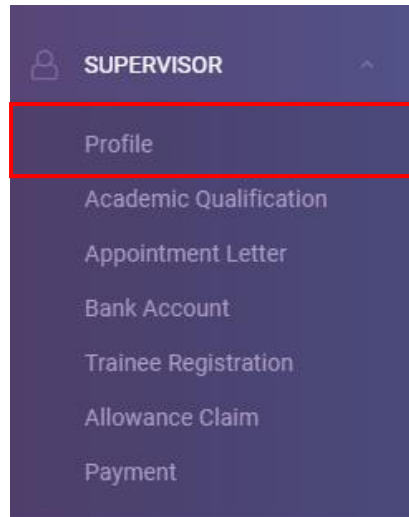


Figure 5.1: Profile Link

2. After select **Profile**, it will bring up to the **Online Supervisor Application – Profile** Interface. See **Figure 5.2**.

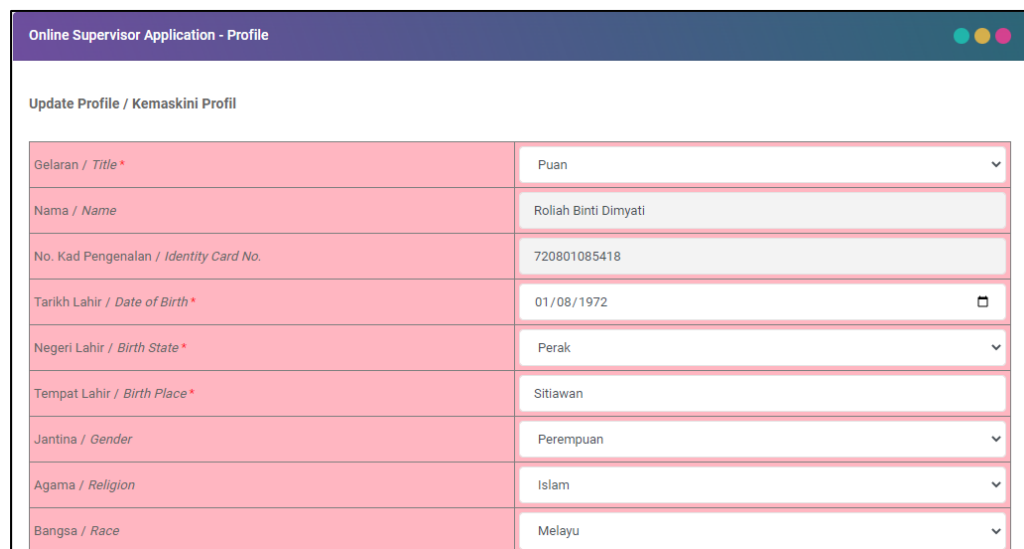
A screenshot of a web application interface titled 'Online Supervisor Application - Profile'. The page has a header with the title and three colored window control buttons (red, yellow, green). Below the header, the text 'Update Profile / Kemaskini Profil' is displayed. The main content area contains a form with several fields, each with a label and a value. The fields are: 'Gelaran / Title *' with the value 'Puan'; 'Nama / Name' with the value 'Roliah Binti Dimiyati'; 'No. Kad Pengenalan / Identity Card No.' with the value '720801085418'; 'Tarikh Lahir / Date of Birth *' with the value '01/08/1972' and a calendar icon; 'Negeri Lahir / Birth State *' with the value 'Perak'; 'Tempat Lahir / Birth Place *' with the value 'Sitiawan'; 'Jantina / Gender' with the value 'Perempuan'; 'Agama / Religion' with the value 'Islam'; and 'Bangsa / Race' with the value 'Melayu'. Each field has a small downward arrow icon on the right side.

Figure 5.2: Online Supervisor Application – Update Profile / Kemaskini Profil Interface

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	6

Rakyat / Citizen	Malaysia	
Status Kewarganegaraan / Nationality Status *	Warganegara	
Status Bumiputera / Bumiputera Status *	BUMIPUTERA	
Alamat Semasa / Current Address *	Alamat / Address	NO 6-A PERSIARAN SLIM PERMATA, TAMAN SLIM PERMATA
	Poskod / Postcode	35800
	Negara / Country	Malaysia
	Negeri / State	Perak
	Bandar / City	Slim River
Tick Here if Current and Permanent Address are the same	<input type="checkbox"/>	

Figure 5.2: Online Supervisor Application – Update Profile / Kemaskini Profil Interface (Cont.)

Alamat Tetap / Permanent Address *	Alamat / Address	NO 6-A PERSIARAN SLIM PERMATA, TAMAN SLIM PERMATA
	Poskod / Postcode	35800
	Negara / Country	Malaysia
	Negeri / State	Perak
	Bandar / City	Slim River
Alamat Pejabat / Office Address *	Alamat / Address	SMK DATO' ZULKIFLI MUHAMMAD
	Poskod / Postcode	35800
	Negara / Country	Malaysia
	Negeri / State	Perak
	Bandar / City	Slim River

Figure 5.2: Online Supervisor Application – Update Profile / Kemaskini Profil Interface (Cont.)

