



University of the Philippines

HRIS

Human Resources Information System





HRIS User Manual

UP Research Information Module Reports

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Creation Date:	03 December 2021
Last Updated:	03 December 2021
Document Ref:	HRIS User Manual – UP Research Information Module Reports
Version:	1.0



1. DOCUMENT CONTROL

1.1 Change Record

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

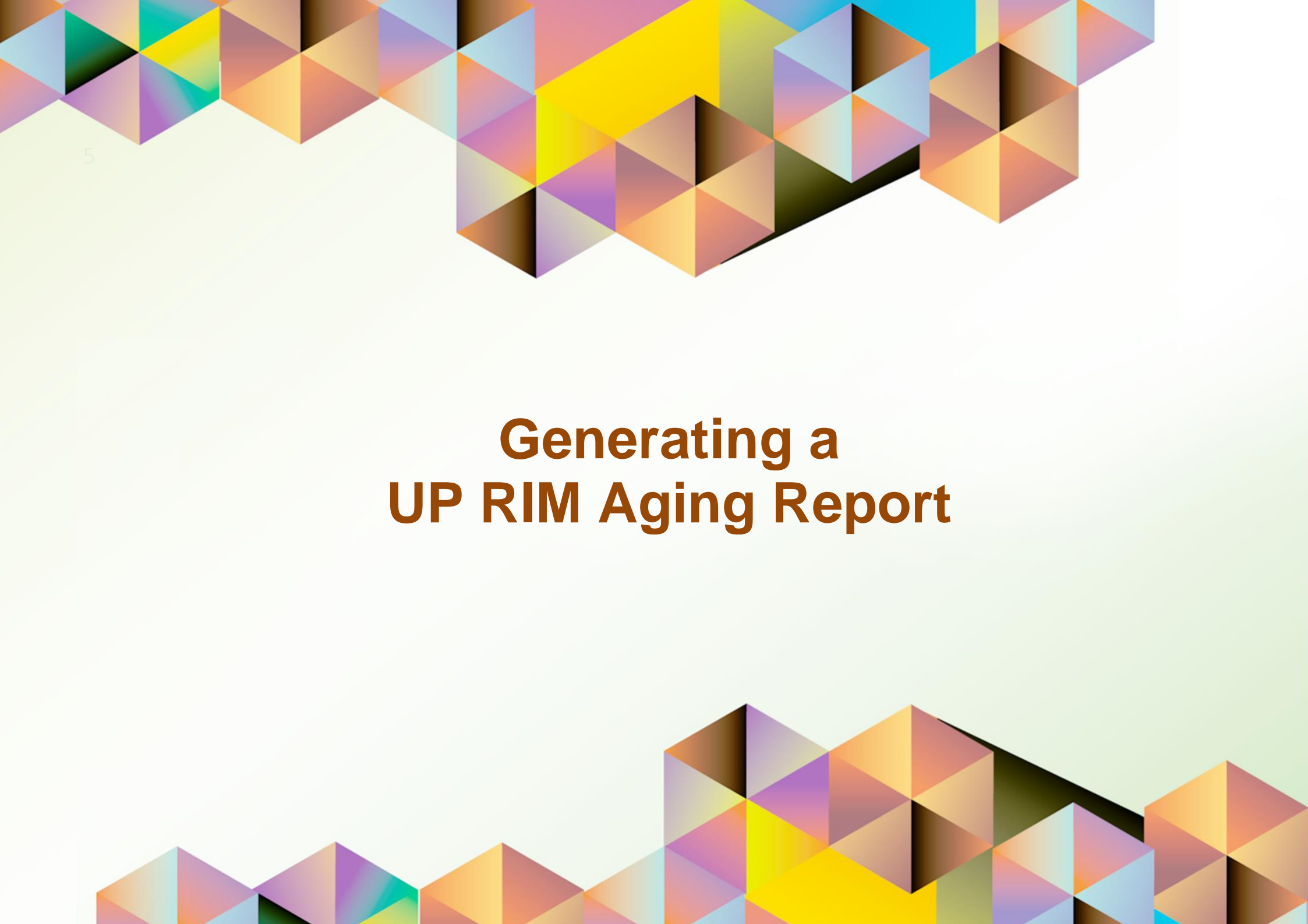
INTRODUCTION

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) responsibility covers generation of reports.

