

## 2 Project Overview

To manage research activities in HMC, the MRC introduces a new application called '**ABHATH**'. The **ABHATH** provides an enterprise-wide collaborative research management application environment for researchers, reviewers, project office and finance staff for study submissions, internal and external reviews, budgeting, approval, compliance monitoring and financial accounting and controlling throughout the pre-award and post-award lifecycle to meet MRC's operational and executive management needs.

This document describes about different modules and sub-modules of **ABHATH** in details to assist the users for understanding the workflow and using the application easily.

By entering authorized credentials, the user can access the features of the **ABHATH** application to perform following activities:

1. Profile Creation
2. Research Study Proposals
3. New Research Submission
4. List My Application
5. Acknowledgement
6. My Check List
7. My Email Inbox
8. Invited Research Study
9. My HOD Applications

## 3 Main Objectives

By introducing the **ABHATH** application, the MRC offers a complete solution for the researchers as well as the Research Office to manage the research activities in HMC in easy and accurate manner, thus avoiding the manual intervention in executing the process related to research.

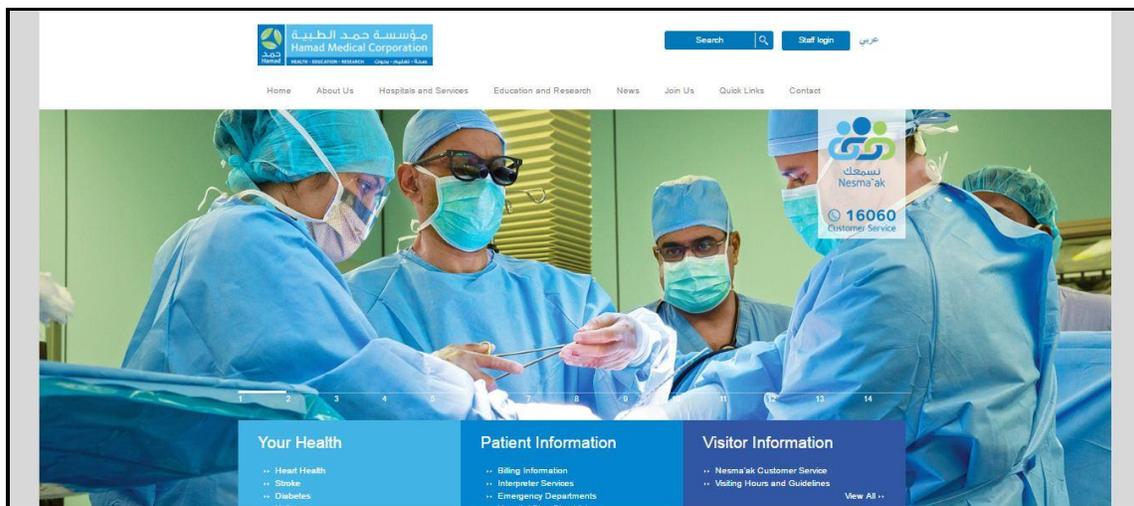
## 4 Getting Started

Open any web browser and type the URL of **ABHATH** application in the address bar. The URL of the **ABHATH** is [www.hamad.qa](http://www.hamad.qa). Follow the instructions below to access the application:

1. Open Google Chrome web browser.

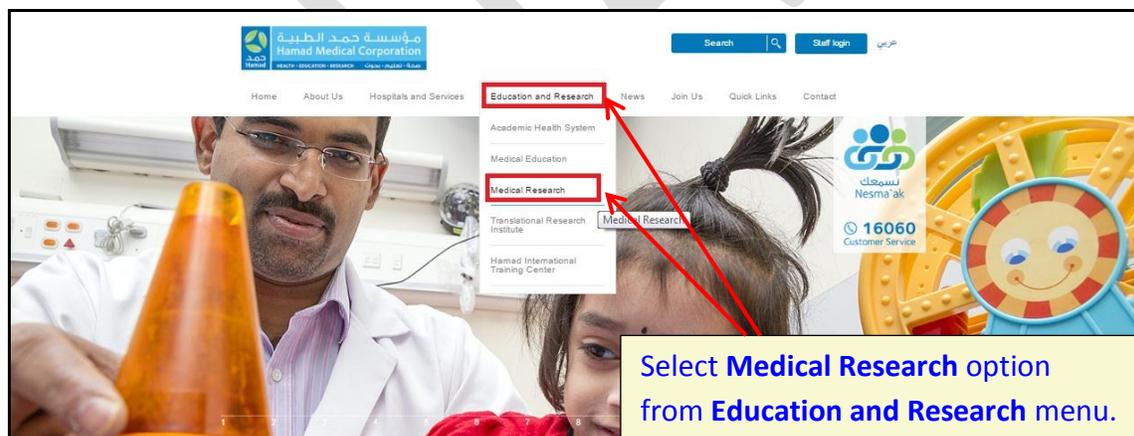
- Type [www.hamad.qa](http://www.hamad.qa) in address bar, and then press Enter.
  - Hamad Medical Corporation (HMC) website opens.

Figure 1: HMC Website



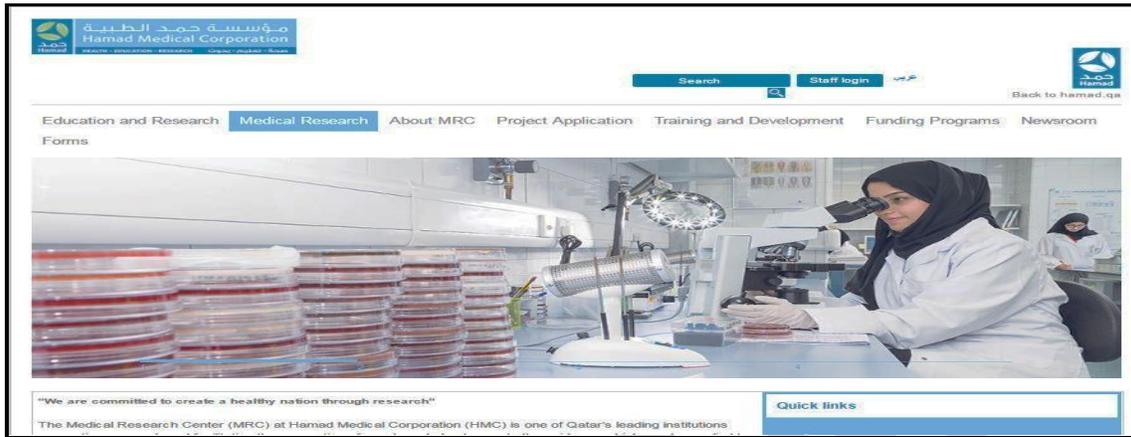
- Select **Education and Research** menu, and then select **Medical Research** sub menu.

Figure 2: Education and Research - Medical Research



- Medical Research page opens.

Figure 3: Medical Research Page



4. Click on **ABHATH** logo from Medical Research page.

Figure 4: Select Abhath Logo



■ **ABHATH** Login page opens.

Figure 5: Login Page



After registering in **ABHATH** application, the user can sign into **ABHATH** application with below information/credentials:

- **Email Address**
- **Password**

To login into **ABHATH**, follow below instructions:

1. Repeat all instructions under [Getting Started](#).
  - **ABHATH** login page opens.
2. Enter registered email address into **Email** box.
3. Enter password into **Password** box.
4. [Optional] To view the password characters, click on the  icon.
5. Click **Sign in** button.

Figure 22: Enter Login Credentials



Abhath  
مبادرة من مؤسسة حمد الطبية  
An initiative by HMC  
Hamad

Please enter your Username and Password to Login

Email

Password

Supported Browsers : 

Supported Resolution: 1024 \* 768 & above

**Notes:**

- ✎ Please note the **Password** is case sensitive, so care must be taken when entering your **Password**.

Please also remove any space after the **Email and Password**.

- After successfully login, user will be redirected into **ABHATH** home page.
- For First time user, system directs you into **Personal Info** page.

Figure 23: First Time User- Personal Info Page

The screenshot shows the 'Personal Info' page with the following fields and values:

- Prefix: Dr.
- Middle Name: M
- Preferred Name: Mike M Jackman
- Highest Degree: BE
- State: Please Select
- Postal Code: Postal Code
- Secondary Contact No: Secondary Contact No
- Primary Email ID: Mike@hmc.org
- Bleep No: Bleep No
- Nationality: Taiwanese
- Primary Communication:  Email  Phone
- Receive Email Notifications:  Yes  No
- First Name: Mike
- Last Name: Jackman
- Corporation No: 50023
- Country: Please Select
- City: Please Select
- Primary Contact No: Primary Contact No
- Fax: Fax
- Secondary Email ID: Secondary Email ID
- Gender: Male

Note: Switching off email notifications, will still keep the system inbox notifications active

- For existing user, system directs you into Dash Board page

Figure 24: Existing User-Abhath Dash Board Page

The screenshot shows the dashboard with the following data:

**On Going Studies**

#	Task	Progress	Percentage
299	Test Subbu		
25	Subbu		
322	Subbu		

**Calendar** (November 2016): 24/11/2016. Meeting Date, Time, Committee. No Record available.

**My Task**

- Request for Team Member Enrollment (Epidemiology Research, 10090, 02/02/2016 - 08/12/2016)
- Request for Head of Department Approval (Epidemiology Research, 10090, 02/02/2016 - 08/12/2016)
- Acknowledge/ Accept Team Member Enrollment (Epidemiology Research, 10090, 02/02/2016 - 08/12/2016)
- Request for Head of Department Approval (Epidemiology Research, 10090, 02/02/2016 - 08/12/2016)

**Grant Allocation**

PID	Title	Status
1400034/14	Epidemiological cohort	Progress Report
14000234/14	Genetics of Mendelian	Study Ongoing
14660034/15	Epidemiological cohort	Progress Report

**My Roles**: Yet To Be Generated (Subbu, STUDY\_OWNER)

## 5.1 Alert and Error Notification-Login into Abhath

1. If you receive an error stating **“Invalid Password”**, please try again with correct Password.

Figure 25: Invalid Password



The screenshot shows the Abhath login interface. At the top, there is a header with the Abhath logo and text in Arabic and English: 'Abhath', 'مبادرة من مؤسسة حمد الطبية', 'An initiative by HMC', and 'Hamad'. Below the header, the text 'Please enter your Username and Password to Login' is displayed. The form contains two input fields: 'Email' with the value 'mike@hmc.org' and 'Password' with a masked password '.....'. There are three buttons: 'Sign in' (blue), 'SignUp' (purple), and 'Forgot Password?' (yellow). Below the buttons, it says 'Supported Browsers: [Chrome icon]' and 'Supported Resolution: 1024 \* 768 & above'. At the bottom, a red oval highlights the error message: 'Invalid password, you have 3 attempts left'.

2. If you receive an error stating **“Invalid User Name”**, please try again with correct User Name.

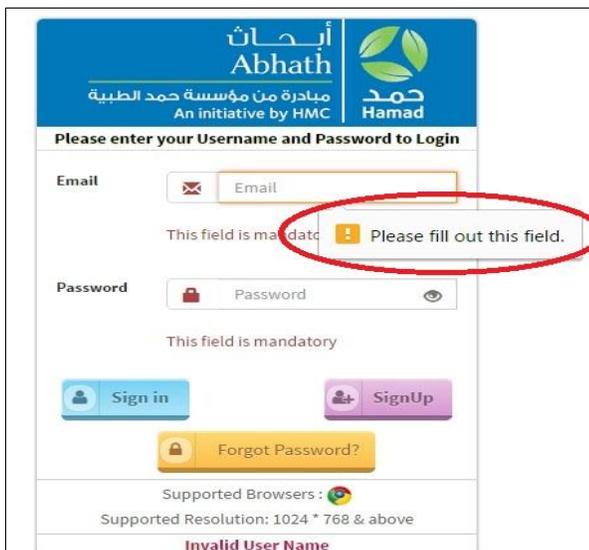
Figure 26: Invalid User Name



The screenshot shows the Abhath login interface, identical to Figure 25. The 'Email' field contains 'mike@hmc.org' and the 'Password' field is masked. The 'Sign in' button is highlighted in blue. Below the buttons, it says 'Supported Browsers: [Chrome icon]' and 'Supported Resolution: 1024 \* 768 & above'. At the bottom, a red oval highlights the error message: 'Invalid User Name'.

3. An error message is generated, if the user clicked on **Sign in** button without entering **Primary Email Address** and/or **Password**.

Figure 27: Sign in-Without Entering Email Address and Password



The screenshot shows the Abhath login page with the following elements:

- Header: Abhath logo and Hamad logo, with text "مبادرة من مؤسسة حمد الطبية" and "An initiative by HMC".
- Section: "Please enter your Username and Password to Login".
- Form fields: "Email" and "Password".
- Validation: The "Email" field has a red error message: "This field is mandatory. Please fill out this field." circled in red.
- Buttons: "Sign in", "SignUp", and "Forgot Password?".
- Footer: "Supported Browsers" and "Supported Resolution: 1024 \* 768 & above".
- Message: "Invalid User Name" at the bottom.

4. To know about the field, click on the corresponding online help icon.

Figure 28: Online Help Icon

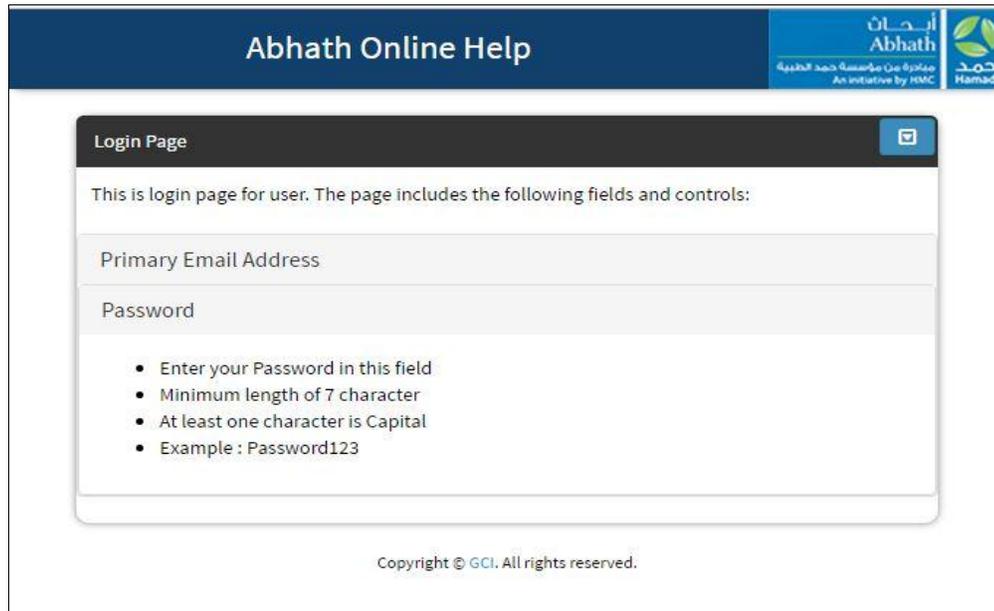


The screenshot shows the Abhath login page with the following elements:

- Header: Abhath logo and Hamad logo, with text "مبادرة من مؤسسة حمد الطبية" and "An initiative by HMC".
- Section: "Please enter your Username and Password to Login".
- Form fields: "Email" (containing "mike@hmc.org") and "Password" (masked with dots).
- Buttons: "Sign in", "SignUp", and "Forgot Password?".
- Footer: "Supported Resolution: 1024 \* 768 & above".
- Annotation: A red box highlights the email field's icon, with a red arrow pointing to a yellow callout box that says "Click here for online help".

- Online Help for each field will be displayed.

Figure 29: Abhath Online Help



5. Recommended Browsers and Screen Resolution are mentioned in login screen.

- ❖ Browser: **Google Chrome.**
- ❖ Screen Resolution : 1024 \* 768 & above

Figure 30: Recommended Browser and Resolution



## 5.2 Forgot password

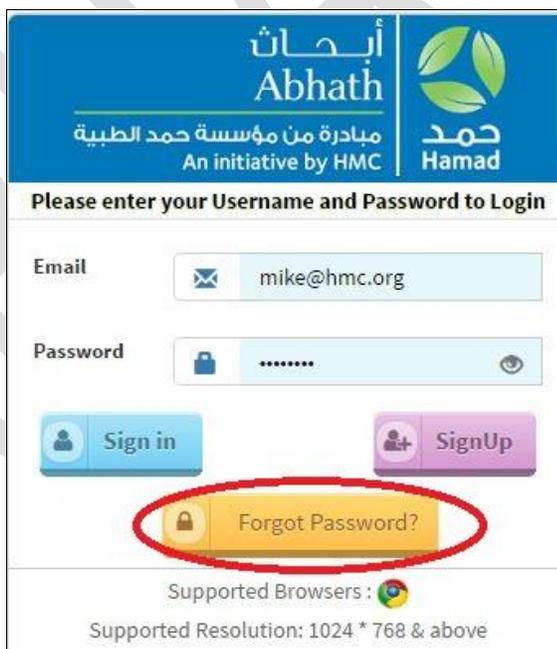
If you forgot your password and would like to reset or would like to change your password for security reasons, please follow the instructions below:

**Registered Email Address, Security Question and Security Answer** are requested to begin the password reset process. After entering **Registered Email Address, Security Question, Security Answer** and **Captcha** and on clicking the **Submit** button, an email containing a password reset link is automatically sent to the registered email address. Clicking on the link allows the user to choose a new password so that the user can login into the **ABHATH** using new password.

Instructions for Password reset are given below:

1. Repeat all instructions under [Getting Started](#).
  - **ABHATH** login page opens.
2. Click the **Forgot Password** button.

Figure 31: Forgot Password



The screenshot shows the ABHATH login interface. At the top, there is a header with the logo and text in Arabic and English: 'أبحاث Abhath' and 'مبادرة من مؤسسة حمد الطبية An initiative by HMC Hamad'. Below the header, the text reads 'Please enter your Username and Password to Login'. There are two input fields: 'Email' with the value 'mike@hmc.org' and 'Password' with masked characters. Below the input fields are three buttons: 'Sign in' (blue), 'SignUp' (purple), and 'Forgot Password?' (yellow). The 'Forgot Password?' button is circled in red. At the bottom, it says 'Supported Browsers: [Chrome icon]' and 'Supported Resolution: 1024 \* 768 & above'.

- Forgot Password window opens.
3. Enter registered email address into **Email** box.

4. Select the security question from **Security Question** Drop-down, which you selected during user registration.
5. Enter the answers for selected security question into **Security Answer** box.

Figure 32: Submit Details-Forgot Password

The screenshot shows the 'Forgot Password' form. The fields are: Email (a@hmc.org), Security Question (What is your Nick Name?), Security Answer (\*\*\*\*), and Captcha (kKgoft). A red box highlights the Email, Security Question, and Security Answer fields. The form includes a kKgoft logo, a Submit button, and a Cancel button. The footer text reads: 'Need assistance Please contact us via email at abhathsupport@hmc.org' and 'Copyright © GCI. All rights reserved.'

6. Enter the captcha same as shown in image into **captcha** box.

**Note:** Please note Captcha is case sensitive, so care must be taken when entering the captcha.

Figure 33: Captcha-Forgot Password

The screenshot shows the 'Forgot Password' form. The fields are: Email (a@hmc.org), Security Question (What is your Nick Name?), Security Answer (\*\*\*\*), and Captcha (kKgoft). A red box highlights the Captcha field. The form includes a kKgoft logo, a Submit button, and a Cancel button. The footer text reads: 'Need assistance Please contact us via email at abhathsupport@hmc.org' and 'Copyright © GCI. All rights reserved.'

7. To change captcha text, click the  Icon.

Figure 34: Change Captcha Text-Forgot Password

8. Click the **Submit** button.

Figure 35: Submit-Forgot Password

- After successfully submit, an email containing a password reset link will be triggered into registered email address.
- On clicking the password reset link, the user can choose a new password.

### 5.3 Indicator Menus

Many important features are located in the indicator menus, located at the top right corner of the screen. The user can access the below mentioned features from indicator menus:

- ❖ **Dashboard**
- ❖ **Support Ticket**

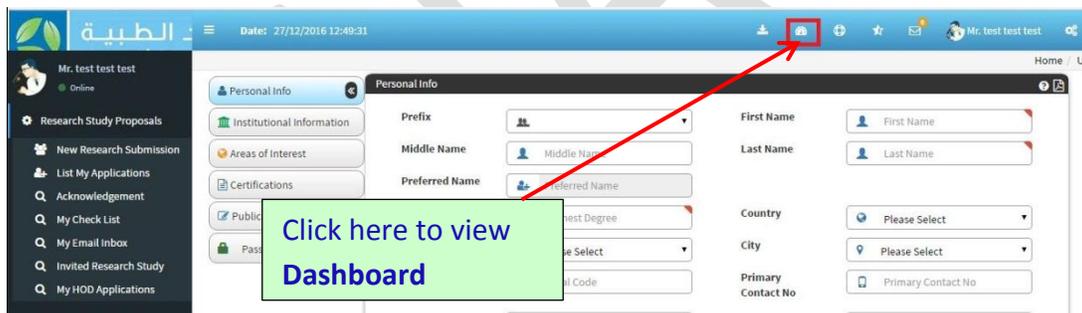
- ❖ External Links
- ❖ Email inbox
- ❖ Upload Image
- ❖ Settings

### 5.3.1 Dashboard

On clicking the dashboard icon, the dashboard of ABHATH application will be displayed. The dashboard tracks the performance of Abhath application in real-time, and displays the most important information like On going studies, Calendar, My Task, Grant Allocation and My Roles on a single screen.

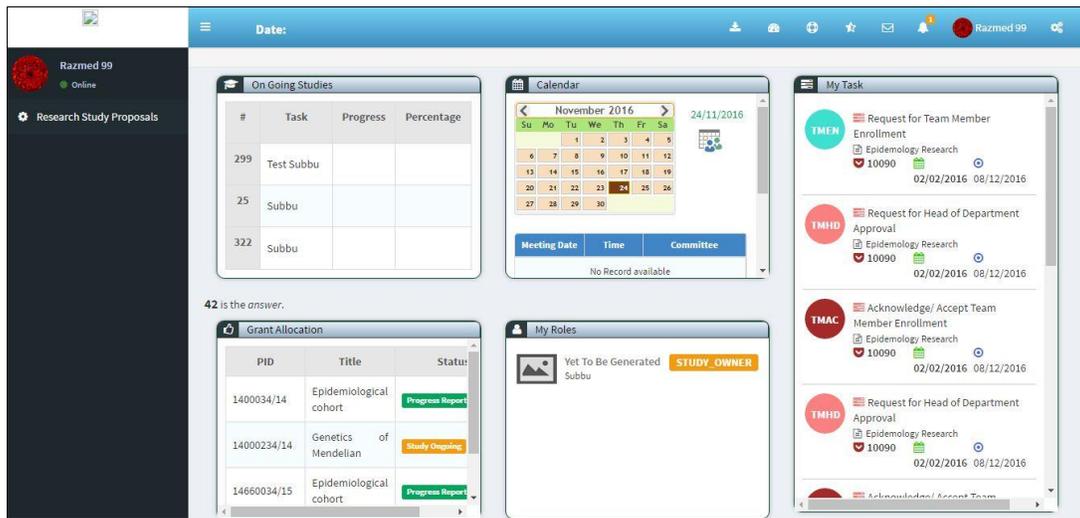
1. Repeat Steps 1 to 4 under [Login into ABHATH](#).
  - For existing user, system directs you into Dash Board page
  - For First time user, system directs you into **Personal Info** page.
2. To access the Dashboard, click the  Icon.

