

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.

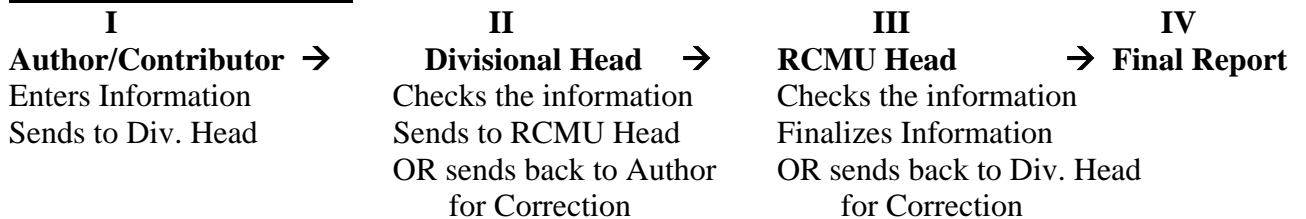
Step 3:

* 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).*

=====

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.

Contd..

List of available Category:

New Publications - Mozilla Firefox 4.0 Beta 12

File Edit View History Bookmarks Tools Help

New Publications

http://192.168.129.132/nihmis/Employee/NewPublication.aspx

Welcome: 1084 [DR V.C. GOYAL (SCIENTIST F) : Division: RCMU] | Logout

Home Search My Account Information Admin

Welcome to NIH RFD

Home > Publications > New Publications

New Information

My Information

New Information

Authors/Contributors

Upload Photos/Documents

Information Status

Add Information

Information

Category: BRAIN STORMING SESSIONS

Title: BRAIN STORMING SESSIONS

Information Details: CAPACITY BUILDING PROGRAMMES FOR EMPLOYEES
DEVELOPMENT OF TECHNIQUES, PROCEDURES, SOFTWARE PACKAGES, INSTRUMENTS
LECTURES DELIVERED
MASS AWARENESS PROGRAMMES-OUTREACH ACTIVITIES
MONITORING/EVALUATION OF PROJECTS
NIH REPORTS
PUBLICATIONS- BOOKS
PUBLICATIONS- CHAPTERS
PUBLICATIONS- INTERNATIONAL CONFERENCES
PUBLICATIONS- INTERNATIONAL JOURNALS
PUBLICATIONS- NATIONAL CONFERENCES
PUBLICATIONS- NATIONAL JOURNALS
R & D STUDIES (INCLUDING SPONSORED/CONSULTANCY PROJECTS)
SEMINARS/ SYMPOSIA
TECHNOLOGY TRANSFER WORKSHOPS
TRAINING COURSES

Country:

City:

From:

To:

Submitted for the Month:

Information Status:

Work flow Status:

Remarks:

Your Role: Main Author

Your Position/S.No.: -Select-

SAVE

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Main Menu :

The screenshot shows a web browser window with the title "Welcome to NIH Management Information System - Mozilla Firefox 4.0 Beta 12". The address bar shows the URL "http://192.168.129.132/nihmis/Default.aspx". The page header includes a navigation menu with "Home", "Search", "My Account", "Information", and "Admin" links. A "Welcome to NIH RFD" logo is visible in the top right. The main content area features a large heading "Welcome to NIH RFD Information System" with two links: "How to use NIH RFD System (in brief)" and "User Manual of NIH RFD System". Below this, a message reads "Thanks for using the NIH RFD System." and a copyright notice "Copyright @ 2011 NIH RCMU, ROORKEE" is at the bottom.

Login Screen:

The screenshot shows the login screen of the NIH RFD MIS. The browser window title is "Lgin to NIH RFD MIS". The address bar shows "192.168.129.132/nihmis/Login.aspx". The page header includes "Welcome Guest | Login" and a "Login" link. The main content area has a "Login" heading and a form with fields for "User Name:" and "Password:". There is a "Remember me next time" checkbox and a "LOG IN" button. On the left side, there are links for "Login", "Register New User", and "Forgot Password". A copyright notice "Copyright @ 2011 NIH RCMU, ROORKEE" is at the bottom. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "6:51 PM".

Register:

Register New user

192.168.129.132/nihmis/Register.aspx

Welcome Guest | Login

Home

Home Search

Welcome to NIH RFD

Register New User

Login

Register New User

Forgot Password

Please Enter Your Employee No: GET STATUS

User Name:

Password:

Confirm Password:

Email ID:

REGISTER ME

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Updating registered user:

Register New user

192.168.129.132/nihmis/Register.aspx

Welcome Guest | Login

Home

Home Search

Welcome to NIH RFD

Register New User

Login

Register New User

Forgot Password

Please Enter Your Employee No: 1037 GET STATUS

User Name: SHRI PANKAJ KR. GARG:-SCIENTIST B(Cat: A) Place: HQ Division: HI

Password: ****

Confirm Password: **** Password does not match.

