



**USER MANUAL (Head of Department - HOD) (Ver. 1.0)**

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**POSTGRADUATE MONITORING OF SUPERVISION  
MODULE (i-MONITOR)**

**CENTRE FOR POSTGRADUATE STUDIES,  
INTERNATIONAL ISLAMIC UNIVERSITY, MALAYSIA**

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## **i-Monitor User Manual (Head of Department - HOD)**

The i-Monitor user manual is intended to be a user guide to use i-Monitor system. Please refer to the steps explained and diagrams as shown in the following for more understanding regarding the system operational flows.

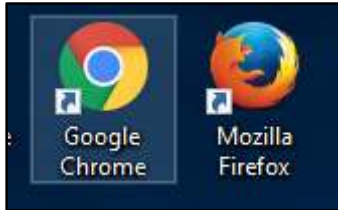
\*Notes: i-Monitor works best in browser such as Mozilla Firefox and Google Chrome. User might also access the system through mobile internet browser.

### **System Specification**

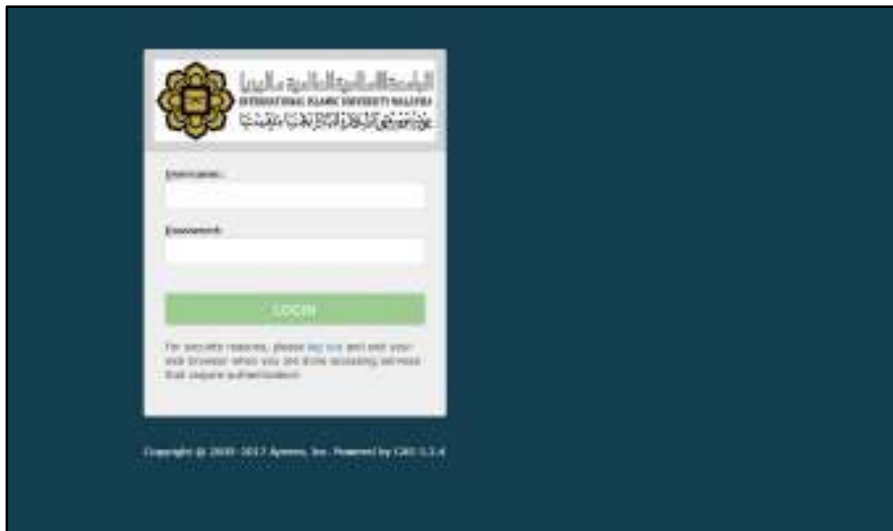
No.	Specification	Description
1.	System platform	Website
2.	System access	Open to external network (can be accessed either using internal IIUM network or from another ISP (Internet Service Provider) such as mobile data))
3.	Link to system	<a href="http://imonitor.iium.edu.my">http://imonitor.iium.edu.my</a>
4.	Responsive	Support display on any size of screen PCs, Mobile Phones or Tablets.

**Please follow the steps below to access the system:**

1. Choose your browser to access the system.



2. Type the link <http://imonitor.iium.edu.my> on your browser and press ENTER.
3. User will be directed to a login page as shown below.



