

**MANUAL PENGGUNA  
SISTEM eSPEED  
[AGEN]**

*USER MANUAL  
eSPEED SYSTEM  
[AGENT]*

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ESPEED

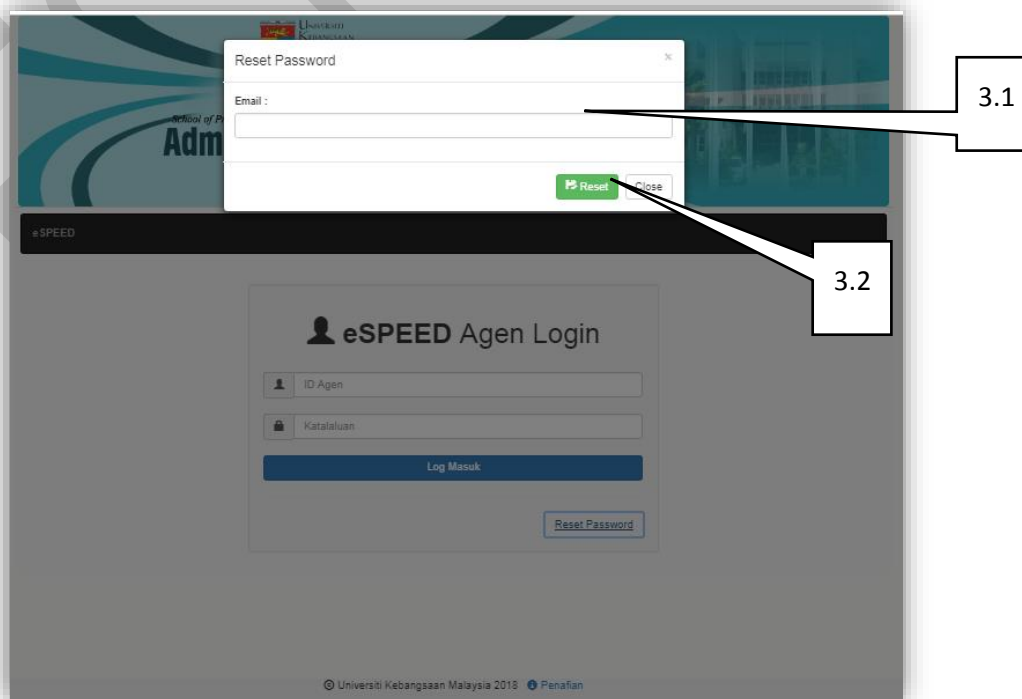
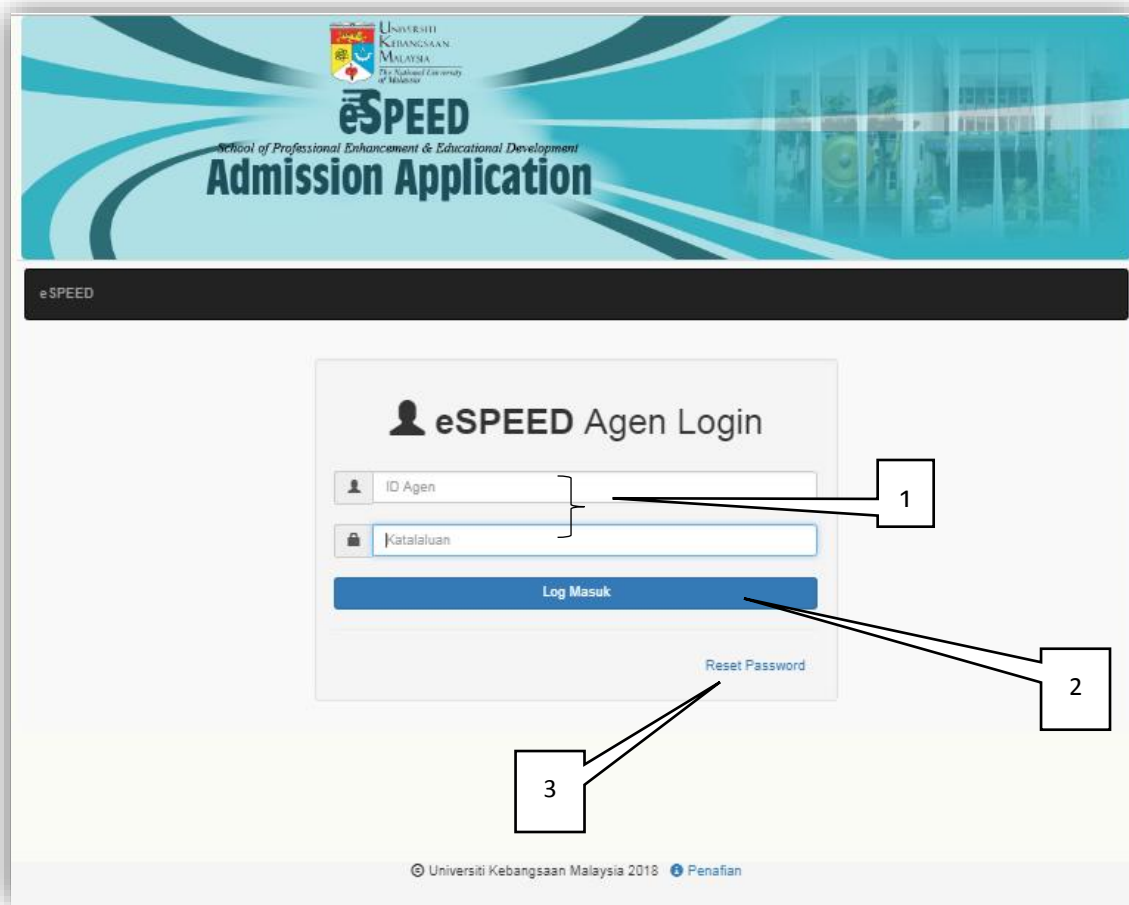
## 1.0 MUKA DEPAN SISTEM *Homepage System*

