

Kolej Yayasan UEM

QIAB Sponsor Portal

User Manual

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1. Pengenalan

Dokumen ini menyediakan manual pengguna untuk Portal Penaja QIAB seperti di bawah:

1. Pentadbir Sekolah QIAB untuk menjemput penaja
2. E-mel Jemputan kepada Penaja untuk mengakses portal penaja
3. Log masuk ke Portal Penaja di QIAB
4. Lihat Butiran Pelajar dalam Portal Penaja
5. Lihat Graf Prestasi untuk setiap sesi peperiksaan
6. Lihat Laporan Pelajar di Portal Penaja

2 Manual pengguna

Portal Penaja dalam QIAB ini akan membenarkan penaja untuk log masuk dan melihat prestasi pelajar mereka di KYUEM.

2.1 Log masuk admin

1. Untuk bermula, Pentadbir Sekolah QIAB perlu membuat akses untuk penaja boleh log masuk ke QIAB.
2. Untuk berbuat demikian, setelah log masuk ke QIAB, navigasi ke **Persediaan Sekolah > Penaja**.
3. Pada skrin ini, Pentadbir Sekolah boleh menguruskan penaja. Setelah butiran Penaja telah ditambahkan, Pentadbir Sekolah boleh mula menjemput pengguna untuk mengakses Portal Penaja.
4. Klik pada butang Jemputan Baharu seperti di bawah:

Year/Term Setup Printable Templates User Access **Sponsors** Sponsor Reqs Employees Positions School Department Company

Sponsor Management

Manage list of sponsors.

+ New Sponsor

Code	Sponsor Name	Contact Person	Contact Email	Portal Access	Phone
Astro	ASTRO			New Invite	
BNM	BNM	Cik Aireen Mohmad	aireen@bnm.gov.my	aireen@bnm.gov.my (Reinvite) (Revoke) New Invite	
EPF	EPF			New Invite	
FAMA	FAMA			New Invite	
Felda	Felda	Cik Nik Nurhidayah bt Nik Man	nurhidayah.nm@felda.n...	New Invite	
Felda Global	FGV	Puan Norhana Mohd Husin	norhana.mh@feldaglob...	New Invite	
JCorp	Johor Corporation			New Invite	
JPA	JPA	Pn Nur Khairunnisa bt Abdillah	nisa.abdillah@jpa.gov.my	New Invite	
JPABursary	JPA Bursary	Pn Ida Shafura bt Mohd Hatta	idashafura.hatta@jpa.go...	New Invite	6038853693
JPM	Jabatan Perdana Menteri			New Invite	
KLN	Kementerian Luar Negeri			New Invite	
KPM	KPM			New Invite	
KPMBursary	KPM Bursary	Cik Siti Khadijah bt Hamzah	khatijah.hamzah@moe...	New Invite	
MAHB	MAHB			New Invite	
MAIK	Majlis Agama Islam Kelantan			New Invite	
MARA	MARA	Pn Nik Haryati bt Nik Ismail	nharyati@mara.gov.my	nharyati (Reinvite) (Revoke) New Invite	

5. Kotak dialog baharu akan muncul. Pentadbir Sekolah perlu mengisi butiran yang diperlukan seperti nama pengguna dan alamat e-mel. Untuk medan nama pengguna, sila isikan alamat e-mel penaja sebagai nama pengguna untuk log masuk ke QIAB. Setelah selesai, tandakan pada "Hantar e-mel jemputan" dan klik pada butang "Jemput".

Year/Term Setup Printable Templates User Access **Sponsors** Sponsor Reqs Award Types Employees Positions School

Sponsor Management

Manage list of sponsors.

Sponsor Code:

Sponsor Name:

Code	Sponsor Name	Contact Person	Contact Email	Portal Access
				New Invite

Sponsor Portal Invite

Login Details

* Username

* Email Address

☐

Send invitation email

2.2 Pemberitahuan E-mel untuk Mengakses Rekod Pelajar Dalam Talian

- Sebaik sahaja jemputan dihantar oleh Pentadbir Sekolah KYUEM untuk Portal Penaja QIAB, Penaja akan menerima pemberitahuan dalam peti masuk e-mel mereka. Contoh pemberitahuan yang mereka akan terima adalah di bawah:

To:

From: **kyuemqiab@gmail.com**

Subject: **Kolej Yayasan UEM - Access your students records online**

Received: **Fri Feb 05 2016 09:37:56 GMT+0800 (Malay Peninsula Standard Time)**

Hi ,

Kolej Yayasan UEM is now using QIAB, an online school management software that keeps track of your scholar's progress.

