

UPGRADING WORKS SYSTEM & E- REQUEST MANUAL

<https://uws.iium.edu.my/>

Owner : Development Division

Provided by: Information Technology Division
2020

Upgrading Works System

Upgrading Work System is a system management for the development division to manage their project, including managing user and work status, manage projects, assign project manager and report of project and vendor.

E-Request is the online system for the applicant request a new project from development and view the status of his/her request.

E-REQUEST : Index

- Click button
UPGRADING WORKS E-REQUEST
- Login the system with your email id and password



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونْتَبِرْسِيْتِيْ اِسْلَامْلَا اَبْتَارَا اِبْجَسَا مَلِيْسِيَا

Username:

Password:

LOGIN

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

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GRADE < 41

E-REQUEST : Index

- If the staff with the **grade below 41 and lecturer** will view this page

403

ACCESS DENIED!

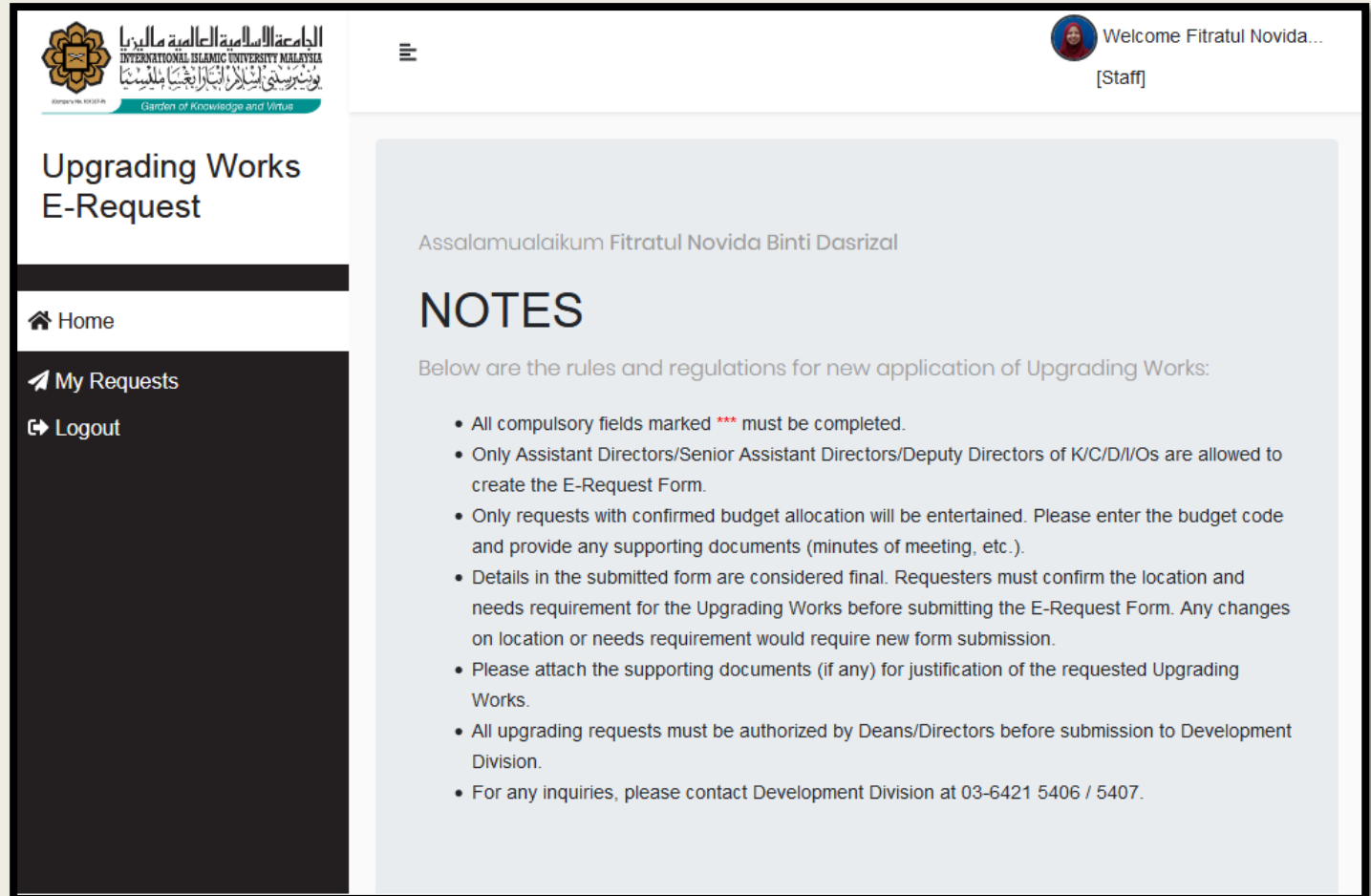
Only staff with the grade above 41 is allowed to access the system

