



# MANUAL PENGGUNA eTakmir ONLINE

## MODUL 3 : PENGGUNA AWAM

### Bahagian Laman Rasmi/Log Masuk

1. Layari portal eTakmir di pautan <http://eTakmir.e-maik.my/>

Imej 1

The screenshot shows the homepage of the e-Takmir Online portal. At the top, there is a navigation bar with links for 'Laman Utama', 'Fungsi', 'e-Takmir', 'Aktiv', 'Takmir', and 'Makumbulbas'. Below the navigation bar is the 'Sistem Atas Talian e-Takmir' header. A small circular logo with a red emblem is positioned to the right of the header. Below the header, there is a brief description of the system's purpose and a 'Log Masuk' button. The main content area is titled 'Fungsi e-Takmir' and lists six functions with icons: 'Jadual Kelas Takmir' (calendar icon), 'Senarai Masjid/Surau' (mosque/surau icon), 'Carta Organisasi' (organizational chart icon), 'Permohonan Guru Takmir' (application form icon), 'Senarai Guru Takmir' (list icon), and 'Tentang Kami' (about us icon). At the bottom of the page, there is a section titled 'UNIT TAKMIR' with contact information, including address, phone number, and email.

Laman Utama Fungsi e-Takmir Aktiv Takmir Makumbulbas

### Sistem Atas Talian e-Takmir

Unit Takmir disuguhkan di Bahagian Agama MAIK berperanan menyediakan program takmir di masjid dan surau serta tempat-tempat tertentu yang dibina dan dikendalikan oleh Majlis Agama Islam & Adat Is�am Negeri Kelantan Malaysia (dikenali semula pada tahun 1985).

Log Masuk

### Fungsi e-Takmir

Fungsi terbina di dalam sistem e-Takmir bagi memudahkan semua pengguna sistem ini.

- Jadual Kelas Takmir
- Senarai Masjid/Surau
- Carta Organisasi
- Permohonan Guru Takmir
- Senarai Guru Takmir
- Tentang Kami

**UNIT TAKMIR**

- Majlis Agama Islam & Adat Is�am Negeri Kelantan  
Kompleks Sultan Ahmad Shah, Bandar Jalan Sultan Yahya Petra, 15200 Kuala Terengganu
- Telpon: +609 7461012
- Email: [takmir@maik.myl](mailto:takmir@maik.myl)

