

USER MANUAL

EPROGRESS REPORT SYSTEM UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH

**Updated :
17 October 2013**

**PUSAT TEKNOLOGI MAKLUMAT & KOMUNIKASI
UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH**

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26300 Gambang, Kuantan
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System Introduction

1

eProgress Report System was developed to facilitate staff / fellow prepare and submit a progress report for each semester. In addition, this system also developed in order to facilitate the supervisor to access the progress report to review and evaluate efficiently.

This system consists of two (2) main modules :-

- 1- Staff/Fellowship Module
- 2- Supervisor Module

System Access - URL

The system can be accessed via the following url :-

<https://community.ump.edu.my/ecomstaff/eProgress>

Universiti
MALAYSIA
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Empowering Tomorrow's Potential

Username :

Password : [Forgot your password?](#)

User Category? ▾

Any queries , kindly contact us :-
Unit Perjawatan & Cuti Belajar,
Jabatan Pendaftaran,
Universiti Malaysia Pahang,
Lebuhraya Tun Razak,
26300 Gambang, Kuantan
Pahang Darul Makmur
Tel : 609-5492512 / 609-5493232
Faks : 609-5499181
Email : urusetapend@ump.edu.my

eProgress Report
System

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Figure 1.0 : Frontpage of eProgress Report System

2.1 Staff / Fellowship Module

2.1.1 Staff / Fellowship Module Login

The screenshot shows the login interface for the eProgress Report System. On the left, there is the Universiti Malaysia PAHANG logo and contact information for the Unit Perjawatan & Cuti Belajar. The main area contains a login form with fields for Username, Password, and User Category, along with a Login button. A footer contains a disclaimer and copyright information.

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Jabatan Pendaftaran,
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Pahang Darul Makmur
Tel : 609-5492512 / 609-5493232
Faks : 609-5499181
Email : urusetipend@ump.edu.my

Username :
Password : [Forgot your password?](#)
User Category?

eProgress Report System
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Figure 2.1.1 : Frontpage of eProgress Report System

To login, user must use the following information :-

Username : eCommunity username
Password : eCommunity password
User Category : Staff/Fellowship

2.1.2 Staff / Fellowship Dashboard Module

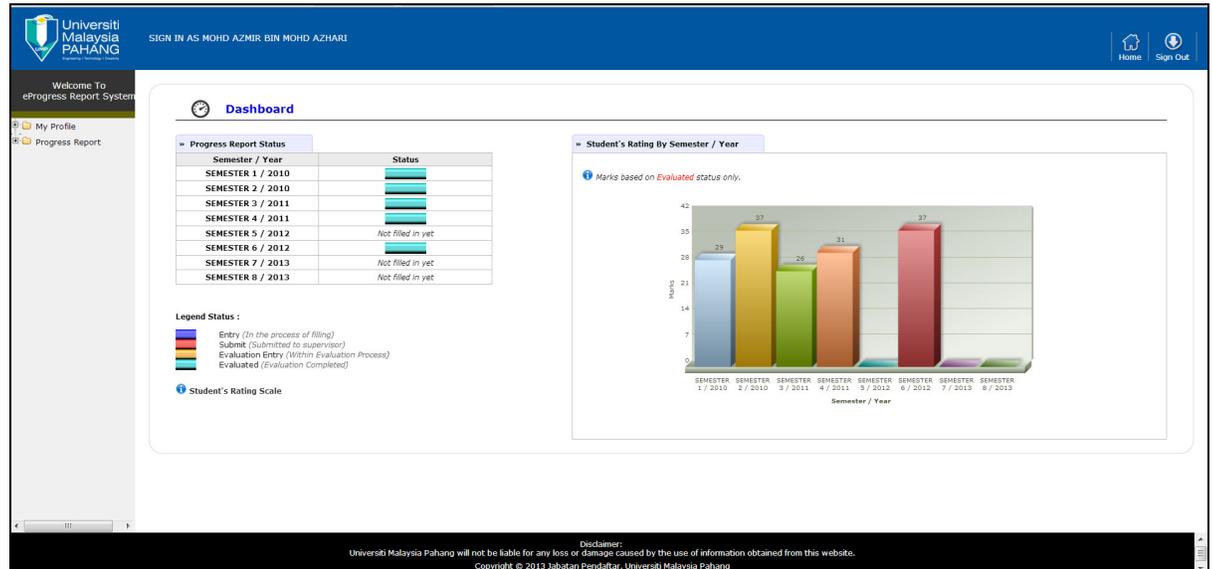
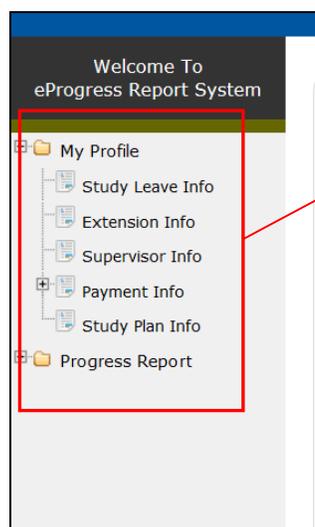