Figure 36: Dashboard Icon



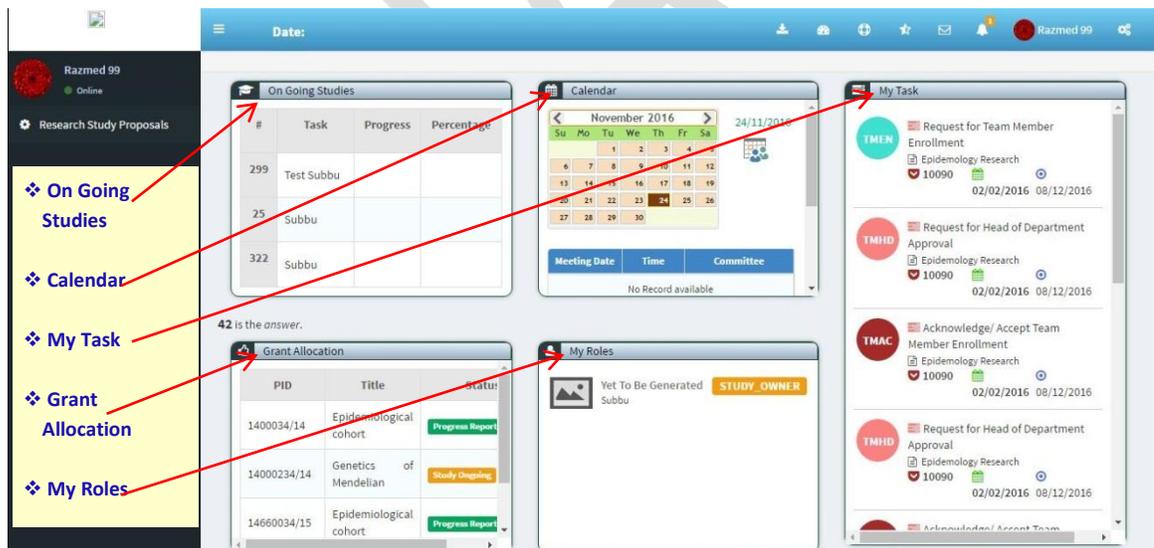
- The dashboard of Abhath application displays.

Figure 37: Dashboard



- The dashboard displays the information such as On Going Studies, Calendar, My Task, Grant Allocation and My Roles.

Figure 38: Dashboard in detail

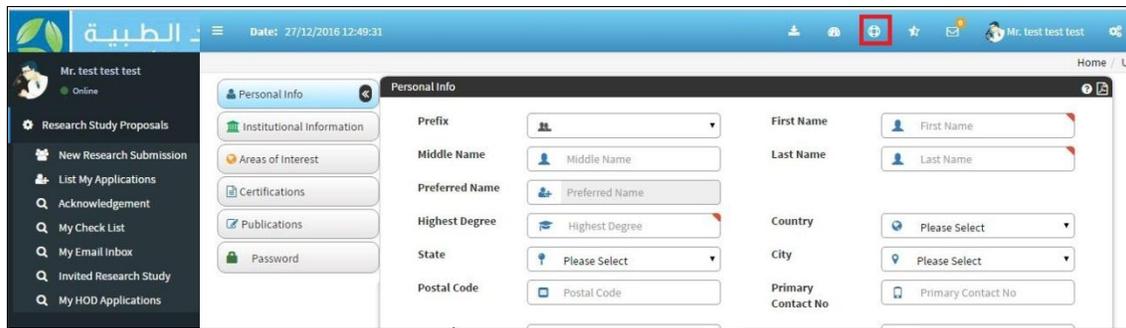


### 5.3.2 Support Ticket

On clicking the support ticket icon, the support ticket page will be opened, wherein the user can raise the ticket for support.

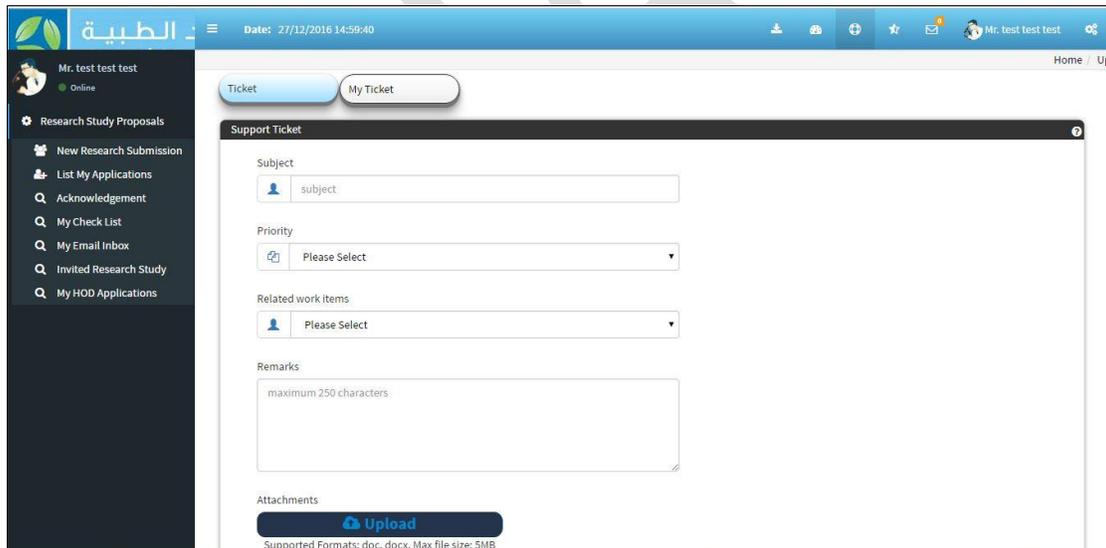
- Repeat Steps 1 to 4 under [Login into ABHATH](#).
  - For existing user, system directs you into Dash Board page
  - For First time user, system directs you into **Personal Info** page.
- To access the **Support Ticket**, click the  Icon.

Figure 39: Support Ticket Icon



- The support ticket page will be opened.

Figure 40: Support Ticket Page



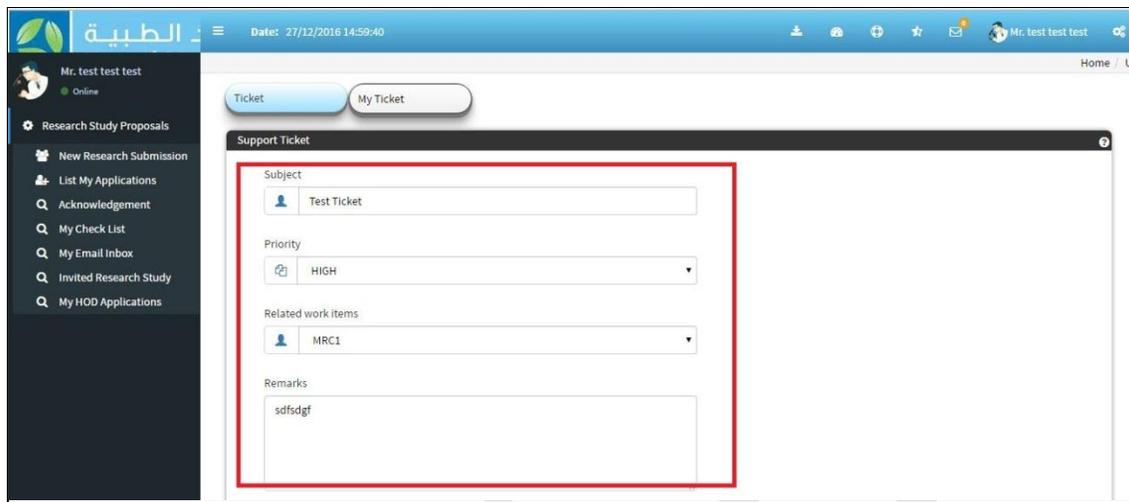
To raise the ticket for support, follow below instructions:

- Enter the subject into **Subject** box, select the priority from **Priority** drop-down, and then select options from **Related Work Items** drop-down.
- Enter the remarks into **Remarks** drop-down.

**Note:**

✎ **Maximum character length of 'Remarks' field is 250 character.**

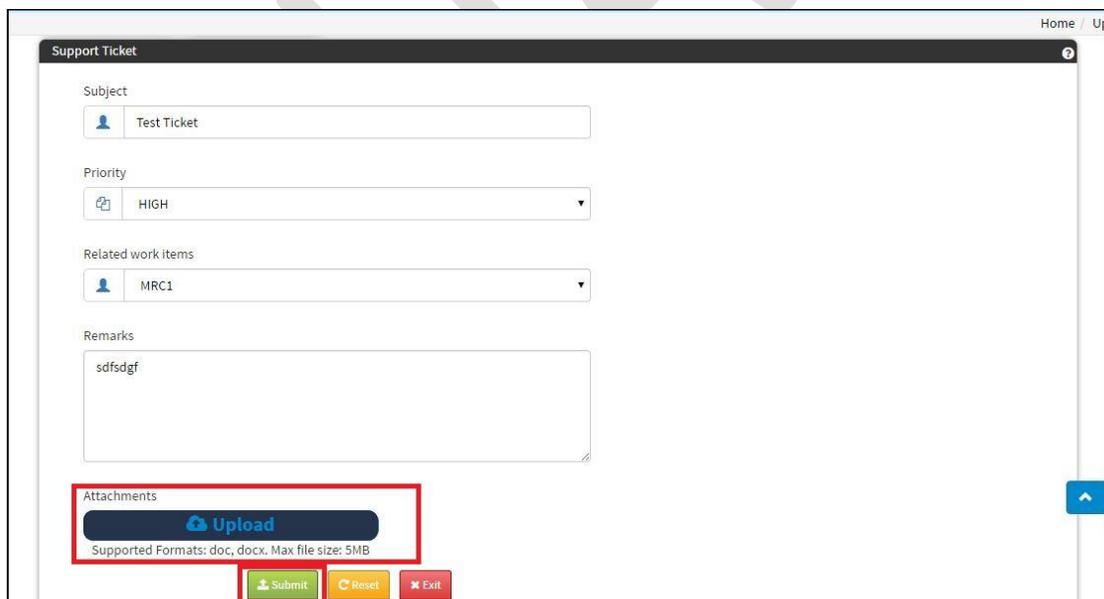
Figure 41: Support Ticket-Detail



The screenshot shows a web application interface for a support ticket. The top navigation bar includes the GCI logo, the text 'Abhath-Training Manual', and 'V3.0'. Below the navigation bar, there is a date and time display: 'Date: 27/12/2016 14:59:40'. The main content area is titled 'Support Ticket' and contains a form with the following fields: 'Subject' (Test Ticket), 'Priority' (HIGH), 'Related work items' (MRC1), and 'Remarks' (sdfsdgf). A red box highlights the form fields.

- To upload documents, click **Upload** button, select the file, and then click the **Submit** button.

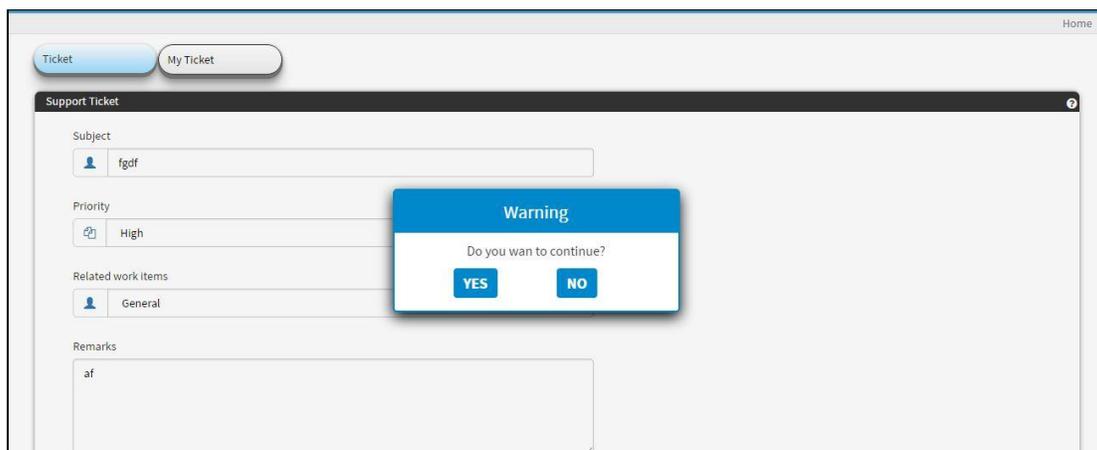
Figure 42: Support Ticket-Upload and Submit



The screenshot shows the same 'Support Ticket' form as in Figure 41, but with an 'Attachments' section at the bottom. The 'Attachments' section has an 'Upload' button and a note: 'Supported Formats: doc, docx. Max file size: 5MB'. Below the 'Attachments' section are three buttons: 'Submit', 'Reset', and 'Exit'. A red box highlights the 'Upload' button and the 'Attachments' section.

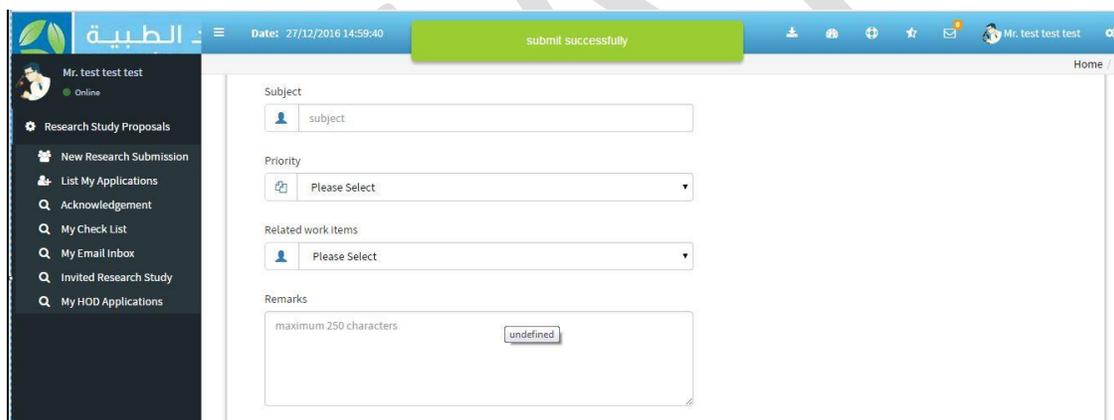
- A confirmation message will be displayed "Do you want to continue?"
- Click the **YES** button.

Figure 43: Support Ticket-Confirmation Message



- The ticket has been successfully submitted.

Figure 44: Support Ticket-Successful Submission of Ticket



7. To cancel, click the **Reset** button.
8. To exit from current page, click the **Exit** button.

Figure 45: Support Ticket-Upload and Submit

Support Ticket

Subject: Test Ticket

Priority: HIGH

Related work items: MRC1

Remarks: sdfsdf

Attachments: Upload  
Supported Formats: doc, docx. Max file size: 5MB

Submit Reset Exit

9. To view already raised tickets, click the **My Ticket** tab.
  - The already raised tickets will be displayed.

Figure 46: Support Ticket-My Ticket

Subject	Priority	Relatedwork	Remarks	Status	AddedDate & Time	Comment	FileName
Test 1	MEDIUM	MRC2	dafsfg	OPEN	27/12/2016 18:24:59		
Test Ticket	HIGH	MRC1	sdfsdf	OPEN	27/12/2016 18:21:28		
Ticket	HIGH	MRC1	fdhgh	OPEN	21/12/2016 10:58:44		

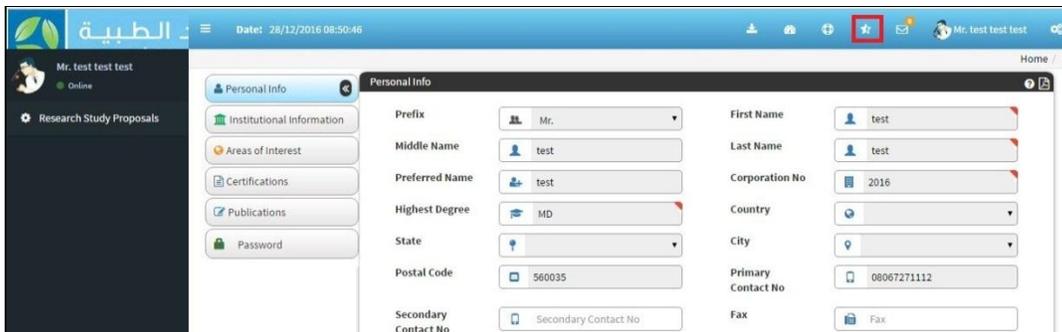
### 5.3.3 External Links

On clicking external links icon, the user can access/add the external links from/to external links sections.

1. Repeat Steps 1 to 4 under [Login into ABHATH](#).
  - For existing user, system directs you into Dash Board page
  - For First time user, system directs you into **Personal Info** page.

- To access the **External Links**, click the  icon.

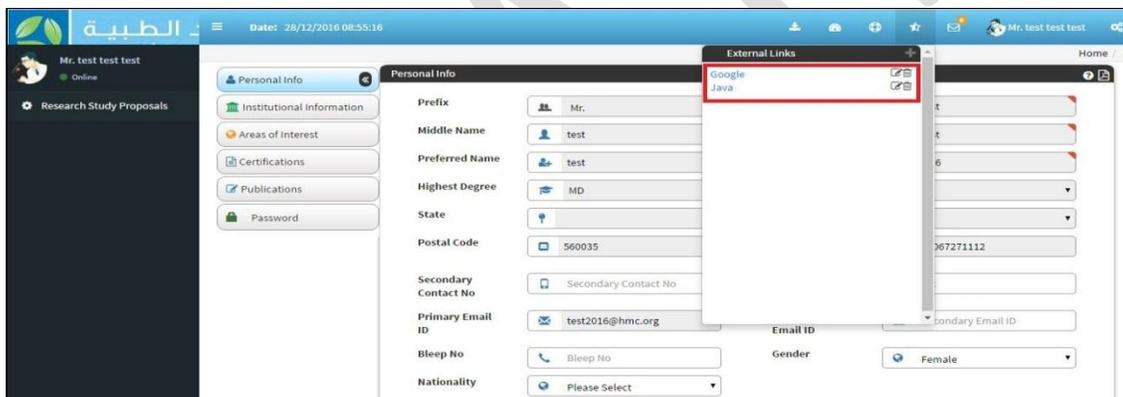
Figure 47: External Links Icon



The screenshot shows a user profile page with a navigation bar at the top. The navigation bar includes a star icon, which is highlighted with a red box. The main content area is titled 'Personal Info' and contains various fields for user information, including Prefix, Middle Name, Preferred Name, Highest Degree, State, Postal Code, Secondary Contact No, First Name, Last Name, Corporation No, Country, City, Primary Contact No, and Fax.

- External links will be displayed under External links section.

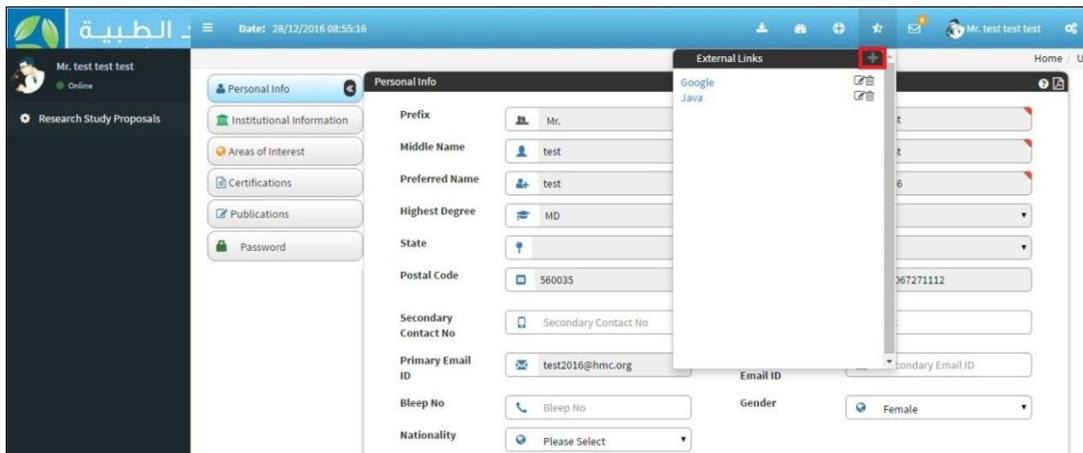
Figure 48: Already Added External Links



The screenshot shows the user profile page with the 'External Links' section open. The section displays a list of external links, including 'Google' and 'Java'. The 'External Links' section is highlighted with a red box. The main content area is titled 'Personal Info' and contains various fields for user information, including Prefix, Middle Name, Preferred Name, Highest Degree, State, Postal Code, Secondary Contact No, Primary Email ID, Bleep No, Nationality, First Name, Last Name, Corporation No, Country, City, Primary Contact No, and Gender.

- To add external links, click the  icon.

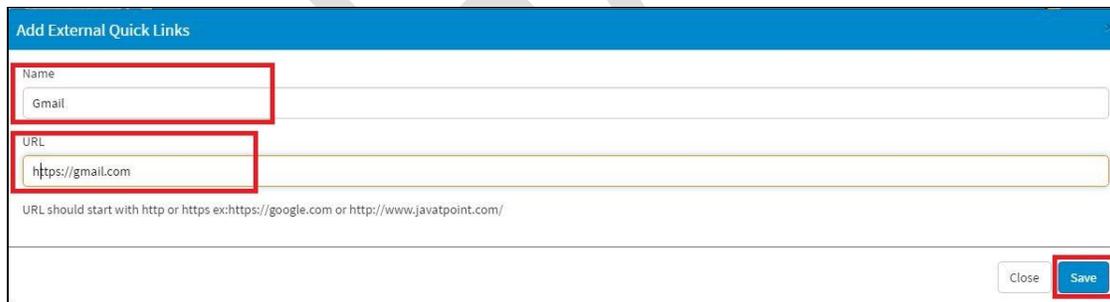
Figure 49: Add External Links Icon



The screenshot shows a user profile page with a sidebar on the left containing navigation options like 'Personal Info', 'Institutional Information', 'Areas of Interest', 'Certifications', 'Publications', and 'Password'. The main content area displays the 'Personal Info' form with fields for Prefix, Middle Name, Preferred Name, Highest Degree, State, Postal Code, Secondary Contact No, Primary Email ID, Bleep No, and Nationality. An 'External Links' window is open, showing a list of links with columns for Name and URL. The 'Save' button in the bottom right corner of the 'External Links' window is highlighted with a red box.

