



1. URL: <https://bsu.uitm.edu.my/> dan login menggunakan password Portal i-Staff

2. Paparan utama sistem adalah seperti dibawah:

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

3. Untuk membuat permohonan pinjaman Komputer Riba, sila ikuti langkah ini:
 - a. *Equipment > New Equipment Booking.*
 - b. Lengkapkan **Reservation Information** seperti dibawah dan klik *Continue*:

- c. Klik **Add Booking** di *Equipment Information*

d. Lengkapi butiran seperti dibawah. Ruangan bertanda * adalah wajib diisi.

Add Equipment Detail

State *

Campus *

Department *

Category *

Equipment *

Quantity Borrow *

Quantity Available from SET

Date *

e. Peralatan pinjaman akan dipaparkan di *Equipment Information* dan klik *Continue*.

Reservation Form

1 Reservation Information 2 **Equipment Information** 3 Guarantor 4 Declare of Applicant

10 records per page Search...

No.	Equipment Name	Quantity	Start Date	End Date	Action
1	YOUTUBE STREAMING	1	25-Mar-2021 00:00	25-Mar-2021 00:00	Edit Cancel

Showing 1 to 1 of 1 entries



f. Klik Continue di ruangan Guarantor

Reservation Form

1 Reservation Information 2 Equipment Information 3 Guarantor 4 Declare of Applicant

STAFF DEEMED AS SELF GUARANTOR. PLEASE CLICK "Continue" TO SKIP THIS SECTION

Back Continue

g. Tick "I Agree" dan submit permohonan untuk tindakan lanjut.

Reservation Form

1 Reservation Information 2 Equipment Information 3 Guarantor 4 Declare of Applicant

1. I am fully responsible for the equipment booked and agreed to settle the damage and loss.
2. The administration reserves the right to cancel your application if there is a use for official university on the same date as above.
3. I will comply with the conditions and fees to be charged by the administrator if the application is approved.

I agree

Back Submit

h. Suka diingatkan bahawa permohonan akan diproses dalam masa 3 hari waktu bekerja. Pemohon perlu membuat permohonan awal (**iaitu 3 hari**) menggunakan sistem ini dan perlu datang ke Bahagian IT untuk mengambil peralatan pinjaman serta mengisi buku pinjaman.

Your application will be processed within 3 working days. Please check your application status from time to time through the system. Thank You.

OK



4. Anda boleh menyemak permohonan anda seperti dipaparan dibawah:

No	Applicant Name	Event	Equipment Category	Equipment Name	Start Date	End Date	Applied Date	Status	Action
1	NOR AZIZAH BINTI MOKRI	MESYUARAT KETUA BAHAGIAN	LPTP - LAPTOP	LAPTOP ACER	09-Dec-2019	12-Dec-2019	09-Dec-2019 09:38:54 AM	In Progress	Edit Cancel View Details
2	NOR AZIZAH BINTI MOKRI	MEETING	LPTP - LAPTOP	LAPTOP ACER	31-Oct-2019	01-Nov-2019	30-Oct-2019 12:06:55 PM	Rejected	View Details

Atau disini:

My Dashboard

Space Reservation: 0
Equipment Reservation: 2
Software Reservation: 0
Caterer Reservation: 0

My Space Calendar: December 2019