

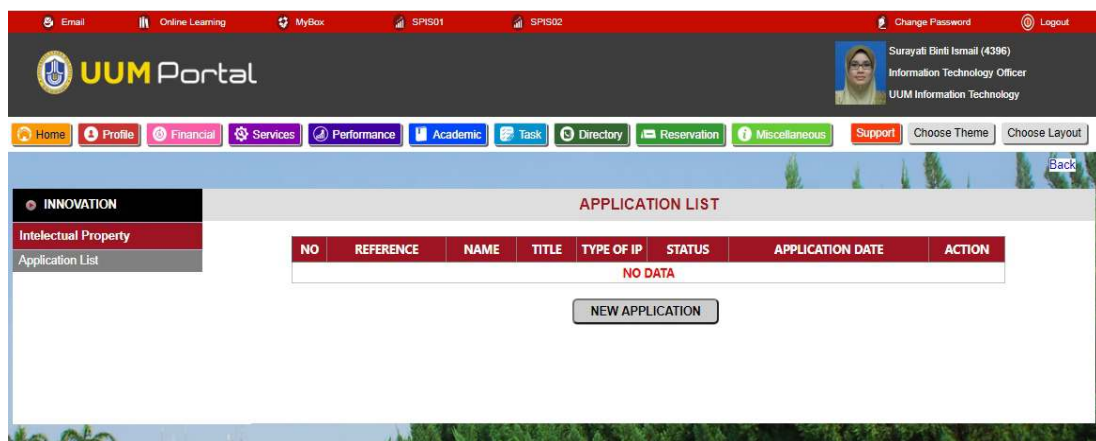
MANUAL PENGGUNA PERMOHONAN HARTA INTELEK VERSION 1

1. Login masuk ke UUm Portal. Klik pada menu **Academic** → **Innovation** → **Intellectual Property Application** seperti di Rajah 2.



