

# 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 <u>www.hamad.qa</u>. Follow the instructions below to access the application:

1. Open Google Chrome web browser.



- 2. Type <u>www.hamad.ga</u> in address bar, and then press Enter.
  - Hamad Medical Corporation (HMC) website opens.



Figure 1: HMC Website

3. 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

ABATH Research Simplified Dr. Bathan, Executive Draw, Medical Research Contrar As one of Hamad Medical Corporations (HHC) three Medical and Research Control (MRC) and a strain of the second of the			
An weitstive by HOXC Hamad Primary Email Address Primary Email Add	أبــــدــــاث Abhath مبادرة من مؤسسة دمد الطبية	٢	ABHAT'H Research Simplified 5/1 (post)min - Janni, Eastern Environ, Medical Research Center As one of Harvad Medical Corporations (HMC) three pillors, research, pilor a central role in ensuring our patients receive the highest possible standard of care, Research is important in centing the -pilorece base that can be used to drive forward charges in clinical protective to improve the
Primary Email Address       In 2014, more than 000 new research projects were approved by the MIC, double the number of just two years age. The approved by the MIC, double the number of just two years age. The second prime is a second prime in the second prime is a second prim a second prime is a second prime is a second prime i	An initiative by HMC	Hamad	development of new treatments and therapies. We are making great progress at HMC in the development of releasch, and the Medical Research Center (MRC) is at the forefront of this progress. The aim of the MRC is to promote and facilitate high- quality biomedical research.
Password       2014. HMC is seeking, as an organization, to "evolve into a thrving scatemic health system that links together. health, education and research. HReesh visit lips a pilotal role in our accelling research at HMC and look forwards and research at HMC and look forwards. The provide the achievements of everyone involved in research at HMC and look forwards and research at HMC and look forwards. The schinger method is the achievements of everyone involved in research at HMC and look forwards are subtlinked for the purpose of developing and implementing threeting to design as well as providing site specific approval for all scientific, budget and and governance pretraining to the conduct of research.	Primary Email Address	a 📀	In 2014, more than 600 new research projects were approved by the MRC, double the number of just two years ago. The quality of our researchers has also been recognized through the Oatar National Research Fund, with 19 successful bids in
Password exercises and a second and a second and a second	Password		2014. HMC is seeking, as an organization, to evolve into a thriving academic health system that links together health,
Signin     SignUp     The Research Strategy and Assurance Committee (RSAC) in HMC was established for the purpose of developing and     implementing strategic decisions - relating to research as well as providing site specific approval. For all scientific, budget     and governance pertaining to the conduct of research.	Password	🚔 🚱	everyone involved in research at HMC and look forward to continuing our exciting research journey.
Forgot Parsword?      Supported Browsers :      Supported Resultain: 12:23:786 & above	Sign in SignUp	above	The Research Strategy and Assumace Committee (RSAC) in HMC was established for the purpose of developing and implementing strategic decisions relating to reace h as well as providing site specific approval for all scientific, budget and governance pertaining to the conduct of research.



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.

الطبية	ىسة حمد An init	ADNATN مبادرة من مؤس tiative by HMC	حمد Hamad
Please ente	r your Us	ername and Pa	ssword to Lo
Email	×	mike@hmc.or	rg
Password			đ
Sign	ı in		SignUp
		Forgot Passwo	rd?
	Support	ted Browsers : 🕻	3

**Figure 22: Enter Login Credentials** 

#### 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.

Institutional Information	Prefix	E. Dr.	. First Name	1 Mike	
Areas of Interest	Middle Name	<b>1</b> M	Last Name	Jackman	
Certifications	Preferred Name	Aike M Jackman	Corporation No	50023	
Publications	Highest Degree	🖻 BE	Country	Please Select	•
Third Party	State	Please Select	City	Please Select	•
Password	Postal Code	Postal Code	Primary Contact No	Primary Contact No	
	Secondary Contact No	Secondary Contact No	Fax	Fax	
	Primary Email ID	Mike@hmc.org	Secondary Email ID	Secondary Email ID	
	Bleep No	Sleep No	Gender	Male	•
	Nationality	S Taiwanese	]		
	Primary Communication	Email Phone Receive Email Notifications	O Yes O No		

Figure 23: First Time User- Personal Info Page

For existing user, system directs you into Dash Board page

Figure 24: Existing User-Abhath Dash Board Page

	≡ Date:	📥 🏤 🤤 🛧 🖂 📌 🔴 Razmed 99	<b>0</b> ;
Razmed 99 Online	On Going Studies	🚔 Calendar 🗮 My Task	
Research Study Proposals	# Task Progress Percentage	November 2016     24/11/2016     24/11/2016     Request for Team Member Enrollment	
	299 Test Subbu		
	25 Subbu	27 28 39 30	
	322 Subbu	Meeting Date Time Committee	
	42 is the answer.	My Roles	
	PID Title Statu:	Yet To Be Generated STUDY_OWNER 02/02/2016 08/12/2016	
	1400034/14 Epidemiological Progress Report	Request for Head of Department	
	14000234/14 Genetics of Mendelian Study Ongoing		
	14660034/15 Epidemiological Progress Report	s - Chroniladau/ Ascant Taxa ,	-



## 5.1 Alert and Error Notification-Login into Abhath

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

		Abhath		
د الطبية	ىسة حما An ini	مبادرة من مؤس tiative by HMC	حمد Hamad	
lease enter	your Us	ername and Pa	assword to Log	gin
mail		mike@hmc.c	org	
assword			۲	>
Sign	in		SignUp	
		Forgot Passwo	ord?	

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

An initiative by HMC	حمد Hamad
our Username and Pa	assword to Log
mike@hmc.o	org
······	۲
n	A+ SignUp
Forgot Passwo	ord?
Supported Browsers : (	0
ed Resolution: 1024 * 7	68 & above
	Mour Username and Par mike@hmc.or mike@hmc



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

Diama and		itiative by HMC	Hamad		
Please ente	r your Us	ername and Pa	ssword to Login		
Email	×	Email			
	This fi	eld is mai date	Please fill out	this field.	
Password		Password	۲		
	This fi	eld is mandatory	0		
Sign	This fie	eld is mandatory	SignUp		
Sign	This fie	eld is mandatory	SignUp		
Sign	This field	eld is mandatory Forgot Passwo rted Browsers :	signUp		

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

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

Figure 28: Online Help Icon

د الطبية	حـــاث Abha رة من مؤسسة حم	ابــ th AMC Hamad
Please enter	your Username an	d Password to Log
Email	mike@hi	mc.org
Password	•	۲
Sign	in	SignUp
	Forgot Pas	sword?
	Click here f	or online help
Suppor	ted Resolution: 102	4 * 768 & above

• Online Help for each field will be displayed.



#### Figure 29: Abhath Online Help

Abhath Online Help	أبــحــاث Abhath مبتدرة من مؤسسة حمد قطبية As instative by HMC	Lon Hamad
Login Page		
This is login page for user. The page includes the following fields and controls:		
Primary Email Address		
Password		
<ul> <li>Enter your Password in this field</li> <li>Minimum length of 7 character</li> <li>At least one character is Capital</li> <li>Example : Password123</li> </ul>		
Copyright © GCI. All rights reserved.		

- 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

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Please enter	your U	sername and	Password to Lo
Email	×	mike@hmo	.org
Password			đ
Sign	in		SignUp
		Forgot Pass	word?



## 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.

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د الطبية	ىسة حم An ini	بادرة من مؤس tiative by HM	<del>مد</del> Hamad
Please enter	your Us	ername and F	Password to Log
Email	×	mike@hmc.	.org
Password			۲
Sign	in		SignUp
(	•	Forgot Passw	vord?
Cuppor	Suppor	ted Browsers :	260 8 abaua

- 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.

		Forgot Password		
	Email	a@hmc.org		
Security Que	tion	? What is your Nick Name ?	•	
Security An	wer	·		
Cap	icha i	kKgoti		
	Kgoft	Submit	X Cancel	
ed assistance Please contact us via en	ail at abhaths	apport@hmc.org		

Figure 32: Submit Details-Forgot Password

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.

Email	a@hmc.org	
Security Question ?	What is your Nick Name ?	
Security Answer		
Captcha 😂	ккдоф	
kKgoft	Submit Cancel	

7. To change captcha text, click the 🕥 Icon.



Figure 34: Change Captcha Text-Forgot Password

محمد Abhath حمد Aavatawe by Inuc				م وُسَسَبَّة حمد الطبية Hamad Medical Corporation الفله العلمة العدمة العدمة العدمة
		Forgot Password		
Email	8	a@hmc.org		
Security Question	?	What is your Nick Name ?	•	
Security Answer	~			
Captcha	0	ĸKgoti		
kKgo	oft	Submit Cancel		
Need assistance Please contact us via email at abh	athsuppo	rt@hmc.org		
		Convicted & GCL All rights received		

8. Click the **Submit** button.

Figure 35: Submit-Forgot Password

	Forgot Password	
Email	a@hmc.org	
Security Question	? What is your Nick Name ?	×
Security Answer	¥	
Captcha	С ккдол	
kKgc	t R Submit Can	icel
Need assistance Please contact us via email at abh	thsupport@hmc.org	

- 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.

	-					
الطبية 🖉				± 💿	🗢 🖈 🛃 🇞 Mr.	
Mr. test test						Home / U
🔨 💿 Online	🛔 Personal Info 🛛 🔞	Personal Info				0 🖪
Research Study Proposals	Institutional Information	Prefix		First Name	First Name	
😁 New Research Submission	Areas of Interest	Middle Name	1 Middle Name	Last Name	Last Name	
🚑 List My Applications	Development	Preferred Name				
Q Acknowledgement			A+ referred Name			
Q My Check List	<sup>@ Public</sup> Click b	oro to vio	hest Degree	Country	Please Select	•
Q My Email Inbox			V select V	City	Please Select	•
Q Invited Research Study	Dachh	oard				_
Q My HOD Applications	Dashu	Uaru	al Code	Contact No	Primary Contact No	
	-					

Figure 36: Dashboard Icon

The dashboard of Abhath application displays.



Figure 37: Dashboard

	Date:	± a	🗘 🖈 🖂 📌 🔴 Razmed 99 📽
Razmed 99 Online	On Going Studies	🛗 Calendar	🖶 My Task
Research Study Proposals	# Task Progress Percentag	e November 2016 > 24/11/2016 Su Mo Tu We Th Fr Sa	TMEN Encollment
	299 Test Subbu	6         7         8         9         10         11         12           13         14         15         16         17         18         19           20         21         22         23         24         25         26	■ Epidemology Kesearch ▼ 10090  ● ○ 02/02/2016 08/12/2016
	25 Subbu	27 28 29 30	Request for Head of Department
	322 Subbu	Meeting Date         Time         Committee           No Record available	<ul> <li>☑ Epidemology Research</li> <li>☑ 10090</li></ul>
4	12 is the answer.       Image: Constraint Allocation	A My Roles	Mac Beidenove Berarch
	PID Title Stat	Yet To Be Generated STUDY_OWNER	♥ 10090
	1400034/14 Epidemiological cohort Progress Rep		THHD Request for Head of Department Approval
	14000234/14 Genetics of Mendelian Study Organ	3	B Epidemology Research     10090     B 00/12/2016     08/12/2016
	14660034/15 Epidemiological Progress Rep	<b>a ,</b>	Acknowledge/ Accept Team

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



## 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.



- 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 **Support Ticket**, click the 🔘 Icon.

ے الطبیۃ 🜔	<b>Date:</b> 27/12/2016 12:49:31				≛ ⊛	🕀 🖈 🗹 👧 Mr. te	st test test
Mr. test test Online	A Personal Info	Personal Info					Ho ?
esearch Study Proposals	Institutional Information	Prefix	<u>a</u> .	•	First Name	First Name	
New Research Submission	Q Areas of Interest	Middle Name	A Middle Name		Last Name	Last Name	1
List My Applications	Certifications	Preferred Name	Preferred Name				
My Check List	Publications	Highest Degree	Highest Degree		Country	Please Select	•
My Email Inbox	Password	State	Please Select	•	City	Please Select	•
Invited Research Study My HOD Applications		Postal Code	Postal Code		Primary Contact No	Primary Contact No	

Figure 39: Support Ticket Icon

The support ticket page will be opened.

#### Figure 40: Support Ticket Page

ا : الطبيـة 🖉	■ Date: 27/12/2016 14:59:40	6		🚯 Mr. test test 🛛 📽
Mr. test test online Research Study Proposals	Ticket My Ticket			Home / Up
<ul> <li>New Research Submission</li> <li>List My Applications</li> <li>Acknowledgement</li> </ul>	Subject       subject			
Q. My Check List Q. My Email Inbox Q. Invited Research Study O. My HOD Applications	Priority           21         Please Select <ul> <li>Please Select</li> <li> </li></ul>			
e my nob appressions	Related work items  Please Select  Remarks			
	maximum 250 characters			
	Attachments  Constraints  Const			

#### To raise the ticket for support, follow below instructions:

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

### <u>Note:</u>



#### Maximum character length of 'Remarks' field is 250 character.

	Figure 41: Sup	port Ticket-Detail		
= ـ الطبيـة 🌉	Date: 27/12/2016 14:59:40		± @	Mr. test test 🛛 📽
Mr. test test test online New Research Study Proposals New Research Submission List My Applications Acknowledgement My Check List My Check List My Email Inbox Invited Research Study My HOD Applications	Ticket My Ticket Support Ticket Subject Test Ticket Priority C HIGH Related work items MRC1 Remarks sdfsdgf	•		Home / Up
	g.			

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

Figure 42:	Support T	icket-Up	load and	Submit
		and a p		

pport Ticket	
Subject	
1 Test Ticket	
Priority	
C HIGH	
Related work items	
A MRC1	
Remarks	
-16.1-6	
saisagi	
Alexandre	
Attachments	
Supported Formats: doc. docy. May file size: 5MB	
La Submit C Reset K ≤ Krit	

A confirmation message will be displayed "Do you want to continue?"

6. Click the YES button.



#### Figure 43: Support Ticket-Confirmation Message

Subject		
gubjett fgdf		
Priority	Warning	
Related work items	Do you wan to continue?	
General		
Remarks		

The ticket has been successfully submitted.

#### Figure 44: Support Ticket-Successful Submission of Ticket

= : الطبيـة 🔰	Date: 27/12/2016 14:59:40		*			🚯 Mr. test test 🛛 📽
Mr. test test Online Research Study Proposals	Subject					Home / U
<ul> <li>New Research Submission</li> <li>List My Applications</li> <li>Acknowledgement</li> <li>My Check List</li> </ul>	Priority	•				
Q       My Email Inbox         Q       Invited Research Study         Q       My HOD Applications	Please Select Remarks	Ŧ				
	maximum 250 characters	[undefined]				

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



Figure 45: Support Ticket-Upload and Submit

_		Ho
oport Tick	xet	
Subjec	t	
1	Test Ticket	
Priority		
2	нідн	
Related	d work items	
1	MRC1 *	
Remar	ks	
sdfso	fgt	
Attach	ments	
	🙆 Upload	
Supp	orted Formats: doc, docx. Max file size: 5MB	
	L Submit C Reset Kit	

- 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	FileNam
Test 1	MEDIUM	MRC2	dafsfg	OPEN	27/12/2016 18:24:59		
Test Ticket	HIGH	MRC1	sdfsdgf	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.



2. To access the **External Links**, click the 🛣 Icon.

ـ الطبيـة 🖉					🔁 📩 🖻 🗞 Mr. test test	
Mr. test test Online	A Personal Info	Personal Info				Home
Research Study Proposals	1 Institutional Information	Prefix	🚊 Mr. 🔻	First Name	L test	
	Areas of Interest	Middle Name	test	Last Name	1 test	
	Certifications	Preferred Name	🛃 test	Corporation No	2016	
	Publications	Highest Degree	🞓 MD	Country	•	•
	Password	State	•	City	• ·	•
		Postal Code	<b>560035</b>	Primary Contact No	08067271112	
		Secondary Contact No	Secondary Contact No	Fax	Fax	

Figure 47: External Links Icon

External links will be displayed under External links section.

