

UNIVERSITI TEKNOLOGI MALAYSIA

Innovation & Commercialization Centre

USER MANUAL

Innovation & Commercialization System (INNOCOMMS 2.0)

Consultation Module

INNOVATION & COMMERCIALISATION CENTRE

INNOCOMMS 2.0
Consultation Module
User Manual

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Consultation Module is a web-based system developed by ICC. It serves as an online UTM Consultation system repository.

1.2 MINIMUM SYSTEM REQUIREMENTS

System development have the following configuration:

TYPE OF NEED	APPLICATION
Operating System	1. All types of Windows operating system
	2. Minimum CPU Core 2 Duo Processor 2.0 Ghz or higher
	3. Minimum 2GB RAM
Software	1. Mozilla Firefox 3.0 or higher
	2. Best resolution 1024 x 768
	3. Adobe Reader 8.0 or higher
Network/ Broadband	Minimum 512 Kbps (recommended high speed 4G or Streamyx)
Printer	Laser or Ink Printer
Table 2.1 Minimum Requirement	

1.3 SOFTWARE FUNCTIONAL DESCRIPTION

Consultation Module is one of the modules in Innocomms 2.0. It is developed to enhance routine process efficiency whilst remaining user-friendly. The system is developed using effective planning method to automate project operation and management resulting paperless working operations.

This module is divided into three main operation parts, namely; Registration, Verification and Approval. On the other hand, users are divided into three users; Academic Staff, ICC Officer and ICC Director

1.4 SYSTEM REQUIREMENT SOURCE

IPO is a document prepared by the ICC before the project starts. Input is gathered from a series of discussions, workshops and meetings. It contains work process and used as a primary source for the system development.

1.5 USER MENU

Menu developed are as follows:

Table 1.1 Users Menu

MAIN MENU	SUB MENU	DETAILS	USERS
Registration	Registration Process	Registration Form	Academic Staff
Verification	Verification Process		ICC Officer
Approval	Approval Process		ICC Director

