



QIAB System Manual Pengguna – Sponsor Portal

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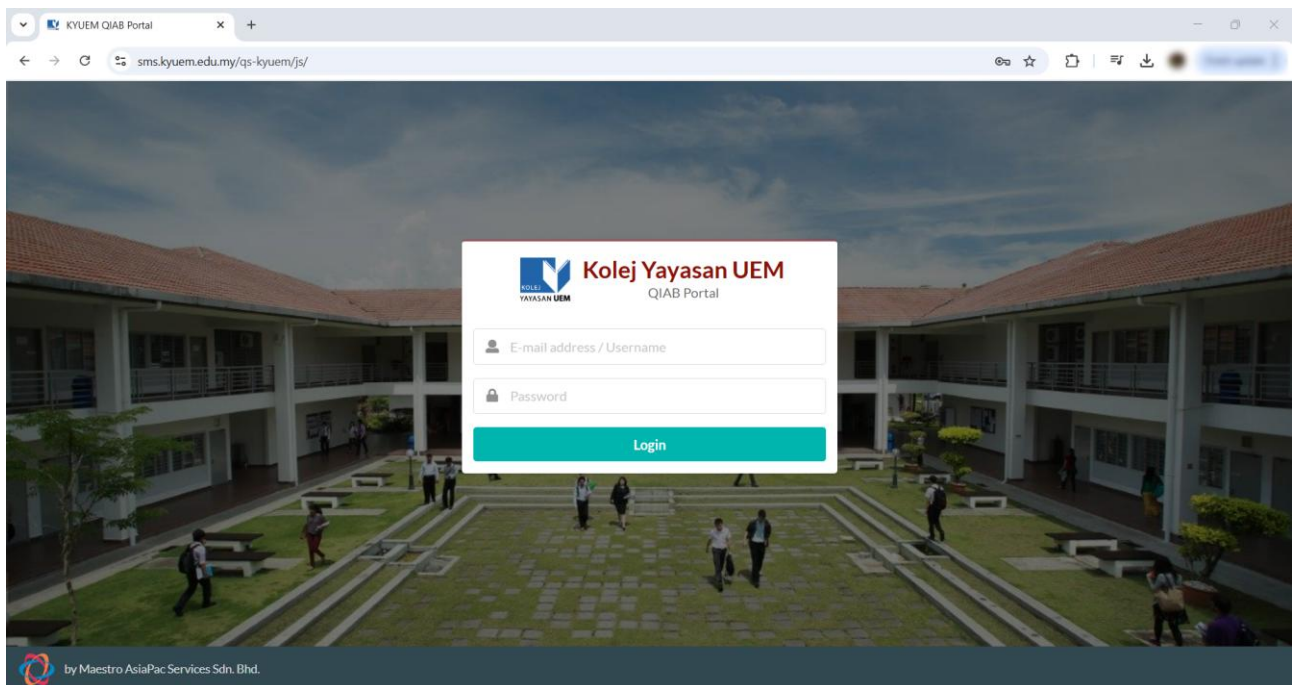
1. Pengenalan

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

1. Pentadbir Sekolah QIAB akan menjemput penaja
2. E-mel Jemputan kepada Penaja untuk mengakses portal penaja
3. Log masuk ke Portal Penaja dalam QIAB

2 Log Masuk QIAB

Alamat QIAB	https://sms.kyuem.edu.my/
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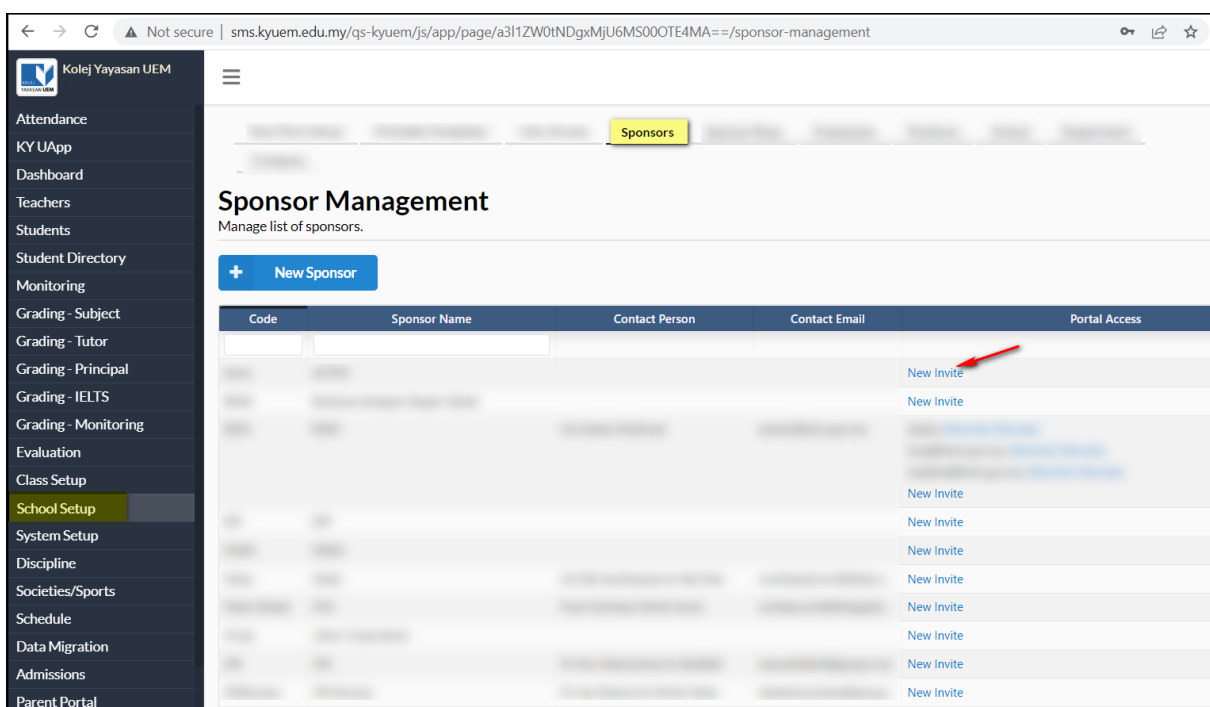


