

UNIVERSITI TEKNOLOGI MALAYSIA
Research Management Centre (RMC)

USER MANUAL – PUBLICATION REGISTRATION

Research & Development Information System (RADIS 4.0)

Publication Module (Ver. 1.0)

RESEARCH MANAGEMENT CENTRE

RADIS 4.0

Publication Module (Ver. 1.0)

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Johor, Malaysia

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1.0 User Log In

1. Figure 1.1 below shows User Log In Interface.

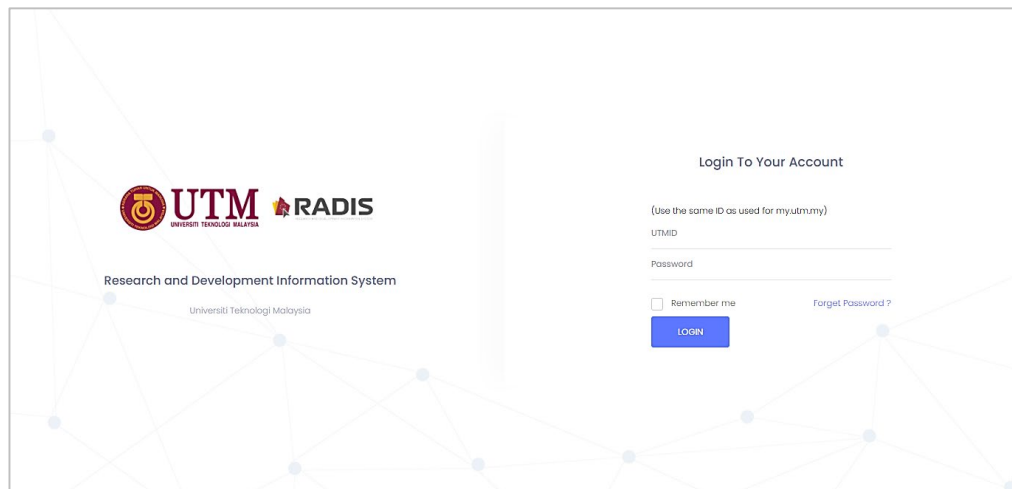


Figure 1.1 User Log Interface

2. To log in, user is required to use **User ID** and **Password** as **my.utm.my**.
3. Steps to log in are:
 - a. URL: **https://newradis.utm.my**
 - b. Key in '**ID**' as used for my.utm.my
 - c. Key in '**Password**' as used for my.utm.my
 - d. Click '**LOGIN**' button.

PUBLICATION REGISTRATION
USER: RESEARCHER

2.0 New Application

Tab Publication Details

1. Add Publication Details:
 - a. On Dashboard, click tab **“Publication”** as shown in Figure 2.1 below.

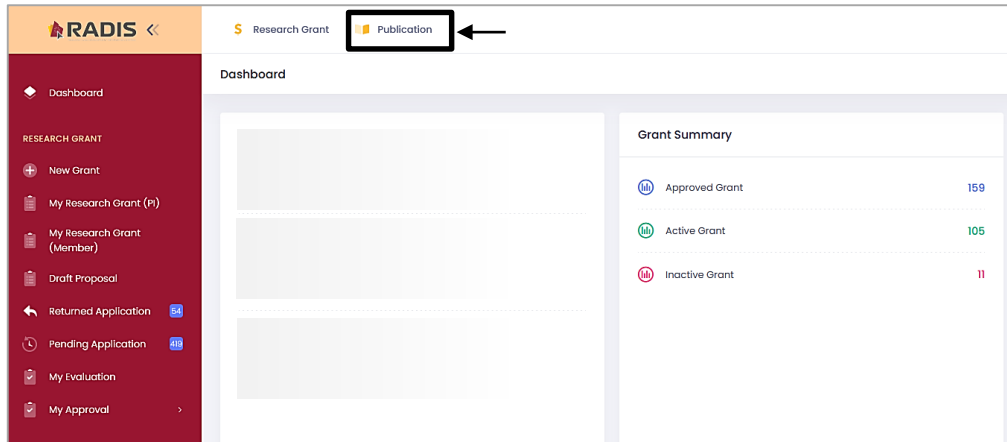


Figure 2.1 Module Publication

- b. Figure 2.2 below shows the Publication Dashboard.
 - c. Click **“Add New Publication”** as shown in Figure 2.2 below.

