UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Department of Computer Science
Faculty of Computing

User Manual

Student Management System

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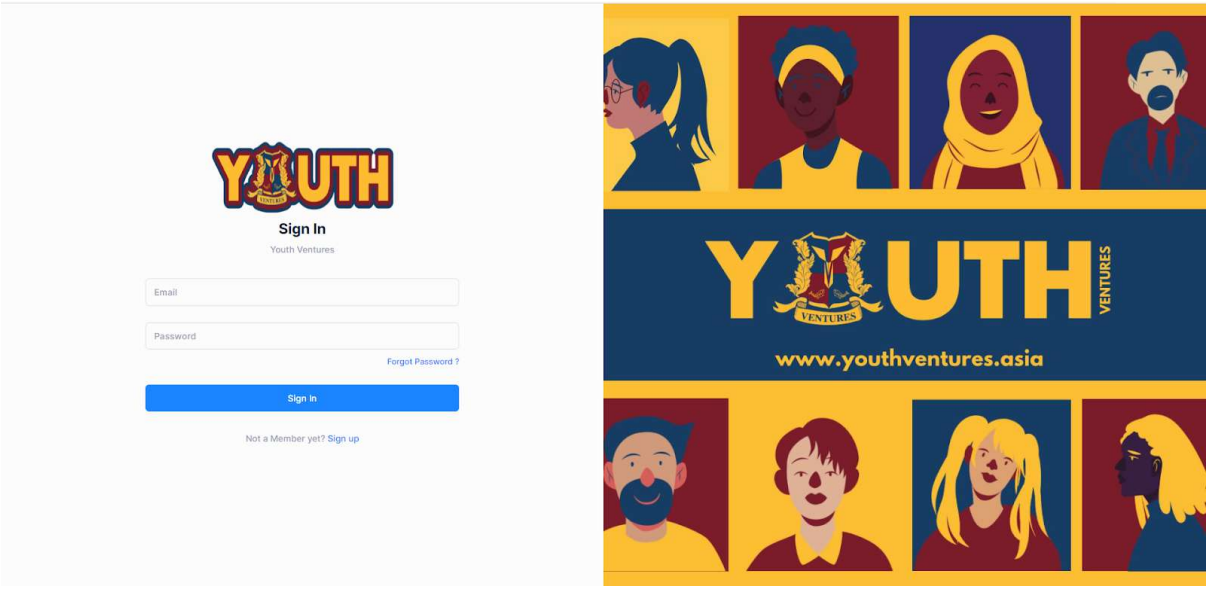
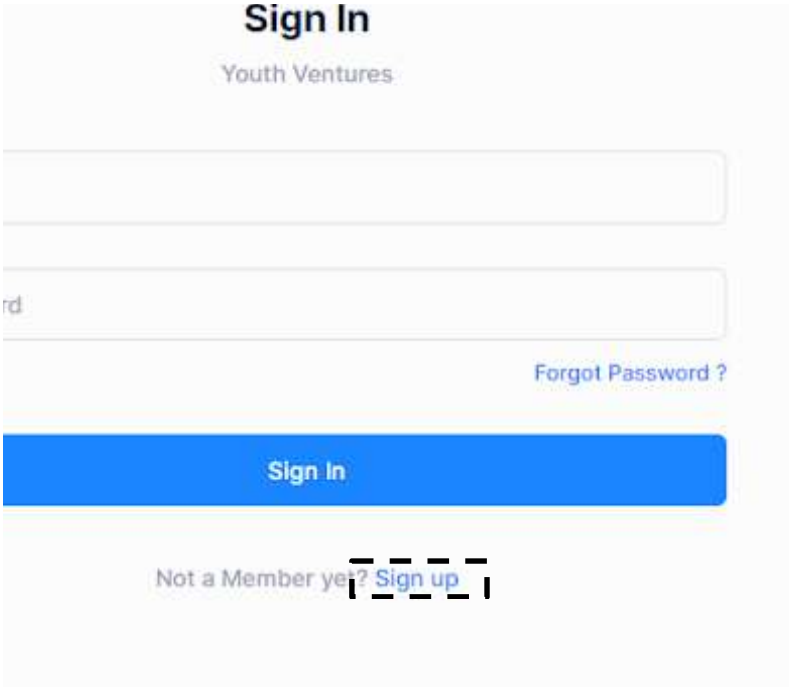
User Manual

Authentication

- Login Page

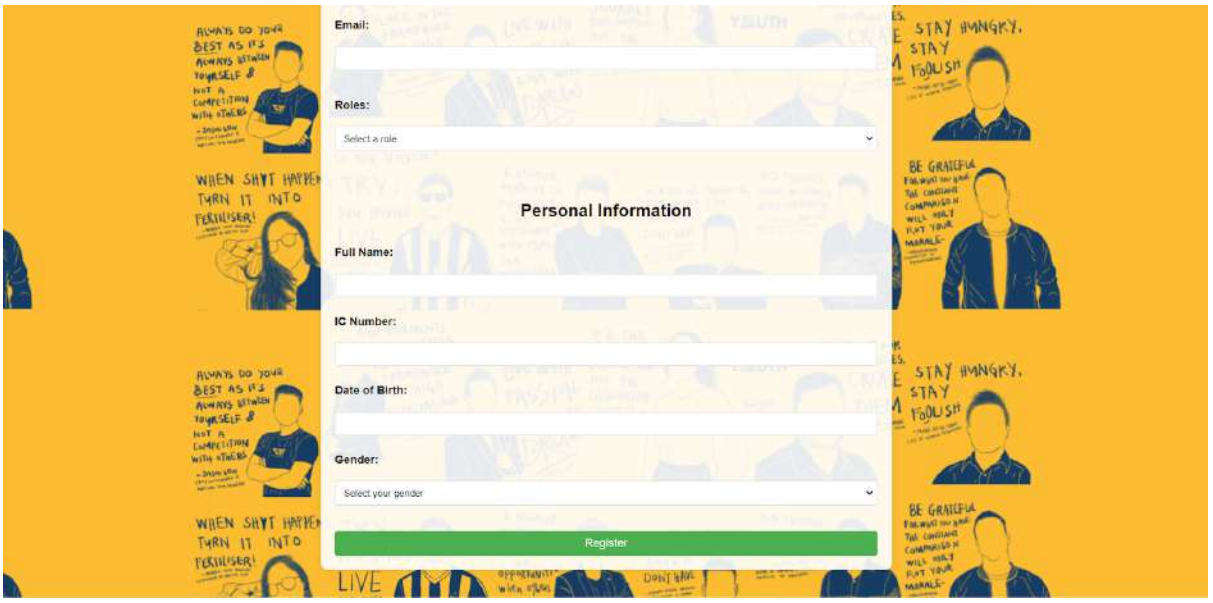


- If the user did not have account then they need to register new account by click **Sign Up** button

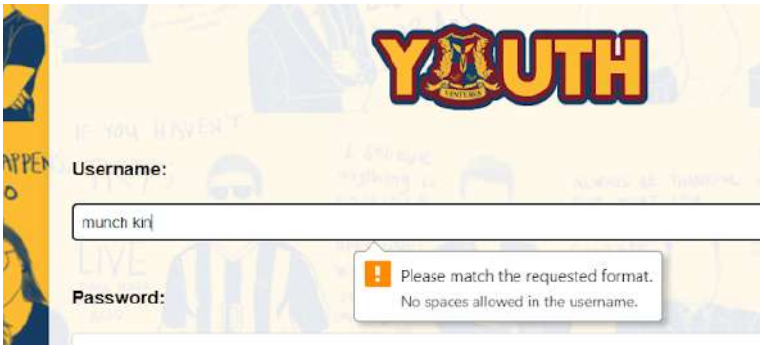


- After click the **Sign Up** button then it will redirect to page registration

Registration

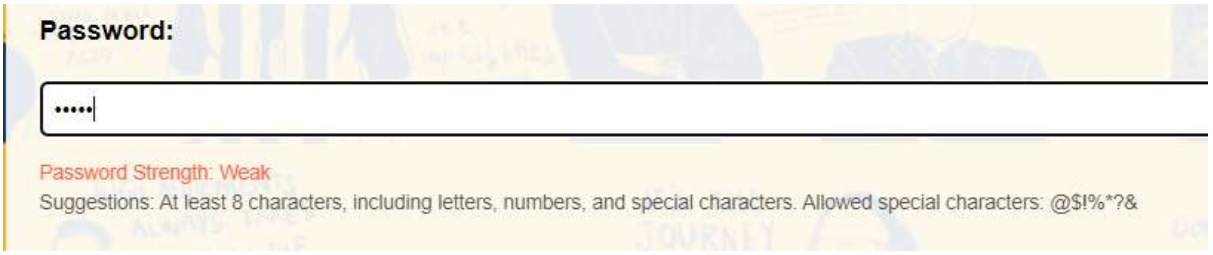


- Username can only insert alphanumeric character and cannot insert space in between if not then the error will be like this

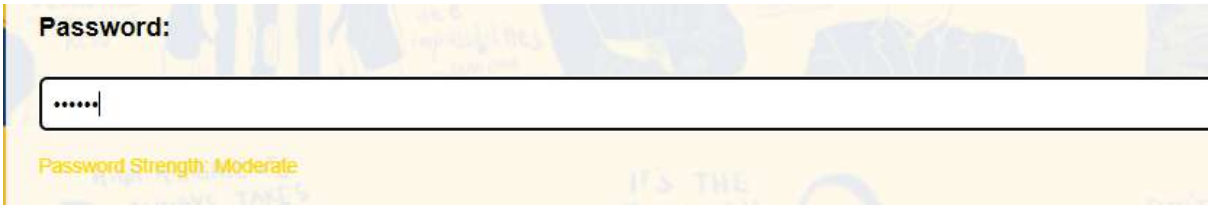


- Password must be strength

a) If Weak



b) If Moderate

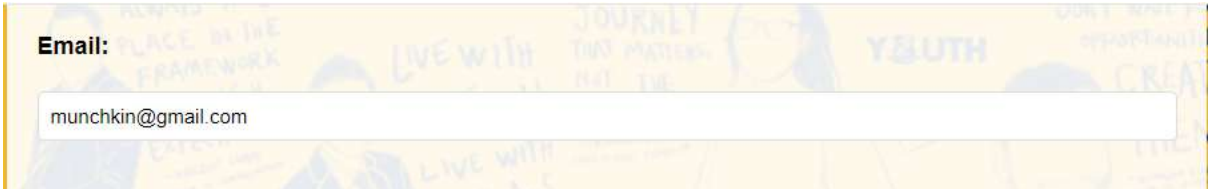


c) If Strong

- Insert email but the email must like email form that have @ symbol

a) If did not have symbol @

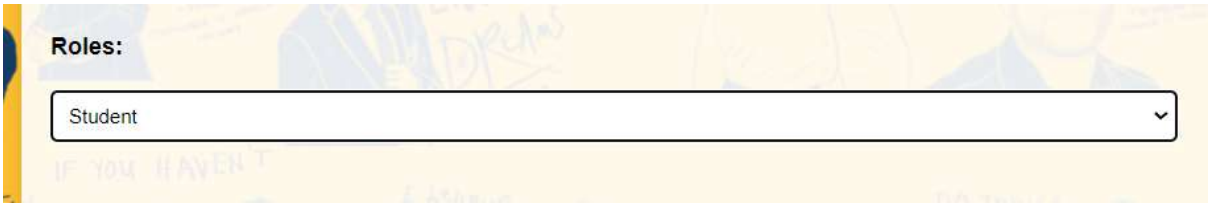
b) If have symbol @



- Select Role that user want to register as

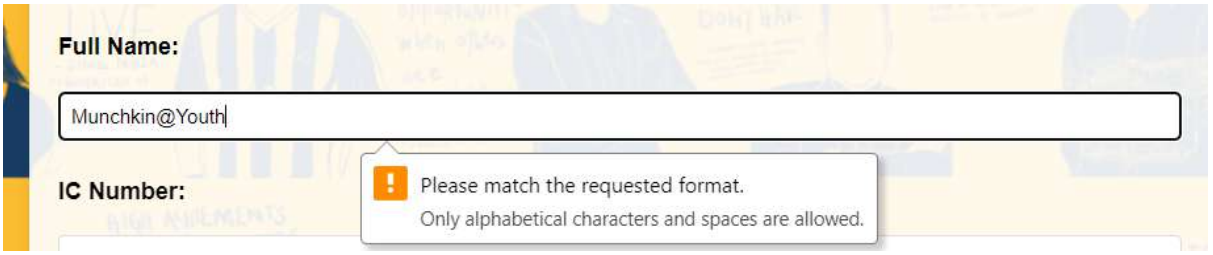
a) If the user did not select a role

b) If the user already select role



- Insert User Full Name only alphabetical character and spaces are allowed

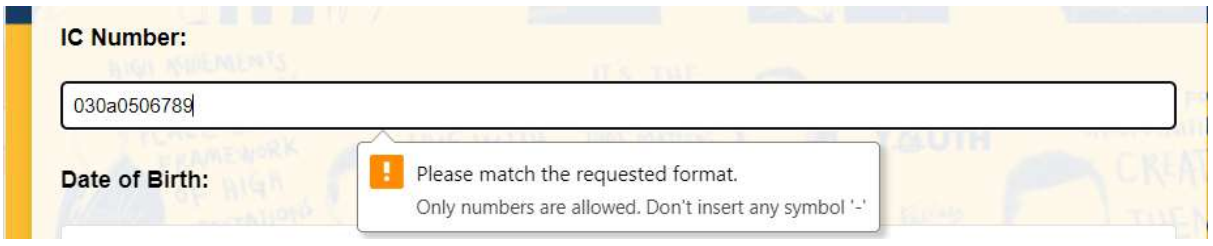
a) If did not match request format



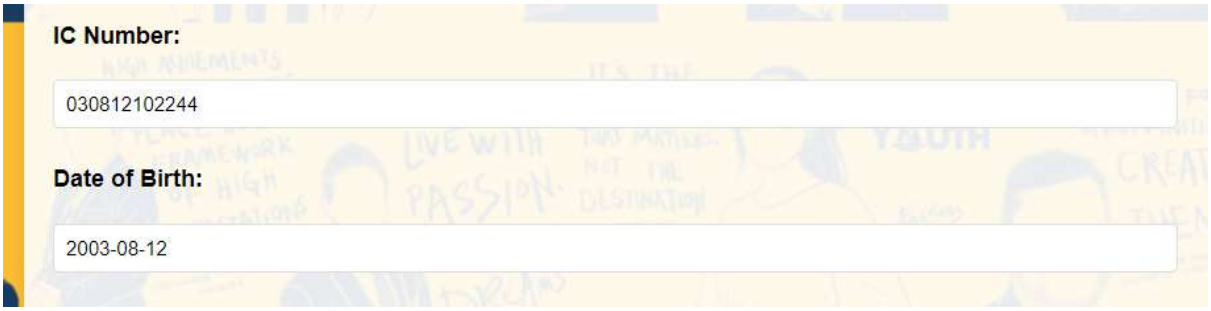
b) If match request format

- Ic number only allowed number. The date of birth will automatic generate based on ic number

a) If include character or symbol other than number

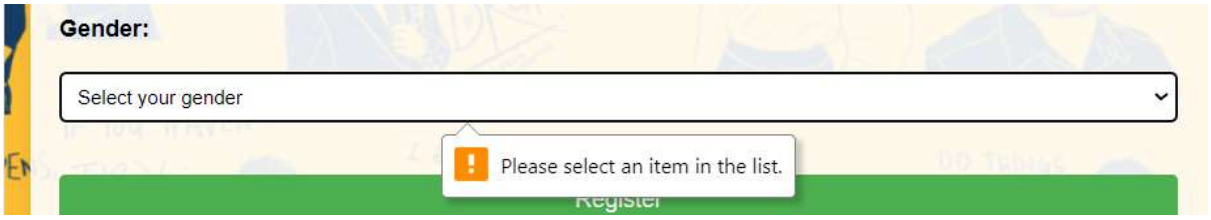


b) If only numbers

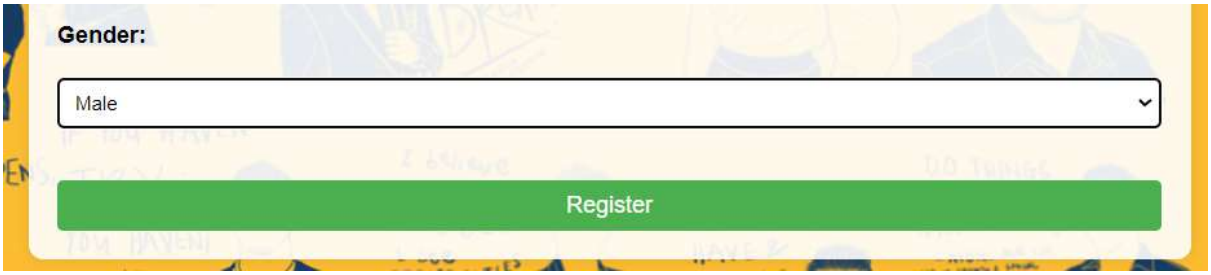


- Select Gender is required

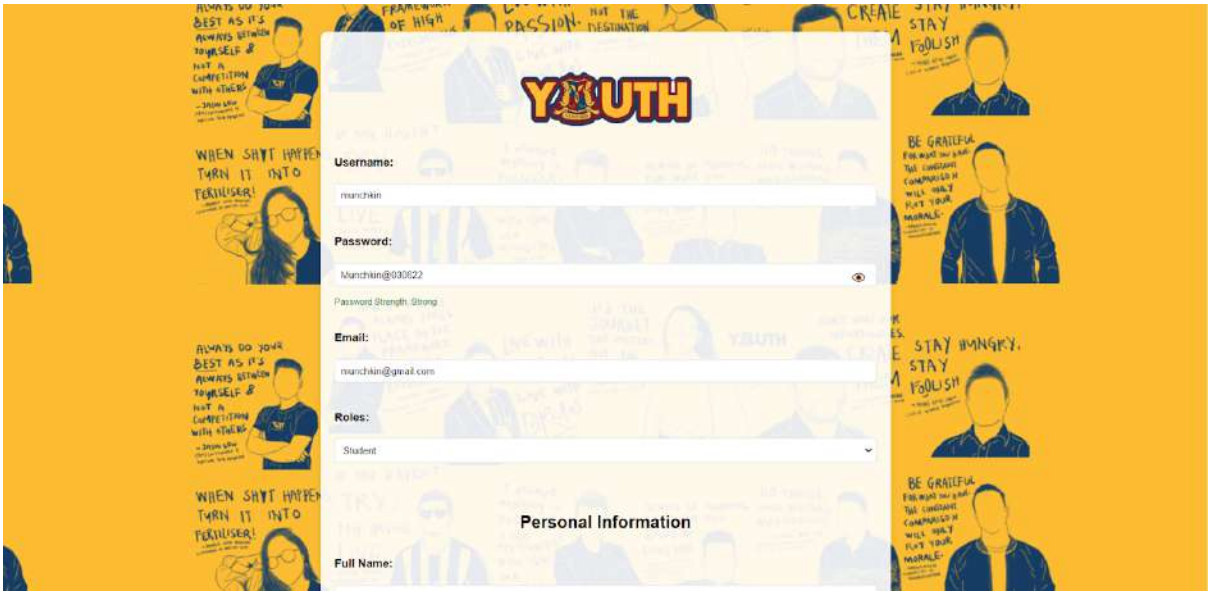
a) If user did not select gender

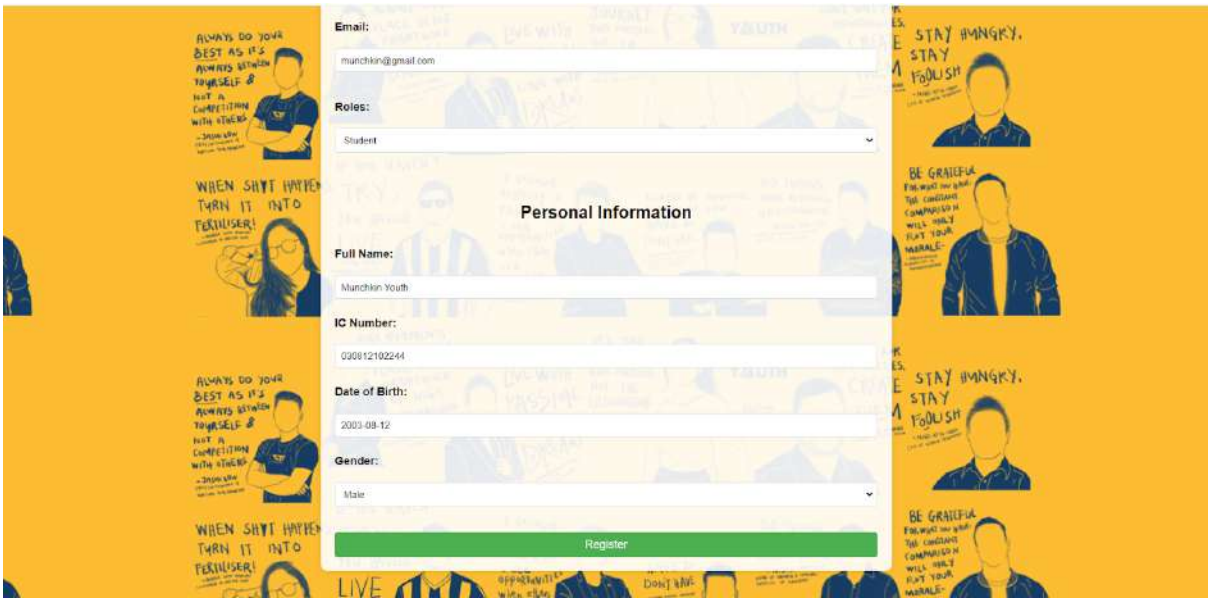


b) If user select gender



- If the form fill with correct format





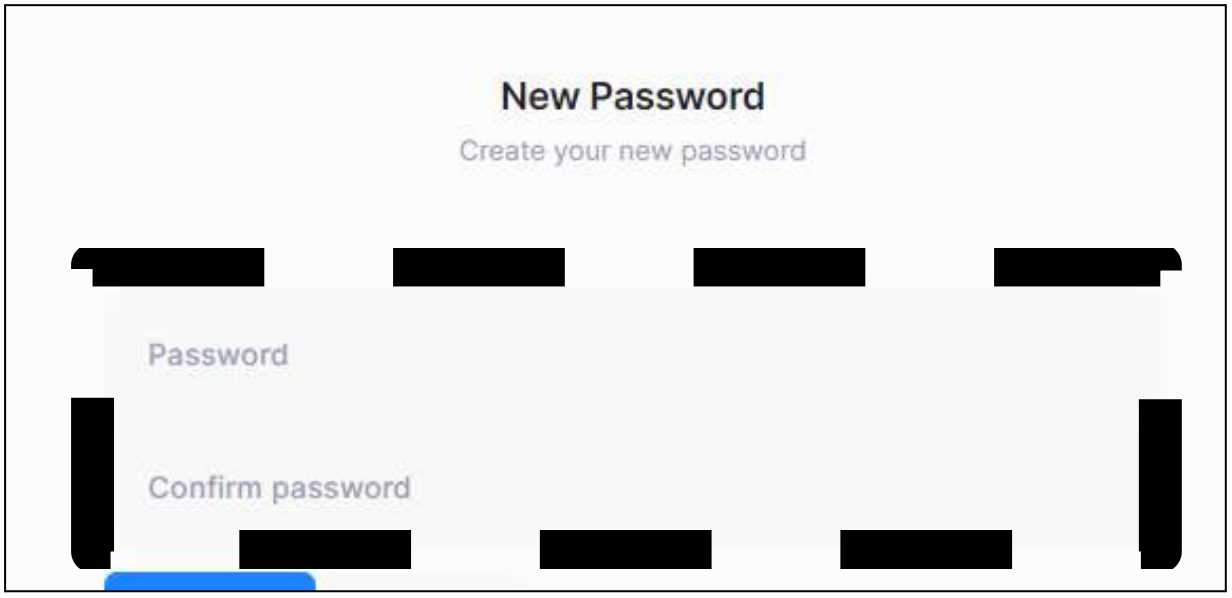
- Click **Register** button

- After click **Register** button, it will direct to Sign In button and then user can sign in the new account.

Forgot Password

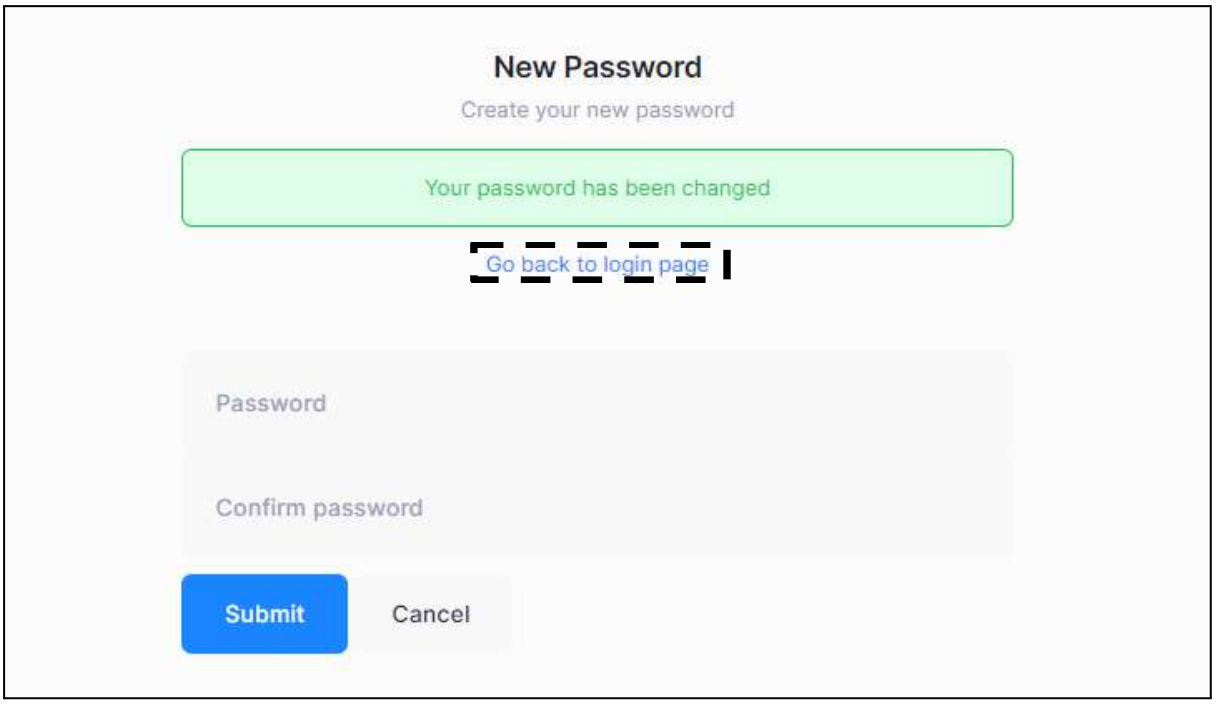
- User will have to fill in their email account. After clicking the Submit button, an email will be sent for the password recovery.

- User will have to create a new password.



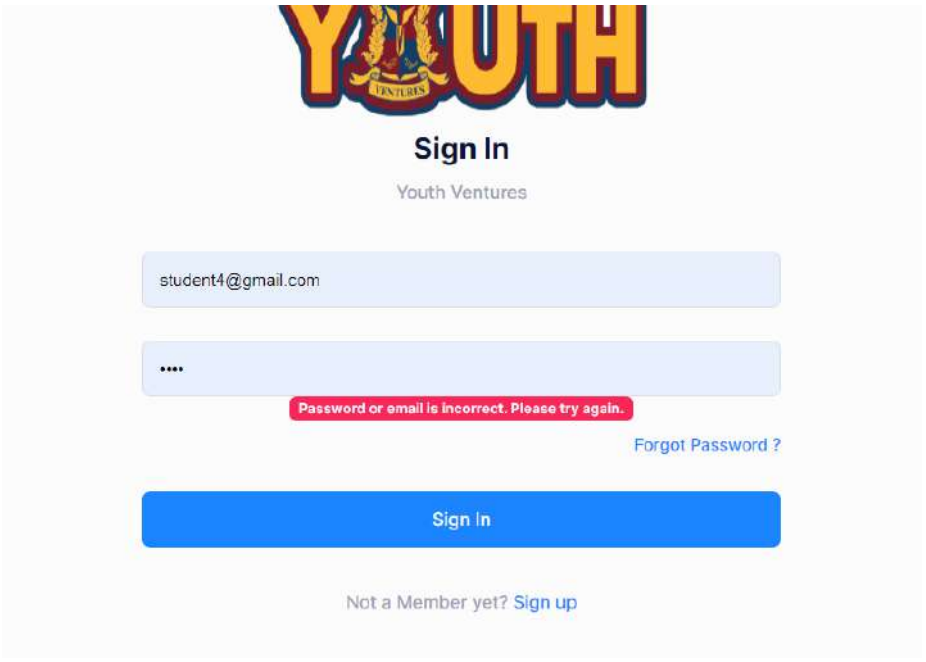
- Click Submit.

- After submitting the new password, a little pop up will appear to ensure that the new password has been updated in the system. User can proceed to the login page via the hyperlink.



Sign In

- Sign In with created account
    a) If password insert is incorrect or email never register

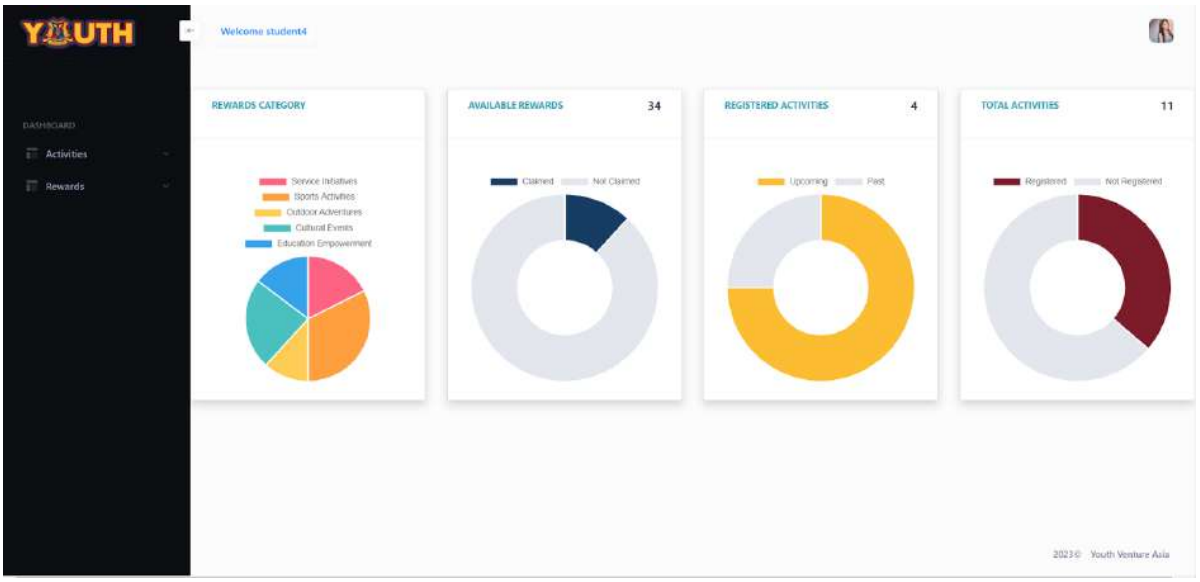


System Page

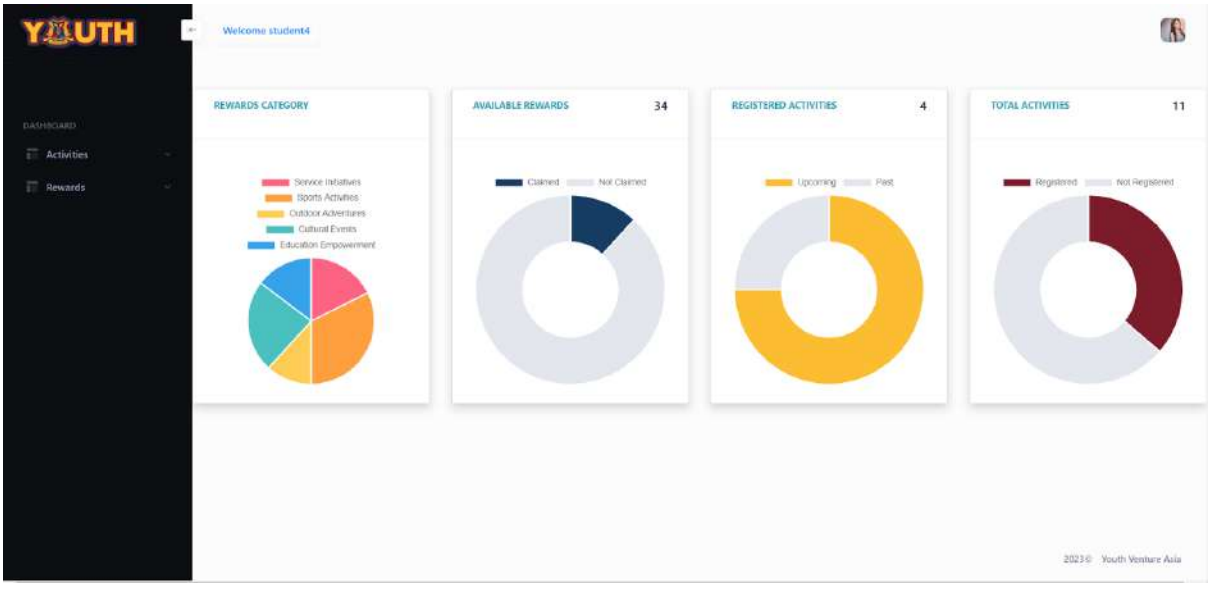
Student

1.1 Dashboard

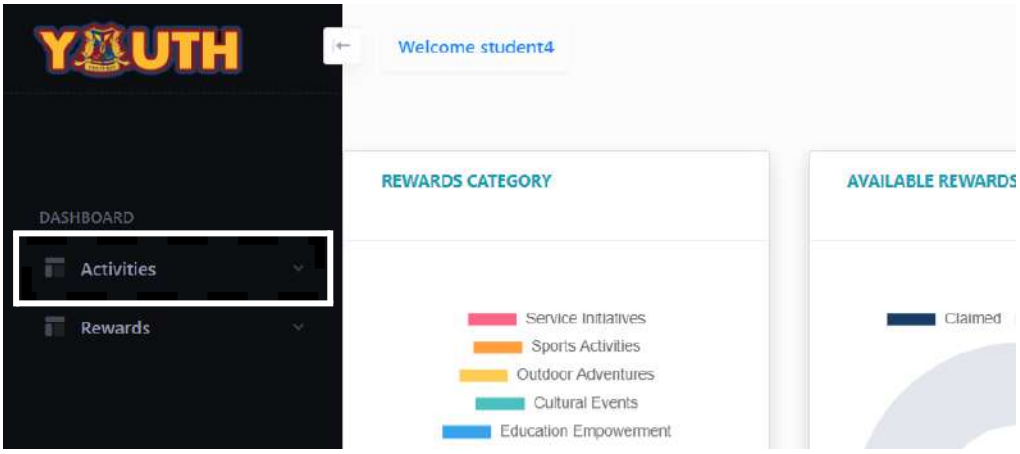
- After successful Sign In process then it will directly to dashboard page

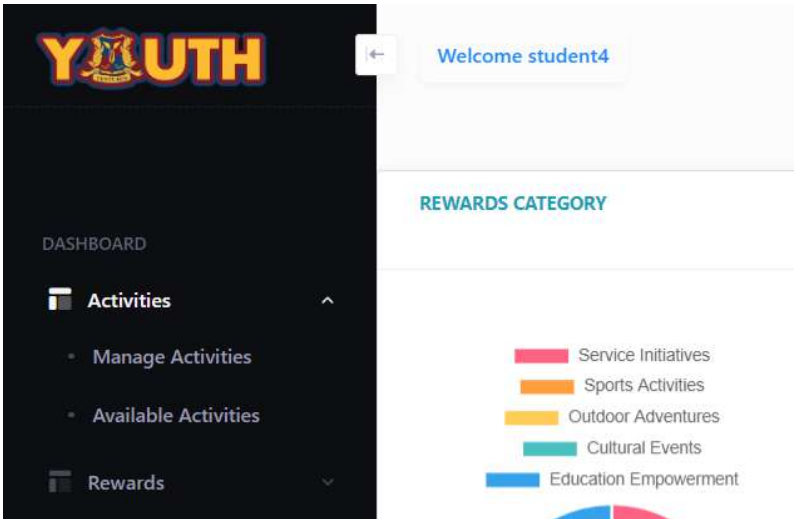


1.2 Activities



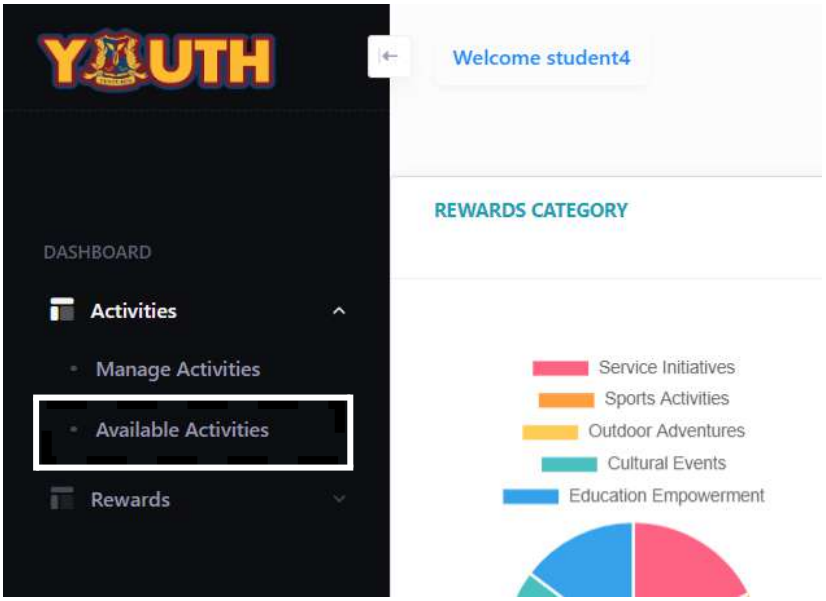
a) If the user click on **Activities** button



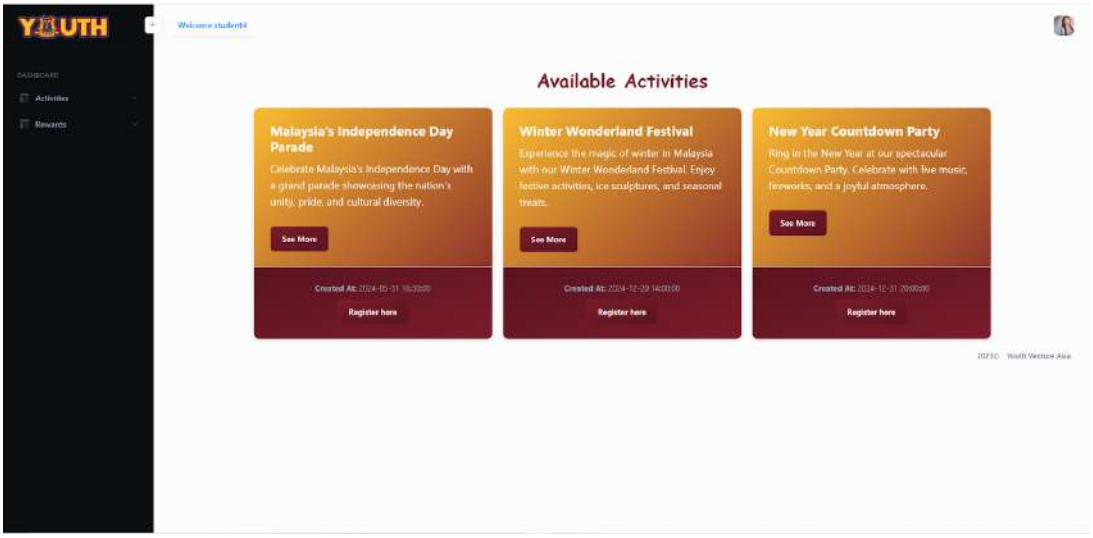


Available Activities

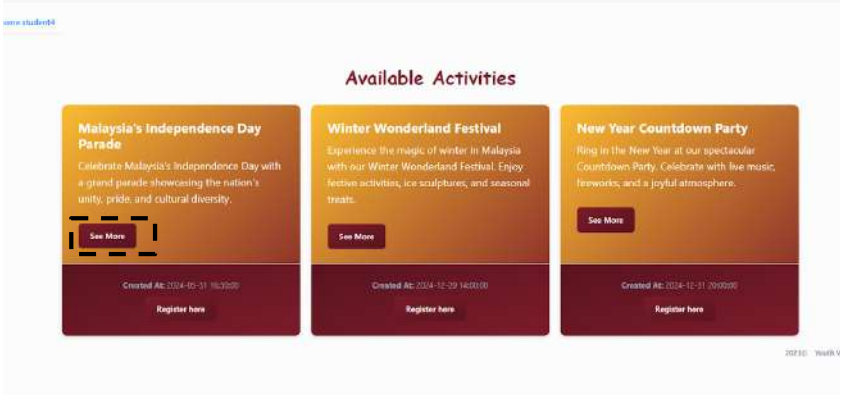
- If the user click on **Available Activities** button



- This page will appear where all the available activities appear. This activity is created by the client and admin. The activities will only appear here if the activities have not started yet and the user has not registered yet.

