



اَوْنُوْرَسِيْتِيْ تِيْكُوْلُوْ كِيْ مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA



# MANUAL PENGGUNA

(CARTA ALIR)

FSKM RESOURCE PERSON INFORMATION  
MANAGEMENT SYSTEM (RPIMS)

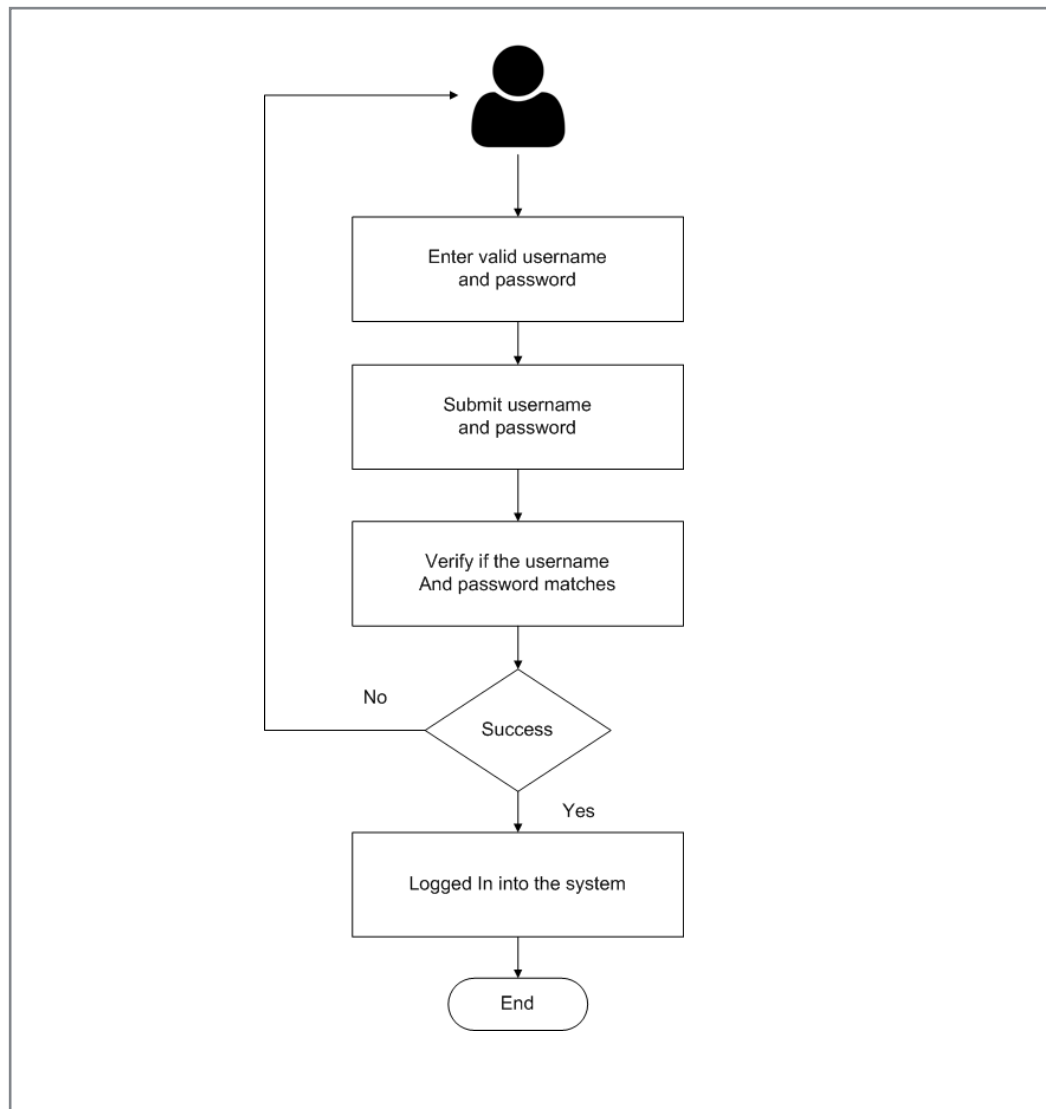
## ISI KANDUNGAN

### PERKARA

### MUKA SURAT

Daftar Masuk	1
Cadangan Resource Person	2
Sejarah Perlantikan Resource Person	3
Sejarah Kursus Dibawah Resource person	4
Senarai Pensyarah Kepada Kursus	5
Senarai Kursus Kepada Pensyarah	6
Pencarian	7
Kemaskini Pencarian	8
Hapus Pencarian	9
Daftar Rekod	10
Notifikasi	11

