

USER GUIDE FOR AFIT RESEARCH MANAGEMENT SYSTEM

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ADMIN

Category

Projects and members are assigned a category.

To create a category;

- Login as an Admin
- Click on **category** on the side menu, then click the **Add New** button on top the tabular list.
- Enter **code** and **name**, then tick **active** (if you want to it readily active and available on other parts of the application). Click **Save** and the category will be added.

To edit a category

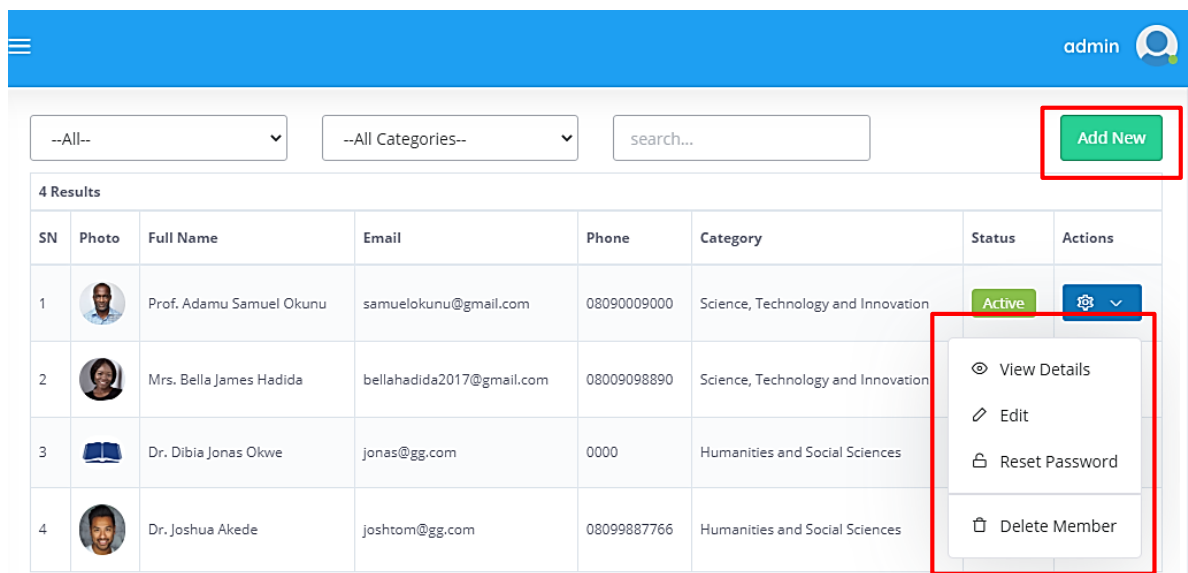
- On the tabular list of categories, click on **Edit** on the category you want to edit,
- Update as required, then click **Save**.

Members

This part contains details of all researchers who will use the application i.e. who will be assigned projects/task.

To add a member;

- Login as an admin
- Click on **members** on the side menu, then click the **Add New** button on top of the tabular list of members.
- Enter the members details correctly in the form provided and click **save**.



The screenshot shows the Admin interface for managing members. At the top, there's a blue header with 'admin' and a user profile icon. Below the header, there are filters for 'All' and 'All Categories', a search bar, and a green 'Add New' button. The main content area displays a table with 4 results. The table has columns for SN, Photo, Full Name, Email, Phone, Category, Status, and Actions. The first member, Prof. Adamu Samuel Okunu, is highlighted. A dropdown menu is open for the first member, showing options: View Details, Edit, Reset Password, and Delete Member.

SN	Photo	Full Name	Email	Phone	Category	Status	Actions
1		Prof. Adamu Samuel Okunu	samuelokunu@gmail.com	08090009000	Science, Technology and Innovation	Active	
2		Mrs. Bella James Hadida	bellahadida2017@gmail.com	08009098890	Science, Technology and Innovation		
3		Dr. Dibia Jonas Okwe	jonas@gg.com	0000	Humanities and Social Sciences		
4		Dr. Joshua Akede	joshtom@gg.com	08099887766	Humanities and Social Sciences		

To edit member details:

- Click on the options button on the member you want to edit
- Click **Edit** on the drop down menu
- Update details and click **save**.

