DIGITAL CERTIFICATE MANAGEMENT SYSTEM
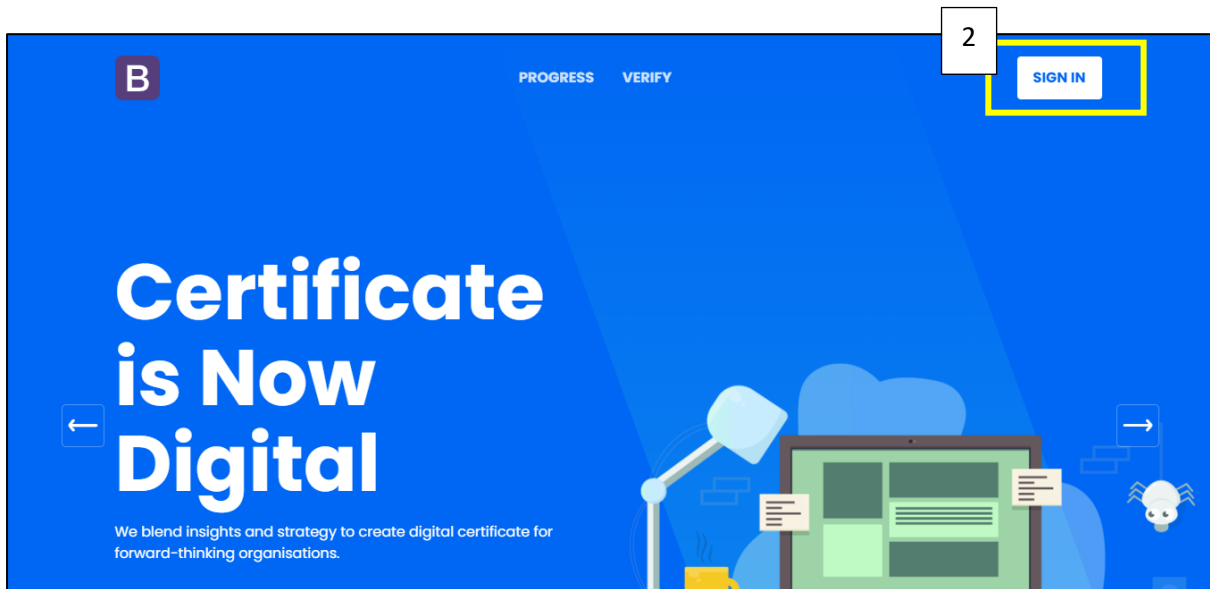
USER MANUAL

Name: SITI NORHANISA BINTI NASIR

Matric No.:   A17CS0211

Session   2020/2021

Supervisor: DR. ZALMIYAH BINTI ZAKARIA

18 AUGUST 2021

UC01: Authentication/Authorisation

1. Launch Digital Certificate Management System using https://localhost/i-cert/src/main/index.php

2. Click "SIGN IN" button at the top right screen.

3. Fill up the email and password.

    a. Admin

        i. Email: admindcms@utm.my

        ii. Password: dcms123

    b. PA Chair of SC

        i. Email: hidayati@utm.my

        ii. Password: hidayati1234

    c. PERSAKA

        i. Email: akmal@gmail.com

        ii. Password: akmal123!

