

Example 1:

Wan Ahmad Nazri bin Wan Abdullah, is a master's student at FKM, UTM. His thesis is approved in the year 2002. His matrix card number is MM100123. The thesis is declared restricted.

Therefore:

<name> = wan ahmadnazri

<matrixno> = mm100123

<p> = d

<tt> = 02

<ss> = th

The files should be named as follows:

wanahmadnazrimm100123d02thp.pdf (pre-access file)

wanahmadnazrimm100123d02tht.pdf (full texts file)

Example 2:

Wong Ah Seng, is a UTM staff who studied for his Ph.D. overseas. The thesis is approved in the year 2002 and declared open access. He is a staff of Faculty of Education and his staff number is 1234

Therefore:

<name> = wongahseng

<matrixno> is derived given as defined in Table 5.1 yields

<matrixno> = pp31234

<p> = 1

<tt> = 02

<ss> = tt