LOGBOOK USER MANUAL – LECTURER

1. Login into MySis system



2. Click **Postgraduate Research** and then choose **Log Book**.



3. Select Level of Study and current semester. Click Profile to view student details.

FUZ4-	List of Student (§	Bupervise)							
vel of S zah Sa zah Do st of S Main S	Study arjana Oktor Falsafah (F tudent	Ph.D)			M102	Semeste	View student's profile		
No	Student ID	Student Name	Facult	y Sen	n Mode	Research Title			
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		Die Prozenne Drza	Old IC N Doktor Falsafah (Pedagogi Dedacori)				Profile	Log Book
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4. Click Log Book to verify the student's log book.

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of S	oktor Falsafan (Sunemisor Co						Verify stu logbook	dent's	
No	Student ID	Student Name	Facult	vSen	n Mode	Research Title			2
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5. Click **Verify** button to verify the proposed meeting date.

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itude ituder itude	nt Id Para	o Charleng C		Faculty Semester Research Title	FPE 2 Perakaunar			
						PROPOSE M	EETING DATE	
RO	POSED DATE	OF MEETING	ι	OGBOOK				
No	Proposed Date	Start Time	End Time	Submission Date	Status	Remark	\sim	
							Verify	Cancel
		-ii	<u> </u>				Verify	Cancel
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6. Select **APPROVE** to verify the meeting date and click **CANCEL** to reject the proposed meeting date.

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PROF	OSED DATE C	F MEETING	L	OGBOOK							
No	Proposed Date	Start Time	End Time	Submission Date	Status	фргои	e Appointment				
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									verify	Cancel	
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7. **Status** will change to **ENTRY** if the propose meeting date had been approved.

ROP	OSED DATE O	F MEETING	L	OGBOOK			
No	Proposed Date	Start Time	End Time	Submission Date	tatus Remark		
	02-AUG-2016	10:00 AM	12:00 PM	01-AUG-2016	NTRY	Verify	Cancel
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8. If proposed meeting date had been rejected and to propose a new meeting date, please clicks **PROPOSE MEETING DATE.**

der der	nt Name Resear	ch		Semester Research Title	5 Soroioping /	-	ng frepaning frébad	
2OF	POSED DATE O			OGBOOK		PROPOSE ME	EETING DATE	
10	Proposed	Start Time	End Time	Submission	Status	Remark		
	Date			Date	otutuo			
	_Date 02-AUG-2016	10:00 AM	12:00 PM	01-AUG-2016	PROPOSE		Verify	Cancel
	02-AUG-2016	10:00 AM	12:00 PM	01-AUG-2016	PROPOSE		Verify Verify	Cancel Cancel
	Date 02-AUG-2016	10:00 AM	12:00 PM	01-AUG-2016	PROPOSE		Verify Verify Verify	Cancel Cancel Cancel
	Date 02-AUG-2016	10:00 AM	12:00 PM	Date 01-AUG-2016	PROPOSE		Verify Verify Verify Verify	Cancel Cancel Cancel Cancel

9. Please fill in all the details and click **PROPOSED MEETING** button to propose a new meeting date.

Proposed Date of I	Meeting		
Tentative Date	02-01-2017	Date Format : DD-MM-YYYY	
Tentative Day	MONDAY		
Start Time	08:00 AM	Time Format HH:MI AM	
End Time	09:00 AM	Time Format HH:MI AM	
Р	ROPOSED MEETING	CLOSE	

10. Status will change to **PROPOSE.**

SAI SAI	F026-Logbook I	Record							
- Stude	ntid			Faculty	FPPM				
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PROI	POSED DATE C Proposed Date 02-AUG-2016 01-JAN-2017	Start Time 10:00 AM 08:00 AM	End Time 12:00 PM 09:00 AM	OGBOOK Submission Date 01-AUG-2016 24-AUG-2016	Status ENTRY PROPOSE	Remark	Verify Verify	Cancel Cancel	-
No	POSED DATE C Proposed Date 02-AUG-2016 01-JAN-2017	Start Time 10:00 AM 08:00 AM	End Time 12:00 PM 09:00 AM	OGBOOK Submission Date 01-AUG-2016 24-AUG-2016	Status ENTRY PROPOSE	Remark	Verify Verify Verify	Cancel Cancel	•

