

USER MANUAL

EPROGRESS REPORT SYSTEM UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH

**Updated :
17 Mei 2026**

**PUSAT TEKNOLOGI DIGITAL
UNIVERSITI MALAYSIA PAHANG AL-SULTAN ABDULLAH**

Universiti Malaysia Pahang Al-Sultan Abdullah
26600 Pekan
Pahang, Malaysia

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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://ecomm.ump.edu.my/eProgress>

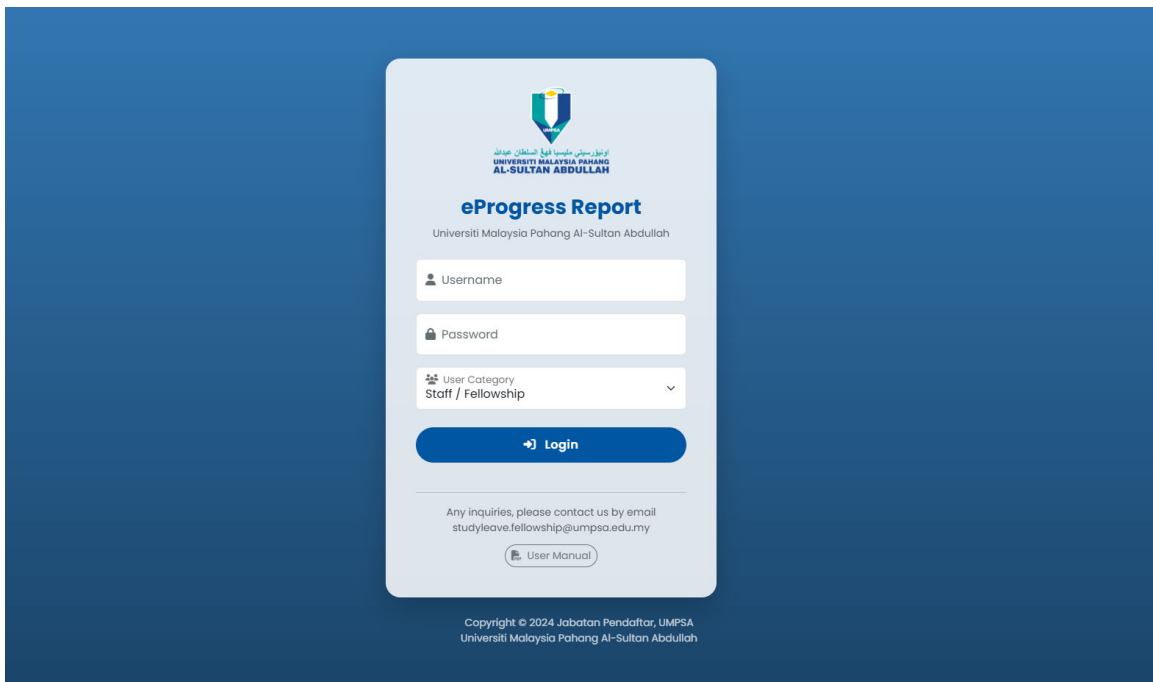


Figure 1.0 : Frontpage of eProgress Report System

2.1 Staff / Fellowship Module

2.1.1 Staff / Fellowship Module Login

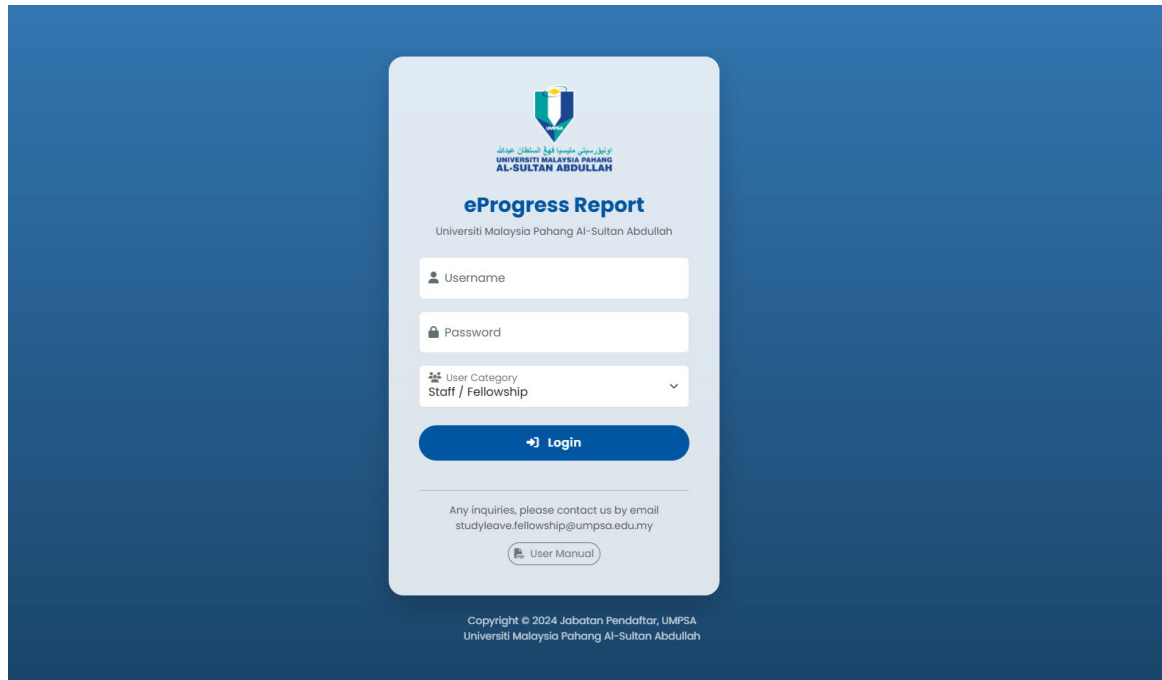


Figure 2.1.1 : Frontpage of eProgress Report System

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

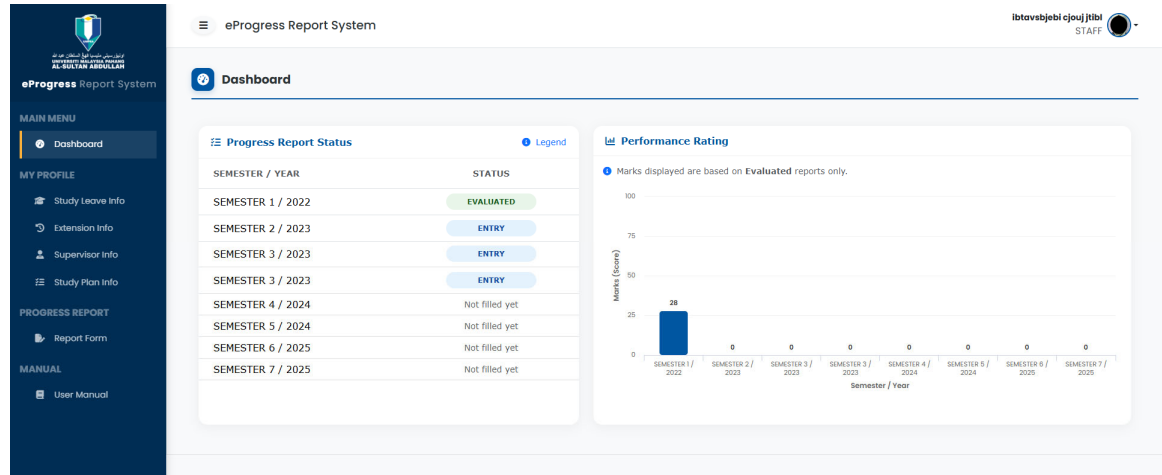
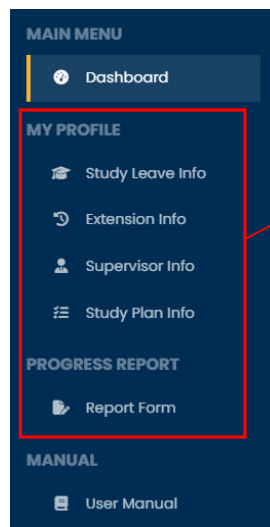


Figure 2.1.2 : eProgress Report System Dashboard

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.

