

University of the Philippines

HRIS

Human Resources Information System



HRIS User Manual UP Research Information Module Administrator Responsibility

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Version:



1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
02 December 2021	Cherie Anne R. Pasco	1.0	Initial

INTRODUCTION

The UP Research Information Module (UP RIM) is designed for the recording and maintenance of information related to research projects of various academic and research units of the University of the Philippines (UP). This is a response to the need of UP to monitor the status of all of its research projects, which are funded externally or by UP.

The UP Research Information Module (UP RIM) Administrator responsibility in the University Information System (UIS) will be provided to research and accounting heads and designated staff of UP.

This manual includes the following topics:

- Searching for Research Records
- Viewing Details of Submitted Research Records
- Generating a UP RIM Aging Report
- Generating a UP RIM Master List Report



Searching for Research Records



1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
23 November 2021	Cherie Anne R. Pasco	1.0	Initial

1.2 Description

Searching for Research Records
UP Research Information Module
UP Research Information Module Administrator
To view a single or a group of research records in the UP RIM
Summary Page
Active UIS User Account
None
The end user would like to view details of one or more research records in UP RIM



Step 1. Go to uis.up.edu.ph

Step 2. Log-in your UP Mail credentials (e.g. *username* and *password*)

Navigator	
	Personalize
🖌 🛅 UP Research Informatio	on Module
Administrator	
Inquiry	
Print Aging Report	
Print Master List	

Step 3. On the UIS Home Page, navigate to UP Research Information Module Administrator.

Then, click Inquiry.

Advanced Search						
Specify parameters and values to	o filter the data tha	t is displayed	n your res	ults set.		
flatch () All () Any						
Research Sequence No	is	v				
Research Sequence No Research Title	is is					
Research Sequence No Research Title Type of Research	is is	 <				

Step 4. On the Summary Page, go to the Advanced Search Region.

Specify your search criteria using the available search parameters:

- Research Sequence No.
- Research Title
- Type of Research
- Project Status

√ is	
is not	
contains	
starts with	
ends with	
is not (include blanks)	dd
	 ✓ is is not contains starts with ends with is not (include blanks)

If you do not know the exact value of the parameter, you may modify the criterion.

Once done filling-out the search fields, click **Go**.

Expected Result:

The research records satisfying your search criteria will appear on the Summary Page.

Research Information	n Module -	Summary	y Page				
Advanced Search							
Specify parameters and values to	filter the data tha	at is displayed i	in your results set.				
Match 🧿 All 🔵 Any							
Research Sequence No	is	~					
Research Title	is	~					
Type of Research	is	~					
Project Status	is	~					
	Go Clear	Ad	Id Another Const	tituent Unit v Add			
🗵 🎜 🖻 🌞 🔻 💷							
Research Sequence No		Research T	litle	Type of Research	Project Status	Approval Status	View
00000025		Research CE	3D 1	Creative Works	Execution and Control	For Approval	
00000026		Research CE	3D 2	Creative Works	Execution and Control	Approved	
00000027		Research CE	3D 3	Curriculum Review	Execution and Control	Approved	
00000029		test		Descriptive Research	Incomplete	Approved	

Note:

You will only be able to view research records having Fiscal Information associated with your organization (CU or Level 1 unit).

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

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Viewing Details of Submitted Research Records



1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
26 November 2021	Cherie Anne R. Pasco	1.0	Initial

1.2 Description

Process ID	
Process Name	Viewing Details of Submitted Research Records
Functional Domain	UP Research Information Module
Responsibility	UP Research Information Module Administrator
Purpose	To view the current state of a research
Data Requirement	Research Sequence No. or Research Title
Dependencies	There should be an approved research record in UIS.
Scenario	A research office or accounting office staff would like to view the
	details and the actions that workflow participants have performed on
	the notification of a particular research record.

	Jare	
Sig	n in	
Use your Goo	ogle Account	
Email or phone		
Forgot email?		
Not your computer? Use a Priv Learn more	vate Window to s	sign in.
Create account		Next

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your UP Mail credentials (e.g. *username* and *password*)

Advanced Search					
Specify parameters and values to	filter the data that is	displayed	d in your res	sults set.	
Match 💿 All 🔿 Any					
Match 🧿 All 🔘 Any					
Match All Any Research Sequence No 	is	v			
Match All Any Research Sequence No Research Title 	is is	~ ~			
Match All Any Research Sequence No Research Title Type of Research 	is is	~ ~ ~			

Step 3. Search for the research record you would like to view. Refer to the guide on <u>Searching</u> for Research Records.

