UPGRADING WORKS SYSTEM & E-REQUEST MANUAL

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

Owner : Development Division

Provided by: Information Technology Division
2020

LEADING THE WAY
KHALĪFAH • AMĀNAH • IQRA' • RAḤMATAN LIL-'ĀLAMĪN

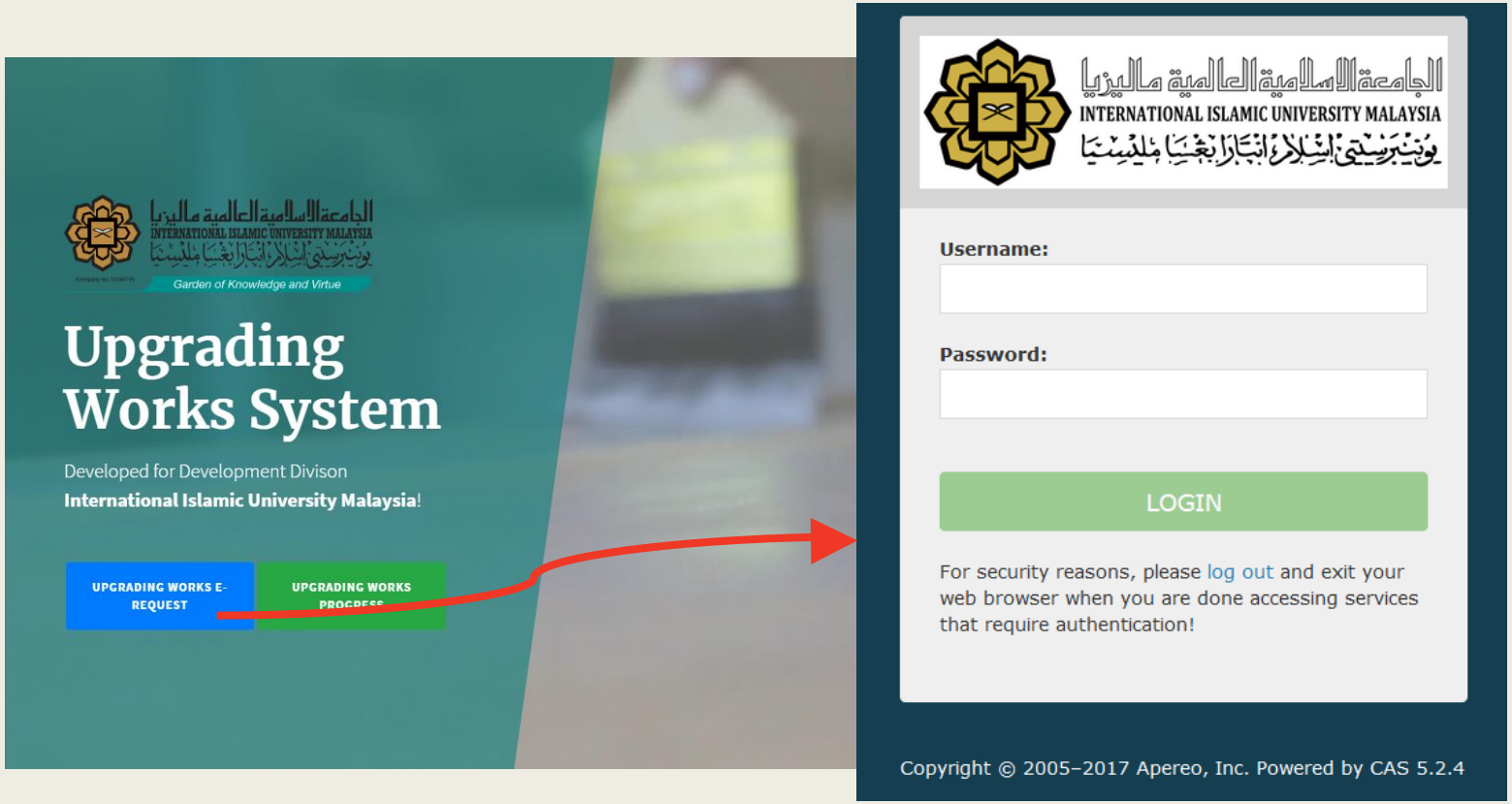
Upgrading Works System

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

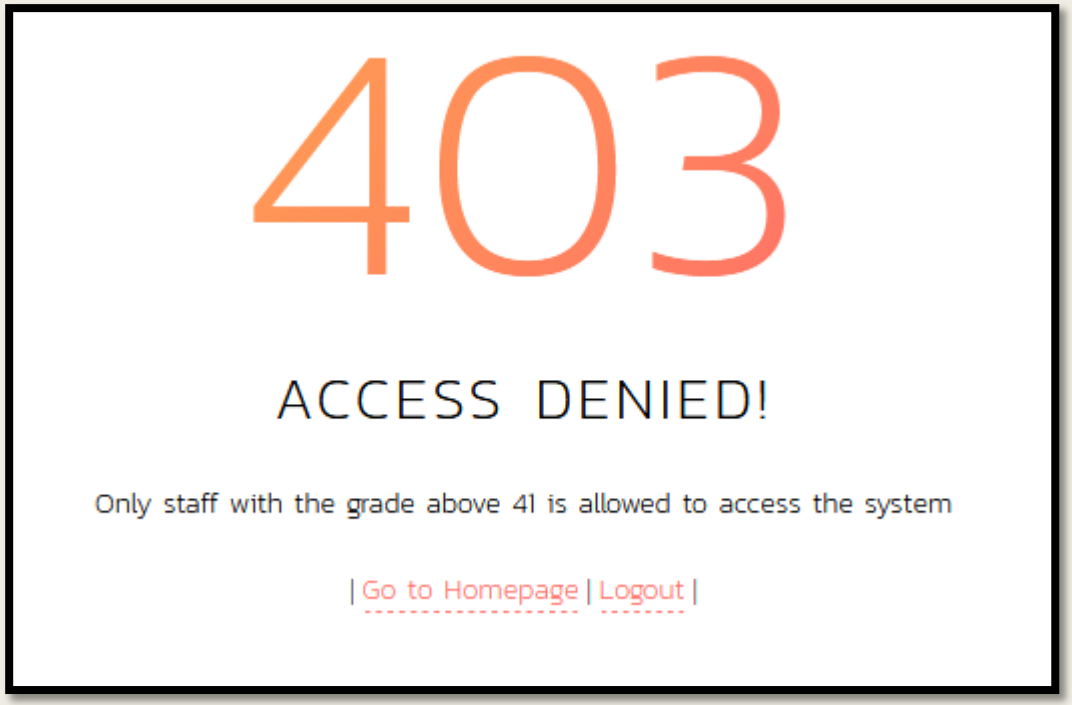
- Click button UPGRADING WORKS E-REQUEST
- Login the system with your email id and password



