



UNIVERSITI TEKNOLOGI MARA

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

USER MANUAL (VER. 1.1) – PUBLICATION MODULE

Portal for Research and Innovation Management (PRIME)

New Publication Module

Pejabat Timbalan Naib Canselor (Penyelidikan & Inovasi)

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

Publication

Universiti Teknologi Mara
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1.0. LOG IN AS STAFF

1. Figure 1.1 below shows User Log In Interface.

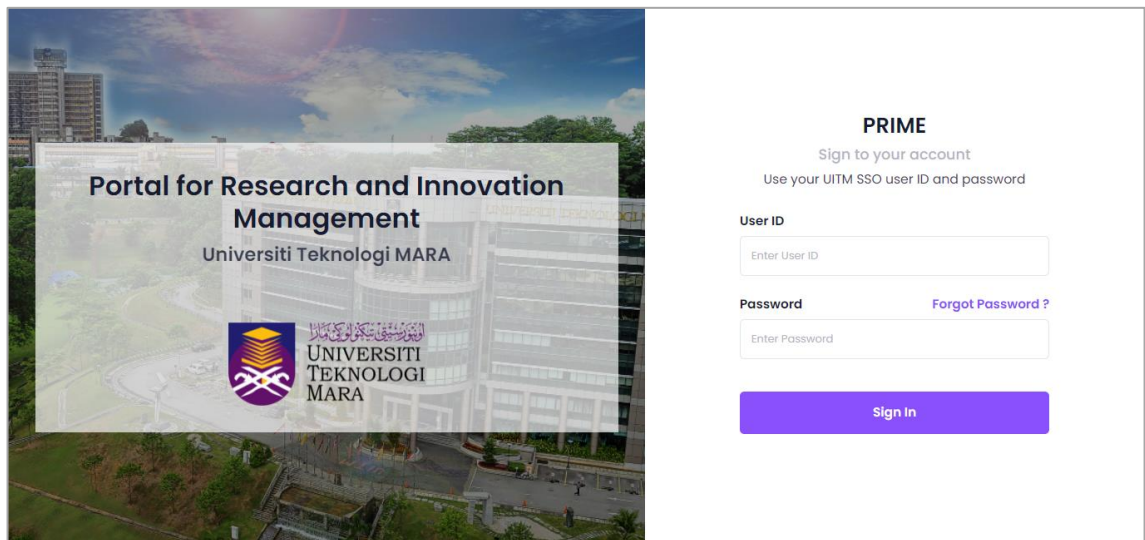


Figure 1.1 User Log Interface

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.

NEW PUBLICATION

USER: UITM STAFF (ACADEMIC/NON-ACADEMIC)

2.0. NEW PUBLICATION

2.1. Dashboard

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

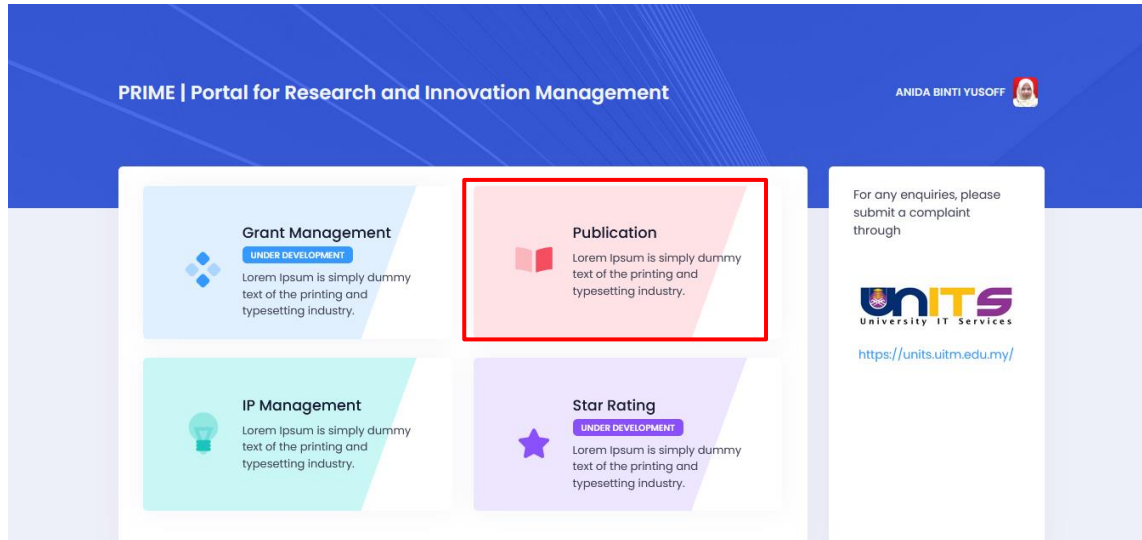


Figure 2.1 Main Menu

- b. Dashboard page will be displayed where user can view their publication statistic, personal details and publication status.

