## Academic Records & Event Management System (AREMS)

Manual for module Records Transfer of Reg. to Exam

1. Go to <a href="https://myapps.iium.edu.my/">https://myapps.iium.edu.my/</a>, click on Academic Records & Event Management System(AREMS)



2. Then click on Records Transfer of Reg. to Exam.



- 3. 3 processes that need to be generated via Records Transfer of Reg. to Exam are :
  - i. Transfer of students Online Course Registration to Examination Module
  - ii. To allow generation of examination result by kuliyyah/centre
  - iii. Before OR After Online Pre-Registration/Add-Drop
- 4. To view the list of process, click on radio button **By Event Group**, then the drop down list.

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- 5. The details of all the 3 processes are :
  - i. Transfer of students Online Course Registration to Examination Module
    - a. Transfer subject REG into EXAM Insert records
    - b. Transfer subject REG into EXAM Update view V\_STUD\_TEMP
    - c. Transfer subject REG into EXAM Update view V\_SP\_SUBJECT
  - ii. To allow generation of examination result by kuliyyah/centre
    - a. Transfer records to CON RESULT To gen CFL/BRIDG result
    - b. Transfer records to C RESULT To gen KULY result
  - iii. Before OR After Online Pre-Registration/Add-Drop
    - a. Update tally subject records CAP\_FIL vs total student

6. To view the list of process, click on radio button **By ALL Event Group**, then click on the button below **Event Desc** and **Session,Semester** fields title.

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- 7. Example on how to generate each of the process. Please follow the next step onwards.
- 8. Click on radio button **By Event Group**, then the drop down list.

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9. Choose Transfer of students Online Course Registration to Examination Module

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10. Go to the yellow row below, then click on the button below **Event Desc** and **Session,Semester** fields title.



11. Choose **1.1 Transfer subject REG into EXAM – Insert records** and click **OK** button.

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12. Before click on **Generate Process** button, please click on **Click to generate**, if not an error will occur.

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13. To generate the next process, click on the white row below of the yellow row. Then follow the same steps as above.

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14. When the process has been successfully generated, field **Status** will be automatically tick.



15. To view processes that has been generated, choose either **By ALL Event Group** or **By Event Group** then click **View Data** button.