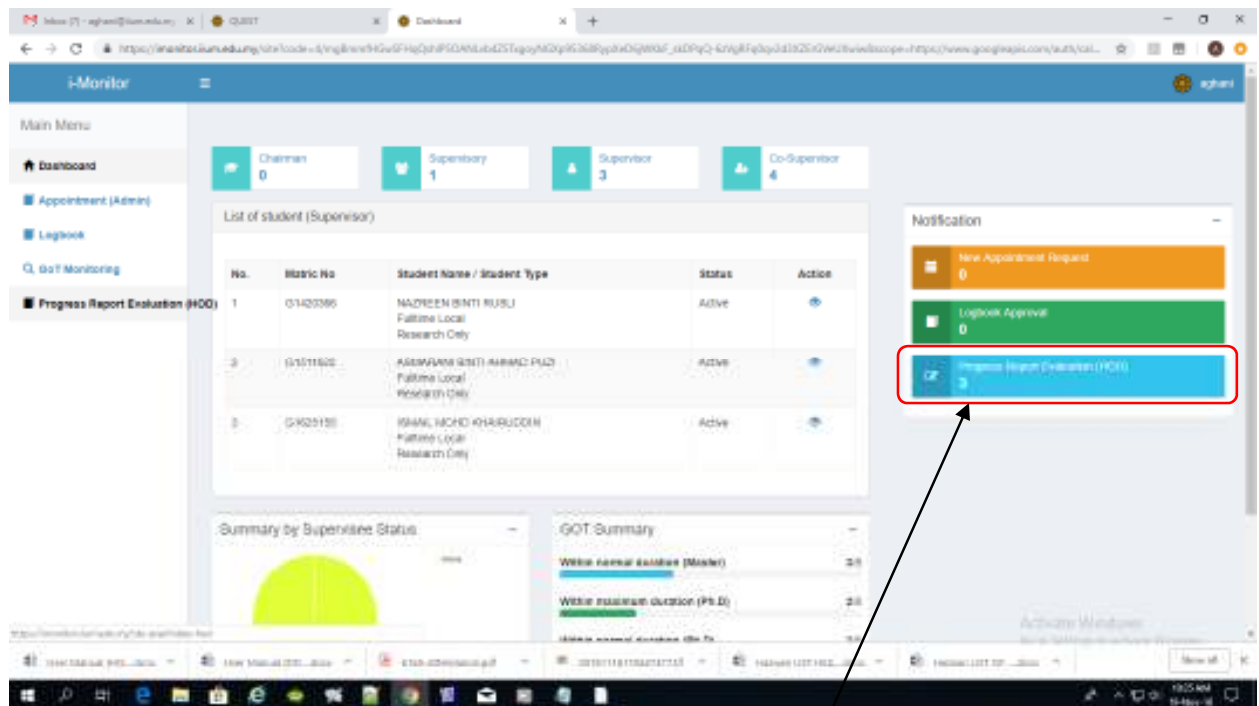
4. Enter your IUM Email ID (without @iium.edu.my) as your login ID and Password and press Login.
5. User will be directed to the Google account and please enter your official email to confirm and continue login to the system. Refer to the diagram below for more understanding.



