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# คู่มือภาษาอังกฤษสำหรับนิสิตนักศึกษาฉบับปรับปรุง

(Graduate Student Manual)

โครงการพัฒนาระบบกำกับคุณภาพมาตรฐาน การจัดทำและบริหารจัดการ  
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## Table of Contents

Table of Contents .....	A
List of Figures .....	E
List of Tables.....	R
<b>1. Introduction .....</b>	<b>1</b>
1.1 Objectives .....	1
1.2 Definitions .....	1
1.3 iThesis .....	2
1.3.1 Web portal.....	4
1.3.2 iThesis Add-in.....	4
1.4 Email .....	4
1.5 EndNote .....	5
1.6 Zotero.....	5
<b>2. Web portal .....</b>	<b>6</b>
2.1 User menu and display.....	7
2.1.1 Status .....	8
2.1.2 Tutorials.....	10
2.1.3 Microsoft Word Add-In .....	10
2.1.4 Fact & Figure .....	11
2.1.5 AI Help .....	12
2.2 Login and Knowledge Base.....	12
2.2.1 Login.....	13
2.2.2 Knowledge Base.....	21
2.2.3 Contact .....	23
2.3 Web Portal Features.....	23
2.3.1 Menu and Display.....	24
2.3.2 Language Settings .....	24
2.3.3 Notifications and Announcements .....	25
2.3.4 User Menu .....	26
2.3.4.1 Home page.....	27
2.3.4.2 Service request .....	29
2.3.4.3 Settings.....	33

2.3.4.4	Help.....	42
2.3.4.5	Logout .....	42
2.3.5	Disk usage.....	43
2.4	Various menus in the web portal.....	43
2.4.1	Your Profile.....	45
2.4.1.1	Basic Information.....	45
	Contact Information.....	46
2.4.2	Workflow & Prerequisites.....	50
2.4.2.1	Research Planning.....	52
2.4.2.2	Milestones & Prerequisite Documents .....	58
2.4.2.3	Approval History.....	59
2.4.3	Electronic Form.....	60
2.4.3.1	Topic.....	60
2.4.3.2	Committee & Examiner .....	67
2.4.3.3	Abstract.....	75
2.4.3.4	Acknowledgement .....	80
2.4.3.5	Biography.....	81
2.4.3.6	Template Settings.....	83
2.4.3.7	Approval history .....	85
2.4.4	Revision & Approval.....	87
2.4.4.1	Submitting a proposal.....	93
2.4.4.2	Editing a proposal .....	104
2.4.4.3	Editing a research topic .....	107
2.4.4.4	Submitting a draft version .....	111
2.4.4.5	Submitting a complete version.....	116
2.4.4.6	Revising a complete version .....	121
2.4.5	Report Data .....	124
2.4.5.1	After Defense.....	125
2.4.5.2	Research Mapping.....	126
2.4.5.3	Publications .....	127
2.4.6	Submission Document .....	133
2.4.7	Literature Search.....	135

2.4.7.1	Search Publications & Theses.....	135
2.4.7.2	Researchers.....	138
<b>3.</b>	<b>iThesis Add-in .....</b>	<b>140</b>
3.1	Checking Windows OS version.....	140
3.2	Download and Install Prerequisite programs.....	143
3.3	Download and install iThesis Add-in .....	150
3.4	iThesis Add-in Toolbar.....	155
3.4.1	iThesis .....	156
3.4.1.1	Enable iThesis Add-in (Activate Add-in).....	157
3.4.1.2	Disable iThesis Add-in (Inactivate Add-in).....	159
3.4.2	Knowledge Base.....	160
3.4.3	Web Portal.....	160
3.4.4	Login.....	161
3.4.5	Offline .....	161
3.4.6	Save to Cloud.....	162
3.4.7	Revisions.....	165
3.4.8	Generate.....	166
3.4.9	Bookmark.....	169
3.4.10	Table .....	170
3.4.11	Figure.....	172
3.4.12	Report .....	174
3.4.13	List.....	175
3.5	Update iThesis version.....	175
3.6	Uninstall iThesis Add-in .....	180
<b>4.</b>	<b>EndNote .....</b>	<b>183</b>
4.1	Install EndNote.....	183
4.2	Using EndNote .....	190
4.2.1	Create a library.....	190
4.2.2	Insert Citation.....	191
<b>5.</b>	<b>Zotero .....</b>	<b>194</b>
5.1	Create a user account on Zotero.....	194
5.2	Install Zotero.....	198

5.3	Adding information to Zotero manually.....	201
5.3.1	Import data manually (Manual Input) .....	201
5.3.2	Import data using direct export from ULIMB databases .....	202
5.3.3	Importing data with Google Scholar.....	204
5.4	Manage References with Zotero .....	206
5.4.1	Insert a citation with Zotero.....	206
5.4.2	Delete a reference .....	209
5.4.3	Edit a reference on Zotero .....	209

## List of Figures

Figure 1: Workflow of iThesis operations .....	3
Figure 2: iThesis web portal home page before login .....	6
Figure 3: The features on the home page of the web portal .....	7
Figure 4: User menu and display on the web portal home page .....	8
Figure 5: Graphs display student users' submission status .....	8
Figure 6: Graphs display student users' submission status (in case of no draft version submission).....	9
Figure 7: Status of individual students as divided by department .....	9
Figure 8: Tutorials screen .....	10
Figure 9: Microsoft Word Add-in screen.....	11
Figure 10: Fact & Figure screen.....	11
Figure 11: Sections in Login and Knowledge Base panel.....	12
Figure 12: Web portal login .....	13
Figure 13: Local Account notification e-mail.....	13
Figure 14: Details of Local Account notification e-mail.....	14
Figure 15: Web portal login form when using a Local Account.....	14
Figure 16: How to check the login e-mail for Google Sign In .....	15
Figure 17: Login to the web portal using Google Sign In .....	15
Figure 18: Logging in with Google Sign In when a Google account has already been used to login on the computer.....	16
Figure 19: Logging in with Google Sign In if you have never logged in with a Google account .....	16
Figure 20: Entering Username to log in to a Google account .....	17
Figure 21: Entering a Password to login to a Google account.....	17
Figure 22: How to check the login e-mail for OneDrive Sign In .....	18
Figure 23: Login to the web portal using OneDrive Sign In .....	18
Figure 24: Logging in with OneDrive Sign In when a Microsoft account has already been used to login on the computer .....	19
Figure 25: Logging in with OneDrive Sign In if you have never logged in with a OneDrive e-mail.....	19

Figure 26: Entering Username to log in to a Microsoft account .....	20
Figure 27: Entering a Password to login to a Microsoft account.....	20
Figure 28: Allowing iThesis to access using a Microsoft e-mail .....	21
Figure 29: Knowledge Base categories on the web portal home page .....	22
Figure 30: Knowledge Base website .....	23
Figure 31: Contact information .....	23
Figure 32: iThesis web portal features.....	24
Figure 33: Language Settings .....	25
Figure 34: Notifications of unread messages .....	25
Figure 35: Notifications and Announcements .....	26
Figure 36: User Menu.....	27
Figure 37: A user's home page .....	28
Figure 38: Re-login or logout options on the home page .....	29
Figure 39: Service Request feature .....	30
Figure 40: Selecting the staff name from the drop-down list .....	30
Figure 41: Select the date of appointment with the staff.....	31
Figure 42: Choose an appointment time with the staff .....	31
Figure 43: Specify the problem that you need help with in the message box .....	32
Figure 44: Confirming the appointment time with the staff .....	32
Figure 45: The blue circle symbol appears after a request has been made .....	33
Figure 46: The grey circle symbol appears after a request is turned down by the staff .....	33
Figure 47: Settings.....	34
Figure 48: Settings sub-menus .....	34
Figure 49: Disconnecting the Add-in from another computer.....	35
Figure 50: Showing the disconnecting add-in from another computer.....	35
Figure 51: The display of the Add-in when there is no connection .....	36
Figure 52: Integration .....	36
Figure 53: Connecting with a Google e-mail account.....	37
Figure 54: Specify the Google e-mail account to use for backup.....	37
Figure 55: Allowing the system to connect to Google e-mail that you want to back up .....	38
Figure 56: Data backup .....	38
Figure 57: A backup file .....	38

Figure 58: Research file backup log.....	39
Figure 59: Connecting with a Microsoft e-mail account.....	39
Figure 60: Specify the Microsoft e-mail that you want to back up and enter its password. ...	39
Figure 61: Allowing the system to connect to Microsoft e-mail that needs to be backed up	40
Figure 62: Data backup .....	40
Figure 63: A backup file .....	41
Figure 64: Research file backup log.....	41
Figure 65: Help .....	42
Figure 66: Logout.....	42
Figure 67: Disk usage display .....	43
Figure 68: Menu and display features .....	43
Figure 69: Initiation screen on the web portal after logged in for the first time .....	44
Figure 70: Your Profile sub-menu .....	45
Figure 71: Basic Information screen.....	45
Figure 72: Contact Information screen before filling in an advisor's information .....	46
Figure 73: Contact Information screen after filling in the advisor's information .....	47
Figure 74: Fill in the e-mail addresses to be added .....	48
Figure 75: Added e-mail addresses .....	48
Figure 76: Save confirmation message box.....	49
Figure 77: Save result notification .....	49
Figure 78: E-mail deletion confirmation message box.....	50
Figure 79: If a research plan is not required, the Workflow & Prerequisites feature can be disabled.....	50
Figure 80: Workflow & Prerequisites when an approval is not required for a research plan ...	51
Figure 81: Workflow & Prerequisites screen when an approval is required for a research plan .....	51
Figure 82: Sub-menus of Workflow & Prerequisites.....	52
Figure 83: Request approval button when an advisor's name is not added .....	52
Figure 84: Request approval button when an advisor's name has been added .....	53
Figure 85: Adjusting the duration for each task.....	53
Figure 86: Adding a new task to a research plan .....	54
Figure 87: A newly added task in a research plan .....	54

Figure 88: Deleting a task in a research plan.....	54
Figure 89: Adding a progress percentage to a task in a research plan.....	55
Figure 90: A progress percentage displayed on a task in a research plan .....	55
Figure 91: Requesting an approval for a research plan .....	55
Figure 92: Confirmation of an approval request. ....	56
Figure 93: Waiting for approval status on the screen .....	56
Figure 94: A copy of an approval request sent via e-mail .....	56
Figure 95: The notification e-mail for when a research plan has been approved by an advisor .....	57
Figure 96: Requesting approval for a revised research plan .....	57
Figure 97: A copy of revise request sent via e-mail .....	57
Figure 98: The notification e-mail for a revised research plan approved by an advisor .....	58
Figure 99: An example of research plan progress as shown in graph form .....	58
Figure 100: Overview of task achievement on the research plan.....	59
Figure 101: Success of work in a thesis preparation plan.....	59
Figure 102: Approval history screen.....	59
Figure 103: Electronic Form sub-menus .....	60
Figure 104: Thai and English topic titles filling form .....	61
Figure 105: Italics stylization in a research topic .....	61
Figure 106: Making subscript in a research topic.....	62
Figure 107: Making superscript in a research topic .....	62
Figure 108: Entering a new line in a research topic.....	63
Figure 109: Saving a research topic .....	63
Figure 110: Save confirmation message box .....	64
Figure 111: Save result notification .....	64
Figure 112: Link for requesting a topic edit .....	65
Figure 113: Request for edit topic window.....	65
Figure 114: Example of a topic edit requesting e-mail.....	66
Figure 115: Example of an approval result e-mail for a topic edit request .....	66
Figure 116: Example of a topic edit requesting e-mail for the faculty committee.....	67
Figure 117: Example of an approval result e-mail from the graduate staff .....	67
Figure 118: Select the position of the desired individual to fill out information .....	68

Figure 119: An example of information for an advisor .....	68
Figure 120: An example of information for personnel of co-advisor, chairman, committee member, or examiner positions .....	69
Figure 121: Searching and selecting a personnel's name .....	69
Figure 122: Adding name, titles or academic positions of a personnel .....	70
Figure 123: Adding a secondary e-mail and phone number for an advisor .....	70
Figure 124: Adding and saving a personnel's information.....	71
Figure 125: Save result notification .....	71
Figure 126: Information section displaying a save result notification message .....	71
Figure 127: Editing personnel information .....	72
Figure 128: Information editing confirmation .....	72
Figure 129: Deleting personnel information .....	73
Figure 130: Information deletion confirmation .....	73
Figure 131: Editing personnel information button .....	74
Figure 132: Deleting existing data button.....	74
Figure 133: Abstract filling form.....	75
Figure 134: Italics stylization in an abstract .....	76
Figure 135: Making subscript in an abstract .....	76
Figure 136: Making superscript in an abstract .....	77
Figure 137: Abstract before entering of a new paragraph .....	77
Figure 138: Abstract after entering of a new paragraph .....	77
Figure 139: Thai and English keyword fields.....	78
Figure 140: Adding a keyword.....	78
Figure 141: A successfully added keyword .....	78
Figure 142: Deleting a keyword .....	79
Figure 143: Keyword deletion confirmation.....	79
Figure 144: A notification informing that Generate Template must be used after a data change .....	79
Figure 145: Acknowledgment text form.....	80
Figure 146: Acknowledgement before entering of a new paragraph .....	81
Figure 147: Acknowledgement after entering of a new paragraph .....	81
Figure 148: Profile information form.....	82

Figure 149: A created biography page from the profile information form.....	82
Figure 150: Language and font settings for a research document .....	83
Figure 151: Setting the font size in a research document.....	84
Figure 152: Settings for the list of tables and the list of figures .....	84
Figure 153: Settings for the list of tables and the list of figures .....	84
Figure 154: Saving Template Settings .....	85
Figure 155: Approval Status at the first login .....	86
Figure 156: Approval Status when minimized.....	86
Figure 157: Approval Status menu showing approvals for a student’s work.....	86
Figure 158: Revision & Approval screen at the first login on the web portal .....	88
Figure 159: A message box prompts to upload a file from LaTeX.....	88
Figure 160: Choose a file from LaTeX to upload.....	89
Figure 161: Uploading the file from LaTeX.....	89
Figure 162: An example of files compressed in a LaTeX project file .....	90
Figure 163: An example of a failed margin detection notification and an attached result file .....	92
Figure 164: An example of margin detection’s result .....	93
Figure 165: List of several versions of a research proposal .....	94
Figure 166: Details of Revision and PPTX downloading option .....	94
Figure 167: Download a PPTX presentation file .....	95
Figure 168: An example of downloaded PowerPoint presentation file .....	95
Figure 169: Using Messages in the Details of Revision panel.....	96
Figure 170: Adding other attachments in the Details of Revision panel .....	96
Figure 171: An attached file and its delete button .....	97
Figure 172: Confirming submission of a proposal to be revised .....	97
Figure 173: Message box confirming a proposal submission .....	98
Figure 174: The web portal screen after a proposal revision request has been submitted ....	98
Figure 175: The proposal files when a request for revision has been sent .....	99
Figure 176: An annotation-supported proposal file .....	99
Figure 177: Example of an e-mail requesting revision of a proposal.....	100
Figure 178: Example of a revision result e-mail for a proposal .....	100
Figure 179: Example of a disapproved proposal.....	101

Figure 180: Example of the annotation panel and an advisor's comment .....	101
Figure 181: Example of an e-mail requesting proposal approval from the faculty committee .....	102
Figure 182: Example of a faculty committee proposal approval result e-mail .....	103
Figure 183: The web portal screen after a proposal has been approved .....	104
Figure 184: Requesting change on proposal details.....	105
Figure 185: Change of proposal details confirmation message box.....	105
Figure 186: Example of an e-mail requesting change of proposal details.....	105
Figure 187: Example of the advisor proposal approval result e-mail.....	106
Figure 188: Topic feature after a proposal has been approved .....	107
Figure 189: Link for requesting a topic edit .....	108
Figure 190: Request for edit topic window.....	109
Figure 191: Example of a topic edit requesting e-mail.....	109
Figure 192: Example of the advisor topic edit approval result e-mail .....	110
Figure 193: Checking for plagiarism using Akarawisut system .....	112
Figure 194: Akarawisut's Plagiarism Checking Report page .....	112
Figure 195: Confirmation of submission of a draft version.....	113
Figure 196: The web portal screen after a revision request for a draft version has been submitted.....	113
Figure 197: Example of a draft version revision request e-mail.....	114
Figure 198: Example of a draft version approval result e-mail.....	115
Figure 199: The web portal screen after a draft version has been approved .....	116
Figure 200: Submitting a complete version .....	117
Figure 201: Notification for Report Data form to be completed.....	117
Figure 202: The web portal screen after a revision request for a complete version has been submitted.....	118
Figure 203: Example of a complete version revision request e-mail.....	119
Figure 204: Example of a complete version approval result e-mail .....	119
Figure 205: The web portal screen after a complete version has not been approved .....	120
Figure 206: The web portal screen after a complete version has been approved .....	120
Figure 207: Requesting to revise a complete version form.....	121
Figure 208: Example of an e-mail requesting to revise a complete revision.....	122

Figure 209: Request history and a disapproved request to revise complete version .....	122
Figure 210: Example of complete version revision approval e-mail .....	123
Figure 211: Report Data and sub-menus .....	124
Figure 212: Sections on the After Defense screen .....	125
Figure 213: Filling information in the After Defense section .....	126
Figure 214: Sections on the Research Mapping screen .....	127
Figure 215: Sections of Publications .....	128
Figure 216: Filling information on the Real time Search form .....	129
Figure 217: Example of displayed search results on ISI and Scopus databases .....	130
Figure 218: Journal/Article publication form .....	131
Figure 219: Conference publication form .....	132
Figure 220: Intellectual publication form .....	132
Figure 221: Displayed works in Your Publications .....	133
Figure 222: Example of a submission document .....	134
Figure 223: Example of a confirmation of hard copy submission e-mail .....	134
Figure 224: Literature Search screen .....	135
Figure 225: Suggest Theses section in Search Publications & Theses .....	136
Figure 226: Search Theses section in Search Publications & Theses .....	136
Figure 227: Example of thesis data displayed in Search Publications & Theses .....	137
Figure 228: Example of a thesis displayed on a pop-up window on the web portal .....	137
Figure 229: Example of Researchers screen .....	138
Figure 230: Seeing a researcher's work .....	138
Figure 231: Example of thesis or article data displayed in Researchers menu .....	139
Figure 232: Example of a thesis displayed on a pop-up window on the web portal .....	139
Figure 233: My Computer or This PC Icon .....	140
Figure 234: Properties on My Computer or This PC .....	141
Figure 235: System type as shown on Windows 8 or later .....	142
Figure 236: System type as shown on Windows 7 .....	143
Figure 237: Control Panel Icon .....	144
Figure 238: Control Panel window .....	144
Figure 239: Programs screen in the Control Panel .....	144
Figure 240: Prerequisite programs that must be installed .....	145

Figure 241: Visual Studio installer on the web portal .....	146
Figure 242: Installation file saving window.....	146
Figure 243: Downloaded program showing at the bottom of the web portal page .....	147
Figure 244: The downloaded installer icon .....	147
Figure 245: The program installation window.....	147
Figure 246: Installation window when the installing process is finished .....	148
Figure 247: Microsoft Visual C ++ installers on the web portal.....	149
Figure 248: Installation file saving window.....	149
Figure 249: Downloaded program showing at the bottom of the web portal page .....	149
Figure 250: The downloaded installer icon .....	150
Figure 251: iThesis Add-in installers .....	150
Figure 252: Installation file saving window.....	151
Figure 253: Downloaded program showing at the bottom of the web portal page .....	151
Figure 254: The downloaded installer icon .....	151
Figure 255: Windows protected your PC window .....	152
Figure 256: Windows protected your PC window and Run anyway button.....	152
Figure 257: Welcome to the ITHESIS Setup Wizard window.....	153
Figure 258: Select Installation Folder window.....	153
Figure 259: Confirm Installation window .....	154
Figure 260: Installing iThesis Add-in window .....	154
Figure 261: Installation Complete window .....	155
Figure 262: iThesis Toolbar in Microsoft Word.....	155
Figure 263: iThesis Add-in tools.....	156
Figure 264: iThesis toolbar when accessing for the first time .....	156
Figure 265: Login to iThesis Web Portal.....	157
Figure 266: Go to Settings .....	157
Figure 267: Add-in Activate Key displayed the web portal.....	158
Figure 268: iThesis Activate Window.....	158
Figure 269: Activate Add-in.....	159
Figure 270: iThesis toolbar after activating the add-in .....	159
Figure 271: Inactivate Add-in.....	159
Figure 272: iThesis toolbar after Inactivate Add-in .....	160

Figure 273: Knowledge Base Icon .....	160
Figure 274: Web Portal Icon .....	160
Figure 275: Login icon .....	161
Figure 276: iThesis Panel window on Microsoft Word .....	161
Figure 277: Logout Icon .....	161
Figure 278: Offline icon.....	162
Figure 279: Online icon.....	162
Figure 280: Save to Cloud Icon .....	162
Figure 281: iThesis : Please Confirm window.....	163
Figure 282: iThesis : Information message window.....	163
Figure 283: iThesis Panel window after using Save to Cloud .....	164
Figure 284: The web portal screen after a new file has been uploaded .....	164
Figure 285: Example of the Download button on iThesis Panel.....	165
Figure 286: My Revisions Icon .....	165
Figure 287: My Revisions window .....	166
Figure 288: Generate Template Icon .....	167
Figure 289: Example of window showing document creation progress using Generate Template.....	167
Figure 290: Example of research forms for a research book created using Generate Template .....	168
Figure 291: Bookmark icon.....	169
Figure 292: Example of table of contents before updating with the Bookmark tool .....	169
Figure 293: Example of table of contents after updating with the Bookmark tool.....	170
Figure 294: Table Icon.....	170
Figure 295: Adding a table description.....	171
Figure 296: Editing and adding a table description.....	171
Figure 297: List of tables after updating with the Bookmark Tool.....	172
Figure 298: Figure Icon .....	172
Figure 299: Adding a figure description .....	173
Figure 300: Editing and adding a figure description .....	173
Figure 301: List of figures after updating with the Bookmark Tool .....	174
Figure 302: Report icon.....	174

Figure 303: Report Problem window .....	175
Figure 304: List icon .....	175
Figure 305: iThesis : Information message window.....	175
Figure 306: Confirming update on iThesis: Information message window .....	176
Figure 307: Download a new version of iThesis Add-in.....	176
Figure 308: Install a new version of iThesis Add-in.....	177
Figure 309: Message box when a new version of iThesis Add-in has been installed .....	177
Figure 310: Closing the iThesis Add-in Update Window.....	178
Figure 311: Checking iThesis Add-in Version on the iThesis Panel Window .....	179
Figure 312: Checking iThesis Add-in version on the Activate Window.....	179
Figure 313: Control Panel Icon .....	180
Figure 314: Control Panel window .....	180
Figure 315: Programs window .....	181
Figure 316: Uninstalling iThesis - method 1.....	181
Figure 317: Uninstalling iThesis - method 2.....	182
Figure 318: Register for a download e-mail on EndNote website .....	184
Figure 319: EndNote installer file.....	184
Figure 320: EndNote installation screen .....	185
Figure 321: Select Installation screen .....	185
Figure 322: Read Information screen .....	186
Figure 323: Demo License Agreement screen .....	186
Figure 324: Select Installation Type screen .....	187
Figure 325: Select Destination screen .....	187
Figure 326: Ready to Install the Application screen.....	188
Figure 327: File in Use notification screen .....	188
Figure 328: Successful installation screen .....	189
Figure 329: Searching for EndNote .....	189
Figure 330: EndNote toolbar on Microsoft Word .....	190
Figure 331: Creating a library.....	190
Figure 332: Creating a new reference .....	191
Figure 333: Saving a reference .....	191
Figure 334: Inserting a citation .....	192

Figure 335: Select a reference for citation.....	192
Figure 336: Adding references from EndNote .....	193
Figure 337: Content after adding a citation .....	193
Figure 338: Added reference .....	193
Figure 339: Zotero website .....	194
Figure 340: Login on Zotero web portal.....	195
Figure 341: Register for a free account.....	195
Figure 342: Filling the register form.....	196
Figure 343: Zotero registration confirmation email (1) .....	197
Figure 344: Zotero registration confirmation email (2) .....	197
Figure 345: Zotero e-mail validation information display.....	198
Figure 346: Download to install Zotero.....	198
Figure 347: Download Zotero 5.0 for Windows .....	199
Figure 348: Zotero download status.....	199
Figure 349: Window showing the download extraction status .....	199
Figure 350: Zotero Setup window (1) .....	200
Figure 351: Zotero Setup window (2) .....	200
Figure 352: Zotero Setup window (3) .....	201
Figure 353: Selecting the type of article for adding a reference .....	201
Figure 354: Specifying the required information for the reference .....	202
Figure 355: Document icon on Chrome Browser screen .....	203
Figure 356: Selecting the destination folder for the reference .....	203
Figure 357: Reference information imported directly to Zotero .....	204
Figure 358: Searching for a related article using Google Scholar .....	204
Figure 359: Folder icon for importing a reference .....	205
Figure 360: Selecting articles to import reference information through Google Scholar .....	205
Figure 361: Reference information imported from Google Scholar to Zotero .....	205
Figure 362: Clicking Zotero tab on the Microsoft Word menu bar .....	206
Figure 363: Setting citation format .....	207
Figure 364: Searching for a reference .....	208
Figure 365: Inserted citation on a document .....	208
Figure 366: Deleting a reference .....	209

Figure 367: Notification message before deleting a citation ..... 209

Figure 368: Editing reference information..... 210

## List of Tables

Table 1: E-mails sent for the proposal approval request.....	99
Table 2: E-mail sent for the proposal revision result .....	100
Table 3: Sent e-mails for a faculty committee proposal approval request.....	102
Table 4: Faculty committee proposal approval result e-mails .....	103
Table 5: E-mails sent for change of proposal details request .....	106
Table 6: Advisor proposal approval result e-mails.....	106
Table 7: E-mails sent for a topic edit request .....	110
Table 8: Advisor topic edit approval result e-mails .....	111
Table 9: Sent e-mails of a request for draft version revision .....	114
Table 10: Sent e-mails of approval result for a draft version .....	115
Table 11: Sent e-mails of a request for complete version revision .....	118
Table 12: Sent e-mails of approval result for a complete version.....	119
Table 13: Sent e-mails of a request to revise a complete version .....	121
Table 14: Sent e-mails of request to revise complete version for the graduate staff.....	123
Table 15: Sent e-mails of the graduate staff's approval result to revise complete version .	123

## 1. Introduction

### 1.1 Objectives

Integrated Thesis & Research Management System (iThesis) was developed for the effective use in management of thesis and research. It is the facilitating tool for students to construct any dissertation and independent study which helping them to: (1) Create a thesis template according to the specified document format (2) Create thesis plan (3) Submit thesis proposal, draft version, and complete version to their advisors (4) Record their test results, theses and dissertations, and the thesis paper. (5) the complete version of thesis file will be fully collected and stored in the Intellectual Repository (IR) of the institution in order to facilitate the library to provide an effective research database for students, then it would be sent to the Office of the Higher Education Commission (OHEC) for storing in Thai Digital Collection for the public dissemination.

This librarian manual is created on the purpose of iThesis's working procedures elaboration and guiding on how to use iThesis Web portal.

### 1.2 Definitions

As the name titling for doctoral thesis and master's thesis (plan A) are different in each institution, for example, some universities call doctoral thesis as dissertation, while some universities call both doctoral thesis and master's thesis (plan A) as thesis. To understand in the same direction, iThesis would call 'Thesis' for both doctoral and master's thesis (plan A).

In addition, the term of master's thesis (plan B) are also different in each institution, for example, some universities call it as thesis and some universities call it as Independent research. Therefore, on the clarification in this manual, the definition of 'Independent Research' will be used for master's thesis (plan B), but in some cases of general process, iThesis would use 'Thesis' instead.

*Proposal provides the definition of both Thesis and Independent Research Proposal.*

*Draft version provides the definition of both Thesis and Independent Research.*

*Complete version provides the definition of both Thesis and Independent Research.*

*Note:* The requirement on proposal and draft version is not the standard requirement for all institutions as it depends on the policy, which is an optional.

### **1.3 iThesis**

iThesis is the integrated thesis and management system that set the framework on how to write, plan, and manage the thesis in form of proposal, draft version, and complete version, along with the convenience on direct submission process to advisors and graduate staff.

iThesis would effectively help students to strongly understand and be aware of plagiarism, both intentional and unintentional way which the system will examine the resemblance of the thesis through the program of Plagiarism detection named “Akkrawisut” and the system would probably use the tested results from other programs as well in case the educational institution requires the results from more than 1 program.

The usage functions are divided into two main parts which are web portal and iThesis Add-in which is an extension installed on Microsoft Word. These two main parts are working together, for example, when there’s an editing data on the form in Web portal, or there’s a change in the name of thesis examination committee other information on the Electronics form menu, thesis template that was created by Add-in function will also be automatically updated in order to ensure that the information appearing in every section is consistent.

*Note:* Librarian have authorization to access in Web portal only.

The overview of iThesis operations can be described in the following diagram

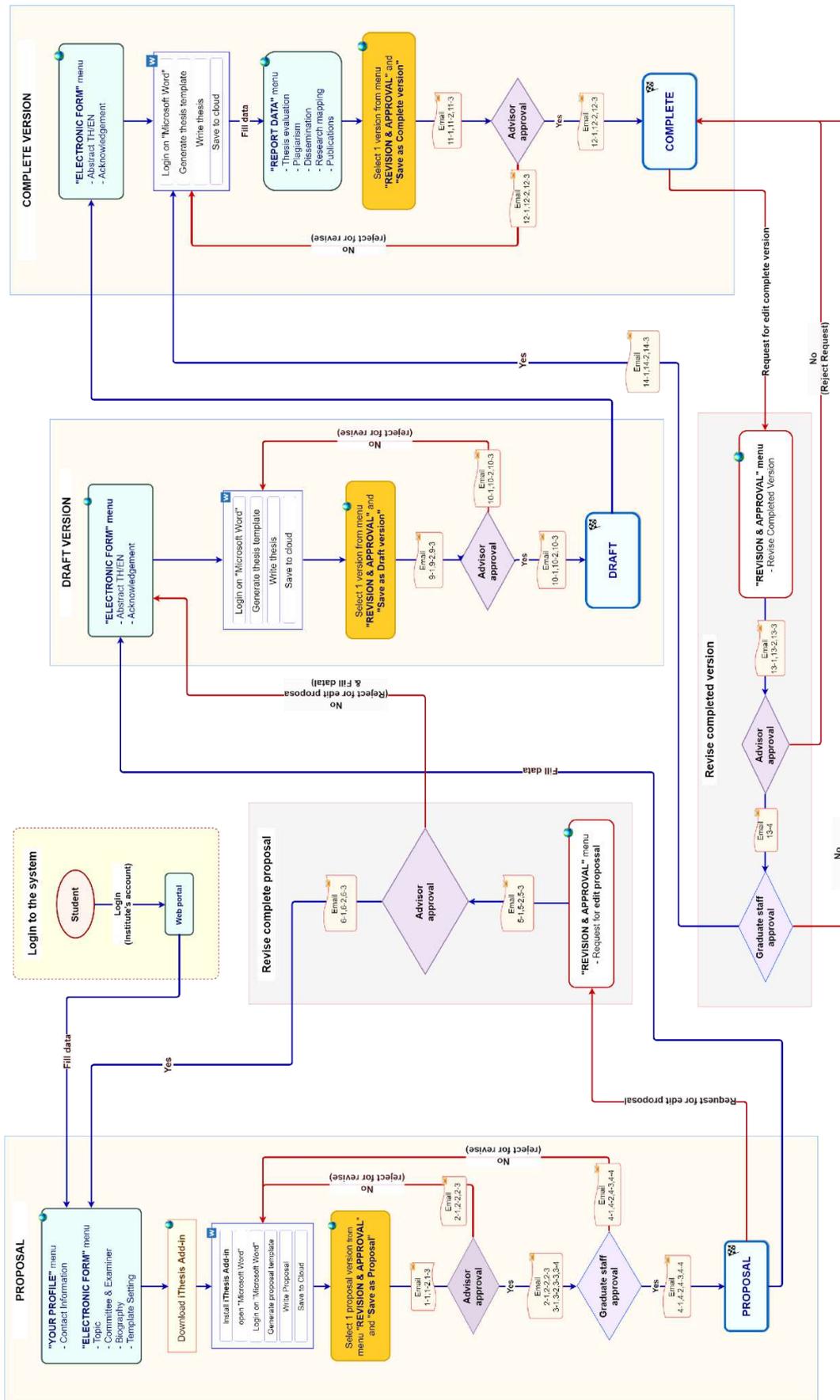


Figure 1: Workflow of iThesis operations

### 1.3.1 Web portal

Web portal was designed for 5 different user groups, which are system administrative officer, graduate staff, librarian, advisor, and graduate student. Therefore, the functions in each group will be different. In this document, there will be only the discussion on how to use the web portal for librarians.

Basically, web portal for librarian can be divided into two parts (1) The import of able-to-disseminate thesis files into the Intellectual Property (IR) of the institute, and (2) The transferring of thesis files to the Office of the Higher Education Commission. The discussion will be provided in the following topics.

### 1.3.2 iThesis Add-in

iThesis has the work-mode on Microsoft Word but the users have to install the 'add-in' program first. There are two versions;

- x86 version for a 32-bit operating system computer
- x64 version for a 64-bit operating system computer

To install the Add-in, the program version has to match with the operating system of your computer and it must be installed on Microsoft Word program in version 2010 or higher which is running on Windows only.

iThesis Add-in provides various facilitating tools for users that as writing templates, saving files and storing into the IR system. The group of users involved with the iThesis Add-in are graduate student, advisor, and graduate staff.

## 1.4 Email

iThesis will send an email to user who involved in the main working process, including of advisor, co-advisor, graduate staff, and graduate student. The email can be classified into 3 types which are as follows;

- Request for approval, there will send an attached link to connect to iThesis approval form, or it can be checked and approved via logging-in to the web portal system.
- Notification of approval, the email will inform the status of thesis 'approval' process.
- Notification of approval on system-accessing authorization

## **1.5 EndNote**

The EndNote program, performed by Thomson Reuters, can help users collect reference or any bibliography relating to the content of the user's thesis. There are various reference formats provided for the users, such as APA16 and Numbers, which is customizable based on the specified format of their institutions. The main user group for Endnote is graduate student and the using details will be discussed in Graduate student manual.

## **1.6 Zotero**

The Zotero program is an open-source software or free software that discloses its sources of technology. Zotero can be used for managing references and importing it into bibliography lists automatically. The program will store information than obtained from various sources in the file format, link format facilitating users to manage their bibliography and related research papers effectively.

## 2. Web portal

To use iThesis web portal, students must access it via their educational institution's iThesis website. On the website, iThesis web portal can be seen as shown in Figure 2.

The screenshot shows the iThesis web portal interface. At the top, there's a header for the 'Integrated Thesis & Research Management System' from the 'Institute of Colocation ID'. Below the header, there are navigation tabs: 'Dissertation', 'Thesis', 'Independent Study', 'Thematic Paper', 'Thesis', and 'Individual Study'. A 'Semester' dropdown menu is set to '1/2563'. The main content area is divided into four quadrants, each with a donut chart and a legend. The top-left quadrant shows 'Proposal' with a legend of 0 (grey), 2 (orange), and 4 (green). The top-right quadrant shows 'Draft' with a legend of 1 (grey), 1 (orange), and 2 (green). The bottom-left quadrant shows 'Complete' with a legend of 1 (grey), 0 (orange), and 1 (green). The bottom-right quadrant shows 'Barcode' with a legend of 1 (grey), 0 (orange), and 0 (green). Below the charts is a list of faculties in Thai, including Faculty of Psychology, Faculty of Dentistry, Faculty of Law, Faculty of Communication Arts, Faculty of Nursing, Faculty of Commerce and Accountancy, Faculty of Political Science, Faculty of Science, Faculty of Sports Science, Faculty of Engineering, Faculty of Fine and Applied Arts, Faculty of Architecture, Faculty of Allied Health Sciences, Faculty of Veterinary Science, Faculty of Arts, Faculty of Pharmaceutical Sciences, Faculty of Economics, Faculty of Medicine, Graduate School, College of Management, College of Population Studies, Petroleum and Petrochemical College, College of Public Health Sciences, and Language Institute. On the right side, there is a 'LOGIN' section with fields for 'ชื่อผู้ใช้ / Username' and 'รหัสผ่าน / Password', a 'Remember me' checkbox, and a 'LOGIN' button. Below the login section is a 'Knowledge Base' section with a list of items and their counts: Question & Answer, TDC Staff (6), Zobero (1), Journal Database (2), Other Related Articles (3), Frequently Asked Questions (FAQ) (1), Technical Problem Solving (10), General Usage & Best Practice (5), Advisor (15), Microsoft Word (31), Graduate Student (39), Web Portal (17), iThesis Add-In (26), EndNote (14), Administrator (106), Graduate Staff (15), Institutional Repository Staff (3), and Screencast (21). At the bottom of the Knowledge Base section, there is a contact email: support@facugre.com.

Figure 2: iThesis web portal home page before login

*Tip & Tricks:* For a better user experience, these following web browsers are recommended to access iThesis web portal; Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge.

The features of the web portal home page can be divided into 2 panels as shown in Figure 3.

1. User menu and display
2. Login panel and knowledge base

Note: The logo and institution's name on the header tab can vary depending on each educational institution.

The screenshot shows the home page of the Integrated Thesis & Research Management System. The header includes the system name and institution name. The main content area is divided into several sections:

- Navigation Menu:** Status, Tutorials, Microsoft Word Add-In, Fact & Figure.
- Document Type Selection:** Dissertation, Thesis, Independent Study, Thematic Paper, Thesis, Individual Study.
- Progress Indicators:** Four donut charts showing the status of documents: Proposal (Complete, Pending), Draft (Complete, Pending), Complete (Complete, None), and Barcode (Complete, None).
- Faculty List:** A list of faculties including Faculty of Psychology, Faculty of Dentistry, Faculty of Law, Faculty of Communication Arts, Faculty of Nursing, Faculty of Commerce and Accountancy, Faculty of Political Science, Faculty of Science, Faculty of Sports Science, Faculty of Engineering, Faculty of Fine and Applied Arts, Faculty of Architecture, Faculty of Allied Health Sciences, Faculty of Veterinary Science, Faculty of Arts, Faculty of Pharmaceutical Sciences, Faculty of Economics, Faculty of Medicine, Graduate School, College of Management, College of Population Studies, Petroleum and Petrochemical College, College of Public Health Sciences, and Language Institute.
- Right Sidebar:**
  - LOGIN:** Fields for Username and Password, a Remember me checkbox, and a LOGIN button.
  - Knowledge Base:** A list of links and counts for various resources: Question & Answer, TDC Staff (6), Zotero (1), Journal Database (2), Other Related Articles (3), Frequently Asked Questions (FAQ) (1), Technical Problem Solving (10), General Usage & Best Practice (5), Advisor (15), Microsoft Word (31), Graduate Student (39), Web Portal (17), IThesis Add-In (26), EndNote (14), Administrator (106), Graduate Staff (15), Institutional Repository Staff (3), and Screencast (21).
  - Contact:** support@facgure.com

Figure 3: The features on the home page of the web portal

## 2.1 User menu and display

The menu bar found on the web portal home page includes 4 sections as shown in Figure 4;

1. Status
2. Tutorials
3. Microsoft Word Add-In
4. Fact & Figure

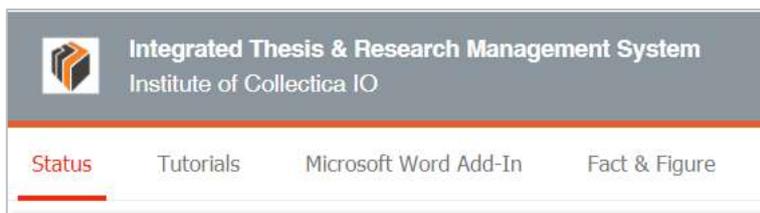


Figure 4: User menu and display on the web portal home page

### 2.1.1 Status

In Status, the status of student users on the submissions of proposals, draft versions, and complete versions made on the system is displayed. You can view the status of the submissions based on semester and classify them as dissertations, theses, or independent studies. Additionally, you can also view the status of each faculty as shown in Figure 5.

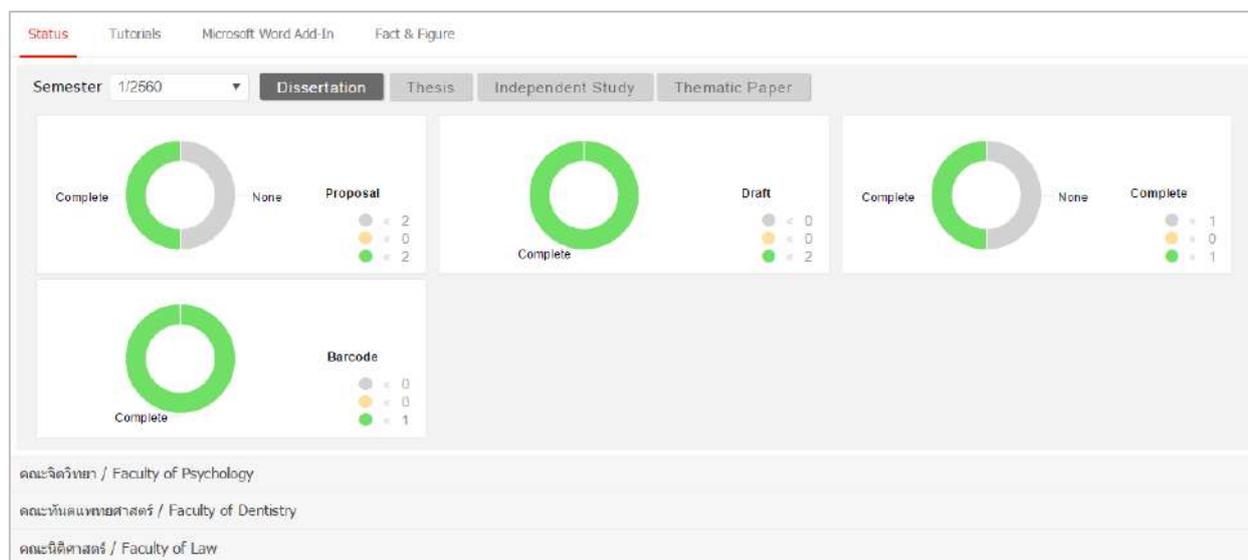


Figure 5: Graphs display student users' submission status

In some educational institutions, students are not required to submit a draft version of their work. Therefore, in those cases, there will be no graph showing submission of draft version as shown in Figure 6.



Figure 6: Graphs display student users' submission status  
(in case of no draft version submission)

The status of each student can be checked individually under various departments to follow the approval progress of their research work (green means being approved). If in the Report Data section, the research work is specified as a work with publication, an orange line will appear behind the name of the student.

No.	Student ID	Full Name	Field of Study	Status
1	5873010124	นางสาวกัญญา นนทะนิรันดร์	สาขาวิชา...	P D C B
2	5873010125	นางสาวกัญญา นนทะนิรันดร์	สาขาวิชา...	P D C B
3	5873010130	นางสาวกัญญา นนทะนิรันดร์	สาขาวิชา...	P D C B

คณะรัฐศาสตร์ / Faculty of Political Science  
คณะวิทยาศาสตร์ / Faculty of Science > 3  
ภาควิชาเคมีเทคนิค / Department of Chemical Technology  
คณะวิทยาศาสตร์การกีฬา / Faculty of Sports Science  
คณะวิศวกรรมศาสตร์ / Faculty of Engineering  
คณะศิลปกรรมศาสตร์ / Faculty of Fine and Applied Arts

Figure 7: Status of individual students as divided by department

In the case that a student's complete work has not yet been approved, the system will display that information in the current academic year only. When a user chooses the previous academic

year, the information displayed will be that of the students whose work has already been approved by the advisors only.

### 2.1.2 Tutorials

In Tutorials, a student user can download instruction manuals or watch basic tutorial videos as shown in Figure 8. Tutorials consists of 2 sub-menus; Documentation – which displays instruction manual document files in .pdf format, and Video - which displays user manuals created by the system developer or the educational institution in video format.

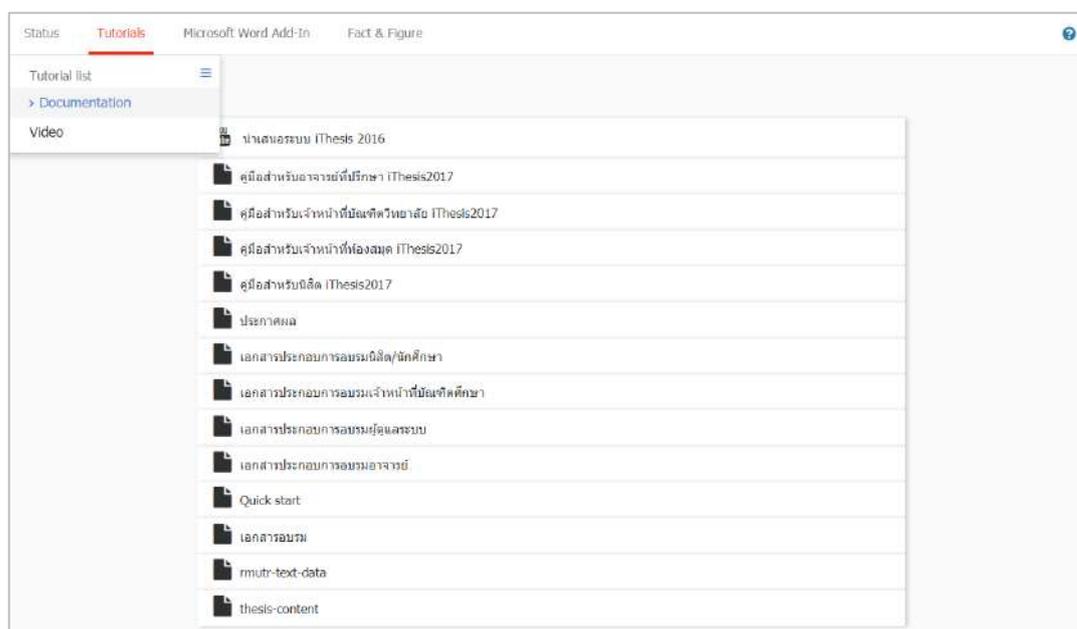


Figure 8: Tutorials screen

### 2.1.3 Microsoft Word Add-In

In Microsoft Word Add-In, a user can download the iThesis Add-in and other prerequisite programs. To use iThesis, it is necessary to install the iThesis Add-in in order to compose a research file on Microsoft Word and upload it to the web portal.

In Microsoft Word Add-In, downloads can be divided into sections of iThesis Add-in and Prerequisite programs as shown in Figure 9. The installers in both sections come in 2 versions based on the versions of Windows OS; 32 bit (x86) or 64 bit (x64). Therefore, before installation, students must check the version of Windows OS on the computer for the programs to be installed. The system can also help checking for the compatible version which will be appeared

with the message "Recommend for you". For installation, instruction, and other details See iThesis Add-in.

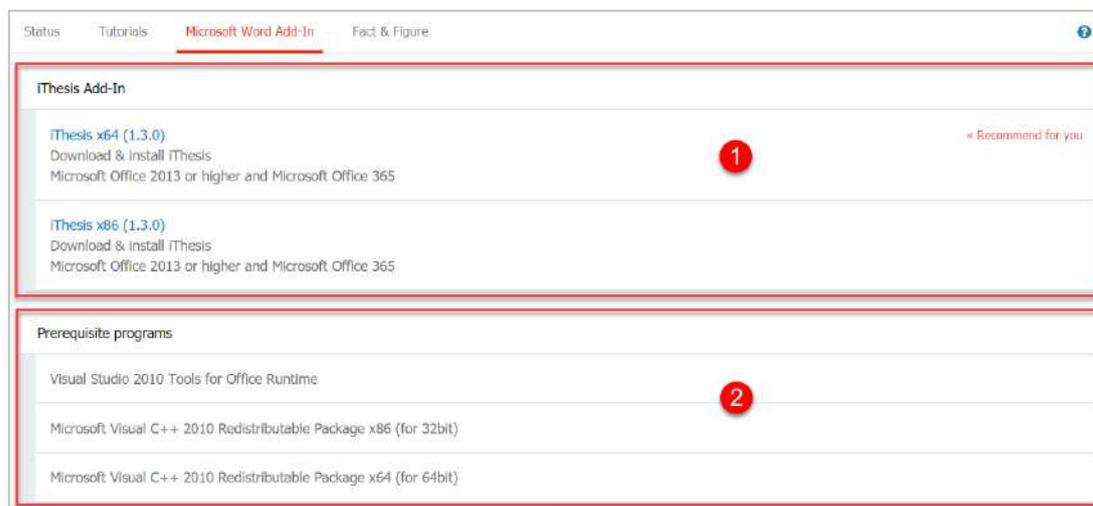


Figure 9: Microsoft Word Add-in screen

#### 2.1.4 Fact & Figure

In Fact & Figure, general information of the students and professors is displayed. There is also a graph showing the number of students and their research work progress as shown in Figure 10. This Fact & Figure section can be disabled, so if an educational institution chooses to disable it, no students will be able to see this section in the system.

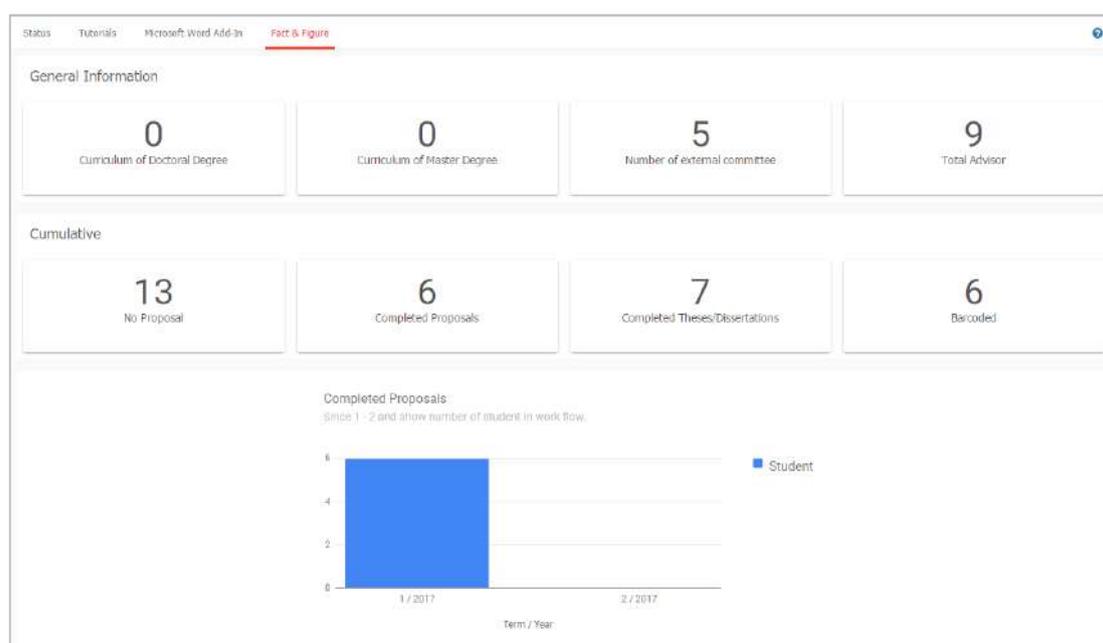


Figure 10: Fact & Figure screen

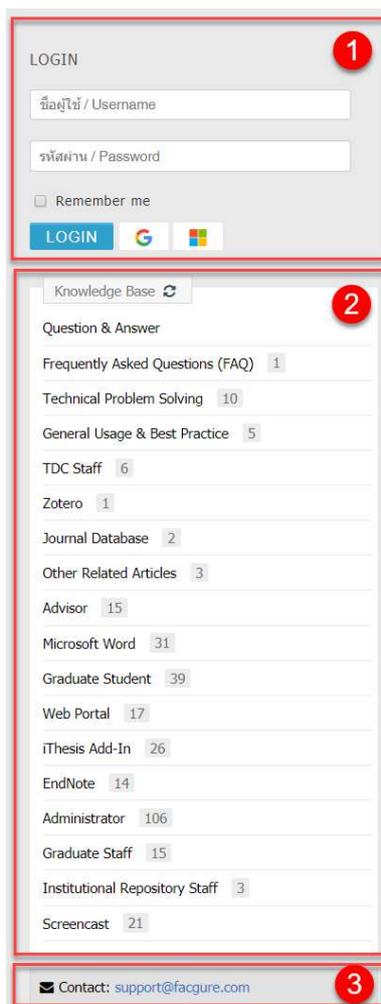
### 2.1.5 AI Help

By clicking the AI Help icon  you will be automatically sent to the Knowledge Base. The destination page will display the links to related articles based on the which menu screen you are currently using. In the case that the system cannot find a related article, you will be sent to the Knowledge Base main page as shown in 2.2.2 topic, which will be discussed in the next section.

### 2.2 Login and Knowledge Base

There are 3 sections in this panel as shown in the Figure 11;

1. Login
2. Knowledge Base
3. Contact



The screenshot shows a web interface with three distinct sections highlighted by red boxes and numbered callouts:

- Section 1 (Login):** Contains a 'LOGIN' heading, a text input field for 'ชื่อผู้ใช้ / Username', a text input field for 'รหัสผ่าน / Password', a 'Remember me' checkbox, and a blue 'LOGIN' button. There are also small icons for Google and Microsoft.
- Section 2 (Knowledge Base):** Features a 'Knowledge Base' header with a refresh icon. Below it is a 'Question & Answer' section listing various topics with their respective article counts: Frequently Asked Questions (FAQ) 1, Technical Problem Solving 10, General Usage & Best Practice 5, TDC Staff 6, Zotero 1, Journal Database 2, Other Related Articles 3, Advisor 15, Microsoft Word 31, Graduate Student 39, Web Portal 17, iThesis Add-In 26, EndNote 14, Administrator 106, Graduate Staff 15, Institutional Repository Staff 3, and Screencast 21.
- Section 3 (Contact):** A footer section with an envelope icon and the text 'Contact: support@facgure.com'.

Figure 11: Sections in Login and Knowledge Base panel

### 2.2.1 Login

To login into the iThesis web portal, a student will need a user account, which can be the same username and password as their educational institution account. However, in some educational institutions students may be required to use multiple usernames and passwords to access various systems. Therefore, students must request for the valid username and password from the educational institution for iThesis login.

To login, students must put in their username and password into the login form and Click Login to access. To make the system remember your username and password, simply tick the box in front of "Remember me" as shown in Figure 12.

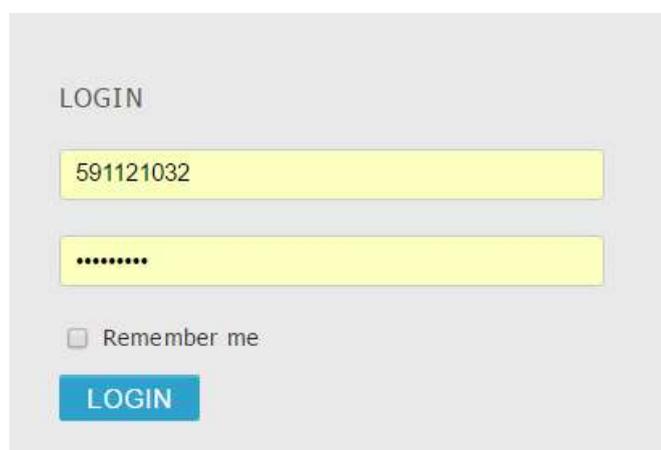


Figure 12: Web portal login

For educational institutions that use their own identity verification system for their iThesis web portal login, if all the usernames and passwords are temporarily unavailable either in the case of the identity verification system being closed for maintenance or temporarily down, students can still access iThesis web portal using an alternative set of username and password sent to their educational institution e-mail address on the first day of their iThesis use. These username and password sent from iThesis system are called a Local Account which is e-mailed to a student user along with a basic user guide as shown in in Figure 13 and Figure 14.

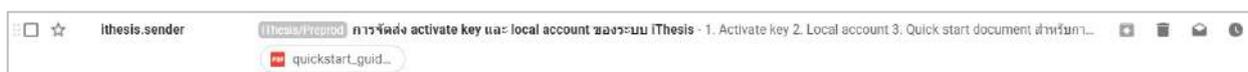


Figure 13: Local Account notification e-mail

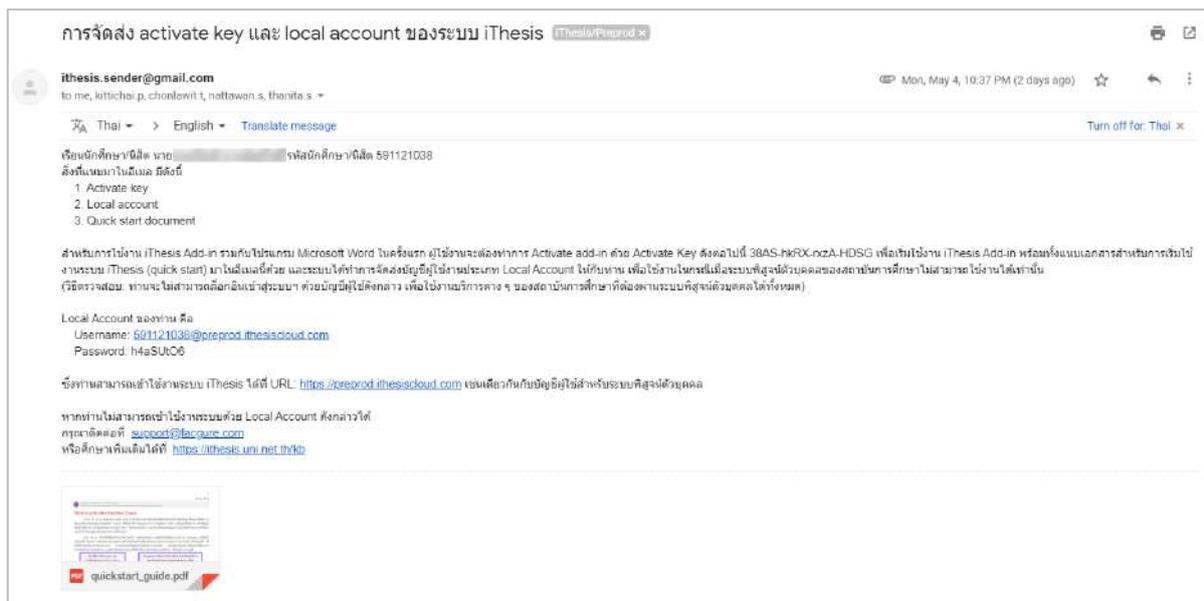


Figure 14: Details of Local Account notification e-mail

When you choose to access iThesis web portal with a Local Account, the login screen will be different as shown in Figure 15. This login screen displays web portal login form along with an additional Forget Password option.

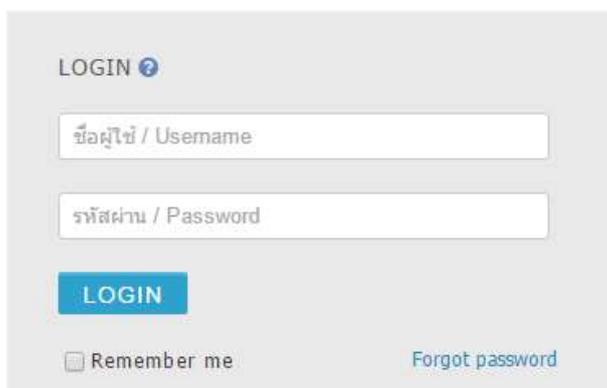


Figure 15: Web portal login form when using a Local Account

If a educational institution has enabled Google Sign In, students can log in iThesis using their Google account e-mail that is registered in iThesis database. However, students must log in with their educational institution user account first, then go to Your Profile section. Under Contact Information tab, you will see the e-mail that can be used with Google Sign In as shown in Figure 16.

The screenshot shows a user profile page with a sidebar on the left containing menu items like 'YOUR PROFILE', 'WORKFLOW & PREREQUISITES', 'ELECTRONIC FORM', 'REVISION & APPROVAL', 'REPORT DATA', 'SUBMISSION DOCUMENT', and 'LITERATURE SEARCH'. The main content area has two tabs: 'Basic Information' and 'Contact Information'. Under 'Contact Information', there are three input fields: 'Student's email' (with 'email' as a placeholder and an 'Add' button), 'Student's mobile phone number' (with '089-0000000' as a placeholder), and 'Graduate Staff' (with 'M. PURAKANT' as a placeholder and a dropdown arrow). The email field 'wallobha@fupgmu.com' is highlighted with a red box, and a red arrow points to it from the right. A 'Save' button is located at the bottom of the form.

Figure 16: How to check the login e-mail for Google Sign In

### How to login with Google Sign In

1. Students can login using Google Sign In by clicking on the Google Sign In icon as shown in Figure 17.

The screenshot shows a login form with the title 'LOGIN'. It contains two input fields: 'ชื่อผู้ใช้ / Username' and 'รหัสผ่าน / Password'. Below these fields is a 'Remember me' checkbox. At the bottom of the form, there is a blue 'LOGIN' button, a red-bordered box containing the Google 'G' logo, and a Microsoft logo.

Figure 17: Login to the web portal using Google Sign In

2. If the computer has already been logged in with a Google Account, students may choose which e-mail account to login as shown in Figure 18.

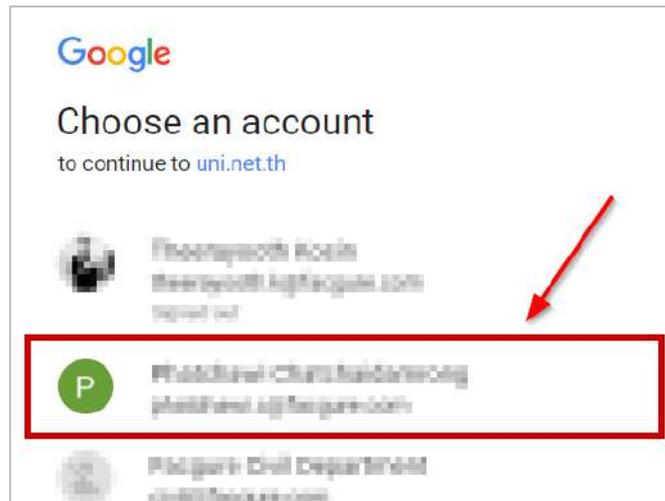


Figure 18: Logging in with Google Sign In when a Google account has already been used to login on the computer

3. If the computer has never been logged in with a Google account, Click "Use another account" as shown in Figure 19, then enter your Google username and password as shown in Figure 20 and Figure 21 to login.

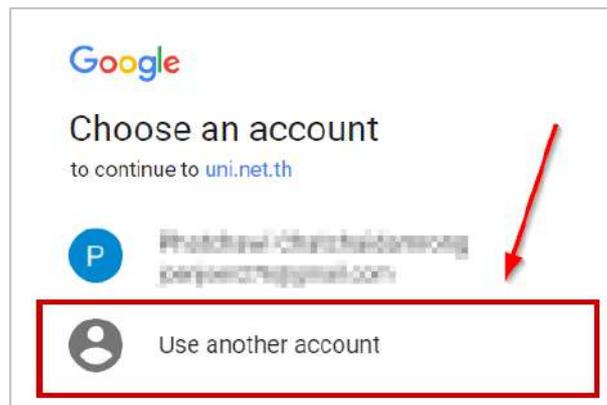


Figure 19: Logging in with Google Sign In if you have never logged in with a Google account

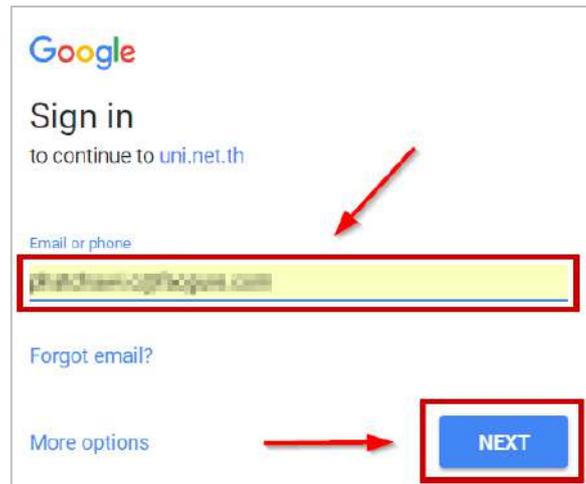


Figure 20: Entering Username to log in to a Google account

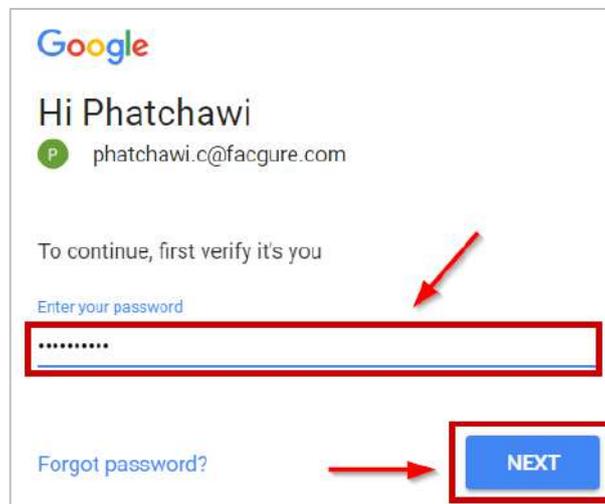


Figure 21: Entering a Password to login to a Google account

If a educational institution has enabled OneDrive Sign in, students can login to iThesis using a Microsoft e-mail that is registered in iThesis database. However, students must log in with their educational institution user account first, then go to Your Profile section. Under Contact Information tab, you will see the e-mail that can be used to with OneDrive Sign In as shown in Figure 22.

Figure 22: How to check the login e-mail for OneDrive Sign In

### How to log in with OneDrive Sign In

1. Students can login using OneDrive Sign In by clicking on the OneDrive Sign In icon as shown in Figure 23.

Figure 23: Login to the web portal using OneDrive Sign In

2. If the computer has already been logged in with a Microsoft account, students may choose which e-mail account to login as shown in Figure 24



Figure 24: Logging in with OneDrive Sign In when a Microsoft account has already been used to login on the computer

3. If the computer has never been logged in with a Microsoft account, Click "Use another account" as shown in Figure 25, then enter your Microsoft username and password as shown in Figure 26 and Figure 27 to login.