GRADE < 41

E-REQUEST : Index

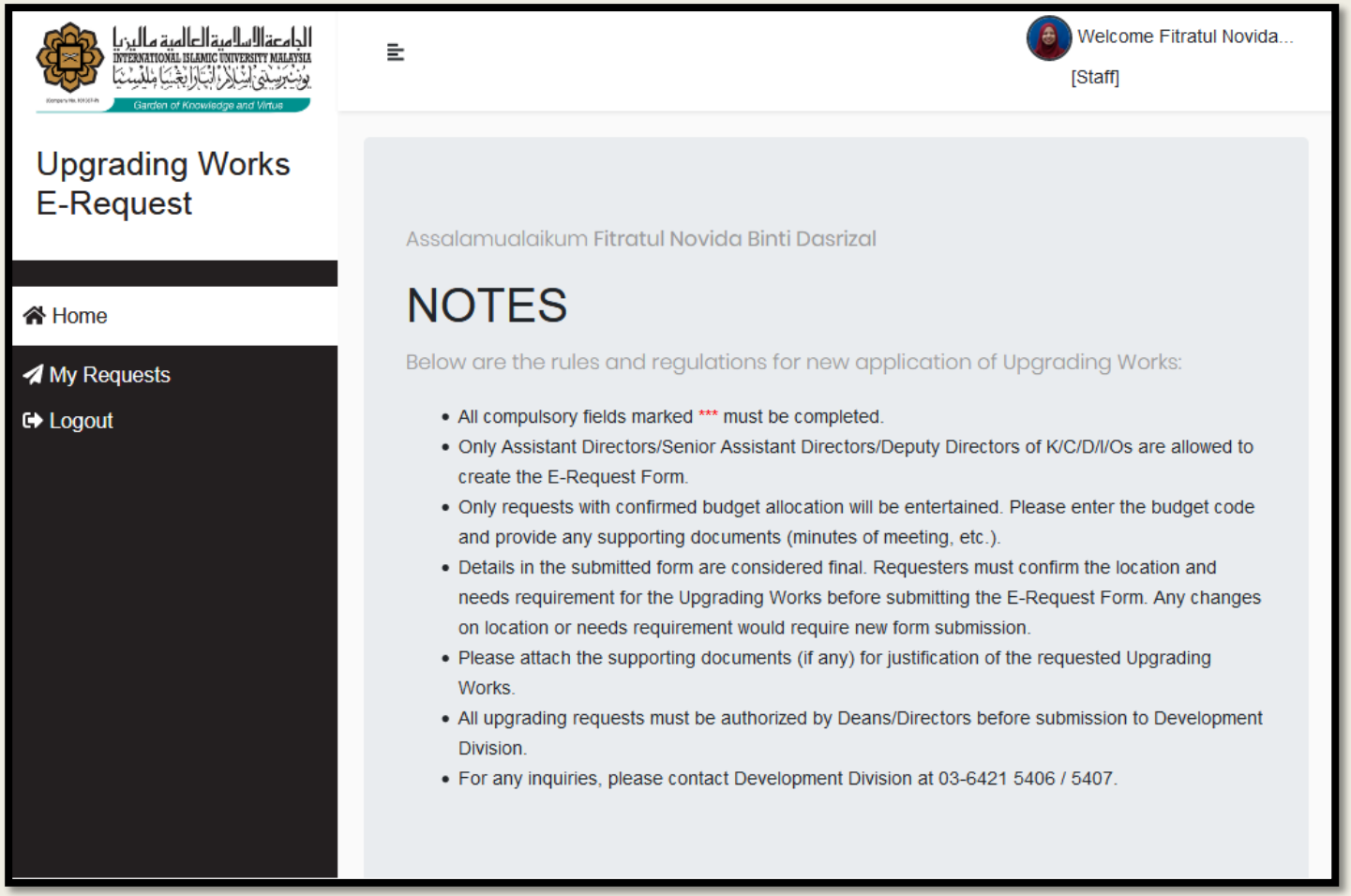
- If the staff with the grade below 41 and lecturer will view this page



GRADE >= 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.



