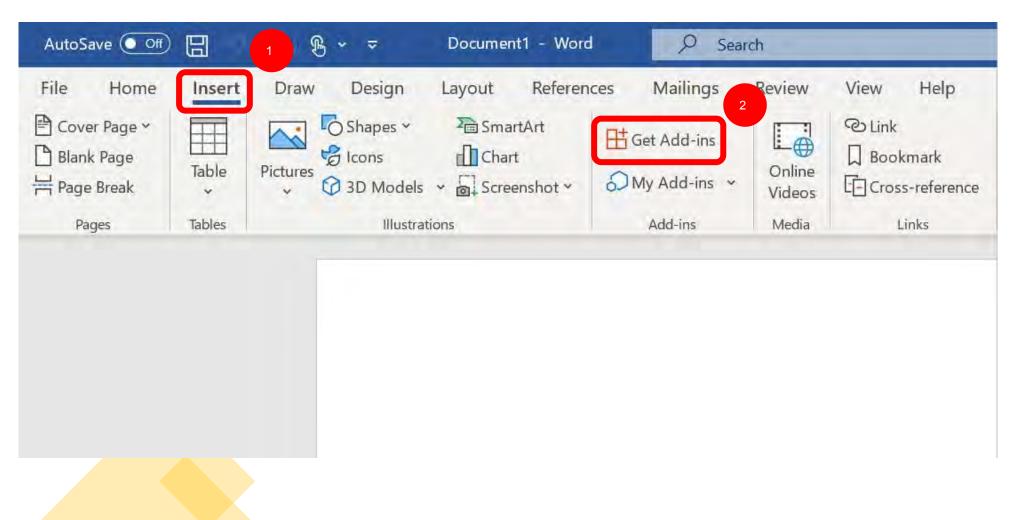


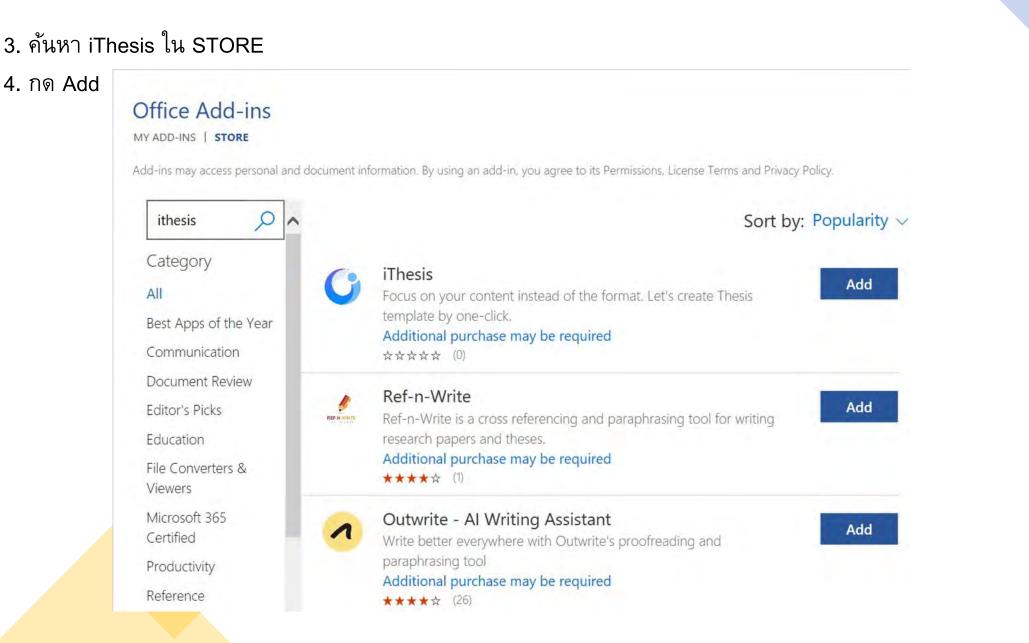




- 1. เปิด Microsoft Word เลือกที่แถบเครื่องมือ Insert
- 2. เลือกที่ Get Add-ins





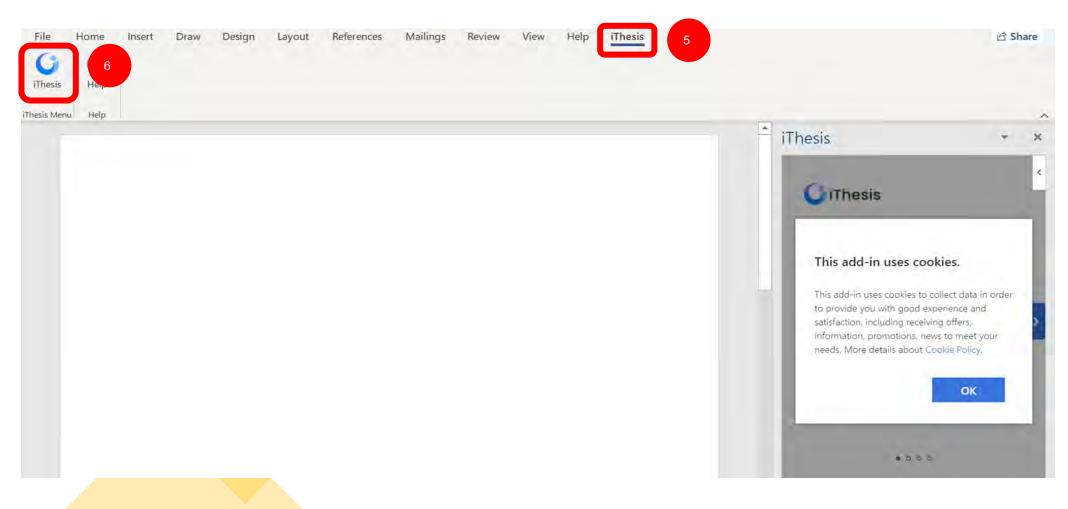






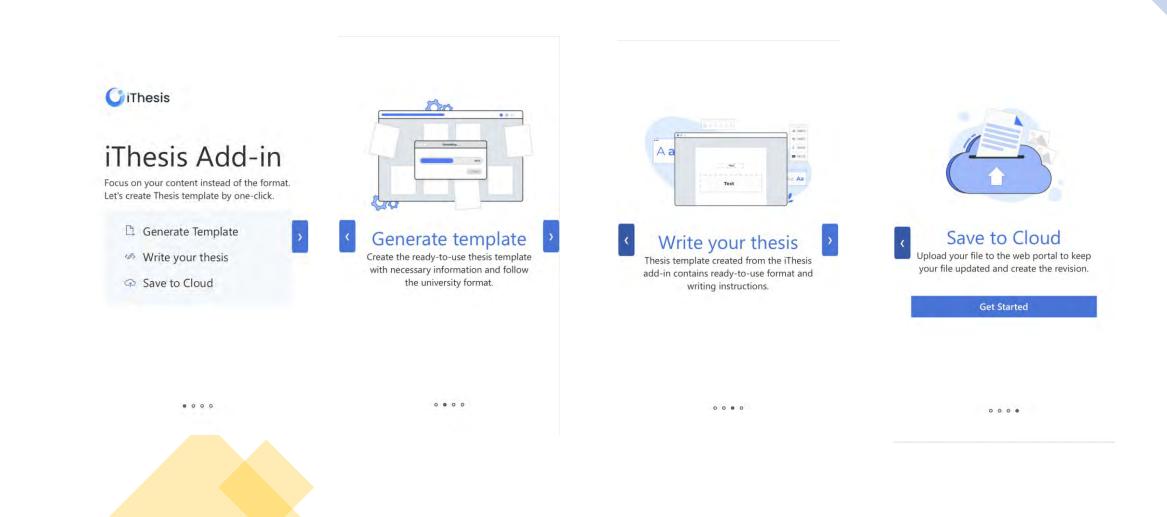
5. แถบ iThesis จะขึ้นที่แถบเครื่องมือ พร้อมกับมี tooltip ซี้ตำแหน่งที่อยู่ ให้เลือกที่แถบดังกล่าว 6. กดที่ไอคอน iThesis จะปรากฏหน้าต่างทางด้านขวาของเอกสาร

7.กด OK เพื่อยอมรับนโยบายการเก็บข้อมูลส่วนบุคคลเรื่องการเก็บข้อมูลในรูปแบบ cookie (หากไม่กด ok จะไม่สามารถใช้งานได้)





8. จะพบกับหน้าจอแนะนำคุณสมบัติของ iThesis Web Add-in กดที่ลูกศรด้านขวาเพื่อเลื่อนไปข้างหน้า จากนั้นกด Get Started เพื่อเริ่มต้นใช้งาน



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University

Select your university

Username

Enter your username

Password

Enter your password

□ Remember me

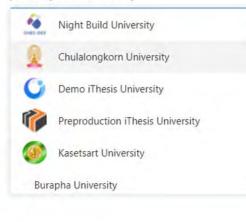
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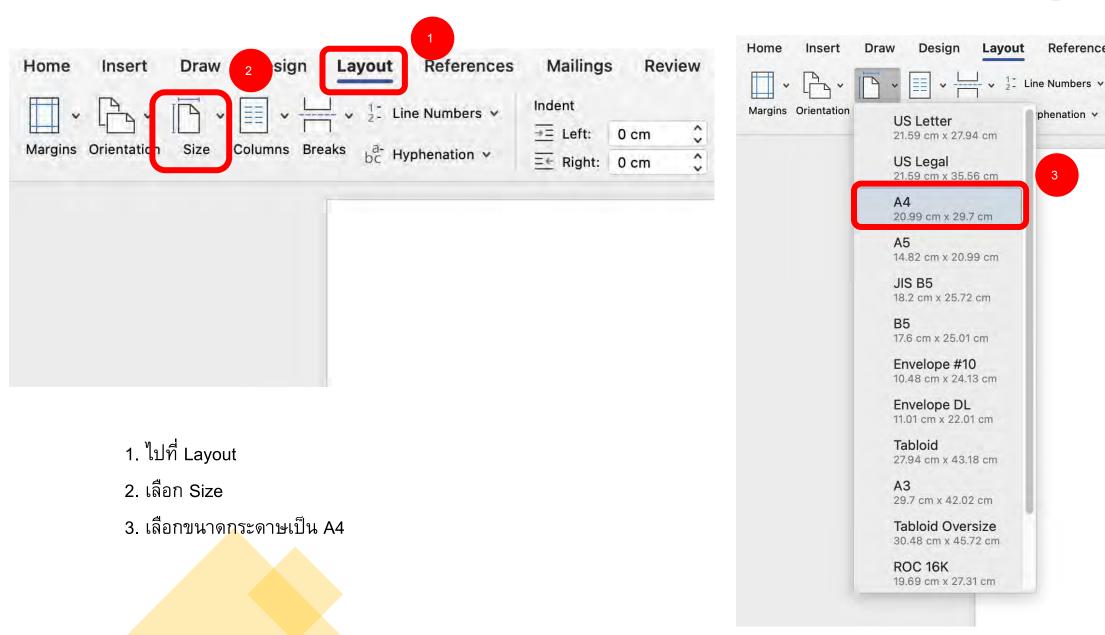
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Login

สามารถลงชื่อเข้าใช้งานได้โดยเลือกมหาวิทยาลัยที่ สังกัด กรอก username และ password ที่ได้รับจากทาง มหาวิทยาลัย

## **Page Setup**



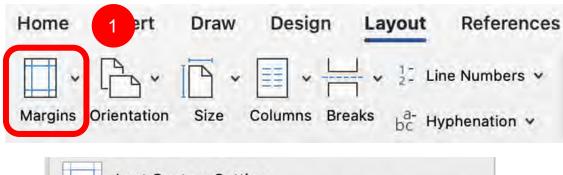


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### **Page Setup**



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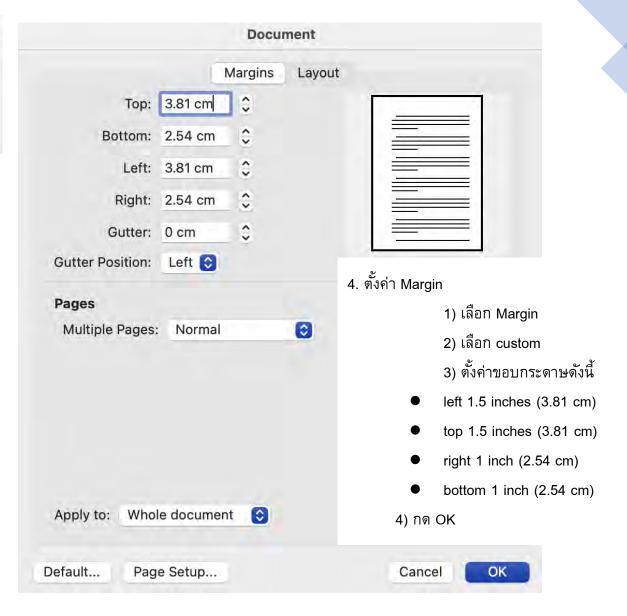
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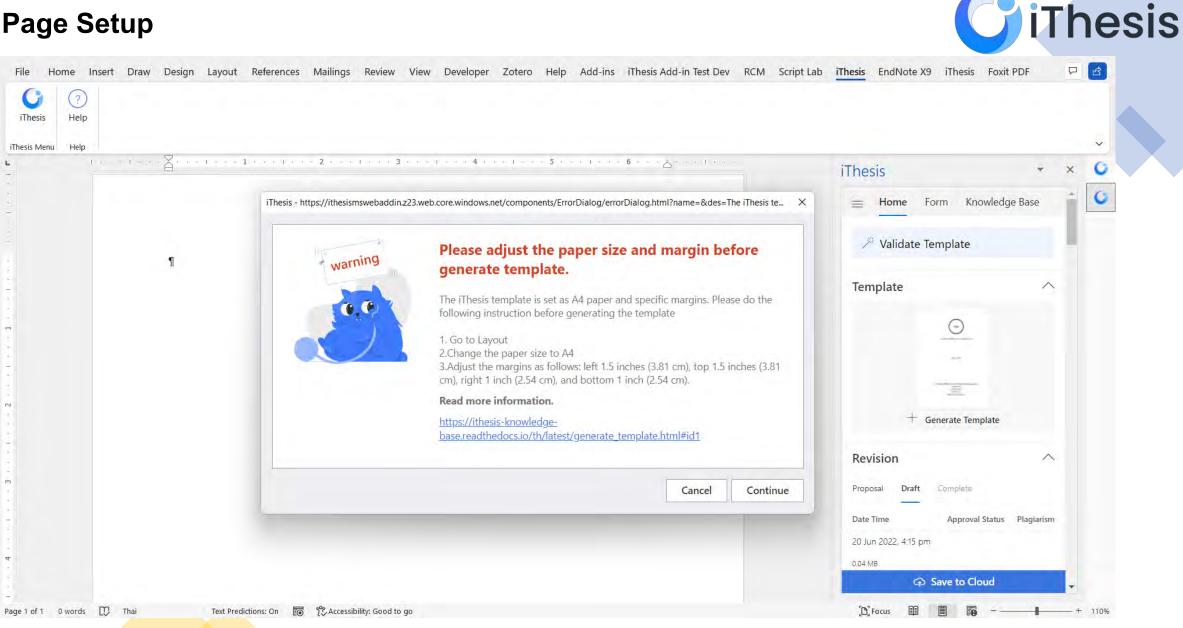
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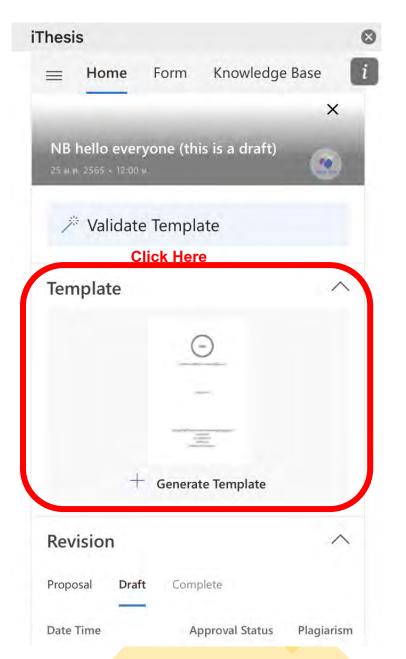
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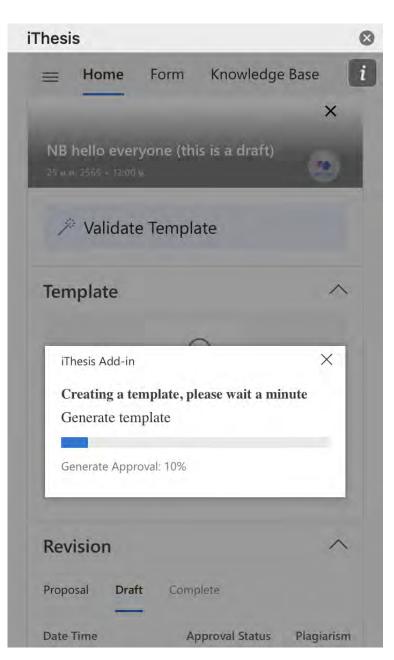
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<mark>ึกรณีไม่ได้ตั้งค่าหน้าก</mark>ระดาษให้ถูกต้องจะมีข้อความแจ้งเตือน iThesis error พร้อมแนะนำการตั้งค่าให้ถูกต้อง

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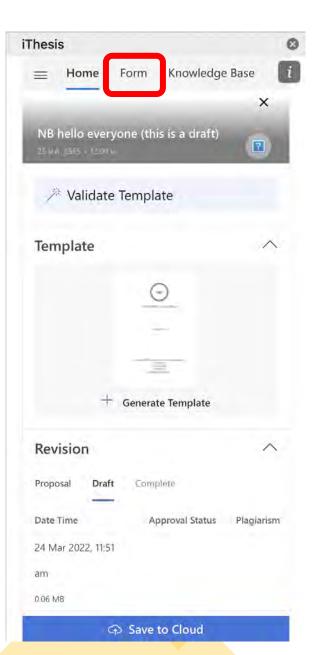


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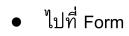
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### **Thesis Language**



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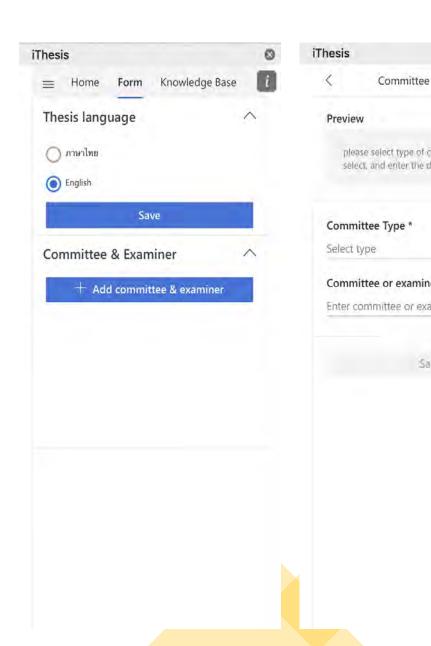
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iThesis

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### **Add Data**





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### ขั้นตอนการ**เพิ่มชื่อ**คณะกรรมการสอบ

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- กด add committee (อยู่ด้านล่างสุดของ หน้าต่าง)
- 3. เลือกประเภทของกรรมการสอบ
- เลือกชื่อของคณะกรรมการสอบ (สามารถ เลือกได้เฉพาะชื่อที่มีในระบบเท่านั้น) หาก ค้นหารายชื่อกรรมการไม่พบ ให้ ประสานงานเจ้าหน้าที่ดูแลระบบเพื่อทำการ เพิ่มชื่อ
- เพิ่มตำแหน่งและวุฒิกรรมการสอบ
   กด save เพื่อบันทึกรายชื่อกรรมการ

### **Add Data**

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Prefix Name + Add Data

Postfix Name

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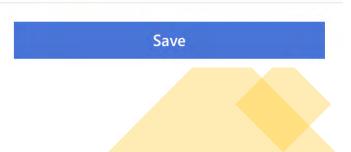
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# การ**เพิ่มตำแหน่งและวุฒิ**กรรมการสอบ

- 1. กด add data ตำแหน่งที่ต้องการ
- 2. เลือกตำแหน่งหรือวุฒิการศึกษา
- 3. กด add



## **Styles**

- สามารถปรับได้โดยตรงจาก Styles ของ Microsoft Word
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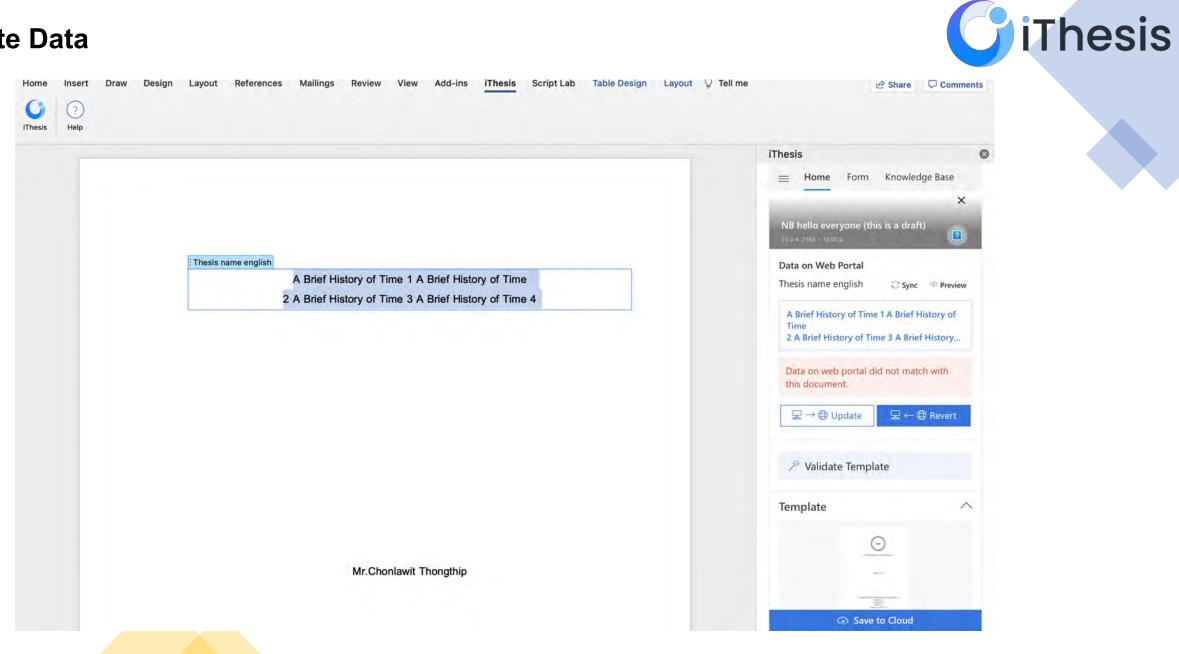
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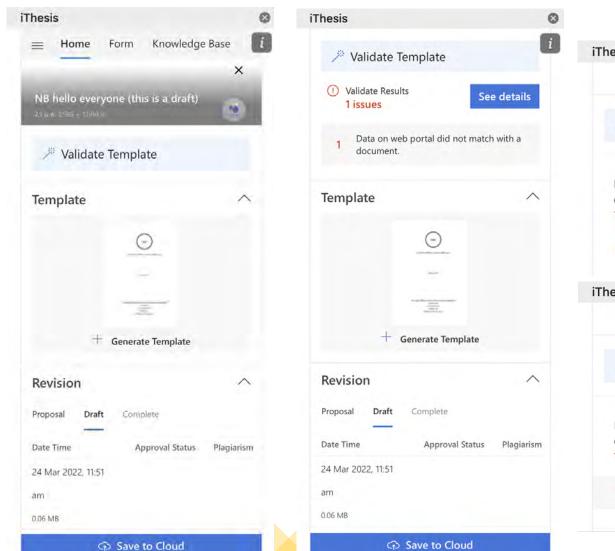
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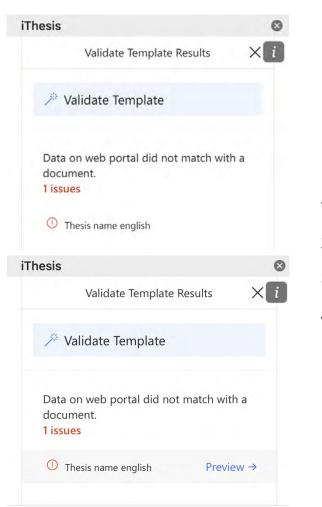


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### Validate Template







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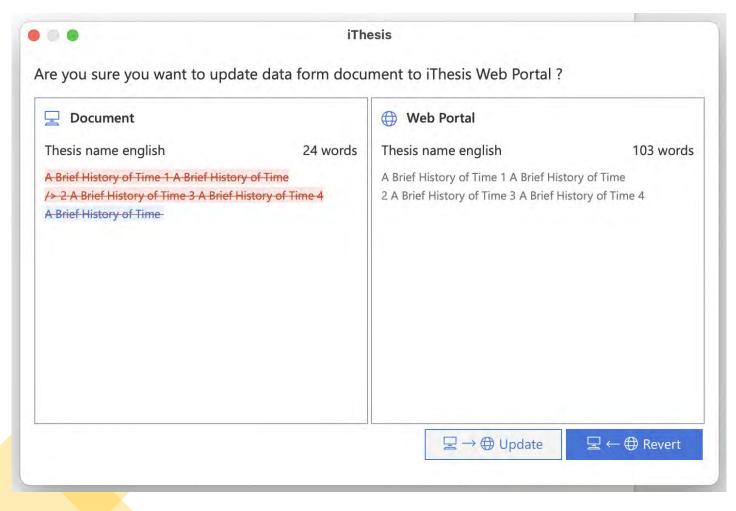
2. เลือก See details

3. เลือก รายการที่แจ้งเตือน

4. กด preview

## Validate Template

- ระบบจะแจ้งรายการที่ต้องปรับแก้ และสามารถคลิกเพื่อปรับแก้ได้เลย
- หากต้องการอัพเดดข้อมูลไปยัง Web Portal ให้กด update
- หากต้องการทำให้ข้อมูลในเอกสารเป็นข้อมูลเดียวกันกับใน Web Portal ให้กด revert





## Save to Cloud

- เมื่อนิสิตต้องการบันทึกไฟล์เล่มเข้าสู่ระบบ ให้กดคำว่า Save to Cloud
- หน้าต่างตรวจสอบข้อมูลวิทยานิพนธ์จะปรากฏขึ้น หากข้อมูลตรงกับใน Web Portal จะสามารถกด Save ได้ เป็นการบันทึกไฟล์เข้าสู่ระบบ

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NB hello everyone (this is a draft)	COVER Thesis name english A Brief History of Time 1 A Brief History of Time2 A Brief History of Time 3 A Brief History of Time 4 Thesis name thai ประวัดิย่อของกาลเวลา1ประวัดิย่อของกาลเวลา2ประวัดิย่อของกาลเวลา3ประวัดิย่อของกาลเวลา4ประวัดิย่อ ของกาลเวลา5
+ Generate Template	ABSTRACT Abstract keywords thai hjkhjk Abstract content thai สวัสดีสวัสดี
Revision     ^       Proposal     Draft     Complete       Date Time     Approval Status     Plagiarism	Abstract keywords english History, Brief, HistoryAbstract content english A Brief History of Time: From the Big Bang to Black Holes is a book on theoretical cosmology by English physicist Stephen Hawking.[1] It was first published in 1988. Hawking wrote the book for
24 Mar 2022, 11:51 am 0.06 мв	readers who had no prior knowledge of physics and people who are interested in learning something new about interesting subjects. In A Brief History of Time, Hawking writes in non- technical terms about the structure, origin, development and eventual fate of the Universe, which is Cancel Save

## Save to Cloud



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#### ABSTRACT

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Abstract keywords english History, Brief, History

Abstract content english

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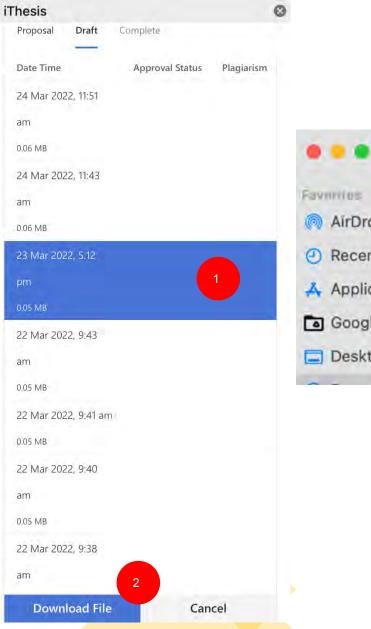
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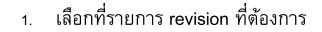
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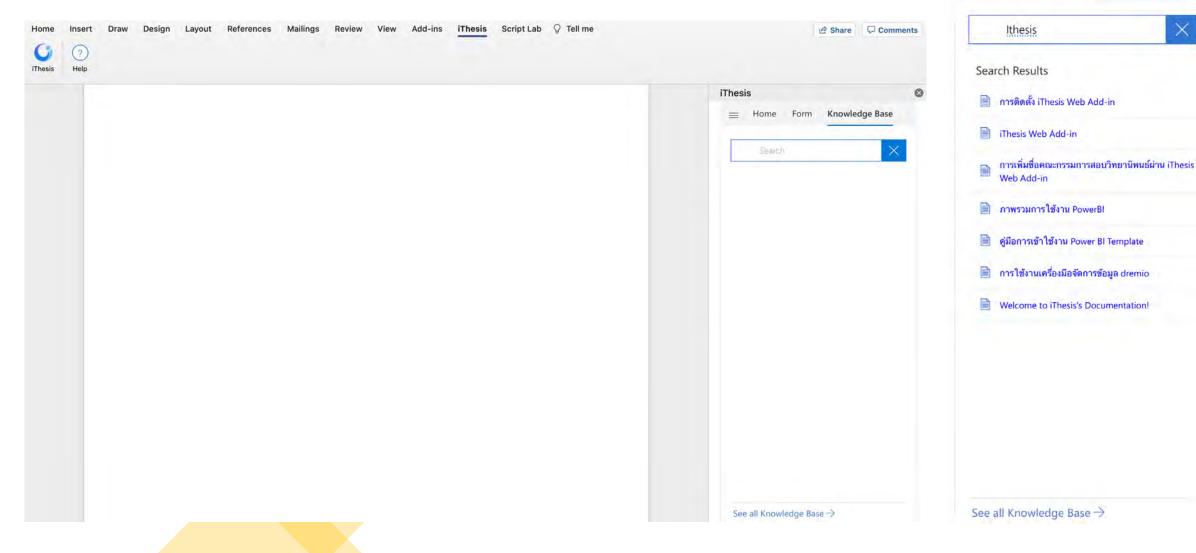


- 2. กด Download File
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iThesis

## Search

- เลือก Knowledge Base
- พิมพ์คำค้นหาที่ต้องการ สามารถ click ที่หัวข้อบทความที่สนใจเพื่อเปิดบน browser





Knowledge Base

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iThesis

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### 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) Prepare a thesis template according to the specified document format (2) Support the preparation of a thesis plan (3) Provide on thesis submission to advisor and officer for 3 steps: proposal, draft, and complete (4) Record of the examination results, thesis information, and dissemination allowance (5) Create the ready-to-transfer files and Dublin core to import to university repository which allows open access literature search in order to facilitate the library to provide an effective research database for students, then it would be sent to the Ministry of Higher Education, Science, Research and Innovation (MHESI) for storing in Thai Digital Collection for the public dissemination.

