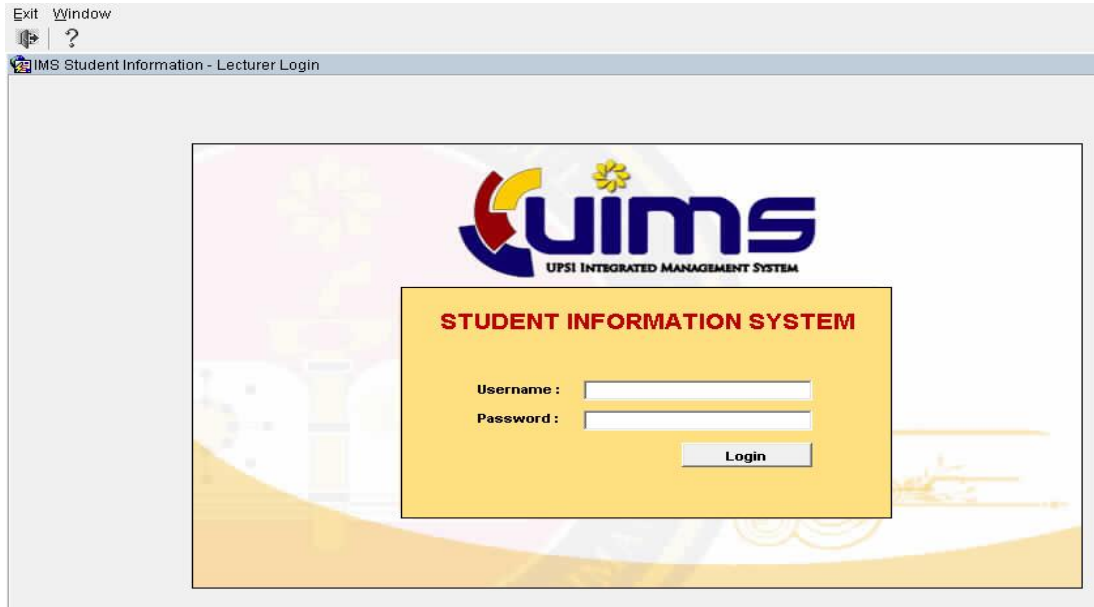
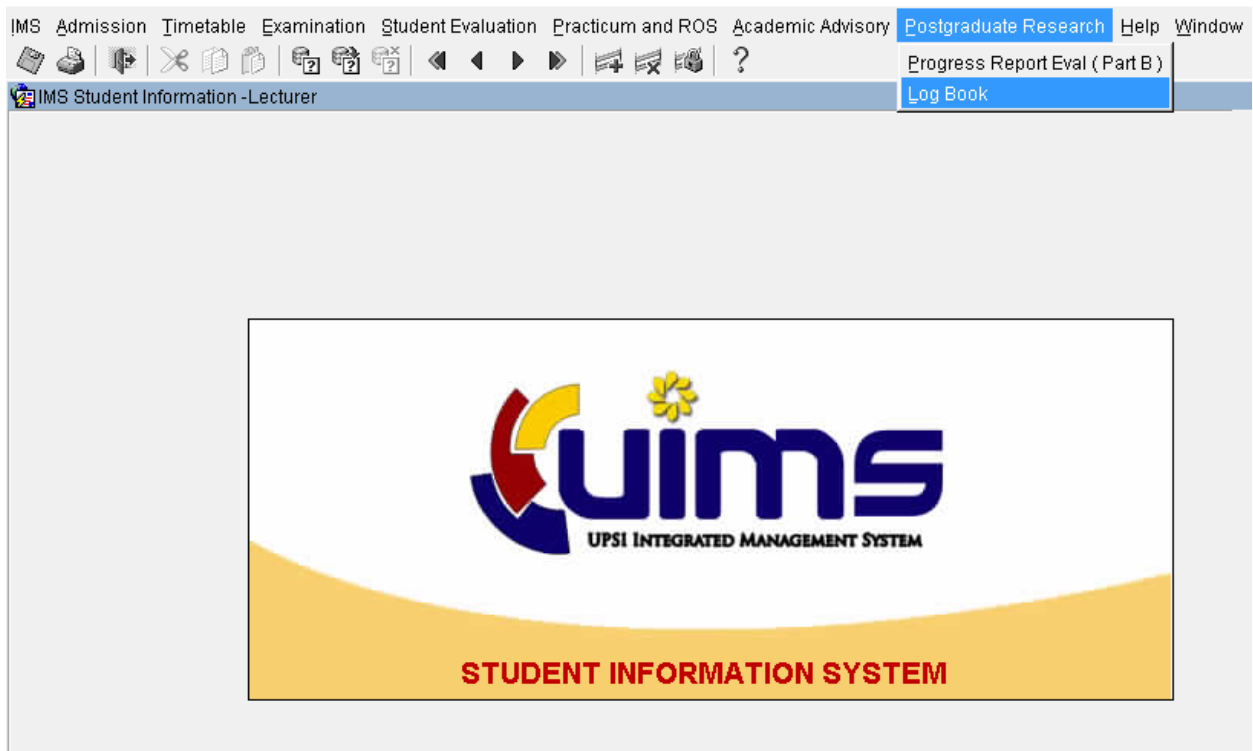


