

# **NEMAS**

## **(News Management System)**

新聞發報系統

**Version 2.1**

**2006-02-24**

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# 1.0 Introduction to News Management System

News Management System – NEMAS was developed by **Andrew Siu** and **Wilson Ho** of Computer Study Program since year 2000. Then it had a major enhancement by **Computer Service Centre** due to the re-organization of MPI website on year 2002. Three years later, MPI website committee feels the need to re-organize MPI website again, the members of committee start to plan, design, and they have developed a modern website with rich content on Feb of 2006. Of course, NEMAS is one of the components of MPI website that it has to be changed with new requirements.

## 1.1 Basic Functions

- ✓ Provide up-to-date headline news on MPI website and Information Kiosk.
- ✓ Post banner on indoor LED board display.
- ✓ A historical headline news archive since 2002-2-1.
- ✓ Online registration management of Seminar / Conference.
- ✓ News for students
- ✓ Class Timetable
- ✓ Job Vacancies of MPI
- ✓ Employment Opportunities
- ✓ Book List for Students.
- ✓ Multi-level guarding of posting process.

## 1.2 The approved news will show in

### Headline News

### News Archive

Date	Event Title	Organizer	Venue
2006-2-24	The Macao Orchestra 2005-2006 Concert Season Campus Concert - The Greeting of Love <a href="#">Detail...</a>	MPI & Macao Orchestra	MPI Auditorium
2006-2-22	Public Seminar on Wireless Communication, Security and Mobile Applications <a href="#">Detail...</a>	MPI-QMUL Information Systems Research Centre	Lecture Theatre 2, MPI New Complex Building
2006-2-20	Macao Polytechnic Institute New Website <a href="#">Detail...</a>	MPI	MPI Headquarters
2006-2-20	Warmest Congratulations to <a href="#">Detail...</a>		
2006-2-14	Delegation from University of Worcester visits ESS <a href="#">Detail...</a>	MPI	MPI Headquarters
2006-2-14	Rental for Campus Venus <a href="#">Detail...</a>		
2006-2-13	Class Timetable for 2nd Semester 2005/2006 <a href="#">Detail...</a>		
2006-2-9	Accept China Unionpay RMB Card Payment <a href="#">Detail...</a>		
2006-2-7	Treasury will extend the office hour to 7:30PM on 7-8/2/06 for the supplementary exam. fees Payment <a href="#">Detail...</a>		
2006-2-7	Warmest Congratulations on the Remarkable Achievements of MPI Students at the East Asian Games 2005 <a href="#">Detail...</a>	MPI	MPI Headquarters

### Headline News

### Indoor Led board



### News for Students

Posting Date	Subject
2006-02-15	Notice 003/SAA/2006 "Briefing Session for Further Studies Opportunities"
2006-02-22	Notice 003/DAE/2006 "Recruit student helpers for the National English Speaking Competition 2006"
2006-02-21	Temporary Closing of Self-study Lab_A213
2006-02-10	Accept China University RMB Card Payment
2006-02-08	Notice 008/DAE/2006 "Subsidies for IELTS & BULATS examination fees for 2005/2006 graduates (Second phase Application)"
2006-02-08	Notice 007/DAE/2006 "Maintain student recruitment Website design competition"
2006-02-10	Notice 002/SAA/2006 "Students and alumni using the MPI Stadium"

### Class Timetable

**2005/2006 Academic Year 2nd Semester Class Timetable**

Class Timetable for 2<sup>nd</sup> Semester of Academic Year 2005/2006

請各科學注意：  
 1. 下列上課時間可能會因運作作出修改，建議同學於再自行瀏覽本網頁內容，或留意學生事務處或教務處所發之公告。  
 2. 各同學可於MyeClass Time表內查詢個人上課時間表，網址：<http://www.mpi.edu.mo/myclass>

For your information,  
 1. The class timetables listed below are subject to change. Please take notice of the update information posted in this web-page, or the notice boards, notice Session for Student Affairs and Session for Pedagogical Affairs either on or before 5 Jan. 2006.  
 2. Student may inquire your personal course timetable from Web Class Time, and the URL is <http://www.mpi.edu.mo/myclass>

藝術高等學校 School of Arts  
[藝術設計與視覺藝術課程\(日間\) Higher Diploma in Design \(Day\)](#)  
[藝術設計與視覺藝術課程\(夜間\) Higher Diploma in Design \(Night\)](#)

### Employment Opportunities for Students

Posting Date	Subject
2006-02-23	Recruitment From A Engineering & Construction Company
2006-02-10	Centros de Esclareces Fao Tang - Recruitment for tutors
2006-01-16	Student Helper Recruitment

### Book List

**2005/2006 Academic Year 2nd Semester Book List**

藝術高等學校 School of Arts  
[藝術設計與視覺藝術課程\(日間\) Higher Diploma in Design \(Day\)](#)  
[藝術設計與視覺藝術課程\(夜間\) Higher Diploma in Design \(Night\)](#)  
 藝術設計學士學位課程 Bachelor of Arts in Design  
 藝術管理(夜間修讀) 高級證書課程 Higher Diploma in Visual Arts (Education)  
 音樂(夜間修讀) 高級證書課程 Higher Diploma in Music Education  
 音樂(夜間修讀) 學士學位課程 Bachelor of Arts in Music Education  
 管理科學高等學校 School of Business

### Job Vacancies of MPI

**Vacancies**

Posting Date Subject

No job vacancy is available at the moment!

