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THESIS MANAGEMENT & EVALUATION SYSTEM (THEMES)

USER MANUAL for SUPERVISOR / CO-SUPERVISOR

Version 1.0

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1 INTRODUCTION

Thesis Management and Evaluation System (THEMES) 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.

1.1 Scope

The manual will guide the student on how to use the system in every stages starting from the thesis proposal submission, monthly report submission, defence proposal submission, work completion submission, viva evaluation and senate endorsement.

The manual is structured into the following sections:

Manual Section	Description
Prerequisite	This section describes the actions or steps shall be done and in place first before the required steps can be done.
Steps	This section describes the steps to follow in order to yield the result for the desired function.
Next Action	This section describes the expected next steps to be followed once the above steps have been successfully performed.
Warning	This section describes the expected warning triggered by the system if the steps performed violate the business rule validation.
Note	This section describes the additional information which may be useful to the user while using the system.

Figure 1: Manual Structure

1.2 System Requirement

1.2.1 URL

The system is available over the internet via the URL <http://themes.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 students who have been successfully registered in Campus Management System (CMS) aka KLAS2 will be automatically become THEMES user or otherwise the student needs to check with the CMS admin on his/her credential status. By default the Student Matrix Number will be the user id to access the THEMES system.

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

1.3 Screen Design

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

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

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

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

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

Section E to contain the THEMES **Footer** in which it contains the university name and its copyright.

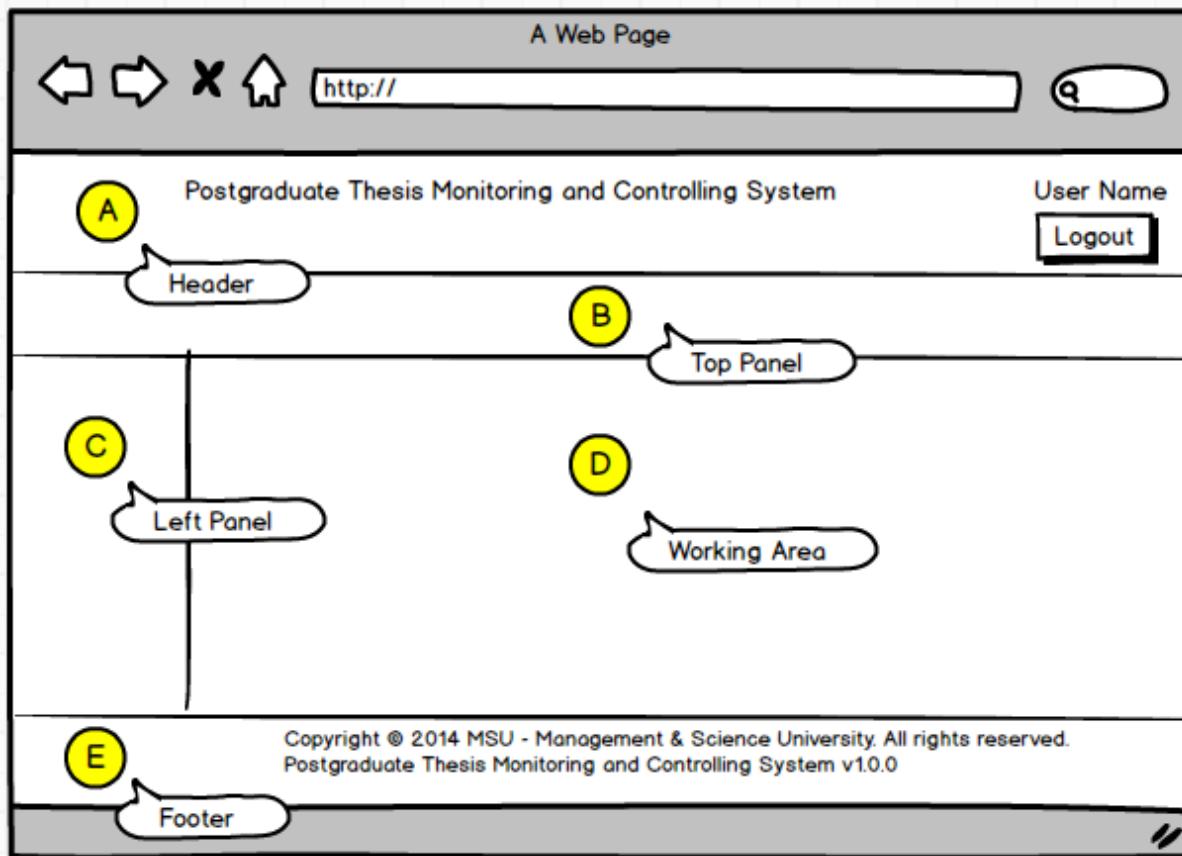


Figure 2: THEMES Screen Structure Design

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.

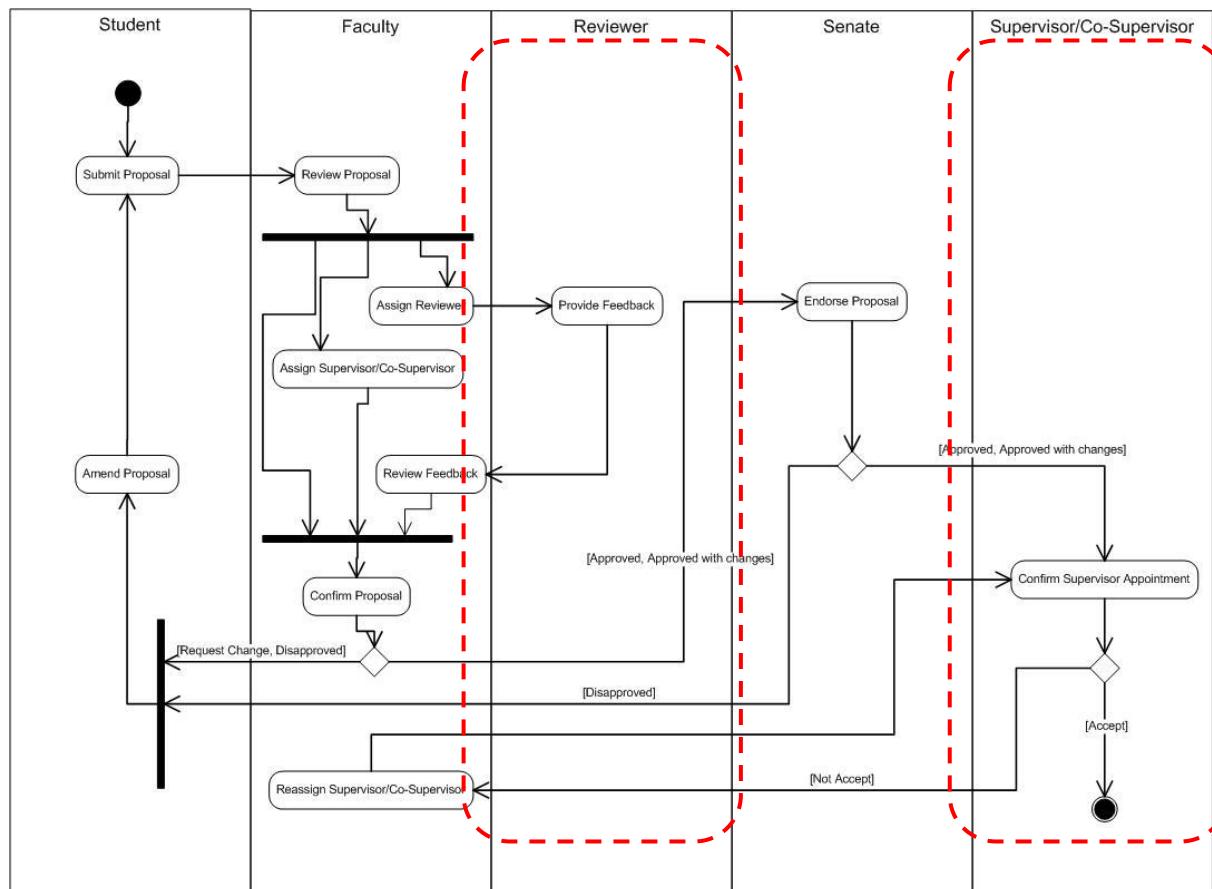


Figure 3: Thesis Proposal Submission Process Flow

3 USER LOGIN and LOGOUT

3.1 Login

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



Figure 4: 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 5: 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.

The screenshot shows the 'Change Password' page of the system. At the top, there is a navigation bar with tabs: Thesis, Monthly Progress Report, Message, Control Panel (which is highlighted in blue), and HELP. On the right side of the header, there is a user profile box for 'ADAM AMRIL BIN JAHARADAK' with language settings (English | Bahasa) and last login information (29-Jun-2015 01:17:31 PM). A 'Logout' button is also present. The main content area has a title 'Change Password'. Below it, there is a note: 'For security reason, please enter your Current Password'. There are three input fields: 'Current Password', 'New Password', and 'Verify Password'. At the bottom of the form are two buttons: 'Change Password' (in blue) and 'Reset'.

Figure 6: 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.

No	Thesis/Project ID	Matric No	Thesis Title	Cohort	Name	Status	Entry	Action
1.	T20150526001	012006051798		200605(01)PCS-F	ADAM AMRIL BIN JAHARADAK	ACTIVE		<button>View</button>
2.	T20150526002	012006051798		200605(01)PCS-F	ADAM AMRIL BIN JAHARADAK	ACTIVE		<button>View</button>
3.	T20150527001	012014111399	Development of a Visual Perceptual Specific Assessment Tool for Teaching and Learning Physics in Secondary School in Sri Lanka	201411(02)PMB-F	PIYATISSA MADAWALA LIYANAGE SHANAKA	ACTIVE	FRE	<button>View</button>
4.	T20150527002	012014030387	Testing process . ignore this data and email	201403(01)MBA-F	KIM SANG YONG	GRADUATED	FRE	<button>View</button>
5.	T20150527003	012014052281	The Impact of Strategic Orientation and Supply Chain Collaboration on Supply Chain Performance	201405(05)PMB-F	NACHIAPPAN A/L SUPPIAH	INACTIVE FRESH	FRE	<button>View</button>
6.	T20150602001	012014111396	Instructional Design Strategies for Interactive Online Courses Using Blended Approach	201411(02)PMB-F	CHAMILA NISHANTHI EDWARD	ACTIVE	FRE	<button>View</button>
7.	T20150612001	012013110572		201311(02)MBA-F	ABDUL HAFIZ BIN IBRAHIM	ACTIVE	FRE	<button>View</button>

Figure 7: Student Programme Tab

Pre-condition

- Supervisor/Co-Supervisor already accept invitation from Senate

Post-condition

- 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 **Search** 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.

The screenshot shows the 'Postgraduate Thesis Monitoring and Controlling System v1.0.0 * LIVE SYSTEM *'. The top navigation bar includes links for Thesis, Monthly Progress Report, Administration, Message, Control Panel, and HELP. On the left, there are tabs for Thesis Profile and Student Profile, with 'Thesis Profile' currently selected. Below the tabs is a sub-menu with four options: Student Profile (which is highlighted with a red box), Supervisor/Co-Supervisor, Subject Taken, and Thesis History. The main working area displays a student profile for 'KIM SANG YONG'. It includes personal details like Matric No: 012014030387, Programme: MBA - Master in Business Administration, and Manage By: SGS. It also shows academic information such as Intake: 201403(01)MBA-F, Thesis/Project ID: T20150527002, and Student Status: GRADUATED. A small portrait photo of the student is on the right. At the bottom of the working area is a 'Back to Student List' button.

