

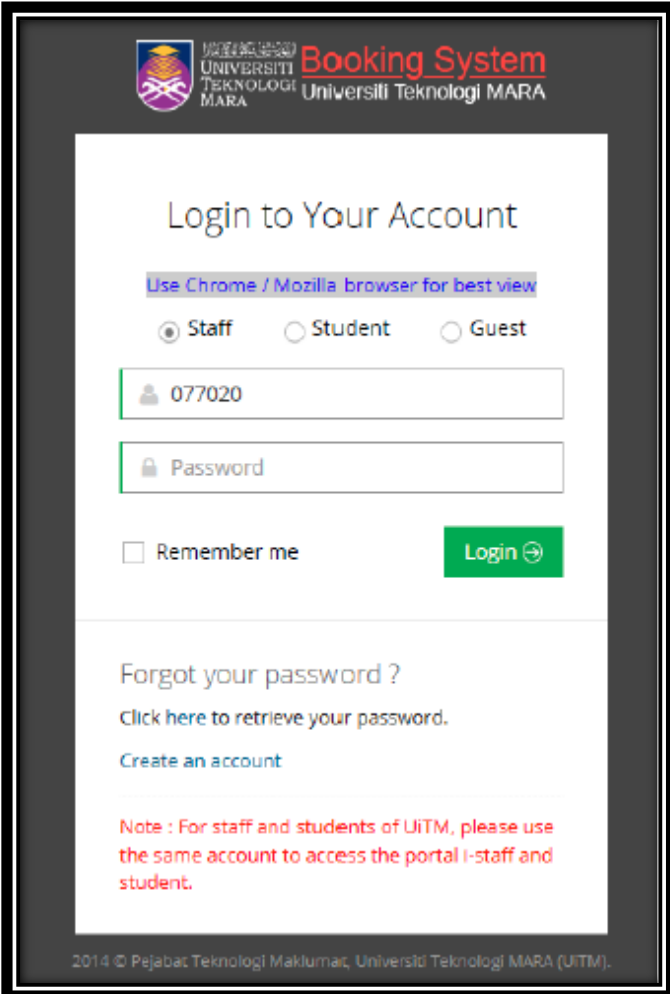
Pejabat Infostruktur  
**Universiti Teknologi MARA**


**User Manual - Staf**  
Sistem Tempahan (Perisian)



## I. SKRIN LOG IN

Sila taip URL <https://bsu.uitm.edu.my/>



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

### Login to Your Account

Use Chrome / Mozilla browser for best view

Staff  Student  Guest

Remember me

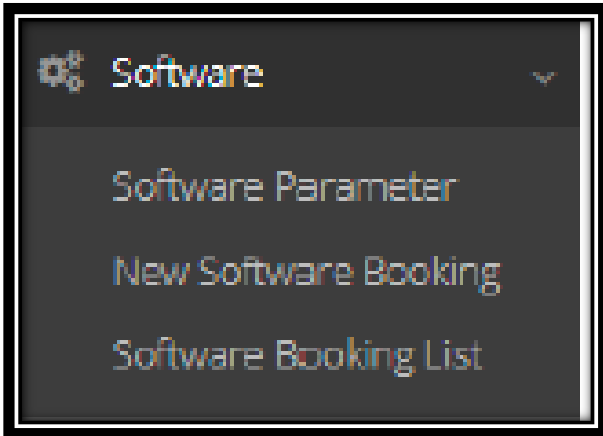
Forgot your password ?  
Click [here](#) to retrieve your password.  
[Create an account](#)

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

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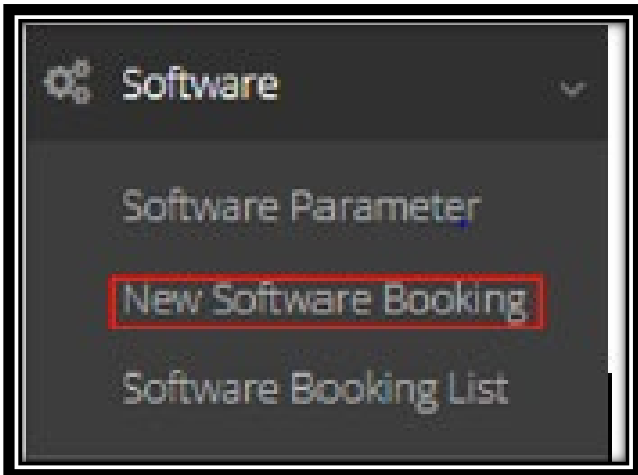
(Gunakan login ID & katalaluan seperti yang digunakan untuk i-Staf Portal)

