



# **e-INFORMM USER MANUAL**

## **(Version 1.0)**

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## 1.0 Log In e-INFORMM

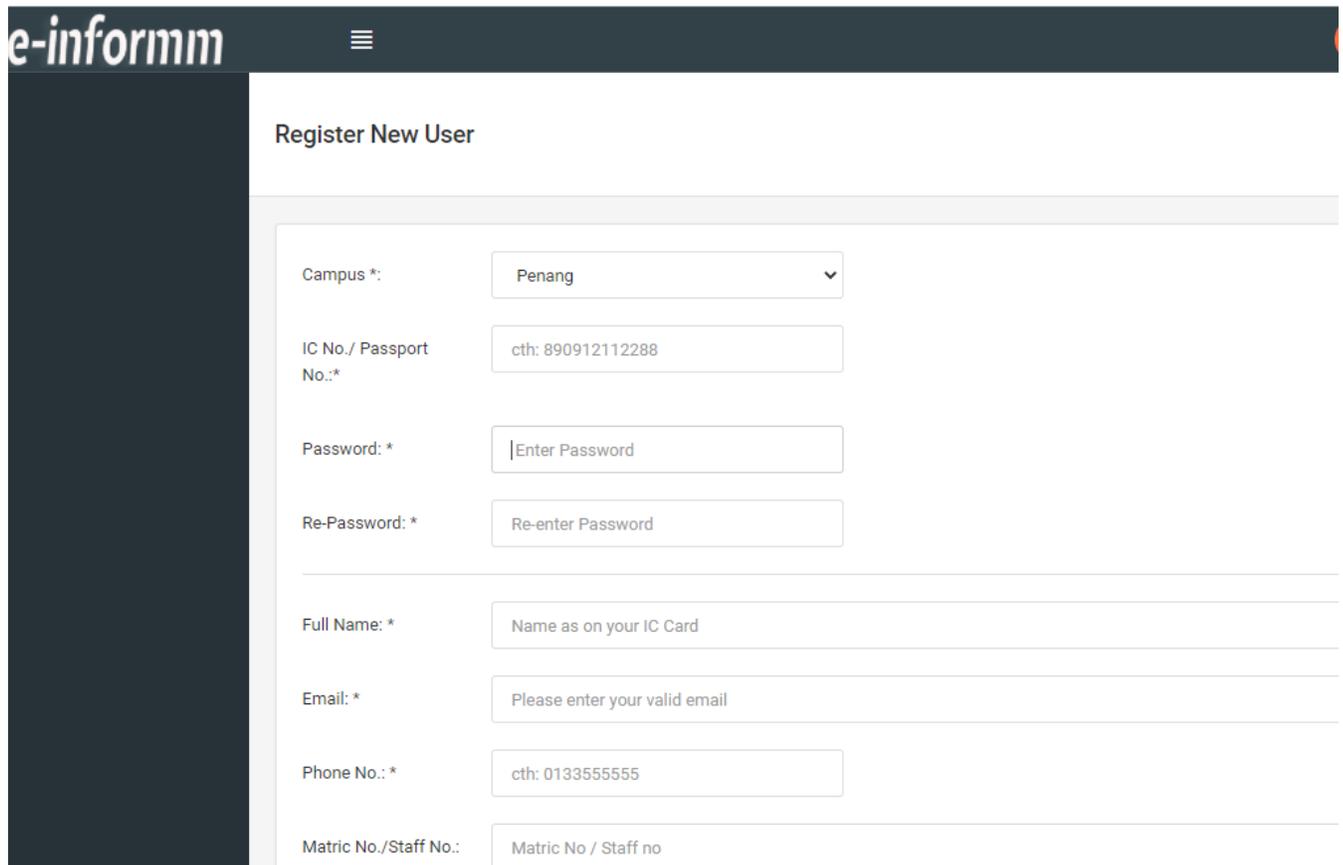
The system can be accessed through URL <https://einformm.usm.my>

