



Dasar dan Polisi Universiti

MANUAL PENGGUNA E-DASAR UNTUK KAKITANGAN UPSI



Disediakan oleh: Bahagian Governan
Dikemaskini: 20 Jun 2022

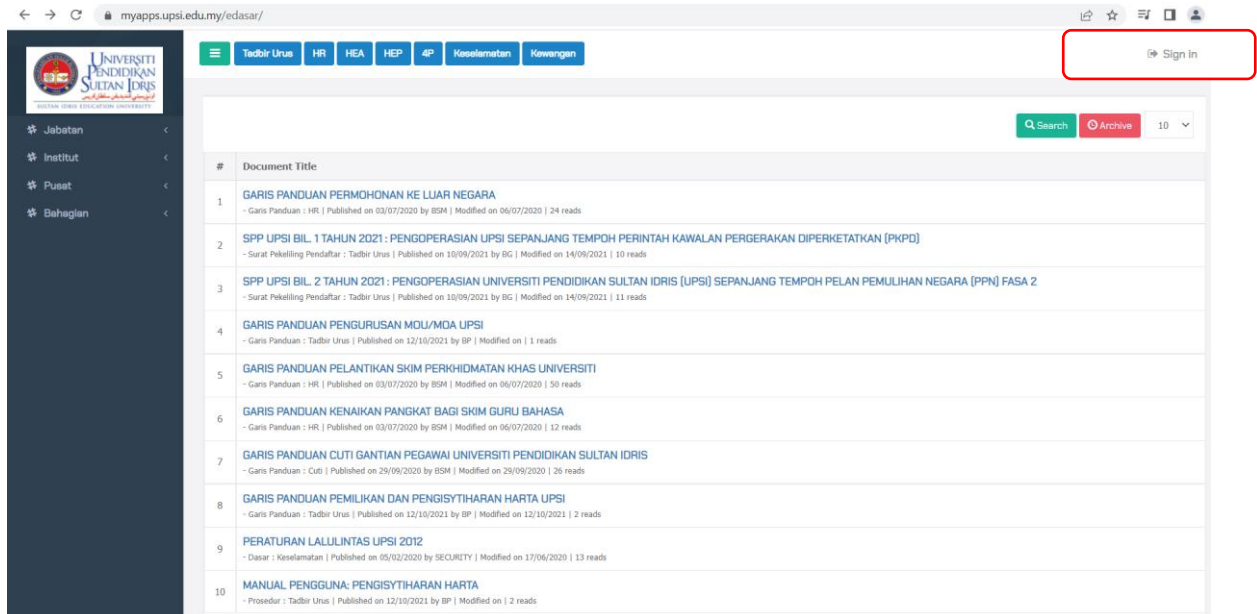
ISI KANDUNGAN

MUKA SURAT

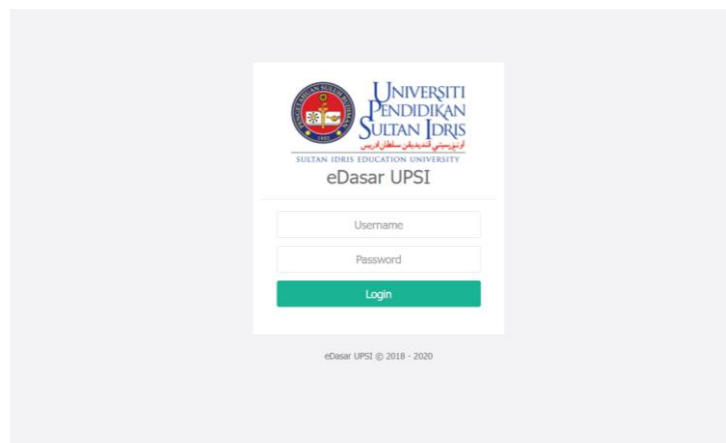
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|-----------------------------|----------|
| 1. LOG IN TO SYSTEM | 1 |
| 2. OPEN DOCUMENT | 2 |
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1. LOG IN TO SYSTEM

- a) Type system URL address, <https://myapps.upsi.edu.my/edasar/> at web browser.
- b) Click **Sign In** button.