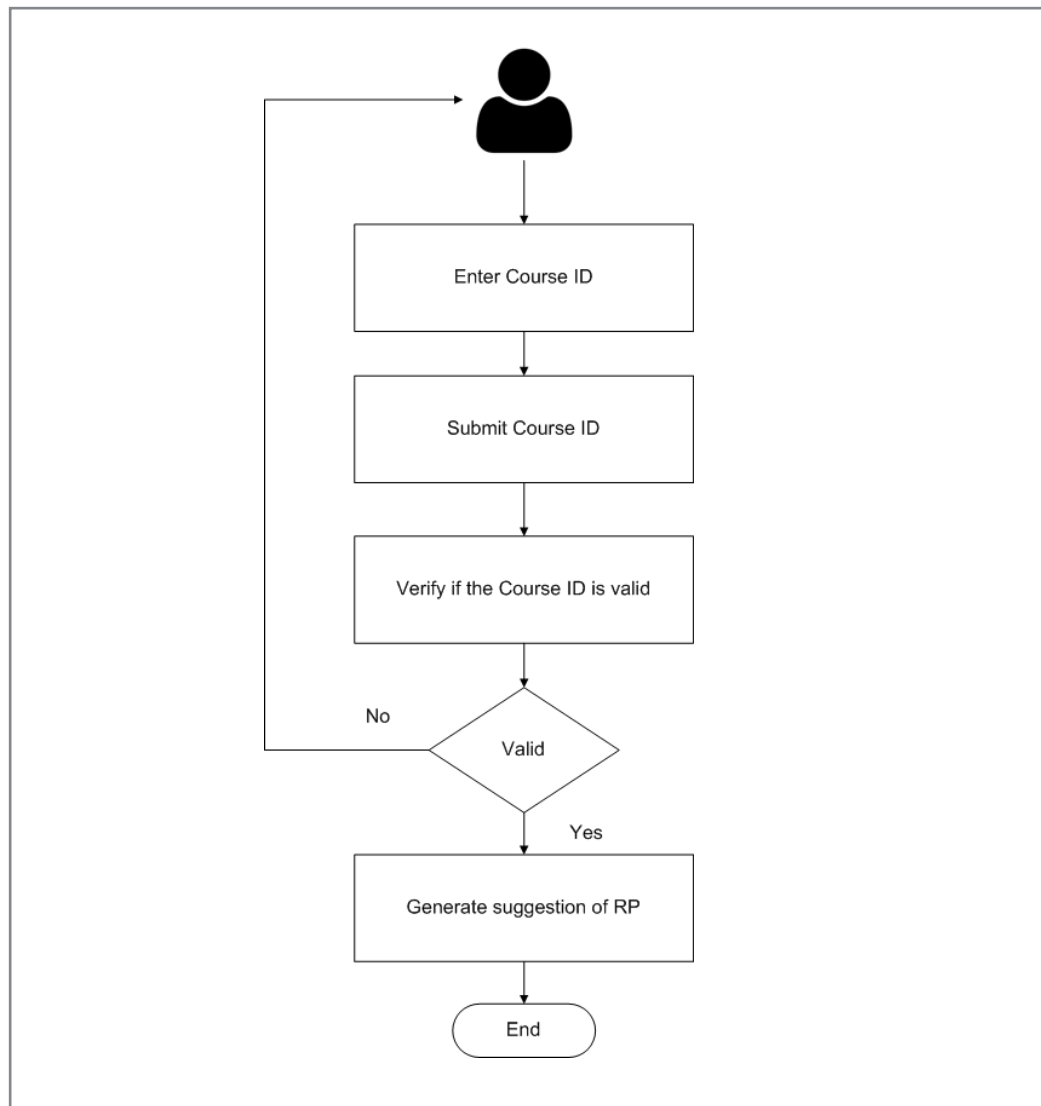
## 1. LOGIN PROCEDURE



**Figure 1** Login Procedure

User in which, the administrator will enter the username and password, system then will check if entered username and password match each other which are stored in the database. If the entered informations are matched, the system will authorise the admin to further access the system and will be directed to the main page.

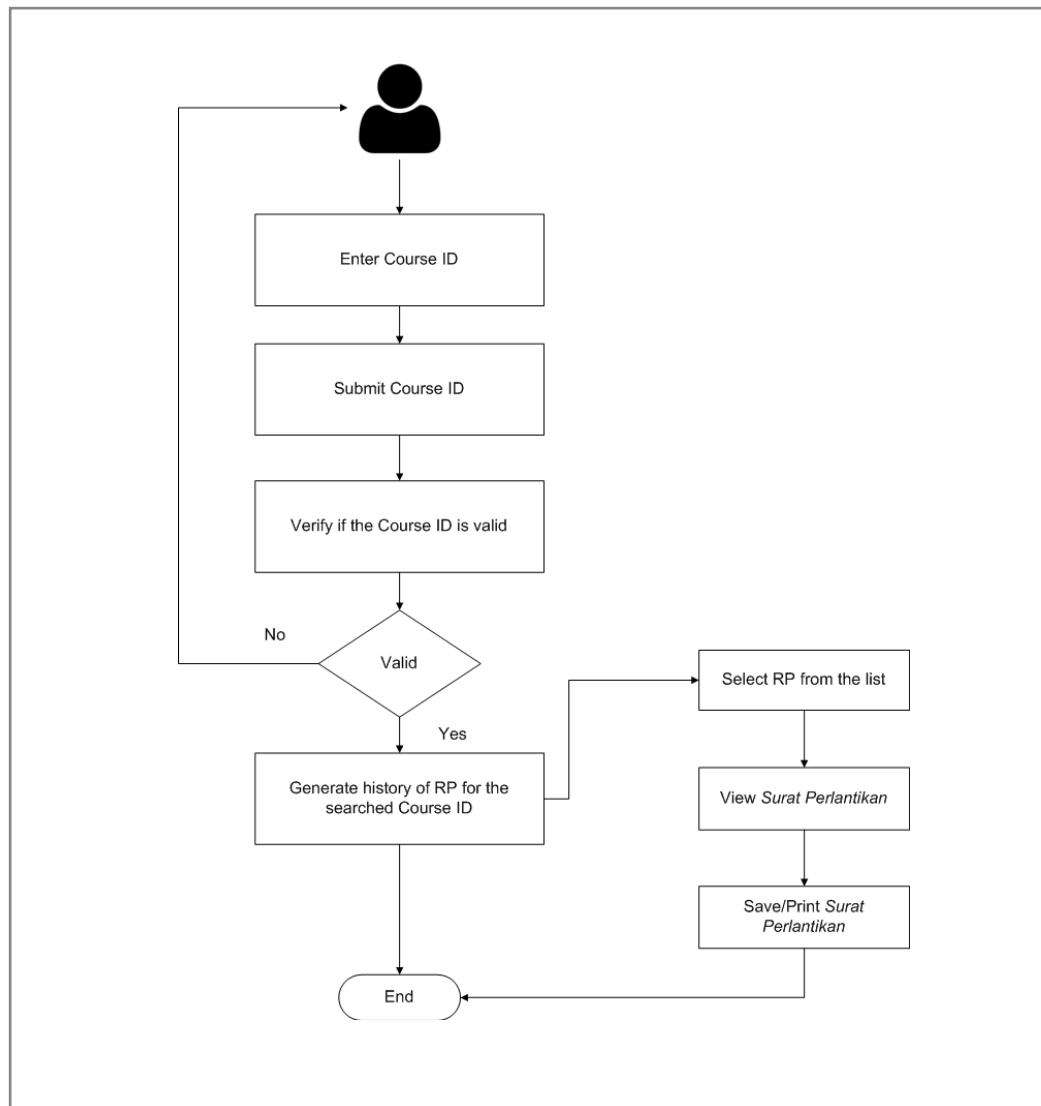
## 2. GENERATE SUGGESTION OF RP PROCEDURE



