



# DIGITAL CERTIFICATE MANAGEMENT SYSTEM

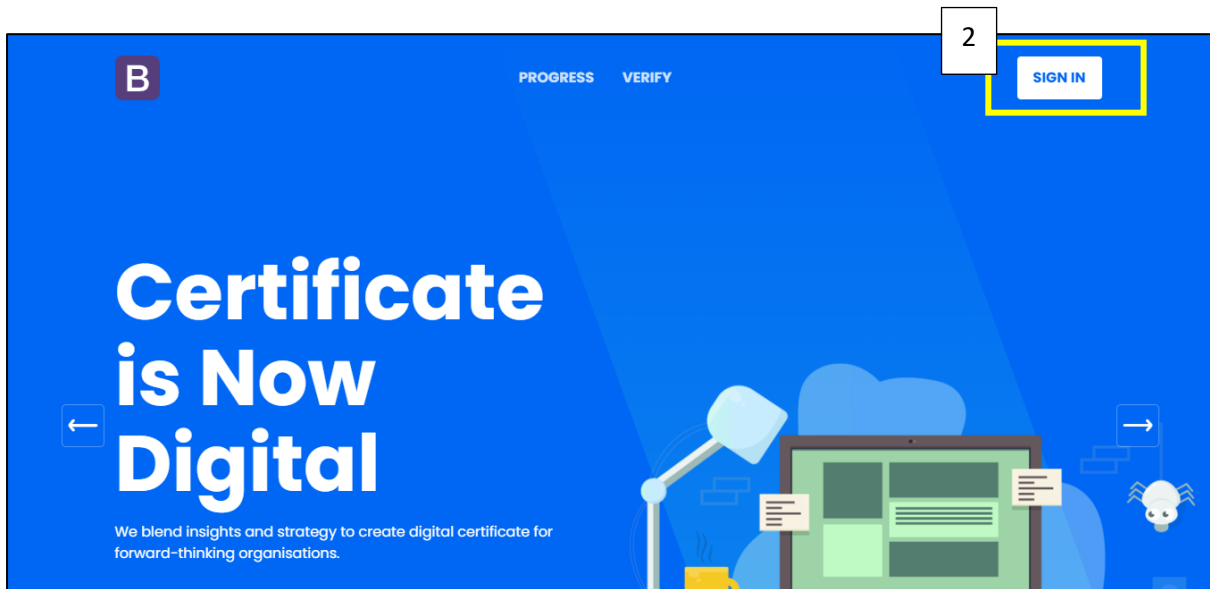
## USER MANUAL

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: [admin dcms@utm.my](mailto:admin dcms@utm.my)
    - ii. Password: dcms123
  - b. PA Chair of SC
    - i. Email: [hidayati@utm.my](mailto:hidayati@utm.my)
    - ii. Password: hidayati1234
  - c. PERSAKA
    - i. Email: [akmal@gmail.com](mailto:akmal@gmail.com)
    - ii. Password: akmal123!
4. Click “LOG IN” button.

A login form with a yellow border. The form contains the following elements:

- A header labeled "LOGIN".
- An input field for email, containing the text "email@example.com".
- An input field for password, containing the text "password".
- A blue button labeled "LOG IN".
- A link at the bottom labeled "← Back to Home".

Two numbered callouts are present:

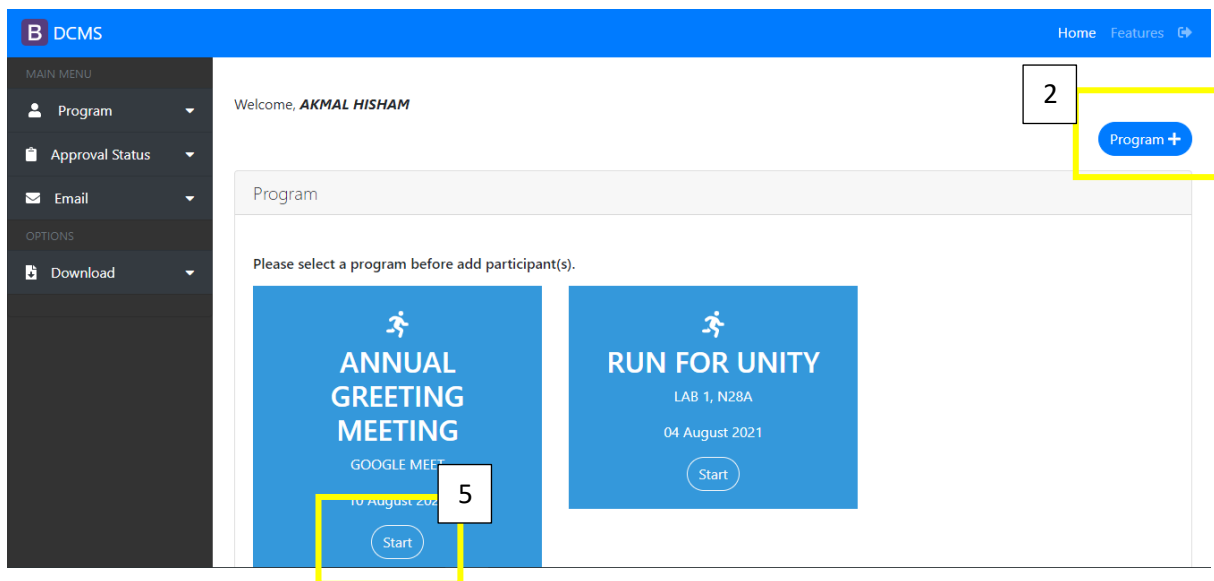
- Callout 3: A box containing the number "3" pointing to the right side of the form.
- Callout 4: A box containing the number "4" pointing to the "LOG IN" button.

## 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.

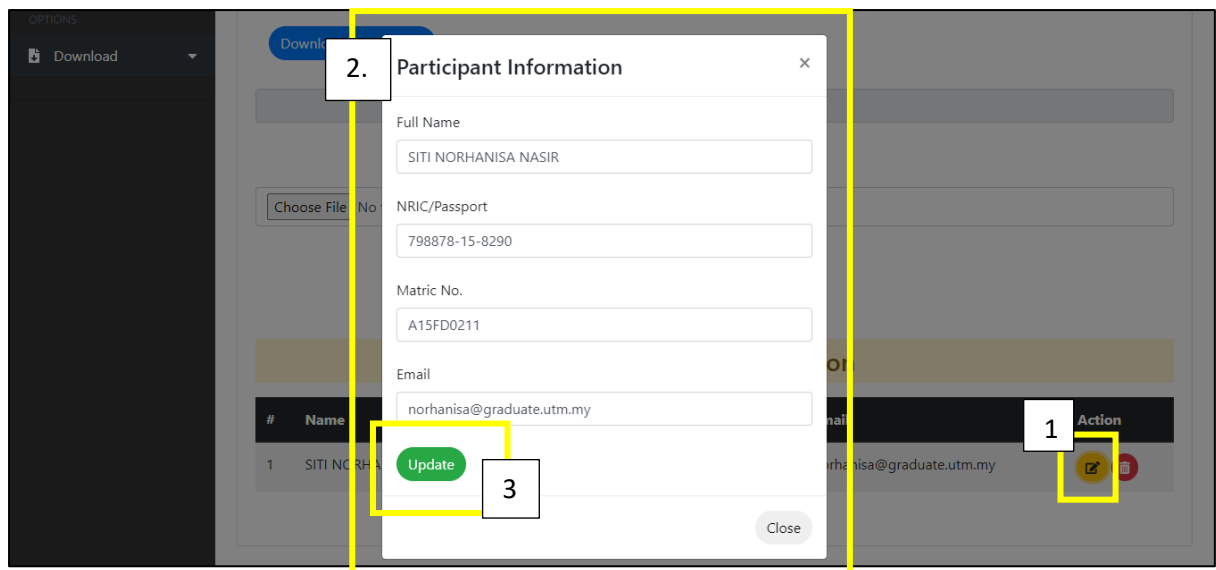
The screenshot shows the 'Upload CSV file' section of a web application. A sidebar on the left contains navigation links: 'Program', 'Approval Status', 'Email', and 'Download' (under 'OPTIONS'). The main content area has a header 'Upload CSV file' with a back arrow and an 'Upload Design' button. Below the header, a text prompt says 'Please download and follow the template given in csv format.' A yellow box labeled 'i.' highlights the 'Download Template' button. Below this is a text input field for 'Event Name' with the value 'ANNUAL GREETING MEETING'. Another yellow box labeled 'iii' highlights the 'Choose File' button and the 'No file chosen' text. A third yellow box labeled 'iv' highlights the 'Upload CSV' button. At the bottom, a yellow banner reads 'Participants' Information' above a table header with columns: '#', 'Name', 'NRIC/Passport', 'Matric No.', 'Email', and 'Action'.