The screenshot shows the login interface for e-INFORMM. At the top, the logo for HICoE (Higher Institution Centre of Excellence) and iNFORMM (Institut for Riset dan Inovasi Molekular) is displayed. Below the logo, the text "For Internal User Only" is shown. A red arrow labeled "1" points to a yellow button with an "id" icon and the text "Login with Identity". Below this, the text "Login External User / Internal User Without USM ID" is displayed. A red arrow labeled "2" points to a text input field with a person icon and the label "IC No./ Passport No.". Below this is a password input field with a lock icon and the label "Password". A blue "Sign In" button with a right-pointing arrow is located below the password field. At the bottom, there are two links: "Register as User?" and "Forgot password?". A red arrow labeled "3" points to "Register as User?" and a red arrow labeled "4" points to "Forgot password?". At the very bottom, the copyright notice reads: "2021. © eINFORMM is powered by Institut Penyelidikan Perubatan Molekul (INFORMM)".

1. For internal users Staff and USM students can log in by clicking on the button [Login with Identity USM ID].
2. For external users, enter the registered identity card number or passport number and password.
3. For new registration, click on the link [Register?]
4. Click on the link [Forgot Password?] if you unable to remember the password
  - A new password will be provided via email by Administrator.

## 2.0 New User Registration for External User Category

1. After clicking on the [Register?] Link on the login page, fill in the registration information as requested and click the Submit button.
2. After registration, the confirmation screen will be displayed as below



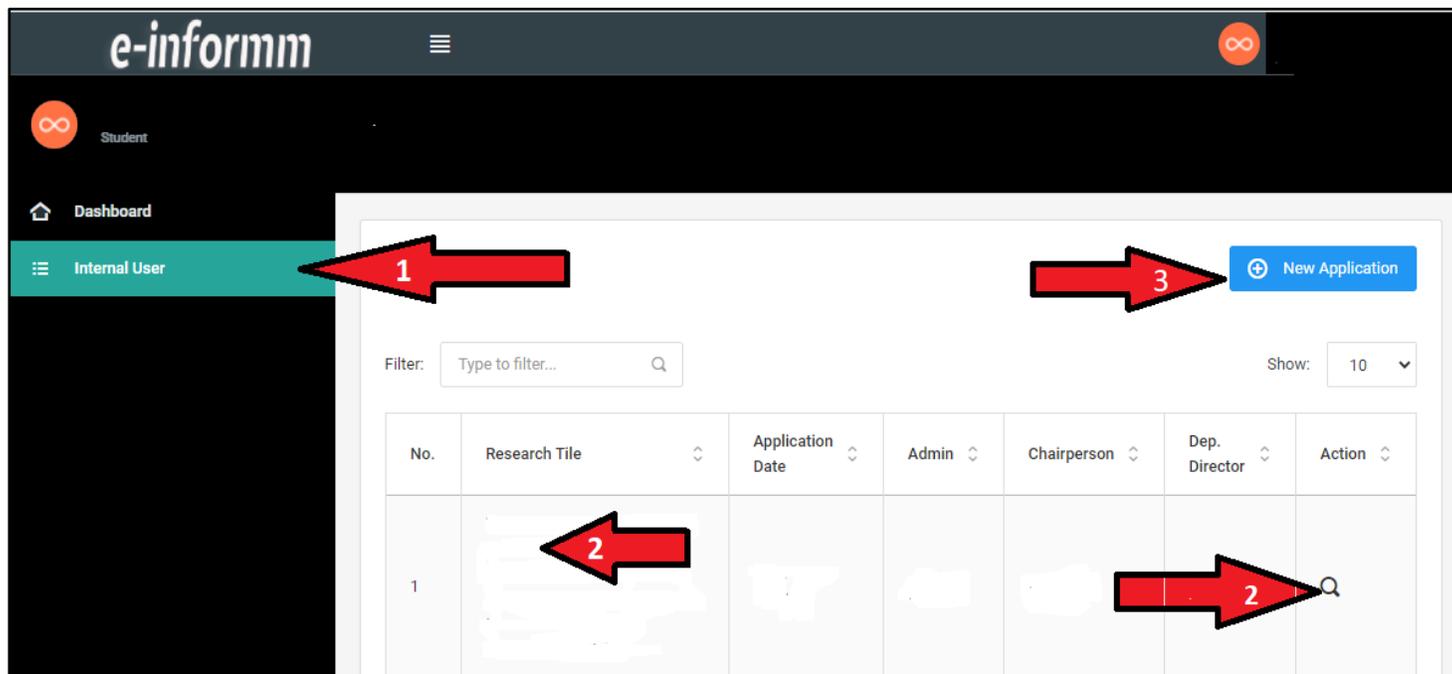
The screenshot shows the 'e-informm' logo in the top left corner and a hamburger menu icon in the top right. The main heading is 'Register New User'. The form contains the following fields:

- Campus \*: Penang (dropdown menu)
- IC No./ Passport No.:\* cth: 890912112288
- Password: \* |Enter Password
- Re-Password: \* Re-enter Password
- Full Name: \* Name as on your IC Card
- Email: \* Please enter your valid email
- Phone No.: \* cth: 0133555555
- Matric No./Staff No.: \* Matric No / Staff no

### 3.0 Internal User Application

#### List of Applications as Internal Users Categories

- Academic Staff, Administration, Laboratory
- Student
- Research Officer / Research Assistant and Project Staff.



1. Click on the Internal Users menu.
2. To view application information, click on the research title or the lens icon on the action column.
3. To create a new application, click on the [New Application] button

# Add New Application as Internal User

**e-informm** ☰ ∞

**Add Application Internal** ☰ 🗨 ✕

**Dashboard**

**Internal User**

Campus:

Category:  \* Not more than 6 months

Application for:

Research Topic:

Date of Research \*:  \* Not more than 6 months

Site of Research:

Lab Facilities/Equipments to be use:

## Application for Access Card

I want to apply for access card and agree with its rules and regulations.

### SYARAT-SYARAT

- Pengguna harus memastikan kad akses tersebut tidak diserahkan kepada pengguna lain selain PEMILIK KAD tersebut yang SAH. Sebarang salah laku penyerahan kad tersebut kepada pengguna lain diambil tindakan sewajarnya.
- Semua pengguna tidak dibenarkan membawa masuk orang luar KEDUALI mendapat kebenaran sebagai Pengguna Luar INFORMM PP. Sebarang ketidakakuran yang berlaku juga akan menyebabkan tindakan diambil sarta-merta.
- Memastikan pintu ditutup selepas memasuki bangunan @ makmal.
- Denda sebanyak RM20.00 bagi kehilangan kad/ rosak/ kacukan.

## Upload Documents

Application Letter :

Application letter from Supervisor to Director

No file selected

Choose File

Appointment Letter :

Appointment Letter of Research Assistant/Interns

No file selected

Choose File

**SEMUA PENYELIDIK HENDAKLAH MEMATUHI SYARAT-SYARAT YANG TELAH DITETAPKAN OLEH JABATAN INI.** (All researchers conducting research activities are required to adhere to the department's rules and regulations)

1. All research activities performed must obey the rules and adhere to laboratory safety instructions as stated in the laboratory safety policies
2. Researcher must provide their own basic consumables. If necessary consumables are involved during the duration of research, cost implication will be borne by the researcher e.g. CO2 tank, 'fluorescence' lamp, biological waste and etc
3. Researchers are required to pay overtime support staffs involved when necessary
4. Researchers must acknowledge the department and staffs involved in their related publications
5. The maximum period allowed to carry out research activities in INFORMM is 6 months. Researchers must reapply for an extension when required
6. Registered users are required to fill-up a form to request to work after office-hours via "Working in A Lab / Workshop after working hours" is necessary, subjected to INFORMM's approval

I hereby agree/ disagree with all the above terms and regulation

I understand that should I fail to adhere to the agreed terms and regulation, the department has a right to withdraw the permission for conducting research in this department

Submit 

1. Fill in all the required information in the form.
2. Upload the Application Letter and Appointment Letter in their respective sections.
3. Tick at the declaration box as an agreement to all terms and regulations stated.
4. Review all information entered, if satisfied click on the [Submit] button.
5. Notification email will be sent to confirm the submission has been accepted for further process by Administrator.