Figure 25: Logging in with OneDrive Sign In if you have never logged in with a OneDrive e-mail

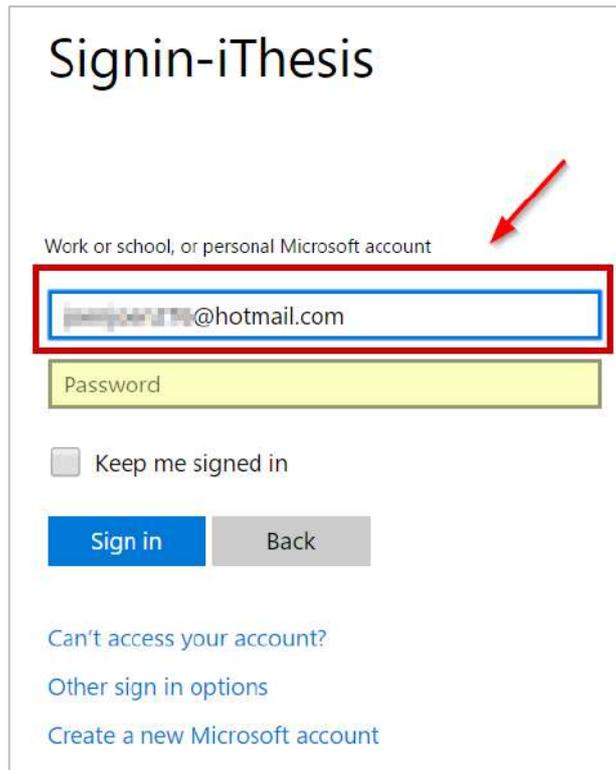


Figure 26: Entering Username to log in to a Microsoft account

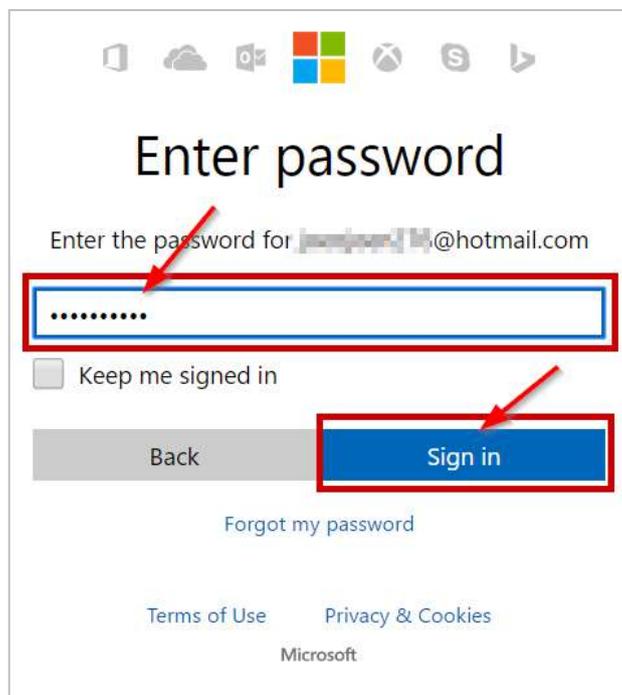


Figure 27: Entering a Password to login to a Microsoft account

4. Click Yes to allow the system to log in using the Microsoft e-mail as shown in Figure 28.

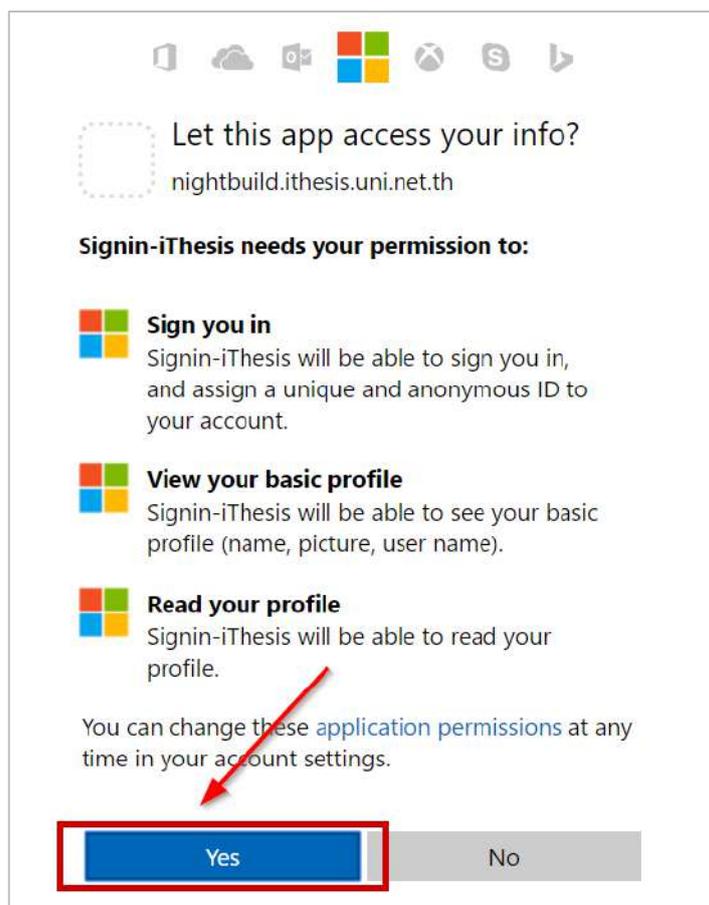
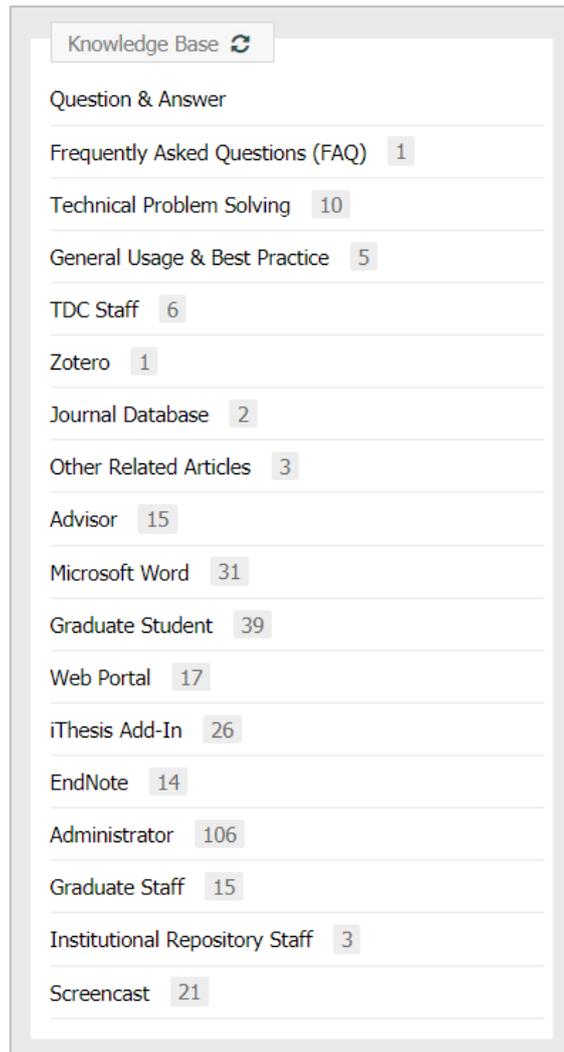


Figure 28: Allowing iThesis to access using a Microsoft e-mail

*Note:* Logging in using Microsoft e-mail requires the web portal to be on a webpage with a Digital Certificate.

### 2.2.2 Knowledge Base

Knowledge Base is the source of iThesis-related articles where they are divided into sections to make it easier to find required information as shown in Figure 29. When a user clicks on a category, the system will redirect to the Knowledge Base website or <https://itthesis.uni.net.th/kb/> as shown in Figure 30. The website is a source of informative instruction articles as well as problems that may be found during the use of iThesis or other research-related programs and their solutions.



The image shows a 'Knowledge Base' menu with a refresh icon. Below the title is the heading 'Question & Answer'. The menu items are listed with their respective counts in a small grey box to the right of each item name. The items are: Frequently Asked Questions (FAQ) (1), Technical Problem Solving (10), General Usage & Best Practice (5), TDC Staff (6), Zotero (1), Journal Database (2), Other Related Articles (3), Advisor (15), Microsoft Word (31), Graduate Student (39), Web Portal (17), iThesis Add-In (26), EndNote (14), Administrator (106), Graduate Staff (15), Institutional Repository Staff (3), and Screencast (21).

Category	Count
Frequently Asked Questions (FAQ)	1
Technical Problem Solving	10
General Usage & Best Practice	5
TDC Staff	6
Zotero	1
Journal Database	2
Other Related Articles	3
Advisor	15
Microsoft Word	31
Graduate Student	39
Web Portal	17
iThesis Add-In	26
EndNote	14
Administrator	106
Graduate Staff	15
Institutional Repository Staff	3
Screencast	21

Figure 29: Knowledge Base categories on the web portal home page

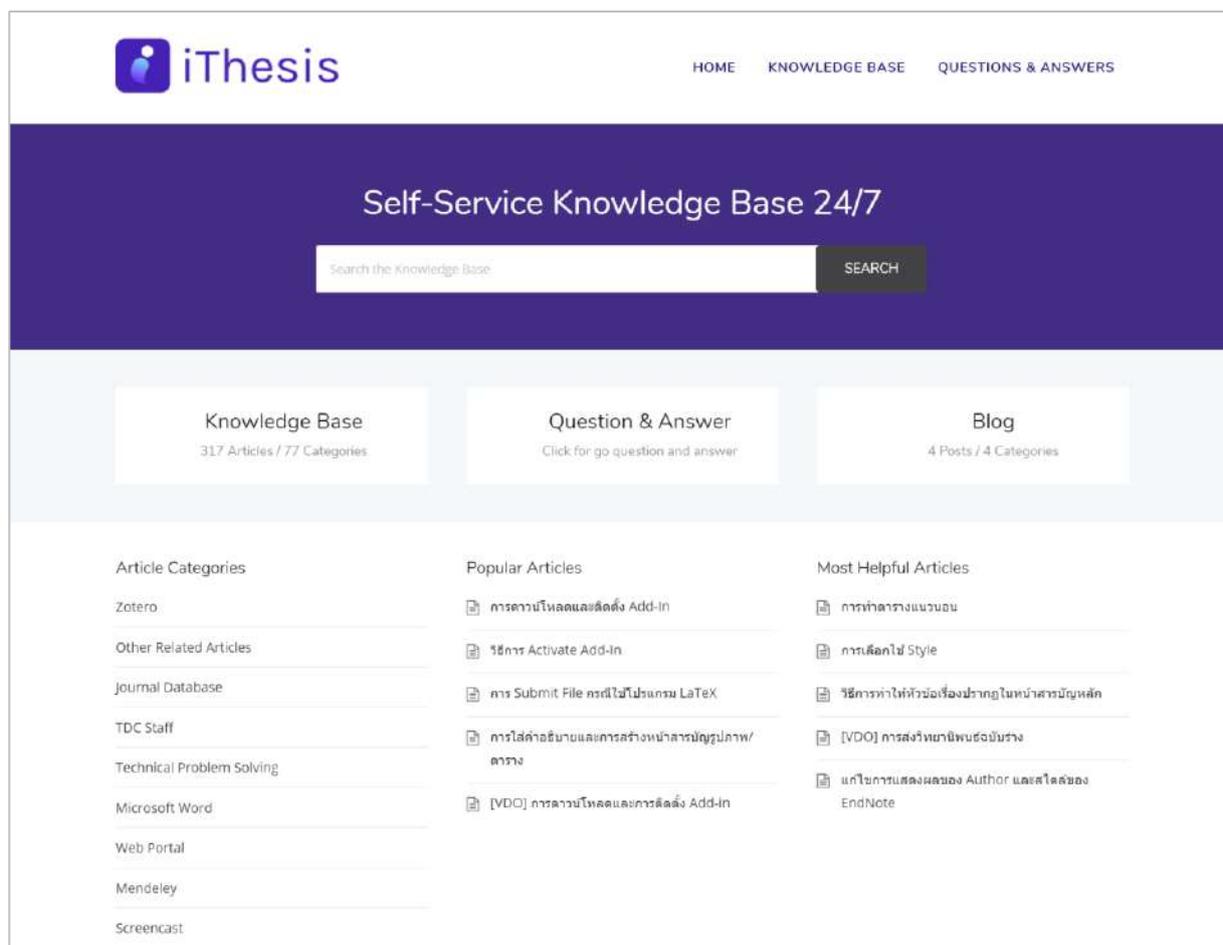


Figure 30: Knowledge Base website

### 2.2.3 Contact

In Contact, students who have problems during the use of iThesis can reach the support team via e-mail in order to get help or advice on the encountered problems as shown in Figure 31. The e-mail address shown in this section will vary depending on the educational institution.

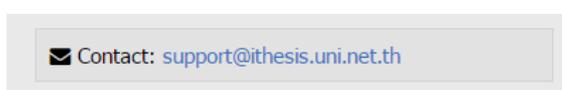


Figure 31: Contact information

## 2.3 Web Portal Features

Once logged in to iThesis, the web portal will display the screen as shown in Figure 32 which can be divided into the following sections;

1. Menu and Display

2. Language Settings
3. Notifications and Announcements
4. User Menu
5. Disk usage

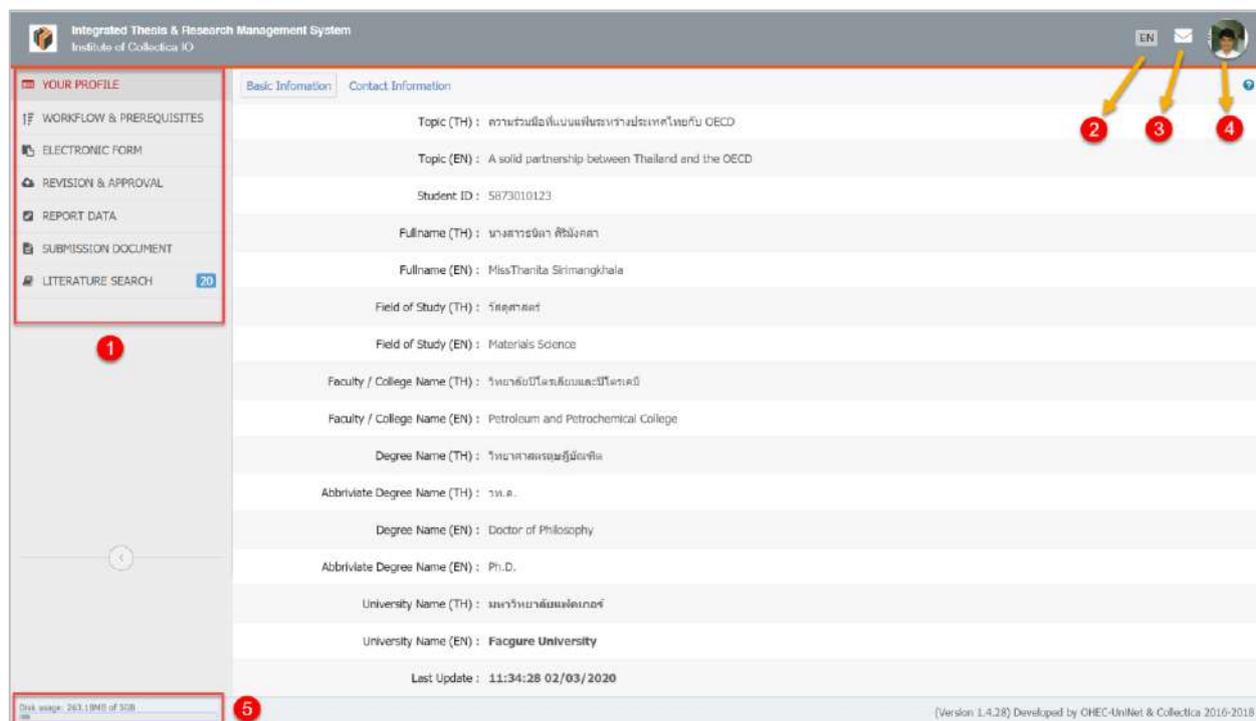


Figure 32: iThesis web portal features.

### 2.3.1 Menu and Display

The Menu and Display section consists of the main features of iThesis usage. Details on these features are explained in Web Portal Usage.

### 2.3.2 Language Settings

Language Settings can be accessed using the "EN" symbol which indicates that English is the current language setting of the web portal. To change language, click "EN" and the system will display language options as shown in Figure 33. If you want to change to Thai language, simply click Thai language, or click English language if you want to change to English. If you do not wish to choose a language option, you may click on an empty area outside the panel to terminate the use of Language Settings feature.

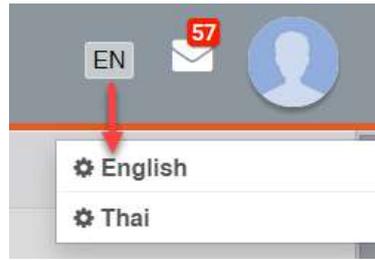


Figure 33: Language Settings

### 2.3.3 Notifications and Announcements

The Notifications and Announcements section is represented with a letter symbol. When a student receives an e-mail from the system or there is an announcement message from the staff, they will be notified by the system with a red number appearing at the top right corner of the symbol as shown in Figure 34. This number shows the number of received and unread e-mails or messages. Click on the letter symbol to see the incoming e-mails or messages as shown in in Figure 35. To close down the display panel, click an empty area outside the panel or click Close.



Figure 34: Notifications of unread messages

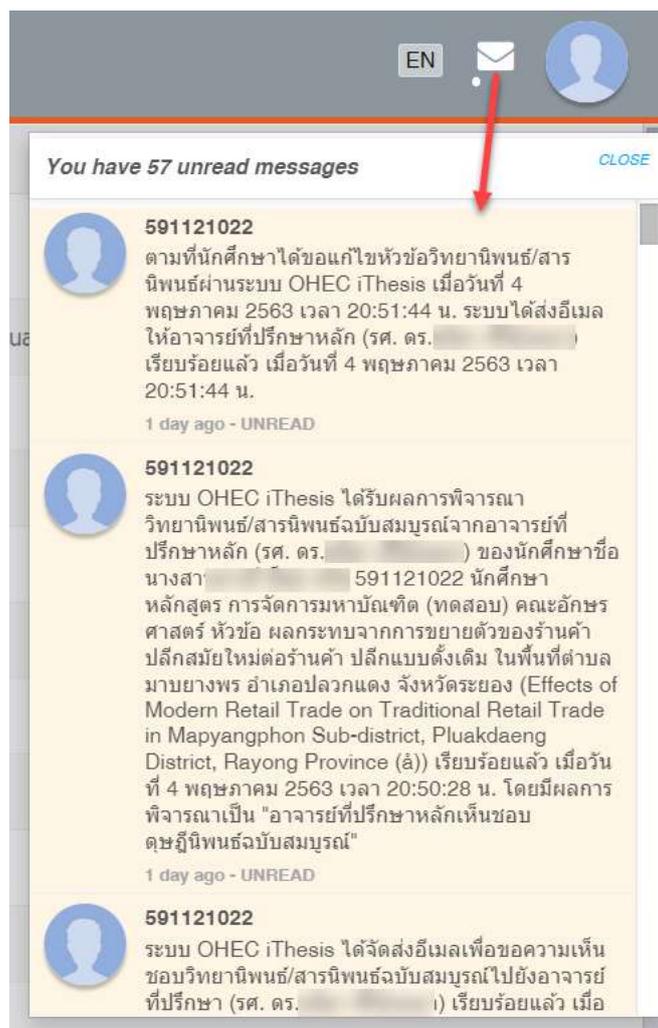


Figure 35: Notifications and Announcements

### 2.3.4 User Menu

The User Menu can be accessed by clicking on the user profile picture or avatar and a drop-down menu will appear showing 5 items as shown in Figure 36 which are;

1. Home page
2. Service request
3. Settings
4. Help
5. Logout

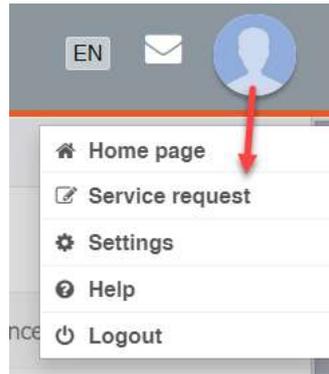


Figure 36: User Menu

#### 2.3.4.1 Home page

By clicking Home Page, students can access the web portal home page as seen before logging into the system as shown in Figure 37. This Home Page feature is created to facilitate the students who want to access the features on the web portal home page without having to logout from iThesis.

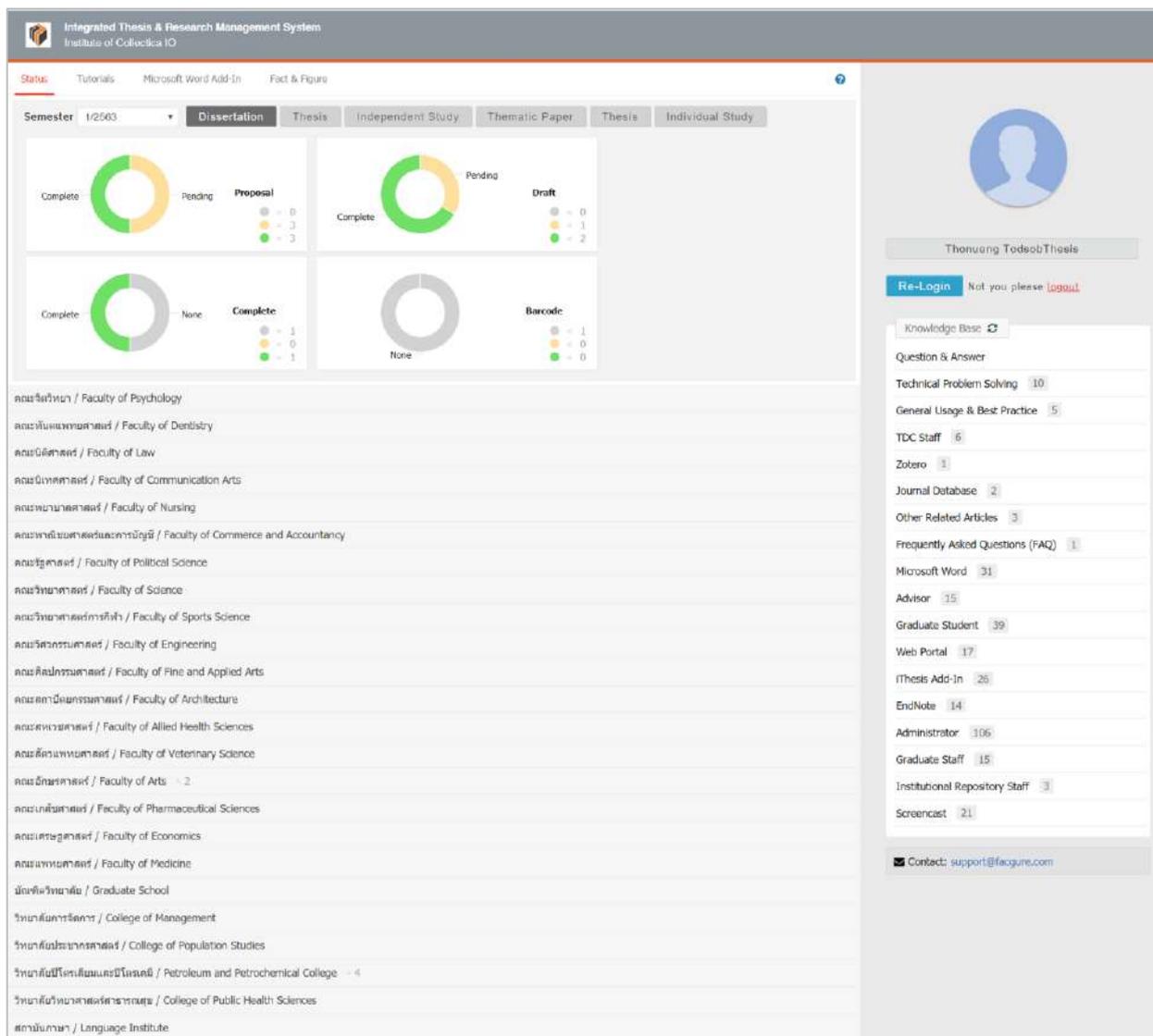


Figure 37: A user's home page

From Figure 37, if students want to continue using the system, simply Click Re-Login. If you want to logout, click Logout as shown in Figure 38.

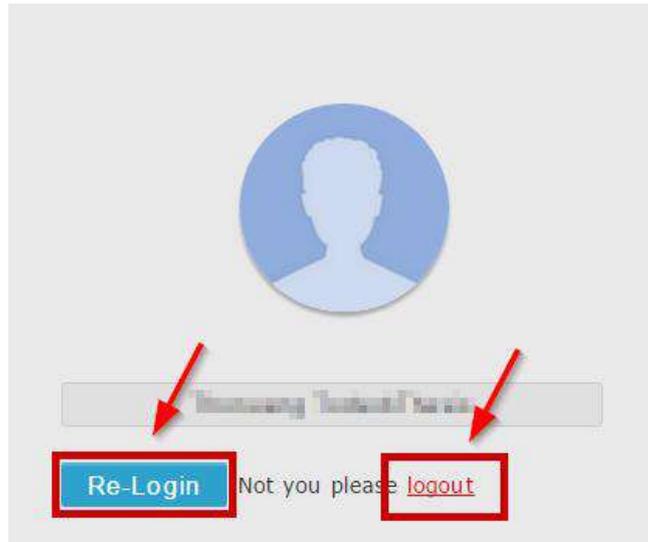


Figure 38: Re-login or logout options on the home page

### 2.3.4.2 Service request

Service Request is a communication channel for students to contact the graduate staff in order to get help with problems that occur during use. This feature will temporarily allow the staff to access the user's web portal and Add-in without having to use the student's username and password. To access the system during the granted duration, the staff can use their own username and password to access as the student user.

To grant the staff a permission to access under their user each time, a student must reserve a date and time with the staff using Service Request feature. The staff can accept or deny assistance service on the date and time requested. If a request is denied, the student can reserve again with a new date and time convenient to both the staff and the student.

*Note:* The staff is allowed to access as a student user for up to 1 hour during the reserved time as agreed by both the staff and the student. The use of this feature can either be enabled or disabled depending on the policy of each educational institution.

## How to grant an access permission

1. Click Service Request as shown in Figure 39.

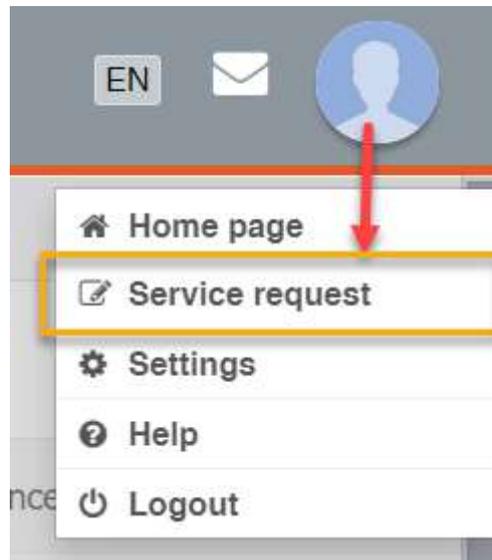


Figure 39: Service Request feature

2. Choose the staff you want to request the support from as shown in Figure 40.

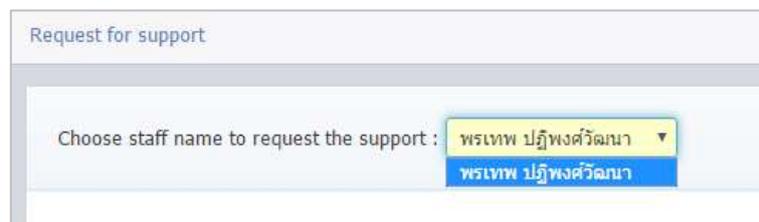


Figure 40: Selecting the staff name from the drop-down list

3. Click the date that you want to make an appointment with the staff, then a message box will appear as shown in Figure 41.

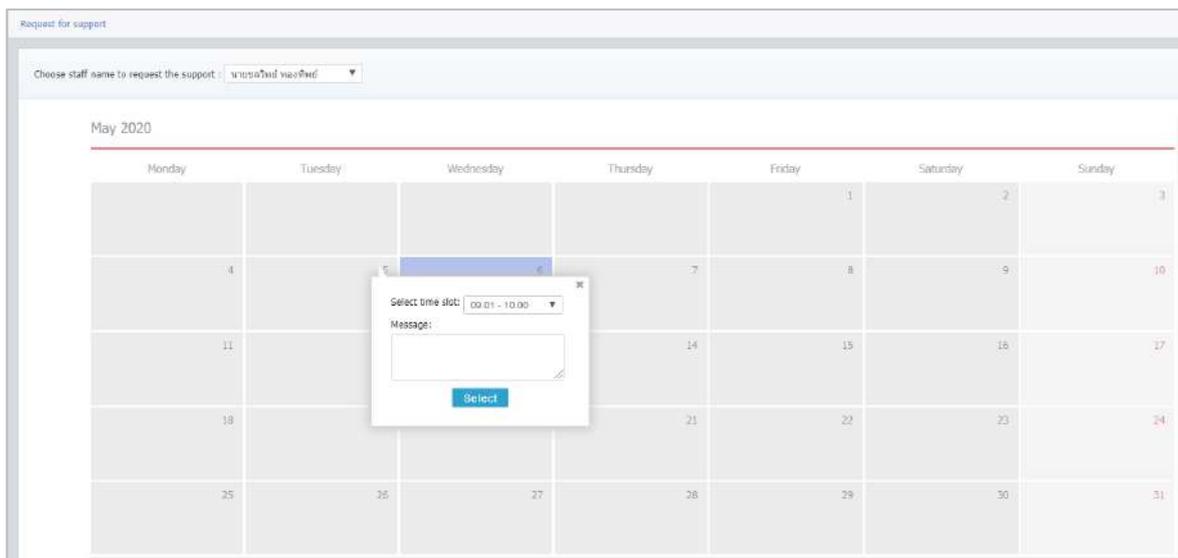


Figure 41: Select the date of appointment with the staff

4. Choose the time you want to make an appointment as in Figure 42 and fill in the details about your problem in the message box as shown in the Figure 43.

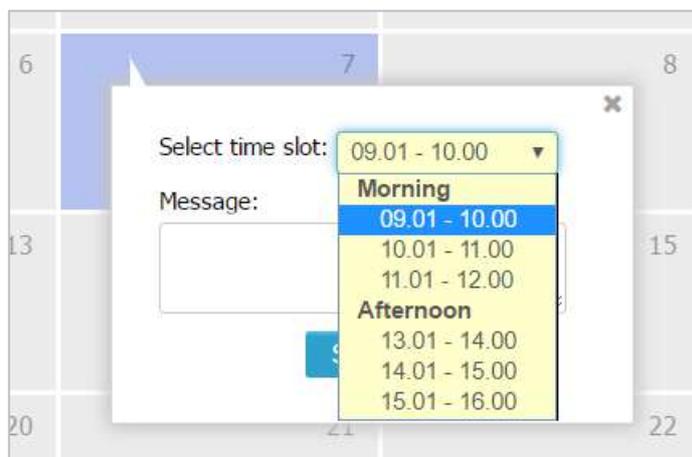


Figure 42: Choose an appointment time with the staff

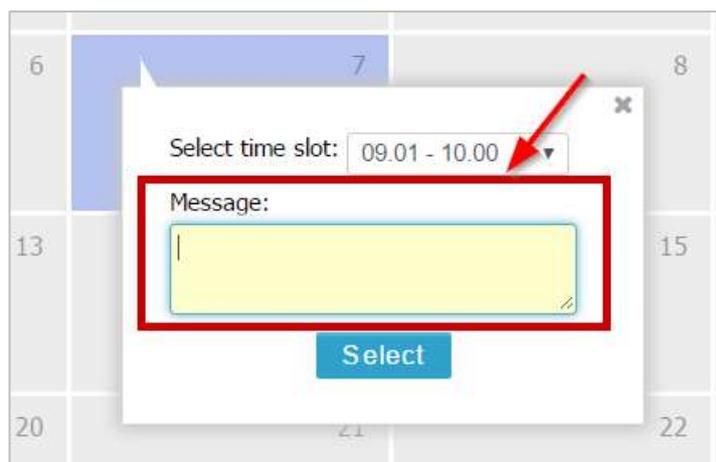


Figure 43: Specify the problem that you need help with in the message box

If the chosen staff has appointments with other students, the periods of these appointments will not be displayed in the time list for selection.

5. Click Select to confirm the reservation time selected as shown in Figure 44. The staff will be notified that a reservation has been made by a student via e-mail and under the Notifications section on the staff's web portal.

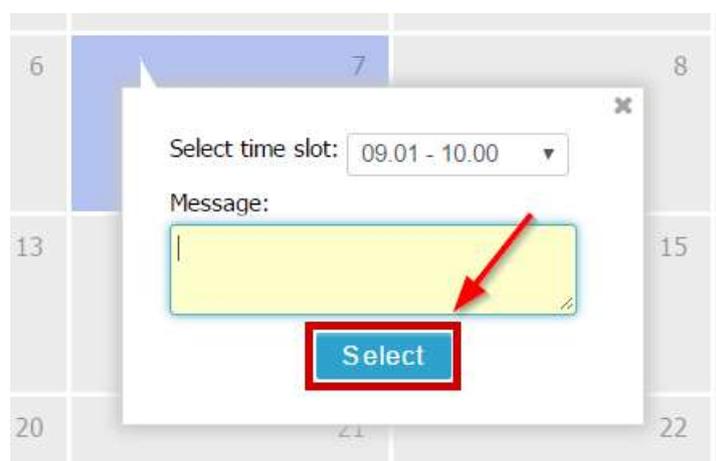


Figure 44: Confirming the appointment time with the staff

6. After a request has been submitted to the staff, a blue circle symbol will appear on the bottom left corner of the selected date on the calendar as shown in Figure 45.

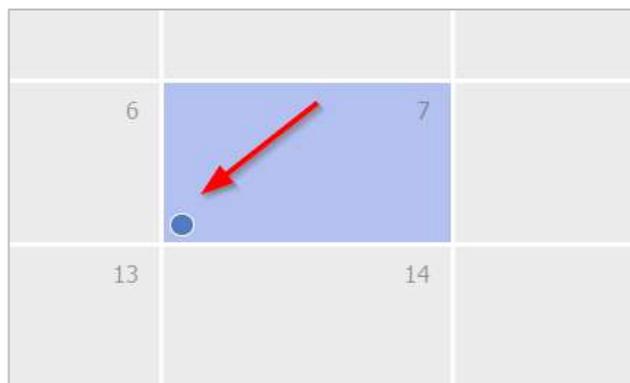


Figure 45: The blue circle symbol appears after a request has been made

7. If the staff are unable to assist on the requested date and time and cancel the request, a grey circle will appear on the bottom left corner. When placing the cursor on the said circle, a message reply from the staff will appear as shown in Figure 46.

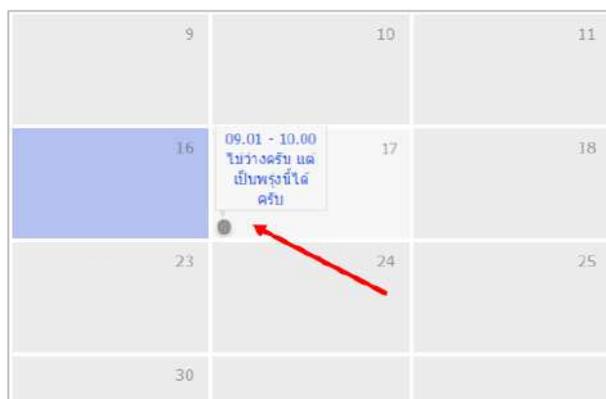


Figure 46: The grey circle symbol appears after a request is turned down by the staff

### 2.3.4.3 Settings

Settings consists of 3 sub-menus as shown in Figure 47; Settings, Recent Activity, and Integration.

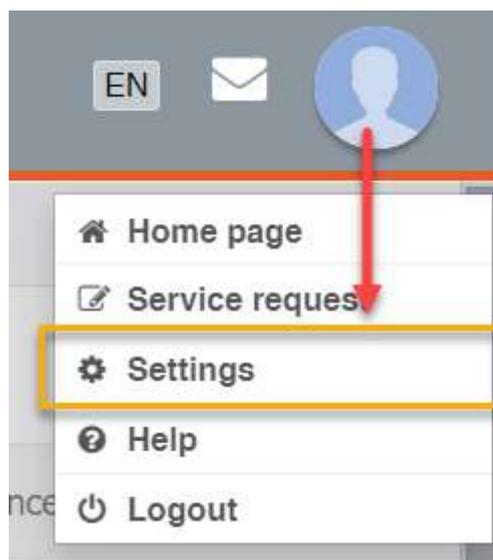


Figure 47: Settings

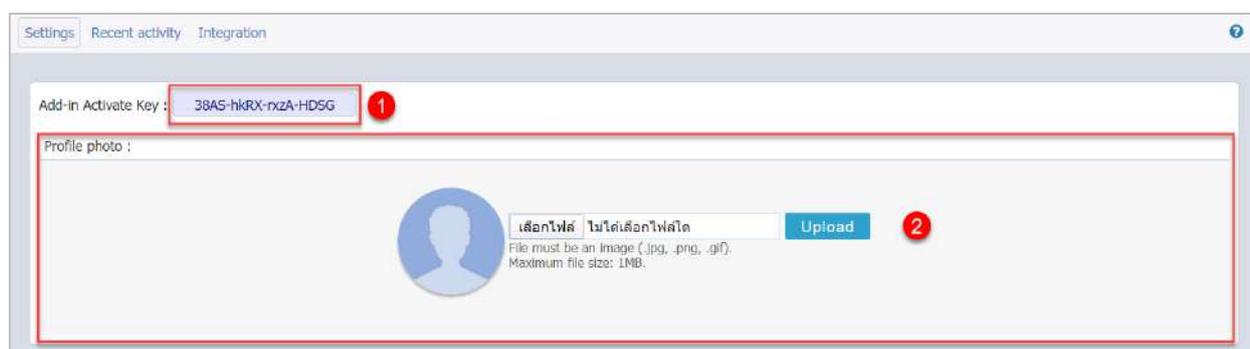


Figure 48: Settings sub-menus

1. Settings sub-menu can be divided into 2 parts which are;
  - 1.1. Add-in Activate Key (No. 1 as shown in Figure 48) – this is a code used to verify the user who accesses the iThesis Add-in. When a student uses iThesis Add-in for the first time on a computer, this code must be entered to use iThesis Add-in. The use of Add-in Activate Key will be further explained in the tool topics of iThesis Add-in as in iThesis menu.
  - 1.2. Profile photo (No.2 as shown in Figure 48) – Students who use the web portal can add a profile picture the system under the conditions that the image file must be .jpg, .png or .gif only and must not exceed 1 MB in size.
    - 1.2.1. Click "Choose File" to select an image file.
    - 1.2.2. Once the image file has been selected Click "Upload".
    - 1.2.3. The uploaded profile picture will be displayed.

- In Recent Activity users will be informed when their account is used to login into to iThesis Add-in with the IP Address, MAC Address, and date and time of each login. If a student user recognizes a login as an unauthorized iThesis Add-in login, they can click "Sign out Add-in" to disconnect as shown in Figure 49. After disconnecting, the computer with Add-in logged in unauthorizedly will not function under the student's account. After clicking "Sign out Add-in" button, the system will display the message as shown in Figure 50.

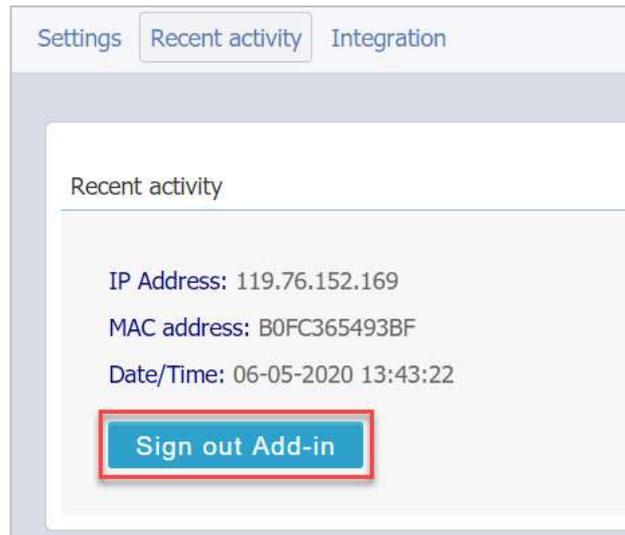


Figure 49: Disconnecting the Add-in from another computer



Figure 50: Showing the disconnecting add-in from another computer

If there is no connection at the site of unauthorized Add-in, the system will display the message as shown in Figure 51.

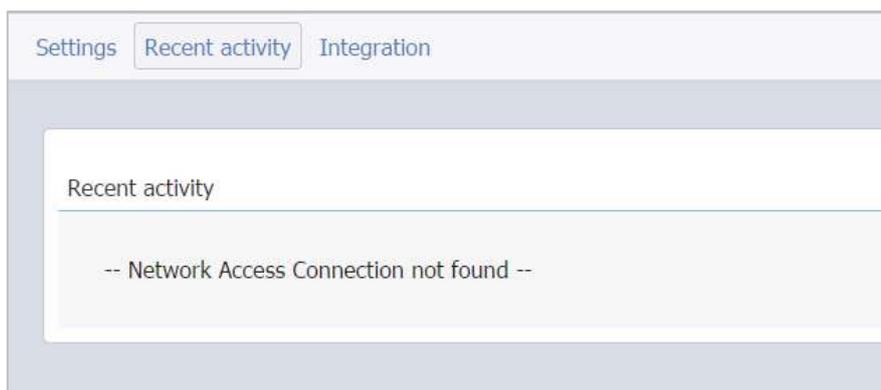


Figure 51: The display of the Add-in when there is no connection

- Integration helps create backup research files in iThesis which students can use to backup data to both Google Drive (number 1) and OneDrive (number 2). Once the data is backed up, the system will record all backup history which can be accessed in View Log section (number 3).

*Note:*

- Educational institutions may choose to enable or disable Integration. If a educational institution chooses to have it disabled, students will not see this sub-menu.
- The backup files are encrypted and students will not be able to use them for general purposes, as the files are meant to be emergency backup files only. If students want to use them, they must contact the system administrator to proceed.

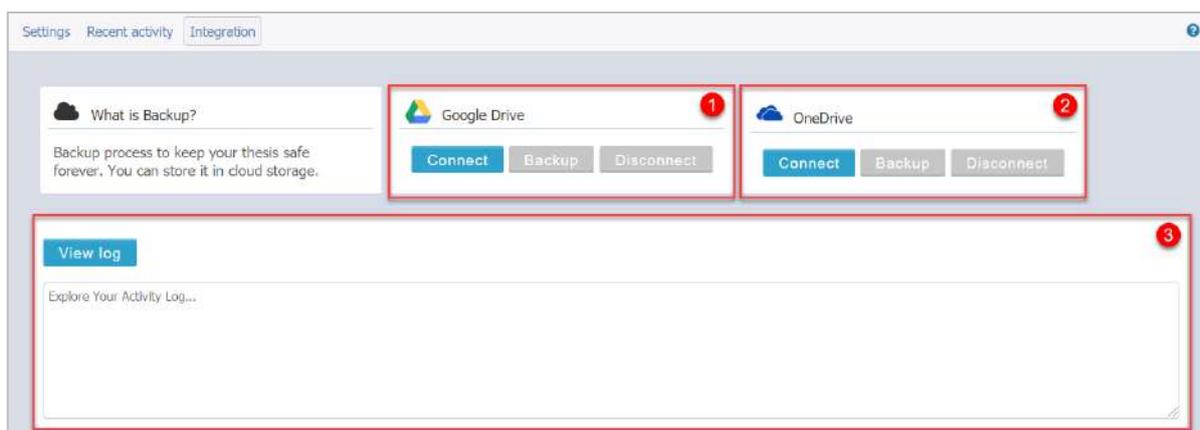


Figure 52: Integration

### **Backup data using Google Drive**

- Click Connect to connect to a Google e-mail as shown in Figure 53.



Figure 53: Connecting with a Google e-mail account

2. Select the e-mail account you want to backup or choose Use another account to enter the e-mail you want to use for backup as shown in Figure 54.

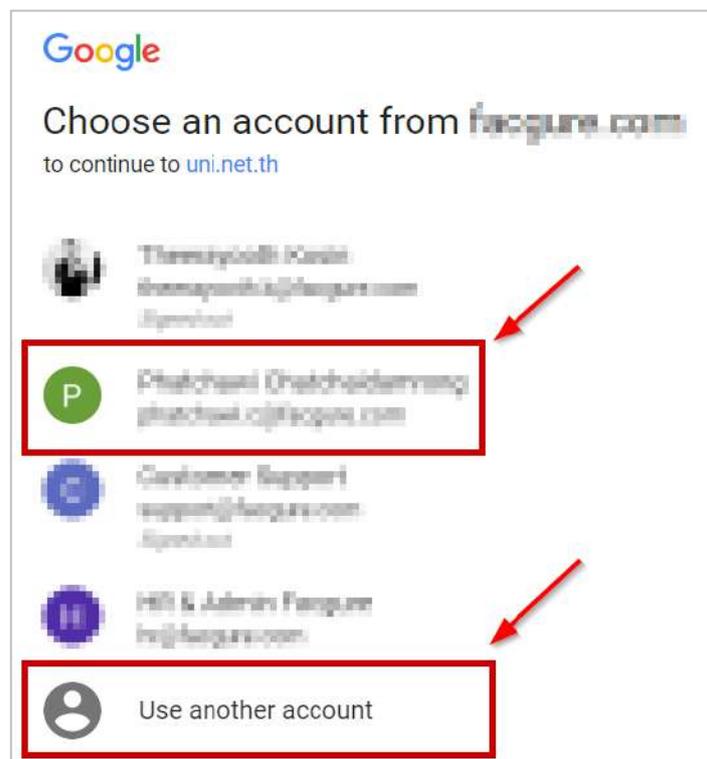


Figure 54: Specify the Google e-mail account to use for backup

3. Click Allow to connect iThesis to the e-mail account as shown in Figure 55.

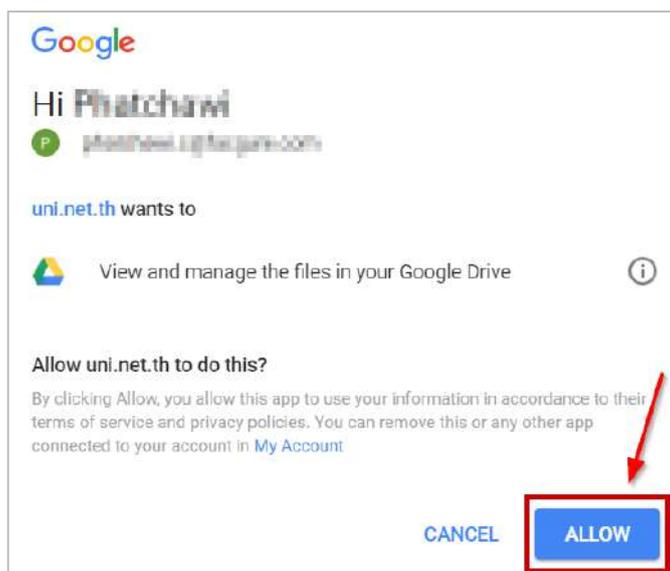


Figure 55: Allowing the system to connect to Google e-mail that you want to back up

- Once connected, the Backup and Disconnect buttons in the Google Drive section will change into colors as shown in Figure 56. Students can then click Backup to back up data or click on Disconnect to disconnect from the Google Account.



Figure 56: Data backup

- Once the data has been backed up, students will receive a backup file as shown in Figure 57. On the portal page, a backup log of the research file will be displayed as shown in Figure 58.

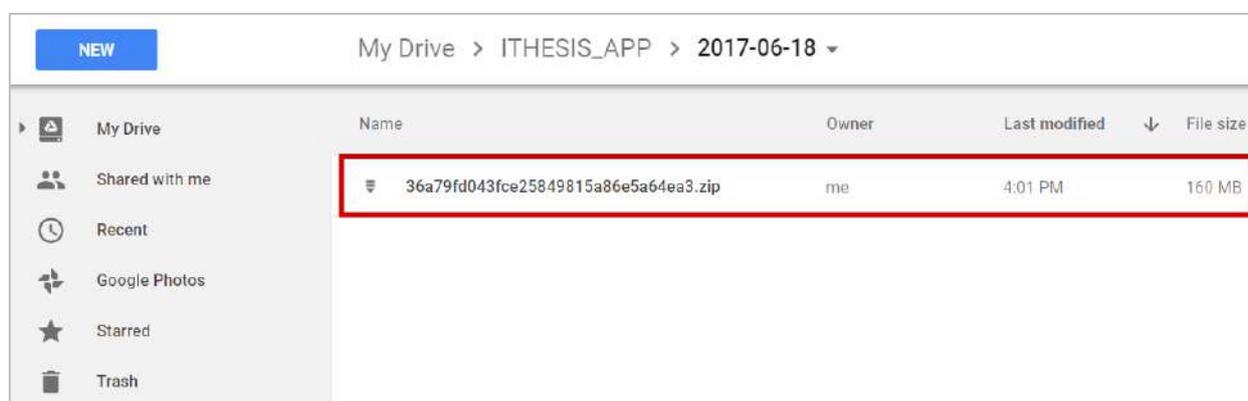


Figure 57: A backup file

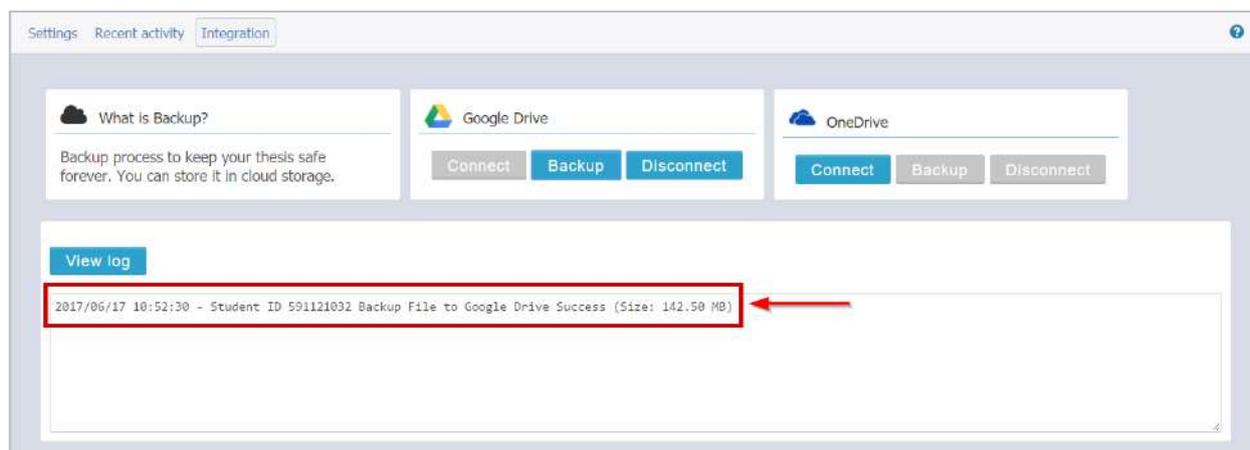


Figure 58: Research file backup log

### Backup data using OneDrive

1. Click Connect to connect to a Microsoft e-mail, as shown in Figure 59.



Figure 59: Connecting with a Microsoft e-mail account

2. Enter your e-mail and password for the account to be used for backup as shown in Figure 60.

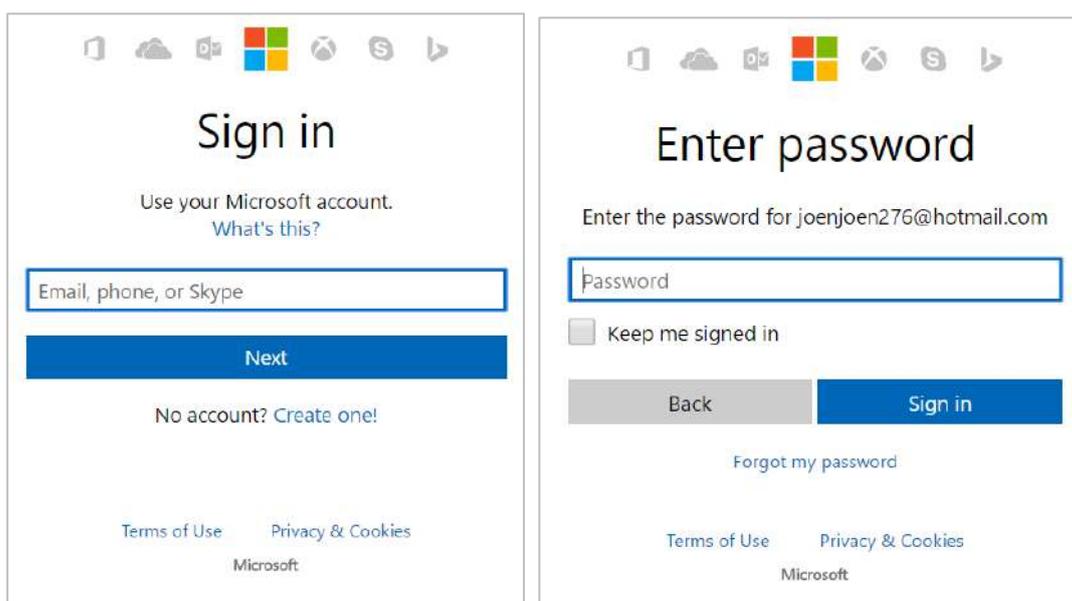


Figure 60: Specify the Microsoft e-mail that you want to back up and enter its password.

3. Click Yes to allow iThesis to connect to the e-mail account as shown in Figure 61.

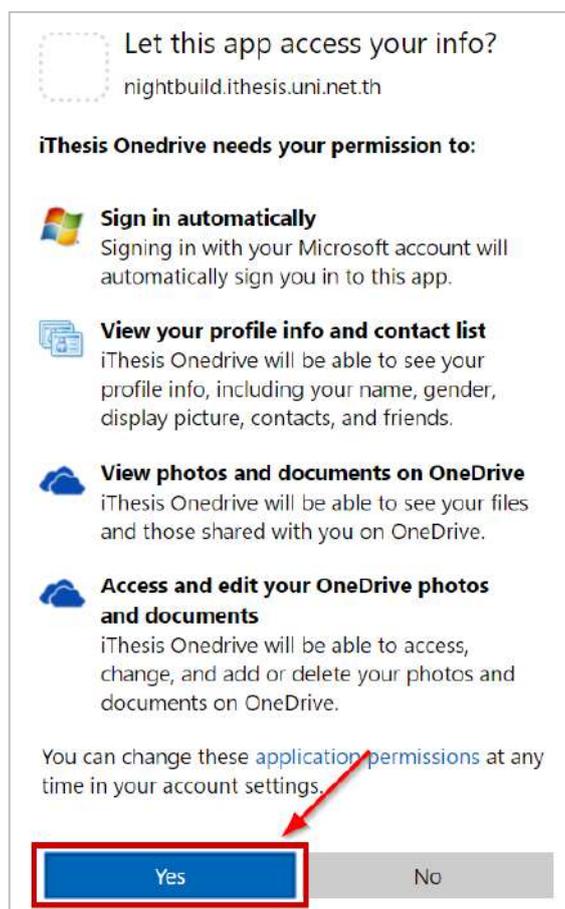


Figure 61: Allowing the system to connect to Microsoft e-mail that needs to be backed up

4. Once connected, the Backup and Disconnect buttons in the OneDrive section will change into colors as shown in Figure 62. Students can then click Backup to backup data or click on Disconnect to disconnect from the Microsoft Account.



Figure 62: Data backup

5. Once the data has been backed up, students will receive a backup file as shown in Figure 63 and on the portal page, a backup log of the research file will be displayed as shown in Figure 64.

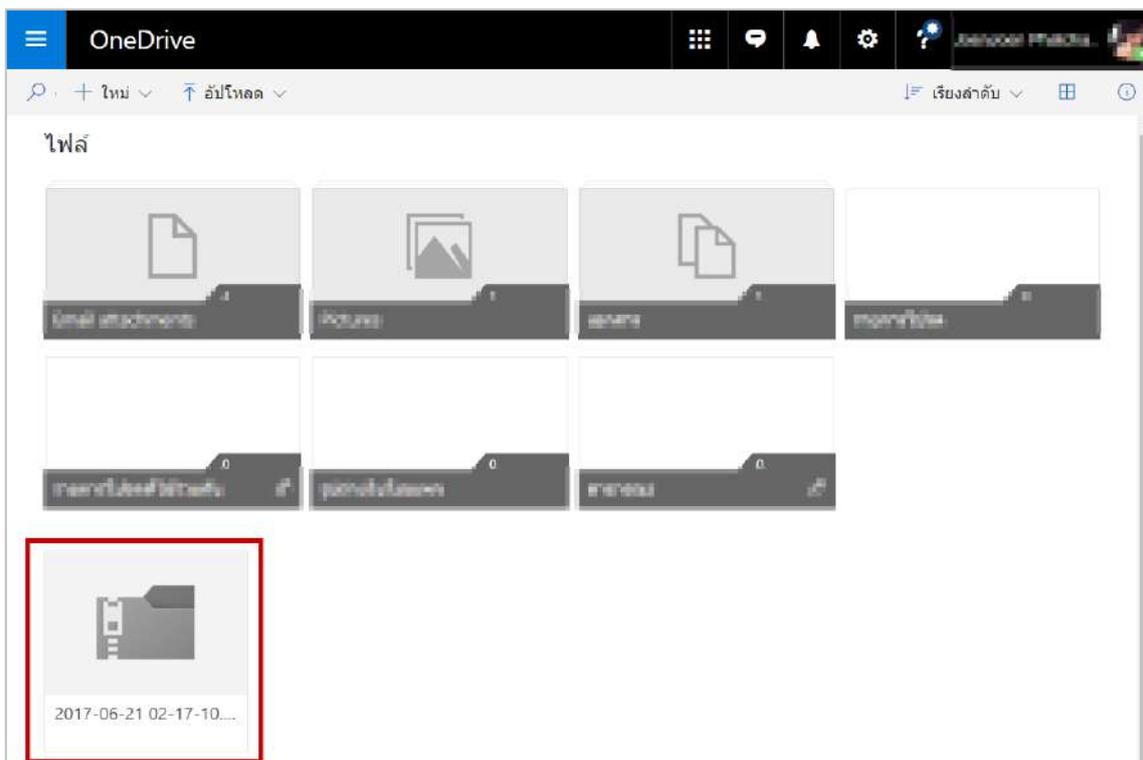


Figure 63: A backup file

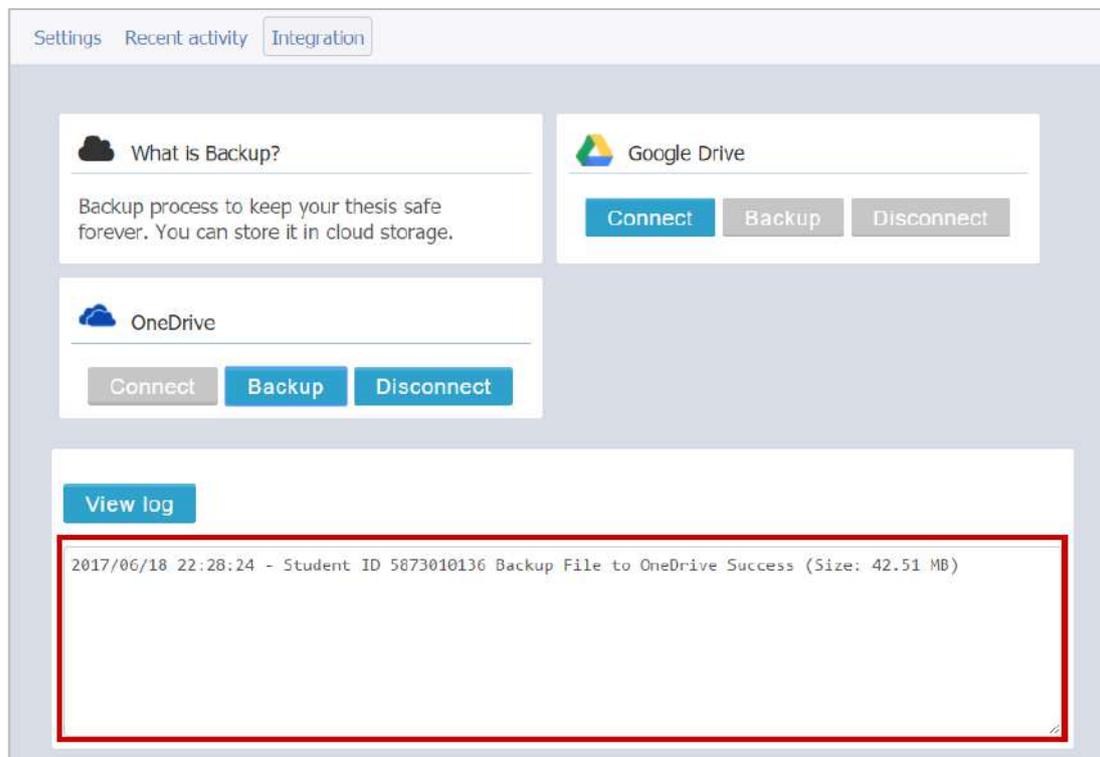


Figure 64: Research file backup log

### 2.3.4.4 Help

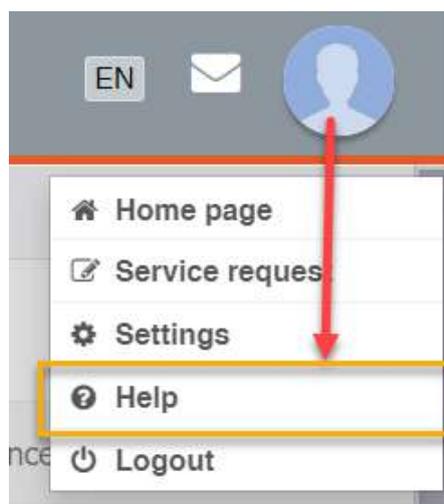


Figure 65: Help

By clicking Help, users will be redirected to the Knowledge Base on the website <https://ithesis.uni.net.th/kb/> as shown in Figure 30. The website is a source of informative instruction articles as well as problems and solutions that may be found during the use of iThesis web portal and Add-In, or other research-related programs such as Microsoft Word, Endnote, and Mendeley.

### 2.3.4.5 Logout

Logout can be used to logout or disconnect from the network by clicking the Logout button as shown in Figure 66. After the Logout, you will be redirected to the web portal home page.

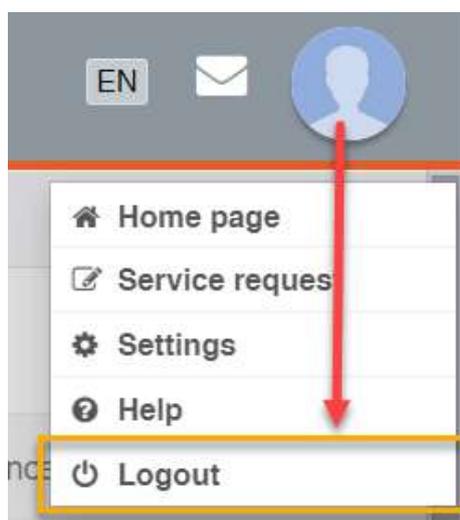


Figure 66: Logout

### 2.3.5 Disk usage

Disk usage, as shown in Figure 67, displays the current status of the data storage provided that has been used by each student user. Each educational institution may determine different storage size for their students depending on the size of the educational institution's server. However, students from the same educational institution will be given the same size of data storage.

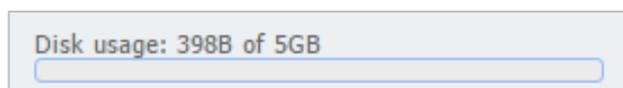


Figure 67: Disk usage display

### 2.4 Various menus in the web portal

The Menu and Display section houses key features in the use of iThesis. It consists of the main menu, sub-menu, and the display section as shown in the Figure 68, and all 3 parts work together.

Figure 68: Menu and display features

The main menu includes features that help users go through all the steps in research work on iThesis from setting up, preparing of research plans, submitting a proposal, submitting a draft version, submitting a complete version, to creating the complete version submission document.

The main menu of the web portal consists of these 7 sections which are;

1. Your Profile
2. WorkFlow & Prerequisites
3. Electronic Form
4. Revision & Approval
5. Report Data
6. Submission Document
7. Literature Search

For the first time using the web portal, the system will display as shown in Figure 69.

Tab	Field	Value
Basic Information	Topic (TH)	{no data}
	Topic (EN)	{no data}
Contact Information	Student ID	591121032
	Fullname (TH)	สุวิมล อภิรัตน์
	Fullname (EN)	Ms. Suwimol Apiratan
	Field of Study (TH)	บริหารธุรกิจ
	Field of Study (EN)	Business Management
	Faculty / College Name (TH)	บริหารธุรกิจ
	Faculty / College Name (EN)	Business School
	Degree Name (TH)	บริหารธุรกิจ
	Abbriavate Degree Name (TH)	บ.บ.
	Degree Name (EN)	Bachelor of Management
	Abbriavate Degree Name (EN)	B.M.
	University Name (TH)	มหาวิทยาลัยรามคำแหง
	University Name (EN)	Ramkhamhaeng (Rama) University Management System
	Last Update	

**Alert!**  
The phone number is in an invalid format.

Figure 69: Initiation screen on the web portal after logged in for the first time

## 2.4.1 Your Profile

Your Profile consists of 2 sub-menus as shown in Figure 70, including;

1. Basic Information
2. Contact Information



Figure 70: Your Profile sub-menu

### 2.4.1.1 Basic Information

Basic Information consists of 2 sections; the first includes a student's topic titles in both Thai and English and the second includes other basic information of the student as shown in Figure 71.

