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POSTGRAD THESIS MONITORING and CONTROLLING SYSTEM (PGTMCS)

USER MANUAL for Supervisor/Co-Supervisor & Reviewer

Version 1.0

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DOCUMENT DETAILS

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1 INTRODUCTION

Postgraduate Thesis Monitoring and Controlling System (PGTMCS) version 1.0.0 is a system for the Student, Supervisor, Faculty and Senate to monitor the status of thesis proposal from its initial stage toward to the end. It is not only use by the respective personnel to control and manage the quality of the thesis to meet the university standard but it also can be used to keep track all the communication between the student and university. If required the history can be retrieved to view the completed work or its progress.

The system contains the main modules which are Thesis Proposal Submission and Approval, Monthly Progress Report Review, Thesis Proposal Defense, Thesis Work Completion, Thesis Evaluation/Viva and Senate Endorsement.

The Thesis Proposal Submission and Approval module will be the first release made available for use by the student and staffs. The rest of the module will be released by stages.

1.1 Scope

As the scope of this manual will cover the first release of the module, it will guide the student how to use the system and what would they need to do in the case of proposal get approved, changes needed or disapproved by the faculty or senate.

The student also will know the status of the proposal for each of the proposal stage either in draft mode, pending decision or it has been confirmed / approved by the Faculty or Senate.

The remaining guideline for other modules will be updated in the next user manual release.

1.2 System Requirement

1.2.1 URL

The system is available over the internet via the URL http://postgrad.msu.edu.my and accessible only by the registered and authorized postgraduate student and respective MSU's staff.

1.2.2 Internet Browser

It is recommended to run the system on the following internet browser

- Mozilla Firefox version 35 and above

- Microsoft Internet Explorer version 8 and above

1.2.3 User Access

The postgraduate student who has been successfully registered in Campus Management System (CMS) will be automatically become postgraduate user or otherwise the student needs to check with the CMS admin on his/her status. By default Student Matrix Number will be the user id to access the PGTMCS system.

The MSU's staff that has been identified as reviewer, supervisor or co-supervisor can access the PGTMCS system once the PGTMCS admin registered him/her into the system. By default Staff ID will be the user id to access the PGTMCS system.

1.3 Screen Design

The PGTMCS system screen has been design into the 5 sections namely section A, B, C, D and E.

Section A to cater the PGTMCS **Header** in which it contains the name of the system, the user name and Logout button

Section B to cater the PGTMCS **Top Panel** in which it contains the list of functions for the system.

Section C to cater the PGTMCS **Left Panel** in which it contains the list of sub-functions resulting from the selection in Section B.

Section D to cater the PGTMCS **Working Area** in which it shows the page for user respond resulting from the selection in Section C.

Section E to cater the PGTMCS **Footer** in which it contains the university name and its copyright.
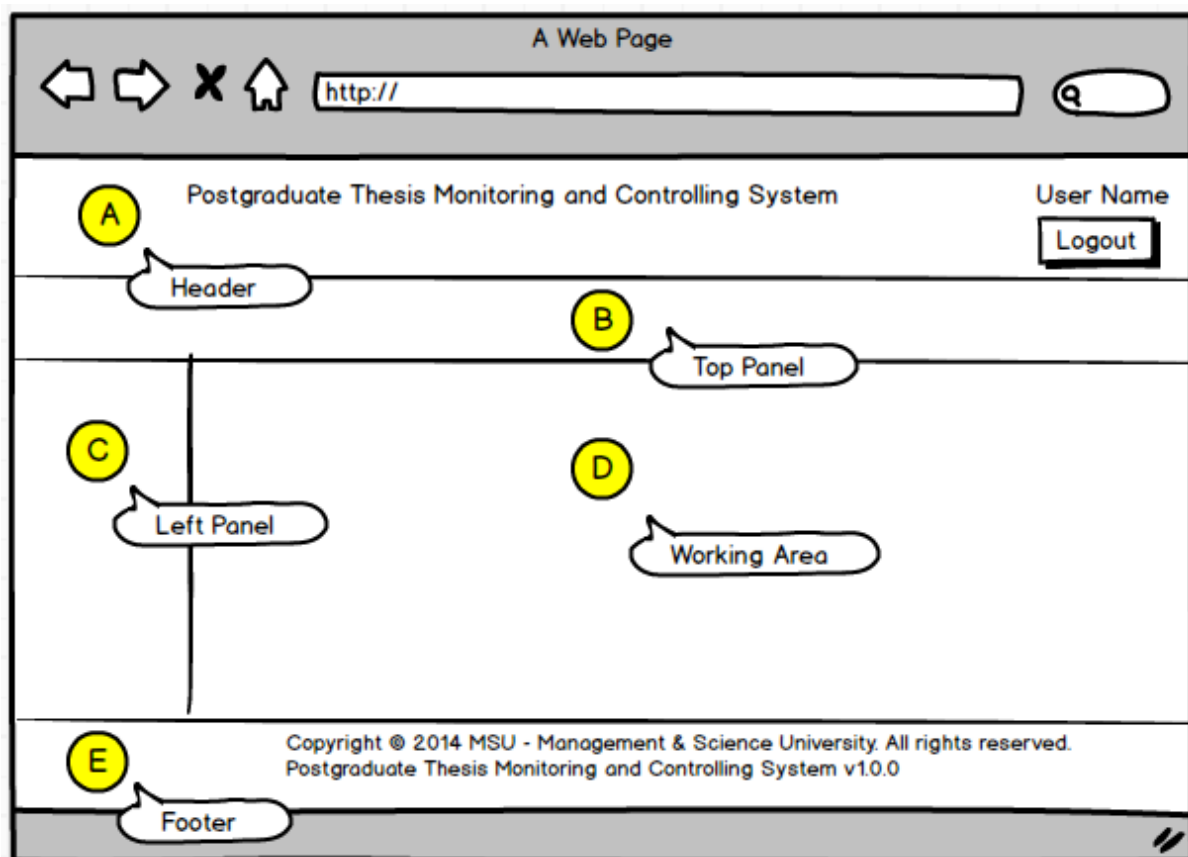
Figure 1: PGTMCS Screen Structure Design

2   HIGHLEVEL FLOW

2.1   Thesis Proposal Submission Process Flow

The figure below depicts the highlevel process flow for the thesis proposal submission which cover from the submission until its get approved by the Senate.

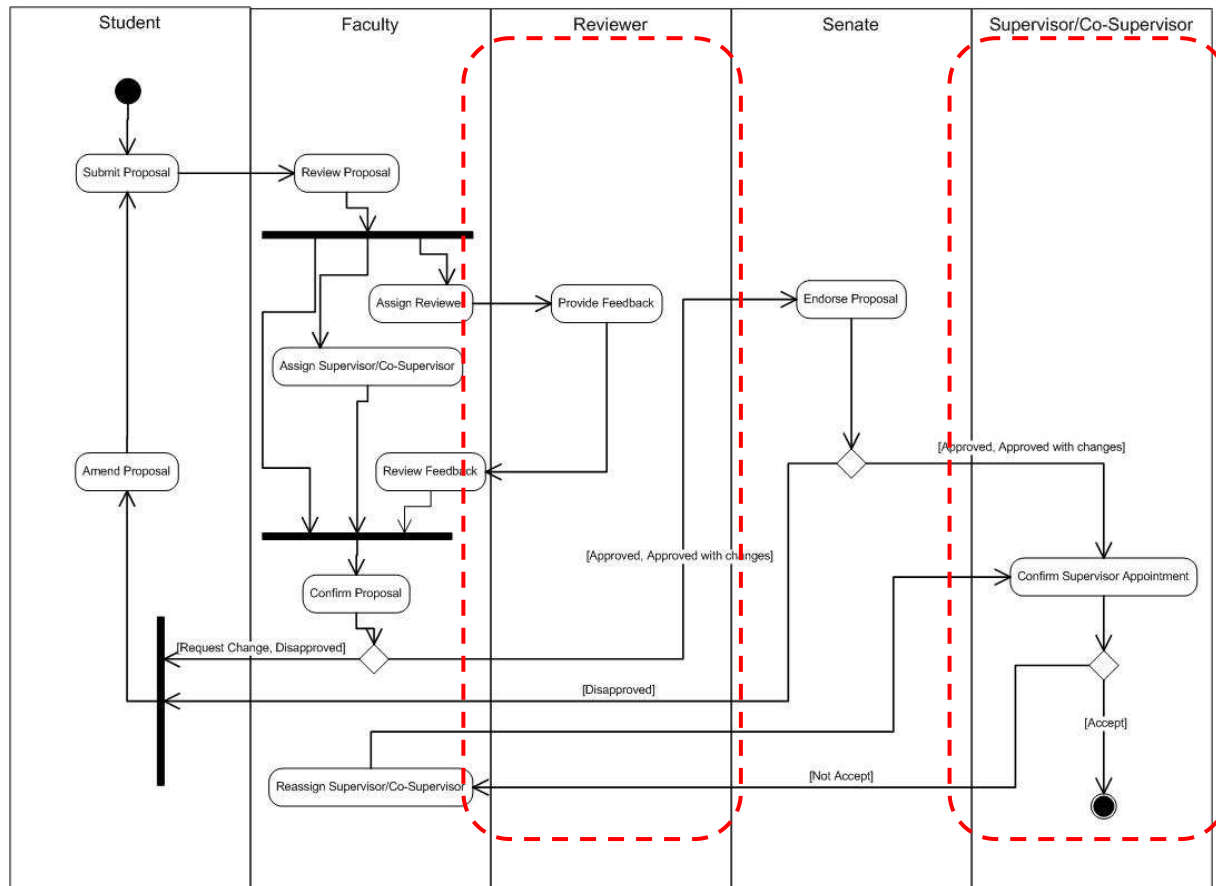The dotted line as shown below is the focus covered in this manual.