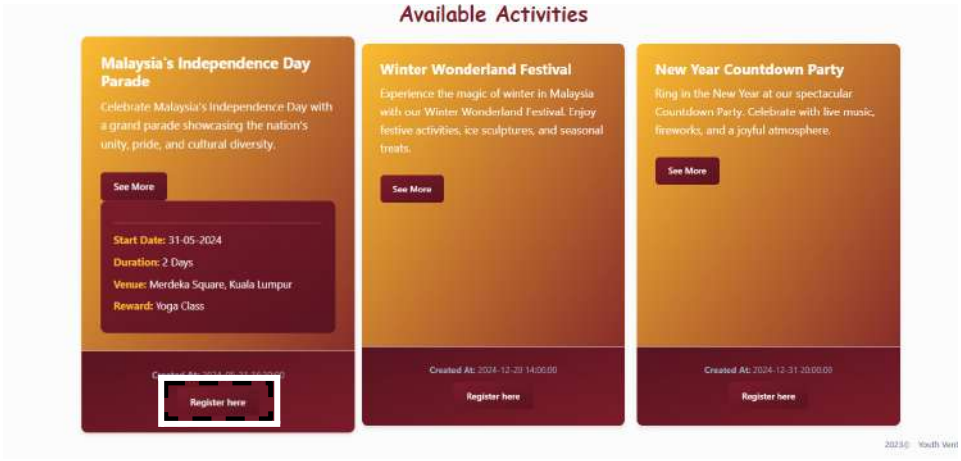


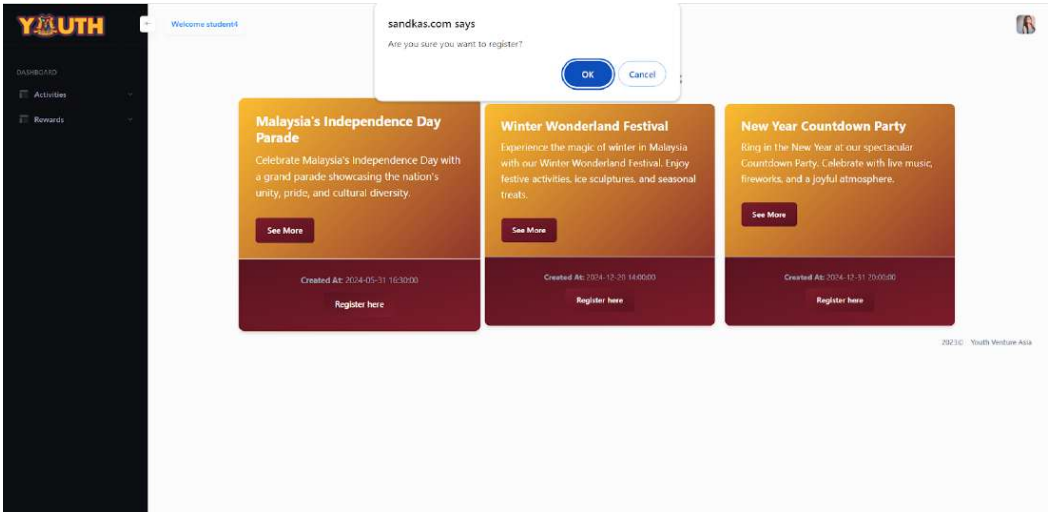
- Click **See More** button



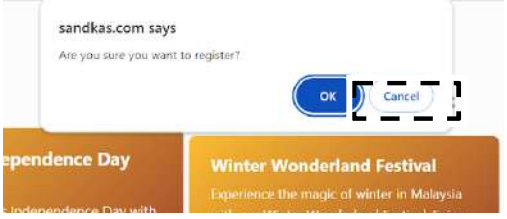
- Details of the activities will appears

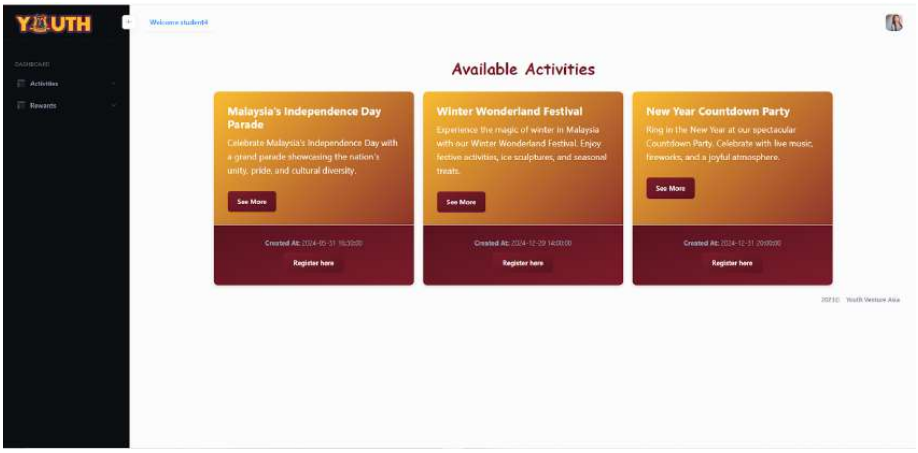
- Click **Register Here** button



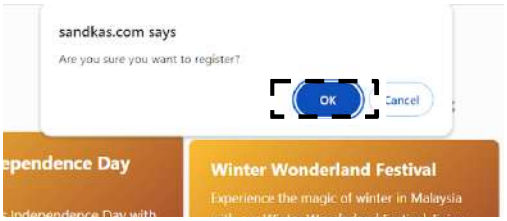


a) If you click the **Cancel** button then the registration will be cancelled.

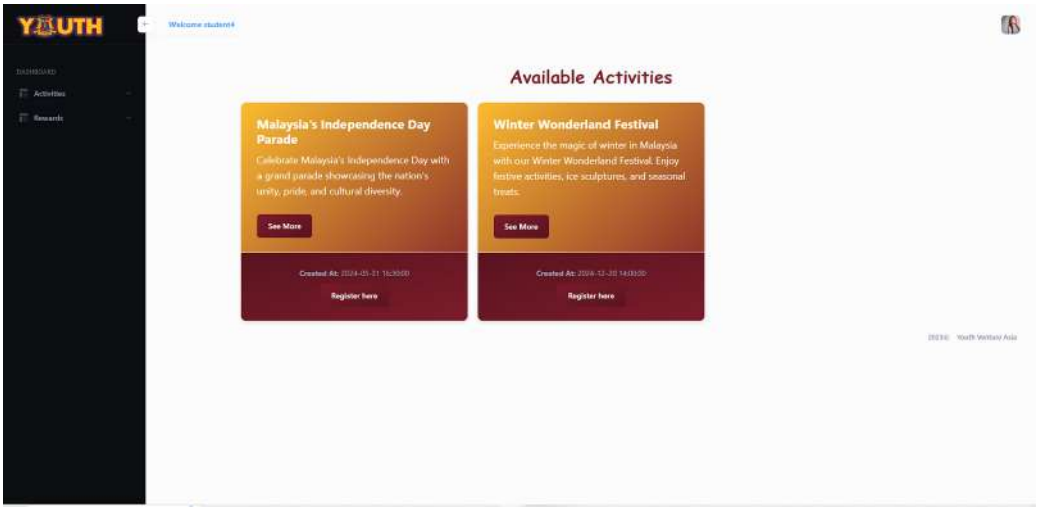




b) If you click the **OK** button then

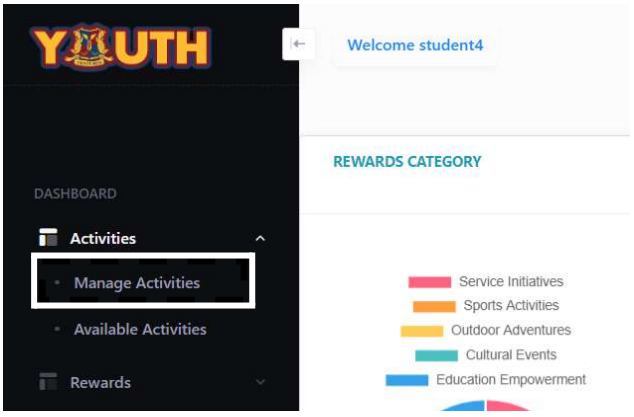


- The activities disappear from the Available Activities page

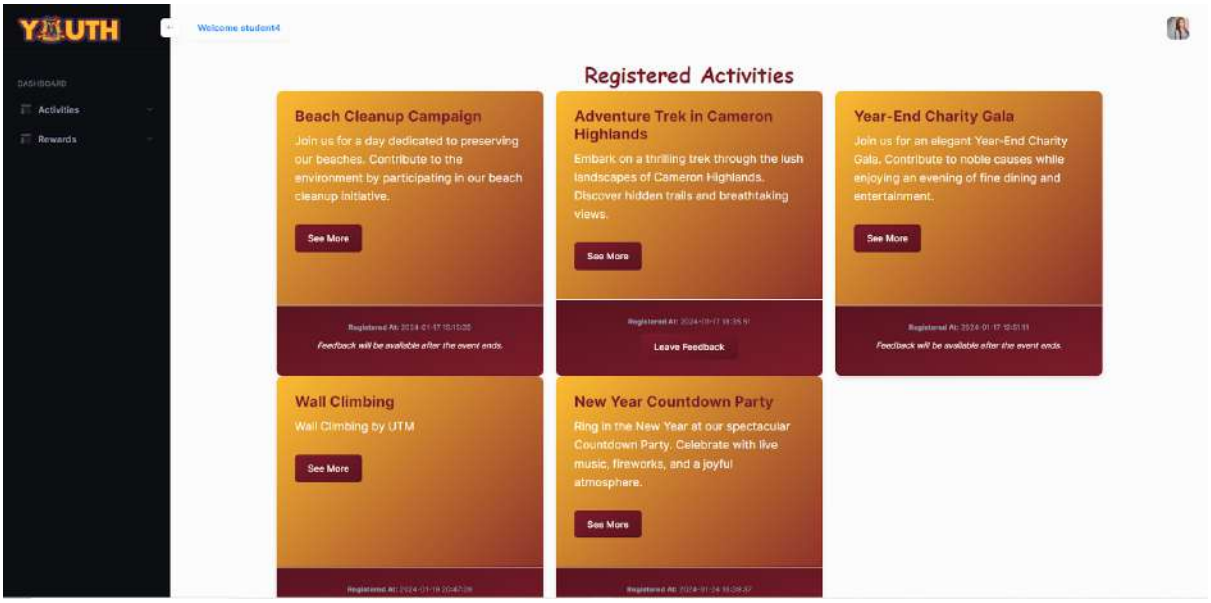


Manage Activities

- If the users click on the **Manage Activities** button

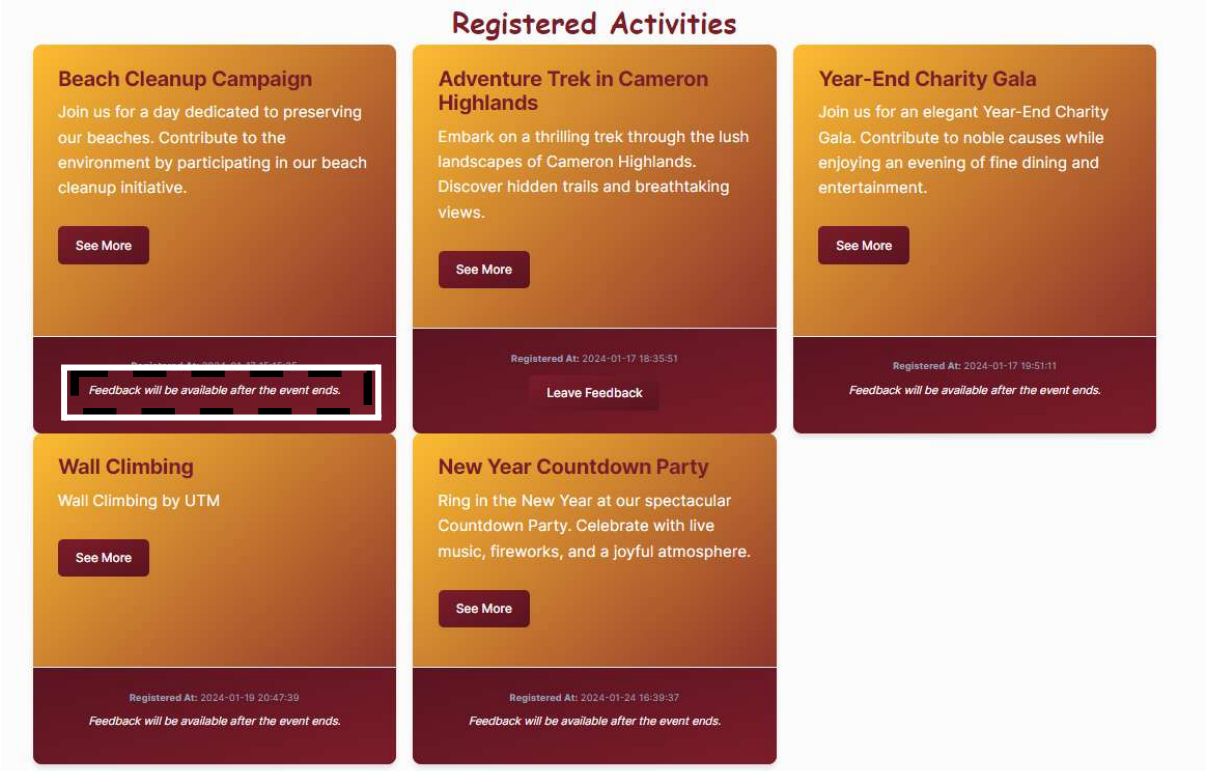


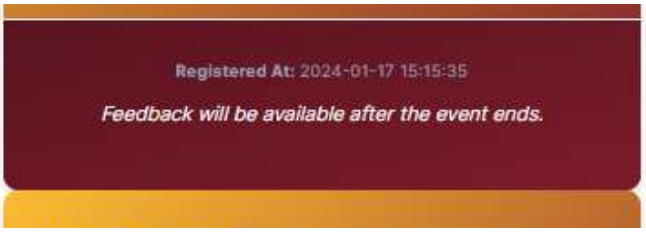
- This page will display all the activities that the user has registered.



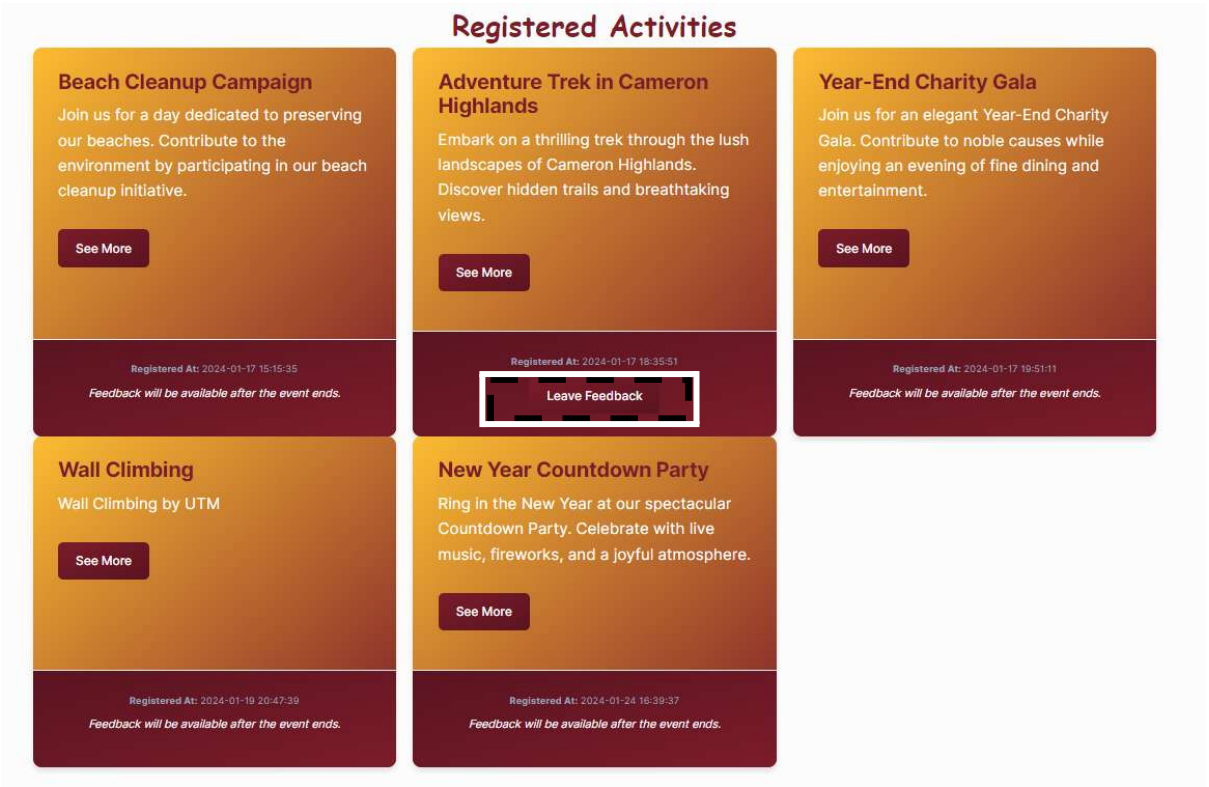
1.3 Feedback

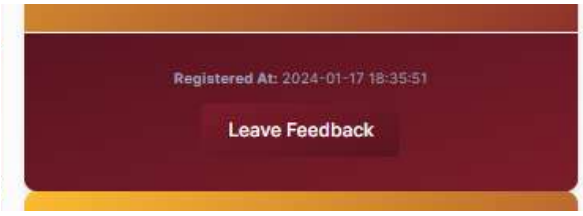
- The Leave Feedback button only will show up or be available if the activities already ended. If not, the message “Feedback will be available after the event ends” will appear.



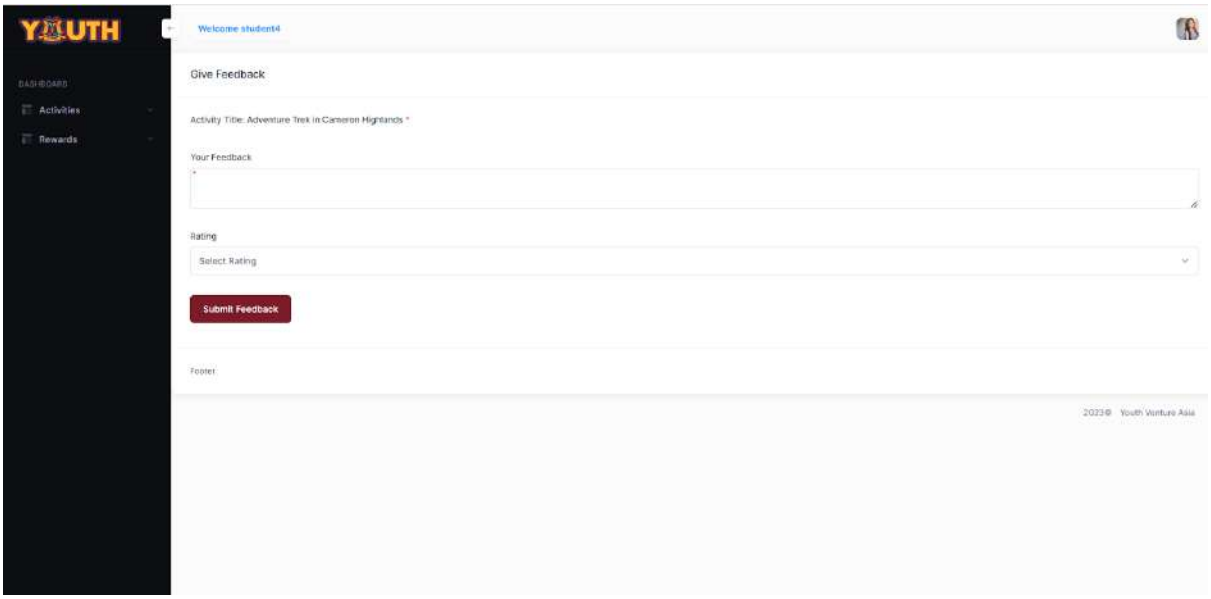


- After the event ends, students can leave feedback by clicking on the “Leave Feedback” button.



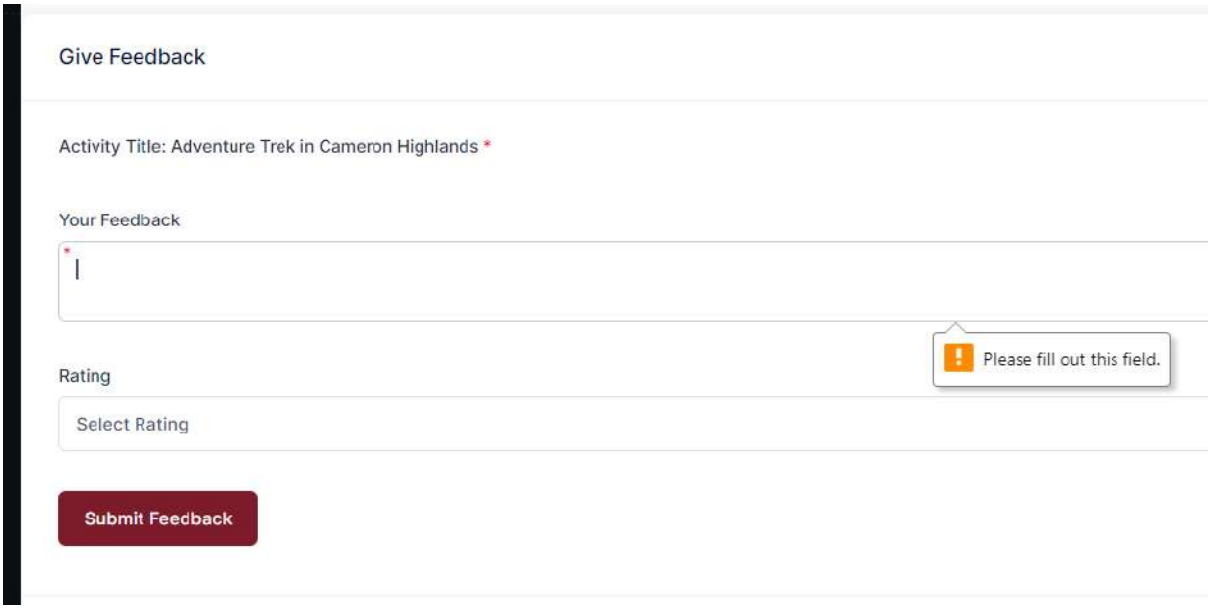


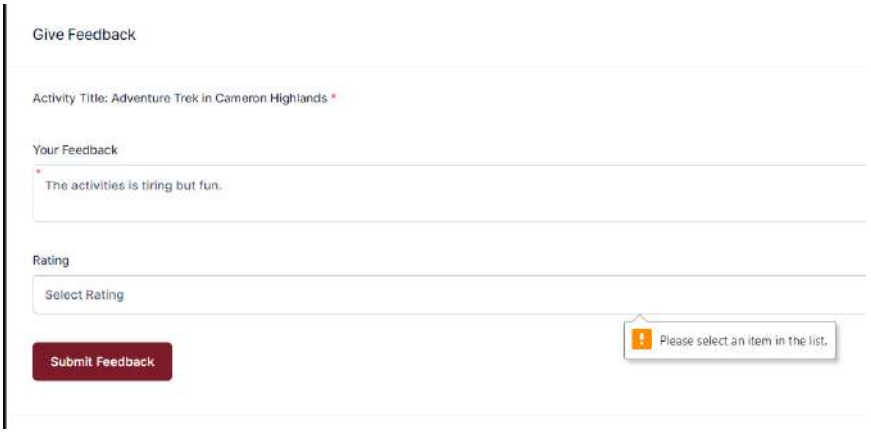
- After click the button, the Feedback form will appears



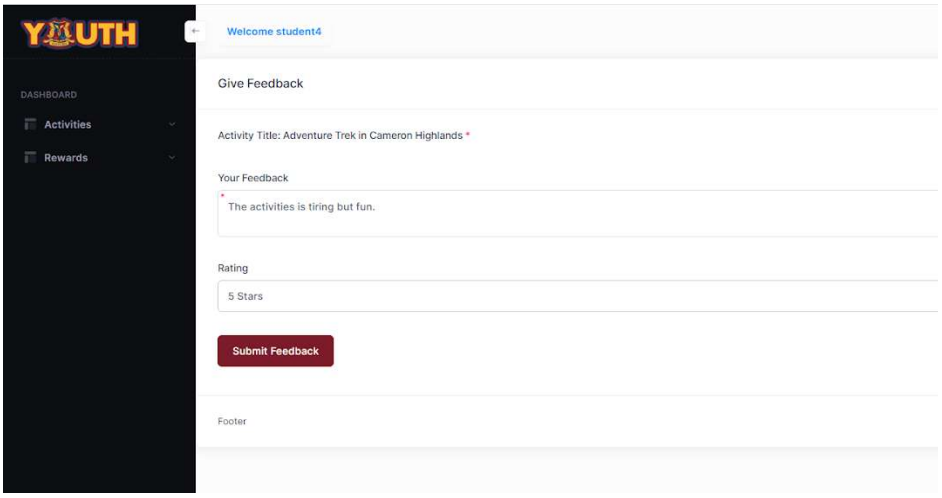
- Every field in the form is required and needs to be filled. If not, the message “Please fill out this field” will appear.

a) If the user has a field that has not been filled yet.

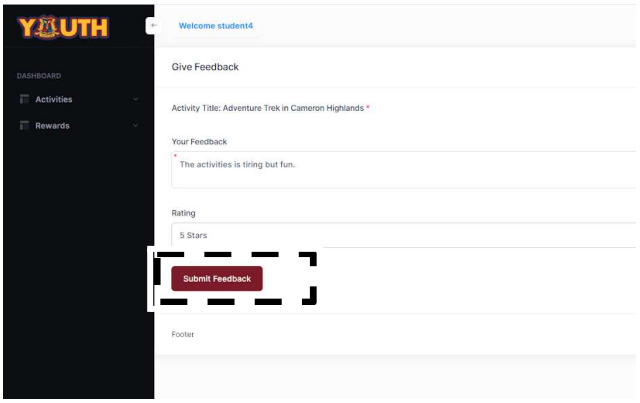




b) If all the field fill correctly

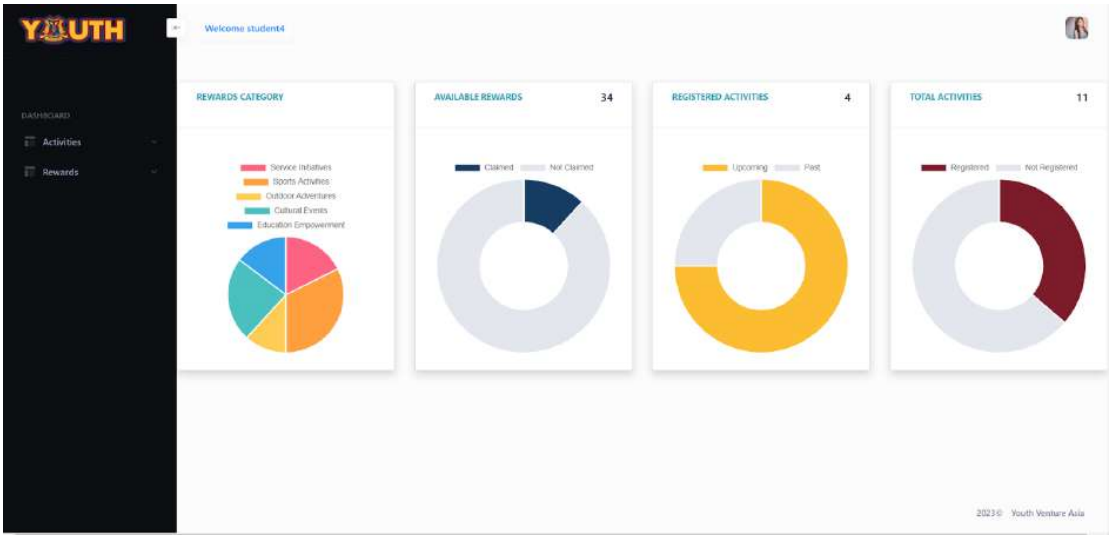


- Press **Submit** button

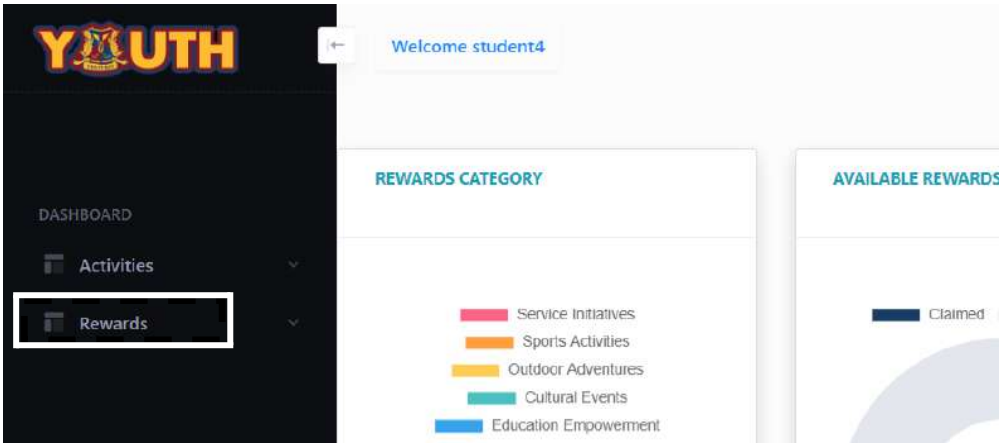


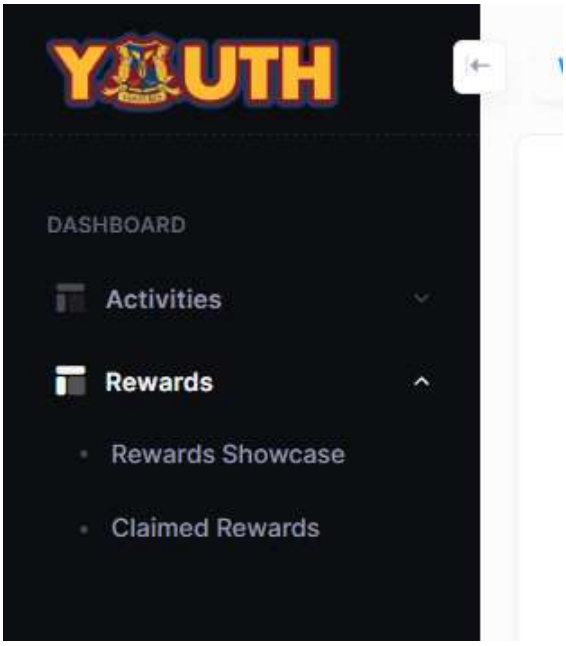
Submit button

1.4 Rewards



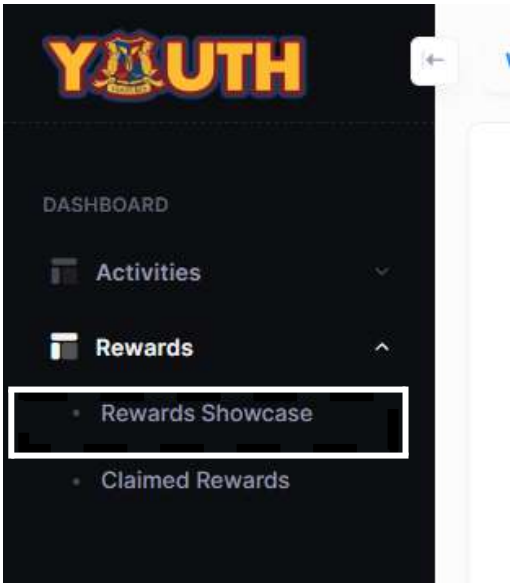
a) If the user click on **Rewards** button



