![TRSM Top Research Scientists Malaysia — an Academy of Sciences Malaysia initiative]
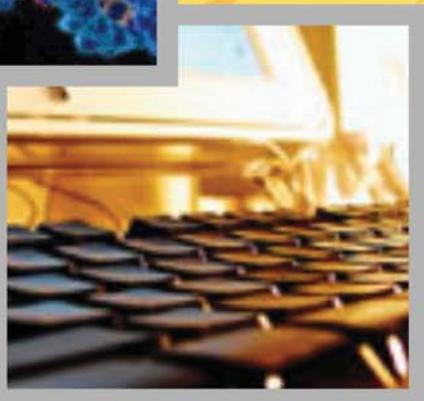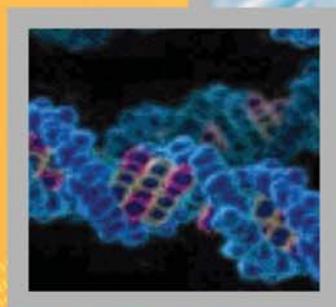
![Akademi Sains Malaysia]

TOP RESEARCH SCIENTISTS MALAYSIA (TRSM) | USER MANUAL

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TABLE OF CONTENTS

1. General Information

⚠ _NOTICE:_

The website is best viewed with Microsoft Internet Explorer 9.0 or higher / Mozilla Firefox 7.0 or higher.

1.1 Web Browser Update Instructions

A) Microsoft Internet Explorer 9
   I. Manual download

   1. Start your web browser and proceed to this URL

   (http://windows.microsoft.com/en-MY/internet-explorer/products/ie/home).

   2. Select your operating system and click on the download now button.

   3. Once the file has been downloaded, execute the file.

   4. Proceed with the installation.

   II. Windows Update

   1. Proceed to windows update and look for Microsoft Internet Exporer 9 update.

   2. Select the update and proceed with the installation.

B) Mozilla Firefox
   1. Start your web browser and proceed to this URL
   (http://www.mozilla.org/en-US/firefox/new/).

   2. Click on the Firefox Free Download button and download the latest version of Firefox.

   3. Once the file has been downloaded, execute the file.

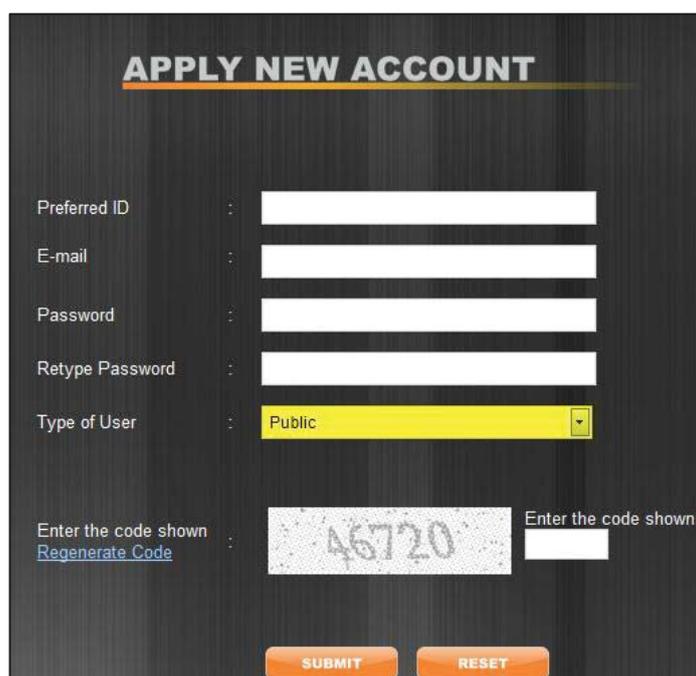   4. Proceed with the installation.

