

**Universiti Kuala Lumpur  
InTra Management System**

***UniKL- IMS***

***(User Guide – Student Portal)***

## Table of Contents

<b>USER MANUAL (STUDENT PORTAL)</b> .....	3
1.0    E-Log Book .....	3

### **Table of Figures**

Figure 1 : Select Week .....	3
Figure 2: Add New Entry Form .....	3
Figure 3: Edit and Upload Additional Attachment. ....	4

## USER MANUAL (STUDENT PORTAL)

### 1.0 E-Log Book

- 1.0.1 Student are able to upload multiple attachment(s).
- 1.0.2 Firstly, **Select Week**.

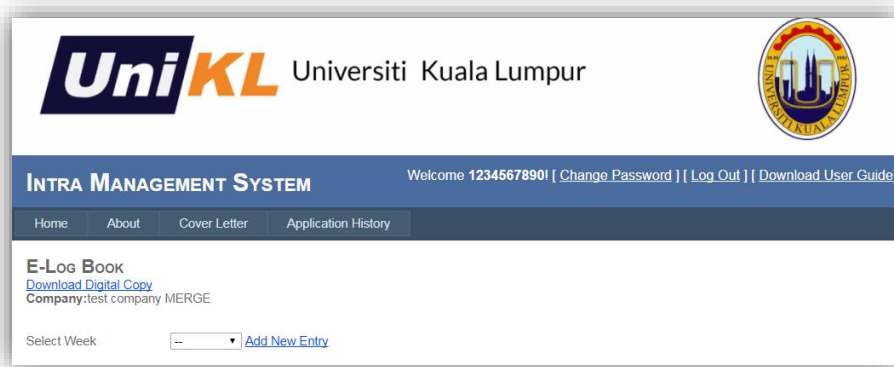


Figure 1 : Select Week

- 1.0.3 Then, **Add New Entry** and choose file to **upload attachment**. Later, click **Submit** button.

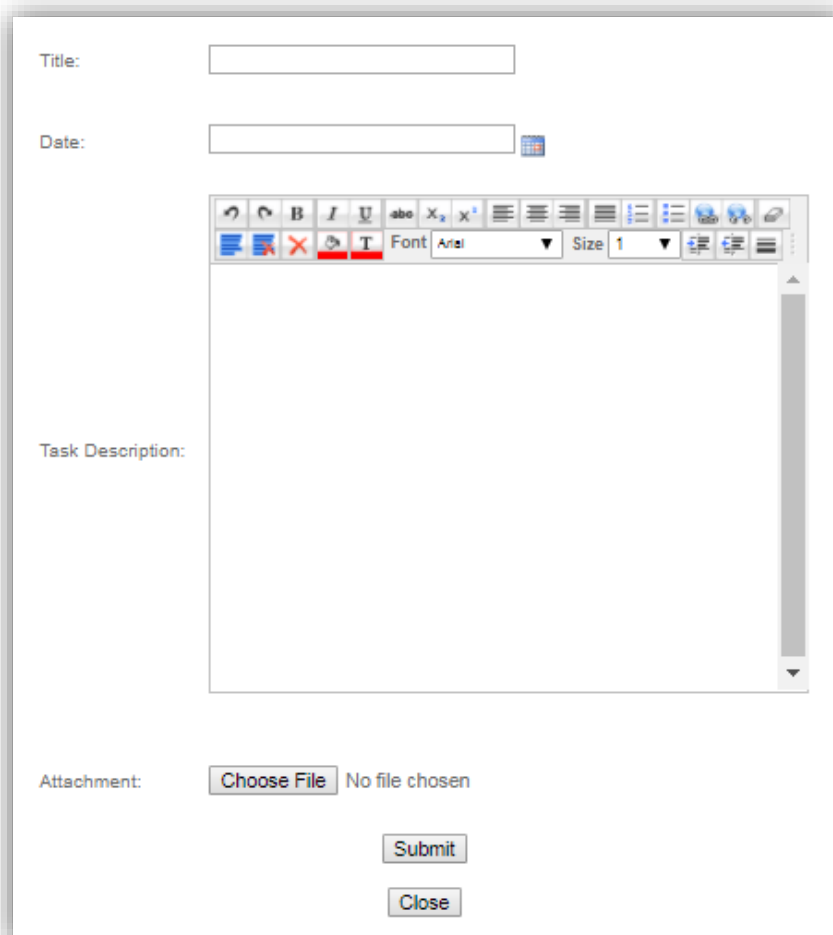
The screenshot displays the 'Add New Entry Form'. It features a 'Title:' text input field, a 'Date:' text input field with a calendar icon, and a large 'Task Description:' text area with a rich text editor toolbar above it. The toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, font face (set to Arial), and font size (set to 1). Below the text area is an 'Attachment:' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the form are 'Submit' and 'Close' buttons.

Figure 2: Add New Entry Form

- 1.0.4 Student need to click button **Update** after they **Edit** their entry and upload additional attachment(s). Student also able to **view** and **delete** their attachment(s).

The screenshot shows a web form for editing a task entry. It includes the following elements:

- Title:** A text input field containing "Week 5 - Day 4".
- Date:** A date input field containing "08/02/2018" with a calendar icon.
- Task Description:** A rich text editor with a toolbar (bold, italic, underline, font color, background color, font size) and a text area containing:  
Task for today:  
1. prepare slide  
2. complete assignment #2
- Attachment Table:** A table with two columns: Attachment and Action.

Attachment	Action
IMG_20180116_120020_resized_20180205_024435196.jpg	<a href="#">Delete</a>
IMG_20180116_120020_resized_20180205_024435196.jpg	<a href="#">Delete</a>
- Attachment:** A "Choose File" button and the text "No file chosen".
- Buttons:** "Update" and "Close" buttons.

Figure 3: Edit and Upload Additional Attachment.