Figure 2: Thesis Proposal Submission Process Flow

3   USER LOGIN and LOGOUT

3.1   Login

This is the first page sight by the student to enter the PGTMC system.
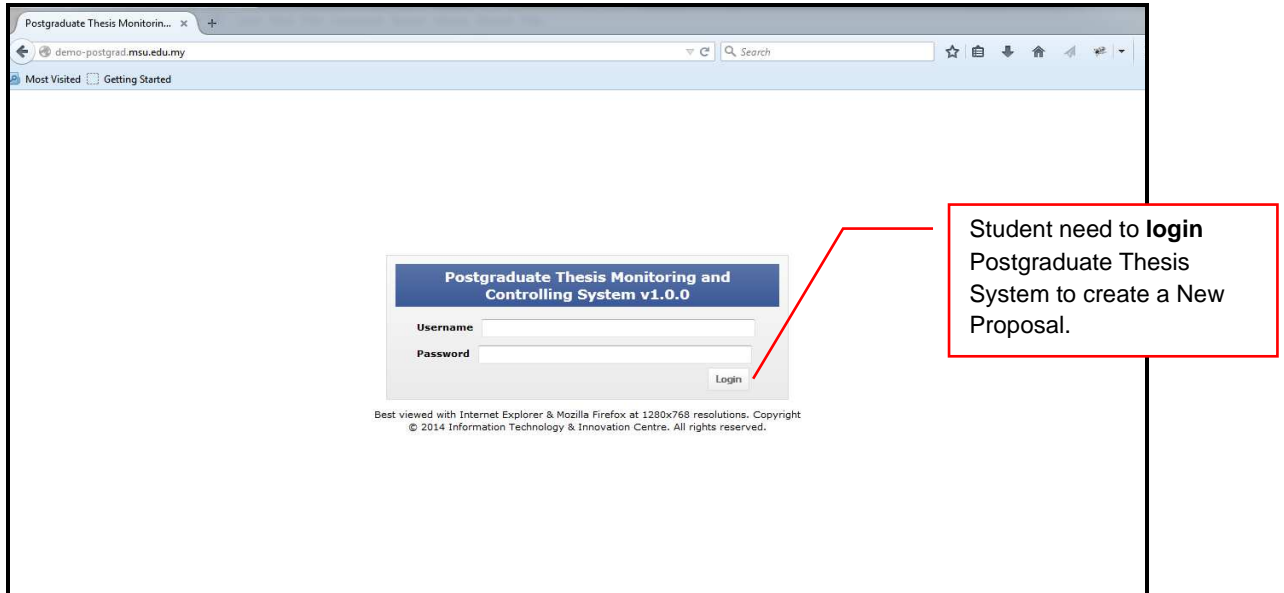

Figure 3: Login Page

Steps:-
1.   Open any Internet Browser of your choice either Mozilla Firefox or Microsoft Internet Explorer
2.   Enter the URL to access the system as follows http://postgrad.msu.edu.my/
3.   Login page will be displayed in which the valid user credential needs to be provided i.e. **Username** and **Password**.

3.2   Logout

Once the necessary or required activities has been done or completed, the student can quit from the system by clicking on the **Logout** button.

If the system is keep idle for about 1 minute, the system will logged out the user automatically.
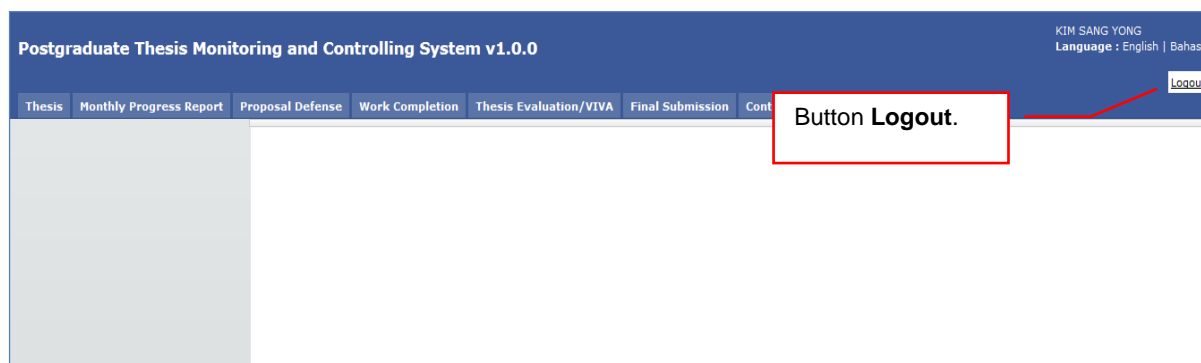
Figure 4: Logout Page

Steps:-

1. Find the **Logout** button located on the right top corner of the system **Header** section.
2. Click on it and you will be logout from the system successfully.

4   CHANGE PASSWORD

4.1   Change Password

For the security reason, the user is strongly recommended to change the password at first successful login to the system.
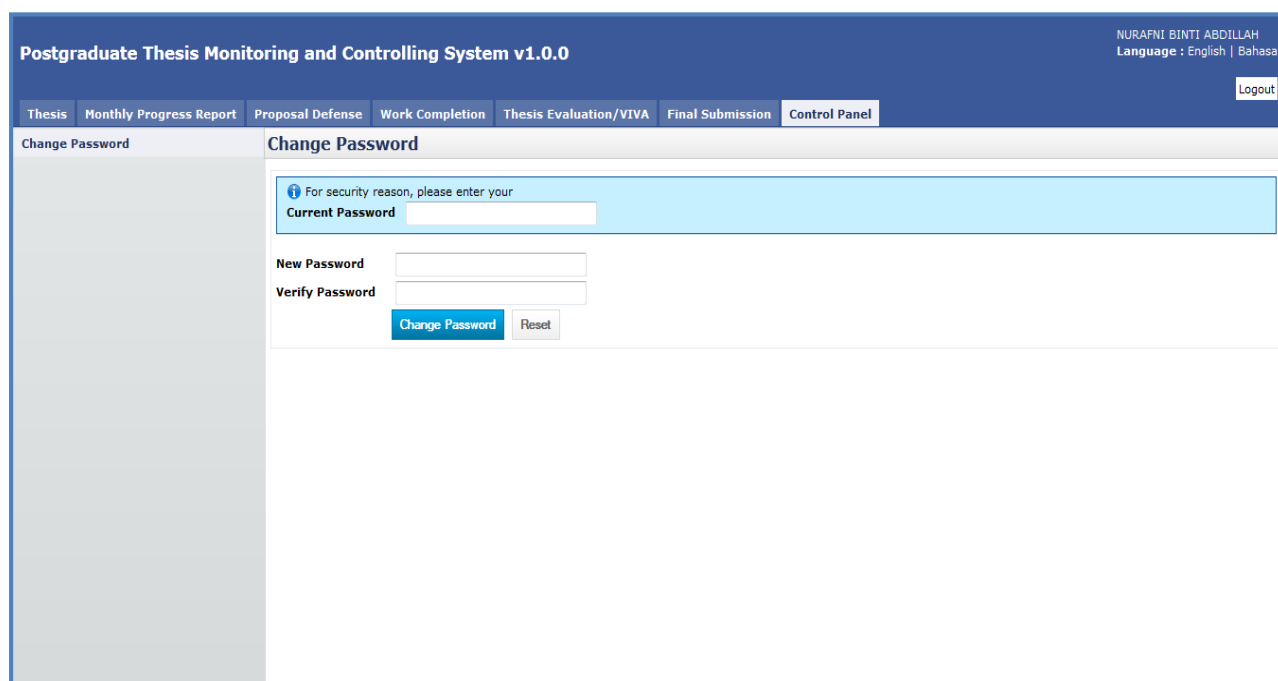

Figure 5: Change Password Page

Steps:-

1. Click on the **Control Panel** tab from the system **Top** panel section.
2. The **Change Password** menu will be displayed and click on it.
3. As to ensure the right user able to change the password, the system will ask **Current Password** used before able to change it to the new password.
4. Once the **Current Password** has been provided, the **New Password** and **Verify Password** can be provided afterward.
5. Click **Change Password** button to ensure the new password can be saved into the system successfully.
6. If the **Current Password** is incorrect, the system will prompt an error message and the user needs to redo the same steps above.
7. User can use **Reset** button if wanted to clear the entry on each fields.