## Imej 2

**Carta Organisasi**  
(Coming Soon)

**Maklumbalas Anda**

Borang Maklumbalas

Nama Pertama  Nama Akhir

Email

Subjek

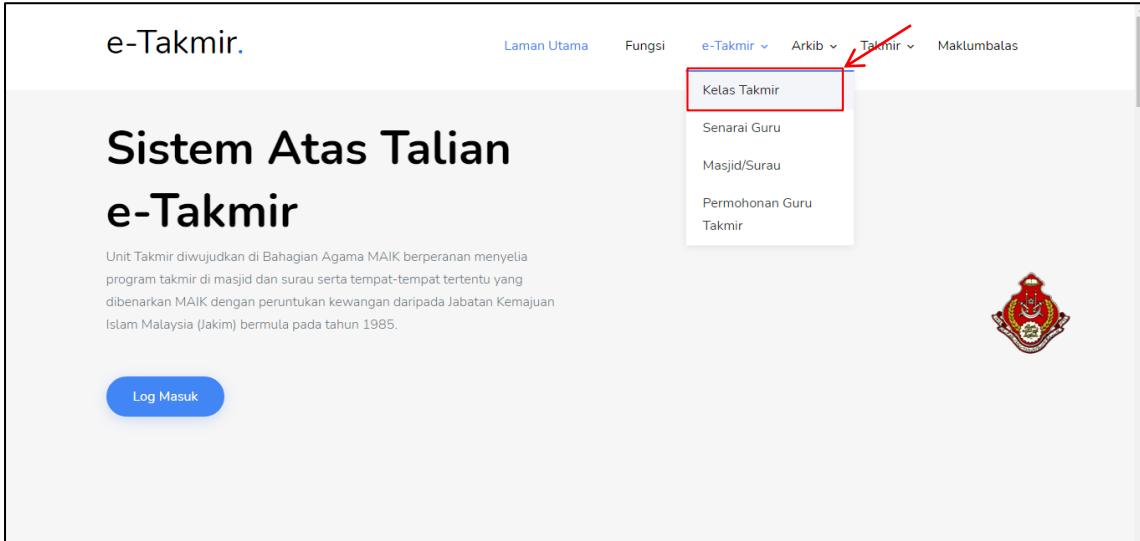
Mesej

Sila isiakan mesej anda di ruangan ini...

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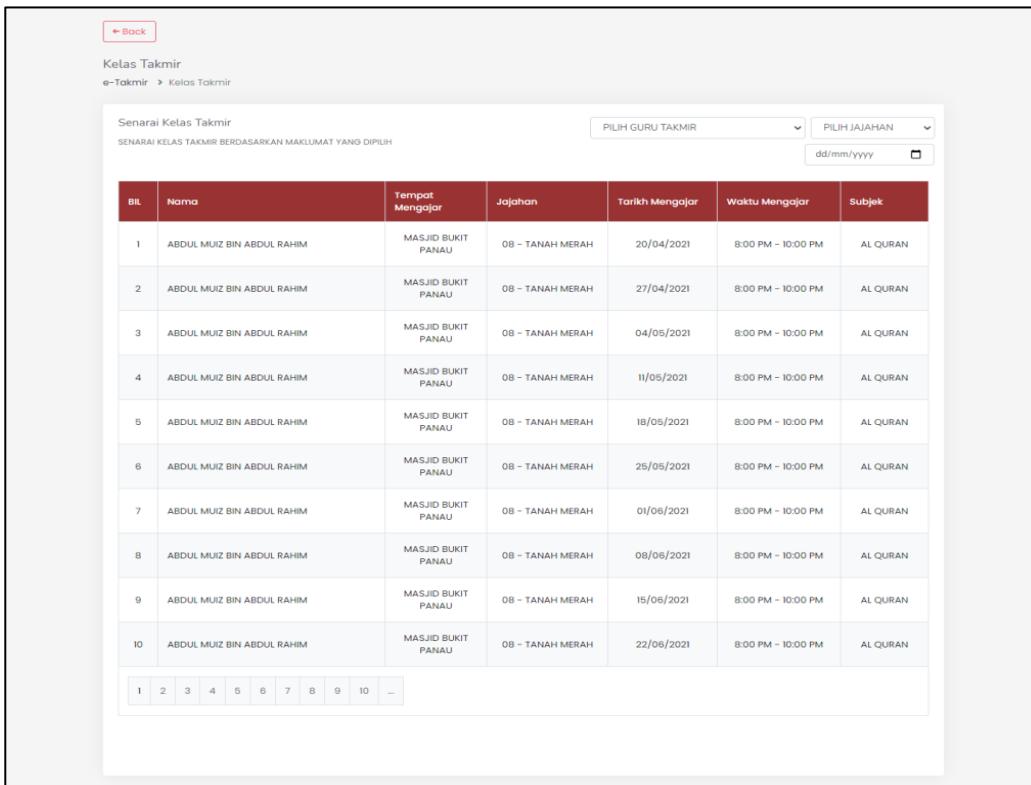
## Bahagian Kelas Takmir

1. Sekiranya pengguna ingin menyemak jadual , klik pada “e-Takmir” seterusnya klik pada “Kelas Takmir”.



The screenshot shows the main interface of the e-Takmir system. At the top, there is a navigation bar with links for 'Laman Utama', 'Fungsi', 'e-Takmir', 'Arkib', 'Takmir', and 'Maklumbalas'. A red arrow points to the 'Takmir' link, which has a dropdown menu. The dropdown menu contains several items: 'Kelas Takmir' (which is highlighted with a red box), 'Senarai Guru', 'Masjid/Surau', and 'Permohonan Guru Takmir'. Below the navigation bar, the title 'Sistem Atas Talian e-Takmir' is displayed, along with a brief description of the unit's purpose and its establishment year (1985). A 'Log Masuk' button is located on the left side of the page. On the right side, there is a decorative logo.