2. User Manual for Public User

2.1 Create a New Account

Step 1: In the home page, click on the "CREATE NEW" button to go to the registration page.
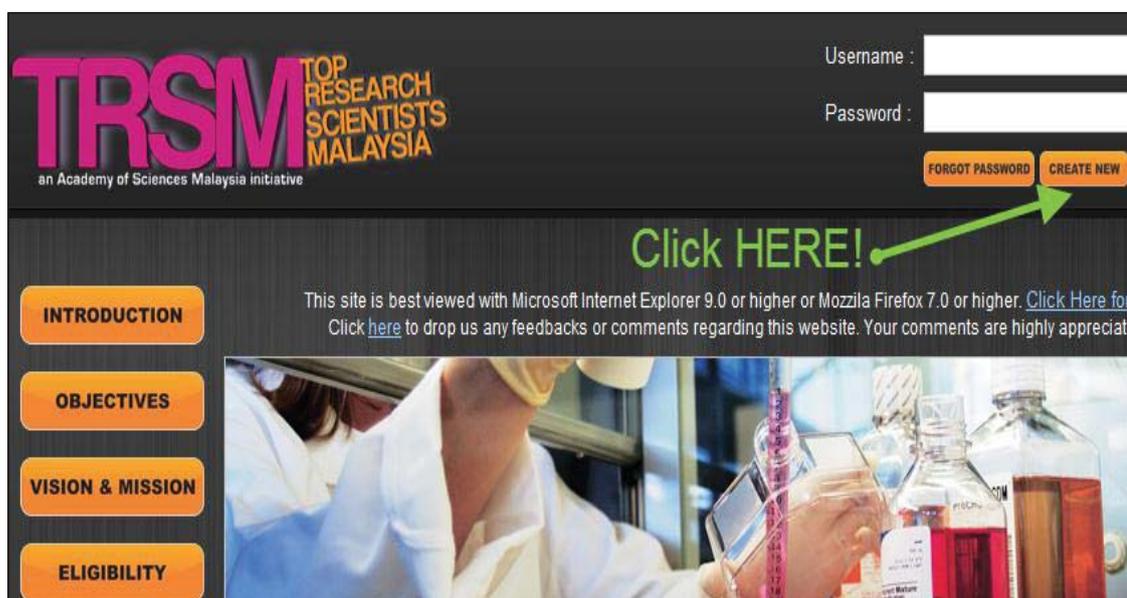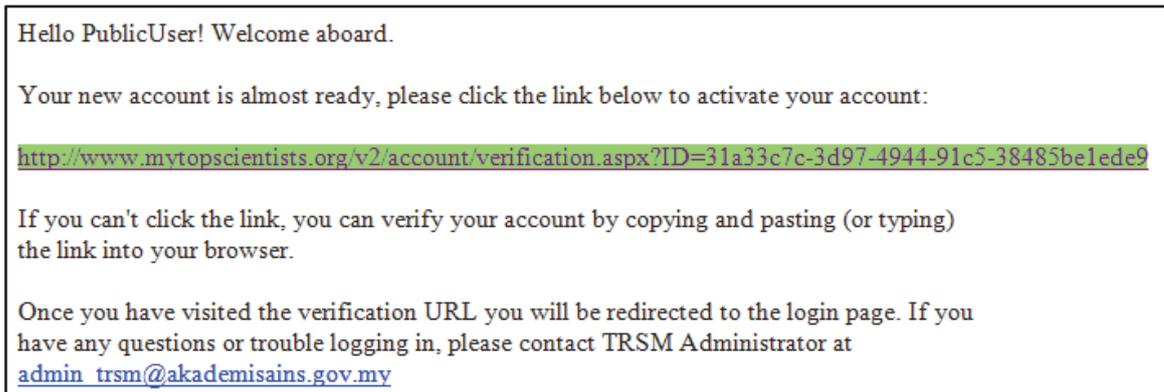

Step 2: Enter all the information required in the registration form.