3 Manual Pengguna

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

3.1 Log masuk pentadbir

1. Untuk bermula , Pentadbir Sekolah QIAB perlu mewujudkan akses untuk penaja supaya dapat log masuk ke QIAB.
2. Untuk berbuat demikian, sebaik sahaja log masuk ke QIAB, navigasi ke **Persediaan Sekolah > Penaja**.
3. Pada skrin ini, Pentadbir Sekolah boleh mengurus penaja. Setelah butiran Penaja ditambah , Pentadbir Sekolah boleh mula menjemput pengguna untuk mengakses Portal Penaja.
4. Klik pada butang Jemputan Baharu seperti di bawah:



5. Kotak dialog baharu akan muncul. Pentadbir Sekolah perlu mengisi butiran yang diperlukan seperti nama pengguna dan alamat e-mel. Untuk ruangan 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".

Sponsor Portal Invite
✕

Login Details

Username *

Login Id that will be used to login to the portal

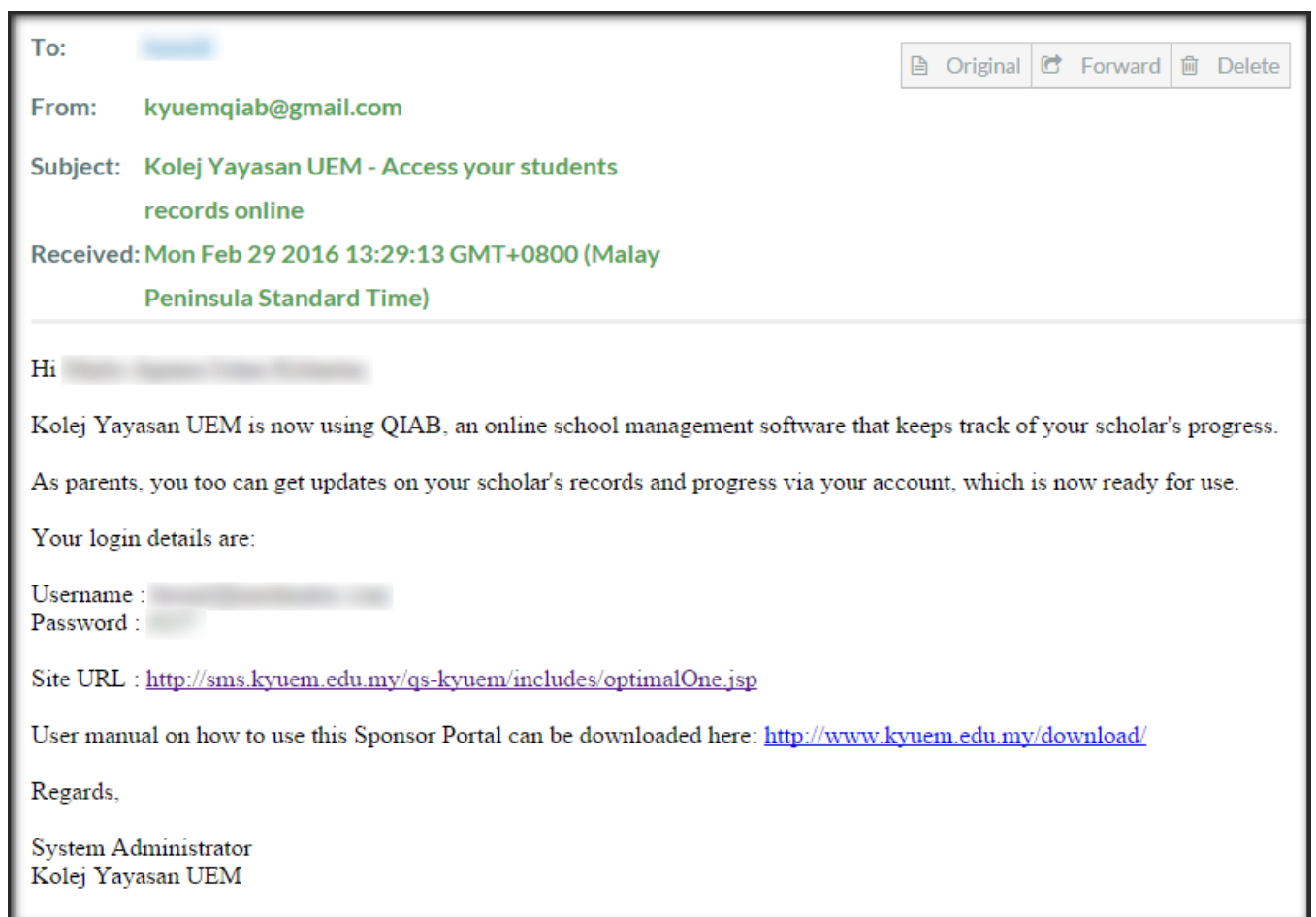
Email Address *

Send invitation email

Cancel
Invite

3.2 Pemberitahuan E-mel untuk Mengakses Rekod Pelajar Dalam Talian

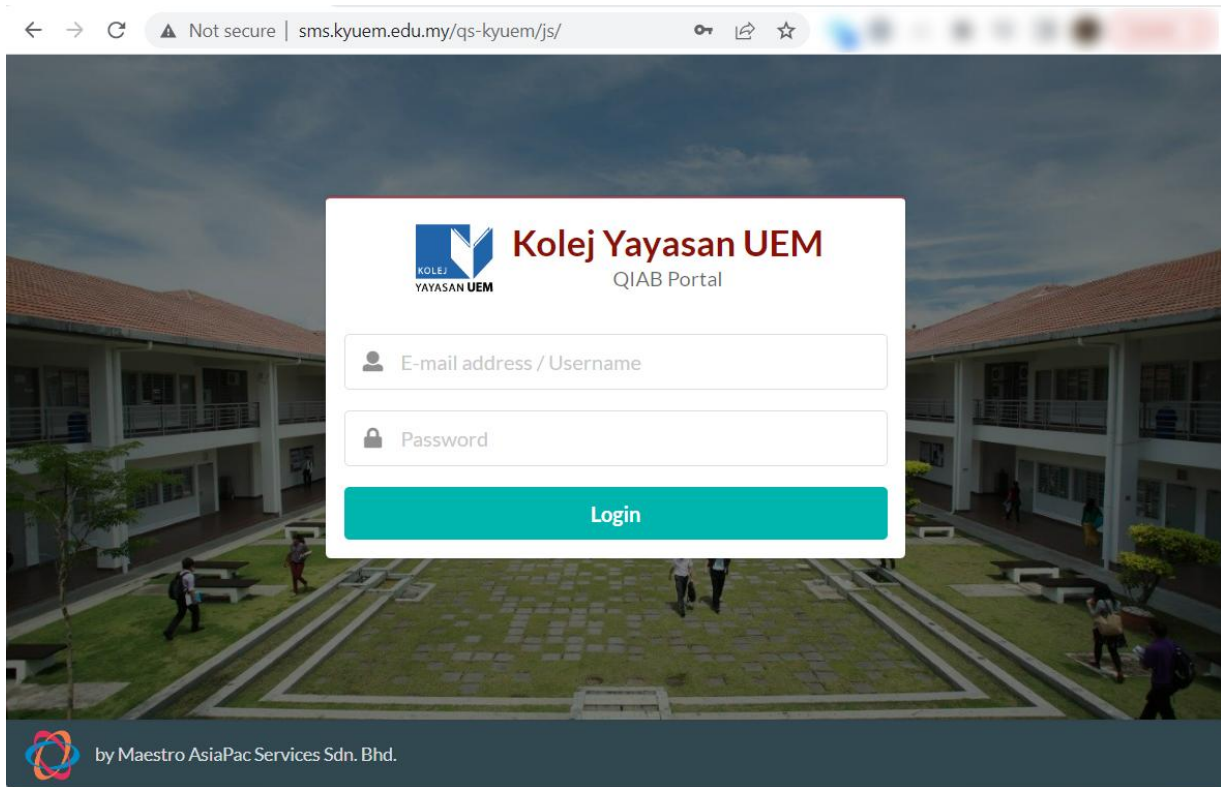
1. Sebaik sahaja jemputan dihantar oleh Pentadbir Sekolah KYUEM untuk Portal Penaja QIAB, Penaja akan menerima pemberitahuan dalam peti masuk e-mel mereka. Contoh pemberitahuan yang akan mereka terima adalah seperti di bawah:



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

3.3 Log masuk ke Portal Penaja dalam QIAB

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



3.3.1 Halaman Selamat Datang

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

Student Id	Full Name	Age	Gender	House	Tutor	Subjects	Status
1904021	Wan Muhammad Fauzan Bin Wan Mohd...	19	Male	SAP	HM	Blk-6 Further Pure Statistics FPS / Blk-2 History HIS / Blk-5 Economics 2 ECON	Registered
1904021	Sufian Nizam Sufi Bin Sufian Nizam	19	Male	SAP	IB	Blk-6 Further Pure Statistics FPS / Blk-4 Economics ECON / Blk-5 Geography GEO / Blk-2 F...	Registered
1904021	Suzi Chikriyani A.S. Bin Suzi	18	Male	TOP	JE	Blk-6 Further Pure Statistics FPS / Blk-3 Physics 1 PHY / Blk-2 Further Pure Mechanics 3 FPM	Registered
1904021	Shi Huijie Aiqing Bin Shi Huijie Aiqing	19	Female	SAP	AA	Blk-6 Further Pure Statistics FPS / Blk-4 Economics ECON / Blk-3 Physics 1 PHY / Blk-2 Furt...	Registered
1904021	Shawana Binti Shafiqul Nazki	19	Female	SAP	AM	Blk-6 Further Pure Statistics FPS / Blk-5 Economics 2 ECON / Blk-3 Physics 1 PHY / Blk-2 Furt...	Registered
1904021	Sufian Ahmad Bin Sufian Ahmad	19	Male	TOP	RC	Blk-2 History HIS / Blk-4 Economics ECON / Blk-6 Geography GEO / Blk-1 Mathematics 2 ...	Registered
1904021	Nur Hafiza Saadiah Binti Hafiza Saadiah	19	Female	SAP	IB	Blk-6 Further Pure Statistics FPS / Blk-1 Chemistry 2 CHEM / Blk-4 Economics ECON / Blk-2...	Registered
1904021	Nur Hafizah Binti Hafizah Hafiz	18	Female	TOP	SZ	Blk-6 Further Pure Statistics FPS / Blk-4 Economics ECON / Blk-3 Physics 1 PHY / Blk-2 Furt...	Registered
1904021	Ng Meng He	19	Male	TOP	JE	Blk-6 Further Pure Statistics FPS / Blk-4 Economics ECON / Blk-3 Physics 1 PHY / Blk-2 Furt...	Registered
1904021	Muhammad Ridwan Bin Ridwan	19	Male	SAP	AM	Blk-6 Further Pure Statistics FPS / Blk-5 Economics 2 ECON / Blk-3 Physics 1 PHY / Blk-2 Fu...	Registered

1. Dari halaman ini, Penaja boleh mengklik pada setiap nama Pelajar untuk melihat butiran lanjut seperti:

- Butiran
- Maklumat Perhubungan
- Syarat Kemasukan
- Jadual
- Maklumat Ibu Bapa
- Disiplin
- Kehadiran
- Society/Sports
- Medical
- Reports
- Performance
- GPA
- Awards

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

- Contoh di bawah menunjukkan butiran *terperinci* pelajar.

The screenshot shows a web application interface for a student profile. The page is titled 'Home / Welcome! / Student: [Name]' and features a navigation bar with tabs: Particular, Contact Info, Entry Requirements, Schedule, Parent Info, Discipline, Attendance, Society/Sports, Medical, Reports, Performance, GPA, and Awards. The 'Particular' tab is active and highlighted in yellow. The main content area is divided into sections: Basic Details, Scholarship Details, Class Details, and Address. The Basic Details section includes fields for Student Id, Full Name, Birthday, Age, Gender, Nationality, Race, Religion, and Previous School. The Scholarship Details section includes a checkbox for 'Student is a scholarship/financial aid recipient?' and a dropdown for 'Scholarship Reqs'. The Class Details section includes fields for Class, Tutor, Boarding House, Housemasters, Enrolment Date, Academic Stream, and Student's Course. The Address section includes fields for Residential Address, Postcode, City, State, Country, Phone, Mobile Phone, Fax, and Email Address.

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

Summary

Semester	Jul - Dec 2022	Subject	Further Pure Statistics
Total Days	22	Days Present	22 (100%)
Days Late	0	Days Late (Excuse)	0
Days Absent	0	Days Absent (Excuse)	0

Calendar

AUGUST 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	2	3

Legend

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

- Di bawah tab **Laporan**, Penaja boleh melihat laporan peperiksaan pelajar dalam setiap penjejakan atau semester.