E-REQUEST : Home

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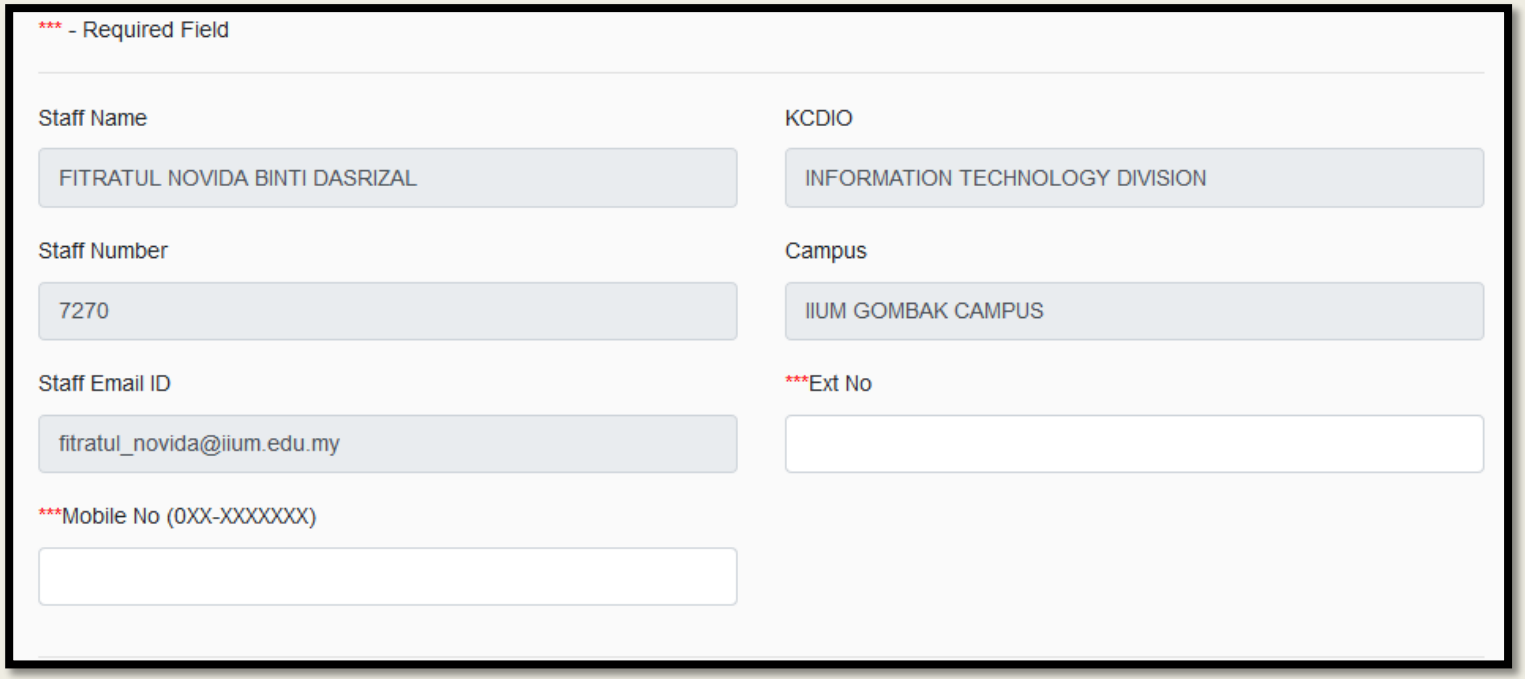

E-REQUEST : Home

- This is the view of the E-Request.