- b. Select “Single Input”
  - i. Fill up the participant’s detail.
  - ii. Click “Add” button.

The screenshot shows the 'Add participant' form. A sidebar on the left is identical to the first screenshot. The main content area has a header 'Add participant' with a back arrow and an 'Upload Design' button. A yellow box labeled 'i' highlights the entire form area. The form contains the following fields: 'Program Name' (value: 'ANNUAL GREETING MEETING'), 'Full Name' (placeholder: 'Full name as per NRIC'), 'NRIC/Passport' (value: '123456-78-9012'), 'Matric No.' (value: 'A17CS0211'), and 'Email' (value: 'youremail@example.com'). A yellow box labeled 'ii' highlights the 'Add' button at the bottom left of the form.

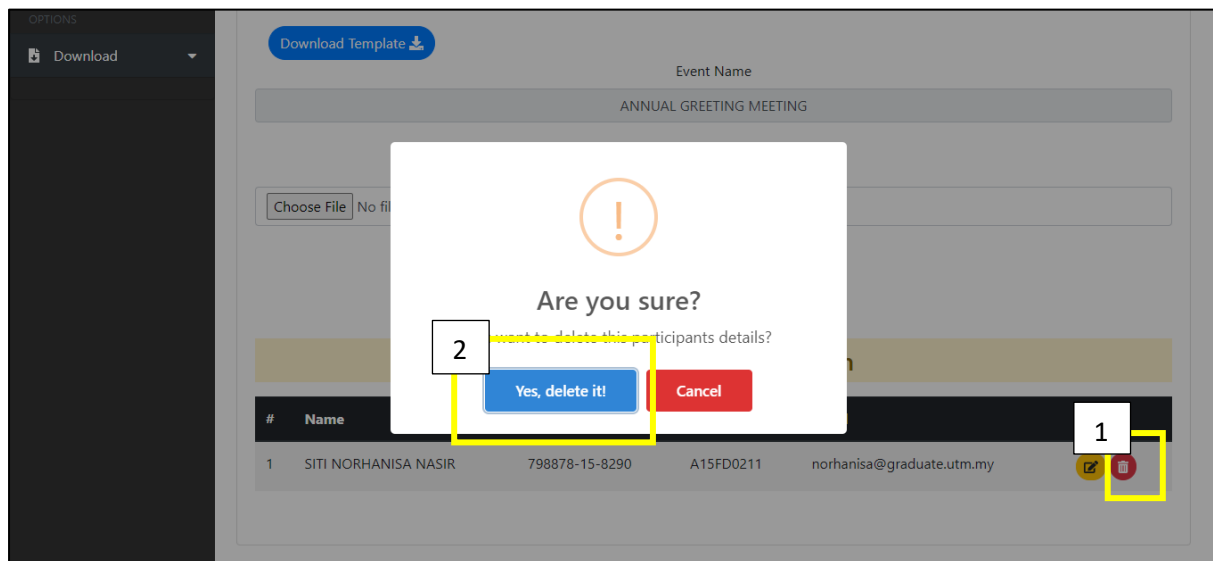
### Edit Participant

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.