View PDF	Report Date	Semester	Report Session
View	18/08/2021	2021/2022 Jul - Dec 2021	Tracking of Student Performance Aug-Nov 2021
View	25/10/2021	2021/2022 Jul - Dec 2021	End of Semester Report Nov 2021 (All Students)
View	22/11/2021	2021/2022 Jul - Dec 2021	Semester Examination Nov 2021 for All Intakes
View	24/01/2022	2021/2022 Jan - Jun 2022	Tracking of Student Performance Jan-Apr 2022
View	13/04/2022	2021/2022 Jan - Jun 2022	End of Semester Report June 2022 (July 2021 Intake)
	14/06/2022	2021/2022 Jan - Jun 2022	CAIE June 2022

Page 1 of 1

- Klik pada *Paparan PDF* untuk memuat turun laporan dalam format PDF
- Secara alternatif, pengguna boleh mengklik pada nama sesi laporan yang dipilih untuk melihat laporan dalam format jadual.



Chemistry (UA)

Academic Progress

AS/A2 Level	AS
Marks (Percentage)	82
Grade	a^
Effort Grade	1

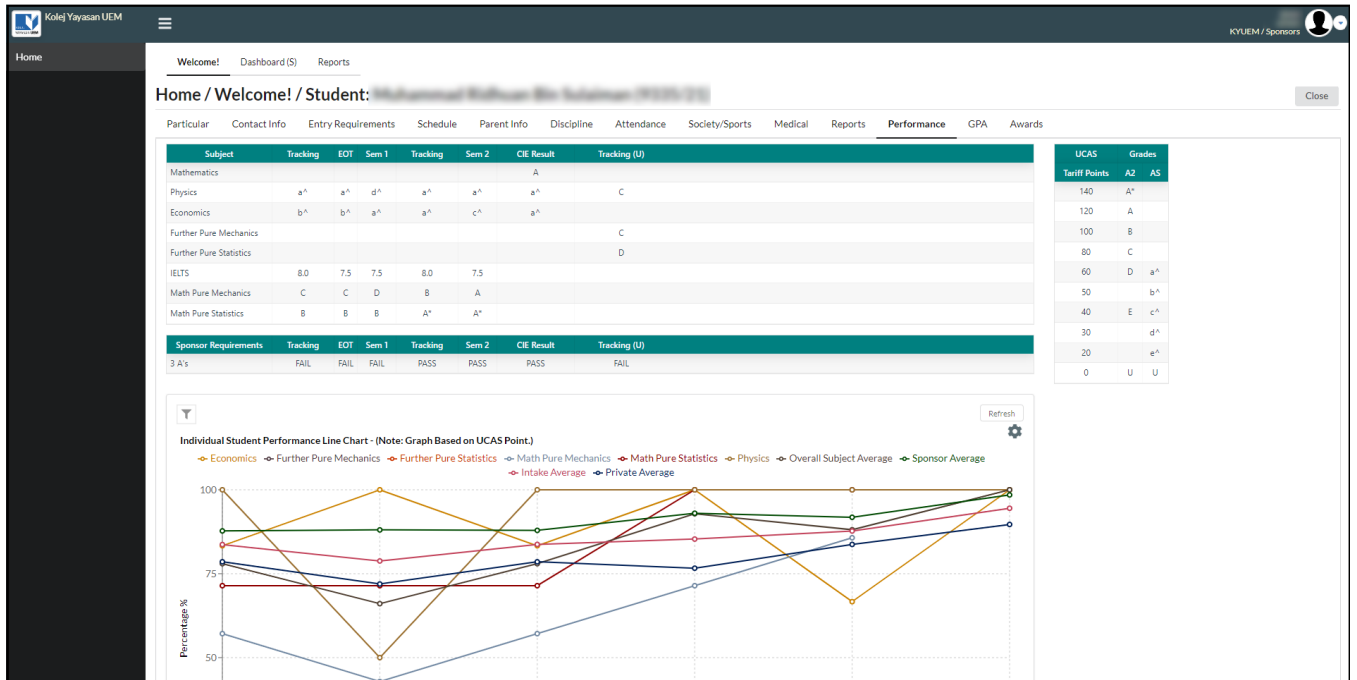


Economics (RR)

