الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011-1432

General Guide for

Scientific Production Platform

Researcher Guide

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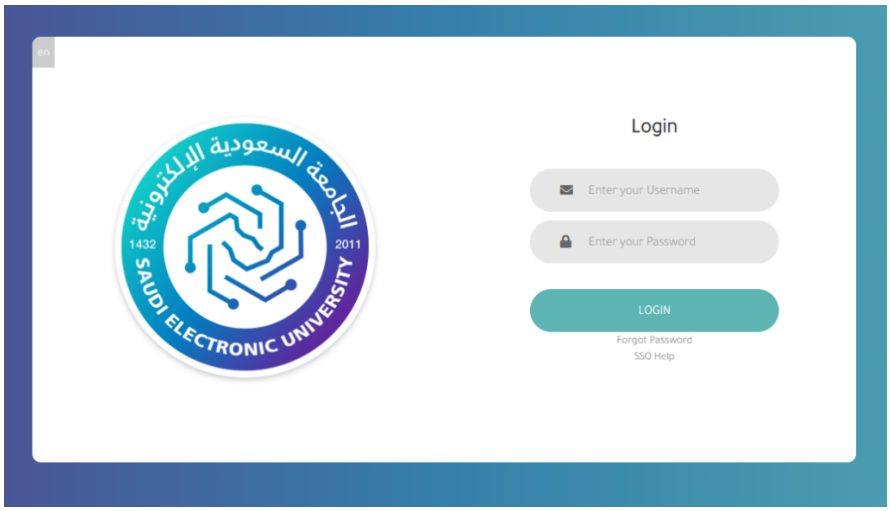
Introduction:

The purpose of this document is to present Explanatory models for the user of how to operate the system in its first stage, and related to addition New scientific production of all kinds and where the screens describing the system will be displayed basic and explain ways to deal with these interfaces Which provides a comprehensive and integrated understanding of the system.

User interfaces:

1. interface User login

1) Complete Access by the system URL srp.seu.edu.sa

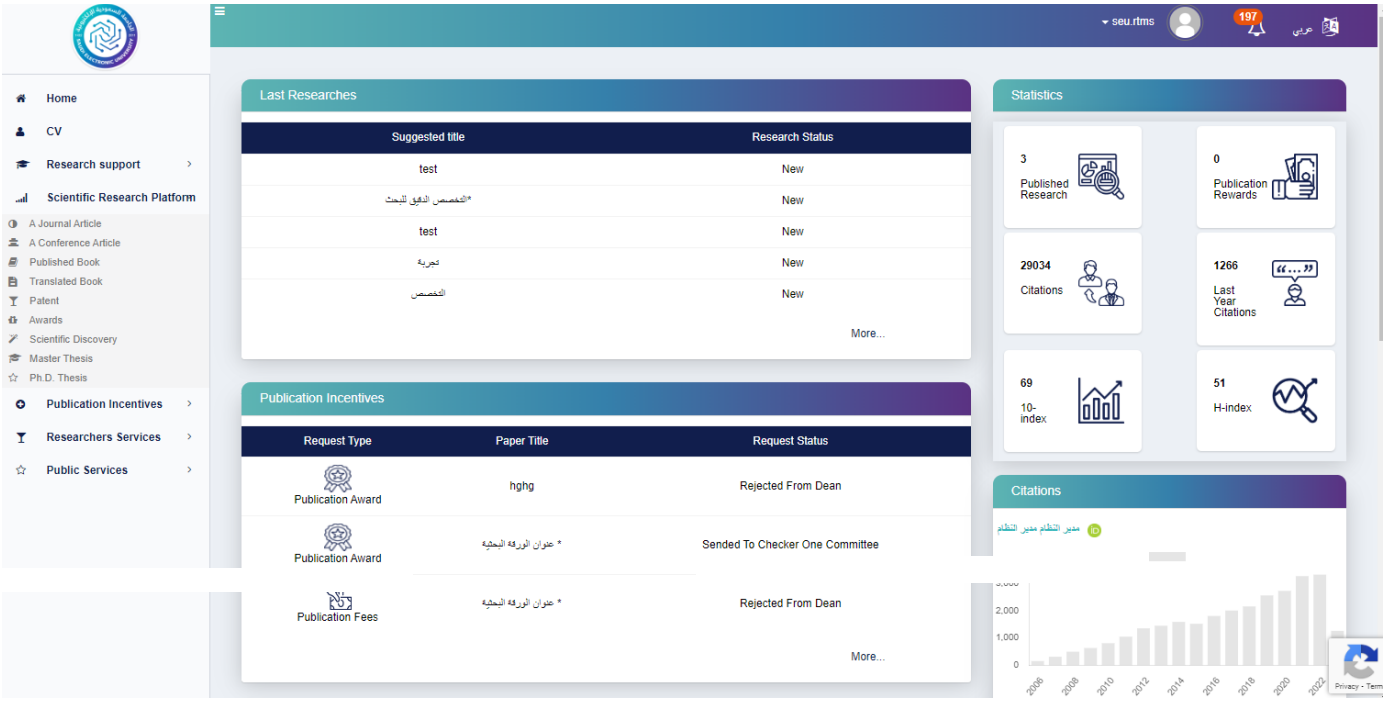


2) Complete registration using user name and password. if it was correct So he can Access By using the current database. if were not correct so the system asks the user to make sure from the data entered during page registration Access

2. The main interface

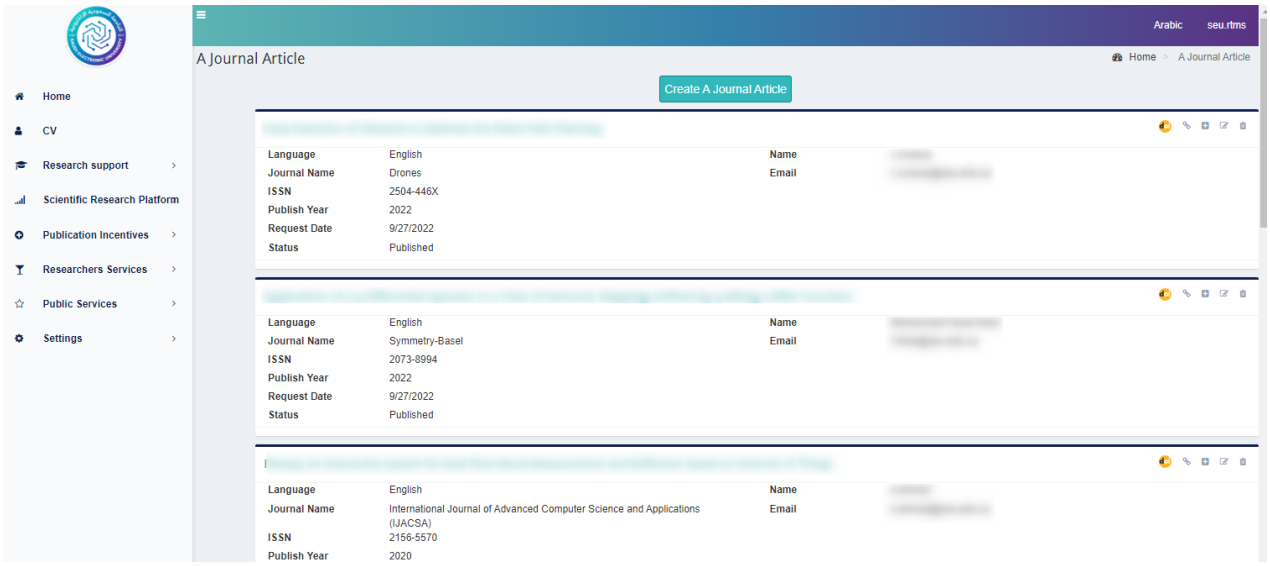
1 - When success Access Complete Enter the user to the page Main, which Contains on the list The main page, with the possibility of reviewing the latest scientific production of the researcher who

submitted it with its status (archived–Sent to the first auditor-…-Rejected by the Dean



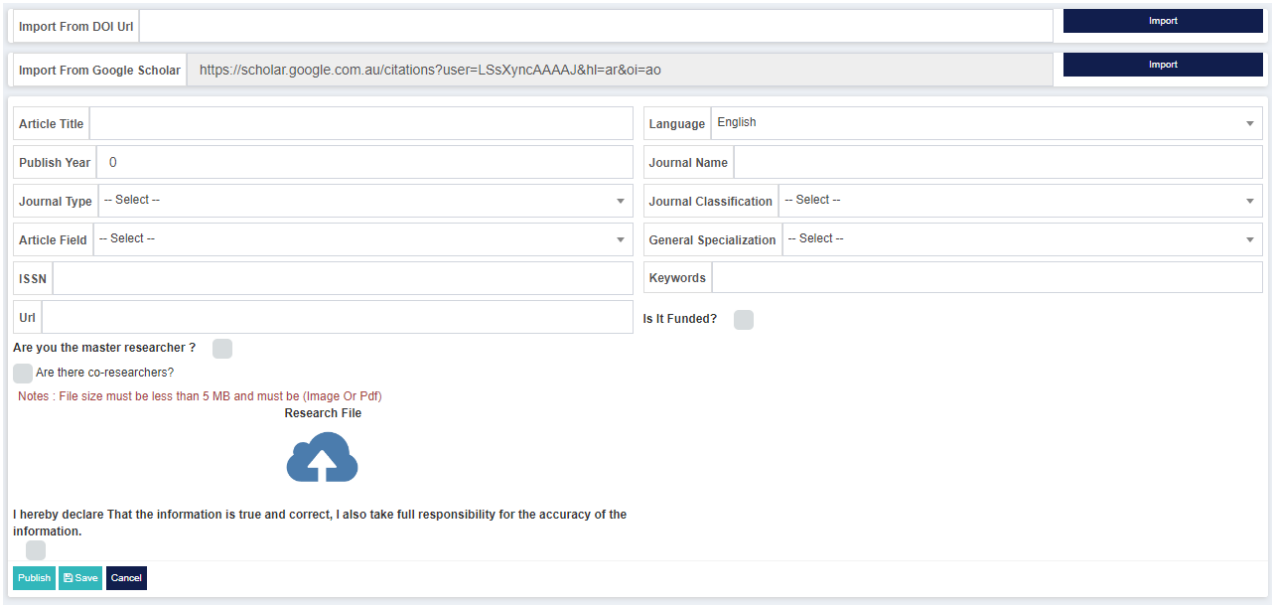
through the main menu Scientific production can be added according to the type of productions follows:

3. Scientific production of the type of research published in a peer-reviewed journal:



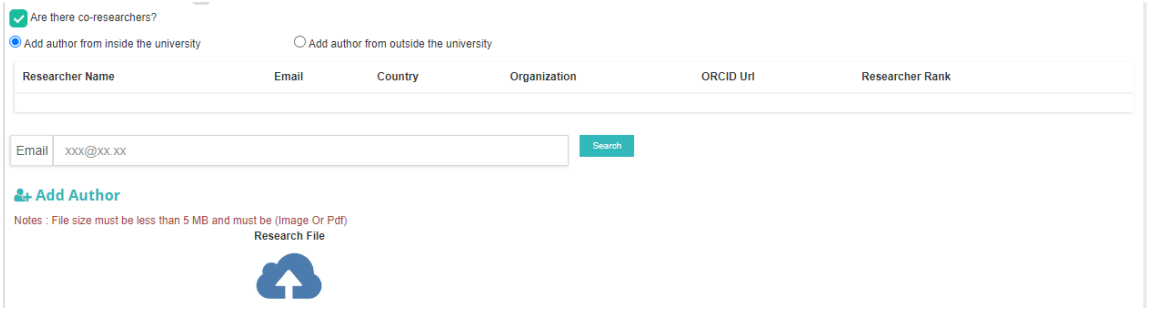
3.1 –Add production:

1- First, basic search data is entered, such as:)Research Title– Search language–Year of Publication–Journal name–Journal type–Journal rating–Research field–general specialty–Search link– ISSN –key words–approval)There is an option, Is the search supported? If the search status is supported, the support body and the budget to support the search and the type of currency appear.