No. Telefon / Telephone No. *	Pejabat / Office	054528275
	Rumah / Home	
	Mobil / Mobile	0134812598
	Faks / Fax	
Emel / Email	g-18173559@moe-dl.edu.my	
<p>Nota / Note *: Sebarang pertanyaan, sila hubungi Pusat Latihan Mengajar dan Industri (015-4879 7210 / 015-4879 7216). If you have any enquiries, please contact Pusat Latihan Mengajar dan Industri (015-4879 7210 / 015-4879 7216).</p>		
<input type="button" value="Update"/>		

Figure 5.2: Online Supervisor Application – Update Profile / Kemaskini Profil Interface (Cont.)

1.5.2 Updating Profile

1. Make the necessary changes.
2. Click **Update** button to save the changes and the system will pop-up the successful message for updating the profile as shown in **Figure 5.3**.

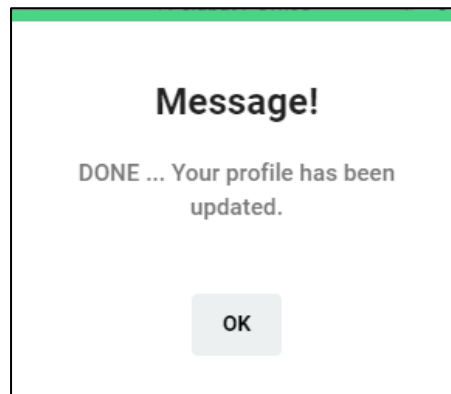


Figure 5.3: Successful message for updating profile

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	8

1.6 Academic Qualification

This screen allow user to view, add, update and delete the academic qualification. The function describe as below.

1.6.1 View Academic Qualification

1. Select **Academic Qualification** link to view the information and function provided. See **Figure 6.1**.

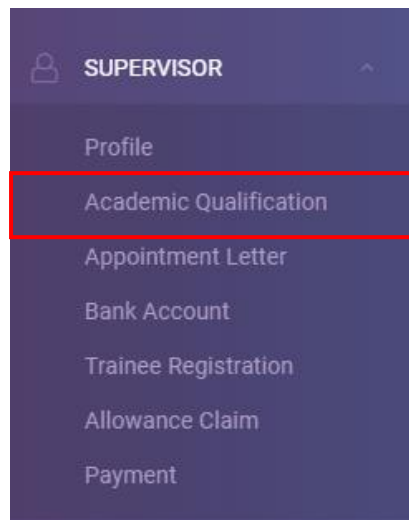


Figure 6.1: Academic Qualification Link

2. After select **Academic Qualification**, it will bring up to the **Online Supervisor Application – Academic Qualification > List Of Academic Qualification** Interface. See **Figure 6.2**. This interface also can be viewed by clicking the **View Qualification** button on the top right of the screen.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	9

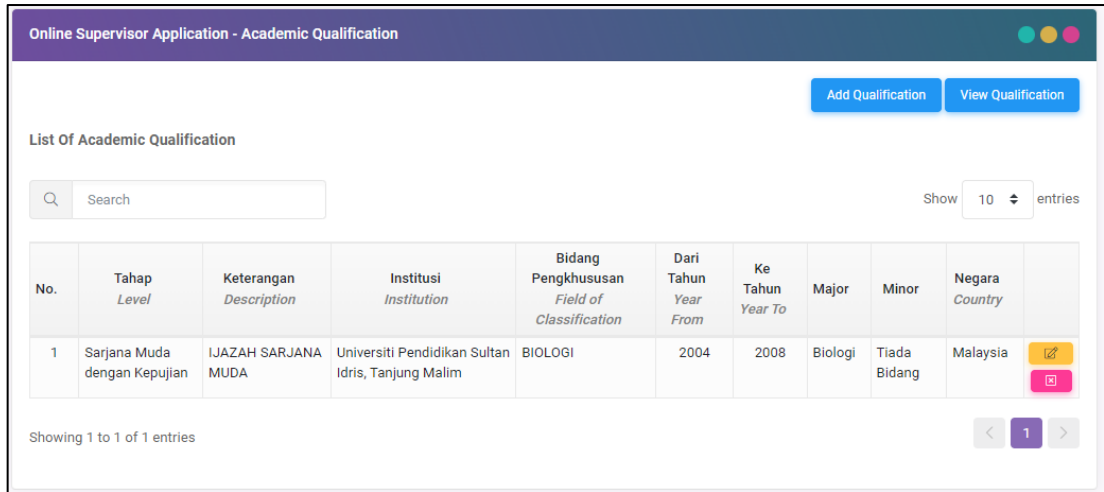


Figure 6.2: Online Supervisor Application – Academic Qualification > List Of Academic Qualification Interface

1.6.2 Add Academic Qualification

1. From the **Online Supervisor Application – Academic Qualification** Interface, click **Add Qualification** button to add academic qualification. It will bring up to the **Add Academic Qualification** Interface as shown in **Figure 6.3**.

