

# **USER MANUAL** Integrated Art Management System iAM-S *Byzantine*

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#### 1.0 Access to the System

1. Access to iAM-S can be made via http://www.iAM-S.uitm.edu.my.





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3. For UiTM staff and students, you can log in by using the same ID and password used for UiTM staff or student portal login.









4. For visitors and alumni of UiTM, kindly sign up by clicking the Sign Up link and fill-up the form to create a new account.

	Sign U	Jp		
4	Khairunnisa Musa	1		
	nisa@gmail.com	2		
<b>å</b>	nisa		3	
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5. After sign-up is successful, visitors can log in to the system using the username and password which have been registered earlier.





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#### 2.0 System Menu

1. Once successfully logged to the system, below interface will be appeared on the screen. The menu available will be shown on the left bar of the interface.



- The menu available are as listed below: 2.
  - a. My Dashboard

To view all the artwork available by four (4) categories:

- Permanent Collection
- Gift Collection
- Archive Collection
- Commercial Collection
- b. Users

i.

My Profile

Display the user's information.





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Edit My Profile ii.

Screen to update the user's information.

=	iAM-S			•	-
*	My Dashboard		Deshboard / Extras / Sign Up		
4	Users	~	Edit My Personal Detail		
	Ny Profile Edit My Profile		Name	KHAIRUNNISA BINTI MUSA	
8	ARTIST		Email	khalrunnisa5237@salam.ultm.edu.my	
ан (2	EXHIBITION		Contact	990 999 9999	
0	UPOL.		Address 1		
			Address 2		
			Address 3		
			Postcode	Country	
			State:	Johor Y Gity: Y	
				t dit Profile	
					Ā

- c. Application Status
  - i. Loan

To view the approval status for the loan item.

iAM-S				• =
# My Dashboard	Home / Setting / Module List			
🛔 Users >	STATUS OF LOAN			
Application Status     Loan	10 • records per page			
Purchase	IMAGE	DETAIL		- 4
		TITLE ARTIST APPLICATION STATUS	DI AMBANG KEPUPUSAN CHE SHAHBANI BIN CHE MAT WFA WAITING FOR APPROVAL	
	Showing 1 to 1 of 1 entries			
			+- Provinse	V/ Nast.→
	2015 © Powered by JPS, Infotech.			(*)

ii. Sale

To view the approval status for the purchase item.

iAM-S				• =
# My Dashboard	Home / Application Status / PurchaseS			
▲ Users →	STATUS OF PURCHASE			
Application Status     Coan	10 records per page Snarch			
Purchase	IMAGE	DETAIL		0
		TITLE ARTIST APPLICATION STATUS	EMBROIDERY ROSE DAHLINA BT RUSLI WAITING FOR APPROVAL	
	Showing 1 to 1 of 1 entries		← Previous 1	Next→
	2015 © Powered by JPS, infotech.			•



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INFOSTRUCTURE Integrated Art Management System iAM-S Byzantine



### 3.0 Artwork

 To view the artworks which are available, kindly click on the icon according to its category. For reproduction of images, sampling for research or academic purposes, kindly send the artwork ID to the administrator at <u>art gallery@salam.uitm.edu.my</u> with supporting document (proof of study from relating institution) and application letter.



2. The list of the artwork will be displayed as below.

				* =
A My Dashboard	Home / List of Artwork			
Lusers >	LIST OF ARTWORK			
✓ Application Status >	10 • records per page		Search	
	IMAGE	•	DETAIL	0
		TITLE	IDEALOGI MASYARAKAT	
		ARTIST	HAZIQ ASYRAF BIN MADSAN	
		STATUS	ON LOAN	
		TITLE	PERCEPTION OF B.ATRESIA	
		ARTIST	MOHAMMAD HAZIQ SYAWAL BIN MOHD HANIS	
		STATUS	ON RESERVED	
		TITLE	EDACHENT	
		ADTIST	FRAGMENT	
		STATUS		
		STATUS	AVAILADLE	
		TITLE	KELAPA SAWIT	
		ARTIST	NURUL NASUHA MOHAMED ZAIN	
		CTATIIC	ONLOAN	





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3. To view more details about the artwork, user can click on the title of the artwork hyperlink.



My Dashboard		
# My Dashboard	distant of the second states of the	
	WE Home / List of Artwork / Detail	of Artwork
🛔 Users 🔅 🗧	DETAIL OF ARTWORK	
✓ Application Status →		
	TITLE	DI AMBANG KEPUPUSAN
	ARTIST	CHE SHAHBANI BIN CHE MAT
	YEAR	2015
	MEDIA	STONEWARE / CERAMIC
	SIZE	7 X 15 X (cm)
	ARTIST STATEMENT	
	STATUS	AVAILABLE
	LOCATION	ADIWARNA ARTSPACE





#### 4.0 Artwork Loan

1. To loan an artwork, user can just click the



LOAN

button.

