

IIUM Conference Manual

Manual for IIUM Conference

- [How To Apply](#)
- [How To Customize](#)
- [Dashboard](#)

How To Apply

Below are the data required to request a conference site.

Kindly provide data as below:

1. Title
2. URL: conference.iium.edu.my/<yourconferencesitename> i.e. :
conference.iium.edu.my/conference01
3. Purpose of the conference
4. Department
5. Person in charge
6. Phone number

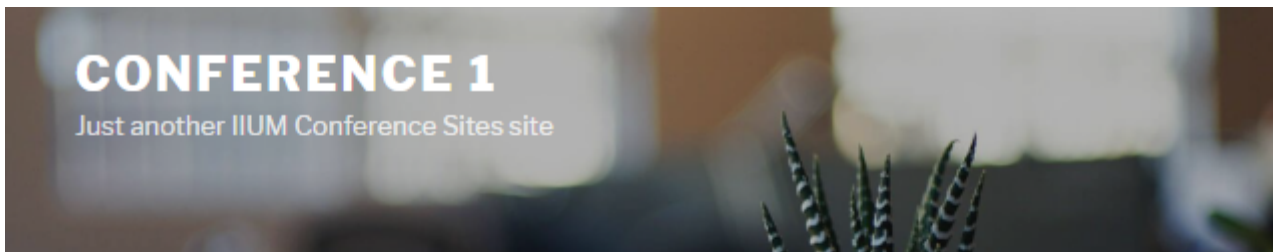
Email to our ICT Services Help Desk at servicedesk@iium.edu.my or you can call the extension at 6666.

The process will be in three working days.

How To Customize

You may refer to WordPress website to customize your site.

The administrator will provide the site as below, for example site conference 01.



POSTS

AUGUST 29, 2018 EDIT

Hello world!

Welcome to IIUM Conference Sites. This is your first post. Edit or delete it, then start blogging!



Scroll down and log in to your site so you can setup the site. Or type URL

<https://conference.iium.edu.my/<your conference name>/wp-admin>

CATEGORIES

Uncategorized

META

[Log in](#)

[Entries RSS](#)

[Comments RSS](#)

[WordPress.org](#)

Proudly powered by [WordPress](#)

Login to the site

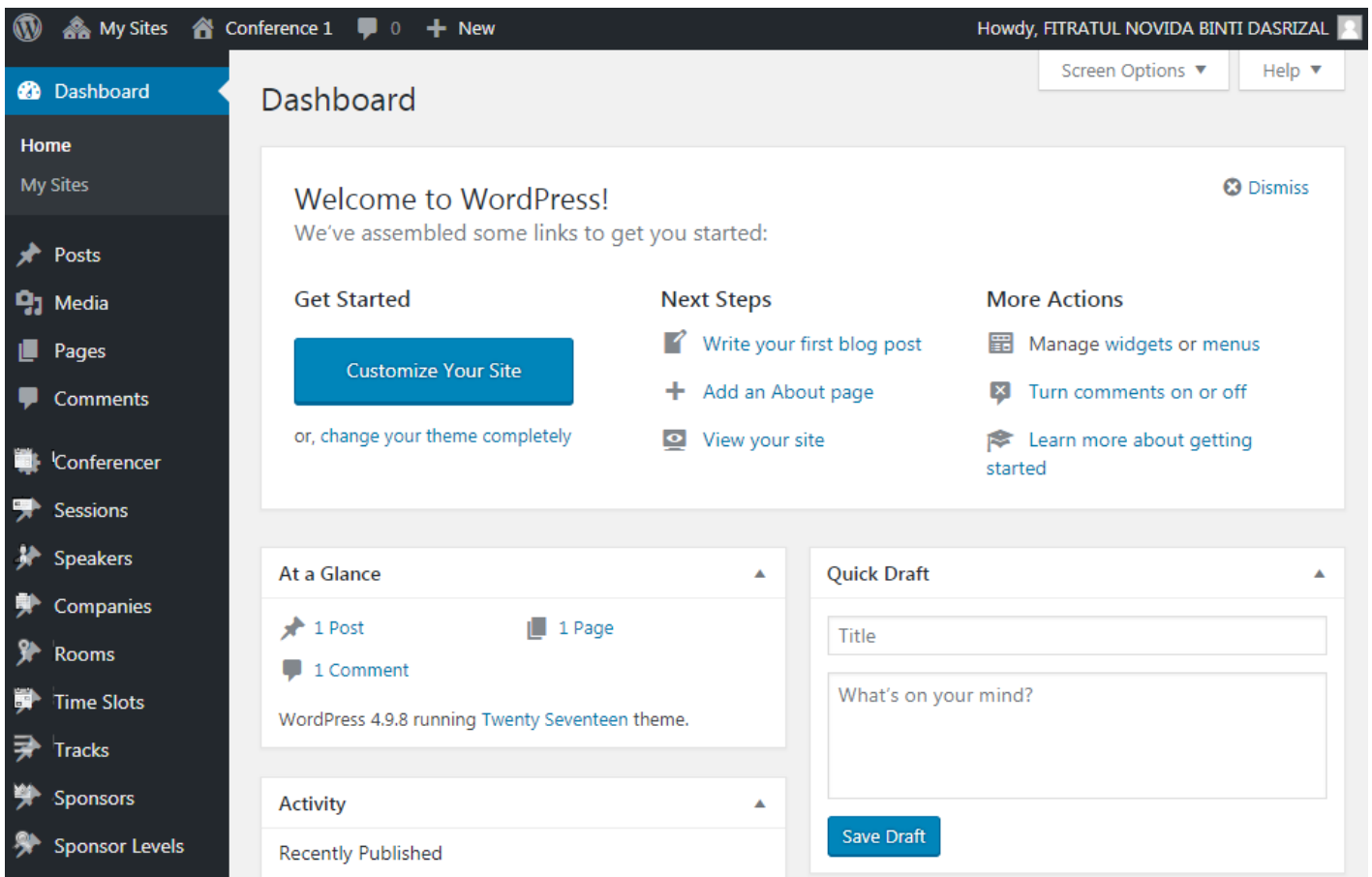
Alternatively, for IIUM staff, the system integrate with Single Sign On (CAS). Kindly click Sign in with CAS button to login. Enter your credential using your email ID and password (HURIS)

