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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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## **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.

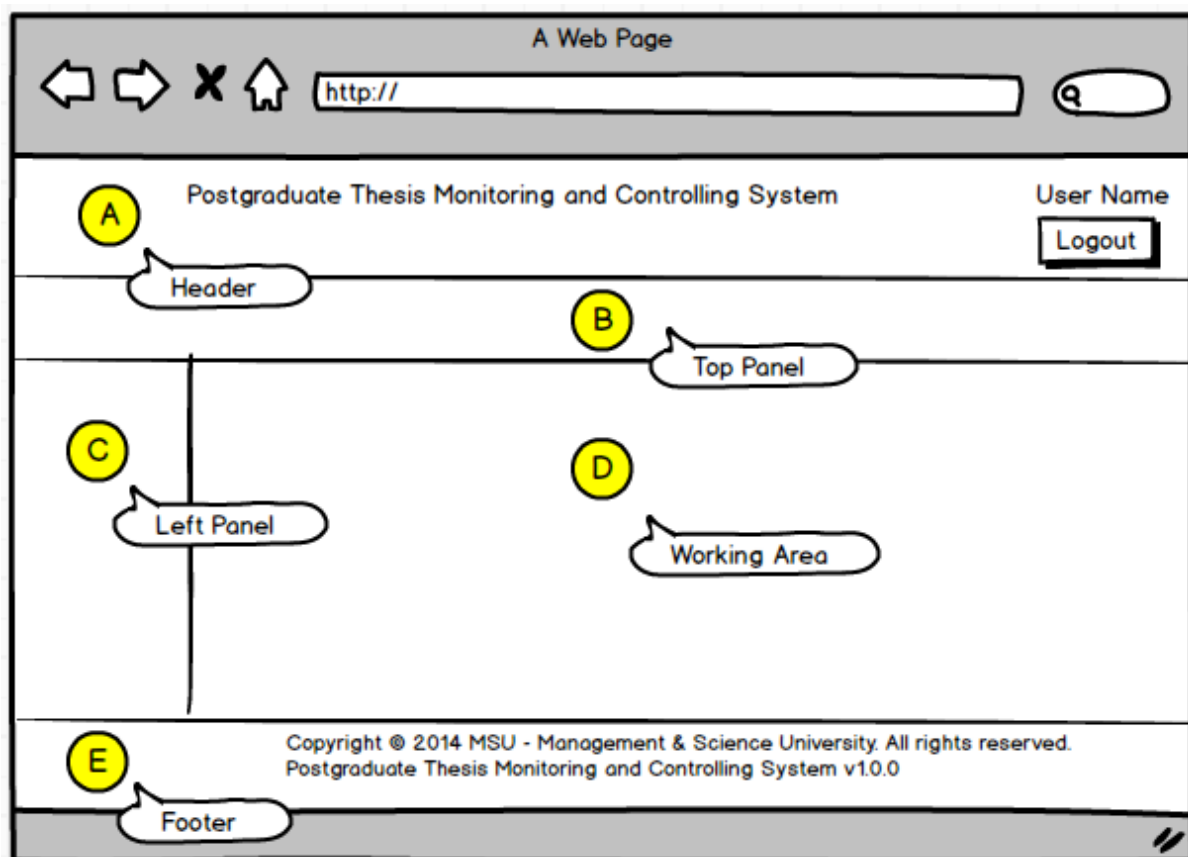


Figure 1: PGTMCs Screen Structure Design



## 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.

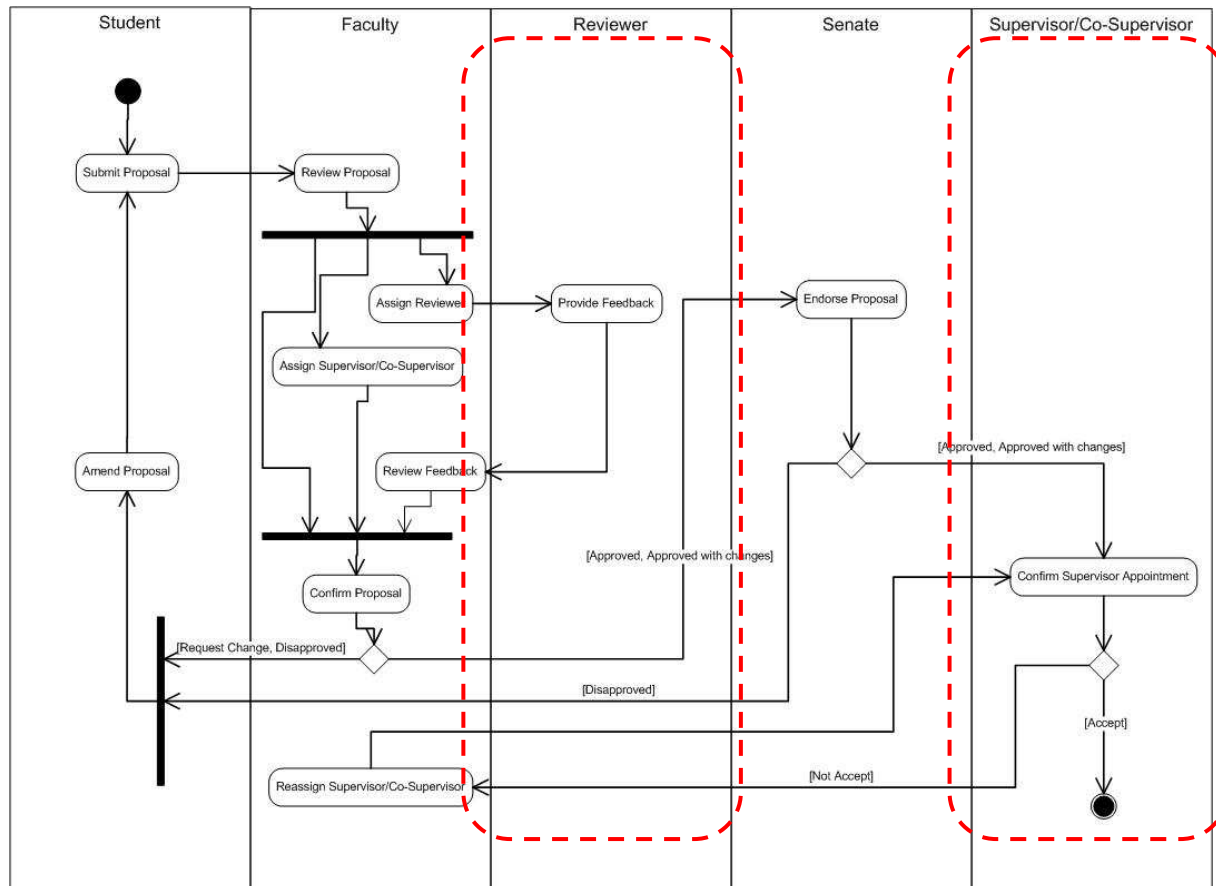


Figure 2: Thesis Proposal Submission Process Flow

## 3 USER LOGIN and LOGOUT

### 3.1 Login

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

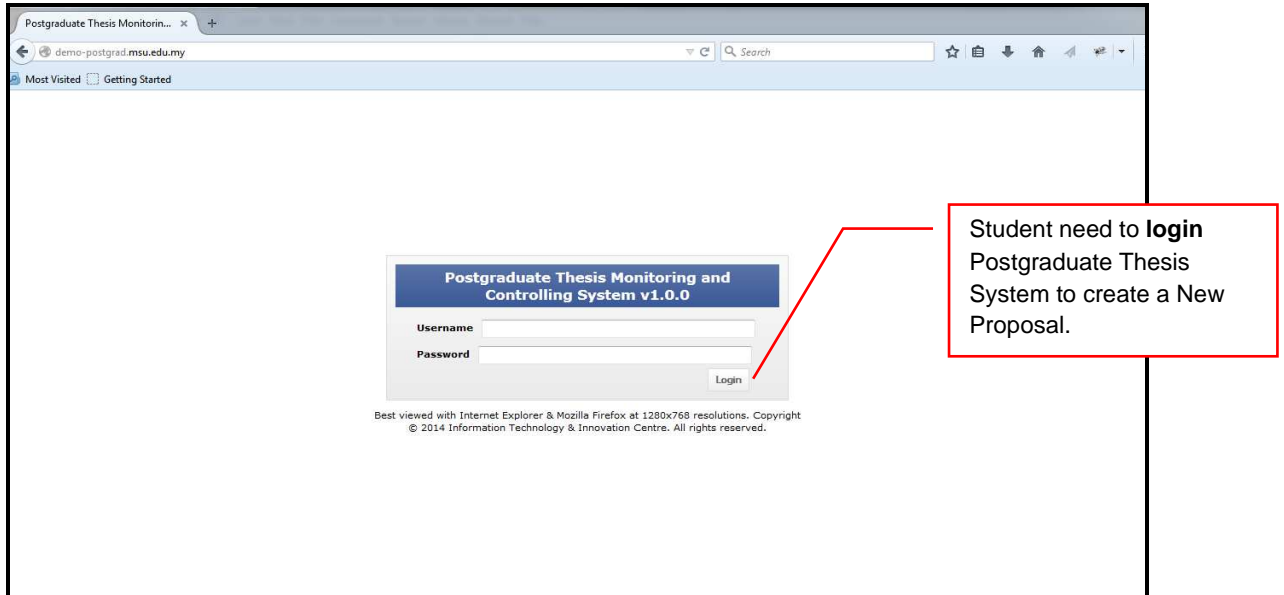


Figure 3: Login Page

#### 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.

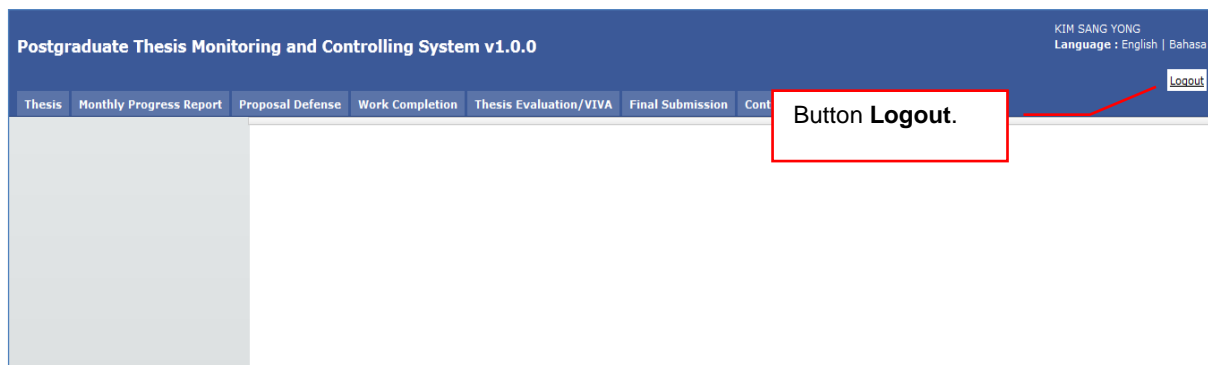


