



**E-University Implementation Phase 1
for
International Centre for Education in Islamic Finance
(INCEIF)**

**User Manual
UM02 – Common Features**

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|----------------|---------------------------|
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Deliverable Acceptance Sheet

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| Name of Deliverable: | User Manual for e-University Implementation (Phase 1) |
| Description of Deliverable: | The User Manual Documents consists of eight (8) Volumes and Contains the content for the usage of the e-University system, Phase 1, as described in the comments below. |
| Prepared By: | Somesh Misra |
| Signature: | |
| Date: | 2 nd July 2008 |

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| <p>Comments:</p> <p>The User Manual consists of the following volumes:</p> <p>UM01 – IT Administration functions</p> <p>UM02 – Common Features functions</p> <p>UM03 – Admission & Student Affairs and Faculty Management functions</p> <p>UM04 – Bursary functions</p> <p>UM05 – Faculty functions</p> <p>UM06 – Marketing & Communication functions</p> <p>UM07 – Graduate Student functions</p> <p>UM08 – CIFP Student functions</p> |
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Version History

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Table Of Contents

| | | |
|-----------|---------------------------|-----------|
| 1. | HOW TO GET STARTED | 6 |
| 2. | DASHBOARD | 7 |
| 2.1. | THE NAVIGATION PANE | 8 |
| 2.1.1. | Personal Messages | 8 |
| 2.1.2. | View Messages | 9 |
| 2.1.2.1. | Create New Folder | 9 |
| 2.1.2.2. | Compose Mail | 10 |
| 2.1.3. | Calendar view | 11 |
| 2.1.3.1. | Navigating the Calendar | 11 |
| 2.1.3.2. | Create an Event | 12 |
| 2.1.4. | Contacts | 13 |
| 2.1.4.1. | Add new contact | 13 |
| 2.1.4.2. | Chat with a contact | 13 |
| 2.1.4.3. | Incoming requests | 14 |
| 2.1.5. | My Documents | 14 |
| 3. | MY PROFILE | 16 |
| 4. | MY PREFERENCES | 17 |
| 5. | CHANGE PASSWORD | 17 |
| 6. | CONTACTS | 18 |



List of Figures

| | |
|--|----|
| FIGURE 1-1 LOGIN SCREEN..... | 6 |
| FIGURE 2-1: DASHBOARD..... | 7 |
| FIGURE 2-2: NAVIGATION PANEL | 8 |
| FIGURE 2-3: VIEW MESSAGES | 9 |
| FIGURE 2-4: CREATE NEW FOLDER | 9 |
| FIGURE 2-5: COMPOSE NEW MESSAGE | 10 |
| FIGURE 2-6: USING MESSAGE TEMPLATES..... | 10 |
| FIGURE 2-7: CALENDAR VIEW | 11 |
| FIGURE 2-8: CALENDAR NAVIGATION..... | 11 |
| FIGURE 2-9: EVENT CREATION..... | 12 |
| FIGURE 2-10: ADD CONTACTS..... | 13 |
| FIGURE 2-11: CHAT | 14 |
| FIGURE 2-12: INCOMING REQUEST | 14 |
| FIGURE 2-13: MY DOCUMENTS | 15 |
| FIGURE 3-1: MY PROFILE..... | 16 |
| FIGURE 3-2: PERSONAL DETAILS | 16 |
| FIGURE 4-1: PERSONAL PREFERENCES..... | 17 |
| FIGURE 5-1: CHANGE PASSWORD | 17 |
| FIGURE 6-1: CONTACTS | 18 |



1. HOW TO GET STARTED

Step 1:

Open Internet explorer and type the address in the address bar.

Step 2:

You will be greeted with a login screen

Login **INCEIF**

Enter Login ID and Password below and Click Login.

Login ID:

Password:

Login

Apply : CIFP | Apply : Graduate Studies | Check Application Status | Feedback : Prospective Students

Your Login ID and Password

Figure 1-1 Login Screen

Step 3:

Enter your login ID and password and click on login

Once logged in you will notice a navigation panel on the left side of the screen. From here you can access all the tools. On the right side of the screen will be the dashboard where you will notice the shortcuts and notices.