The diagram illustrates the login process for external users. On the left, a WordPress login page is shown with the WordPress logo at the top. Below the logo, there is a blue button labeled "Sign in with CAS" with a lock icon. Below this button, there is a separator "— or —". Under the separator, there are two input fields: "Username or Email Address" and "Password". Below the "Password" field, there is a checkbox labeled "Remember Me" and a blue "Log In" button. A purple arrow points from the "Sign in with CAS" button to the right, where a CAS login page is shown. The CAS page has a header with the International Islamic University Malaysia logo and name in Arabic and English. Below the header, there are two input fields: "Username:" and "Password:". Below these fields, there is a green "LOGIN" button. At the bottom of the CAS page, there is a footer with the text "Copyright © 2005–2017 Apereo, Inc. Powered by CAS 5.2.4".

For external users, kindly login with your username or email address and password to login. This is setup by the staff administrator for that site.

This is a screenshot of the WordPress login page. The WordPress logo is at the top. Below it is a blue button labeled "Sign in with CAS" with a lock icon. Below this button is a separator "— or —". Under the separator, there is a purple border around the login form. The form contains two input fields: "Username or Email Address" and "Password". Below the "Password" field, there is a checkbox labeled "Remember Me" and a blue "Log In" button.

You may view the Dashboard page as below.

