

UNIVERSITI TEKNOLOGI MARA

**Pejabat Timbalan Naib Canselor
(Penyelidikan & Inovasi)**

USER MANUAL (VER. 1.1) – PUBLICATION

Portal for Research and Innovation Management (PRIME)

Administration Module

Pejabat Timbalan Naib Canselor (Penyelidikan & Inovasi)

**PORTAL FOR RESEARCH AND
INNOVATION MANAGEMENT (PRIME)**

Publication

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1.0. LOG IN AS STAFF

1. Figure 1.1 below shows User Log In Interface.

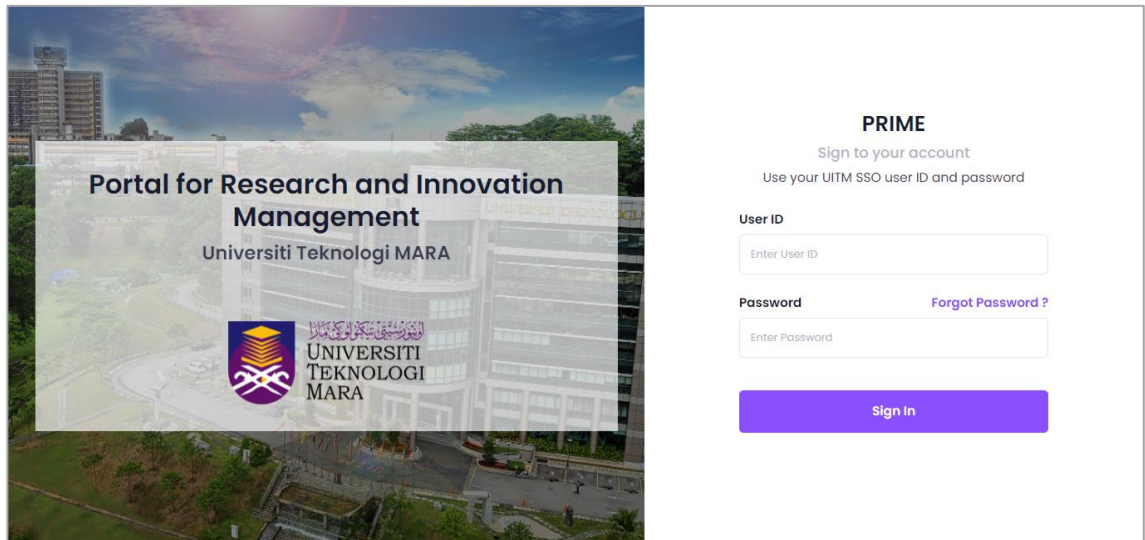


Figure 1.1 User Log Interface

2. To log in, user is required to use UserID and Password as UITM SSO.
3. Steps to log in are:
 - a. URL: <https://prime.uitm.edu.my/>
 - b. Enter “**UserID**” as registered in UITM portal.
 - c. Enter “**Password**” as registered in UITM portal.
 - d. Click “**Login**” button.

ADMINISTRATOR

USER:

***PTAR COORDINATOR AND
HEAD OF PTAR COORDINATOR***

2.0. ADMINISTRATOR

2.1. Dashboard

- a. On Main menu after login, click tab **“Publication”** as shown in Figure 2.1 below.