Figure 2.1.2 : eProgress Report System Dashboard

In this screen, users can view the status of progress report for each semester. Users also can view the rating of progress report that has been evaluated by the supervisor.

2.1.3 Staff / Fellowship Sub Module

In this sub module, users can access the following information :-



Sub Module

My Profile

1. Study Leave Info
2. Extension Info
3. Supervisor Info
4. Payment Info
5. Study Plan Info

Progress Report

1. Progress Report Form

2.1.3.1 My Profile Sub Module

- Study Leave Info

View Study Leave Information such as duration of study, university, course name and so on.

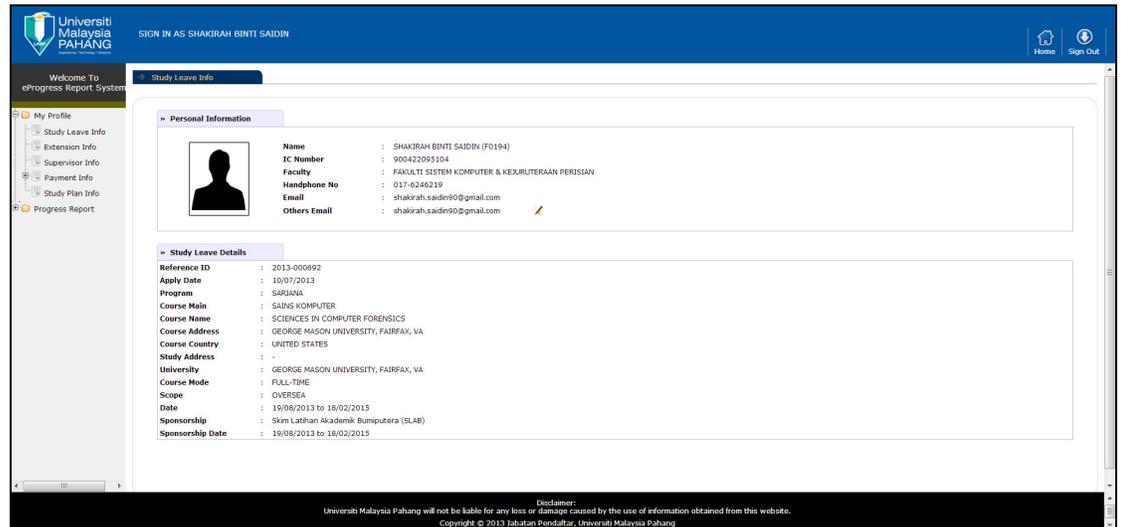


Figure 2.1.3.1.1 : Study Leave Info Screen

- Extension Info

View extension study leave record if applicable.

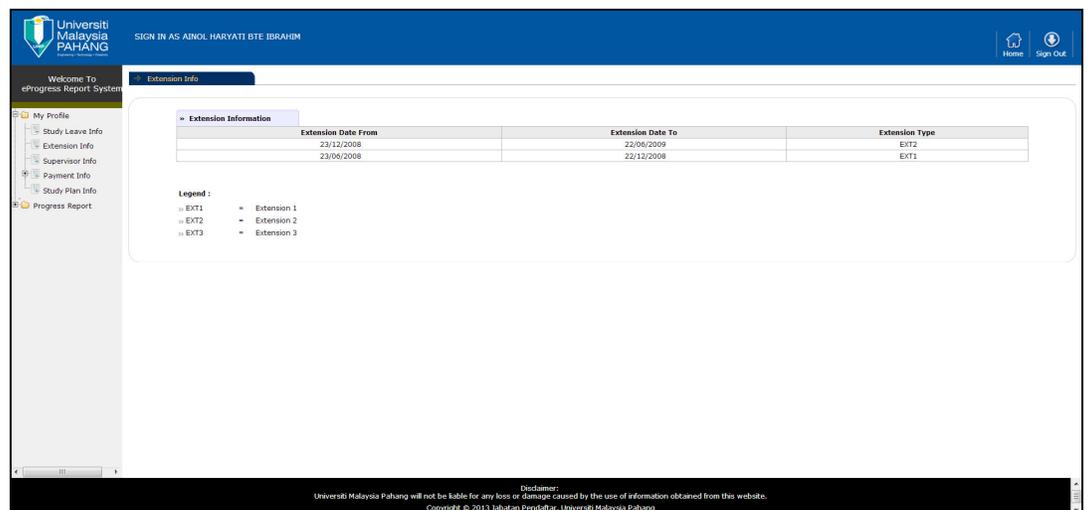


Figure 2.1.3.1.2 : Extension Info Screen

- **Supervisor Info**

View Supervisor information.