Menu Tab for Student Profile, Thesis, Supervisor/Co-supervisor, Subject Taken, and Thesis History

Figure 8: Student Programme Tab

Steps:-

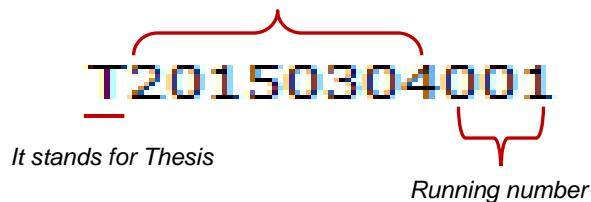
1. Click on the **Thesis** tab on the system **Top** panel section.
2. The **Student Programme** menu will be displayed on the system **Left** panel and click on it.
3. The other 5 tabs will be displayed on the **Working Area** section in which each tab will contain the information as mentioned previously.

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



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.

Student Programme		Student Programme							
		Student Profile	Thesis	Supervisor/Co-Supervisor	Subject Taken	Thesis History			
LIST OF SUPERVISOR/CO-SUPERVISOR									
No	Staff ID	Name	Faculty	Contact No	Email ID	Skype ID	Role		
1	S012013090015	AYE AYE KHIN	FBMP	016-2953006	aakin@msu.edu.my				Supervisor

Figure 9: 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.

Student Programme																							
Student Profile		Thesis		Supervisor/Co-Supervisor																			
				Subject Taken																			
SUBJECT TAKEN																							
<table><tr><td>Name</td><td>:</td><td>ABDUL HAFIZ BIN IBRAHIM</td><td></td><td></td><td></td></tr><tr><td>Matric No</td><td>:</td><td>012013110572</td><td></td><td></td><td></td></tr><tr><td>Cohort</td><td>:</td><td>201311(02)MBA-F</td><td></td><td></td><td></td></tr></table>						Name	:	ABDUL HAFIZ BIN IBRAHIM				Matric No	:	012013110572				Cohort	:	201311(02)MBA-F			
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 10: 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 till 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 11: 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.

No	Matric No	NRIC No	Passport No	Cohort	Name	Status	Entry	Action
1	012013110591	900101055291		201311(02)MAP-F	MUHAMAD FARIS BIN MUHAMAD DANIAL	ACTIVE	PRO	<button>View</button>
2	012006051798	750609016727		200605(01)PCS-F	ADAM AMRIL BIN JAHARADAK	ACTIVE		<button>View</button>
3	012013110572	840124145423		201311(02)MBA-F	ABDUL HAFIZ BIN IBRAHIM	ACTIVE	FRE	<button>View</button>
4	012007110306		E1815828	200711(02)RMB-F	MD KHADEMUL ISLAM	ACTIVE		<button>View</button>

Figure 12: 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 **Search** 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.

Menu Tab for Student Profile, Thesis, Supervisor/Co-supervisor, Subject Taken, and Thesis History

Figure 13: 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.

LIST OF SUPERVISOR/CO-SUPERVISOR							
No	Staff ID	Name	Faculty	Contact No	Email ID	Skype ID	Role
1	S012013090015	AYE AYE KHIN	FBMP	016-2953006	aakhin@msu.edu.my		Supervisor

Figure 14: 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					
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 15: 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 till 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 16: 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.

The screenshot shows the 'Supervisor Biodata' section of the system. At the top, there's a navigation bar with tabs like Thesis, Monthly Progress Report, Administration, Message, Control Panel, and HELP. On the left, a sidebar lists Supervisor Biodata, Invitation Acceptance, and Reviewer Feedback. The main area has a title 'Brief Biodata' with a sub-instruction 'Please enter your biodata here:-'. Below it is a large rich text editor toolbar. At the bottom of the editor area is an 'Update Biodata' button. Underneath the editor, there's an 'Attachment' section with a 'Add Attachment' button.

Figure 17: 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

The screenshot shows the 'Attachment' management page. It has a header 'Attachment' and a sub-section 'Add Attachment'. Below that, it says 'Searching Results:- 2 record(s) found.' A table lists two attachments: 'x1.doc' and 'x2.doc'. Each row has a 'Tick' checkbox (the first one is checked), a 'No.' column (1. 11111 and 2. 222222), a 'Document Description *' column, a 'Document Name' column, and a 'Download' column with a file icon. At the bottom are 'Update' and 'Delete' buttons. A note section at the bottom right provides instructions: 1. The attachment could be your CV or any supporting documents. 2. Field marks with (*) is compulsory. 3. Please tick the checkbox before click Update or Delete button.

Figure 18: 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 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.

Thesis	Monthly Progress Report	Administration	Message	Control Panel	HELP																																																	
Supervisor Biodata																																																						
Invitation Acceptance																																																						
Reviewer Feedback																																																						
<h3>Invitation Acceptance</h3> <p>List of Thesis Please enter searching criteria below:-</p>																																																						
Thesis/Project ID :		<input type="text"/>		<input type="button" value="Search"/>																																																		
Matrix No :		<input type="text"/>		<input type="button" value="Search"/>																																																		
Student Name :		<input type="text"/>		<input type="button" value="Search by Name Only"/> Note: If no entry is provided, it will search all.																																																		
<p>Searching Results:-</p> <table border="1"> <thead> <tr> <th>Tick</th><th>No.</th><th>Student Name</th><th>Staff Role</th><th>Thesis ID</th><th>Thesis / Project Title</th><th>Senate Approval Date</th><th>Reply Date (Due Date)</th><th>Acceptance Remarks</th><th>Attachment by Student</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td><td>1.</td><td>ABDUL HAFIZ BIN IBRAHIM (012013110572)</td><td>Supervisor  Partners</td><td>T20150612002</td><td>Testing v1 testing v1 tRead more..</td><td>12-Jun-2015</td><td>19-Jun-2015</td><td>Acceptance Date: 12-Jun-2015  Enter Remarks</td><td>s1.txt </td></tr> <tr> <td><input type="checkbox"/></td><td>2.</td><td>MUHAMMAD FARIS BIN MUHAMMAD DANIAL (012013110591)</td><td>Supervisor  Partners</td><td>T20150613001</td><td>Thesis / Project Title</td><td>13-Jun-2015</td><td>20-Jun-2015</td><td>Acceptance Date: 13-Jun-2015  Enter Remarks</td><td>No attachment</td></tr> <tr> <td><input type="checkbox"/></td><td>3.</td><td>ADAM AMRIL BIN JAHARADAK (012006051798)</td><td>Supervisor  Partners</td><td>T20150626001</td><td>Testing Functionality . Please ignore. Test version 1.0 Example Software engineering is the study ahead more..</td><td>26-Jun-2015</td><td>03-Jul-2015</td><td>Acceptance Date: 01-Nov-2014  Enter Remarks</td><td>No attachment</td></tr> <tr> <td><input type="checkbox"/></td><td>4.</td><td>MD KHADEMUL ISLAM (012007110306)</td><td>Supervisor  Partners</td><td>T20150626002</td><td>Thesis / Project Title</td><td>26-Jun-2015</td><td>03-Jul-2015</td><td>Acceptance Date: 26-Jan-2015  Enter Remarks</td><td>supportsttj.txt </td></tr> </tbody> </table>					Tick	No.	Student Name	Staff Role	Thesis ID	Thesis / Project Title	Senate Approval Date	Reply Date (Due Date)	Acceptance Remarks	Attachment by Student	<input type="checkbox"/>	1.	ABDUL HAFIZ BIN IBRAHIM (012013110572)	Supervisor  Partners	T20150612002	Testing v1 tRead more..	12-Jun-2015	19-Jun-2015	Acceptance Date: 12-Jun-2015  Enter Remarks	s1.txt 	<input type="checkbox"/>	2.	MUHAMMAD FARIS BIN MUHAMMAD DANIAL (012013110591)	Supervisor  Partners	T20150613001	Thesis / Project Title	13-Jun-2015	20-Jun-2015	Acceptance Date: 13-Jun-2015  Enter Remarks	No attachment	<input type="checkbox"/>	3.	ADAM AMRIL BIN JAHARADAK (012006051798)	Supervisor  Partners	T20150626001	Testing Functionality . Please ignore. Test version 1.0 Example Software engineering is the study ahead more..	26-Jun-2015	03-Jul-2015	Acceptance Date: 01-Nov-2014  Enter Remarks	No attachment	<input type="checkbox"/>	4.	MD KHADEMUL ISLAM (012007110306)	Supervisor  Partners	T20150626002	Thesis / Project Title	26-Jun-2015	03-Jul-2015	Acceptance Date: 26-Jan-2015  Enter Remarks	supportsttj.txt 
Tick	No.	Student Name	Staff Role	Thesis ID	Thesis / Project Title	Senate Approval Date	Reply Date (Due Date)	Acceptance Remarks	Attachment by Student																																													
<input type="checkbox"/>	1.	ABDUL HAFIZ BIN IBRAHIM (012013110572)	Supervisor  Partners	T20150612002	Testing v1 tRead more..	12-Jun-2015	19-Jun-2015	Acceptance Date: 12-Jun-2015  Enter Remarks	s1.txt 																																													
<input type="checkbox"/>	2.	MUHAMMAD FARIS BIN MUHAMMAD DANIAL (012013110591)	Supervisor  Partners	T20150613001	Thesis / Project Title	13-Jun-2015	20-Jun-2015	Acceptance Date: 13-Jun-2015  Enter Remarks	No attachment																																													
<input type="checkbox"/>	3.	ADAM AMRIL BIN JAHARADAK (012006051798)	Supervisor  Partners	T20150626001	Testing Functionality . Please ignore. Test version 1.0 Example Software engineering is the study ahead more..	26-Jun-2015	03-Jul-2015	Acceptance Date: 01-Nov-2014  Enter Remarks	No attachment																																													
<input type="checkbox"/>	4.	MD KHADEMUL ISLAM (012007110306)	Supervisor  Partners	T20150626002	Thesis / Project Title	26-Jun-2015	03-Jul-2015	Acceptance Date: 26-Jan-2015  Enter Remarks	supportsttj.txt 																																													