As parents, you too can get updates on your scholar's records and progress via your account, which is now ready for use.

Your login details are:

Username :

Password :

Site URL : <http://sms.kyuem.edu.my/qs-kyuem/includes/optimalOne.jsp>

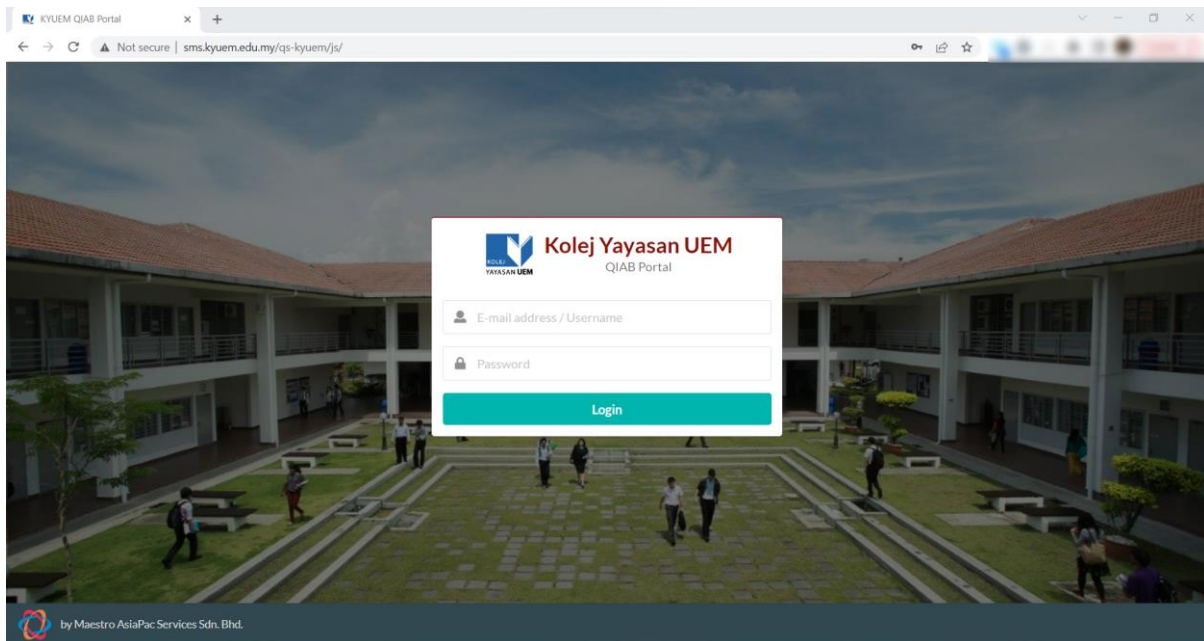
Regards,

System Administrator
Kolej Yayasan UEM

2. Kini, Penaja boleh log masuk ke Portal Penaja mereka di QIAB.

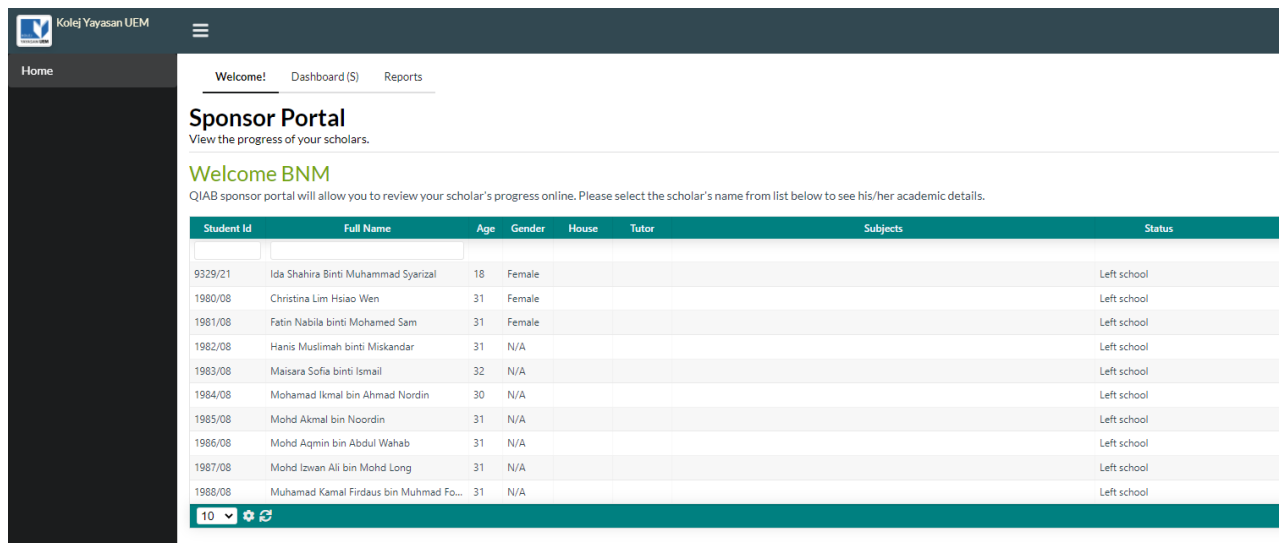
2.3 Log masuk ke Portal Penaja di QIAB

1. Untuk log masuk, Penaja boleh pergi ke url laman web ini: <http://sms.kyuem.edu.my/>.
2. Gunakan butiran log masuk yang disediakan dalam e-mel pemberitahuan untuk log masuk. Tekan butang "Log Masuk" setelah selesai.



2.3.1 Halaman Selamat Datang

1. Setelah log masuk, Penaja akan diarahkan ke Halaman **Selamat Datang** seperti di bawah:



The screenshot shows the 'Sponsor Portal' interface. At the top, there's a navigation bar with 'Welcome!', 'Dashboard (5)', and 'Reports'. Below this, the main heading is 'Sponsor Portal' with the subtext 'View the progress of your scholars.' A green banner says 'Welcome BNM' followed by a note: 'QIAB sponsor portal will allow you to review your scholar's progress online. Please select the scholar's name from list below to see his/her academic details.'

Student Id	Full Name	Age	Gender	House	Tutor	Subjects	Status
9329/21	Ida Shahira Binti Muhammad Syarizal	18	Female				Left school
1980/08	Christina Lim Hsiao Wen	31	Female				Left school
1981/08	Fatin Nabila binti Mohamed Sam	31	Female				Left school