- There will be a notes and form. All fields are required to fill in.
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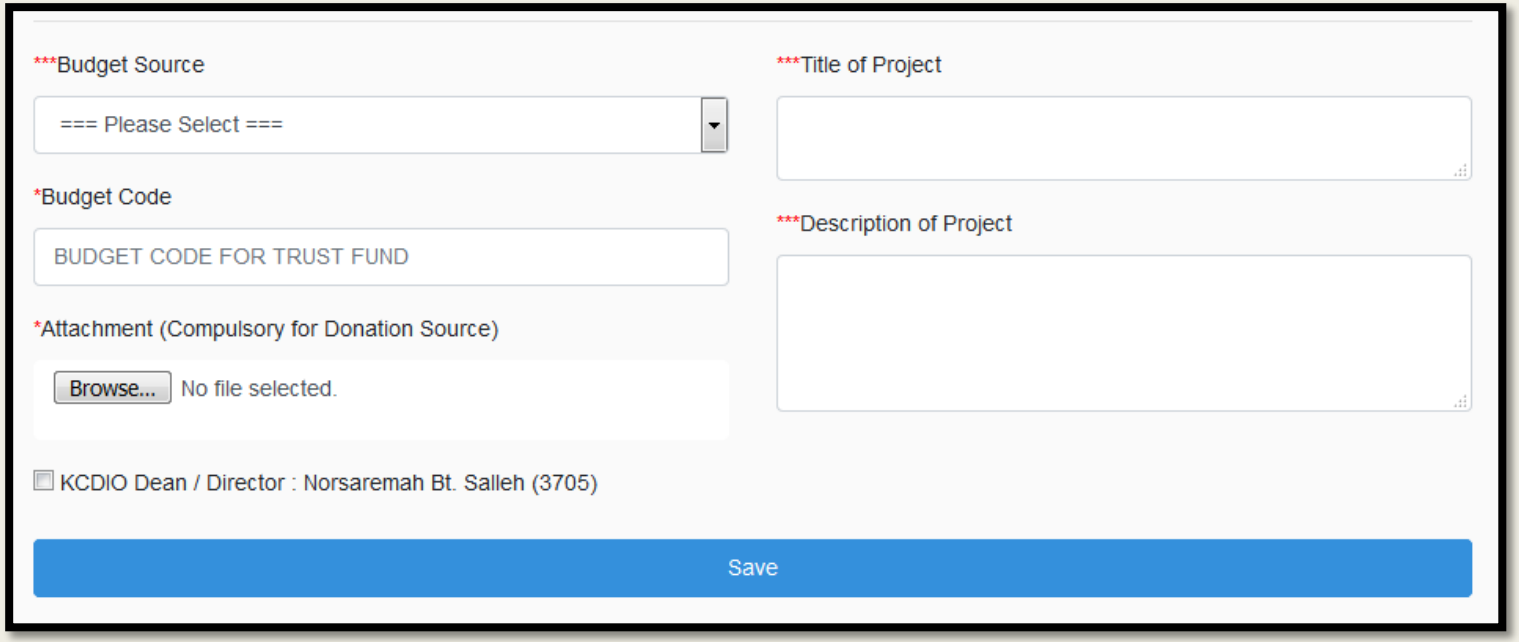
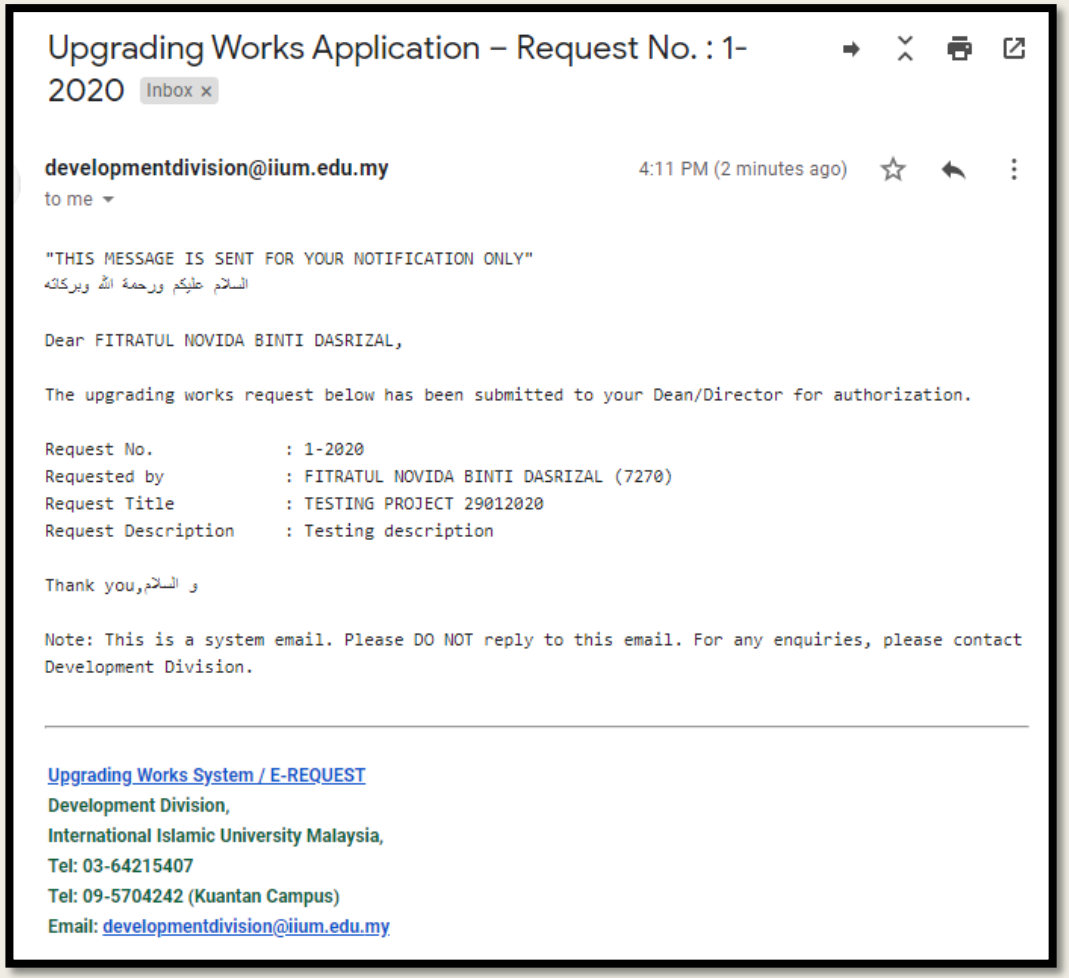
***Remark

