



# MANUAL PENGGUNA eTakmir ONLINE

## MODUL 1 : PPMJ

### Bahagian Log Masuk

1. Layari portal eTakmir di pautan <http://etakmir.e-maik.my/> klik pada “Log Masuk”

The screenshot shows the main page of the e-Takmir website. At the top, there is a navigation bar with links for Laman Utama, Fungsi, e-Takmir, Arkib, Takmir, and Maklumbalas. A dropdown menu under 'Fungsi' is open, showing options like Kelas Takmir, Senarai Guru, Masjid/Surau, and Permohonan Guru Takmir. Below the navigation, the title 'Sistem Atas Talian e-Takmir' is displayed, along with a brief description of the unit's purpose and history. A blue 'Log Masuk' button is located at the bottom left of the main content area. The JAKIM logo is visible in the bottom right corner.

2. Masukkan No. Kad Pengenalan berserta katalaluan, klik pada “Log Masuk”.

The screenshot shows the login form for the PPMJ module. It features a dark background with a central box containing the JAKIM logo at the top. Below it, the text 'PPMJ' is prominently displayed. A sub-instruction 'LOG MASUK SEBAGAI GURU TAKMIR.' follows. There are two input fields: the first for 'No. Kad Pengenalan' (containing '999999-99-9999') and the second for 'Masukkan Katalaluan'. A checkbox labeled 'Papar Katalaluan' is present. At the bottom right is a blue 'Log Masuk' button. A link 'Terlupa Katalaluan?' is located at the very bottom of the form.

### 3. Pengguna akan dibawa ke Papan Pemuka PPMJ Sistem eTakmir

The screenshot shows the main dashboard of the e-Takmir MAIK PPMJ system. The left sidebar contains a navigation menu with items such as Papan Pemuka, Pegawai PPMJ, Senarai Guru Takmir, Permohonan Guru Takmir, Senarai Tuntutan, Masjid/Surau, Konfigurasi Tuntutan, Muat Turun Dokumen, Subjek, and Iklan Jawatan. The top right corner features a user profile icon.

The main content area is titled "Papan Pemuka" and displays a welcome message: "Selamat Datang AMRI YAHYA (HQ)". It includes four summary boxes:

- GURU TAKMIR: 6
- PERMOHONAN GURU TAKMIR: 3
- BILANGAN MASJID BERDAFTAR: 569
- BILANGAN SURAU/AGENSI BERDAFTAR: 1

Below these boxes are two cards showing financial information:

- Amaun Tuntutan Bagi 7/2021: RM 100.00
- Amaun Sumbangan PATIK Bagi 7/2021: RM 20.00

The page also features two tables:

- Pendaftaran Masjid / Surau Terbaru (New Mosque / Surau Registration):

ASDASDASD	KOTA BHARU	KOTA BHARU - BANDAR	SURAU	<a href="#">View</a>
AL HAMBRA	BACHOK	BACHOK - BANDAR	MUKIM KECIL	<a href="#">View</a>
ALUR BULUH	PASIR MAS	KUBANG GADONG	MUKIM BESAR	<a href="#">View</a>
- Permohonan Guru Takmir Terbaru (New Guru Takmir Application):

MOHD ZAKI BIN NAWAWI	0164489221	PASIR PUTEH	15/07/2021	<a href="#">Dalam permohonan</a>
IBRAHIM BIN ABU BAKAR	0199480630	PASIR MAS	15/07/2021	<a href="#">Dalam permohonan</a>
MUHAMMAD YUSOFF BIN ABDULLAH	0137164265	TANAH MERAH	09/07/2021	<a href="#">Dalam permohonan</a>

At the bottom, a copyright notice reads: © Copyright MAIK 2021 - 25/7/2021 10:42:52 AM.

## Bahagian Katalaluan

1. Sekiranya anda terlupa kata laluan, klik pada “**Terlupa Katalaluan?**”

The screenshot shows the PPMJ login interface. At the top center is the PPMJ logo. Below it, the text "LOG MASUK SEBAGAI GURU TAKMIR." is displayed. There are two input fields: the first is pre-filled with "999999-99-9999" and the second is labeled "Masukkan Katalaluan". Below these fields is a checkbox labeled "Papar Katalaluan". To the right of the fields is a blue "Log Masuk" button. In the bottom left corner of the form area, there is a link "Terlupa Katalaluan?" which is highlighted with a red rectangular box and a red arrow pointing towards it.

2. Pengguna akan di bawa ke laman Terlupa Katalaluan, masukkan No Kad Pengenalan dan katalaluan sementara akan dihantar kepada nombor telefon bimbit pengguna.

The screenshot shows the "e-Takmir MAIK" password reset page. At the top center is the "e-Takmir MAIK" logo. Below it, the text "RESET PASSWORD" is displayed. A light blue callout box contains the instruction "Masukkan nombor kad pengenalan dan arahan akan diantarangkan untuk proses seterusnya.". Below this is a text input field labeled "No Kad Pengenalan" containing "999999-99-9999". Underneath the input field are two buttons: a red "Tetapan Semula" button and a blue "Hantar" button. At the bottom of the page, there is a link "Wujud Katalaluan? Log Masuk Disini" and a copyright notice "Copyright ©2021 All rights reserved | MAIK".

3. Bagi pengguna yang berjaya log masuk, Papan Pemuka akan dipaparkan.

The screenshot shows the homepage of the e-Takmir MAIK system. On the left, there is a dark sidebar with a navigation menu. The menu items include:

- MAIN
- Papan Pemuka
- Pegawai PPMJ
- Senarai Guru Takmir
- Permohonan Guru Takmir
- Senarai Tuntutan
- Masjid/Surau
- Konfigurasi Tuntutan
- Muat Turun Dokumen
- Subjek
- Iklan Jawatan

The main content area is titled "- PPMJ -" and "Papan Pemuka". It displays the following statistics:

- GURU TAKMIR: 6
- PERMOHONAN GURU TAKMIR: 3
- BILANGAN MASJID BERDAFTAR: 569
- BILANGAN SURAU/AGENSI BERDAFTAR: 1

Below these statistics, there are two boxes:

- Amaun Tuntutan Bagi 7/2021: RM 100.00
- Amaun Sumbangan PATIK Bagi 7/2021: RM 20.00

There are also two sections with tables:

- Pendaftaran Masjid / Surau Terbaru:

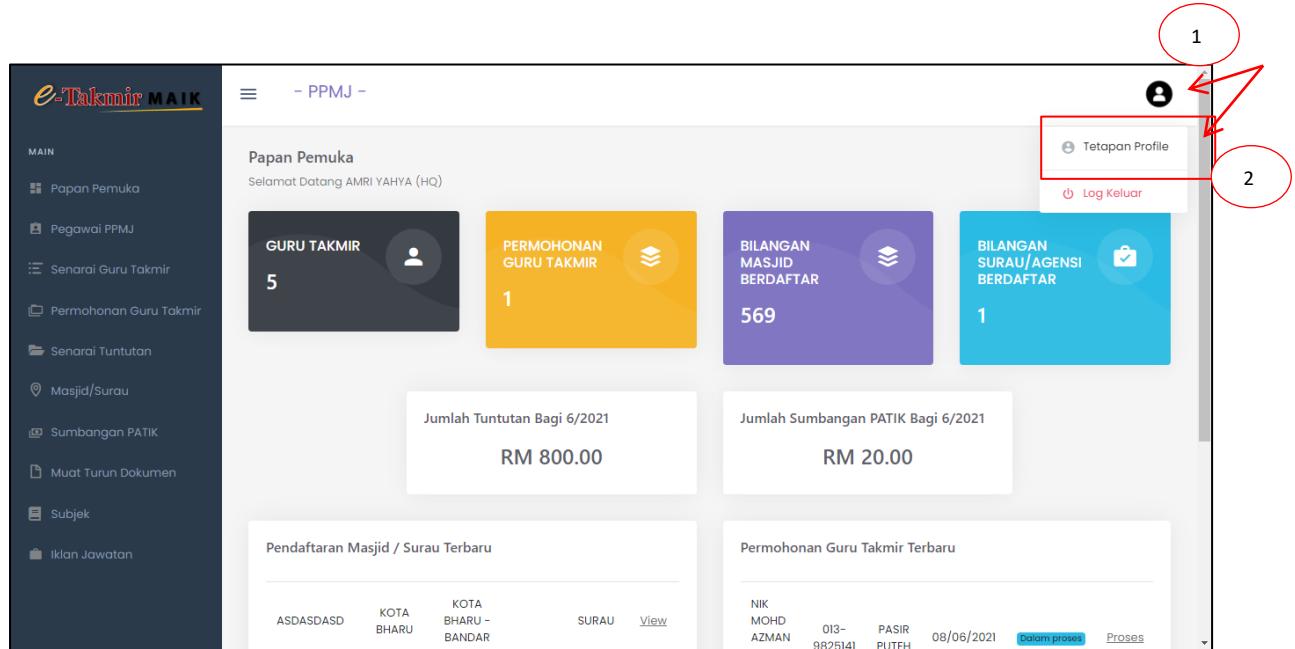
ASDASDASD	KOTA BHARU	KOTA BHARU – BANDAR	SURAU	<a href="#">View</a>
AL HAMBRA	BACHOK	BACHOK – BANDAR	MUKIM KECIL	<a href="#">View</a>
ALUR BULUH	PASIR MAS	KUBANG GADONG	MUKIM BESAR	MASJID <a href="#">View</a>

- Permohonan Guru Takmir Terbaru:

MOHD ZAKI BIN NAWAWI	0164489221	PASIR PUTEH	15/07/2021	<a href="#">Dalam permohonan</a>
IBRAHIM BIN ABU BAKAR	0199480630	PASIR MAS	15/07/2021	<a href="#">Dalam permohonan</a>
MUHAMMAD YUSOFF BIN ABDULLAH	0137164265	TANAH MERAH	09/07/2021	<a href="#">Dalam permohonan</a>

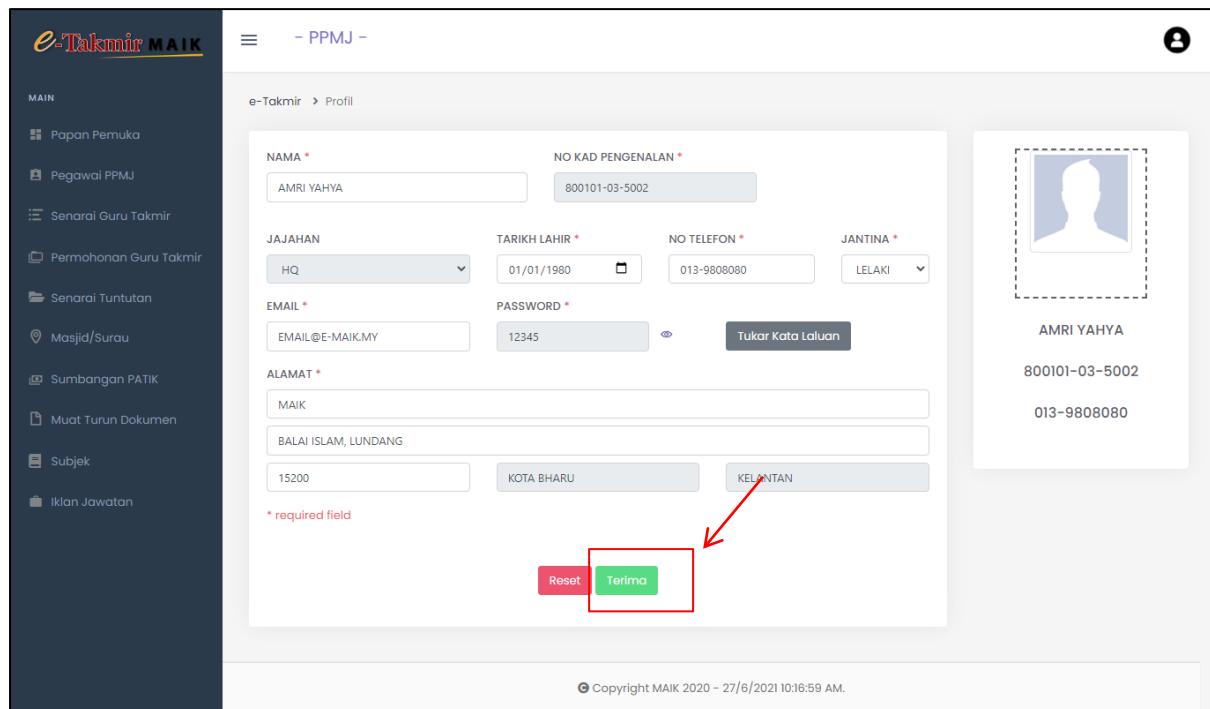
## Bahagian Tetapan Profil

1. Klik pada icon profil (1) untuk melihat pilihan bagi tetapan profil, seterusnya klik pada “Profile” (2) ke laman tetapan profil pengguna.



The screenshot shows the e-Takmir MAIK homepage. On the right side, there is a user profile icon with a red circle labeled '1' around it. Below the profile icon is a dropdown menu with options: 'Tetapan Profile' (highlighted with a red box) and 'Log Keluar'. A red arrow points from the '1' circle to the profile icon. Another red circle labeled '2' is located on the right side of the screen, pointing towards the 'Tetapan Profile' option in the dropdown menu.

2. Profil pengguna di paparkan, jika pengguna ingin mengemaskini maklumat sedia ada masukkan maklumat terbaru dan klik pada “Terima”.



The screenshot shows the 'Profil' (Profile) page. It displays the user's information: NAMA \* (AMRI YAHYA), NO KAD PENGENALAN \* (800101-03-5002), JAJAHAN (HQ), TARikh LAHIR \* (01/01/1980), NO TELEFON \* (013-9808080), JANTINA \* (Lelaki), EMAIL \* (EMAIL@E-MAIK.MY), and ALAMAT \* (MAIK, BALAI ISLAM, LUNDANG, 15200, KOTA BHARU, KELANTAN). On the right side, there is a preview area showing the profile picture, name (AMRI YAHYA), NRIC (800101-03-5002), and phone number (013-9808080). At the bottom of the form, there are two buttons: 'Reset' (red box) and 'Terima' (green box). A red arrow points from the '2' circle in the previous screenshot to the 'Terima' button on this page.

## Bahagian Tukar katalaluan

- Pada paparan Tetapan Profil, klik pada butang “**Tukar Kata Laluan**” untuk menukar katalaluan pengguna yang sedia ada.