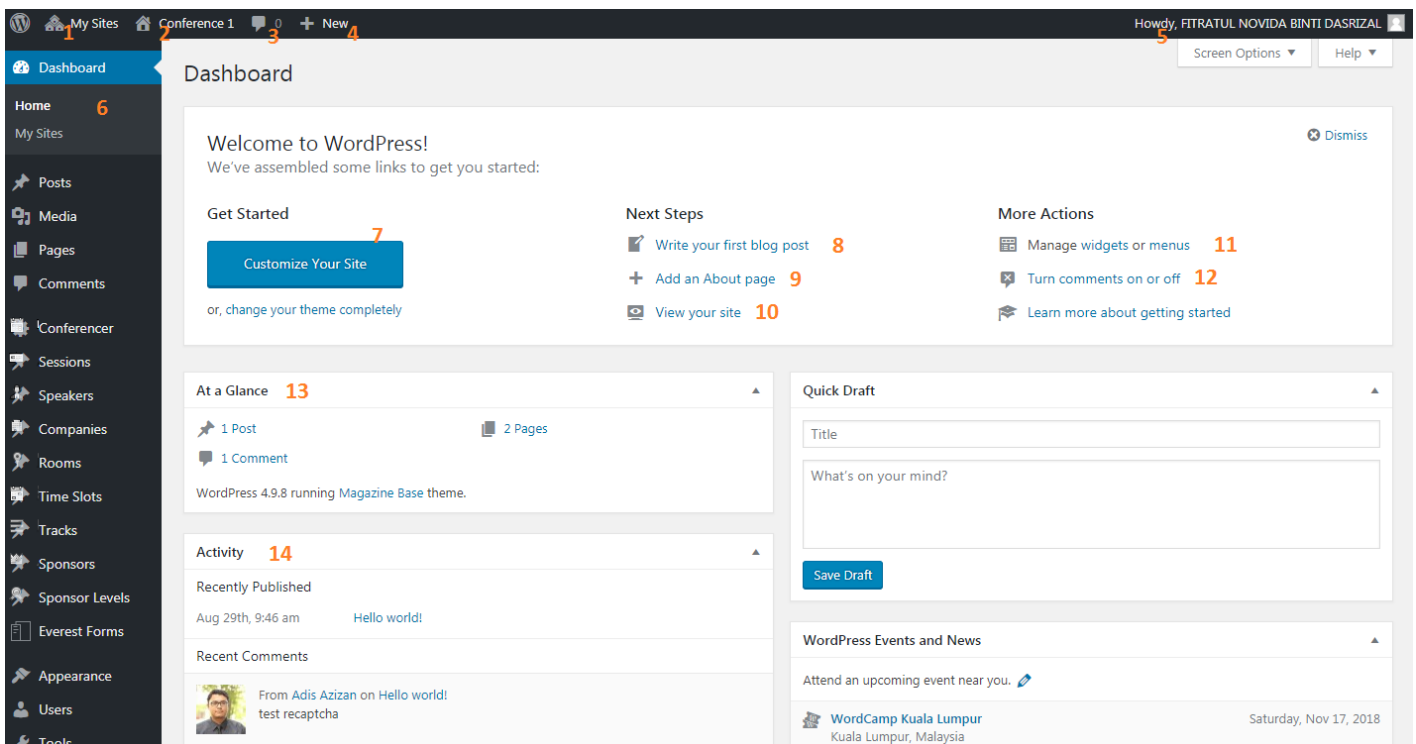


Dashboard

Figure below shows the dashboard of the site. All the setting can be done here.

1. View all sites that have been created and managed by user.
2. View user site
3. View comment
4. Create new page. Post or others
5. View user profile
6. Site Menu to manage user site
7. To customize your site for example changed theme
8. User may write their first blog post
9. User may add an About page
10. User may view their site
11. User may manage site widget or menus
12. User may turn the comments on or off

13. View total number of post, pages and comment that have been created
14. View the site activity



Customize Your Site

Click button Customize Your Site

Welcome to WordPress!
We've assembled some links to get you started:

Get Started

Customize Your Site

or, [change your theme completely](#)