2.2. New Publication

- a. Then, click menu “**New Publication**”.
- b. User can choose either “**Indexed Publication**” or “**Other Publication**”.

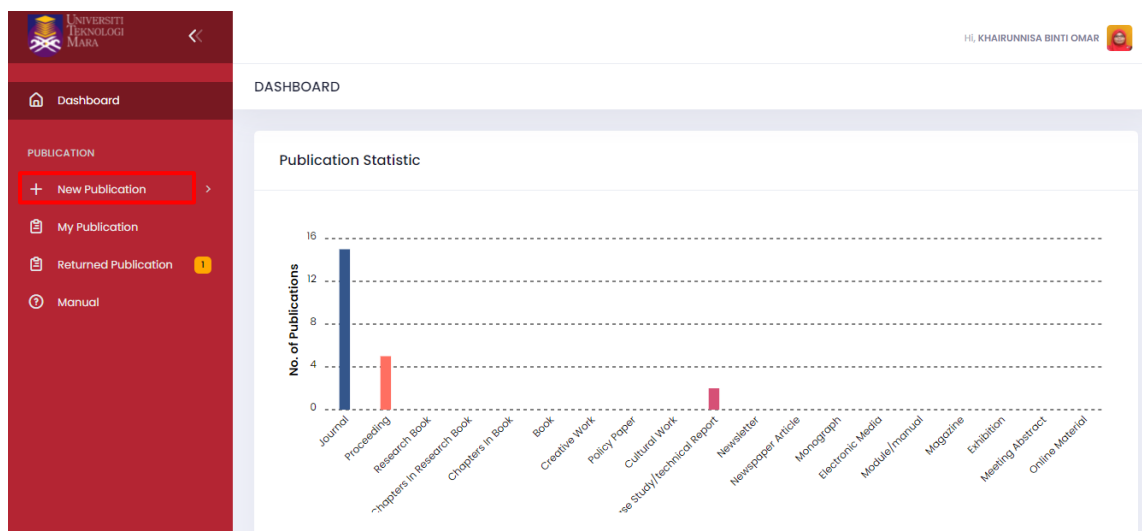


Figure 2.2 Dashboard

c. Similarity Check: Publication

- Enter New Publication Title as shown in Figure 2.3 below.
- Click “**Check Similarity**” button to check with other publications.
- Only publication title that has **less than 90% similarity** can proceed.

- Click **“Proceed”** button to proceed.

Figure 2.3 Similarity Check

d. Indexed Publication

- Choose Indexed Type as shown in Figure 2.4.
- Select and fill in the required information.
- Click **“Save”** button to save the information.

Figure 2.4 Indexed Publication

e. Other Publication

- Choose Category of Publication as shown in Figure 2.5.
- Select and fill in the required information.
- Click **“Save”** button to save the information and the publication details form will be appeared as shown in Figure 2.6.

Figure 2.5 Other Publication

Figure 2.6 Publication Details Form

- f. Fill the publication details and click **“Save”** button as shown in Figure 2.6.
- g. Reference number will be automatically generated, and the respective application will be in **“Draft”** status. The publication details then can be updated if needed or scroll down to add **Related Project Code** (if related) and **Author**.

Reference number format: **Module Name/ Year /Reference Number**

Example of generated data: **PB/2022/000016**

2.3. Publication Details Update, Related Project Code and Author

a. Update Publication Details

Button for publication details will be shown after the publication details was successfully saved as 'Draft' as shown in Figure 2.7. To update publication details:

- Update any relevant information.
- Click **“Update”** button to update the information.

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HI, KHAIRUNNISA BINTI OMAR

MY PUBLICATION

Organizer *
Pfinesa Sdn. Bhd

Media Format *
PRINTED / ELECTRONIC

Publisher *
IEEE

Type of Article *
FULL PAPER

Referenced *
YES

Publication Level *
INTERNATIONAL

URL
Open Link eg : https://www.sciencedirect.com/science/article/pii/S01234567891234567

Cancel Update

Figure 2.7 Publication Details Update

b. Add Related Project Code

- Select related project code as shown in Figure 2.7 below.
- Click **“Add”** button to add the project code to the list.