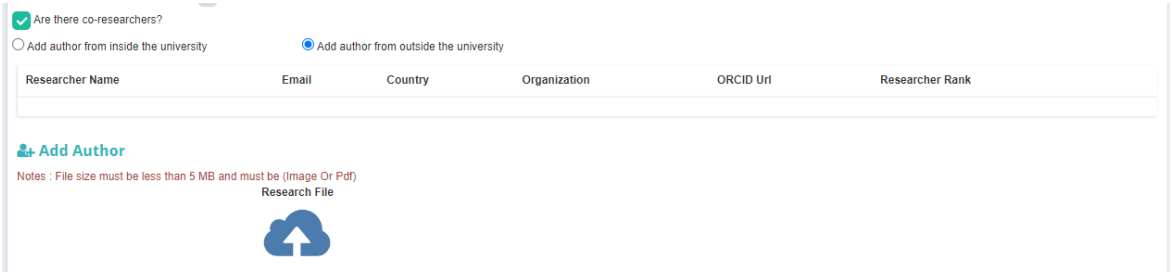


2- Then the author is entered through two methods, either it is an author from within the university, and in this case all registered

authors are displayed within Active Directory To choose from them with the ability to choose more than one author and the ability to search by (e-mail), then press the search button to fill in the author's data, then press the add author button to move to the main table. Either the author is outside the university, and in this case, the icon of adding an author is displayed. When clicking on it, a form appears to fill in the basic data of the author, such as (name–E-mail–gender–university country–The name of the university) with the possibility of adding more than one author and the possibility of deleting the author.



(Add an author from within the university)



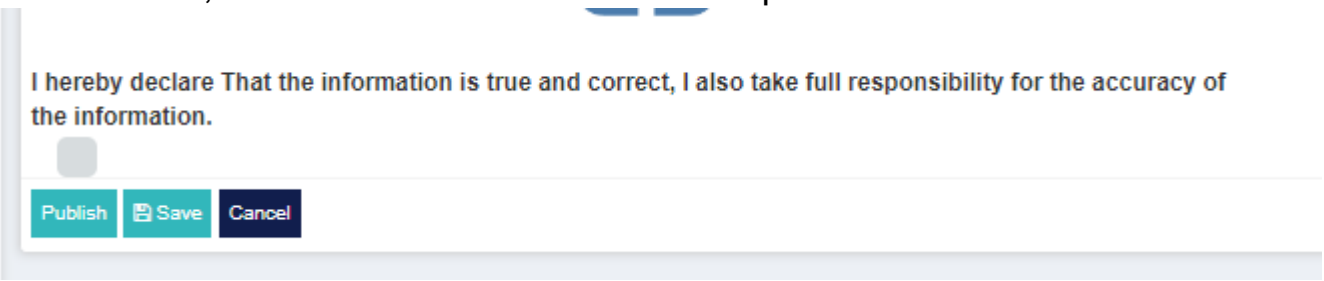
(Add an author from outside the university)

3- Then the search is saved. In the event of any error, an error message is returned for correction. In the event that all fields are entered correctly, the search is saved and then moved to the research display page of the type of research published in a peer-reviewed journal.

note :

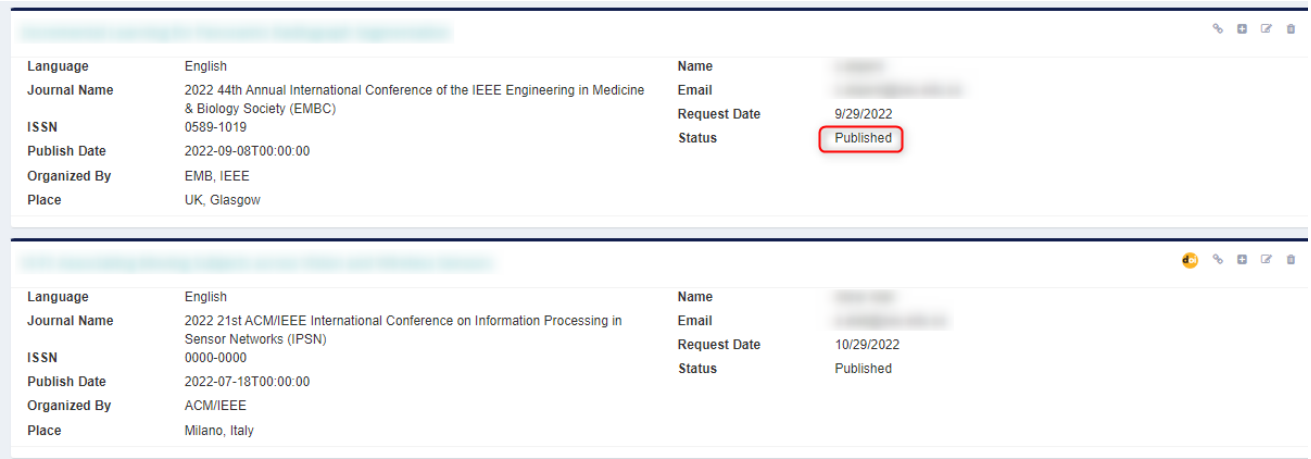
- The researcher can send the scientific production directly after creating the production and acknowledging the validity of all the data, and in this case the

publish button will be pressed. Or the production can be saved and sent at another time, in which case the save button is pressed.



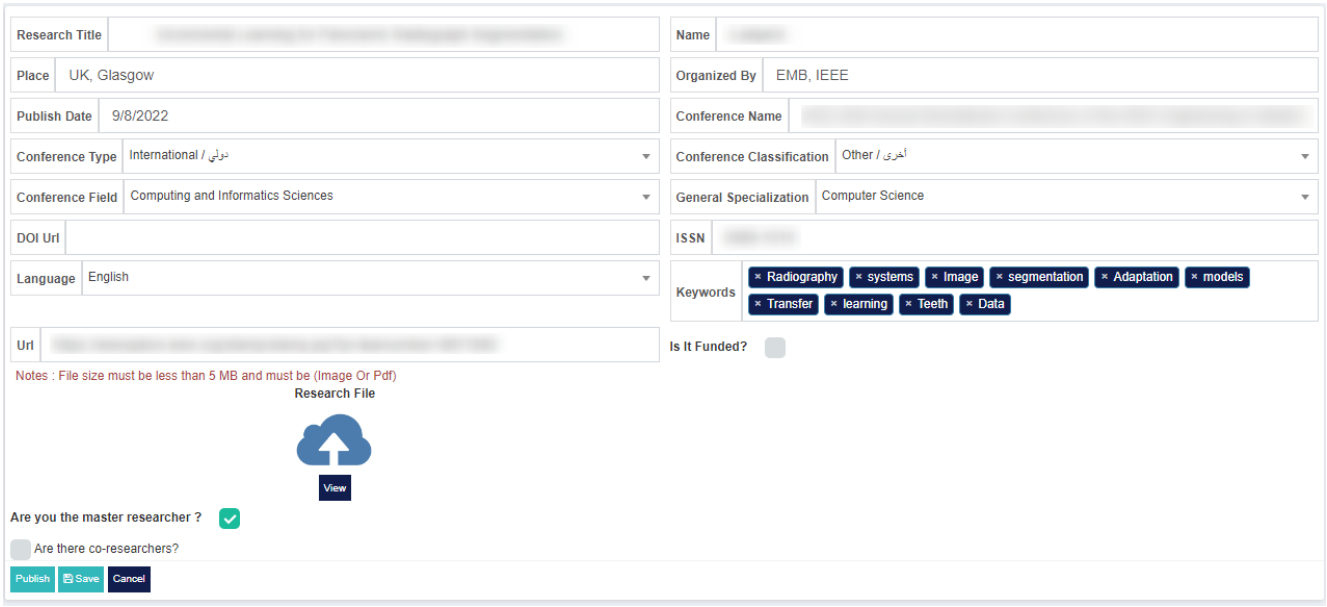
3.2–Scientific production review:

1- All scientific research that was created by the researcher who is currently logged in is displayed with the status of each research.

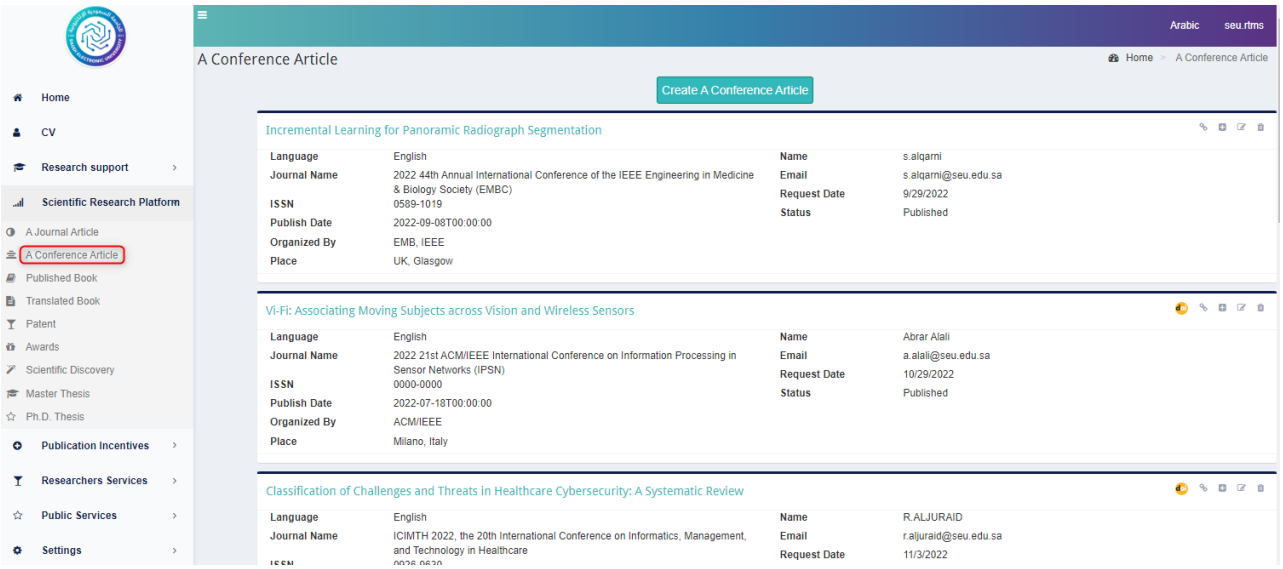


3.3–Modify a saved Scientific Production:

1- All search data is displayed with the possibility of modification.