The screenshot shows the 'e-Takmir MAIK' application interface. On the left is a dark sidebar with various menu items like 'Papan Pemuka', 'Pegawai PPMJ', etc. The main area is titled '- PPMJ -' and shows a 'Profil' section. It contains fields for 'NAMA \*' (AMRI YAHYA), 'NO KAD PENGENALAN \*' (800101-03-5002), 'JAJAHAN' (HQ), 'TARIKH LAHIR \*' (01/01/1980), 'NO TELEFON \*' (013-9808080), 'JANTINA \*' (LELAKI), 'EMAIL \*' (EMAIL@E-MAIK.MY), 'PASSWORD \*' (12345), and 'ALAMAT \*' (MAIK, BALAI ISLAM, LUNDANG, 15200, KOTA BHARU, KELANTAN). A red box highlights the 'Tukar Kata Laluan' button. To the right is a sidebar with user details: AMRI YAHYA, 800101-03-5002, and 013-9808080. At the bottom is a copyright notice: Copyright MAIK 2020 – 27/6/2021 10:16:59 AM.

- Masukkan katalaluan baharu dan klik butang “**Hantar**”.

This screenshot shows the same profile edit page as the previous one, but with a different focus. A red box highlights the 'Hantar' button, which is located next to the 'Batal' button. The rest of the page and sidebar are identical to the first screenshot.

## Bahagian Pengurusan PPMJ

- Klik pada “Pegawai PPMJ” untuk ke paparan utama PPMJ.

The screenshot shows the e-Takmir MAIK main dashboard. On the left sidebar, under the 'MAIN' section, the 'Pegawai PPMJ' option is highlighted with a red box and an arrow pointing to it. The main content area displays various statistics and links related to PPMJ management.

**Papan Pemuka**  
Selamat Datang AMRI YAHYA (HQ)

**GURU TAKMIR** 6      **PERMOHONAN GURU TAKMIR** 3      **BILANGAN MASJID BERDAFTAR** 569      **BILANGAN SURAU/AGENSI BERDAFTAR** 1

Amaun Tuntutan Bagi 7/2021 RM 100.00      Amaun Sumbangan PATIK Bagi 7/2021 RM 20.00

**Pendaftaran Masjid / Surau Terbaru**

ASDASDASD	KOTA BHARU	KOTA BHARU – BANDAR	SURAU	View
AL HAMBRA	BACHOK	BACHOK – BANDAR	MUKIM KECIL	SURAU <a href="#">View</a>
ALUR BULUH	PASIR MAS	KUBANG GADONG	MUKIM BESAR	MASJID <a href="#">View</a>

**Permohonan Guru Takmir Terbaru**

MOHD ZAKI BIN NAWAWI	0164489221	PASIR PUTEH	15/07/2021	Dalam permohonan
IBRAHIM BIN ABU BAKAR	0199480630	PASIR MAS	15/07/2021	Dalam permohonan
MUHAMMAD YUSOFF BIN ABDULLAH	0137164265	TANAH MERAH	09/07/2021	Dalam permohonan

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- Senarai PPMJ yang berdaftar akan dipaparkan dalam bentuk senarai. Pendaftaran PPMJ baharu boleh dibuat dengan klik pada butang “PPMJ Baharu”.

The screenshot shows the e-Takmir MAIK dashboard under the 'PPMJ' section. The 'PPMJ Baharu' button is highlighted with a red box and an arrow pointing to it. The main content area displays a list of registered PPMJ entries.

e-Takmir > PPMJ

**SENARAI PPMJ BERDAFTAR**

Name	Email	No Telefon	Jajahan	Tarikh Lantikan	Kemaskini
PEGAWAI JELI	ppmj_jeli@e-maik.my	013-3027710	02 – JELI	16/04/2021	Kemaskini
ZAMRI ARSYAD	zamri@e-maik.my	017-8905675	03 – KOTA BHARU	03/03/2021	Kemaskini
ARIEF SYAH	arief@e-maik.my	019-9000000	10 – GUA MUSANG	04/03/2021	Kemaskini

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3. Borang pendaftaran PPMJ baharu dipaparkan, selesai memasukkan maklumat pegawai klik pada butang “**Hantar**” untuk menyimpan maklumat.

The screenshot shows the 'Pendaftaran PPMJ' (PPMJ Registration) page. The form includes fields for NAMA, NO KAD PENGENALAN, JAJAHAN, TARikh LAHIR, NO TELEFON, JANTINA, EMAIL, and PASSWORD. A file upload field for 'Gambar Passport' is also present. At the bottom, there are two buttons: 'Tetapkan Semula' (Reset) and 'Hantar' (Send), with 'Hantar' being highlighted by a red box and arrow.

4. Untuk mengemaskini maklumat pegawai PPMJ yang sedia ada, pengguna perlu klik pada “**Kemaskini**” (rujuk bahagian PPMJ indeks 2).

The screenshot shows the 'Pendaftaran PPMJ' (PPMJ Registration) page. The form includes fields for NAMA, NO KAD PENGENALAN, STATUS, JAJAHAN, TARikh LAHIR, NO TELEFON, JANTINA, EMAIL, and PASSWORD. A profile picture placeholder and its filename '900101-03-5001.jpg' are shown. At the bottom, there are two buttons: 'Tetapkan Semula' (Reset) and 'Kemaskini' (Update), with 'Kemaskini' being highlighted by a red box and arrow.

## Bahagian Pengurusan Guru

- Klik pada “Senarai Guru Takmir” untuk ke paparan utama Guru Takmir.

The screenshot shows the e-Takmir MAIK main dashboard. On the left sidebar, under the 'MAIN' category, the 'Senarai Guru Takmir' option is highlighted with a red arrow. The main content area is titled '- PPMJ -' and displays several statistics: 'GURU TAKMIR' (5), 'PERMOHONAN GURU TAKMIR' (1), 'BILANGAN MASJID BERDAFTAR' (569), and 'BILANGAN SURAU/AGENSI BERDAFTAR' (1). Below these are two boxes showing donations: 'Jumlah Tuntutan Bagi 6/2021' (RM 800.00) and 'Jumlah Sumbangan PATIK Bagi 6/2021' (RM 20.00). A table titled 'Pendaftaran Masjid / Surau Terbaru' lists three entries: ASDASDASD (KOTA BHARU), AL HAMBRA (BACHOK), and ALUR BULUH (PASIR MAS). To the right, a table titled 'Permohonan Guru Takmir Terbaru' shows a single entry for MOHD AZMAN BIN NIK HUSAIN with status 'Dalam proses'. At the bottom, a copyright notice reads 'Copyright MAIK 2020 - 23/6/2021 11:05:15 PM.'

- Senarai Guru Takmir yang berdaftar akan dipaparkan dalam bentuk senarai. Pendaftaran Guru Takmir baharu boleh dibuat dengan klik pada butang “Guru Takmir Baharu”.

