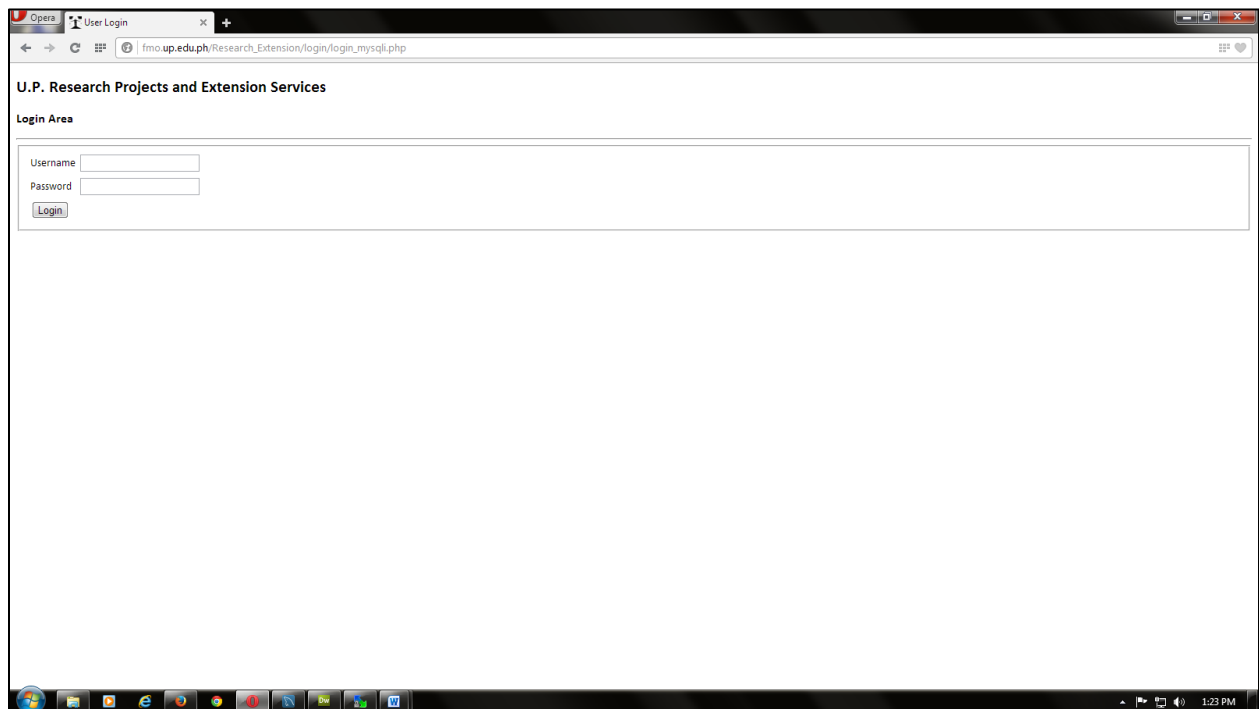


## Online Research Project and Extension Service Data Collection

1. Designate one (1) employee from your office/unit to be the **encoder** for the Research Project and Extension Service Online Data Collection Tool
2. Submit the following encoder information via e-mail to sysbudget@up.edu.ph with **Research and Extension Encoder** as the subject
  - a. Employee Number
  - b. Firstname
  - c. Lastname
  - d. Designation/Position Title
  - e. Contact Number
  - f. Constituent University
  - g. Office/Unit
  - h. Username
  - i. E-mail Address
  - j. Password (at least 8 characters long)

