USER GUIDE
Versi 1.0

PUTRA® VIRTUAL IDENTIFICATION (PutraVID)

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By:

Pusat Pembangunan Maklumat dan Komunikasi (iDEC)
Universiti Putra Malaysia

Kandungan

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INTRODUCTION

Putra VID is an IDEC innovation to introduce student card staff card in the form of 'virtual' using 'QR Code' technology. There are several modules involved:

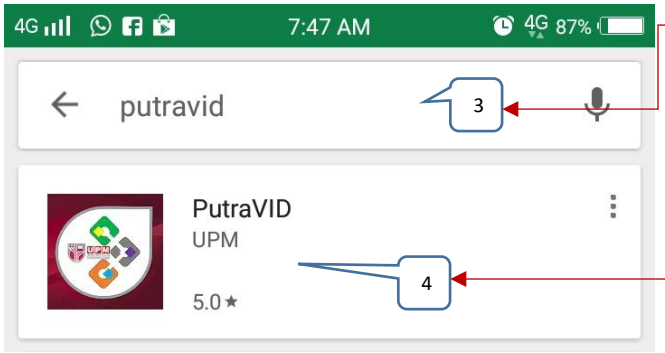
PutraVID's Application (Mobile Version)	
1.	Login of PutraVID (UPMID).
2.	Staff Card / Student Matric Card Display.
3.	QR Code / Bar Code Display.
4.	Scanner Use.
5.	Staff / Student Information Display.
6.	Fingerprint Registration.
7.	Print Staff Card / Student Matric Card.
8.	Change QR Code.
9.	Use of Auto Logout
PutraVID's Application (Web Version)	
1.	Login of PutraVID (UPMID).
2.	Staff Card / Student Matric Card Display.
3.	QR Code / Bar Code Display.
4.	Staff / Student Information Display.
5.	Print Staff Card / Student Matric Card.
6.	Change QR Code.

A. PUTRAVID APPLICATION (MOBILE VERSION)

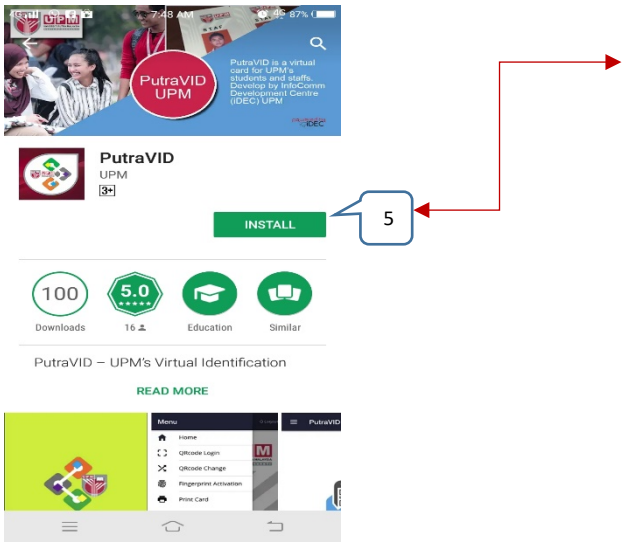
1.0 DOWNLOAD PUTRAVID (MOBILE VERSION)

1. Click on Google Play if you're using an Android smartphone version 5.0 or higher.
2. **For this moment IOS smartphone is not available.**