[Go to Homepage](#) | [Logout](#)

GRADE \geq 41

E-REQUEST : Home

- This is the view of the E-Request.
- There will be a [notes](#) and [form](#). All fields are required to fill in.
- Click button [save](#).
- Dean/Director will be notified for the new request for authorization.



The screenshot shows the user interface of the E-Request system. At the top left is the university logo and name in Arabic and English. The main header reads "Upgrading Works E-Request". A navigation menu on the left includes "Home", "My Requests", and "Logout". The user's name "Welcome Fitratul Novida..." and role "[Staff]" are displayed in the top right. The main content area features a greeting "Assalamualaikum Fitratul Novida Binti Dasrizal" followed by a "NOTES" section. The notes provide rules and regulations for new applications, including requirements for budget allocation, supporting documents, and authorization by Deans/Directors.

Upgrading Works
E-Request

Home
My Requests
Logout

Welcome Fitratul Novida...
[Staff]

Assalamualaikum Fitratul Novida Binti Dasrizal

NOTES

Below are the rules and regulations for new application of Upgrading Works:

- All compulsory fields marked *** must be completed.
- Only Assistant Directors/Senior Assistant Directors/Deputy Directors of K/C/D//Os are allowed to create the E-Request Form.
- Only requests with confirmed budget allocation will be entertained. Please enter the budget code and provide any supporting documents (minutes of meeting, etc.).
- Details in the submitted form are considered final. Requesters must confirm the location and needs requirement for the Upgrading Works before submitting the E-Request Form. Any changes on location or needs requirement would require new form submission.
- Please attach the supporting documents (if any) for justification of the requested Upgrading Works.
- All upgrading requests must be authorized by Deans/Directors before submission to Development Division.
- For any inquiries, please contact Development Division at 03-6421 5406 / 5407.

E-REQUEST : Home

- This is the view of the E-Request.
- There will be a [notes](#) and [form](#). All fields are required to fill in.
- Click button [save](#).
- Dean/Director will be notified for the new request for authorization.

*** - Required Field

Staff Name	KCDIO
<input type="text" value="FITRATUL NOVIDA BINTI DASRIZAL"/>	<input type="text" value="INFORMATION TECHNOLOGY DIVISION"/>
Staff Number	Campus
<input type="text" value="7270"/>	<input type="text" value="IIUM GOMBAK CAMPUS"/>
Staff Email ID	***Ext No
<input type="text" value="fitratul_novida@iium.edu.my"/>	<input type="text"/>
***Mobile No (0XX-XXXXXXX)	
<input type="text"/>	

E-REQUEST : Home

- This is the view of the E-Request.
- There will be a [notes](#) and [form](#). All fields are required to fill in.
- Click button [save](#).
- Dean/Director will be notified for the new request for authorization.

*****Budget Source**

=== Please Select ===
▼

***Budget Code**

BUDGET CODE FOR TRUST FUND

***Attachment (Compulsory for Donation Source)**

No file selected.

KCDIO Dean / Director : Norsaremah Bt. Salleh (3705)

*****Title of Project**

*****Description of Project**

Save

***Remark

- If the [budget source](#) is [Trust Fund](#), [Budget Code](#) is required.
- If the [Budget Source](#) is [Donation](#), [Attachment](#) is required.

E-REQUEST : My Requests

- User will get notification for new request.