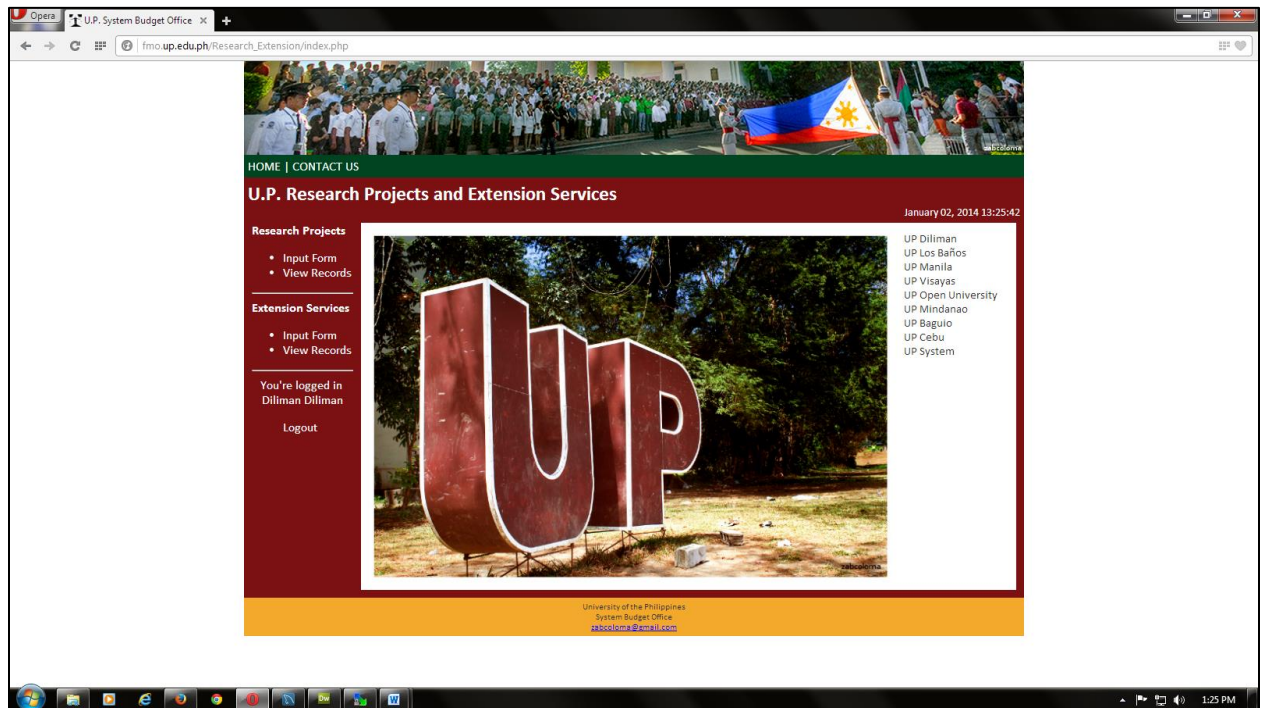
**Note:** Use an official e-mail address under the UP domain, i.e., @up.edu.ph or @upd.edu.ph, for all correspondence regarding this matter

3. You will receive confirmation if the account is already active that can be used to log on the website
4. Click or type this link [http://fmo.up.edu.ph/Research\\_Extension](http://fmo.up.edu.ph/Research_Extension) (must be written on the address bar as is) on your browser to begin using the online tool (using the latest version of Firefox, Chrome, Opera and Internet Explorer is recommended)
5. Enter your **username** and **password** in the Login Area

