



UNIVERSITI TEKNOLOGI MALAYSIA (UTM)

UTM ACAD – ACTIVITY MODUL (SOCIETY)

USER MANUAL

For Activity Modul – Society

Application Development Management (ADM)

Centre for Information and Communication Technology (CICT)

1 December 2016 / Version 2

1.0 Introduction

Activity Modul is part of the UTM ACAD System. This system is a web-based system developed by the Centre for Information and Communication Technology (CICT).

User Manual is designed to help Society, Staff and Administrative to make application for activities, review and for the approval of activities. In addition, it is provided as a guide to user regarding the process of UTM ACAD-Activity Modul. The main goal is to ensure that any data entry required to meet the requirements as to ensure that the system operates smoothly and consistently.

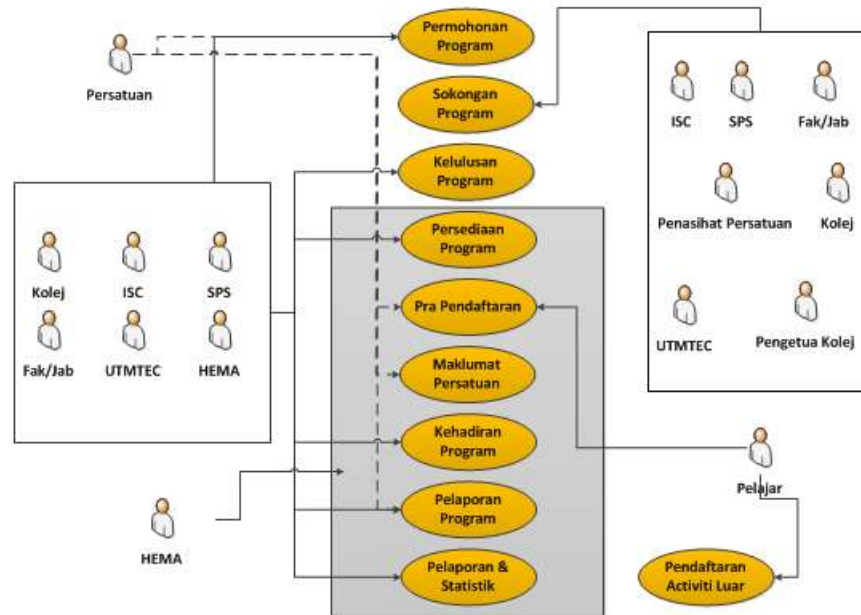


Figure 1.1: Application Process

- a) Society / Student (Applicant)
Society / student can send online application for the program application.
- b) Staff (Office)
Staff/Office can send online application for the program application.
- c) Faculty/PTJ (Recommended Officer)
Faculty/PTJ Officer can recommend online program application and send/received notification via email of the society/staff application.
- d) Dean/Director (Approval Officer)
Dean/Director can make approval online program application after Recommended Officer recommend the application.

2.0 Minimum requirements

Development environment that is used has the following configuration:

Table 1.1: Minimum requirements

Jenis Keperluan	Aplikasi
Operating System	1. All operation System that run Windows/linux 2. Minimum CPU Core 2 Duo Processor 2.0 Ghz and higher 3. Minimum 1 GB RAM
Browser	1. Mozilla Firefox or Google Chrome 2. The best resolution is 1024x768 3. Adobe Reader 8.0 and higher
Network Facilities (Network/Broadband)	1. Minimum 512 Kbps (recommended high speed 4G or Streamyx).
Printer	1. Laser or Ink printer

3.0 The procedure

3.1 Society login (Society Dashboard)



Figure 3.1: Society Login Screen

Users are required to log into the system using **USER ID** and **PASSWORD** that has been given. Steps to log into the system are:

- 1) Society enter the address in the browser: <http://academic.utm.my/AcadLogin.aspx/>
- 2) Society inserts the **USER ID**
- 3) Society enter the **PASSWORD**
- 4) Society clicks on the Login button.

