



User Guide

for the Research Outcome System

Dean's message

Dear colleague, member of the staff affiliated to the faculties of Qassim University ...

Starting from the belief of the Deanship of Scientific Research of the importance of the website and the services that it can offers to you and all dealers with the Deanship, the Deanship puts in your hands this User Guide: The user guide of research outcome system (a newly developed system available online of the deanship website). We have prepared this user guide to help the users to be familiar with the registration process, filling up the forms. We have prepared this guide as response to the many inquiries that we have received about the system. We hope that this guide is useful and helpful to you. We wish also that you log into the system frequently and update your research activity so that the university has an up-to-date database of all the research outcomes from its respective researchers.



Contents

About the System	4
Signing-up.....	5
Filling the Registration Form	5
Activating your account.....	12
Logging onto the system	14
Control Panel.....	16
Research Outcome System	17
Manipulation Form	20
Filling the form	21
Personal Information.....	23
Signing-out	23



About the System

The Research Outcome System owned by the SRD in the Qassim University aims to facilitate and automate the recoding, the collection, the searching, and the publishing of all the types of the research activities of the teaching staff members.

The system has the following features:

- The ability to use the system all the time: during all the week days and 24 hours daily.
- The possibility to automatically contact with the responsible of the deanship.
- Archiving and organizing all your research activities and the possibility to access them any time.
- You will get a full featured control panel that helps you achieve your tasks easily.
- The system will generate a web page that contains all your research activities and publications. You can include this page into your website.
- Your research efforts and publications will be published to the famous search engines, including google.
- You can log onto the system at any time you prefer.
- The system can inform you with any guidance and notice using the following channels:
 - Your email
 - Sending you SMS messages.



Signing-up


For whom who already signed-up in the system as a “Researcher”, they can sign in on the system using their same user name and password. However, you have to update their profile. Note that there are several fields that have been added to the system like your faculty, your department, etc. You must choose your faculty and department; otherwise your research activities and publications will not be shown nor published to the web.

Filling the Registration Form

When you enter the website of the Deanship of Scientific Research from this link:

<http://www.srd.edu.sa/>



On the top of the page, please click on  icon.



The following page will appear, it will ask you to type your username and password.
If you are registered user, do so and click on Login button.

Otherwise, click on the link "Sign-up a new user in English"

تسجيل الدخول للوحة التحكم

البريد الالكتروني Email :::
 كلمة السر Password :::

تذكرني في المرات القادمة من هذا الجهاز

تسجيل الدخول Login :::

[مستخدم جديد](#)
[Sign-up a new User in English](#)

[هل نسيت كلمة السر؟ انقر هنا لاستعادتها](#)





User Registration

Your full name

Academic Degree
Please select your Degree

Your Research Center

Your Faculty Select your faculty

Department

Birth Date and Location

Work address

Permenant Address

General Speciality

Minor Speciality

Nationality
Select your Nationality

Email address

Password

Retype the password

ID/Eqamaa number

Mobile phone number

Phone number -- Extention

Fax number -- Extention

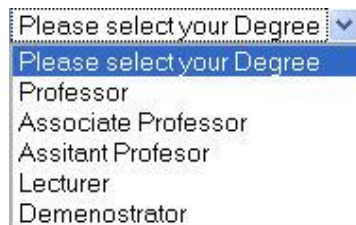
University Number

Sign up a new User



The registration form will appear. Please fill in the following information carefully

- 1- Your full name
- 2- Select your academic degree from the dropdown list



Please select your Degree

- Please select your Degree
- Professor
- Associate Professor
- Assitant Profesor
- Lecturer
- Demenostrator