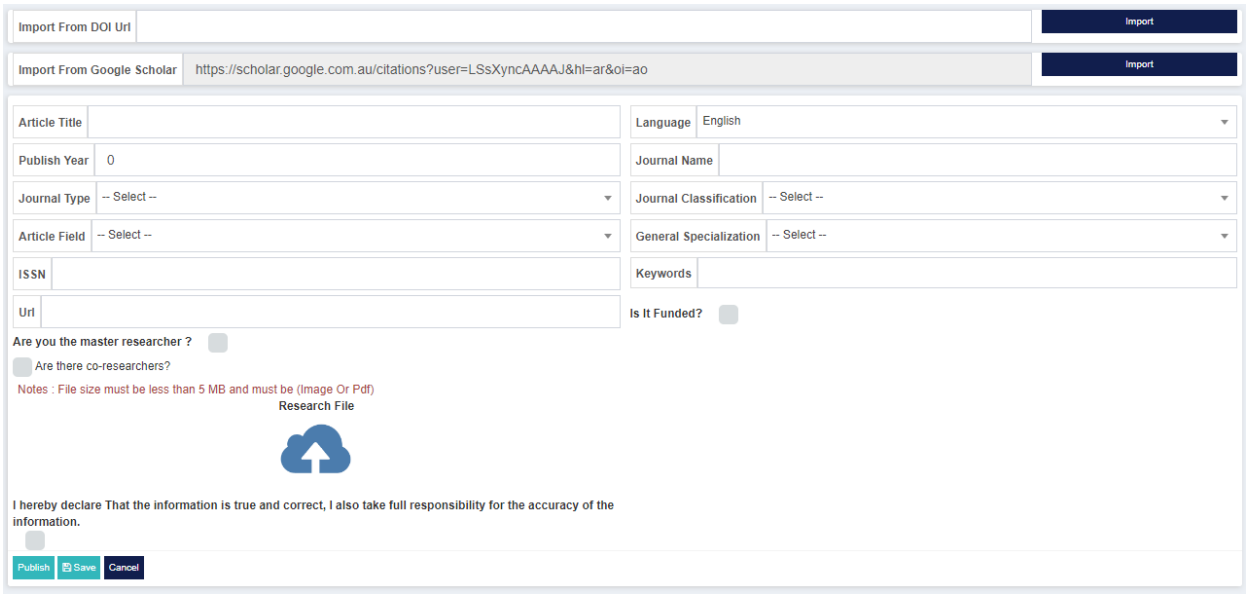


4. Scientific production of the type of arbitrary research published in a conference:



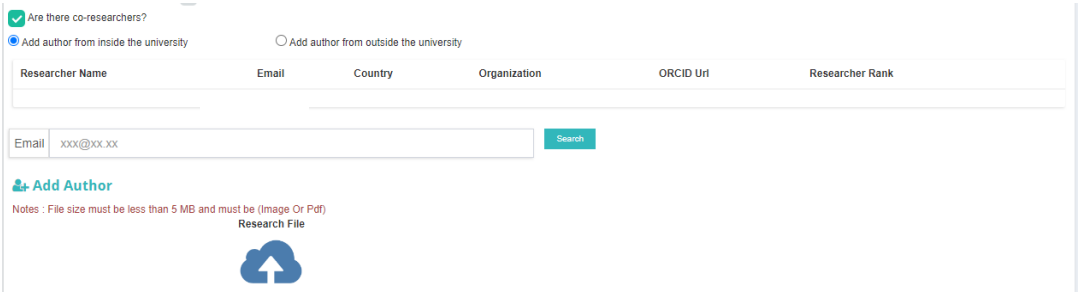
4.1–Add production:

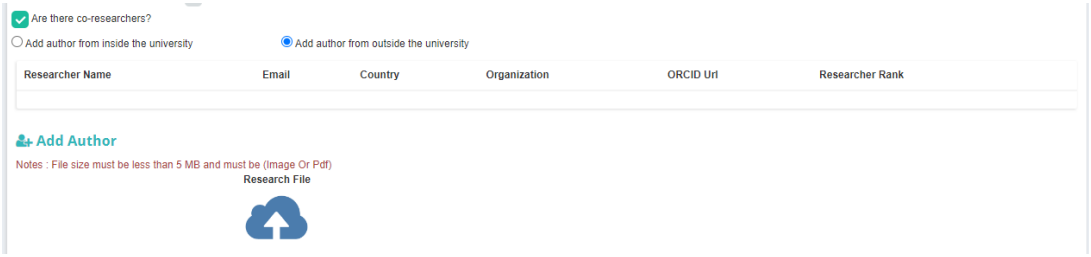
1- First, basic search data is entered, such as:)Research Title– Search language–place–organized by–date of publication–Conference name–Conference type–Conference rating–conference area–general specialty–Search link– ISSN–key words–approval)There is an option, Is the search supported? If the search status is supported, the support body and the budget to support the search and the type of currency appear.(Fig-10).



(Fig-10)

2- Then the author is entered through two methods, either it is an author from within the university, and in this case all registered authors are displayed withinActive DirectorTo choose from them with the ability to choose more than one author and the ability to search by (e-mail), then press the search button to fill in the author's data, then press the add author button to move to the main table. Either the author is outside the university, and in this case, an icon for adding an author is displayed when you click on it, a form appearscTo fill in the basic data of the author, such as (name–E-mail–sex–university country–The name of the university) with the possibility of adding more than one author and the possibility of deleting the author.

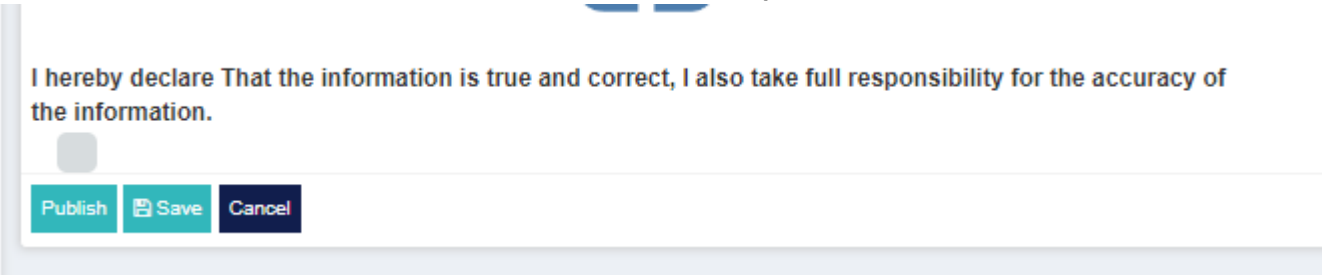




3- Then the search is saved, and if any error occurs, an error message is returned for correction. In the event that all fields are entered correctly, the search is saved, and then moved to the research presentation page of the type of arbitrary research published in a conference

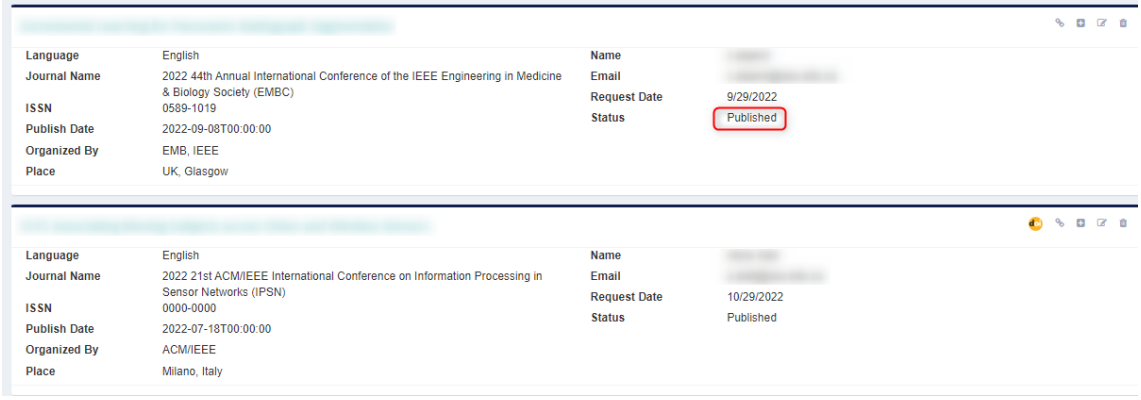
note :

- The researcher can send the scientific production directly after creating the production and acknowledging the validity of all the data, and in this case the publish button will be pressed. Or the production can be saved and sent at another time, in which case the save button is pressed.



4.2–Scientific production review:

- All scientific research that was created by the researcher who is currently logged in is displayed with the status of each research.



