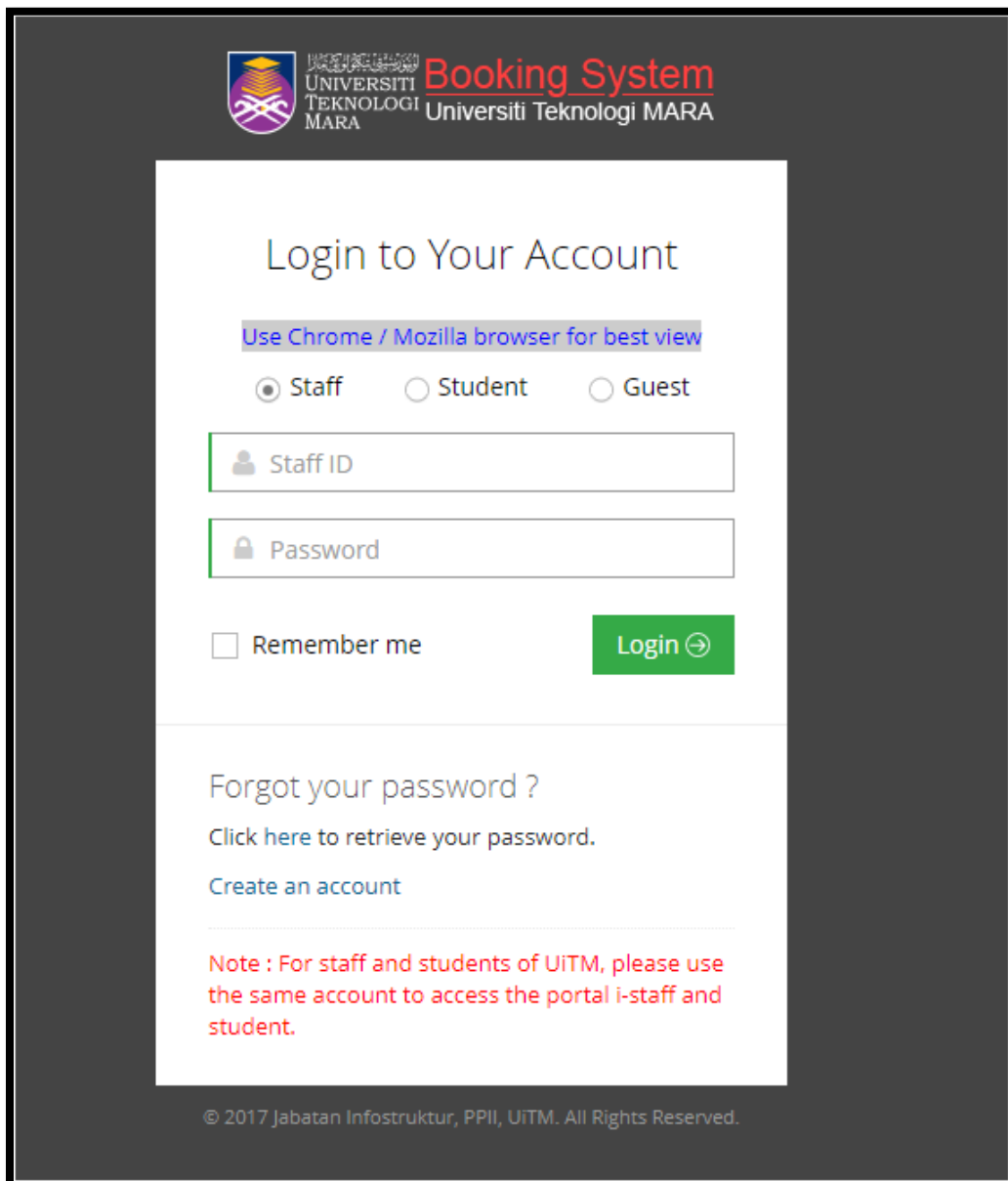


TATACARA TEMPAHAN PERALATAN DI SISTEM TEMPAHAN UNIVERSITI (BSU)

1. Login Sistem BSU → *bsu.uitm.edu.my* menggunakan *login I-Staff Portal (Staf)* dan *login Student Portal (Pelajar)*



UNIVERSITI TEKNOLOGI MARA **Booking System** Universiti Teknologi MARA

Login to Your Account

Use Chrome / Mozilla browser for best view

Staff Student Guest

Staff ID

Password

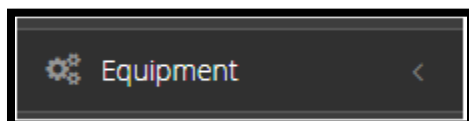
Remember me **Login** →

Forgot your password ?
Click [here](#) to retrieve your password.
[Create an account](#)

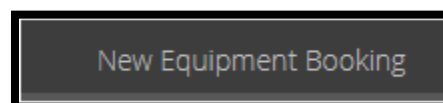
Note : For staff and students of UITM, please use the same account to access the portal i-staff and student.