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HI, KHAIRUNNISA BINTI OMAR

MY PUBLICATION

Add Related Project Code

Related Project Code
100162222221

Project Code
100162222221

Project Name
TEST FRGS TEKNIKAL UTM

Cancel Add

Project Code List

#	Project Code No.	Title	Actions
No data available in table			

Showing 0 to 0 of 0 entries

Figure 2.7 Project Code

c. Add Author

- Select category of author as shown in Figure 2.8.
- Search their information by ID or name.
- Fill the author information.
- Click **“Add”** button to add the author to the list.
- After adding all authors, click **“Assign Author Level”** button to assign author level as shown in Figure 2.8.

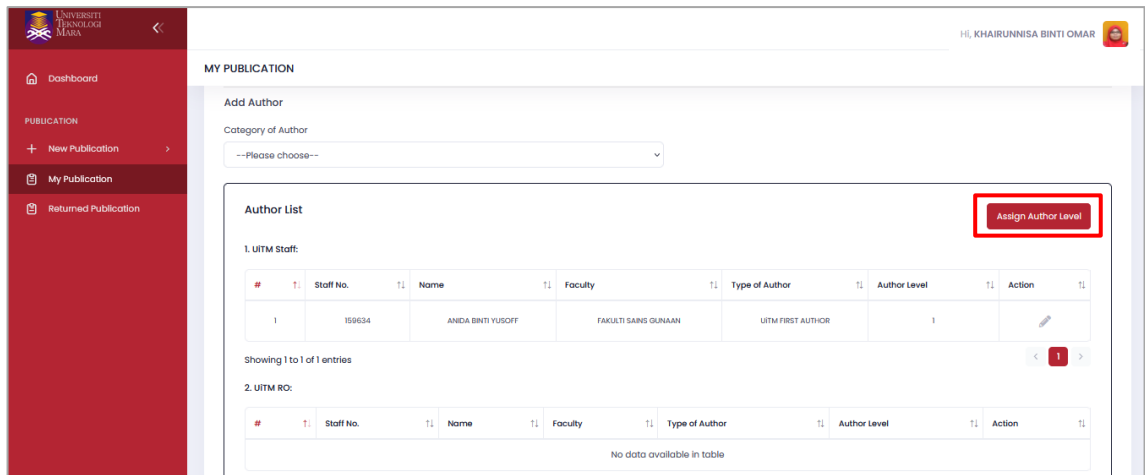


Figure 2.8 Publication Author

2.4. Attachment

Add Attachment:

- Click “**Attachment Tab**” as shown in Figure 2.9.
- Drag and drop or click the attachment field as shown in Figure 2.10.
- Browse and select an attachment file.
- Fill the file description (optional).
- Click “**Upload**” button to save the attachment.