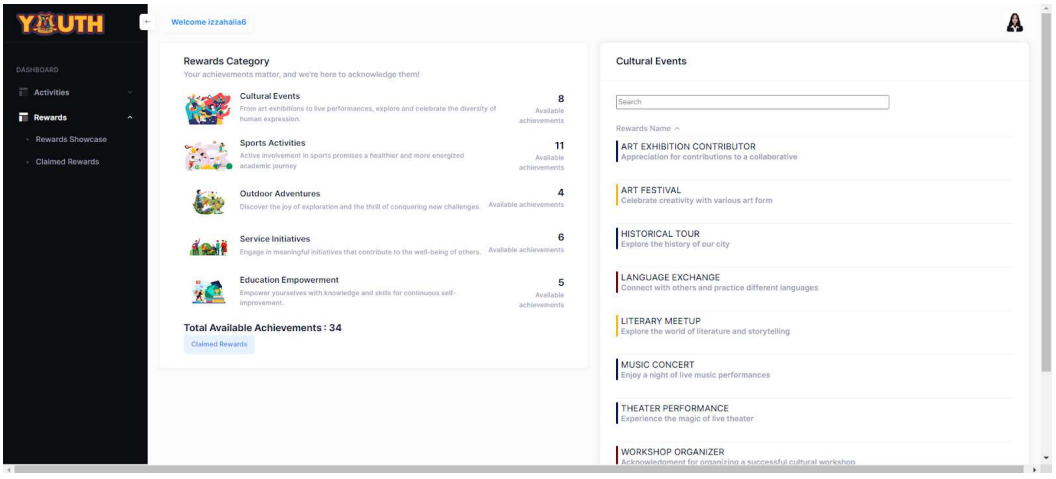


Rewards Showcase

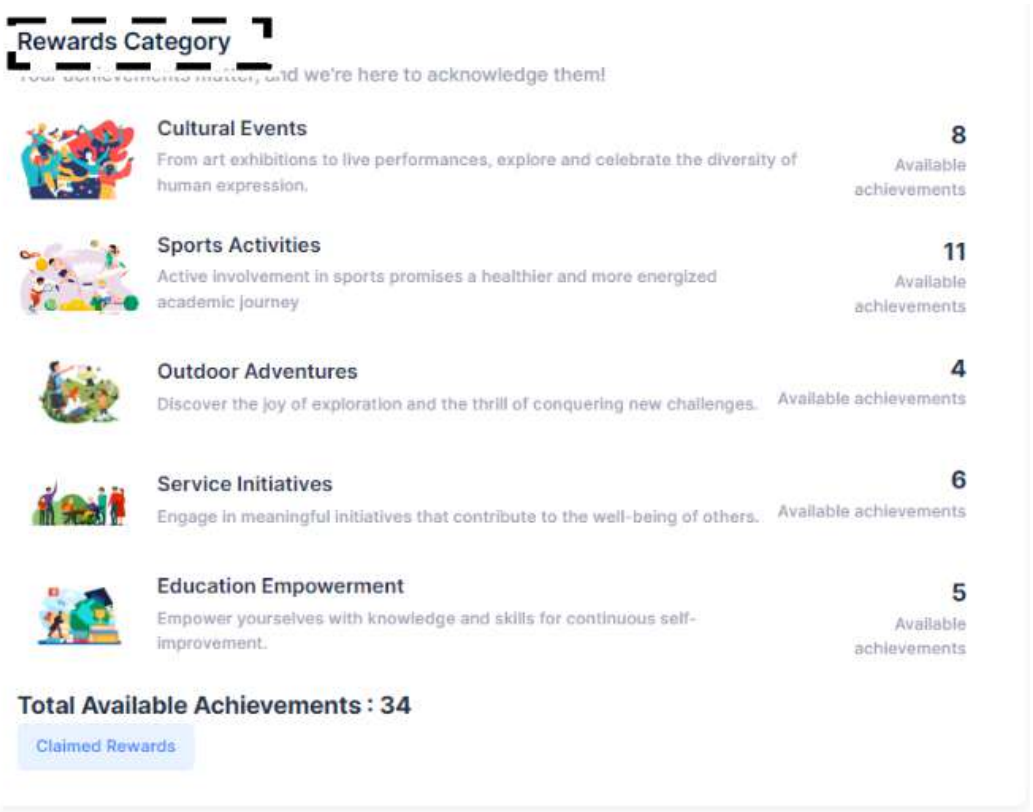
- If user click on ‘Rewards Showcase’



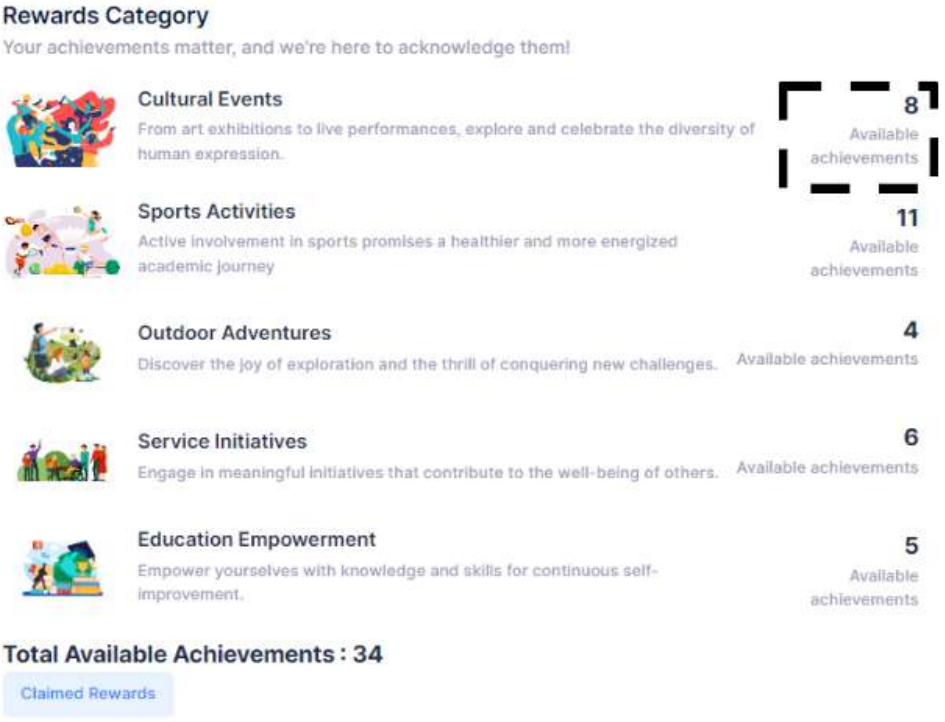
- This page appears which redirect users to the showcase of the rewards available inside the system



- Left side of the interface of ‘Rewards Showcase’ displays all the available rewards categories

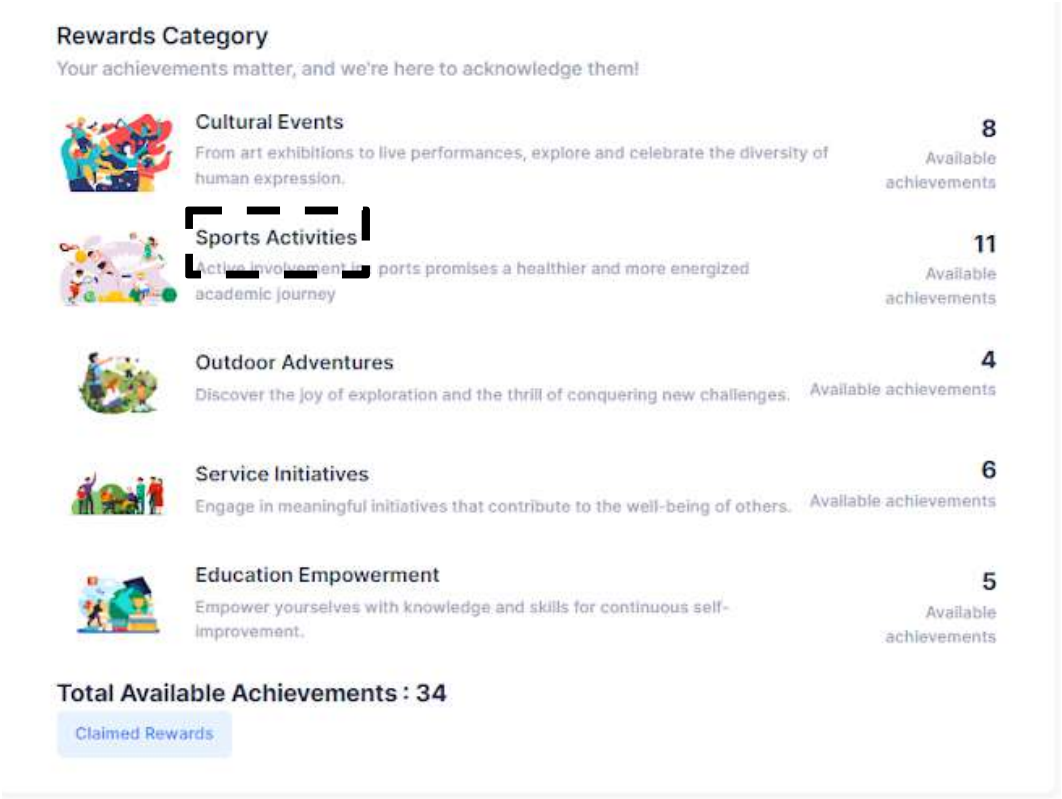


- The right side of each category has the total amount of available rewards.

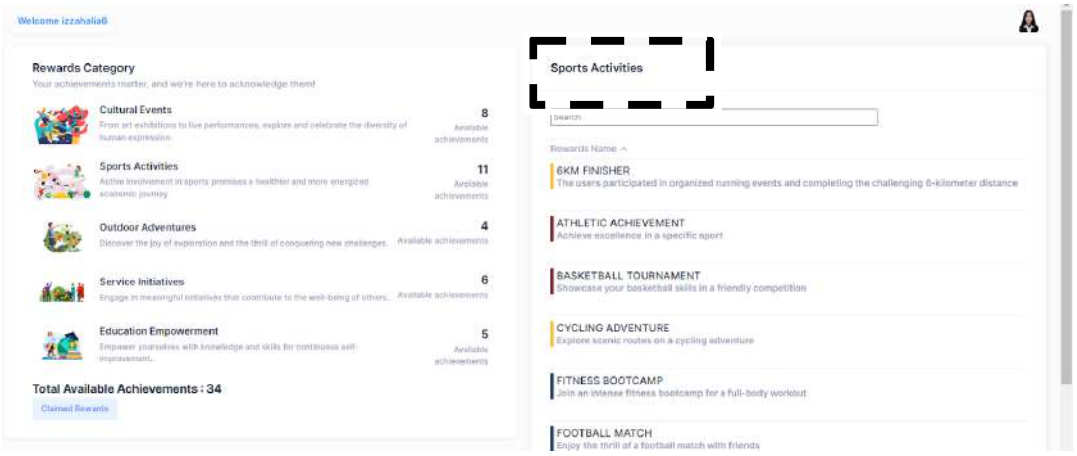


- At The bottom of the Rewards Category side, the total available number of rewards is shown

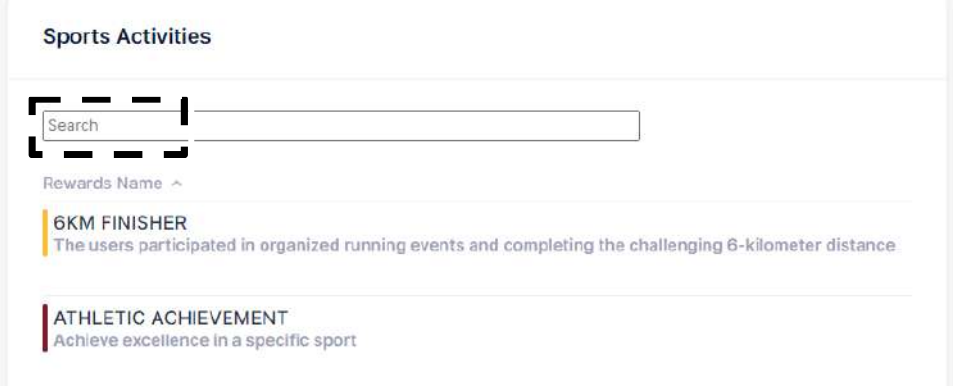
- Click the button of the desired rewards category



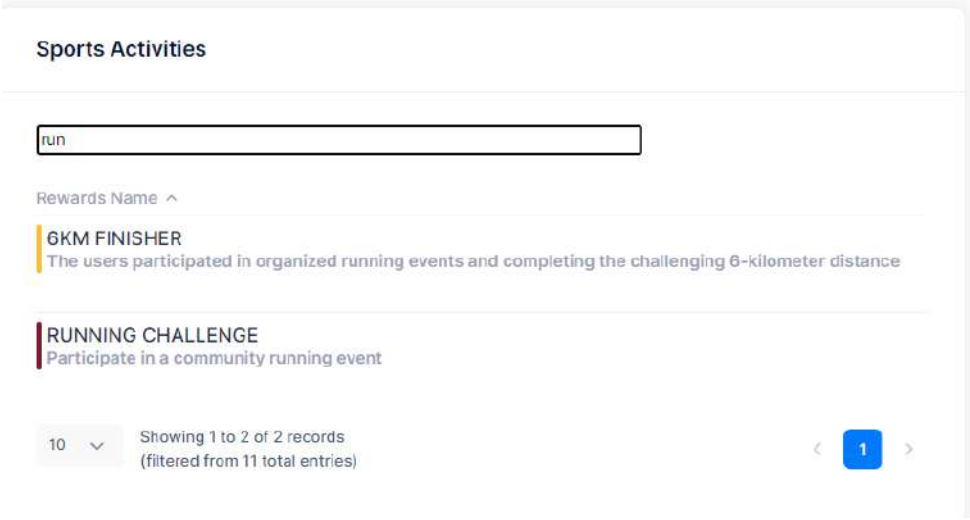
- Click the user will be redirected to the list of rewards available for the desired reward category



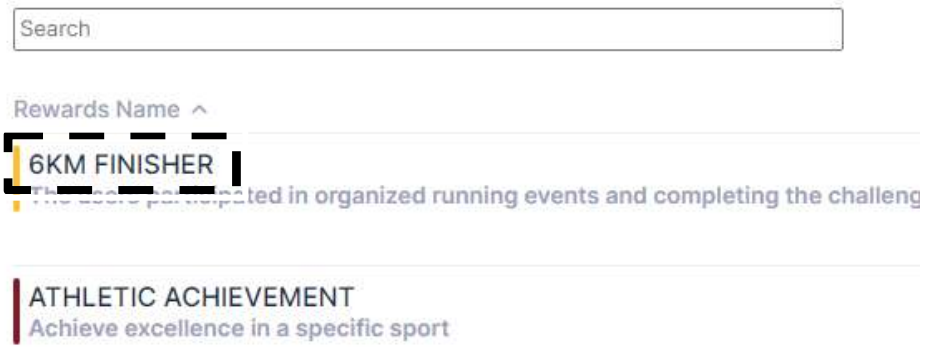
- The search bar is available on each selected category which allows user to search for any rewards



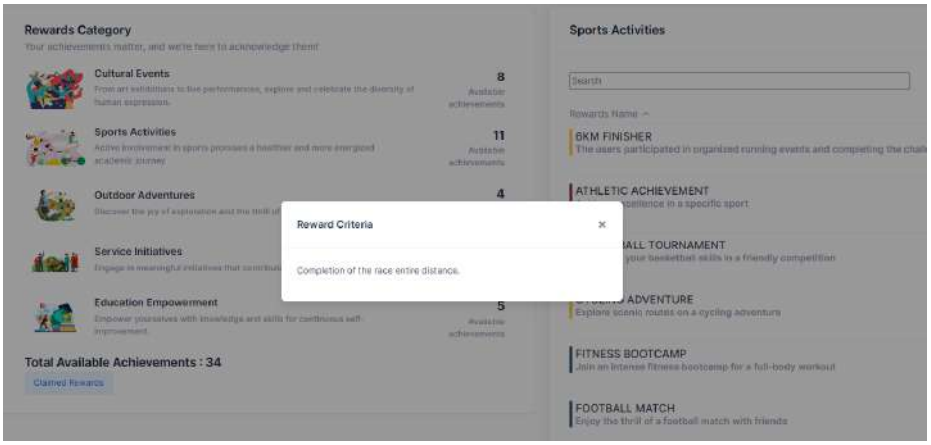
a) If user search based on the title or description, any related rewards will be shown



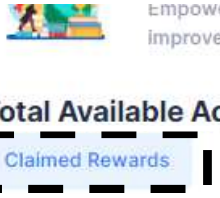
- When the user click on the title of the rewards



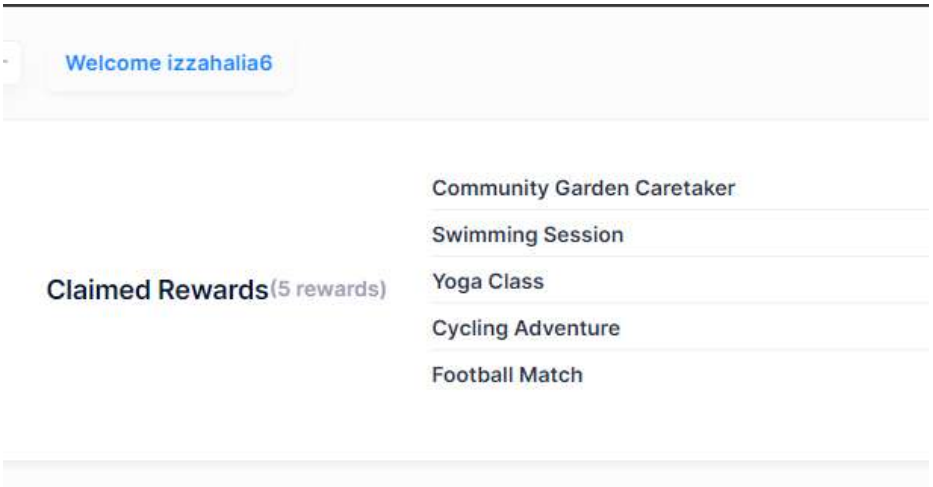
- Criteria of the selected rewards will be shown



- "Claim Rewards" button available on the below of total available rewards.

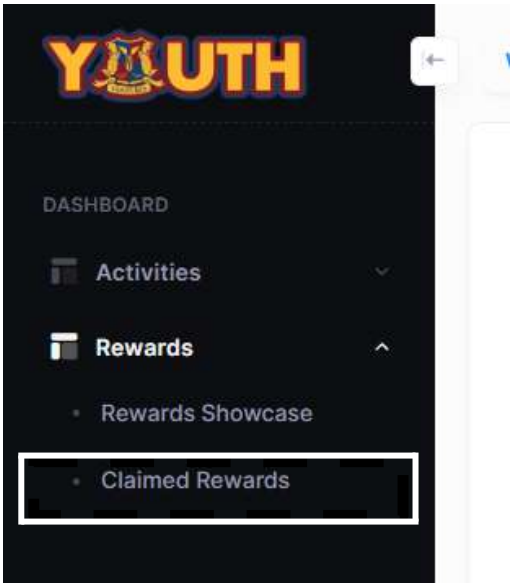


a) If the user clicks the "Claimed Rewards" button, the user can redirect to the list of the rewards that have been claimed by the user

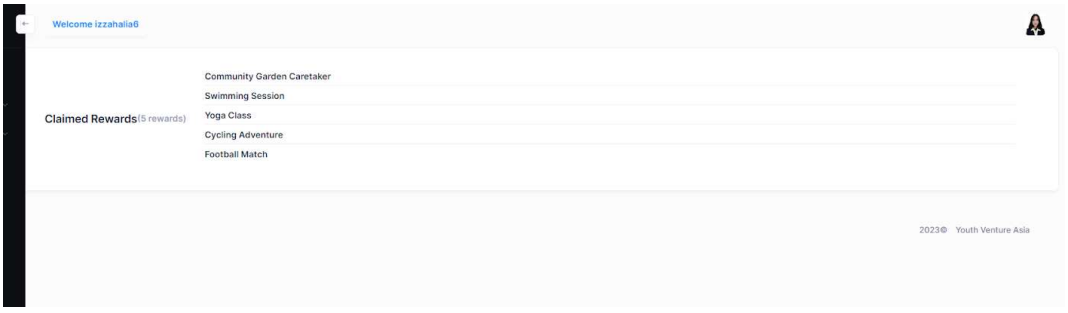


Claimed Rewards

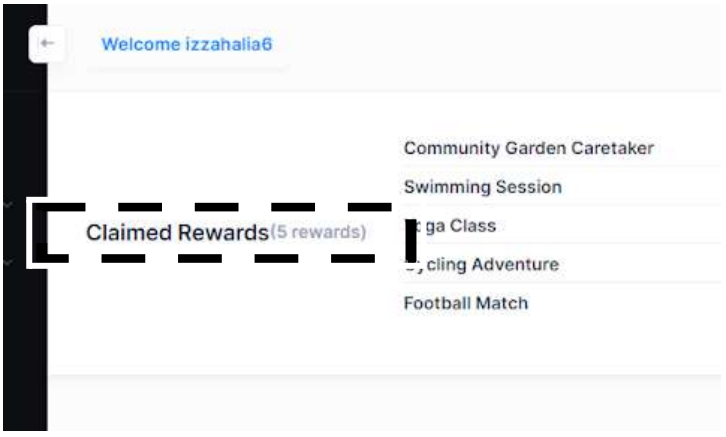
- If user click on ‘Claimed Rewards’



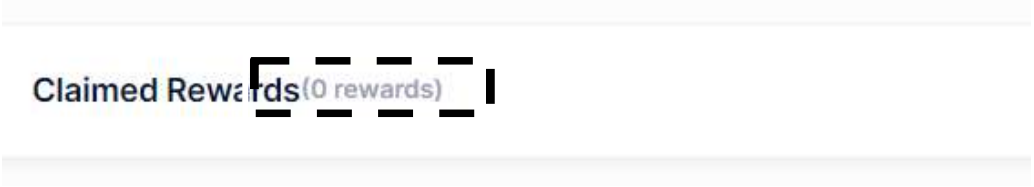
- This page appears which redirects users to the lists of the rewards that have been claimed by the user



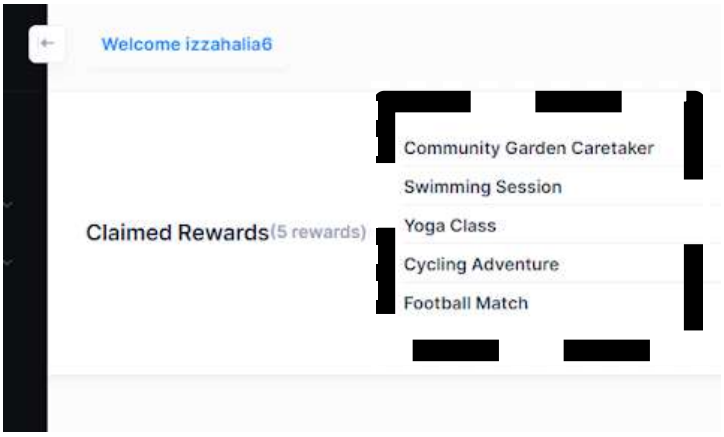
- The right side of the claimed rewards indicates the total number of rewards that have been claimed by the user



a) If the user does not have any claimed rewards the number of claimed rewards is ‘0’ (zero)

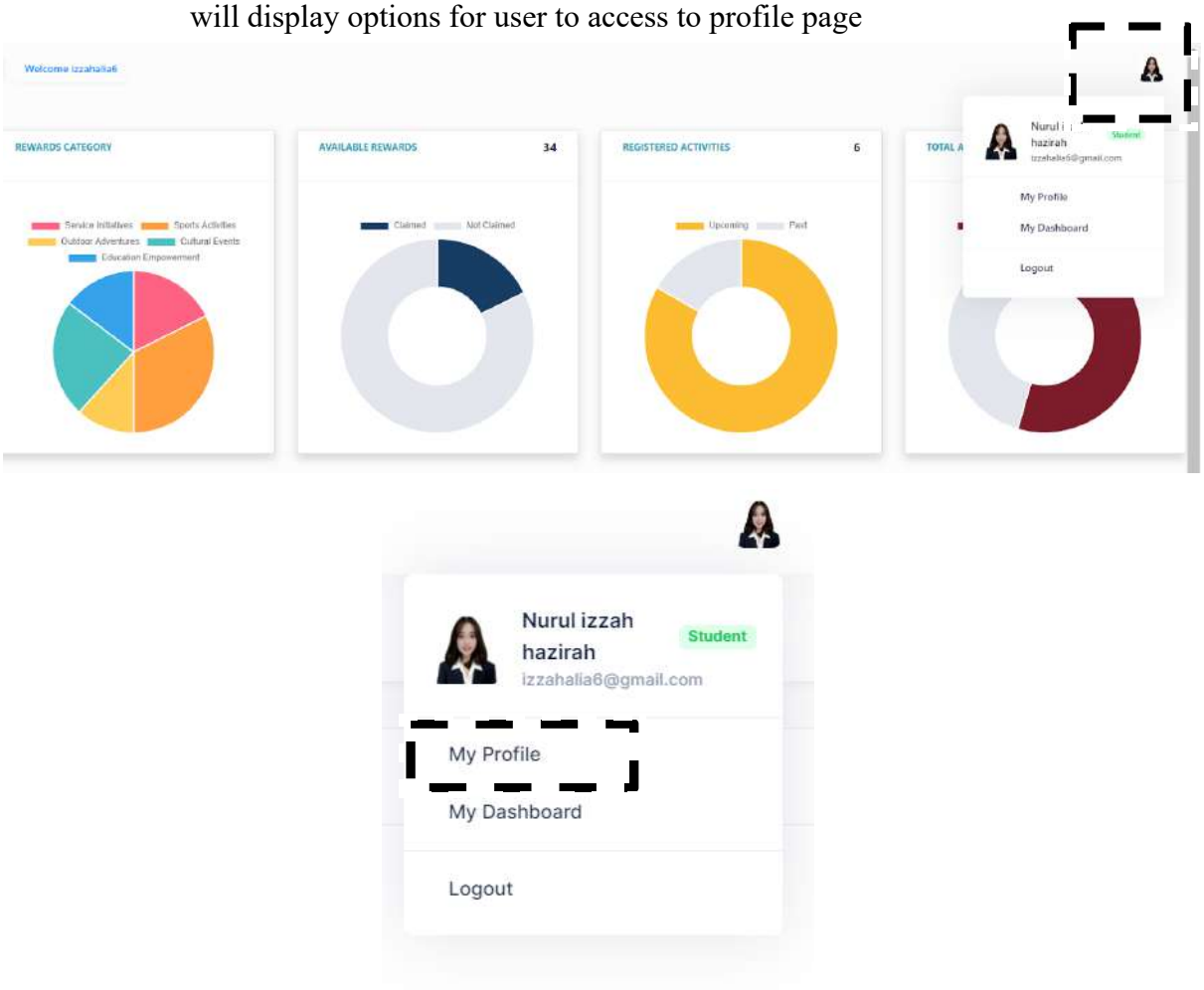


- The right side is the list of the displays the title of the claimed rewards

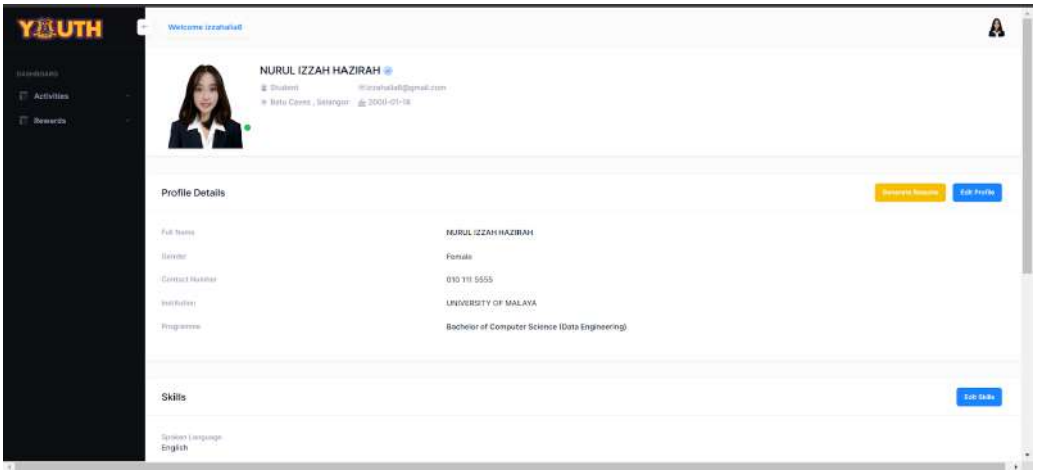


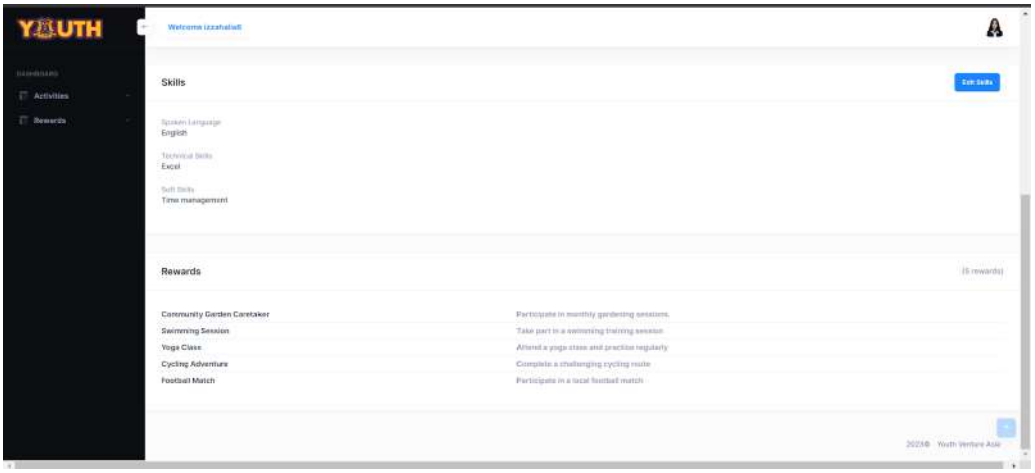
1.5 Profile

- When user click the profile picture on the top and the right side of the page, it will display options for user to access to profile page



- When the user clicks the “My Profile” button, the user will be redirected to the profile interface of the user

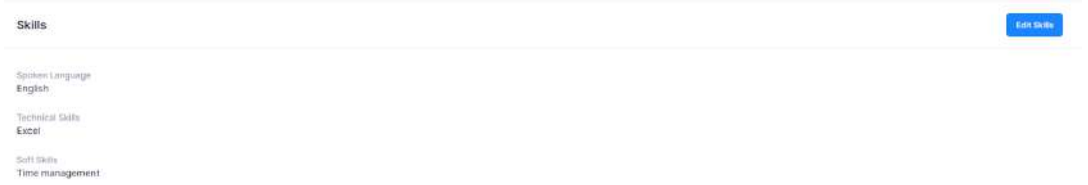




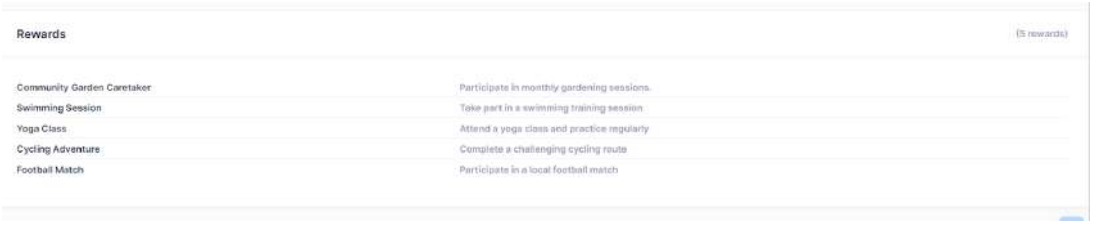
- The top of the interface displays the picture, name, roles, email, birthday, and the city and state of the users.

- The ‘Profile Details’ side displays the full name, gender, contact number, institution the user enrolled to and the major of the user.

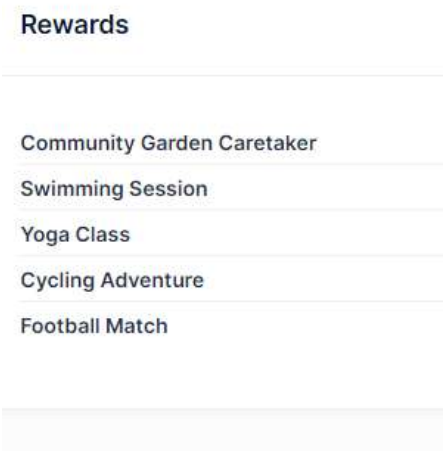
- The ‘Skills’ side displays the skills of the user which are soft skills, technical skills and language(s) that the user can speaks.



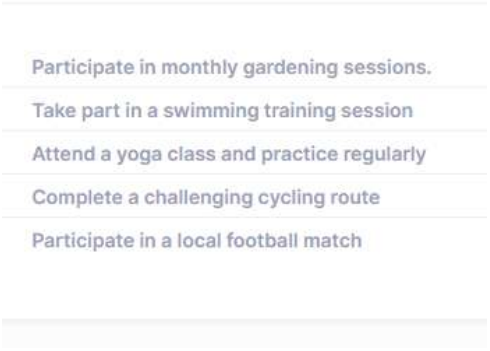
- The ‘Rewards’ side displays the claimed rewards by the user



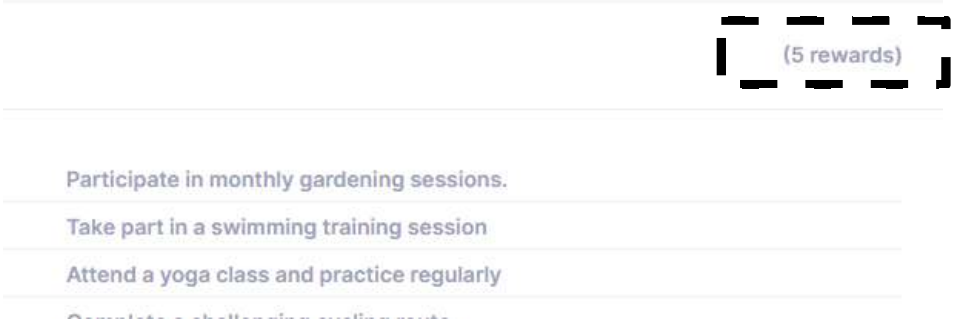
- The left side displays the titles of the rewards that were successfully claimed by the user



- The right side displays the description of the reward

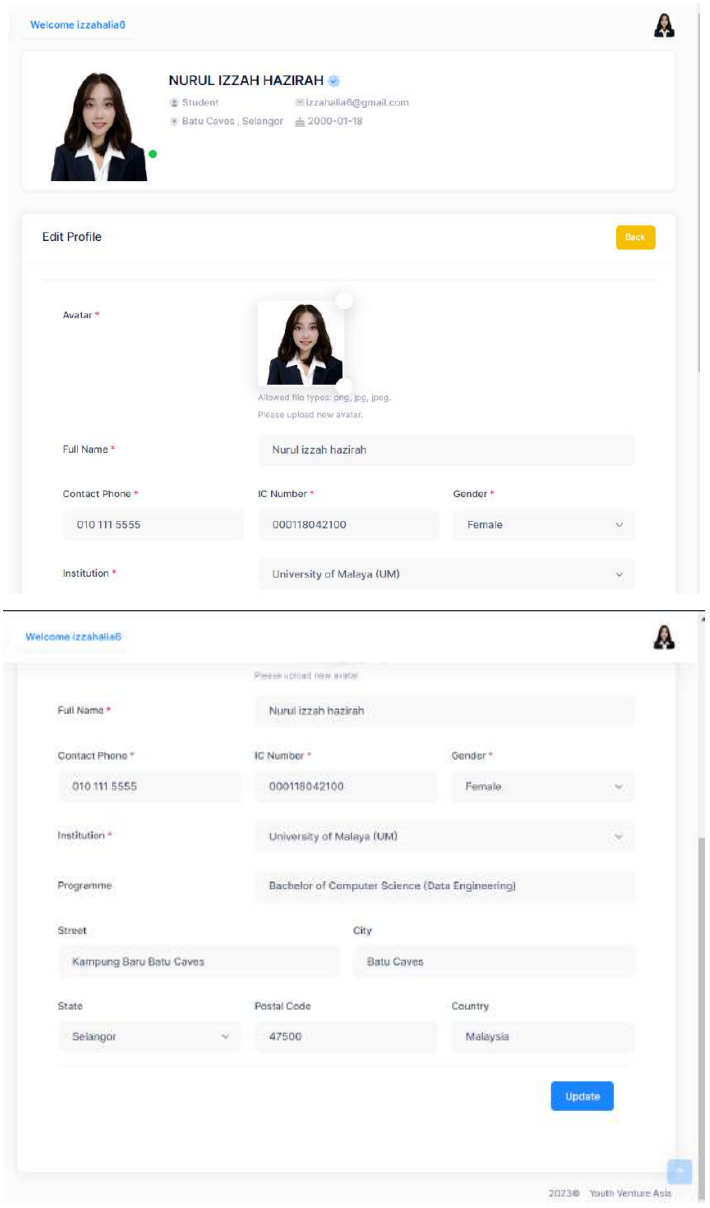


- At the top right corner displays the total number of rewards that successfully claimed by the user.