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2. Pilih Menu → **Equipment**

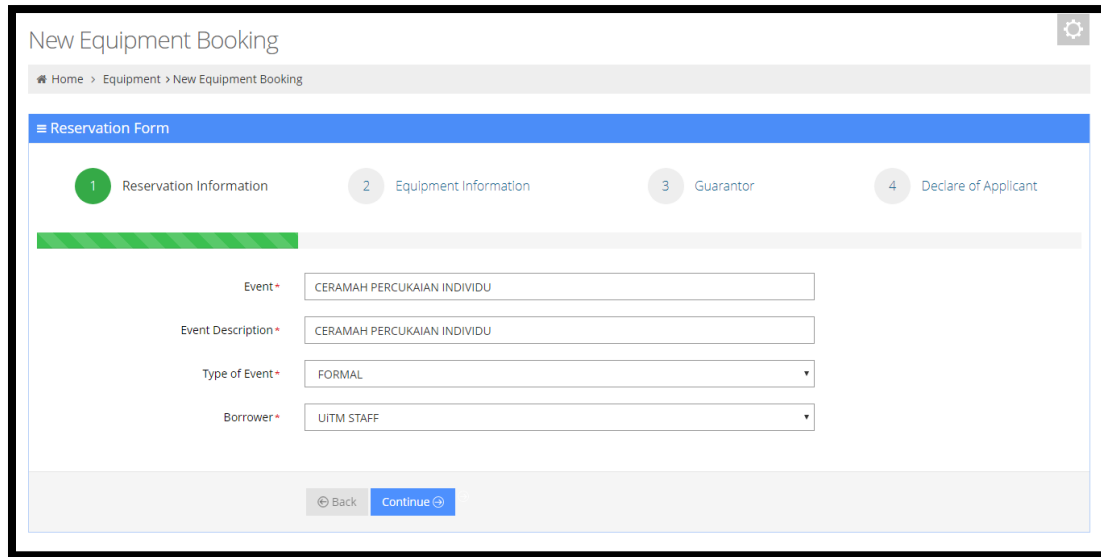


- dan Pilih → **New Equipment Booking**



TATACARA TEMPAHAN PERALATAN DI SISTEM TEMPAHAN UNIVERSITI (BSU)

3. Masukkan maklumat **Reservation Information** dan klik → **Continue**

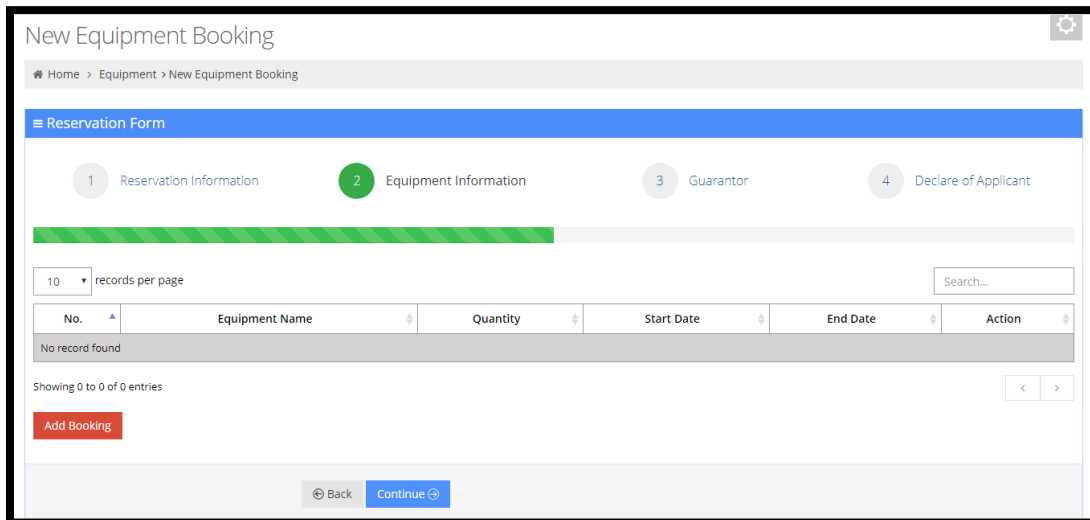


The screenshot shows the 'New Equipment Booking' form with the 'Reservation Information' step highlighted. The form includes the following fields:

- Event: CERAMAH PERCUKAIAN INDIVIDU
- Event Description: CERAMAH PERCUKAIAN INDIVIDU
- Type of Event: FORMAL
- Borrower: UITM STAFF

Navigation buttons: Back, Continue

4. Pada paparan **Equipment Information**, klik → **Add Booking**



The screenshot shows the 'New Equipment Booking' form with the 'Equipment Information' step highlighted. The form includes the following elements:

- Records per page: 10
- Search bar: Search...
- Table with columns: No., Equipment Name, Quantity, Start Date, End Date, Action
- Message: No record found
- Message: Showing 0 to 0 of 0 entries
- Buttons: Add Booking, Back, Continue

TATACARA TEMPAHAN PERALATAN DI SISTEM TEMPAHAN UNIVERSITI (BSU)

5. Masukkan maklumat-maklumat seperti berikut:

Pastikan **Campus dan Department = UITM KAMPUS SEREMBAN 3**

Add Equipment Detail

| | |
|--------------------|---|
| State * | <input type="text" value="N Sembilan"/> |
| Campus * | <input type="text" value="UITM Kampus Seremban 3"/> |
| Department * | <input type="text" value="UITM KAMPUS SEREMBAN 3"/> |
| Category * | <input type="text" value="NTBK - KOMPUTER RIBA"/> |
| Equipment * | <input type="text" value="PUBLIC - NOTEBOOK ACER"/> |
| URL Image | <input type="text"/> Click for View |
| Quantity Borrow * | <input type="text" value="1"/> |
| Quantity Available | <input type="text" value="3"/> from <input type="text" value="4"/> Item |
| Date * | <input type="text" value="Click here"/> |

6. Masukkan **Tarikh Pinjaman** dan klik → **Apply**

Quantity Available

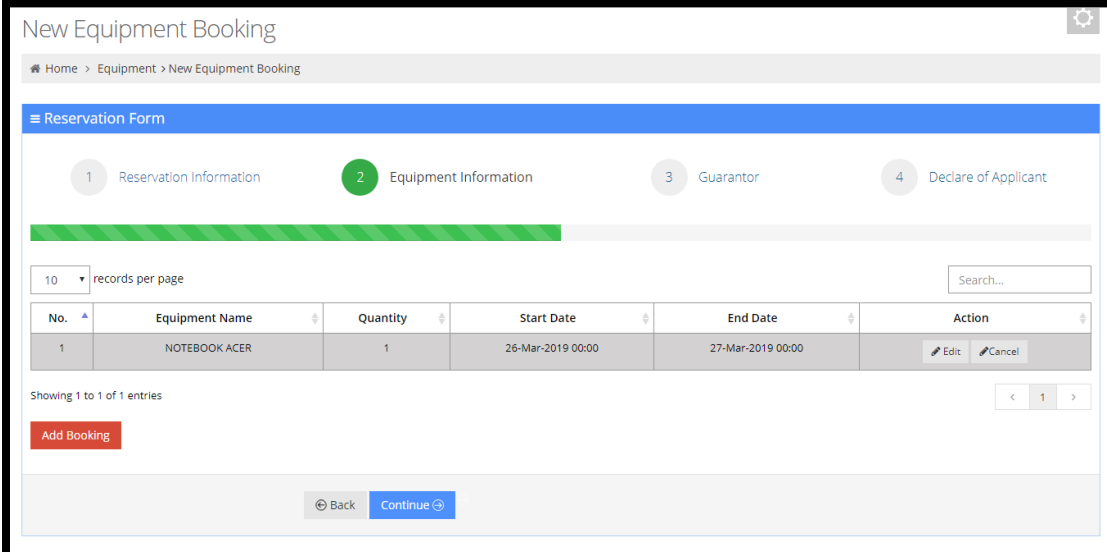
Date *

FROM TO

| Mar 2019 | | | | | | | → | Mar 2019 | | | | | | | → |
|----------|----|----|----|----|----|----|---|----------|----|----|----|----|----|----|---|
| Su | Mo | Tu | We | Th | Fr | Sa | | Su | Mo | Tu | We | Th | Fr | Sa | |
| 24 | 25 | 26 | 27 | 28 | 1 | 2 | | 24 | 25 | 26 | 27 | 28 | 1 | 2 | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 | | 31 | 1 | 2 | 3 | 4 | 5 | 6 | |

