# USER MANUAL EREPOSITORY FRSB

### INTRODUCTION

- 1. The FRSB eRepository portal is an online platform that collects and stores Final Year Project Reports of Faculty of Engineering and Architecture (FRSB) students.
- 2. Purpose:
  - a. Facilitate the sharing of information resources among the FRSB community to the public.
  - b. Increase the visibility of the content and sources of scientific information published by FRSB students.
- 3. This portal can be accessed via URL: http://erepositoryfrsb.upm.edu.my/

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# USER ACCOUNT REGISTRATION

1. Click Create Account Menu

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2. Fill up the form

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	Create Account	
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n 2022	O PASSWORD:	
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- 3. Profile details:
  - a. Name: Given Name & Family Name

Example:

BIL	NAME	GIVEN NAME	FAMILY NAME
1	Mohd Ali Bin Abu	Mohd Ali	Abu
2	Tan Bee Keat	Bee Keat	Tan
3	Muniandy A/L Ramasamy	Muniandy	Ramasamy
4	Gunawan	Gunawan	NA
5	Mohammad Reza Soltan Aghaei	Mohammad Reza	Aghaei
		Soltan	

#### UPDATED: 31 OCTOBER 2022

# b. Email Address: Please use @upm.edu.my OR @student.upm.edu.my email ONLY.

- c. Username:
- d. Password:
- 4. User will get a verification email, and please verify your account by clicking on the <u>activate</u> <u>your password</u> link

Registration EPRINTS ×			•	Ø
FRSB eRepository <muizzudin@upm.edu.my> Wed, Jan 19 to me ◄</muizzudin@upm.edu.my>	, 11:50 PM	☆	¢	:
Password Activation				
Dear User,				
Thank you for your interest in FRSB eRepository.				
You now need to activate your password . This will expire in 1 week.				
Your username is: muizzkaspol .				
After you have successfully confirmed your password, you can deposit items here.				
Once you have confirmed your identity you may also subscribe to the email alerts service, to be automatically informed of new deposits in the repository in your chosen subject areas in a daily, weekly or monthly digest.				
Have your username and password ready when visiting any of the above pages.				
This message was generated automatically by software. If you have any questions, then please feel free to email a real person at:				
muizzudin@upm.edu.my				
FRSB eRepository http://repofrsb.upm.edu.my/				

# UPDATE USER PROFILE DETAILS

1. Login user account

	Universiti Putra Malaysia Faculty of Design and Architecture	eRepository
Insert keyword here SEARCH	FRSB EREPOSITORY	w 4 8 @ M
HOME	Login	
ABOUT LATEST ADDITION	Please enter your username and password 1 you have forgotten your password, you may reset it. Username Password	
B R O W S E 🗸	LOCIN	
LOGIN CREATE ACCOUNT		
© Jan 2022		

2. Homepage View – Select Edit Profile

	Univers Faculty of D	esign and Architec	alaysia <sup>ture</sup>	Repository
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		Inbox V ADD WIDGET Out	k Upload v REMOVE WIDCET	RESET PROFILE

- 3. Update user profile:
  - a. Email Address: (Mandatory)
  - b. Password: (If Applicable)
  - c. Name: (Mandatory)
  - d. User Category: Select Student OR Lecturer
  - e. Graduation Date (For Student Only)
  - f. Matric Number: Insert Student Number OR Staff Number (Mandatory)
  - g. Telephone Number:
  - h. Department:
  - i. Organization:
  - j. Address:
  - k. Country: (If Applicable)
  - I. Homepage URL: (If Applicable)

	Edit	
	< PREVIOUS CANCEL SAVE AND RETURN NEXT >	
C Account Details		
C EMAIL ADDRESS:	rm_afiq@upm.edu.my	2
HIDE EMAIL:	Make email visible to all.     Hide email to all except repository administrators.     OUNSPECIFIED	3
PASSWORD:		2
O Personal Details	TITLE GIVEN NAME / INITIALS FAMILY NAME Mohd Afiq Rusly	
USER CATEGORY	O UNSPECIFIED  Student O Lecturer O Library Staff	3
GRADUATION DATE	: Year Month: Unspecified v Day: ? v	2
O MATRIC NUMBER	: A01234	8
TELEPHONE NUMBER		
DEPARTMENT		
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#### UPDATED: 31 OCTOBER 2022

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m. Update MePrints Profile:-

- i. Select Profile Visibility (Mandatory): Public
- ii. Job Title:
- iii. Expertise:
- iv. Biography:
- v. Qualification:
- 4. Click Save and Return after updating the information.

