eProMIS

Release 1.0

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1. Preface

About the Guide

The guide helps the task force committee of Department of Bio Technology (DBT) to perform the tasks allocated to them. The tasks are related to both new projects and ongoing projects.

Intended Audience of the Guide

The members of Task Force Committees are expected to know the basics of computer and internet usage.

Organization of the Guide

The descriptions of each chapter is as shown in the following table:

Sr No	Chapter	Description
1	Preface	Shows what this user guide contains
2	Introduction and Home Page of TF Module	Describes about the application in brief
3	Before you Begin	Describes the basic things which are important and might be frequently used.
4	Working of the TF Module	Explains the core activities of TF users

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Acronyms Used in the Guide

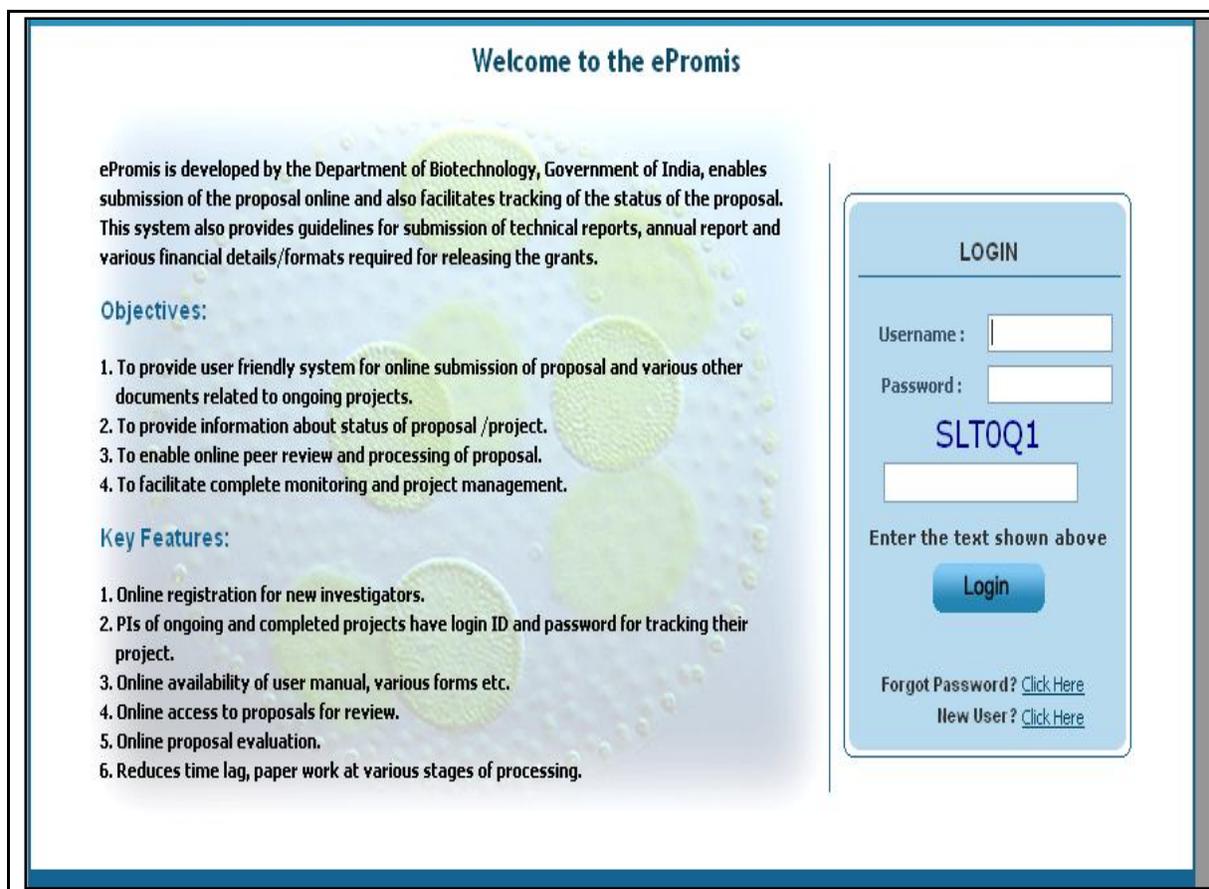| eProMIS	Project Management & Information application
URL	Uniform Resource Locator
PI	Principal Investigator
TF	Task Force
IFD	Finance Department

2. Before You Begin

The following things you must be aware of while beginning any task. This helps to work optimally and achieve the results.