1.5.1 Use Case of Consultation Module

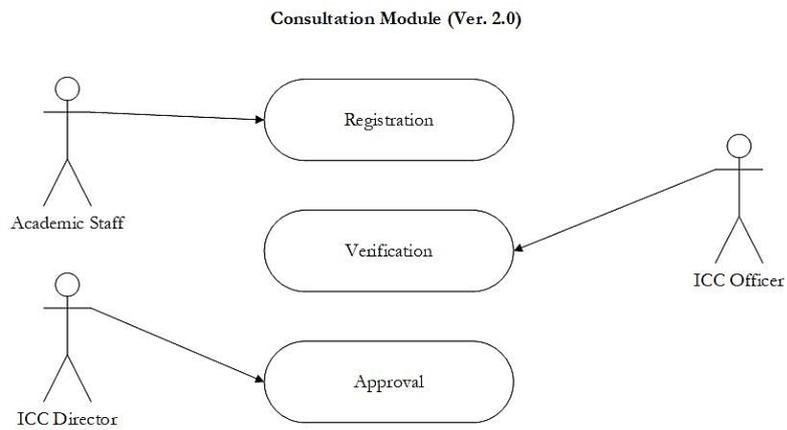


Figure 1.1 Use Case Diagram Consultation Module

1.5.2 Flow Diagram For Consultation Module
Main flow developed are as follows:

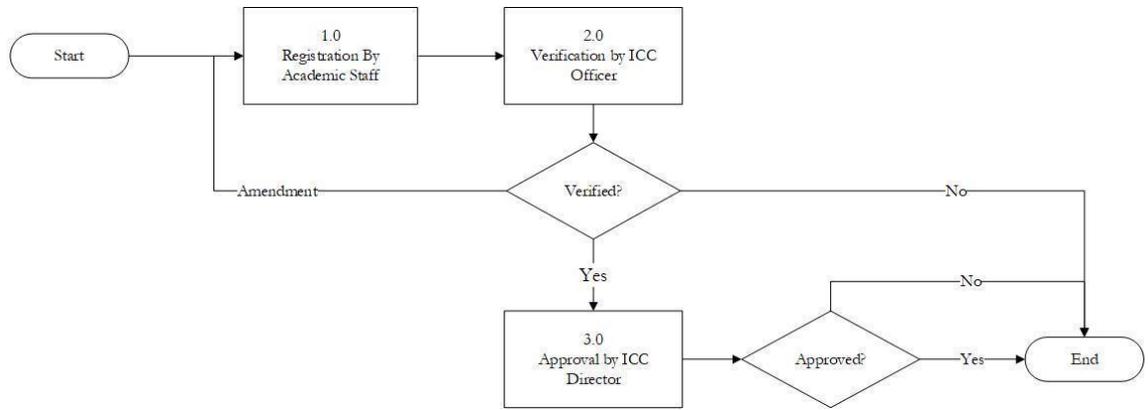
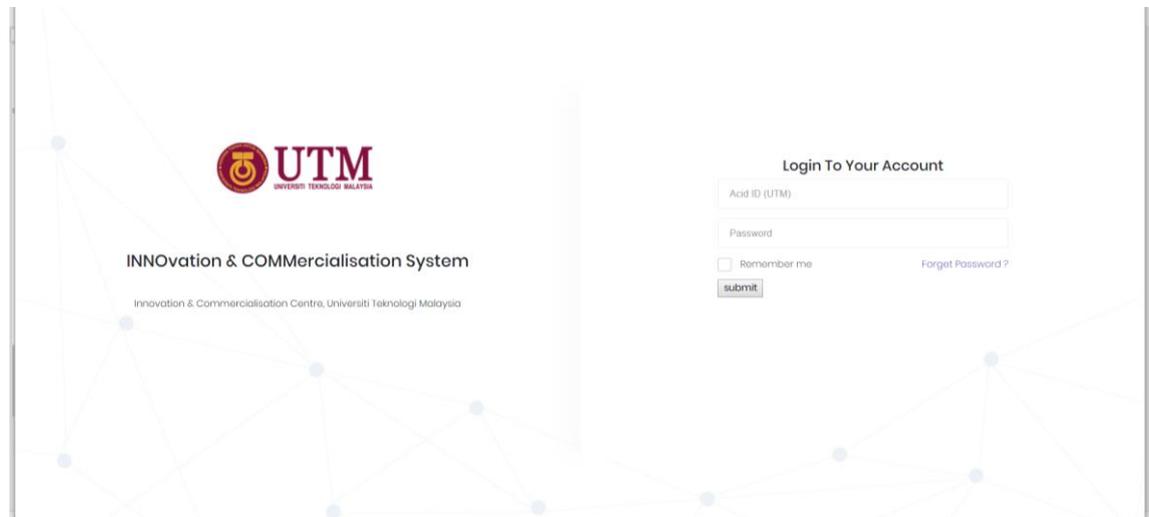


Figure 1.2 Flow Diagram Consultation Module

2.0 USER LOG IN

User Login Interface



The screenshot shows a web page for the 'INNOvation & COMMERCIALISATION System' at UTM. The page includes the UTM logo and the text 'INNOvation & COMMERCIALISATION System' and 'Innovation & Commercialisation Centre, Universiti Teknologi Malaysia'. On the right side, there is a login form titled 'Login To Your Account' with the following elements:

- Input field for 'Acid ID (UTM)'
- Input field for 'Password'
- Checkbox for 'Remember me'
- Link for 'Forget Password?'
- 'submit' button

Figure 2.1 User Login Interface

To log in, the user is required to have Acid account - **User ID** and **Password**.