ـ الطبيـة 🆉	<b>Date:</b> 28/12/2016 08:55:16			± 6	<b>⊕</b> ★	🛃 🛞 Mr. test test 🛛 📽
Mr. test test				External Links	+	Home / Up
1 Online	🔺 Personal Info	Personal Info		Google Java		0 🖪
Research Study Proposals	Institutional Information	Prefix	18. Mr.		t	
	Areas of Interest	Middle Name	L test			
	Certifications	Preferred Name	🛃 test		6	
	Publications	Highest Degree	MD			•
	Password	State	•			•
		Postal Code	560035		26	7271112
		Secondary Contact No	Secondary Contact No	-		
		Primary Email ID	test2016@hmc.org	Email ID	- • 0	ndary Email ID
		Bleep No	Bleep No	Gender	Sema Fema	ale 🔻
		Nationality	Please Select	•		

Figure 48: Already Added External Links

3. To add external links, click the sicon.



Figure 49: Add External Links Icon

ـ الطبيـة 🥖	<b>■ Date:</b> 28/12/2016 08:55:16			± a	• *	🚽 🔊 Mr. test test 🛛 🕫
Mr. test test	-	Personal Info		External Links		Home / Up
© Online	🛔 Personal Info	1 cisonar nuo		Java	(2)	<b>V</b> A
Research Study Proposals	Institutional Information	Prefix	B. Mr.	1		t
	Areas of Interest	Middle Name	1 test	1		t
	Certifications	Preferred Name	🛃 test	1		6
	Publications	Highest Degree	🖈 MD			•
	Password	State	•			•
		Postal Code	560035	1		367271112
		Secondary Contact No	Secondary Contact No	-		1
		Primary Email ID	test2016@hmc.org	Email ID		tondary Email ID
		Bleep No	Sleep No	Gender	0	Female 🔻
		Nationality	Please Select	•		

- 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

Add External Quick Links	
Name	
URL	
https://gmail.com	
URL should start with http or https ex:https://google.com or http://www.javatpoint.c	n/
	Close Save

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



Figure 51: Confirmation Message for Add External Links

	and External Quick Links		± 6	0 🖈	🖉 💑 Mr. test test test 📽 😽
<ul><li>Resea</li></ul>	Name Gmail				
	URL https://gmail.com URL should start with http or https exchttps://google.com or http:/	/www.javatpoint.com/			
		Are you sure?			
		Are you sure to continue?			Close
		YES NO Sec	Fax	Fax	
		Primary Email 🛛 🖉 test2016@hmc.org	Secondary Email ID	Sec	

The quick link has been added successfully.

Figure 52: Quick Link Added Successfully

20	ä <u>11 h </u> ]  <u>-</u> ≡ Date: 28/12/2016 09:09:33 Add External Quick Links	Qui	ck Link added successfully.	*	8	⊕ *	Mr. test test test	ome
<b>D</b> -	Name						O E	
Resea	Gmail							
	URL							
	https://gmail.com							
	URL should start with http or https ex:https://google.com or ht	tp://www.javatpoint.com/						
							Close	
		Secondary Contact No	Secondary Contact No	Fax		Fax		
		Primary Email ID	test2016@hmc.org	Secondary Email ID		Seco		
		Bleep No	S Bleep No	Gender		· Fema	le •	

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

Figure 53: Newly Added External link

ا الطبية 🖉			± a 0 *	🖻 👌 Mr. test test 🛛 📽
Mr. test test		External	Links + ^	
Online	Provide Studies	Calendar Gmail	Cê Vê	
Research Study Proposals	# Task Progress Percentage	Compare         Compare <t< td=""><td>2°5</td><td></td></t<>	2°5	
	Grant Allocation	A My Roles		
	PID Title Statu: 1400034/14 Epidemiological Pregress Report			



### To Edit External Links, follow the below instructions:

6. Click the *icon*.

Figure 54: Edit Icon-External link

ا د الطبيـة			🗢 🖈 🖻 🗞 Mr. test test 🔩
Mr. test test test	On Going Studies	External Links Gmail Google	
Research Study Proposals	#     Task     Progress     Percentage       Image: Control of the status     Image: Control of the status     Image: Control of the status       Image: Control of the status     Image: Control of the status     Image: Control of the status       Image: Control of the status     Image: Control of the status     Image: Control of the status       Image: Control of the status     Image: Control of the status     Image: Control of the status	Concerniber 2016         Ju           Su         Au         Tu         Tu         Tu         Tu         Ju           4         5         7         5         1         Ju         Ju           4         5         2         1         Su         Ju         Ju           4         10         20         22         23         Su         Ju         Ju           18         19         20         22         23         Su         Ju         Ju         Ju           Mceting Date         Time         No Record available         Ju         Ju	

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

Figure 55: Manage External Quick Link Page

20	äubli ≡ Date: 28/12/201608:35:47	٠	۰	ŧ	ø	nr. test test test	
- M	Manage External Quick Links					*	
~	Name						
O Resea	Gmail Lþgin						
	URL						
	https://gmail.com						
	URL should start with http or https://google.com or http://www.javatpoint.com/						
					Close	Update	
	Grant Allocation     My Roles						

- 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

20	a Date: 28/12/2016/08:35:47 Manage External Quick Links	£	ø	0	¢		Mr. test test test	0
Resea	Name Gmail Login						_	
	URL https://gmail.com URL should start with http or https exchttps://google.com or http://www.javatpoint.com/							
	Are you sure?				ſ	Close	Undata	
	You want to update quick link.  Grant Allocation  PID  Title  statum					Close	opuate	

The quick link has been updated successfully.

#### Figure 57: External Link-Successful Update Message

20	äubli ≥ E Date: 28/12/2016 08:35:47 Manage External Quick Links	Quick Link updated successfully.	<b>*</b>	8	0	\$T	B	Mr. test test te	
3	Name								
	Gmail Login								
	URL								
	https://gmail.com								
	URL should start with http or https ex:https://google.com or http://	/www.javatpoint.com/							
							Close	Update	
	C Grant Allocation PID Title	All Hy Roles							

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

#### Figure 58: Updated External Links

ا الطبيـة 🖉							🔊 Mr. test test test	
Mr. test test					External Links	+		
🐑 🔹 Online	P On Going	Studies		Calendar Gr	mail Login	28		
Research Study Proposals	# Task		Percentage	C December 20 5 5 50 /00 Tu We Th 5 5 6 4 5 4 7 6 center 6 49 20 21 22 23 23 24 27 20 23 3 23 24 27 20 23 3 24 20 24 20 25 3 25 26 25 26 20 20 20 20 20 20 20 20 20 20 20 20 20	oogie Ivva			
	Grant Allec	ation		My Roles				
	PID	Title						
	1400034/14	Epidemiological cohort	Program Report					

To delete External Links, follow the below instructions:



9. Click the 🛅 icon.

Figure 59: Delete Icon-External Links

ا الطبيـة 🔰	<b>Date:</b> 28/12/2016 09:13:15			۵ ۵	• • * •	\delta Mr. test test 🛛 📽
Mr. test test test • Coline Research Study Proposals	On Going Studies     H Task Progress	Percentage	Calendar Su Poo To Wo To Office 4 5 6 7 6 6 7 1 12 13 16 15 16 15 16 15 16 15 16 15 16 15 16 15 16 15 16 15 16 15 16 15 16 15 15 16 15 15 15 15 15 15 15 15 15 15 15 15 15	External Links Gmail Login Google Java		
	Grant Allocation     PID Title     1400034/14 Epidemiolo     Control     Control	gical Progress Report	28 29 27 2 29 30 37		·	

• A message box will be displayed **"You want to delete Quick Link"** 10. Click the **YES** button.

ـ الطبيـة 🔌	<b>≡ Date:</b> 28/12/	2016 09:13:15			*	<b>a</b> O	± ₽	🗞 Mr. test test 🛛 📽
Mr. test test Online	Prime Source State	Studies		Calendar		🗐 Му Т	ask	
Research Study Proposals	# Task	Progress	Percentage	Su         No         Tu         We         Th         Fr         Sa         No         Tu         We         Th         Fr         Sa         No         Sa         Sa<	8/12/2016			
	Grant Alloca     PID     1400034/14	ation Title Epidemiological cohort	Ye Statu: Progress Report	u want to delete quicklink.	₹			

Figure 60: Confirmation Message for Delete External Link

• The external link has been deleted successfully.



Figure 61: Successful Delete Message-External Links

ے الطبیے 🚺	≡ Date: 28/12/2016 09:13:15	9		4	aa 🗘 🖈 🗹	🗞 Mr. test test 🛛 📽
Online	Provide Studies		Calendar		📑 My Task	
Research Study Proposals	Task Progress      Grant Allocation	Percentage	Stor Mo         Tu         We         Th         To         30           Stor Mo         Tu         Stor Mo         Tu         Stor Mo         30         30           Stor Mo         Tu         Stor Mo         Tu         Stor Mo         Stor Mo         Tu         Stor Mo         Store	/12/2016		
	PID Title	Statu:				
	1400034/14 Epidemiologi cohort	cal Progress Report				
	14000234/14 Genetics Mendelian	of Study Ongoing				

## 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.

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

Mr. test test Online		
Research Study Proposals     Inb     New Research Submission	ox	
List My Applications Q Acknowledgement	Email notifier alerts the user when	Search
Q My Check List Q My Email Inbox	he/she have new email messages or	Date
Q         Invited Research Study           Q         My HOD Applications         SI	towing 1 to 0 o	< x x x x x x x x x x x x x x x x x x x

Figure 62: Email Inbox-Email Notifier



3. To view the **Email notifications**, click the 🖾 Icon.

د الطبية 🚺						± @ (	Ð	*	🚯 Mr. test test est 🔹	8
Mr. test test Online	Personal Info	Personal Info					_		Home	Up
Research Study Proposals	Institutional Information	Prefix	<u>#</u>	Mr.	•	First Name	1	test		
Hew Research Submission	Q Areas of Interest	Middle Name	1	test		Last Name	1	test		
List My Applications	Certifications	Preferred Name	2+	test		Corporation No		2016		
Q My Check List	Publications	Highest Degree	1	MD		Country	0		۲	
Q My Email Inbox	Password	State	9		•	City	9		•	
Q Invited Research Study Q My HOD Applications		Postal Code		560035		Primary Contact No	۵	0806727111	2	
		Secondary	0			Fax		-		

Figure 63: Email Inbox Icon

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

الطبية 🚺	_	0:15:32			4	6	Φ	*	Mr. test test test	¢
Mr. test test									He	me
Online										
Research Study Proposals	Inbox									
New Research Submission	Ê									
<ul> <li>List My Applications</li> </ul>										
Acknowledgement									Search	
My Check List		From		Subject					Date	
My Email Inbox			N	Record available						
Invited Research Study										
A My HOD Applications	Showing 1 to 0 of 0 rows	s 10 🖌 records per page							< < > >>	

Figure 64: My Email Inbox Page

- 4. To search any particular emails, enter the keyword into **Search** field, and then press the Enter.
- 5. 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.

- 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 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

Profile	×
Please Select Your Profile Image	
Choose File Hydrangeas.jpg	
	🗶 Close

The image has been uploaded successfully.

Figure 67: Successfully Added Image

= ـ الطبيـة 🖉	<b>Date: 28/12/2016 11:01:59</b>	Prof	ile pic uploaded successfully	2	a ()	* 🖉	🗞 Mr. test test test 🛛 😋
Mr. test test • Online • Research Study Proposals	# Task Progress	Percentage	Cristional         28/12/7           Su         Po Tu         We Th         Fr         Sa           4         5         6         7         9         Sa           4         5         6         7         9         Sa         Fo         Tu         Fo         Sa         Fo         <	016	■ Ny tas	э <b>к</b>	
	Grant Allocation PID Title	Status	My Roles				

To remove image, follow below instructions:



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

الطبية 🌔	Date: 2	8/12/2016 11:46:02			± @	⊕ ★ 🖻	🐠 Mr. test test test 🗸
Mr. test test Online	P On G	oing Studies		Calendar Calendar			
Research Study Proposals	# T.	ask Progress	Percentage	C         December 2016         >           Su         Mo         Tu         We         Th         Fr         Sa           4         6         6         7         8         9	28/12/2016	L Upland	¥ Remove (* Sign out

Figure 68: Remove Image

The image has been removed successfully.

Figure 69: Successful Removal of Image

ـ الطبيـة 🚺	≡ Date: 28/12/2016 11:46:02	Profile pic removed successfully	上 🚓 🗘 🖈 🗹  🅸 Mr. test test 🕫
Mr. test test test Online	P On Going Studies	Calendar Calendar	📰 My Task
Research Study Proposals	# Task     Progress     Percentage       Image: Construction of the status     PiD     Title	Concember 2016         28/12/2016           Su Ao Tu We Th Fr Su         2           4         5         7         4         6           4         5         7         4         6         6           4         5         7         4         6         6         7           4         5         2         7         2         3         6         7         1         6         6         7         1         6         6         7         1	

## 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 <sup>CC</sup> Icon.



#### Figure 70: Settings Icon

= الطبية 🌔	Da	te: 28/12/	2016 12:35:40									۵	•	۲	*	🗞 Mr. test test test	~
Mr. test test Online		On Going S	Studies			Caler	ıdar	_	_	_				Му Та:	sk		
Research Study Proposals		Task	Progress	Percentage	Su	Mo	ecem Tu	ber 2 We	016 Th	Fr   Sa     2   3	28/12/2016	/2016					
					11	5 1 12 1 19 5 26	6 13 20 27	7 14 21 28	8 15 22 29	9 10 16 17 23 24 30 31		l					
		Scant Alloca	ation			eting I	Date	Tir No Re	ne cord a	vailable	Committee	Ļ					

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

Figure 71: Skins-Themes

ـ الطبيـة	<b>≡ Date:</b> 28/12/2016 12:35:40	*	🙆 🤀 🖈 🖻 🏠 Mr. test test test 📽
Mr. test test Online	P On Going Studies	Calendar	Skins
Research Study Proposals	# Task Progress Percentage	Su         December 2016         2017/2/2016           Su         No         To         Weight for the same set of the same set	Blue Purple Green Red Yellow

## 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 / Perso
🛓 Personal Info 🛛 🔇	Personal Info			
m Institutional Information	Prefix	L Dr.	First Name	1 Mike
Areas of Interest	Middle Name	<b>1</b> M	Last Name	💄 Jackman
Certifications	Preferred Name	Aike M Jackman	Corporation No	50023
Publications	Highest Degree	₽ BE	Country	Please Select
Third Party	State	📍 Please Select 🔻	City	♥ Please Select ▼
Password	Postal Code	Postal Code	Primary Contact No	Primary Contact No
	Secondary Contact No	Secondary Contact No	Fax	Fax
	Primary Email ID	Mike@hmc.org	Secondary Email ID	Secondary Email ID
	Bleep No	Sleep No	Gender	😧 Male 🔻
	Nationality	S Taiwanese		
	Primary 🔽 Communication	Email Phone Receive Email Notifications	O Yes O No	
	Note : Switching off email n	otifications, will still keep the system inbox notificati	ons 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

المعنى مراجعة مريد الطبيرة Hamad Medical Corporation المعنى									🤔 😻 Vishal Kochar	«
Vishal Kochar • Online	😰 On Goir	ng Studies		Calendar			y Tasl	6	1990 C	
Research Study Proposals	#	Task	Progress I	Su Mo Tu We Th Fr Sa 28/11/2016	î				18 - 18 - E	Î
	7283 Te	sting for Application -01		1 2 3 4 5 6 7 8 9 10 11 12						
	9088 St re vii	ructural controls of functiona ceptor and antibody binding to ral capsids	4	13 14 15 16 17 18 19 20 21 22 23 24 25 28 27 22 29 30				± Up	load X Remove	
	21342 AD	DAD		Meeting Date Time Committee			Prot	le	Sign out	
	21665 TF	i ()			-					
	Grant All	location	À	My Roles	-					
	PID	Title	Status	PR#160111/16 Bata Analyst Structural controls of functional re						
	1400034/14	Epidemiological cohort	as Report Pending	PR#160179/16 Data Analyst						
	14000234/1	4 Genetics of Mendelian	Diagoni rag	PR#160179/16 Data Analyst						
	14660034/1	5 Epidemiological Cohort	as Report Pending							
			•	hiddeliddelid	*					
						_				100

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 In **Profile Info** page.
    - $\circ$  Prefix
    - First Name
    - Middle Name
    - Last Name
    - Preferred Name
    - Corporation No.
    - Highest Degree
    - Country
    - $\circ$  State
    - City
    - $\circ$  Postal Code
    - **O Primary Contact Number**
    - **O Primary Email Address**



#### <u>Note</u>:

Real Auto-populated contents are non-editable.

