

# **MANUAL PENGGUNAAN UiTM BOOKING SYSTEM (BSU) BAGI TEMPAHAN KEMUDAHAN SUKAN**

**UNIT SUKAN  
UiTM CAWANGAN SELANGOR, KAMPUS PUNCAK ALAM**



# Universiti Teknologi MARA



## Langkah 1

Layari laman sesawang  
<https://bsu.uitm.edu.my/>

dan


pilih "Warga UiTM"

## Login to Your Account

[Use Chrome / Mozilla browser for best view](#)

Staff  Student

Remember me

Login 

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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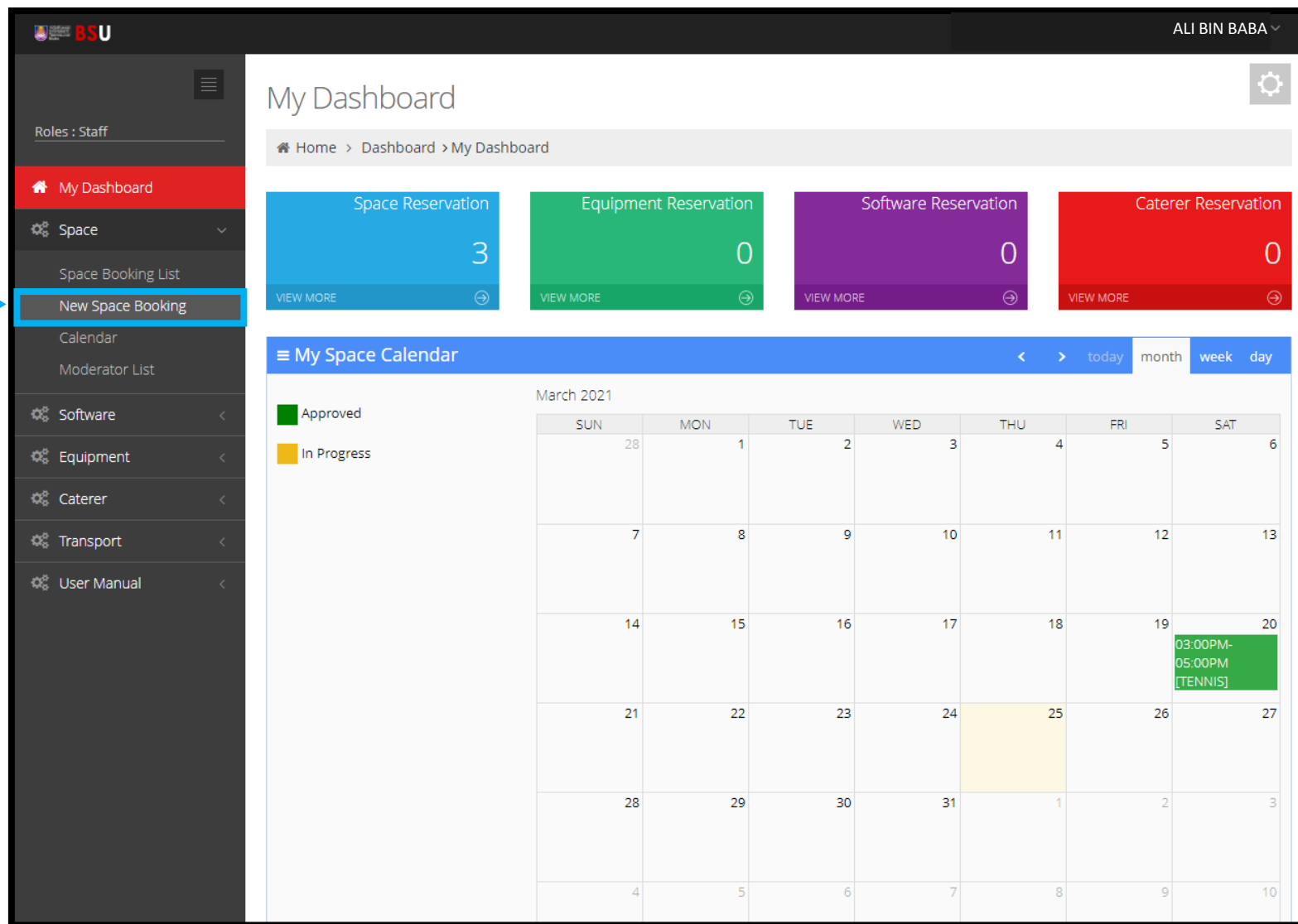
### Langkah 2

Pilih pilihan: i) Staf  
ii) Student

\*Log in menggunakan ID & Password "Staff Portal" @ "Student Portal"

### Langkah 3

Pilih menu pilihan  
"Space → New Space Booking"