3.2 View Society Details

View Details Society Menu is to look at the Society Information. Complete Society Information and Organization Chart are in this menu. Click menu **Society Profile> View Society Details**. Information will appear



Figure 3.2: Society Dashboard Screen



Figure 3.3: Society Information Screen



Figure 3.4: Society Organization Chart Screen

3.3 Activity Application

Activity Application Menu allows organizations apply for programs, submit reports and make program attendance slide.

In this menu there are three functions:

1. New Activity
2. Submit Report
3. Attendance Slide

3.3.1 New Activity

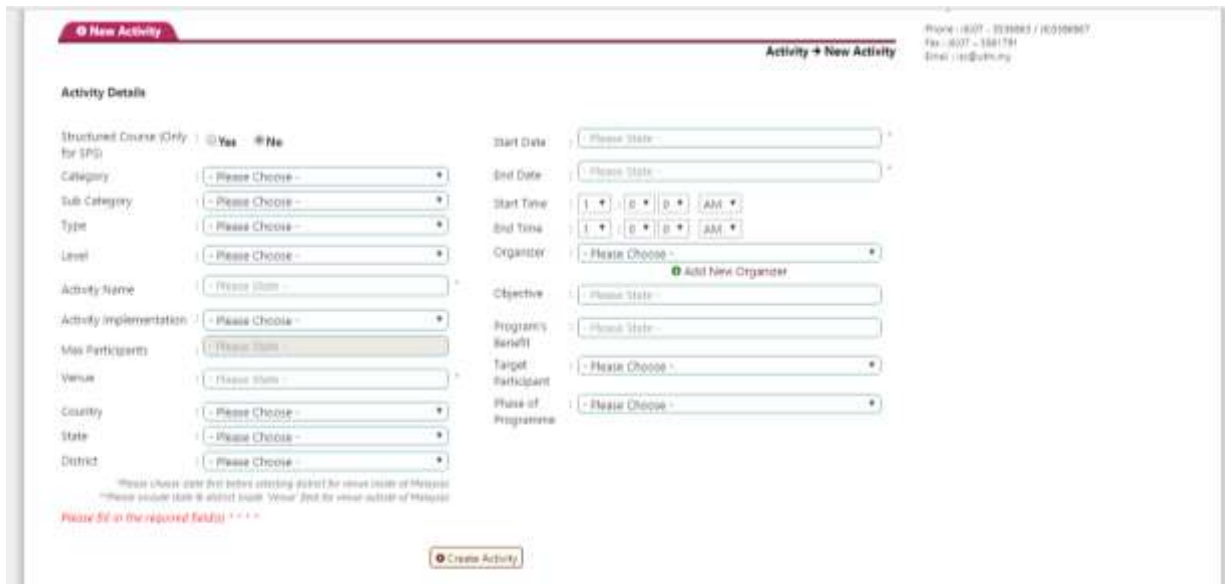


Figure 3.5: Application Program Screen

On this screen, users can make online application for activity/program.

The procedure of the system is:

1. Society clicks on **Activity Application > New Activity > Add New Activity**. Application Program Screen will appear.
2. Automatically the screen will show the application form need to be fill by society
3. After fill in the application form, society needs to click **Create**.

