

■ **Kit Panduan Manual Penggunaan Sistem Temujanji Kaunseling**



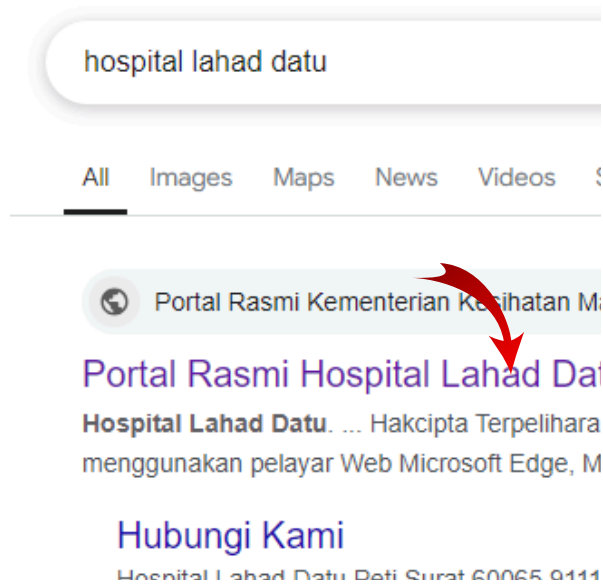
**Unit Psikologi Kaunseling
Hospital Lahad Datu**

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A. Cara Akses

1. Untuk akses ke dalam Sistem Dalaman Hospital perlu melalui enjin carian dan taip "Hospital Lahad Datu". Tekan enter dan Portal Rasmi Hospital Lahad Datu seperti contoh dibawah..



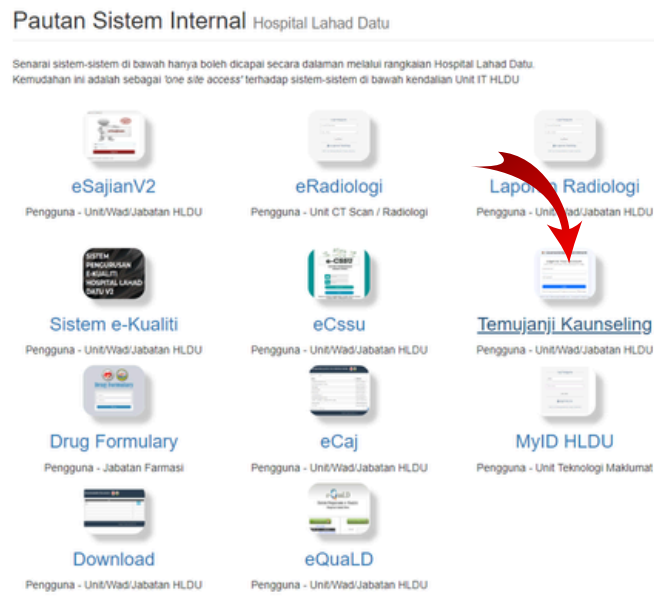
2. Tekan 'Warga HLDU'