Figure 4: Logout Page

**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.

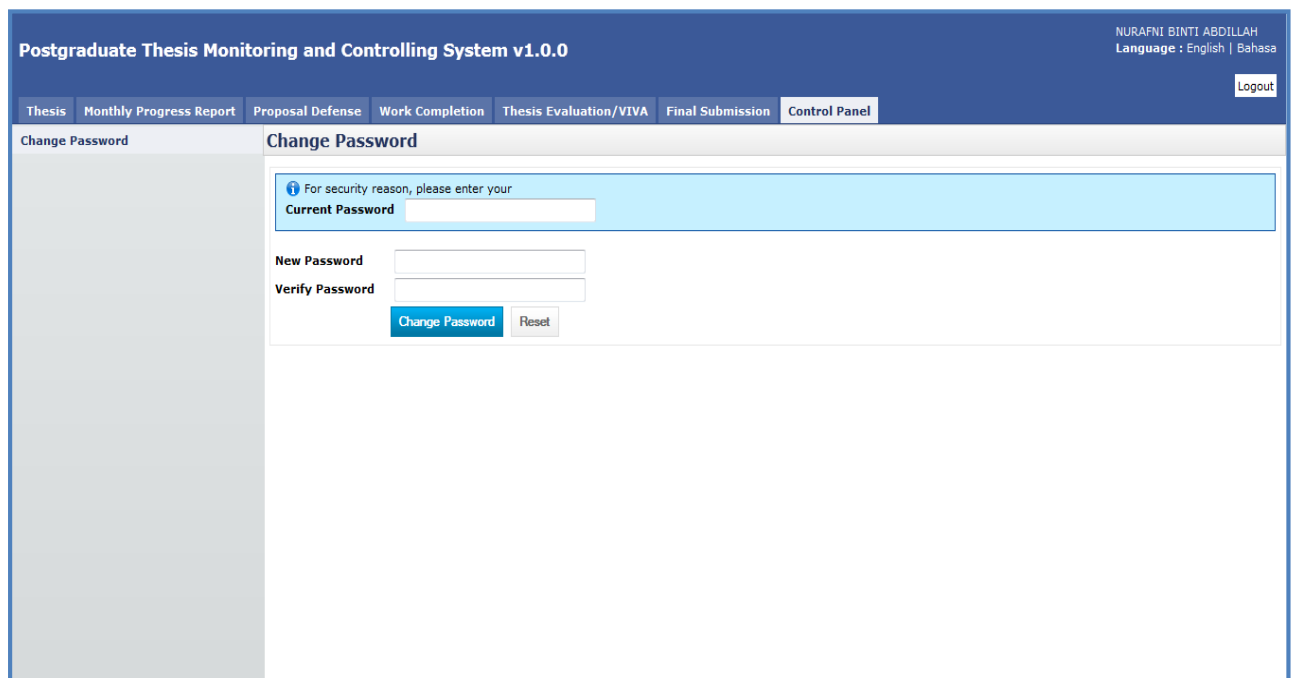


Figure 5: Change Password Page

### 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.

Postgraduate Thesis Monitoring and Controlling System v1.0.0  
\* LIVE SYSTEM \*

AYE AYE KHIN  
Language : English | Bahasa

Logout

Thesis Monthly Progress Report Administration Message Control Panel HELP

Thesis Profile

Student Profile

**Thesis Profile**

**LIST OF STUDENT**

Please enter search criteria below to search your supervisee:-

Thesis ID/Title  Search Note: If no entry is provided, it will search all postgraduate student.