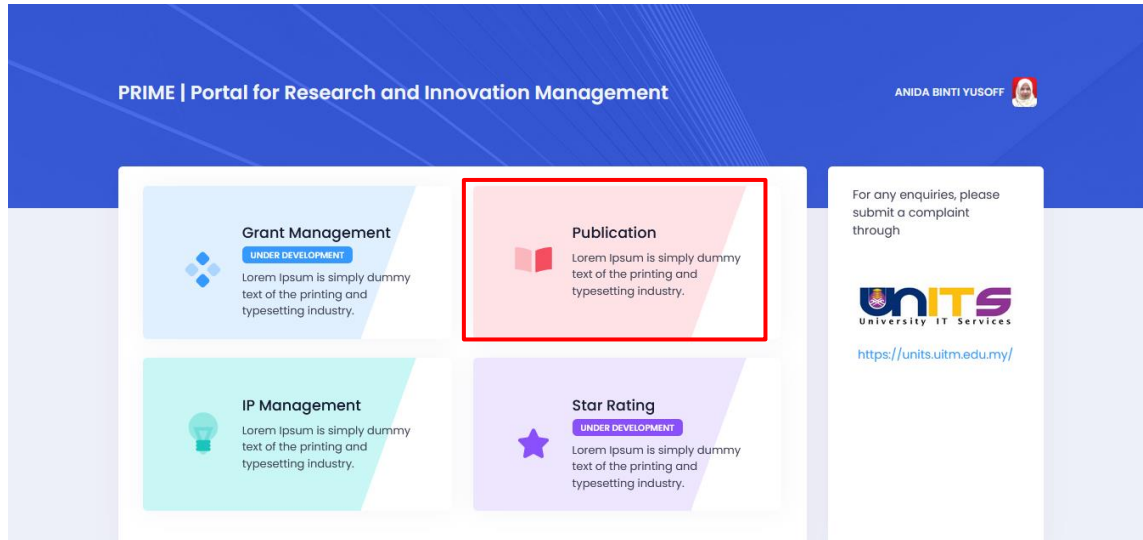


Figure 2.1 Main Menu

- b. On Dashboard, user can view their publication statistic, personal details and publication status.

3.0. VERIFICATION, CHANGE PUBLICATION TYPE AND REVERT STATUS

3.1. List of Publication

- a. On Dashboard, click menu “List of Publication” as shown in Figure 3.1 below.

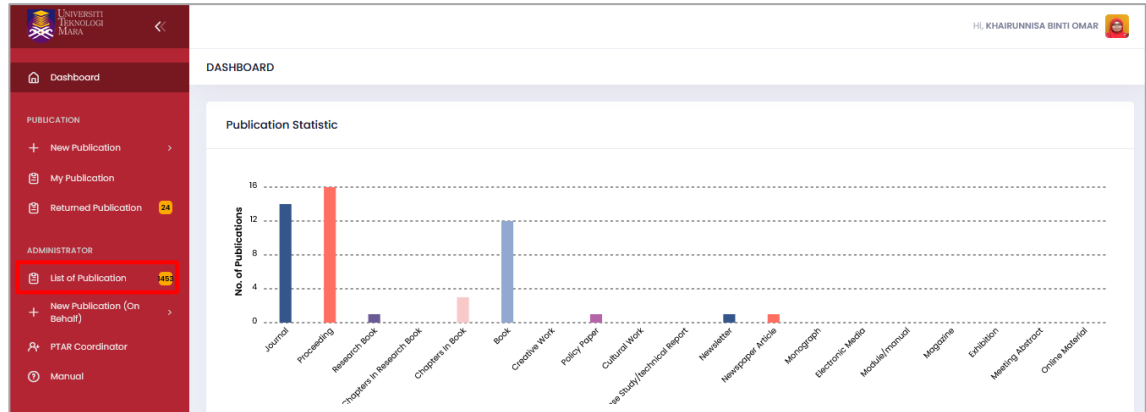


Figure 3.1 Dashboard

3.2. Publication Searching

- a. Enter or select any relevant details to filter publication application as shown in Figure 3.2 below.
- b. Click “Search” button to start searching the selected publication application.
- c. Click “Pending List (Overdue)” to view overdue publication application.

The screenshot shows the 'LIST OF PUBLICATION' form. It includes several search filters: 'Type' (dropdown menu), 'Category of Publication' (dropdown menu), 'Staff No.' (text input), 'Ref. No.' (text input), 'ISSN/ISBN No.' (text input), 'Level' (dropdown menu), 'Publication Title' (text input), 'Status' (dropdown menu, currently set to 'PENDING (WAITING FOR VERIFICATION)'), 'Year' (text input), and 'Faculty' (dropdown menu). At the bottom, there are three buttons: 'Search', 'Pending List (Overdue)', and 'Reset'. The 'Search' and 'Pending List (Overdue)' buttons are highlighted with red boxes.

Figure 3.2 Publication Searching Form

3.3. Verification

- a. Click **Reference No** of the selected publication as shown in Figure 3.3 to view, edit or verify the submitted publication application.