Mailing address: Personnel Office  
 Macao Polytechnic Institute  
 Rua Luis Gonzaga Gomes, Macao  
 Phone: (853) 5961351/26 Fax: (853) 702639 E-Mail: [personnel@ipm.edu.mo](mailto:personnel@ipm.edu.mo)

### News Detail

**活動詳情**

英國University of Worcester代表團訪葡校

為加強學術交流，英國University of Worcester代表團以諾定大學衛生及社會護理學院院長Luise Jones為團長，護理及醫學系主任Louis Toner及中國辦事處主任John Nixon一行三人於2006年2月9日到訪我院高等衛生學校，衛校負責接待的包括護理、物理課程主任及教師，雙方熱切地交換彼此在衛生專業在實務及教育方面的發展，亦探討了學生及教師交流及互訪學位的可能性，代表團了解到院目前正在進行全院性學術評審，日後必有長足發展，並有較大機會與院在教學及科研方面合作。

院長李向玉教授接見代表團，學術事務部部長向代表團介紹院各課程發展概況，Luise Jones女士亦讚揚University of Worcester其他院系分層與院各課程，並推動合作及交流，亦會積極參與院籌辦之國際學術會議，代表團一行並參觀了院的教學設施。

(連結到英語內容 / Link to English Detail)

開始日期: 2006-2-14  
 結束日期: 2006-3-15  
 時間: 09:00-17:45

## 2.0 Users

A *News Initiator* is to prepare and forward news to their head of department.

A *Departmental Approver* is responsible to check the correctness of content and attribute of news before submitting for final approval.

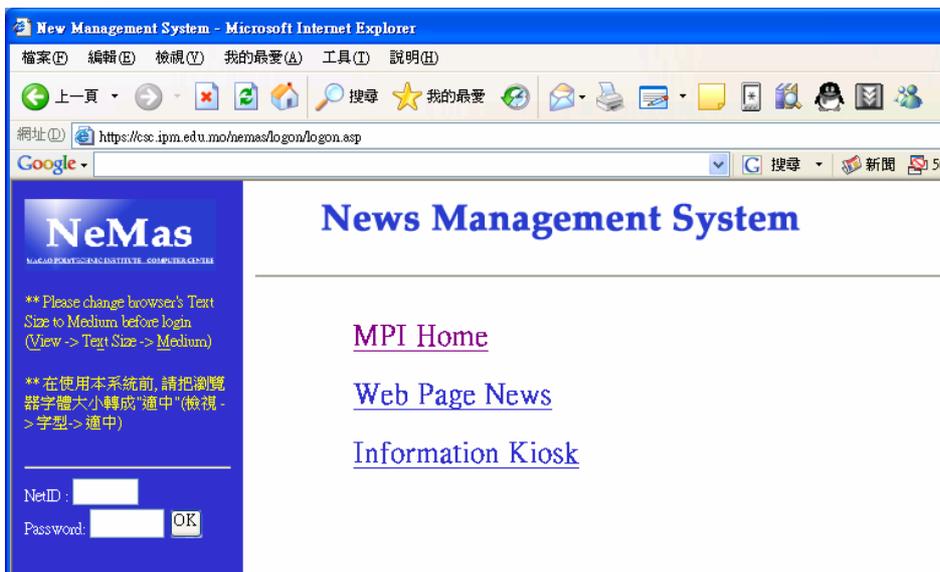
An *Academic/Administrative Approver* is responsible to check the reasonableness of content and attribute of news before posting it on web.

A *LED Board Controller* is responsible to control and display the approved banners on LED board.

## 3.0 Steps to use NEMAS

### 3.1 Login

Step1. Open Internet Explorer  and go to the address of News Management System and type in “csc.ipm.edu.mo/nemas”



Step2. Enter your Net I.D. and password to log into system.

### 3.2 Input News

Step1. Click “Input” from the main menu.

News	[Input] [Modify] [Submit for final approval]
System	[Logout][Change Password]

Step2. Input news content referring to Table 1.0

help	English	Chinese
Head Line*/Detail :	<input type="text"/> <input type="button" value="Detail"/>	<input type="text"/> <input type="button" value="Detail"/>
Contact Person:*	<input type="text"/>	<input type="text"/>
Target Audience:*	<input type="text"/>	<input type="text"/>
Venue:	<input type="text"/>	<input type="text"/>
Organizer / Ref. URL:	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>
Contact Email*/Phone	<input type="text"/> / <input type="text"/>	Event Time: +(hh:mm-hh:mm) <input type="text"/>
<input type="button" value="Upload file"/>	<b>CONTROLLING PARAMETERS</b>	
Approval Unit:*	Please Select News Type <input type="button" value="v"/>	Start Posting date:*(yy-mm-dd) <input type="text"/> <input type="button" value="calendar"/>
Showing Area:*	Kiosk <input type="checkbox"/> HeadLine <input type="checkbox"/> MPI <input type="checkbox"/>	Event Start Date:*( <input type="text"/> <input type="button" value="calendar"/> / <input type="checkbox"/> Hidden
News Type :	Others 其他 <input type="button" value="v"/>	End Date:*( <input type="text"/> <input type="button" value="calendar"/> + 0 <input type="button" value="v"/> days / <input type="checkbox"/> Hidden
LED/Primary Style/Detail:	<input type="checkbox"/> / Project <input type="button" value="v"/> <input type="button" value="Detail"/>	Registration. Serv. <input type="checkbox"/> <input type="button" value="Save"/> <input type="button" value="Save/Submit"/> <input type="button" value="Abort"/>

\* Mandatory Fields    + Mandatory field only when LED is selected

Step3. Click “Save” button to save news temporary or click “Save/Submit” button to submit news to approver.

