



FACULTY MANAGEMENT SYSTEM USER MANUAL

CSC584 ENTERPRISE PROGRAMMING

FACULTY OF COMPUTER SCIENCE AND MATHEMATICS

UNIVERSITI TEKNOLOGI MARA

PREPARED FOR:

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1. INTRODUCTION

Faculty Club Management System is web-based centralized system designed to streamline administrative and social operations between faculty's clubs in Universiti Teknologi MARA (UiTM). The system provides a user-friendly interface for the three-leveled users, which are students (regular user),members of faculty's club, and advisor for each club. Club involvement and events schedules are shown through an interactive dashboard. JAVA DB (derby) is used for the backend, which will ensure secure data persistence for tasks, member details and event dates.

2. OBJECTIVES

- **To centralized events publication:** To establish a unified digital hub that consolidates all faculty club activities.
- **To streamline user hierarchies and permissions:** To establish a secure environment with distinct functionalities for three user levels.

3. PROBLEM STATEMENT

- **Fragmentation of Information:** Event announcements are messy across various unofficial channels.
- **Limited Accessibility:** Existing manual or desktop-based solutions restrict users from accessing information about events.
- **Difficulty in Performance Tracking:** Faculty Advisors have no way to generate reports other than making the students scan QR-codes to give events feedback.

4. ERD

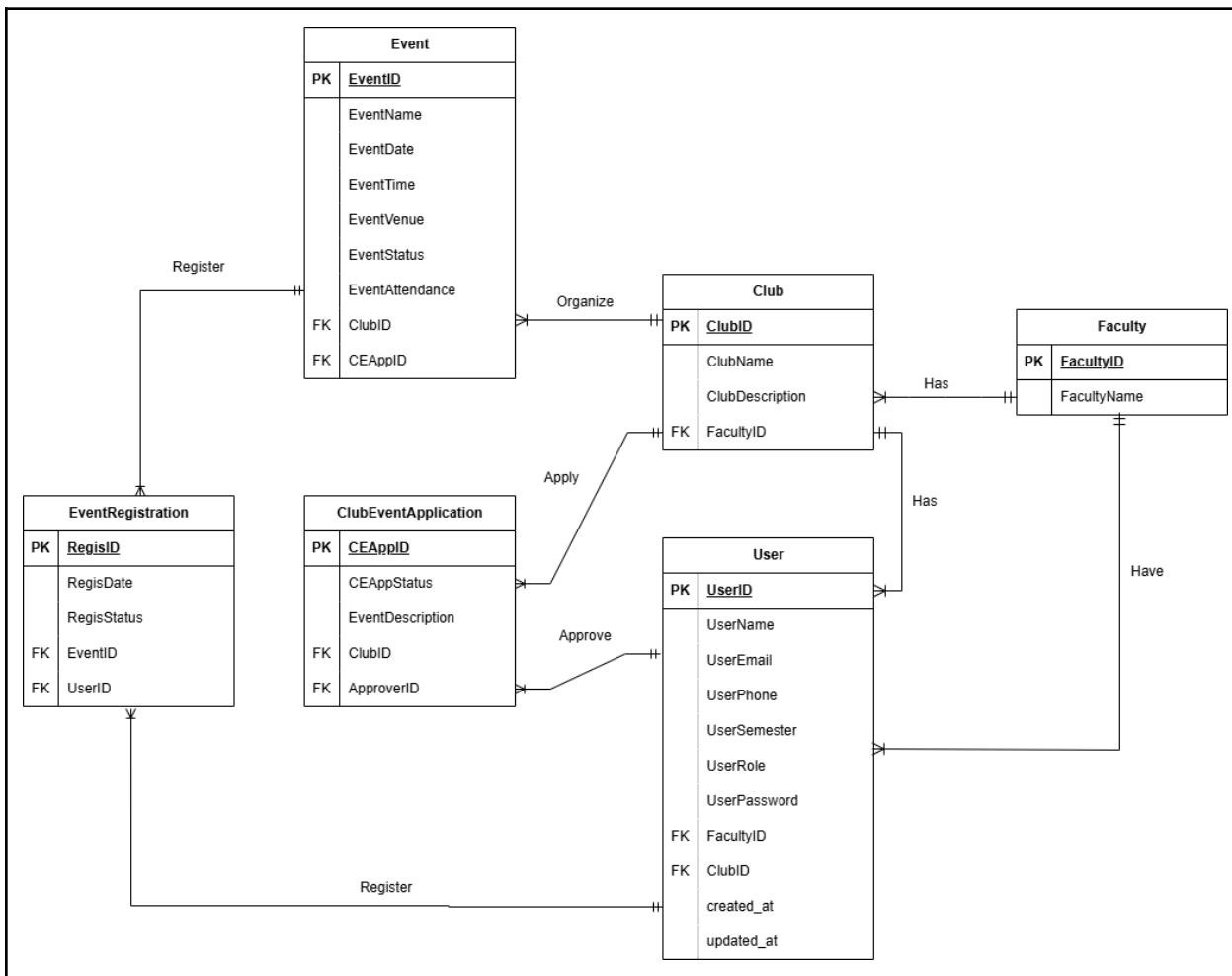


Figure 1: Entity Relationship Diagram (ERD) for the UiTM Faculty Management System.