GOOGLE PLAY INSTALLATION



3. Enter the word 'putravid'.
4. Click the icon for installation purposes.

	5. Click **INSTALL**.
	6. Click the PutraVID icon located on the smartphone display.

2.0 LOG IN ON PUTRAVID (VERSI MOBILE)

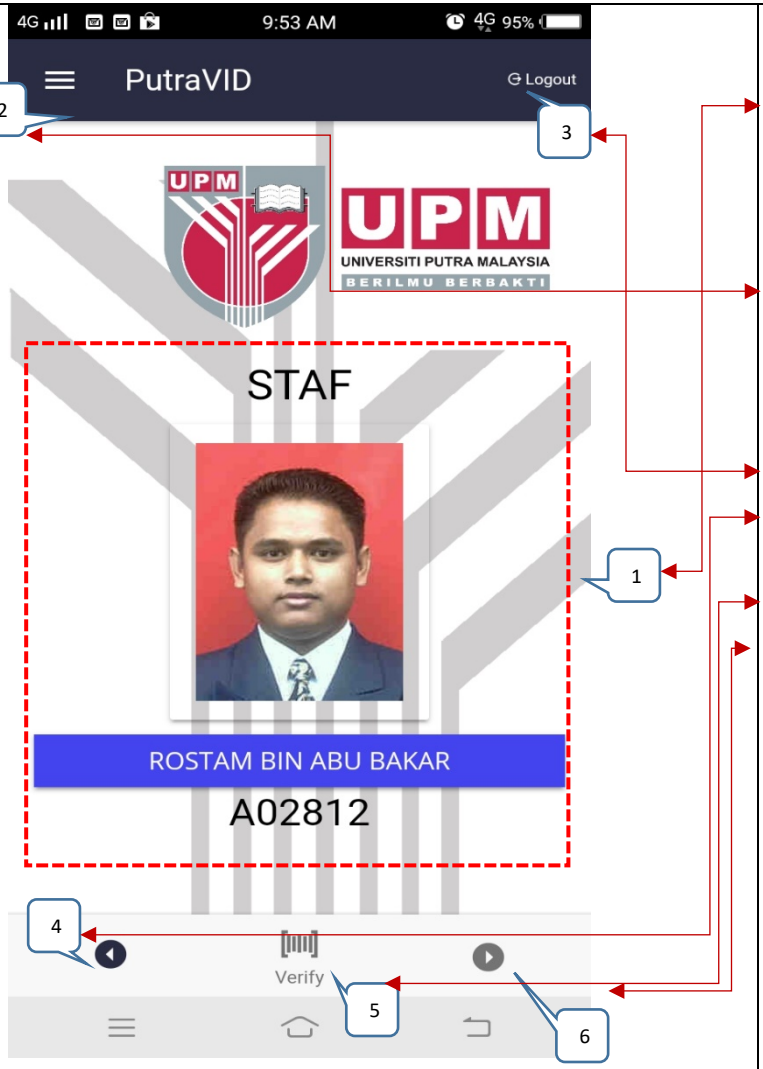
1. Click Login UPM icon to access PutraVID.
2. Click Touch ID icon if you want to access PutraVID through Fingerprint Recognation.

*** Note :**

i. The Touch ID icon will only be displayed if the smartphone has fingerprint technology. Otherwise the icon is not displayed.

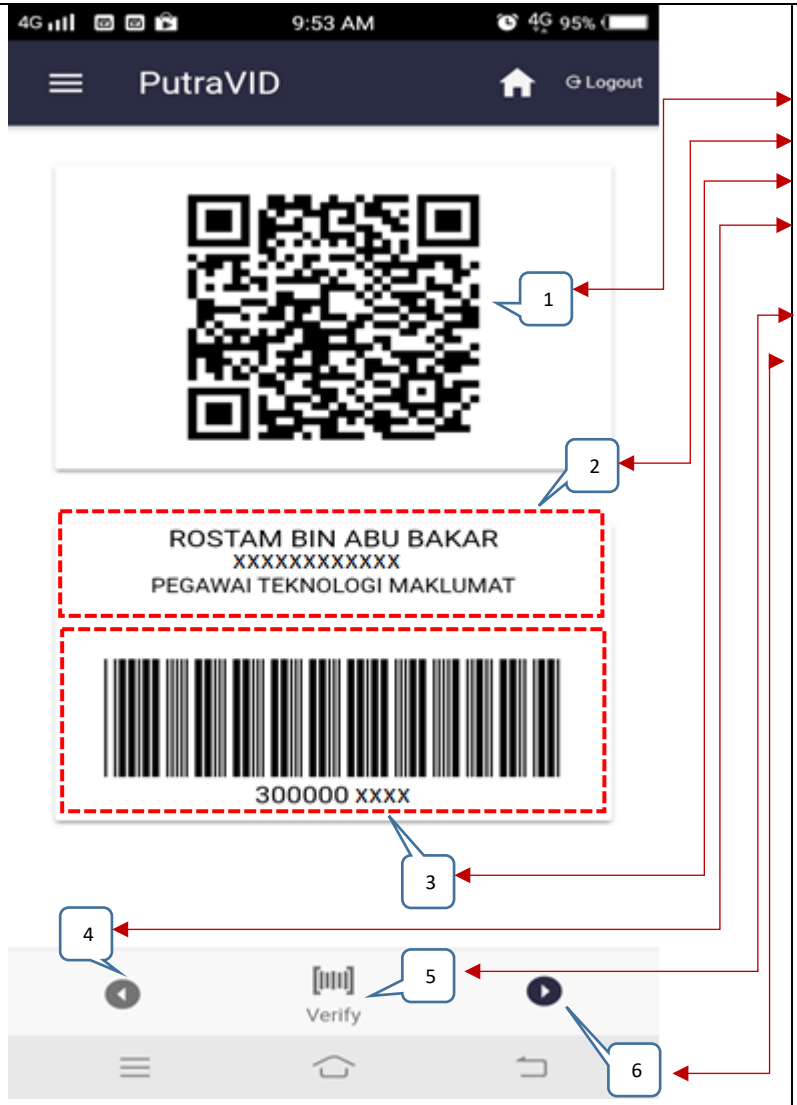
ii.If user want to use the 'fingerprint' function, the user needs to enter PutraVID using the Login UPM icon first and register it on the 'Fingerprint Activation' menu.