Click button Change

×
Published

You are customizing

Conference 1

Active theme

Magazine Base

Change

Magazine Base Pro

Upgrade To Pro

Choose and click the theme for your site

×

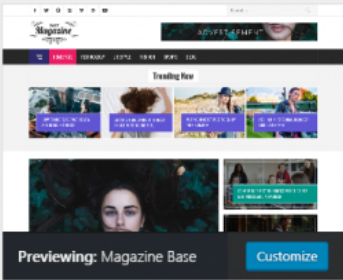
You are browsing

Themes

Installed themes


✓

7 themes




Previewing: Magazine Base

Customize




Audioman

Live Preview




Event Star

Live Preview




PKHosting

Live Preview



Twenty Fifteen

Live Preview



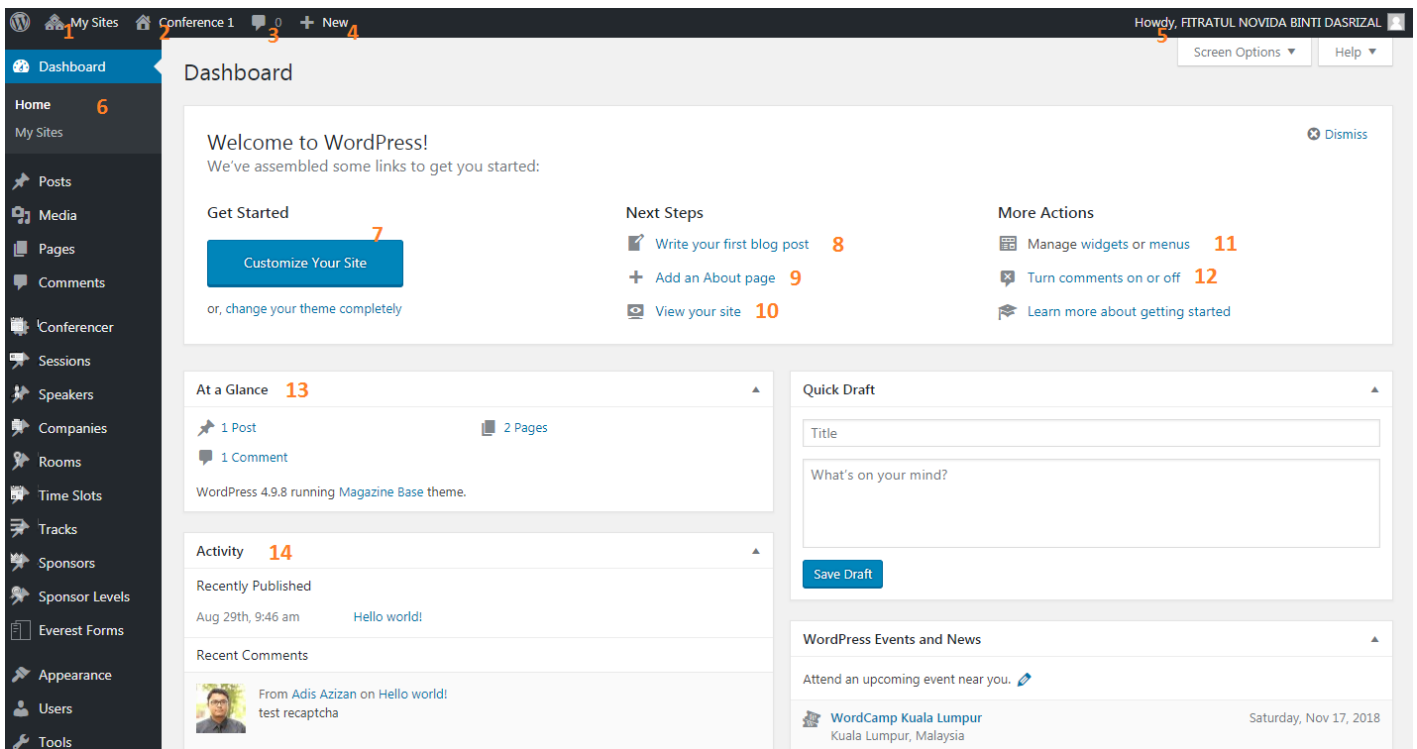
Twenty Seventeen

Live Preview

Dashboard

Figure below shows the dashboard of the site. All the setting can be done here.

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14. View the site activity



Customize Your Site

Click button Customize Your Site

Welcome to WordPress!

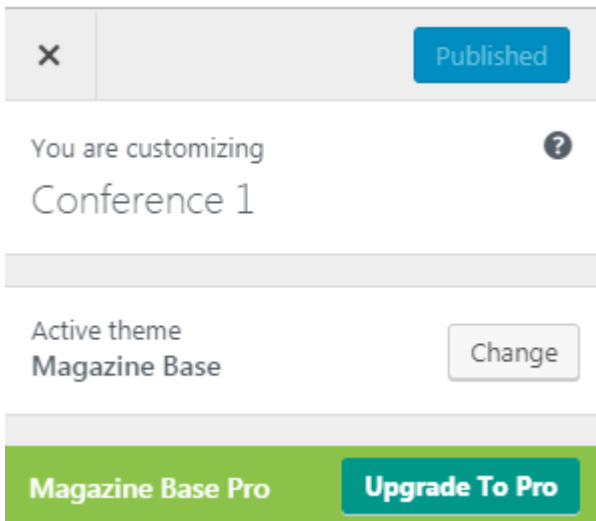
We've assembled some links to get you started:

Get Started

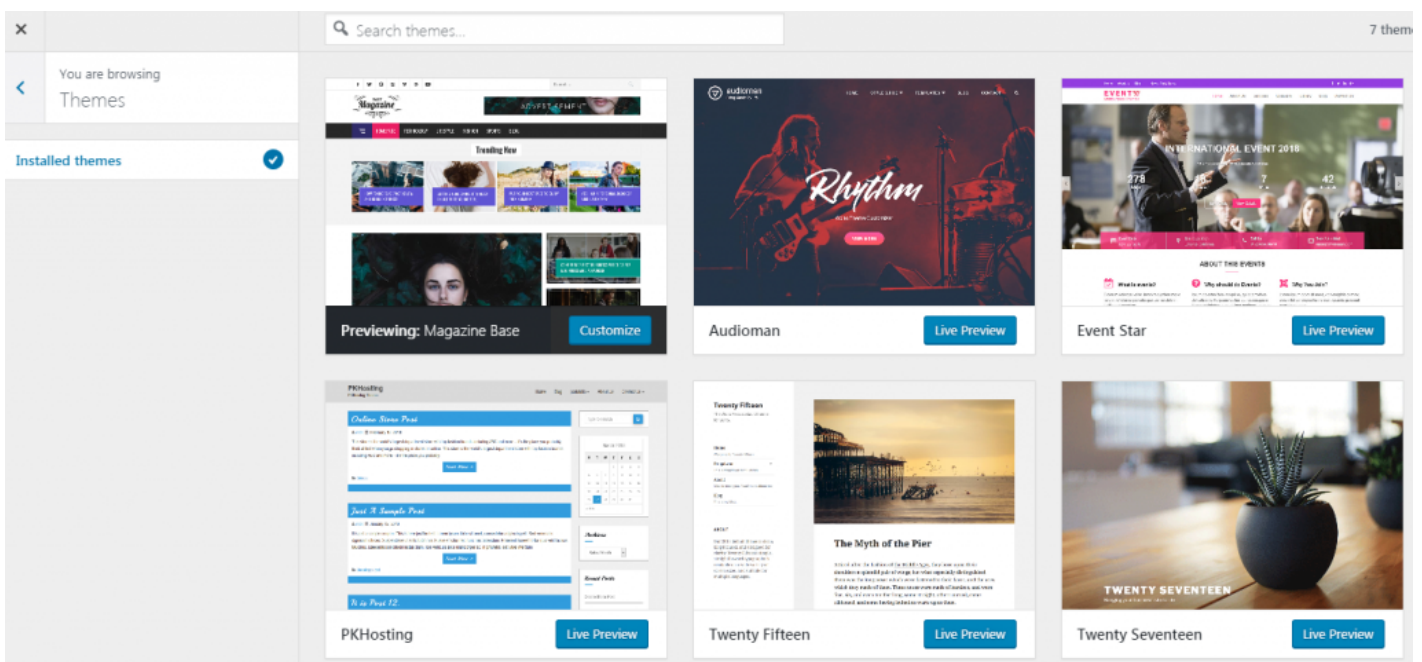
Customize Your Site

or, change your theme completely

Click button Change



Choose and click the theme for your site



New Post


Create a new post by click button Posts – > Add New

Fill in the title and details of your post. Click button Add Media to insert an image in your post.


Add New Post

INTEGRITI DALAM DIRI, INTEGRITI DALAM KERJA

Permalink: <https://conference.iium.edu.my/conference01/2018/10/19/integrati-dalam-...riti-dalam-kerja/> [Edit](#)

 Add Media



 Add Form

Visual

Text

Paragraph

B

I

☰

☰

“

☰

☰

☰

















Assalamu'alaikum wrt wbt,

Dear IIUM Community,

"INTEGRITI DALAM DIRI, INTEGRITI DALAM KERJA"

May you be in the best of circumstances by the grace of Allah Subhanahu Wata'ala.

In conjunction with the IIUM Integrity Week 2018, Office of the Legal Adviser has the pleasure to invite you to attend a programme with the following details:

Click Uploads Files, if you want to insert a new image or click Media Library to get the image that are already in the site library

Add Media

✕

Upload Files

[Media Library](#)

Drop files anywhere to upload

or

Select Files

Maximum upload file size: 1 MB.

Insert into post

Choose the image and click button Insert into post. You may click the link Edit Image for display setting in site.


Add Media

[Upload Files](#)[Media Library](#)


All media item ▾

All dates ▾

Search media items...



ATTACHMENT DETAILS



post.jpg
October 19, 2018
120 KB
960 × 720
[Edit Image](#)
[Delete Permanently](#)

URL

https://conference.iiium.edu

Title

post


Caption

Alt Text

Description

1 selected

Clear



Insert into post

The attachment display setting, you may set the alignment of the image, link or size.

ATTACHMENT DISPLAY SETTINGS

Alignment

None ▾

Link To

None ▾

Size


Medium – 300 × 225 ▾


Click the button publish to view the new post


Publish ▲

Save Draft

Preview

 Status: Draft [Edit](#)

 Visibility: Public [Edit](#)

 Publish immediately [Edit](#)

Publish

The new post was publish in the site

Conference 1

Just another IIUM Conference Sites site

HOMEREGISTRATIONSPEAKERSSESSIONSTIME SLOTSSPONSORSABOUT

INTEGRITI DALAM DIRI, INTEGRITI DALAM KERJA

Published on : Published by : FITRATUL NOVIDA BINTI DASRIZAL

HOME | 2018 | OCTOBER | 19 | INTEGRITI DALAM DIRI, INTEGRITI DALAM KERJA

Search ...

SEARCH

META

> [SITE ADMIN](#)

> [LOG OUT](#)

> [ENTRIES](#) [RSS](#)

> [COMMENTS](#) [RSS](#)

> [WORDPRESS.ORG](#)

Assalamu'alaikum wrt wbt,

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"INTEGRITI DALAM DIRI, INTEGRITI DALAM KERJA"

May you be in the best of circumstances by the grace of Allah Subhanahu Wata'ala.

In conjunction with the IIUM Integrity Week 2018, Office of the Legal Adviser has the pleasure to invite you to attend a programme with the following details:



New Page

Create a new page by click button Pages - > Add New

Fill in the title and details of your page. Click button Publish

Screen Options ▾


Help ▾

Add New Page

Contact Us












Permalink: <https://conference.iium.edu.my/conference01/contact-us/> Edit





Add Media

 Add Form

VisualText

Paragraph ▾

B *I*           


   


Information Technology Division (ITD)
International Islamic University Malaysia
P.O. Box 10,
53100 Kuala Lumpur,
Malaysia
Tel : 603-6196 6666
Fax : 603-6196 4888
Email (@iium.edu.my) : [servicedesk](#)
Website: <http://www.iium.edu.my/itd/>


Publish ▴

Save Draft

Preview

 Status: Draft [Edit](#)

 Visibility: Public [Edit](#)

 Publish immediately [Edit](#)

[Move to Trash](#)

Publish

Page Attributes ▴

Parent

(no parent) ▾

Order

0

Need help? Use the Help tab above the screen title.