Table 1.0

Fields Name	Description	Lang.	Mandatory	Restriction
Headline	The title or caption of news article	C/E	Yes	100 chars
Detail	Content of headline.	C/E	No	No
Contact Person	Information contact.	C/E	Yes	50 chars
Target Audience	Target Audience of the news article.	C/E	Yes	50 chars
Venue	Place of the news or event	C/E	No	50 chars
Organizer	Schools / Department / other companies which coordinate the event.	C/E	No	50 chars
Ref. URL	Uniform Resource Locator of reference website or resources which	C/E	No	200 chars

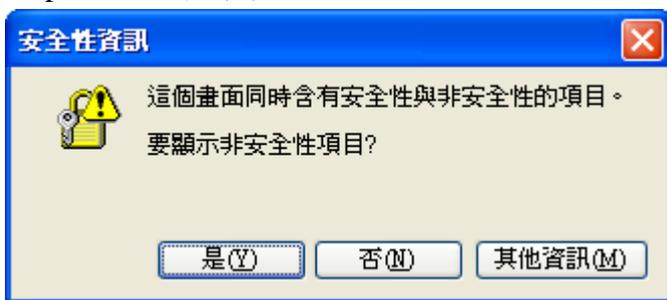
	<i>is related to the event.</i>			
Contact Email	<i>Email address of contact person</i>	NA	Yes	100 chars
<b>Fields Name</b>	<b>Description</b>	<b>Lang.</b>	<b>Mandatory</b>	<b>Restriction</b>
Phone	<i>Office Tel. of contact person</i>	NA	No	100 chars
Event Time	<i>Start/ End time of event, it is a mandatory field if the event requires to display in indoor LED board</i>	NA	Yes, when LED board is selected	50 chars
Final Approval Unit	<i>Entity which perform correctness and reasonableness checking of news' before posting.</i>	NA	Yes	NA
Showing Area, News Type and LED Display	<i>Options for user to choose showing area of news as in <b>Section 1.2.</b></i>	NA	NA	NA
LED Style	<i>Options of LED display backgrounds.</i>	NA	NA	NA
LED Detail	<i>Content of LED display.</i>	NA	NA	NA
Start Posting Date	<i>The start date of posting news on web or related media.</i>	NA	Yes	8 chars
Event Start Date / Hidden	<i>The start date of event. (<b>Hidden:</b> an option to show event start date in news detail)</i>	NA	Yes	Later than start posting date
Event End Date / Hidden	<i>The end date of event. (<b>Hidden:</b> an option to show event end date in news detail, <b>Days:</b> an option to extend the posting days after the event end date)</i>	NA	Yes	Later than Event Start Date
Registration Service	<i>Option to provide registration service for the seminar or conference.</i>	NA	No	NA
<b>Save Button</b>	<i>Save the news temporarily.</i>	NA	NA	NA
<b>Save/Submit Button</b>	<i>Save the news and submit it for approval.</i>	NA	NA	NA
<b>Abort Button</b>	<i>Abandon the changes.</i>	NA	NA	NA
<b>Upload File Button</b>	<i>Upload resource files for support the news event.</i>	NA	NA	NA
<b>Help Button</b>	<i>This help file.</i>	NA	NA	NA

### 3.3 Input Headline Detail

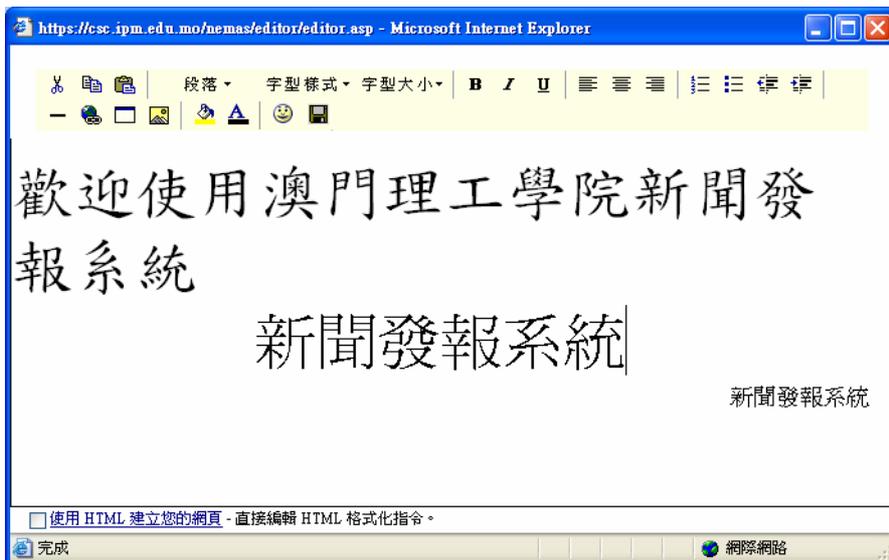
Step1. Click Detail button



Step2. Click “是(Y)” button to enter the editor.



Step3. Input content of event.



Step4. Click  button to save the content of detail.

### 3.4 Input LED Detail

#### 3.4.1 Something MUST Be Set Before Previewing LED Board.

As the resolution, font size and some settings of LED display controller computer and NEMAS clients are difference, NEMAS clients must configure their computer with the same setting as controller in order to preview the content of LED board correctly. Therefore NEMAS clients should check the following issues before input LED content.

- System font size. It should be “一般 (96 DPI)” / “Small Font”

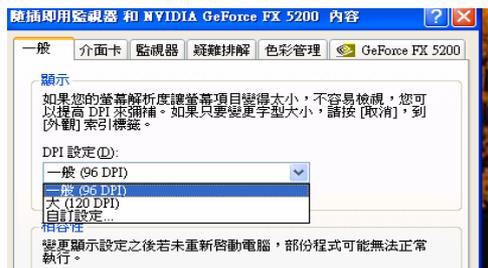
1. Right click the mouse in the desktop and select “內容” / “Properties”



