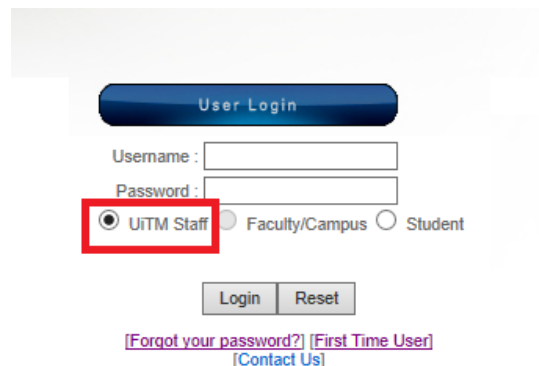


# MANUAL PENDAFTARAN DAN PERMOHONAN PEMBANTU PENYELIDIK

## PERANAN : KETUA PROJEK

### 1) Pendaftaran didalam sistem

- a) Buka sistem di <http://orchid.uitm.edu.my/irmis>.



- b) Masukkan **nombor pekerja UiTM** sebagai *Username* dan **abcd1234** sebagai *Password* untuk **log masuk kali pertama**.
- c) Pilih “**Staff**” dan klik butang “**Login**”.

FIRST TIME LOGIN	
NAME :	A [REDACTED]
MATRIKS NO :	2 [REDACTED]
EXISTING EMAIL :	a [REDACTED]@ [REDACTED].n
ALTERNATE EMAIL :	<input type="text"/>
* CURRENT PASSWORD:	<input type="password"/>
* NEW PASSWORD :	<input type="password"/> * not more than 10 charaters
* RE-TYPE NEW PASSWORD:	<input type="password"/>
	<input type="button" value="Save"/> <input type="button" value="Reset"/>

- d) Bagi pengguna yang log masuk kali pertama akan diminta untuk menukar kata laluan dan melengkapkan maklumat yang diperlukan.
- e) Kemudian log masuk semula kedalam sistem menggunakan kata laluan yang baru.

## 2) Verifikasi Permohonan Pembantu Penyelidik

The screenshot displays a web interface for 'PERSONAL DETAIL'. At the top, there is a dark header with the text 'PERSONAL DETAIL' and a yellow button labeled '>> Personal Information'. Below this is a section titled 'USER INFORMATION'. It features a profile picture placeholder with a purple silhouette and an 'Edit Profile Picture' button. A series of orange-labeled input fields are shown, each with a corresponding redacted value: 'STAFF ID', 'NAME', 'DESIGNATION', 'POSITION', 'PERMANENT FACULTY', and 'PRESENT FACULTY'. Below these is a 'DIGITAL SIGNATURE' field containing a handwritten signature and an 'Edit Signature' button circled in red. A small 'Edit' button is also visible at the bottom of the signature section.

- a) Sebelum membuat proses permohonan, ketua projek perlu ke menu “[Personal Information](#)” untuk **memuatnaik gambar** dan **tandatangan digital** seperti dalam rajah diatas.

The screenshot shows a 'REGISTERED RESEARCH' menu with a dark header. Below the header is a list of menu items: '>> My Research', '>> List of Research Application', '>> List of Research Assistant (RA)', '>> Progress Report Record', '>> Application of Final Report', '>> Application of Project Extention', and '>> Application of Progress Report'. The 'List of Research Assistant (RA)' item is highlighted with a yellow background.

- b) Setelah memuatnaik gambar dan tandatangan digital, klik pada menu “[List of Research Assistant \(RA\)](#)” untuk verifikasi permohonan.

**LIST OF RESEARCH ASSISTANT (RA)**

All Columns  Application Pending for Verification  
New Application : 0  
Extension : 1

Record 1-2 of 2 [RESET](#)

NO.	APPLICANT	PROJECT TITLE	RMI FILE NO	APPLICATION TYPE	STATUS	PROCESS DATE	ACTION
1	[REDACTED]	[REDACTED]	[REDACTED]	EXTENSION <a href="#">View History</a>	NEW APPLICATION	APPLY ON : 03-09-2013 VERIFY ON : 21-08-2013 APPROVE ON : 21-08-2013	

- c) Pilih dan klik **Tajuk Projek**.
- d) Semak maklumat permohonan yang dipaparkan dalam format pdf.
- e) Pilih “**Action**”.
- f) Pilih “**Payment Type**”.
- g) Bagi jenis pembayaran adalah upah, jumlah pembayaran perlu dimasukkan.

**PRINCIPAL INVESTIGATOR USE ONLY**

**Action**

**Payment Type**

**Payment Amount (If Wages)**

Maximum Rate **RM 1500.00**

New Rate **RM**

- h) Klik butang “**Submit**”.

**LIST OF RESEARCH ASSISTANT (RA)**

All Columns  Application Pending for Verification  
New Application : 0  
Extension : 1

Record 1-2 of 2 [RESET](#)

NO.	APPLICANT	PROJECT TITLE	RMI FILE NO	APPLICATION TYPE	STATUS	PROCESS DATE	ACTION
1	[REDACTED]	[REDACTED]	[REDACTED]	EXTENSION <a href="#">View History</a>	NEW APPLICATION	APPLY ON : 03-09-2013 VERIFY ON : 21-08-2013 APPROVE ON : 21-08-2013	

EXTENSION HISTORY					
RMI File No		[REDACTED]			
Project Title		[REDACTED]			
Extension History	No.	Start Date	End Date	Duration	Status
	1.	23-06-2014	30-11-2014	5 Months	Active
	2.	30-06-2013	30-11-2013	5 Months	Completed

- i) Bagi jenis permohonan adalah “**Extension**”, klik “**View History**” untuk mendapatkan sejarah permohonan lanjutan yang pernah dibuat oleh pemohon sepanjang tempoh berkhidmat dengan projek berkenaan.

**LIST OF RESEARCH ASSISTANT (RA)**All Columns Application Pending for Verification  
New Application : 0  
Extention : 1Record 1-2 of 2 [RESET](#)

NO.	APPLICANT	PROJECT TITLE	RMI FILE NO	APPLICATION TYPE	STATUS	PROCESS DATE	ACTION
1	[REDACTED]	[REDACTED]	[REDACTED]	EXTENTION <a href="#">View History</a>	NEW APPLICATION	APPLY ON : 03-09-2013 VERIFY ON : 21-08-2013 APPROVE ON : 21-08-2013	<a href="#">[PRINT OFFER LETTER]</a>

- j) Klik “[Print Offer Letter](#)” untuk mencetak surat tawaran pemohon sebagai simpanan dan rujukan. Butang ini hanya akan dipaparkan bagi permohonan yang telah berstatus “[Approved By RMI](#)” dan mempunyai maklumat no pekerja pemohon.