1982/08	Hanis Muslimah binti Miskandar	31	N/A				Left school
1983/08	Maisara Sofia binti Ismail	32	N/A				Left school
1984/08	Mohamad Ikmal bin Ahmad Nordin	30	N/A				Left school
1985/08	Mohd Akmal bin Noordin	31	N/A				Left school
1986/08	Mohd Aqmin bin Abdul Wahab	31	N/A				Left school
1987/08	Mohd Izwan Ali bin Mohd Long	31	N/A				Left school
1988/08	Muhamad Kamal Firdaus bin Muhmad Fo...	31	N/A				Left school

At the bottom of the table, there is a pagination bar showing '10' items per page and icons for search, refresh, and other actions.

2. Dari halaman ini, Penaja boleh mengklik pada setiap nama Pelajar untuk melihat butiran lanjut seperti:
 - Butiran
 - Maklumat Hubungan
 - Kelayakan
 - Jadual
 - Maklumat Ibu Bapa
 - Disiplin
 - Kehadiran
 - Masyarakat/Sukan
 - Perubatan
 - Laporan
 - Prestasi
 - Anugerah

- Penaja boleh mengklik pada setiap tab (diserlahkan dengan warna kuning di bawah) untuk melihat butiran lanjut tentang pelajar.
 - Contoh di bawah menunjukkan butiran **butiran** pelajar.

Home / Welcome! / Student: Chin Siew Li (2116/08)

Particular | Contact Info | Qualification | Schedule | Parent Info | Discipline | Attendance | Society/Sports | Medical | Reports | Performance | Awards

Basic Details

Student Id: 2116/08 | Full Name: Chin Siew Li

Birthdate: 27/04/1990 | Age: 32 | Gender: 2 - Female

Nationality: Malaysian | Race: 2 - Chinese | Religion: 7 - Buddhism

Previous School:

☒ Student is a scholarship/financial aid recipient?