Figure 19: 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

8.1 Enter Remarks

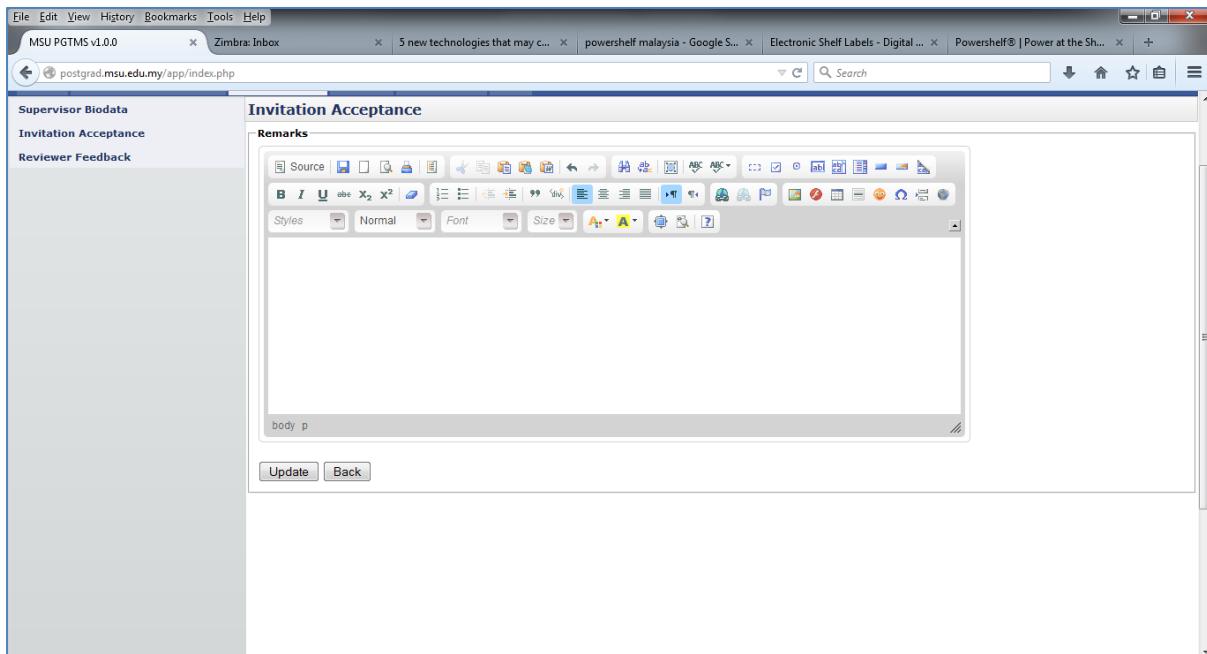


Figure 20: Invitation Acceptance - Remark

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

The screenshot displays the 'Outline of Cased Study' page. It includes three main sections: 'Verification by Faculty', 'Endorsement by Senate', and 'Introduction'.
Verification by Faculty:
Verification Status : Approved
Verified By : ABDOL ALI KHATIBI
Verified Date : 18-May-2015
Remarks :
Endorsement by Senate:
Endorsement Status : Approved
Endorsed By : senate
Endorsed Date : 18-May-2015
Remarks :
Introduction:
Thesis Title : Software Testing v1.0
Thesis Type : Case Study
Software testing is an investigation conducted to provide stakeholders with information about the quality of the product or service under test.^[1] Software testing can also provide an objective, independent view of the software to allow the business to appreciate and understand the risks of software implementation. Test techniques include the process of executing a program or application with the intent of finding **software bugs** (errors or other defects).
It involves the execution of a software component or system component to evaluate one or more properties of interest. In general, these properties indicate the extent to which the component

Objective	: <ul style="list-style-type: none">• meets the requirements that guided its design and development,• responds correctly to all kinds of inputs,• performs its functions within an acceptable time,• is sufficiently usable,• can be installed and run in its intended environments, and• achieves the general result its stakeholders desire.			
Brief Description	: <p>As the number of possible tests for even simple software components is practically infinite, all software testing uses some strategy to select tests that are feasible for the available time and resources. As a result, software testing typically (but not exclusively) attempts to execute a program or application with the intent of finding software bugs (errors or other defects).</p> <p>Software testing can provide objective, independent information about the quality of software and risk of its failure to users and/or sponsors.^[1]</p>			
Discussion status with Lecturer	: Yes			
Discussion Details				
No	Lecturer Name	Meeting Date	Meeting Time	Remark
1				
Back				

Figure 21: 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 :
Student Name : 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
<input type="checkbox"/>	ABDUL HAFIZ BIN 1. 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.

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) liaise 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 22: 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.

Supervisor Biodata		Reviewer Feedback										
Invitation Acceptance		List of Thesis Proposal for Reviewer Feedback										
Reviewer Feedback		Tick	No.	Feedback Status	Feedback Date	Student Name	Thesis ID / Project ID	Thesis / Project Title	Due Date (to reply)	Reviewer Feedback	Attachment by Student	Request Extension (if needed)
		<input type="checkbox"/>	1.			ADAM AMRIL BIN JAHARADAK (012006051798)	T20150518003	Smart Markete v1.0	25-May-2015	Enter feedback here	No attachment	You still have time to provide feedback.
<p>Notes:</p> <ol style="list-style-type: none"> 1. Please enter your Reviewer Feedback above and submit it before the due date. 2. Or otherwise you may need to request for date extension from the Faculty. <p>Submit Feedback</p>												

Figure 23: 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

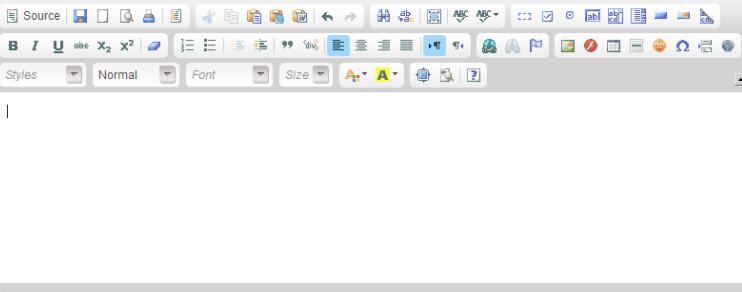
Supervisor Biodata	Reviewer Feedback
Invitation Acceptance	Remarks by Faculty to Reviewer By : ABDOL ALI KHATIBI Date : 18-May-2015 Remarks :
Reviewer Feedback	Remarks by Reviewer to Faculty By : AYE AYE KHN Date : 18-May-2015
	
	Remarks * :
	Reason for Requesting Extension Requested Date : Reason :

Figure 24: 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

Reviewer Feedback
Outline of Proposed Research/Case Study
Thesis ID : T2015018003 Proposal Date : 18-May-2015 Proposal Title : Smart Market v1.0 Proposal Type : Research
A "smart market" is a periodic auction which is cleared by the operations research technique of mathematical optimization, such as linear programming. The smart market is operated by a market manager. Trades are not bilateral, between pairs of people, but rather to or from a pool. A smart market can assist market operation when trades would otherwise have significant transaction costs or externalities.
Introduction

Objective Compared to traditional market structures, a smart market substantially reduces transaction costs, allows competition which would not be possible otherwise, and can eliminate externalities. Despite complex constraints, a smart market allows the benefits of a modern financial exchange system. Fulfilment of the contract is backed by the exchange; parties are generally anonymous; the market manager enforces regulation to ensure fairness and transparency; and markets are orderly, especially during stressful conditions.	Brief Description A smart market may be a one-sided auction in which participants buy from the market manager, a one-sided procurement (reverse auction) in which participants sell to the market manager, or two-sided, in which the market manager balances supplying participants with demanding participants. In a two-sided smart market, the market manager may be a net seller, a net buyer, or simply a revenue-neutral broker.												
Discussion Details <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>Lecturer Name</th> <th>External Lecturer</th> <th>Meeting Date</th> <th>Meeting Time</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td colspan="6">No record found!</td> </tr> </tbody> </table>		No	Lecturer Name	External Lecturer	Meeting Date	Meeting Time	Notes	No record found!					
No	Lecturer Name	External Lecturer	Meeting Date	Meeting Time	Notes								
No record found!													
Back													

Figure 25: Thesis Detail

Steps:-

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

9.3 Submit Feedback

Reviewer Feedback											
List of Thesis Proposal for Reviewer Feedback											
	Tick	No.	Feedback Status	Feedback Date	Student Name	Thesis ID / Project ID	Thesis / Project Title	Due Date (to reply)	Reviewer Feedback	Attachment by Student	Request Extension (if needed)
<input checked="" type="checkbox"/>	1.				ADAM AMRIL BIN JAHARADAK (012006051798)	T20150518003	Smart Markete v1.0	25-May-2015	 Edit Feedback	No attachment	You still have time to provide feedback.
Notes: 1. Please enter your Reviewer Feedback above and submit it before the due date. 2. Or otherwise you may need to request for date extension from the Faculty.											
Submit Feedback											

Figure 26: Feedback Submission

Steps:-

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

10 MONTHLY PROGRESS REPORT

10.1 Progress Report History

The screenshot shows the 'Postgraduate Thesis Monitoring and Controlling System v1.0.0 * LIVE SYSTEM *'. The top navigation bar includes 'Thesis', 'Monthly Progress Report' (which is highlighted in blue), 'Administration', 'Message 1', 'Control Panel', and 'HELP'. On the right, there's a user profile for 'AYE AYE KHIN' with the language set to English | Bahasa and last login on 29-Jun-2015 at 01:11:27 PM, with a 'Logout' button.

The main content area is titled 'Progress Report History' under 'List Monthly Progress Report'. It features a search bar with fields for 'Thesis / Project ID', 'Matrix No.', and 'Student Name', along with a 'Search' button and a note: 'Note: If no entry is provided, it will search all.' Below the search bar is a table titled 'Searching Results:-' with columns for 'No.', 'Matrix No.', 'Student Name', and 'Action'. The table contains four rows of data:

No.	Matrix No.	Student Name	Action
1.	012013110572	ABDUL HAFIZ BIN IBRAHIM	View Detail
2.	012013110591	MUHAMAD FARIS BIN MUHAMAD DANIAL	View Detail
3.	012006051798	ADAM AMRIL BIN JAHARADAK	View Detail
4.	012007110306	MD KHADEMUL ISLAM	View Detail

Figure 27: 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						
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 28: 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 29: Thesis Detail

Steps:-

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

Progress Report History								
Report Details - VIEW								
Report Status : Request Changes								
Report for Month of : March 2015								
Submitted Date : 01-Jun-2015								
Reference No. : R20150601003								
Student Matrix No : 012014030387								
Student Name : KIM SANG YONG								
Thesis / Project ID : T20150601001								
Meeting Details								
No	Meeting Date	Meeting Start Time	Meeting End Time					
1.	02-Jun-2015	07:00 AM	08:00 AM					
Partner(s)								
No	Role	Staff ID	Name	Faculty	View Report	Status	Last Update	
1.	Co-Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS		Pending		
Back								
Content of Discussion								
<input checked="" type="checkbox"/> Chapter I. Introduction , Subchapter I. Intro								
<input type="checkbox"/> Chapter II. Objective , Subchapter I. Object								
<input type="checkbox"/> Chapter III. Content , Subchapter I. Index								

Figure 30: 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

No	Staff Role	Student Matrix No.	Student Name	Thesis / Project ID	Monthly Progress Report	Status	Action
1.	Supervisor	012013110572	ABDUL HAFIZ BIN IBRAHIM	T20150612002	Report for September 2015 submitted on 12-Jun-2015 07:13:54 PM Ref. No: R20150612003	Approved	View
2.	Supervisor	012013110591	MUHAMAD FARIS BIN MUHAMAD DANIAL	T20150613001	Report for July 2015 submitted on 13-Jun-2015 12:25:48 PM Ref. No: R20150613001	Approved	View
3.	Supervisor	012006051798	ADAM AMRIL BIN JAHARADAK	T20150626001	Report for June 2015 submitted on 26-Jun-2015 11:31:04 AM Ref. No: R201506260001	Pending	Update
4.	Supervisor	012006051798	ADAM AMRIL BIN JAHARADAK	T20150626001	Report for March 2015 submitted on 26-Jun-2015 11:57:12 AM Ref. No: R201506260004	Pending	Update
5.	Supervisor	012006051798	ADAM AMRIL BIN JAHARADAK	T20150626001	Report for February 2015 submitted on 26-Jun-2015 11:50:18 AM Ref. No: R201506260004	Pending	Update