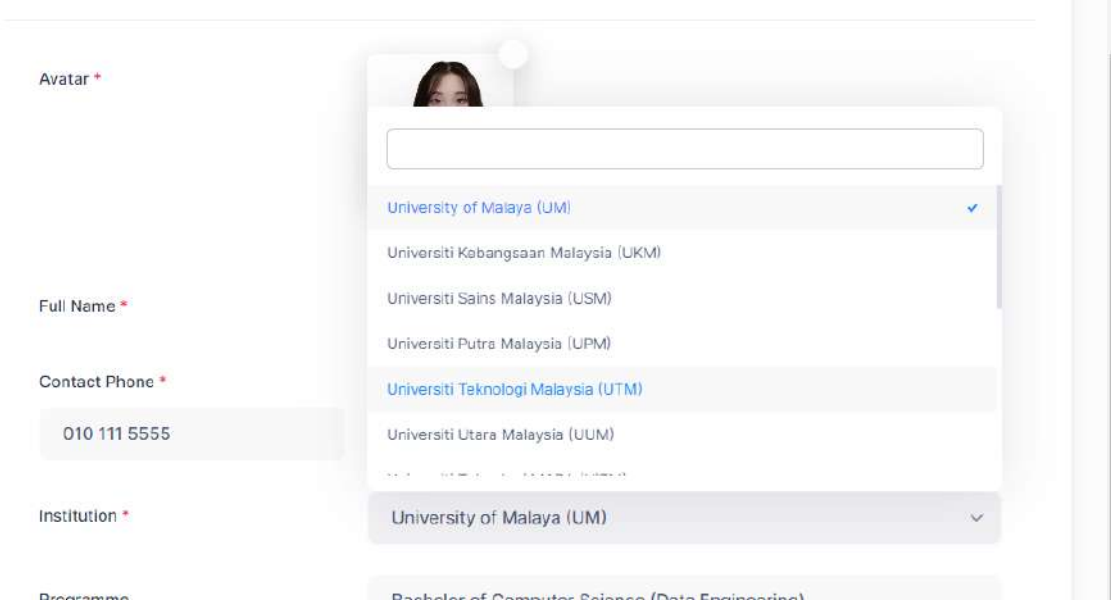
- Users can click the “Edit Profile” button to edit their personal information

- When users click the “Edit Profile” button, user will be redirected to the interface that allows user to edit their personal information



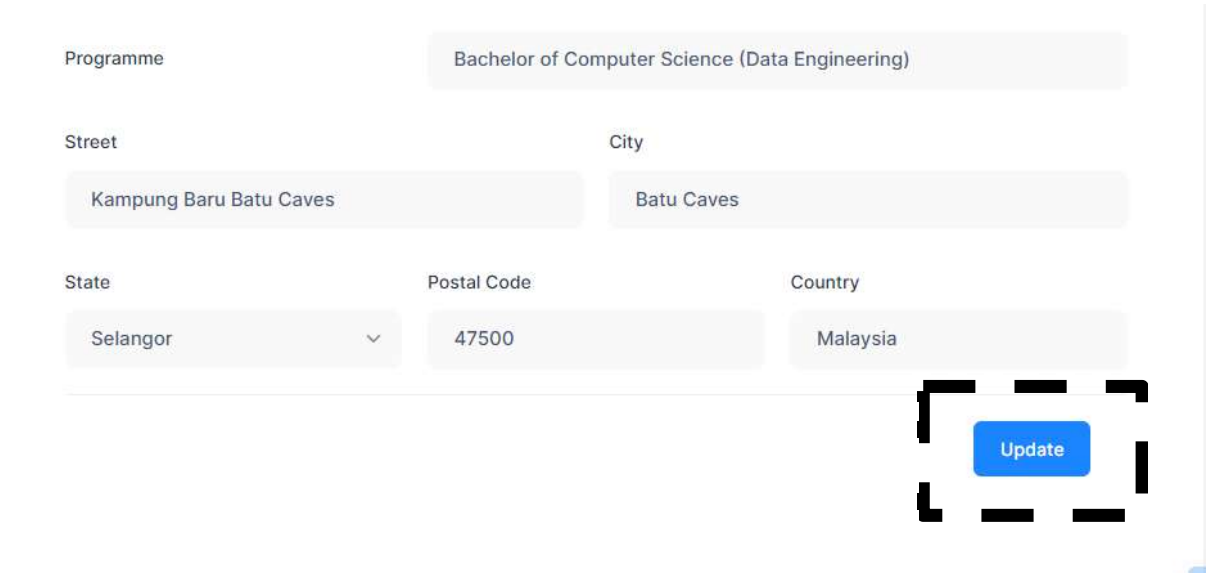
- The picture side allows user to update their profile picture with allowed files png, jpg, and jpeg.

- The user can select the institution enrolled by the user from the options available which helps minimize the time for the user to enter personal information.

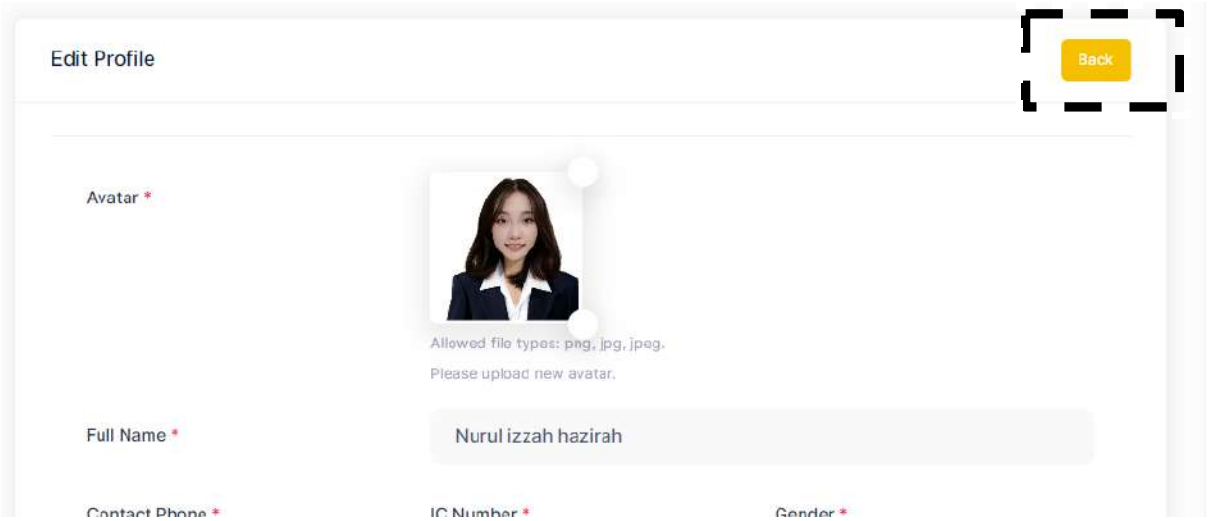


- Users also can search for the institute that they enrolled in

- Users have to click the “Update” button in order to update their new personal information

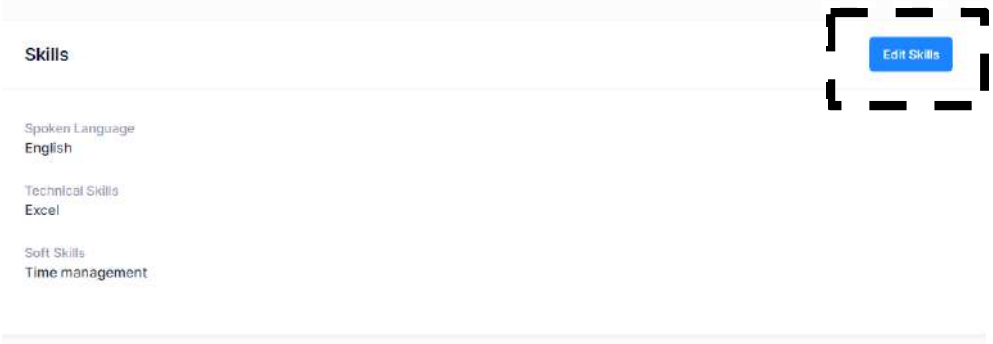


- Users can click the button “Back” to go back to the profile interface

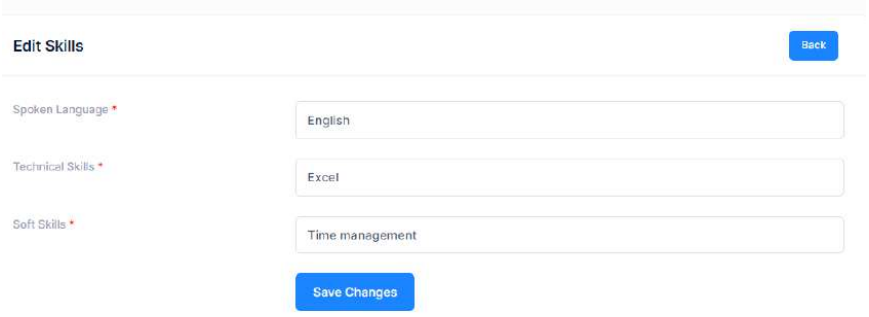


a) If the user clicks the “Back” button without updating the new profile, the changes made will be discarded and the user will be redirected to the profile page.

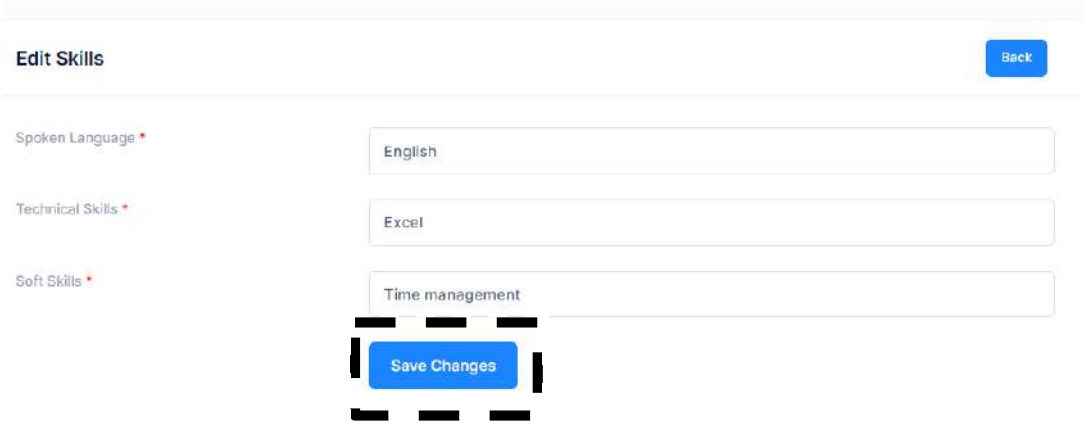
- The “Edit Skills” button allows user to update their soft skills, technical skills, and the language they speak



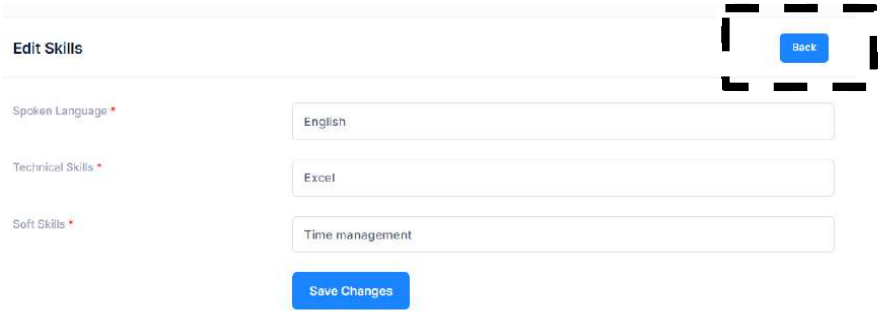
a) If clicked the “Edit Skills” button, user will be redirected to the page which allows users to edit their skills



- Users have to click the “Save Changes” button in order to update their skills



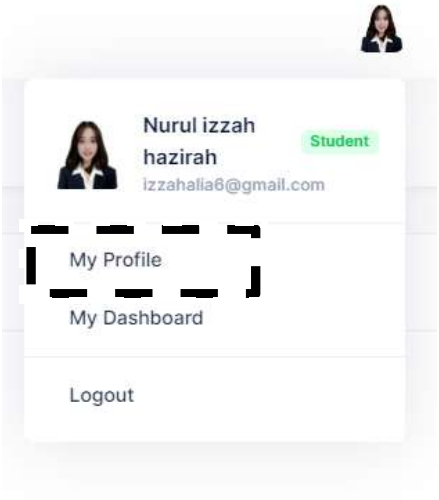
- User can click “Back” button to go back to the user’s profile page and the changes will be discarded if the user did not click the “Save Changes” button.



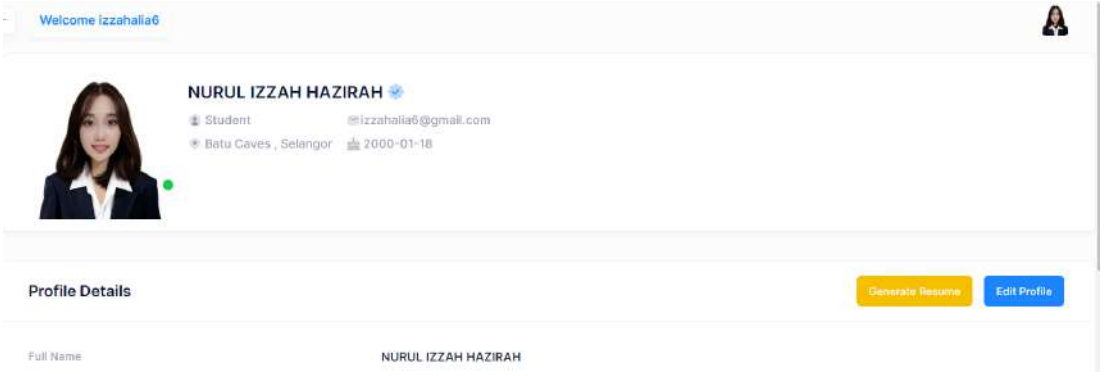
1.6 Resume

- When user click the profile picture on the top and the right side of the page, it will display options for user to access to profile page

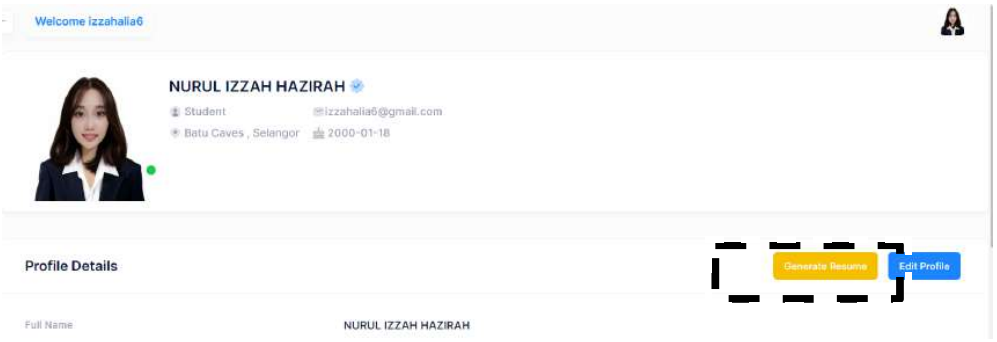
- When the user clicks the “My Profile” button, the user will be redirected to the profile interface of the user



- This is the interface of the user profile page



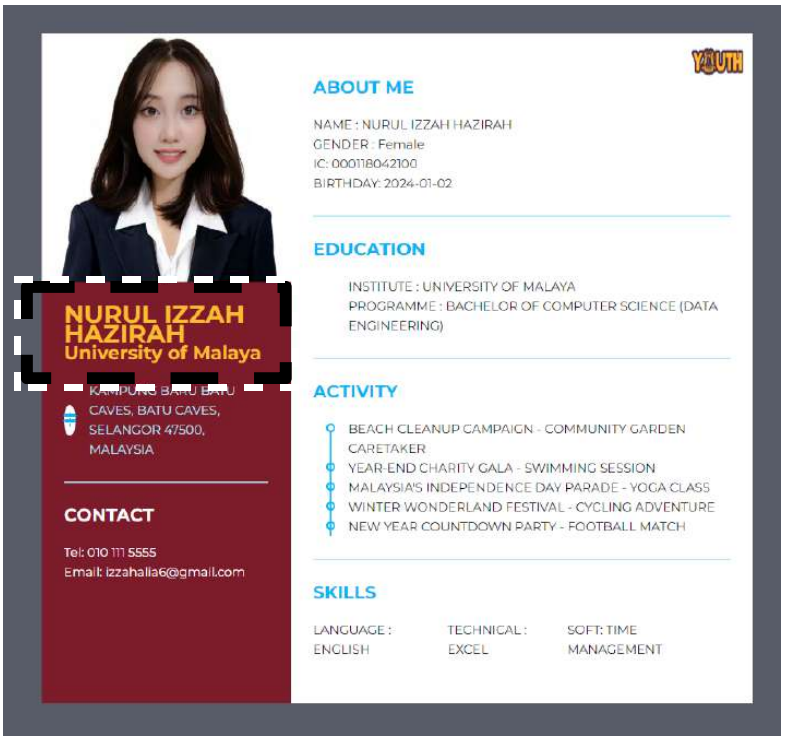
- To generate resume, user have to click the “Generate Resume” button to generate their resume



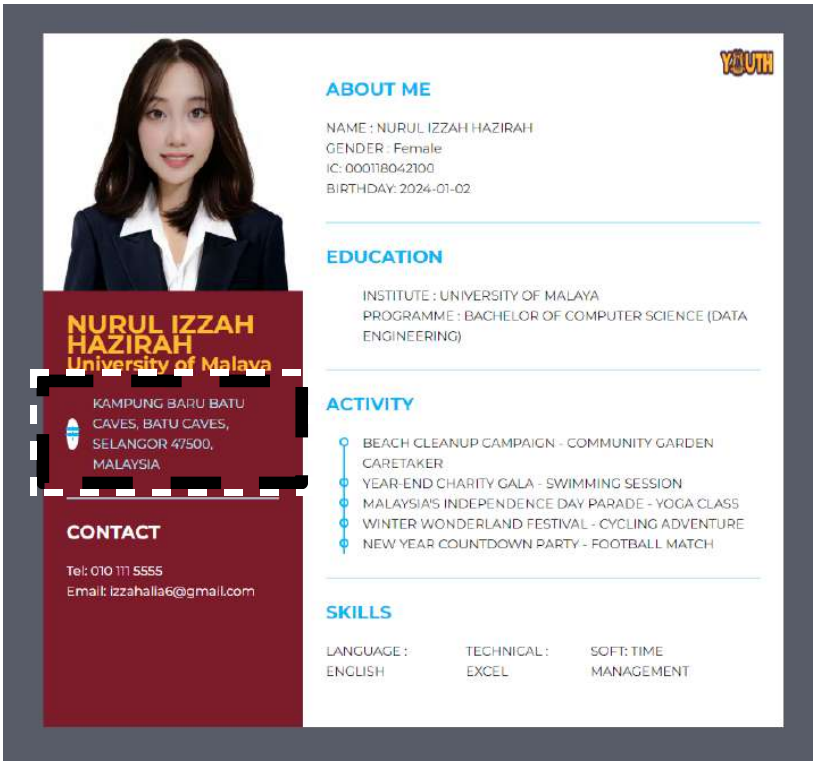
- This is the look of the “Generate Resume” button

- When user click the button, it will redirect the user to the interface of the resume

- Displays the name and the institution name enrolled by the student

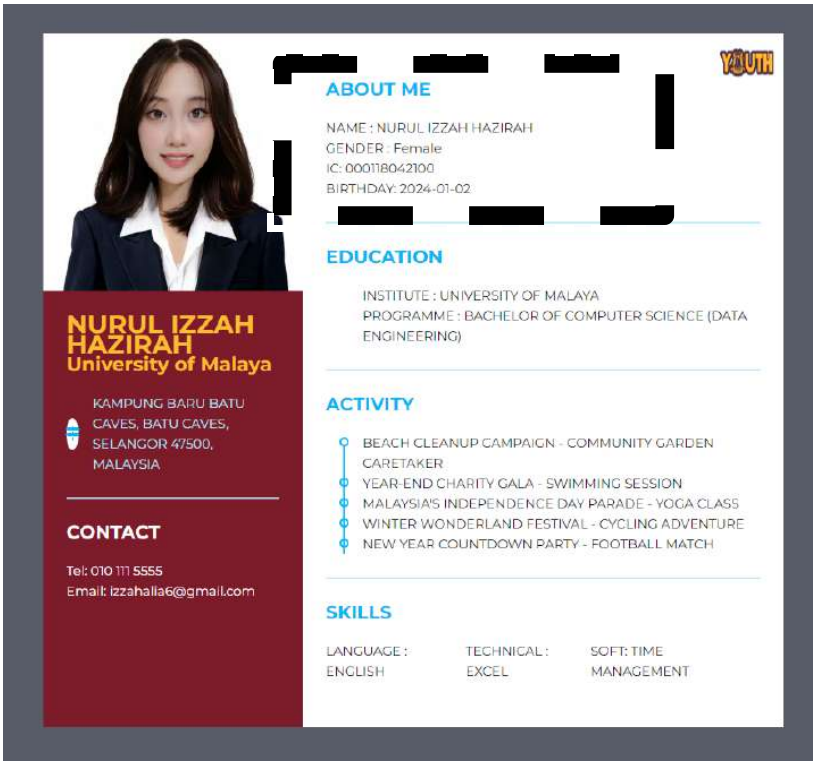


- Displays the home address of the student



- Displays contact information of the student which are phone number and the email registered

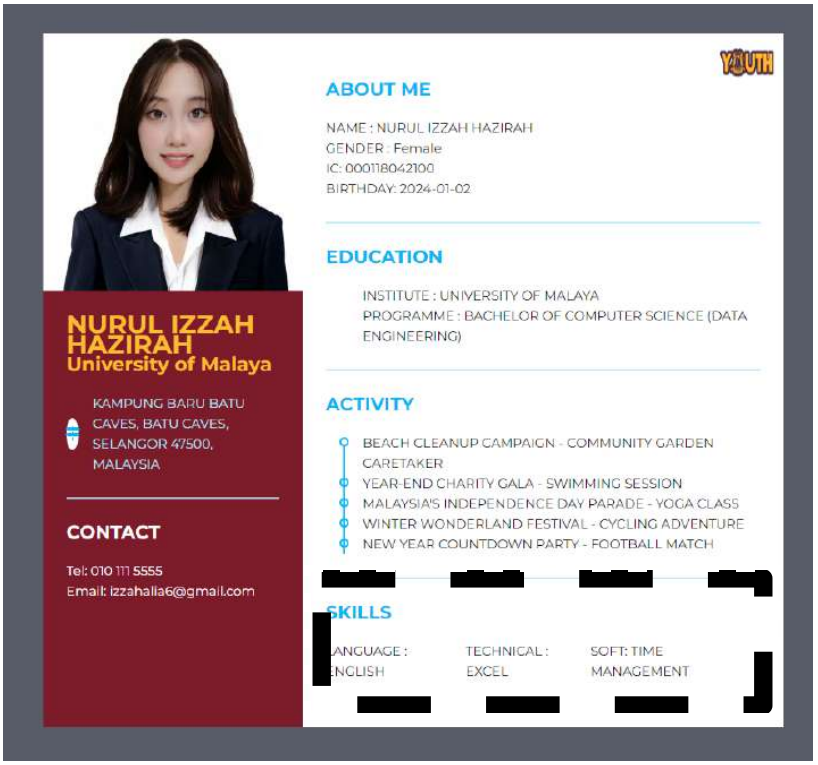
- Displays the basic personal information of the student, which are full name of the student, gender, identification card number and birthday



- Displays the latest education background of the user, which are institune name and the name of the programme that enrolled by the user.

- Displays the activities that has been joined by the user within the student information management system.

- Displays the students additional skills such as the soft skills, technical skills and the language that the student fluent.



Admin

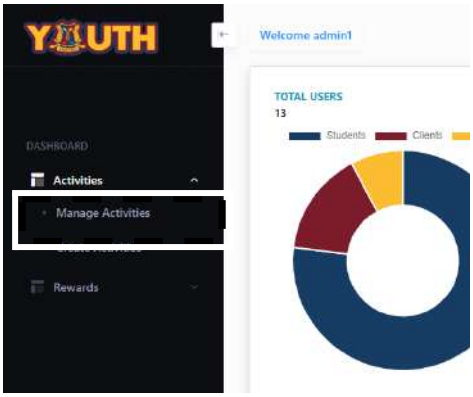
2.1 Dashboard

2.2 Activities

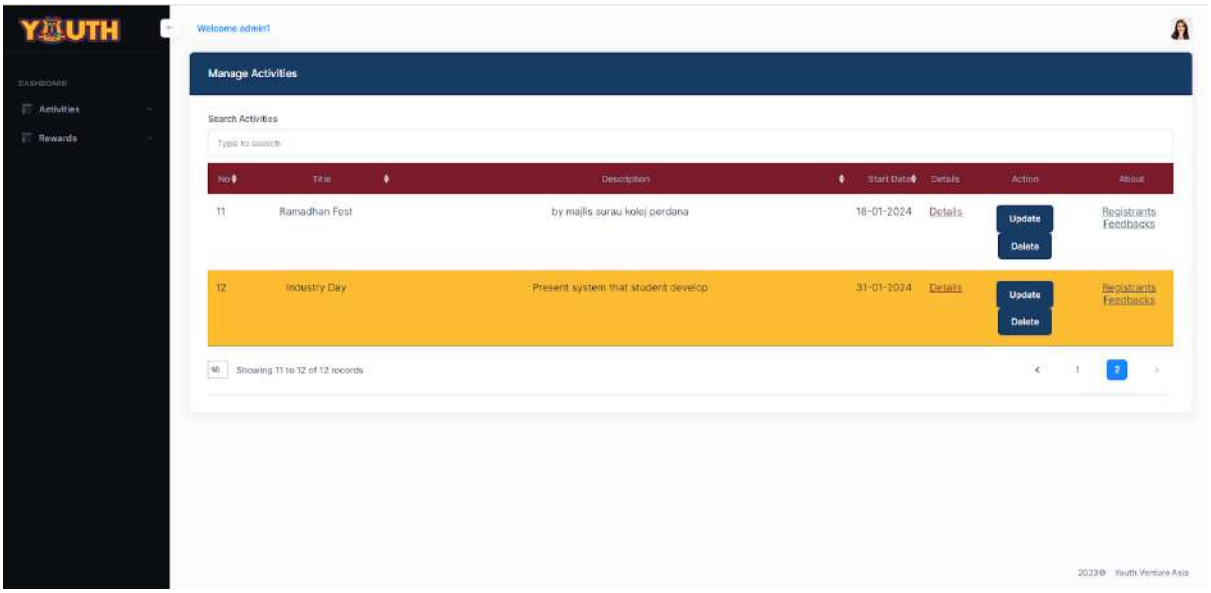
- Click **Activities** on the sidebar.

Manage Activities

- Click on **Manage Activities** button



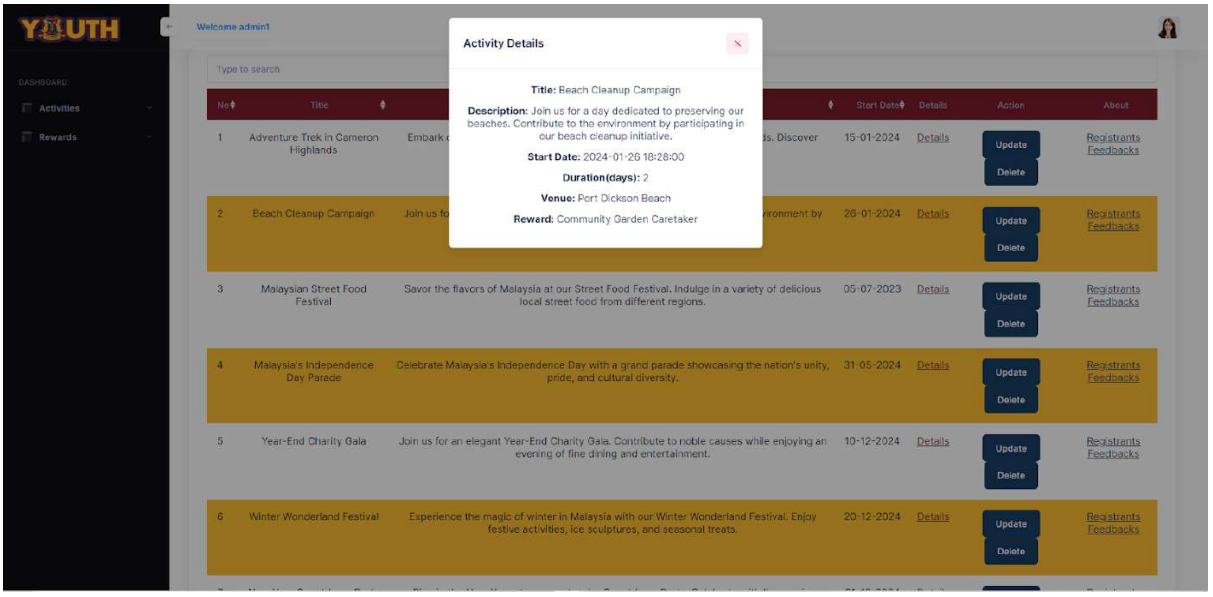
- This table will display all the information about the activities displayed.



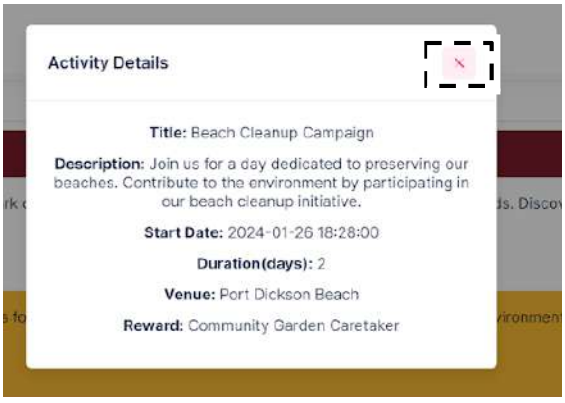
Details button

- Click **Details** Button

- Details of the activity displayed

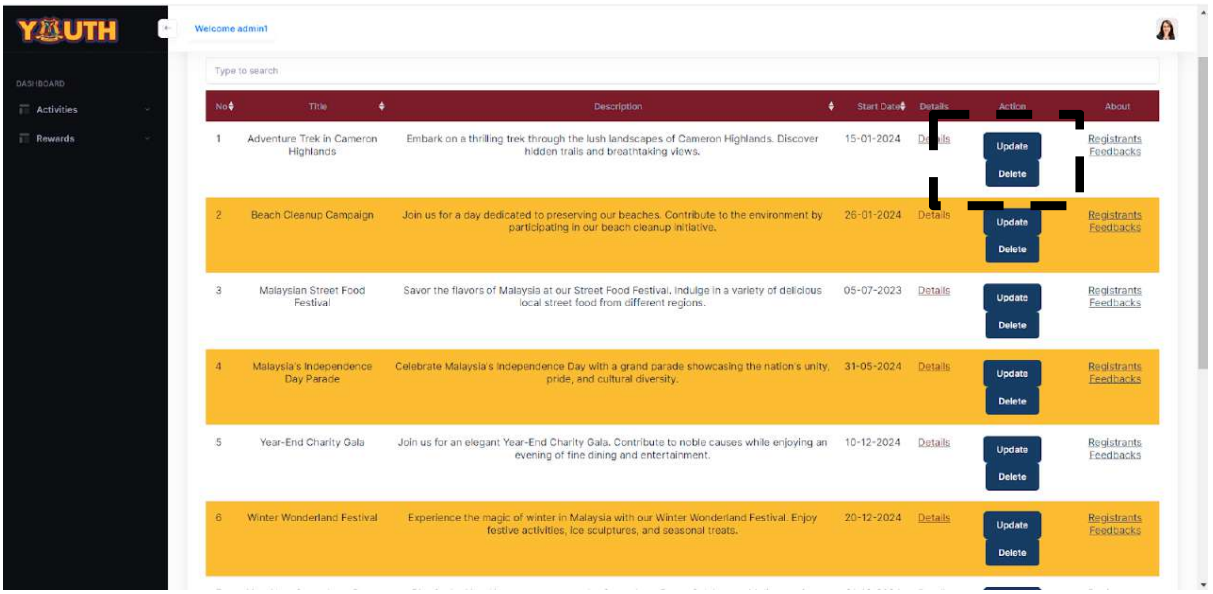


Click **X** button to close the details.