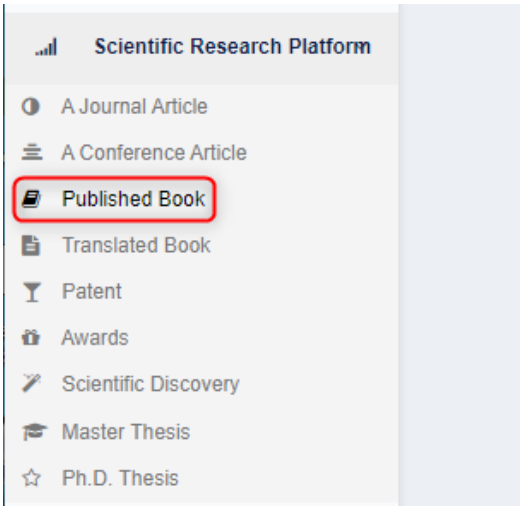
(Figure-12)

4.3 –Modify saved scientific production:

1- All search data is displayed with the possibility of modification

(Figure-13)

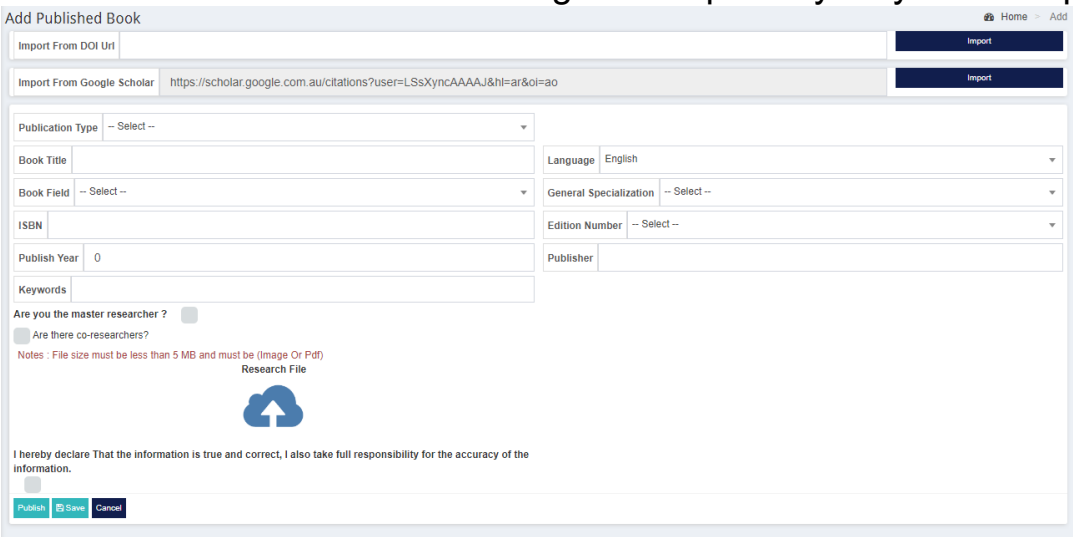
5. Scientific production of the type of author's book:(fig.-14)



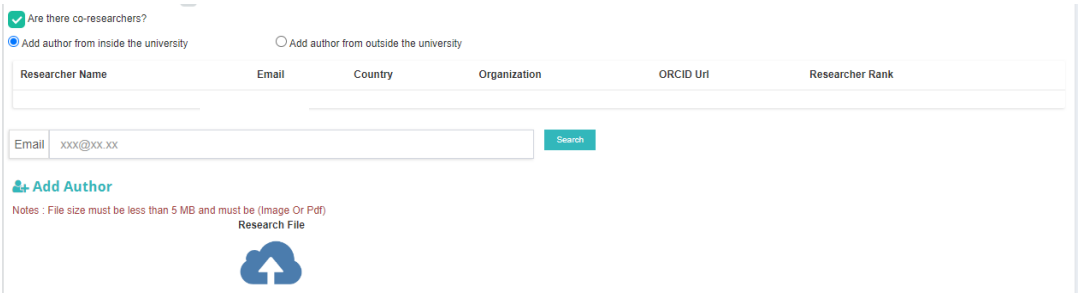
(fig.-14)

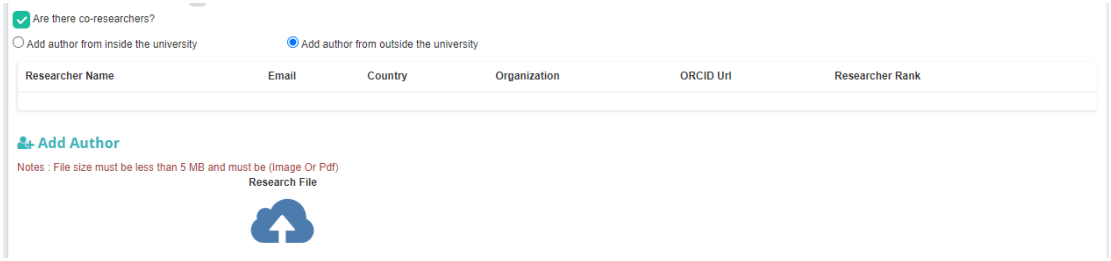
5.1–Add production:

1- First, basic search data is entered, such as:)Author type– the language–The title of the book–Year of Publication–publisher–ISBN–edition number–book field–general specialty–key words–approval).



2- Then the author is entered through two methods, either it is an author from within the university, and in this case all registered authors are displayed withinActive DirectorTo choose from them with the ability to choose more than one author and the ability to search by (e-mail), then press the search button to fill in the author's data, then press the add author button to move to the main table. Either the author is outside the university, and in this case, an icon for adding an author is displayed when you click on it, a form appearscTo fill in the basic data of the author, such as (name–E-mail–sex–university country–The name of the university) with the possibility of adding more than one author and the possibility of deleting the author.

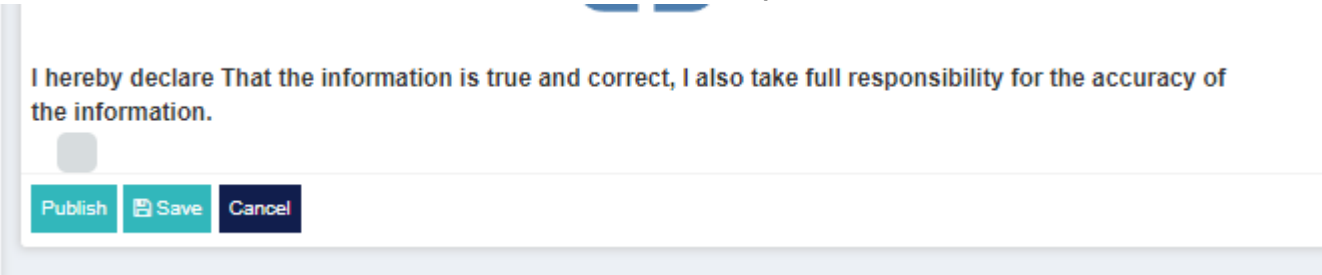




3- Then the search is saved, and if any error occurs, an error message is returned for correction. In the event that all fields are entered correctly, the search is saved, and then moved to the research display page of book type

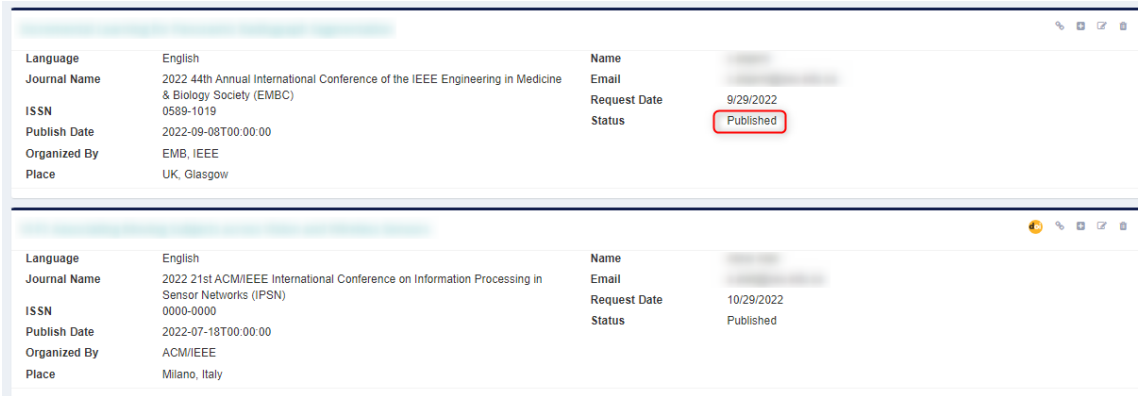
note:

- The researcher can send the scientific production directly after creating the production and acknowledging the validity of all the data, and in this case the publish button will be pressed. Or the production can be saved and sent at another time, in which case the save button is pressed.



5.2–Scientific production review:

- All scientific research that was created by the researcher who is currently logged in is displayed with the status of each research.



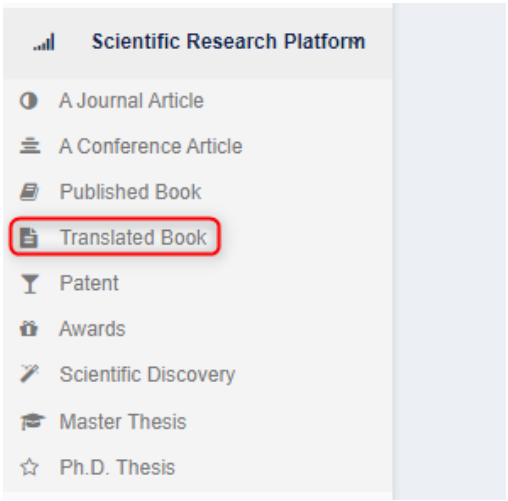
(Figure-17)

5.3–Modify saved Scientific Production:

- All search data is displayed with the possibility of modification

(Fig. 18)

6. Scientific production of a translated book:(fig.-19)

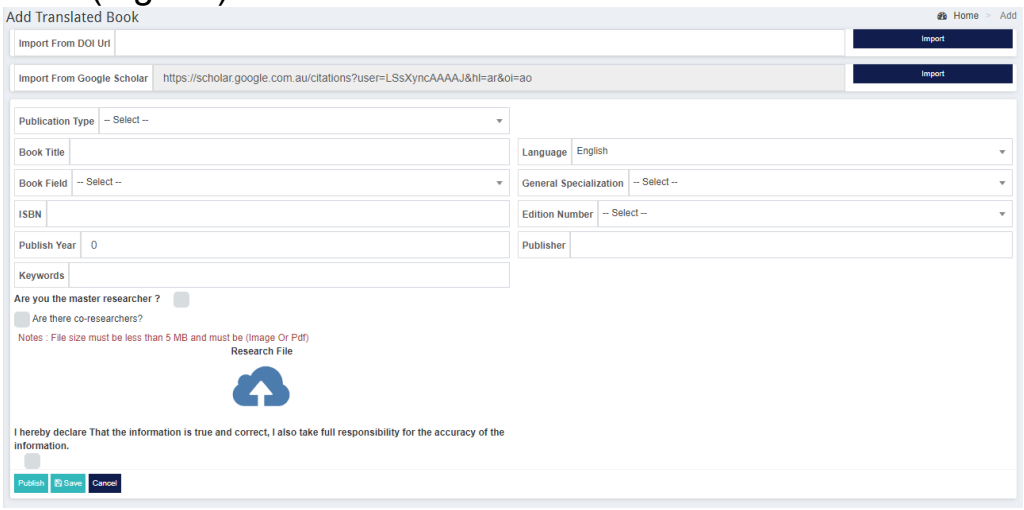


(fig.-19)

6.1–Add production:

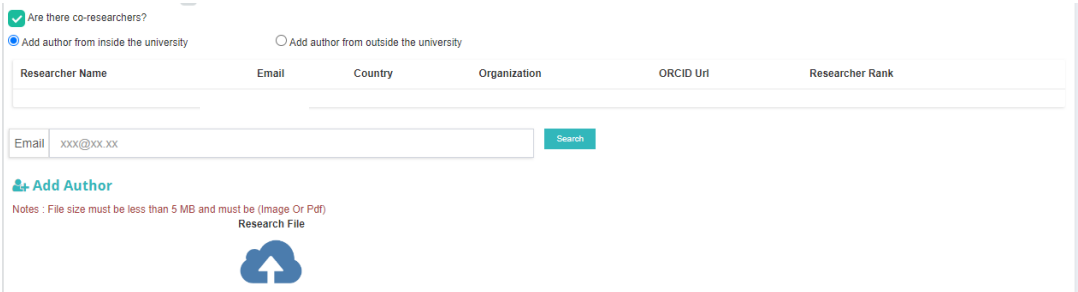
1- First, basic search data is entered, such as:)Author type– the language–The title of the book–Year of Publication–publisher–ISBN–

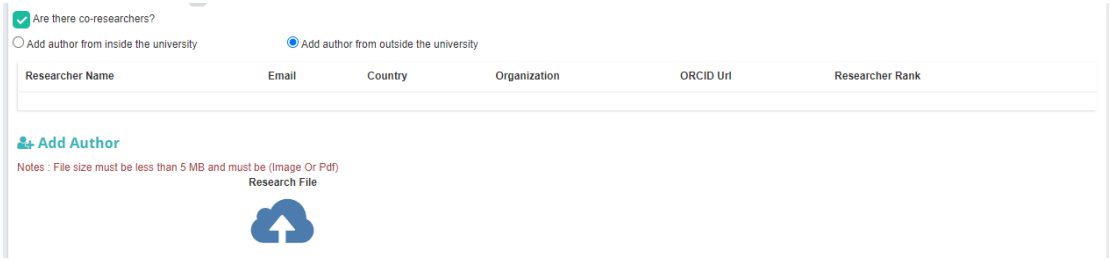
edition number–book field–general specialty–key words–approval) .(Fig. 20)



(Fig. 20)

2- Then the author is entered through two methods, either it is an author from within the university, and in this case all registered authors are displayed withinActive DirectorTo choose from them with the ability to choose more than one author and the ability to search by (e-mail), then press the search button to fill in the author's data, then press the add author button to move to the main table. Either the author is outside the university, and in this case, an icon for adding an author is displayed when you click on it, a form appearscTo fill in the basic data of the author, such as (name–E-mail–sex–university country–The name of the university) with the possibility of adding more than one author and the possibility of deleting the author.

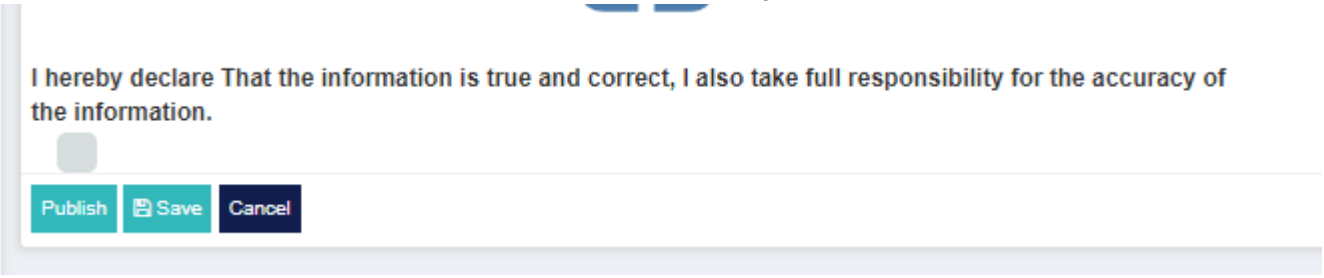




3- Then the search is saved, and if any error occurs, an error message is returned for correction. In the event that all fields are entered correctly, the search is saved, and then moved to the research display page of the type of translated book.

note :

- The researcher can send the scientific production directly after creating the production and acknowledging the validity of all the data, and in this case the publish button will be pressed. Or the production can be saved and sent at another time, in which case the save button is pressed.



6.2–Scientific production review:

- All scientific research that was created by the researcher who is currently logged in is displayed with the status of each research.(Figure-22)

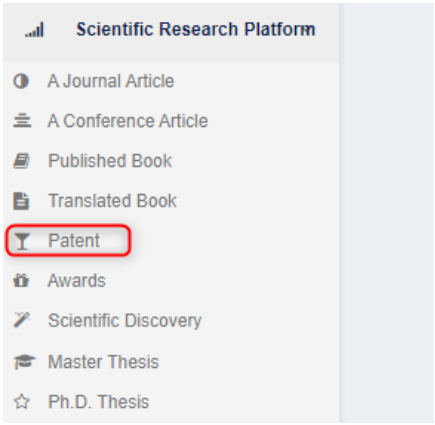
(Figure-22)

6.3–Modify saved Scientific Production:

-All search data is displayed with the possibility of modification

(Figure-23)

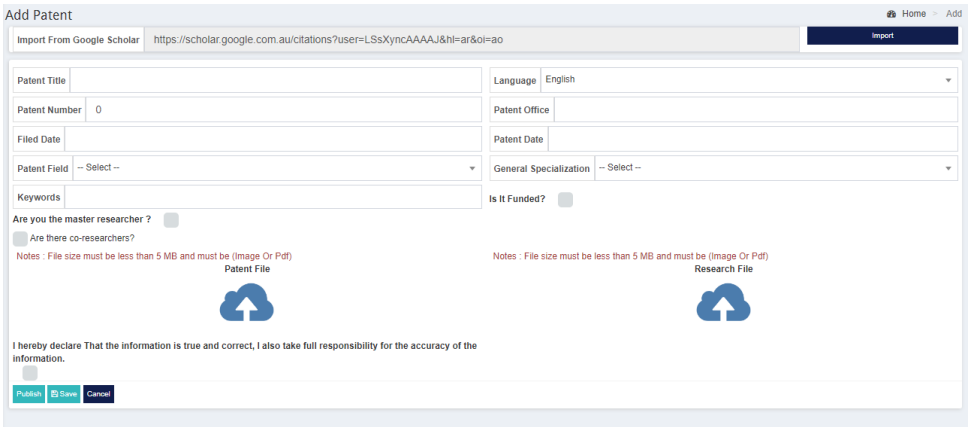
7. Scientific production of the patent type:(fig.-24)



(fig.-24)

7.1–Add production:

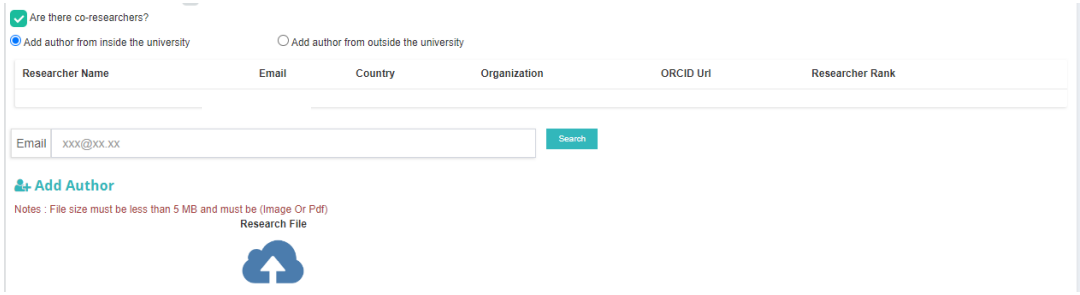
1- First, basic search data is entered, such as:)Patent title– the language– Invention document number–Patent Documentation Office–date of registration–Grant date–area of the patent–general specialty–Patent file–key words–approval)There is an option, Is the search supported? If the search status is supported, the support body and the budget to support the search and the type of currency appear.(Fig-25)

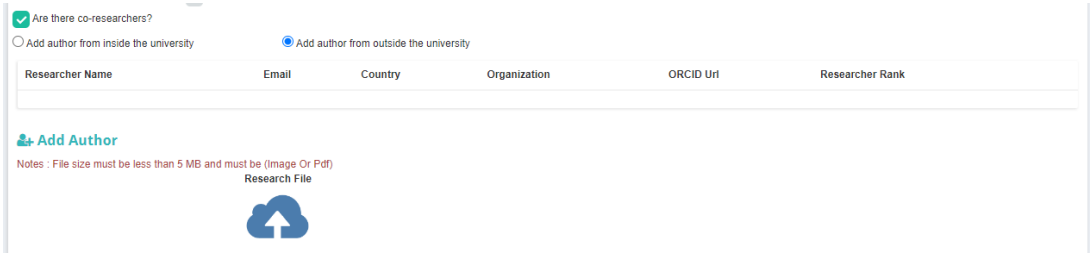


(Fig-25)

2- Then the author is entered through two methods, either it is an author from within the university, and in this case all registered authors are displayed withinActive DirectorTo choose from them with the ability to choose more than one author and the ability to search by (e-mail), then press the search button to fill in the author's data, then press the add author button to move to the main table. Either the author is outside the university, and in this case, an icon for adding an author is displayed when you click on it, a form appearscTo fill in the basic data

of the author, such as (name–E-mail–sex–university country–The name of the university) with the possibility of adding more than one author and the possibility of deleting the author.

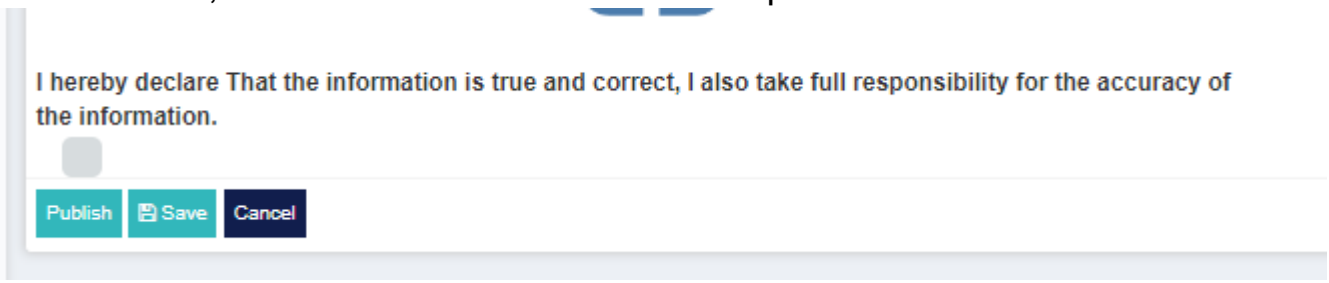




3- Then the search is saved, and in the event of any error, an error message is returned for correction. In the event that all fields are entered correctly, the search is saved, and then moved to the patent-type research display page.