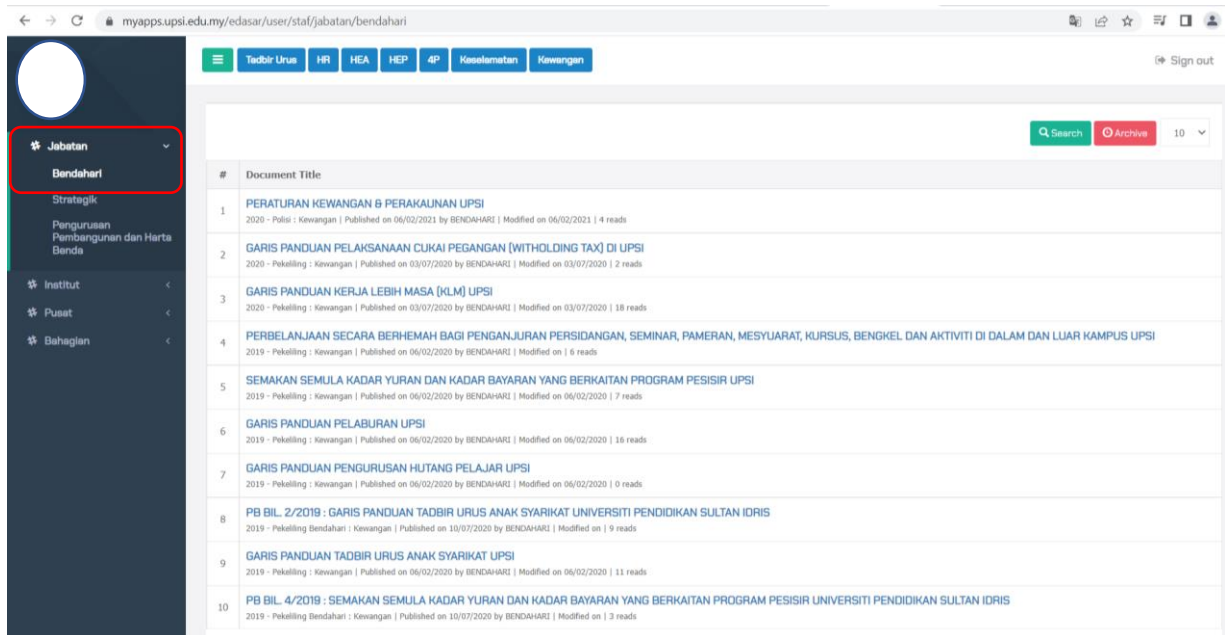


- c) Fill in your username and password for MyUPSI Portal. Click Login button



2. OPEN DOCUMENT

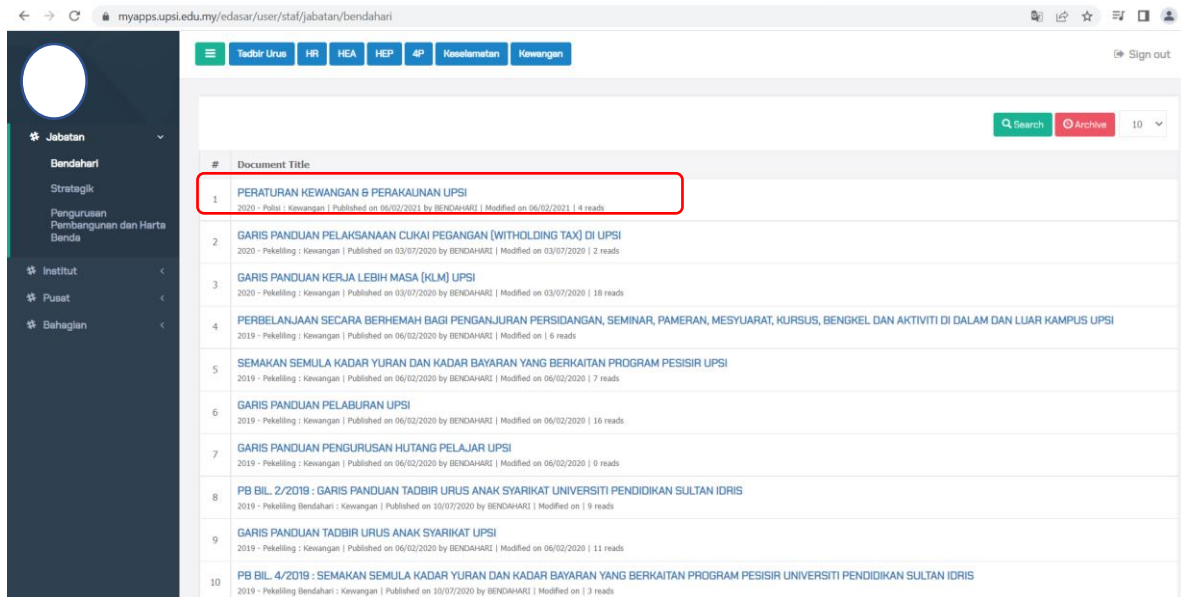
a) Click on the List of Documents menu and select the document **Bendahari**.