The screenshot shows the 'Guru Takmir' list page. The left sidebar is identical to the previous dashboard. The main content area has a header 'e-Takmir > Guru Takmir' and a red arrow pointing to the 'Guru Takmir Baharu' button in the top right corner. Below this, there are two dropdown menus: 'PILIH GURU TAKMIR' and 'PILIH JAJAHAN'. A table lists five existing entries with columns: Name, Jajahan, Tarikh Lantikan, Tempoh Kontrak, Baki Kontrak, and Status. The names listed are ABDUL MUIZ BIN ABDUL RAHIM, MOHAMAD SYAFIQ BIN SHAMSUDDIN, MUHAMMAD HANIF BIN ISMAIL, MUHAMMAD MUSTAKIM BIN KHAZALI, and MOHD NIZAM BIN MOHD YASIN. The 'Status' column for all entries shows 'Kemasuki'. At the bottom, a copyright notice reads 'Copyright MAIK 2020 - 27/6/2021 11:19:54 AM.'

3. Senarai pendaftaran guru takmir baharu hanya boleh dibuat kepada permohonan yang berstatus “Proses”. Kemaskini status permohonan guru takmir boleh dibuat dengan klik pada “**Proses**”.

Name	No Kad Pengenalan	Telefon Bimbit	Jajahan	Tarikh Permohonan	Status
NIK MOHD AZMAN BIN NIK HUSAIN	810308-03-5141	013-9825141	07 - PASIR PUTEH	08/06/2021	Proses

4. Klik pada “Status” untuk mengemaskini status guru takmir.

5. Untuk mengemaskini maklumat guru takmir yang sedia ada, pengguna perlu klik pada “**Kemaskini**” (rujuk bahagian pengurusan guru indeks 2). Paparan kemaskini maklumat PPMJ dipaparkan.

The screenshot shows the 'e-Takmir MAIK' interface. On the left is a sidebar with 'MAIN' navigation items: Papan Pemuka, Pegawai PPMJ, Senarai Guru Takmir, Permohonan Guru Takmir, Senarai Tuntutan, Masjid/Surau, Sumbangan PATIK, Muat Turun Dokumen, Subjek, and Iklan Jawatan. The main content area is titled '- PPMJ -' and 'Pendaftaran Guru Takmir'. It shows a teacher record for 'ABDUL MUIZ BIN ABDUL RAHIM' with NRIC '940528-03-5923'. The form includes fields for BANK NAME ('AMBANK BERHAD'), BANK ACCOUNT ('121212121'), GENDER ('LELAKI'), JAJAHAN ('TANAH MERAH'), TARikh LAHIR ('28/05/1994'), NO TELEFON ('0145349856'), EMAIL ('asdasd@asd.asdas'), and ALAMAT ('KAMPUNG BARU BECHAH LAUT, 17500 TANAH MERAH KELANTAN'). To the right is a preview area showing a placeholder profile picture and the file name '940528-03-5923.jpg'. Below this are boxes for NO TAUJAH ('2017/225'), TARikh SAH TAUJAH ('26/09/2017 - 26/09/2022'), NO RUJUKAN TAUJAH ('NO RUJUKAN TAUJAH'), and NO RUJUKAN TAKMIR ('D231/A/103/9-3/1/KLT 7 (1)'). At the bottom right is a red-bordered button labeled 'Kemaskini' with a red arrow pointing to it. The footer says 'Copyright MAIK 2020 - 27/6/2021 11:20:42 AM.'

## Bahagian Senarai Tuntutan

1. Klik pada “Senarai Tuntutan” untuk ke paparan utama Senarai Tuntutan.

The screenshot shows the e-Takmir MAIK main dashboard. On the left sidebar, under the 'MAIN' category, the 'Senarai Tuntutan' option is highlighted with a red box and an arrow pointing to it. The main content area displays various statistics: 'GURU TAKMIR' (5), 'PERMOHONAN GURU TAKMIR' (1), 'BILANGAN MASJID BERDAFTAR' (569), and 'BILANGAN SURAU/AGENSI BERDAFTAR' (1). Below these are two boxes showing 'Jumlah Tuntutan Bagi 6/2021' (RM 800.00) and 'Jumlah Sumbangan PATIK Bagi 6/2021' (RM 20.00). The bottom section contains tables for 'Pendaftaran Masjid / Surau Terbaru' and 'Permohonan Guru Takmir Terbaru'. A copyright notice at the bottom right reads 'Copyright MAIK 2020 - 23/6/2021 11:05:15 PM.'

2. Senarai tuntutan yang dibuat oleh guru takmir akan dipaparkan di sini dalam bentuk senarai tuntutan.

The screenshot shows the 'Rekod Tuntutan' (Record of Contributions) page. The left sidebar is identical to the main dashboard. The main content area has a header 'REKOD TUNTUTAN LAMPAU' and dropdown menus for 'PILIH GURU TAKMIR' and 'PILIH JAJAHAN'. Below is a table listing six contributions:

#	Guru Takmir	Bulan	Tahun	Jumlah Tuntutan	Jajahan	Tarikh Cetakan
1	MOHAMAD SYAFIQ BIN SHAMSUDDIN	MEI	2021	RM 900.00	02 - JELI	15/06/2021
2	MOHD NIZAM BIN MOHD YASIN	APRIL	2021	RM 900.00	03 - KOTA BHARU	01/05/2021
3	MOHD NIZAM BIN MOHD YASIN	MEI	2021	RM 800.00	03 - KOTA BHARU	01/06/2021
4	MOHD NIZAM BIN MOHD YASIN	JUN	2021	RM 800.00	03 - KOTA BHARU	01/07/2021
5	MUHAMMAD HANIF BIN ISMAIL	MEI	2021	RM 800.00	03 - KOTA BHARU	05/06/2021
6	MUHAMMAD MUSTAKIM BIN KHAZALI	APRIL	2021	RM 800.00	03 - KOTA BHARU	27/06/2021

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## Bahagian Konfigurasi Tuntutan

- Klik pada “Konfigurasi Tuntutan” untuk ke paparan utama Sumbangan PATIK.

The screenshot shows the e-Takmir MAIK main dashboard. On the left sidebar, under the 'MAIN' section, there is a link labeled 'Konfigurasi Tuntutan'. This link is highlighted with a red box and a red arrow pointing towards it from the bottom-left. The main content area displays various statistics and links related to grants and contributions.

**Papan Pemuka**  
Selamat Datang AMRI YAHYA (HQ)

**GURU TAKMIR**  
6

**PERMOHONAN GURU TAKMIR**  
3

**BILANGAN MASJID BERDAFTAR**  
569

**BILANGAN SURAU/AGENSI BERDAFTAR**  
1

Amaun Tuntutan Bagi 7/2021  
RM 100.00

Amaun Sumbangan PATIK Bagi 7/2021  
RM 20.00

Pendaftaran Masjid / Surau Terbaru

ASDASDASD	KOTA BHARU	KOTA BHARU – BANDAR	SURAU	View
AL HAMBRA	BACHOK	BACHOK – BANDAR	MUKIM KECIL	SURAU <a href="#">View</a>
ALUR BULUH	PASIR MAS	KUBANG GADONG	MUKIM BESAR	MASJID <a href="#">View</a>

Permohonan Guru Takmir Terbaru

MOHD ZAKI BIN NAWAWI	0164489221	PASIR PUTEH	15/07/2021	Dalam permohonan
IBRAHIM BIN ABU BAKAR	0199480630	PASIR MAS	15/07/2021	Dalam permohonan
MUHAMMAD YUSOFF BIN ABDULLAH	0137164265	TANAH MERAH	09/07/2021	Dalam permohonan

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- Pengguna boleh mengemaskini nilai tuntutan dan juga sumbangan PATIK yang terkini dengan klik pada icon pensil.