Steps to log in are:

1. URL <https://newinnocomms.utm.my/>
2. Key in '**ACID ID**'
3. Key in '**Password**'
4. Click '**Submit**' button

Users	Username/ACID ID (default)	Password (default)
Registration	UTM Email	IC No
Verification	UTM Email	IC No
Approval	UTM Email	IC No

REGISTRATION

USER: ACADEMIC STAFF

1. Click menu “Consultation”

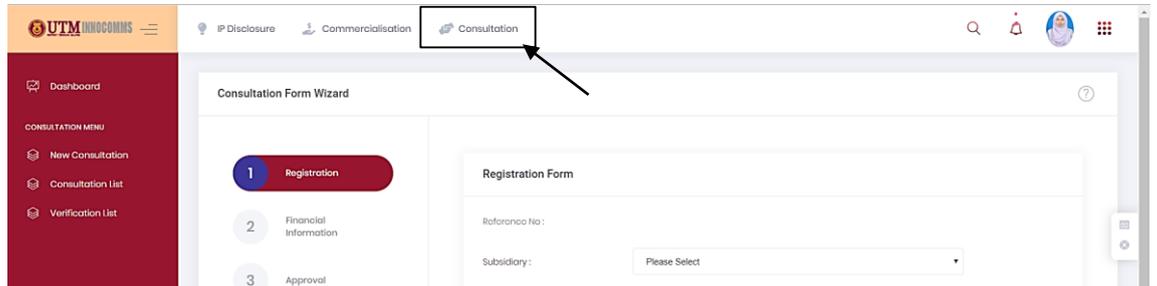


Figure 3.1 Consultation Menu

2. Click “Consultation List”

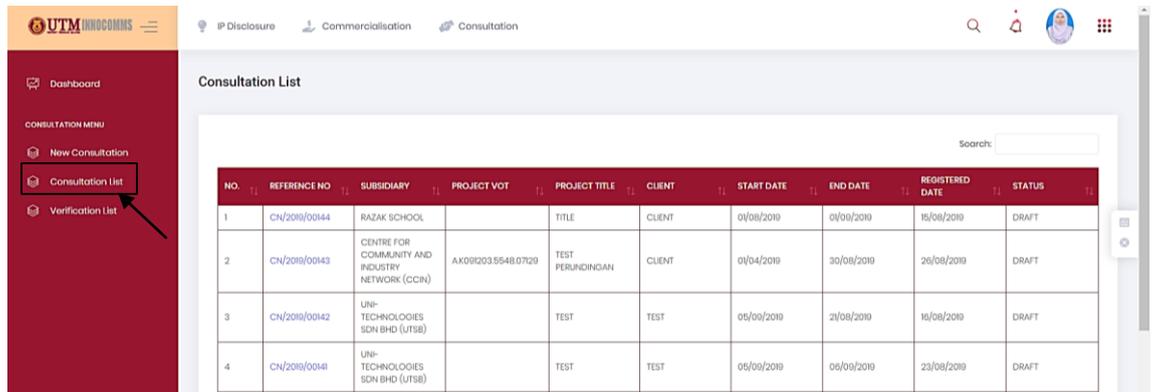


Figure 3.2 Consultation List

- Click **“New Consultation”**. Academic Staff need to key in all information in registration form as displayed below:

The screenshot displays the 'Consultation Form Wizard' interface. On the left, a sidebar contains a 'CONSULTATION MENU' with 'New Consultation' highlighted. The main area shows a progress bar with three steps: 1. Registration (active), 2. Financial Information, and 3. Approval. The 'Registration Form' contains the following fields: Reference No. (text), Subsidiary (dropdown), Project Title (text), Client (text), Type of Activity (dropdown), Project Cost (RM) (text), Project Cost (Invoice) (RM) (text), Level (dropdown), Start Date (text), End Date (text), and Registration Date (text). A blue 'Save' button is located at the bottom of the form, and a green 'Next' button is at the bottom right.

Figure 3.3 Registration Form

- User must complete required information listed in the registration form and click **“Save”**:

Subsidiary
Project Vote.
Project Title
Client
Type of Activity
Project Cost (RM)
Level
Start Date
End Date
Registration Date