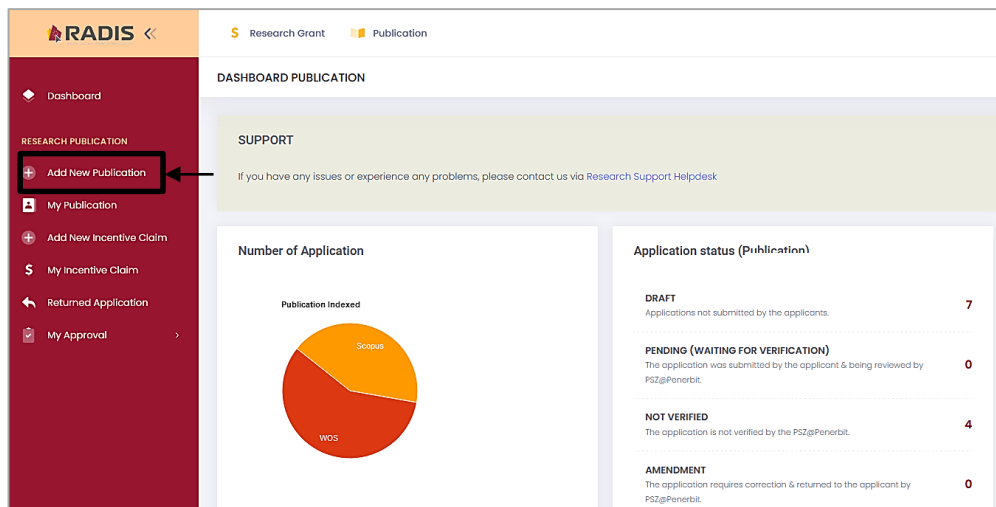


Figure 2.2 Add New Publication

- d. Select Publication as shown Figure 2.3 below.

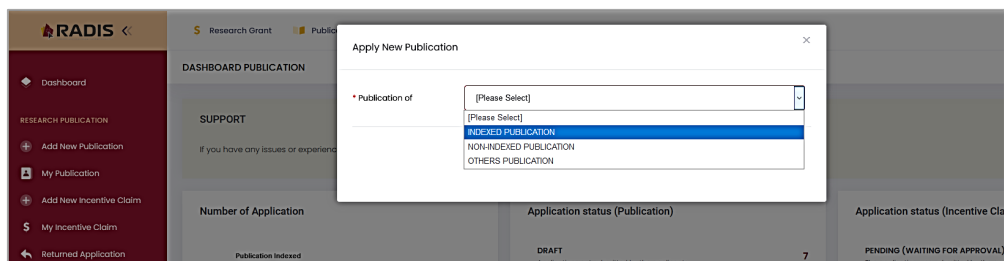


Figure 2.3 Publication For

e. Select Type of Publication as shown in Figure 2.4 below.

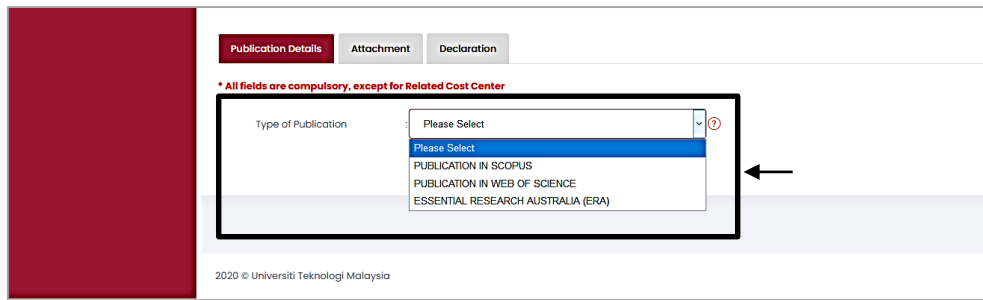


Figure 2.4 Type of Publication

f. Select Category of Publication as shown in Figure 2.5 below.