The screenshot shows the 'Konfigurasi Tuntutan' configuration page. It has two main sections: 'AMAUN TUNTUTAN TAHUN 2021' and 'AMAUN SUMBANGAN PATIK BULANAN TAHUN 2021'. Each section contains a text input field for the amount ('AMAUN TUNTUTAN (RM) : \* 100.00' and 'AMAUN SUMBANGAN (RM) : \* 20.00') and an edit icon (a pencil symbol inside a red box) located to the right of each input field. Red arrows point from the bottom-left towards these edit icons.

e-Takmir > Konfigurasi Tuntutan

AMAUN TUNTUTAN TAHUN 2021

AMAUN TUNTUTAN (RM) : \* 100.00

AMAUN SUMBANGAN PATIK BULANAN TAHUN 2021

AMAUN SUMBANGAN (RM) : \* 20.00

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3. Pengguna akan diberikan akses untuk mengubah nilai tuntutan atau sumbangan PATIK yang terkini.

The image consists of two side-by-side screenshots of a web application interface. Both screenshots have a dark blue sidebar on the left containing various menu items such as 'Papan Pemuka', 'Pegawai PPMJ', 'Senarai Guru Takmir', etc. The main content area is titled '- PPMJ -' and shows the 'Konfigurasi Tuntutan' section. It contains two sub-sections: 'AMAUN TUNTUTAN TAHUN 2021' and 'AMAUN SUMBANGAN PATIK BULANAN TAHUN 2021'. In the first sub-section, there is an input field labeled 'AMAUN TUNTUTAN (RM) : \*' with the value '100.00'. Below this field are two buttons: 'Tetapkan Semula' (in red) and 'Kemaskini' (in green). A red arrow points to the 'Kemaskini' button. In the second sub-section, there is an input field labeled 'AMAUN SUMBANGAN (RM) : \*' with the value '20.00'. Below this field are the same two buttons: 'Tetapkan Semula' and 'Kemaskini'. Another red arrow points to the 'Kemaskini' button. At the bottom of each sub-section is a small 'X' icon. The footer of the application displays the copyright notice 'Copyright MAIK 2021 - 25/7/2021 10:56:55 AM.'

4. Dengan klik pada butang “**Kemaskini**” nilai tuntutan dan sumbangan patik yang terkini akan dikemaskini dengan nilai yang pengguna masukkan.

## Bahagian Masjid/Surau

1. Klik pada “Masjid/Surau” untuk ke paparan utama Pengurusan Masjid/Surau.

The screenshot shows the e-Takmir MAIK main dashboard. On the left sidebar, under the 'MAIN' category, the 'Masjid/Surau' option is highlighted with a red box and a red arrow pointing to it. The main content area displays various statistics: 5 GURU TAKMIR, 1 PERMOHONAN GURU TAKMIR, 569 BILANGAN MASJID BERDAFTAR, and 1 BILANGAN SURAU/AGENSI BERDAFTAR. Below these are two boxes showing donations: Jumlah Tuntutan Bagi 6/2021 (RM 800.00) and Jumlah Sumbangan PATIK Bagi 6/2021 (RM 20.00). A table titled 'Pendaftaran Masjid / Surau Terbaru' lists three entries: ASDASDASD, AL HAMBRA, and ALUR BULUH, each with their respective locations and categories. To the right, there is a section for 'Permohonan Guru Takmir Terbaru' showing a single application from MOHD AZMAN BIN NIK HUSAIN. At the bottom, a copyright notice reads 'Copyright MAIK 2020 - 23/6/2021 11:05:15 PM.'

2. Senarai masjid/surau dipaparkan berdasarkan maklumat yang tersedia di dalam database. Pendaftaran Masjid/Surau baharu boleh dibuat dengan klik pada butang “Pendaftaran Baharu”.

The screenshot shows the 'Senarai Masjid / Surau Berdaftar' page. The left sidebar is identical to the previous screenshot. The main content area displays a table of registered masjids/surau. A red box and a red arrow highlight the 'Pendaftaran Baharu' button located at the top right of the table header. The table columns include Kelas Tokmir, Nama, Jojahan, Taraf Mukim, Tarikh Bina, and Kemasini Muklumat. The table lists ten masjids/surau, such as SURAU AL HAMBRA, MASJID ALUR BULUH, and MASJID BE OH, along with their details. At the bottom, a navigation bar shows pages 1 through 10. A copyright notice at the bottom reads 'Copyright MAIK 2020 - 27/6/2021 11:25:23 AM.'

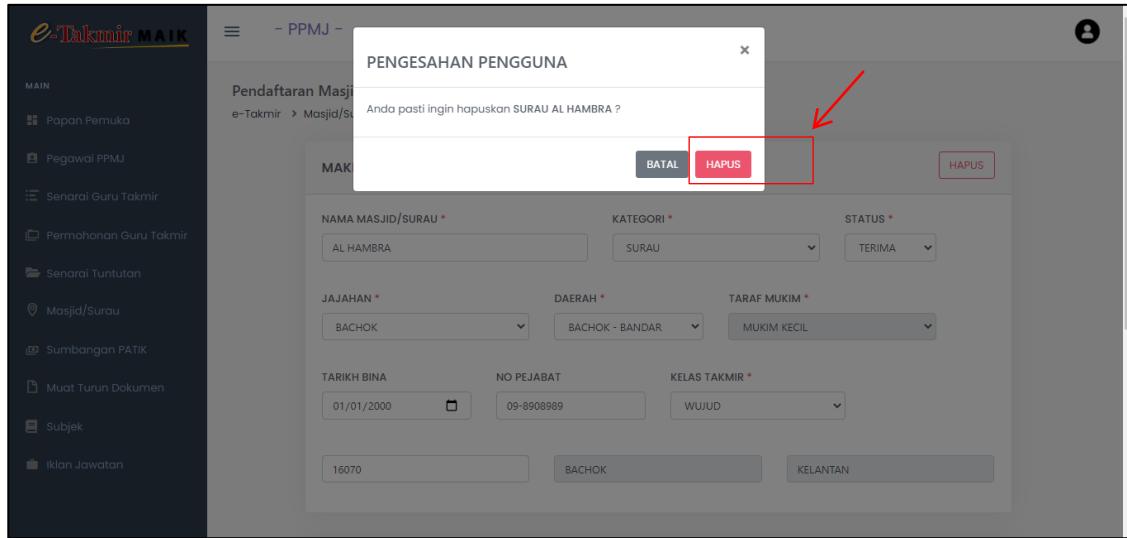
3. Borang maklumat Masjid/Surau dipaparkan untuk pengguna mengisi maklumat yang berkaitan. Maklumat berjaya disimpan selepas pengguna klik pada butang “Terima”.