Personal Info	Personal Info				
Institutional Information	Prefix	R. Mr.	<ul> <li>First Name</li> </ul>	1 haripriya	
Areas of Interest	Middle Name	👤 priya	Last Name	L Priya	
Certifications	Preferred Name	🏖 haripriya	Corporation No	2002	•
Publications	Highest Degree	MD MD	Country	•	•
Third Party	State	•	City	•	•]
Password	Postal Code	<b>5</b> 50035	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	Sleep No	Gender	Please Select	•
	Nationality	Please Select	•		
	Comm Auto	-populated detail lighted in Blue col	s are		

Figure 75: Auto-populated Contents

- 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: <u>Save-Personal Info</u>]
- 4. Select gender from **Gender** drop-down, and then select your nationality from **Nationality** drop-down.
- 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: <u>Save-Personal Info]</u>

**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
🛎 Personal Info 🛛 🔞	Prefix	88. Mr. *	First Name	1 haripriya	
m Institutional Information	Middle Name	🔔 priya	Last Name	Priya	
Areas of Interest	Preferred Name	🌲 haripriya	Corporation No	2002	
Certifications	Highest Degree	MD	Country	•	•
Publications	State	•	City	<b>9</b>	•
Third Party	Postal Code	560035	Primary Contact No	08067271112	
Password	Secondary Contact No	11234567892	Fax	123456	
	Primary Email ID	2002@hmc.org	Secondary Email ID	🐱 abc@gmail.com	
	Bleep No	12345678921	Gender	Female	•
	Nationality	O Indian •			
	Primary Sommunication	Email Seceive Email Notifications	• Yes O No		
				-	
	Note : Switching off email no	tifications, will still keep the system inbox notificatio	ns active		
				(A) Save	

Personal information is saved successfully.

Figure 77: Personal Info Details Saved Successfully

							÷	Iome / Update Profi	e / Persor
A Personal Info	Middle Name	1 priya			Last Name	1	Priya		J
	Preferred Name	a haripriya			Corporation No		2002		
Institutional Information	Highest Degree	S MD			Country	9			•
Areas of Interest	121.01					_			
Certifications	State	1		•	City	0			•
Publications	Postal Code	560035			Primary Contact No		08067271112		
A Third Parts	Secondary Contact No	1234567	921		Fax	•	12345		
	Primary Email ID	2002@h	nc.org		Secondary Email ID		abc@gmail.co	m	
Password	Bleep No	1234567	912		Gender	0	Female		•
	Nationality	Indian		•					
	Primary Communication	Email D Pho	ne Recei Notifi	ve Email Ications	• Yes O No				

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



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

				Home / Upda	ate Profile / Personal Info
🛓 Personal Info 🛛 🔇	Personal Info				0
1 Institutional Information	Prefix	- (1) Dr.	First Name	Mike	
O Areas of Interest	Middle Name		Last Name	Jackman	
Certifications	Preferred Name	Mike M Jackman	Corporation No	50023	
C Publications	Highest Degree	(🖻 8E	Country	Please Select	•
Third Party	State	Please Select	• City	Please Select	۲
Password	Postal Code	Postal Code	Primary Contact No	Primary Contact No	
	Secondary Contact No	Secondary Contact No	Ex	Fax	
	Primary Email ID	Mike@hmc.org	Secondary Email ID	Secondary Email ID	
	Bleep No	Bleep No	Gender	Male	•
	Nationality	O Taiwanese	•		
			es O No		
	For Unline	e Help for each fle	ela,		
L	click here				

• Online help for each field will be displayed.

#### Figure 79: Field Wise-Online Help File

ABHATH Online Help	ثالے۔ Abhath میں المحمد الملبة معدد الملبة معدد الملبة A instative by MMC
Personal Info	
Please enter your personal info	
Prefix	
First Name	
please enter your;First Name	
click here for more help	
Middle Name	
Last Name	
Preferred Name	

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



Figure 80: Online Help Icon-Personal Info Page

				Home / Update Profile / Personal Inf
🛓 Personal Info	Personal Info			
1 Institutional Information	Prefix	11. Dr.	First Name	1 Mike
Areas of Interest	Middle Name	. м	Last Name	1 Jackman
Certifications	Preferred Name	Alke M Jackman	Corporation No	50023
Publications	Highest Degree	<b>₿</b> E	Country	Please Select
Third Party	State	Please Select	City	Please Select
Password	Postal Code	Postal Code	Primary Contact No	Primary Convect No
	Secondary Contact No	Secondary Contact No	Fax	Fax
	Primary Email ID	Mike@hmc.org	Secondary Email ID	econdary Email ID
	Bleep No	Sleep No	Gender	Male 🔻
	Nationality	Q Taiwanese	•	
	Commun Onlin Click	Email Debone Receive Email ne Help for Personal here	Info page,	

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

Figure 81: Personal Info Page Wise-Online Help File

	ABHATH Online Help	الحـــان Abhath وتوه وينده Hamad
	Personal Info	
	Please enter your personal info	
	Prefix	
	First Name	
	Middle Name	
	Last Name	
	Preferred Name	
	Corporation No	
	Highest Degree	
	Country	
	State	
21	City	2

- 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	لبےان ملک المحلوم مرکز میں میں محلومی محلومی محلومی محلومی
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**

- 1. Repeat Steps1 and Steps 2 under Creating/Updating Profile.
  - Personal Info page opens.
- 2. Click Sicon from **Personal Info** page to expand the list of sub modules.

#### Figure 83: Expand List of Sub Modules

Prefix	tt. Mr.	• First N	lame 👤	haripriya
Middle Name	1 priya	Last N	lame 🚺	Priya
Preferred Name	at haripriya	Corpo	oration No	2002
Highest Degree	MD	Count	try	
State	•	• City	•	
Postal Code	560035	Prima	iry Contact No	08067271112
Secondary Contact No	Secondary Contact No	Fax	6	Fax
Primary Email ID	2002@hmc.org	Secon	idary Email ID	Secondary Email ID
Bleep No	S Bleep No	Gende	er 📀	Please Select
Nationality	Please Select	•		
Primary	Email D Phone	Receive Email O Yes	O No	

• The list of sub modules displays.



Figure 84: List of Sub Modules

	Personal Info					Home / Opdat	e Profile / Persona
Personal Info	Prefix		Mr. Y	First Name		haripriya	•
Areas of Interest	Middle Name		priya	Last Name		Priya	
Certifications	Preferred Name	2+	haripriya	Corporation No		2002	
Publications	Highest Degree	1	MD	Country	0		•
Third Party	State	9	. *	City	9		•
Password	Postal Code		560035	Primary Contact No		08067271112	
	Secondary Contact No		Secondary Contact No	Fax	l	Fax	
	Primary Email ID		2002@hmc.org	Secondary Email ID		Secondary Email ID	
	Bleep No	5	Bleep No	Gender	0	Please Select	•
	Nationality	0	Please Select				
	Primary Communication	Email	Phone Receive Email Notifications	Yes O No			

3. Select Institutional Information.

#### Figure 85: Institutional Information

Personal Info	Personal Info			
Institutional Information	Prefix	Mr. V	First Name	👤 haripriya
Areas of Interest	Middle Name	priya	Last Name	1 Priya
Certifications	Preferred Name	🛃 haripriya	Corporation No	2002
2 Publications	Highest Degree	🞓 MD	Country	•
Third Party	State	•	City	<b>Q</b>
Password	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	Sleep No	Gender	Please Select
	Nationality	Please Select		
	Primary Communication	Email Phone Receive Email Notifications	Yes O No	

- Institutional Information page opens.
- 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** dropdown.
- 5. Select name of affiliated institution from Affiliated Institution drop-down.
- If Affiliated Institution is 'Hamad Medical Corporation', then select the facility from Facility drop-down.


## <u>Note</u>:

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

🛓 Personal Info 🛛 🔞	Institutional Information				
Institutional Information	Designation	Professor	Section	C Diabetes Centre	•
O Areas of Interest	Department	Remaining Characters: 41	Affiliated Institution	Hamad Medical Corporation (HMC)	,
Certifications	Facility	🚦 Women's Hospital	Country	Qatar	•
Publications	From date	dd/mm/yy	To date	dd/mm/yy	
Third Party			(		
Password		Based on selection	of Affiliated		
	Note: If you are a PI affiliated	Institution, the Cou	i <b>ntry</b> name w	vill be	
		auto-populated.		* Cancel	

- 7. Select the date from **'From Date'** calendar, and then select the date from **'To Date'** calendar.
- 8. 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.
- 9. Click the Save button.

### Figure 87: Primary Institution

🛓 Personal Info 🛛 🔞	Institutional Information						
Institutional Information	Designation	Professor		Section	¢	ICU (Surgery)	•
Areas of Interest	Department	Remaining Characters: 41		Affiliated Institution	Â	Hamad Medical Corporation (HMC)	
Certifications	Facility	Pediatric Emergency Centers		Country		Qatar	•
Publications	From date	01/01/2017	-	To date	1	20/01/2017	
Third Party		Primary Institution					
Password	Note: If you are a PI affi	liated with more than one institution, it is import	ant to select	your primary affiliated institut	ion		

Institutional Info is saved successfully.



Figure 88: Institutional Information Saved Successfully

Date: 23/01/2017 15:07:23		Institutional info deta		lly ± @	> © ★ ₫	🚯 Mr. haripriya priya Priya 🛛 😋
Personal Info  Institutional Information  Areas of Interest  Certifications  Third Party  Password	Institutional Information Designation Department Facility From date Note: If you are a PI affi		important to select y	Section Affiliated institution Country To date our primary affiliated institution	Home / Update	Profile / Institutional Information
	Date: 23/01/2017 15:07:23	Date:       23/01/2017 15:07:23         Personal Info       Institutional Information         Institutional Information       Designation         Areas of interest       Department         Certifications       Facility         Publications       From date         Third Party       Note: if you are a PI aff	Date: 23/01/2017 15:07:23       Institutional info dela         Personal Info       Institutional Information         Institutional Information       Designation         Areas of Interest       Department         Certifications       Facility         Please Select       Facility         Pressword       Official information         Note: If you are a Pi affiliated with more than one institution, it is	Date:       23/01/2017 15-07/23         Institutional Info       Institutional Information         Institutional Information       Designation         Institutional Information       Designation         Areas of Interest       Department         Certifications       Facility         Please Select       •         Form date       id/mm/gy         Third Party       Primary Institution         Note: If you are a Pl affiliated with more than one institution, it is important to select y	Date: 23/01/2017 15:07:23       Institutional information         Personal Info       Institutional Information         Institutional Information       Designation         Areas of Interest       Department         Certifications       Facility         Please Select       Country         From date       dd/mm/yy         Third Party       Primary Institution         Note: If you are a PI affiliated with more than one institution, it is important to select your primary affiliated institution	Date: 23/01/2017 15:07:23       Institutional info details saved successfully

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

Designation	Designation	Section	C Please Select
	Remaining Characters: 50		, ,
Department	A Please Select	Affiliated Institution	🟛 Please Select 🔹
Country	Dease Select		
From date	dd/mm/yy	To date	dd/mm/yy
Note: If you are a PI af	Primary Institution filiated with more than one institution, it is important to select	your primary affiliated institu	tion
Note: If you are a PI af ummary Detail	Primary Institution filiated with more than one institution, it is important to select	your primary affiliated institu	tion Save X Cancel
Note: If you are a PI af summary Detail Profe Gener	Primary Institution  filiated with more than one institution, it is important to select  sor urgery) al Medicine	your primary affiliated institu	tion Save Cancel Summary of added 'Institutional Info' will

Figure 89: Summary- Institutional Info

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



Figure 90: Detail- Institutional Info

Institutional Information					e
Designation	Designation	Sectio	n 🔹	Please Select	
	Remaining Characters: 50				
Department	Please Select	Affilia	ed Institution	Please Se <mark>le</mark> ct	•
Country	Please Select	•			
From date	dd/mm/yy	To da	e 🛍	dd/mm/yy	
Note: If you are a PI aff	filiated with more than one institution,	it is important to select your prima	y affiliated institution	😰 Save 🗶 Cancel	
Profes ICU (Su Genera	sor Irgery) Il Medicine	Professor General Surgery Cardiology			

• 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 Institutio
cî	Professor	ICU (Surgery)	General <mark>Medicine</mark>	Pediatric Emergency Centers	CBS-KNAW Fungal Biodiversity Centre, Netherlands		01/01/2017	20/01/2017	No
c i	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 Institutio
C	Professor	ICU (Surgery)	General Medicine	Pediatric Emergency Centers	CBS-KNAW Fungal Biodiversity Centre, Netherlands		01/01/2017	20/01/2017	No
c 1	Professor	General Surgery	Cardiology	Hamad General Hospital (HGH)	Hamad Medical Corporation (HMC)	Qatar	06/01/2017	18/01/2017	Yes

67



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

Figure	93:	Update-Detail	of	Institutional	Info
1 Baic		opuate betan	<b>U</b> .	moticational	

								Search	<b>E</b> _ <b>4</b> •
Action	Designation	Section	Department	Facility	Affiliated Institution	Country	From date	To date	Primary Institution
C	Professor	ICU (Surgery)	General Medicine	Pediatric Emergency Centers	CBS-KNAW Fungal Biodiversity Centre, Netherlands		01/01/2017	20/01/2017	No
C'È	Professor	General Sur	Cardiology	Hamad General	Hamad Medical Corporation	Qatar	<mark>06/01/2017</mark>	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

				Viasce Salart				Home	/ Update Prof	ile / Instituti	onal Inforr
Personal Info  Institutional Information	From da	te		d/mm/yy	20	To date	(	dd/mm/y	уу		
🤪 Areas of Interest											
Certifications	Note: If yo	u are a PI affilia	ted with mor	e than one instit	ution, it is importar	it to select your primary affiliated	d institution				
Publications			-								
Third Party					Warning				🖺 Save 🗶	Cancel	
Password	Summary	Detail		You reall	y want to edit the	e record.					
						and the second se					
				YES	NC				Search		2.
	Action	Designation	Section	YES Department	Facility	Affiliated Institution	Country	From date	Search To date	Primary In	₹ - stitution
	Action	Designation Professor	Section ICU (Surgery)	YES Department General Medicine	Facility Pediatric Emergency Centers	Affiliated Institution CBS-KNAW Fungal Biodiversity Centre, Netherlands	Country	From date	Search To date 20/01/2017	Primary In No	₹ - stitution

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



#### Figure 95: Update-Available Details Displayed in Corresponding Fields

Designation		Prof Remaining C	lessor haracters: 41			Section	(	CU (Su	rgery)		
Department		Gr Gr	eneral Medic <mark>in</mark> e		•	Affiliated Institutio	n 1	CBS-KN	AW Fungal Biodi	versity Centre, N	leth 🔻
Country		<b>1</b>			•						
From date		01/0	01/2017			To date		20/01/20	17		
		Pri	mary Institutio	n							
lote: If you are	a PI affiliated	l with more	than one institu	ition, it is importa	nt to select your p	orimary affiliated i	nstitution				
Note: If you are ummary	a PI affiliated Detail	l with more	than one institu	ition, it is importa	nt to select your p	orimary affiliated i	nstitution	•	Update X	Cancel	
lote: If you are ummary	a PI affiliated	l with more	than one institu	ution, it is importa	nt to select your p	orimary affiliated i	nstitution	•	Update X Search	Cancel	2
Note: If you are ummary	a PI affiliated Detail	I with more	than one institu Department	ution, it is importa Facility	Int to select your p	orimary affiliated in	Country	From date	Update X Search To date	Cancel	<u>.</u> stituti