5. MVC

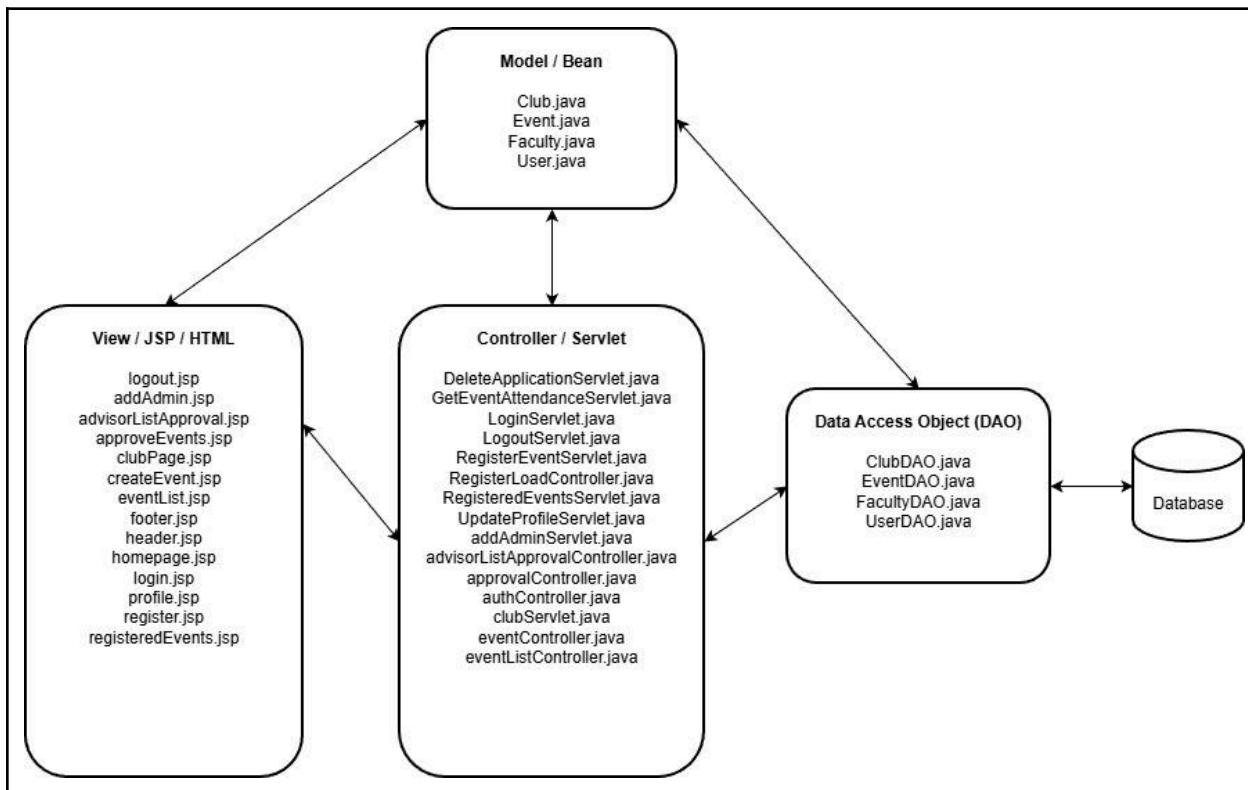


Figure 2: Model View Controller (MVC) Framework Design for the UiTM Faculty Management System

6. WEBPAGE & DESC

6.1. LOGIN PAGE

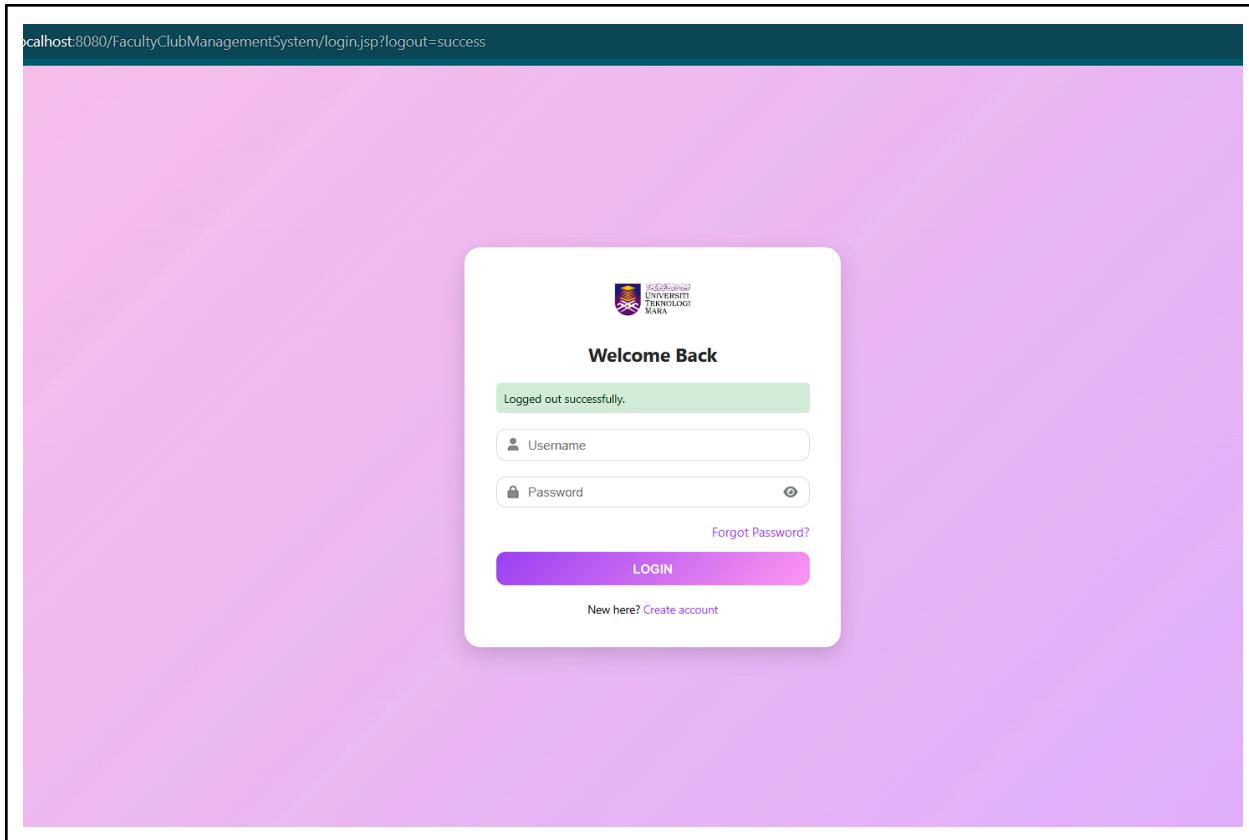


Figure 3: Login Page

Description: In the login page, the user can fill in their username and password to login into the system. If the user has not registered as any three users (Student, Member or Advisor), the user can click on the “Register” option below the “Login” button but only as Student.