- 3- Select the research center you are belonging to from the dropdown list



College of Sharia and Islamic Studies Research Center

College of Computer Research Center

College of Medicine Research Center

College of Economics and Management Research Center

College of Science and Arts in Al-Rass Research Center

College of Science Research Center

College of Agriculture and Veterinary Medicine Research Center

College of Engineering Sciences Research Center

College of Applied Medical Sciences Research Center

College of Arabic Language and Social Studies Research Center

College of Pharmacy Research Center

College of Dentistry Research Center

College of Science and Arts in Buraydah Research Center

College of Science and Arts in Onaizah Research Center

College of Education Research Center

Community College in Buraydah Research Unit

Community College in Onaizah Research Unit

- 4- Select your faculty





5- Then select your department



6- Type your birth date and location

7- Your address

8- Your permanent address

9- Your major specialization

10- And your minor specialization

11- Your nationality, selectable from the list

12- Your email (this is very important; you will use it as your login name. The system will send you the updates and the information on this email)

13- Your password

14- Retype it again

15- Your national ID or Eqamaa number

16- Your mobile number, sometime we will send you important news

17- Your phone number and extension

18- Your fax number and the extension if any

19- Your university employment number.

After filling-up all the information and being sure that they are correct, please

click on the following button  .



You will then get a page saying that everything is ok, but you have to activate your account. An email is sent to you having an activation link that you have to click on it, otherwise, you cannot access the system.

سعادة الدكتور الباحث من جامعة القصيم

تم تسجيلك في نظام عمادة البحث العلمي بجامعة القصيم ، سوف تصلك رسالة على بريدك الالكتروني تحتوي على رابط تفعيلك
يرجى تفعيل تسجيلك لكي تتمكن من الاستفادة من نظام عمادة البحث العلمي

كل الدعاء لك بالتوفيق

عمادة البحث العلمي

تم تسجيلك بنجاح، مع ملاحظة أنه تم إرسال إيميل إليك يحتوي على بيانات لتفعيل حسابك



Activating your account

Once you receive the email from the system, please click on the link found in the email. Once you do so, your account is now activated. So you can access the system



يتم الدخول على رسالة البريد الالكتروني





In the above page, the system informs you that your account is activated

Logging onto the system

At any time you visit the SRD website by typing the next link:

<http://www.srd.edu.sa/>



Click on the icon  located at the top of the page.



تسجيل الدخول للوحة التحكم

Email :: البريد الالكتروني

Password :: كلمة السر

تذكرني في المرات القادمة من هذا الجهاز

Login :: تسجيل الدخول

[مستخدم جديد](#)
[Sign-up a new User in English](#)

[هل نسيت كلمة السر؟ انقر هنا لاستعادتها](#)



Please type your email address you have provided to the system and your password, then click on the button "Login".



