

ACAS MANUAL

ACADEMIC SERVICE SYSTEM [ACAS]

➤ How to Log-in?



1. The System works best on Google Chrome browser and available only on intranet.

2. log in the system via:

<https://capp.muic.mahidol.ac.th/academic-service/>

❖ Use your MUIC account
username (name.xxx) &
password to log in.





After logging-in the system

CASE I: If the system doesn't have your account information, you have to fill in the basic information, e.g. name, education background, to continue to dashboard.

LECTURE DETAILS

Academic Position

Your name

Email

Division

Field of expertise

- Accounting
- Advertising
- Branding
- Business analysis
- Business communication and presentation
- Business ethics
- Cross-cultural management
- Digital economy
- Diversity management
- E-commerce

Showing all 58

EDUCATION DETAILS

Bachelor Degree

Master's Degree

PhD Degree

Career details



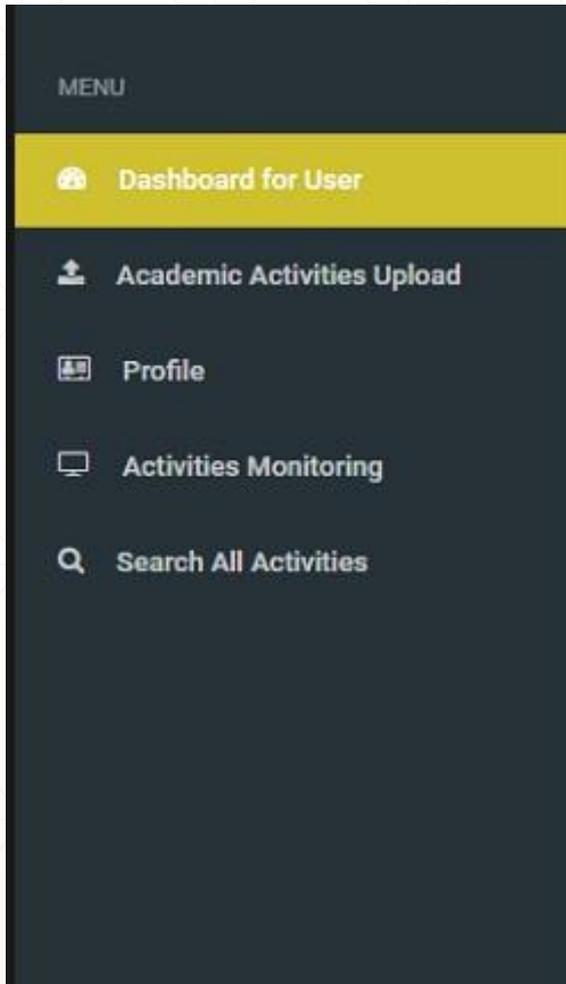
After logging-in the system

CASE II: The system already has your account information; you will enter the dashboard page.

The screenshot shows the 'ACADEMIC SERVICE' dashboard. The user is logged in as 'Lecturer Mr. user_test_user_test'. The dashboard includes a sidebar menu with options like 'Dashboard for User', 'Academic Activities Upload', 'Profile', 'Activities Monitoring', and 'Search All Activities'. The main content area is divided into two sections: 'Summary' and 'Activity Chart'. The 'Summary' section displays three key metrics: 'All Activities' (0 Activities), 'Total Hours' (0 Hours), and 'Total Points/ 1000 Points (Max.)' (0 Point). Below these metrics is a table with columns for 'Hours', 'Activities', and 'Activity Type'. The 'Activity Chart' section is currently empty, showing only a legend for activity types. The legend includes various roles such as 'Board of Director Member', 'Academic Position Candidate Reviewer', 'External Conference Organizer', 'Division/Research Seminar Organizer', 'Research Proposal Reviewer', 'Non-MUIC Doctoral Dissertation Committee', 'Non-MUIC Master Thesis/Thematic Paper Committee', 'Non-MUIC Undergrad. Senior Project Committee', 'Non-MUIC Doctoral Dissertation Advisor', 'Non-MUIC Master Thesis/Thematic Paper Advisor', 'Non-MUIC Undergrad. Senior Project Advisor', 'Journal Chief Editor (International)', 'Journal Chief Editor (National)', 'Journal Editorial Board (International)', 'Journal Editorial Board (National)', 'Journal Reviewer (International)', 'Journal Reviewer (National)', 'Others', 'Invited lecturer/speaker', 'Consulting', and 'Academic/Scholarly committee member'. The footer of the page contains the copyright information: '© 2017. MUIC | Academic service by IT/MUIC#ROOM1511'.