Upgrading Works Application – Request No. : 1-2020 Inbox x

developmentdivision@iium.edu.my 4:11 PM (2 minutes ago) ☆ ↶ ⋮
to me ▾

"THIS MESSAGE IS SENT FOR YOUR NOTIFICATION ONLY"
السلام عليكم ورحمة الله وبركاته

Dear FITRATUL NOVIDA BINTI DASRIZAL,

The upgrading works request below has been submitted to your Dean/Director for authorization.

Request No. : 1-2020
Requested by : FITRATUL NOVIDA BINTI DASRIZAL (7270)
Request Title : TESTING PROJECT 29012020
Request Description : Testing description

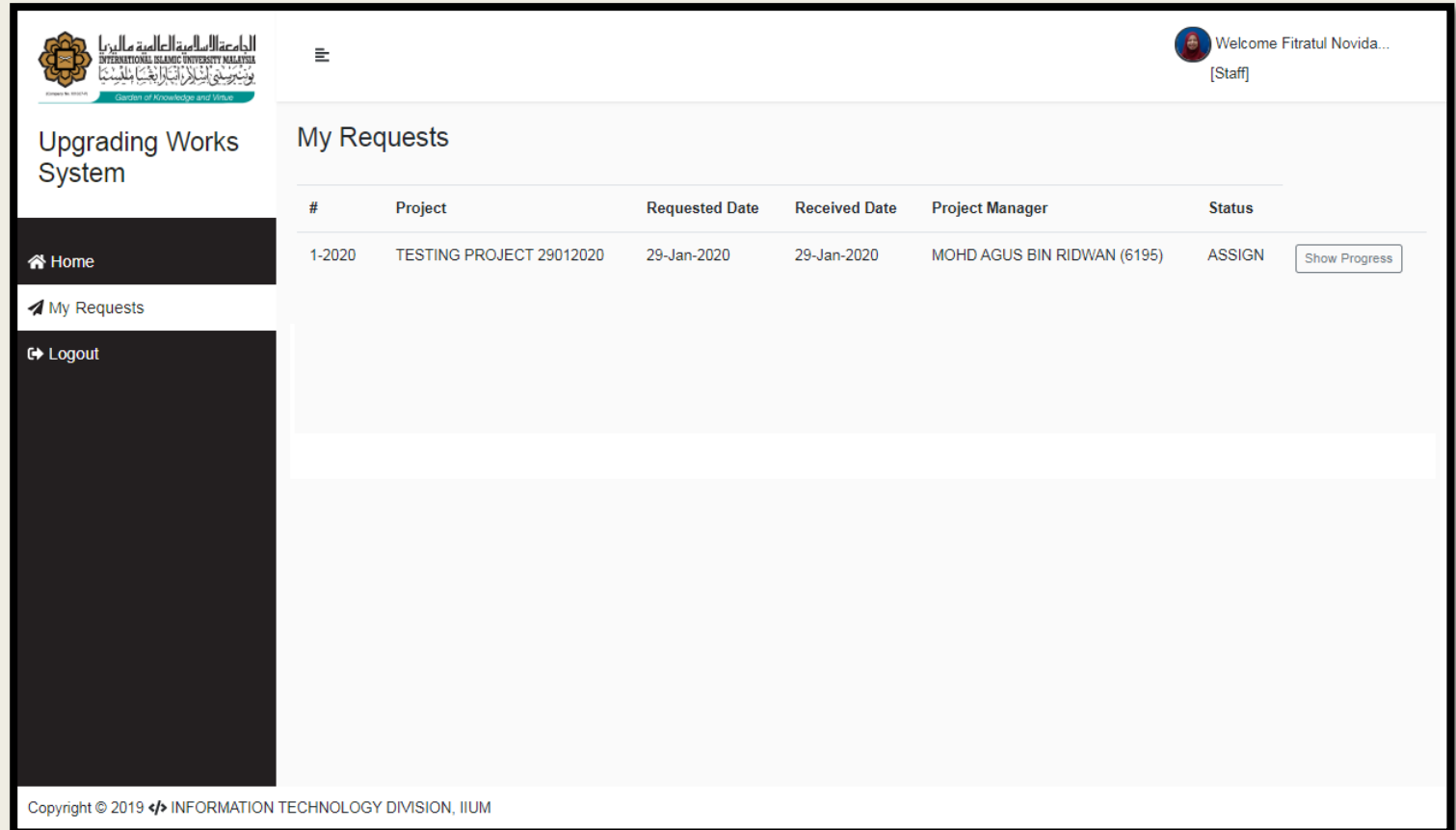
Thank you, والسلام

Note: This is a system email. Please DO NOT reply to this email. For any enquiries, please contact Development Division.