5   THESIS PROFILE

Thesis Profile listed all the supervisee under supervisor. Plus, the Supervisor can also view all the detail regarding supervisee. Search supervisee by Thesis ID/Title.

Figure 6: Student Programme Tab

Pre-condition

1. Supervisor/Co-Supervisor already accept invitation from Senate

Post-condition

1. View supervisee detail

Steps:-

1. Click on the **Thesis** tab on the system **Top** panel section.
2. The **Thesis Profile** menu will be displayed on the system **Left** panel and click on it.
3. Enter Thesis ID or Title, then click S**earch** button to view the searching result.
4. Then click **View** button to proceed. Refer 4.1: Student Profile

5.1 Student Profile

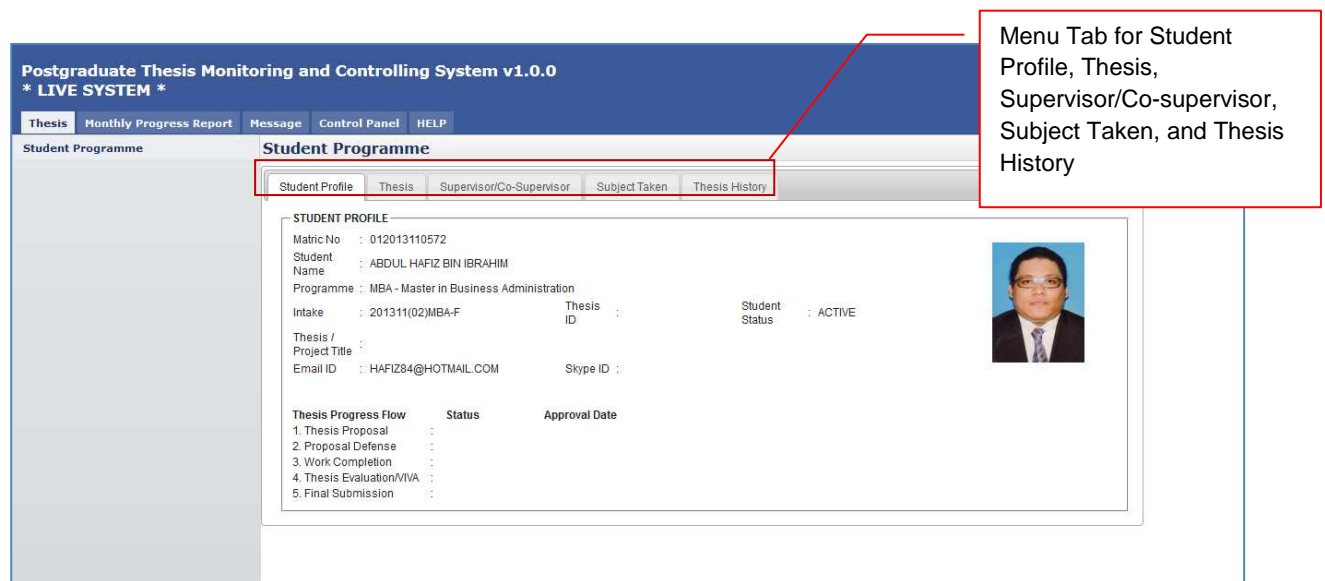Student Profile tab contains the basic student and thesis information including its thesis progress status.

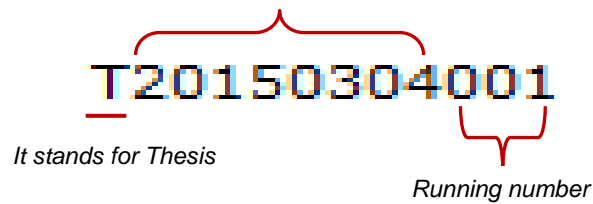Figure 7: Student Programme Tab

Steps:-

1. Click on the **Thesis** tab on the system **Top** panel section.
2. The **Student Programme** menu will be displayed on the system **Left** panel and click on it.
3. The other 5 tabs will be displayed on the **Working Area** section in which each tab will contain the information as mentioned previously.

5.2 Thesis

Thesis tab is the page where the student can submit, amend and view the proposal. Please refer next sections for details steps.

Each thesis proposal will be assigned with the Thesis ID which follows the naming convention below:

The Date when the proposal is sent submitted

T20150304001

It stands for Thesis

Running number

5.3 Supervisor/Co-Supervisor List

Supervisor or Co-Supervisor is the academic staff who has been assigned by Faculty to supervise the student in delivering the thesis and approved by the Senate.

There are conditions for the student to see the list of his/her supervisors. The conditions are:-
1. Supervisor/Co-Supervisor has been assigned by Faculty and approved by the Senate
2. Supervisor/Co-Supervisor has accepted the appointment to supervise the student.

Figure 8: List of Supervisor / Co-Supervisor

Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Supervisor/Co-Supervisor** tab on the **Working Area**
4. System will display the list of the supervisor/co-supervisor which has been assigned and approved by Senate.

5.4 Subject Taken

Subject Taken tab will list the entire subject registered by the students for all semester during his study.

Figure 9: Subject Taken

Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Subject Taken** tab on the **Working Area**
4. System will display the list of the subject taken by the student from his/her first semester till current.

5.5 Thesis History

Thesis History tab contains the proposal progress history starting from its submission by the student tills its approval by the Senate. It captures the alphabet, date when it was send and the running number at behind.

Student Programme

| Student Profile | Thesis | Supervisor/Co-Supervisor | Subject Taken | Thesis History |

SUMMARY LIST

No.	Thesis/Project ID	Proposal ID	Thesis/Project Title	Modification Date	Faculty Status	Senate Status	Archived Status
1.	T20150518001	P20150518003	Software Testing v1.0	18-May-2015 10:00 AM	Approved	Approved	
2.	T20150518001	P20150518002	Software Testing v1.0	18-May-2015 09:56 AM	Approved		Archived
3.	T20150518001	P20150518001	Software Testing v1.0	18-May-2015 09:54 AM	Submitted / Resubmitted		Archived

< Previous   **1**   Next >

(total 3 results)

Figure 10: Thesis History

Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Thesis History** tab on the **Working Area**
4. System will display the list of the thesis history starting from its submission till its approval.

6   STUDENT PROFILE

Student Profile listed all the supervisee under supervisor. Plus, the Supervisor can also view all the detail regarding supervisee. Search supervisee by Student Name.

Figure 11: List of Student

Steps:-

1. Click on the **Thesis** tab on the system **Top** panel section.
2. The **Student Profile** menu will be displayed on the system **Left** panel and click on it.
3. Enter Thesis ID or Title, then click S**earch** button to view the searching result.
4. Then click **View** button to proceed. Refer 5.1: Student Profile

6.1 Student Profile

Student Profile tab contains the basic student and thesis information including its thesis progress status.

Figure 12: Student Programme Tab

Steps:-

1. Click on the **Thesis** tab on the system **Top** panel section.
2. The **Student Programme** menu will be displayed on the system **Left** panel and click on it.
3. The other 5 tabs will be displayed on the **Working Area** section in which each tab will contain the information as mentioned previously.

6.2 Thesis

Thesis tab is the page where the student can submit, amend and view the proposal. Please refer next sections for details steps.

6.3 Supervisor/Co-Supervisor List

Supervisor or Co-Supervisor is the academic staff who has been assigned by Faculty to supervise the student in delivering the thesis and approved by the Senate.