Academic Progress

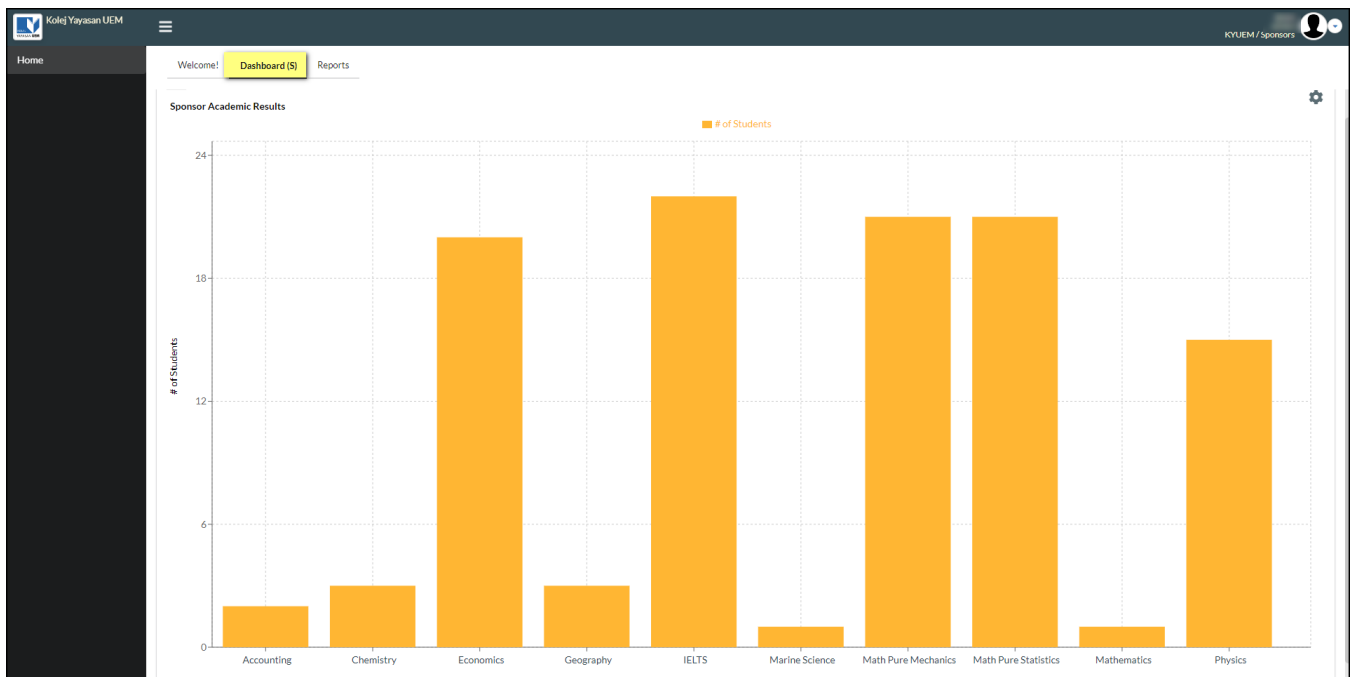
AS/A2 Level	AS
Marks (Percentage)	75
Grade	a^
Effort Grade	1

