





# USER MANUAL SISTEM ORKED







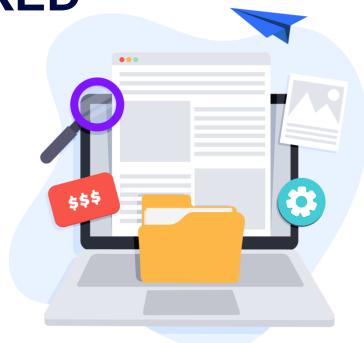






**SENARAI MODUL** DALAM SISTEM ORKED

- **GRANT PROPOSAL**
- GRANT APPLICATION
- MANAGE GRANT
- APPOINTMENT
- **PAYMENT**
- CLAIM













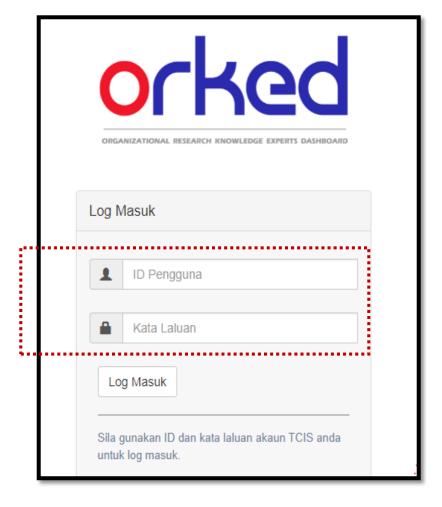






#### **LOGGING IN**

**Username and Password TCIS** 









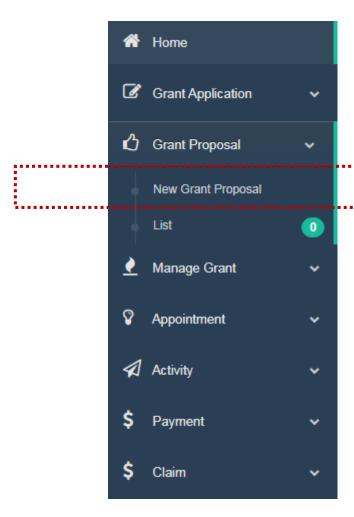








### **MODUL GRANT PROPOSAL** (RESEARCHER) ▶



**Click Here** 











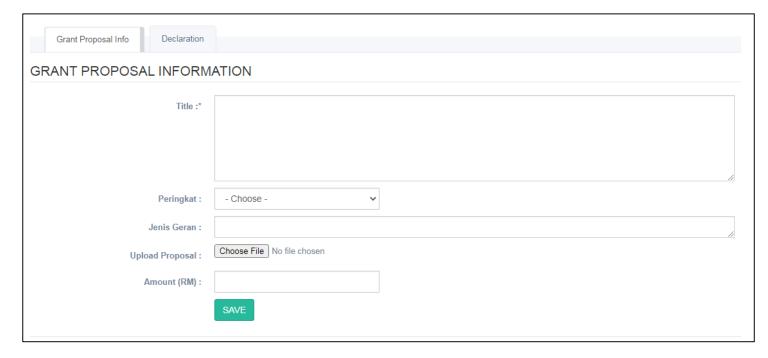




### **MODUL GRANT PROPOSAL** (RESEARCHER)

#### Fill in Grant Proposal Information Tab

- **Title**
- Peringkat
- **Jenis Geran**
- **Upload proposal**
- Amount (RM)









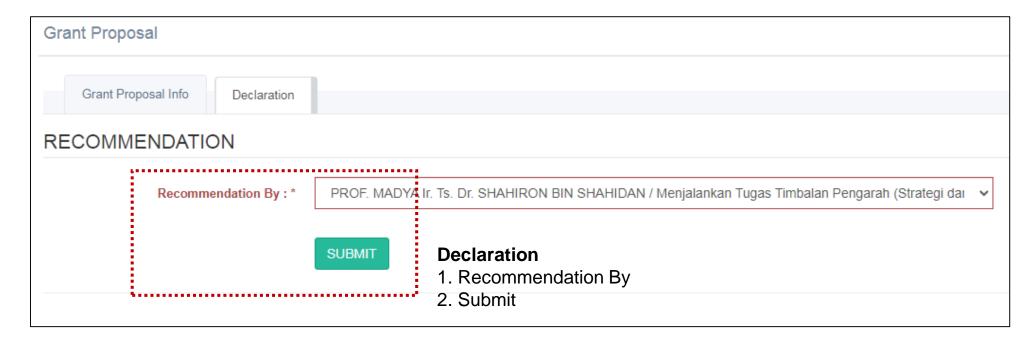








# MODUL GRANT PROPOSAL (RESEARCHER)









### **MODUL GRANT PROPOSAL** (VERIFICATION)



**Grant Proposal list** 











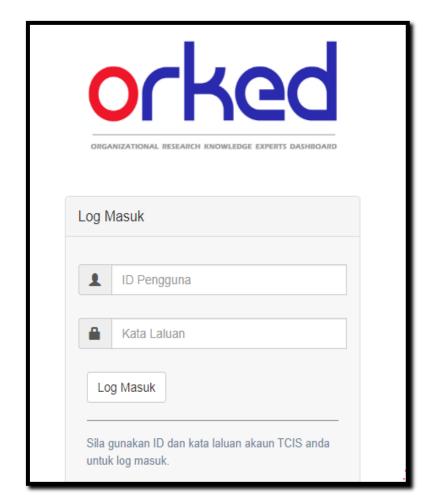




# GRANT APPLICATION GRANT APPLICATION GRANT APPLICATION GRANT APPLICATION GRANT APPLICATION



#### **LOGGING IN**









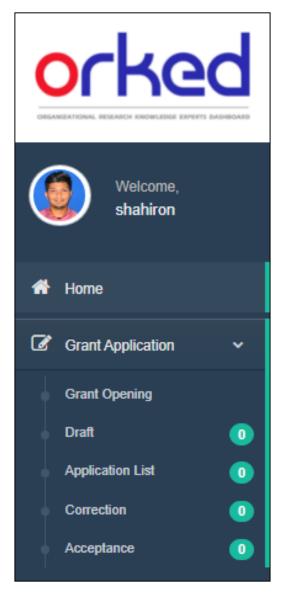






- 1. Grant Opening
- 2. Draft
- 3. Application List
- 4. Correction
- 5. Acceptance

Check here for status grant application













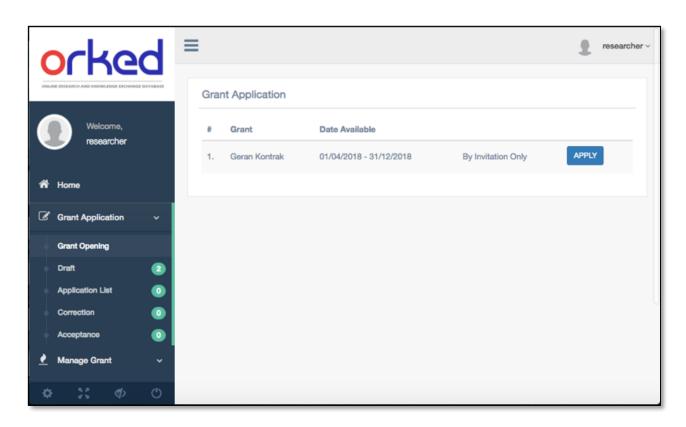






Applying a grant (Researcher)

- 1. Click Grant Application.
- 2. Click Grant Opening.
- 3. Choose a grant type and click button APPLY.

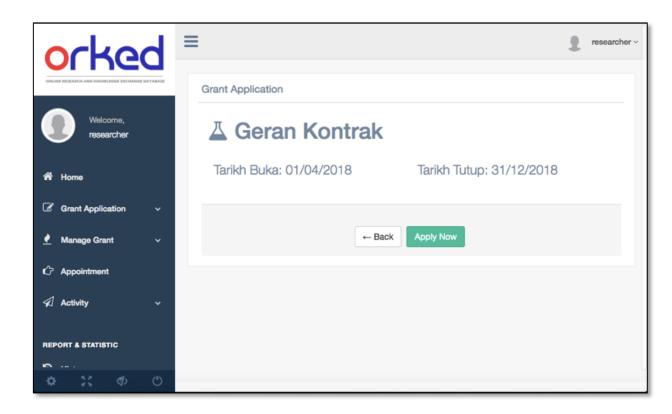








Click button Apply Now





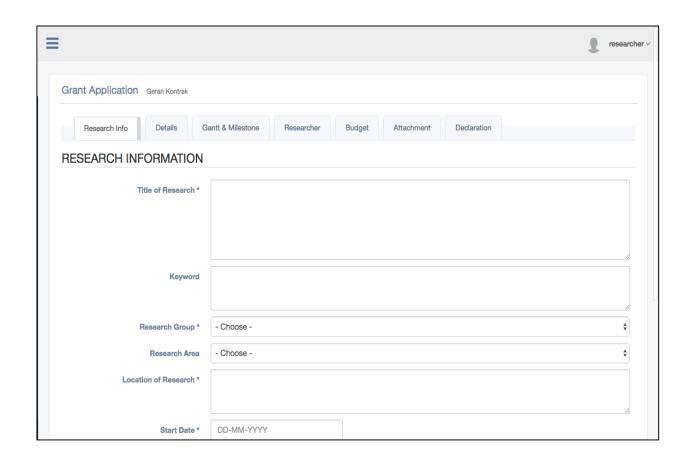




Complete each tab.

#### **Tab 1:**

Research Info Complete Title of Research, Keyword, choose Research Group, choose Research Area, complete Location of Research, select Start Date, select End Date, and enter Duration of this Research (Month).





