

NIH RFD MIS System

Dated: Mar 7, 2011

USERS MANUAL

Step 1:

1. Only NIH Staff can access this System.
2. The Users have been authenticated by NIH Employee Number only.
3. This RFD System is accessible in two ways: (Web browsers: IE/Firefox/Chrome)
 1. <http://192.168.129.132/nihmis/> → for users at NIH Head Quarters
 2. <http://www.nih.ernet.in/nihmis/> → for users at NIH Regional Centers

Step 2:

Once the Home Page is Opened...

-> Click Login to NIH RFD MIS button.

-> Click Register New user

* Enter Your Employee Number (Printed on Payslip), Password & Email (Preferably youremail@nih.ernet.in)

* Once Registered, an Email will be sent to the email address given by you.

* Click the Link (sent by Email) to Activate your account.

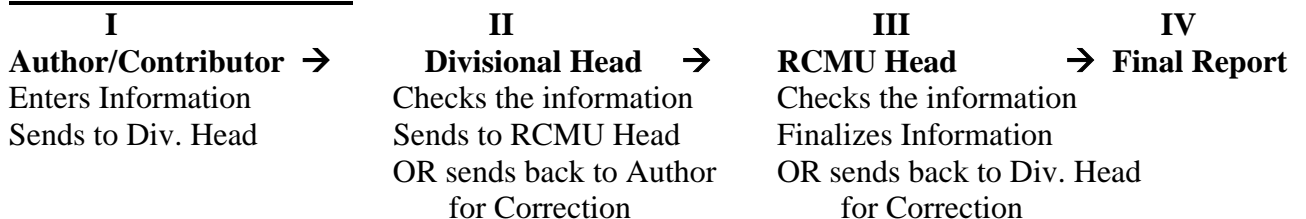
Step 3:

* Once you login, you will be Default User only.

* To have the access to 'Enter Information', you may send email to the Administrator/RCMU Head

* Your data will be Updated/Proper Rights will be provided within 24 Hrs time.

Information Flow Chart:



I: Author/Contributor:

Entering the Information in RFD MIS System:

- Press the Link **Information (On Main menu)**
- Press the Link **New Information (Left side menu)**
- Enter the Data as per the format given.

List of Categories of Information:

1. BRAIN STORMING SESSIONS
2. CAPACITY BUILDING PROGRAMMES FOR EMPLOYEES
3. DEVELOPMENT OF TECHNIQUES, PROCEDURES, SOFTWARE PACKAGES, INSTRUMENTS
4. LECTURES DELIVERED
5. MASS AWARENESS PROGRAMMES-OUTREACH ACTIVITIES
6. MONITORING/EVALUATION OF PROJECTS
7. NIH REPORTS
8. PUBLICATIONS- BOOKS
9. PUBLICATIONS- CHAPTERS
10. PUBLICATIONS- INTERNATIONAL CONFERENCES
11. PUBLICATIONS- INTERNATIONAL JOURNALS

12. PUBLICATIONS- NATIONAL CONFERENCES
13. PUBLICATIONS- NATIONAL JOURNALS
14. R & D STUDIES (INCLUDING SPONSORED/CONSULTANCY PROJECTS)
15. SEMINARS/ SYMPOSIA
16. TECHNOLOGY TRANSFER WORKSHOPS
17. TRAINING COURSES

- o Sample data is given below explaining the Procedure

=====Sample=====

1. R.P. Pandey, Ashish Pandey, Ravi Galkate, *Hi-Ryong Byun* and *B.C. Mal* (2010) *Integrating Hydro-meteorological and Physiographic Factors for Assessment of Vulnerability to Drought. Water Resources Management. Springer Publishers, Vol.24, No. 15 Pp.4199-4217. (Published in Dec 2010, DOI: 10.1007/s11269-010-9653-5).*

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Category-> : **Publications- International Journals**

Title -> : **Integrating Hydro-meteorological and Physiographic Factors for Assessment of Vulnerability to Drought.**

Information Details ->: **Water Resources Management. Springer Publishers, Vol.24, No. 15 Pp.4199-4217. (Published in Dec 2010, DOI: 10.1007/s11269-010-9653-5).**

From & To : **To be Selected by Calendar (drop down) – In case N/A – Select Start date of the month for the data is being submitted.**

Submitted for the Month ->: **To be Selected by Calendar (drop down) .**

Work Flow: **By default it should be Author/Contributor only. (Till Authors/Contributors are entered)**

Remarks: **To send any remarks to the Head of the Division**

Your Role : Select Main Author/Co-Author/Contributor

Your Position: **for Main Author & Contributor should be selected ‘1’ other as per the Author list mention in the Paper/Journals.**

Press **SAVE** button after completion. An Automatic **Paper ID** will be generated by System and you can see the same in My Information Menu.

Step 5:

1. Once the information details are entered , you can Add Authors/Contributors from the Add Authors link displayed or from the Left Menu.
2. You can Upload Photos/Documents /PDF files for the information from Left Menu.
3. After completing the above steps, you may submit the information to the Head of the Division by selecting **Information Status** from Left Menu.
4. Select **Transaction To: Division Head** and Press **SEND** Button.

The Information will be sent to Division Head.

II: Division Head:

For Divisional Heads, there will be **“Information at Divisional Head Level” Button.**

Div. Head can do:

Select the Information sent by Author/Contributor and:

1. Send back to Author/Contributor for Correction.
2. Send it to RCMU Head for further action.
3. Reject the Information. It will be locked & can't be accessed further.

III: RCMU Head:

For RCMU Head, there will be **“Information at RCMU Level” Button.**

RCMU Head can do:

RCMU Head can Select the Information sent by Author/Contributor and:

1. Send back to Div. Head for Correction.
2. Finalize the Information (to complete the transaction) & will appear in Search Menu and this will be Counted for Monthly Information Collection
3. Reject the Information. It will be locked & can't be accessed further.

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