3.0 STAFF CARD / STUDENT MATRIC CARD DISPLAY.



1. Display of Staff Card (for UPM Staff) / Student Card (for UPM Students) as follows:
   a. Picture
   b. Name.
   c. Staff Number / Student Matric Number.
2. The menus of PutraVID consist of Home, QR Code Login, Print Card, QR Code Change, 'Fingerprint Activation', Setting, About, and; Log out.
3. Log Out icon.
4. Icon that will display Staff Card (for UPM Staff) / Student Card (for UPM Students).
5. Verify icon to enable PutraVID scanner.
6. Icons featuring QR Code, Bar Code, and staff / student information.

3.0 QR CODE / BAR CODE DISPLAY.



1. QR Code.
2. Staff / student information.
3. Bar Code include Patron ID.
4. Icon that will display Staff Card (for UPM Staff) / Student Card (for UPM Students).
5. Verify icon to enable PutraVID scanner.
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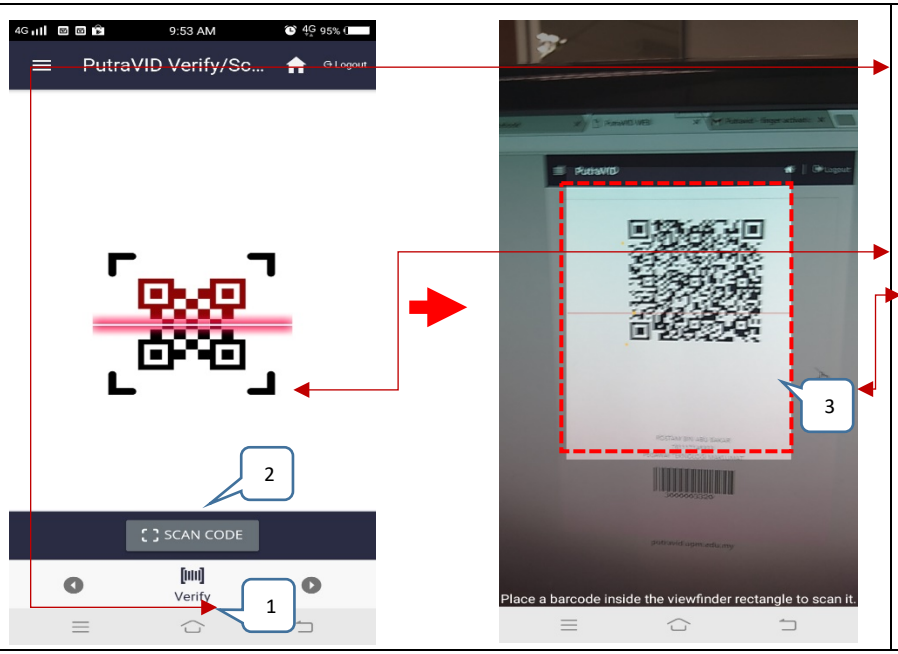
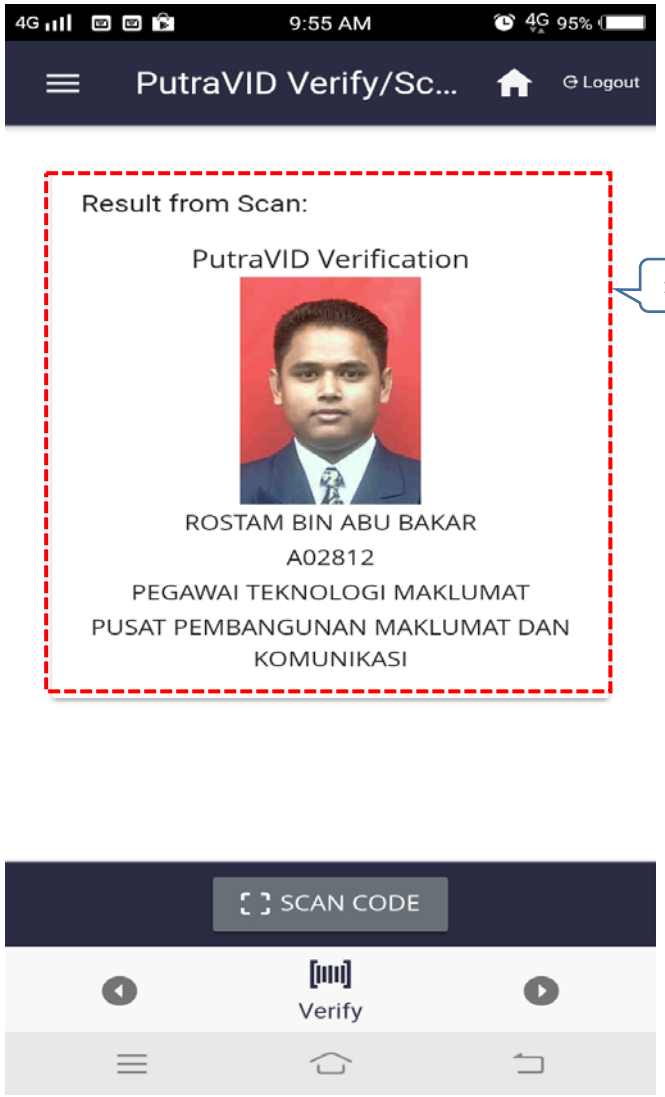
4.0 SCANNER USE.