LOGBOOK USER MANUAL – LECTURER

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.

Level of Study: Ijazah Sarjana, Ijazah Doktor Falsafah (Ph.D)

Semester: M102, Semester

List of Student

No	Student ID	Student Name	Faculty	Sem	Mode	Research Title	Profile	Log Book
1	M-3		FBK	2	Penyelidikan Dan Kerja Kursus		Profile	Log Book
2	M-3		FPE	2	Penyelidikan Dan Kerja Kursus		Profile	Log Book

View student's profile

4. Click **Log Book** to verify the student's log book.

Level of Study: Ijazah Sarjana, Ijazah Doktor Falsafah (Ph.D)

Semester: M102, Semester 2 Sesi 2010/2011

List of Student

No	Student ID	Student Name	Faculty	Sem	Mode	Research Title	Profile	Log Book
1	M-3		FBK	2	Penyelidikan Dan Kerja Kursus		Profile	Log Book
2	M-3		FPE	2	Penyelidikan Dan Kerja Kursus		Profile	Log Book

Verify student's logbook

5. Click **Verify** button to verify the proposed meeting date.

The screenshot shows the 'SAF026-Logbook Record' application. The 'Student's Detail' form includes fields for Student Id, Student Name, Student Mode, Faculty (FPE), Semester (2), and Research Title (Perakaunan). A 'PROPOSE MEETING DATE' button is located below the form. Below the form is a table with columns: No, Proposed Date, Start Time, End Time, Submission Date, Status, and Remark. The table contains five rows, each with a 'Verify' and 'Cancel' button. The 'Verify' button in the first row is circled in red.

6. Select **APPROVE** to verify the meeting date and click **CANCEL** to reject the proposed meeting date.

The screenshot shows the 'SAF026-Logbook Record' application. The 'Student's Detail' form includes fields for Student Id, Student Name, Student Mode (Research), Faculty (FPPM), Semester (5), and Research Title. A 'PROPOSE MEETING DATE' button is located below the form. Below the form is a table with columns: No, Proposed Date, Start Time, End Time, Submission Date, Status, and Remark. The table contains five rows, each with a 'Verify' and 'Cancel' button. A dialog box titled 'Approve Appointment' is open, asking 'Are you sure want to verify this meeting?' with 'APPROVE' and 'CANCEL' buttons. The dialog box is circled in red.

7. **Status** will change to **ENTRY** if the propose meeting date had been approved.