LIST OF PUBLICATION

Indexed Publications Report to Fiscal

Show 10 entries







Ref. No.	Submission Date	Publication Date	Publication Title	Category	Type	ISBN/ISSN	Staff ID	Staff Name	Level	Faculty	Faculty/Campus/Coe/Hicoe	Status	Checked/Updated At	Checked/Updated By	Action
PE/170 (2048)	16/03/2021	01/03/2021	Energy and Environmental Security in Developing Countries Case Studies of Countries in Southeast Asia	CHAPTERS IN RESEARCH BOOK	SCOPUS		25823	ABDUL RAHMAN BIN BEDIJAN	UTM FESST AUTHOR	ABDUS - UTM KAMPUS ADR GALUH	ABDUS - KOLEJ PENGALIAN KECABESTARIAN	PENDING (WAITING FOR VERIFICATION)	20/02/2022	-	 
PE/170 (2049)	16/03/2021	01/03/2021	Energy and Environmental Security in Developing Countries Case Studies of Countries in Southeast Asia	CHAPTERS IN RESEARCH BOOK	SCOPUS		25883	ABDUL RAHMAN BIN BEDIJAN	UTM FESST AUTHOR	ABDUS - UTM KAMPUS ADR GALUH	ADRS - UTM GLOBAL	PENDING (WAITING FOR VERIFICATION)	20/02/2022	-	 
PE/170 (2048)	01/04/2020	01/03/2020	Effect of Mental Longitudinal Arch Height on Static and Dynamic Balance Among UTM Female Students	CHAPTERS IN RESEARCH BOOK	SCOPUS		33028	NUR KUSUMINGA SIREWARTO	UTM FESST AUTHOR	ABDUS - UTM KAMPUS SAMBANGAN	W005 - UTM KAMPUS SAMBANGAN	PENDING (WAITING FOR VERIFICATION)	20/02/2022	-	 

Figure 3.3 Publication List

- b. View or edit any relevant information on “**Publication Details**” or “**Attachment**” tab if needed as shown in Figure 3.4 below.

Publication Details Attachment Declaration Verification

* Note : All Authors Names MUST be added in this registration process
 * The coordinator in your Faculty/Campus/Hicoe/Coe is MUHAMMAD ZAIIDIE BIN BARDAN, NOREDAYU BINTI ROSLI . Please contact him/her to validate your publication entry.

Indexed Type * SCOPUS Category of Publication * CHAPTERS IN RESEARCH BOOK

Title/Chapter Name * Energy and Environmental Security in Developing Countries Case Studies of Countries in Southeast Asia Book Title * Energy and Environmental Security in Developing Countries Case Studies of Countries in Developing Countries

Role *
Please refer the Author List table below

Volume 0 ISBN/e-ISBN * 9.78303E+12
(Put 0 if null)

Issue Page No. *

Figure 3.4 Publication Details Tab

- c. Review submission information on “**Declaration**” tab.
- d. To verify the publication, click “**Verification**” tab and select status either ‘Returned for Correction’, or ‘Verified’, or ‘Not Verified’.
- e. Then, select remarks if applicable and select requirement checklist as shown in Figure 3.5.
- f. Click “**Submit**” button to submit the verification form.
- g. Upon successfully submission, a notification email will be sent to the researcher.

Publication Details Attachment Declaration **Verification**

#	Date	Verification By	Position	Status	Remark	Email	Telephone No.
1	17/02/22 07:04 am	N/A	-	PENDING (WAITING FOR VERIFICATION)	• MIGRATION BATCH 1	N/A	N/A

Verification

By: Position:

Status *

Remark

- ISSN is required / ISBN is required / Registration number required
- All involved authors must be included
- The attached document is not complete
- The publication information registered with the attached document does not match.
- Please upload evidence
- Please key in the correct URL for Scopus/ WoS/ Mycite for validation
- The scanned / attached document is not clear
- Others

Requirement Checklist

- The title information is correct.
- The authors information is correct.
- The ISSN / ISBN / INSPEC or other registration number is provided or or the evidence very clear has been published.
- The publication evidence is correctly provided.
- The publication date is correct.

Figure 3.5 Verification Tab

3.4. Change Publication Type

- a. In Publication List, click “” button to change publication type.
- b. Change the relevant information and enter remark, then click “**Change**” button to change publication type as shown in Figure 3.6 below.
- c. Click “**Go to Publication List**” button to view publication details.
- d. Click “**Back**” button to go back to publication list.

Change Publication Category

[PB/2022/000002] Gamification Elements in E-commerce – A Review

Category


Indexed Publication Type

Category of Publication

Remark


Figure 3.7 Change Publication Type Form

3.5. Revert Application Status

- a. In Publication List, click “” button to revert the application’s status to ‘Draft’.
- b. This function not applicable if the publication status is Verified.

4.0. NEW PUBLICATION (ON BEHALF)

4.0. New Publication

- Click menu “**New Publication (On Behalf)**”.
- User can choose either “**Indexed Publication**” or “**Other Publication**” as shown in Figure 4.1 below.
- Enter staff ID of the researcher that you are on behalf and click “**Search**” button as shown in Figure 4.2 below.
- Click “**New Publication**” Button or click  on any existing publication of the staff to view the details.
- For adding new publication’s steps, please refer **User Manual for Researcher** to proceed.