- Add External Quick Links window opens.
4. Enter the name of the link into **Name** box, enter the URL into **URL** box, and then click the **Save** button.  
[Optional] To exit from the page, click the **Close** button.

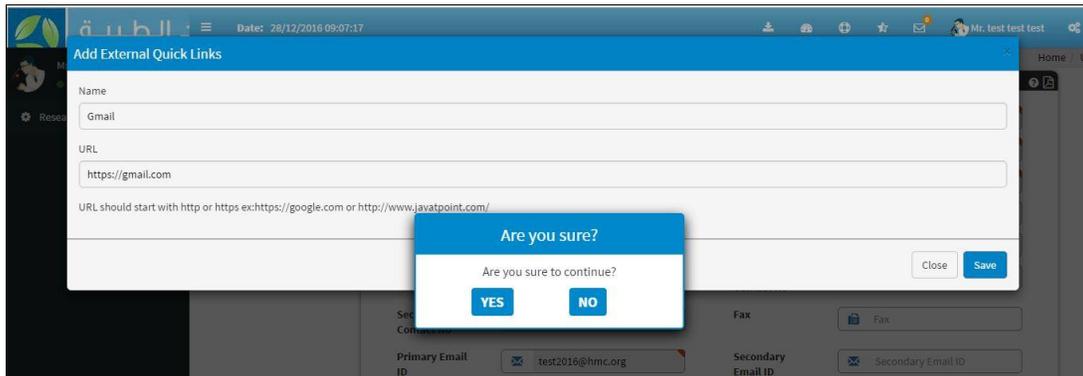
Figure 50: Add External Quick Links Page



The screenshot shows the 'Add External Quick Links' form. It has two input fields: 'Name' with the value 'Gmail' and 'URL' with the value 'https://gmail.com'. Below the URL field, there is a note: 'URL should start with http or https ex:https://google.com or http://www.javatpoint.com/'. At the bottom right, there are two buttons: 'Close' and 'Save'. The 'Save' button is highlighted with a red box.

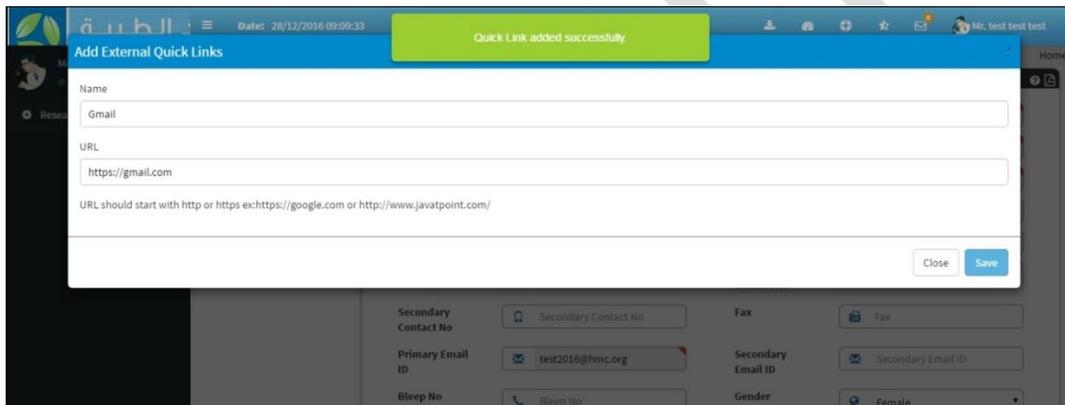
- A message box will be displayed "Are you sure to continue".
5. Click the **YES** button.

Figure 51: Confirmation Message for Add External Links



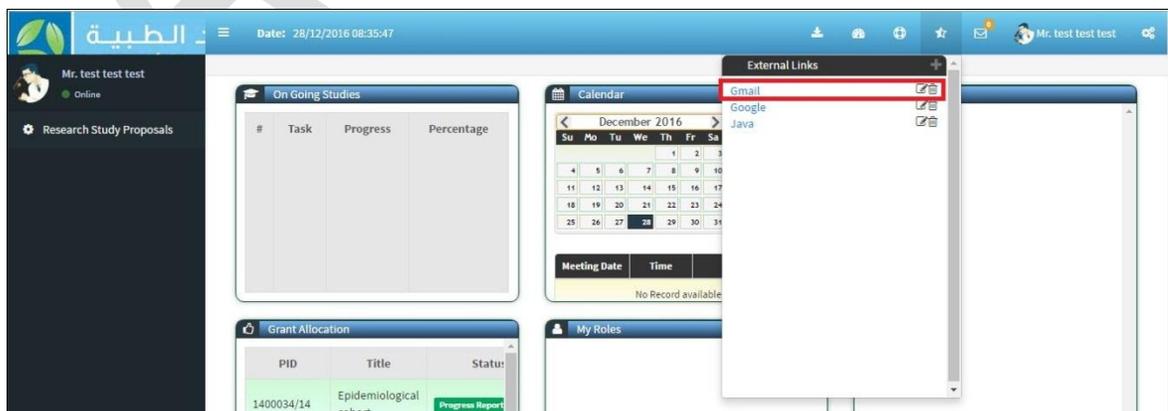
- The quick link has been added successfully.

Figure 52: Quick Link Added Successfully



- The newly added link will be displayed under external link section.

Figure 53: Newly Added External link



To Edit External Links, follow the below instructions:

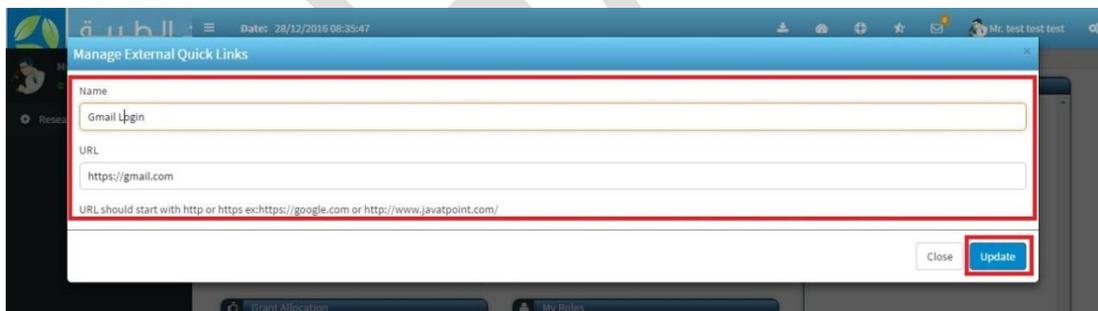
6. Click the  icon.

Figure 54: Edit Icon-External link



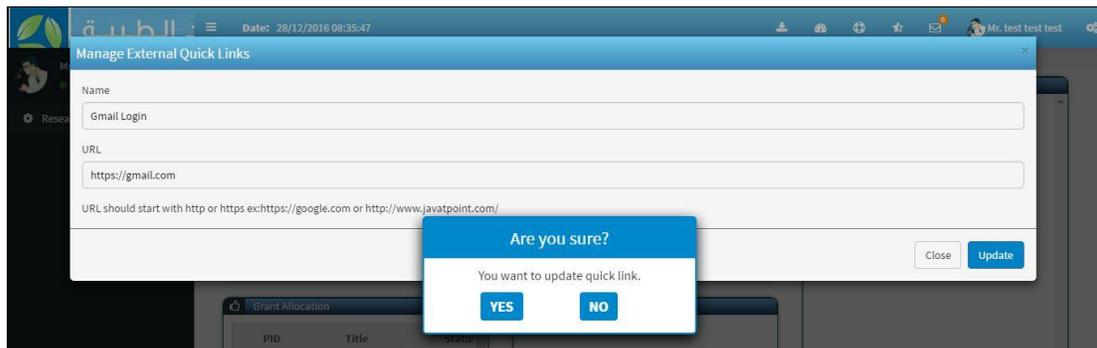
- The **Manage External Quick Links** page opens.
7. Update the contents, and then click the **Update** button.

Figure 55: Manage External Quick Link Page



- A message box will be displayed **“You want to update quick link”**
8. Click the **YES** button.

Figure 56: Confirmation Message for Update External Links



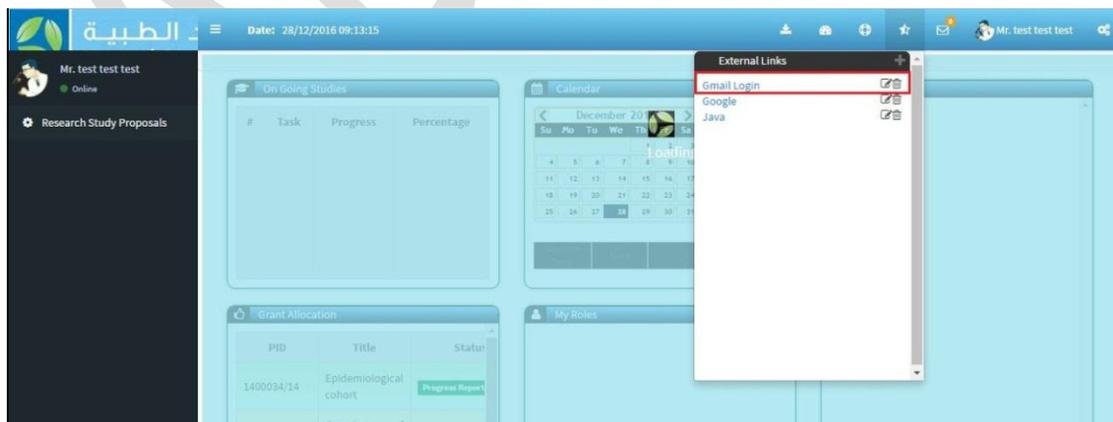
- The quick link has been updated successfully.

Figure 57: External Link-Successful Update Message



- The updated external link will be displayed in **External Links** section.

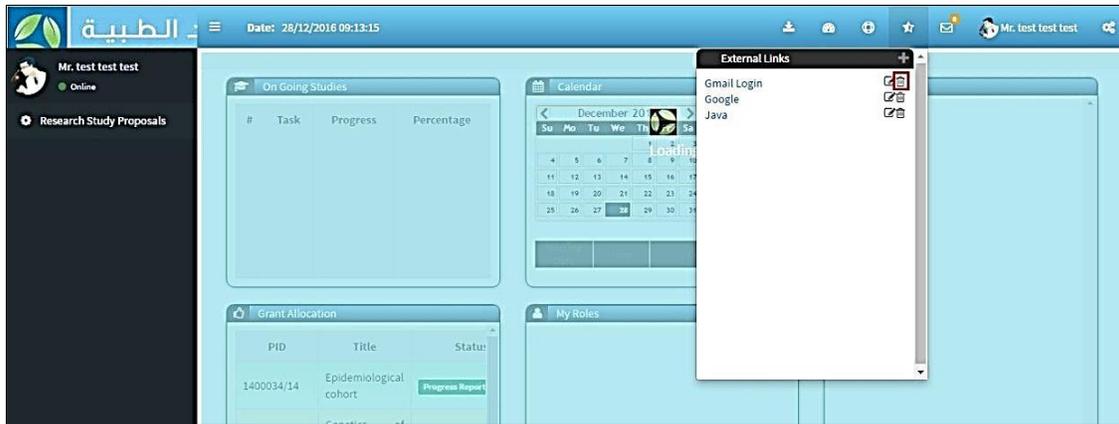
Figure 58: Updated External Links



To delete External Links, follow the below instructions:

9. Click the  icon.

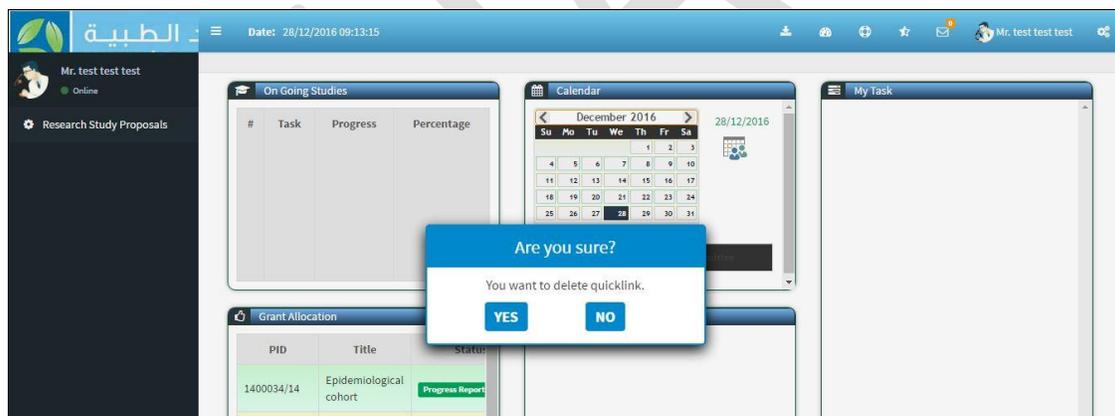
Figure 59: Delete Icon-External Links



- A message box will be displayed **“You want to delete Quick Link”**

10. Click the **YES** button.

Figure 60: Confirmation Message for Delete External Link



- The external link has been deleted successfully.

Figure 61: Successful Delete Message-External Links



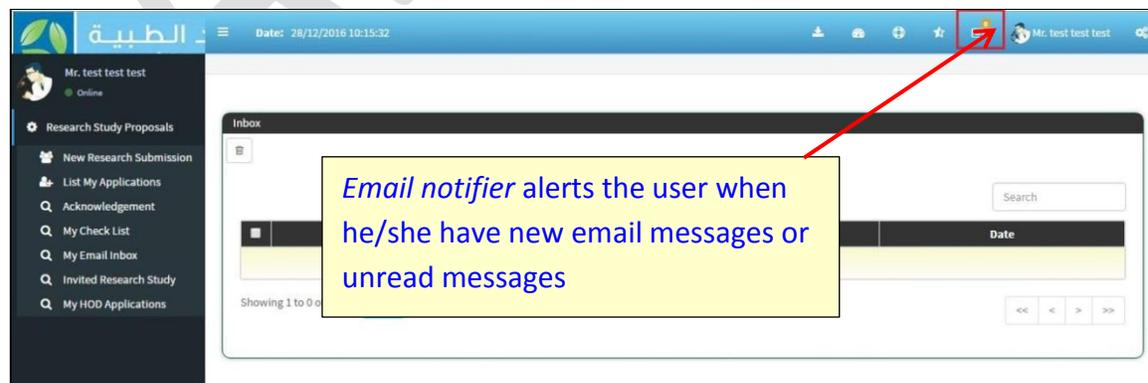
### 5.3.4 Email Inbox

On clicking the **Email Inbox** icon, the system redirects the user into **My Email Inbox** page, wherein the user can view all received email notifications.

Along with **Email Inbox** icon, an *email notifier* is displayed that alerts the user when he/she have new email messages or unread messages.

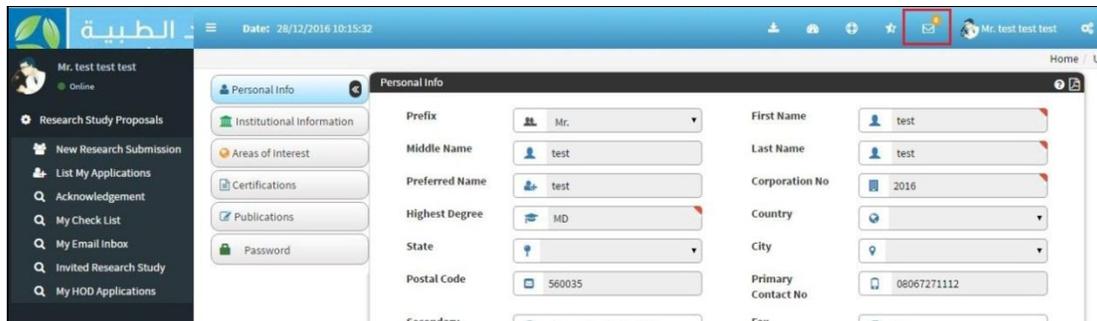
- Repeat Steps 1 to 4 under [Login into ABHATH](#).
  - For existing user, system directs you into Dash Board page
  - For First time user, system directs you into **Personal Info** page.
- Along with **Email Inbox** icon, an *email notifier* is displayed that alerts the user when he/she have new email messages or unread messages.

Figure 62: Email Inbox-Email Notifier



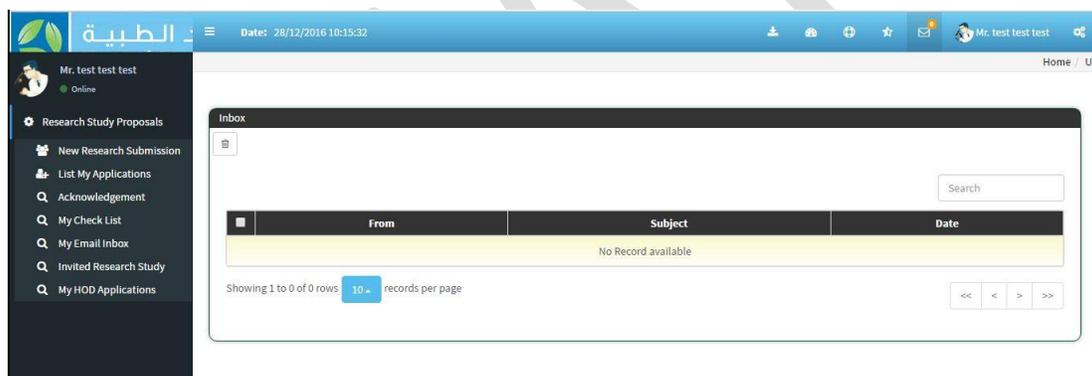
- To view the **Email notifications**, click the  Icon.

Figure 63: Email Inbox Icon



- The system directs you into **My Email Inbox** page.
- All received emails are listed under **Inbox** section.

Figure 64: My Email Inbox Page



- To search any particular emails, enter the keyword into **Search** field, and then press the Enter.
- To go to Next or Previous page, click on corresponding icons.

### 5.3.5 Upload Image

The user can upload /remove image from this section.

- Repeat Steps 1 to 4 under [Login into ABHATH](#).
  - For existing user, system directs you into Dash Board page
  - For First time user, system directs you into **Personal Info** page.

To upload image, follow below instructions:

2. Click **Profile Name**, and then select **Upload**.

Figure 65: Upload Image



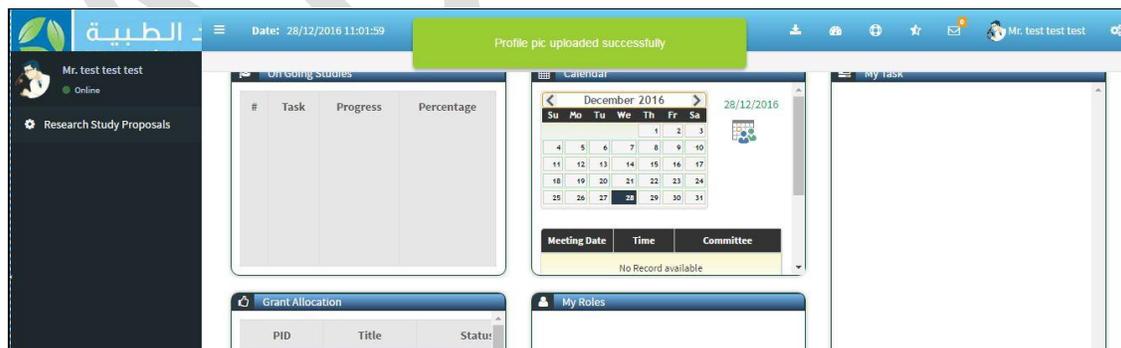
- A **Profile** window opens.
3. Click the **Choose File** button to select the image, and then click the **Save** button.

Figure 66: Upload Image-Choose and Save



- The image has been uploaded successfully.

Figure 67: Successfully Added Image



To remove image, follow below instructions:

1. Click **Profile Name**, and then select **Remove**.

Figure 68: Remove Image



- The image has been removed successfully.

Figure 69: Successful Removal of Image



### 5.3.6 Settings

On click the settings icon, the user can change the settings.

1. Repeat Steps 1 to 4 under [Login into ABHATH](#).
  - For existing user, system directs you into Dash Board page
  - For First time user, system directs you into **Personal Info** page.
2. To access the **Settings**, click the  Icon.

Figure 70: Settings Icon



- Skins page opens.
3. Select the Theme.
    - Based on the selection of the theme, the application theme will be changed.

Figure 71: Skins-Themes



### 5.3.7 Sign Out

The users can logout from the Abhath application by selecting the **Sign out** option from the Indicator Menus.

1. Click **Profile Name**, and then select **Sign Out**.

Figure 72: Sign Out



## 5.4 Creating/Updating Profile

After completion of user registration process, the user can login into the **ABHATH** application and start using the application. For new user, the system directs you to Profile page. For existing user, the system directs you into home page of Abhath application.

In Profile page, the user can create/update their profile by adding/updating the below details:-

- ❖ Personal Info
- ❖ Institutional Info
- ❖ Area of interest
- ❖ Certification
- ❖ Publication
- ❖ Password

1. Repeat Steps 1 to 4 under [Login into ABHATH](#).
  - A. For First time user, system directs you into **Personal Info** page.

Figure 73: Personal Info Page

Home | Update Profile | Personal Info

Personal Info

Prefix: Dr.

Middle Name: M

Preferred Name: Mike M Jackman

Highest Degree: BE

State: Please Select

Postal Code: Postal Code

Secondary Contact No: Secondary Contact No

Primary Email ID: Mike@hmc.org

Bleep No: Bleep No

Nationality: Taiwanese

Primary Communication:  Email  Phone

Receive Email Notifications:  Yes  No

First Name: Mike

Last Name: Jackman

Corporation No: 50023

Country: Please Select

City: Please Select

Primary Contact No: Primary Contact No

Fax: Fax

Secondary Email ID: Secondary Email ID

Gender: Male

Note: Switching off email notifications, will still keep the system inbox notifications active

- B. For existing user, system directs you into Dash Board page
2. To update profile of existing user, Click Profile Name, and then select **Profile**.

Figure 74: Profile Name-Select Profile



- **Personal Info** page opens.