Control Panel

Once you logged into the system, the following control panel is shown



These are the tools that help you achieve the required tasks on the system



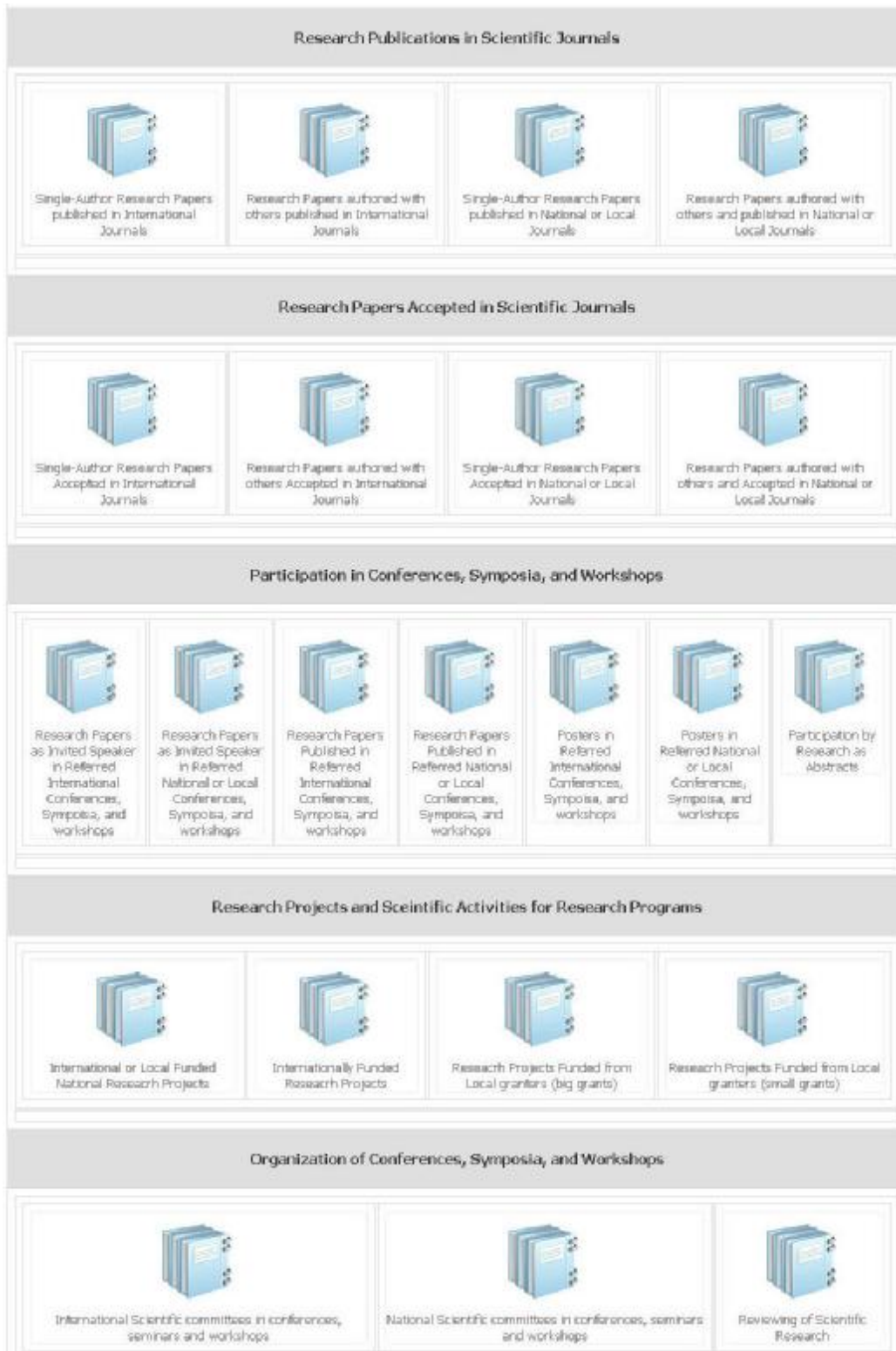
Research Outcome System


























To access the system, please click on the Icon labeled "Research Outcome System"



Once you entered, the system will display all that belongs to the research activities and publications. They are organized and classified in many categories and subcategories.