The new page was publish in the site

Contact Us

ARCH

Information Technology Division (ITD)
International Islamic University Malaysia
P.O. Box 10,
53100 Kuala Lumpur,
Malaysia
Tel : 603-6196 6666
Fax : 603-6196 4888
Email (@iium.edu.my) : servicedesk
Website: <http://www.iium.edu.my/itd/>

Manage User

Click button Add New

Users

Add New

This theme recommends the following plugin: [One Click Demo Import](#).
[Begin installing plugin](#) | [Dismiss this notice](#)

All (5) | Administrator (4) | Editor (1)





Bulk Actions

Apply

Change role to...

Change

5 items

<input type="checkbox"/>	ID	Username	Name	Email	Role	Posts
<input type="checkbox"/>	3	 adis	ADIS NABAWI BIN AZIZAN	adis@iium.edu.my	Administrator	0
<input type="checkbox"/>	5	 azhar	AZHAR BIN MAHMOOD	azhar@iium.edu.my	Editor	0
<input type="checkbox"/>	1	 confweb — Super Admin	—	webadmin@iium.edu.my	Administrator	1
<input type="checkbox"/>	4	 fitratul_novida	FITRATUL NOVIDA BINTI	fitratul_novida@iium.edu.m	Administrator	0

You may insert the existing user or add new user.

Add New User

This theme recommends the following plugin: [One Click Demo Import](#).
[Begin installing plugin](#) | [Dismiss this notice](#)

Add Existing User

Enter the email address or username of an existing user on this network to invite them to this site. That person will be sent an email asking them to confirm the invite.

Email or Username

Role

Subscriber

Skip Confirmation Email

☐ Add the user without sending an email that requires their confirmation.

Add Existing User

Add New User

Create a brand new user and add them to this site.

Username *(required)*

Email *(required)*

Role

Subscriber ▼

Skip Confirmation Email

☐ Add the user without sending an email that requires their confirmation.

Add New User

You may change the role according to role below

Role

Subscriber ▼
Subscriber
Contributor
Author
Editor
Administrator

Add Existing User

Setting

Easy WP SMTP Settings

Fill up data belows and click button Save Changes

1. From Email Address
2. From Name
3. SMTP Host set to **smtp.gmail.com**
4. SMTP Port set to **465**
5. SMTP Authentication choose **Yes**

6. SMTP Username : your conference email
7. SMTP Password : your conference email password

Easy WP SMTP Settings

SMTP Settings

Additional Settings

Test Email

Please visit the [Easy WP SMTP](#) plugin's documentation page to learn how to use this plugin.

SMTP Configuration Settings

You can request your hosting provider for the SMTP details of your site. Use the SMTP details provided by your hosting provider to configure the following settings.

From Email Address

webadmin@iiium.edu.my

This email address will be used in the 'From' field.

From Name

ITD Webadmin

This text will be used in the 'FROM' field

☐ Force From Name Replacement

When enabled, the plugin will set the above From Name for each email. Disable it if you're using contact form plugins, it will prevent the plugin from replacing form submitter's name when contact email is sent. If email's From Name is empty, the plugin will set the above value regardless.

Reply-To Email Address

Optional. This email address will be used in the 'Reply-To' field of the email. Leave it blank to use 'From' email as the reply-to value.

SMTP Host

Your mail server

Type of Encryption

☐ None ☒ SSL/TLS ☐ STARTTLS

For most servers SSL/TLS is the recommended option

SMTP Port

The port to your mail server

SMTP Authentication

☐ No ☒ Yes

This options should always be checked 'Yes'

SMTP Username

The username to login to your mail server

SMTP Username

The username to login to your mail server

SMTP Password

The password to login to your mail server

Note: when you click "Save Changes", your actual password is stored in the database and then used to send emails. This field is replaced with a gag (#easywpsmtpgagpass#). This is done to prevent someone with the access to Settings page from seeing your password (using password fields unmasking programs, for example).

Save Changes

Easy WP SMTP Settings

SMTP Settings

Additional Settings

Test Email

Please visit the [Easy WP SMTP](#) plugin's documentation page to learn how to use this plugin.

Additional Settings (Optional)

Don't Replace "From" Field

Comma separated emails list. Example value: email1@domain.com, email2@domain.com

This option is useful when you are using several email aliases on your SMTP server. If you don't want your aliases to be replaced by the address specified in "From" field, enter them in this field.

Enable Domain Check

☐

This option is usually used by developers only. SMTP settings will be used only if the site is running on following domain(s):

Coma-separated domains list. Example: domain1.com, domain2.com

Encrypt Password

☒

When enabled, your SMTP password is stored in the database using AES-256 encryption.