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

### Figure 96: Update Button- Institutional Info

		2			100 Contractor (100 Contractor	<u> </u>			
Designati	on	E Pro	ofessor		Section	•	ICU (Su	rgery)	
		Remaining	Characters: 41						
Departme	ent	<b></b> (	Seneral Medicine		Affiliated Institu	ition 🛛 🧰	CBS-KN	AW Fun <mark>gal</mark> Biodiv	ersity Centre, Neth
Country		<b>1</b>			•				
From date	e	01	/01/2017		To date	( m)	20/01/201	17	
		🗆 Pr	imary Institutio	n					
ote: If you	i are a PI affiliat	ed with more	e than one instit	ution, it is importar	nt to select your primary affiliate	d institution			
lote: If you	i are a PI affiliat	ed with more	e than one instit	ution, it is importar	nt to select your primary affiliate	d institution			
lote: lf you	i are a PI affiliat	ed with more	e than one institi	ution, it is importar	nt to select your primary affiliate	ed institution			
lote: If you	i are a PI affiliat	ed with more	e than one institi	ution, it is importar	nt to select your primary affiliate	ed institution	6	Update 🛛 🗶 t	Cancel
lote: lf you	are a PI affiliat	ed with more	e than one instit	ution, it is importar	nt to select your primary affiliate	ed institution	•	Update 🛛 🗶 t	Cancel
lote: If you ummary	are a PI affiliat Detail	ed with more	e than one instit	ution, it is importar	nt to select your primary affiliate	ed institution	•	Update 🛛 🗶 🕯	Cancel
ote: lf you immary	are a PI affiliat Detail	ed with more	e than one instit	ution, it is importar	nt to select your primary affiliate	ed institution	•	Update 🗙 🕻	Cancel
ote: If you immary	are a PI affiliat Detail	ed with more	e than one instit	ution, it is importar	nt to select your primary affiliate	ed institution		Update X (	Cancel
ote: If you immary	are a PI affillat Detail	ed with more	e than one instit	ution, it is importar	nt to select your primary affiliate	dinstitution		Update X t	Cancel
ote: If you immary Action	Detail	ed with more	e than one institu Department	ution, it is importar	nt to select your primary affiliate	Country Fr	rom date	Update X ( Search To date	Cancel
lote: If you ummary Action	Detail	ed with more	e than one instit	ution, it is importar Facility Pediatric	Affiliated Institution	Country Fr	om date	Search:	Cancel
Iote: If you Immary Action	Detail	ed with more Section	e than one institu Department General	Facility Pediatric Emergency	Affiliated Institution CBS-KNAW Fungal Biodiversity Centre,	Country Fr	om date /01/2017	Search 20/01/2017	Cancel Primary Instit

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



Figure 97: Updated Details Displayed under Details tab

Sold Hamad	<b>■ Date:</b> 23/01/2017 16:08:58		Institutional info details saved succ	essfully	L @	© ★ ⊠	🕽 🚯 Mr. haripriya priya Priya 🕬
	A Personal Info	Institutional Information		_		Home / Updat	e Profile / Institutional Informatio
٠	Institutional Information	Designation	Designation Remaining Characters: 50	Section		Please Select	•
	Oreas of Interest	Department	A Please Select	Affiliated Instituti	on 🚺	Please Select	•
	Certifications	Country	Dease Select				
	Publications	From date	dd/mm/yy	To date		dd/mm/yy	
	Third Party		Primary Institution				
	Password						
		Note: If you are a PI affi	liated with more than one institution, it is important to se	lect your primary affiliated	institution		
						Save	X Cancel

15. To delete the content, click the 💼 icon.

Figure 98: Delete Icon-Institutional Info

A Personal Info		Prima	iry institution		Institutional from date	de 🛍	Hon d/mm/yy	ne / Update P
Institutional Information     Areas of Interest	Institutional to date	dd/mm/yy	·					
Certifications	ntents, tail					E	Save X Cancel	
click here						Searc	h 📃 🔳	2-
	Action Designation	Section	Department	Facility	Affiliated Institution	Country	Institutional from da	te Instit
	Professor	Adult Rehabilitation	Accident and Emergency	Al Emadi Hospital, Qatar	Harvard School of Public Health	United States	01/12/2014	
	C 💼 Surgen	Cardiothoracic	Dermatology	Bahrain Defence Force Royal Medical	Harvard School of Public Health	United States	01/12/2015	01/12

- 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

🛓 Personal Info			Prima	ary institution		Institutional from date	<b>d</b>	d/mm/yy	Home / Update Pr
1 Institutional Information	Instituti date	ional to	dd/mm/yy	<i>i</i>					
Areas of Interest									
Certifications								Sauce & Cansol	
Publications	-							a cancer	
Password	Sum		Are you sure	e?					
		You v	want to delete this	s record.			Searc	h	E Z-
	Acti	YE	S N	0	cility	Affiliated Institution	Country	Institutional from	n date Instit
	C	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

The selected record will be deleted successfully.

Figure 100: Selected Record Deleted Successfully-Institutional Info

🔺 Personal Info				rimary Institutio	in		L		ee .	
1 Institutional Information				,						
Areas of Interest	Note: If yo	ou are a PI affilia	ted with mor	e than one instit	ution, it is impo	ortant to select your primary affiliate	d institution			
Certifications										
Publications									El Save	Cancel
Third Party	Summary	Detail								
Password									Search	
	Action	Designation	Section	Department	Facility	Affiliated Institution	Country	From date	To date	Primary Institu
	区面	Professor	ICU	General	Rumailah	CBS-KNAW Fungal Biodiversity		01/01/2017	20/01/2017	No

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



Figure 101: Pagination Icon-Institutional Info

Department	A	Please Select		Affiliated Institu	ition	Please :	Select		•
Country	<b>1</b>	Please Select		•					
From date	de de	d/mm/yy		To date	(	dd/mm/y	/y		
	P	rimary Institutio	n						
		o than one institu	ution, it is impo	ortant to select your primary affiliate	d institution				
Note: If you are a PI affi	lated with mor-	e man one institu	Seven and a seven as the lost						
Note: If you are a PI affi	liated with mor	e man one insuti							
Note: If you are a PI affi	liated with mor	e man one institu					🖺 Save 🗶	Cancel	
Note: If you are a PI affi ummary Detail	liated with mor	e tian one institu					🖺 Save 🛛 🗙	Cancel	
Note: If you are a PI affi summary Detail	liated with mor	e tran one institu					Save X	Cancel	
Note: If you are a PI affi	liated with mor	e tran olie liisuu					Search	Cancel	<u>a</u> .
Note: If you are a PI affi summary Detail Action Designation	n Section	Department	Facility	Affiliated Institution	Country	From date	Search	Cancel	<u>ع</u> ۔ titution
Action Designatic Professor	n Section ICU (Surgery)	Department General Medicine	<b>Facility</b> Rumailah Hospital	Affiliated Institution CBS-KNAW Fungal Biodiversity Centre, Netherlands	Country	From date 01/01/2017	Search 20/01/2017	Cancel	₹ -

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

Figure 102: Download Record-Institutional Info

Department	A	Please Select		Affiliated Institu	ition	Dease :	Select		•
Country		Please Select							
From date	d d	d/mm/yy		To date	(	dd/mm/y	ſŸ		
	P	rimary Institutio	n						
ote: If you are a PL	ffiliated with mor	e than one institu	ution, it is impo	ortant to select your primary affiliate	d institution				
iote, il you ale al la	initiated intermot								
iote. Il you ale al l'e	initiated with his					_			
ote. Il you are a l're							🖹 Save 🗙	Cancel	
ummary Detail							E Save	Cancel	
ummary Detail	]						Save X	Cancel	
ummary Detail	]					[	Search	Cancel	1
ummary Detail	ion Section	Department	Facility	Affiliated Institution	Country	From date	Save X	Cancel	Institutio
ummary Detail	]					[	Search	Cancel	

The record will be downloaded in Excel format.







- 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.

	e Personal Into	Primary Institution
Research Study Proposals	1 Institutional Information	
😁 New Research Submission	Q Areas of Interest	from date
List My Applications	Certifications	
Q Acknowledgement		Note: If you are a DI affiliated with more than one institution, it is important to select your primary affiliated institution
Q My Check List	Publications	Note: If you are a Prannated with more than one institution, it is important to select your primary annuated institution
Q My Email Inbox	Password	
Q Invited Research Study		El Save A Cancer
Q My HOD Applications		Summary Detail
		ourinitary occasi
		Upload Cv
		CV Name: BarAccount.doc.docx
		Choose Files Abhath Sament.docx
		Supported Formats: doc, docx. Max file size: 5MB
		1 Upload X Cancel

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

ـ الطبيـة 🖉	<b>■ Date:</b> 2016/12/14 17:53:21	CV uploaded successfully	📥 🐽 🗘 🖈 🖂 🗚 🏠 Mr. test test test 🕰
Mr. test test test © Online © Research Study Proposals New Research Submission	Personal Info	Country   Please Select  Primary Institution  Institutional from date  dd/mm/yy	Home / Update Profit Institutional to date
List My Applications     Acknowledgement     My Check List     My Email Inbox     Invited Research Study	Areas of interest     Certifications     Publications     Assword	Note: If you are a PI affiliated with more than one institution, i	t is important to select your primary affiliated institution
Q My HOD Applications		Summary Detail Upload Cv Upload CV Na	<b>me:</b> Abhath Sample
		Supported Formats: doc, docx. Max file size: 5MB	ment.docx

## **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.



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

Prefix	. Mr. •	First Name Aaripriya
Middle Name	1 priya	Last Name Priya
Preferred Name	🛃 haripriya	Corporation No
Highest Degree	par MD	Country
State	· · · · · · · · · · · · · · · · · · ·	City
Postal Code	560035	Primary Contact No
Secondary Contact No	Secondary Contact No	Fax
Primary Email ID	🔀 2002@hmc.org	Secondary Email ID Secondary Email ID
Bleep No	Sleep No	Gender Ølease Select
Nationality	Please Select	

Figure 105: Expand List of Sub Modules

The list of sub modules displays. 

🛓 Personal Info	Personal Info				
1 Institutional Information	Prefix	Mr.	▼ First Name	1 haripriya	3
O Areas of Interest	Middle Name	👤 priya	Last Name	L Priya	
Certifications	Preferred Name	haripriya	Corporation No	2002	
Publications	Highest Degree	🞓 MD	Country	0	•
Third Party	State	9	▼ City	<b>Q</b>	•
Password	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	Sleep No	Gender	Please Select	•
	Nationality	Please Select	•		
	Primary Communication	Email D Phone Recei	ive Email O Yes O No Ications		

3. Select Areas of Interest from sub module list.



Figure 107: Areas of Interest

🌡 Personal Info 🛛 🕑	Personal Info				
m Institutional Information	Prefix	. Dr	First Name	1 Mike	
Areas of Interest	Middle Name	. м	Last Name	L Jackman	
Certifications	Preferred Name	🛃 Mike M Jackman	Corporation No	50023	
<b>7</b> Publications	Highest Degree	😰 BE	Country	Please Select	•
Third Party	State	Please Select	City	Please Select	•
Third Party Password	Postal Code	12345	Primary Contact No	66566666666666	
	Secondary Contact No	678777676767676	Fax	55455554545	
	Primary Email ID	Mike@hmc.org	Secondary Email ID	Secondary Email ID	
	Bleep No	Sleep No	Gender	Male	•
	Nationality	Contraiwanese			
	Primary 🔽 Communication	Email Phone Receive Email Notifications	O Yes O No		

- 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  $\bigcirc$  icon to search Keywords.
- 6. Write a brief summary about research interest into **Research Interes**t box.

#### <u>Note</u>:

- 🖙 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.

				Home / Update Pro	file / Area Of Inte
🛓 Personal Info	Areas of Interest				
1 Institutional Information	Research Area	A Endocrinology	Specialty	Qo Neuromuscular Med Neurology	•
Areas of Interest	Keywords	, Archaea, Behavioral Disciplines and Acti	vities, Korarchaeota, Blood, Psychiatric Status	Rating Scales, Psychological Tests, Neuropsycholog	gical Tests, P🗛
Certifications	Research Interest	Areas of Interest	Available as a	•	
Certifications	Research Interest	Areas of Interest	Available as a Reviewer	Yes O No	
Certifications Publications Third Party	Research Interest	Areas of interest Remaining Characters: 1983	Available as a Reviewer	• Yes O No	

Areas of Interest is been successfully added.



Figure 109: Areas of Interest Successfully Added

■ Date: 24/01/2017 12:28:12		Areas of Interest Details Succe	ssfully Adde		& O *	Dr. Mike M Jackman
A Personal Info	Areas of Interest				Home	e / Update Profile / Area Of Inte
Institutional Information	Research Area	A Please Select	•	Specialty	00 Please Select	•
Areas of Interest	Keywords	Keywords				Q
Certifications	Research Interest	<ul> <li>Brief Summary upto 2000 Characters</li> </ul>		Available as a	•	
Publications		Ei	6	Reviewer	Yes ON	lo
Third Party		a mean magazina a serie				
Password					B Save	e X Cancel
	Summary Detail	Genetic Diseas	0	Dental and	d Oral Health	
		•	0		Ð	
	Cardiology/Vasco	ular				

The added details will be displayed under Summary section.

Figure 110: Summary-Areas of Interest

Areas of Interest			0
Research Area	A Please Select	Specialty	Summary of added
Keywords	E Keyyards		'Areas of Interest' will
Research Interest	Brief Summary upto 2000 Characters	Available as a Reviewer	be displayed here
Summary Detail	sease	O Dental	and Oral Health

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



#### Figure 111: Detail-Areas of Interest

as of interest				
Research Area	Please Select	Specialty	🕫 Please Select	<b>*</b>
Keywords	Keywords			٩
Research Interest	Brief Summary upto 2000 Character	Available as a Reviewer	• Yes O No	
	Remaining Characters: 2000			
	_		🖺 Save 🛛 🗙 Ce	ancel
Detail.				
Summary Detail				
Genetic D	isease Geneti	c Disease	Dental and Oral Health	
Genetic D	isease	c Disease	Dental and Oral Health	
Genetic D	isease	c Disease	Dental and Oral Health	

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

Figure 112:	Detail	of Areas	of	Interest
-------------	--------	----------	----	----------

				Search	
Action	Research Area	Specialty	Keywords	Research Interest	Available as a Revie
Cô	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

iummary	Detail			Genetic	
Action	Research Area	Specialty	Keywords	Research Interest	Available as a Reviewe
C i	Genetic Disease	Orthopaedic Surgery	Bacterial Structures, Biological Phenomena, Origin of Life, Biological Processes, Remission, Spontaneous, Denitrification, Neoplasm Regression, Spontaneous	Areas of Interest	Yes
Cò	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 C icon.

ummary	Detail				
				Genetic	2
Action	Research Area	Specialty	Keywords	Research Interest	Available as a Review
		To update details, cl	e the ick here		
<b>8</b> /	<del>Gen</del> etic Disease	Orthopaedic Surgery	Biological Processes, Remission, Spontaneous, Denitrification, Neoplasm Regression, Spontaneous	Areas of Interest	Yes
C d	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

## Figure 114: Update-Detail of Areas of Interest



- 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

Personal Info	Areas of filter	est					
Institutional Information	Research	Area Area	Select	<ul> <li>Specialty</li> </ul>		Q <sup>6</sup> Please Select	•
Areas of Interest	Sub Speci	ialty Please	Select	* Keywords		Keywords	)
] Certifications	Research	Interest Brief Su	mmary upto 254 Charact	ers Available	as a	Remaining Characters: 50	
Publications		Remaining Charge	-tars: 254	Reviewer		O Yes 💿 I	No
Password		Aro					
		Ale	you surer				
		You really wa	nt to edit the record.			B Sav	e X Cancel
	Contractor	YES	NO				
	Summary		Contraction of the second s				
		_		_		Search	Z-
	Action	Research Area	Specialty	Sub Specialty	Keywords	Research Interest	Available as a Reviewer
	CÌÌ	Critical Care Medicine	Chemical Pathology	Allergy and Immunology	Allergy	Allergy and Immunology	Yes
	Cô	Anesthesia, Perioper and Pain	Adolescent Medicine	Adolescent Medicine	DFGDGDG	DFDGGFGF	Yes
	Showing 1	to 2 of 2 rows 10 records per	page				
							~ ~ ~ > >>

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

Figure 116: Update-Available Details Displayed in Corresponding Fields

Researc	h Area	Emergency an	d Trauma	•	Specialty	Child P	leurology	•
(eywords	(	Behavior and B	Sehavior Mechanisms, A	Archaea, Korar <mark>c</mark> hae	ota, Behavior, Consumer Behavi	or, Drinking Behav <mark>i</mark> or		Q
Researc	h Interest	xfsggf			Available as a Reviewer	• Yes	O No	
Summary	Detail						🕹 Update	¥ Cancel
Summary	Detail					[	Search	X Cancel
Summary Action	Detail Research Area	Specialty		Кеуч	words	Researc	Update     Update     Search h Interest	* Cancel
Action	Detail Research Area Emergency and Trauma	Specialty Child Neurology	Behavior and Beh Behavior, Consur	Keyı havlor Mechanisr mer Behavlor, Dri	words ms, Archaea, Korarchaeota, Inking Behavior	Researci xfsggf	Search	* Cancel