- Ensure your email address is valid because an activation link will be sent to the registered email.
- Make sure the "Type of User" is selected as "Public".
- After the form is completely filled, please click "SUBMIT" button in order to register. Otherwise, you can click "RESET" button to clear the contents of the form
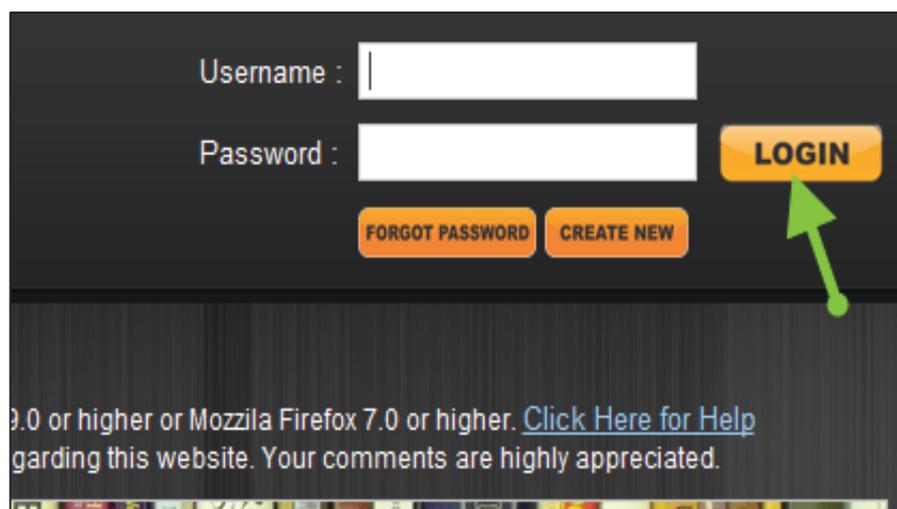
Step 3: Click on the Activation Link in Email

- Check your email account for the mail sent out from asmtrialtesting2011@gmail.com
- Click on the activation link (The line that highlighted in green as shown in the figure).
- Your account is successfully activated and you can use your username and password to login from the website's main page.

Hello PublicUser! Welcome aboard.

Your new account is almost ready, please click the link below to activate your account:

http://www.mytopscientists.org/v2/account/verification.aspx?ID=31a33c7c-3d97-4944-91c5-38485be1ede9

If you can't click the link, you can verify your account by copying and pasting (or typing) the link into your browser.

Once you have visited the verification URL you will be redirected to the login page. If you have any questions or trouble logging in, please contact TRSM Administrator at admin_trsm@akademisains.gov.my

Step 4: Login to Account

- At the home page, enter your username and password.
- Click to "LOGIN" button to proceed.

2.2 Enter Personal Details

- Public users are required to fill in personal detail to enable access to the profile and details of Top Research Scientists Malaysia.
- After filling in all the fields, click the "Save" button to proceed.
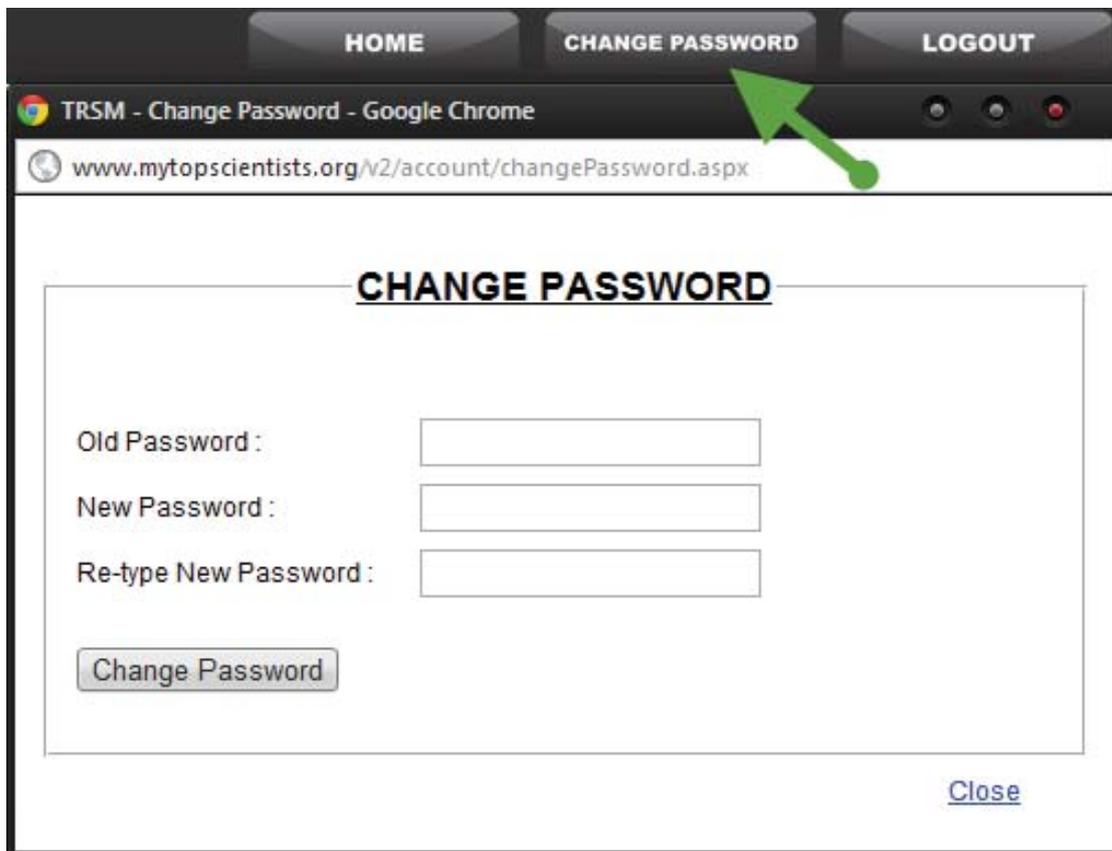- Otherwise, you can click "RESET" button to clear the contents in the form