Research Informati	on Module - Sum	mary Pa	ige								
Advanced Search											
Specify parameters and values	to filter the data that is dis	played in you	ur results set.								
Match 🧿 All 🔘 Any											
Research Sequence No	o is	v									
Research Title	eis	~									
Type of Research	h is	×									
Project Statu	sis	~									
	Go Clear	Add An	other Constitue	nt Unit 🗸 🗸	Add						
🛒 🗲 🖻 🌣 🔻 🎟											
Research Sequence No	Research Title					Type of Research	Project Status	Approval Status	Constituent Unit	View	
00000001	Marine and onshore geoph	ysical investi	gations of the Mar	nila Subduction Zo	ne	Scientific Research	Execution and Control	For Approval	UP Diliman	(
00000021	1st					Descriptive Research	Incomplete	Approved	UP System	Ē	
00000022	Research CP 01					Creative Works	Execution and Control	Approved	UP System		
00000023	Research CP 02					Cross-sectional Survey	Execution and Control	Approved	UP Manila		
00000024	Research ACC 01					Curriculum Review	Execution and Control	Approved	UP Manila		
00000025	Research CBD 1					Creative Works	Execution and Control	For Approval	UP Diliman	F	
00000026	Research CBD 2					Creative Works	Execution and Control	Approved	UP System	e	
00000027	Research CBD 3					Curriculum Review	Execution and Control	Approved	UP System		
									1		

Step 4. On the **Summary Page**, search for the research record you would like to view.

The *Approval Status* will show if the research record has been approved or in the process of approval.

Research Informati	on Module - Sun	nmary Pa	ge								
Advanced Search											
Specify parameters and values	to filter the data that is dis	splayed in you	r results set.								
Match 💿 All 🔘 Any											
Research Sequence No	o is	~									
Research Title	eis	~									
Type of Research	his	~									
Project Status	sis	~									
	Go Clear	Add Ano	ther Constitue	nt Unit 🗸 🗸	Add						
🗎 😂 🕞 🌞 🔻 💷											
Research Sequence No	Research Title					Type of Research	Project Status	Approval Status	Constituent Unit	View	
00000001	Marine and onshore geopl	nysical investig	ations of the Mar	nila Subduction Zo	ne	Scientific Research	Execution and Control	For Approval	UP Diliman	P	
00000021	1st					Descriptive Research	Incomplete	Approved	UP System		
00000022	Research CP 01					Creative Works	Execution and Control	Approved	UP System		
00000023	Research CP 02					Cross-sectional Survey	Execution and Control	Approved	UP Manila		
00000024	Research ACC 01					Curriculum Review	Execution and Control	Approved	UP Manila		
00000025	Research CBD 1					Creative Works	Execution and Control	For Approval	UP Diliman		
00000026	Research CBD 2					Creative Works	Execution and Control	Approved	UP System		
00000027	Research CBD 3					Curriculum Review	Execution and Control	Approved	UP System		
00000029						Description Description	In a small sta	A			

Step 5. To view the action history for a research record in the process of approval, click its approval status – *For Approval*.

Research Information Module - Review Page	Back	Expected Result:
Details		You will be redirected to the Review Page where the new or
A Basic Info		updated research record for
Research Sequence No	00000025	approval will be shown.
Assignment Position	Professor 10	
Type of Research	Creative Works	
Type of Research (Specifics)		
Title of Research	Research CBD 1	
Title of Research (Line 2)		
Title of Research (Line 3)		
Brief Description	description Research CBD 1	
Main Area of Interest	夏 2 🗈 🔅 🗸 🔟	
	Agricultural Sciences	

Actio	n History					
X 2	; 🖻 🔅 🗕 🏢					
Line No	Name	Position	Organization	Action	Date	Note
1		l		Submit	08-Nov-2021 10:	
2		Research Office Approver	UP Research Office	Approved	08-Nov-2021 11:	
3		Accounting Office Approver	UP Accounting Office	Updated Fiscal Info	08-Nov-2021 11:	

Scroll down the page to view the *Action History*.