[Upgrading Works System / E-REQUEST](#)
Development Division,
International Islamic University Malaysia,
Tel: 03-64215407
Tel: 09-5704242 (Kuantan Campus)
Email: developmentdivision@iium.edu.my

E-REQUEST : My Requests

- User may click [My Requests](#) tab to view the project status.
- User may click [Show Progress](#) tab to view the progress status of the request.



The screenshot shows a web application interface for 'Upgrading Works System'. The page title is 'My Requests'. A navigation sidebar on the left includes 'Home', 'My Requests', and 'Logout'. The main content area displays a table with the following data:

#	Project	Requested Date	Received Date	Project Manager	Status
1-2020	TESTING PROJECT 29012020	29-Jan-2020	29-Jan-2020	MOHD AGUS BIN RIDWAN (6195)	ASSIGN

A 'Show Progress' button is located next to the 'ASSIGN' status in the first row. The footer of the page reads: 'Copyright © 2019 INFORMATION TECHNOLOGY DIVISION, IIUM'.

E-REQUEST : My Requests

- User may click [Show Progress](#) button to view the progress status of the request.


The screenshot displays a user interface for 'My Requests'. A modal window titled 'PROGRESS STATUS' is open, showing a vertical timeline of three steps:

- ASSIGN**: FITRATUL NOVIDA BINTI DASRIZAL 29/01/2020 05:14:24
- FORWARD TO DIRECTOR**: FITRATUL NOVIDA BINTI DASRIZAL 29/01/2020 05:10:27
- NEW**: FITRATUL NOVIDA BINTI DASRIZAL 29/01/2020 05:10:17

The background shows a sidebar with 'Home', 'My Requests', and 'Logout' options, and a main area with 'Upgrading System' and 'SIGN' buttons. A 'Show Progress' button is visible next to the 'SIGN' buttons.

DEAN/DIRECTOR

E-REQUEST : Dean/Director get Notification



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 بُونَيْسِيْتِي اِسْلَامِيَّةٌ اِنْبَارِيَّةٌ اِبْرَاهِيْمِيَّةٌ مِلِّيْسِيَا

Username:

Password:

LOGIN

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

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Upgrading Works Application – Request No. : 1-2020

Inbox x

developmentdivision@iium.edu.my

4:11 PM (2 minutes ago) ☆ ↶ ⋮

to me ▾

Dean / Executive Director / Director
Information Technology Division

Dear Dato' / Prof. / Assoc. Prof. / Dr. / Sir / Madam,
السلام عليكم ورحمة الله وبركاته

For your information, the upgrading works request below was requested by your KCDIO. Kindly authorize the application by clicking the URL provided.

Request No.	: 1-2020
Requested by	: FITRATUL NOVIDA BINTI DASRIZAL (7270)
Request Title	: TESTING PROJECT 29012020
Request Description	: Testing description