# DEPOSIT ITEM - STUDENT

1. Login user account

	Universiti Putra Malaysia Faculty of Design and Architecture	eRepository
Insert keyword here	FRSB EREPOSITORY	
USER MENU		
HOME	Login	
ABOUT	Please enter your username and password 1 you have forgotten your password, you may reset it. Username	
LATEST ADDITION	Password	
BROWSE ~	LOGIN	
LOGIN		
CREATE ACCOUNT		
© Jan 2022		

### 2. Click Manage Deposits Menu

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HOME		He	omepage	
ABOUT	🖬 Help			
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3. Select New Item to add new record

	Universiti Putra Malaysia Faculty of Design and Architecture	eRepository
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### UPDATED: 31 OCTOBER 2022

# 4. Fill up detail information for the item

Edit item: THE	ROOT : ADAPTABLE COMMUNITY WATERFRONT		
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O Item Type		8	1) Item Type: (Required Field) Select Final year Project Report
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O Title	THE ROOT - ADAPTABLE COMMUNITY WATERFRONT	۵	2) Title: (Required Field) Insert title of the project
Abstract / Synopsis	Re-shrik Waterfront Development as Coastal Adaptation Measures to	8	3) Abstract / Synopsis: Insert abstract or synopsis of the project
	Sea Level Rise for Resilient Future		4) Author Name: (Required Field) Insert author name; Family Name, Given Name and Email
Author Name		B	5) Faculty / Department: (Required Field) Select Faculty / Department
C Faculty/Department Faculty / Design and Architecture / Architecture Dep Faculty of Design and Architecture Industrial Design Faculty of Design and Architecture Industrial Design	Shahedun Alqua muzzodriğiyon do my U MORE (NVCT ROXS	B	<b>PUBLICATION DETAILS</b> 6) Date: (Required Field) Select date: Year, Month, Day of the project
Faculty of Design and Architecture : Landscape Archi O Publication Details	tecture Department		7) Supervisor Name: (Required Field) Insert supervisor Name
O date:	Year 2021 Month Unspecified V Day ? •	8	8) Program: (Required Field)
SUPERVISOR NAME:	1 NA C		Select Program
O PROCESM:	Bachelor of Landscape Architecture     Bachelor of Science Architecture     Bachelor of Design (Mustrial Design)     Matter of Landscape Architecture     Matter of Architecture     Matter of Architecture     Matter of Architecture     Matter of Sustainable Landscape Management	۵	Select year of study. <b>10) Semester: (Required Field)</b> Select Semester.
VEAR OF STUDY:	Vears     Vears     Vears     Vears     Vears     Vears     Vears     Vears     Vears	8	<b>11) Course Code: (Required Field)</b> Select Course Code.
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#### 5. Add a new document

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Add a new document			
To upload a document to this repository, c additional files to the document (such as in	ick the Browse button below to select the file mages for HTML files) or upload more files to	and the Upload button to upload it to the archive. You reate additional documents.	may the
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#### ADD DOCUMENT

User can upload document such as PDF, WORD, EXCEL, JPG, PNG.

1) Content: Select: Submitted Version

2) Type: (Required Field) By default: Text

**3) Description:** Insert any information related to the document.

4) Visible to: (Required Field)i) Anyone: document can be access by anyone

ii) Registered Users Only: document can be access by registered user only (YOU NEED TO SELECT THIS OPTION)

iii) Repository Staff Only: document can be access by staff only

5) License: UNSPECIFIED

6) Embargo Expiry Date: UNSPECIFIED

7) Language: (Required Field) English

8) Click Next

#### 6. Review – For Reviewer/Coordinator/Lecturer ONLY

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Reviewer Details (Insert by Lecturer / Coordinator)		
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REVIEWER NAME:	8	
REVIEWER EMAIL:	2	
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#### 7. Deposit Document



### 8. Item has been deposited

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# REVIEW ITEM - REVIEWER / COORDINATOR / LECTURER

1. Login User Account

	Universiti Putra Malaysia Faculty of Design and Architecture	eRepository
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ABOUT	Please enter your username and password. If you have forgotten your password, you may reset it. Username Password Password	
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#### 2. Click Review Menu

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HOMEPAGE	UPLOAD	Revitalization of Bukit Ekspo, 1 Universiti Putra Mataysia. 96 Selangor
MANAGE DEPOSITS	Latest Additions	2 Innovative Learning Centre 5
MANAGE RECORDS	Mathavan, Dinesh (2020) Revitalization of	Issues
SAVED SEARCHES	Bukit Ekspo. Universiti Putra Malaysia. Selangor, [Final Year Project Report]	There are no issues with any of your submitted EPrints.
REVIEW	Learning Centre. (Final Year Project Report)	IRStats Widget
ADMIN		Stats are not available on this system.
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3. Item under Review