3. Tekan 'Intranet HLDU'

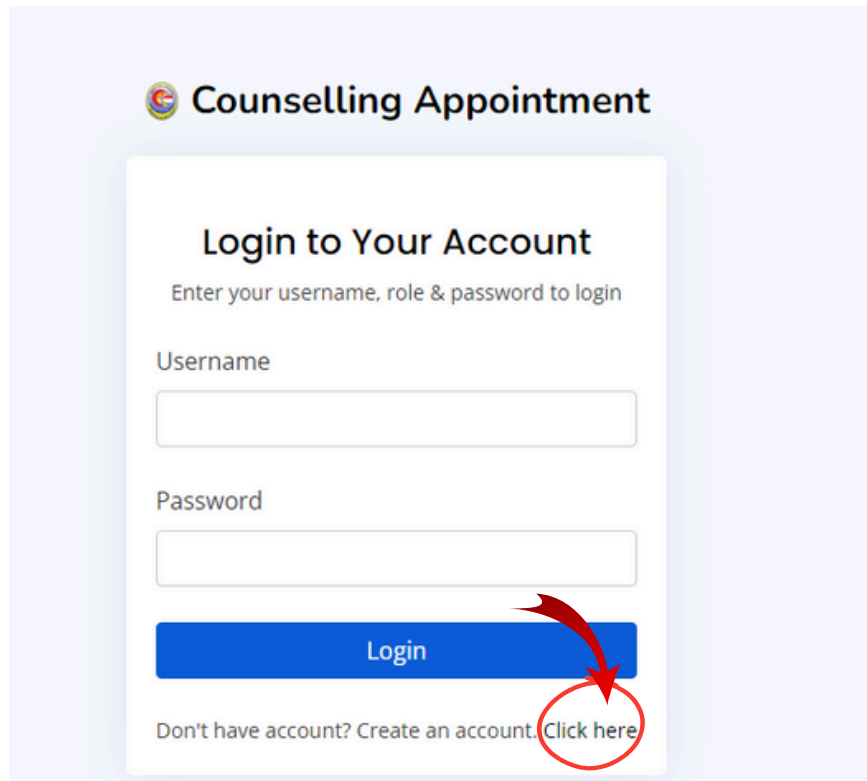


4. Tekan 'Temujanji Kaunseling'



B. Daftar Akaun

1. Tekan 'Click here' untuk mendaftar akaun baru



Counselling Appointment

Login to Your Account

Enter your username, role & password to login

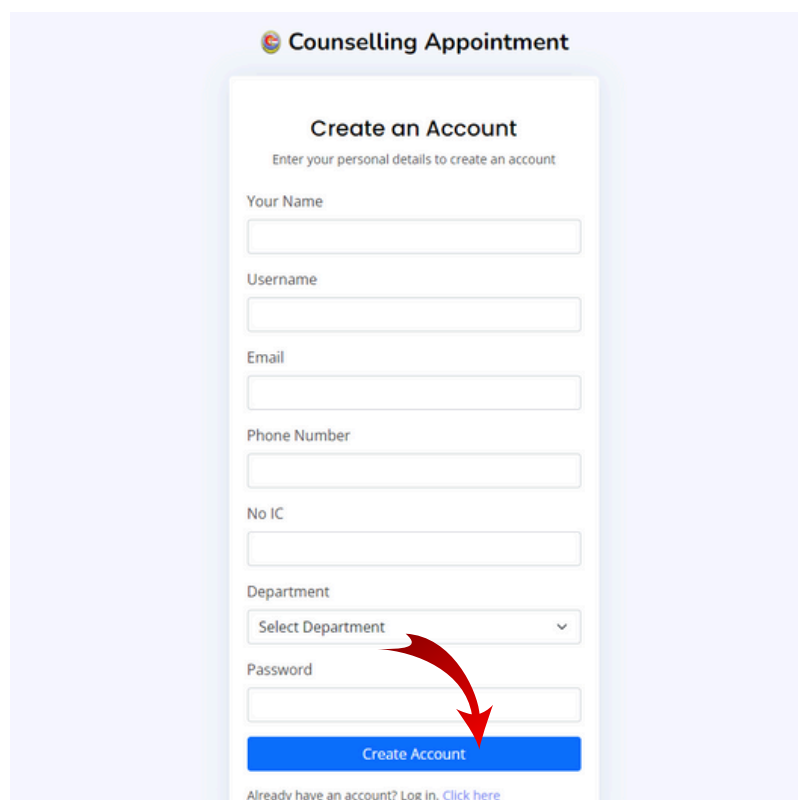
Username

Password

Login

Don't have account? Create an account. [Click here](#)