2.1 Logging the Application

To Log on to the Application;

1. T**ype the eProMIS URL in the Internet browser** ,

   The following page appears:

Fig 1: Entering the Login Credentials

2. **Under Login:, type the following things**:
   1. **Username**: type the name as registered with the application
   2. **Password**: type your password

3. **Captcha**: In the Enter the text shown above field, type the letters shown above to this field.

2.2 Requesting for the Forgotten Password

This application allows you to send the password when you have forgotten it.
An email is sent by administrator who provides a password which you can later on change

To Request for the Forgotten Password;

1. In the home page, besides Forget Passwords, click the **Click Here** link**.**

    The following page appears**:**

Fig 2: Requesting for the Forgotten Password

2. Type your name as specified in application, in **User Name.**
3. Type your name as specified in application, in **User Name**.
4. Type your email id as you had specified during the registration, in **Email Id**., and click **Submit**.

2.3 Changing Your Profile

Before submitting any project, you can change your profile if you had edited any wrong information regarding your personal information and contact details.

To Change Your Profile;

1. Click **Edit Profile**

The following screen appears**:**

Fig 3: Changing Your Profile

2. Under **Personal Information**. enter or select the following details to modify your profile.

- **Title**:
- **First Name, Middle name and Last name**
- **Date of Birth**: Type your date of birth
- **Area of Specialization and Department**

3. Under **Communication Particulars**, enter or select the following details to modify your details which related to communicating with you:

- **Address to Pin:** Change the Address
- **Mobile No, Phone No, and Fax:** Change the contact numbers
- **Email:** Change your personal email Id**.**

4. Click **Submit**

2.4 Changing The Password

You can change periodically for better security and privacy.

The following are rules for creating a new password;

- Must not have less than eight characters
- Must have 1 lowercase (small alphabet) and 1 upper case (big alphabet)
- Must have one numeric character
- Must have one special character such as *,%, and @
- Must not contain your username

To Change you Password;

1. Click **Change Password**.

   The following screen appears:

Fig 4: Changing the Password

2. Type the old password , in **Password**
3. Type the new password , in **New password** ,and **Confirm Password**.

2.5 Changing the Details of Record or Activity

When viewing the list of created records, almost all types of record contains an edit link to change the details of respective record. Sometimes details of specific records are changed depending upon such as location and domains.

In addition, A record can be made inactive when it is not required for the future process in the system. Similarly in the case of its vice-versa

2.6 Deleting a Record

When viewing the list of created records, almost all types of record contain a delete link to delete the respective record. If you click delete, the following alert message is displayed with the message: **Are you sure, you want to delete the record?**

Fig 5: Alert Message – Deleting a Record

This alert message is displayed to prevent any user who might have accidentally clicked the **Delete** link.

You can do anyone of the following:
- Click **OK** to remove the selected record.
- Click **Cancel** to keep the selected record.

2.7 Working with Buttons

The following two buttons appear almost in every page while adding or updating a record.
- **Save**: To save the value you have entered recently in that form.
- **Cancel:** To cancel the changes made while updating the fields in the form.

2.8 Viewing the Report Viewer

The Report viewer is useful for knowing viewing the proposals.

To View the Report Viewer;

1. The followings tools help you to know how each field helps in viewing the report the way you want :

Fig 6: Report Viewer Toolbar

- **page 1 of 1**: 1 of 1:means you are at page number 1 and total number of pages are 1. Type the number of page where you want to go.
- 100% means the size of document.
- **Find /Next**: Type the text you want to find, and click **Find**. Click **Next** to find the next occurrences of the text.