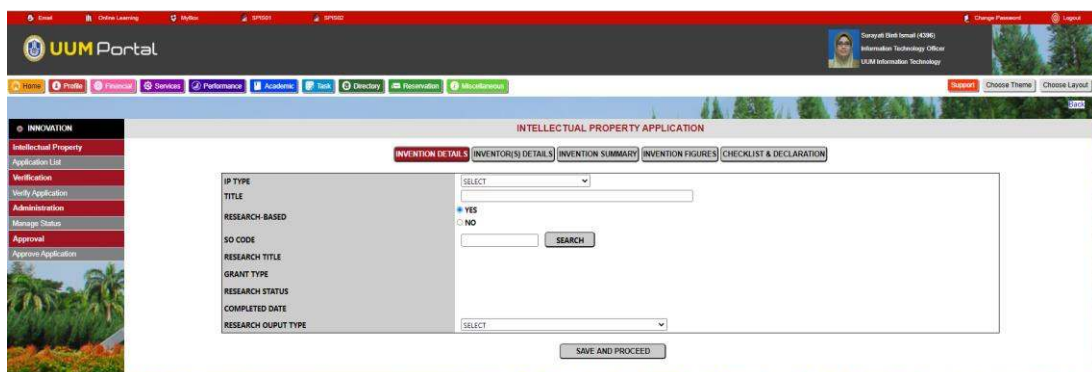
Rajah 1

2. Skrin **Application List** seperti di Rajah 2 akan dipaparkan.



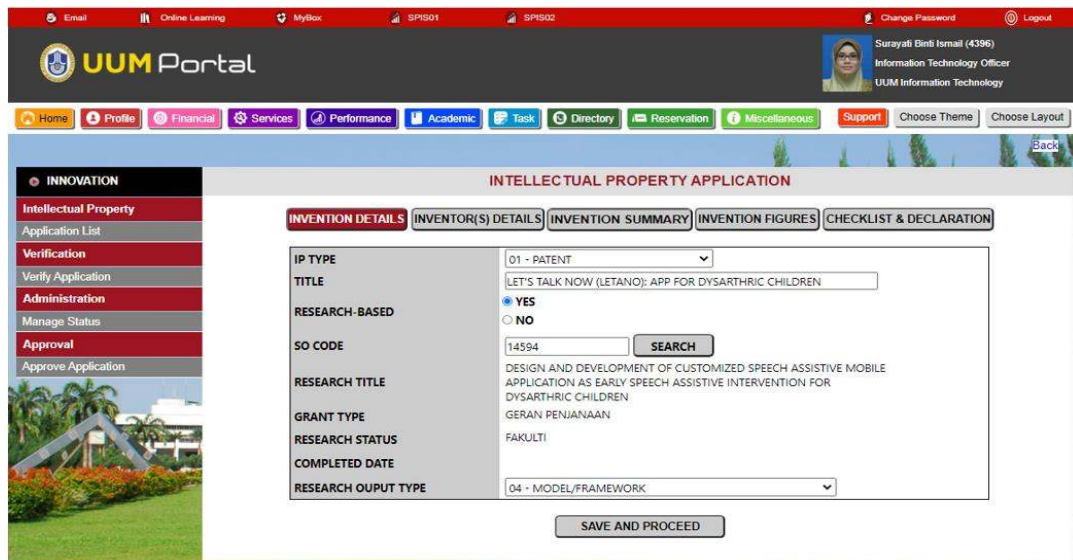
Rajah 2

3. Klik **New Application** untuk permohonan baru.
4. Tab **Invention Details** seperti pada Rajah 3 akan dipaparkan. Permulaan untuk input maklumat dibenarkan pada mana-mana tab.



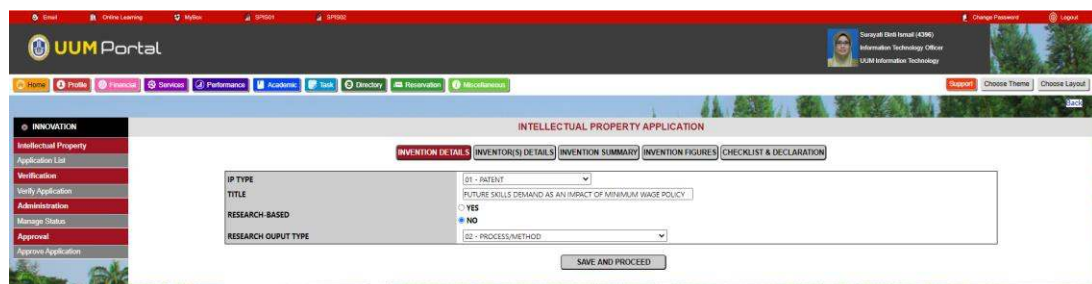
Rajah 3

- Merujuk kepada Rajah 4, sekiranya permohonan adalah berdasarkan kajian, masukkan **Kod SO** kemudian klik **Search**. **Research Title**, **Grant Type**, **Research Status** dan **Completed Date** akan dipaparkan. Kemudian klik **Save And Proceed** untuk menyimpan. Semua maklumat wajib diisi.



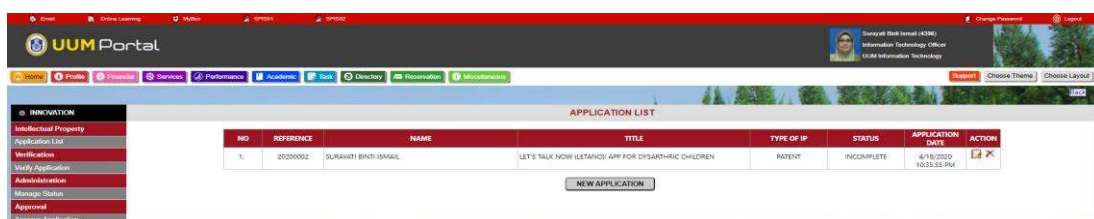
Rajah 4

- Sekiranya permohonan adalah bukan berdasarkan kajian, **Research-Based** sama dengan **No** perlu dipilih seperti contoh di Rajah 5. Kemudian klik **Save And Proceed** untuk menyimpan. Semua maklumat adalah wajib diisi.



Rajah 5

- Setelah maklumat disimpan, **Status Application** akan ditetapkan kepada **Incomplete** seperti di Rajah 6. Untuk meneruskan proses input maklumat, klik ikon kemaskini. Sekiranya permohonan perlu dibatalkan, klik ikon hapus pada kolom **ACTION**.



NO	REFERENCE	NAME	TITLE	TYPE OF IP	STATUS	APPLICATION DATE	ACTION
5	20200002	SURAYATI BINI ISMAIL	LET'S TALK NOW (LETANO): APP FOR DYSPARTHIC CHILDREN	PATENT	INCOMPLETE	4/16/2020 10:55:55 PM	 