### 5.4.1 Personal info

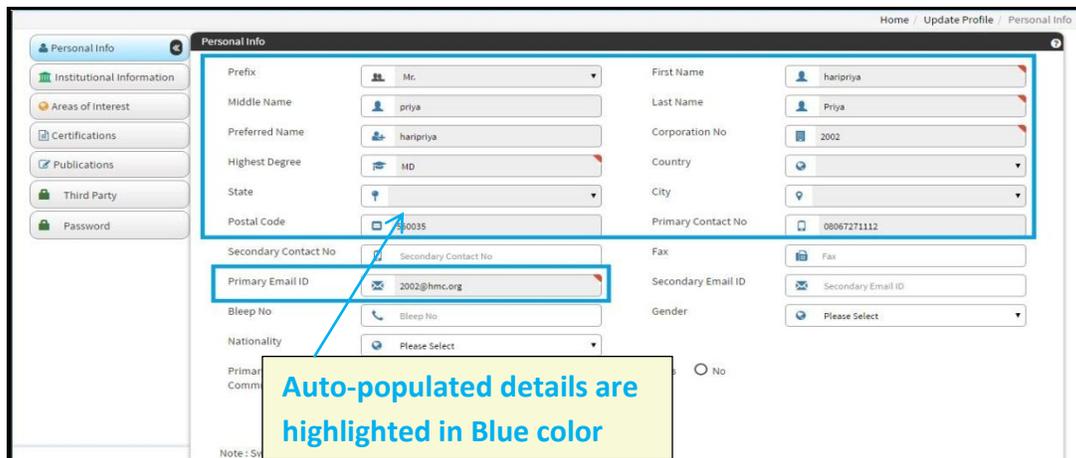
In order to update the profile of a user, follow the procedure given below:-

1. Repeat Steps1 and Steps 2 under [Creating/Updating Profile](#).
  - **Personal Info** page opens.
  - After successful login, the below details are auto-populated in corresponding fields in **Profile Info** page.
    - **Prefix**
    - **First Name**
    - **Middle Name**
    - **Last Name**
    - **Preferred Name**
    - **Corporation No.**
    - **Highest Degree**
    - **Country**
    - **State**
    - **City**
    - **Postal Code**
    - **Primary Contact Number**
    - **Primary Email Address**

**Note:**

 Auto-populated contents are non-editable.

Figure 75: Auto-populated Contents



The screenshot shows a 'Personal Info' form with the following fields and values:

Field	Value
Prefix	Mr.
Middle Name	priya
Preferred Name	haripriya
Highest Degree	MD
State	MD
Postal Code	20035
Secondary Contact No	Secondary Contact No
Primary Email ID	2002@hmc.org
Bleep No	Bleep No
Nationality	Please Select
Primary Comm	<input type="radio"/> No
First Name	haripriya
Last Name	Priya
Corporation No	2002
Country	
City	
Primary Contact No	08067271112
Fax	Fax
Secondary Email ID	Secondary Email ID
Gender	Please Select

Auto-populated details are highlighted in Blue color

2. Enter secondary contact number into **Secondary Contact Number** box, and then enter fax number into **Fax** box. [Refer Figure: [Save-Personal Info](#)]
3. Enter secondary email address into **Secondary Email Address** box, and then enter the bleep number into **Bleep No.** box. [Refer Figure: [Save-Personal Info](#)]
4. Select gender from **Gender** drop-down, and then select your nationality from **Nationality** drop-down.
5. Select the **Email** check box and/or **Phone** check box for **Primary Communication** option, and then select 'Yes' or 'No' from **Receive Email Notifications** option. [Refer Figure: [Save-Personal Info](#)]

**Note:** By default, the **Email** check box will be selected for **Primary Communication**.

6. Click the **Save** button.

Figure 76: Save-Personal Info

Home / Update Profile / Personal Info

Prefix	Mr.	First Name	haripriya
Middle Name	priya	Last Name	Priya
Preferred Name	haripriya	Corporation No	2002
Highest Degree	MD	Country	
State		City	
Postal Code	560035	Primary Contact No	08067271112
Secondary Contact No	11234567892	Fax	123456
Primary Email ID	2002@hmc.org	Secondary Email ID	abc@gmail.com
Bleep No	12345678921	Gender	Female
Nationality	Indian		
Primary Communication	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Phone	Receive Email Notifications	<input checked="" type="radio"/> Yes <input type="radio"/> No

Note: Switching off email notifications, will still keep the system inbox notifications active

Save

- Personal information is saved successfully.

Figure 77: Personal Info Details Saved Successfully

Date: 23/01/2017 12:43:13

Personal info details saved successfully

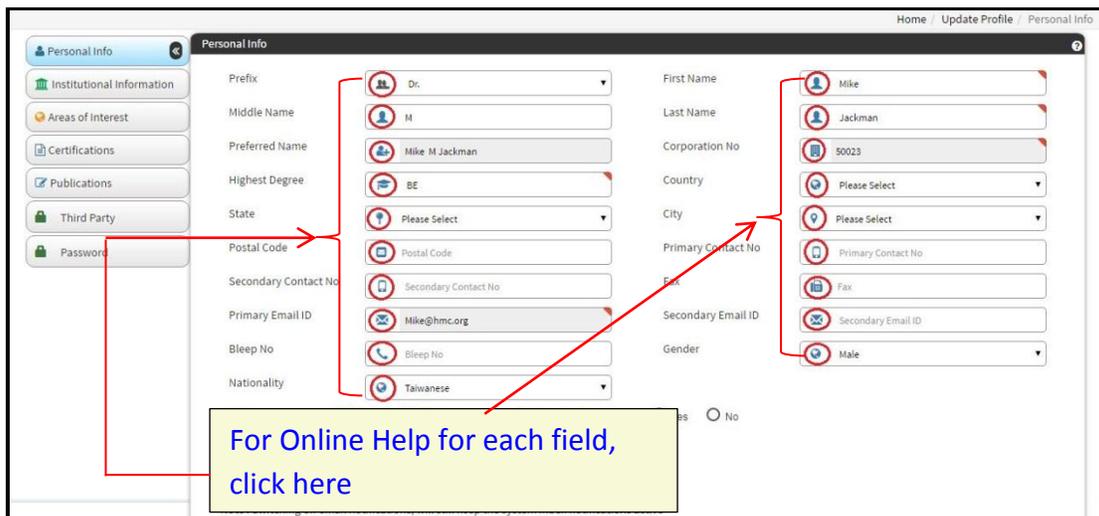
Mr. haripriya priya Priya

Home / Update Profile / Personal Info

Middle Name	priya	Last Name	Priya
Preferred Name	haripriya	Corporation No	2002
Highest Degree	MD	Country	
State		City	
Postal Code	560035	Primary Contact No	08067271112
Secondary Contact No	12345678921	Fax	12345
Primary Email ID	2002@hmc.org	Secondary Email ID	abc@gmail.com
Bleep No	12345678912	Gender	Female
Nationality	Indian		
Primary Communication	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone	Receive Email Notifications	<input checked="" type="radio"/> Yes <input type="radio"/> No

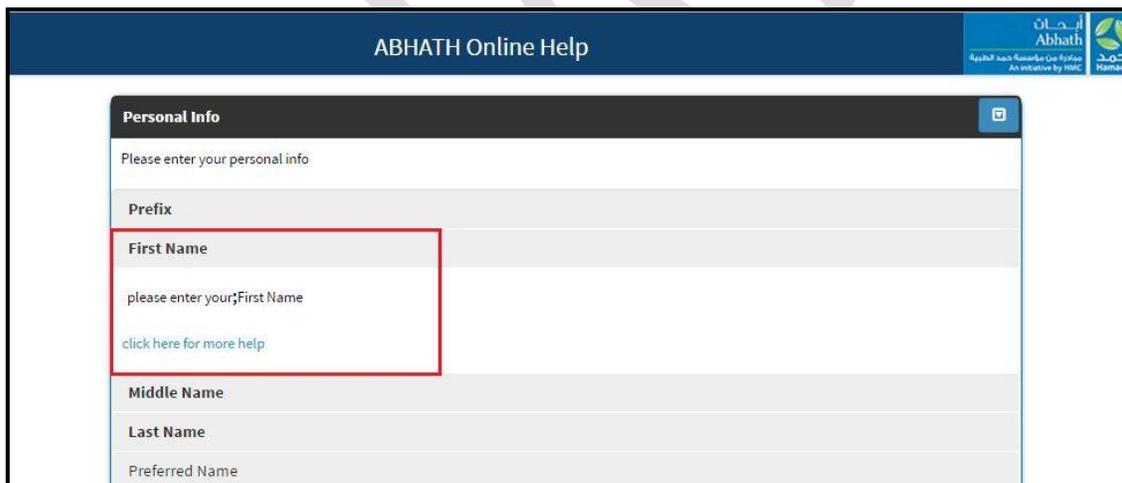
- For **Online Help** for each field, click on corresponding icons for each field.

Figure 78: Personal Info Page-Field Wise Online Help Icons



- Online help for each field will be displayed.

Figure 79: Field Wise-Online Help File



8. For **Online Help for Personal Info Page**, Click the  icon.

Figure 80: Online Help Icon-Personal Info Page

Personal Info

Home / Update Profile / Personal Info

Personal Info

Prefix: Dr.

Middle Name: M

Preferred Name: Mike M Jackman

Highest Degree: BE

State: Please Select

Postal Code: Postal Code

Secondary Contact No: Secondary Contact No

Primary Email ID: Mike@hmc.org

Bleep No: Bleep No

Nationality: Taiwanese

Primary Contact No: Primary Contact No

Fax: Fax

Secondary Email ID: Secondary Email ID

Gender: Male

Primary Communit:  Email  Phone  Receive Email  Yes  No

Note: Switch

Online Help for Personal Info page, Click here

- Online Help file for entire **Personal Info** page will be displayed.

Figure 81: Personal Info Page Wise-Online Help File

ABHATH Online Help

Abhath  
An Initiative by HMC

Personal Info

Please enter your personal info

Prefix

First Name

Middle Name

Last Name

Preferred Name

Corporation No

Highest Degree

Country

State

City

9. Click on field name to view the description of each field.

- The description of each field will be displayed.

Figure 82: Description of Fields

ABHATH Online Help

Personal Info

Please enter your personal info

Prefix

First Name

Middle Name

please enter your;Middle Name

click here for more help

Last Name

Preferred Name

Corporation No

Highest Degree

## 5.4.2 Institutional Information

- Repeat Steps 1 and Steps 2 under [Creating/Updating Profile](#).
  - Personal Info page opens.
- Click  icon from **Personal Info** page to expand the list of sub modules.

Figure 83: Expand List of Sub Modules

Home / Update Profile / Personal Info

Personal Info

Prefix: Mr.

Middle Name: priya

Preferred Name: haripriya

Highest Degree: MD

State: [dropdown]

Postal Code: 560035

Secondary Contact No: Secondary Contact No

Primary Email ID: 2002@hmc.org

Bleep No: Bleep No

Nationality: Please Select

Primary Communication:  Email  Phone

First Name: haripriya

Last Name: Priya

Corporation No: 2002

Country: [dropdown]

City: [dropdown]

Primary Contact No: 08067271112

Fax: Fax

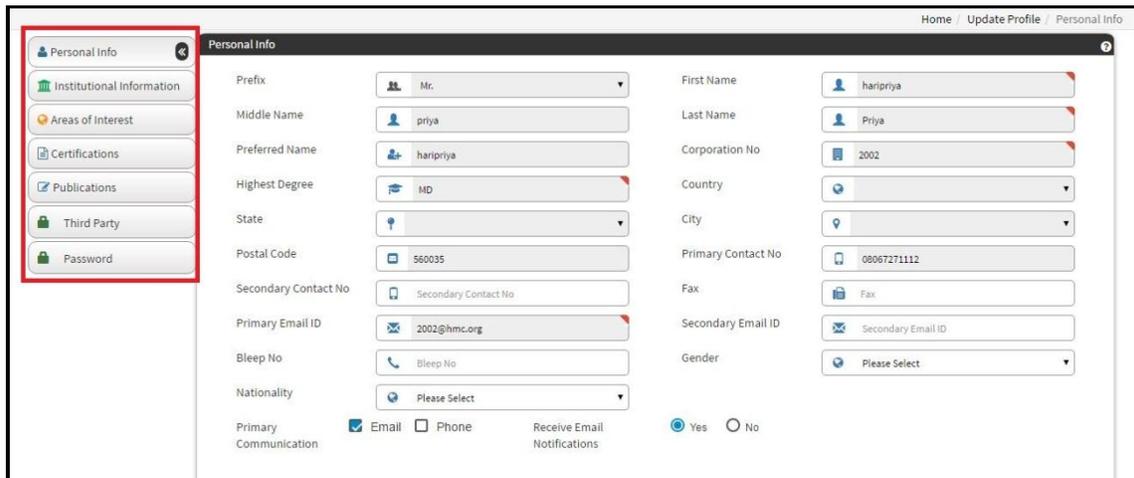
Secondary Email ID: Secondary Email ID

Gender: Please Select

Receive Email Notifications:  Yes  No

- The list of sub modules displays.

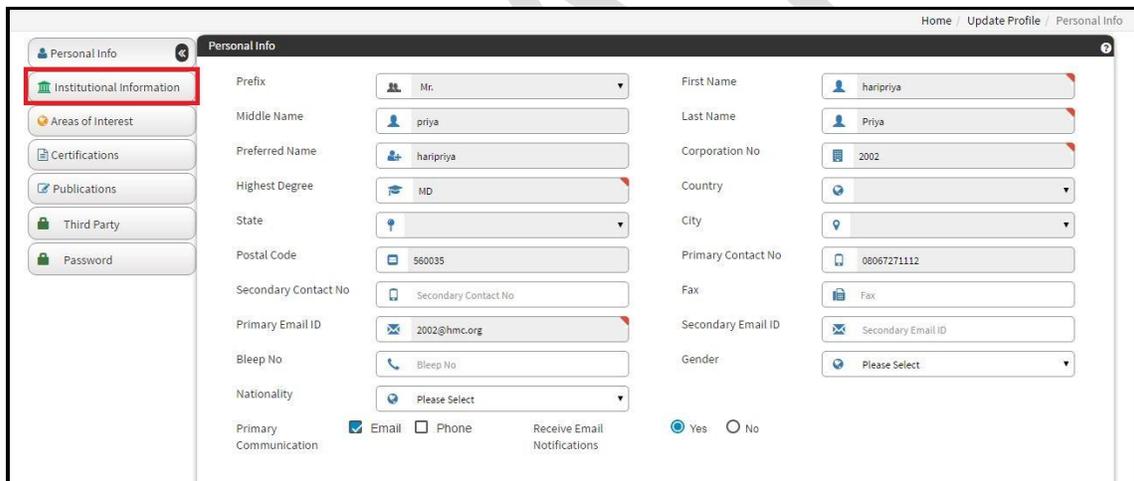
Figure 84: List of Sub Modules



The screenshot shows the 'Personal Info' page. On the left, a vertical menu lists sub-modules: Personal Info, Institutional Information, Areas of Interest, Certifications, Publications, Third Party, and Password. The 'Personal Info' sub-module is highlighted with a red box. The main content area displays various fields for personal information, including Prefix (Mr.), Middle Name (priya), Preferred Name (haripriya), Highest Degree (MD), State, Postal Code (560035), Secondary Contact No, Primary Email ID (2002@hmc.org), Bleep No, Nationality, and Primary Communication (Email checked, Phone unchecked). Other fields include First Name (haripriya), Last Name (Priya), Corporation No (2002), Country, City, Primary Contact No (08067271112), Fax, Secondary Email ID, and Gender (Please Select).

### 3. Select Institutional Information.

Figure 85: Institutional Information



The screenshot shows the 'Personal Info' page. On the left, a vertical menu lists sub-modules: Personal Info, Institutional Information, Areas of Interest, Certifications, Publications, Third Party, and Password. The 'Institutional Information' sub-module is highlighted with a red box. The main content area displays various fields for personal information, including Prefix (Mr.), Middle Name (priya), Preferred Name (haripriya), Highest Degree (MD), State, Postal Code (560035), Secondary Contact No, Primary Email ID (2002@hmc.org), Bleep No, Nationality, and Primary Communication (Email checked, Phone unchecked). Other fields include First Name (haripriya), Last Name (Priya), Corporation No (2002), Country, City, Primary Contact No (08067271112), Fax, Secondary Email ID, and Gender (Please Select).

- **Institutional Information** page opens.

4. Enter the published designation into **Designation** box, select the name of section from **Section** drop-down, and then select the name of department from **Department** drop-down.
5. Select name of affiliated institution from **Affiliated Institution** drop-down.
6. If **Affiliated Institution** is 'Hamad Medical Corporation', then select the facility from **Facility** drop-down.

**Note:**

- Based on the selection of **Affiliated Institution**, the country name will be auto-populated in **Country** box.

Figure 86: Institutional Information-Auto-Populated Country Name

The screenshot shows the 'Institutional Information' form. A red box highlights the 'Affiliated Institution' dropdown menu, which is set to 'Hamad Medical Corporation (HMC)'. The 'Country' dropdown menu is set to 'Qatar'. A yellow callout box with a red arrow pointing to the 'Country' dropdown contains the text: 'Based on selection of **Affiliated Institution**, the **Country** name will be auto-populated.' The form also includes fields for Designation (Professor), Section (Diabetes Centre), Department (General Medicine), Facility (Women's Hospital), From date, and To date. A 'Cancel' button is visible at the bottom right.

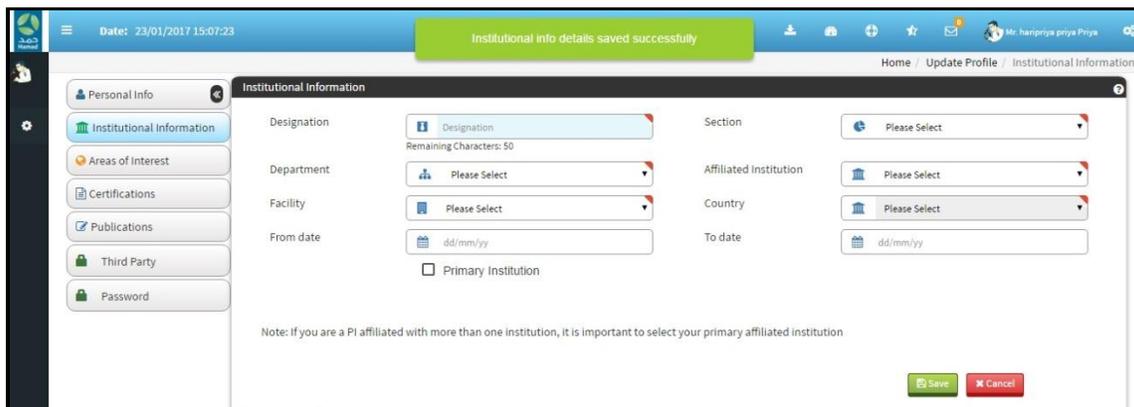
- Select the date from '**From Date**' calendar, and then select the date from '**To Date**' calendar.
- If the selected affiliated institution is same as the institution, which the user selected during Sign Up process, then by default the **Primary Institution** check box will be selected.
- Click the **Save** button.

Figure 87: Primary Institution

The screenshot shows the 'Institutional Information' form. A red box highlights the 'From date' and 'To date' fields, which are set to '01/01/2017' and '20/01/2017' respectively. Below these fields, the 'Primary Institution' checkbox is checked. The 'Affiliated Institution' dropdown menu is set to 'Hamad Medical Corporation (HMC)'. The 'Country' dropdown menu is set to 'Qatar'. The form also includes fields for Designation (Professor), Section (ICU (Surgery)), Department (General Medicine), and Facility (Pediatric Emergency Centers). A 'Save' button and a 'Cancel' button are visible at the bottom right.

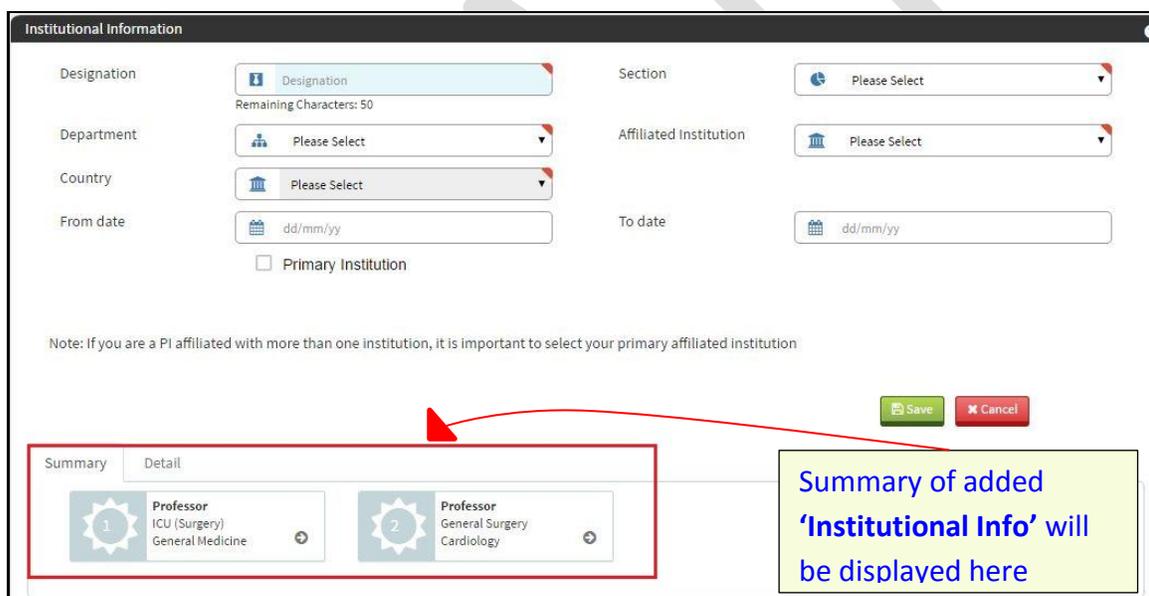
- Institutional Info is saved successfully.

Figure 88: Institutional Information Saved Successfully



- The added Institutional Info details will be displayed under **Summary** section.

Figure 89: Summary- Institutional Info



10. To view the detailed view of 'Institutional Info', click the **Detail** tab.

Figure 90: Detail- Institutional Info

- The details of **Institutional Info** will be displayed.

Figure 91: Detail of Institutional Info

Action	Designation	Section	Department	Facility	Affiliated Institution	Country	From date	To date	Primary Institution
	Professor	ICU (Surgery)	General Medicine	Pediatric Emergency Centers	CBS-KNAW Fungal Biodiversity Centre, Netherlands		01/01/2017	20/01/2017	No
	Professor	General Surgery	Cardiology	Hamad General Hospital (HGH)	Hamad Medical Corporation (HMC)	Qatar	06/01/2017	18/01/2017	Yes

11. To search any particular details, enter the text in **Search** box, and then press Enter.

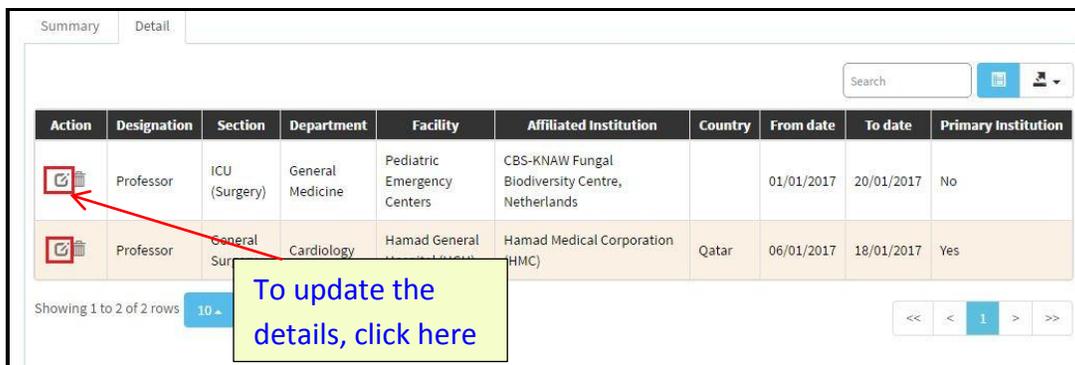
- The search result will be displayed.