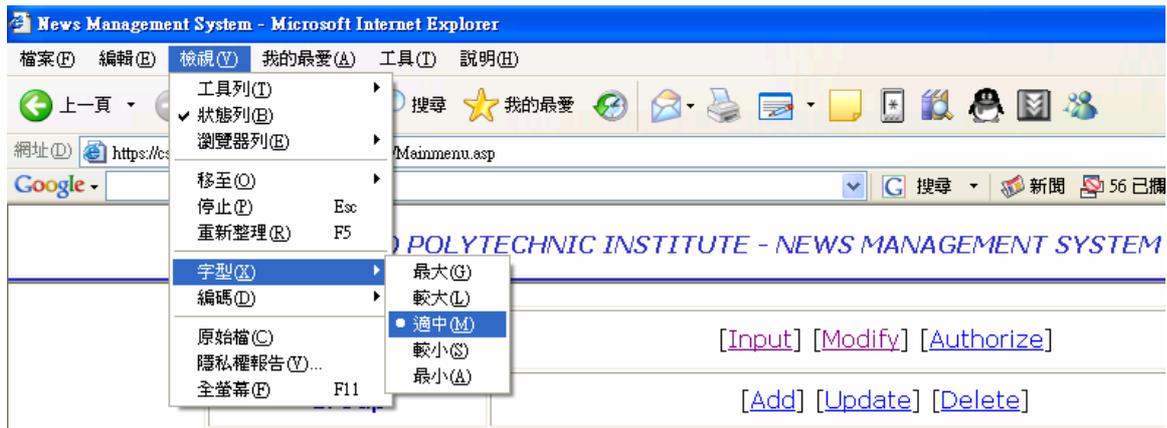
2. Select “設定值” / “Setting” → “進階” / “Advance Setting”



3. Select DPI 設定為 “一般 (96 DPI)” / “Small Font” → “確定” / “OK”



- Font style of Internet Explorer must be “適中” / “Medium”

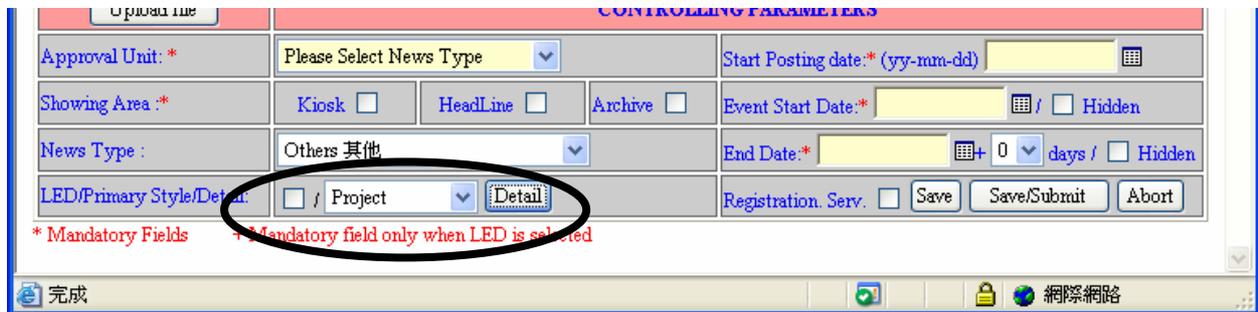


### 3.4.2 Input LED Content

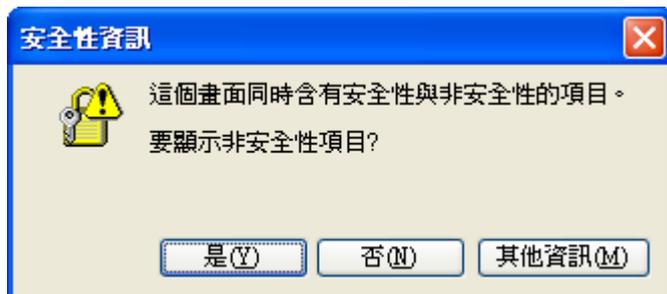
Step1. Check the LED checkbox

Step2. Select LED background.

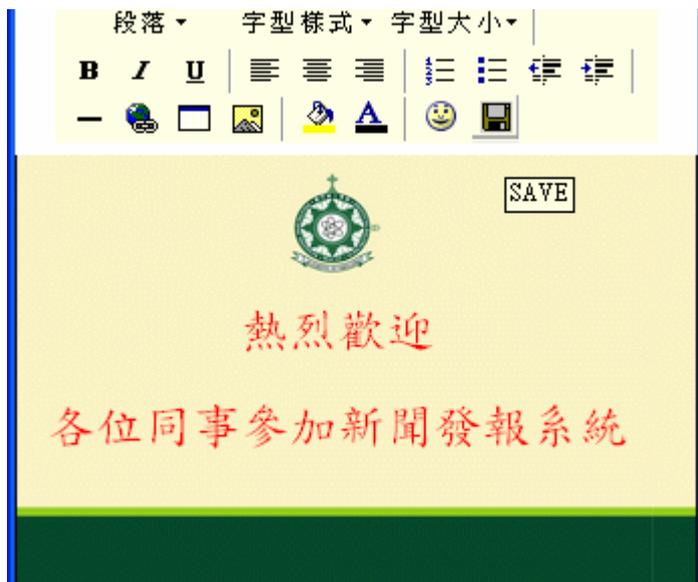
Step3. Click Detail button



Step4. Click “是(Y)” button to enter the editor.



Step5. Input content of event.



Step6. Click  button to save the content of detail.

### 3.5 Upload Resource Files as URL

Step1. Click "Upload File" button.

The screenshot shows a web form with various input fields. The 'Upload file' button is circled in red. Below the form, there is a red banner with the text 'CONTROLLING PARAMETERS'. Below the banner, there are more form fields including 'Approved User', 'Showing Area', 'News Type', and 'LED/Primary Style/Detail'. At the bottom right, there are buttons for 'Registration. Serv.', 'Save', 'Save/Submit', and 'Abort'. A legend at the bottom left indicates that red text means '\* Mandatory Fields' and red text with a plus sign means '+ Mandatory field only when LED is selected'.