2. Select anyone of the following formats:
   - **XML file with report data**:: Opens as an XML file which has pre-defined tags which is useful in finding text by its type.
   - **CSV (comma delimited)**: Opens as a notepad file
   - **TIFF File**:: Opens as a tiff file
   - **Acrobat (PDF) file**: Opens as a PDF file which cannot be easily modified.
   - **Web Archiv**e: Opens as a HTML file
   - **Excel:**Opens as an MS_Excel file, which can be useful in calculations

3. Click **Export** to view the report in the selected form

3. Introduction and Home Page of TF Module

This chapter explains about the eProMIS application. To start working on the application, each link of the home page is fully explained.

3.1 About eProMIS

This eProMIS application is all about approving the projects submitted by PIs by using this same application, the authoritative users in a series perform their responsibilities by verifying the details of projects to know whether they are authentic and achievable. Each user has different roles. They must understand nature of projects and interests of Biotechnology Department to facilitate the PIs for funding them appropriately.

The main requirements that projects must meet are as shown in the following:

1. **Technical Requirements**: Whether the technology going to be used is legally permissible. The PI team is aware of precautionary steps that are taken against the physical and financial risks.
2. **Staffing Requirements:** The responsibilities of everyone are properly explained**.**
3. **Timeline Requirements:** Assurance from the PI team must be clear whether they can meet the deadline of each task.
4. **Budget Requirements**: Whether the total amount fixed is sufficient as a lot of money is required for payment of salaries, payment to vendors and purchasing equipments, land and raw materials.
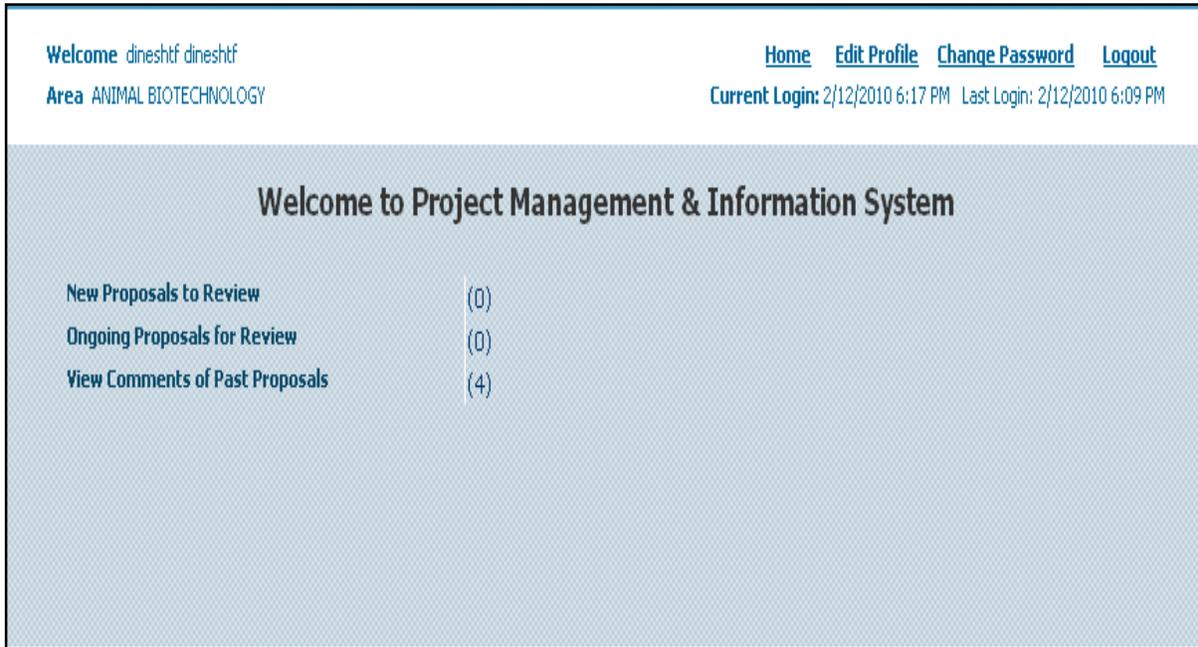
3.2 Home Page of the TF Module

The home page contains the following links:

- **New Proposals to Review:** Click to view the list of new projects which you need to review
- **Ongoing Proposals for Review**: Click to view the list of ongoing projects for which you need to review.
- **View Comments of Past Proposals:** Click to view comments you had given on the previous proposals

The number enclosed in a bracket denotes the number of records you will be able to view.