The screenshot shows the user interface of the myapps.upsi.edu.my website. The user is logged in as 'Bendahari'. The left sidebar contains a navigation menu with 'Jabatan' selected and highlighted in red. The main content area displays a list of documents under the 'Bendahari' category. The list includes 10 items, with the first item, 'PERATURAN KEWANGAN & PERAKALUAN UPSI', highlighted in red.

#	Document Title
1	PERATURAN KEWANGAN & PERAKALUAN UPSI 2020 - Polis : Kewangan Published on 06/02/2021 by BENDAHARI Modified on 06/02/2021 4 reads
2	GARIS PANDUAN PELAKSANAAN CUKAI PEGANGAN (WITHOLDING TAX) DI UPSI 2020 - Pekeliling : Kewangan Published on 03/07/2020 by BENDAHARI Modified on 03/07/2020 2 reads
3	GARIS PANDUAN KERJA LEBIH MASA (KLM) UPSI 2020 - Pekeliling : Kewangan Published on 03/07/2020 by BENDAHARI Modified on 03/07/2020 18 reads
4	PERBELANJAAN SECARA BERHEMAM BAGI PENGANJURAN PERSIDANGAN, SEMINAR, PAMERAN, MESYUARAT, KURSUS, BENGKEL DAN AKTIVITI DI DALAM DAN LUAR KAMPUS UPSI 2019 - Pekeliling : Kewangan Published on 06/02/2020 by BENDAHARI Modified on 06/02/2020 5 reads
5	SEMAKAN SEMULA KADAR YURAN DAN KADAR BAYARAN YANG BERKAITAN PROGRAM PESISIR UPSI 2019 - Pekeliling : Kewangan Published on 06/02/2020 by BENDAHARI Modified on 06/02/2020 7 reads
6	GARIS PANDUAN PELABURAN UPSI 2019 - Pekeliling : Kewangan Published on 06/02/2020 by BENDAHARI Modified on 06/02/2020 16 reads
7	GARIS PANDUAN PENGURUSAN HUTANG PELAJAR UPSI 2019 - Pekeliling : Kewangan Published on 06/02/2020 by BENDAHARI Modified on 06/02/2020 0 reads
8	PB BIL. 2/2019 : GARIS PANDUAN TADBIR URUS ANAK SYARIKAT UNIVERSITI PENDIDIKAN SULTAN IDRIS 2019 - Pekeliling Bendahari : Kewangan Published on 10/07/2020 by BENDAHARI Modified on 10/07/2020 9 reads
9	GARIS PANDUAN TADBIR URUS ANAK SYARIKAT UPSI 2019 - Pekeliling : Kewangan Published on 06/02/2020 by BENDAHARI Modified on 06/02/2020 11 reads
10	PB BIL. 4/2019 : SEMAKAN SEMULA KADAR YURAN DAN KADAR BAYARAN YANG BERKAITAN PROGRAM PESISIR UNIVERSITI PENDIDIKAN SULTAN IDRIS 2019 - Pekeliling Bendahari : Kewangan Published on 10/07/2020 by BENDAHARI Modified on 10/07/2020 3 reads