There are conditions for the student to see the list of his/her supervisors. The conditions are:-
1. Supervisor/Co-Supervisor has been assigned by Faculty and approved by the Senate
2. Supervisor/Co-Supervisor has accepted the appointment to supervise the student.
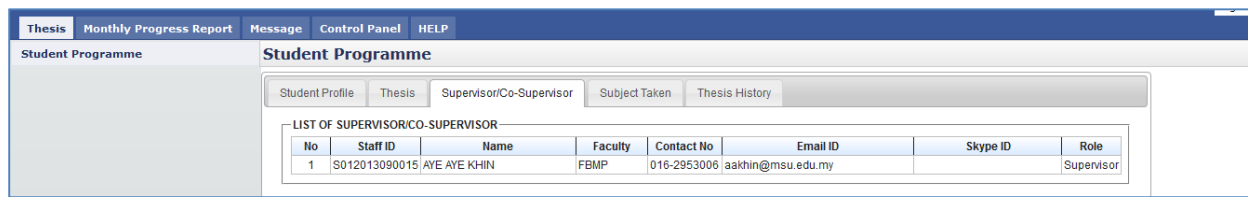
Figure 13: List of Supervisor / Co-Supervisor

Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Supervisor/Co-Supervisor** tab on the **Working Area**
4. System will display the list of the supervisor/co-supervisor which has been assigned and approved by Senate.

6.4   Subject Taken

Subject Taken tab will list the entire subject registered by the students for all semester during his study.

Student Programme

| Student Profile | Thesis | Supervisor/Co-Supervisor | Subject Taken | Thesis History |

SUBJECT TAKEN

Name   : ABDUL HAFIZ BIN IBRAHIM
Matric No : 012013110572
Cohort   : 201311(02)MBA-F

List Of Subject Registered

Sem No	Semester	Subject Code	Description	Grade
3	201503	DLW5013	Business Law and Ethics	IP
3	201503	DMK5013	Marketing Management	B
3	201411	DAC5013	Accounting for Corporate Decisions and Evaluation	B+
2	201411	DEC5013	Economics for Management	B
2	201405	DFN5013	Financial Management	B
2	201405	DMK5043	Global Marketing	B
2	201405	DMT5023	Statistical Analysis	B+
1	201403	DMG5053	Sales Management	B+
1	201403	DMG5063	E-Commerce and Service Management	A-
1	201311	DHR5023	Consumer Behaviour	B+
1	201311	DHR5053	Organizational Behaviour	B

Figure 14: Subject Taken

Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Subject Taken** tab on the **Working Area**
4. System will display the list of the subject taken by the student from his/her first semester till current.

6.5   Thesis History

Thesis History tab contains the proposal progress history starting from its submission by the student tills its approval by the Senate. It captures the alphabet, date when it was send and the running number at behind.

Student Programme

| Student Profile | Thesis | Supervisor/Co-Supervisor | Subject Taken | Thesis History |

SUMMARY LIST

No.	Thesis/Project ID	Proposal ID	Thesis/Project Title	Modification Date	Faculty Status	Senate Status	Archived Status
1.	T20150518001	P20150518003	Software Testing v1.0	18-May-2015 10:00 AM	Approved	Approved	
2.	T20150518001	P20150518002	Software Testing v1.0	18-May-2015 09:56 AM	Approved		Archived
3.	T20150518001	P20150518001	Software Testing v1.0	18-May-2015 09:54 AM	Submitted / Resubmitted		Archived

< Previous   **1**   Next >

(total 3 results)

Figure 15: Thesis History

Steps:-

1. Click on the **Thesis** tab on the **Top** panel
2. Click on the **Student Programme** menu on the **Left** panel
3. Click on the **Thesis History** tab on the **Working Area**
4. System will display the list of the thesis history starting from its submission till its approval.

7   SUPERVISOR BIODATA

This page is the place where each Supervisor / Co-Supervisor update their biodata related to education qualification, working experience, consultations, teaching experiences and etc. This information would help the Faculty to understand their background to guide and assist the student in their study and research.

Figure 16: Supervisor Biodata

Steps:-

1.   Click on the **Administration** tab on the system **Top** panel section.
2.   The **Supervisor Biodata** menu will be displayed on the system **Left** panel and click on it.
3.   Insert necessary detail and click **Update** button

Figure 17: Attachment to Supervisor Biodata

Steps:-

1.   **Add Attachment** button to add attachment regarding supervisor biodata
2.   Tick any attachment to delete and click **Delete** button.
3.   Click [icon] to download the file that has been upload.

4. To update the document description, edit the document description column, tick the checkbox and click **Update** button.

8 INVITATION ACCEPTANCE

Invitation acceptance contain list of thesis that been assign by senate to the supervisor.

Figure 18: Invitation Acceptance

Pre-condition

1. Senate approved thesis

Post-condition

1. Can review monthly progress report sent by student.

Steps:-

1. Click on the **Administration** tab on the system **Top** panel section.
2. The **Administration** menu will be displayed on the system **Left** panel and click on it.
3. Click the **Invitation Acceptance** and the searching page will be displayed which the user can search for a particular thesis to accept or reject the invitation assign by senate.
4. Enter the **Thesis's ID** or **Matrix No**. into the field and click on **Search** button to search invitation
5. The record will be displayed under the search result.
6. **Or** Invitation can be search via **Student Name** by enter the student name and click **Search by Student Name Only.**
7. The record will be displayed under the search result
8. To give the remarks or read the feedback, click on the link ✏️Enter Remarks or 🖊️ Read Remarks .(Refer 7.1: Enter Remarks)
9. To View Thesis Detail, Click on Thesis ID. (Refer 7.2: Outline of Case Study)
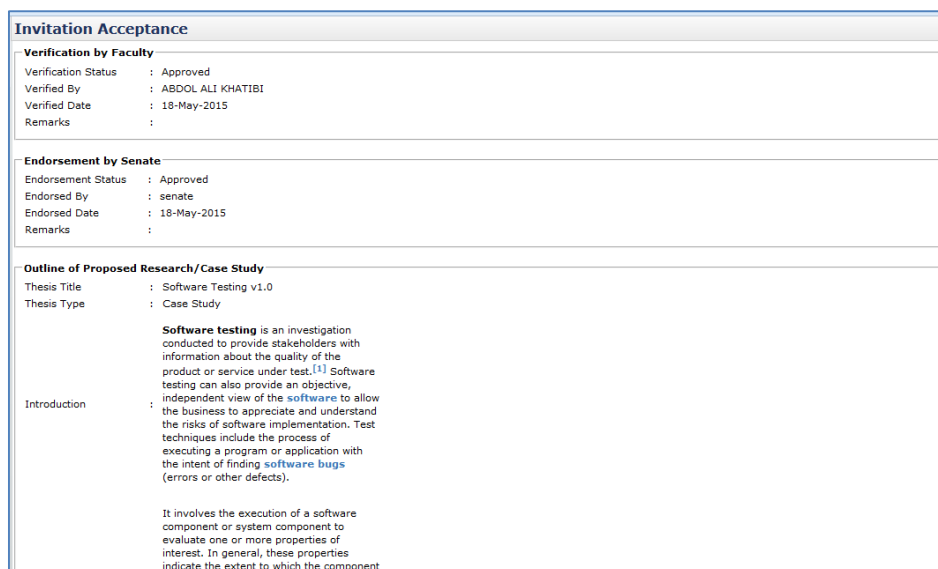
8.1 Enter Remarks

Figure 19: Invitation Acceptance - Remark

Steps:-

1. Enter necessary remark and click **Update** button.
2. To go back to the previous page, click **Back** button

8.2 Outline of Cased Study

Figure 20: Outline of Resarch/Case Study

Steps:-

1. This page only display the thesis detail
2. Click **Back** button to go to previous page.

8.3   Accept/Reject Invitation

Invitation Acceptance

List of Thesis
Please enter searching criteria below:-

Thesis ID   :
Matrix No   :   [Search]
Student Name :   [Search by Name Only]   Note: If no entry is provided, it will search all.

Searching Results:-

Tick	No.	Student Name	Staff Role	Thesis ID	Thesis / Project Title	Senate Approval Date	Reply Date (Due Date)	Acceptance Remarks	Attachment by Student
☐	1.	ABDUL HAFIZ BIN IBRAHIM (012013110572)	Supervisor 👥Partners	T20150518001	Software Testing v1.0	18-May-2015	25-May-2015	Acceptance Date: 18-May-2015 ✎ Enter Remarks	No attachment

Note: Please provide **Acceptance Remarks** above if you are not willing to accept the appointment.