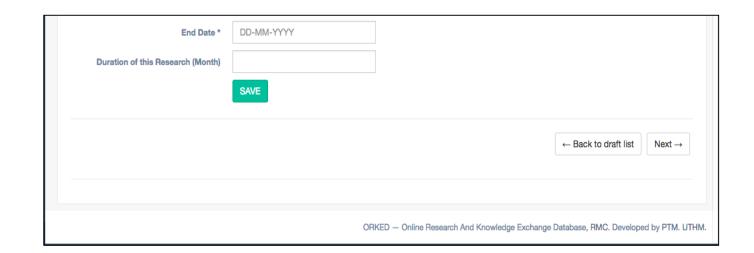








Then click button Save. Click button Next or click on other tabs.











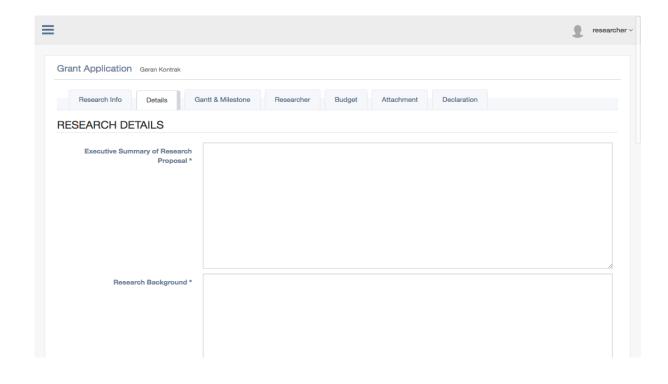






#### **Tab 2:**

Details Complete Executive Summary of Research Proposal, Research Background, Objective(s) of the Research, Methodology, and Expected Results/Benefit.





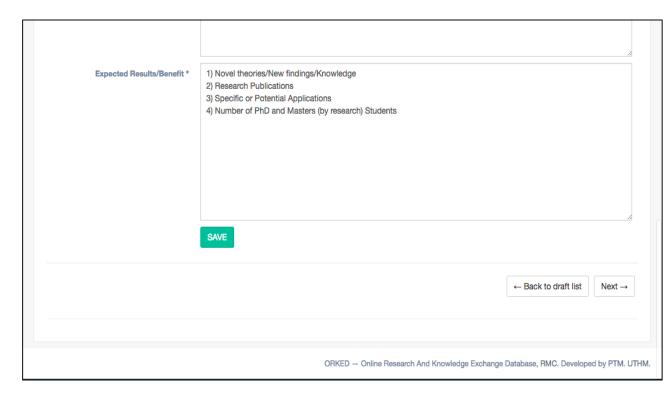








Then click button Save. Click button Next or click on other tabs.













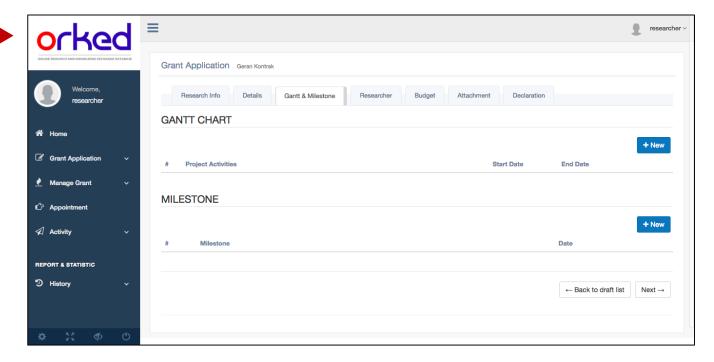




# GRANT APPLICATION orked

**Tab 3:** 

Gantt & Milestone Click button + New, to add an item.









For Gantt Chart, complete Activity, Start Date and End Date, then click button Save.

https://orked.uthm.edu.my	geran/borang_gantt_add/cfa8ba79-8bbb-4d38-a323-362450bf4	Close
Activitiy:		
Start Date:		
End Date:		
	Save	













For Milestone, complete Milestone and Date, then click button Save.

Click button Next or click on other tabs.

https://orked.uthm.edu.my/	geran/borang_milestone_add/cfa8ba79-8bbb-4d38-a323-362450bf4955/1	
Add New Milestone		Close
Milestone:		
Date:		
	Save	

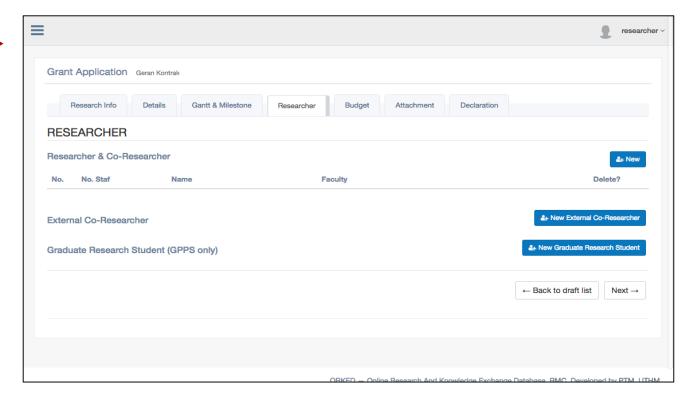






#### **Tab 4:**

Researcher Click button + New, to add information.









For Researcher & Co-Researcher, enter Staff Number/Name, then click button Search. From the recommended list, choose staff by clicking button +.

	Clos















For External Co-Researcher, enter Name, NRIC/Passport, choose Gender, Citizenship, enter Position, choose Employment Sector, Institution, and enter Date Start and Date End. Then click button Save.

Name:			
NRIC/Passport:			
Gender:	Lelaki	<b>‡</b>	
Citizenship:	AFGHANISTAN	<b>\$</b>	
Position:			
Employment Sector:	Kerajaan	<b>\$</b>	
Institution:	AALAND ISLANDS	<b>\$</b>	
Date Start:	01-01-1970		
Date End:	01-01-1970		
	Save		















For Graduate Research Student (GPPS only), enter Student Name/Matric Number, choose Level of Education and Faculty. Then click button Search. From the recommended list, choose student by clicking button +.

Click button Next or click on other tabs.

Student Search	gorari, borarig_gro_cari, crac	8ba79-8bbb-4d38-a323-362450bf49	Close
Student Name/Matric Number:			
Level of Education:	Sarjana	<b>\$</b>	
Select Faculty:	- Sila pilih -	<b>\$</b>	
	Search		





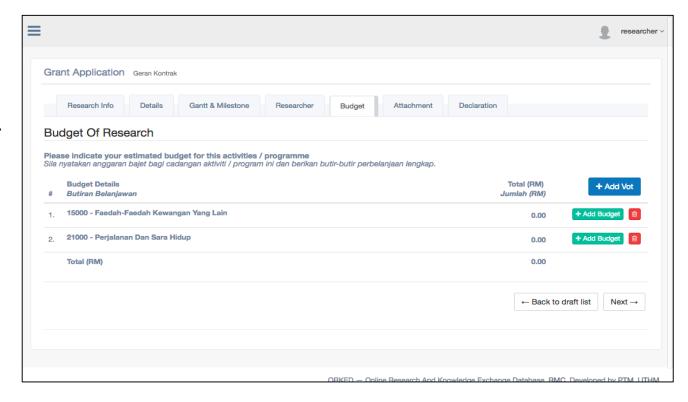






#### **Tab 5:**

Budget Click button + Add Vot, to add vot(s). Click button + Add Budget, to add budget details.

















For Add New Vot, choose or tick the relevant vot(s). Then click button Save.

Add New Vot	
Choose Vot:	
🔲 11000 - Gaji dan Upah	
☐ 14000 - Elaun Lebih Masa	
☐ 15000 - Faedah-Faedah Kewangan Yang Lain	
21000 - Perjalanan Dan Sara Hidup	
22000 - Pengangkutan Barang	
23000 - Perhubungan dan Utiliti	
24000 - Sewaan	
26000 - Bekalan Bahan untuk penyelenggaraan	
27000 - Bekalan Dan Bahan-Bahan Lain	
28000 - Penyelenggaraan dan pembaikan kecil yang dibeli	
<ul> <li>29000 - Perkhidmatan Iktisas Dan Perkhidmatan Lain Yang Dibeli dan Hospitaliti</li> </ul>	
☐ 35000 - Harta Modal - Harta Modal Yang Lain	
Save	















For Add New Budget, choose Year, enter Description and Amount (RM). Then click button Save.

Click button Next or click on other tabs.

dd New Budget:		Clos
OT 21000 - Perjalanan Dan Sara Hidup (RN	0.00)	
Year:	1970 \$	
Description		
Amount (RM):		
	Save	









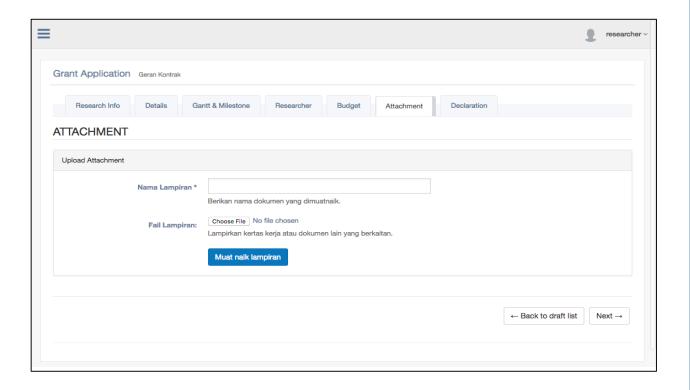






#### **Tab 6:**

Attachment For Upload Attachment, complete Nama Lampiran and click Choose File button to upload the document. Click button Next or click on other tabs.