Topic (TH) :	ความร่วมมือที่แน่นแฟ้นระหว่างประเทศไทยกับ OECD	1
Topic (EN) :	A solid partnership between Thailand and the OECD	
Student ID :	5873010123	2
Fullname (TH) :	นางสาวธันตนา สิมังคผลา	
Fullname (EN) :	MissThanata Simmangkhalae	
Field of Study (TH) :	วัสดุศาสตร์	
Field of Study (EN) :	Materials Science	
Faculty / College Name (TH) :	วิทยาลัยปิโตรเลียมและเทคโนโลยีปิโตรเคมี	
Faculty / College Name (EN) :	Petroleum and Petrochemical College	
Degree Name (TH) :	วิทยาศาสตรดุษฎีบัณฑิต	
Abbrivate Degree Name (TH) :	วท.ด.	
Degree Name (EN) :	Doctor of Philosophy	
Abbrivate Degree Name (EN) :	Ph.D.	
University Name (TH) :	มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าธนบุรี	
University Name (EN) :	Facgure University	
Last Update :	11:34:28 02/03/2020	

[Version 1.4.28] Developed by DHEC-UniNet & Collectica 2016-2018

Figure 71: Basic Information screen

The topic titles in both Thai and English will appear as “(no data)” at a student's first login on the web portal. However, when the research topic is entered into the Electronic Form section, which will be discussed in Electronic Form under the Topic sub-menu, the research topic titles will be displayed in the topic section under Your Profile automatically.

As for the general information section, iThesis will automatically display the data retrieved from the educational institution's database. If students find that the displayed information is incorrect, they may contact the educational institution's administrators to make corrections.

## Contact Information

Contact Information shows contact information, including e-mail addresses and phone numbers of a student and their main advisor, while only displaying e-mail addresses of the graduate staff.

When a student uses Contact Information for the first time, if the student has not filled in the information of their main advisor in the Committee & Examiner section, which will be mentioned further in Electronic Form under the Committee & Examiner sub-menu, iThesis will not display the advisor contact information form as shown in Figure 72. Therefore, students will have to fill in the main advisor information first, then a form to fill in the contact information of the main advisor will appear.

The screenshot shows a web interface with two tabs: 'Basic Information' and 'Contact Information'. The 'Contact Information' tab is active and highlighted with a red border. Below the tabs, there are three main sections:

- Student's email:** A text input field containing the placeholder text 'email' and a blue 'Add' button to its right.
- Student's mobile phone number:** A text input field containing the value '0812345678'.
- Graduate Staff:** A text input field containing a placeholder 'H. P. ...' and a small button to its right.

At the bottom center of the form is a blue 'Save' button.

Figure 72: Contact Information screen before filling in an advisor's information

After filling the main advisor's information in the Committee & Examiner section, a form to fill in the contact information of the main advisor will appear as shown in Figure 73. On the screen, the advisor's, the student's, and the staff's e-mail addresses which are already in the system database will be displayed. However, although these e-mail addresses are educational institution e-mails by default, if the advisor or the student prefer the use of another e-mail address, it can also be added into the form on iThesis.

Basic Information Contact Information

Advisor's email :

Advisor's mobile phone number :

Student's email :

Student's mobile phone number :

Graduate Staff :

Figure 73: Contact Information screen after filling in the advisor's information

### Adding an e-mail address

1. Type an e-mail address of the advisor or the student to be added in either the Advisor's e-mail or the Student's e-mail field, as shown in Figure 74 respectively.

The screenshot shows a web form with two tabs: "Basic Information" and "Contact Information". Under "Contact Information", there are several sections:

- Advisor's email :** A text input field containing "email" and a blue "Add" button. A red box highlights the input field, and a red arrow points to the "Add" button.
- Advisor's mobile phone number :** A text input field.
- Student's email :** A text input field containing "email" and a blue "Add" button. A red box highlights the input field, and a red arrow points to the "Add" button.
- Student's mobile phone number :** A text input field.
- Graduate Staff :** Three rows of input fields, each with a blue "Add" button.

At the bottom of the form is a blue "Save" button.

Figure 74: Fill in the e-mail addresses to be added

2. Click Add and the newly added e-mail address will appear, as shown in Figure 75.

This screenshot shows the same form as Figure 74, but with the newly added email addresses visible. The "Add" buttons are now disabled (greyed out). The newly added email addresses are highlighted with red boxes and red arrows:

- Under **Advisor's email :**, a new email address is listed in a blue box.
- Under **Student's email :**, a new email address is listed in a blue box.

The "Save" button remains at the bottom.

Figure 75: Added e-mail addresses

3. Click Save to save the filled information in Contact Information section.
4. A save confirmation message box will appear.
  - 4.1. Click on OK to save.
  - 4.2. Click Cancel to cancel as shown in Figure 76.



Figure 76: Save confirmation message box

5. Save result will be displayed at the lower right corner of the screen as shown in Figure 77.

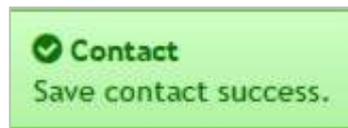


Figure 77: Save result notification

### Deleting an e-mail address

Only e-mail addresses added manually by a student user can be deleted. Any e-mail addresses retrieved from the database cannot be deleted. To delete an e-mail from this section, follow these steps;

1. Click on the e-mail to be deleted.
2. A delete confirmation message box will appear as shown in Figure 78.
  - 2.1. Click OK to delete the e-mail.
  - 2.2. Click Cancel to cancel the e-mail deletion.



Figure 78: E-mail deletion confirmation message box

## 2.4.2 Workflow & Prerequisites

Workflow & Prerequisites is a feature designed for making a research plan. This feature can be modified into 3 different settings based on the preferences of each educational institution as follows;

1. For educational institutions that do not require their students to make a research plan, the Workflow & Prerequisites feature can be disabled and the student users will not see it on the main menu as shown in Figure 79.

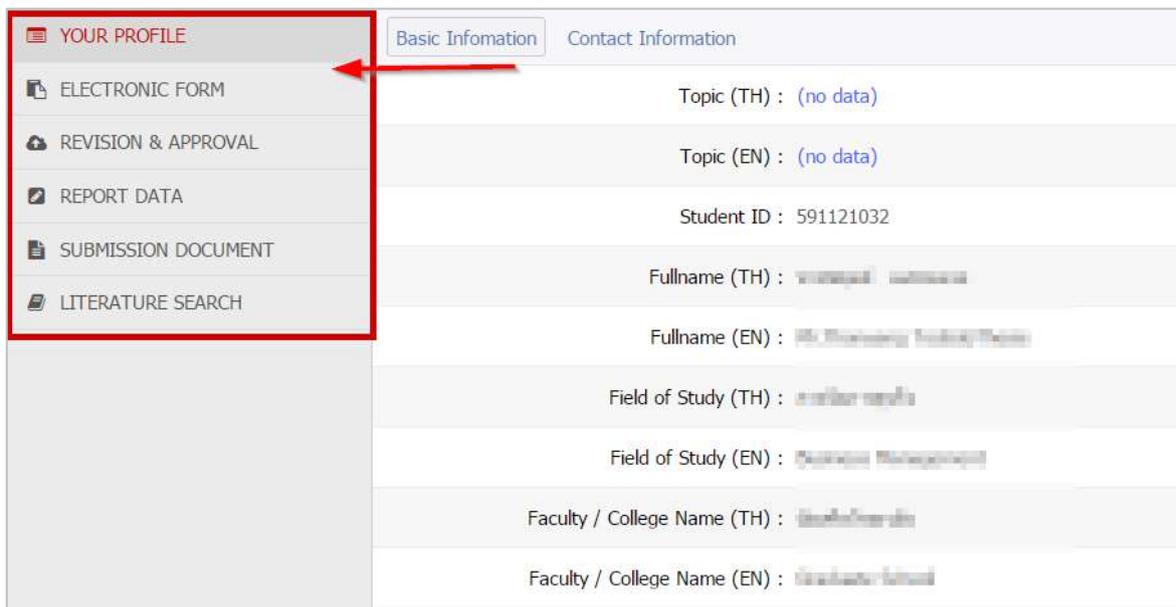


Figure 79: If a research plan is not required, the Workflow & Prerequisites feature can be disabled

2. For educational institutions that require their students to make a research plan, but it is not required to be approved by an advisor, student users will not see "Request approval" on their Workflow & Prerequisites section as shown in Figure 80.

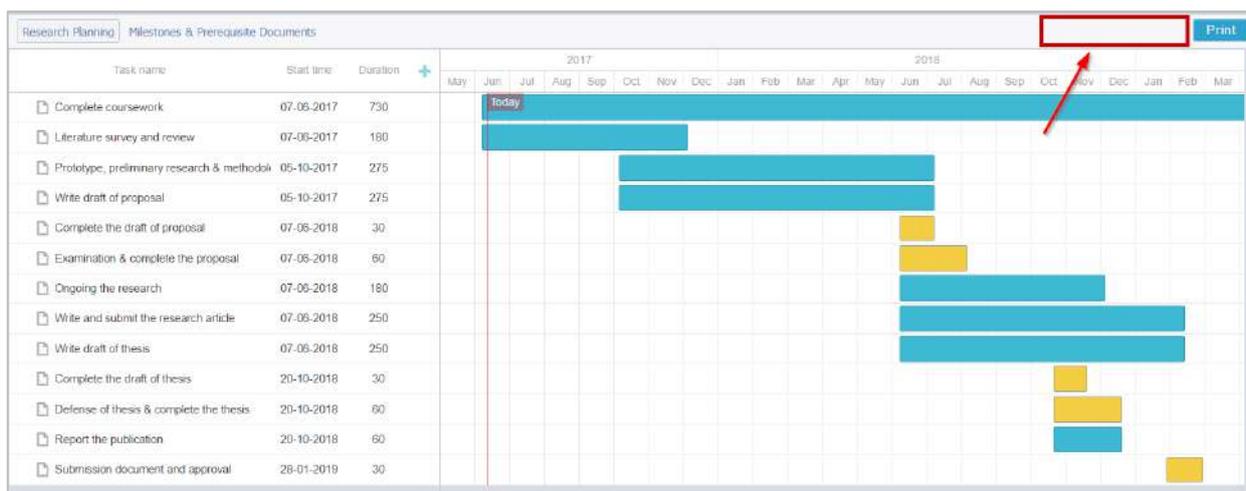


Figure 80: Workflow & Prerequisites when an approval is not required for a research plan

3. For educational institutions that require their students to make a research plan and it is required to be approved by an advisor, then student users will see "Request approval" button on their Workflow & Prerequisites section as shown in .

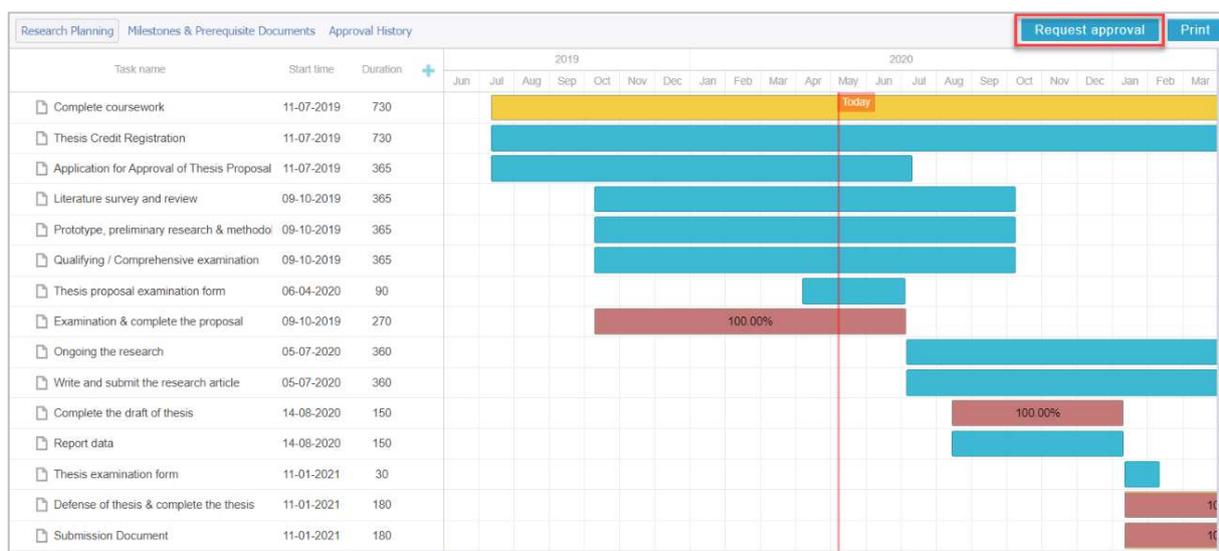


Figure 81: Workflow & Prerequisites screen when an approval is required for a research plan

The Workflow & Prerequisites feature can be divided into 3 sub-menus as follows;

1. Research Planning
2. Milestones & Prerequisite Documents
3. Approval History

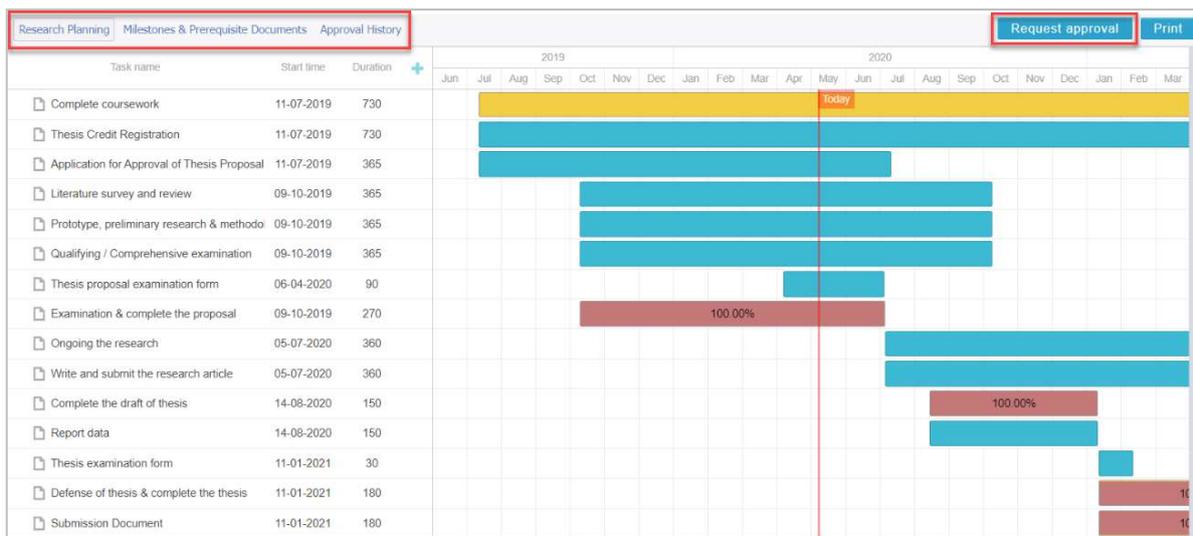


Figure 82: Sub-menus of Workflow & Prerequisites

### 2.4.2.1 Research Planning

For educational institutions that require a student’s research plan to be approved by an advisor, when a student user logs in for the first time, the Request approval button will appear to be grey as shown in Figure 83 as a main advisor has not been added by the student user. Once an advisor is added, Request approval will become blue which signifies its active status and the student can click it to send a request of approval to the advisor as shown in Figure 84.



Figure 83: Request approval button when an advisor’s name is not added

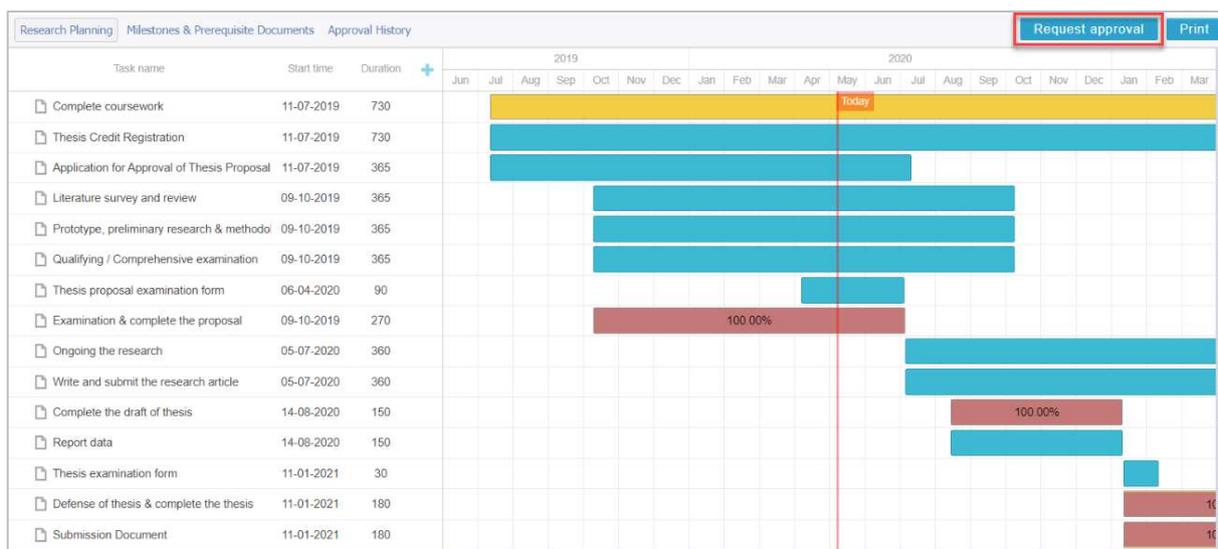


Figure 84: Request approval button when an advisor’s name has been added

### Making a research plan

1. Students can specify the duration for each task by clicking on a color bar then holding it to move it left or right in order to adjust the time period as shown in Figure 85.

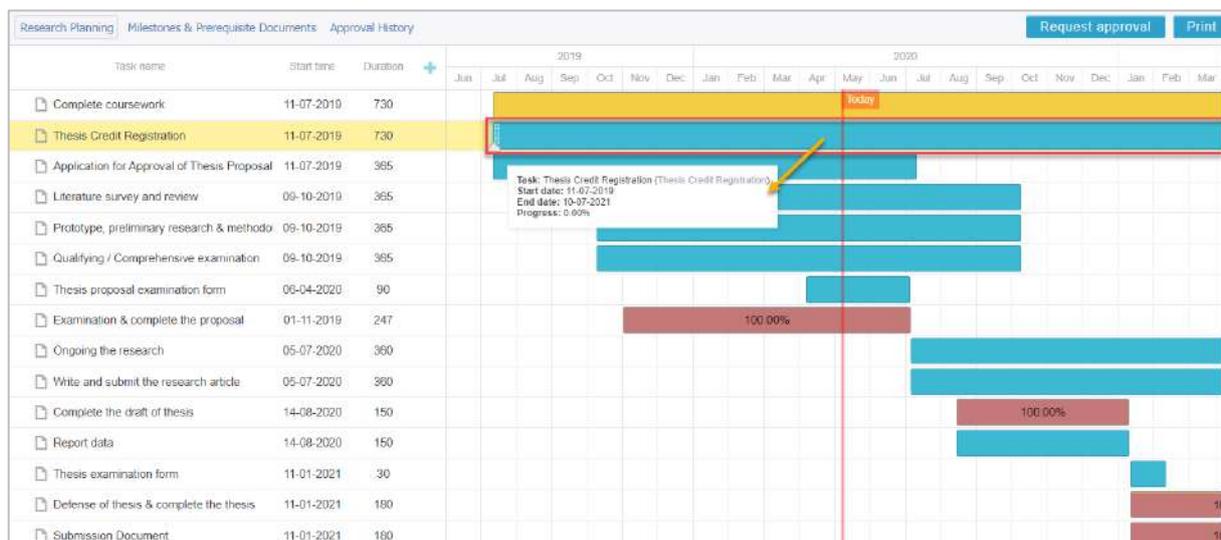


Figure 85: Adjusting the duration for each task

2. Students can add more tasks in addition to the default ones by clicking the plus symbol (number 1) and selecting the main task that the new task will go under, filling out the task’s name, and specifying the time period (number 2) before clicking "Save" (number 3) as shown in Figure 86.

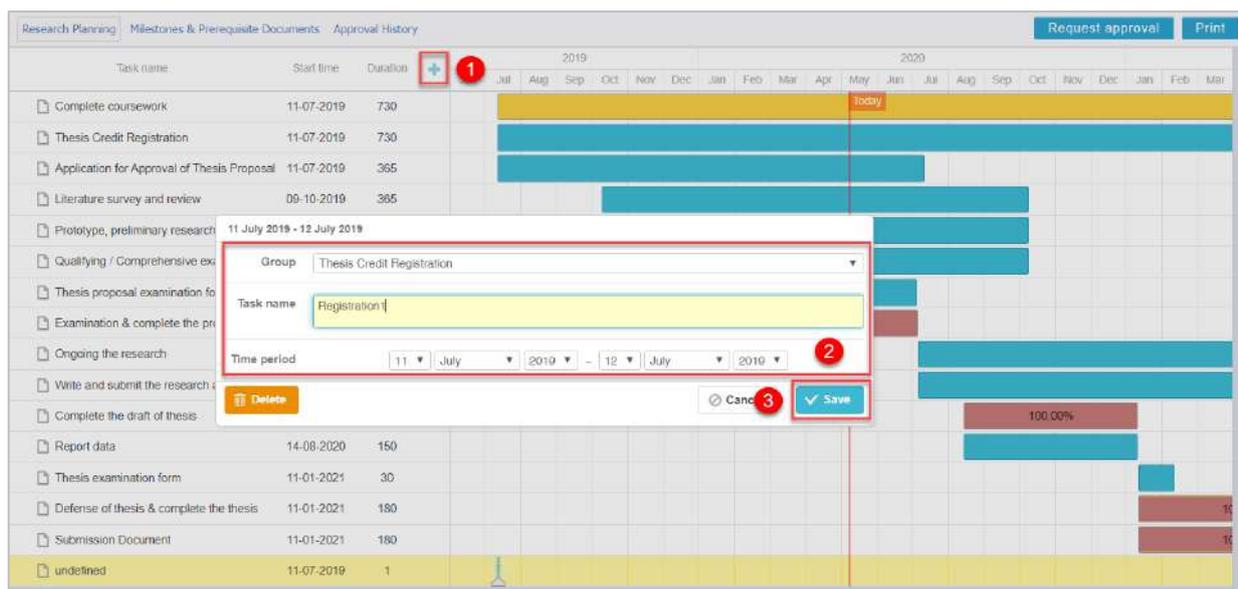


Figure 86: Adding a new task to a research plan

3. When the new task has been added, it will be displayed as shown in Figure 87.

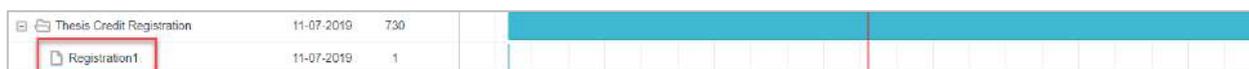


Figure 87: A newly added task in a research plan

4. The added task can be deleted by double-clicking on the task that you want to delete and then clicking "Delete" as shown in Figure 88.

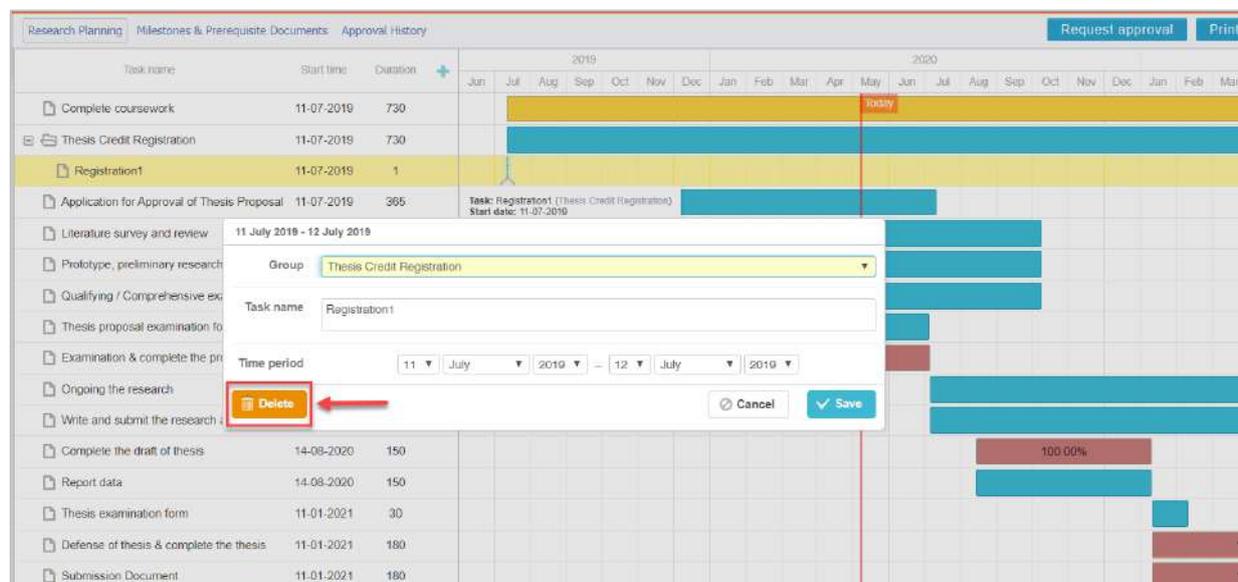


Figure 88: Deleting a task in a research plan

5. A progress percentage can be added by clicking  and then dragging it to the desired time period of a task as shown in Figure 89. After that, a percentage number will be displayed as shown in Figure 90.

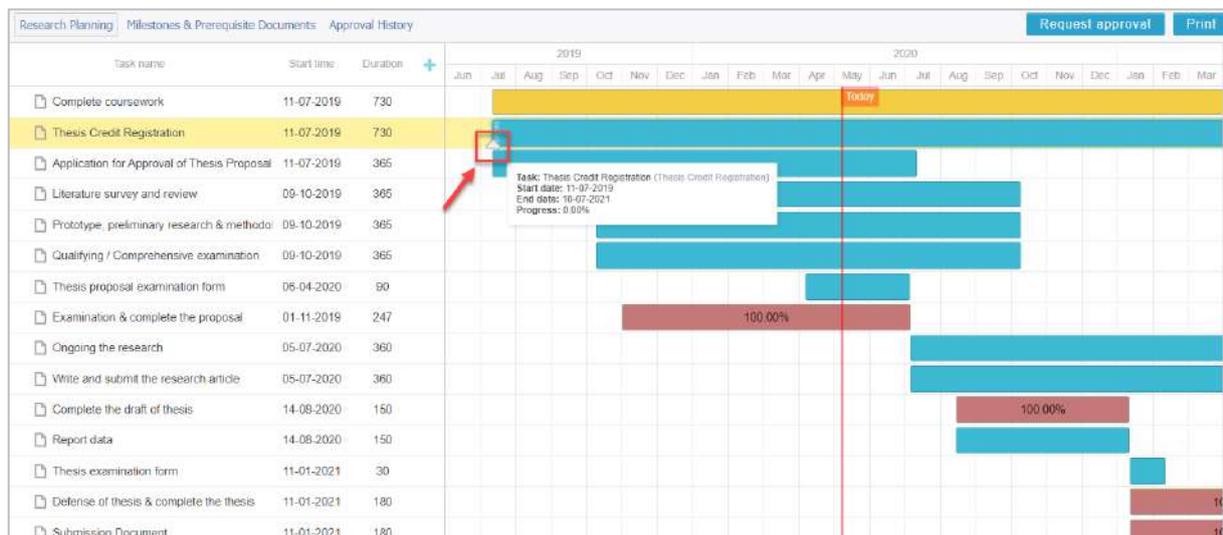


Figure 89: Adding a progress percentage to a task in a research plan



Figure 90: A progress percentage displayed on a task in a research plan

### Requesting approval for a research plan

1. Once a student has finished making their research plan and is ready to have it approved by their advisor, click "Request approval" as shown in Figure 91.

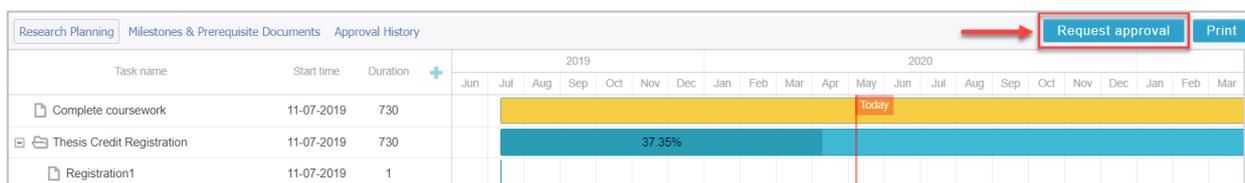


Figure 91: Requesting an approval for a research plan



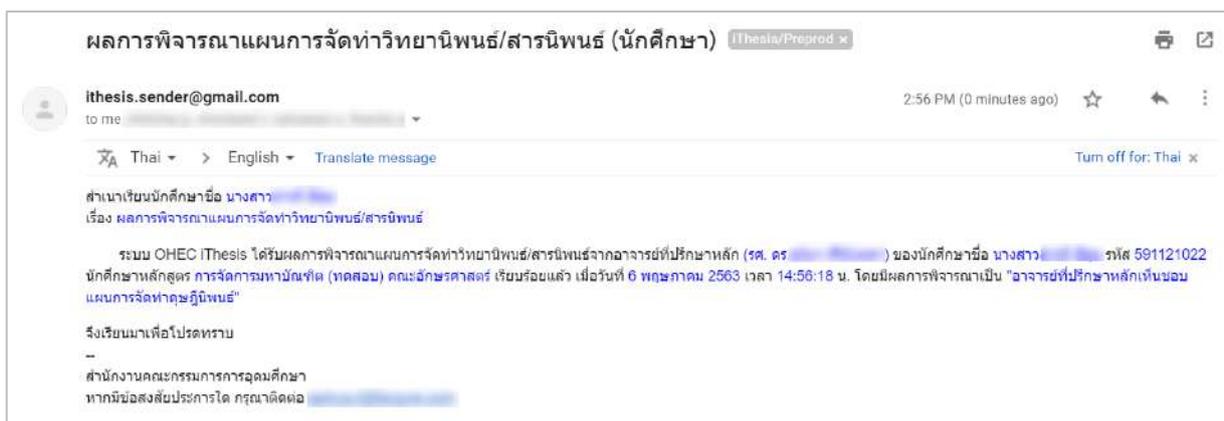


Figure 95: The notification e-mail for when a research plan has been approved by an advisor

### Requesting approval for a revised plan

1. If a student's research plan has already been approved but there are some revisions made to the plan, they can send a request for their revised plan to be approved by their advisor by clicking "Approved (Click to send revise request)" as shown in Figure 96.

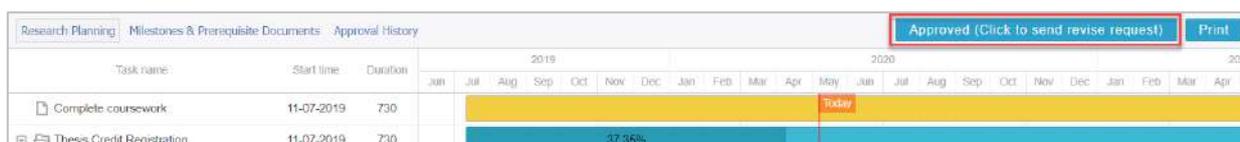


Figure 96: Requesting approval for a revised research plan

2. Once a revise request has been sent to the advisor, the student will receive a copy of the revise request via e-mail as shown in Figure 97.



Figure 97: A copy of revise request sent via e-mail

3. When a student's revised research plan has been approved by their advisor, they will receive an e-mail from the system as shown in Figure 98.

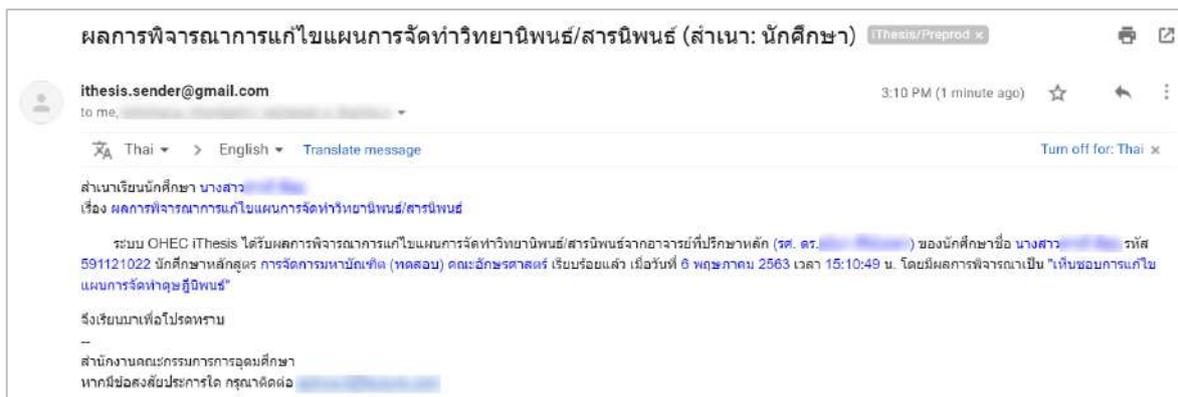


Figure 98: The notification e-mail for a revised research plan approved by an advisor

#### 2.4.2.2 Milestones & Prerequisite Documents

Milestones & Prerequisite Documents is a feature that summarizes the achievement according to the research plan and can be divided into 3 parts as follows;

1. Part 1: shows the overall achievement of the research plan in the form of a graph as shown in Figure 99. The example shows that on March 27, 2018, the student was able to complete about 48.62% of their research, etc.

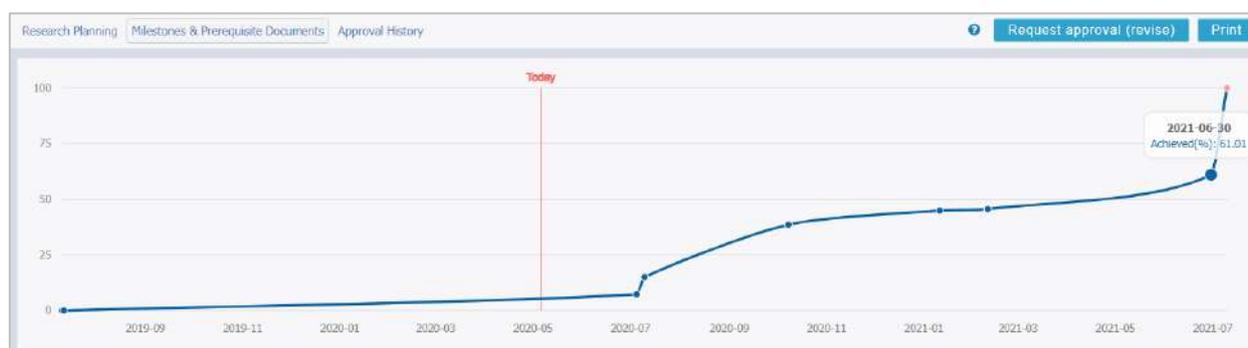


Figure 99: An example of research plan progress as shown in graph form

2. Part 2: is the overview of task achievement of the research plan which can be divided into 3 states as shown in Figure 100;
  - 2.1. Current - includes on-going tasks.
  - 2.2. Waiting - includes pending tasks that have not been started.
  - 2.3. Achieved - includes completed tasks.

Milestone & Planning Summary	
<b>Current</b>	Complete coursework, Examination & complete the proposal, Complete the draft of thesis, Defense of thesis & complete the thesis
<b>Waiting</b>	Thesis Credit Registration, Application for Approval of Thesis Proposal, Literature survey and review, Prototype, preliminary research & methodology, Thesis proposal examination form, Write and submit the research article, Report data, Thesis examination form, Submission Document, Lab Testing
<b>Achieved</b>	None

Figure 100: Overview of task achievement on the research plan

3. Part 3: shows the status of each task in the research plan which can be divided into 3 states as shown in Figure 101;
  - 3.1. Suspend - is a status indicating that the task has not been started yet.
  - 3.2. On-Going - is a status indicating that the task is currently in-progress.
  - 3.3. Done - is a status indicating that the task has been completed.

	<b>Thesis Credit Registration</b> — Duration 730-day
<b>Start from</b>	11-07-2019 to 10-07-2021 — 429-day to due date
<b>Status</b>	On-Going
	<b>Examination &amp; complete the proposal</b> — Duration 247-day
<b>Start from</b>	01-11-2019 to 05-07-2020 — 59-day to due date
<b>Status</b>	Done
	<b>Ongoing the research</b> — Duration 360-day
<b>Start from</b>	05-07-2020 to 30-06-2021 — 59-day to start
<b>Status</b>	Suspend

Figure 101: Success of work in a thesis preparation plan

### 2.4.2.3 Approval History

Approval History is a feature that displays the log of the approval requests made.

Research Planning	Milestones & Prerequisite Documents	Approval History
<b>Request #1</b> 		
Advisor: Approved		
Type:	Planning Approval	
Last update:	<a href="#">May 6, 2020, 2:56 pm</a>	
<b>Request #2</b> 		
Advisor: Approved		
Type:	<a href="#">Request Revise</a>	
Last update:	<a href="#">May 6, 2020, 3:10 pm</a>	

Figure 102: Approval history screen

### 2.4.3 Electronic Form

Electronic Form is a feature used for filling research information where the data is gathered to create a research document. Electronic Form consists of several forms created using Generate Template of iThesis Add-in, which will be further explained in iThesis Add-in. Electronic Form includes 6 sub-menus and an optional Approval History feature as shown in Figure 103;

1. Topic
2. Committee & Examiner
3. Abstract
4. Acknowledgement
5. Biography
6. Template Settings
7. Approval history



Figure 103: Electronic Form sub-menus

Out of these 6 sub-menus, when a student first starts using iThesis and has not had their proposal approved yet, the student will only see 4 sub-menus in their user interface; Topic, Committee & Examiner, Biography, and Template Settings. The remaining 2 menus which are Abstract and Acknowledgement will appear after the student's proposal be approved.

*Note:* Editing any information in all 6 sub-menus after the use of Generate Template, students will need to Generate Template again for the system to update the information modified in the web portal into a research document created by the iThesis Add-in.

#### 2.4.3.1 Topic

Topic a sub-menu used for filling in a research topic both in Thai and English. The topic titles created can be stylized as Italics, subscripts, or superscripts by using the iThesis toolbar.

## Specify a research topic

1. Fill in the information of Thai research topic title in the Topic (TH) field and English research topic title in the Topic (EN) field as shown in Figure 104.

The image shows a web form with two text input fields. The top field is labeled 'Topic (TH)' and the bottom field is labeled 'Topic (EN)'. Both fields have a red border and are currently empty. Above each field is a toolbar with icons for italicizing text (I), subscripting (x<sub>2</sub>), superscripting (x<sup>2</sup>), and underlining (I<sub>x</sub>). Below the 'Topic (EN)' field is a blue 'Save' button.

Figure 104: Thai and English topic titles filling form

2. To stylize a topic in italics, follow these steps;
  - 2.1. Highlight the text that requires italics stylization like number 1 in Figure 105.
  - 2.2. Click on the I : Italic symbol as shown in number 2 in Figure 105.

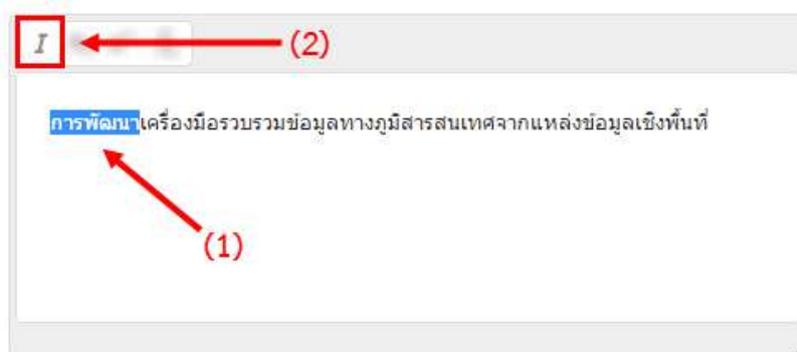


Figure 105: Italics stylization in a research topic

3. To add subscripts in a research topic, follow these steps;
  - 3.1. Highlight the text required to be subscript as shown in number 1 in Figure 106.
  - 3.2. Click on the  $x_2$  : Subscript symbol as shown in number 2 in Figure 106.



Figure 106: Making subscript in a research topic

4. To add superscripts in a research topic, follow these steps;
  - 4.1. Highlight the text required to be superscript as shown in number 1 in Figure 107.
  - 4.2. Click on the  $x^2$  : Superscript symbol as shown in number 2 in Figure 107.

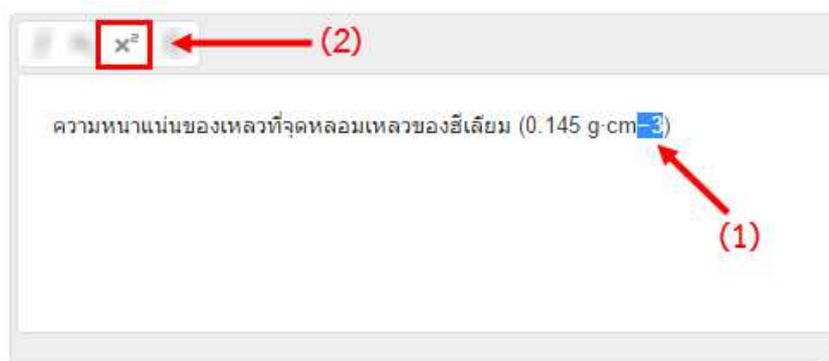


Figure 107: Making superscript in a research topic

5. If a research topic is too long, when using Generate Template function, the topic may appear to not wrap up on a line properly. To fix this issue, students can edit the topic or change text wrapping by clicking in front of a word they wish to be on a new line and pressing Shift+Enter one time to enter the word or the sentence to a new line as shown in Figure 108.

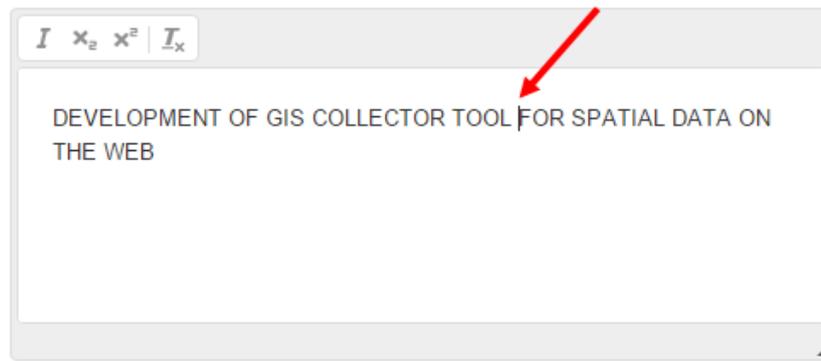


Figure 108: Entering a new line in a research topic

6. Save changes by clicking the Save as shown in Figure 109.

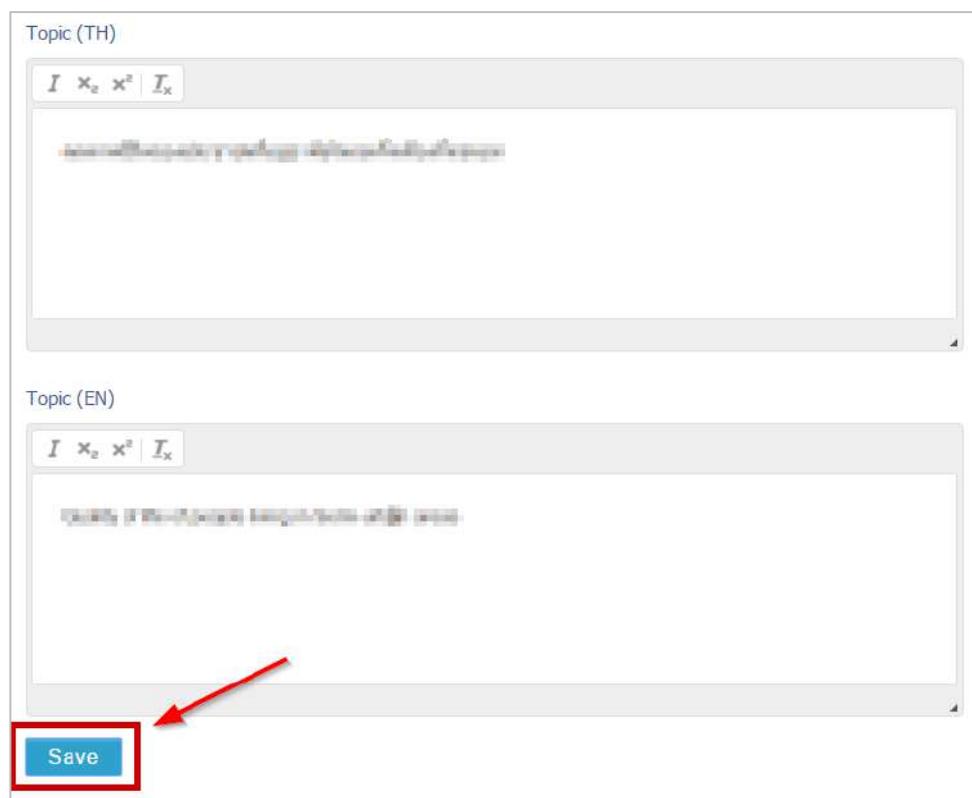


Figure 109: Saving a research topic

7. A save confirmation message box will appear as shown in Figure 110, click OK.

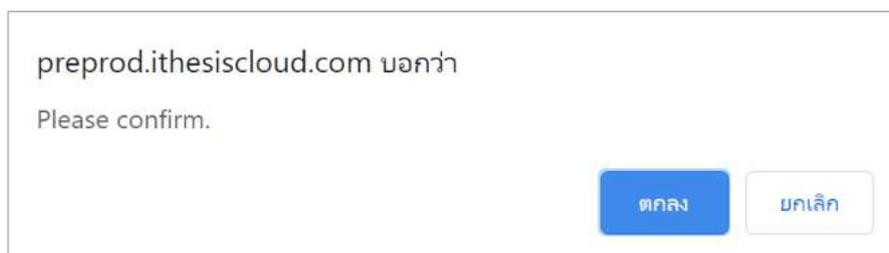


Figure 110: Save confirmation message box

8. Save result will be displayed at the bottom right corner of the screen as shown in Figure 111.

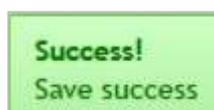


Figure 111: Save result notification

*Note:*

1. After saving the topic titles, the Basic Information sub-menu in Your Profile will display the information as filled in this Topic section.
2. If the research topic is edited after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

### Editing a research topic

To edit a research topic, after the proposal has been approved, a request to edit topic must be sent to the advisor and the graduate staff via iThesis system as follows;

1. After a research proposal has been approved, there will be no Save button or a topic is unable to be edited as shown in Figure 112. Go to Request to edit topic at the bottom left and click on the [click here](#) link. A new window will appear for a new topic to be filled as shown in Figure 113. If your work is in the process of waiting for a draft version to be approved, the screen will not display the same as shown in this following figure.

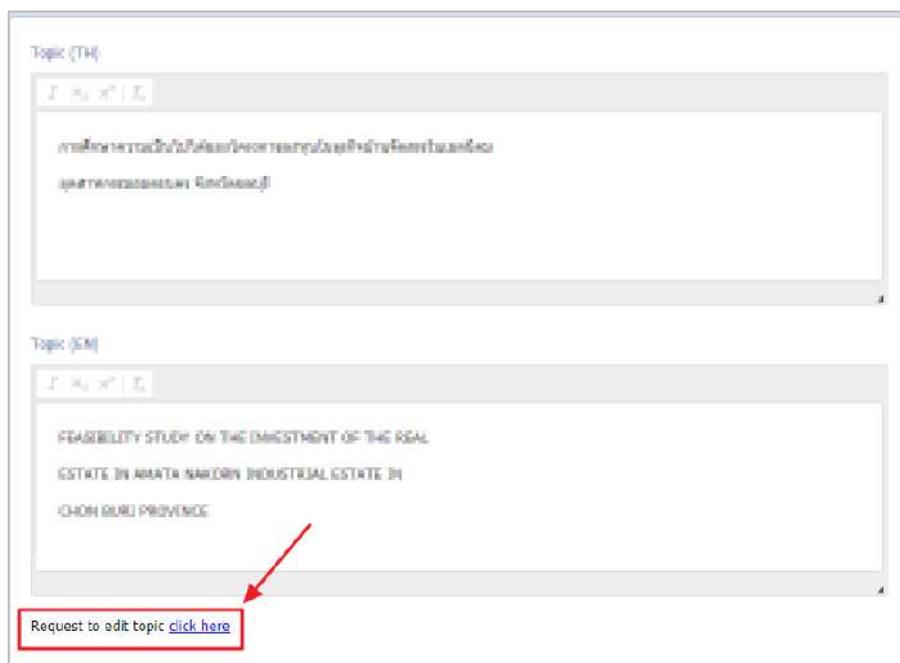


Figure 112: Link for requesting a topic edit

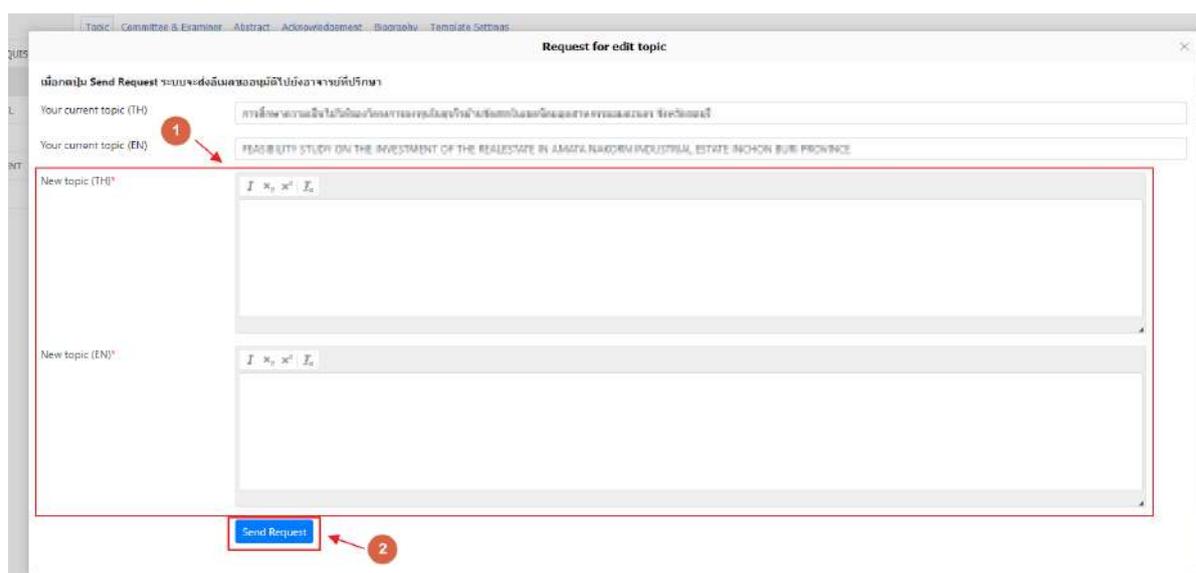


Figure 113: Request for edit topic window

2. Specify the new topic that you want to use (number 1), then click the Send Request as shown in Figure 113. You can stylize the topic in subscript, superscript, or italics, and then click "Send Request" (number 2).
3. An e-mail requesting the edit of the research topic will be sent to the main advisor, co-advisor (if any), and the student.



Figure 114: Example of a topic edit requesting e-mail

- When the advisor has reviewed the new topic, the approval result will be sent via e-mail to the staff, advisor, co-advisor (if any), and the student.

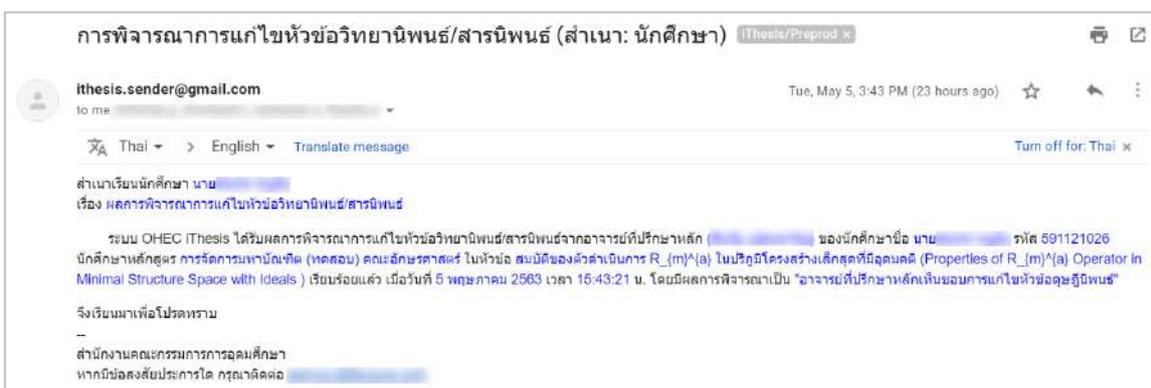


Figure 115: Example of an approval result e-mail for a topic edit request

- After a new topic has been approved by the advisor, another topic edit requesting e-mail asking for an approval from the faculty committee to have a topic changed will be sent to the graduate staff, the student, advisor, and co-advisor (if any).

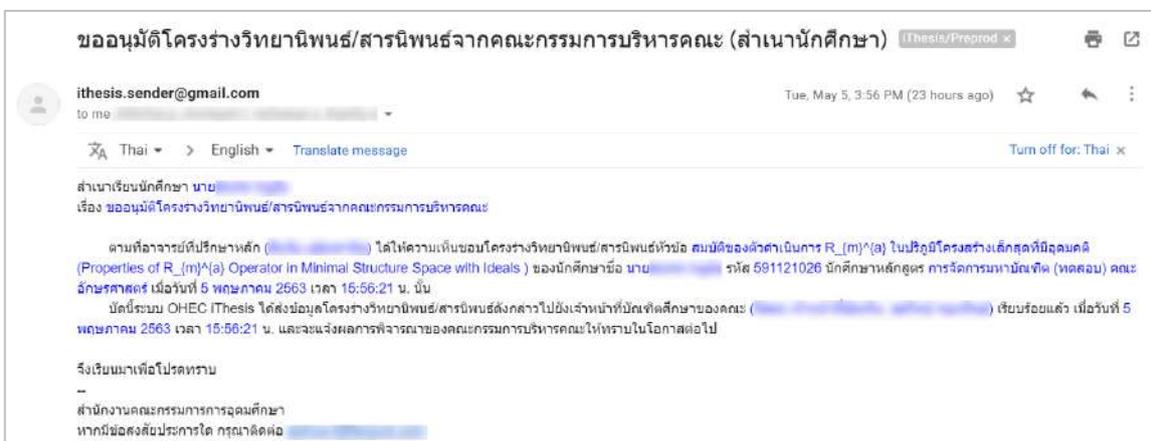


Figure 116: Example of a topic edit requesting e-mail for the faculty committee

- When the faculty committee has reviewed the new topic, the approval result will be sent via e-mail to the staff, advisor, co-advisor (if any), and the student. If approved, the graduate staff will update the student's new topic in iThesis system.

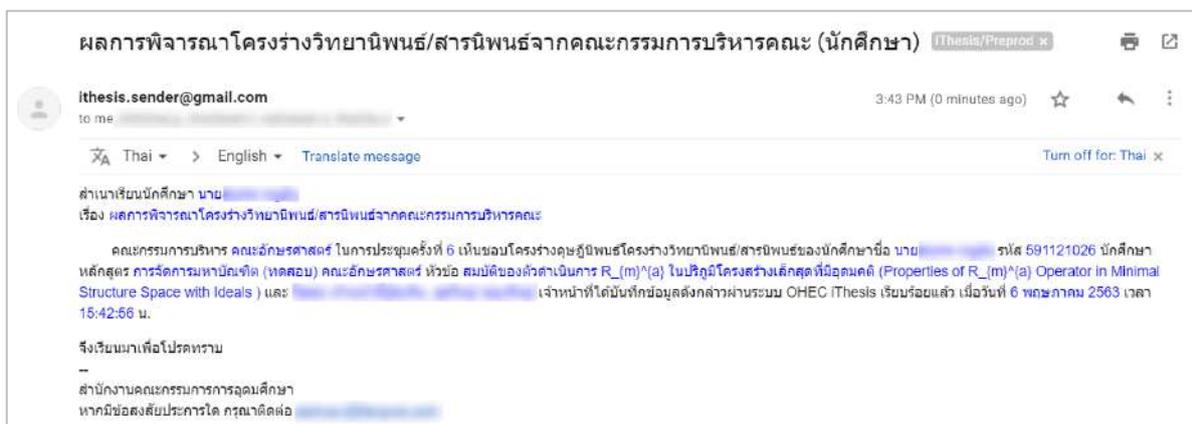


Figure 117: Example of an approval result e-mail from the graduate staff

- After a new topic has been approved and updated on the system by the staff, the student needs to use Generate Template again in iThesis Add-in and Save to Cloud in order to save the change in documents in iThesis Web portal.

#### 2.4.3.2 Committee & Examiner

Committee & Examiner is a sub-menu used to fill out the information of the chairman, advisor, co-advisor, committee member, or the staff of other positions whose names must be included in a research work.

## Adding a personnel's information

1. Specify the position of the advisor or the committee member to fill out the information as shown in Figure 118.

The screenshot shows a web interface with a navigation bar containing 'Topic', 'Committee & Examiner', 'Biography', and 'Template Settings'. Below the navigation bar, there is a text instruction: 'To specify an examiner or committee, please select type of committee, search & select, and enter the details in the form:'. To the right of this instruction is a dropdown menu with the following options: '-- Select --', '-- Select --', 'Advisor / อาจารย์ที่ปรึกษา', 'Co-Advisor / อาจารย์ที่ปรึกษารวม', 'Chairman / ประธาน', 'Committee / กรรมการ', and 'External examiner / กรรมการภายนอก'. The 'Advisor / อาจารย์ที่ปรึกษา' option is currently selected and highlighted in blue.

Figure 118: Select the position of the desired individual to fill out information

2. Once a position is chosen, a form for the position will appear. For the advisor form, there will be fields to fill out an e-mail and a phone number as shown in Figure 119 which will not be present in a form for personnel of other positions as shown in Figure 120.

The screenshot shows the 'Advisor / อาจารย์ที่ปรึกษา' form. At the top, there is a dropdown menu with 'Advisor / อาจารย์ที่ปรึกษา' selected. Below this is a search bar with the placeholder text 'Search by name in english...'. The form is divided into two main sections: 'For thai prefix, postfix and fullname:' and 'For english prefix, postfix and fullname:'. Each section contains fields for 'Abbrivate prefix sequence' and 'Full prefix sequence', each with sub-fields for '#1' and '#2', and a 'Postfix' field. Below these sections are 'Preview' buttons. At the bottom of the form, there are 'Email' and 'Mobile' fields, each with a minus sign icon to its right. A blue button labeled 'Add/Save committee' is located at the very bottom of the form.

Figure 119: An example of information for an advisor

To specify an examiner or committee,  
please select type of committee, search & select, and enter the details in the form: Committee / กรรมาธิการ

**Committee / กรรมาธิการ**

Q Search by name in english...

**For thai prefix, postfix and fullname:**

Abbrivate prefix sequence	#1		#2	→	Name - Surname in Thai	Postfix
Full prefix sequence	#1		#2	→	Name - Surname in Thai	Postfix

Preview

**For english prefix, postfix and fullname:**

Abbrivate prefix sequence	#1		#2	→	Name - Surname in English	Postfix
Full prefix sequence	#1		#2	→	Name - Surname in English	Postfix

Preview

Email

**Add/Save committee**

Figure 120: An example of information for personnel of co-advisor, chairman, committee member, or examiner positions

- As shown in Figure 121, type the first English alphabet initial of the personnel's name in number 1 field, then a list of professors whose names start with the letter typed will appear as shown in number 2, allowing students to choose personnel by clicking on their name.

To specify an examiner or committee,  
please select type of committee, search & select, and enter the details in the form: Chairman / ประธาน

**Chairman / ประธาน**

Q ch

1

2

Chonlawit Thongkruey - Bansomdejchaopraya Rajabhat University

Chon Wit - Rajabhat Rajanagarindra University

Figure 121: Searching and selecting a personnel's name

- Fill out the appropriate titles or academic positions in the Prefix field (for both Thai and English titles such as Assoc., Prof., etc.) or Postfix (for English titles such as Ph.D.) as shown in Figure 122

To specify an examiner or committee,  
please select type of committee, search & select, and enter the details in the form: Advisor / อาจารย์ที่ปรึกษา

**Advisor / อาจารย์ที่ปรึกษา**

**For thai prefix, postfix and fullname:**

Abbreviate prefix sequence	รศ.	ดร.	→	<span>Assoc. Prof.</span>	Postfix
Full prefix sequence	รองศาสตราจารย์	ดร.	→	<span>Assoc. Prof.</span>	Postfix

รศ. ดร. Assoc. Prof.  
รองศาสตราจารย์ ดร. Assoc. Prof.

**For english prefix, postfix and fullname:**

Abbreviate prefix sequence	Assoc. Prof.	#2	→	<span>Assoc. Prof.</span>	Ph.D.
Full prefix sequence	Associate P	#2	→	<span>Assoc. Prof.</span>	Ph.D.

Assoc. Prof. Assoc. Prof., Ph.D.  
Associate Professor Assoc. Prof., Ph.D.

Figure 122: Adding name, titles or academic positions of a personnel

- In the advisor information form, students may fill in the advisor's secondary e-mail (if any) and the advisor's telephone number as shown in Figure 123.

**For english prefix, postfix and fullname:**

Abbreviate prefix sequence	Assoc. Prof.	#2	→	<span>Assoc. Prof.</span>	Ph.D.
Full prefix sequence	Associate P	#2	→	<span>Assoc. Prof.</span>	Ph.D.

Assoc. Prof. Assoc. Prof., Ph.D.  
Associate Professor Assoc. Prof., Ph.D.

Email phd@kmutt.ac.th phd@kmutt.ac.th Mobile 0912345678

**Add/Save committee**

Figure 123: Adding a secondary e-mail and phone number for an advisor

- Click the Add/Save Committee to save the information as shown in Figure 124.

Figure 124: Adding and saving a personnel's information

- Save result will be displayed at the lower right corner of the screen as shown in Figure 125 and in the information section as shown in Figure 126.

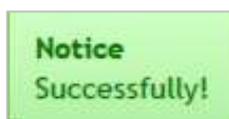


Figure 125: Save result notification

Figure 126: Information section displaying a save result notification message

### Editing personnel information

- To modify the saved information, click the pencil symbol (Edit) behind the name of the personnel you want to edit as shown as in Figure 127.

To specify an examiner or committee,  
please select type of committee, search & select, and enter the details in the form: -- Select --

Advisor / อาจารย์ที่ปรึกษา

รศ. ดร. ชอน เพ็ญ / Assoc. Prof. Amorn Petsom, Ph.D.  
รองศาสตราจารย์ ดร. ชอน เพ็ญ / Associate Professor Amorn Petsom, Ph.D.

Figure 127: Editing personnel information

- Fill in the correct data. Click Save to save the modifications or Cancel Edit to cancel the editing as shown in the Figure 128.

To specify an examiner or committee,  
please select type of committee, search & select, and enter the details in the form: -- Select --

Advisor (Edit)

Amorn Petsom X

**For thai prefix, postfix and fullname:**

Abbriavate prefix sequence รศ. | ดร. →  Postfix

Full prefix sequence รองศาสตราจารย์ | ดร. →  Postfix

**For english prefix, postfix and fullname:**

Abbriavate prefix sequence Assoc. Prof. | #2 →  Ph.D.

Full prefix sequence Associate P | #2 →  Ph.D.

Email   Mobile

Figure 128: Information editing confirmation

### Deleting personnel information

- To delete personnel information, click the red trash symbol (Delete) behind the name of the personnel you want to delete as shown in Figure 129.

To specify an examiner or committee,  
please select type of committee, search & select, and enter the details in the form: -- Select --

Advisor / อาจารย์ที่ปรึกษา

รศ. ดร. [Name] / Assoc. Prof. [Name], Ph.D.  
รองศาสตราจารย์ ดร. [Name] / Associate Professor [Name], Ph.D.

[Email 1] [Email 2] [Edit]

Figure 129: Deleting personnel information

2. A deletion confirmation window will appear as shown in Figure 130. To delete, click OK or if you do not want to delete, click the Cancel to cancel deletion.

preprod.ithesiscloud.com มอควา

Do you really want to delete this item ?

ตกลง ยกเลิก

Figure 130: Information deletion confirmation

Completion of the information in Committee & Examiner can be divided into 2 cases which are;

1. For the educational institutions which require the same committee examiners for both proposal and defense examinations, in this case, if the student has approved their research proposal, draft version, or complete version, they must submit a request for revision on iThesis and wait for approval before being able to make any change which the method will be explained in the Revision & Approval topic.
2. For the educational institutions which require different sets of committee examiners for proposal and defense examinations, in this case, after students fill out committee members' information the first time, they can then edit the list to fill out the names for their defense examiners by themselves at the Committee & Examiner menu by pressing the edit button as shown in Figure 131. Click the cross button to delete the original information and a message pop-up will appear. Students can then add new information as needed.

Topic: Committee & Examiner Biography Template Settings

To specify an examiner or committee, please select type of committee, search & select, and enter the details in the form: -- Select --

Co-Advisor / อาจารย์ที่ปรึกษารวม

Figure 131: Editing personnel information button

Topic: Committee & Examiner Biography Template Settings

To specify an examiner or committee, please select type of committee, search & select, and enter the details in the form: -- Select --

Co-Advisor (Edit)

For thai prefix, postfix and fullname:

Abbrivate prefix sequence	#1	#2	→		Postfix
Full prefix sequence	#1	#2	→		Postfix

For english prefix, postfix and fullname:

Abbrivate prefix sequence	#1	#2	→		Postfix
Full prefix sequence	#1	#2	→		Postfix

Email

Save Cancel edit

Figure 132: Deleting existing data button

*Note:* When there is a change made on the advisor or committee members' names after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

### 2.4.3.3 Abstract

Abstract is a feature used to fill in abstract part of a research study which students must fill in both Thai and English versions as well as specifying the keywords for their work. Abstract can be stylized with italics, subscript, or superscript using the built-in toolbar.