**Figure 2** Generate Suggestion of RP Procedure

In order to generate the list of lecturers who are suitable to be the next RP for a particular course, user needs to enter the Course ID of the course that is currently seeking for a new RP. The system then will verify if the ID exists in the database and check if there are lecturers who match the rules constructed in order for the lecturers to be selected and to be shortlisted as the candidate of the new RP.

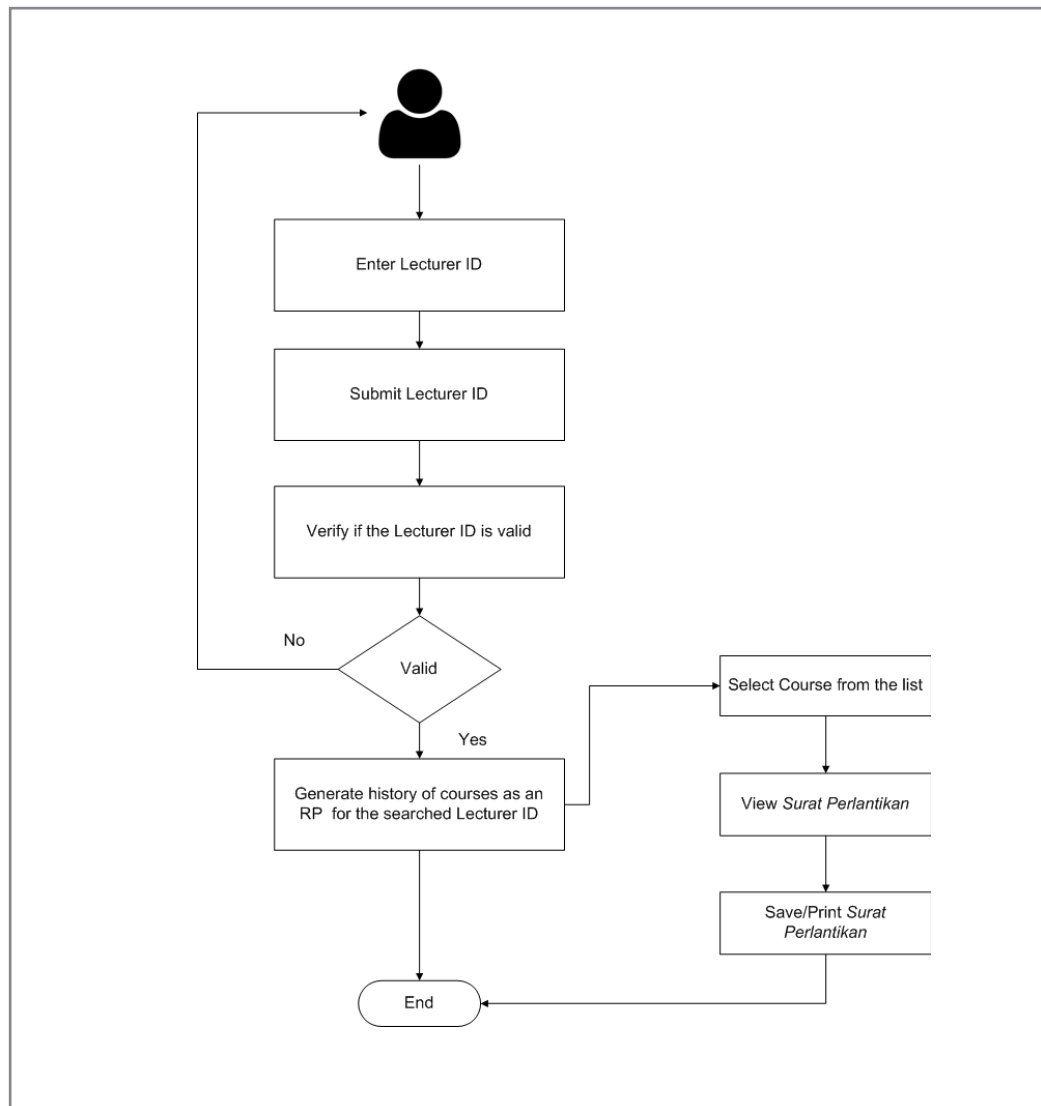
### 3. HISTORY OF APPOINTMENT OF RP PROCEDURE



**Figure 3** Generate History of RP Procedure

This segment is where the user is able to search and list out the previous and current RP for the searched Course ID. The system will check for the ID if it exists and then the details of the appointment of the RP will be shown. There will be option available which is to view the appointment letter of the RP, and then user will be provided with the options to download or to print the appointment letter directly.