2. Isi maklumat sehingga lengkap, kemudian tekan butang 'Create Account' untuk mendaftar akaun baru



Counselling Appointment

Create an Account

Enter your personal details to create an account

Your Name

Username

Email

Phone Number

No IC

Department

Select Department

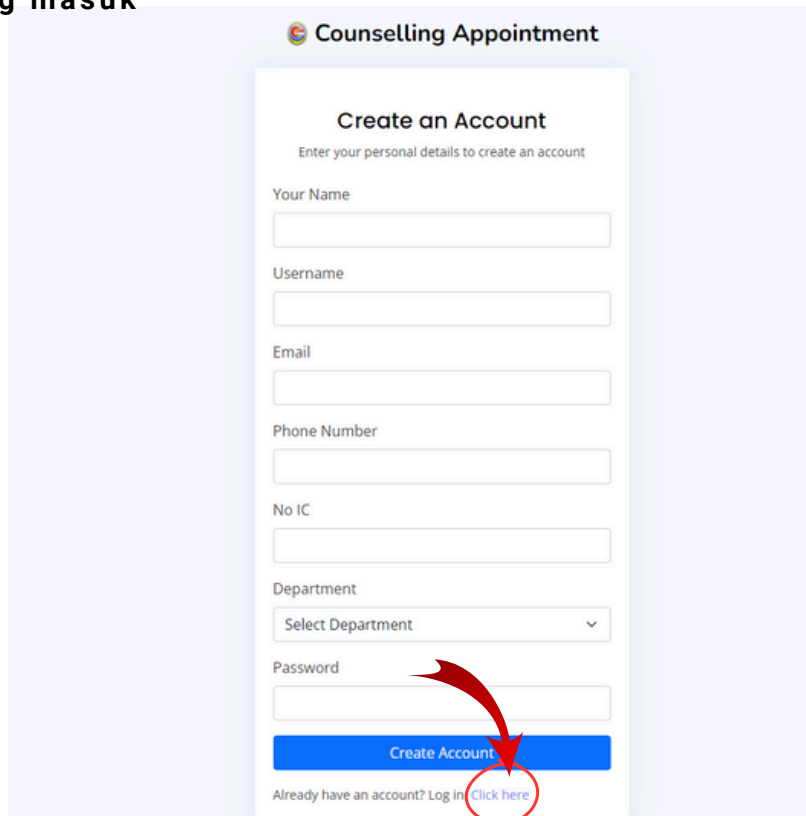
Password

Create Account

Already have an account? Log in. [Click here](#)

C. Log Masuk

1. Setelah selesai mendaftar akaun baru, tekan 'Click here' untuk Log masuk



Counselling Appointment

Create an Account

Enter your personal details to create an account

Your Name

Username

Email

Phone Number

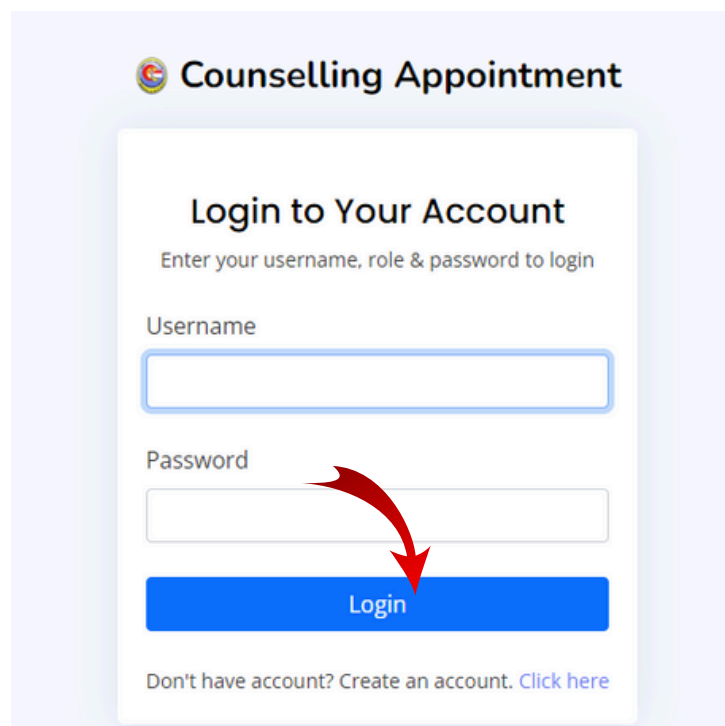
No IC

Department
Select Department

Password

Already have an account? Log in [Click here](#)

2. Masukkan Username dan Password anda untuk Log Masuk



Counselling Appointment

Login to Your Account

Enter your username, role & password to login

Username

Password

Don't have account? Create an account. [Click here](#)

D. Daftar Temujanji

1. Tekan tarikh yang di pilih untuk membuat sesi temujanji



2. Isi maklumat sehingga lengkap, kemudian tekan butang 'Submit Reservation' untuk mendaftar temujanji

The screenshot shows a 'Make a Reservation' form overlay. The form contains the following fields and values:

- Name: Norbandiah
- Phone Number: 0148599685
- Department: Jabatan Perubatan Am
- Position: JMK U29
- Officer: Pn Hairuni Bt Kasuagi (Pegawai Psikologi - 548)
- Date: 2024-09-24
- Time Slot: 08:30 - 09:30

A red arrow points to the 'Submit Reservation' button at the bottom of the form.