Scholarship Details: Jabatan Perkhidmatan Awam | Scholarship Reqs: 12 points

Class Details

Class: N/A | Tutor: N/A | Tutor: N/A

Boarding House: N/A | Housemasters: N/A

Enrolment Date: 14/07/2008

Academic Stream: Not Selected | Student's Course: Not Selected

Address

Residential Address: C-3-15 Pangsapuri Ria, Leboh Kg. Benggali

Postcode: | City: | State: | Country: 0 - N/A

- Untuk melihat kehadiran pelajar, klik pada Tab **Kehadiran**.

Home / Welcome! / Student: Chin Siew Li (2116/08)

Particular | Contact Info | Qualification | Schedule | Parent Info | Discipline | **Attendance** | Society/Sports | Medical | Reports | Performance | Awards

Summary

Semester: * | Subject:

Total Days	0	Days Present	0
Days Late	0	Days Late (Excuse)	0
Days Absent	0	Days Absent (Excuse)	0

By Day | **By Subject**

Calendar

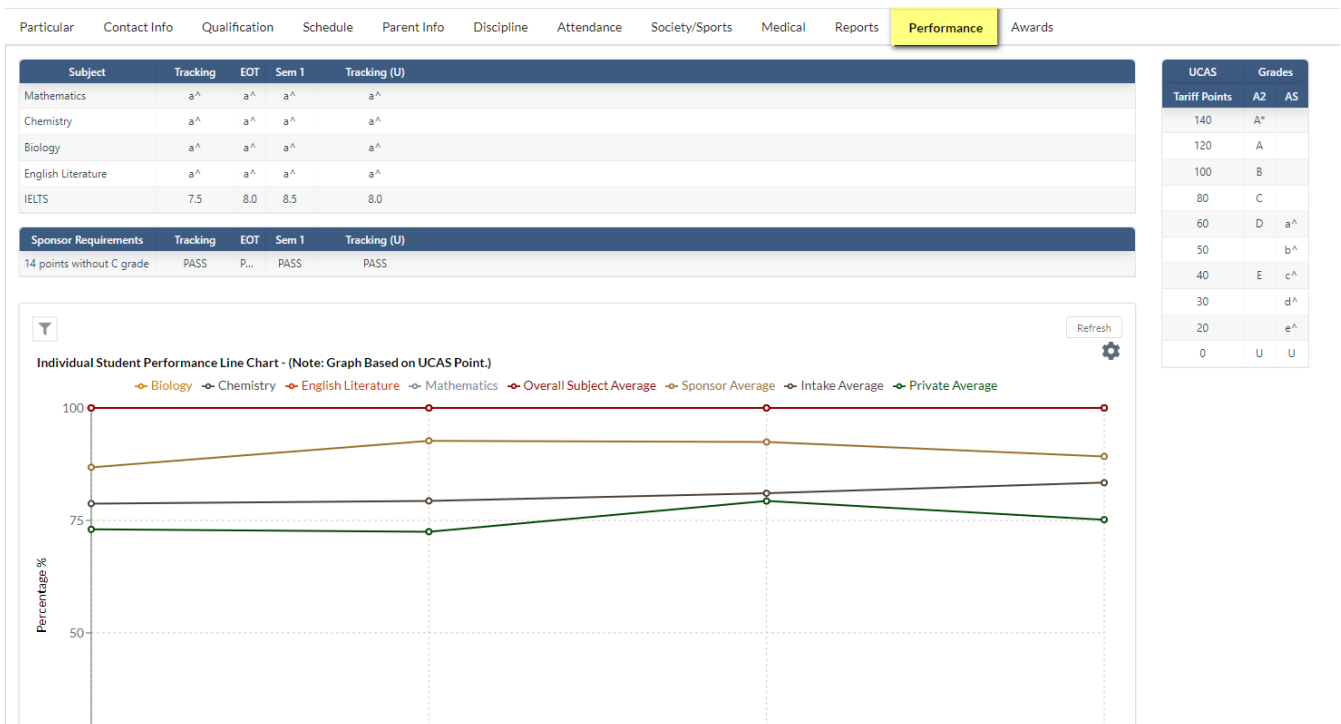
MARCH 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	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