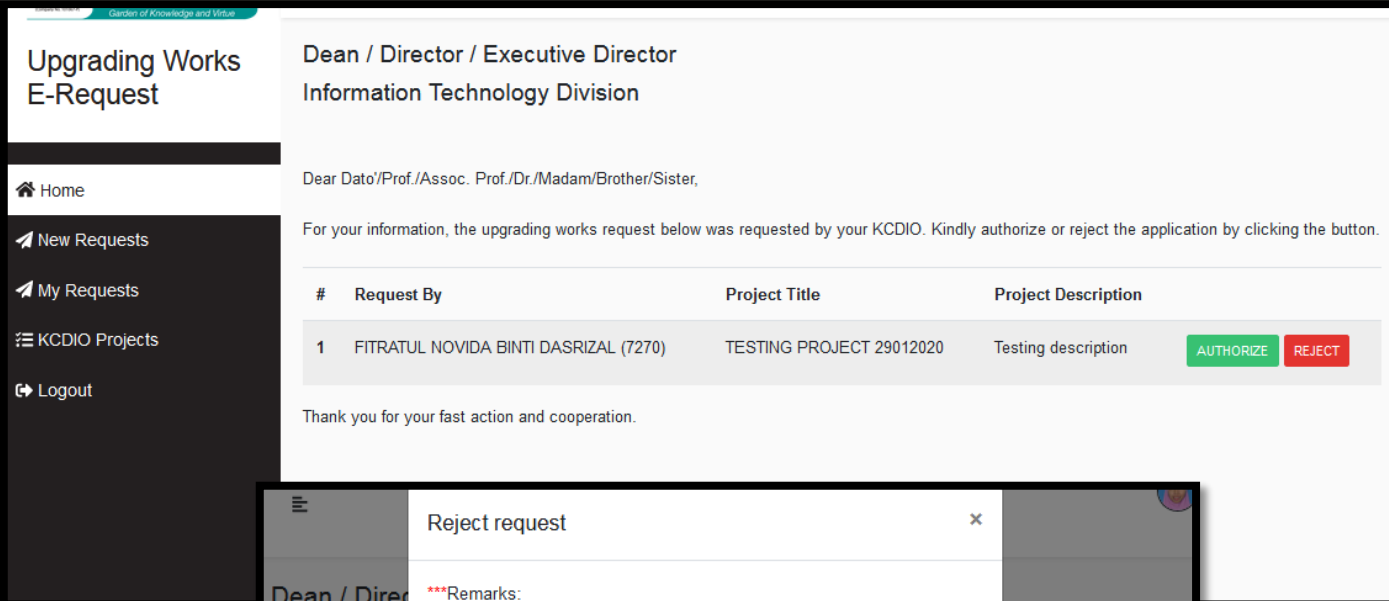
Click here:
[Upgrading Works System](#)

Thank you for your prompt action and cooperation.
و السلام

[Upgrading Works System / E-REQUEST](#)
 Development Division,
 International Islamic University Malaysia,
 Tel: 03-64215407
 Tel: 09-5704242 (Kuantan Campus)
 Email: developmentdivision@iium.edu.my

E-REQUEST : Dean/Director Home

- Dean or Director may click **Authorize/Reject** button to authorize/reject the request.
- If the request is **REJECT**, Dean/Director need to fill up the remarks.



Upgrading Works E-Request

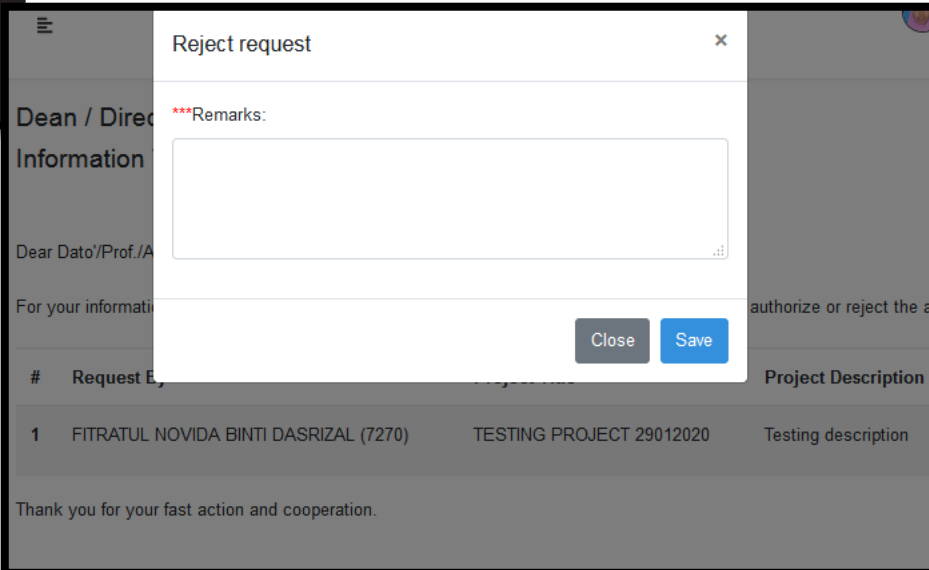
Dean / Director / Executive Director
Information Technology Division

Dear Dato'/Prof./Assoc. Prof./Dr./Madam/Brother/Sister,

For your information, the upgrading works request below was requested by your KCDIO. Kindly authorize or reject the application by clicking the button.

