

# MIS User Manual for Research Study Advisors

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## 1. First page

Advisors have to firstly to the GRAD MIS at <http://mfugradmis.mfu.ac.th> or enter from Office of the Postgraduate Studies' website at <http://postgrads.mfu.ac.th>

The first page appeared is the Academic calendar.

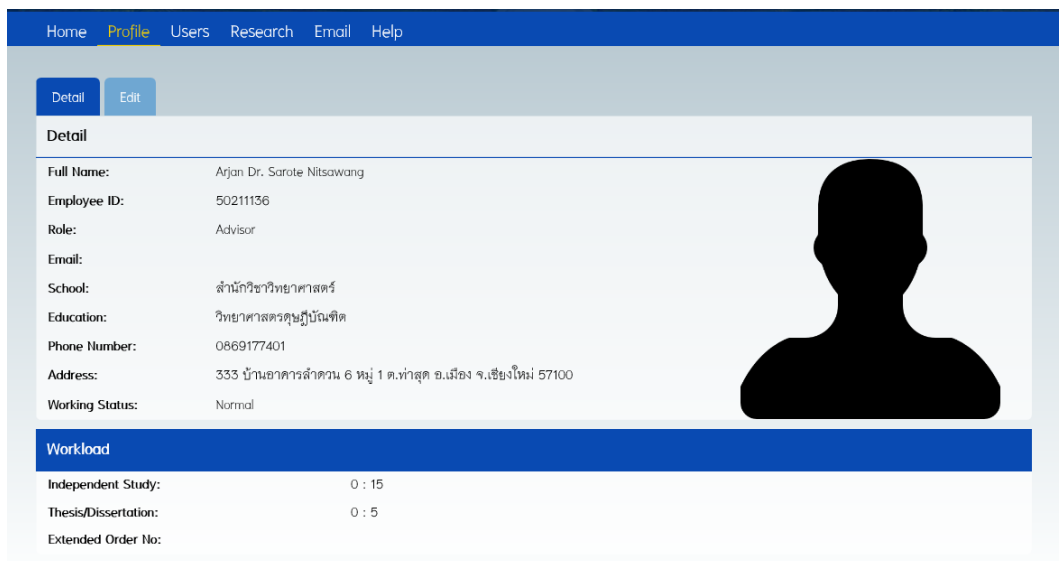
The screenshot shows the website header for the Office of the Postgraduate Studies at Mae Fah Luang University. It includes a logo, the university name in Thai, and navigation links for English and Thai. Below the header is a login form with fields for Username and Password, and buttons for Login and Forgot Password. The main content area features an 'ANNOUNCEMENT' section with instructions for login and a 'News' section. A red callout box labeled 'Academic Calendar' points to a link in the news section titled 'Calendar for Two-Semestered Curriculum: Se...'. Below the announcement and news sections are several buttons for user manuals and system information.

## 2. Enter the GRAD MIS system

If you have already registered, go to the menu and enter your user name and password.

This is a close-up view of the login form. It shows the 'Username' and 'Password' input fields, which are circled in red. To the right of these fields are buttons for 'Login' and 'Forgot Password'. The header of the page is also visible, showing the university name and language options.

The profile will appear.



Detail	
Full Name:	Arjan Dr. Sarote Nitsawang
Employee ID:	50211136
Role:	Advisor
Email:	
School:	สำนักวิชาวิทยาศาสตร์
Education:	วิทยาศาสตร์คอมพิวเตอร์บัณฑิต
Phone Number:	0869177401
Address:	333 บ้านอาคารลำดับ 6 หมู่ 1 ต.ท่าสุต อ.เมือง จ.เชียงใหม่ 57100
Working Status:	Normal

Workload	
Independent Study:	0 : 15
Thesis/Dissertation:	0 : 5
Extended Order No:	

### 3. Change of Student's Research Topic

If you want to make a change of your student's research topic, select "Research Studies", the page will appear the lists of your students' research. Select the research topic that you want to make a change, now the page will lead to the next page that you can change the topics (both Thai and English). If you want to confirm the new topic, press "save" on the bottom right. This topic can be changed only before the Proposal exam, after that the system will not allow of this change.