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

The student manual describes how to use the iThesis system and related programs such as

- iThesis Web portal
- iThesis Add-in (both versions)
- How to upload the LaTex file to iThesis Web Portal
- EndNote
- Zotero

### 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) is also different in each institution, for example, some universities call it as thesis and some universities call it as independent research. Therefore,

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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 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 "Akarawisut" 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 one 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 the thesis data (such as thesis title, list of committee, abstract, keyword, acknowledgement, and bibliography) need to be edited via the "Electronic form" menu at the iThesis Web portal. Then, the data on thesis template that was created or updated by the iThesis add-in to be same with the data on the web portal ensuring that the data in every section is consistent.

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

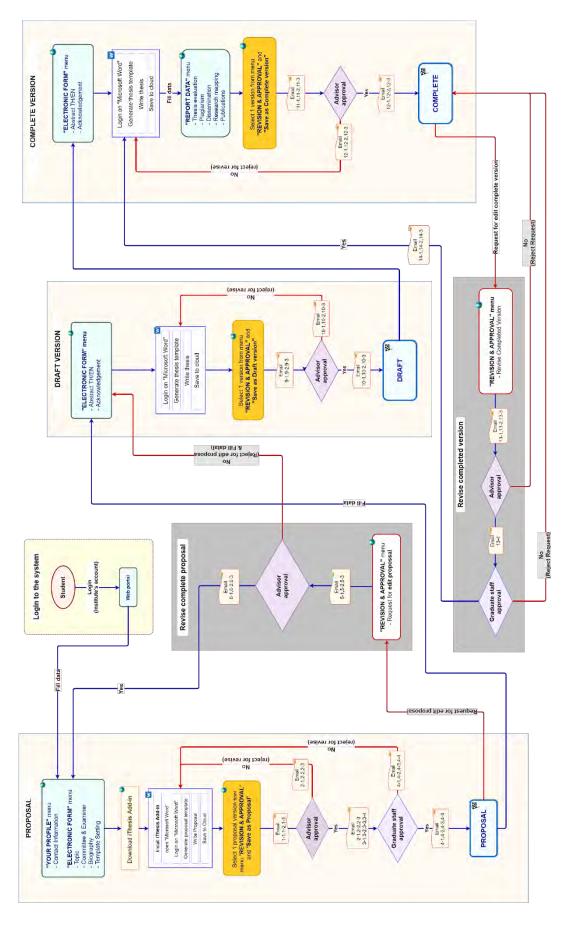


Figure 1: Workflow of iThesis operations

Development of Standard Procedures of Thesis/Dissertation/Independent-Study Quality Management Framework & Implementation for Thai's Higher Education

### 1.3.1 Web portal

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

Basically, the web portal for student is used for management and validation of thesis and student data during perform the thesis writing until the thesis submission. The student data are also including in the thesis template. It needs to fill the thesis data via the web portal and generate the template using the iThesis Add-in. The web portal is also used to check the plagiarism and create the thesis submission email to advisor. Moreover, student needs to fill the required form to create the submission document such as plagiarism detection from Turnitin, thesis evaluation, thesis dissemination, research mapping, and publication.

### 1.3.2 iThesis Add-in

To create the thesis template via the Microsoft Word, iThesis add-in is prerequisite and will be install. There are two versions which are:

- The x86 version for a 32-bit operating system computer
- The 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 available on Windows only. The recommended version of Windows is Windows 10.

iThesis Add-in provides various facilitating tools for users that as writing templates, saving files and uploading the file into the iThesis web portal. The group of users can use the iThesis Add-in are graduate student, advisor, and graduate staff.

### 1.3.3 iThesis Office Add-in

Because the present version of iThesis add-in can be only installed on the Windows system. There is an add-in which is developed by the web technology, called "Web Add-in". This add-in can be downloaded from the Microsoft Office Store; therefore, another name of this add-in is called "Office Add-in". The iThesis Office Add-in can be installed on any Microsoft Word version that supported the Office Add-in. Thus, it can be used in other platforms such as MacOS, iPadOs and it can be used on the Microsoft Word Online. The iThesis Office Add-in can create the thesis template, validate template, and upload the thesis file to the iThesis web portal same as the present iThesis Add-in. However, the template cannot be used across the add-in due to the different technology on creating the template. Therefore, the student has to choose the add-in first. The instruction of iThesis Office add-in will be provided only in the student manual.

#### 1.4 Email

Email is an important part of the iThesis system because the system will send an email to user involved in the main working process, including of advisor, co-advisor, graduate staff, and graduate student. The email can be classified into 4 types which are as follows:

- Request for approval: the email content contains the attached link to connect to iThesis approval form, or it can be checked and approved by logging-in to the web portal using advisor account.
- Inform the approval detail: the email content contains the attached link to connect to the readonly iThesis approval form. This email will be sent only for the co-advisor and committee. These users can only access the approval form to view the thesis file and plagiarism same as the main advisor. However, they cannot approve.
- Notification of approval, the email will inform the status of thesis 'approval' process.
- Permission to use the iThesis system as the student: This email will be sent only to the graduate officer who received the permission from student to access the student account by the officer. This feature lets the officer can solve the problem of student without asking for real student account.

### 1.5 Reference Manager

To use the iThesis add-in for creating template and writing the thesis via Microsoft word, the reference manager is needed because it will create the special texts that can be located on the reference page that is locked from typing. There are 3 reference manager programs that can be used with the iThesis.

#### 1.5.1 EndNote

The EndNote is a software to manage the reference to be the specific style. It is now performed by Claviate company (predecessor is the Thomson Reuters). This software can help users to collect reference or any bibliography relating to the content of the user's thesis. After installation, there will be the endnote tab appeared in the Microsoft Word toolbar. There are various reference styles such as APA, Vancouver, Footnote which is customizable based on the specified format of their institutions. More reference styles can be downloaded from the Endnote Website. To use the Endnote, it needs to apply the subscription, mostly by the university.

#### 1.5.2 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.

#### 1.5.3 Mendeley Cite

Mendeley Cite is a software that can be downloaded from the Microsoft Office Store provided by the Elsevier, the provider of ScienceDirect and Scopus. The Mendeley Cite can be used with the iThesis Office Add-in because of the same add-in technology. To use the Mendeley Cite, the user needs to apply the member with the Elsevier using the institution email. The university or institution needs to subscript with the Elsevier.

# 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.

Integrated Thesis & Research Management System Institute of Collectica IO	
Status Tutorials Microsoft Word Add-In Fact & Figure	Individual Study LOGIN تامیالیا / Usomarno تامیالیا / Usomarno Tocsitati 6
hone การเร็มเริ่มหมาย / Faculty of Psychology คณะมีและหารแหน หาศรศ / Faculty of Dentistry คณะมีและหารแหน หาศรศ / Faculty of Dentistry คณะมีและหารแหน หาศรศ / Faculty of Communication Arts คณะรับสามารสารตร์ / Faculty of Nursing คณะรับสามารสรรศ / Faculty of Science คณะรับสามารสรรศ / Faculty of Science คณะรับสามารสรรศ / Faculty of Science คณะรับสามารสรรศร / Faculty of Science คณะรับสามารสรรศ / Faculty of Science คณะรับสามารสรรศ / Faculty of Science คณะรับสามารสรรศ / Faculty of Fine and Applied Arts คณะความีสนกรรมศาสตร์ / Faculty of Arthitecture คณะสถามีคนกรรมศาสตร์ / Faculty of Arthitecture คณะสถามีคนกรรมศาสตร์ / Faculty of Veterinary Science คณะสถามระหารศาสตร์ / Faculty of Arts 12	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 Thesis Add-In 26 EndNote 14 Administrator 106 Graduate Staff 15 Institutional Repository Staff 3 Screencast 21
และอากราท และ / Faculty of Artis - 2.2 คณะแลรษฐศาสตร์ / Faculty of Pharmaceutical Sciences คณะแลรษฐศาสตร์ / Faculty of Medicine ฉัณฑิตรามที่ / Graduate School อำนาสัยมารรัดการ / College of Management อำนาสัยมารรัดการ / College of Population Studies อำนาสัยมารรรณและบำสรรณฐม / Petroleum and Petrochemical College	Contact: support@facgure.com

Figure 2: iThesis web portal home page before login

<u>Tip & Tricks:</u> 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.

Integrated Thresis & Research Management System Institute of Collectica IO	
Status Tutorials Microsoft Word Add-Im Fact & Figure	0
Semester 1/2563 • Dissertation Thesis Independent Study Thematic Paper Thesis Individual Study	LOGIN
	ชื่อผู้ใช้ / Usemame
Pending	
Proposal Complete Draft	รหัสผ่าน / Password
Complete	🖂 Remember me
• • •	
	Knowledge Base 😂
Complete None Complete Barcode	Question & Answer
	TDC Staff 6
1 None     0	Zotero 1
ณะรัตวิทยา / Faculty of Psychology	Journal Database 2
ณะหันหแหนยการครั / Faculty of Dentistry	Other Related Articles 3
ณะมิผิศาสตร์ / Faculty of Law	Frequently Asked Questions (FAQ) 1
นะนิเพศศาสตร์ / Faculty of Communication Arts	Technical Problem Solving 10
ณะพยาบาลศาสตร์ / Faculty of Nursing	General Usage & Best Practice 5
ณะพาณิชมศาสตร์และการบัญชี / Faculty of Commerce and Accountancy	Advisor 15
ณะรัฐศาสตร์ / Faculty of Political Science	Microsoft Word 31
ณะวิทยาศาสตร์ / Faculty of Science	Graduate Student 39
นะวิทยาศาสตร์การกีฬา / Faculty of Sports Science	Web Portal 17
ณะวิศวกรรมศาสตร์ / Faculty of Engineering	iThesis Add-In 26
ณะศิลปกรรมศาสตร์ / Faculty of Fine and Applied Arts	EndNote 14
นะสถาปัตยกรรมศาสตร์ / Faculty of Architecture	Administrator 106
นะสหนวยตาสตร์ / Faculty of Allied Health Sciences	Graduate Staff 15
นะสัดวแพทยศาสตร์ / Faculty of Veterinary Science	Institutional Repository Staff 3
นะอักษรศาสตร์ / Faculty of Arts = 2	Screencast 21
แยกสัชศาสตร์ / Faculty of Pharmaceutical Sciences	
ដេះគេនមត្ថកាតគន់ / Faculty of Economics	Contact: support@facgure.com
แม่แพทยศาสตร์ / Faculty of Medicine	-
แท้ดวิทยาลัย / Graduate School	
ายาลัยการจัดการ / College of Management	
นกลังประชากรศาสตร์ / College of Population Studies	
หยาดัยมีโครเดียมและมีโครเคมี / Petroleum and Petrochemical College 👘	
หมาลับวิทยาศาสตร์สาขารณสุข / College of Public Health Sciences	
ถามันกามา / Language Institute	

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

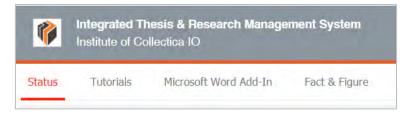


Figure 4: User menu and display on the web portal home page

### 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.

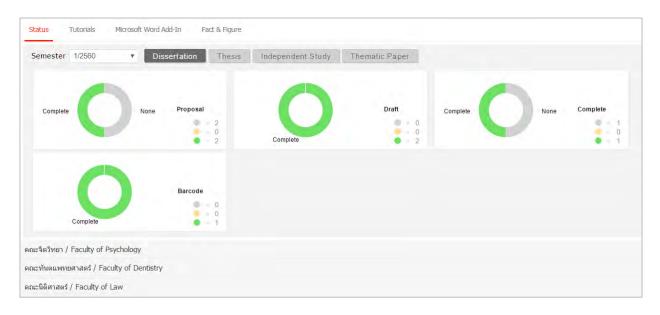
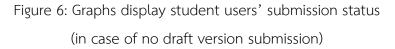


Figure 5: Graphs display student users' submission status

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.

Status Tutoria	ls Microsoft Word Add	I-In Fact. & Figure				
Semester 1/256	60 v Disse	ertation Thesis	Independent Study	Thematic Paper		
Complete	None	Proposal	Complete	Complete 0 1	Barcode does not exist.	0 0 0
คณะจิดวิทยา / Facult						
คณะทันตแพทยศาสตร์ คณะนิติศาสตร์ / Facu	ة / Faculty of Dentistry					



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.

าดวิ	ชาเคมีเทคนิด	/ Department of Cher	mical Technolo	рду				
No.	Student ID	Full Name		Field of Study		Sta	tus	
1	5873010124	susper relation	with a		P	D	С	в
2	5873010125	studgifell et al.	and a	C	P	D	C	8
3	5873010130	value taket	agente	and the second s	2	D	c	B

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.

	=	
futorial list	-	
Documentation		
ideo	🖀 นำเสนอระบบ IThesis 2016	
	ตู่มือสำหรับอาจารย์ที่ปรึกษา iThesis2017	
	ดูมือส่าหรับเจ้าหน้าที่บัณฑิตวิทยาลัย iThesis2017	
	คู่มือสำหรับเจ้าหน้าที่ห้องสมุด iThesis2017	
	ดู่มือส่าหรับนิสัต iThesis2017	
	ประกาศผล	
	อกสารประกอบการอบรมนิสิต/นักศึกษา	
	🔓 เอกสารประกอบการอบรมเจ้าหน้าที่บัณฑิตศึกษา	
	เอกสารประกอบการอบรมผู้ดูแลระบบ	
	เอกสารประกอบการอบรมอาจารย์	
	Quick start	
	📑 เอกสารอบรม	
	rmutr-text-data	
	thesis-content	

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

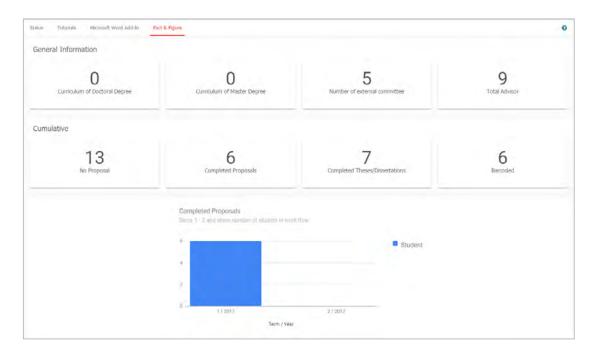
with the message "Recommend for you". For installation, instruction, and other details See iThesis Add-in.

tus Tutorials Microsoft Word Add-In Fact & Figure		
Thesis Add-In		
IThesis x64 (1:3.0) Download & Install IThesis Microsoft Office 2013 or higher and Microsoft Office 365	0	<ul> <li>Resommend for you</li> </ul>
iThesis x86 (1.3.0) Download & install iThesis Microsoft Office 2013 or higher and Microsoft Office 365		
rerequisite programs		
Visual Studio 2010 Tools for Office Runtime	2	
Microsoft Visual C++ 2010 Redistributable Package x86 (for 32bit)		
Microsoft Visual C++ 2010 Redistributable Package x64 (for 64bit)		

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 a educational institution chooses to disable it, no students will be able to see this section in the system.





Development of Standard Procedures of Thesis/Dissertation/Independent-Study Quality Management Framework & Implementation for Thai's Higher Education

### 2.1.5 AI Help

By clicking the AI Help icon vou 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

LOGIN
ชื่อผู้ไข้ / Username
รหัสผ่าน / Password
📄 Remember me
LOGIN G
Knowledge Base 2
Question & Answer
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
Contact: support@facgure.com
Contact. support@racgure.com

Figure 11: Sections in Login and Knowledge Base panel

Development of Standard Procedures of Thesis/Dissertation/Independent-Study Quality Management Framework & Implementation for Thai's Higher Education

#### 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.

LOGIN		
591121032		
••••••		
🔲 Remember m	ie	
LOGIN		

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.

ithesis.sender nasšinda activate key uas local account zaessuu iThesis - 1, Activate key 2, Local account 3. Quick start document drivisium. 🗖 🗑 🚇 🕲

Figure 13: Local Account notification e-mail

	การจัดส่ง activate key และ local account ของระบบ iThesis 💿		ē	12
÷	Ithesis.sender@gmail.com to me, kitlichat.p. chonlawit.t, natlawan & thanta & ~	💷 Mon, May d. 10.37 PM (2 days aux) 🖄	e	1001
	🕅 Thai = 🗇 English = Translatemessiage	Turn off for 1	Thei	e.
	เขียนนักสักษาให้สุด ษาย: วามัลนักสักษาให้สุด 591121038 สัตร์ในหมณาในอิณส มีผิดนี้ 1. Activate Key 2. Local account 3. Quick start document			
	สำหรับการให้งาน iThesis Addan รวมกับไปหแกน Microsoft Word ในครั้งแรก ผู้ไปง่านจะต่องทำการ Activate addan ส่วย Activate Key ลังผลไปนี้ อาหรรบม iThesis (quick start) มาในอิมลที่ด้วย และธรบบได้ทำการจัดสงชิญชิญี่ปัง่างประกท Local Account ให้กับทาม เพื่อไปง่านในกรณีเมื่อระบ (วิธีตรวจสอบ, ทายเจะในสามารถต้อกอินเข้าสู่ระบบฯ ด่วยบัญชิญให้ดังกล่าว เพื่อใช้งานบริการต่าง ๆ ของสถาบันการศึกษาที่ต่องกำหระบบที่สุจน์ด้วยุตษ	บพิสูจน์ด้วยุคดลของสถาบันการศึกษาใม่สามารถไข้งานใดเท่านั้น	การเป็ม	แปน
	Local Account teasthe &a Usemane: 591121038@preared ithesiscloud.com Password: h4aSUI06			
	ซึ่งหาและมารถเข่าใช้งานระบบ (Thesis ได้ที่ URL <u>https://preprod.ithesiscioud.com</u> เกมเดียวกันกับปัญชียู่ใน้สำหรับระบบพิสูจน์ต่วมุตดด			
	หากหารเป็นสามารถเข้าให้รามสะบบตรีขม Local Account ดังกลาวได้ กรณาลักษณฑี <u>รมอุดอากซิสโอรุณหางดาก</u> หรือดักษาหรี่มเส้นให้ที่ <u>ไปประวัติทะสามารถ และ เกม ไปให้บ</u>			
	rojectation pulde.pd)			

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.

รหัสผ่าน / Password	ssword	ชื่อผู้ใช้ / Usemame	
		รหัสผ่าน / Password	
LOGIN		LOGIN	

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.

VOUR PROFILE	Basic Infomation Contact Information		
TF WORKFLOW & PREREQUISITES	Student's email :	email	Add
ELECTRONIC FORM	-		
REVISION & APPROVAL		wallobh.a@f	
REPORT DATA	Student's mobile phone number :	Later Line Hill	
SUBMISSION DOCUMENT	Graduate Staff :	IS PERSONNEL	-
LITERATURE SEARCH		IS PERCENTED	
		Save	

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.

่อผู้ใช้ / Username	1	
หัสผ่าน / Password	/	
Remember me	1	

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.

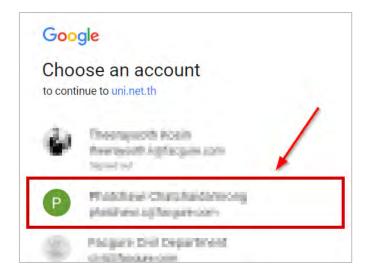


Figure 18: Logging in with Google Sign In when a Google account has already been used to login on the computer

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.

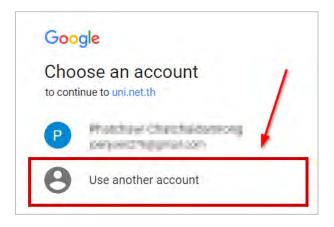


Figure 19: Logging in with Google Sign In if you have never logged in with a Google account

Google	
Sign in to continue to uni.net.th	1
Email or phone	
Forgot email?	
More options	NEXT

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

Google		
B phatchawi		
To continue, first verify it's you	1	
Enter your password	1	

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.

VOUR PROFILE	Basic Information Contact Information		
TF WORKFLOW & PREREQUISITES	Student's email :	email	Add
	1		
REVISION & APPROVAL		_=@hotmail.com	
REPORT DATA	Student's mobile phone number :	decokarte	
SUBMISSION DOCUMENT	Graduate Staff :	IN TRACKING	
LITERATURE SEARCH		BL PARK (1) P	haldford stars
		Save	

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.

ใอผู้ใช้ / Username	
สหัสผ่าน / Password	/
Remember me	1

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

Sign	in-iThesis
Which acc	ount do you want to use?
à	abriralfagaskonormikosi.
Ð	Use another account

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.

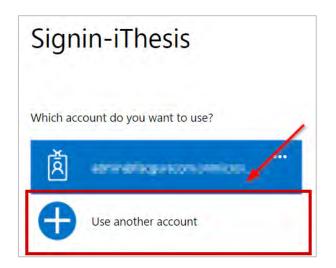


Figure 25: Logging in with OneDrive Sign In if you have never logged in with a OneDrive e-mail

Signin-	iThesis
Work or school, or pe	ersonal Microsoft account
0000000000000	hotmail.com
Password	
Keep me sig	ined in
Sign in	Back
Can't access you	r account?
Other sign in opt	tions
Create a new Mi	crosoft account

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

000
ssword
@hotmail.com
Sign in
assword
ivacy & Cookies

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

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

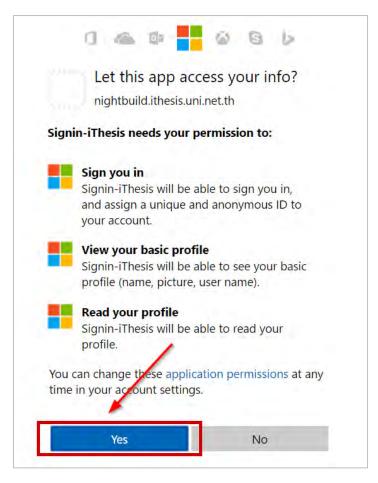


Figure 28: Allowing iThesis to access using a Microsoft e-mail

*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 Knowleadge Base website or https://ithesis.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.

Knowledge Base 2	
Question & Answer	
Frequently Asked Questions (FA	(Q) 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

🕜 iThesis	HOME K	NOWLEDGE BASE QUESTIONS & ANSWERS
Sel	f-Service Knowledge Bas	se 24/7
Knowledge Base 317 Anides / 77 Categories	Question & Answer Click for go question and answer	Blog 4 Parts / 4 Catemanny
Article Categories	Popular Articles	Most Helpful Articles
Zotero	🖹 การดาวนโหลดและติดตั้ง Add-In	🖹 การทำดารางแบวนอน
Other Related Articles	📄 រីឪការ Activate Add-In	🖹 การเลือกไข่ Style
ournal Database	📄 การ Submit File กรณีไปโปรแกรม LaTeX	📄 รีธีการทำให้หัวข้อเรื่องปรากฏในหน้าสารบัญหลัก
TDC Staff	📄 การไสค่าอธีบายและการสร้างหน้าสารบัญรูปภาพ/	📄 [VDO] การส่งวิทยานิพนธ์ฉบับร่าง
Technical Problem Solving	ตาราง	🖹 แก้ไขการแลดงผลของ Author และสไตล์ของ
Microsoft Word	📳 [VDO] การดาวปโหลดและการตัดตั้ง Add-in	EndNote
Web Portal		
Mendeley		

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

Integrated Thesis & Researc	h Management System		en 🎽 😿
VOUR PROFILE	Basic Information Contact Information		
IF WORKFLOW & PREREQUISITES	Topic (TH) :	ดวามร่วมมือที่แบ่นแฟ้นระหว่างประเทศไทยกับ OECD	2 8 4
LECTRONIC FORM	Topic (EN) :	A solid partnership between Thailand and the OECD	
REVISION & APPROVAL	Student ID :	5873010123	
REPORT DATA	Fullname (TH) :	นางสาวธนิดา ศิริมังคลา	
USUBMISSION DOCUMENT  LITERATURE SEARCH	Fullname (EN) :	MissThanita Sirimangkhala	
	Field of Study (TH) :	วัสอุศาสตร์	
	Field of Study (EN) :	Materials Science	
	Faculty / College Name (TH) :	วิทยาลัยปีโครเลียมและปีโครเคมี	
	Faculty / College Name (EN) :	Petroleum and Petrochemical College	
	Degree Name (TH) :	วิทยาศาสตรดุษฎีมัณฑิต	
	Abbriviate Degree Name (TH) :	311.9.	
	Degree Name (EN) :	Doctor of Philosophy	
	Abbriviate Degree Name (EN) :	Ph.D.	
	University Name (TH) :	มนาวิทยาลัยแฟดเกลร์	
	University Name (EN) :	Facgure University	
	Last Update :	11:34:28 02/03/2020	
Disk usage: 263.48MB of 5GB	6		(Version 1.4.28) Developed by OHEC-UniNet & Collectica 2016-2018

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 dropdown 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

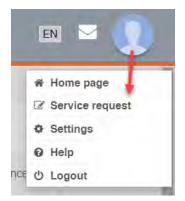


Figure 36: User Menu

#### 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.

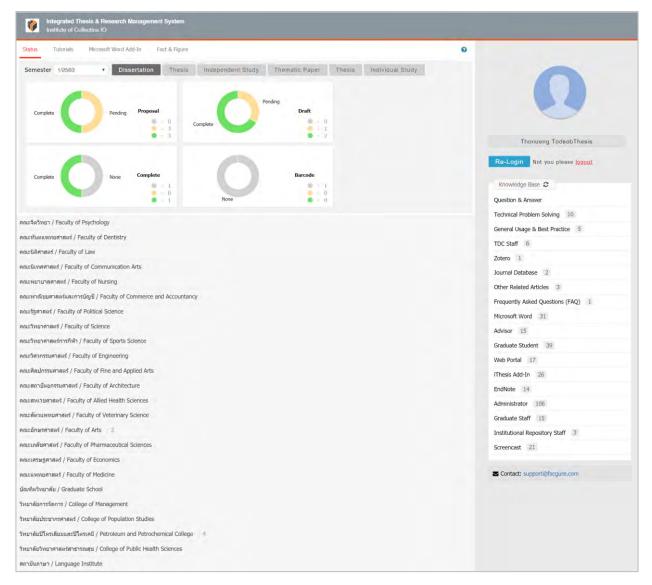


Figure 37: A user's home page

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.

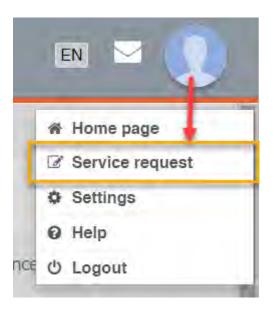


Figure 39: Service Request feature

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

uest for support	
Choose staff name to request the support :	พรเทพ ปฏิพงศ์วัฒนา 🔻
a second contract a second state with the second	พรเทพ ปฏิพงศ์วัฒนา

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.

ooose staff name t	to request the support : unusais	าย์ หลองฟิพย์ 🛛 🔻					
Мау	2020						
	Monday	Tuesiday	Wednesday	Thusday	Friday	Saturday	Sunday
	4		Select time slot: 09.01 - 10.00 Y	×	4.		
	n		1	- 34	15	16)	
	0		Select	-21	-12	33)	
	3	-		28	20		

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.

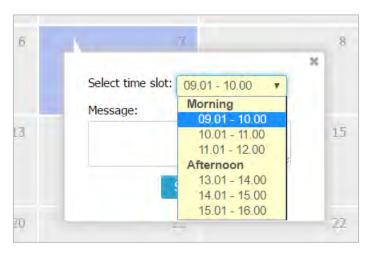


Figure 42: Choose an appointment time with the staff

ect time slot: 09.01 - 10.0	
sage:	1
	1
s	ssage: Select

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.

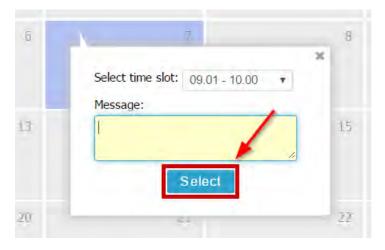


Figure 44: Confirming the appointment time with the staff

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.