Menu Bar



❖ After you logged in, you will find the menu bar on the left side of the screen:

- Dashboard for User
- Academic Activities Upload
- Profile
- Activities Monitoring
- Search All Activities



Dashboard

ACADEMIC SERVICE Logout

Home / Dashboard

Summary Please select year

All Activities: 0 Activities | Total Hours: 0 Hours | Total Points/ 1000 Points (Max.): 0 Point

Hours | Activities | Activity Type

Activity Chart Please select year

Activity Type Summary

- Board of Director Member
- Academic Position Candidate Reviewer
- External Conference Organizer
- Division/Research Seminar Organizer
- Research Proposal Reviewer
- Non-MUIC Doctoral Dissertation Committee
- Non-MUIC Master Thesis/Thematic Paper Committee
- Non-MUIC Undergrad. Senior Project Committee
- Non -MUIC Doctoral Dissertation Advisor
- Non-MUIC Master Thesis/Thematic Paper Advisor
- Non-MUIC Undergrad. Senior Project Advisor
- Journal Chief Editor (International)
- Journal Chief Editor (National)
- Journal Editorial Board (International)
- Journal Editorial Board (National)
- Journal Reviewer (International)
- Journal Reviewer (National)
- Others
- Invited lecturer /speaker
- Consulting
- Academic/Scholarly committee member

❖ Dashboard page shows you your academic services activities summary. You can see all activities recorded and check your overall score on this page.

❖ Your activity records' summary will be shown in pie chart form.



Academic Activities Upload

You can record your academic activities in this menu.

The screenshot shows a web interface for recording academic activities. The header includes 'ACADEMIC SERVICE' and a 'Logout' button. The left sidebar shows the user is a 'Lecturer' and lists menu items: 'Dashboard for User', 'Academic Activities Upload' (highlighted), 'Profile', 'Activities Monitoring', and 'Search All Activities'. The main content area is titled 'Academic Service Activities Record' and contains the following form fields:

- Record Date** [Year:Month:Day]: 2017-05-22 09:21:14pm
- Activity Title**: A large text input field.
- Activity's Date** [Year:Month:Day]: START: 2017-05-22, END: 2017-05-22
- Organizer**: A text input field.
- Sector**: A dropdown menu with 'Please Select'.
- Activity Type**: A dropdown menu with 'Please Select'.
- Activity File** [,.pdf, .png, .jpg, .gif]: A file upload button labeled 'Choose File' with a red bar indicating 'No file chosen'.
- Status activity**: A dropdown menu with 'Please Select'.

A green 'SUBMIT' button is located at the bottom right of the form.

Step1: Fill in all required details of activity.

Step2: Upload the file that is evidence of activity in .jpg, .gif, .png or.pdf format.

Step3: Choose the record option:

- **SAVE** : the information is recorded [still isn't sent to admin]
- **SEND** : the information is recorded and sent to admin [wait for approval]



Profile

Profile page shows your personal information. You can add or edit your information.



You can edit your personal information by click on EDIT icon of each subject.

Educational background	Year	Educational institution	Educational qualification
Bachelor's last update : 2017-03-09 10:06:20	1998	Bachelor of Science 1	Mahidol University

Organization	Position	Work Period
test last update : 2017-03-09 10:06:27	test555	2017-02-16

Academic Position: Lecturer

Your name: Mr. user_test user_test

Email: user_test

Division: Science

Field of expertise: Filter Filter

Showing all 58 Empty list

Field of expertise Other: + ADD INPUT

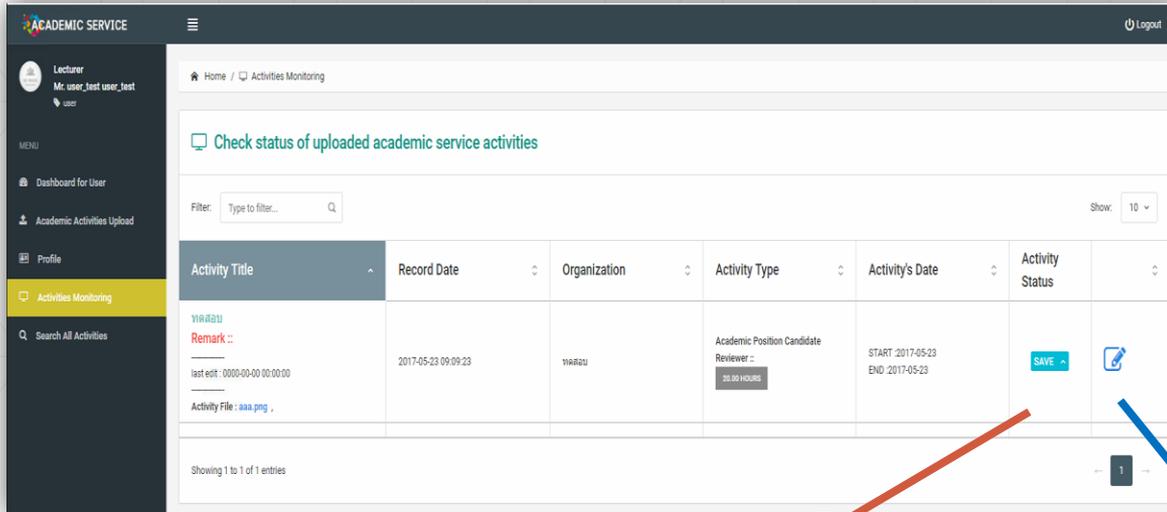
null

CLOSE SUBMIT

By clicking EDIT icon, there's a pop-up window appeared. You can edit/ add information whenever you want.