*Note: Abstract will be displayed on the menu bar only after the student has their proposal approved. Before having their proposal approved, the Abstract feature will not be displayed.*

#### Filling in an abstract

1. Enter Thai abstract in the Abstract (TH) textbox and English into the Abstract (EN) textbox as shown in Figure 133.

The screenshot displays a web form for entering an abstract. It is divided into two main sections: Thai and English.

**Abstract (TH) Section:**

- Contains a rich text editor with a toolbar (bold, italic, subscript, superscript, underline).
- The text area contains Thai text describing a management information system for canned fish products, developed to provide users with proper information and support executive decision-making for customer service, research, planning, inventory, and purchasing.
- Below the text area, there is a 'KEYWORD (TH)' field with the text 'คีย์เวิร์ด' and an 'ADD' button.
- Three keyword tags are shown: 'วิจัย', 'ปลากะป๋อง', and 'ธุรกิจ'.

**Abstract (EN) Section:**

- Contains a rich text editor with a toolbar (bold, italic, subscript, superscript, underline).
- The text area contains English text: "Management Information System for Canned Fish Product Research and Development Business was developed with the objective to provide related users' operation with proper information and can support executive decision making for customer service, research and planning, inventory and purchasing, production and controlling operations correctly, as well as the operations of the organization is enhanced."
- Below the text area, there is a 'KEYWORD (EN)' field with the text 'KEYWORD' and an 'ADD' button.
- Three keyword tags are shown: 'research', 'canned fish', and 'business'.

At the bottom left of the form, there is a 'Save' button.

Figure 133: Abstract filling form

2. To stylize words in the abstract in italics, follow these steps;
  - 2.1. Highlight the text that requires italics stylization like number 1 in Figure 134.
  - 2.2. Click on the I : Italic symbol as shown in number 2 in Figure 134.

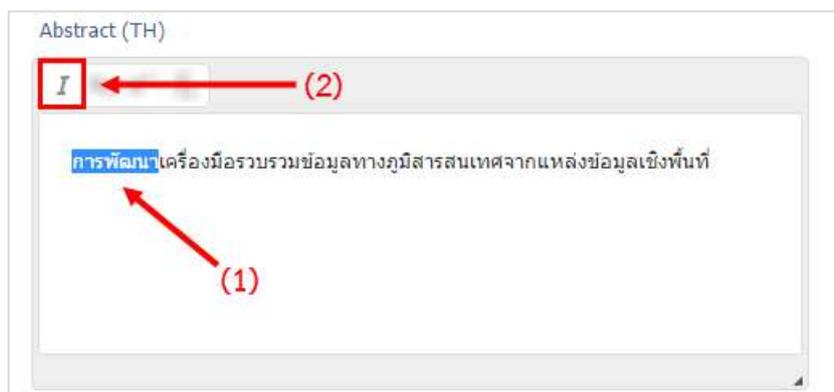


Figure 134: Italics stylization in an abstract

3. To add subscripts in an abstract, follow these steps;
  - 3.1. Highlight the text required to be subscript as shown in number 1 in Figure 135.
  - 3.2. Click on the  $X_2$  : Subscript symbol as shown in number 2 in Figure 135.

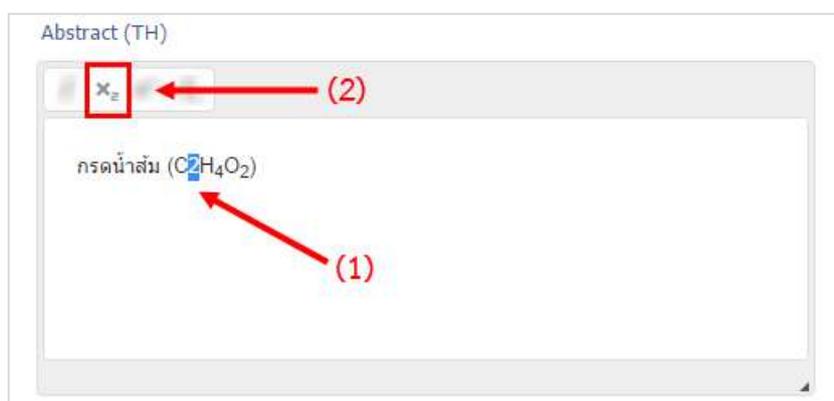


Figure 135: Making subscript in an abstract

4. To add superscripts in an abstract, follow these steps;
  - 4.1. Highlight the text required to be superscript as shown in number 1 in Figure 136.
  - 4.2. Click on the  $X^2$  : Superscript symbol as shown in number 2 in Figure 136.

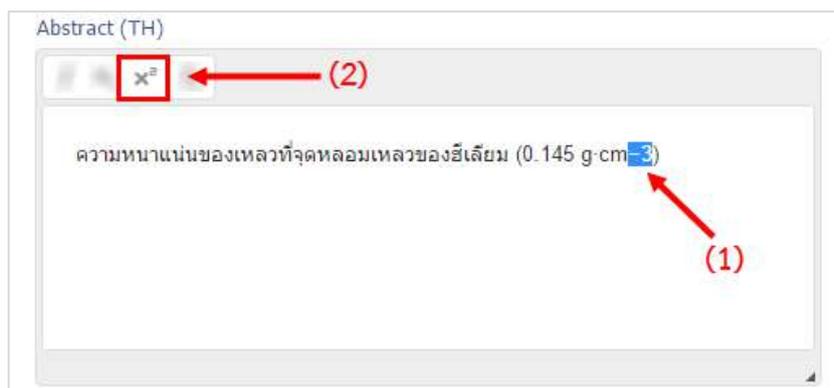


Figure 136: Making superscript in an abstract

5. To start a new paragraph, follow these steps
  - 5.1. To start a new paragraph starting from the word "results", click in front of the word "results" to place the cursor as shown in Figure 137.

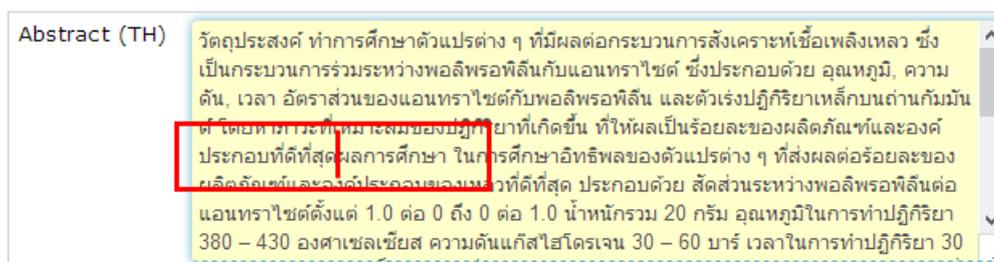


Figure 137: Abstract before entering of a new paragraph

- 5.2. Press Enter once, then all the information from the word "results" will be in a new paragraph as shown in Figure 138.

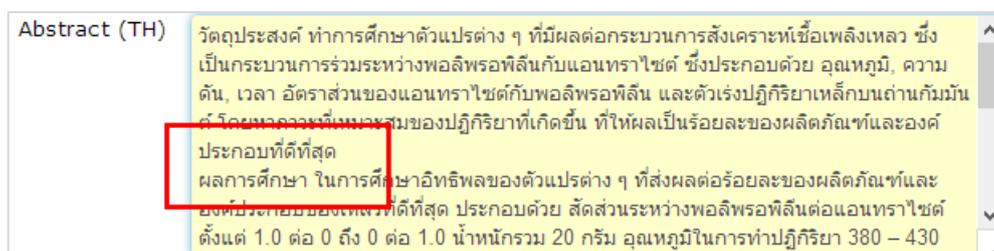


Figure 138: Abstract after entering of a new paragraph

6. Save the changes by clicking Save.

## Adding Keyword

1. Add Thai keywords in the KEYWORD (TH) field and English keywords in the KEYWORD (EN) field as shown in Figure 139.

The screenshot shows a form with three main sections. At the top is the 'KEYWORD (TH)' field containing the Thai text 'คีย์เวิร์ด', with a blue 'ADD' button to its right. Below this is the 'Abstract (EN)' section, which includes a rich text editor with icons for bold, italic, underline, and link, and a text area containing the word 'Abstract'. At the bottom is the 'KEYWORD (EN)' field containing the English text 'KEYWORD', also with a blue 'ADD' button to its right. Red rectangular boxes highlight the text input areas of both the Thai and English keyword fields.

Figure 139: Thai and English keyword fields

2. After typing the keywords in the fields, click Add to add the keywords as shown in Figure 140. Type one keyword at a time and click Add before typing the next keyword.

This screenshot shows the 'KEYWORD (TH)' field with the Thai text 'บทคัดย่อ' entered. A blue 'ADD' button is positioned to the right of the field and is highlighted with a red rectangular box. A dashed line is visible below the text input area.

Figure 140: Adding a keyword

3. After clicking Add, the added keyword will appear below the empty field as shown in Figure 141.

This screenshot shows the 'KEYWORD (TH)' field with the Thai text 'คีย์เวิร์ด' entered. Below the field, the keyword 'บทคัดย่อ' is displayed in a blue box with a small 'x' icon to its right, indicating it has been successfully added. The blue 'ADD' button is still visible to the right of the field. A dashed line is visible below the text input area.

Figure 141: A successfully added keyword

- To delete a keyword, click the cross symbol behind the keyword that you want to delete as shown in Figure 142, then click OK to confirm or Cancel to cancel the deleting action as shown in Figure 143.

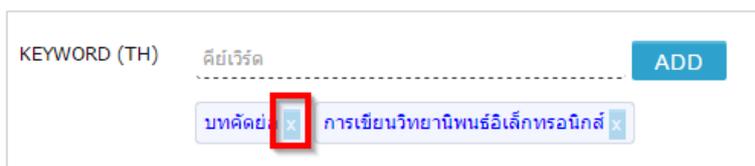


Figure 142: Deleting a keyword



Figure 143: Keyword deletion confirmation

- Save the changes by clicking Save. A notification box for changed information will appear to inform students that it is necessary to create a new Generate Template to update the information into their research form as shown in Figure 144.

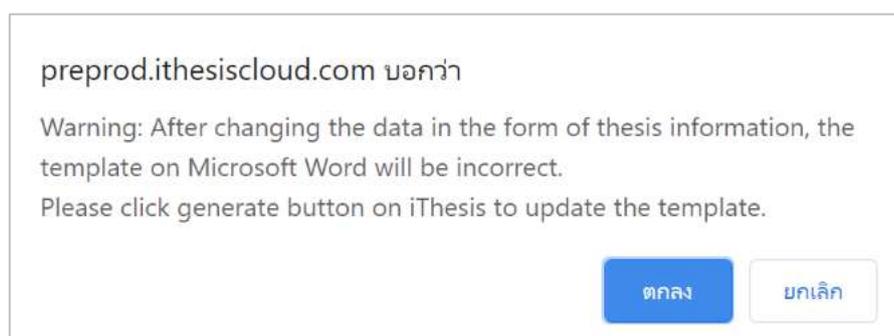


Figure 144: A notification informing that Generate Template must be used after a data change

*Note:*

- When there is a change made on abstract information after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

2. In the Thai Keyword field, both Thai and English terms can be used. In the English Keyword field, only English terms can be used.

#### 2.4.3.4 Acknowledgement

Acknowledgment is a feature used for filling in a message that mentions related work and expressions of gratitude to the relevant persons for their various assistance. The Acknowledgment form is different from the Topic and Abstract forms as it does not include a toolbar with tools for italics, subscript, or superscript.

#### Adding an Acknowledgement

1. Fill in the acknowledgment passage in the text box under Acknowledgment text as shown in Figure 145.



Figure 145: Acknowledgment text form

2. To start a new paragraph, follow these steps
  - 2.1. To start a new paragraph starting from the words "Thank you", click in front of the words "Thank you" to place the cursor as shown in Figure 146.

Acknowledgement text

ข้าพเจ้าขอขอบพระคุณ ผู้ช่วยศาสตราจารย์ ดร.วิระ เหมืองสิน อาจารย์ที่ปรึกษาวิทยานิพนธ์ ที่เสียสละเวลาและช่วยเหลือในการให้คำปรึกษา คำแนะนำ  
 ข้าพเจ้าตลอดระยะเวลาการศึกษา ขอขอบพระคุณผู้ช่วยศาสตราจารย์ รองศาสตราจารย์ ดร.ทวีชัย เสนิงวงศ์ ณ อยุธยา ประธานกรรมการสอบวิทยานิพนธ์  
 ทำให้วิทยานิพนธ์นี้มีความถูกต้องและสมบูรณ์มากขึ้น

Save

Figure 146: Acknowledgement before entering of a new paragraph

- 2.2. Press Enter once, then all the information from the words "Thank you" will be in a new paragraph as shown in Figure 147.

Acknowledgement text

ข้าพเจ้าขอขอบพระคุณ ผู้ช่วยศาสตราจารย์ ดร.วิระ เหมืองสิน อาจารย์ที่ปรึกษาวิทยานิพนธ์ ที่เสียสละเวลาและช่วยเหลือในการให้คำปรึกษา คำแนะนำ  
 ข้าพเจ้าตลอดระยะเวลาการศึกษา  
 ขอขอบพระคุณผู้ช่วยศาสตราจารย์ รองศาสตราจารย์ ดร.ทวีชัย เสนิงวงศ์ ณ อยุธยา ประธานกรรมการสอบวิทยานิพนธ์ ผู้ช่วยศาสตราจารย์ ดร.เกริก ภิรม  
 ขอขอบพระคุณผู้ช่วยศาสตราจารย์

Save

Figure 147: Acknowledgement after entering of a new paragraph

3. Save the changes by clicking Save.

*Note:*

1. Acknowledgment must be in the language of the research. For instance, for a research work written in Thai, the acknowledgment must also be in Thai. If a student has chosen to write a research work in English, the acknowledgment must also be in English.
2. When there is a change made in Acknowledgement after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

### 2.4.3.5 Biography

Biography is a feature used for filling in biographical information of the author or the student who writes a research work. iThesis includes 2 forms for filling out the biographic data: profile information form and the CV form.

## Filling biography using the profile information form

1. Fill in the biography of the writer on the form as shown in Figure 148.

Name	<input type="text"/>
Date of Birth <small>Ex. 18 May 1989 or 18 พฤษภาคม 2531</small>	<input type="text"/>
Place of Birth	<input type="text"/>
Address	<input type="text"/>
Institutions attended	<input type="text"/>
Work experience	<input type="text"/>
Awards	<input type="text"/>
<input type="button" value="Save"/>	

Figure 148: Profile information form

2. Complete all the fields, then click Save to save the filled information.
3. When you use Generate Template function from the iThesis Add-in, a biography page will be displayed as shown in Figure 149.

ประวัติผู้เขียน	
ชื่อ-สกุล	ศาสตราจารย์ ดร.สมชาย
วัน เดือน ปี เกิด	๑๕ ตุลาคม ๒๕๒๑
สถานที่เกิด	กรุงเทพมหานคร
วุฒิการศึกษา	ศาสตราจารย์มหาวิทยาลัย
ที่อยู่ปัจจุบัน	๑๐๑ ถนนวิภาวดี แขวงจตุจักร เขตจตุจักร กรุงเทพมหานคร ๑๐๑๑๑

Figure 149: A created biography page from the profile information form

*Note:* When there is a change made to the biography after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

### 2.4.3.6 Template Settings

Template Settings is a sub-menu for settings languages, font styles, and text sizes for the research document.

#### Template Settings

1. Select the language and font style to be used in the research composing as shown in Figure 150.

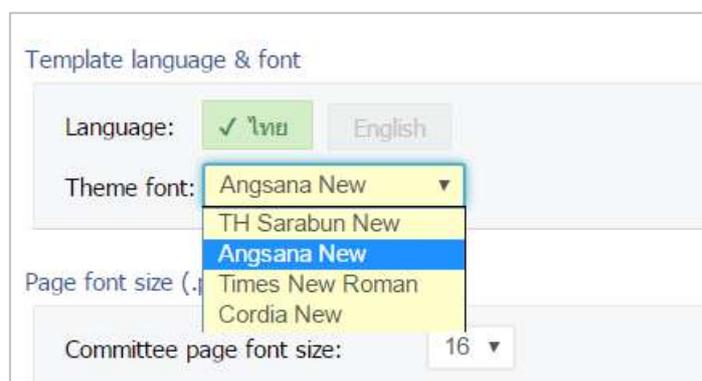


Figure 150: Language and font settings for a research document

2. Select the font size for each page of the research document as shown in Figure 151. The pages that font sizes can be set for include;
  - 2.1. Committee approval page
  - 2.2. Thai Abstract page
  - 2.3. English Abstract page
  - 2.4. Acknowledgments page
  - 2.5. Biography page

Page font size (.pt)

Committee page font size: 16 ▾

Abstract thai page font size: 16 ▾

Abstract english page font size: 15

Acknowledgement page font size: 13

Biography page font size: 11

Other

Figure 151: Setting the font size in a research document

3. Select the settings of the lists of tables and figures as shown in Figure 152 and Figure 153.

Other

List of tables Yes No

List of figures Yes No

Figure 152: Settings for the list of tables and the list of figures

Other

List of tables ✓ Yes No

Heading สารบัญตาราง

Caption label (table) Table

List of figures ✓ Yes No

Heading สารบัญภาพ

Caption label (figure) Figure

Figure 153: Settings for the list of tables and the list of figures

4. Click Save to save the settings as shown in Figure 154.

Template language & font

Language:  ไทย  English

Theme font: Angsana New ▼

Page font size (.pt)

Committee page font size: 16 ▼

Abstract thai page font size: 16 ▼

Abstract english page font size: 16 ▼

Acknowledgement page font size: 16 ▼

Biography page font size: 16 ▼

Other

List of tables  Yes  No

List of figures  Yes  No

**Save**

Figure 154: Saving Template Settings

*Note:* When there is a change in Temple Settings after the use of Generate Template, students will need to Generate Template again for the system to update the edited information into the research documents. Generate Template will be further explained in Add-in.

#### 2.4.3.7 Approval history

Approval History is a feature in the Approval Status section. This feature records an approval log for a proposal, a draft version, and a complete version of a research work. Students can also check their approval status or wait for approval using this feature.

When a student logs in for the first time and has not received any approval, the Approval History screen will be displayed as shown in Figure 155. To minimize the screen, click the minus symbol as shown in Figure 156.

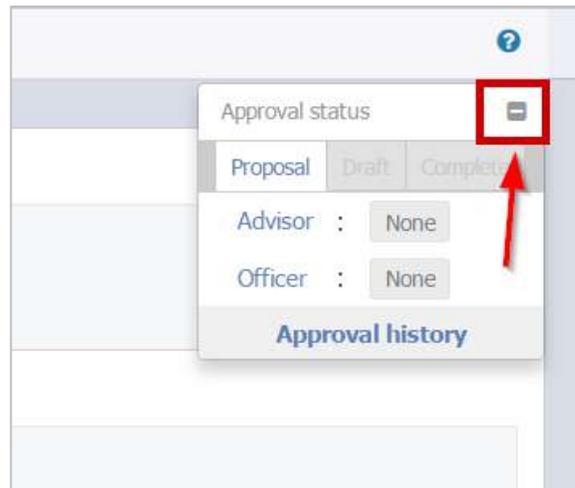


Figure 155: Approval Status at the first login



Figure 156: Approval Status when minimized

When a student's work has been approved, the Approval History will be displayed under the Approval Status section as shown in Figure 157.



Figure 157: Approval Status menu showing approvals for a student's work

#### 2.4.4 Revision & Approval

After a student has filled out the information on the web portal in the 2 aforementioned sections, the next steps are creating a proposal, a draft version, and a complete version of their research work which can be done via the use of iThesis Add-in. A proposal, a draft, or a complete research are created and then saved to the web portal using the option called “Save to Cloud” in iThesis Add-in. For details on the use of the iThesis Add-in, see iThesis Add-in topic.

Revision & Approval is a feature used to display the list of proposals, draft versions, and complete versions saved via iThesis Add-in on Microsoft Word to send them to their advisor for the approval process. The submissions of work can be divided into 5 categories, namely;

1. Proposal Submission
2. Revised Proposal Submission
3. Draft Version Submission
4. Complete Version Submission
5. Revised Complete Version Submission

For some educational institutions, not all 5 submission categories are required. For example, some educational institutions do not require their students to submit a proposal for their independent study, therefore, students who do an independent study will not have to go through Proposal Submission and Revised Proposal Submission steps. Some educational institutions do not require their students to send a draft version, so their students do not need to follow the Draft Version Submission step, etc.

When a student uses the Revision & Approval feature for the first time, there will be a pop-up window on their web portal as shown in Figure 158, which is the LaTeX submit form textbox requesting the student user to use LaTeX program to create a research document file and then upload it to the web portal.

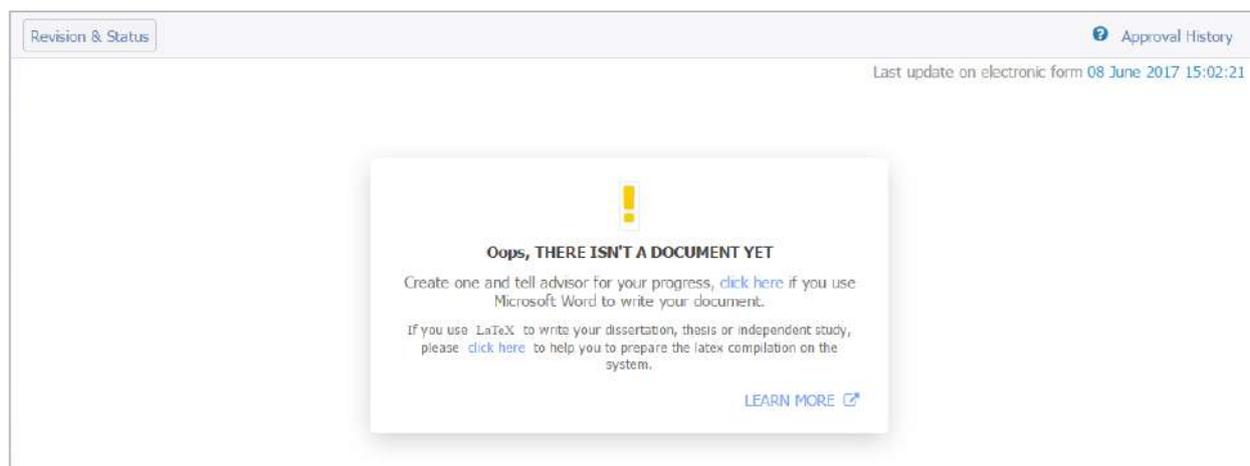


Figure 158: Revision & Approval screen at the first login on the web portal

### Uploading files using LaTeX program

1. Click [click here](#) on the textbox as shown in Figure 159.

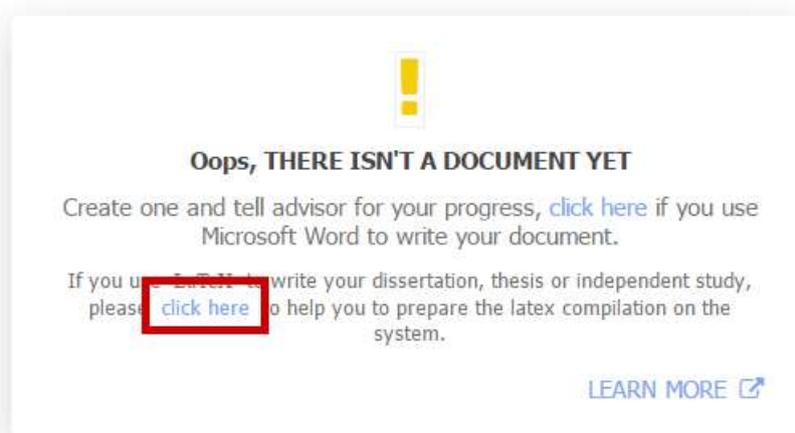


Figure 159: A message box prompts to upload a file from LaTeX

2. Click Choose file to select the file you want to upload as shown in Figure 160.

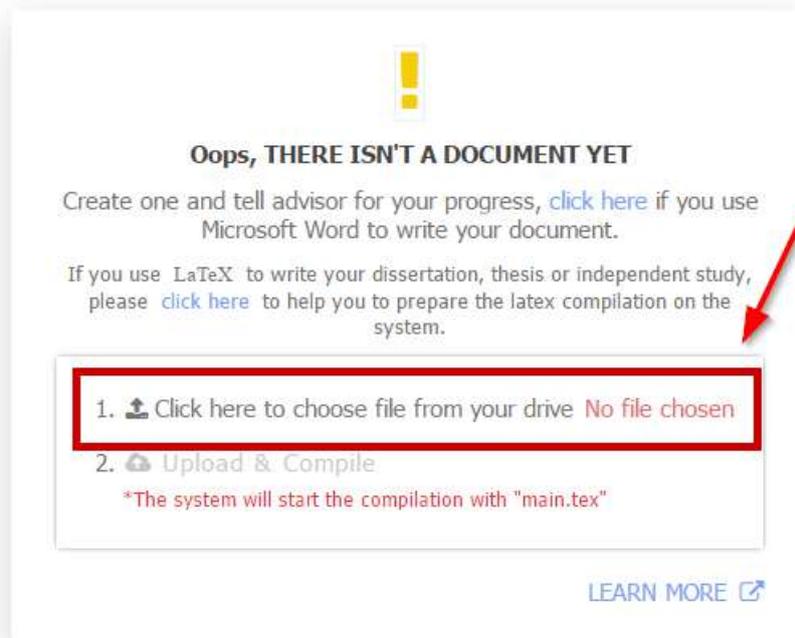


Figure 160: Choose a file from LaTeX to upload

3. Click Upload & Compile to upload file to the web portal as shown in Figure 161.

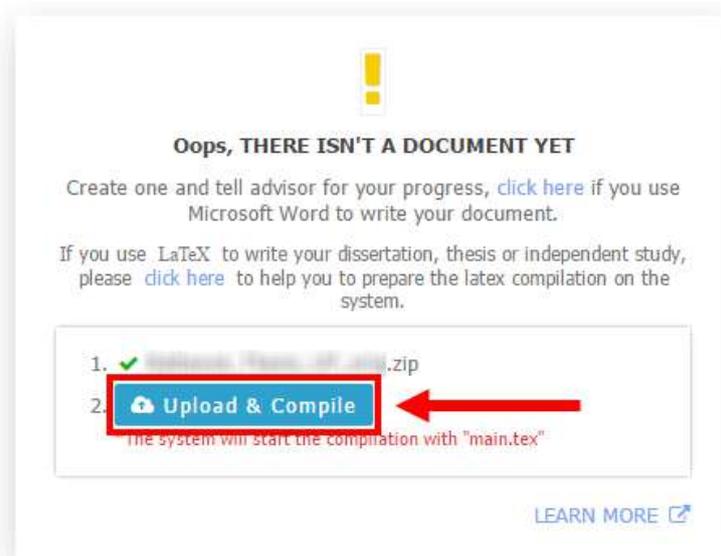


Figure 161: Uploading the file from LaTeX

*Note:*

1. When a LaTeX file has been successfully uploaded via the LaTeX submit form for the first time, a notification message will appear at the top of the Revision section.
2. Files uploaded via the LaTeX submit form must be compressed into 1 file in **.zip**, **.tar**, **.gz** or **.tar.gz** only.

- Files uploaded via the LaTeX submit form must have the **main.tex** file (case sensitive) inside as shown in Figure 162.

Name	Size	Packed	Type
..			File folder
CHANGELOG	445	306	File
COPYING	19,110	6,390	File
green.png	67,536	67,536	PNG File
main.tex	982	536	LaTeX document
myacronyms.tex	497	315	LaTeX document
myrefs.bib	3,460	1,639	BibTeX Database
README	1,530	762	File
sample-abstract.tex	411	259	LaTeX document
sample-appen-manual.tex	103	103	LaTeX document
sample-appen-try.tex	52	52	LaTeX document
sample-chap-dummy.tex	169	159	LaTeX document
sample-chap-intro.tex	1,440	686	LaTeX document
school.png	60,873	60,873	PNG File
umalayathesis.cls	13,714	4,888	LaTeX Class
umalayathesis-manual.pdf	593,392	589,193	Adobe Acrobat D...

Figure 162: An example of files compressed in a LaTeX project file

### Checking page margins from PDF files

Before submitting a document file to be revised by the advisor, a student can use iThesis's margin detector to check the margins of the PDF files created on iThesis after using the "save to cloud" function on Add-in. To check a file's margins, follow these steps;

- Select the research file you want to submit for an approval, then the margin detector will appear at the bottom right corner on the Details of Revision screen.

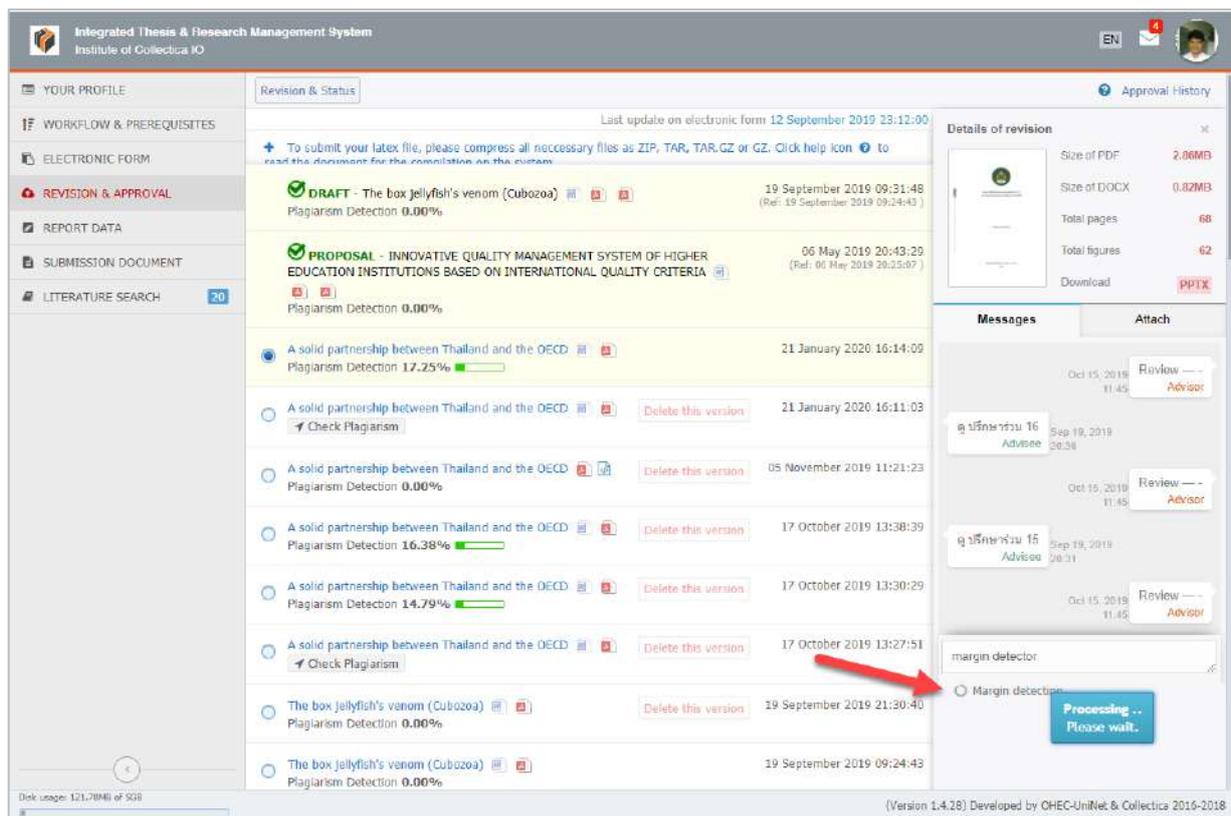


Figure 1: An example the margin detector use

2. The selected file will be checked for its margin sizes before being submitted to the advisor.
3. If one of the pages exceeds the margins, a warning notification pop-up will be displayed. A result file from the margin detector will be attached with the document file.

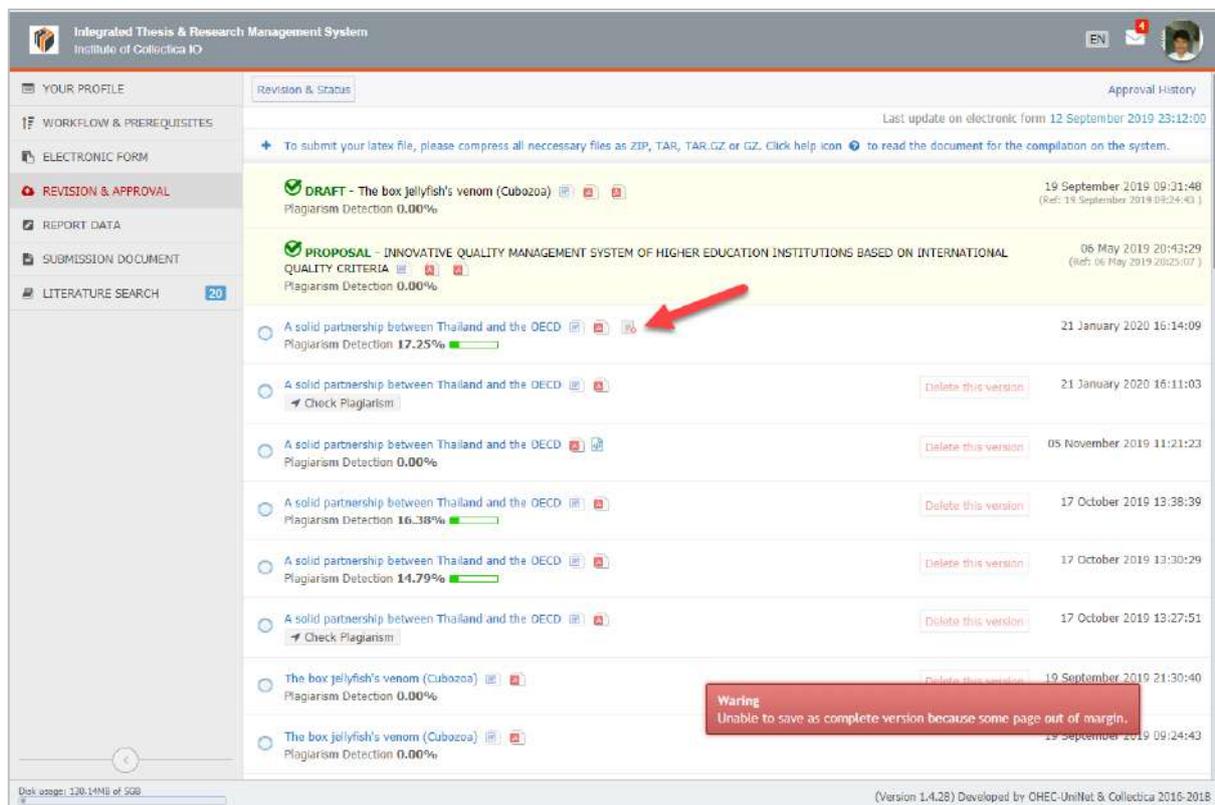


Figure 163: An example of a failed margin detection notification and an attached result file

4. The details from the margin detection can be checked by clicking on the result file's icon. On the file, red lines will be used to mark the exceeding parts of the pages along with the details such as the page numbers and the locations of the exceeded margins of the detected pages.

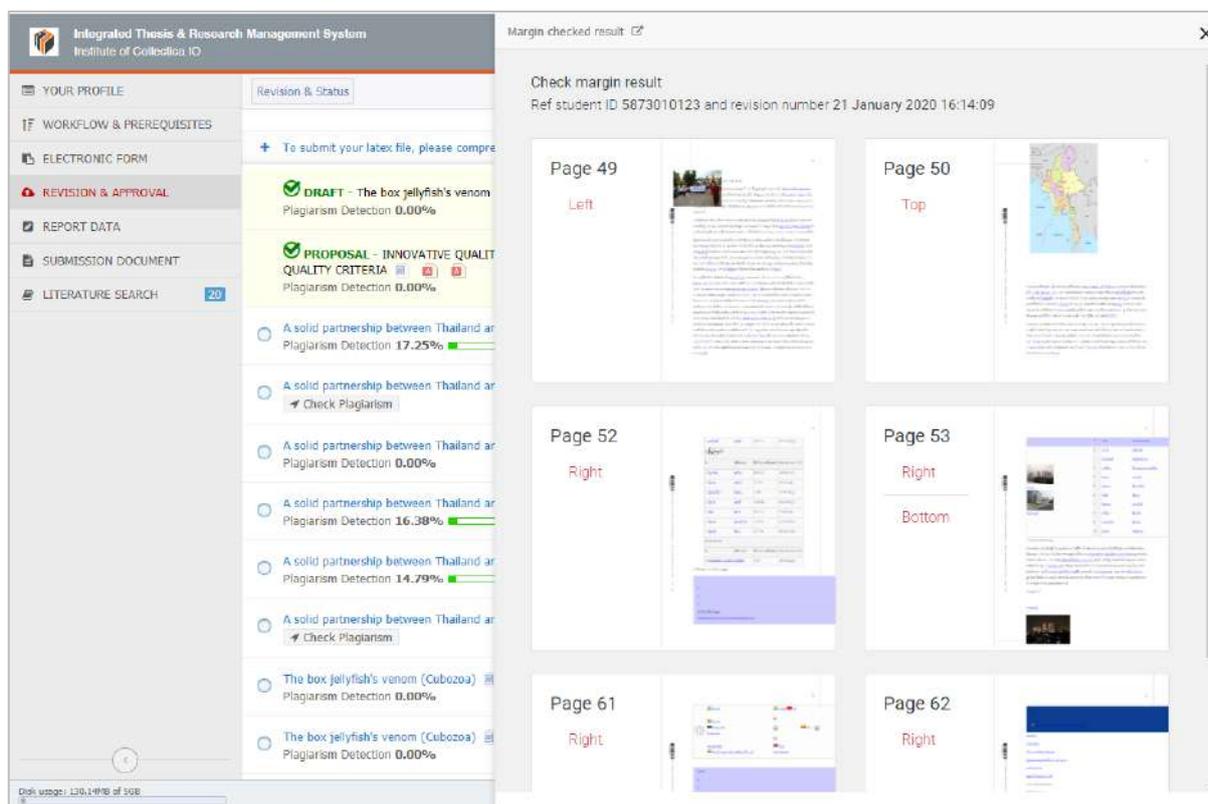


Figure 164: An example of margin detection's result

#### 2.4.4.1 Submitting a proposal

To submit a proposal document to be revised by the advisor, follow these steps;

1. Click Revision & Approval
2. Click on a file to select it for submission. The proposal file that can be submitted for revision must be the version that has already passed plagiarism detection. Once the file is selected, the details of the file will be displayed in the Details of Revision panel as shown in Figure 165.



Figure 165: List of several versions of a research proposal

3. The Details of Revision panel as shown in Figure 163 is divided into 3 sections as follows;

3.1. File details: In this section, the details on a file's properties will be displayed including;

1. PDF file size
2. DOCX file size
3. Number of pages
4. Number of images
5. PowerPoint file download: All images in the submitted proposal file will be extracted and put into a .PPTX file for students to download by clicking on "PPTX" as shown in Figure 166 to save the PowerPoint file for presentation use as shown in Figure 167. An example of the downloaded PowerPoint presentation file is shown in Figure 168.

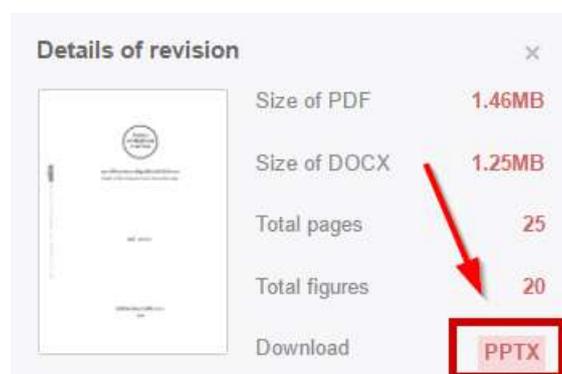


Figure 166: Details of Revision and PPTX downloading option

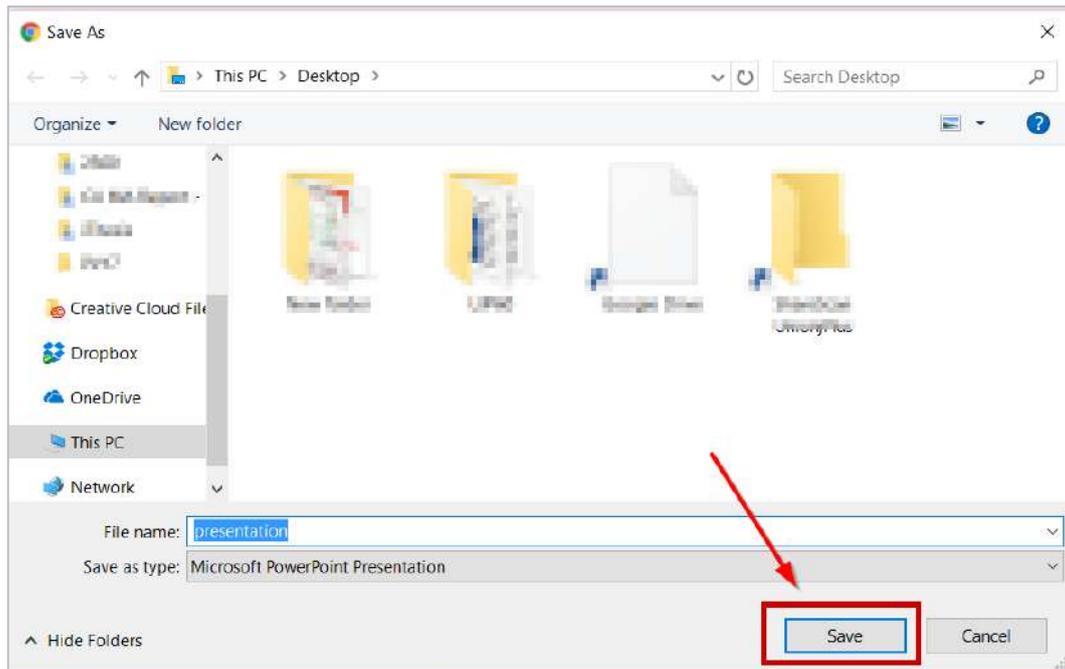


Figure 167: Download a PPTX presentation file

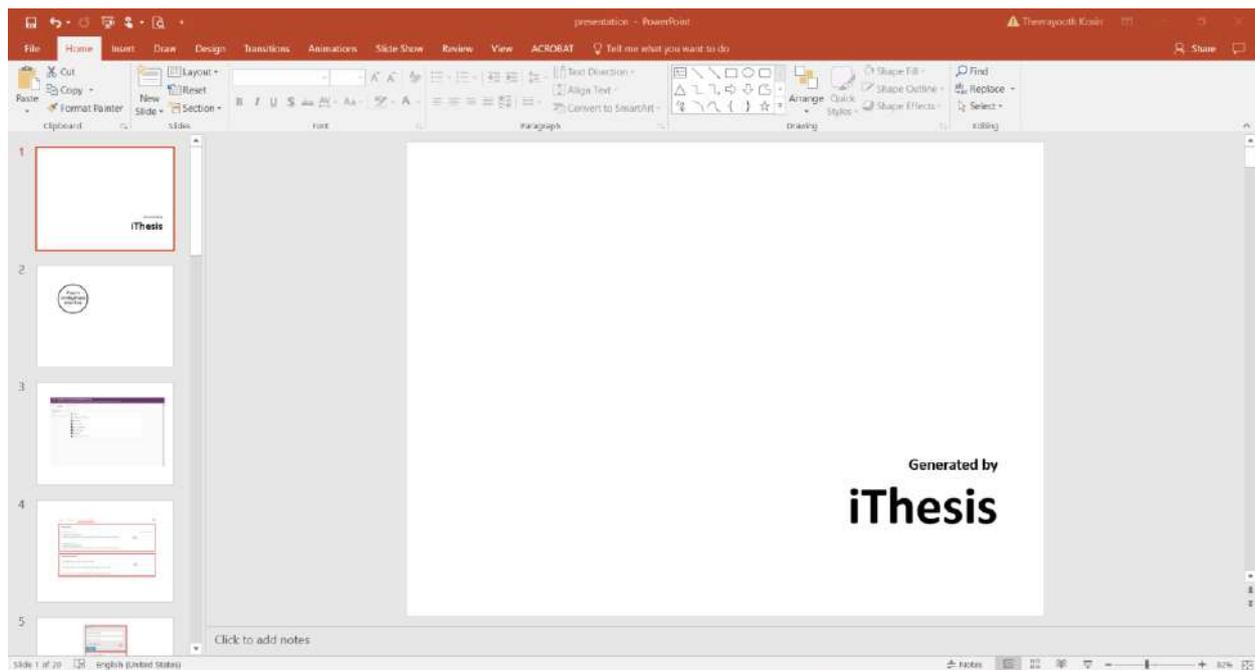


Figure 168: An example of downloaded PowerPoint presentation file

3.2. Messages: Students can send messages to the advisor which will be attached on the Details of Revision panel as shown in Figure 169.



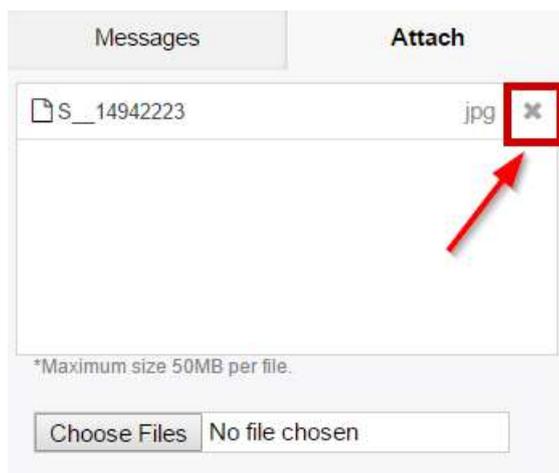


Figure 171: An attached file and its delete button

3.4. Click Save Proposal to send a proposal file to the advisor as shown in Figure 172.



Figure 172: Confirming submission of a proposal to be revised

4. A confirmation message box for the submission will be displayed. To confirm, click OK as shown in Figure 173.

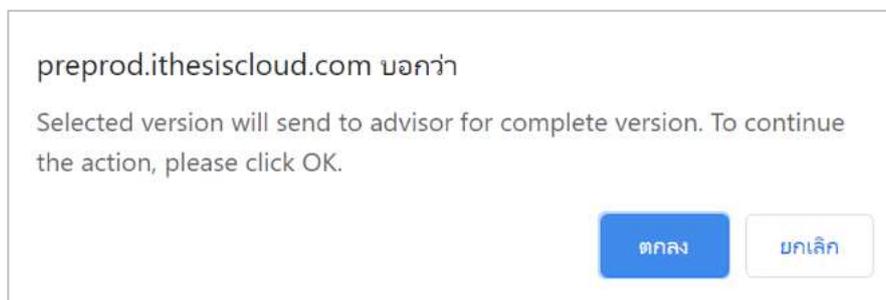


Figure 173: Message box confirming a proposal submission

5. After confirming the proposal's submission, the submitted file will be displayed at the top of the list with the message (PENDING) PROPOSAL, which means that the revision request for the file has now been submitted to the advisor and it is awaiting the revision result from the advisor, as shown in Figure 174.

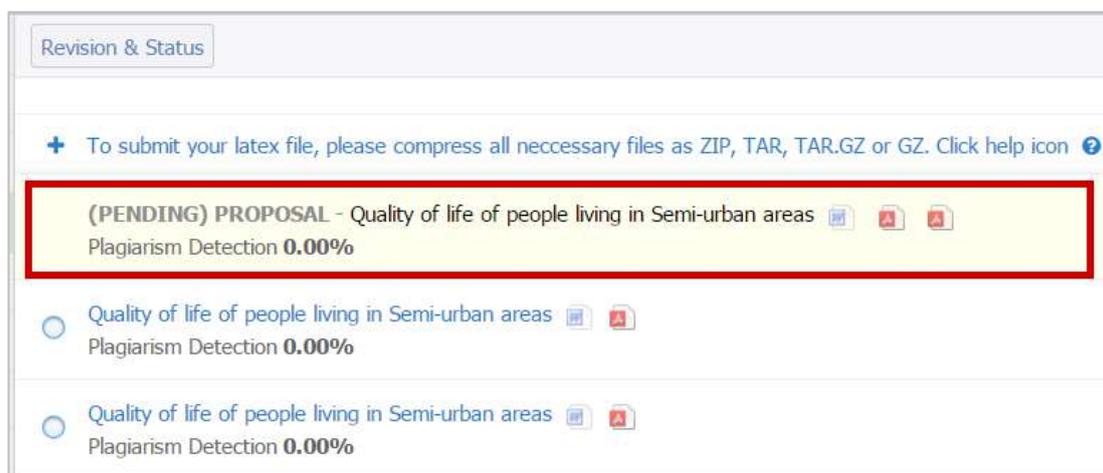


Figure 174: The web portal screen after a proposal revision request has been submitted

The proposal sent for the advisor to review will be made into 3 files, as shown in Figure 175, which are a .DOCX, a .PDF, and a .PDF that supports annotation from the advisor but not from the student user as shown in Figure 176.



Figure 175: The proposal files when a request for revision has been sent



Figure 176: An annotation-supported proposal file

An e-mail requesting approval of the proposal will be sent to the advisor, the co-advisor (if any), and student as shown in Table 1.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขอความเห็นชอบโครงร่างวิทยานิพนธ์/สารนิพนธ์
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอความเห็นชอบโครงร่างวิทยานิพนธ์/สารนิพนธ์ (สำเนา)
3	นิสิตนักศึกษา (Student)	ขอความเห็นชอบโครงร่างวิทยานิพนธ์/สารนิพนธ์ (สำเนา)

Table 1: E-mails sent for the proposal approval request

*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

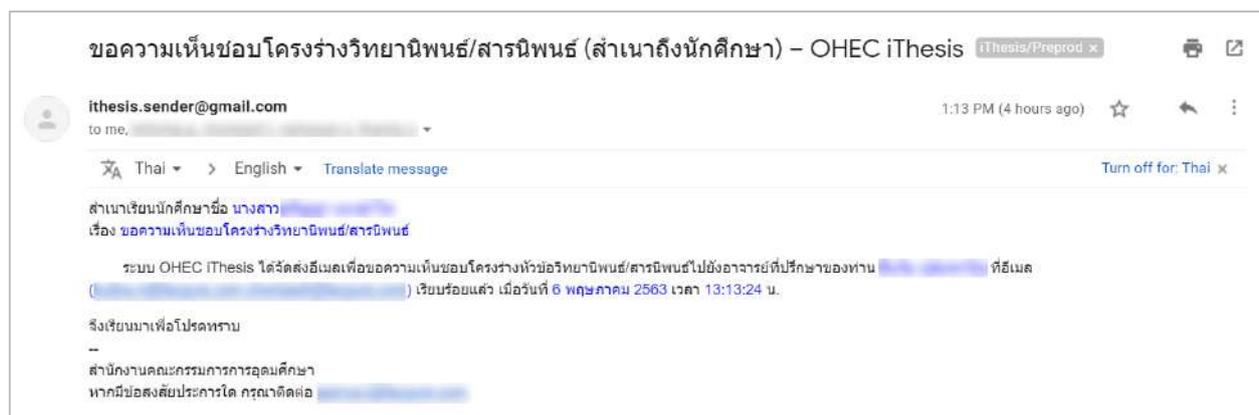


Figure 177: Example of an e-mail requesting revision of a proposal

6. When the advisor has reviewed the proposal, the revision result will be sent via e-mail to the advisor, co-advisor (if any), and the student as shown in Table 2.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์ (สำเนา)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์ (นักศึกษา)

Table 2: E-mail sent for the proposal revision result

*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

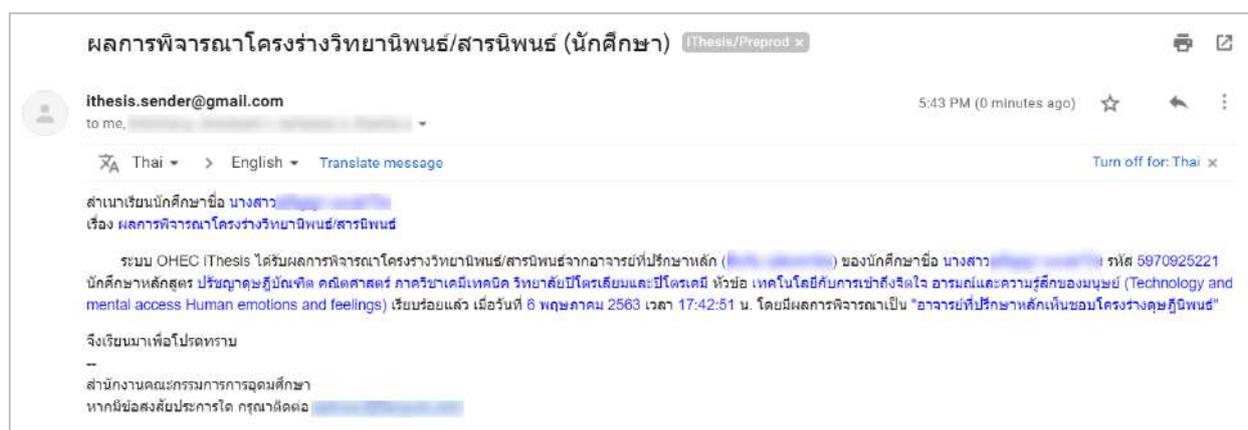


Figure 178: Example of a revision result e-mail for a proposal

If the advisor does not approve of the proposal, the student must edit their proposal as instructed by their advisor before submitting another request for proposal revision. If the advisor has added comments to a PDF file that supports annotation, the student can click the PDF annotation, then click on the text displayed on the annotation panel to see a comment attached to the part.



Figure 179: Example of a disapproved proposal



Figure 180: Example of the annotation panel and an advisor's comment

7. After the proposal has been approved by the advisor, another requesting e-mail asking for an approval for the proposal from the faculty committee will be sent to the graduate staff, the student, advisor, and co-advisor (if any) as in Table 3.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (สำเนานักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (เจ้าหน้าที่)

Table 3: Sent e-mails for a faculty committee proposal approval request

*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

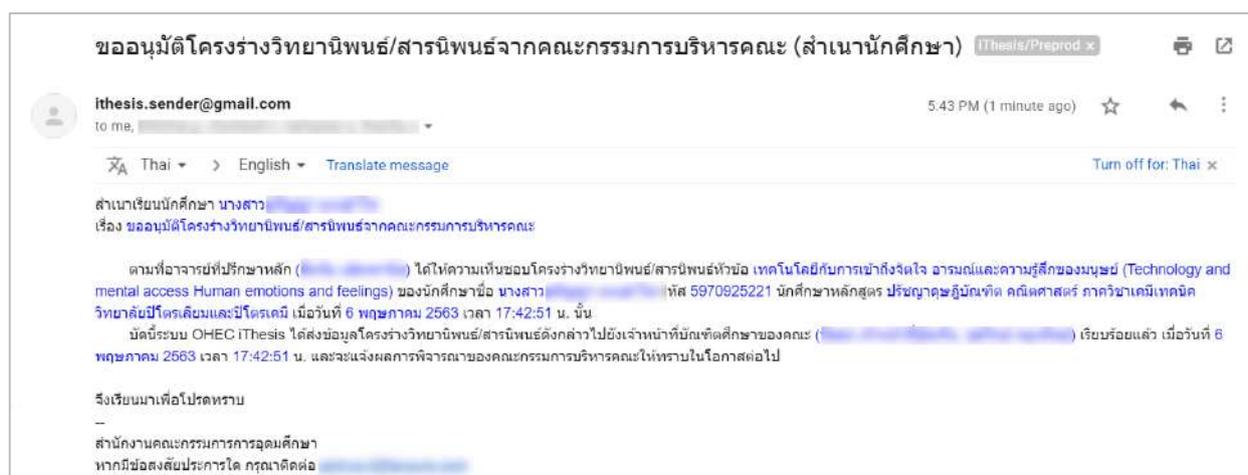


Figure 181: Example of an e-mail requesting proposal approval from the faculty committee

When the graduate staff have received and recorded the proposal approval result from the faculty committee, the result will be sent via e-mail to the graduate staff, advisor, co-advisor (if any), and the student as shown in Table 4.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (นักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ผลการพิจารณาโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะกรรมการบริหารคณะ (เจ้าหน้าที่)

Table 4: Faculty committee proposal approval result e-mails

*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

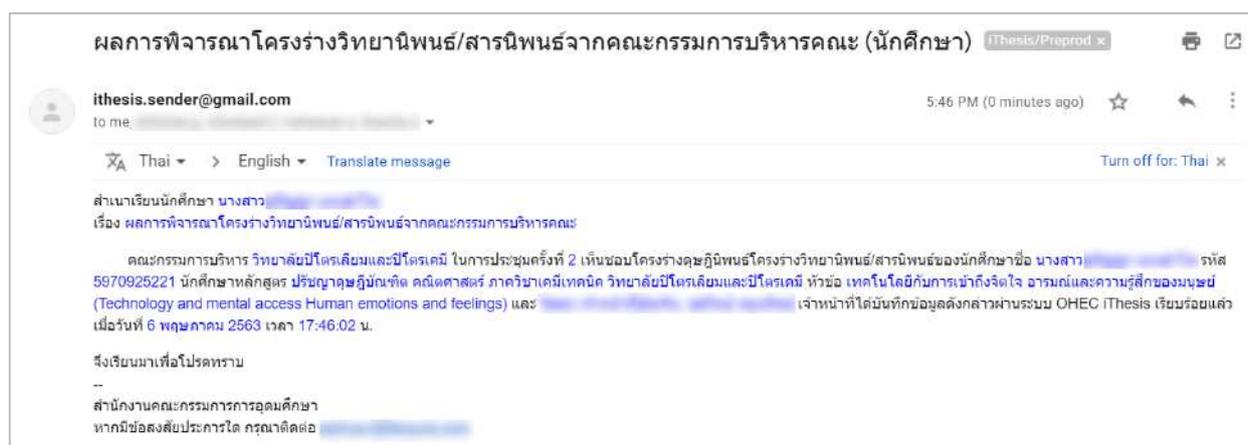


Figure 182: Example of a faculty committee proposal approval result e-mail

Once approved, the document status will change from (PENDING) PROPOSAL to PROPOSAL with a green correction symbol as shown in Figure 183.

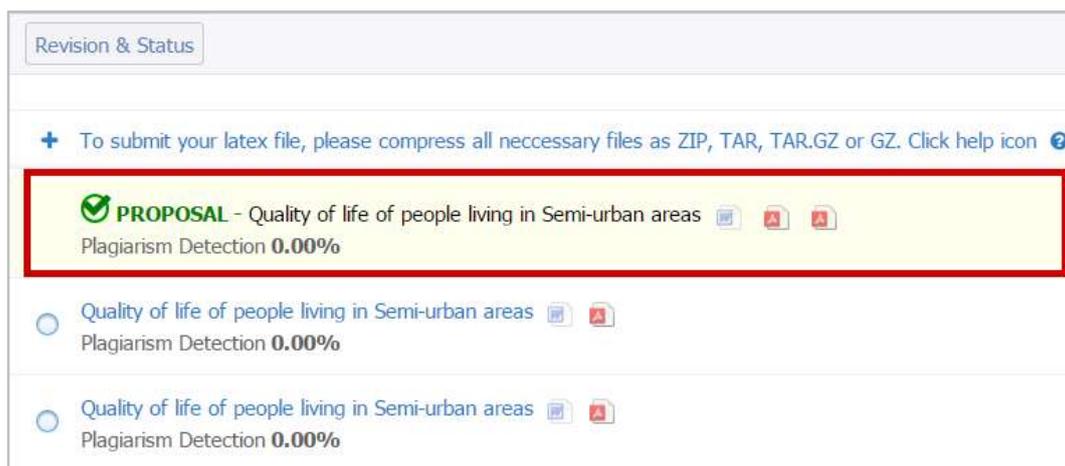


Figure 183: The web portal screen after a proposal has been approved

*Note:* Some educational institutions do not require students who do an independent study to submit a proposal for their research work. Therefore, there will not be a feature for Proposal Submission on their user interface, but Draft Version Submission and Complete Version Submission only. Features may vary depending each educational institution's policies.

#### 2.4.4.2 Editing a proposal

After a student's proposal has been approved, if the student wants to edit the submitted proposal, follow these steps;

1. Click Revision & Approval, then click to select the edited proposal file you want to use. The Details of Revision panel will be displayed on the right on the Revision & Approval screen.
2. At the message "Change proposal details (topic, advisor or examiners). Please [click here](#) to make an agreement request to advisor", click on the [click here](#) link (number 2) that appears above the Save as DRAFT VERSION button as in the shown in Figure 184 (or if the educational institution does not require a draft version submission, the displayed button will instead be displayed as Save as COMPLETE VERSION).

Revision & Status

Last update on electronic form 12 March 2020 14:48:29

To submit your latex file, please compress all necessary files as ZIP, TAR, TAR.GZ or GZ. Click help icon to read the document for the limitations on the system.

**PROPOSAL** - Technology and mental access Human emotions and feelings  
Plagiarism Detection 0.00%

06 May 2020 13:13:24 (Ref: 12 March 2020 15:17:08)

Technology and mental access Human emotions and feelings  
Plagiarism Detection 0.00%

20 April 2020 16:39:50

Technology and mental access Human emotions and feelings  
Plagiarism Detection 0.00%

12 March 2020 15:17:08

Technology and mental access Human emotions and feelings  
Plagiarism Detection 23.18%

12 March 2020 09:00:59

Technology and mental access Human emotions and feelings  
Plagiarism Detection 23.18%

12 March 2020 08:57:42

Technology and mental access Human emotions and feelings  
Check Plagiarism

20 January 2020 10:19:34

Technology and mental access Human emotions and feelings  
Check Plagiarism

17 July 2019 15:15:52

Technology and mental access Human emotions and feelings  
17 July 2019 14:51:07

Approval History

Details of revision

Size of PDF: 7.35MB

Size of DOCX: 0.00MB

Total pages: 235

Total figures: 0

Messages

Attach

No message available

Write a message here ...

Change proposal details (topic, advisor or examiners) please [click here](#) to an agreement request to advisor.

Save as DRAFT VERSION

Figure 184: Requesting change on proposal details

3. A confirmation message box to proceed with the request for change will appear. To proceed click OK or click Cancel to cancel. If confirmed, an e-mail requesting change of proposal details will be sent to the advisor, the co-advisor (if any), and student.

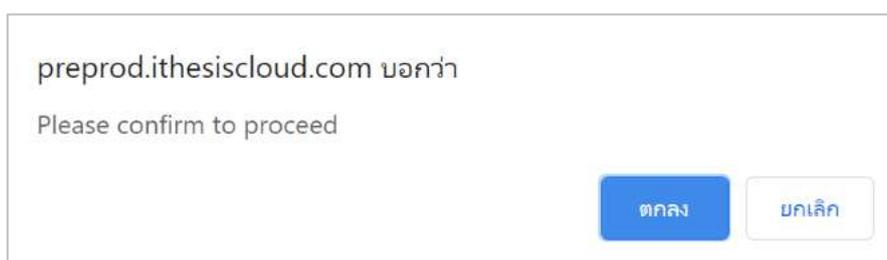


Figure 185: Change of proposal details confirmation message box

ขอท้าวไขโครงการวิทยานิพนธ์/สารนิพนธ์ (ล้าเนา: นักศึกษา) iThesis/Preprod

itthesis.sender@gmail.com

to me, [redacted]

8:52 PM (0 minutes ago)

Thai > English Translate message Turn off for: Thai

ล้าเนาเรียนนักศึกษา นาย [redacted]

เรื่อง ขอท้าวไขโครงการวิทยานิพนธ์/สารนิพนธ์

คณที่นักศึกษาได้ขอท้าวไขวิทยานิพนธ์/สารนิพนธ์ผ่านระบบ OHEC iThesis เมื่อวันที่ 30 สิงหาคม 2562 เวลา 13:19:48 น. ระบบได้ส่งอีเมลให้อาจารย์ที่ปรึกษาวิทยานิพนธ์/สารนิพนธ์ของท่าน [redacted] เรียบร้อยแล้ว เมื่อวันที่ 30 สิงหาคม 2562 เวลา 13:19:48 น.

จึงเรียนมาเพื่อโปรดทราบ

--

ล้าเนา: [redacted]

หากมีข้อสงสัยประการใด กรุณาติดต่อ [redacted]

Figure 186: Example of an e-mail requesting change of proposal details

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขอแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขอแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (สำเนา: นิสิตนักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ขอแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์(เจ้าหน้าที่)

Table 5: E-mails sent for change of proposal details request

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.

4. When the advisor has reviewed the change, the student will receive a revision result e-mail.

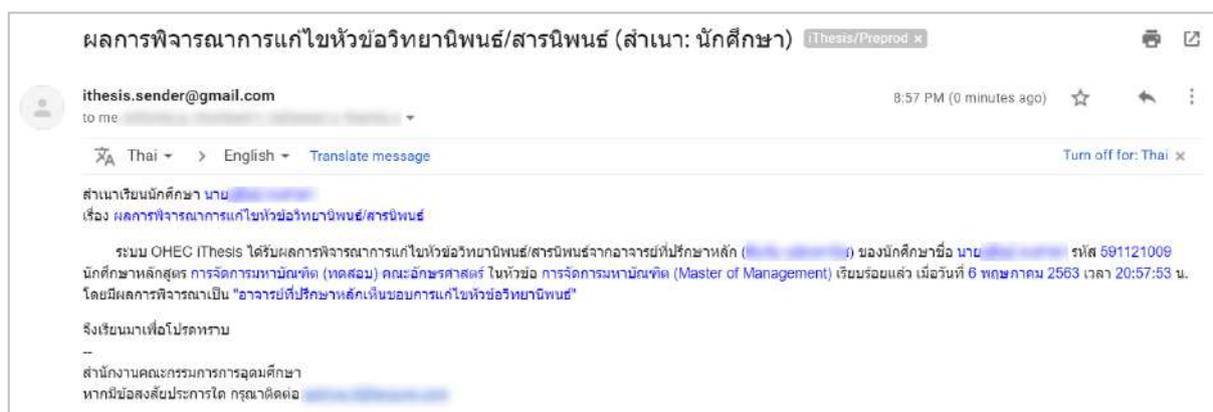


Figure 187: Example of the advisor proposal approval result e-mail

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (นักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ผลการพิจารณาแก้ไขโครงร่างวิทยานิพนธ์/สารนิพนธ์ (เจ้าหน้าที่)

Table 6: Advisor proposal approval result e-mails

*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

### 2.4.4.3 Editing a research topic

Once a proposal has been approved, the research topic on the Topic section and the information of advisor, committee, and examiner on the Committee & Examiner section can no longer be changed. Figure 188 shows an example of Topic section without a Save option.