6.2. REGISTER PAGE

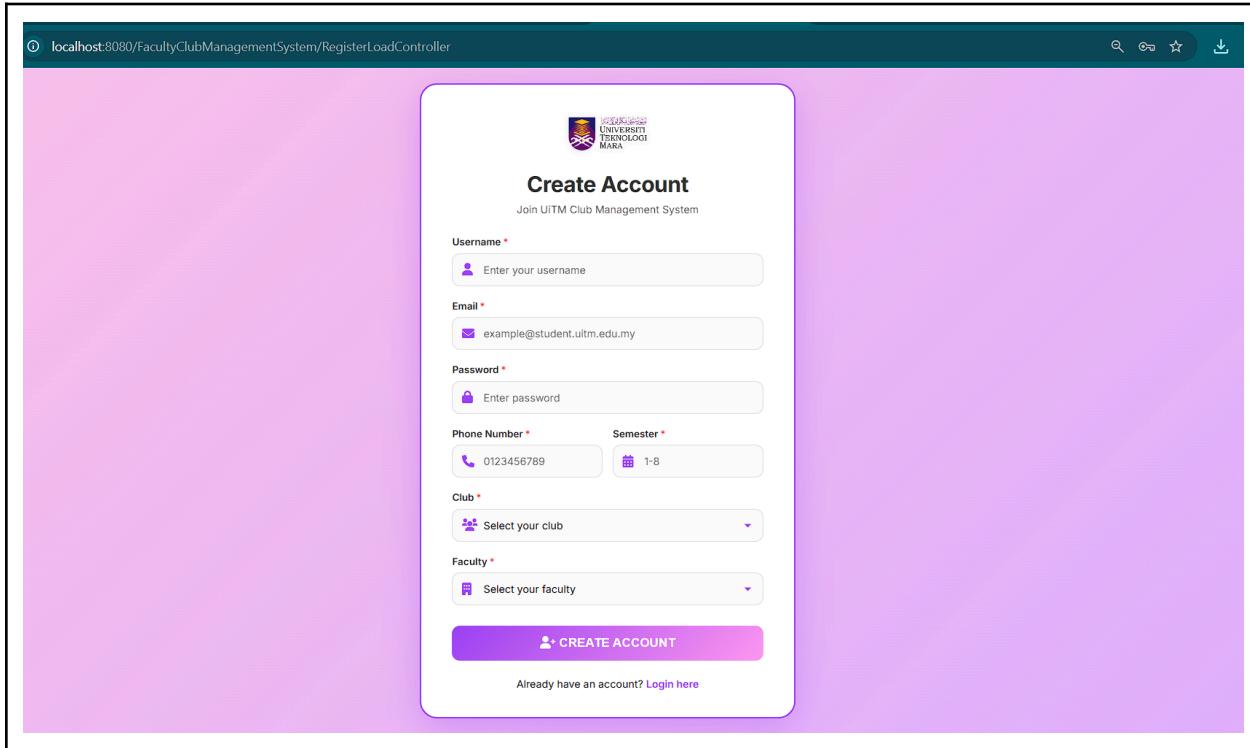


Figure 4: Register Page

Description: Upon clicking the “Register” option, the system will display this page where the user can fill in their relevant details such as username, password, Email, Phone Number, Semester, Select Club, Select Faculty. Once all the details are entered and the user is satisfied with the details they entered, they can click on the “REGISTER” button below which will register them into the system. Upon successfully registering, the user will be led back to the login page where they will fill in their details before logging into the system.

6.3. HOMEPAGE-STUDENT

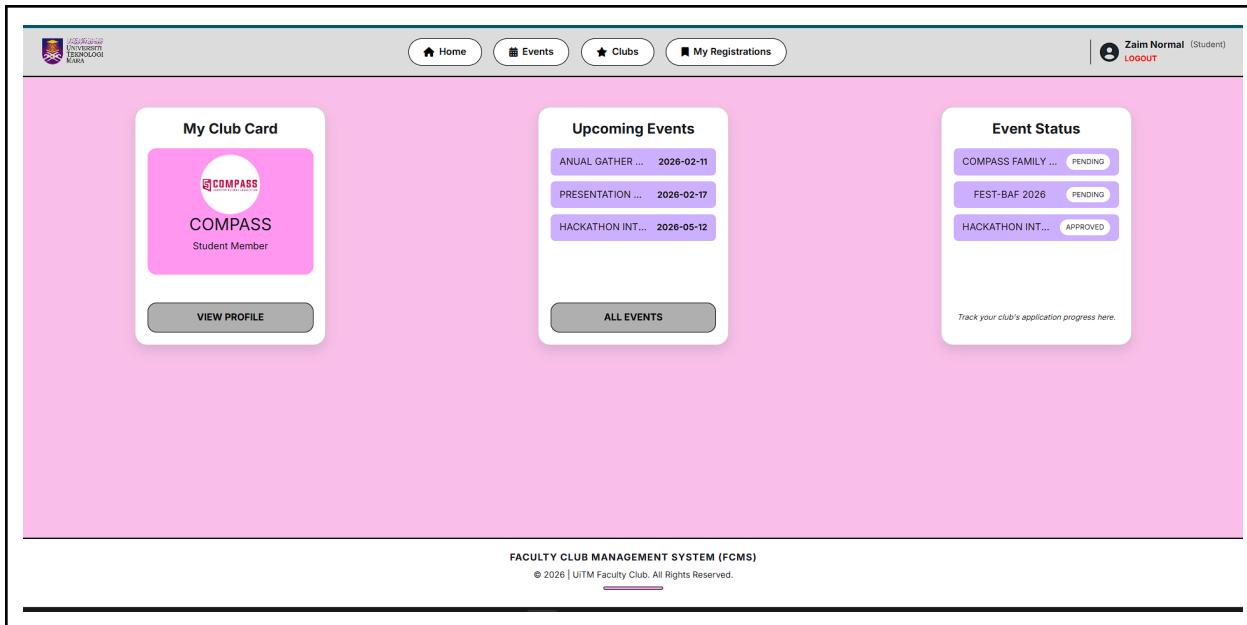


Figure 5: Homepage for Student

Description: In the homepage for all three users, for the navigation bar they will all have the UiTM logo, HOME, EVENTS AND CLUBS button and display what they are currently login as. For students, in the main section, if they want to view their profile they can click “MY CLUB CARD” . If they want to view a list of upcoming events, they can click either “EVENTS” in the navigation bar or “ALL EVENTS” in the EVENT section. If they want to view their registered events they can click “My Registration”.