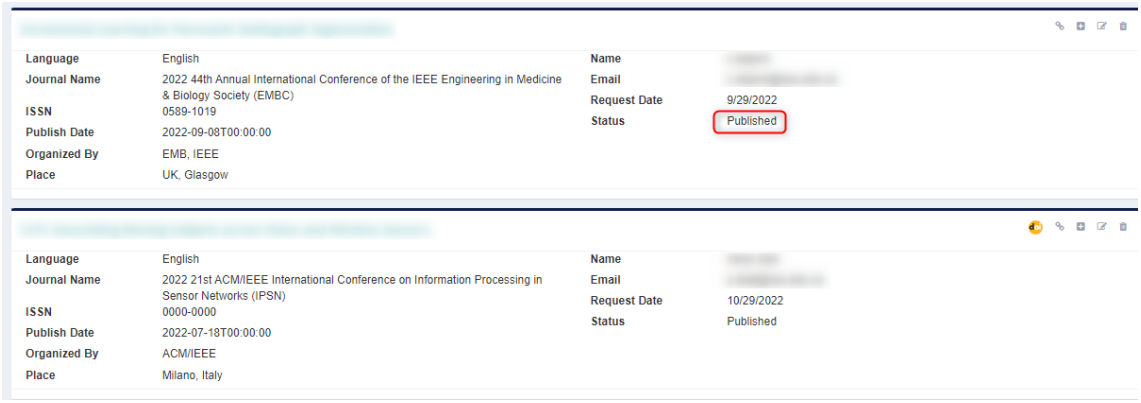
note:

- The researcher can send the scientific production directly after creating the production and acknowledging the validity of all the data, and in this case the publish button will be pressed. Or the production can be saved and sent at another time, in which case the save button is pressed.



7.2–Scientific production review:

- All scientific research that was created by the researcher who is currently logged in is displayed with the status of each research.(Figure-27)



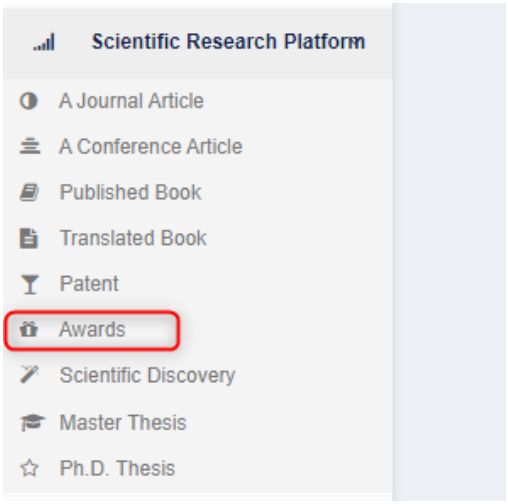
(Figure-27)

7.3–Modify saved Scientific Production:

-All search data is displayed with the possibility of modification

(Figure-28)

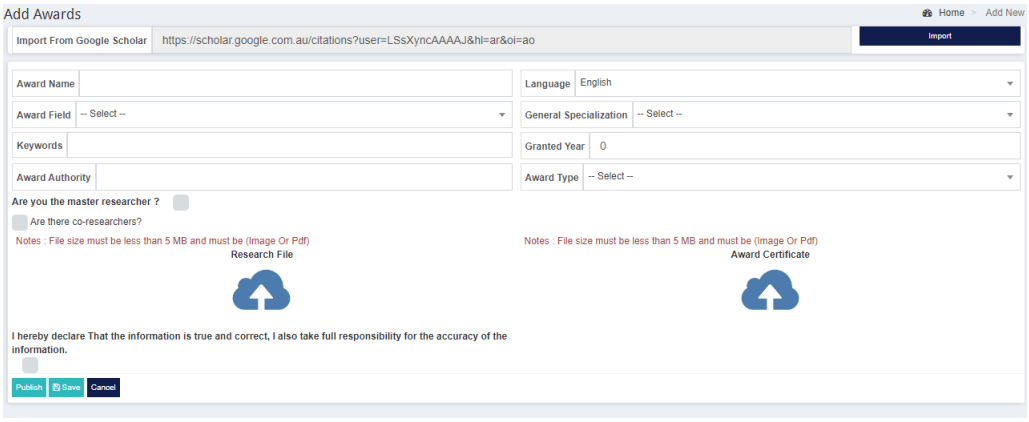
8. Scientific production of the type of prizes:(fig.-29)



(fig.-29)

8.1–Add production:

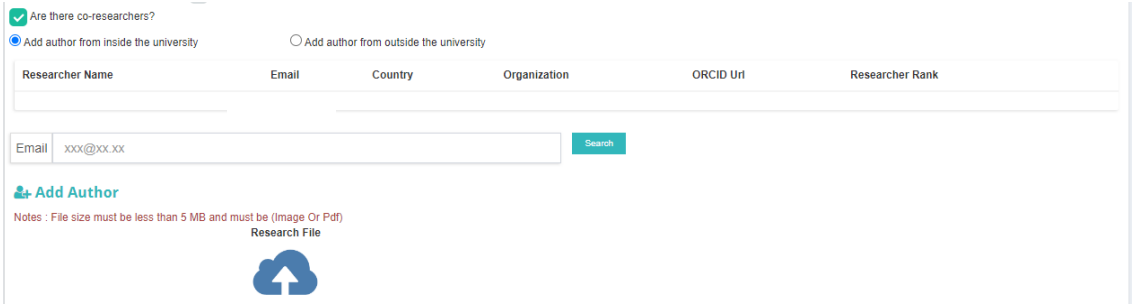
1- First, basic search data is entered, such as:)Award name– the language–Award field–general specialty–grant year–The giving side–Award type–Award certificate–key words–approval).(Fig-30)

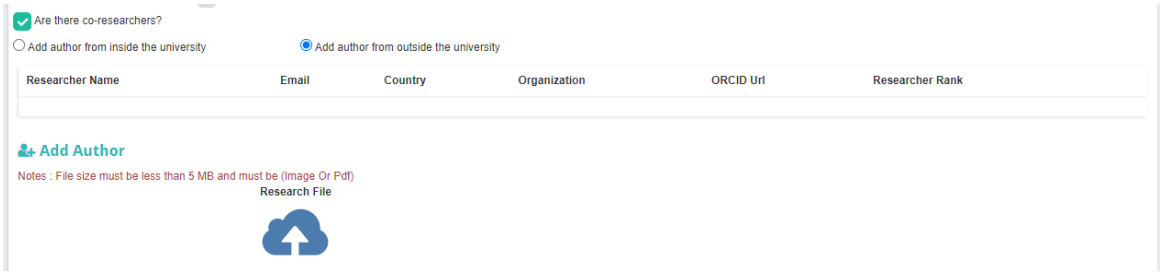


(Fig-30)

2- Then the author is entered through two methods, either it is an author from within the university, and in this case all registered authors are displayed withinActive DirectorTo choose from them with the ability to choose more than one author and the ability to search by (e-mail), then press the search button to fill in the author's data, then press the add author button to move to the main table. Either the author is outside the university, and in this case, an icon for adding an author is displayed when you click on it, a form appearscTo fill in the basic data of the author, such as (name–E-mail–sex–university country–

The name of the university) with the possibility of adding more than one author and the possibility of deleting the author.

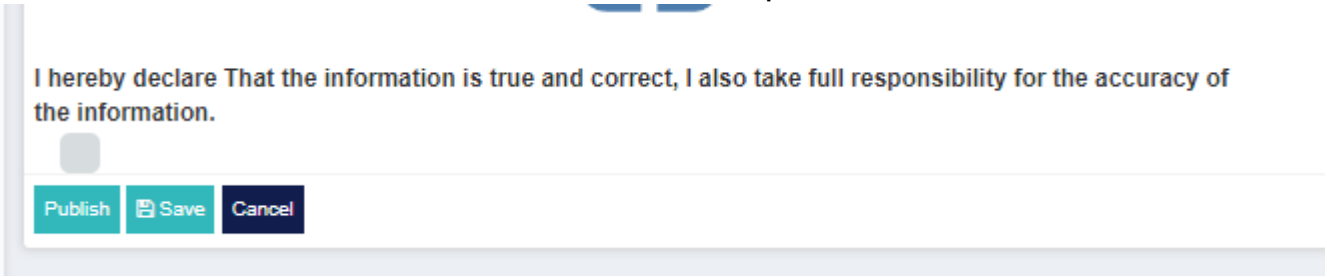




3- Then the search is saved, and in the event of any error, an error message is returned for correction. In the event that all fields are entered correctly, the search is saved, and then moved to the research display page of the type of prizes.

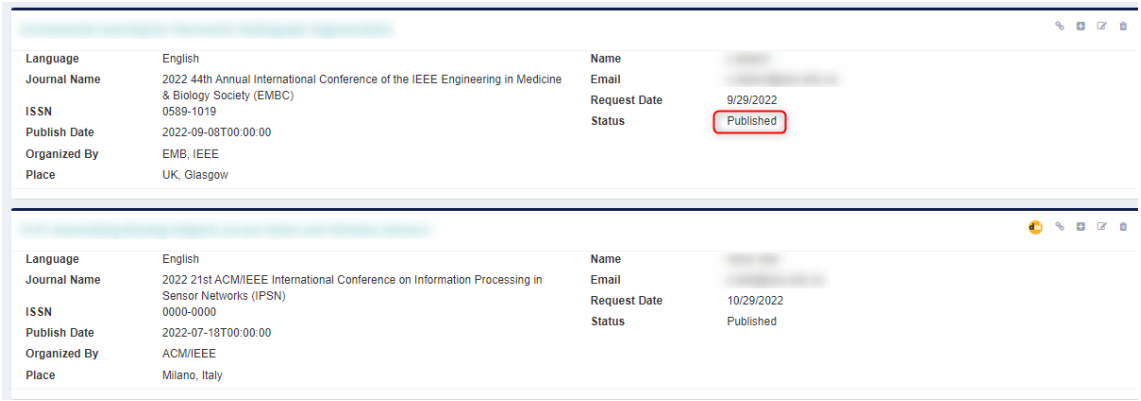
note :

- The researcher can send the scientific production directly after creating the production and acknowledging the validity of all the data, and in this case the publish button will be pressed. Or the production can be saved and sent at another time, in which case the save button is pressed.



