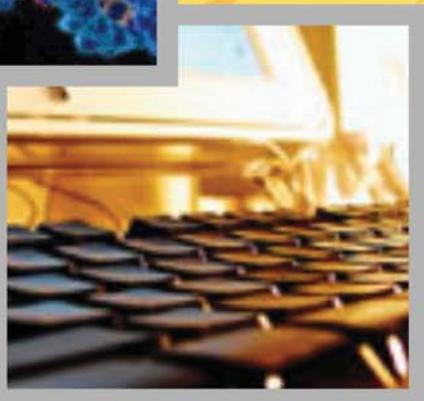
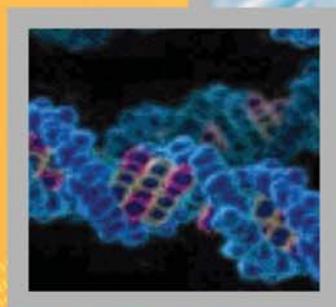


TOP RESEARCH SCIENTISTS MALAYSIA (TRSM)

USER MANUAL



DOCUMENT DATE:
MARCH 2012
VERSION:
1.0

**PREPARED BY,
MOHD AZAMOSMAN
MOHD ADZIR MAHDI (PROF.)
WONG POH LEE
TAN SHIANG YEN**

TABLE OF CONTENTS

Topic	Page
1. General Information	2
2. User Manual for Public User	4
3. User Manual for Applicant	9

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 Explorer 9 update.
2. Select the update and proceed with the installation.