PERSONAL INFORMATION

FULL NAME	ibtavsbjebi cjouj jtibi		
IDENTIFICATION NO.	921835146243		
Staff ID	0735		
FACULTY / DEPARTMENT	FAKULTI TEKNOLOGI KEJURUTERAAN ELEKTRIK DAN ELEKTRONIK		
HANDPHONE NO.	OFFICIAL EMAIL	ALTERNATE EMAIL	
0109018101	mcqdtave@ump.edu.my	hazarina77@gmail.com	

STUDY LEAVE DETAILS

Reference ID	2022-000968	University	UNIVERSITI TEKNOLOGI MALAYSIA	
Apply Date	12/01/2022	Course Mode	FULL-TIME	
Program	IAJAZAH DOKTOR FALSAFAH	Study Address	-	
Course Main	KEJURUTERAAN ELEKTRIK	Study Period	28/02/2022 – 27/08/2025	
Course Name	KEJURUTERAAN ELEKTRIK	Sponsorship	UNIVERSITI MALAYSIA PAHANG (UMP)	
Course Address	OFFICE OF THE DEPUTY VICE-CHANCELLOR (ACADEMIC & INTERNATIONAL), UNIVERSITI TEKNOLOGI MALAYSIA, 81310 JOHOR BAHRU, JOHOR		Sponsor Period	- - -
Country	MALAYSIA			

Figure 2.1.3.1.1 : Study Leave Info Screen

- Extension Info

View extension study leave record if applicable.