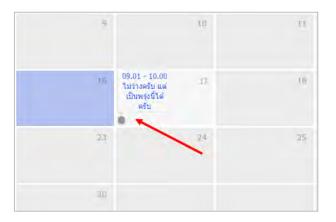


Figure 46: The grey circle symbol appears after a request is turned down by the staff

## 2.3.4.3 Settings

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

	en 🖂 🥠
	A Home page
	Service reques
I	Settings
1	Ø Help
ICE	ථ Logout

Figure 47: Settings

ettings Recent activity Integ	gration			
	-hkRX-rxzA-HDSG			
Profile photo ;				
		เลือกไฟล์ ไม่ได้เลือกไฟล์ได File must be an image ( iog	Upload 2	
	2	File must be an image (.jpg, .png, .glf). Maximum file size: 1MB.		

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 user 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.

2. 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.

Recer	t activity	
IP	Address: 119.76.152.16	59
M	C address: B0FC365493	3BF
Di	te/Time: 06-05-2020 13	3:43:22

Figure 49: Disconnecting the Add-in from another computer

Settings	Recent activity	Integration
Recen	t activity	
Su	ccessfully signed	out.

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.

Settings	Recent activity	Integration	
Recen	t activity		
-	Network Access C	onnection not found	

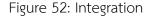
Figure 51: The display of the Add-in when there is no connection

 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:

- 1. 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.
- 2. 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.

What is Backup?	600gle Drive	ConeDrive	
ackup process to keep your thesis safe prever. You can store it in cloud storage.	Connect Backup Disconnect	Connect Backup Disconnect	
ver, rou can store it in cloud storage.			
			_
/iew log			
/iew log plore Your Activity Log			



### Backup data using Google Drive

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

Google Dr	ive	
Connect	Backup	Disconnect

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.

Goo	gle
	ose an account from hocaure com
ŵ	Thereasycolli Casin Inemajorih Ajdeogart
P	Phatohawi Onatohaidamvang phatohawi ojiriyopak kimi
0	Gastomer Support auggertijkegaracen Spectaa
0	Hit & Admin Tangare Inghagarangen
0	Use another account

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.

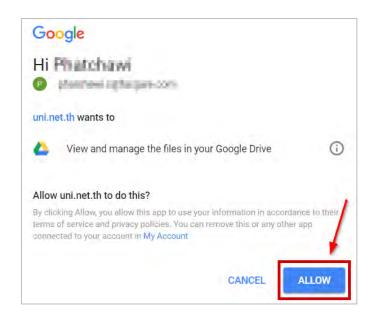


Figure 55: Allowing the system to connect to Google e-mail that you want to back up

4. 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.

4	My Drive	Name	Owner	Last modified 🚽	File size
-	Shared with me	₹ 36a79fd043fce25849815a86e5a64ea3.zip	me	4:01 PM	160 MB
0	Recent	-			
12	Google Photos				
*	Starred				
=	Trash				

## Figure 57: A backup file

Backup Disconnec	ct Connect Back	up Disconnect
		A COLORED STOCKED COLORED COLO
ala Deiva Succase /Cita: 147 50 M		
gie brive success (size, 142.50 M	10)	
00	oogle Drive Success (Size: 142.50)	cogle Drive Success (Size: 142.50 MB)

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.

0 46 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	0 🛎 🗰 🗧 🙆 🕒 👂
Sign in Use your Microsoft account. What's this?	Enter password Enter the password for joenjoen276@hotmail.com
Email, phone, or Skype	Password
Next	Keep me signed in
No account? Create one!	Back Sign in
	Forgot my password
Terms of Use Privacy & Cookies Microsoft	Terms of Use Privacy & Cookies Microsoft

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.

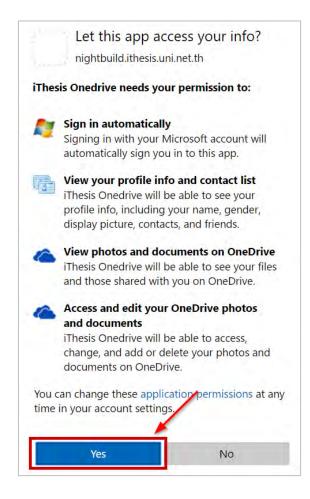


Figure 61: Allowing the system to connect to Microsoft e-mail that needs to be backed up

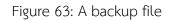
4. Once connected, the Backup and Disconnect buttons in the OneDrive section will change into colors as shown in Figure 62. Students can then click Backup to backup data or click on Disconnect to disconnect from the Microsoft Account.

ConeDrive		
Connect	Backup	Disconnect

Figure 62: Data backup

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.

OneDrive			₽ ↓	\$	🕈 Januari Princis, 🌆
🔎 + ใหม่ ∨ 🕂 อัปโหลด ∨				ţ=	เรียงลำดับ 🗸 🖽 🕕
ไฟล์					
	Results			manda	-
rundardistuty f	problam	resu	0		
2017-06-21 02-17-10					



Backup process to keep your thesis safe Forever, You can store it in cloud storage.	Connect Backup Disconnect
CneDrive	
Connect Backup Disconnect	
View log	
	Backup File to OneDrive Success (Size: 42.51 MB)

Figure 64: Research file backup log

## 2.3.4.4 Help

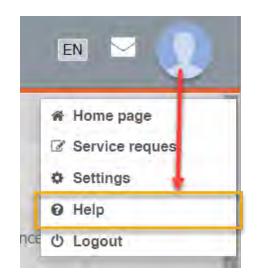
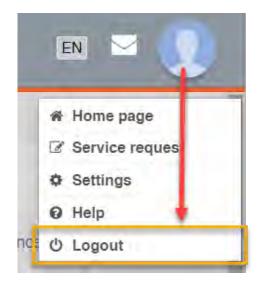


Figure 65: Help

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.

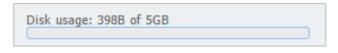


Figure 67: Disk usage display

## 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.

VOUR PROFILE	Basic Information แมนูย่อย
F WORKFLOW & PREREQUISITES	Topic (TH): (no data)
LECTRONIC FORM	Topic (EN) : (no data)
REVISION & APPROVAL	Student ID : 591121032
2 REPORT DATA	Fullname (TH) : watanana arawara
USUBMISSION DOCUMENT	Fullname (EN) : H
1010100	Field of Study (TH) :
เมนูหลัก	Field of Study (EN) : 👘 - 👘 - ส่วนการแสดงผล
	Faculty / College Name (TH) :
	Faculty / College Name (EN) : 1
	Degree Name (TH) :
	Abbriviate Degree Name (TH) :
	Degree Name (EN) :
	Abbriviate Degree Name (EN) ; Hand
	University Name (TH) :
	University Name (EN) :
	Last Update : 11:34:28 02/03/2020

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.

YOUR PROFILE	Basic Information Contact Information	
WORKFLOW & PREREQUISITES	Topic (TH): (no data)	
ELECTRONIC FORM	Topic (EN): (no data)	
REVISION & APPROVAL	Student ID : 591121032	
REPORT DATA	Fullname (TH) :	
LITERATURE SEARCH	Fullname (EN) : H	
	Field of Study (TH) :	
	Field of Study (EN) :	
	Faculty / College Name (TH) :	
	Faculty / College Name (EN) :	
	Degree Name (TH) :	
	Abbriviate Degree Name (TH) :	
	Degree Name (EN) : Financial Hardware	
	Abbriviate Degree Name (EN) :	
	University Name (TH) :	
	University Name (EN) :	Alert
	Last Update : 11:34:28 02/03/2020	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

Basic Infomation 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) :	ความร่วมมือพื้นปนแฟ้บระหว่างประเทคไทยกับ OECD	0	
Topic (EN) :	A solid partnership between Thailand and the OECD		
Student ID :	5873010123	2	
Fullname (TH) :	นางสาวชนิดา ศิริมังคลา		
Fullname (EN) :	MissThanita Sirimangkhala		
Field of Study (TH) :	វិនពុណ្ឌតម្		
Field of Study (EN) :	Materials Science		
Faculty / College Name (TH) :	ว้างขาลัยปีโลรเลียมและปีโครเคมี		
Faculty / College Name (EN) :	Petroleum and Petrochemical College		
Degree Name (TH) :	วิทยาศาสตรจุษฎีบัณฑิต		
Abbriviate Degree Name (TH) :	211.Fl.		
Degree Name (EN) :	Doctor of Philosophy		
Abbriviate Degree Name (EN) :	Ph.D.		
University Name (TH) :	มหาวิทยาลัยแฟดเกอร์		
University Name (EN) :	Facgure University		
Last Undate :	11:34:28 02/03/2020		

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.

Basic Information	Contact Information		
	Student's email :	email	Add
		wallobh.a@	
	Student's mobile phone number :	0812345678	
	Graduate Staff :	N. PORGANISA	safety and source tom
		Save	

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 Infomation Contact Information	
Advisor's email :	email
	- And a state of the second seco
Advisor's mobile phone number :	
Student's email :	email
Student's mobile phone number :	
Graduate Staff :	Internet Target     Internet Stillinger Link
	Save

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

# Adding an e-mail address

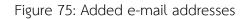
1. Type an e-mail address of the advisor or the student to be added in either the Advisor's email or the Student's e-mail field, as shown in Figure 74 respectively.

Basic Infomation Contact Informatio	
Advisor's email :	email
Advisor's mobile phone number :	
Student's email :	email
Student's mobile phone number :	
Graduate Staff :	
	Save

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.

Basic Infomation	Contact Information	]		
	Advisor's email :	email	Add	
Advisor's mol	bile phone number :			
	Student's email :	email	Add	
Student's mol	bile phone number :			
	Graduate Staff :	il Interference I Interference I Transmissi		
		Save		



- 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.

beta.ithesis.uni.net.th says:	
Please confirm.	
	 Cancel

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.

Contact
Save contact success.

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.

beta.ithesis.uni.net.th says:		
Do you want to remove e-mail "	@hotmail.com"	
	ОК	Cancel

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.

VOUR PROFILE	Basic Infomation Contact Information
ELECTRONIC FORM	Topic (TH) : (no data)
REVISION & APPROVAL	Topic (EN): (no data)
REPORT DATA	Student ID : 591121032
SUBMISSION DOCUMENT	Fullname (TH) :
LITERATURE SEARCH	
	Fullname (EN) :
	Field of Study (TH) :
	Field of Study (EN) :
	Faculty / College Name (TH) :
	Faculty / College Name (EN) :

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.

Task name	Start time	Curation				20	710								-20	18								
rase name	Constit miles	Consident	*	May	JUR JU	Aug.	Sep	od	Nov 1	Jec J	an Fe	Mar	Apr	May	JUR	301	Aug	Sep	Oct	Nov	Dec	Jari	Feb	M
Complete coursework	07-06-2017	730			Today														1					
Literature survey and review	07-06-2017	180																	1					
Prototype, preliminary research & methodol	05-10-2017	275																						
Write draft of proposal	05-10-2017	275																						
Complete the draft of proposal	07-06-2018	30																						
Examination & complete the proposal	07-06-2018	60																						
Ongoing the research	07-06-2018	180																			1			
Write and submit the research article	07-06-2018	250																						
White draft of thesis	07-06-2018	250																						
Complete the draft of thesis	20-10-2018	30																						
Defense of thesis & complete the thesis	20-10-2018	60																						
Report the publication	20-10-2018	60																						
Submission document and approval	28-01-2019	30																						

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 .

earch Planning Milestones & Prerequisite Doc																						st app		_	
Task name	Start time	Duration	+				2019		Alexandra I							202					-			IF-sh	
Complete coursework	11-07-2019	730		Jun	Ju	Aug	Sep	Oct	NOV	Dec	Jan 1	-eo	Mar	Apr	Today	-	, ini	Aug	Sep	υά	NOV	Dec	Jan	Feb	Ma
Thesis Credit Registration	11-07-2019	730																							
Application for Approval of Thesis Proposal	11-07-2019	365																							
Literature survey and review	09-10-2019	365																							
Prototype, preliminary research & methodo	09-10-2019	365																							
Qualifying / Comprehensive examination	09-10-2019	365																							
Thesis proposal examination form	06-04-2020	90																							
Examination & complete the proposal	09-10-2019	270									1(	00 00	16												
Ongoing the research	05-07-2020	360																							
Write and submit the research article	05-07-2020	360																							
Complete the draft of thesis	14-08-2020	150																		100 0	00%	-			
Report data	14-08-2020	150																							
Thesis examination form	11-01-2021	30																							
Defense of thesis & complete the thesis	11-01-2021	180																							
Submission Document	11-01-2021	180																							

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

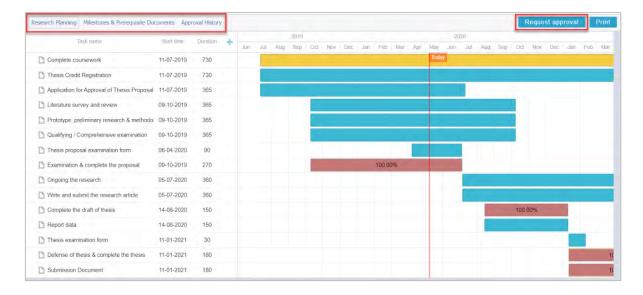


Figure 82: Sub-menus of Workflow & Prerequisites

### 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 the send a request of approval to the advisor as shown in Figure 84.

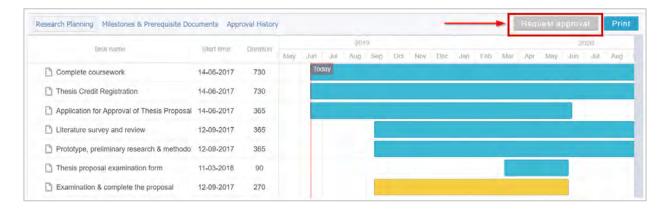


Figure 83: Request approval button when an advisor's name is not added

						2019									202	0.			-					
Task name	Start time	Duration	+	Juni	Jur		Oct	Nov	L DeC	an Fi	eb )	viar "A	vpr M	lay			Aug	Sep	Öct	Nov	Dec	Jan	Feb	Mai
Complete coursework	11-07-2019	730											1	loday										
Thesis Credit Registration	11-07-2019	730																						
Application for Approval of Thesis Proposal	11-07-2019	365																						
Literature survey and review	09-10-2019	365																						
Prototype, preliminary research & methodo	09-10-2019	365																						
Qualifying / Comprehensive examination	09-10-2019	365																						
Thesis proposal examination form	06-04-2020	90																						
Examination & complete the proposal	09-10-2019	270								10	0 00%	0												
Ongoing the research	05-07-2020	360																						
Write and submit the research article	05-07-2020	360																						
Complete the draft of thesis	14-08-2020	150																	100 0	00%	-			
Report data	14-08-2020	150																						
Thesis examination form	11-01-2021	30																						
Defense of thesis & complete the thesis	11-01-2021	180																					-	1
Submission Document	11-01-2021	180																						1

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.

earch Planning Milestones & Prerequisite Doc	uments App	roval history	C																K	quu	ar app	roval		Prin
Task name	Start time	Duration	+			201									-205									
Complete coursework	11-07-2019	730		Jun	DOM.	Ang Se	in ca	1 100	Oer.	Jan 9	eb M	1.16	Apr	Niey. Todary	-100	_108	AUG 5	36b	150	New	Dec	nau -	Fieh	M
Thesis Credit Registration	11-07-2019	730											1											
Application for Approval of Thesis Proposal	11-07-2019	365				ask: Thesis	00040.0					7												
Literature survey and review	09-10-2019	365				tart date: 10 nd date: 10	1-07-201	9	Thems C	real regul	(BOOU)													
Prototype, preliminary research & methodo	09-10-2019	385			,	rogress: 0.1	00%																	
Qualifying / Comprehensive examination	09-10-2019	365																						
Thesis proposal examination form	08-04-2020	90																						
Examination & complete the proposal	01-11-2019	247						-		-	100.005	96												
Ongoing the research	05-07-2020	360																						
Write and submit the research article	05-07-2020	360																						
Complete the draft of thesis	14-08-2020	150																	100.0	196				
] Report data	14-08-2020	150																						
Thesis examination form	11-01-2021	30																						
Defense of thesis & complete the thesis	11-01-2021	180																					-	
Submission Document	11-01-2021	180																						

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.

search Planning Milestones & Prerequisite Do	cuments App	roval History											Requ	ost app	roval	Pri
Task narre	Seri limi	Duraner	- 0	Jak of	2019		1345	int Kelt	12.014	n May Jan	2020	ting them	Chr. Min	THE	200	Ca.D
Complete coursework	11-07-2019	730		Jul 18	ay sep	00 100	Dec	389 T.CD	wee es	Today	Star 14	ean set	CC NO	Dec	-36847	- 60 m
Thesis Credit Registration	11-07-2019	730														
Application for Approval of Thesis Proposal	11-07-2019	365														
Literature survey and review	09-10-2019	365														
Prototype, preliminary research 11 July 20	19 - 12 July 201	19														
C Qualifying / Comprehensive exi Gr	oup Thesis	Credit Regist	ration													
Thesis proposal examination to Task na	ime Registr								_							
Examination & complete the pro	Registi	abonit														
Ongoing the research Time per	riod	11. 4	July	* :	010 *	12 ¥ J	uly	¥ 2019		2						
🗋 Write and submit the research (							T	@ Cano		Save						
Complete the draft of thesis								6 Cano		sawe			100 00%			
🗋 Report data	14-08-2020	150													1	
Thesis examination form	11-01-2021	30														
Defense of thesis & complete the thesis	11-01-2021	180														
Submission Document	11-01-2021	180														
undefined	11-07-2019	1		1												

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.

🖻 🔄 Thesis Credit Registration	11-07-2019 730	
C Registration1	11-07-2019 1	

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.

						7	1919							2020						
Task, marne	Start für	e Doial	ion 🕈	Jun	Jul	Aug 3	Sep (	Diet. Nov	Uer:	Jan (	eh Ma	Apr	May	n Jak	Aug 5	Sep C	ict No	n Déc	Jan	Feb Ma
Complete coursework	11-07-20	19 73	0										Today							
E 🗄 Thesis Credit Registration	11-07-20	19 73	D.																	
T Registration1	11-07-20	19 1			1															
Application for Approval of Thesis Proposa	11-07-20	19 36	5	Task: Start	Registrat date: 11-	tion1 (Thes	is Credit	Registration	0											
Literature survey and review 11 July 2	019 - 12 Jul	2019																		
Prototype, preliminary research G	roup Tt	esis Credit	Registratio	n									Ŧ							
D Qualifying / Comprehensive ex:	ame D.	gistration1																		
Thesis proposal examination fo	He He	gistration1																		
Examination & complete the pro	eriod		11. ¥ J	uly	*	2019	-	12 ¥ J	uly	* 2	010 ¥									
Congoing the research		_										V Sa								
C Write and submit the research a										Ø Can	çel	V 33								
Complete the draft of thesis	14-08-20	20 15	0.													1	00 00%	-		
🗋 Report data	14-08-20	20 15	0.																	
Thesis examination form	11-01-20	21 30																		
Defense of thesis & complete the thesis	11-01-20	21 18	D																	
C Submission Document	11-01-20	21 18	n																	

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.

earch Planning Milestones & Prerequisite Doc																		-		appr		Prin
Task-name:	Start time	Durabon	+				2019								020							
Complete coursework	11-07-2019	730		Jun	Jul	Aug	Sep	Oci Nov	Des	Jan	Feb	War éş	-	any sun	Jul	Aug	Sep	Oct	Nov	Elec.	Jan	Feb Ma
Thesis Credit Registration	11-07-2019	730			-																	
Application for Approval of Thesis Proposal	11-07-2019	365										1										
Literature survey and review	09-10-2019	365		/		Start dal End date	te: 11-07-		n (Thesis)	төлі ңеді	tration)											
Prototype, preliminary research & methodo	09-10-2019	365				Progress	s: 0.00%															
Qualifying / Comprehensive examination	09-10-2019	365																				
Thesis proposal examination form	06-04-2020	90																				
Examination & complete the proposal	01-11-2019	247						-			100.0	0%										
Ongoing the research	05-07-2020	360																				
Write and submit the research article	05-07-2020	360																				
Complete the draft of thesis	14-08-2020	150																100.00	96			
] Report data	14-08-2020	150																				
Thesis examination form	11-01-2021	30																				
Defense of thesis & complete the thesis	11-01-2021	180																				
Submission Document	11-01-2021	180																				

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

Tisk name	Stait time	Duration				:2019									20	20								
Treat Traine	Stati une	1.740358073	.0.01	aut	Aug	Sep.	Oct.	Nov	Doc	Jan	Fieb	Mar	Apr	May	Jun	-dut-	Aug	Sep	Oct.	Nov	Dec	Jan	Fieb	Mar
Complete coursework	11-07-2019	730												Todas	2									
E Credit Registration	11-07-2019	730						37.2	5%															
C Registration1	11-07-2019	1		-										1										

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.

Research Planning Milestones & Prerequisi	ite Documents Appr	oval History																_	-	R	eques	st app	roval		Print
Task name	Start time	Duration					2019									20	20			_					
Task fiame	Start une	Duration	Τ.	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Complete coursework	11-07-2019	730													Today										
🖃 🗁 Thesis Credit Registration	11-07-2019	730							37.3	5%															
Registration1	11-07-2019	1																							

Figure 91: Requesting an approval for a research plan

2. A confirmation box will appear, click "OK" to confirm the submission as shown in Figure 92.

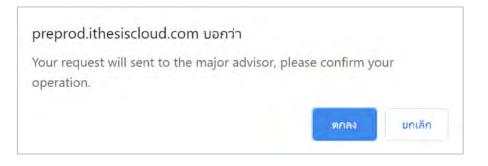


Figure 92: Confirmation of an approval request.

 Once a request has been sent to the advisor, "Request approval" button will change to "Waiting approval" as shown in Figure 93 and the student will receive a copy of approval via e-mail as shown in Figure 94.

Research Planning Milestones & Prerequisi	te Documents Appr	oval History															_	-		Waitir	ig app	roval		Print
Task name	Start time	Duration				2019									20	20								
lask liaine	Start time	Duration	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Complete coursework	11-07-2019	730												Today										
🖃 📇 Thesis Credit Registration	11-07-2019	730						37.3	5%															
Registration1	11-07-2019	1																						

Figure 93: Waiting for approval status on the screen

ขอความเห็นชอบแผนการจัดทำวิทย การระบาตตตร	านิพนธ์/สารนิพนธ์ (สำเนาถึงนักศึกษา) – OHEC iThesis	8	Ø
ithesis.sender@gmail.com to me.	2:50 PM (7 minutes ago)	*	3
🕱 Thai 🔹 🗲 English 👻 Translate message	Ти	rn off for: Tha	1.8
สำเนาเรียนนักศึกษาชื่อ นางสาว เรื่อง ขอความเห็นขอบแผนการจัดทำวิทยานิพนธ/สารนิพนธ์			
ระบบ OHEC iThesis ได้รัดส่งอึเมลเพื่อขอความเห็นข ) เรียบร้อยแล้ว เมื่อวันที่ 6 พฤษภ	อบแผนการจัดทำวิทยานิพนธ์/สารนิพนธ์ไปยังอาจารย์ที่ปรึกษาของท่า <mark>น ร</mark> ศ. ดร <b>์ ที่อีเมล (</b> เดม 2563 เวลา 14:50:44 น.	-	
จึงเรียนมาเพื่อโปรดทราบ			
 ลำนักงานคณะกรรมการการอุดมศึกษา หากมีข้อสงสัยประการใด กรณาดิดต่อ			

Figure 94: A copy of an approval request sent via e-mail

4. When a student's research plan has been approved by their advisor, they will receive an email from the system as shown in Figure 95.

					ธ์/สารนิพน								
ithesis	.sender@gma	il.com							2:56 P	(oge setunim 0) N	\$	*	
to me													
ZA	Thai = > 1	English <del>-</del>	Translate me	essage							Tum of	f for Thai	1.8
สำเนาเร	้อนนักศึกษาขื่อ 1	רהטרו											
	ขนนักศึกษาขื่อ 1 เการพิจารณาแผ		บานิพนธ์/สารบิ	เพนธ์									
เรื่อง ผส	การพิจารณาแผ	เการจัดทำวิทเ			นิพบธ์/สารบิพบธ์	จากอาจารย์ที่ปรี	รึกษาหลัก (รศ.	<b>9</b> 5	) ของนักดี	าษาชื่อ นางสาวเ	รทั	ส 591121	102
เรื่อง ผล ระ	ดารพิจารณาแผน บบ OHEC iThe	<mark>เการจัดทำวิทเ</mark> sis ได้รับผลกา	ารพิจารณาแผ	นการจัดทำวิทยา	นิพบธ์/สารบิพบธ์ เรียบร้อยแล้ว เมื				1	าษาชื่อ นางสาวเ ารณาเป็น "อาจารย์			
เรื่อง ผส ระ นักศึกษ	ดารพิจารณาแผน บบ OHEC iThe	เการจัดทำวิทเ sis ได้รับผลก เการมหาบัณฑ์	ารพิจารณาแผ	นการจัดทำวิทยา					1				
เรื่อง ผส ระ นักศึกษ แผนการ	การพิจารณาแผม บบ OHEC iThe าหลักลูตร การจัด	เการจัดทำวิทเ sis ได้รับผลก เการมหาบัณฑ์	ารพิจารณาแผ	นการจัดทำวิทยา					1				
เรื่อง ผส ระ นักศึกษ แผนการ รึงเรียนเ	เการพิจารณาแผม บบ OHEC iThe าหลักลูตร การจัด เจ้ดหาดุษฎีนิพนร	เการจัดทำวิทเ sis ได้รับผลก เการมหาบัณฑ์ เ	ารพิจารณาแผ	นการจัดทำวิทยา					1				

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

### Requesting approval for a revised plan

 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.

Research Planning Milestones & Prerequ	isite Documents App	roval History														A	pprov	ed (C	lick Io	send	revis	e requ	iest)		Print
	Course Street o	Coloreste la la				2019									20	1210								-	203
Task name-	-Start time	1 ANEARON	Jun	.t.t	Aug	Sep-	,Oct	Nov	Dec	Jan	Fitty	Mar	Apr	May	Jun	JUL	Aug	Sep.	0d	Nov.	Dec	Jan	Feb	Mar	Apr
Complete coursework	11-07-2019	730												Today	2										
Credit Registration	11-07-2019	730						37.3	5%																

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.

	ผลการพิจารณาการแก้ไขแผนการจัดทำวิทยานิพนธ์/สารนิพนธ์ (สำเนา: นักศึกษา)		4	6
ŝ	ithesis.sender@gmail.com 3:10 PM (1 minute ago) ta me, •	\$	*	- Mar
	FA Thai + > English + Translate message	Tum off to	rt Thai	n
	สำเนาเรียบนักศึกษา บางสาว เรื่อง ผลการพี่จารณาการแก้ไขแผนการจัดทำวิทยานิพนธ์/สารนิพนธ์			
	ระบบ OHEC IThesis ได้รับผลการพิจารณาการแก้ไขแผนการจัดทำวิทยามีพบธ/สารมีพนธ์จากอาจารย์ที่ปรึกษาหลัก (รศ. คร. ) ของนักศึกษาข้อ นา		รหัง	
	-591121022 นักศึกษาหลักสูตร การจัดการมหาบัณฑิต (ทดสอบ) คณะอักษรศาสตร์ เรียบร้อยแล้ว เมื่อวันที่ 6 พถษภาคม 2563 เรดา 15:10:49 น. โดยมีผลการพิจารณาเร็ แผนการจัดหาดุษฎีบิพนธ์"			

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.

Research Planning Milestones & Prerequisite Documents Approval Hist	YY	Request approval (revise) Print
100	Today	I
75		2021-06-30 Achieved(%); 61.0
50		
25		
2019 09 2019-11 2020-01	2020-03 2020-05 2020-07 2020-09	2020.11 2021.01 2021.03 2021.05 2021.07

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

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



- 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.

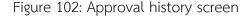
Start from	11-07-2019 to 10-07-2021 — 429-day to due date
Status	On-Going .
Fxaminatio	on & complete the proposal — Duration 247-day
Start from	01-11-2019 to 05-07-2020 — 59-day to due date
Status	Done

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
Request #1 📀	
Туре:	Planning Approval
Last update:	<u>May 6, 2020, 2:56 pm</u>
Request #2 오	
Advisor: Approved	
Туре:	Request Revise
Last update:	<u>May 6, 2020, 3:10 pm</u>



## 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

Т	opic	Committee & Examiner	Abstract	Acknowledgement	Biography	Template Settings	0
							Approval 🕀
	То	pic (TH)					



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.

Topic (TH)
$I \times_{a} \times^{a}   \underline{I}_{x}$
L
4
Topic (EN)
$I \propto_{z} \times^{z}   I_{x}$
Save
Save

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.

กรดน้ำส้ม (C <mark>2</mark> H <sub>4</sub> O	2)	
	(1)	

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.

×° (2)	
ความหนาแน่นของเหลวที่จุดหลอมเหลวของฮีเลียม (0	.145 g·cm <mark>=3</mark> )

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.

X <sub>2</sub> X <sup>2</sup> <u>I</u> X	
DEVELOPMENT OF GIS COLLE THE WEB	ECTOR TOOL FOR SPATIAL DATA ON

Figure 108: Entering a new line in a research topic

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

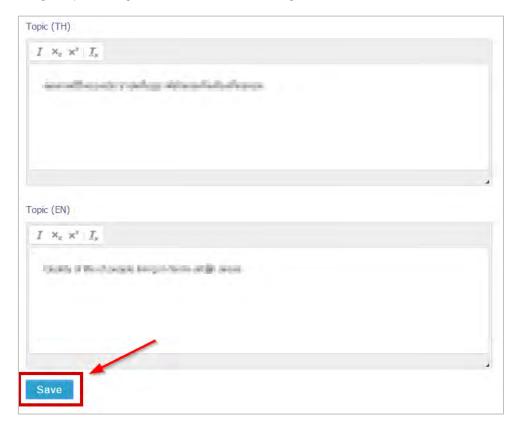


Figure 109: Saving a research topic

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 <u>click here</u> 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.