2. Jadual kelas takmir akan dipaparkan dalam bentuk senarai. Jika pengguna ingin membuat pilihan khusus, klik dan buat pilihan parameter “Pilih Guru Takmir” atau “Pilih Jajahan”



The screenshot displays a list of scheduled classes. At the top, there are buttons for 'Back' and 'Senarai Kelas Takmir'. Below that, there are dropdown menus for 'PILIH GURU TAKMIR' and 'PILIH JAJAHAN', and a date input field. The main area features a table with 10 rows of data. Each row includes columns for 'BIL', 'Nama', 'Tempat Mengajar', 'Jajahan', 'Tarikh Mengajar', 'Waktu Mengajar', and 'Subjek'. The data shows that all 10 entries belong to 'ABDUL MUIZ BIN ABDUL RAHIM' at 'MASJID BUKIT PANAU' for 'AL QURAN' during the month of June 2021. At the bottom of the table, there is a page navigation bar with numbers 1 through 10 and a '...' button.

BIL	Nama	Tempat Mengajar	Jajahan	Tarikh Mengajar	Waktu Mengajar	Subjek
1	ABDUL MUIZ BIN ABDUL RAHIM	MASJID BUKIT PANAU	OB – TANAH MERAH	20/04/2021	8:00 PM – 10:00 PM	AL QURAN
2	ABDUL MUIZ BIN ABDUL RAHIM	MASJID BUKIT PANAU	OB – TANAH MERAH	27/04/2021	8:00 PM – 10:00 PM	AL QURAN
3	ABDUL MUIZ BIN ABDUL RAHIM	MASJID BUKIT PANAU	OB – TANAH MERAH	04/05/2021	8:00 PM – 10:00 PM	AL QURAN
4	ABDUL MUIZ BIN ABDUL RAHIM	MASJID BUKIT PANAU	OB – TANAH MERAH	11/05/2021	8:00 PM – 10:00 PM	AL QURAN
5	ABDUL MUIZ BIN ABDUL RAHIM	MASJID BUKIT PANAU	OB – TANAH MERAH	18/05/2021	8:00 PM – 10:00 PM	AL QURAN
6	ABDUL MUIZ BIN ABDUL RAHIM	MASJID BUKIT PANAU	OB – TANAH MERAH	25/05/2021	8:00 PM – 10:00 PM	AL QURAN
7	ABDUL MUIZ BIN ABDUL RAHIM	MASJID BUKIT PANAU	OB – TANAH MERAH	01/06/2021	8:00 PM – 10:00 PM	AL QURAN
8	ABDUL MUIZ BIN ABDUL RAHIM	MASJID BUKIT PANAU	OB – TANAH MERAH	08/06/2021	8:00 PM – 10:00 PM	AL QURAN
9	ABDUL MUIZ BIN ABDUL RAHIM	MASJID BUKIT PANAU	OB – TANAH MERAH	15/06/2021	8:00 PM – 10:00 PM	AL QURAN
10	ABDUL MUIZ BIN ABDUL RAHIM	MASJID BUKIT PANAU	OB – TANAH MERAH	22/06/2021	8:00 PM – 10:00 PM	AL QURAN

## Bahagian Senarai Guru

1. Sekiranya pengguna ingin melihat senarai guru, klik pada “e-Takmir” seterusnya klik pada “**Senarai Guru**”.

The screenshot shows the e-Takmir homepage. At the top, there is a navigation bar with links for Laman Utama, Fungi, e-Takmir, Arkib, Takmir, and Maklumbalas. A red arrow points to the 'Takmir' dropdown menu, which is open to show 'Kelas Takmir' and 'Senarai Guru'. Below the navigation bar, the main content area features the title 'Sistem Atas Talian e-Takmir' and a brief description about the Takmir unit. A blue 'Log Masuk' button is located at the bottom left of the main content area. To the right, there is a small emblem and some text about Masjid/Surau, Permohonan Guru, and Takmir.

