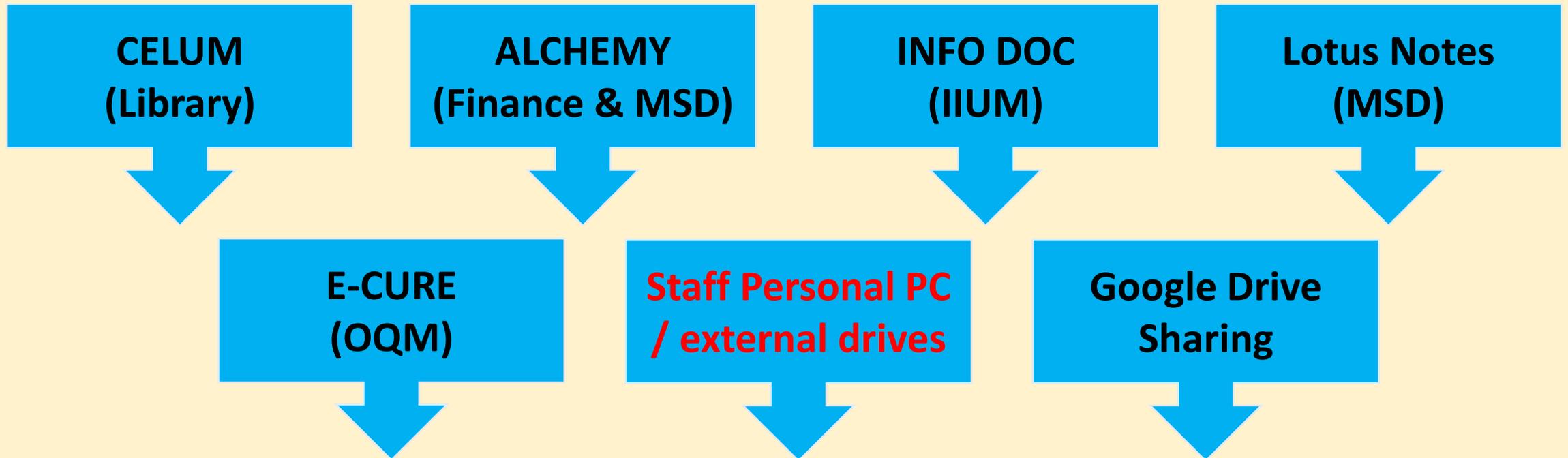


# IIUM DOCUMENTS MANAGEMENT SYSTEM (IDMS)



# WHAT IS IDMS?

A centralised Electronic Document Management System for all campuses in IIUM



**IIUM DOCUMENTS MANAGEMENT SYSTEM (IDMS)**

# OBJECTIVES

- a) To provide a single platform to manage and archive IIUM records.
- b) To avoid inconsistency in utilisation of the IIUM Filing Code due to the increasing number of KCDIO and related changes.
- c) To eliminate difficulties in gathering information for corporate use and various audit.
- d) To eliminate high cost of maintenance of too many separate documents management systems within the university.
- e) To optimise IT personnel resources, avoid difficulties in installing various software and tedious access control management.

# BENEFITS OF USING IT?

1. **Cost savings** to the University (maintenance fees & licenses)
2. Reduce document **searching time** due to :
  - less dependency on hardcopy documents.
  - the same document can simultaneously be accessed by multiple users.
  - Easy access by unlimited authorized users
3. Reduce **risks to the hardcopy documents / files** as a result of less movement of documents /files :
  - Loss during transfer
  - Damaged due to frequent handling

# IMPLEMENTATION PLAN

>> MSD (pilot user & performance test)

1<sup>st</sup> September 2018

>> Finance, AMAD, CPS, KOE, Library

1<sup>st</sup> January 2019

>> KCDIO at IIUM Gombak, KL & Pagoh Campuses

1<sup>st</sup> April 2019

>> KCDIO at IIUM Kuantan & Gambang Campuses

1<sup>st</sup> June 2019

All Kulliyah/Centre/Division/Institute/ Office's (KCDIO)  
in IIUM will be made compulsory to utilise the system.

# HOW TO ACCESS?

IDMS is **accessible** through the **IIUM's staff portal**  
<https://ibnubaitar.iium.edu.my/staff/appsystem.php>.

The **IDMS Forms** are available at the **MSD Intranet**  
<http://www.iium.edu.my/division/msd/downloadable-forms-3>

# RESPONSIBILITIES

IDMS is under the responsibility of the **IIUM Records Management Committee (IRMC)**.

## Management Services Division (MSD)

being the **Functional Team Members** and **Secretariat to the IRMC**

will manage changes to the following :

- a) The IDMS User's Manual
- b) The IDMS Forms
- c) The setup of the IIUM Filing Code in IDMS
- d) The setup of the KCDIO filing code number
- e) Conduct IDMS Training upon request

## Information Technology Division (ITD)

The **Technical Team Members** comprised of the Gollab application, HR IT, Finance IT, IIUM Library IT and RMC IT teams.

This team will manage the following :

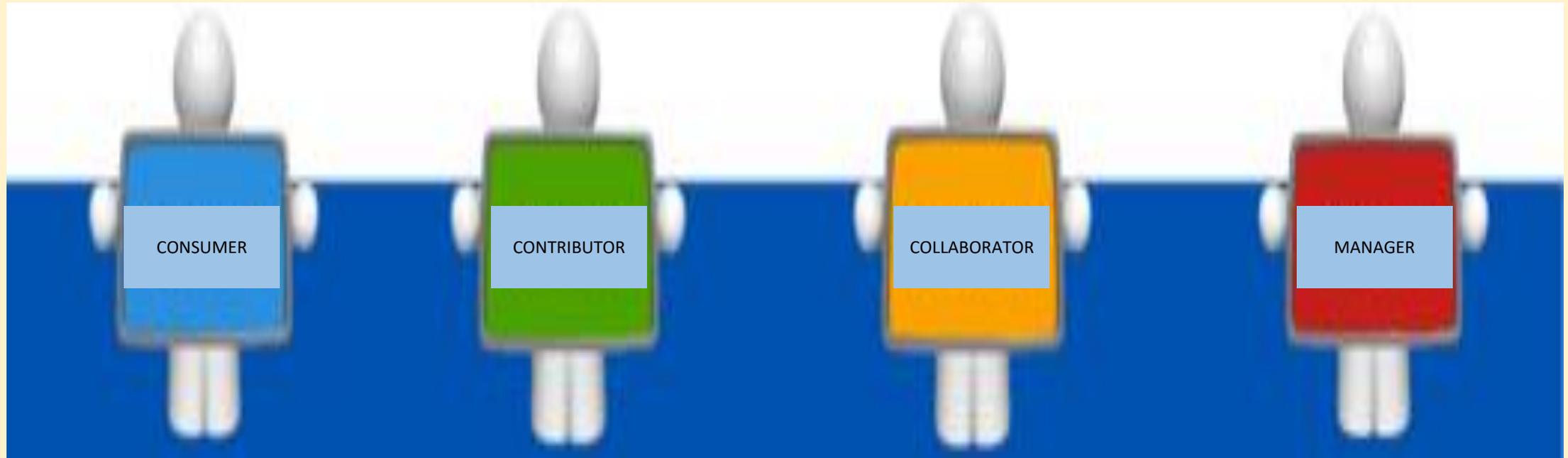
- a) Prepare IDMS User's Manual.
- b) Manage Users Registration.
- c) Manage Users Access within their assigned KCDI.
- d) Manage Users Access to the documents (for KCDI without Technical Team Members).

ITD also being the **IDMS's Document Controller** is responsible to:

- a) Secure Budget for Server.
- b) Get project approval from relevant IT approval authorities.
- c) Compilation of all relevant documents for safe keeping.
- d) Update MSD & ITD's webpage.