Research Information Module - Summary Page

Advanced Search												
Specify parameters and value	s to filter	the data that is	displa	yed in your resu	ts set.							
Match 🧿 All 🔘 Any												
Research Sequence N	lo is		~									
Research Tit	le is		~									
Type of Researc	sh is		~									
Project Statu	is is		~									
	Go	Clear		Add Another	Constituen	nt Unit 🗸 🗸	Add					
🗎 😂 🖻 🍄 🔻 💷												
Research Sequence No	Resear	rch Title						Type of Research	Project Status	Approval Status	Constituent Unit	View
00000001	Marine	and onshore geo	ophysi	cal investigation	s of the Man	ila Subduction Zo	ne	Scientific Research	Execution and Control	For Approval	UP Diliman	Ē
00000021	1st							Descriptive Research	Incomplete	Approved	UP System	Ē
00000022	Researc	ch CP 01						Creative Works	Execution and Control	Approved	UP System	
00000023	Researc	ch CP 02						Cross-sectional Survey	Execution and Control	Approved	UP Manila	
00000024	Researc	ch ACC 01						Curriculum Review	Execution and Control	Approved	UP Manila	(III)
00000025	Researc	ch CBD 1						Creative Works	Execution and Control	For Approval	UP Diliman	Ē
00000026	Researc	ch CBD 2						Creative Works	Execution and Control	Approved	UP System	Ē
00000027	Researc	ch CBD 3						Curriculum Review	Execution and Control	Approved	UP System	
00000029	test							Descriptive Research	Incomplete	Approved	UP Baguio	

Step 6. Go Back to the Summary Page.

To view the action history for an approved research record, click the *View Icon.*

Resear	ch Information M	Nodule - Review Page				Bac <u>k</u>	Expected Result:
Details							You will also be redirected to a Review Page where the details
Basic	Info						of the approved research record
		Research Sequence No 000	000025				will be shown.
		Type of Research Cre	ative Works				
		Type of Research (Specifics)					
		Title of Research Res	earch CBD 1				
		Title of Research (Line 2)					
		Title of Research (Line 3)					
		Brief Description des	cription Research CBD 1				
		Main Area of Interest					
		Agri	outrural Salangaa				
		Agi					
Actio	n History						Scroll down the page to view the
X 2	; 🖻 🔅 🗕 🏢						Action History.
Line No	Name	Position	Organization	Action	Date	Note	
1				Submit	08-Nov-2021 10:		
2		Research Office Approver	UP Research Office	Approved	08-Nov-2021 11:		
3		Accounting Office Approver	UP Accounting Office	Updated Fiscal Info	08-Nov-2021 11:		DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be

are for illustration purposes only and may not be the same as the final user interface.

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Generating a UP RIM Aging Report



1. DOCUMENT CONTROL

1.1 Change Record

	Date	Author	Version	Change Reference:
29 No	ovember 2021	Cherie Anne R. Pasco	1.0	Initial

1.2 Description

Process ID	
Process Name	Generating a UP RIM Aging Report
Functional Domain	UP Research Information Module
Responsibility	UP Research Information Module Administrator
Purpose	To generate an aging report for selected research records
Data Requirement	Research Organization, Sequence No. and/or Project Leader
Dependencies	Approved research records with fiscal information in the system
Scenario	A UP RIM administrator would like to generate an aging report
	consisting of ongoing research projects.

	gie	
Sigr	n in	
Use your Goo	gle Account	
Email or phone		
Forgot email?		
Not your computer? Use a Priv Learn more	ate Window to si	gn in.
Create account		Next

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your UP Mail credentials (e.g. *username* and *password*)



Step 3. From *UIS Home Page* proceed to *Navigator* and choose the *UP Research Information Module Administrator* responsibility.

Then, click Print Aging Report.

	Define			Review		
Schedule Reques	st: Define			Manage Schedule	Cancel	Continue
* Indicates required field						
Program Name Request Name	UP Aging of Research Project Report - Admin					
	The name can later be used to search for this request					
Parameters	Layout Delivery Options					
	* Organization Research No		Q			
	Project Leader	2	Q			

Step 4. On the Schedule Request: Define Page, fill in the Parameters.

To view all the options for the **Organization**, click on the **Search icon**.

Search	and	Select: Orga	nization	Cancel	Select	Then, search for your Organization . You may use %
Search						as a wildcard character.
To find yo Search B	our item, y Organ	, select a filter item i nization 🗾 %	n the pulldown list and enter a value in the text field, then select the Go	"Go" button.		
	Sear	ch and Select:	Organization	Cancel Select		Select your Organization by clicking the Quick Select icon or
	Searc	h				by clicking the radio button then
	To find	d your item, select a filte	er item in the pulldown list and enter a value in the text field, then select the "Go"	button.		the Select button.
	Searcl	h By Organization 🗾	% Go			
	Resul	ts				
				Rows 1 to 12		
		Quick Select	Organization			
	0		UP Diliman			
	0		UP Los Banos			
	\bigcirc		UP Manila			
	\bigcirc		UP Mindanao			
	\bigcirc		UP Open University			
	\bigcirc		UP Philippine General Hospital			
	\bigcirc		UP System			
	\bigcirc		UP Visayas			
	\bigcirc		UPLB La Granja Research and Training Station			
	0		UPV Tacloban College			

	Define			Review		
Schedule Reques	st: Define			Manage Schedule	Cancel	<u>C</u> ontinue
^k Indicates required field						
Program Name	UP Aging of Research Project Report - Admin					
Request Name						
	The name can later be used to search for this request					
Parameters	Layout Delivery Options					
	* Organization	UP Diliman	y Q			
	Research No					
	Project Leader		⇒ Q			

Step 5. After entering the parameters, click *Continue*.