- 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 ×

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

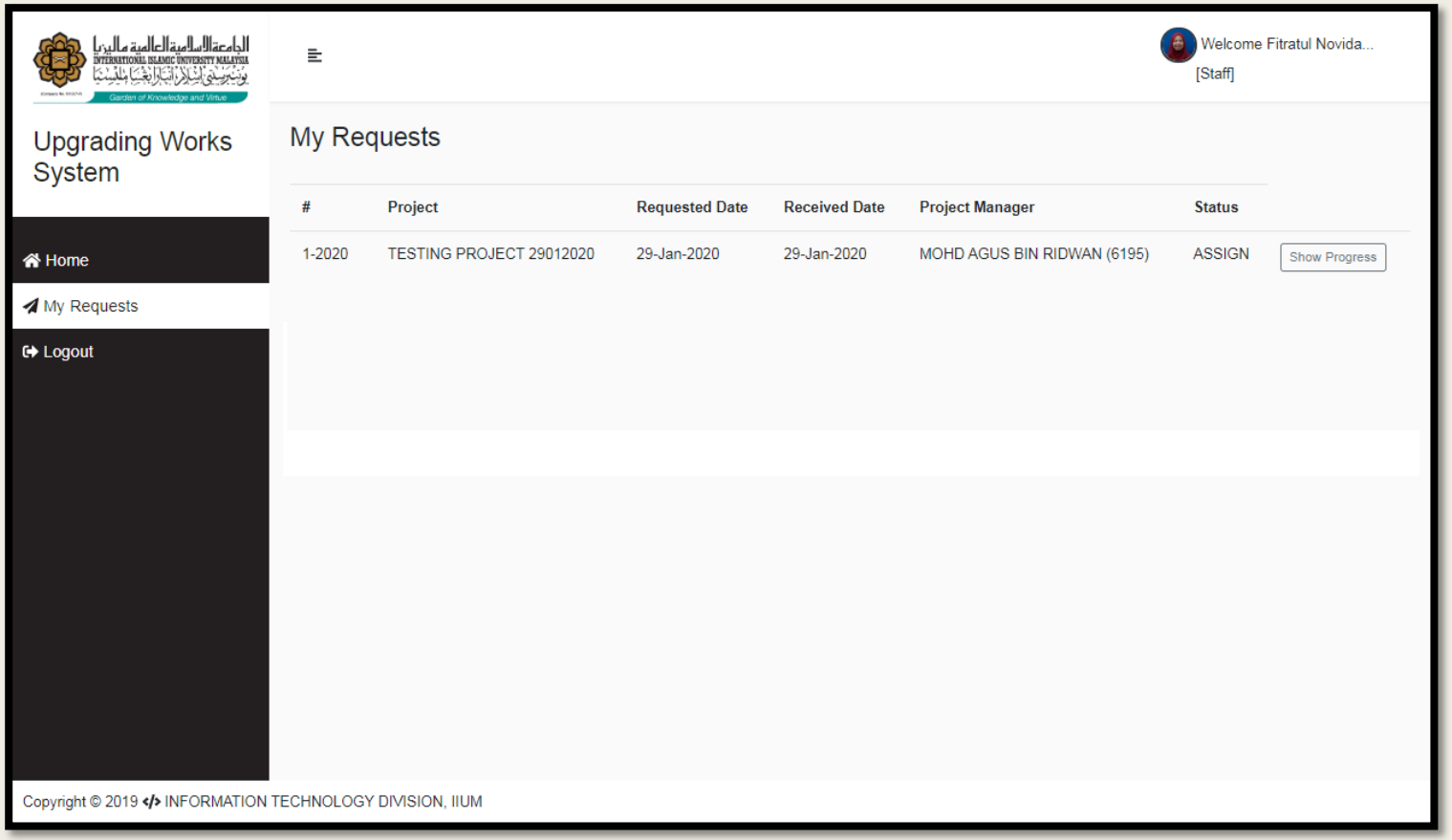
Thank you, و السلام

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

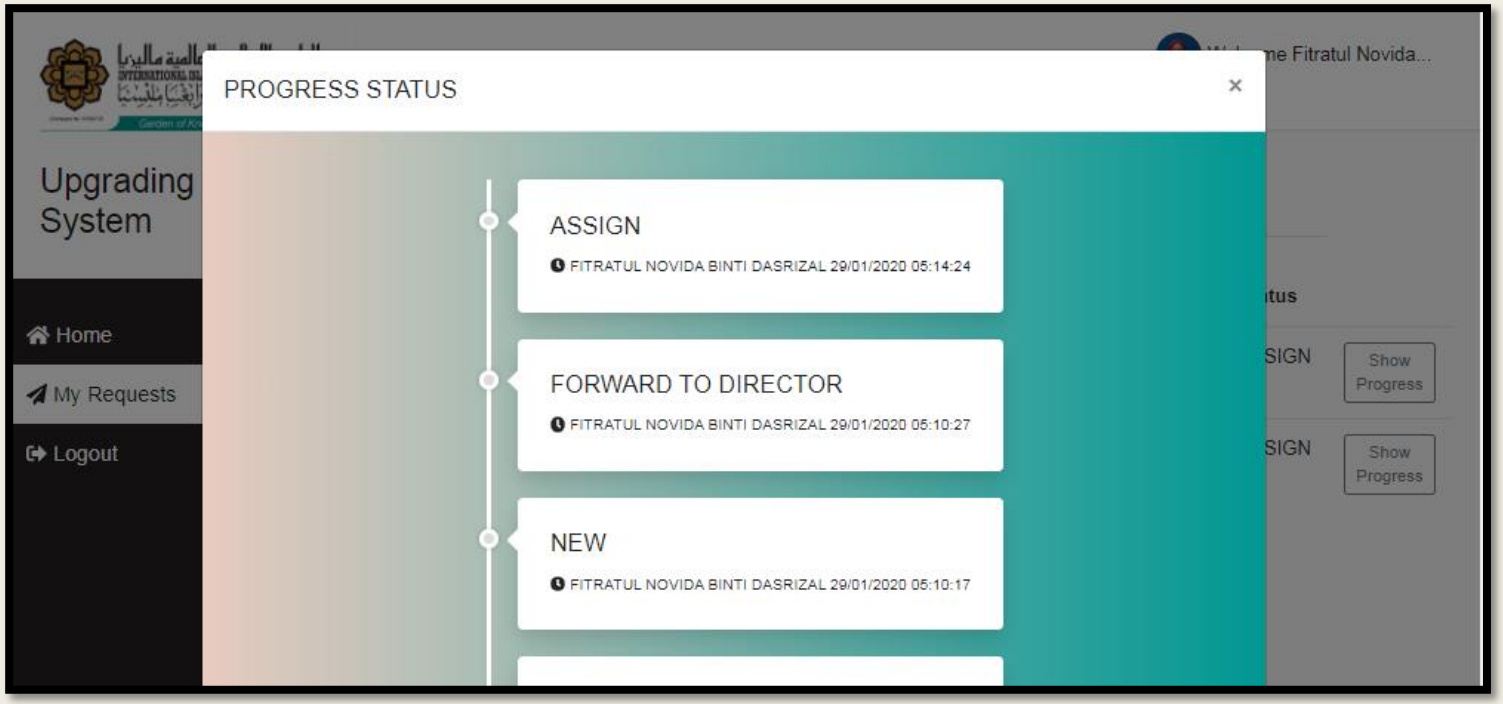
E-REQUEST : My Requests

- 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.