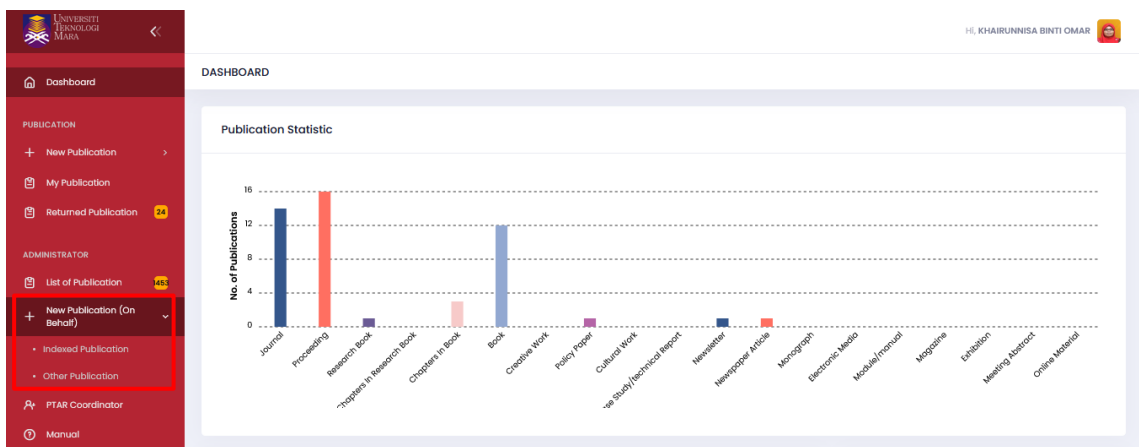
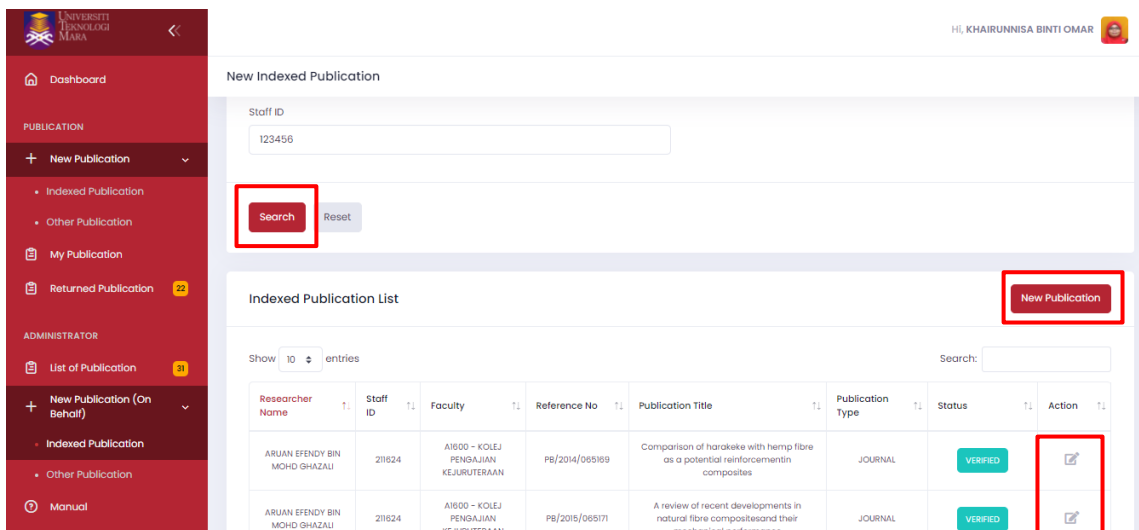


Figure 4.1 Dashboard



The 'New Indexed Publication' form includes a 'Staff ID' input field with the value '123456' and a 'Search' button (highlighted with a red box) and a 'Reset' button. Below the form is an 'Indexed Publication List' table with a 'New Publication' button (highlighted with a red box) in the top right corner. The table shows the following data:



Researcher Name	Staff ID	Faculty	Reference No	Publication Title	Publication Type	Status	Action
ARUAN EFENDY BIN MOHD GHAZALI	21824	A1600 - KOLEJ PENGAJIAN KEJURUTERAAN	P8/2014/065169	Comparison of harakeke with hemp fibre as a potential reinforcement in composites	JOURNAL	VERIFIED	
ARUAN EFENDY BIN MOHD GHAZALI	21824	A1600 - KOLEJ PENGAJIAN KEJURUTERAAN	P8/2015/065171	A review of recent developments in natural fibre composites and their mechanical performance	JOURNAL	VERIFIED	

Figure 4.2 New Publication (On Behalf)

5.0. PTAR COORDINATOR (FOR HEAD OF PTAR COORDINATOR USE ONLY)

- a. On Dashboard, click menu **"PTAR Coordinator"** as shown in Figure 5.1 below.