The screenshot shows the 'e-Takmir MAIK' application interface for 'PPMJ'. The main menu on the left includes 'Papar Permuka', 'Pegawai PPMJ', 'Senarai Guru Takmir', 'Permohonan Guru Takmir', 'Senarai Tuntutan', 'Masjid/Surau', 'Sumbangan PATIK', 'Muat Turun Dokumen', 'Subjek', and 'Iklan Jawatan'. The current page is 'Pendaftaran Masjid/Surau Baru' under 'e-Takmir > Masjid/Surau > Pendaftaran Baru'. The 'MAKLUMAT MASJID/SURAU' section requires input for 'NAMA MASJID/SURAU\*', 'KATEGORI\*', 'JAJAHAN\*', 'DAERAH\*', 'TARAF MUKIM\*', 'TARIKH BINA', 'NO PEJABAT', 'KELAS TAKMIR\*', 'POSKOD', 'BANDAR', and 'NEGERI'. The 'MAKLUMAT PIC' section requires input for 'NAMA PIC\*', 'NO KAD PENGENALAN\*', 'NO TELEFON\*', 'JAWATAN', 'JAWATAN', and 'KELANTAN'. A red arrow points to the green 'Terima' button at the bottom right, which is highlighted with a red border.

4. Paparan maklumat masjid/surau yang sedia ada boleh dibuat dengan klik pada “Kemaskini” (rujuk bahagian masjid/surau indeks 2).

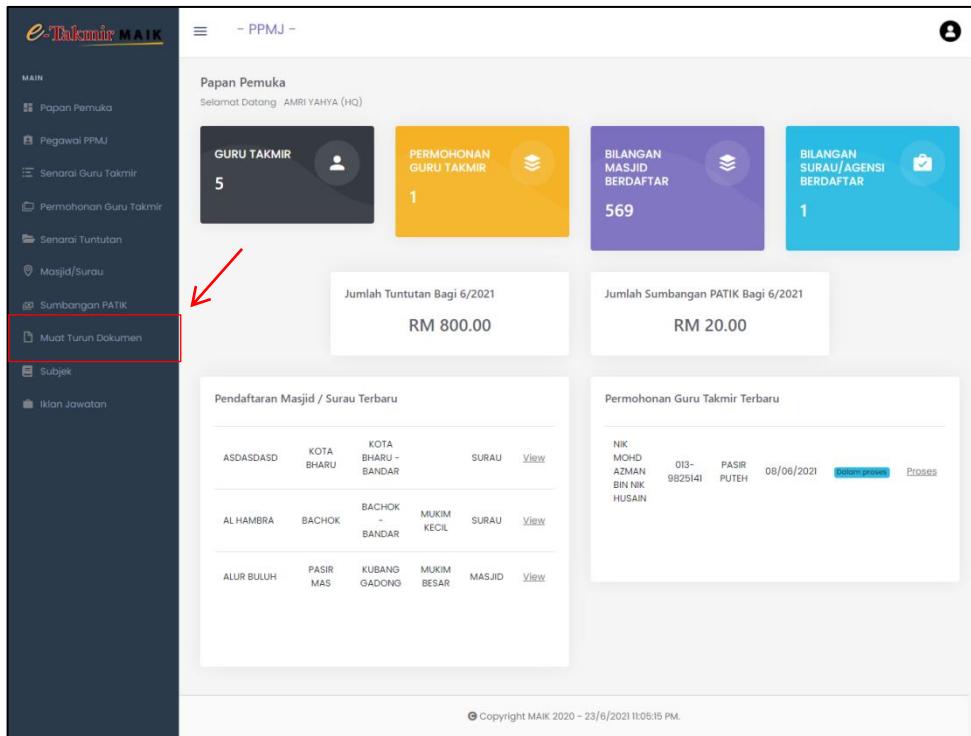
The screenshot shows the 'e-Takmir MAIK' application interface for 'PPMJ'. The main menu on the left is identical to the previous screenshot. The current page is 'Pendaftaran Masjid/Surau Baru' under 'e-Takmir > Masjid/Surau > Pendaftaran Baru'. The 'MAKLUMAT MASJID/SURAU' section shows pre-filled information: 'NAMA MASJID/SURAU\*' is 'AL HAMBRA', 'KATEGORI\*' is 'SURAU', 'STATUS\*' is 'TERIMA', 'JAJAHAN\*' is 'BACHOK', 'DAERAH\*' is 'BACHOK - BANDAR', 'TARAF MUKIM\*' is 'MUKIM KECIL', 'TARIKH BINA' is '01/01/2000', 'NO PEJABAT' is '09-89898989', 'KELAS TAKMIR\*' is 'WUJUD', 'POSKOD' is '16070', 'BANDAR' is 'BACHOK', and 'NEGERI' is 'KELANTAN'. The 'MAKLUMAT PIC' section shows pre-filled information: 'NAMA PIC\*' is 'TESTING', 'NO KAD PENGENALAN\*' is '0000', 'NO TELEFON\*' is '989-89898989', 'JAWATAN' is 'JAWATAN', and 'JAWATAN' is 'JAWATAN'. A red arrow points to the green 'Kemaskini' button at the bottom right, which is highlighted with a red border.

5. Pengguna diberi pilihan untuk menghapus maklumat sedia ada dengan klik pada butang “**HAPUS**” di paparan kemaskini maklumat. Pengesahan Pengguna akan keluar untuk mengesahkan tindakan “**HAPUS**” pengguna.

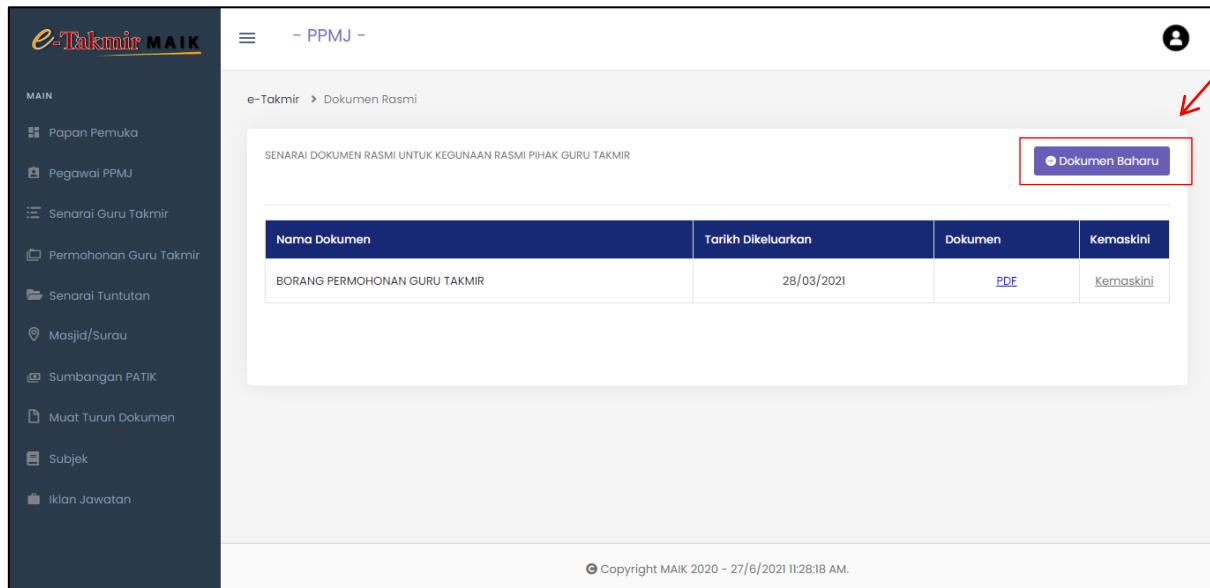


## Bahagian Pengurusan Muat Turun Dokumen

1. Klik pada “Muat Turun Dokumen” untuk ke paparan utama Pengurusan Dokumen.



2. Senarai dokumen yang telah dimuat turun akan dipaparkan dalam bentuk senarai. Muat turun dokumen baharu boleh dibuat dengan klik pada butang “Dokumen Baharu”.