Topic (TH)	
$T = h_{1} \cdot \pi^{*} + T_{2}$	
การสังหางการเป็นให้สองกิจองการอากุปของไหน่างจึงสงกันองส์ลอง	
and the restaurant of the Section of Section 2010	
	al.
Topic (GN)	
$ T_{i}(\theta_{i}, \theta_{i}')  \leq 1$	
FEASIBILITY STUDY ON THE INVESTMENT OF THE REAL	
ESTATE IN AMATA NAKIONI INDUSTRIAL ESTATE IN	
CHON BURE PROVINCE	
Request to edit topic <u>click here</u>	

### Figure 112: Link for requesting a topic edit

Request for edit topic	
สขออนุบัติไปยังจางารย์ที่ปรีกษา	
måre som belähing here manskap for attentionale sparrer maarmer for hered	
HADWELTH STUDY ON THE INVESTMENT OF THE INJUESTICE IN AMAZUMATION INCLUSTING. ESTATE MOHON IN INFORMATION	
I ×, ×, E	
$I \propto_{i} x^{i} T_{i}$	
	*
	лтабле иссов Вилістики правод бласти на правод на бласти и на направляти правод на простори и на простори на правод на Правод на правод на Правод на правод на п По правод на правод н

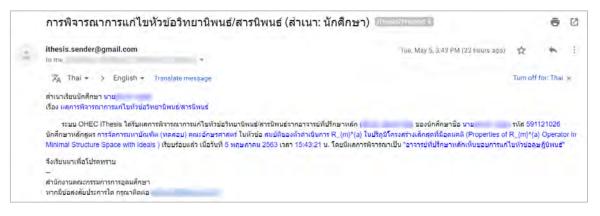
# Figure 113: Request for edit topic window

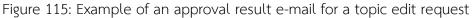
- Specify the new topic that you want to use (number 1), then click the Send Request as shown in Figure 113. You can stylize the topic in subscript, superscript, or italics, and then click "Send Request" (number 2).
- 3. An e-mail requesting the edit of the research topic will be sent to the main advisor,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

ithesis.sender@c	amail com	Tuy, May 5, 3:42 PM (23 hours ago)	~		1
lo me.	-	ing was 2 area and (sa none ado)	ж	~	1
🛪 Thai • )	English - Translate message		Turn off	for Thai	8
ส่วเนาเรียบนักศึกษา	שרע				
	นาย เทยานิพนธ์/สารนิพนธ์				
เรื่อง ขอแก้ไขหัวข้อว	รัทยานิพนธ์/สารนิพนธ์	10 มีนาคม 2563 เวลา 19:18:52 น. ระบบได้ดังอิเมตไห้อาจารย์ที่ปรีกษ	าวิทยานิพ	นธ์/สารบิง	พบธ์
เรื่อง ขอแก้ไขหัวข้อวิ		10 มีนาคม 2563 เวลา 19:18:52 น. ระบบได้ดังอีเมลไท้อาจารย์ที่ปรีกษ	ราวีทยานิพา	นธ์/สารนิท	พบธ์
เรื่อง ขอแก้ไขหัวข้อริ ตามที่นักศึกษา	ร์หยานิพนฮ์/สารนิพบฮ์ ได้ขอแก้ในทั่วข้อวิทยานิพนฮ์/สารนิพบฮ์/กับระบบ OHEC IThesis เมื่อวันที่ เรียบร้อยแค้ว เมื่อวันที่ 10 มีนาคม 2563 เวคา 19:18:52 น.	10 มีบาคม 2563 เวลา 19:18:52 บ. ระบบได้ส่งอีเมลไห้อาจารย์ที่ปรึกษ	กวิทยานิพา	นธ์/สารนิว	พบธ์
เรื่อง ขอแก้ไขหัวข้อวิ ตามที่นักศึกษา ของห่าน	ร์หยานิพนฮ์/สารนิพบฮ์ ได้ขอแก้ในทั่วข้อวิทยานิพนฮ์/สารนิพบฮ์/กับระบบ OHEC IThesis เมื่อวันที่ เรียบร้อยแค้ว เมื่อวันที่ 10 มีนาคม 2563 เวคา 19:18:52 น.	10 มีนาคม 25 <mark>63 เวลา 19:18:52 น. ระบบได้ส่งอีเมลไห้อาจารย์ที่ปรึกษ</mark>	งาวิทยามิพ	นธ์/สารนิท	WUđ

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

4. 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.





5. 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).

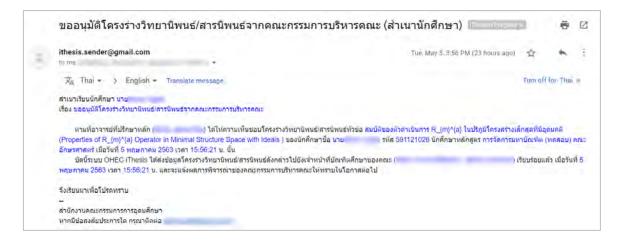


Figure 116: Example of a topic edit requesting e-mail for the faculty committee

6. 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.

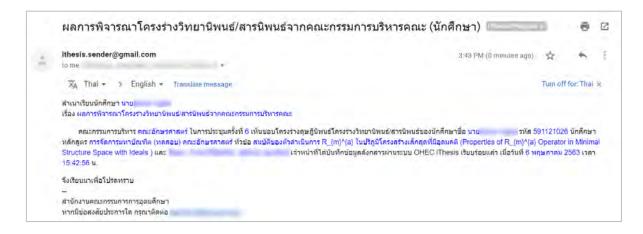


Figure 117: Example of an approval result e-mail from the graduate staff

7. 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.

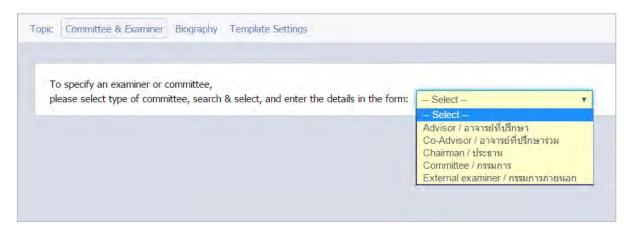


Figure 118: Select the position of the desired individual to fill out information

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.

Advisor / อาจารย์ที่ปรึกษา				
Search by name in engli	sh			
or thai prefix, postfix a	nd fullname	e:		
bbriviate prefix sequence	#1	#2	$\rightarrow$ Name - Surname in Thai	Postfix
ull prefix sequence	#1	#2	$\rightarrow$ Name - Surname in Thai	Postfix
		Pr	eview	
or english prefix, postfi	ix and fulln	ame:		
bbriviate prefix sequence	#1	#2	$\rightarrow$ Name - Surname in English	Postfix
			$\rightarrow$ Name - Surname in English	
		Pr	eview	
imail		Mobile	-	

Figure 119: An example of information for an advisor

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Committee / กรรมการ				
Search by name in english				
For thai prefix, postfix and fulln	ame:			
Abbriviate prefix sequence	1,42	- Name - Surname in Thai	1 colloc	
Full prefix sequence	# <u>2</u> !	- Name - Surname in Thai	Pyellog	
		Preview		
For english prefix, postfix and f	ullname:	<ul> <li>Name - Sumame in English</li> </ul>	Forms	
Full prefix sequence	1 12	<ul> <li>Name - Surname in English</li> </ul>	Fontie	
		Preview		
Email -				

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

3. 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.

specify an examiner or committee, ase select type of committee, search & select, and enter the details in the form:	Chairman / ประธาน	<b>T</b>
Chairman / ประธาน		
l chd		
2, chd		
Q chd		

Figure 121: Searching and selecting a personnel's name

4. 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	v
For thai prefix, postfix and fullname:		
Abbriviate prefix sequence sø.   øs. →	Postfix	
Full prefix sequence รองศาสตราจ   ดร. →	Postfix	
<b>इ</b> ल. ल		
รองศาสตราจารย์ ดร.ส		
For english prefix, postfix and fullname:		
Abbriviate prefix sequence Assoc. Prof.   #2 →	Ph.D.	
Full prefix sequence Associate P   #2 $\rightarrow$	Ph.D.	
Assoc. Prof. Associate Professor Associate Pro		

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

5. 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:	
Abbriviate prefix sequence Assoc. Prof.   #2 →	Ph.D.
Full prefix sequence       Associate P       #2 $\rightarrow$	Ph.D.
Assoc. Prof. Ph.D.	
Associate Professor and the ph.D.	
Email Mobile Colorate Mobile	
Add/Save committee	<b>`</b>

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

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

For english prefix, postfix and fullname:	
Abbriviate prefix sequence Assoc. Prof.   #2 →	Ph.D.
Full prefix sequence Associate P   #2 $\rightarrow$	Ph.D.
Assoc. Prof. Ph.D. Associate Professor Ph.D.	
Email Mobile Contracting Mobile	
Add/Save committee	

Figure 124: Adding and saving a personnel's information

7. 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

To specify an examiner or committee, please select type of committee, search & select, and enter the details in the form:	Select v
Advisor / อาจารย์ที่ปรึกษา         Save success	
Advisor / อาจารย์ที่ปรึกษา	
รศ. ดร Assoc. Prof	

Figure 126: Information section displaying a save result notification message

### Editing personnel information

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

Figure 127: Editing personnel information

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

Advisor (Edit)				
Amorn Petsom 🛛				
For thai prefix, postfi	x and fullname:			
Abbriviate prefix sequen	nce รศ. ดร.		Postik	
Full prefix sequence	รองศาสตราจ ตร.		Poulis	
		5 <b>4.</b> 05.		
		รองศาสตราจารย์ ดร.ะ	white .	
For english prefix, pos Abbriviate prefix sequen		- Amorn Petsom	Ph.D.	
Full prefix sequen	ice Associate P	Amorn Petsom	Ph.D.	
		Assoc. Prof.	, Ph.D.	
		Associate Professor	ı, Ph.D.	

Figure 128: Information editing confirmation

# Deleting personnel information

1. 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.

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Advisor / อาจารย์ที่ปรีกษา รศ. ตร. – – / Assoc. Prof. – – – , Ph.D. รองศาสตราจารย์ ตร. – – / Associate Professor – – , Ph.D.	To specify an examiner or committee, please select type of committee, search & select, and enter the details in the form:	Ť
รศ. ตร. / Assoc. Prof. , Ph.D		
รองศาสตราจารย์ ดร. 📷 🧰 / Associate Professor 🐜 🖬 🚛 , Ph.U.		
Total del manufacture de la construction de la cons	รองศาสตราจารย์ ดร. 💶 📰 🖌 / Associate Professor 🖿 👘 👘 👘 🖓	

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 บอกว่า		
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.

To specify an examiner o	r committee,		
please select type of com	mittee, search & select, and enter the details in the form:	Select	· · · · · · · · · · · · · · · · · · ·
Co-Advisor / อาจารย์ที่ปรีก	ษาร่วม		



-			
ame:			
1 - 1		0.	
		The set	
illname:			
	ame:		

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

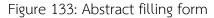
Abstract is a feature used to fill in abstract part of a research study which students must fill in both Thai and English versions as well as specifying the keywords for their work. Abstract can be stylized with italics, subscribe, or superscript using the built-in toolbar.

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.

Abstract (TH)						
$I \times_s \times_s   I^{\times}$						
สนับสนุนการทำ ซึ่งจะช่วยสนับส ควบคุมการดำเนิ ระบบสารสนเทศ	"ระบบสารสนเทศเพื่อการจัดการสำหรับธุรกิจวิจัยและพัฒนาผลิตภัณฑ์ปลากระป่อง" พัฒนาขึ้นโดยมีวัตถุประสงค์เพื่อ เงานของผู้ใช้งานระบบจากทุกฝ่ายที่เกี่ยวข้องให้ได้ใช้ข้อมูลที่ถูกต้องตรงกัน และเพื่อน่าเสนอข้อมูลสารสนเทศที่เหมาะสม เนนการตัดสินใจของผู้บริหาร ทั้งในด้านการบริการลูกค้า ด้านการวิจัยและวางแผน ด้านคลังและจัดซื้อ ด้านการผลิต และการ นินงาน ท่าให้การต่าเนินงานขององค์กรมีประสิทธิภาพมากยิ่งขึ้น เเพื่อการจัดการสำหรับธุรกิจวิจัยและพัฒนาผลิตภัณฑ์ปลากระป่องประกอบด้วย 7 ระบบย่อย ได้แก่ (1) ระบบรักษาความ อมูล (2) ระบบจัดการข้อมูลหลัก (3) ระบบบริการลูกค้า (4) ระบบวิจัยสูตรและวางแผน (5) ระบบคลังและจัดซื้อ (6) ระบบผลิต					
KEYWORD (TH)	คีย์เวิร์ด ADD					
Abstract (EN)						
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.						
Management Information System for Canned Fish Product Research and Development Business composes of seven sub-systems which are (1) Security System (2) Master Data System (3) Customer Service System (4) Research and						
KEYWORD (EN)	KEYWORD ADD					
Save	research 🗙 canned fish 🗙 business 🗙					
Save						



- 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.

Abstract (TH)	(2)	
	(-)	
<mark>การพัฒนา</mark> เครื่องมี	อรวบรวมข้อมูลทางภูมิสารสนเทศจ	ากแหล่งข้อมูลเชิงพื้นที่
~		
	(4)	
	(1)	

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.

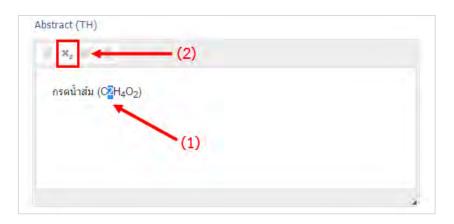


Figure 135: Making subscript in an abstract

- 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.

Abstract (TH)	
ความหนาแน่นของเหลวที่จุดหลอมเหลว	ของฮีเลียม (0.145 g·cm=3)
	(1)

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.

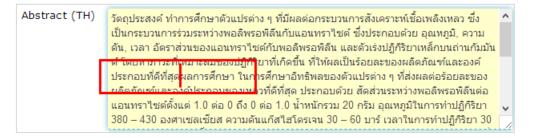


Figure 137: Abstract before entering of a new paragraph

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

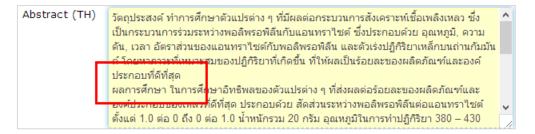


Figure 138: Abstract after entering of a new paragraph

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.

KEYWORD (TH)	គឺភ្នំដើរតែ	ADD	
Abstract (EN)			
$I \ \varkappa_{\epsilon} \ \varkappa^{\epsilon} \ \tilde{I}_{\ast}$			
Abstract			
KEYWORD (EN)	KEYWORD	ADD	

Figure 139: Thai and English keyword fields

 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.

|--|

Figure 140: Adding a keyword

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

KEYWORD (TH)	คีย์เวิร์ด	ADD
	บทคัดย่อ 🗙	

Figure 141: A successfully added keyword

4. 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.

KEYWORD (TH)	ดีย์เวิร์ด	ADD
	บทดัดย่ะ 🗙 การเขียนวิทยานิพนธ์อิเล็กทรอนิกส์ 🗴	

Figure 142: Deleting a keyword

ตกลง	ยกเล็ก
	ตกลง

Figure 143: Keyword deletion confirmation

5. 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.

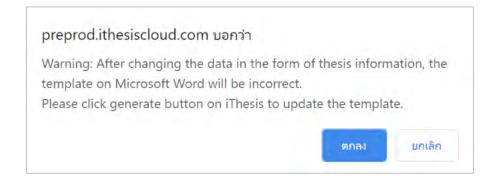


Figure 144: A notification informing that Generate Template must be used after a data change

# Note:

1. 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.

Topic	Committee & Examiner	Abstract	Acknowledgement	Biography	Template Settings
A	cknowledgement text				
Н					
Н					
12					
	Save				

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 ผู้ช่วยศาสตราจารย <sup>ิ</sup> ตร.วีระ เหมืองสิน อาจารย์ที่ปรึกษาวิทยานิพนธ์ ที่เสียสละเวลาและช่วยเหลือในการให้คำปรึกษา ค่าแบ ข้าพเจ้าตลอดระยะเวลาการศึกษา ขอขอบ ระคุณผู้ข่วยศาสตราจารย์ รองศาสตราจารย์ ดร.ทวิดีย์ เสนีวงศ์ ณ อยุธยา ประธานกรรมการสอบวิทยานิ ทำให้วิทยานิพนธ์นี้มีความย <mark>ุกต้องและสมบ</mark> ุณ์มากขึ้น	
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.วีระ เหมืองสิน อาจารย์ที่ปรึกษาวิทยานิพนธ์ ที่เสียสละเวลาและช่วยเหลือในการให้คำปรึกษา คำแนะ ข้าพแว้วอลาวระยะเวลาการศึกษา	น่า
ขอขอบพระคุณผู้ เวยศาสตราจารย์ รองศาสตราจารย์ ดร.ทวิดีย์ เสนีวงศ์ ณ อยุธยา ประธานกรรมการสอบวิทยานิพนธ์ ผู้ช่วยศาสตราจารย์ ดร.เกริก ภิ และสมฐานั้น การน	สมเ
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	
Date of Birth Ex. 18 May 1989 or 18 พฤษภาคม 2531	
Place of Birth	
Address	
Institutions attended	<i></i>
Work experience	<i>li</i> _
Awards	
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	sumply another		
วัน เดือน ปี เกิด	editor in ano		
สถานที่เกิด	CONTRACTORS		
วุฒิการศึกษา	province), ar there is a		
ที่อยู่ปัจจุบัน	to a consider the second of prevention regulations of		

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

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*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**

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

Language:	V TYPEI	Enclist	
Language.	A FAIR	Grücen	
Theme font:	Angsana	New	۲
	TH Sarab	un New	
	Angsana	New	
age font size (.	Times Ne Cordia Ne		

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

age font size (.pt)	
Committee page font size:	16 🔻
Abstract thai page font size:	16 🔻
Abstract english page font size:	16 15
Acknowledgement page font size:	14 13
Biography page font size:	12 11
	10 9
her	8

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.

ther		
List of tables	Nes	√ No
List of figures	Ves	√ No

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

ist of tables	√ Yes No	
Heading	สารบัญตาราง	
Caption label (table)	Table	
List of figures	✓ Yes 110	
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.

Language: 🗸 ไทย English	
Theme font: Angsana New	•
e 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 🔻
er	
List of tables	No
List of figures	No

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.

Approval status	3
Proposal	
Advisor : None	
Officer : None	
Approval history	

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.

Proposal		C molace
Advisor	:	Approved
Officer	:	Approved

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 LaTax 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.

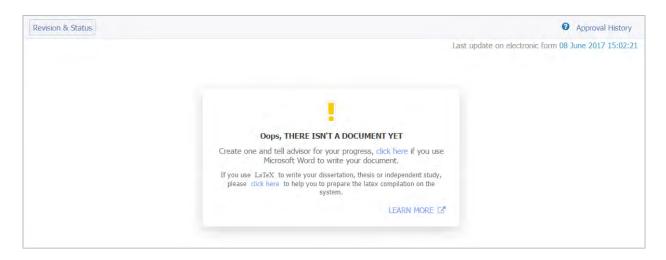


Figure 158: Revision & Approval screen at the first login on the web portal

# Uploading files using LaTex program

1. Click click here on the textbox as shown in Figure 159.

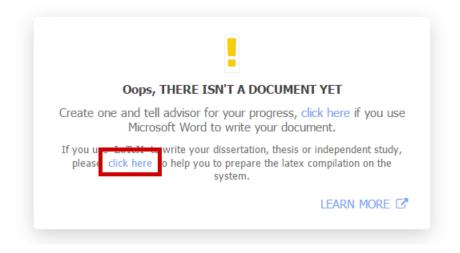


Figure 159: A message box prompts to upload a file from LaTex

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

	Oops, THERE ISN'T A DOCUMENT YET
Create	one and tell advisor for your progress, click here if you use Microsoft Word to write your document.
	use LaTeX to write your dissertation, thesis or independent study, se click here to help you to prepare the latex compilation on the system.
1.	Click here to choose file from your drive No file chosen
2. 6	D Upload & Compile.
*	The system will start the compilation with "main.tex"

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.

	Oops, THERE ISN'T A DOCUMENT YET
Create	one and tell advisor for your progress, click here if you use Microsoft Word to write your document.
	se LaTeX to write your dissertation, thesis or independent study click here to help you to prepare the latex compilation on the system.
	.zip

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.
- Files uploaded via the LaTeX submit form must be compressed into 1 file in .zip, .tar, .gz or .tar.gz only.

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

Name	Size	Packed	Туре
<b>.</b>			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
Tex myacronyms.tex	497	315	LaTeX document
😼 myrefs.bib	3,460	1,639	BibTeX Database
README	1,530	762	File
TeX sample-abstract.tex	411	259	LaTeX document
🚟 sample-appen-manual.tex	103	103	LaTeX document
TeX sample-appen-try.tex	52	52	LaTeX document
TeX sample-chap-dummy.tex	169	159	LaTeX document
TeX 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;

1. 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.

YOUR PROFILE	Revision & Status		
WORKFLOW & PREREQUISITES	Last update on electronic form 12 S	September 2019 23:12:00	Details of revision
LECTRONIC FORM	<ul> <li>To submit your latex file, please compress all neccessary files as ZIP, TAR, TAR.GZ or GZ. Clic read the document for the compilation on the system.</li> </ul>	Size of PDF 2.86ME	
REVISION & APPROVAL	ORAFT - The box jellyfish's venom (Cubozoa)      E      19 September 2019 09:31:48     (Red: 19 September 2019 09:24:43 )     (Red: 19 September 2019 09:24:43 )		Size of DOCX 0.82ME
REPORT DATA	ragiansin Detection 0.00 %		Total pages 68
SUBMISSION DOCUMENT	PROPOSAL - INNOVATIVE QUALITY MANAGEMENT SYSTEM OF HIGHER EDUCATION INSTITUTIONS BASED ON INTERNATIONAL QUALITY CRITERIA	06 May 2019 20:43:29 (Ref: 06 May 2019 20:25:07 )	Total figures 62
LITERATURE SEARCH 20	Plagiarism Detection 0.00%	-	Messages Attach
	A solid partnership between Thailand and the OECD      Plagiarism Detection 17.25%      The solution of t	1 January 2020 16:14:09	oct 15 2019 Review
	A solid partnership between Thailand and the OECD   A solid partnershi	1 January 2020 16:11:03	ดูปรีกษาร่วม 16 Sep 19, 2519 Advisee 20:35
	A solid partnership between Thailand and the OECD Delete this version 05 N Plagiarism Detection 0.00%	November 2019 11:21:23	Oct 15, 2018 Review
	A solid partnership between Thailand and the OECD  A solid partnership between Thailand and the OECD  Plagiarism Detection 16.38%  17	7 October 2019 13:38:39	ดูปรึกษาร่วม 15 Advisee 20:31
	A solid partnership between Thailand and the OECD  Plagiarism Detection 14.79%  17	7 October 2019 13:30:29	Oct 15, 2019 Review
	A solid partnership between Thailand and the OECD      ■      Delete this version	7 October 2019 13:27:51	margin detector
	O The box jellyfish's venom (Cubozoa)  Plagiarism Detection 0.00%	eptember 2019 21:30:40	O Margin detection Processing Please wait.
0	O The box jellyfish's venom (Cubozoa)	eptember 2019 09:24:43	

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.
- 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.

Integrated Thesis & Research Institute of Collectica IO	i Management System		en 🎐 🍥
VOUR PROFILE	Revision & Status		Approval History
17 WORKFLOW & PREREQUISITES		Last update on electronic fo	rm 12 September 2019 23:12:00
	+ To submit your latex file, please compress all neccessary files as ZIP, TAR, TAR, GZ or GZ. Click f	help icon 🛛 to read the document for the o	compilation on the system.
REVISION & APPROVAL	🕙 DRAFT - The box jellyfish's venom (Cubozoa) 🔟 🙍		19 September 2019 09:31:48 (Ref: 19 September 2019 09:24:43 )
REPORT DATA	Plagiarism Detection 0.00%		
SUBMISSION DOCUMENT  LITERATURE SEARCH  20	SPROPOSAL - INNOVATIVE QUALITY MANAGEMENT SYSTEM OF HIGHER EDUCATION INST QUALITY CRITERIA C III IIII IIII Plagiarism Detection 0.00%	TITUTIONS BASED ON INTERNATIONAL	06 May 2019 20:43:29 (Ref: 06 May 2019 20:25:07 )
	A solid partnership between Thailand and the OECD 👜 👩 🛼		21 January 2020 16:14:09
	O A solid partnership between Thailand and the OECD	Delete this version	21 January 2020 16:11:03
	A solid partnership between Thailand and the OECD 👩 🙆 Plagiarism Detection 0.00%	Delete this version	05 November 2019 11:21:23
	A solid partnership between Thailand and the OECD  Plaglarism Detection 16.38%	Delete this version	17 October 2019 13:38:39
	A solid partnership between Thailand and the OECD  Plagiarism Detection 14.79%	Delete this version	17 October 2019 13:30:29
	○ A solid partnership between Thailand and the OECD  ✓ Check Plagiansm	Delete this version	17 October 2019 13:27:51
	O The box jellyfish's venom (Cubozoa)  Plagiarism Detection 0.00% Waring	Dalete this version	19 September 2019 21:30:40
	The box jellyfish's venom (Cubozoa)      Plagiarism Detection 0.00%	e as complete version because some pag	ge out of margin. 19 September 2019 09:24:43
Disk usage: 130.14MB of 5GB		(Version 1.4.28) Developed by	OHEC-UniNet & Collectica 2016-2018

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 resul 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.

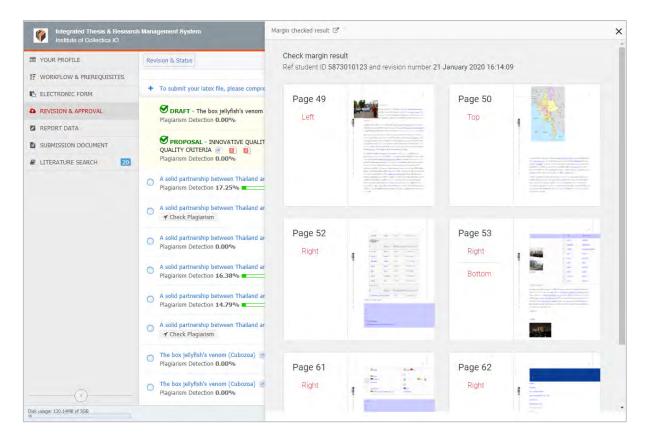


Figure 164: An example of margin detection's result

# 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
- 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.

Revision & Status				O Appr	roval History
+ To submit your latex file, please compress all necressar	Last update on electronic form 08 Ju y files as ZIP, TAR, TAR, GZ or GZ. Click help icon 😧 to read the document for the compilation on the system.	ne 2017 15:02:21	Details of revisio	n Size of PDF	× 1.46MB
Ouplity of life of neonle living in Semi-urban areas     Plagiarism Detection 0.00%	a09 Jur	ne 2017 10:12:45		Size of DOCX	1.25MB 25
Quality of life of people living in Semi-urban areas and Plagiarism Detection 0.00%	<b>a</b> ) 09 Jur	ne 2017 09:25:50	-	Total Figures	20 PPTX
O Quality of life of people living in Semi-urban areas and	a) 09 Jur	ne 2017 08:43:17	Messages	Ar	ttach
Quality of life of people living in Semi-urbarn meas I Plagansm Detection 0.00%	8) DB Jur	ne 2017 21:40:55	No message ava	lable	
			Write a message	here _	đ
			Send this file to a Save Propo		

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

Save As					>
1	> This PC > Desktop >		~ 0	Search Desktop	Q
Organize - Nev	v folder				- ?
8,250	^	-			
🧃 Cartal Bann	· .	24			
🔒 illense	200	12.6			
	Ask.	10 P			
o Creative Cloud	File Second Scotland	UPP Re	and Print	uniony res	
😂 Dropbox				Unionji lus	
OneDrive					
S This PC					
🥩 Network	v				
File name:	presentation		1		
Save as type:	Microsoft PowerPoint Presentation	'n			
Hide Folders				Save	Cancel

Figure 167: Download a PPTX presentation file

<b>□</b> 5 · 0 1 2 € · B	1	presentation - Po	werPoint	🔒 Theerayooth Kosin 👘	2 4
File Home Insert Dr.	w Design Transitions Animation	is Slide Show Review View ACROBAT 🖓 Tell me wh			🔉 Share 📮
Paste Format Painter Slide -		$A = A + A + a = a = a = b = \frac{1}{2} A = a + a = b = \frac{1}{2} A = a + a + a + a = a + b = \frac{1}{2} A = a + a + a + a + a + a + a + a + a + a$	は ないためので、 A してのので、 A Transe Outling A Transe Suice Stape Effects Drawing	P Find     Star Replace -     La Select -     Eding	
Lipboard. Fai	Sides Fort	Paragraph	Unimog	Loring	
iThesis					
(here) (h					
			Gen	erated by	
			iThe	esis	
e 1 of 20 DR English (United Str	Click to add notes			A Notes III 22	+ \$2%

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.

Messages	Attach
No message available	

Figure 169: Using Messages in the Details of Revision panel

3.3. Attachment: Students can attach additional files to the Details of Revision panel by clicking Choose Files, then select the file to be attached as shown in Figure 170. The selected files will then appear. To delete a file, click the cross symbol as shown in Figure 171.

🚺 Open				×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 📕 $>$ Thi	s PC > Desktop 1	× گ	Search New folder	Ą
Organize 👻 New folde	r		:== ▼ □	•
a nose o A	INGITIC	<ul> <li>Date</li> </ul>	Туре	Size ^
3. Service - 4	The providence of the party limited	28/01/01/11/008	datata KentanCa.	
C10	R 200 C AR	1940010-0-023	Adobe Revision,	
COMMANDO	Some Prove 207 2000 CO 107 read-dire	10,00001 100	databat Garabati Co.	
	0404	1011011-001	Adulte Aurobatto.	
a francisco	T 194	SCHOOL NO.	Rate in Producti Co.	
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Figure 170: Adding other attachments in the Details of Revision panel

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*Maximum size 50	MB per file.	
Choose Files	No file chosen	

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.