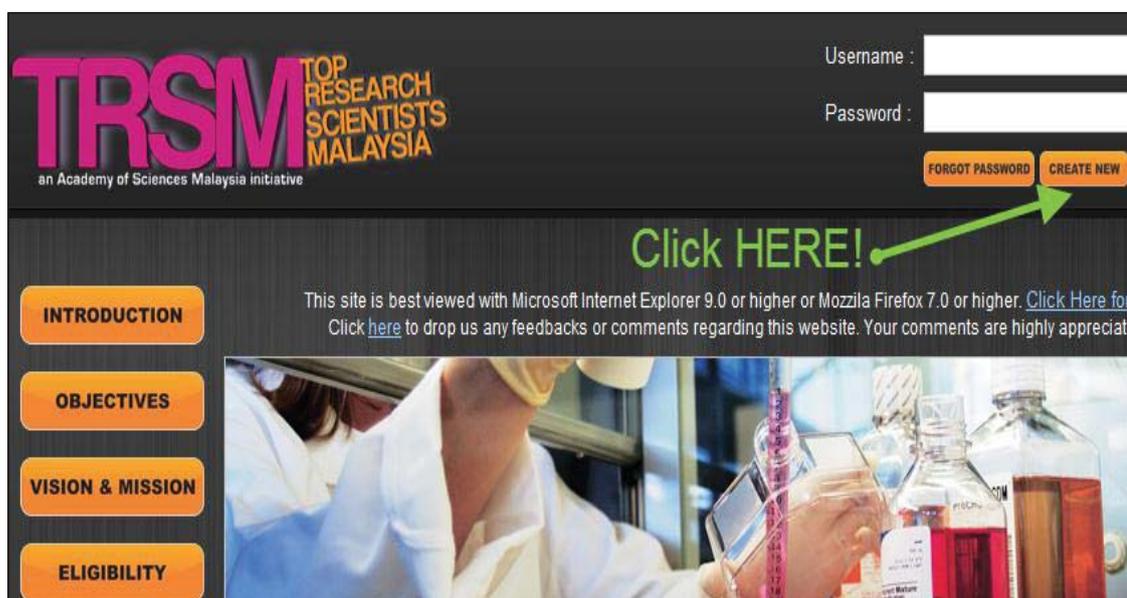
B) Mozilla Firefox

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

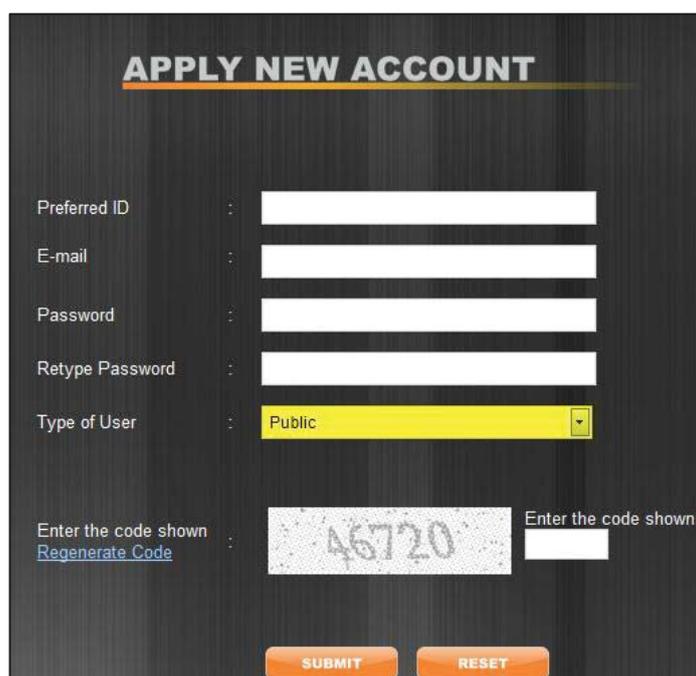
2.1 Create a New Account

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



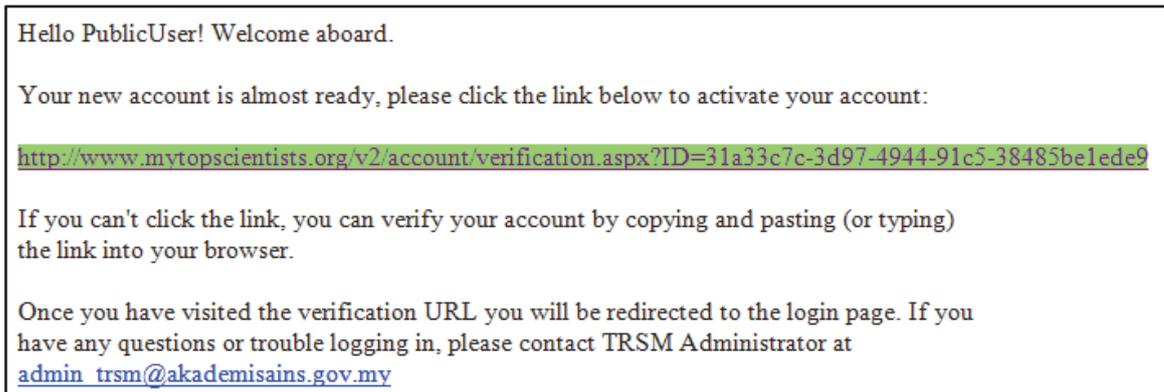
Step 2: Enter all the information required in the registration form.

- 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

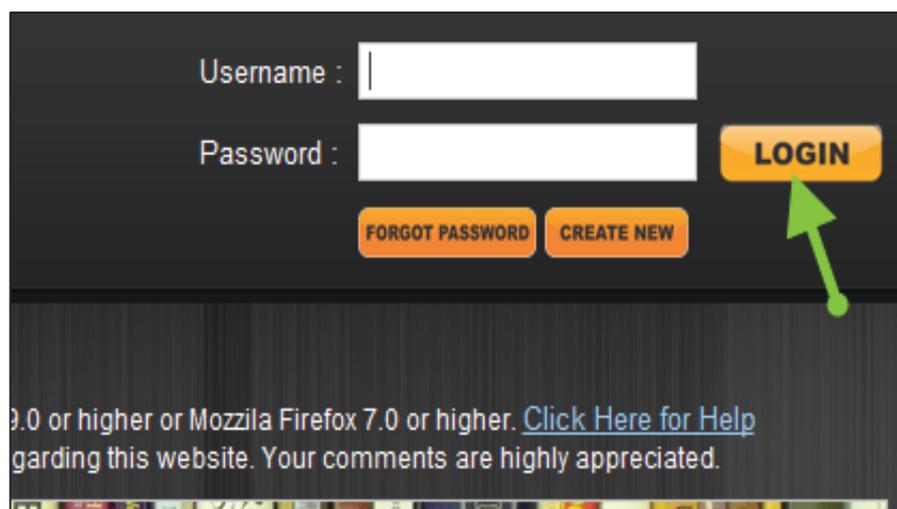
The image shows the 'APPLY NEW ACCOUNT' registration form. The title 'APPLY NEW ACCOUNT' is at the top. The form includes the following fields: 'Preferred ID', 'E-mail', 'Password', 'Retype Password', and 'Type of User' (a dropdown menu currently showing 'Public'). At the bottom, there is a CAPTCHA section with the text 'Enter the code shown' and a box containing the code '46720'. To the right of the CAPTCHA is another box for 'Enter the code shown:'. At the very bottom, there are 'SUBMIT' and 'RESET' buttons.