## 4.0 External User Application

### List of External Users Categories:

- Industrial Training Student
- Collaboration Category (from other PTJ)
- Final Year Project Student
- Final Year Project Student (INFORMM Associate Lecturer)
- Other User (without INFORMM research collaboration)

### List of Applications as External Users

The screenshot displays the 'External User' application interface. On the left, a dark sidebar contains a menu with 'External User' highlighted in teal, indicated by a red arrow labeled '1'. The main content area is titled 'List of Applications' and features a search filter, a 'New Application' button (indicated by a red arrow labeled '3'), and a table of applications. A red circle labeled '2' is positioned above the table, with two red arrows pointing to the 'Tajuk Penyelidikan' and 'Tindakan' columns, indicating where to click for more information. The table contains one entry with the following details:

Bil.	Tajuk Penyelidikan	Tarikh Permohonan	Admin	Timb. Pengerah	Tindakan
1	<a href="#">Tajuk Penyelidikan</a>	2020-07-15 16:10:21	Approve	Approved	<a href="#">Q</a>

1. Click on the External Users menu.
2. To view application information, click on the research title or the lens icon on the action column.
3. To create a new application, click on the [Add Application] button

# Add New Application as an External User

## Tambah Permohonan Pengguna Luar

1

Kampus (campus):

Penang

Kategori (category):

PENSYARAH (lecturer)

Jenis Permohonan (Application for):

New

Tajuk Penyelidikan (Research topic):

Tajuk Penyelidikan Research Topic 2020

Tarikh Penyelidikan (Date of research) \*:

08/23/2020 - 08/28/2020

Tempoh Penyelidikan (Duration of research):

3 Bulan

Tempat Penyelidikan (Site of research):

Makmal 1 Informm

Kemudahan Makmal/Alatan Yang Hendak Digunakan (Lab facilities/equipments to be use):

Makmal 1 Informm

### PENYELIDIK BERSAMA DARIPADA INFORMM (Co-Researcher from INFORMM)

Nama (Name):

DR. NITA BINTI SUNDIFF

Tajuk & No. Geran Penyelidikan (jika ada) (Research title & grant no.):

MS R-201900010001

### Muat Naik Dokumen Berkaitan

Surat Permohonan :

Surat Permohonan daripada Penyelia kepada Pengarah

test-print.pdf

Choose File

Surat Pelantikan :

Surat Pelantikan Pembantu Penyelidik/Latihan Industri

2

test-print.pdf

Choose File

**SEMUA PENYELIDIK HENDAKLAH MEMATUHI SYARAT-SYARAT YANG TELAH DITETAPKAN OLEH JABATAN INI. (All researchers conducting research activities are required to adhere to the department's rules and regulations)**