Searching Results:-

No	Thesis ID	Matric No	Thesis Title	Cohort	Name	Status	Entry	Action
1.	T20150518001	012013110572	Software Testing v1.0	201311(02)MBA-F	ABDUL HAFIZ BIN IBRAHIM	ACTIVE	FRE	<a href="#">View</a>
2.	T20150518002	012014030387	Software Testing V2.0	201403(01)MBA-F	KIM SANG YONG	ACTIVE	FRE	<a href="#">View</a>
3.	T20150518003	012006051798	Smart Markete v1.0	200605(01)PCS-F	ADAM AMRIL BIN JAHARADAK	ACTIVE		<a href="#">View</a>
4.	T20150518004	012006051796	111111111111111111	200811(01)PAF-F	NORHASLINDA BINTI ZAKARIYA	ACTIVE		<a href="#">View</a>
5.	T20150518005	012009051477	Test for Cancellation	200905(05)MMB-F	HARJINDER SINGH SEGGU	ACTIVE		<a href="#">View</a>

< Previous 1 Next >

(total 5 results)

Figure 6: Student Programme Tab

### 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 6.1: Student Profile

## 5.1 Student Profile

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

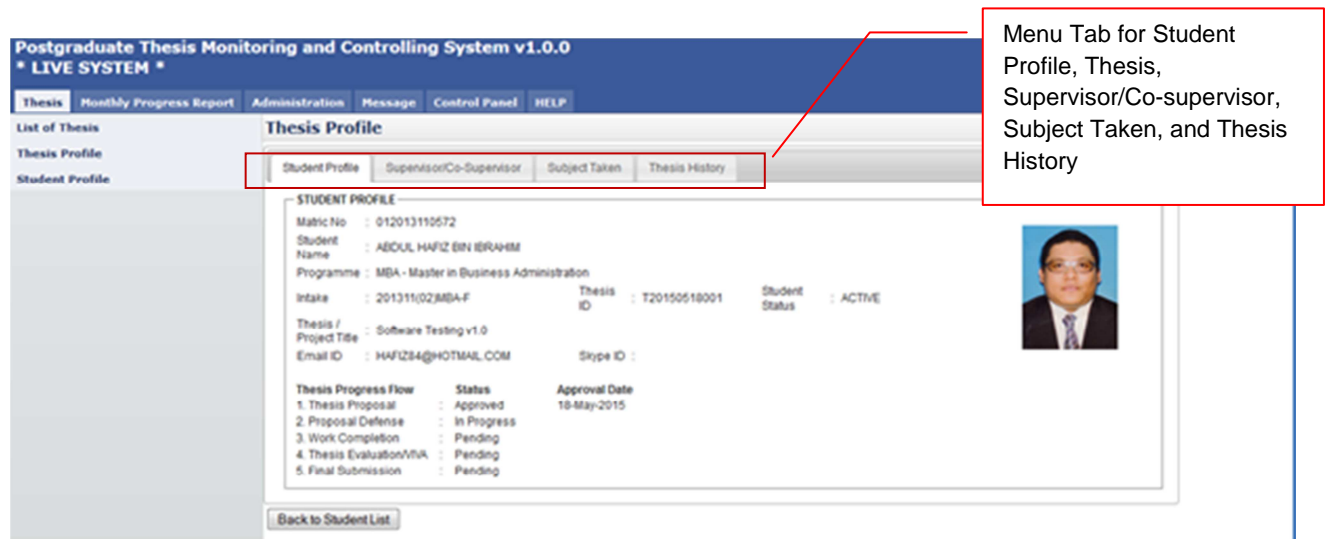


Figure 7: Student Programme Tab

### Steps:-

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

## 5.2 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.

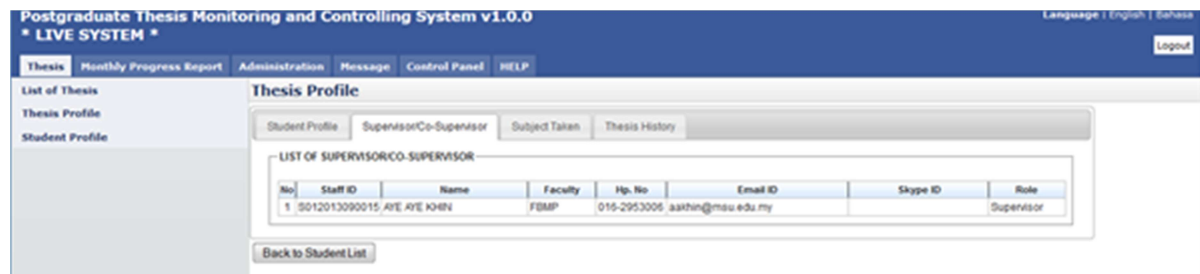


Figure 8: List of Supervisor / Co-Supervisor

**Steps:-**

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

### 5.3 Subject Taken

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

The screenshot displays the 'Postgraduate Thesis Monitoring and Controlling System v1.0.0' interface. The top navigation bar includes 'Thesis', 'Monthly Progress Report', 'Administration', 'Message', 'Control Panel', and 'HELP'. The left sidebar shows 'List of Thesis', 'Thesis Profile', and 'Student Profile'. The main content area is titled 'Thesis Profile' and contains tabs for 'Student Profile', 'Supervisor/Co-Supervisor', 'Subject Taken', and 'Thesis History'. The 'Subject Taken' tab is active, showing a 'SUBJECT TAKEN' section with student details: Name: ABDUL HAFIZ BIN IBRAHIM, Matric No: 012013110572, and Cohort: 201311(02)MBA-F. Below this is a table titled 'List Of Subject Registered' with columns for Sem No, Semester, Subject Code, Description, and Grade. The table lists 14 subjects with their respective grades. A 'Back to Student List' button is located at the bottom left of the table area.

Sem No	Semester	Subject Code	Description	Grade
3	201503	OUV5013	Undang-Undang dan Etika Pemiagaan	IP
3	201503	DMK5013	Pengurusan Pemasaran	B
3	201411	DAC5013	Perakunan untuk Pemutusan dan Penilaian Korporat	B+
2	201411	DEC5013	Ekonomi untuk Pengurusan	B
2	201405	DFN5013	Pengurusan Kewangan	B
2	201405	DMK5043	Pemasaran Global	B
2	201405	DMT5023	Analisa Statistik	B+
1	201403	DMG5053	Pegurusan Jualan	B+
1	201403	DMG5063	Pengurusan Perkhidmatan dan E-Opang	A-
1	201311	DHRS023	Gelagat Pengguna	B+
1	201311	DHRS053	Gelagat Organisasi	B