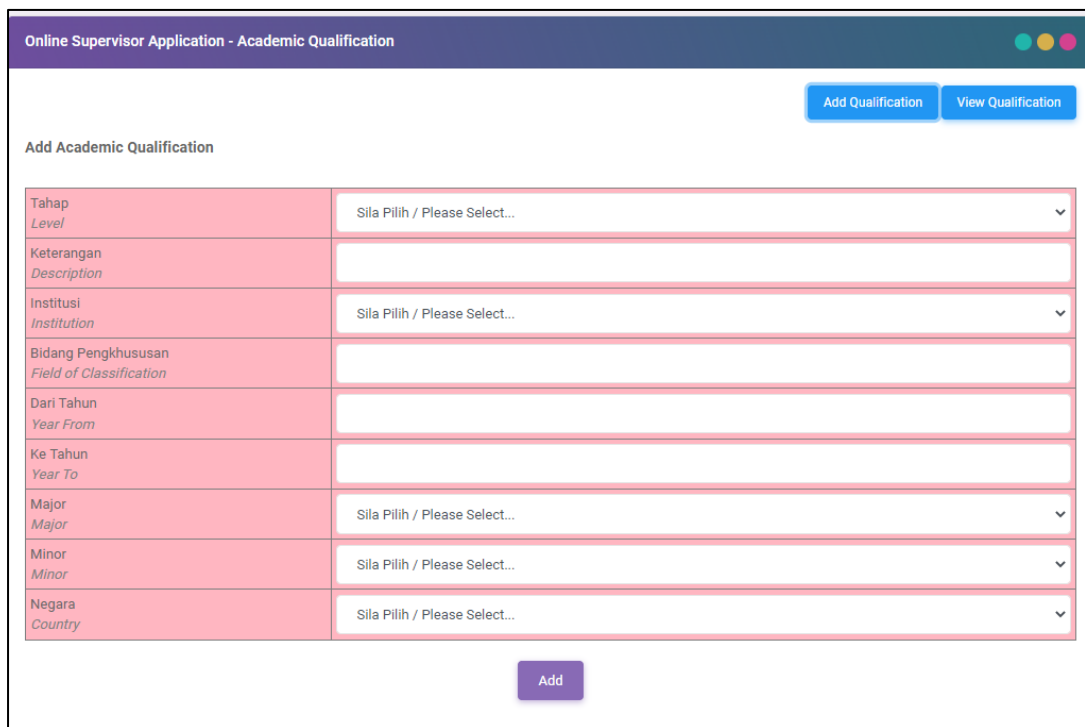


Figure 6.3: Add Academic Qualification Interface

2. Fill in the information to add the academic qualification:
 - i. **Tahap / Level** : Select the level (required).
 - ii. **Keterangan / Description** : Enter the description.
 - iii. **Institusi / Institution** : Select the institution.
 - iv. **Bidang Pengkhususan / Field of Classification** : Enter the field of classification.
 - v. **Dari Tahun / Year From** : Enter the year from.
 - vi. **Ke Tahun / Year To** : Enter the year to.
 - vii. **Major / Major** : Select the major.
 - viii. **Minor / Minor** : Select the minor.
 - ix. **Negara / Country** : Select the country.

3. Click **Add** button to add the academic qualification and the system will pop-up the successful message for adding the academic qualification as shown in **Figure 6.4**.

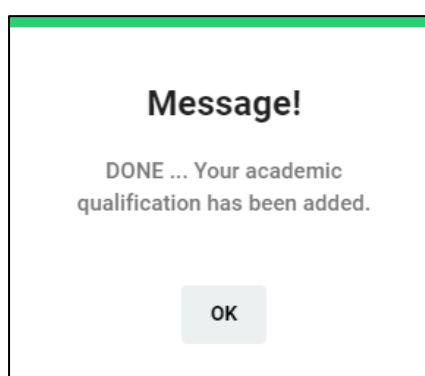


Figure 6.4: Successful message for adding the academic qualification

4. After you have successfully added the academic qualification, you will be redirected to the **List Of Academic Qualification** Interface as shown in **Figure 6.2**.

1.6.3 Update Academic Qualification

1. From the **List Of Academic Qualification** Interface, click on **Update** icon (yellow icon) to update academic qualification. It will bring up to the **Update Academic Qualification** Interface as shown in **Figure 6.5**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	11

Online Supervisor Application - Academic Qualification

Add Qualification View Qualification

Update Academic Qualification

Tahap Level	Sarjana Muda dengan Keptujian
Keterangan Description	IJAZAH SARJANA MUDA
Institusi Institution	Universiti Pendidikan Sultan Idris, Tanjung Malim
Bidang Pengkhususan Field of Classification	BIOLOGI
Dari Tahun Year From	2004
Ke Tahun Year To	2008
Major Major	Biologi
Minor Minor	Tiada Bidang
Negara Country	Malaysia

Update

Figure 6.5: Update Academic Qualification Interface

2. Make the necessary changes.
3. Click **Update** button to update the academic qualification and the system will pop-up the successful message for updating the academic qualification as shown in **Figure 6.6**.

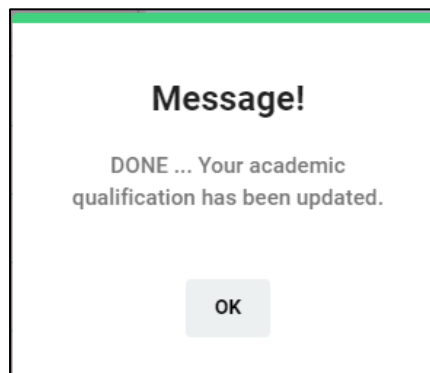


Figure 6.6: Successful message for updating the academic qualification

4. After you have successfully updated the academic qualification, you will be redirected to the **List Of Academic Qualification** Interface as shown in **Figure 6.2**.

1.6.4 Delete Academic Qualification

1. From the **List Of Academic Qualification** Interface, click on **Delete** icon (pink icon) to delete academic qualification. A pop-up message will be prompted to confirm the deletion as shown in **Figure 6.7**.