- Once the information is submitted successfully, you will be able to see the following confirmation message.
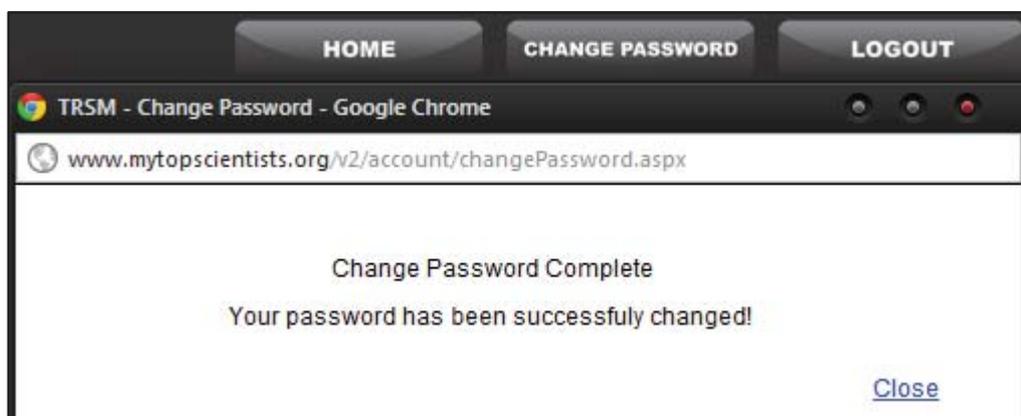
2.3 Change Password

- You can change your password by clicking on the "Change Password" button on the navigation menu.
- By clicking on the button, the following pop-up window will appear. Fill the all the information and finally click on the "Change password" button to proceed.

- The following message will be displayed once your password has been successfully changed.

3. User Manual for Applicant

3.1 Create a New Account

Step 1: In the home page, click on the "CREATE NEW" button to go to the registration page.

Step 2: Enter all the information required in the registration form.