This manual includes the following topics:

- [Generating a UP RIM Aging Report](#)
- [Generating a UP RIM Master List Report](#)



5

Generating a UP RIM Aging Report

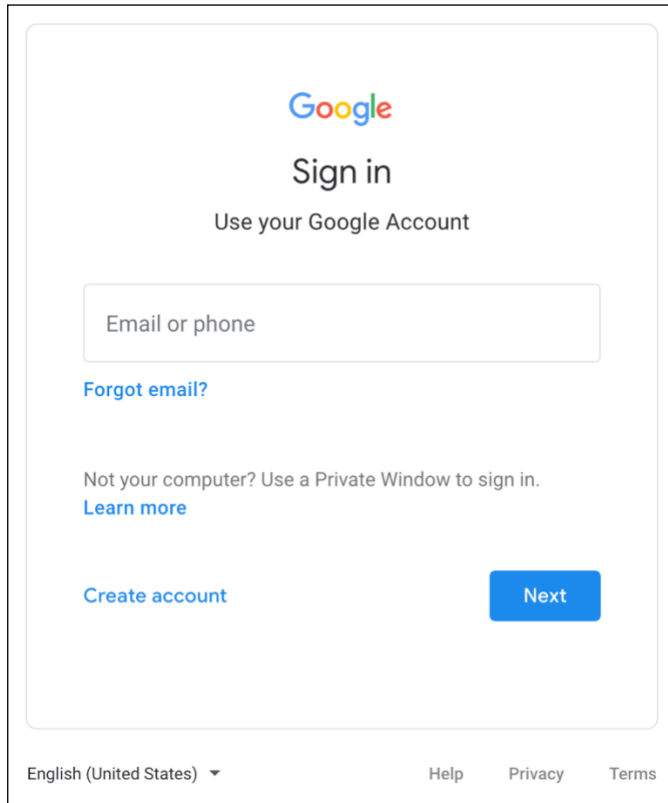
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
03 December 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
Purpose	To generate an aging report for selected research records
Data Requirement	Organization
Dependencies	Approved research records with fiscal information in the system
Scenario	A project leader would like to generate an aging report consisting of his/her ongoing research projects.

A screenshot of the Google Sign-in page. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". There is a text input field labeled "Email or phone". Below the field is a link "Forgot email?". Further down, it says "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