PROPOSED DATE OF MEETING		LOGBOOK						
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
							Verify	Cancel
							Verify	Cancel
							Verify	Cancel
							Verify	Cancel

8. If proposed meeting date had been rejected and to propose a new meeting date, please clicks **PROPOSE MEETING DATE**.

Student's Detail

Student Id	[REDACTED]	Faculty	FPPM
Student Name	[REDACTED]	Semester	5
Student Mode	Research	Research Title	[REDACTED]

PROPOSE MEETING DATE

PROPOSED DATE OF MEETING		LOGBOOK						
No	Proposed Date	Start Time	End Time	Submission Date	Status	Remark		
	02-AUG-2016	10:00 AM	12:00 PM	01-AUG-2016	PROPOSE		Verify	Cancel
							Verify	Cancel
							Verify	Cancel
							Verify	Cancel
							Verify	Cancel

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

Propose Date of Meeting

Proposed Date of 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

PROPOSED MEETING CLOSE

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

SAF026-Logbook Record

Student's Detail

Student Id: [REDACTED] Faculty: FPPM

Student Name: [REDACTED] Semester: 5

Student Mode: Research Research Title: Developing A Framework For Teaching, Preparing A Student Teacher

PROPOSE MEETING DATE

PROPOSED DATE OF MEETING		LOGBOOK						
No	Proposed Date	Start Time	End Time	Submission Date	Status	Remark	Verify	Cancel
	02-AUG-2016	10:00 AM	12:00 PM	01-AUG-2016	ENTRY		Verify	Cancel
	01-JAN-2017	08:00 AM	09:00 AM	24-AUG-2016	PROPOSE		Verify	Cancel
							Verify	Cancel
							Verify	Cancel

11. After Student **VERIFY**, Status will change to **ENTRY**

SAF026-Logbook Record

Student's Detail

Student Id: [REDACTED] Faculty: [REDACTED]
 Student Name: [REDACTED] Semester: [REDACTED]
 Student Mode: [REDACTED] Research Title: [REDACTED]

PROPOSE MEETING DATE

PROPOSED DATE OF MEETING		LOGBOOK				
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
						Verify Cancel

12. Click **LOGBOOK** button. Status berubah jadi submit selepas student submit activity

SAF026-Logbook Record

Student's Detail

Student Id: [REDACTED] Faculty: [REDACTED]
 Student Name: [REDACTED] Semester: 6
 Student Mode: [REDACTED] Research Title: [REDACTED]

PROPOSE MEETING DATE

LOGBOOK

No.	Proposed Date	Start Time	End Time	Submission Date	Status
1	01-JAN-2017	08:00 AM	09:00 AM	26-AUG-2016	APPROVE
2	01-JAN-2018	08:00 AM	09:00 AM	27-AUG-2016	SUBMIT

Click logbook to amend or approve student activity.

13. Choose **AMEND** or **APPROVE**

Window

SAF027-Supervision Meeting Record

Supervision Meeting Record

Tentative Date	01-JAN-2018	* Approve : Approve supervision meeting record without any amendment * Amend : Amend supervission meeting record with major or minor amendment
Start Time	08:00 AM	
End Time	09:00 AM	
Logbook Status	SUBMIT	
Activity	-sss	
Summary of Discussion	-sss	
Action plan for the next meeting	-ssss	
Amendment Remarks		
Approve Remarks		