2. DASHBOARD

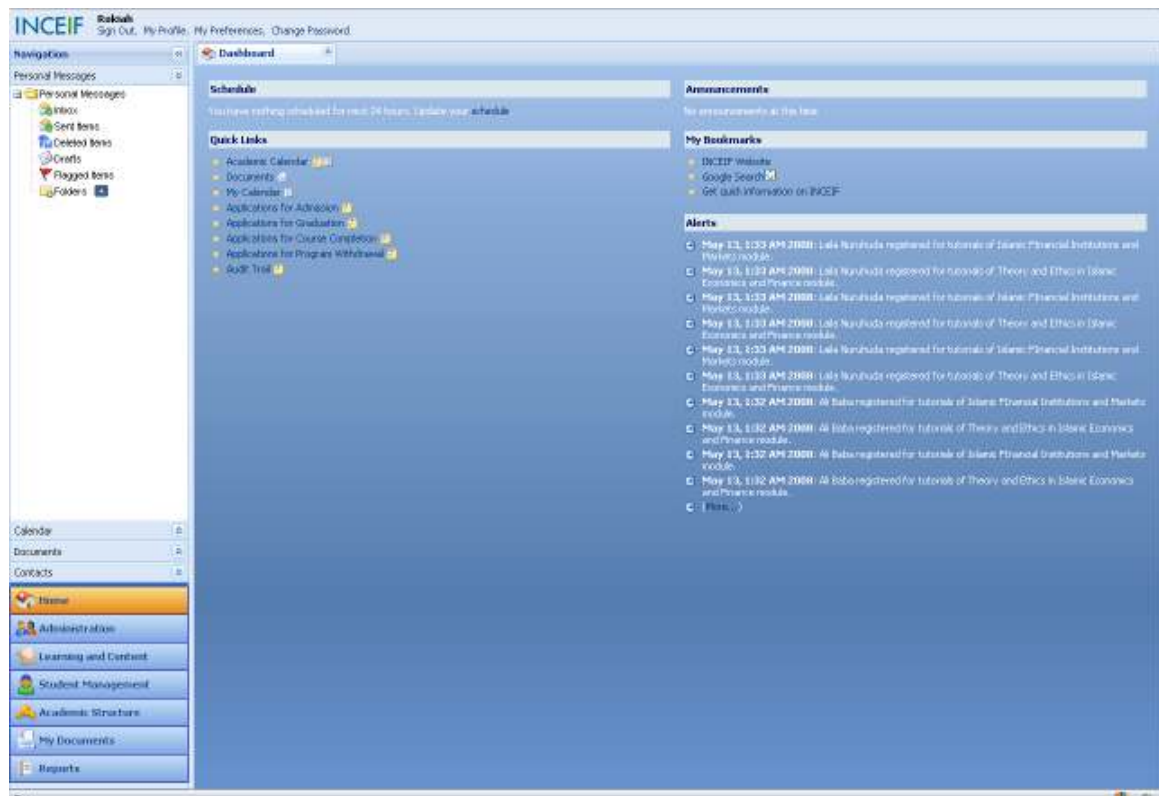


Figure 2-1: Dashboard

The dashboard will display the following things:

- Schedule – Displays the appointments and activities that are scheduled in the calendar.
- Quick Links – Lists shortcuts to frequently accessed tools
- Announcements – Displays the latest announcements
- My Bookmarks – Lists frequently accessed websites
- Alerts – Lists the latest alerts



2.1. THE NAVIGATION PANE

Once logged in you will notice a navigation panel on the left side of the screen. The Navigation pane builds more efficiency by combining the main navigation and sharing aspects of the program into one easy-to-use pane. With the Navigation pane, users experience more relevant and context-sensitive navigation, rather than a simple, static list of folders.

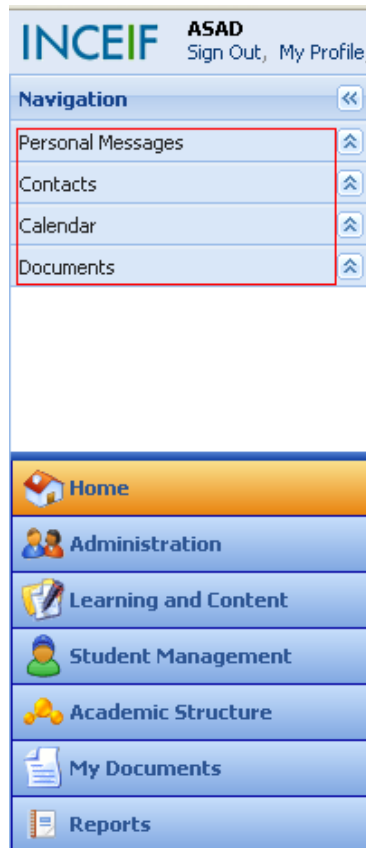


Figure 2-2: Navigation Panel

Each of the four Navigation pane modules has a unique but consistent user interface that presents the most relevant information in an efficient space. The following four Navigation pane modules are available.