Step2. Click "瀏覽..." button to locate resource file. (Acrobat / Word / Power point files)

Step3. Click Upload button to upload the files.

The screenshot shows a file upload dialog box. At the top, there is a message in Chinese and English: '請選擇上載文件後按 "上載" (Please choose the uploading document and press "Upload")'. Below this, there are three text input fields, each followed by a '瀏覽...' (Browse...) button. The first field contains the path 'C:\Documents and Settings\cma.MPI\桌面\vest1.pdf'. At the bottom, there is a large '上載 Upload' (Upload) button.

Step4. Copy the URL of upload files.

Move the mouse cursor over the link of uploaded file, right click the mouse and select the "Copy Shortcut" or "複製捷徑" to copy the URL of upload files.

### 資料已上載 Data uploaded!

The screenshot shows a confirmation page titled '資料已上載 Data uploaded!'. It says 'Thank you for your upload' and 'File Uploaded: Static Error Checker Waasp for Java programs.pdf'. The 'Link' is <http://csc.ipm.edu.mo/nemas/resource/0.0000398803589>. Below the link, it shows 'Size: 75700 bytes' and 'Type: application/pdf'. A right-click context menu is open over the link, with '複製捷徑 (C)' (Copy Shortcut) highlighted. Other menu items include '開啓 (O)', '在新視窗開啓 (N)', '另存目標 (A)...', '列印目標 (P)', '剪下 (I)', '複製 (C)', and '複製捷徑 (C)'. A '關閉' (Close) button is also visible.

Step5. Paste the link in URL fields of news input page. (Press Ctrl + V)

Target Audience:*		
Venue:		
Organizer / Ref. URL:	/	/
Contact Email*/ Phone	/ http://csc.ipm.edu.mo/memas/	Event Time: +(hh:mm~hh:mm)
Upload file		CONTROLLING PARAMETERS

### 4. Modify/Delete News

Step1. Select “Modify” in the Main Menu

Step2. Select “HeadLine” to be modified or click on the Delete button for deleting the news..

Head Line	Showing Location	Approval status Approved / Waiting for approval	Start Post Date	Event End Date	Regist. Info.	Delete
Application for Senior Administrative Officer (in the Engineering field) [Chinese Version only] (1152)	mpi,kiosk,-	>pes_admin>pes>admin>	2006/03/02	2006/03/24		Delete
StarWorld Hotel - Recruitment Fair (1153)	-,-	>dae_admin>dae>academic>	2006/03/01	2006/03/02		Delete
Treasury will extend the office hour to 7:00PM from 1-17/3/06 (1154)	mpi,kiosk,LED	>dt>act>admin>	2006/03/01	2006/03/17		Delete
Recruitment for part-time sales assistants (1156)	-,-	>saa>academic>	2006/03/01	2006/03/31		Delete
Notice 010/DAE/2006'MPI - New Web Site' (1157)	mpi,-	>dae_admin>dae>academic>	2006/03/01	2006/04/01		Delete
Notice 012/DAE/2006 'Admission for Academic Year 2006/2007 Programmes' (1159)	mpi,-	>dae_admin>dae>academic>	2006/03/02	2006/03/17		Delete
Notice 011/DAE/2006'Briefing Session on IELTS & BULATS' (1158)	mpi,-	>dae_admin>dae>academic>	2006/03/01	2006/03/04		Delete
Test LED Display (1149)	-,.LED	>power>admin>	2006/02/27	2006/02/28	Reg.Info.	Delete

Step3. Modify the content (Ref to Table 1.0).

Step4. Click “Save” button to save news temporary or click “Save/Submit” button to submit news to approver.

### 5. Forward/Submit news to Department-head/Approver.

Finally, news must forward/submit to next proofreaders in order to post it on web.

Step1. Click on the link “Submit for final approval” in the Main Menu

Step2. Select the news to be forward/submit.

News are waiting for approval				
Headline	Date of Event	Posting Period	Showing Area	Status
<a href="#">International Conference on Reform in Public Administration and Social Services in Asia</a>	2002/11/07-2002/11/09	2002/02/27-2002/11/09	mpi,kiosk	Waiting
<a href="#">School of Business - Electro-Mechanic Maintenance Engineering &amp; Management Full-time Academic Staff</a>	2002/02/15-2002/03/15	2002/02/15-2002/03/15	mpi,kiosk	Approved
<a href="#">The Opening Ceremony of Multimedia Language Laboratory of Macao Polytechnic Institute (2002/02/28)</a>	2002/02/28-2002/03/01	2002/02/26-2002/03/01	mpi,kiosk	Approved
<a href="#">論壇亭前地招生展覽</a>	2002/03/02-2002/03/03	2002/02/27-2002/03/03	mpi,kiosk	Approved
<a href="#">Best viewed with IE 5 or upper on a 800x600 screen to browse this homepage</a>	2002/03/08-2002/03/31	2002/03/07-2002/03/31	mpi	Approved

Step3. Select options

- “Approve and submit” to forward news to next approver
- “Reject Submission” to reject the news to previous user.
- “Comment Only” to add a comment to the event for the next approver.
- “Revert Approval” to revert the submitted news for further editing. (News can only be reverted when it has not been read by next approver)

Step4. Click “OK” button.

**News Approval and Posting**

Approve and Submit  
 Reject Submission  
 Comment Only  
 Revert Approval

**Comment and Supporting Document**

[Back to Waiting News List](#) | [Abort](#)

## 6. LED Controller Module

LED Controller Module is the centralized platform for LED controller to post final approved news in multiple LED boards. (The POPUP button should be activated in the LED controller computer of selected Node).