#	Request By	Project Title	Project Description
1	FITRATUL NOVIDA BINTI DASRIZAL (7270)	TESTING PROJECT 29012020	Testing description

Thank you for your fast action and cooperation.



Reject request

***Remarks:

Close Save

E-REQUEST : Requestor get Notification Reject

Upgrading Works Application Rejected – Request No. : 1-2020 Inbox x

developmentdivision@iium.edu.my 4:22 PM (1 minute ago) ☆ ↶ ⋮
to me ▾

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السلام عليكم ورحمة الله وبركاته

Dear FITRATUL NOVIDA BINTI DASRIZAL,

Please be informed the upgrading works request below has been rejected by the Dean/Director of Information Technology Division.

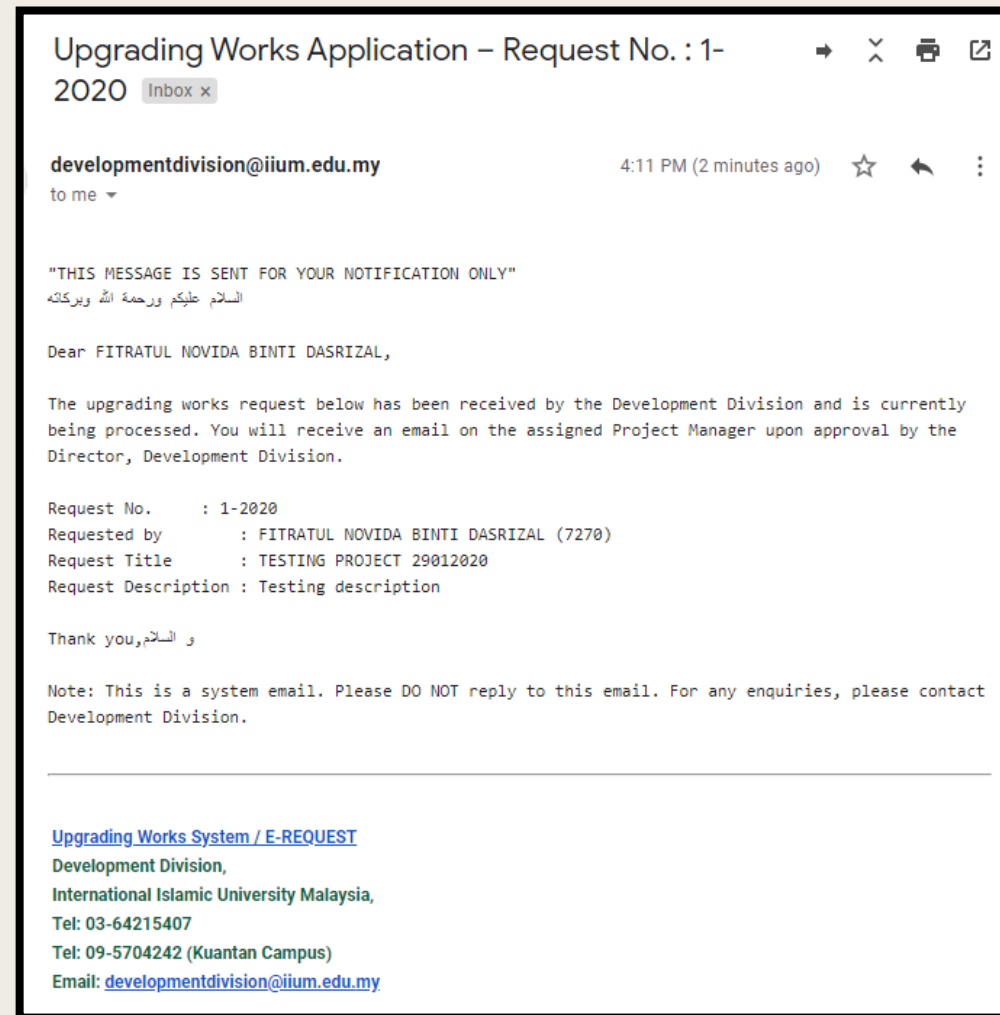
Request No. : 1-2020
Requested by : FITRATUL NOVIDA BINTI DASRIZAL (7270)
Request Title : TESTING PROJECT 29012020
Request Description : Testing description
Remarks : Rejected