1. Untuk To activate the scanner, click the Verify icon on the staff / student card view or click on the menu and click on the QR Code Login icon
2. Click [Scan Code] icon.
3. Point the square space to the QR Code to scan.

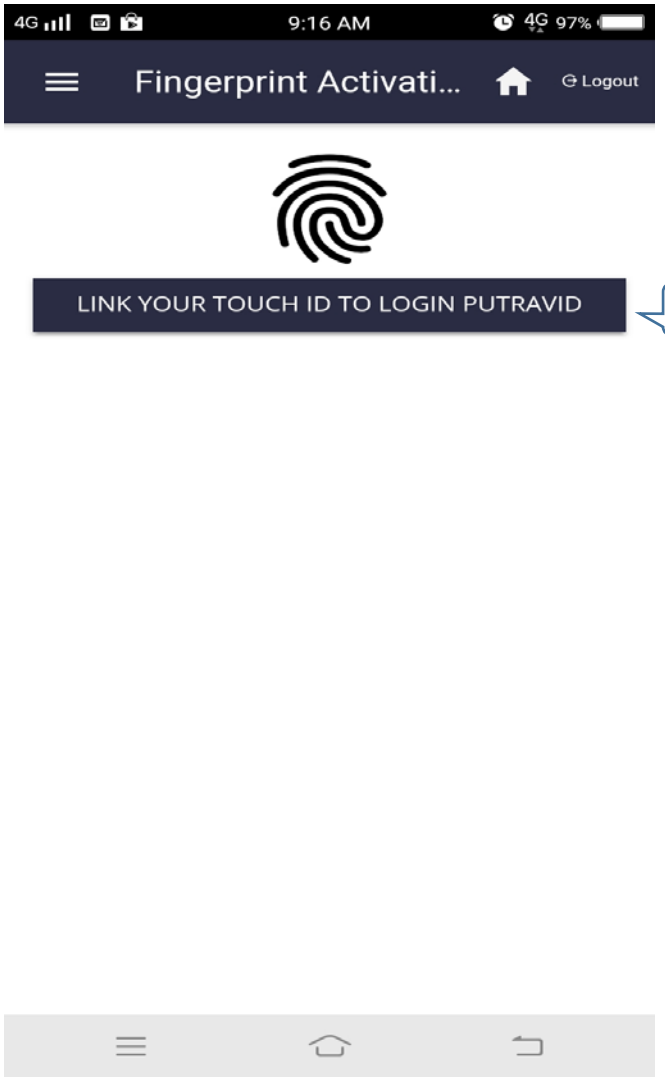
5.0 STAFF / STUDENT INFORMATION DISPLAY.



Next ,

1. Staff / student information will be displayed if the scanned QR Code is valid. Otherwise, the 'No Result Found' message will be displayed.

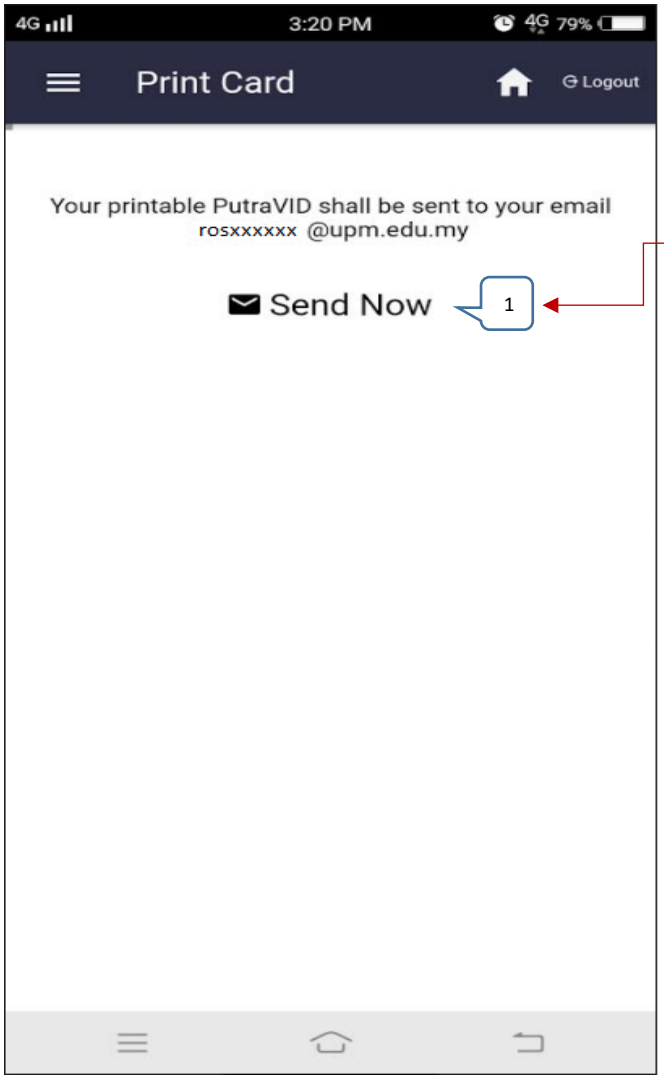
6.0 FINGERPRINT REGISTRATION.



