

Manual Pengguna

Publication Repository Information System Management

(PRISMa)

Versi 2.0



UNIVERSITI TEKNOLOGI MARA

Institute of Research Management & Innovation (IRMI)
40450 Shah Alam
Selangor

12 April 2018

Disediakan oleh :

Disahkan oleh :

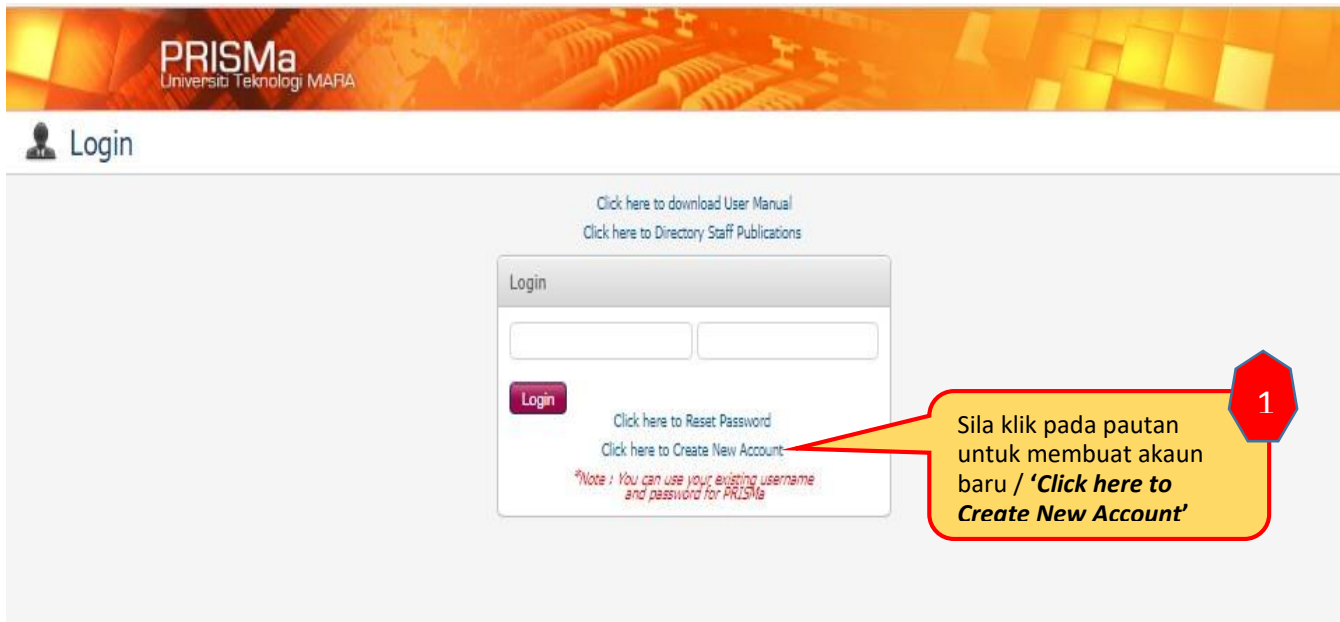
.....
Khairunnisa Binti Omar,
Pen. Pegawai Teknologi Malumat,
Research Management Institute (RMI).

.....
Dr. Saiful Izwan Bin Suliman,
Ketua Bahagian ICT,
Research Management Institute (RMI).