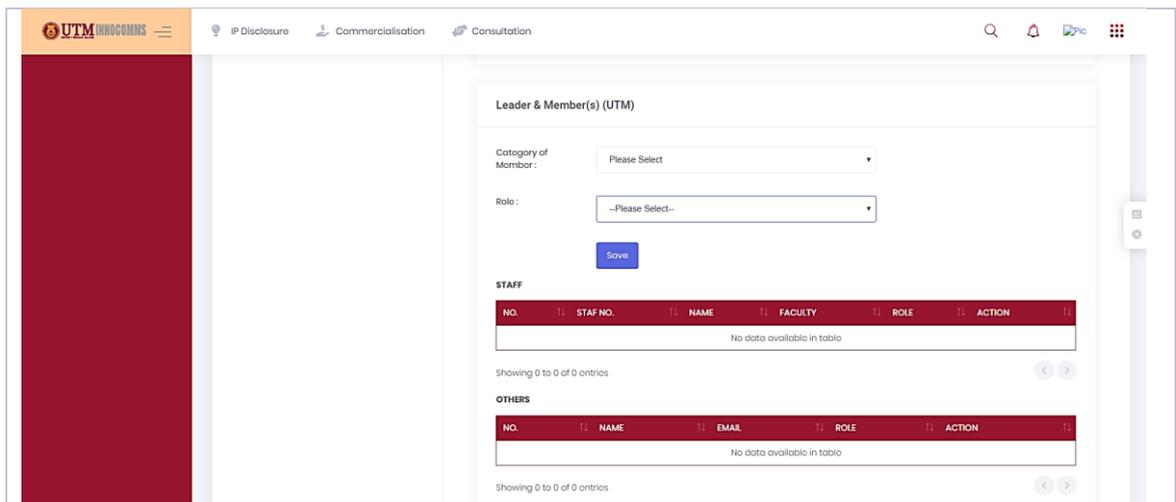


Figure 3.4 Leader and Members

5. User must complete required information listed in Leader & Member(s):

Category of member
Role

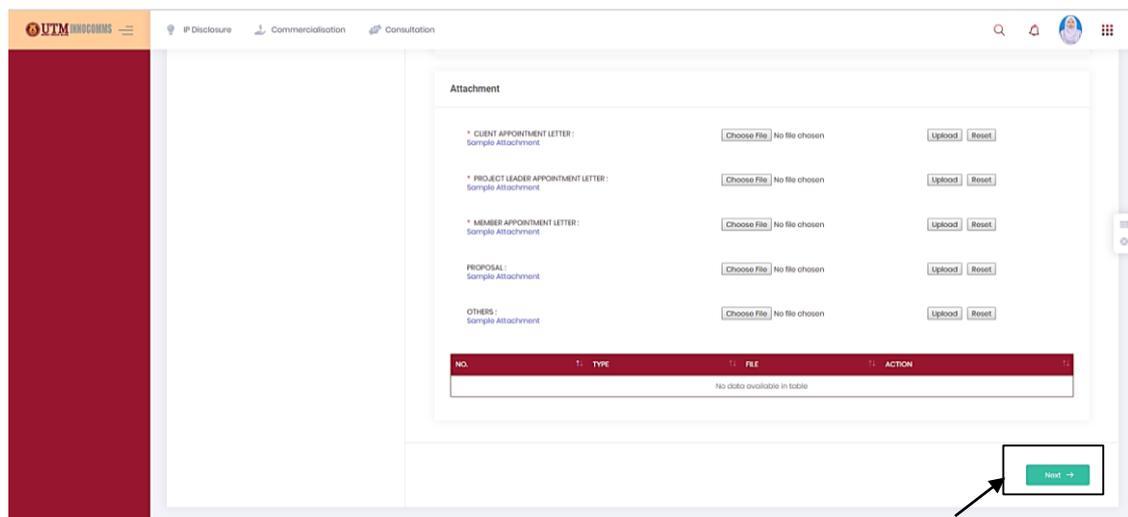


Figure 3.5 Attachment

6. User must attach and upload the related documents.
7. Click **“Next”**.

8. Click **“Financial Information”**.

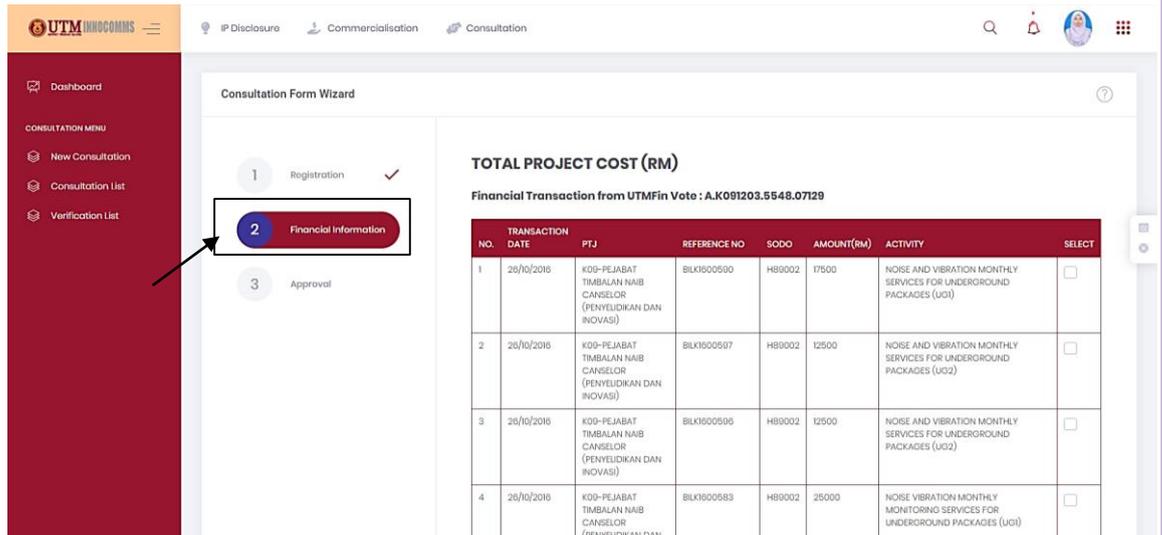