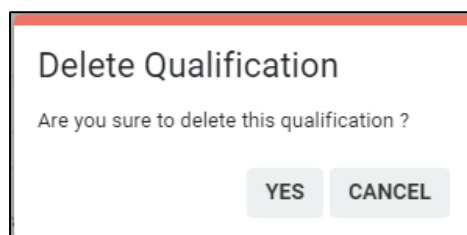


Figure 6.7: Pop-up message to confirm the deletion

2. Click **Yes** button to proceed with the deletion and the system will pop-up the successful message for deleting the academic qualification as shown in **Figure 6.8**.

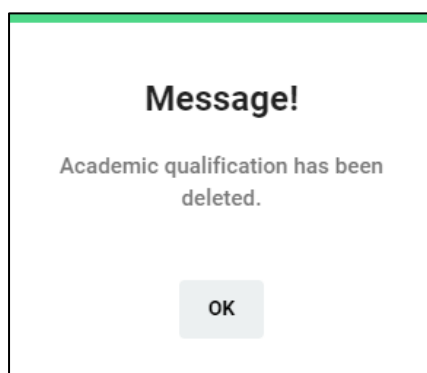


Figure 6.8: Successful message for deleting the academic qualification

3. After you have successfully deleted the academic qualification, you will be redirected to the **List Of Academic Qualification** Interface as shown in **Figure 6.2**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	13

1.7 Appointment Letter

This screen allow user to view appointment letter of online supervisor application. The detail describe as below. This menu will only appear when the application status was changed to **APPROVE**.

1.7.1 Opening Appointment Letter Screen

1. Select **Appointment Letter** link to view the information provided. See **Figure 7.1**.

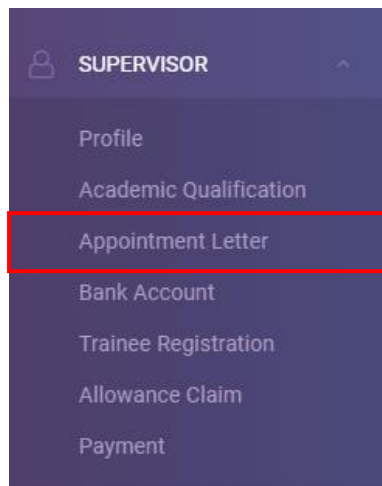


Figure 7.1: Appointment Letter Link

2. After select **Appointment Letter**, it will bring up to the **Online Supervisor Application – Appointment Letter / Surat Lantikan** Interface. See **Figure 7.2**.



Figure 7.2: Online Supervisor Application – Appointment Letter / Surat Lantikan Interface

3. To view the appointment letter, click on **Report PDF** icon on the right of the data displayed.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	14

1.8 Bank Account

This screen allow user to update their bank account number. The function describe as below.

1.8.1 Opening Bank Account Screen

1. Select **Bank Account** link to view the information and function provided. See **Figure 8.1**.

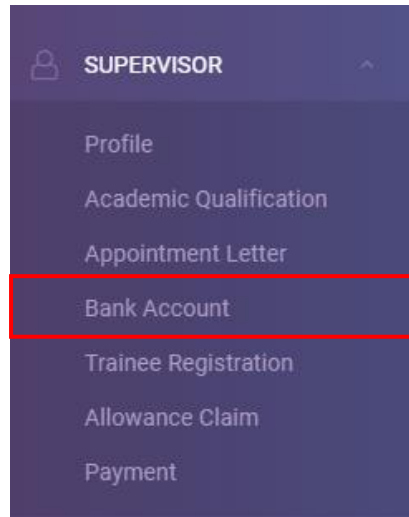


Figure 8.1: Bank Account Link

2. After select **Bank Account**, it will bring up to the **Online Supervisor Application – Update Bank Account / Kemaskini Akaun Bank** Interface. See **Figure 8.2**.

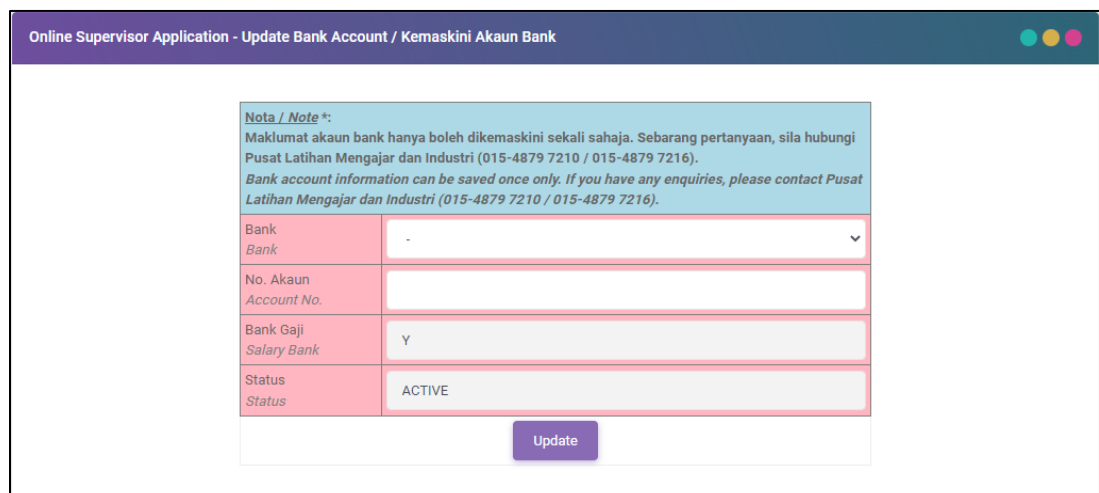
A screenshot of a web application interface titled 'Online Supervisor Application - Update Bank Account / Kemaskini Akaun Bank'. It features a light blue header with the title and three colored window control buttons (red, yellow, green). Below the header is a light blue box containing a note in both English and Malay. The main content area has a white background with a form containing five rows of input fields: 'Bank' (dropdown menu), 'No. Akaun / Account No.' (text input), 'Bank Gaji / Salary Bank' (text input with 'Y'), 'Status' (text input with 'ACTIVE'), and a purple 'Update' button at the bottom.