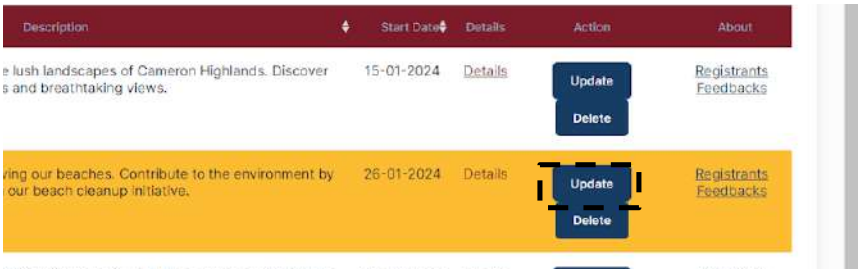


Action button

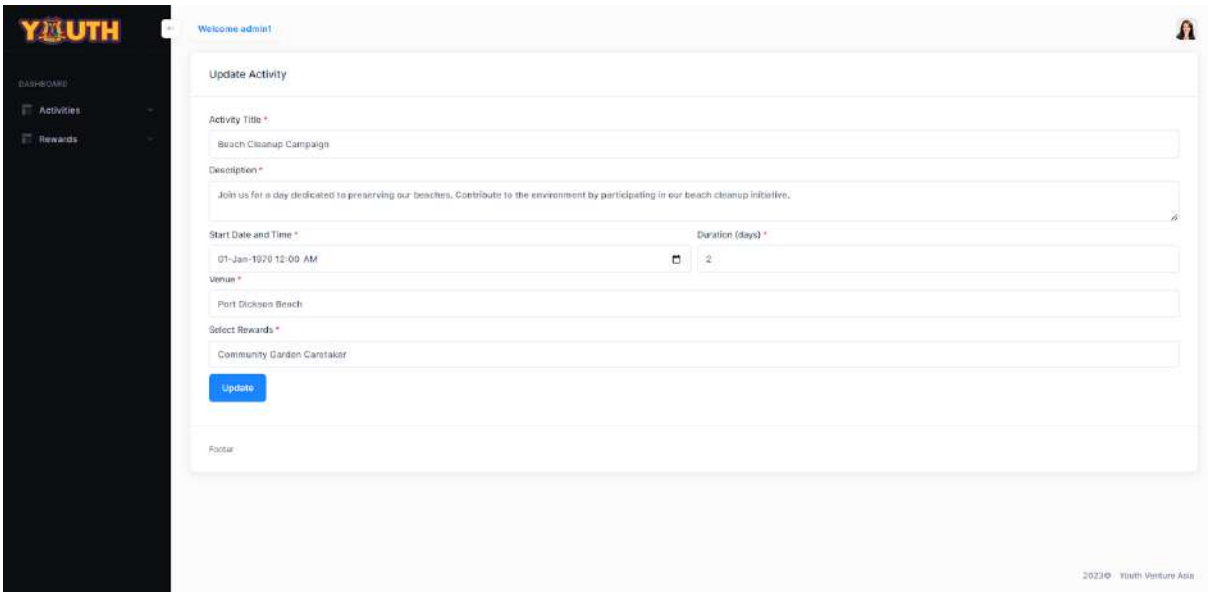
a) All the button update and delete for admin will display for all activities



1) Click **Update** button



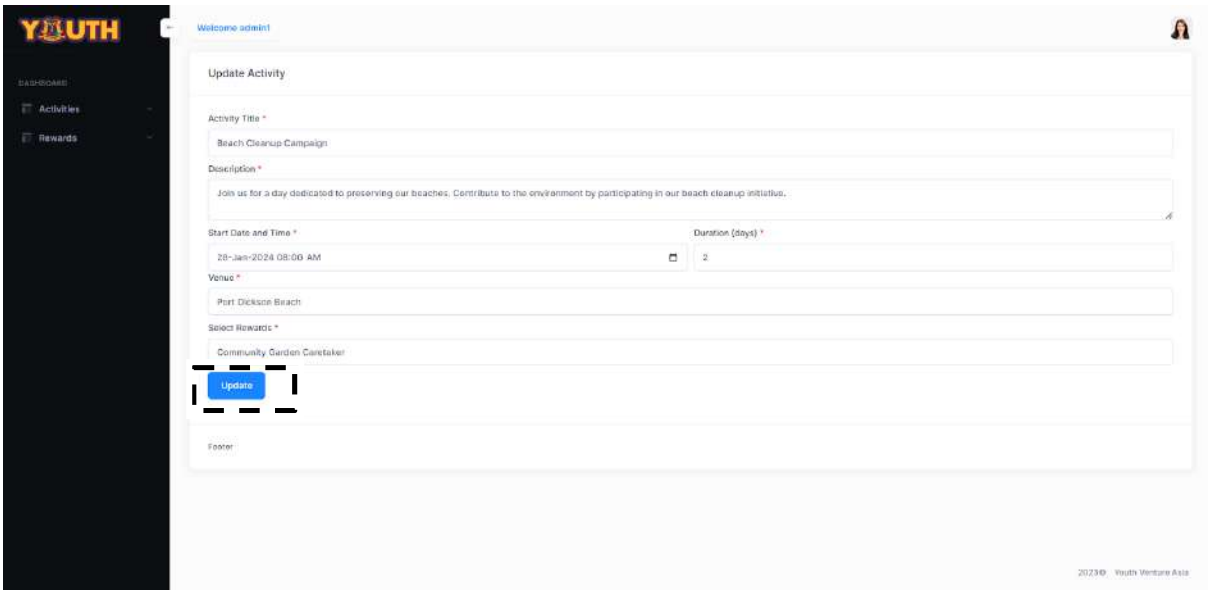
- If client click **Button** update then this form will appears where client can update the activities details



For example, if client want to edit the activity start date
Before:

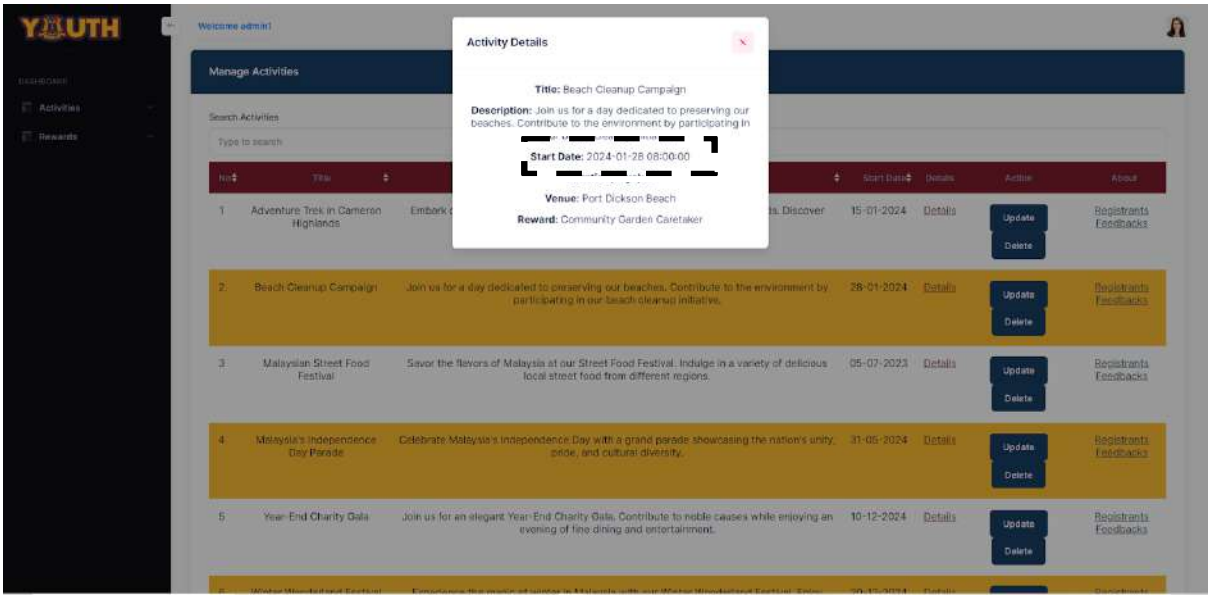
After:

- Click on **Update** button



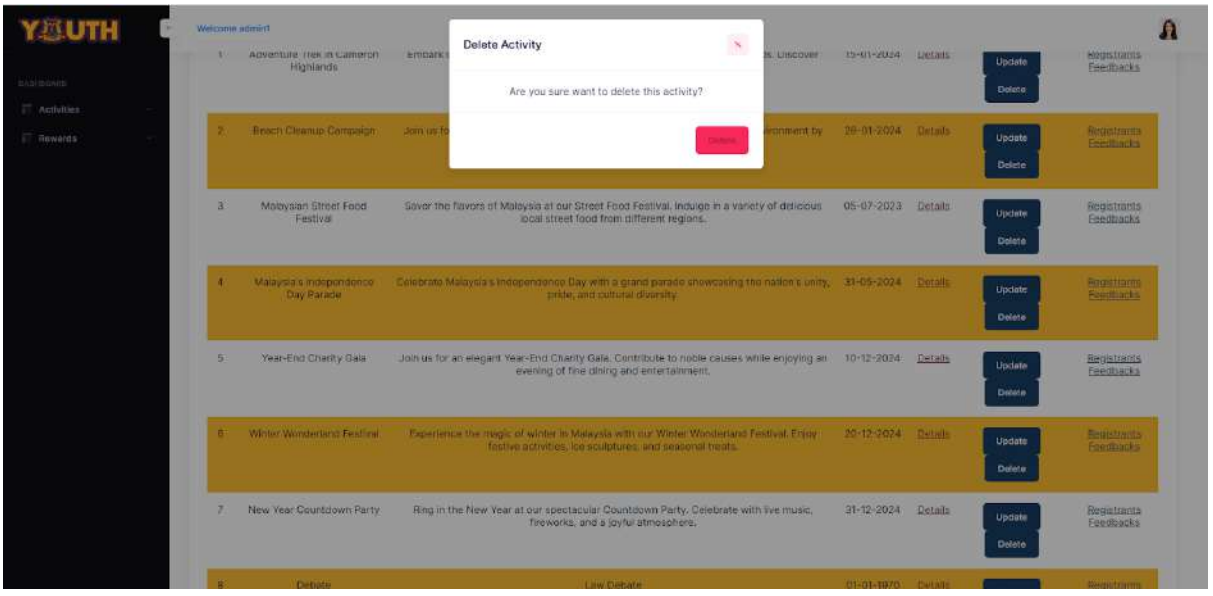
- The Start Date will be change based on admin input

- Activity Details also change

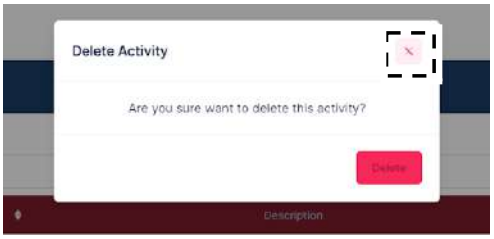


2) If admin click on Delete button

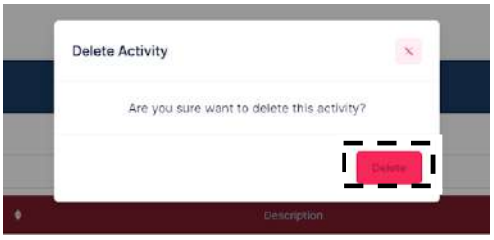
- This alert will pop out to make sure you want to delete or not



a) To close, client can click **X** button



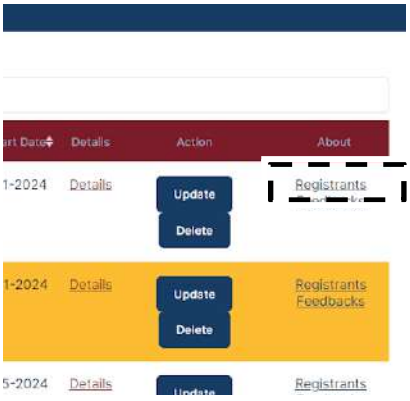
b) If the user click on **Delete** button



- Before

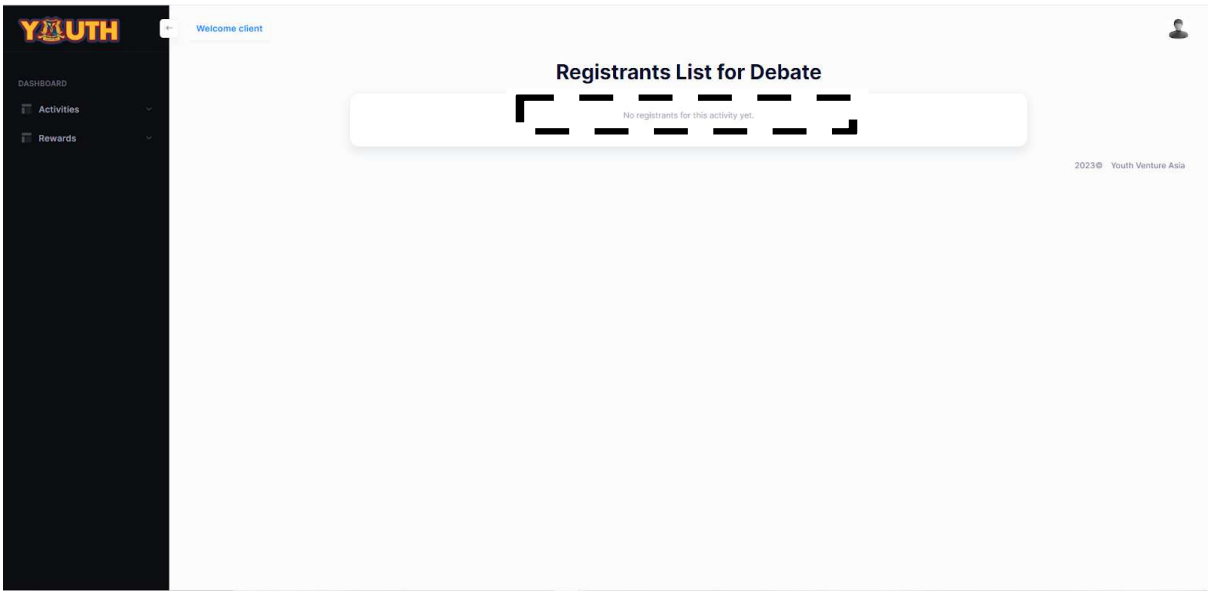
- After

Registrants button



- Click **Registrants** button

a) If registrant is empty



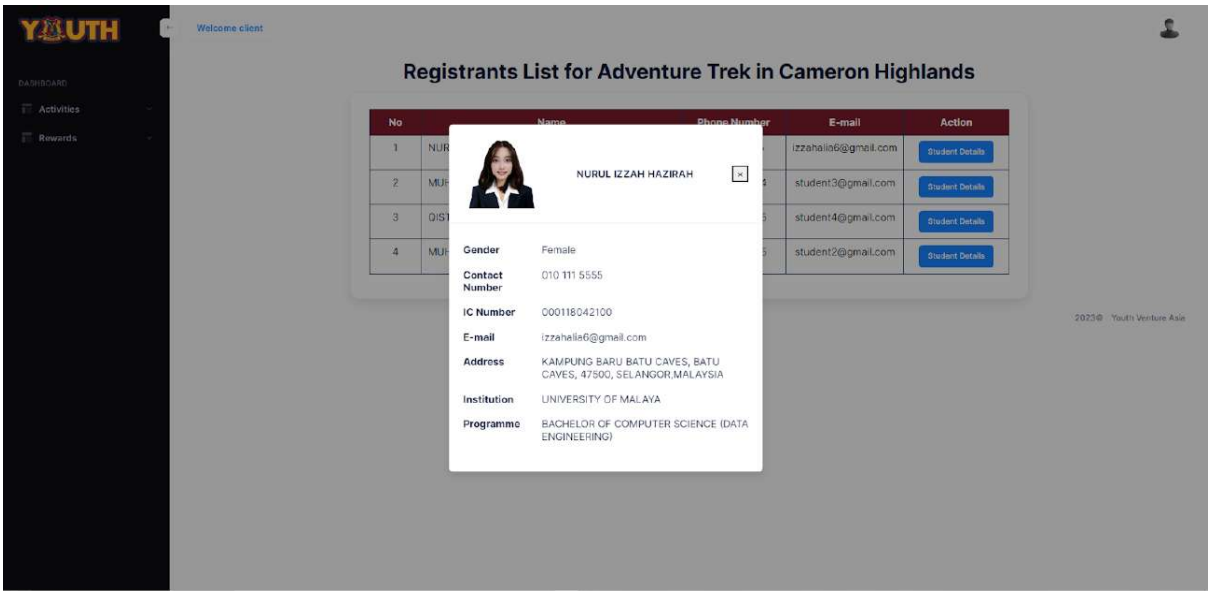
- It will display **"No registrants for this activity yet".**

b) If the registrant is not empty

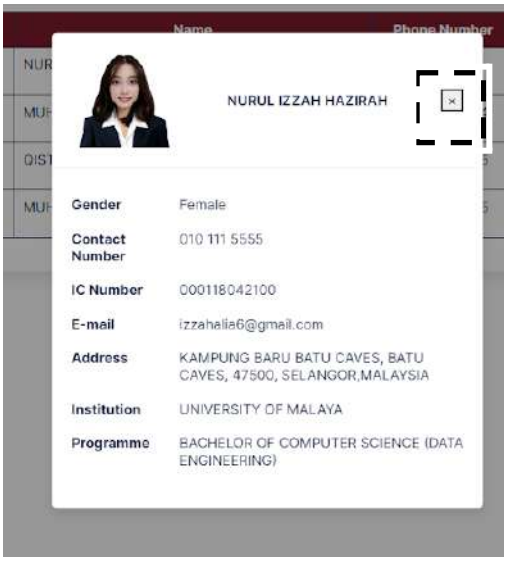
- Registrants List where all the student details who join the activities will display here

- Click **Student Details** button if want to know about the student details

- This is the Student Details popup



- Click **X** button

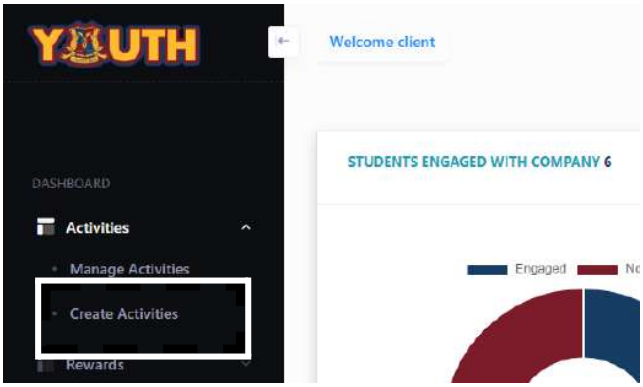


- If admin want to email student, they can click at the **email hyperlink**

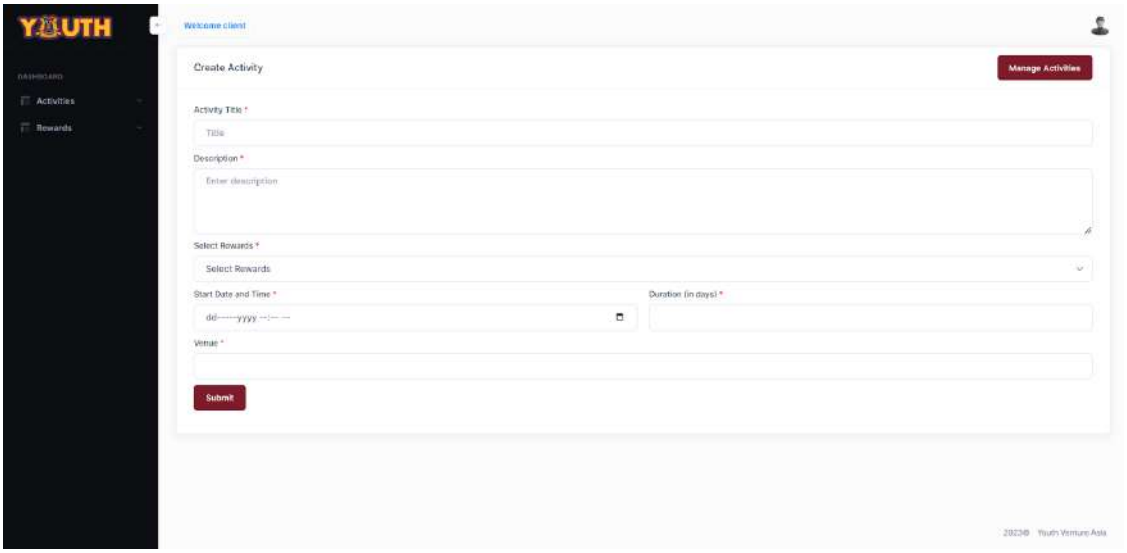
- Redirect to email student

Create Activities

- Click **Create Activities** button

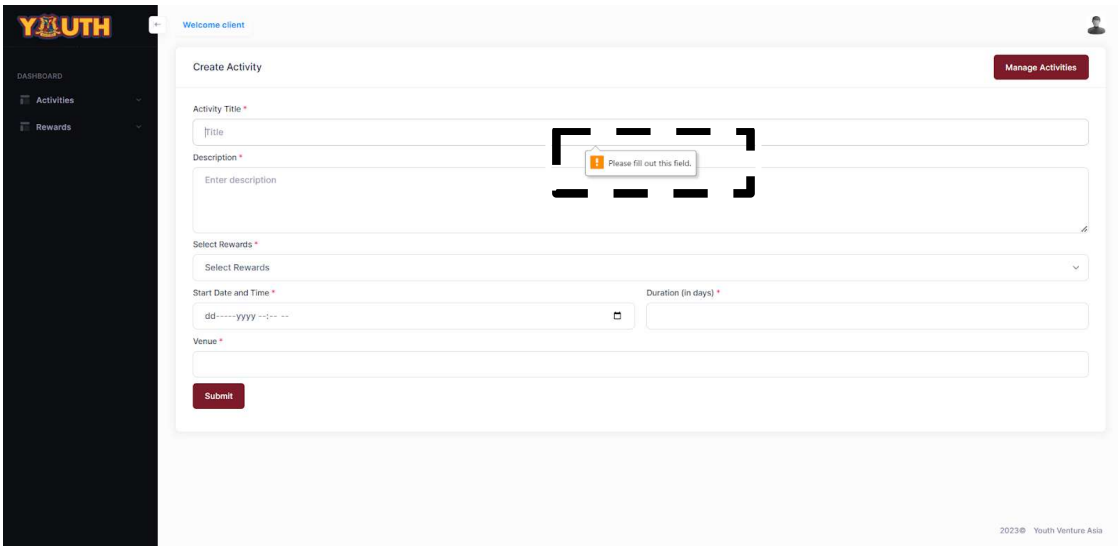


- Create Activity form will display

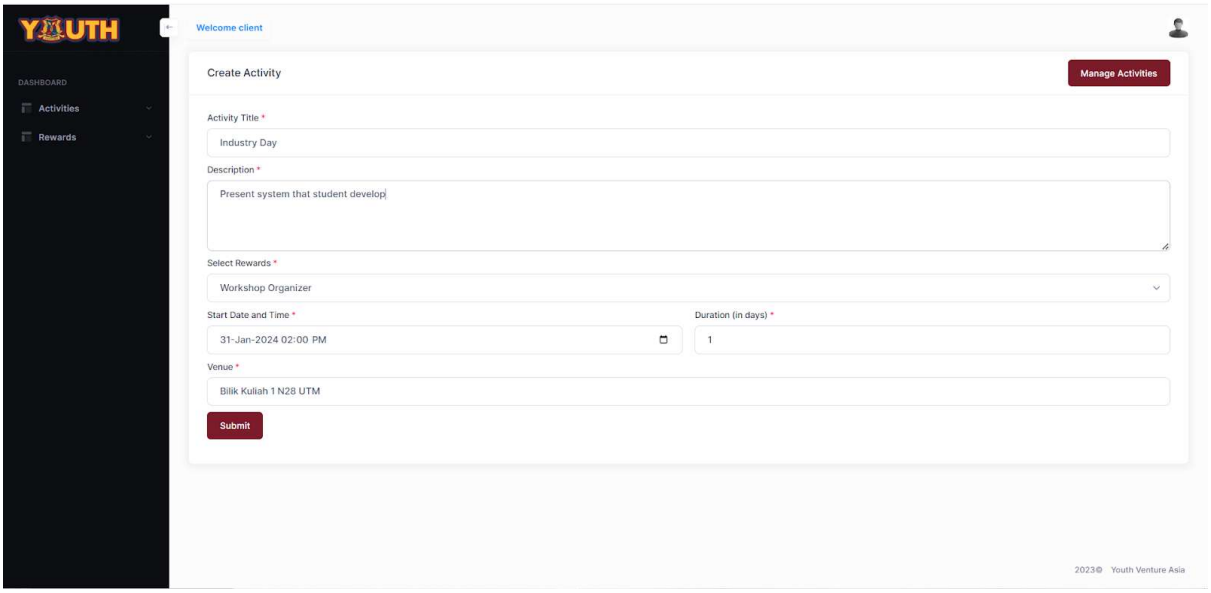


a) If has field that still empty

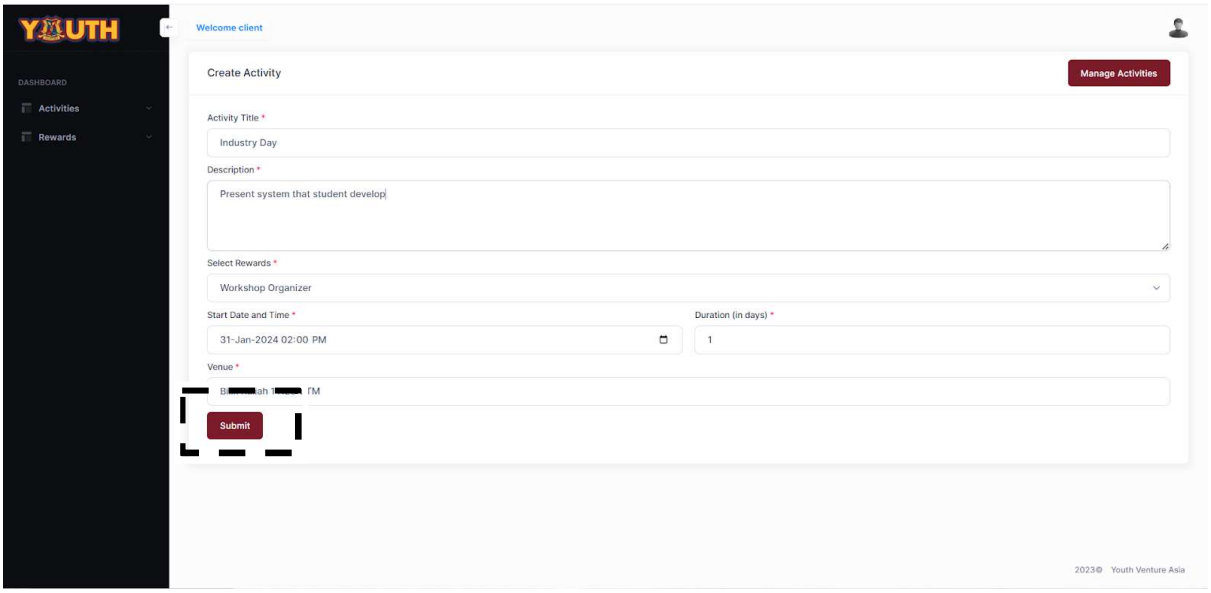
- All fields are required. Alert will pop out if the field is empty after click the Submit button

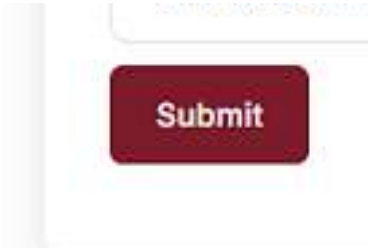


b) If all the field were completely fill



- Click **Submit** button

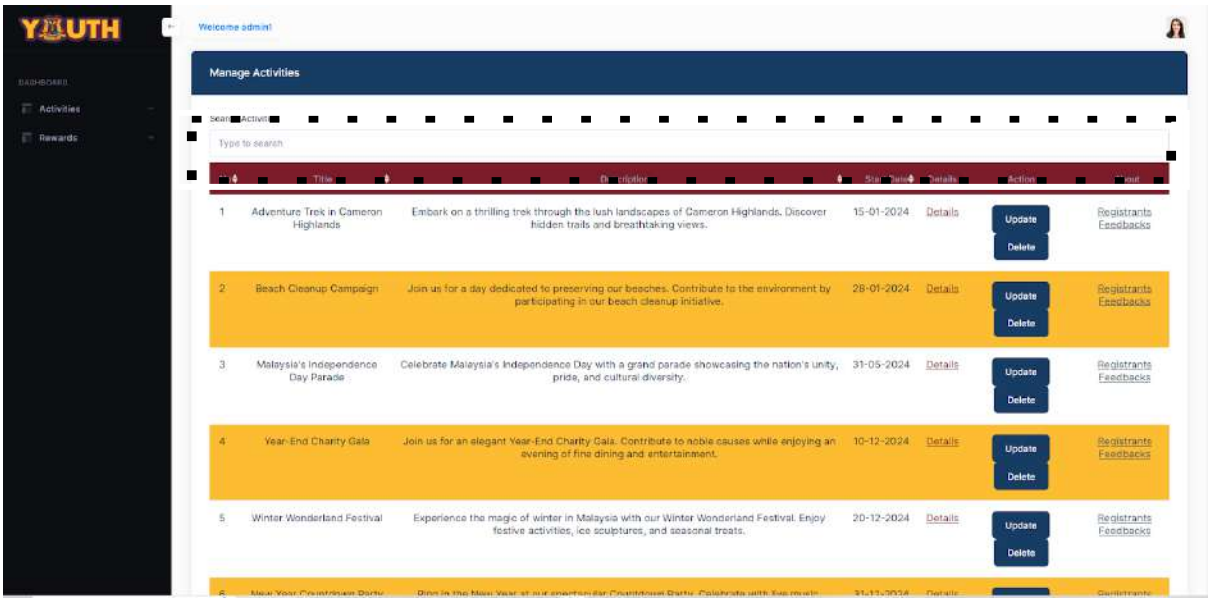




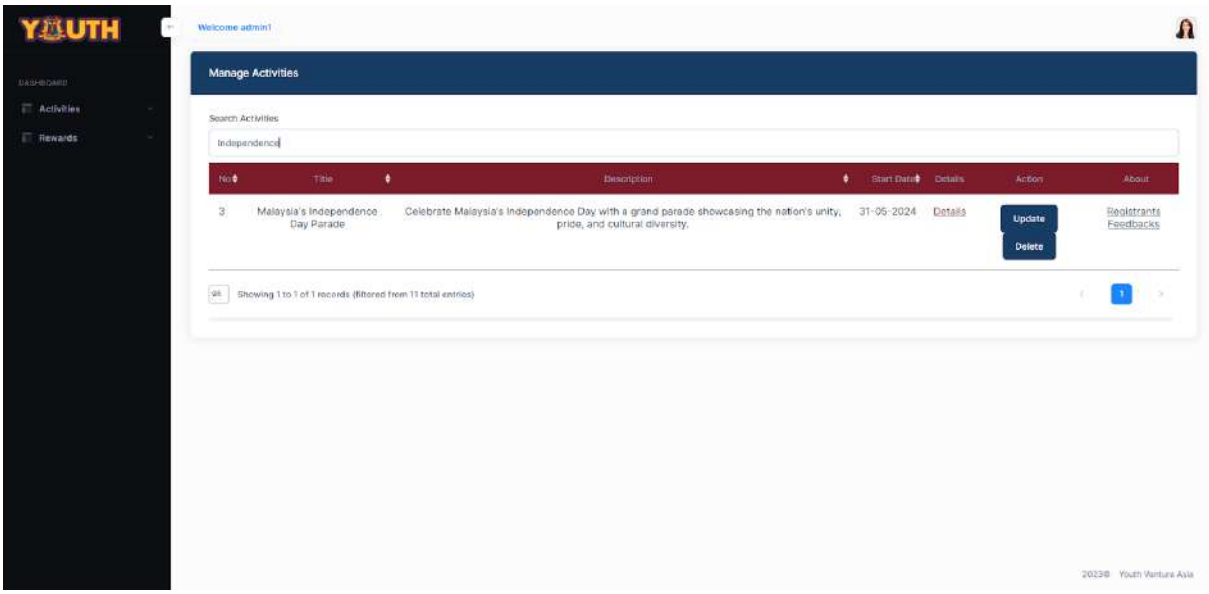
- After Click **Submit** button, the admin can find the activities by click **Manage Activities** button

- The activities created will display here

Admin can search for their activities without scrolling by Insert any related info in the **Type to search** field.



- For example, if client insert “Independence” in the search field

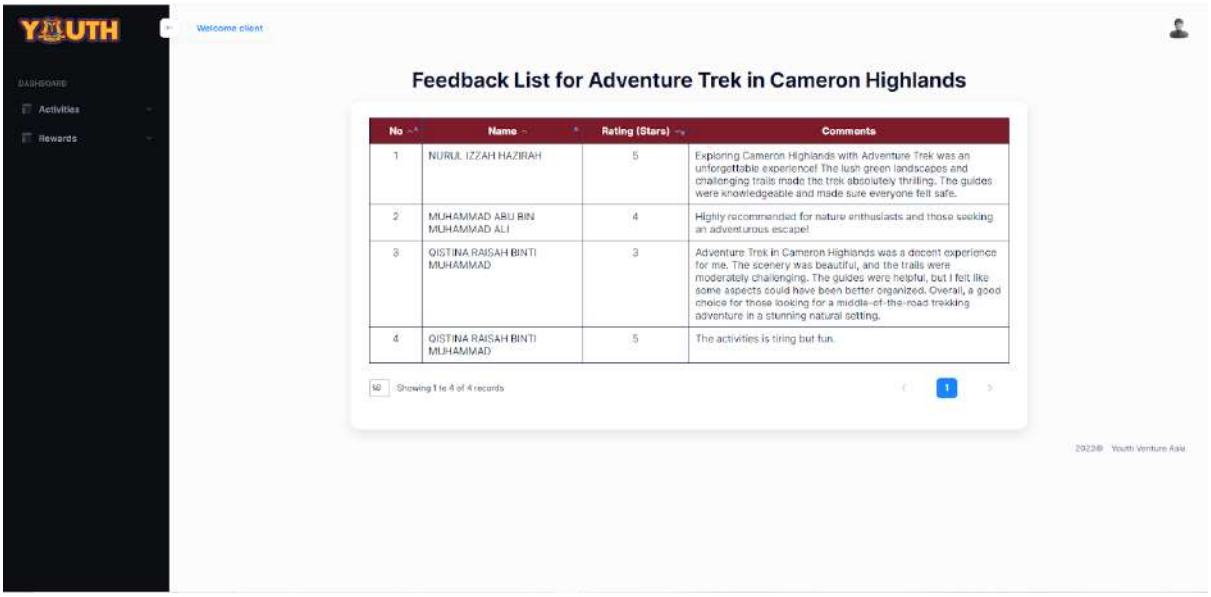


2.3 Feedback

- Click on **Feedbacks** button

a) If no student submit their feedback

b) If the student has already submit their feedback



- One student can submit multiple feedback

Feedback List for Adventure Trek in Cameron Highlands

No	Name	Rating (Stars)	Comments
1	NURUL IZZAH HAZIRAH	5	Exploring Cameron Highlands with Adventure Trek was an unforgettable experience! The lush green landscapes and challenging trails made the trek absolutely thrilling. The guides were knowledgeable and made sure everyone felt safe.
2	MUHAMMAD ABU BIN [redacted]	4	Highly recommended for nature enthusiasts and those seeking [redacted]
3	QISTINA RAISAH BINTI MUHAMMAD	3	Adventure Trek in Cameron Highlands was a decent experience for me. The scenery was beautiful, and the trails were moderately challenging. The guides were helpful, but I felt like some aspects could have been better organized. Overall, a good choice for those looking for a middle-of-the-road trekking adventure in a stunning natural setting.
4	QISTINA RAISAH BINTI MUHAMMAD	5	The activities is tiring but fun.