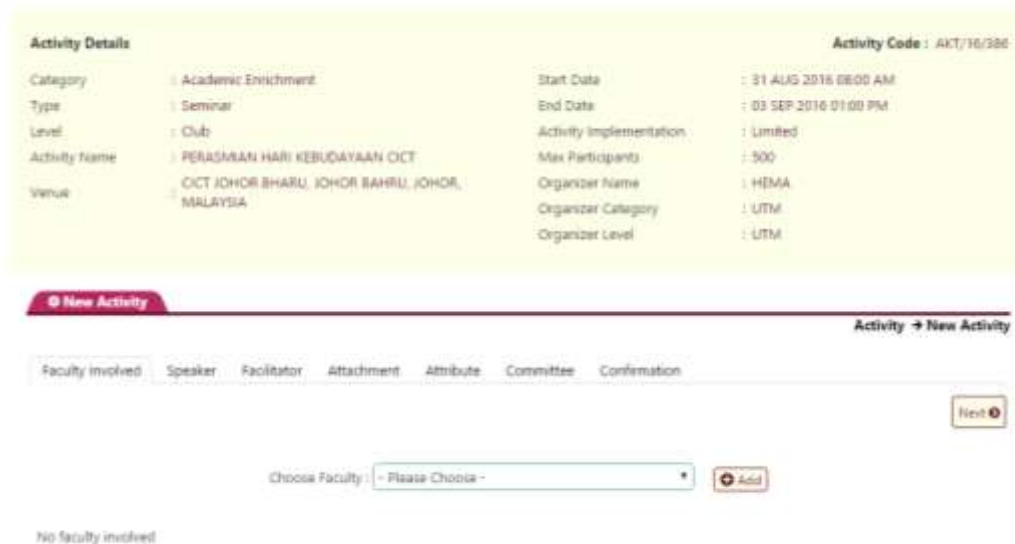


Figure 3.6: Application Information Screen

4. Society needs to fill each tab provided if applicable starting from tab **Faculty Involved> Speaker> Facilitator> Attachment> Attribute> Committee> Confirmation**
5. Society must upload program paperwork in tab **Attachment**
6. When finished, Society must click the button **Submit** in tab **Confirmation**.
7. After application is submitted. Email notifications will be sent to the First Officer (Recommended Officer) to review the application
8. Society can check the status of the application program in the **Inbox** tab provided in Society Dashboard



Figure 3.6: Inbox tab Society Dashboard Screen

9. After the program is approved, society can download the approval letter in the **Upcoming Activity** Tab

3.3.2 Submit Report

This menu allows society to submit activity report after the event is completed



Figure 3.7: Completed Activity List Screen

The procedure of the system is:

1. Society clicks Menu **Activity Application> Submit Report**. Completed Activity list will appear
2. Click on the name of the activities
3. Click on the button to submit the report



Figure 3.8 Upload Report Screen

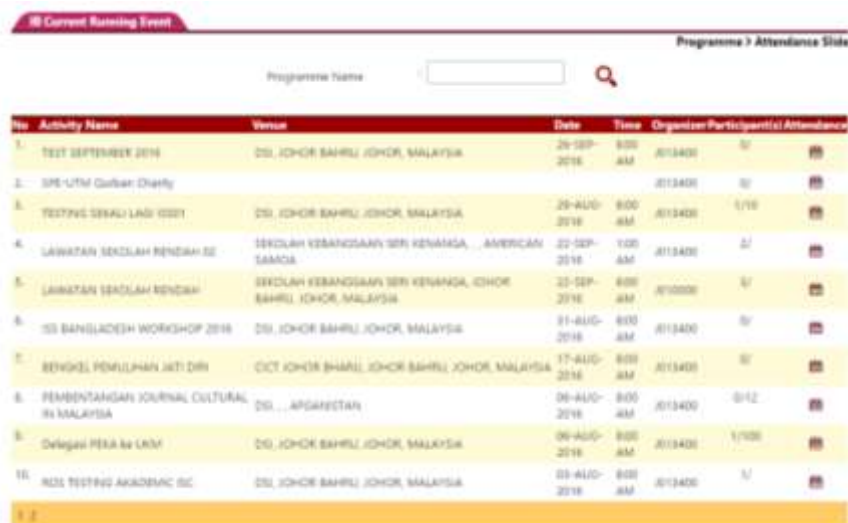
4. Click on button choose file and then click button upload
5. After successful it will display a list of files that have been uploaded
- 6.