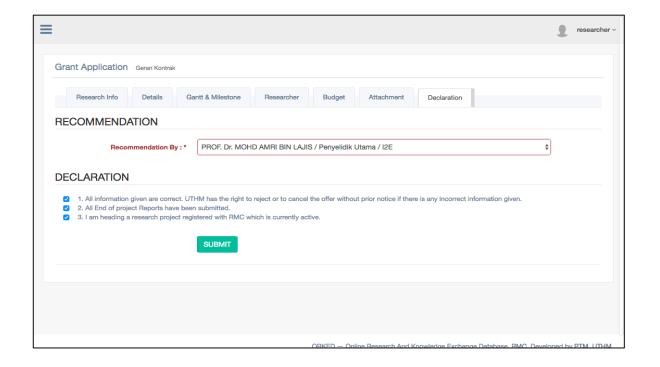






#### Tab 7:

Declaration Choose a name from Recommendation By. For Declaration, tick all boxes. Click the button SUBMIT.













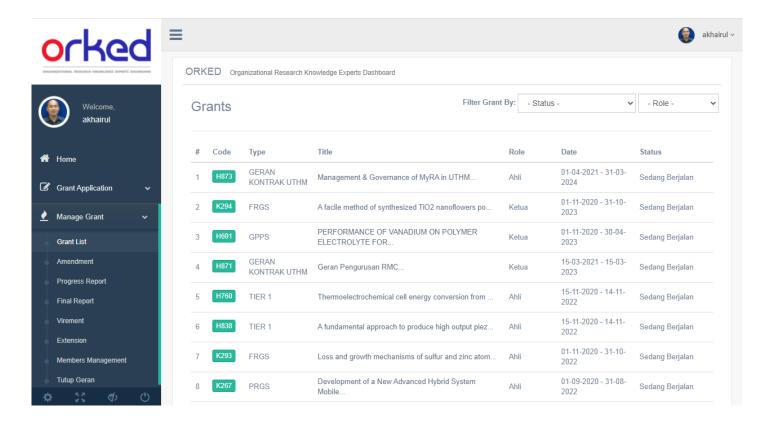


MANAGE GRANT MANAGE GRANT MANAGE GRANT MANAGE GRANT MANAGE GRANT



Choose Manage Grant from the side Menu

1) Grant List













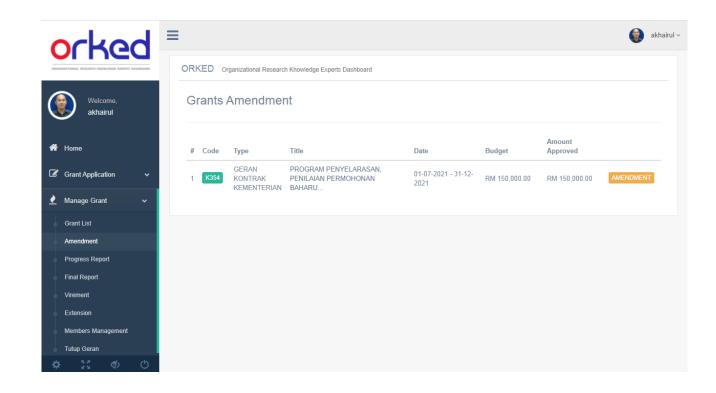




Choose **Manage Grant** from the side Menu

2) Amendment

Click Amendment on orange button for edit and SUBMIT.