For smartphone with Fingerprint Technology :

1. Click on LINK YOUR TOUCH ID TO LOGIN PUTRAVID and follow the instructions given.

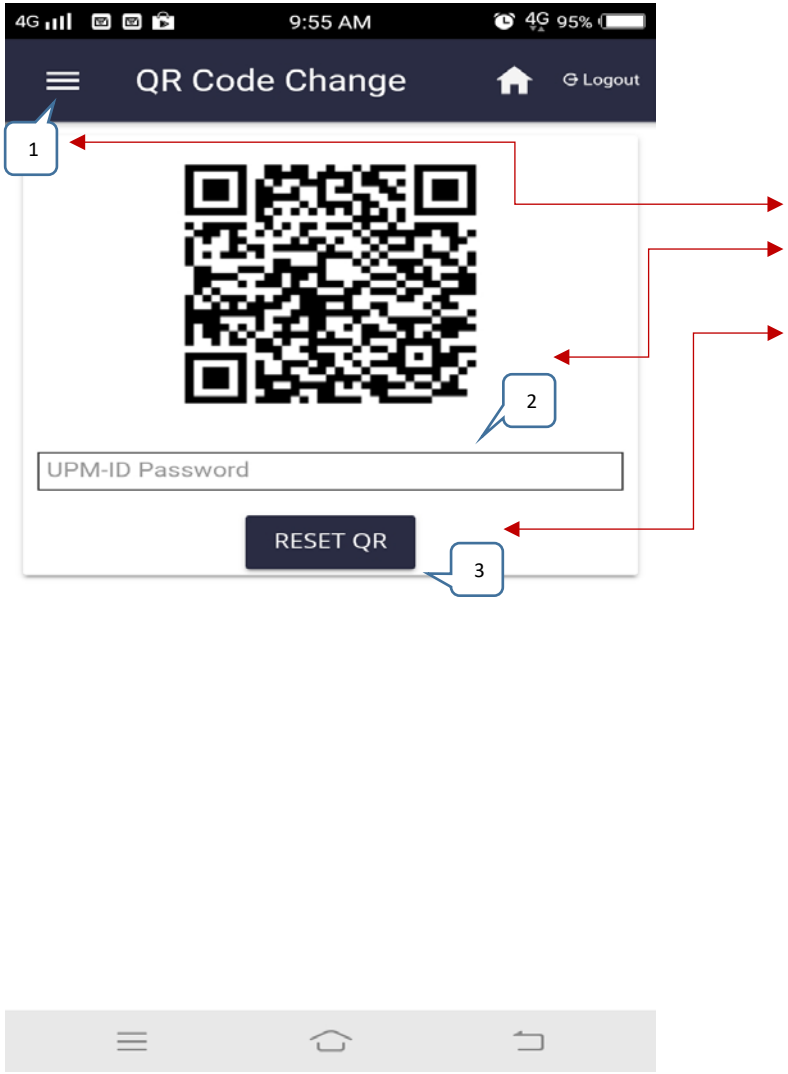
7.0 PRINT STAFF CARD / STUDENT MATRIC CARD.



For print purposes, click icon and select Print Card.

1. Click Send Now icon. Virtual card has been sent via user email.

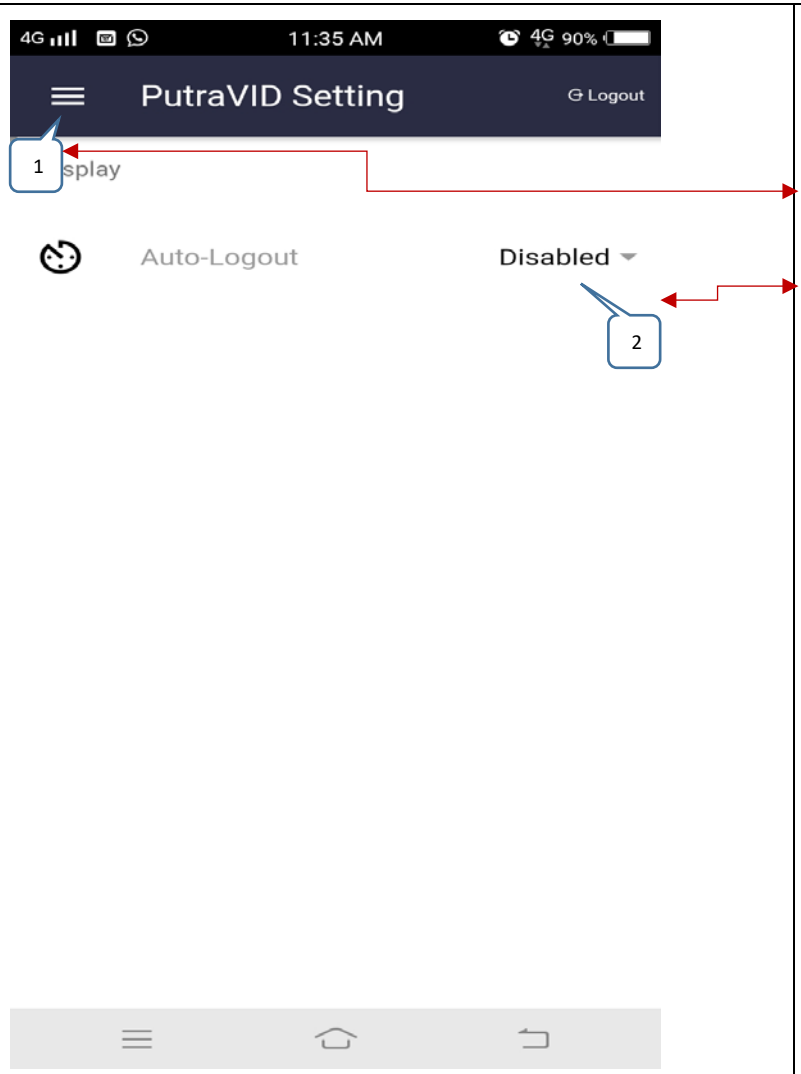
8.0 CHANGE QR CODE.



