USER MANUAL FOR E-LOGBOOK

1. Layari : https://login.upsi.edu.my/ dan pilih UniSIS (Student)
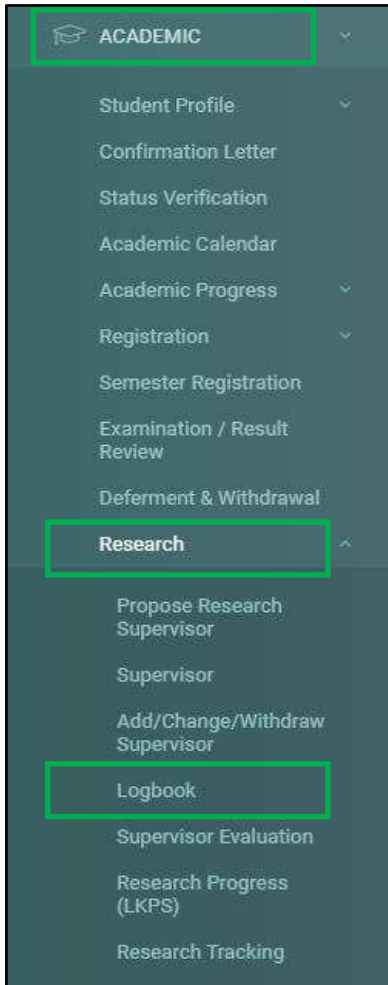   *Go to:* https://login.upsi.edu.my/ *and choose* UniSIS (Student)
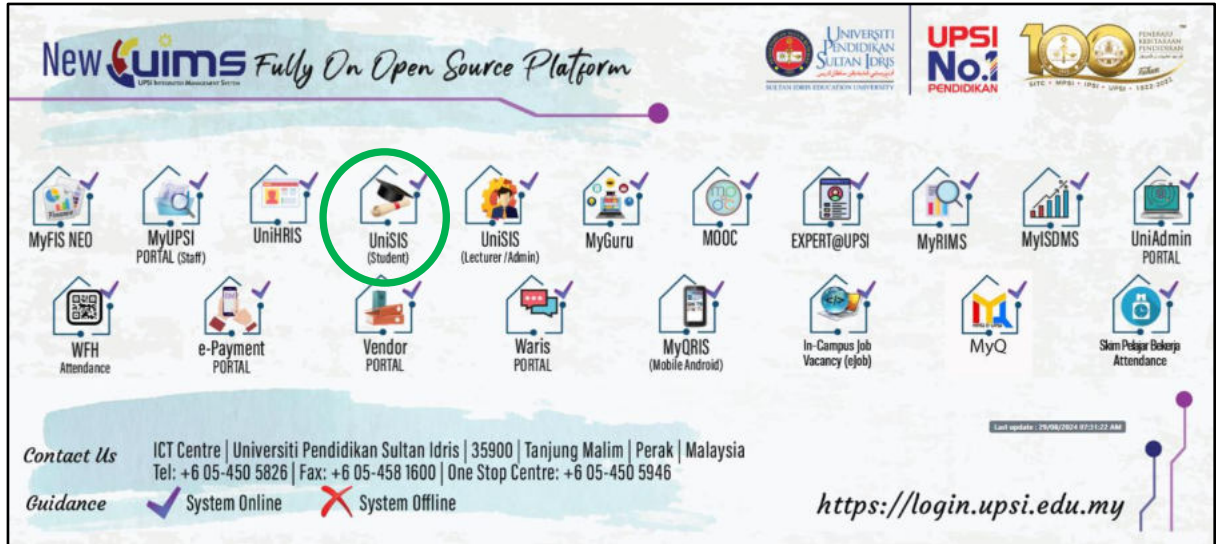
2. Login – (Id Pengguna: Matric No, Kata Laluan: seperti ketetapan)
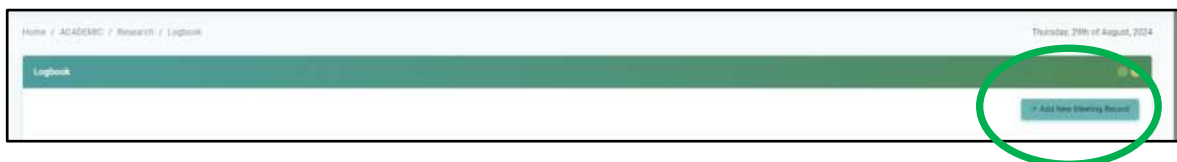   *Login – (Username: Matric No, Password: as prescribed)*