Figure 31: 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)
7. On the **Monthly Progress Report** column shown the report for which month that has been sent by the student

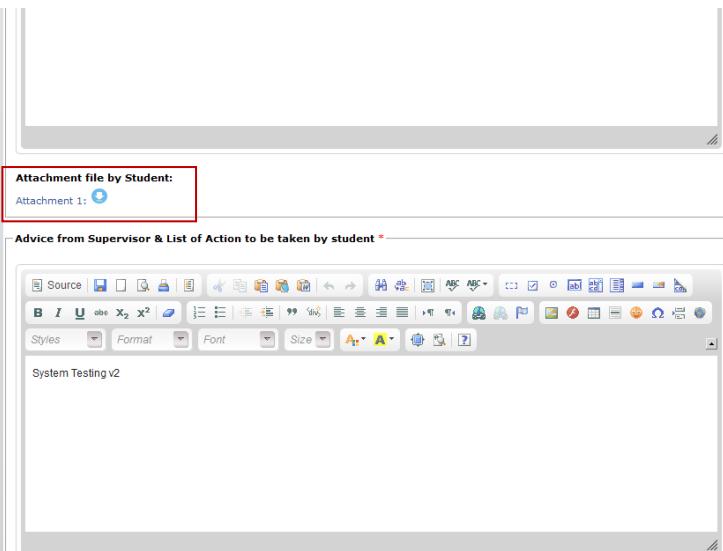
10.2.1 View Progress Report Detail

Review Progress Report							
Report Details							
Report Status	: Request Changes						
Report for Month of	: March 2015						
Submitted Date	: 01-Jun-2015 04:07 PM						
Reference No.	: R20150601003						
Student Matrix No	: 012014030387						
Student Name	: KIM SANG YONG						
Thesis / Project ID	: T20150601001						
Meeting Details							
No	Meeting Date	Meeting Start Time	Meeting End Time				
1.	02-Jun-2015	07:00 AM	08:00 AM				
Partner(s)							
No	Role	Staff ID	Name	Faculty	View Feedback	Status	Last Update
1.	Co-Supervisor	S012013100003	ADEL AKHAVANMALAYERI	IMS		Pending	
Back							
Content of Discussion							
<input checked="" type="checkbox"/> Chapter I. Introduction , Subchapter I. Intro <input type="checkbox"/> Chapter II. Objective , Subchapter I. Object <input type="checkbox"/> Chapter III. Content , Subchapter I. Index							

Figure 32: 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.



Attachment file by Student:
 Attachment 1: 

Advice from Supervisor & List of Action to be taken by student *

System Testing v2

Figure 33: Progress Report Detail

10.2.2 Review Progress Report

Report Details

Report Status : Pending
 Report for Month of : January 2015
 Submitted Date : 02-Jun-2015 10:32 AM
 Reference No. : R20150602001
 Student Matrix No : 012013110572
 Student Name : ABDUL HAFIZ BIN IBRAHIM
 Thesis / Project ID : T20150602001

Meeting Details

No	Meeting Date	Meeting Start Time	Meeting End Time
No record found!			

Partner(s)

No	Role	Staff ID	Name	Faculty	View Feedback	Status	Last Update
No record found!							

Note:
 Possible Reasons:-
 1. Supervisor/Co-Supervisor is yet to be assigned
 2. Pending approval by the Senate.
 3. If already assigned, it could be the Supervisor/Co-Supervisor pending to accept

[Back](#)

Figure 34: 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)

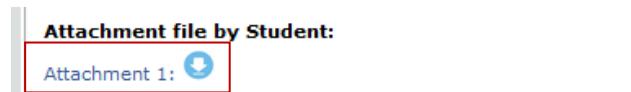


Figure 35: Progress Report Detail

Description of topic or Issues facing by Student *

System Testing v2

Figure 36: Issue facing by Student

Advice from Supervisor & List of Action to be taken by student *

System Testing v2

Attachment file by Student:
Attachment 1:

Attachment file by Supervisor/Co-Supervisor:

Notes:
1. Field marks with (*) is compulsory.

Figure 37: Advice from Supervisor

10.2.2.1 Upload Attachment

The screenshot shows a web-based application interface titled 'Attachment'. At the top left is a red box highlighting the 'Add Attachment' button. Below it, a message says 'Searching Results:- 0 record(s) found.' A table header row includes columns for 'Tick', 'No', 'Document Description *', 'Document Name', and 'Download'. A note below the table states 'No record found!'. A 'Notes:' section contains two items: '1. Field marks with (*) is compulsory.' and '2. Please tick the checkbox before click Update or Delete button.' At the bottom are buttons for 'Back', 'Update', and 'Delete'.

Figure 38: 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

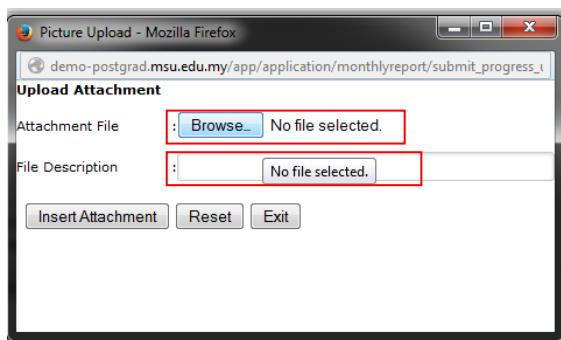


Figure 39: Browse

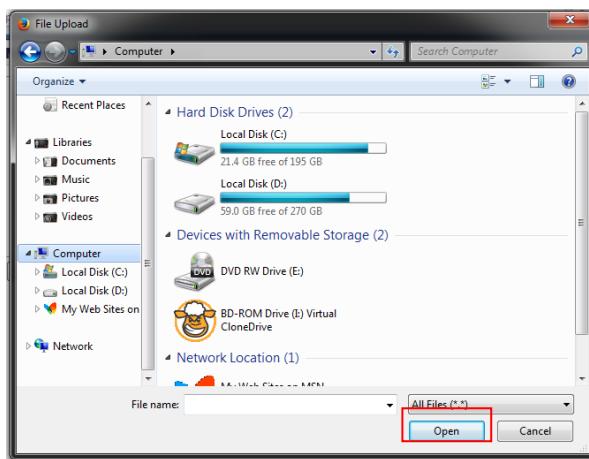


Figure 40: Choose Attachment

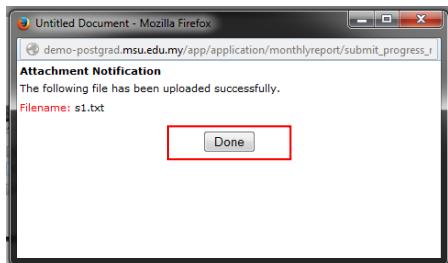


Figure 41: Finish Upload

Searching Results:- 1 record(s) found.				
Tick	No	Document Description *	Document Name	Download
<input type="checkbox"/>	1.	attachment 1	s1.txt	

Notes:
1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

Back Update Delete

Figure 42: 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)

Attachment (1)

Figure 43: Finish uploading

Notes:
1. Field marks with (*) is compulsory.

Save Request Change Approved Back

Figure 44: Supervisor Decision

11 Review Thesis for VIVA

11.1 Review Thesis

The screenshot shows the 'Review Thesis' section of the system. It features a search interface with fields for 'Thesis / Project ID' and 'Matrix No.', a 'Search' button, and a note stating 'Note: If no entry is provided, it will search all.' Below the search area is a 'Notes:' section with a single item: '1. By default, all the thesis for viva evaluation that has been submitted will be displayed'. A table titled 'Searching Results:- 1 record(s) found.' displays one record:

No	Thesis / Project ID	Student Name (Student Matrix No.)	Session Date	Submitted Date	Status	Action
1.	T20150619001	ABDUL HAFIZ BIN IBRAHIM (012013110572)	29-Oct-2015, 10:30AM to 12:00PM, Hall B	16-Oct-2015 09:55AM	Submitted	<input type="button" value="Update"/>

Figure 45: Review Thesis

Pre-condition

1. After Student submitted thesis for VIVA

Post-condition

1. Can request changes and review student thesis
2. Can submit thesis for VIVA evaluation

Steps:-

1. Click on the **Thesis Evaluation/VIVA** tab on the **Top** panel
2. Click on the **Review Thesis** menu on the **Left** panel
3. System will display the thesis for viva that need to be submitted by user.

11.1.1 Review Thesis

Review Thesis

Review Thesis Details

Thesis / Project ID	:	T20150619001
Student Matrix No	:	S012013090015
Student Name	:	ABDUL HAFIZ BIN IBRAHIM
Evaluation Schedule	:	29-Oct-2015, 10:30AM to 12:00PM, Hall B

List of Supervisor/Co-Supervisor

No	Role / Acceptance Date	Staff ID	Name	Faculty
1.	Supervisor 19-Jan-2014	S01201310003	ADEL AKHAVANMALAYERI	IMS

List of Partner(s) in Evaluation Committee

No	Role	Staff ID	Name	Faculty	Assigned Date	Acceptance Status
No record found!						

Note:
Possible Reasons:-
1. Evaluation Committee is yet to be assigned.
2. If already assigned, it could be the Committee Member is pending to accept.

Figure 46: Review Thesis

Attachment by Student

viva1.docx

Comment:

To upload attachment

Attachment

Figure 47: Review Thesis

Pre-condition

1. Student must submitted thesis for VIVA

Post-condition

1. Can request changes and review student thesis
2. Can submit thesis for VIVA evaluation

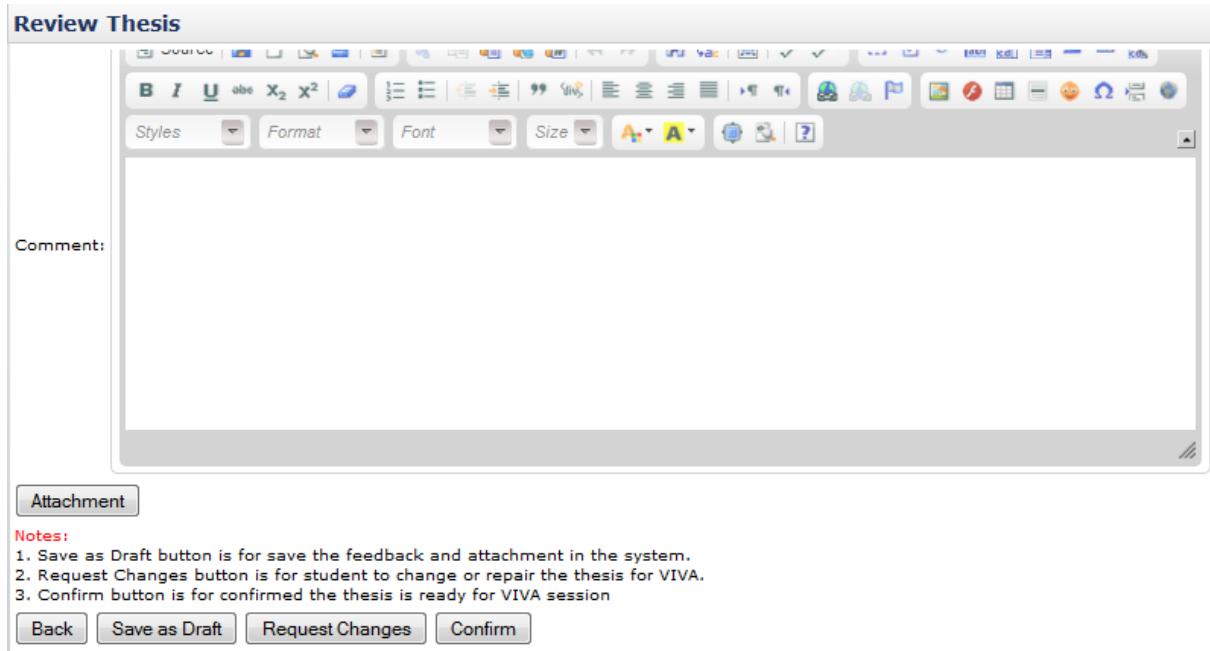


Figure 48: Review Thesis

Steps:-

1. To insert comment or remarks, insert detail into text field provided shown on figure 47
2. To save comment or remark, click **Save as Draft** button (refer figure 47)
3. To make a request changes to a student, click **Request Changes** button (refer figure 47)
4. To verified or confirm the thesis and proceed to viva evaluation, click **Confirm** button.
5. To upload thesis, click **Attachment** button (refer figure 47 & refer figure 48)