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.

**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

Personal Particulars

* Please fill up your personal particulars in order to view the profile and details of TRSM



Upload your photo 

No file chosen

Maximum size of 3MB JPG, GIF, PNG
Minimum size of photo can be uploaded (50KB)

Name 

Gender 

Male Female

Designation 

Corresponding/Organisation Address

Address 

Country 

Please Select

State 

Please Select

Tel No. 

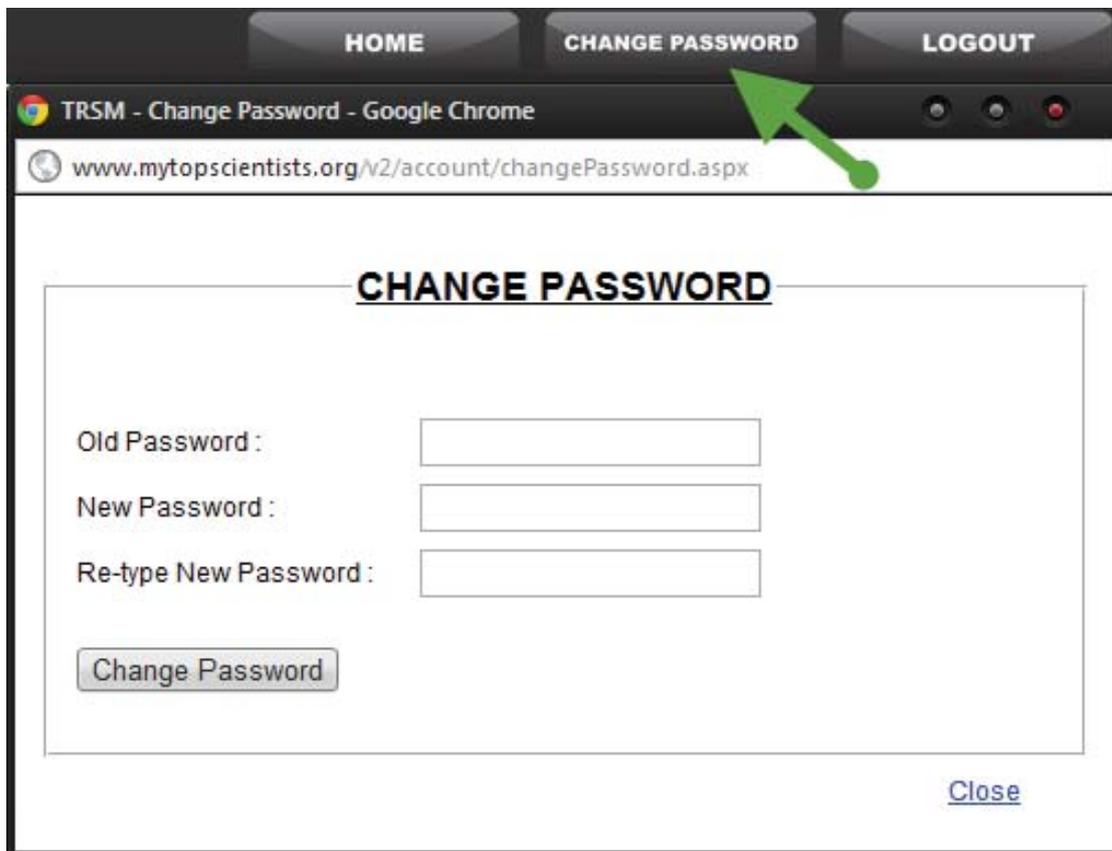
Email 

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

Thank you. Your personal particulars have been saved and you are now able to access the profile and details of Top Research Scientists Malaysia (TRSM). Please click 'Home' to be redirected to the TRSM main page and view the list of Top Research Scientists Malaysia.

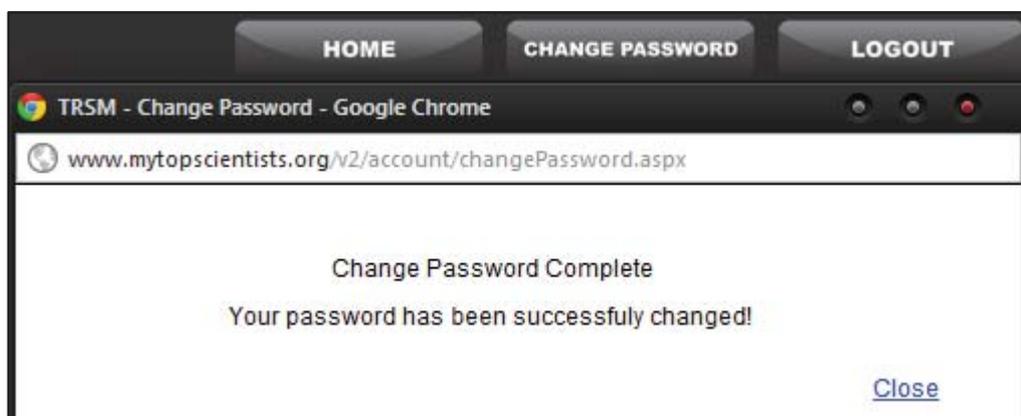
2.3 Change Password