6. User needs to click ALLOW button in order to get notification from any request initiated in the system.

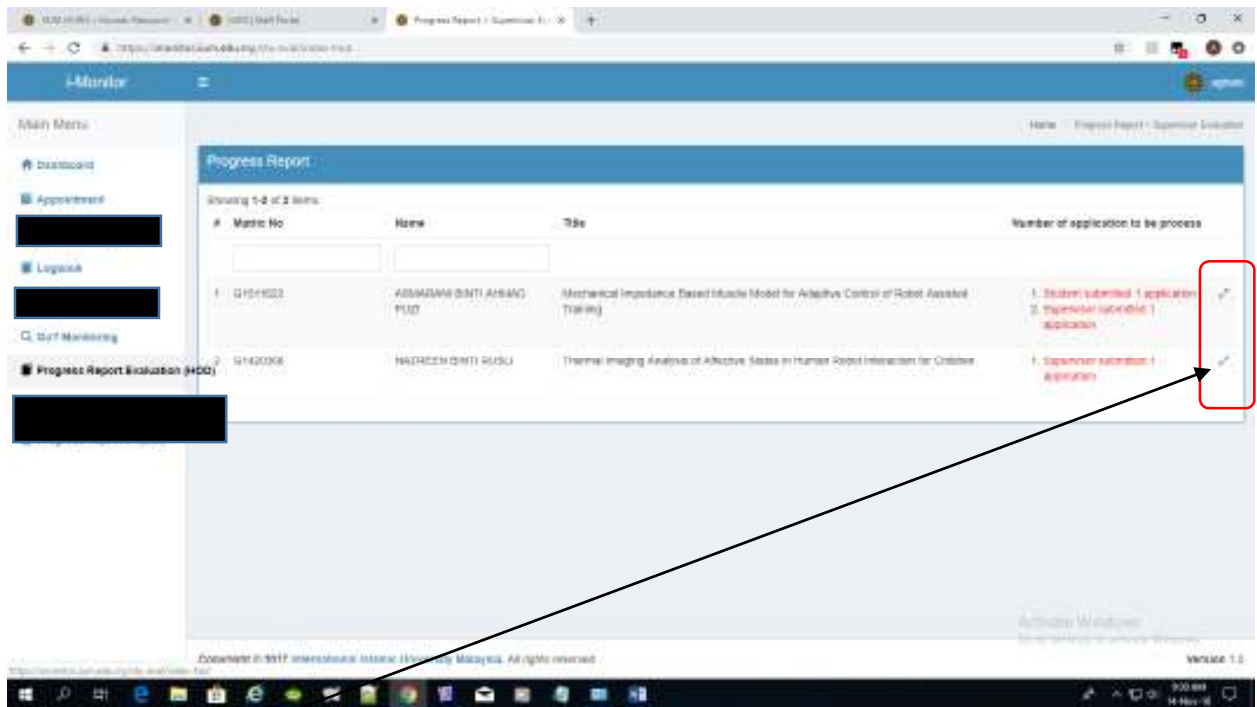




7. User will then be directed to the i-Monitor (HOD) homepage as shown in the diagram below.

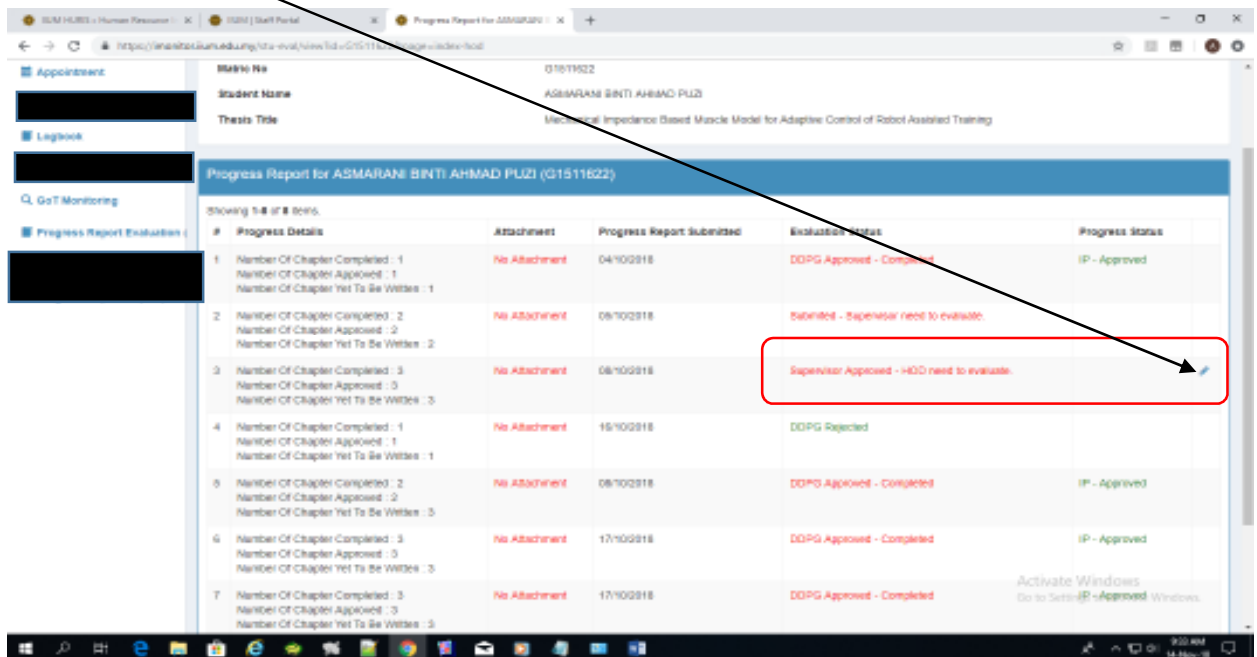


