



MONASH
University
MALAYSIA

Event Management System

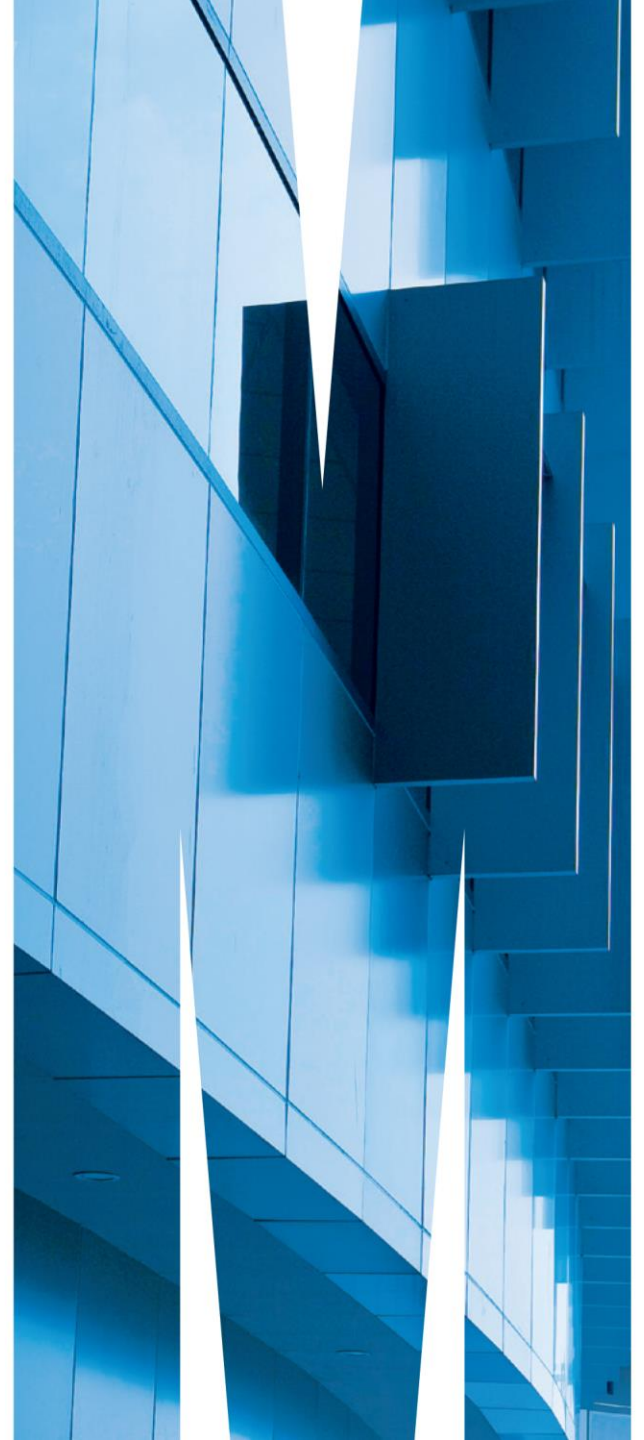
User Guide

Monash University Malaysia is a joint venture

Jeffrey Cheah
Foundation




MONASH
University



EMS – User Guide

EMS – Accessing the system

- To access the system, go to <https://een-ems.monash.edu.my/>
- You must have the MONASH OKTA SSO login in order to access the system. Once you logged into the system, you will be prompted to select your superior (Head of Unit/School Mgr.)




MONASH
University
MALAYSIA

Event Management
System
Request Form

Sign me in

Kindly take Note
In order to completely logout from the system,
kindly logout from my.monash portal.