Sistem eSPEED boleh dicapai dialamat <http://smp.ukm.my/espeed>.  
 The eSPEED system can be reached at <http://smp.ukm.my/espeed>.

Penerangan [Explanation] :

- 1.1 Butang Log In – untuk log masuk pengguna berdaftar.  
*Log In Button – For log in registered user*
- 1.2 Butang Log masuk Agen– untuk log masuk agen.  
*Button Agent Login – for agent login.*
- 1.3 Butang Log masuk Admin – untuk log masuk admin sistem.  
*Button Admin login – for sistem admin login*

### 1.1 LOG MASUK DAN LUPA KATALALUAN *Log In and Forgot Password*



Skrin untuk log masuk agent  
 Screen for agen login

Penerangan [Explanation] :

1. Masukkan ID agent dan katalaluan yang berdaftar  
 Enter registration Agent ID.

Nota: - Makluman emel - ID agen dan katalaluan yang telah didaftarkan oleh wakil PKP.  
 Note : Email alert - agent ID and password that has been registered by the PKP representative.

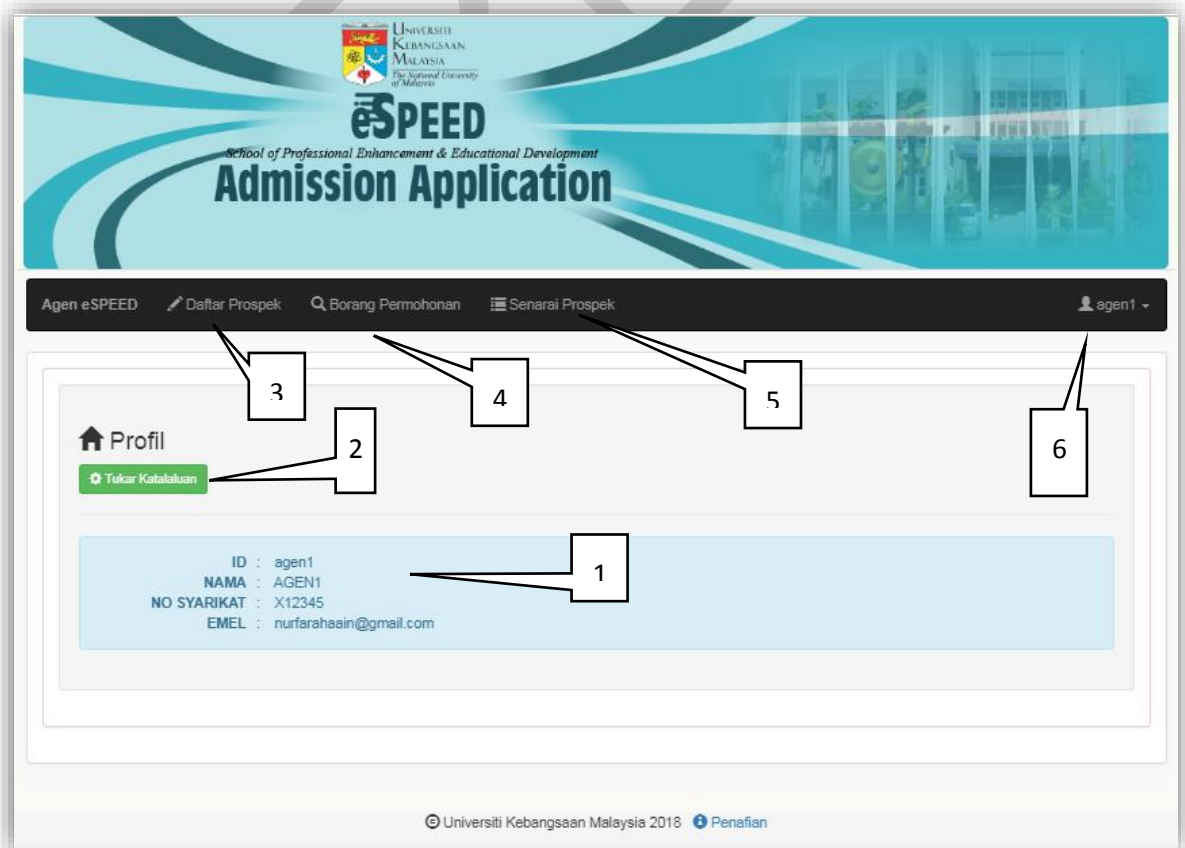
2. Klik butang *Sign In* untuk log masuk sistem.  
 Click the *Sign In* button to sign in to the system.