II. AILEI SLUUEIIL VENIII, SLUUS WIII CHUIGE LO ENII	11.	After Student	VERIFY,	Status will	change to	ENTRY
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			1		1	PROPOSE M		
No	Proposed Date	Start Time	End Time	Submission Date	Status	Remark		
	02-AUG-2016	10:00 AM	12:00 PM	01-AUG-2016	ENTRY		Verify	Cancel
	01-JAN-2017	08:00 AM	09:00 AM	27-AUG-2016	PROPOSE		Verify	Cancel
	01-JAN-2018	08:00 AM	09:00 AM	27-AUG-2016	ENTRY	_	Verify	Cancel
						_	Verify	Cancel
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12. Click LOGBOOK button. Status berubah jadi submit selepas student submit activity

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Stude	nt Name Real Pie Mi		Semester 6			
Stude	ent Mode		Title			The second se
				PROF	POSE MEETIN	IG DATE
PRO			OGBOOK	1		Click logbook to amend or
T NO			obbook	Submission		approve student activity.
No.	Proposed Date	Start Time	End Time	Date	Status	
1	01-JAN-2017	08:00 AM	09:00 AM	26-AUG-2016	APPROVE	og Book 🔶
				27.4110.2040	CUDUT	N
1Z	01-JAN-2018	08:00 AM	109:00 AM	127-AUG-2010	I SUBMU 1	
2	01-JAN-2018	08:00 AM	09:00 AM	27-AUG-2016		Log Book

13. Choose AMEND or APPROVE

<u>W</u>indow

SAF027-Supervisis	on Meeting Record	
Tentative Date	01-JAN-2018	* Approve : Approve supervision meeting record without any amendment
Start Time	08:00 AM	* Amend : Amend supervission meeting record
End Time	09:00 AM	with major or minor amenoment
Logbook Status	SUBMIT	
Activity	-SSS	
Summary of Discussion	-888	
Action plan for the next meeting	-8888	
Amendment Remarks		
Approve Remarks	, 	
	C	APPROVE AMEND PRINT CLOSE

14. Click button **AMENDMENT**

 Amend Supervision 	D D B B B B A ▲ ▶ ▶ □ □ □ 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
- Amend Supervisio	ion Meeting Record	eeting reco
	AMENDMENT BACK	-
Action plan for the next meeting	-\$\$\$\$	
Amendment Remarks		
Approve Remarks		
	APPROVE AMEND PRINT CL	LOSE

15. Please fill in all the details on Amend Supervision Meeting Record screen. Click **AMEND for any** Amendment.

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8	Amend Supervision	Meeting Record
	- Amend Supervisio	AMENDMENT BACK Approve Appointment
	Action plan for	-ssss Are you sure want to amend this supervision meeting for the supervision meeting of the supervisi
	the next meeting Amendment Remarks Approve Remarks	
		APPROVE AMEND PRINT CLOSE

16. Click button **APPROVE.** Please fill in all the details on **APPROVE** Supervision Meeting Record screen. Click **APPROVE** if not have any amendment.

Action Edit Query Bl	lock Record Field Help Window ◎ ◎ ◎ ☜ ☜ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	
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Approve Supervisio	on Meeting Record	eeting reco
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Action plan for	-\$\$\$\$	
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17.Click button APPROVE

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	Amendment Remarks									
	Approve Remarks									
			APPROVE	AMENI)	PRINT	CLOS	E		

18. Selepas selesai AMENDMENT atau APPROVE.

Window

Tagtative Date		* Approve : Approve supervision meeting without any amendment			
I entative Date	01-JAN-2018	t Amond - Amond Automicaian motion accord			
Start Time		with major or minor amendment			
End Time					
Logbook Status					
Activity	-555				
Summary of Discussion	-sss				
Action plan for the next meeting	-5555				
Amendment Remarks					
Approve Remarks	hhhh				
		APPROVE AMEND PRINT CLOSE			

19. Status will change to **AMENDMENT** or **APPROVE** on logbook screen.

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- Stu	ident's D	etail ——								
Student Id P20132002447				Faculty FPF	FPPM 6					
Student Name Rosdy Bin Wahid		Semester 6								
Student Mode Research				Title To	Developing A Framework For Teaching; Preparing A Student Teacher To Teach.					
					PRO	POSE MEETING DA	TE			
PRC	POSED	DATE OF	MEETING	LOGBOOK						
No.	Propos Date	ed	Start Time	End Time	Submission Date	Status				
1	01-JAN	-2017	08:00 AM	09:00 AM	26-AUG-2016	APPROVE	Log Book			
2	01-JAN	-2018	08:00 AM	09:00 AM	27-AUG-2016	APPROVE	Log Book			
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							Log Book			
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