

**MANUAL PENGGUNA
SISTEM eSPEED
[MARKETING]**

*USER MANUAL
eSPEED SYSTEM
[MARKETING]*

MODUL AGEN
Agent Module

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1.0 MUKA DEPAN SISTEM *Homepage System*

Language: MY | EN User Manual

[Sign In](#) [Register](#) [Forgot Password](#)

eSPEED Login Form

Login to our site

Enter your NRIC/passport and password to log on:

NRIC/Passport

Password

[Sign in](#)

[Admin Login](#) [Agent Login](#)

Application Procedures

1. Applicants are required to register via this system using their Identity Card/Passport Number, Password and Email address.
2. Please check the list of programs offered at [LIST OF PROGRAMS](#).
3. Application must be submitted before the specified date.
4. Application fees are not refundable.
5. The decision of the application may be reviewed at [SMPE | CHECK STATUS OF APPLICATION](#) within four (4) to eight (8) weeks after the application closing date.

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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 *Sign In*

eSPEED

eSPEED Admin Login

Ukmpet

Password

Log Masuk

1

2

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Skrin untuk log masuk Bahagian Pemasaran
Screen for Login Marketing Division

Penerangan [*Explanation*] :

1. Masukkan ID pemasaran dan katalaluan
Enter Marketing ID anda Password
2. Klik butang *Log Masuk* untuk log masuk sistem.
Click the Sign In button to sign in to the system.

2.0 SKRIN UTAMA *Main Screen*

The screenshot shows the main interface of the eSPEED Admission Application system. At the top, there is a header with the University of Malaysia logo and the text 'eSPEED School of Professional Enhancement & Educational Development Admission Application'. Below this is a navigation bar with 'Marketing eSPEED', a search icon, and menu items for 'Individu', 'Permohonan', and 'Agen'. A user profile icon labeled 'marketing' is on the right. The main content area features a search form with a 'Sesi' dropdown menu set to '20182019' and a 'CAPAI' button. Below the form is a 'Jumlah Statistik' section titled 'Statistik Permohonan Kemasukan Bagi Semester 1 Sesi 20182019'. This section lists six application status categories with their respective counts: Keseluruhan Permohonan (986), Permohonan Belum Hantar Borang (528), Permohonan Belum Disemak (Status 3) (135), Permohonan Telah Disemak dan Diterima (Status 4) (146), Permohonan Telah Disemak dan Dokumen Tidak Lengkap (Status 5) (95), and Permohonan Semakan Semula Dokumen (Status 6) (0). The footer contains copyright information for Universiti Kebangsaan Malaysia 2018 and a 'Penafian' link.

Penerangan [*Explanation*] :

1. Maklumat Statistik Permohonan mengikut Sesi dan Semester semasa
Application Statistics Information according to current Session and Semester
2. Untuk dapatkan maklumat statistik permohonan, masukkan Semester dan sesi dan klik butang capai.
To obtain the application statistical information, enter the Semester and session and click the button.
3. Klik Menu Individu untuk membuat carian permohonan
Click Individual Menu to search the application
4. Klik menu Permohonan untuk mendapatkan laporan berkaitan permohonan.
Click on the Application menu to get the application-related report
5. Klik menu Agen untuk modul agen
Click the Agent menu for the agent module
6. Klik Butang keluar untuk keluar daripada sistem
Click the log out button to log out from system

3.0 SKRIN DAFTAR AGEN *Agen Register*

The screenshot shows the 'DAFTAR AGEN' (Agent Registration) form on the eSPEED website. The form is titled 'DAFTAR AGEN' and is part of the 'Admission Application' process. It includes the following fields and a button:

- Nama Agen**: Text input field.
- No. Syarikat**: Text input field.
- Alamat Emel**: Text input field.
- ID Agen**: Text input field.
- Katalaluan**: Text input field with a note: "Katalaluan akan dijana oleh sistem." (Password will be generated by the system).
- Simpan**: Green button with a save icon.

Callout boxes indicate the following steps:

- 1: Points to the input fields for agent information.
- 2: Points to the 'Simpan' button.

Penerangan [*Explanation*] :

1. Masukkan maklumat untuk pendaftaran agen.
Enter information for agent registration
2. Klik butang Simpan untuk simpan maklumat
Click the Simpan button to save information

Nota: - Emel makluman akan dihantar
Note : Email alert will be sent

4.0 KEMASKINI & SET PROGRAM *Update and Programme Set*

The screenshot displays the 'KEMASKINI & SET PROGRAM' interface. At the top, there is a header for 'UNIVERSITI KEBANGSAAN MALAYSIA' and 'eSPEED School of Professional Enhancement & Educational Development Admission Application'. Below the header is a navigation bar with 'Marketing eSPEED', search icons for 'Individu', 'Permohonan', and 'Agen', and a user profile icon for 'marketing'.

The main content area is divided into two sections:

- KEMASKINI & SET PROGRAM:** A form with two input fields: 'ID Agen' (containing 'agen1') and 'Nama'. Below these fields is a green button labeled 'Capai' with a magnifying glass icon.
- Senarai Agen:** A table listing agents with columns: Bil, ID AGEN, NAMA, NO. SYARIKAT, EMEL, and KATALALUAN. Below the table are navigation controls: 'Showing 1 to 2 of 2 entries', 'Previous', '1', and 'Next'.

Numbered callouts indicate the following steps:

- 1: Points to the 'ID Agen' and 'Nama' input fields.
- 2: Points to the 'Capai' button.
- 3: Points to the 'Senarai Agen' table.
- 4: Points to the 'Set Program' button in the table.