Figure 3.6 Financial Information

9. All list of financial transaction from UTMFin will displayed.
10. Tick the selected transaction and click **“Add”**.

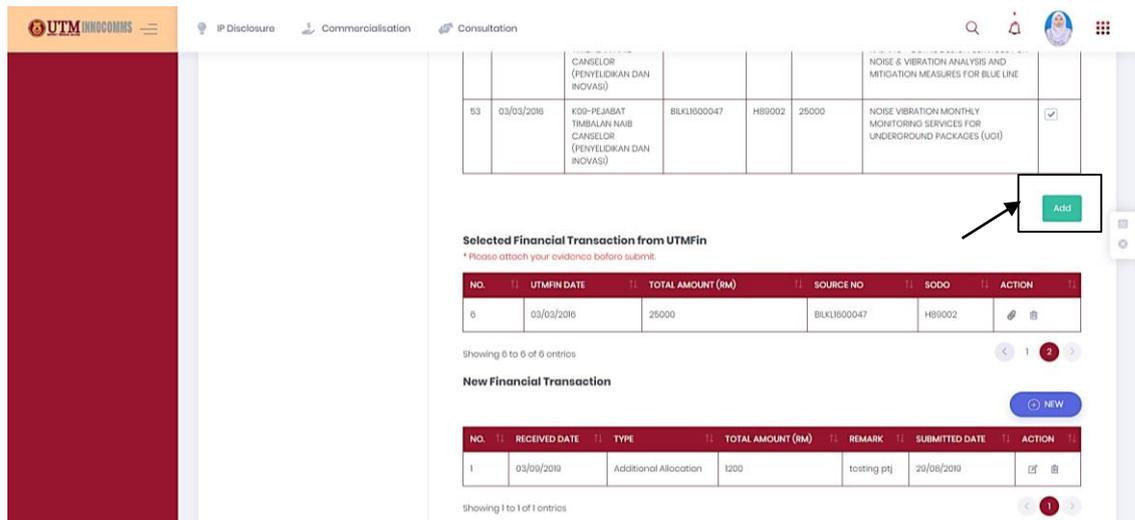


Figure 3.7 Selected Transaction

11. The selected transaction will automatically add at **“Selected Financial Transaction from UTMFin”** table.
12. Click **“New”** to add new Financial Transaction.