Figure 92: Search- Institutional Info

Action	Designation	Section	Department	Facility	Affiliated Institution	Country	From date	To date	Primary Institution
	Professor	ICU (Surgery)	General Medicine	Pediatric Emergency Centers	CBS-KNAW Fungal Biodiversity Centre, Netherlands		01/01/2017	20/01/2017	No
	Professor	General Surgery	Cardiology	Hamad General Hospital (HGH)	Hamad Medical Corporation (HMC)	Qatar	06/01/2017	18/01/2017	Yes

12. To update the details of **Institutional Info**, Click the  icon.

Figure 93: Update-Detail of Institutional Info

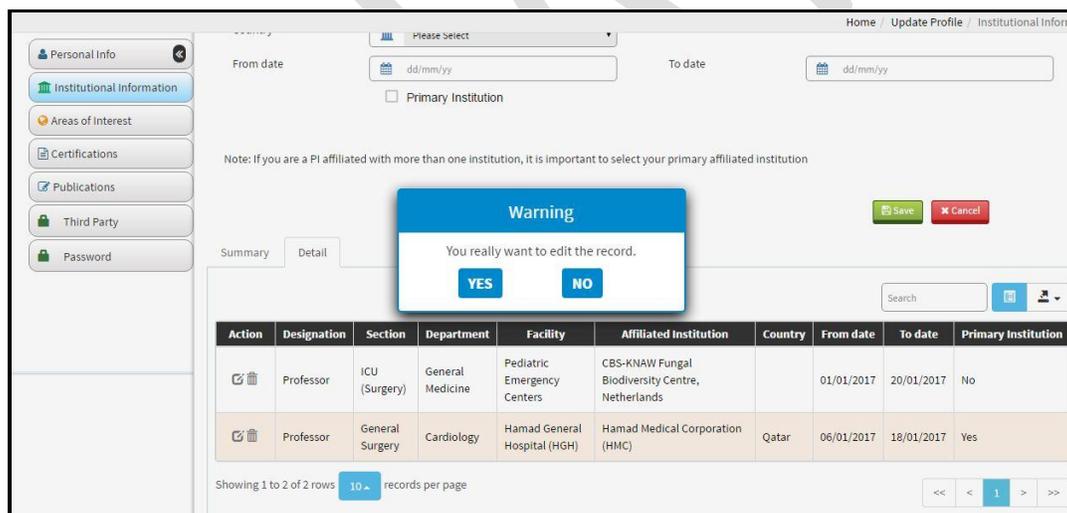


Action	Designation	Section	Department	Facility	Affiliated Institution	Country	From date	To date	Primary Institution
	Professor	ICU (Surgery)	General Medicine	Pediatric Emergency Centers	CBS-KNAW Fungal Biodiversity Centre, Netherlands		01/01/2017	20/01/2017	No
	Professor	General Surgery	Cardiology	Hamad General Hospital (HGH)	Hamad Medical Corporation (HMC)	Qatar	06/01/2017	18/01/2017	Yes

- A message box displays “**You really want to edit the record**” with **YES** and **NO** parameter.

13. Click the **YES** button.

Figure 94: Confirmation Message-Update-Detail of Institutional Info



Home / Update Profile / Institutional Information

Please Select

From date: dd/mm/yy To date: dd/mm/yy

Primary Institution

Note: If you are a PI affiliated with more than one institution, it is important to select your primary affiliated institution

**Warning**  
You really want to edit the record.  
**YES** **NO**

Save Cancel

Action	Designation	Section	Department	Facility	Affiliated Institution	Country	From date	To date	Primary Institution
	Professor	ICU (Surgery)	General Medicine	Pediatric Emergency Centers	CBS-KNAW Fungal Biodiversity Centre, Netherlands		01/01/2017	20/01/2017	No
	Professor	General Surgery	Cardiology	Hamad General Hospital (HGH)	Hamad Medical Corporation (HMC)	Qatar	06/01/2017	18/01/2017	Yes

- All available details will be displayed in corresponding fields in **Institutional Info** section.

Figure 95: Update-Available Details Displayed in Corresponding Fields

**Institutional Information**

Designation: <input type="text" value="Professor"/> <small>Remaining Characters: 41</small>	Section: <input type="text" value="ICU (Surgery)"/>
Department: <input type="text" value="General Medicine"/>	Affiliated Institution: <input type="text" value="CBS-KNAW Fungal Biodiversity Centre, Neth"/>
Country: <input type="text" value=""/>	To date: <input type="text" value="20/01/2017"/>
From date: <input type="text" value="01/01/2017"/>	

Primary Institution

Note: If you are a PI affiliated with more than one institution, it is important to select your primary affiliated institution

Summary Detail

Action	Designation	Section	Department	Facility	Affiliated Institution	Country	From date	To date	Primary Institution
	Professor	ICU (Surgery)	General Medicine	Pediatric Emergency Centers	CBS-KNAW Fungal Biodiversity Centre, Netherlands		01/01/2017	20/01/2017	No

14. Update the content, and then click the **Update** button.

Figure 96: Update Button- Institutional Info

**Institutional Information**

Designation: <input type="text" value="Professor"/> <small>Remaining Characters: 41</small>	Section: <input type="text" value="ICU (Surgery)"/>
Department: <input type="text" value="General Medicine"/>	Affiliated Institution: <input type="text" value="CBS-KNAW Fungal Biodiversity Centre, Neth"/>
Country: <input type="text" value=""/>	To date: <input type="text" value="20/01/2017"/>
From date: <input type="text" value="01/01/2017"/>	

Primary Institution

Note: If you are a PI affiliated with more than one institution, it is important to select your primary affiliated institution

Summary Detail

Action	Designation	Section	Department	Facility	Affiliated Institution	Country	From date	To date	Primary Institution
	Professor	ICU (Surgery)	General Medicine	Pediatric Emergency Centers	CBS-KNAW Fungal Biodiversity Centre, Netherlands		01/01/2017	20/01/2017	No

- The details are updated successfully and displayed under **Detail** tab.

Figure 97: Updated Details Displayed under Details tab

Institutional Information

Designation: Designation (Remaining Characters: 50)

Department: Please Select

Country: Please Select

From date: dd/mm/yy

To date: dd/mm/yy

Section: Please Select

Affiliated Institution: Please Select

Primary Institution:

Note: If you are a PI affiliated with more than one institution, it is important to select your primary affiliated institution

Save Cancel

15. To delete the content, click the  icon.

Figure 98: Delete Icon- Institutional Info

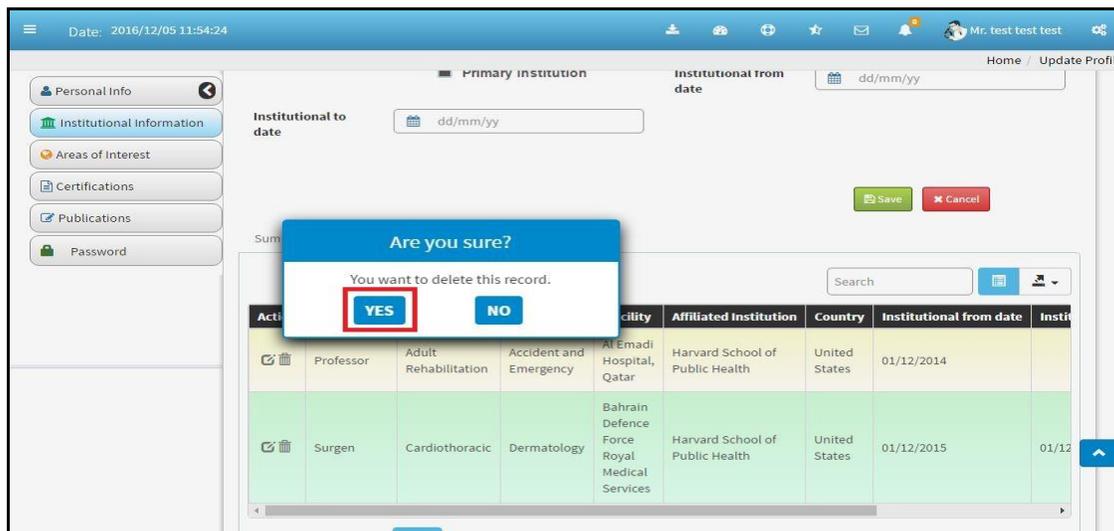
To delete contents, click here

Action	Designation	Section	Department	Facility	Affiliated Institution	Country	Institutional from date	Institutional to date
	Professor	Adult Rehabilitation	Accident and Emergency	Al Emadi Hospital, Qatar	Harvard School of Public Health	United States	01/12/2014	
	Surgen	Cardiothoracic	Dermatology	Bahrain Defence Force Royal Medical Services	Harvard School of Public Health	United States	01/12/2015	01/12/2015

- A message box will be displayed **“You want to delete this record”** with parameter **YES** and **NO**.

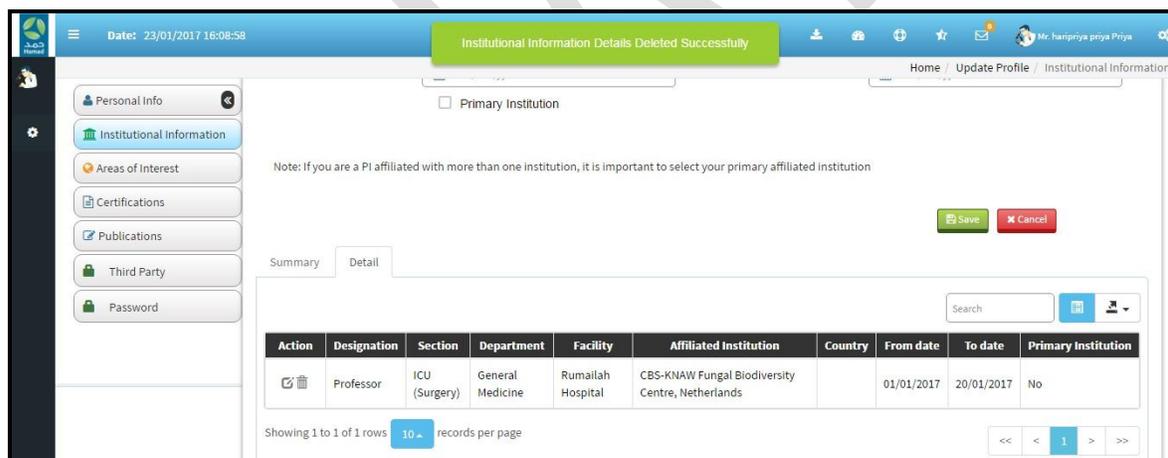
16. Click the **YES** button.

Figure 99: Delete-Confirmation Message-Institutional Info



- The selected record will be deleted successfully.

Figure 100: Selected Record Deleted Successfully-Institutional Info



17. To navigate to next or previous page, click corresponding pagination icon.

Figure 101: Pagination Icon-Institutional Info

Remaining Characters: 50

Department:  Affiliated Institution:

Country:

From date:  To date:

Primary Institution

Note: If you are a PI affiliated with more than one institution, it is important to select your primary affiliated institution

Summary

Search

Action	Designation	Section	Department	Facility	Affiliated Institution	Country	From date	To date	Primary Institution
	Professor	ICU (Surgery)	General Medicine	Rumailah Hospital	CBS-KNAW Fungal Biodiversity Centre, Netherlands		01/01/2017	20/01/2017	No

Showing 1 to 1 of 1 rows  records per page

18. To download the records into Excel, click the download icon.

Figure 102: Download Record-Institutional Info

Remaining Characters: 50

Department:  Affiliated Institution:

Country:

From date:  To date:

Primary Institution

Note: If you are a PI affiliated with more than one institution, it is important to select your primary affiliated institution

Summary

Search

Action	Designation	Section	Department	Facility	Affiliated Institution	Country	From date	To date	Primary Institution
	Professor	ICU (Surgery)	General Medicine	Rumailah Hospital	CBS-KNAW Fungal Biodiversity Centre, Netherlands		01/01/2017	20/01/2017	No

Showing 1 to 1 of 1 rows  records per page

- The record will be downloaded in Excel format.

### Sample Record for Institutional Info



Sample Record for  
Institutional Info.xls

19. Click on the **Upload** button, and then click on **Choose Files** to select the files that you wish to upload.
20. **Click on the Upload button.**

Figure 103: Institutional Info-Upload

- The document is uploaded successfully and confirmation message that the upload was successful is immediately displayed.

Figure 104: Confirmation Message for Successfully Upload Document-Institutional Info

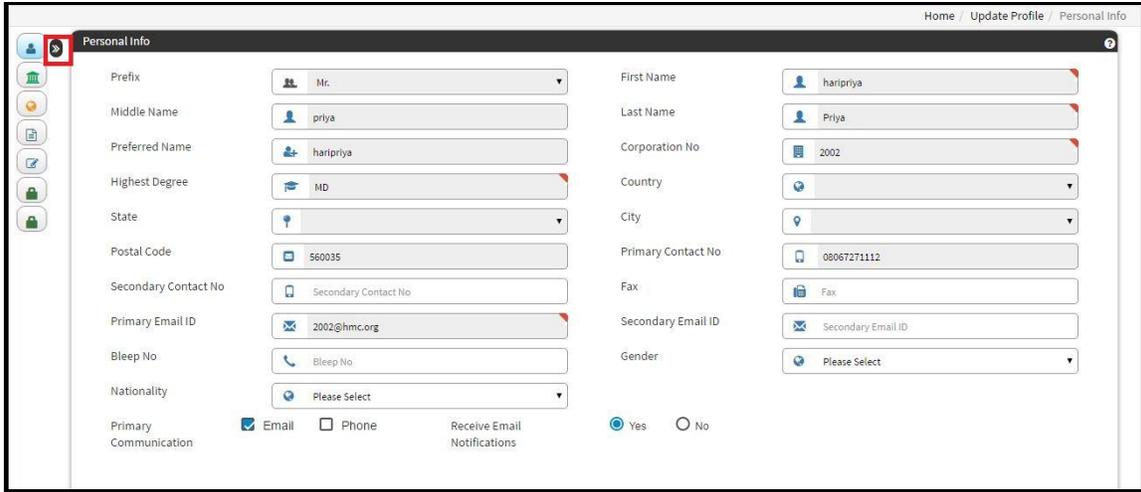
### 5.4.3 Areas of Interest

The “**Areas of Interest**” is available for the user to enter their area of interest details.

1. Repeat Steps1 and Steps 2 under [Creating/Updating Profile](#).
  - **Personal Info** page opens.

- Click  icon from **Personal Info** page to expand the list of sub modules.

Figure 105: Expand List of Sub Modules



Home / Update Profile / Personal Info

Personal Info

Prefix: Mr. First Name: haripriya

Middle Name: priya Last Name: Priya

Preferred Name: haripriya Corporation No: 2002

Highest Degree: MD Country: [Please Select]

State: [Please Select] City: [Please Select]

Postal Code: 560035 Primary Contact No: 08067271112

Secondary Contact No: [Please Select] Fax: [Please Select]

Primary Email ID: 2002@hmc.org Secondary Email ID: [Please Select]

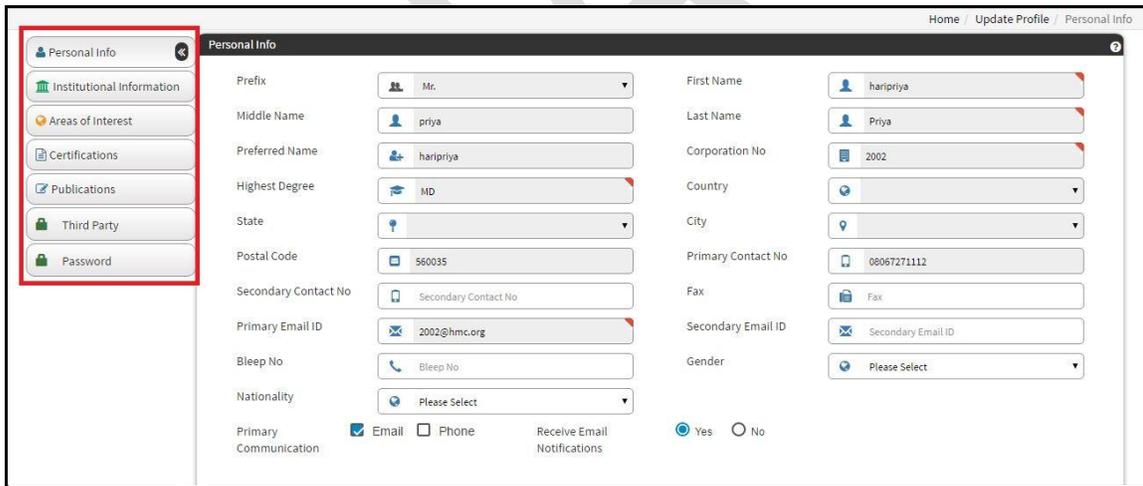
Bleep No: [Please Select] Gender: [Please Select]

Nationality: [Please Select]

Primary Communication:  Email  Phone  Receive Email Notifications  Yes  No

- The list of sub modules displays.

Figure 106: List of Sub Modules



Home / Update Profile / Personal Info

Personal Info

Personal Info

Institutional Information

Areas of Interest

Certifications

Publications

Third Party

Password

Prefix: Mr. First Name: haripriya

Middle Name: priya Last Name: Priya

Preferred Name: haripriya Corporation No: 2002

Highest Degree: MD Country: [Please Select]

State: [Please Select] City: [Please Select]

Postal Code: 560035 Primary Contact No: 08067271112

Secondary Contact No: [Please Select] Fax: [Please Select]

Primary Email ID: 2002@hmc.org Secondary Email ID: [Please Select]

Bleep No: [Please Select] Gender: [Please Select]

Nationality: [Please Select]

Primary Communication:  Email  Phone  Receive Email Notifications  Yes  No

- Select **Areas of Interest** from sub module list.

Figure 107: Areas of Interest

- **Areas of Interest** page opens.
4. Select your area of research from **Research Area** drop-down, and then select the specialty from **Specialty** drop-down.
  5. Enter the keyword into **Keywords** box **OR** click the  icon to search Keywords.
  6. Write a brief summary about research interest into **Research Interest** box.

**Note:**

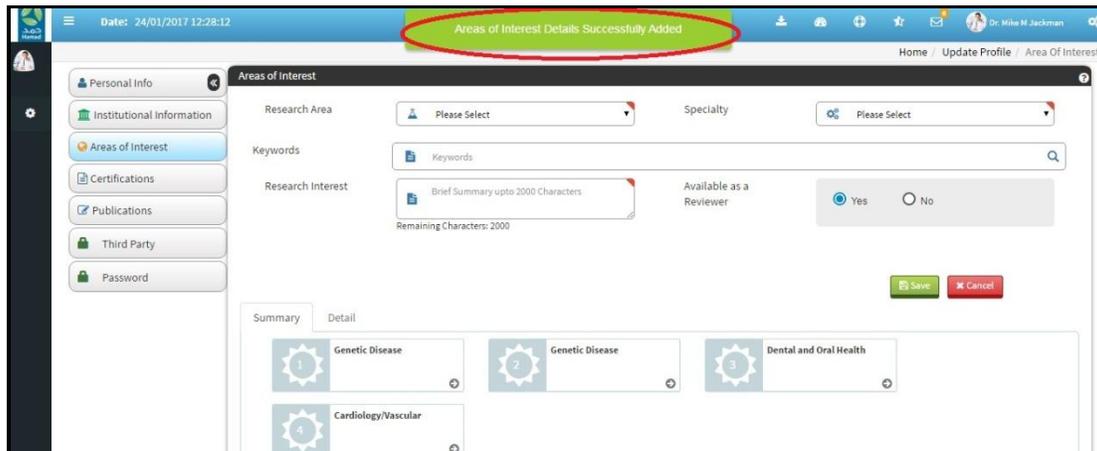
 The maximum character length of **Research Interest** box is 2000.

7. Select '**Yes**' or '**No**' from **Available as a Reviewer** option, and then click the **Save** button.

Figure 108: Save-Areas of Interest

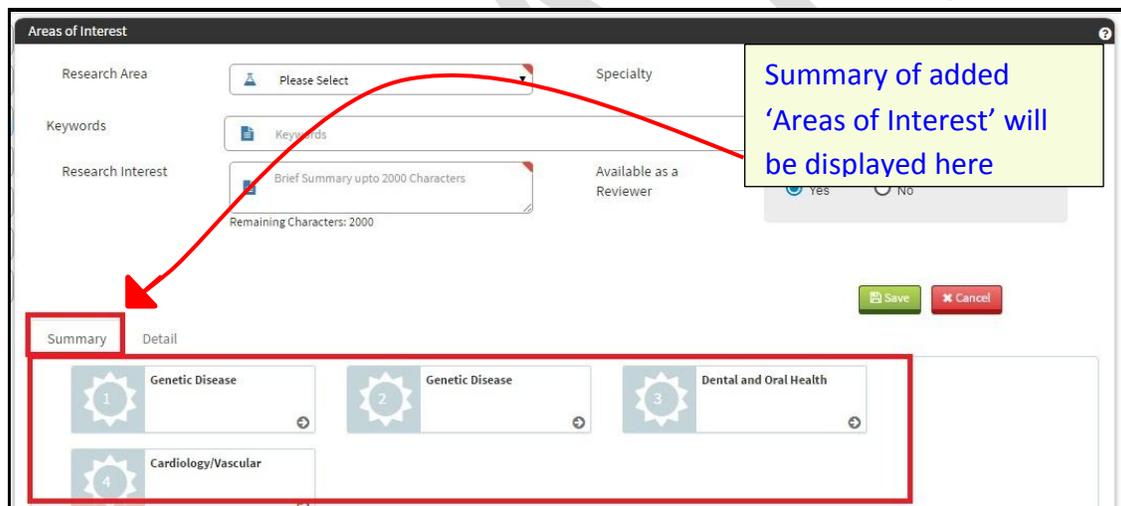
- **Areas of Interest** is been successfully added.

Figure 109: Areas of Interest Successfully Added



- The added details will be displayed under **Summary** section.

Figure 110: Summary-Areas of Interest



8. To view the detailed view of '**Areas of Interests**', click the **Detail** tab.

Figure 111: Detail-Areas of Interest

Areas of Interest

Research Area: Please Select | Specialty: Please Select

Keywords: Keywords

Research Interest: Brief Summary upto 2000 Characters | Available as a Reviewer:  Yes  No

Remaining Characters: 2000

Save Cancel

Summary **Detail**

1 Genetic Disease | 2 Genetic Disease | 3 Dental and Oral Health | 4 Cardiology/Vascular

- The details of **Areas of interest** will be displayed.