You can also delete a member, view member details or reset password of a members. All these are found on the options drop down as shown above.

Projects

To create a new project;

- Login as an admin
- Click on **project** on the side menu
- Click **add new** on top of the tabular project list
- Fill the project setup form correctly and click **Save**





Note*: Selecting category loads members for the principal investigator and co-principal investigator that belong to the category selected.








To Edit a Project;

- Click on the options button on the project you want to edit, Click **Edit** on the drop down
- Update details in the project setup

To View Project Milestones

- Just beneath the project row, Click on the Milestones tab.

4 Results				
SN	Project	Principal Investigator	Duration	Pri
1	MACHINE_TECHS Machine Servicing Techniques (0 Task) <i>Humanities and Social Sciences</i>	 Dr. Dibia Jonas Okwe CO-PI: Dr. Joshua Akede	24-06-2020 - 30-06-2020	
Milestones in Machine Servicing Techniques				
2	CONEAST01 Conservation of Power in the East - Most Secure Approach (1 Task) <i>Science, Technology and Innovation</i>	 Mrs. Bella James Hadida CO-PI:	27-05-2020 - 30-05-2020	

2	CONEAST01 Conservation of Power in the East - Most Secure Approach (1 Task) <i>Science, Technology and Innovation</i>	 Mrs. Bella James Hadida CO-PI:	27-05-2020 - 30-05-2020	High	Completed Confirmed	<div></div>	 
Milestones in Conservation of Power in the East - Most Secure Approach							
	Negotiation with important parties.	12-05-2020 00:56 AM	↑ 15%				
	Site visitation	12-05-2020 00:53 AM	↑ 10%				

Note*: The milestones tab only shows if at least one milestone has been added.

To View Project Summary

- Click on the options button on the project you want to view
- Click **Project Summary** on the drop down

The screenshot shows the 'Project Summary' page for a project titled 'MACHINE SERVICING TECHNIQUES'. The page header includes a 'Print' button. Below the title, it lists the 'Principal Investigator: Dr. Dibia Jonas Okwe', the 'Start' date (24-Jun-2020), and the 'Due on' date (30-Jun-2020). The project status is 'Ongoing'. A red box highlights two buttons: 'Attention Required' and '0 Closed Attentions'. Below these are four circular progress indicators, each with a '0' and a small icon (person, envelope, checkmark, and warning triangle). On the right side, there is a profile card for Dr. Dibia Jonas Okwe, Principal Investigator, and Dr. Joshua Akede, CO Principal Investigator.

Adding Attention to Project

You can add any concerns or issues about a project using the **attention required**. In the project summary page (as seen above),

- Click on attention required
- In the pop up that shows, enter the attention note, tick **Show to Team Members**, if you want the attention to be shown to team members as well, leave unticked if you want only PI to view attention.
- Click **Send**

To Confirm Project as Completed

When a PI changes the status of his project to **completed**, the admin has to confirm that there are no issues and **confirm/approve** the project as completed.

To do this;

- On the completed project summary page, click **Confirm Completion**.
- Click **Ok** the confirmation alert that shows and project is marked as completed.

Project Summary

Project - Project Summary

Print

MACHINE SERVICING TECHNIQUES

Principal Investigator: Dr. Dibia Jonas Okwe | Start: 24-Jun-2020 | Due on: 30-Jun-2020

Completed. On 17-07-2020 14:42 PM

Confirm Completion

Attention Required

0 Closed Attentions

0

0

0

0

Dr. Dibia Jonas Okwe

Principal Investigator

Dr. Joshua Akede

CO Principal Investigator

Security

Setting up Roles

You can create roles, add functions to roles and then assign roles to admin users.