APPROVE AMEND PRINT CLOSE

14. Click button **AMENDMENT**

Action Edit Query Block Record Field Help Window

Amend Supervision Meeting Record

meeting reco
meeting recor

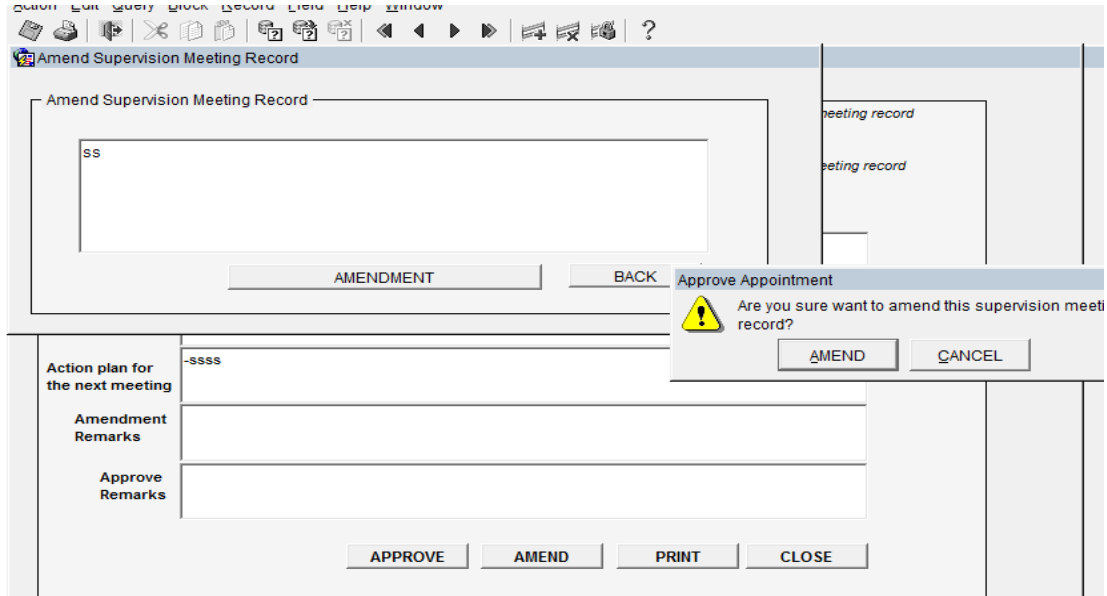
Amend Supervision Meeting Record

AMENDMENT BACK

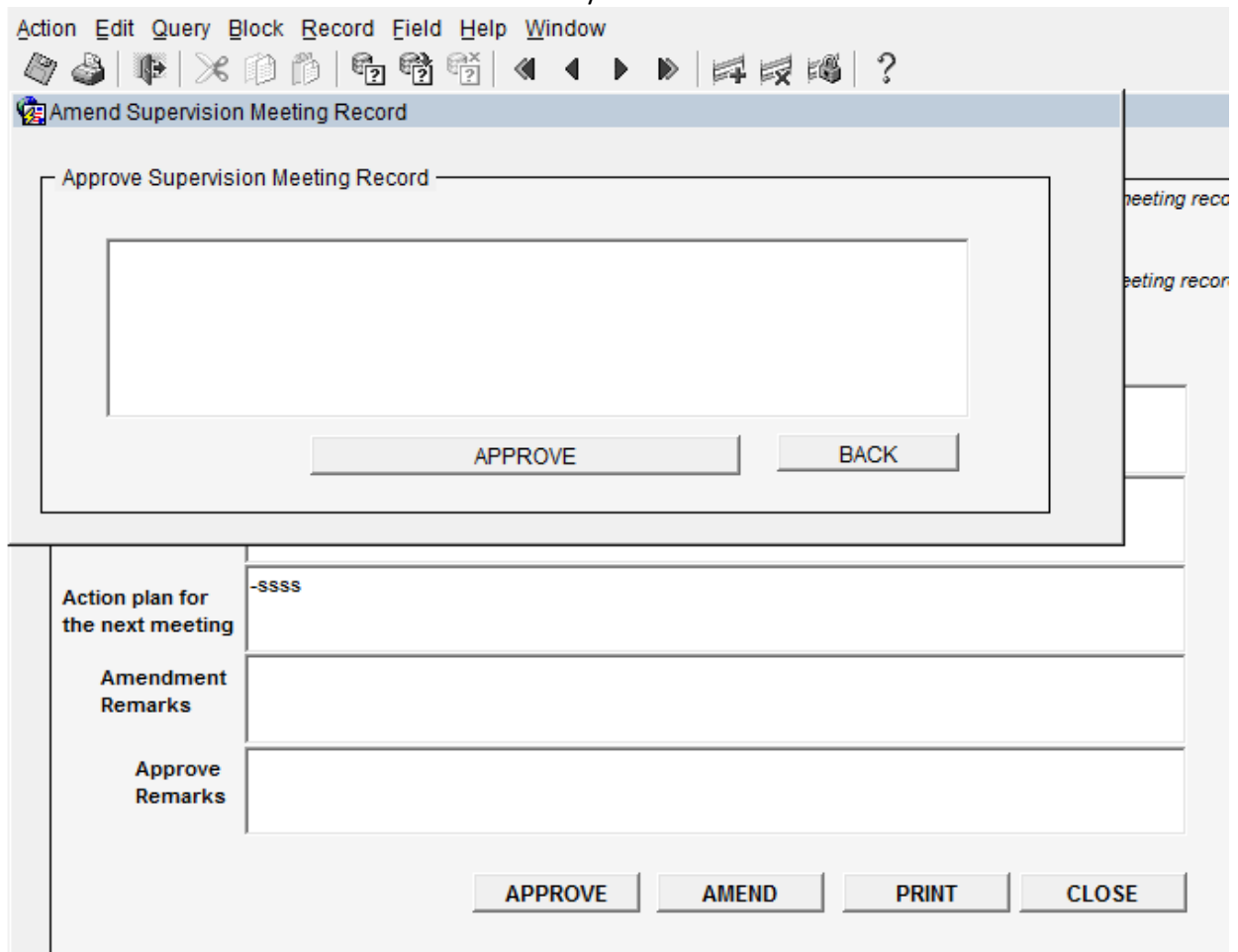
Action plan for the next meeting	-ssss
Amendment Remarks	
Approve Remarks	