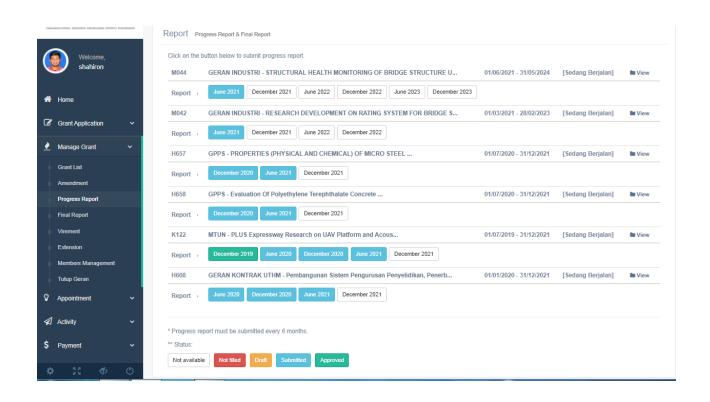






Choose Manage Grant from the side Menu

3) Progress Report Click on Red Button for submit your progress report











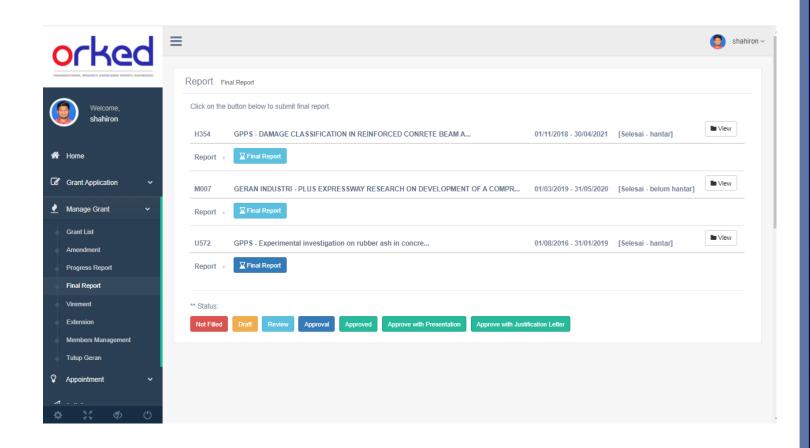






Choose Manage Grant from the side Menu

4) Final Report Click on Red Button for submit your final report











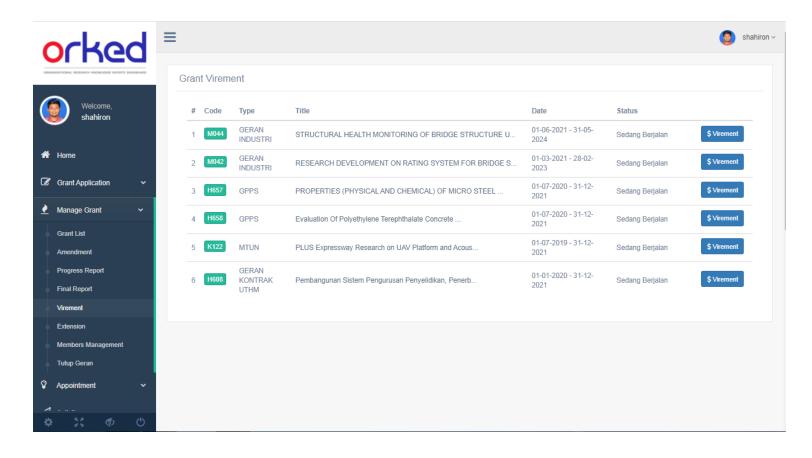






Choose Manage Grant from the side Menu

5) Virement Click on Virement to apply







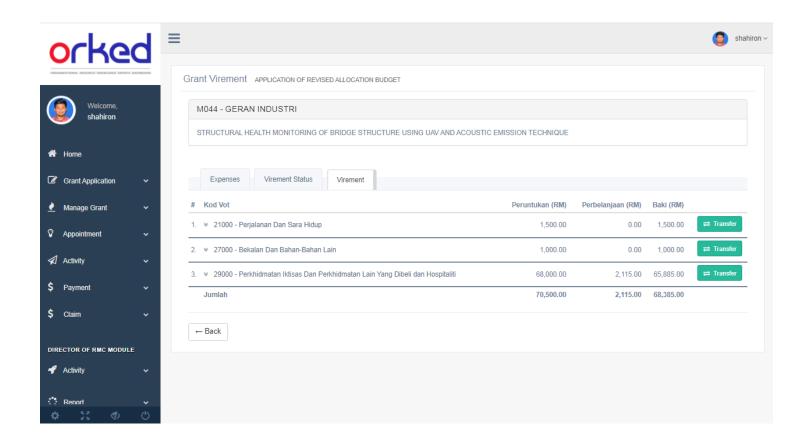






Choose **Kod Vot** to transfer the budget

Click on green button transfer

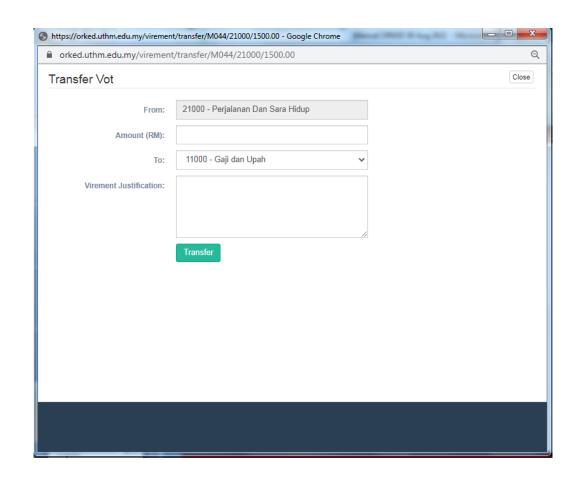








Complete each field and click Transfer











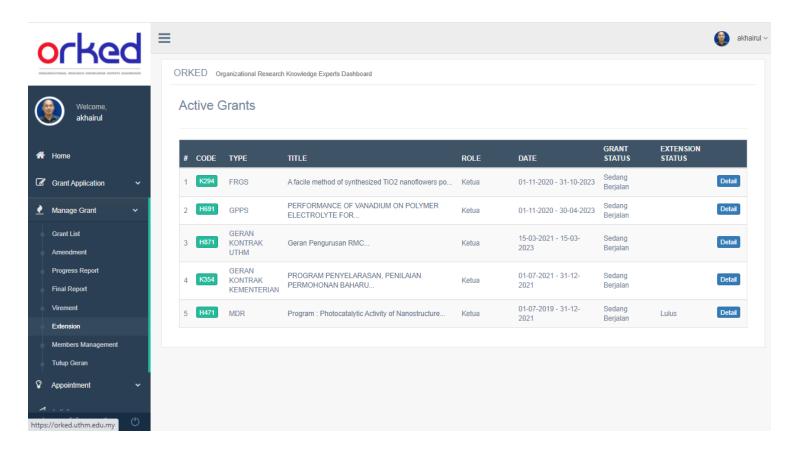






**Choose Manage Grant** from the side Menu

6) Extension Click on Detail to apply









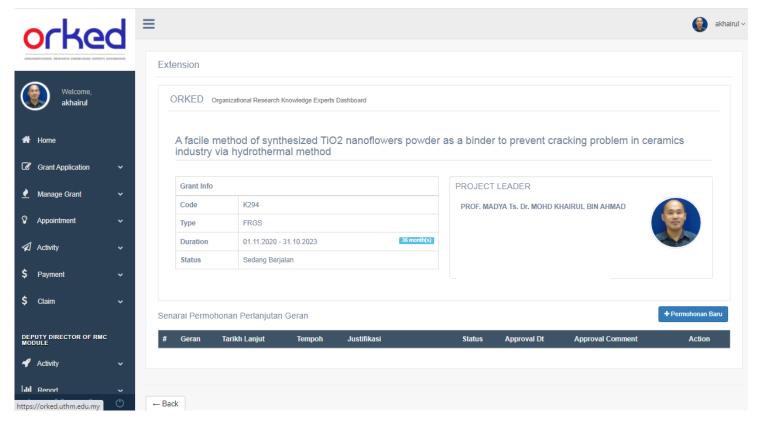








Click on +Permohonan Baru to apply

















Complete each tab

Extension Detail, upload attachment, declaration and click submit

Extension Detail Attach	ment Declaration
Extension Form	
Period Of Increase	Bulan
New End Date	01.01.1970
Justification	
Ghantt Chart	- No file attached -
My Grants Application (For KPM Grants Only)	- No file attached -
✓ Ya, saya juga telah melengkapka  Tidak berkaitan	an permohonan di dalam sistem yang berkaitan (Contoh:MyGrant)  ← Back SUBMIT









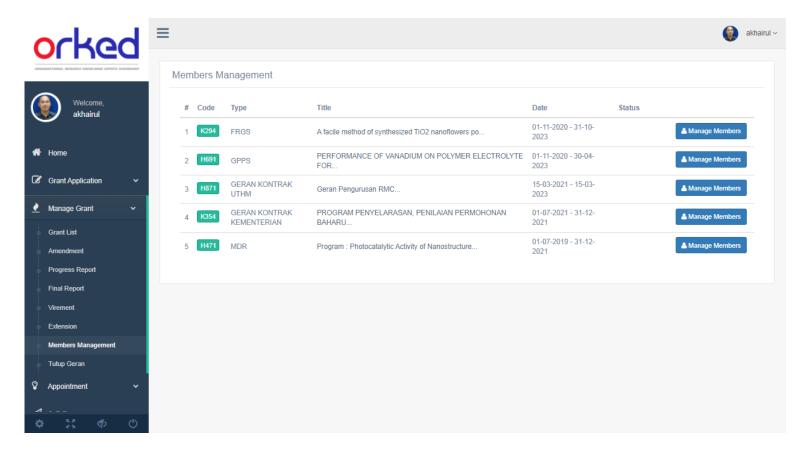






Choose **Manage Grant** from the side Menu

**7) Members Management** Click on Manage Members









Click on +Tambah for internal Researcher / Co-Reseacher

Click On +Tambah for External Co-Reseacher

Click Semak dan Hantar after +Tambah Ahli

<ul> <li>Untuk me</li> </ul>	enukar Ketua yang tiada dalam senarai Penyelidi	k di bawah, sila g	unakan butang "	Tambah'.		
nternal Rese	earcher/Co-Researcher					
# Staff No.	Name	Level of Researcher	Active	RMC	Application Type	+ Tambah
1.	PROF. MADYA Ts. Dr. MOHD KHAIRUL BIN AHMAD DS54 - PROFESOR MADYA [FKEE]	Ketua	Ya			<b>聞 Gugur</b>
2.	PROF. MADYA Dr. NAFARIZAL BIN NAYAN DS54 - PROFESOR MADYA [FKEE]	Ahli				✓ Lantik Ketua 🛱 Gugur
3.	PROF. MADYA Ir. Dr. SOON CHIN FHONG DS54 - PROFESOR MADYA [FKEE]	Ahli				✓ Lantik Ketua
External Co-F	Researcher					
# NRIC	Name	Institution/Se	ector	RMC	Application Type	+ Tambah
1.	Mohd Faiz bin Mohd Salleh Lelaki / MALAYSIA / Senior Lecturer	MALAYSIA Badan Berkanur	1			聞 Gugur
2.	Mohamad Hafiz bin Mamat Lelski / MALAYSIA / Assoc. Prof	MALAYSIA Badan Berkanur	1			僧 Gugur
3.	Suriani binti Abu Bakar Perempuan / MALAYSIA / Prof	MALAYSIA Badan Berkanur	1			<b>競 Gugur</b>
	lebih dahulu sebelum menghantar permohonan i					













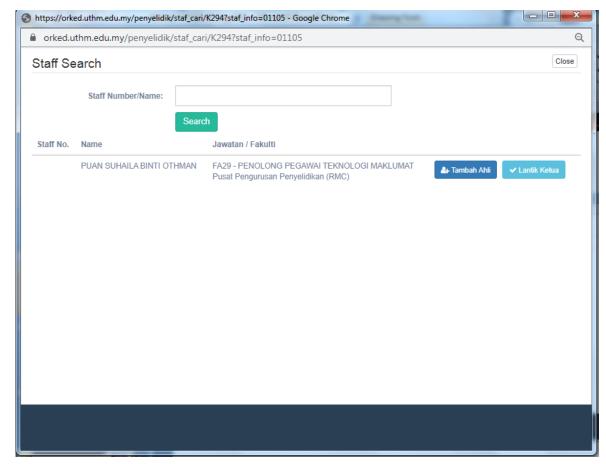


Internal/Co-Reseacher

This popup window after Click +Tambah Ahli

Type for search

Then click on Tambah Ahli or Lantik Ketua















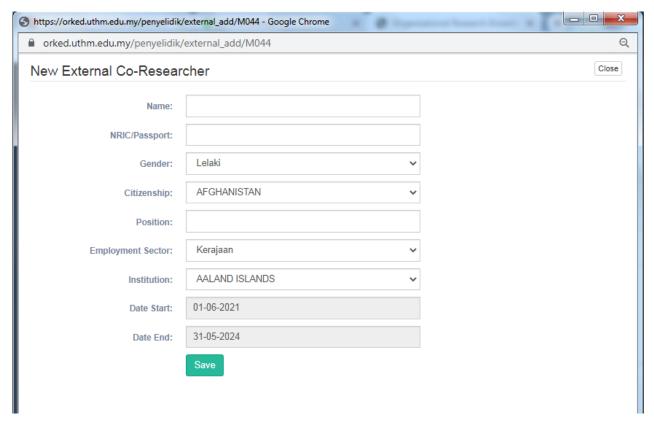


External Co-Reseacher

This popup window after Click +Tambah Ahli

Complete each field

Then click Save













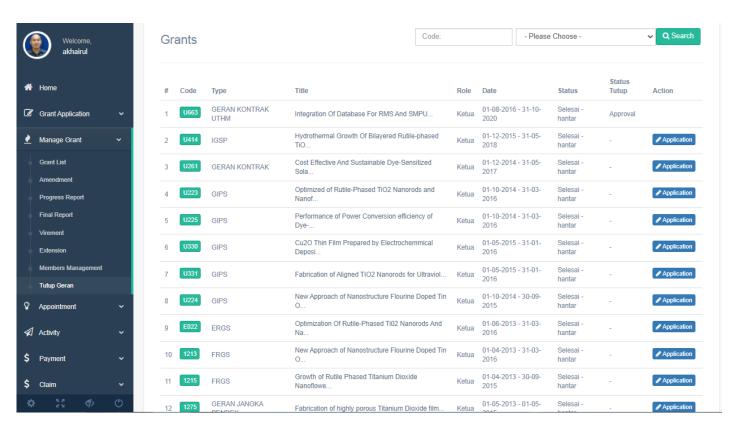




## **TUTUP GERAN**

Choose **Manage Grant** from the side Menu

8) Tutup Geran Click on Application















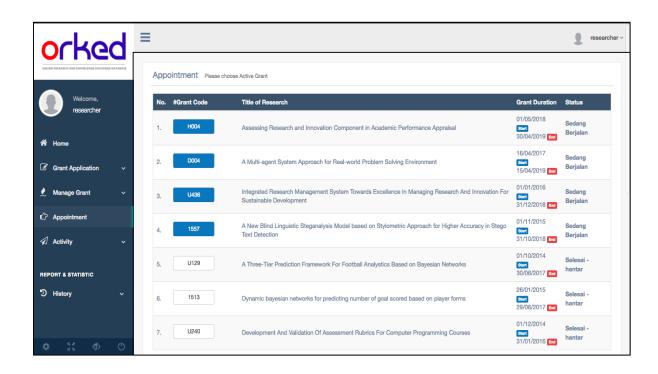
APPONTMENT APPOINTMENT APPOINTMENT APPOINTMENT APPOINTMENT



## **APPOINTMENT** (GRA/PKL/RA) ▶

#### GRA/PKL/RA

- 1. Choose **Appointment** from the side menu.
  - GRA/PKL/RA
  - Professional Service/ Proofread
- 2. Click on any active grant shown in the column **#Grant Code**, in the blue rectangle.