To create a role;

- Under **security** on the side menu, click on **Roles**
- Click on **Add new** button on top the roles list table
- Enter code (any unique short identifier for the role) and name of role, then click **save**

Adding Permissions to a Role

Permissions consist of the functions a particular role is authorized to perform.

To add permissions to a role;

- Under **security** on the side menu, click on **Roles**
- Click on **Authorize** on the role you want to add permissions

Roles

Add New

S/N	Code	Name	Status			
1	ADMIN	Admin	Active	Edit	Authorize	Delete
2	SUB_ADMIN	Sub Admin	Active	Edit	Authorize	Delete

- On the authorize page, tick the functions the role is permitted to perform.

Authorize : Admin

Back

Save

S/N	Menu Group	Menu Item	View <input type="checkbox"/>	Add New <input type="checkbox"/>	Delete <input type="checkbox"/>	Update <input type="checkbox"/>	Authorize <input type="checkbox"/>
1	Category	Category	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Members	Members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Project Milestones	Project Milestones	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Projects	Projects	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Security	Roles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Security	Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Security	Change Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Note*: Authorize is any other function apart from viewing, adding, deleting or updating. For example, to Confirm Completion of a project, or Adding Attention or to Reset Password of a member.

Adding Admin Users

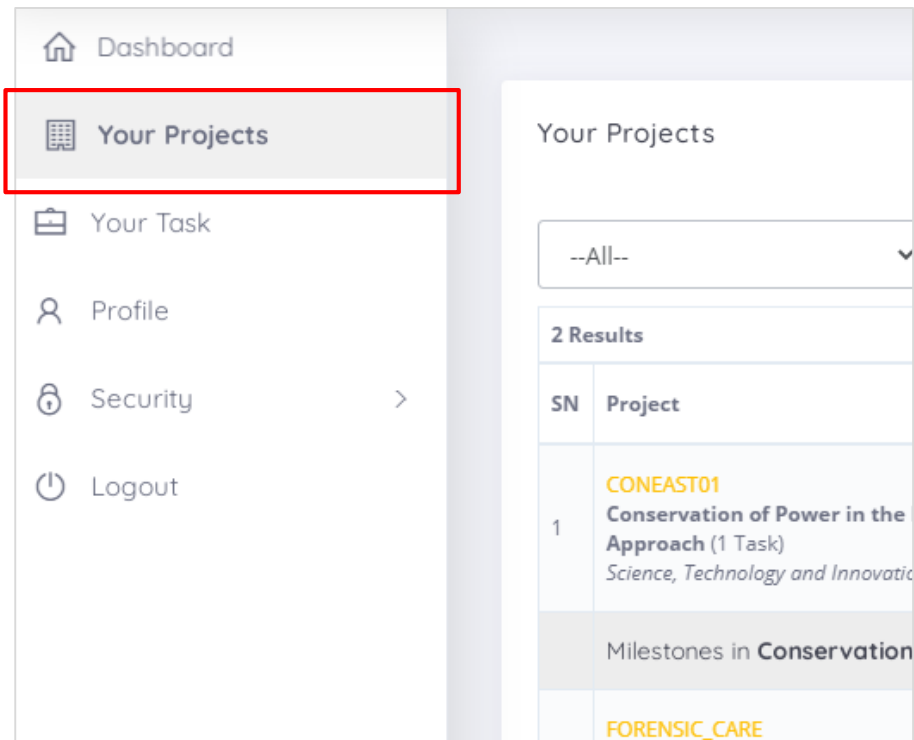
- Under **security** on the side menu, click on **Users**
- Click the **Add New** button on top the users list table
- Select a **Role** from the role drop down and fill the other user details
- Click **Add User**

RESEARCHER

Your Projects

To view projects assigned to you;

- Login as a researcher
- Click on **Your Projects** on the side menu



To Add Task to a Project;

- Click on **Your Projects** on the side menu
- Click the options button on the project you want to add task, select **View/Add Task**
- Click on the **Add new** button on top of the task list table
- Fill the details in task setup form
- Click **Save**

Your Projects

--All--

--All Categories--

search...