**You can change the exam request details that students fill in the system as follow:**

- Change of exam date. Press "exam date", the calendar will pop out so you can manage the date.
- Change of exam time. Press "exam time", the clock will pop out so you can manage the time.
- Exam Place. Press "exam place", then type in the new place.
- To change details of exam committee that have filled in by your advisee.

Go to menu "Research Studies", then select the research topic that you want to make a change.

Then select menu "Change", the exam details will appear on the next page. You can do followings;

- Addition of examiner

Firstly type in name that you want to add, then select "add" on the bottom right. The new examiner will appear in the blue frame. Press "Save" to record the change.

- Removal of examiner

To remove any examiner in the proposed list, just click "delete" at the end of the selected name.

Press "Save" to record the change.

Home Profile Users **Research** Email Help

Research Profile
Edit

**Research Profile ( MISS AMELIA SAFITRI )**

**Research Title (Thai):**  

Ω
I
x²
x<sub>2</sub>

ผลของรังสีγและกรดอะบไซซิกต่อคุณภาพการสุกและปริมาณสารออกฤทธิ์สำคัญในผลมะม่วงพันธุ์น้ำดอกไม้

**Research Title (English):**  

Ω
I
x²
x<sub>2</sub>

EFFECTS OF UV-C IRRADIATION AND ABSICISIC ACID ON RIPENING QUALITY AND BIOACTIVE COMPOUNDS IN MANGO (MANGIFERA INDICA) CV NAM DOK MAI

\*\*\*Please make a new line-up if research title in DGC form disappear.\*\*\*

**Research Status:**  
 Proposal  
**Approve Date:**

**Research Process:**  
 Waiting for advisor approval

**Proposal Exam (Round : 1)**

**Exam Date:**

**Exam Time:**

**Exam Place:**

**Exam Committee**

Name	Level	Delete
Arjan Dr. Matchima Naradison	Chief Committee	Delete
Assistant Professor Dr. Suthiwal Setha	Examiner	Delete
Assistant Professor Dr. Theerapong Theppakorn	Examiner	Delete

**Name:**

**Level:**

**Adviser Comment**

Name	Round	Date	Comment	Approval
Adviser Comment				Approval

\*\*\*Please leave this box empty, if you don't want comment this time.\*\*\*

**4. Approval of Proposal exam.** (You will receive a notification e-mail from the system so after receiving the mail, you can log in and see the request)

4.1 Log in to the GRAD MIS system and he menu bar “Research” as shown.

Student ID	Full Name	Education	Title	Appovement	Advisor Status	Progress
6051203277	MISSAJCHARA POOWAPITTAYANON	Master's Degree	THE FORTUNE TELLING BEHAVIOR OF CHIANG RAI PEOPLE	Advisor Comment	Main Advisor	Proposal 1
6051203275	MISSAPINYA SONBARLEE	Master's Degree	RELATIONSHIP MARKETING AND CUSTOMER SATISFACTION: THE CASE OF TOURISM FIRMS' CUSTOMERS	Advisor Comment	Main Advisor	Proposal 1
6051203274	MR.SANTIPHAP SRINIMITUDOM	Master's Degree	RELATIONSHIP BETWEEN STRESS LEVEL AND TYPE OF HOROSCOPE	Advisor Comment	Main Advisor	Proposal 1
6051203271	MISSWARUNYUPA ATSAWAKOWITPONG	Master's Degree	CAN ONLINE RESTAURANT REVIEWS BE MORE HELPFUL? INVESTIGATING PRODUCT QUALITY, SERVICE QUALITY, AND CUSTOMER SATISFACTION	Advisor Comment	Main Advisor	Proposal 1
6051203269	MISSRUCHANEewan PHONJARERN	Master's Degree	INFLUENCES OF SOCIAL MEDIA ON COSMETIC BRANDING OF CONSUMERS IN CHIANG RAI	Advisor Comment	Main Advisor	Proposal 1

Student ID	Full Name	Education	Title	Advisor Status	Progress
No Search Data Is Available.					