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



Figure 117: Update Button-Areas of Interest

	est					
Researc	h Area	A Emergency an	rd Trauma	Specialty	Child Neurology	•
Keywords	[	Behavior and B	8ehavior Mechanisms, Archaea, Korarch	aeota, Behavior, Consumer Behavior, I	Drinking Behavior	c
Researc	h Interest	×fsggf		Available as a Reviewer	• Yes O No	,
		Remaining Characters: 1	1994			
Summary	Detail					_
Summary	Detail				Search	
Action	Detail Research Area	Specialty	Ke	ywords	Search Research Interest	Available as a Reviewer
Action	Detail Research Area Emergency and Trauma	Specialty Child Neurology	Ke Behavior and Behavior Mechan Behavior, Consumer Behavior, I	<b>ywords</b> Isms, Archaea, Korarchaeota, Drinking Behavior	Search Research Interest	Available as a Reviewer
Action	Detail Research Area Emergency and Trauma Family Medicine	Speciality Child Neurology Blood Banking - Transf Med.	Rehavior and Behavior Mechan Behavior, Consumer Behavior, I Bacterial Structures, Purple Me	ywords Isms, Archaea, Korarchaeota, Drinking Behavior mbrane	Search Research Interest xfsggf sfsdvf	Available as a Reviewer Yes

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

Figure 118: Updated Details Displayed under Details tab

1	■ Date: 24/01/2017 12:53:54	•	Areas of Interest	Details Successfully Ad	ded 📥	• •	* 🚽 📓	Mr. Mike Jackman 🛛 😋
							Home / Update P	rofile / Personal Info
	🔺 Personal Info 🛛 🚳	Areas of Interest						0
۰	Institutional Information	Research Area	A Please Select	•	Specialty	Qe Please S	elect	•
	Areas of Interest	Keywords	Keywords					Q
	Certifications	Research Interest			Available as a			
	Updated det	ails are	Remaining Characters: 2000		Reviewer	Yes	O No	
		re					Save X Cancel	
							Search	□ 2 -
		Action Research Are	a Specialty	Key	words	Research	Interest Available :	as a Reviewer
		Call Emergency and Trauma	d Child Neurology Behavio	or and Behavior Mechanis or Consumer Behavior Dr	ms, Archaea, Korarchaeota, inking Behavior	xfsggf	Yes	

13. To delete the content, click the 💼 icon.

### Figure 119: Delete Icon

Research Area	A Please Select		Specialty	De Please Select	
	- Flease select		-	wo riease select	-
eywords	Keywords				Q
Research Interest	Brief Summary	upto 2000 Characters	Available as a Reviewer	• Yes O	No
lo delete	contents,				
click here				eth s	ave X Cencel
				Searc	n 🔲 🗷 -
Action Research Ar	ea Specialty		Keywords	Research Inter	est Available as a Reviewe
Action Research Ar Emergency au Trauma	ea Specialty nd Child Neurology	Behavior and Behavior Behavior, Consumer Be	Keywords Mechanisms, Archaea, Korarchaeota havior, Drinking Behavior	Research Inter	ek 🛛 🖾 差 - ext Available as a Reviewe Yes



- A message box will be displayed **"You want to delete this record"** with parameter **YES** and **NO**.
- 14. Click the **YES** button.

Figure	120:	De	ete-Confirmat	tion Message
--------	------	----	---------------	--------------

Personal Info	Research A	irea 🖉 🔺 Ple	ase Select	•	Specialty	96 Please Select	•
Institutional Information	Sub Specia	lty 🔍 Ple	ease Select	•]	Keywords	Keywords	)
Areas of Interest						Remaining Characters: 50	
Certifications	Research li	nterest Brie	f Summary upto 25	4 Characters	Available as a Reviewer	🔿 Yes 💿 I	No
Publications		Remaining Cl	haracters: 254				
Password		Ar					
	Summary	De You want	t to delete this rea	cord.		- #9 Save	M Cancel
		YES	NO			Search	
	Action	Research Area	Specialty	Sub Specialty	Keywords	Research Interest	Available as a Reviewer
	C	Critical Care Medicine	Chemical Pathology	Allergy and Immunology	Allergy, Chemical, Pathology	Allergy and Immunology	Yes
	C D	Anesthesia, Perioper and Pain	Adolescent Medicine	Adolescent Medicine	DFGDGDG	DFDGGFGF	Yes
	Showing 1 to	o 2 of 2 rows 10 - record	s per page				

• The selected record will be deleted successfully.

### Figure 121: Selected Record Deleted Successfully

<b>■ Date:</b> 24/01/2017 14:51:51		Areas of Interest Details Delet	ed Successfully	a () 🖈 🖻 🎽	Mr. Mike Jackman
Personal Info	Research Area	A Please Select	• Speciality	Home / Update	Profile / Person
Institutional Information	Keywords	Keywords			٩
Areas of Interest	Research Interest	Brief Summary upto 2000 Characters	Available as a Reviewer	O Yes 💿 No	
Certifications		Remaining Characters: 2000			
Publications					
Third Party				🖺 Save 🗶 Cano	el
Password	Summary Detail				
				Search	I Z.
	Action Research Are	a Specialty	Keywords	Research Interest Availabl	e as a Reviewer
	区面 Emergency an Trauma	d Child Behavior and Behavior Mec Neurology Consumer Behavior, Drinkin	hanisms, Archaea, Korarchaeota, Behavio ng Behavior	r, <sub>xfsggf</sub> Yes	

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



Figure 122: Pagination Icon

eas of Inter	est							
Researc	h Area	A Please S	ielect		Specialty	🕫 Please	Select	•
Keywords	(	E Keyword	5					Q
Researc	h Interest	Brief Sun	nmary upto 2000 Characters		Available as a Reviewer	O Yes	O No	
							🛱 Save	* Cancel
Summary	Detail							
							Search	- 2 -
Action	Research Area	Specialty		Keywe	ords	Research	Interest	Available as a Reviewe
6	Emergency and Trauma	Child Neurology	Behavior and Behavior Me Consumer Behavior, Drink	echanisms, A king Behavio	rchaea, Korarchaeota, Behavior, r	xfsggf		Yes

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

s or mitters								
Researc	n Area	Please S	elect	•	Specialty	00 Please	Select	•
eywords		Keyword	E.					Q
Researc	n Interest	Brief Sum	mary upto 2000 Characters	5	Available as a Reviewer	O Yes	No No	
			To do	wnload	the details,		E Save	Cancel
ummary	Detail			CIICK	nere		Search	2
Action	Research Area	Specialty		Keyw	ords	Researc	h Interest Avai	ilable as a Reviewe
c 💼	Emergency and Trauma	Child Neurology	Behavior and Behavio Consumer Behavior, D	or Mechanisms, Drinking Behavio	Archaea, Korarchaeota, Behav or	ior, xfs <mark>gg</mark> f	Yes	
5 25	o 1 of 1 rows	records per l	1999					

• The record will be downloaded in Excel format.

## Sample Record for Areas of Interest





# **5.4.4 Certifications**

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

- 1. Repeat Steps1 and Steps 2 under Creating/Updating Profile.
  - Personal Info page opens.
- 2. Click Sicon from **Personal Info** page to expand the list of sub modules.

Figure 124: Expand List of Sub Modules

Prefix	8. Mr. •	First Name 💄 haripriya
Middle Name	1 priya	Last Name Priya
Preferred Name	🛃 haripriya	Corporation No
Highest Degree	📂 MD	Country
State	<b>9</b>	City
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	Sieep No	Gender   Please Select
Nationality	Please Select	

The list of sub modules displays.

Figure 125: List of Sub Modules

Institutional Information	Prefix	🚊 Mr. 🔻	First Name	1 haripriya	
Areas of Interest	Middle Name	👤 priya	Last Name	Priya	
) Certifications	Preferred Name	🛃 haripriya	Corporation No	2002	
Publications	Highest Degree	🞓 MD	Country	0	•
Third Party	State	•	City	<b>9</b>	•
Password	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	Sleep No	Gender	Please Select	•
	Nationality	Please Select			
	Primary	Email Phone Receive Email	Yes O No		

3. Select Certifications from sub module list.



**Figure 126: Select Certifications** 

🛓 Personal Info 🛛 🔞	Personal Info			Home / Update Profile / Personal Ir
Institutional Information	Prefix	. Mr. •	First Name	1 Mike
O Areas of Interest	Middle Name	. м	Last Name	👤 Jackman
Certifications	Preferred Name	🛃 Mike M Jackman	Corporation No	50023
Publications	Highest Degree	<b>₽</b> BE	Country	Please Select
Third Party	State	Please Select	City	♀ Please Select ▼
Password	Postal Code	12345	Primary Contact No	Primary Contact No
	Secondary Contact No	8383899999998	Fax	Fax
	Primary Email ID	Mike@hmc.org	Secondary Email ID	Secondary Email ID
	Bleep No	988887777777666	Gender	🐼 Male 🔻
	Nationality	Please Select		
	Primary Communication	Email Phone Receive Email Notifications	• Yes O No	

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

Institutional Information	Status	🞓 Started	<ul> <li>Status Date</li> </ul>	m 30/11/2016
Areas of Interest	Program Name	<b>*</b>	Course Name	·
Certifications	Stage	Please Select	<ul> <li>Main or Refresher</li> </ul>	
Publications	Completion Report	Completion Report Number#	Reported Score	Reported Score
Password	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:	бМВ	
				🖹 Save 🗱 Cancel
	Summary Detail			

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 <u>Special Notes</u>]



Figure 128: Certification-Program Name and Course Name

Personal Info	Certifications	C					
Institutional Information	Status	🖻 Started	1	•	Status Date		30/11/2016
Areas of Interest	Program Name	Collabo	orative Institutional Traini	•	Course Name	1	HMC Research Committee/ IRB M
Certifications	Stage	2		•	Main or Refresher	1	Refresher
Publications	Completion Report	📔 Complet	ion Report Number#		Reported Score		Reported Score
Password	Number					_	
	Course Completion	dd/mm/	уу		Expiration Date	<b>m</b>	dy/mm/yy
	Date	_				-	
	Member Id	Member	ld		UserName	1	UserName
		(	Allaland				
	Upload Certificate	Supported For	mats: doc, docx. Max file size	: 5MB		/	
		11	,		/		
			Based on s	sele	ction of		
			Program P	vam	e and Cour	se	🖺 Save 🗶 Cancel
	Summary Detail		Name, Ma	nin c	or Refreshe	r wil	II
	HMC Soc	ial & Behaviora					

- 5. 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 <u>Special Notes</u>]

A Personal Info	Certifications				
Institutional Information	Status	Completed	Status Date	30/11/2016	
Areas of Interest	Program Name	<b>P</b>	Course Name	HMC Social & Behavioral Researc	•
Certifications	Stage	<b>P</b> 1	Main or Refresher	Refresher	•
Publications	Completion Report	5	Reported Score	30	
Password	Number			( AA	
	Course Completion Date	dd/mm/yy	Expiration Date N/A	dd/mm/yy	
	Member Id	Member Id	UserName	UserName	
	Upload Certificate	🙆 Upload			
		Supported Formats: doc, docx. Max file size:	SMB		
				Pison Canad	

Figure 129: Completion Report Number

- 6. 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 <u>Special Notes</u>]

V3.0



Figure 130: Course Completion Date

Pamanal Infa	Certifications				10m
Institutional Information	Status	Completed •	Status Date	30/11/2016	
Areas of Interest	Program Name	· ·	Course Name	HMC Social & Behavioral Researc	•
) Certifications	Stage	🖻 1 🔹	Main or Refresher	🞓 Refresher	•
Publications	Completion Report	5	Reported Score	30	
Password	Course Completion Date	01/11/2016	Expiration Date	01/11/2019	
	Member Id	Member Id	UserName	UserName	
	Upload Certificate	Upload Supported Formats: doc, docx. Max file size: SMB			
				Save Cancel	

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 autopopulated 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 autopopulated 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"



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

		Figure 1	31: Upload Certificate		
مۇلانىلىتە جوند الطبية Hamad Medical Corporation	<b>Date:</b> 2016/11/30 11.:	10:01		± @	🗘 🖈 🖂 🏓 🇞 Mr. test test test 📽
Mr. test test Online	A Personal Info	Certifications			Home ? 🖪
Research Study Proposals	Institutional Information	Status	Expired 🔹	Status Date	30/11/2016
	Areas of Interest	Program Name	🔎 Collaborative Institutional Traini 🔹	Course Name	🔎 HMC Biomedical Researchers (Ba 🔹
	Certifications	Stage	🔎 1 🔹	Main or Refresher	🞓 Refresher 🔹
	Publications	Completion Report	5	Reported Score	30
	Password	Number			
		Course Completion Date	01/11/2010	Expiration Date	01/11/2011
		Member Id	Member Id	UserName	UserName
		Upload Certificate	Choose Files No file chosen Supported Formats: doc, docx, Max file size: 5MB		
					🖹 Save 🗶 Cancel

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

Figure 132: Save and Upload Certificate

	<b>Date:</b> 2016/11/30 11:	10:01		A 0	🕀 🖈 🖂 📌 🏠 Mr. test test 🤹
Mr. test test test					Home
🐑 🗉 Online	A Personal Info	Certifications			€ 🖸
Research Study Proposals	Institutional Information	Status	Expired •	Status Date	30/11/2016
	Q Areas of Interest	Program Name	Collaborative Institutional Traini	Course Name	🔎 HMC Biomedical Researchers (Ba
	Certifications	Stage	1	Main or Refresher	Refresher •
	Publications	Completion Report	5	Reported Score	30
	Password	Number Course Completion Date	01/11/2010	Expiration Date	1/11/2011
		Member Id	📱 101	UserName	Hari
		Upload Certificate	Choose Files Abhath Sa., ment.docx Supported Formats: doc, docx. Max file size: SMB		
		Conserver Detail			E Save

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



Figure 133: Certification-Successfully Upload

ـ الطبيـة 🚺		Certifica	tion Details Successfully Adde	d	± a (	₽ ★ 🗗	👸 Mr. test test 🛛 📽
Mr. test test Online	A Personal Info	Certifications					Pome / Op
Research Study Proposals	1 Institutional Information	Program Name	<b>*</b>	-	Course Name	18	-
	Areas of Interest	Status	Started	•	Status Date	22/12/2016	
	Certifications	Stage	🞓 Please Select	¥	Main or Refresher	<b>1</b>	•
	Publications	Completion Report Number	Completion Report Nur	mber#	Reported Score	Reported Scor	e
	Password	Course Completion Date	dd/mm/yy		Expiration Date	dd/mm/yy	
		Member Id	Member Id		UserName	UserName	
		Upload Certificate	Supported Formats: doc, doc	ad cx. Max file size: 51	мв		
		Summary Detail				Save	# Cancel

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

Figure 134: Certification-Summary

	Status	Completed	•	Status Date		30/11/2016	Hom	ie /	U
A Personal Info	Program Name	Collaborative Institutional Traini	-	Course Name		HMC Social & Behavioral Researc	-		
Institutional Information	Program Name	Contaborative institutional maintin		Course Name		Time Social & Denavioral Research.			
Q Areas of Interest	Stage	1	•	Main or Refresher	P	Refresher	•		
Certifications	Completion Report Number	5		Reported Score		30	)		
Publications	Course Completion	01/11/2016	Ĩ	Expiration Date	6	01/11/2019			
Password	Date			•	G				
	Member Id	102		UserName		Hari			
	Upload Certificate	Supported Formats: doc, docx. Max file size	: 5MB			Lince			
	Summary Detail		Su	immary of	add	ed			
	HMC Son Complet	cial & Behaviora ed	'A	reas of Int	eres	ť will		-	
	Collabor	ative Institutiono	be	e displayed	l her	e			

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



Figure 135: Certification-Detail Tab

	Status	Completed 🔹	Status Date	30/11/2016	Home	
Personal Info	Program Name	Collaborative Institutional Traini	Course Name	HMC Social & Behavioral Researc	-	
Institutional Information					_	
Areas of Interest	Stage	r 1	Main or Refresher	🖻 Refresher	•	
Certifications	Completion Report Number	5	Reported Score	30		
Publications	Course Completion	01/11/2016	Expiration Date	01/11/2019		
Password	Date					
	Member Id	102	UserName	📕 Hari		
	opioad ceruncate	Supported Formats: doc, docx. Max file size: SMB				
	Summary Detail			Save 🗶 Cancel		
	HMC So	cial & Behaviora ed				
	Collabor	ative Institutiono				