TATACARA TEMPAHAN PERALATAN DI SISTEM TEMPAHAN UNIVERSITI (BSU)

7. Maklumat tempahan peralatan akan dipaparkan dan klik → **Continue**



New Equipment Booking

Home > Equipment > New Equipment Booking

Reservation Form

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

10 records per page Search...

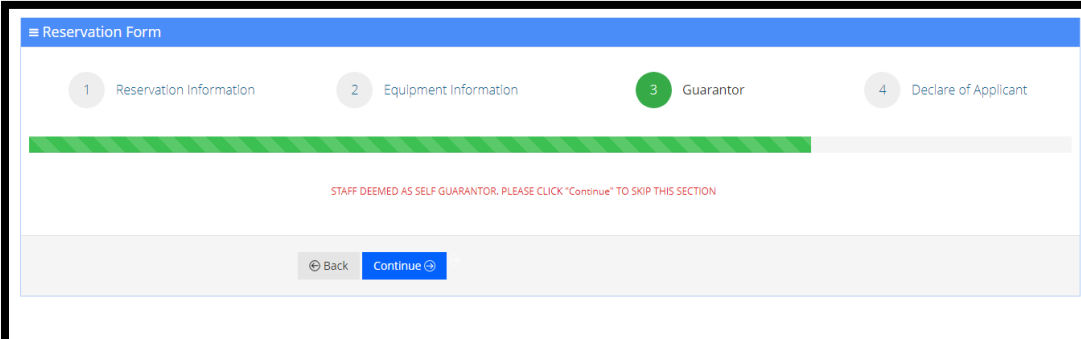
| No. | Equipment Name | Quantity | Start Date | End Date | Action |
|-----|----------------|----------|-------------------|-------------------|---------------|
| 1 | NOTEBOOK ACER | 1 | 26-Mar-2019 00:00 | 27-Mar-2019 00:00 | Edit Cancel |

Showing 1 to 1 of 1 entries

Add Booking

Back Continue

8. Jika pemohon adalah **Pelajar**, perlu mengisi **Maklumat Guarantor (Penasihat/Koordinator Program)**



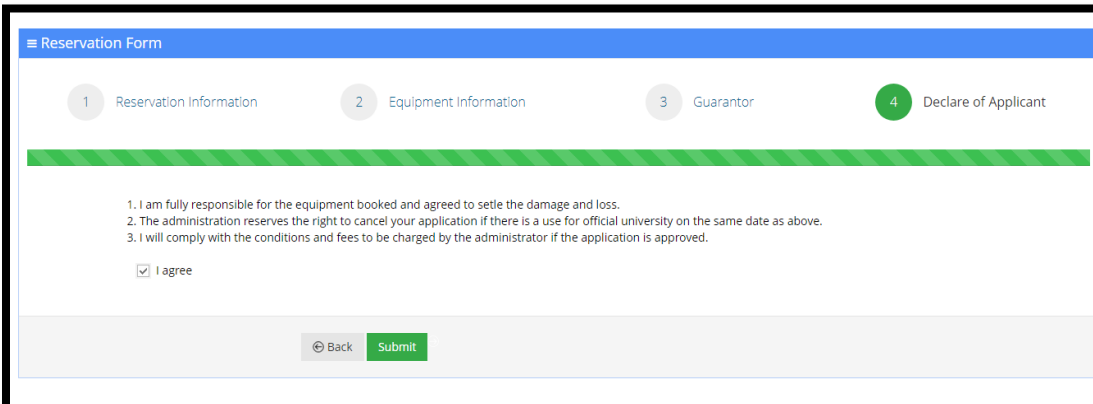
Reservation Form

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

9. Klik pada **I agree** dan tekan **Submit**



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