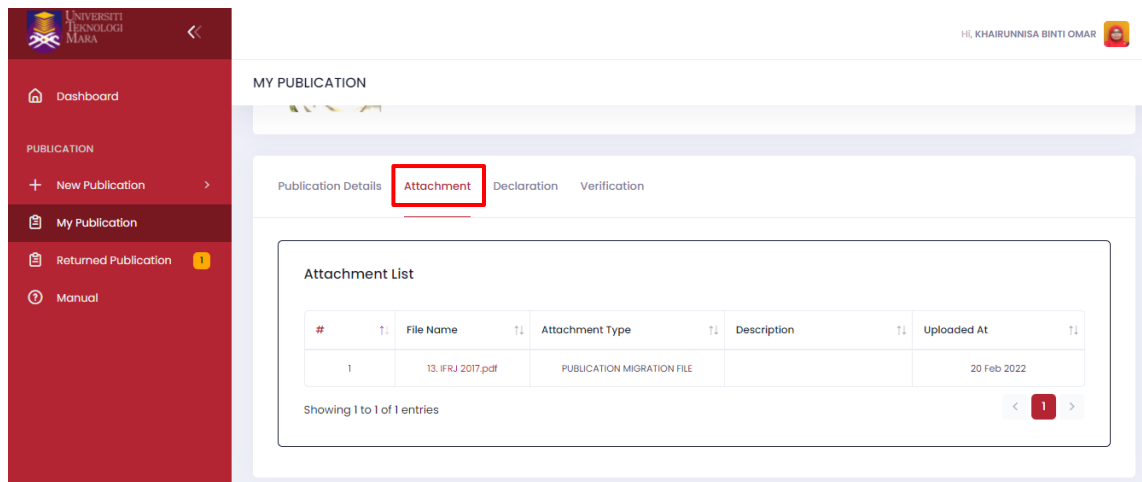


Figure 2.9 Attachment Tab

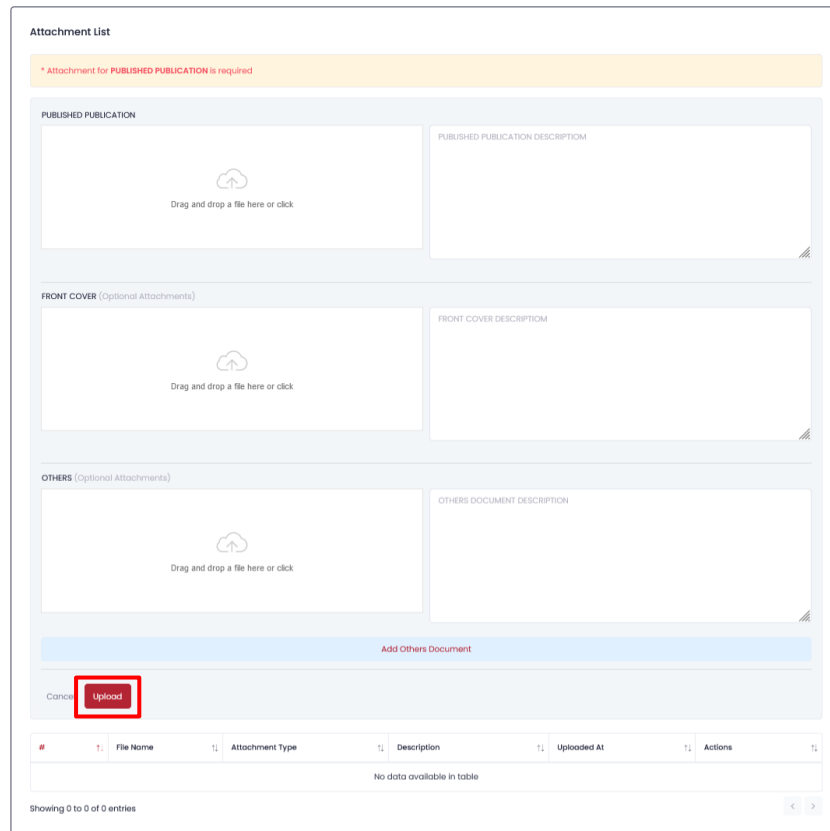


Figure 2.10 Attachment Upload

2.5. Submission

a. Application Submission

- Click **“Declaration Tab”** as shown in Figure 2.11
- Tick the declaration box and click **“Submit”** button as shown in Figure 2.11.
- The application status will be changed to **“Pending”** and will be reviewed by PTAR for verification.
- The Verification Tab also will be appeared and user can view the approval timeline in this tab as shown in figure 2.12.