A sample home page is shown in the following:

Welcome dineshtf dineshtf
Area ANIMAL BIOTECHNOLOGY

Home   Edit Profile   Change Password   Logout
Current Login: 2/12/2010 6:17 PM **Last Login:** 2/12/2010 6:09 PM

Welcome to Project Management & Information System

New Proposals to Review	(0)
Ongoing Proposals for Review	(0)
View Comments of Past Proposals	(4)

Fig 7: The TF Module Home Page

4. Working with the Task Force Module

The task force module depends on different PD**s** who sends projects for review. As a result, the TFs has to control the tasks given to them.
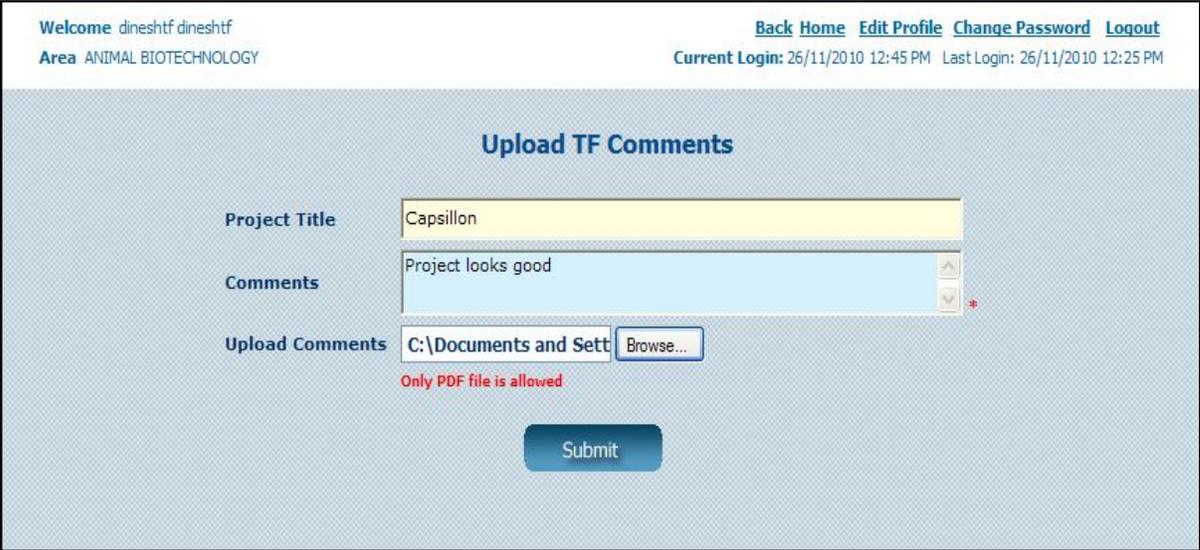

4.1 Uploading the Comments

When you have comments for a project, all you need to prepare a document . For uploading, only the Portable Document Format (pdf) file types are accepted with the application**.**

An email is sent to the respective PIs which contains the comment you have given**.**

To Upload the Comments;

1. Click the **New Proposals to Review** link.
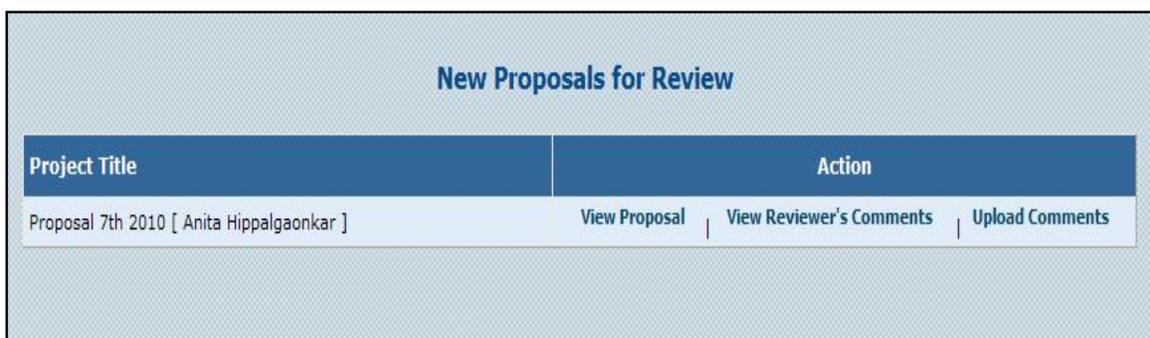2. In the new page, click the respective **Upload Comments** link.