[Accept Invitation] [Not Accept Invitation]

DUTIES OF SUPERVISOR
A Supervisor shall be responsible to:-
(a) assist in the supervision of appointed postgraduate candidate/s in MSU and in meeting the high standards prescribed for such programmes.
(b) liase with the Coordinator of PhD programme at Graduate School of Management, Faculty of Business Management & Professional Studies of MSU.
(c) maintain regular contact with the postgraduate candidate/s.
(d) may supervise one or more candidates concurrently during the period of appointment.

Figure 21: Accept/Reject Invitation

Steps:-

1. Tick on the checkbox, and click **Accept Invitation** button to accept or click **Not Accept Invitation** to reject invitation.
2. When **Accept Invitation** or **Not Accept Invitation** button is clicked, the email notification will be sent to the faculty by the system (Refer Appendix)

9   REVIEWER FEEDBACK

Reviewer Feedback contain list of thesis that been assign by faculty to review.

Figure 22: Reviewer Feedback

Pre-condition

1.   Faculty assign reviewer

Post-condition

1.   Wait for other thesis proposal for review.

Steps:-

1.   Click on the **Administration** tab on the system **Top** panel section.
2.   The **Administration** menu will be displayed on the system **Left** panel and click on it.
3.   Click the **Reviewer Feedback** and the list of thesis proposal for reviewer feedback will be display..
4.   To give the feedback or read the feedback or edit feedback, click on the ✐ Edit Feedback link ✐ Enter feedback here (Refer 8.1: Enter Feedback)
5.   To View Thesis Detail, Click on Thesis ID. (Refer 8.2: Thesis Detail)

9.1 Enter Feedback

Figure 23: Enter Feedback

Steps:-

1. Enter necessary feedback and click **Update** button.
2. To go back to the previous page, click **Back** button

9.2 Thesis Detail

Figure 24: Thesis Detail

Steps:-

1. This page only display the thesis detail
2. Click **Back** button to go to previous page.

9.3 Submit Feedback

Figure 25: Feedback Submission

Steps:-

1. Tick the checkbox and click **Submit Feedback** button to proceed.

10 MONTHLY PROGRESS REPORT

10.1 Progress Report History

Figure 26: Monthly Progress Report

Pre-condition

1. Accept senate invitation as Supervisor
2. Supervisee has submitted monthly progress report

Post-condition

1. Can view progress report history
2. Can review progress report

Steps:-

1. Click on the **Monthly Progress Report** tab on the **Top** panel
2. Click on the **Progress Report History** menu on the **Left** panel
3. System will display list of supervisee assigned
4. To view list of monthly progress report history, click **View Detail** link on the **Action** column (refer figure 26) Refer 10.1.1 View Detail

10.1.1   View Detail

List of Progress Report History
Student Matrix No : 012014030387
Student Name   : KIM SANG YONG

No.	Thesis/Project ID	Thesis/Project Title	Report Reference No.	Student Status	Supervisor Status	Archived Status
1.	T20150601001	Testing Monthly Progress Report 1	R20150601003	Submitted / Resubmitted 01-Jun-2015 04:07 PM	Request Changes 01-Jun-2015 05:06 PM AYE AYE KHIN	
2.	T20150601001	Testing Monthly Progress Report 1	R20150601003	Submitted / Resubmitted 01-Jun-2015 04:07 PM	Pending AYE AYE KHIN	Archived
3.	T20150601001	Testing Monthly Progress Report 1	R20150601003	Submitted / Resubmitted 01-Jun-2015 04:03 PM	Request Changes 01-Jun-2015 04:04 PM AYE AYE KHIN	Archived
4.	T20150601001	Testing Monthly Progress Report 1	R20150601003	Submitted / Resubmitted 01-Jun-2015 04:03 PM	Pending AYE AYE KHIN	Archived
5.	T20150601001	Testing Monthly Progress Report 1	R20150601002	Submitted / Resubmitted 01-Jun-2015 03:47 PM	Approved 01-Jun-2015 03:53 PM AYE AYE KHIN	Archived
6.	T20150601001	Testing Monthly Progress Report 1	R20150601002	Submitted / Resubmitted 01-Jun-2015 03:47 PM	Pending AYE AYE KHIN	Archived
7.	T20150601001	Testing Monthly Progress Report 1	R20150601002	Submitted / Resubmitted 01-Jun-2015 03:37 PM	Request Changes 01-Jun-2015 03:41 PM AYE AYE KHIN	Archived
8.	T20150601001	Testing Monthly Progress Report 1	R20150601002	Submitted / Resubmitted 01-Jun-2015 03:37 PM	Pending AYE AYE KHIN	Archived

Figure 27: List of Progress Report History

Steps:-

1. The list of progress report history will be display
2. To view thesis detail, click on the link at thesis/project id column(refer figure 27)
3. To view progress report detail, click on the link at **Report Reference No.** column (refer figure 27)

Progress Report History
Verification by Faculty
Verification Status   : Approved
Verified By   : ABDOL ALI KHATIBI
Verified Date   : 01-Jun-2015
Remarks   :

Endorsement by Senate
Endorsement Status : Approved
Endorsed By   : senate
Endorsed Date   : 01-Jun-2015
Remarks   :

Outline of Proposed Research/Case Study
Thesis Title   : Testing Monthly Progress Report 1
Thesis Type   : Research

Introduction   : Testing Monthly Progress Report 1

Objective   : Testing Monthly Progress Report 1

Brief Description : Testing Monthly Progress Report 1

Discussion Details

No	Lecturer Name	External Lecturer	Meeting Date	Meeting Time	Notes
No record found!					

[Back]

Figure 28: Thesis Detail

Steps:-

1. The system will display thesis detail only
2. Click **Back** button to go to previous page.

Figure 29: Progress Report History Detail

Steps:-

1. The system will display progress report detail only
2. Click **Back** button to go to previous page.

10.2 Review Progress Report

Figure 30: Review Progress Report

Pre-condition

1. Accept senate invitation as Supervisor
2. Supervisee has submitted monthly progress report

Post-condition

1. Can view progress report
2. Wait for supervisee to submit new progress report or changes progress report

Steps:-

1. Click on the **Monthly Progress Report** tab on the **Top** panel
2. Click on the **Review Progress Report** menu on the **Left** panel
3. System will display list of supervisee
4. Status of the monthly progress report display on **Status** column
5. To view monthly progress report detail, click **View** button (refer 10.2.1 View Progress Report Detail)
6. To review monthly progress report, click **Update** button (refer 10.2.2 Review Progress Report)

10.2.1   View Progress Report Detail

Figure 31: Progress Report Detail

Steps:-

1. The progress report detail will be display

2. To download attachment attach on the progress detail click _____ Attachment 1: ⬇

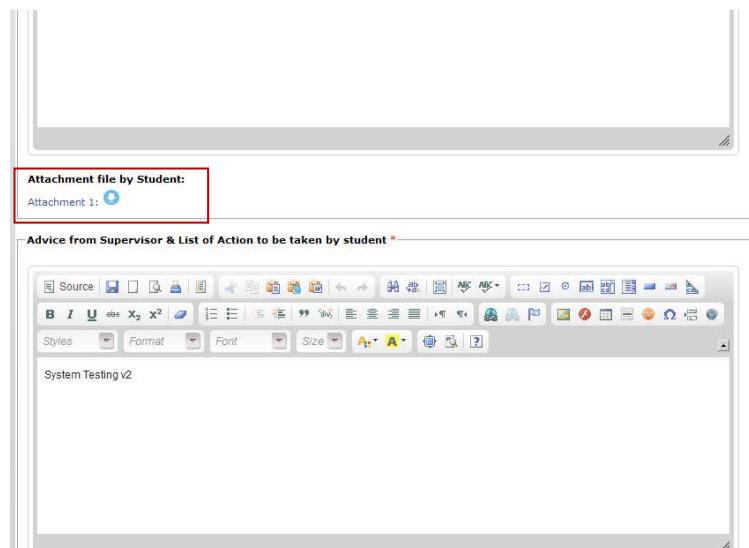3. Click **Back** button to go back to previous page.