Figure 8.2: Online Supervisor Application – Update Bank Account / Kemaskini Akaun Bank Interface

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	15

1.8.2 Updating Bank Account

1. Fill in the information needed to update bank account:
 - i. **Bank / Bank** : Select the name of your bank.
 - ii. **No. Akaun / Account No.** : Enter your bank account number.
 - iii. **Bank Gaji / Salary Bank** : Auto inserted by the system.
 - iv. **Status / Status** : Auto inserted by the system.
2. Click **Update** button to save the bank account information and the system will pop-up the successful message for updating the bank account as shown in **Figure 8.3**.

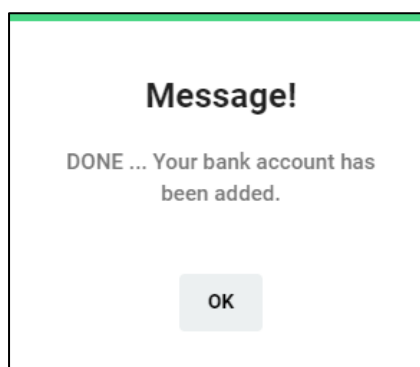


Figure 8.3: Successful message for updating bank account

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	16

1.9 Trainee Registration

This screen allow user to register trainee based on the state, zone and institution chosen. The function describe as below. This menu will only appear when the application status was changed to **APPROVE**.

1.9.1 Opening Trainee Registration Screen

1. Select **Trainee Registration** link to view the information and function provided. See **Figure 9.1**.

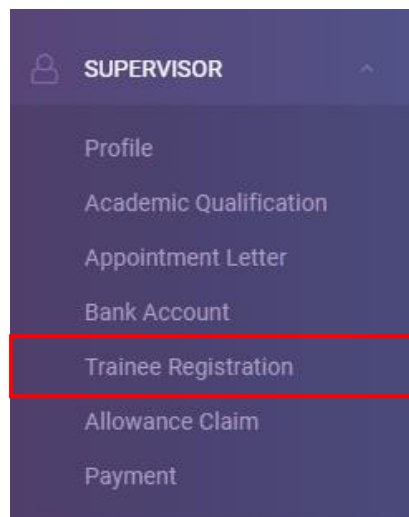


Figure 9.1: Trainee Registration Link

2. After select **Trainee Registration**, it will bring up to the **Online Supervisor Application – Trainee Registration / Daftar Guru Pelatih > Registration of Trainee** Interface. See **Figure 9.2**. This interface also can be viewed by clicking the **Register Trainee** button on the top right of the screen.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	17

Online Supervisor Application - Trainee Registration / Daftar Guru Pelatih

Register Trainee View Trainee

Pendaftaran Guru Pelatih
Registration of Trainee

Nota / Note *:
Sebarang pertanyaan, sila hubungi Pusat Latihan Mengajar dan Industri (015-4879 7210 / 015-4879 7216).
If you have any enquiries, please contact Pusat Latihan Mengajar dan Industri (015-4879 7210 / 015-4879 7216).

Profil Guru Pembimbing
External Supervisor Profile

Nama Name	Roliah Binti Dimiyati
No. Kad Pengenalan Identity Card No.	720801085418
Nama Bank / No. Akaun Bank Name / Account No.	ABB / 121
Kelayakan Akademik Academic Qualification	Ijazah Sarjana Muda
Negeri State	Sila Pilih / Please Select...
Zon Zone	Sila Pilih / Please Select...
Institusi Institution	Sila Pilih / Please Select...

Senarai Guru Pelatih
List of Trainee

Figure 9.2: Online Supervisor Application – Trainee Registration / Daftar Guru Pelatih > Registration of Trainee Interface

1.9.2 Registration of Trainee

1. Select the information needed to register trainee:
 - i. **Negeri / State** : Select the state.
 - ii. **Zon / Zone** : Select the zone.
 - iii. **Institusi / Institution** : Select the institution.
2. After the state, the zone and the institution have been chosen, it will bring up to the **List of Trainee** Interface at the bottom of the page as shown in **Figure 9.3**.

Senarai Guru Pelatih
List of Trainee

Search Show 10 entries

Bil. No.	Nama Guru Pelatih Supervisor Trainee Name	Semester Semester	Program / Matapelajaran Program / Subject
1	D20161073779 - SHARIFA BINTI ABD RAZAK	A182 - Semester 2 Sesi 2018/2019	Pendidikan Khas

Showing 1 to 1 of 1 entries < 1 >

Register

Figure 9.3: List of Trainee Interface

- To register the trainee, click the checkbox button on the right of the data displayed. You can click more than one checkbox. After the checkbox have been clicked, click **Register** button to register the trainee chosen.
- The system will pop-up the successful message for registering the trainee as shown in **Figure 9.4**.