3. Klik *link Reset Password* untuk lupa katalaluan.  
 Click the *Reset passwrd* link for forgot password.

3.1 Masukkan emel yang telah didaftarkan  
 Enter the email that has been registered

3.2 Klik butang *Reset* dan emel penukaran katalaluan akan dihantar.  
 Klik *Reset* Button and reset password email will be sent.

## 2.0 SKRIN UTAMA Main Screen



## Skrin Utama

Main Screen

Penerangan [Explanation] :

1. Maklumat agen  
*Agent Information*
2. Klik butang tukar katalaluan untuk menukar katalaluan.  
*Click the password change button to change the password.*
3. Klik menu Daftar Prospek untuk mendaftarkan prospek ke dalam sistem eSPEED.  
*Click the Prospect List menu to register prospects into the eSPEED system.*
4. Klik menu Borang Permohonan untuk membuat carian prospek.  
*Click the Application Form menu to make a prospect search.*
5. Klik menu Senarai Prospek untuk mendapatkan senarai prospek yang didaftarkan  
*Click the Prospect List menu to get the list of registered prospects*

3.0 SKRIN DAFTAR PROSPEK *Prospect Register Screen*

Daftar Prospek

NOKP/Pasport :

Warganegara :

Emel :

Katalaluan : Katalaluan akan dijana oleh sistem.

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Penerangan [Explanation] :

1. Masukkan maklumat untuk pendaftaran prospek.  
*Enter information for prospect registration*
2. Klik butang Seterusnya.. untuk ke paparan borang permohonan.  
*Click the Seterusnya.. button to view the application form.*

#### 4.0 BORANG PERMOHONAN/CARIAN ID PROSPEK *Application Form / Search Prospect Id*

The screenshot displays the ESPEED Admission Application interface. At the top, there is a navigation bar with links for 'Agen eSPEED', 'Daftar Prospek', 'Borang Permohonan', and 'Senarai Prospek'. The main content area is divided into two sections: 'CARIAN' (Search) and 'Senarai Prospek' (Prospect List).

In the 'CARIAN' section, there is a search form with a text input field labeled 'NOKP/Pasport' containing the value '112233445566'. Below the input field is a green button labeled 'Capai'. A callout box labeled '1' points to the input field, and a callout box labeled '2' points to the 'Capai' button.

The 'Senarai Prospek' section shows a table with the following columns: BIL, ID, NAMA, EMEL, W/NEGARA, TARIKH DAFTAR, and STATUS BORANG. The table contains one entry with the following details:

BIL	ID	NAMA	EMEL	W/NEGARA	TARIKH DAFTAR	STATUS BORANG
1	112233445566	nurfaraahain@gmail.com		Warganegara Malaysia	2018-10-08	Belum Isi Borang

Below the table, it says 'Showing 1 to 1 of 1 entries'. There is a search box with the label 'Carian:' and a 'Previous' button with the number '1' and a 'Next' button. A callout box labeled '3' points to the 'Belum Isi Borang' button in the status column.

Penerangan [Explanation] :

1. Masukkan maklumat ID prospek.  
*Enter information prospect ID*
2. Klik butang Capai untuk paparan senarai Prospek.  
*Click the Capai button to view the Prospect list*
3. Klik butang (Jika Ada) *Click button (If there is)*  
 Belum Isi Borang – Untuk mengisi borang prospek *Unfilled Form - To fill in prospect form*  
 Kemaskini Borang - untuk mengemaskini borang prospek *Update Form - to update prospect form*

## 5.0 Laporan SENARAI PROSPEK *Prospect List Report*

UNIVERSITI KEBANGSAAN MALAYSIA  
The National University of Malaysia

**eSPEED**  
School of Professional Enhancement & Educational Development  
**Admission Application**

Agen eSPEED    Daftar Prospek    Borang Permohonan    Senarai Prospek    agen1

Senarai Prospek & Status

ID Agen: agen1

Tahap: Semua Tahap Pengajian

Status: Belum Isi Borang

Capai

1

2

Penerangan [Explanation] :

1. Pilih maklumat yang perlu dicapai.  
*Select the information to be reached.*
2. Klik butang Capai untuk papar senarai Prospek.  
*Click the Capai button to view the Prospect list*

Nota : Laporan boleh diubah ke format Excel dan PDF serta boleh dicetak.

*Note: Reports can be changed to Excel and PDF formats and can be printed.*