Details of revisio	n	×
	Size of PDF	1.46MB
	Size of DOCX	1.25MB
	Total pages	25
_	Total figures	20
-	Download	РРТХ
Messages	Att	ach
No message ava	ilable	
No message ava	ilable	

Figure 172: Confirming submission of a proposal to be revised

Development of Standard Procedures of Thesis/Dissertation/Independent-Study Quality Management Framework & Implementation for Thai's Higher Education

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

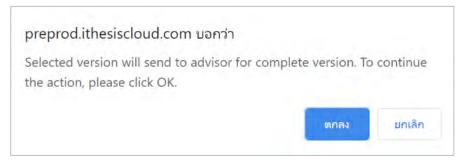


Figure 173: Message box confirming a proposal submission

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.

Rev	ision & Status
+	To submit your latex file, please compress all neccessary files as ZIP, TAR, TAR.GZ or GZ. Click help icon 🥹
	(PENDING) PROPOSAL - Quality of life of people living in Semi-urban areas 💿 😰 🔯
0	Quality of life of people living in Semi-urban areas 📷 📷
0	Quality of life of people living in Semi-urban areas 📄 💼

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

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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.

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	esis.sender@gmail.com	1:13 PM (4 hours ago)	☆	*	
ton	ne, 👻				
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เรื่อ	ง ขอดวามเห็นชอบโครงร่างวิทยานิพนธ์/สารนิพนธ์				
	ระบบ OHEC iThesis ได้จัดส่งอีเมลเพื่อขอความเห็นชอบโครงร่างทัวข้อวิทยานิพบธ์/สารนิพบธ์ไปยังอาจารย์ที่ปรึกษาของทาน	ที่อิเมล			
(i -	) เรียบร้อยแล้ว เมื่อวันที่ 6 พฤษภาคม 2563 เวลา 13:13:24 น.				
รือป	รียบมาเพื่อโปรดทราบ				
-					

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 (อาจารย์ที่
		ปรึกษา)
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.

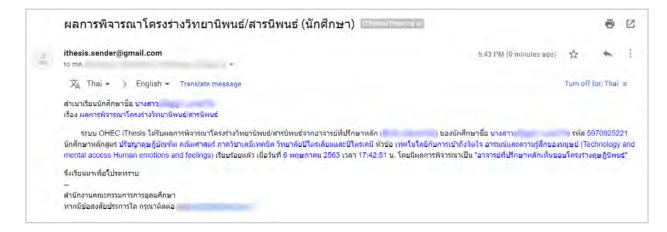


Figure 178: Example of a revision result e-mail for a proposal

If the advisor <u>does not approve</u> 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.

Rev	vision & Status
+	To submit your latex file, please compress all neccessary files as ZIP, TAR, TAR.GZ or GZ. Click help icon 😧 to read t
	PROPOSAL – Quality of life of people living in Semi-urban areas 👜 👜
	Review — Please check errors. Attached file: <i>none</i>
0	Quality of life of people living in Semi-urban areas 📄 💼
0	Quality of life of people living in Semi-urban areas 📄 🙍 Plagiarism Detection <b>0.00%</b>

Figure 179: Example of a disapproved proposal

												Annotation	
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												สถาบันการศึกษา	
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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/สารนิพนธ์จากคณะ
		กรรมการบริหารคณะ (อาจารย์ที่ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะ
		กรรมการบริหารคณะ (อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะ
		กรรมการบริหารคณะ (สำเนานักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา	ขออนุมัติโครงร่างวิทยานิพนธ์/สารนิพนธ์จากคณะ
	(Graduate Staff)	กรรมการบริหารคณะ (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.

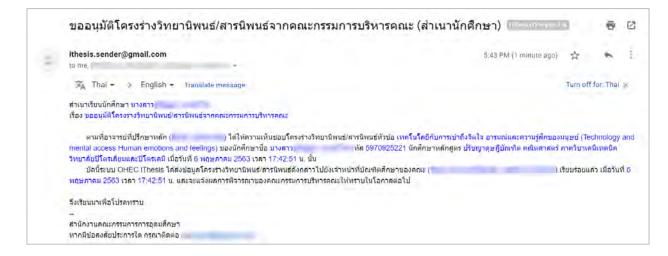


Figure 181: Example of an e-mail requesting proposal approval from the faculty committee

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, coadvisor (if any), and the student as shown in Table 4.

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

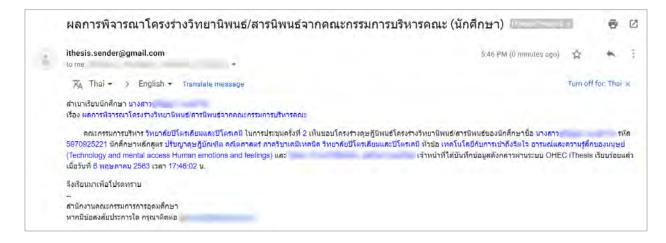


Figure 182: Example of a faculty committee proposal approval result e-mail

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 <u>click here</u> to make an agreement request to advisor", click on the <u>click here</u> 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).

KEVI	sion & Status					0 /	Approval Histor
+	To submit your latex file, please compress all neccessary files as ZIP, TA			orm 12 March 2020 14:48:29 to read the document for	Details of revision	n Size of PDI	7.35M
	PROPOSAL - Technology and mental access Human emotions and Plagiarism Detection 0.00%	feelings 🗾 👩		06 May 2020 13:13:24 (Ref: 17 Merch 2020 15:17:08.)	I	Size of DOOX Total pages	0.00M
•	Technology and mental access Human emotions and feelings a B			20 April 2020 16:39:50	-W	Total figures	
0	Technology and mental access Human emotions and feelings 🖷 🧕			12 March 2020 15:17:08	Messages		Attach
	Technology and mental access Human emotions and feelings 🕘 👩 Plagiarism Detection 23.18%		Deele this version	12 March 2020 09:00:59	No message avail	able	
	Technology and mental access Human emotions and feelings 👔 👸		Deuté this version	12 March 2020 08:57:42			
	Technology and mental access Human emotions and feelings a B		Delete this version	20 January 2020 10:19:34	Write a message h Change proposal del please click here o		sor or examiner
	Technology and mental access Human emotions and feelings 🕡 🧕		Delate this version	17 July 2019 15:15:52	please click here of advisor Save as DRA	-	_
	Technology and mental access Human emotions and feelings		Termin that wermon	17 July 2019 14:51:07			

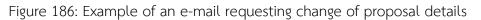
Figure 184: Requesting change on proposal details

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.

preprod.ithesiscloud.com บอกว่า		
Please confirm to proceed		
	ตกลง	ยกเลิก

Figure 185: Change of proposal details confirmation message box





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

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.

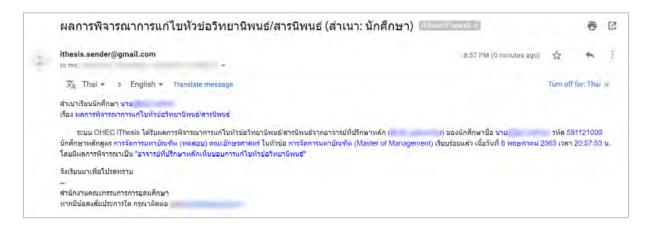


Figure 107 Evenerale	of the end where we we are a	l approval result e-mail
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TIQUE IOT. EXample C		

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

Table 6: Advisor proposal approval result e-mails

Development of Standard Procedures of Thesis/Dissertation/Independent-Study Quality Management Framework & Implementation for Thai's Higher Education

*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.

T (TU)			
Topic (TH)			
$ T \gg_{1} \otimes^{2}  \overline{T}_{0} $			
aunitoutreate	o iliandatata	alar a	
			2
Topic (EN)			
$\int_{-\infty}^{\infty}  X_{n}  =  X_{n} $			
Gratty of Bhodymark Street	and the second second		

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 <u>click here</u> link as shown in Figure 189.

opic (TH)						
$I_{-} u_{1} = 1 f_{0}$						
เทคโนโลยีกับการเข้าถึงจิต	ใจ อารมณ์แ	ละความรู้สึกขอ	งมนุษย์			
opic (EN)						
Opic (LIV)						
100 B 100	access Hum	ian emotions a	and feelir	ngs		
$\underline{I} \approx  w^{c}   \underline{Y}_{0}$	access Hum	an emotions a	and feelir	ngs		

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.

Page	110
1 age	110

	Request for edit topic
เมื่อกดปุ่ม Send Request ระบ	ม <b>มจะส่งอึเมลขออนุมัติไปยังอาจารย์ที่ป</b> รีกษา
/our current topic (TH)	เทคโนโลยีกับการเข้าถึงจิตใจ อารมณ์และความรู้สึกของมนุษย์
our current topic (EN)	Technology and mental access Human emotions and feelings
Vew topic (TH)	∫ 𝒫 <sub>k</sub> 𝖈 <sup>*</sup> 𝒯 <sub>k</sub>
lew topic (EN)≋	I       κ <sub>a</sub> κ <sup>a</sup> I <sub>a</sub> Technology and mental access Human emotions and feelings
	Send Request

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: อาจารย์ที่		
		ปรึกษาร่วม)		
3	นิสิตนักศึกษา (Student)	ขอแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (สำเนา: นักศึกษา)		
4	เจ้าหน้าที่บัณฑิตศึกษา	ขอแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์(เจ้าหน้าที่)		
	(Graduate Staff)			

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.

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

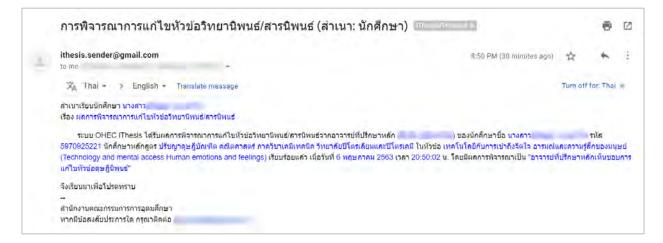


Figure 192: Example of the advisor topic edit approval result e-mail

ลำดับ	ผู้รับ	หัวข้อ
1	อาจารย์ที่ปรึกษาหลัก	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่
	(Advisor)	ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (อาจารย์ที่ปรึกษา
	(Co-advisor)	<b>ຮ່ວ</b> ມ)
3	นิสิตนักศึกษา (Student)	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (นักศึกษา)
4	เจ้าหน้าที่บัณฑิตศึกษา	ผลการพิจารณาแก้ไขหัวข้อวิทยานิพนธ์/สารนิพนธ์ (เจ้าหน้าที่)
	(Graduate Staff)	

Table 8: Advisor	topic edit	approval	result e-mails
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*Note:* The e-mail subject and e-mail content format can vary depending on each educational institution.

6. 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;

- 1. Save the draft 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, which may take a long time depending on the checking queues.

Rev	vision & Status
+	To submit your latex file, please compress all neccessary files as ZIP, TAR, TAR.GZ or GZ. Click help icon 🥹 to
	PROPOSAL - Quality of life of people living in Semi-urban areas in Thailand 📄 🧧
0	Ouality of life of people living in Semi-urban areas in Thailand 👼 👩
	Quality of life of people living in Semi-urban areas in Thailand 🔄 🗾

Figure 193: Checking for plagiarism using Akarawisut system

3. 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.

	m Checking Report 2017 at 10:26 AM			🖨 Prin	it Report View Full Document
Submission II					
ID	SUBMISSION DATE	APPLICATION	FILENAME	STATUS	SIMILARITY INDEX
513932	Jun 11, 2017 at 10:26 AM	ithesis-b	591121032.pdf	Completed	(1.00 m)
Match Overvi show 10 • er NO.		AUTHORIS) No data	sovallable in table	URCE	Search: SIMILARITY INDEX
NO.	TITLE	AUTHOR(S)	so	URCE	SIMILARITY INDEX
Showing 0 to 0 of 0	) entries				First Previous Next Last
Match Details	s				
TEXT FROM SUBM	ITTED DOCUMENT		TEXT FROM SOURCE DOCUMENT(S)		

Figure 194: Akarawisut's Plagiarism Checking Report page

4. 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.

evision & Status				Appro	oval Histor
	Last update on electronic form	11 June 2017 15:54:42	Details of revision		
To submit your latex file, please compress all neccessary files as ZIP, TAR, TAR.GZ or GZ. Click help icon O to read the	document for the compilation on the sy	stem.		Size of PDF	2.64M
PROPOSAL - Quality of life of people living in Semi-urban areas in Thailand      Image I      Image I	).R	11 June 2017 15:04:05	1	Size of DOCX	1.871
Quality of life of people living in Semi-urban areas in Thailand 📄 👩 Plagiarism Detection 0.00%		11 June 2017 16:09:57	Ŧ	Total figures	PPT
Quality of life of people living in Semi-urban areas in Thailand 🝵 😰		11 June 2017 10:16:51	Messages	Att	tach
Quality of life of people living in Semi-urban areas 📄 🍙 Plagiansm Detection 0.00%		10 June 2017 17:37:03	No message availa	able	
Quality of life of people living in Semi-urban areas 📷 🧧 Plagiarism Detection 0.00%		09 June 2017 10:12:45			
Quality of life of people long in Semi-urban areas 🔐 👩 Plagarism Detection 0.00%		09 June 2017 09:25:50			
Quality of life of people living in Semi-urban areas at Check Plagarism	Déleté this vertices	09 June 2017 08:43:17			
Quality of life of people living in Semi-urban areas in a page 1 Pagarism Detection 0.00%	Delete this version	08 June 2017 21:40:55	Write a message he Change proposal deta please <u>click here</u> to m	Is (topic, advisor or	request to
			Save as DRA	FT VERSION	

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.

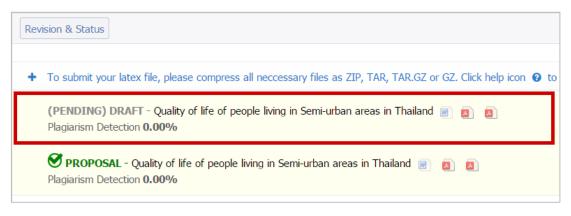


Figure 196: The web portal screen after a revision request for a draft version has been

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)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (อาจารย์ที่
		ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (สำเนา:
		อาจารย์ที่ปรึกษาร่วม)
3	นิสิตนักศึกษา (Student)	ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (สำเนา:
		นักศึกษา)

Table 9: Sent e-mails of a request for draft version revision

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

ขอคว	วามเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง (สำเนา	:นิสิต) TEST ITHESIS x	ē	2		
÷	Beta iThesis 2017 <no-reply@ithesis.uni.net.th></no-reply@ithesis.uni.net.th>	Jun 11 (10 days ago)	*	÷		
ŻA	Thai	Turn of	ff for: Tha	ai x		
	สำเนาเรียนนักศึกษาชื่อ <b>การคราว เป็นสาว</b> เรื่อง ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง ระบบ OHEC iThesis ได้จัดส่งอีเมลเพื่อขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับร่างไปยังอาจารย์ที่ปรึกษาหลัก (อ. อ. อ					
	จึงเรียนมาเพื่อโปรดทราบ  สำนักงานคณะกรรมการการอุดมศึกษา หากมีข้อสงสัยประการใด กรุณาติดต่อ <u>ithesis@uni.net.th, dev-ithe</u>	esis@uni.net.th				

Figure 197: Example of a draft version revision request e-mail

6. When a draft version has been revised by the advisor, an approval result e-mail will be sent to the advisor, co-advisor (if any), and the student as shown as in Table 10.

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

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.

เลก	ารพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง <mark>(</mark> สํ	าเนา: นิสิต) TEST ITHESIS x	ē
-	Beta iThesis 2017 <no-reply@ithesis.uni.net.th></no-reply@ithesis.uni.net.th>	Jun 12 (9 days ago)	*
ŻA	Thai	Turn of	f for: Thai
	เรื่อง ผลการพิจารณาวิทยานิพนธ์/สารนิพนธ์ฉบับร่าง ระบบ OHEC iThesis ได้รับผลการพิจารณาวิทยานิพน ) ของนักศึกษาชื่อ รหัส 59 หัวข้อ เรียบร้อเ	1121032 นักศึกษาหลักสูตร	

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 <u>required data must be filled in the Report Data</u> 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.

Revi	ision & Status					<ul><li>Appr</li></ul>	oval History
		Last	update on electronic for	m 11 June 2017 15:54:42	Details of revision		,
	To submit your latex file, please compress all neccessary files as compilation on the system	ZIP, TAR, TAR.GZ or (	GZ. Click help icon 🛿 to	read the document for		Size of PDF	1.99Mi
	ORAFT - Quality of life of people living in Semi-urban areas Plagiarism Detection 0.00%	in Thailand 📃 🗕	0	11 June 2017 16:17:20 (Ref: 11 June 2017 16:09:57 )	1	Size of DOCX	1.88M
						Total pages	4
	PROPOSAL - Quality of life of people living in Semi-urban a Plagiarism Detection 0.00%	areas in Thailand 🧃		11 June 2017 15:04:05 (Ref: 11 June 2017 10:16:51 )	And Province and P	Total figures	3
-						Download	PPTX
•	Quality of life of people living in Semi-urban areas in Thailand Plagiarism Detection 0.00%			17 June 2017 12:05:46	Messages	At	tach
0	Quality of life of people living in Semi-urban areas in Thailand Check Plagiarism			14 June 2017 16:54:50	No message avail	able	
0	Quality of life of people living in Semi-urban areas in Thailand Check Plagiarism			13 June 2017 08:40:08			
0	Quality of life of people living in Semi-urban areas in Thailand Check Plagiarism			12 June 2017 17:26:36			
0	Quality of life of people living in Semi-urban areas in Thailand			12 June 2017 15:35:03	Write a message h	ere	
0		Check Plagiarism			Change proposal details (topic, advisor or e please click here to make an agreement re		
0	Quality of life of people living in Semi-urban areas in Thailand		Delete this version	12 June 2017 15:29:37	advisor		
~					Save as CC	MPLETE VER	ISION

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.

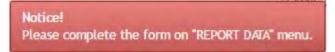


Figure 201: Notification for Report Data form to be completed

4. 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 neccessary files as ZIP, TAR, TAR, GZ or GZ. Click	help icon $ oldsymbol{O} $ to read the document for the compilation on the system.
(PENDING) COMPLETE – Quality of life of people living in Semi-urban areas in Thailand Plagiarism Detection 0.00%	17 June 2017 14:00:10 (Ref: 17 June 2017 12:05:46 )
ORAFT - Quality of life of people living in Semi-urban areas in Thailand a game and Plagiarism Detection 0.00%	11 June 2017 16:17:20 (Ref: 11 June 2017 16:09:57)
PROPOSAL - Quality of life of people living in Semi-urban areas in Thailand 🔳 👩 🧕 Plagiarism Detection 0.00%	11 June 2017 15:04:05 (Ref: 11 June 2017 10:16:51 )
Quality of life of people living in Semi-urban areas in Thailand  Plagiarism Detection 0.00%	17 June 2017 12:05:46
Quality of life of people living in Semi-urban areas in Thailand 🗐 🧾	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:
		นักศึกษา)

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.

ขอความเห็นชอบวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (ส		ē	e
Ithesis.sender@gmail.com To me, -	12:52 PM (8 hours ago) 🔥	*	ł
🛪 Thai + 🤉 English + Translate message	Turn öff	for: Thai	(N)
สำเนาเรียนนักศึกษาชื่อ บางสาว เรื่อง ขอความเห็นชอบวิทยานิพนธ์/สารนิพบธือบับสมบูรณ์			
ระบบ OHEC iThesis ได้จัดส่งอึเมลเพื่อขอดวามเห็นขอบวิทยานิพนธ์/สารนิพนช์จบับส เวลา 15:31:59 น.	มบูรณ์ไปยังอาจารย์ที่ปรึกษา (ตร. ) เรียบร้อยแล้ว เมื่อวันที่ 27 กุม.	าพันธ์ 2	563
จึงเรียนมาเพื่อโปรดทราบ			
— สำนักงานคณะกรรมการการอุดมศึกษา หากปีข้อสงสัยประการโต กรณาติดต่อ			

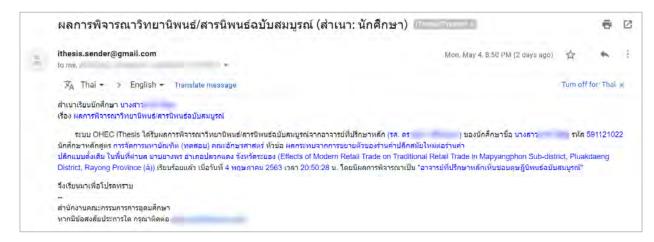
Figure 203: Example of a complete version revision request e-mail

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

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

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.





Development of Standard Procedures of Thesis/Dissertation/Independent-Study Quality Management Framework & Implementation for Thai's Higher Education

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.

Revi	sion & Status
+	To submit your latex file, please compress all neccessary files as ZIP, TAR, TAR.GZ or GZ. Click help icon 😢 to
	COMPLETE - 1 B F F F F F F F F F F F F F F F F F F
	Review — แก้ไขข้อความในหัวข้อที่ 2 Attached file: <u>591121032.docx</u>
	ORAFT - Called a long of the second s
	Plagiarism Detection 0.00%

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.

TE - Quality of life of people living in Semi-urban areas in Thailand 📄 🙍 💼 tection 0.00%
Quality of life of people living in Semi-urban areas in Thailand 💼 🙍 🙍
AL - Quality of life of people living in Semi-urban areas in Thailand 🔳 🙍 🙍

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.

VOUR PROFILE	Revision & Status Revise Completed Version
F WORKFLOW & PREREQUISITES	Request for revise the complete thesis # 1
	Request for revise the complete thesis # 1
REVISION & APPROVAL	Revise from page number to page number
REPORT DATA	• Reason 3
SUBMISSION DOCUMENT	Expected date of completion YYYY-mm-dd
LITERATURE SEARCH 20	Submit request 4

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 (อาจารย์ที่
		ปรึกษา)
2	อาจารย์ที่ปรึกษาร่วม (Co-advisor)	ขอแก้ไขวิทยานิพนธ์/สารนิพนธ์ฉบับสมบูรณ์ (สำเนา: อาจารย์
		ที่ปรึกษาร่วม)
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.

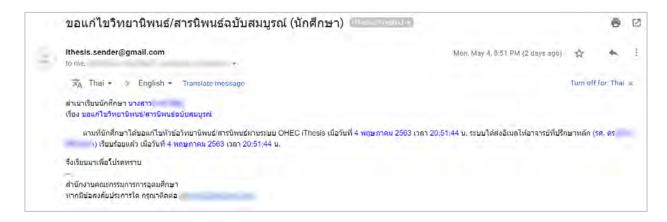


Figure 208: Example of an e-mail requesting to revise a complete revision

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.

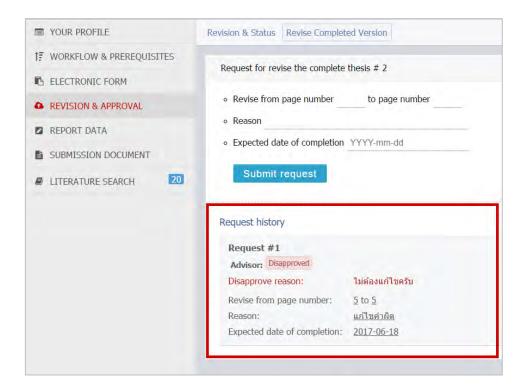


Figure 209: Request history and a disapproved request to revise complete version

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.

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

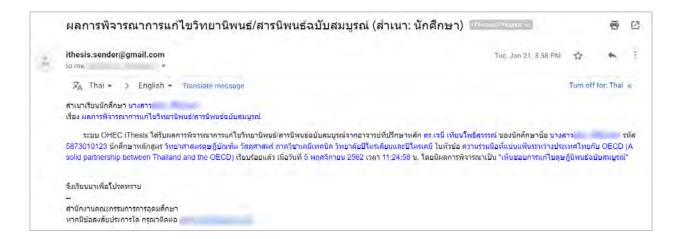
Table 14: Sent e-mails of request to revise complete version for the graduate staff

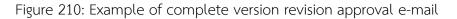
After the graduate staff have approved the request to revise the complete version, the result e-mail will be sent to the student, advisor, co-advisor (if any) as shown as in Table 15.

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

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.





- 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)

I YOUR PROFILE	After Defense Research Mapping Publications	0
17 WORKFLOW & PREREQUISITES	Plagiarism Detection: Percentage of similarity from Akarawisut	
REVISION & APPROVAL	Totally agree : (Auto Fill-in) %	
REPORT DATA	Evaluation	
SUBMISSION DOCUMENT	○ Very Good ○ Good ○ Passed ○ Not Passed	
	Dissemination through electronic media, publication, radio and television media การเผยแพรรีทยานิพนธ์ จะมีการส่งข้อมูลเลมรีทยานิพนธ์พร้อมไฟล์แนบประกอบเลมไปที่คลังบัญญาของสถาบันการฟิ๊กษา และส่งเฉพาะเล่มรีทยานิพนธ์ที่เป็น PDF ไปยัง สกอ. พร้อมเป็นฐานข่อมูลในการตรวจการคัดลอกวรรณกรรมต่อไป O Allowed Not Allowed to YYYY-MM-DD reason in process of journal publication 🔹	
	Dissemination of full document on a website การเผยแพรวิทยานิพนธ์ จะมีการส่งข่อมูลเลมริทยานิพนธ์พร้อมไฟล์แนบประกอบแลมไปที่คลังปัญญาของสถาบันการศึกษา และส่งเลพาะเลมวิทยานิพนธ์ที่เป็น PDF ไปยัง สกอ. พร้อมเป็นฐานข่อมูลในการตรวจการคัดลอกวรรถแกรรมต่อไป <ul> <li>Allowed</li> <li>Not Allowed to YYYY-MM-DD</li> <li>reason in process of journal publication </li> </ul>	

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.

Plagiarism Detection	on: Percentage of similarity from Akarawisut
Totally agree :	10.29 %
Evaluation	•
● Very Good 0	Good © Passed © Not Passed 2
"12/ ● Allowed ● Not Allowed to	YYYY-MM-DD
Dissemination of fu	all document on a website
การเผยแพร่วิทยา ไป	มิพบซ์ จะมีการส่งข้อมูลเล่มวิทยานิพบซ์พร้อมไฟล์แนบประกอบเล่นไปที่คลังปัญญาของสถาบันการศึกษา และส่งเฉพาะเล่มวิทยานิพบซ์ที่เป็น PDF ไปยัง สกอ. พร้อมเป็นฐานข่อมูลในการคราจการคัดลอกวรรณกรรมต่อ
Allowed	YYYY-MM-DD

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.
- 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

การเผยแพร่วิทยานิพนธ์ จะมีการส่งข้อมูลเล่. ข้อมูลในการตรวจการคัดลอกวรรณกรรมต่อไ	ทยานิพนธ์พร้อมไฟล์แบบประกอบเล่มไปที่คลังปัญญาของสถาบันการศึกษา และส่งเฉพาะเล่มวิทยานิพนธ์ที่เป็น PDF ไปยัง สกอ. พร้อมเป็
Allowed	
Not Allowed to 2018-01-01	
reason agreement of scholarship	T
ssemination of full document on a web	te
	te ทยานิพนธ์พร้อมไฟล์แนบประกอบเล่มไปที่คลังปัญญาของสถาบันการศึกษา และส่งเฉพาะเล่มวิทยานิพนธ์ที่เป็น PDF ไปยัง สกอ. พร้อมเบ็
การเผยแพร่วิทยานิพนธ์ จะมีการส่งข้อมูลเล่	
การเผยแพร่วิทยานิพนธ์ จะมีการส่งข้อมูลเล่ ข้อมูลในการตรวจการคัดลอกวรรถเกรรมต่อไ	
การเผยแพร่วิทยานิพนธ์ จะมีการส่งข้อมูลเล่ ข้อมูลในการตรวจการคัดลอการรถเกรรมค่อไ O Allowed	

Figure 213: Filling information in the After Defense section

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

Note:

- 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.

ter Defense Research Mapping Publications	
Subject Area / Subject Category 🐵	0
Thailand Standard Industrial Classification (TSIC) 🕀	2
A. Agriculture and agricultural industry development.      B. Economic, social, educational and cultural researches.     C. Science, Technology and Industry Development.     D. Health Promotion      E. Humanities.	3
The International Standard Classification of Education (ISCED)	4
Save	

Figure 214: Sections on the Research Mapping screen

- Subject Area / Subject Category to specify the area and category for a research subject. More than 1 category can be selected.
- Thailand Standard Industrial Classification (TSIC) to specify the category of a research topic based on TSIC. Only <u>1 category</u> 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 <u>1 category</u> 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.

	nu.				-	
Real time Se	arch	Publication I	Forms You	ur Publications	-	_
pecify your aut	thoring na	me				
TodsobThes	sis	Т				
pecify search t	imespan.	(if your public 2017		ady published or	appear on onlir	ne citation databases
2010						
1.000	line citatic	in databases.	(check below i	tems to confirm	your publication	is).
1.000		n databases.	(check below i	tems to confirm y	your publication	15).

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.