EXTENSION RECORDS

DATE FROM	DATE TO	EXTENSION TYPE
28/02/2025	27/08/2025	EXT1

LEGEND DESCRIPTION

EXT1 = Extension 1 EXT2 = Extension 2 EXT3 = Extension 3

Figure 2.1.3.1.2 : Extension Info Screen

- **Supervisor Info**

View Supervisor information.

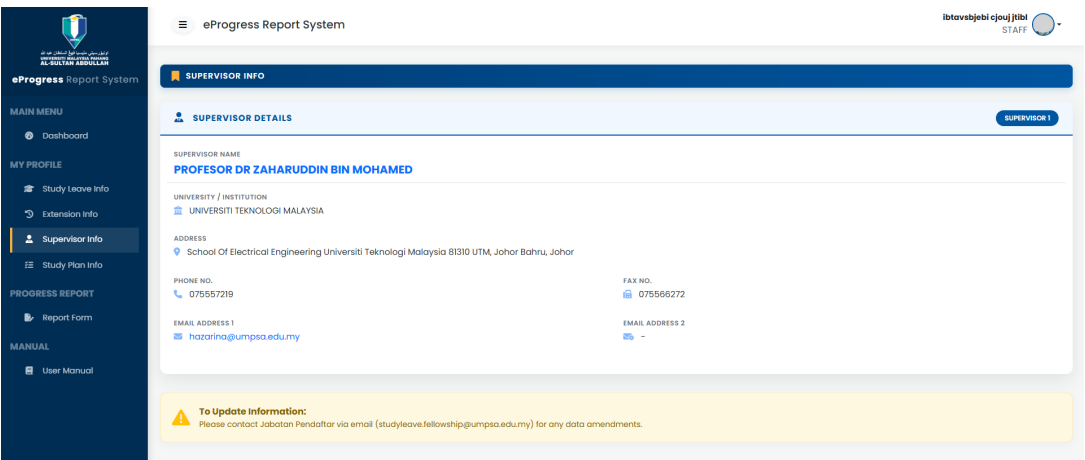


Figure 2.1.3.1.3 : Supervisor Info Screen

- Study Plan Info

Displays information of actual study plan during the study period duration.

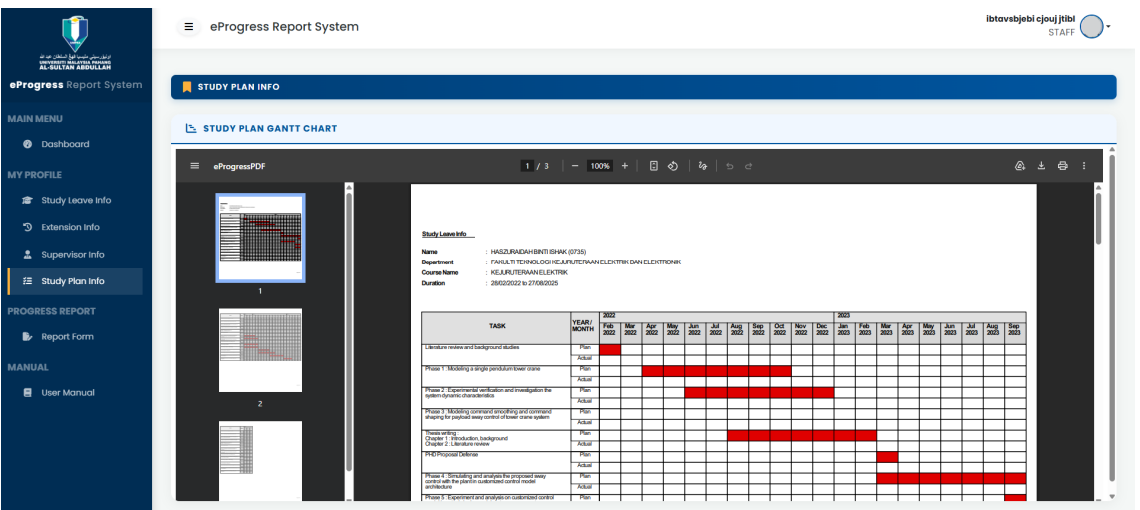


Figure 2.1.3.1.5 : Screen to view actual study plan

2.1.3.2 Progress Report Form Sub Module

Staff / Fellows are not allowed to access this progress report form if the study plan is not completed and verified.

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.