*Latest number of Progress Reports to be approved by HOD*

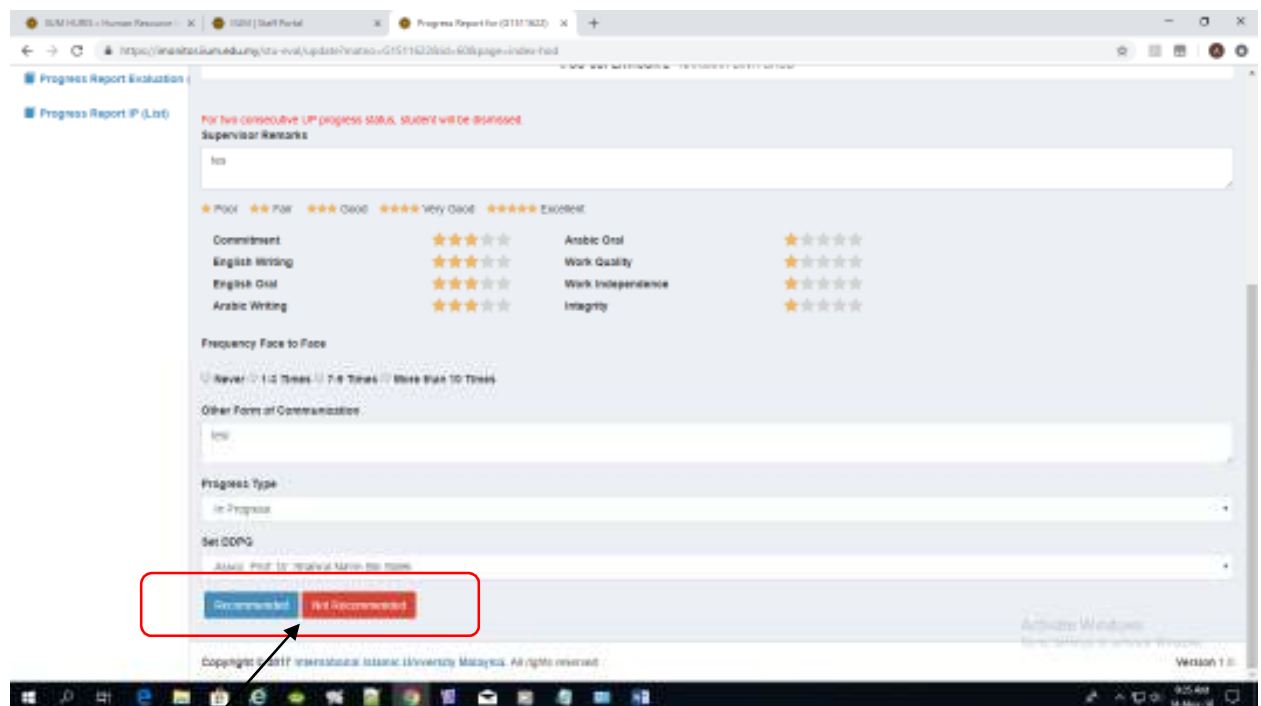
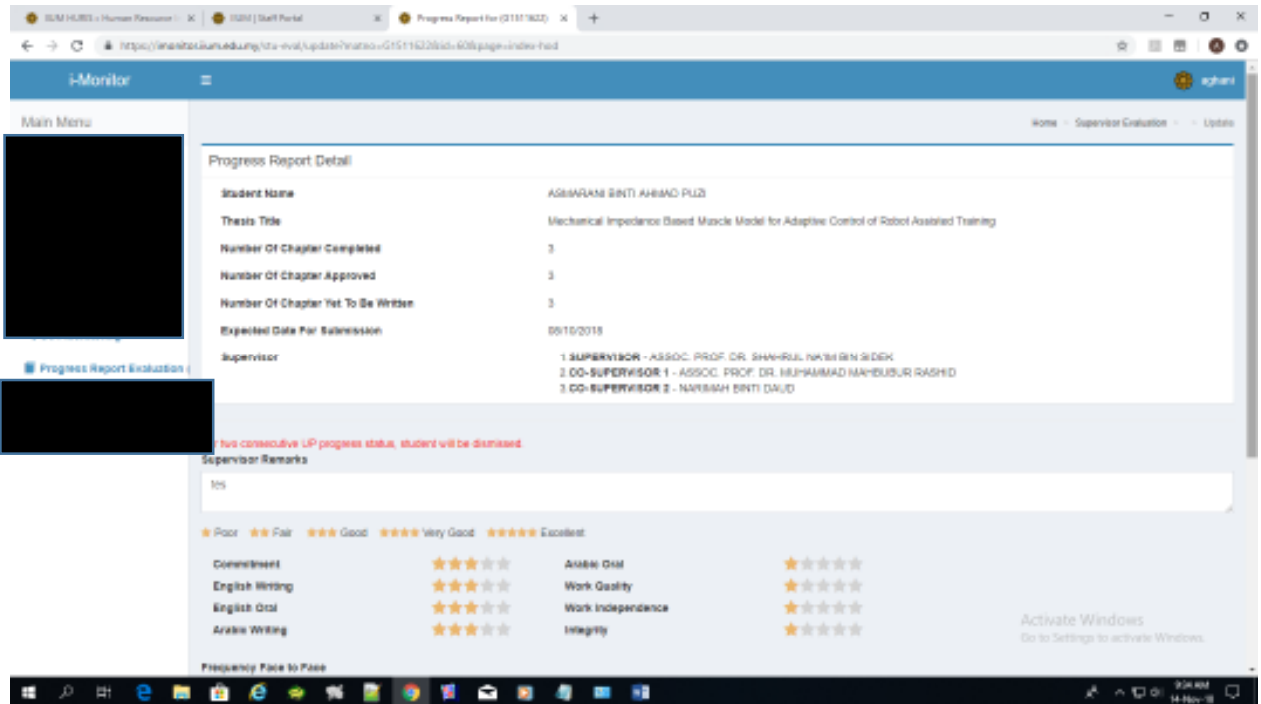
8. From the Dashboard, select Progress Report Evaluation (HOD).
9. List of progress reports from Supervisor to be approved will be displayed as below.