Thank you, والسلام



Note: This is a system email. Please DO NOT reply to this email. For any enquiries, please contact Development Division.




[Upgrading Works System / E-REQUEST](#)
Development Division,
International Islamic University Malaysia,
Tel: 03-64215407
Tel: 09-5704242 (Kuantan Campus)
Email: developmentdivision@iium.edu.my

E-REQUEST : Requestor get Notification Authorize



E-REQUEST : Admin of Development get Notification New Request

New Upgrading Works Application – Request No. : 1-2020 Inbox x  

developmentdivision@iium.edu.my 4:27 PM (8 minutes ago)   

to me, mhazlina ▾

"THIS MESSAGE IS SENT FOR YOUR NOTIFICATION ONLY"
السلام عليكم ورحمة الله وبركاته

Dear Development Division (Admin),

The upgrading works request below has been submitted to the Development Division. To view the submitted request, please click the URL provided.

Request No. : 1-2020
Requested by : FITRATUL NOVIDA BINTI DASRIZAL (7270)
KCDIO : Information Technology Division
Request Title : TESTING PROJECT 29012020
Request Description : Testing description

Click here:
[Upgrading Works System](#)

Thank you, والسلام

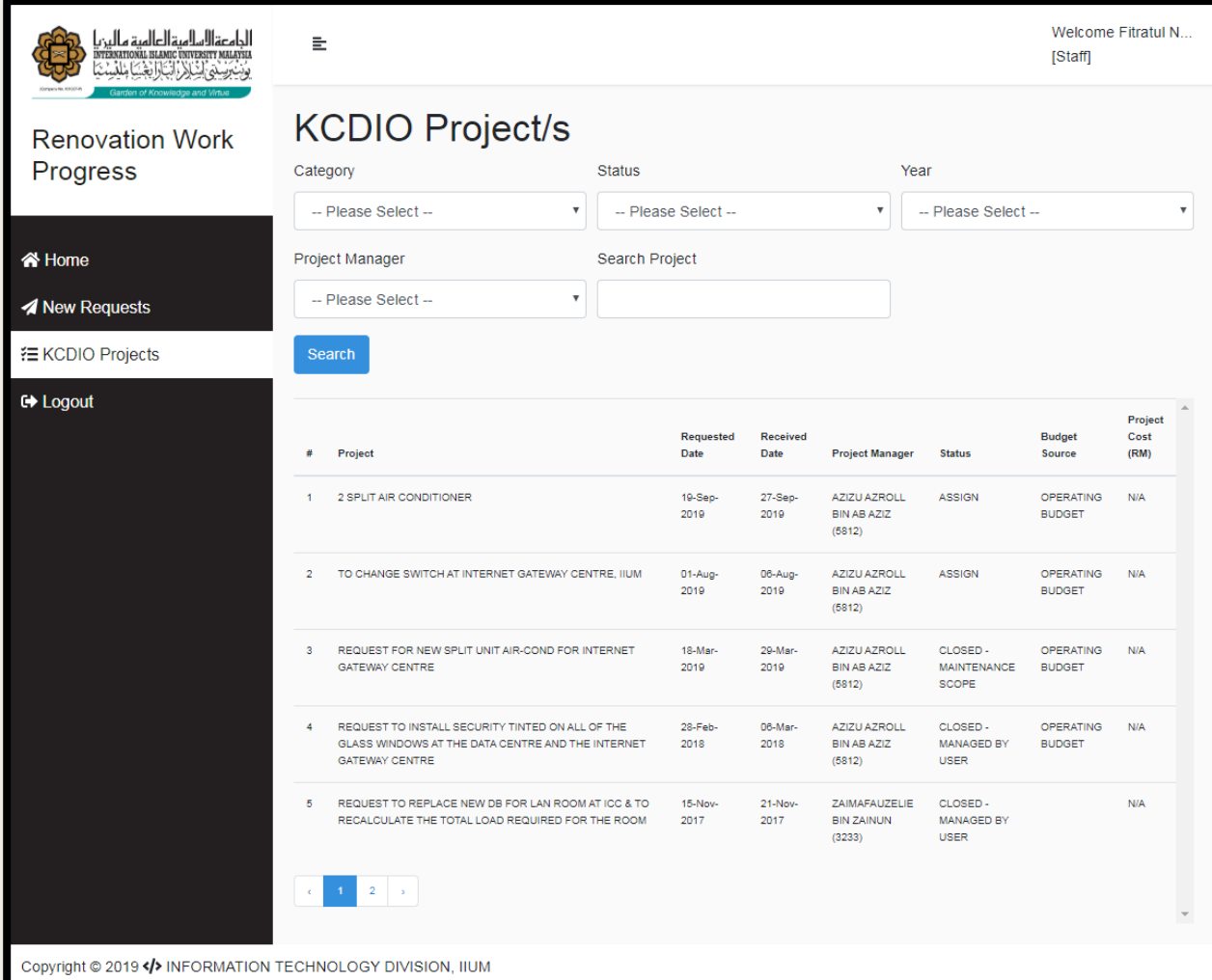
Note: This is a system email. Please DO NOT reply to this email. For any enquiries, please contact Development Division.