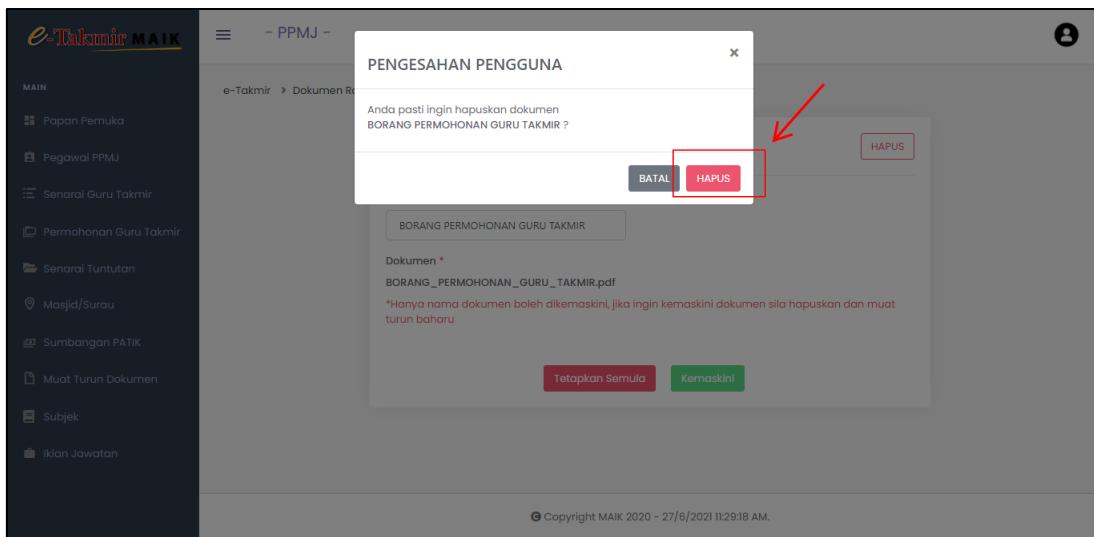
3. Paparan untuk pengguna mengisi maklumat muat turun dokumen baharu dipaparkan. Simpanan maklumat baharu berjaya selepas pengguna klik pada butang “**Terima**”.

The screenshot shows the e-Takmir MAIK interface. On the left is a sidebar with various menu items like Papan Pemuka, Pegawai PPMJ, Senarai Guru Takmir, etc. The main area shows a sub-menu for Dokumen Rasmi and Muat Turun Baharu. A central form titled 'MAKLUMAT DOKUMEN RASMI YANG DIPERLUKAN' is displayed. It has fields for 'Nama Dokumen' (with placeholder 'SILA ISI NAMA DOKUMEN') and 'Dokumen' (with placeholder 'Choose File NO FILE CHOSEN'). At the bottom are two buttons: 'Tetapkan Semula' (red box) and 'Terima' (green box). A red arrow points to the 'Terima' button.

4. Pengguna juga boleh mengemaskini nama dokumen atau hapus dokumen yang dipilih dengan klik pada “**Kemaskini**” (rujuk indeks 2). Maklumat yang dikemaskini disimpan selepas pengguna klik pada butang “**Kemaskini**”.

This screenshot shows the same interface as above, but the 'Nama Dokumen' field now contains 'BORANG PERMOHONAN GURU TAKMIR'. A red box highlights the 'Kemaskini' button at the bottom right of the form area. A red arrow points to this button. A note in the form states: '\*Hanya nama dokumen boleh dikemaskini; jika ingin kemaskini dokumen sila hapuskan dan muat turun baharu'.

5. Jika pengguna klik pada butang “**HAPUS**”, keluar pengesahan pengguna untuk mengesahkan tindakan pengguna dalam menghapus muat turun dokumen sedia ada.



## Bahagian Pengurusan Subjek

1. Klik pada “Subjek” untuk ke paparan utama Pengurusan Subjek.

The screenshot shows the e-Takmir MAIK main dashboard. On the left, there is a sidebar with a dark blue background containing several menu items: Papan Pemuka, Pegawai PPMJ, Senarai Guru Takmir, Permohonan Guru Takmir, Senarai Tuntutan, Masjid/Surau, Sumbangan PATIK, Muat Turun Dokumen, Subjek (which is highlighted with a red box and has a red arrow pointing to it), and Iklan Jawatan. The main content area displays various statistics in colored boxes: GURU TAKMIR (5), PERMOHONAN GURU TAKMIR (1), BILANGAN MASJID BERDAFTAR (569), and BILANGAN SURAU/AGENSI BERDAFTAR (1). Below these are two boxes showing donations: Jumlah Tuntutan Bagi 6/2021 (RM 800.00) and Jumlah Sumbangan PATIK Bagi 6/2021 (RM 20.00). Further down are sections for Pendaftaran Masjid / Surau Terbaru and Permohonan Guru Takmir Terbaru. At the bottom, there is a copyright notice: Copyright MAIK 2020 - 23/6/2021 11:05:15 PM.

2. Paparan senarai subjek yang berdaftar akan dipaparkan. Untuk pendaftaran subjek baharu pengguna perlu klik pada butang “Subjek Baharu”.

The screenshot shows the 'Senarai Subjek Berdaftar' (List of Registered Subjects) page. The sidebar on the left is identical to the previous screenshot. The main content area has a header 'e-Takmir > Subjek' and a table titled 'SENARAI SUBJEK BERDAFTAR'. The table has columns: BIL, Subjek, Pendaftrar, Tarikh Pendaftaran, Tarikh Kemaskini, and Kemaskini. The data in the table is as follows:

BIL	Subjek	Pendaftrar	Tarikh Pendaftaran	Tarikh Kemaskini	Kemaskini
1	AKIDAH	ADMIN	30/03/2021		<a href="#">Kemasuki</a>
2	AL QURAN	ADMIN	30/03/2021		<a href="#">Kemasuki</a>
3	FIQH	ADMIN	30/03/2021	30/03/2021	<a href="#">Kemasuki</a>
4	HADITH	ADMIN	30/03/2021		<a href="#">Kemasuki</a>
5	SIRAH	ADMIN	30/03/2021		<a href="#">Kemasuki</a>
6	TAFSIR	ADMIN	30/03/2021		<a href="#">Kemasuki</a>
7	TASAWWUF	ADMIN	30/03/2021		<a href="#">Kemasuki</a>

At the top right of the table area, there is a button labeled 'Subjek Baharu' with a red box around it and a red arrow pointing to it. At the bottom of the page, there is a copyright notice: Copyright MAIK 2020 - 27/6/2021 11:34:11 AM.