# TYPE OF USERS IN IDMS

1. Consumer (Staff of IIUM who were given access)
2. Contributor (KCDIO's Records Managers)
3. Collaborator (MSD's Records Managers)
4. Manager (ITD & RCM's Secretariat)



# Folders and files:

				
View folder/item details page	✓	✓	✓	✓
Like/unlike	✓	✓	✓	✓
Favorite/unfavorite	✓	✓	✓	✓
Rename folder/item – created/added by self		✓	✓	✓
Rename folder/item – created/added by other user			✓	✓
Edit basic details – created by self		✓	✓	✓
Edit basic details – created by other user			✓	✓
Edit custom properties – created by self		✓	✓	✓
Edit custom properties – created by other user			✓	✓
Copy	✓ <sup>(1)</sup>	✓	✓	✓
Move – content created by self		✓	✓	✓
Move – content created by other user				✓
Delete – content created by self		✓	✓	✓

				
Delete – content created by self		✓	✓	✓
Delete – content created by other user				✓
Manage permissions – content created by self		✓	✓	✓
Manage permissions – content created by other user				✓
Manage aspects – content created by self		✓	✓	✓
Manage aspects – content created by other user			✓	✓
Change type – content created by self		✓	✓	✓
Change type – content created by other user			✓	✓
Copy page URL	✓	✓	✓	✓
Add comment		✓	✓	✓
Edit comment – content created by self		✓	✓	✓
Edit comment – content created by other user				✓
Delete comment – content created by self		✓	✓	✓
Delete comment – content created by other user				✓

**There are two (2) types of changes that may affect staff's responsibilities and access to the documents kept in the IDMS :**

## **❑ Organisational changes:**

1. Once approved by the Board of Governors, KCDIO that falls under these category (ies) will be assigned a KCDIO code.
  - a) New establishment of KCDIO
  - b) Merging of KCDIO
  - c) Separation of KCDIO
2. Upgrading or downgrading any KCDIO's status either to Kulliyah level, or will not change its KCDIO code as long as its physical operation maintain isolated from other KCDIO or only placed under purview of certain KCDIO.
3. Once a KCDIO ceases to exist, the KCDIO code will be closed and cannot be used by other KCDIO.

## **❑ Change of Users**

KCDIO is to fill up the form and submit to MSD for proper access be given / revoked or changed whenever there are:

- a) new appointment of staff.
- b) Internal reshuffling causing change of responsibilities of a staff
  - i) User / Administrator
  - ii) General / confidential / restricted documents
- c) End of appointment of a staff

AlFresco has many capabilities, however due to several limitations, the University is limiting its current scope to **archival of documents only**.

The system is an **independent system**. There will be **no integration** with any application.

To avoid confusion, any new establishment of KCDIO will start using number **700** and above in IDMS. Old establishment of KCDIO will retain their current number.

Since everybody can create folders and upload records, to avoid missuse, users who are assigned as consumers will not be allocated any storage to upload any documents.

# OVERVIEW OF THE SYSTEM

The system comprises a few sections that users need to familiarise :

- a) Home Screen
- b) Site Dashboard
- c) Manage Members
- d) Document Library
- e) Manage Folders and Files
- f) Search Files and Folders



**Username:**  
ozaliyati

**Password:**  
●●●●●●●●

**LOG IN**

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

**22 APPS**  
ADMINISTRATIVE / UNIVERSITY STRATEGIC

**2 APPS**  
STUDENT AFFAIRS & DEVELOPMENT

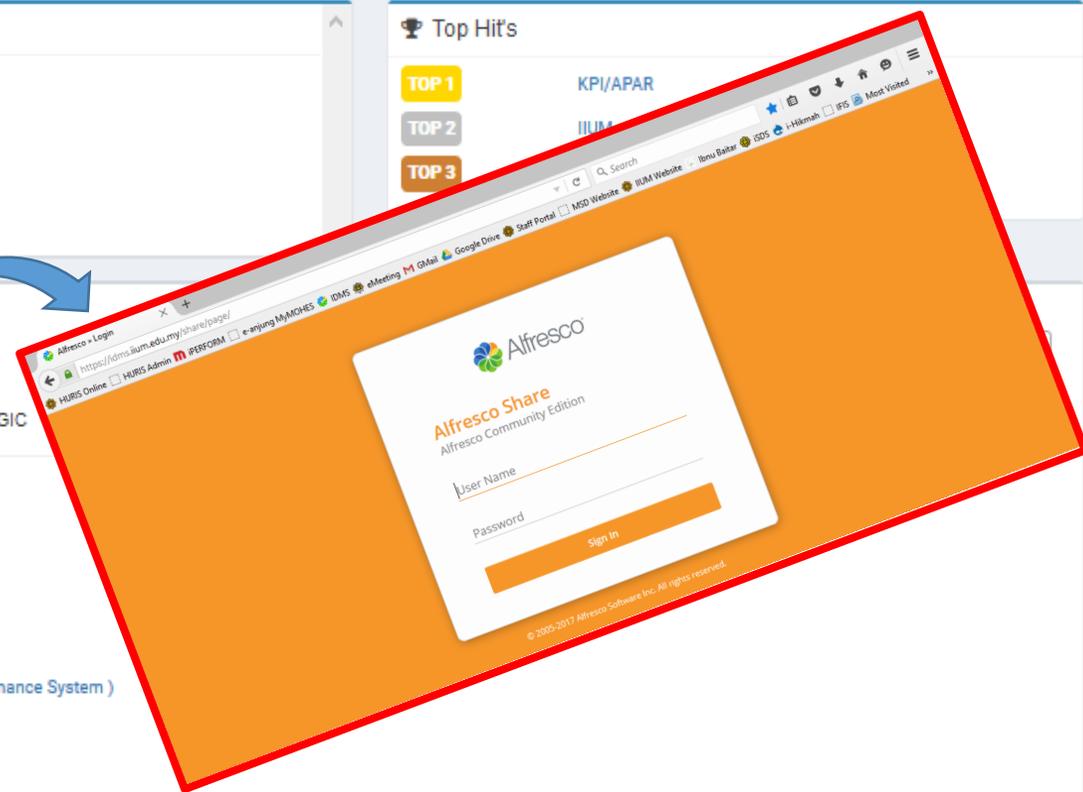
- Search People...
- Menu
- Home
- Community
- MSD
- Academic
- MyApps**
- ICT Service Desk
- Online Resources

ACADEMIC / TEACHING & LEARNING

- e-Curriculum System (eCure)
- i-Ma'lum
- i-Monitor
- I IUM Conference
- iTa'leEM
- Opinio (Survey)
- Postgraduate System
- SIS Change Password
- SIS Forgot Password

ADMINISTRATIVE / UNIVERSITY STRATEGIC

- Alfresco - IDMS**
- Asset Declaration
- EDMS
- Going Abroad Self-Registration
- i-Ma'lum Admin
- i-PERFORM ( I IUM Corporate Performance System )
- i-SDS
- iAttend
- IFIS Online
- iHikmah



# SITE DASHBOARD

Home My Files Shared Files Sites Tasks People Repository OZALIYATI BT. OMAR Search files, people, sites

MSD Private Site Dashboard Document Library Calendar Wiki More

### Site Members

1 - 61 of 61 All Members

[Add Users](#)

- ANDI SHAFRIN SHAFRIN Contributor
- AZIRAA MOHD ZAWYAAI Manager
- Abdul Rahim Ahmad Manager
- Adis Nabawi Azizan Collaborator
- Administrator Manager
- Asnili Marniwati Bt. Ahmad

### Site Content

I've Recently Modified

Keep track of content changes

Easily see which document library items site members have been working on. In the detailed view you can like an item and mark it as a favorite. You can also jump to the details page to leave a comment.

### Site Activities

Everyone's activities all items in the last 28 days

Today

- MOHD AIMAN OSMAN added document 8645-1.pdf 4 hours ago
- Faridah Bt. Mohd. downloaded document 8610-NOTICE OF APPOINTMENT FOR RENEWED CONTRACT OFFICER.pdf 6 hours ago
- Faridah Bt. Mohd. previewed document 8610-NOTICE OF APPOINTMENT FOR RENEWED CONTRACT OFFICER.pdf 6 hours ago

**SITE DASHBOARD** : Choose any site that you are allowed access to. Within your selected Site Dashboard, you will find the Site Members, Site Content and Site Activities segment. You may add members, create group and classify members in the Site Members segment if you are authorized to.

Once registered, users may login into IDMS using the **password provided**. Users may change the password accordingly.