Figure 188: Topic feature after a proposal has been approved

In this case, to edit the topic a request must be made as follows;

1. Go to Electronic Form and click Topic.
2. Below the topic textboxes, go to Request to edit topic at the bottom left and click on the [click here](#) link as shown in Figure 189.

Topic Committee & Examiner Abstract Acknowledgement Biography Template Settings

Topic (TH)

*I x<sub>2</sub> x<sup>o</sup> | I<sub>x</sub>*

เทคโนโลยีกับการเข้าถึงจิตใจ อารมณ์และความรู้สึกของมนุษย์

Topic (EN)

*I x<sub>2</sub> x<sup>o</sup> | I<sub>x</sub>*

Technology and mental access Human emotions and feelings

Request to edit topic [click here](#)

Figure 189: Link for requesting a topic edit

3. A new window will appear, fill out the required Thai topic title in the New topic (TH) box and the English topic title the New topic (EN) box. Then, click the Send Request to send a request to edit topic to the advisor and the graduate staff.

**Request for edit topic**

**เมื่อคุณ Send Request ระบบจะส่งอีเมลขออนุมัติไปยังอาจารย์ที่ปรึกษา**

Your current topic (TH)

Your current topic (EN)

New topic (TH)\*

New topic (EN)\*

Figure 190: Request for edit topic window

4. An e-mail requesting approval for a topic edit from the advisor will be sent.



Figure 191: Example of a topic edit requesting e-mail

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขอแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขอแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (สำเนา: นิสิตนักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ขอแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์(เจ้าหน้าที่)

Table 7: E-mails sent for a topic edit request

*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

- When the advisor has reviewed the new topic, the revision result will be sent via e-mail to the student.

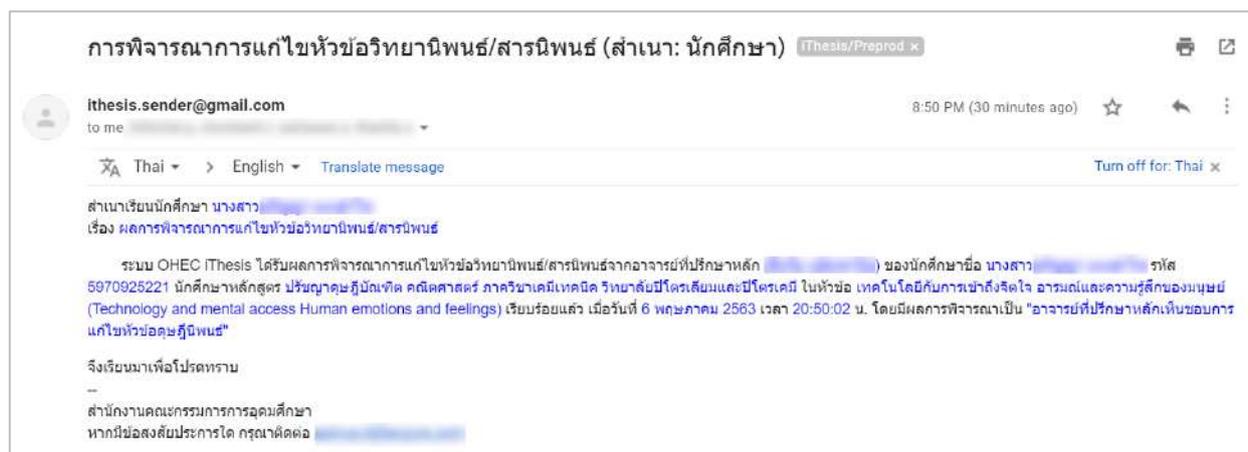


Figure 192: Example of the advisor topic edit approval result e-mail

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (นักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (เจ้าหน้าที่)

Table 8: Advisor topic edit approval result e-mails

*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

- After the topic has been edited, students will need to Generate Template again in iThesis Add-in and then Save to Cloud to update the edited information into the web portal.

#### 2.4.4.4 Submitting a draft version

Several educational institutions require their students to submit a draft version of their research to be reviewed and approved first before their defense examination and submission of their complete research. To submit a draft version, follow these steps;

- Save the draft document via iThesis Add-in (using Save to Cloud).
- Click on the Check Plagiarism Detection button which is connected to Akarawisut system, to have the document automatically checked for the plagiarism, which may take a long time depending on the checking queues.

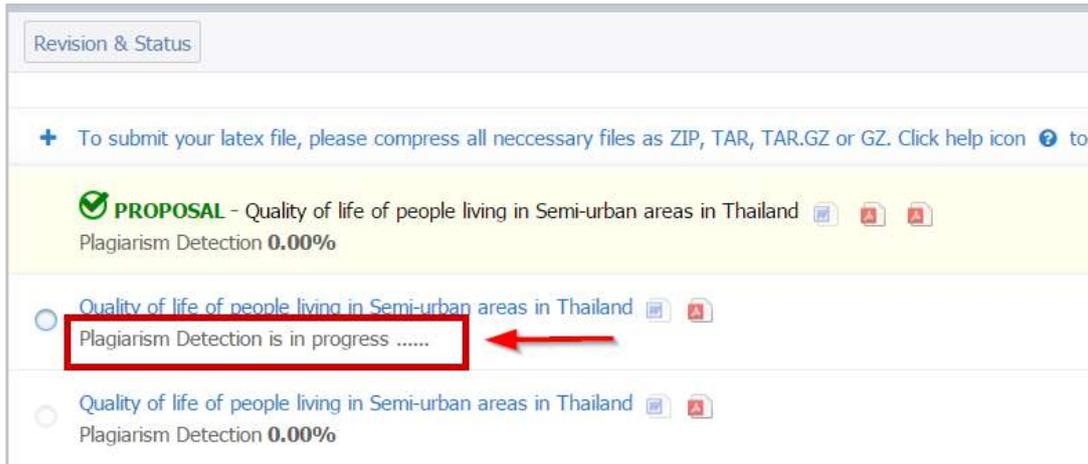


Figure 193: Checking for plagiarism using Akarawisut system

- When the checking process is finished, the detected plagiarism will be shown in % of similarity which when clicked, Plagiarism Checking Report will be open for more details.

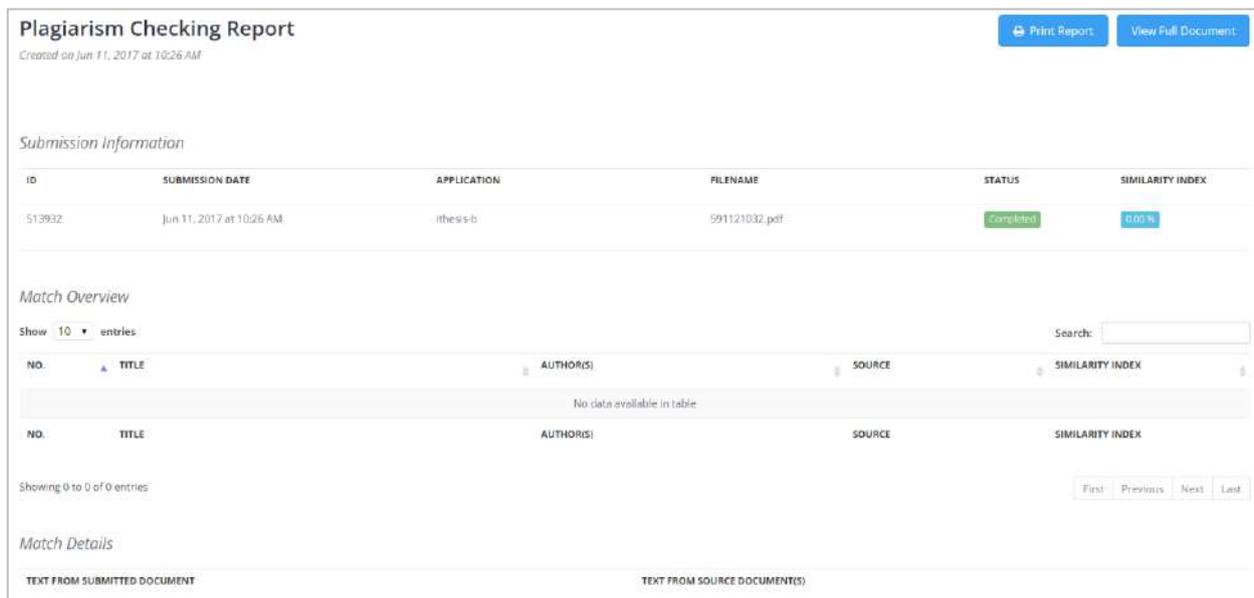


Figure 194: Akarawisut's Plagiarism Checking Report page

- Click to select the draft document for submitting as a draft version and click Save as DRAFT VERSION as shown in Figure 195. Sending additional files or messages is also possible in the same way as in submitting a proposal.

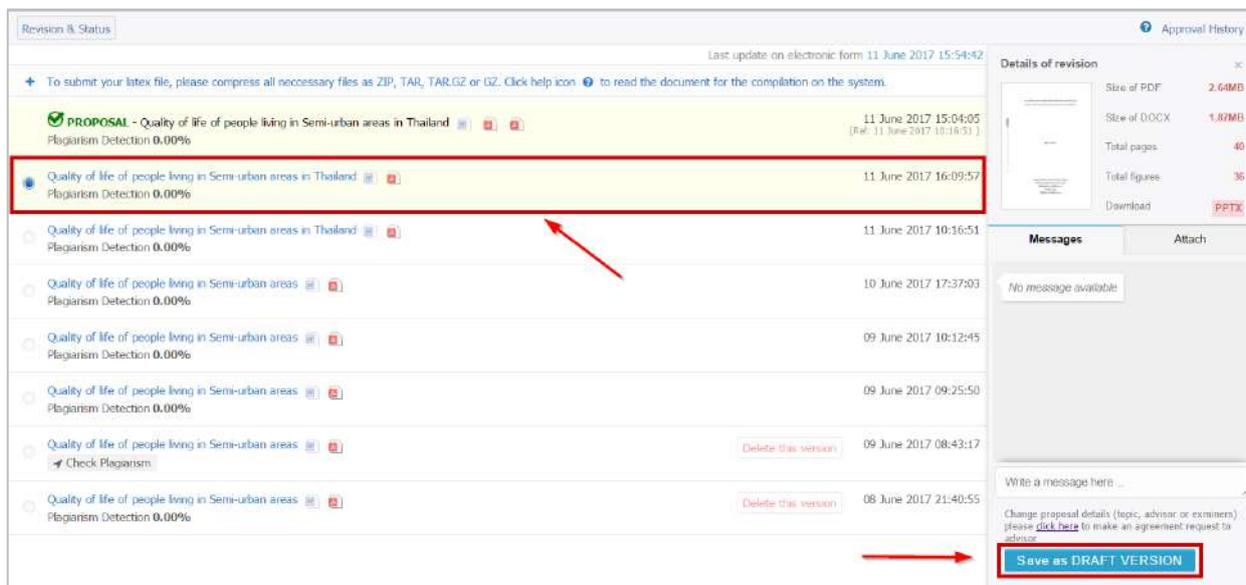


Figure 195: Confirmation of submission of a draft version

5. A request for revision will be sent to the advisor and the submitted file will be displayed at the top of the list with the message (PENDING) DRAFT while waiting for an approval result from the advisor as shown in Figure 196.

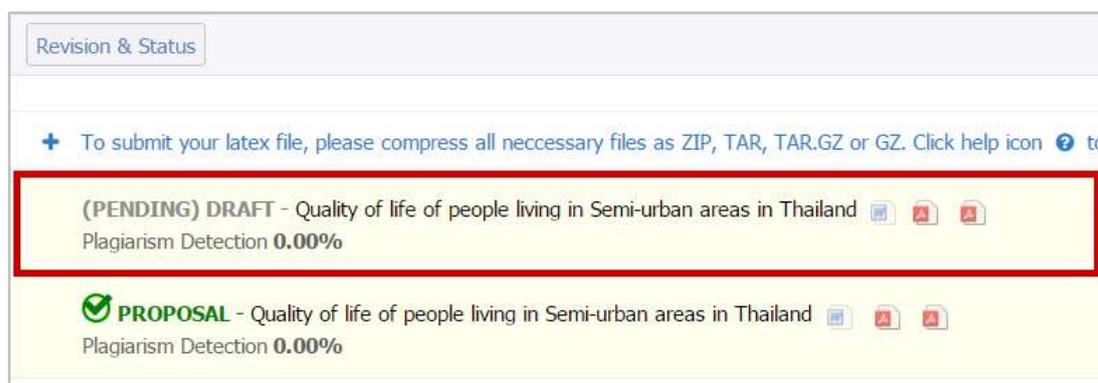


Figure 196: The web portal screen after a revision request for a draft version has been submitted

An e-mail request for draft version revision will be sent to the advisor, co-advisor (if any), and the student as shown in Table 9.



ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (สำเนา: นิสิตนักศึกษา)

Table 10: Sent e-mails of approval result for a draft version

*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

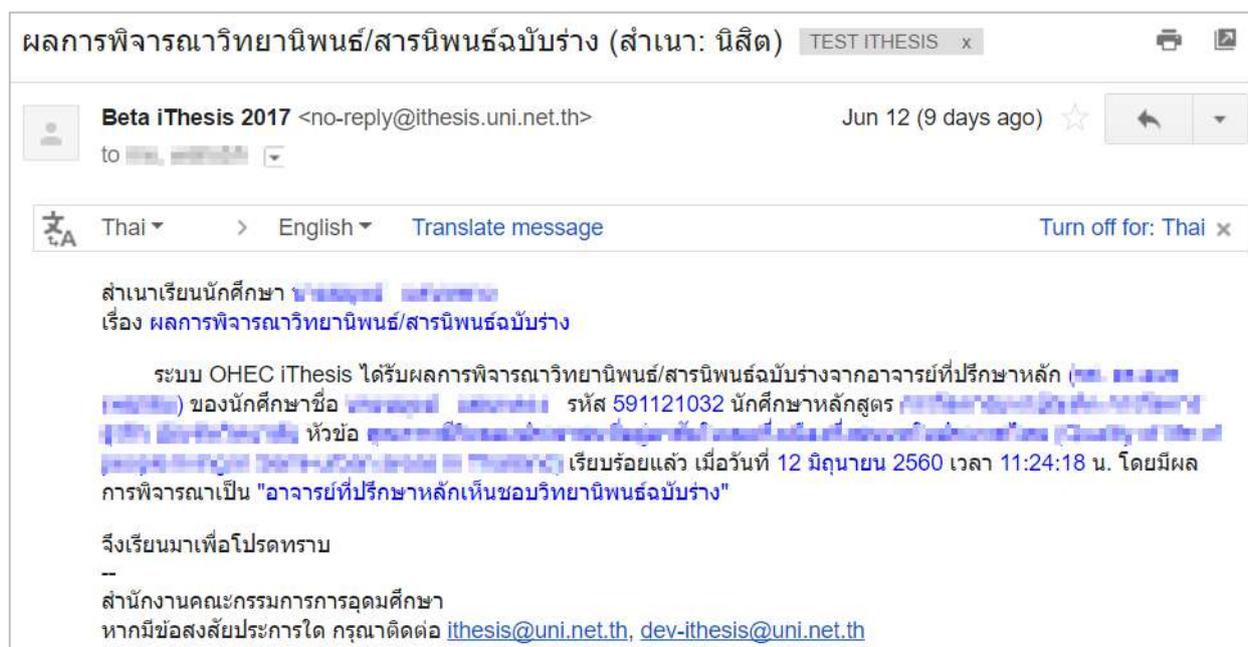


Figure 198: Example of a draft version approval result e-mail

Once approved, the document status will change from (PENDING) DRAFT to DRAFT with a green correction symbol as shown in Figure 199.



Figure 199: The web portal screen after a draft version has been approved

#### 2.4.4.5 Submitting a complete version

When a student has passed their defense examination and is ready to submit the complete version of their research, the required data must be filled in the Report Data section before submitting. Without filling out the data in Report Data, the student will not be allowed to submit a complete version. To submit a complete version, do as follows;

1. Save the complete version document via iThesis Add-in (using Save to Cloud).
2. Click on the Check Plagiarism Detection button which is connected to Akarawisut system, to have the document automatically checked for the plagiarism. This may take a long time depending on the checking queues. More details can be seen in Plagiarism Checking Report.
3. After filling out the information in the Report Data section, select the document to be submitted as the complete version, then click Save as COMPLETE VERSION. Sending additional files or messages is also possible as shown in Figure 200.

The screenshot displays a 'Revision & Status' interface. At the top, it indicates the last update on the electronic form was on 11 June 2017 at 15:54:42. Below this, there are instructions for submitting files and a 'Details of revision' panel on the right. The main area contains a list of revisions for the topic 'Quality of life of people living in Semi-urban areas in Thailand'. The most recent revision, dated 17 June 2017 at 12:05:46, is highlighted with a red border and has a 'Save as COMPLETE VERSION' button at the bottom right of the interface.

Revision Status	Topic	Plagiarism Detection	Date/Time
DRAFT	Quality of life of people living in Semi-urban areas in Thailand	0.00%	11 June 2017 16:17:20
PROPOSAL	Quality of life of people living in Semi-urban areas in Thailand	0.00%	11 June 2017 15:04:05
<b>COMPLETE</b>	Quality of life of people living in Semi-urban areas in Thailand	0.00%	17 June 2017 12:05:46
PENDING	Quality of life of people living in Semi-urban areas in Thailand		14 June 2017 16:54:50
PENDING	Quality of life of people living in Semi-urban areas in Thailand		13 June 2017 08:40:08
PENDING	Quality of life of people living in Semi-urban areas in Thailand		12 June 2017 17:26:36
PENDING	Quality of life of people living in Semi-urban areas in Thailand		12 June 2017 15:35:03
PENDING	Quality of life of people living in Semi-urban areas in Thailand		12 June 2017 15:29:37

Figure 200: Submitting a complete version

*Note:* If the required information has not been filled in the Report Data section, a notification pop-up with the message: Please complete the form on "REPORT DATA" menu will appear.



Figure 201: Notification for Report Data form to be completed

- A request for the advisor's revision will be sent and the submitted file will be displayed at the top of the list with the message (PENDING) COMPLETE while it is awaiting the approval result from the advisor as shown in Figure 202.

Revision & Status		Approval History
Last update on electronic form 11 June 2017 15:54:42		
+ To submit your latex file, please compress all necessary files as ZIP, TAR, TAR.GZ or GZ. Click help icon to read the document for the compilation on the system.		
<input checked="" type="radio"/>	<b>(PENDING) COMPLETE</b> - Quality of life of people living in Semi-urban areas in Thailand Plagiarism Detection <b>0.00%</b>	17 June 2017 14:00:10 (Ref: 17 June 2017 12:05:46)
<input checked="" type="radio"/>	<b>DRAFT</b> - Quality of life of people living in Semi-urban areas in Thailand Plagiarism Detection <b>0.00%</b>	11 June 2017 16:17:20 (Ref: 11 June 2017 16:09:57)
<input checked="" type="radio"/>	<b>PROPOSAL</b> - Quality of life of people living in Semi-urban areas in Thailand Plagiarism Detection <b>0.00%</b>	11 June 2017 15:04:05 (Ref: 11 June 2017 10:16:51)
<input type="radio"/>	Quality of life of people living in Semi-urban areas in Thailand Plagiarism Detection <b>0.00%</b>	17 June 2017 12:05:46
<input type="radio"/>	Quality of life of people living in Semi-urban areas in Thailand Plagiarism Detection <b>0.00%</b> Check Plagiarism	14 June 2017 16:54:50

Figure 202: The web portal screen after a revision request for a complete version has been submitted

A request for revision will be sent to the advisor, co-advisor (if any), and the student as shown as in Table 11.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: นิสิตนักศึกษา)

Table 11: Sent e-mails of a request for complete version revision

*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

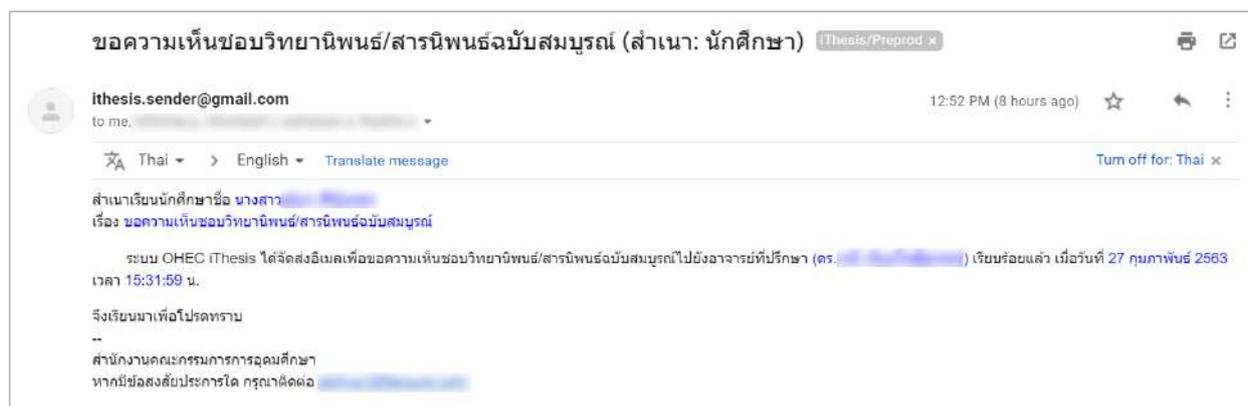


Figure 203: Example of a complete version revision request e-mail

5. After being revised, an approval result e-mail will be sent to the student, advisor, and co-advisor (if any) as shown as in Table 12.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: นิสิตนักศึกษา)

Table 12: Sent e-mails of approval result for a complete version

*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

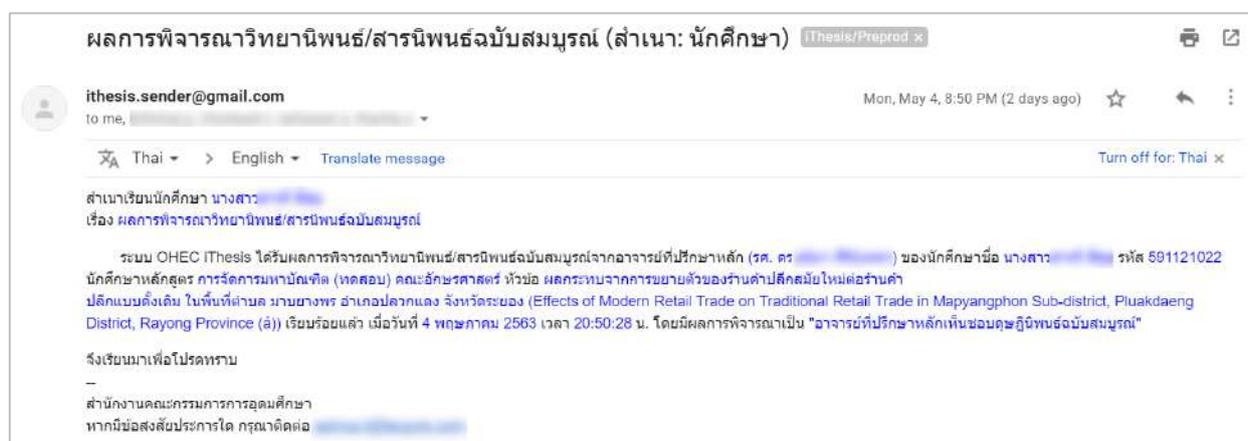


Figure 204: Example of a complete version approval result e-mail

If the advisor has disapproved of the complete version, the status of the document will change from (PENDING) COMPLETE to COMPLETE with a warning symbol. If the advisor has attached a file created with iThesis Add-in, it can be downloaded by clicking on the file name as shown in Figure 205. A student can make changes to the downloaded file, then use Save to Cloud feature to save it on the web portal.

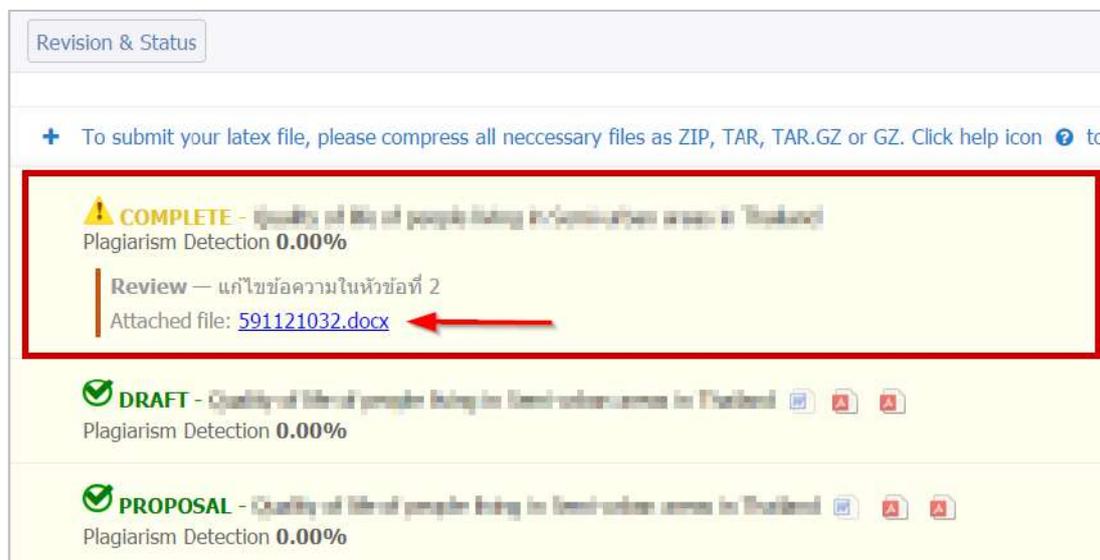


Figure 205: The web portal screen after a complete version has not been approved

Once approved, the document status will change from (PENDING) COMPLETE to COMPLETE with a green correct symbol as shown in Figure 206.



Figure 206: The web portal screen after a complete version has been approved

### 2.4.4.6 Revising a complete version

After the complete version has been approved by the advisor, the Revise Completed Version feature will be displayed in Revision & Approval. To revise the complete version, a request must be made as shown in Figure 207.

Figure 207: Requesting to revise a complete version form

1. Go to Revision & Approval
2. Click Revise Completed Version
3. Fill out the details in the request to revise complete version form, including;
  - 3.1. Page numbers where revision will be made
  - 3.2. Reason for revision
  - 3.3. Expected date of completion
4. Click Submit Request to send the request to the advisor.
5. A request to revise the complete version will be sent to the advisor, co-advisor (if any), and the student as shown as in Table 13.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ขอแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขอแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (นักศึกษา)

Table 13: Sent e-mails of a request to revise a complete version

Note: The e-mail subject and e-mail content format can vary depending on each educational institution.



Figure 208: Example of an e-mail requesting to revise a complete revision

5.1. If disapproved, the complete version will not be cancelled, but the disapproved request to revise will be displayed in iThesis as shown in Figure 209.

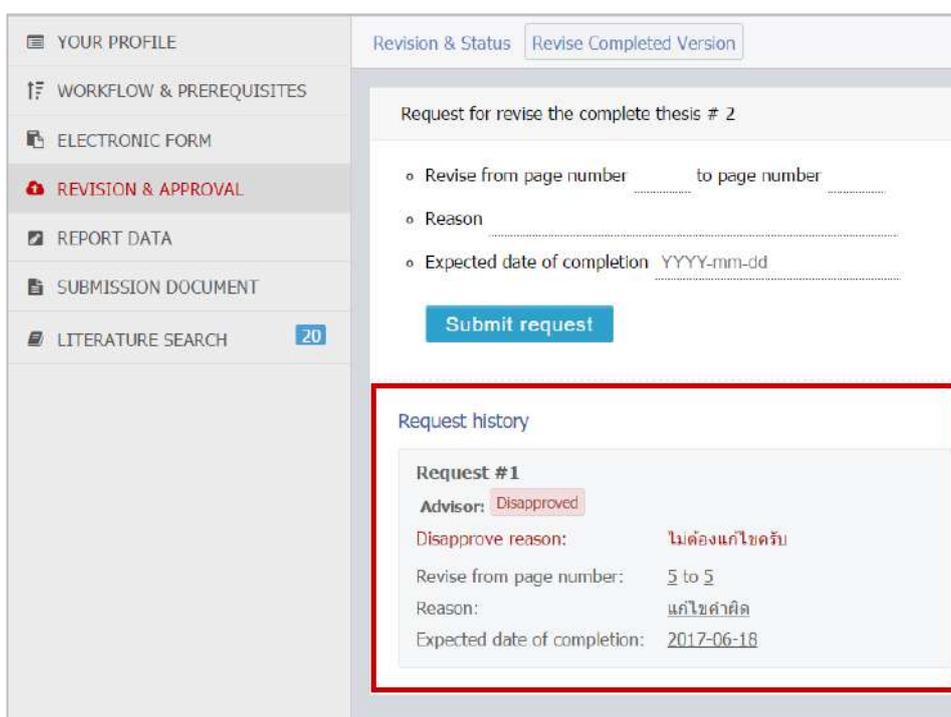


Figure 209: Request history and a disapproved request to revise complete version

5.2. If approved, an approval result e-mail will be sent to the graduate staff to notify that the submitted complete version is to be revised and to further request an approval to revise from the staff as shown as in Table 14.

ลำดับ	ผู้รับ	หัวข้อ
1	เจ้าหน้าที่บัณฑิตศึกษา (Graduate Staff)	ขอแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (เจ้าหน้าที่)

Table 14: Sent e-mails of request to revise complete version for the graduate staff

After the graduate staff have approved the request to revise the complete version, the result e-mail will be sent to the student, advisor, co-advisor (if any) as shown as in Table 15.

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก (Advisor)	ผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาการแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: นิสิตนักศึกษา)

Table 15: Sent e-mails of the graduate staff's approval result to revise complete version

*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

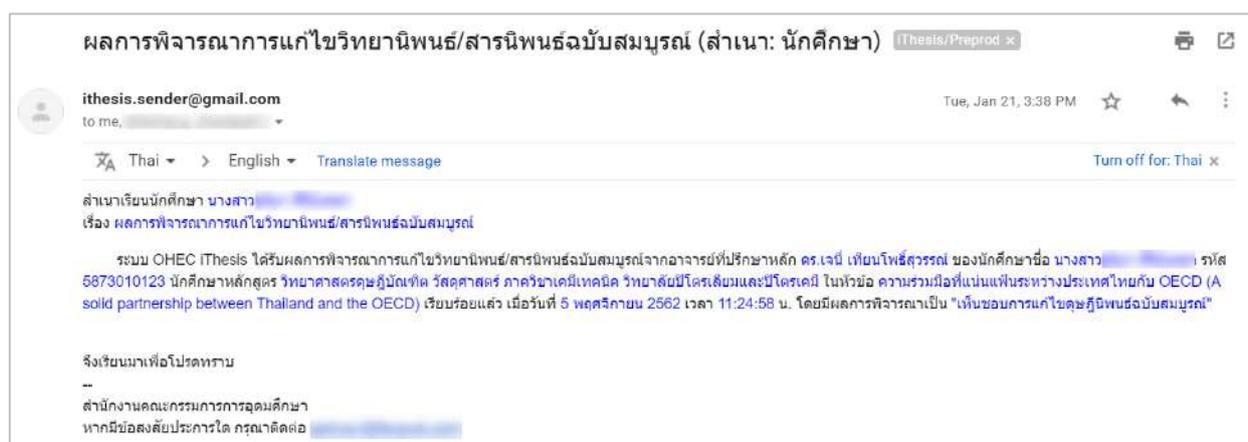


Figure 210: Example of complete version revision approval e-mail

6. When both the advisor and the graduate staff have approved the request to revise the complete version, the originally approved complete version will be cancelled from the system along with the file marked with COMPLETE and a green correction symbol.
7. When the student has finished editing the revised complete version, use Save to Cloud in iThesis Add-in to save it to the web portal and re-submit the complete version.

### 2.4.5 Report Data

Report Data is a feature for students to fill in data before submitting their complete version on iThesis. It can be divided into 3 sub-menus as shown in Figure 211.

1. After Defense (information to be completed after the defense examination)
2. Research Mapping (types of research)
3. Publications (published journals, articles, or other documents)

Figure 211: Report Data and sub-menus

*Note:* For some educational institutions, the After Defense and Research Mapping features will not be displayed to student users as advisors are assigned to fill in the information in these sections. Only the Publications sub-menu will be available for students to fill in.

### 2.4.5.1 After Defense

After Defense is a feature for students to fill out required information after having their defense examination and to specify their publication details. It can be divided into 3 sections as shown in Figure 212.

The screenshot shows the 'After Defense' screen with three main sections highlighted by red boxes and numbered 1, 2, and 3:

- Section 1:** Plagiarism Detection: Percentage of similarity from Akarawisut. It shows 'Totally agree : 10.29 %'.
- Section 2:** Evaluation. It has radio buttons for 'Very Good', 'Good', 'Passed', and 'Not Passed'. 'Very Good' is selected.
- Section 3:** Dissemination through electronic media, publication, radio and television media. It contains two sub-sections:
  - Dissemination through electronic media, publication, radio and television media:** Includes a Thai text notice and radio buttons for 'Allowed' (selected) and 'Not Allowed to' followed by a date input field (YYYY-MM-DD).
  - Dissemination of full document on a website:** Includes a Thai text notice and radio buttons for 'Allowed' (selected) and 'Not Allowed to' followed by a date input field (YYYY-MM-DD).

A 'Save' button is located at the bottom left of the form.

Figure 212: Sections on the After Defense screen

1. Plagiarism Detection – displays the percentage of plagiarism that may be found in the work, which can be divided into;
  - 1.1 Turnitin Detection: Students must manually specify the percentage of plagiarism detected with Turnitin program and attach the detection report file in .PDF. Students who write their research work in English, their work must be checked with Turnitin. However, detection of plagiarism with Turnitin program can be determined by each educational institution to suit their policies.
  - 1.2 Akarawisut Detection: Students do not need to put in the data as the detection result will be automatically retrieved.
2. Evaluation – displays the evaluation result the student’s defense examination as Very Good, Good, Passed, or Not Passed. A student must specify the result they have received from the examination.
3. Dissemination – manages dissertation options for the students’ work. A student can choose to have their work published or concealed. For concealed work, the period of concealment must be specified, which if the time period exceeds the educational

institution's regulated concealment period, i.e. within 10 years, a notification will be displayed. Dissemination options can be divided into 2 channel which are;

3.1 Dissemination via electronic media

3.2 Dissemination via the websites

Dissemination through electronic media, publication, radio and television media

การเผยแพร่วิทยานิพนธ์ จะมีการส่งข้อมูลเล่มวิทยานิพนธ์พร้อมไฟล์แนบประกอบเล่มไปที่คลังมีเดียของสถาบันการศึกษา และส่งเฉพาะเล่มวิทยานิพนธ์ที่เป็น PDF ไปยัง สกอ. พร้อมเป็นฐานข้อมูลในการตรวจการคัดลอกวรรณกรรมต่อไป

Allowed

Not Allowed to: 2018-01-01

reason: agreement of scholarship

---

Dissemination of full document on a website

การเผยแพร่วิทยานิพนธ์ จะมีการส่งข้อมูลเล่มวิทยานิพนธ์พร้อมไฟล์แนบประกอบเล่มไปที่คลังมีเดียของสถาบันการศึกษา และส่งเฉพาะเล่มวิทยานิพนธ์ที่เป็น PDF ไปยัง สกอ. พร้อมเป็นฐานข้อมูลในการตรวจการคัดลอกวรรณกรรมต่อไป

Allowed

Not Allowed to: 2028-06-27

reason: trade secret

**Error**  
Period of concealment of your thesis is invalid. Please specify within 10 years. (max 2027-06-12)

Figure 213: Filling information in the After Defense section

When all 3 sections have been filled in, click Save to save the information.

*Note:*

1. Some educational institutions might not require filling information in the Plagiarism Detection section.
2. For those who choose to have their research concealed, the maximum concealment period is 10 years or as determined by each educational institution. The reason for concealment must also be specified.

#### 2.4.5.2 Research Mapping

Research Mapping is a feature used to specify the categories of a research work in order to make it more convenient to be used as a reference or cited in future reports. The categories can be divided into 4 sections as shown in Figure 214.

The screenshot shows a web interface for 'Research Mapping'. It has three tabs: 'After Defense', 'Research Mapping', and 'Publications'. The 'Research Mapping' tab is active. The interface consists of four stacked form sections, each with a red circle containing a number (1-4) on the right side. Section 1 is 'Subject Area / Subject Category'. Section 2 is 'Thailand Standard Industrial Classification (TSIC)'. Section 3 is 'Field of research' with a list of options: A. Agriculture and agricultural industry development, B. Economic, social, educational and cultural researches, C. Science, Technology and Industry Development, D. Health Promotion, and E. Humanities. Section 4 is 'The International Standard Classification of Education (ISCED)'. At the bottom left, there is a blue 'Save' button.

Figure 214: Sections on the Research Mapping screen

1. Subject Area / Subject Category – to specify the area and category for a research subject. More than 1 category can be selected.
2. Thailand Standard Industrial Classification (TSIC) – to specify the category of a research topic based on TSIC. Only 1 category can be selected.
3. Field of research – to specify the research field that the topic falls under. More than 1 category can be selected.
4. The International Standard Classification of Education (ISCED) - to specify the category of a research topic based on ISCED. Only 1 category can be selected.

When all 4 sections have been filled in, click Save to save the information.

*Note:* To specify the categories for a research study, students should consult the selections with their advisor to ensure that the chosen categories are accurate and can be used for further benefits.

### 2.4.5.3 Publications

Publications is a feature for students to specify the publications that are relevant to their research. Publications can be divided into 3 sections as shown in Figure 215.

After Defense Research Mapping Publications

**Direction:** To facilitate publication reporting to the institute, we have developed a real-time search tool to retrieve any required data to fill-in the form by hand. However some publications are not stored in the database; in this "Publications" menu.

Real time Search | Publication Forms | Your Publications

Specify your authoring name

TodsobThesis T

Specify search timespan. (if your publications are already published or appear on online citation databases).

2016 to 2017 Press to search

Results from online citation databases. (check below items to confirm your publications).

(Press to search )

Save all selected publications

Confirm & Save

Figure 215: Sections of Publications

1. Real time Search - is a real time search form to search for the citation of the student's published journals on ISI, SCOPUS, Crossref, PubMed and ScienceDirect databases which are considered important international academic journals databases.

*Note:* Access to PubMed and ScienceDirect databases must be arranged by the administrator.

2. Publication Forms is used to fill information on other publications such as journals or articles, in the case that the student's work has also been made public for other citation databases, conferences, and intellectuals.
3. Your Publications is a section that summarizes all data from Real time Search and Publication Forms.

## Real time Search

To use Real time Search as shown in Figure 216, follow these steps;

The screenshot shows a web interface for 'Real time Search'. At the top, there is a navigation bar with 'After Defense', 'Research Mapping', and 'Publications'. Below this is a yellow 'Direction' box. The main form has three tabs: 'Real time Search', 'Publication Forms', and 'Your Publications'. The 'Real time Search' tab is active. The form contains the following elements:

- A 'Specify your authoring name' section with a text input field containing 'TodsobThesis' and a dropdown menu with 'T' selected. A red box highlights this section with a '1' marker.
- A 'Specify search timespan' section with two dropdown menus showing '2016' and '2020', and a 'Press to search' button. A red box highlights the search span and button with a '2' marker.
- A 'Results from citation databases' section with a '(Press to search:)' button. A red box highlights this button with a '3' marker.
- A 'Save all selected publications' section with a 'Confirm & Save' button.

Figure 216: Filling information on the Real time Search form

1. The surname and the first name initial of the author (in English) used in iThesis will be displayed. However, if the user has published on ISI, SCOPUS, Crossref, PubMed, or ScienceDirect databases under a different name, type in the surname and the first name initial used on the databases.
2. Search timespan can also be specified in AD year. A student may search from the first year to the current of their educational institution.
3. Click Press to Search to search for information from all 5 databases.
4. After processing, search results will be displayed. In the case that there is no publication found, "not found" messages will be displayed on a database name as shown in number 1 on Figure 217. If there is a publication, it will be displayed as shown in number 2 on Figure 217.

Real time Search | Publication Forms | Your Publications

Specify your authoring name

Specify search timespan. (if your publications are already published or appear on online citation databases).

2010 to 2017 Press to search

Results from online citation databases. (check below items to confirm your publications).

not found on ISI database

Result(s) from SciVerse SCOPUS

1.  [Investigation of the impact of the ...](#) [Continental Shelf Research](#) [Srivihok P. on 2014-05-15](#)

Source— Continental Shelf Research

First Author— Srivihok P. on 2014-05-15

not found on Crossref database

not found on pubmed database

not found on sciencedirect database

Save all selected publications

Confirm & Save

Figure 217: Example of displayed search results on ISI and Scopus databases

5. Click the Confirm & Save button to save the information.

### Filling Publication Forms

Publication Forms can be divided into 3 types of publications as follows;

1. Journal/Article is a form for filling information for journals or other published articles that are not published on ISI, SCOPUS or Crossref databases. Students must fill in all the details, especially in the fields with the red asterisk symbol (\*) which signify required information as shown in Figure 218.

Publication Forms  Journal / Article  Conference  Intellectual

Document Type \* - เลือกประเภทเอกสารที่ตีพิมพ์ ▼

Publication Title \* ระบุชื่อเรื่อง/หัวข้อ

Authors \* ~~Thanyaporn Pichai Pichai~~ ระบุจะระบุชื่อ-นามสกุลให้

ISSN \* ISSN ระบุหมายเลข ISSN

Source Name \* Journal name ระบุชื่อวารสาร/หนังสือ

Country \* - เลือกประเทศ ▼

Issue \* ระบุฉบับที่

Volume \* ระบุเล่มที่

Pages \* begin-end ระบุเลขที่หน้าเริ่มต้น-สิ้นสุด

Database Name \* enter the online database name to access your article ระบุชื่อฐานข้อมูลวิชาการ

Published Date \* YYYY-MM-DD ระบุวันที่ได้รับการตีพิมพ์

Level \*  National  International เลือกระดับการตีพิมพ์

Peer-review \*  Yes  No ระบุว่ามีกร Peer-review หรือไม่

Status \*  Accepted to publish  Published ระบุสถานะการตีพิมพ์

URL / Website http:// ระบุเว็บไซต์เอกสารที่ตีพิมพ์ (ถ้ามี)

Attach file (.pdf) \*  No file chosen แนบไฟล์เอกสารเป็นหลักฐานการตีพิมพ์

Figure 218: Journal/Article publication form

2. Conference is a form used to fill in academic conference information as shown in Figure 219.

Publication Forms:  Journal / Article  Conference  Intellectual

Presentation Title \* ระบุชื่อเรื่อง/หัวข้อการนำเสนอ

Conference Name \* ระบุชื่อการประชุม

Authors \* Firstname, Surname, Title ระบบจะระบุชื่อ-นามสกุลให้

Venue \* location information ระบุสถานที่จัดการประชุม

Country \* - เลือกประเทศที่ประชุม

Date \* YYYY-MM-DD ระบุวันที่จัดการประชุม

Level \*  National  International เลือกระดับการประชุม

Peer-review \*  Yes  No ระบุว่ามีการ Peer-review หรือไม่

Status \*  Accepted to publish  Published

URL / Website http:// ระบุเว็บไซต์แสดงเอกสารการประชุม (ถ้ามี)

Attach file (.pdf) \* Choose File No file chosen แนบไฟล์เอกสารเป็นหลักฐานการประชุม

Save Close

Figure 219: Conference publication form

3. Intellectual is a form used to fill intellectual or patented information as shown as Figure 220.

Publication Forms:  Journal / Article  Conference  Intellectual

Title \* ระบุชื่อเรื่อง/หัวข้อ

Reference / Code \* ระบุรหัสสิทธิบัตร/อนุสิทธิบัตร

Inventors \* Firstname, Surname, Title ระบบจะระบุชื่อ-นามสกุลให้

Agency \* eg. Department of Intellectual Property ระบุหน่วยงานที่รับผิดชอบ

Type \*  Patent  Petty Patent ประเภทของสิทธิบัตร

Level \*  National  International ระดับการจดสิทธิบัตร

Status \*  Pending  Approved สถานะการจดสิทธิบัตร

Request Date \* YYYY-MM-DD วันที่ได้รับการจดสิทธิบัตร

Attach file (.pdf) \* Choose File No file chosen แนบไฟล์หลักฐานการจดสิทธิบัตร

Save Close

Figure 220: Intellectual publication form

## Your Publications Display

The journal search results from Real time Search and the information from Publication Forms will be shown in the Your Publications section as shown in Figure 221. To delete a work shown in Your Publications section, click **Delete** at the end of each item.

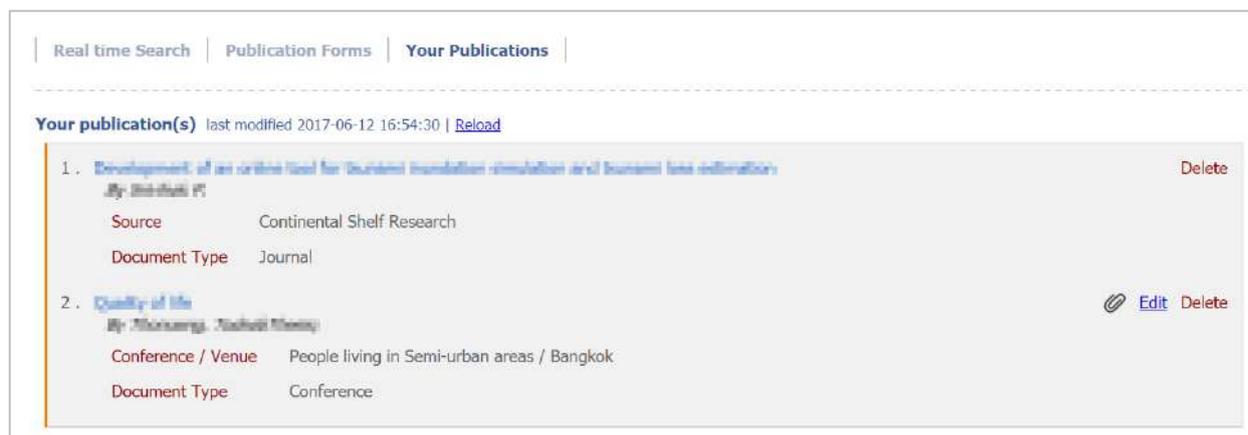


Figure 221: Displayed works in Your Publications

### 2.4.6 Submission Document

To submit the complete version to the Graduate School, the student must attach it with a printed submission document created with iThesis which can be exported using the Submission Document feature as shown in Figure 222. The completed submission document must be as follows:

1. Includes a barcode
2. All information is completed with no “NO DATA” displayed
3. Signed by the relevant student and personnel



## 2.4.7 Literature Search

Literature Search is a feature used to search and recommend research works that may be relevant for the student. It can be divided into 2 sections;

1. Search Publications & Theses
2. Researchers

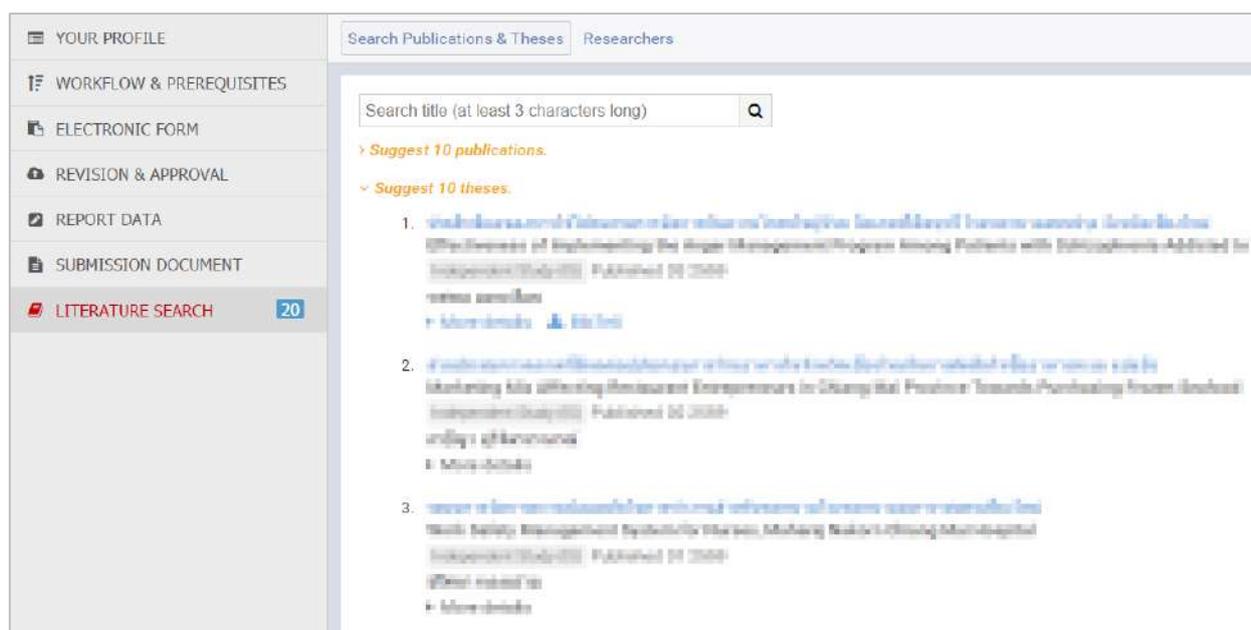


Figure 224: Literature Search screen

### 2.4.7.1 Search Publications & Theses

Search Publications & Theses is a feature that allows students to search for research data on external databases such as ISI, SCOPUS, Crossref, PubMed, ScienceDirect and the educational institution's library database, so students can use the information in their research. It can be divided into 2 sections which are;

1. Suggest theses – recommended related theses and publications will be displayed in this section based on the student's department as shown in Figure 225.



By clicking on a thesis or a publication, its information will be displayed. By clicking “Pop out” as shown in Figure 227, a new pop-up window of the thesis or article will be displayed as shown in Figure 228.

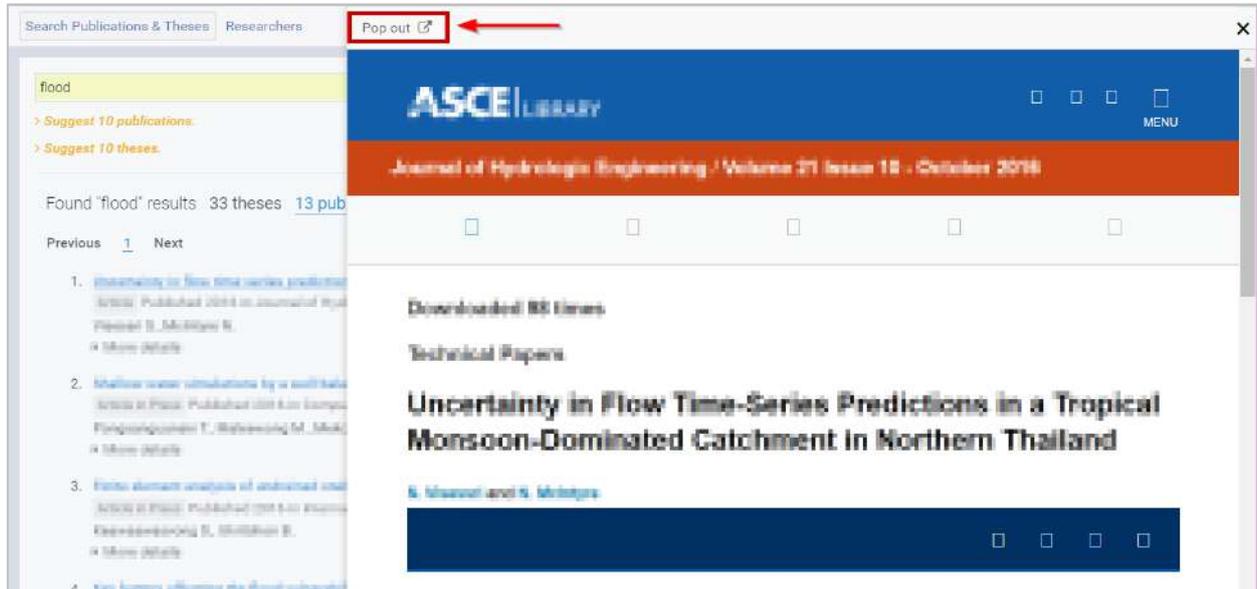


Figure 227: Example of thesis data displayed in Search Publications & Theses

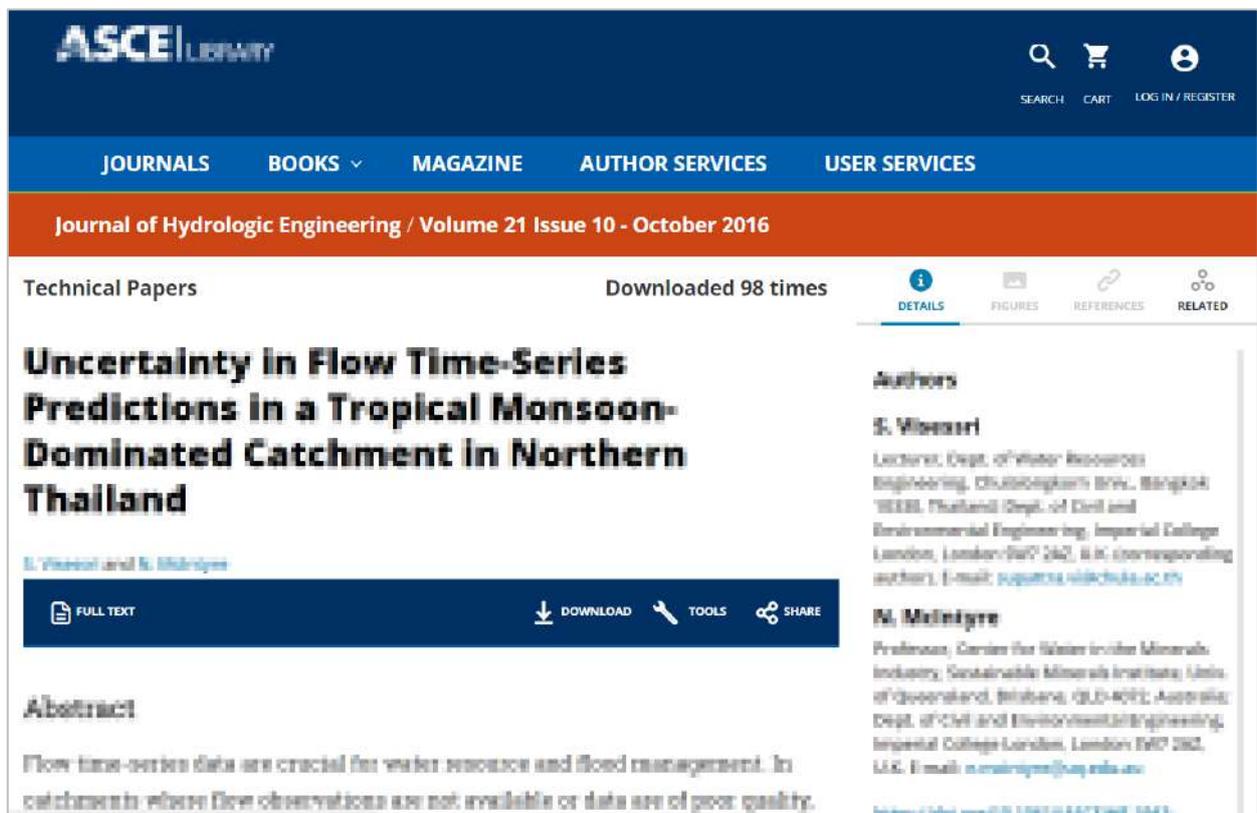


Figure 228: Example of a thesis displayed on a pop-up window on the web portal

### 2.4.7.2 Researchers

Researchers is a feature that allows students to view the previous work of their advisor, co-advisor, and committee examiner. Students will also be able to see when a new work is added to the system as shown in Figure 229.

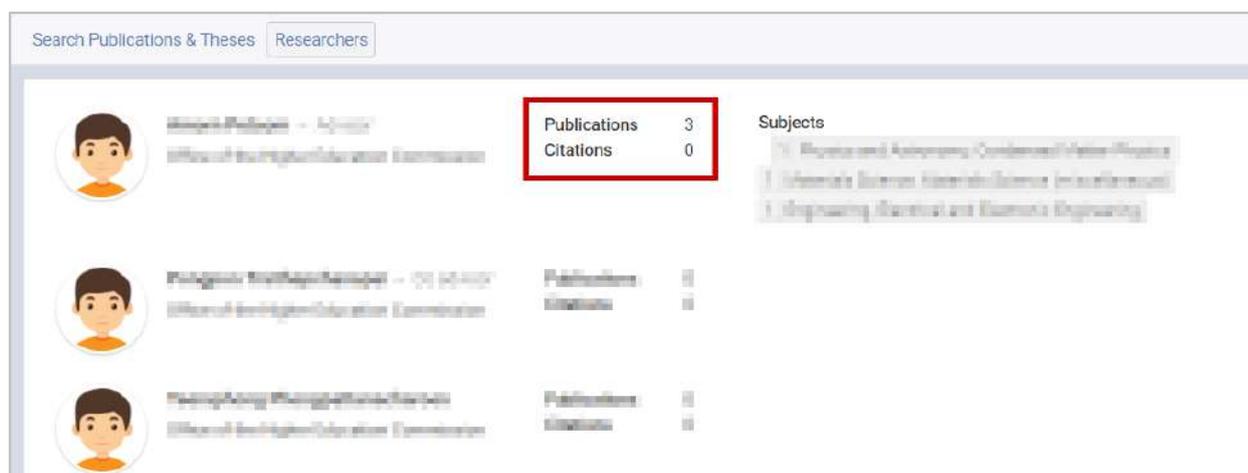


Figure 229: Example of Researchers screen

To see the work of each researcher, click Publications and a window showing their list of work will appear as shown in Figure 230.

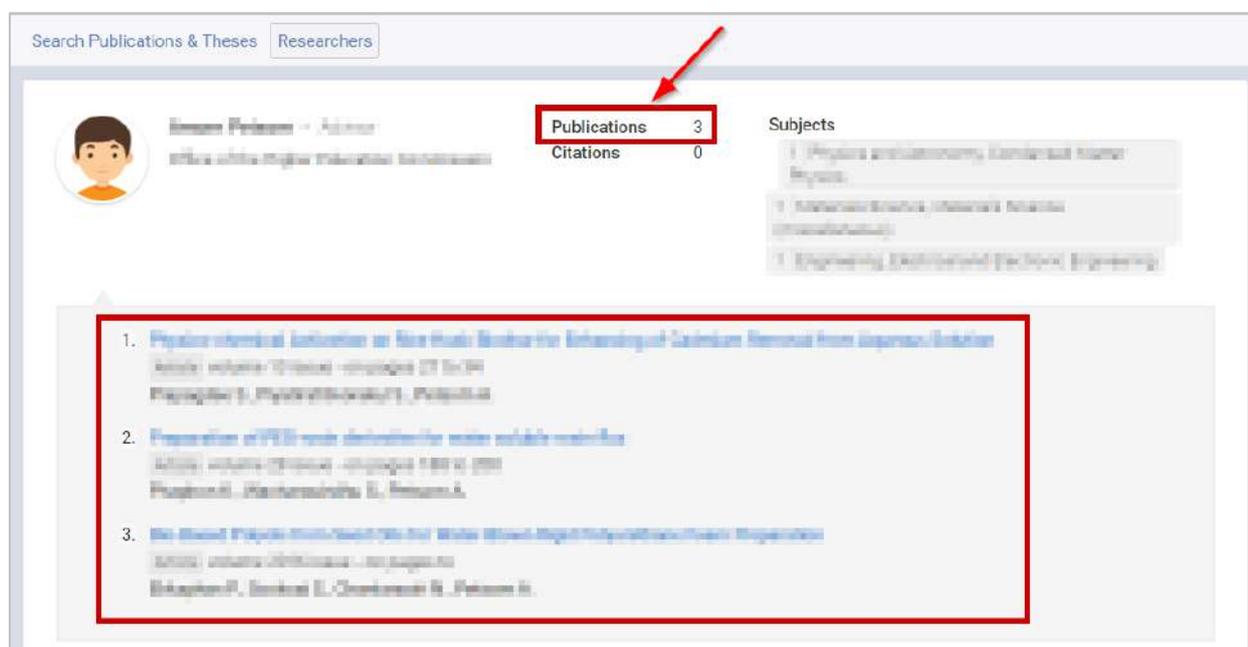


Figure 230: Seeing a researcher's work

When students click on the work, its information will be displayed. By clicking “Pop out” as shown in Figure 231, a new pop-up window of the researcher’s work will be displayed as shown in Figure 232.



Figure 231: Example of thesis or article data displayed in Researchers menu



Figure 232: Example of a thesis displayed on a pop-up window on the web portal

### 3. iThesis Add-in

iThesis Add-in is an important part of iThesis system as a small add-in program installed on Microsoft Word to help create various document research forms, manage page settings and format to be in accordance with the requirements of each educational institution without requiring student users to manually manage all the formatting details.

Before using iThesis Add-in, the first thing that students must check is that the computer to install the iThesis Add-in must run on Microsoft Windows 7 OS or later and the installed Microsoft Word must be the 2010 version or newer. This Add-in does not support operating on Mac OS on Mac computers.

Check the version of your Windows OS whether it is either 32 bit (x86) or 64 bit (x64), then choose the compatible version of iThesis Add-in installer accordingly.

#### 3.1 Checking Windows OS version

Before installing the iThesis Add-in, students must check the version of the Windows OS run on the computer they, whether it is 32 bit (x86) or 64 bit (x64) in order to install the right version of iThesis Add-in. Use these steps to check your Windows OS version.

1. Go to My Computer or This PC as shown is Figure 233.

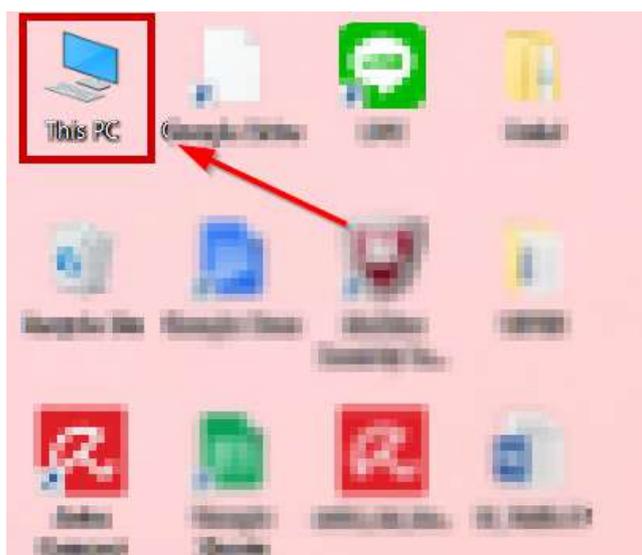


Figure 233: My Computer or This PC Icon

2. Right click and select Properties as shown in Figure 234.

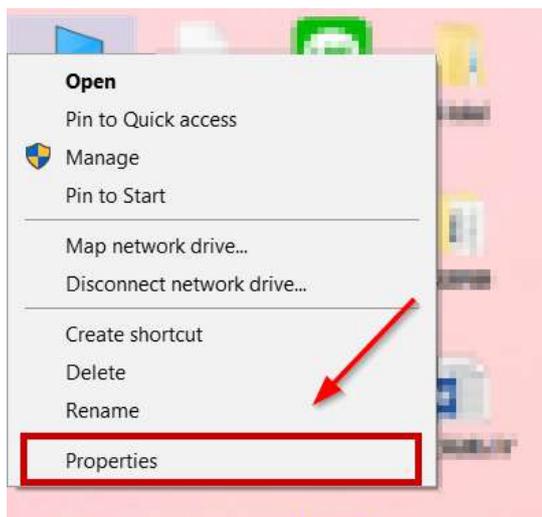


Figure 234: Properties on My Computer or This PC

3. On the System window, see the detail on System type.
  - 3.1. On Windows 8 and later operating systems, the results will be displayed as shown in Figure 235. On the picture, the detail of System type specifies **64-bit Operating System** or **x64-base processor or 64-bit** version, therefore the compatible iThesis Add-in installer to download from the web portal must be **iThesis x64**.

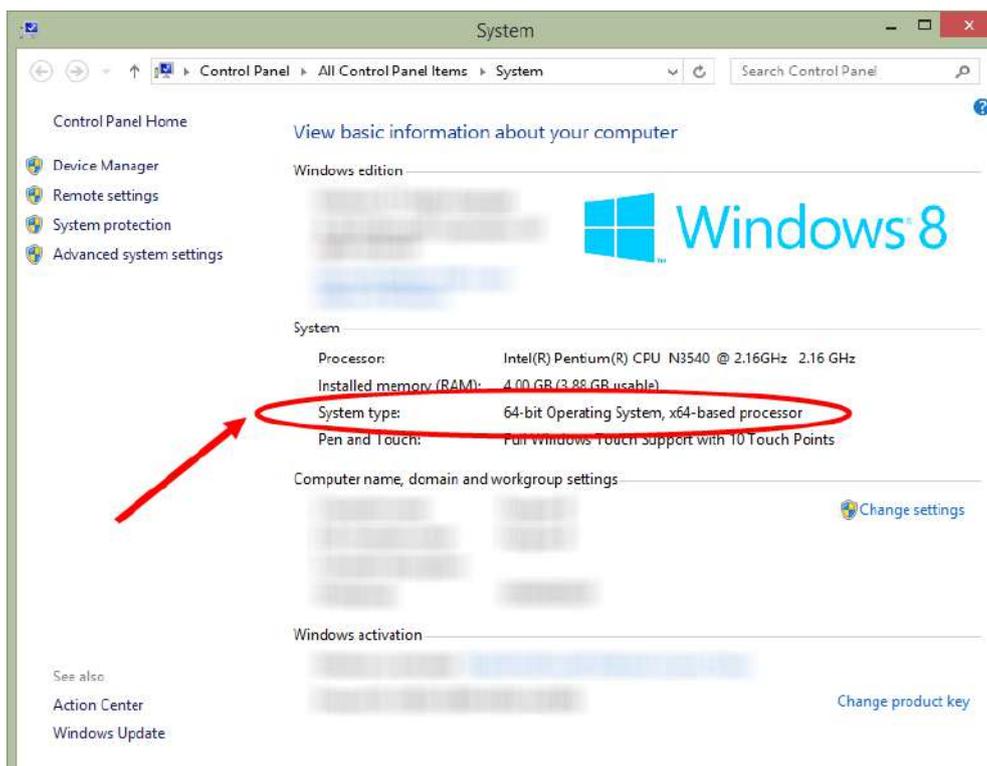


Figure 235: System type as shown on Windows 8 or later

3.2. On Windows 7, the results will be shown as in Figure 236. On the picture, the detail of System type specifies **32-bit Operating System**, therefore the compatible iThesis Add-in installer to download from the web portal must be **iThesis x86**.