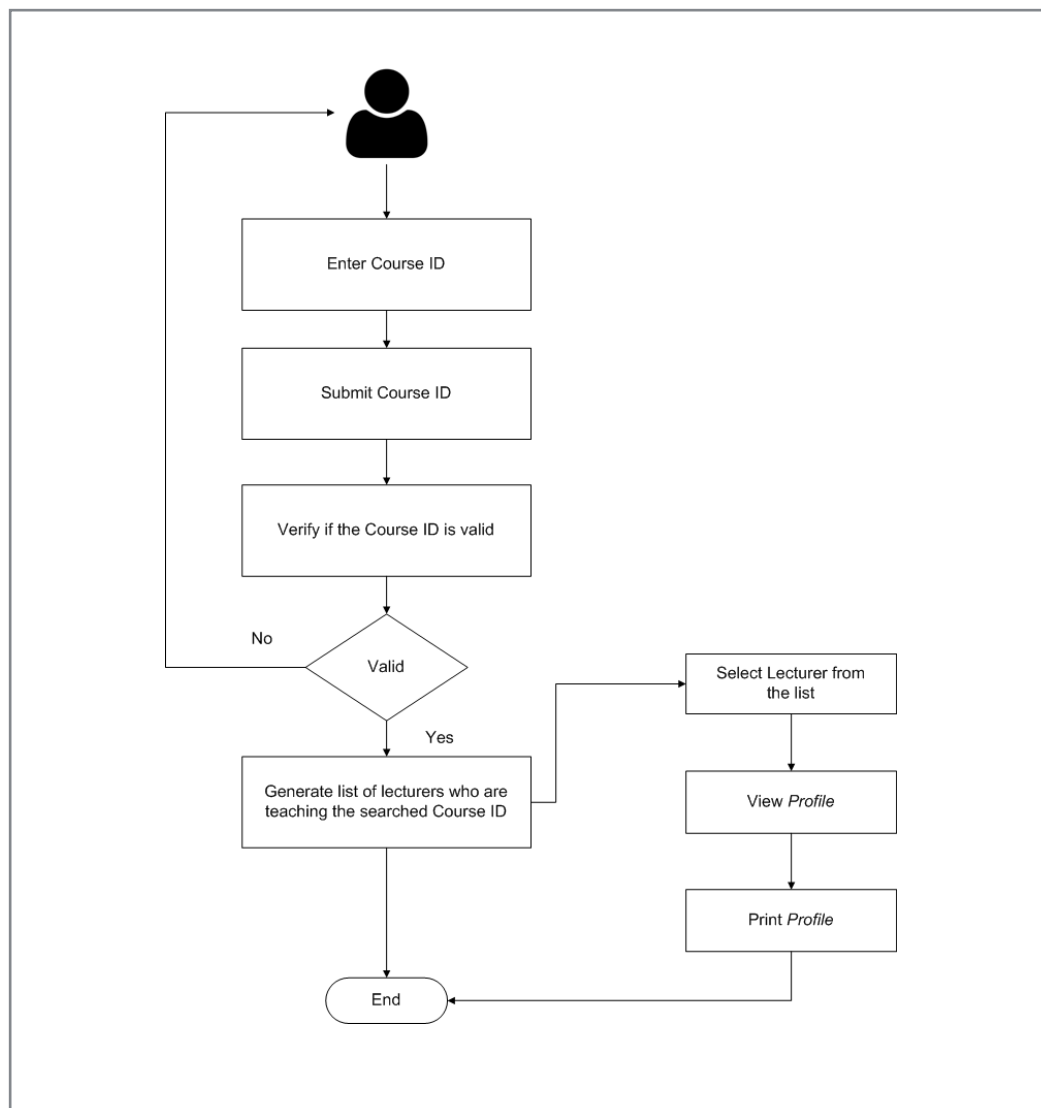
#### 4. HISTORY OF COURSES FOR RP PROCEDURE



**Figure 4** History of Courses of a Lecturer as an RP Procedure

This segment is where the user is able to search and list out the previous and current courses for the searched Lecturer ID in which the lecturer is/was the courses' RP. The system will check for the ID if it exists and then the details of the appointment of the RP to those particular courses will be shown. There will be option available which is to view the appointment letter of the RP, and then user will be provided with the options to download or to print the appointment letter directly.

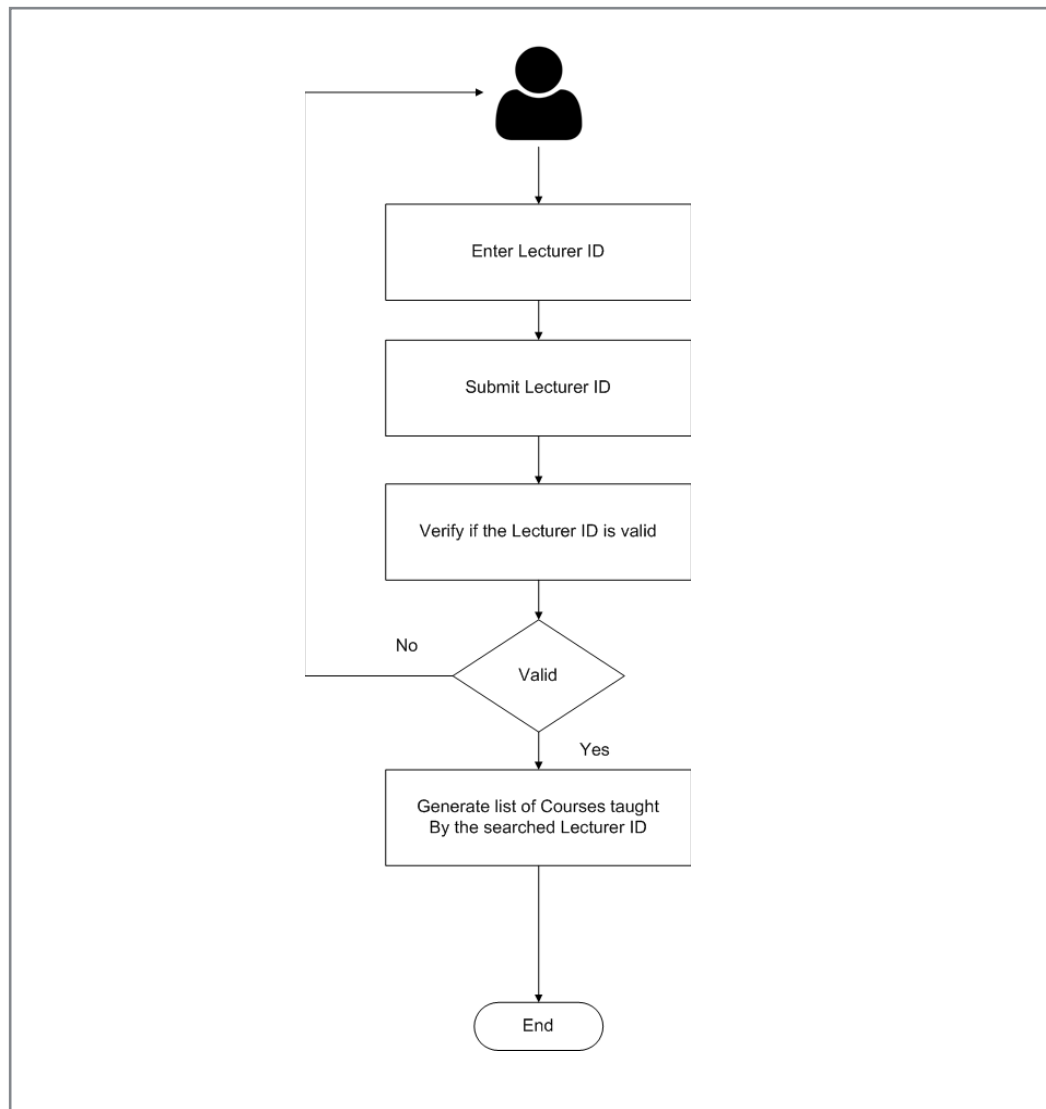
## 5. LISTING LECTURERS TO A COURSE PROCEDURE