- 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;

Defense Research Mapping	Publications	
irection: To facilitate publicate y hand. However some publicate	n reporting to the institute, we have developed a real-time search tool to retrieve the publications from online citation datab ns are not stored in the database; in this case please add by hand on "Publication Form" and see the result on "Your Public	ases automatically without any required data to fill-in the for ations" menu.
Real time Search   Publica	dox Forms Your Publications	
Specify your authoring name		
TodsobThesis		
Specify search timespan. (if your	ublications are already published or appear on online citation databases),	
2016 to 2020	Press to search	
Results from on Catation datab	ses. (check becarters to confirm your publications).	
(Press to search )		
Save all selected publications		

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.
- 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.

	ing name	
195	T	
cify search times	span. (if your publica	ations are already published or appear on online citation databases).
2010	to 2017	Press to search
		Contraction of the second s
. D Sou	<i>rce</i> — Continental S <i>t Autho</i> r — Srivihok	
. Sou First	<i>t Autho</i> r — Srivihok	
First ot found on Cros ot found on publ	<i>t Author</i> — Srivihok sref database	

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 <u>required</u> information as shown in Figure 218.

Publication Forms 💿 J	Journal / Article 🔍 Conference 🔍 Intellectual
Document Type * -	เลือกประเภทเอกสารที่ตีพิมพ์ 📑
Publication Title *	ระบุชื่อเรื่อง/หัวข้อ
Authors *	ระบบจะระบุชื่อ-นามสกุลให้
ISSN * IS	รร <mark>ง ระบุหมายเลข</mark> ]ISSN
Source Name * Jo	ournal name ระบุชื่อวารสาร/หนังสือ
Country * -	เลือกประเทศ
Issue *	ระบุฉบับที่
Volume *	ระบุเล่มที่
Pages * be	egin-end ระบุเลขที่หน้าเริ่มต้น-สิ้นสุด
Database Name * en	nter the online database name to access your article ระบุชื่อฐานข้อมูลวิชาการ
Published Date * Y	YYY-MM-DD ระบุวันที่ได้รับการตีพิมพ์
Level * 🔾	) National 🔘 International เลือกระดับการตีพิมพ์
Peer-review * 🔘	🛛 Yes 🔍 № ระบุว่ามีการ Peer-review หรือไม่
Status * 🔾	Accepted to publish 🔘 Published ระบุสถานะการตีพิมพ์
URL / Website	<sup>tp://</sup> ระบุเว็บไซด์เอกสารที่ตีพิมพ์ (ถ้ามี)
Attach file (.pdf) * C	Choose File No file chosen แนบไฟล์เอกสารเป็นหลักฐานการตีพิมพ์
	Save Close

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	โหลงคุ โหลงโหล่ง 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 O Published	
URL / Website	http:// ระบุเว็บไซด์แสดงเอกสารการประชุม (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	ournal / Article 🔍 Conference 🖲 Intellectual	
Title	ระบุชื่อเรื่อง/หัวข้อ	
Reference / Code	ระบุรหัสสิทธิบัตร/อนุสิทธิบัตร	
Inventors	ษระรา ไม่ไปไประว ระบบจะระบุชื่อ-นามสกุลให้	
Agency	g. Department of Intellectual Property ระบุหน่วยงานที่รับจดทะเบ	ไยน
Туре	) Patent 🔘 Petty Patent ประเภทของสิทธิบัตร	
Level	) National 🔘 International 🛛 ระดับการจดสิทธิบัตร	
Status	Pending O Approved สถานะการจดสิทธิบัตร	
Request Date	YYY-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.

ur publication(s) last mod	lified 2017-06-12 16:54:30   <u>Reload</u>	
A CONTRACTOR OF	in the factors number multiple and located line obtaining	Delet
Ar Berline IS		
Source	Continental Shelf Research	
Document Type	Journal	
2. Detratile		@ Edit Dele
By Monorgi Nalisi	é Theorem,	<b>v</b> <u> </u>
Conference / Venue	People living in Semi-urban areas / Bangkok	
Document Type	Conference	

### 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

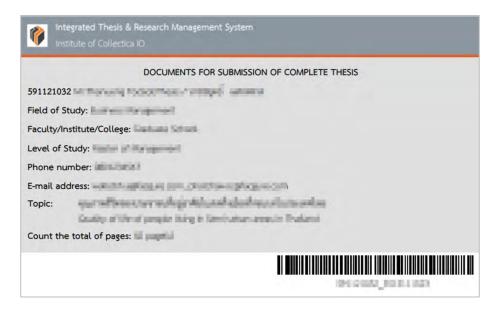


Figure 222: Example of a submission document

Once ensuring that the submission document is complete, print the document and attach it along with the printed complete version of the research from the web portal and submit them at the Graduate School. When the graduate staff has scanned the barcode on the submission form, a notification e-mail of hard copy submission will be sent via e-mail to the student as shown in Figure 223 to confirm the printed version submission which is the final step of a research work.

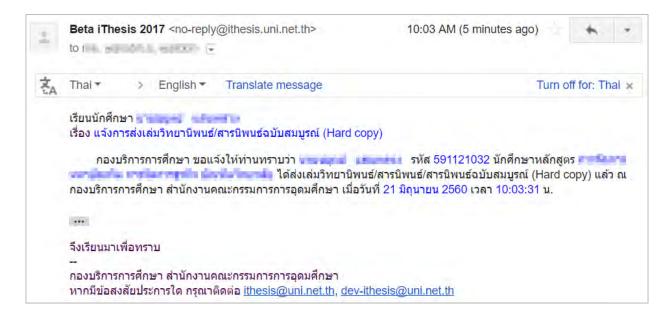


Figure 223: Example of a confirmation of hard copy submission e-mail

## 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

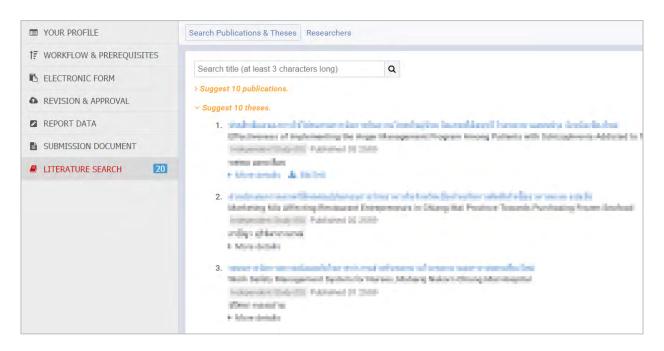


Figure 224: Literature Search screen

## 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.

Search Publications & Theses Researcher	5		
Search title (at least 3 characters long)	Q		
> Suggest 10 publications.			
∽ Suggest 10 theses.			
	a deger Hanopere		ord Konnerg som nyter Konten Berlan y Parleren alle Kolkanphyrein Addiere
2. datum are filmation	art United strength in	a theory the Post	which i rins or or on a statis now have the Partition of Parado backs
+ Manual Statistics			

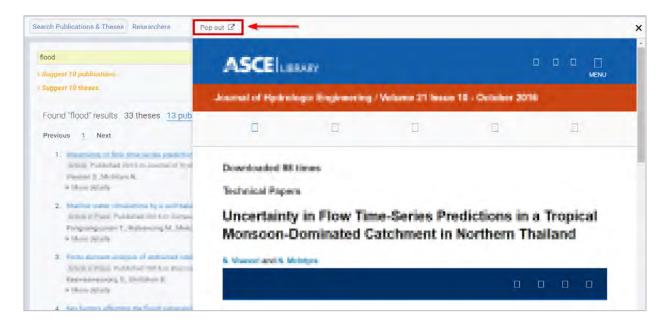
Figure 225: Suggest Theses section in Search Publications & Theses

2. Search theses - In this section, students can search for the desired these or publications by putting the related keywords as shown in Figure 226.

flood	Q
Suggest 10 publications.	
Suggest 10 theses.	
C	
Found "flood" results	33 theses 13 publications
Found "flood" results Previous <u>1</u> Next	33 theses 13 publications
Previous <u>1</u> Next	
Previous <u>1</u> Next	a sinte sent conclusion on Manufed size providentions in New Incomension areas of Thatland
Previous <u>1</u> Next	a sinte sent conclusion on Manufed size providentions in New Incomension areas of Thatland
Previous <u>1</u> Next	a della soni continto en Manufed sino provinsione in Nan-Decementer arres pil Visaltand 2019
Previous <u>1</u> Next	a della soni continto en Manufed sino provinsione in Nan-Decementer arres pil Visaltand 2019

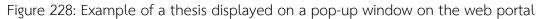
Figure 226: Search Theses section in Search Publications & Theses

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.





ASCELLERWIY			Q search		G IN / REGISTER
JOURNALS BOOKS V MAGAZINE	AUTHOR SERVICES U	JSER SERVICES			
Journal of Hydrologic Engineering / Volume 21 Iss	ue 10 - October 2016				
Technical Papers	Downloaded 98 times	DETAILS	FIGURES	C REFERENCES	0 0°0 RELATED
Uncertainty in Flow Time-Se Predictions in a Tropical Mor Dominated Catchment in No Thailand	nsoon-	Authors S. Visecori Lacture: Dep Ingineering, C 19231, Thatar Devicemental Landon, London action, London	Subbogke di Dept. of d Engineerie en/SW7 242	in Brie, B Dellard g. Imperia BR Sport	d College exponding
Abstract Flow time-series data are crucial for water resource an catchments where flow observations are not evaluable.		N. Melinity: Professor, Car Industry, Seat of Quoensland Dept. of Collins Impendi Colle U.S. E-mail: no Heart Collector	tier for total sinable Mit 5. Bitsbane, and Environ ge Landen,	er sits tradi QLD-4012 Isonit2(10) Landon To Isonit2(10)	tata; Unix. Autorolis: pheeting 17 2HZ,



### 2.4.7.2 Researchers

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

arch Publica	tions & Theses Researchers			
-	Maan Palaon - 1000 Maan Marington Sanataan	Publications Citations	3 0	Subjects
	Pengen tathachengel – Olideit Starof initigenibicatie Germanie	Patienters Filmene	1.	
	Templony Respettive haves Discolarity in Sector	Patientes Distance	8. 6	

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.

Publications Citations	3 0	Subjects
		Pyse
		<ol> <li>Materian Branch, chileran Matula (Interactiones).</li> </ol>
		1 Expression Description of Parline
ni di mani ka		
	Citations	

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.

Search Publications & Theses Re	earcher Pop out C	×
The second		
<ol> <li>Province American International Internatinternational International International International Inter</li></ol>		
Planeter, Station 3. <b>Her Anne Paper</b> bristic interes Mit bringheit, burks	ner bei minte ( Nersen Artelinise betreichigt die Britisch Diesen auf die Britisch ( ) Inner	

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

emeral	dinsight	Log
ONE SOUTHERS IN BUILDING	INS CARTURAL	
el y Maell Colesco	none parameter energy when the endors parameter	In the start of well-section of with some prevalent forward
	Soldering & Serface Mount Technolog	Tournal
Soldering & Surface Mount Technology	1101 0004 BKL	MEPER
	Critical Intern 1988 Subject wear Engineering	Scopus
	Correct (sour ) invitable (source) Must Chart (M	
	1 Add to the owner	and the second second
	Previous Article	Next Article 🔉
Save		

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.

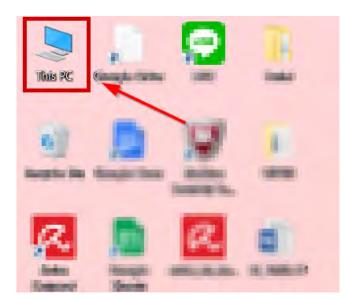


Figure 233: My Computer or This PC Icon

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

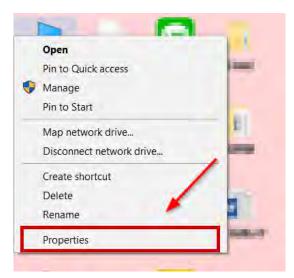


Figure 234: Properties on My Computer or This PC

- 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**.

1		System		-	×
(=) (=) - ↑ (=) Control	Panel 🔸 All Control Panel Item	is ⊧ System	~ ¢	Search Control Panel	P
Control Panel Home	View basic informat	tion about your c	omputer		0
🚱 Device Manager	Windows edition				
🚱 Remote settings		-	1 V.	1 - 1 - 1 - T	-
System protection		_		'indows	8
🚱 Advanced system settings				indows	<u> </u>
	System				
	Processor:	Intel(R) Pentiun	n(R) CPU N3540 @	2.16GHz 2.16 GHz	
	Installed memory (RA	M): 4 00 GB (3 88 GB	Rusahle)		
	System type:	64-bit Operatin	g System, x64-base	ed processor	
	Pen and Touch:	Pair Windows 1	ouch support with	10 Touch Points	
	Computer name, domain	and workgroup settin	gs		
				Change	settings
	Windows activation				
See also					
Action Center				Change pro	duct key
Windows Update					

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 Addin 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.

Control Panel	System and Security + Sys	tem 🗸 🖡	Search Control Panel	<mark>ــــــــــــــــــــــــــــــــــــ</mark>
Control Panel Home Control Panel Home Remote settings System protection Advanced system settings		ation about your computer		
	System			
	System type: Computer name, domain	32-bit Operating System n, and workgroup settings		
See also Action Center Windows Update Performance Information and Tools	Windows activation —		<b>®</b> Cha	nge settings

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
- 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

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

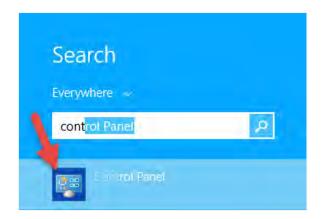


Figure 237: Control Panel Icon

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.

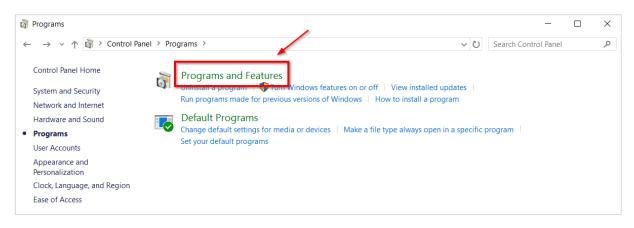


Figure 239: Programs screen in the Control Panel

- 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 <u>must install both programs first</u> before proceed to installing iThesis Add-in.

Programs and Features – 🗆 🗙						
🔄 🄄 🝷 ↑ 💽 → Control P	anel + Programs + Programs and Features		v ڻ	Search Prog	rams and Features	,P
Control Panel Home	Uninstall or change a program					
View installed updates	View installed updates To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.					
😌 Turn Windows features on or						
off	off Organize 🔻 Uninstall Change					
	Name	Publisher	Installed On	Size	Version	^
	Microsoft Visual C++ 2008 Redistributable - x86 9.0.21022	Microsoft Corporation	3/11/2558	6.67 MB	9.0.21022	
	Microsoft Visual C++ 2008 Redistributable - x86 9.0.30729.6161	Microsoft Corporation	1/4/2559	10.1 MB	9.0.30729.6161	
	Microsoft Visual C++ 2010 x64 Redistributable - 10.0.40219	Microsoft Corporation	22/3/2559	13.8 MB	10.0.40219	
	Microsoft Visual C++ 2010 x86 Redistributable - 10.0.40219	Microsoft Corporation	22/3/2559	11.1 MB	10.0.40219	
	🕼 Microsoft Visual C++ 2012 Redistributable (x64) - 11.0.61030	Microsoft Corporation	1/4/2559	20.5 MB	11.0.61030.0	
	🖟 Microsoft Visual C++ 2012 Redistributable (x86) - 11.0.61030	Microsoft Corporation	4/4/2559	17.3 MB	11.0.61030.0	
	🔂 Microsoft Visual Studio 2010 Tools for Office Runtime (x64)	Microsoft Corporation	22/3/2559		10.0.50903	
	A PhotoScape		26/4/2559			
	📧 ResearchSoft Direct Export Helper	Thomson Reuters	3/11/2558			~
	<					>
	Microsoft Corporation Product version: 10.0.50903 Help link: http://go.	Update info microsoft.c	rmation: http	://go.microsoft	.com/fwlink/?Linkl	d=1

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 Addin 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.

Latus Tutorials Microsoft Word Add-In Fact & Figure	0
IThesis Add-In	
Thesis x64 (1.3.0) Download & install Thesis Microsoft Office 2013 or higher and Microsoft Office 365	<ul> <li>Recommend for you</li> </ul>
Thesis x86 (1.3.0) Download & Install IThesis Microsoft Office 2013 or higher and Microsoft Office 365	
Prerequisite programs	
Visual Studio 2010 Tools for Office Runtime	
Microsoft Visual C++ 2010 Redistributable Package x86 (for 32bit)	

Figure 241: Visual Studio installer on the web portal

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

Save As				×
1 🖬 🕯 1	his PC > Desktop	~ U	Search Desktop	م
Organize • New fold	der			<b>≣ • (</b> )
📄 Pictures 🛛 🖈 ^	Name ^	Date modified	Туре	Size
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ConeDrive				
This PC				
~ *	<			
File name: vsto	or_redist			
Save as type: App	lication			
<ul> <li>Hide Folders</li> </ul>			Save	Cancel

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.

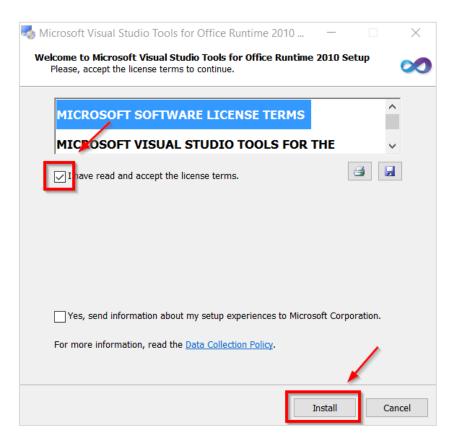


Figure 245: The program installation window

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

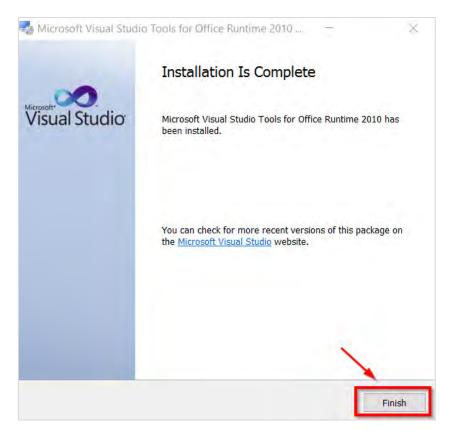


Figure 246: Installation window when the installing process is finished

- 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.

Status Tutorials Microsoft Word Add-In Fact 8. Figure	0
iThesis Add-In	
IThesis x64 (1.3.0) Download & install IThesis Microsoft Office 2013 or higher and Microsoft Office 365	- Recommend for you
IThesis x86 (1.3.0) Download & install IThesis Microsoft Office 2013 or higher and Microsoft Office 365	
Prerequisite programs	
Visual Studio 2010 Tools for Office Runtime	
Microsoft Visual C++ 2010 Redistributable Package x86 (for 32bit)	
Microsoft Visual C++ 2010 Redistributable Package x64 (for 64bit)	

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.

💿 Save As			×
🕞 🚽 👌 🚹 > This PC > Desktop >	v v	Search Desktop	Q
Organize - New folder			· ?
Pictures * Name	Date modified	Туре	Size
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Accounting	UP SHE KING	Track Sector	
<ul> <li>โรงานการประชุม</li> <li>Dropbox</li> <li>OneDrive</li> </ul>	Connect indicates	Solor Animeter	200
This PC			3
File name: vcredist_x64			~
Save as type: Application		-	~
		Save	Cancel

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;

 Go to Microsoft Word Add-in as shown in Number 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.

tatus Tutonais Microsoft Word Add-In a Figure	
iThesis Add-In 2	
Thesis x04 (1.3.0) Download & Install Thesis Microsoft Office 2013 or higher and Microsoft Office 365	<ul> <li>Repairment for you</li> </ul>
17hesis x86 (1.3.0) Download & Install I7hesis Microsoft Offlice 2013 or higher and Microsoft Offlice 365	

#### Figure 251: iThesis Add-in installers

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

💿 Save As						×
	his PC > Desktop		~ 0	Search Desktop		Q
Organize • New fold	der					?
Lost A	The		14	Êİ.		
<ul> <li>Creative Cloud File</li> <li>Dropbox</li> <li>OneDrive</li> <li>This PC</li> </ul>	See Outr	Re-Sile (1	107.3-0910 14.54.17	URR	Court Pres	
🥩 Network 🗸 🗸					/	
	esis-Release20170612-[	1.2.3]x64		-	/	`
Save as type: Win	dows Installer Package			Save	Cancel	

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.

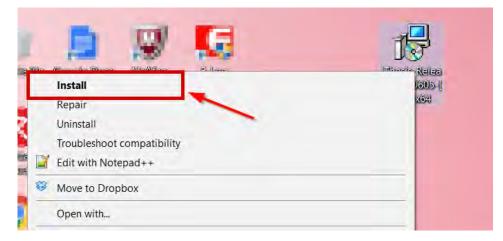


Figure 254: The downloaded installer icon

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.

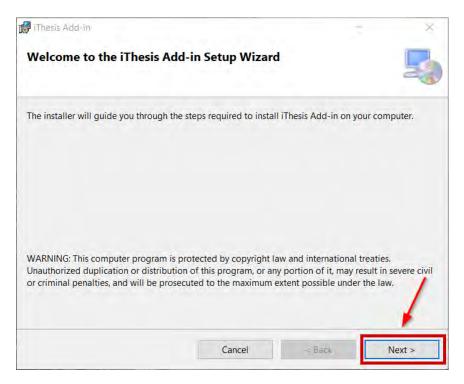


Figure 257: Welcome to the ITHESIS Setup Wizard window

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

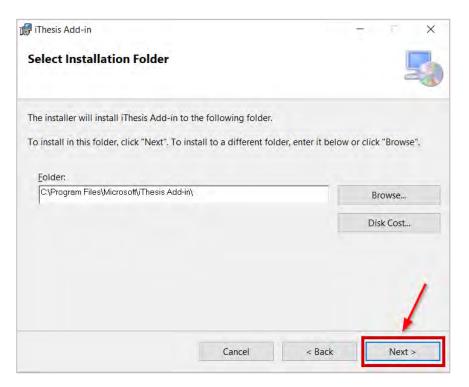


Figure 258: Select Installation Folder window

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

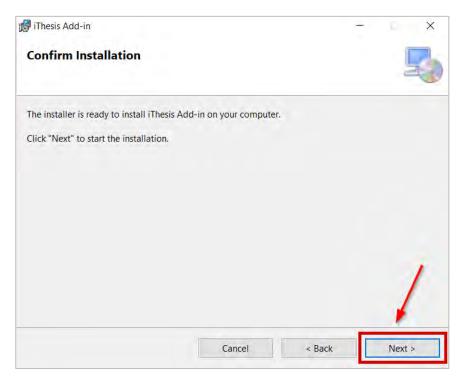


Figure 259: Confirm Installation window

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

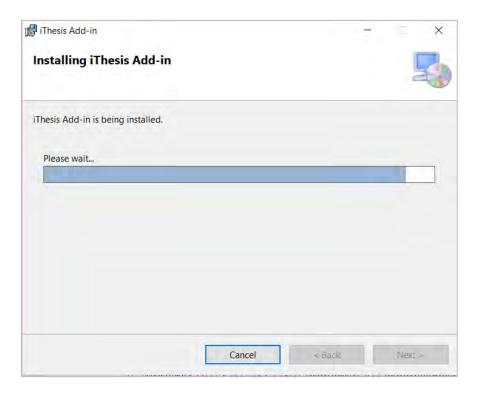


Figure 260: Installing iThesis Add-in window

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

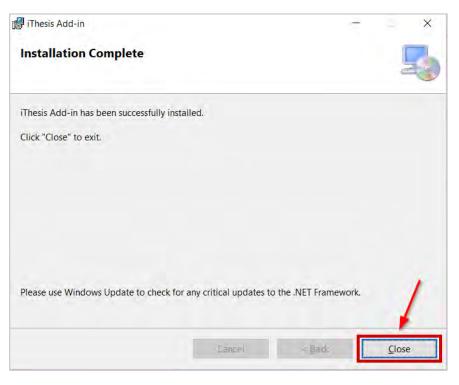


Figure 261: Installation Complete window

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

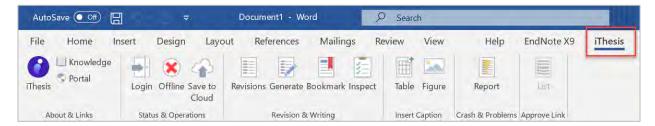


Figure 262: iThesis Toolbar in Microsoft Word

# 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 / Offiline
- 6. Save to Cloud
- 7. Revisions
- 8. Generate
- 9. Bookmark
- 10. Table
- 11. Figure
- 12. Report
- 13. List

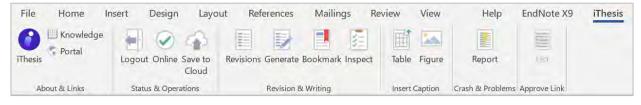


Figure 263: iThesis Add-in tools

# 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.

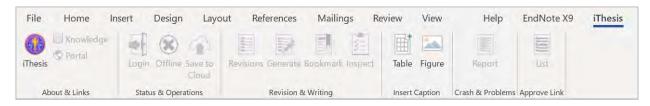


Figure 264: iThesis toolbar when accessing for the first time

*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.

591121032			
•••••			
🗌 Rememb			
Rememb	ber me		

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.

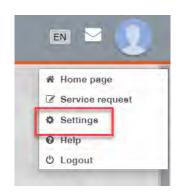


Figure 266: Go to Settings

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

Add-in Activate Key :	0-010-01-01	la fisht	_	-
Profile photo :				
			140	
			1	Choose File File must be an in

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

4. 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.

File Home Ins	sert Design Layo		1 🖬 🖂	Help Report	EndNote X9	iThesis
1 About & Links	Status & Operations	Revision & Writing	Insert Caption	Crash & Problem	s Approve Link	
			Standard F Thesis/Dis	rsion 1.3.0 by The Project o Procedures of sertation/Indepen	f The Developmer dent-Study Qualit molementation for	y
			Help	2	Acti	vate

Figure 268: iThesis Activate Window

5. As shown in Figure 269, paste the Add-in Activate Key (for iThesis Add-in version 1.3.0) copied from the web portal into the iThesis: Activate Window, then click Activate. For the iThesis Add-in version 1.3.5, the domain name of iThesis server can be paste into the Activate Windows instead.

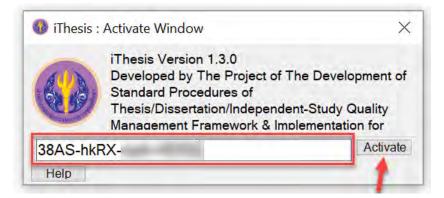


Figure 269: Activate Add-in for version 1.3.0

🗘 iThesis : Ac	tivate Window	×					
iThesis Version 1.3.5 Developed by The Project of The Development of Standard Procedures of Thesis/Dissertation/Independent-Study Qualit Management Framework & Implementation for Thai's Highe Education, Thai Library Integrated System (ThaiLIS), Office of Information Technology Administration for Educational							
https://demo	o.ithesis.co	Inactivate					
Help							
iThesis Cloud (	Demo) / ไอทิสิสคลาวด์ (เดโม)						
This software is based on Academic Publishing Platform, Facgure Company Limited. Free to use only for OHEC project and communities.							

Figure 270: Activate Add-in for version 1.3.5

6. All the tools on iThesis toolbar will become enabled as shown in Figure 271.



Figure 271: iThesis toolbar after activating the add-in

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

1. Click on the iThesis icon as shown in Number 1 on Figure 272, then iThesis : Activate Window box will appear as shown in Number 2 on Figure 272.

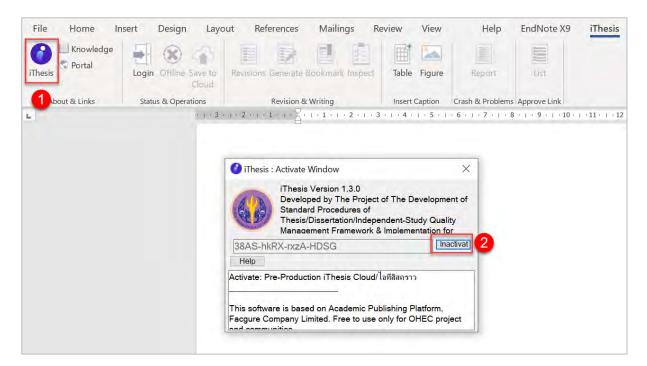


Figure 272: Inactivate Add-in

2. Some of the iThesis tools will become inactive as shown in Figure 273.

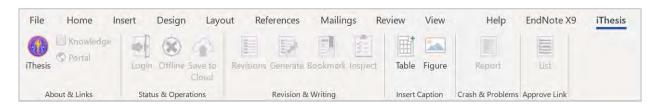


Figure 273: iThesis toolbar after Inactivate Add-in

*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 274.

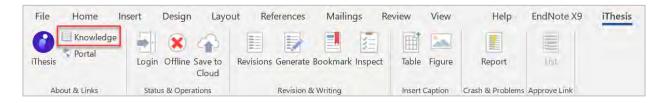


Figure 274: Knowledge Base Icon

# 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 275.



Figure 275: 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 276.

File	Home	Insert	Design	Layout	References	Mailing	s	Review	View	Help	EndNote X9	iThesis
() iThesis	🛄 Knowledge ร Portal		Offline Sar Cl		visions Generate	Bookmark	Inspect	t Table	Figure	Report	I St.	
Ab	out & Links	Status	8 & Operatio	ns	Revision 8	& Writing		Insert (	Caption	Crash & Problems	Approve Link	



2. As shown in Figure 277, the iThesis Panel window will appear. Enter Username and Password (number 1) and click Login (number 2).

iTh	esis P	-	×	
Ver	sion 1.3.0			0
User Pass	name word			-
1 455	Login	Clear		
	2			

Figure 277: 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 278.



Figure 278: 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 279. If a user is student is currently logged in to iThesis, this tool will show as Online as shown in Figure 280.



#### File Home References Mailings View Help EndNote X9 iThesis Insert Design Layout Review Knowledge 1 田 100 E ie. 1 S Portal iThesis Online Save to Revisions Generate Bookmark Inspect Table Figure Report Logout Cloud About & Links Status & Operations Revision & Writing Insert Caption Crash & Problems Approve Link

Figure 280: 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 281.