Figure 3.9: Successful Upload Report Screen

3.3.2 Attendance Slide

This menu allows association to make program attendance slide



No.	Activity Name	Venue	Date	Time	Organizer	Participant(s)	Attendance
1.	TEST SEPTEMBER 2016	DSU, JOHOR BAHRU, JOHOR, MALAYSIA	29-SEP-2016	8:00 AM	J012400	0/	
2.	SPE-UTM Gurban Charity				J012400	0/	
3.	TESTING SERALI LAGI (SST)	DSU, JOHOR BAHRU, JOHOR, MALAYSIA	29-AUG-2016	8:00 AM	J012400	1/10	
4.	LAWATAN SENJALAH BENDAH SE	SEKOLAH KEBANGSAAN SERI KENANGA, AMERICAN TAMBAK	20-SEP-2016	1:00 AM	J012400	2/	
5.	LAWATAN SENJALAH BENDAH	SEKOLAH KEBANGSAAN SERI KENANGA, JOHOR BAHRU, JOHOR, MALAYSIA	20-SEP-2016	8:00 AM	J012400	0/	
6.	ISI BANGLADESH WORKSHOP 2016	DSU, JOHOR BAHRU, JOHOR, MALAYSIA	31-AUG-2016	8:00 AM	J012400	0/	
7.	BENGKEL PEMULIHAN JATI DIRI	DSU, JOHOR BAHRU, JOHOR, MALAYSIA	17-AUG-2016	8:00 AM	J012400	0/	
8.	PEMBENTANGAN JOURNAL CULTURAL IN MALAYSIA	DSU, AFGHANISTAN	06-AUG-2016	8:00 AM	J012400	0/12	
9.	Delegasi PERA ke UNM	DSU, JOHOR BAHRU, JOHOR, MALAYSIA	06-AUG-2016	8:00 AM	J012400	1/100	
10.	MSU TESTING AKADEMIC ISC	DSU, JOHOR BAHRU, JOHOR, MALAYSIA	03-AUG-2016	8:00 AM	J012400	0/	

Figure 3.10: List of Activities Screen (Current Running Event)

The procedure of the system is:

1. Society clicks menu **Activity Application> Attendance Slide**. Completed Activity list will appear
2. Click on the calendar on the activities name



Figure 3.11: Attendance Slide Screen

3. Enter Matric No and Click button Plus
4. The full list of student attendance can be checked and downloaded
5. For offline Attendance slide Society needs to download and run the application



Figure 3.12: Download Offline Attendance Slide Screen

6. Run the Application after download. Application is based on Microsoft Access
7. Enter Matric No



Figure 3.13: Offline Attendance Slide Screen

8. After the completion of activities, the attendance list in Excel files should be email to The HEMA / SPS / ISC (SECRETARIAT) for update

3.4 Manage Society

Menu View Society Details is for updating the society information. In this menu society can update Society Information and Organization Chart

The procedure of the system is:

1. Society clicks menu **Manage Society > Edit Society Details**. List of Society Information will appear
2. Society can update information in tab General Information, Logo, Advisor and Organization Chart

