Online Declaration Project Leader
(RADIS 3)

USER MANUAL

Research Management Centre
Online Declaration Project Leader
Prepared Date: 19 April 2011 / Versi 1.0
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Suggestions and Support

Your suggestions for Online Declaration Project Leader for Research University Grant Application are welcomed. Please email your comments to radis@utm.my. Technical support for this system 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/download/.

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1. General

Online Declaration Project Leader is a management application written in JAVA that can be used as a basis for Researcher to send the declaration project leader through online. This 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 user in using this system. 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>
<thead>
<tr>
<th>Type of Requirements</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>1. All types of Windows operating system</td>
</tr>
<tr>
<td>Web Browsers</td>
<td>1. Mozilla Firefox 2.0 or higher</td>
</tr>
<tr>
<td></td>
<td>2. The best resolution of 1024x768</td>
</tr>
</tbody>
</table>
3. **Condition of Use**

3.1 **User Login**

**Figure 1: Website URL Screen**

Applicant enter URL in the browser which is [https://hrfin.utm.my](https://hrfin.utm.my)

Click at Sistem RADIS submenu and go to hyperlink of Sistem RADIS Ver 3.

**Figure 2: User Login Screen**

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

**Figure 3: Submenu Screen**

Click submenu of Record Unit then go to Research Project Management link and click Letter List Project Leader link.
3.2 Letter List Project Leader

Figure 4: Field for Searching

1. The user can search for their approved project by various searching methods.
2. After clicking the Search button (red round icon with magnifying glass), all approved project will be listed.

Figure 5: Approved Project List

3. Approved Project list will be displayed as Figure 5.
4. Click button View under Approval Letter column to view the letter
5. Click button View under Declaration Letter column to view the declaration project leader
6. Project Leader could check the activation status of the project in the Project Leader column
3.3 Approval Letter

In Approval Letter screen, the letter will be displayed

1. Click button to print the approval letter

2. Click button to enter the previous screen

Figure 6: Approval Letter Screen

1. In Approval Letter screen, the letter will be displayed
2. Click button to print the approval letter
3. Click button to enter the previous screen
3.4 Declaration Project Leader

In Declaration Project Leader screen, the declaration will be displayed

Click button [AGREED] to send back the declaration to RMC
• Declaration Letter successfully reply to RMC

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Figure 8: Declaration Project Leader Screen

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3. Click button [Print] to print the declaration.

4. Click button [Back] to enter the previous screen.

5. Click button [Exit] to exit and back to the project listing.