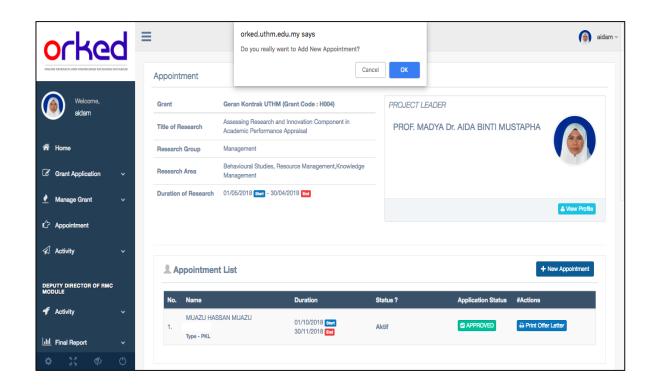






## **APPOINTMENT** (GRA/PKL/RA) ▶

- 3. Click button + New Appointment.
- 4. Click button OK.

















## **APPOINTMENT** (GRA/PKL/RA) ►

#### 5. Complete Tab 1:

#### **APPLICATION FORM**

- Choose Type of Appointment.
- · Complete all fields.
- Click button Save.

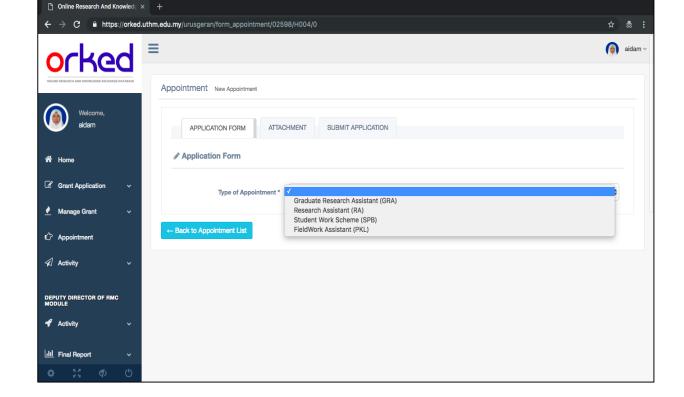
#### 6. Complete Tab 2:

#### ATTACHMENT.

Upload the necessary document(s).

### 7. Complete Tab 3:

SUBMIT APPLICATION.





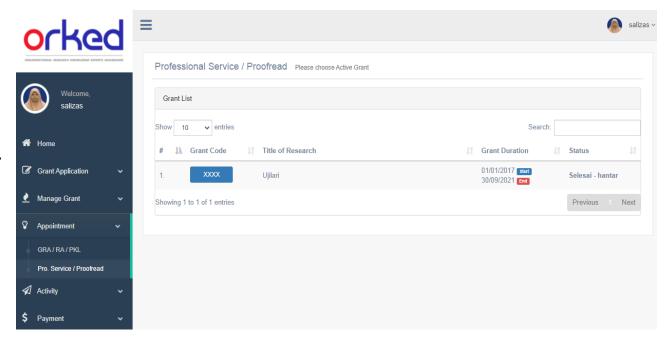




## **APPOINTMENT** (PROFESSIONAL SERVICE / PROOFREAD) ▶

#### **Professional Service/ Proofread**

- 1. Choose **Appointment** from the side menu.
- Pro. Service/ Proofread
- 2. Click on any active grant shown in the column #Grant Code, in the blue rectangle.











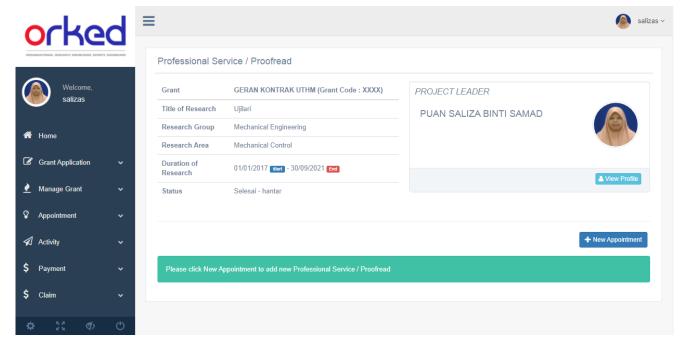






## **APPOINTMENT** (PROFESSIONAL SERVICE / PROOFREAD) ▶

- 3. Click button + New Appointment.
- 4. Click button OK.

















## **APPOINTMENT** (PROFESSIONAL SERVICE / PROOFREAD) ▶

5. Complete Tab 1:

#### **APPLICATION FORM**

- Choose Type of Appointment.
- Complete all fields.
- Click button Save.

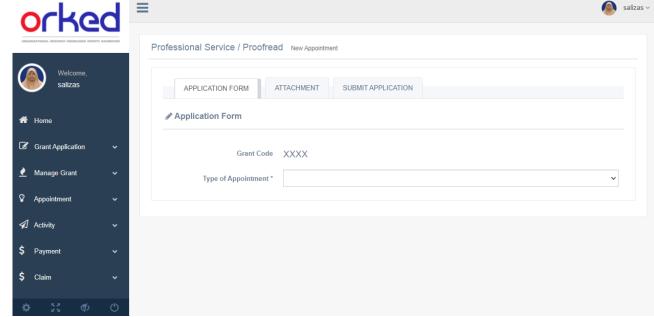
6. Complete Tab 2:

ATTACHMENT.

Upload the necessary document(s).

7. Complete Tab 3:

SUBMIT APPLICATION.

















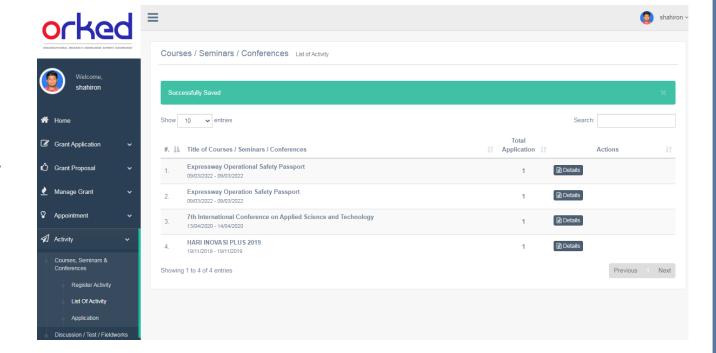
1) Courses, Seminars & Conferences

From the side menu, choose Activity>Courses, Seminars & Conferences>List of Activity.

Check if the title of **Courses / Seminars / Conferences** in the listed.

If **not listed**, from the side menu, choose Activity>Courses, Seminars & Conferences>Register of Activity

If **listed**, from the side menu, choose **Activity>Courses**, **Seminars & Conferences>Application**.









1) Courses, Seminars & Conferences

From the side menu, choose **Activity>Courses**, **Seminars & Conferences>Register Activity**.

Complete Tab 1:

#### **FORM DETAILS**

- Select Type of Application.
- Complete all fields as per shown below.
- Click button Save.

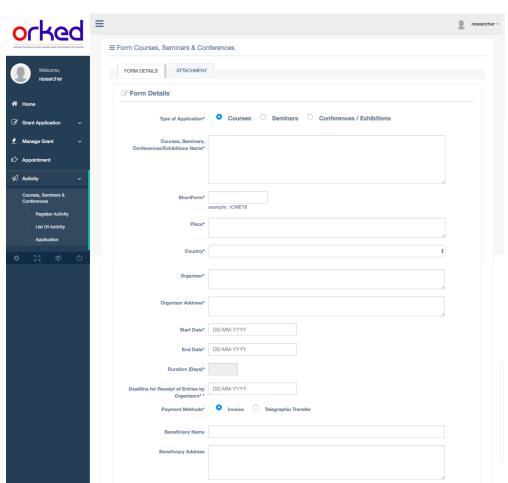
Complete Tab 2:

#### ATTACHMENT.

Upload the necessary document(s). Submit the activity request.





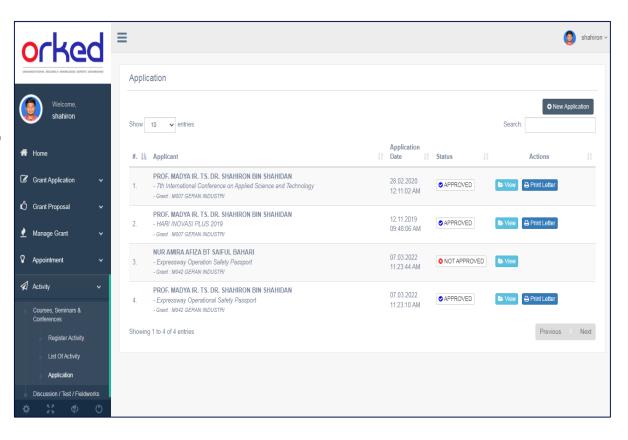




1) Courses, Seminars & Conferences

From the side menu, choose **Activity>Courses**, **Seminars & Conferences>Application**.