APPROVE AMEND PRINT CLOSE

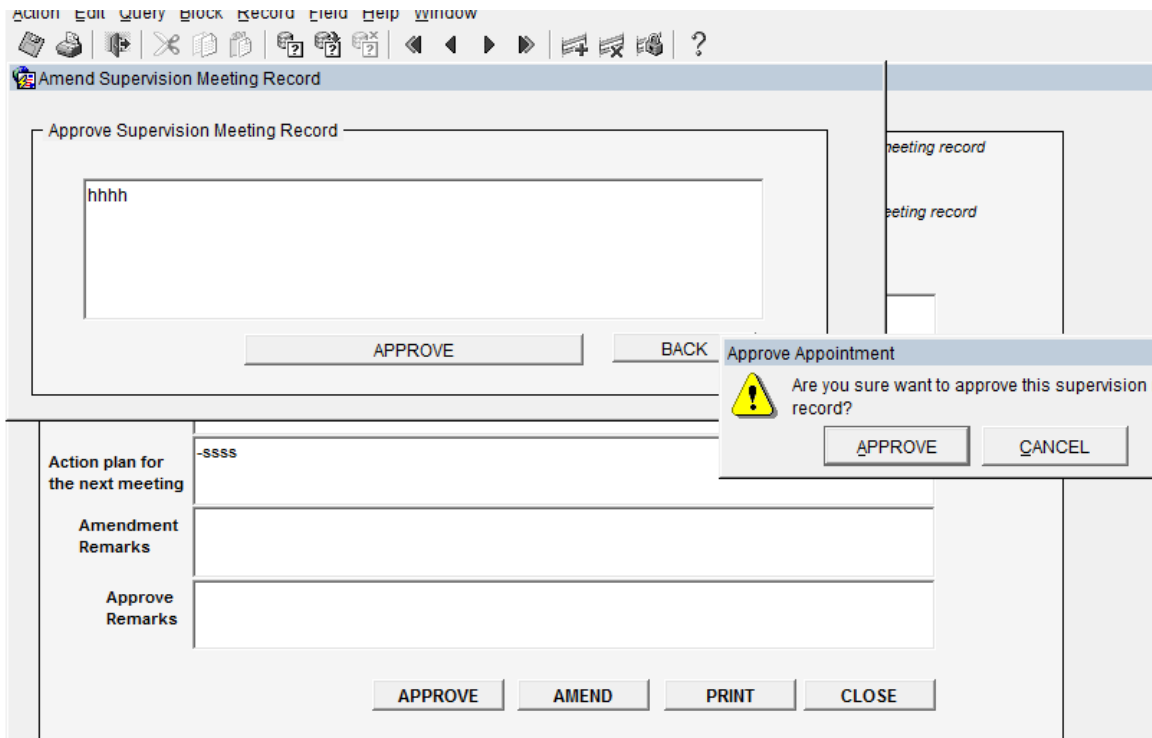
- Please fill in all the details on Amend Supervision Meeting Record screen. Click **AMEND** for any Amendment.



