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USER MANUAL

SISTEM 3MT DASHBOARD

ID Dokumen	UPM/SPS/3MT/UM/01
Versi	1.0

Sulit

Dilarang menghasilkan semula atau mengedarkan mana-mana bahagian daripada penerbitan ini dalam apa jua bentuk atau cara, atau disimpan di dalam pengkalan data atau sistem perolehan semula tanpa kebenaran daripada pihak penerbit.

DOCUMENT REVISION HISTORY**Prepared By:**

Version	Date	Activity	Officer Name
1.0	23/05/2025	1 st Draft	Salwati Abdul Ghani

Disemak Oleh:

Version	Date	Activity	Officer Name
1.0	26/05/2025	1 st Review	Salwati Abdul Ghani

Version	Date	Activity	Officer Name

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1. INTRODUCTION

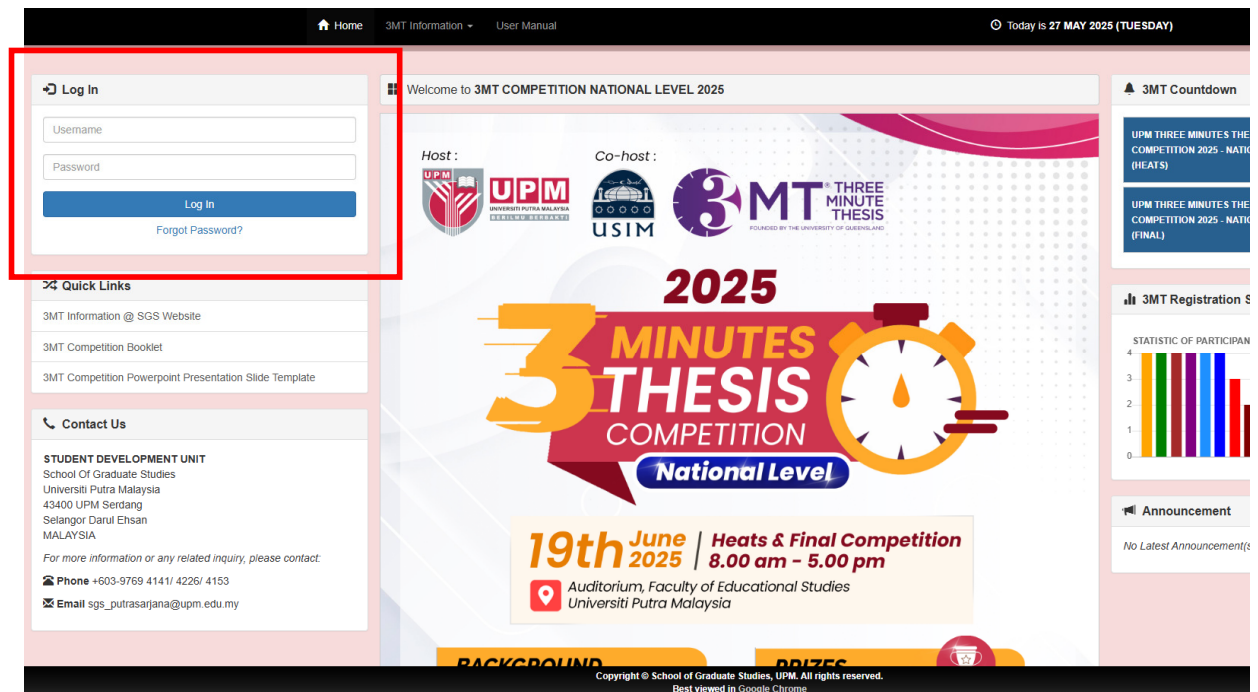
Sistem 3MT Dashboard is a Three Minutes Thesis (3MT) Competition management system to facilitate competition management, announcement, registration and attendance of competition, issuance of digital certificates, appointment of Liaison Officer (LO) and also for statistical reports. The system consists of the following roles into two parts:

- 1) Roles of LO – as a LO to register and keep records of the user's own participants.
- 2) Roles of Admin – as an administrator to manage registration, appoint LO, update payment status, attendance and also issuance of digital certificates

2. LOGIN

The 3MT Dashboard can be accessed via the provided URL. If a password is forgotten, click on "Forgot Password" to retrieve a new one.

➤ <http://sgsportal.upm.edu.my:8080/3mt/>



3. DASHBOARD

Once the user successfully logs into the system, a unique dashboard screen will be displayed based on their role. There are three (2) user roles within the system:

1. LO Role
2. Administrator Role

SISTEM 3MT DASHBOARD (PORTAL)

4. SYSTEM ROLES

4.1. Liaison Officer

Step 1: The screen below with all the granted menu will appear once LO login to the system

Home

SMT Information

User Manual

My Registration

My Account

Logout

Today is 27 MAY 2025 (TUESDAY)

My Profile

User TYPE : SMT LIAISON OFFICER

UNIVERSITY : UNIVERSITI PUTRA MALAYSIA

NAME : SALWATI ABDUL GHANI

EMAIL : salwati@upm.edu.my

Quick Links

SMT Information @ SGS

SMT Competition Booklet

SMT Competition PowerPoint Presentation Slido Template

Contact Us

STUDENT DEVELOPMENT UNIT

School of Graduate Studies

Universiti Putra Malaysia

43400 UPM Serdang

Selangor Darul Ehsan


MALAYSIA


For more information or any related inquiry, please contact:


Phone +603-9769 4141/ 4226/ 4153

Email sgs_putrasajana@upm.edu.my

Welcome SALWATI ABDUL GHANI to SMT COMPETITION NATIONAL LEVEL 2025

Host :  **UPM**
UNIVERSITI PUTRA MALAYSIA

Co-host :  **USIM**
UNIVERSITI SAINS ISLAM MALAYSIA

 **3MT**
THREE MINUTE THESIS
IN SUPPORT OF THE UNIVERSITY OF PUTRA MALAYSIA

2025

3 MINUTES THESIS COMPETITION

National Level

19th June 2025

Heats & Final Competition

8.00 am - 5.00 pm

Auditorium, Faculty of Educational Studies

Universiti Putra Malaysia

SMT Countdown

UPM THREE MINUTES THESIS (SMT) COMPETITION 2025 - NATIONALS LEVEL (HEATS)

19/04/2025 (THU)

23 day(s) left

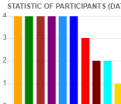
UPM THREE MINUTES THESIS (SMT) COMPETITION 2025 - NATIONALS LEVEL (FINAL)

19/06/2025 (THU)

23 day(s) left

SMT Registration Statistics

STATISTIC OF PARTICIPANTS (DATA COMPLETED) BY UNIVERSITY



Announcement


No Latest Announcement(s).

Step 2: To register for the participant, click menu My Registration. Then choose the Heats Competition and click the total of participant. The system will redirect to the participant list then click button REGISTER PARTICIPANT

LIST OF PARTICIPANT(S) FOR UNIVERSITI PUTRA MALAYSIA									
LIAISON OFFICER (LO) IN-CHARGE	SALWATI ABDUL GHANI								
UNIVERSITY	UNIVERSITI PUTRA MALAYSIA								
PARTICIPANT MATRIC NO	<input type="text"/>								
PARTICIPANT NAME	<input type="text"/>								
PAYMENT STATUS	<input type="text"/>								
	<input type="button" value="SEARCH"/> <input type="button" value="RESET"/>								

Total Record(s): 1

Page 1 | Displaying 1 to 1 | 20 Per Page

NO.	UNIVERSITY	REGISTRATION DATE	PARTICIPANT PHOTO	PARTICIPANT NAME	MATRIC NO	CONTACT NO	EMAIL	PARTICIPANT CATEGORY	PRESENTATION INFO	PAYMENT STATUS	ACTION
1.	UNIVERSITI PUTRA MALAYSIA	WEDNESDAY 21 MAY 2025 03:58 PM		SALWATI ABDUL GHANI	G57783828XXXXXX	0299992992XXXXX	sawati1980@gmail.commm	SCIENCE, ENGINEERING AND TECHNOLOGY	TITLE: TITLE PRESENTATION OKLAHHH SLIDE: Download Slide	COMPLETED	<input type="button" value="EDIT PARTICIPANT"/>

SISTEM 3MT DASHBOARD (PORTAL)

Step 3: Once click button REGISTER PARTICIPANT, the screen below will be appeared and the LO need to fill all the related fields including upload the slide and photo of their participants. Once finish fill-in all records then click SAVE button and the system will save all the data. The LO can recheck data in the list by using searching function.

REGISTRATION FORM

COMPETITION NAME	UPM THREE MINUTES THESIS (3MT) COMPETITION 2025 - NATIONALS LEVEL (HEATS)
COMPETITION DATE	19 JUN 2025 (THURSDAY)
LIAISON OFFICER (LO) IN-CHARGE	SALWATI ABDUL GHANI
UNIVERSITY	UNIVERSITI PUTRA MALAYSIA

Please take note on the following matters:

- The form **SHOULD ONLY BE FILLED** by the 3MT Liaison Officer from the respective University. Student/ participant is strictly prohibited from accessing the form.
- Registration is compulsory and must be completed strictly within 1 - 31 May 2025. Late registrations will not be accepted.

For more information or any related inquiry, please contact the 3MT Liaison Officer at 03-658 2205 or email to sgs_putrasarjana@upm.edu.my. Thank you and all the very best!

PARTICIPANT NAME *	<input type="text"/>
MATRIC NO *	<input type="text"/>
CONTACT NO (MOBILE) *	<input type="text"/>
EMAIL *	<input type="text"/>
CATEGORY *	<input type="text"/>
PRESENTATION TITLE *	<input type="text"/> <small>(has to be same as in the presentation slide)</small>
PRESENTATION SLIDE *	<div>Please upload 3MT Presentation Slide. Accepted file format: .pptx; Max size : 2MB</div> <div><input type="button" value="Choose File"/> No file chosen</div>
PARTICIPANT PHOTO *	<div>Please upload a formal photo of the participant. The photo should be:<ul style="list-style-type: none">In JPEG format;In Portrait orientation;Plain background;Max size : 2MB</div> <div><input type="button" value="Choose File"/> No file chosen</div>

5. SYSTEM MENU

The navigation for the LO at the top bar contains six (6) navigation namely Home, 3MT Information, User Manual, My Registration, My Account and Logout. Below is a breakdown explanation for each navigation:

1. Home

As a main page to display Login section, Quick Links section, Contact information, 3MT poster, 3MT Countdown alert, statistic of registration completion and also the announcement.

2. 3MT Information

This section provides the related information about 3MT

3. User Manual

This section provides the related user manual for 3MT Liaison Officer

4. My Registration

This section is used by LO to register the participants.

5. My Account

This section provides the account information for the user who log-in to the system. This includes the user type, alongside the full name, student ID, university, and the registered email address. This section allows for easy reference and verification of the user's details within the system.

MY ACCOUNT INFORMATION	
USER TYPE	3MT LIAISON OFFICER
UNIVERSITY	UNIVERSITI PUTRA MALAYSIA
NAME	SALWATI ABDUL GHANI
EMAIL	salwati@upm.edu.my
DESIGNATION	PEGAWAI EKSEKUTIF 2
CONTACT NO	019-3804690

6. Logout

This section is to logout from all session of 3MT Dashboard. The system will redirect to the Home page.