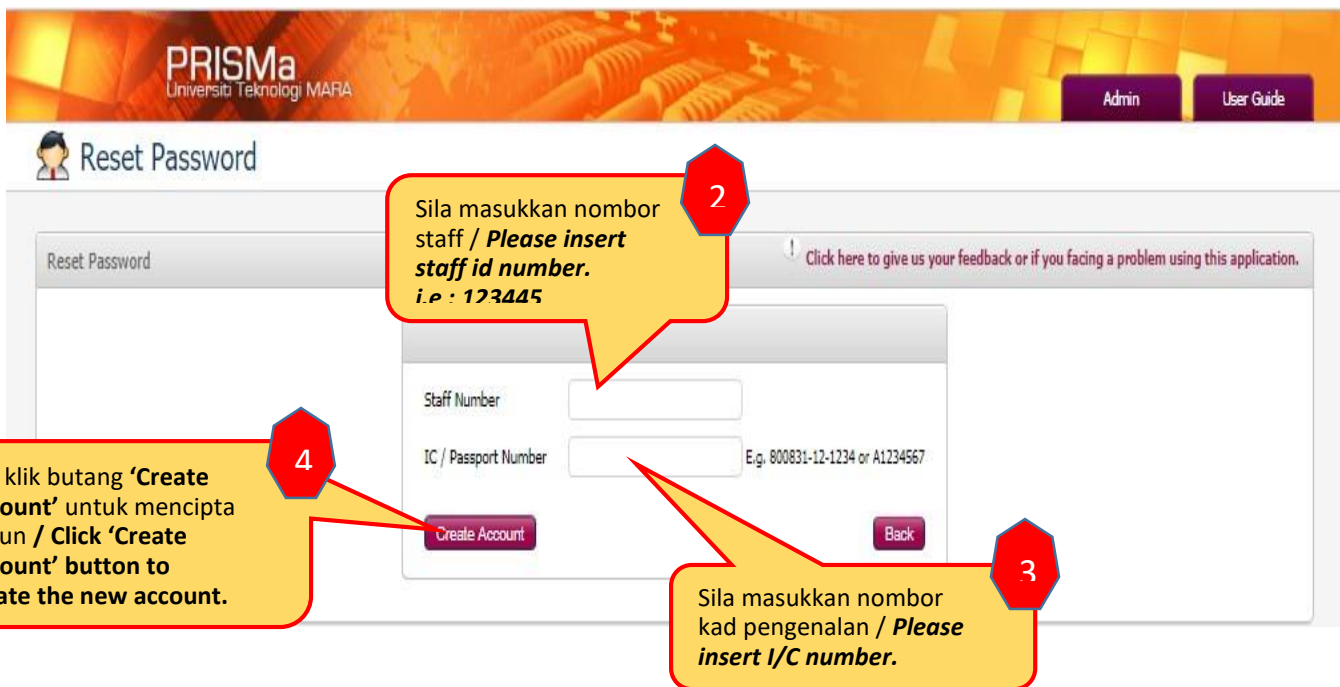
Isi Kandungan

No	Perkara	Halaman
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2	Tetapan Semula Kata Laluan / Reset Password	4
3	Paparan 'Login'	5
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1. Pendaftaran Akaun / Sign Up Account



The image shows the PRISMA Login page. At the top, there is a header with the PRISMA logo and the text 'Universiti Teknologi MARA'. Below the header, there is a 'Login' button. To the right of the login button, there are two links: 'Click here to download User Manual' and 'Click here to Directory Staff Publications'. Below these links, there is a 'Login' button. To the right of the login button, there are two links: 'Click here to Reset Password' and 'Click here to Create New Account'. A red callout box with the number 1 points to the 'Click here to Create New Account' link. The text inside the callout box says: 'Sila klik pada pautan untuk membuat akaun baru / **'Click here to Create New Account'**'.



The image shows the PRISMA Reset Password page. At the top, there is a header with the PRISMA logo and the text 'Universiti Teknologi MARA'. Below the header, there is a 'Reset Password' button. To the right of the button, there are two links: 'Admin' and 'User Guide'. Below these links, there is a 'Reset Password' button. To the right of the button, there is a link: 'Click here to give us your feedback or if you facing a problem using this application.' Below this link, there is a 'Reset Password' button. To the right of the button, there is a 'Create Account' button. A red callout box with the number 2 points to the 'Create Account' button. The text inside the callout box says: 'Sila masukkan nombor staff / **Please insert staff id number.** i.e : 123445'. Another red callout box with the number 3 points to the 'IC / Passport Number' field. The text inside the callout box says: 'Sila masukkan nombor kad pengenalan / **Please insert I/C number.**'. A third red callout box with the number 4 points to the 'Create Account' button. The text inside the callout box says: 'Sila klik butang **'Create Account'** untuk mencipta akaun / **Click 'Create Account' button to create the new account.**'.