1. Semua aktiviti penyelidikan yang dijalankan perlu mengikut peraturan dan mematuhi arahan-arahan keselamatan makmal seperti yang dinyatakan dalam polisi keselamatan makmal (All research activities performed must obey the rules and adhere to laboratory safety instructions as stated in the laboratory safety policies)
2. Penyelidik perlu menyediakan sendiri bahan-bahan keperluan asas. Sekiranya terdapat bahan-bahan pakai habis lain yang terlibat sepanjang penggunaan fasiliti / alatan, penyelidik perlu menanggung kos yang terlibat seperti tangki CO2, lampu 'fluorescence', sisa biologi dan lain-lain (Researcher must provide their own basic consumables. If necessary consumables are involved during the duration of research, cost implication will be borne by the researcher e.g. CO2 tank, 'fluorescence' lamp, biological waste and etc)
3. Penyelidik perlu membayar tuntutan lebih masa kepada kakitangan sokongan yang terlibat (jika perlu) (Researchers are required to pay overtime support staffs involved when necessary)
4. Penyelidik perlu merakamkan penghargaan kepada jabatan ini serta kakitangan yang terlibat dalam setiap penerbitan (Researchers must acknowledge the department and staffs involved in their related publications)
5. Tempoh maksima bagi menjalankan aktiviti penyelidikan adalah 6 bulan. Sekiranya perlu perlanjutan, penyelidik perlu membuat permohonan semula (The maximum period allowed to carry out research activities in INFORMM is 6 months. Researchers must reapply for an extension when required)
6. Pengguna yang berdaftar hendaklah mengisi Borang Kebenaran Bekerja Di Dalam Makmal/Bengkel Selepas Waktu Pejabat jika perlu, tertakluk kepada kelulusan INFORMM (Registered users are required to fill-up a form to request to work after office-hours via "Working In A Lab Workshop after working hours" is necessary, subjected to INFORMM's approval)

Saya bersetuju/ tidak bersetuju dengan syarat-syarat dan peraturan yang ditetapkan. (I hereby agree/ disagree with all the above terms and regulation)

Saya faham bahawa kebenaran pihak jabatan boleh ditarik balik jika saya tidak mematuhi syarat-syarat dan peraturan yang ditetapkan. (I understand that should i fail to adhere to the agreed terms and regulation, the department has a right to withdraw the permission for conducting research in this department)

Submit

1. Fill in all information required.
2. Upload the Application Letter and Appointment Letter in their respective sections.
3. Tick at the declaration box as an agreement to all terms and regulations stated
4. Review all information entered, if satisfied click on the [Save] button. Notification email will be sent to confirm the submission has been accepted for further process by Administrator.

## 5.0 Facilities : Shared / Rental Facilities Application (INFORMM Main Campus)

### Create a New Application

To apply new application facilities INFORMM Main Campus Space click facilities menu

Permohonan Ruang, Telesidang dan Peralatan Informm

Tujuan Tempahan \*: **1** Meeting Bersama Staf Informm Kelantan

Tarikh & Masa Mula Diperlukan \*: 24 July, 2020 3:00 PM

Tarikh & Masa Tamat \*: 24 July, 2020 4:00 PM

Peralatan Diperlukan **2**

- PROJEKTOR
- MIKROFON

Ruang Informm **3**

- AUDITORIUM
- SEMINAR 1
- SEMINAR 2
- SEMINAR 3
- CONFERENCE 1
- CONFERENCE 2
- CONFERENCE 3
- RUANG MAKAN
- LAIN-LAIN

Telesidang (Jika Ada)

- PPKT - INDUK
- PPKT D37 - INDUK
- CCR - INDUK
- DPU - INDUK
- JABATAN PENDAFTAR - INDUK
- LAIN-LAIN - INDUK
- IPPT - IPPT
- PPKT - KESIHATAN
- PPPJJ - KESIHATAN
- INFORMM - KESIHATAN **4**
- DK5 - KESIHATAN

- PPSK - KESIHATAN
- PPSG - KESIHATAN
- LAIN-LAIN - KESIHATAN
- BK 1 - KEJURUTERAAN
- BK 4 - KEJURUTERAAN
- STUDIO PPPJJ - KEJURUTERAAN
- BILIK MULTIMEDIA - KEJURUTERAAN
- LAIN-LAIN - KEJURUTERAAN

\* INFORMM berhak untuk meminda lokasi tempat dimohon atau membatalkan permohonan mengikut kepentingan universiti. Segala urusan permohonan perabot dan susun atur adalah tanggungjawab pemohon. Sila pastikan ruang yang digunakan didalam keadaan baik dan kemas setelah selesai menggunakannya. Sekian, harap maklum.