For security purposes, QR Code can be changed :

1. Click icon and then click QRcode Change icon.
2. Enter the UPMID password.
3. Click RESET QR icon to change QR Code.

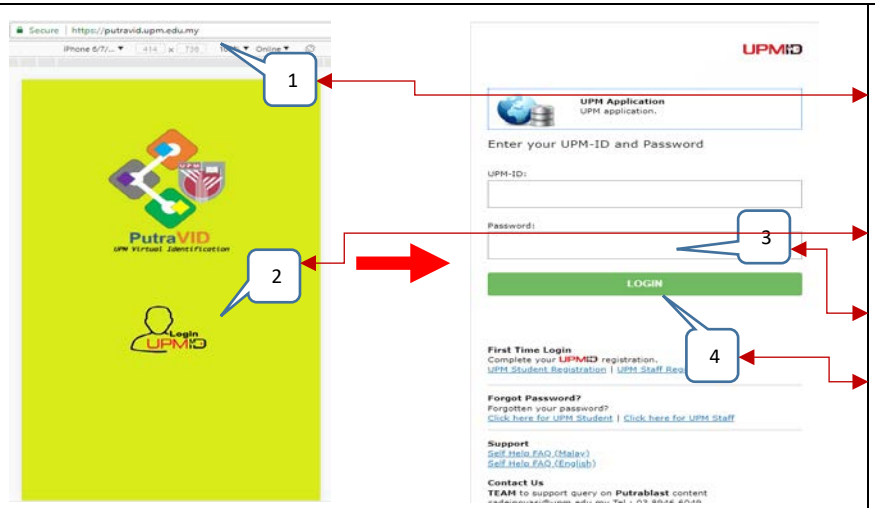
9.0 USE OF AUTO LOGOUT.



1. Click icon and then click Setting icon.
2. Click and select the option at the time on the right.
   Click OK if if you've made an option.

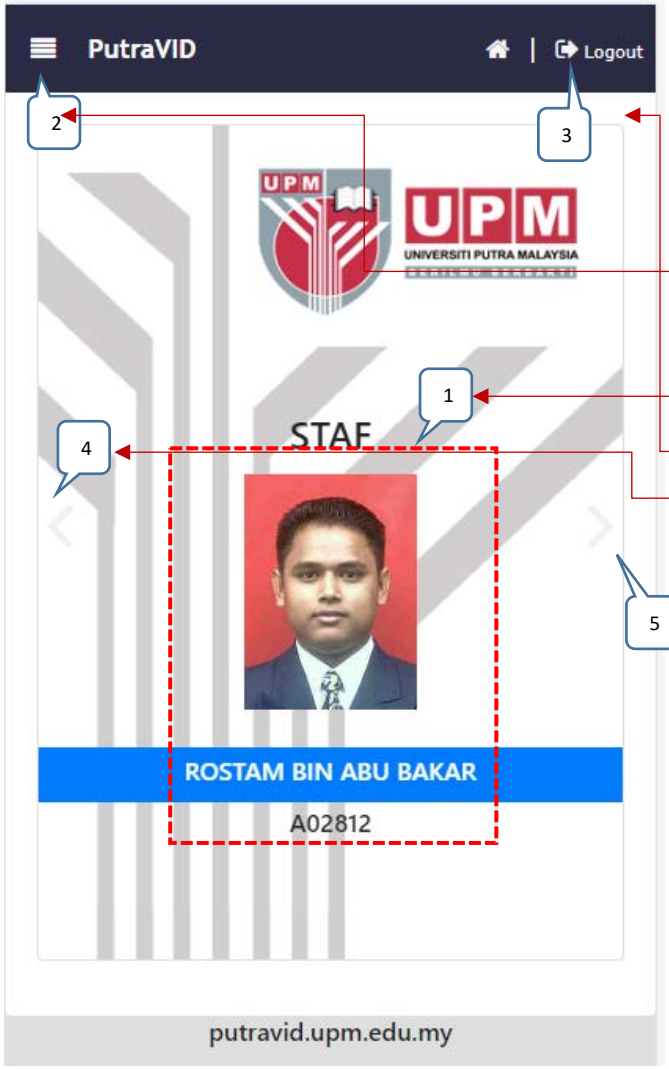
B. PUTRAVID APPLICATION (WEB VERSION)