- 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 screenshot shows a web browser window with the title "TRSM - Change Password - Google Chrome" and the URL "www.mytopscientists.org/v2/account/changePassword.aspx". The browser's navigation bar contains three buttons: "HOME", "CHANGE PASSWORD", and "LOGOUT". A green arrow points to the "CHANGE PASSWORD" button. The main content area displays a form titled "CHANGE PASSWORD" with three input fields: "Old Password :", "New Password :", and "Re-type New Password :". Below the fields is a "Change Password" button. A "Close" link is located at the bottom right of the form area.

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



The screenshot shows the same web browser window as the previous one, but the form area now displays a success message: "Change Password Complete" followed by "Your password has been successfully changed!". A "Close" link is located at the bottom right of the message area.

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.

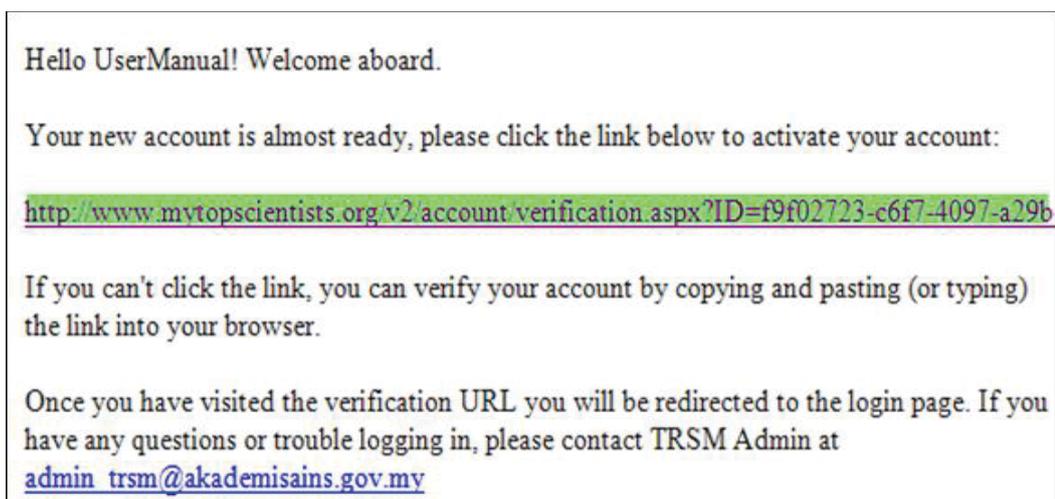
The image shows the 'APPLY NEW ACCOUNT' registration form. The title 'APPLY NEW ACCOUNT' is at the top. The form contains the following fields:

- Preferred ID :
- E-mail :
- Password :
- Retype Password :
- Type of User :
- Enter the code shown : (with a 'Regenerate Code' link)
- Enter the code shown:

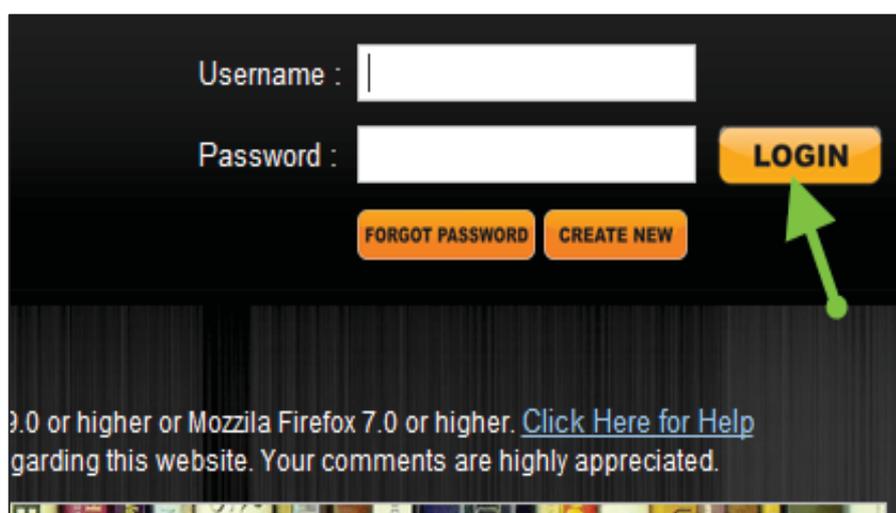
At the bottom, there are two buttons: 'SUBMIT' and 'RESET'.

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.

**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.

The screenshot displays the 'Personal Particulars' form. At the top, there is a navigation bar with a 'CLICK HERE FOR INSTRUCTIONS' button (marked 'iv.'), a 'REFRESH' button, and status indicators for sections A, B, and C. The main form area is titled 'Personal Particulars' and contains the following fields:

- Photo Upload:** A placeholder for a photo with the text 'Upload your photo' and a 'Choose File' button. Below it, it says 'No file chosen' and 'Maximum size of 3MB JPG, GIF, PNG'. There is an 'Upload' button.
- Name of Applicant:** A text input field with a help icon and the note '(Name as in NRIC)'.
- NRIC No:** A text input field with a help icon and an example 'eg: 800101-12-4321'.
- Gender:** Radio buttons for 'Male' (selected) and 'Female'.
- Designation:** A text input field with a help icon.
- Researcher ID (ISI):** A text input field with a help icon.

On the left sidebar, there are navigation buttons: 'SHOW ALL' (marked 'ii.'), 'PERSONAL PARTICULARS', 'A KNOWLEDGE GENERATION', 'B KNOWLEDGE DISSEMINATION', and 'C IMPACT OF RESEARCH OUTPUT'. A yellow warning icon is also present at the top left of the sidebar area.

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 field.
- You can close the tips menu by moving your mouse cursor away from the icon.