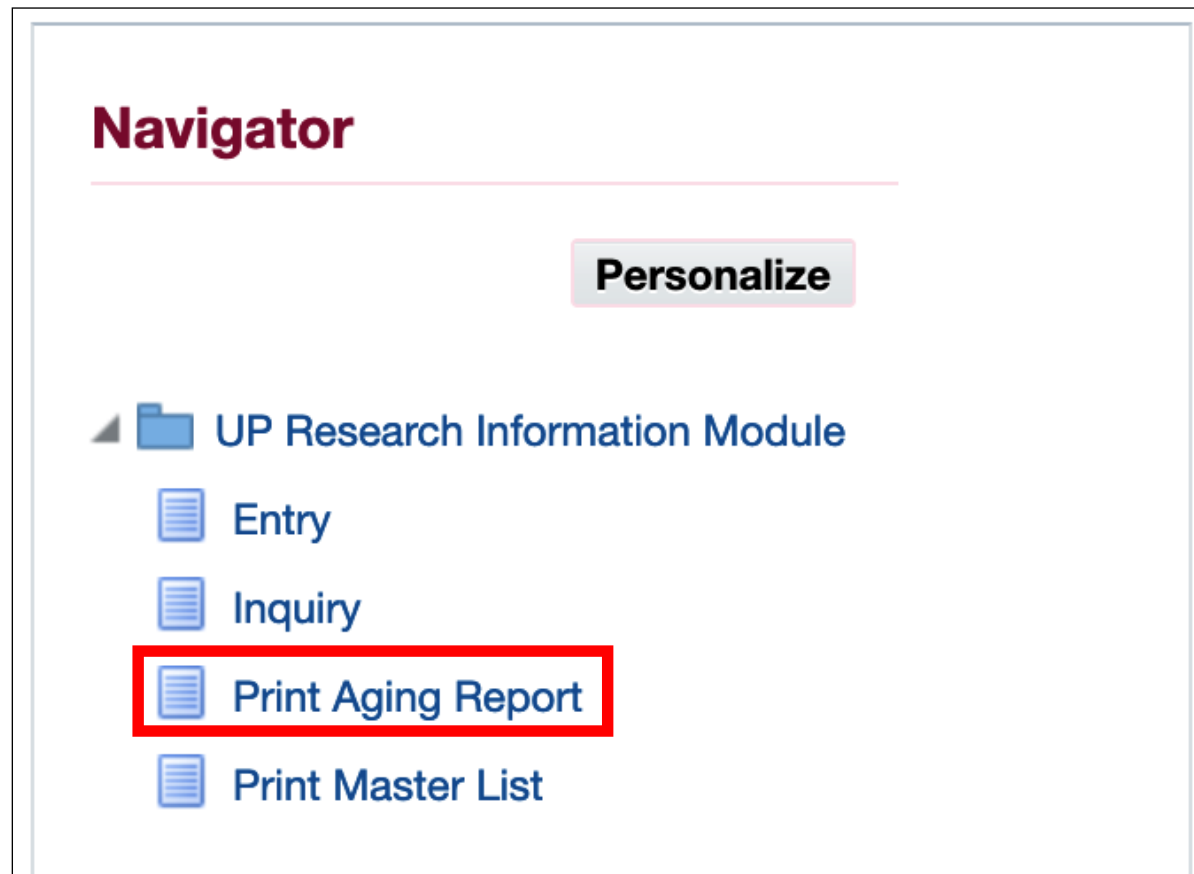
Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

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*** responsibility.

Then, click ***Print Aging Report***.

Schedule Request: Define

Define: Active step Review: Next step

Manage Schedule Cancel Continue


* Indicates required field

Program Name UP Aging of Research Project Report

Request Name The name can later be used to search for this request

Parameters Layout Delivery Options

* Organization Research No



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: Organization Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Organization % Go

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

Search and Select: Organization Cancel Select











Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Organization % Go

Results

Rows 1 to 12

	Quick Select	Organization
<input type="radio"/>		UP Diliman
<input type="radio"/>		UP Los Banos
<input type="radio"/>		UP Manila
<input type="radio"/>		UP Mindanao
<input type="radio"/>		UP Open University
<input type="radio"/>		UP Philippine General Hospital
<input type="radio"/>		UP System
<input type="radio"/>		UP Visayas
<input type="radio"/>		UPLB La Granja Research and Training Station
<input type="radio"/>		UPV Tacloban College

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

Schedule Request: Define

Define: Active step Review: Next step

Manage Schedule Cancel **Continue**

* Indicates required field

Program Name UP Aging of Research Project Report

Request Name The name can later be used to search for this request

Parameters Layout Delivery Options

* Organization UP Diliman

Research No

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

Define: Previously visited step Review: Active step

Schedule Request: Review Manage Schedule Cancel Back **Submit**

Name

Concurrent Program Name UP Aging of Research Project Report
 Request Name
 Operating Unit

Language Settings

Language	Territory	Numeric Character Sort
American English	United States ..	Binary Sort

Parameters

Organization UP Diliman
 Research No

Language Settings

Step 6. On the **Review Page**, you have the following options:

- Manage Schedule
- Cancel
- Back
- Submit

To proceed, click **Submit**.

Information

Your request for UP Aging of Research Project Report has been scheduled. The Request ID is **7233801**

OK






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









Click **OK**.

Requests

[Submit Request](#)

Requests Summary Table

Refresh     

Name 	Phase 	Status	Scheduled Date 	Details	Output 	Republish 
UP Aging of Research Project Report	Completed	Normal	03-Dec-2021 09:43:52			

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:**UNIVERSITY OF THE PHILIPPINES****DILIMAN**

Diliman, Quezon City, Metro Manila, NCR

TIN: 000-864-006-00002

Aging of Research Projects

(As of December 3, 2021)

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

Note: If you select an Organization where there are no associated research records, 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.