3. Tekan ACADEMIC, pilih Research - Log Book
   Click ACADEMIC, then choose Research - Log Book

4. Tekan Add New Meeting Record
   Click Add New Meeting Record

5. Pilih:
   Select/choose:

   5.1 semester semasa / *current semester*
   5.2 nama penyelia / *supervisor's name,*
   5.3 Tarikh Tentatif untuk berjumpa penyelia / *tentative date to meet your supervisor*
   5.4 *'Start Time'*
   5.5 Jangkaan *'End Time' / estimate 'End Time'*
   5.6 *'submit' button*

6. Skrin ini akan terpapar setelah butang submit ditekan. Tekan [Submit] untuk kemaskini, simpan dan hantar rekod mesyuarat penyeliaan.
   This screen will appear after click submit button. Click [Submit] to update, save and submit your supervision meeting record

7. Skrin ini akan terpapar setelah butang [✎ Submit] ditekan.

   This screen will appear after you click [✎ Submit]

UPDATE SUPERVISION MEETING RECORD

[🗊 User Guide]

To update, save and submit your supervision meeting record , please follow user guide.

Date	:	09/09/2024
Start Time	:	09:00 AM
End Time	:	02:00 PM
Activity	:	
Summary of discussion	:	
Action plan for the next meeting	:	

* Click Update Meeting to insert/update your meeting records.   [✎ Update Meeting]

Attachment
You may upload a maximum of 5 files.

Choose file	Browse

[⬆ Upload File]

#	Filename
No record found	

[🗊 Submit]   [✕ Close]

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8. Sila pastikan langkah ini dipatuhi untuk pengemaskinian, simpan dan hantar rekod mesyuarat penyeliaan dengan penyelia. Anda perlu menulis semula/membuat pembetulan/penambahan maklumat terdahulu bagi membolehkan penyelia mengesahkan laporan mesyuarat penyeliaan.
Follow this step to update, save and submit your supervision meeting record after the meeting with your supervisor. You have to rewrite/amend/add details that you have key in previously in order for your supervisor the approve the report of the meeting.

9. Jika status bertukar kepada Approved, laporan ini adalah lengkap.
If Approved status appears, the report is completed.

#	Supervisor	Semester	Proposed Date	Time	Submission Date	Status	Remark	Action by Student
1	Dr. Siti Nor Amalina binti Ahmad Tajuddin	M232	09/09/2024	09:00 am - 02:00 pm	29/08/2024	ENTRY		Submit
2	Dr. Siti Nor Amalina binti Ahmad Tajuddin	M231	08/01/2024	12:00 pm - 01:00 pm	06/01/2024	APPROVED		Detail
3	Dr. Siti Nor Amalina binti Ahmad Tajuddin	M231	02/01/2024	10:00 am - 06:00 pm	06/01/2024	APPROVED		Detail
4	Dr. Siti Nor Amalina binti Ahmad Tajuddin	M231	29/12/2023	01:00 pm - 02:00 pm	06/01/2024	APPROVED		Detail
5	Dr. Siti Nor Amalina binti Ahmad Tajuddin	M231	18/12/2023	11:00 am - 06:00 pm	06/01/2024	APPROVED		Detail
6	Dr. Siti Nor Amalina binti Ahmad Tajuddin	M231	14/11/2023	10:00 am - 06:00 pm	06/01/2024	APPROVED		Detail

STATUS PERMOHONAN *APPLICATIONS STATUS*	PENJELASAN *DESCRIPTIONS*
ENTRY	Pengisian tarikh dan masa perjumpaan dengan penyelia. *Fill in date and time of the meeting with the supervisor.*
SUBMITTED	Penghantaran maklumat penyeliaan untuk kelulusan penyelia. *Submission of supervision information for supervisor approval.*
AMENDED	Maklumat penyeliaan dihantar semula oleh penyelia untuk pembetulan. *Resubmit supervision information that has been amended by the supervisor.*
APPROVED	Kandungan maklumat penyeliaan dipersetujui / disahkan oleh penyelia. *Content of supervision information has been approved by supervisor and student.*