The screenshot displays the IDMS user interface. At the top, a navigation bar includes links for Home, My Files, Shared Files, Sites, Tasks, People, and Repository. The user's name, OZALIYATI BT. OMAR, is shown in the top right corner, with a dropdown menu open. The dropdown menu contains the following options: User Dashboard, My Profile, Help, Home Page, Use Current Page, Use My Dashboard, Change Password (highlighted with a red box), and Logout. Below the navigation bar, the search bar contains the text 'slide' and a search button. The search results show 200 results found. The first result is 'IDMS Slide presentation.pptx (PowerPoint Presentation)', modified 14 minutes ago by OZALIYATI BT. OMAR, with a size of 3 MB and located in the folder /MSD. A filter by 'Creator' is visible on the left, listing MOHD FAIZAL BIN ISMAIL (138), NURAZLINA BT. ABDUL RASHID (41), and ANDI SHAFRIN SHAFRIN (19).

# CUSTOMIZING USER DASHBOARD

The screenshot shows a user dashboard for 'OZALIYATI BT. OMAR' with a navigation bar at the top containing 'Home', 'My Files', 'Shared Files', 'Sites', 'Tasks', 'People', and 'Repository'. A search bar is on the right. The main content area is titled 'OZALIYATI BT. OMAR Dashboard' and includes a 'Customize User Dashboard' section. A red box highlights the 'Site Dashboard' link in the top navigation. A red arrow points to a gear icon in the top right, which opens a dropdown menu with options: 'Customize Dashboard', 'Edit Site Details', 'Customize Site', 'Delete Site', and 'Leave Site'. Another red arrow points to the 'Customize User Dashboard' section. A yellow box highlights the 'Customize User Dashboard' interface, which shows the current layout as 'Two columns: narrow left, wide right' and provides a 'Change Layout' button. Below this, there is a 'Dashlets' section with an 'Add Dashlets' button and a preview of two columns: 'Column 1' containing 'My Sites' and 'My Tasks', and 'Column 2' containing 'My Activities' and 'My Documents'. On the left side, there is a 'Site Members' list with names and roles like 'ANDI SHAFRIN SHAFRIN Contributor', 'AZIRAA MOHD ZAWYAAI Manager', 'Abdul Rahim Ahmad Manager', and 'Adis Nabawi Azizan Collaborator'. A search bar at the top right contains the text 'Search files, people, sites'.

You may customize your site dashboard view as per given layout options

Home My Files Shared Files Sites Tasks People Repository

MSD Private

## Customize Site Dashboard

Current Layout: **Two columns: narrow left, wide right**



Select New Layout

If the new layout has less columns than the current layout, columns are removed from right side. Any dashlets in those columns are removed.

**One column** 

**Three columns: wide centre** 

**Two columns: wide left, narrow right** 

**Four columns** 

Home My Files Shared Files Sites Tasks People Repository

MSD Private

## Customize Site Dashboard

Current Layout: **One column**



Dashlets

Drag and drop the available dashlets into a column to add them to your dashboard. You can also reorder the dashlets within the columns using drag and drop.

Add Dashlets

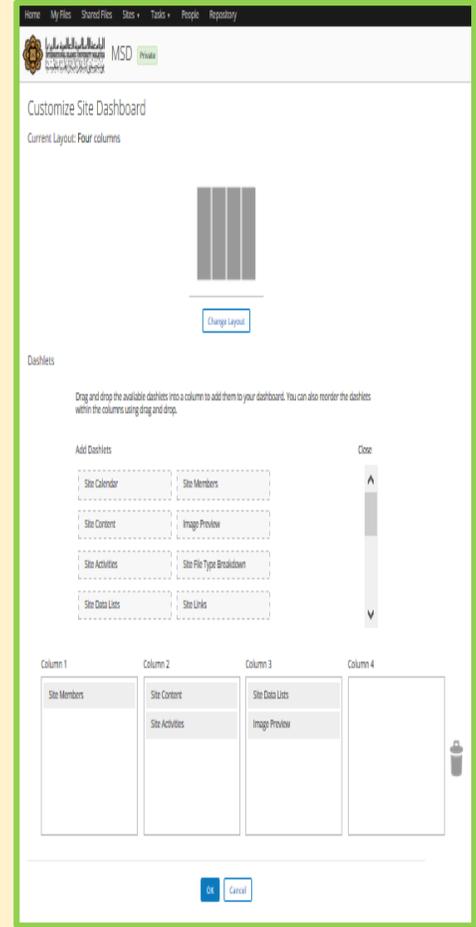
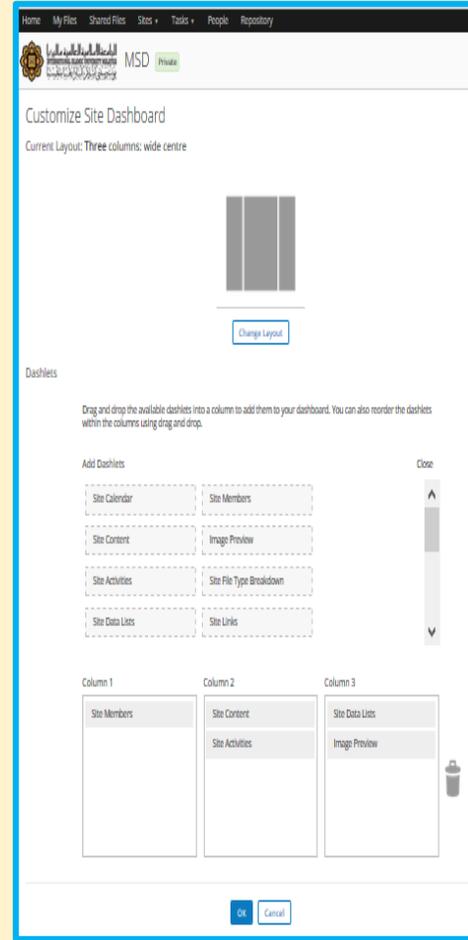
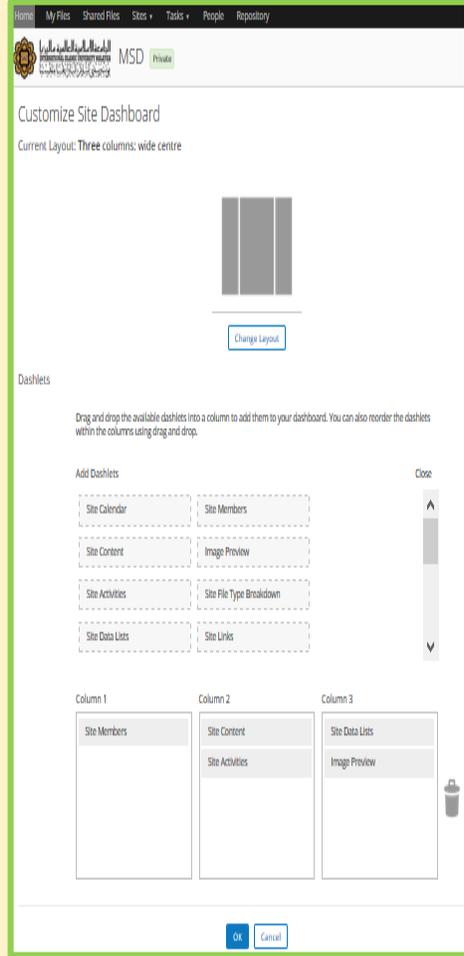
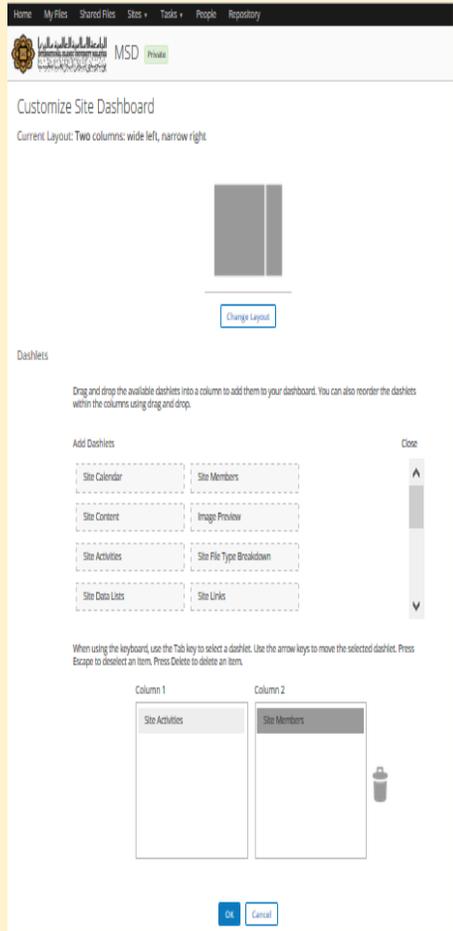
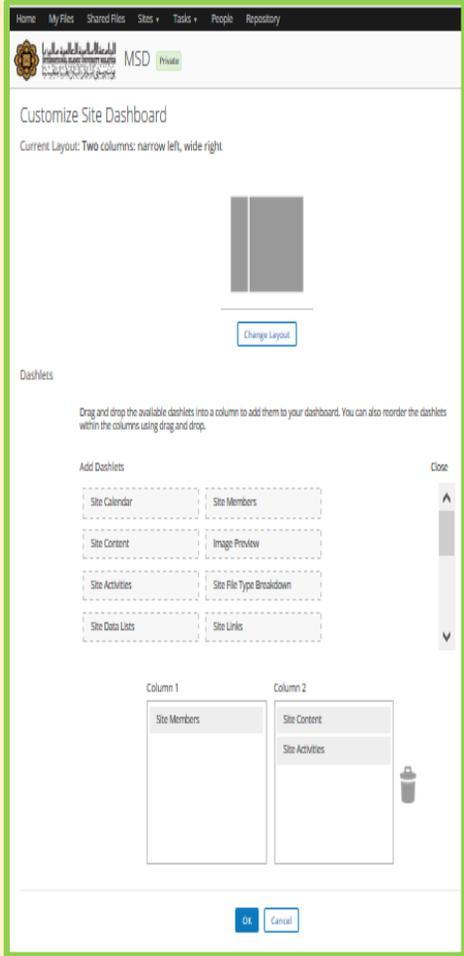
Site Calendar	Site Members
Site Content	Image Preview
Site Activities	Site File Type Breakdown
Site Data Lists	Site Links

