




MAY 24, 2017

# USM CONFERENCE CENTRAL (CMS)

## USER MANUAL (ORGANIZER)

AZRUL BIN ABDUL LATIF  
PPKT, USM  
v1.0



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## 1. Login

Organizer can login into the system at conference URL or main portal URL. Conference URL will have this format: [http://conference.usm.my/<conference\\_shortname>](http://conference.usm.my/<conference_shortname>). Main portal URL is <http://conference.usm.my>

USM Conference Central [Home](#) [Forgot the password?](#) [Sign in](#)

### 4th National Conference on Knowledge Transfer (NCKT'17)

Fields with \* are required.

**Note:**  
If you have register before, please [Sign In](#) first and then click conference registration link at conference website or at [USM Conference Central](#).

**Username \***

**Password \***

**Retype Password \***

**E-mail \***

**First Name \***

**Last Name \***

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### Login

[Identity@USM](#) [ORCID<sup>®</sup>](#) [Google+](#)

or

[Facebook](#) [Twitter](#)

or

[Sign In](#)

\*\* Login with Identity@USM for USM staff and student only

Staff USM can login using USM Single Sign On (SSO) , using USM official email by clicking the Identity@USM button.

## 2. My Conference (Manage Own Conference Registration)

After login, My Conference will be show. This page will list all conference that organizer has apply / register before.

USM Conference Central Home My Conference Registration Approval Logout

### Conference Registration List

Sorry, you don't have any application. Thank you.

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## 3. Registration Approval (Manage Participant)

Organizer can manage more than one conference at a time. To view participant list for each conference that organizer handle, "Registration Approval" must be click.

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### List of active conference

Displaying 1-2 of 2 result(s).

No	Title	Start Date	End Date	
1	1st International Symposium on Herbal Medicine (ISHM18)	2018-01-18	2018-01-18	
2	3rd AMDI International Biohealth Science Conference (IBSC18)	2018-01-18	2018-01-20	

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Conference list that organizer has handle will be show. There are 4 columns in the list:

- Title
- Conference Start Date
- Conference End Date
- Action button / link

There are 4 action that organizer can take:

- Update Conference Details
- View Participant List
- View Conference Details
- Export Participant List to Microsoft Excel File

### 3.1 Update Conference Details

Organizer can update conference details like conference title, conference URL, ePayment Code, important dates and manage conference fees.

### 3.2 View Participant List

Organizer can view all participant that register to current conference. Organizer also can view participant payment status, accept / reject abstract submission and approve participant registration.

### 3.3 View Conference Details

Organizer can view conference details like brief info on conference and conference important dates.

### 3.4 Export Participant List to Microsoft Excel File

Organizer can export all data participant registration record to Microsoft Excel file. Data will be collect from latest registration by participant.

## 4. View Participant List

### List of participant

**Title:** 4th National Conference on Knowledge Transfer (NCKT'17)

**Date:** 6/12/2017 - 7/12/2017

**URL:** <http://www.ckt.usm.my>

**Note:**

\*\*\* Please click "Abstract Acceptance" link to view presenter abstract & to accept abstract.

ABSTRACT STATUS:

N = Participant has registered as **PRESENTER** & not yet submit abstract

Y = Participant has registered as **PRESENTER** & had submit abstract

X = Participant registered as **PARTICIPANT** only (not presenter)

Total 1 result(s).

No	Reference No	Name	Email	Organization	Registration Date	Total Fee (RM)	Registration Status	Abstract?	View Abstract	
1	CA00004441	AZRUL ABDUL LATIF	azrultest@usm.my	USM - For testing only (from PPKT)	2017-05-18 13:14:08	1200	New	N	<a href="#">Abstract Acceptance</a>	

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Organizer can view all participant list and their abstract submission, payment status and registration details. There are 10 columns in this list:

- Reference No
- Name
- Email
- Organization
- Registration Date
- Total Fee (RM)
- Registration Status
- Abstract?
- View Abstract
- Action column

There are 5 Registration Status:

- a. New
- b. Payment Details Updated
- c. Abstract Accepted
- d. Abstract Rejected
- e. Paid (Approved By Secretariat)

“Abstract Accepted” and “Abstract Rejected” is for **presenter** only. Participant can choose register as **presenter** or **participant** at registration form.