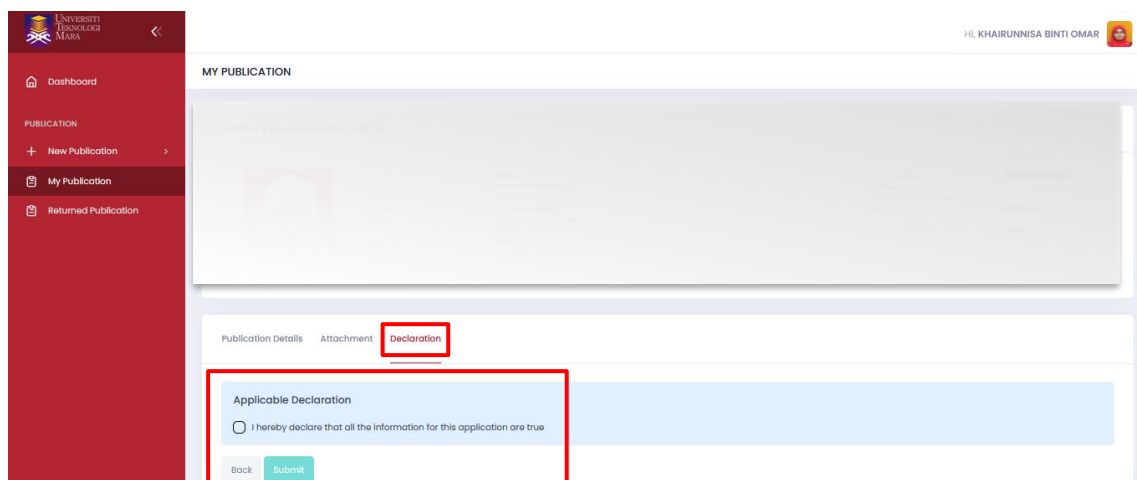


Figure 2.11 Submit New Publication

#	Date	Verification By	Position	Status	Remark	Email	Telephone No.
1	17/02/22 07:04 am	SABIHA HANIM BINTI SALEH	PROFESOR MADYA	VERIFIED	• MIGRATION BATCH 2	sabihananim@uitm.edu.my	0194342890

Figure 2.12 Verification Tab

3.0. MY PUBLICATION

- a. View all registered publications (All status)
 - To view all your registered publication, click menu **“My Publication”** on the left menu as shown in Figure 3.1 below and your publication list will be shown.
 - Click **“Ref. No”** link as shown in Figure 3.2 to view the application details.

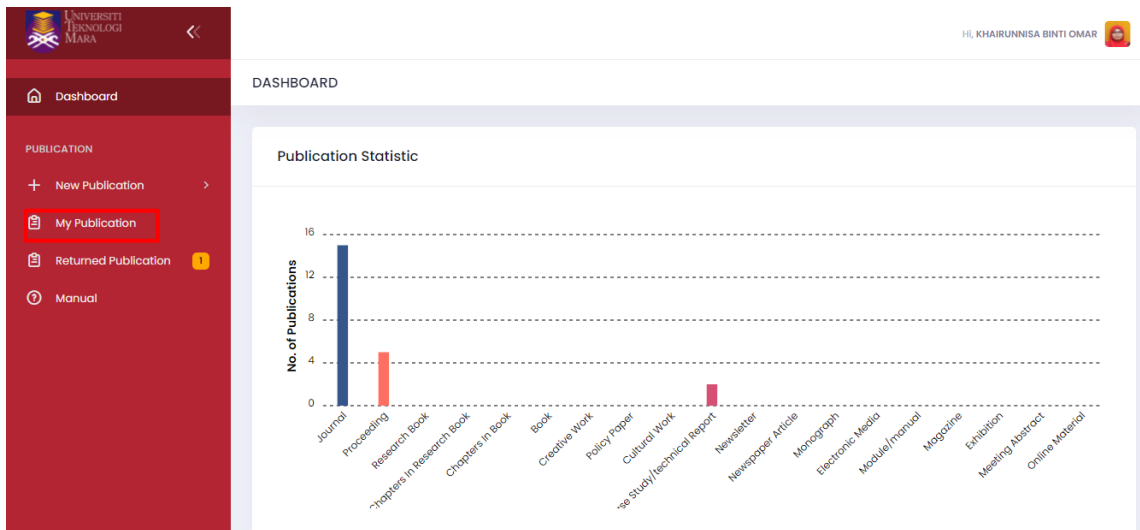


Figure 3.1 Dashboard

MY PUBLICATION

Indexed Publications Export to Excel

Show 10 entries Search:

Ref. No.	Submission Date	Publication Date	Journal/Title	Category	Type	Staff ID	Staff Name	Faculty/Campus /Coe/Hicoe	Publication Location	Status	Verified By	Actions
PB/2022/000001	10/02/2022	10/02/2022	Dummy-Online teaching and learning	JOURNAL	WEB OF SCIENCE	159834	ANIDA BINTI YUSOFF	A0804 - FAKULTI SAINS GUNAAAN	A0804 - FAKULTI SAINS GUNAAAN	PENDING (WAITING FOR VERIFICATION)	-	
PB/2022/000002	14/02/2022	10/01/2022	Gamification Elements in E-commerce – A Review	JOURNAL	SCOPUS	159834	ANIDA BINTI YUSOFF	A0804 - FAKULTI SAINS GUNAAAN	A0838 - FAKULTI PENGURUSAN MAKLUMAT	PENDING (WAITING FOR VERIFICATION)	-	