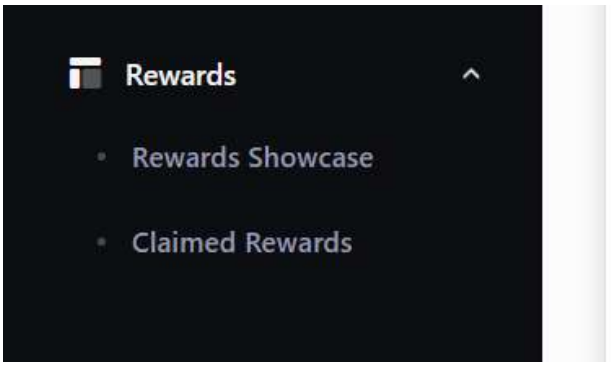
10 Showing 1 to 4 of 4 records

1

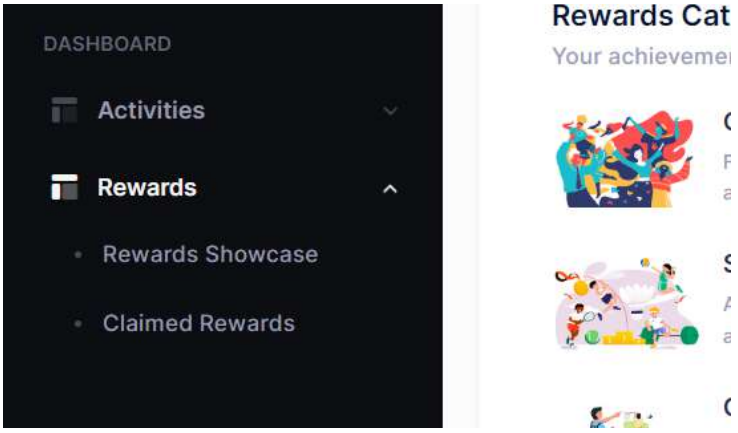
2.4 Rewards

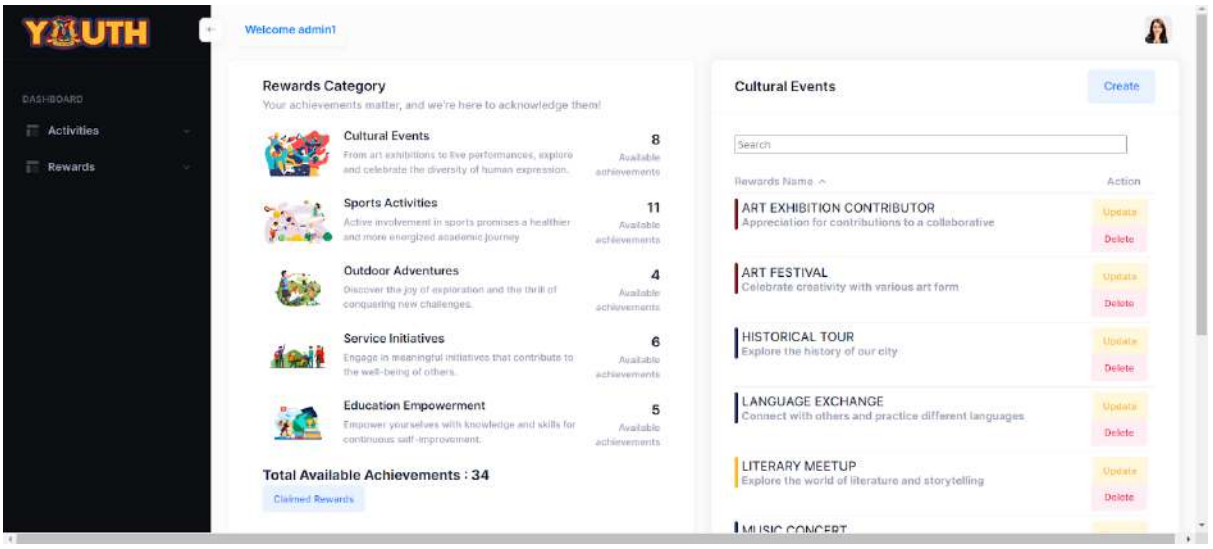
Rewards Showcase

- Click **Rewards Showcase** button

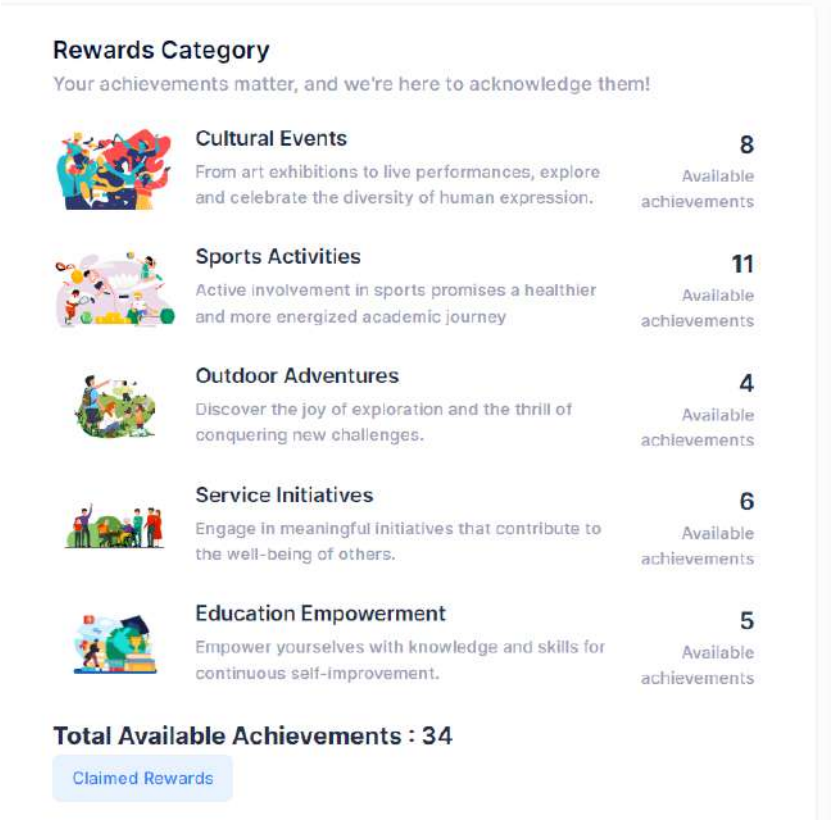


- When user click “Rewards Showcase”, you will be redirected to the page of rewards showcase which displays all the available rewards based on each category

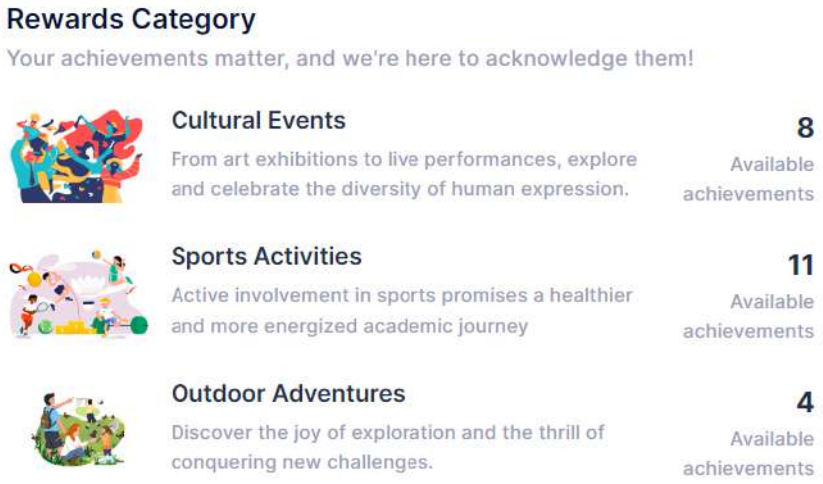




- At the left side of the interface of rewards showcase, user can see all the categories available for the rewards

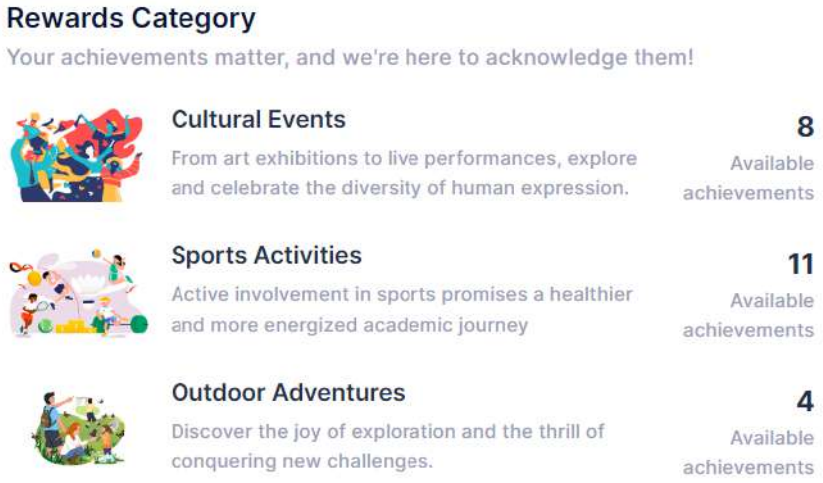


- At the right side of each rewards category, user can see the total number of rewards available

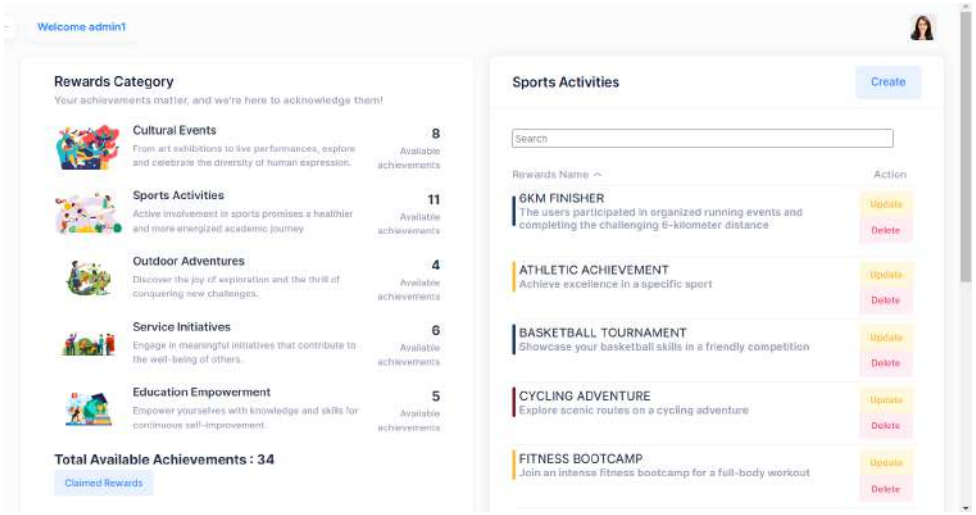


- At the bottom of the rewards category, user can click “Claimed Rewards” button to go the interface of list of the students name with the rewards claimed.

- User can select desired reward category to see the lists of available rewards for the selected category.



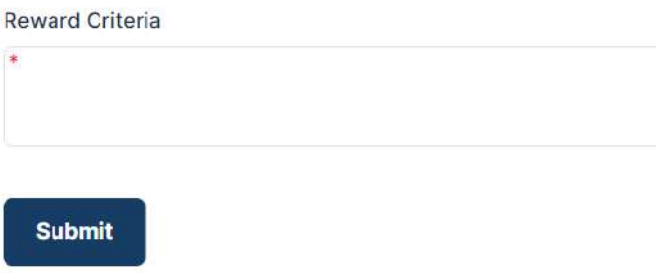
a) When user click the title of any specific reward, user can see the criteria of the selected reward



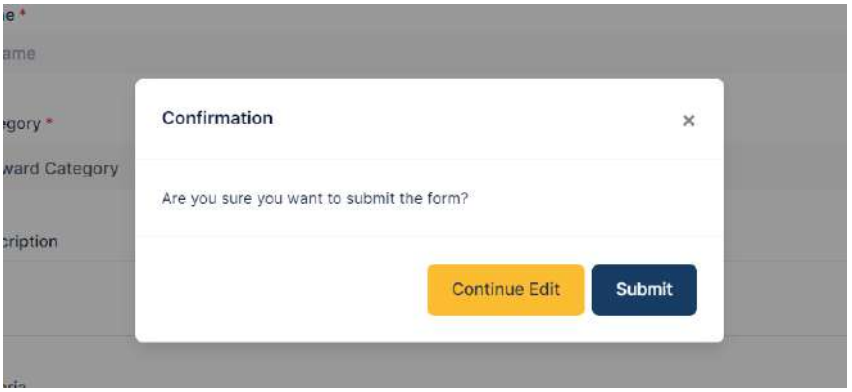
- At the top right corner, user can click button “Create” to create new reward.

a) When user click the “Create” button, user will be redirect to the interface that allows user to customaze new rewards with reward name, reward description, reward category and reward criteria.

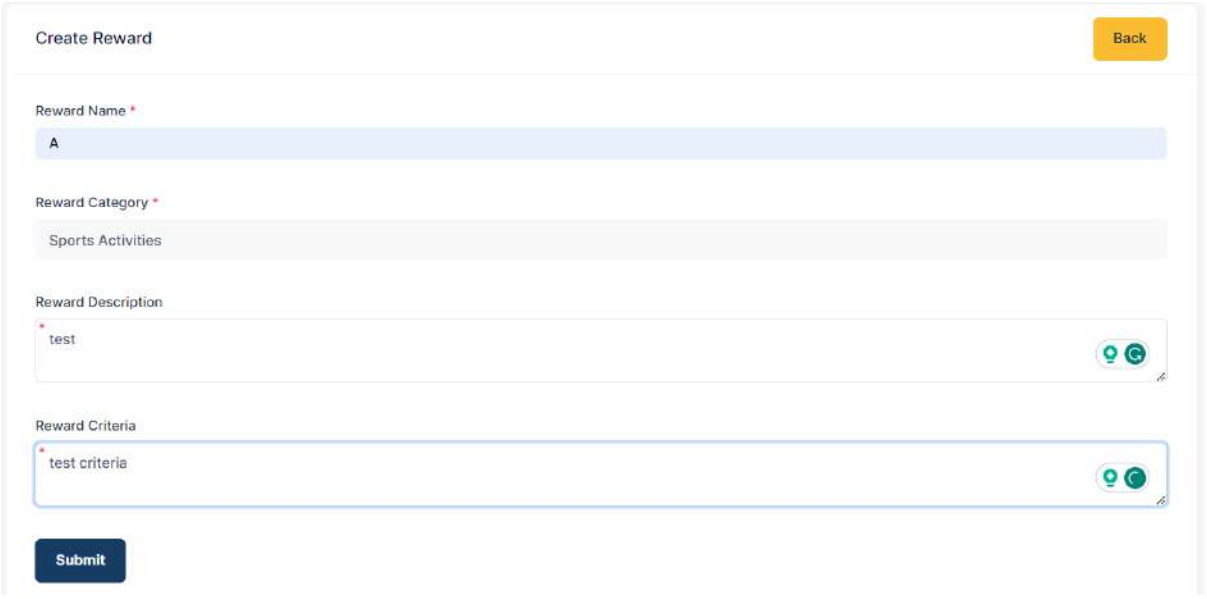
- User have to click “Submit” button in order to add new rewards



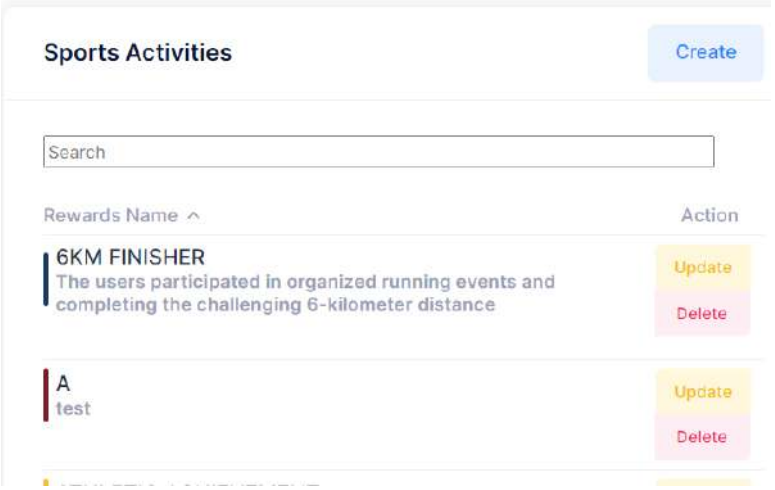
a) When user click the “Submit” button, user can see the confirmation page which allows user to choose “Submit” the new reward or click “Continue Edit” to continue editing the details.



b) When user click the “Continue Edit” button, user can continue edit the existing details.

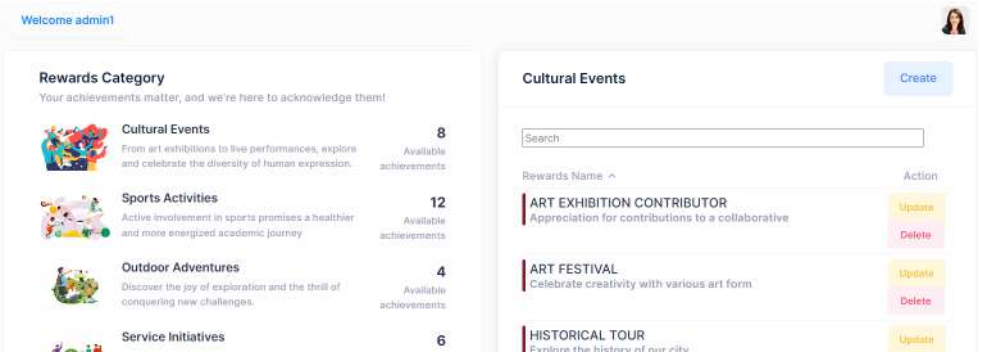


c) When user click the “Submit” button, new rewards will be added into the system.



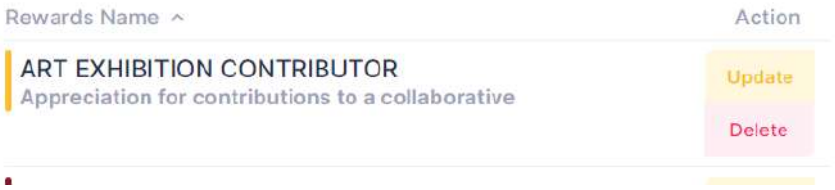
- User can select “Back” button to go back to the rewards showcase page.

a) When user click the “Back” button without submitting the new rewards details, the new reward details will be discarded.



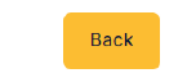
- User can click the button “Claimed Rewards” to go to to the interface where user can see list of claimed rewards with the name of students.

- User can click the button “Update” to edit any details of the selected rewards



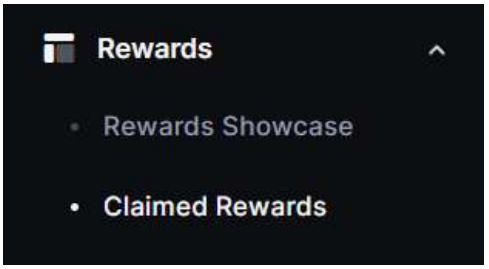
a) If user click the button “Update”, the edited details of the rewards will be updated

- User can click the button “Back” to go back to the interface of rewards showcase.

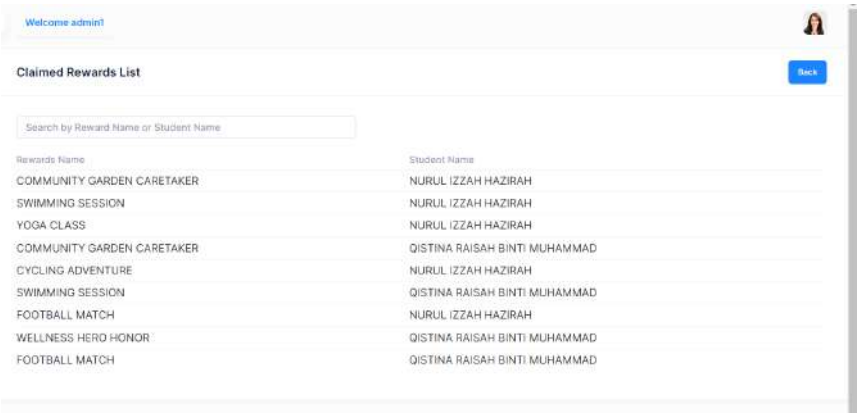


a) If user click the button “Back” without clicking the “Update” button, the changes made by the user will be discarded and the details will remains the same.

Claimed Rewards



- Click **Claimed Rewards** button on the side bar to open interface where user can check the lists of the rewards that has been claimed by the students and the name of the students

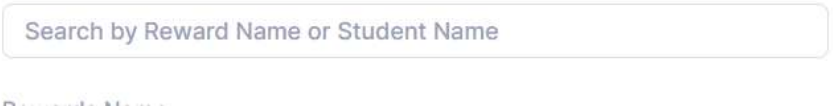


- On the left side of the button, user can see name of the rewards that has been claimed by the students

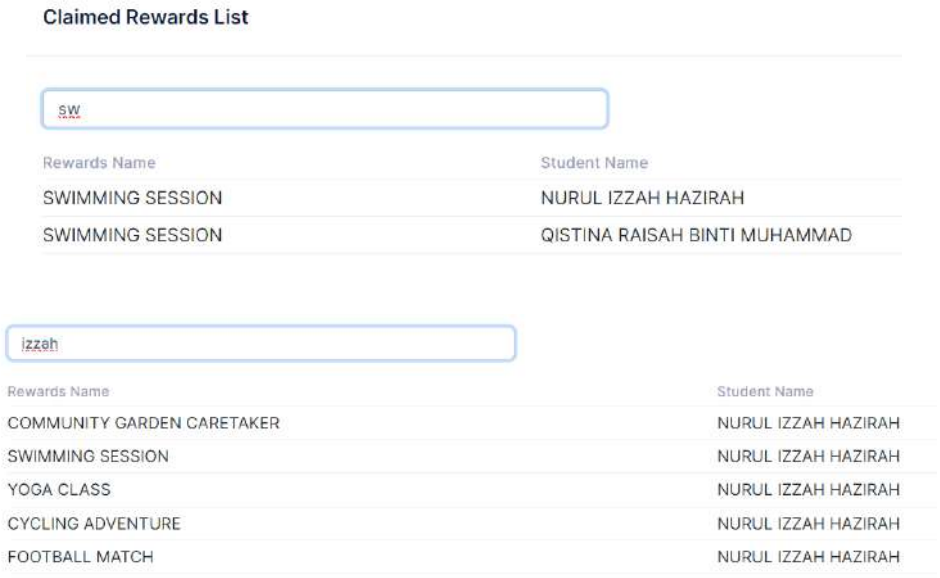
- On the right side of the button, user can see the name of the student that has claimed the specific reward name.

Student Name
NURUL IZZAH HAZIRAH
NURUL IZZAH HAZIRAH
NURUL IZZAH HAZIRAH
QISTINA RAISAH BINTI MUHAMMAD
NURUL IZZAH HAZIRAH
QISTINA RAISAH BINTI MUHAMMAD
NURUL IZZAH HAZIRAH
QISTINA RAISAH BINTI MUHAMMAD
QISTINA RAISAH BINTI MUHAMMAD

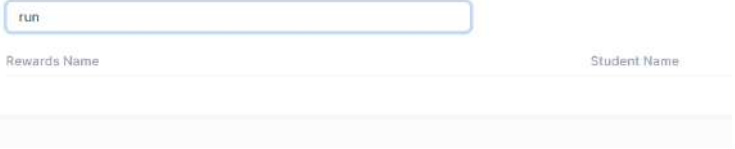
- The search box is available which allows user to search for specific reward name or the name of the students.



a) If the search box entered with the data that exists inside the system, the results will be displayed



b) If the search box entered with data that does not exists inside the system, no results will be displayed



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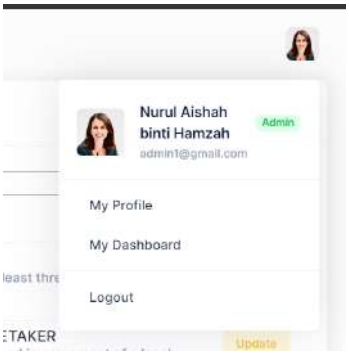
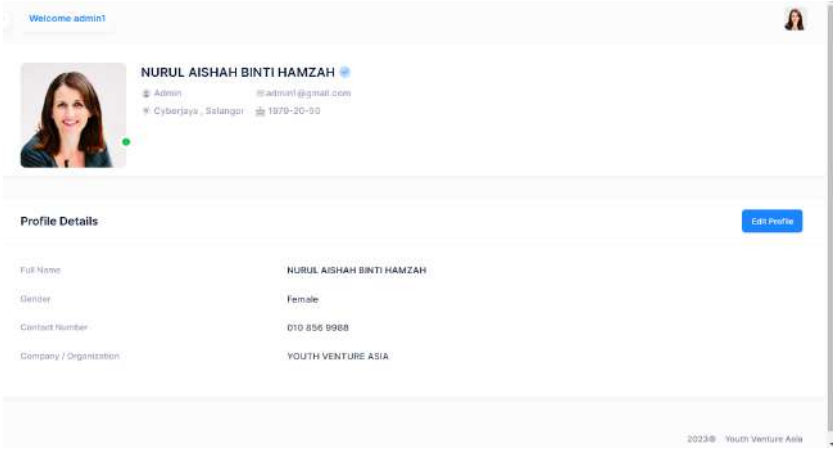
Rewards Name	Student Name

2.5 Profile

- When user click the profile picture on the top and the right side of the page, it will display options for user to access to profile page



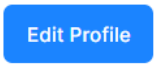
- When the user clicks the “My Profile” button, the user will be redirected to the profile interface of the user



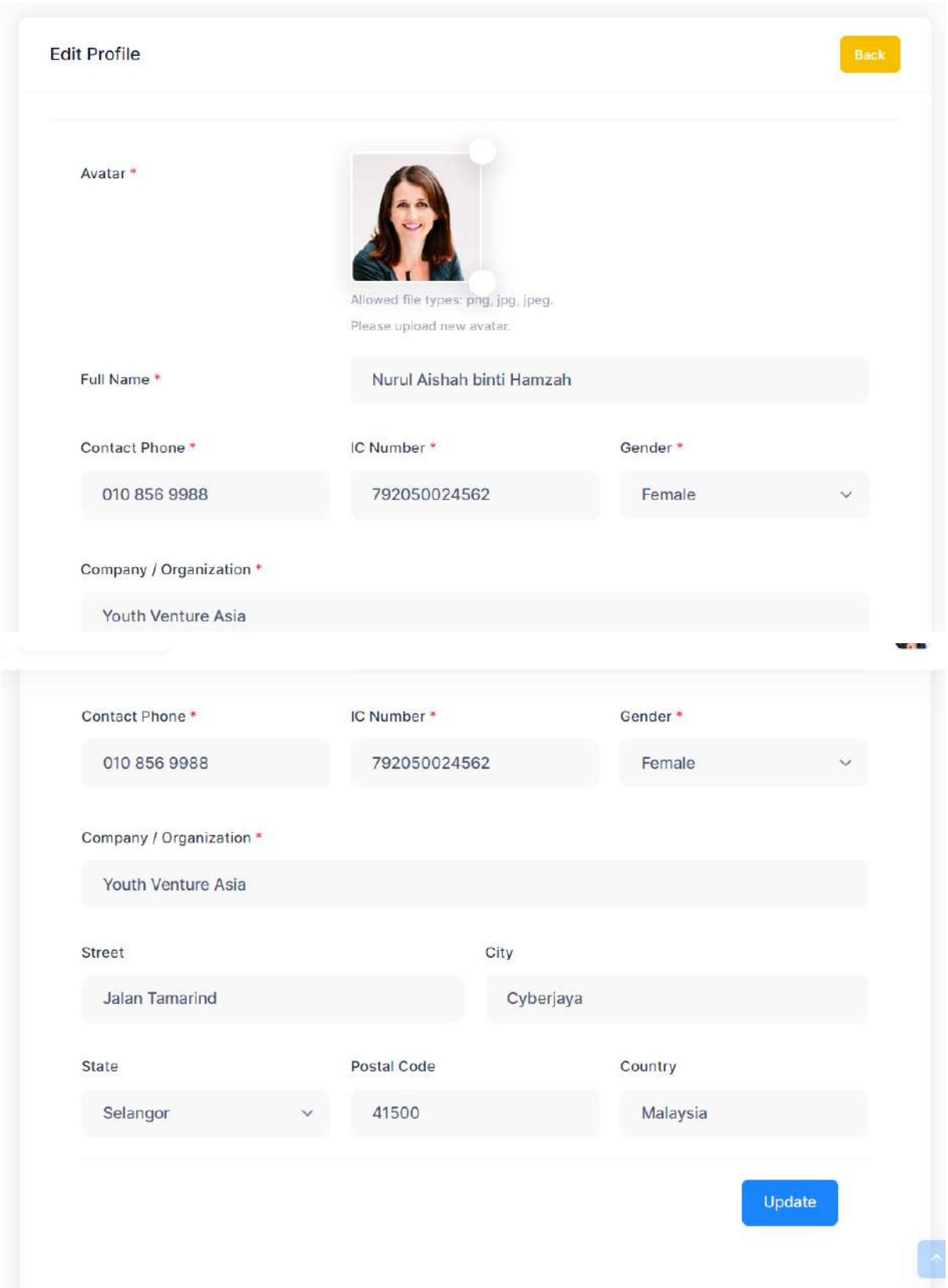
- The top of the interface displays the picture, name, roles, email, birthday, and the city and state of the users.

- The ‘Profile Details’ side displays the full name, gender, contact number, and company name of the user.

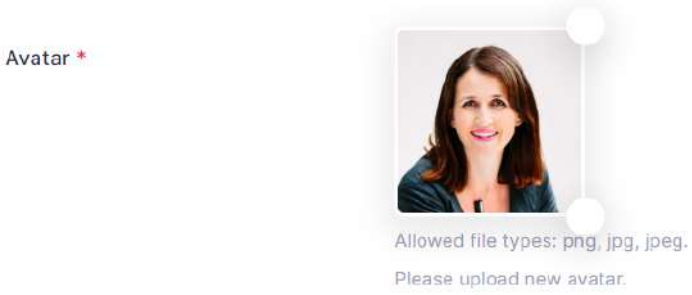
- Users can click the “Edit Profile” button to edit their personal information



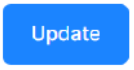
- When users click the “Edit Profile” button, user will be redirected to the interface that allows user to edit their personal information



- The picture side allows user to update their profile picture with allowed files png, jpg, and jpeg.

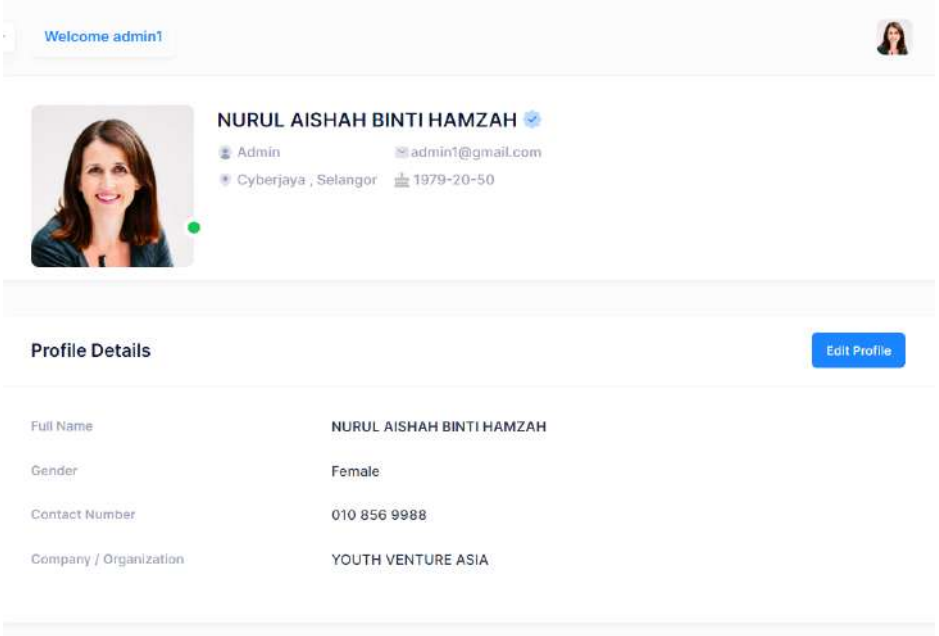


- Users have to click the "Update" button in order to update their new personal information



- Users can click the button "Back" to go back to the profile interface

a) If the user clicks the "Back" button without updating the new profile, the changes made will be discarded and the user will be redirected to the profile page.



Client

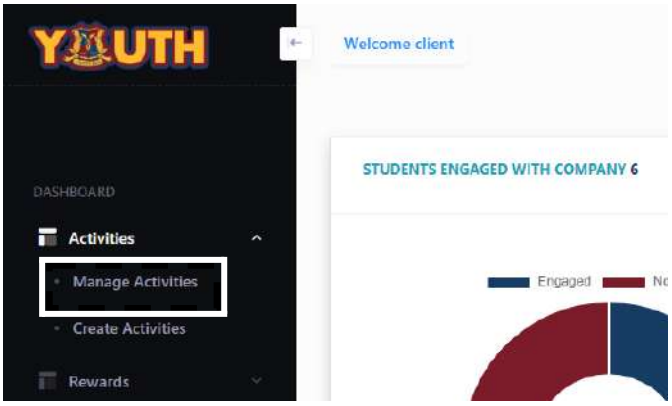
3.1 Dashboard (sambung)

3.2 Activities

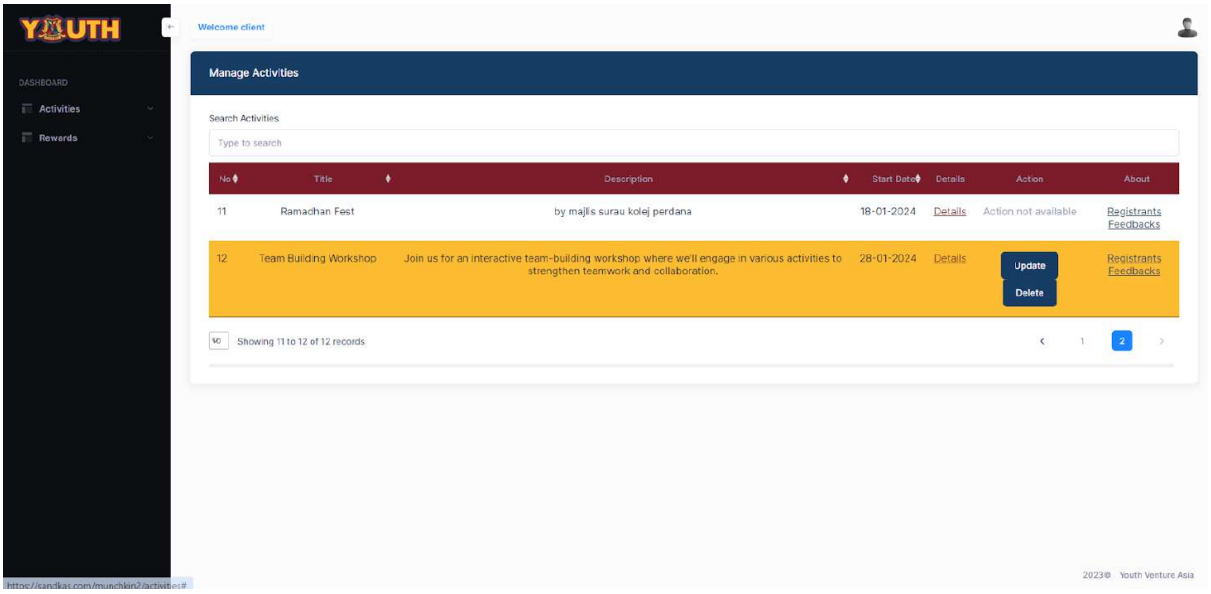
- Click **Activities** on the sidebar.

Manage Activities

- Click on **Manage Activities** button

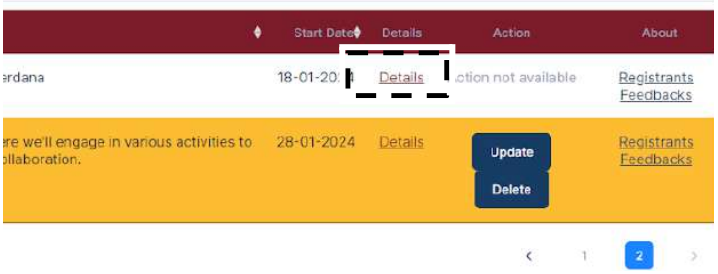


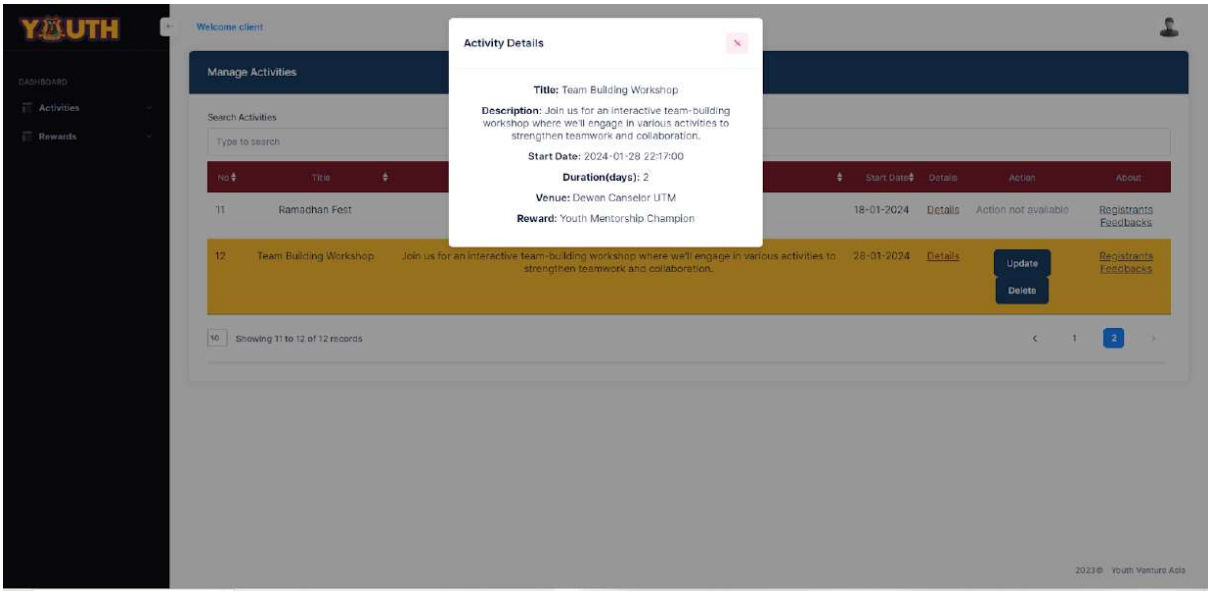
- This table will display all the information about the activities displayed.



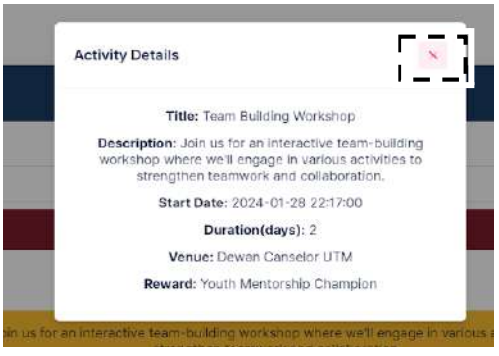
Details button

- Click **Details** Button



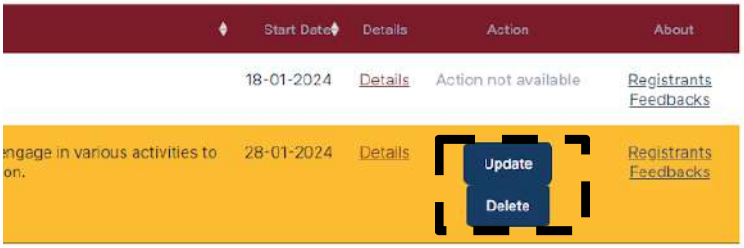


Click **X** button to close the details.

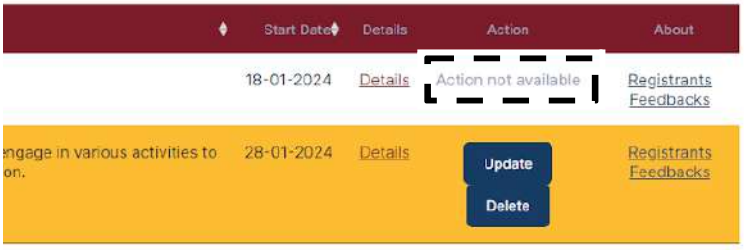


Action button

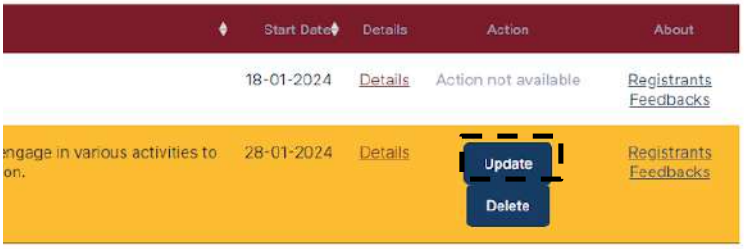
b) All the button update and delete for the client will be displayed only if the **client is the one who creates the activities**.