For presenter, presenter can only make payment after organizer has accepted participant abstract. That mean presenter can only make payment when registration status = “Abstract Accepted”.

There are 3 status for “Abstract?” or abstract status column.

N = Participant has registered as PRESENTER & not yet submit abstract

Y = Participant has registered as PRESENTER & had submit abstract

X = Participant registered as PARTICIPANT only (not presenter)

## 5. Update Participant Personal Info

Organizer can update participant personal info like ic no / passport no, gender, institution and etc..

USM Conference Central Home My Conference Registration Approval Logout

### Participant Detail

Fields with \* are required.

**Name** Ibsc 3 Last

**Email** ibsc3@usm.my

**Ic No / Passport No**

**\* Title**

**\* Gender**

**\* Institution / Organization / Company**

\* Department

Position / Designation

\* Address

Postcode

\* Country

\* Office Phone

\* Address

Postcode

\* Country

\* Office Phone

\* Mobile Phone

Title of presentation:

Update

## 6. Update Payment Details

Organizer can update participant payment proof by enter payment reference and upload payment proof. Participant registration will be show and a form to enter payment reference and upload payment proof. After organizer click Submit button, participant Registration Status will change to "Payment Details Updated".

# Update Payment Details I

### CONFERENCE DETAILS

Title : 3rd AMDI International Biohealth Science Conference (IBSC18)  
Date : 2018-01-18 - 2018-01-20  
Theme : -  
Conference URL : <http://www.amdi.usm.my/index.php/ibsc18>

### PARTICIPANT DETAILS

**Reference No** : **CA00004454**  
Name : Ibsc 3 Last  
Email : [ibsc3@usm.my](mailto:ibsc3@usm.my)  
Title : Mr.  
IC No / Passport No :  
Gender : Male

Institution / Company : USM  
Department :  
Position / Designation :  
Address :  
Postcode :  
City :  
State / Province :  
Country : Malaysia  
Office Phone :  
Fax No :  
Mobile Phone :  
Payment Method : Online Payment - Credit Card (for M'sian and International) & FPX (for M'sian only)  
Register As : Participant



REGISTRATION DETAILS	
Registration Date	: 2017-05-19 08:27:03
Registration Status	: New
Registration Fee	: International Student (RM435)
Payment Status	: New
Payment Details	: <div style="border: 1px solid black; height: 60px;"></div>
Proof of payment	: <input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/>	

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## 7. Approve Participant Application

Organizer can view participant details and make participant registration approval (approve or reject). Organizer can only approve participant registration when registration = "Payment Details Updated".

CONFERENCE DETAILS	
Title	: 3rd AMDI International Biohealth Science Conference (IBSC18)
Date	: 2018-01-18 - 2018-01-20
Theme	: -
Conference URL	: <a href="http://www.amdi.usm.my/index.php/ibsc18">http://www.amdi.usm.my/index.php/ibsc18</a>

PARTICIPANT DETAILS	
<b>Reference No</b>	: <b>CA00004454</b>
Name	: Ibsc 3 Last
Email	: ibsc3@usm.my
Title	: Mr.
IC No / Passport No	:
Gender	: Male

Institution / Company : USM

Department :

Position / Designation :

Address :

Postcode :

City :

State / Province :

Country : Malaysia

Office Phone :

Fax No :

Mobile Phone :

Payment Method : Online Payment - Credit Card (for M'sian and International) & FPX (for M'sian only)

Register As : Participant

Register As : Participant

**REGISTRATION DETAILS**

Registration Date : 2017-05-19 08:27:03

Registration Fee : International Student (RM435)

Registration Status : New

No	Tran.Date	Amount (RM)	Pay Using	Ref.No	Status	Note
1	May 19 2017 09:14:43:840AM	435	ONLINE CREDIT CARD	EP154213	FAILED	GAGAL/VOID
2	May 19 2017 09:10:23:783AM	435	ONLINE CREDIT CARD	EP154212	FAILED	GAGAL/VOID
3	May 19 2017 09:10:22:923AM	435	ONLINE CREDIT CARD	EP154211	FAILED	GAGAL/VOID

