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.
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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:


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”
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

Permanent Address

General Speciality

Minor Speciality

Nationality
Select your Nationality

Email address

Password

Retype the password

ID/Employee number

Mobile phone number

Phone number -- Extension

Fax number -- Extension

University Number

Sign up a new User

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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

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

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 **Sign up a new User**.
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.
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.

يرجى اتباع الخطوات التالية:

1. احصل على رسالة البريد الإلكتروني.
2. انقر على 링ك موجود في الرسالة.
3. بمجرد أن تقوم بتقديم بياناتك في موقع وصول البريد الإلكتروني، سيتم تسجيلك في موقع العناية العلمية.
4. ربما تحتاج إلى التسجيل لدى نظام البنوك الآلي من أجل تسجيل الدخول.
5. إذا كنت تستخدم نظام البحث العلمي، يمكنك تفعيل حسابك في الموقع الرئيسي من:

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.
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.
### Research Publications in Scientific Journals

- Single-Author Research Papers published in International Journals
- Research Papers authored with others published in International Journals
- Single-Author Research Papers published in National or Local Journals
- Research Papers authored with others and published in National or Local Journals

### Research Papers Accepted in Scientific Journals

- Single-Author Research Papers Accepted in International Journals
- Research Papers authored with others Accepted in International Journals
- Single-Author Research Papers Accepted in National or Local Journals
- Research Papers authored with others and Accepted in National or Local Journals

### Participation in Conferences, Symposia, and Workshops

- Research papers as Invited Speaker in Referred International Conferences, Symposia, and workshops
- Research papers as Invited Speaker in Referred National or Local Conferences, Symposia, and workshops
- Research Papers Published in Referred National or Local Conferences, Symposia, and workshops
- Posters in Referred National or Local Conferences, Symposia, and workshops
- Participation by Research as abstracts

### Research Projects and Scientific Activities for Research Programs

- International or Local Funded National Research Projects
- Internationally Funded Research Projects
- Research Projects Funded From Local grantees (big grants)
- Research Projects Funded from Local grantees (small grants)

### Organization of Conferences, Symposia, and Workshops

- International Scientific committees in conferences, seminars and workshops
- National Scientific committees in conferences, seminars and workshops
- Reviewing of Scientific Research
<table>
<thead>
<tr>
<th>Authored and Translated Books</th>
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<tbody>
<tr>
<td>Referred Authored Books in the area of specialization</td>
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<tr>
<td>Referred Translated Books in the area of specialization</td>
</tr>
<tr>
<td>Non-Referred Authored Books in the area of specialization</td>
</tr>
<tr>
<td>Non-Referred Translated Books in the area of specialization</td>
</tr>
<tr>
<td>Authored or Translated Books in non-specialization area</td>
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<table>
<thead>
<tr>
<th>Supervision of Master and Doctorial Thesis</th>
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<tbody>
<tr>
<td>Finished Supervised Doctorial Thesis</td>
</tr>
<tr>
<td>Finished Supervised Master Thesis</td>
</tr>
<tr>
<td>Supervised Doctoral Thesis, not yet finished</td>
</tr>
<tr>
<td>Supervised Master Thesis, not yet finished</td>
</tr>
<tr>
<td>Reviewing of Master and Doctorial Thesis</td>
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<tr>
<th>Patents, Prizes, and Certificates</th>
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<tbody>
<tr>
<td>International Patents</td>
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<tr>
<td>Local Patents</td>
</tr>
<tr>
<td>International Prizes</td>
</tr>
<tr>
<td>Local Prizes</td>
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<tr>
<td>International certificates of appreciation</td>
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<tr>
<td>National certificates of appreciation</td>
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</tbody>
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<tr>
<th>Participations in Community and Inveroment Services Nationally and Internationally</th>
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<tr>
<td>Consultations and scientific studies provided to External or Internal Organizations</td>
</tr>
<tr>
<td>Prepared or Presented Training courses</td>
</tr>
<tr>
<td>Advisory publications</td>
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<tr>
<th>Memberships in Committees and Councils Academically, Nationally, and Internationally</th>
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<tbody>
<tr>
<td>Participation in International committees and scientific boards</td>
</tr>
<tr>
<td>Participation in national or regional committees and councils</td>
</tr>
<tr>
<td>Participate in the International editorial or consultative body of scientific societies and scientific journals</td>
</tr>
<tr>
<td>Participate in the national editorial or consultative body of scientific societies and scientific journals</td>
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</tbody>
</table>

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<tr>
<th>Any other research activities not mentioned before</th>
</tr>
</thead>
<tbody>
<tr>
<td>The current research work, which has not been published or accepted for publication</td>
</tr>
<tr>
<td>Other works the researcher wants to include</td>
</tr>
</tbody>
</table>

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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.
- The system tools that will help you insert, edit, or delete an entry.
- The form to add or update the research activity or publication.
- The data list containing all the entered items.
Filling the form

Once you fill the form, click on Insert

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

The Title

Nanotechnology

Journal Name

Technology Today

Date without the year
01/92

The year
2010

Other Details

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

The abstract

Article about Nanotechnology
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 icon](image)

**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 icon](image)