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

Figure 136: Certification-Details

A Personal Info Member Id	Hor
Institutional Information   Areas of Interest   Certifications     Publications   Publications   Password     Summary   Detail     Summary     Detail     Search     Institutional Information     Areas of Interest     Publications     Publications     Summary     Detail     Search     Image: Institutional Information     Collaborative   Institutional Interest:     Institutional Refresher   Reported Score     Completed   29/11/2016   Training Intrianing Unity   Interest Unity   Interest Unity   Interest Unity   Int	
Areas of Interest         Certifications         Publications         Password         Summary         Detail         Summary         Detail         Search         Image: Status         Status         Detail         Detail         Status	
Certifications  P Publications  P Pessword  Summary Detail  Summary Detail  Collaborative Institutional Refresher State Refresher State Refresher State Sta	
Password  Password  Summary Detail  Summary Detail  Laborative Collaborative Institutional Researchers I Refresher State I Refresher	
Main of Refresher       Refresher       Status       Status <th< td=""><td></td></th<>	
Summary Detail Search  Action Status Status Date Program Name Course Name Stage Main or Refresher Reported Score Completion Report Number  Action Status 29/11/2016 Collaborative Institutional Researchers 1 Refresher 555 fdfssdfsfd  Completed 29/11/2016 Training Initiative, Univ of Miami Course ) (ID: 42274)  Action Showing 1 to 1 of 1 rows 10- records per page  Action records per page  Action Status Date Program Name Course Name Stage Main or Refresher S55 for Home Stage Name Name Stage Name Name Stage Name Name Name Name Name Name Name Nam	
Search         Action       Status       Status Date       Program Name       Course Name       Stage       Main or Refresher       Reported Score       Completion Report Number         Image: Status       Collaborative Institutional Initiative, Univ of Miami       HMC Social & Behavioral Researchers (Basic Course) (ID: 42274)       1       Refresher       555       ridfscdfsfd	
Action       Status       Status Date       Program Name       Course Name       Stage       Main or Refresher       Reported Score       Completion Report Number         Image: Completed       29/11/2016       Collaborative Institutional Training Initiative, Univ of Miami       HMC Social & Behavioral Researchers (Basic Course) (ID: 42274)       1       Refresher       555       fdfssdfsfd       Image: Course of UD: 42274)         Image: Course of UD: Course of UD: 42274)       10       records per page       Image: Course of UD: 42274)	
Action       Status       Status Date       Program Name       Course Name       Stage       Main or Refresher       Reported Score       Completion Report Number         Image: Completed Score       Completed       29/11/2016       Collaborative Institutional Training Initiative, Univ of Miami       HMC Social & Behavioral Researchers Course) (ID: 42274)       Image: Completed Score       Completion Report Number         Image: Completed Score       29/11/2016       Image: Collaborative Initiative, Univ of Miami       Image: Course (ID: 42274)       Image: Course	₫.
Collaborative Institutional of Miami       Collaborative Behavioral Difficative, Univ of Miami       HMC Social & Behavioral (Basic (Basic (2274))       1       Refresher       555       fdfssdfsfd         Image: Showing 1 to 1 of 1 rows       10-       records per page       Image: Showing 1 to 1 of 1 rows       Image: Showing 1 to 1 to 1 rows       Image: Showing 1 to 1 to 1 rows       Image: Showing 1 to 1 to 1 to 1 rows       Image: Showing 1 to 1 t	Course (
Completed       29/11/2016       Institutional Training Initiative, Univ of Miami       Refresher (Basic 2274)       1       Refresher       555       fdfssdfsfd                    Showing 1 to 1 of 1 rows       10-       records per page <t< td=""><td></td></t<>	
Initiative, Univ of Miami     Clourse) (ID: 42274)       Showing 1 to 1 of 1 rows     10 - records per page	16/11/20
4 42274) Showing 1 to 1 of 1 rows 10 records per page	
Showing 1 to 1 of 1 rows 10 records per page	
Showing i to 1 of 1 rows 10- records per page <<< < 1 >>	
	> >>

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

										Hon
Personal Info	Member	ld	10	02			UserName	н	ari	)
Institutional Information	United	C		A Unit	had					
Areas of Interest	Optoad	certificate	Support	ted Formats: doc, d	ocx. Max file size	5MB				
Certifications										
Publications										
Password									🖹 Save 🛛 🗶 C	ancel
	Summar	y Detail								
									0	
									Search	•
	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	fdfssdfsfd	16/11/20
	4	1	1.	10	li add	d	1			F
	Showing	1 to 1 of 1 row:	s 10 - recor	rds per page					< <	1 > >>

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

Figure 138: Update- Certification

		_					_		Hoir
Personal Info	Member Id	10	02			UserName		Hari	
m Institutional Information	Unload Certificate		🖓 Upl	oad					
Areas of Interest	opioud certificate	Support	ted Formats: doc, c	ocx. Max file size:	5MB				
Certifications		То	undata	the					
Publications		10	update	the					
Password		det	ails, clio	ck here				🖹 Save 🗮 🗶	Cancel
	Summary Detail		/						
								Search	<u> </u>
	Action Statut	Statur Data	Drogram Name	Course Name	Stage	Main or Defreche	Poported S	com Completion Deport	Number Course C
	Action Status	Status Date	Program Name	HMC Social &	Juage	Main or Kerreshe	r Reported 3	completion report	Number Course C
	n <sup>K</sup>		Collaborative Institutional	Behavioral Researchers					
	Completed	29/11/2016	Training Initiative, Univ	(Basic Course) (ID:	1	Refresher	555	fdfssdfsfd	16/11/20
	4		Of Mildrin	42274)					
	15° 1.	100							

- 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

Brankler	<b>Date:</b> 2016/11/3012:34	4.31					*	<b>6</b> 0	* 🛛 🦨 👌	Mr. test test 🔹	6
Mr. test test test	Commend links	110.100.00								Home	e / Up
	e Personal Info	Member Id	10	02			UserName	Ľ	asdtsdt	]	
Research Study Proposals	Institutional Information	Upload Certificate		🔒 Upl	oad						
	Areas of Interest		Suppor	ted Formats: doc, o	locx. Max file size	5MB					
	Certifications										
	Publications										
	Password								🖺 Save 🗙	Cancel	
		Summary D	/	Are you sure	2						
			You reall	y want to edit th	e record.				(		
			YES	NO					Search		
		Action Statu				Stage	Main or Refrest	her Reported	Score Completion Repo	rt Number Course C	
				Collaborative	HMC Social & Behavioral						
		Completed	29/11/2016	Institutional Training	Researchers (Basic	1	Refresher	555	fdfssdfsfd	16/11/20	
				Initiative, Univ of Miami	Course) (ID: 42274)						
		4								F.	
		Showing 1 to 1 of 1 rows	10 - reco	rds per page					<<	< 1 > >>	

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

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

Institutional Information       Status       Completed       Status Date       29/11/2016         Areas of Interest       Program Name       Collaborative Institutional Traini       Course Name       HMC Social & Behavioral Resear         Certifications       Stage       Image: 1 minimum of the status	itutional Information				(
Areas of Interest     Program Name <pre>         Collaborative Institutional Traini         Course Name         FMC Social &amp; Behavioral Resear         Stage</pre>	autonat mormation	Status	Completed	Status Date	29/11/2016
Certifications       Stage       Image: 1       Main or Refresher       Refresher         Publications       Completion Report       Image: 6 dfssdfsfd       Reported Score       Image: 7 stage         Password       Course Completion       Image: 6 dfssdfsfd       Expiration Date       Image: 6 dfssdfsfd	is of Interest	Program Name	🗢 Collaborative Institutional Traini 🔹	Course Name	HMC Social & Behavioral Researc
* Publications     Completion Report     Image: diffsdfsdf     Reported Score     Image: style="text-align: center;">555       I Password     Course Completion Date     Image: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: center;">Image: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: style="text-align: center;">Image: style="text-align: style="text-align: style="text-align: center;">Image: style="text-align: style: style="text-align: style="t	ifications	Stage	🖻 1 🔹	Main or Refresher	🕿 Refresher
Password Course Completion Date	lications	Completion Report	fdfssdfsfd	Reported Score	555
Course Completion Date Expiration Date	assword	Number			
		Course Completion Date	16/11/2016	Expiration Date	16/11/2019
Member Id UserName Hari		Member Id	102	UserName	Hari
Upload Certificate		Upload Certificate	🗅 Upload		
Supported Formats: doc, docx. Max file size: 5MB			Supported Formats: doc, docx. Max file size: 5MB		

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



Figure 141: Update Button-Certificate

Personal Info	TRACE IN CONTRACTOR OF THE OWNER			
Institutional Information	Status	Completed •	Status Date	29/11/2016
Areas of Interest	Program Name	Collaborative Institutional Traini	Course Name	HMC Social & Behavioral Researc
Certifications	Stage	🖻 1 .	Main or Refresher	Refresher
Publications	Completion Report	fdfssdfsfd	Reported Score	50
Password	Number			
	Course Completion Date	16/11/2016	Expiration Date	16/11/2019
	Member Id	102	UserName	Hari
	Upload Certificate	🕰 Upload		
		Supported Formats: doc, docx. Max file size: 5MB		
				Constant Constant

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

Figure 142: Certificate-Details are Updated Successfully

Branklen	<b>Date:</b> 2016/11/30 12:	34:31	Certification Details Successfully Added	± a (	9 * 🖂 📌 🤞	Mr. test test 🛛 📽
Mr. test test Online	A Personal Info	Certifications				Home U
Research Study Proposals	Institutional Information	Status	Started *	Status Date	30/11/2016	
	Areas of Interest	Program Name	* · · · · · · · · · · · · · · · · · · ·	Course Name	<b>#</b>	-
		Stage	Please Select Loading Please	Main or Refresher	ŧ	*
	Publications	Completion Report	Completion Report Number#	Reported Score	Reported Score	
	Password	Number Course Completion Date	dd/mm/yy	Expiration Date	dd/mm/yy	
		MemberId	Hember Id	UserName	UserName	
		Upload Certificate	Supported Formats: doc, docx. Max file size: SMB			

16. To delete the content, click the icon.



Figure 143: Certificate- Delete Icon

Branklen	<b>Date:</b> 2016/11/30 12:34	131					٤	e 0	* 🖂 🤌 🌚	lr. test test 🥰
Mr. test test test • Ordene • Research Study Proposals	Personal Info     Areas of Interest     Certifications	Member Id Upload Certificate	Support	ember Id <b>Opl</b> ted Formats: doc, d	oad Jocx. Max file size	: 5MB	UserName		UserName	Home Up
To delet click her	e contents,	Summary Detail	[						Search	
		Action Status	Status Date	Program Name Collaborative Institutional Training Initiative, Univ of Miami	Course Name HMC Social & Behavioral Researchers (Basic Course) (ID: 42274)	Stage	Main or Refresh	er Reported S	Score Completion Report N	umber Course C
		Showing 1 to 1 of 1 rows	10- reco	rds per page					<. <	

- 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	<b>Delete-Conf</b>	irmation	Message

Personal Info				omborld					UsarNama	Hom
Institutional Information	Member Id			emberna			UserName		Userivanie	]
Areas of Interest	Upload Cer	tificate	Suppor	ted Formats: doc, c	oad locx. Max file size	5MB				
Certifications										
Publications										
Password			1	Are vou sure	?				🖺 Save 🛛 🗶 Car	ncel
	Summary	De	Varran	at to doloto this	racard					
			VES						Search	2.
	Action	Statu				Stage	Main or Refres	her Reported S	Score Completion Report N	umber Course C
	Cia c		20/44/0045	Collaborative Institutional	HMC Social & Behavioral Researchers		Defenden		11-11-11	10/11/00
		ompieted	29/11/2016	Initiative, Univ of Miami	(Basic Course) (ID: 42274)	1	Refresher	57	Tarssatsta	16/11/20
	4			1						F
	Showing 1 to	o 1 of 1 rows	10 - reco	rds per <mark>p</mark> age					<< <	1 > >>

• The selected record will be deleted successfully.



Figure 145: Selected Record Deleted Successfully

Branklen	■ Date: 2016/11/30 12:34	4:31	Certificate Details Deleted Successfully.	± a	🕒 🖈 🖂 🗳 🏠 Mr. test test	<b>o</b> ;
Mr. test test Online	Personal Info	Number	- ************************************	перитей эсоге		Home / U
Research Study Proposals	Institutional Information	Course Completion	dd/mm/yy	Expiration Date	dd/mm/yy	
	Areas of Interest	Member Id	Member Id	UserName	UserName	n l
	Certifications					2
	Publications	Upload Certificate	Supported Formats: doc. docx. Max file size: SMB			
	Password		supported remain and area marine and area			
					X Cancel Update	
		Summary Detail				_
					Search	-
		Action Status Stat	tus Date Program Name Course Name Stage M	Main or Refresher Reporte	ed Score Completion Report Number Course Co	m
					No Record available	

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

Figure 146: Certificate- Pagination Icon

											Hom
Personal Info	Member	r Id		Member Id			UserName		UserName		
Institutional Information	United	C	_	01	Inload						
Areas of Interest	opioad	Certificati	e Sup	oported Formats: de	oc, docx. Max file	size: 5MI	3				
Certifications											
Publications											
Password									<b>8</b> s	Save X Cancel	
	Summa	ry De	tail								
									6		-
			1	1	1			1	Search		
	Action	Status	Status Date	Program Name	Course Name	Stage	Main or Refresher	Reported Sco	re Completion	Report Number Course	Com
				Collaborative Institutional	HMC Social & Behavioral						
	Co	Failed	30/11/2016	Training Initiative Univ	Researchers (Basic	1	Refresher	4	1	01/11/20	)16
				of Miami	Course) (ID: 42274)						
	4		1			1					Þ
	Showing	1 to 1 of 1	rows 10~	records per page					6		>>
											-
l											

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



Figure 147: Certificate-Download Record

											Ho
Personal Info	Member	ld		Member Id			UserName		UserName		
Institutional Information	Detect	C	_	0	Inload						
Areas of Interest	Optoad	Leruncau	Sup	ported Formats: d	oc, docx. Max file	size: 5MB					
Certifications											
Publications											
Password										Save X Cano	el
	Summai	y De	etail								
									Coorch		
		1 march 1 marc		1				-	Jearch		
	Action	Status	Status Date	Program Name	Course Name	Stage	Main or Refresher	Reported Score	Completion	Report Numbe	r Course Com
	G	Failed	30/11/2016	Collaborative Institutional Training Initiative, Univ of Miami	Behavioral Researchers (Basic Course) (ID:	1	Refresher	4	1		01/11/2016
					42274)						
	4										•
	4 Showing	1 to 1 of 1	rows 10	ecords per page						- 1 - 1	•

• The record will be downloaded in Excel format.

## Sample Record for Certification



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



Figure 148: Certification-Viewing Uploaded File

🛓 Personal Info	Certificate	Supported Formats: do	ptoad oc, docx. Max file size: 5MB			Home
m Institutional Information					🖹 Save	X Cancel
Areas of Interest	Summary	Detail				
Certifications					Search	2.
8 Publications	Reported Score	Completion Report Number	Course Completion Date	Expiration Date	Member Id User	Name File Name
Password	neported score	completion report runnber	course competition part	Expiration bate	Member Id User	
	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.

- 1. Repeat Steps1 and Steps 2 under Creating/Updating Profile.
  - Personal Info page opens.
- 2. Click Sicon from **Personal Info** page to expand the list of sub modules.

Figure 149: Expand List of Sub Modules

Prefix	tt. Mr.	First Name 🔒 haripriya
Middle Name	1 priya	Last Name Priya
Preferred Name	🛃 haripriya	Corporation No
Highest Degree	🖈 MD	Country
State	•	City
Postal Code	<b>560035</b>	Primary Contact No
Secondary Contact No	Secondary Contact No	Fax Fax
Primary Email ID	2002@hmc.org	Secondary Email ID Secondary Email ID
Bleep No	Sleep No	Gender Ø Please Select
Nationality	Please Select	
Primary 🔽	Email Phone Receive Email	• Yes O No



• The list of sub modules displays.

Personal Info	Personal Info				
Institutional Information	Prefix	E. Mr. 🔻	First Name	1 haripriya	
Areas of Interest	Middle Name	💄 priya	Last Name	l Priya	
Certifications	Preferred Name	🛃 haripriya	Corporation No	2002	
Publications	Highest Degree	🔊 MD	Country	0	•
Third Party	State	•	City	9	•
Password	Postal Code	560035	Primary Contact No	08067271112	
	Secondary Contact No	Secondary Contact No	Fax	Fax Fax	
	Primary Email ID	2002@hmc.org	Secondary Email ID	Secondary Email ID	
	Bleep No	Sleep No	Gender	Please Select	۲
	Nationality	Please Select			
	Primary 🔽 Communication	Email Phone Receive Email	Yes O No		

Figure 150: List of Sub Modules

3. Select Publication from sub module list.

#### Figure 151: Publication

🛓 Personal Info 🛛 🔞	Personal Info			
m Institutional Information	Prefix	E Mr. Y	First Name	1 Mike
Areas of Interest	Middle Name	▲ M	Last Name	1 Jackman
Certifications	Preferred Name	🛃 Mike M Jackman	Corporation No	50023
Publications	Highest Degree	₽ BE	Country	Please Select
Third Party	State	Please Select	City	Please Select
Password	Postal Code	2 12345	Primary Contact No	Primary Contact No
	Secondary Contact No	88888666666686	Fax	Fax
	Primary Email ID	Mike@hmc.org	Secondary Email ID	Secondary Email ID
	Bleep No	98888777777666	Gender	Male T
	Nationality	Please Select		
	Primary Communication	Email Phone Receive Email Notifications	Yes O No	

- Publication page opens.
- 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
- If project is managed by Medical Research Center-HMC, enter your protocol ID into Protocol ID box.