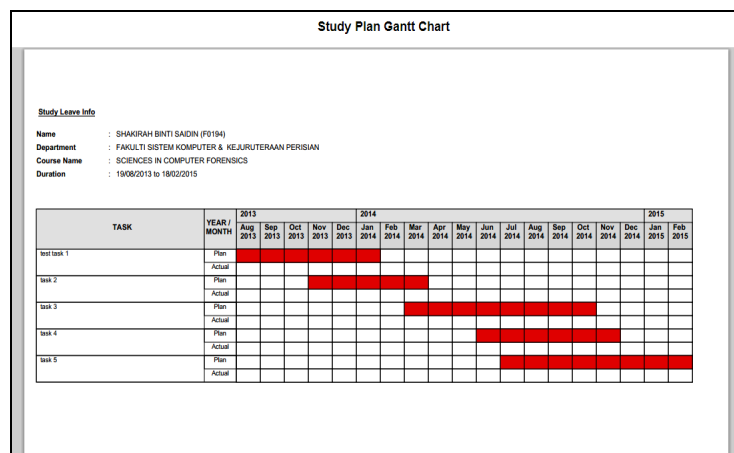


Figure 2.1.3.2.2 : View study plan

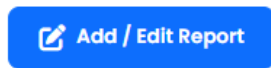
Once the completed study plan has been verified, staff / fellows can continue the filling process for the progress report. Each progress report has been divided by semester which is calculated every 6 months starting from the start date of study leave.

The screenshot displays the 'eProgress Report System' interface. On the left is a dark blue sidebar with a logo and navigation menu. The main content area is titled 'eProgress Report System' and shows a user profile for 'Rohavshjehi c-jed jilal (0736)' with IC number '9283545243' and faculty 'FAKULTI TEKNOLOGI KEJURUTERAAN ELEKTRIK DAN ELEKTRONIK'. Below this, 'STUDY LEAVE DETAILS' show the program 'LIAJAH DOKTOR FALSAFAH', university 'UNIVERSITI TEKNOLOGI MALAYSIA', study period '26/02/2023 to 27/06/2025', and duration '42 Months'. The 'Progress Report Timeline' section lists seven semesters with their respective opening and submission dates and status indicators.

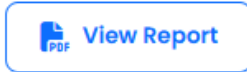
ACADEMIC SESSION	ENTRY DATE	SUBMIT DATE	STATUS
Semester 1 / 2023 OPENING DATE: 26/02/2023	14/05/2023	Full	STATUS EVALUATED
Semester 2 / 2023 OPENING DATE: 26/02/2023	14/05/2023	Full	STATUS ENTER
Semester 3 / 2023 OPENING DATE: 26/02/2023	14/05/2023	Full	STATUS ENTER
Semester 4 / 2024 OPENING DATE: 26/02/2024	-	-	STATUS PENDING
Semester 5 / 2024 OPENING DATE: 26/02/2024	-	-	STATUS PENDING
Semester 6 / 2025 OPENING DATE: 26/02/2025	-	-	STATUS PENDING
Semester 7 / 2025 OPENING DATE: 26/02/2025	-	-	STATUS PENDING

Figure 2.1.3.2.3 : Screen progress report form by semester

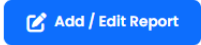
Icon Legend :-



- 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.

eProgress Report System

ADD / EDIT PROGRESS REPORT

Progress Report For Semester 2 / 2023 [View PDF](#)

PERSONAL INFORMATION

NAME: Itatavsbjebi cjouj jibbi (0735) IC NUMBER: 921835146243
FACULTY: FAKULTI TEKNOLOGI KEJURUTERAAN ELEKTRIK DAN ELEKTRONIK HANDPHONE NO: 0109018101
EMAIL: mcqateve@ump.edu.my OTHERS EMAIL: hazarina77@gmail.com

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

PERSONAL INFORMATION DETAILS

STUDENT NO * CC22158 HANDPHONE NO * 0109018101
POSTAL ADDRESS & POSTCODE * NO 21 LORONG RENDANG MAKMUR 1, TAMAN RENDANG MAKMUR,

EMPLOYMENT RECORD

SCHEME OF SERVICE: PENDIDIKAN GRADE: DS45 HEAD OF SERVICE / DEPARTMENT: FAKULTI TEKNOLOGI KEJURUTERAAN ELEKTRIK DAN ELEKTRONIK, UNIVERSITI MALAYSIA PAHANG

[Edit & Next](#)

Figure 2.1.3.2.4 : Add / Edit Progress Report Form

3. The information must be filled are as follows : -
 - General Information
 - Studies Information
 - Actual Study Plan
 - Upload
 - Confirmation

4. 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.