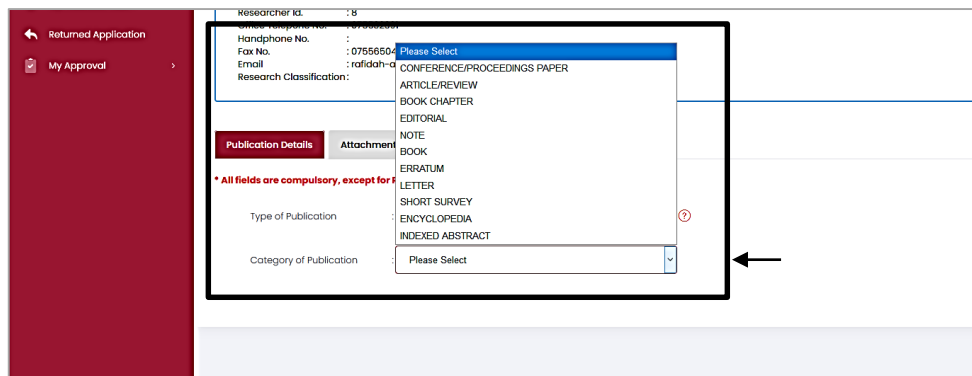


Figure 2.5 Category of Publication

- g. Fill in all the necessary information and click **“Save”** button to save all the information as shown in Figure 2.6.
- h. Reference number automatically generated.

Reference number format is: Module Name/ Year /Reference Number
Example of generated data: PB/2020/000286

- i. ****Please be informed that only Q1 and Q2 publications can apply for an incentive claim of RM2500 only. Please refer Library Officer for further information.**

Figure 2.6 Application Form

2. Add Cost Center:
 - a. Select related cost center no and click **“Add”** or **“Cancel”** button as shown in Figure 2.7 below.

Figure 2.7 Add Cost Center

- b. Researcher may delete cost center from the list by click button bin as shown in Figure 2.8 below.

No.	Cost Center No.	Title	Action
1	S.J130000.0128.4X003	test geran BE23	
2	S.J130000.7828.4X020	test geran gwp41	Delete

Figure 2.8 Delete Cost Center

3. Add Author

- a. Select Category of Author as shown in Figure 2.9 below.

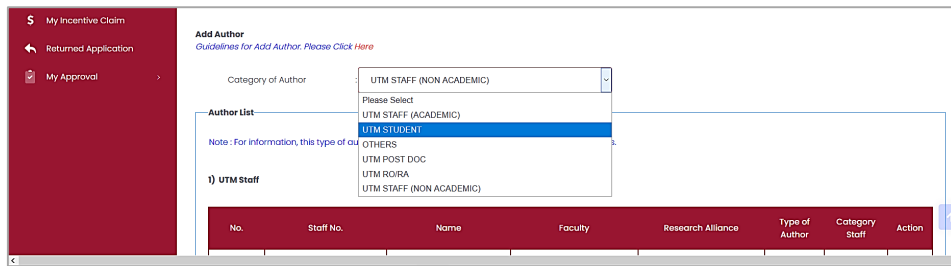


Figure 2.9 Category of Author

- b. Please be informed that for UTM Student category, system already has record of all student in current semester. All UTM Staff records are taken from UTMHR database. Other category is specifically for non - UTM staff/student.
- c. Researcher may edit or delete author by click at edit/delete icon at Action column. Figure 2.10 below shows form for edit type of Author.