Name of Applicant (Name as in NRIC) ?	<input type="text"/>
NRIC No ?	<input type="text"/> - <input type="text"/> - <input type="text"/> eg: 800101-12-4321
Gender ?	<input checked="" type="radio"/> Male <input type="radio"/> Female
Designation ?	<input type="text"/>
Researcher ID (ISI) ?	<input type="text"/>
Scopus ID	<input type="text"/>

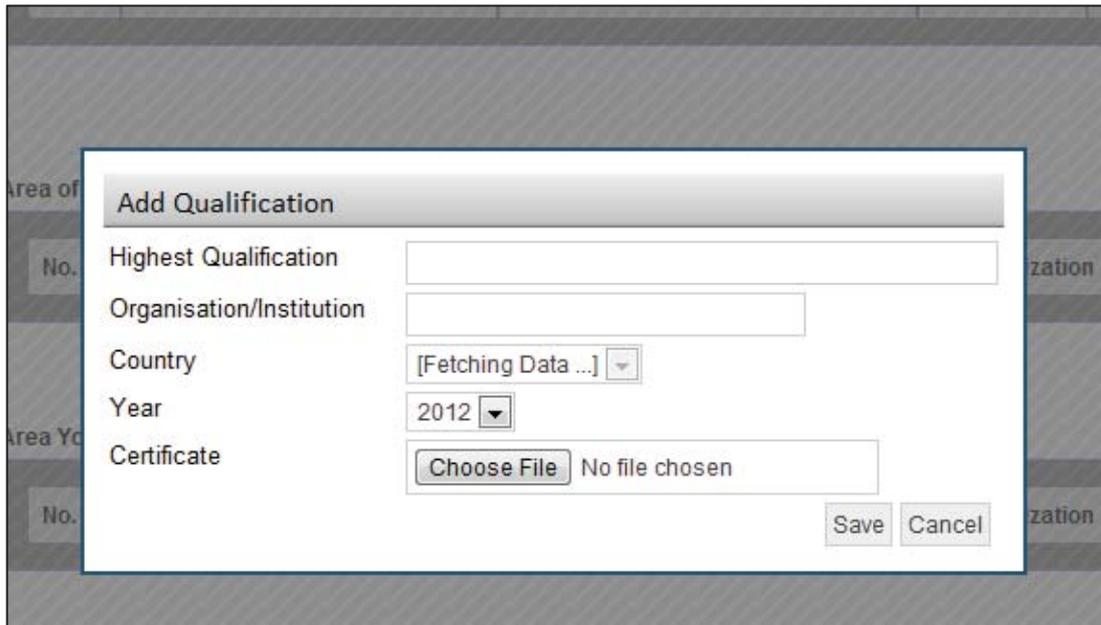
3.4 Section: Personal Particular

- 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.

Academic / Professional Qualification ?					
No.	Highest Qualification	Organization/Institution	Country	Year	Certificate
Click HERE → <input type="button" value="Add"/> <input type="button" value="Remove"/>					
Area of Expertise ?					
No.	Main Area	Sub-Area	Specialization		
<input type="button" value="Add"/> <input type="button" value="Remove"/>					
Area You Can Contribute To ?					
No.	Main Area	Sub-Area	Specialization		
<input type="button" value="Add"/> <input type="button" value="Remove"/>					

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	<input type="text"/>	RM <input type="text"/> 0 . 00	Input List
	National	<input type="text"/>	RM <input type="text"/> 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 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.