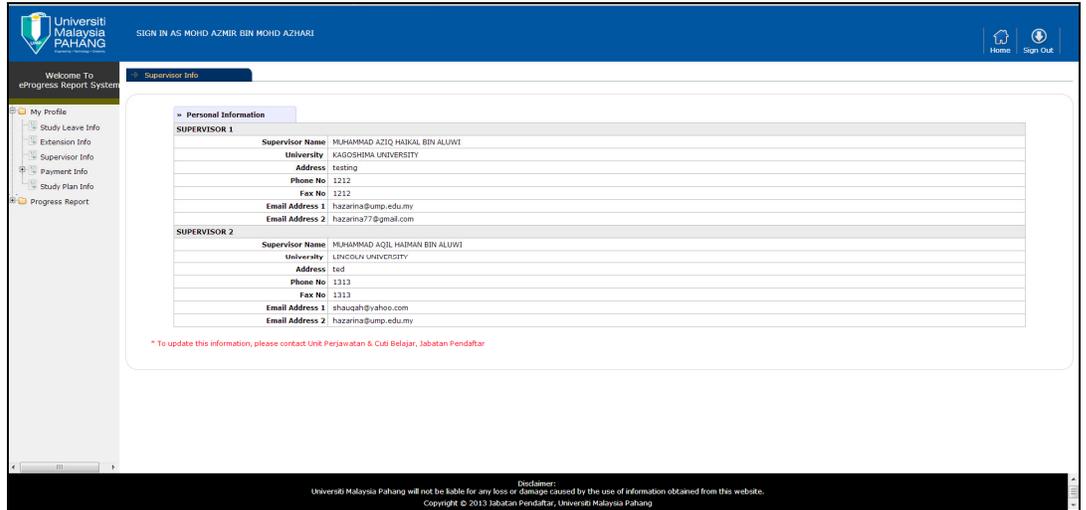


Figure 2.1.3.1.3 : Supervisor Info Screen

- **Payment Info**

View details of payment that has been made.