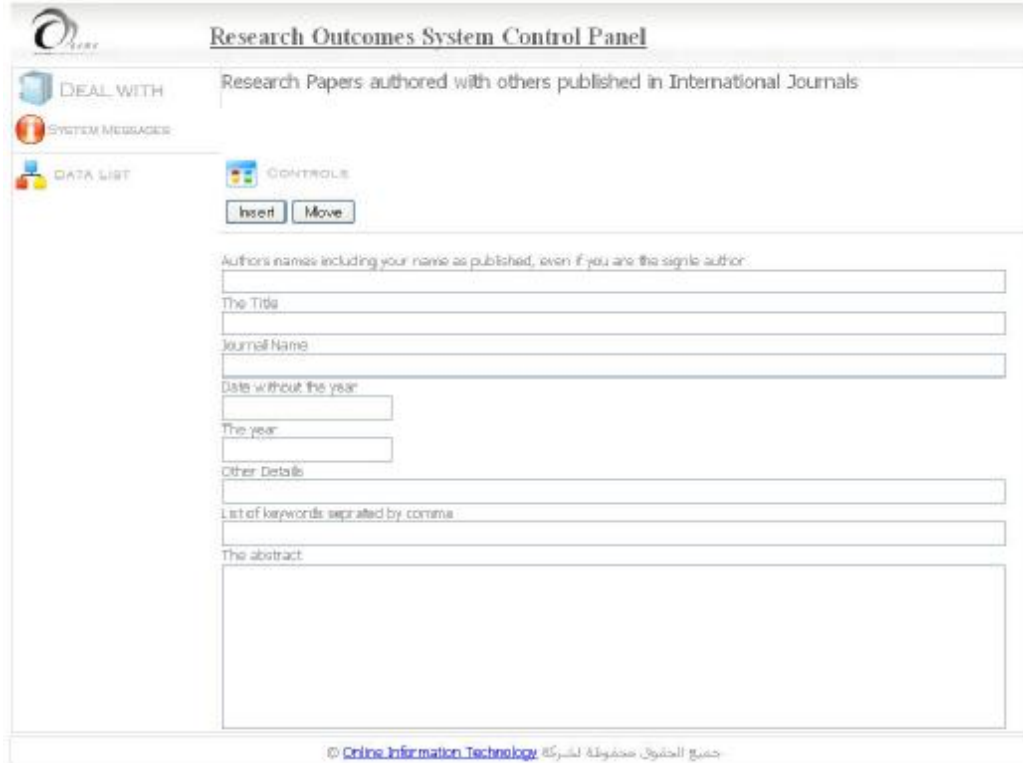







Authored and Translated Books					
 Referred Authored Books in the area of specialization	 Referred Translated Books in the area of specialization	 Non-Referred Authored Books in the area of specialization	 Non-Referred Translated Books in the area of specialization	 Authored or Translated Books in non-specialization areas	
Supervision of Master and Doctorial Thesis					
 Finished Supervised Doctorial Thesis	 Finished Supervised Master Thesis	 Supervised Doctorial Thesis, not yet finished	 Supervised Master Thesis, not yet finished	 Reviewing of Master and Doctorial Thesis	
Patents, Prizes, and Certificates					
 International Patents	 Local Patents	 International Prizes	 Local Prizes	 International certificates of appreciation	 National certificates of appreciation
Participations in Community and Inveroment Services NAtionally and Internationaly					
 Consultations and scientific studies provided to External or Internal Organizations		 Prepared or Presented Training courses	 Advisory publications		
Memberships in Comimites and Councils Academicaly, Nationaly, and Internatioanly					
 Participation in International committees and scientific boards	 Participation in national or regional scientific and academic committees and councils	 Participate in the International editorial or consultational body of scientific societies and scientific journals	 Participate in the National editorial or consultational body of scientific societies and scientific journals		
Any other research activities not mentioned before					
 The current research work, which has not been published or accepted for publication		 Other workers the researcher wants to include			

Manipulation Form

Once you click on any of the icons, a form similar to the following will be displayed.



The form has four parts

- The Title of the form  DEAL WITH .
- The system tools that will help you insert, edit, or delete an entry  CONTROLS .
- The form to add or update the research activity or publication
- The data list containing all the entered items  DATA LIST .

Filling the form

Once you fill the form, click on Insert

CONTROLS

Insert Move

After Completing All the Data
Click on the Add Button

Authors names including your name as published, even if you are the single author
Mohammed Ibrahim

The Title
Nanotechnology

Journal Name
Technology Today

Date without the year
01/02

The year
2010

Other Details

List of keywords separated by comma
Nano , technology , information , devloper

The abstract
Article about Nanotechnology

بعد استكمال تعبئة البيانات على نفس الطريقة السابقة ، نقوم بالضغط على زر **إضافة** .



Once inserted, under the data list you will find the item displayed



Nanotechnology

You can at any time, return to any inserted item and update its content, by just clicking on it from the data list. Then update the data fields as you wish and click on the "Update" Button.

You can continue doing the same with any of the icons until you enter all publications and research activities.



Personal Information

If you would like to update your information on the system, you can do that by clicking on the “My Information” icon.



My Information

Signing-out

Once you done with the system, it is recommended to log out of the system by pressing on the following icon



Sign out