LED Controller--室内LED											
Head Line	Showing Location	Final Approved	Event Start Date	Event End Date	Event Time	Schedule Task	Schedule Start Time	Schedule End Time	Roll it now	Roll Seconds	
NEMAS 培訓將在本月廿四日舉行	--, LED	No	2006/02/27	2006/02/27	12:00-15:00	<input type="checkbox"/>	07:00	07:00	<input type="checkbox"/>		
LED 顯示屏測試	--, LED	No	2006/02/28	2006/02/28	17:00-21:00	<input type="checkbox"/>	07:00	07:00	<input type="checkbox"/>		

Nodes	Popup LED	Create Date	Last Start Date	Last Update Date	Concurrent Regist. Count	Refresh Interval (Sec)	Update Refresh Interval	Save above NEWS settings
室内LED	<b>POPUP</b>	10/17/2003	2/26/2006 11:26:22 PM	2/26/2006 11:40:45 PM	1	20	Update	Save

## 6.1 Display a News Immediately in Indoor LED

**LED Controller--室內LED**

Head Line	Showing Location	Final Approved	Event Start Date	Event End Date	Event Time	Schedule Task	Schedule Start Time	Schedule End Time	Roll it now	Roll Seconds
NEMAS 培訓將在本月廿四日舉行	--, LED	No	2006/02/27	2006/02/27	12:00-15:00	<input type="checkbox"/>	07:00	07:00	<input type="checkbox"/>	
LED 顯示屏測試	--, LED	No	2006/02/28	2006/02/28	17:00-21:00	<input type="checkbox"/>	07:00	07:00	<input type="checkbox"/>	

Nodes	Popup LED	Create Date	Last Start Date	Last Update Date	Concurrent Regist. Count	Refresh Interval (Sec)	Update Refresh Interval	Save above NEWS settings
室內LED	POPUP	10/17/2003	2/26/2006 11:26:22 PM	2/26/2006 11:40:45 PM	1	20	Update	Save

Step1. Select “室內 LED” in “Nodes”

Step2. Check the “Roll it now” checkbox.

Step3. Input “Roll Seconds”, number of seconds to refresh the screen(10 sec is recommended).

Step4. Click the “Save” button.

## 6.2 Schedule the News in Indoor LED

**LED Controller--室內LED**

Head Line	Showing Location	Final Approved	Event Start Date	Event End Date	Event Time	Schedule Task	Schedule Start Time	Schedule End Time	Roll it now	Roll Seconds
NEMAS 培訓將在本月廿四日舉行	--, LED	No	2006/02/27	2006/02/27	12:00-15:00	<input type="checkbox"/>	07:00	07:00	<input type="checkbox"/>	
LED 顯示屏測試	--, LED	No	2006/02/28	2006/02/28	17:00-21:00	<input type="checkbox"/>	07:00	07:00	<input type="checkbox"/>	

Nodes	Popup LED	Create Date	Last Start Date	Last Update Date	Concurrent Regist. Count	Refresh Interval (Sec)	Update Refresh Interval	Save above NEWS settings
室內LED	POPUP	10/17/2003	2/26/2006 11:26:22 PM	2/26/2006 11:40:45 PM	1	20	Update	Save

Step1. Select “室內 LED” in “Nodes”

Step2. Check the “Schedule Task” checkbox.

Step3. Select “Schedule Start Time” according to “Event Time”

Step4. Select “Schedule End Time” according to “Event Time”.

Step5. Click the “Save” button.

## 6.3 Check If the LED Controller Program Is Running

Controller can select the LED board location in “Nodes” and check the date/ time of the field “Last Update Date”, a running LED board should have the up-to-date time stamp.

**LED Controller--室內LED**

Head Line	Showing Location	Final Approved	Event Start Date	Event End Date	Event Time	Schedule Task	Schedule Start Time	Schedule End Time	Roll it now	Roll Seconds
NEMAS 培訓將在本月廿四日舉行	--, LED	No	2006/02/27	2006/02/27	12:00-15:00	<input type="checkbox"/>	07:00	07:00	<input type="checkbox"/>	
LED 顯示屏測試	--, LED	No	2006/02/28	2006/02/28	17:00-21:00	<input type="checkbox"/>	07:00	07:00	<input type="checkbox"/>	

Nodes	Popup LED	Create Date	Last Start Date	Last Update Date	Concurrent Regist. Count	Refresh Interval (Sec)	Update Refresh Interval	Save above NEWS settings
室內LED	POPUP	10/17/2003	2/26/2006 11:26:22 PM	2/26/2006 11:40:45 PM	1	20	Update	Save

## 7. Online Registration Service

Online Registration Service is used for seminar, conference, training, etc. to collect attendee’s information and contacts attendee as necessary. The service is activated by checking the box “Registration Service.” when news input.

The screenshot shows a form with several fields: 'Showing Area.\*' with checkboxes for 'Kiosk', 'HeadLine', and 'Archive'; 'Event Start Date.\*' with a date picker and 'Hidden' checkbox; 'News Type:' with a dropdown menu set to 'Others 其他'; 'End Date.\*' with a date picker and 'Hidden' checkbox; 'LED/Primary Style/Detail:' with a dropdown set to 'MPI Standard' and a 'Detail' button; and 'Registration Serv.' with a checked checkbox. Below the form, there are buttons for 'Save', 'Save/Submit', and 'Abort'. A red note at the bottom states: '\* Mandatory Fields + Mandatory field only when LED is selected'.

### 7.1 Register a Seminar/Conference/Training Course

When the news is approved, an “ONLINE REGISTRATION” link will appear at the bottom of the news detail.

The screenshot shows a news detail page with the following information: 'Headline: NEMAS Class', 'Details: (Link to Chinese Detail / 連結到中文內容)', 'Event Time: 12:00~15:00', 'Target Audience: Nemas User', and 'Contact: Chris Ma , Email: cma@ipm.edu.mo, Phone: 5996274'. At the bottom of the page, the text 'ONLINE REGISTRATION' is circled in red.