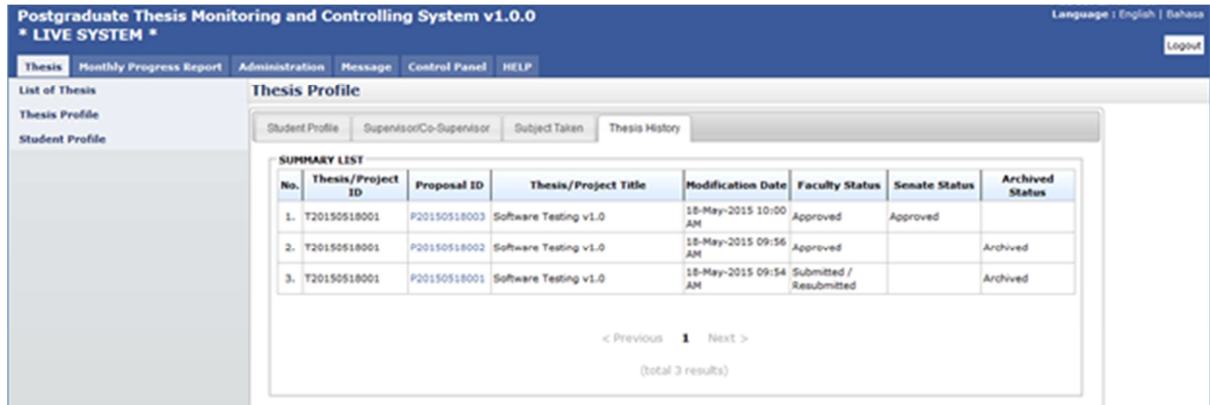
Figure 9: Subject Taken

**Steps:-**

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

## 5.4 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.



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

Figure 10: Thesis History

### Steps:-

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

## 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.

Postgraduate Thesis Monitoring and Controlling System v1.0.0  
\* LIVE SYSTEM \*

AYE AYE KHIN  
Language : English | Bahasa  
Logout

Thesis Monthly Progress Report Administration Message Control Panel HELP

Thesis Profile  
Student Profile

**Student Profile**

**LIST OF STUDENT**

Please enter search criteria below to search the student:-

Student Name

**Notes:**

1. If no entry is provided, it will search all your supervisee.  
2. The student will be listed after you have accepted them as your supervisee.

Searching Results:-

No	Matric No	NRIC No	Passport No	Cohort	Name	Status	Entry	Action
1	012013110572	840124145423		201311(02)MBA-F	ABDUL HAFIZ BIN IBRAHIM	ACTIVE	FRE	<input type="button" value="View"/>

< Previous 1 Next >

(total 1 results)

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 Student Name, then click **Search** button to view the searching result.
4. Then click **View** button to proceed. Refer 6.1: Student Profile



## 6.1 Student Profile

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

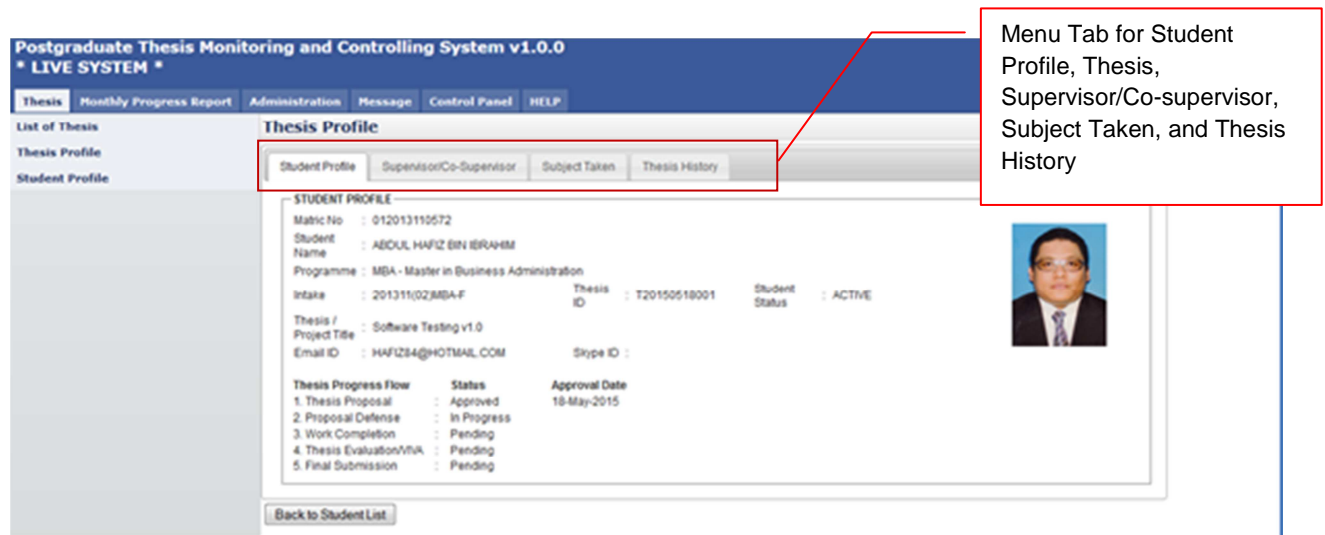


Figure 12: Student Programme Tab

### Steps:-

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

## 6.2 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.

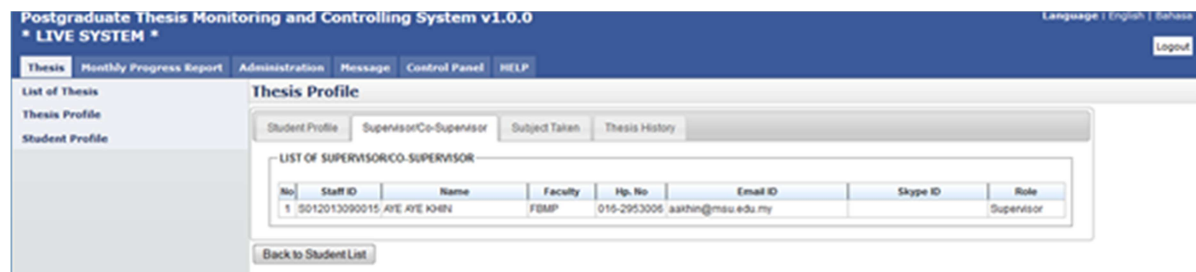


Figure 13: List of Supervisor / Co-Supervisor

**Steps:-**

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

### 6.3 Subject Taken

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

The screenshot displays the 'Postgraduate Thesis Monitoring and Controlling System v1.0.0' interface. The top navigation bar includes 'Thesis', 'Monthly Progress Report', 'Administration', 'Message', 'Control Panel', and 'HELP'. The left sidebar shows 'List of Thesis', 'Thesis Profile', and 'Student Profile'. The main content area is titled 'Thesis Profile' and contains tabs for 'Student Profile', 'Supervisor/Co-Supervisor', 'Subject Taken', and 'Thesis History'. The 'Subject Taken' tab is active, showing a 'SUBJECT TAKEN' section with student details: Name: ABDUL HAFIZ BIN IBRAHIM, Matric No: 012013110572, and Cohort: 201311(02)MBA-F. Below this is a table titled 'List Of Subject Registered' with columns for Sem No, Semester, Subject Code, Description, and Grade. The table lists 14 subjects with their respective semesters, codes, descriptions, and grades.

Sem No	Semester	Subject Code	Description	Grade
3	201503	OLV5013	Undang-Undang dan Etika Pemiagaan	IP
3	201503	DMK5013	Pengurusan Pemasaran	B
3	201411	DAC5013	Perakunan untuk Pemutusan dan Penilaian Korporat	B+
2	201411	DEC5013	Ekonomi untuk Pengurusan	B
2	201405	DFN5013	Pengurusan Kewangan	B
2	201405	DMK5043	Pemasaran Global	B
2	201405	DMT5023	Analisa Statistik	B+
1	201403	DMG5053	Pegurusan Jualan	B+
1	201403	DMG5063	Pengurusan Perkhidmatan dan E-Opang	A-
1	201311	DHRS023	Gelagat Pengguna	B+
1	201311	DHRS053	Gelagat Organisasi	B

Figure 14: Subject Taken

**Steps:-**

1. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

## 6.4 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 sent and the running number at behind.

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. It is only for view information.
2. Click **Back to Student List** button to return back to **Student List** search page

## 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

Tick	No	Document Description *	Document Name	Download
<input type="checkbox"/>	1.	11111	x1.doc	
<input type="checkbox"/>	2.	222222	x2.doc	

Update Delete

**Notes:**  
 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 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 to download the file that has been upload.