Legend

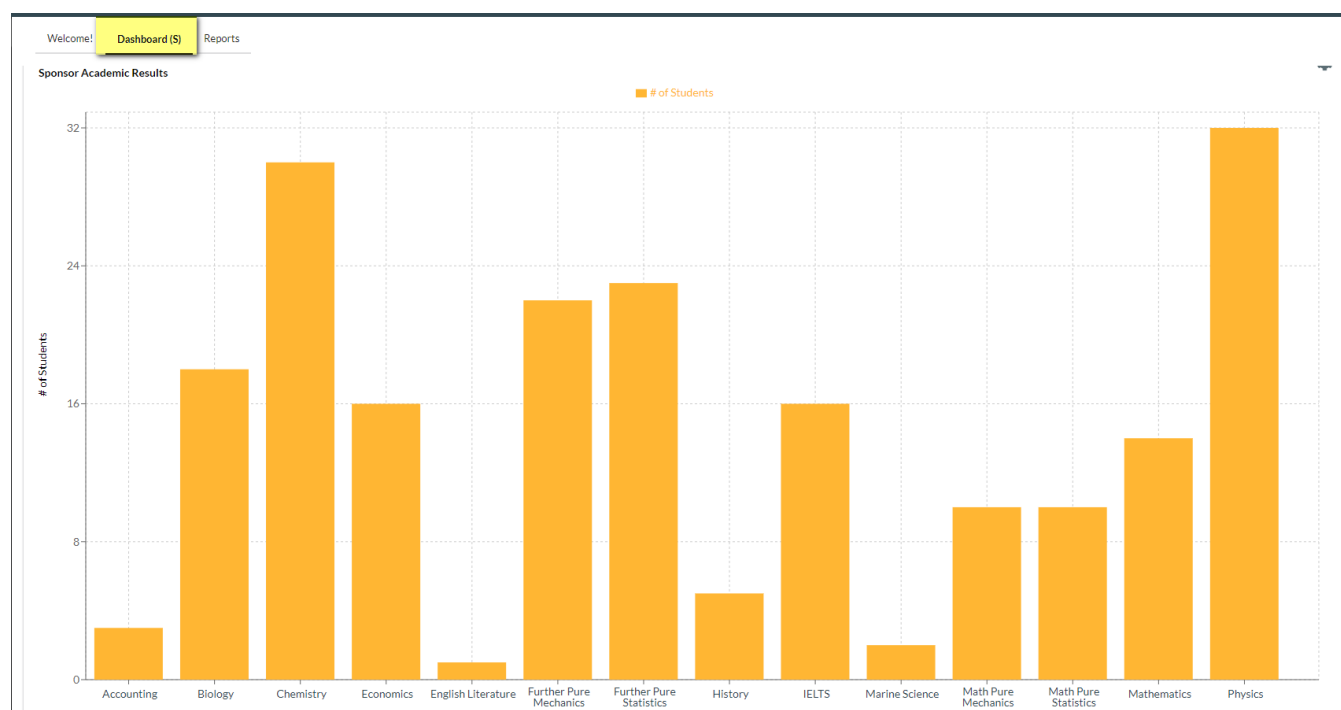
- Present
- Not a subject day
- Absent
- Absent (with excuse)
- Late
- Late (with excuse)

- Di bawah tab **Prestasi** , Penaja boleh melihat prestasi akademik pelajar mereka pada setiap semester.