- Ensure your email address is valid because an activation link will be sent to the registered email.
- After the form is completely filled, please click "SUBMIT" button in order to register.
- Otherwise, you can click "RESET" button to clear the contents in the form.
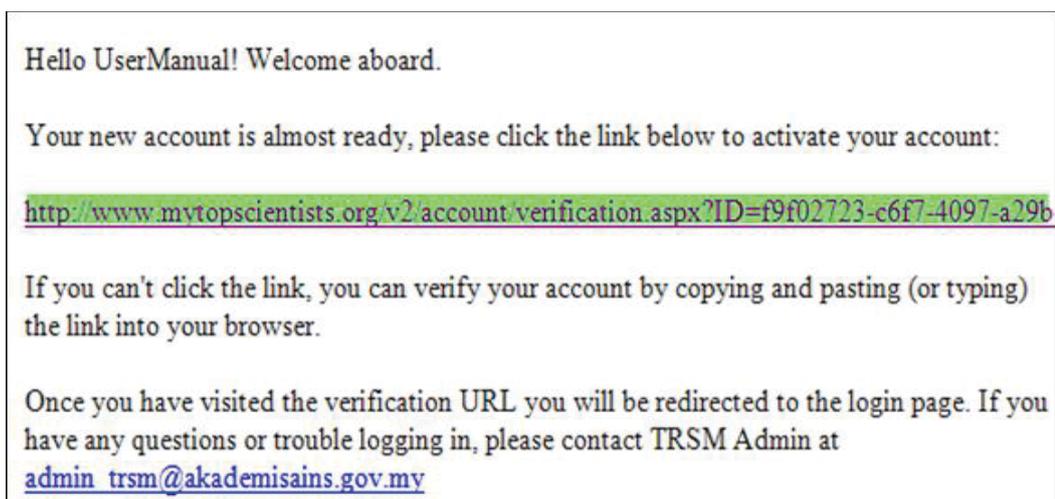
Step 3: Click on the Activation Link in Email

- Check your email account for the mail sent out from asmtrialtesting2011@gmail.com
- Click on the activation link (The line that highlighted in green as shown in the figure).
- Your account is successfully activated and you can use your username and password to login from the website's main page.

Hello UserManual! Welcome aboard.

Your new account is almost ready, please click the link below to activate your account:

http://www.mytopscientists.org/v2/account/verification.aspx?ID=f9f02723-c6f7-4097-a29b

If you can't click the link, you can verify your account by copying and pasting (or typing) the link into your browser.

Once you have visited the verification URL you will be redirected to the login page. If you have any questions or trouble logging in, please contact TRSM Admin at admin_trsm@akademisains.gov.my

Step 4: Login to Account

- At the home page, enter your username and password.
- Click to "LOGIN" button to proceed.

3.2 Navigations at Personal Page

i. After login, the page shows a form where you can enter all the relevant information. The form is divided into the following sections
   - Personal Particulars
   - Section A: Knowledge Generation
   - Section B: Knowledge Dissemination
   - Section C: Impact of Research Output
   - Declaration

ii. The buttons on the left side of the page allow you to view the sections which you selected.

iii. The **RED**-coloured circle icons on the top of the page show whether particular section is being completely filled. The icon will turn into **BLUE** color if the section is completed.

iv. You can click on the "Click Here for Instructions" button for more information.

3.3 Getting Help

- By moving your mouse cursor to the "?" circle icon, you will be provided with the information on how to fill in the particular filed.
- You can close the tips menu by moving your mouse cursor away from the icon.


3.4 Section: Personal Particular

- A type of input element in this section that worth extra attention is the place where you specify *Academic / Professional Qualifications*, as shown in the following diagram.

Step 1: Click the "Add" button to add new line of information. A pop-up menu such as the following diagram will appear. Please enter the relevant information.