- 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.

Postgraduate Thesis Monitoring and Controlling System v1.0.0  
\* LIVE SYSTEM \*

AYE AYE KHIN  
Language : English | Bahasa  
Logout

Thesis Monthly Progress Report Administration Message Control Panel HELP

Supervisor Biodata  
Invitation Acceptance  
Reviewer Feedback

### 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"/>	1.	ABDUL HAFIZ BIN IBRAHIM (012013110572)	Supervisor 	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.

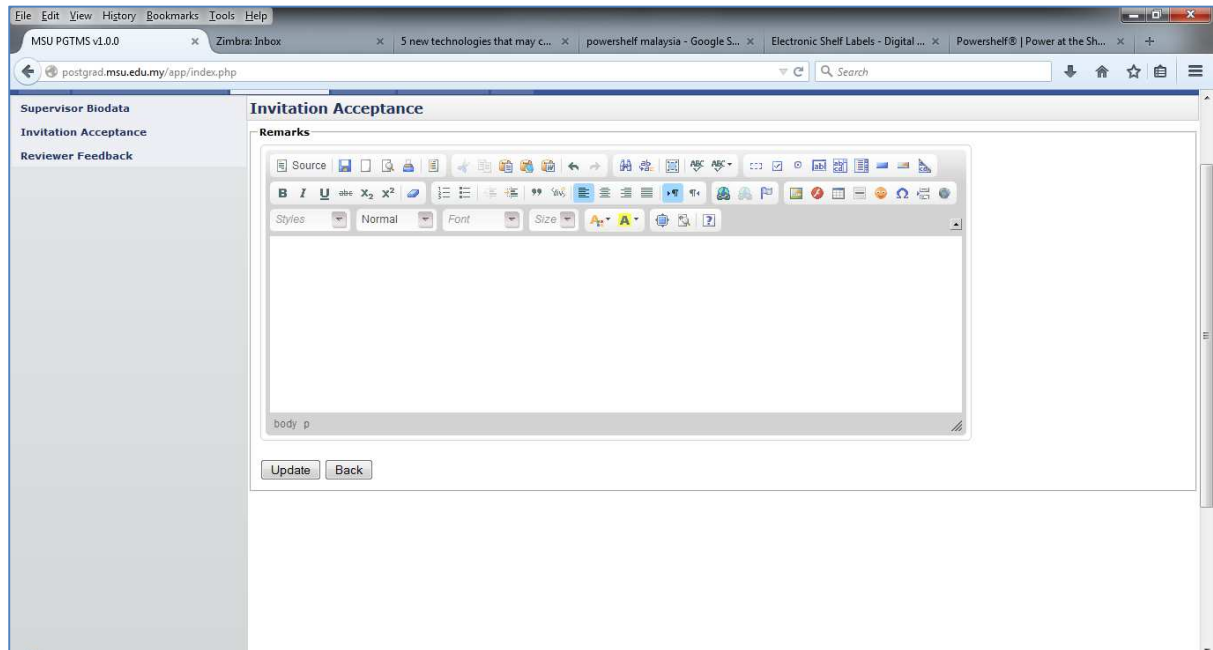
**DUTIES OF SUPERVISOR**  
A Supervisor shall be responsible to:-  
(a) assist in the supervision of appointed postgraduate candidate/s in MSU and in meeting the high standards prescribed for such programmes.  
(b) liaise with the Coordinator of PhD programme at Graduate School of Management, Faculty 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 18: Invitation Acceptance

### Steps:-

- Click on the **Administration** tab on the system **Top** panel section.
- The **Administration** menu will be displayed on the system **Left** panel and click on it.
- 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.
- Enter the **Thesis's ID** or **Matrix No.** into the field and click on **Search** button to search invitation
- The record will be displayed under the search result.
- Or** Invitation can be search via **Student Name** by enter the student name and click **Search by Student Name Only**.
- The record will be displayed under the search result
- To give the remarks or read the feedback, click on the link [Enter Remarks](#) or [Read Remarks](#) .(Refer 7.1: Enter Remarks)
- To View Thesis Detail, Click on Thesis ID. (Refer 7.2: Outline of Case Study)

## 8.1 Enter Remarks



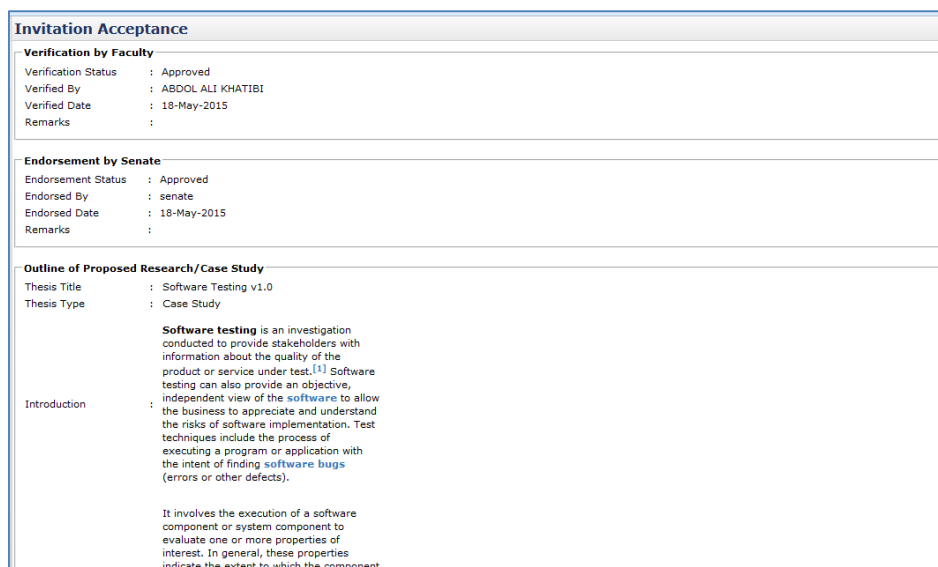
The screenshot shows a web browser window with the URL `postgrad.msu.edu.my/app/index.php`. The page title is "Invitation Acceptance". On the left, there is a sidebar menu with "Supervisor Biodata", "Invitation Acceptance", and "Reviewer Feedback". The main content area is titled "Remarks" and contains a rich text editor with a toolbar (bold, italic, underline, text color, background color, font size, font family, bulleted list, numbered list, link, unlink, image, table, etc.) and a large text area. Below the text area are "Update" and "Back" buttons.

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



The screenshot shows the "Invitation Acceptance" form with the following sections:

- 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 :
- Outline of Proposed Research/Case Study**
  - Thesis Title : Software Testing v1.0
  - Thesis Type : Case Study
  - Introduction :

**Software testing** is an investigation conducted to provide stakeholders with information about the quality of the product or service under test.<sup>[1]</sup> 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"><li>• meets the requirements that guided its design and development,</li><li>• responds correctly to all kinds of inputs,</li><li>• performs its functions within an acceptable time,</li><li>• is sufficiently usable,</li><li>• can be installed and run in its intended <b>environments</b>, and</li><li>• achieves the general result its stakeholders desire.</li></ul>		
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 <b>software bugs</b> (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.<sup>[1]</sup></p>		
Discussion status with Lecturer	:	Yes		
<b>Discussion Details</b>				
No	Lecturer Name	Meeting Date	Meeting Time	Remark
1				
<input type="button" value="Back"/>				

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 :    
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"/>	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.