Figure 112: Detail of Areas of Interest

Action	Research Area	Specialty	Keywords	Research Interest	Available as a Reviewer
	Genetic Disease	Orthopaedic Surgery	Bacterial Structures, Biological Phenomena, Origin of Life, Biological Processes, Remission, Spontaneous, Denitrification, Neoplasm Regression, Spontaneous	Areas of Interest	Yes
	Genetic Disease	Neuromuscular Med Neurology	testor	The Republic of India has several official national symbols including a historic document, a flag, an emblem, an anthem, a memorial tower as well as several national heroes. All the symbols were picked up at various times. The design of the national flag was adopted by the Constituent Assembly just before independence, on 22 July 1947.[1] There are also several other symbols including the national animal, bird, flower, fruit and tree and game	No

9. To search any particular details, enter the text in **Search** box, and then press Enter.

- The search result will be displayed.

Figure 113: Search-Areas of Interest

Action	Research Area	Specialty	Keywords	Research Interest	Available as a Reviewer
 	Genetic Disease	Orthopaedic Surgery	Bacterial Structures, Biological Phenomena, Origin of Life, Biological Processes, Remission, Spontaneous, Denitrification, Neoplasm Regression, Spontaneous	Areas of Interest	Yes
 	Genetic Disease	Neuromuscular Med Neurology	testor	The Republic of India has several official national symbols including a historic document, a flag, an emblem, an anthem, a memorial tower as well as several national heroes. All the symbols were picked up at various times. The design of the national flag was adopted by the Constituent Assembly just before independence, on 22 July 1947.[1] There are also several other symbols including the national animal, bird, flower, fruit and tree and game	No

10. To update the details of **Areas of Interest**, Click the  icon.

Figure 114: Update-Detail of Areas of Interest

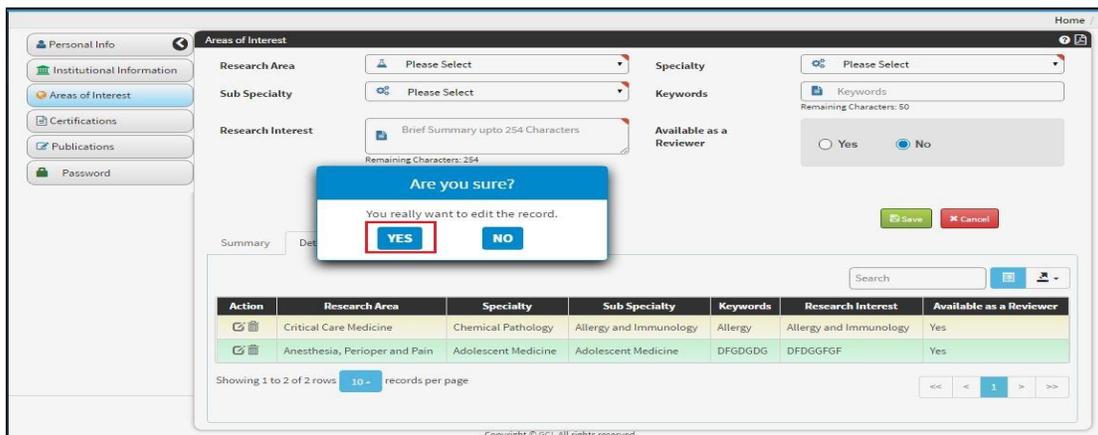
Action	Research Area	Specialty	Keywords	Research Interest	Available as a Reviewer
 	Genetic Disease	Orthopaedic Surgery	Biological Processes, Remission, Spontaneous, Denitrification, Neoplasm Regression, Spontaneous	Areas of Interest	Yes
 	Genetic Disease	Neuromuscular Med Neurology	testor	The Republic of India has several official national symbols including a historic document, a flag, an emblem, an anthem, a memorial tower as well as several national heroes. All the symbols were picked up at various times. The design of the national flag was adopted by the Constituent Assembly just before independence, on 22 July 1947.[1] There are also several other symbols including the national animal, bird, flower, fruit and tree and game	No

To update the details, click here

- A message box displays “You really want to edit the record” with YES and NO parameter.

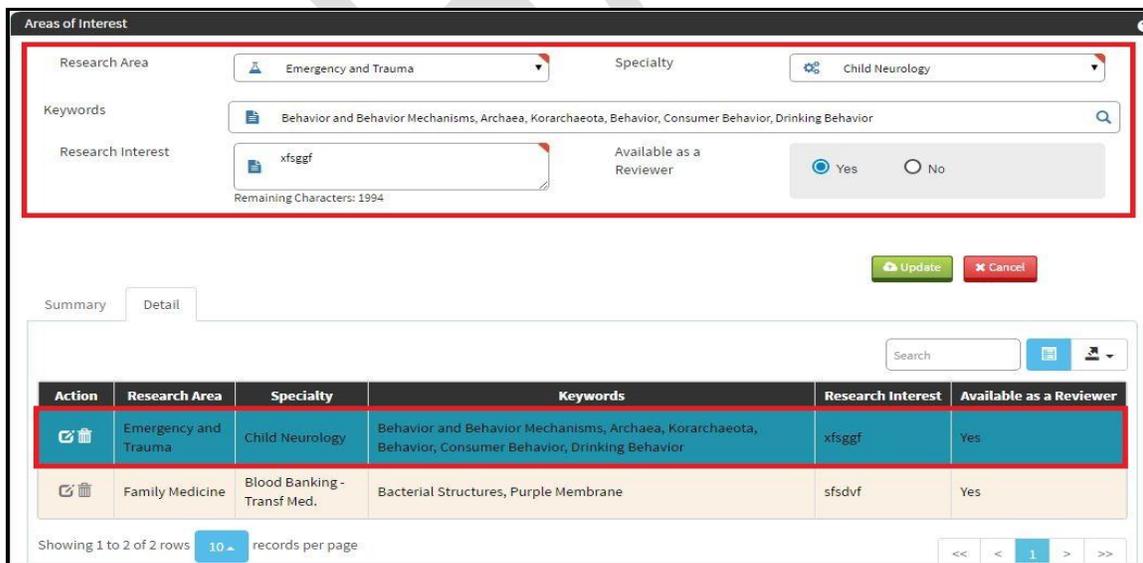
11. Click the **YES** button.

Figure 115: Confirmation Message-Update-Detail of Areas of Interest



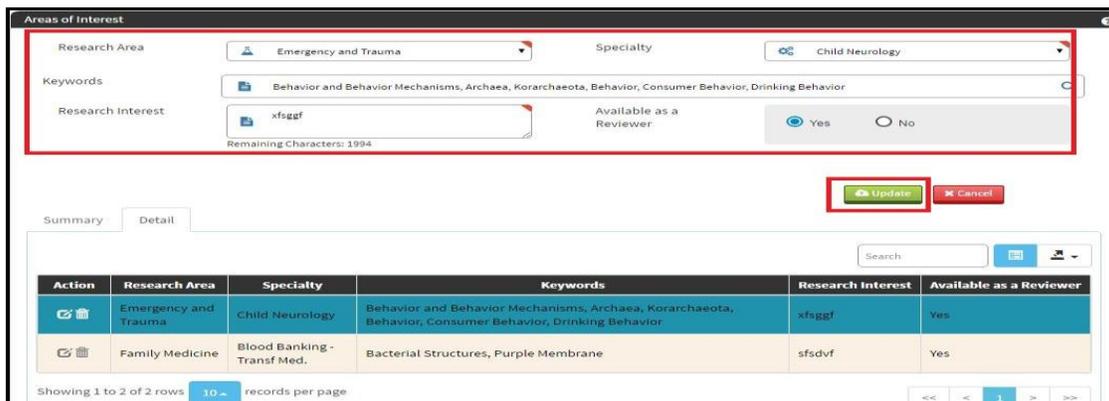
- All available details will be displayed in corresponding fields in **Areas of Interest** section.

Figure 116: Update-Available Details Displayed in Corresponding Fields



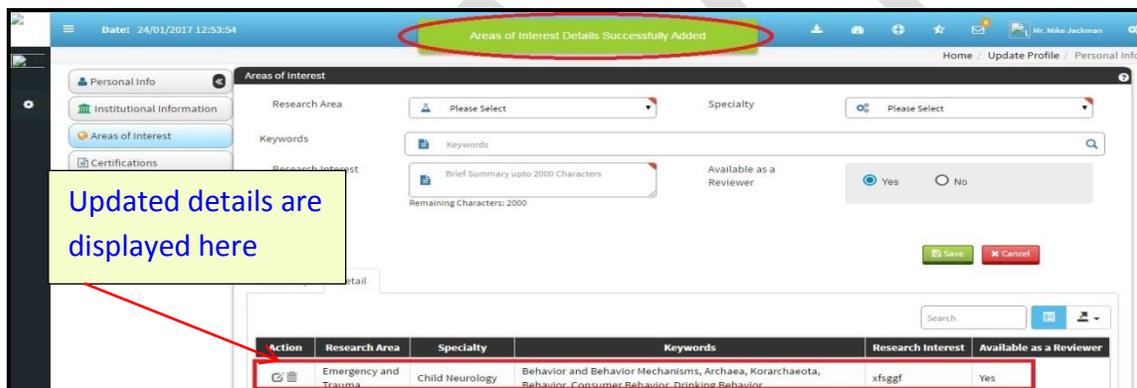
12. Update the content, and then click the **Update** button.

Figure 117: Update Button-Areas of Interest



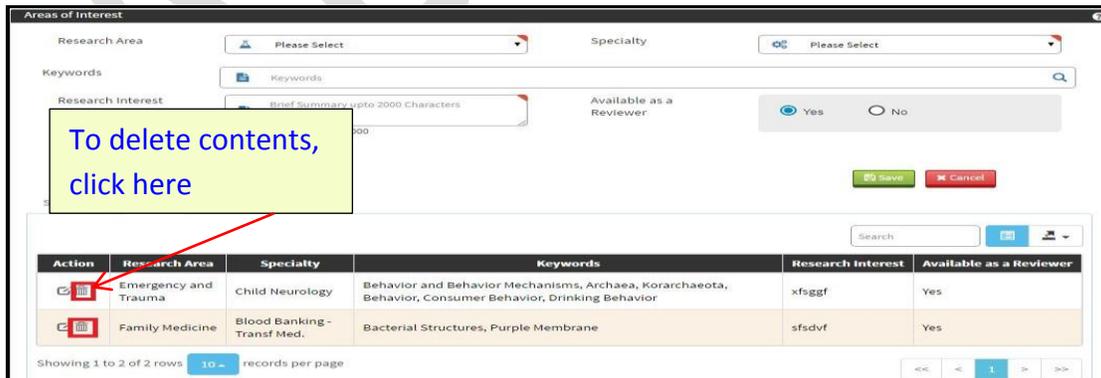
- The details are updated successfully and displayed under **Detail** tab.

Figure 118: Updated Details Displayed under Details tab



13. To delete the content, click the icon.

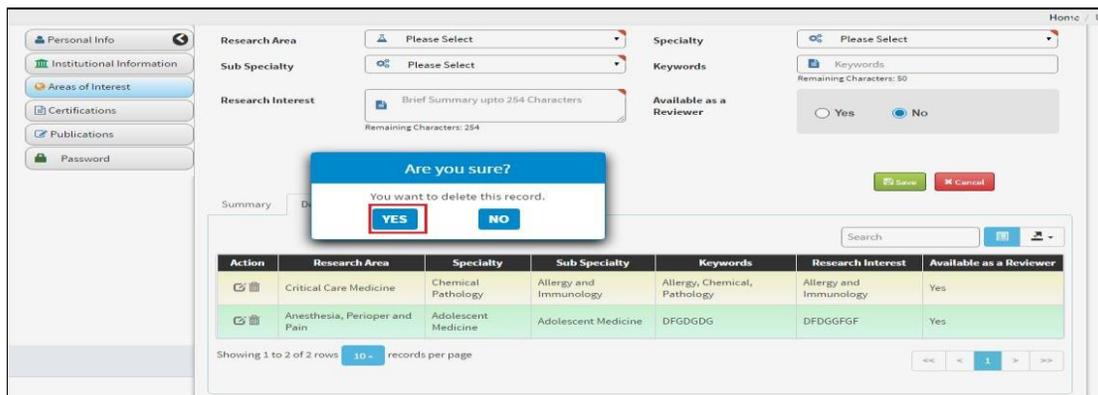
Figure 119: Delete Icon



- A message box will be displayed **“You want to delete this record”** with parameter **YES** and **NO**.

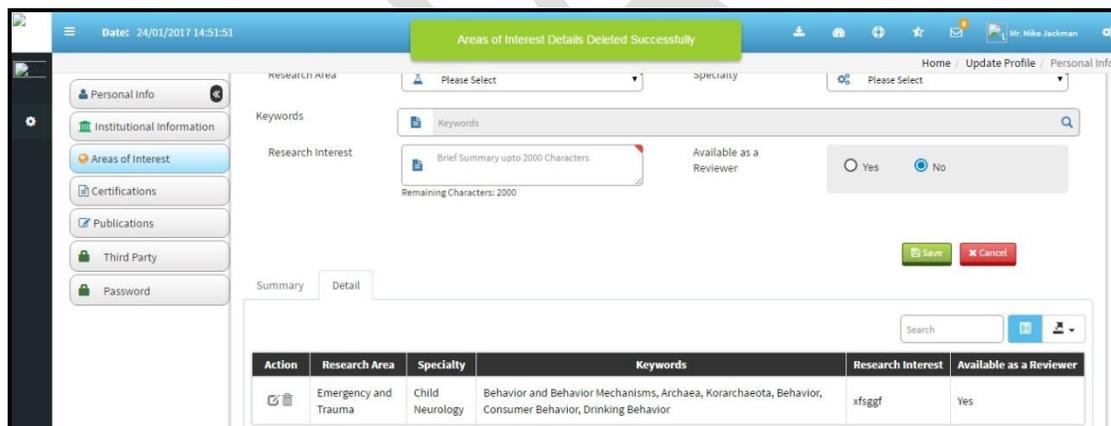
14. Click the **YES** button.

Figure 120: Delete-Confirmation Message



- The selected record will be deleted successfully.

Figure 121: Selected Record Deleted Successfully



15. To navigate to next or previous page, click corresponding pagination icon.

Figure 122: Pagination Icon

Areas of Interest

Research Area: Please Select | Specialty: Please Select

Keywords: Keywords

Research Interest: Brief Summary upto 2000 Characters | Available as a Reviewer: Yes

Remaining Characters: 2000

Save | Cancel

Summary | Detail

Action	Research Area	Specialty	Keywords	Research Interest	Available as a Reviewer
	Emergency and Trauma	Child Neurology	Behavior and Behavior Mechanisms, Archaea, Korarchaeota, Behavior, Consumer Behavior, Drinking Behavior	xfsggf	Yes

Showing 1 to 1 of 1 rows | 10 records per page

Navigation: << < 1 > >>

16. To download the records into Excel, click the download icon.

Figure 123: Download Record

Areas of Interest

Research Area: Please Select | Specialty: Please Select

Keywords: Keywords

Research Interest: Brief Summary upto 2000 Characters | Available as a Reviewer: No

Remaining Characters: 2000

Save | Cancel

Summary | Detail

Action	Research Area	Specialty	Keywords	Research Interest	Available as a Reviewer
	Emergency and Trauma	Child Neurology	Behavior and Behavior Mechanisms, Archaea, Korarchaeota, Behavior, Consumer Behavior, Drinking Behavior	xfsggf	Yes

Showing 1 to 1 of 1 rows | 10 records per page

Navigation: << < 1 > >>

To download the details, click here

- The record will be downloaded in Excel format.

### Sample Record for Areas of Interest



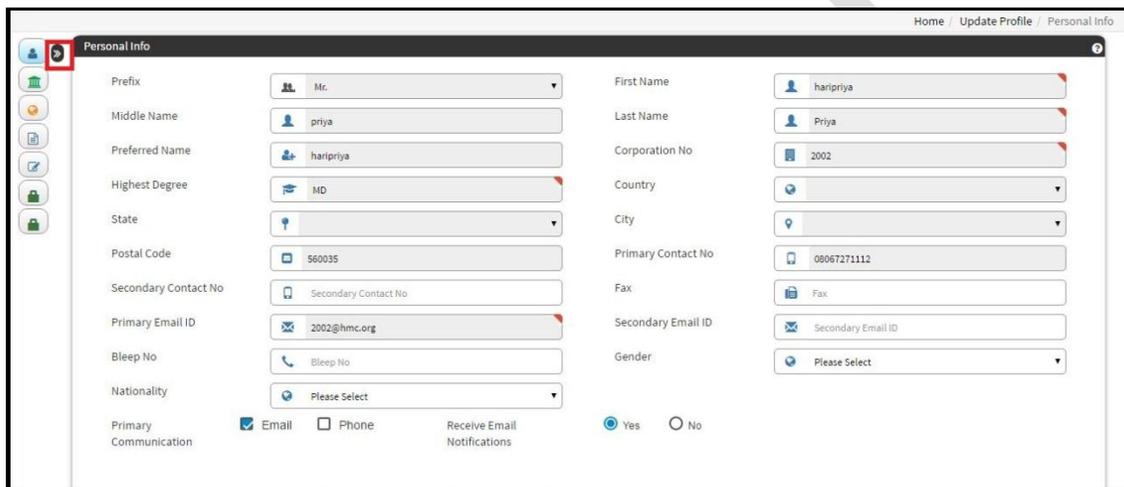
Areas of Interest-Excel.xlt

## 5.4.4 Certifications

The user can add/update the certification related details under this section.

1. Repeat Steps 1 and Steps 2 under [Creating/Updating Profile](#).
  - **Personal Info** page opens.
2. Click  icon from **Personal Info** page to expand the list of sub modules.

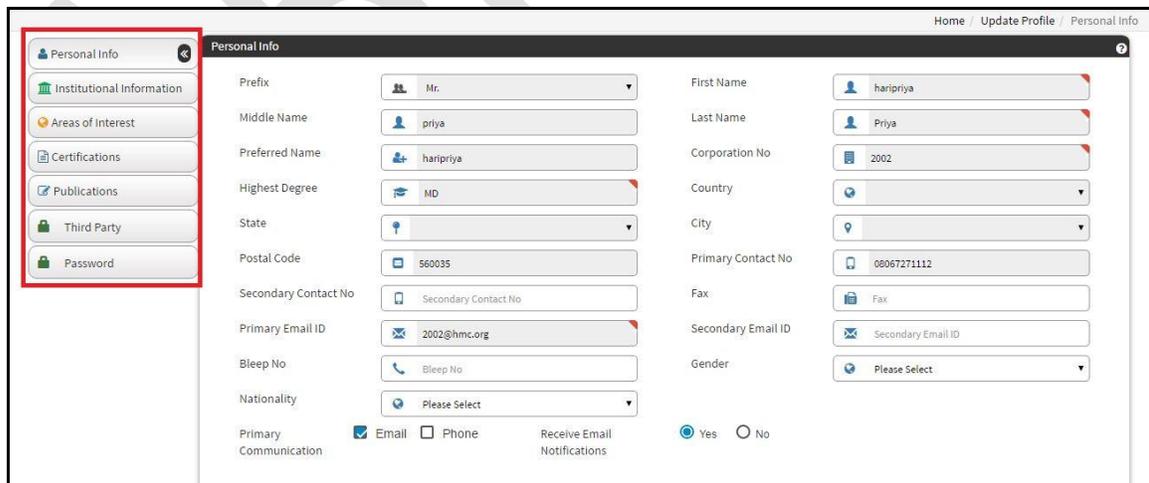
Figure 124: Expand List of Sub Modules



The screenshot shows the 'Personal Info' page with a sidebar on the left containing several sub modules: Personal Info, Institutional Information, Areas of Interest, Certifications, Publications, Third Party, and Password. The 'Personal Info' sub module is highlighted with a red box. The main content area displays various fields for personal information, including Prefix, Middle Name, Preferred Name, Highest Degree, State, Postal Code, Secondary Contact No, Primary Email ID, Bleep No, Nationality, First Name, Last Name, Corporation No, Country, City, Primary Contact No, Fax, Secondary Email ID, Gender, and Primary Communication options (Email, Phone, Receive Email Notifications).

- The list of sub modules displays.

Figure 125: List of Sub Modules



The screenshot shows the 'Personal Info' page with the sidebar expanded. The 'Certifications' sub module is highlighted with a red box. The main content area displays the same personal information fields as in Figure 124.

3. Select **Certifications** from sub module list.

Figure 126: Select Certifications

- The Certifications page opens.
- In Certification page, by default the **Status** will displayed as **Started** and the **Status Date** displayed as current date.

Figure 127: Auto-populated Details-Certification Page

4. Select the name of program from **Program Name** drop-down, select the name of course from **Course Name** drop-down, and then select the stage from **Stage** drop-down.
  - Based on the selection of **Program Name** and **Course Name**, the type of course will be auto-populated as “Main” or “Refresher” in **Main or Refresher** box. [To know more, refer [Special Notes](#)]

Figure 128: Certification-Program Name and Course Name

The screenshot shows the 'Certifications' form with the following fields and values:

Status	Started	Status Date	30/11/2016
Program Name	Collaborative Institutional Traini...	Course Name	HMC Research Committee/ IRB M...
Stage	2	Main or Refresher	Refresher
Completion Report Number	Completion Report Number#	Reported Score	Reported Score
Course Completion Date	dd/mm/yy	Expiration Date	dd/mm/yy
Member Id	Member Id	UserName	UserName

Upload Certificate: **Upload**  
Supported Formats: doc, docx. Max file size: 5MB

Buttons: Save, Cancel

Callout Box: Based on selection of Program Name and Course Name, Main or Refresher will be Auto-populated.

- Enter the report number into **Completion Report Number** box, and then enter the score into **Reported Score** box.
  - Based on the entered value in Reported Score box, the **Status** will be changed to **Failed** or **Completed**. [To know more, refer [Special Notes](#)]

Figure 129: Completion Report Number

The screenshot shows the 'Certifications' form with the following fields and values:

Status	Completed	Status Date	30/11/2016
Program Name		Course Name	HMC Social & Behavioral Researc...
Stage	1	Main or Refresher	Refresher
Completion Report Number	5	Reported Score	30
Course Completion Date	dd/mm/yy	Expiration Date	N/A
Member Id	Member Id	UserName	UserName

Upload Certificate: **Upload**  
Supported Formats: doc, docx. Max file size: 5MB

Buttons: Save, Cancel

- Enter the completion date into **Course Completion Date** box.
  - Based on into **Course Completion Date**, the **Expiry Date** will be auto-populated. [To know more, refer [Special Notes](#)]

Figure 130: Course Completion Date

7. Enter member id into **Member Id** box, and then enter your user name into **User Name** box.

#### **Special Notes:**

- A. Based on the selection of **Program Name** or **Course Name**, the type of course will be Auto-populated as "**Main**" or "**Refresher**" in **the corresponding** box.
- B. If type of course is **Main**, then the **Stage** will be displayed as 1 and the **Expiry Date does not need to be entered**.
- C. If type of course is **Refresher**, then the user can select the **Stage**, and **Course Completion Date needs to be entered**.
- D. Based on the **Course Completion Date**, the **Expiry Date** will be auto-populated.  
e.g.: Suppose Course Completion Date is 1/11/2016, then the Expiry Date will be auto-populated as 1/11/2019
- E. Based on **Course Completion Date** and **Expiration Date**, the **Status** will be changed to **Started** or **Expired**.  
e.g.: If **Course Completion Date** is 1/11/2016, then the Expiry Date will be auto-populated as 1/11/2019, in this case **Status** is displayed as "**Started**"
- F. If **Course Completion Date** is 1/11/2010, then the Expiry Date will be auto-populated as 1/11/2013, in this case **Status** is changed to "**Expired**"
- G. By default, the **Status** will be displayed as **Started**
- H. Based on the **Reported Score**, the **Status** will be changed to **Failed** or **Completed**.  
e.g.: For Score value > **Reported Score**, the status is changed to "**failed**"  
**Otherwise, it is changed to "Completed"**

- To upload the certificate, place the cursor on **Upload**, click on **Choose Files**.