Step 2: After filling in all the fields, click on the "Save" button to save the information, else click "Cancel" button to close the pop-up menu without saving the information.
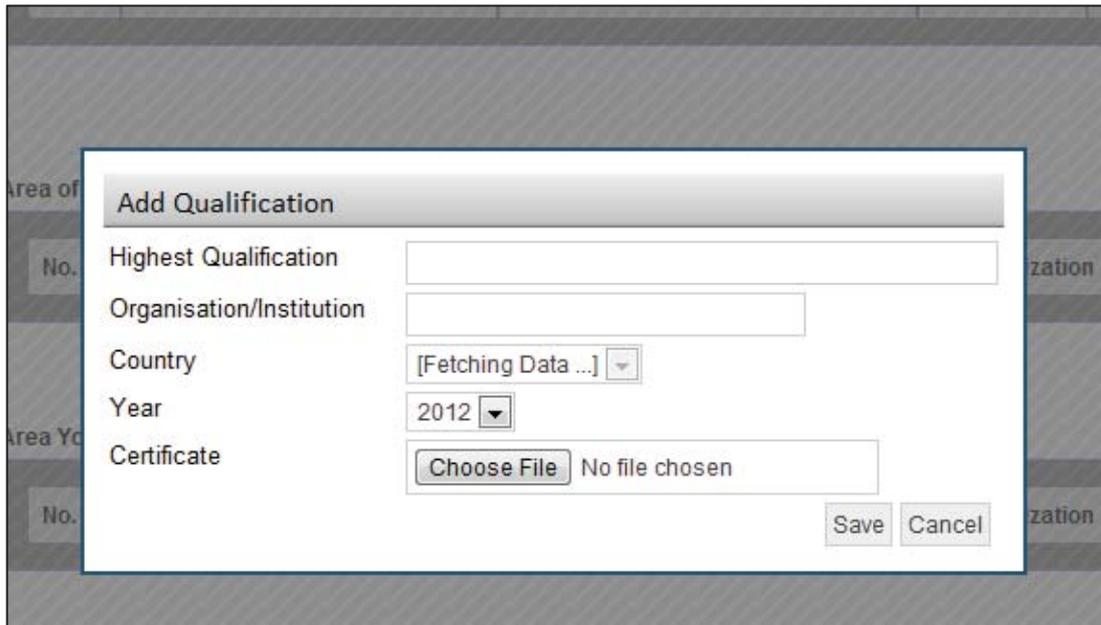
3.5 Saving the Information for the Section

- At the end of each section, there are two buttons.
- The "*RESET*" button allows you to clear the information in all the fields of the corresponding section.
- The "*SAVE ….*" button allows you to save the information filled.
- You are advised to save the information after you finish each section.

3.6 Section A: Knowledge Generation

Step 1: Enter the required information.

Section A: Knowledge Generation

** The input of all data refers to lifetime achievement but in order to qualify for recognition as Top Research Scientists Malaysia, the applicant must reflect active participation in research and development (R&D) in the last five years.

Criteria	Sub-criteria	Total Number	Total Amount	Input List
Cumulative Number of Research Project as Principle Investigator (excluding institutional grants) 📖	International		RM 0 . 00	Input List
	National		RM 0 . 00	Input List

Step 2: Click on the "**Input List**" link to open a text editor.

Step 3: Specify the detailed information in the text editor.

List of international projects and grants as Principal Investigator (PI)

| Paragraph ▼ | Font ▼ | Size ▼ | Color ▼ | **A** | Highlight ▼ | 🖉 | **B** *I* U ABC x² x₂ 🧽 |

📝 Design 📄 HTML

OK   Clear Close

Reminder : Input List will not be Saved until the [Save Section] is clicked!
If you copy directly from words, please click on the 📄 icon to clean the MS Words formatting.

Step 4: Click on the "**OK**" button to save the content and close the text editor. Otherwise, you can use "Clear" button to clear the content. The "**Close**" button allows you to close the text editor without saving.

3.7 Saving the Information for the Section A, B, or C

- In Section A and onward, there are two button at the end of the section
- It is advised to save the information after you finish each section.