**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 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.

Postgraduate Thesis Monitoring and Controlling System v1.0.0  
\* LIVE SYSTEM \*

AYE AYE KHIN  
Language : English | Bahasa  
Logout

Thesis Monthly Progress Report Administration Message Control Panel HELP

Supervisor Biodata  
Invitation Acceptance  
Reviewer 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 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.

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.

Figure 22: Reviewer Feedback

### 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  
Invitation Acceptance  
Reviewer Feedback

**Reviewer Feedback**

Remarks by Faculty to Reviewer  
By : ABDOL ALI KHATIBI  
Date : 18-May-2015  
Remarks :

Remarks by Reviewer to Faculty  
By : AYE AYE KHIN  
Date : 18-May-2015

Remarks \* :

Reason for Requesting Extension  
Requested Date :  
Reason :

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

**Reviewer Feedback**

**Outline of Proposed Research/Case Study**

Thesis ID : T20150518003

Proposal Date : 18-May-2015

Proposal Title : Smart Markete v1.0

Proposal Type : Research

Introduction :

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.

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**

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

Back

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

**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	<a href="#">Edit Feedback</a>	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.

Figure 25: Feedback Submission

### Steps:-

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

## 10 Message

### 10.1 Inbox

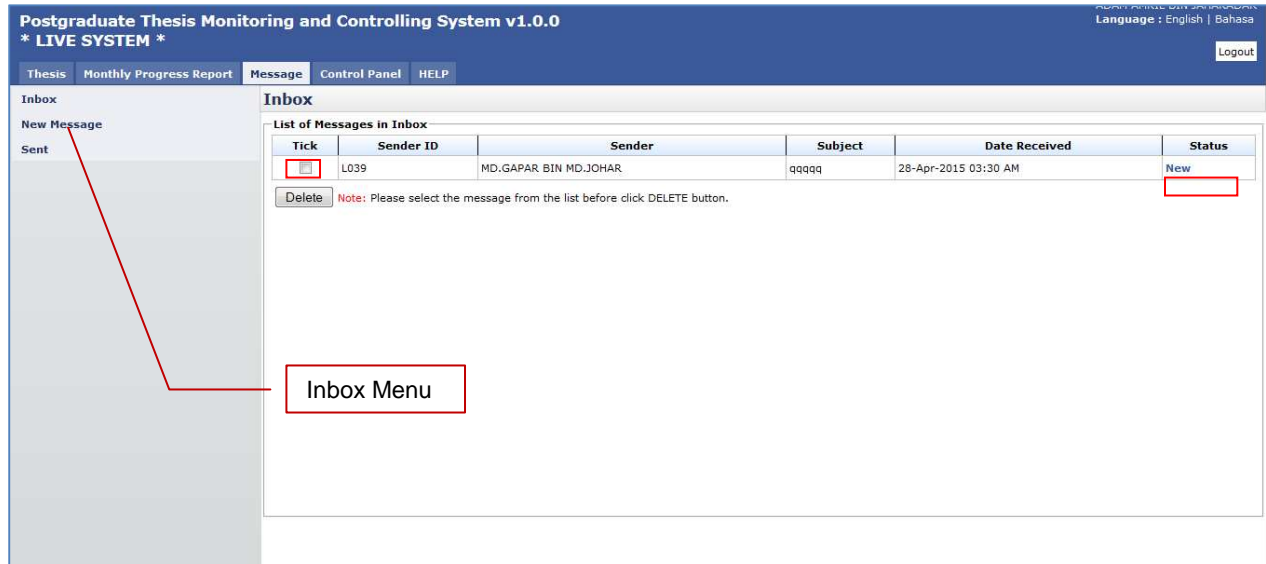


Figure 26: Message

#### 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 has been received by the 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 12.1.1: View Message)
6. To delete message, tick on the checkbox in **Tick** column, and click **Delete** button

## 10.1.1 View Message

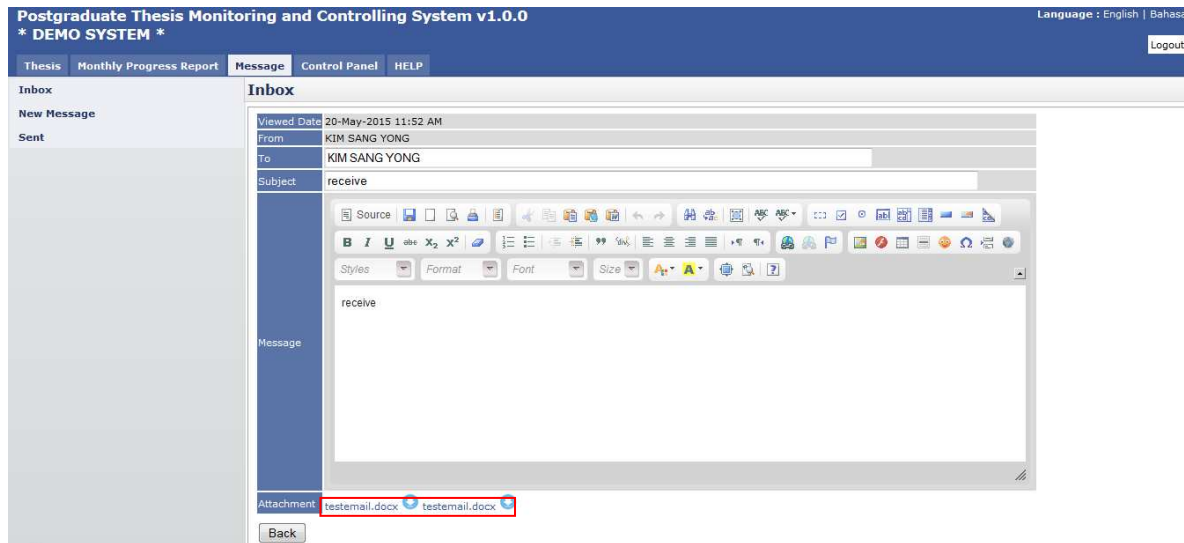



Figure 27: Read Message

### Steps:-

1. This page only displays the message that has been opened by the user.
2. To view or download the attachment, click  or link shown on figure 32.
3. To go back to the previous page, click **Back** button.

## 10.2 New Message

Figure 28: 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 12.2.1 : 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 12.2.2: Upload Attachment.
6. To erase or clear the entire entries, click **Clear** button.
7. To send the message, click **Send** button.