Fig 8: Uploading the TF Comments

3. Type your review comments, in **Comments**.
4. In the **Upload Comment**s, click Browse to upload the documents which contains your feed back.
5. Click **Submit**.

4.2 Viewing Proposals of New Projects

To View the Proposals of New Project;

1. Click the **New Proposals to Review** link.

New Proposals for Review

Project Title	Action
Proposal 7th 2010 [Anita Hippalgaonkar]	View Proposal View Reviewer's Comments Upload Comments

Fig 9: List of Proposals

2. In the new page, under **Action,** click the respective **View Proposal** link. The page appears in a report viewer

4.3 Viewing Peer Comments of New Projects

Peers are those who have reviewed the project .if any, their observation, feedback and recommendations can be seen by you. This helps in understanding more about the project.

To View Comments of Peers;

1. In the home page, click the **New Proposals to Review** link.
2. In the new page, under **Actions,** click the respective **View Reviewer's Comments** link.
3. The **Reviewers Comments** page is displayed with list of peers as shown in the following:
4. Under **List of Peers**, click the Peer whose comment you want to view. The following page appears:

4.4 Uploading the Comments of an Ongoing Project

Ongoing projects are projects for which the DBT has started funding the grants installments. You can give feedback on the improvements and suggest better ways to control the project. Also, specify the problems in achieving the results.

To Upload the Comments of Ongoing Projects;

1. On the home page, click the **Ongoing Proposals for Review** link.
2. In the new page, under **Actions,** click the respective **Upload Comments** link.

Refer to

3. Type your review comments, in **Comments**.
4. In the **Upload Comment**s, click **Browse** to upload the documents which contains your feed back.
5. Click **Submit.**

4.5 Viewing Peer Comments of Ongoing Projects

To View Peer Comments of Ongoing Projects;

1. On the home page, click the **Ongoing Proposals for Review** link.
2. In the new page, under **Actions,** click the respective **View Peer's Comments** link.

The **Reviewers Comments** page is displayed with list of peers as shown in the following:

3. Under **List of Peers**, click the peer whose comment you want to view. The comments of peer opens in : a report viewer.

4.6 Viewing Progress Reports of an Ongoing Project

In an Ongoing Project, a PI makes a progress report by using the eProMIS application. Here the PI gives the details of the task accomplished in the projects . Also, the amount of money spent till present as compared to the sanctioned grant money.

To View Progress Report of an Ongoing Project;

1. On the home page, click the **Ongoing Proposals for Review** link.
2. In the new page, under **Actions,** click the respective **View Project Report** link.
   The Progress Report opens in a report viewer

4.7 Viewing Past Comments

In the past, all the comments given by you on different projects can be viewed. This helps you to remember your decisions and as a reference for commenting on a new one.

To View Past Comments;

1. Click the **View Comments of Past Proposals** link.
2. In the new page, click the respective **View Task Force Comments** link. The following page is displayed which contains previous comments:

Fig 10: Viewing the Comments

Appendix: Viewing the Proposal Documents

Whenever you click the **View Proposal Documents** link ,which exists in those screens
where a list of projects is displayed. For each proposal, the PI uploads some mandatory and optional documents .

To View the Proposal Documents;

1. The following figure is displayed with list f submitted documents.

Fig 11: Viewing the Proposal Documents

2. The following table explains the contents of each document.

Page	Document
General Information	If any regulatory clearance was mandatory, that time a respective document is uploaded
Technical Details	Any additional technical document needed
Declaration	Any declared document needed
Budget Details	Quotation of equipments you gathered
Bio Data	Your Bio data and also of other PIs and Co-PIs

3. Click the name of respective document you want to view.

The document opens in a new window.