My Account your account information

Username
Khogilaraj.N.Supramaniam@monash.edu

Name
Khogilaraj

Email
Khogilaraj.N.Supramaniam@monash.edu

Superior

- ☐ HR Director (Human Resource)
- ☐ Finance Director (Finance)
- ☐ Head Of School (Medicine) ()
- ☐ Head Of Unit (IT) (IT Unit)
- ☐ MUSA President (MUSA)
- ☐ SWA (SWA)
- ☐ SE (SE)

Submit Request

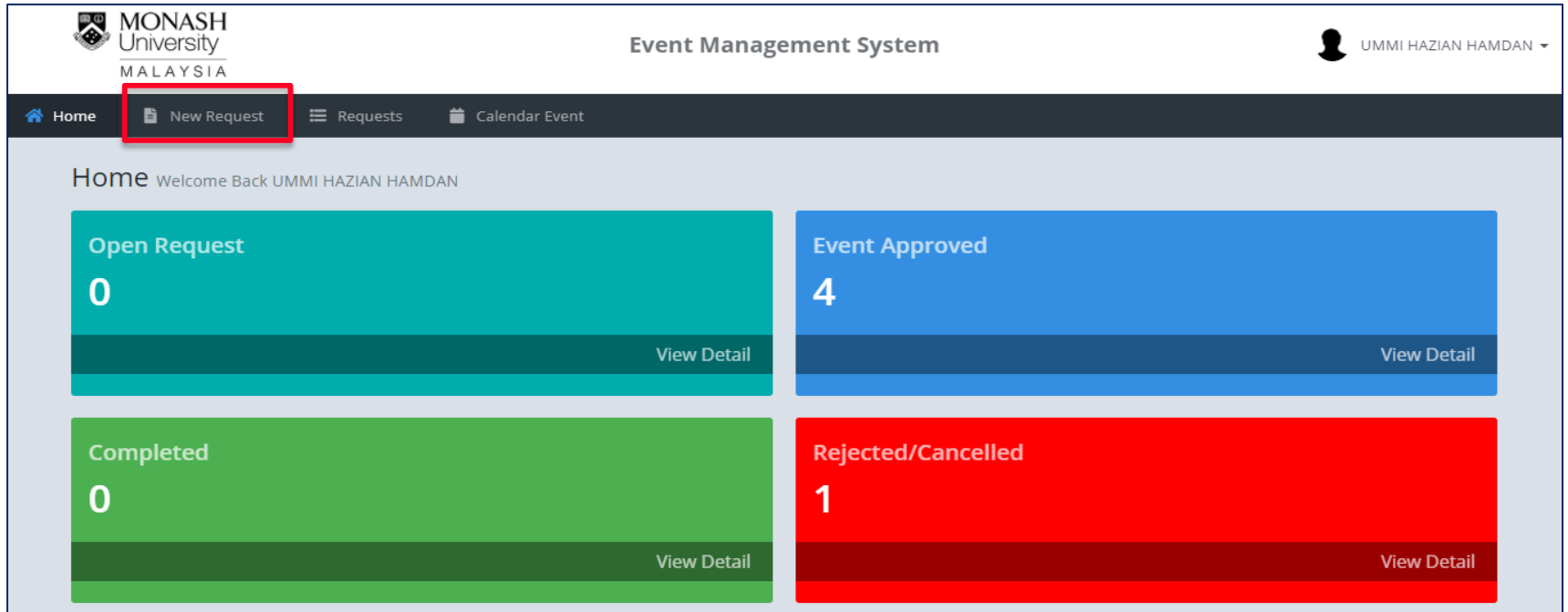
EMS – Accessing the system

The screenshot displays the Event Management System (EMS) interface. At the top, the Monash University Malaysia logo is on the left, the title 'Event Management System' is in the center, and the user profile 'UMMI HAZIAN HAMDAN' is on the right. Below the header is a navigation bar with links: Home, New Request, Requests, and Calendar Event. The main content area is titled 'Home' and includes a welcome message 'Welcome Back UMMI HAZIAN HAMDAN'. It features four colored cards representing different event statuses: 'Open Request' (0) in teal, 'Event Approved' (4) in blue, 'Completed' (0) in green, and 'Rejected/Cancelled' (1) in red. Each card has a 'View Detail' button at the bottom right.