Bil	ID AGEN	NAMA	NO. SYARIKAT	EMEL	KATALALUAN	Set Program	Emel	Edit	Hapus
1	agen1	AGEN1	X12345	nurfaraahain@gmail.com	123	Set Program	Emel	Edit	Hapus
2	agen123	AGEN123	AG123	rosida04@yahoo.com	123	Set Program	Emel	Edit	Hapus

Penerangan [Explanation] :

1. Masukkan maklumat ID agen atau Nama Agen.
Enter information Agent ID or Agent name
2. Klik butang Capai untuk papar senarai Agent.
Click the Capai button to view the Agent list

3. Klik butang Set program untuk tetapkan program untuk agen
Click the Set program button to set the programme for the agent

AGEN1
X12345 | AGEN1

ID Agen: AGEN1

Tahap Pengajian: Sila Pilih

Kod Fakulti: Sila Pilih

Program: Sila Pilih

Simpan

Program Agen

Bil	TAHAP PENGAJIAN	KOD FAKULTI	PROGRAM
1	PRASISWAZAH (KOMERSIL) [G]	EKONOMI [EE]	IJAZAH SARJANAMUDA EKONOMI DENGAN KEPUJIAN [SMEKON(EXE)]
2	DOKTOR FALSAFAH (KOMERSIL) [X]	PERUBATAN [FF]	SEMUA PROGRAM [*]

Showing 1 to 2 of 2 entries

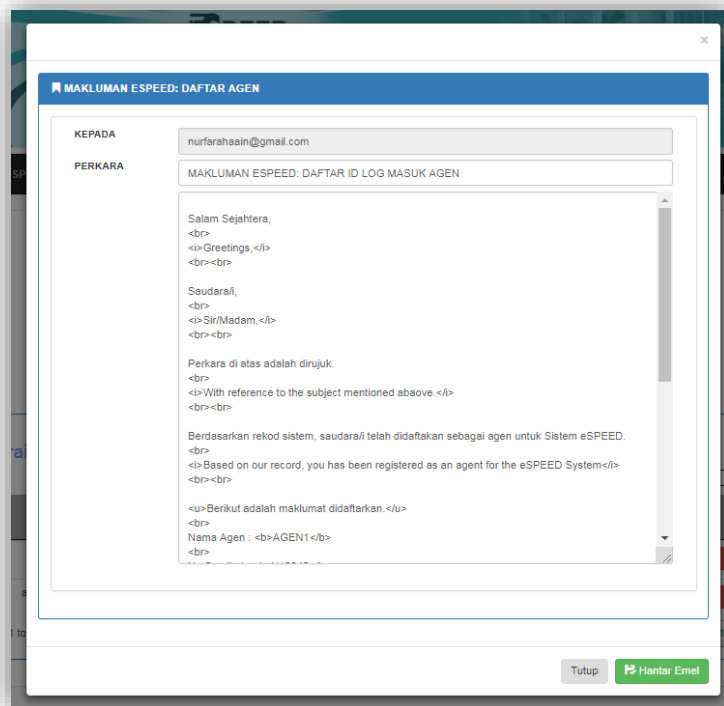
Previous 1 Next

Penerangan [Explanation]:

- Masukkan pilihan program yang ditawarkan.
Enter the program options offered.
- Klik butang Simpan dan maklumat akan dipapar di jadual
Click the Save button and the information will be displayed in the table
- Klik butang Hapus untuk memadam program
Click the Delete button to delete the program

4.1 Klik butang Emel untuk hantar emel makluman berkaitan butiran ID dan katalaluan agen

Click the Email button to send an email notification regarding the details of the ID and the agent's password



4.2 Klik butang Edit untuk mengemaskini maklumat agen

Click the Edit button to update agent information

The screenshot shows a form titled "Kemaskini Maklumat Ajen" (Update Agent Information). The form contains the following fields:

ID Ajen	agen1
Nama Ajen	AGEN1
No. Syarikat	X12345
Alamat Emel	nurfarahaain@gmail.com
Katalaluan	123

At the bottom of the form, there are two buttons: "Tutup" (Close) and "Kemaskini" (Update).

4.3 Klik butang Hapus untuk memadam maklumat agen

Click the Delete button to delete agent information

5.0 LAPORAN SENARAI AGEN & KATALALUAN *Agent & Password List Report*

Senarai Ajen & Katalaluan

Excel PDF Print Search:

Bil	ID AGEN	NAMA	NO. SYARIKAT	EMEL	KATALALUAN
1	agen1	AGEN1	X12345	nurfarahain@gmail.com	123
2	ksbb	KSBB 123	A123	rosida04@yahoo.com	12345
3	pkp1	AINUL	X12345	nurfarahain@gmail.com	9QWGPjL
4	agen123	AGEN123	AG123	rosida04@yahoo.com	123

Showing 1 to 4 of 4 entries Previous **1** Next

Penerangan [*Explanation*] :

1. Klik menu Senarai Ajen dan Katalaluan, butiran maklumat akan dipaparkan
Click the Agent List and Password menu, information details will be displayed

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.

6.0 LAPORAN SENARAI PROSPEK MENGIKUT AGEN & STATUS *Report List Of Prospects By Agent & Status*

The screenshot displays the 'Senarai Prospek Mengikut Agen & Status' form within the eSPEED system. The form contains three dropdown menus: 'ID Agen' with the value 'Pilih', 'Tahap', and 'Status' with the value 'Mendaftar'. Below these is a green button labeled 'Capai'. Callout box 1 points to the dropdown menus, and callout box 2 points to the 'Capai' button.

Penerangan [Explanation] :

1. Masukkan maklumat pilihan
Enter the optional information
2. Klik butang Capai untuk mendapatkan senarai
Click the Capai button to get the 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.