[Back to Top](#)

Generating a UP RIM Master List Report

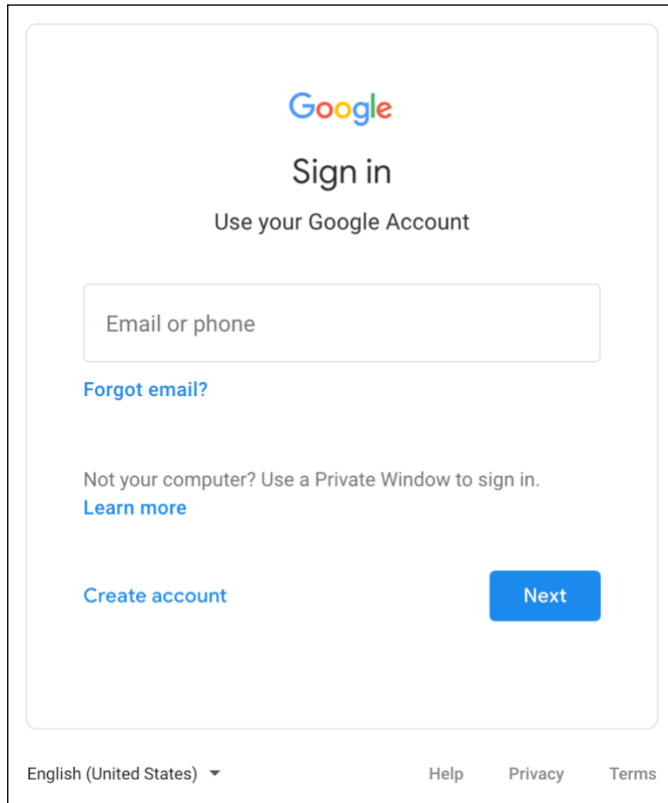
1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference:
03 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
Purpose	To generate a list of research records with approved details
Data Requirement	Organization
Dependencies	Approved research records in the system
Scenario	A project leader would like to generate a list of his/her research records as reference for preparing other reports.

A screenshot of the Google Sign-in interface. At the top is the Google logo. Below it, the text "Sign in" is centered, followed by "Use your Google Account". A text input field with the placeholder "Email or phone" is centered. Below the field is a blue link "Forgot email?". Further down, the text "Not your computer? Use a Private Window to sign in." is displayed, followed by a blue link "Learn more". At the bottom left is a blue link "Create account", and at the bottom right is a blue button labeled "Next". The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

Google

Sign in

Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.

[Learn more](#)

[Create account](#)