Email ID: pkgarg@nih.ernet.in

REGISTER ME

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Login Screen Error Message:

The screenshot shows a web browser window with the address bar displaying "192.168.129.132/nihmis/Login.aspx". The page title is "Login to NIH RFD MIS". The main content area is titled "Login" and contains a form with the following fields and elements:

- User Name:** A text input field containing the value "1037".
- Password:** A password input field.
- Remember me next time.
- Error Message:** "Your login attempt was not successful. Please try again." displayed in red text.
- LOG IN** button.

Navigation links on the left include "Login", "Register New User", and "Forgot Password". A "Welcome to NIH RFD" banner is visible in the top right. The footer text reads "Copyright © 2011 NIH RCMU, ROORKEE".

Forgot Password:

The screenshot shows a web browser window with the address bar displaying "www.nih.ernet.in/NIHMIS/ForgotPassword.aspx". The page title is "Forgot Password?". The main content area is titled "Forgot Password?" and contains the following elements:

- Forgot Your Password?** section with the instruction: "Enter your User Name to receive your password."
- User Name:** A text input field containing the value "1037".
- SUBMIT** button.

Navigation links on the left include "Login", "Register New User", and "Forgot Password". A "Welcome to NIH RFD" banner is visible in the top right. The footer text reads "Copyright © 2011 NIH RCMU, ROORKEE".

Forgot Password - Update

Ln to NIH RFD MIS x Gmail - Welcome to NIH RF... x Forgot Password?

www.nih.ernet.in/NIHMIS/ForgotPassword.aspx

Welcome Guest | Login Home

Home Search

Home > Forgot Password

Welcome to NIH RFD

Forgot Password?

Forgot Password? Your password has been sent to you.

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To be activated before use.

Email Message:

Welcome to NIH RFD Information System!

Hello, 1037. You are receiving this email because you recently created a new account. Before you can login, however, you need to first click the following link to activate your account:

<http://www.nih.ernet.in/nihmis/verify.aspx?id=96b70182-f970-48f7-adab-ae9a98111c22>

After activation you can log into the site!

If you have any problems in verifying your account, please reply to this email to get assistance.

Thanks!

NIH RFD MIS System

Verify Account Results:

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Login to NIH RFD MIS", "Gmail - Welcome to NIH RF...", "Account Verification".
- Address Bar:** "www.nih.ernet.in/nihmis/verify.aspx?id=96b70182-f970-46f7-adab-ae9a98111c22".
- Page Header:** "Welcome Guest | Login" and "Home".
- Navigation:** "Home" and "Search" buttons.
- Right Side:** "Welcome to NIH RFD" logo and "Verify Your Account" link.
- Main Content:** A section titled "Verify Your Account" containing a green message box: "Your account has been verified and you can now log into the system." Below the message is a link: "Click here to login".
- Taskbar:** Shows "Start", "NIHMIS - Microsoft Visual...", "Account Verification...", "NIH RFD User Manual do...", and system tray icons including the time "7:00 PM".

After Successful Login:

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Login to NIH RFD MIS", "Gmail - Welcome to NIH RF...", "Welcome to NIH Managem...".
- Address Bar:** "www.nih.ernet.in/NIHMIS/default.aspx".
- Page Header:** "Welcome: 1037 [SHRI PANKAJ KR. GARG (SCIENTIST B)] | Logout" and "Home".
- Navigation:** "Home", "Search", "My Account", and "Information" buttons.
- Right Side:** "Welcome to NIH RFD" logo.
- Main Content:** A section titled "Welcome to NIH RFD Information System" with the text "Thanks for using the NIH RFD System." Below this is the copyright notice: "Copyright © 2011 NIH RCMU, ROORKEE".
- Taskbar:** Shows "Start", "NIHMIS - Microsoft Visual...", "Welcome to NIH Ma...", "NIH RFD User Manual do...", and system tray icons including the time "7:00 PM".

You will find Logged in User Details on the Welcome bar:

EmpCode, User Name, Designation, Division

Main Information Entry Page:

My Publications - Mozilla Firefox 4.0 Beta 12

File Edit View History Bookmarks Tools Help

My Publications

http://192.168.129.132/nihmis/Employee/publication.aspx

Welcome: 1074 [SHRI D.P. SINGH (SEC.OFFICER) : Division: FIN] | Logout

Home Search My Account Information

Welcome to NIH RFD

My Publicaitaions

Home > Publications

My Information

[List of Information](#)

[New Information](#)

[Authors/Contributors](#)

[Upload Photos/Documents](#)

[Information Status](#)

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For More Authors/Contributors

Welcome: 1037 [SHRI PANKAJ KR. GARG (SCIENTIST B)] | Logout

Home Search My Account Information

Welcome to NIH RFD

Home > Publications > Authors

Authors

Add/Edit Authors

Select Paper:

Add Individual: Main Author Position: 1 Individual from NIH:

Remarks:

ADD INDIVIDUAL

Individuals for This Information:

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Uploading files/photos:

Welcome: 1037 [SHRI PANKAJ KR. GARG (SCIENTIST B)] | Logout

Home Search My Account Information

Welcome to NIH RFD

Home > Publications > Documents

Documents

Add/Delete Documents

Select Information:

Select File: No file chosen

UPLOAD

List of Documents

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