1.0 LOG IN ON PUTRAVID (WEB VERSION)



1. Open the https://putravid.upm.edu.my link through Chrome or Mozilla web browser.
2. Click icon to access PutraVID web version.
3. Enter UPM-ID and password.
4. Click icon.

2.0 STAFF / STUDENT INFORMATION DISPLAY.



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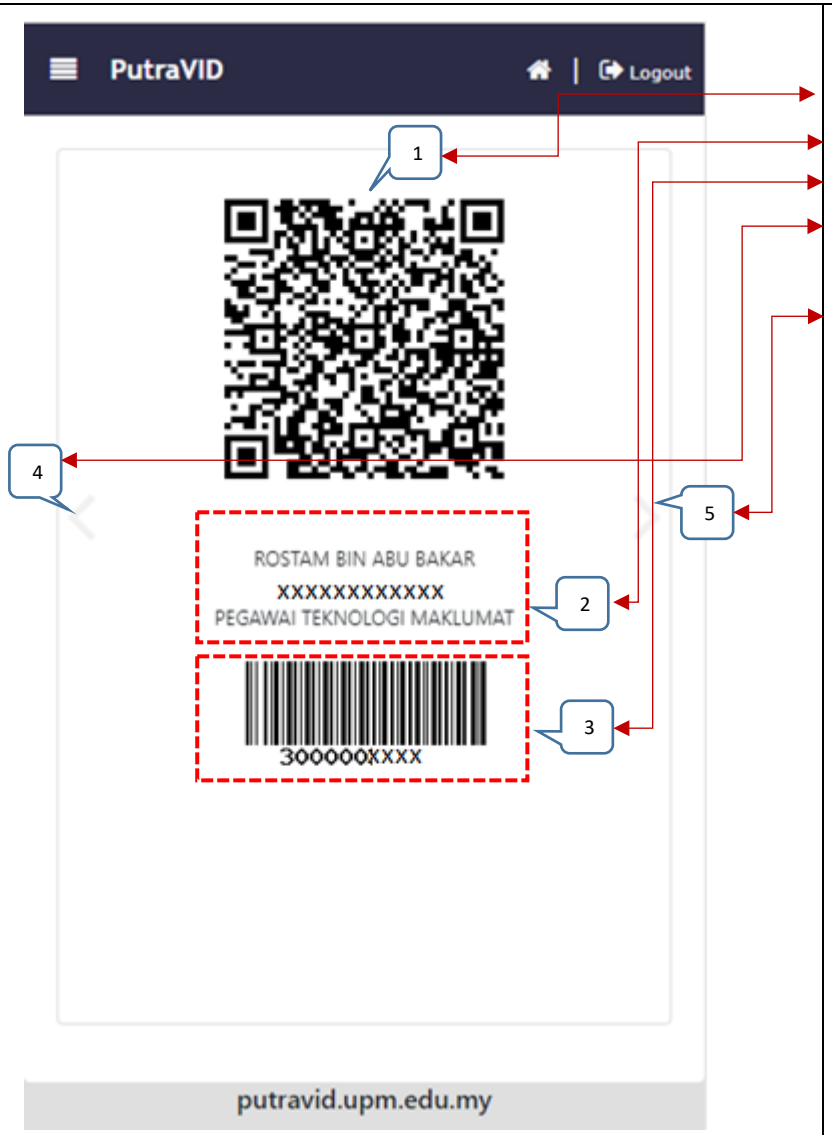