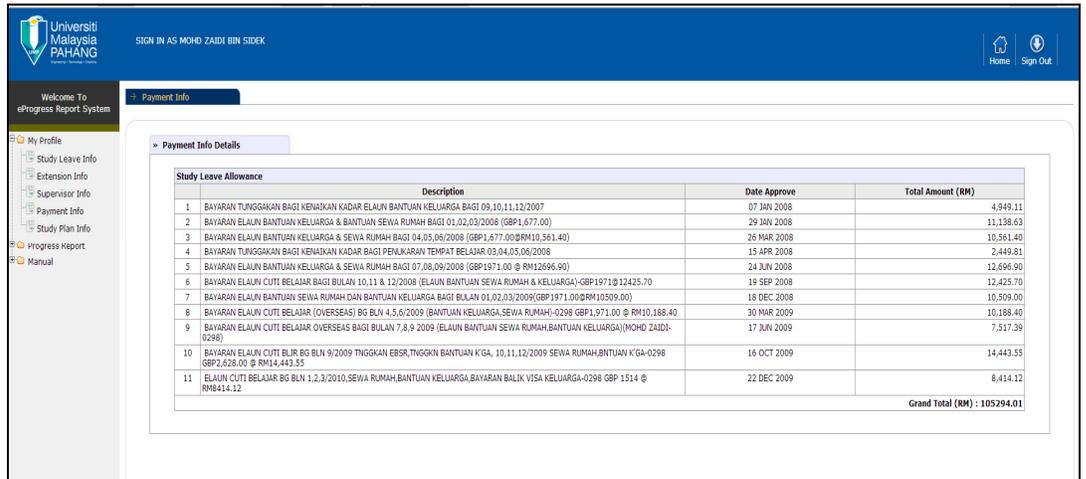


Figure 2.1.3.1.4 : Payment Info Screen

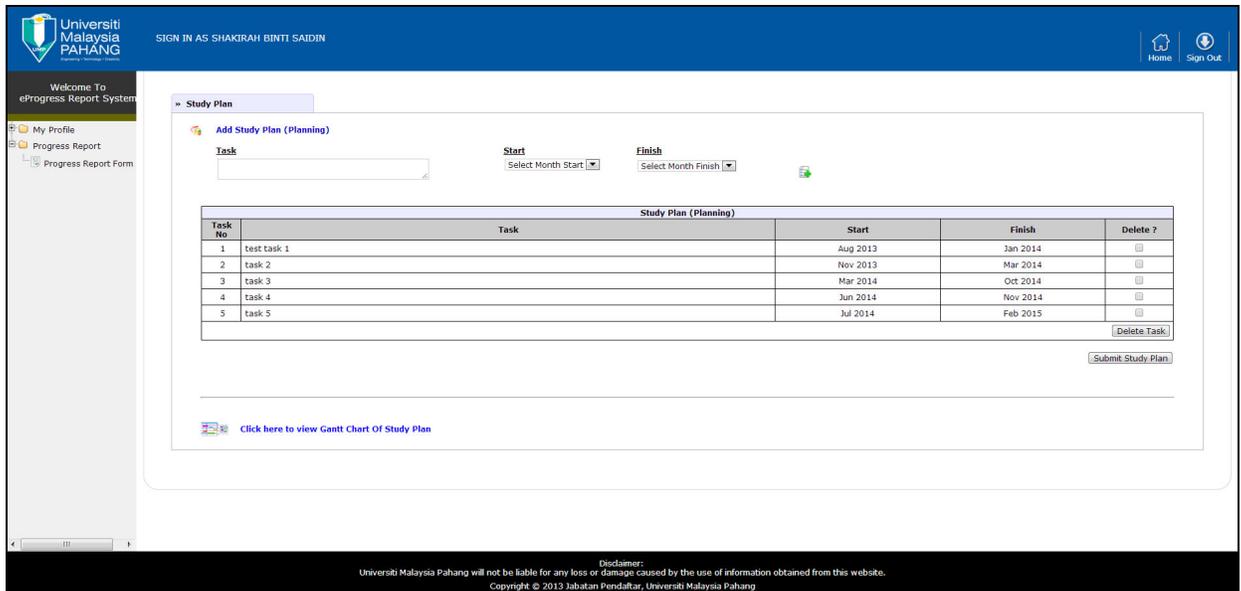


Figure 2.1.3.2.1 : Screen to add study plan

1. To add the information of study plan, please fill in the task, start dan finish field and click on icon.
2. Once the information of study plan was completed, please click on **Submit Study Plan** button for approval process.
3. Email and memo will be trigger to the user after approval has been made.
4. To view the study plan, please click on the [Click here to view Gantt Chart Of Study Plan](#) link. Screen as shown below will be displayed.

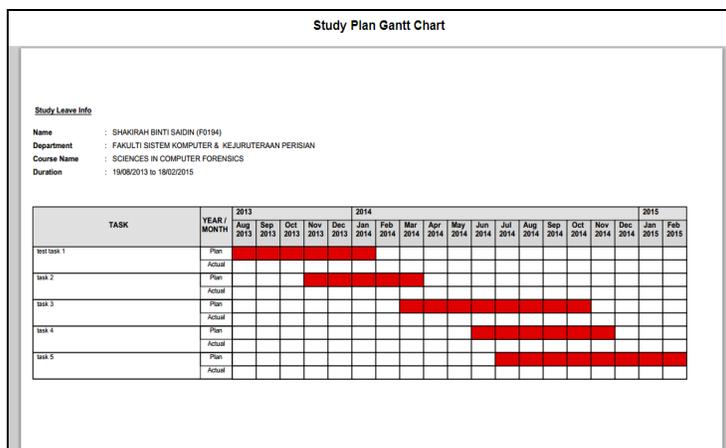


Figure 2.1.3.2.2 : View study plan

Once the completed study plan has been verified, staff / fellows can continue the filling process for the progress report. Each progress report has been divided by semester which is calculated every 6 months starting from the start date of study leave.