When readers click the link of “ONLINE REGISTRATION”, an electronic registration form will be provided to the reader. Readers must fill in all the information on the registration process.

The screenshot shows a 'Registration Form' with the following fields and values: 'Title:' with radio buttons for 'Mr', 'Mrs', 'Miss', 'Dr', and 'Prof'; 'Surname:' with the value 'Ma'; 'Given Name:' with the value 'Wai Meng'; 'Name in Chinese (Optional):' with the value '馬偉明'; 'Email:' with the value 'cma@ipm.edu.mo'; 'Organization:' with the value 'Macao Polytechnic'; 'Occupation/Post:' with the value 'IT Analyst'; 'Address:' with the value 'Rua Luis Gonzaga Gomes, Macau'; and 'Telephone No.:' with the value '5996274'. At the bottom of the form are 'Register' and 'Reset' buttons.

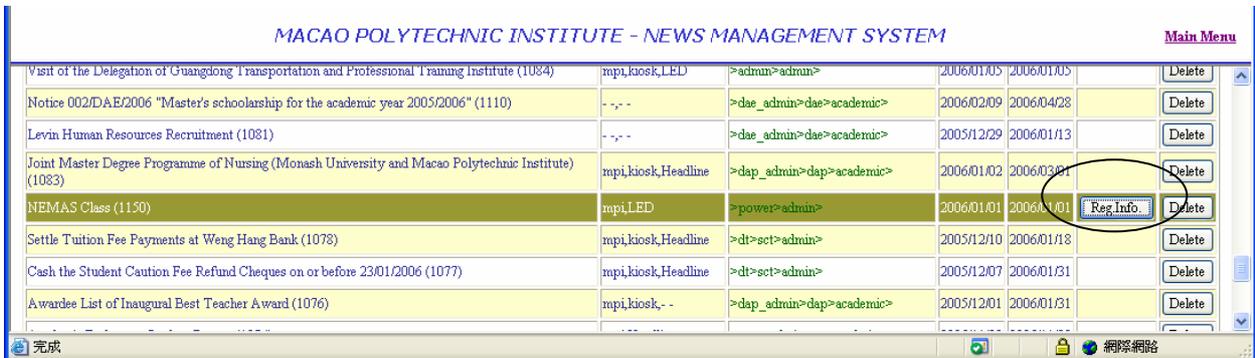
Reader will finally get a registration number after the registration process.

**Thank you for your registration!**

**Please write down your registration number for reference to the confirmation. Your registration no. is 238.**

### 8. Registration Management

On enabling the “Registration Service” in news content (Ref. to section 7), a Registration Information button “Reg. Info” will appear in the “Modify” page which can open the Registration Management Module.



### 8.1 Functions of Registration Management Module

- Attendee Information Editing.
- Searching
- Add new Attendees
- Attributes of Seminar / Conference / Training
- Mailing Template Editing
- Mail notification to attendee(s)
- Print Attendees List
- Print Attendance Sheet

## 8.2 Attendee Information Editing

When user clicks an attendee at the top, the attendee detail information will appear at the bottom. User can change attendee’s information and their status.

### 8.2.1 Read only fields

Most of the attendee information can be modified by NEMAS user except those read only fields that is generate by system or it is changed by some system actions.

- Registration Number (Reg.No.) – Registration number is a number to identify an attendee in an activity which is generated by system automatically.
- Registration Date – Date of user registration.
- Reply Date – It is the date of NEMAS user to send replying mail to the attendee.

### 8.2.2 Attendee’s Status

1. Registered – Attendee registered the activity.
2. Cancelled – Attendee cancelled the registration.
3. Fail – The activity requires evaluation on attendees and the attendee has failed on it.
4. Passed –The activity requires evaluation on attendees and the attendee has fulfilled the requirements of the activity.
5. Rejected – Attendee is rejected to attend the activity.

The screenshot shows the NEMAS system interface. At the top, there is a search bar and navigation controls. Below is a table of attendees with columns for Seq., Reg.No., Title, Name, Chinese Name, Email, Tel, Reg. Date, Reply Date, and Status. Two rows are highlighted with red circles: row 11 (Tai Man Chan) and row 12 (Hin Keong Zhu). Below the table are navigation tabs: Edit Seminar Detail, Attendees List, Attendance Sheet, News Attendee, and Mail to all Attendees. The 'Attendees List' tab is active, showing the details for attendee 247-32. The status dropdown menu is set to '不接受 Rejected'.

序號 Seq.	登記號 Reg.No.	Title 等稱	姓名* Name	中文名* Chinese Name	電郵地址* Email	電話* Tel	登記日期 Reg. Date	回覆日期 Reply Date	狀態 Status
11	246-31	Mr	Tai Man Chan	陳太文	taiमाणchan@abc.com	123456	2006/02/28	2006/03/01	成功
12	247-32	Mr	Hin Keong Zhu	朱顯強	zhusi@icca.gov.mo	12345	2006/02/28	2006/03/01	×

登記號 Reg.No.: 247-32      狀態 Status: 不接受 Rejected  
 登記日期 Reg. Date: 2006/02/28      回覆日期 Reply Date: 2006/03/01  
 等稱 Title:  Mr  Mrs  Miss  Dr  Prof      證書編號 Cert no.: 23  
 姓 Surname: Zhu      電郵地址 Email: zhusi@icca.gov.mo  
 名 First Name: Hin Keong      電話 Tel: 12345  
 中文名 Chinese Name: 朱顯強      機構 Organization: ICCA  
 地址 Address: NA      職稱 Post: NA  
 Save Send Mail

### 8.3 Searching

A searching function is implemented for user to find attendees by its “Registration No.”, “Name”, “Chinese Name”, “Email” and “Tel”. User can enter any piece of searching information in the search box and click on the  icon, system will return a restricted rows set to user that is related to the searching information. Finally, user can click the refresh icon  to clear the restricted rows set.