Program

Approval Status

Email

OPTIONS

Download

Design and Preview

Request Approval

ANNUAL GREETING MEETING

☐ Upload design

☒ Template

Ready Made Template

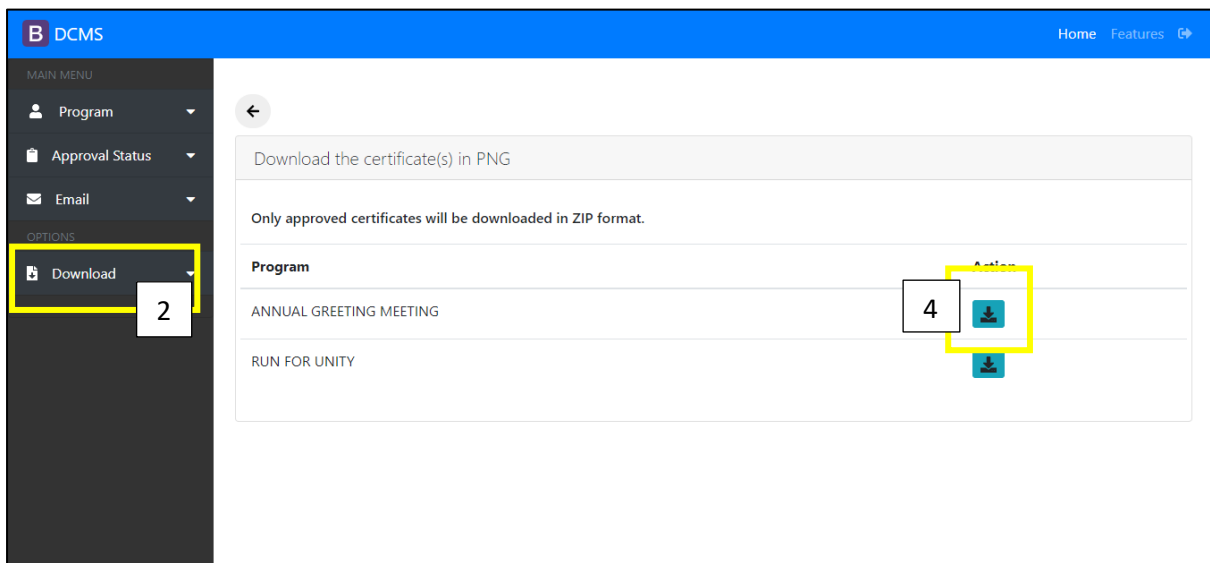
Please preview the template. If you agree with the design, please click "confirm" button.

Confirm

UTM

#### 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.

The screenshot displays the PERSAKA application interface. On the left, a dark sidebar contains a menu with options: Program, Approval Status, Email (highlighted with a yellow box and labeled '2'), and Download. The main content area shows a 'Program(s)' section with two red buttons: 'ANNUAL GREETING MEETING' (labeled '4') and 'RUN FOR UNITY'. Below this is an 'Email Status' section containing a table with three rows of participant data. The table has columns: No., Name, NRIC, Email, Status, Email, and Bulk. The first row shows participant 1, HANISA NASIR, with status 'Approved' and an 'Email' icon (labeled 'a.i'). The second and third rows show participants 2 and 3 with status 'Pending'. The 'Bulk' column has checkboxes for each row, with the first one labeled 'b.i'. At the bottom right of the table is a blue 'Send bulk' button (labeled 'b.ii').