Status	Count	Action
Open Request	0	View Detail
Event Approved	4	View Detail
Completed	0	View Detail
Rejected/Cancelled	1	View Detail

- New Request – Submit a new Event Request
- Requests – List of submitted request
- Calendar Event - Displays Events which has been published
- Open Request – Request pending approval
- Event Approved – Displays Approved Events
- Completed – Events which has reached the event end date
- Rejected/Cancelled – Rejected & Cancelled Events

EMS – New Request



The screenshot displays the Event Management System (EMS) interface. At the top, the Monash University Malaysia logo is on the left, the title 'Event Management System' is in the center, and the user profile 'UMMI HAZIAN HAMDAN' is on the right. Below the header is a dark navigation bar with links: Home, New Request (highlighted with a red box), Requests, and Calendar Event. The main content area shows a welcome message 'Home Welcome Back UMMI HAZIAN HAMDAN' and four colored cards representing different request statuses:

Status	Count	Action
Open Request	0	View Detail
Event Approved	4	View Detail
Completed	0	View Detail
Rejected/Cancelled	1	View Detail

Note: Only non-approver user can be the requester. E.g.: if you are the manager or director who is approving the request for your department, you can't submit a request for event.

EMS – Requester Information

Requester Information

Name	Ummi Hazian Hamdan
Email	Ummi.Hazian@monash.edu
Staff/Student ID*	12312
Department*	ITS
Designation*	Service Desk Lead
Phone Number*	1141414123

- In this section, you can view your detail as requester. Please make sure the details are accurate. You can make changes on the detail. (My Account section)

EMS – Organizer Details

Part I - Organizer's Details

Copy Requester information

#	Department	Organizer Name	Email Address	Contact Number	Primary	
1	<input type="text" value="Department"/>	<input type="text" value="Organizer Name"/>	<input type="text" value="Email Address"/>	<input type="text" value="Contact Number"/>	<input type="radio"/>	<input type="button" value="Add Item"/>

- You can copy the requester information above into the organizer's detail.
- You may add more organizers' detail as you wish.

Part I - Organizer's Details

Copy Requester information

#	Department	Organizer Name	Email Address	Contact Number	Primary	
1	<input type="text" value="Department"/>	<input type="text" value="Organizer Name"/>	<input type="text" value="Email Address"/>	<input type="text" value="Contact Number"/>	<input type="radio"/>	<input type="button" value="Delete"/>
2	<input type="text" value="Department"/>	<input type="text" value="Organizer Name"/>	<input type="text" value="Email Address"/>	<input type="text" value="Contact Number"/>	<input type="radio"/>	<input type="button" value="Delete"/> <input type="button" value="Add Item"/>

- You are required mark one of it as primary

EMS – Event Details

Event Details

Name Of Event*

Objective of Event*

Expected Number of Attendees*

Event Categories*

☒ Exhibition / Conference / Seminar

☐ Visits

☐ Training

☐ Others

☐ Meeting

☐ Sports

☐ Alumni

Will there be external guests?*

☐ Yes ☒ No

External Vendor/Caterer*

☐ Yes ☒ No

External Equipment*

☐ Yes ☒ No


- You are required to fill up all detail in this section.

EMS – External Guest & VIP

Will there be external guests?* ☒ Yes ☐ No

Will there be vip?* ☐ Yes ☒ No

Guests*

#			VIP
1	<div>Guest Name <input type="text" value="Guest Name"/></div> <div>Profile <div>Choose File No file chosen</div></div>	<div>Organization <input type="text" value="Organization Name"/></div> <div>Additional Profile <div>Choose File No file chosen</div></div>	<input type="checkbox"/> Vip 

[Add More](#)

Group Guests ? [Template - Group Guest](#)

Choose File No file chosen

- You are required to provide information of external guest who will attend the event and indicate if it's a VIP
- If there is a group guest you are required to provide the information by filling the available template

EMS – External Vendor/Caterer

External Vendor/Caterer* ☒ Yes ☐ No

Company Name / Contact Number*

- If the event requires external vendor or caterer, please provide the company name and contact number

EMS – Proposed Venue – On Campus

Proposed Venue

Please select one of the below:

☒ On Campus ☐ Off Campus

Teaching Facility

[Venue Booking System](#)

Non Teaching Facility

[Space Booking System](#) ?

Venue Booking System

Monash Intranet | Applications & Tools

Venue booking system

[f](#) [t](#) [in](#) [g+](#) [v](#) [p](#) [+](#) SHARE

Log in to book a room on:

Australian Campuses
Caulfield, Clayton, Parkville, Peninsula

Login 2018

Login 2019

Malaysia Campuses
Sunway

Login 2018

Space Booking System


MONASH University | MALAYSIA

Space Booking System

Non-teaching


[Home](#) [My Bookings](#) [My Account](#) [Logout](#)

Home




Sunway Campus

Choose



Segamat

Choose



CSJB

Choose

- Once you've made the booking via the link given, enter the booking reference number in the Booked Venue table. You may add more than one booked venue here. You may add more than one booked venue here.

