USER MANUAL

for

EVAULT ONLINE SYSTEM

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Version 1.0

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1 EVAULT

1.1 EVAULT

The purpose of this screen is to add, view and delete admission document.
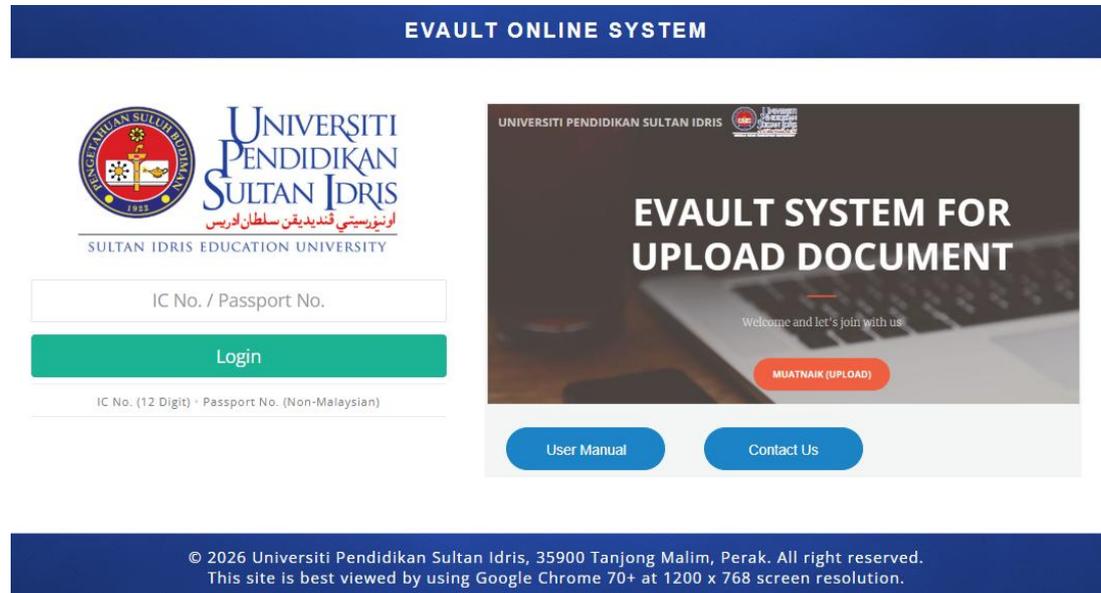
Figure 1 – Evault Login Page

1.1.1 Login

Figure 2 – Evault Main Page

1. Enter the URL **https://evault.upsi.edu.my/**
2. Enter the **login credential** (IC No. for Malaysian / Passport No. for Non-Malaysian)
3. Click on **Login button**.
4. Main page will be displayed.

1.1.2 Add Document

Figure 3 – Evault Main Page

Figure 4 – List of Document (Local Application)

Figure 4 – List of Document (International Application)

1. Click on **Add Document button**.
2. Click on **Document type dropdown** and make selection.
3. Click on **Save button** to save record and selected type of document will be displayed.

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4. Click on 📤 **Upload button** and choose file to upload document (format supported .pdf only).

5. Please ensure that the filename must not contain spaces or special characters ($%#@!&*).

6. Click on **Save button** to save record and selected filename of document will be displayed.
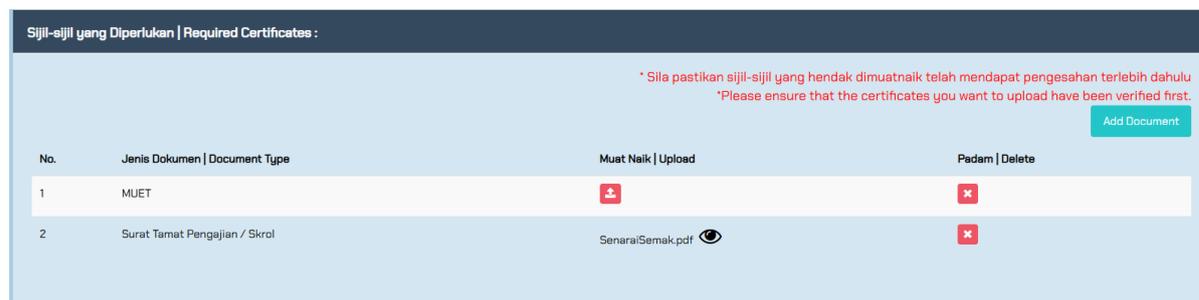
1.1.3 View Document

Figure 6 – View Document Interface

1. Click on 👁 **View button** of the document.

2. The uploaded document will be displayed.
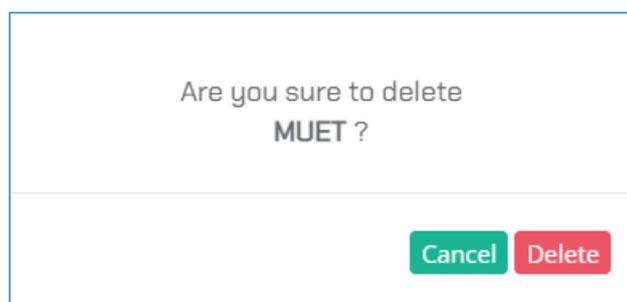
1.1.4 Delete Document

Figure 7 – Delete Document Interface

1. Choose file and click on ✖ **Delete button**.

2. Notification message will be displayed and click on **Delete button** to confirm action.

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