Figure 131: Upload Certificate

The screenshot shows the 'Certifications' form in the HMC system. The 'Upload Certificate' button is highlighted with a red box. Below it, the 'Choose Files' button is also highlighted with a red box, and the text 'No file chosen' is visible. The form contains various fields for certification details:

Field	Value
Status	Expired
Program Name	Collaborative Institutional Traini...
Stage	1
Completion Report Number	5
Course Completion Date	01/11/2010
Member Id	Member Id
Status Date	30/11/2016
Course Name	HMC Biomedical Researchers (Ba...
Main or Refresher	Refresher
Reported Score	30
Expiration Date	01/11/2011
UserName	UserName

- Select the file which you need to upload, and then click the **Open** button.
- Click the **Save** button.

Figure 132: Save and Upload Certificate

The screenshot shows the 'Certifications' form in the HMC system. The 'Upload Certificate' field now shows the file 'Abhath Sa...ment.docx' selected. The 'Save' button is highlighted with a red box. The form contains various fields for certification details:

Field	Value
Status	Expired
Program Name	Collaborative Institutional Traini...
Stage	1
Completion Report Number	5
Course Completion Date	01/11/2010
Member Id	101
Status Date	30/11/2016
Course Name	HMC Biomedical Researchers (Ba...
Main or Refresher	Refresher
Reported Score	30
Expiration Date	01/11/2011
UserName	Hari

- The document will be uploaded and the details will be saved.

Figure 133: Certification-Successfully Upload

- The saved details will be displayed under **Summary** section.

Figure 134: Certification-Summary

- To view the details of saved details, click the **Detail** tab.

Figure 135: Certification-Detail Tab

The screenshot shows a user interface for viewing certification details. On the left is a navigation menu with options: Personal Info, Institutional Information, Areas of Interest, Certifications (selected), Publications, and Password. The main area contains several input fields and dropdown menus: Status (Completed), Program Name (Collaborative Institutional Traini...), Stage (1), Completion Report Number (5), Course Completion Date (01/11/2016), Member Id (102), Course Name (HMC Social & Behavioral Researc...), Main or Refresher (Refresher), Reported Score (30), Expiration Date (01/11/2019), and Username (Hari). There is an 'Upload Certificate' button and a 'Save' button. At the bottom, a 'Detail' tab is highlighted in red, showing a summary card for 'HMC Social & Behavior... Completed Collaborative Institution...'.

- The entered details will be displayed in a tabular column.

Figure 136: Certification-Details

The screenshot shows the 'Detail' tab selected, displaying a table of certification records. The table has the following columns: Action, Status, Status Date, Program Name, Course Name, Stage, Main or Refresher, Reported Score, Completion Report Number, and Course C. A search box is located above the table. The table contains one record with the following data:

Action	Status	Status Date	Program Name	Course Name	Stage	Main or Refresher	Reported Score	Completion Report Number	Course C
	Completed	29/11/2016	Collaborative Institutional Training Initiative, Univ of Miami	HMC Social & Behavioral Researchers (Basic Course) (ID: 42274)	1	Refresher	555	fdfssdfsf	16/11/20

Below the table, it says 'Showing 1 to 1 of 1 rows' and '10 records per page'. There are also navigation arrows for the table.

12. To search any particular details, enter the text in **Search** box, and then press Enter.

- The search result will be displayed.

Figure 137: Certification-Search

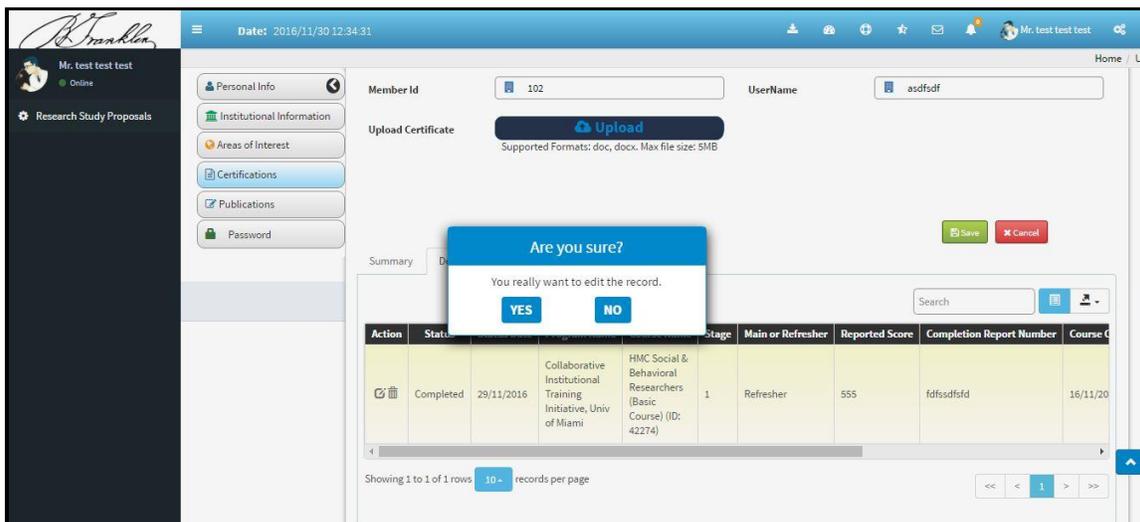
13. To update the details of **Certification**, Click the  icon.

Figure 138: Update- Certification

- A message box opens “You really want to edit the record” with YES and NO parameter.

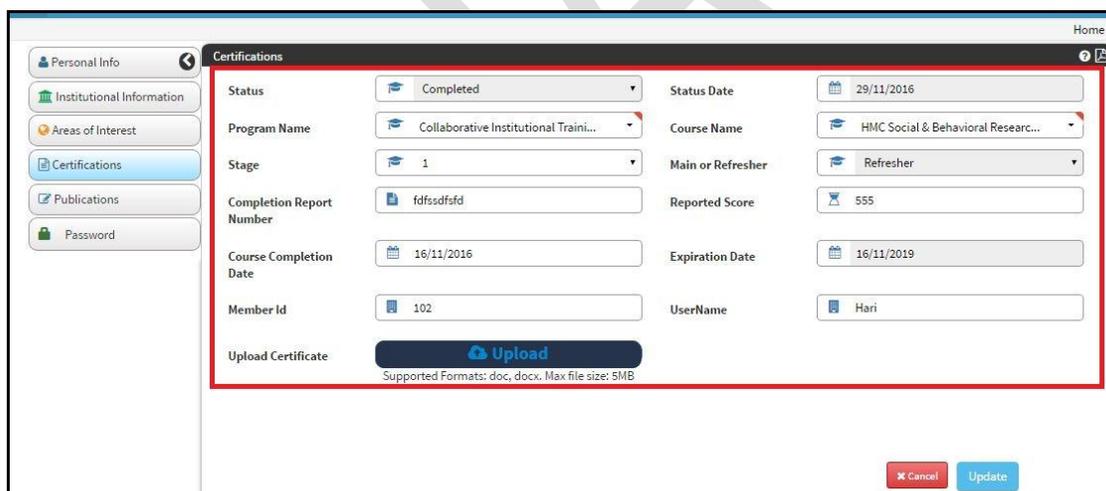
14. Click the **YES** button.

Figure 139: Confirmation Message-Certificate



- All available details will be displayed in corresponding fields in **Certificate** section.

Figure 140: Update Certificate-Available Details Displayed in Corresponding Fields



- Update the content, and then click the **Update** button.

Figure 141: Update Button-Certificate

The screenshot shows a web application interface for updating certification details. On the left is a navigation menu with options: Personal Info, Institutional Information, Areas of Interest, Certifications (highlighted), Publications, and Password. The main content area is titled 'Certifications' and contains the following fields:

- Status: Completed
- Program Name: Collaborative Institutional Traini...
- Stage: 1
- Completion Report Number: dfssdfsdf
- Course Completion Date: 16/11/2016
- Member Id: 102
- Status Date: 29/11/2016
- Course Name: HMC Social & Behavioral Researc...
- Main or Refresher: Refresher
- Reported Score: 50
- Expiration Date: 16/11/2019
- UserName: Hari

At the bottom, there is an 'Upload Certificate' section with an 'Upload' button and the text 'Supported Formats: doc, docx. Max file size: 5MB'. A red box highlights the 'Update' button in the bottom right corner, next to a 'Cancel' button.

- The details are updated successfully and displayed under **Detail** tab.

Figure 142: Certificate-Details are Updated Successfully

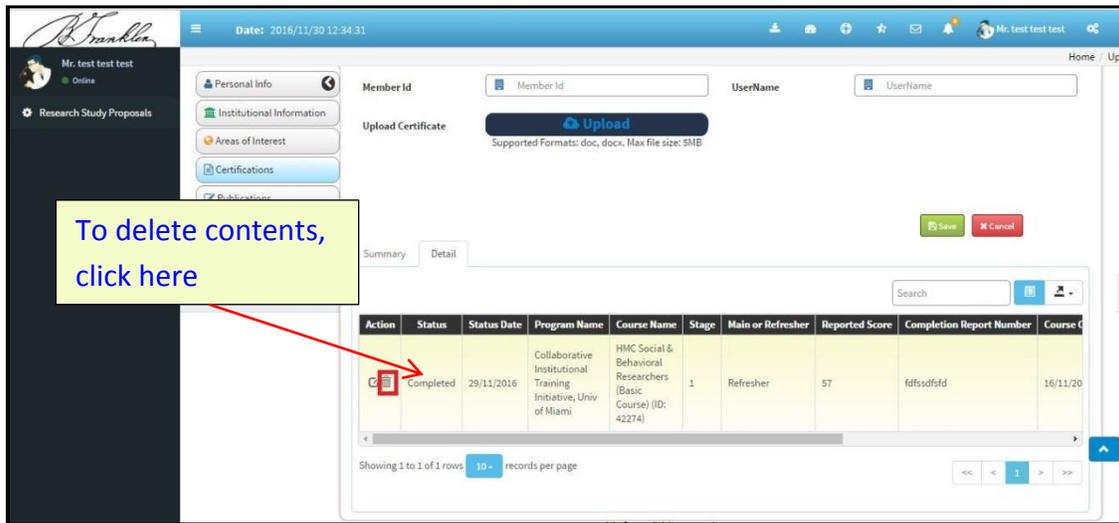
The screenshot shows the 'Certification Details' view after a successful update. A green notification banner at the top reads 'Certification Details Successfully Added'. The interface includes a date '2016/11/30 12:34:31' and a user profile 'Mr. test test test'. The navigation menu on the left includes 'Research Study Proposals'. The main content area shows the following details:

- Status: Started
- Program Name: Loading Please Wait
- Stage: Please Select
- Completion Report Number: Completion Report Number
- Course Completion Date: dd/mm/yy
- Member Id: Member Id
- Status Date: 30/11/2016
- Course Name: Course Name
- Main or Refresher: Main or Refresher
- Reported Score: Reported Score
- Expiration Date: dd/mm/yy
- UserName: Username

The 'Upload Certificate' section at the bottom remains the same as in Figure 141.

16. To delete the content, click the  icon.

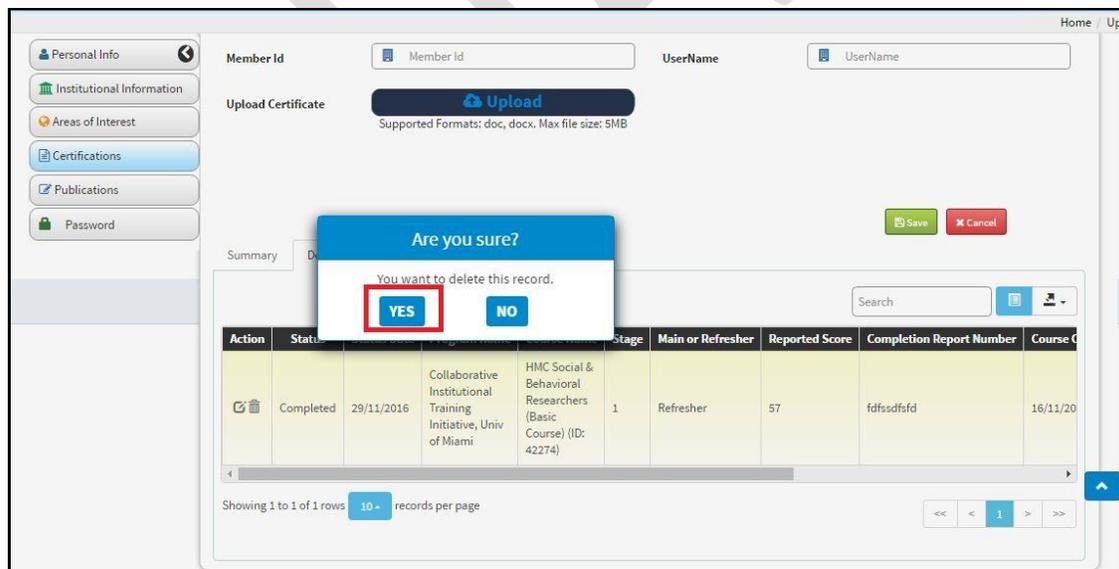
Figure 143: Certificate- Delete Icon



- A message box will be displayed **“You want to delete this record”** with parameter **YES** and **NO**.

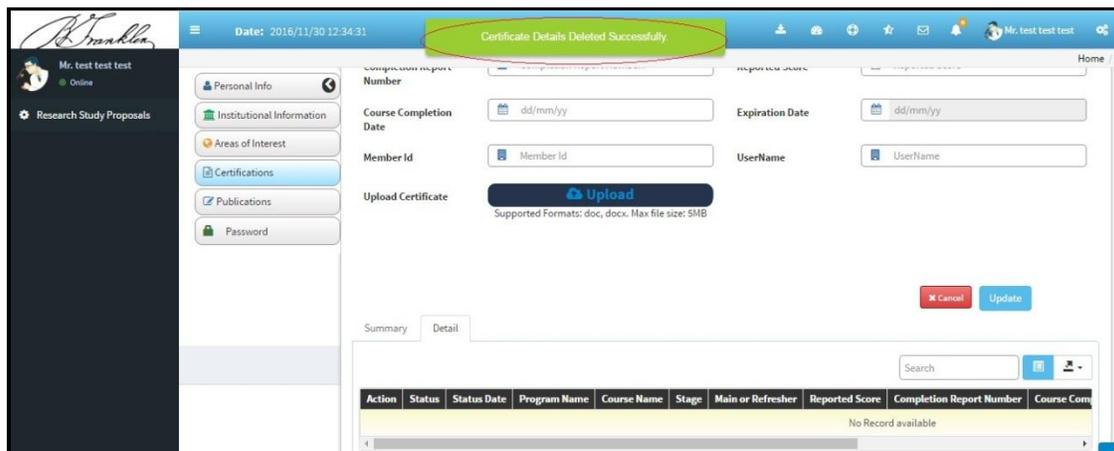
17. Click the **YES** button.

Figure 144: Certificate Delete-Confirmation Message



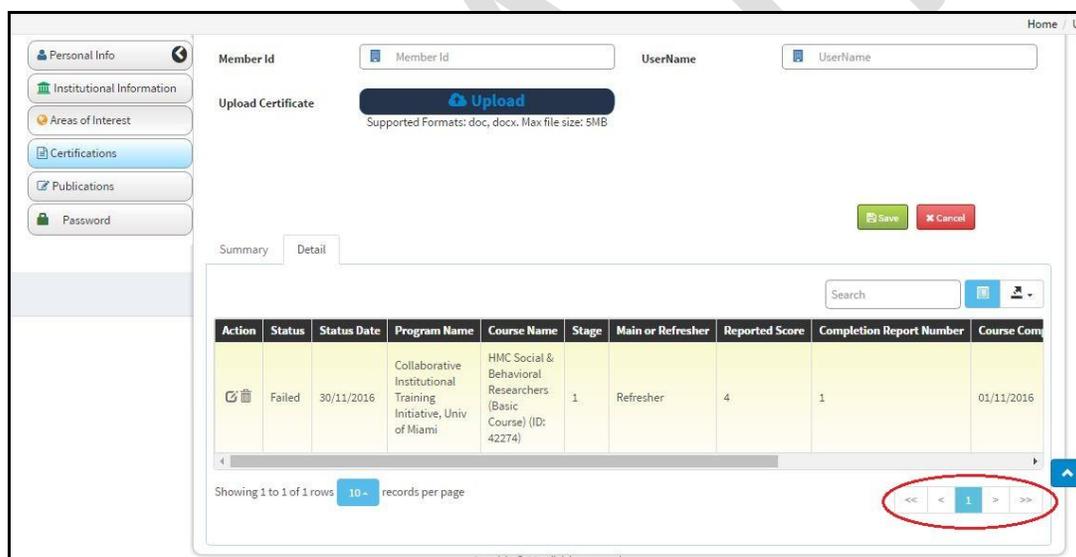
- The selected record will be deleted successfully.

Figure 145: Selected Record Deleted Successfully



18. To navigate to next or previous page, click corresponding pagination icon.

Figure 146: Certificate- Pagination Icon



19. To download the records into Excel, click the download icon.

Figure 147: Certificate-Download Record

Member Id  UserName

Upload Certificate [Upload](#)  
Supported Formats: doc, docx. Max file size: 5MB

[Save](#) [Cancel](#)

Summary Detail

Search  

Action	Status	Status Date	Program Name	Course Name	Stage	Main or Refresher	Reported Score	Completion Report Number	Course Com
	Failed	30/11/2016	Collaborative Institutional Training Initiative, Univ of Miami	HMC Social & Behavioral Researchers (Basic Course) (ID: 42274)	1	Refresher	4	1	01/11/2016

Showing 1 to 1 of 1 rows: 10 records per page

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- The record will be downloaded in Excel format.

### **Sample Record for Certification**



Sample  
Certificate-Record.xls

20. To view the uploaded file, click the file name in list.

Figure 148: Certification-Viewing Uploaded File

Reported Score	Completion Report Number	Course Completion Date	Expiration Date	Member Id	UserName	File_Name
343	svddvvd	01/12/2016	01/12/2019			Before pre to post.docx
						Print.docx

## 5.4.5 Publication

The user can add/update the Publication related details under this section.

- Repeat Steps 1 and Steps 2 under [Creating/Updating Profile](#).
  - Personal Info page opens.
- Click  icon from **Personal Info** page to expand the list of sub modules.

Figure 149: Expand List of Sub Modules

Personal Info

Prefix: Mr.

Middle Name: priya

Preferred Name: haripriya

Highest Degree: MD

State: [State]

Postal Code: 560035

Secondary Contact No: Secondary Contact No

Primary Email ID: 2002@hmc.org

Bleep No: Bleep No

Nationality: Please Select

First Name: haripriya

Last Name: Priya

Corporation No: 2002

Country: [Country]

City: [City]

Primary Contact No: 08067271112

Fax: Fax

Secondary Email ID: Secondary Email ID

Gender: Please Select

Primary Communication:  Email  Phone

Receive Email Notifications:  Yes  No

- The list of sub modules displays.

Figure 150: List of Sub Modules

Home / Update Profile / Personal Info

Personal Info

- Personal Info
- Institutional Information
- Areas of Interest
- Certifications
- Publications
- Third Party
- Password

Prefix: Mr. First Name: haripriya

Middle Name: priya Last Name: Priya

Preferred Name: haripriya Corporation No: 2002

Highest Degree: MD Country: Please Select

State: Please Select City: Please Select

Postal Code: 560035 Primary Contact No: 08067271112

Secondary Contact No: Secondary Contact No Fax: Fax

Primary Email ID: 2002@hmc.org Secondary Email ID: Secondary Email ID

Bleep No: Bleep No Gender: Please Select

Nationality: Please Select

Primary Communication:  Email  Phone Receive Email Notifications:  Yes  No

3. Select **Publication** from sub module list.

Figure 151: Publication

Home / Update Profile / Personal Info

Personal Info

- Personal Info
- Institutional Information
- Areas of Interest
- Certifications
- Publications
- Third Party
- Password

Prefix: Mr. First Name: Mike

Middle Name: M Last Name: Jackman

Preferred Name: Mike M Jackman Corporation No: 50023

Highest Degree: BE Country: Please Select

State: Please Select City: Please Select

Postal Code: 12345 Primary Contact No: Primary Contact No

Secondary Contact No: 989999998888 Fax: Fax

Primary Email ID: Mike@hmc.org Secondary Email ID: Secondary Email ID

Bleep No: 9898877777666 Gender: Male

Nationality: Please Select

Primary Communication:  Email  Phone Receive Email Notifications:  Yes  No

- Publication page opens.
4. Select the type of publication from **Publication Type** drop-down, enter the details of published journal into **Published Journal box**, and then select the year from **Year of Publication calendar**.
  5. Enter the name of authors into **Authors box**, enter ISSN into **ISSN/ISBN/DOI box**, and then select the option from **Project Managed By** drop-down
  6. If project is managed by **Medical Research Center-HMC**, enter your protocol ID into **Protocol ID box**.

- To upload documents, click the **Upload** button, and then select document that you wish to upload.
- Click the **Save** button.

Figure 152: Publication-Save Details

Personal Info  
Institutional Information  
Areas of Interest  
Certifications  
**Publications**  
Third Party  
Password

Publications

Publication Type: Review Article  
Year of Publication: 01/01/2017  
ISSN/ISBN/DOI: 123  
Project Managed By: Medical Research Center - HMC  
Protocol ID: 123  
Upload File: Upload  
Supported Formats: doc, docx, png, jpg, xls, xlsx. Max file size: 5MB

Published Journal: Published Journal  
Authors: Hani  
Project Funded By: University of Sharjah

Save Cancel

- The publication detail has been saved successfully.

Figure 153: Publication-Successfully Saved

Mr. test test test  
Online  
Research Study Proposals

Personal Info  
Institutional Information  
Areas of Interest  
Certifications  
**Publications**  
Password

Publications

Publication Type: Please Select  
Year of Publication: dd/mm/yy  
ISSN: ISSN  
Protocol ID: Protocol ID  
Upload File: Upload  
Supported Formats: doc, docx. Max file size: 5MB

Published Journal: Published Journal  
Authors: Authors  
Project Managed By: Please Select

Save Cancel

Summary Detail

- The saved details will be displayed under **Summary** section.