a) Click + New Application







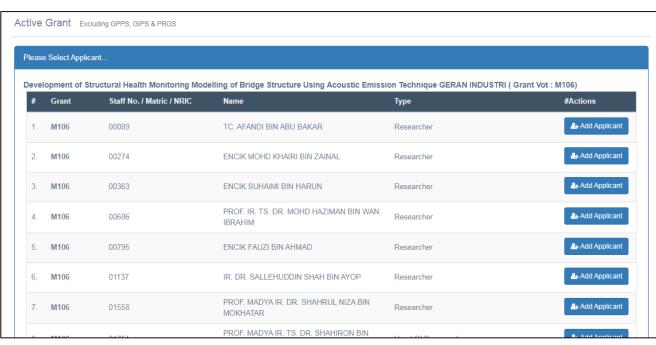


1) Courses, Seminars & Conferences

From the side menu, choose **Activity>Courses Seminars & Conferences>Application.** 

b) Choose Type of Grant and List name

- Click Add Aplicant









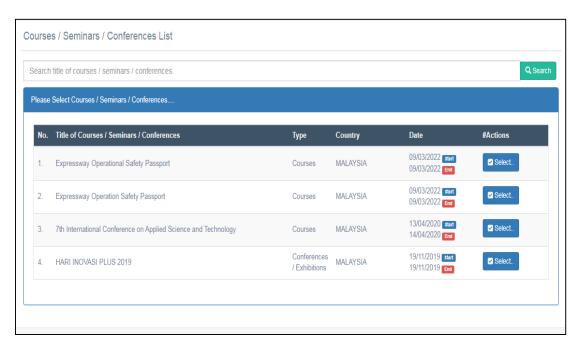




1) Courses, Seminars & Conferences

From the side menu, choose **Activity>Courses**, **Seminars & Conferences>Application.** 

c) Please Select Courses / Seminars / Conferences















1) Courses, Seminars & Conferences

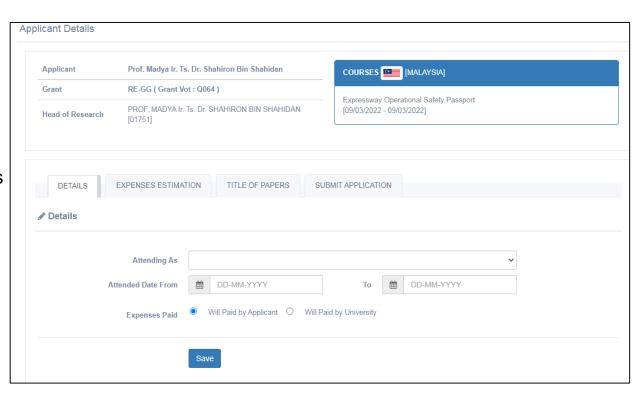
From the side menu, choose Activity>Courses, **Seminars & Conferences>Application.** 

d) Please Select Courses / Seminars / Conferences

### Complete Tab 1:

#### **FORM DETAILS**

- Select Attending As, Attended Date From and Expenses By .
- Complete all fields as per shown below.
- Click button Save.

















1) Courses, Seminars & Conferences

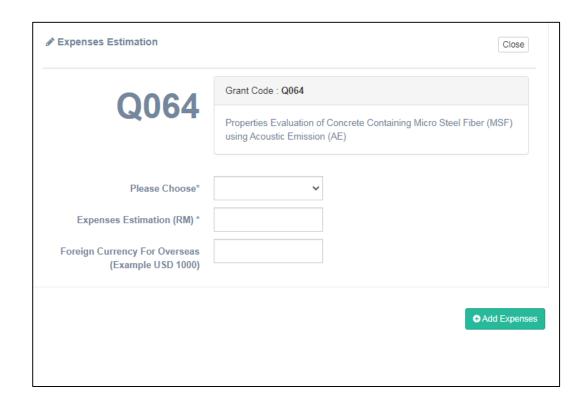
From the side menu, choose Activity>Courses, **Seminars & Conferences>Application.** 

d) Please Select Courses / Seminars / Conferences

Complete Tab 2:

#### **EXPENSES ESTIMATION.**

- Click Add Expenses
- Complete all fields as per shown below.
- Click + Add Expenses

















1) Courses, Seminars & Conferences

From the side menu, choose **Activity>Courses**, **Seminars & Conferences>Application**.

d) Please Select Courses / Seminars / Conferences

#### Complete Tab 3:

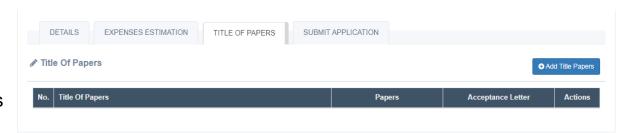
#### TITLE OF PAPERS.

- Click + Add Title Papers
- Upload the necessary document(s).

Complete Tab 4:

#### **SUBMIT APPLICATION**

Check all details and Submit the Application.





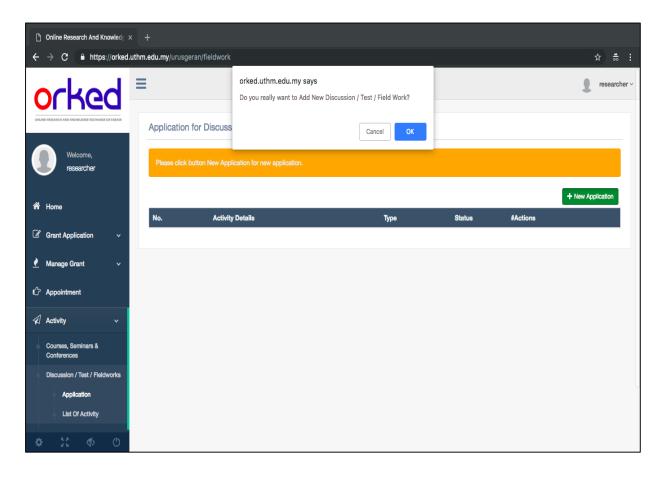




2) Discussion / Test / Fieldworks

From side menu, choose Activity>Discussion / Test / Fieldworks>Application.

Click on the + **New Application** button and click **OK**.

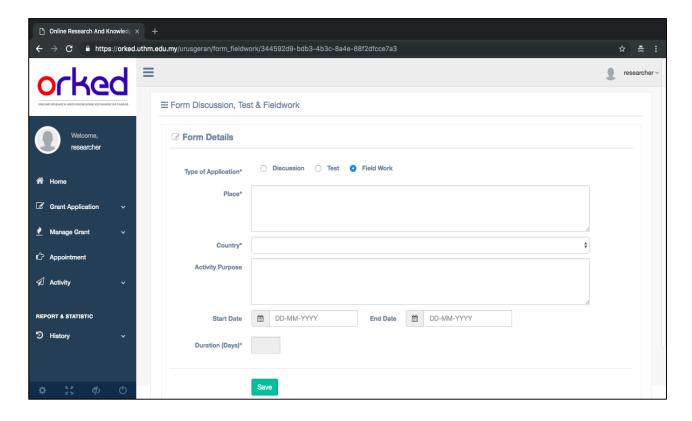








Select **Type of Application.**Complete all fields.
Click button **Save.** 









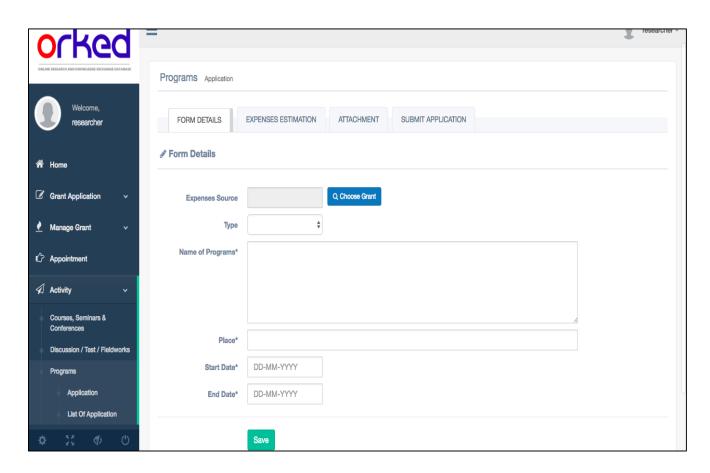
#### 3) Organising Programs

From the side menu, choose **Activity>Programs>Application.** 

#### Complete Tab 1:

#### **FORM DETAILS**

- Identify the **Expenses Source** using button Choose Grant.
- Select Type, complete Name of Programs, Place, Start Date, and **End Date.**
- Click button Save.













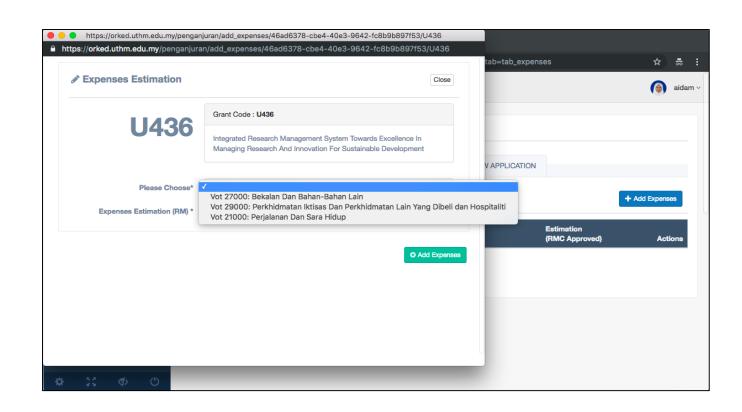




#### Complete Tab 2:

#### **EXPENSES ESTIMATION**

- Click button + Add Expenses.
- In the new window, choose the relevant Vot.
- Enter the Expenses Estimation (RM).
- Click + Add Expenses.
- Repeat if necessary.









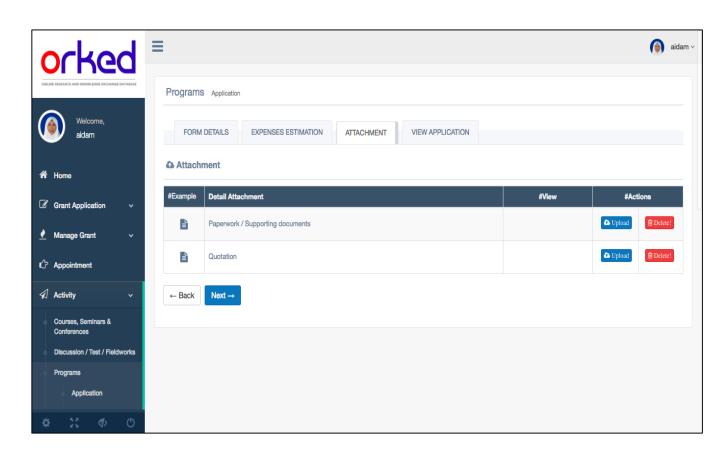
# **ACTIVITY** ORGANISING PROGRAM

#### Complete Tab 3:

#### **ATTACHMENT**

- Upload Paperwork / Supporting documents.
- Upload Quotation.