The screenshot shows a web application interface for viewing a progress report. On the left, there is a sidebar with a 'View Progress Report' tab selected, and three sub-links: 'View Progress Form', 'View Study Plan', and 'View Attachment'. The main content area displays a form titled 'CONFIDENTIAL' and 'P.S.D FORM (Performance) 693'. The form is for the 'GOVERNMENT OF MALAYSIA' and is a 'PERFORMANCE APPRAISAL ON OFFICER ATTENDING COURSE FOR ACADEMIC YEAR/SEMESTER/QUARTER SEMESTER 1 / 2005'. It is divided into 'Section 1 - GENERAL INFORMATION (To be completed by student)'. The form contains several fields: 'NAME' (ANOL HARYATI STE IBRAHIM), 'SPONSORSHIP' (Skim Latihan Akademik Bumiputera (SLAB)), 'STUDENT NO' (K01212), 'N.R.I.C NO **' (680818005434), 'PORTAL ADDRESS & POSTCODE' (55, JALAN IM 3/5), and 'H.S.C. NO **' (-). The form is displayed within a browser window with a toolbar at the bottom.

Figure 2.1.3.2.5 : View Progress Report Form

5. 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 Corbon Copy (Cc) to HR Department.

2.2 Supervisor Module

2.2.1 Supervisor Module Login

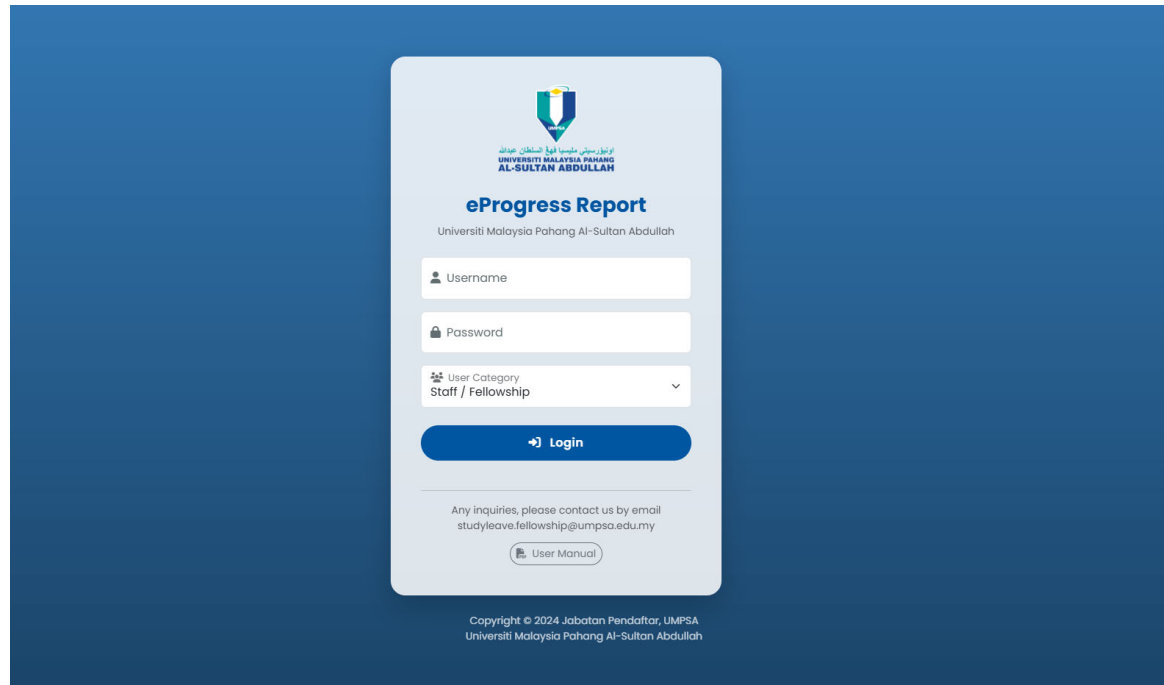


Figure 2.2.1 : Frontpage of eProgress Report System

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

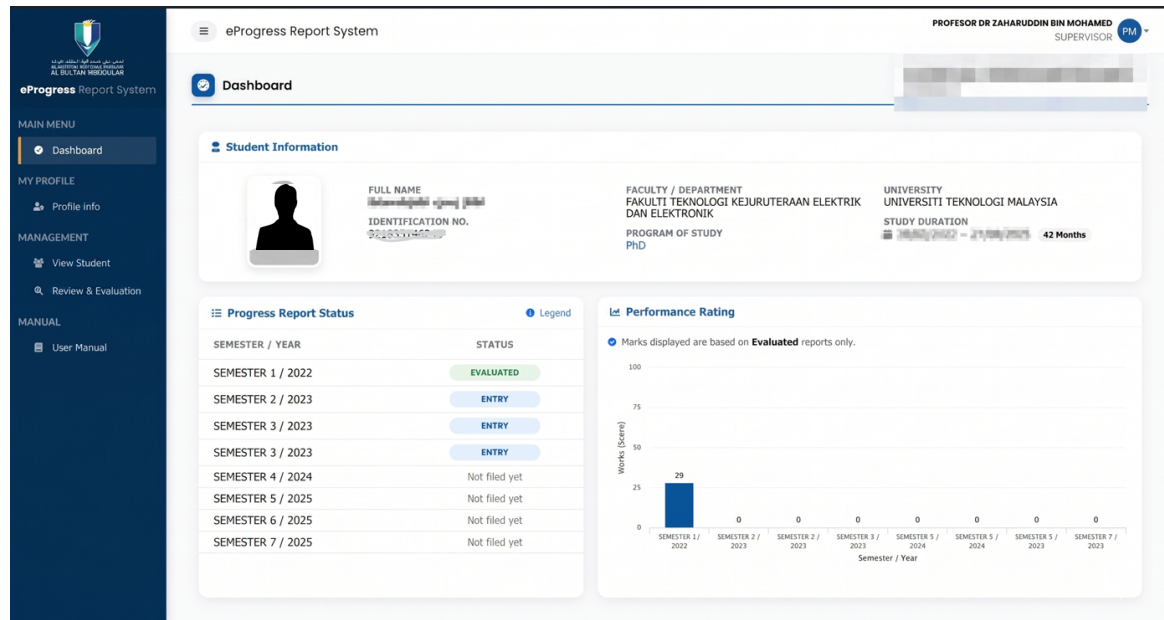
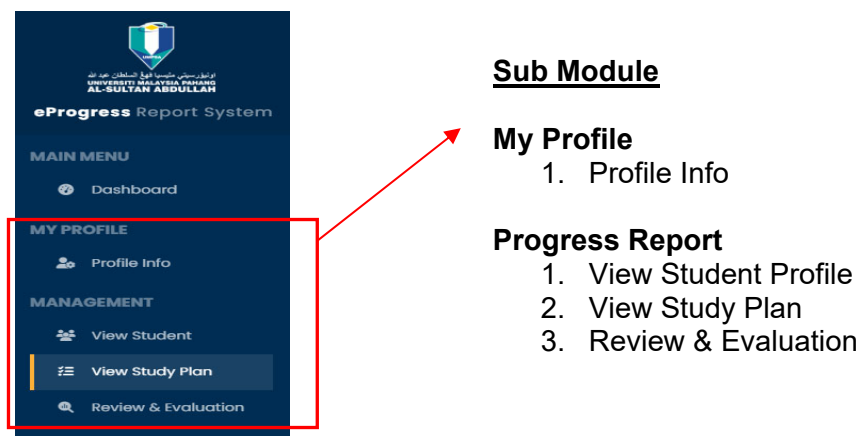


Figure 2.2.2 : eProgress Report System Dashboard

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

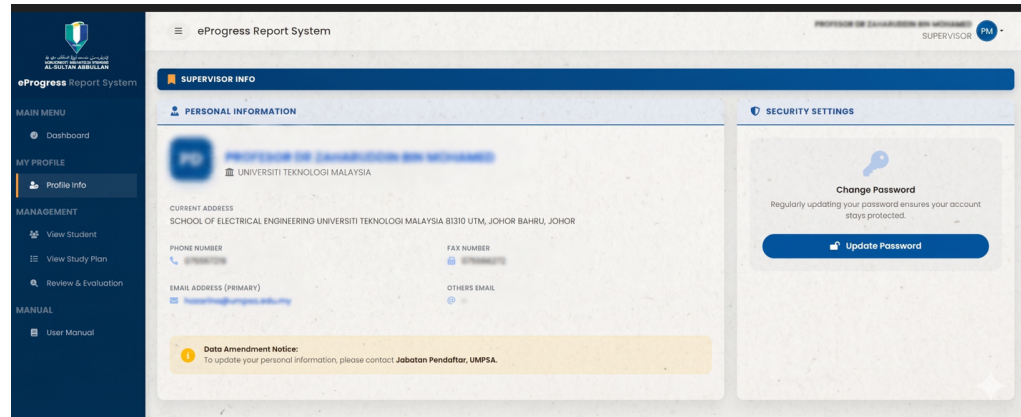


Figure 2.2.3.1.1 : Supervisor Profile Info Screen

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.

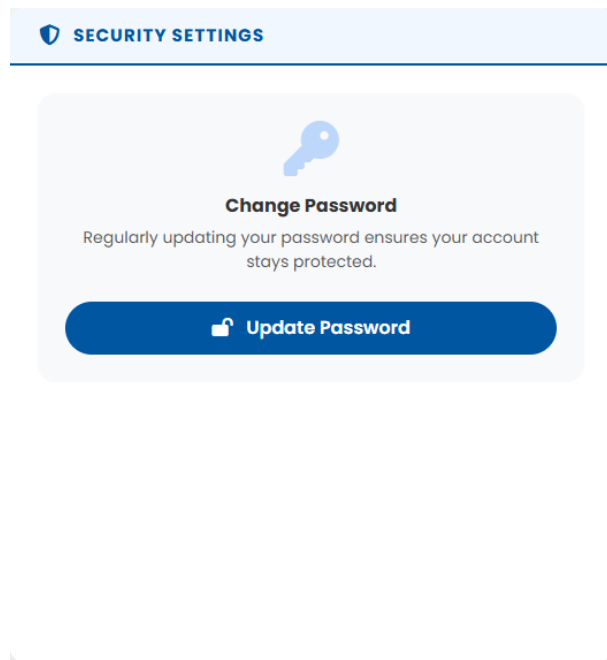


Figure 2.2.3.1.2 : Change Password Interface

2.2.3.2 Progress Report Sub Module

- View Student Profile

View detail of students are supervised.