Roles : Staff

My Dashboard

Space

Space Booking List

New Space Booking

Calendar

Moderator List

Software

Equipment

Caterer

Transport

User Manual

## My Dashboard

Home > Dashboard > My Dashboard

Space Reservation 3

Equipment Reservation 0

Software Reservation 0

Caterer Reservation 0

### My Space Calendar

March 2021

Approved

In Progress

SUN	MON	TUE	WED	THU	FRI	SAT
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20 03:00PM-05:00PM [TENNIS]
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

BSU ALI BIN BABA

## New Space Booking

Home > Space > New Space Booking

### Add Space

#### PERSONAL DETAILS

STAFF NO	123456
NAME	ALI BIN BABA
POSITION	KERANI
DEPARTMENT/FACULTY	UiTM KAMPUS PUNCAK ALAM
EMAIL	alibaba@uitm.edu.my
TEL (OFFICE) :	

#### RESERVATION DETAILS

RESERVATION TITLE *	<input type="text" value="BOLA SEPAK"/>
REMARK *	<input type="text" value="Riadah"/>

#### Langkah 4

Isi kotak "Reservation Title" & "Remark"

Reservation Title  
Contoh: Bola Sepak

Remark  
Contoh: Riadah

Seterusnya ketik "Add Booking"

BSU ALI BIN BABA

my Dashboard

- Space
- Space Booking List
- New Space Booking
- Calendar
- Moderator List
- Software
- Equipment
- Caterer
- Transport
- User Manual

### Add Space

#### RESERVATION DETAILS

RESERVATION TITLE : BOLA SEPAK

REMARK : Riadah

#### SPACE DETAILS

CAMPUS\*

DEPARTMENT\*

SPACE CATEGORY\*

SPACE NAME\*

SEATING CAPACITY  Person

FILE ATTACHMENT  No file chosen  
\* Supported format pdf only


TOTAL PARTICIPANTS\*  Person

Start Date	Start Time	End Date	End Time	Repeat Same Date & Time For	Action
<input type="text"/>	<input type="text" value="-Please Select-"/>	<input type="text"/>	<input type="text" value="-Please Select-"/>	<input type="text" value="0"/> Week	<input type="button" value="Cancel"/>
<input type="button" value="+ Add New Date"/>					

## Langkah 5

Isi kotak:

- Campus:  
*Puncak Alam @ Puncak Perdana*
- Department:  
*UiTM Kampus Puncak Alam @ UiTM Kampus Puncak Perdana*
- Space Category:  
*Pilih Zon yang berkaitan.*
- Space Name:  
*Pilih kemudahan sukan yang ingin ditempah.*
- File Attachment:  
*Kad Staf @ Kad Pelajar @ Surat dari Jabatan/Fakulti (**dalam format PDF sahaja**).*
- Total Participants:  
*Jumlah orang yang akan menggunakan kemudahan tersebut.*
- Masukkan "Start Date"
- Masukkan "Start Time"
- Masukkan "End Date"
- Masukkan "End Time"
- Seterusnya ketik "Save"


ALI BIN BABA ▾

≡ Add Space

Space Booking List  
**New Space Booking**  
 Calendar  
 Moderator List  
 Software <  
 Equipment <  
 Caterer <  
 Transport <  
 User Manual <

### PERSONAL DETAILS

STAFF NO : 123456

NAME : ALI BIN BABA

POSITION : KERANI

DEPARTMENT/FACULTY : UiTM KAMPUS PUNCAK ALAM

EMAIL : alibaba@uitm.edu.my

TEL (OFFICE) :

### RESERVATION DETAILS

RESERVATION TITLE\*

REMARK\*

ADD BOOKING

No	Space Category	Space Name	Attachment	Date Start - Date End	Action
1	ZON E (ALAM BINA)	ZEAB 1.1 - PADANG BOLA SEPAK	<a href="#">Space043118632.pdf</a>	25/03/2021 17:00 - 25/03/2021 18:00	<span style="background-color: #95a5a6; color: white; padding: 2px 5px; border-radius: 3px;">✎ Cancel</span>