Note : With new operating systems, when you go to Microsoft Word Add-in on the web portal, iThesis will check your computer and recommend a compatible Add-in installer (**Recommend for you**) that best suits the version of your computer operating system.

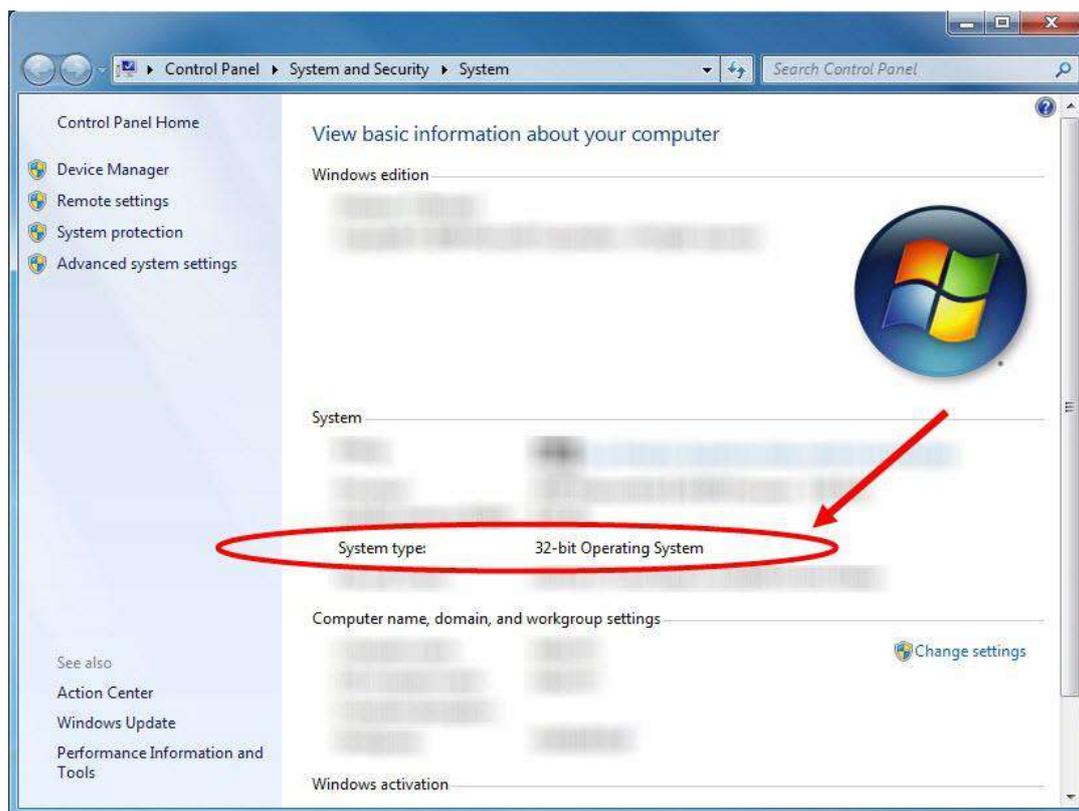


Figure 236: System type as shown on Windows 7

### 3.2 Download and Install Prerequisite programs

After checking the version their computer's Windows OS, students should check for the installation of these following programs on the computer;

1. Microsoft Visual Studio 2010 Tools for Office Runtime
2. Microsoft Visual C ++ 2010 Redistributable – the selected installer version must be compatible with the running Windows OS version;
  - 2.1. Package x86 (for 32-bit)
  - 2.2. Package x64 (for 64-bit)

By installing these 2 programs, they will facilitate the installation and function of IThesis Add-in.

#### Checking for an installed prerequisite program

1. On Windows OS, type Control Panel in the Search box as shown in Figure 237 or click Control Panel on the Desktop screen.

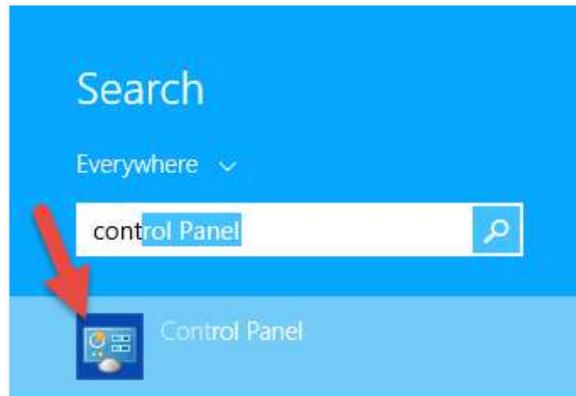


Figure 237: Control Panel Icon

2. Change the view to Category (number 1) and click on Programs (number 2) as shown in Figure 238.

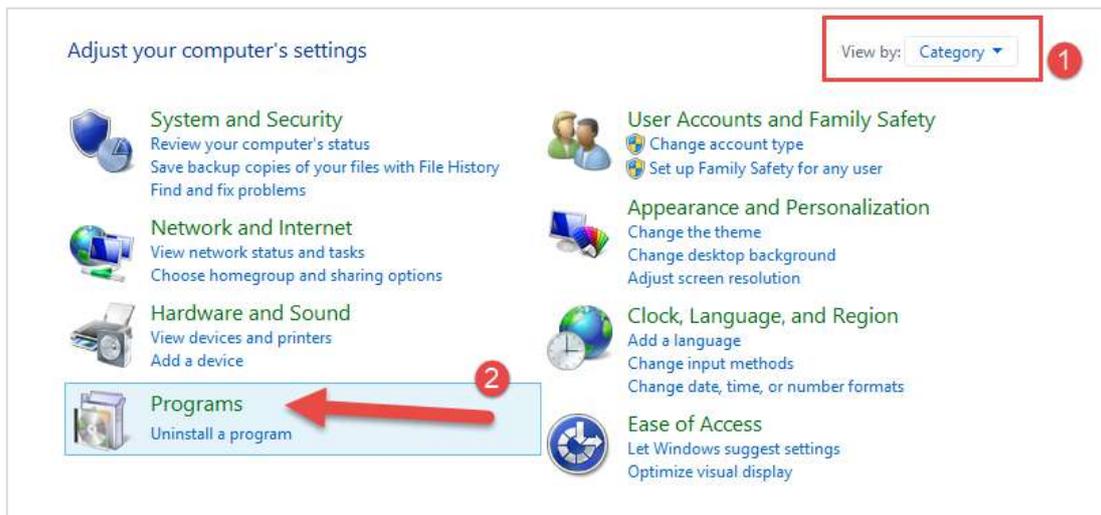


Figure 238: Control Panel window

3. Click Programs and Features as shown in Figure 239.

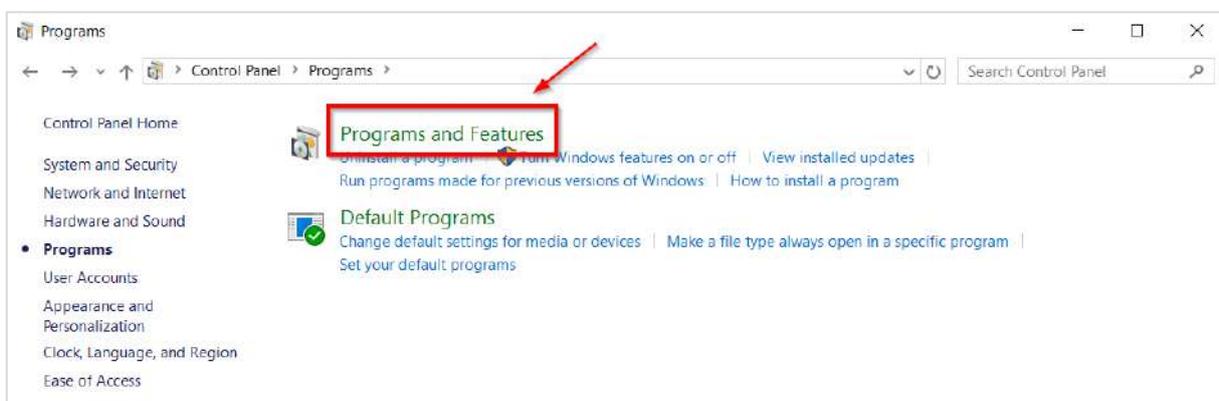


Figure 239: Programs screen in the Control Panel

4. After clicking, a new window of Programs and Features will appear and show the installed programs on the computer. Check if both of the prerequisite programs as mentioned in Section 3.2 are already installed or not as shown in Figure 240.
  - 4.1. If both programs are already installed on the computer, iThesis Add-in can be installed immediately. For instructions on installing the iThesis Add-in, see the Download and Install iThesis Add-in topic.
  - 4.2. If the 2 prerequisite programs or one of them have not been installed on the computer, students must install both programs first before proceed to installing iThesis Add-in.

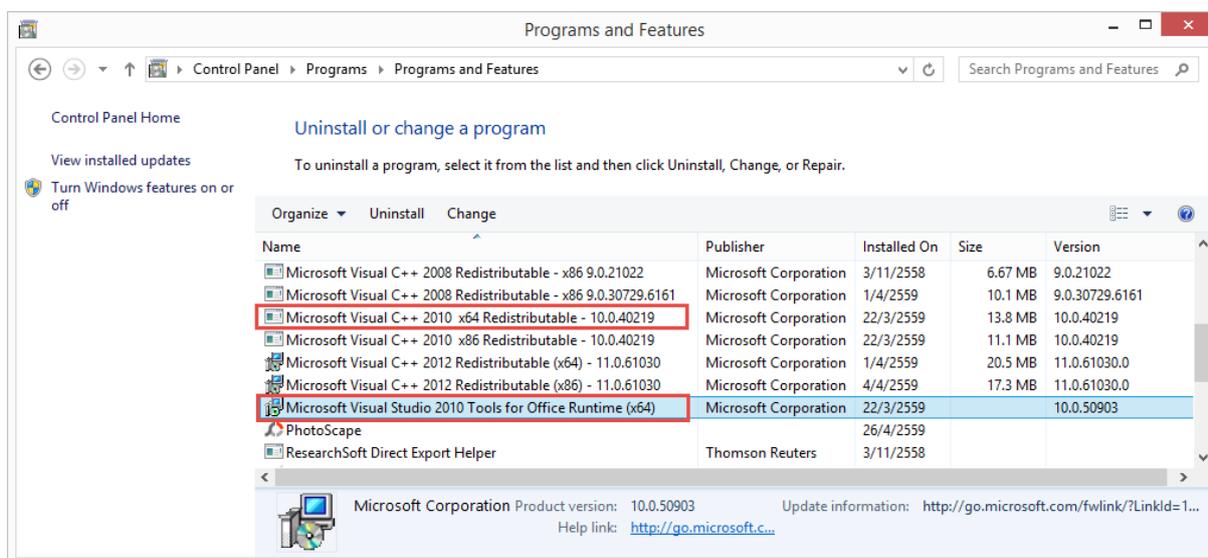


Figure 240: Prerequisite programs that must be installed

*Note:* If the computer has already been installed with both prerequisite programs in any version higher than 2010, students can install the iThesis Add-in immediately. However, if the programs installed are in any lower version, they will not support installation of iThesis Add-in and the prerequisite programs of a new version must be installed first.

### Install a prerequisite program

1. Install Visual Studio 2010 Tools for Office Runtime (if the computer you want to install Add-in on already has Visual Studio 2010 Tools for Office Runtime installed, skip to step 2.)
  - 1.1. Click on Visual Studio 2010 Tools for Office Runtime on the web portal as shown in Figure 241.



Figure 241: Visual Studio installer on the web portal

- 1.2. Select the destination location to save the installer, such as Desktop, as shown in Figure 242, then click Save.

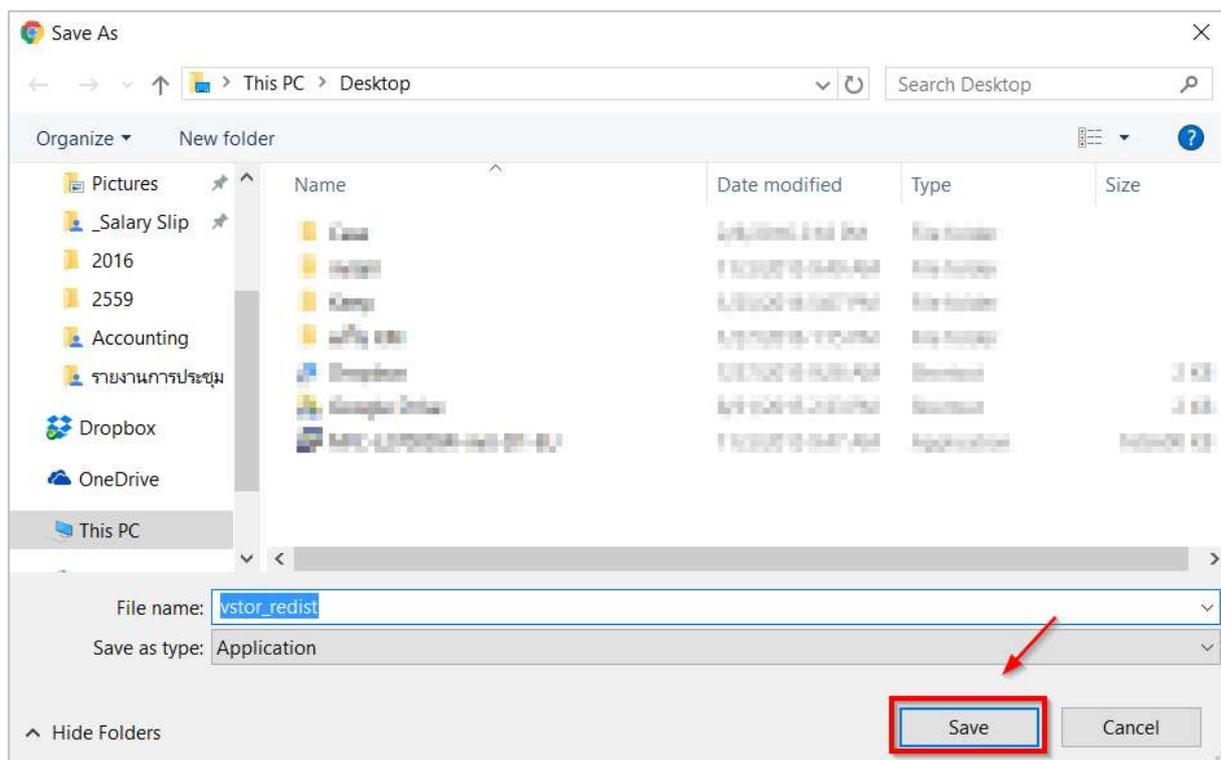


Figure 242: Installation file saving window

- 1.3. Installation can be done in 2 ways as follows;

- 1.3.1. Method 1 - Click on the downloaded installer to install as shown Figure 243.



Figure 243: Downloaded program showing at the bottom of the web portal page

- 1.3.2.Method 2 - Open Downloads folder or the chosen destination folder for the installer, then double-click on the file icon as shown in Figure 244.



Figure 244: The downloaded installer icon

- 1.4. If the User Account Control window appears, click Yes to start the installation.  
 1.5. Check the box next to the message "I have read and accept the license terms." and click Install as shown in Figure 245.

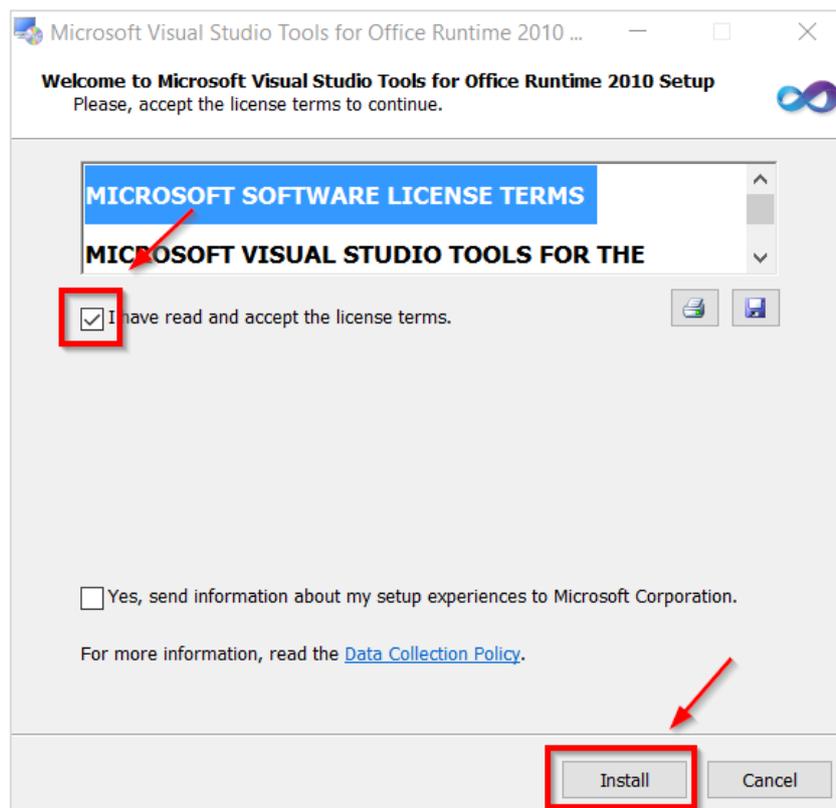


Figure 245: The program installation window

- 1.6. Click Finish to complete the installation as shown in Figure 246.

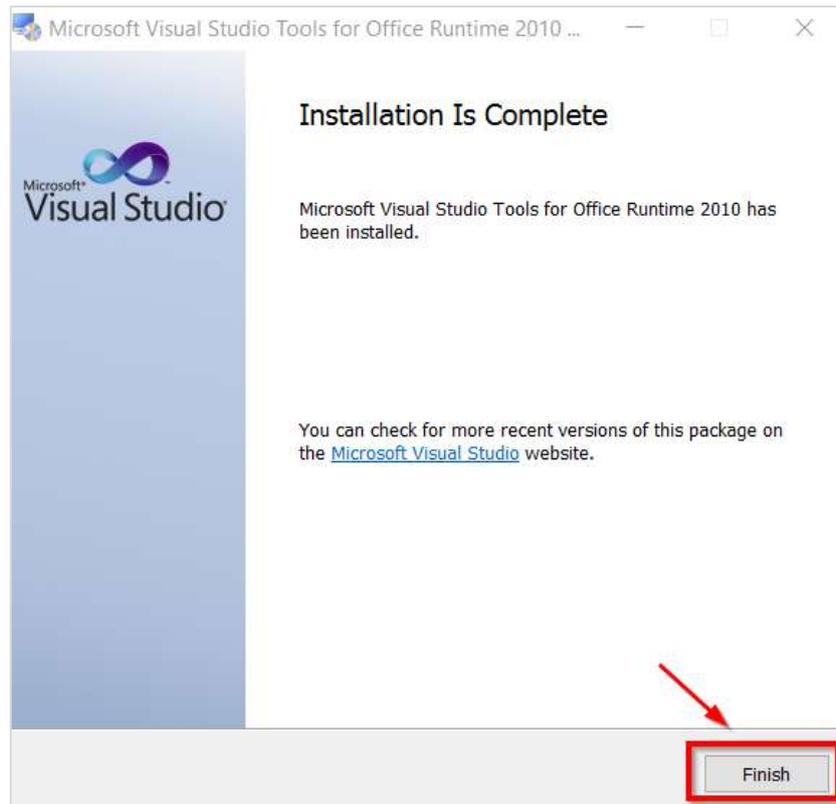


Figure 246: Installation window when the installing process is finished

2. After installing Visual Studio 2010 Tools for Office Runtime, proceed to install Microsoft Visual C ++ 2010 Redistributable Package x86 (for 32-bit) or Package x64 (for 64-bit). The chosen installer must be compatible to your Windows OS version.
  - 2.1. Click on Microsoft Visual C ++ 2010 Redistributable Package x86 (for 32bit) as shown in number (1) on Figure 247 or Microsoft Visual C ++ 2010 Redistributable Package x64 (for 64bit) as shown in number (2) on Figure 247 according to the version of the Windows OS of the computer.

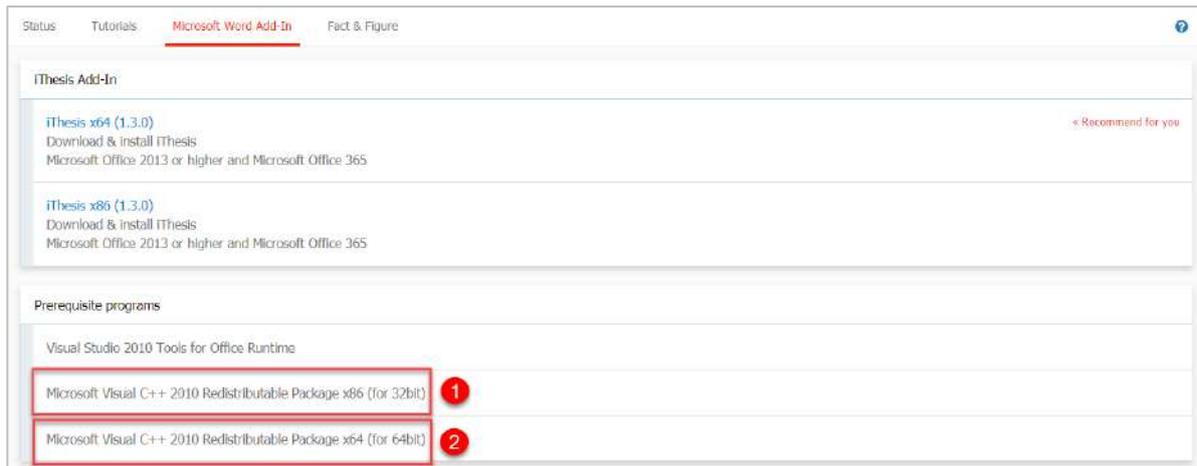


Figure 247: Microsoft Visual C ++ installers on the web portal

2.2. Select the destination location to save the installer, such as Desktop, as shown in Figure 248, then click the Save.

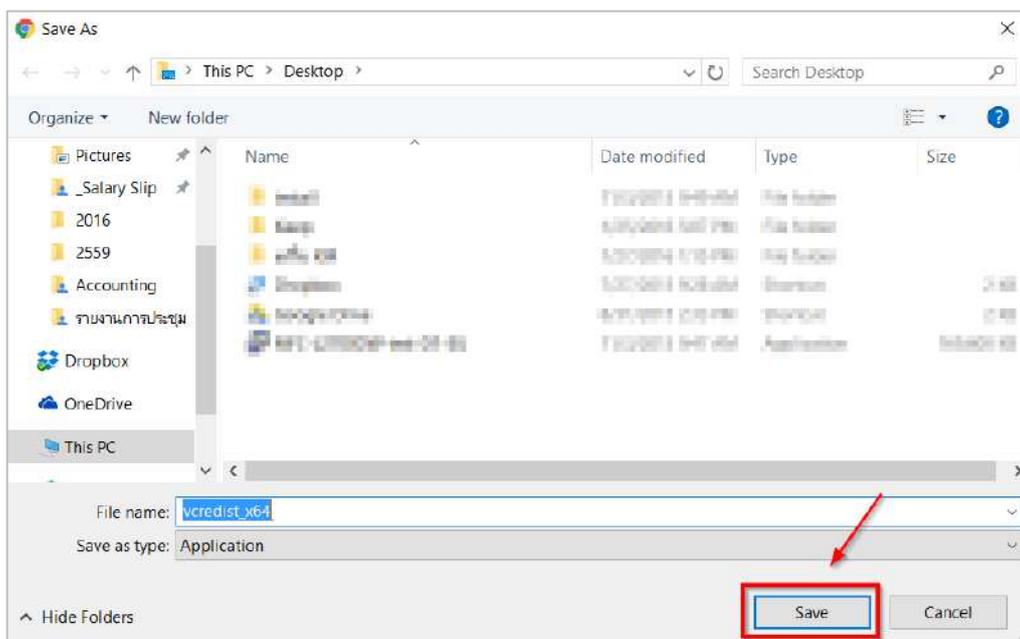


Figure 248: Installation file saving window

2.3. Installation can be done in 2 ways as follows;

2.3.1. Method 1 - Click one the downloaded installer to install as shown Figure 249.



Figure 249: Downloaded program showing at the bottom of the web portal page

2.3.2. Method 2 - Open Downloads folder or another destination folder chosen to save the installer, then double-click on the file icon as shown in Figure 250.



Figure 250: The downloaded installer icon

2.4. If the User Account Control window appears, click Yes to start the installation.

2.5. Check the box next to the message "I have read and accept the license terms." and click Install.

2.6. Click Finish to complete the installation.

### 3.3 Download and install iThesis Add-in

After checking the version of the Windows OS on the destination computer, download and install the iThesis Add-in installer compatible for the computer by following these steps;

1. Go to Microsoft Word Add-in as shown in Number 1 on Figure 251 and click to choose the iThesis Add-in installer compatible with the Windows OS version or the one with "Recommend for you" message as shown in Number 2 on Figure 251.



Figure 251: iThesis Add-in installers

2. Select the destination location to save the installer, such as Desktop, as shown in Figure 252, then click the Save.

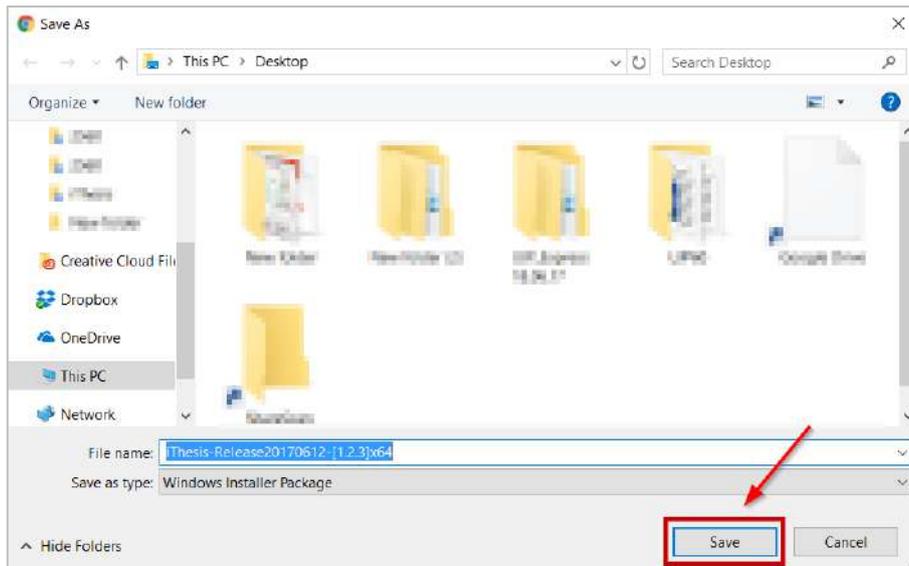


Figure 252: Installation file saving window

3. Installation can be done in 2 ways as follows;

3.1 Method 1 - Click one the downloaded installer to install as shown Figure 253.



Figure 253: Downloaded program showing at the bottom of the web portal page

3.2 Method 2 - Open Downloads folder or another destination folder chosen to save the installer, then right-click on the .msi file and click install as shown in Figure 254.

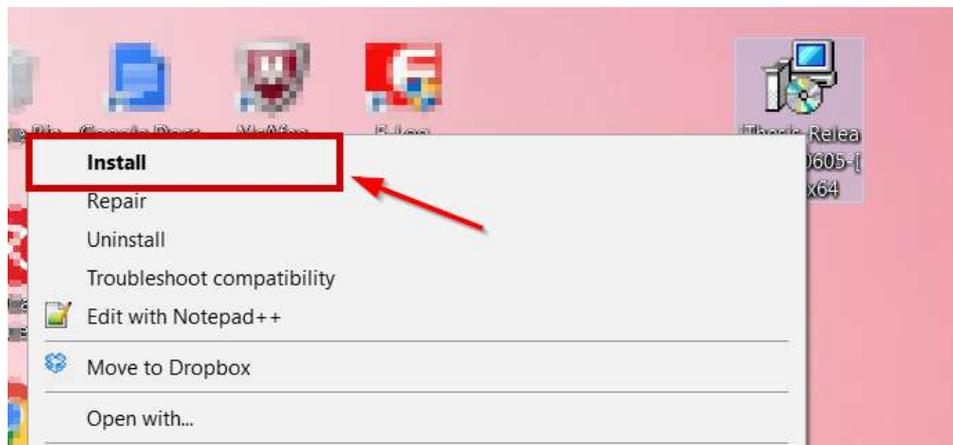


Figure 254: The downloaded installer icon

4. Windows protected your PC window will appear, click More info as shown in Figure 255 and Figure 256.



Figure 255: Windows protected your PC window



Figure 256: Windows protected your PC window and Run anyway button.

5. Welcome to the ITHESIS Setup Wizard window will appear, click Next to proceed to the next installation step as shown in Figure 257.

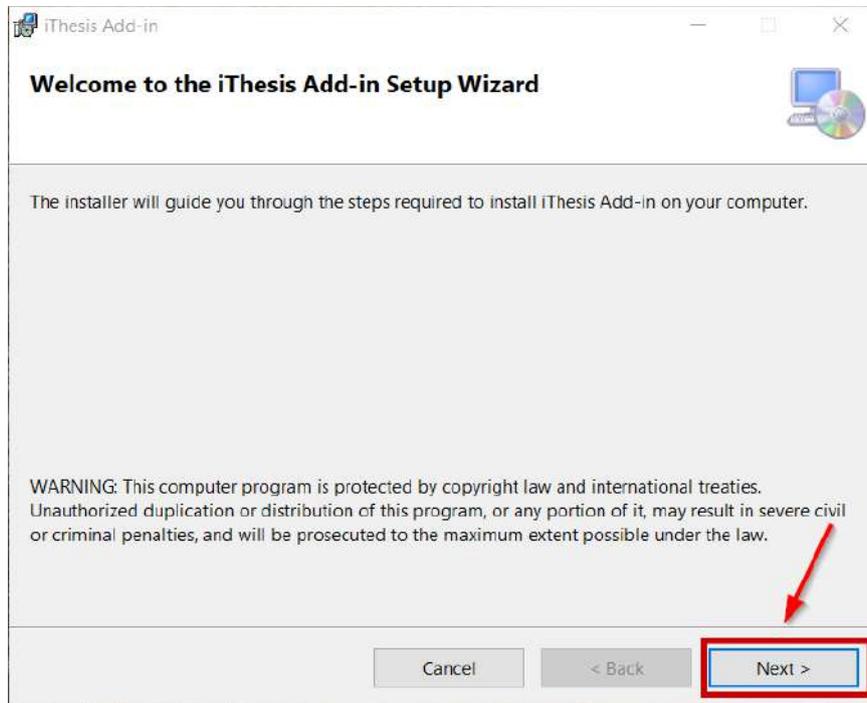


Figure 257: Welcome to the ITHESIS Setup Wizard window

6. On Select Installation Folder window, click Next as shown in Figure 258.

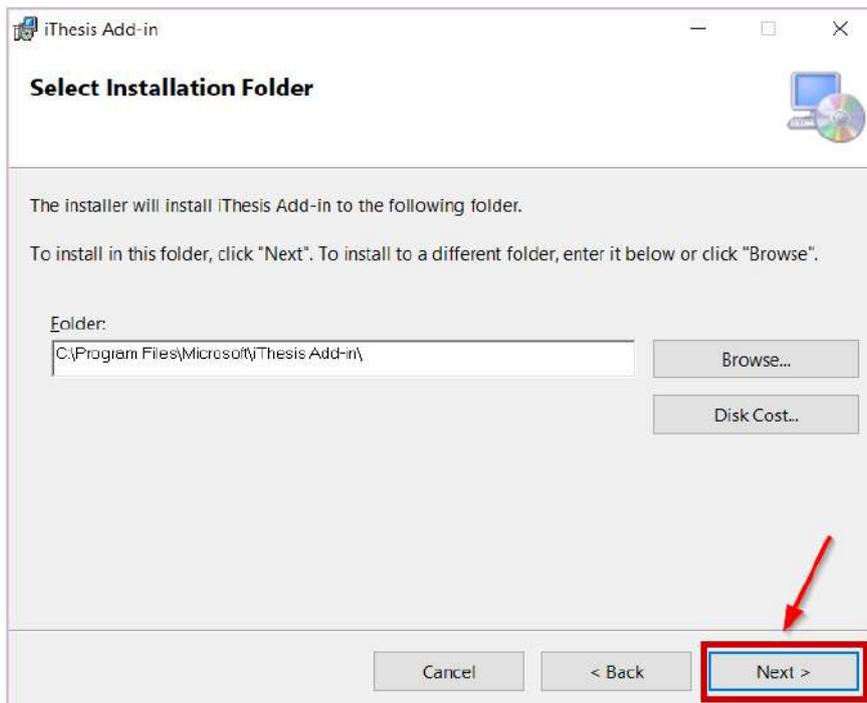


Figure 258: Select Installation Folder window

7. On Confirm Installation window, click Next to begin installation process on the computer as shown in Figure 259.

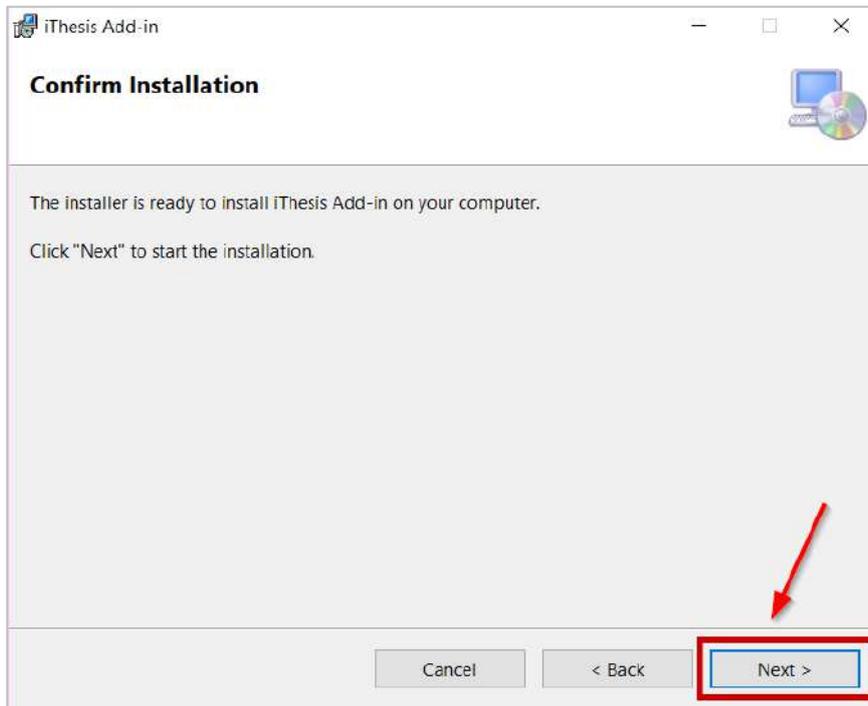


Figure 259: Confirm Installation window

8. On Installing iThesis Add-in window, wait for the installation to complete.

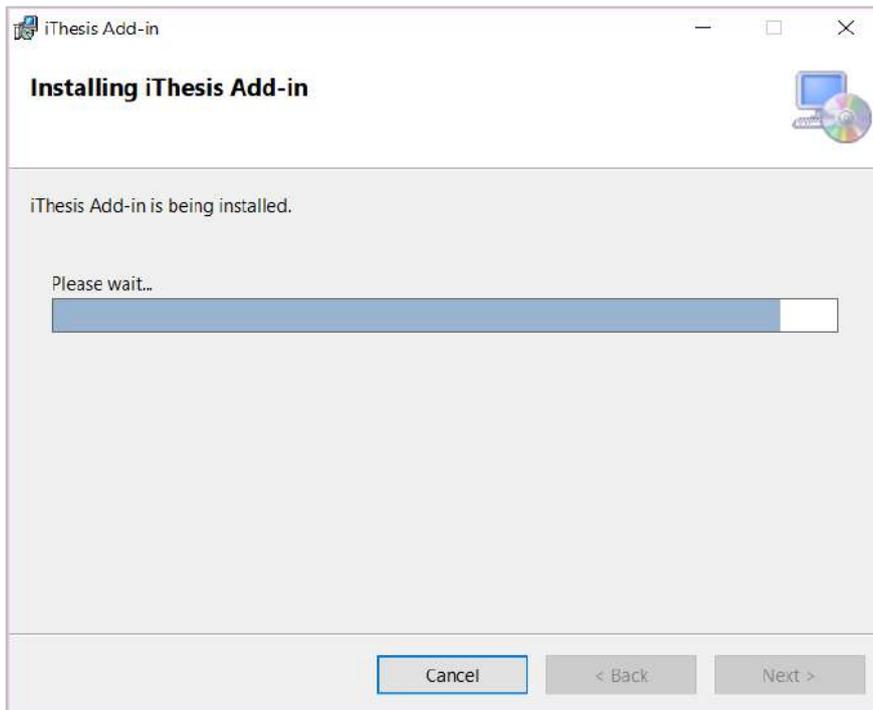


Figure 260: Installing iThesis Add-in window

9. On Installation Complete window, click close as shown in Figure 261.

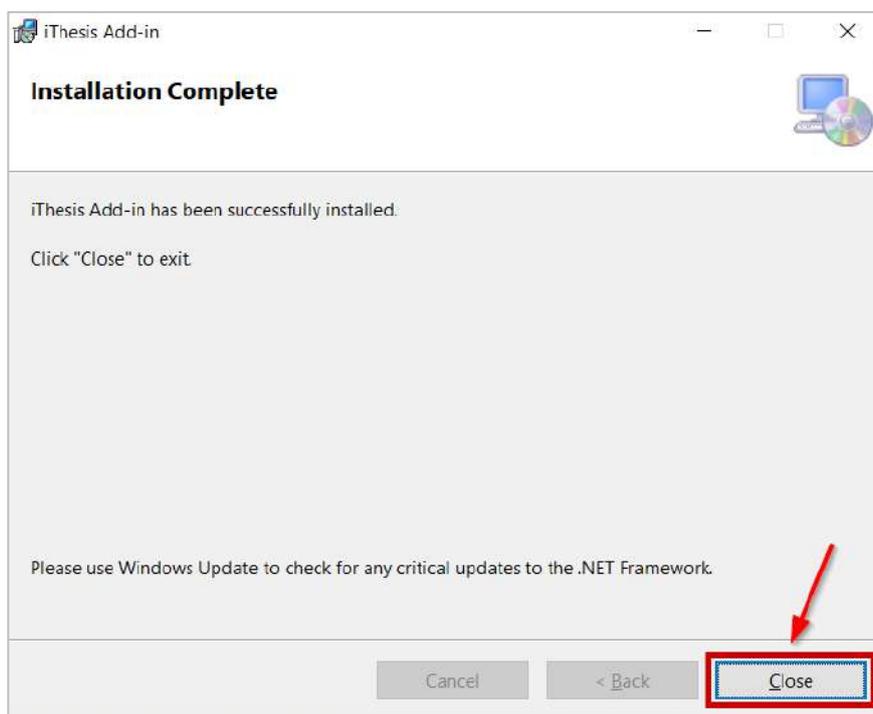


Figure 261: Installation Complete window

10. Check the installation on Microsoft Word by opening Microsoft Word, the installed Add-in will appear as iThesis Toolbar as shown in Figure 262.

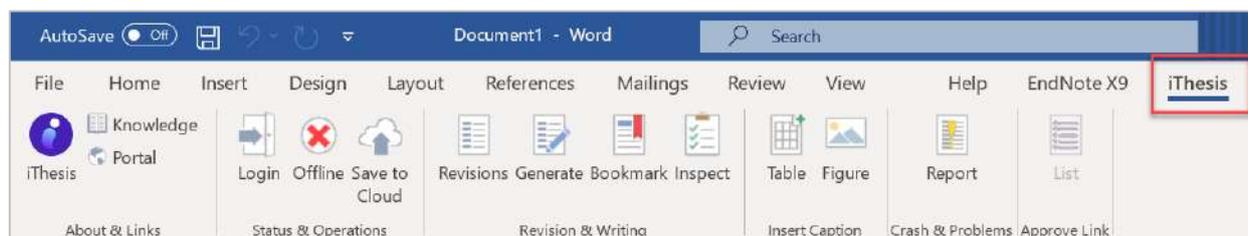


Figure 262: iThesis Toolbar in Microsoft Word

### 3.4 iThesis Add-in Toolbar

After installing the iThesis Add-in, the program toolbar will appear on Microsoft Word. This toolbar consists of 13 tools as shown in Figure 263, which are;

1. iThesis
2. Knowledge
3. Portal
4. Login

5. Online / Offline
6. Save to Cloud
7. Revisions
8. Generate
9. Bookmark
10. Table
11. Figure
12. Report
13. List



Figure 263: iThesis Add-in tools

### 3.4.1 iThesis

iThesis is a tool used to enable and disable the iThesis Add-in. On the first use after installation, all the tools will be inactive in exception of iThesis, Table, and Figure as shown in Figure 264. For Table and Figure, they will be explained in the next section.

Before using the iThesis Add-in, students must enter the first login code or Activate Add-in first using the form that appears after clicking the iThesis icon. All other tools will then be activated. After the first log in, the iThesis tool will remember the login details and all the settings of the user. To disable iThesis Add-in, click Inactivate to disable.

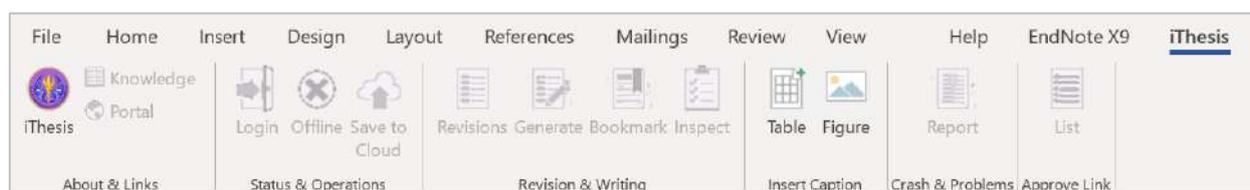


Figure 264: iThesis toolbar when accessing for the first time

*Note:* Ensure that all the files are saved before inactivating iThesis Add-in. Microsoft Word will be closed down automatically after the inactivation.

### 3.4.1.1 Enable iThesis Add-in (Activate Add-in)

1. Go to the web portal and login to iThesis as shown as in Figure 265.

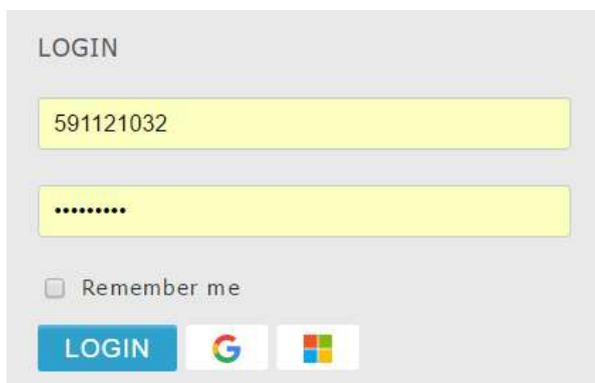


Figure 265: Login to iThesis Web Portal

2. After logging in, click on profile picture or profile icon, then click Settings as shown in Figure 266.

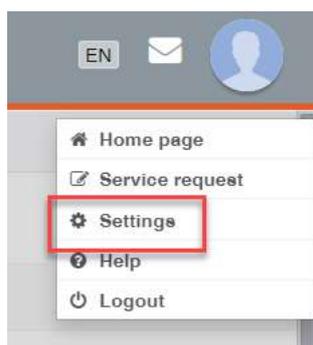


Figure 266: Go to Settings

3. In Settings, go to Add-in Activate Key as shown in Figure 267 and copy the displayed Activate Key.



Figure 267: Add-in Activate Key displayed the web portal

- As shown in Figure 268, after opening Microsoft Word and click on the iThesis icon on the iThesis toolbar, then iThesis : Activate Window box will appear.

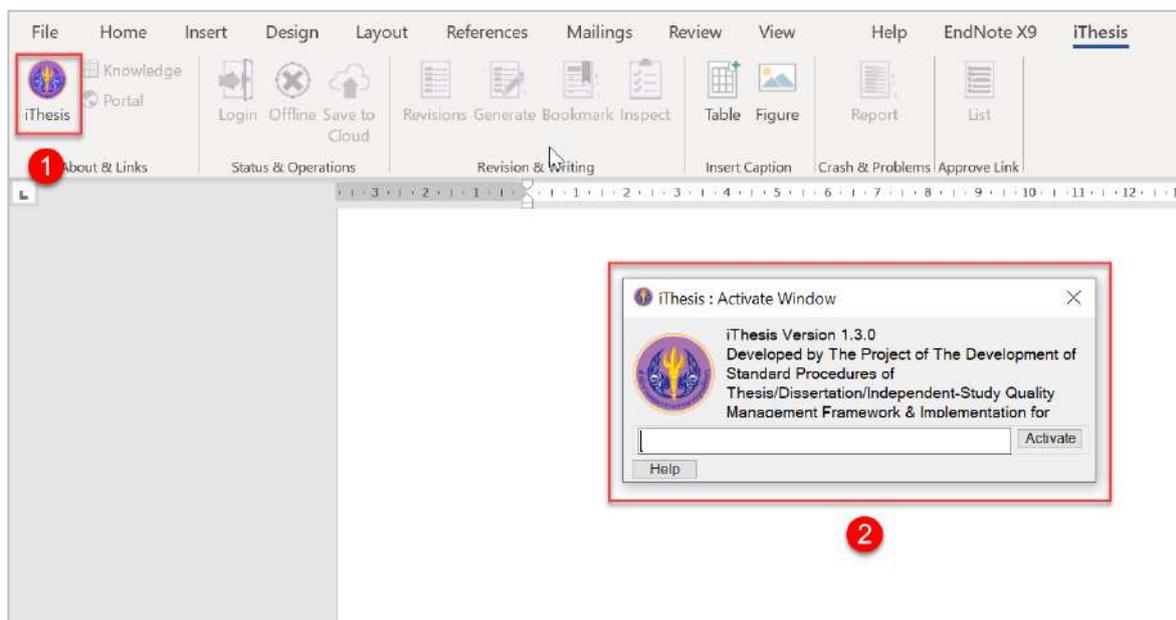


Figure 268: iThesis Activate Window

- As shown in Figure 269, paste the Add-in Activate Key copied from the web portal into the iThesis: Activate Window, then click Activate.

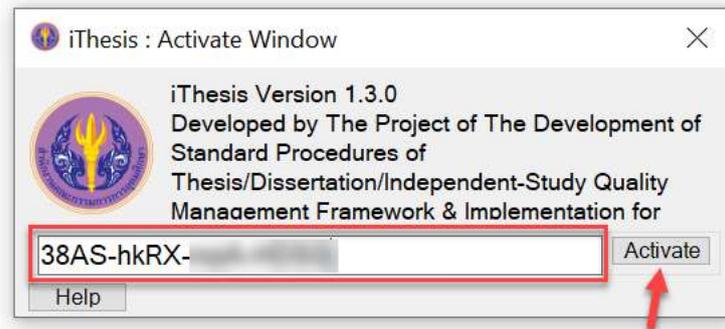


Figure 269: Activate Add-in

- All the tools on iThesis toolbar will become enabled as shown in Figure 270.



Figure 270: iThesis toolbar after activating the add-in

### 3.4.1.2 Disable iThesis Add-in (Inactivate Add-in)

- Click on the iThesis icon as shown in Number 1 on Figure 271, then iThesis : Activate Window box will appear as shown in Number 2 on Figure 271.

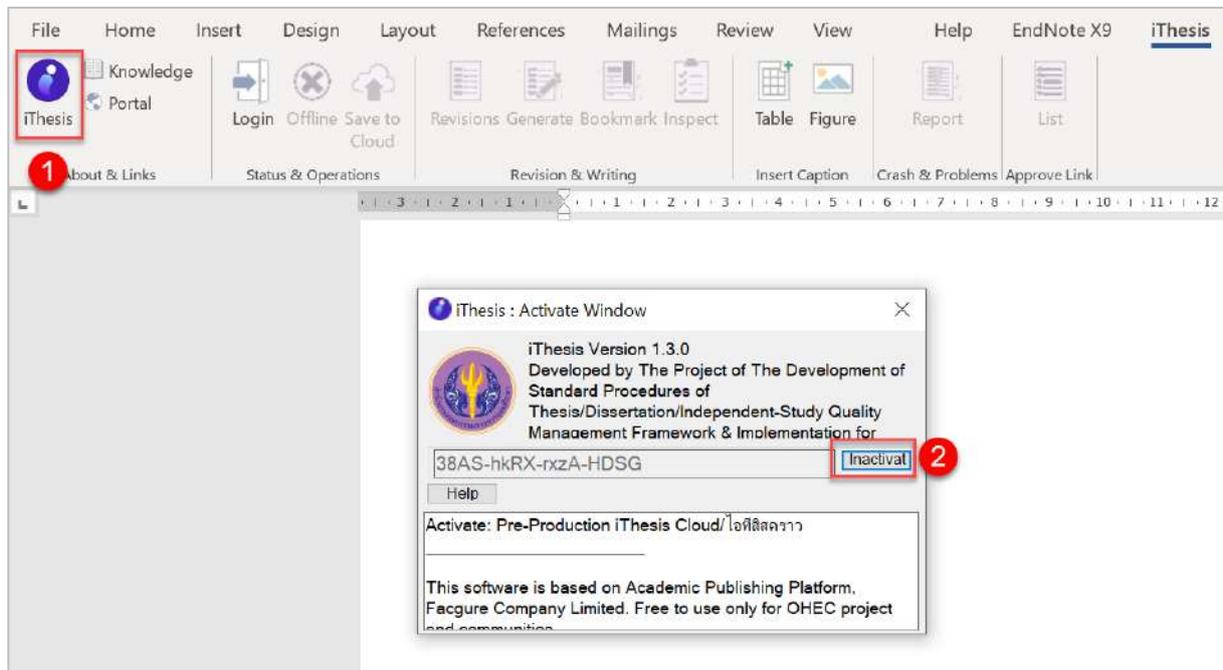


Figure 271: Inactivate Add-in

2. Some of the iThesis tools will become inactive as shown in Figure 272.



Figure 272: iThesis toolbar after Inactivate Add-in

*Note:* Ensure that all the files are saved before inactivating iThesis Add-in. Microsoft Word will be closed down automatically after the inactivation.

### 3.4.2 Knowledge Base

Knowledge Base is a tool that will redirect users to the <https://ithesis.uni.net.th/kb/> website, which is a source of information including iThesis instructions, problems that may be encountered during use and their solutions. To go to the Knowledge Base website, click on the Knowledge icon as shown in Figure 273.

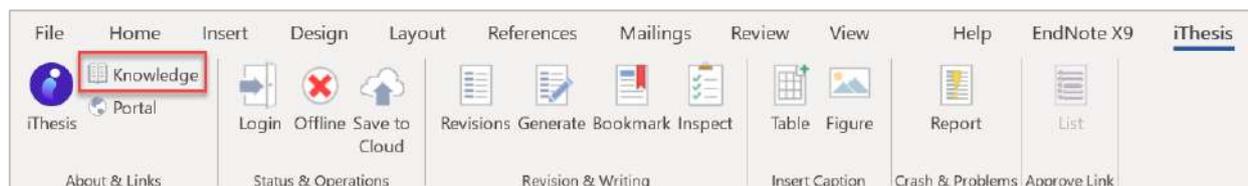


Figure 273: Knowledge Base Icon

### 3.4.3 Web Portal

Web Portal is a tool for connecting to the web portal of iThesis. The Web Portal tool helps students who are working on their research files to be able to connect to the web portal more conveniently without having to open a browser to access the web portal. To go to the web portal, click on the Web Portal icon as shown in Figure 274.

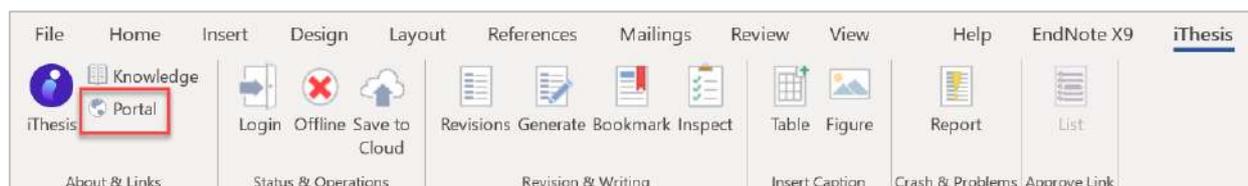


Figure 274: Web Portal Icon

### 3.4.4 Login

Login is a tool for students to login to their account on iThesis Add-in by entering the same username and password as used on the web portal. To login on Add-in do as follows;

1. Click the Login icon on the iThesis toolbar as shown in Figure 275.

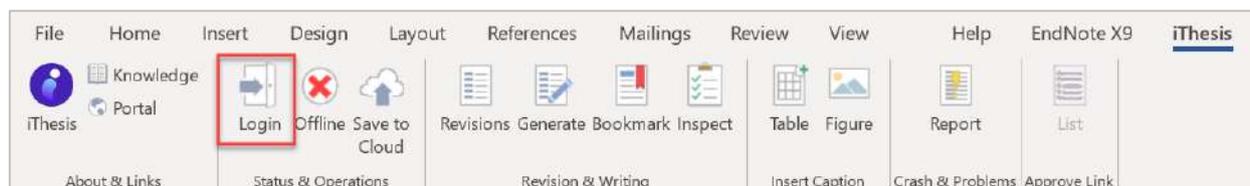


Figure 275: Login icon

2. As shown in Figure 276, the iThesis Panel window will appear. Enter Username and Password (number 1) and click Login (number 2).

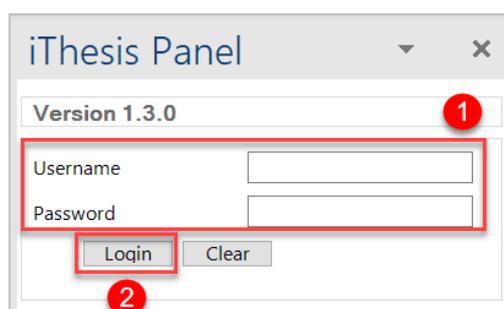


Figure 276: iThesis Panel window on Microsoft Word

3. After logging in to the system, the Login icon will change to Logout. To logout from an account, click Logout as shown in Figure 277.

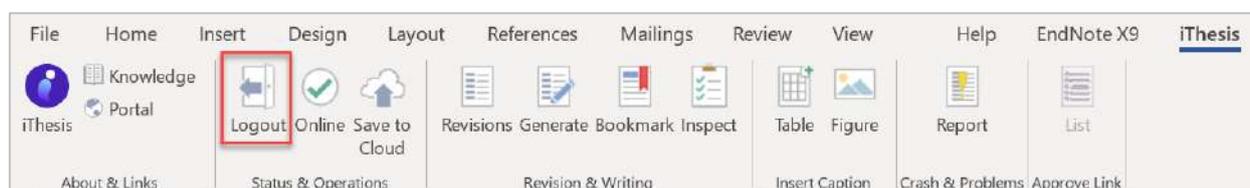


Figure 277: Logout Icon

### 3.4.5 Offline

Offline is a tool to show the connection status of iThesis Add-in. Without an account logged in or when an account has been logged out, the tool will appear as Offline as shown in Figure 278.

If a user is student is currently logged in to iThesis, this tool will show as Online as shown in Figure 279.

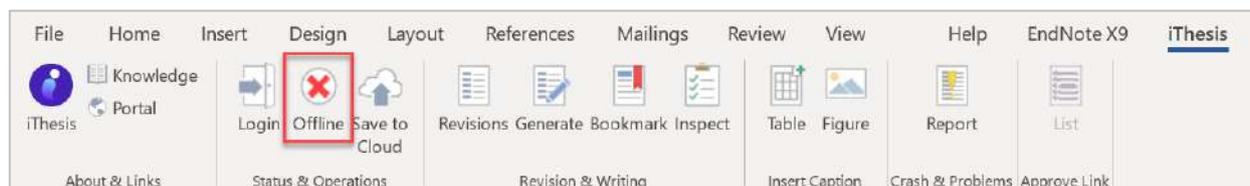


Figure 278: Offline icon



Figure 279: Online icon

### 3.4.6 Save to Cloud

Save to Cloud is a tool for saving proposal, draft version, and complete version files onto the web portal. The files can be saved to the web portal as many times as desired which the system will keep separated as different versions. To save files from iThesis Add-in to the web portal, do as follows.

1. Click Save to Cloud icon as shown in Figure 280.

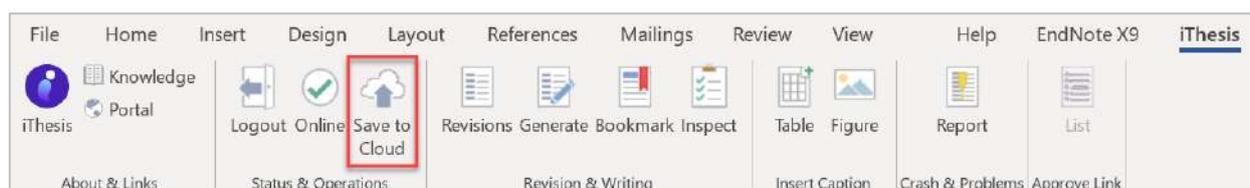


Figure 280: Save to Cloud Icon

2. Click OK on the iThesis : Please Confirm window as shown in Figure 281.

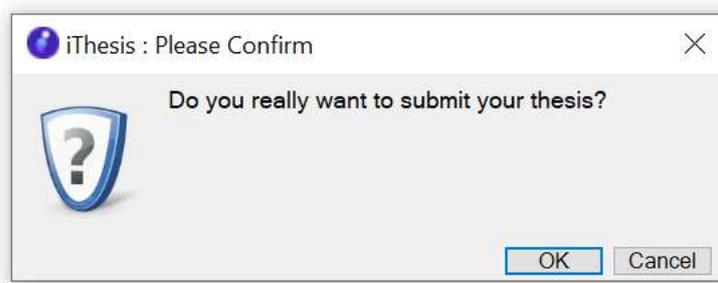


Figure 281: iThesis : Please Confirm window

3. If there are no Endnote reference files attached to the submitting file, a notification will be displayed on the appeared iThesis : Information message window as shown in Figure 282. Students must select the desired EndNote library and click OK. If there is no EndNote library for reference, click Cancel.

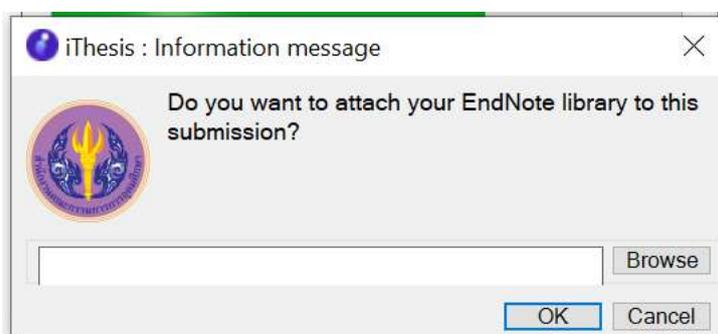
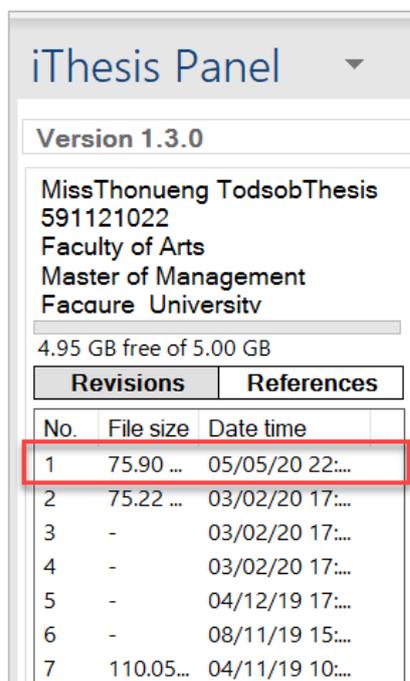


Figure 282: iThesis : Information message window

4. The files will be uploaded to the web portal. When the upload is completed, there will be a notification message saying "Complete". The newly saved version will be shown at the top of the iThesis Versions box on the iThesis Panel as shown in Figure 283.



iThesis Panel

Version 1.3.0

MissThonueng TodsobThesis  
591121022  
Faculty of Arts  
Master of Management  
Faccure Universitv

4.95 GB free of 5.00 GB

Revisions		References
No.	File size	Date time
1	75.90 ...	05/05/20 22:...
2	75.22 ...	03/02/20 17:...
3	-	03/02/20 17:...
4	-	03/02/20 17:...
5	-	04/12/19 17:...
6	-	08/11/19 15:...
7	110.05...	04/11/19 10:...

Figure 283: iThesis Panel window after using Save to Cloud

*Note:* If the saved file is created with LaTeX, there will be no file size information displayed.

- On the web portal page, the Revision & Approval menu will appear. The new versions of the files uploaded from the iThesis Add-in will be shown as in Figure 284.



Revision & Status Approval History

Last update on electronic form 08 June 2017 14:37:14

+ To submit your latex file, please compress all necessary files as ZIP, TAR, TAR.GZ or GZ. Click help icon to read the document for the compilation on the system.

<input type="radio"/>	Management Information System for Canned Fish Product Research and Development Business	09 June 2017 17:48:37
<input type="checkbox"/>	Management Information System for Canned Fish Product Research and Development Business	09 June 2017 15:04:05
<input type="checkbox"/>	Management Information System for Canned Fish Product Research and Development Business	09 June 2017 13:09:18
<input type="checkbox"/>	Management Information System for Canned Fish Product Research and Development Business	09 June 2017 11:28:54

Figure 284: The web portal screen after a new file has been uploaded

However, all uploaded file versions can be downloaded back to be edited by clicking on the desired version on iThesis Panel and clicking on Download as shown as in Figure 285.

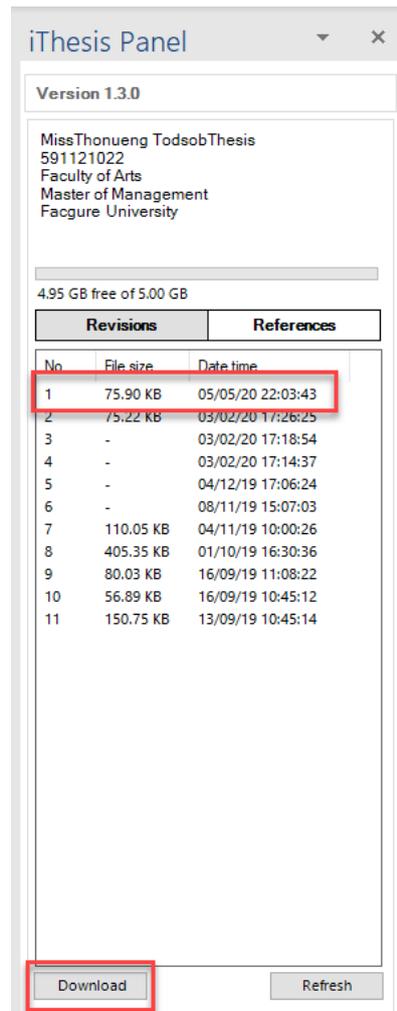


Figure 285: Example of the Download button on iThesis Panel

*Note:* Save to Cloud tool can be used only when the Add-in status is online.

### 3.4.7 Revisions

Revisions is a tool used for opening and closing the iThesis Panel window which shows the version information of research files that have been saved to the web portal. If the iThesis Panel window has been closed, users can click on Revisions as shown in Figure 286 to open the iThesis Panel window on the right side of the screen as shown in Figure 287.



Figure 286: My Revisions Icon

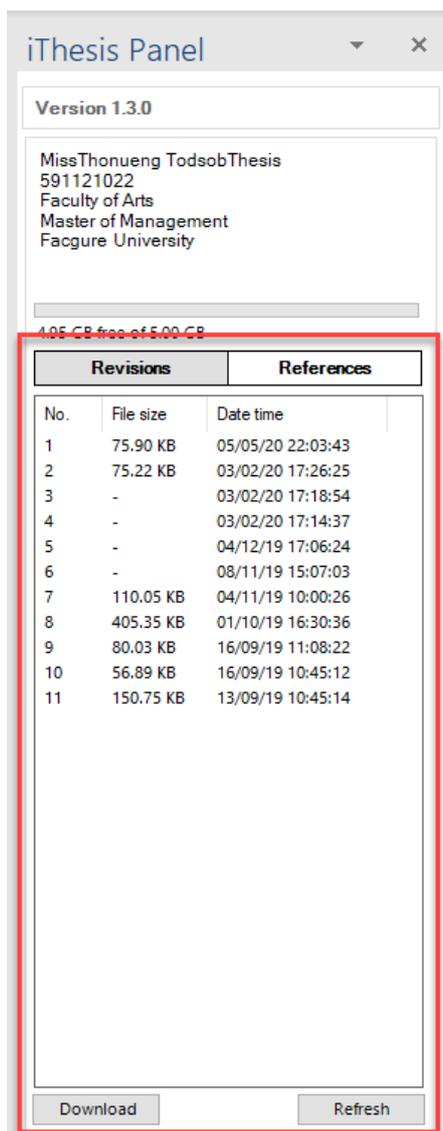


Figure 287: My Revisions window

### 3.4.8 Generate

Generate is a tool used to create research writing templates. At the first login on the Add-in or every time after there is change of information entered in the Electronic Form section on the web portal, students will need to generate a new template in order to update the newly input information on the web portal to be placed in various parts of a research document template to be used in printing the complete version and submitted as a hard cover book. To generate a theme, as follows;

1. Click the Generate icon as shown in Figure 288.



Figure 288: Generate Template Icon

2. During the Generate Template process, Add-in will display a pop-up window showing the progress of creating a new document with the updated template as shown in Figure 289.