When using the keyboard, use the Tab key to select a dashlet. Use the arrow keys to move the selected dashlet. Press Escape to deselect an item. Press Delete to delete an item.

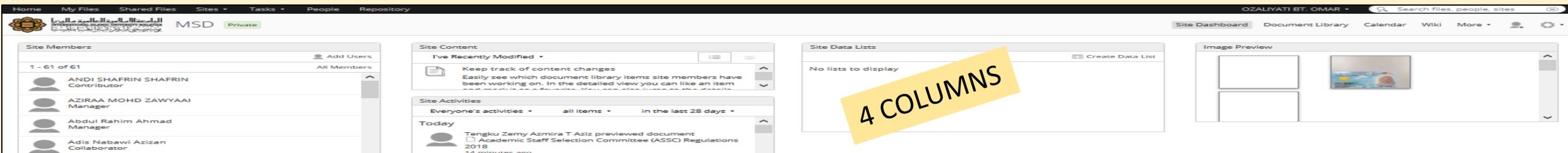
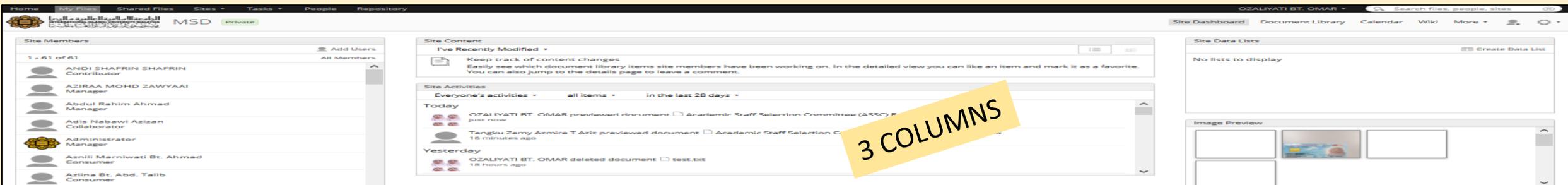
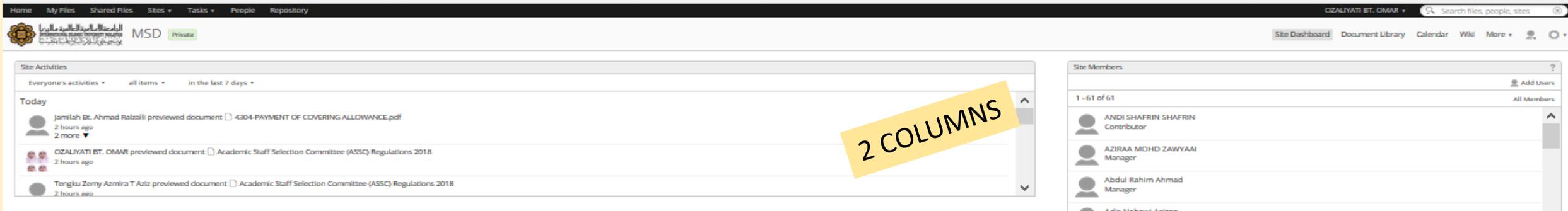
Column 1



Your site dashboard layout varies from single to four columns view



Once you have chosen your Site Dashboard view, you may choose your elements to view.



Your customized Site Dashboard layout options

# HOME VIEW

The screenshot displays the Alfresco User Dashboard interface. The browser address bar shows the URL <https://idms.iium.edu.my/share/page/user/ozaliyati/dashboard>. The top navigation bar includes links for Home, My Files, Shared Files, Sites, Tasks, People, and Repository. The user's name, OZALIYATI BT. OMAR, is visible in the top right corner.

Key components and annotations include:

- My Sites:** A red box highlights the 'My Sites' header. A dropdown menu is open, showing 'Recent Sites' (MSD) and 'Useful' options (My Sites, Site Finder, Create Site, Favorites). A green box highlights the 'All' option in the 'All' dropdown.
- My Tasks:** A red box highlights the 'My Tasks' header. A green box highlights the 'Active Tasks' option in the dropdown menu. A yellow box highlights the text: "Review the tasks assigned to you. Different types of tasks can appear in this task list and you need to address each one. This could involve reviewing a document or simply accepting an invitation to a site."
- My Activities:** A red box highlights the 'My Activities' header. A green box highlights the 'My activities' dropdown menu with options: 'Everyone else's activities', 'Everyone's activities', and 'I'm following'. A yellow box highlights the filters: 'Everyone's activities', 'all items', and 'in the last 7 days'. A green box highlights the time filters: 'today', 'in the last 7 days', 'in the last 14 days', and 'in the last 28 days'.
- My Documents:** A red box highlights the 'My Documents' header. A green box highlights the 'I've Recently Modified' dropdown menu with options: 'I've Recently Modified', 'I'm Editing', and 'My Favorites'. A yellow box highlights the text: "Keep track of your own content. This dashlet lists all of the content that's important to you, no matter which site it is in. Use the filters to easily find what you're looking for."

The main content area shows a 'Today' section with activity logs, such as "MOHD AIMAN OSMAN added document 8645-1.pdf in MSD" and "Faridah Bt. Mohd. downloaded document 8610-NOTICE OF APPOINTMENT FOR RENEWED CONTRACT OFFICER.pdf in MSD".

HOME : The Home button will take you to the main page of the system.

# Location of the Site Dashboard may differ

Home My Files Shared Files Sites Tasks People Repository OZALIYATI BT. OMAR Search files, people, sites

MSD Private Site Dashboard Document Library Calendar Wiki More

**Site Members** Add Users  
1 - 61 of 61 All Members  
ANDI SHAFRIN SHAFRIN Contributor  
AZIRAA MOHD ZAWYAAI Manager

**Site Content** I've Recently Modified  
Keep track of content changes  
Easily see which document library items site members have been working on. In the detailed view you can like an item and mark it as a favorite. You can also jump to the details page to leave a comment.

**Site Activities** Everyone's activities all items in the last 28 days

Alfresco » User Dashboard https://idms.iium.edu.my/share/page/user/ozaliyati/dashboard

Home My Files Shared Files Sites Tasks People Repository OZALIYATI BT. OMAR Search files, people, sites

Recent Sites  
MSD  
Useful  
My Sites Site Finder Create Site Favorites

**My Sites** MSD MANAGEMENT SERVICE Favorite

**My Tasks** Active Tasks Start Workflow  
Active Tasks | Completed Tasks  
Review the tasks assigned to you  
Different types of tasks can appear in this task list and you need to address each one. This could involve reviewing a document or simply accepting an invitation to a site.