2.1.1. Personal Messages

The Personal messages tab contains your Inbox, Sent Items, Deleted Items, Drafts, Flagged Items and Folders. You can categorize and keep your mails according to folders.



2.1.2. View Messages

Click on Inbox or Sent Items or Deleted Items or Drafts or Flagged Items

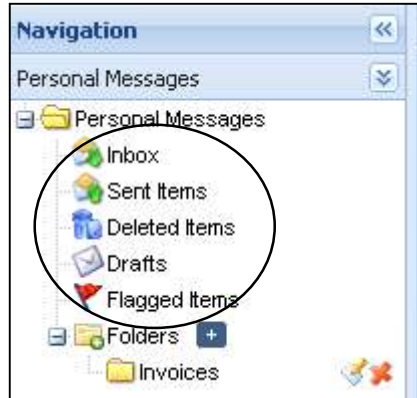


Figure 2-3: View Messages

2.1.2.1. Create New Folder

Click on the '+' sign next to the folders.

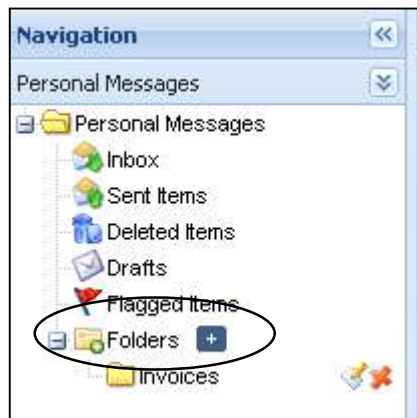


Figure 2-4: Create New Folder



2.1.2.2. Compose Mail

Click on Inbox in Personal messages and then click on the ‘Compose Mail’ button on the top left corner of the bar on top.

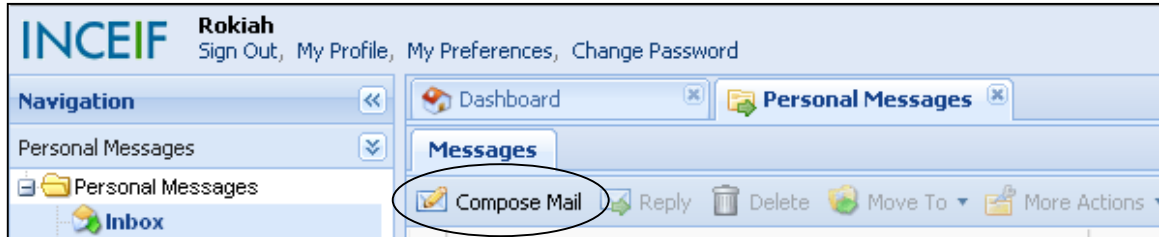


Figure 2-5: Compose New Message

Templates: Choose from the stored templates by clicking on the drop down box

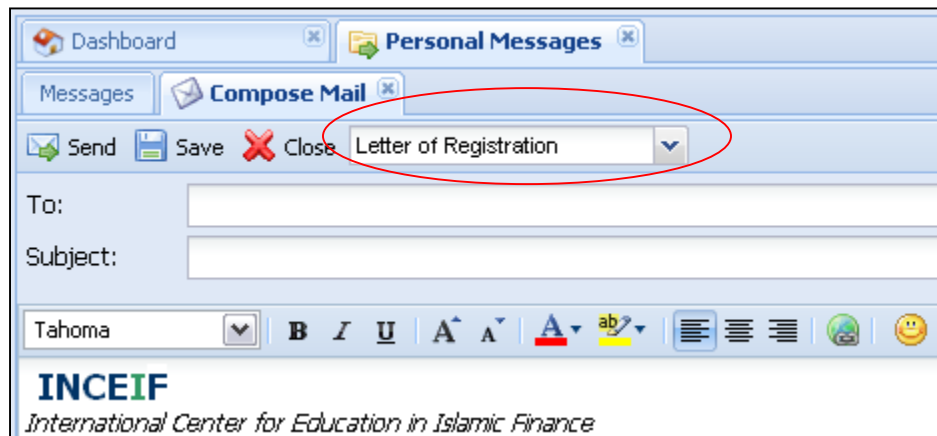


Figure 2-6: Using Message templates

The other operations that can be performed on the mails are reply to the message, delete the message, move the mail to another folder and add flag to the mail



2.1.3. Calendar view

The Calendar pane shows the date navigator at the top and under that the list of all calendars to which the user has access, all in one simple list. Calendars can be individually turned on or off to view them side-by-side.