Define	Review	Step 6. On the Review Page, you have the following options
Name Concurrent Program Name UP Aging of Research Project Report - Admin Request Name Operating Unit Language Settings Image Territory Numeric Character Sort American English United States Binary Sort	Manage Schedule Cancel Back Submit	 Manage Schedule Cancel Back Submit To proceed, click <i>Submit</i>.
Organization UP Diliman Research No Proiect Leader		

(i) Information	
Your request for UP Aging of Research Project Report - Admin has been schedule is 7205932	d. The Request ID

A message containing your *Request ID* will appear. This will serve as your reference on the *Requests Summary Table*.

Click OK.

.

Requests							
							Submit Reques
Requests Summary 1	Table						_
Refresh 🛛 🛄 🔁				and the second second second			Rows 1 to 28
Request ID 🛆	Name 🛆	Phase 🛆	Status	Scheduled Date 🛆	Details	Output 🛆	Republish 🛆
7205932	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 15:12:03		ø	64
7205930	UP Research Projects Master List - Admin	Completed	Normal	22-Nov-2021 15:09:12		ø	
7205919	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 15:07:11		æ	-
7205871	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:47:03		æ	
7205857	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:42:23		æ	Q .
7205856	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:42:06		æ	
7205855	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:41:47		e ^p	-
7205843	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:35:17		æ	-
7205842	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:34:49		æ	
7205841	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:34:26		A	D.

Step 7. On the *Requests* Summary Table, click *Refresh* until *Phase* is *Completed* and *Status*, *Normal*.

Then, click the *Output icon* to view the report.

Expected Output:

FTH

UNIVERSITY OF THE PHILIPPINES

Diliman, Quezon City, Metro Manila, NCR TIN: 000-864-006-00002

Aging of Research Projects

(As of November 22, 2021)

MOA / Contract Age from MOA / Age from **End Date** Date **Project Leader Research** Title Contract **Research No.** Date (Original) in Days **End Date** in Days (Original) Dec 31, 2021 0 25 Research CBD 1 0 Dec 31, 2021

Note: If you select an Organization that does not match your primary record in HRIS, then the report will be blank.

DISCLAIMER: The screenshots in this document are for illustration purposes only and may not be the same as the final user interface.

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Generating a UP RIM Master List Report



1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	rsion Change Reference:
02 December 2021	Cherie Anne R. Pasco	1.0	Initial

1.2 Description

Process ID	
Process Name	Generating a UP RIM Master List Report
Functional Domain	UP Research Information Module
Responsibility	UP Research Information Module Administrator
Purpose	To generate a list of research records with approved details
Data Requirement	Research Organization, Sequence No. and/or Project Leader
Dependencies	Approved research records in the system
Scenario	A UP RIM administrator would like to generate a list of research
	records as reference for preparing other reports.

	gie	
Sigr	n in	
Use your Goo	gle Account	
Email or phone		
Forgot email?		
Not your computer? Use a Priv Learn more	ate Window to si	gn in.
Create account		Next

Step 1. Go to uis.up.edu.ph

Step 2. Log-in your UP Mail credentials (e.g. *username* and *password*)



Step 3. From *UIS Home Page* proceed to *Navigator* and choose the *UP Research Information Module Administrator* responsibility.

Then, click Print Master List.

Schedule Reque	Define st: Define		Review Manage Schedule Cancel	<u>C</u> ontinue	Step 4. On the Schedule Request: Define Page, fill in the Parameters.
* Indicates required field Program Name Request Name Parameters	UP Research Projects Master List - Admin The name can later be used to search for this request Layout Delivery Options				To view all the options for the Organization , click on the Search icon.
	* Organization Research No Project Leader Project Status Collaborating Agency Funding Source Funding Agency	ू ज ज र ज र र र र र र र र र र र र र र र			

Search ar	nd Select: Orga	nization	Cancel Select	Then, se Organiz
Search				as a wild
To find your it Search By C	item, select a filter item in Drganization 🛒 %	n the pulldown list and enter a value in the text field, the	en select the "Go" button.	
Se	earch and Select:	Organization	Cance <u>I</u> Select	Select yo
Se	earch			by clicking
т	To find your item, select a filte	er item in the pulldown list and enter a value in the text field, then	select the "Go" button.	the Sele
0	Search By Organization	%		
Re				
ne	esuits			
	Quick Salact	Organization	Rows 1 to 12	
0		UP Diliman		
0		UP Los Banos		
0		UP Manila		
0		UP Mindanao		
0		UP Open University		
0		UP Philippine General Hospital		
0		UP System		
0		UP Visayas		
0		UPLB La Granja Research and Training Station		
0		UPV Tacloban College		

Then, search for your **Organization**. You may use **%** as a wildcard character.