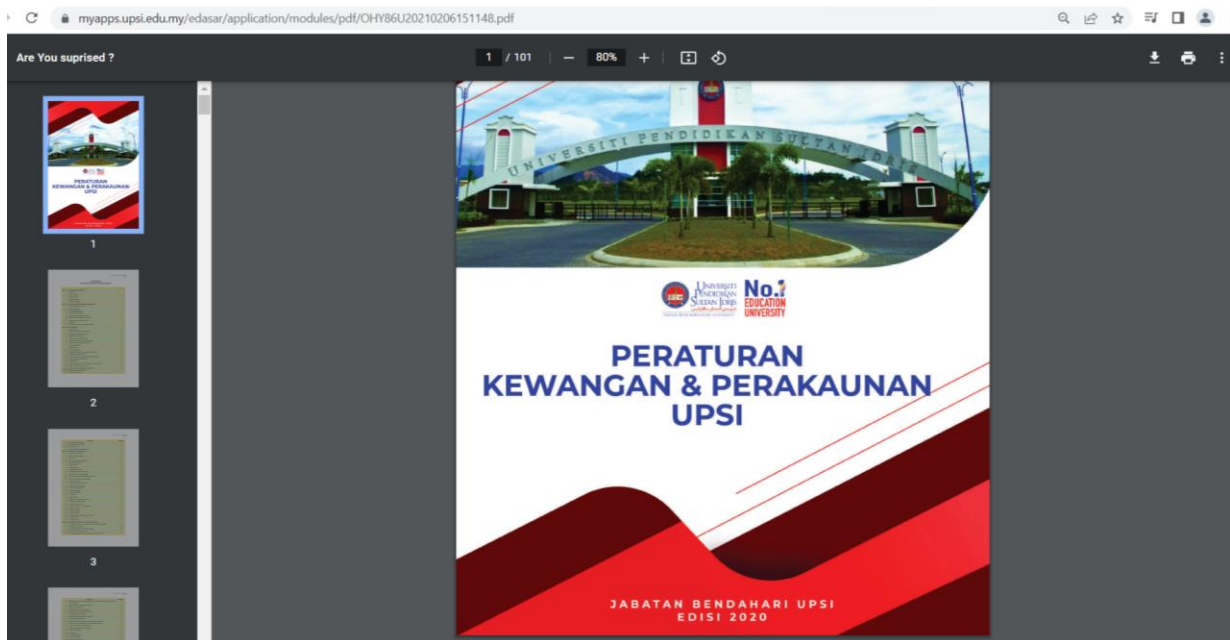
b) Click the button to view document **Peraturan Kewangan & Perwakilan UPSI**



The screenshot shows the same user interface as above, but with the first document, 'PERATURAN KEWANGAN & PERAKALUAN UPSI', selected and highlighted in red. The document details are visible, including the title, category, publication date, and number of reads.