**Figure 5** Listing Lecturers to a Course Procedure

This segment is where the user is able to search and list out the lecturers who is teaching the searched Course ID. The system will check for the ID if it exists and then the details of the teaching will be shown. There will be option available which is to view the profile of the listed lecturers, and then user will be provided with the options to print the appointment letter directly.

## 6. LISTING COURSES TO A LECTURER PROCEDURE

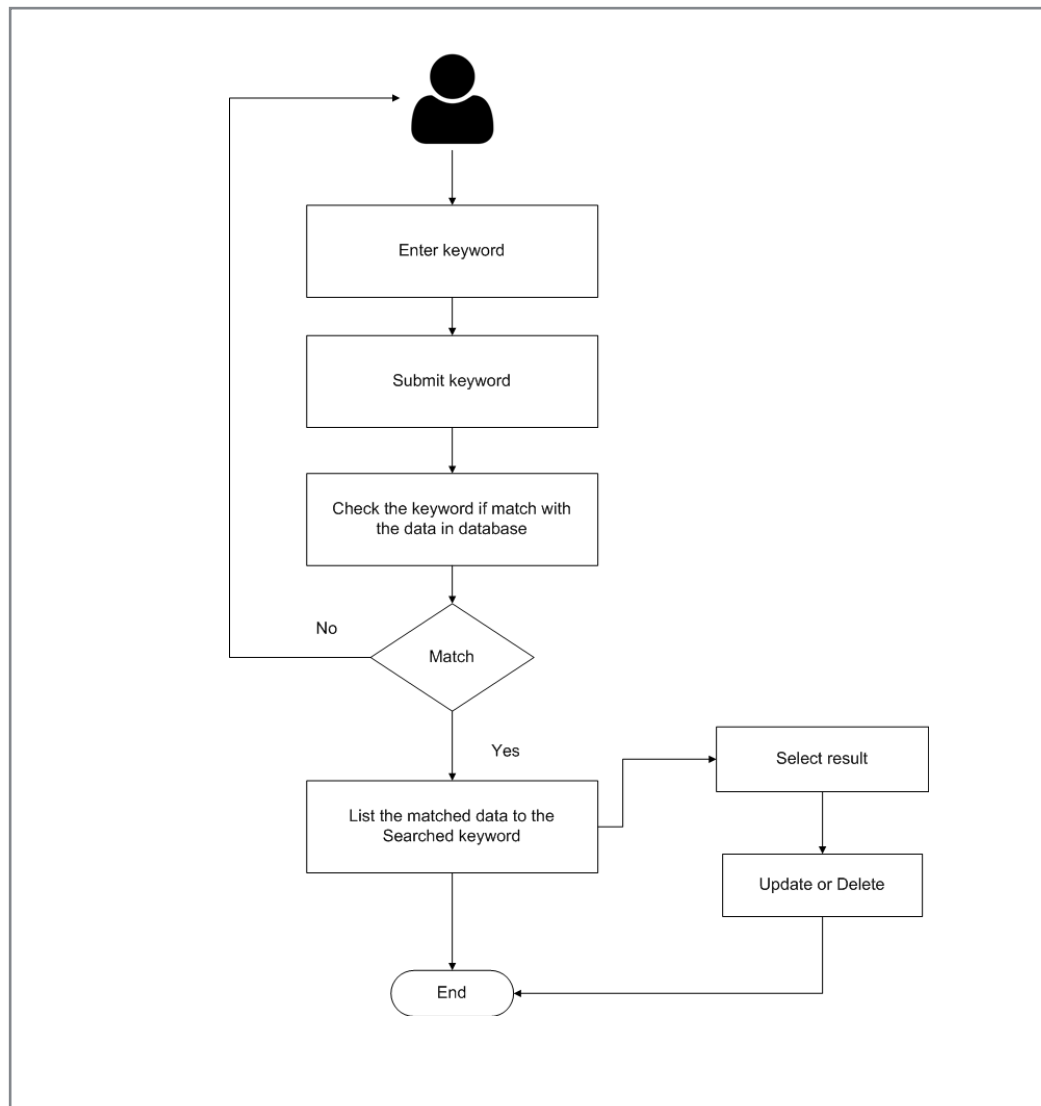


**Figure 6** Listing Courses to a Lecturer Procedure

This segment is where the user is able to search and list out the courses by the searched lecturer ID. The system will check for the ID if it exists and then the details of the teaching will be shown.