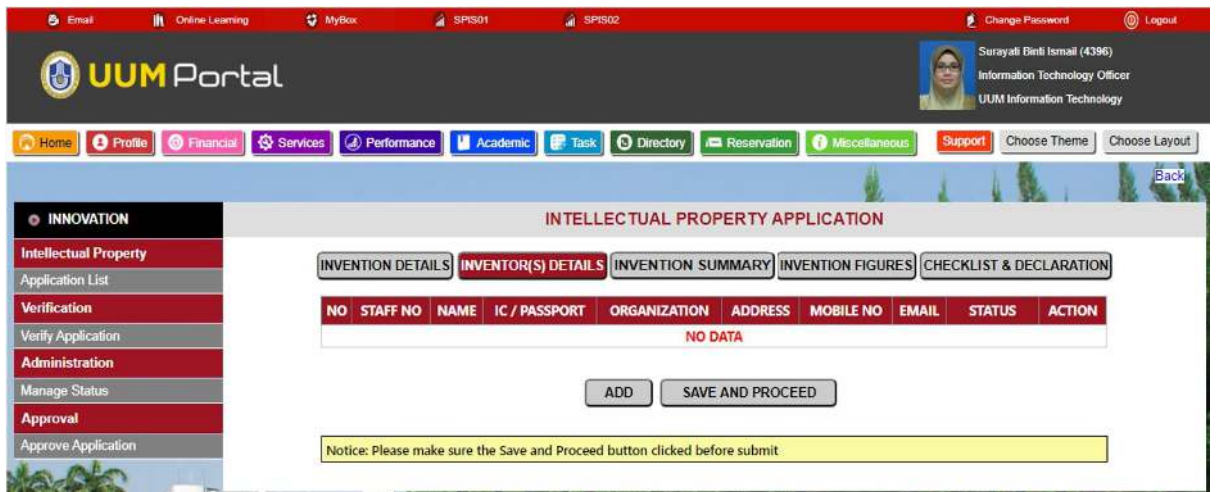
Rajah 6

8. Kemudian skrin seperti Rajah 7 akan dipaparkan. Klik **OK** untuk meneruskan atau **Cancel** untuk batal.

Are you sure you want to delete ?

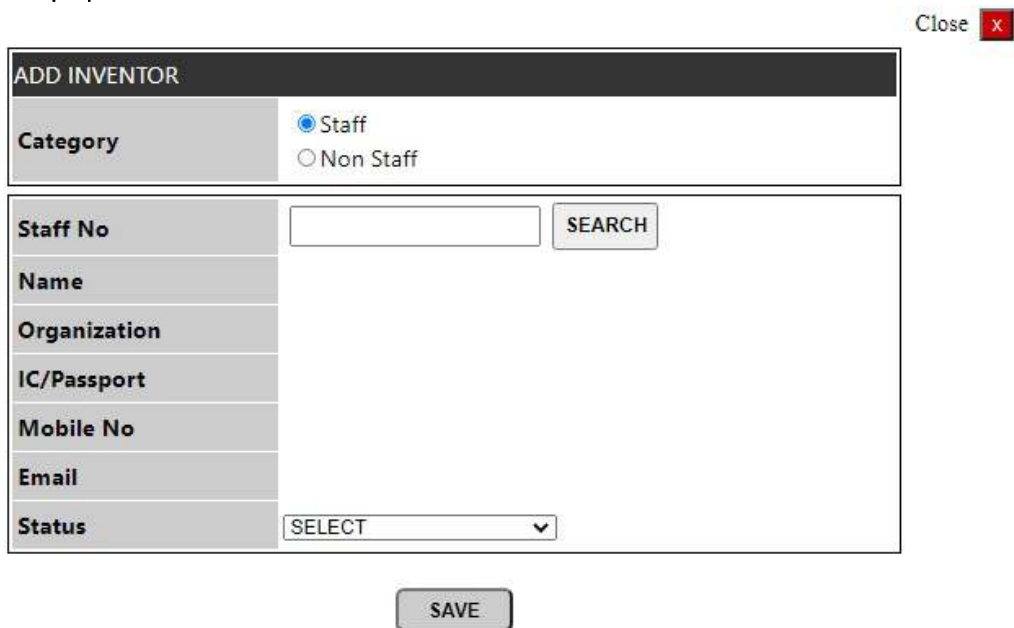
Rajah 7

9. Setelah klik **Save And Proceed** pada Rajah 4, tab **Invention(s) Details** akan dipaparkan seperti yang dipaparkan dalam Rajah 8.



Rajah 8

10. Klik **Add** untuk masukkan maklumat pereka, kemudian skrin seperti Rajah 9 akan dipaparkan.



Rajah 9

11. Sekiranya pereka adalah staf, pilih **Category** sama dengan **Staff**. Masukkan **Staff No** kemudian klik **Search**. **Name**, **Organization**, **IC/Passport**, **Mobile No** dan **Email** akan dipaparkan seperti Rajah 10. Klik **Save** untuk menyimpan. Semua maklumat adalah wajib diisi.