Select your Organization by clicking the *Quick Select* icon or by clicking the radio button then the *Select* button.

	Define			Review		
Schedule Reques	st: Define			Manage Schedule	Cancel	<u>C</u> ontinue
Indicates required field						
Program Name	UP Research Projects Master List - Admin					
Request Name						
	The name can later be used to search for this request					
Parameters	Layout Delivery Options					
	* Organization	UP System	2 K			
	Research No					
	Project Leader		⇒ q			
	Project Status		, s ⊂			
	Collaborating Agency					
	Funding Source		_∃ Q,			
	Funding Agency					

Step 5. After entering the parameters, click *Continue*.

	Review	you have the following options:
Name Concurrent Program Name UP Research Projects Master List Request Name Operating Unit Language Settings Image: Territory Numeric Character Sort American English United States Binary Sort Parameters	Manage Schedule Cancel Back Subm	 Manage Schedule Cancel Back Submit To proceed, click <i>Submit</i>.
Organization UP System		
Research No		
Project Leader		
Collaborating Agency		
Funding Source		
Funding Agency		

Click OK.

.

							Submit Reque
Requests Summary T	able						
Refresh 💢 🎜	S ☆ ▼ III						Rows 1 to 2
Request ID 🛆	Name 🛆	Phase 🛆	Status	Scheduled Date	Details	Output 🛆	Republish
7205932	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 15:12:03		ø	6
7205930	UP Research Projects Master List - Admin	Completed	Normal	22-Nov-2021 15:09:12		ø	
7205919	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 15:07:11		ø	-
7205871	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:47:03		æ	
7205857	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:42:23		æ	\$
7205856	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:42:06		ø	
7205855	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:41:47		đ	
7205843	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:35:17		æ	
7205842	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:34:49		æ	
7205841	UP Aging of Research Project Report - Admin	Completed	Normal	22-Nov-2021 14:34:26		A	D.

Step 7. On the *Requests* Summary Table, click *Refresh* until *Phase* is *Completed* and *Status*, *Normal*.

Then, click the *Output icon* to view the report.

Expected Output:

			·				UNI	VERSI Dilir	TY OF SYS nan, Quezon Cit TIN: 000-Bi	THE PH STEM ty, Metro Manila 64-006-00000	NCR	INES							
								Resear	ch Proj	ects Mas	ter List								
								(As	of Noven	nber 22, 2	2021)								
											Ma	ntoned Stud	on to						
Research No.	Project Leader	Assignmen t / Position	Title of Research	Type of Research	Main Area of Interest	Project Impact	MOA / Contract Start Date	MOA / Contract End Date	Project Status	Developme nt Goal	BS	MS	PHD	Project Remarks	Organizatio n	Collaborat ing Agency	Funding Source	Total Amount	Funding Agency
21		Senior	1st	Descriptiv	Art	Scientific	Apr 11, 20	Oct 02, 20	Incomplet	GOAL 2: Z	ero Hunger	-			UP System		Revolving	2302	ok
22		Junior ICT	Research	Creative	Agricultur	Social	Jan 01, 20	Dec 31, 20	Execution	GOAL 1: N	o PovertyG	GOAL 17: Pa	artnerships	remarks	UP System		Revolving	5000000	UP System
26		Assistant	Research	Creative	Archaeol	Scientific	Jan 01, 20	Dec 31, 20	Execution	GOAL 2: Z	ero Hunger	GOAL 1: N	o Poverty	remarks R	UP System		Revolving	500000	UP System
27		Professor	Research	Curriculu	Architect	Political	Jan 01, 20	Dec 31, 20	Execution	GOAL 3: G	ood Health	and Well-	being	remarks R	UP System		Revolving	300000	UP System
									Duralia and Curita	Deless 42 a	. N	2 2021 45-0	45						
						ĸ	eport generat	ted with UP el	Business Suite	Release 12 o	n November 2	22, 2021 15:9:	:15			276	-9048-7205	930	

Note: If you select an Organization that does not match your primary record in HRIS, then the report will be blank.

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