4. Click "LOG IN" button.

LOGIN

email@example.com

password

3

LOG IN

4

← Back to Home

UC02: Manage Participant

1. Sign in as PERSAKA.

Add Participant

2. Click "Program +" button at top-right screen.

3. Fill up the program details.

4. Click "Add" button at the bottom-right screen.

5. Click "Start" button in the selected program.
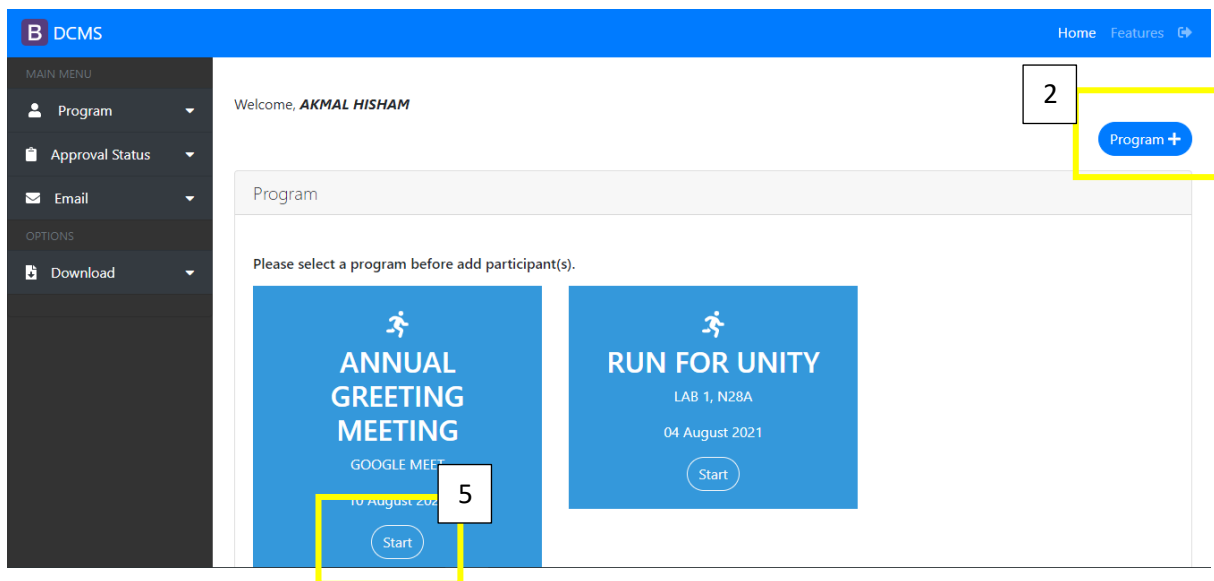
    a. Select "Import File"

        i. Click "Download Template"

       ii. Fill in the template according to the instructions.

      iii. Click "Choose File" button.

      iv. Click "Upload CSV" button.

b. Select "Single Input"
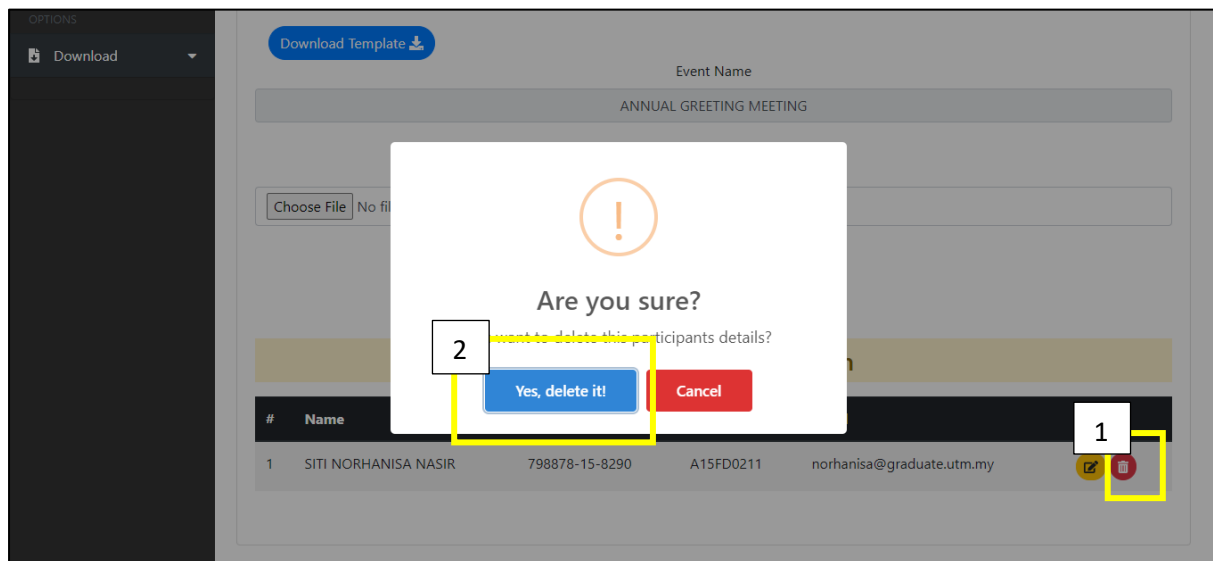   i. Fill up the participant's detail.
    ii. Click "Add" button.

