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RESEARCH UNIVERSITY

Online Approval for
National Research Activity Application
(RADIS 3)

USER MANUAL

Research Management Centre

Online Approval for
National Research Activity Application
Prepared Date: 1 December 2011 / Versi 1.0

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Suggestions and Support

Your suggestions for Online Approval for National Research Activity Application are welcomed. Please email your comments to radis@utm.my. Technical support for Activity Unit is also available from this email address or by joining our support email list. You can find details on joining our support list on our web site at <http://rmc.utm.my/research-activity/>

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1. General

Online Approval for National Research Activity Application is a management application written in JAVA that can be used as a basis for project leader to make the approval for research activity application. Online Approval for National Research Activity Application is a complete web-based management system developed by the Research Management Center (RMC) in collaboration with the Center of Information Communications and Technology (CICT), Universiti Teknologi Malaysia.

This user manual is provided as a guide to project leader in using Online Approval for National Research Activity Application. The main goal is to ensure that all data entry requirements as required to ensure the system operates smoothly and consistently.

2. Minimum Requirements

Development environment is used with the following configuration:

Table 2.1: Minimum Requirements

Type of Requirements	Application
Operating System	1. All types of Windows operating system
Web Browsers	1. Mozilla Firefox 2.0 or higher 2. The best resolution of 1024x768

3. Condition of Use

3.1 User Login



Figure 1: Website URL Screen

- 1 Type <https://hrfin.utm.my> at any of your favorite browser. Mozilla Firefox browsers are recommended.
- 2 Select Sistem RADIS from pane selection and click on the Sistem RADIS Ver 3 link.

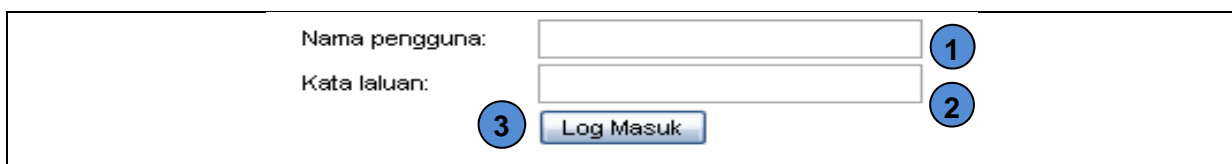


Figure 2: User Login Screen

- 1 Applicant key in ACID username
- 2 Applicant key in appropriate password
- 3 Click button.

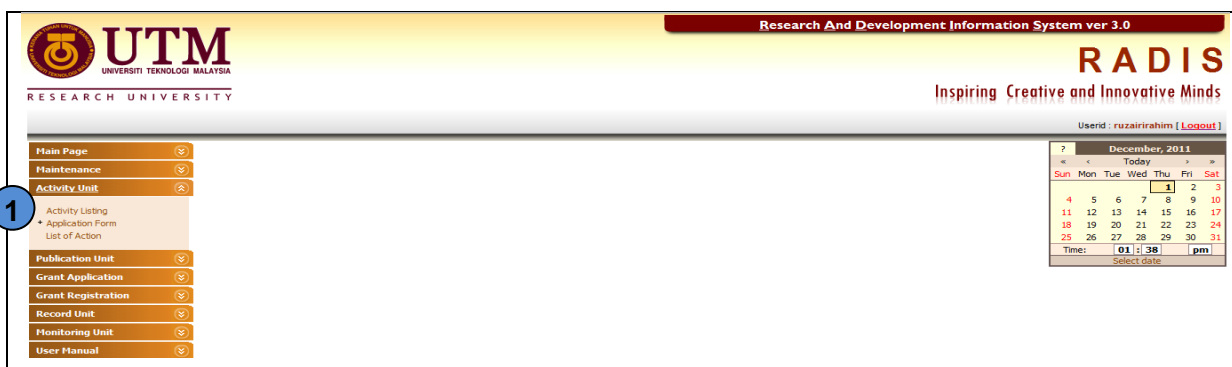


Figure 3: Submenu Screen

- 1 Select Activity Unit from pane selection. Select Application Form from the listing and then select National link.

3.2 List of Action - Recommendation by Project Leader

List of Action						
Application List						
No	Activity No	Level	Type	Name	Status	
1	PA/2011/00045	NATIONAL	BOOK	RUZAIRI BIN ABDUL RAHIM	PENDING (RECOMMENDATION FROM PL)	Action
2	PA/2011/00045	NATIONAL	CONFERENCE	RUZAIRI BIN ABDUL RAHIM	PENDING (RECOMMENDATION FROM PL)	Action
3	PA/2011/00048	NATIONAL	COLLOQUIUM	RUZAIRI BIN ABDUL RAHIM	PENDING (RECOMMENDATION FROM PL)	Action
4	PA/2011/00051	NATIONAL	DISCUSSION	RUZAIRI BIN ABDUL RAHIM	PENDING (RECOMMENDATION FROM PL)	Action
5	PA/2011/00057	NATIONAL	COLLOQUIUM	RUZAIRI BIN ABDUL RAHIM	PENDING (RECOMMENDATION FROM PL)	Action
6	PA/2011/00064	NATIONAL	CONFERENCE	MUHAMMAD HISYAM LEE @ LEE WEE YEW	PENDING (RECOMMENDATION FROM PL)	Action
7		NATIONAL	SEMINAR	MUHAMMAD HISYAM LEE @ LEE WEE YEW	PENDING (RECOMMENDATION FROM PL)	Action
8		NATIONAL	COLLOQUIUM	RUZAIRI BIN ABDUL RAHIM	PENDING (RECOMMENDATION FROM PL)	Action

8 records found

1

Exit

Figure 4: List of Action Screen

- 1 List of application will be displayed automatically.
- 2 Click [Action](#) button to take action for the selected application.