eProgress Report System

VIEW STUDENT PROFILE

STUDENT INFORMATION

FULL NAME: [Redacted]

IC NUMBER: [Redacted]

HANDPHONE NO: [Redacted]

FACULTY / DEPARTMENT: FAKULTI TEKNOLOGI KEJURUTERAAN ELEKTRIK DAN ELEKTRONIK

EMAIL ADDRESS: [Redacted]

STUDY LEAVE DETAILS

REFERENCE ID: [Redacted]

APPLICATION DATE: 12/01/2022

STUDY PROGRAM: IJAZAH DOKTOR FALSFAH

COURSE NAME: KEJURUTERAAN ELEKTRIK

UNIVERSITY / INSTITUTION: UNIVERSITI TEKNOLOGI MALAYSIA

STUDY ADDRESS: [Redacted]

STUDY MODE: FULL-TIME

STUDY PERIOD: [Redacted]

SPONSORSHIP DETAILS: UNIVERSITI MALAYSIA PAHANG (UMP)

Period: - to -

Figure 2.2.3.1.3 : View Student Profile Interface

- View Study Plan

Displays information of actual study plan during the study period.

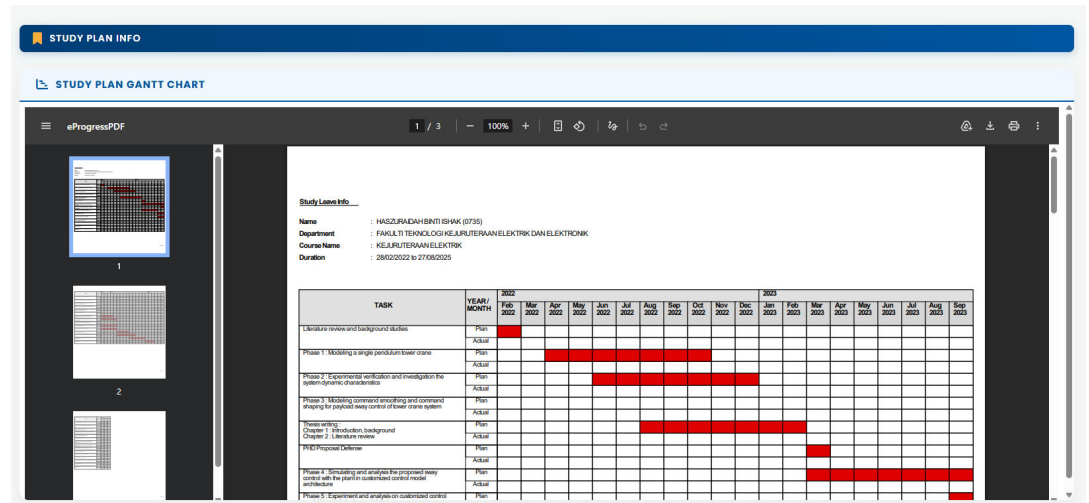


Figure 2.2.3.1.4 : View Study Plan Interface

- Review & Evaluation

To review and evaluation the progress report process

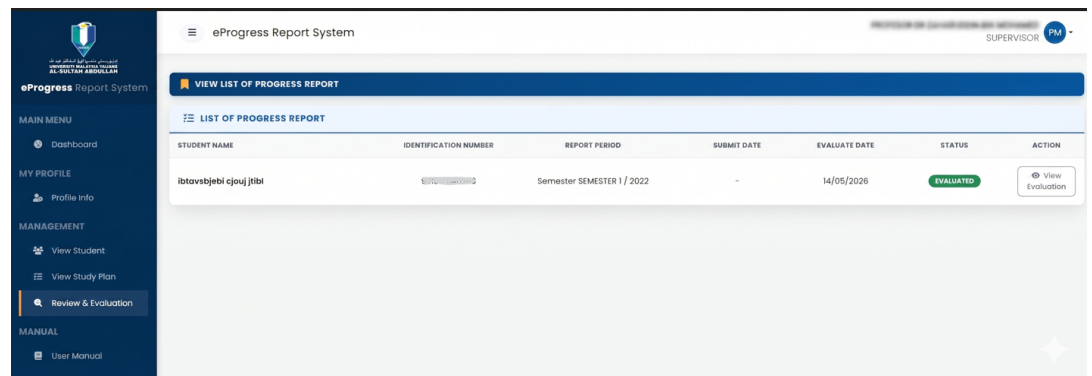


Figure 2.2.3.1.5 : Review & Evaluation Interface

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

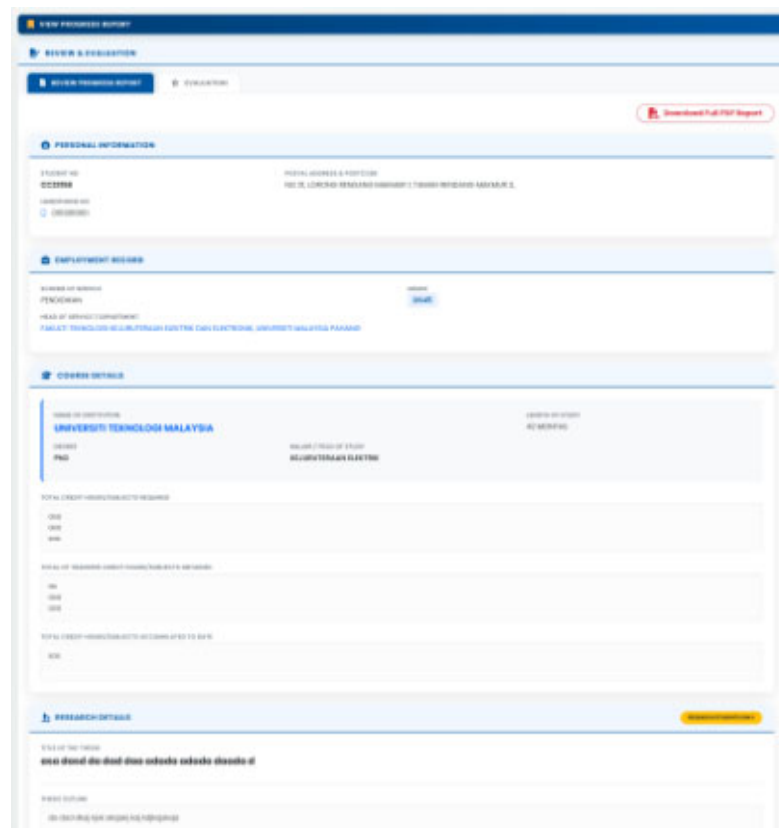


Figure 2.2.3.1.6 : Evaluation Interface

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 :-

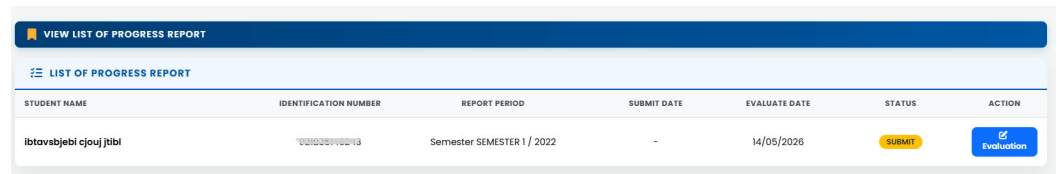