2. Tetapan Semula Kata Laluan/ Reset Password

PRISMa
Universiti Teknologi MARA

Login

Click here to download User Manual
Click here to Directory Staff Publications

Login

Click here to Reset Password
Click here to Create New Account

**Note : You can use your existing username and password for PRISMa*

1

Sila klik pada pautan untuk tetapan semula kata laluan / **Click here to reset the password.**

PRISMa
Universiti Teknologi MARA

Admin User Guide

Reset Password

Click here to give us your feedback or if you facing a problem using this application.

2

Sila masukkan nombor staff / **Please insert staff id number**

Staff Number

IC / Passport Number

E.g. 800831-12-1234 or A1234567

4

Sila klik butang 'Reset Password' untuk tetapan semula kata laluan / **Click 'Reset Password' button to reset the password.**

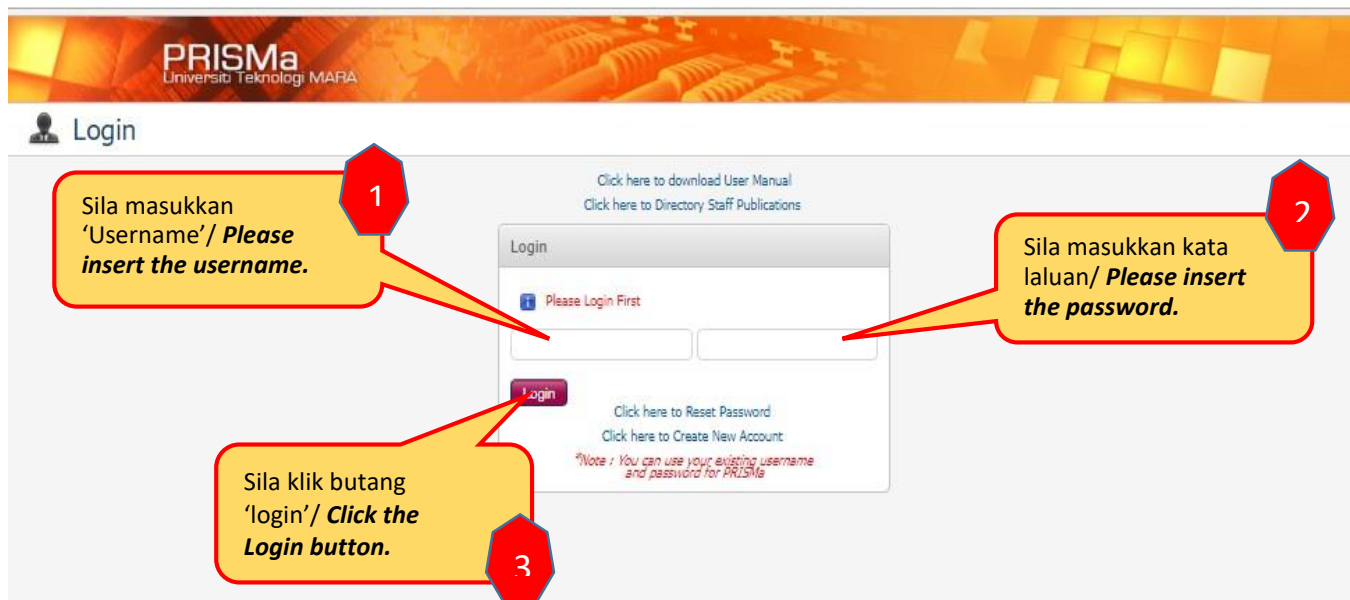
Reset Password

Back

3

Sila masukkan nombor kad pengenalan / **Please insert I/C number.**

3. Paparan 'Login'

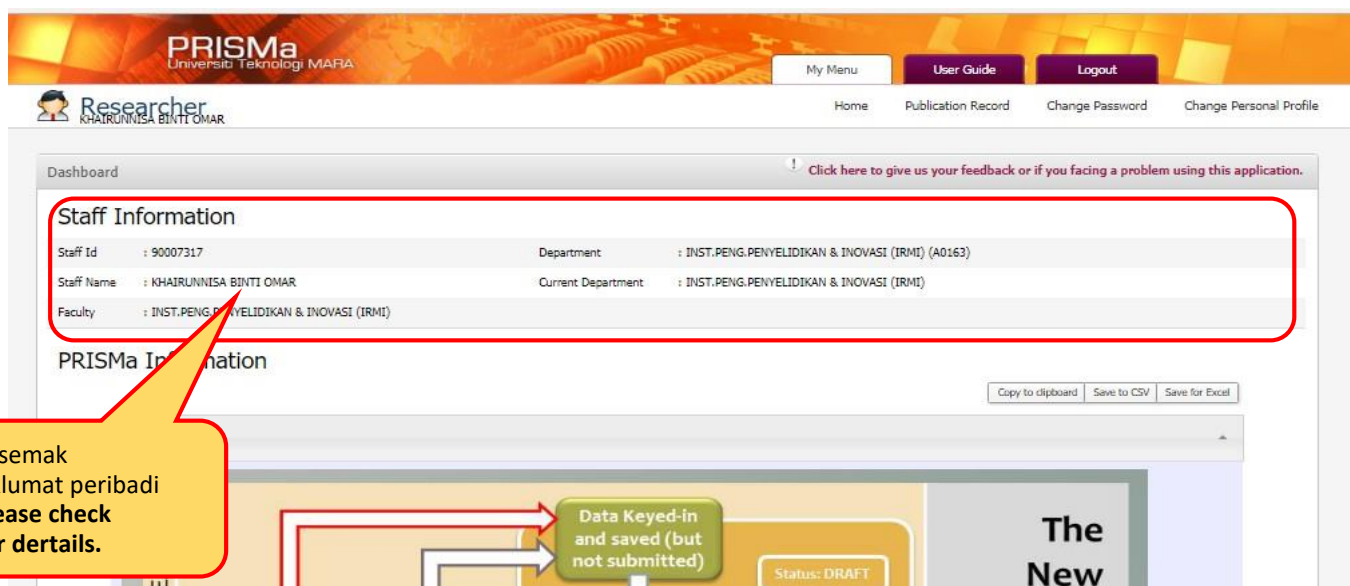