Close 

ADD INVENTOR	
Category	☒ Staff ☐ Non Staff
Staff No	5329 SEARCH
Name	Subashini a/p Annamalai
Organization	UUM College of Arts and Sciences
IC/Passport	801224025662
Mobile No	0194121242
Email	subashini@uum.edu.my
Status	PRINCIPLE INVENTOR ▼

Rajah 10

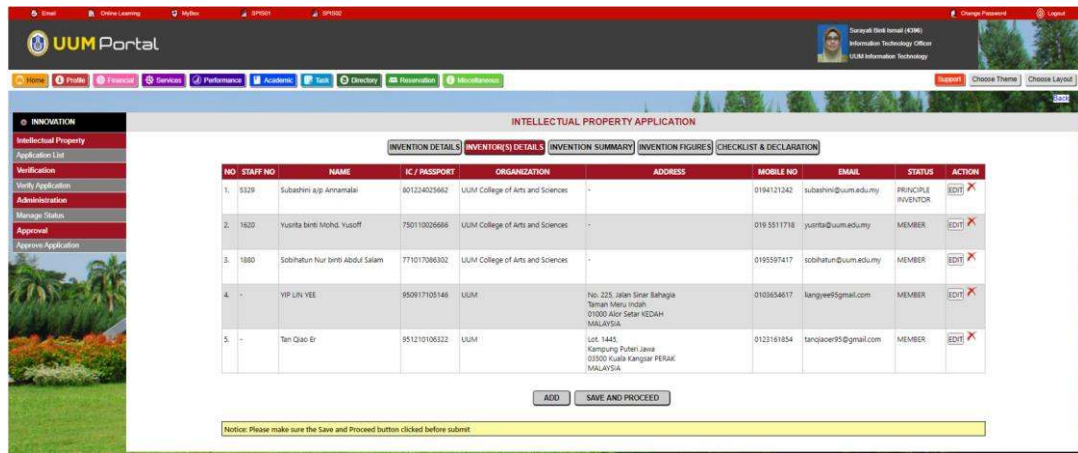
12. Sekiranya pereka adalah bukan staf, pilih **Category** sama dengan **Non Staff** seperti di Rajah 11. Klik **Save** untuk menyimpan. Semua maklumat wajib diisi.

Close 

ADD INVENTOR	
Category	☐ Staff ☒ Non Staff
Name	YIP LIN YEE
Organization	UUM
IC/Passport	950917105146
Address 1	No. 225, Jalan Sinar Bahagia
Address 2	Taman Meru Indah
Postcode	01000 City Alor Setar
State	KEDAH Country MALAYSIA
Mobile No	0103654617
Email	liangyee95gmail.com
Status	MEMBER ▼

Rajah 11

13. Setelah klik **Save**, maklumat pereka yang dimasukkan akan dipaparkan seperti dalam Rajah 12. Untuk kemaskini, klik **ikon kemaskini**.



NO	STAFF NO	NAME	IC / PASSPORT	ORGANIZATION	ADDRESS	MOBILE NO	EMAIL	STATUS	ACTION
1.	3329	Subashini a/p Annamalai	801224023960	UUM College of Arts and Sciences	-	0194121242	subashini@uum.edu.my	PRINCIPLE INVENTOR	EDIT
2.	1620	Yusinta binti Mohd Yusoff	75011030666	UUM College of Arts and Sciences	-	019 5511718	yusinta@uum.edu.my	MEMBER	EDIT
3.	1880	Sobihathun Nur binti Abdul Salam	77101706032	UUM College of Arts and Sciences	-	0193397417	sobihathun@uum.edu.my	MEMBER	EDIT
4.	-	YIP LIN YEE	950817100146	UUM	No. 225, Jalan Sinar Bahagia Temah Muzi, MOH 01000 Alor Setar KEDAH MALAYSIA	0103654817	liangwee@gmail.com	MEMBER	EDIT
5.	-	Ten Qiao Er	951210106322	UUM	Lot. 1445 Kampung Puteri Jau 03000 Kuala Kangsar PERAK MALAYSIA	0123161854	tanqiaoer95@gmail.com	MEMBER	EDIT

ADD SAVE AND PROCEED

Notice: Please make sure the Save and Proceed button clicked before submit.