6.4. HOMEPAGE-MEMBER

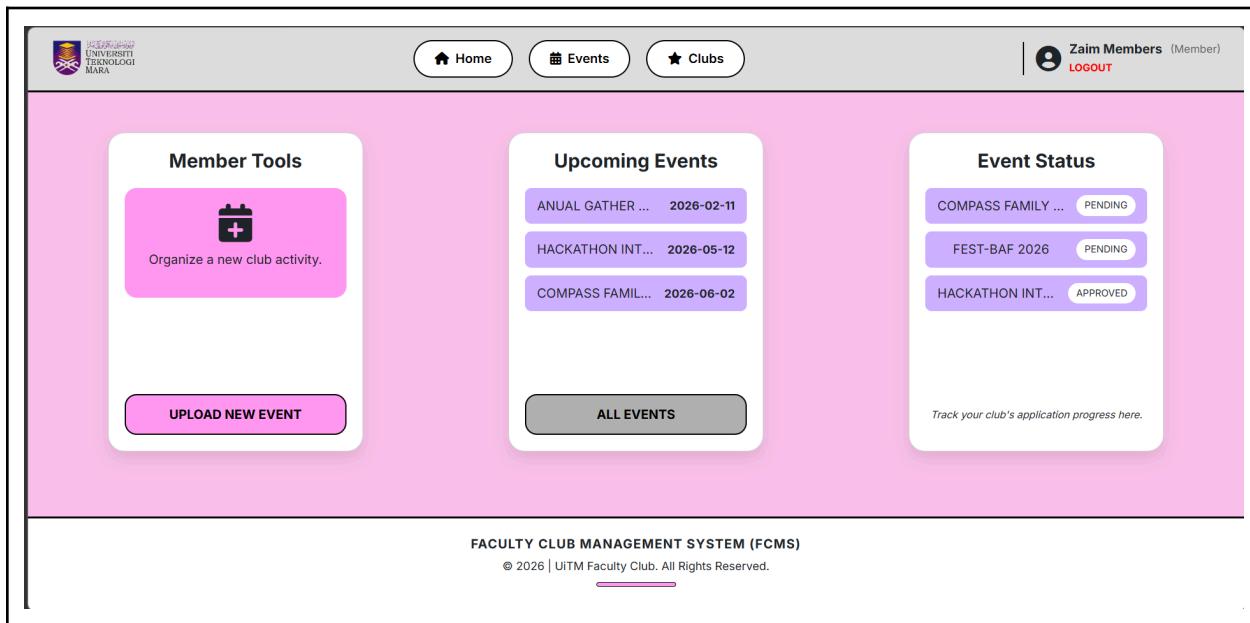


Figure 6: Homepage for Member

Description: For the member side the main section will have “MEMBER TOOLS” to “UPLOAD NEW EVENT” if they want to propose new events.

6.5. HOMEPAGE-ADVISOR

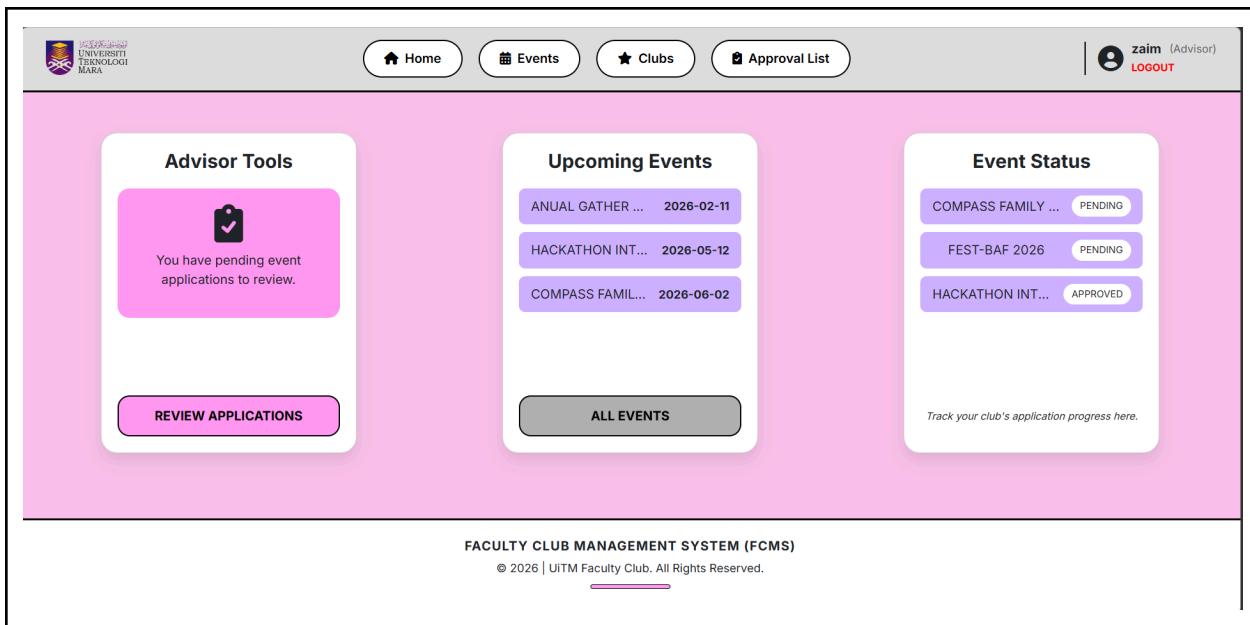


Figure 7: Homepage for Advisor

Description: For the Advisor, in the navigation bar, it will have “APPROVAL LIST” as the 4th button if they want to view their list of approved or rejected events by the advisor. In the main section, it will have the “ADVISOR TOOL” to review the proposed events by the club member for approval or rejection also.