## 10.2.1 Select Recipient

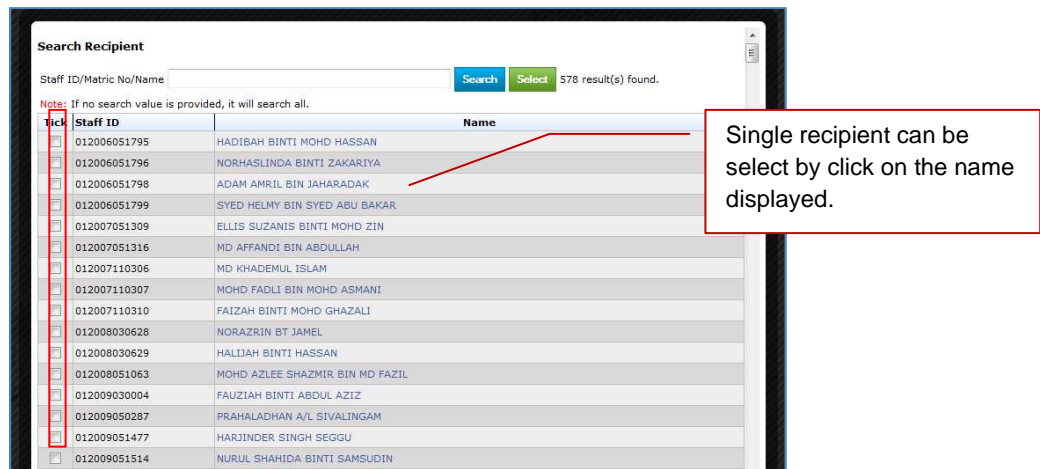


Figure 29: Select Recipient

### 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 35

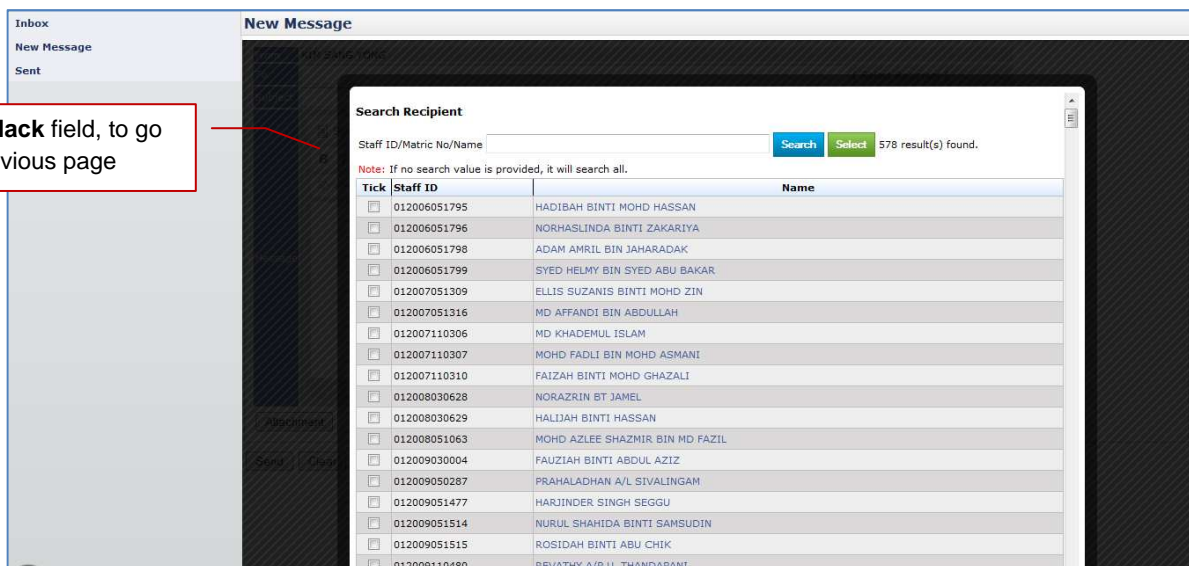


Figure 30: Select Recipient- Next Section

## 10.2.2 Upload Attachment

Postgraduate Thesis Monitoring and Controlling System v1.0.0  
\* DEMO SYSTEM \*

Language : English | Bahasa

Logout

Thesis Monthly Progress Report Message Control Panel HELP

Inbox  
New Message  
Sent

**New Message**

Attachment

Add Attachment

Searching Results:- 1 record(s) found.

Tick	No	Document Description *	Document Name	Download
<input type="checkbox"/>	1.	111	Test Email.txt	

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

Back Update Delete

Figure 31: Upload Attachment

### Steps:-

1. To add attachment, click **Add Attachment** button. (Refer Figure 37)

Picture Upload - Mozilla Firefox

demo-postgrad.msu.edu.my/app/application/inbox/new\_message\_upload.php?

**Upload Attachment**

Attachment File

Browse... No file selected.

File Description

Insert Attachment Reset Exit

Figure 32: 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



## 10.3 Sent

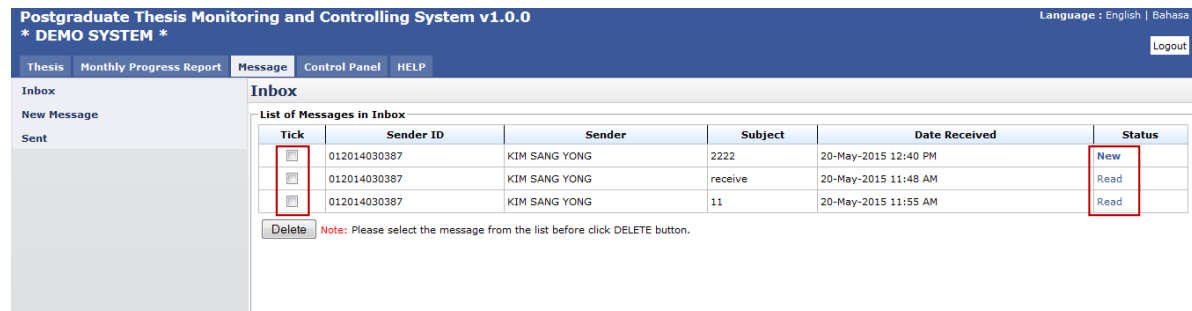


Figure 33: Sent

### Steps:-

1. After message has been sent, it will be displayed in **Sent** page.
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 the 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 12.3.1 Read Message)
7. To delete message, tick the checkbox and click **Delete** button.

### 10.3.1 Read Message

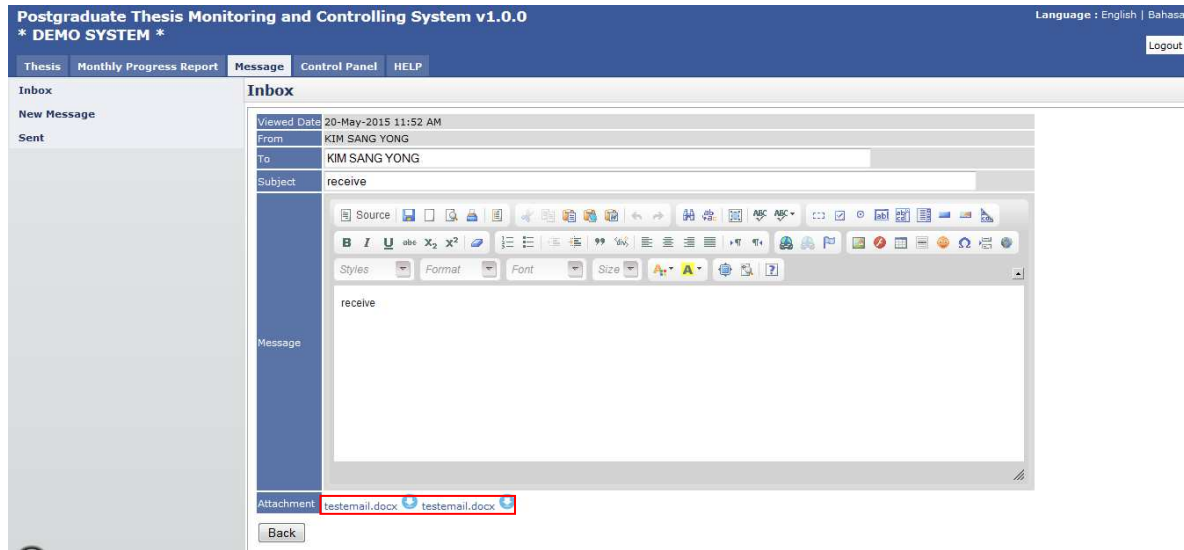



Figure 34: Read Message

#### Steps:-

1. This page only displays the message that has been opened by the user.
2. To view or download the attachment, click  or link shown on figure 32.
3. To go back to the previous page, click **Back** button.

