USER MANUAL

EPROGRESS REPORT SYSTEM
UNIVERSITI MALAYSIA PAHANG

Updated :
17 October 2013
# Table of Contents

Table of Contents .............................................................................................................. 2  
System Introduction ............................................................................................................ 3  
  System Access - URL ...................................................................................................... 3  
System Module .................................................................................................................. 4  
  2.1 Staff / Fellowship Module ...................................................................................... 4  
    2.1.1 Staff / Fellowship Module Login ................................................................. 4  
    2.1.2 Staff / Fellowship Dashboard Module .......................................................... 5  
    2.1.3 Staff / Fellowship Sub Module ....................................................................... 5  
  2.2 Supervisor Module ................................................................................................. 12  
    2.2.1 Supervisor Module Login .............................................................................. 13  
    2.2.2 Supervisor Dashboard Module ....................................................................... 13  
    2.2.3 Supervisor Sub Module .................................................................................. 14
System Introduction

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

Figure 1.0 : Frontpage of eProgress Report System
2.1 Staff / Fellowship Module

2.1.1 Staff / Fellowship Module Login

To login, user must use the following information:

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

![Frontpage of eProgress Report System](image)

*Figure 2.1.1 : Frontpage of eProgress Report System*
2.1.2 Staff / Fellowship Dashboard Module

![eProgress Report System Dashboard Image](Image)

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 :-

<table>
<thead>
<tr>
<th>Sub Module</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>My Profile</strong></td>
</tr>
<tr>
<td>1. Study Leave Info</td>
</tr>
<tr>
<td>2. Extension Info</td>
</tr>
<tr>
<td>3. Supervisor Info</td>
</tr>
<tr>
<td>4. Payment Info</td>
</tr>
<tr>
<td>5. Study Plan Info</td>
</tr>
</tbody>
</table>

| **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.

![Study Leave Info Screen](image)

**Figure 2.1.3.1.1 : Study Leave Info Screen**

- Extension Info

View extension study leave record if applicable.

![Extension Info Screen](image)

**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
- **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](image)

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.
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 triggered 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.

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.
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.
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.

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 been 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

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
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:

#### Sub Module

- **My Profile**
  1. Profile Info

- **Progress Report**
  1. View Student Profile
  2. View Study Plan
  3. Review & Evaluation

#### 2.2.3.1 My Profile Sub Module
- **Profile Info**

  ![Supervisor Profile Info Screen](image)

  **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.

  ![Change Password Interface](image)

  **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.

![View Student Profile Interface](image)

*Figure 2.2.3.1.3 : View Student Profile Interface*

- **View Study Plan**

Displays information of actual study plan during the study period.

![View Study Plan Interface](image)

*Figure 2.2.3.1.4 : View Study Plan Interface*

- **Review & Evaluation**
To review and evaluate the progress report process

1. Click on the Evaluation link to evaluate the progress report. Figure 2.2.3.1.6 as below will be displayed

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


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.