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

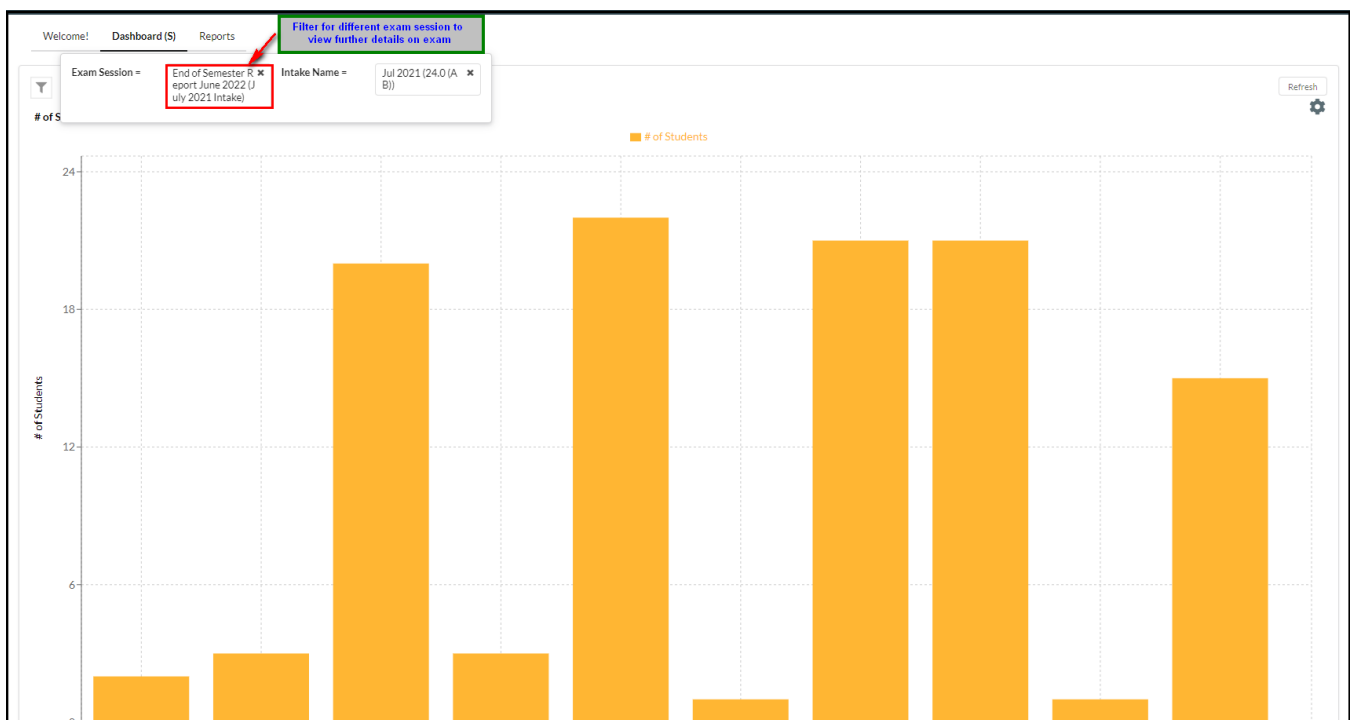


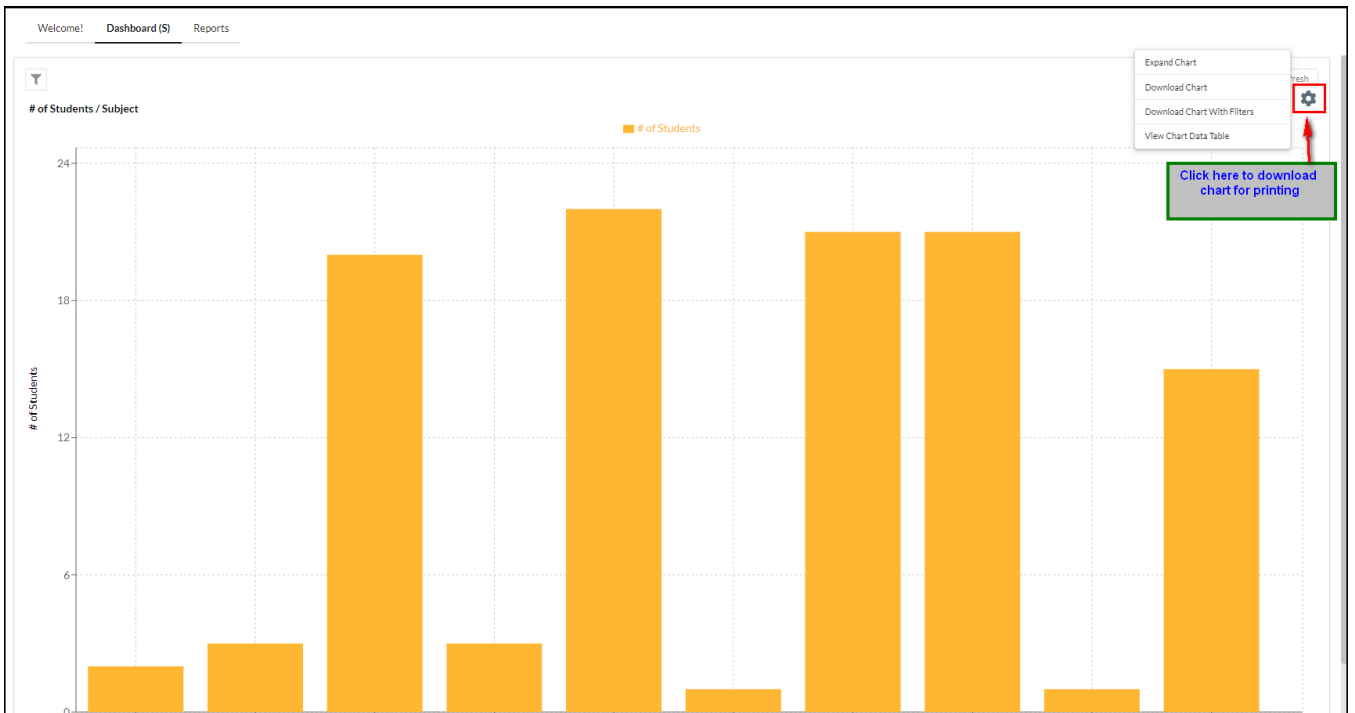
3.3.2 Halaman papan pemuka

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, zum masuk untuk maklumat lanjut tentang setiap subjek dan muat turun carta untuk dicetak. Rujuk imej di bawah tentang cara melakukan tindakan ini.





3.3.3 Halaman laporan

1. Dalam Portal Penaja ini, pengguna juga boleh melihat laporan akademik & kehadiran pelajar .
2. Untuk melihat laporan, navigasi ke halaman **Laporan** . Terdapat 3 laporan yang tersedia untuk Penaja.

Kod Laporan	Nama Laporan
SPR01	Prestasi Akademik Pelajar untuk Penaja
SPR02	KPI Akademik Pelajar
SPR03	Ringkasan Ketidakhadiran/Kelewatan Pelajar untuk Penaja

3. Klik mana-mana laporan di bawah untuk melihat lebih lanjut.

The screenshot displays the 'Report Viewer Management' page. At the top, there is a navigation bar with 'Welcome!', 'Dashboard (S)', and a highlighted 'Reports' tab. Below the navigation bar, the page title 'Report Viewer Management' is shown, followed by the subtitle 'View business reports.' and a 'View Help File' button. The main content area features a table with the following columns: Report Name, Description, Code, Type, and Printer. Three reports are listed in the table, each with an 'Edit Printer' button. A yellow tooltip is visible over the first two report names. At the bottom of the page, there is a footer with a dropdown menu set to '10', a refresh icon, and a page indicator 'Page 1 of 1'.