Universiti Malaysia PAHANG
SIGN IN AS MOHD AZMIR BIN MOHD AZHARI

Welcome To eProgress Report System

My Profile
Progress Report
Progress Report Form

Progress Report Form

Personal Information

Name : MOHD AZMIR BIN MOHD AZHARI (0639)
IC Number : 790822085373
Faculty : FAKULTI KEJURUTERAAN PEMBUATAN
Handphone No : 0193481742
Email : -

Study Leave Details

Program : IJAZAH DOKTOR FALSAFAH
Course Main : KEJURUTERAAN MEKANIKAL
Course Name : MECHANICAL ENGINEERING
Course Country : JERMAN
University : TECH UNIVERSITAT KAISERLAUTERN
Date : 24/11/2009 to 07/12/2013
Duration : 48 MONTHS

Progress Report By Semester / Year

Progress Report	Info
 View Progress Report	Semester / Year : Semester 1 / 2010 Progress Report will be opened on : 24/05/2010 Entry Date : 14/03/2013 Submit Date : 04/04/2013 Report Status : EVALUATED
 Add / Edit Progress Report	Semester / Year : Semester 5 / 2012 Progress Report will be opened on : 24/05/2012 Entry Date : - Submit Date : - Report Status : -
 View Progress Report	Semester / Year : Semester 6 / 2012 Progress Report will be opened on : 24/11/2012 Entry Date : 23/05/2013 Submit Date : 23/05/2013 Report Status : EVALUATED
 Add / Edit Progress Report	Semester / Year : Semester 7 / 2013 Progress Report will be opened on : 24/05/2013 Entry Date : - Submit Date : - Report Status : -
 Add / Edit Progress Report	Semester / Year : Semester 8 / 2013 Progress Report will be opened on : 24/11/2013 Entry Date : - Submit Date : - Report Status : -

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Figure 2.1.3.2.3 : Screen progress report form by semester

Icon Legend :-



- To add and edit progress report



- To view progress report has been submitted/evaluated.

1. Progress report filling process only can be made after the date of filling has been opened.
2. To fill in the progress report, please click on the  icon and screen as below will be displayed.

Universiti Malaysia PAHANG
SIGN IN AS MOHD AZMIR BIN MOHD AZHARI

Welcome To eProgress Report System

- My Profile
- Progress Report
- Progress Report Form

Personal Information

Name : MOHD AZMIR BIN MOHD AZHARI (0639)
 IC Number : 790822085373
 Faculty : FAKULTI KEJURUTERAAN PEMBUATAN
 Handphone No : 0193481742
 Email : -
 Others Email : hazarina77@gmail.com

Progress Report For Semester 5 / 2012

General Information | Studies Information | Actual Study Plan | Upload | Confirmation

Personal Information

Student No :
 Postal Address & Postcode : NO. 24, JALAN MUTIARA, GOMBAK SETIA, BATU CAVES
 Handphone No : 0193481742

Employment Record

Scheme of Service : PENDIDIKAN
 Grade : DS45
 Head Of Service / Department : FAKULTI KEJURUTERAAN PEMBUATAN, UNIVERSITI MALAYSIA PAHANG

Save & Next

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Figure 2.1.3.2.4 : Add / Edit Progress Report Form

- The information must be filled are as follows : -
 - General Information
 - Studies Information
 - Actual Study Plan
 - Upload
 - Confirmation
- If the progress report form was completed, please press **Submit Progress Report** button on the Confirmation tab. The staff / fellow can review the progress report in this Confirmation tab by pressing the  icon.

View Progress Report

- View Progress Form
- View Study Plan
- View Attachment

CONFIDENTIAL P.S.D FORM (Performance) 093

GOVERNMENT OF MALAYSIA

PERFORMANCE APPRAISAL ON OFFICER ATTENDING COURSE FOR ACADEMIC YEAR/SEMESTER/QUARTER/SEMESTER 1 / 2009

Section 1 - GENERAL INFORMATION (To be completed by student)

NAME AINOL HARYATI BTE IBRAHIM	SPONSORSHIP Skim Latihan Akademik Bumiputera (SLAB)
STUDENT NO K01212	N.R.I.C. NO ** 66081605434
PORTAL ADDRESS & POSTCODE 55, JALAN IM 2/3,	H.S.C. NO ** -

Figure 2.1.3.2.5 : View Progress Report Form

- After a progress report was submitted, the supervisor can continue the process of evaluation.

6. Once evaluation process has been done, email and memo trigger will be sent to the Staff / Fellow and Carbon Copy (Cc) to HR Department.
7. KPT will also receive an email trigger after the completion of the evaluation process.

2.2 Supervisor Module

2.2.1 Supervisor Module Login

Universiti
Malaysia
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Username :

Password : [Forgot your password?](#)

User Category?