3. Tekan 'Your Booking' untuk melihat dan menyemak semula maklumat temujanji anda

Sun	Mon	Tue	Wed	Thu
1	2 ● 8:30a Reserved	3	4	
8	9 ● 8:30a Reserved	10 ● 8:30a Reserved	11	
15 ● 8:30a Reserved	16 ● 8:30a Reserved	17 ● 8:30a Your Booking	18	
22	23 ● 8:30a Your Booking	24 ● 8:30a Reserved	25	
29	30	1	2	
6	7	8 ● 8:30a Reserved	9 ● 8:30a Reserved	

4. Maklumat temujanji anda hanya akan terpapar di skrin komputer anda sahaja (Pengguna Lain tidak akan dapat melihat maklumat temujanji anda melainkan hanya pegawai Psikologi yang anda pilih)

Reservation Details [x]

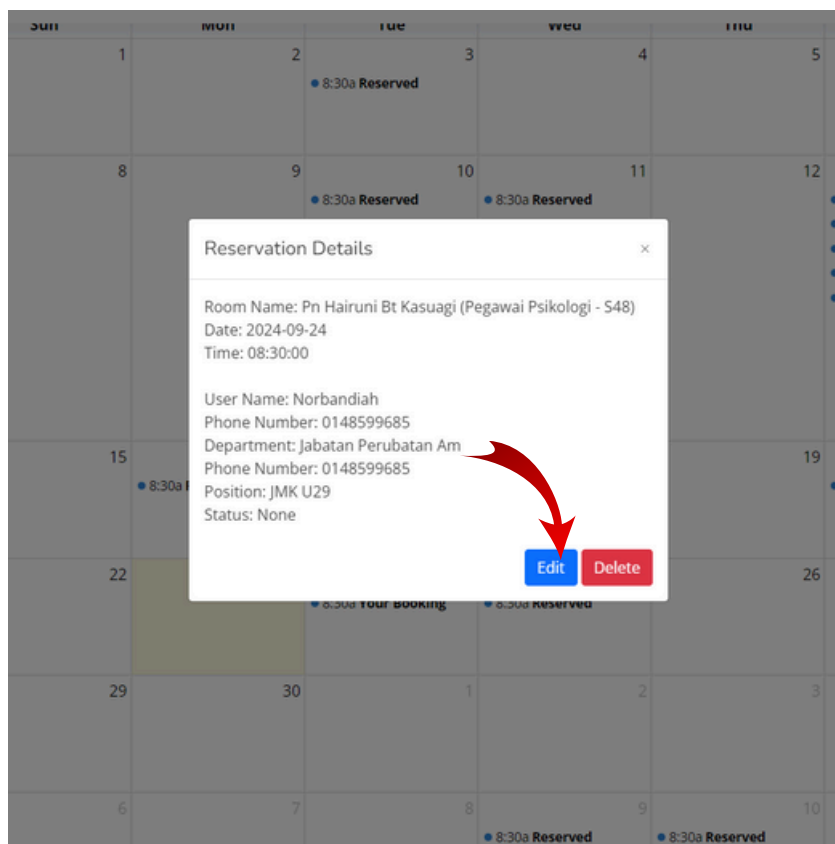
Room Name: Pn Hairuni Bt Kasuagi (Pegawai Psikologi - S48)
Date: 2024-09-24
Time: 08:30:00

User Name: Norbandiah
Phone Number: 0148599685
Department: Jabatan Perubatan Am
Phone Number: 0148599685
Position: JMK U29
Status: None

[Edit] [Delete]