6.6. USER PROFILE-STUDENT

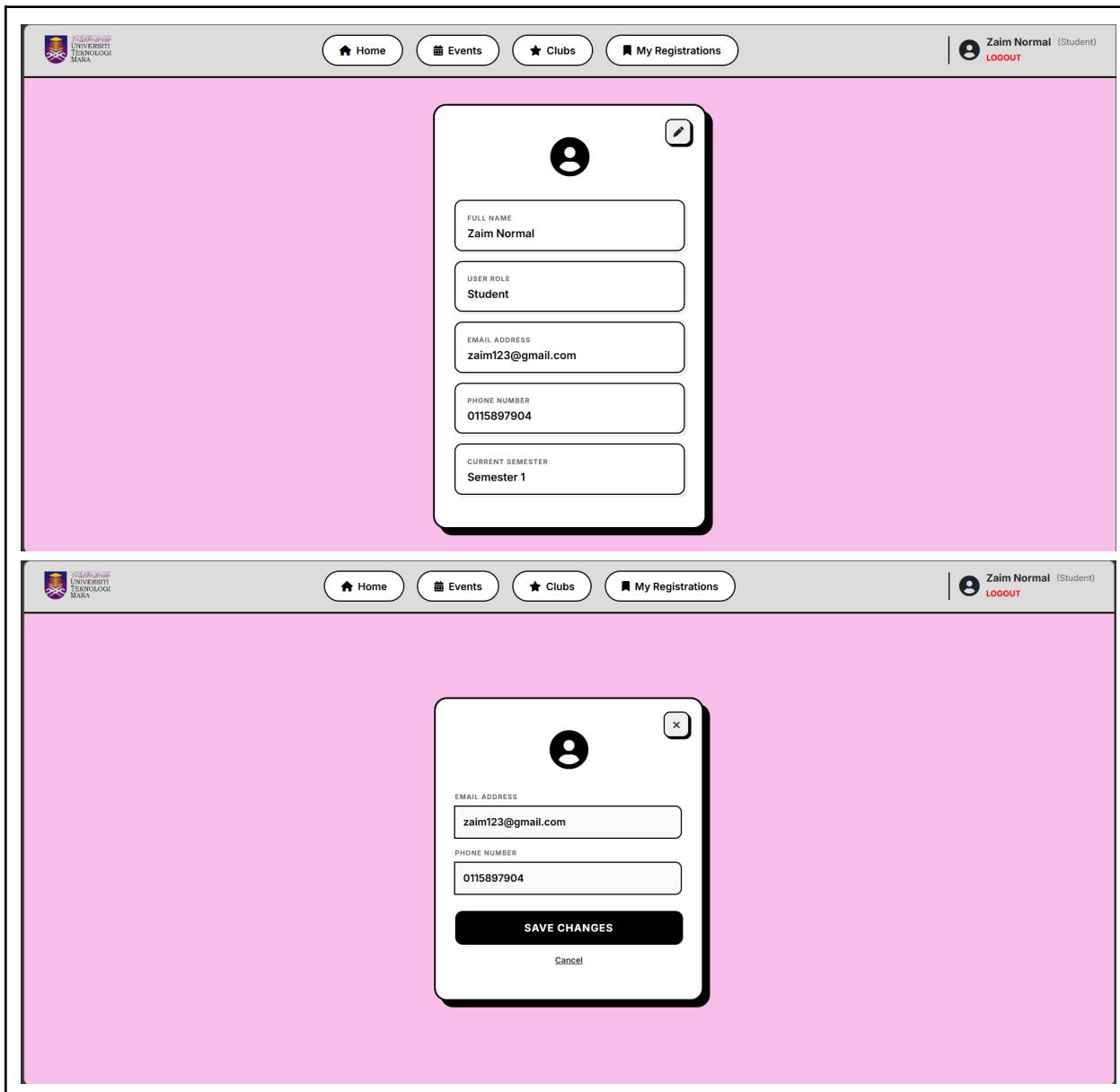


Figure 8: User profile for Student

Description: In the user profile page for students, it will display their user role, email addresses, phone number and semester they're currently in. The user can also edit their email address and phone number if they have a new one.

6.7. PROPOSE EVENT PAGE-MEMBER

The screenshot shows a web application interface for proposing a new event. At the top, there is a navigation bar with links for Home, Events, Clubs, and a user profile for 'Zaim Members (Member)' with a 'LOGOUT' button. The main content area has a pink header with the title 'Propose a New Event' and a sub-instruction 'Fill out the details below to submit your event idea for approval.' Below this, there is a form with the following fields:

- Proposing as:** (Member) - A dropdown menu showing '(Member)'.
- EVENT TITLE:** e.g., Annual Tech Summit 2026 - An input field.
- EVENT DESCRIPTION:** Share the purpose and agenda of the event... - A text area.
- DATE:** mm/dd/yyyy - An input field with a calendar icon.
- TIME:** --:-- -- - An input field with a clock icon.
- VENUE:** e.g., Dewan Agong, UITM - An input field.
- MAX PARTICIPANTS:** e.g., 100 - An input field.
- ORGANIZING CLUB ID:** Enter Club ID - An input field.

At the bottom right of the form is a pink button labeled 'SUBMIT EVENT PROPOSAL'.

Figure 9: Propose event page for Member

Description: In this page, the member will create a proposal for new events. They can fill in the proposed event details in the form and submit the proposal to be reviewed by the advisor.

6.8. REVIEW APPROVAL-ADVISOR

Event Application Approvals

#	Event Name	Status	Action
#1	Tech convention recycle	Pending Approval	✓ Approve ✗ Reject
#2	Tech aerospace	Rejected	☒ Delete
#3	Tech aerospace	Approved	Processed
#4	Jamuan Hari Raya	Approved	Processed
#5	Anual Gather Meet	Approved	Processed
#6	FEST-BAF 2026	Approved	Processed
#7	COMPASS FAMILY DAY	Approved	Processed
#8	HACKATHON INTERNATIONAL	Approved	Processed

FACULTY CLUB MANAGEMENT SYSTEM (FCMS)

Home Events Clubs Approval List zaim (Advisor) LOGOUT

Event Application Approvals

☒ Rejected application deleted successfully.

#	Event Name	Status	Action
#1	Tech convention recycle	Rejected	☒ Delete
#2	Tech aerospace	Approved	Processed
#3	Jamuan Hari Raya	Approved	Processed
#4	Anual Gather Meet	Approved	Processed
#5	FEST-BAF 2026	Approved	Processed
#6	COMPASS FAMILY DAY	Approved	Processed
#7	HACKATHON INTERNATIONAL	Approved	Processed

Figure 10: Reviewing Event Application for Advisor

Description: The advisor will review the proposed event here on the “Approval List” tab at the navigation bar. This page will display all the pending review events proposed by members and will display rejected or approved previous events also. The rejected events can also be deleted from the list.