8.2–Scientific production review:

- All scientific research that was created by the researcher who is currently logged in is displayed with the status of each research.(Figure-32)



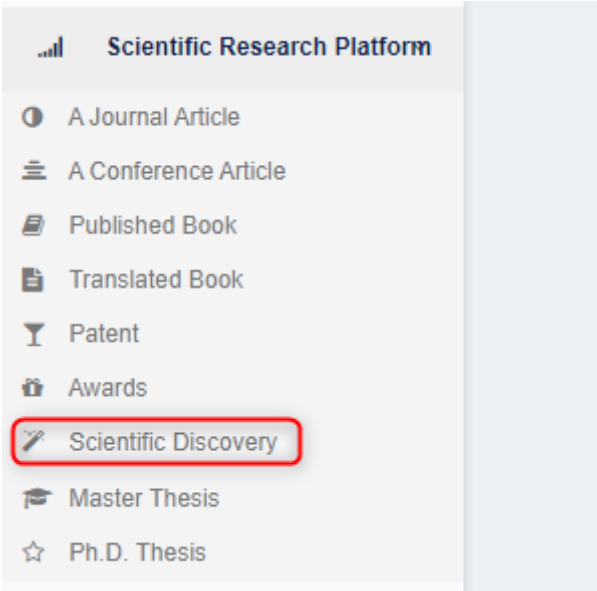
(Figure-32)

8.3–Modify saved Scientific Production:

-All search data is displayed with the possibility of modification

(Figure-33)

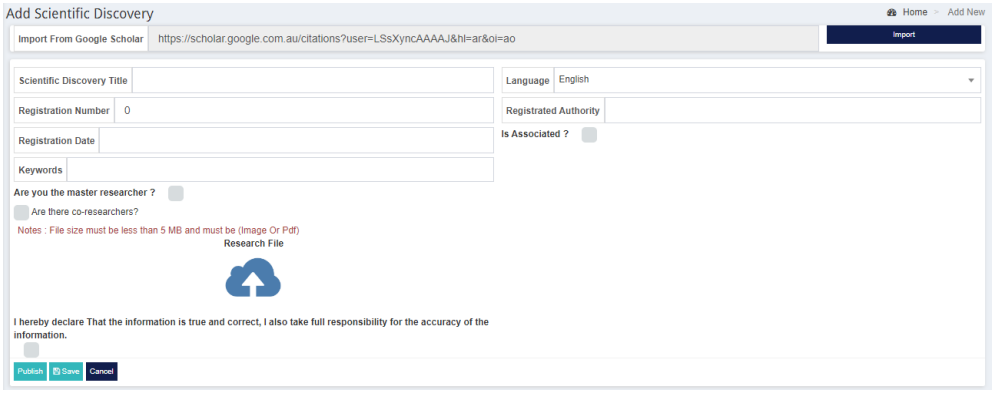
9. Scientific production of the type of scientific discovery:(fig.-34)



(fig.-34)

9.1–Add production:

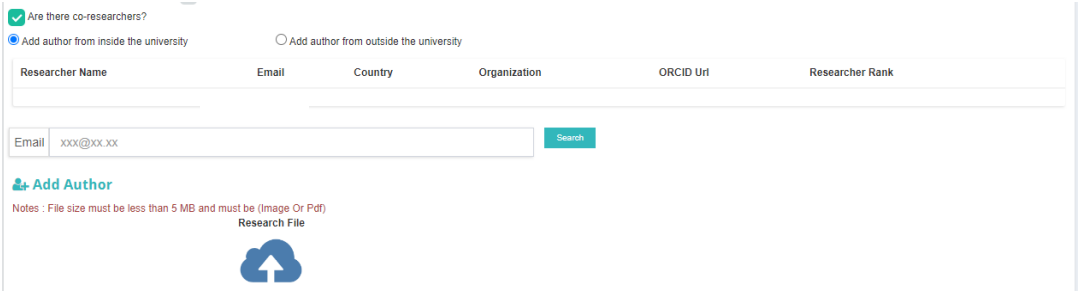
1- First, basic search data is entered, such as:)Scientific discovery title–Search language–Registration number–The registered entity–The date of approval of the registration)There is an option whether the search is associated with published research or not. If it is associated with a research, a Next button will appear to enter the research associated with it. If it is not associated, there are two options: either it is published or it is saved.(Fig-35)

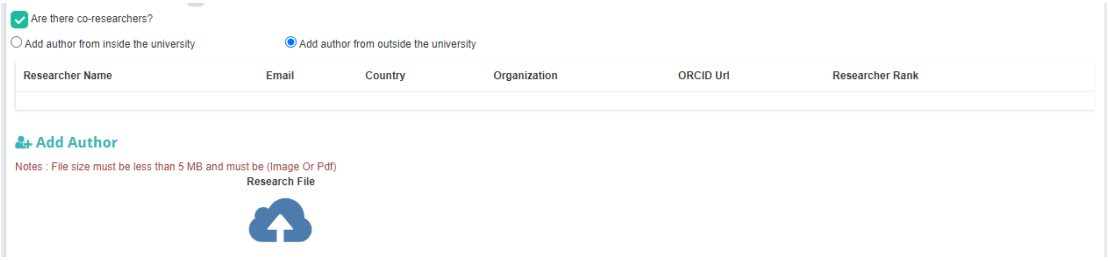


(Fig-35)

2- Then the author is entered through two methods, either it is an author from within the university, and in this case all registered authors are displayed withinActive DirectorTo choose from them with the ability

to choose more than one author and the ability to search by (e-mail), then press the search button to fill in the author's data, then press the add author button to move to the main table. Either the author is outside the university, and in this case, an icon for adding an author is displayed when you click on it, a form appearscTo fill in the basic data of the author, such as (name–E-mail–sex–university country–The name of the university) with the possibility of adding more than one author and the possibility of deleting the author.

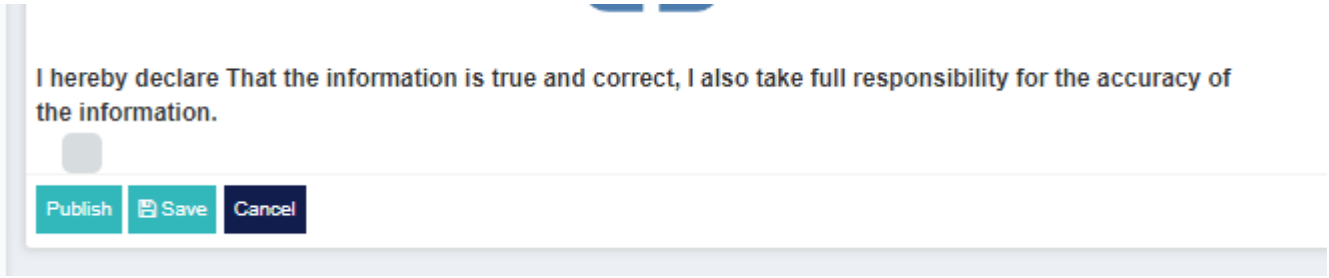




3- Then the search is saved, and if any error occurs, an error message is returned for correction. In the event that all fields are entered correctly, the search is saved, and then moved to the research display page of the scientific discovery type.

note :

- The researcher can send the scientific production directly after creating the production and acknowledging the validity of all the data, and in this case the publish button will be pressed. Or the production can be saved and sent at another time, in which case the save button is pressed.



-

9.2–Scientific production review:

- All scientific research that was created by the researcher who is currently logged in is displayed with the status of each research.(Figure-37)

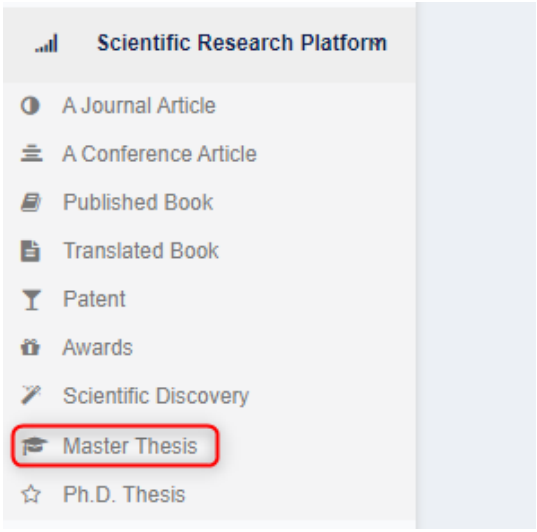
(Figure-37)

9.3–Modify saved Scientific Production:

-All search data is displayed with the possibility of modification

(fig.-38)

10. Scientific production of the type of master's thesis:(fig.-39)

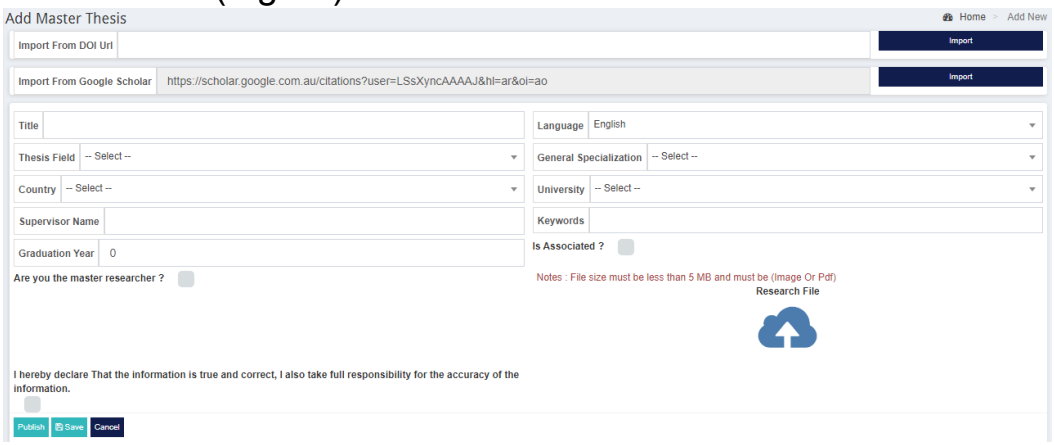


(fig.-39)

10.1–Add production:

1- First, basic search data is entered, such as:)Title– the language– Supervisor name–message field–general specialty–university country–University Name–Graduation Year–key words–approval)There is an option whether the search is associated with a published research or not,If it is associated with a search, the Next

button will appear to enter the search associated with it. If it is not associated, there are two options, either to publish or to be saved..(Fig-40)

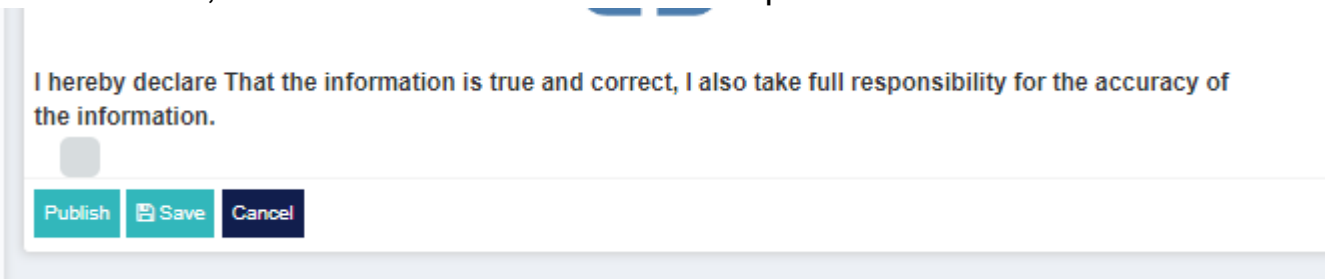


(Fig-40)

2- Then the research is saved, and in the event of any error, an error message is returned for correction, but in the event that all fields are entered correctly, the research is saved, and then moved to the research presentation page of the master's thesis type.