1 Results

SN	Project	Date Created	Duration	Priority	Status
1	<div>MACHINE_TECHS</div> <div>Machine Servicing Techniques (0 Task)</div> <div>Humanities and Social Sciences</div>	29-06-2020 23:01 PM	24-06-2020 - 30-06-2020	High	Original
Milestones in Machine Servicing Techniques					
	Formula 1 Description technique		02-07-2020 09:56 AM	↑ 2%	<div> <div>Project Summary</div> <div>Uploads</div> <div>View/Add Task</div> <div>View/Add Publication</div> <div>Add Milestones</div> </div>

Add Milestone to Project

- Click on **Add Milestones** on the project you want to add a milestone to (as seen above)
- Enter description of the milestone, the current progress percentage the milestone has brought the project, you can add supporting documents and photos
- Click **Save Milestone**

Add Milestone

PROJECT TITLE: MACHINE SERVICING TECHNIQUES

Description

Current Progress Percentage*

Progress Percentage

%

Upload Supporting Documents

Caption*

Select file

+ Add File

Click to add more supporting documents

Upload Project Photos

caption

no image

Select image

+ Add Photo

Click to add more photos

To View Project Milestones

- Just beneath the project row, Click on the Milestones tab.

1	MACHINE_TECHS Machine Servicing Techniques (0 Task) Humanities and Social Sciences	29-06-2020 23:01 PM	24-06-2020 - 30-06-2020	
Milestones in Machine Servicing Techniques				
✓	Formula 1 Description technique		02-07-2020 09:56 AM	↑

Change Project Status

- Click on the **status** button on the project you wish to change its status
- Select the new status from the drop down on the pop up that shows, click **Change Status**

SN	Project	Date Created	Duration	Priority	Status	Progress	Actions
1	MACHINE_TECHS Machine Servicing Techniques (0 Task) Humanities and Social Sciences	29-06-2020 23:01 PM	24-06-2020 - 30-06-2020	High	Ongoing	<div></div>	<div>⚙️</div>
Milestones in Machine Servicing Techniques							
✓	Formula 1 Description technique		02-07-2020 09:56 AM	↑ 2%	<div></div>	<div></div>	<div>🔄</div> <div>📝</div> <div>🗑️</div>

Add Publications to Project

- Click on **view/add publications** on the project you wish to add publications
- Click **Add new** button on top of the publications list table
- Select **type** and fill the other publication details.
- Click **Save**

YOUR TASK

To view task assigned to you;

- Login as a researcher
- Click on **Your Task** on the side menu

Add Milestone to Task

- Click on **Add Milestones** on the task you want to add a milestone to (as seen above)
- Enter description of the milestone, the current progress percentage the milestone has brought the task, you can add supporting documents and photos
- Click **Save Milestone**

Add Milestone

TASK TITLE: SITE VISITATION

Description

Current Progress Percentage*

Progress Percentage %

Each upload cannot exceed 10MB

Upload Supporting Documents

Caption*

Select file

+ Add File

Click to add more supporting documents

Upload Task Photos

caption

no image

Select image

+ Add Photo

Click to add more photos


To View Task Milestones

- Just beneath the task row, Click on the Milestones tab.

1	MACHINE_TECHS Machine Servicing Techniques (0 Task) <i>Humanities and Social Sciences</i>	29-06-2020 23:01 PM	24-06-2020 - 30-06-2020	
Milestones in Machine Servicing Techniques				
✓	Formula 1 Description technique	02-07-2020 09:56 AM		↑

Change Task Status

- Click on the **status** button on the task you wish to change its status
- Select the new status from the drop down on the pop up that shows, click **Change Status**

SN	Task	Team Members	Duration	Priority	Status	Pro
1	SITE Site Visitation Project Title: variations of passages of Lorem Ipsum		11-05-2020 - 29-05-2020	High	Ongoing	
Milestones in Site Visitation						