Figure 32: Progress Report Detail

10.2.2   Review Progress Report

Figure 33: Review Progress Detail

Steps:-

1. The progress report detail will be display, it can be update necessarily up to supervisor

2. To download attachment uploaded by student, click _____ Attachment 1: ⬇

3. Click **Back** button to go back to previous page.
4. To upload attachment click **Attachment** button (refer 10.2.2.1 Upload Attachment)
5. To request changes of the progress report, click **Request Changes** button
6. To approve progress report, click **Approved** button.
7. To save first before submitting, click **Save** button.
8. To go back to previous page, click **Back** button.
9. **Approved** and **Request Changes** button will trigger notification email to student (Template refer Appendix)
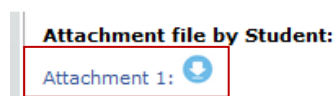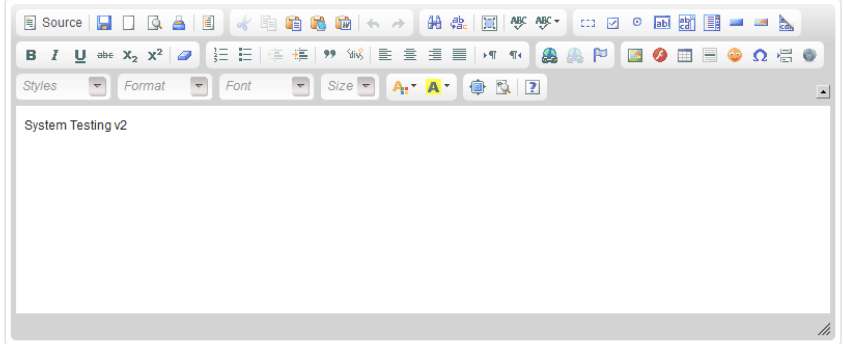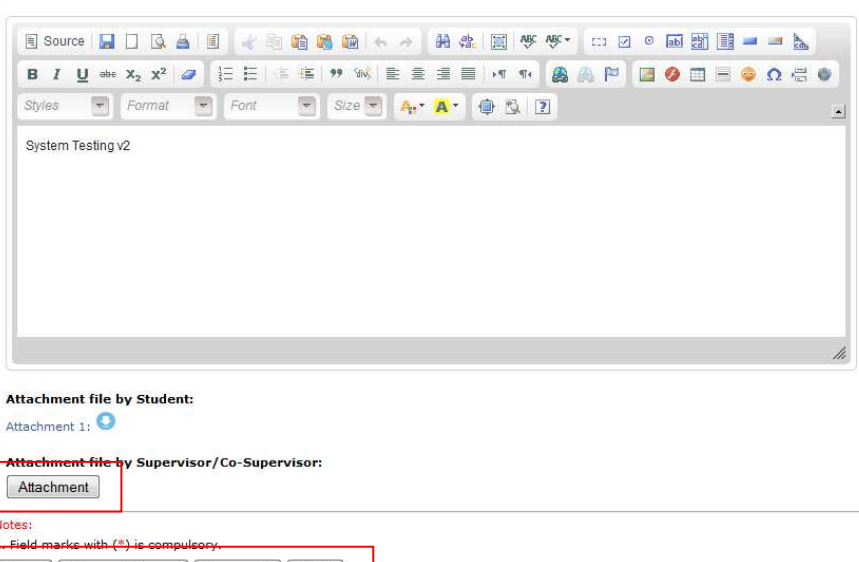

Figure 34: Progress Report Detail

Figure 35: Issue facing by Student

Figure 36: Advice from Supervisor

10.2.2.1   Upload Attachment

Figure 37: Upload Attachment

Steps:-

1. Click **Add Attachment** button (refer figure 37)
2. Popup display shown on figure 38 will be shown.
3. Click **Browse** button and popup show on figure 38 will be shown and choose necessary attachment to upload. Then click **Open** button to confirm attachment chosen. (refer figure 38)
4. Enter file description on the field provided (refer figure 38)
5. Click **Insert Attachment** to proceed
6. Popup show on figure 40 will be shown, click **Done** button to proceed

Figure 38: Browse
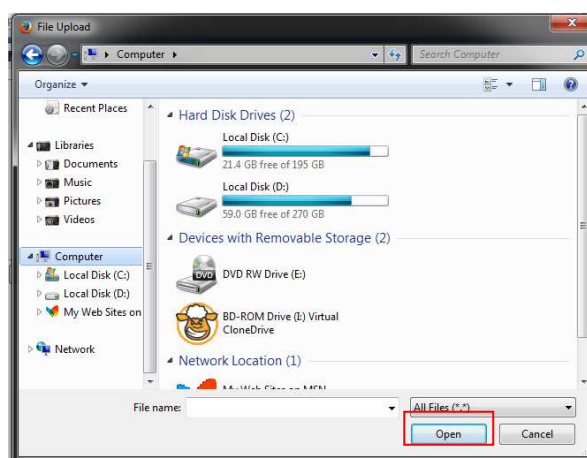
Figure 39: Choose Attachment
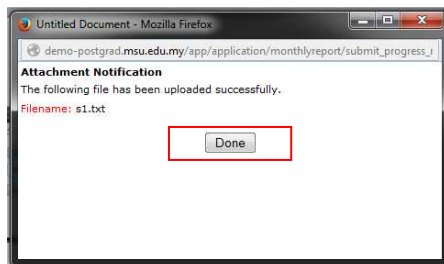
Figure 40: Finish Upload

Figure 41: List of attachment

7. To update attachment description, change necessary description on the field, tick on the checkbox on the far left side. Then click **Update** button to proceed.

8. To delete attachment, tick on the checkbox on the far left side and click **Delete** button to delete.

9. To download or open attachment uploaded, click to download or open attachment.

10. To go back to previous page, click **Back** button.

11. The previous page will show how many attachment that has been uploaded at the **Attachment** button. (refer figure 42)
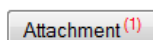
Figure 42: Finish uploading

Figure 43: Supervisor Decision

11 Message

11.1 Inbox
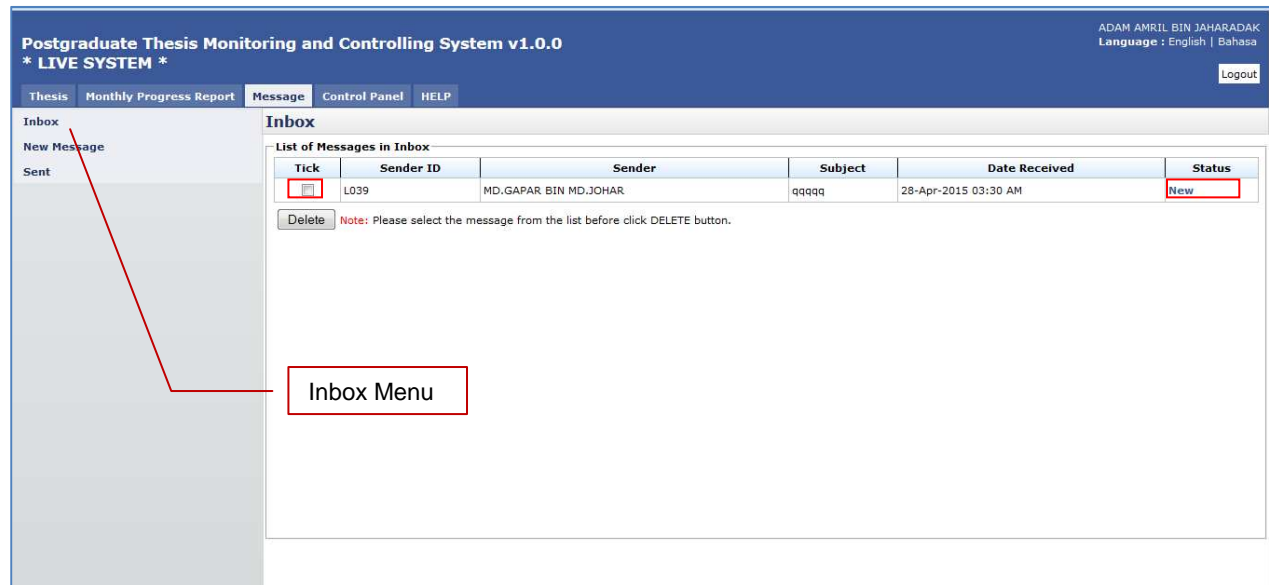
Figure 44: Message

Steps:-

1. Click on the **Message** tab on the **Top** panel
2. Click on the **Inbox** menu on the **Left** panel
3. System will display the list of message that been receive by user.
4. On the far right side, it will display the status of the message whether is **New** or **Read**
5. To read the message, click on the link on the right side which is in **Status** column. (Refer View Message)
6. To delete message, tick on the checkbox in **Tick** column, and click **Delete** button