Rajah 12

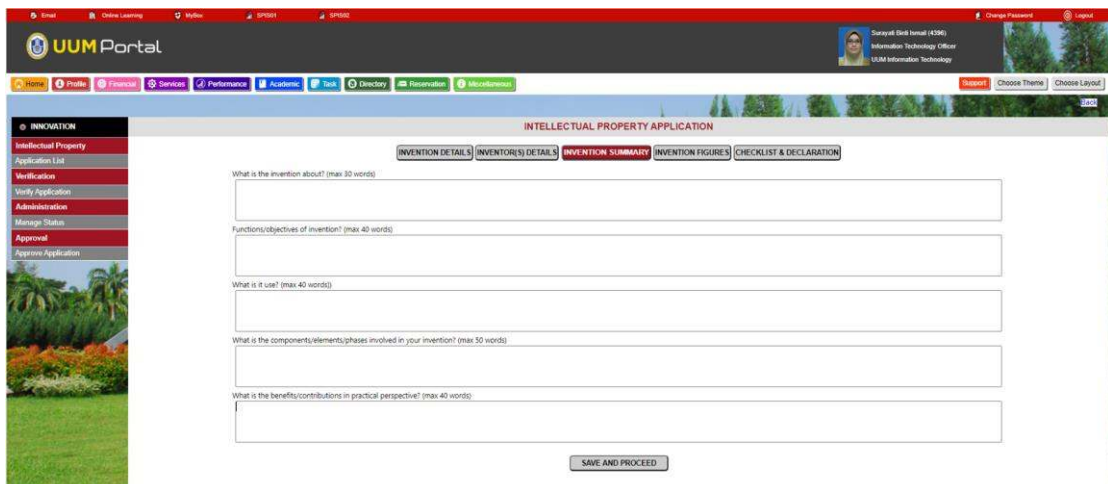
14. Untuk hapus, klik **ikon hapus**, skrin seperti Rajah 13 akan dipaparkan. Klik **OK** untuk meneruskan atau **Cancel** untuk batal.

Are you sure you want to Delete ?



Rajah 13

15. Setelah maklumat selesai dimasukkan, klik **Save And Proceed** kemudian tab **Invention Summary** akan dipaparkan seperti Rajah 14.



What is the invention about? (max 30 words)

Functions/objectives of invention? (max 40 words)

What is it use? (max 40 words)

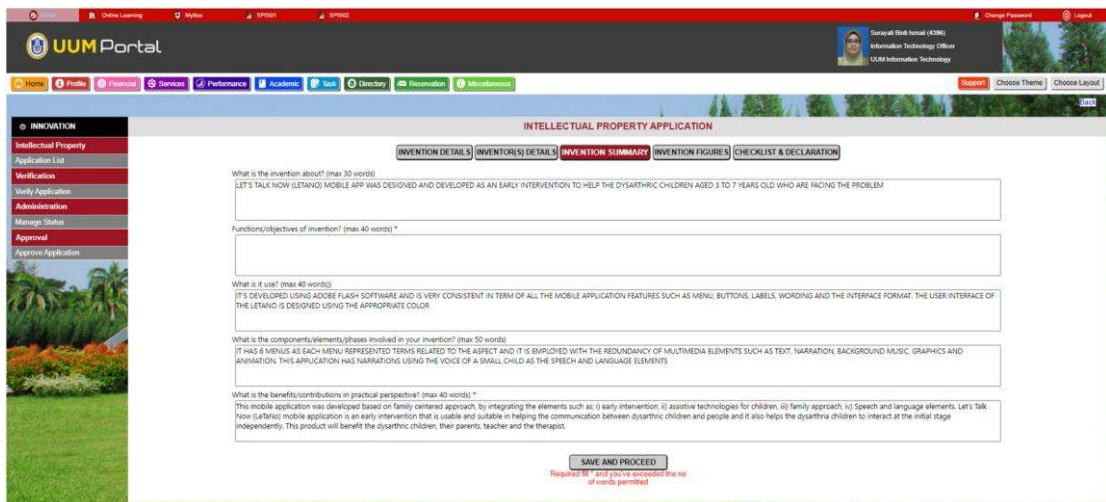
What is the components/elements/phases involved in your invention? (max 50 words)

What is the benefits/contributions in practical perspective? (max 40 words)

SAVE AND PROCEED

Rajah 14

16. Input maklumat mengikut jumlah perkataan yang ditetapkan. Sekiranya perkataan yang dimasukkan melebihi dari jumlah sepatutnya atau terdapat data tidak dimasukkan, notis akan dipaparkan seperti Rajah 15. Semua maklumat adalah wajib diisi.



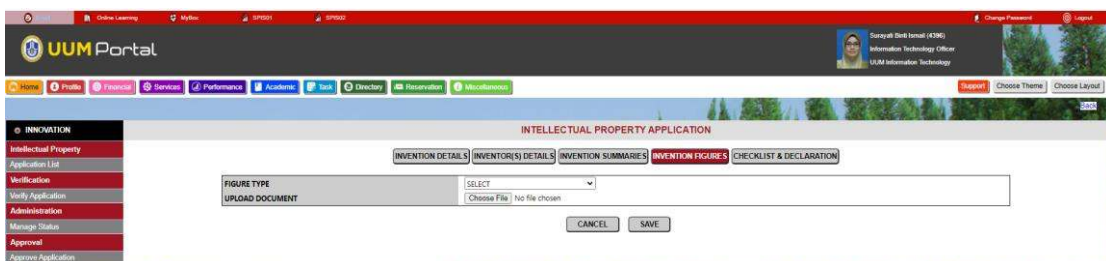
Rajah 15

17. Setelah semua maklumat diisi, klik **Save And Proceed** untuk menyimpan dan tab **Invention Figures** akan dipaparkan seperti Rajah 16.