6.9. EVENT PAGE-STUDENT

The screenshot shows a web application interface for a student. At the top, there is a navigation bar with links for Home, Events, Clubs, My Registrations, and a user profile for 'Zain Normal (Student)' with a 'Logout' button. Below the navigation bar, a message says 'Browse all events organized by faculty clubs' followed by 'Showing 4 event(s)'. There are four event cards displayed:

- FEST-BAF 2026** (UPCOMING)
Date: 2026-08-12, Time: 10:00:00, Location: Lobby FSKM, Attendance: 0. Status: Already Registered.
- COMPASS FAMILY DAY** (UPCOMING)
Date: 2026-06-02, Time: 08:00:00, Location: UITM Field, Attendance: 0. Status: Already Registered.
- HACKATHON INTERNATIONAL** (UPCOMING)
Date: 2026-05-12, Time: 09:00:00, Location: Dewan Agong, Attendance: 0. Status: Register for Event.
- Anual Gather Meet** (UPCOMING)
Date: 2026-02-11, Time: 01:38:00, Location: BSU, Attendance: 0. Status: Register for Event.

Figure 11: Event page for Student

Description: In the "EVENTS" page for Student, it will display all the upcoming events that have already been approved by the Advisor each with a "Register for Event" button, if the student wants to register for that event, they will be turned to "Already Registered".

6.10. EVENT PAGE-MEMBER

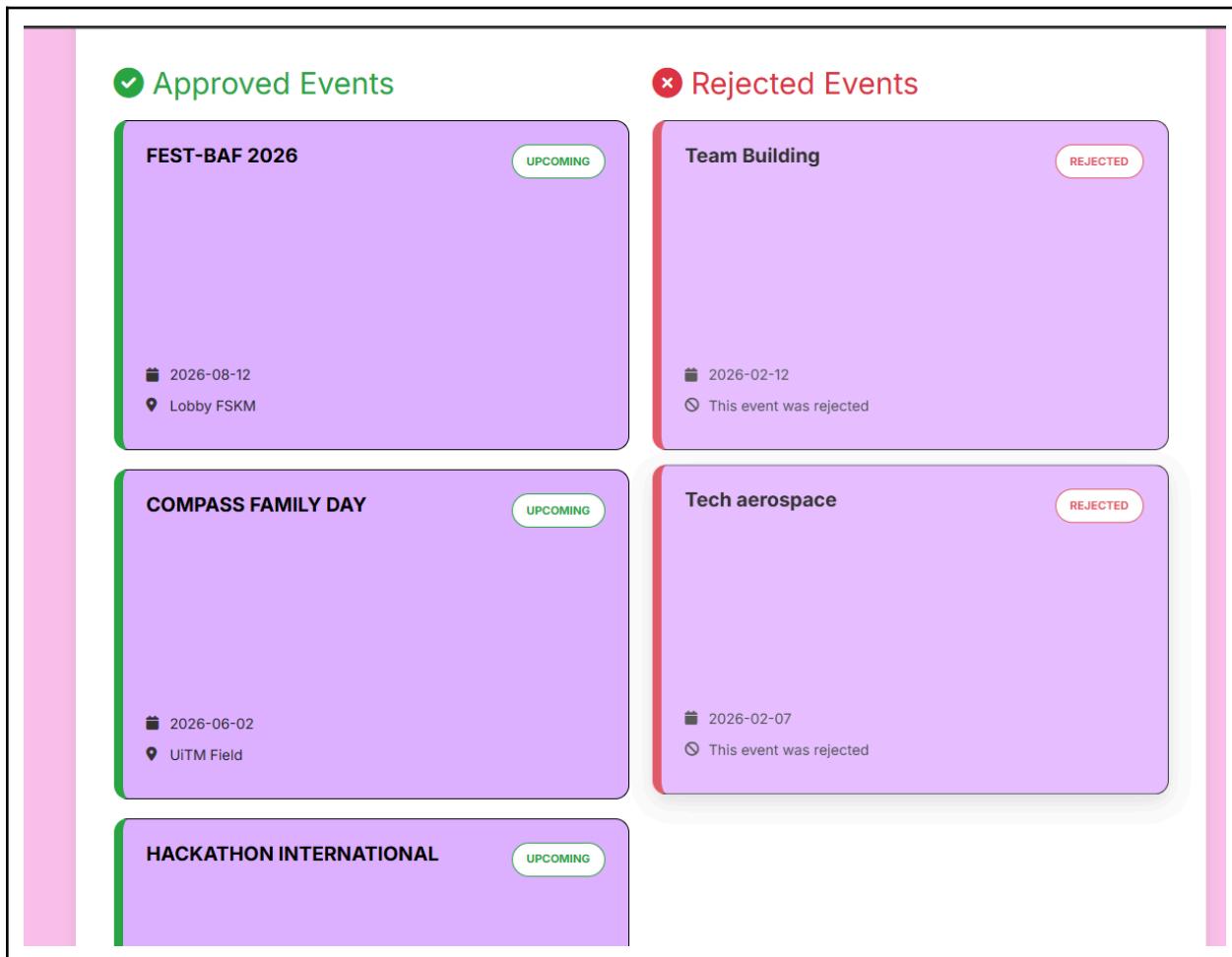


Figure 12: Event Page for Member

Description: In the “EVENT PAGE” for Members it will display all the upcoming events that have already been approved by the Advisor and all the past Approved and Rejected events.