11.1.1   View Message
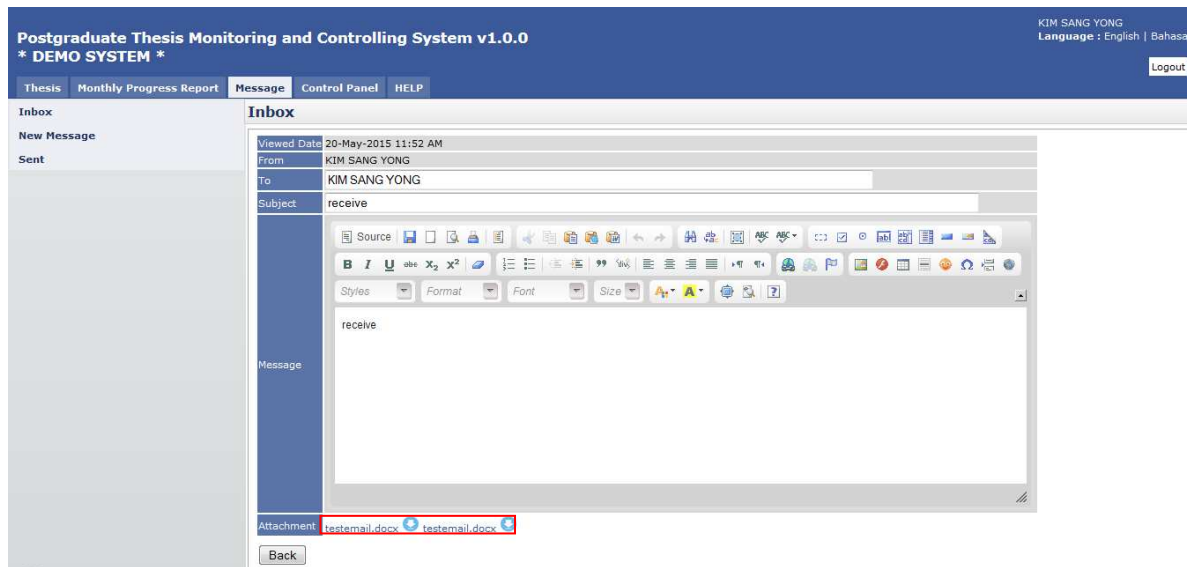
Figure 45: Read Message

Steps:-

1. This page only displays the message that has been open by the user.

2. To view or download the attachment that been sent, click ⬇ or link shown on figure 45

3. To go back to the previous page, click **Back** button.

11.2 New Message

Figure 46: New Message

Steps:-

1. Click on the **Message** tab on the **Top** panel
2. Click on the **New Message** menu on the **Left** panel
3. To select recipient, click [Select Recipient]. Next step refer Select Recipient
4. Insert or enter necessary detail in **Subject** and **Message**.
5. To upload or include attachment for message, click **Attachment** button. Next step refer Upload Attachment.
6. To erase or clear the entire entries, click **Clear** button.
7. To send the message, click **Send** button.

11.2.1 Select Recipient
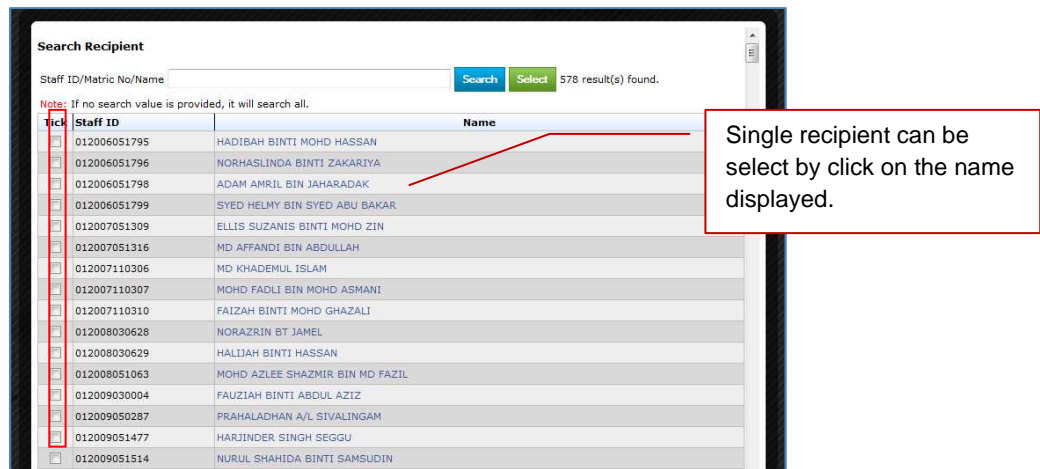
Figure 47: Select Recipient

Steps:-

1. Enter or insert **Name** or **Staff ID** or **Matric No** and click **Search** button.
2. The system will display the result based on searching criteria.
3. To select one recipient only, click on the **Name** displayed.
4. To select multiple or single recipient, tick on the checkbox on the left.
5. Then click **Select** button to proceed.
6. To go back to the previous page, click on the **Black** field surrounding the page. Refer Figure 48
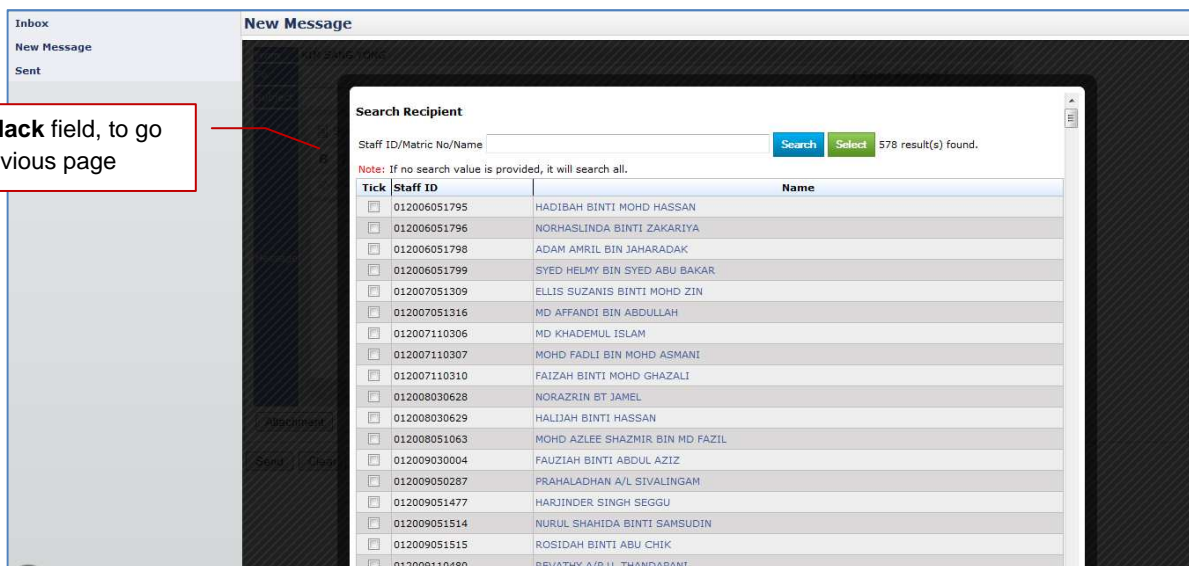
Figure 48: Select Recipient- Next Section

11.2.2   Upload Attachment
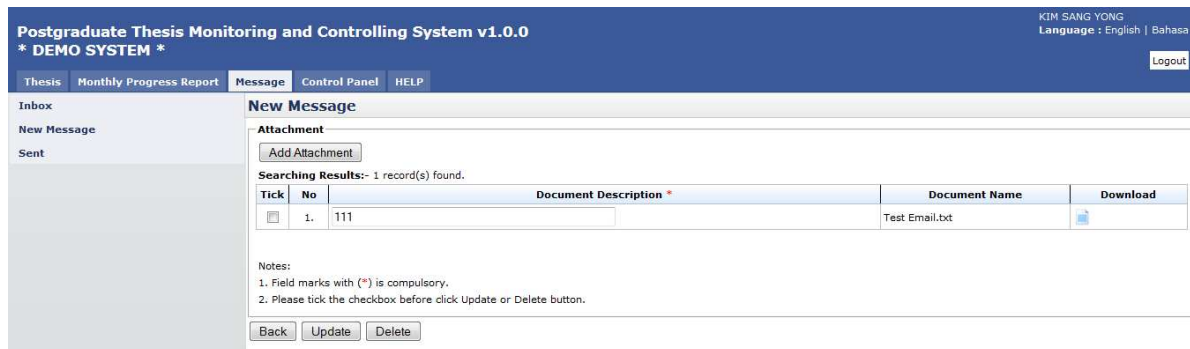
Figure 49: Upload Attachment

Steps:-

1. To add attachment, click **Add Attachment** button. (Refer Figure 49)
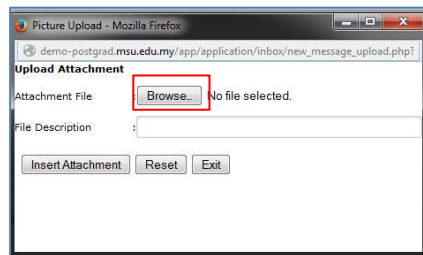
Figure 50: Upload Attachment- Next Section

2. To choose attachment, click **Browse..** button and choose the file to upload.
3. To file description can be insert in the field provided.
4. Click **Insert Attachment** button to proceed.
5. To clear all the entries, click **Reset** button.
6. To exit or close the popup, click **Exit** button.
7. To upload more file, repeat step 1 until step 4.
8. To edit file description, change necessary detail, then tick the checkbox and click **Update** button to proceed.
9. To delete file, tick the checkbox and click **Delete** button.