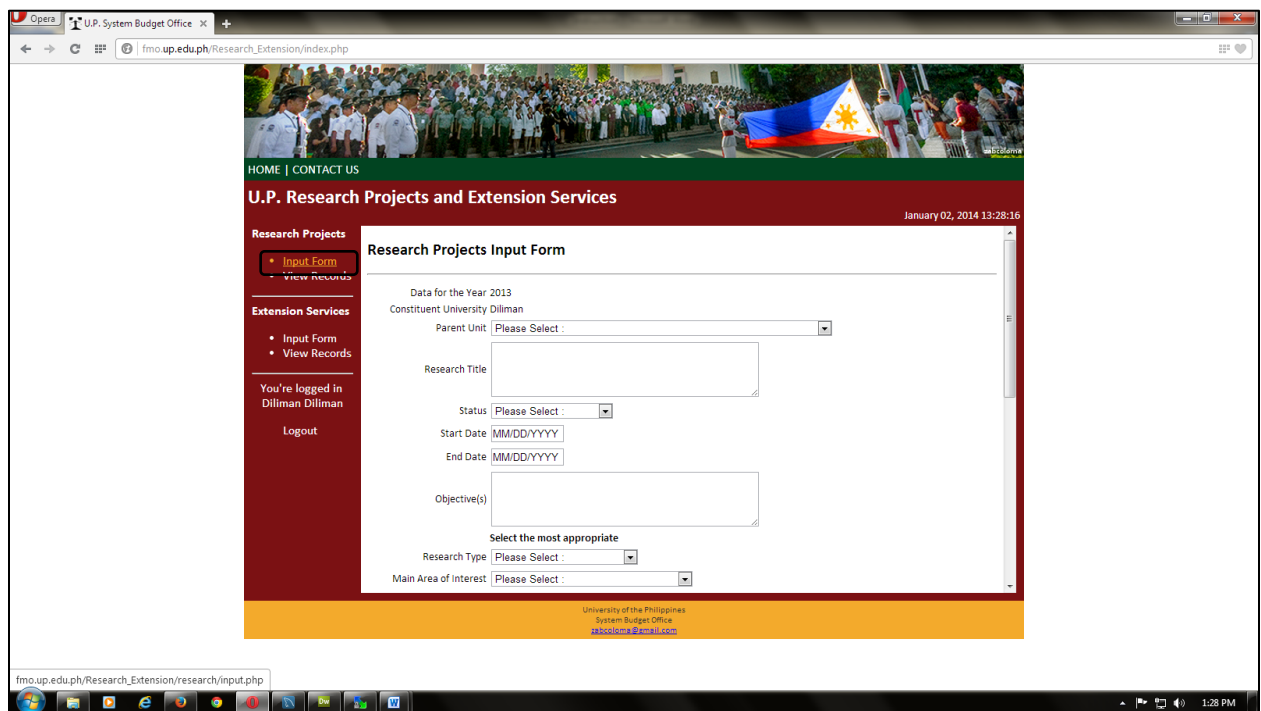


The screenshot shows a web browser window with the title "User Login". The address bar displays the URL "fmo.up.edu.ph/Research\_Extension/login\_mysql.php". The page content includes the heading "U.P. Research Projects and Extension Services" and a section titled "Login Area". Within the login area, there are two input fields: "Username" and "Password", followed by a "Login" button. The browser's taskbar at the bottom shows various application icons and the system clock indicating 1:23 PM.

6. After successful login the **Home** screen will be displayed



7. Click on the **Input Form** to encode records



8. Click on **View Records** to display encoded data

U.P. Research Projects and Extension Services

January 02, 2014 13:39:08

**Research Projects**

- Input Form
- View Records**

**Research Projects View Records**

[Add New Record](#) | [View All](#) | [View Paginated](#)

	No.	Data for the Year	Campus	Parent Unit	Research Project Title	Status	Start Date	End Date	
<a href="#">Delete</a>	<a href="#">Edit</a>	1	2012	Diliman	Archaeological Studies Program	you are welcome	Execution and Control	11/30/2012	12/30/2012
<a href="#">Delete</a>	<a href="#">Edit</a>	2	2012	Diliman	Bayay Kalinaw	Hello hello hello hello	Proposal Development	02/15/2010	07/15/2010
<a href="#">Delete</a>	<a href="#">Edit</a>	3	2012	Diliman	College of Social Sciences and Philosophy	the quick brown	Closeout	11/06/2010	11/15/2010

You're logged in Diliman Diliman

[Logout](#)

University of the Philippines  
System Budget Office  
[jsolisoma@gmail.com](mailto:jsolisoma@gmail.com)

9. Click on **Delete** to permanently erase and/or **Edit** to modify individual records

U.P. Research Projects and Extension Services

January 02, 2014 15:22:16

**Research Projects**

- Input Form
- View Records**

**Research Projects View Records**

[Add New Record](#) | [View All](#) | [View Paginated](#)

	No.	Data for the Year	Campus	Parent Unit	Research Project Title	Status	Start Date	End Date	
<a href="#">Delete</a>	<a href="#">Edit</a>	1	2012	Diliman	Archaeological Studies Program	you are welcome	Execution and Control	11/30/2012	12/30/2012
<a href="#">Delete</a>	<a href="#">Edit</a>	2	2012	Diliman	Bayay Kalinaw	Hello hello hello hello	Proposal Development	02/15/2010	07/15/2010
<a href="#">Delete</a>	<a href="#">Edit</a>	3	2012	Diliman	College of Social Sciences and Philosophy	the quick brown	Closeout	11/06/2010	11/15/2010

You're logged in Diliman Diliman

[Logout](#)

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System Budget Office  
[jsolisoma@gmail.com](mailto:jsolisoma@gmail.com)