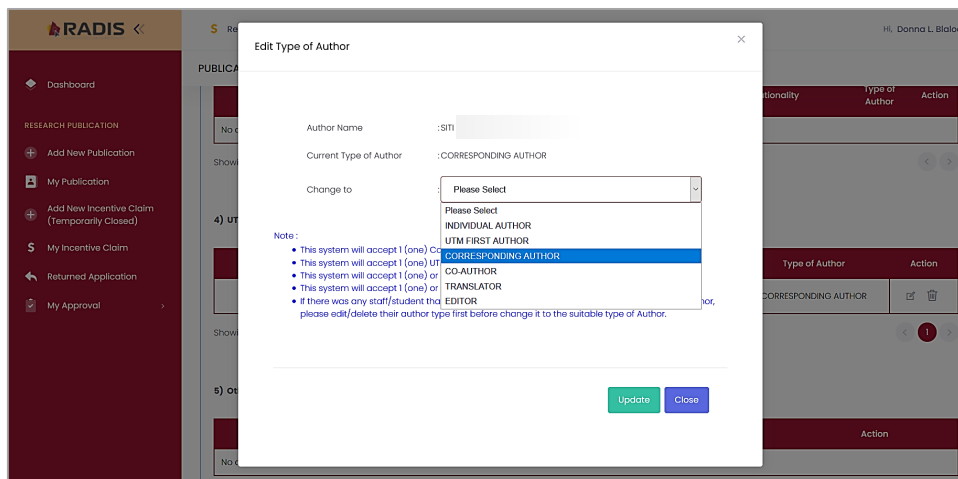


Figure 2.10 Edit Type of Author

Tab Attachment

4. Upload attachment
 - a. Click “Browse” and click “Upload” as shown in Figure 2.11 below.

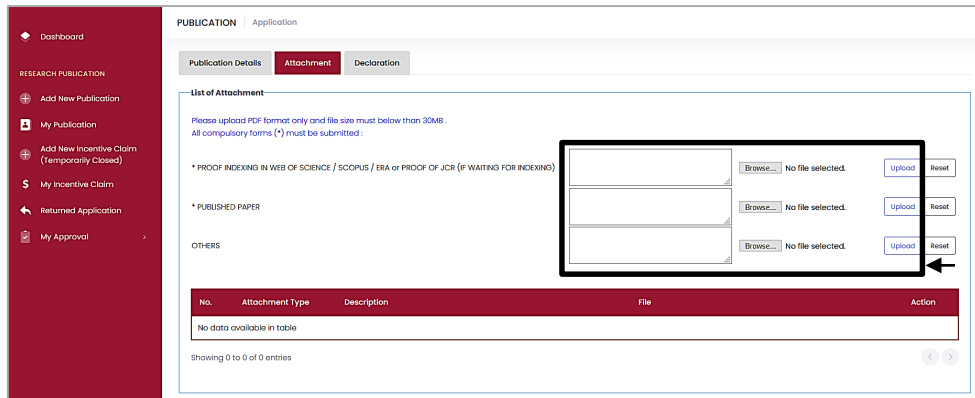


Figure 2.11 Upload Publication Attachment

5. Delete attachment
 - a. Click bin delete icon at Action column to delete attachment file as shown in Figure 2.12 below.