Submit 

1. Enter all information required.
2. Select the required equipment.
3. Select the required INFORMM Space.
4. Select the required teleconferencing room (if any).
5. Review the information entered and click the [Submit] button.

## INFORMM Space Application List

Senarai Permohonan Ruang Telesidang & Peralatan Informm

1 → Tambah Permohonan

Filter:  Show: 10

Bil.	Tujuan	Tarikh Permohonan	Status	Tindakan
1	<a href="#">Tambah Ruang</a>	2020-07-20 16:56:40	Approved	🔍
2	<a href="#">Meeting Room Staf Informm Kelantan</a>	2020-07-22 15:54:51	Pending	🔍 ✎ 🗑️

Showing 1 to 2 of 2 entries (filtered from 4 total entries)

1

1. To create a new application, click on the [Add Application] button at the top right.
2. To view application information, click on the title or lens icon in the Actions column.
3. To update the application information, click on the Pencil icon. The application cannot be edited / updated once it has been approved by the Administrator/Deputy Director.
4. To delete an application, click on the Trash can icon. Applications cannot be deleted after approval by the Administrator / Deputy Director.

## 6.0 Vehicle & ICT Booking Application (INFORMM Staff)

The screenshot shows a web application interface for adding a request for equipment or vehicle borrowing. The form is titled "Tambah Permohonan Pinjaman Alatan Pentadbiran / Kenderaan Informm". It includes a sidebar with "Dashboard" and "Vehicle & ICT Booking" options. The main form fields are:

- Tarikh Pinjaman \*:** A date range field showing "08/24/2020 - 08/27/2020".
- Tujuan Pinjaman:** A text area containing "Untuk kegunaan research di makmal".
- Lokasi:** A text field containing "Makmal 1 Informm Penang".
- Equipment Selection:** A table with columns "Nama Alatan / Kenderaan" and "Kuantiti". The first row shows "Alatan 1" and "1".
- Buttons:** "Tambah" (Add), "Padam" (Delete), and "Submit" buttons.

Red numbered annotations (1-5) point to the following elements:

1. The "Tarikh Pinjaman \*" label.
2. The "Nama Alatan / Kenderaan" column header.
3. The "Kuantiti" column header.
4. The "Tambah" button.
5. The "Submit" button.

### Applying for a New Booking

1. Enter all information required.
2. Select the required ICT equipment or vehicle.
3. Enter the quantity/number of item(s) required.
4. If more than one item is needed, click on the [Add] button.
5. Review all the information entered then click on the [Submit] button



## 7.0 CCTV Recording Application - INFORMM Main Campus (INFORMM Staff)

The screenshot shows the 'Senarai Permohonan Rakaman CCTV' (CCTV Recording Application List) interface. The left sidebar contains a 'Request of CCTV Recording' menu item, highlighted with a red circle and arrow labeled '1'. The main content area features a table of applications with columns for 'Bil.', 'Nama Pemohon', 'Tarikh Permohonan', 'Status', and 'Tindakan'. A blue 'Permohonan Baru' button is located at the top right, with a red circle and arrow labeled '2'. A search filter is present above the table, with a red circle and arrow labeled '3' pointing to the search input. The table contains two entries: one with status 'Approve' and one with status 'Pending'. The 'Tindakan' column for the 'Pending' entry has three icons: a magnifying glass (labeled '3'), a pencil (labeled '4'), and a trash can (labeled '5'). A pagination bar at the bottom shows 'Showing 1 to 2 of 2 entries (filtered from 4 total entries)' and a page number '1'.