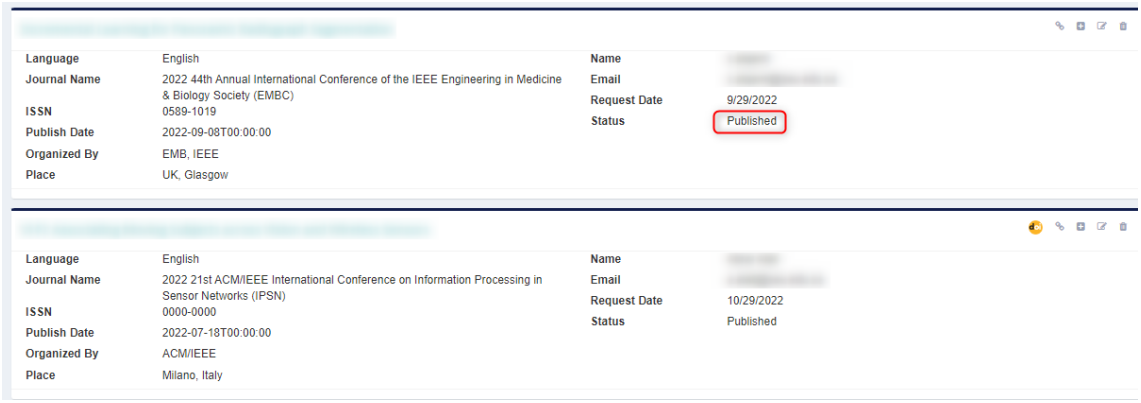
note :

- The researcher can send the scientific production directly after creating the production and acknowledging the validity of all the data, and in this case the publish button will be pressed. Or the production can be saved and sent at another time, in which case the save button is pressed.



10.2–Scientific production review:

- All scientific research that was created by the researcher who is currently logged in is displayed with the status of each research.(Figure-41)



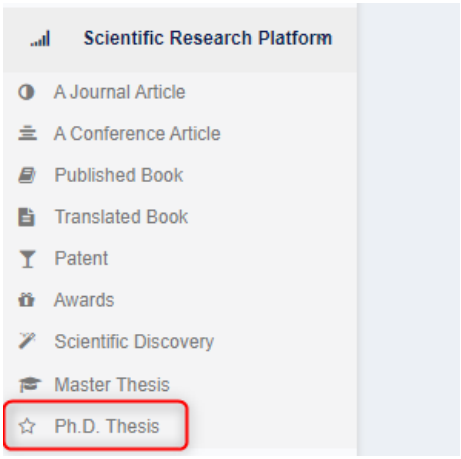
(Figure-41)

10.3–Modify saved Scientific Production:

-All search data is displayed with the possibility of modification

(Figure-42)

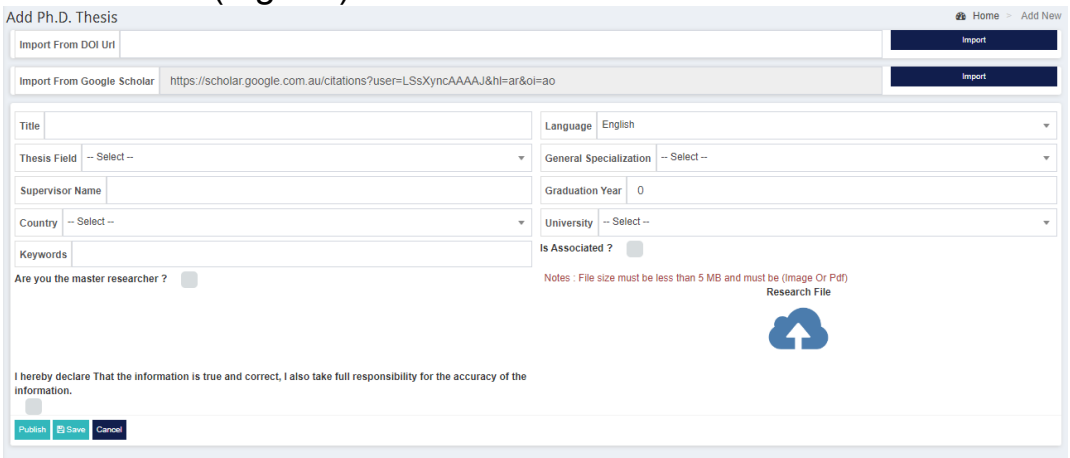
11. Scientific production of the type of doctoral dissertation:(fig.-43)



(fig.-43)

11.1–Add production:

1- First, basic search data is entered, such as:)Title– the language–Supervisor name–message field–general specialty–Graduation Year–key words–approval–university country–University Name)There is an option whether the search is associated with a published research or not. If it is associated with a research, the Next button will appear to enter the search associated with it. If it is not associated, there are two options: either to publish or to be saved.(Fig. 44)

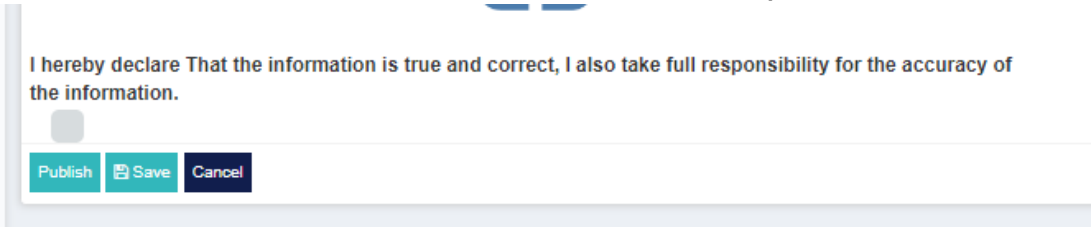


(Fig. 44)

2- Then the search is saved, and in the event of any error, an error message is returned for correction. In the event that all fields are entered correctly, the search is saved, and then moved to the research presentation page of the PhD thesis type.

note:

- The researcher can send the scientific production directly after creating the production and acknowledging the validity of all the data, and in this case the publish button will be pressed. Or the production can be saved and sent at another time, in which case the save button is pressed.



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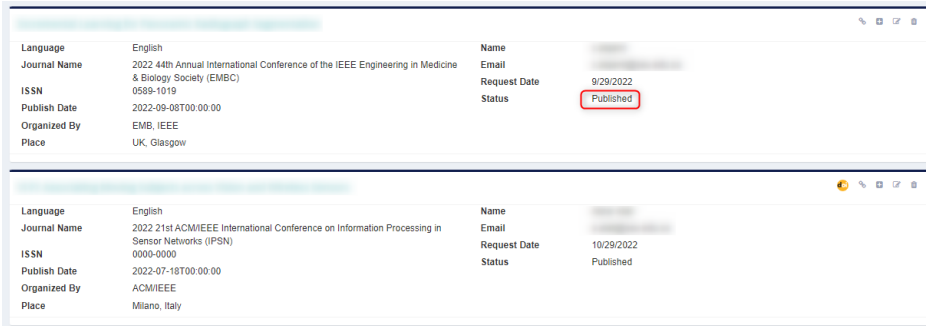
11.2–Scientific production review:

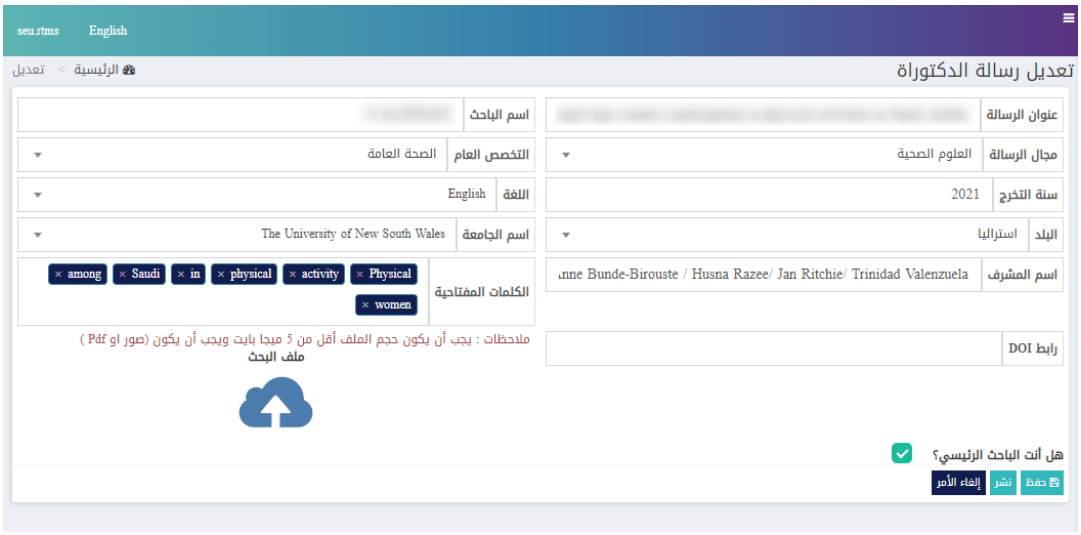
- All scientific research that was created by the researcher who is currently logged in is displayed with the status of each research.(Figure-45)



(Figure-45)

11.3–Modified saved scientific production:

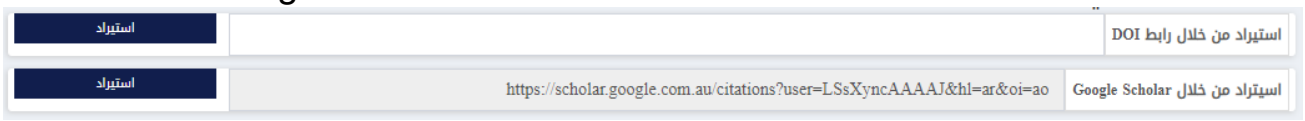
-All search data is displayed with the possibility of modification



(Figure-46)

General note:

- The researcher can add the search by importing his data through Google Scholar Or through the DOI.



12. Scientific productions that he participated in as a co-researcher:

1- when adding an author from within the university in the types of scientific production, when entering any author, the scientific production in which he participated is displayed, and he can view only its details.