2. The loan form will appear, fill-up the form and click APPLY LOAN button.

TITLE	DI AMBANG KEPUPUSAN
ARTIST	CHE SHAHBANI BIN CHE MAT
NAME	Name
Department	A
EXHIBITION TITLE	Exhibition Title
EXHIBITION PLACE	Exhibition Place
TEL NO	Telephone FAX NO Fax No.
EMAIL	Email
PERIOD OF LOAN	то
	Designation
DESIGNATION	



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3. The information successfully been saved when below screen and notification appear. Kindly note that the status of the artwork will be changed to ON RESERVED.

My Dashboard     ■	Home / List of Artwork / Detail of Artwork		
🛔 Users >	DETAIL OF ARTWORK		
✓ Application Status >			
	Successful! Data has been updated.		
	TITLE	DI AMBANG KEPUPUSAN	
	ARTIST	CHE SHAHBANI BIN CHE MAT	
	YEAR	2015	
	MEDIA	STONEWARE / CERAMIC	
	SIZE	7 X 15 X (cm)	
	ARTIST STATEMENT		
	STATUS	ON RESERVED	
	LOCATION	ADIWARNA ARTSPACE	

- 4. The application is subject to administrator approval.
- 5. To check the approval status click on the Application Status menu, pick Loan.

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My Dashboard	R Home / Loan / Loan Approval			
🛔 Users >	ARTWORK INFOMATION LOAN INFOMATION			
ARTIST >				
ARTWORK >				
EXHIBITION >				
D LOAN		Sec. 3		
C <sup>™</sup> SALE →				
	TITLE :	DI AMBANG KEPUPUSAN		
	ARTIST :	CHE SHAHBANI BIN CHE MAT		
	YEAR :	2015		
	MEDIA :	STONEWARE / CERAMIC		
	SIZE :	7 X 15 X		
	ARTIST STATEMENT :			
	STATUS :	ON RESERVED		
	LOCATION :	ADIWARNA ARTSPACE		
	STATUS APPROVAL :	WAITING FOR APPROVAL		
		SAVE Cancel		





#### 5.0 **Artwork Purchase**

1. To purchase an artwork, click on

iAM-S Home / List of Artwork / Detail of Artwork A My Dashboard **a** Users ✓ Application Status EMBROIDERY TITLE ARTIST ROSE DAHLINA BT RUSLI YEAR MIXED MEDIA MEDIA SIZE 36 X 48 X (cm) ARTIST STATEMENT STATUS AVAILABLE CORPORATE FLR MIDF KL LOCATION PRICE 150.00 1 2015 © Powered by JPS, Infotech

button.

2. The purchase form will appear, fill-up the form and click button.

PURCHASE FORM	
TITLE :	EMBROIDERY
ARTIST :	ROSE DAHLINA BT RUSLI
PRICE :	150.00
NAME :	
ADDRESS 1* :	Address 1
ADDRESS 2 :	Address 2
ADDRESS 3 :	Address 3
POSTCODE*:	Poscode COUNTRY* GREENLAND *
STATE*:	JOHOR • CITY*: ABU DHABI •
EMAIL ADDRESS* :	Email Address
CONTACT NO* :	Contact No
PURPOSE OF PURCH RECIPIENT N METHOD OF PAYM SHIPPING METR	ASE:   PERSONAL COLLECT  CORPORATE GIFT  AME: Recipient Name  ENT:  CASH  CHEQUE  ONLINE BANKING  HOD:  K Self Pickup
	CLOSE PURCHASE 2



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3. The information successfully been saved when below screen appear. Kindly note that the status of the artwork will be changed to ON RESERVED.

A My Dashboard	ly Dashboard 🏶 Home / List of Artwork / Detail of Artwork			
🛔 Users >	DETAIL OF ARTWORK			
✓ Application Status >				
	Successful! Data has been updated.			
	TITLE	EMBROIDERY		
	ARTIST	ROSE DAHLINA BT RUSLI		
	YEAR			
	MEDIA	MIXED MEDIA		
	SIZE	36 X 48 X (cm)		
	ARTIST STATEMENT			
	STATUS	ON RESERVED		
	LOCATION	CORPORATE FLR MIDF KL		
	PRICE	150.00		
	PURCHASE			
	2015 © Powered by JPS, Infotech.			
Waiting for iam-s.uitm.edu.my				

- 4. The application is subject to administrator approval.
- 5. To check the approval status click on the Application Status menu, pick Purchase.

INFOSTRUCTURE DEPARTMENT

ℰ My Dashboard	Home / Sale / Sale Approval	ome / Sale / Sale Approval				
🛎 Users >	ARTWORK INFOMATION	RTWORK INFOMATION SALE INFOMATION				
ARTIST >						
ARTWORK >						
EXHIBITION >						
D LOAN						
I SALE →						
	TITLE	: EMBROIDERY				
	ARTIST	: ROSE DAHLINA BT RUSLI				
	YEAR					
	MEDIA	: MIXED MEDIA				
	SIZE	: 36 X 48 X cm				
	ARTIST STATEMENT					
	STATUS	: ON RESERVED				
	LOACATION	: CORPORATE FLR MIDF KL				
	STATUS ADDOMAL					
	STATUS AFFROME					
		SAVE Cancel				