[Space Booking System](#)

Booked Venue

#	Booking Reference Number	Venue
1	<input type="text" value="Booking Reference Number"/>	<input type="text" value="Venue"/>

Note: A separate venue approval will be sent to you by the respective venue owners

[Add More](#)

EMS – Proposed Venue – Off Campus

Proposed Venue

Please select one of the below:

☐ On Campus ☒ Off Campus

Enter address of location*

Mode of travel*

- If you select Off Campus, you are required to enter the full address of the exact location and the mode of travel you proposed for the participant.

EMS – Assessment of Activities

Assessment of Activities

Loud Noise ?

☐ Yes ☒ No

Use Of Chemicals ?

☐ Yes ☒ No

Health Hazard ?

☐ Yes ☒ No

Involve Fire ?

☐ Yes ☒ No

Heavy Lifting Work ?

☐ Yes ☒ No

Mobile Phone Coverage ?

☐ Yes ☒ No

Water Activity ?

☐ Yes ☒ No

Injury Prone ?

☐ Yes ☒ No

Emergency Services ?

☐ Yes ☒ No

- Kindly select the activities which is relevant to the event

EMS – Event Schedule – Event Scale Matrix

								How many days before the event day the requestor is allowed to cancel the event ?			
In campus / out campus	VIP	External Guest	Catering	External Equipment	Services Required	SCALE	LEAD TIME TO ALLOW SUBMISSION base on working days	FMD	SEC	MKT	ITS
On campus						1 - Basic	2	1	1	1	1
On campus					✓	1 - Basic	10	3	3	3	3
On campus		✓	✓		✓	2 - Moderate	20	3	3	3	3
On campus		✓	✓	✓	✓	2 - Moderate	25	3	3	3	3
On campus	✓	✓	✓		✓	2 - Moderate	30	3	3	3	3
On campus	✓	✓	✓	✓	✓	3- Complex	35	3	3	3	3
Off campus	✓	✓	✓	✓	✓	3- Complex	35	3	3	3	
Off campus						1 - Basic	2	1	1	1	
Off campus	✓					1 - Basic	10	3	3	3	

EMS – Event Schedule

Event Schedule

Start Date/time*

26/08/2019 08:00 AM

End Date/Time*

26/08/2019 05:00 PM

Repeating*

☐ Yes ☒ No

- There are lead times for the event date depends on the services and support required. If your event date/time is less than the lead time, you will get an error message like this when you submit:

New Request



- Not enough lead time, please change your event start date, at least after 08/01/2019 or 36 working days

EMS – Part II – Support Required

Part II - Support Required

Please select your required Support Services before submission

Venue setting and equipment

☐ Require this support

Parking arrangement and security services

☐ Require this support

IT services and support

☐ Require this support

Catering information

☐ Require this support

Merchandise Services

☐ Require this support

Media Services

☐ Require this support

Marketing Design

☐ Require this support

- Here you can pick the support you required for your event. **You must select your support services before submitting your request.**

EMS – Other Details

Other Details

Draft Program

Upload File Here

No file chosen. Please upload your draft program here.

Note:

- Accepted File Type: docx, .xls, .ppt, .pdf, .jpg, .png
- Max File Size - 10Mb

Additional Information

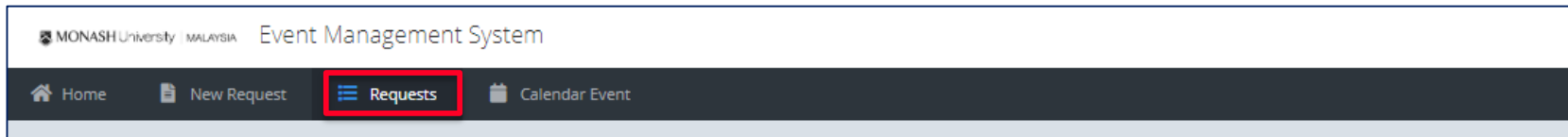
- The last section of the request form is the Draft Program attachment. You can upload any kind of document such as PDF, DOCX, or XLS.
- Maximum file size is 10Mb