Rajah 16

18. Pada tab **Invention Figures**, klik **Add** untuk memuat naik dokumen berkaitan, skrin seperti Rajah 17 akan dipaparkan.



Rajah 17

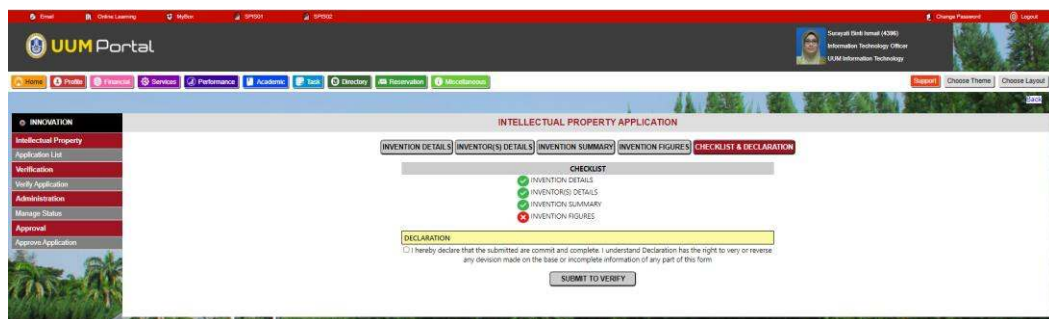
19. Setelah maklumat dimasukkan, klik **Save** untuk simpan, manakala **Cancel** untuk batal. Sekiranya **Figure Type** dan **Upload Document** yang sama dimasukkan, notis data pendua seperti Rajah 18 akan dipaparkan dan ianya tidak boleh disimpan. Klik **OK** untuk input dan muat naik data seterusnya.

Duplicate document (4_1_Figures Framework_Dysarthria-IP_Application_Form 1.docx) for this record

OK

Rajah 18

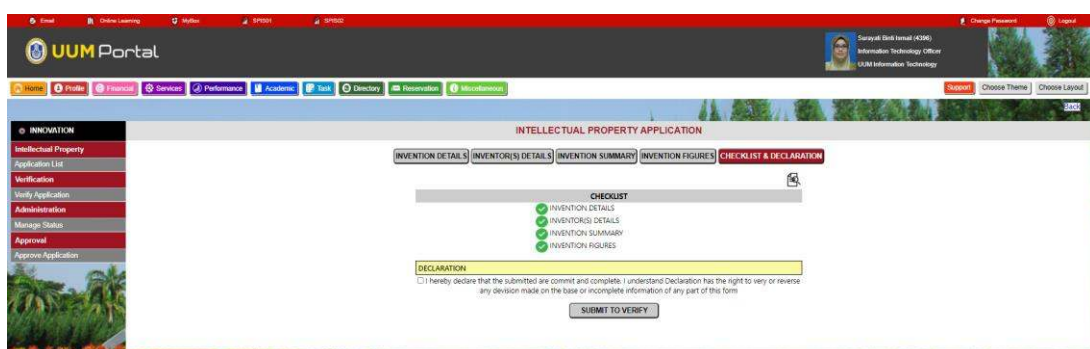
20. Setelah data selesai dimasukkan, klik **Save And Proceed**. Kemudian tab **Checklist & Declaration** akan dipaparkan seperti Rajah 19.



The screenshot shows the 'INTELLECTUAL PROPERTY APPLICATION' form on the UUM Portal. The 'CHECKLIST & DECLARATION' tab is active. The checklist shows four items: 'INVENTION DETAILS' (green), 'INVENTOR(S) DETAILS' (green), 'INVENTION SUMMARY' (green), and 'INVENTION FIGURES' (red). Below the checklist is a 'DECLARATION' section with a text area and a 'SUBMIT TO VERIFY' button.

Rajah 19

21. Untuk simpan dan hantar permohonan, semua **Checklist** perlu bertanda ikon hijau, sekiranya terdapat ikon merah, sila kembali ke tab tersebut, pastikan maklumat dimasukkan dan klik **Save And Proceed**. Kemudian kembali ke tab **Checklist & Declaration** seperti Rajah 20 dan tandakan **Declaration**, kemudian klik **Submit To Verify**.



The screenshot shows the 'INTELLECTUAL PROPERTY APPLICATION' form on the UUM Portal. The 'CHECKLIST & DECLARATION' tab is active. The checklist shows four items: 'INVENTION DETAILS' (green), 'INVENTOR(S) DETAILS' (green), 'INVENTION SUMMARY' (green), and 'INVENTION FIGURES' (green). Below the checklist is a 'DECLARATION' section with a text area and a 'SUBMIT TO VERIFY' button.