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eProgress Report
System

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Figure 2.2.1 : Frontpage of eProgress Report System

To login, user must use the following information :-

Username : ***
Password : ***
User Category : Supervisor

*** *This information will be sent via email*

2.2.2 Supervisor Dashboard Module

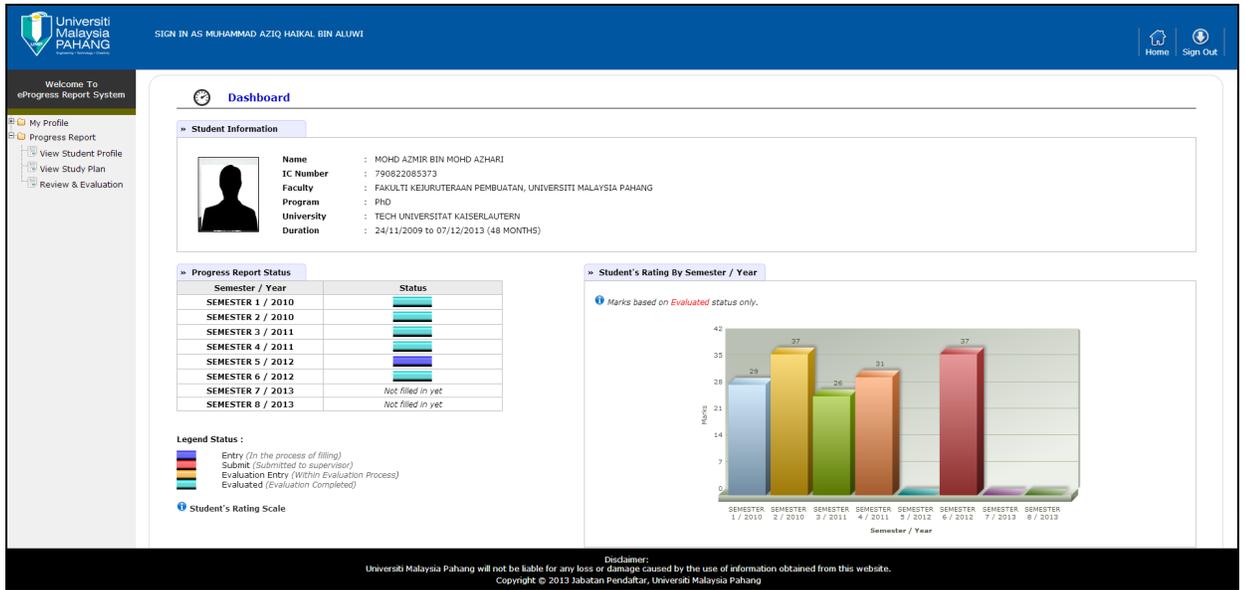
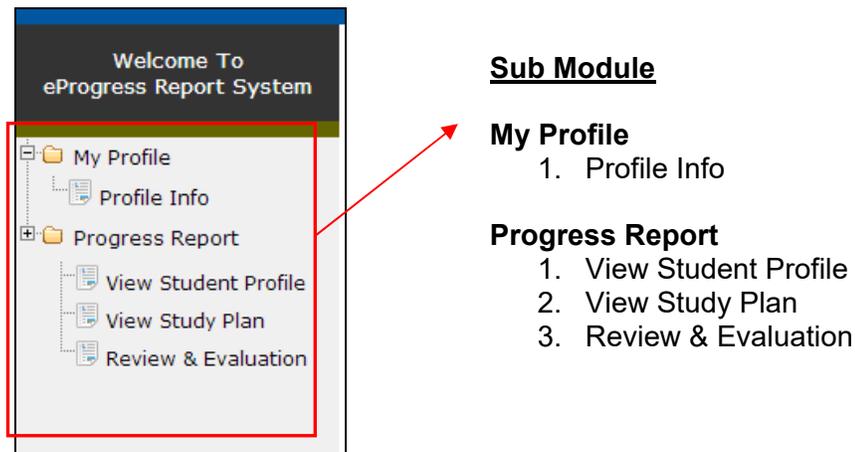


Figure 2.2.2 : eProgress Report System Dashboard

In this screen, supervisor can view the student status of progress report for each semester. Supervisor also can view the student rating of report progress that has been evaluated.

