

## USER MANUAL: RESEARCH EXPERTISE (Pengisian kepakaran)

Target user: Researcher

Purpose: To fill in researcher's expertise for Expertise directory

### Notes:

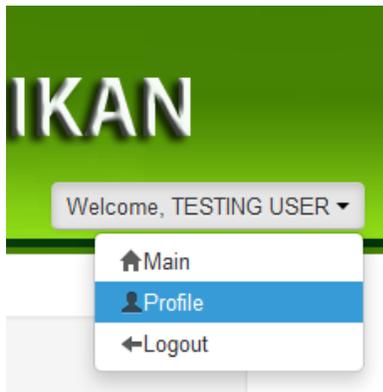
Chosen field of expertise by researcher will be verified by PPI before displaying on the directory.

### Step 1:

Login to the system [www.ppi.ums.edu.my](http://www.ppi.ums.edu.my). Username & Password is the same as HRONLINE.

### Step 2:

Select Profile

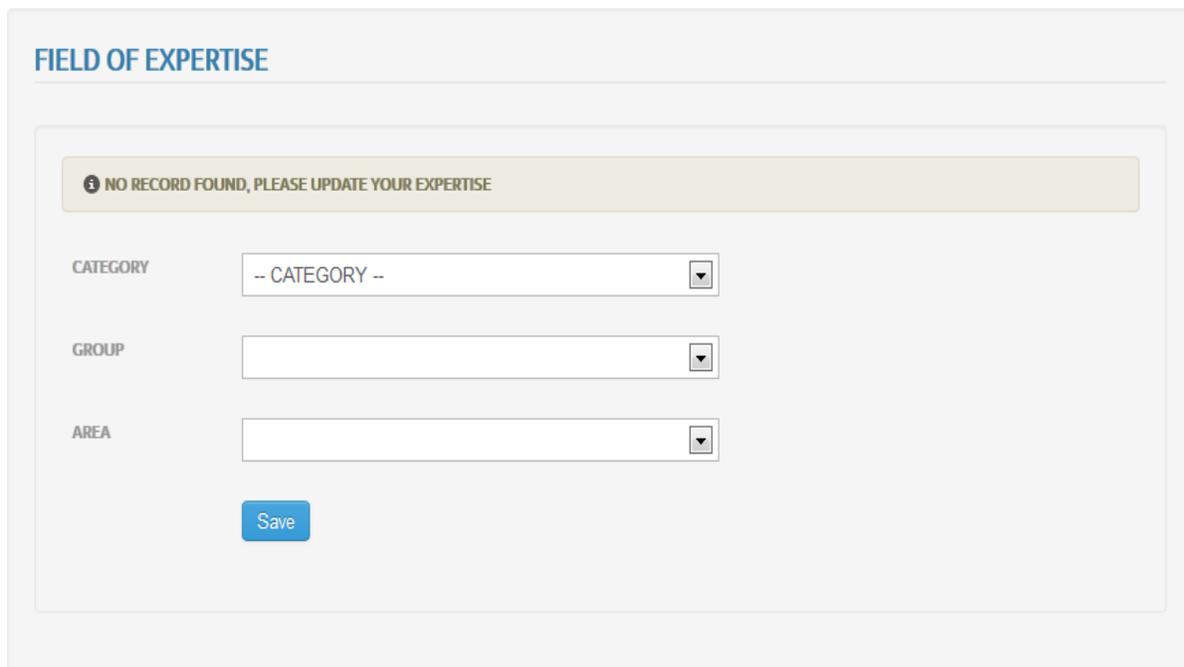


### Step 3:

Scroll down & you will see as below:

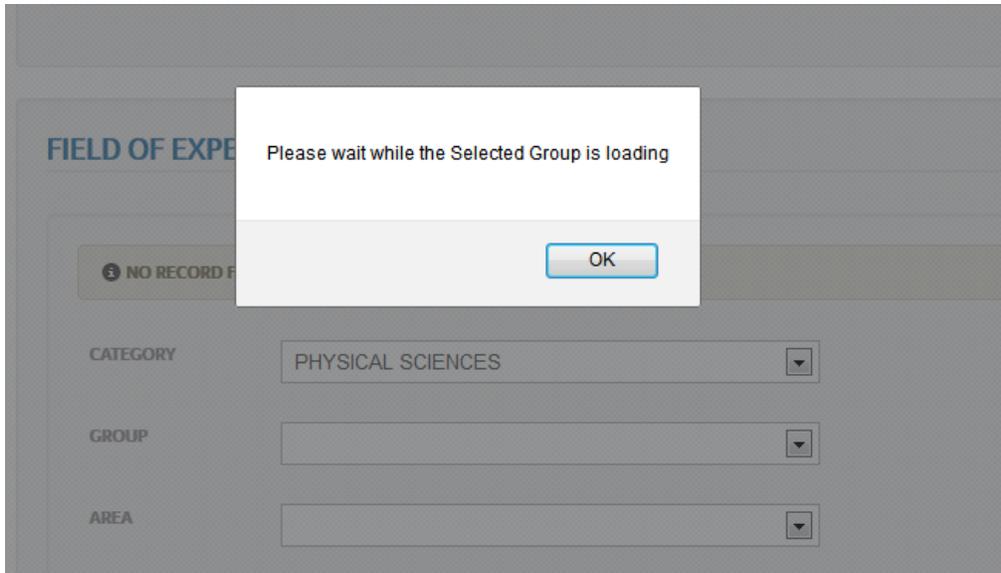
### Notes:

- You have to choose **Category** FIRST

A screenshot of the 'FIELD OF EXPERTISE' form in the IKAN system. The form is titled 'FIELD OF EXPERTISE' in blue. Below the title, there is a yellow warning box with an information icon and the text 'NO RECORD FOUND, PLEASE UPDATE YOUR EXPERTISE'. The form contains three dropdown menus: 'CATEGORY' with the text '-- CATEGORY --', 'GROUP', and 'AREA'. Below the dropdown menus is a blue 'Save' button.

### Step 4:

After you choose the Category, Please wait while the page is loading then you can select the Group. Same goes for the Area.



**Step 5:**

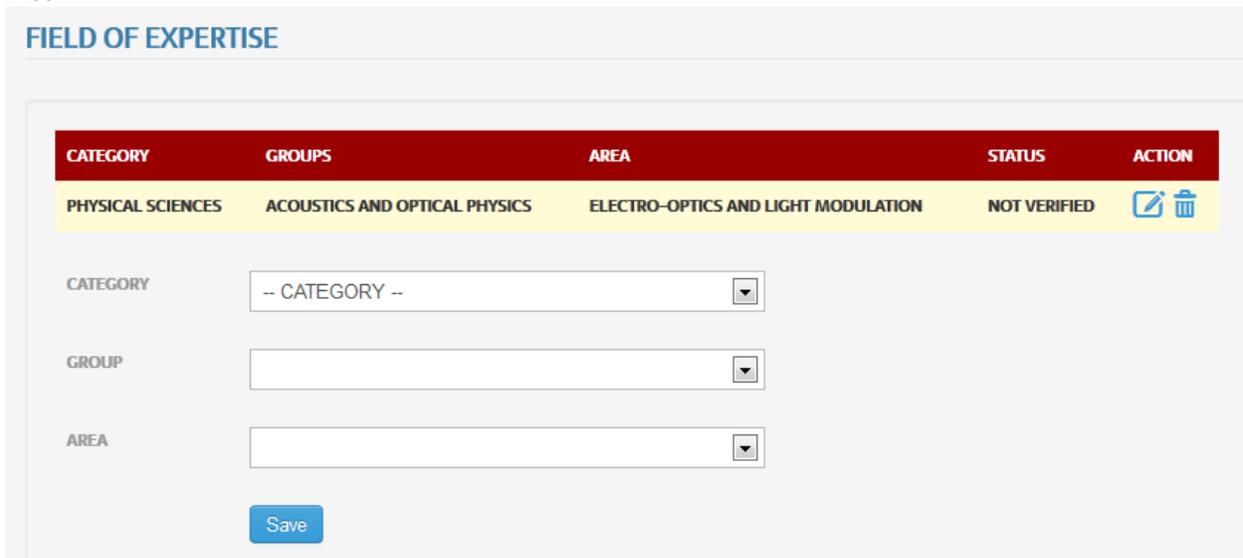
Click 

**Step 6:**

After save, table as below will be shown in your page.

Notes:

Notice the Status " NOT VERIFIED", as mention before PPI will have to verified your chosen expertise first.



\* To Edit click on this icon  after it display data, click the icon back again.

\* To Delete click on  .