## 2.SOFTWARE

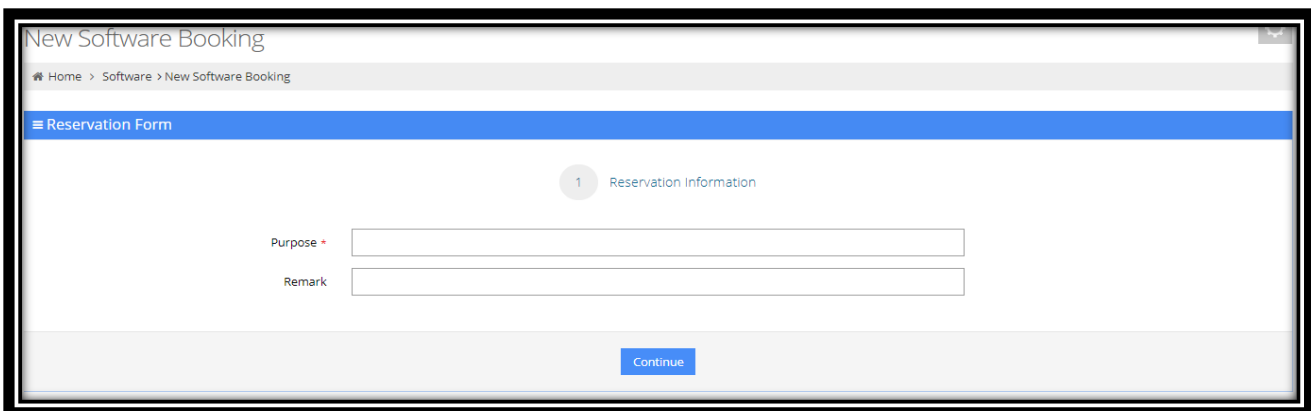


Pemohon sistem akan mendapat menu seperti paparan di atas.

### New software



Jika pengguna ingin memohon tempahan perisian, klik pada menu New Software Booking seperti gambarajah di atas. Skrin pertama bagi New Software Booking akan dipaparkan seperti di gambarajah 2.

A screenshot of the "New Software Booking" reservation form. The title bar at the top says "New Software Booking". Below it is a breadcrumb trail: "Home > Software > New Software Booking". A blue header bar contains the text "Reservation Form". Below the header, there is a progress indicator with a circle containing the number "1" and the text "Reservation Information". There are two input fields: "Purpose" and "Remark". At the bottom right, there is a blue button labeled "Continue".

Gambarajah 2: Paparan skrin New Software Booking

Pemohon perlu melengkapkan maklumat yang diminta,

**Purpose :** Tujuan Permohonan dibuat

**Remark :** Nyatakan lokasi dan jumlah PC di mana perisian akan dipasang.

The screenshot shows a web application interface titled "Reservation Form". It is divided into two main sections:

- 1 Reservation Information:** Contains the text "Purpose : PNP" and "Remark : 999999,FKE,SN123456".
- 2 Software Information:** Contains a table with the following columns: "No.", "Software Name", "Quantity", and "Action". Below the table is a red button labeled "Add Booking".

Gambarajah 2a : Paparan skrin Software Information

Pemohon perlu klik butang Add Booking untuk tempahan Perisian dan skrin seperti di gambarajah 2b akan dipaparkan. Patikan pilihan State- Selangor, Campus – UiTM Shah Alam, Department – PEJ. PEMB. INFRASTRUKTUR & INFOSTRUKTUR dan Category – SFWR-PERISIAN.

The screenshot shows a modal window titled "Add Software Detail" with a close button (X) in the top right corner. The form contains the following fields:

- State\*:** A dropdown menu with "Selangor" selected. A red tooltip below it reads "(Which state offer the particular software?)".
- Campus\*:** A dropdown menu with "UiTM Shah Alam" selected. A red tooltip below it reads "(Which campus offer the particular software?)".
- Department\*:** A dropdown menu with "PEJ.PEMB.INFRASTRUKTUR & INFOSTRUKTUR" selected. A red tooltip below it reads "(Which department offer the particular software?)".
- Category\*:** A dropdown menu with "ADB - ADOBE" selected.
- Equipment\*:** A dropdown menu with "PUBLIC - ADOBE CREATIVE CLOUD" selected.
- Equipment Purpose\*:** A dropdown menu with "PEMBELAJARAN DAN PENGAJARAN" selected.
- Quantity Apply\*:** A text input field containing the number "1".
- Quantity Available:** A text input field containing "2961" and a unit label "Item/unit/ml/pair/license".

At the bottom right of the form, there are two buttons: a grey "Close" button and a green "Save" button.

Gambarajah 2b : Paparan skrin Add Software Detail

Pemohon perlu melengkapkan maklumat yang diminta dan klik butang Save. Senarai permohonan tempahan akan dipaparkan di gambarajah 2c.

**Reservation Form**

1 Reservation Information

Purpose : PNP  
Remark : 999999,FKE,SN123456

2 Software Information

No.	Software Name	Quantity	Action
1	ADOBE CREATIVE CLOUD	1	<a href="#">Edit</a> <a href="#">Cancel</a>

[Add Booking](#)

Gambarajah 2c : Paparan skrin senarai tempahan

**Pemohon perlu klik butang Submit untuk ke skrin seterusnya seperti di gambarajah 2d.**

2 Software Information

No.	Software Name	Quantity	Action
1	ADOBE CREATIVE CLOUD	1	<a href="#">Edit</a> <a href="#">Cancel</a>

[Add Booking](#)

3 Confirmation

I hereby confirm application of software.

[Submit](#)

Gambarajah 2d : Paparan skrin Pengesahan Tempahan

**Pemohon perlu klik ruangan kotak I agree bagi pengesahan permohonan dan klik butang Submit untuk menghantar borang permohonan. Skrin pemakluman seperti di gambarajah 2e akan dipaparkan.**

**bsu.uitm.edu.my says**

Your application will be processed as soon as possible. Please check your application status from time to time through the system. Thank You.

[OK](#)

Gambarajah 2e: Skrin Makluman