6.11. EVENT PAGE-ADVISOR

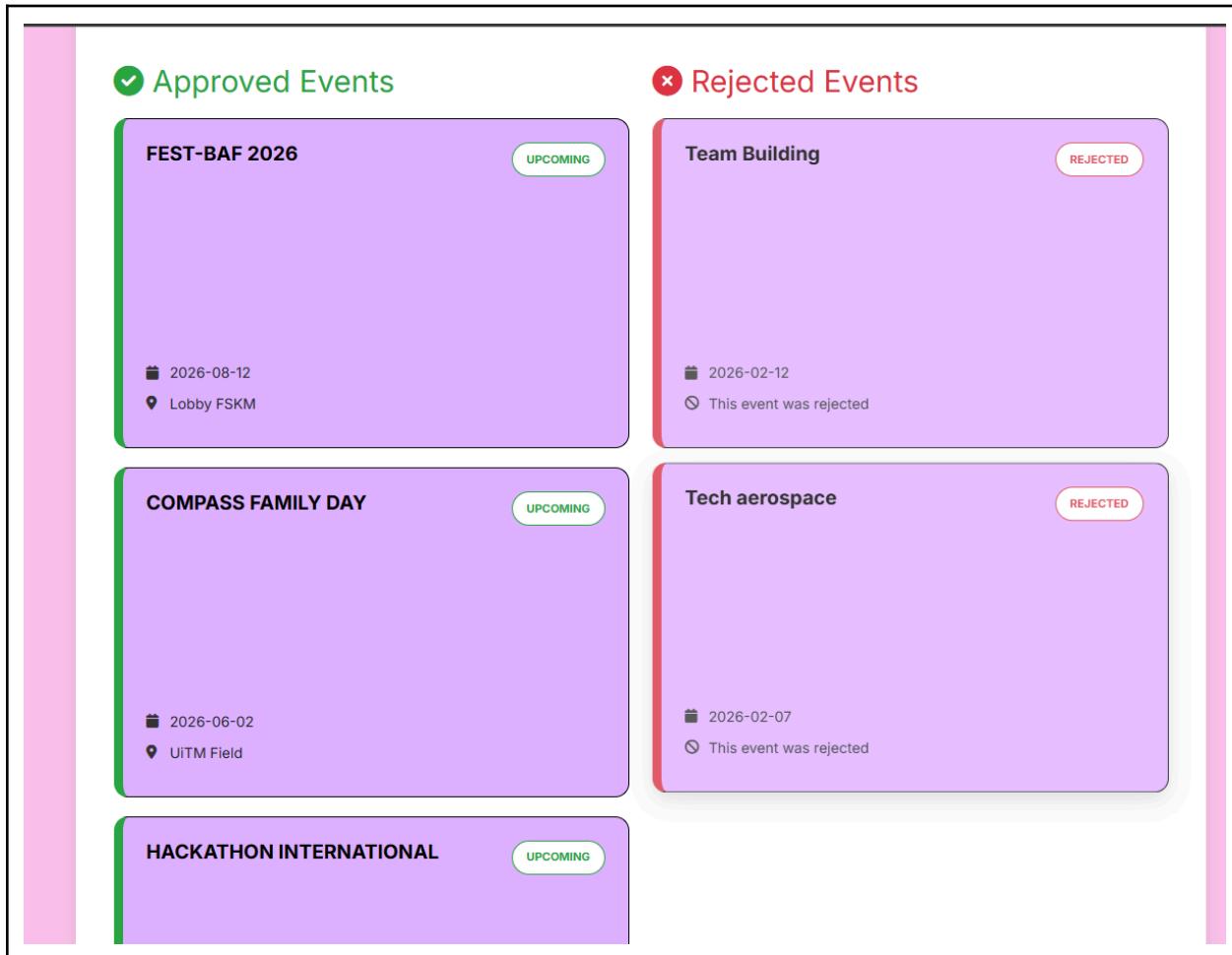


Figure 13: Event page for Advisor

Description: In the EVENT PAGE for Advisor, it will also display the list of all upcoming events which is the same with Members view.

6.12. CLUB PAGE-STUDENT

The screenshot shows a web application interface for a student's club page. At the top, there is a navigation bar with the university logo, and links for Home, Events, Clubs, and My Registrations. On the right side of the top bar, there is a user profile icon for 'Zaim Normal (Student)' and a 'LOGOUT' button. Below the navigation bar, the main content area has a pink header with the title 'My Registered Events' and a subtitle 'Events you have signed up for'. The main content area contains two event cards: 'COMPASS FAMILY DAY' and 'FEST-BAF 2026'. Each card displays the event name, date, venue, and status. The footer of the page includes the text 'FACULTY CLUB MANAGEMENT SYSTEM (FCMS)', the copyright notice '© 2026 | UiTM Faculty Club. All Rights Reserved.', and a small decorative element.

Event	Date	Venue	Status
COMPASS FAMILY DAY	2026-06-02	UITM Field	Registered
FEST-BAF 2026	2026-08-12	Lobby FSKM	Registered

Figure 14: Club page for Student

Description: In the “CLUB PAGE” for Students, it will display which club the student is currently in and the total number of events the user joined with the list of registered event.

6.13. CLUB PAGE-MEMBER

The screenshot shows a web-based application for managing club events. At the top, there is a navigation bar with links for Home, Events, Clubs, and a user account for 'Zain Members (Member)' with a 'Logout' option. The main content area is titled 'CREATE EVENT REPORT'. It contains several sections:

- SELECT EVENT**: A dropdown menu labeled 'Event:' with the placeholder '--- Select Event ---'.
- EVENT DETAILS**: Fields for 'Event Name' and 'Event Date', both currently empty. Below these is a 'Venue' field, also empty.
- ATTENDANCE & ENGAGEMENT**: Fields for 'Total Registered' (containing '0') and 'Total Attendance' (containing '0'). Below these is a section for 'Engagement Summary' with a placeholder 'Member participation details...'.
- FINANCIAL REVIEW**: Fields for 'Budget (RM)' and 'Expenses (RM)', both currently empty. Below these is a 'Balance (RM)' field, which is grayed out. There is also a 'Financial Notes' section with a placeholder 'Expense breakdown...'.
- RATINGS & FEEDBACK**: A 'Performance Rating' section showing five gray stars. Below this are fields for 'Positive Feedback' (labeled 'Achievements...') and 'Improvements' (labeled 'Areas to improve...').
- E-SIGNATURE**: A section for uploading a signature image, with a placeholder 'Choose File' and a note 'No file chosen'.

At the bottom of the form is a large black button with a white 'PRINT REPORT' icon. At the very bottom of the page, there is a footer with the text 'FACULTY CLUB MANAGEMENT SYSTEM (FCMS)' and '© 2026 | UITM Faculty Club. All Rights Reserved.'

Figure 15: Club page for Member

Description: In the “CLUB PAGE” for Members, it will display a form for members to fill in for a post-event report. The member will select which event it is based on “Event ID” then some field will be read from the correct table in the database. Then, after the member is satisfied with the details, then the member can print it for any hardcopy evidence.