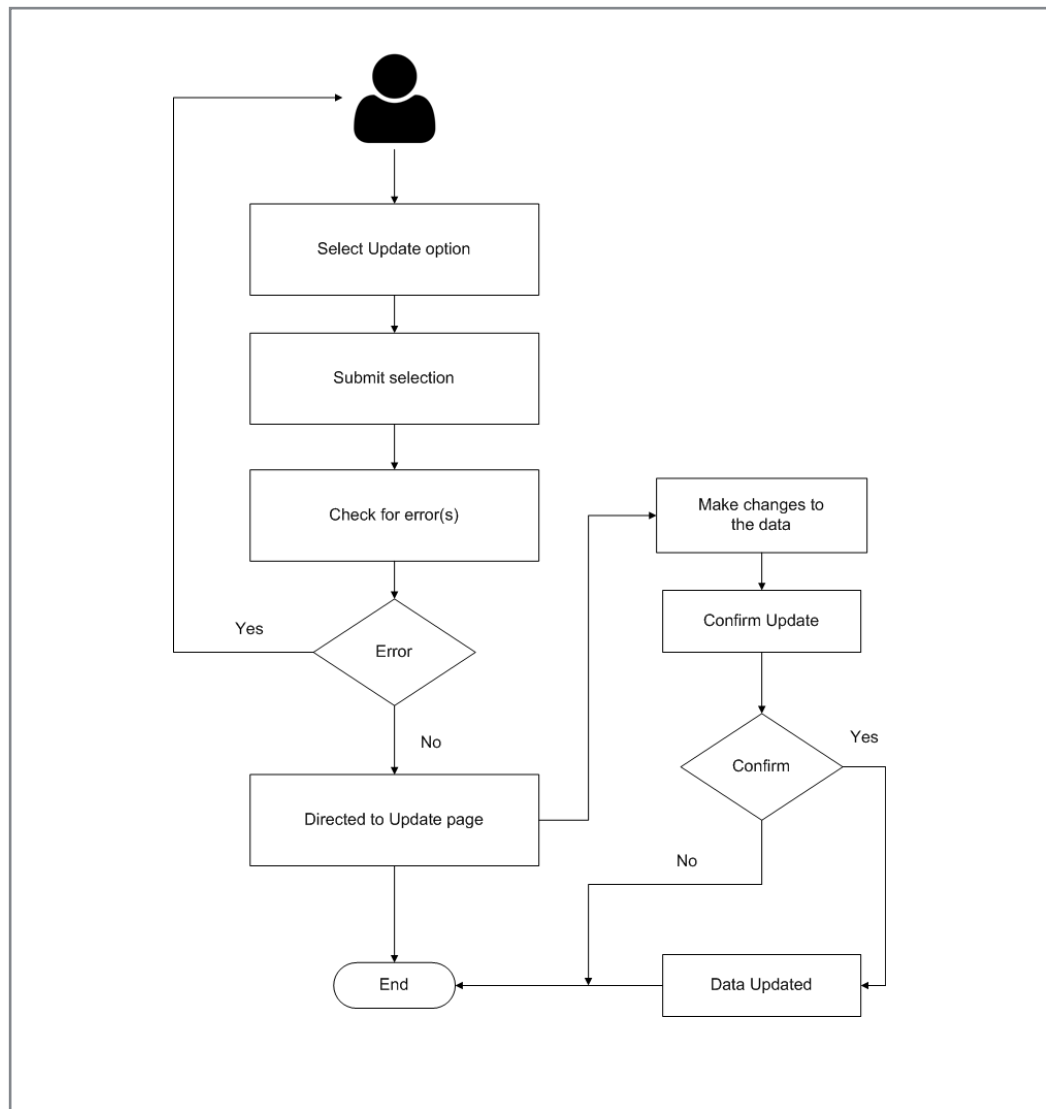
## 7. SEARCHING FOR INFORMATION PROCEDURE



**Figure 7** Searching for Information Procedure

In searching option, there are ten menus that can be clicked. The menus are, Staff, Course, RP Appointment, Lecturer's teaching, Semester, Campus, Department, Branch, Program and Subject. User needs to enter any keyword of the searched data, the system will then check in database if the keyword match any of the data inside the table of the database, and then display the searched keyword's data if it is found. User is able to choose either to Update or Delete the searched data.