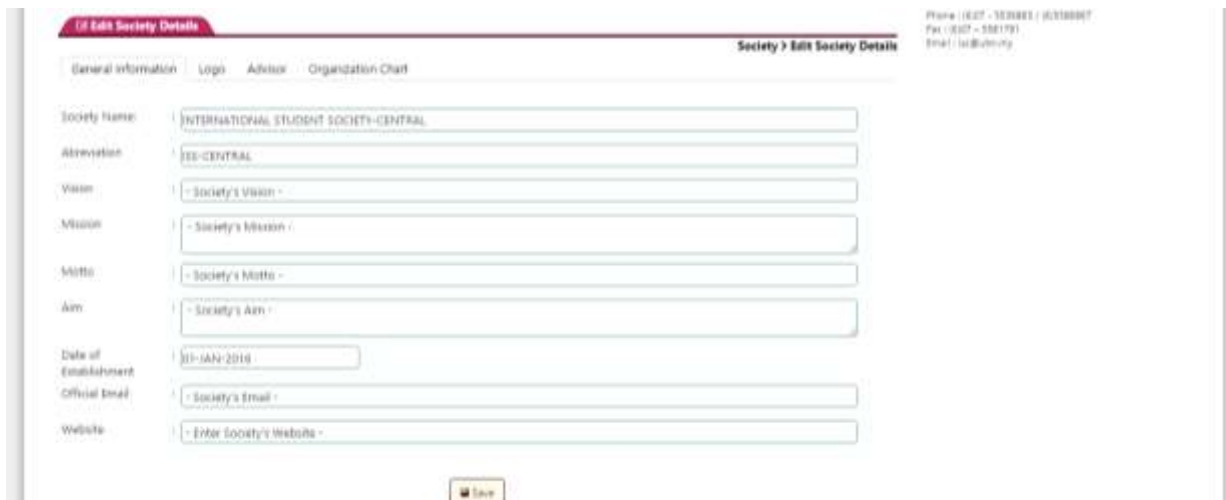


Figure 3.14: Update Society Information Screen

3. Once the Society information updated, be sure to press the save button to save it



Figure 3.15: Update Society Logo Screen

- To upload society logo , make sure that the selected image is in JPEG or PNG format. Pictures will be updated automatically once the upload button is clicked.



Figure 3.16: Update Society Advisor Screen

- For advisor information, Society must submit Matric No Staff to reach the right information. Enter the start date and end date and then click button add advisor to add the information



Figure 3.17: Update Society Organization Chart Screen

- For Organization Chart Information, society should enter Matric No students to achieve the right information. Enter position, start date and end date and then click add button to save the information.

3.5 Inbox

This menu allows society to check the current status of application program as well as the latest notification from admin