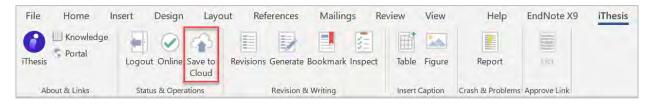


Figure 281: Save to Cloud Icon

2. Click OK on the iThesis : Please Confirm window as shown in Figure 282.

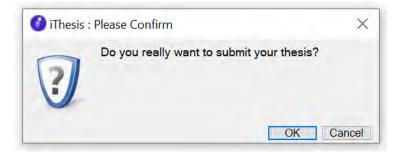


Figure 282: iThesis : Please Confirm window

 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 283. Students must select the desired EndNote library and click OK. If there is no EndNote library for reference, click Cancel.

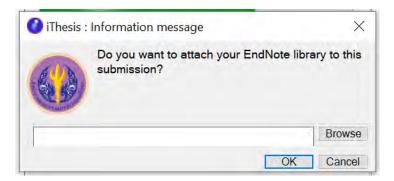


Figure 283: iThesis : Information message window

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 284.

iTh	iThesis Panel 🔹											
Ver	Version 1.3.0											
591 Fac Mas	MissThonueng TodsobThesis 591121022 Faculty of Arts Master of Management Facqure University											
4.95	GB free of !	5.00 GB										
R	evisions	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 284: 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.

5. 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 285.

Rev	ision & Status		Approval History
			update on electronic form 08 June 2017 14:37:14
+	To submit your latex file, please compress all neccessary files as ZIP, TAR, TAR, GZ or GZ. Click help	icon 😧 to read the docum	ent for the compilation on the system.
0	Management Information System for Canned Fish Product Research and Development Business 📄 🖌 Check Plagiarism	<b>(1)</b>	09 June 2017 17:48:37
0	Management Information System for Canned Fish Product Research and Development Business 🗃	۵	09 June 2017 15:04:05
0	Management Information System for Canned Fish Product Research and Development Business Check Plagiarism	<b>(2</b> )	09 June 2017 13:09:18
0	Management Information System for Canned Fish Product Research and Development Business		09 June 2017 11:28:54

Figure 285: 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 286.

Versi MissT 5911 Facul Maste	sis Pane on 1.3.0 Thonueng Tode 21022 ty of Arts er of Managem ure University	sob		×
4.95 G	B free of 5.00 G	3	D. (	
	Revisions		References	
No	File size	D	ate time	
1	75.90 KB		5/05/20 22:03:43	
2	75.22 KB		3/02/20 17:26:25	
3	-		3/02/20 17:18:54	
4	-		3/02/20 17:14:37	
5	-		4/12/19 17:06:24	
6 7	- 110.05 KB		8/11/19 15:07:03 4/11/19 10:00:26	
8	405.35 KB		1/10/19 16:30:36	
9	80.03 KB		5/09/19 11:08:22	
10	56.89 KB		5/09/19 10:45:12	
11	150.75 KB		3/09/19 10:45:14	
Do	wnload		Refre	sh

Figure 286: 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 287 to open the iThesis Panel window on the right side of the screen as shown in Figure 288.

File	Home	Insert	Design	Layou	t Refe	rences	Mailin	gs	Review	View	Help	EndNote X9	iThesis
() iThesis	III Knowledge		Online S	ave to	Revisions	Generate B	Bookmark	Inspec	t Table	Figure	Report	- B1	
Ak	oout & Links	Statu	s & Operati			Revision &	Writing		Insert (	Caption	Crash & Problems	Approve Link	

Figure 287: My Revisions Icon

	sis Pane		Ŧ	×
Versi	on 1.3.0			
59112 Facult Maste	honueng Tods 21022 ty of Arts er of Managem ire University		is	
4.05 C	free of 5.00 CI	2		
	Revisions		References	
No.	File size	Date tin	ne	
1	75.90 KB	05/05/2	20 22:03:43	
2	75.22 KB	03/02/2	20 17:26:25	
3	-		20 17:18:54	
4	-		20 17:14:37	
5	-		19 17:06:24	
6	-		19 15:07:03	
7	110.05 KB 405.35 KB		19 10:00:26 19 16:30:36	
9	405.55 KB 80.03 KB		19 11:08:22	
10	56.89 KB		19 10:45:12	
11	150.75 KB		19 10:45:14	
Dov	vnload		Refresh	

Figure 288: 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 <u>generate a new template</u> 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 289.

File	Home	Insert	Design	Layout	Refe	rences	Mailing	gs	Review	View	Help	EndNote X9	iThesis
() iThesis	🛄 Knowledge 😴 Portal		(V) At Online	Save to I Cloud	Revisions (	Generate B	ookmark	Inspe	t Table	Figure	Report	<u>.</u>	
A	bout & Links	Stat	us & Opera	ations	1	Revision &	Writing		Inser	Caption	Crash & Problems	Approve Link	

Figure 289: 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 290.

iThesis	
Loading config	
iThesis	
Generating page : หน้าปกภาษาไทย	
	2/12 (17%)
iThesis	
Generating page : สารบัญ	
	5/12 (42%)
iThesis	
Generating page : ประวัติผู้เขียน	
	11/12 (92%)

Figure 290: 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 291.

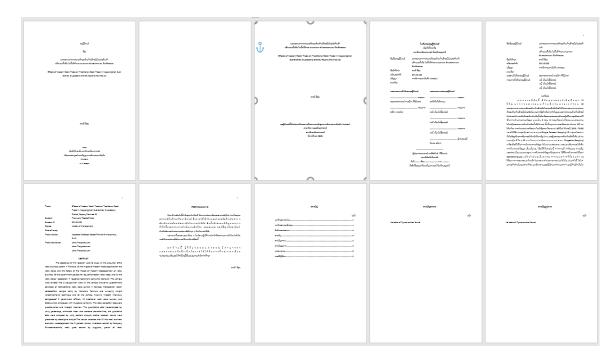


Figure 291: Example of research forms for a research book created using Generate Template

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.

<u>Tip & Tricks</u>: 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 292. The table of contents will then be updated as shown in Figure 294. 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.

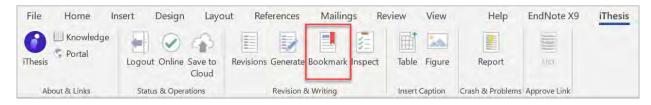


Figure 292: Bookmark icon

តា <b>ទ</b> ប័ល្ង	
บทที่	หน้า
บทคัดย่อภาษาไทย	ກ
บทคัดย่อภาษาอังกฤษ	บ
กิตดิกรรมประกาศ	ค
តាទប័លូ	٩
บรรณานุกรม	2
ประวัติผู้เขียน	4

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

ສາຣນັໝູ	
บทที่	หน้า
บทคัดย่อภาษาไทย	fi
บทคัดย่อภาษาอังกฤษ	
กิตติกรรมประกาศ	ก
สารบัญ	
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	
บทที่ 2 เหตุผลและแนวคิด	
2.1 อุตสาหกรรมการผลิตปลากระป้อง	9
2.2 สถานการณ์ของธุรกิจปลากระป้อง	
2.3 แนวคิดด้ำนการวิจัยและทัฒนา	
บทที่ 3 โครงสร้างขององค์กรและการคำเนินงาน	
3.1 ประวัติองค์กร	
3.2 โครงสร้างองค์กร	
3.3 การคำเนินงานขององค์กร	
3.4 ปัญหาที่เกิดขึ้นในปัจจุบัน	
,	

Figure 294: 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 295. 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;

File	Home	Insert	Design	Layout	Refe	rences	Mailing	gs	Review	View	Help	EndNote X9	iThesis
() iThesis	III Knowledge		t Online S	ave to R	evisions	Generate	Bookmark	Inspec	t Table	Figure	Report		
	oout & Links			Cloud		Revision &		mopee		Caption	Crash & Problems		

Figure 295: Table Icon

 On a document, click to select where to insert a table description, then click Table as shown in Figure 296

Mail	ings	Review	View iThe	sis ACROBAT Q Tel	I me what you want to do
	圃				
nark	Table	Figure	Report	List	
			rash & Problems		
	1	1	Canada and	· 1 · · · · · · · 2 · ·	
		E	1		
		ลำดัง	1	ผู้รับ	หัวข้อ
			Ļ	ຜູ້ຈັບ	
				U	หัวข้อ
		<u>ลำดัง</u> 1	u erenelle oranalit	Brando Internal	หัวข้อ

Figure 296: Adding a table description

 Edit the table's name and description for them appear as the table description as shown in Figure 297.

ลำดับ	ผู้รับ	หัวข้อ
1	menil@evelvodead	nacionalizzation els cherclando y situati
2	annik/herita (testine)	reactable and even developed and a form
3	Marking (Sector)	reaction in the state with the advantage of the second
2	ตารางท์	วี่ 1 รายการอีเมลที่ได้รับ

Figure 297: 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 298.

	面	-		1000					
te Bookmark	Table	Figure	Report	List					
Writing	Isert	Caption	Crash & Problems	Approve Link					
1. * • 0. 1	1	1 ( ) )	8	-1	+ 2 + + + + +		· · · 4 · · · ·		· · · <u>&gt;</u> 6
		1				Ψ			
		)	×		สาร	รบัญตาราง			
			×						
			ตารางที่ 1		in the second	and a			16
				actual accord		-			10
			ตารางที่ 2 📕	adameters	es la citada da citad Constante da citada da	ing Catal			17
			ตารางที่ 3 🍱	encellant	chay (and	CORRECTION OF	inference .		19
			ตารางที่ 4 上	adapterio;	a lenit di	in the form	service by	CORD.	20

Figure 298: 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 299. 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 299: Figure Icon

1. On a document, click to select where to insert a figure description, then click Figure as shown in Figure 300.

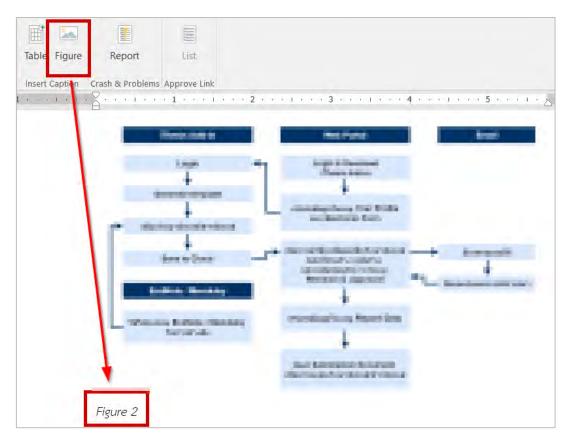


Figure 300: Adding a figure description

2. Edit the figure's name and description as shown in Figure 301.

iller state in	No. Pres
1 m	Carrier and
p+ manufacture	- Annual Annual Annual Marinese Marines
bee to Deal	And the second description of the second des
Manual Station Research	review hour loss
	Not Submerit Resident
ภาพที่ 2 ม	กาพรวมการทำงานของระบบ

Figure 301: 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 302.

a Bookmark	Table Figure	Report	List	
/riting	Insert Caption	-		610004010100501010A06
			สารบัญภาท	
		ภาพที่ 1	service wares	4
		ภาพที่ 2	umhrumu	5
		ภาพที่ 3	ernel whierse whithers.	
		ภาพที่ 4 🛶	distant and a state of the	8
		ภาพที่ 5	Loss official and a	8

Figure 302: 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 303, the Report window will appear. As shown in Figure 304, fill in the problems found, then click Submit to send the information to the administrator.

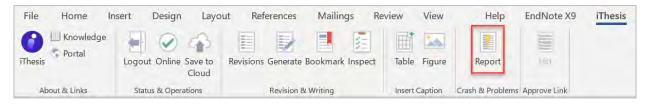


Figure 303: Report icon

🚯 Report Problem	×
<b>Detail</b> Providing a step-by-step description of what you were doir when the problem occured will help us resolve the issue:	ng
	^
Submit	Cancel

Figure 304: 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 305 as the icon appears inactive in grey.

File	Home	Insert	Design	Layout	Refe	erences	Mailin	igs	Review	View	Help	EndNote X9	iThesis
() iThesis	🛄 Knowledge 😴 Portal		wt Online S	Save to F Cloud	Revisions	Generate	Bookmark	Inspe	t Table	Figure	Report	1011 - 3	
A	bout & Links	Sta	tus & Opera	tions		Revision &	Writing		Insert	Caption	Crash & Problem	s Approve Link	

Figure 305: 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 306.

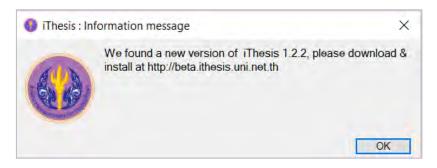


Figure 306: iThesis : Information message window

1. Click OK in the iThesis: Information message window as shown in Figure 307.

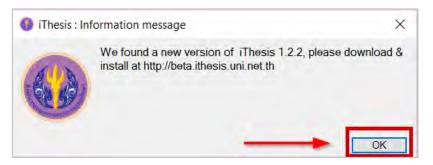


Figure 307: Confirming update on iThesis: Information message window

2. Click Download to download the new version of iThesis Add-in as shown in Figure 308.

	<u>ข้อตกลงระหว่างผู้ใช้กับ MICROSOFT</u>	^
ไซต์/บริการ ไ	Windows Media ( <u>www.windowsmedia.com</u> ) และบริการเลือกซื้อเพลงแบบออนไลน์	ľ
(shopform	uusic.microsoft.com) ประกอบด้วยเว็บไซต์ เว็บเพจ และบริการบนเว็บที่ดำเนินการโดย Microsoft หรือ	
บริษัทสาขา (	ัรวมเรียกว่า "เว็บไซด์และบริการ Windows Media")	
เว็บไซต์และา	บริการ Windows Media นี้นำเสนอให้คุณโดยมีเงื่อนไขว่าคุณยอมรับ โดยไม่ปรับเปลี่ยนข้อกำหนด	
เงื่อนไข และ	ประกาศต่างๆ ที่มีอยู่ในที่นี้ การใช้เว็บไขต์และบริการ Windows Media แสดงว่าคุณยอมรับข้อตกลง	
ของคุณต่อข้	อกำหนด เงื่อนไข และประกาศดังกล่าวทั้งหมด การใช้เว็บไขต์ใดเว็บไขต์หนึ่งที่รวมอยู่ในเว็บไขต์และบริการ	
	Media อาวเป็นไปตวมต้ออ้านนอเพิ่มเติมที่ส่งไว้ที่อื่นในต้อตอองนี้ ("ต้ออ้านนอเพิ่มเติม")	~

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

3. Click Install to install the new version of iThesis Add-in as shown in Figure 309.

🚯 iThesis Update patch	$\times$
<u>ข้อตกลงระหว่างผู้ใช้กับ MICROSOFT</u>	^
ใชค์บริการ Windows Media ( <u>www.windowsmedia.com</u> ) และบริการเลือกซื้อเพลงแบบออนไลน์ (shopformusic.microsoft.com) ประกอบด้วยเว็บไซด์ เว็บเพจ และบริการบนเว็บที่ดำเนินการ โดย Microsoft ทร บริษัทสาขา (รวมเรียกว่า "เว็บไซด์และบริการ Windows Media")	50
เว็บไซต์และบริการ Windows Media นี้นำเสนอให้คุณโดยมีเรื่อนไชว่าคุณยอมรับ โดยไม่ปรับเปลี่ยนข้อกำหนด เรื่อนไข และประกาศต่างๆ ที่มีอยู่ในที่นี้ การใช้เว็บไซต์และบริการ Windows Media แสดงว่าคุณยอมรับข้อตกลง ของคุณต่อข้อกำหนด เรื่อนไข และประกาศดังกล่าวทั้งหมด การใช้เว็บไซต์ได้รับในซ์คหนึ่งที่รวมอยู่ในเว็บไซต์และบริกา Windows Media อาวเป็นไปตามตัวอำนวยเต็มเติมซี่สระปีอัติอื่นในตัวตาอานี้ (ต้ออำนวยเพิ่มเติม")	
Install Ex	cit

Figure 309: Install a new version of iThesis Add-in

4. When the updating process is finished, an update patch complete message box will appear. Click OK, as shown in Figure 310.

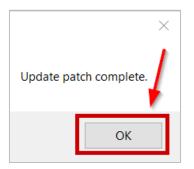


Figure 310: Message box when a new version of iThesis Add-in has been installed

5. Click Exit to start using iThesis Add-in as shown in Figure 311.

🚯 iThesis Update patch	×
<u>ข้อตกลงระหว่างผู้ใช้กับ MICROSOFT</u>	^
ใชด์บริการ Windows Media ( <u>www.windowsmedia.com</u> ) และบริการเลือกซื้อเพลงแบบออนไลน่	i i i i i i i i i i i i i i i i i i i
(shopformusic.microsoft.com) ประกอบด้วยเว็บไซด์ เว็บเพจ และบริการบนเว็บที่ดำเนินการโดย Mic	rosoft หรือ
บริษัทสาขา (รวมเรียกว่า "เว็บไซต์และบริการ Windows Media")	
เว็บไซต์และบริการ Windows Media นี้นำเสนอให้คุณโดยมีเงื่อนไขว่าคุณยอมรับ โดยไม่ปรับเปลี่ยนข้	อกำหนด
เรื่อนไข และประกาศต่างๆ ที่มีอยู่ในที่นี้ การใช้เว็บไขต์และบริการ Windows Media แสดงว่าคุณยอมร้	ับข้อตกลง
ของคุณต่อข้อกำหนด เงื่อนไข และประกาศดังกล่าวทั้งหมด การใช้เว็บไซต์โดเว็บไซต์หนึ่งที่รวมอยู่ในเว็บไซต์	และบริการ
Windows Media อออเจ็บไปตอบข้อร่วงนอเพิ่มเติมซีสรบไว้ชี้อื่นใบข้อตอลหนี้ ("ข้อร่วงนอเพิ่มเติม")	~
	Exit

Figure 311: Closing the iThesis Add-in Update Window

iThesis Add-in version can be checked on the iThesis Panel window as shown in Figure 312 or on the Activate Window as shown in Figure 313.

iThe	sis Panel		- ×
Versi	on 1.3.0		
5911 Facul Maste	Thonueng Tods 21022 Ity of Arts er of Managem ure University		
4.95 G	B free of 5.00 GE		
	Revisions	Referen	ces
No.	File size	Date time	
1	75.90 KB	05/05/20 22:03:43	
2	75.22 KB	03/02/20 17:26:25	.
3	-	03/02/20 17:18:54	-
4	-	03/02/20 17:14:37	
5	-	04/12/19 17:06:24	
6	-	08/11/19 15:07:03	
7	110.05 KB	04/11/19 10:00:26	
8	405.35 KB 80.03 KB	01/10/19 16:30:36	
10	56.89 KB	16/09/19 11:08:22 16/09/19 10:45:12	
11	150.75 KB	13/09/19 10:45:14	
Do	wnload	Re	efresh

Figure 312: Checking iThesis Add-in Version on the iThesis Panel Window

	iThesis Version 1.3.0 Developed by The Project of T Standard Procedures of Thesis/Dissertation/Independe Management Framework & Imm	nt-Study Quality
38AS-hk	RX-rxzA-HDSG	Inactivat
Help		
Activate: Pr	e-Production iThesis Cloud/ไอทีลี	สกราว
	re is based on Academic Publish mpany Limited. Free to use only	

Figure 313: 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 314.

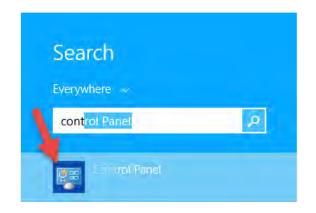


Figure 314: Control Panel Icon

2. Select Category view and click Programs as shown in Figure 315.

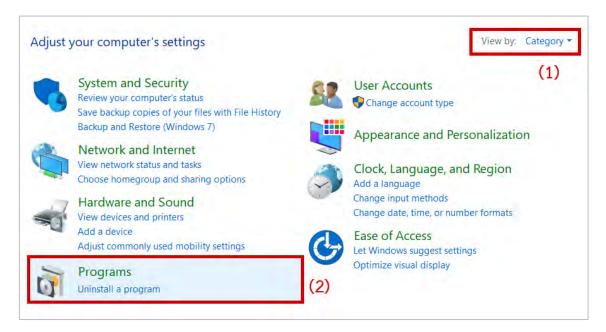


Figure 315: Control Panel window

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

🛐 Programs		_	Х
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\overline{ij}$ $\rightarrow$ Control Panel $\rightarrow$	Programs > V	Search Control Panel	٩
Control Panel Home System and Security Network and Internet Hardware and Sound • Programs User Accounts Appearance and Personalization Clock, Language, and Region Ease of Access	Programs and Features Uninstall a program   Turn Windows features on or off   View installed updates   Run programs made for previous versions of Windows   How to install a program Default Programs  Change default settings for media or devices   Make a file type always open in a specific point of the set your default programs	program	

Figure 316: 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 317 and click Uninstall as shown in Number 2 on Figure 317.

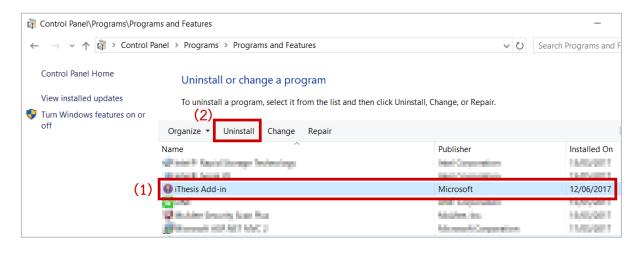


Figure 317: Uninstalling iThesis - method 1

4.2. Right-click on iThesis Add-in as shown in Number 1 on Figure 318 and click Uninstall as shown in Number 2 on Figure 318.

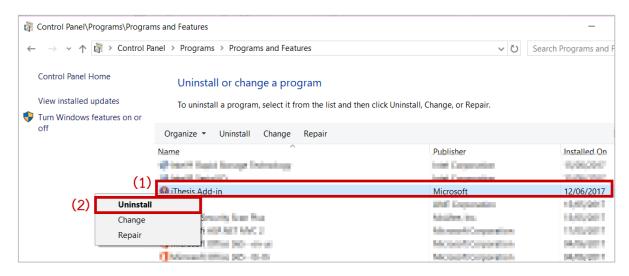


Figure 318: Uninstalling iThesis - method 2

# 4. iThesis Web Add-in

### 4.1 Installation of iThesis Web Add-in

- 1. Open Microsoft Word and select the insert tab
- 2. Select "Get Add-ins"

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Figure 319: How to download the iThesis Web Add-in via Microsoft Office Store (1)

- 3. Search the word "iThesis"
- 4. Click Add
- 5. Click Continue

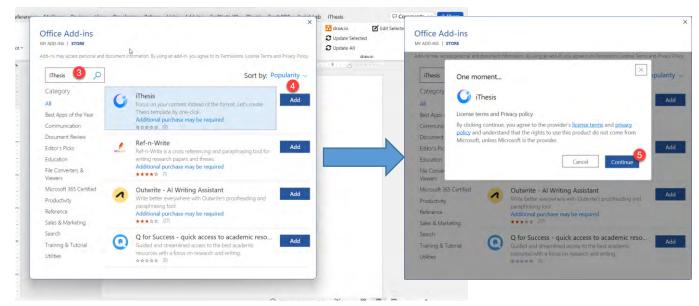


Figure 320: How to download the iThesis Web Add-in via Microsoft Office Store (2)

6. The iThesis tab will appear on the toolbar and there will be tooltip point the location of iThesis Web Add-in.

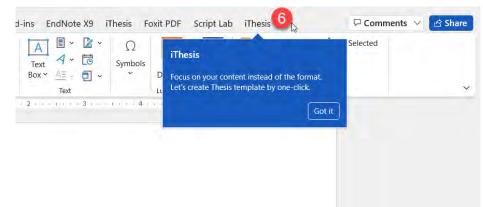


Figure 321: Tooltip that point the location of iThesis Web Add-in after installation

7. Click the icon iThesis, the window will appear on the right hand side.

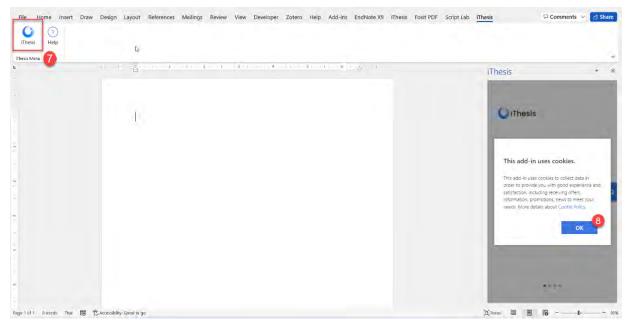


Figure 322: Consent on cookie policy of iThesis Web Add-in (personal data will not collect)

8. Click OK to consent the cookie policy (the add-in cannot use if not consent the cookie policy.)

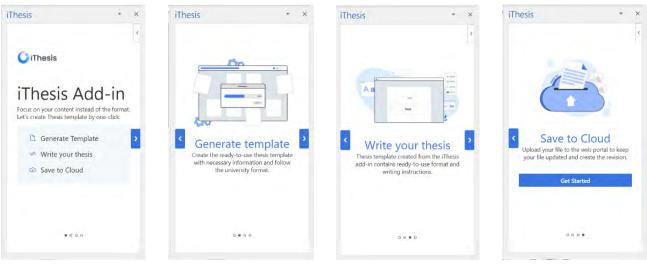
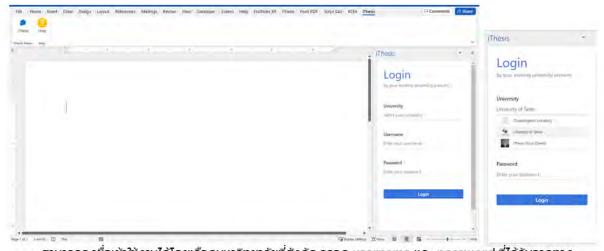


Figure 323: App tour for iThesis Web Add-in

### 4.2 Login Page



 สามารถลงชื่อเข้าใช้งานได้โดยเลือกมหาวิทยาลัยที่สังกัด กรอก username และ password ที่ได้รับจากทาง มหาวิทยาลัย

Figure 324: How to login to the iThesis Web Add-in

### 4.3 Adjust the page before Generate template

- 1. Go to Layout
- 2. Paper size: A4
- 3. Adjust the margins as follows: left 1.5 inches (3.81 cm), top 1.5 inches (3.81 cm), right 1 inch (2.54 cm), and bottom 1 inch (2.54 cm).
- 4. Generate Template

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			9	Save to Cloud		

Figure 325: How to adjust the paper size and page margin via iThesis Web Add-in

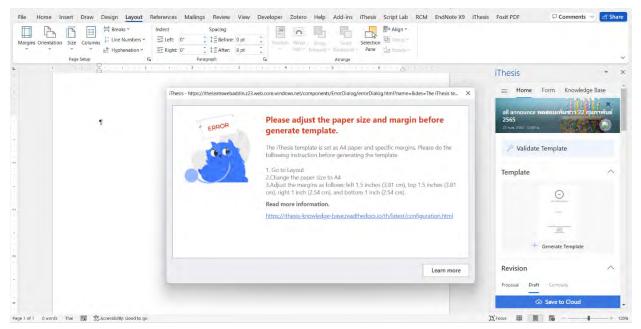


Figure 326: Error window of wrong paper size and margin

## 4.4 Generate Template

It need to start with generating the template on blank document. After that, type the content on this file, or you can write thesis on another file and then move your content to this file.

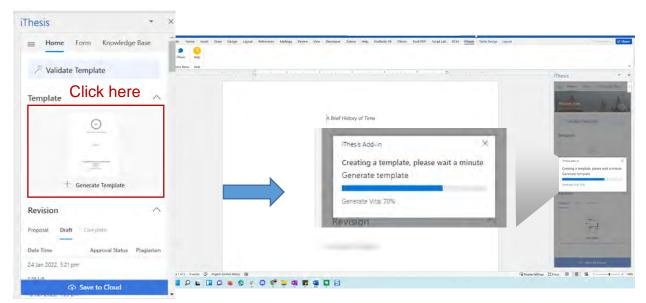


Figure 327: Generate template in-progress

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Figure 328: Thesis template generated via iThesis Web Add-in

#### 4.5 Thesis language setup

Go to form and the thesis language can be selected. After save, the system will automatically generate the template to update the format of thesis template.

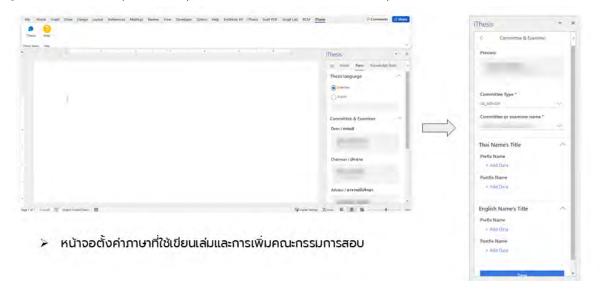


Figure 329: การตั้งค่าภาษาที่ใช้เขียนเล่มวิทยานิพนธ์

#### 4.6 How to add the committee via iThesis Web Add-in

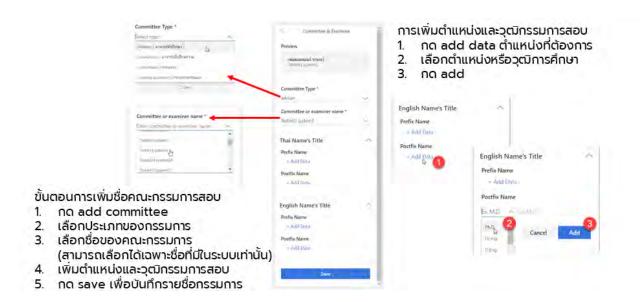
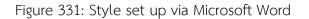


Figure 330: Add/delete/edit the list of committees via iThesis Web Add-in

#### 4.7 Style adjustment

The font and paragraph style can be modified directly on Microsoft Word Style. Go to styles, Right click at the style need to modify, select modify, then you can edit the style as you need.