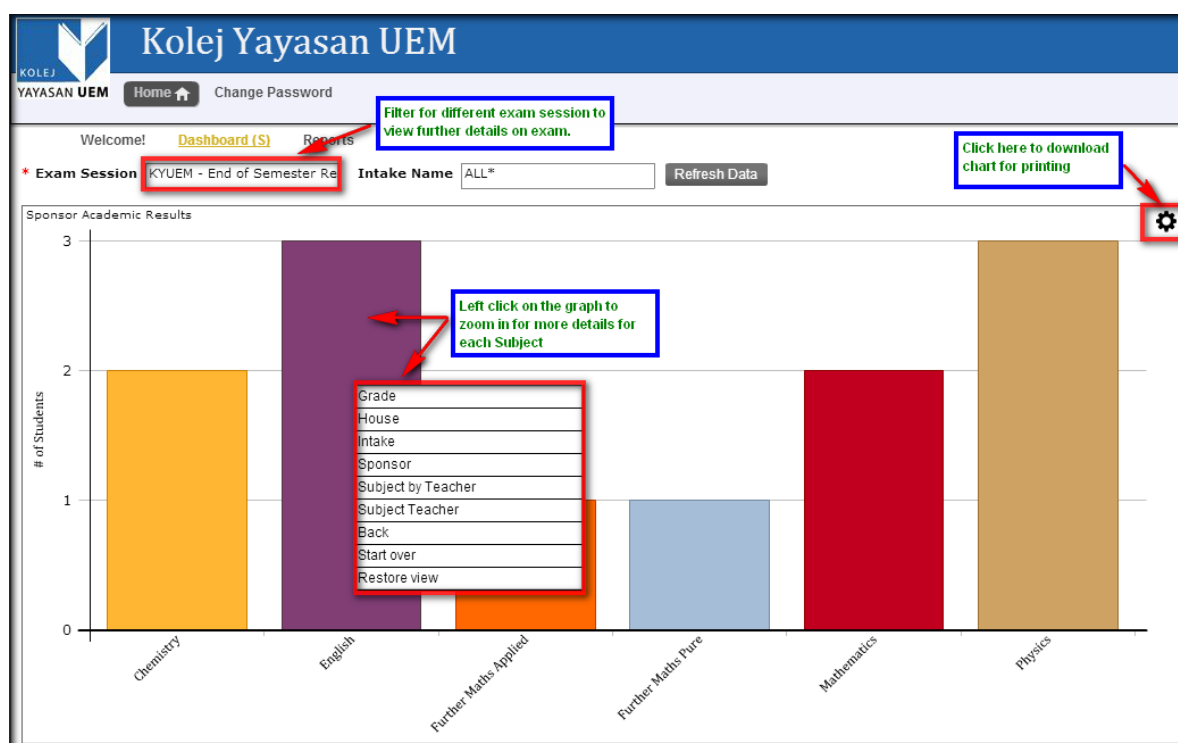


2.3.2 Halaman papan pemuka

1. Penaja juga akan dapat melihat graf prestasi pelajar mereka dalam setiap sesi peperiksaan.
2. Untuk melihat graf, navigasi ke halaman **Papan Pemuka** seperti di bawah:



3. Dari halaman ini, pengguna boleh menapis sesi peperiksaan, mengezum masuk untuk mendapatkan butiran lanjut tentang setiap subjek dan memuat turun carta untuk dicetak. Rujuk imej di bawah tentang cara melakukan tindakan ini.



2.3.3 Halaman laporan

1. Dalam Portal Penaja ini, pengguna juga boleh melihat laporan akademik & kehadiran pelajar.
2. Paparan laporan menavigasi ke halaman **Laporan** . Terdapat beberapa laporan tersedia untuk Penaja.
3. Klik pada mana-mana laporan di bawah untuk melihat lebih lanjut.

Welcome! Dashboard (S) **Reports**

Report Viewer Management
View business reports.

[View Help File](#)

Report Name	Description	Code	Type	Printer
Sponsor Requirement Monitoring		SPR04	SPR	Edit Printer
Student Absence/Late Summary for Sponsor	Summary of absent/late students by subject for sponsor	SPR03	SPR	Edit Printer
Student's Academic KPI		SPR02	SPR	Edit Printer
Student's Academic Performance for Sponsor		SPR01	SPR	Edit Printer

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2.3.3.1 Laporan SPR01: Prestasi Akademik Pelajar untuk Penaja

Untuk laporan SPR01 ini, terdapat 5 format laporan yang tersedia:

View Report

Report	
Intake Summary	Run
Overall Grades Distribution	Run
Sponsor Summary	Run
Student Grades	Run
Student Results Summary	Run

10 < > Page 1 of 1

Cancel

1. Ringkasan Pengambilan

Laporan ini akan menunjukkan ringkasan atau purata peratusan dan jalur akademik pelajar bagi setiap mata pelajaran dalam setiap peperiksaan.

Report Name: Intake Summary

Report Description:

Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 5

Student Id LIKE

ALL*

Student Name LIKE

ALL*

Intake Name =

ALL*

Report Session =

Student Tracking Sept 2014

Exclude Subjects <>

English

Query Report

Export to Excel

Subject Name	KYUEM - End of Semester Report April 2015	
	Aug 2014 (O)	
	Percentage	Academic Band
Chemistry	66.67	C
Further Maths Applied	71.43	B-
Further Maths Pure	100.00	A++
Mathematics	75.00	B
Physics	77.78	B+
Grand Total	78.57	B

This report was generated in 346 milliseconds.

2. Taburan Gred Keseluruhan

Dalam laporan ini, Scholar boleh melihat ringkasan pembahagian gred pelajar mengikut mata pelajaran, pengambilan dan semester.