Save

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

Figure 152: Publication-Save Details

Personal Info							
Institutional Information	Publication Type	Review Article	•	Published Journal	Pub	ished Journal	
Areas of Interest	Year of Publication	A 01/01/2017	•	Authors	Remaining C	haracters: 33	
Certifications		01/01/2017			Remaining C	haracters: 46	
f Publications	ISSN/ISBN/DOI	123		Project Funded By	Uni	versity of Sharjah	•
Third Party	Project Managed By	Remaining Characters: 47	nter - HMC				
Password	Protocol ID	123 Remaining Characters: 47					
	Upload File	Supported Formats: doc Max file	pload c, docx, png, jpg, xls, xlsx. size: 5MB				
The p	publication c	letail has be Figure 153: Pu	een saved sublication-Succe	uccessfully ssfully Saved	•		<b>3</b> n Mr. tast tast ta
The p	Dublication c	detail has be Figure 153: Pu	een saved su blication-Succe	uccessfully ssfully Saved		⊕ ★ ₫	🗞 Mr. test test tes
The p	ublication c  to bate: 2016/12/22 15:1  Personal Info	detail has be Figure 153: Pu 18:48 Put 2 Publications	een saved su blication-Succe	uccessfully ssfully Saved	± ø	⊕ ★ ਵੀ	🗞 Mr. test test tes
The p	Dublication C Date: 2016/12/22 15:1 Personal Info Institutional Information	detail has be Figure 153: Pu 18:48 Put 19 19 19 19 19 19 19 19 19 19 19 19 19	een saved su blication-Succe	uccessfully ssfully Saved	• • blished urnat	€ ★ € Published Benaling Charater	Journal
The p The p	Date:       2016/12/22 15:1         Personal Info       ()         Institutional Information       ()         Areas of Interest       ()	detail has be Figure 153: Pu 1848 Put 2 Publication Type Year of	een saved su blication-Succe wication data saved success Please Select	uccessfully ssfully Saved	• blished urnat thors		Journal 59
The p میں دور اور اور اور اور اور اور اور اور اور ا	Date: 2016/12/22 15:1 Date: 2016/12/22 15:1 Personal Info minstitutional information Areas of Interest Certifications	detail has be         Figure 153: Put         848       Put         9       Publication         Type       Year of         Publication       Publication	een saved su blication-Succe	SSFUILY Saved			Wir, test test test Journal 50
The p	Dete: 2016/12/22 15:1  Dete: 2016/12/22 15:1  Personal Info  Institutional Information Areas of Interest Certifications Publications Publications	detail has be Figure 153: Put 848 Put 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	een saved su blication-Succe blication data saved success Please Select dd/mm/yy eissn Remaining Characters: 50	UCCESSFUIly ssfully Saved	▲ @ blished urnat thors oject anaged By		Journal 159 150 150 150
The p میں ا	Ublication c  Areas of interest Certifications Publications Password Password	detail has be         Figure 153: Put         8:48       Put         9       Publication         1       Publication         1       Publication         1       ISSN         Protocol ID       Protocol ID	een saved su blication-Succe slication data saved success Please Select dd/mm/yy e issn Remaining Characters: 50 Protocol ID	Autors Au	• blished urnal thors oject maged By	Published Remaining Character Remaining Character Remaining Character Please Sel	Journal : 50 ect
The p     The p     Mr. test test     online earch Study Proposals	Date: 2016/12/22 15:1  Personal Info  Personal Info  Areas of Interest Certifications Publications Password	detail has be Figure 153: Pu 848 Put 9 Publication 7 Publication 7 Publication 7 Publication 8 Publication 9 Publication 1 SSN 9 Protocol ID	een saved su blication-Succe whatton data saved success Please Select dd/mm/yy e issn Remaining Characters 50 Protocol 10 Remaining Characters 50	Autor	• blished urnat thors oject inaged By	Published Remaining Character ■ Authors Remaining Character ■ Authors Remaining Character ■ Please Sel	Journal 150 150 150 150 150 150

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

Summary Detail



Figure 154: Publication-Summary

					Hom
Personal Info	Туре	Please Select	Journal	Published Journal Remaining Characters: 50	
Institutional Information	Year of Publication	dd/mm/yy	Authors	Authors	
Areas of Interest	ISSN	SSN	Project	Please Select	•
Certifications	Drotocol ID	Remaining Characters: 50	Managed By		
2 Publications	Protocorid	Remaining Characters: 50			
Password	Upload File	🙆 Uplo:			
		Supported Formats: doc, doc	ummary of ad	ded	
		<b>(</b>	<b>Publication'</b> w	ill be	
		d	isplayed here	X Cancel	
	Summary Deta	iil L			
	Dis add	sertation	Case Report abc		
	05/	10/2016	06/10/2016		

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

Figure 155: Publication-Detail Tab

	Publication	Please Select	• Pubusnea	Published Journal	Hor 1
Personal Info	Туре	<u></u>	Journal	Remaining Characters: 50	_
Institutional Information	Year of Publication	dd/mm/yy	Authors	Authors	
Areas of Interest	Tublication			Remaining Characters: 50	_
	ISSN	SSN ISSN	Project Managed By	Please Select	•
) Certifications		Remaining Characters: 50	Managed by		
Publications	Protocol ID	Protocol ID			
		Remaining Characters: 50			
Password	Upload File				
	1990 • 1992 Magazan 1997 Maraka	Supported Formatri dos doss Mai	file size: SMR		
		Supported Formats, doc, docx, may	The size. JMD		
				🖹 Save 🗶 Cancel	
	Summary Deta	ail.			
	Summary Deta	ail			
	Summary Deta	sertation	Case Report		
	Summary Det: 1 Dis 05/	sertation 10/2016 O	Case Report abc 06/10/2016		
	Summary Det: Dis adf 05/	sertation 10/2016 O	Case Report abc 06/10/2016		
	Summary Det.	sertation 10/2016 O	Case Report abc 06/10/2016		

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



#### Figure 156: Publication-Details

	ICCM	1.2		1	Depiort		( <b>—</b>			Hor
Personal Info	13314	IS	SN	]	Managed B	v	Plea	se Select		•
	Destavel ID	Remaining	Characters: 50							
	Protocorid	PI PI	rotocol ID							
Areas of Interest		Remaining	Characters: 50							
Certifications	Upload File		🙆 Up	load						
2 Dublications		Suppor	ted Formats: doc, i	docx. Max file size: 5ME	3					
Publications										
Password							🗎 S	ave 1	K Cancel	
	Summary De	tail								
										-
							Search			
	_									
	Action Publica	tion Type Pu	blished Journal	Year of Publication	Authors	ISSN	Project Mana	ged By	Protocol ID	File Na
	Action Publica	ntion Type Pu	gi	Year of Publication 05/10/2016	Authors adf	123	Project Mana	ged By	Protocol ID	File N Print.c
	Action Publica	ation Type Pu ation sda port xdo	gf :vdv	Year of Publication 05/10/2016 06/10/2016	Authors adf abc	123 123	Project Manager MRC-OTHERS	ged By	Protocol ID	File N Print.c Print.c
	Action Public: C	ation Type Pu ation sdj port xdd	gf svdv	Year of Publication 05/10/2016 06/10/2016	Authors adf abc	123 123	Project Manager MRC-OTHERS	ged By	Protocol ID	File N: Print.c Print.c
	Action     Publication       Image: Comparison of the second secon	ation Type Pu ation sdp aport xdd	gf :vdv	Year of Publication 05/10/2016 06/10/2016	Authors adf abc	123 123	Project Manaj MRC-OTHERS MRC-OTHERS	ged By	Protocol ID	File N: Print.c Print.c
	Action     Publication       Image: Construction of the second sec	rows 10 ~ rows	blished Journal gf cvdv ecords per page	Year of Publication 05/10/2016 06/10/2016	Authors adf abc	123 123	Project Manager MRC-OTHERS	ged By	< 1 >	File N: Print.c Print.c

- 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

	1000	N		Developed		1.00		Hon
Personal Info	ISSN	ISSN		Project Managed B	v	Please Sele	t	•
		Remaining Characters: 50		Hundbearb	.,			
Institutional Information	Protocol ID	Protocol ID						
Areas of Interest		Remaining Characters: 50						
Certifications	Upload File	<b>6</b>	Upload					
Publications		Supported Formats:	doc, docx. Max file size: 5N	4B				
Publications								
Password						🖹 Save	🗶 Cancel	
	Summary Detail							
							-	
						Search		<u>*</u> -
	Action Publication	1 Type Published Jour	rnal Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File N
	C Dissertation	n sdgf	05/10/2016	adf	123	MRC-OTHERS		Print.c
	Case Repor	t xdcvdv	06/10/2016	abc	123	MRC-OTHERS		Print.c
	4	1				h		F F
	1011 H 1017 H 101		300				-	
	Showing 1 to 2 of 2 row	S PEDROS LEL 12						

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

V3.0


#### Figure 158: Update- Publication

Personal Info	ISSN	Ren	ISSN ISSN		Project Managed B	чy	Plea	se Select		Hom
Institutional Information	Protocol II	D	Protocol ID							
Areas of Interest		Ren	naining Characters: 50							
Certifications	Upload Fil	• To	update the	size: 5ME	3					
Publications		det	tails, click h	nere						
Password			/				8	Save	Cancel	
	Summary	Detail								
							Search			<u>.</u>
	Action Pu	blication Type	Published Journal	Year of Publication	Authors	ISSN	Project Mana	ged By	Protocol ID	File N
	🖸 🗎 🛛 Dis	sertation	sdgf	05/10/2016	adf	123	MRC-OTHERS			Print.c
	🖸 🛅 Ca	se Report	xdcvdv	06/10/2016	abc	123	MRC-OTHERS			Print.c
	4									<b> </b>
	Showing 1 to 2	2 of 2 rows 10	records per page					~~	< 1 >	>>

- 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

Personal Info	ISSN	Rema	ISSN aining Characters: 50		Project Managed B	<sup>s</sup> y	Please Selec	:t	Hom
m Institutional Information	Proto	col ID	Protocol ID						
Areas of Interest		Rema	aining Characters: 50						
Certifications	Uploa	d File	🙆 Up	load					
Publications		Su	pported Formats: doc,	docx. Max file size: 5MB	5				
Password		Are	you sure?				🖺 Save	X Cancel	
	Sum	You really wa	int to edit the record	1.					
		YES	NO				Search		<u>a</u> .
	Action	Publication Type	Published Journal	Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File Na
	CÌ	Dissertation	sdgf	05/10/2016	adf	123	MRC-OTHERS		Print.c
	ci	Case Report	xdcvdv	06/10/2016	abc	123	MRC-OTHERS		Print.c
	4								
	Showing :	to 2 of 2 rows 10.	records per page					2 3 5	

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



Personal Info	Publications					3
m Institutional Information	Publication Type	Dissertation	•	Published Journal	sdgf	3
Areas of Interest	Year of Publication	05/10/2016		Authors	adf	
Certifications	ISSN	123		Project Managed By	Remaining Characters: 4	7
Password	Protocol ID	Remaining Characters: 47		,		
	Upload File		pload		File Name : Print.docx	
		Supported Formats: do	c, docx. Max file size: 5ME	3	Dupdate	X Cancel
	Summary Deta	ail				
					Search	■ ▲ •
	Action Publicati	on Type Published Journal	l Year of Publication	Authors ISSN	Project Managed By	Protocol ID File Na

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

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

Figure 161: Update Button-Publication

						Hom	ne /
Personal Info     O     Institutional Information     Areas of Interest     Certifications     Publications	Publications Publication Type Year of Publication ISSN	<ul> <li>Dissertation</li> <li>05/10/2016</li> <li>123</li> <li>Remaining Characters: 47</li> </ul>	•	Published Journal Authors Project Managed By	emaining Characters: 4	€ 6 7 7	9
Password	Protocol ID Upload File	Protocol ID Remaining Characters: 50	ipload cc, docx. Max file size: 5M	в	File Name : Print.docx		
	Summary Detail Action Publication	n Type Published Journa	l Year of Publication	Authors ISSN	Search Project Managed By	Y Cance	
	Dissertation	n sdgf	05/10/2016	adf 123	MRC-OTHERS	Print.c	

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



Figure 162: Publication-Details are Updated Successfully

الطبية 🌔	≡ Date:	Publica	ilion data saved successfully	± @	🗘 🖈 🛃 🗞 Mr. test test test 😋
Mr. test test o Online	🛓 Personal Info	Publications			Home /
Research Study Proposals	Institutional Information	Publication Type	Please Select	Published Journal	Published Journal Remaining Characters: 50
	Areas of Interest      Certifications	Year of Publication	dd/mm/yy	Authors	Authors Remaining Characters: 50
	Publications	ISSN	ISSN	Project Managed By	Please Select
	Password	Protocol ID	Protocol ID		
		Upload File	Supported Formats: doc, docx. Max file size: 5	БМВ	
		Summary Detail			Save X Cancel

26. To delete the content, click the 💼 icon.

Figure 163: Publication- Delete Icon

								Ho
Personal Info	ISSN	Remaining Characters	)	Project Managed I	Зу	Please Se	lect	•
Institutional Information	Protocol ID	Protocol ID						
Areas of Interest		Remaining Characters: 5	0					
Certifications	Upload File	(	Upload					
To delete conclusion click here	ontents,					Save	X Cancel	-
		Ĩ	Ű			Search		2.
	Action Publicatio	n Type Published Jo	urnal Year of Publication	on Authors	ISSN	Project Managed E	By Protocol ID	File Na
	Case Repo	rt xdcvdv	06/10/2016	abc	123	MRC-OTHERS		Print.c
	C 🛍 Dissertatio	n sdgf	05/10/2016	adf	1234	MRC-OTHERS		Print.c
	4	_						F.
	Showing 1 to 2 of 2 rou	vs 10 records per j	bage			<		

- 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

🚨 Personal Info	ISSN	Rem	ISSN aining Characters: 50		Project Managed E	By	Please Sele	ct	Hon
1 Institutional Information	Proto	col ID	Protocol ID						
Areas of Interest		Rem	aining Characters: 50						
Certifications	Uploa	d File	🕰 Up	load					
Publications	-	SL	ipported Formats: doc,	docx. Max file size: 5MB	5				
Password		Are	you sure?				🖹 Save	X Cancel	
	Sum	You want t	o delete this record.						
		YES	NO				Search		2.
	Action	Publication Type	Published Journal	Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File N:
	Cî	Case Report	xdcvdv	06/10/2016	abc	123	MRC-OTHERS		Print.c
	c î	Dissertation	sdgf	05/10/2016	adf	1234	MRC-OTHERS		Print.c
	4								• • •
	Showing	1 to 2 of 2 rows 10	records per page				<<	< 1 >	>>

The selected record will be deleted successfully.