4.2 To record your opinion for the exam request. If you have already “saved” your opinion, this information cannot be changed. You need to “Advisor Comment” then tick “approve” for saving your decision. On the approval menu bar, if you choose your decision without selecting “Appovement”, the system will not save this information.

Home Profile Users **Research** Email Help

Research Profile Edit

Research Profile ( MISS JIRAPORN RAIPUTTA )

Research Title (Thai):

ผลกระทบที่มีถึงกับประเทศไทยที่ช่วยกับบรรจุภัณฑ์ที่ออกคุณภาพและอายุการเก็บรักษาสินค้าประเภทผลไม้สด

Research Title (English):

EFFECT OF ELECTROLYZED WATER COMBINED WITH PACKAGING ON QUALITY AND STORAGE LIFE OF FRESH-CUT PINEAPPLE CV. 'PHULAE'

\*\*\*Please make a new line-up if research title in DGC form disappear\*\*\*

Research Status: Proposal  
 Research Process: Waiting for advisor approval

Approve Date:

Proposal Exam (Round : 1)

Exam Date: 20-12-2010  
 Exam Time: 13:00  
 Exam Place: E1-318

**Exam Committee**

Name	Level	
Arjan Dr. Matchima Naradison	Chief Committee	Delete
Assistant Professor Dr. Phunsiri Sutthiluk	Examiner	Delete
Assistant Professor Dr. Sutthiwal Setha	Co-advisor	Delete

Name:  Level:

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**Advisor Comment**

Name	Round	Date	Comment	Approvement
good				<input checked="" type="checkbox"/> approve <input type="checkbox"/> cancel

\*\*\*Please leave this box empty, if you don't want comment this time.\*\*\*

**5. Approval of the Defense Exam request.** (The system will send you a notification email so after receiving the mail, you can log in and see the request)

5.1 Login to the GRAD MIS system and select “Research”. The page will show the name list of students requesting for exam. Click at the Advisor comment.