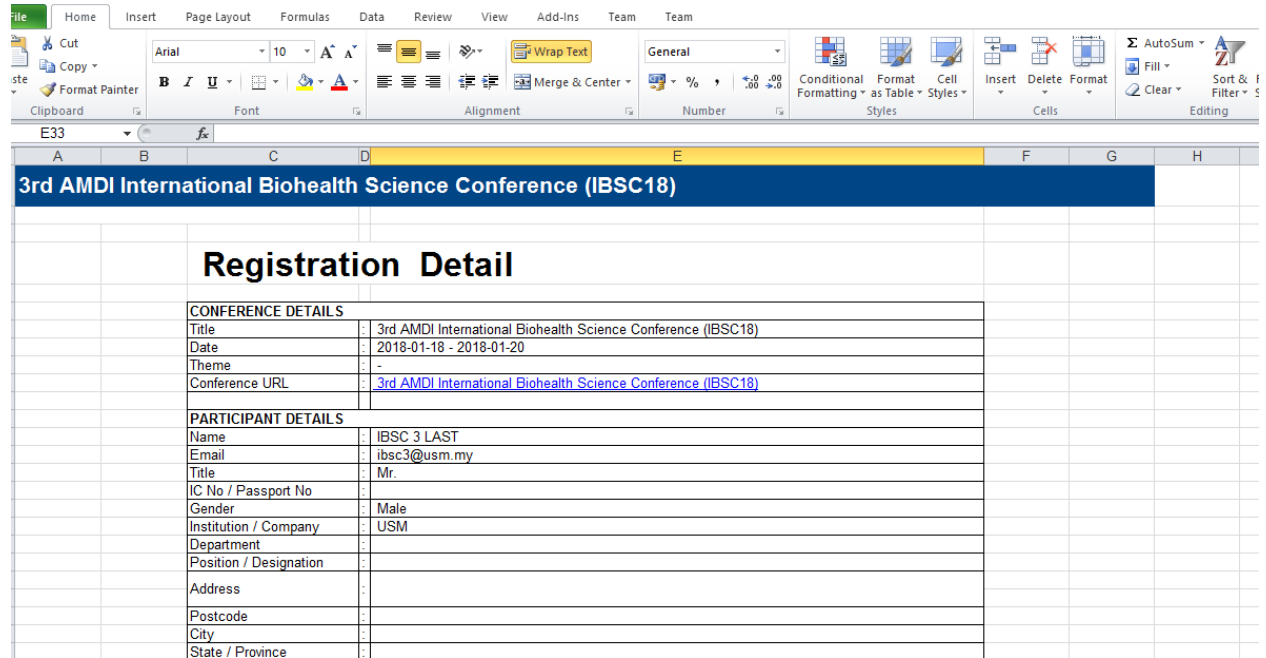
Partner To

**REGISTRATION DETAILS**

Registration Date	: 2017-05-30 10:59:28						
Registration Status	: Abstract Accepted						
Registration Fee	: Student (RM1778)						
Payment Status	: Payment details updated						
Online Payment History	No	Tran.Date	Amount (RM)	Pay Using	Ref.No	Status	Note
	1	May 30 2017 10:51:26:167AM	1335	ONLINE CREDIT CARD	EP155176	SUCCESS	BERJAYA
Payment Details	: EP155176[RM1,335.00][0]Transaction Successful						
Approval	: <input checked="" type="radio"/> Approve <input type="radio"/> Reject						

Submit

8. Export Participant Details to Microsoft Excel File  
 Organizer can export single participant details to Microsoft Excel file.



9. Update Payment Status

Organizer can change participant payment status when registration status = "Payment Details Updated". This function will allow organizer to change payment status when payment status not correct updated. For example, maybe participant not succeed make online payment but registration status has changed to "Payment Details Updated". So organizer can change payment status to "New" again by click on the dollar sign icon.

## Update Payment Details II

### CONFERENCE DETAILS

Title : 3rd AMDI International Biohealth Science Conference (IBSC18)  
Date : 2018-01-18 - 2018-01-20  
Theme : -  
Conference URL : <http://www.amdi.usm.my/index.php/ibsc18>

### PARTICIPANT DETAILS

**Reference No** : CA00004454  
Name : Ibsc 3 Last  
Email : [ibsc3@usm.my](mailto:ibsc3@usm.my)  
Title : Mr.  
IC No / Passport No :  
Gender : Male