**My Activities** Everyone's activities all items in the last 7 days  
Today  
MOHD AIMAN OSMAN added document 8645-1.pdf in MSD 4 hours ago  
Faridah Bt. Mohd. downloaded document 8610-NOTICE OF APPOINTMENT FOR RENEWED CONTRACT OFFICER.pdf in MSD 5 hours ago  
Faridah Bt. Mohd. previewed document 8610-NOTICE OF APPOINTMENT FOR RENEWED CONTRACT OFFICER.pdf in MSD 5 hours ago

**My Documents** I've Recently Modified  
Keep track of your own content  
This dashlet lists all of the content that's important to you, no matter which site it is in. Use the filters to easily find what you're looking for.

# ACCESS CONTROL

Home My Files Shared Files Sites Tasks People Repository OZALIYATI BT. OMAR Search files, people, sites

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
الجامعة الإسلامية العالمية ماليزيا  
بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

MSD Private Site Dashboard Document Library Calendar Wiki More

### Edit Site Details

Name: \* MSD

Description: MANAGEMENT SERVICES DIVISION

Visibility:

- Public  
Everyone in your organization can access this site.
- Moderated  
Everyone in your organization can find this site and request access. Access is given by Site Managers.
- Private  
Only people added by a Site Manager can find and use this site.

Save Cancel

Customize Dashboard  
Edit Site Details  
Customize Site  
Delete Site  
Leave Site

The Managers will control access to created sites.

# ADD USERS

The screenshot shows a web browser interface for the International Islamic University Malaysia (IIUM) IDMS system. The browser address bar displays the URL: <https://idms.iium.edu.my/share/page/>. The page title is "MSD" and it is marked as "Private". The navigation menu includes "Home", "My Files", "Shared Files", "Sites", "Tasks", "People", "Repository", "Admin Tools", and "Administrator". The main content area is divided into three sections:

- Site Members:** A list of 61 members is shown, with the "Add Users" button highlighted in a purple box. The list includes:
  - ANDI SHAFRIN SHAFRIN (Contributor)
  - AZIRAA MOHD ZAWYAAI (Manager)
  - Abdul Rahim Bin Ahmad (Consumer)
  - Adis Nabawi Azizan (Collaborator)
- Site Content:** A section titled "I'm Editing" with a dropdown menu. It contains a message: "Keep track of content changes. Easily see which document library items site members have been working on. In the detailed view you can like an item and mark it as a favorite. You can also jump to the details page to leave a comment."
- Site Activities:** A section titled "Site Activities" with filters for "Everyone else's activities", "all items", and "in the last 28 days". It shows a recent activity: "ANDI SHAFRIN SHAFRIN added document 3116-REQUEST TO STOP PAYMENT FOR PERSONAL ASSISTANT ALLOWANCE.pdf just now 6 more".

Only the Managers (ITD & MSD) can add/remove users or create groups within KCDIOs' IDMS folders  
KCDIO need to fill up forms available at MSD website to request for access / change of access

Home My Files Shared Files Sites Tasks People Repository Admin Tools Administrator Search files, people, sites

الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA MSD Private Site Dashboard Document Library Calendar Site Members More

Users | Groups | Pending

Find and select users, give them roles, and add them to this site.

1 % **SEARCH USER** Search

Search for '%' found 65 results.

- Abdul Rahim Bin Ahmad (arahim) (Executive Director) Select
- Adis Nabawi Azizan (adis) Select

2 Set User Role Set all roles to You haven't selected any users yet.

3 Add Users to Site Add Users You haven't added any users yet.

User may search the user by type % to view all names or only name example fitra.

Home My Files Shared Files Sites Tasks People Repository Admin Tools Administrator Search files, people, sites

الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA MSD Private Site Dashboard Document Library Calendar Site Members More

Users | Groups | Pending

Find and select users, give them roles, and add them to this site.

1 fitra 1. Search

Search for 'fitra' found 1 results.

- FITRATUL (fitratul\_novida) 2. Select

2 Set User Role Set all roles to 3. Select Role

- Manager
- Collaborator
- Contributor
- Consumer

3 Add Users to Site Add Users You haven't added any users yet.

Home My Files Shared Files Sites Tasks People Repository Admin Tools Administrator Search files, people, sites

الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA MSD Private Site Dashboard Document Library Calendar Site Members More

Users | Groups | Pending

Find and select users, give them roles, and add them to this site.

1 fitra Search

Search for 'fitra' found 1 results.

- FITRATUL (fitratul\_novida) Select

2 Set User Role Set all roles to 4. Manager

3 Add Users to Site 4. Add Users You haven't added any users yet.

**ADD USER**

Home My Files Shared Files Sites Tasks People Repository Admin Tools Administrator Search files, people, sites

الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA MSD Private Site Dashboard Document Library Calendar Site Members More

Users | Groups | Pending

Find and select users, give them roles, and add them to this site.

1 fitra Search

Search for 'fitra' found 1 results.

- FITRATUL (fitratul\_novida) Select

2 Set User Role Set all roles to You haven't selected any users yet.

3 Add Users to Site Add Users

**SUCCESSFUL**

Total users added 1

- FITRATUL Manager ✓

# MANAGING USERS AND GROUPS

Once a user is added, there are two ways to manage member which are by Users or Groups.

## MANAGE USER

User may change the role of user or remove the user from the site

The screenshot shows the 'Users' management interface. At the top, there are navigation tabs: Home, My Files, Shared Files, Sites, Tasks, People, Repository, Admin Tools, and Administrator. Below this is the site header with the logo of the International Islamic University Malaysia and the site name 'MSD Private'. The 'Site Members' tab is active, and the 'Users' sub-tab is selected. A search bar is present with the text 'Search for Site Members'. Below the search bar, there is a table of users. The first user is ANDI SHAFRIN SHAFRIN, with a role dropdown menu open showing options: Contributor, Manager, Collaborator, and Consumer. The 'Remove' button is highlighted with a red box and labeled '2.'. The dropdown menu is also highlighted with a red box and labeled '1.'. There are also 'Add Users' and 'Add Groups' buttons at the top right of the table.

## MANAGE GROUP

The Manager may change the role or remove the groups from the site.

The screenshot shows the 'Groups' management interface. At the top, there are navigation tabs: Home, My Files, Shared Files, Sites, Tasks, People, Repository, Admin Tools, and Administrator. Below this is the site header with the logo of the International Islamic University Malaysia and the site name 'MSD Private'. The 'Site Members' tab is active, and the 'Groups' sub-tab is selected. A search bar is present with the text 'Search for Site Groups'. Below the search bar, there is a table of groups. The first group is CS, with ID: GROUP\_CS, and a role dropdown menu open showing options: Contributor, Manager, Collaborator, and Consumer. The 'Remove' button is highlighted with a red box and labeled '2.'. The dropdown menu is also highlighted with a red box and labeled '1.'. There are also 'Add Groups' and 'Add Users' buttons at the top right of the table.

# CREATE FOLDERS & VIEWING OPTIONS

Document library is the place where all the documents are saved and being managed.

The screenshot displays the MSD Document Library interface. The top navigation bar includes 'Home', 'My Files', 'Shared Files', 'Sites', 'Tasks', 'People', and 'Repository'. The user 'OZALIYATI BT. OMAR' is logged in. The 'Document Library' tab is active, showing a list of folders under 'General Files - MSD'. The 'Create...' button is highlighted with a red arrow, and a dropdown menu is open, showing options like 'Folder', 'Plain Text...', 'HTML...', 'XML...', 'Google Docs™ Document...', 'Google Docs™ Spreadsheet...', and 'Google Docs™ Presentation...'. A yellow arrow labeled 'Create folder' points to the 'Folder' option. The 'Name' and 'Options' dropdowns are also highlighted with red arrows. A red text overlay reads 'Folder view sorting view options >>'. The 'New Folder' dialog box is open, showing 'New Folder Details' with fields for 'Name', 'Title', and 'Description'.