11.1.1.1 Upload attachment

The screenshot shows a web-based application titled 'Review Thesis'. In the top right corner, there is a red box highlighting the 'Add Attachment' button. Below it, a message says 'Searching Results:- 0 record(s) found.' There are columns for 'Document Description *', 'Document Name', and 'Download'. At the bottom, there are buttons for 'Back', 'Update', and 'Delete', with the 'Update' and 'Delete' buttons also highlighted by a red box. Notes at the bottom instruct: 1. Field marks with (*) is compulsory. 2. Please tick the checkbox before click Update or Delete button.

Figure 49: Upload Attachment

Post-condition

1. Document Description can be update
2. Attachment can be deleted

Steps:-

1. To upload attachment/thesis click **Add Attachment** button (refer figure 48)
2. Then popup like figure 49 will appear and click **browse** button.
3. Choose necessary file for upload like figure 68 and click **Open** button.
4. After done choose file for upload. Insert file description and click **Insert Attachment** button to proceed.
5. Then click **Done** button (refer figure 52)
6. To change file and file description, click **Reset** button.
7. To stop from uploaded or close popup windows. Click **Exit** button or (X) windows button.

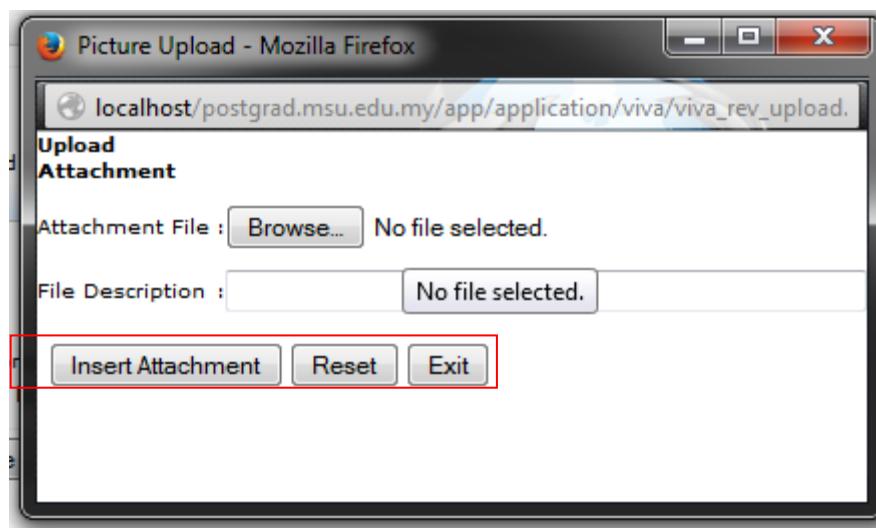


Figure 50: Upload Attachment

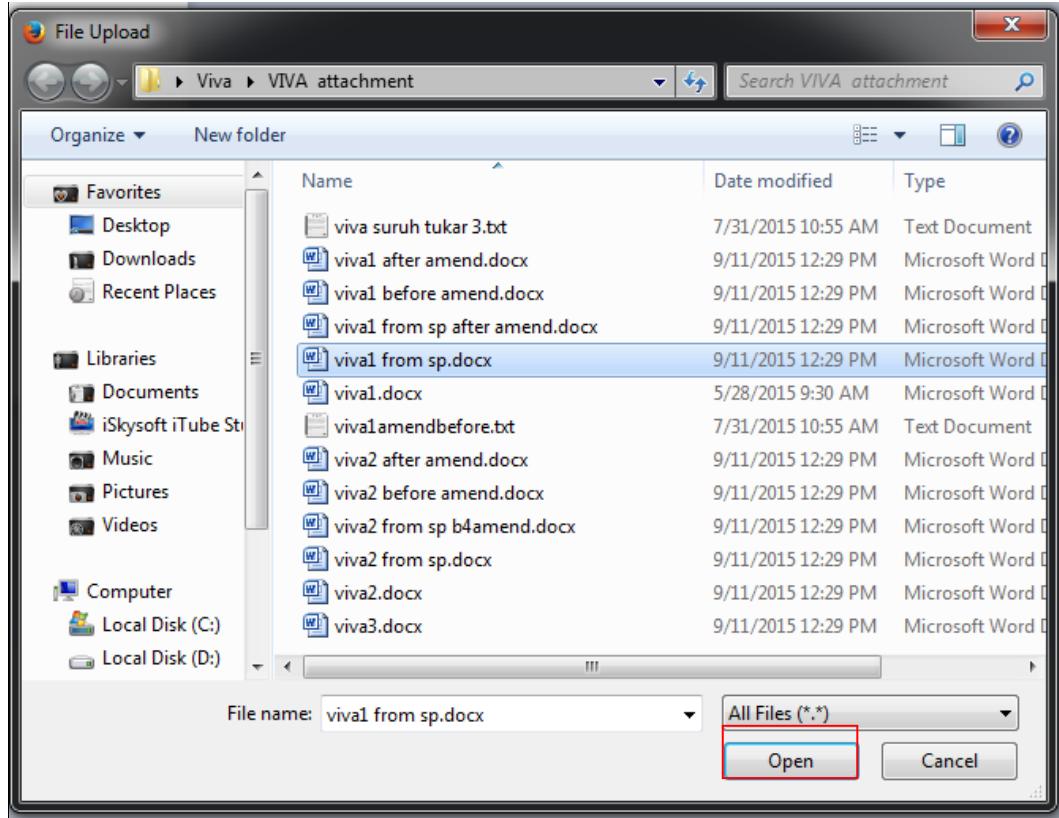


Figure 51: Upload Attachment

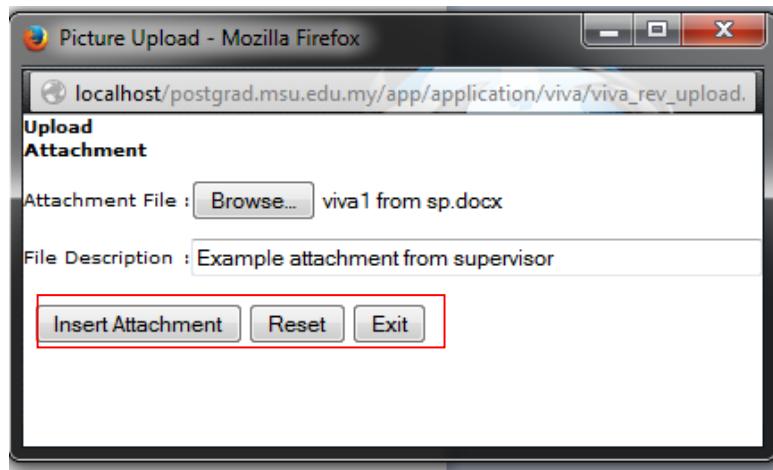


Figure 52: Upload Attachment

8. Continue from step 5, to update file/document description. Change the text inside text field provided. Then tick the checkbox placed on the far left side and click **Update** button. (refer figure 53)
9. To download file uploaded, click  button. (refer figure 53)
10. To delete uploaded file, tick the checkbox on the far left side of the table and click **Delete** button afterward. (refer figure 53)
11. Figure 72 is example of picture indicate number of uploaded file
12. To upload another file, repeat step 1
13. To go back to previous pages. Click **Back** button.

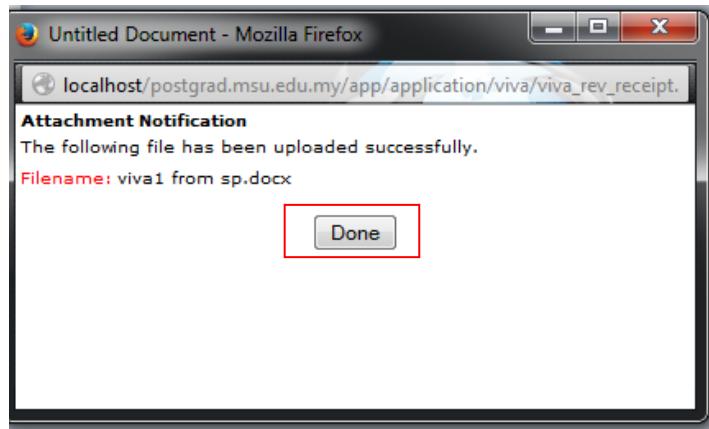
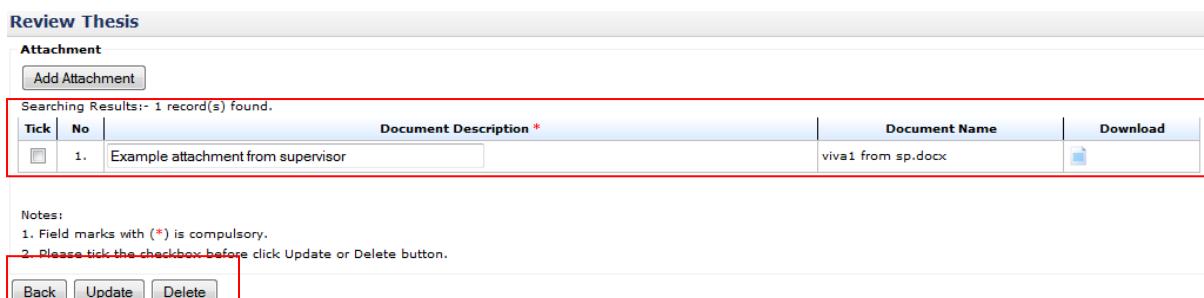


Figure 53: Upload Attachment



Tick	No	Document Description *	Document Name	Download
<input type="checkbox"/>	1.	Example attachment from supervisor	viva1 from sp.docx	

Notes:

1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

Back Update Delete

Figure 54: Upload Attachment



Figure 55: Indicate number of attachment uploaded

12 VIVA Evaluation

12.1 Viva Evaluation

Viva Evaluation

Please enter searching criteria below:-

Thesis / Project ID :

Matrix No : Search Note: If no entry is provided, it will search all.

Notes:
1. VIVA evaluation report will appear if the invitation has been accepted & student has submitted the thesis.

Searching Results:- 1 record(s) found.