6.14. CLUB PAGE-ADVISOR

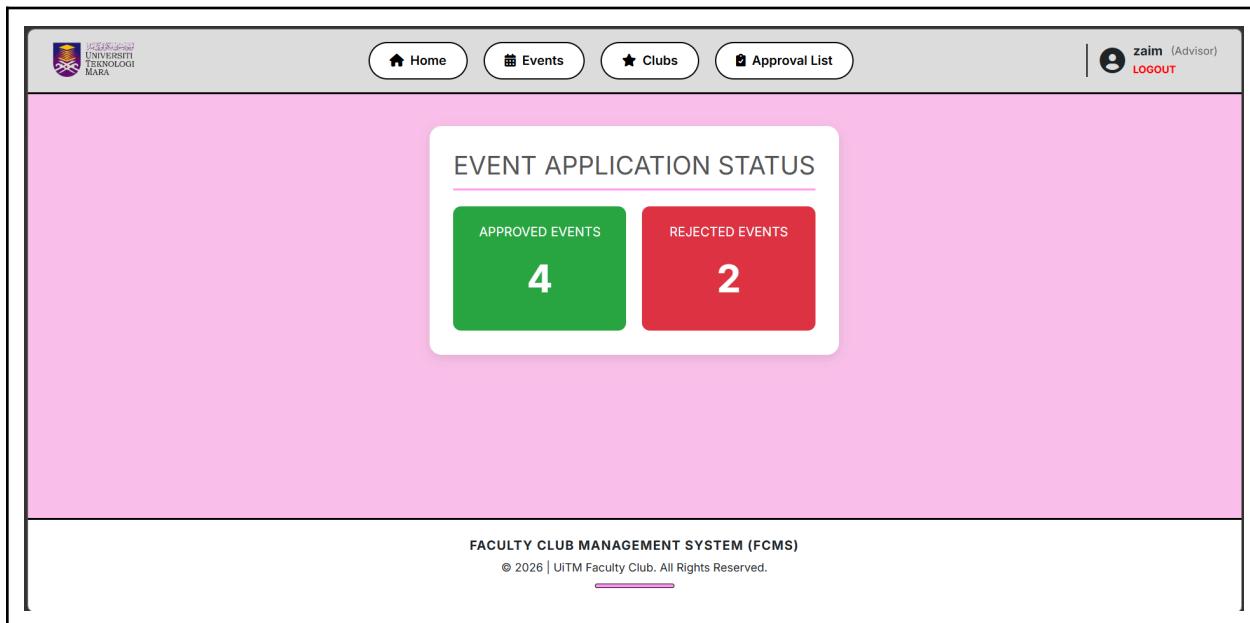


Figure 16: Club page for Advisor

Description: In the club page for Advisor, they can view the total list of approved or rejected events.

6.15. LOGOUT PAGE

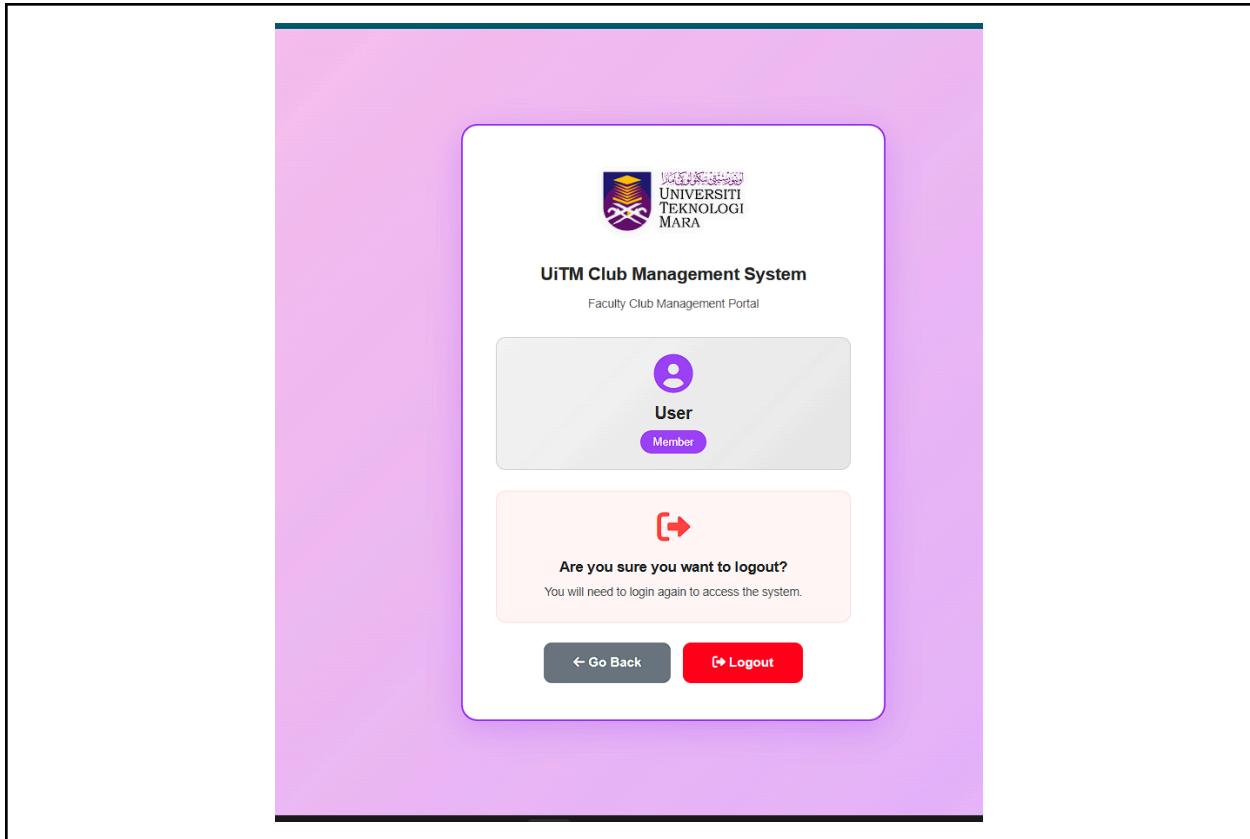


Figure 18: Logout page confirmation message.

Description: If the user decides to logout, they will click the logout button on the rightmost of the navigation bar then they will be prompted by the confirmation message before logout.