Only the Managers (ITD & MSD) can add or create group within KCDIOs' IDMS folders.  
KCDIO need to fill up forms available at MSD website to request for access / change of access

# MANAGE FOLDERS

Home My Files Shared Files Sites Tasks People Repository Admin Tools Administrator

الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يونسيفي اسلامنا ايماننا ايماننا بالديننا

MSD Private Site Dashboard Document Library

Documents  
All Documents  
I'm Editing  
Others are Editing  
Recently Modified  
Recently Added  
My Favorites

Library  
Documents  
MSD  
01 Personal Files  
General Files - MSD  
02 Corporate Profile  
03 Strategic Planning  
04 General Administration  
05 Human Resources  
06 Quality  
07 Security & Safety  
08 Information & Communication Technology  
09 Property & Facility  
10 Finance  
11 Collaboration  
12 Student Affairs  
13 Academic Affairs  
14 Research & Publications  
15 Consultancy

Select + Create... Upload Selected Items...

Documents > MSD > General Files - MSD

	Name	Description	Tags	Width	Height	Size
<input type="checkbox"/>	23 Medical Matters	Medical Matters	No Tags			
<input type="checkbox"/>	22 Library	Library	No Tags			
<input type="checkbox"/>	21 Association	Association	No Tags			
<input type="checkbox"/>	20 Meeting	Meeting	No Tags			
<input type="checkbox"/>	19 Conference or Seminar	Conference / Seminar	No Tags			
<input type="checkbox"/>	18 Activity or Programme	Activity/ Programme	No Tags			
<input type="checkbox"/>	17 Training	Training	No Tags			
<input type="checkbox"/>	16 Publicity	Publicity	No Tags			
<input type="checkbox"/>	15 Consultancy	Consultancy	No Tags			
<input type="checkbox"/>	14 Research & Publications	Research & Publications	No Tags			
<input type="checkbox"/>	13 Academic Affairs	Academic Affairs	No Tags			
<input type="checkbox"/>	12 Student Affairs	Student Affairs	No Tags			
<input type="checkbox"/>	11 Collaboration	Collaboration	No Tags			
<input type="checkbox"/>	10 Finance	Finance	No Tags			
<input type="checkbox"/>	09 Property & Facility	Property & Facility	No Tags			
<input type="checkbox"/>	08 Information & Communication Technology	Information & Communication Technology	No Tags			
<input type="checkbox"/>	07 Security & Safety	Security & Safety	No Tags			
<input type="checkbox"/>	06 Quality	Quality	No Tags			
<input type="checkbox"/>	05 Human Resources	Human Resources	No Tags			
<input type="checkbox"/>	04 General Administration	General Administration	No Tags			
<input type="checkbox"/>	03 Strategic Planning	Strategic Planning	No Tags			
<input type="checkbox"/>	02 Corporate Profile	Corporate Profile	No Tags			



MSD Private

- Documents
  - All Documents
  - I'm Editing
  - Others are Editing
  - Recently Modified
  - Recently Added
  - My Favorites
- Library
  - Documents

Select Create... Upload Selected Items...

Documents > MSD > 01 Personal Files > 01-01 Staff > STAFF

	Name	Options
<input type="checkbox"/>	01-01-0017 (C) Amir Bin Omar Modified 6 days ago by MOHD AIMAN OSMAN	
<input type="checkbox"/>	01-01-0027 (C) Azman Bin Nokman Modified 24 days ago by ANDI SHAFRIN SHAFRIN	
<input type="checkbox"/>	01-01-0041 (C) Samsuri Bin Abdul Jalil Modified 3 months ago by MOHD FAIZAL BIN ISMAIL	
<input type="checkbox"/>	01-01-0042 (C) Noraida Bt. Idris Modified 3 months ago by MOHD FAIZAL BIN ISMAIL	
<input type="checkbox"/>	01-01-0046 (C) Ridzuan Bin Zakaria Modified 3 months ago by MOHD FAIZAL BIN ISMAIL	
<input type="checkbox"/>	01-01-0047 (C) Abdul Fattah Bin Ibrahim Modified 3 months ago by MOHD FAIZAL BIN ISMAIL	
<input type="checkbox"/>	01-01-0048 (C) Ramle Bin Ariffin Modified 29 days ago by MOHD FAIZAL BIN ISMAIL	
<input type="checkbox"/>	01-01-0049 (C) Nor Shamsinar Bte. Haji Mohd. Nor Modified 3 months ago by MOHD FAIZAL BIN ISMAIL	
<input type="checkbox"/>	01-01-0050 (C) Siti Hanim Bt. Mohd. Hosni Modified 3 months ago by MOHD FAIZAL BIN ISMAIL	
<input type="checkbox"/>	01-01-0050 (C) Izani Bin Haji Othman	

- Hide Folders
- Hide Breadcrumb
- RSS Feed
- Full Window
- Full Screen
- Simple View**
- Detailed View
- Gallery View
- Filmstrip View
- Table View
- Audio View
- Media View
- Set "Simple View" as default for this folder

Download Copy Print More...

Users may select their preferred view of folders from the 7 options given  
**EXAMPLE : Simple View Option**



MSD Private

Options

- Documents
- All Documents
- I'm Editing
- Others are Editing
- Recently Modified
- Recently Added
- My Favorites

- Library
- Documents
- MSD
  - 01 Personal Files
    - 01-01 Staff
      - AT STAFF
      - BC STAFF
      - BG STAFF
      - CF STAFF
      - FT STAFF
      - KT STAFF
      - OTHERS STAFF
      - STAFF
      - 01-01-0017 (C) Amir Bin Omar
      - 01-01-0027 (C) Azman Bin Nokman
      - 01-01-0041 (C) Samsuri Bin Abdul Jalil
      - 01-01-0042 (C) Noraida Bt. Idris
      - 01-01-0046 (C) Ridzuan Bin Zakaria

Select	Create...	Upload	Selected Items...
Documents > MSD > 01 Personal Files > 01-01 Staff > STAFF			
<input type="checkbox"/>		01-01-0017 (C) Amir Bin Omar	Modified 6 days ago by MOHD AIMAN OSMAN No Description No Tags ★ Favorite   👍 Like 0   💬 Comment
<input type="checkbox"/>		01-01-0027 (C) Azman Bin Nokman	Modified 24 days ago by ANDI SHAFRIN SHAFRIN No Description No Tags ★ Favorite   👍 Like 0   💬 Comment
<input type="checkbox"/>		01-01-0041 (C) Samsuri Bin Abdul Jalil	Modified 3 months ago by MOHD FAIZAL BIN ISMAIL No Description No Tags ★ Favorite   👍 Like 0   💬 Comment
<input type="checkbox"/>		01-01-0042 (C) Noraida Bt. Idris	Modified 3 months ago by MOHD FAIZAL BIN ISMAIL No Description No Tags ★ Favorite   👍 Like 0   💬 Comment
<input type="checkbox"/>		01-01-0046 (C) Ridzuan Bin Zakaria	Modified 3 months ago by MOHD FAIZAL BIN ISMAIL

- Hide Folders
- Hide Breadcrumb
- RSS Feed
- Full Window
- Full Screen
- Simple View
- Detailed View**
- Gallery View
- Filmstrip View
- Table View
- Audio View
- Media View
- Set "Detailed View" as default for this folder

- Download as Zip
- View Details
- Edit Properties
- More... Edit Properties

EXAMPLE : Detailed View Option



MSD

Private

Site Dashboard

Document Library

Calendar

Wiki



Options

Documents

- All Documents
- I'm Editing
- Others are Editing
- Recently Modified
- Recently Added
- My Favorites

Library

- Documents
  - MSD
    - 01 Personal Files
      - 01-01 Staff
        - AT STAFF
        - BC STAFF
        - BG STAFF
        - CF STAFF
        - FT STAFF
        - KT STAFF
        - OTHERS STAFF
        - STAFF
        - 01-01-0017 (C) Amir Bin Omar
        - 01-01-0027 (C) Azman Bin Nokman
        - 01-01-0041 (C) Samsuri Bin Abdul Jalil

Select + Create... Upload Selected Items...