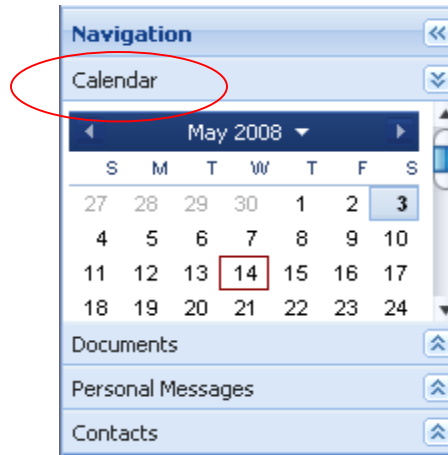


Figure 2-7: Calendar View

2.1.3.1. Navigating the Calendar

You can navigate Calendar in a few ways:

1. Choose a view by selecting one of the tabs in the top bar of the page. Tabs include Day, Work week, Week, Month, To Do List and Agenda.

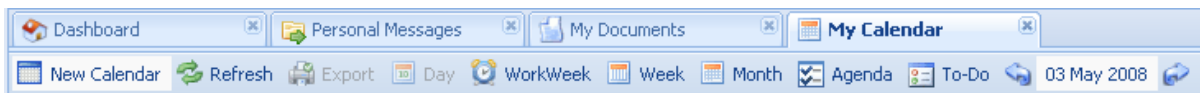


Figure 2-8: Calendar Navigation

2. Choose the dates you want to view by navigating forward and backward from your current position with the arrow buttons in the upper-right corner of the bar.
3. Select any date or date range in the mini-calendar on the navigation pane.

Initially, you'll have just one calendar (this is your primary calendar). As you create new calendars, additional calendars will show up in the calendar list on the left side of the page. To choose which calendars are visible, just check the boxes next to the calendar names in the list.



2.1.3.2. Create an Event

You can create an event as follows:

1. Double-click on the day where you'd like to create a new event. A create event dialogue box will pop up
2. Enter the name of the event in the subject field
3. Enter the location of the where the event will take place.
4. Choose the calendar in which you would like to enter the event.
5. Enter the start date, end date, start time and end time of the event
6. Select the status that you would like to show on the calendar, the priority of the event, reminder option and reminder time.

The screenshot shows a 'Create Event' dialog box with the following fields and values:

- *Subject: (empty text box)
- Location: (empty text box)
- Calendar: Mohammad Pisal Zainal (dropdown menu)
- All day event:
- Start Date: 04/08/2008 (calendar icon)
- Start Time: 6 PM (dropdown menu)
- End Date: 04/08/2008 (calendar icon)
- End Time: 7 PM (dropdown menu)
- Show as: Busy (dropdown menu)
- Priority: Moderate (dropdown menu)
- Reminder: none (dropdown menu)
- Time: ----- (dropdown menu)

Buttons at the bottom: Add More Details, OK, Cancel.

Figure 2-9: Event Creation

You can enter additional details of the event like description of the event and adding more members for the event by clicking on “Add more Details” button.



2.1.4. Contacts

Displays your list of contacts and any pending contact requests.

2.1.4.1. Add new contact

Double click on Contacts to add new contacts. A new window will appear showing New contacts on the right column and your contacts on the left column. Select a user from the New Contacts and click on '+'. A request will be sent to the contact. Once the user approves it he is added to your contact list.