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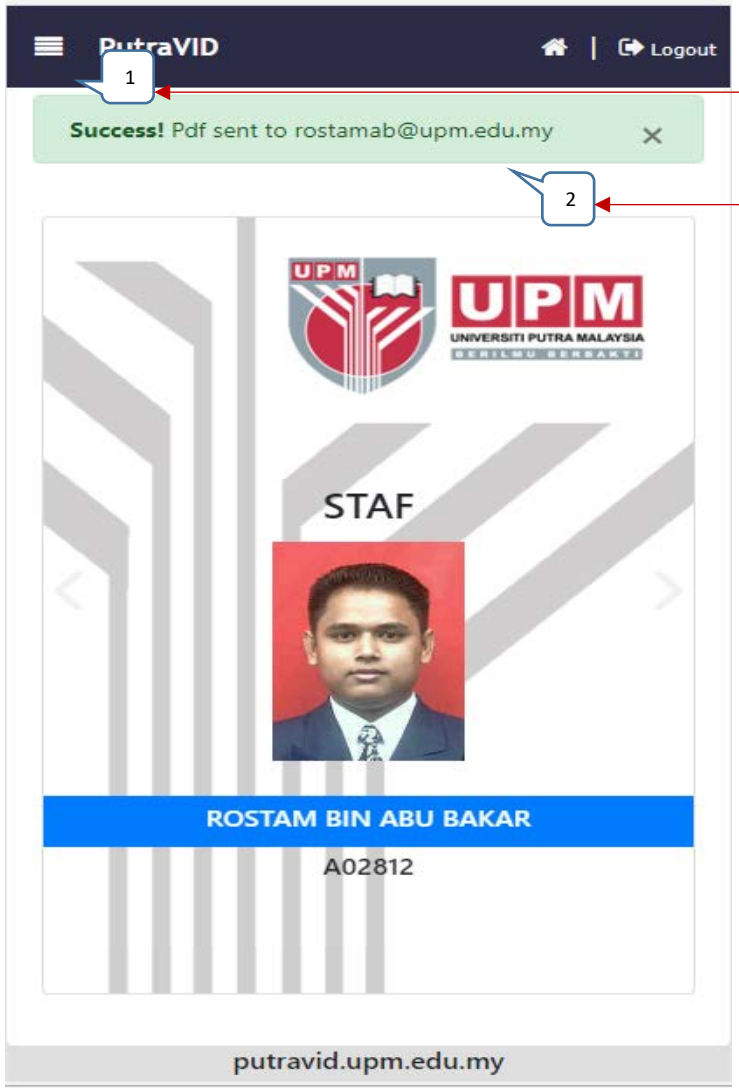
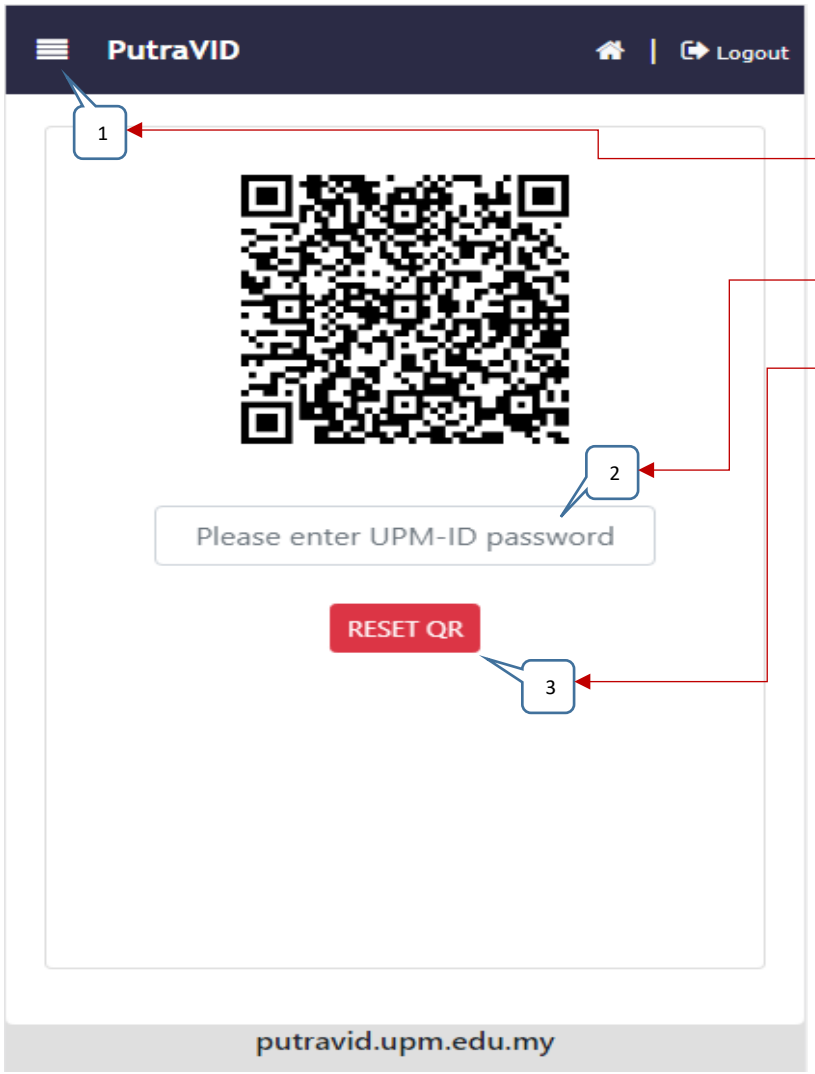
4.0 PRINT STAFF CAR / STUDENT MATRIC CARD.



1. Click icon and then click Print Card icon.
2. Virtual cards will be sent to the email.

5.0 CHANGE QR CODE.



For security purposes, QR Code can be changed :

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2. Enter the UPMID password.

Click RESET QR icon to change QR Code.