Institution / Company : USM  
Department :  
Position / Designation :  
Address :  
Postcode :  
City :  
State / Province :  
Country : Malaysia  
Office Phone :  
Fax No :  
Mobile Phone :  
Payment Method : Online Payment - Credit Card (for M'sian and International) & FPX (for M'sian only)  
Register As : Participant

USM Conference Central		Home	My Conference	Registration Approval	Logout
Fax No	:				
Mobile Phone	:				
Payment Method	:	Online Payment - Credit Card (for M'sian and International) & FPX (for M'sian only)			
Register As	:	Participant			
<b>REGISTRATION DETAILS</b>					
Registration Date	:	2017-05-19 08:27:03			
Registration Fee	:	International Student (RM435)			
Registration Status	:	<input checked="" type="radio"/> Payment Details Updated <input type="radio"/> New			
<input type="button" value="Submit"/>					

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## 10. Update Conference Details

Organizer can update conference details like conference title, conference website URL, ePayment code and conference fees / participant category.

USM Conference Central		Home	My Conference	Registration Approval	Nurul Amni Azizan	Logout
<h2>Update Conference Detail</h2>						
<b>CONFERENCE DETAILS</b>						
Title	:	<input type="text" value="4th National Conference on Knowledge Transfer (NCKT'17)"/>				
Date	:	6/12/2017 - 7/12/2017				
Conference URL	:	<input type="text" value="http://www.ckt.usm.my"/> <a href="http://www.ckt.usm.my">http://www.ckt.usm.my</a>				
Secretariat Name	:	Secretariat				
<small>* will be shown in email notification</small>						
Secretariat Email	:	ktpsecretariat@gmail.com				
<small>* participant registration notification will be send to this email address</small>						
Epayment Code	:	-				

USM Conference Central Home My Conference Registration Approval Nurul Amni Azizan Logout

Epayment Code : -

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**IMPORTANT DATES**

Early Bird Date : 2017-07-21 00:00:00  
7/21/2017

Abstract Submission Date : 2017-08-19 00:00:00  
8/19/2017

Full paper Submission Date : 2017-11-18 00:00:00  
11/18/2017

Registration Closed Date : 2017-12-08 00:00:00  
12/8/2017

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**FEES**

Add Fee

No	Early bird fees	Full fees
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### 11. Update Conference Fees / Participant Category

Organizer can update Conference Fees / Participant Category by clicking on the conference title in the “Registration Approval” menu. Conference details will be show and organizer can update conference details. Organizer also can update Conference Fees / Participant Category by enter the fee info in the form. Click update to make changes on the conference fees..

USM Conference Central Home My Conference Registration Approval Logout

Add Fee

No	Title	Early bird fees		Full fees	
		RM	USD	RM	USD
1	International Professional	653	150	870	200
2	International Student	435	100	870	200
3	Local Professional	300	0	600	0
4	Local Student, Nurse & Paramedic	200	0	300	0

Update

## 12. Add Conference Fees / Participant Category

Click "Registration Approval" menu. Conference details will be show and list of conference fees / participant category. Click "Add Fee" button and add fee form will be show. Click submit button to save new conference fee.

USM Conference Central [Home](#) [My Conference](#) [Registration Approval](#) [Logout](#)

[Add Fee](#)

No	Title	Early bird fees		Full fees	
		RM	USD	RM	USD
1	<input type="text" value="International Professional"/>	<input type="text" value="653"/>	<input type="text" value="150"/>	<input type="text" value="870"/>	<input type="text" value="200"/>
2	<input type="text" value="International Student"/>	<input type="text" value="435"/>	<input type="text" value="100"/>	<input type="text" value="870"/>	<input type="text" value="200"/>
3	<input type="text" value="Local Professional"/>	<input type="text" value="300"/>	<input type="text" value="0"/>	<input type="text" value="600"/>	<input type="text" value="0"/>
4	<input type="text" value="Local Student, Nurse &amp; Paramedic"/>	<input type="text" value="200"/>	<input type="text" value="0"/>	<input type="text" value="300"/>	<input type="text" value="0"/>

[Update](#)

USM Conference Central [Home](#) [My Conference](#) [Registration Approval](#) [Logout](#)

### Add Conference Fee

4th National Conference on Knowledge Transfer (NCKT17)

[Add Row](#)

Title	Early Bird Fee (RM)	Full Fee (RM)	Early Bird Fee (USD)	Full Fee (USD)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit](#)