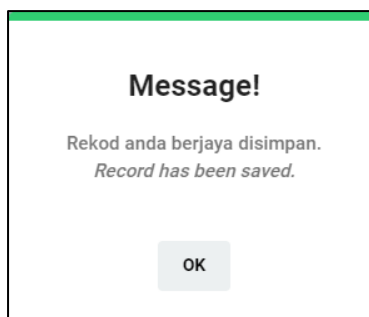


Figure 9.4: Successful message for registering the trainee

- After you have successfully registered the trainee, you will be redirected to the **Online Supervisor Application – Trainee Registration / Daftar Guru Pelatih > List of External Supervisor Trainee** Interface as shown in **Figure 9.5**. To see the list of external supervisor trainee, you must select the semester first.



Figure 9.5: Online Supervisor Application – Trainee Registration / Daftar Guru Pelatih > List of External Supervisor Trainee Interface

- Figure 9.5** also can be viewed by clicking the **View Trainee** button on the top right of the screen.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	19

1.10 Allowance Claim

This screen allow user to apply allowance claim. The function describe as below. This menu will only appear when the application status was changed to **APPROVE**.

1.10.1 Opening Allowance Claim Screen

1. Select **Allowance Claim** link to view the information and function provided. See **Figure 10.1**.

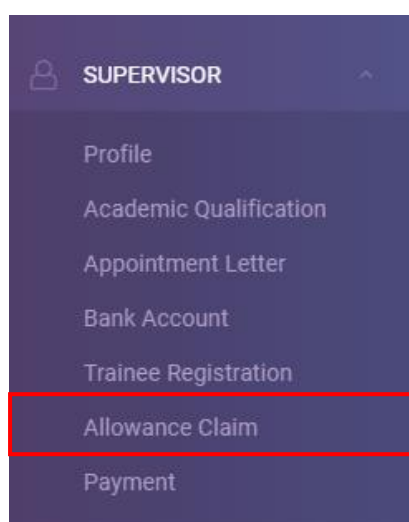


Figure 10.1: Allowance Claim Link

2. After select **Allowance Claim**, it will bring up to the **Online Supervisor Application – Allowance Claim Application / Permohonan Tuntutan Elaun Guru Pembimbing > External Supervisor Allowance Claim Application Status** Interface. See **Figure 10.2**. This interface also can be viewed by clicking the **View Claim** button on the top right of the screen. To view the allowance claim status, you must select the semester first.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	20



Figure 10.2: Online Supervisor Application – Allowance Claim Application / Permohonan Tuntutan Elaun Guru Pembimbing > External Supervisor Allowance Claim Application Status Interface

- To view the detail of the allowance claim application, click on **Detail** icon (blue icon) on the right of the data displayed. It will bring up to the **Claim Information** Interface as shown in **Figure 10.3** at the bottom of the page.



Figure 10.3: Claim Information Interface

- To view the allowance claim application report (**Borang Tuntutan Elaun Khas Guru Pembimbing**), click on **Report PDF** icon (black icon) on the right of the data displayed.

1.10.2 Apply Allowance Claim

- From the **Online Supervisor Application – Allowance Claim Application / Permohonan Tuntutan Elaun Guru Pembimbing** Interface, click **Apply Claim** button to apply allowance claim. It will bring up to the **External Supervisor Allowance Claim Application** Interface as shown in **Figure 10.4**.

Online Supervisor Application - Allowance Claim Application / Permohonan Tuntutan Elaun Guru Pembimbing

Apply Claim View Claim

Permohonan Tuntutan Elaun Khas Guru Pembimbing
External Supervisor Allowance Claim Application

Nota / Note *:
Sebarang pertanyaan, sila hubungi Pusat Latihan Mengajar dan Industri (015-4879 7210 / 015-4879 7216).
If you have any enquiries, please contact Pusat Latihan Mengajar dan Industri (015-4879 7210 / 015-4879 7216).

Profil Guru Pembimbing External Supervisor Profile	
Nama Name	Roliah Binti Dimiyati
No. Kad Pengenalan Identity Card No.	720801085418
Nama Bank / No. Akaun Bank Name / Account No.	ABB / 121
Kelayakan Akademik Academic Qualification	Ijazah Sarjana Muda

Semester
Semester

Maklumat Bimbingan
Supervision Info

Figure 10.4: External Supervisor Allowance Claim Application Interface

- Select the semester and it will bring up to the **Supervision Info** Interface as shown in **Figure 10.5**.