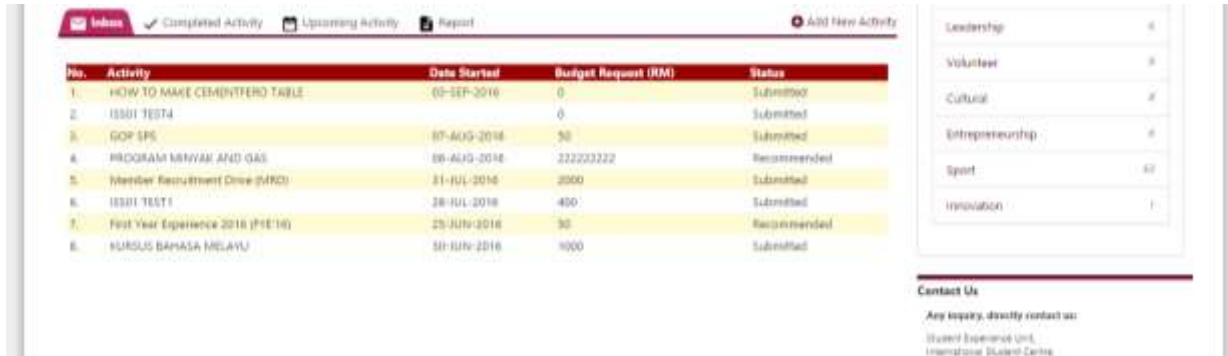


Figure 3.18: Inbox Screen

3.6 Completed Activity

This menu displays list of completed activity held by the society,

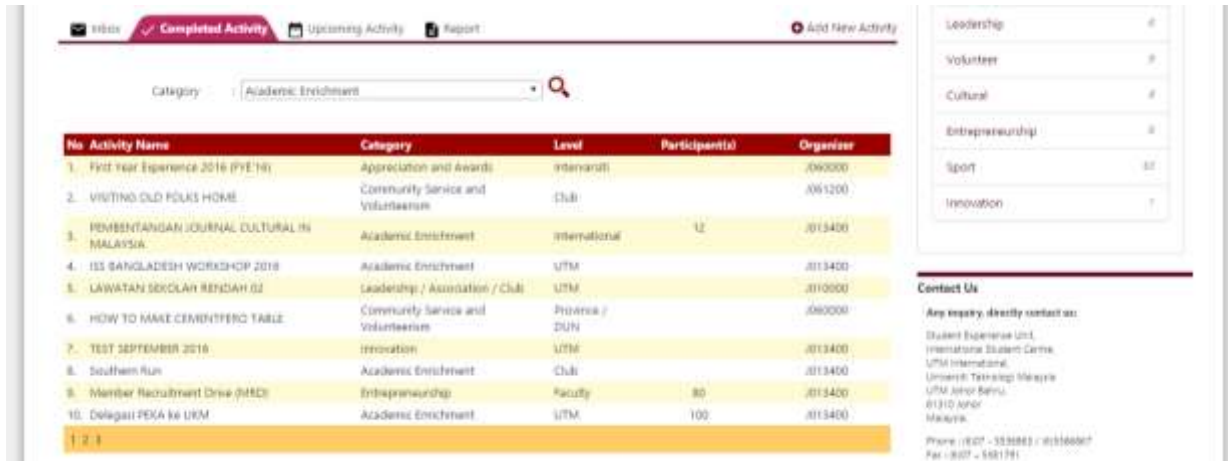


Figure 3.19: Completed Activity Screen

3.7 Upcoming activity

This menu displays a list of upcoming activity to be undertaken by the association, Society can download the approval letter on the screen



Figure 3.20: Upcoming Activity Screen

3.8 Report

This Menu is to look at the annual reports of the society. Click on the Report tab and select year.

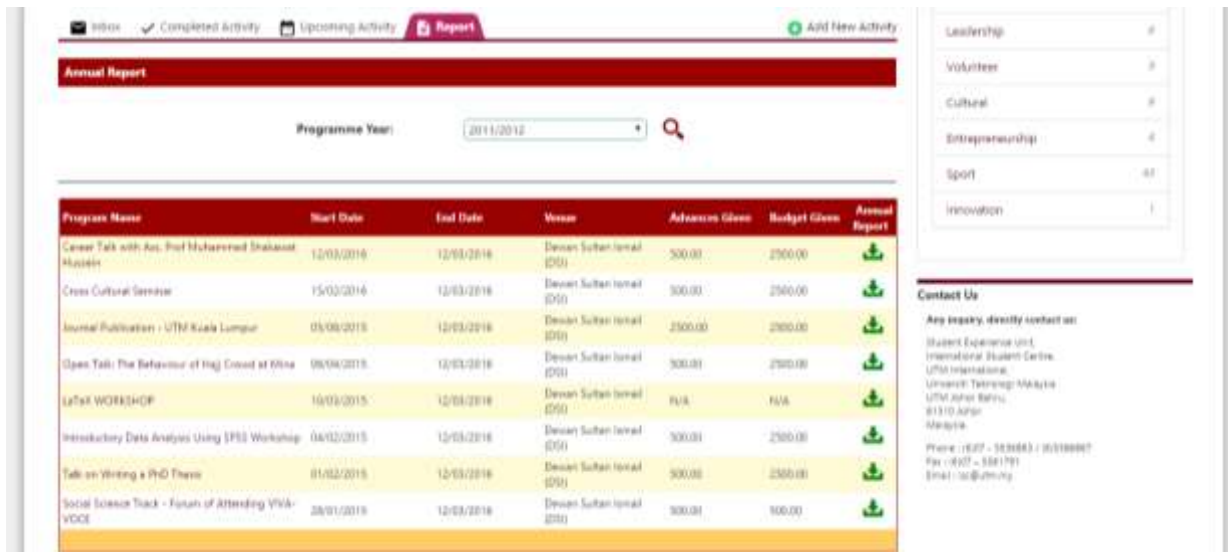


Figure 3.21: Report Screen

3.9 Log out



Figure 3.22: Log out Screen

To exit the system, select the profile icon and click on the sign out.

Log out form
system