



IMS EEE USER MANUAL

PROJECT

1. Open the Project Module by clicking on the same on the sidebar.
2. A page similar to the one below will be displayed.

The screenshot shows the 'Add New Project' page. On the left sidebar, there is a 'Projects' section with options: '+ Add Project', 'All Projects', 'Edit Projects', and 'Your Projects'. Callouts point to these options: 'Click here to see all your projects' points to 'All Projects', and 'Click here to edit your previous projects' points to 'Edit Projects'. The main content area is titled 'Add New Project' with the instruction 'Fill in the details below to create a new project'. It features two buttons: 'Single Project' and 'Bulk Upload'. Callouts point to these buttons: 'Click here to add a single project' points to 'Single Project', and 'Click here to add multiple projects' points to 'Bulk Upload'. Below the buttons is the 'Project Information' form. Callouts point to specific fields: 'Fill in the project information' points to the 'Project Title' field, and another callout points to the 'Principal Investigator (PI)' section, which includes fields for 'Address *', 'Full Name *', and 'Department'.

I. Adding a New Project


A. Single Project

- Click “Add Project.”
- Enter the project title.
- Fill in PI (Principal Investigator) details.
- Fill in Co-PI (Co-Principal Investigator) details.
- Enter the funding information.
- Enter the project timeline.

B. Bulk Upload

- Click “**Bulk Upload.**”
- Download the provided template.
- Fill the Excel template file accordingly, using the given headers as reference.
- Upload the file using the feature provided. Accepted formats are **.xlsx**, **.xls**, and **.csv**.
- The required fields are marked in red, as shown below.

Make sure
that these
details are
carefully and
compulsorily
filled


 **Download Template**

Download the template file to see the required format and column headers.

Required Columns:

- title (**required**)
- piName (**required**)
- piEmail (**required**)
- piDepartment (optional)
- piCampus (optional)
- piAffiliation (optional)
- coPINames (optional, comma-separated, order matches coPIs)
- coPIs (optional, comma-separated emails)
- fundingAgency (**required**)
- fundingAgencyNature (public_sector or private_industry)
- sanctionedAmount (**required**, number)
- capexAmount (optional, number)
- opexAmount (optional, number)
- manpowerAmount (optional, number)
- approvalDate (**required**, DD-MM-YYYY)
- startDate (**required**, DD-MM-YYYY)
- endDate (**required**, DD-MM-YYYY)
- hasExtension (optional, true/false)

Download
the template,
edit it and
then upload
it using
upload
option

 Download Template

II. Viewing All Projects

- Click “**All Projects.**”
 - Browse the project list.
 - Use sorting options to organize and review entries.
-

III. Editing a Project

- Click the “**Edit Project**” button for the relevant project.
 - Update the necessary fields.
 - Save your changes.
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IV. Your Projects

- Open “**Your Projects**” to view and manage projects associated with your account.