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

3.3.3.1 Laporan SPR01: Prestasi Akademik Pelajar untuk Penaja

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

The screenshot shows a 'View Report' window with a table of report options. Each row contains a report name and a 'Run' button.

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

1. Ringkasan Pengambilan

Laporan ini akan menunjukkan ringkasan atau purata peratusan dan kumpulan akademik pelajar bagi setiap subjek dalam setiap peperiksaan .

The screenshot shows the 'Report Name: Intake Summary' interface. It includes a 'Report Description' section with filters for Student Id, Student Name, Intake Name, Report Session, and Exclude Subjects. Below the filters are 'Query Report' and 'Export to Excel' buttons. A table displays the data for 'End of Semester Report Oct 2015'.

Subject Name	End of Semester Report Oct 2015	
	Percentage	Academic Band
Accounting	53.57	D
Biology	50.00	D-
Chemistry	57.14	D+
Economics	76.19	B
Further Maths Applied	61.90	C-
Further Maths Pure	61.90	C-
History	71.43	B-
Mathematics	69.39	C+
Physics	80.95	A-
Grand Total	65.55	C

This report was generated in 649 milliseconds.

2. Pengagihan Gred Keseluruhan

Dalam laporan ini, Scholar boleh melihat ringkasan taburan gred pelajar mengikut subjek, 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 bagi setiap subjek (dalam peratusan dan jalur akademik) bagi 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, para pelajar boleh melihat ringkasan gred pelajar mereka dalam peperiksaan seperti di bawah:

Report Name: Student Grades

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	Jan - Jun 2015					Total: Jan - Jun 2015
	Chemistry	Further Maths Applied	Further Maths Pure	Mathematics	Physics	
Mohammad Nurhan Bin Abdullah	c^			b^	c^	b^c^c^
Mohammad Nurhan Bin Mohammad Nurhan		B	A*		b^	A*Bb^
Ali Nurhan Bin Nurhan	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 yang terperinci untuk semua sesi pengambilan dan laporan (peperiksaan), termasuk jumlah mata UCAS, berdasarkan UCAS, peratusan 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.

3.3.3.2 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: [Help, Export/Print File](#)
 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.

3.3.3.3 Laporan SPR03: Ringkasan Ketidakhadiran/Kelewatan Pelajar untuk Penaja

Laporan ini akan menunjukkan ringkasan kehadiran pelajar untuk tarikh yang dipilih. Dengan laporan ini, penaja boleh membandingkan atau mengaitkan pencapaian pelajar dengan kehadiran mereka ke kelas.

Report Name: Student Absent/Tardy Summary

[Help: Export to Print File](#)

Report Description:

Report Code: SPR03 (Pivot Table) ----- Report Runtime: 05/02/2016 - 06:54 PM ----- Number of Data Rows: 16

Academic Semester Name =

Set Code LIKE

Attendance Date >=

Attendance Date <

Student ID LIKE

Student Name LIKE

Set Code	Subject Name	Student Number	Student's Name	House	Sponsor	Days Absent	Days Absent With Excuse	Days Tardy
O-CHEM-Blk-1 Chemistry 2	Chemistry			TOP		20/11/2015, 21/11/2015, 23/10/2015, 27/10/2015		
O-FMA-Blk-6 Further Maths Applied 1	Further Maths Applied			TOP		17/11/2015, 27/11/2015	21/11/2015	
O-MATH-Blk-3 Mathematics 1	Mathematics			TOP		25/11/2015		
P-BIO-Blk-2 Biology	Biology			GAR			18/11/2015	
P-BIO-Blk-4 Biology	Biology			TOP			21/11/2015, 26/11/2015, 27/11/2015	
P-BIO-Blk-5 Biology	Biology			SAP				26/11/2015
P-CHEM-Blk-2 Chemistry 2	Chemistry			TOP			21/11/2015, 27/11/2015	
P-CHEM-Blk-5 Chemistry	Chemistry			TOP			21/11/2015	
P-IELTS-Blk-1 IELTS 1	IELTS			TOP			26/11/2015, 27/11/2015	
P-IELTS-Blk-4 IELTS 3	IELTS			SAP			02/10/2015, 05/10/2015, 06/10/2015, 08/10/2015, 09/10/2015, 18/11/2015	
P-ISL-Blk-6 Islamic Studies	Islamic Studies			SAP			04/11/2015	
P-MATH-Blk-3 Mathematics 2	Mathematics			TOP			27/11/2015	
P-MATH-Blk-3 Mathematics 2	Mathematics			SAP			04/11/2015	
P-MSC-Blk-1 Marine Science	Marine Science			TOP			18/11/2015	
P-PHY-Blk-2 Physics	Physics			TOP			21/11/2015	
P-PHY-Blk-5 Physics 2	Physics			TOP			27/11/2015	

This report was generated in 404 milliseconds.