Figure 165: Publication- Selected Record Deleted Successfully

د الطبيـة 🍼	≡ Date:	Publi			٤	8	⊅ ★ ₫	🗞 Mr. test te	est test 🔇
Mr. test test Online	A Personal Info	Publication	( <u> </u>		Broject		Remaining Characters	: 50	Home
Research Study Proposals	Institutional Information	1334	Remaining Characters: 50		Managed B	у			•
	Areas of Interest	Protocol ID	Protocol ID Remaining Characters: 50						
	Publications	Upload File	Supported Formats: doc, doc	ad :x. Max file size: 5M	IB				
	Password						🖹 Save	X Cancel	
		Summary Detai	1						
							Search		<u>Z</u> -
		Action Publicatio	n Type Published Journal Ye	ear of Publication	Authors abc	155N	Project Managed By MRC-OTHERS	Protocol ID	File N: Print.c
		4			d d	_			

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



Figure 166: Publication- Pagination Icon

	Publication				Pemaining Characters: 5	Ho
Personal Info	ISSN	SSN ISSN		Project		•
Institutional Information		Remaining Characters: 50		Managed By		
Areas of Interest	Protocol ID	Protocol ID				
Certifications		Remaining Characters: 50				
Rublications	Upload File	🙆 U	pload			
					🖺 Save	X Cancel
	Summary Detai	1				
					Search	<b>a a .</b>
	Action Publicatio	on Type Published Journa	l Year of Publication	Authors ISS	N Project Managed By	Protocol ID File N
	Case Repo	rt xdcvdv	06/10/2016	abc 123	MRC-OTHERS	Print.c
	4					Þ
	Showing 1 to 1 of 1 ro	ws 10 records per page			~~	< 1 > >>

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

Figure 167: Publication-Download Record

							нот
Personal Info	Publication	<u></u>	2		Remaining Characters	:: 50	
	ISSN	SSN (SSN	Project	10.			-
Institutional Information		Remaining Characters: 50	мападе	аву			
Areas of Interest	Protocol ID	Protocol ID					
Certifications		Remaining Characters: 50					
	Upload File	🙆 Up	load				
Publications		Supported Formats: doc,	docx. Max file size: 5MB				
Password							
						-	
					E Salla	Cancel	
					🖺 Save	X Cancel	
	Summary Deta	ail			🖺 Save	X Cancel	
	Summary Deta	ail			B Save	X Cancel	
	Summary Deta	ait			Search	* Cancel	<u>a</u> .
	Summary Deta	ail ion Type Published Journal	Year of Publication Autho	rs ISSN	Search Project Managed By	Cancel	🚨 🗸 File Ni
	Summary Deta Action Publicati C  Case Rep.	ion Type Published Journal ort xdcvdv	Year of Publication Author 06/10/2016 abc	rs ISSN 123	Search Project Managed By MRC-OTHERS	Y Protocol ID	Eile N: Print.c
	Summary Deta Action Publicati Con Case Reput	ion Type Published Journal ort xdcvdv	Year of Publication Autho 06/10/2016 abc	rs ISSN 123	Search Project Managed By MRC-OTHERS	Y Cancel	Z → File N: Print.c
	Summary Deta	ail ion Type Published Journal ort xdcvdv	Year of Publication Autho 06/10/2016 abc	rs ISSN 123	Search Project Managed By MRC-OTHERS	y Protocol ID	Z → File Ni Print.c

The record will be downloaded in Excel format.

# Sample Record for Publication List



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



#### Figure 168: Publication-Viewing Uploaded File

🗳 Personal Info 🛛 🔇	,	ISSN	Remaining Characters: 5	50	Proj Man	ect aged By	Pleas	e Select	Hor
Institutional Information	ŧ	Protocol ID	Protocol ID	•					
Areas of Interest			Remaining Characters: 5	50					
Certifications	ι	Upload File		Diad Upload					
Publications			Supported Format	s: doc, docx. Max file siz	e: 5MB				
Password							🖹 Sa	ve X Cancel	
	Sur	mmary Detail					8		
							Search		■ <u>2</u> .
	on	Publication Type	Published Journal	Year of Publication	Authors	ISSN	Project Managed By	Protocol ID	File Name
	Ì	Case Report	fghdtfh	21/09/2016	fghf	23	MRC-OTHERS		Print.docx
	Ì	Case Report	xdcvdv	06/10/2016	abc	123	MRC-OTHERS		Print.docx
	٩								F
	Sho	wing 1 to 2 of 2 rows	10 records per j	page				< < 1	> >>

# 5.4.6 Password

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

- 1. Repeat Steps1 and Steps 2 under Creating/Updating Profile.
  - Personal Info page opens.
- 2. Click Sicon from Personal Info page to expand the list of sub modules.

Prefix	the Mr.	First Name	1 haripriya	
Middle Name	1 priya	Last Name	L Priya	
Preferred Name	🛃 haripriya	Corporation No	2002	
Highest Degree	🞓 MD	Country	0	
State	•	City	<b>Q</b>	
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	Sleep No	Gender	Please Select	
Nationality	Please Select			
Primary	Email Phone Receive Email	• Yes O No		

Figure 169: Expand List of Sub Modules



• The list of sub modules displays.

Personal Info	reisonarinio			
Institutional Information	Prefix	🗶 Mr. 🔻	First Name	1 haripriya
Areas of Interest	Middle Name	L priya	Last Name	L Priya
Certifications	Preferred Name	🛃 haripriya	Corporation No	2002
Publications	Highest Degree	🞓 MD	Country	•
Third Party	State	•	City	۰
Password	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	Sleep No	Gender	Please Select
	Nationality	Please Select 🔻		
	Primary	Email Phone Receive Email	Yes O No	

Figure 170: List of Sub Modules

3. Select Password from sub module list.

## Figure 171: Password

				Home / Update Profile / Certification
🛓 Personal Info	Certifications			6
1 Institutional Information	Program Name	Collaborative Institutional Training In	Course Name	r
Areas of Interest	Status	🞓 Started 🔻	Status Date	24/01/2017
Certifications	Stage	Please Select 🔻	Main or Refresher	<b>*</b>
Publications	Completion Report	Completion Report Number#	Reported Score	Reported Score
Third Party		Remaining Characters: 50		
Password	Course Completion Date	dd/mm/yy	Expiration Date	dd/mm/yy
	Member Id	Member Id	UserName	UserName
		Remaining Characters: 50		Remaining Characters: 50
	Upload Certificate	🕰 Upload		
		Supported Formats: doc, docx, png, jpg, xls, xlsx. Max file size: 5MB		Save X Cancel

## 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

	Password Reset	<u> </u>	Pin Password
old Password	<b>a</b>	Old PIN Passv	word Old PIN Password
lew Password	<b></b>	New PIN Pass	word 🔒 New PIN Password
onfirm new assword	<b>a</b>	Confirm New Password	PIN Confirm New PIN Password
	update	e Cancel	ired  Not Required
	Security Questions	e X Cancel	ired.  Not Required  Update  X Cancel  Upload Signature
Security Question	Security Questions	P In Requi	Ired  Not Required  Upload Signature  mage Not Applicable
Security Question Security Answer	Security Questions Please Select Security Answer	Cance	Ired  Not Required  Update  X Cancel  Upload Signature  mage  Not Applicable

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

	Password Reset	0	Pin Password
Dld Password	Old Password	Old PIN Password	Old PIN Password
New Password	New Password	New PIN Password	New PIN Password
Confirm new bassword	Confirm new password	Confirm New PIN Password	Confirm New PIN Password
		O Pin Required	O Not Required
	🕰 Update 🛛 🗙 Canc	el	▲ Update ★ Cancel
	Security Questions	e	Update ¥ Cancel
Security Question	Security Questions  What is your Nick Name ?	el O Upload image	Upload Signature
Security Question	Security Questions          What is your Nick Name ?	C Upload image	Upload Signature  Not Applicable
Security Question Security Answer	Security Questions  What is your Nick Name ?	C Upload image	Upload Signature  Not Applicable  Applate  * Cancel  * Cancel  * Cancel

• 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.

	Password Reset	e	Pin Password ?
ld Password	Old Password	Old PIN Password	Old PIN Password
ew Password	New Password	New PIN Password	New PIN Password
onfirm new	Confirm new password	Confirm New PIN	Confirm New PIN Password
selected o	ption is <b>'Not Require</b> <b>d</b> section will be disa	ed', then abled	Not Required     Update     X Cancel
selected o in Passwor	ption is <b>'Not Require</b> <b>d</b> section will be disa Security Questions	ed', then abled	Not Required     Vipdate     X Cancel  Upload Signature
selected o in Passwor	ption is <b>'Not Require</b> d section will be disa Security Questions ? Please Select	ed', then abled	Not Required     Vipdate     X Cancel  Upload Signature  Not Applicable

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

	Password Reset	0	Pin Password	
Old Password	Old Password	Old PIN Password		
New Password	New Password	New PIN Password	<b>a</b>	۲
Confirm new password	Confirm new password	Confirm New PIN Password	<b>a</b>	۲
	📤 Update 🛛 🕱 C	ancel	Update	Cancel
	🛆 Update 🛛 🗙 C	ancel	Ling and Lin	Cancel
	Security Questions		Upload Signature	K Cancel
Security Question	Security Questions Please Select	encel	Upload Signature  Not Applicable	Cancel
Security Question	Security Questions  Please Select  Security Answer	encel	Upload Signature	K Cancel

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

	Password Reset	0	Pin Password
Old Password	Old Password	Old PIN Password	Old PIN Password
lew Password	New Password	New PIN Password	New PIN Password
Confirm new password	Confirm new password	Confirm New PIN Password	Confirm New PIN Password
	🛆 Update 🛛 🗙 Ca	ncel	Not Required     Update     X Cancel
	Security Questions	vccl	Vot Required
Security Question	Security Questions ? Please Select	CC Pin Required	Vpload Signature Not Applicable
Security Question Security Answer	Security Questions  Please Select  Security Answer	CC	Vpload Signature O Not Applicable Upload

The signature has been uploaded successfully.

Figure 177: Signature Uploaded Successfully

2			Signature saved successfully	📥 🕿 🕀 🖈 🗹 🏹 Mr. Mike M Jackman
160				Home / Update Profile / Passw
	🔺 Personal Info			
•	Institutional Information	1	Password Reset	Pin Password 🧿
	Q Areas of Interest	Old Password	Old Password	Old PIN Password
	Certifications	New Password	A New Password	New PIN Password New PIN Password
	Publications	Confirm new password	Confirm new password	Confirm New PIN Confirm New PIN Password
	Third Party			O Pin Required   Not Required
	Password		Dupdate X Cancel	🕰 Update 🛛 🗙 Cancel
			Security Questions	Upload Signature 🛛 🕑
		Security Question	? Please Select	
		Security Answer	Security Answer	Choose Files Signature.jpg

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



Figure 178: Displaying Uploaded Image

O Upload image	O Not Applicable	
(	Dupload	
Ha	ri	

# 5.4.7 Third Party

- 1. Repeat Steps1 and Steps 2 under Creating/Updating Profile.
  - Personal Info page opens.
- 2. Click Sicon from **Personal Info** page to expand the list of sub modules.

Figure 179: Expand List of Sub Modules

Personal Info			Home / Update Profile / Person
Prefix	E. Mr. *	First Name	1 haripriya
Middle Name	2 priya	Last Name	1 Priya
Preferred Name	🛃 haripriya	Corporation No	2002
Highest Degree	🖻 MD	Country	•
State	Ŷ	City	<b>♀</b>
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	Sleep No	Gender	Please Select
Nationality	Please Select		
Primary Communication	Email Phone Receive Email Notifications	• Yes O No	

• The list of sub modules displays.



Figure 180: List of Sub Modules

Personal Info	Personal Info				
Institutional Information	Prefix	Mr.	▼ First Name	1 haripriya	
Areas of Interest	Middle Name	L priya	Last Name	L Priya	
Certifications	Preferred Name	Aripriya	Corporation No	2002	
Publications	Highest Degree	MD	Country	0	•
Third Party	State	•	City	9	•
Password	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	Sleep No	Gender	Please Select	•
	Nationality	Please Select	•		
	Primary Communication	Email 🔲 Phone	Receive Email   Yes O No Notifications		

3. Select Third Party from sub module list.

## Figure 181: Third Party

Personal Info	Personal Info			Home / Opdate Pro	rersonatir
1 Institutional Information	Prefix	E. Mr. T	First Name	1 Mike	
Areas of Interest	Middle Name	L M	Last Name	Jackman	
Certifications	Preferred Name	🛃 Mike M Jackman	Corporation No	50023	
2 Publications	Highest Degree	<mark>⊯</mark> BE	Country	Please Select	•
Third Party	State	Please Select	City	Please Select	•
Password	Postal Code	12345	Primary Contact No	Primary Contact No	
	Secondary Contact No	8888866666686	Fax	Fax.	
	Primary Email ID	Mike@hmc.org	Secondary Email ID	Secondary Email ID	
	Bleep No	98888777777666	Gender	S Male	•]
	Nationality	Please Select			
	Primary Communication	Email Phone Receive Email Notifications	• Yes O 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

Third Party	CORCID	▼ Id	12	
			Save Cancel	
Summary Detail				

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

## Figure 183: Successfully Added Third Party Details

<b>■ Date:</b> 24/01/2017 18:28:20		Third Party Informa	Ilion Added Successfully	_ ≛ & ⊕ ★ ⊠	Mr. Mike M Jackman
🛔 Personal Info	Third Party			Hom	e / Update Profile / Third
Institutional Information	Third Party	🚊 Please Select	▼ Id	L Id	
Q Areas of Interest				🖹 Save	Cancel
Certifications				Save	
Publications	Summary Detail				
Third Party	ORCID	O View			
Password					

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

#### Figure 184: Details of Third Party

L Please Select	▼ Id	1 id
		Save X Cancel
O View		
	Please Select	View

• The details of third party will be displayed.



#### Figure 185: Details of Third Party

			Search	
Action	Third Party	ld	١	/iew
Cô	ORCID	12	View	

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

## Figure 186: Search-Details of Third Party

Action	Third Party	Id	View
C	ORCID	12	View

7. To edit details, click the edit icon.

### Figure 187: Edit-Details of Third Party

			Search	<u> </u>
Action	Third Party	ld		View
Ø	ORCID	12	View	

8. To delete the details, click the delete icon.

#### Figure 188: Delete-Details of Third Party

			Search		
Action	Third Party	ld		View	
C 🔟 ORCID		12	View		



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

Figure 189: Navigation Icon-Details of Third Party

			Search	
Action	Third Party	Id		View
C î	ORCID	12	View	

# 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**.

- 1. 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

Online	A Personal Info	Personal Info					
h Study Proposals	Institutional Information	Prefix	18. Mr. •	First Name	1 haripriya	Middle Name	L priya
	Areas of Interest	Last Name	Priya	Preferred	Aripriya	Corporation	4004
	Certifications			10000		100.0	
	Publications	Highest Degree	🖻 MD	Country	•	State	•
	Password	City	•	Postal Code	560035	Primary Contact No	08067271112
		Secondary Contact No	Secondary Contact No	Fax	Fax	Primary Email Address	haripriya@hmc.org
		Secondary Email Address	Secondary Email ID	Bleep No	Seep No		
		Primary	Email Phone	Receive Email N	otifications O Yes No	Receive SMS	● Yes○ No



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

Provide Con Go	ing Studies		🛗 Calendar		My Ta	sks	
	Yet To Be Generated test demo 1 Yet To Be Generated		February 2017         21/2/2017           Su Mo Tu We Th Fr Sa         1         2         3         4           s         6         7         8         9         10         11	R	ACO	<ul> <li>Fill/ Complete New Research Application</li> <li> <sup>2</sup> test demo 1         <sup>2</sup> Yet To Be Generated         <sup>2</sup> 10/02/2017         <sup>2</sup> 12/03/201         <sup>2</sup> </li> </ul>	7
	asasa		12         13         14         15         16         17         18           19         20         21         22         23         24         25           Meeting Date         Time         Committee		MEN	Request for Team Member Enrollment to the demonstrate of the demonstr	
Grant A	Allocation	< <b>7</b> 00	Showing 1 to 0 of 0 rows 10 records per page	R	ACO	<ul> <li>☐ Fill/ Complete New Research Application</li> <li>☐ asasa</li> <li>✓ Yet To Be Generated</li> <li>☐ 10/02/2017</li> <li>④ 12/03/201</li> </ul>	
Yet To E	Pending Committed Claim Total Project Amount	QAR 0.00 QAR 0.00 QAR 0.00 QAR 1100.00	Yet To Be Generated test demo 1 Lead Principal Investigator Yet To Be Generated saumya demo2 Lead Principal Investigator		MEN	Request for Team Member Enrollment asasa Yet To Be Generated 10/02/2017 0 13/02/201	7
			MRC-02-007 Lead Principal Investigator	R	ACO	<ul> <li>➡ Fill/ Complete New Research Application</li> <li>➡ text-italictext-i</li></ul>	7
			Vet To Be Generated		MEN	Request for Team Member Enrollment	] .

Figure 191: Existing User-Dashboard Page

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

Figure 192: Research Study Proposal

r. test test test				0		-		
Online	# Task	Progress	Percentage	Caterioar         6/12/201           Su         Mo         Th         Fr         Sa           4         5         4         9         9           11         42         13         14         12           14         42         13         16         17           16         90         20         21         22           14         27         20         23         24           15         36         17         21         23         34	5		My Task	
				Meeting Date Time Committee No Record available				
	Grant Alloc	ation Title	* Statu:	A My Roles				
	1400034/14	Epidemiological cohort	Progress Report					
	14000234/14	Genetics of Mendelian	Study Ongoing					
	and the second	Epidemiological	_					

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