Documents > MSD > 01 Personal Files > 01-01 Staff > STAFF

	Name	Title	Description	Creator	Created	Modifier	Modified
<input type="checkbox"/>	01-01-0017 (C) Amir Bin Omar			OZALIYATI BT. OMAR	Mon 13 Aug 2018 08:54:47	MOHD AIMAN OSMAN	Fri 9 Nov 2018 17:00:55
<input type="checkbox"/>	01-01-0027 (C) Azman Bin Nokman			NURAZLINA BT. ABDUL RASHID	Tue 14 Aug 2018 12:13:56	ANDI SHAFRIN SHAFRIN	Mon 22 Oct 2018 11:01:45
<input type="checkbox"/>	01-01-0041 (C) Samsuri Bin Abdul Jalil			NURAZLINA BT. ABDUL RASHID	Tue 14 Aug 2018 12:14:06	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 17:00:55
<input type="checkbox"/>	01-01-0042 (C) Noraida Bt. Idris			NURAZLINA BT. ABDUL RASHID	Tue 14 Aug 2018 12:14:18	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:59:58
<input type="checkbox"/>	01-01-0046 (C) Ridzuan Bin Zakaria			NURAZLINA BT. ABDUL RASHID	Tue 14 Aug 2018 12:14:38	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:59:58
<input type="checkbox"/>	01-01-0047 (C) Abdul Fattah Bin Ibrahim			NURAZLINA BT. ABDUL RASHID	Tue 14 Aug 2018 12:14:46	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:59:58
<input type="checkbox"/>	01-01-0048 (C) Ramle Bin Ariffin			NURAZLINA BT. ABDUL RASHID	Tue 14 Aug 2018 12:14:54	MOHD FAIZAL BIN ISMAIL	Wed 17 Oct 2018 12:07:13
<input type="checkbox"/>	01-01-0049 (C) Nor Shamsinar Bte. Haji Mohd. Nor			NURAZLINA BT. ABDUL RASHID	Tue 14 Aug 2018 12:15:01	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:59:58
<input type="checkbox"/>	01-01-0050 (C) Siti Hanim Bt. Mohd. Hosni			NURAZLINA BT. ABDUL RASHID	Tue 14 Aug 2018 12:15:09	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:59:58
<input type="checkbox"/>	01-01-0059 (C) Izani Bin Haji Othman			NURAZLINA BT. ABDUL RASHID	Tue 14 Aug 2018 12:15:19	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 17:00:55
<input type="checkbox"/>	01-01-0061 (C) Ismail Bin Johan			NURAZLINA BT. ABDUL RASHID	Tue 14 Aug 2018 12:15:27	ANDI SHAFRIN SHAFRIN	Wed 3 Oct 2018 11:01:45
<input type="checkbox"/>	01-01-0079 (C) Zainuddin Bin Abdul Hanan			NURAZLINA BT. ABDUL RASHID	Tue 14 Aug 2018 12:15:35	MOHD FAIZAL BIN ISMAIL	Wed 7 Nov 2018 12:07:13

- Hide Folders
- Hide Breadcrumb
- RSS Feed
- Full Window
- Full Screen
- Simple View
- Detailed View
- Gallery View
- Filmstrip View
- Table View**
- Audio View
- Media View
- Set "Table View" as default for this folder

Download Print More...

View Details

EXAMPLE : Table View Option

# UPLOADING RECORDS

The screenshot shows the MSD interface with the 'Upload' button highlighted in a red box. A blue arrow points from the 'Upload' button to a modal dialog box titled 'Upload Files to'. The dialog box contains a 'Select files to upload' button and a 'Cancel' button.

Name	Title	Description	Creator	Created	Modifier	Modified	Actions
01-01-8760 (C) NUR AZAM BIN ABDULLAH			MOHD AIMAN OSMAN	Fri 9 Nov 2018 15:58:40	MOHD AIMAN OSMAN	Fri 9 Nov 2018 16:24:23	
017.TIF			MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:33	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:33	
17[2]-1.PDF			MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:35	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:35	
17[2]-2.PDF			MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:41	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:41	
5 % INTERIM INCREMENT OF SALARY 1991.PDF			MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:33	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:33	
ADJUSTMENT OF SALARY.PDF			MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:42	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:42	
ADJUSTMENT OF SERVICE ALLOWANCE.PDF			MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:42	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:42	
ADVICE OF PAYROLL CHANCES FOR THE MONTH OF OCTOBER 1997.PDF			MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:43	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:43	
ALLOWANCE CLAIM FOR MOVING TO NEW HOUSE.PDF			MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:43	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:43	
ANNUAL REPORT ON SALARY INCREASE MONTH JULY 1987.PDF			MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:43	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:43	
ANNUAL REPORT ON SALARY INCREASE MONTH JULY 1987.PDF			MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:43	MOHD FAIZAL BIN ISMAIL	Wed 29 Aug 2018 16:50:43	

Only KCDIOs' Records Liaison Officers and Assistant Records Liaison Officers can upload documents  
 KCDIO must register designated persons to be given access to perform the task.  
 The task may be centralized function or decentralized to a few Assistant Records Liaison Officers.

# OR JUST DRAG & DROP RECORDS IN THE REQUIRED FOLDER

Select ▾ + Create... ▾ Upload Selected Items... ▾ 1.

Documents > MSD > General Files - MSD > 02 Corporate Profile > 02-03 Organisational Charts > 02-03-02 ( G) Organisational Restructuring

Drag and drop to upload files!

 Drag files from your desktop and drop them here to upload.

 You can drop files onto folders.

You can also... 2.

-  Upload files
-  Create a folder

0 - 0 of 0 << >>

# DOCUMENTS ACTION

The screenshot displays the IUM Documents Management System (IDMS) interface. The main content area shows a document titled "IDMS Slide presentation.pptx" (version 1.0) modified by OZALIYATI BT. OMAR on Fri 16 Nov 2018 13:40:47. The document content includes the text "IIUM DOCUMENTS MANAGEMENT SYSTEM (IDMS)" and provides links for the IDMS Access Form and IDMS accessibility information. A red arrow points from the "Add Comment" button to a comment input box.

**Document Actions:**

- View In Browser
- Edit in Microsoft Office™
- Edit Offline
- Upload New Version
- Edit Properties
- Move to...
- Copy to...
- Delete Document
- Edit in Google Docs™

**Document Properties:**

- Name: IDMS Slide presentation.pptx
- Title: PowerPoint Presentation
- Description: (None)
- Author: OZALIYATI BT OMAR
- Mimetype: Microsoft PowerPoint 2007
- Size: 3 MB
- Creator: ozaliyati
- Created Date: Fri 16 Nov 2018 13:40:43
- Modifier: ozaliyati
- Modified Date: Fri 16 Nov 2018 13:40:47

**Version History:**

- Last Version: 1.0 IDMS Slide presentation.pptx
- Created by: OZALIYATI BT. OMAR just now
- Comments: (No Comment)
- Older Versions: This document has no previous versions

Once uploaded, we can set the records' accessibility options and tag it for easy search.

# UPDATE VERSION

The screenshot displays a document management system interface. At the top, there is a navigation bar with links for Home, My Files, Shared Files, Sites, Tasks, People, and Repository. The user's name, OZALIYATI BT. OMAR, is shown in the top right corner. Below the navigation bar, the system logo for the International Islamic University Malaysia (IIUM) is visible, along with the text 'MSD Private'. The main content area shows a list of documents under the path: Documents > MSD > 01 Personal Files > 01-01 Staff > STAFF > 01-01-0049 (C) Nor Shamsinar Bte. Haji Mohd. Nor. The list contains four PDF documents:

Document Name	Created	By	Size
049.PDF 1.0	3 months ago	MOHD FAIZAL BIN ISMAIL	118 KB
49[2]-1.PDF	3 months ago	MOHD FAIZAL BIN ISMAIL	26 MB
49-11.PDF	3 months ago	MOHD FAIZAL BIN ISMAIL	80 KB
5% INCREMENT OF SALARY.PDF	3 months ago	MOHD FAIZAL BIN ISMAIL	44 KB

A context menu is open over the first document, '049.PDF 1.0', showing various actions. The 'Upload New Version' option is highlighted with a red box, and a tooltip also displays 'Upload New Version'.

- Download
- View In Browser
- Edit Properties
- More...
- Upload New Version**
- Edit Offline
- Copy to...
- Move to...
- Delete Document
- Start Workflow
- Manage Permissions

Users can update the version of their documents without overriding the previous version of the documents created in words, powerpoint and etc.