The image shows the PRISMa login page with three numbered annotations:

- 1** Sila masukkan 'Username' / *Please insert the username.* (Points to the username input field)
- 2** Sila masukkan kata laluan / *Please insert the password.* (Points to the password input field)
- 3** Sila klik butang 'login' / *Click the Login button.* (Points to the login button)

Additional text on the page includes: "Click here to download User Manual", "Click here to Directory Staff Publications", "Please Login First", "Click here to Reset Password", "Click here to Create New Account", and a note: "Note : You can use your existing username and password for PRISMa".

4. Paparan 'Dashboard'



The image shows the PRISMa dashboard page with one numbered annotation:

- 1** Sila semak maklumat peribadi / *Please check your details.* (Points to the Staff Information section)

The Staff Information section displays the following details:

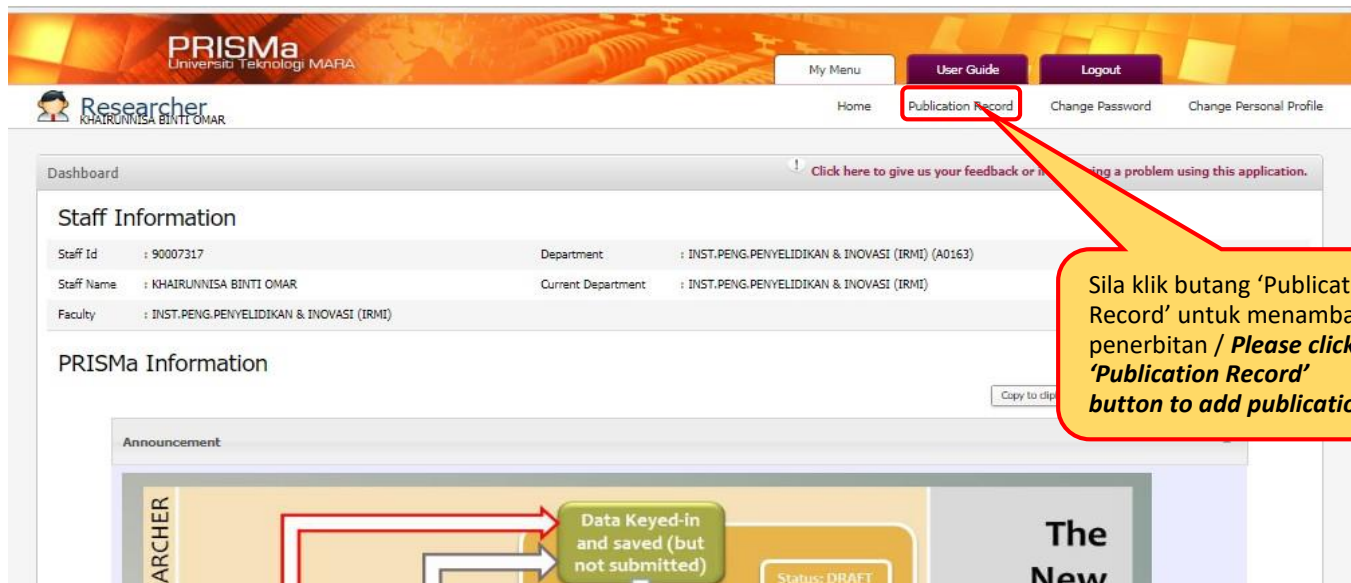
Staff Id	Department
90007317	INST.PENG.PENYELIDIKAN & INOVASI (IRMI) (A0163)