Home Profile Users **Research** Publish Email

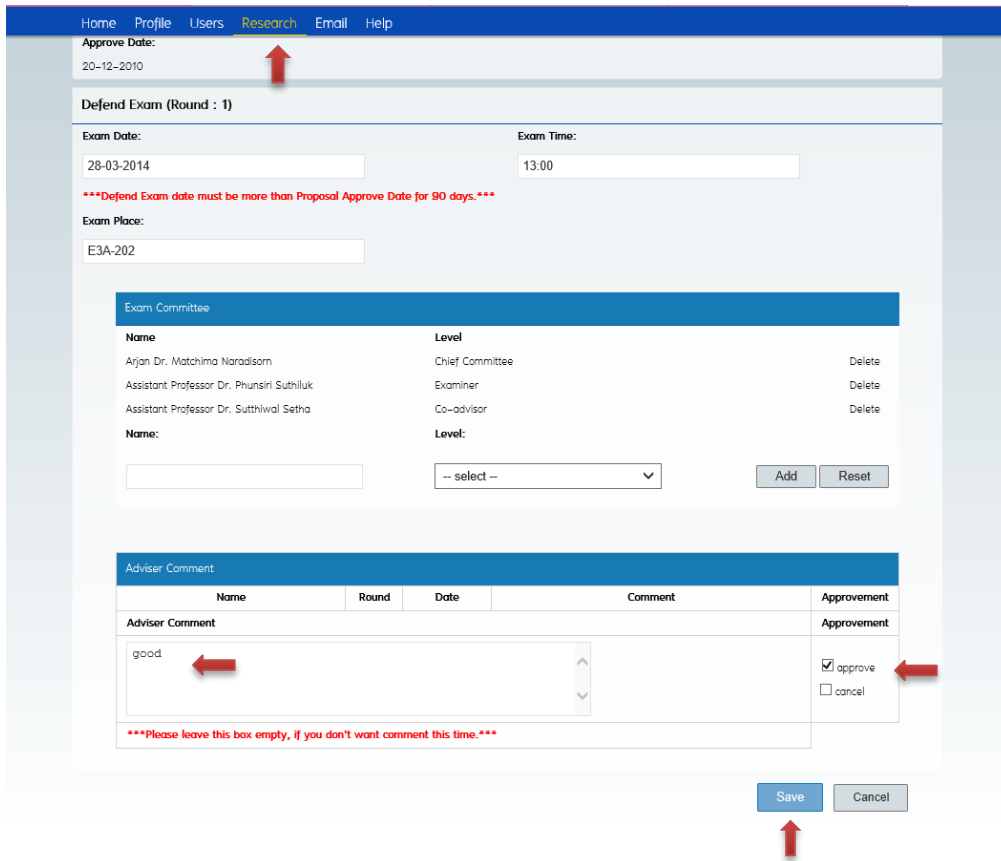
Research

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Student ID	Full Name	Education	Title	Approvement	Advisor Status	Progress
6051203277	MISSAJCHARA POOWAPITTAYANON	Master's Degree	THE FORTUNE TELLING BEHAVIOR OF CHIANG RAI PEOPLE	Advisor Comment	Main Advisor	Proposal 1
6051203275	MISSAPINYA SONBARLEE	Master's Degree	RELATIONSHIP MARKETING AND CUSTOMER SATISFACTION: THE CASE OF TOURISM FIRMS' CUSTOMERS	Advisor Comment	Main Advisor	Proposal 1
6051203274	MR.SANTIPHAP SRINIMITUDOM	Master's Degree	RELATIONSHIP BETWEEN STRESS LEVEL AND TYPE OF HOROSCOPE	Advisor Comment	Main Advisor	Proposal 1
6051203271	MISSWARUNYUPA ATSAWAKOWITPONG	Master's Degree	CAN ONLINE RESTAURANT REVIEWS BE MORE HELPFUL? INVESTIGATING PRODUCT QUALITY, SERVICE QUALITY, AND CUSTOMER SATISFACTION	Advisor Comment	Main Advisor	Proposal 1
6051203269	MISSRUCHANEewan PHONJARERN	Master's Degree	INFLUENCES OF SOCIAL MEDIA ON COSMETIC BRANDING OF CONSUMERS IN CHIANG RAI	Advisor Comment	Main Advisor	Proposal 1

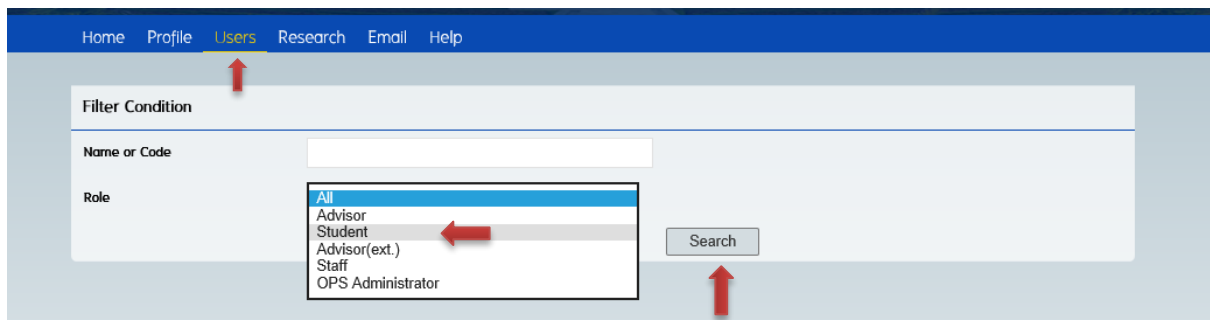
5.2 Details of the student’s research profile will appear. Select “Edit”.

5.3 To record your opinion for the exam request. If you have already “saved” your opinion, this information cannot be changed. You need to “**Advisor Comment**” then tick “approve” for saving your decision. On the approval menu bar, if you choose your decision without selecting “**Approvement**”, the system will not save this information.



**6. To see student’s information**

Select “users” menu bar. Find the student by typing in “name” or student ID” or go to the student menu and choose “find”. The page will appear student’s profile divided into 2 sections (1) student’s personal details (2) student’s research study’s profile.