No.	Name	NRIC	Email	Status	Email	Bulk
1	HANISA NASIR	980920-10-3214	sitinorhanisaa@gmail.com	Approved	 a.i	<input type="checkbox"/> b.i
2	ATIQA PIKONG	980920106115	atiqahpkg@gmail.com	Pending		<input type="checkbox"/>
3	SITI NORHANISA NASIR	798878-15-8290	nishahanisa@gmail.com	Pending		<input type="checkbox"/>

Send bulk b.ii

## 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.

The screenshot shows the DCMS (Digital Content Management System) interface. The top navigation bar is blue with the DCMS logo and links for Home and Features. A left sidebar is dark grey with a 'Users' menu item highlighted by a yellow box and labeled with a '2'. The main content area is titled 'Add New User' and contains a form with the following fields: First Name, Last Name, Email (pre-filled with 'username@example.com'), Password, and Confirm Password. Below the form are checkboxes for 'Show Password' and radio buttons for 'Select Role' (PA Chair of SC and PERSAKA). A blue 'Add' button at the bottom left of the form is highlighted by a yellow box and labeled with a '5'.

## 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.

The screenshot displays the DCMS (Digital Certificate Management System) interface. On the left, a dark sidebar contains a menu with 'Request' and 'Chair of SC' options, both highlighted with a yellow box and a callout '2'. The main content area is titled 'Pending Request' and features a search bar. Below the search bar is a table with the following data:

#	Name	NRIC	Program	Date	Approval
1	ATIQA PIKONG	980920106115	RUN FOR UNITY	2021-08-04	
2	SITI NORHANISA NASIR	798878-15-8290	RUN FOR UNITY	2021-08-04	

The 'Approval' column is highlighted with a yellow box and a callout '4', indicating the area where users can approve or reject the requests.

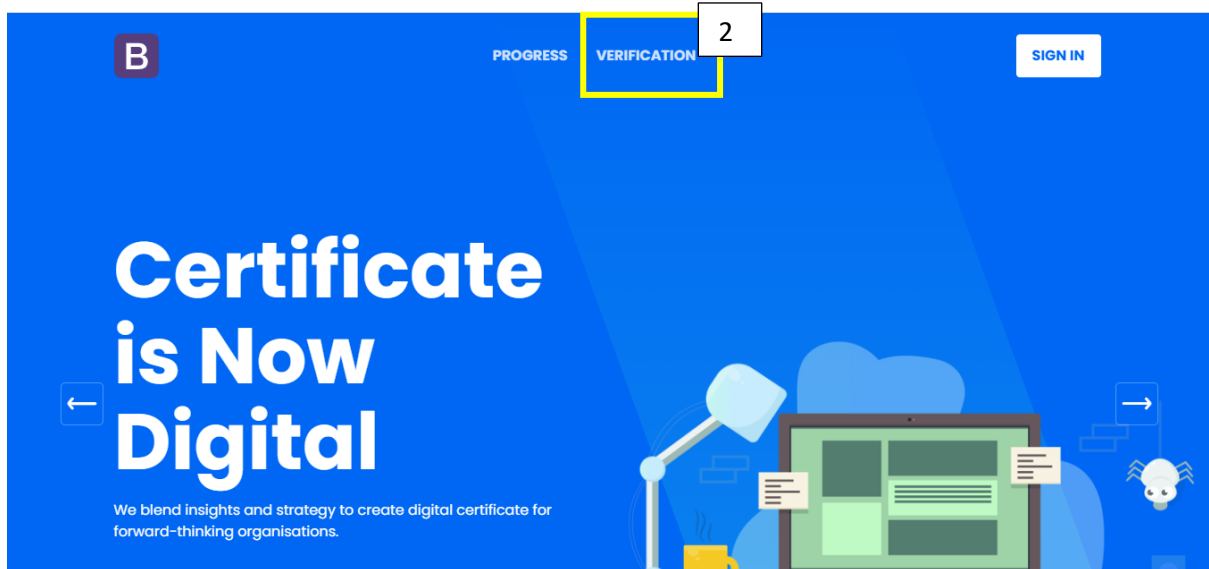
### UC08: Update Chair Information

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.



This screenshot shows the 'Verify the certificate' form. The form has a title 'Verify the certificate' and a label 'Certificate ID'. Below the label is a text input field with the placeholder text 'Insert certificate id'. The input field is highlighted with a yellow box and labeled with a '3'. Below the input field is a blue 'Verify' button, which is also highlighted with a yellow box and labeled with a '4'.