Report Name: Overall Grades Distribution
Report Description:
 Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 4
 Student Id LIKE
 Student Name LIKE
 Intake Name =
 Report Session =
 Exclude Subjects <>

Grade	KYUEM - End of Semester Report April 2015					Total	%
	Chemistry	Further Maths Applied	Further Maths Pure	Mathematics	Physics		
A*			1			1	11.11
B		1				1	11.11
b^				1	2	3	33.33
c^	2			1	1	4	44.44
Grand Total	2	1	1	2	3	9	100.00

This report was generated in 321 milliseconds.

3. Ringkasan Penaja

Laporan ini akan menunjukkan ringkasan keputusan penaja untuk setiap mata pelajaran (dalam peratusan dan jalur akademik) setiap peperiksaan.

Report Name: Sponsor Summary
Report Description:
 Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 1
 Student Id LIKE
 Student Name LIKE
 Intake Name =
 Report Session =
 Exclude Subjects <>

Sponsor	KYUEM - End of Semester Report April 2015										Sponsor Average %	Sponsor Band
	Chemistry		Further Maths Applied		Further Maths Pure		Mathematics		Physics			
	Percentage	Academic Band	Percentage	Academic Band	Percentage	Academic Band	Percentage	Academic Band	Percentage	Academic Band		
	66.67	C	71.43	B-	100.00	A++	75.00	B	77.78	B+	78.57	B
Grand Total	66.67	C	71.43	B-	100.00	A++	75.00	B	77.78	B+	78.57	B

This report was generated in 421 milliseconds.

4. Gred Pelajar

Dalam laporan ini, Sarjana boleh melihat ringkasan gred pelajar mereka dalam peperiksaan seperti di bawah:

Report Name: Student Grades

Report Description:

Report Code: SPR01 (Pivot Table) ----- Report Runtime: 00:00:00.000 ----- Number of Data Rows: 3

Student Id LIKE

Student Name LIKE

Intake Name =

Report Session =

Exclude Subjects <>

Student Name	Jan - Jun 2015					Total: Jan - Jun 2015
	Chemistry	Further Maths Applied	Further Maths Pure	Mathematics	Physics	
Abdullah Rahman Bin Yusoff	c^			b^	c^	b^c^c^
Abdullah Rahman Bin Yusoff		B	A*		b^	A*Bb^
Abdullah Rahman Bin Yusoff	c^			c^	b^	b^c^c^

This report was generated in 305 milliseconds.

5. Ringkasan Keputusan Pelajar

Dalam laporan ini, pengguna boleh melihat gred pelajar sarjana terperinci untuk semua sesi pengambilan dan laporan (peperiksaan), termasuk jumlah mata UCAS, berasaskan UCAS, peraturan dan jalur akademik.

Report Name: Student Results Summary
 Report Description:
 Report Code: SPR01 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 3

Student Id LIKE:
 Student Name LIKE:
 Intake Name =:
 Report Session =:
 Exclude Subjects <>:

Student Name	Student Id	Intake	Tutor	Sponsor	KYUEM - End of Semester Report April 2015					Jan - Jun 2015			
					Chemistry	Further Maths Applied	Further Maths Pure	Mathematics	Physics	Total UCAS Points	Based	Percentage	Academic Band
		Aug 2014 (O)				B	A*		b^	290.00	340.00	85.29	A-
		Aug 2014 (O)			c^			b^	c^	130.00	180.00	72.22	B-
		Aug 2014 (O)			c^			c^	b^	130.00	180.00	72.22	B-
Grand Total												78.57	B

This report was generated in 312 milliseconds.

2.3.3.2 Laporan SPR02: KPI Akademik Pelajar

Penaja boleh menggunakan laporan ini untuk melihat KPI akademik pelajar mereka, seperti melihat gred keseluruhan atau pelajar telah memenuhi keperluan penaja atau tidak.

Report Name: Student Sponsorship Monitoring
 Report Description:
 Report Code: SPR02 (Pivot Table) ----- Report Runtime: ----- Number of Data Rows: 3

Session Name =:
 Student Number =:
 Meet Sponsor Requirement =:

Student Number	Full Name	Sponsor	Requirement	Over All Grades	Meet Requirements
			No Requirement	A*Bb^C	-
			No Requirement	b^Cc^c^	-
			No Requirement	Bb^c^c^	-
Grand Total					-

This report was generated in 1159 milliseconds.