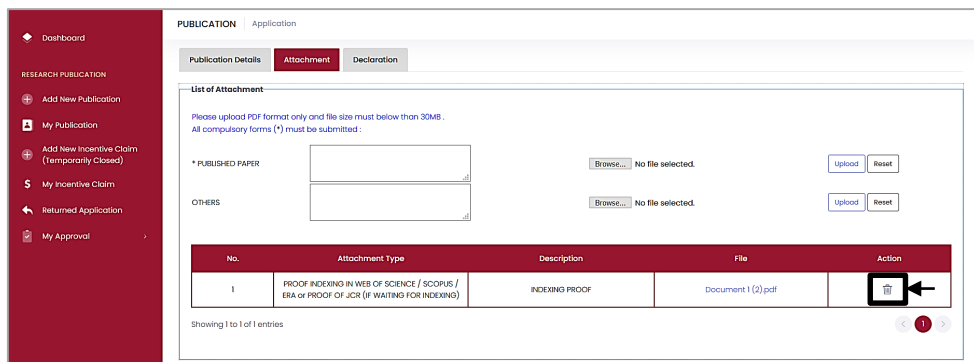


Figure 2.12 Delete Publication Attachment

Tab Declaration

1. Lastly, tick declaration status and click “Submit” as shown in figure 2.13 below.

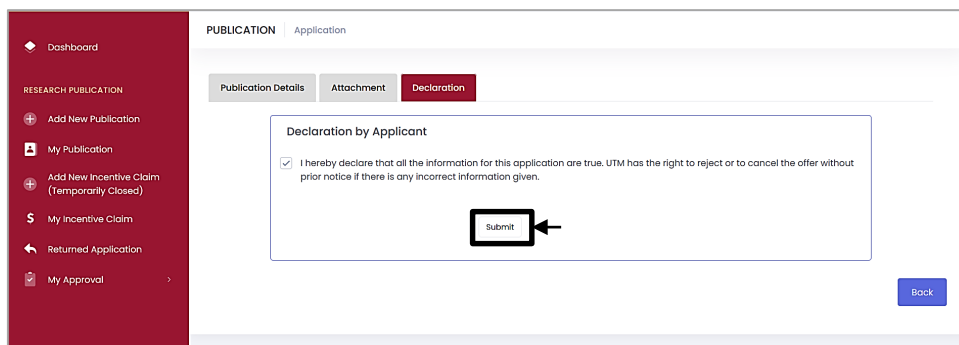


Figure 2.13 Declaration

3.0 View Approval Status

1. Click tab **“My Publication”** as shown in Figure 3.1 below to view list of application/draft made by researcher.

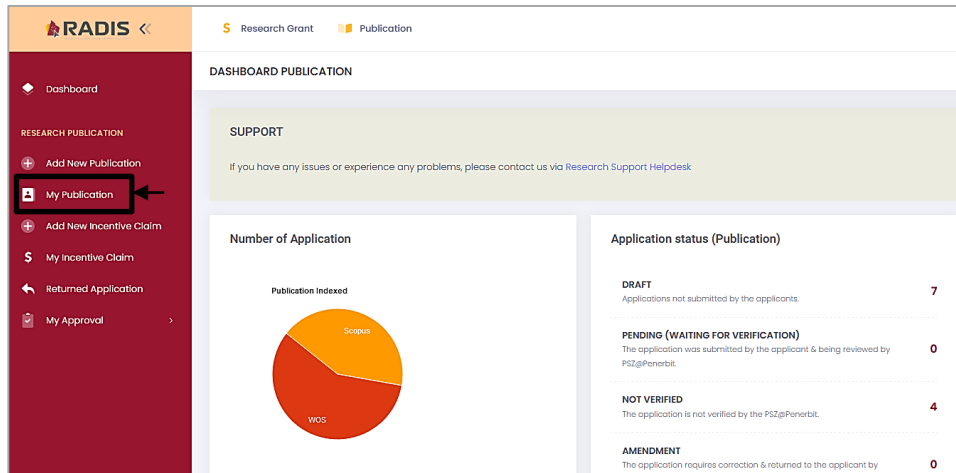


Figure 3.1 My Publication

2. Click Reference No. of the selected publication as shown in Figure 3.2 below.

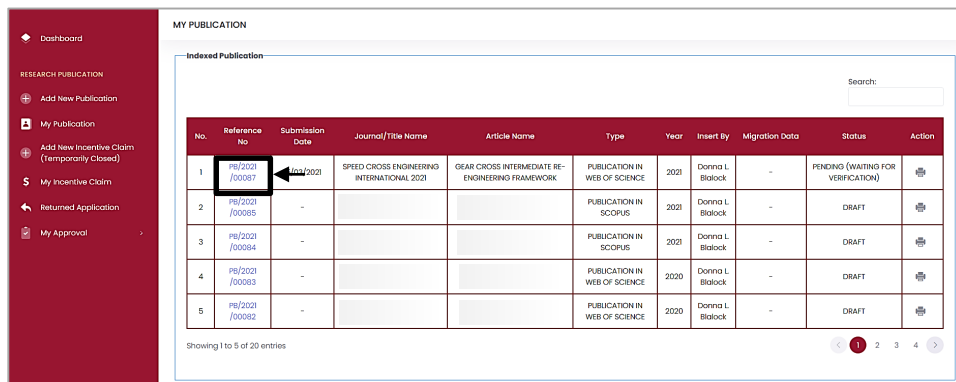


Figure 3.2 List of Researcher Publication

3. View latest verification by click tab **“Verification”** as shown in Figure 3.3 below.