A screenshot of the "VIEW PROGRESS REPORT" interface. The top bar is blue with the title "VIEW PROGRESS REPORT". Below it, a white bar contains "REVIEW & EVALUATION". A tab bar shows "REVIEW PROGRESS REPORT" and "EVALUATION" (selected). The main content area has a "Rating Scale" section with a 5-star scale (1: POOR, 2: FAIR, 3: GOOD, 4: VERY GOOD, 5: EXCELLENT). Below this is section "A. CONSULTATION FREQUENCY" with a dropdown menu set to "Often". Section "B. RESEARCH PROGRESS" includes a star rating for research progress and a text area for supervisor comments. Section "C. STUDENT'S RATING" lists nine criteria with star rating options: 1. Commitment, 2. Integrity, 3. Discipline, 4. Work quality and efficiency (highlighted), 5. Overall perspective, 6. Ability to work independently, 7. Attendance, 8. Language proficiency - Written, and 9. Language proficiency - Oral. A "Save Changes" button is at the bottom right.

Figure 2.2.3.1.7 : Detail of Evaluation Interface

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

A screenshot of the "Rating Scale" section, showing a 5-star scale with labels: 1 POOR, 2 FAIR, 3 GOOD, 4 VERY GOOD, and 5 EXCELLENT.

5. After the evaluation was completed, please click on the **Save Evaluation** button.
6. 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	IDENTIFICATION NUMBER	REPORT PERIOD	SUBMIT DATE	EVALUATE DATE	STATUS	ACTION
ibtavsbjebl cjouj jlibl	00000000000000000000	Semester SEMESTER 1 / 2022	-	14/05/2026	SUBMIT	 Evaluation

Figure 2.2.3.1.8 : Mainpage of Review & Evaluation Interface