10. To download or open the file that has been uploaded, click 🔲 on the **Download** column.
11. To go back to previous page, click **Back** button

11.3 Sent
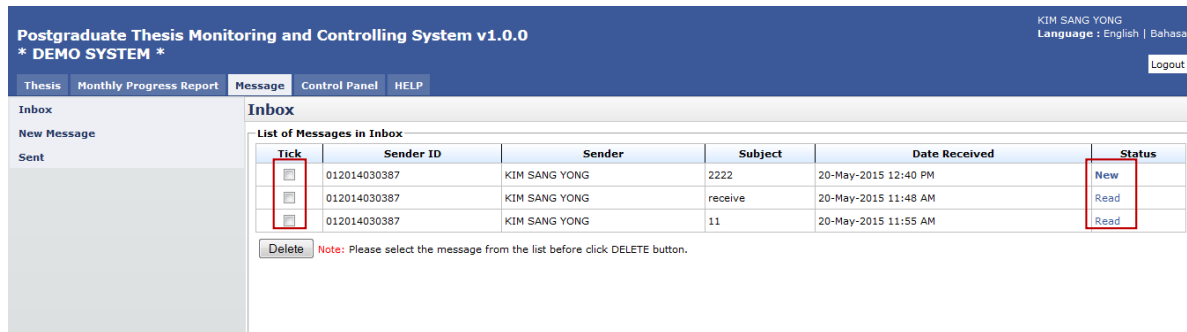
Figure 51: Sent

Steps:-

1. After message has been sent, it will be display in **Sent** Left panel
2. Click **Message** tab on **Top** panel
3. Click on the **Sent** on the **Left** panel
4. The system will show the list of message that has been sent by user.
5. The status of the message also had been show on the far right side which is in **Status** column. If the message has been read by recipient, it will display **Read.** If not, it will display **New.**
6. Click the link on the **Status** column to read the message. (Refer Read Message)
7. To delete message, tick the checkbox and click **Delete** button.

11.3.1   Read Message
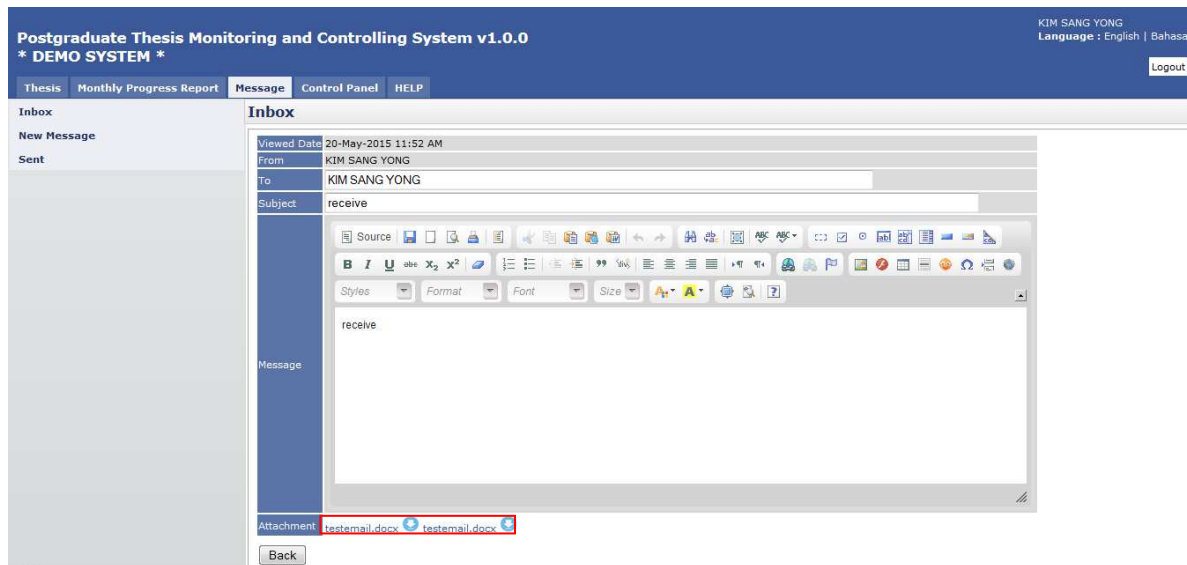
Figure 52: Read Message

Steps:-

1. This page only displays the message that has been open by the user.

2. To view or download the attachment that been sent, click [icon] or link shown on figure 52.
3. To go back to the previous page, click **Back** button.

APPENDIX

Email Template - Faculty to Student

Thesis Proposal - Request Change

To: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
From: mdgapar@msu.edu.my <mdgapar@msu.edu.my>
Cc: gsm@msu.edu.my <gsm@msu.edu.my>
Subject: Thesis Proposal by KIM SANG YONG

Dear KIM SANG YONG,

Please be informed, your thesis proposal status has been responded by the Faculty with the following status.

Student Name	KIM SANG YONG
Matric No	012014030387
Thesis ID	T20150513001
Submit Date	13-May-2015
Thesis/Project Title	33333333- edit_proposal.php
Proposal Type	Research
Faculty Proposal Status	Request Changes

Thank you,

Best Regards,

Management & Science University

Please do not reply directly to this email. © MSU 2015All rights reserved.

Management & Science University.
University Drive, Off Persiaran Olahraga,
Section 14, 40100 Shah Alam,
Selangor Darul Ehsan.

Thesis Proposal - Disapproved

To: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
From: mdgapar@msu.edu.my <mdgapar@msu.edu.my>
Cc: gsm@msu.edu.my <gsm@msu.edu.my>
Subject: Thesis Proposal by KIM SANG YONG

Dear KIM SANG YONG,

Please be informed, your thesis proposal status has been responded by the Faculty with the following status.

Student Name	KIM SANG YONG
Matric No	012014030387
Thesis ID	T20150513001
Submit Date	13-May-2015
Thesis/Project Title	33333333- edit_proposal.php
Proposal Type	Research
Faculty Proposal Status	Disapproved

Thank you,

Best Regards,

Management & Science University

Management & Science University.
University Drive, Off Persiaran Olahraga,
Section 14, 40100 Shah Alam,
Selangor Darul Ehsan.

Email Template - Supervisor to Student

Monthly Progress Report - Request Change

To: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
From: mdgapar@msu.edu.my <mdgapar@msu.edu.my>
Subject: Monthly Progress Report Submitted by KIM SANG YONG

Dear Sir,

I am pleased to submit the review of monthly progress report as follows :-.

Student Name	ABDUL HAFIZ BIN IBRAHIM
Matric No	012013110572
Thesis ID	T20150602001
Thesis Title	System testing v2
Month	January 2015
Reference No	R20150602001
Submission Date	02-Jun-2015 12:24 PM
Respond Date	02-Jun-2015 10:32 AM
Status	Request Changes

Thank you,

Best Regards,

AYE AYE KHIN

Please do not reply directly to this email. © MSU 2015All rights reserved.

Management & Science University.
University Drive, Off Persiaran Olahraga,
Section 14, 40100 Shah Alam,
Selangor Darul Ehsan.

Monthly Progress Report - Approved

To: kimsangyong@msu.edu.my <kimsangyong@msu.edu.my>
From: mdgapar@msu.edu.my <mdgapar@msu.edu.my>
Subject: Monthly Progress Report Submitted by KIM SANG YONG

msu management & science university The Global University of Choice

Dear Sir,

I am pleased to submit the review of monthly progress report as follows :-.

Student Name	ABDUL HAFIZ BIN IBRAHIM
Matric No	012013110572
Thesis ID	T20150602001
Thesis Title	System testing v2
Month	January 2015
Reference No	R20150602001
Submission Date	02-Jun-2015 12:24 PM
Respond Date	02-Jun-2015 10:32 AM
Status	Approved

Thank you,

Best Regards,

AYE AYE KHIN

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