Rajah 20

22. Notis maklumat permohonan telah dihantar, melalui email seperti Rajah 21 akan dipaparkan.

Your application has been sent to letakkan_inovasi_email@uum.edu.my

OK

Rajah 21

23. Kemudian klik **OK** dan skrin seperti Rajah 22 akan dipaparkan. Semua butang **Save And Proceed** pada setiap tab dan **Submit To Verify** di tab **Checklist** tidak dipaparkan.


UUM Portal

[Home](#)
[About](#)
[Online Learning](#)
[Library](#)
[SPD201](#)
[SPD202](#)

[Change Password](#)
[Logout](#)



Surat Sri Binti (KONG)
 Information Technology Officer
 UUM Information Technology

[Logout](#)
[Choose Theme](#)
[Choose Layout](#)

[Home](#)
[About](#)
[Financial](#)
[Services](#)
[Performance](#)
[Academics](#)
[Risk](#)
[Library](#)
[Registration](#)
[Innovation](#)

INTELLECTUAL PROPERTY APPLICATION

[INVENTION DETAILS](#)
[INVENTOR\(S\) DETAILS](#)
[INVENTION SUMMARY](#)
[INVENTION FIGURES](#)
[CHECKLIST & DECLARATION](#)

CHECKLIST

- INVENTION DETAILS
- INVENTOR(S) DETAILS
- INVENTION SUMMARY
- INVENTION FIGURES

DECLARATION

☒ I hereby declare that the submitted are correct and complete. I understand Declaration has the right to veto or reverse any decision made on the basis of incomplete information of any part of the form.

Rajah 22

24. Terdapat ikon papar, seperti di Rajah 23. Klik ikon papar tersebut.



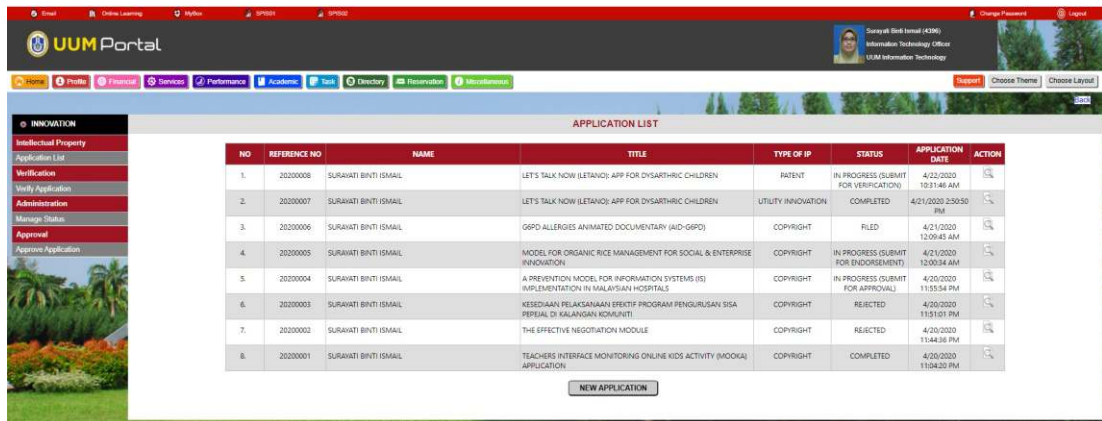
Rajah 23

25. Kemudian maklumat lengkap permohonan seperti Rajah 24 akan dipaparkan. Klik **Print** untuk mencetak manakala **Close** untuk menutup skrin.