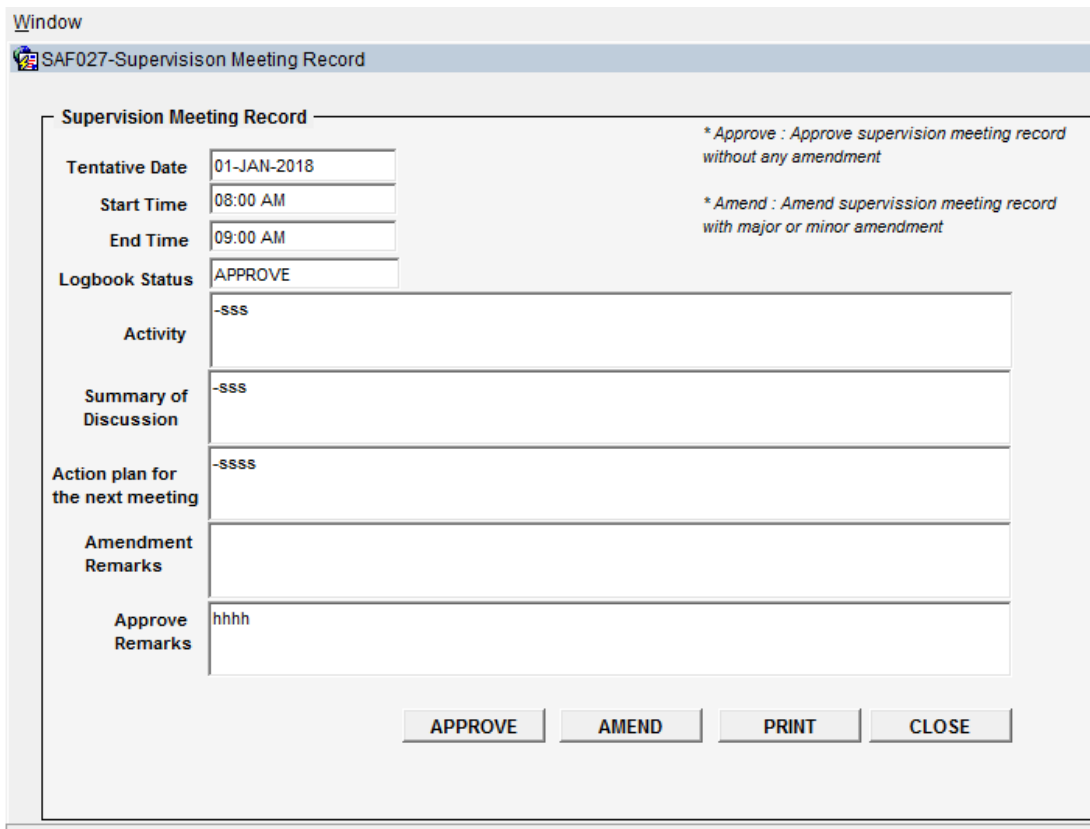
- Click button **APPROVE**. Please fill in all the details on **APPROVE** Supervision Meeting Record screen. Click **APPROVE** if not have any amendment.



17. Click button **APPROVE**



18. Selesai selesai **AMENDMENT** atau **APPROVE**.



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

SAF026-Logbook Record

Student's Detail

Student Id	P20132002447	Faculty	FPPM
Student Name	Rosdy Bin Wahid	Semester	6
Student Mode	Research	Research Title	Developing A Framework For Teaching; Preparing A Student Teacher To Teach.

PROPOSE MEETING DATE

PROPOSED DATE OF MEETING		LOGBOOK				
No.	Proposed Date	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
						Log Book
						Log Book
						Log Book