

(01) How to enter eUGC website of the University Grants Commission.

- First type "<http://www.eugc.ac.lk>" on your web browser and press enter key.
- Then your web browser will display E-UGC web site as bellow.
- You can reach to the eHRM system or eMemo system through link appears in left hand site of the eUGC website.
- Also you can enter into eHRM system or eMemo system selecting UGC portal right hand site of the eUGC website.



(02) How can Logging to the eMemo system?

- You can enter into the Ememo logging page through eUGC website or UGC portal.
- Type your user name and password given by secretary office. Then click “Login” button

The image shows a screenshot of a web form titled "UGC E-MEMO Login...". The form contains two input fields: "User Name" and "Password". Below these fields are two buttons: "Login" and "Clear". Both buttons are circled in red. Below the "Login" button is a blue callout box with the text: "Press 'Logging' button to enter to the system". Below the "Clear" button is a blue callout box with the text: "Press 'Clear' button to clear the entered information above." Arrows point from the callout boxes to their respective buttons.

(03) Normal User Menu

- Following eMemo interface will be appear when your logging as a Normal user.
- Normal user has permission to Send Memo, View Send Memos, View Details and Change Password.
- Your name appear in the right hand side top Conner of the system.



Welcome



3.1 Send Memo

Home **Send New Memos** **View I Send Memos** **Welcome 'Nandika' Logout**

Send New Memo

Department:

Designation:

Officer Name:

Date:

Subject/Title:

Brief Description:

B I U ABC A | **Font size** | **HTML**

Dept/Division Ref no: *eg: HR/memo/123

Memo (word format):

Memo (pdf format):

Any other attachment (you can use same browse file using attached more files):

Additional Note:

B I U ABC A | **Font size** | **HTML**

Officers:

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Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Department Name	Department Code
Chairman's Office	CPS
Vice Chairman's Office	VC
Secretary's Office	SPA
Personnel Division	PS
Supplies Maintenance & Transport Division	GA
Finance Department	FINA
Provident Fund Unit	PF
Pension Unit	PEN
University Admissions Department	ADD
Inter University Affairs Department	IUA
Human Resources Department	HR
International Co-operation Division	ICD
Legal & Documentation Division	LSD
Infrastructure Development Division	IDD
Internal Audit Division	CIA
Management Information System	MIS
Higher Education Information Technology	HEIT
University Services Appeals Board	USAB
Student Affairs	SA
Commission Member	CM

Callouts:

- If you select the Department name relevant Designations appear in the Designation field. When select the designation relevant officer names appear in the office name
- Select date that appear in the memo
- Type subject / title of the memo.
- Type Brief Description of the memo
- Select reference code relevant to the department.
- You can attach e-memo in word or PDF format.PDF format of e-memo is essential
- You can type additional note if you're required
- Select persons that copy of this document to be send.
- Click submit button to submit memo.

3.2 View Send Memo

- You can see the all memo that you have been send.
- This interface provides searching facilities. You can search earlier send memo by word or phrase.
- You can view PDFs and Decision relevant to the memo

The screenshot shows the 'View My Memos' page. At the top, there is a navigation bar with links: Home, Send New Memos, View I Send Memos (highlighted), View My Details, and Change Password. A user greeting 'Welcome 'Nandika'' and a 'Logout' link are on the right. Below the navigation bar, the page title is 'View My Memos'. There is a search section with a 'Search' input field, a 'select' dropdown menu, and a 'Search' button. A table below displays search results with columns: Reference No, Title, Description, Word, Pdf, Other, and Memo No. The first row shows a memo with a PDF attachment and a 'View Decision' link. The second row shows another memo with a PDF attachment. At the bottom, there is a pagination control with 'First', 'Previous', '1', 'Next', and 'Last' buttons, and the text 'Page : 1 Of 1 . Total Records Found: 2'. A printer icon is also visible.