2. Senarai guru takmir akan dipaparkan secara ringkas

The screenshot shows the 'Senarai Guru Takmir' (List of Teachers) page. At the top, there is a back button and a breadcrumb navigation showing 'Laman Utama > Guru Takmir'. Below this is a table with the following data:

Nama	Jajahan	No Telefon	Email	No. Taullah	Gambar
ABDUL MUIZ BIN ABDUL RAHIM	08 - TANAH MERAH	0145349856	asdasd@asd.as	2017/225	
MOHAMAD SYAFIQ BIN SHAMSUDDIN	02 - JEJU	0145234468	testemail@e-maik.my	2017/219	
MOHD NIZAM BIN MOHD YASIN	03 - KOTA BHARU	0196534176	afiqhaidhar12@gmail.com	2017/168	
MUHAMMAD HANIF BIN ISMAIL	03 - KOTA BHARU	0133027710	afiqhaidhar12@yahoo.com	2002/101	
MUHAMMAD MUSTAKIM BIN KHAZALI	03 - KOTA BHARU	0145384584	test@gmail.com	2017/176	

## Bahagian Masjid/Surau

1. Sekiranya pengguna ingin melihat masjid atau surau , klik pada “e-Takmir” seterusnya klik pada “Masjid/Surau”

The screenshot shows the homepage of the e-Takmir system. At the top, there is a navigation bar with links to Laman Utama, Fungsi, e-Takmir, Arkib, Takmir, and Maklumbalas. A dropdown menu is open under the 'Fungsi' link, showing options like Kelas Takmir, Senarai Guru, and Masjid/Surau. The 'Masjid/Surau' option is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the main content area features the title 'Sistem Atas Talian e-Takmir' and a brief description about the unit's purpose. A blue 'Log Masuk' button is located at the bottom left of the main content area.

2. Senarai masjid yang didaftarkan di dalam sistem dipaparkan. Pengguna boleh membuat pilihan paparan berdasarkan pilihan “Jajahan”, “Mukim” atau “Kategori Masjid/Surau”

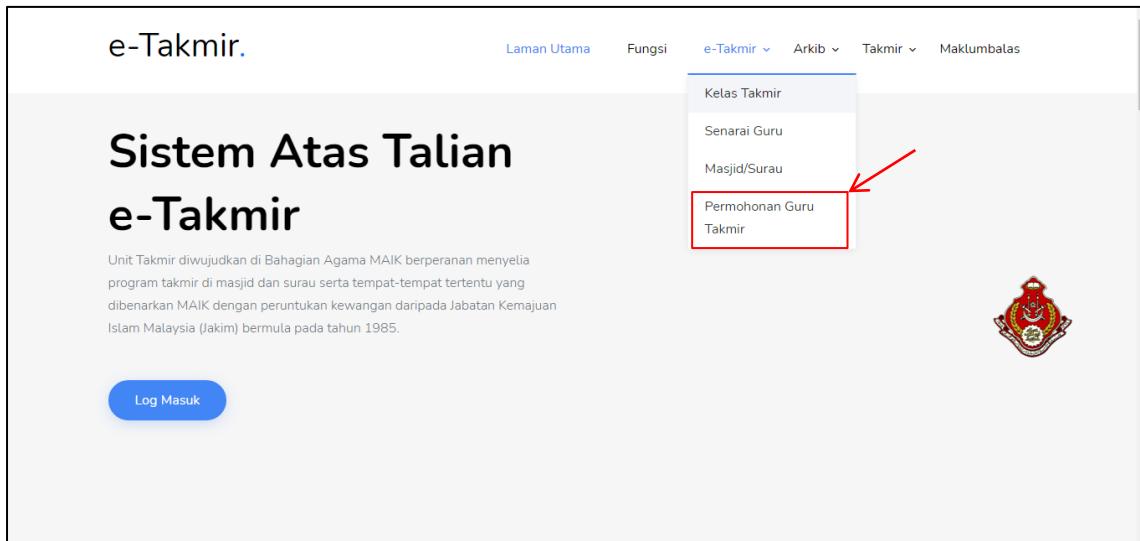
The screenshot shows a list of registered mosques and surau. At the top, there is a back button and a title 'Masjid/Surau'. Below that, a breadcrumb navigation shows 'Laman Utama > Masjid/Surau'. There are three dropdown filters: 'PILIH JAJAHAN', 'PILIH KATEGORI', and 'PILIH TARAF MUKIM'. The main table lists 10 entries:

Kelas Takmir	Nama	No Pejabat	Jojoban	Taraf Mukim	Kategori	Tarikh Bina
	AIR BELAGA		05 - MACHANG	MUKIM BESAR	01 - MASJID	
	AIR CHANAL		08 - TANAH MERAH	MUKIM BESAR	01 - MASJID	
	AIR TAWAR		07 - PASIR PUTEH	MUKIM BESAR	01 - MASJID	
	AL HAMBRA	09-8908989	01 - BACHOK	MUKIM KECIL	02 - SURAU	01/01/2000
	AL-MUTTAQIN		03 - KOTA BHARU	MUKIM BESAR	01 - MASJID	
	ALOR BAKAT		01 - BACHOK	MUKIM BESAR	01 - MASJID	
	ALUR BULUH	11-111111	06 - PASIR MAS	MUKIM BESAR	01 - MASJID	01/01/2000
	ALUR DURIAN		09 - TUMPAT	MUKIM BESAR	01 - MASJID	
	ALUR PASIR		09 - TUMPAT	MUKIM BESAR	01 - MASJID	
	ALUR PASIR		07 - PASIR PUTEH	MUKIM BESAR	01 - MASJID	16/01/1992

At the bottom of the table, there is a navigation bar with numbers 1 through 10 and a dash symbol.

## Bahagian Permohonan Guru Takmir

1. Sekiranya pengguna ingin membuat semakan kelayakan permohonan guru takmir , klik pada “e-Takmir” seterusnya klik pada “**Permohonan Guru Takmir**”



2. Pengguna perlu memasukkan No Kad pengenalan untuk membuat semakan kelayakan memohon sebagai guru takmir, klik “**Hantar**”

The screenshot shows a modal window titled 'e-Takmir MAIK'. The window has a header 'e-Takmir MAIK' and a sub-header 'NOMBOR KAD PENGENALAN'. It contains a text input field labeled 'Nomor Kad Pengenalan bagi proses pengesahan pentaluhan guru takmir' with placeholder text '999999-99-9999'. Below this is another text input field labeled 'No Kad Pengenalan' containing the same placeholder text. At the bottom right of the modal is a blue 'Hantar' button. At the very bottom of the page, there is a small copyright notice: 'Copyright ©2021 All rights reserved | MAIK'.

### Syarat-syarat kelayakkan memohon :

- Berumur daripada 21 tahun hingga 70 tahun
- Mempunyai sijil Pentaulihan daripada MAIK
- Tempoh sijil pentaulihan yang sah

## Bahagian Iklan Jawatan

1. Jika wujud iklan jawatan, pengguna boleh klik “**Mohon**” untuk memohon, pengguna akan dibawa ke halaman Permohonan Guru Takmir (rujuk Bahagian Pemohonan Guru Takmir indeks 2) bagi tujuan tapisan guru takmir.

The screenshot shows a web interface for job advertisements. At the top left is a red "Back" button. Below it, the text "Iklan Jawatan" and "e-Takmir > Iklan Jawatan". A table displays a single job listing:

Nama	Jajahan	Tarikh Buka	Tarikh Tutup	Tindakan
JAJAHAN KOTA BHARU	03 - KOTA BHARU	23/06/2021	30/06/2021	<b>Mohon</b>