EMS – Save Draft & Submit



- You are allowed to Save Draft your request before submitting if you do not have the full information for your event.
- You can Submit once you have completed populating information for your event

EMS – My Request



- To check your previously submitted request, click on “Requests”:
- You will see a table listing as below:

MONASH University | MALAYSIA Event Management System

Home New Request Requests Calendar Event

Request List

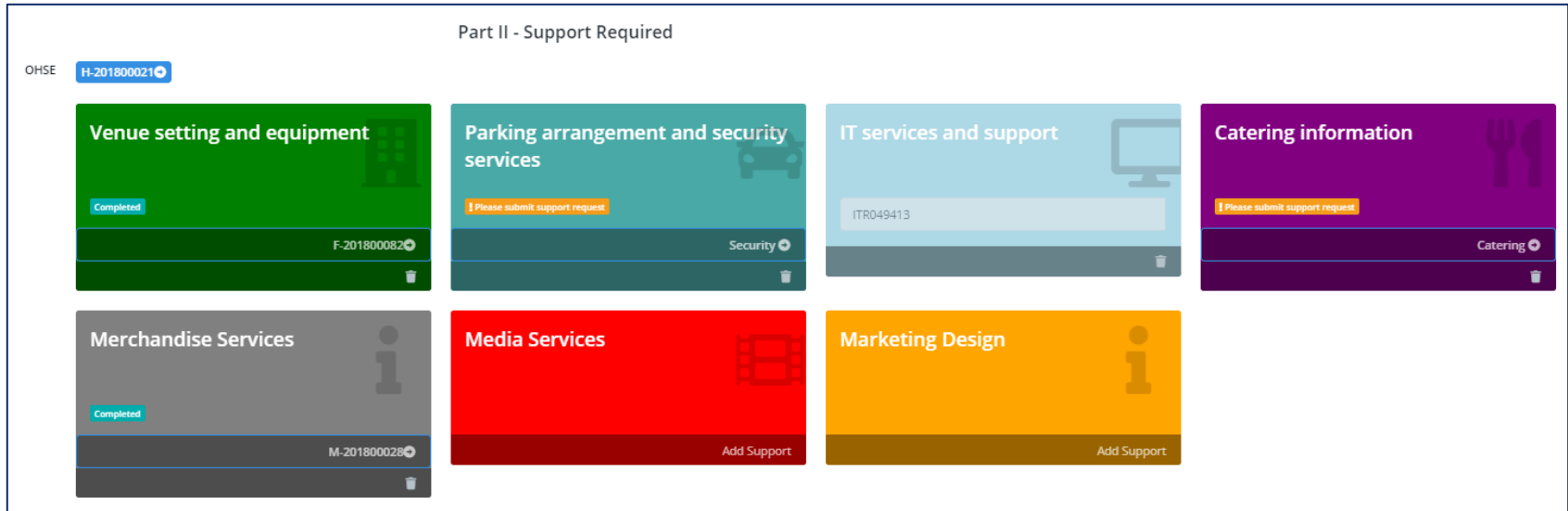
FILTER: My Request (26) | Event Approved (120) | Completed (6) | All

Show 10 entries

Status	Request#	Requester	Verifier	Verifier 2	Approver	OHSE	Created
Pending Verifier Approval	E-201800172	EMS REQUESTER UNIT	waiting	-	waiting	-	01/12/2018 10:34 AM
Pending Verifier Approval	E-201800171	EMS REQUESTER UNIT	waiting	-	waiting	-	01/12/2018 10:32 AM
Event Approved	E-201800170	EMS REQUESTER UNIT	ems verifier unit 01/12/2018 09:48 AM Verifier Approved	-	ems approver 01/12/2018 09:50 AM Approver Approved	ohse approver 01/12/2018 09:55 AM Ohse Approver Approved	01/12/2018 09:45 AM
Edits Required	E-201800055	EMS REQUESTER UNIT	ems verifier unit 25/11/2018 12:09 AM Edits Required	-	waiting	-	25/11/2018 12:03 AM
Pending Verifier Approval	E-201800054	EMS REQUESTER UNIT	waiting	-	waiting	-	24/11/2018 11:55 PM
Event Approved	E-201800050	EMS REQUESTER UNIT	ems verifier unit 24/11/2018 01:53 PM Verifier Approved	-	ems approver 24/11/2018 02:02 PM Approver Approved	ohse approver 24/11/2018 02:14 PM Ohse Approver Approved	24/11/2018 01:50 PM

- You can open the request and see the detail by clicking the green highlighted rectangular box.
- The blue highlighted box indicates you can proceed to Part II for including additional services from other department. You may click on it and it will open the request detail.