Edit Participant

1. Click "pencil" icon.

2. Update participant's detail.

3. Click "Update" button.
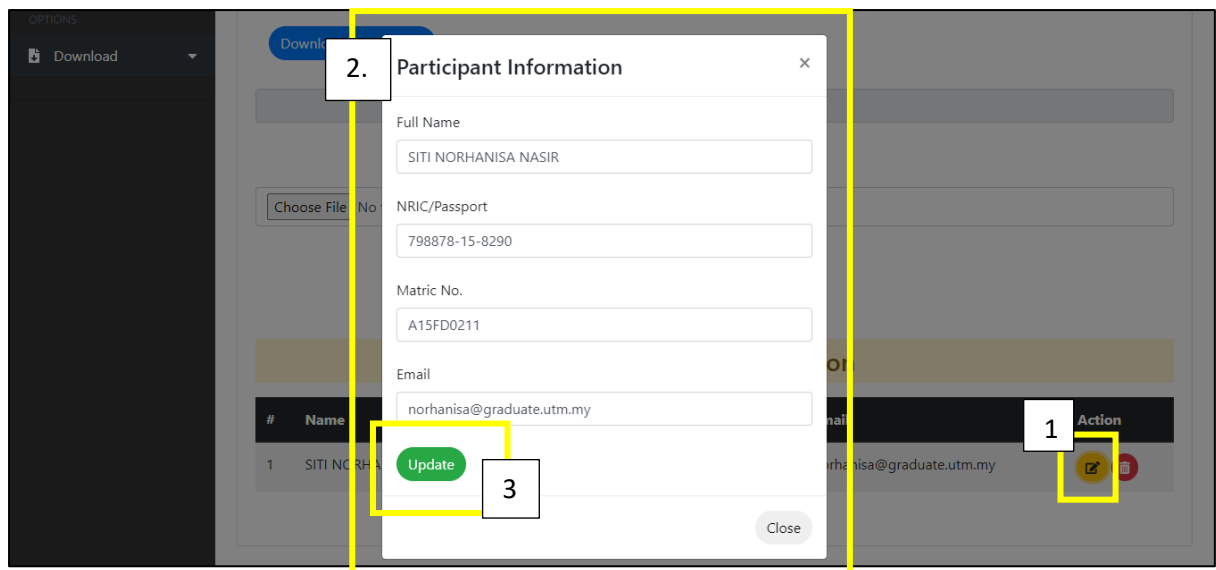
Delete Participant

1. Click "trash" icon.
2. Select "Yes, delete it!" button.

UC03 Upload Design

1. Sign in as PERSAKA.

2. Click "Start" button according to the selected program.

3. Choose method to add participant data.

4. Click "Upload Design" button at the top-right screen.

    a. Upload Custom Design

        i. Select "Upload Design" from the radio button.

        ii. Click "Choose File" button.

        iii. Select your certificate design.

        iv. Click "Upload" button.

    b. Template

        i. Select "Template" from the radio button.

        ii. Click "Confirm" button.

UC04: Download Certificate in ZIP

1. Sign in as PERSAKA.
2. Select "Download" from the menu.
3. Click "PNG" or "PDF".
4. Click "download" icon according to the selected program.
5. Click "Save" button.
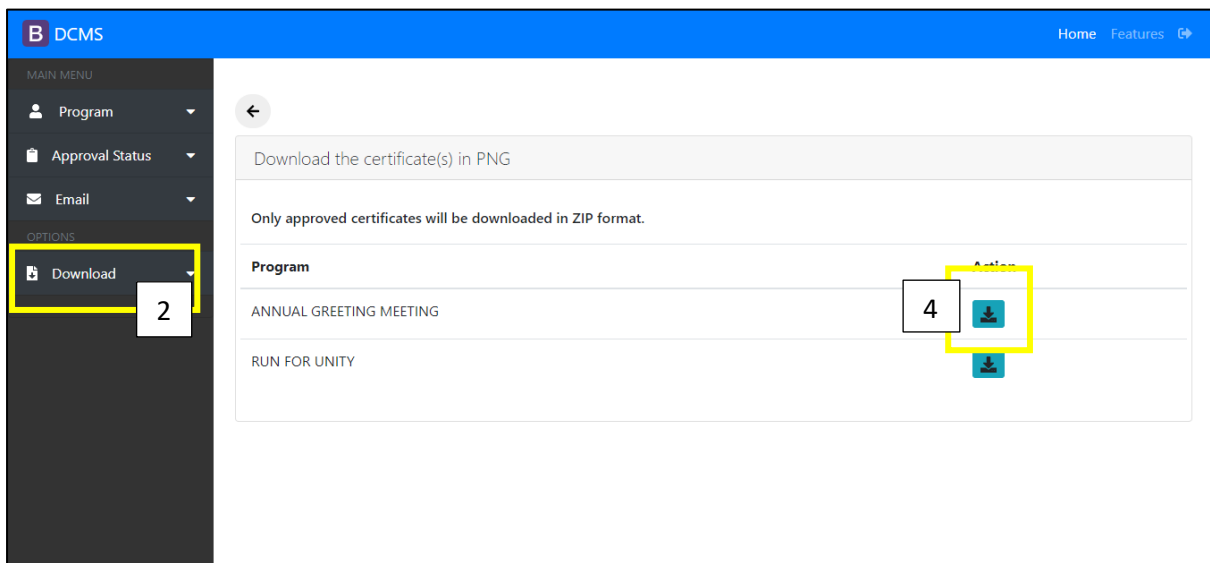
UC05: Email Certificate