## 11 Help

### 11.1 Online help - Student

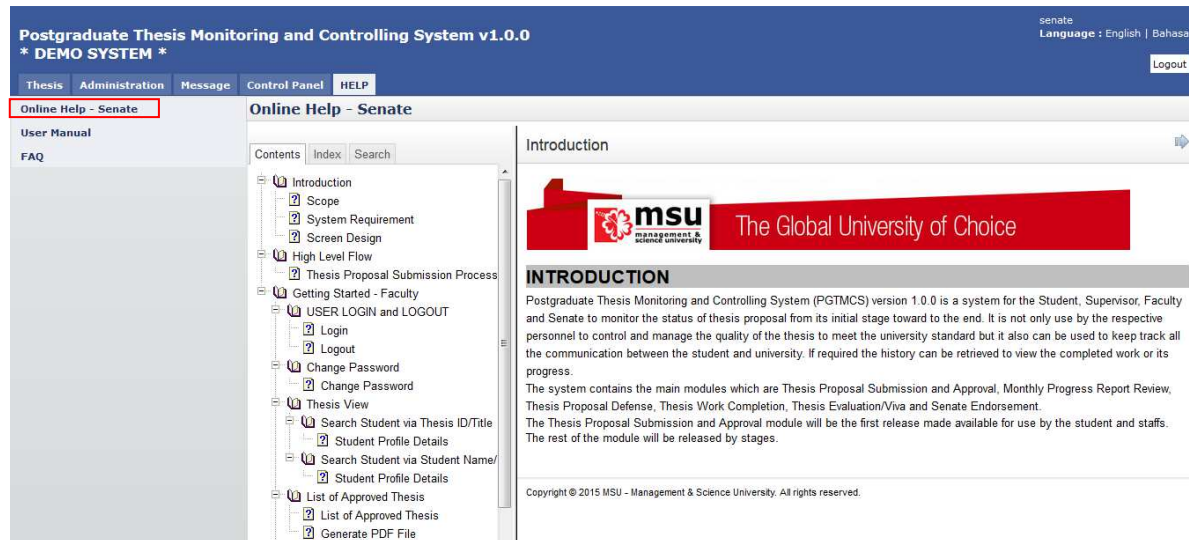


Figure 35: Online Help

#### Steps:-

1. Click on the **Help** tab on the **Top** panel
2. Click on the **Online Help - Student** menu on the **Left** panel
3. System will display an online help which is functioning as guided.

## 11.2 User Manual



Figure 36: User Manual

### Steps:-

1. Click on the **Help** tab on the **Top** panel
2. Click on the **User Manual** menu on the **Left** panel
3. System will display the links to download the available user manuals.

## 11.3 FAQ

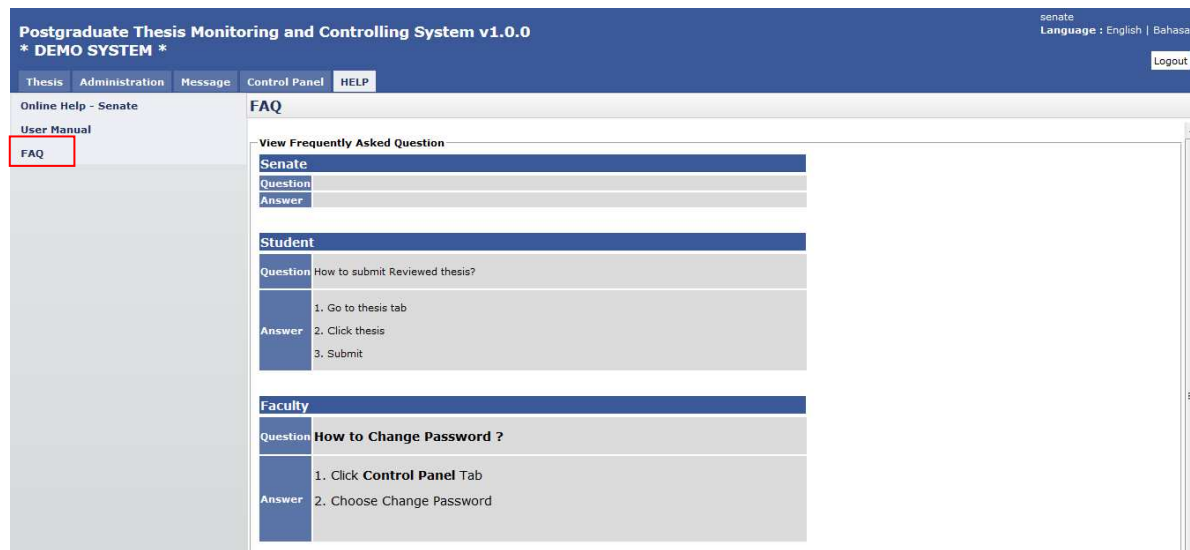


Figure 37: FAQ

### Steps:-

1. Click on the **Help** tab on the **Top** panel
2. Click on the **FAQ** menu on the **Left** panel
3. System will display a list of frequently asked question as shown above.

# APPENDIX

## ***Accept Invitation***

To: [gsm@msu.edu.my](mailto:gsm@msu.edu.my) <[gsm@msu.edu.my](mailto:gsm@msu.edu.my)>  
From: [aakhin@msu.edu.my](mailto:aakhin@msu.edu.my) <[aakhin@msu.edu.my](mailto:aakhin@msu.edu.my)>  
Subject: Supervisor/Co-Supervisor Invitation for KIM SANG YONG



The Global University of Choice

Dear Sir,

Please be informed, I accepted the offer of appointment to serve as a Supervisor for the Phd Candidate, KIM SANG YONG(Matric No: 012014030387) as mentioned in the invitation email dated 19-May-2015 .

<b>Student Name</b>	KIM SANG YONG
<b>Matric No</b>	012014030387
<b>Thesis ID</b>	T20150519001
<b>Submit Date</b>	19-May-2015
<b>Thesis/Project Title</b>	Testing Postgrad System v1.0 (PLEASE IGNORE THIS EMAIL)

Thank you,

Best Regards,

AYE AYE KHIN

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.

## ***Reject Invitation***

To: [gsm@msu.edu.my](mailto:gsm@msu.edu.my) <[gsm@msu.edu.my](mailto:gsm@msu.edu.my)>  
From: [aakhin@msu.edu.my](mailto:aakhin@msu.edu.my) <[aakhin@msu.edu.my](mailto:aakhin@msu.edu.my)>  
Subject: Supervisor/Co-Supervisor Invitation for KIM SANG YONG



The Global University of Choice

Dear Sir,

Please be informed, I am sorry to rejected the offer of appointment to serve as a Supervisor for the Phd Candidate, Kim Sang Yong (Matric No: 012014030387) as mentioned in the invitation email dated 19-May-2015.

<b>Student Name</b>	KIM SANG YONG
<b>Matric No</b>	012014030387
<b>Thesis ID</b>	T20150519001
<b>Submit Date</b>	19-May-2015
<b>Thesis/Project Title</b>	Testing Postgrad System v1.0 (PLEASE IGNORE THIS EMAIL)

Thank you,

Best Regards,  
\  
AYE AYE KHIN

Management & Science University

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



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