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	22

Maklumat Bimbingan Supervision Info						
* Please tick (/) the checkbox to calculate the CLAIM/ TOTAL CLAIM automatically.						
<input type="text" value="Search"/>					Show <input type="text" value="10"/> entries	
Bil. No.	Nama Guru Pelatih Trainee Name	Program / Matapelajaran Program / Subject	Tempoh Bimbingan (Minggu) Supervision Duration (Week)	Tarikh Pencerapan Supervision Date	Tuntutan Claim (RM)	<input type="checkbox"/>
1	D20161073313 - MUHAMAD HAZMAN BIN ABDUL HALIM	Sains Sukan/ Latihan Mengajar	<input type="text"/>	<input type="text"/>	0.0	<input type="checkbox"/>
2	D20162075946 - Fatatun Jawiah Binti Daim	Pendidikan Islam/ Latihan Mengajar	<input type="text"/>	<input type="text"/>	0.0	<input type="checkbox"/>
JUMLAH TUNTUTAN TOTAL CLAIM					0.0	

Figure 10.5: Supervision Info Interface

Dengan ini saya mengaku bahawa:

- Tuntutan ini dibuat mengikut kadar dan syarat kelulusan yang dinyatakan di dalam surat Kementerian Kewangan PS(6.00) III Jd. 4 (SK 1/94)(7).
- Bimbingan sebanyak empat (4) kali seperti yang telah disyaratkan telah dibuat ke atas pelatih tersebut.

Pihak UPSI berhak untuk tidak membayar saya sekiranya didapati maklumat yang diberikan adalah tidak benar.

Showing 1 to 2 of 2 entries

Figure 10.5: Supervision Info Interface (Cont.)

- Fill in the information to apply allowance claim:
 - Tempoh Bimbingan (Minggu) / Supervision Duration (Week)** : Enter the duration (required).
 - Tarikh Pencerapan / Supervision Date** : Enter the date(s).
 - Tuntutan / Claim** : Auto calculated by the system after you click the checkbox on the right.
 - Jumlah Tuntutan / Total Claim** : Auto calculated by the system after you click one or more checkbox on the right of the data displayed.
- After all the information have been inserted, click **Submit** button to submit and complete the allowance claim application. A pop-up message will be prompted to confirm the submission as shown in **Figure 10.6**.

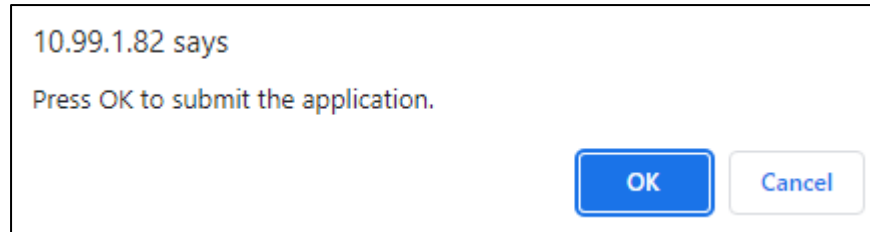


Figure 10.6: Pop-up message to confirm the submission

- Click **OK** button to proceed with the submission and the system will pop-up the successful message for submit the allowance claim application as shown in **Figure 10.7**.

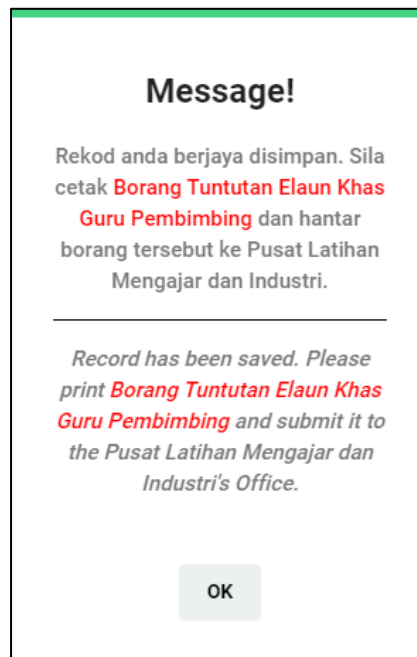


Figure 10.7: Successful message for submit the allowance claim application

- After you have successfully submitted the allowance claim application, you will be redirected to the **Online Supervisor Application – Allowance Claim Application / Permohonan Tuntutan Elaun Guru Pembimbing > External Supervisor Allowance Claim Application Status** Interface as shown in **Figure 10.2**.

User Manual

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	24

1.11 Payment

This screen allow user to view payment status. The function describe as below. This menu will only appear when the application status was changed to **APPROVE**.

1.11.1 Opening Payment Screen

1. Select **Payment** link to view the information provided. See **Figure 11.1**.

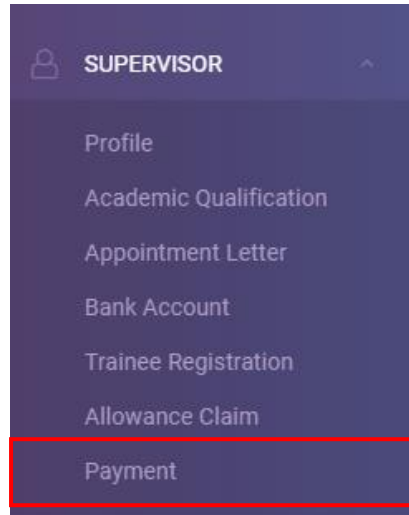


Figure 11.1: Payment Link

2. After select **Payment**, it will bring up to the **Online Supervisor Application – View Payment / Semakan Pembayaran > Payment Status** Interface. See **Figure 11.2**.