The "Save Section ..." button allows you to save the information in this section that you have entered.
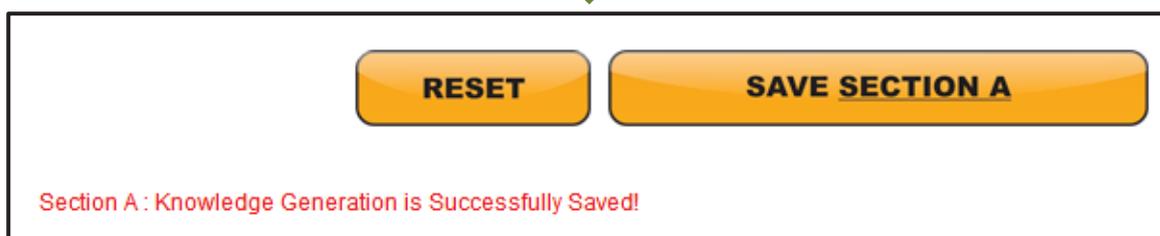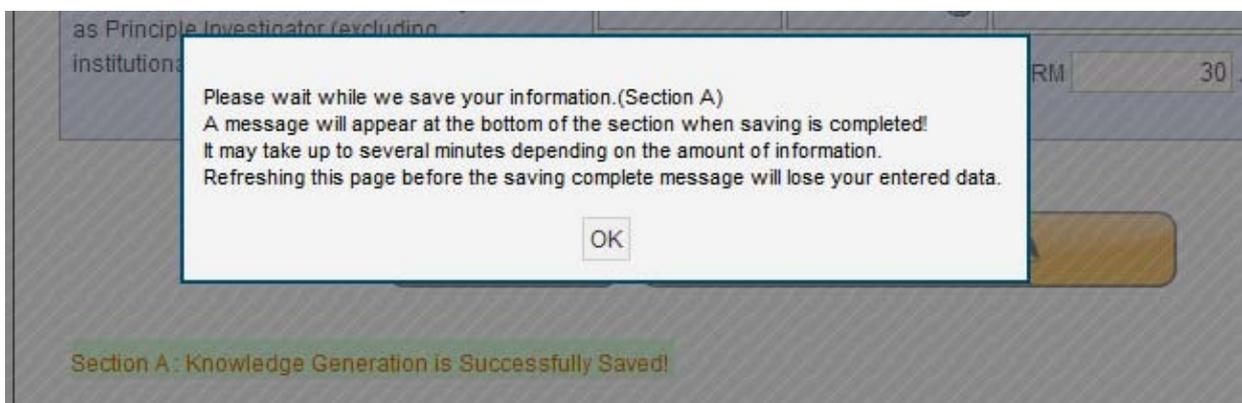

The "*RESET*" button allows you to clear the information in all the fields of the corresponding section.

⚠ *NOTICE:*

From Section A and onwards, a pop-up message will be shown once you click on the "SAVE SECTION..." button.

- *Please wait until a message (in red color) appear at the bottom of the section.*

3.8 Submitting Application

3.9 Change Password

Step 1: At the top of the page, click the "Change Password" button

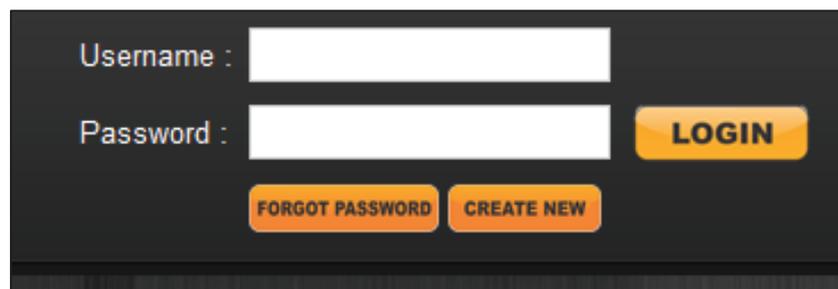**Step 2:** A pop-up menu will appear. Please fill the fields that required.

Step 3: Finally, please click on the "Change Password" button to confirm

3.10 Forgot Password

In case you have forgotten your password, you can use the steps described in this section to regain the access to your account.

Step 1: At the main menu of the website, click the "**FORGOT PASSWORD**" button

Step 2: You will be directed to the page shown below. Please enter the required information and click on the "**SUBMIT**" button

Step 3: Once succeed, the message "Your password has been sent to you" will be displayed.

Step 4: Check your email and use the new password to login.

Step 5: Login into your account and change the password according to your preference.

Please follow the instructions from previous section to change your password.

3.11 Change Password

- You can change your password by clicking on the "Change Password" button on the navigation menu.
- By clicking on the button, the following pop-up window will appear. Fill the all the information and finally click on the "Change Password" button to change your password.

NOTES

20

END OF PAGE