Showing 1 to 2 of 2 entries < 1 >

Other Publications Export to Excel

Show 10 entries Search:

Ref. No.	Submission Date	Publication Date	Journal/Title	Category	Type	Staff ID	Staff Name	Faculty/Campus /Coe/Hicoe	Publication Location	Status	Verified By	Actions
PB/2022/000003	14/02/2022	22/1/2021	Managing the effectiveness of e-commerce platforms in a pandemic	PROCEEDING	OTHERS	159834	ANIDA BINTI YUSOFF	A0804 - FAKULTI SAINS GUNAAAN	A0565 - ARSHAD AYUB GRADUATE BUSINESS SCHOOL (AAGBS)	DRAFT	-	

Showing 1 to 1 of 1 entries < 1 >

Figure 3.2 Publication List

b. Change Publication Type

- On Publication List, click “” button to change publication type.
- Change the relevant information and enter remark, then click “**Change**” button to change publication type as shown in Figure 3.3 below.
- Click “**Go to Publication List**” button to view publication details.
- 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

Change
Go to Publication Details
Back

Figure 3.3 Change Publication Type Form

c. Revert Publication Status

On Publication List, click “” button as shown in Figure 3.2 to revert the application’s status to ‘Draft’.





d. Export to Excel

- Click “**Export to Excel**” button as shown in Figure 3.4 below.

MY PUBLICATION

Indexed Publications Export to Excel

Show 10 entries Search:

Ref. No.	Submission Date	Publication Date	Journal/Title	Category	Type	Staff ID	Staff Name	Faculty/Campus /Coe/Iticoe	Publication Location	Status	Verified By	Actions
P8/2022 /000001	10/02/2022	10/02/2022	Dummy-Online teaching and learning	JOURNAL	WEB OF SCIENCE	159834	ANIDA BINTI YUSOFF	A0604 - FAKULTI SAINS GUNAAAN	A0604 - FAKULTI SAINS GUNAAAN	PENDING (WAITING FOR VERIFICATION)	-	 
P8/2022 /000002	14/02/2022	10/01/2022	Omification Elements in E-commerce - A Review	JOURNAL	SCOPUS	159834	ANIDA BINTI YUSOFF	A0604 - FAKULTI SAINS GUNAAAN	A0638 - FAKULTI PENGURUSAN MAKLUMAT	PENDING (WAITING FOR VERIFICATION)	-	 

Showing 1 to 2 of 2 entries < 1 >

Other Publications Export to Excel

Show 10 entries Search:



Ref. No.	Submission Date	Publication Date	Journal/Title	Category	Type	Staff ID	Staff Name	Faculty/Campus /Coe/Iticoe	Publication Location	Status	Verified By	Actions
P8/2022 /000003	14/02/2022	22/11/2021	Managing the effectiveness of e-commerce platforms in a pandemic	PROCEEDING	OTHERS	159834	ANIDA BINTI YUSOFF	A0604 - FAKULTI SAINS GUNAAAN	A0595 - ARSHAD AYUB GRADUATE BUSINESS SCHOOL (AAGBS)	DRAFT	-	 

Figure 3.4 Export to Excel

- System will automatically download the excel file into your computer

4.0. RETURNED APPLICATION

- Click **“Returned Application”** Menu as shown in Figure 4.1 below.
- Click any selected publication Reference No as shown in Figure 4.2 below.
- Fill in or update any required information based on comment given by PTAR Coordinator.
- Click **“Declaration”** Tab as shown in Figure 4.3.
- Tick the declaration box and click **“Submit”** button as shown in Figure 4.3 to re-submit the application.