Staff Name	Current Department
KHAIRUNNISA BINTI OMAR	INST.PENG.PENYELIDIKAN & INOVASI (IRMI)

Faculty
INST.PENG.PENYELIDIKAN & INOVASI (IRMI)

Below the Staff Information section, there is a "PRISMa Information" section with a "Status: DRAFT" label and a "The New" section.

5. Tambah Penerbitan / Add Publication



PRISMa
Universiti Teknologi MARA

My Menu User Guide Logout

Home Publication Record Change Password Change Personal Profile

Dashboard

Click here to give us your feedback or if you facing a problem using this application.

Staff Information

Staff Id : 90007317 Department : INST.PENG.PENYELIDIKAN & INOVASI (IRMI) (A0163)

Staff Name : KHAIRUNNISA BINTI OMAR Current Department : INST.PENG.PENYELIDIKAN & INOVASI (IRMI)

Faculty : INST.PENG.PENYELIDIKAN & INOVASI (IRMI)

PRISMa Information

Copy to clipboard

Announcement

Researcher

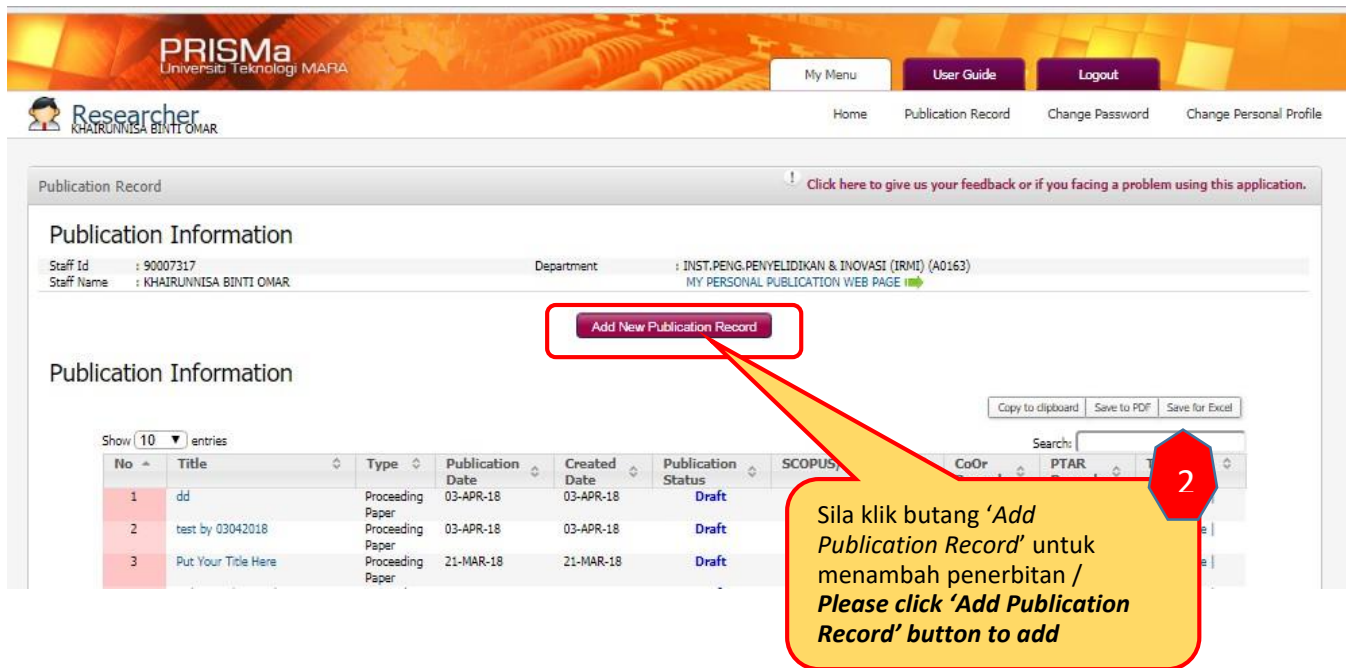
Data Keyed-in and saved (but not submitted)