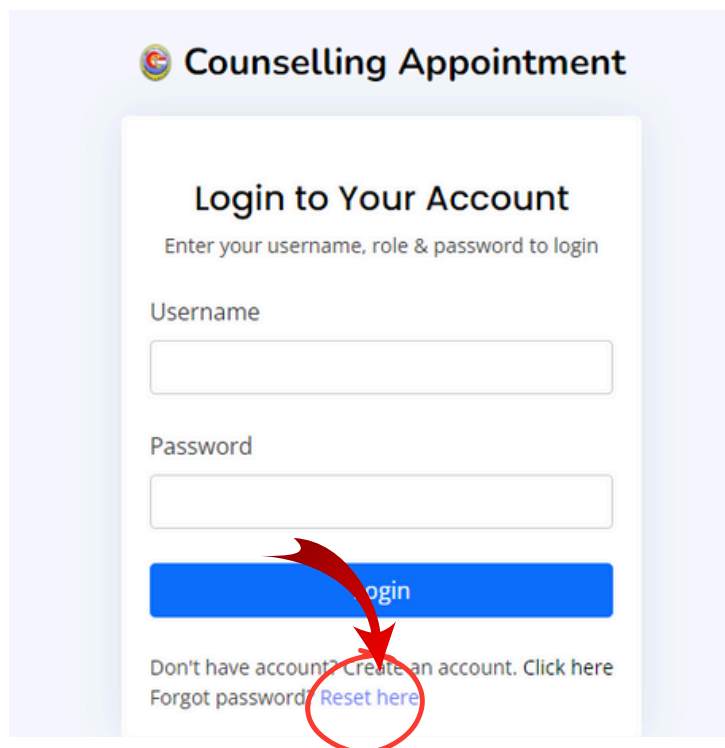
E. Ubahsui Temujanji

1. Tekan butang 'Edit' jika ingin mengubahsui temujanji anda



F. Reset Kata Laluan

1. Tekan butang 'Reset here' jika anda terlupa kata laluan anda



Counselling Appointment

Login to Your Account

Enter your username, role & password to login

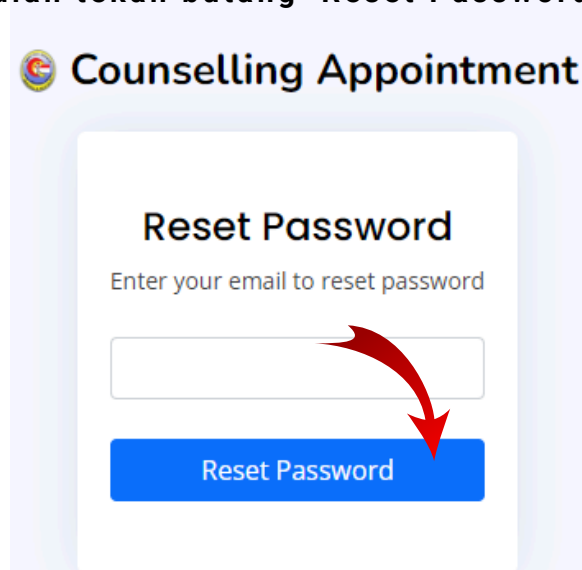
Username

Password

Login

Don't have account? [Create an account. Click here](#)
Forgot password? [Reset here](#)

2. Masukkan email yang anda telah daftarkan semasa mendaftar akaun, kemudian tekan butang 'Reset Password'



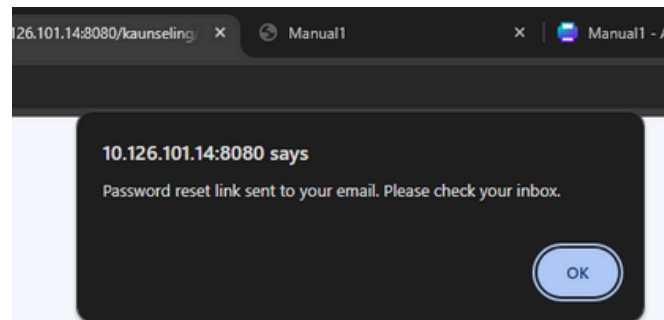
Counselling Appointment

Reset Password

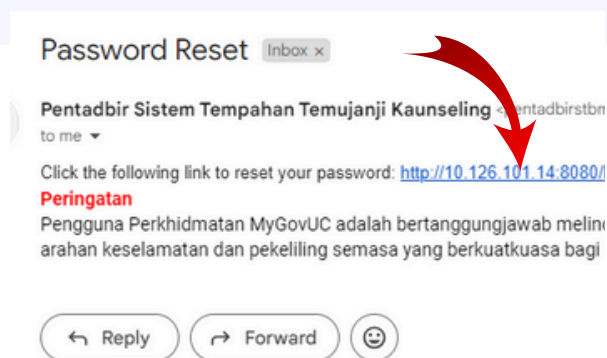
Enter your email to reset password

Reset Password

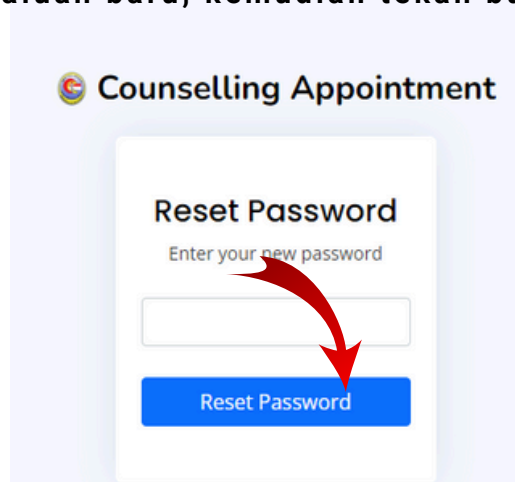
3. Notifikasi akan terpapar seperti ini, buka email anda untuk reset semula kata laluan



4. Tekan link yang berwarna biru untuk reset kata laluan



5. Masukkan kata laluan baru, kemudian tekan butang 'Reset Password'



6. Notifikasi akan terpapar seperti ini, anda boleh log masuk menggunakan kata laluan yang baru