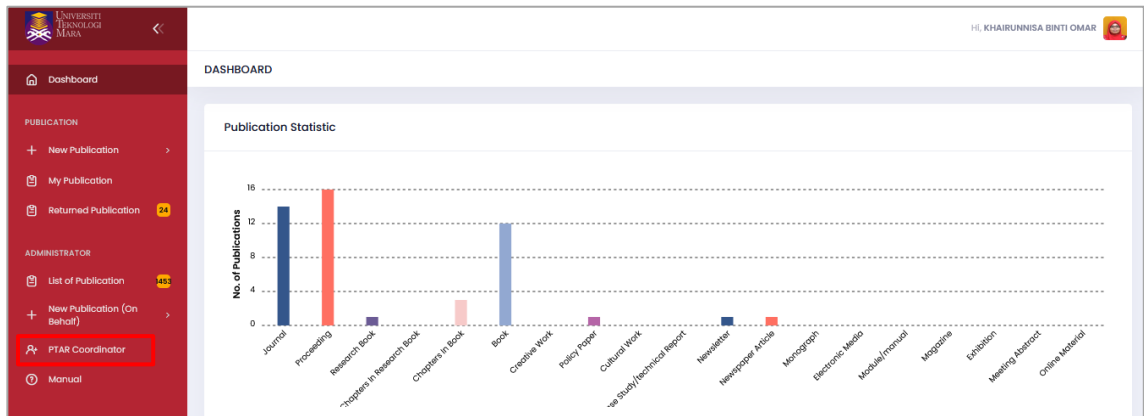


Figure 5.1 Dashboard

5.1. Coordinator Searching

- a. Enter or select any relevant details to filter coordinator as shown in Figure 5.2 below.
- b. Click **"Search"** button to start searching the selected coordinator details.

The 'PTAR Coordinator Searching' form contains the following fields:

- Staff Name:
- Staff No.:
- Role:
- Faculty Role:

Buttons: **Search** (highlighted with a red box), Reset

Figure 5.2 PTAR Coordinator Searching Form

5.2. Add New PTAR Coordinator

- a. Click **"Add New"** button to add new PTAR Coordinator as shown in Figure 5.3 below.

The 'Coordinator List' table contains the following data:

Name	Staff ID	Faculty	Role	Faculty Role	Status	Action
ABDUL HALIM BIN MOHADARSHAD	295351	C0001 - UITM KAMPUS JENGA	EXECUTIVE	EXECUTIVE	Active	
ADI AZRI BIN MOHAMAD	357724	A0575 - UITM KAMPUS SUNGAI BULOH	PTAR COORDINATOR	A0641 - FAKULTI PERUBATAN DAN SAINS KESIHATAN	Active	
ADI AZRI BIN MOHAMAD	357724	A0575 - UITM KAMPUS SUNGAI BULOH	PTAR COORDINATOR	A0573 - FAKULTI PERUBATAN, KAMPUS SUNGAI BULOH	Active	

Buttons: **Add New** (highlighted with a red box)

Figure 5.3 PTAR Coordinator List

- b. Enter any relevant details of new coordinator as shown in Figure 5.4 below.
- c. Click “Search” button to start searching.

The screenshot shows a web form titled "PTAR Coordinator" with a sub-header "Add New Coordinator". It contains three input fields: "Staff Name" with the placeholder "Enter staff name", "Staff No." with the placeholder "Enter staff number", and a "Faculty" dropdown menu with "--Please choose--". Below the form are three buttons: "Search" (highlighted in red), "Reset", and "Back".

Figure 5.4 New PTAR Coordinator Form

- d. System will show a list of staff as shown in Figure 5.5 below.
- e. Click “+” button to select the staff as new PTAR coordinator.