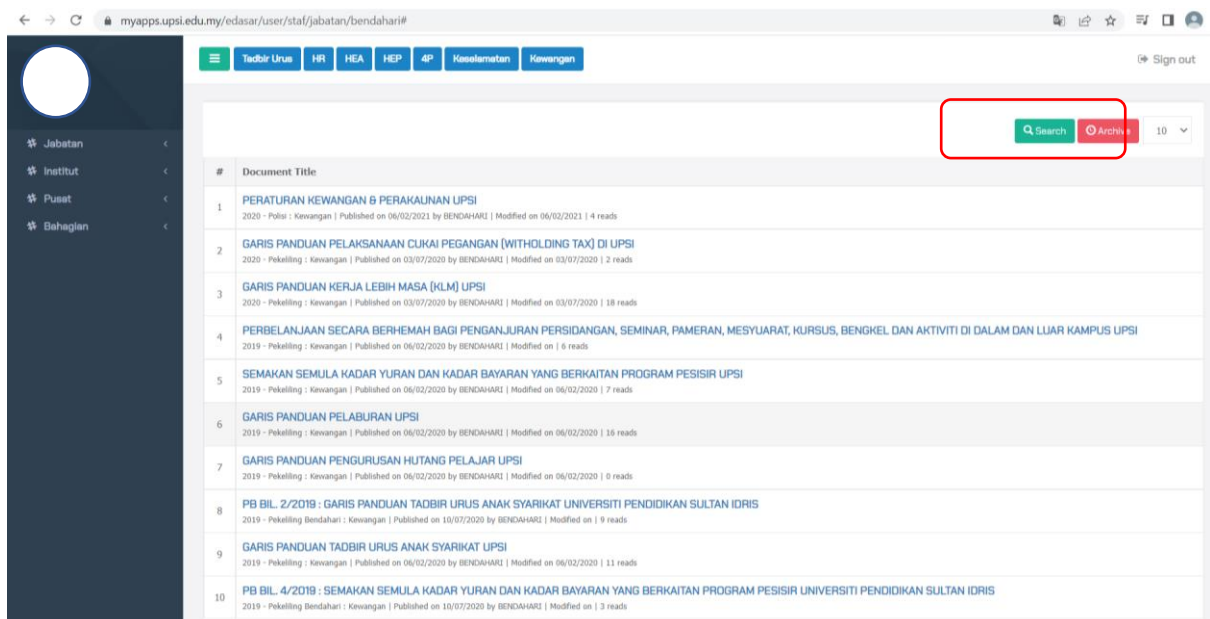
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1	PERATURAN KEWANGAN & PERAKALUAN UPSI 2020 - Polis : Kewangan Published on 06/02/2021 by BENDAHARI Modified on 06/02/2021 4 reads
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4	PERBELANJAAN SECARA BERHEMAM BAGI PENGANJURAN PERSIDANGAN, SEMINAR, PAMERAN, MESYUARAT, KURSUS, BENGKEL DAN AKTIVITI DI DALAM DAN LUAR KAMPUS UPSI 2019 - Pekeliling : Kewangan Published on 06/02/2020 by BENDAHARI Modified on 06/02/2020 5 reads
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c) Document open.



3. SEARCH BY KEYWORD

a) to search document file, click the search button.



b) fill the word at **keyword** or **title** for view the document.

edu.my/edasar/user/staf/jabatan/bendahari#

Tadbir Urus HR HEA HEP 4P Keselamatan Kewangan

Keywords: keuangan

Title: [Empty]

Document Type: [Dropdown]

Category: [Dropdown]

Department: [Dropdown]

Kuatkuasa: [Calendar icon]

Search [Search] Archive [Archive]

Cancel [Cancel] Reset [Reset] Search [Search]

#	Document Title
1	PERATURAN KEWANGAN & F... 2020 - Polisi : Kewangan Published on [Date]
2	GARIS PANDUAN PELAKSANA... 2020 - Pekelling : Kewangan Published on [Date]
3	GARIS PANDUAN KERJA LEE... 2020 - Pekelling : Kewangan Published on [Date]
4	PERBELANJAAN SECARA BE... 2019 - Pekelling : Kewangan Published on [Date]
5	SEMAKAN SEMULA KADAR YURAN... 2019 - Pekelling : Kewangan Published on 06/02/2020 by BENDAHARI Modified on 06/02/2020 7 reads
6	GARIS PANDUAN PELABURAN UPSI 2019 - Pekelling : Kewangan Published on 06/02/2020 by BENDAHARI Modified on 06/02/2020 16 reads
7	GARIS PANDUAN PENGURUSAN HUTANG PELAJAR UPSI 2019 - Pekelling : Kewangan Published on 06/02/2020 by BENDAHARI Modified on 06/02/2020 0 reads
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c) Document with search button will be listed as below.

edu.my/edasar/user/staf/dept

Tadbir Urus HR HEA HEP 4P Keselamatan Kewangan Sign out

keuangan [X] Search [Search] Archive [Archive] 10 [Dropdown]

#	Document Title
1	SPP UPSI BIL. 8 TAHUN 2019-BANTUAN KHAS KEWANGAN TAHUN 2019 2019 - Surat Pekelling Pendaftar : Kewangan Published on 02/01/2020 by BG Modified on 02/01/2020 7 reads

Total Record : 1