UNIVERSITI UTARA MALAYSIA		INTELLECTUAL PROPERTY (IP) APPLICATION		PRINT	CLOSE			
INVENTOR DETAILS								
REFERENCE NO	20200009	SO CODE	14803					
TYPE OF IP	Patent	TYPE OF RESEARCH OUTPUT	Model/Framework					
TITLE	Let's talk now (letanow) app for dyspraxic children	APPLICANT NAME	Surayadi Binti Ismail					
FILLING NO								
INVENTION DETAILS								
NO	START NO	NAME	IC / PASSPORT	ORGANIZATION	ADDRESS	MOBILE NO	EMAIL	STATUS
1.	1620	Yusnita binti Mohd Yusoff	7501002688	UUM College of Arts and Sciences	-	019 5511718	yusnita@uum.edu.my	PRINCIPAL INVENTOR
2.	1620	Substutian a/p Anomalia	80124025662	UUM College of Arts and Sciences	-	0194121242	substutian@uum.edu.my	MEMBER
RESEARCHERS DETAILS								
NO	START NO	NAME	IC / PASSPORT	ORGANIZATION	IC / PASSPORT	MOBILE NO	EMAIL	
1.	2203	Farzana binti Nordin	UUM		76881702906	017-4254050	ncs85@uum.edu.my	
2.	2446	Farjila, Farah Bt Farjila Afflis	UUM		80120303800	0186224486	farahb@uum.edu.my	
3.	4240	Ashrafia Binti Abu Bakar	UUM		80110555110	012-2920253	ashrafia.ab@uum.edu.my	
NOTES/REMARKS								
Let's Talk Now (letanow) mobile app was designed and developed as an early intervention to help the dyspraxic children aged 3 to 7 years old who are facing the problem. The application focuses on daily usable terms and conversations like family, greetings and expressions, places, ordering food and beverages, activities and asking for help. Letanow was designed and developed using audio analysis, design, develop, implement and evaluate model. The lesson, it's developed using Adobe flash software and is very convenient in term of all the mobile application features such as menu, buttons, labels, wording and the interface format. The user interface of the app is designed using the appropriate colours. The purpose of this application is as an early intervention to help the dyspraxic children to communicate and enable them to be understood by others. This mobile application was developed based on family centered approach by integrating the elements such as i. early intervention, ii. assistive technologies for children, let's talk now (letanow) mobile application is an early intervention that is usable and suitable in helping the communication between dyspraxic children and people and it also helps the dyspraxia children to interact at their initial stage independently.								
INVENTION HISTORY								
NO	DOCUMENT NAME	DATE UPLOAD	FIGURE TYPE					
1.	348 a 1 Droyale Framework_Dyspraxia of Application Form 1.docx	4/20/2020 9:15:23 AM	FRAMEWORK					
2.	348 a 2 Droyale Review_Dyspraxia of Application Form 1.docx	4/20/2020 9:15:53 AM	FIGURE					
DECLARATION								
NOTIFICATION: Please make sure all your information is correct before declare								

Rajah 24

26. Status permohonan telah bertukar kepada ***In Progress (Submit For Verification)***, rujuk data pertama di Rajah 25.



NO	REFERENCE NO	NAME	TITLE	TYPE OF IP	STATUS	APPLICATION DATE	ACTION
1.	20200008	SURAYATI BINI ISMAIL	LET'S TALK NOW (LETANO): APP FOR DYSPHASIC CHILDREN	PATENT	IN PROGRESS (SUBMIT FOR VERIFICATION)	4/22/2020 10:31:46 AM	
2.	20200007	SURAYATI BINI ISMAIL	LET'S TALK NOW (LETANO): APP FOR DYSPHASIC CHILDREN	UTILITY INNOVATION	COMPLETED	4/21/2020 2:50:30 PM	
3.	20200006	SURAYATI BINI ISMAIL	GPO: ALLERGIES ANIMATED DOCUMENTARY (AID-GPO)	COPYRIGHT	FILED	4/21/2020 12:09:45 AM	
4.	20200005	SURAYATI BINI ISMAIL	MODEL FOR ORGANIC RICE MANAGEMENT FOR SOCIAL & ENTERPRISE INNOVATION	COPYRIGHT	IN PROGRESS (SUBMIT FOR ENDORSEMENT)	4/21/2020 12:00:34 AM	
5.	20200004	SURAYATI BINI ISMAIL	A PREVENTION MODEL FOR INFORMATION SYSTEMS (IS) IMPLEMENTATION IN MALAYSIAN HOSPITALS	COPYRIGHT	IN PROGRESS (SUBMIT FOR APPROVAL)	4/20/2020 11:55:54 PM	
6.	20200003	SURAYATI BINI ISMAIL	KESEDAHAN PELAKSANAAN SERTIFIKAT PROGRAM PENGURUSAN SISA PEPAJAL DI KALANGAN KOMUNITI	COPYRIGHT	REJECTED	4/20/2020 11:51:01 PM	
7.	20200002	SURAYATI BINI ISMAIL	THE EFFECTIVE NEGOTIATION MODULE	COPYRIGHT	REJECTED	4/20/2020 11:44:35 PM	
8.	20200001	SURAYATI BINI ISMAIL	TEACHERS INTERFACE MONITORING ONLINE KIDS ACTIVITY (WOOKA) APPLICATION	COPYRIGHT	COMPLETED	4/20/2020 11:04:20 PM	

Rajah 25

27. Pada peringkat ini, permohonan telah dihantar kepada Pegawai ICC untuk semakan. Sekiranya terdapat penambahbaikan, pemohon akan menerima email penambahbaikan dari Pegawai ICC. Sekiranya tiada penambahbaikan, permohonan tersebut akan diproses untuk tindakan selanjutnya..

Sekian.

Disediakan oleh: Surayati Ismail (UUMIT)
Dr. Khofizhoah Mohd Karim (ICC)

Tarikh Kemas kini: 30 Mei 2021