1. Sign in as PERSAKA.

2. Select "Email" from menu.

3. Click "Status"

4. Click "More" according to the selected program.

   a. Email in single

      i. Click "envelope" icon.

   b. Email in bulk

      i. Checked the checkbox according to the selected participants.

      ii. Click "Send Bulk" button at the bottom-right screen.

UC006: Create Account

1. Sign in as Admin.

2. Select "Users" from the menu.

3. Click "Add New User".

4. Fill up the form with user's detail.

5. Click "Add" button at the bottom-left of the screen.

UC07: Manage Certificate

1. Sign in as PA Chair of SC

2. Select "Request" from the menu.

3. Click "Pending".
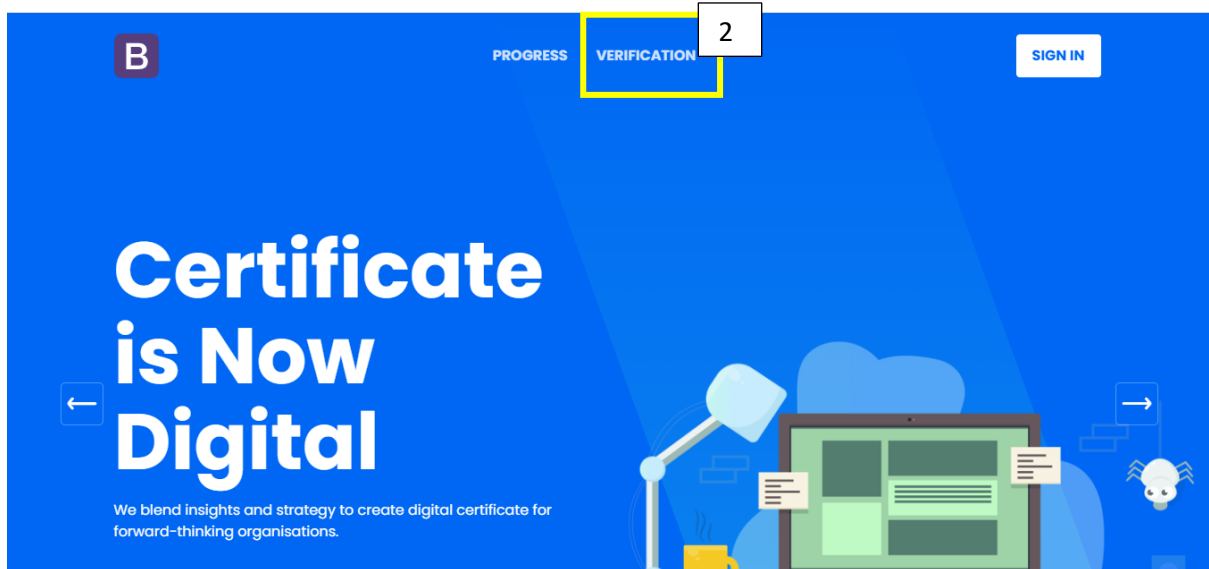
4. Click "✓" or 'X" to approve/reject the certificate.

UC08: Update Chair Information

1. Sign in as PA Chair of SC.

2. Select "Chair of SC" from the menu.

3. Click "Chair Information".

4. Click "Edit" button at the bottom-left screen.

5. Edit the Chair detail.

6. Click "Update" button.

UC09 Verify Certificate

1. Go to the main page of DCMS.

2. Select "Verification" from the top menu.

3. Insert certificate ID.

4. Click "Verify" button.