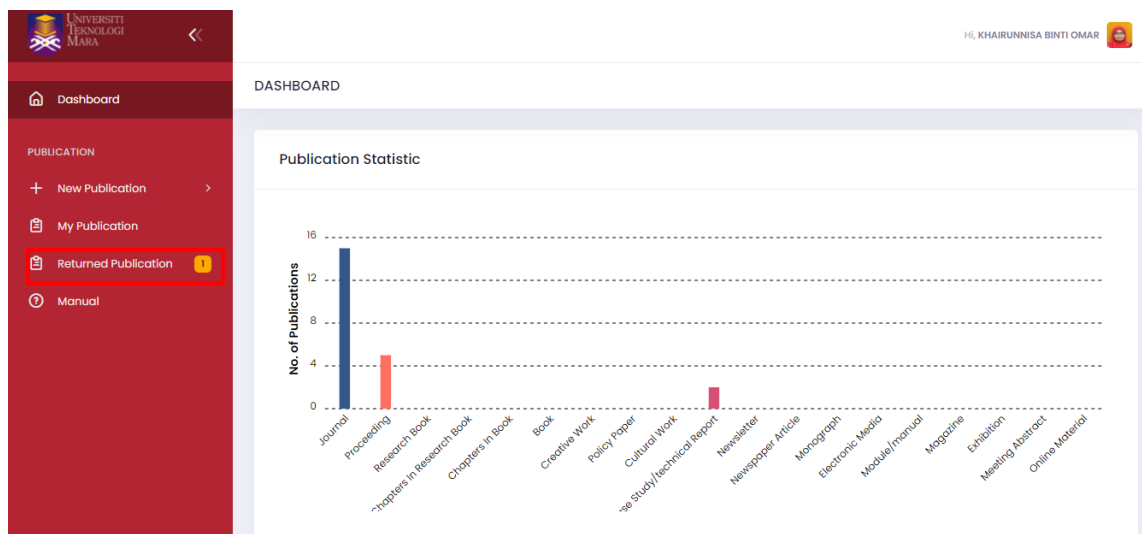


Figure 4.1 Dashboard

RETURNED PUBLICATION

Indexed Publications Export to excel

Show 10 entries Search:

Ref. No.	Submission Date	Publication Date	Journal/Title	Category	Type	Staff ID	Staff Name	Faculty/Campus /Coe/Incoe	Publication Location	Status	Verified By	Actions
No data available in table												

Showing 0 to 0 of 0 entries

Other Publications Export to Excel

Show 10 entries Search:

Ref. No.	Submission Date	Publication Date	Journal/Title	Category	Type	Staff ID	Staff Name	Faculty/Campus /Coe/Incoe	Publication Location	Status	Verified By	Actions
19/2021/00791	08/08/2021	08/08/2021	FAT TEST FOR OTHER PUBLICATION ON 08082021 NEWS PAPER	NEWSPAPER ARTICLE	OTHERS	90007317	KHAIRUNNISA BINTI OMAR	ADIS4 - PEJABAT TAMBALAN NABH CANSOLOR (IN4)	ADIS4 - PEJABAT TAMBALAN NABH CANSOLOR (PENYELIDAN DAN BINAAN)	RETURNED FOR CORRECTION	-	

Figure 4.2 List of Returned Application

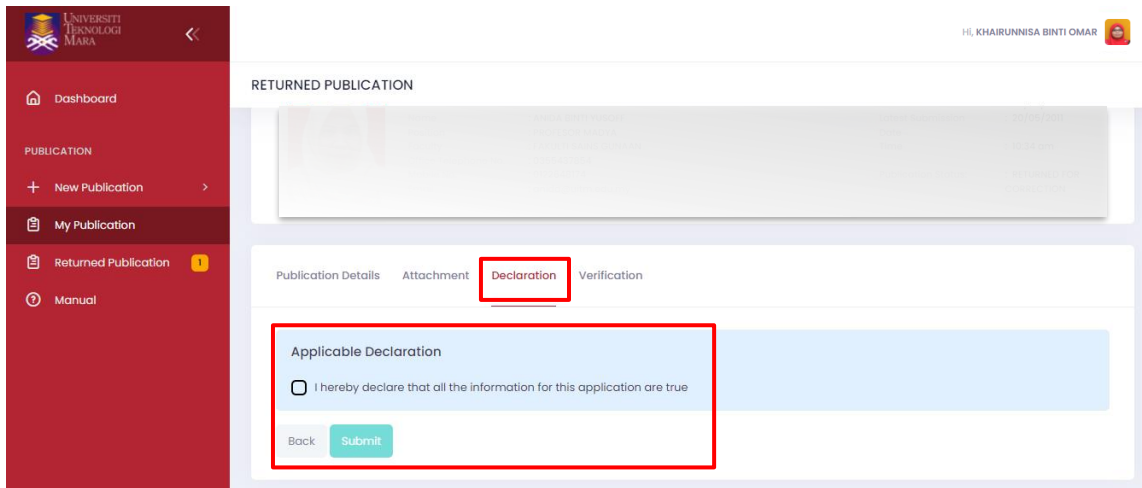


Figure 4.3 Resubmit Application