Allow Insecure SSL Certificates

☒

Allows insecure and self-signed SSL certificates on SMTP server. It's highly recommended to keep this option disabled.

Enable Debug Log

☒

Check this box to enable mail debug log

[View Log](#) | [Clear Log](#)

Save Changes

Easy WP SMTP Settings

SMTP Settings

Additional Settings

Test Email

Please visit the [Easy WP SMTP](#) plugin's documentation page to learn how to use this plugin.

Test Email

You can use this section to send an email from your server using the above configured SMTP details to see if the email gets delivered.

Note: debug log for this test email will be automatically displayed right after you send it. Test email also ignores "Enable Domain Check" option.

To:

fitratul_novida@iiium.ei

Enter the recipient's email address

Subject:

Test mail conference

Enter a subject for your message

Message:

Thank you for testing

Write your email message

Send Test Email


Test Email

Test email was successfully sent. No errors occurred during the process.

[Show Debug Log](#)

You can use this section to send an email from your server using the above configured SMTP details to see if the email gets delivered.

Note: debug log for this test email will be automatically displayed right after you send it. Test email also ignores "Enable Domain Check" option.




ITD Webadmin <webadmin@iium.edu.my>

3:46 PM (7 minutes ago) ↕

to me ▾

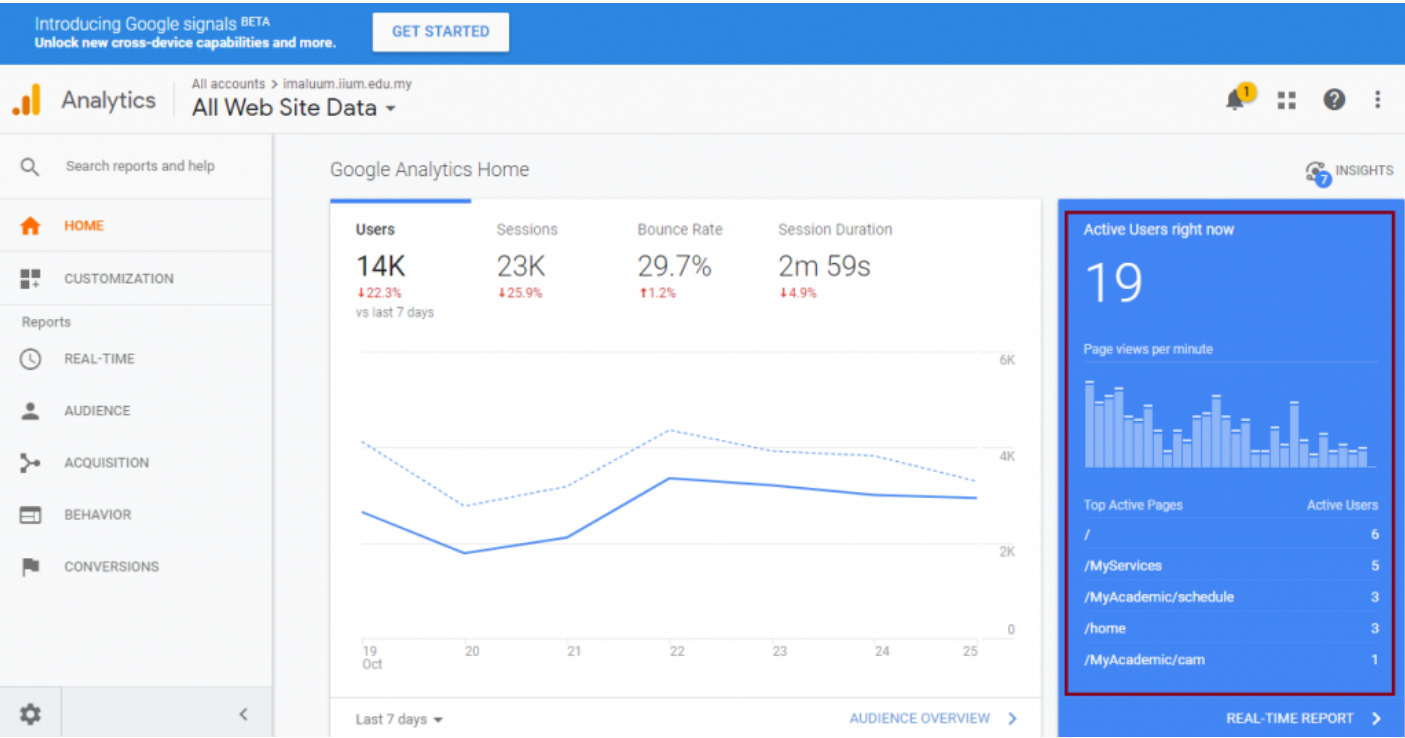
Thank you for testing



Click here to [Reply](#) or [Forward](#)

Google Analytic

Google Analytics is a free web analytics tool offered by Google to help you analyze your website traffic. For example as shown in figure below, i-Ma’luum (Student Portal). We may see there are 19 Active Users used i-Ma’luum.