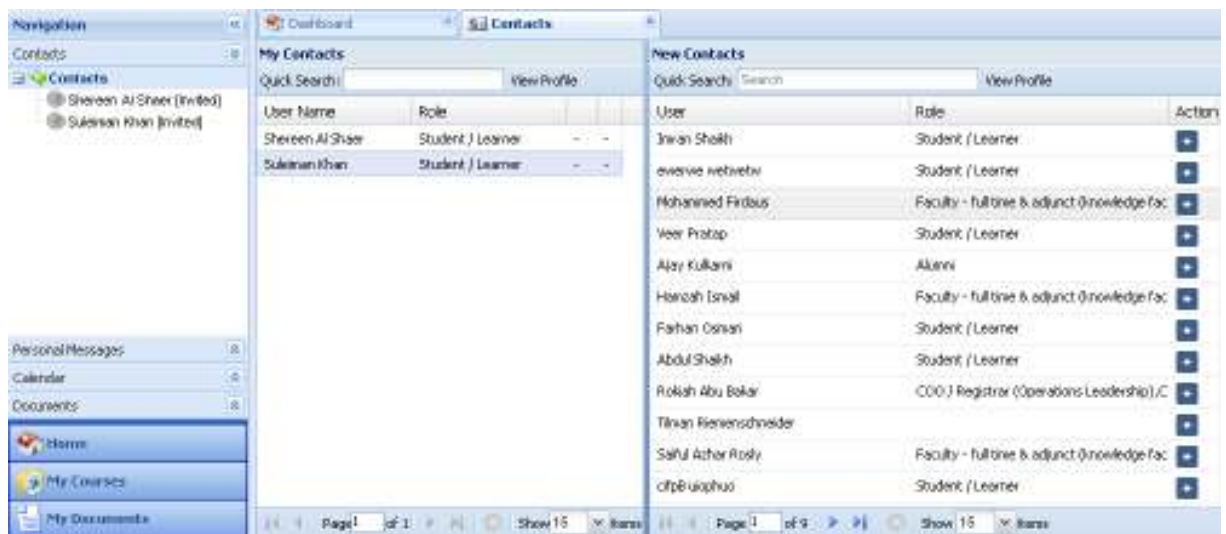


Figure 2-10: Add Contacts

2.1.4.2. Chat with a contact

To chat with any of the contacts, double click on their name. A 'Chat' window will pop-up. Note: You can only chat with a contact who is online at the same time. A red dot will appear next to the contact name if he/she is online.

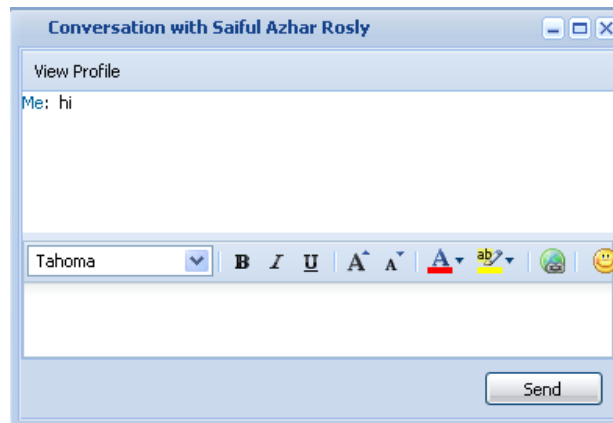


Figure 2-11: Chat

2.1.4.3. Incoming requests

Any incoming request will be displayed under contacts in the navigation panel. User can approve the request by clicking on the right mark or reject by clicking on the cross.

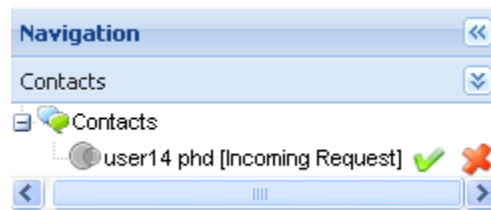


Figure 2-12: Incoming Request

2.1.5. My Documents

The My Documents pane shows all the files that are saved in your account.

1. To add new files click on the 'Add Files' button on the bottom right of the window.
2. To delete files select the file you want to delete from the list and click on the Delete icon on the bottom of the window.
3. You can sort the documents in groups or according to fields.
4. To download a particular file, select the file from the list and click on the 'Download' button on the bottom of the window
5. To open a particular file, right click on it, and click on Open.
6. To set status for a particular file, right click on it, and click on Set Status. Select the status you wish to assign to the file.



7. To set permission for viewing a particular file, right click on it and click on Set Permission.
8. To assign tags to a particular file, select it, enter the tag name at the bottom of the window and click on Add Tag.