[Upgrading Works System / E-REQUEST](#)
Development Division,
International Islamic University Malaysia,
Tel: 03-64215407
Tel: 09-5704242 (Kuantan Campus)
Email: developmentdivision@iium.edu.my

E-REQUEST : Dean/Director KCDIO Projects

- Dean or Director may click **KCDIO Projects** to view all the project status.
- Click any **select** of Category, Status, Year, Project Manager to search related project.
- Search related project by **fill in the keyword** and click button search.

Search



Renovation Work Progress

Home

New Requests

KCDIO Projects

Logout

Welcome Fitratul N... [Staff]

KCDIO Project/s

Category: -- Please Select -- Status: -- Please Select -- Year: -- Please Select --

Project Manager: -- Please Select -- Search Project:

Search

#	Project	Requested Date	Received Date	Project Manager	Status	Budget Source	Project Cost (RM)
1	2 SPLIT AIR CONDITIONER	19-Sep-2019	27-Sep-2019	AZIZU AZROLL BIN AB AZIZ (5812)	ASSIGN	OPERATING BUDGET	N/A
2	TO CHANGE SWITCH AT INTERNET GATEWAY CENTRE, IIUM	01-Aug-2019	06-Aug-2019	AZIZU AZROLL BIN AB AZIZ (5812)	ASSIGN	OPERATING BUDGET	N/A
3	REQUEST FOR NEW SPLIT UNIT AIR-COND FOR INTERNET GATEWAY CENTRE	18-Mar-2019	29-Mar-2019	AZIZU AZROLL BIN AB AZIZ (5812)	CLOSED - MAINTENANCE SCOPE	OPERATING BUDGET	N/A
4	REQUEST TO INSTALL SECURITY TINTED ON ALL OF THE GLASS WINDOWS AT THE DATA CENTRE AND THE INTERNET GATEWAY CENTRE	28-Feb-2018	06-Mar-2018	AZIZU AZROLL BIN AB AZIZ (5812)	CLOSED - MANAGED BY USER	OPERATING BUDGET	N/A
5	REQUEST TO REPLACE NEW DB FOR LAN ROOM AT ICC & TO RECALCULATE THE TOTAL LOAD REQUIRED FOR THE ROOM	15-Nov-2017	21-Nov-2017	ZAIMAFAUZELIE BIN ZAINUN (3233)	CLOSED - MANAGED BY USER		N/A

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THANK YOU