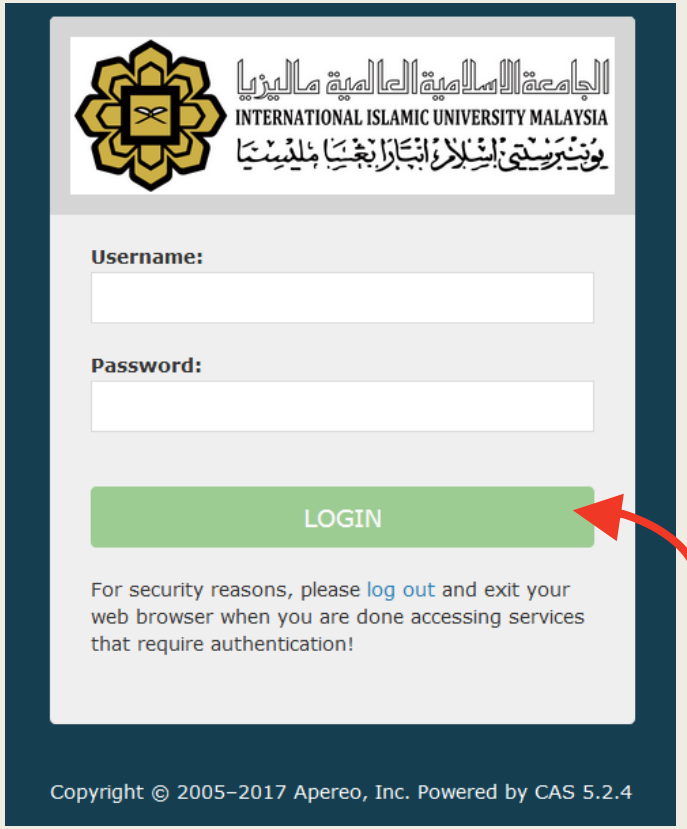
E-REQUEST : My Requests

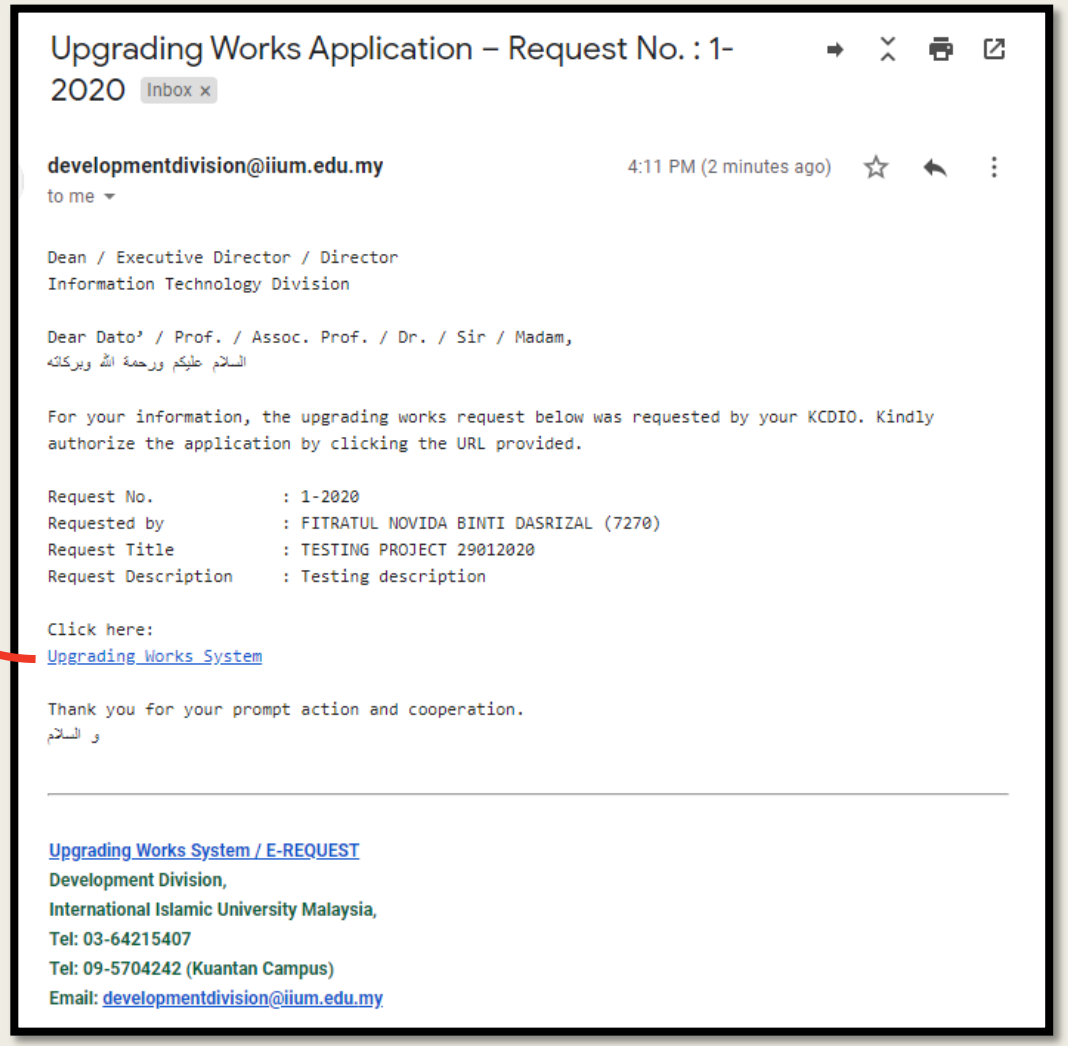
- User may click Show Progress button to view the progress status of the request.



DEAN/DIRECTOR

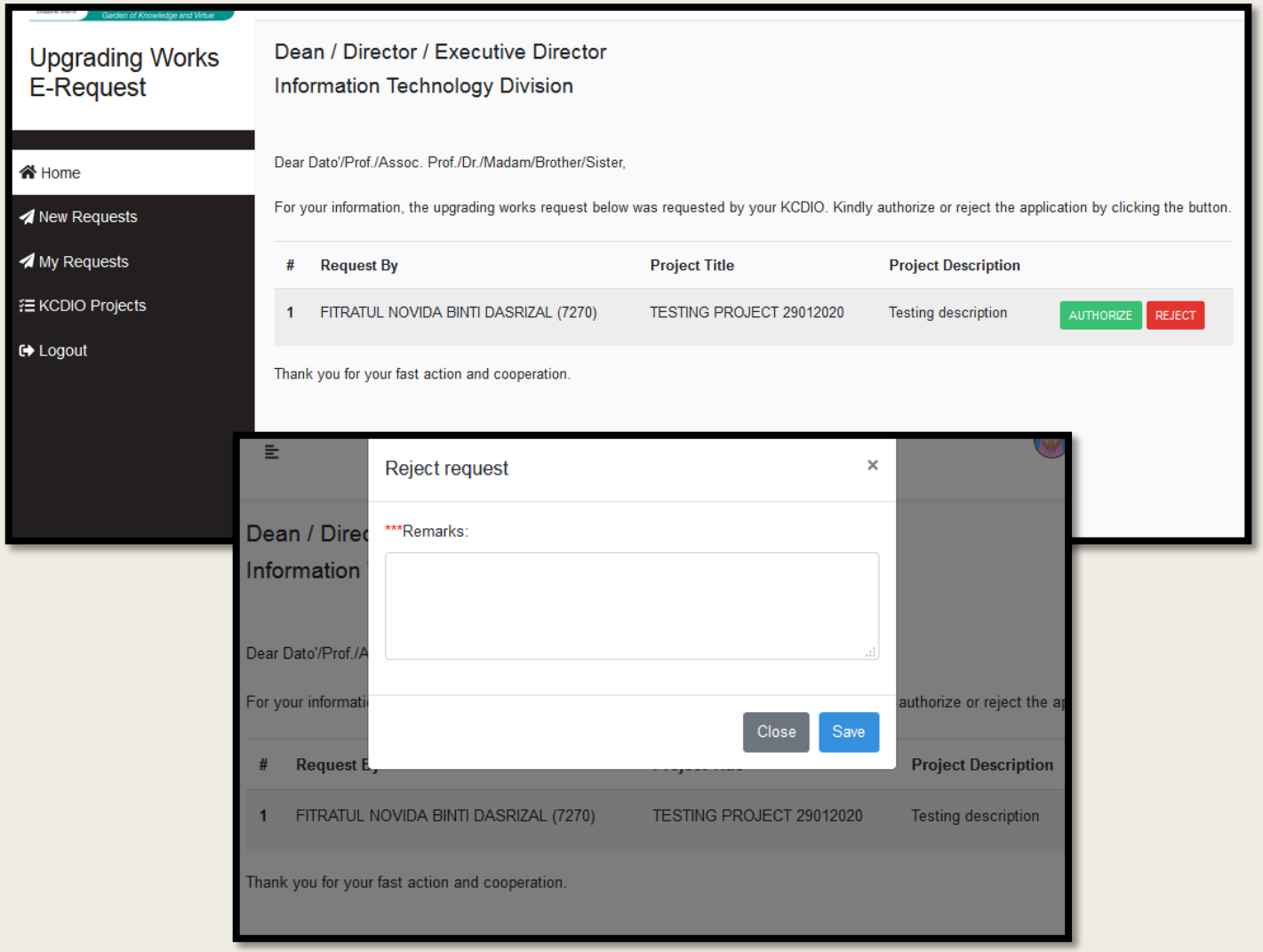
E-REQUEST : Dean/Director get Notification