No	Thesis / Project ID	Student Name (Student Matrix No.)	Session Date	Result Status	Viva Report Status	Action
1.	T20150619001	ABDUL HAFIZ BIN IBRAHIM (012013110572)	22-Oct-2015 , 09:00AM to 09:30AM , Hall A		None	Add

Figure 56: Review Thesis

Pre-condition

1. After Supervisor verified thesis for VIVA
2. After Accept Invitation

Post-condition

1. Can submit viva evaluation report

Steps:-

1. Click on the **Thesis Evaluation/VIVA** tab on the **Top** panel
2. Click on the **VIVA Evaluation** menu on the **Left** panel
3. System will display list of evaluation report

Viva Evaluation

Supervisor Report

Thesis / Project ID : T20150619001
 Student Matrix No : 012013110572
 Student Name : ABDUL HAFIZ BIN IBRAHIM
 Evaluation Schedule : 22-Oct-2015, 09:00AM to 09:30AM, Hall A

List of Evaluation Panel on VIVA

No	Role / Acceptance Date	Staff ID	Name	Faculty	Status	Last Update	Feedback
1.	Chairman	L762	FADZILAH AINI BINTI MAHAMAD SHAHARIN	CFS	Not Submitted Yet		

SECTION A: OVERALL STYLE AND ORGANIZATION

No	Description	Rate	Comments
1	In terms of contents, the Thesis title is	1-not appropriate at all	
2	In terms of conciseness, the abstract is	1-not concise at all	
3	In terms of clarity of presentation, the Thesis is	1-not clear at all	

Figure 57: Review Thesis

Viva Evaluation

Other Comment

SECTION B: MAJOR REVISIONS REQUIRED (if any)
Please use additional sheet if required

SECTION C: OTHER COMMENTS
For example: Suitability for publication and award, if any. Please use additional sheet if required

List of field need to answer

Text field provided for evaluation report

Figure 58: Review Thesis

Viva Evaluation

SECTION D: Recommendation

No	Components	Recommendation
1	Pass	<input checked="" type="radio"/>
2	Pass with minor correction	<input type="radio"/>
3	Pass with major correction	<input type="radio"/>
4	Pass with major correction and required for re-examination	<input type="radio"/>
5	Fail	<input type="radio"/>

Figure 59: Review Thesis

Recommendation result

Viva Evaluation

SECTION E: OVERALL COMMENT ON STUDENT

As a Examiner, how do you asses your student on the following grounds. Please rate how strongly you agree or disagree with the statement about the candidate on the following ground

No	Components	Ratings
1	Student is confident of what he/she has presented based on research findings	1-Strongly Disagree ▾
2	Students has put enough effort in conducting his research	1-Strongly Disagree ▾
3	Student has shown sincerity in his/her work	1-Strongly Disagree ▾
4	Student has been honest with his/her work	1-Strongly Disagree ▾

Other Comments

Notes:
1. Submit button is for submit amendments on thesis to supervisor for review.

Back Save as Draft Submit

List of field need to be answer

Figure 60: Review Thesis

Steps:-

1. Click on **Add** button to proceed (refer figure 55)
2. This page will display every single detail that need to be answer same as report given in VIVA evaluation
3. To save the detail, click **Save as Draft**. (refer figure 59)
4. To submit evaluation report, click **Submit** button (refer figure 59)

13 Review Amendment on Thesis

13.1 Review Feedback from External Examiner

No	Reference No	Thesis / Project ID	Student Name (Student Matrix No)	Session Date	Submitted Date	Amendment Status	Confirm Status	Action
1.	R201510190001	T20150619001	ABDUL HAFIZ BIN IBRAHIM (012013110572)	22-Oct-2015, 09:00AM to 09:30AM, Hall A	19-Oct-2015 03:23:07 AM	Submitted	Not Confirmed	<button>Update</button>

Figure 61: Review Feedback from External Examiner

Pre-condition

1. Student must submit thesis and verified by supervisor first
2. Review can be made after the date of VIVA evaluation
3. Student must submit amendment first.

Post-condition

1. Comment on amendment.
2. Amendment confirmation

Steps:-

1. Click on the **Thesis Evaluation/VIVA** tab on the **Top** panel
2. Click on the **Review Amendment On Thesis** menu on the **Left** panel
3. System will display list of amendment

Review Amendmentst On Thesis				
Amendment Details				
Reference No	:	R201510190001		
Thesis / Project ID	:	T20150619001		
Student Matrix No	:	012013110572		
Student Name	:	ABDUL HAFIZ BIN IBRAHIM		
Evaluation Schedule	:	22-Oct-2015, 09:00AM to 09:30AM, Hall A		
List of Amendment				
Tick	No	Feedback of External Examiner	Comment	Status
<input type="checkbox"/>	1	Example 1 after update		Not Confirmed Yet
<input type="checkbox"/>	2	Example 2		Not Confirmed Yet
<input type="button" value="Update"/> <input type="button" value="Confirm"/>				
Attachment by Student viva1 before amend.docx				

Figure 62: Review Feedback of External Examiner

Review Amendmentst On Thesis				
Amendment Details				
Reference No	:	R201510190001		
Thesis / Project ID	:	T20150619001		
Student Matrix No	:	012013110572		
Student Name	:	ABDUL HAFIZ BIN IBRAHIM		
Evaluation Schedule	:	22-Oct-2015, 09:00AM to 09:30AM, Hall A		
List of Amendment				
Tick	No	Feedback of External Examiner	Comment	Status
<input type="checkbox"/>	1	Example 1 after update	example comment from supervisor	Not Confirmed Yet
<input type="checkbox"/>	2	Example 2	Confirm this feedback	Confirmed by Main Supervisor
<input type="button" value="Update"/> <input type="button" value="Confirm"/>				
Attachment by Student viva1 before amend.docx				
Notes: 1. Submit button is for submit amendments on thesis to faculty for remarks.				
<input type="button" value="Back"/> <input type="button" value="Request Changes"/> <input type="button" value="Confirm All"/>				

Figure 63: Review Feedback of External Examiner

Steps:-

1. To comment on each feedback of external examiner listed by student. Insert comment or remark into text field provided. Then tick the check box on the far left side of the table and click **Update** button. (refer figure 61 & figure 62)
2. To confirm the feedback of external examiner, tick the check box on the far left side of the table and click **Confirm** button (refer figure 61 & figure 62)
3. To download attachment attach by student, click on link shown like figure 62
4. To ask student for change the feedback, click **Request Changes**. (refer figure 62)
5. To confirm all the feedback listed and proceeds with amendment. Click **Confirm All** button.

13.2 Review Amendment on Thesis

No.	Reference No.	Thesis / Project ID	Student Name (Student Matrix No.)	Session Date	Submitted Date	Amendment Status	Confirm Status	Action
1.	R201510190001	T20150619001	ABDUL HAFIZ BIN IBRAHIM (012013110572)	22-Oct-2015, 09:00AM to 09:30AM, Hall A	19-Oct-2015 07:25:35 AM	Submitted	Feedback by Examiner Confirmed	<button>Update</button>

Figure 64: Review Amendment on Thesis

Pre-condition

1. Student must submit thesis and verified by supervisor first
2. Review can be made after the date of VIVA evaluation
3. Student must submit amendment first.
4. Feedback of external examiner must be confirmed by supervisor first

Post-condition

1. Comment on amendment.
2. Amendment confirmation

Steps:-

1. Click on the **Thesis Evaluation/VIVA** tab on the **Top** panel
2. Click on the **Review Amendment On Thesis** menu on the **Left** panel
3. System will display list of amendment

Review Amendmentst On Thesis					
Amendment Details			Space for comment the feedback		List of feedback of external examiner listed by student
Reference No : R20151019001 Thesis / Project ID : T20150619001 Student Matrix No : 012013110572 Student Name : ABDUL HAFIZ BIN IBRAHIM Evaluation Schedule : 22-Oct-2015, 09:00AM to 09:30AM, Hall A					
List of Amendment					
Tick	No	Feedback of External Examiner	Amendment Based on the comment from External Examiner (Please specify the page number)	Comment	Status
<input type="checkbox"/>	1	Example 1 after update (After request changes)	Example amendment 1		Not Confirmed
<input type="checkbox"/>	2	Example 2	Example amendment 2		Not Confirmed
<input type="button" value="Update"/> <input type="button" value="Confirm"/>					
Attachment by Student viva1 before amend.docx					

Figure 65: Review Amendment on Thesis

List of Amendment					
Tick	No	Feedback of External Examiner	Amendment Based on the comment from External Examiner (Please specify the page number)	Comment	Status
<input type="checkbox"/>	1	Example 1 after update (After request changes)	Example amendment 1		Not Confirmed
<input type="checkbox"/>	2	Example 2	Example amendment 2		Not Confirmed
<input type="button" value="Update"/> <input type="button" value="Confirm"/>					
Attachment by Student viva1 before amend.docx					
<input type="button" value="Attachment"/> To upload attachment					
Notes: 1. Submit button is for submit amendments on thesis to faculty for remarks. <input type="button" value="Back"/> <input type="button" value="Request Changes"/> <input type="button" value="Confirm All"/>					

Figure 66: Review Amendment on Thesis

Steps:-

1. To comment on each amendment listed by student. Insert comment or remark into text field provided. Then tick the check box on the far left side of the table and click **Update** button. (refer figure 64 & figure 65)
2. To confirm the amendment listed, tick the check box on the far left side of the table and click **Confirm** button (refer figure 64 & figure 65)
3. To download attachment uploaded by student, click on the link shown like figure 65
4. To upload attachment, click **Attachment** button (figure 65 and **Upload attachment**)
5. To request change amendment, click **Request Changes**. (refer figure 65)
6. To confirm all the amendment and forward to faculty. Click **Confirm All** button. (refer figure 65)

13.2.1 Upload attachment

The screenshot shows a web-based application interface for managing thesis amendments. At the top left, there's a link 'Review Amendmentst On Thesis'. Below it, a section titled 'Attachment' contains a button labeled 'Add Attachment' which is highlighted with a red box. A red arrow points from the text 'Add Attachment' in the question to this button. The main area displays a search result table with columns: 'Document Description *', 'Document Name', and 'Download'. A note at the bottom says 'No record found!'. Below the table, a 'Notes:' section lists two items: '1. Field marks with (*) is compulsory.' and '2. Please tick the checkbox before click Update or Delete button.' At the bottom of the page, there are three buttons: 'Back', 'Update', and 'Delete', all enclosed in a red box.

Figure 67: Upload Attachment

Post-condition

1. Document Description can be update
2. Attachment can be deleted

Steps:-

1. To upload attachment/thesis click **Add Attachment** button (refer figure 66)
2. Then popup like figure 49 will appear and click **browse** button.
3. Choose necessary file for upload like figure 68 and click **Open** button.
4. After done choose file for upload. Insert file description and click **Insert Attachment** button to proceed.
5. Then click **Done** button (refer figure 70)
6. To change file and file description, click **Reset** button.
7. To stop from uploaded or close popup windows. Click **Exit** button or (X) windows button.