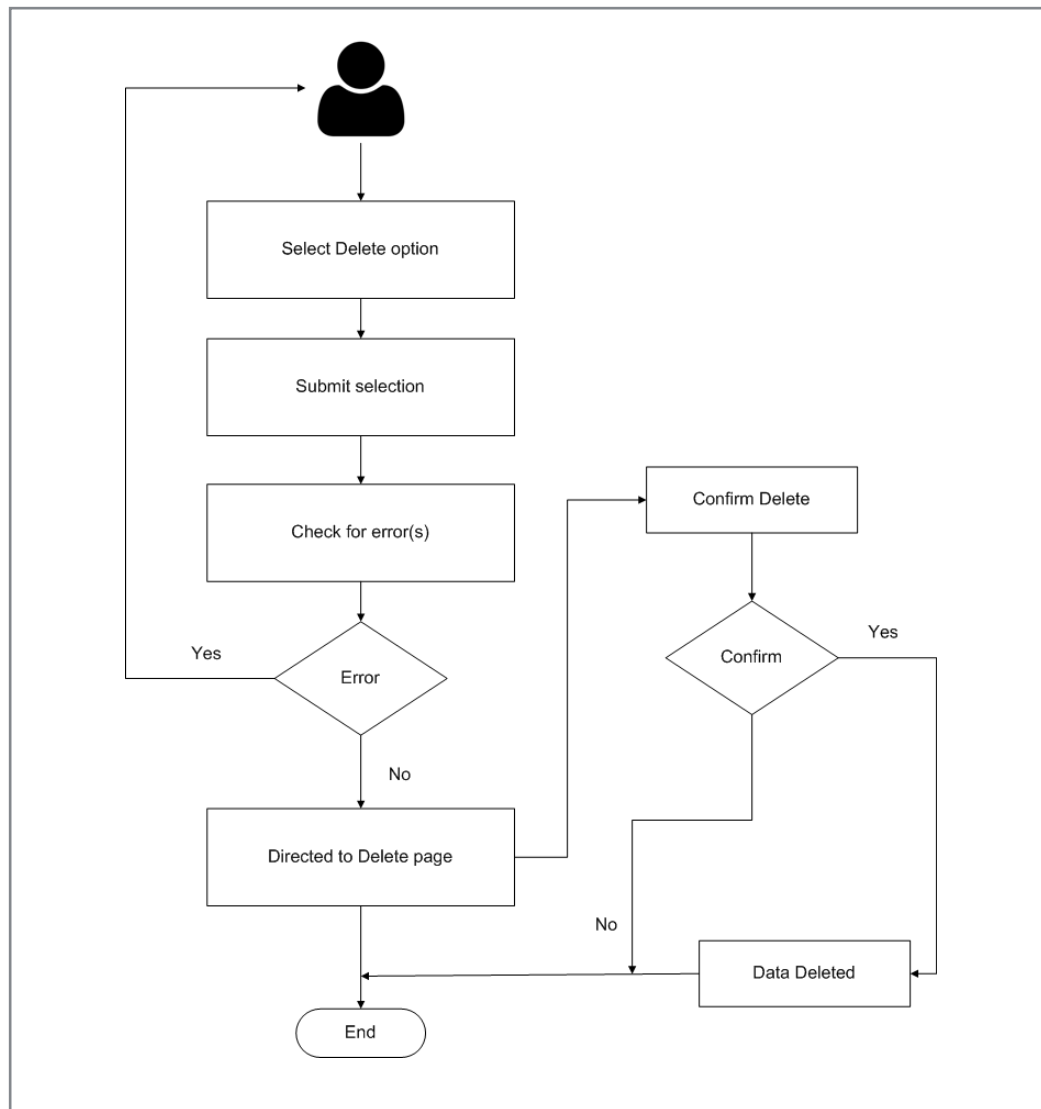
## 8. UPDATE SEARCHED INFORMATION PROCEDURE



**Figure 8** Update Searched Information Procedure

This segment is for the updating of data that has been searched previously on the searching for information page. User needs to click on the Update option before being directed to the update page, just after the system has checked if there is no error during the execution process. User is able to make changes on the data and need to confirm to update in order to save the changes made.

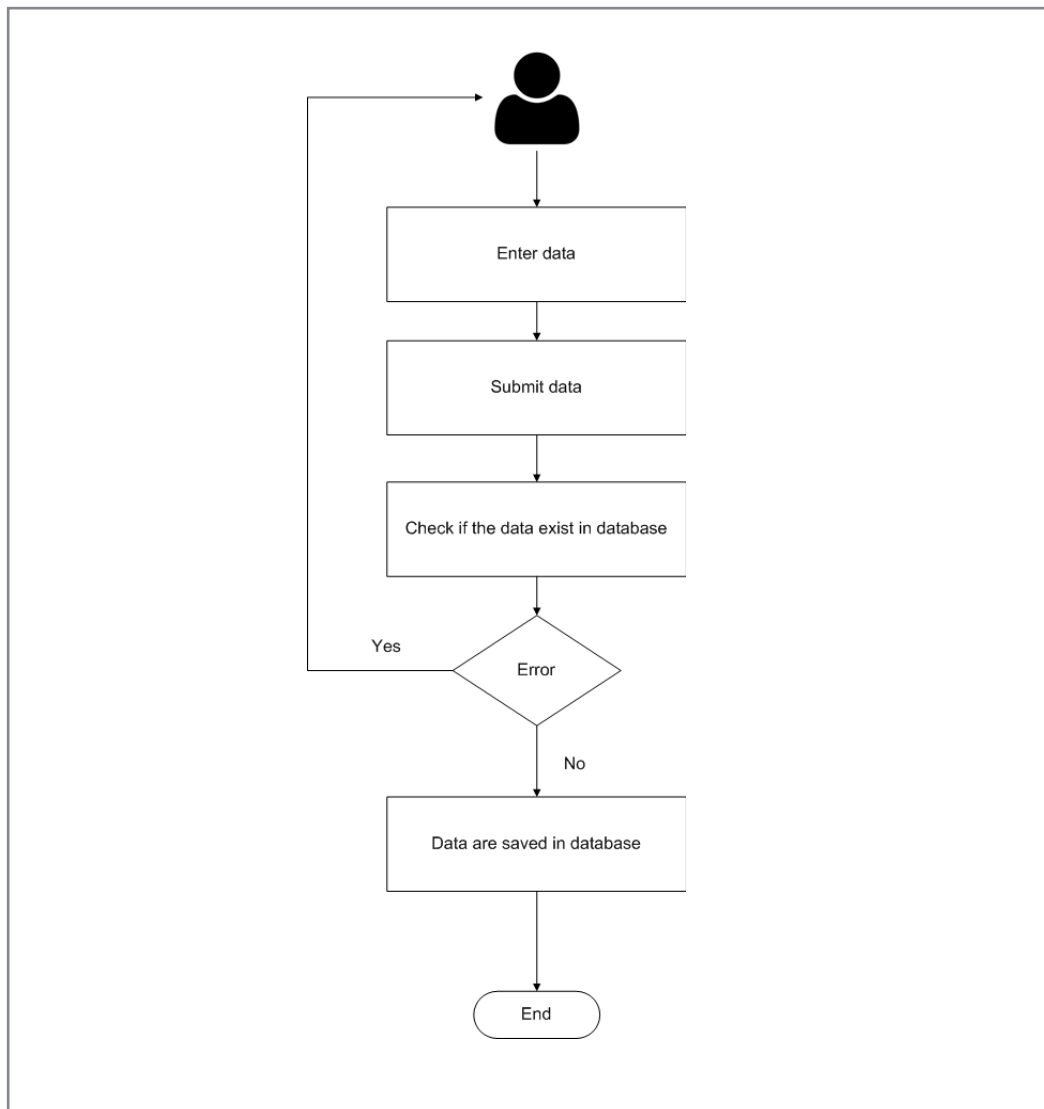
## 9. DELETE SEARCHED INFORMATION PROCEDURE