The screenshot shows a web interface titled "PTAR Coordinator" with a sub-header "Staff List". It features a search bar and a table with the following columns: Name, Staff ID, Faculty, and Action. The table contains three rows of data, all with the faculty "A0607 - AKADEMI PENGAJIAN BAHASA". The first row's "Action" column contains a red square button with a white plus sign, which is highlighted with a red box. The other two rows also have red plus sign buttons.

Figure 5.5 Staff List

- f. Select role of new coordinator as shown in Figure 5.6 below.
- g. Click “Add” button to add staff as new coordinator.
- h. Select status to change status of coordinator.
- i. Click “✎” button to edit coordinator details.
- j. Click “Save” to save the changes.
- k. Click “🗑️” to delete the coordinator.

Coordinator Details

Name

Staff ID

Faculty

Role

Faculty Role

Status

Figure 5.6 Coordinator Details Form

6.0. EXPORT TO EXCEL

- On Dashboard, click menu **"List of Publication"** as shown in Figure 6.1 below.

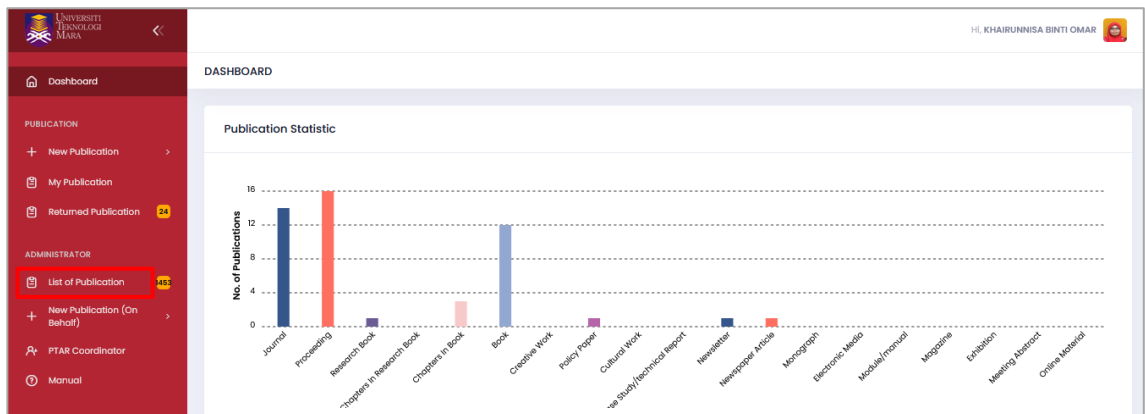


Figure 6.1 Dashboard

- Click **"Export to Excel"** button as shown in Figure 6.2 below.

The table below shows the data for the indexed publications:

Pub. No.	Submission Date	Publication Date	Publication Title	Category	Type	ISSN/ISBN	Staff ID	Staff Name	Level	Faculty	Faculty/Compos /Campus/How	Status	Created/Updated At	Created/Updated By	Action
PE/19/0285	16/09/2019	01/02/2020	Energy and Environmental Security in Developing Countries Case Studies of Countries in Southeast Asia	CHAPTERS IN RESEARCH BOOK	SCOPUS		23883	ARISA BAHAM BIN BEDIJAN	UTM POST AUTHOR	AR005 - UTM KAMPUS ALOR GALUH	AR005 - KOLEJ PENGALAMAN KEJURUTERAHAN	PENDING (WAITING FOR VERIFICATION)	20/02/2020	-	📄 🗑️
PE/19/0286	16/09/2019	01/02/2020	Energy and Environmental Security in Developing Countries Case Studies of Countries in Southeast Asia	CHAPTERS IN RESEARCH BOOK	SCOPUS		23883	ARISA BAHAM BIN BEDIJAN	UTM POST AUTHOR	AR005 - UTM KAMPUS ALOR GALUH	AR005 - UTM GLOBAL	PENDING (WAITING FOR VERIFICATION)	20/02/2020	-	📄 🗑️
PE/19/0288	07/04/2020	01/02/2020	Effect of Mental Longitudinal Arch Height on Static and Dynamic Balance Among UTM Female Students	CHAPTERS IN RESEARCH BOOK	SCOPUS		23828	NIK KHUSBUNGA BINTI ABDUL TRUF	UTM POST AUTHOR	AR005 - UTM KAMPUS SAMPARANAN	W005 - UTM KAMPUS SAMPARANAN	PENDING (WAITING FOR VERIFICATION)	20/02/2020	-	📄 🗑️

Figure 6.2 Export to Excel

- System will automatically download the excel file into your computer.