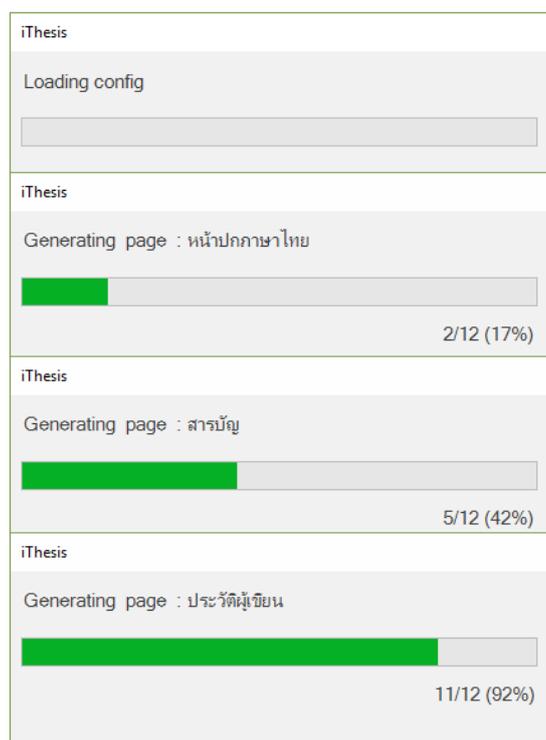


Figure 289: Example of window showing document creation progress using Generate Template

3. When a new template has been created successfully, the newly updated research forms will be displayed as shown in Figure 290.

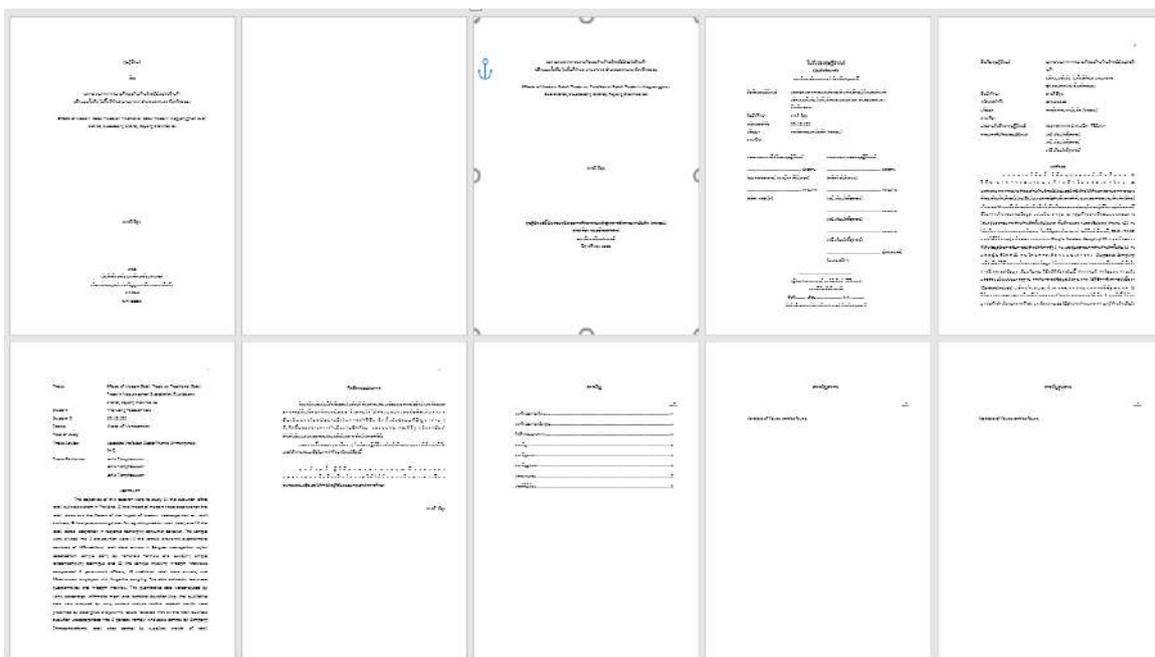


Figure 290: Example of research forms for a research book created using Generate Template

The page that the students can use to start writing their research content is the blank page next to the table of contents page. However, students using the Add-in for the first time or who are working on their proposal file will only be able to create the first page, Thai cover, English cover, authorization form, table of contents, bibliography, and biography. The pages for Thai abstract, English abstract, and acknowledgments can only be generated once the student has their proposal approved and have then filled out the information on Abstract and Acknowledgment forms in Electronic Form section.

*Tip & Tricks:* To generate a new template for a draft version, students can first download the approved proposal file and use it a base file to write further, making it into a draft version. Then, after filling the required information on the web portal forms, click Generate Template on the Add-in. The current file’s template will then be updated and transformed to meet the format required of a draft version including creating additional pages for abstracts and acknowledgments.

### 3.4.9 Bookmark

Bookmark is a tool for updating the main table of contents of a research book that is generated on the Add-in using Generate Template after styles and formats have been applied to various pages or forms. To update the table of contents, click on the Bookmark icon as shown in Figure 291. The table of contents will then be updated as shown in Figure 293. If students have set up the Template Settings in the Electronic Form and have enabled the list of tables and the list of figures, by clicking the Bookmark icon, it will also update the lists of tables and figures, which will be explained further in Table and Figure topics.



Figure 291: Bookmark icon

สารบัญ	
บทที่	หน้า
บทคัดย่อภาษาไทย.....	ก
บทคัดย่อภาษาอังกฤษ.....	ข
กิตติกรรมประกาศ.....	ค
สารบัญ.....	ง
บรรณานุกรม.....	2
ประวัติผู้เขียน.....	4

Figure 292: Example of table of contents before updating with the Bookmark tool

สารบัญ	
บทที่	หน้า
บทคัดย่อภาษาไทย.....	ก
บทคัดย่อภาษาอังกฤษ.....	ข
กิตติกรรมประกาศ.....	ค
สารบัญ.....	ง
บทที่ 1 บทนำ.....	1
1.1 ความสำคัญและที่มาของโครงการ.....	1
1.2 วัตถุประสงค์ของโครงการ.....	2
1.3 ขอบเขตของโครงการ.....	2
1.4 วิธีการดำเนินงานของโครงการ.....	5
1.5 เทคโนโลยีที่ใช้.....	6
1.6 ประโยชน์ที่คาดว่าจะได้รับ.....	7
บทที่ 2 เหตุผลและแนวคิด.....	9
2.1 อุตสาหกรรมการผลิตปลากระป๋อง.....	9
2.2 สถานการณ์ของธุรกิจปลากระป๋อง.....	11
2.3 แนวคิดด้านการวิจัยและพัฒนา.....	12
บทที่ 3 โครงสร้างขององค์กรและการดำเนินงาน.....	13
3.1 ประวัติองค์กร.....	13
3.2 โครงสร้างองค์กร.....	14
3.3 การดำเนินงานขององค์กร.....	15
3.4 ปัญหาที่เกิดขึ้นในปัจจุบัน.....	21

Figure 293: Example of table of contents after updating with the Bookmark tool

### 3.4.10 Table

Table is a menu used to add table descriptions as shown in Figure 294. All descriptions in this section will be created into a list of tables by using the Bookmark tool as mentioned in the previous topic. To add a table description, do as follows;



Figure 294: Table Icon

1. On a document, click to select where to insert a table description, then click Table as shown in Figure 295

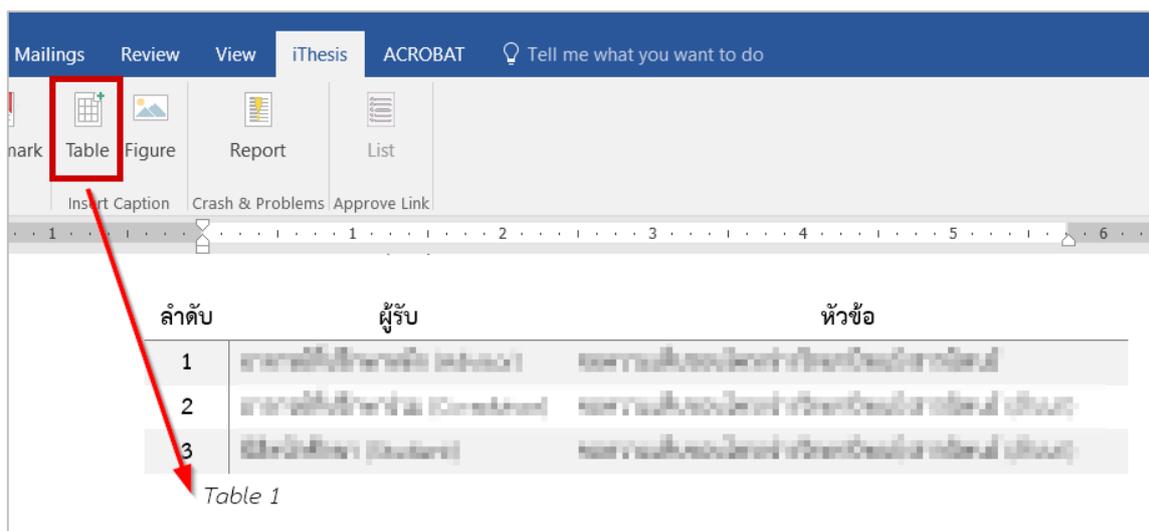


Figure 295: Adding a table description

2. Edit the table's name and description for them appear as the table description as shown in Figure 296.

ลำดับ	ผู้รับ	หัวข้อ
1	ศาสตราจารย์พิเศษ (ศาสตราจารย์)	ขอความเป็นรองไว้สำหรับวิทยานิพนธ์
2	ศาสตราจารย์พิเศษ (ศาสตราจารย์)	ขอความเป็นรองไว้สำหรับวิทยานิพนธ์ (สาขา)
3	ศาสตราจารย์พิเศษ (ศาสตราจารย์)	ขอความเป็นรองไว้สำหรับวิทยานิพนธ์ (สาขา)

ตารางที่ 1 รายการอีเมลที่ได้รับ
←

Figure 296: Editing and adding a table description

3. To add the newly added table description to the list of tables, click the Bookmark icon. The data will be extracted and updated to the list of tables as shown in Figure 297.

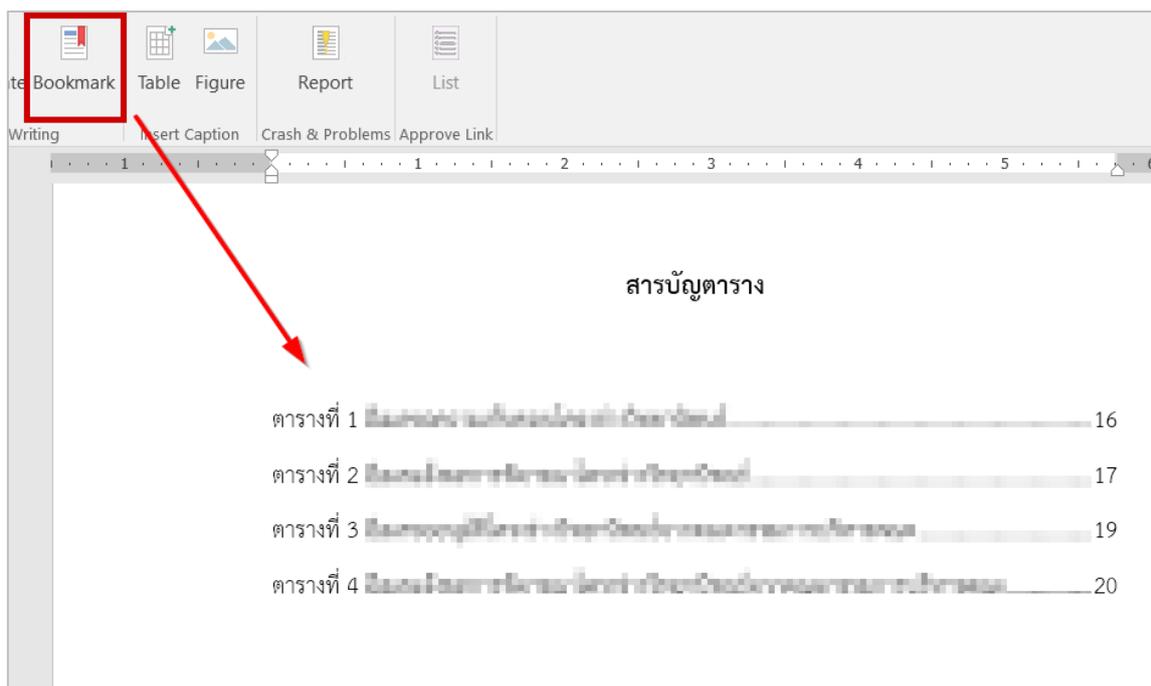


Figure 297: List of tables after updating with the Bookmark Tool

### 3.4.11 Figure

Figure is a menu used to add figure descriptions as shown in Figure 298. All descriptions in this section will be created into a list of figures by using the Bookmark tool as mentioned earlier. To add a figure caption, do as follows;



Figure 298: Figure Icon

1. On a document, click to select where to insert a figure description, then click Figure as shown in Figure 299.

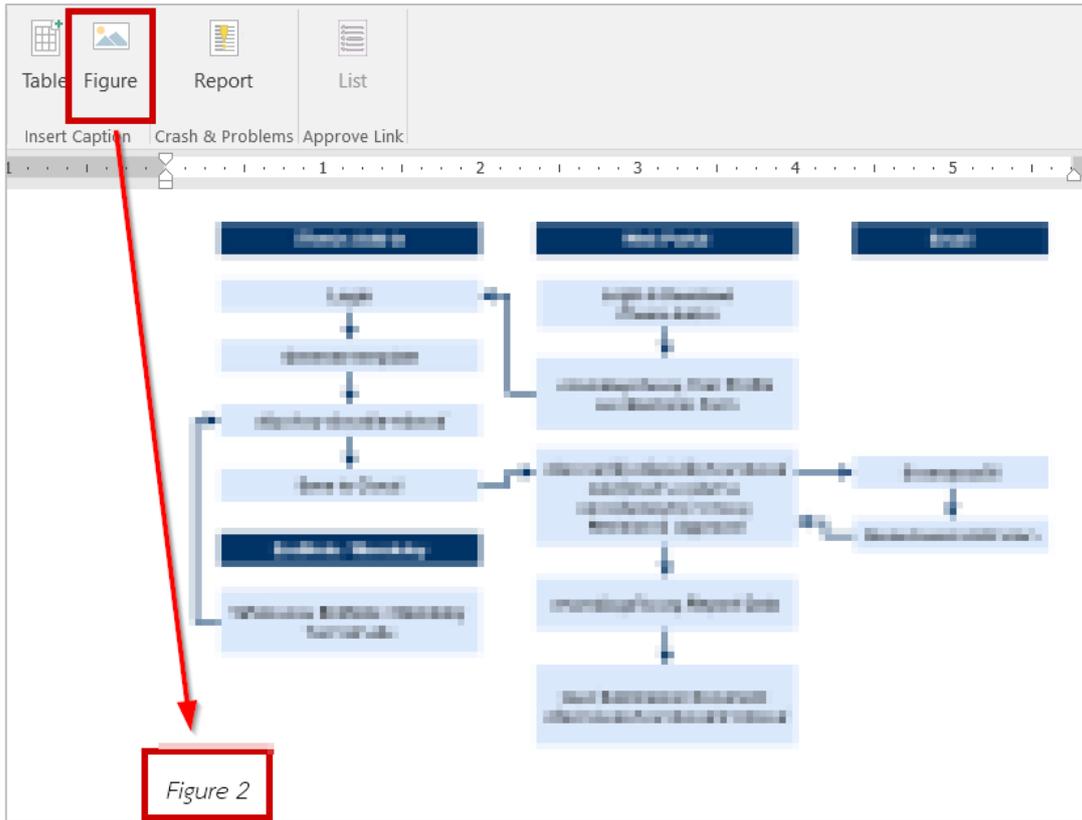


Figure 299: Adding a figure description

2. Edit the figure's name and description as shown in Figure 300.

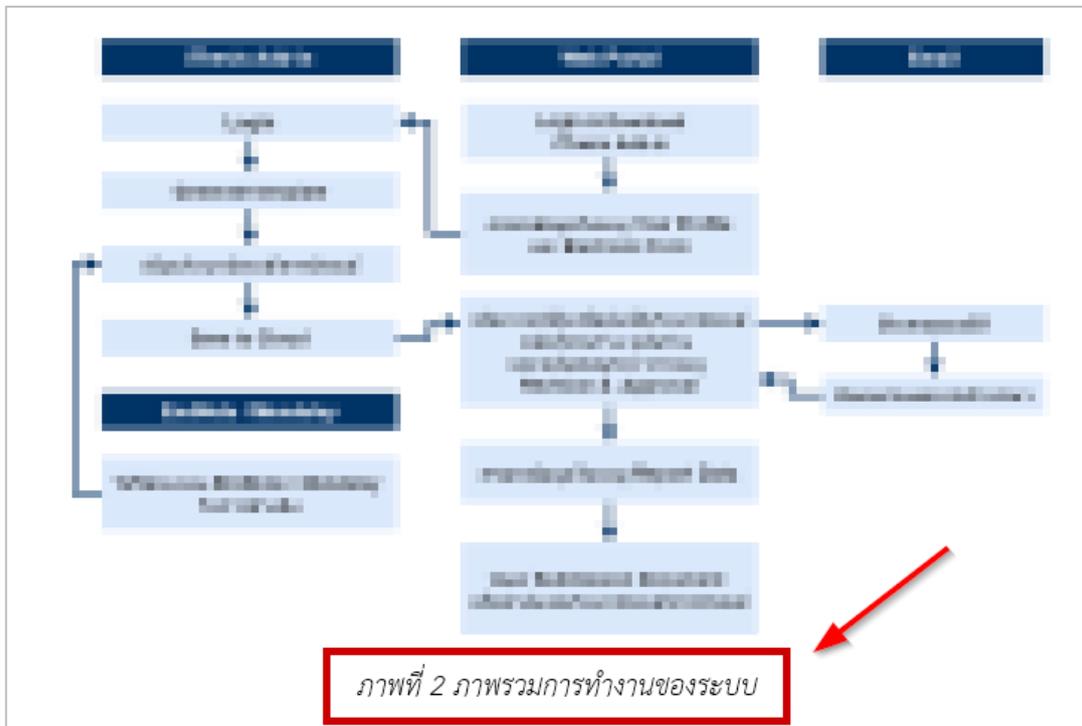


Figure 300: Editing and adding a figure description

3. To add the newly added figure description to the list of figures, click the Bookmark icon. The data will be extracted and updated to the list of figures as shown in Figure 301.

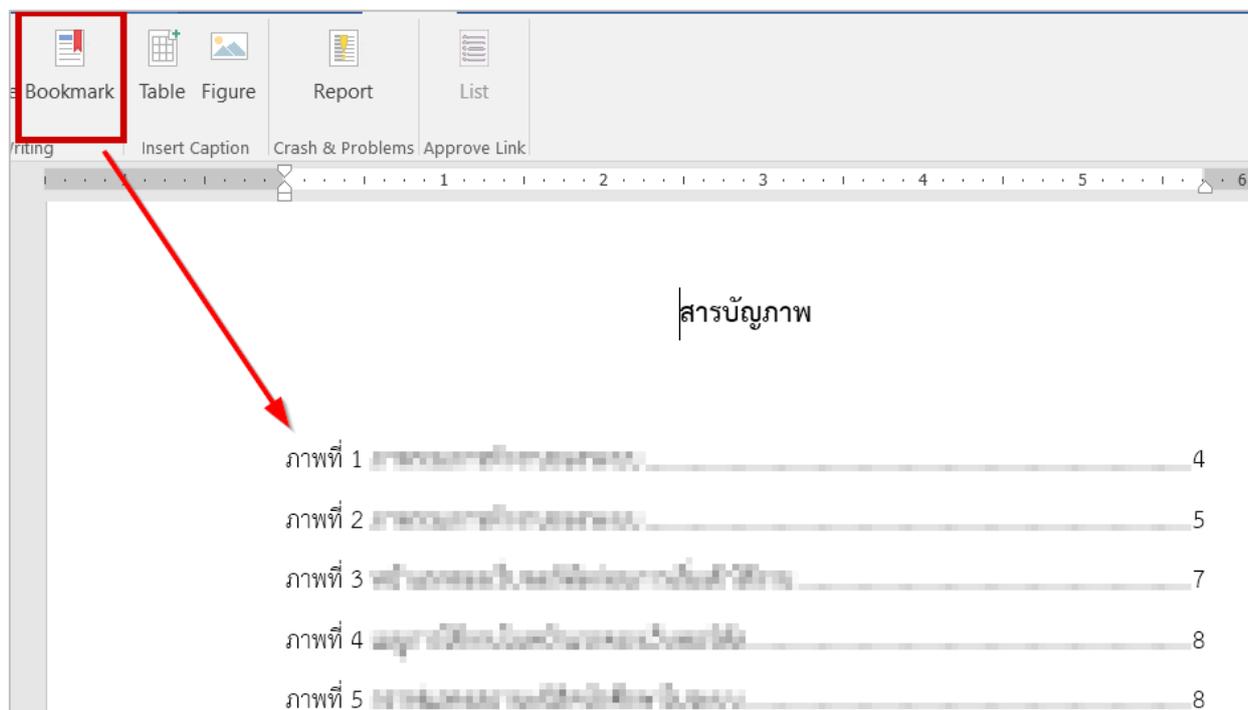


Figure 301: List of figures after updating with the Bookmark Tool

### 3.4.12 Report

Report is a tool for reporting usage problems. By clicking the Report icon as shown in Figure 302, the Report window will appear. As shown in Figure 303, fill in the problems found, then click Submit to send the information to the administrator.

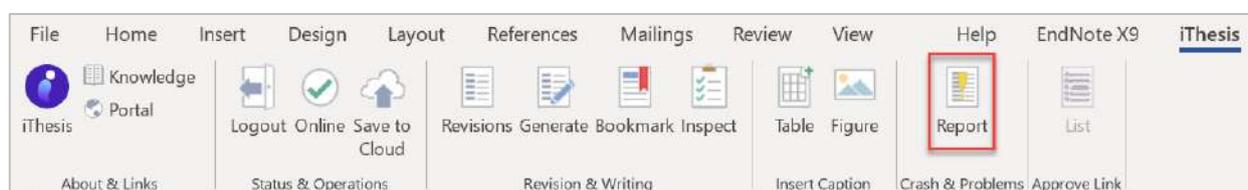


Figure 302: Report icon

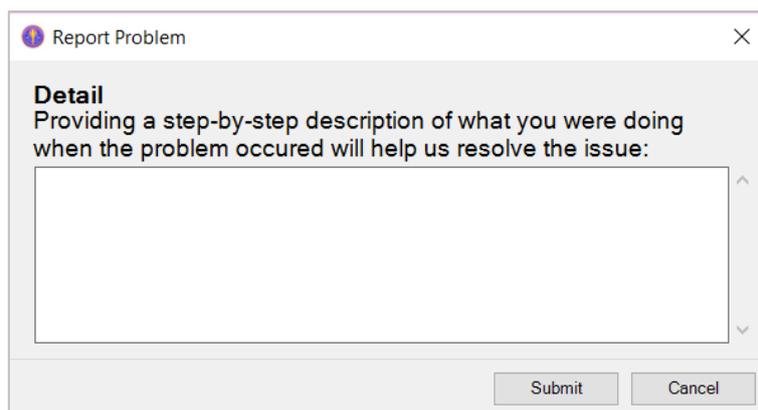


Figure 303: Report Problem window

### 3.4.13 List

List is an exclusive tool for advisors used for displaying student approval information and connecting to the approval form page. Students will not be able to use this tool as shown in Figure 304 as the icon appears inactive in grey.



Figure 304: List icon

## 3.5 Update iThesis version

iThesis Add-in will be updated periodically to improve its stability and efficiency. Therefore, when a new update is available and the currently installed Add-in is not the newest version, there will be a notification message window displayed as shown in Figure 305.

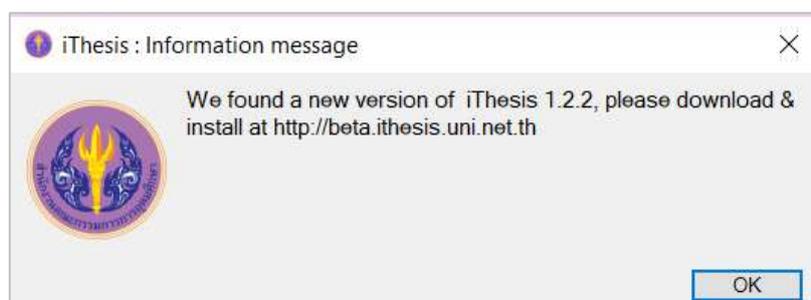


Figure 305: iThesis : Information message window

1. Click OK in the iThesis: Information message window as shown in Figure 306.

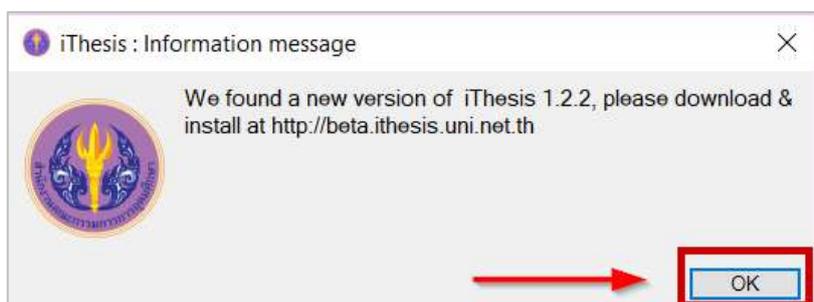


Figure 306: Confirming update on iThesis: Information message window

2. Click Download to download the new version of iThesis Add-in as shown in Figure 307.

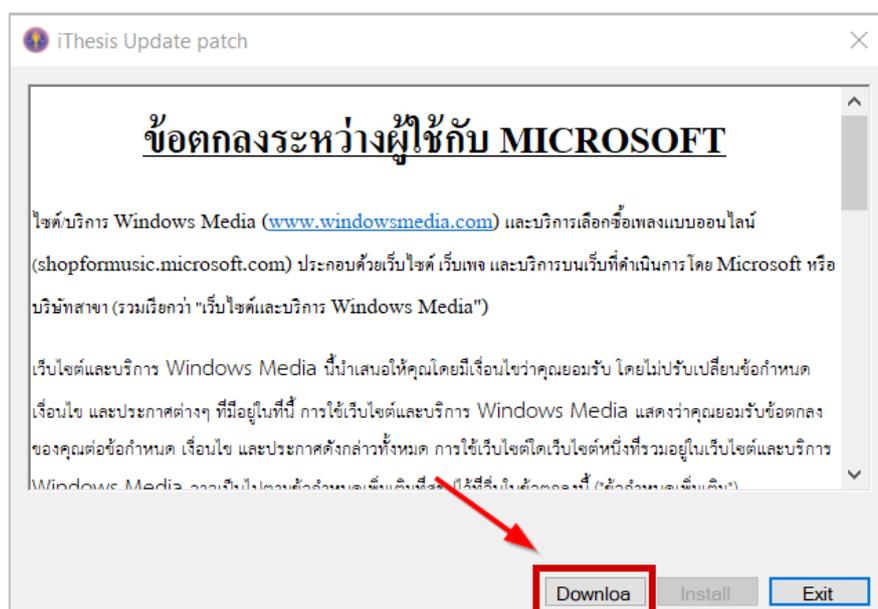


Figure 307: Download a new version of iThesis Add-in

- Click Install to install the new version of iThesis Add-in as shown in Figure 308.

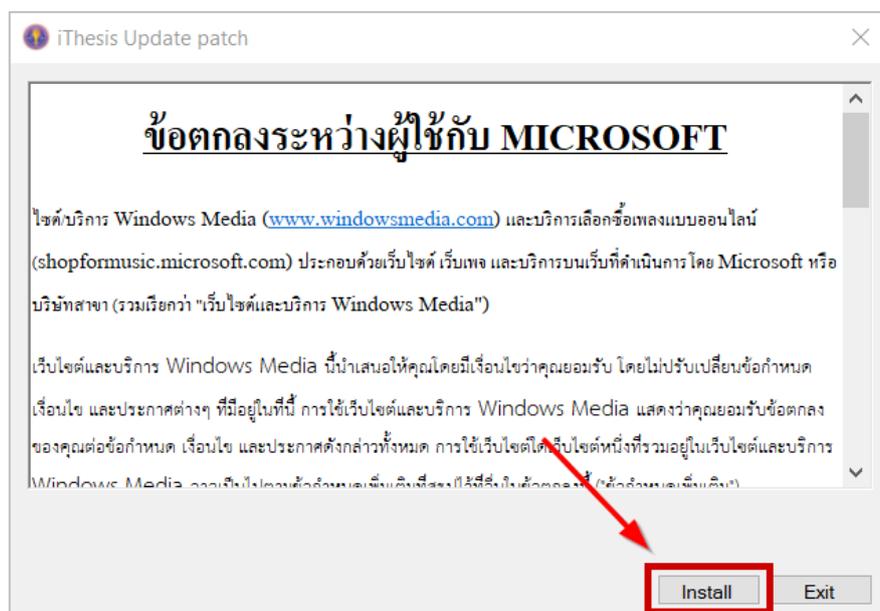


Figure 308: Install a new version of iThesis Add-in

- When the updating process is finished, an update patch complete message box will appear. Click OK, as shown in Figure 309.

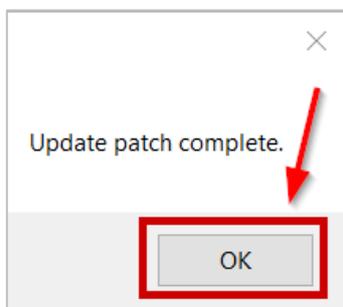


Figure 309: Message box when a new version of iThesis Add-in has been installed

5. Click Exit to start using iThesis Add-in as shown in Figure 310.

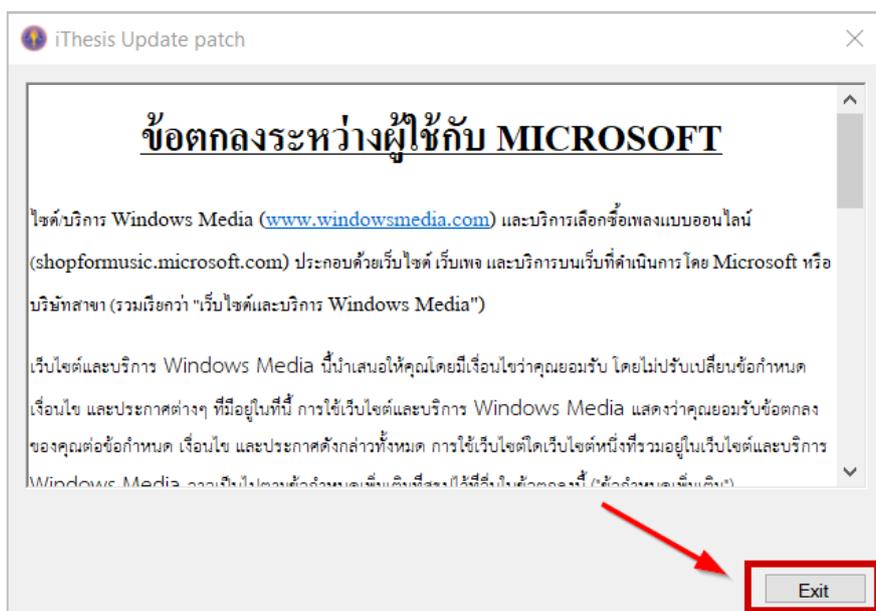


Figure 310: Closing the iThesis Add-in Update Window

iThesis Add-in version can be checked on the iThesis Panel window as shown in Figure 311 or on the Activate Window as shown in Figure 312.

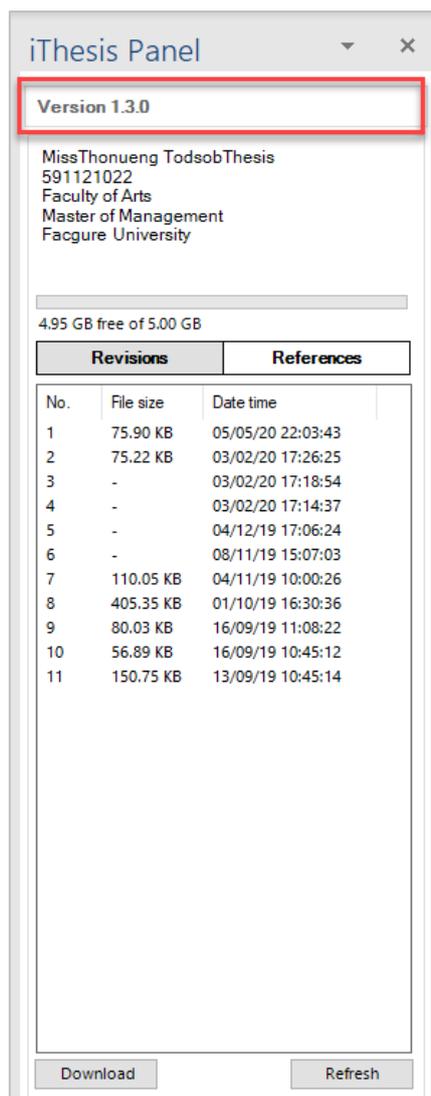


Figure 311: Checking iThesis Add-in Version on the iThesis Panel Window

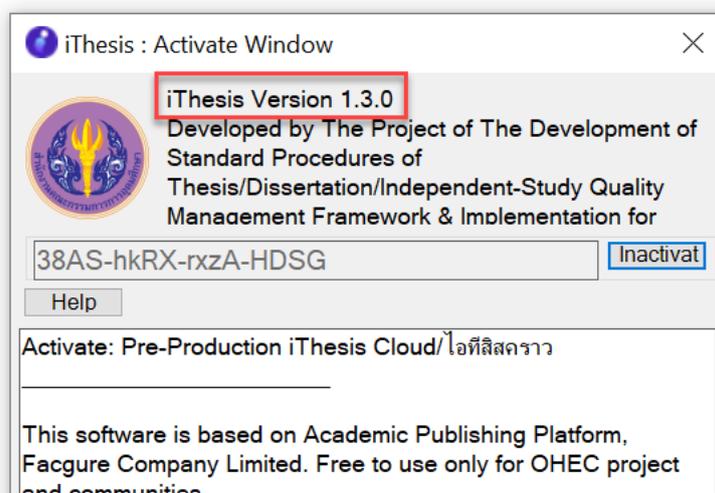


Figure 312: Checking iThesis Add-in version on the Activate Window

### 3.6 Uninstall iThesis Add-in

iThesis Add-in must be uninstalled before installing a new updated version. To uninstall the currently installed iThesis Add-in, follow the methods as follows;

1. Go to Control Panel or click on the Control Panel icon as shown in Figure 313.

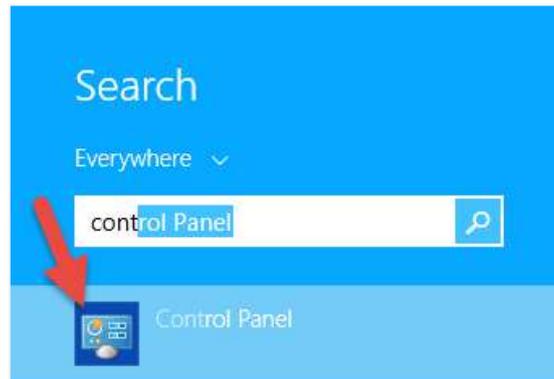


Figure 313: Control Panel Icon

2. Select Category view and click Programs as shown in Figure 314.

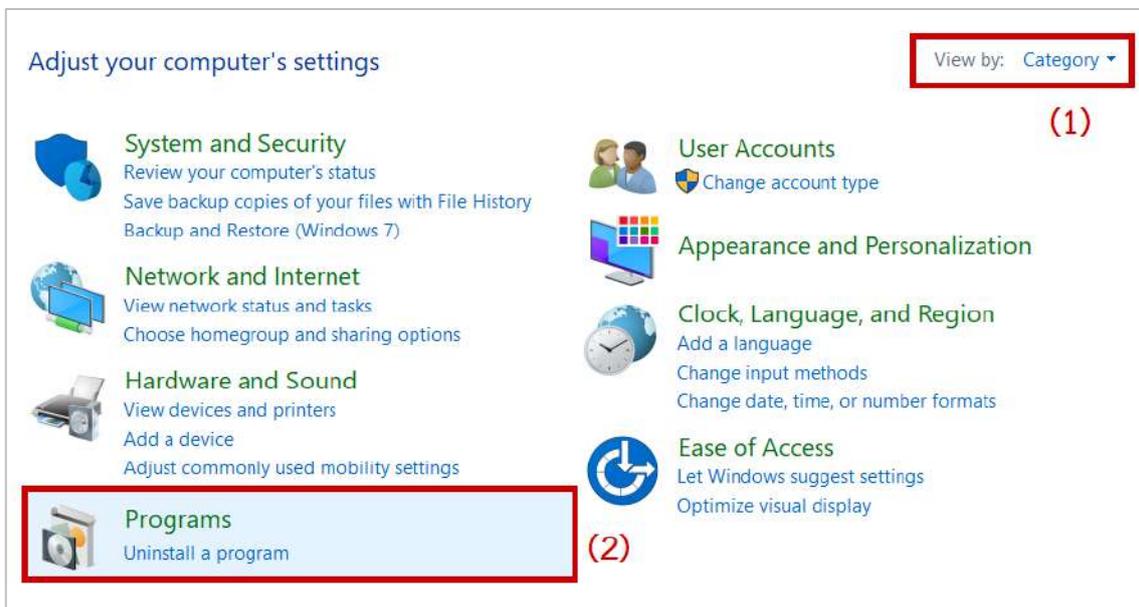


Figure 314: Control Panel window

3. Click Programs and Features on the Program window to uninstall. There are 2 ways to uninstall the Add-in;

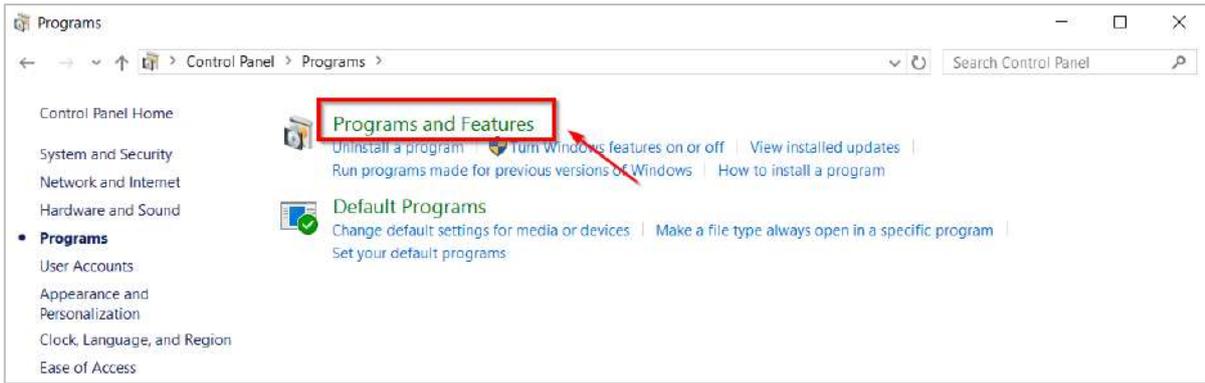


Figure 315: Programs window

- 4. Uninstallation can be done in 2 ways as follows;
  - 4.1. Click on iThesis Add-in as shown in Number 1 on Figure 316 and click Uninstall as shown in Number 2 on Figure 316.

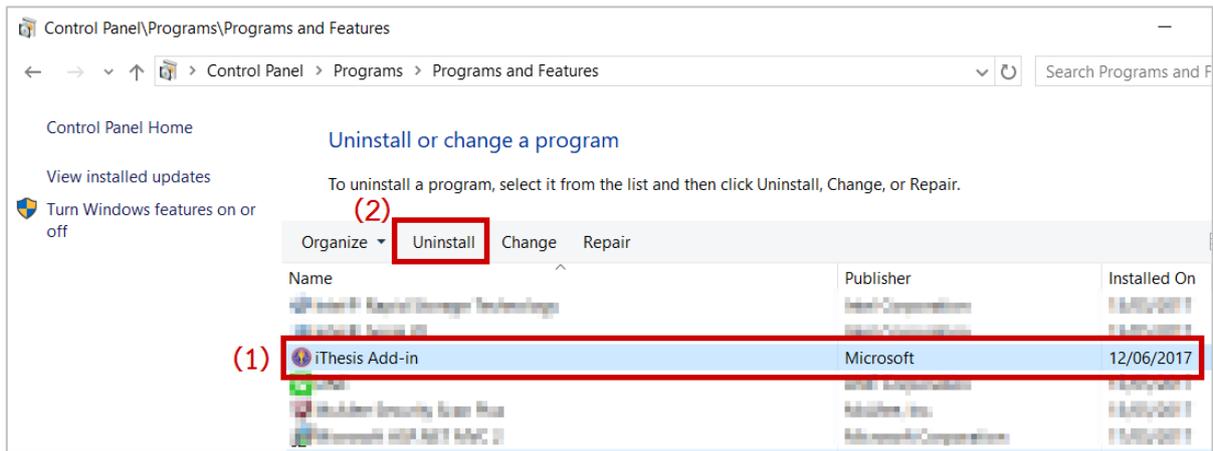


Figure 316: Uninstalling iThesis - method 1

4.2. Right-click on iThesis Add-in as shown in Number 1 on Figure 317 and click Uninstall as shown in Number 2 on Figure 317.

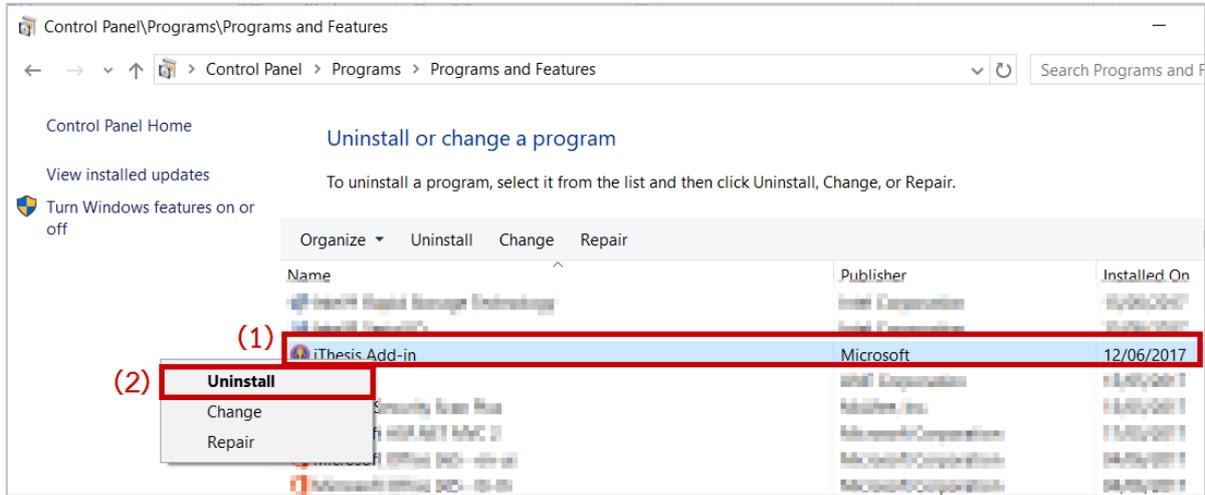


Figure 317: Uninstalling iThesis - method 2

## 4. EndNote

EndNote is an external program that iThesis developers use as a supplement program in creating reference information. EndNote is a product of Thomson Reuters that is currently developed to version X8 (version 18). EndNote can be used to create a variety of reference formats and can be used to gather references or citations used within a research work.

EndNote users must create a library to store data, add information to that library, and then attach the references to their research file. The reference data created on EndNote will then be added at the end of the research book template in the references or bibliography section using iThesis Add-in and can be checked for correction using Revision & Approval on the web portal as a .PDF file.

### 4.1 Install EndNote

To install the EndNote program, users can download the installer at <http://endnote.com/> and an example of a [trial version installation](#) is shown as follows;

1. Go to <http://endnote.com/> and register. Wait for the installation e-mail to download the EndNote installer.

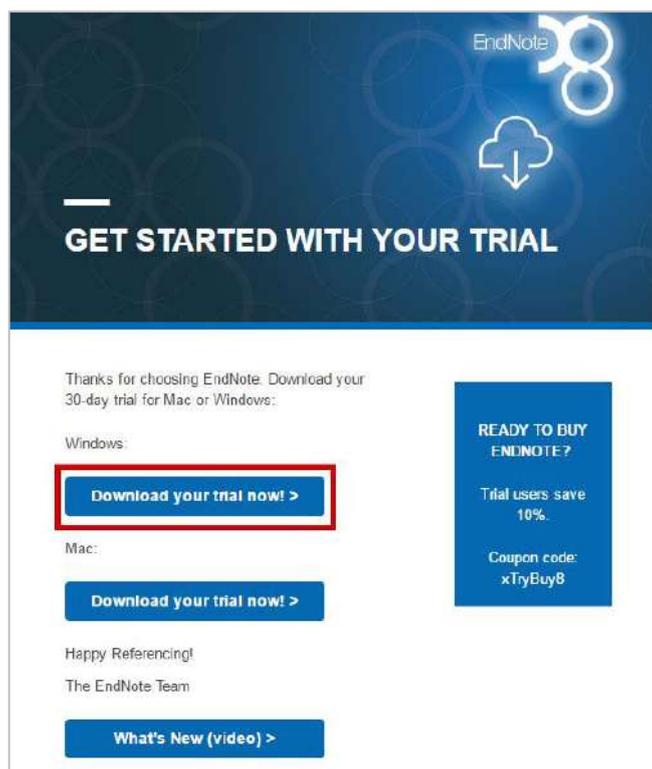


Figure 318: Register for a download e-mail on EndNote website



Figure 319: EndNote installer file

2. When the download is finished, double-click on the installer and the installation screen will appear. Click Next > to proceed.



Figure 320: EndNote installation screen

3. For installing a trial version, select I would like a 30-day free trial and click Next > on the Select Installation screen to proceed.

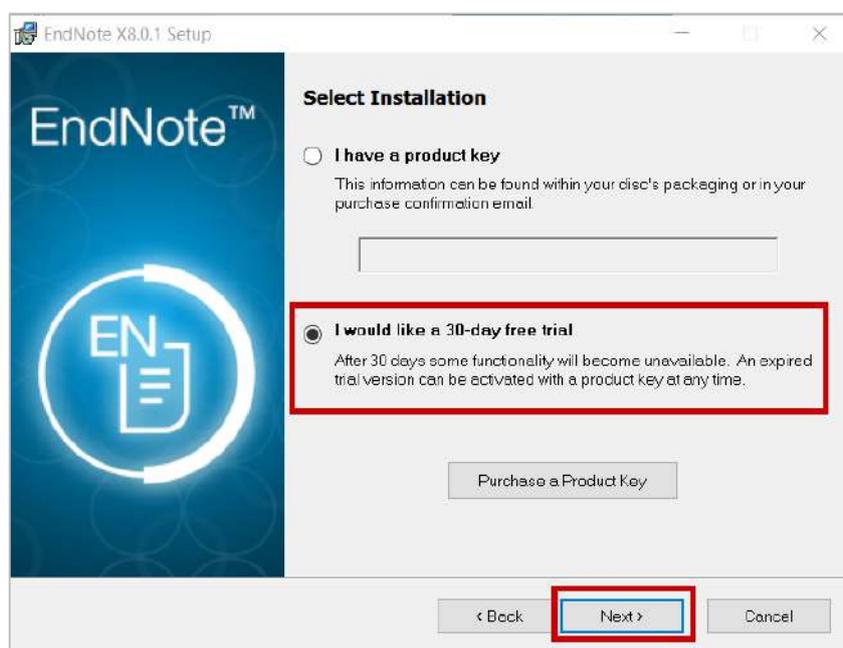


Figure 321: Select Installation screen

- Click Next > on the Read Me Information screen to proceed.

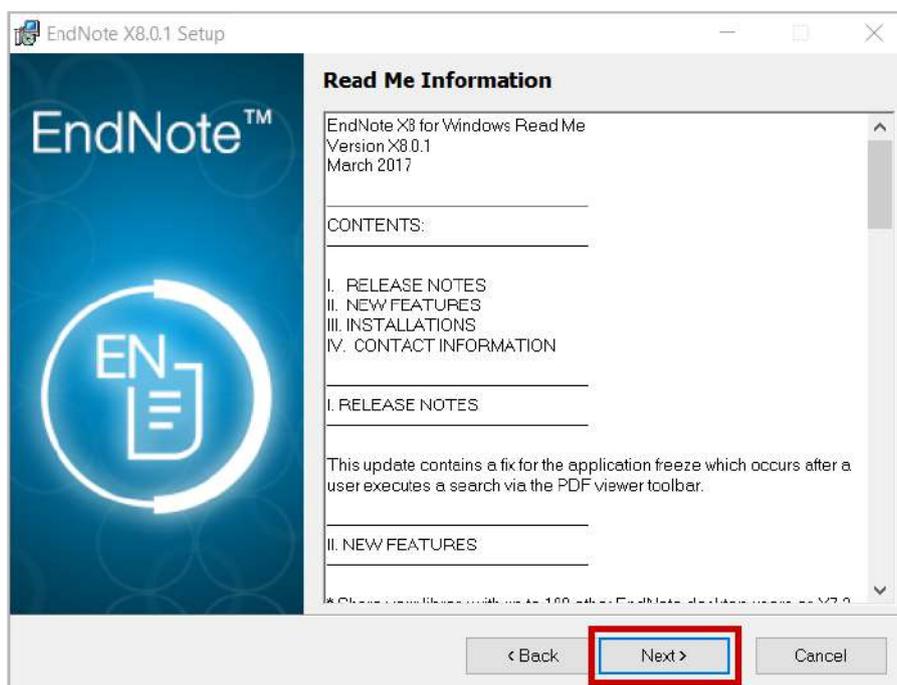


Figure 322: Read Information screen

- Select I accept the license agreement and click Next > on the Demo License Agreement screen.



Figure 323: Demo License Agreement screen

6. Select Typical and click the Next button > on the Select Installation Type screen.

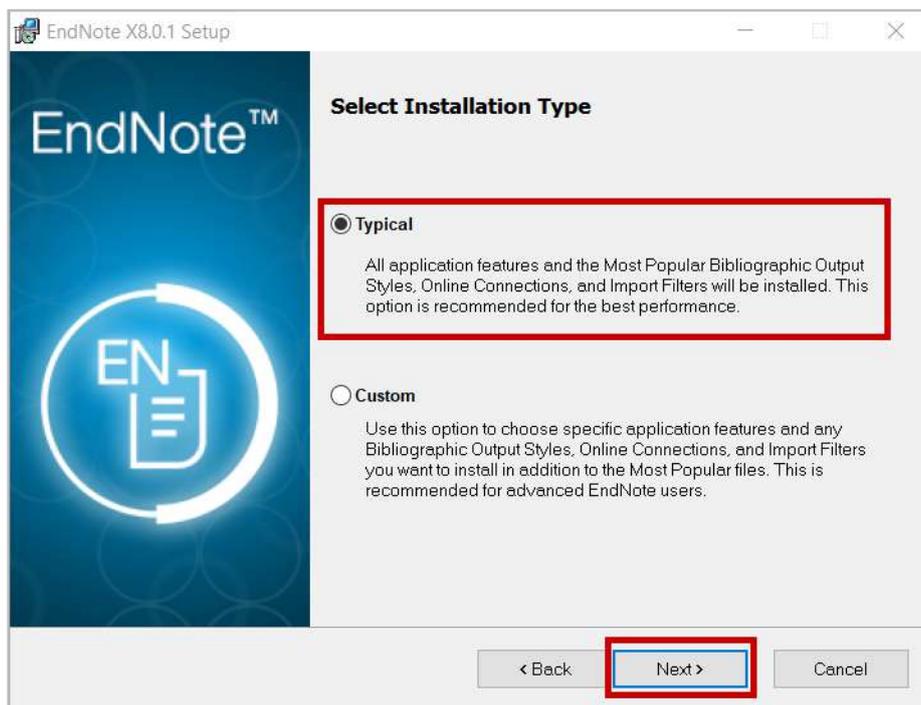


Figure 324: Select Installation Type screen

7. If the install destination of the program does not need to be changed, click Next > on the Select Destination screen to proceed.

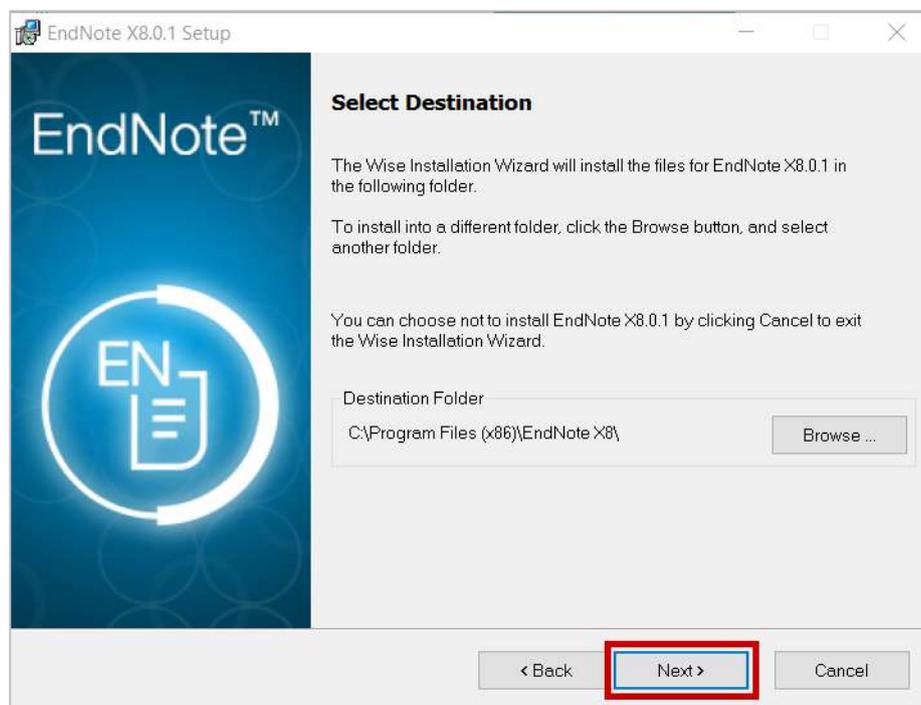


Figure 325: Select Destination screen

- Click Next > to start the installation process on the Ready to Install the Application screen.

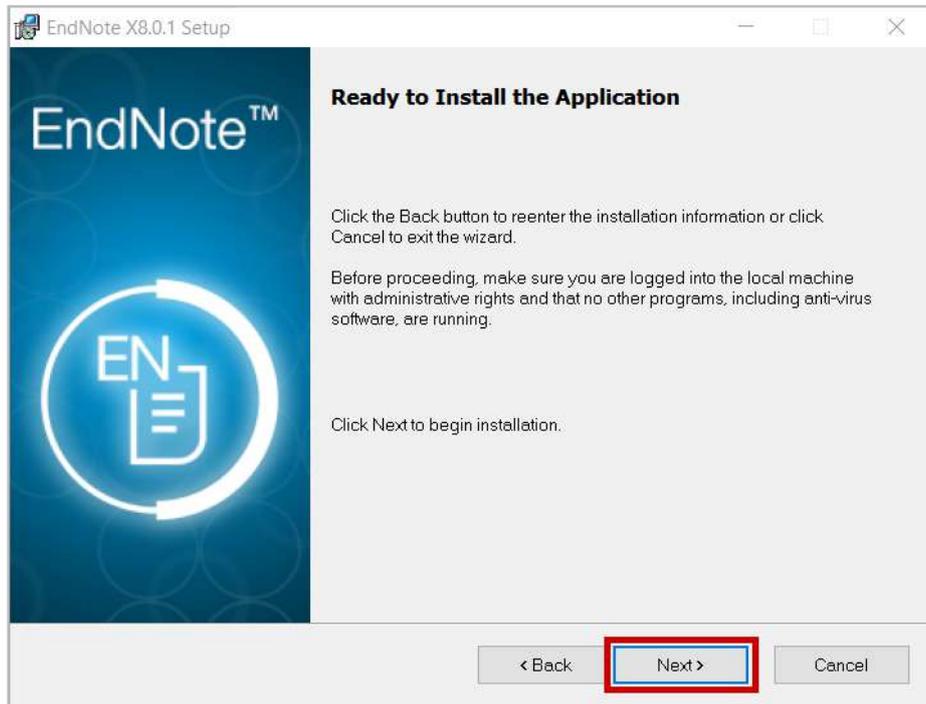


Figure 326: Ready to Install the Application screen

- If the program cannot be installed and a notification screen of File in use appears, close every running Microsoft Office program then click Retry.

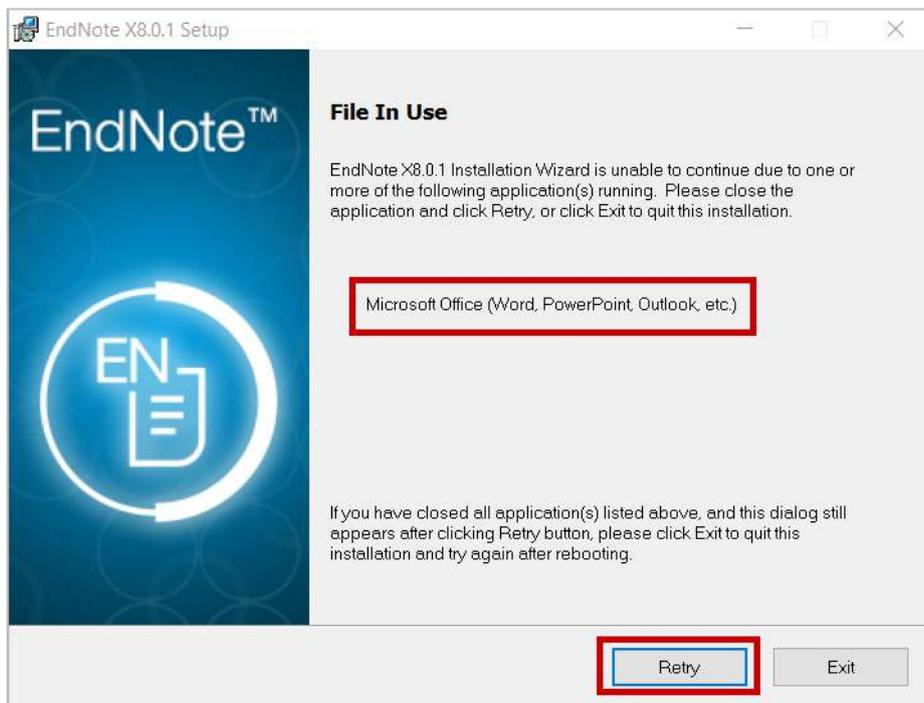


Figure 327: File in Use notification screen

10. Installation will proceed. When finished, click Finish.

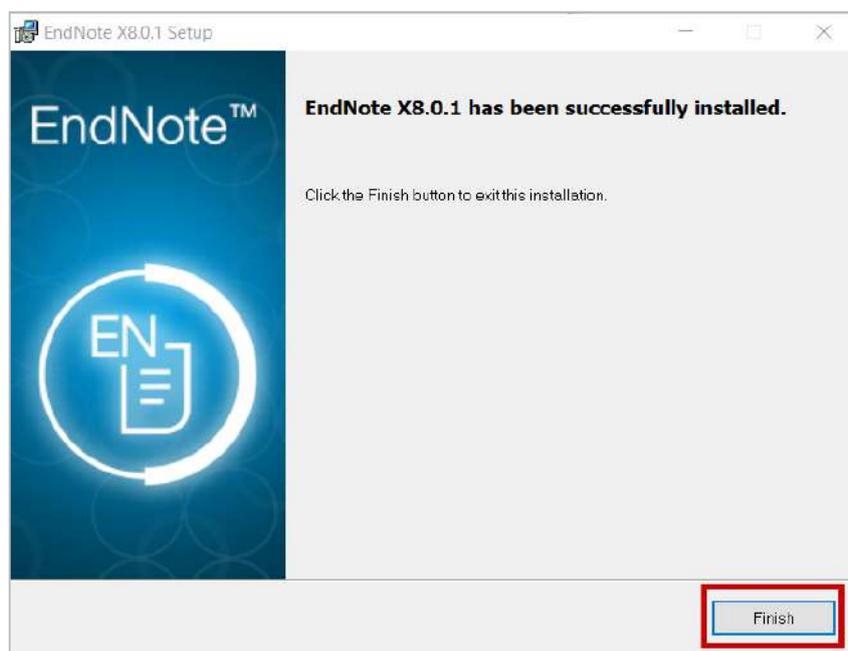


Figure 328: Successful installation screen

11. Check for the installed program by searching for EndNote on your computer as shown in Figure 329 or by opening Microsoft Word and checking for the EndNote Add-in as shown in Figure 330.

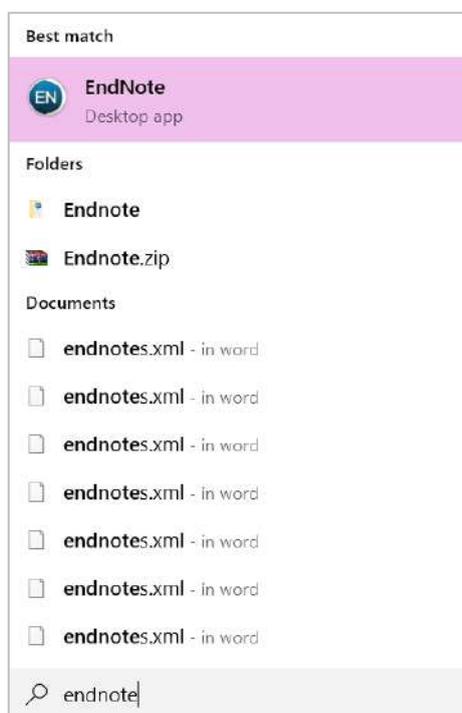


Figure 329: Searching for EndNote

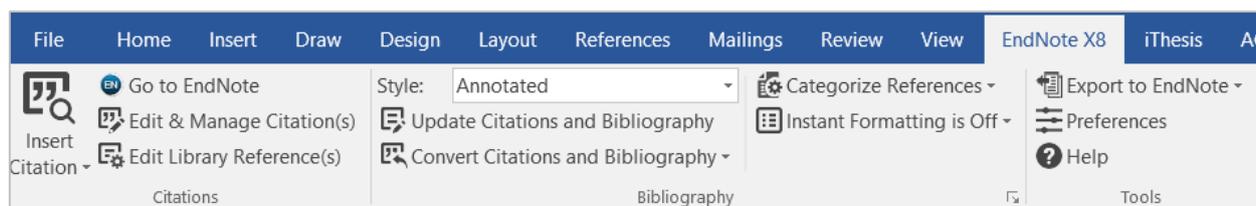


Figure 330: EndNote toolbar on Microsoft Word

## 4.2 Using EndNote

### 4.2.1 Create a library

After installing EndNote, when opening the program for the first time, users will be asked to create a library with the methods as follows;

1. When opening the program for the first time, users will need to create and save a library file (.enl) as shown in Figure 331.

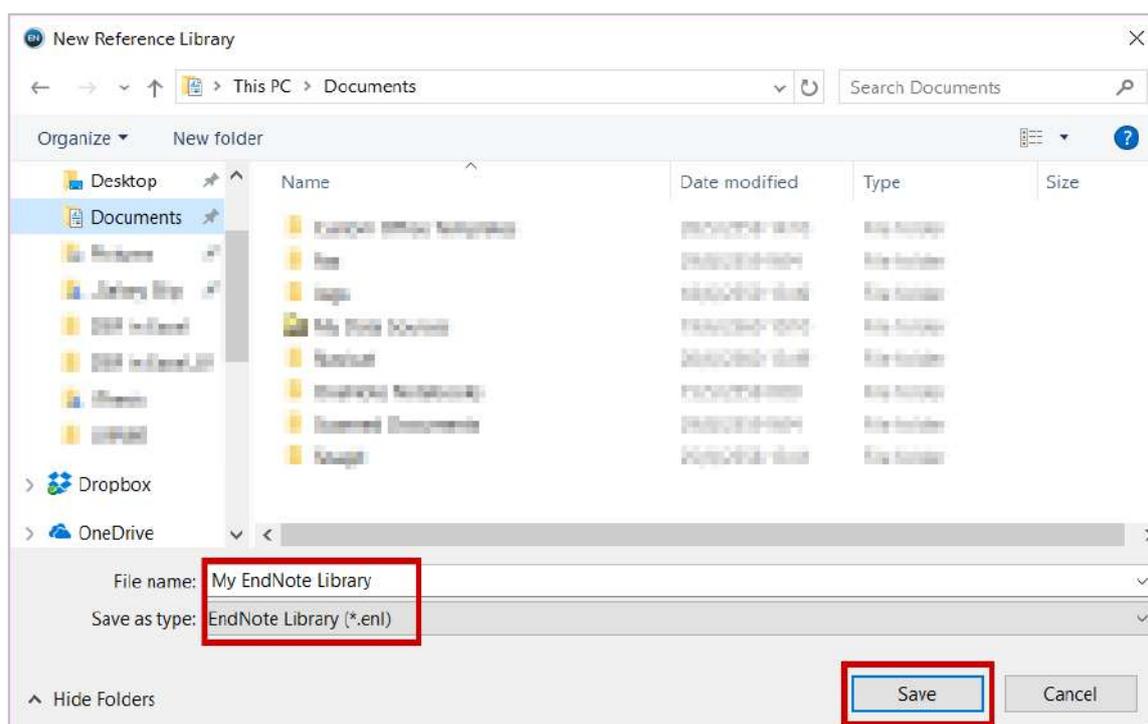


Figure 331: Creating a library

2. Create a reference by clicking New Reference as shown in Figure 332.

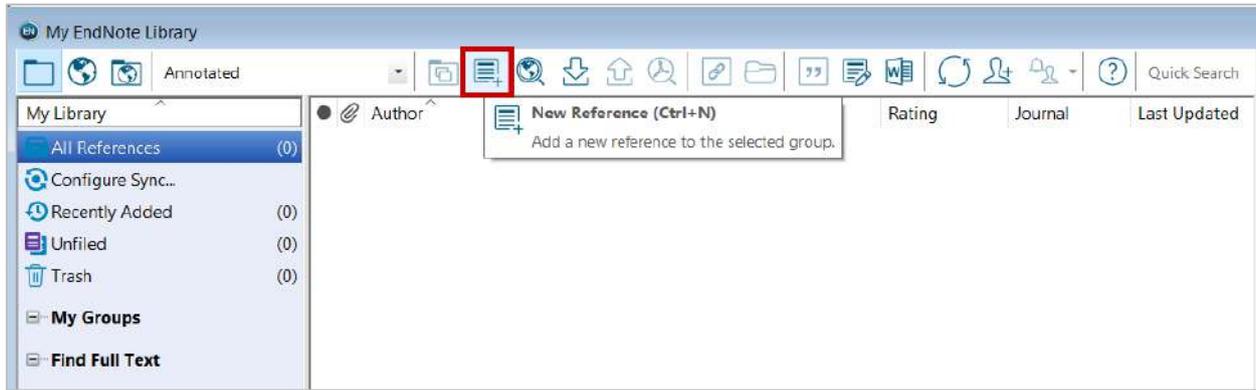


Figure 332: Creating a new reference

- Fill in the reference data in the form provided by the program, then click the cross symbol (Number 2) and click "Yes" (Number 3) to save the information as in Figure 333.