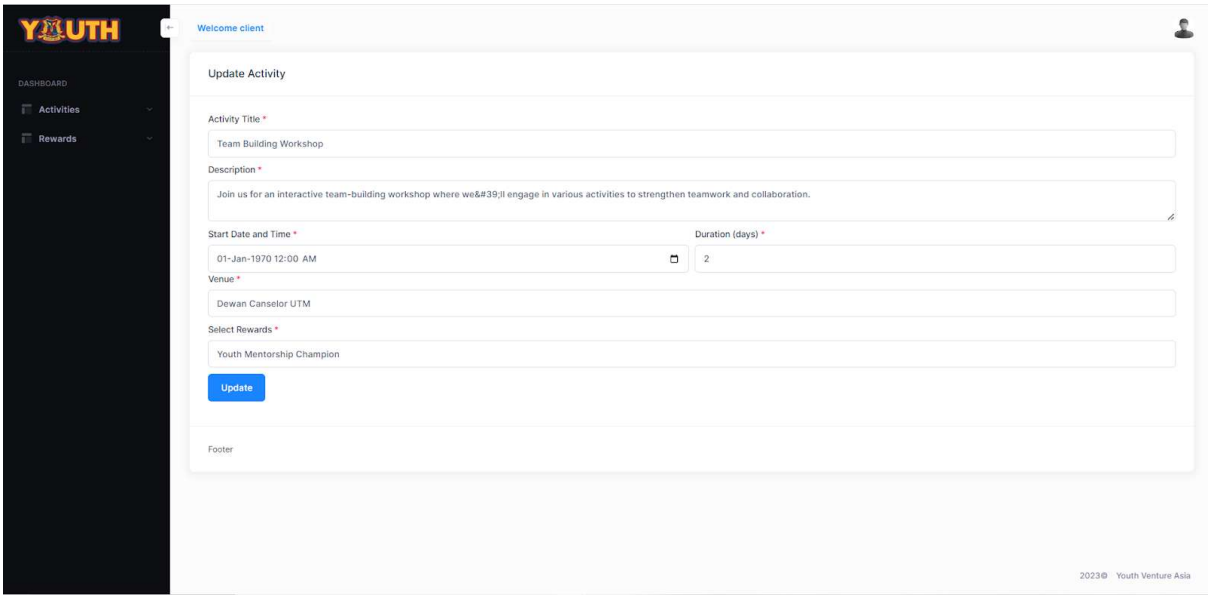
c) If the client is not the one who creates the activities, message **"Action not available"** will be displayed.



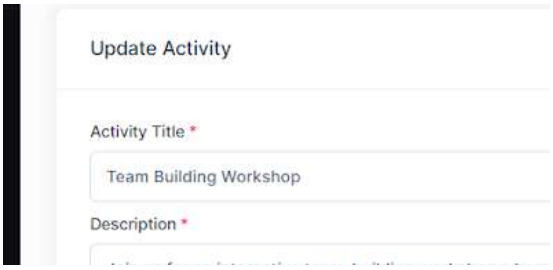
3) Click **Update** button



- If client click **Button** update then this form will appears where client can update the activities details

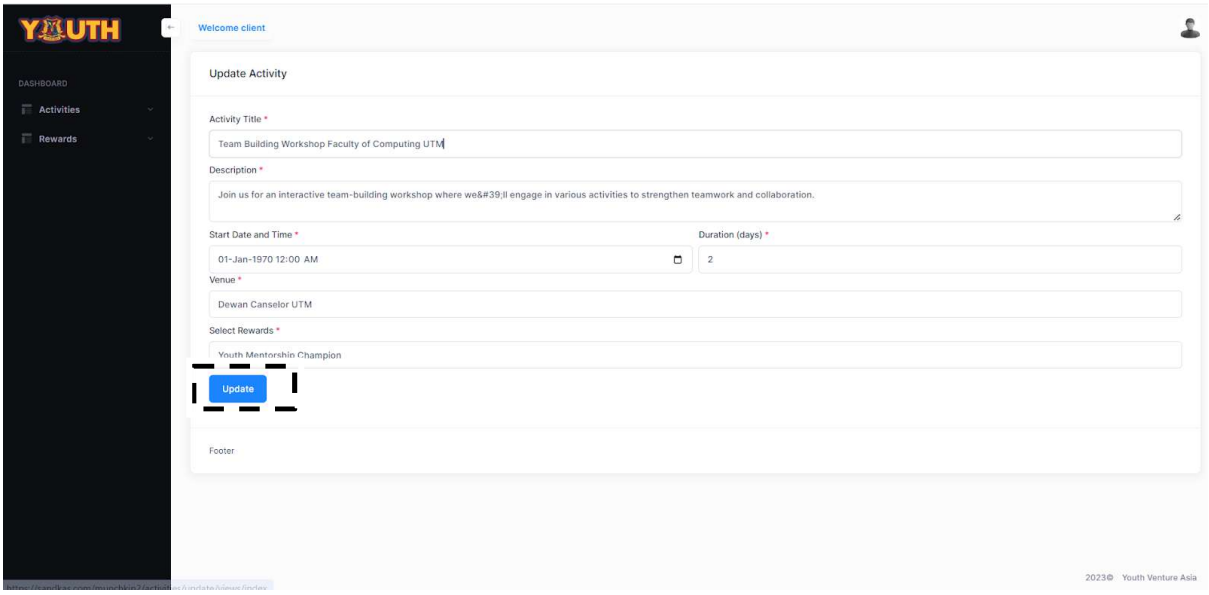


For example, if client want to edit the activity title
Before:

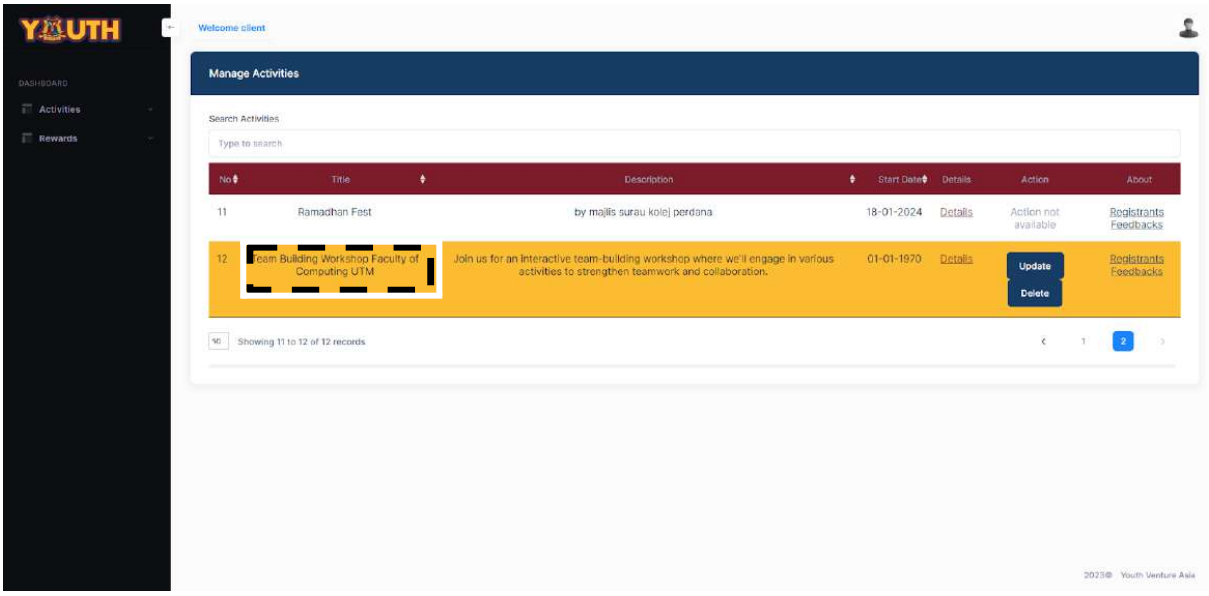


After:

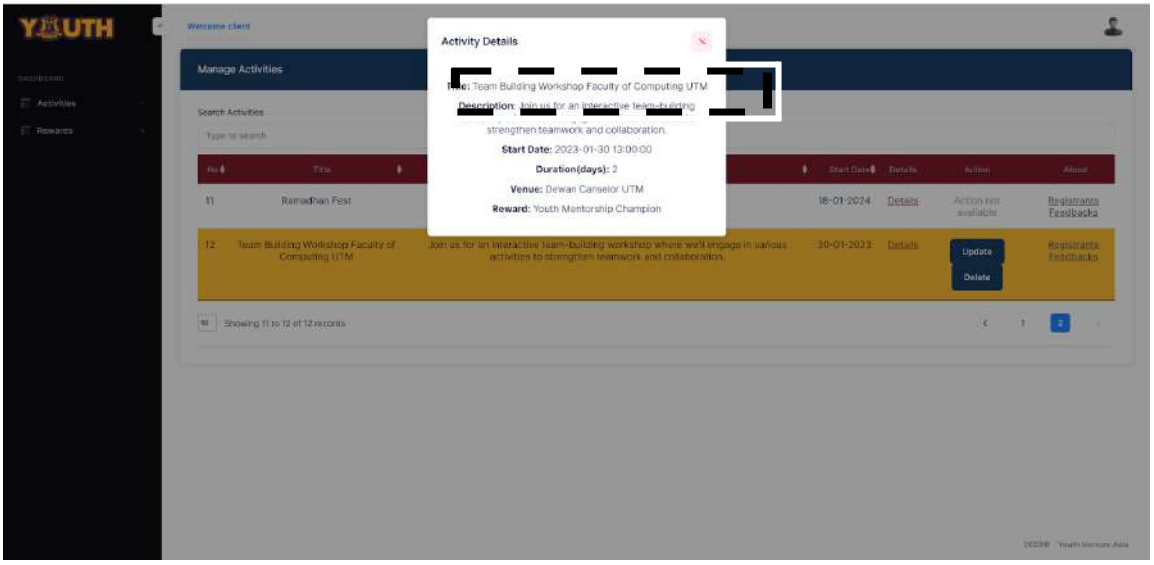
- Click on **Update** button



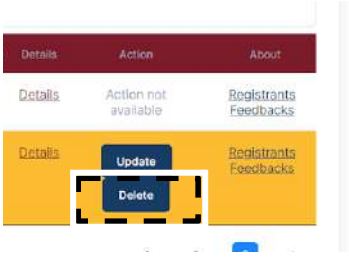
- The Title will be change based on client input



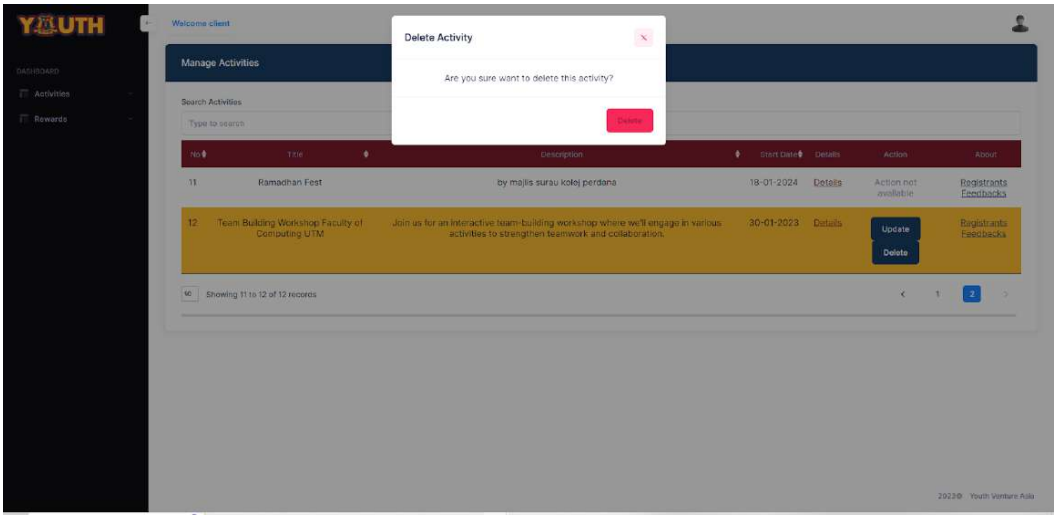
- Activity Details also change



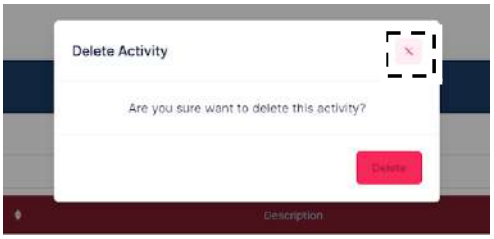
4) If client click on Delete button



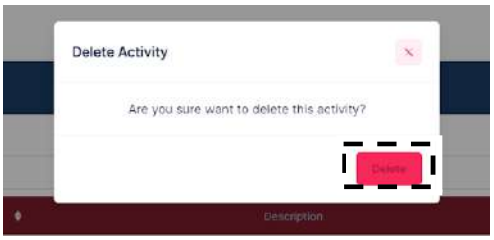
- This alert will pop out to make sure you want to delete or not



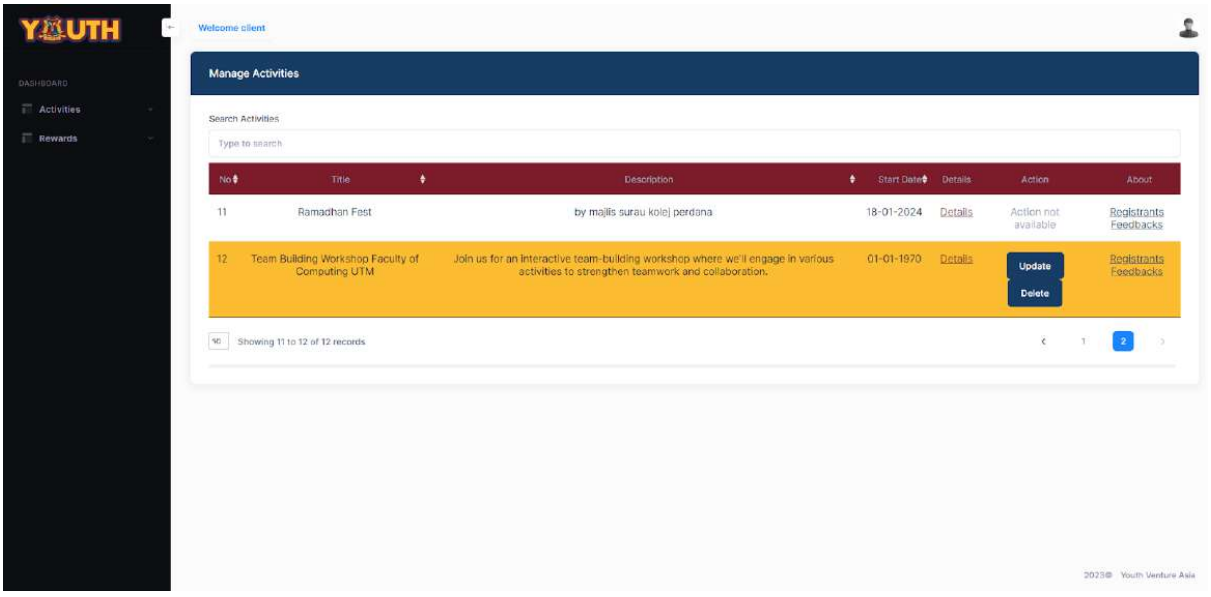
c) To close, client can click **X** button



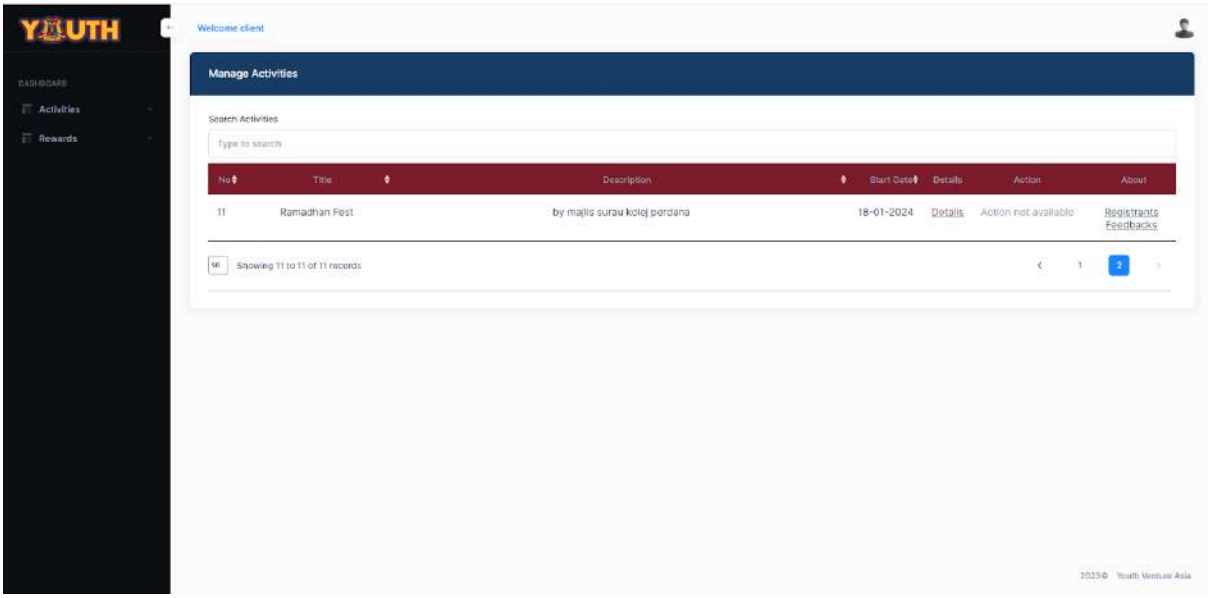
d) If the user click on **Delete** button



- Before



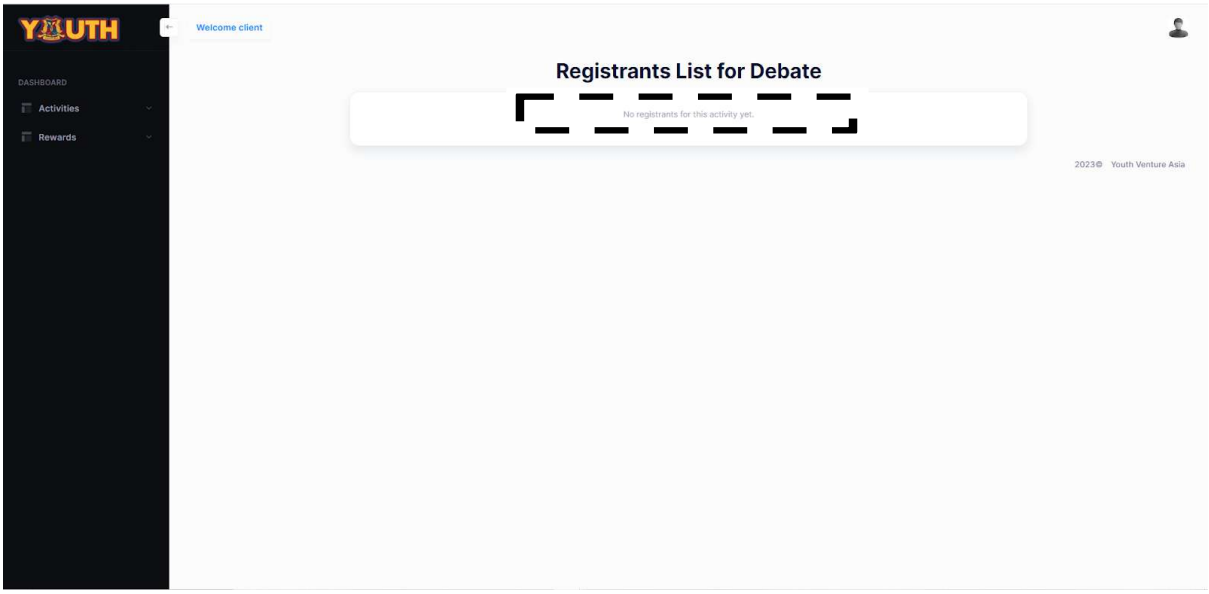
- After



Registrants button

- Click **Registrants** button

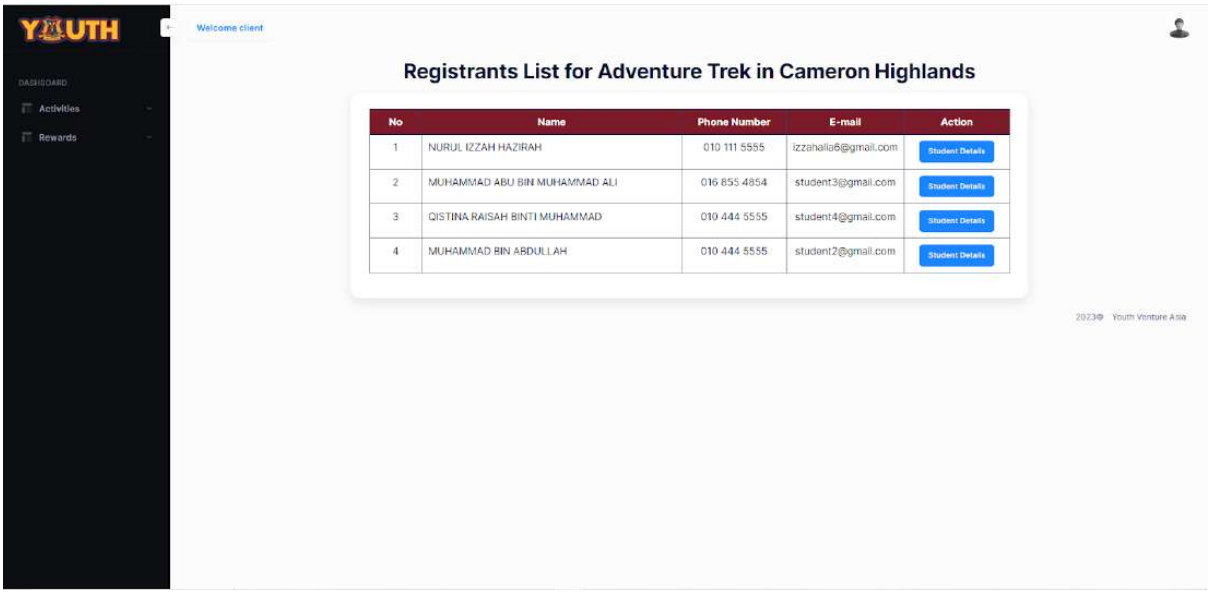
c) If registrant is empty



- It will display **"No registrants for this activity yet".**

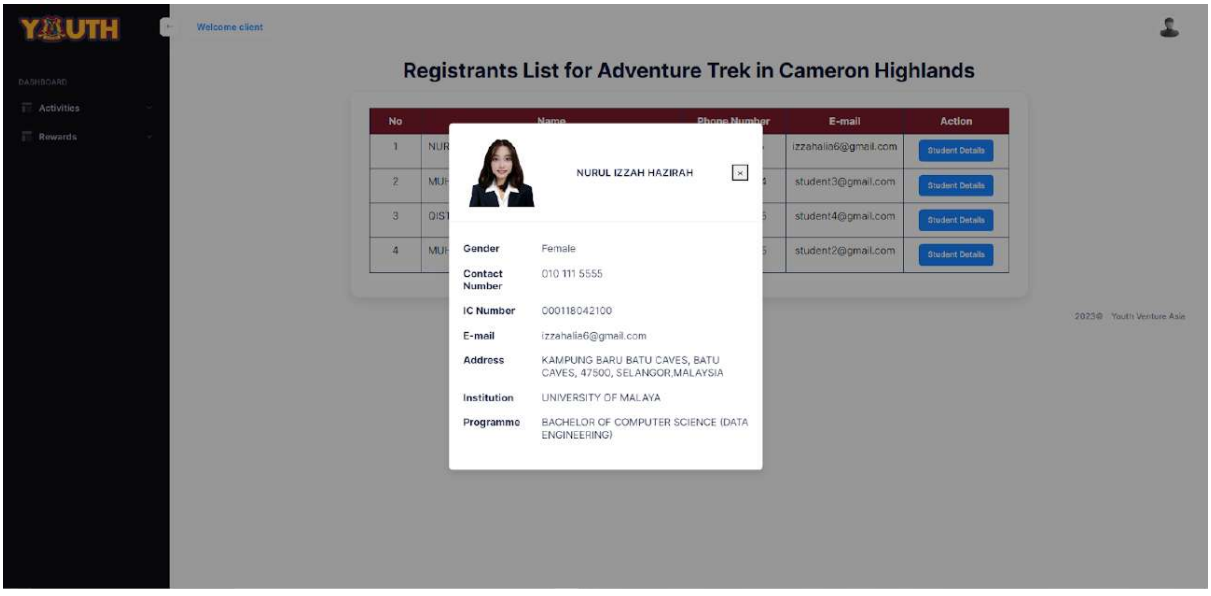
d) If the registrant is not empty

- Registrants List where all the student details who join the activities will display here

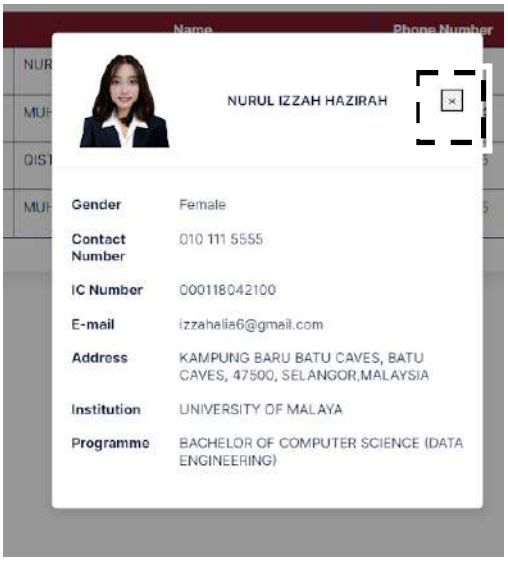


- Click **Student Details** button if want to know about the student details

- This is the Student Details popup

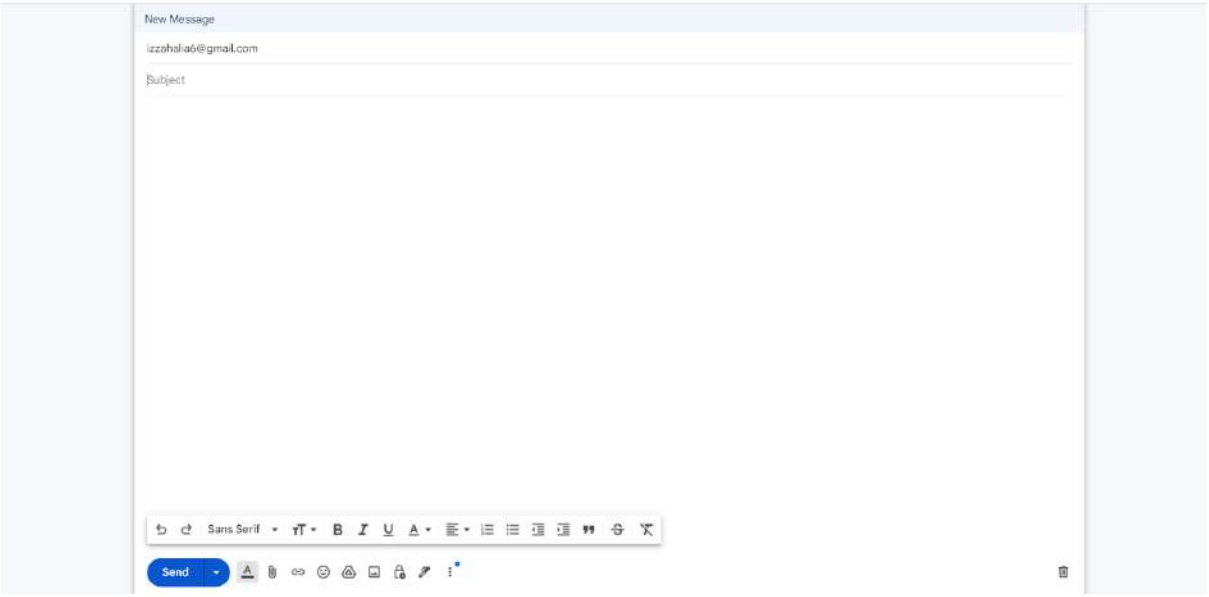


- Click **X** button



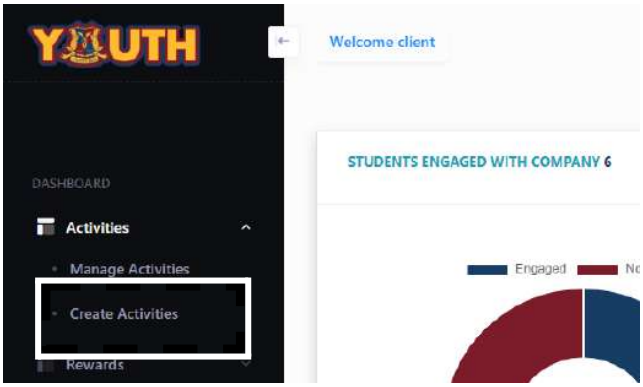
- If client want to email student, they can click at the **email hyperlink**

- Redirect to email student

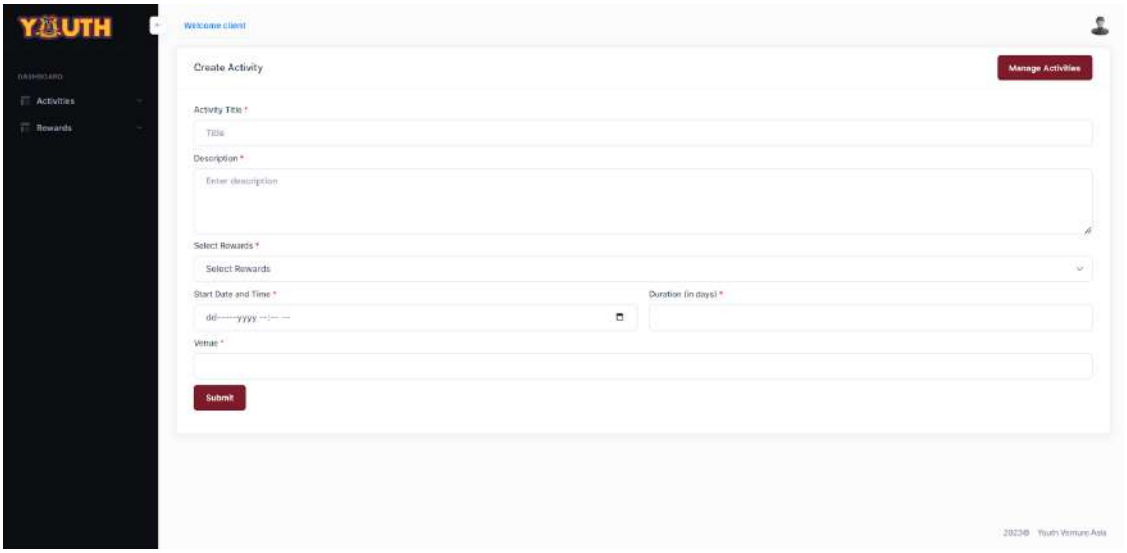


Create Activities

- Click **Create Activities** button

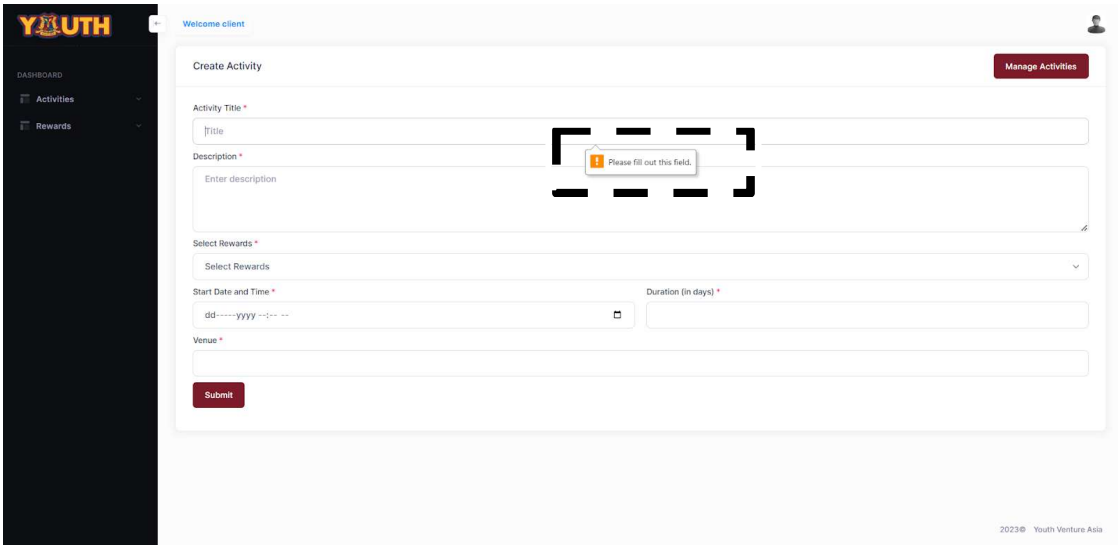


- Create Activity form will display

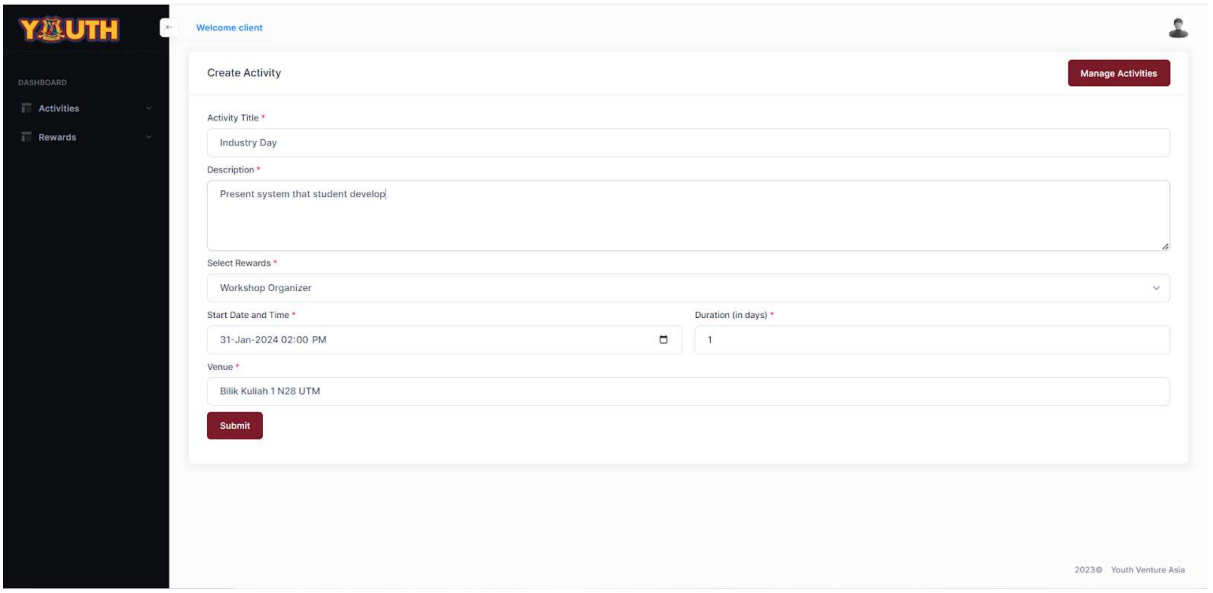


c) If has field that still empty

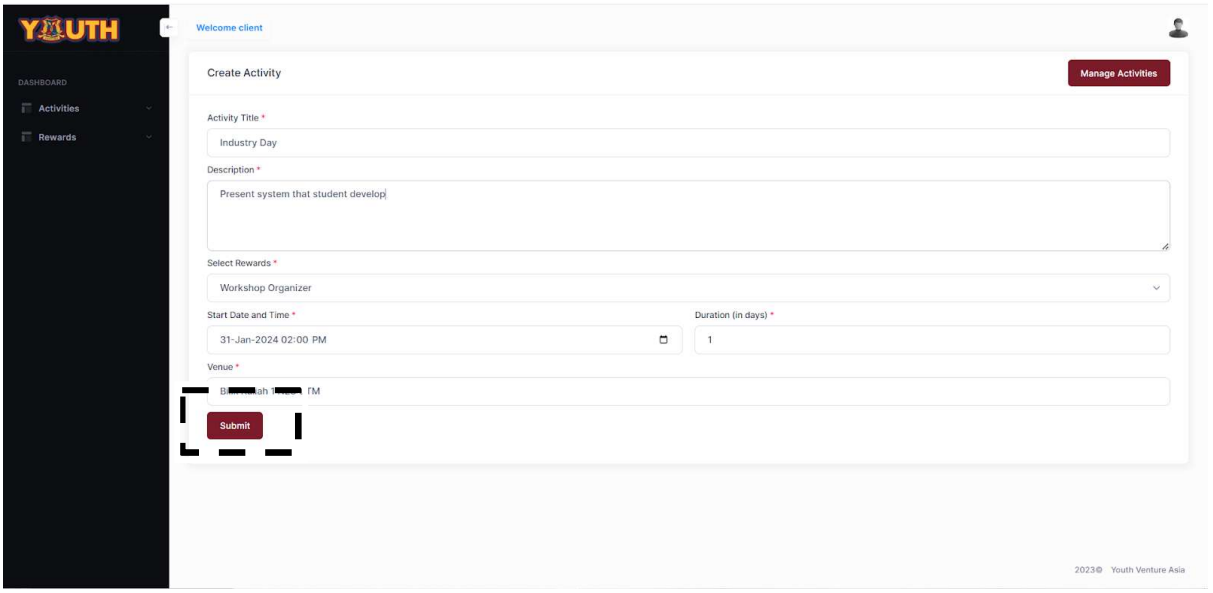
- All fields are required. Alert will pop out if the field is empty after click the Submit button