Status: DRAFT

The New

1

Sila klik butang 'Publication Record' untuk menambah penerbitan / **Please click 'Publication Record' button to add publication.**



PRISMa
Universiti Teknologi MARA

My Menu User Guide Logout

Home Publication Record Change Password Change Personal Profile

Publication Record

Click here to give us your feedback or if you facing a problem using this application.

Publication Information

Staff Id : 90007317 Department : INST.PENG.PENYELIDIKAN & INOVASI (IRMI) (A0163)

Staff Name : KHAIRUNNISA BINTI OMAR MY PERSONAL PUBLICATION WEB PAGE

Add New Publication Record

Publication Information

Show 10 entries

No	Title	Type	Publication Date	Created Date	Publication Status	SCOPUS
1	dd	Proceeding Paper	03-APR-18	03-APR-18	Draft	
2	test by 03042018	Proceeding Paper	03-APR-18	03-APR-18	Draft	
3	Put Your Title Here	Proceeding Paper	21-MAR-18	21-MAR-18	Draft	

Copy to clipboard Save to PDF Save for Excel

Search: CoOr PTAR

2

Sila klik butang 'Add Publication Record' untuk menambah penerbitan / **Please click 'Add Publication Record' button to add**

PRISMa
Universiti Teknologi MARA

My Menu User Guide Logout

Researcher
KHAIRUNNISA BINTI OMAR

Home Publication Record Change Password Change Personal Profile

Add New Publication

Click here to give us your feedback or if you facing a problem using this application.

Publication Type : Proceeding Paper

Add

3

Sila pilih jenis penerbitan, kemudian klik butang 'Add' / Please choose type of publication, then click 'Add' button.

PRISMa
Universiti Teknologi MARA

My Menu User Guide Logout

Researcher
KHAIRUNNISA BINTI OMAR

Home Publication Record Change Password Change Personal Profile

Verify Your Title

Click here to give us your feedback or if you facing a problem using this application.

Your Publication Title : Publication Title

Verify

4

Sila masukkan Tajuk Penerbitan / Please insert Publication Title.

5

Sila klik butang 'Verify' / Please click 'Verify' button.

Penerbitan di dalam sistem yang sama/hampir dengan tajuk penerbitan anda akan disenaraikan di ruangan ini / ***The publication that already in the system with the same/close to your title will be listed in this section by the system.***

6

Sila semak maklumat penerbitan anda & pastikan ianya tidak sama dengan penerbitan yang ada di dalam sistem prisma / ***Please check details of your publication as it should not be the same with other publications in the prisma system.***

7

Your publication title is similar with publication title in the system. Please verify that your publication is not same with this publication.