Bil.	Nama Pemohon	Tarikh Permohonan	Status	Tindakan
1	Siasatan	2020-07-21 12:29:20	Approve	🔍
2	Untuk semakan siasatan sahaja	2020-07-22 16:43:57	Pending	🔍 ✎ 🗑️

1. Click on the [CCTV Recording] menu to see the list of applications that have been made.
2. To create a new application, click on the [Add Application] button.
3. To view more information of the application, click on the title or on the Lens icon.
4. To update the application, click on the Pencil icon. The application cannot be edited/updated once it has been approved by Administrator/Deputy Director.
5. To delete an application, click on the trash icon. Applications cannot be deleted after approval has been made.

## Permohonan Rakaman CCTV

▼ 🔄 ✕

Tarikh & Masa Kejadian \*: **1**

Tempat Kejadian \*:

Tujuan Permohonan \*:

Deklarasi : Rakaman ini hanya digunakan untuk tujuan siasatan dan tidak boleh disebarikan melalui sebarang medium kepada pihak yang tidak berkenaan. Prinsip perlu mengetahui adalah terpakai dalam kawalan maklumat ini.

**2** 

1. Fill in all required information on the form.
2. Review the information entered then click on the [Submit] button.
3. The application will be sent to the Administrator/Deputy Director for approval.

## 8.0 Application to Work in Laboratory After Office Hours (Student)

The screenshot shows the e-informm web application interface for a student. The sidebar menu on the left has 'After Office Hour Application' highlighted with a red arrow labeled '1'. The main content area displays a list of applications with columns for 'Bil.', 'Ringkasan Kerja', 'Tarikh Permohonan', 'Status', and 'Tindakan'. A 'Permohonan Baru' button is visible with a red arrow labeled '2'. The 'Tindakan' column contains icons for viewing details (3), editing (4), and deleting (5). The status of the application is 'Approve'.

1. Click on the [After Office Hour Application] menu to see the list of applications that have been made.
2. To create a new application, click on the [New Application] button.
3. To view more information of the application, click on the title or on the Lens icon.
4. To update the application, click on the pencil icon. Applications can only be updated before being approved by the Supervisor.
5. To delete an application, click on the trash icon. Applications cannot be deleted after approval has been made.

## Permohonan Baru Kebenaran Bekerja di dalam Makmal/Bengkel Selepas Waktu Pejabat

Kampus (campus)\*:

Nama dan No Bilik Makmal/Bengkel :

No. Bangunan :

Ringkasan Experimen atau Kerja yang dijalankan :

Nama rakan yang berhampiran semasa bekerja :

Saya bersetuju mematuhi peraturan-peraturan bekerja didalam makmal selepas waktu pejabat dan juga peraturan-peraturan keselamatan makmal/bengkel.

**Submit** 

1. Fill in all information required.
2. Review the information entered then click on the [Submit] button.
3. The application will be sent to the Supervisor for approval.

## 9.0 Supervisor Confirmation for Application to Work in Laboratory / Workshop After Office Hours & Prints

**Senarai Permohonan Kebenaran Bekerja di dalam Makmal/Bengkel Selepas Waktu Pejabat**

Filter:  Show: 10

Bil.	Ringkasan Kerja	Tarikh Permohonan	Status	Tindakan
1	EXPRESSION AND PURIFICATION OF Ss-IR PROTEIN	2021-03-22 12:01:16	Pending	EDIT

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

Supervisor Approval **CLICK**

**Permohonan Baru Kebenaran Bekerja di dalam Makmal/Bengkel Selepas Waktu Pejabat**

Kampus (campus)\*:

Nama dan No Bilik Makmal/Bengkel :

No. Bangunan :

Ringkasan Experimen atau Kerja yang dijalankan :

Nama rakan yang berhampiran semasa bekerja :

Saya bersetuju mematuhi peraturan-peraturan bekerja didalam makmal selepas waktu pejabat dan juga peraturan-peraturan keselamatan makmal/bengkel.