3.3 Basic Info - Recommendation by Project Leader

User has to check basic information at Basic Info tab.

Basic Info	Activity Details	Project Details	Expenditure Details	Attachment	Declaration	PL Recommend																								
<p>Staff Category</p> <table border="0"> <tr> <td>Name</td> <td>RUZAIRI BIN ABDUL RAHIM</td> <td>Office Telephone No</td> <td>075537801</td> </tr> <tr> <td>Staff No.</td> <td>6037</td> <td>Hand Phone No</td> <td></td> </tr> <tr> <td>Type of Service</td> <td>PERMANENT</td> <td>Office Fax No</td> <td></td> </tr> <tr> <td>Faculty</td> <td>PUSAT PENGURUSAN PENYELIDIKAN (RMC)</td> <td>Email Address</td> <td>deanrmc@utm.my</td> </tr> <tr> <td>Research Alliance</td> <td>CYBERNETICS</td> <td>Nationality</td> <td>MALAYSIA</td> </tr> <tr> <td>My Kad</td> <td>670131025535</td> <td></td> <td></td> </tr> </table>							Name	RUZAIRI BIN ABDUL RAHIM	Office Telephone No	075537801	Staff No.	6037	Hand Phone No		Type of Service	PERMANENT	Office Fax No		Faculty	PUSAT PENGURUSAN PENYELIDIKAN (RMC)	Email Address	deanrmc@utm.my	Research Alliance	CYBERNETICS	Nationality	MALAYSIA	My Kad	670131025535		
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Research Alliance	CYBERNETICS	Nationality	MALAYSIA																											
My Kad	670131025535																													
RD06S03																														
Exit																														

Figure 5: Basic Info - Recommendation by Project Leader Screen

3.4 Activity Details - Recommendation by Project Leader

User has to check activity details at Activity Details tab. User can review the details by clicking button.

No	Category	Activity Type	Title	Start date	End Date	Place
1	ATTENDING ACTIVITIES	CONFERENCE	ffffff	2011-11-25	2011-11-27	ssssss

Figure 6: Activity Details - Recommendation by Project Leader Screen

3.5 Project Details - Recommendation by Project Leader

User has to check project details at Project Details tab.

No	Category	Activity/Publication	Title	Cost Center No	Project Leader	Grant Type	Start Date	End Date
1	PUBLICATION ACTIVITIES	BOOK	Title	QJ130000.7123.00J05	SHAPARAS BINTI DALIMAN	Tier 1	2011-04-15	2012-04-30

Figure 7: Project Details - Recommendation by Project Leader Screen

3.6 Expenditure Details - Recommendation by Project Leader

User has to check expenditure details at Expenditure Details tab.

No	Category	Activity/Publication	Title	Cost Center No	Project Leader	Grant Type	Start Date	End Date
1	PUBLICATION ACTIVITIES	BOOK	Title	Q.J130000.7123.00J05	SHAPARAS BINTI DALIMAN	Tier 1	2011-04-15	2012-04-30

Category	Activity/Publication	Title	Cost Center No	Expenditure Item	Amount(RM)
PUBLICATION ACTIVITIES	BOOK	Title	Q.J130000.7123.00J05	MEAL REIMBURSEMENT	100.00
				TRANSPORTATION - LAND	1500.00
Sub Total					1600.00
Total Estimated Cost					1600.00

Figure 8: Expenditure Details - Recommendation by Project Leader Screen

3.7 Attachment - Recommendation by Project Leader

User has to check attachment information at Attachment tab. User can view the attachment by clicking the hyperlink.

No	Type	Description	File Name
1	BROCHURE	Description	keperluan tab ikut katego.pdf

1 record found

1

Figure 9: Attachment - Recommendation by Project Leader Screen

3.8 Declaration - Recommendation by Project Leader

User has to check declaration by applicant at Declaration tab. User can print the application form by clicking button.

Basic Info Activity Details Project Details Expenditure Details Attachment Declaration PL Recommend

Declaration by Applicant

I hereby declare that the particulars in this application are true to the best of my knowledge and belief.

RD06S09

Figure 10: Declaration - Recommendation by Project Leader Screen

3.9 Project Leader Recommendation

Basic Info Activity Details Project Details Expenditure Details Attachment Declaration PL Recommend

Project Leader Recommendation

Category	Activity/Publication	Title	Cost Center No	Expenditure Item	Amount(RM)
PUBLICATION ACTIVITIES	BOOK	Title	Q.J130000.7123.00J05	MEAL REIMBURSEMENT	100.00
				TRANSPORTATION - LAND	1500.00
Sub Total					1600.00
Total Estimated Cost					1600.00

Application status: Please Choose

Remark:

By: SHAPARAS BINTI DALIMAN

Position: PENSYARAH (DS45)

Date: 27/12/2011

RD06S010

Figure 11: PL Recommend Screen

- 1 Details of project and amount to be approved will be displayed automatically.
- 2 Total amount to be approved by user.
- 3 Select application status for the application.
- 4 Key in remark for the application.
- 5 Project Leader name, position and date information will be displayed automatically.
- 6 Click button to save the recommendation status, or click button to submit the application status.