Id	Verify	Title	Author	Percentage
1570	☐	Powdered Activated Carbon (PAC) as An Alternative Cougalant for Iron Removal	1) KHAIRI BIN KHALID	54%

Sila klik butang 'Verify' jika tajuk penerbitan tidak sama dengan penerbitan yang telah disenaraikan / ***Please click 'Verify' button if the publication title is not the same with the listed publication.***

8

Sila klik butang 'Proceed' untuk langkah seterusnya / ***Please click 'Proceed' button to the next step.***

9

PRISMA
Universiti Teknologi MARA

My Menu User Guide Logout

Home Publication Record Change Password Change Personal Profile

Book

Click here to give us your feedback or if you facing a problem using this application.

Step 1 Publication Info Step 2 Author Info Step 3 Evidence & Indexing Step 4 Summary

Name of book* Put Your Title Here.

ISBN :

Publication Year : 2018

Publisher :

Publisher Media* -- Please Choose --

Publication Level* -- Please Choose --

Is Open Access to Public: ☐ Open Access to Public ☒ Not Open Access to Public

Save

Sila isi maklumat yang diperlukan / ***Please fill in the required information.***

10

Kemudian klik butang 'Save' / ***Then click 'Save' button.***

11

PRISMA
Universiti Teknologi MARA

My Menu User Guide Logout

Home Publication Record Change Password Change Personal Profile

Add Other Authors

Click here to give us your feedback or if you facing a problem using this application.

Step 1 Step 2 Step 3 Step 4

Publication Info Author Info Evidence & Indexing Summary

Publication Detail

Title : Put Your Title Here.
Name of Book / Publication :

Author

Staff Name : KHAIRUNNISA BINTI OMAR

Author/Editor/Translator : Author

Sequence : 1

Add Author (UiTM Staff) Add External Author Save

Back Next

13

Sila klik butang 'Add Author (UiTM Staff' atau 'Add External Author' bagi menambah penulis / Please click 'Add Author (UiTM Staff' or 'Add External Author' button to add author.

12

Sila klik butang 'Next' jika tiada penulis lain / Please click 'Next' button if there is no other author.

Nota/ Note :

Add Author (UiTM Staff) : Penulis dari staff UiTM / Author from UiTM Staff.

Add External Author : Penulis bukan dari staff UiTM termasuk pelajar UiTM / *Non-Staff author including UiTM student.*

PRISMA
Universiti Teknologi MARA

My Menu User Guide Logout

Home Publication Record Change Password Change Personal Profile

Researcher
KHAIRUNNISA BINTI OMAR

Add Other Authors [Click here to give us your feedback or if you facing a problem using this application.](#)

Step 1 Step 2 Step 3 Step 4
Publication Info Author Info Evidence & Indexing Summary

Publication Detail

Title : Put Your Title Here.
Name of Book / Publication :

Author

Staff Name : KHAIRUNNISA BINTI OMAR
Author/Editor/Translator : Author Sequence : 1

Add Author (UTM Staff) Add External Author

Researcher List

First Name /Staff Id : khairunnisa Search

Copy to clipboard Save to PDF Save for Excel

Staff Name	Department
☐ IBTISAM BINTI ABDUL WAHAB	FAKULTI FARMASI
☒ IBTISAM @ ILYANA BINTI ILIAS	FAKULTI UNDANG-UNDANG
☐ NOOR IBTISAM BINTI ABDUL KARIM	FAKULTI PENGURUSAN HOTEL & PEL
☐ IBTISAM HAYATI BINTI MD. ROZI	UITM KAMPUS PERMATANG PAUH
☐ IBTISAM @ MAJID	INST.PENG.PENYELIDIKAN & INOVAS

Showing 1 to 5 of 5 entries

Add

Sila masukkan sebahagian nama penulis tersebut / **Please insert part of the related author name.**

Kemudian klik butang 'Search' / **Then click 'Search' button.**

Sila pilih penulis berkaitan dari senarai yang dipaparkan dengan 'tick' pada butang 'checkbox' / **Please select related author from the listed author by give a tick at the checkbox button.**

Kemudian tekan butang 'Add' / **Then click 'Add' button.**

PRISMa
Universiti Teknologi MARA

My Menu User Guide Logout

Home Publication Record Change Password Change Personal Profile

Researcher
KHAIRUNNISA BINTI OMAR

Add Other Authors [Click here to give us your feedback or if you facing a problem using this application.](#)

Step 1 Step 2 Step 3 Step 4
Publication Info Author Info Evidence & Indexing Summary

Publication Detail

Title : Put your title here
Name of Book / Publication :

Author

Staff Name

KHAIRUNNISA BINTI OMAR

IBTISAM @ ILYANA BINTI ILIAS

Add Author (UTM Staff) Add External Author

Author/Editor/Translator	Sequence
Author	1
Author	2

Remove

Save

Back

Next

18

Pastikan maklumat di ruangan ini adalah tepat /
Please confirm the information here is correct.