To view the data entered in all previous tabs, click on Tab 4: **VIEW APPLICATION.** 







PAYMENT PAYMENT PAYMENT PAMENT

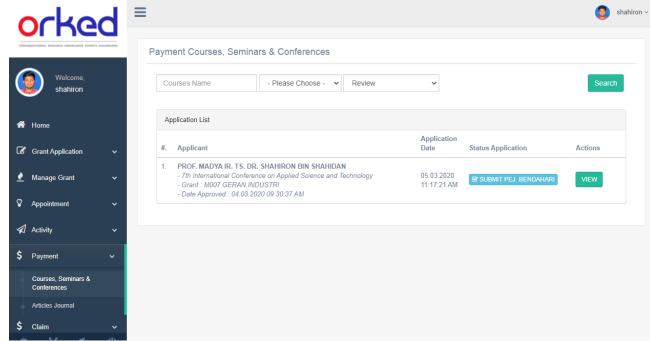


**PAYMENT** (COURSES, SEMINAR & CONFERENCES) ▼

#### **Courses Seminar & Conferences**

From the side menu, choose Program>Courses, Seminar & Conferences.

Click Button for Apply











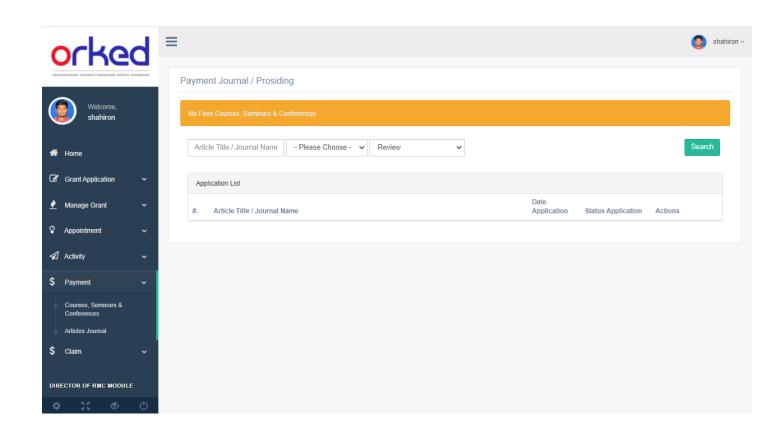


# PAYMENT (ARTICLE JOURNAL)

Courses Seminar & Conferences

From the side menu, choose **Program>Article Journal.** 

Click Button for Apply







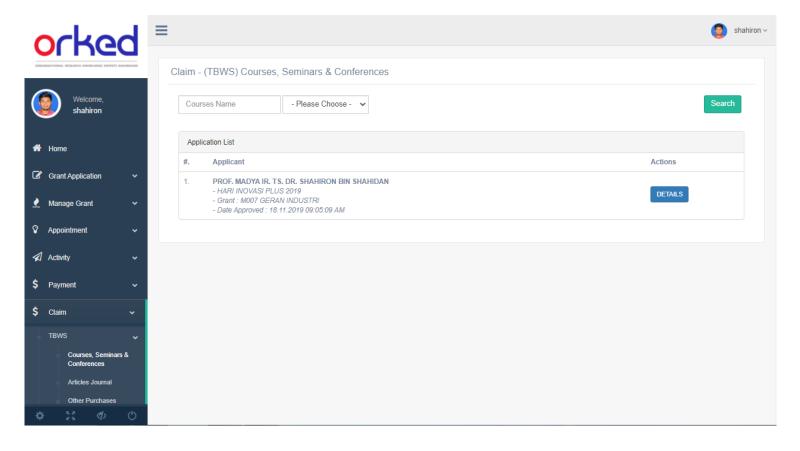
CLAIM CLAIM CLAIM CLAIM CLAIM CLAIM CLAIM CLAIM CLAIM 





1) Courses, Seminars & Conferences

Choose Grant Code and click button Detail



















#### 1) Courses, Seminars & Conferences

Complete each tab

Tab 1: Detail

Tab 2: Upload attachment

Tab 3: Declaration & Print Form

	Details Expenses	Declaration & Print Form					
Appli	lication Details						
Applicant Name		Prof. Madya Ir. Ts. Dr. Shahiron Bin Shahidan					
ID							
Applicant Type		Head Of Reasearcher M007					
Conferences / Exhibitions HARI INOVASI PLUS 2019							
Addr	ress	Menara Korporat, Persada PLUS Persimpangan Bertingkat Subang KM 15, Lebuhraya Baru Lembah Klang 47301 Petaling Jaya, Selangor Daru Ehsan Malaysia					
Coun	ntry	MALAYSIA					
Attending As		Pembentang Kertas Kerja					
Date Conferences / Exhibitions		19/11/2019 Until 19/11/2019					
Date Attending		19/11/2019 Until 19/11/2019					
Expenses Paid		Will Paid By Applicant					
Fees Only		□ Fees Only					
No.	Title Of Papers		Papers	Acceptance Letter			
1.	Acoustic Emission Monitorin	a for Bridge Structure	Not Attached	Not Attached			













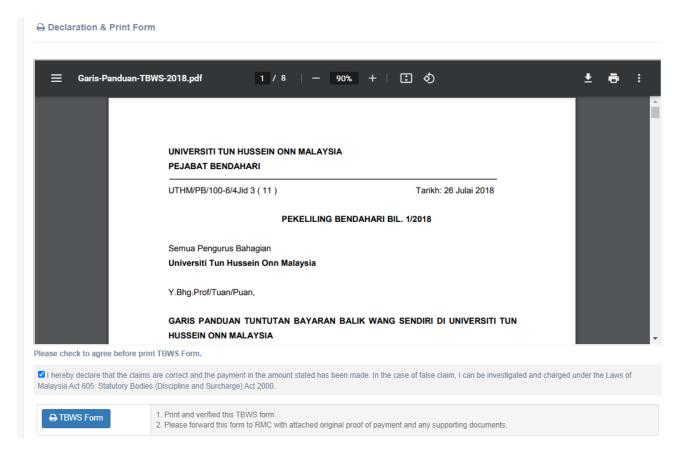




#### 1) Courses, Seminars & Conferences

Tab 3: **Declaration and Print Form** 

- 1. Please check to agree before print **TBWS Form.**
- 2. Print and verified this TBWS form.
- 3. Please forward this form to RMC with attached original proof of payment and any supporting documents.













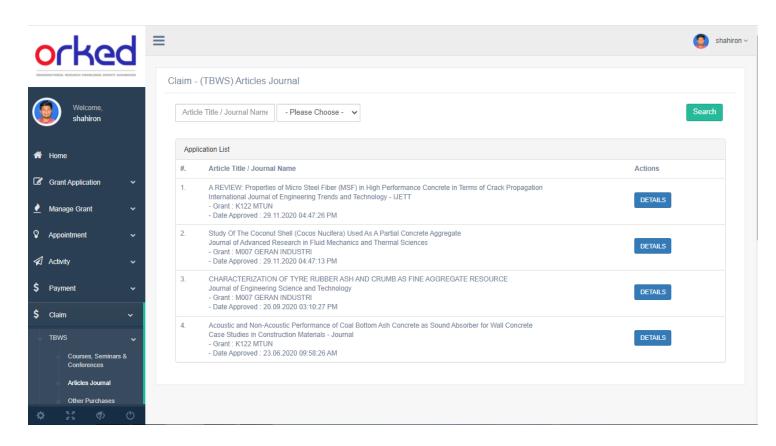






#### 2) Article Journal

Choose Grant Code and click button Detail



















## 2) Article Journal

Complete each tab

Tab 1; Detail

Tab 2: Upload attachment

Tab 3: Declaration & Print

Form

Application Details		
Expenses Source (Grant Code)	K122	
Туре	Journal	
Article Title	A REVIEW: Properties of Micro Steel Fiber (MSF) in High Performance Concrete in Terms of Crack Propagation	
Journal Name / Book	International Journal of Engineering Trends and Technology - IJETT	
Payment Method	Pay First, Claim later	
ISSN Number	2231-5381	
Journal Fee	RM 0 (USD 467)	
Processing Fee	RM 0 ()	
Total Fees	RM 0 (USD 467)	
Country	INDIA	
Deadline for Receipt by Organizer	27 November 2020	
Detail Attachment		#View
Full article including & acknowledgement		<b>△</b> Attachment
Information fees		<b>△</b> Attachment













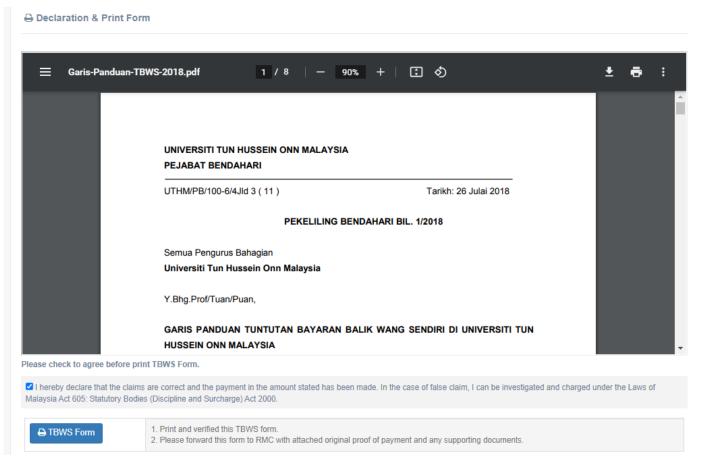




#### 2) Article Journal

Tab 3: Declaration and Print Form

- Please check to agree before print TBWS Form.
- 2. Print and verified this TBWS form.
- Please forward this form to RMC with attached original proof of payment and any supporting documents.