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### 5. Check all record and fill up reviewer information

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Reviewer Details (Insert by Lecturer / Coordinator)		2) Reviewer Name: Insert reviewer name
DATE REVIEW: Year Month: Unspecified V Day ? V REVIEWER NAME: REVIEWER MAIL:	8	3) Reviewer Email: Insert reviewer email.
<pre></pre>		4) Click Next

### 6. Move to Repository

FRSB EREPOSITORY	¥ f ♣ © ₩	MOVE TO REPOSITORY
View Item: Innovative Learning Centre This item is in review. It will not appear in the repository until it has been checked by an editor. MOVE TO REPOSITORY REMOVE ITEM (WITH NOTIFICATION) RETURN ITEM (WITH NOTIFICATION)	N)	1) Move to Repository: Reviewer may click this button if want to approve the record and move the record to repository archive (public view)
Preview Details Actions History Citation Azman, Muhammad Zhafri (zozo) innovative Learning Centre [Final Year Project Report]	Issues	<b>2) Remove Item (with notification):</b> Reviewer may click this button if want to delete the record.
Abstract / Synopsis Understanding the Significance of Timber Culture in Malaysia and its Utilisation in Contemporary Architecture Download File		<b>3) Return Item (with notification):</b> Reviewer may click this button if want to return the item back to the depositor work area.
Text example.pdf - Submitted Version		

# 7. Status of Item changed to 'Live Archive'

Insert keyword here	FRSB EREPOSITORY	f 🌲 💿 M
USER MENU	View Item: Innevetive Learning Centre	
HOME	view item. Innovative Learning Centre	
ABOUT	🧭 Status of item changed to "Live Archive".	
BROWSE V	This item is in the repository with the URL http://erepositoryfrsb.upm.edu.my/id/eprint/3/	
LOGGED IN AS MUIZZUDIN	MOVE TO REVIEW RETIRE ITEM REMOVE ITEM	
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MANAGE DEPOSITS	Citation	
MANAGE RECORDS	Azman, Muhammad Zhafri (2020) Innovative Learning Centre [Final Year Project Report]	
SAVED SEARCHES	Abstract / Synopsis	
REVIEW	Understanding the Significance of Timber Culture in Malaysia and its Utilisation in Contemporary Architecture	

# 8. Depositor will get an email notification

Your item is now live Inbox *			0	Ø
FRSB eRepository to me +	11:40 AM (0 minutes ago)	☆	¢	:
Dear Muizzudin Kaspol , Your item <i>Innovative Learning Centre</i> has been checked and is now available at the following URL: <u>http://erepositoryfrsb.upm.edu.my/id/eprint/3/</u> . If you have any questions or issues with your thesis please contact <u>rm_afiq@upm.edu.my</u> .				
FRSB eRepository <u>http://erepositoryfrsb.upm.edu.my/</u> Contact us at <u>rm_afig@upm.edu.my</u>				

# SEARCH RECORD

1. Record can be search by: Title, Creators Name, Keywords and Item Type

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### 2. To view the record detail, click on the title

ABOUT LATEST ADDITION	Item Type	matches any of "Final Year Project	t Report"
HOME ABOUT LATEST ADDITION	Item Type	matches any of "Final Year Project	t Report"
ABOUT		Displaying results a to a of a	
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2022		Displaying results 1 to 1 of 1.	
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#### 3. Record details

Insert keyword here Geardin USER MENU HOME	FRSB EREPOSITORY		y f & 0 M		
	Revitalization of Bukit Ekspo, Universiti Putra Malaysia, Selangor				
	Citation				
	Mathavan. Dinesh (2020) Revitalization of Bukit Ekspo, Universiti Putra Malaysia, Selangor, [Final Year Project Report]				
	Abstract / Synopsis				
	This Final Year Project discusses the re Putra Malaysia and near to the golf con sustaining and ecologically balanced. functional spaces with proper planning. Download File	svitalization of Bukit Ekspo at UPM on intergrating the spaces and making the sp urse, this site covers a total of 32 hectares. Bukit Ekspo has the potential of redew The 5 existing ponds can be well intergrated with the surrounding spaces to con	sce active. Located right at Universiti eloping as a new site where it is self- vert the negative spaces into a more-		
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	Additional Metadata				
	ITEM TYPE:	Final Year Project Report			
	AUTHOR NAME:	CREATORS EMAIL Mathavan, Dinesh UNSPECIFIED			
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