Activities Monitoring



❖ This menu let you monitor your recorded activities. You can see the status of all your record.

Moreover, you can manage to edit your record before send it to admin in this menu.

❖ Activity's Status

SAVE – The activity information is recorded in the system but isn't sent to admin for approval yet. You can edit the information in this status.

SENT – The activity information is sent to admin and wait for checked. You cannot edit the information in this status.

CANCELED – You can canceled your record information before sending it to admin.

Accepted – The activity information is checked and accepted by admin. The score is counted.

Insufficient Information – Your activity information isn't complete. Admin sent it back to you to edit or add more information. The required information will be shown in remark.



You can edit your activities information by click on EDIT icon on the right of the table. Then, the pop-up window will show and let you add or edit all information required.



Search All Activities

You can search all recorded activities in this system via this menu.

The screenshot shows the 'ACADEMIC SERVICE' dashboard. The left sidebar contains a menu with 'Search All Activities' highlighted. The main content area shows the 'All Activities' search interface with two tabs: 'Search By Division' and 'Search By Activities Type'. Below the tabs is a dropdown menu with 'Please Select'. A filter box contains the text 'Type to filter...'. The table below lists activities with columns for Title, Owner, and Record Date.

Title	Owner	Record Date
Committee meeting for MU-ELT คณะกรรมการคัดเลือกบุคลากร Academic/Scholarly committee member	Lecturer Phillip Stiens	2017-05-15 03:00:49
Correlated Clinical Sciences and Basic Medical Sciences Course โครงการบูรณาการศาสตร์ Invited lecturer /speaker	Lecturer William Lee bloch	2017-05-08 04:08:36
Correlated Clinical Sciences and Basic Medical Sciences Course "English for Medicine" โครงการบูรณาการศาสตร์ Invited lecturer /speaker	Lecturer William Lee bloch	2017-05-08 04:18:17
Correlated Clinical Sciences and Basic Medical Sciences Course "English for Medicine" โครงการบูรณาการศาสตร์ Invited lecturer /speaker	Lecturer William Lee bloch	2017-05-08 04:14:30
Course MBNS 652: Neuropathology Topic Clinical neurotoxicology Faculty of Graduate Studies, Mahidol University Invited lecturer /speaker	Lecturer Chulathida Chomchai.MD	2017-05-05 02:43:13
Presenting medical school options MUIDS Invited lecturer /speaker	Lecturer Chulathida Chomchai.MD	2017-05-09 03:28:05
Train the Trainer: Future Food to Boost Business หัวข้อ "การบูรณาการของเทคโนโลยีและโลกของอาหารเพื่อสุขภาพ" สถาบันอาหาร Invited lecturer /speaker	Lecturer Valeeratana Sinsawasdi	2017-05-11 10:48:28

Q All Activities

☰ Search By Division @ Search By Activities Type

Please Select

Narrow down your search result by select to search by division or activities type.

Filter: Type to filter... 🔍

You can type to search. fill in the name of user or the name of activities that you want to find in filter search box.

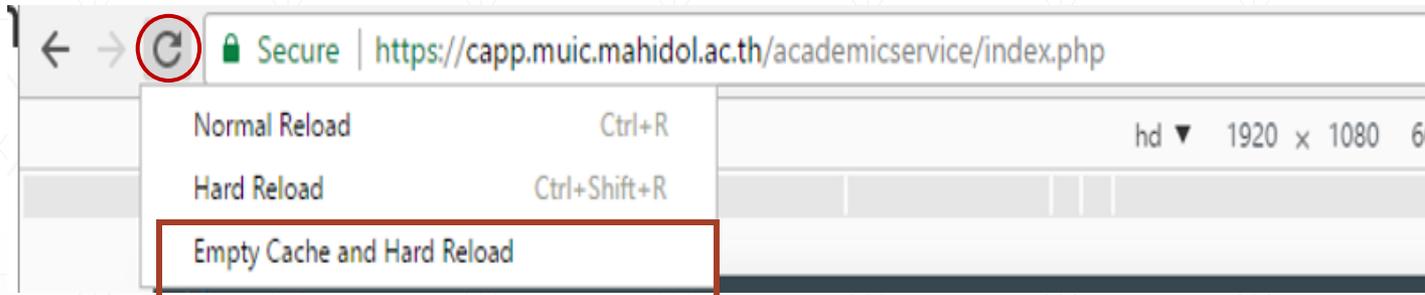


Troubleshooting

- ❖ If you encounter any page errors, please try a basic troubleshooting as follows:

Step1 Press F12 on keyboard.

Step2 Right click on Refresh icon.
Then, choose "Empty cache and Hard Reload".



Step3 Press F12 again.

- ❖ If the problem can't be fixed by this, feel free to contact Academic Service Section at extension no. 1211 and 1241.