### 8.4 Attributes of Seminar / Conference / Training

Although most information of an activity has been entered in the news detail, some attributes can only be applied to seminar, conference or training. Therefore, we separate the process of defining an activity here. NEMAS’s user can click on the “Edit Seminar Detail” and opens the editing page of activity attributes.

- Activity Content – The detail content or agenda of the activity.
- Duration – A value to evaluate the activity.
- Status – current status of the activity. (Attendee can only register on the activity that the current status is “On Progress”.)



### 8.5 Mailing Template Editing

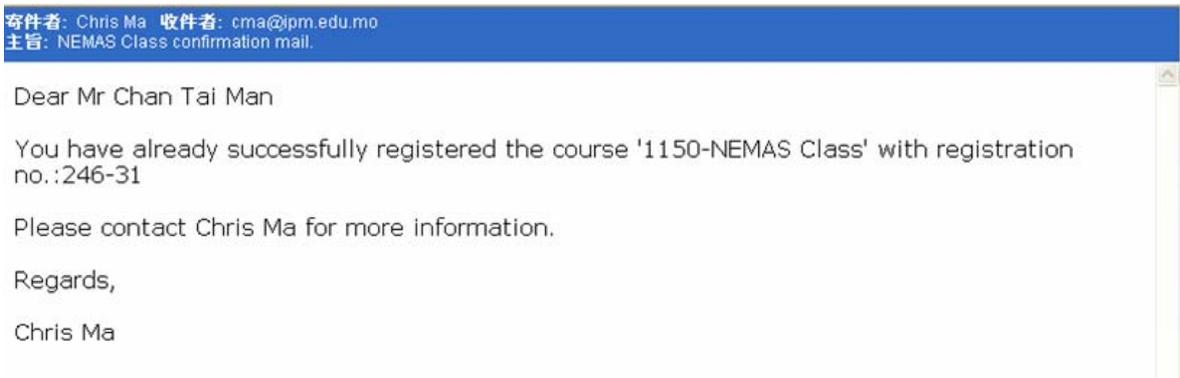


This is the function for NEMAS’s user to tailor their mailing letter to attendees, user can click the button “Mail Template” and opens the template editor as following.



User can combine their context with #RESERVED WORDS# to tailor their email to attendees.

The result of above mailing template will be

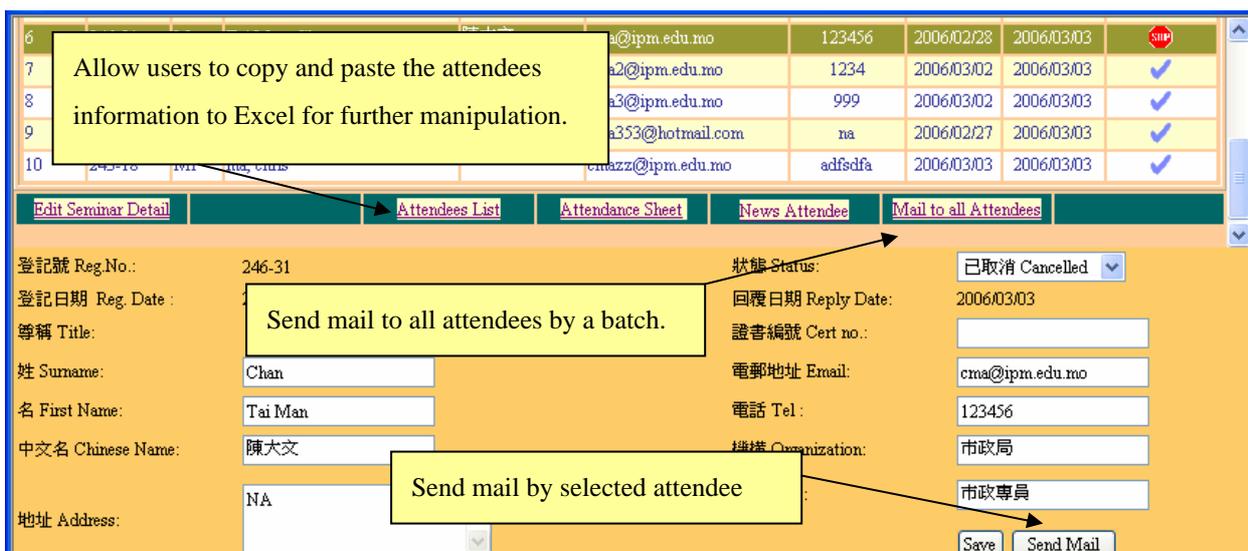


### 8.5.1 Reserved Words of Mailing Template

Reserved Words	Description
#REG_NO#	Attendee's Registration Number
#CERT_NO#	Certificate Number
#TITLE#	Attendee's title
#SURNAME#	Attendee's surname
#FIRST_NAME#	Attendee's first name
#CNAME#	Attendee's Chinese name
#NEWS_ID#	Identity number of the activity.
#DESCRIPTION#	News title.
#CONTACT_PERSON#	Contact person of the activity.
#CONTACT_EMAIL#	Contact email of the activity.
#ORGANIZER#	Organizer of the activity.
#START_DATE#	Event start date of the activity.
#END_DATE#	Event end date of the activity.
#DURATION#	Total number of hours of the activity.
#EVENT_TIME#	Start and end time of the activity.
#ACTIVITY_CONTENT#	Agenda or content of the activity.

### 8.6 Mail notification to attendee(s)

System allows user to send mail to attendee by individual or to all attendees by a batch.



### 9. Authorization Tree

Authorization Tree is the abstract structure of interrelation between user groups. Tree structure changes dynamically by changing the groups' dependency. Therefore, every user will have an Authorization Path according to their belonging group in tree.