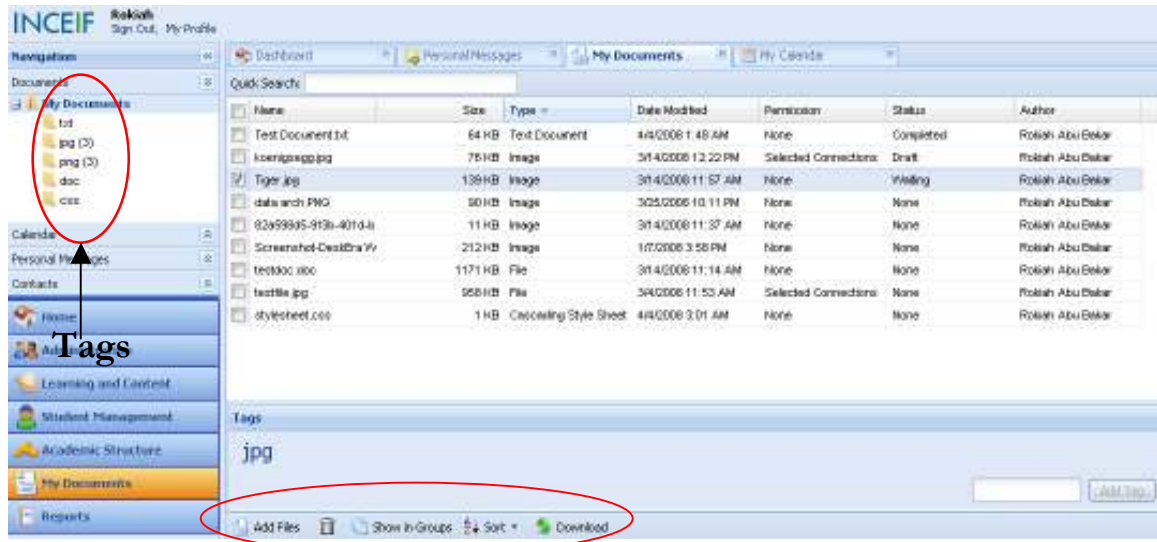


Figure 2-13: My Documents



3. MY PROFILE

Click on My Profile to view your Personal details.

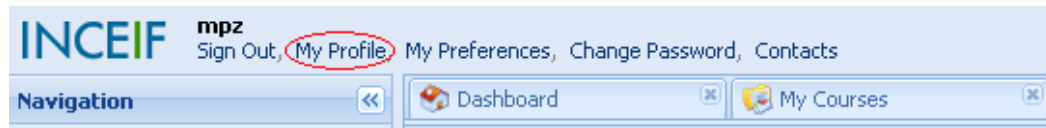


Figure 3-1: My Profile

You can edit the details and click on save.

| General | Residential Details | Contact Details |
|--|-------------------------|--|
| Salutation*: Mr. | Nationality*: BRITISH | Telephone: |
| ID Type*: My Kad | Race*: select a race... | Fac: |
| ID Number*: 2123-00-3456 | Religion*: ISLAM | Mobile*: 212-33-1790 |
| User ID*: user10 | Country*: Malaysia | User Email*: deepika.guleria@krawlemel |
| Other ID: | State: Selangor | Time Zone*: (GMT +08:00) Kuala Lumpur |
| Driving License No: | State (Non-Malaysia): | About User: |
| First Name*: user10 | City: Kuala Lumpur | |
| Last Name*: cfp | Address (mailing): | |
| Date of Birth*: 1979/06/20 | Address (permanent): | |
| User Picture: <input type="button" value="Browse..."/> | Post Code*: 411001 | |

Figure 3-2: Personal Details



4. MY PREFERENCES

You can edit and save your personal preferences like Date Format and Time Zone here.

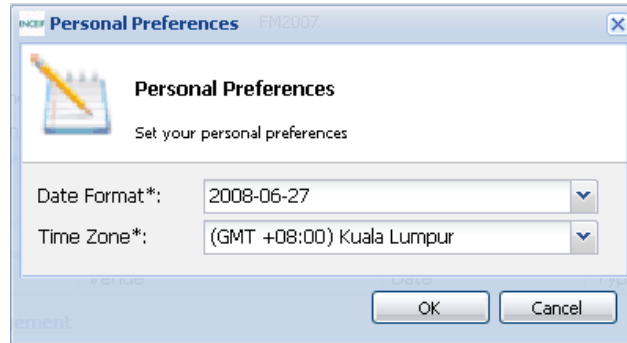


Figure 4-1: Personal Preferences

5. CHANGE PASSWORD

You can change your password from here. Enter the old password and the new password.



Figure 5-1: Change Password



6. CONTACTS

This is a shortcut to your Contact list. You can invite new contacts and approve pending contact requests from here.

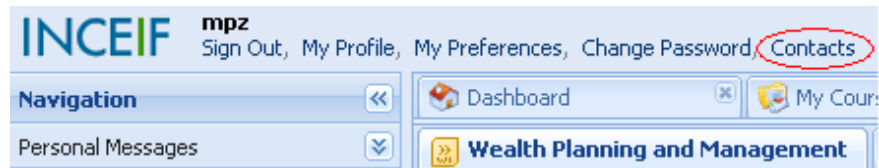


Figure 6-1: Contacts