2.2.3 Supervisor Sub Module

The sub module consists of the following information :-



2.2.3.1 My Profile Sub Module

- Profile Info

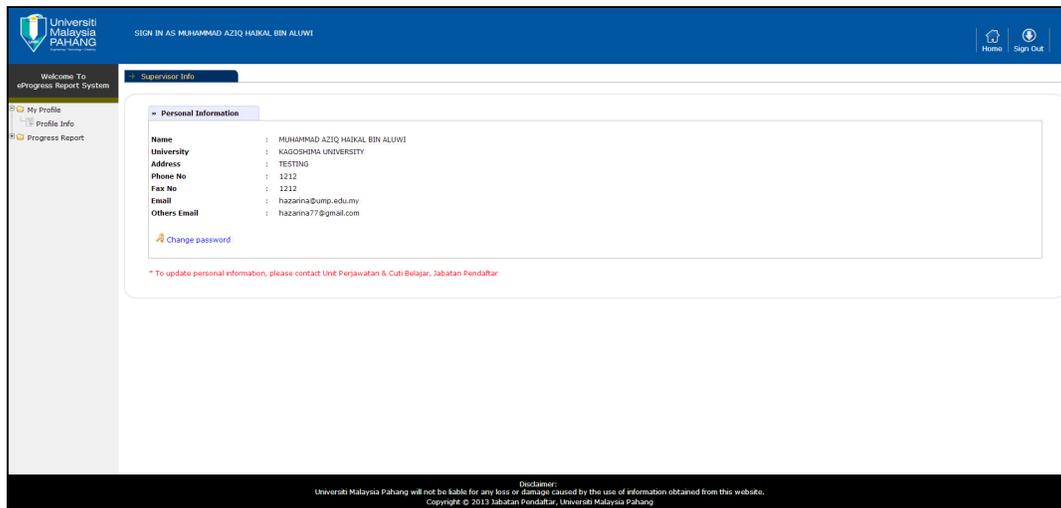


Figure 2.2.3.1.1 : Supervisor Profile Info Screen

1. Containing information relating to the supervisor.
2. To change the password, please click on the  [Change password](#) link. **Figure 2.2.3.1.2** shows an example of change password interface.