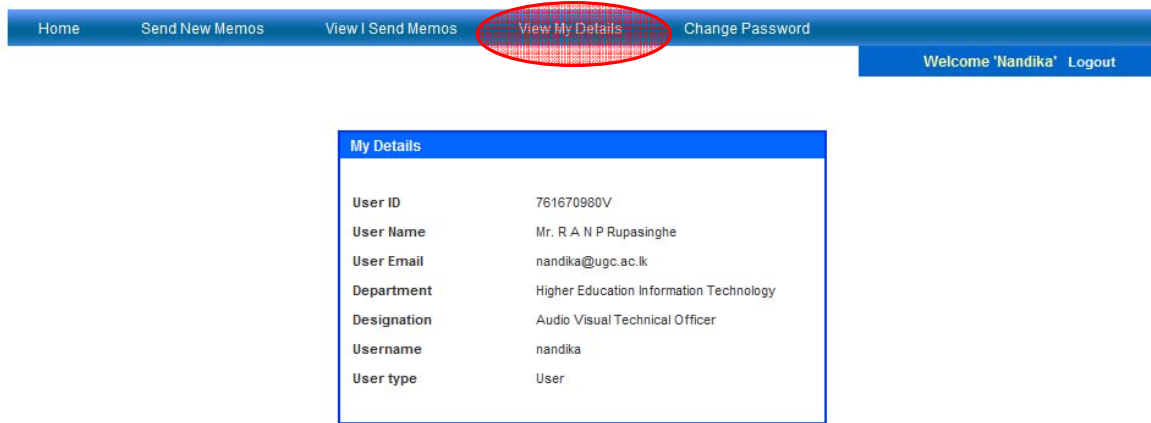
Annotations:

- Type word or phrase that you want to search**: Points to the search input field.
- Select filed that your search word/phrase may contain. Default system searches your word or phrase in Title field.**: Points to the 'select' dropdown menu.
- Press "Search" button after filling search information.**: Points to the 'Search' button.
- You can see the attached PDF and Word document**: Points to the PDF links in the table.
- When search result contain in more than one page you can select pages that content search result.**: Points to the pagination controls.
- System provides attached printers to print the selected page.**: Points to the printer icon.

Reference No	Title	Description	Word	Pdf	Other	Memo No
HEIT/letter/500	testsets tssets tst	fsad sdfas s we g hfh fgdhgfh fhs fghf shfs hstr hfgf fsh fsgh trgtr hsf hgfh fshs		1264671433.pdf		UGC/memo/795/8.3 View Decision
SPA/memo/34324	tests tsss	dfag dagf adg dag agaga fadg		1264658252.pdf		UGC/memo/795/6.3 View Decision

3.3 View my Details

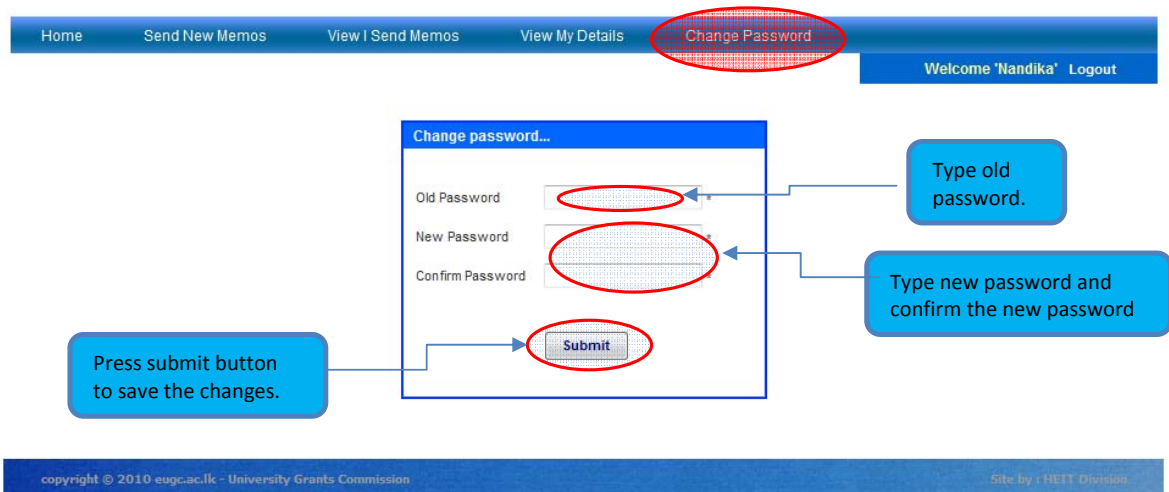
“View my Details” facility can be use to see your personal information that store in the system.



My Details	
User ID	761670980V
User Name	Mr. R A N P Rupasinghe
User Email	nandika@ugc.ac.lk
Department	Higher Education Information Technology
Designation	Audio Visual Technical Officer
Username	nandika
User type	User

3.4 Change Password

“Change Password” facility can be use to change your password.



Change password...

Old Password

New Password

Confirm Password

Type old password.

Type new password and confirm the new password

Press submit button to save the changes.

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Site by : HETT Division