19

Sila klik butang 'Next' untuk langkah seterusnya
/ Please click 'Next' button for the next step.

**** Pastikan urutan penulis adalah betul | 1 : Main Author, 2 : Co-Author**

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Researcher
KHAIRUNNISA BINTI OMAR

My Menu User Guide Logout

Home Publication Record Change Password Change Personal Profile

Upload Evidence Click here to give us your feedback or if you facing a problem using this application.

Step 1 Step 2 Step 3 Step 4

Publication Info Author Info Evidence & Indexing Summary

Please upload the following documents in pdf format (should not exceed 8MB each file) :

1. Front & Back cover of book
2. Copyright page
3. Content page

Publication Evidence

Title Put Your Title here

Full Paper in PDF

Choose File No file chosen Upload

Back Next

Sila klik butang 'Choose File' untuk memuat naik bahan penerbitan /
Please click 'Choose File' button to add publication materials.

20

PRISMa
Universiti Teknologi MARA

Researcher
KHAIRUNNISA BINTI OMAR

My Menu User

Home Publication

Upload Evidence Click here to give us your

Step 1 Step 2 Step 3

Publication Info Author Info Eviden Index

Please upload the following documents in pdf format (should not exceed 8MB each file) :

1. Front & Back cover
2. Copyright page
3. Content page

Publication Evidence

Title Put Your Title here

Full Paper in PDF

Choose File No file chosen

File name: All Files

Open

Back Next

Sila pilih bahan berkaitan untuk dimuatnaik. / *Please choose related materials to be uploaded.*

21

Kemudian klik butang 'Open' / *Then click 'Open' button.*

22

PRISMa
Universiti Teknologi MARA

Researcher
KHAIRUNNISA BINTI OMAR

My Menu User Guide Logout
Home Publication Record Change Password Change Personal Profile

Upload Evidence [Click here to give us your feedback or if you facing a problem using this application.](#)

Step 1 Step 2 Step 3 Step 4
Publication Info Author Info Evidence & Indexing Summary

Publication Evidence

Please upload the following documents in pdf format (should not exceed 8MB each file) :

1. Front & Back cover of book
2. Copyright page
3. Content page

Title Put Your Title here

Full Paper in PDF

Choose File 132061.pdf Upload

Back Next

Sila klik butang 'Upload' untuk memuatnaik bahan / Please click 'Upload' button to upload material.

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Universiti Teknologi MARA

Researcher
KHAIRUNNISA BINTI OMAR

My Menu User Guide Logout
Home Publication Record Change Password Change Personal Profile

Summary [Click here to give us your feedback or if you facing a problem using this application.](#)

Step 1 Step 2 Step 3 Step 4
Publication Info Author Info Evidence & Indexing Summary

Publication File No. : B/1801/154437

Title : Put your title here

Publication Type : BOOK

Organiser / Publisher :

Name of book / Journal :

ISBN / ISSN :

Publication Date : 01-01-2018

Publication Level : Internal

Created By : KHAIRUNNISA BINTI OMAR (90007317)

Created On : 12-APR-18

Updated By :

Updated On :

Validation Status 1 : DRAFT

Remark from Coordinator : -

Validated By : ()

SCOPUS/WOS/ERA :

PTAR Remark (*) :

Validated By PTAR : ()

Author/Editor/Translator : IBTISAM @ ILYANA BINTI

Publication Evidence : 132061.pdf

☐ I certify that the information provided in this document is true and correct.

Back Submit For Validation

Sila klik butang 'Submit For Validation' jika maklumat yang diperlukan telah lengkap / Please click 'Submit For Validation' button if all the required information has successfully been completed.

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Terima Kasih
@
Thank You