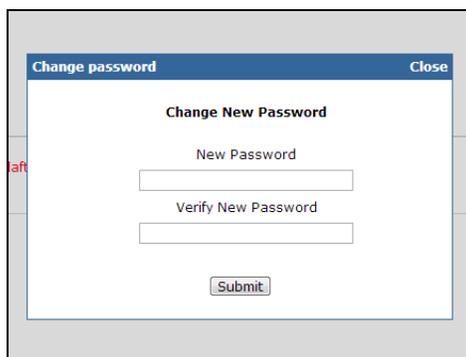


Figure 2.2.3.1.2 : Change Password Interface

2.2.3.2 Progress Report Sub Module

To review and evaluation the progress report process

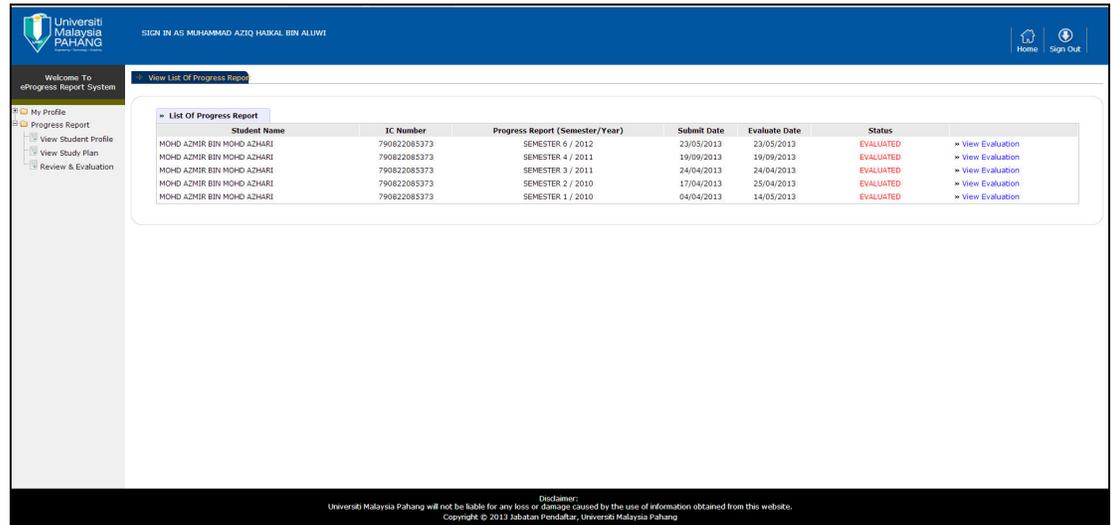


Figure 2.2.3.1.5 : Review & Evaluation Interface

1. Click on the [Evaluation](#) link to evaluate the progress report. Figure 2.2.3.1.6 as below will be displayed

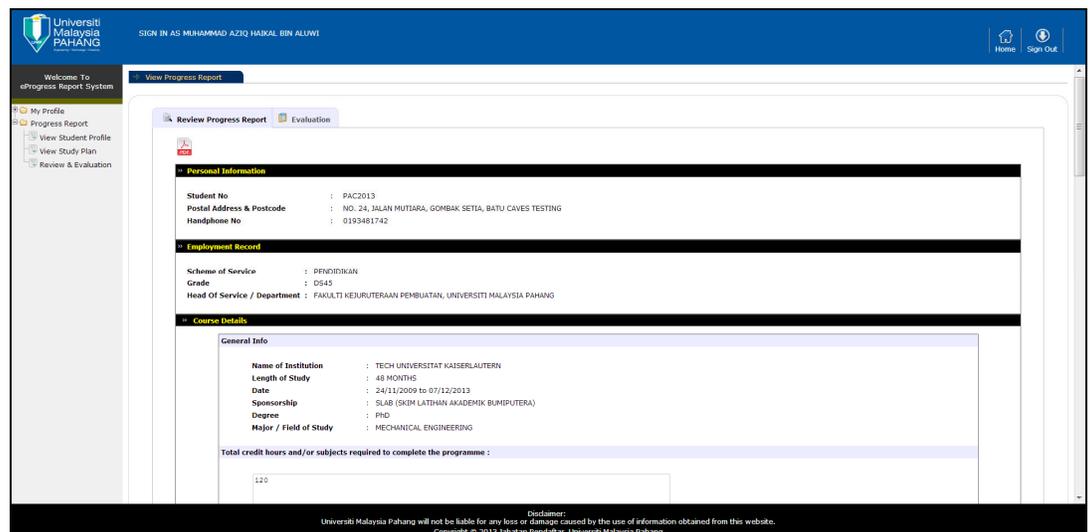


Figure 2.2.3.1.6 : Evaluation Interface

2. On the first tab, the supervisor can review the progress report in  PDF version.
3. To evaluate the progress report, please click on the Evaluation tab and figure as below will be shown :-

View Progress Report

Review Progress Report | Evaluation

Evaluation

Please use the following scale :-

★ ★★ ★★★ ★★★★ ★★★★★

1. Poor 2. Fair 3. Good 4. Very Good 5. Excellent

A. Frequency of consultation with Supervisor / Academic Registrar / Programme Head during period of this report

Very Often

B. Research Progress

- Student's research progress according to approved plan of study :
★★★★★
- Please Comment :
teating je nie 123 444 555 666

C. Student's Rating

- Commitment (Dedicated in pursuing studies) ★★★★★
- Integrity (Performs task with intellectual honesty) ★★★★★
- Discipline (Adheres to rules and regulations) ★★★★★
- Work quality and efficiency (Produces good work within specified time) ★★★★★
- Overall perspective (Able to view issues from a broader perspective) ★★★★★
- Ability to work independently (Does not depend on supervisor or others to perform task) ★★★★★
- Attendance (Attends lectures / tutorials regularly) ★★★★★
- Language proficiency - Written (Student's command of the language of instruction) ★★★★★
- Language proficiency - Oral (Student's command of the language of instruction) ★★★★★

[Edit Evaluation](#)

Figure 2.2.3.1.7 : Detail of Evaluation Interface

4. The evaluation process is using the star rating as below :-



- After the evaluation was completed, please click on the **Save Evaluation** button.
- To complete the evaluation process, press the **Submit Evaluation** link on the mainpage of Review & Evaluation menu. Email and memo will be sent to staff/fellow, HR Department and KPT.

View List Of Progress Report

List Of Progress Report

Student Name	IC Number	Progress Report (Semester/Year)	Submit Date	Evaluate Date	Status	
MOHD AZMIR BIN MOHD AZHARI	790822085373	SEMESTER 6 / 2012	23/05/2013	23/05/2013	EVALUATED	View Evaluation
MOHD AZMIR BIN MOHD AZHARI	790822085373	SEMESTER 4 / 2011	19/09/2013	19/09/2013	EVALUATED	View Evaluation
MOHD AZMIR BIN MOHD AZHARI	790822085373	SEMESTER 3 / 2011	24/04/2013	24/04/2013	EVALUATED	View Evaluation
MOHD AZMIR BIN MOHD AZHARI	790822085373	SEMESTER 2 / 2010	17/04/2013	25/04/2013	EVALUATED	View Evaluation
MOHD AZMIR BIN MOHD AZHARI	790822085373	SEMESTER 1 / 2010	04/04/2013	23/10/2013	EVALUATION ENTRY	Edit Evaluation Submit Evaluation

Figure 2.2.3.1.8 : Mainpage of Review & Evaluation Interface