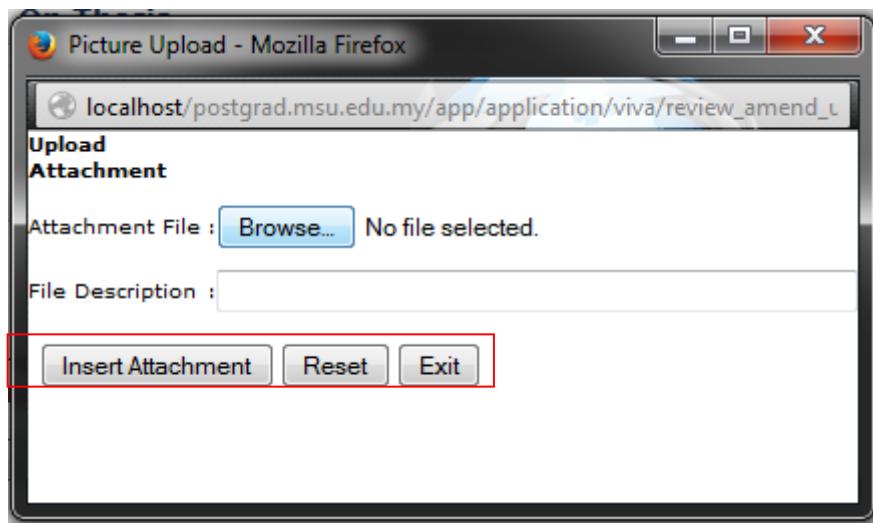


Figure 68: Upload Attachment

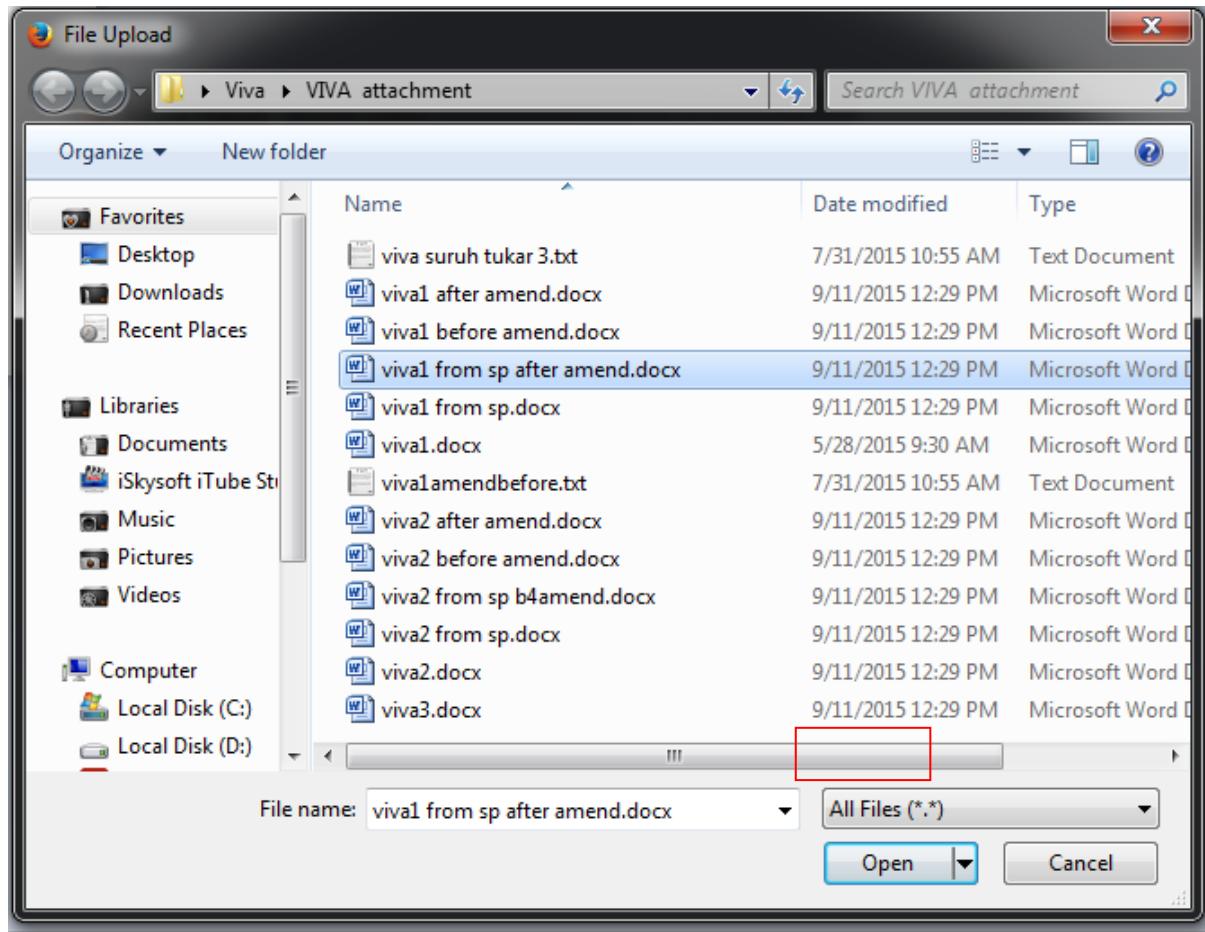


Figure 69: Upload Attachment

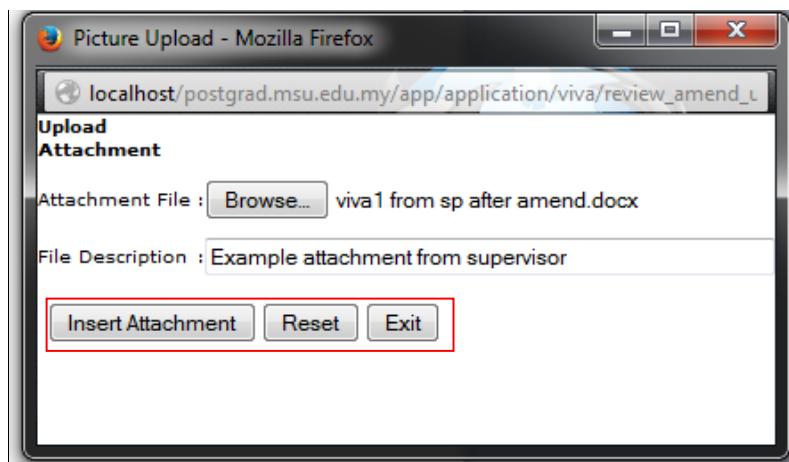


Figure 70: Upload Attachment

8. Continue from step 5, to update file/document description. Change the text inside text field provided. Then tick the checkbox placed on the far left side and click **Update** button. (refer figure 71)
9. To download file uploaded, click  button. (refer figure 71)
10. To delete uploaded file, tick the checkbox on the far left side of the table and click **Delete** button afterward. (refer figure 71)
11. Figure 72 is example of picture indicate number of uploaded file
12. To upload another file, repeat step 1
13. To go back to previous pages. Click **Back** button.

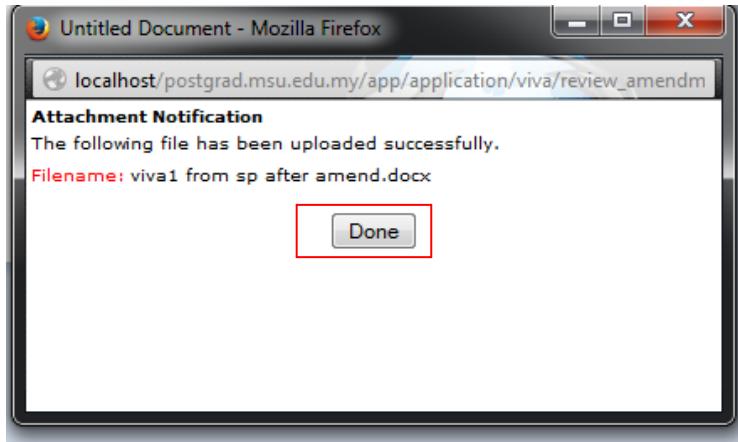


Figure 71: Upload Attachment

Review Amendmentst On Thesis				
Attachment				
Add Attachment				
Searching Results:- 1 record(s) found.				
Tick	No	Document Description *	Document Name	Download
<input type="checkbox"/>	1.	Example attachment from supervisor	viva1 from sp after amend.docx	

Notes:
1. Field marks with (*) is compulsory.
2. Please tick the checkbox before click Update or Delete button.

[Back](#) [Update](#) [Delete](#)

Figure 72: Upload Attachment



Figure 73: Indicate number of attachment uploaded

14 Message

14.1 Inbox

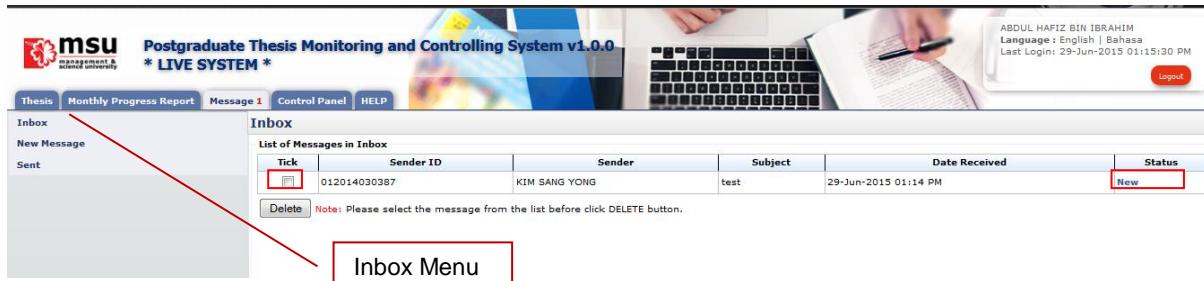


Figure 74: Message

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

14.1.1 View Message

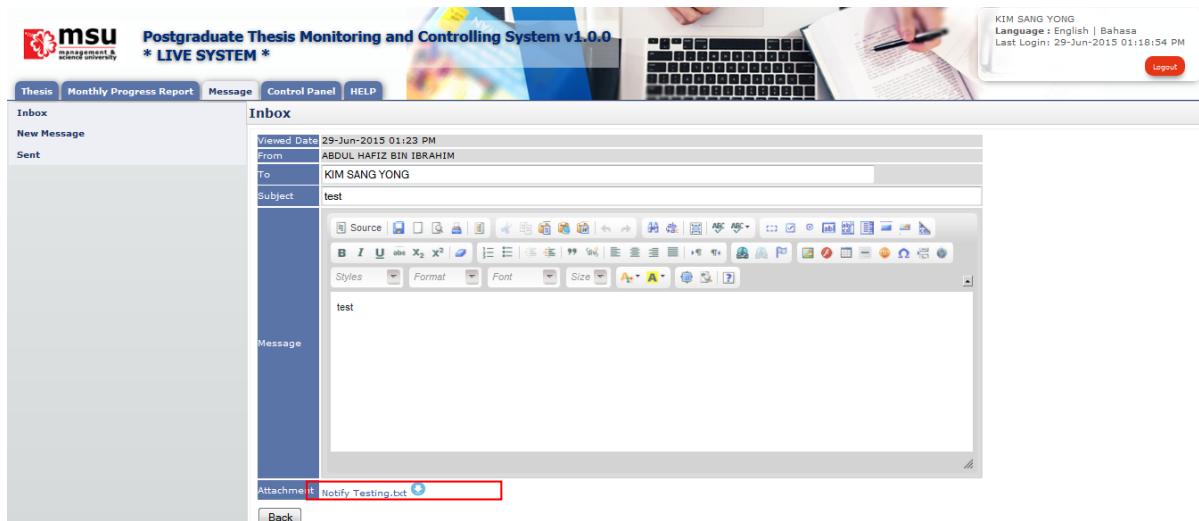


Figure 75: Read Message

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 74
3. To go back to the previous page, click **Back** button.