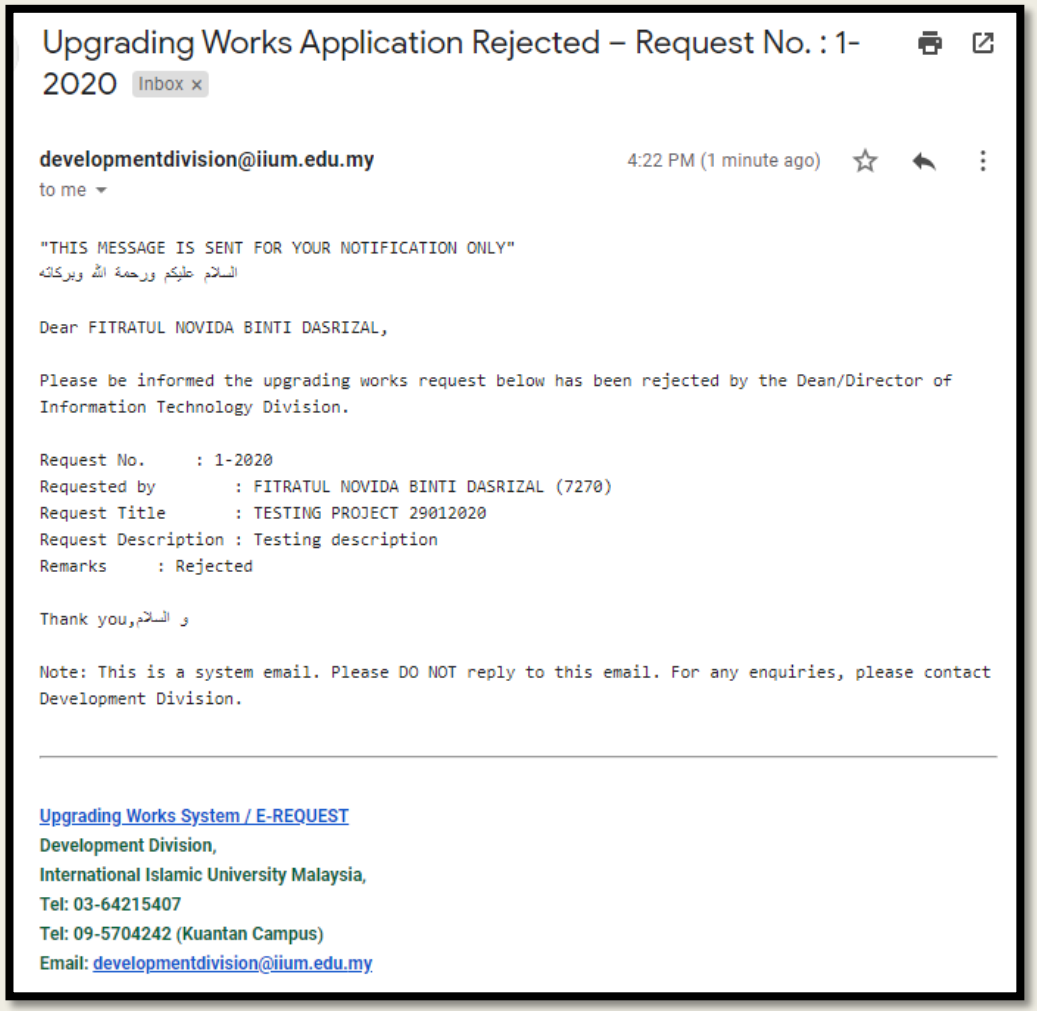


E-REQUEST : Dean/Director Home

- 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.