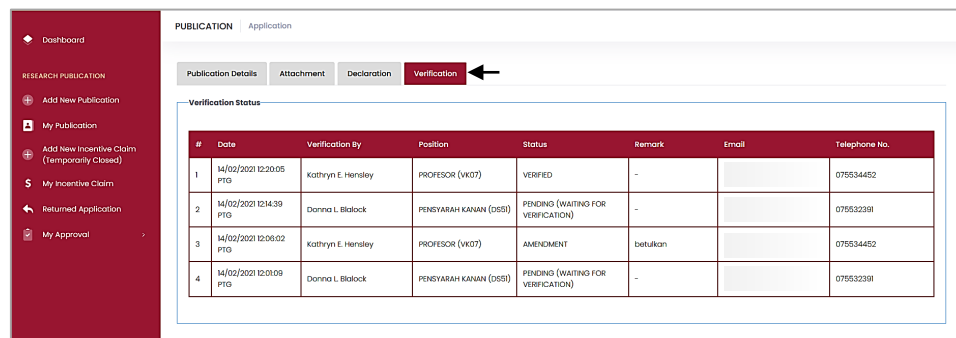


Figure 3.3 List of Researcher Publication

4.0 Print Document

1. Click tab “My Publication” as shown in Figure 4.1 below to view list of application/draft made by researcher.

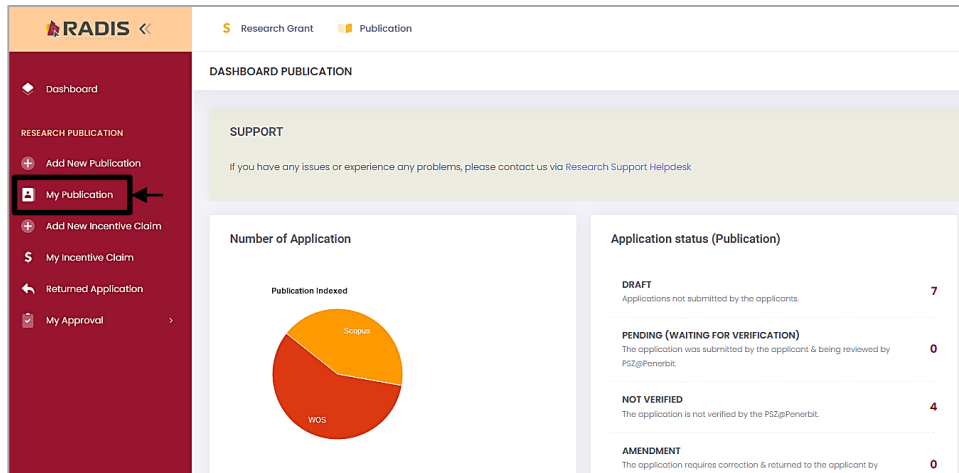


Figure 4.1 My Publication

2. Click print icon shown in Action column as shown in Figure 4.2 below and print document.

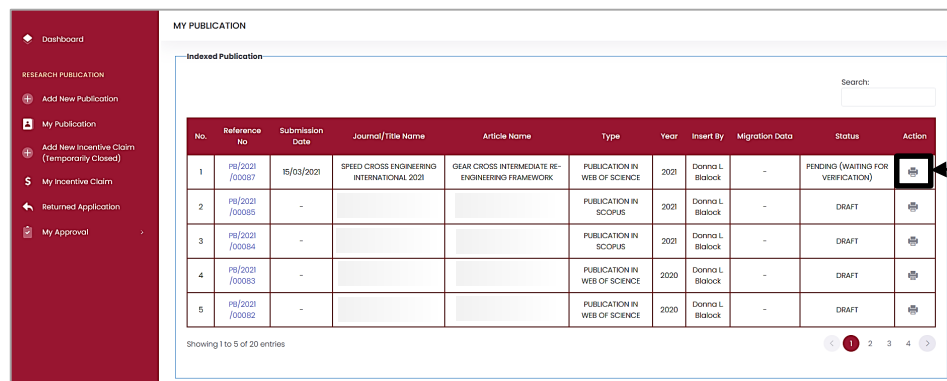


Figure 4.2 Print Document

3. For any system related technical problem, please report at: <https://researchsupport.utm.my/> . Please include your Staff No./ Publication Reference No.
4. For any latest publication information, please refer your Library Officer.