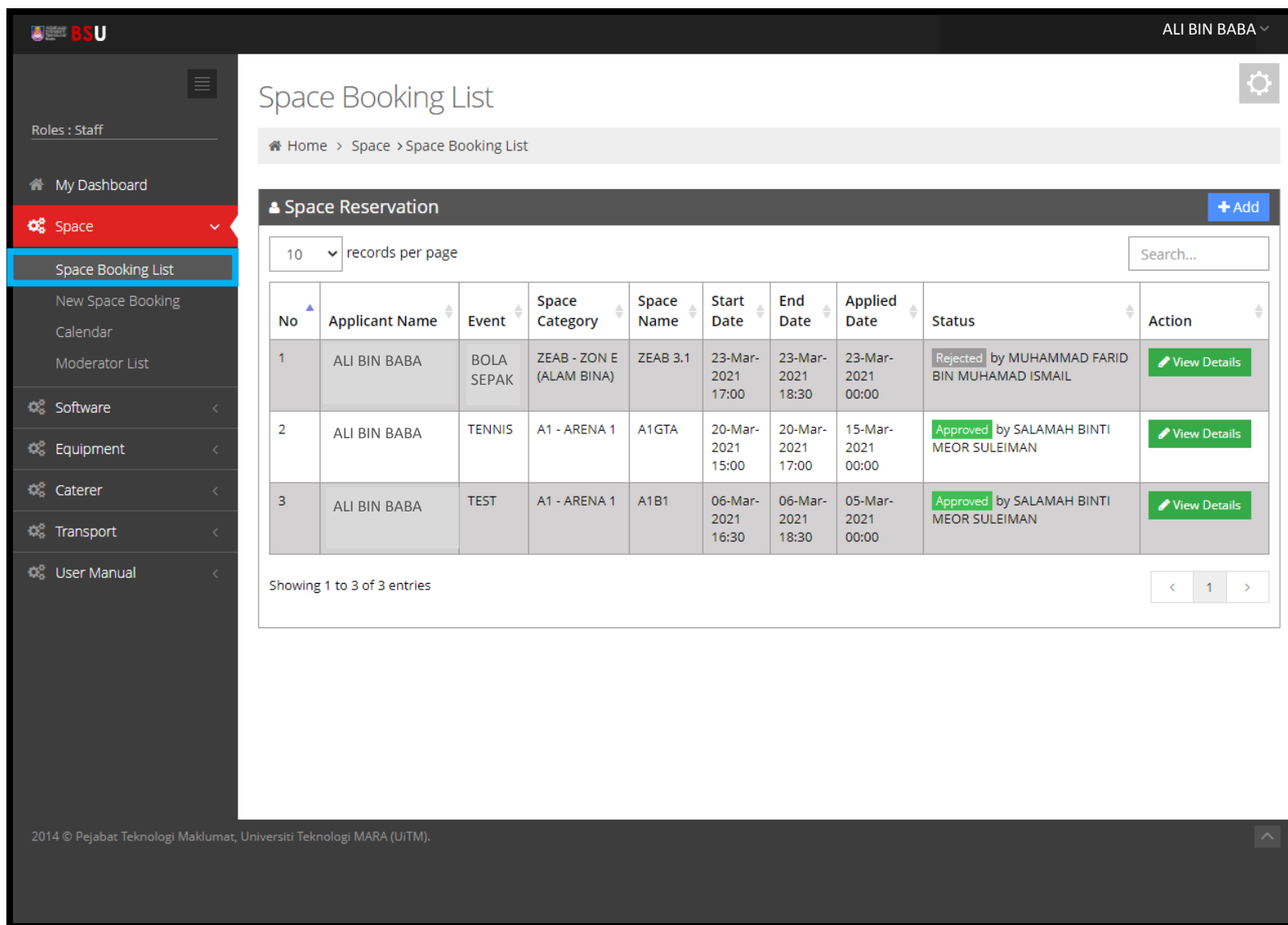
## Langkah 6

Permohonan tempahan kemudahan sukan sudah diterima di dalam sistem.

## Langkah 6

Pilih menu pilihan  
"Space → Space Booking List"

\* Cara untuk melihat tempahan yang dibuat oleh staf @ pelajar tersebut



BSU

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ALI BIN BABA

### Space Booking List

Home > Space > Space Booking List

Space Reservation + Add

10 records per page Search...

No	Applicant Name	Event	Space Category	Space Name	Start Date	End Date	Applied Date	Status	Action
1	ALI BIN BABA	BOLA SEPAK	ZEAB - ZON E (ALAM BINA)	ZEAB 3.1	23-Mar-2021 17:00	23-Mar-2021 18:30	23-Mar-2021 00:00	Rejected by MUHAMMAD FARID BIN MUHAMAD ISMAIL	<a href="#">View Details</a>
2	ALI BIN BABA	TENNIS	A1 - ARENA 1	A1GTA	20-Mar-2021 15:00	20-Mar-2021 17:00	15-Mar-2021 00:00	Approved by SALAMAH BINTI MEOR SULEIMAN	<a href="#">View Details</a>
3	ALI BIN BABA	TEST	A1 - ARENA 1	A1B1	06-Mar-2021 16:30	06-Mar-2021 18:30	05-Mar-2021 00:00	Approved by SALAMAH BINTI MEOR SULEIMAN	<a href="#">View Details</a>

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**SEKIAN TERIMA KASIH**