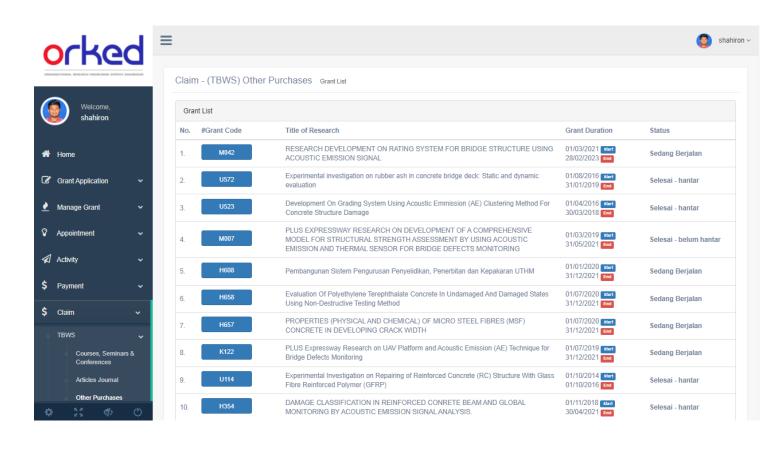








Click on any active grant shown in the column #Grant **Code**, in the blue rectangle.







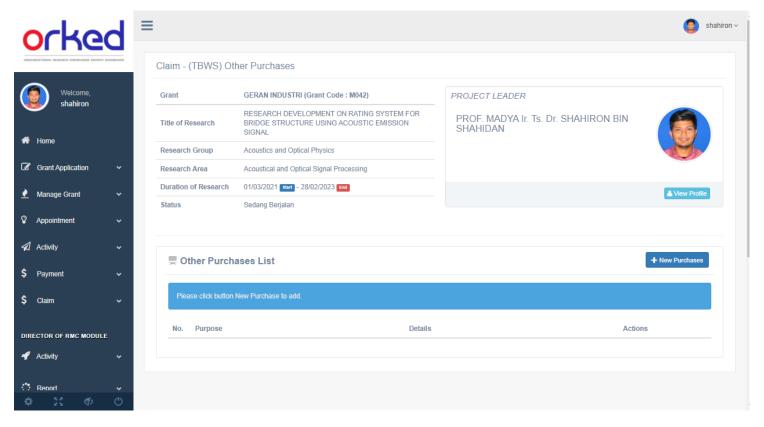








Click on the + New Purchaces button,

















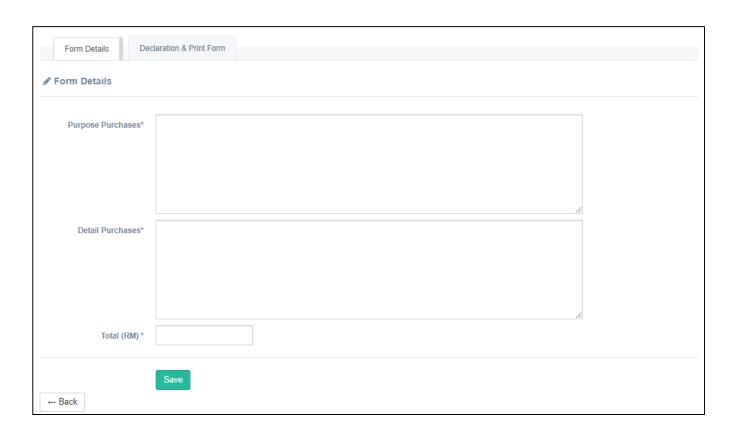




Complete each tab.

Tab 1: Purpose Purchaces, **Detail Purchaces and Total** (RM)

Click Button Save











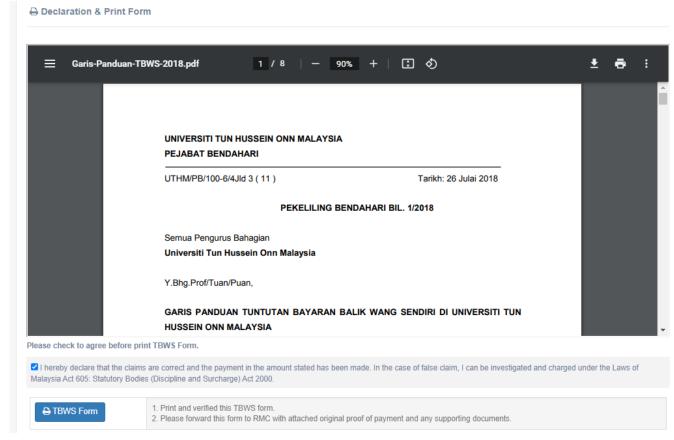






Tab 2: Declaration and Print Form

- 1. Please check to agree before print TBWS Form.
- Print and verified this TBWS form.
- 3. Please forward this form to RMC with attached original proof of payment and any supporting documents.









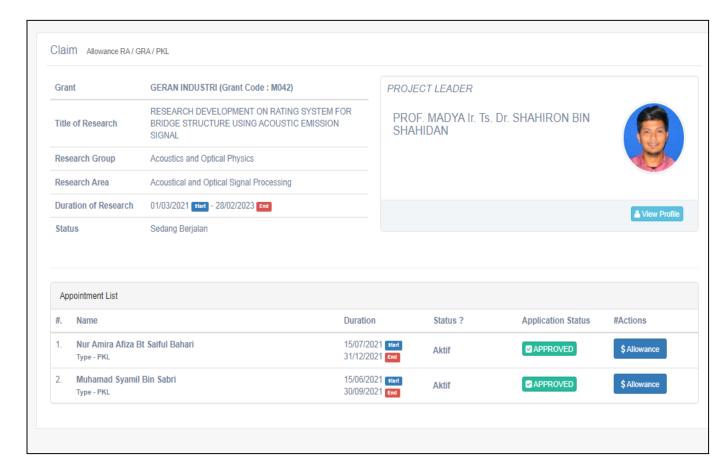








Click on any name shown in the column \$Allowances, in the blue rectangle.









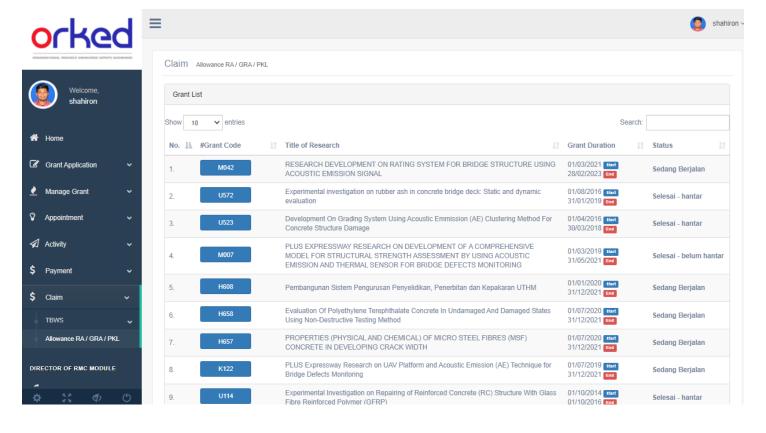








Click on any active grant shown in the column #Grant Code, in the blue rectangle.





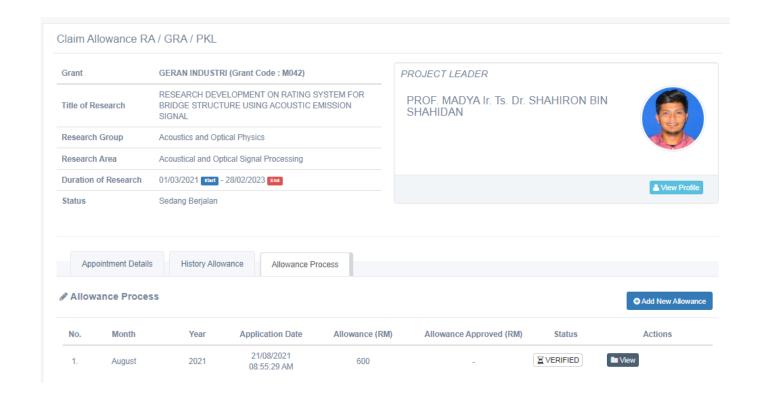








Click Add New Allowances













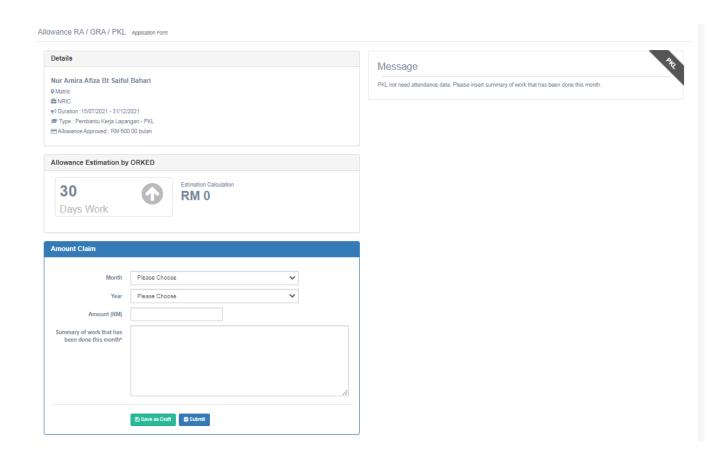




Complete all details

Month, Year, Amount(RM) and Summary of work that has been done this month.

Click Save as draft or Submit the Application



















# THANK YOU

Prepared By:

**UNIT PENGURUSAN DATA & SISTEM** 

Pusat Pengurusan Penyelidikan (RMC)











