

Instructions on how to use **UP System Budget Office Publication/Paper/Invention/Award/Citation Data Collection Form**

1. If your **PC** has no installation of **Microsoft Access 2003 or a higher version**, install **MSOffice 2003 or higher** (full version) before proceeding.
2. Create a folder on the **My Documents** folder and name it as **UPSBO_PPIAC_2012**
3. Download the file **UPSA _PPIAC_2012_1.mdb** from the **fmo.up.edu.ph** website and copy to the **UPSBO_PPIAC_2012** folder.
4. Go to **UPSBO_PPIAC_2012** folder and open the file by double clicking on the file named **UPSA_PPIAC_2012_1.mdb**
5. A security warning similar to Figure 1 will be displayed on screen. Click **Open** to start using **UPSA_PPIAC_2012_1.mdb**. If you are using a newer version of **Microsoft Access** (e.g. MSOffice 2010) you should **Enable Content** before beginning to use the database program.

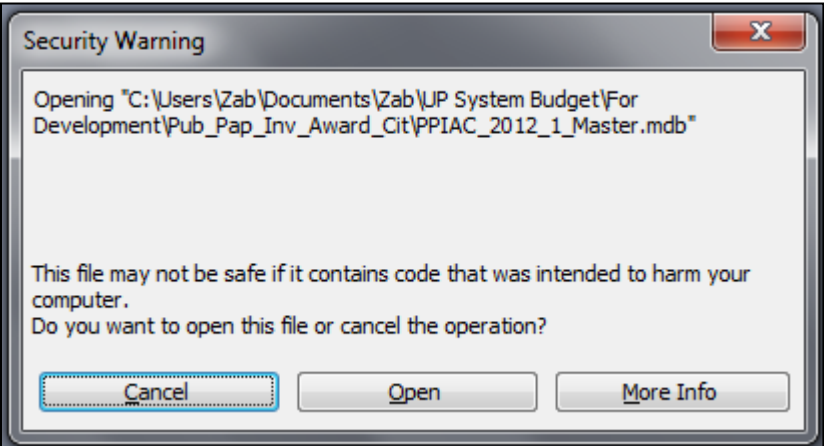


Figure 1

6. A dialog box will appear similar to Figure 2

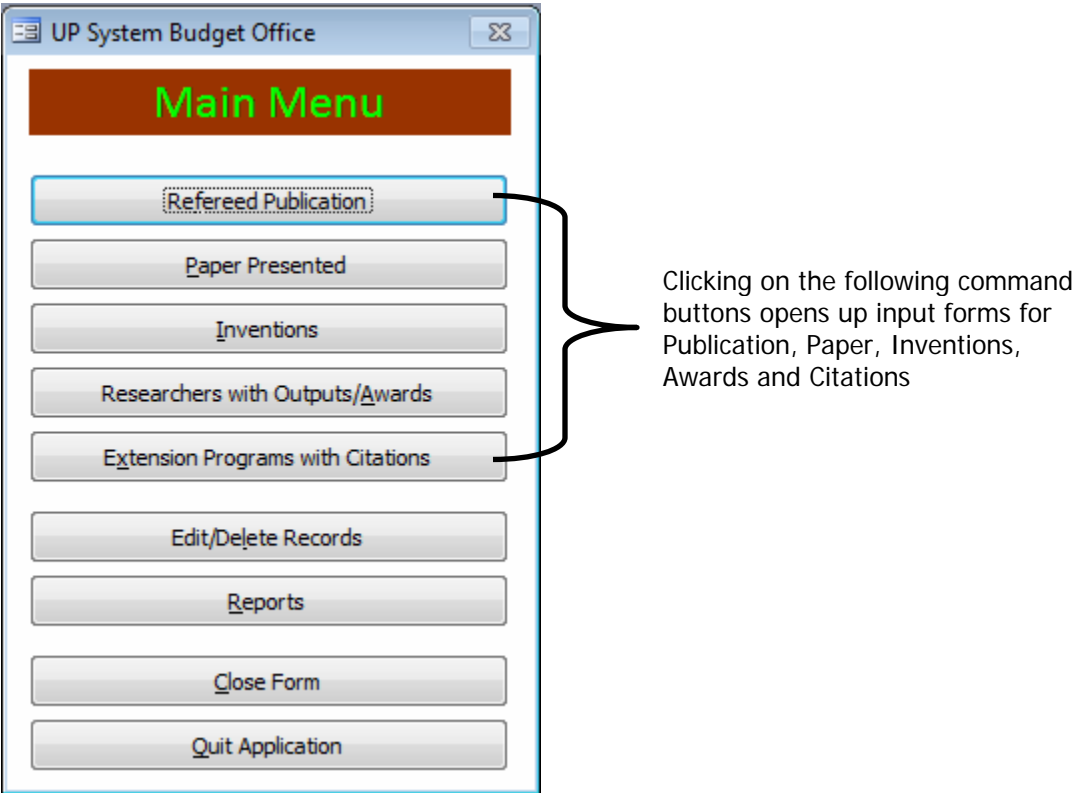


Figure 2

7. Input area for **Refereed Publication** Figure3, **Paper Presented** Figure 4, **Inventions** Figure 5, **Researchers with Outputs/Awards** Figure 6 and **Extension Programs with Citations** Figure 7

Refereed Publications

Academic Year2012

Constituent University

Subsite

* Author(s)

* Title of Article

* Name of Book/Journal

Editor(s)

Volume Number

Number of Pages

Year Published

Publication

☐ National

☐ International

Add Record

Figure 3

Papers Presented

Academic Year2012

Constituent University

Subsite

* Researcher(s)

* Title of Research Paper

* Conference Title

Conference Venue

Conference Date

Conference Organizer

Type of Conference

☐ National

☐ International

Add Record

Figure 4

Inventions

Academic Year2012

Constituent University

Subsite

* Invention(s)

* Patent Number

Date of Issue

Utilization of Invention

☐ Development

☐ Service

☐ End-Product

Name of Commercial Product

Add Record

Figure 5

Researchers with Outputs/Awards

Academic Year2012

Constituent University

Subsite

* Name of Researcher(s)

* Title of Research Output/Award

Year

Published

Accepted

Presented

Received

Publisher

Conference Organizer

Conferring Body

Add Record

Figure 6

List of Extension Programs with Citations

Academic Year

2012

Constituent University

Subsite

* Title of Extension Program / Project

Duration / Number of Hours

Number of Trainees / Beneficiaries

* Title of Citation / Recognition Received

Conferring Agency or Body

Year Received

Add Record

Figure 7

8. Make sure to input all required information (one with asterisks) on the given spaces before clicking on **Add Record**. Please check all records using the navigation button. Upon closing this window all information inputted will now be part of the permanent records stored on the database and will no longer be available for editing on this window. To edit/delete records click **Edit/Delete Records** on the Main Menu
9. Clicking on **Edit/Delete Records** a dialog box similar to Figure 8 will appear. Academic Year refers to the year of coverage. Publication/Paper/Invention/Award/Citation refers to their corresponding titles.

Edit/Delete Records

Academic Year

Constituent University

Publication/Paper/Invention/Award/Citation

Refereed Publication

Paper Presented

Inventions

Researchers with Outputs/Awards

Extension Programs with Citations

Close Form

Figure 8

10. When all records have already been inputted return the file **UPSA_PPIAC_2012_1.mdb** by using **fmo.up.edu.ph/uploadFiles.php** or by sending it through our email address sysbudget@gmail.com and cc: zbarokz@yahoo.ca, zbarokz@hotmail.com