Got to browser and search Google Analytic or click this link
<https://analytics.google.com/analytics/web/>

Figure below is shown after you browse the Google Analytic. Click button Sign up.



Start analyzing your site's traffic in 3 steps

1 Sign up for Google Analytics



All we need is some basic info about what site you'd like to monitor.

Start using Google Analytics

Sign up

Sign up now, it's easy and free!

Still have questions? [Help Center](#)

2 Add tracking code



You'll get a tracking code to paste onto your pages so Google knows when your site is visited.

3 Learn about your audience



In a few hours you'll be able to start seeing data about your site.

Choose which one you will prefer to track either Website or Mobile app

Fill in detail of Account Name, Website Name and Website URL

Choose your Industry Category and Reporting Time Zone.



New Account

What would you like to track? _____

Website

Mobile app

Setting up your account _____

Account Name

Accounts can contain more than one tracking ID.

Conference

Setting up your property _____

Website Name

My Conference

Website URL

https:// ▾

conference.iium.edu.my/conference01/

Industry Category

Computers and Electronics ▾

Reporting Time Zone

Malaysia ▾

(GMT+08:00) Malaysia Time

Click button Get Tracking ID and copy the tracking ID provided by Google Analytic.



Data Sharing Settings ?

Data you collect, process, and store using Google Analytics ("Google Analytics data") is secure and kept confidential. This data is used to [maintain and protect](#) the Google Analytics service, to perform system critical operations, and in rare exceptions for legal reasons as described in our [privacy policy](#).

The data sharing options give you more control over sharing your Google Analytics data. [Learn more](#).

☒ Google products & services **RECOMMENDED**

Share Google Analytics data with Google to help improve Google's products and services. *If you disable this option, data can still flow to other Google products explicitly linked to your property. Visit the [product linking](#) section in each property to view or change your settings.* [Show Example](#)

☒ Benchmarking **RECOMMENDED**

Contribute anonymous data to an aggregate data set to enable features like benchmarking and publications that can help you understand data trends. All identifiable information about your website is removed and combined with other anonymous data before it is shared with others. [Show Example](#)

☒ Technical support **RECOMMENDED**

Let Google technical support representatives access your Google Analytics data and account when necessary to provide service and find solutions to technical issues.

☒ Account specialists **RECOMMENDED**

Give Google marketing specialists and your Google sales specialists access to your Google Analytics data and account so they can find ways to improve your configuration and analysis, and share optimization tips with you. If you don't have dedicated sales specialists, give this access to authorized Google representatives.

Learn how Google Analytics [safeguards your data](#).

Get Tracking ID

Cancel

Back to Conference site setting. (Settings -> Google Analytics)

GA Google Analytics v20180828

[Toggle all panels](#)

Overview



This plugin adds the GA Tracking Code to your site. Log in to your Google account to view your stats.

- [How to Use](#)
- [Plugin Settings](#)
- [Plugin Homepage](#)

If you like this plugin, please [give it a 5-star rating](#) =

How to Use

Plugin Settings

GA Tracking ID

Tracking Method

- ☐ Universal Analytics / `analytics.js` (default)
- ☒ Global Site Tag / `gtag.js` (new method)
- ☐ Legacy / `ga.js` (deprecated)

Paste your Google Analytic Tracking ID Here

Tracking Code Location

- ☒ Include tracking code in page head (via `wp_head`)
- ☐ Include tracking code in page footer (via `wp_footer`)

Tip: Google recommends including the tracking code in the page head, but including it in the footer can benefit page performance. If in doubt, go with the head option.

Custom Tracker Objects

Any code entered here will be added to `ga('create')` for Universal Analytics, or added to `gtag('config')` for Global Site Tag. [Learn more about creating trackers.](#)

Custom GA Code

Any code entered here will be added to the GA code snippet. This is useful for things like [creating multiple trackers](#) and [Google Optimize](#). Can use `%%userid%%` to display the current user ID.

Custom Code

Here you may specify any markup to be displayed in the `<head>` section (or in the footer, depending on the "Code Location" setting, above).

Custom Code Location

- ☐ Display Custom Code *before* the GA tracking code. Leave unchecked to display *after* the tracking code.

Admin Area

- ☐ Enable GA in the WordPress Admin Area

Admin Users

- ☐ Disable tracking of Admin-level users

Save Changes

Click button Save Changes

Links you may refer:

1. <https://www.siteground.com/tutorials/wordpress/customize-themes/>
2. <https://easywpguide.com/wordpress-manual/>
3. <https://www.hostinger.com/tutorials/wordpress/#gref>