14.2 New Message

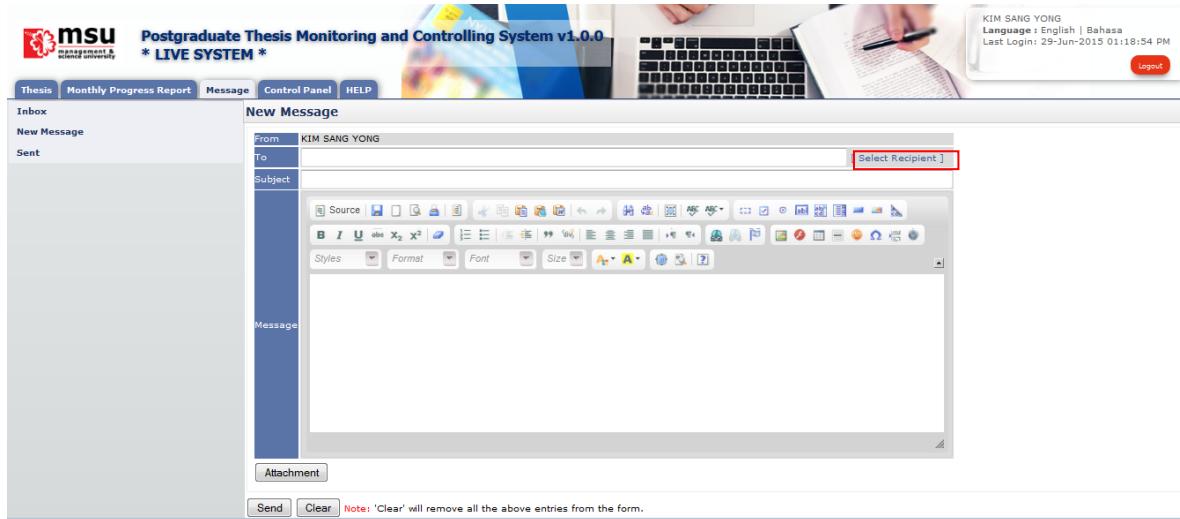


Figure 76: New Message

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.

14.2.1 Select Recipient

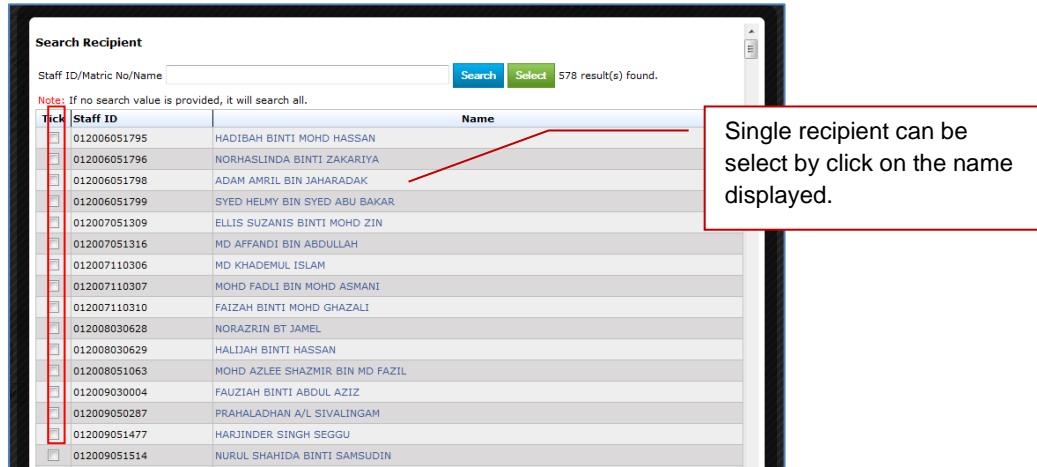


Figure 77: Select Recipient

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 77

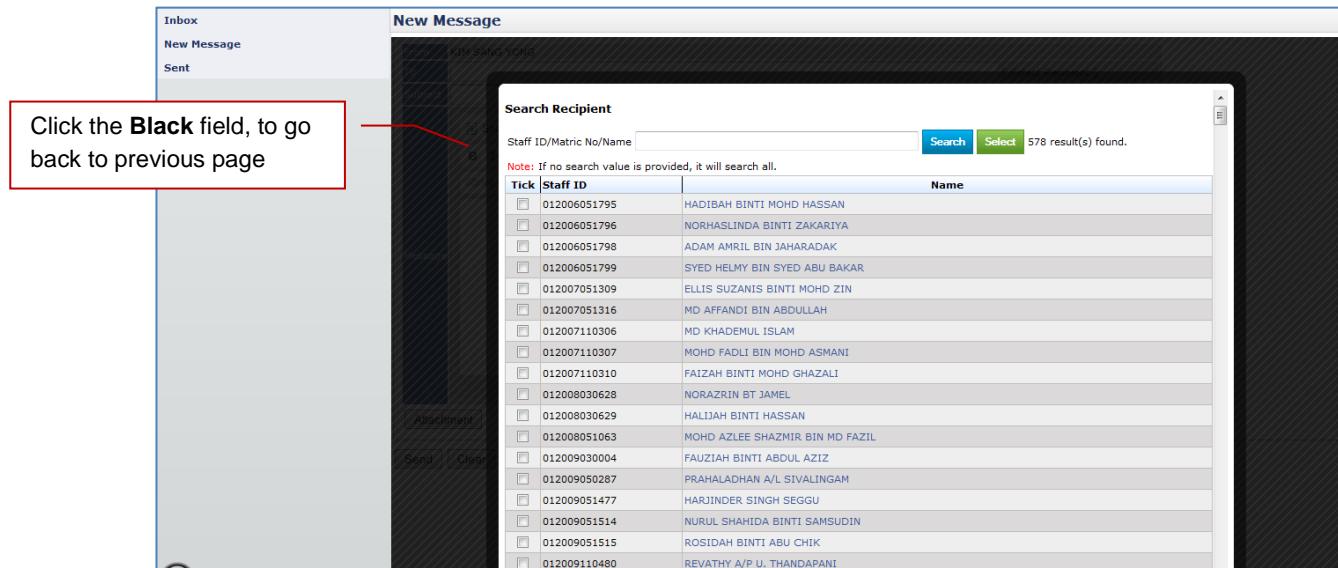


Figure 78: Select Recipient- Next Section

14.2.2 Upload Attachment

The screenshot shows a 'New Message' interface. On the left, there's a sidebar with 'Inbox', 'New Message', and 'Sent'. The main area has a header 'New Message' and a sub-header 'Attachment'. Below this is a button 'Add Attachment'. A table titled 'Searching Results:- 1 record(s) found.' is displayed. The table has columns 'Tick', 'No.', 'Document Description *', 'Document Name', and 'Download'. One row is shown with '111' in the 'No.' column, 'Test Email.txt' in the 'Document Name' column, and a download icon in the 'Download' column. Below the table, there are 'Notes:' and two items: '1. Field marks with (*) is compulsory.' and '2. Please tick the checkbox before click Update or Delete button.'. At the bottom are buttons for 'Back', 'Update', and 'Delete'.

Figure 79: Upload Attachment

Steps:-

1. To add attachment, click **Add Attachment** button. (Refer Figure 78)

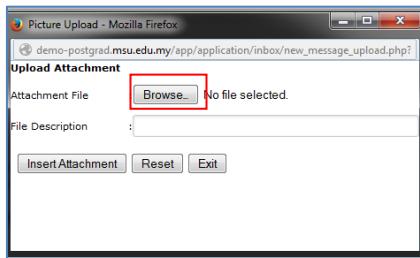
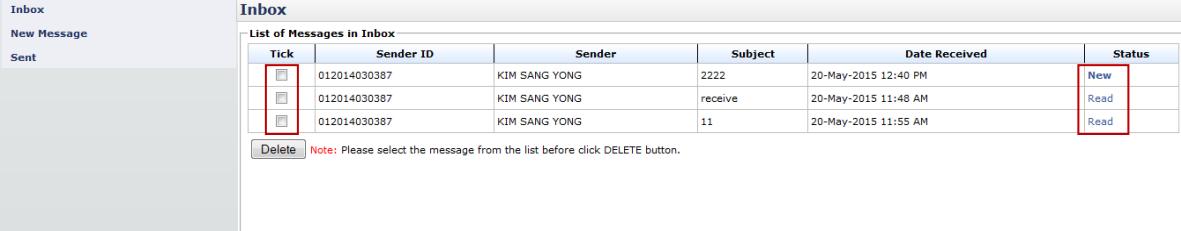


Figure 80: Upload Attachment- Next Section

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

14.3 Sent



List of Messages in Inbox						
Tick	Sender ID	Sender	Subject	Date Received	Status	
<input type="checkbox"/>	012014030387	KIM SANG YONG	2222	20-May-2015 12:40 PM	New	
<input type="checkbox"/>	012014030387	KIM SANG YONG	receive	20-May-2015 11:48 AM	Read	
<input type="checkbox"/>	012014030387	KIM SANG YONG	11	20-May-2015 11:55 AM	Read	

Delete Note: Please select the message from the list before click DELETE button.

Figure 81: 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.

14.3.1 Read Message

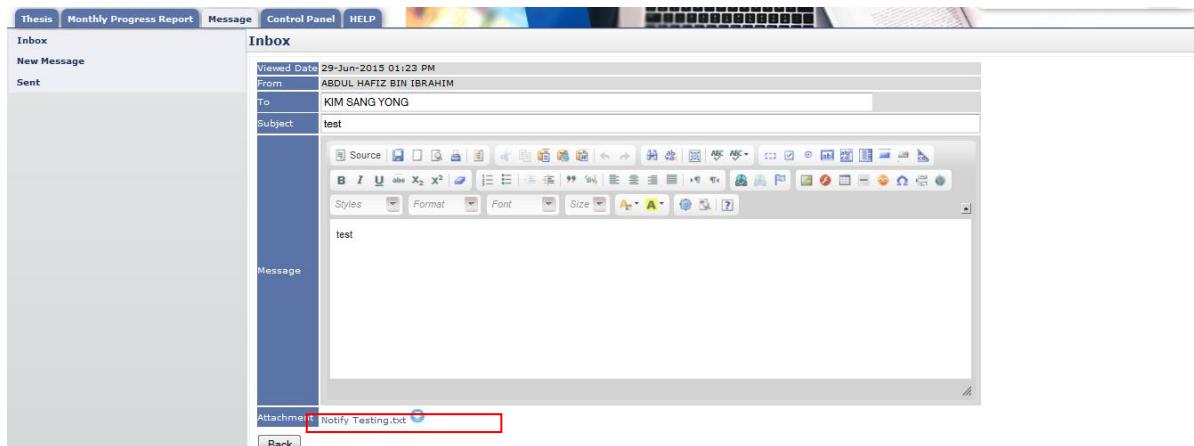


Figure 82: Read Message

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 81.
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



The Global University of Choice

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

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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



The Global University of Choice

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

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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



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	Request Changes

Thank you,

Best Regards,

AYE AYE KHIN

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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



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

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

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

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