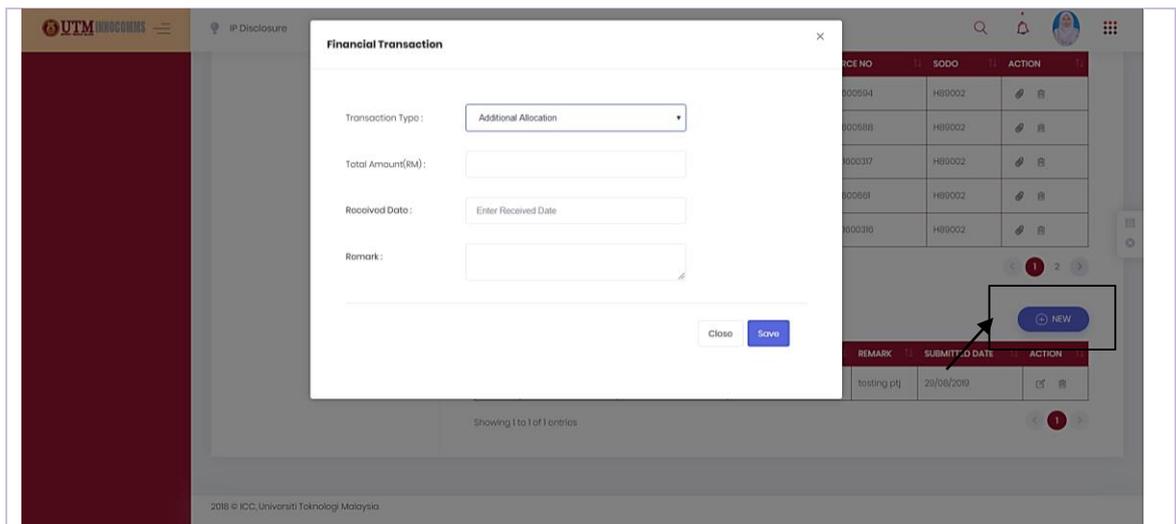


Figure 3.8 New Transaction

13. Click **“Update”** button at Action column.

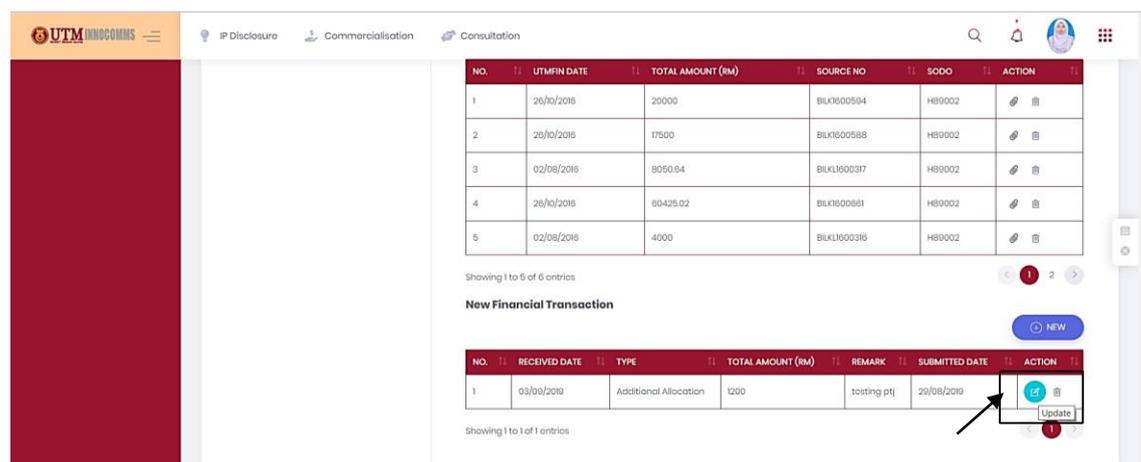


Figure 3.9 Update Financial Transaction Button

