

1. Buka browser sama ada Internet Explorer, Google Chrome atau Mozilla. Taipkan <http://10.102.131.2/emasaindex.php>.



2. Masukkan [No. Kad Pengenalan] dan [Kata Laluan: 4 digit akhir no. kad pengenalan]. Kemudian klik [MASUK].



Contoh :
KadPengenalan : 820220065226
Kata Laluan : 5226



3. Klik Menu [LAPORAN], kemudian pilih [Mingguan/Bulanan].



4. Pilih tarikh mula dan akhir. Kemudian klik [TERUSKAN].



7. Ruang [CATATAN] telah diisi. Jika tiada klik [refresh].

The screenshot shows the e-Masa system interface for user AZWIRA BINTI TOHALIS. The page displays a navigation menu on the left with options: HOME, Keluar, PERAKHIRAN, LAPIRAN, and UTILITI. The main content area shows the user's name, ID, and department. Below this is a table with the following columns: TARIKH, HARI, SVF, WAKTU MASUK, WAKTU KELUAR, STATUS, CATATAN, and KELUASAH. The table contains 18 rows of data, including dates from 18/10/2015 to 24/10/2015, with various statuses like 'OD', 'TL', and 'AWAL MENYUSUK'. A 'CATATAN' entry for 20/10/2015 reads 'Makan Malam Projekta Masjid Subang'.

| TARIKH | HARI | SVF | WAKTU MASUK | WAKTU KELUAR | STATUS | CATATAN | KELUASAH |
|------------|------|-----|-------------|--------------|---------------|------------------------------------|----------|
| 18/10/2015 | Thu | WFO | 07:54:48 | 17:08:43 | | | |
| 19/10/2015 | Fri | WFO | 07:55:28 | 17:09:33 | | | |
| 20/10/2015 | Sat | WFO | | | OD | | |
| 21/10/2015 | Sun | WFO | | | OD | | |
| 22/10/2015 | Mon | WFO | 07:55:27 | 17:10:23 | | | |
| 23/10/2015 | Tue | WFO | 07:55:25 | 17:08:18 | | | |
| 24/10/2015 | Wed | WFO | 07:57:28 | 17:07:57 | | | |
| 25/10/2015 | Thu | WFO | 07:47:52 | 17:07:46 | | | |
| 26/10/2015 | Fri | WFO | 07:54:06 | | TL | Makan Malam Projekta Masjid Subang | tg |
| 27/10/2015 | Sat | WFO | | | OD | | |
| 28/10/2015 | Sun | WFO | | | OD | | |
| 29/10/2015 | Mon | WFO | 07:55:04 | 17:10:25 | | | |
| 30/10/2015 | Tue | WFO | 07:53:27 | 17:08:19 | | | |
| 31/10/2015 | Wed | WFO | | | AWAL MENYUSUK | | |
| 01/11/2015 | Thu | WFO | 07:52:41 | 17:08:16 | | | |
| 02/11/2015 | Fri | WFO | 07:56:03 | 17:05:48 | | | |
| 03/11/2015 | Sat | WFO | | | OD | | |

8. Klik [Keluar] untuk keluar dari sistem e-Masa.

This screenshot is identical to the one above, showing the e-Masa system interface for user AZWIRA BINTI TOHALIS. It displays the same navigation menu, user information, and the attendance table with columns: TARIKH, HARI, SVF, WAKTU MASUK, WAKTU KELUAR, STATUS, CATATAN, and KELUASAH. The table contains 18 rows of data, including dates from 18/10/2015 to 24/10/2015, with various statuses like 'OD', 'TL', and 'AWAL MENYUSUK'. A 'CATATAN' entry for 20/10/2015 reads 'Makan Malam Projekta Masjid Subang'.

| TARIKH | HARI | SVF | WAKTU MASUK | WAKTU KELUAR | STATUS | CATATAN | KELUASAH |
|------------|------|-----|-------------|--------------|---------------|------------------------------------|----------|
| 18/10/2015 | Thu | WFO | 07:54:48 | 17:08:43 | | | |
| 19/10/2015 | Fri | WFO | 07:55:28 | 17:09:33 | | | |
| 20/10/2015 | Sat | WFO | | | OD | | |
| 21/10/2015 | Sun | WFO | | | OD | | |
| 22/10/2015 | Mon | WFO | 07:55:27 | 17:10:23 | | | |
| 23/10/2015 | Tue | WFO | 07:55:25 | 17:08:18 | | | |
| 24/10/2015 | Wed | WFO | 07:57:28 | 17:07:57 | | | |
| 25/10/2015 | Thu | WFO | 07:47:52 | 17:07:46 | | | |
| 26/10/2015 | Fri | WFO | 07:54:06 | | TL | Makan Malam Projekta Masjid Subang | tg |
| 27/10/2015 | Sat | WFO | | | OD | | |
| 28/10/2015 | Sun | WFO | | | OD | | |
| 29/10/2015 | Mon | WFO | 07:55:04 | 17:10:25 | | | |
| 30/10/2015 | Tue | WFO | 07:53:27 | 17:08:19 | | | |
| 31/10/2015 | Wed | WFO | | | AWAL MENYUSUK | | |
| 01/11/2015 | Thu | WFO | 07:52:41 | 17:08:16 | | | |
| 02/11/2015 | Fri | WFO | 07:56:03 | 17:05:48 | | | |
| 03/11/2015 | Sat | WFO | | | OD | | |