**Figure 9** Delete Searched Information Procedure

This segment is for the deletion of data that has been searched previously on the searching for information page. User needs to click on the Delete option before being directed to the delete page, just after the system has checked if there is no error during the execution process. User is able to delete the data and need to confirm to delete in order to save the changes made.

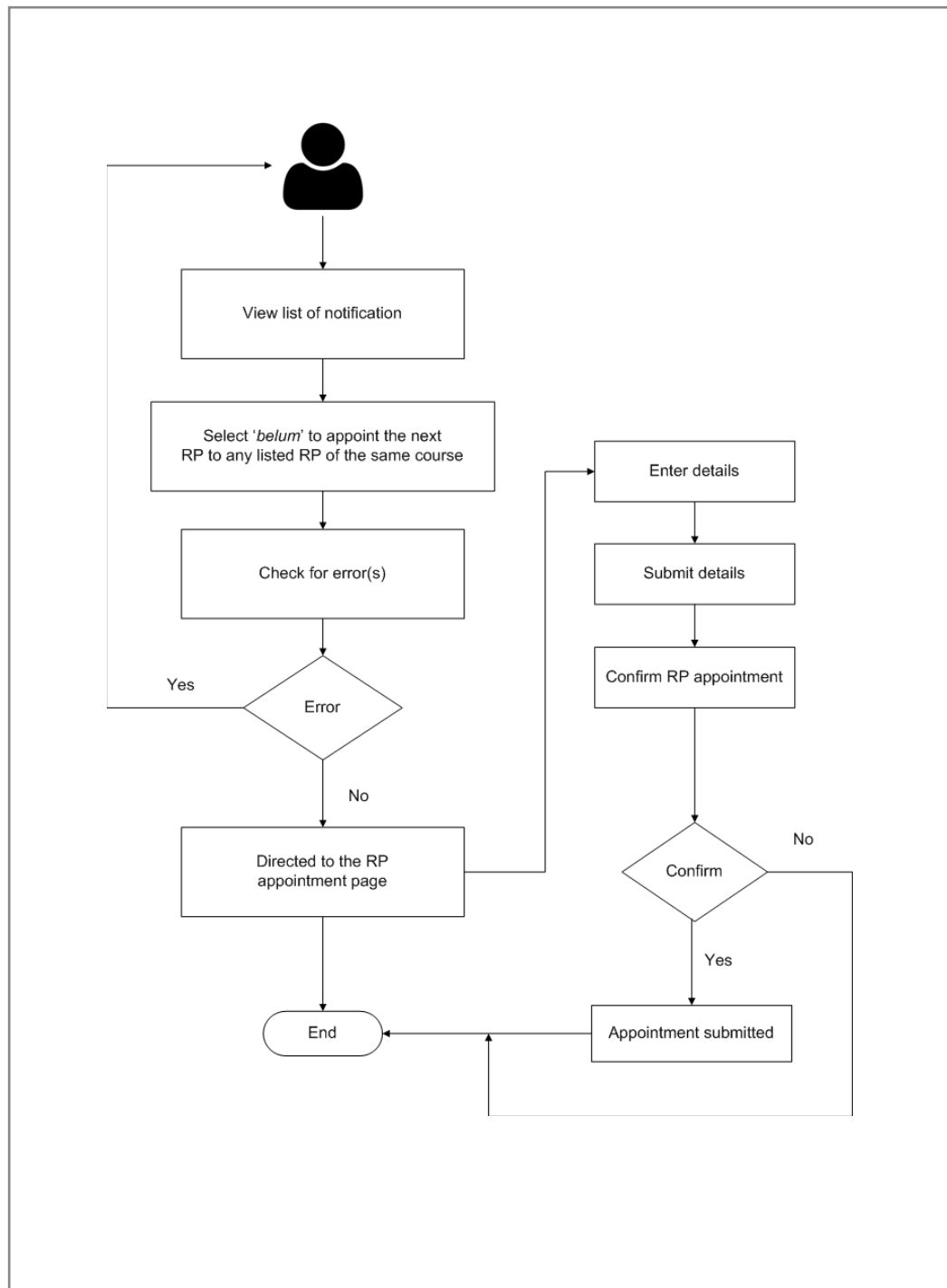
## 10. MANAGE INFORMATION (REGISTER) PROCEDURE



**Figure 10** Register Information Procedure

In manage information option, there are ten menus that can be clicked. The menus are, Staff, Course, RP Appointment, Lecturer's teaching, Semester, Campus, Department, Branch, Program and Subject. User needs to choose one and enter the details of the data, and then the system will process the data and check if the data already existed in database. If not, the data will be saved in the database.

## 11. NOTIFICATION PROCEDURE



**Figure 11** Manage Notification Procedure