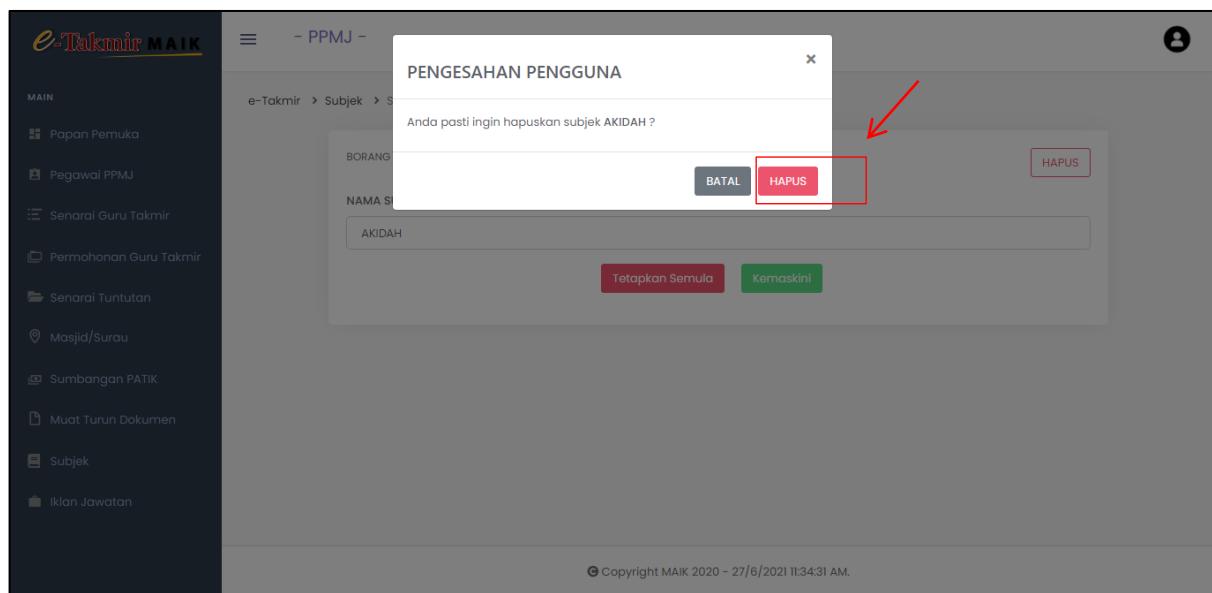
3. Borang maklumat subjek baharu perlu diisi oleh pengguna dan pengguna perlu klik pada butang “**Hantar**” untuk menyimpan maklumat.

The screenshot shows the e-Takmir MAIK interface. On the left is a dark sidebar with various links like 'Papan Pemuka', 'Pegawai PPMJ', 'Senarai Guru Takmir', etc. The main area has a header '- PPMJ -' and a breadcrumb 'e-Takmir > Subjek > Subjek Baharu'. Below is a form titled 'BORANG SUBJEK BAHARU' with a required field 'NAMA SUBJEK' containing 'NAMA SUBJEK'. At the bottom are two buttons: 'Tetapkan Semula' (red) and 'Hantar' (green, highlighted with a red box and arrow). At the very bottom right is a copyright notice: 'Copyright MAIK 2020 - 27/6/2021 11:34:22 AM.'

4. Bagi mengemaskini subjek yang sedia ada, pengguna perlu klik pada “**Kemaskini**” (rujuk bahagian pengurusan subjek indeks 2). Maklumat yang terkini berkaitan subjek perlu disimpan dengan klik pada “**Kemaskini**”.

This screenshot is similar to the previous one but shows an existing entry in the 'NAMA SUBJEK' field: 'AKIDAH'. A red 'HAPUS' button is visible to the right of the input field. The bottom buttons 'Tetapkan Semula' (red) and 'Kemaskini' (green, highlighted with a red box and arrow) are present. The copyright notice at the bottom is identical.

5. Pengguna juga boleh hapus subjek yang telah didaftar dengan klik pada butang “**HAPUS**” pada paparan kemaskini. Paparan pengesahan pengguna akan dipaparkan bagi mengesahkan tindakan menghapus subjek yang berdaftar oleh pengguna.



## Bahagian Iklan Jawatan

1. Klik pada “Iklan Jawatan” untuk ke paparan utama Iklan Jawatan

The screenshot shows the e-Takmir MAIK main dashboard. On the left sidebar, under the 'MAIN' section, the 'Iklan Jawatan' option is highlighted with a red box and an arrow pointing to it. The main content area displays various statistics: 5 Guru Takmir, 1 Permohonan Guru Takmir, 569 Bilangan Masjid Berdaftar, and 1 Bilangan Surau/Agenzia Berdaftar. Below these are two boxes showing financial amounts: Jumlah Tuntutan Bagi 6/2021 (RM 800.00) and Jumlah Sumbangan PATIK Bagi 6/2021 (RM 20.00). Further down are sections for Pendaftaran Masjid/Surau Terbaru and Permohonan Guru Takmir Terbaru.

2. Iklan jawatan yang telah diiklankan akan dipaparkan dalam bentuk senarai. Pengguna boleh mendaftar iklan baharu dengan klik pada butang “Iklan Baharu”.

The screenshot shows the 'Senarai Iklan Jawatan' (List of Job Ads) page. The left sidebar is identical to the main dashboard. The main content area shows a table titled 'SENARAI IKLAN JAWATAN' with one entry: 'JAJAHAN KOTA BHARU'. To the right of the table is a button labeled 'Iklan Baharu' with a red box and arrow highlighting it. The footer of the page shows the copyright information: Copyright MAIK 2020 - 27/6/2021 11:36:07 AM.

3. Maklumat berkaitan iklan jawatan baharu perlu diisi oleh pengguna dan disimpan untuk diiklankan dengan klik pada butang “**Hantar**”.

The screenshot shows the 'e-Takmir MAIK' interface. On the left is a dark sidebar with various menu items like 'Papan Pemuka', 'Pegawai PPMJ', etc. The main area is titled '- PPMJ -' and shows the 'e-Takmir > Iklan Jawatan > Iklan Jawatan Baru' path. A form titled 'BORANG IKLAN JAWATAN BARU' is displayed. It includes fields for 'NAMA IKLAN \*' (with placeholder 'KETERANGAN IKLAN'), 'TARIKH BUKA \*' (date 'dd/mm/yyyy') and 'TARIKH TUTUP \*' (date 'dd/mm/yyyy'), and 'JAJAHAN \*' (dropdown menu with 'PIILIH JAJAHAN'). Below the form are two buttons: 'Tetapkan Semula' (pink) and 'Hantar' (green). A red arrow points to the 'Hantar' button.

4. Paparan maklumat iklan sedia ada boleh diakses oleh pengguna dengan klik pada “**Kemaskini**” (rujuk bahagian iklan jawatan indeks 2).

This screenshot shows the same 'e-Takmir MAIK' interface, but the 'Iklan Jawatan Baru' section is now 'Iklan Jawatan'. The form is titled 'BORANG IKLAN JAWATAN BARU' and includes fields for 'NAMA IKLAN \*' (placeholder 'JAJAHAN KOTA BHARU'), 'TARIKH BUKA \*' (date '23/06/2021'), 'TARIKH TUTUP \*' (date '30/06/2021'), and 'JAJAHAN \*' (dropdown menu with 'KOTA BHARU'). The 'HAPUS' button is visible at the top right of the form area. Below the form are the 'Tetapkan Semula' (pink) and 'Kemaskini' (green) buttons. A red arrow points to the 'Kemaskini' button.

5. Iklan jawatan yang sedia ada boleh dihapuskan oleh pengguna dengan klik pada butang “**HAPUS**” di paparan kemaskini. Pengesahan pengguna akan dipaparkan untuk mengesahkan tindakan pengguna ingin menghapuskan iklan jawatan tersebut.