**BUTIR-BUTIR KELULUSAN PENYELIA / PENSYARAH**

## BUTIR-BUTIR KELULUSAN PENYELIA / PENSYARAH

Saya membenarkan pemohon bekerja didalam makmal selepas waktu pejabat untuk tempoh berikut \*:

 03/23/2021 - 03/23/2021

Note: Max 6 months

Alamat Penyelia selepas waktu Pejabat :

Tap disini...

No Telefon Penyelia selepas waktu pejabat:

Catatan Penyelia :

Tap disini...

Kelulusan Penyelia atau Pensyarah :

DILULUSKAN 

Submit 

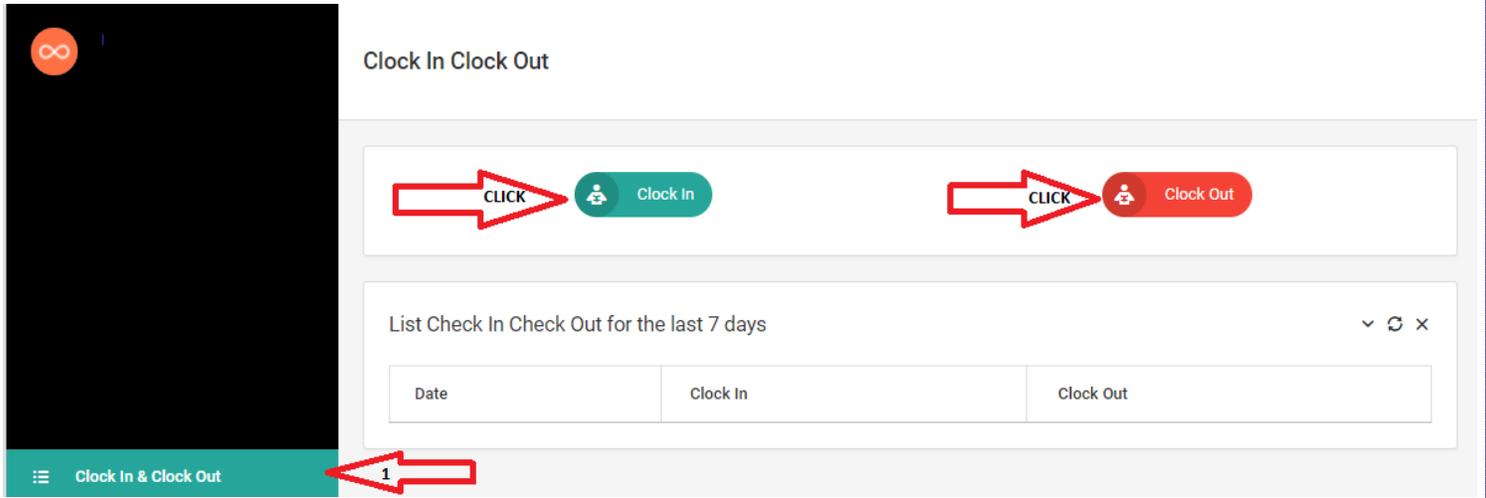
Bil.	Nama Pemohon	Tarikh Permohonan	Status	Tindakan
4	KOK BOON HUI	2021-04-27 20:29:10	Approve	  

- 1 After approval, supervisor need to print THREE copies and pass to student.
- 2 Student need to keep ONE copy and submit another TWO copies to Science Officer in charge for further process.

## 10.0 Daily Clock-In and Clock-Out Records After Office Hour

- MONDAY TO FRIDAY (WEEKDAYS) : from 5.10 PM to 8.10 AM

- WEEKEND AND PUBLIC HOLIDAY : ALL DAY



1. Click on the [Clock In & Clock Out] menu.
2. Click on the daily Clock In button to record entry time after office hours.
3. Click on the daily Clock Out button to record exit time.

***(\*\*Please ensure to clock in & clock out on the same day. Failure to clock out will cause you to be considered still in the building and you are not allowed to record new clock in time on the following day\*\*)***

4. The System will automatically display lists of daily entry and exit time for a period of 7 days for user reference

**END**