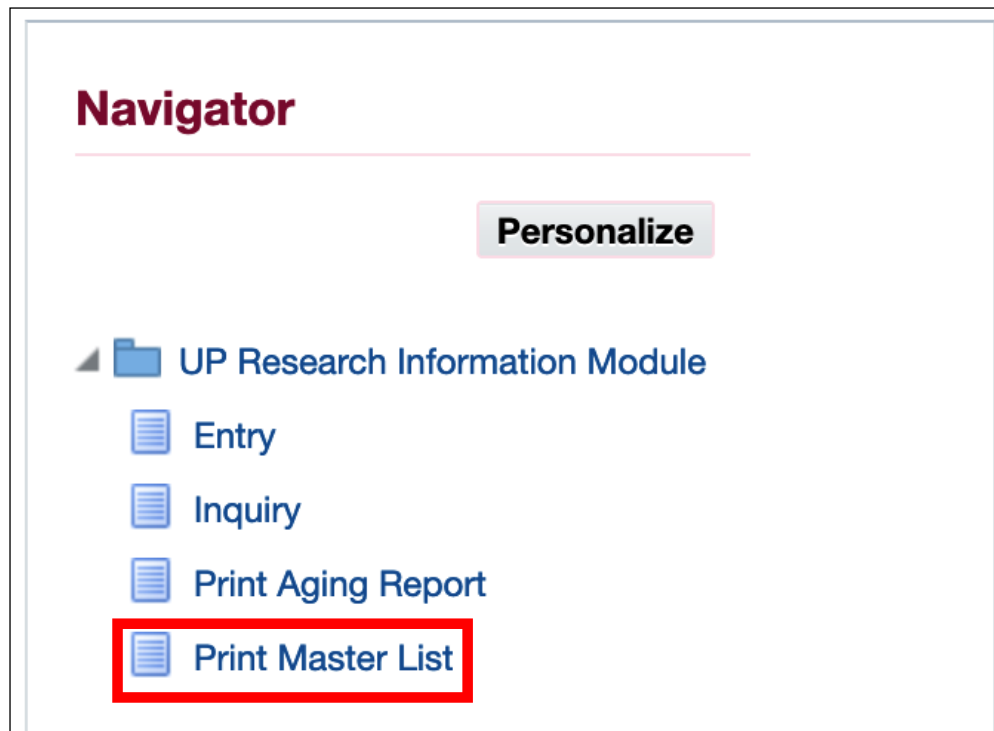
Next

English (United States) ▼

[Help](#) [Privacy](#) [Terms](#)

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*** responsibility.

Then, click ***Print Master List***.

Schedule Request: Define


* Indicates required field

Program Name UP Research Projects Master List



Request Name

The name can later be used to search for this request



Parameters Layout Delivery Options

* Organization 

Research No

Project Status  

Collaborating Agency

Funding Source  

Funding Agency

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: Organization Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Organization % Go

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

Search and Select: Organization Cancel Select











Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Organization % Go

Results

Rows 1 to 12

	Quick Select	Organization
<input type="radio"/>		UP Diliman
<input type="radio"/>		UP Los Banos
<input type="radio"/>		UP Manila
<input type="radio"/>		UP Mindanao
<input type="radio"/>		UP Open University
<input type="radio"/>		UP Philippine General Hospital
<input type="radio"/>		UP System
<input type="radio"/>		UP Visayas
<input type="radio"/>		UPLB La Granja Research and Training Station
<input type="radio"/>		UPV Tacloban College

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

Schedule Request: Define

* Indicates required field

Program Name UP Research Projects Master List

Request Name

The name can later be used to search for this request

Parameters Layout Delivery Options

* Organization UP Diliman

Research No

Project Status

Collaborating Agency

Funding Source

Funding Agency

Manage Schedule Cancel **Continue**

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

Schedule Request: Review

Define Review

Manage Schedule Cancel Back **Submit**

Name

Concurrent Program Name UP Research Projects Master List

Request Name

Operating Unit

Language Settings

Language	Territory	Numeric Character Sort
American English	United States	Binary Sort

Parameters

Organization UP Diliman

Research No

Project Status

Collaborating Agency

Funding Source

Funding Agency

Step 6. On the **Review Page**, you have the following options:

- Manage Schedule
- Cancel
- Back
- Submit

To proceed, click **Submit**.

Information

Your request for UP Research Projects Master List has been scheduled. The Request ID is **7233803**

OK






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













Click **OK**.

Requests

[Submit Request](#)

Requests Summary Table

Refresh     

Request ID 	Name 	Phase 	Status	Scheduled Date 	Details	Output 	Republish 
7233803	UP Research Projects Master List	Completed	Normal	03-Dec-2021 09:46:40			
7233802	UP Aging of Research Project Report	Completed	Normal	03-Dec-2021 09:45:28			

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:

UNIVERSITY OF THE PHILIPPINES																				
DILIMAN																				
Diliman, Quezon City, Metro Manila, NCR																				
TIN: 000-864-006-00002																				
Research Projects Master List																				
(As of December 3, 2021)																				
											Mentored Students									
Research No.	Project Leader	Assignment / Position	Title of Research	Type of Research	Main Area of Interest	Project Impact	MOA / Contract Start Date	MOA / Contract End Date	Project Status	Development Goal	BS	MS	PHD	Project Remarks	Organization	Collaborating Agency	Funding Source	Total Amount	Funding Agency	
25		Professor	Research	Creative	Agriculture	Social	Jan 01, 20	Dec 31, 20	Execution	GOAL 1: No Poverty				remarks R	UP Diliman		Revolving	400000	UP Diliman	
Report generated with UP eBusiness Suite Release 12 on December 3, 2021 9:46:44																				
															274-9048-7233803					

Note: If you select an Organization where there are no associated research records, 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.

[Back to Top](#)