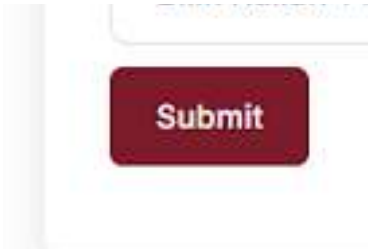


d) If all the field were fill



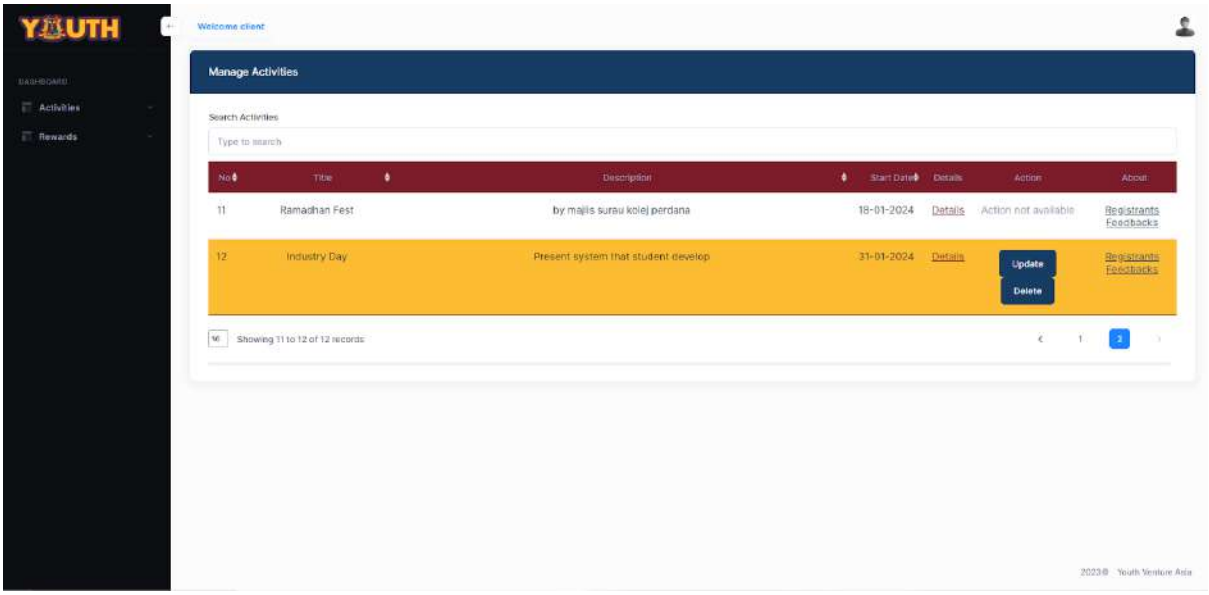
- Click **Submit** button



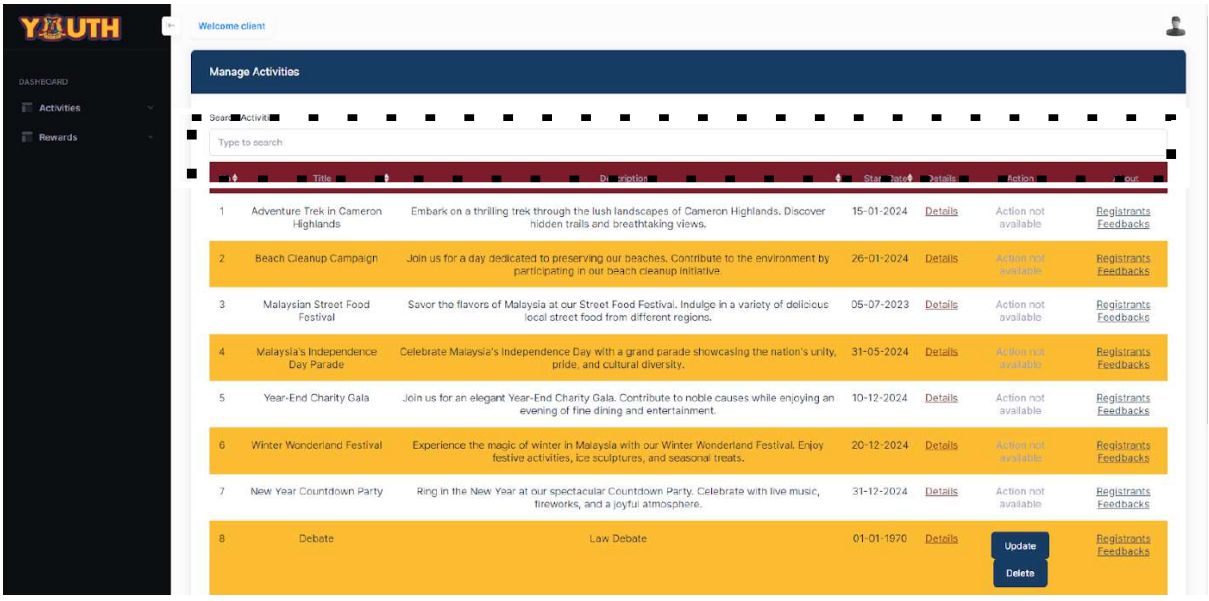


- After Click **Submit** button, the client can find the activities by click **Manage Activities** button

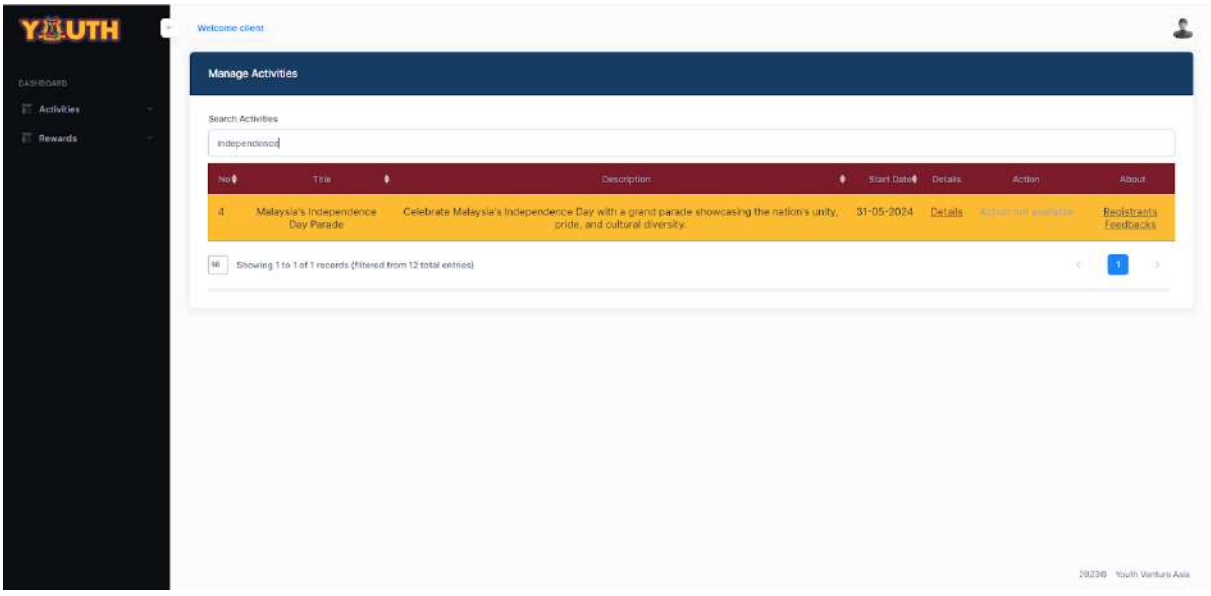
- The activities created will display here



Clients can search for their activities without scrolling by Insert any related info in the **Type to search** field.



- For example, if client inserts “Independence” in the search field

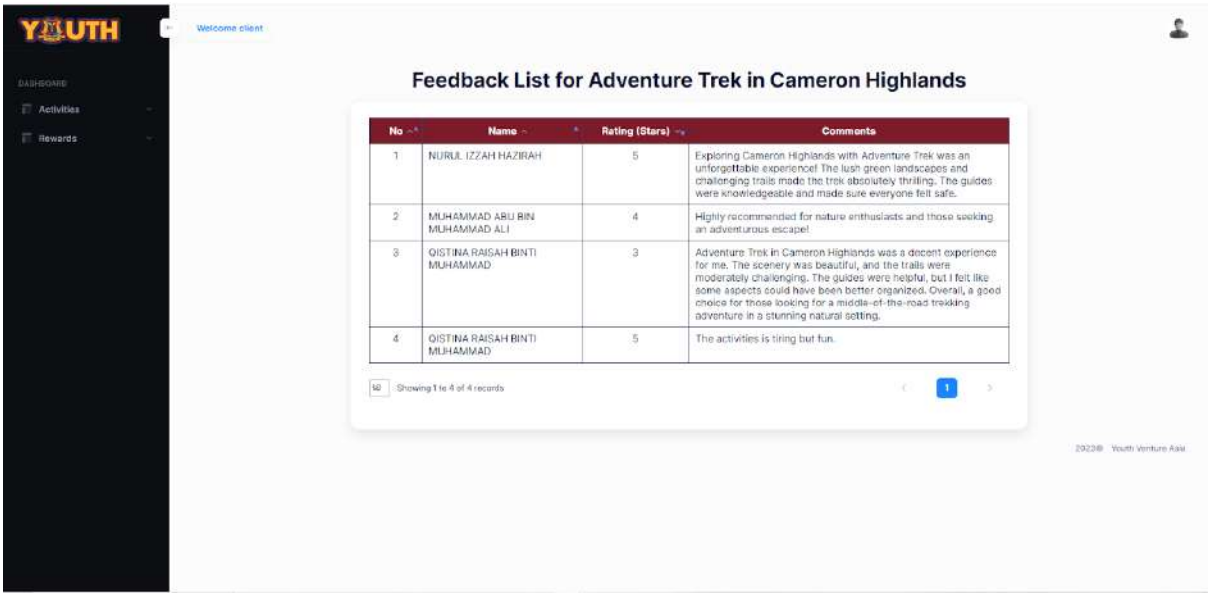


3.3 Feedback

- Click on **Feedbacks** button

c) If no student submit their feedback

d) If the student has already submit their feedback



- One student can submit multiple feedback

Feedback List for Adventure Trek in Cameron Highlands

No	Name	Rating (Stars)	Comments
1	NURUL IZZAH HAZIRAH	5	Exploring Cameron Highlands with Adventure Trek was an unforgettable experience! The lush green landscapes and challenging trails made the trek absolutely thrilling. The guides were knowledgeable and made sure everyone felt safe.
2	MUHAMMAD ABU BIN [redacted]	4	Highly recommended for nature enthusiasts and those seeking [redacted]
3	QISTINA RAISAH BINTI MUHAMMAD	3	Adventure Trek in Cameron Highlands was a decent experience for me. The scenery was beautiful, and the trails were moderately challenging. The guides were helpful, but I felt like some aspects could have been better organized. Overall, a good choice for those looking for a middle-of-the-road trekking adventure in a stunning natural setting.
4	QISTINA RAISAH BINTI MUHAMMAD	5	The activities is tiring but fun.

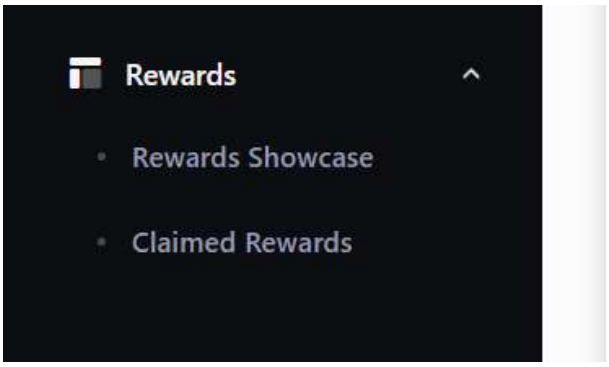
10 Showing 1 to 4 of 4 records

1

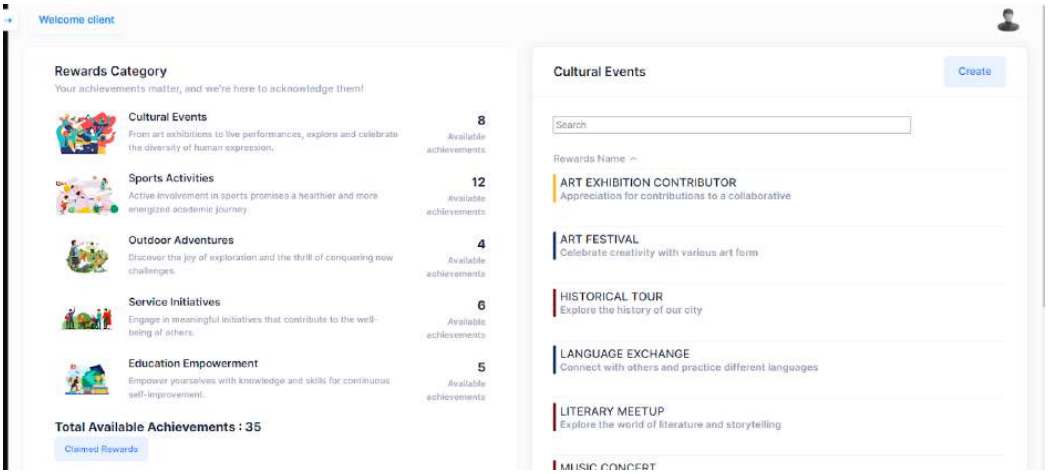
3.4 Rewards

Rewards Showcase

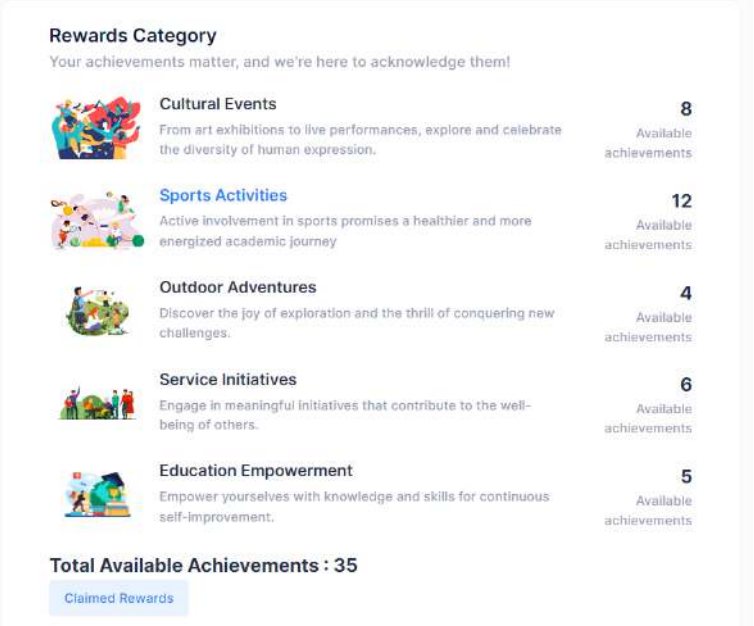
- Click **Rewards Showcase** button



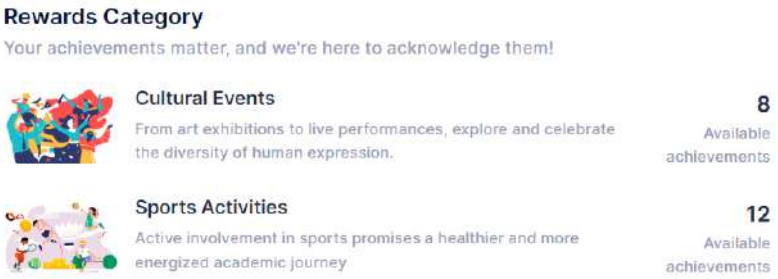
- When user click “Rewards Showcase”, you will be redirected to the page of rewards showcase which displays all the available rewards based on each category



- At the left side of the interface of rewards showcase, user can see all the categories available for the rewards

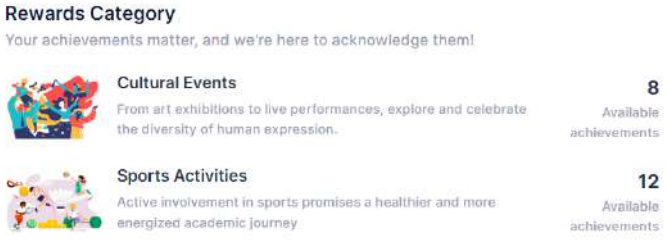


- At the right side of each rewards category, user can see the total number of rewards available

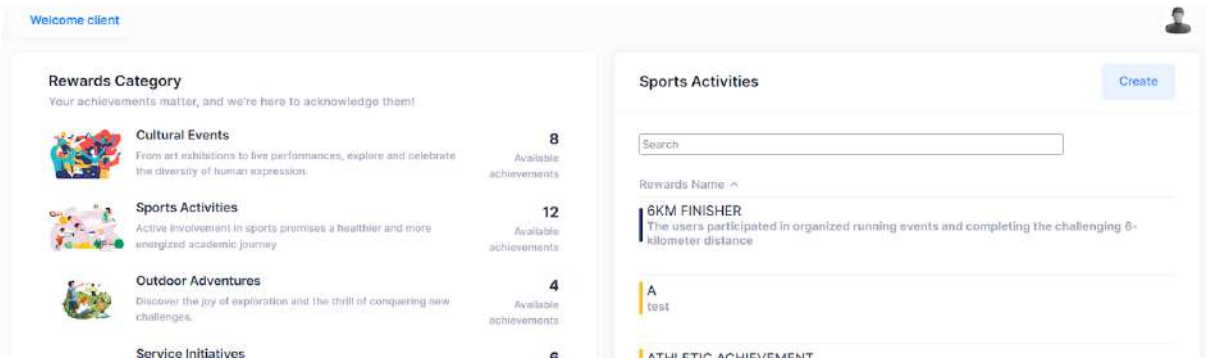


- At the bottom of the rewards category, user can click “Claimed Rewards” button to go the interface of list of the students name with the rewards claimed.

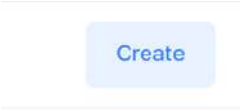
- User can select desired reward category to see the lists of available rewards for the selected category.



a) When user click the title of any specific reward, user can see the criteria of the selected reward

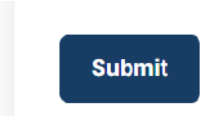


- At the top right corner, the user can click the button “Create” to create a new reward.

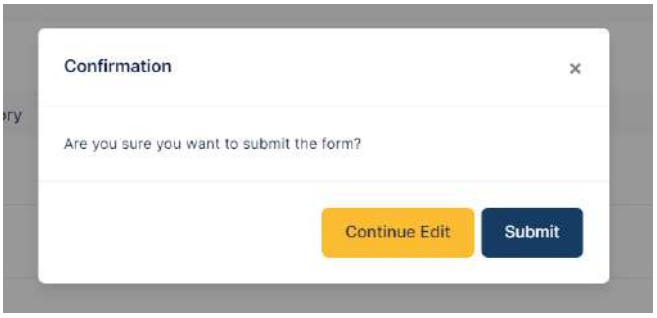


a) When the user clicks the “Create” button, the user will be redirected to the interface that allows the user to customize new rewards with the reward name, reward description, reward category, and reward criteria.

- Users have to click the “Submit” button in order to add new rewards

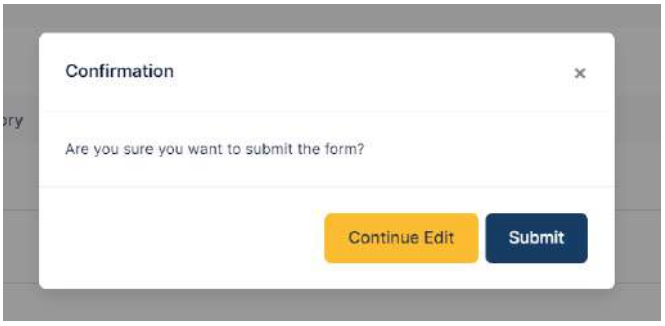


a) When the user clicks the “Submit” button, the user can see the confirmation page which allows user to choose “Submit” the new reward or click “Continue Edit” to continue editing the details.

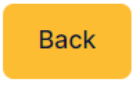


b) When user click the “Continue Edit” button, user can continue edit the existing details.

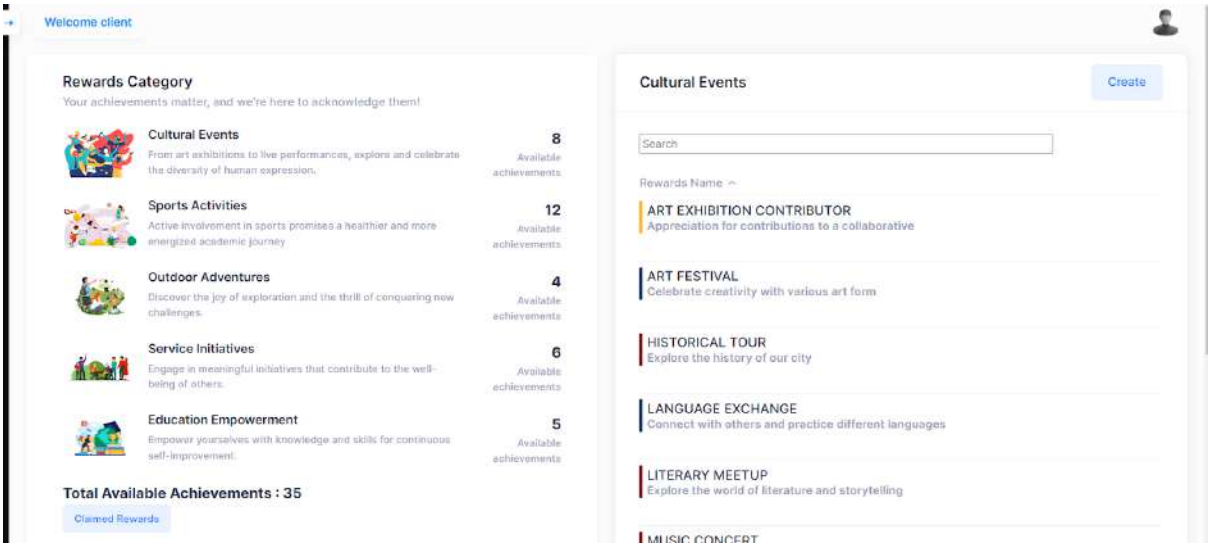
c) When user click the “Submit” button, new rewards will be added into the system.



- User can select “Back” button to go back to the rewards showcase page.

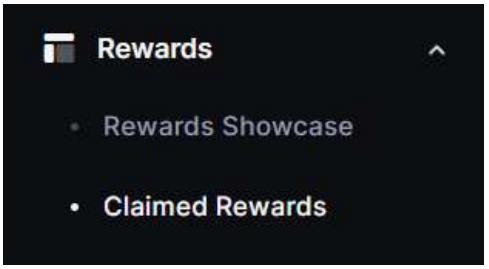


a) When user click the “Back” button without submitting the new rewards details, the new reward details will be discarded.

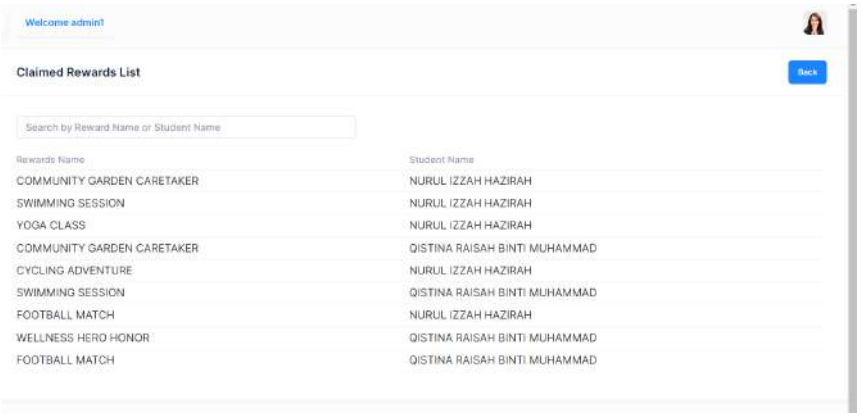


- User can click the button “Claimed Rewards” to go to to the interface where user can see list of claimed rewards with the name of students.

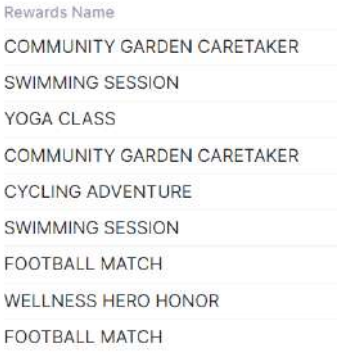
Claimed Rewards



- Click **Claimed Rewards** button on the side bar to open interface where user can check the lists of the rewards that has been claimed by the students and the name of the students

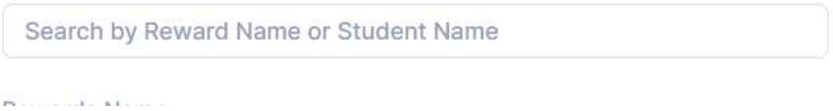


- On the left side of the button, user can see name of the rewards that has been claimed by the students

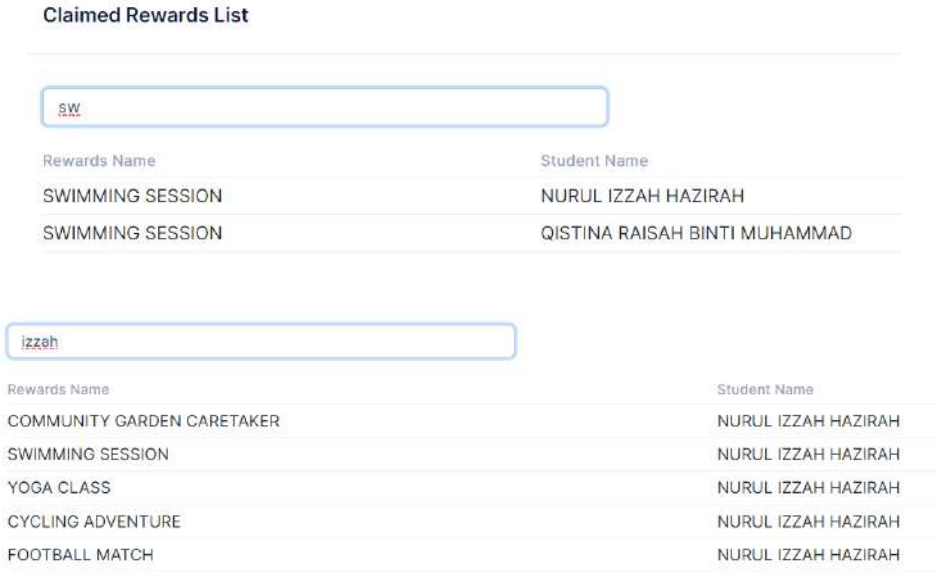


- On the right side of the button, user can see the name of the student that has claimed the specific reward name.

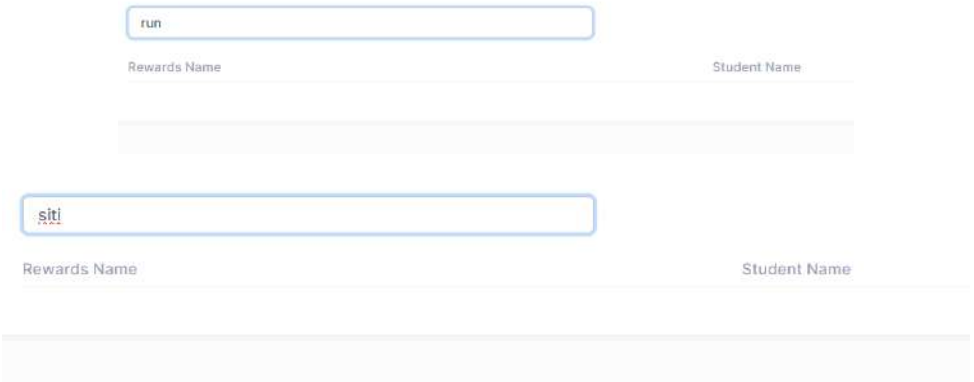
- The search box is available which allows user to search for specific reward name or the name of the students.



c) If the search box entered with the data that exists inside the system, the results will be displayed

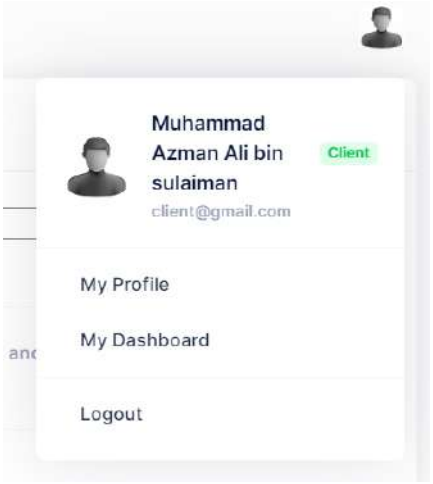


d) If the search box entered with data that does not exists inside the system, no results will be displayed

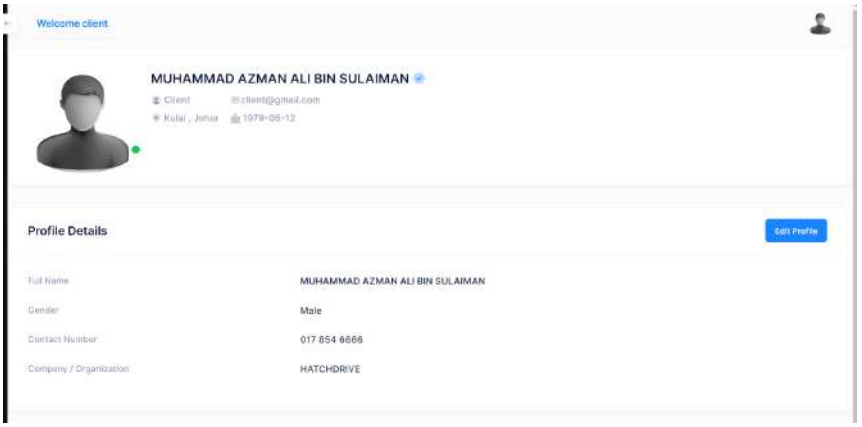


3.5 Profile

- When user click the profile picture on the top and the right side of the page, it will display options for user to access to profile page



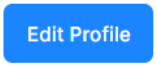
- When the user clicks the “My Profile” button, the user will be redirected to the profile interface of the user



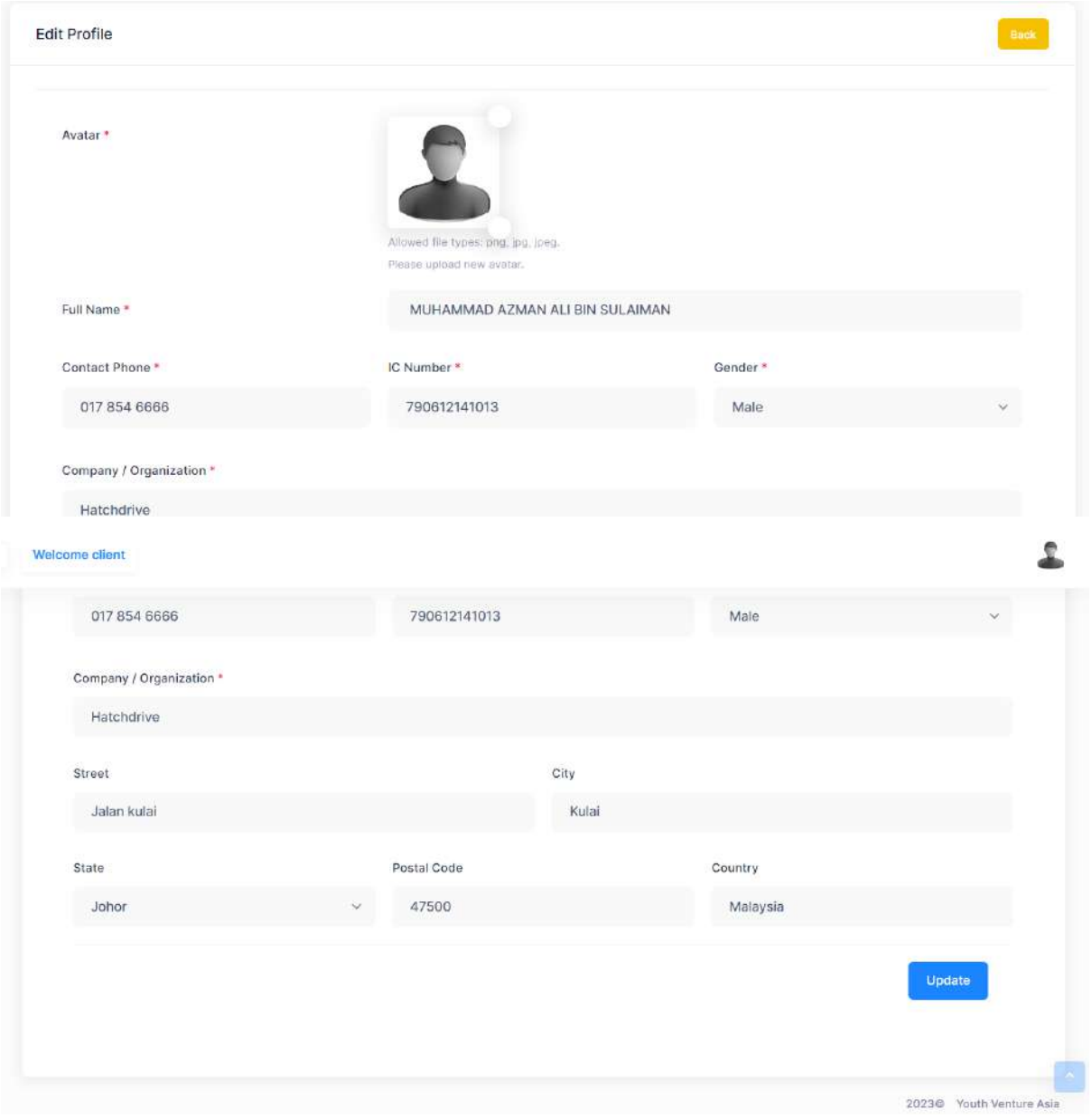
- The top of the interface displays the picture, name, roles, email, birthday, and the city and state of the users.

- The ‘Profile Details’ side displays the full name, gender, contact number, and company name of the user.

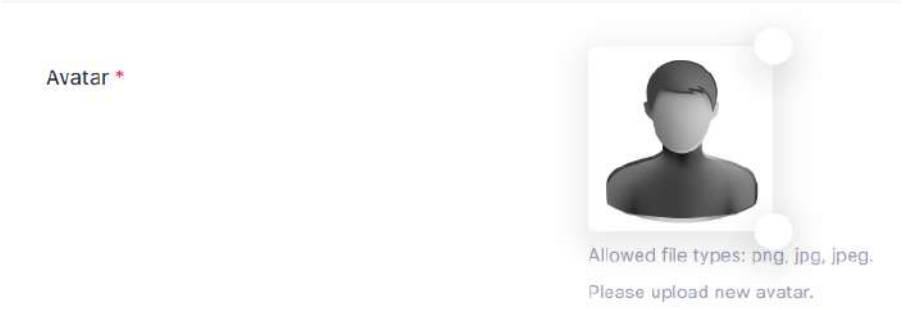
- Users can click the “Edit Profile” button to edit their personal information



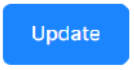
- When users click the “Edit Profile” button, user will be redirected to the interface that allows user to edit their personal information



- The picture side allows user to update their profile picture with allowed files png, jpg, and jpeg.



- Users have to click the “Update” button in order to update their new personal information



- Users can click the button “Back” to go back to the profile interface

b) If the user clicks the “Back” button without updating the new profile, the changes made will be discarded and the user will be redirected to the profile page.