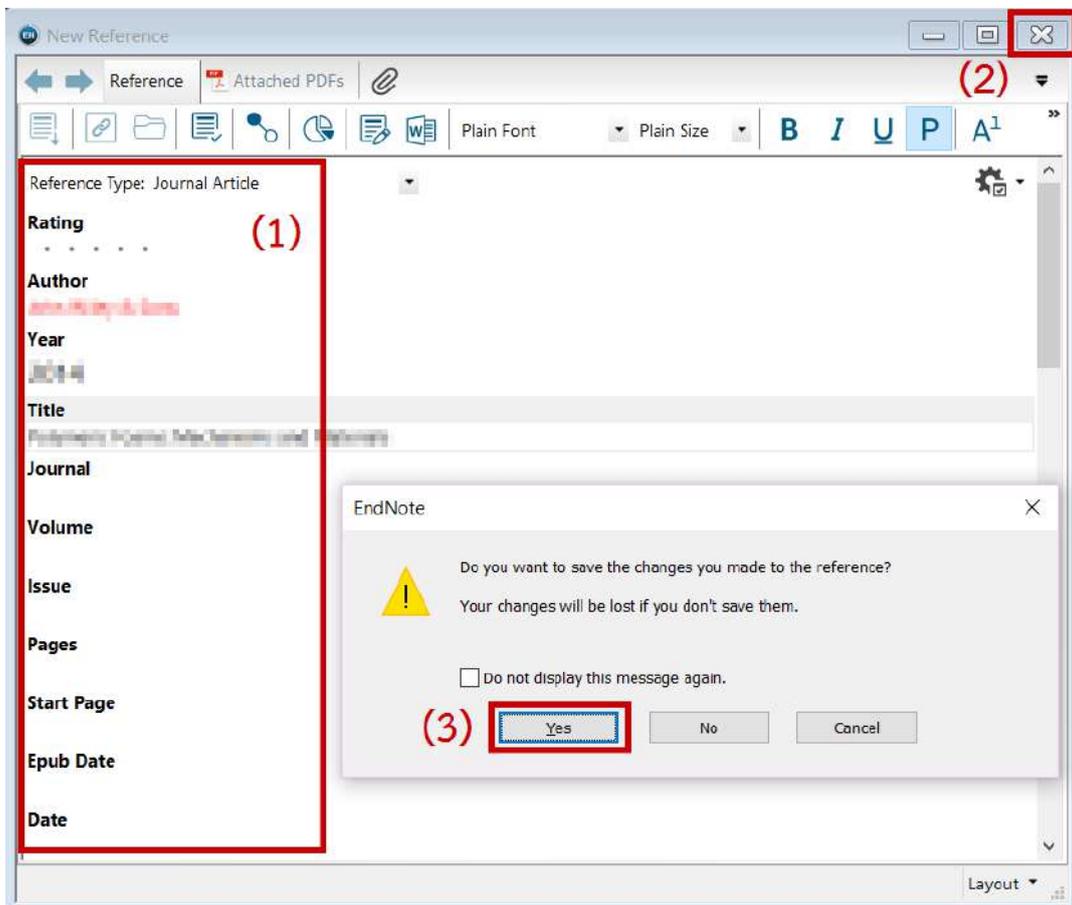


Figure 333: Saving a reference

#### 4.2.2 Insert Citation

- Place the cursor at a designated place to insert a citation as shown in Figure 334.

พอลิเมอร์สังเคราะห์ในปัจจุบันมีการประยุกต์ใช้ในอุตสาหกรรมเกือบทุกชนิด พอลิเมอร์มีการใช้ในการยึดเกาะและการหล่อลื่นอย่างกว้างขวาง เช่นเดียวกับการใช้เป็นโครงสร้างตั้งแต่ของเด็กเล่นจนถึงยานอวกาศ มีการใช้เป็นยาทางชีวภาพในฐานะเป็นตัวขนส่งยาในสิ่งมีชีวิต พอลิเมอร์เช่น พอลิ เมทิล เมทาคริเลต ที่ใช้ในกระบวนการโฟโตเรซิสในอุตสาหกรรมกึ่งตัวนำ และสารไดอิเล็กทริกโพลีเอทิลีนเตตระฟลูออไรด์สำหรับใช้ในคอมพิวเตอร์สมรรถนะสูง ปัจจุบันยังมีการพัฒนาพอลิเมอร์ที่ยืดหยุ่นได้สำหรับอิเล็กทรอนิกส์

Figure 334: Inserting a citation

2. Select the reference to be used on the EndNote program as shown in Figure 335.

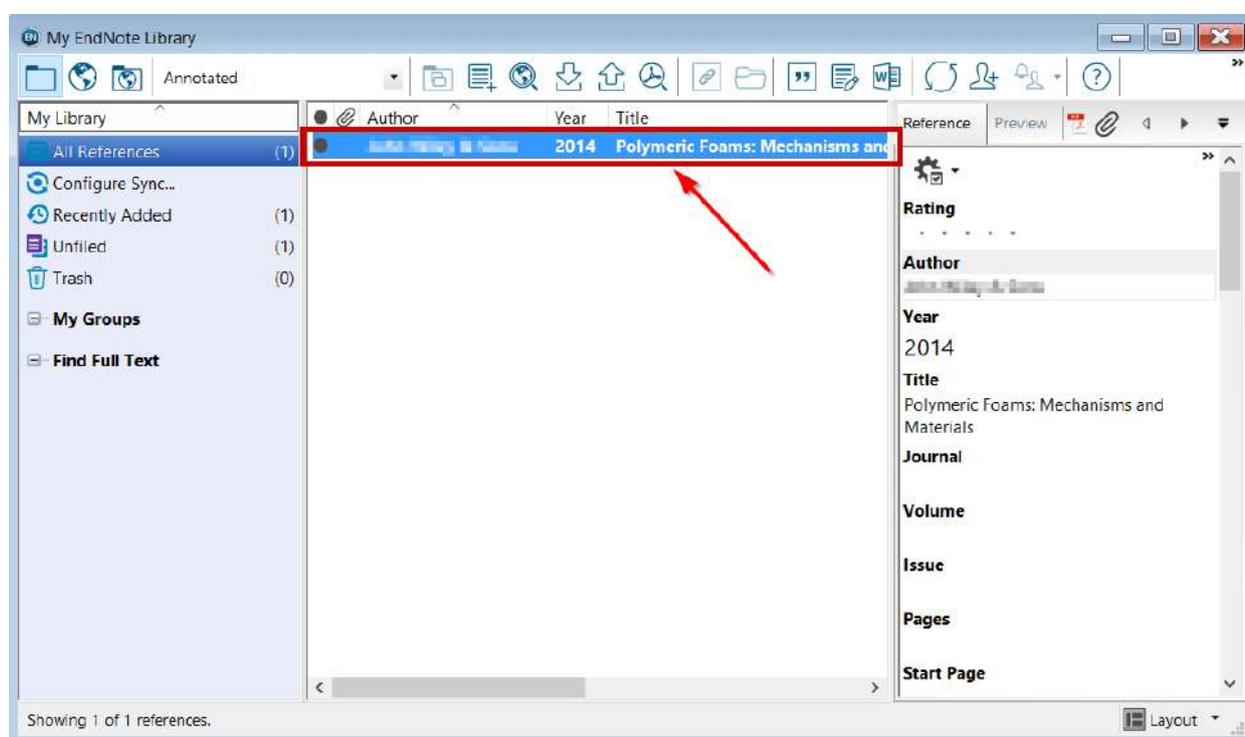


Figure 335: Select a reference for citation

3. On the Microsoft Word menu bar, click the EndNote X8 tab. Select the reference style, then click the Insert Citation icon and select Insert Selected Citation(s) as shown in Figure 336.

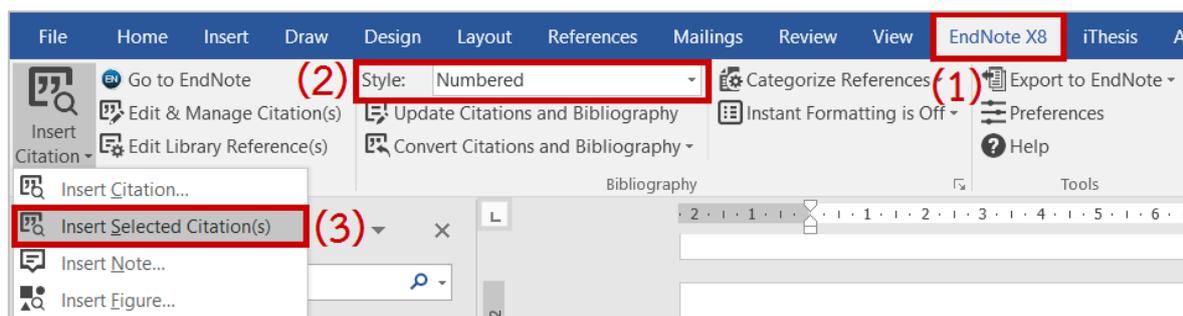


Figure 336: Adding references from EndNote

4. The citation will appear in the content as shown as in Figure 337 and in the references at the end of the research document as shown in the Figure 338.

พอลิเมอร์สังเคราะห์<sup>[1]</sup> ในปัจจุบันมีการประยุกต์ใช้ในอุตสาหกรรมเกือบทุกชนิด พอลิเมอร์มีการใช้ในการยึดเกาะ และการหล่อลื่นอย่างกว้างขวาง เช่นเดียวกับการใช้เป็นโครงสร้างตั้งแต่ของเด็กเล่นจนถึงยานอวกาศ มีการใช้เป็นยาทางชีวภาพในฐานะเป็นตัวขนส่งยาในสิ่งมีชีวิต พอลิเมอร์เช่น พอลิ เมทิล เมทาคริเลต ที่ใช้ในกระบวนการโฟโตเรซิสในอุตสาหกรรมกึ่งตัวนำ และสารไดอิเล็กทริกไปแทนที่เซรามิกสำหรับใช้ในคอมพิวเตอร์สมรรถนะสูง ปัจจุบันยังมีการพัฒนาพอลิเมอร์ที่ยืดหยุ่นได้สำหรับอิเล็กทรอนิกส์

Figure 337: Content after adding a citation

1. *Kang, J.H., Polymeric Foams: Mechanisms and Materials.* 2014.

Figure 338: Added reference

*Note:* The numbered citation style is used as an example only. The choice of style may depend on the students' institution, faculty, or program.

## 5. Zotero

Zotero is an external program that iThesis developers use as a supplement program in creating reference information in addition to the EndNote program discussed in the previous section. This program is a product developed by the Center for History and New Media, George Mason Educational University, which is currently developed to version 5. Zotero can be used to create a variety of reference formats and can be used to gather references or citations used within a research work.

To use Zotero, an account must be created through the Zotero website. This program can be used online via the website, through Zotero Desktop program installed on users' computers, or Zotero Connector program which is an extension of Google Chrome. Zotero users must create a library to store data, add information to that library, and then attach the references to their research file. The reference data created on Zotero will then be added at the end of the research book template in the references or bibliography section using iThesis Add-in and can be checked for correction using Revision & Approval on the web portal as a .PDF file.

### 5.1 Create a user account on Zotero

Users must create their own accounts on the Zotero website by doing as follows;

1. Go to the [www.zotero.org](http://www.zotero.org)

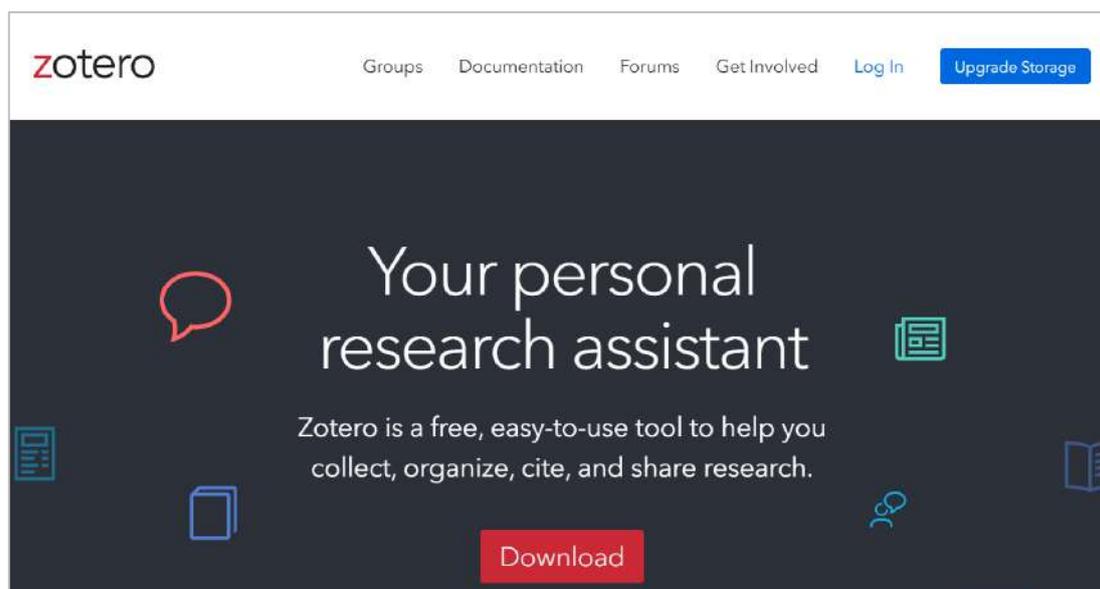


Figure 339: Zotero website

2. Click Login at the top of Zotero web portal.

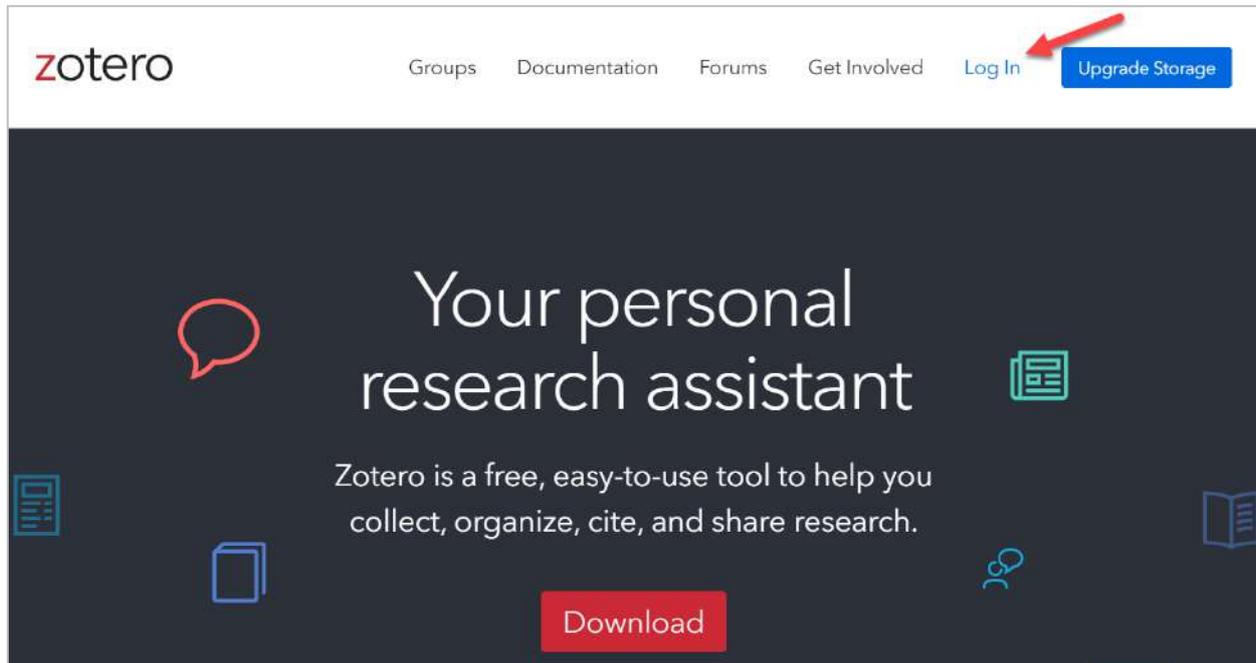


Figure 340: Login on Zotero web portal

3. Click Register for a free account.

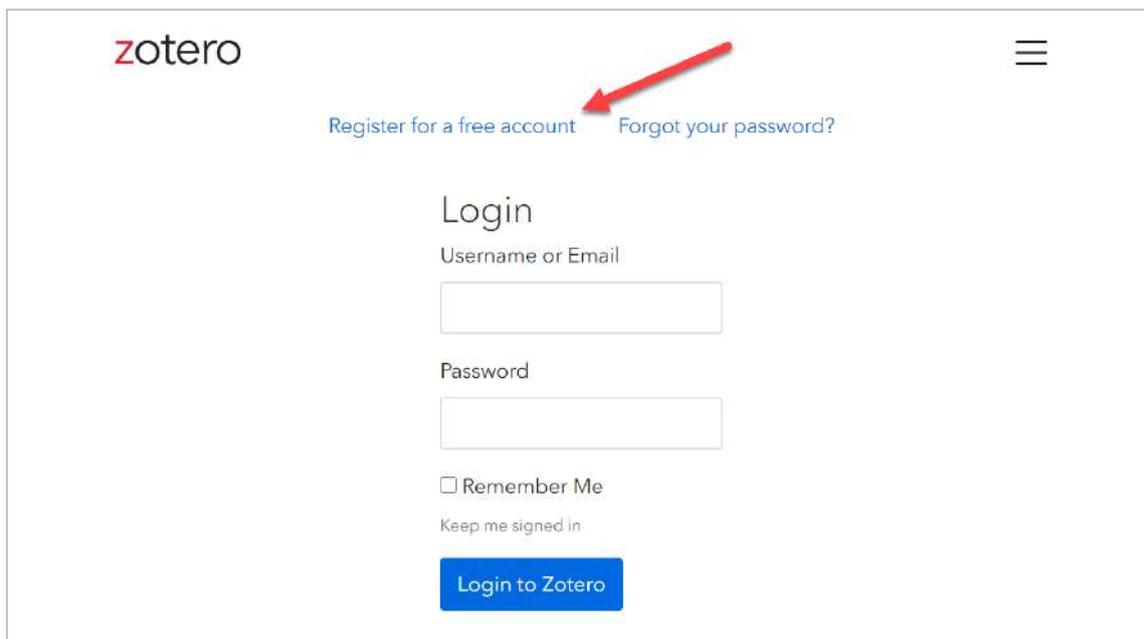
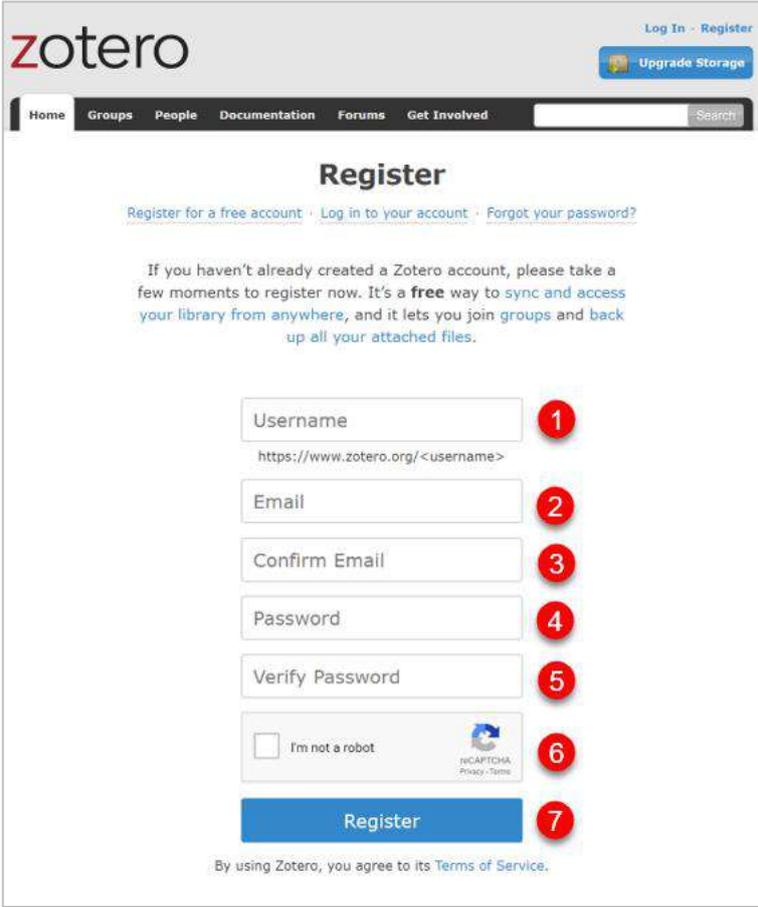


Figure 341: Register for a free account

4. Fill the details on the displayed form;
  - 4.1. Username
  - 4.2. Email
  - 4.3. Confirm Email
  - 4.4. Password
  - 4.5. Verify Password
  - 4.6. Click to check the box in front of the text I'm not a robot.
  - 4.7. Click Register to confirm information and create an account.



The image shows the Zotero registration page. At the top left is the 'zotero' logo. At the top right are links for 'Log In' and 'Register', and a blue 'Upgrade Storage' button. Below the logo is a navigation bar with links for 'Home', 'Groups', 'People', 'Documentation', 'Forums', and 'Get Involved', followed by a search bar. The main heading is 'Register'. Below this are links for 'Register for a free account', 'Log in to your account', and 'Forgot your password?'. A paragraph of text explains the benefits of registering. The registration form consists of several input fields: 'Username' (with a red circle '1' next to it), 'Email' (with a red circle '2'), 'Confirm Email' (with a red circle '3'), 'Password' (with a red circle '4'), and 'Verify Password' (with a red circle '5'). Below these is a checkbox labeled 'I'm not a robot' (with a red circle '6') and a CAPTCHA image. At the bottom is a blue 'Register' button (with a red circle '7'). Below the button is the text 'By using Zotero, you agree to its Terms of Service.'

Figure 342: Filling the register form

5. After filling in the form, users will receive an e-mail from Zotero confirming the registration.

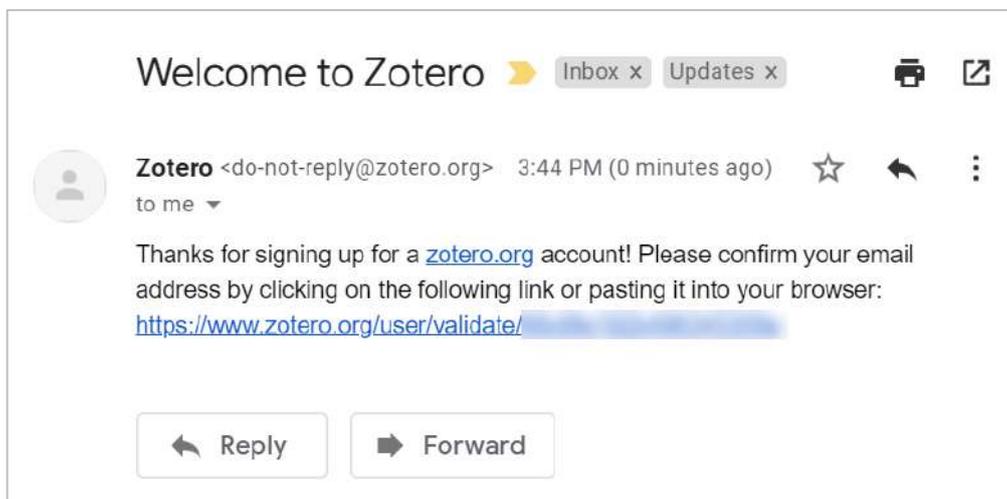


Figure 343: Zotero registration confirmation email (1)

6. Click the validate link received in the e-mail.

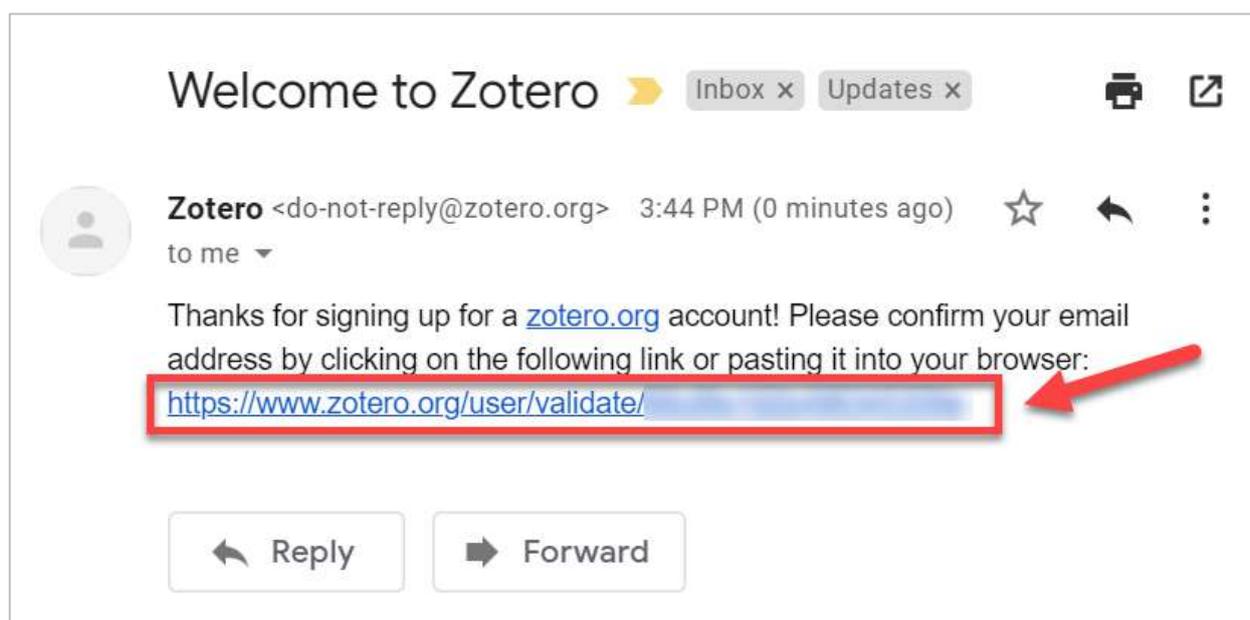


Figure 344: Zotero registration confirmation email (2)

7. Confirmation of e-mail validation will be displayed and the user will be logged in to Zotero web portal.

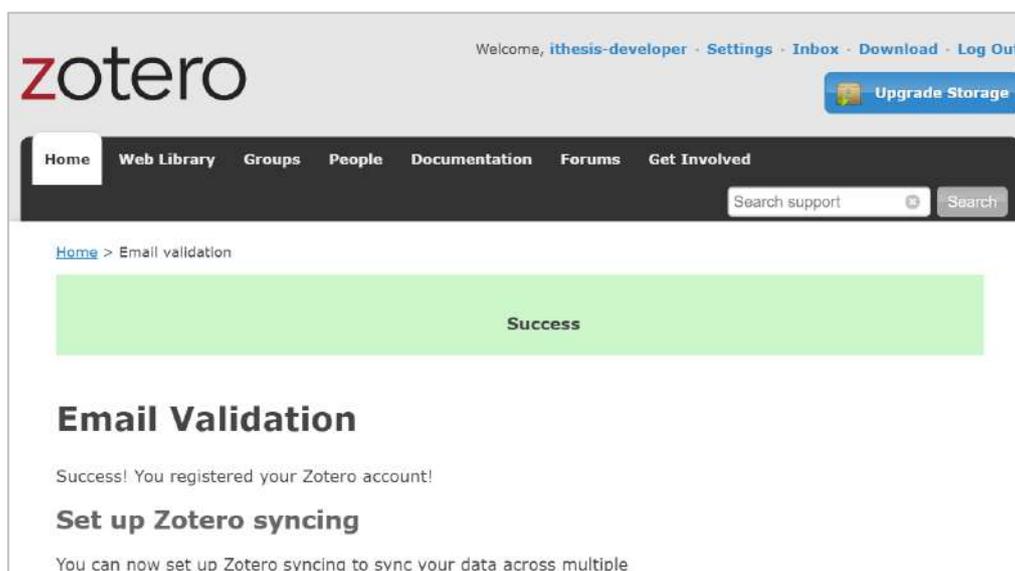


Figure 345: Zotero e-mail validation information display

## 5.2 Install Zotero

Users can download the installation files of the Zotero program from Zotero website. To install Zotero, do as follows;

1. Go to <https://www.zotero.org>
2. Click Download.

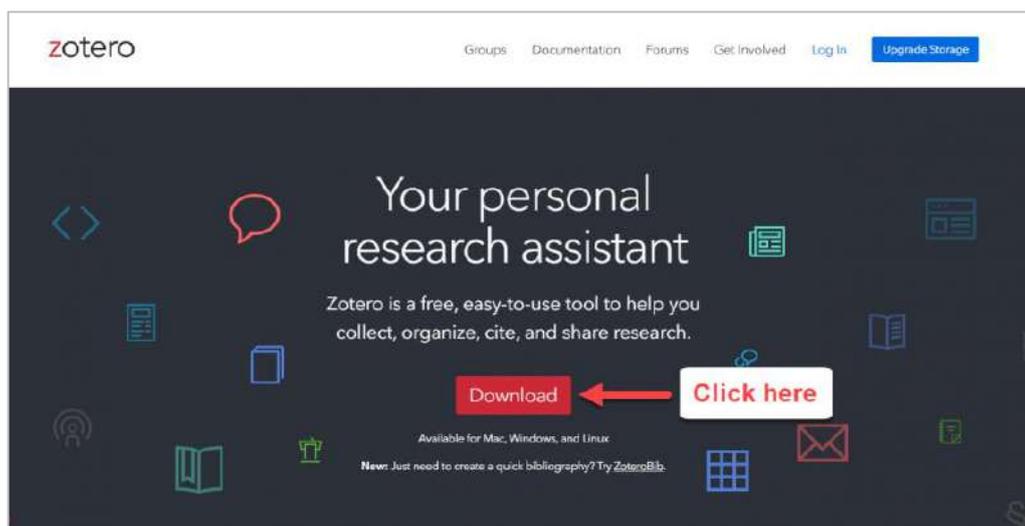


Figure 346: Download to install Zotero

- Next, click Download on the left hand-side box.

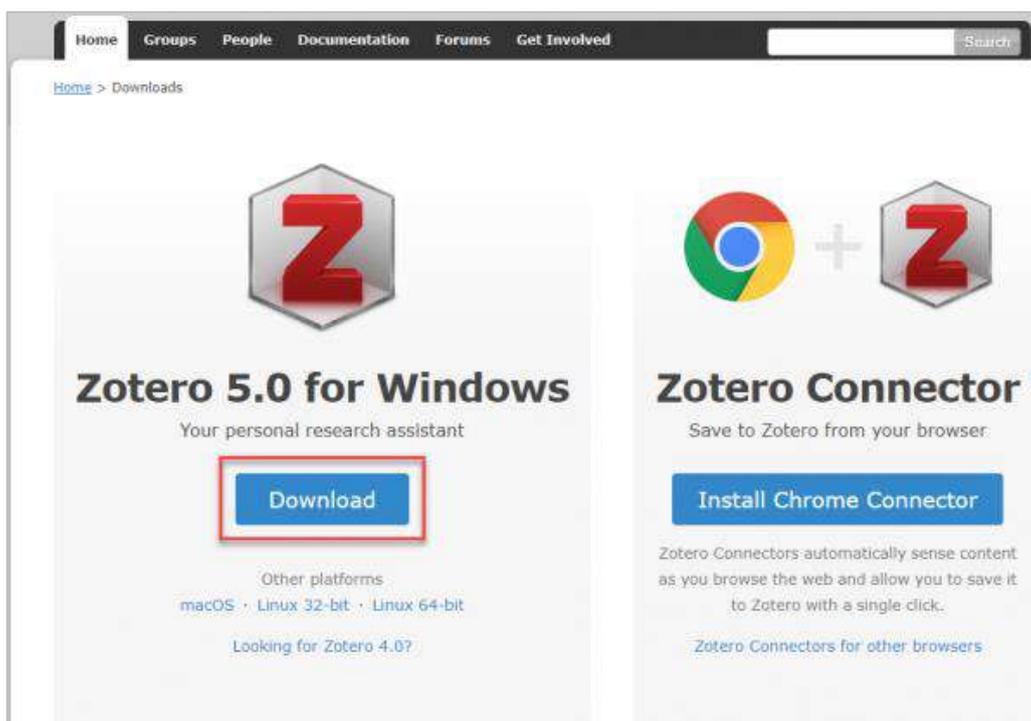


Figure 347: Download Zotero 5.0 for Windows

- A download status bar will appear at the bottom of the screen. Wait for the download to complete, then click the downloaded file once to install.



Figure 348: Zotero download status

- An extraction window will appear. Wait until completion (100%).

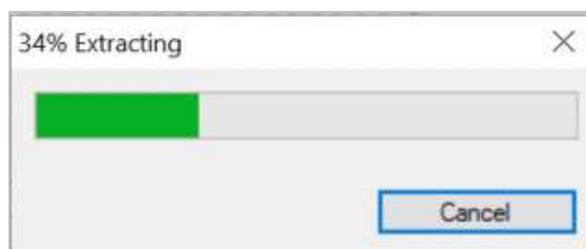


Figure 349: Window showing the download extraction status

- User Account Control window will appear. Click Yes to accept the installation.
- Zotero Setup window will appear. Click Next.



Figure 350: Zotero Setup window (1)

8. Click Standard, then click the Next button.

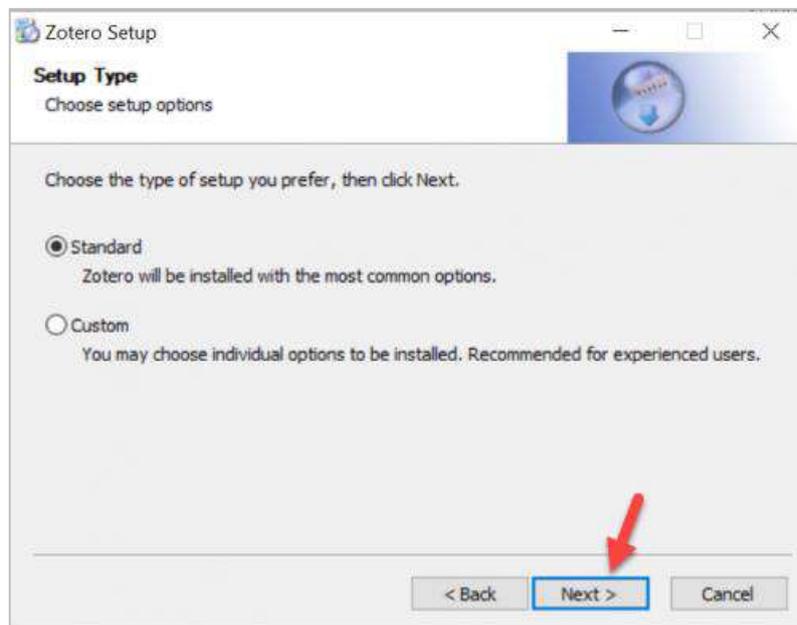


Figure 351: Zotero Setup window (2)

- When the installation is complete, click the Finish button.

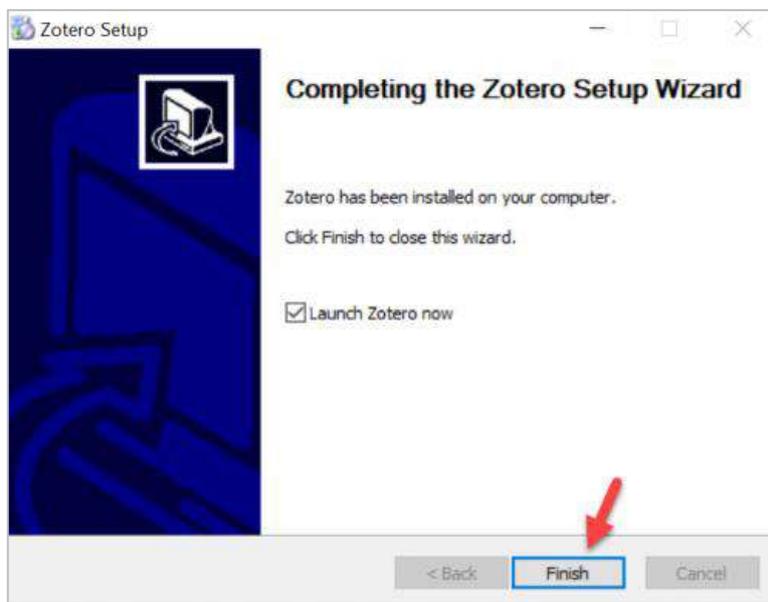


Figure 352: Zotero Setup window (3)

### 5.3 Adding information to Zotero manually

After Zotero has been installed on the computer, to add reference information to the program can be done in several ways, 3 of which will be explained as followed;

#### 5.3.1 Import data manually (Manual Input)

- Open Zotero program.
- Click the "+" button to add a new item as shown in Number 1 on Figure 353.
- Select the type of articles you want to add as a reference as shown in number 2 on Figure 351.

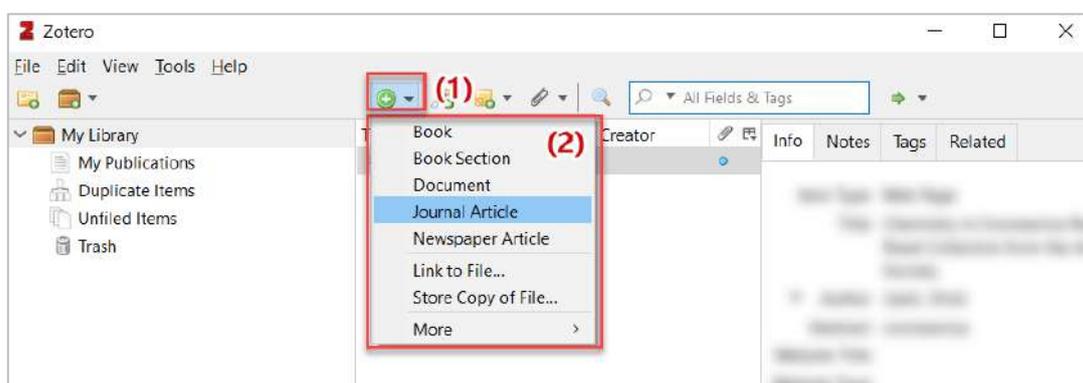


Figure 353: Selecting the type of article for adding a reference

4. Fill out the required information of the reference. The program will save the data automatically.

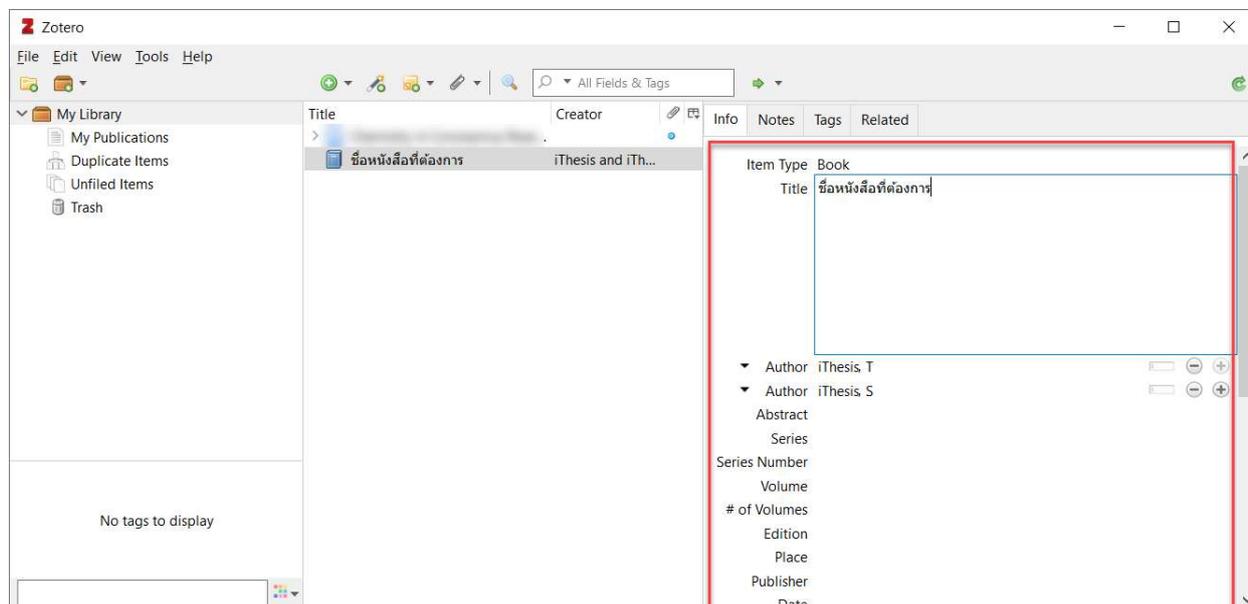


Figure 354: Specifying the required information for the reference

### 5.3.2 Import data using direct export from ULIMB databases

1. Install the Zotero Connector extension for Chrome.
2. Open Chrome browser and go to the ULIMB database of the library you want to explore. On Chrome, the Zotero extension will appear as a document icon , which when clicked will run Zotero program as shown in Figure 355.

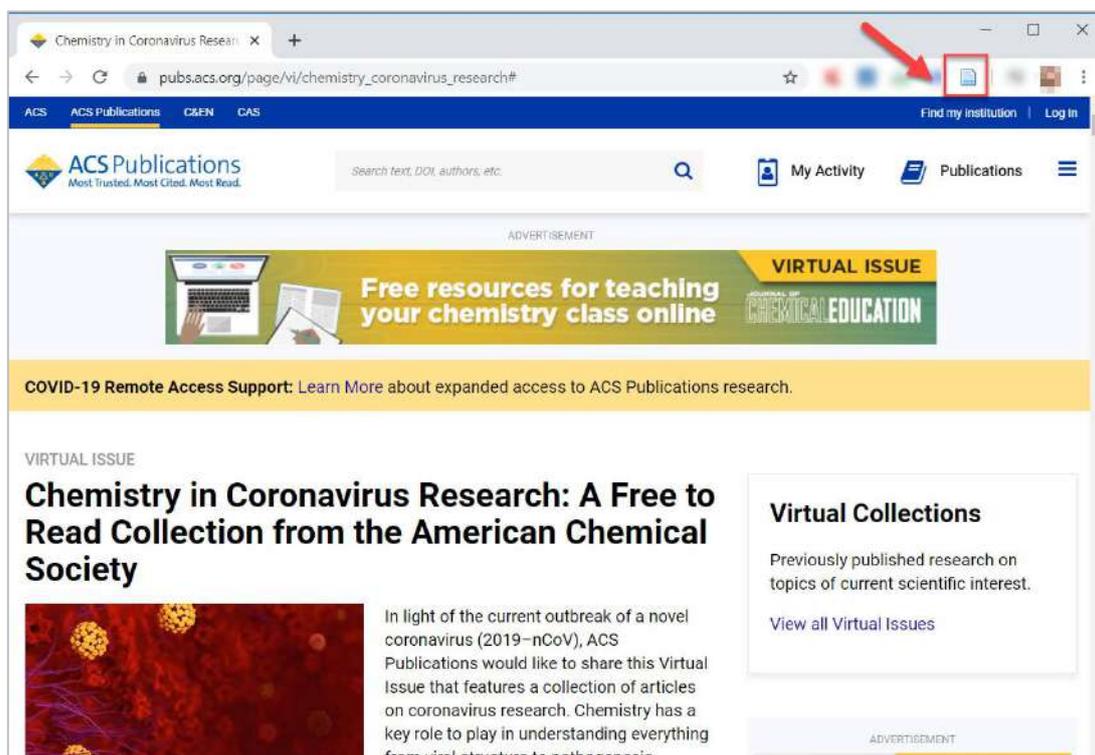


Figure 355: Document icon on Chrome Browser screen

3. After clicking, select the Zotero destination or folder for the reference to be saved.



Figure 356: Selecting the destination folder for the reference

4. On Zotero Desktop, the imported reference information of the article saved using Zotero Connector for Chrome will be displayed.

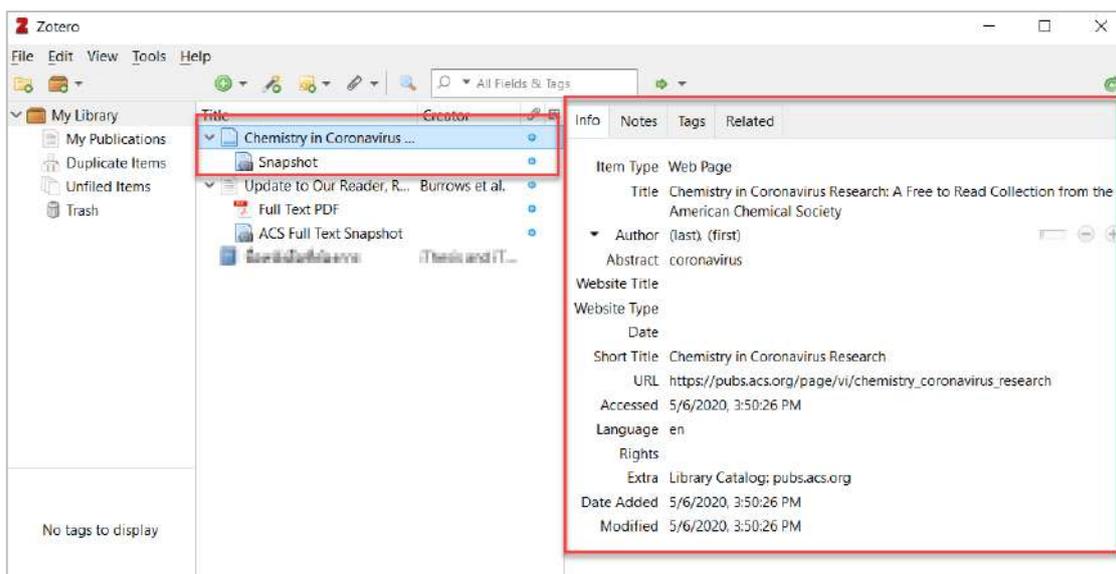


Figure 357: Reference information imported directly to Zotero

### 5.3.3 Importing data with Google Scholar

1. Install Zotero Connector extension for Chrome.
2. Open Chrome browser and go to <https://scholar.google.com/> then search for the related article.



Figure 358: Searching for a related article using Google Scholar

3. On Chrome, the Zotero extension will appear as a folder icon  that you should click.



Figure 359: Folder icon for importing a reference

4. A new window will appear showing a list of articles. Select all the desired articles, then click OK.

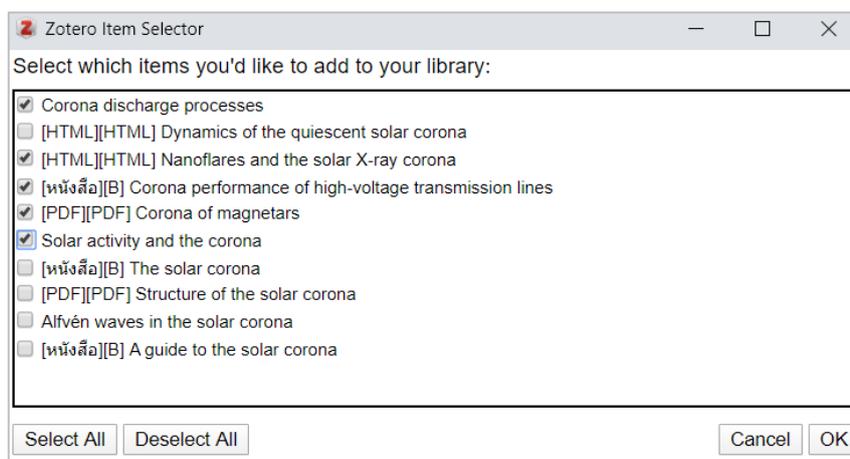


Figure 360: Selecting articles to import reference information through Google Scholar

5. On Zotero Desktop, the imported reference information of the articles saved using Zotero Connector on Google Scholar will be displayed.

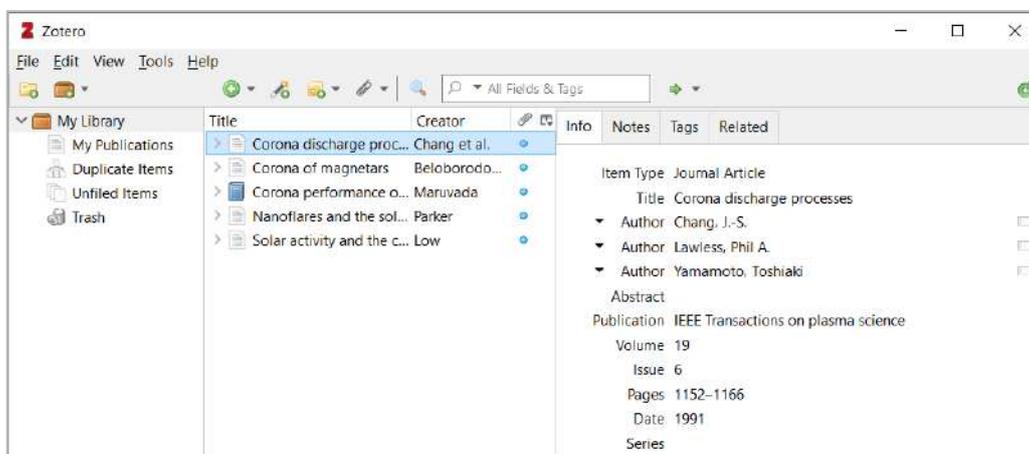


Figure 361: Reference information imported from Google Scholar to Zotero

## 5.4 Manage References with Zotero

Students can insert citations, and delete or edit references using Zotero program by using the following methods.

### 5.4.1 Insert a citation with Zotero

After adding references to the program using an aforementioned method, citations can be inserted on Microsoft Word documents as follows;

1. Open Microsoft Word and choose the location to insert a citation.
2. Click the Zotero tab on the Microsoft Word menu bar as shown in Number 1 on Figure 360. Click on the Add/Edit Citation menu as shown in Number 2 on Figure 360.

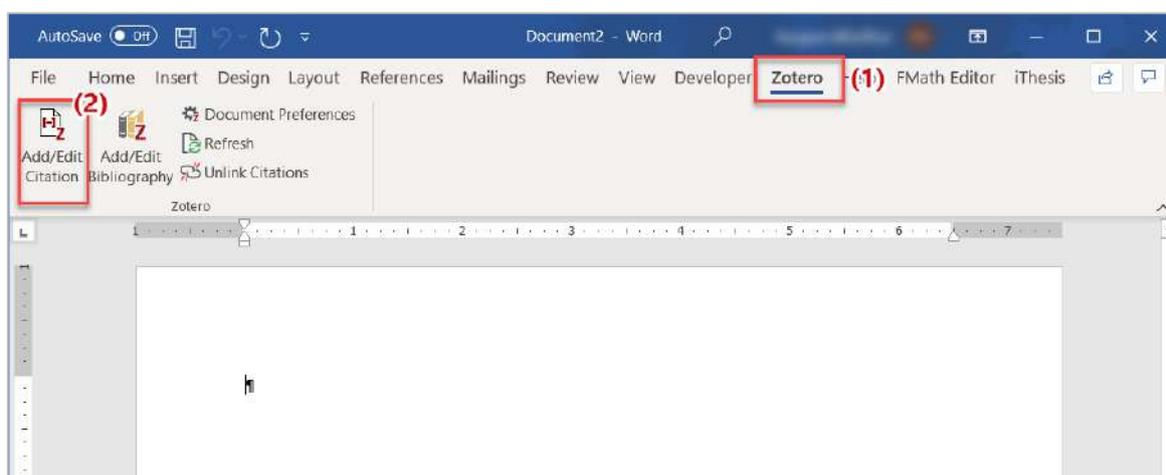


Figure 362: Clicking Zotero tab on the Microsoft Word menu bar

3. A new window will appear for setting the citation style. Select the desired format and click OK.

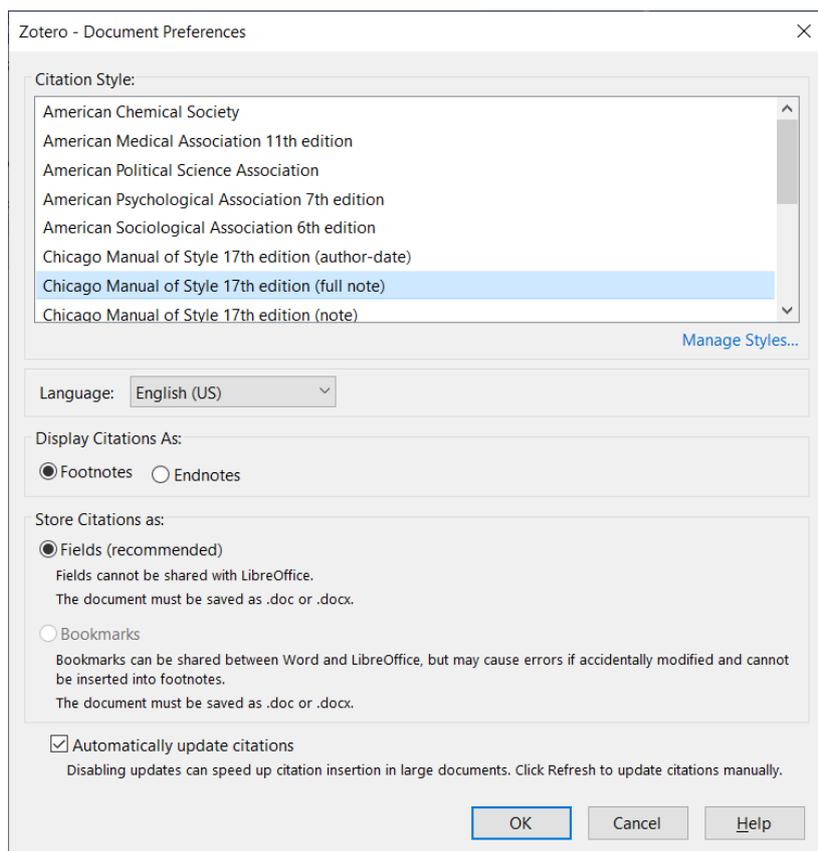


Figure 363: Setting citation format

4. On the Microsoft Word document, a window will appear for the user to search for references. Search and click on the desired item.

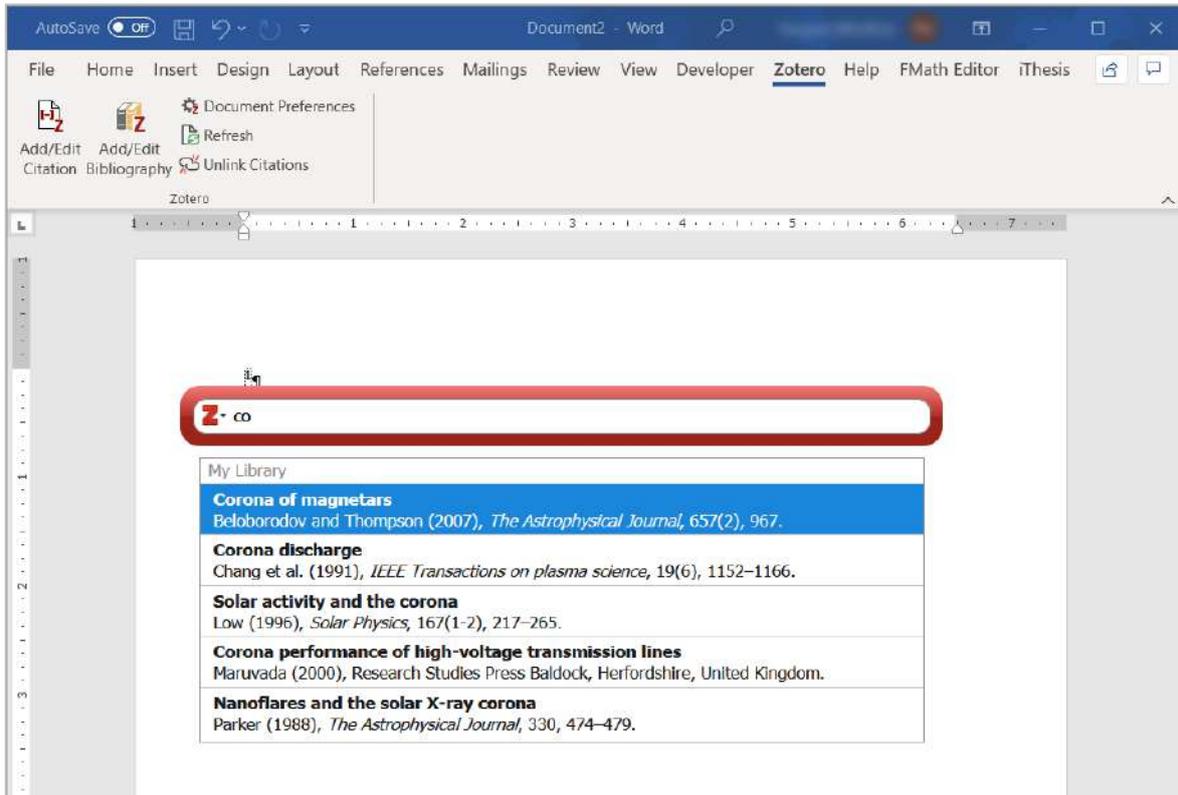


Figure 364: Searching for a reference

5. After clicking on the desired item, the citation will appear on the page.

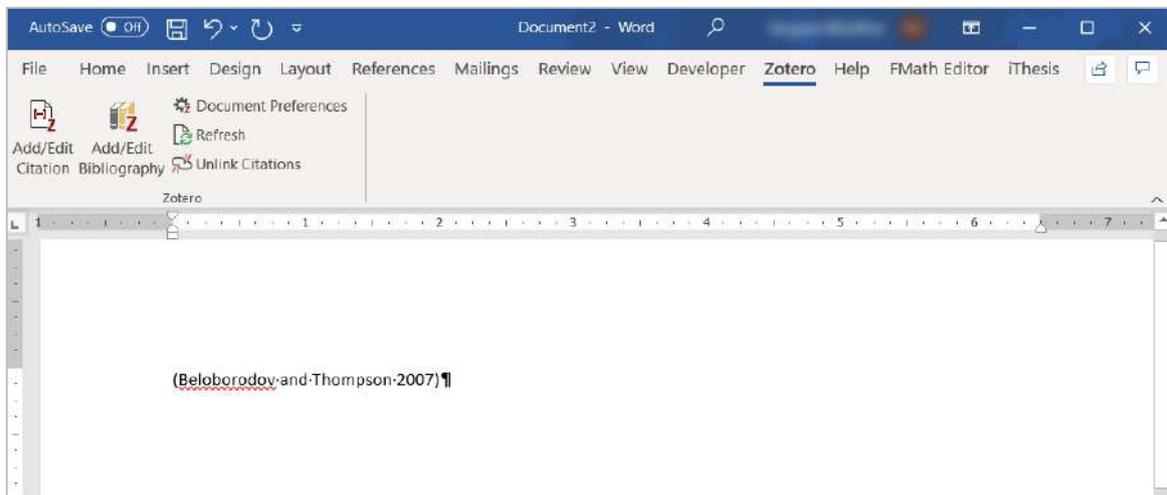


Figure 365: Inserted citation on a document

### 5.4.2 Delete a reference

1. Right-click on the desired reference and a menu will appear. Select **Move Item to Trash**.

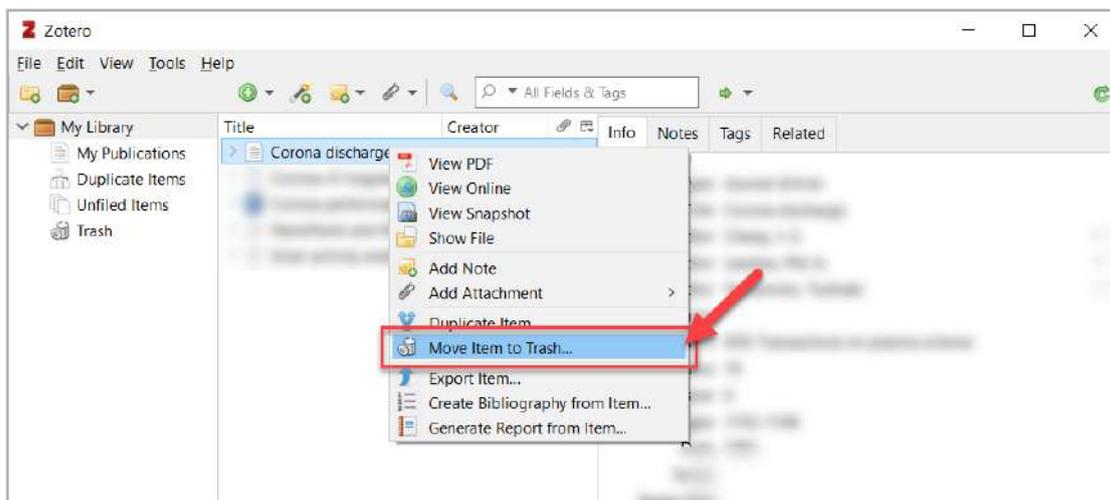


Figure 366: Deleting a reference

2. A warning notification message will appear before deleting the item. Click OK to confirm the deletion or click Cancel to cancel the process.

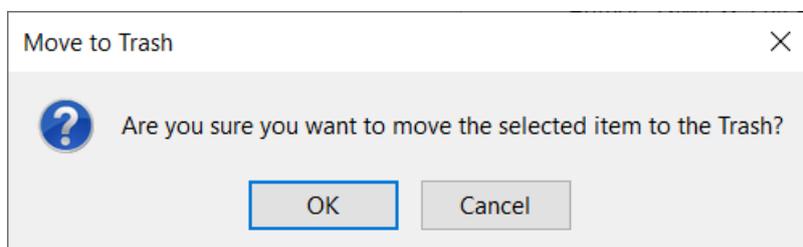


Figure 367: Notification message before deleting a citation

### 5.4.3 Edit a reference on Zotero

To edit a reference, click on the desired reference. An information form of the reference will appear. Click on a field of information and edit the information you want to change. The program will save all the changes automatically.

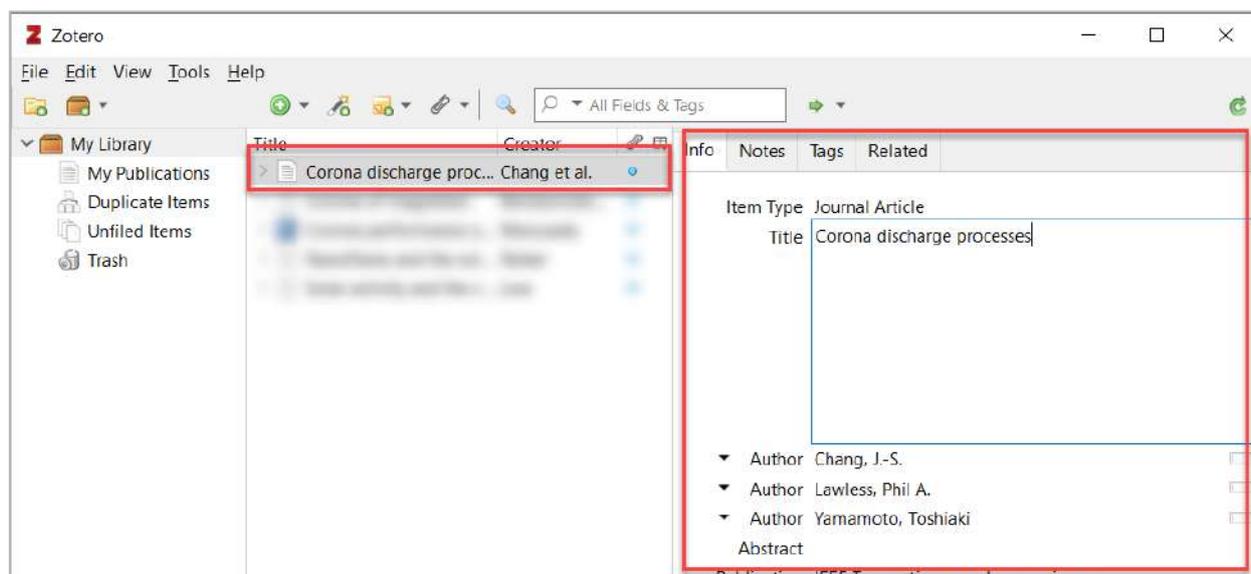


Figure 368: Editing reference information