EMS – Event with additional support




Add Support - Process



- Click on Add Support
- Confirm Selection of Service
- Click on Media Request to proceed to the Media Request System to complete and submit the request


EMS – Additional Support – Cont.

Media
Request Form

 Username

Sign me in

- You will be required to login to the Media System with your Okta login and complete the request.

MONASH University | MALAYSIA Media  MEDIA REQUESTER

Home New Request Requests

New Request

REQUESTER INFORMATION

Name media requester

Email media_requester@monash.edu

Staff/Student ID* tyu765

Department* qw321

Designation* you and me

Phone Number* 0988907

MEDIA

Describe Your Event* My Demo Event 01

Objective Of Event To do testing

EMS – Approval Status

Staff Request

STATUS ✓ EVENT APPROVED	VERIFIER ✓ VERIFIER APPROVED EMS VERIFIER UNIT 01/12/2018 09:48 AM comment: Okay, let's go!	APPROVER ✓ APPROVER APPROVED EMS APPROVER 01/12/2018 09:50 AM comment: Test	OHSE APPROVER ✓ OHSE APPROVER APPROVED OHSE APPROVER 01/12/2018 09:55 AM comment:
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Student Request

STATUS ✓ EVENT APPROVED	VERIFIER ✓ VERIFIER APPROVED THUSHARAN CHANDRAKUMANAN 27/11/2018 04:39 PM comment:	VERIFIER 2 ✓ VERIFIER 2 APPROVED ZEBBA CHUNG 27/11/2018 04:40 PM comment:	APPROVER ✓ APPROVER APPROVED PARVEEN SIDHU 27/11/2018 04:41 PM comment: Safety precaution	OHSE APPROVER ✓ OHSE APPROVER APPROVED JASBIR SINGH 27/11/2018 05:07 PM comment:
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Rejected Request

STATUS ✗ REJECTED	VERIFIER ✓ VERIFIER APPROVED THUSHARAN CHANDRAKUMANAN 26/11/2018 05:10 PM comment:	VERIFIER 2 ✓ VERIFIER 2 APPROVED ZEBBA CHUNG 26/11/2018 05:11 PM comment:	APPROVER ✗ APPROVER REJECTED PARVEEN SIDHU 26/11/2018 05:15 PM comment: Clash with another event
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EMS – Verifier, Approver & Event Approver Task


Approve Reject Request More Information

Remark Remark...

- You are required to provide a Remark when performing Reject or Request for More Information

Approve Approve And Require OHSE Approval Reject Request More Information

- Event Approver has the option to decide if the event requires OHSEs approval

Status	Request#
 Pending Ohse Form Submission	E-201800173

- Requester is required to submit an OHSE Form request to be approved for the event

Event Schedule

Start Date/Time 10/12/2018 12:03 PM

End Date/Time 14/12/2018 12:04 PM

Repeating

OHSE Please submit ohse form request to proceed

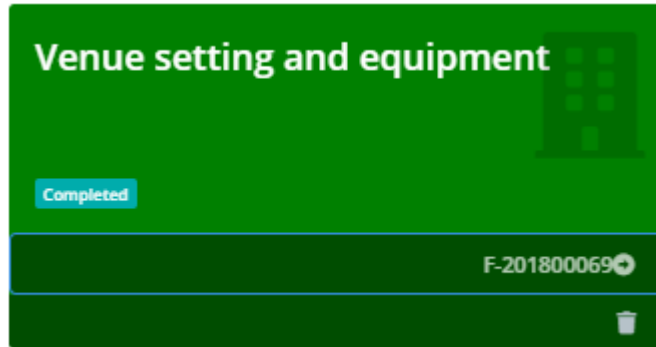
Part II - Support Required

[Submit OHSE Form Request](#)