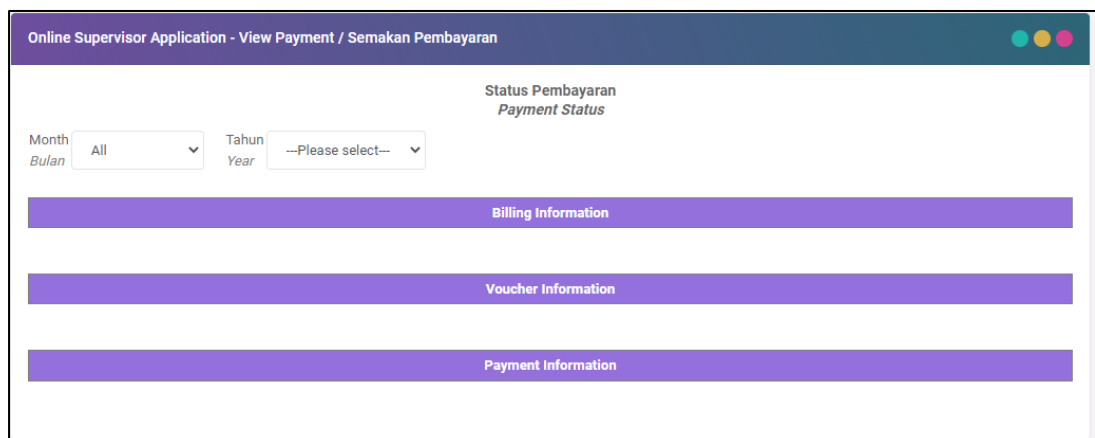


Figure 11.2: Online Supervisor Application – View Payment / Semakan Pembayaran > Payment Status Interface

SYSTEM NAME	MODULE NAME	FORMAT	REVISION	PAGE
Supervisor Portal	Online Supervisor Application (Guru Pembimbing) Functions For Supervisor	A4	2022-01	25

1.11.2 View Payment Status

1. To view payment status, please choose month (optional) and year (required) from the dropdown list.
2. After year has been chosen, **Billing Information** Interface, **Voucher Information** Interface and **Payment Information** Interface will be displayed simultaneously as shown in **Figure 11.3**, **Figure 11.4** and **Figure 11.5**.

The screenshot shows the 'Billing Information' interface. It features a search bar, a 'Show 10 entries' dropdown, and a table with columns: #, Billing No., Description, Receive Date, Amount (RM), and Status. The table area is empty with the text 'No data available in table' displayed in pink. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has navigation arrows.

Figure 11.3: Billing Information Interface

The screenshot shows the 'Voucher Information' interface. It features a search bar, a 'Show 10 entries' dropdown, and a table with columns: #, Voucher No., Description, Status, Amount (RM), and Bill No. The table area is empty with the text 'No data available in table' displayed in pink. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has navigation arrows.

Figure 11.4: Voucher Information Interface

The screenshot shows the 'Payment Information' interface. It features a search bar, a 'Show 10 entries' dropdown, and a table with columns: #, Voucher No., Description, EP / Cheque No., Mode Type, Amount (RM), Sign / Transfer Date, Collection Mode, and Status. The table contains one entry with the following details:

#	Voucher No.	Description	EP / Cheque No.	Mode Type	Amount (RM)	Sign / Transfer Date	Collection Mode	Status
1	BR170401042	Bayaran Untuk Tuntutan Elaun Khas Guru Pembimbing (RM320)	EP170401174	EPS	320.00	18/04/2017	BANKIN	COMPLETE

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has navigation arrows with the page number '1' highlighted.

Figure 11.5: Payment Information Interface

- To view the detail of the payment, you can click the link in **Description** column from the **Payment Information** Interface. It will open a modal that display the detail of the payment as shown in **Figure 11.6**.

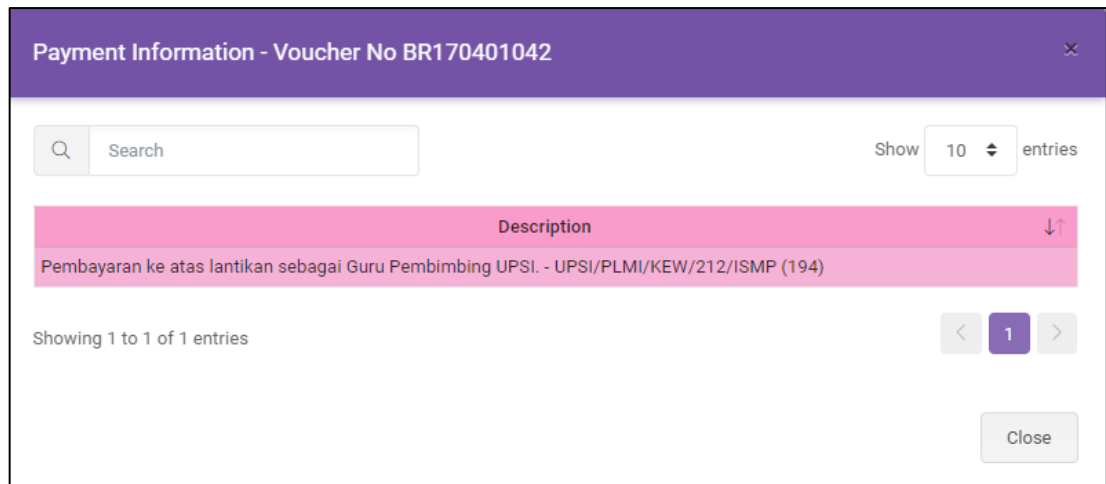


Figure 11.6: Payment Information Detail Interface