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-			Pormat •	OK



### 4.8 Update and revert thesis information

When the data in content box is edited, the iThesis Window will appear the red letter to inform that the data on the web portal did not match with the document. It need to edit to be same of both web portal and document.

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		Template
	Mr.Chonlawit Thongthip	
		Save to Cloud

Figure 332: The data on the web portal did not match with the document

### 4.9 Validate Template

Press validate template to check or validate the thesis format before save to cloud, the system will show some list that need to update.

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		- Germante	Template		
	Mr.Chonlawie Thonschip	Revision Proposal Draft concer			
		G Save to	Cloud		

Figure 333: Validation of template on iThesis Web Add-in

When the list was clicked, the system will compare data and show the comparison window. If you want to update the data from document to the web portal, click Update. Or click revert to resume the data from web portal to be shown on the document.

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	Cocument Thesis name english 31 words A Binef History of Fime Time Test of	Web Portal Thesis name english 23 words A Brief History of Time	Data on web portal did not mate document. 2 issues Thesis name english Abstract content that	h with a

Figure 334: Comparison of data on document and web portal after validate template on iThesis Web Add-in

## 4.10 Save to Cloud

- $\blacktriangleright$  Click save to cloud if you need to upload the template to the iThesis Web Portal
- The window contains list of thesis data will appear. If the data of both source are matched, it can be save to cloud.

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esis Menu Help	IThesis - https://ithesiswebaddin.z23.web.core.windows.net/components/previewSavetoCloud/previewSavetoCloud.html?items=[["contX	
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Figure 335: List of thesis data on the web portal that need to check before save to cloud

If the data in document and that in the web portal are not matched, it cannot be uploaded to the iThesis Web Portal. After click cancel, the system will automatically regenerate the template to update the data to be matched with the data on the web portal.

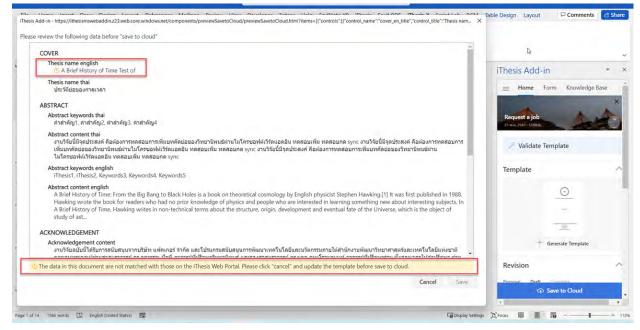


Figure 336: In case of the data are not matched, it cannot be save to cloud.

### 4.11 Download the thesis revision

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Figure 337: How to download the thesis revision from iThesis Web Add-in

## 4.12 Connect to Knowledge Base

User can search the article from the knowledge base menu. The list of article will be appeared after typing some words. The article topic can be clicked to go to the knowledge base website. However, it is only applied for the new knowledge base.

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•	W.Chonlawit Thongthip	See all Knowledge Base →

Figure 338: How to search the article via knowledge base menu

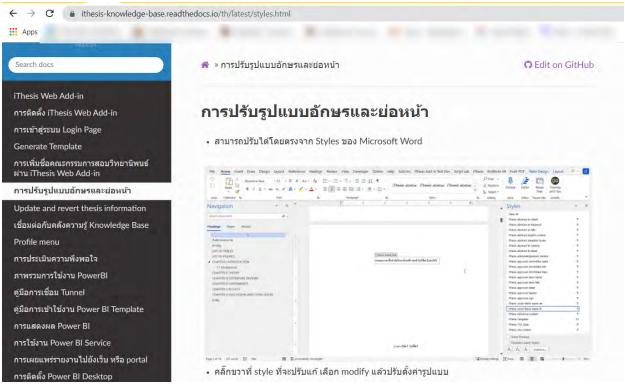


Figure 339: Knowledge base connected to the iThesis Web Add-in

### 4.13 Evaluation form

The evaluation form will be appeared when perform the operation for 3 times.

- Generate template
- Validate template
- Save to cloud

The score can be 0 - 5. If the score is 0 - 4, there will be the comment box appeared.

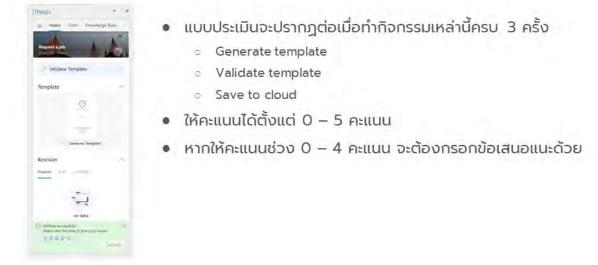


Figure 340: Screen of iThesis Web Add-in when the evaluation form appeared

## 5. 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.

## 5.1 Install EndNote

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

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

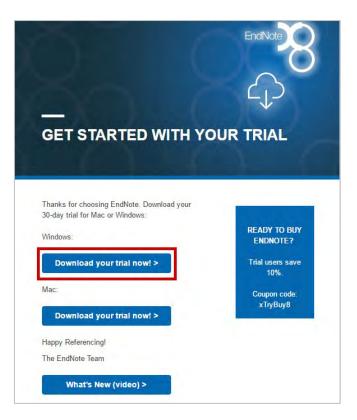


Figure 341: Register for a download e-mail on EndNote website

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Figure 342: EndNote installer file

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

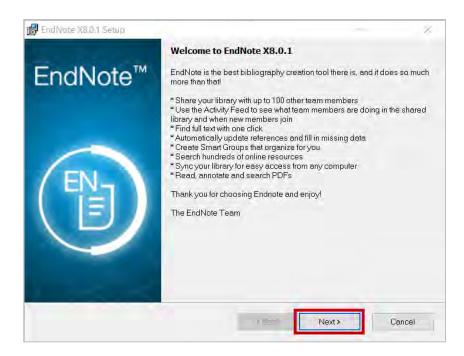


Figure 343: EndNote installation screen

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 344: Select Installation screen

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

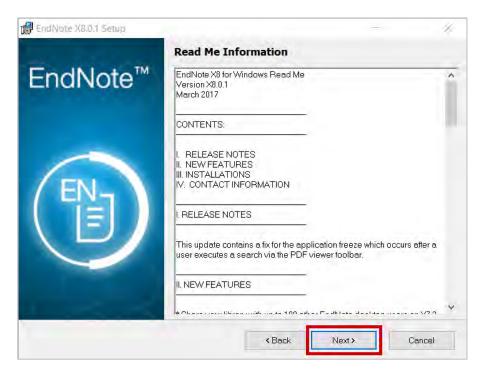


Figure 345: Read Information screen

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



Figure 346: Demo License Agreement screen

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



Figure 347: Select Installation Type screen

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

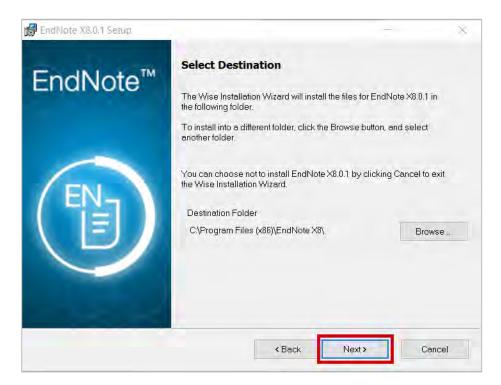


Figure 348: Select Destination screen

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



Figure 349: Ready to Install the Application screen

9. 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 350: File in Use notification screen

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

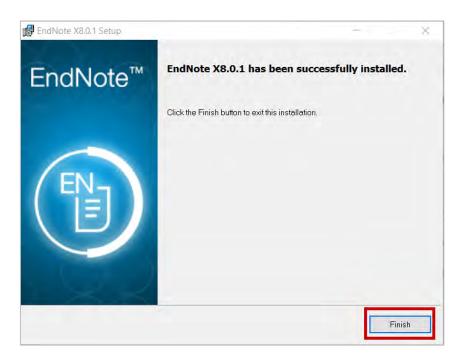


Figure 351: Successful installation screen

11. Check for the installed program by searching for EndNote on your computer as shown in Figure 352 or by opening Microsoft Word and checking for the EndNote Add-in as shown in Figure 353.

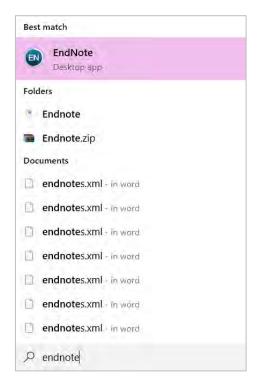


Figure 352: Searching for EndNote

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Figure 353: EndNote toolbar on Microsoft Word

### 5.2 Using EndNote

#### 5.2.1 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;

 When opening the program for the first time, users will need to create and save a library file (.enl) as shown in Figure 354.

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🗢 OneDrive 🗸 🗸	<				
File name: My Er	ndNote Library				_
Save as type: EndNo	ote Library (*.enl)				

#### Figure 354: Creating a library

2. Create a reference by clicking New Reference as shown in Figure 355.

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My Library		• @ Author	New Reference (Ctrl+N)	Rating	Journal	Last Updated
All References	(0)		Add a new reference to the selected group.			
Configure Sync						
S Recently Added	(0)					
📑 Unfiled	(0)					
🔟 Trash	(0)					
My Groups						
Find Full Text						

Figure 355: Creating a new reference

3. 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 356.

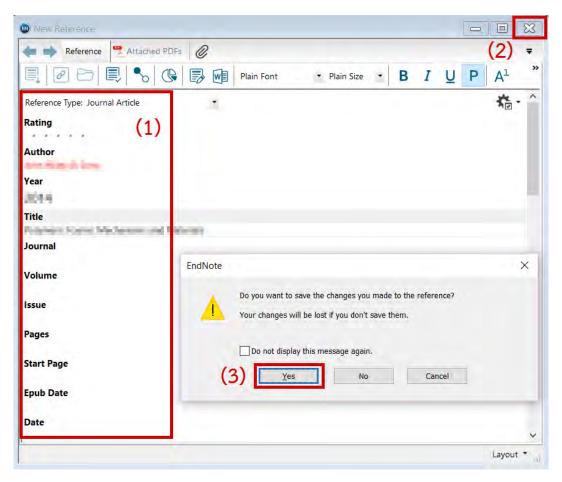


Figure 356: Saving a reference

## 5.2.2 Insert Citation

1. Place the cursor at a designated place to insert a citation as shown in Figure 357.

พอลิเมอร์สังเคราะห์ในปัจจุบันมีการประยุกต์ใช้ในอุตสาหกรรมเกือบทุกชนิด พอลิเมอร์มีการใช้ในการยึดเกาะและ การหล่อลื่นอย่างกว้างขวาง เช่นเดียวกับการใช้เป็นโครงสร้างตั้งแต่ของเด็กเล่นจนถึงยานอวกาศ มีการใช้เป็นยา ทางชีวภาพในฐานะเป็นตัวขนส่งยาในสิ่งมีชีวิต พอลิเมอร์เช่น พอลิ เมทูิล เมทาคริเลต ที่ใช้ในกระบวนการโฟโตเร ซิสในอุตสาหกรรมกึ่งตัวนำ และสารไดอิเล็กทริกโปแทสเซียมต่ำสำหรับใช้ในคอมพิวเตอร์สมรรถนะสูง ปัจจุบันยัง มีการพัฒนาพอลิเมอร์ที่ยืดหยุ่นได้สำหรับอิเล็กทรอนิกส์

## Figure 357: Inserting a citation

2. Select the reference to be used on the EndNote program as shown in Figure 358.

My Library		Q Author	Year Title		Reference Preview 🗒 🖉 4 🕨	-
All References	(1)	<ul> <li>Antoineus a fai</li> </ul>	2014 Polyn	neric Foams: Mechanisms and	<b>恭</b> -	» /
Configure Sync Recently Added Unfiled	(1) (1) (0)			1	Rating	
<ul> <li>My Groups</li> <li>Find Full Text</li> </ul>					Year 2014 Title Polymeric Foams: Mechanisms and Materials	
					Journal Volume Issue	
		¢		\$	Pages Start Page	

Figure 358: 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 359.

File	Home	Insert	Draw	Design	Layout	References	Mailings	Review	View	EndNote X8	iThesis	A
Insert Citation	Go to I Edit & Ge Edit Lit	Manage C	litation(s)	L; Upd		and Bibliogra and Bibliogra	ohy 🖽 l	Categorize R nstant Form	eferences atting is O	(1) <sup>(1)</sup> Export ff * ∓Prefer ∂ Help	to EndNot ences	te -
EE Ins	ert <u>C</u> itation					Bibliog	graphy	-			Tools	
En Ins	ert Selected	Citation(s	) (3	)-	×		(2 ( ) ) ]	· · · Å· · ·	1 • 1 • 2	3 4 .	1 - 5 - 1 -	6 · · ·
	ert <u>N</u> ote ert <u>F</u> igure			Q			-					

Figure 359: Adding references from EndNote

4. The citation will appear in the content as shown as in Figure 360 and in the references at the end of the research document as shown in the Figure 361.

พอลิเมอร์สังเคราะห์[1] ในปัจจุบันมีการประยุกต์ใช้ในอุตสาหกรรมเกือบทุกชนิด พอลิเมอร์มีการใช้ในการยึดเกาะ และการหล่อลื่นอย่างกว่างขวาง เช่นเดียวกับการใช้เป็นโครงสร้างตั้งแต่ของเด็กเล่นจนถึงยานอวกาศ มีการใช้เป็น ยาทางชีวภาพในฐานะเป็นตัวขนส่งยาในสิ่งมีชีวิต พอลิเมอร์เช่น พอลิ เมทูิสู เมทาคริเลต ที่ใช้ในกระบวนการโฟ โต<u>เรซิส</u>ในอุตสาหกรรมกึ่งตัวนำ และสารไดอิเล็กทริกโป<u>แทสเ</u>ชียมต่ำสำหรับใช้ในคอมพิวเตอร์สมรรถนะสูง ปัจจุบันยังมีการพัฒนาพอลิเมอร์ที่ยืดหยุ่นได้สำหรับอิเล็กทรอนิกส์

Figure 360: Content after adding a citation

Long, Polymeric Foams: Mechanisms and Materials. 2014.

1.

# Figure 361: 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.

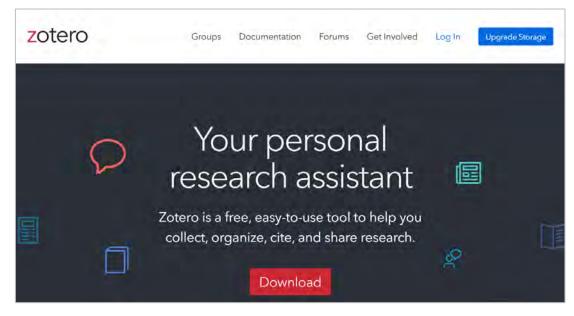
## 6. Zotero

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.

## 6.1 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

Figure 362: Zotero website

 cotero
 Groups
 Documentation
 Forums
 Get Involved
 Log in Cogenet Scorage

 Image: Content of the properties of

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

Figure 363: Login on Zotero web portal

3. Click Register for a free account.

zotero		_
R	egister for a free account Forgot your password?	
	Login	
	Username or Email	
	Password	
	🗆 Remember Me	
	Keep me signed in	
	Login to Zotero	

Figure 364: 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.

ıps People	Documentation Forums Get Involved
	Register
Register fo	r a free account + Log in to your account + Forgot your pass
few mor	haven't already created a Zotero account, please take nents to register now. It's a <b>free</b> way to sync and acc rary from anywhere, and it lets you join groups and b up all your attached files.
	Username 1
	https://www.zotero.org/ <username></username>
	Email 2
	Confirm Email
	Password 4
	Verify Password 5
	I'm not a robot

Figure 365: Filling the register form

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



Figure 366: Zotero registration confirmation email (1)

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

2	Zotero <do-not-reply@zotero.org> 3:44 PM (0 minutes ago) 🔥 🔦</do-not-reply@zotero.org>	
-	to me 🔻	
	Thanks for signing up for a zotero.org account! Please confirm your email	
	Thanks for signing up for a <u>zotero.org</u> account! Please confirm your email address by clicking on the following link or pasting it into your browser:	
		-
	address by clicking on the following link or pasting it into your browser:	
	address by clicking on the following link or pasting it into your browser:	

Figure 367: 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.

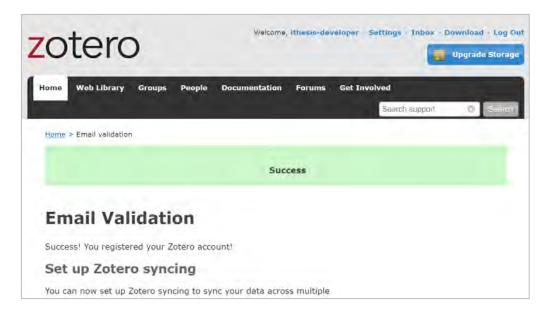


Figure 368: Zotero e-mail validation information display

### 6.2 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.

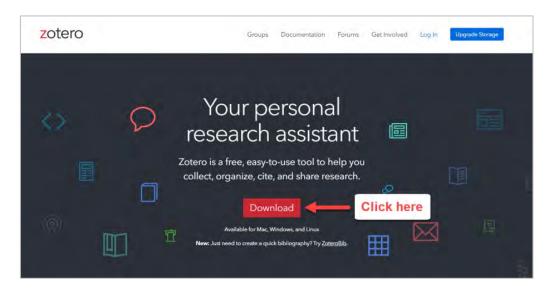


Figure 369: Download to install Zotero

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

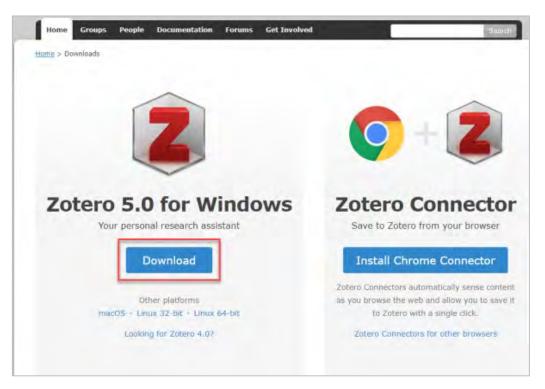


Figure 370: Download Zotero 5.0 for Windows

4. 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 371: Zotero download status

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

34% Extracting	X
	Cancel

Figure 372: Window showing the download extraction status

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



Figure 373: Zotero Setup window (1)

8. Click Standard, then click the Next button.

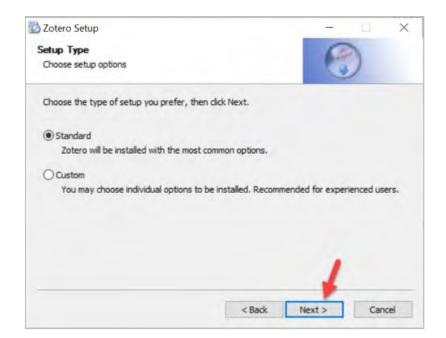


Figure 374: Zotero Setup window (2)

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

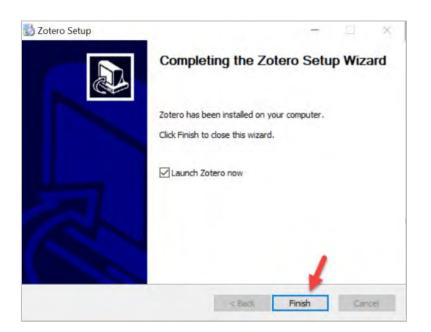


Figure 375: Zotero Setup window (3)

# 6.3 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;

# 6.3.1 Import data manually (Manual Input)

- 1. Open Zotero program.
- 2. Click the "+" button to add a new item as shown in Number 1 on Figure 376.
- 3. Select the type of articles you want to add as a reference as shown in number 2 on Figure 351.

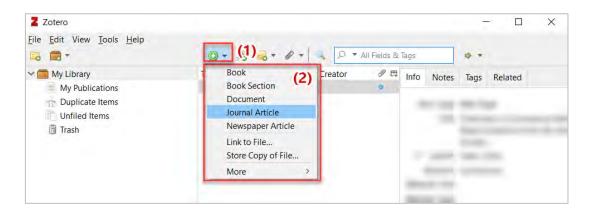


Figure 376: Selecting the type of article for adding a reference

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

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🛩 🧰 My Library	Title	Creator 🥒 🖽	Info Notes Tags Related	
My Publications	2		-	
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🗋 Unfiled Items 🗊 Trash			Title ชื่อหนังสือที่ต้องการ	
			1.1	
			<ul> <li>Author iThesis, T</li> </ul>	1 8
			<ul> <li>Author iThesis, S</li> </ul>	• •
			Abstract	
			Series	
			Series Number	
			Volume	
No tags to display			# of Volumes	
			Edition	
			Place	
			Publisher	
			Date	

Figure 377: Specifying the required information for the reference

#### 6.3.2 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 in , which when clicked will run Zotero program as shown in Figure 378.

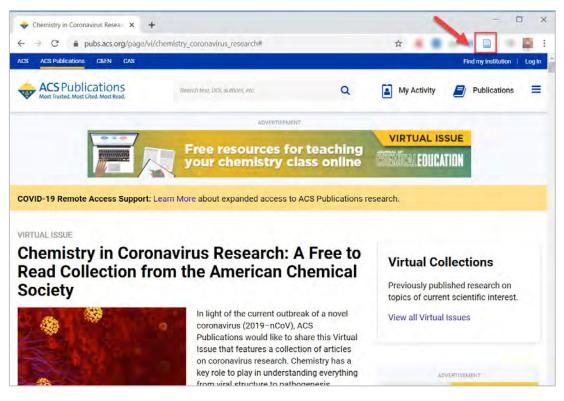


Figure 378: Document icon on Chrome Browser screen

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

🔶 Chemistry in Coronavirus Reseau 🗙 🕂				-		×
← → C 🔒 pubs.acs.org/page/vi,	/chemistry_coronavirus_research#		☆ 📕 🖷			E.
ACS ACS Publications C&EN CAS				Find my institu	tion L	oa In
ACS Publications Most Trusted. Most Cited. Most Read.	Search text, DOI, authors, etc.	Q	Saving to My Library	us Research: A Free	to Read	-
	ADVERTISEMEN	T				

Figure 379: 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.

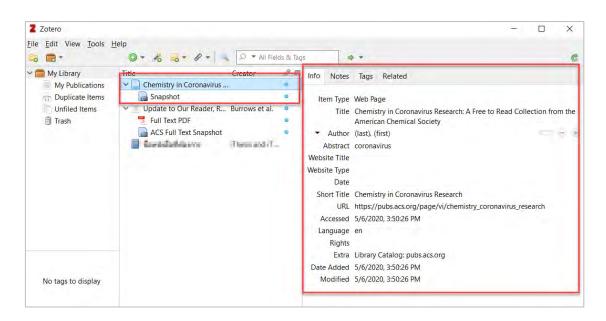


Figure 380: Reference information imported directly to Zotero

#### 6.3.3 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.

Google Sc	noiai
Corona	Q
Corona coronary artery disease coronary heart disease coronavirus coronary arteries coronary artery bypass grafting coronary angiography coronary angioplasty coronary atherosclerosis coronary artery bypass surgery	×

Figure 381: Searching for a related article using Google Scholar

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

◆ Corona - Google Scholar × +	~	- 🗆 🗙
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Corona discharge processes JS Chang, PA Lawless IEEE Transactions on, 1991 - ieeexplore.ieee.org Applications of corona discharge induced plasmas and unipolar ions are reviewed. Corona process applications emphasize one of two aspects of the discharge: the ions produced or the energetic electrons producing the plasma. The ion identities depend on the polarity of 🛠 ຍູງ ຄ້າຈໂລຍ1071 ມາທລາມນຳໂຄ້ຍາມ້ຄວ ທັ້ຈແມຄ 8 ລມັນ	[PDF] psu.edu	

Figure 382: 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.

Zotero Item Selector	-		$\times$
Select which items you'd like to add to your library:			
Corona discharge processes [IHTML][HTML] Dynamics of the quiescent solar corona [HTML][HTML] Nanoflares and the solar X-ray corona [IHTML][HTML] Nanoflares and the solar X-ray corona [Imtivity and the corona of high-voltage transmission lines [IPDF][PDF] Corona of magnetars [Imtivity and the corona [Imtivity and the corona] [Im			
[หนังสือ][B] The solar corona   [PDF][PDF] Structure of the solar corona   Alfvén waves in the solar corona   [หนังสือ][B] A guide to the solar corona			
Select All Deselect All		Cancel	OK

Figure 383: 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.

Zotero							-	×
Eile Edit View Tools E	eep ◎ + <i>⊀</i>	) 🔻 All Field:	s & Tags		¢ •			C
✓	Title Creato	r 🤊	🛱 Inf	o Notes	Tags	Related		
My Publications Duplicate Items Unfiled Items Trash	Corona discharge proc Chang Corona of magnetars Belobo Corona performance o Maruva Nanoflares and the sol Parker Solar activity and the c Low	rodo 🍳		<ul> <li>Author</li> <li>Author</li> <li>Author</li> <li>Author</li> <li>Author</li> <li>Author</li> <li>Abstract</li> <li>Publication</li> <li>Volume</li> <li>Issue</li> <li>Pages</li> </ul>	Coror Chang Lawle Yama IEEE T 19 6 1152- 1991	na discharge processes g, JS. ess, Phil A. moto, Toshiaki Iransactions on plasma sciene	ce	L L L

Figure 384: Reference information imported from Google Scholar to Zotero

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# 6.4 Manage References with Zotero

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

### 6.4.1 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.
- 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 383.

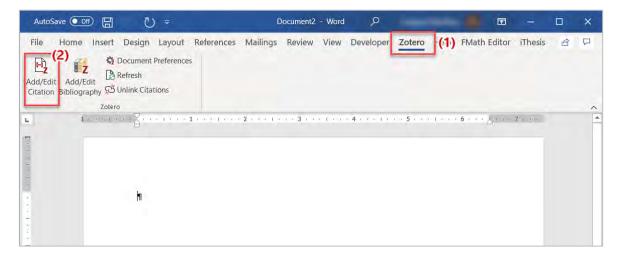


Figure 385: Clicking Zotero tab on the Microsoft Word menu bar

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

Zotero - Document Preferences X
Citation Style:
American Chemical Society
American Medical Association 11th edition
American Political Science Association
American Psychological Association 7th edition
American Sociological Association 6th edition
Chicago Manual of Style 17th edition (author-date)
Chicago Manual of Style 17th edition (full note)
Chicago Manual of Style 17th edition (note)
Manage Styles
Language: English (US)
Display Citations As:
Footnotes     Cendnotes
Store Citations as:
Fields (recommended)
Fields cannot be shared with LibreOffice.
The document must be saved as .doc or .docx.
OBookmarks
Bookmarks can be shared between Word and LibreOffice, but may cause errors if accidentally modified and cannot be inserted into footnotes.
The document must be saved as .doc or .docx.
Automatically update citations Disabling updates can speed up citation insertion in large documents. Click Refresh to update citations manually.
OK Cancel <u>H</u> elp

Figure 386: 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.

AutoSave 💽 🕅 🗐 🌱 👘 🗧	Do	ocument2 - Word	Q						
File Home Insert Design Layout	References Mailings	Review View	Developer	Zotero	Help	FMath Editor	iThesis	ß	Þ
Zotero		~						_	^
My Library Corona of magne Beloborodov and Ti Corona discharge Chang et al. (1991) Solar activity and Low (1996), Solar A Corona performa Maruvada (2000), F Nanoflares and th	tars nompson (2007), The Ast , IEEE Transactions on pi	t <i>rophysical Journ</i> <i>olasma science</i> , 1 65. <b>ansmission lin</b> aldock, Herfordsl	<i>nal,</i> 657(2), 9 9(6), 1152–1 <b>es</b>	57. 166.					

Figure 387: Searching for a reference

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

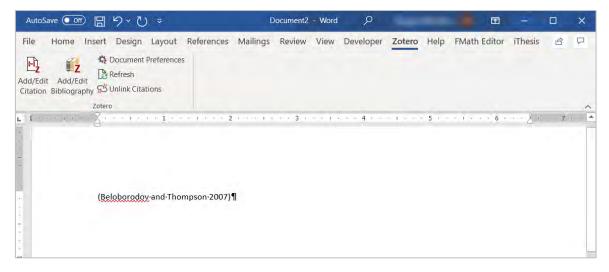


Figure 388: Inserted citation on a document

#### 6.4.2 Delete a reference

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

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ile Edit View Tools <u>F</u>	Help	💑 🔹 🖉 🔹 🔍 🔎 💌 All Fields & Tags		C
My Library	Title	Creator Info Notes Tags Related		
My Publications Duplicate Items Unfiled Items	Corona	discharge View PDF View Online View Snapshot Show File Add Note Add Attachment		
		Export Item     Create Bibliography from Item     Generate Report from Item		

Figure 389: 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.

Move to	o Trash X
?	Are you sure you want to move the selected item to the Trash?
	OK Cancel

Figure 390: Notification message before deleting a citation

# 6.4.3 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.

Z Zotero <u>File Edit View Tools H</u>		Q - All Fields & Tac	-	ð •	- 0	×
My Library My Publications Duplicate Items Unfiled Items	O + A B + P + Title ☐ Corona discharge proc.	Creator 2 m	nfo Notes Item Type	Tags Related Journal Article Corona discharge processes		C
			<ul> <li>Author</li> <li>Author</li> <li>Abstract</li> </ul>	Chang, JS. Lawless, Phil A. Yamamoto, Toshiaki		0 0 0

Figure 391: Editing reference information