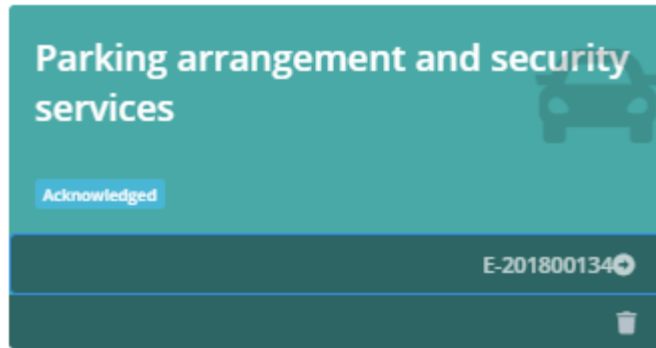
EMS – Status Log

- Requester, Verifier & Approvers will be able to view the status of all approval log from the Status Log section

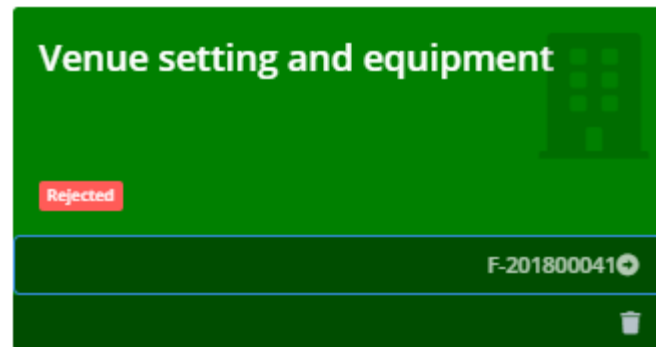
Others				
Status log	Date	Status	User	Remark/Comment
	29/11/2018 07:54 PM 3 days ago	Event Approved	ems approver	-
	29/11/2018 07:54 PM 3 days ago	Approved	ems approver	-
	29/11/2018 07:54 PM 3 days ago	Approver Approved	ems approver	asdasdas
	29/11/2018 07:54 PM 3 days ago	Pending Approver Approval	-	-
	29/11/2018 07:54 PM 3 days ago	Verifier 2 Approved	ems verifier swa	asdasda
	29/11/2018 07:53 PM 3 days ago	Pending Verifier 2 Approval	-	-
	29/11/2018 07:53 PM 3 days ago	Verifier Approved	ems verifier musa	12312312
	29/11/2018 07:52 PM 3 days ago	Pending Verifier Approval	-	-
	29/11/2018 07:52 PM 3 days ago	New	Milton Hon Kin Leong	-



Completed



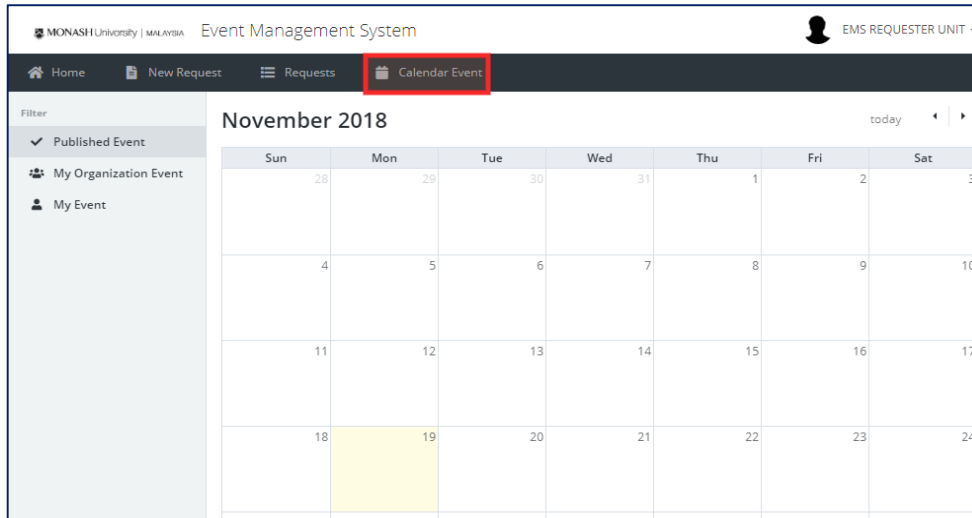
Acknowledged



Rejected

EMS – Calendar Event

- You can view the event available in the campus in calendar view. Click on “Calendar Event”:



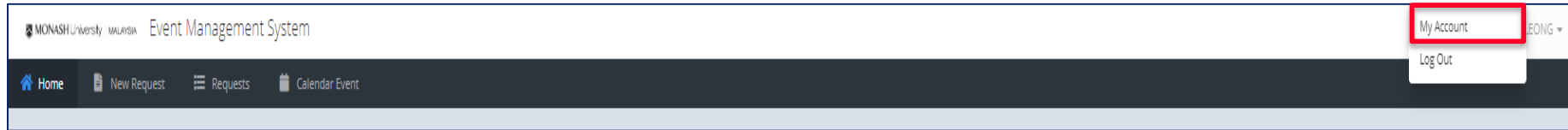
EMS – Adding Event to your Google Calendar

- If you are interested on any specific event, you can add that to your Google Calendar and remind you when the event is near.
- Click on the event timeline:

The image shows a two-step process. On the left, a calendar for October 2018 is displayed. A red arrow points down to the calendar, and a red circle highlights an event on Friday, October 12th, with a timeline from 5:54 PM to 6:00 PM. A red arrow points from this event to the right-hand screenshot. The right-hand screenshot shows the event details page. The event name is 'dsad', the purpose is 'dsdad', and the start/end times are 12/10/2018 05:54 PM and 13/10/2018 05:54 PM. A red box highlights the 'Add event to google calendar' button at the bottom of the details panel.

- Click on the “Add event to Google calendar” button. You are required to login to your Google Account in order to add that into your calendar.

EMS – My Account



- You can update your account information here

My Account your account information

Username	mhleo6
Name	Milton Hon Kin Leong
Email	mhleo6@student.monash.edu
Superior	ems verifier musa Thutharan Chandrakumaran
Staff/Student ID	12345
Department	<input type="text" value="MUSA"/>
Designation	<input type="text" value="Musa Publicity"/>
Phone Number	<input type="text" value="0124767898"/>
<input type="button" value="Update"/>	

- Username, Name & Email is auto populated and cannot be changed
- Superior is set based on your selection during your first time login to the system
- Staff/Student ID is set based on your selection during your first time login to the system
- Staff & Student can update their Department, Designation & Phone Number and click update to reflect the made changes in the system

EMS – Email Notification Template

Event Management System

ems Request (Reference: E-201800175)

Dear ems requester unit,

Your request has been successfully submitted.

Event Name: Demo Event
Purpose of Event: For testing purpose.
Start Date/Time: 07/01/2019 03:18 PM
End Date/Time: 09/01/2019 03:19 PM
External Parties: no
Number of Attendees: 100
Proposed Venue: On Campus

To view it, open the URL below:
[Click here to view form request](#)

Thank you

[View Detail Record](#)

- Email notification is generated when:
- A user submits a request
- Verifier approves/ rejects/ request for information
- Approver approves/ rejects/ request for information
- Event Approved
- Services approved/acknowledged/rejected/request for information

EMS – Cancellation of Request

How many days before the event day the requestor is allowed to cancel the event ?			
FMD	SEC	MKT	ITS
1	1	1	1
3	3	3	3
3	3	3	3
3	3	3	3
3	3	3	3
3	3	3	3
3	3	3	3
1	1	1	
3	3	3	

Others			
Status Log			
Date	Status	User	Remark/Comment
10/08/2019 10:40 PM 1 day ago	Event Approved	Parveen Sidhu	-
10/08/2019 10:40 PM 1 day ago	Approver Approved	Parveen Sidhu	-
10/08/2019 10:39 PM 1 day ago	Pending Approver Approval	system	-
10/08/2019 10:39 PM 1 day ago	Verifier Approved	Mohan Balakrishnan	-
10/08/2019 10:39 PM 1 day ago	Pending Verifier Approval	system	-
10/08/2019 10:39 PM 1 day ago	New	Ummi Hazian Hamdan	-

- You are allowed to cancel a requested event based on the Event Matrix Table

THANK YOU



CELEBRATING 20 YEARS OF DELIVERING
AUSTRALIAN EDUCATION IN MALAYSIA