14. Add all financial information and attachment(s).

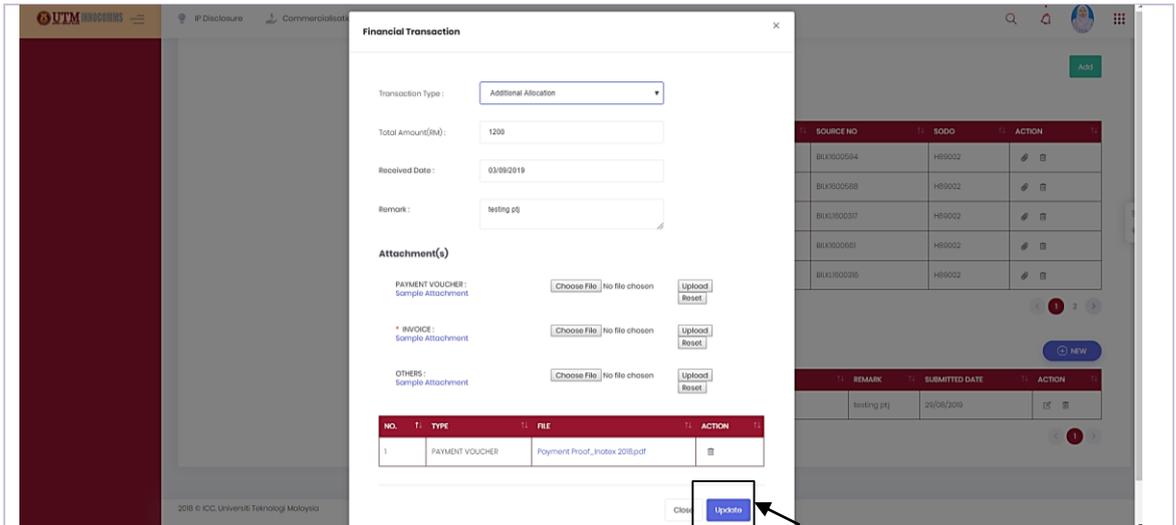
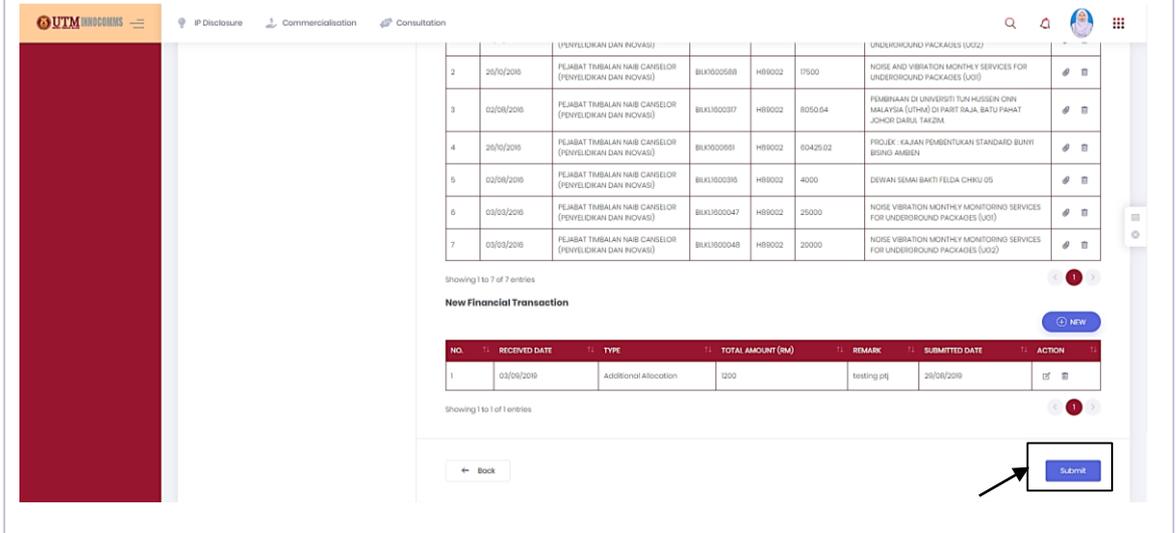


Figure 3.10 Update Financial Transaction

15. Click “Update”.



16. Click “Submit”.