# STARTING A WORKFLOW

The image displays the Alfresco workflow creation interface. The top navigation bar includes 'Home', 'My Files', 'Shared Files', 'Sites', 'Tasks', 'People', and 'Repository'. The main content area shows a 'Workflow:' dropdown menu with the following options:

- New Task
- Review and Approve (group review)
- Review and Approve (one or more review)
- Review and Approve (pooled review)
- Review And Approve (single reviewer)

The 'New Task' option is selected, leading to a task configuration form. The form includes the following fields:

- Message:** A text area for the task message.
- Due:** A date input field with a calendar icon.
- Priority:** A dropdown menu set to 'Medium'.
- Assignee:** A 'Select' button to choose the assignee.
- Items:** A list of items to be included in the task. One item is shown: 'IDMS Slide presentation.pptx' with a description of '(None)' and a modification date of 'Fri 16 Nov 2018 13:40:47'. There are 'Add' and 'Remove All' buttons below the list.
- Other Options:** A checkbox for 'Send Email Notifications' which is checked.

A 'Select...' dialog box is open, showing a search for 'nura'. The search results list 'NURAZLINA BT. ABDUL RASHID (nurazlinaar)' as the selected assignee.

Alfresco open source system has the capability to create workflows. But for IDMS purposes, the use is currently limited to archival of records only.

# TAGGING A DOCUMENT

Home My Files Shared Files Sites Tasks People Repository

MSD Private

## Edit Properties: IDMS Slide presentation.pptx

\* Required Fields

Name: \*  
IDMS Slide presentation.pptx

Title:  
PowerPoint Presentation

Description:

Author:  
OZALIYATI BT OMAR

Tags:

Mimetype:  
Microsoft PowerPoint 2007

# ADMIN FUNCTION

## MANAGE PERMISSION OF A DOCUMENT

Home My Files Shared Files Sites Tasks People Repository

OZALIYATI BT. OMAR Search files, people, sites

Site Dashboard Document Library Calendar Wiki More

Documents > MSD

### Manage Permissions: IDMS Slide presentation.pptx

Inherit Permissions

#### Inherited Permissions

Users and Groups	Role
site_msd_SiteCollaborator	Site Collaborator
site_msd_SiteConsumer	Site Consumer
site_msd_SiteContributor	Site Contributor
site_msd_SiteManager	Site Manager

#### Locally Set Permissions

Users and Groups	Role	Actions
No permissions set.		

For easy search of its content, it is highly recommended for a record to be OCR prior to uploading it into IDMS. The records can also be tagged.

# SEARCH

Advanced Search

Normal Search

Once user click the Advanced Search, a user may search by:

Name	Actions
01-01-0017 (C) Amir Bin Omar	40
01-01-0027 (C) Azman Bin Nokman	42:51
01-01-0041 (C) Samsuri Bin Abdul Jalil	53:16
01-01-0042 (C) Noraida Bt. Idris	
01-01-0046 (C) Ridzuan Bin Zakaria	
01-01-0047 (C) Abdul Fattah Bin Ibrahim	
01-01-0048 (C) Ramle Bin Ariffin	42:30
01-01-0049 (C) Nor Shamsinar Bte. Haji Mohd. Nor	58:57
01-01-0050 (C) Siti Hanim Bt. Mohd. Hosni	59:58
01-01-0059 (C) Izani Bin Haji Othman	00:55
01-01-0061 (C) Ismail Bin Johan	1:45

Search for your document using either normal search or advanced search.  
Choose Folder instead of Content for a better search of a folder rather than any documents that contain the word being searched.

## VIEW AFTER **ADVANCED** SEARCH FOLDERS

Home My Files Shared Files Sites Tasks People Repository OZALIYATI BT. OMAR Search files, people, sites

الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

Search Private Site Dashboard Document Library Calendar Wiki More

Search in: MSD

3350 Search

Filter by:

- Creator: OZALIYATI BT. OMAR 1
- Created: In the last 6 months 1, This year 1
- Modifier: OZALIYATI BT. OMAR 1

Selected Items... 1 - results found Relevance

01-01-3350 (C) Haniza Bt Khalid Modified just now by OZALIYATI BT. OMAR | Site: MSD In folder: /MSD/01 Personal Files/01-01 Staff/STAFF

Shows only the folder

## VIEW AFTER **NORMAL** SEARCH CONTENTS

Home My Files Shared Files Sites Tasks People Repository OZALIYATI BT. OMAR Search files, people, sites

الجامعة الإسلامية العالمية ماليزيا INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

Search Private Site Dashboard Document Library Calendar Wiki More

Search in: MSD

3350 Search

Filter by:

- Creator: MOHD FAIZAL BIN ISMAIL 125, NURAZLINA BT. ABDUL RASHID 73, MOHD AIMAN OSMAN 4, ANDI SHAFRIN SHAFRIN 1
- File Type: Adobe PDF Document 203
- Created: Today 1, This week 2, This month 122, In the last 6 months 203

Selected Items... 203 - results found Relevance

3350-1.PDF Modified 16 days ago by NURAZLINA BT. ABDUL RASHID | Size:4 MB | Site: MSD In folder: /MSD/01 Personal Files/01-01 Staff/STAFF/01-01-3350 (C) Haniza Bt Khalid "international Islamic University Malaysia Rector Bean IIUM/202/C/IIU/3350 Sr. Haniza bt. Khalid..."

3350-3.PDF Modified 16 days ago by NURAZLINA BT. ABDUL RASHID | Size:9 MB | Site: MSD In folder: /MSD/01 Personal Files/01-01 Staff/STAFF/01-01-3350 (C) Haniza Bt Khalid "3350 Total Leave: 64 Re..."

3350-2.PDF Modified 16 days ago by NURAZLINA BT. ABDUL RASHID | Size:9 MB | Site: MSD In folder: /MSD/01 Personal Files/01-01 Staff/STAFF/01-01-3350 (C) Haniza Bt Khalid

Normal search shows all possible documents and folders containing the word being searched. The time taken to conduct the search will be longer.

# SAVING ADVANCED SEARCH SETTINGS

The screenshot displays a web application interface with a dark navigation bar at the top. The navigation bar includes links for Home, My Files, Shared Files, Sites, Tasks, People, and Repository. The user's name, OZALIYATI BT. OMAR, is displayed in the top right corner, along with a search bar containing the text "Search files, people, sites".

Below the navigation bar, the interface is divided into several sections:

- Site Members:** A sidebar on the left showing a list of users. The first user is ANDI SHAFRIN SHAFRIN, Contributor. Other users include AZIRAA MOHD ZAWYAAI (Manager), Abdul Rahim Ahmad (Manager), Adis Nabawi Azizan (Collaborator), and Administrator.
- Site Activities:** A central panel showing recent activities. It includes filters for "Everyone's activities", "all items", and "in the last 7 days". Two activities are listed for "Today":
  - OZALIYATI BT. OMAR deleted data list test (To Do List) 5 minutes ago.
  - OZALIYATI BT. OMAR created data list test (To Do List) 6 minutes ago.
- Site Content:** A panel at the bottom center titled "I've Recently Modified" with a dropdown menu and a list icon. It contains a document icon and the text: "Keep track of content changes. Easily see which document library items site members have been working on. In the detailed view you can like an item and mark it as a favorite. You can also jump to the details page to leave a comment."
- Saved Search:** A panel on the right titled "Saved Search" showing "No results found."
- Site Search:** A panel on the right titled "Site Search" with a search input field, a search icon, and the text "50". Below it, it shows "No results found."

If a User always use advanced search specifying a standard criteria of search, the User can actually save the advanced search setting for easy use in the future without having to repeat typing the setting.

MAKE SURE ALL  
SOFTCOPY DOCUMENTS  
IN IDMS ARE KEPT IN  
THE SAME FOLDER AS  
THE HARDCOPY FILE  
AS PER  
IIUM FILING CODE &  
REGULATIONS



Make sure you use the right filing code in your correspondences

Thank You

A decorative graphic featuring the words "Thank You" in a stylized, cursive font. The letters are filled with a blue-to-purple gradient and have a metallic, beveled appearance. The text is surrounded by elegant, swirling flourishes and clusters of flowers in shades of purple, blue, and pink. A small watermark "KmyGraphic" is visible in the bottom right corner of the graphic.

KmyGraphic