E-REQUEST : Requestor get Notification Reject



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

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, و السلام

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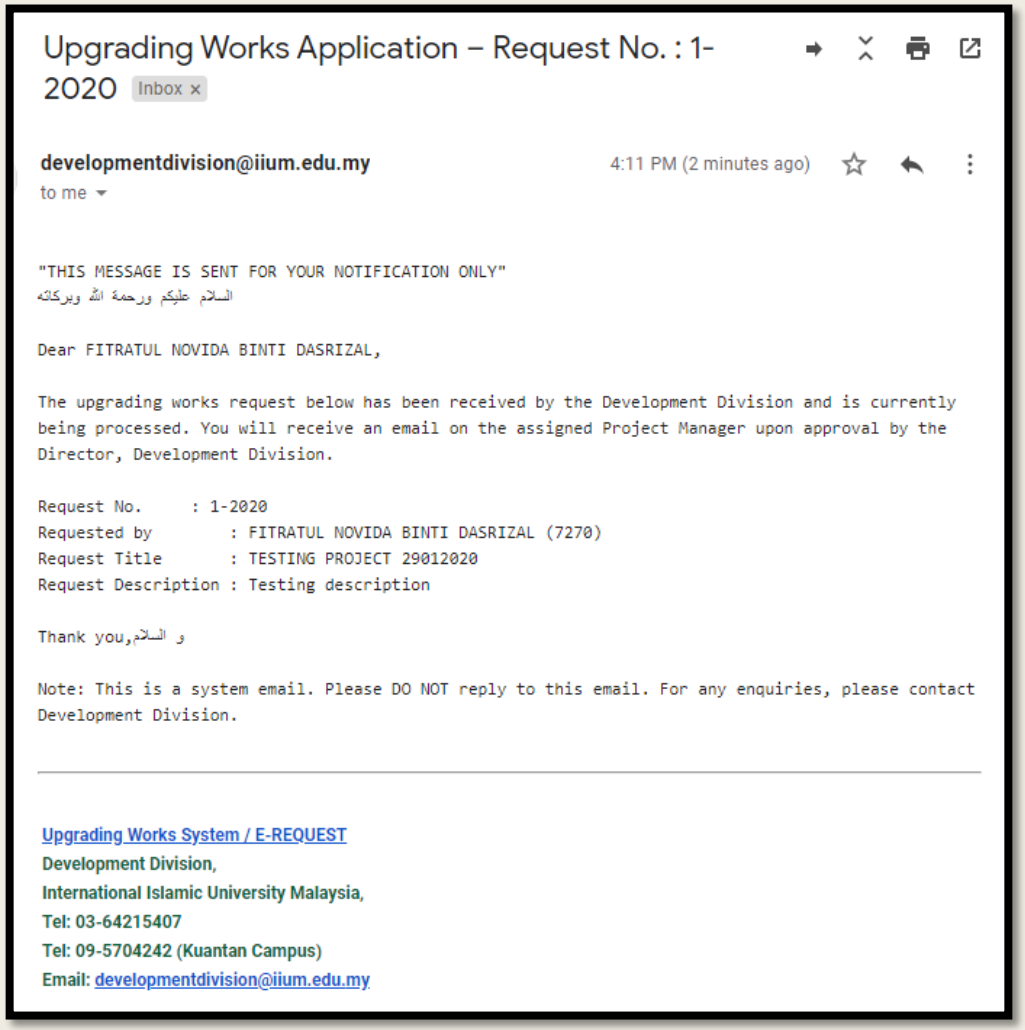
Upgrading Works System / E-REQUEST
Development Division,
International Islamic University Malaysia,
Tel: 03-64215407
Tel: 09-5704242 (Kuantan Campus)
Email: developmentdivision@iium.edu.my

E-REQUEST : Requestor get Notification Authorize



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

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 received by the Development Division and is currently being processed. You will receive an email on the assigned Project Manager upon approval by the Director, Development Division.

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

Thank you, و السلام

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 : Admin of Development get Notification New Request

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

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, و السلام

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,
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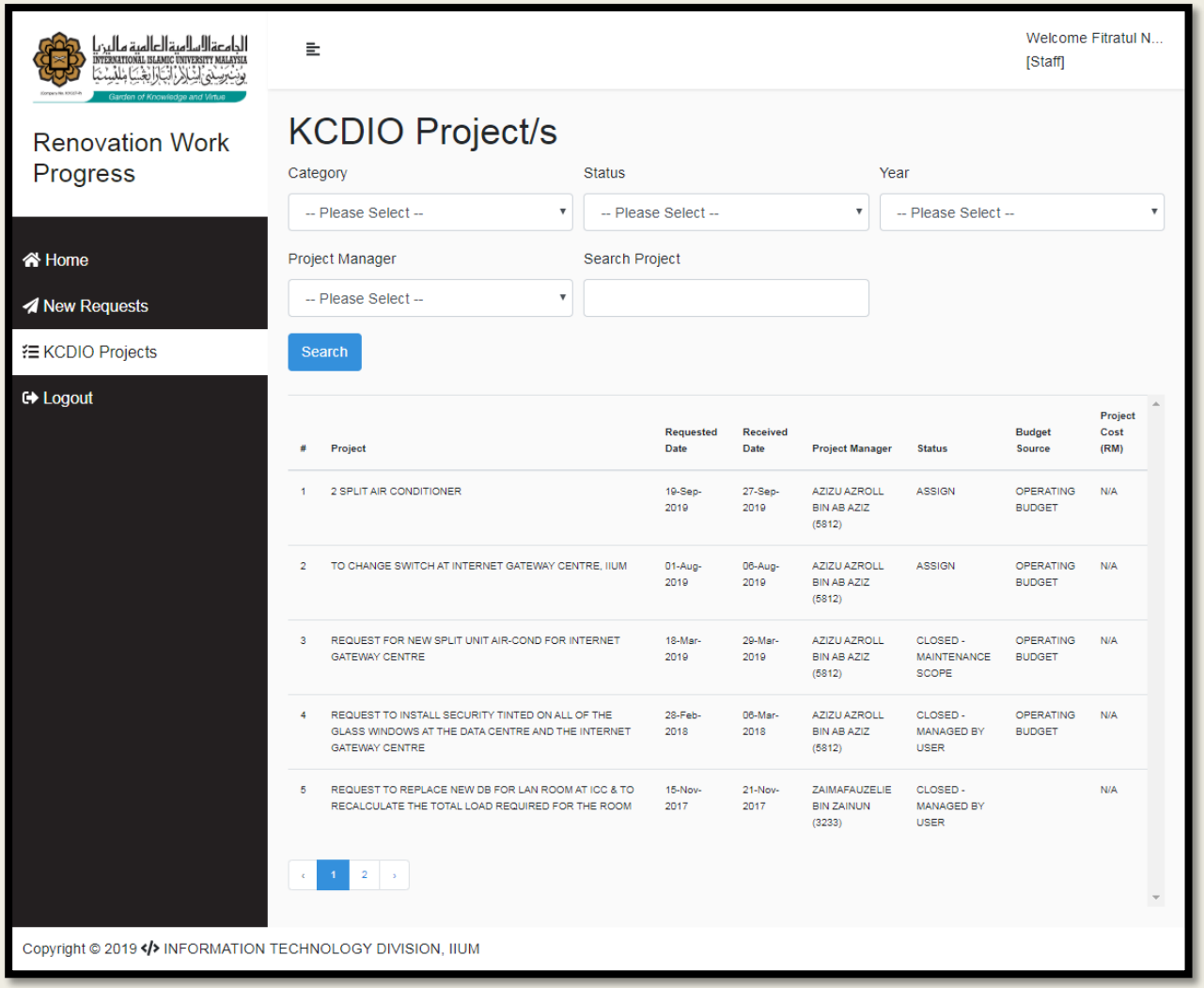
Email: developmentdivision@iium.edu.my

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



THANK YOU