Figure 154: Publication-Summary

The screenshot shows a web form for adding a publication. On the left is a navigation menu with 'Publications' selected. The main form has several input fields: 'Publication Type' (dropdown), 'Year of Publication' (calendar), 'ISSN' (text), 'Protocol ID' (text), 'Published Journal' (dropdown), 'Authors' (text), and 'Project Managed By' (dropdown). Below these is an 'Upload File' section with an 'Upload' button and supported formats. At the bottom, there are two tabs: 'Summary' and 'Detail'. The 'Summary' tab is active, displaying a table with two entries:

ID	Title	Author	Date
1	Dissertation	adf	05/10/2016
2	Case Report	abc	06/10/2016

A callout box with a red arrow points to the 'Summary' tab, containing the text: 'Summary of added 'Publication' will be displayed here'. A 'Cancel' button is also visible next to the callout.

21. To view the details of saved details, click the **Detail** tab.

Figure 155: Publication-Detail Tab

This screenshot shows the same form as Figure 154, but with the 'Detail' tab selected. The 'Summary' tab is now inactive. The 'Detail' tab is empty, indicating that the user is ready to enter specific details for the selected publication. The 'Save' and 'Cancel' buttons are visible at the bottom right of the form.

- The entered details will be displayed in a tabular column.

Figure 156: Publication-Details

ISSN:  Remaining Characters: 50

Protocol ID:  Remaining Characters: 50

Upload File:  Supported Formats: doc, docx. Max file size: 5MB

Project Managed By:

Save Cancel

Summary **Detail**

Search

Action	Publication Type	Published Journal	Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File Name
	Dissertation	sdgf	05/10/2016	adf	123	MRC-OTHERS		Print.c
	Case Report	xdcvdv	06/10/2016	abc	123	MRC-OTHERS		Print.c

Showing 1 to 2 of 2 rows  records per page

<< < 1 > >>

22. To search any particular details, enter the text in **Search** box, and then press Enter.

- The search result will be displayed.

Figure 157: Publication-Search

ISSN:  Remaining Characters: 50

Protocol ID:  Remaining Characters: 50

Upload File:  Supported Formats: doc, docx. Max file size: 5MB

Project Managed By:

Save Cancel

Summary **Detail**

Search

Action	Publication Type	Published Journal	Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File Name
	Dissertation	sdgf	05/10/2016	adf	123	MRC-OTHERS		Print.c
	Case Report	xdcvdv	06/10/2016	abc	123	MRC-OTHERS		Print.c

Showing 1 to 2 of 2 rows  records per page

<< < 1 > >>

23. To update the details of **Publication**, Click the icon.

Figure 158: Update- Publication

- A message box opens **“You really want to edit the record”** with **YES** and **NO** parameter.

24. Click the **YES** button.

Figure 159: Confirmation Message-Publication

- All available details will be displayed in corresponding fields in **Publication** section.

Figure 160: Update Publication-Available Details Displayed in Corresponding Fields

Action	Publication Type	Published Journal	Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File Name
	Dissertation	sdgf	05/10/2016	adf	123	MRC-OTHERS		Print.d

25. Update the content, and then click the **Update** button.

Figure 161: Update Button-Publication

Action	Publication Type	Published Journal	Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File Name
	Dissertation	sdgf	05/10/2016	adf	123	MRC-OTHERS		Print.d

- The details are updated successfully and displayed under **Detail** tab.

Figure 162: Publication-Details are Updated Successfully

Publication data saved successfully

Mr. test test test

Publications

Publication Type: Please Select

Year of Publication: dd/mm/yy

ISSN: ISSN (Remaining Characters: 50)

Protocol ID: Protocol ID (Remaining Characters: 50)

Published Journal: Published Journal (Remaining Characters: 50)

Authors: Authors (Remaining Characters: 50)

Project Managed By: Please Select

Upload File: Upload (Supported Formats: doc, docx. Max file size: 5MB)

Save Cancel

26. To delete the content, click the  icon.

Figure 163: Publication- Delete Icon

To delete contents, click here

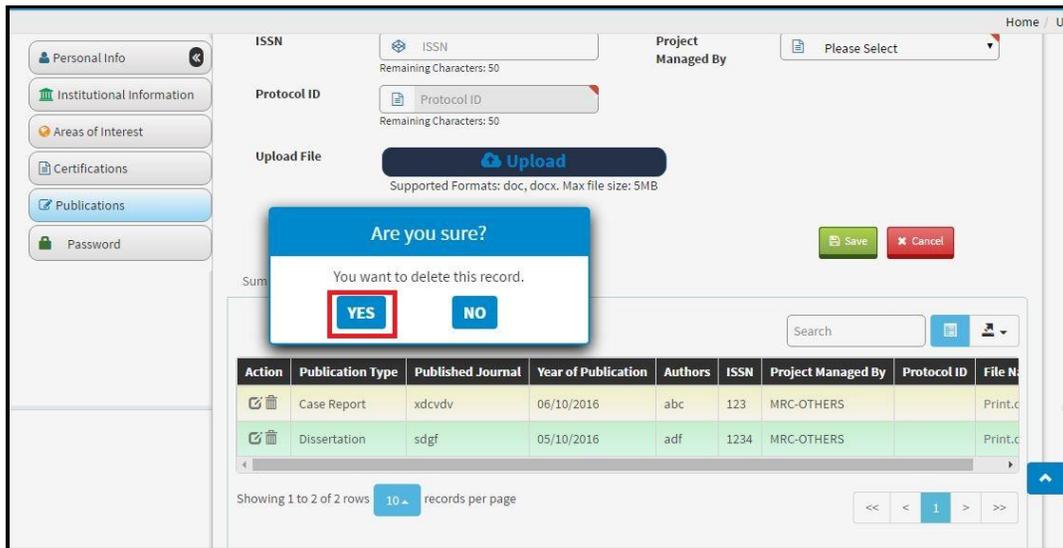
Action	Publication Type	Published Journal	Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File Name
	Case Report	xdcvdv	06/10/2016	abc	123	MRC-OTHERS		Print.c
	Dissertation	sdgf	05/10/2016	adf	1234	MRC-OTHERS		Print.c

Showing 1 to 2 of 2 rows 10 records per page

- A message box will be displayed **“You want to delete this record”** with parameter **YES** and **NO**.

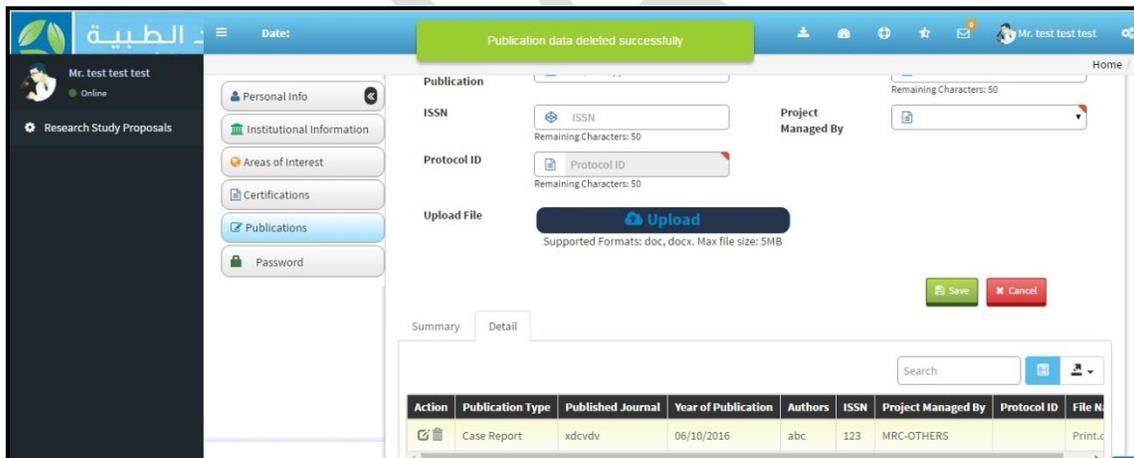
27. Click the **YES** button.

Figure 164: Publication Delete-Confirmation Message



- The selected record will be deleted successfully.

Figure 165: Publication- Selected Record Deleted Successfully



28. To navigate to next or previous page, click corresponding pagination icon.

Figure 166: Publication- Pagination Icon

Publication

ISSN:  Remaining Characters: 50

Protocol ID:  Remaining Characters: 50

Project Managed By:

Upload File:  Supported Formats: doc, docx. Max file size: 5MB

Save Cancel

Summary Detail

Search

Action	Publication Type	Published Journal	Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File N
	Case Report	xdcvdv	06/10/2016	abc	123	MRC-OTHERS		Print.c

Showing 1 to 1 of 1 rows  records per page

<< < 1 > >>

29. To download the records into Excel, click the download icon.

Figure 167: Publication-Download Record

Publication

ISSN:  Remaining Characters: 50

Protocol ID:  Remaining Characters: 50

Project Managed By:

Upload File:  Supported Formats: doc, docx. Max file size: 5MB

Save Cancel

Summary Detail

Search

Action	Publication Type	Published Journal	Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File N
	Case Report	xdcvdv	06/10/2016	abc	123	MRC-OTHERS		Print.c

Showing 1 to 1 of 1 rows  records per page

<< < 1 > >>

- The record will be downloaded in Excel format.

### Sample Record for Publication List



Sample Record for  
Publication List.xls

9. To view the uploaded file, click the file name in list.

Figure 168: Publication-Viewing Uploaded File

Publication Type	Published Journal	Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File Name
Case Report	fghtdfh	21/09/2016	fgfh	23	MRC-OTHERS		Print.docx
Case Report	xcdvdf	06/10/2016	abc	123	MRC-OTHERS		Print.docx

## 5.4.6 Password

Under this section, the user can change the Login password, security question and PIN password.

- Repeat Steps 1 and Steps 2 under [Creating/Updating Profile](#).
  - Personal Info page opens.
- Click  icon from **Personal Info** page to expand the list of sub modules.

Figure 169: Expand List of Sub Modules

- The list of sub modules displays.

Figure 170: List of Sub Modules

3. Select **Password** from sub module list.

Figure 171: Password

#### 5.4.6.1 Password Rest

1. Enter old password under **Old Password** box, enter new password into **New Password** box, and then retype or copy your password in the field labeled **Confirm New Password**.
2. Click the **Update** button.
3. [Optional] to cancel updation, click the **Cancel** button.

Figure 172: Password Reset

The screenshot displays four sequential steps of the password reset process:

- Password Reset:** Fields for Old Password, New Password, and Confirm new password are visible. The 'Update' button is highlighted with a red box.
- Pin Password:** Fields for Old PIN Password, New PIN Password, and Confirm New PIN Password are visible. Radio buttons for 'Pin Required' and 'Not Required' are present. The 'Update' button is highlighted with a red box.
- Security Questions:** A dropdown for 'Security Question' (currently 'Please Select') and a text field for 'Security Answer' are visible. The 'Update' button is highlighted with a red box.
- Upload Signature:** Radio buttons for 'Upload image' and 'Not Applicable' are visible. The 'Update' button is highlighted with a red box.

- The password has been changed.

#### 5.4.6.2 Security Questions

1. Select any question from **Security Question** drop-down, enter the answer into **Security Answer** box, and then click the **Update** button.

Figure 173: Update Security Question

The screenshot shows the 'Security Questions' step of the password reset process. The 'Security Question' dropdown is set to 'What is your Nick Name?' and the 'Security Answer' field contains '...'. The 'Update' button is highlighted with a red box.

- The security question has been updated successfully.

### 5.4.6.3 PIN Password

1. Select '**Pin Required**' option or '**Not Required**' option.
  - A. If selected option is '**Not Required**', then **Pin Password** section will be disabled, and the application does not ask Pin for further process.

Figure 174: Pin Password Not Required

The screenshot displays four panels from an application interface. The top-left panel is titled 'Password Reset' and contains three input fields: 'Old Password', 'New Password', and 'Confirm new password'. The top-right panel is titled 'Pin Password' and contains three input fields: 'Old PIN Password', 'New PIN Password', and 'Confirm New PIN Password'. Below these fields are two radio buttons: 'Pin Required' (unselected) and 'Not Required' (selected). A red box highlights the 'Not Required' radio button, and a red arrow points from a yellow callout box to it. The bottom-left panel is titled 'Security Questions' and contains a dropdown menu for 'Security Question' (set to 'Please Select') and an input field for 'Security Answer'. The bottom-right panel is titled 'Upload Signature' and contains two radio buttons: 'Upload image' (unselected) and 'Not Applicable' (selected). A yellow callout box with blue text states: 'If selected option is 'Not Required', then Pin Password section will be disabled'. The 'Pin Password' section in the top-right panel is visually disabled, indicated by a light gray background and a red border.

- B. If selected option is '**Pin Required**', then the '**Pin Password**' section will be enabled, and the application will ask Pin number for further process.

**If selected option is 'Pin Required', then follow the below instructions:**

2. Enter old password under **Old Password** box, enter new password into **New Password** box, and then retype or copy your password in the field labeled **Confirm New Password**.
3. Click the **Update** button.

Figure 175: PIN Password - Pin Required

The screenshot displays four form panels. The top-right panel, titled 'Pin Password', is highlighted with a red border. It contains three input fields: 'Old PIN Password', 'New PIN Password', and 'Confirm New PIN Password', each with a lock icon and a red error indicator. Below these fields are two radio buttons: 'Pin Required' (which is selected and also highlighted with a red box) and 'Not Required'. At the bottom of this panel are 'Update' and 'Cancel' buttons. The other panels are 'Password Reset' (with 'Old Password', 'New Password', and 'Confirm new password' fields), 'Security Questions' (with a 'Security Question' dropdown and a 'Security Answer' field), and 'Upload Signature' (with 'Upload image' and 'Not Applicable' radio buttons).

- The PIN password has been changed successfully.

#### 5.4.6.4 Upload Signature

In **Upload Load Signature** section provides two options. On selecting '**Upload Image**' option, the user can upload signature and the application will ask for signature to authenticate some process. If the user selects '**Not Applicable**', option, then the application does not ask for signature for authentication process.

1. To upload image, select '**Upload Image**' option.
  - An upload button will be disabled.
2. Click on the **Upload** button, and then select the signature to be upload.
3. Click on the **Update** button.

Figure 176: Upload Signature

The screenshot displays four panels for profile updates:

- Password Reset:** Fields for Old Password, New Password, and Confirm new password. Buttons: Update, Cancel.
- Pin Password:** Fields for Old PIN Password, New PIN Password, and Confirm New PIN Password. Radio buttons for Pin Required and Not Required. Buttons: Update, Cancel.
- Security Questions:** Fields for Security Question (Please Select) and Security Answer. Buttons: Update, Cancel.
- Upload Signature:** Radio buttons for Upload image (selected) and Not Applicable. A blue Upload button is highlighted with a red box. Buttons: Update, Cancel.

- The signature has been uploaded successfully.

Figure 177: Signature Uploaded Successfully

The screenshot shows the user profile update interface with a success message: "Signature saved successfully". The interface includes a sidebar with navigation options: Personal Info, Institutional Information, Areas of Interest, Certifications, Publications, Third Party, and Password. The main content area displays the same four panels as Figure 176, with the Upload Signature panel now showing a blue bar with "Choose Files" and "Signature.jpg" below the Upload button.

- The uploaded signature will be displayed under **Upload Signature** section.

Figure 178: Displaying Uploaded Image



### 5.4.7 Third Party

1. Repeat Steps 1 and Steps 2 under [Creating/Updating Profile](#).
  - **Personal Info** page opens.
2. Click  icon from **Personal Info** page to expand the list of sub modules.

Figure 179: Expand List of Sub Modules

- The list of sub modules displays.

Figure 180: List of Sub Modules

Home / Update Profile / Personal Info

Personal Info

Personal Info

Prefix: Mr.

Middle Name: priya

Preferred Name: haripriya

Highest Degree: MD

State: [Please Select]

Postal Code: 560035

Secondary Contact No: Secondary Contact No

Primary Email ID: 2002@hmc.org

Bleep No: Bleep No

Nationality: Please Select

Primary Communication:  Email  Phone

First Name: haripriya

Last Name: Priya

Corporation No: 2002

Country: [Please Select]

City: [Please Select]

Primary Contact No: 08067271112

Fax: Fax

Secondary Email ID: Secondary Email ID

Gender: Please Select

Receive Email Notifications:  Yes  No

3. Select **Third Party** from sub module list.

Figure 181: Third Party

Home / Update Profile / Personal Info

Personal Info

Personal Info

Prefix: Mr.

Middle Name: M

Preferred Name: Mike M Jackman

Highest Degree: BE

State: Please Select

Postal Code: 12345

Secondary Contact No: 98999999988888

Primary Email ID: Mike@hmc.org

Bleep No: 9888877777666

Nationality: Please Select

Primary Communication:  Email  Phone

First Name: Mike

Last Name: Jackman

Corporation No: 50023

Country: Please Select

City: Please Select

Primary Contact No: Primary Contact No

Fax: Fax

Secondary Email ID: Secondary Email ID

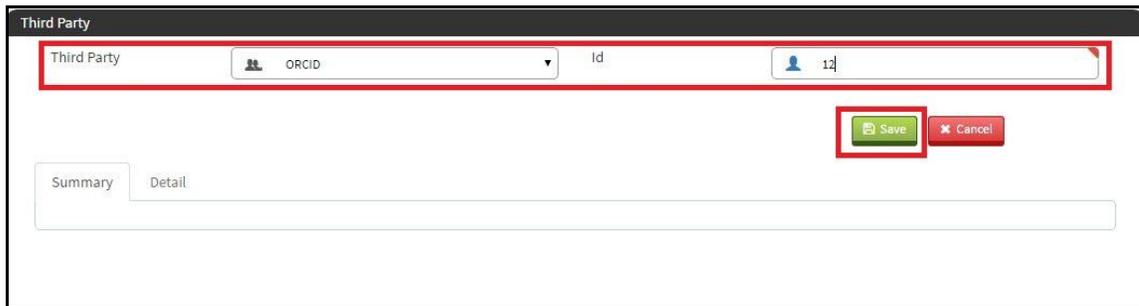
Gender: Male

Receive Email Notifications:  Yes  No

■ The **Third Party** page opens.

4. Select the name from **Third Party** drop-down, enter the id into **ID** box, and then click the **Save** button.

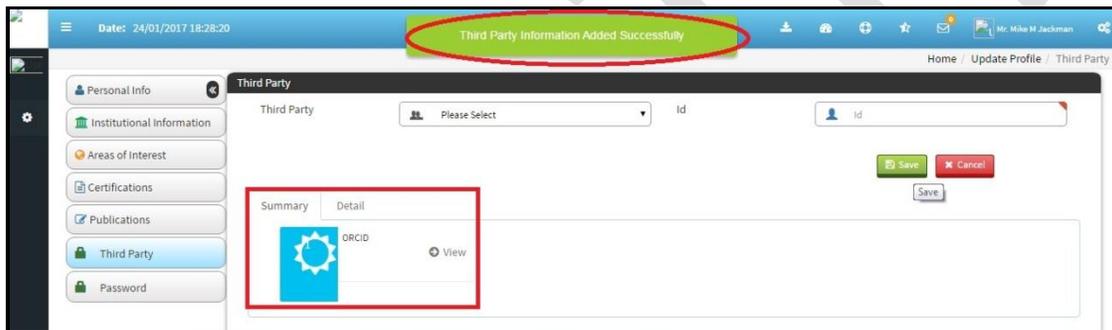
Figure 182: Save-Third Party Details



The screenshot shows a 'Third Party' form with a dropdown menu set to 'ORCID' and an 'Id' field containing '12'. A red box highlights the top section of the form. Below the form, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a green box. At the bottom, there are 'Summary' and 'Detail' tabs.

- The third party details will be added successfully, and displayed under **Summary** section.

Figure 183: Successfully Added Third Party Details



The screenshot shows a user profile page with a navigation menu on the left. A green message box at the top says 'Third Party Information Added Successfully'. The 'Third Party' section is active, showing a dropdown menu set to 'Please Select' and an 'Id' field. Below this, there are 'Save' and 'Cancel' buttons. The 'Summary' tab is selected, showing a blue gear icon, the text 'ORCID', and a 'View' button. A red box highlights the 'Summary' and 'Detail' tabs.

5. To get detailed view of third party, click the **Details** tab.

Figure 184: Details of Third Party



The screenshot shows the 'Third Party' details view. The 'Detail' tab is selected and highlighted with a red box. It displays a blue gear icon, the text 'ORCID', and a 'View' button. Above the tabs, there are dropdown menus and an 'Id' field. Below the tabs, there are 'Save' and 'Cancel' buttons, with a 'Save' button below them.

- The details of third party will be displayed.

Figure 185: Details of Third Party

Action	Third Party	Id	View
 	ORCID	12	View

Showing 1 to 1 of 1 rows 10 records per page

- To search any particular item, enter the word into **Search** field.

Figure 186: Search-Details of Third Party

Action	Third Party	Id	View
 	ORCID	12	View

Showing 1 to 1 of 1 rows 10 records per page

- To edit details, click the edit icon.

Figure 187: Edit-Details of Third Party

Action	Third Party	Id	View
 	ORCID	12	View

Showing 1 to 1 of 1 rows 10 records per page

- To delete the details, click the delete icon.

Figure 188: Delete-Details of Third Party

Action	Third Party	Id	View
 	ORCID	12	View

Showing 1 to 1 of 1 rows 10 records per page

- To navigate to other page, click on corresponding navigation icons.

Figure 189: Navigation Icon-Details of Third Party

Action	Third Party	Id	View
	ORCID	12	View

Showing 1 to 1 of 1 rows 10 records per page

<< < 1 > >>

## 6 Decision Tool

The aim of **Decision Tool** is to assist the user in categorizing the study thereof as research or non-research. On clicking the **New Research Submission** from **Research Study Proposals** menu, a '**Decision Tool**' page will be opened, wherein additional information about important topic for new research submission will be provided. On clicking the **Next** button, the user is redirected into a short series of **YES** or **NO** questions. Based on the user's answers to those questions, the decision tool will categorize the study as **Research** or **Non-Research**.

- Repeat Steps 1 to 5 under [Login into ABHATH](#).
  - For first time user, system directs you into **Personal Info** page.

Figure 190: First Time User-Personal Info Page

Personal Info

Prefix: Mr. First Name: haripriya Middle Name: priya

Last Name: Priya Preferred Name: haripriya Corporation No: 4004

Highest Degree: MD Country: State:

City: Postal Code: 560035 Primary Contact No: 09067271112

Secondary Contact No: Secondary Contact No Fax: Fax Primary Email Address: haripriya@hmc.org

Secondary Email Address: Secondary Email ID Bleep No: Bleep No

Primary Communication:  Email  Phone Receive Email Notifications:  Yes  No Receive SMS Notifications:  Yes  No

Save

- For existing user, system directs you into Dash Board page.

Figure 191: Existing User-Dashboard Page

- Click the  icon, and then click **Research Study Proposal** menu.

Figure 192: Research Study Proposal

- Sub modules of **Research Study Proposal** will be displayed.