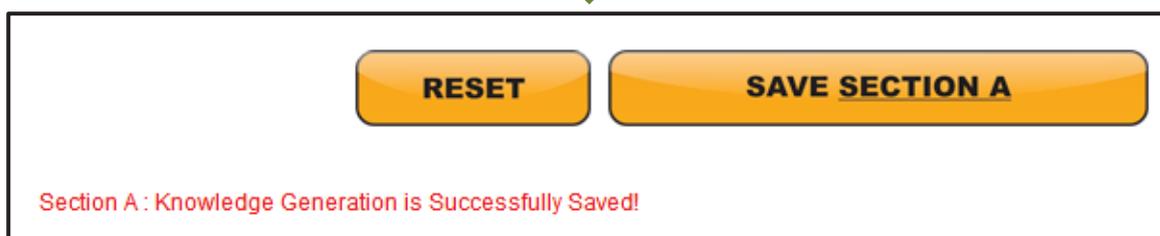
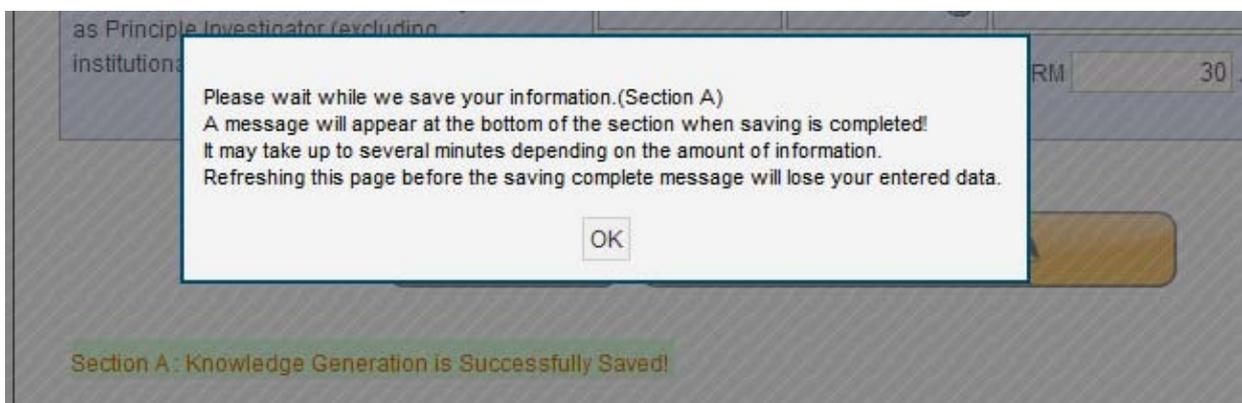


The “**RESET**” button allows you to clear the information in all the fields of the corresponding section.

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.

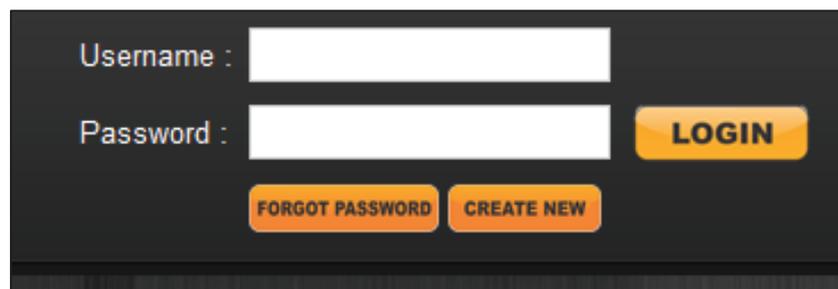
A screenshot of a web browser window titled 'TRSM - Change Password - Google Chrome'. The address bar shows 'www.mytopscientists.org/v2/account/changePassword.aspx'. The main content area has the heading 'CHANGE PASSWORD' and three input fields labeled 'Old Password:', 'New Password:', and 'Re-type New Password:'. Below the fields is a 'Change Password' button and a 'Close' link. Arrows point from the text boxes above to the 'CHANGE PASSWORD' heading, the 'New Password' field, and the 'Change Password' button.

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



A screenshot of a login form on a dark background. It features two input fields: 'Username :' and 'Password :'. To the right of the password field is a yellow 'LOGIN' button. Below the input fields are two orange buttons: 'FORGOT PASSWORD' and 'CREATE NEW'.

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



A screenshot of the 'FORGOT PASSWORD' page. The title 'FORGOT PASSWORD' is at the top. Below it are two input fields: 'User ID' and 'E-mail'. To the right of the 'E-mail' field is a yellow 'SUBMIT' button. Below the input fields is a CAPTCHA area with the code '65652' and a label 'Enter the code shown:'. To the left of the CAPTCHA is a link 'Regenerate Code'.

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

END OF PAGE