10. Click the  icon, to see the details.
11. Check on Evaluation Status "Supervisor Approved – HOD need to evaluate".  
Click the  icon to proceed with the evaluation process.

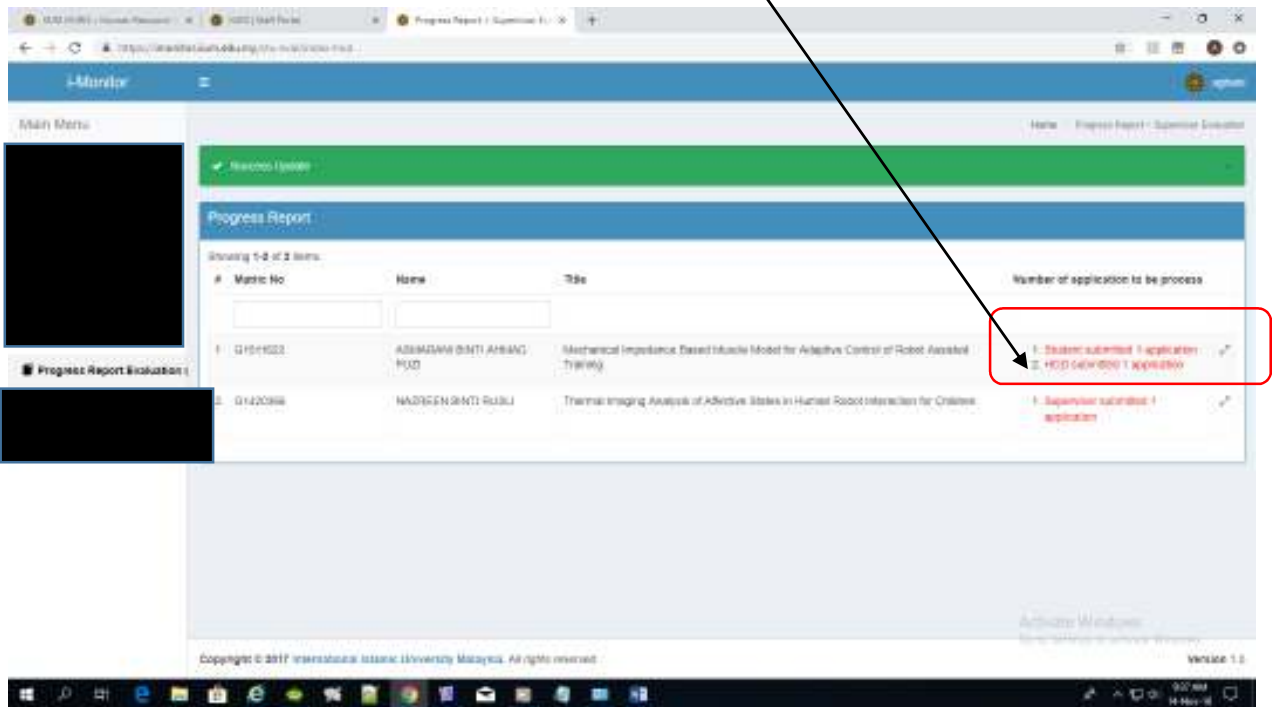


**12. Progress Report Evaluation process:**  
Based on your evaluation, click on either **Recommended** or **Not Recommended** buttons (Please ensure the DDPG is set right)



*HOD needs to click this button*

13. After a successful submission, the Progress Report list should display the following.



14. This progress report will be forwarded to DDPG for final approval.