**Filter Condition**

Name or Code:

Role:

Research Status:

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**User List**


Code	Name	Role	Research Status	Workload
4651203001	MR.KEERATI KAJORNKIT	Student	Not start yet.	-
5051304008	MR.PICHIT SITHIKUN	Student	Not start yet.	-
5171105552	MR.SAMANTHA CHANDRANATH KARUNARATHNA	Student	Not start yet.	-
5251601002	MISSKACHAPORN THANUCHIT	Student	Defend	-
5251601005	MR.TAWATCHAI POOCHAROENYOS	Student	Defend	-
5251601013	MISSKAMOLPORNPAN TIENRAOSAEN	Student	Defend	-
5251601017	MR.SATJAPAN INCHAI	Student	Not start yet.	-
5271105555	MR.PHENG PHENGSIATHAM	Student	Defend	-
5271107501	MR.PHENGKHAMLA PHONVISAI	Student	Not start yet.	-
5351010003	MR.JITI WANCHAITHANAWONG	Student	Proposal	-

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Home
Profile
Users
Research
Email
Help

**Detail (MISS JIRAPORN RAIPUTTA)**

<b>Full Name:</b>	MISS JIRAPORN RAIPUTTA
<b>Student ID:</b>	5351407001
<b>Role:</b>	Student
<b>School:</b>	School of Agro-Industry
<b>Email:</b>	
<b>Phone Number:</b>	08-5564-5967
<b>Address:</b>	296 บ้านป่ากว่าง หมู่ 1 ต.11 ต.พหลโยธิน ต.แม่ไร่ อ.แม่เงิน จ.เชียงราย 57240
<b>Program:</b>	Master of Science Program in Technology Management of Agricultural Produces Plan A.2
<b>Major:</b>	Technology Management of Agricultural Produces
<b>Education:</b>	Graduate
<b>Study Plan:</b>	Plan A2, not less than 18 credits
<b>GPA:</b>	3.62
<b>Study Status:</b>	Normal
<b>Start Semester:</b>	1/2010




**Research**

<b>Research Title (Thai):</b>	ผลของน้ำอิเล็กโทรไลต์ร่วมกับบรรจุภัณฑ์ที่อุณหภูมิและความชื้นต่อการเก็บรักษาองุ่นที่ระดับแปลงต้นฤดู
<b>Research Title (English):</b>	EFFECT OF ELECTROLYZED WATER COMBINED WITH PACKAGING ON QUALITY AND STORAGE LIFE OF FRESH-CUT PINEAPPLE CV. "PHULAE"



**7. To see the research profile of your research students exam committee.**

Select menu “Research”. The page will show details of students under your supervision and also examined students. The details appeared include name, ID, study level, research topic. There is also a “warning sign” (  ) if you have any undone operation.

Research						
( 1 - 10 ) / 14						1 2
Student ID	Full Name	Education	Title	Approvalment	Advisor Status	Progress
6051203266	MR.PHUMIPHAT MANLACHET	Master's Degree	A STUDY OF FACTORS AFFECTING THE ACCEPTANCE OF INFORMATION TECHNOLOGY OF STAFFS OF CHIANGRAI PROVINCIAL INDUSTRY OFFICE	Advisor Comment	Main Advisor	 Proposal
6051203265	MISSPHATTIYA JENPITAKPONG	Master's Degree	THE ASSOCIATION BETWEEN RETAILER SHOP IDENTITIES AND SHOPPING VALUE: THE CASE OF THAI-BURMESE CROSS-BORDER SHOPS, MAE SAI, CHIANG RAI	Advisor Comment	Main Advisor	Proposal 1
6051203264	MRS.PEERADA SAO KEAW	Master's Degree	MOTIVATION FACTOR AFFECTING THE MAINTENANCE OF WAGE WORKERS	Advisor Comment	Main Advisor	Proposal 1
6051203262	MISSPATCHARA YAMCHAROEN	Master's Degree	FINANCIAL LITERACY OF THE GOVERNMENT SAVING BANK'S CLIENTS: THE CASE OF CLIENTS" BORROWING FUNDED BY THE PEOPLE BANK PROJECT	Advisor Comment	Main Advisor	Proposal 1

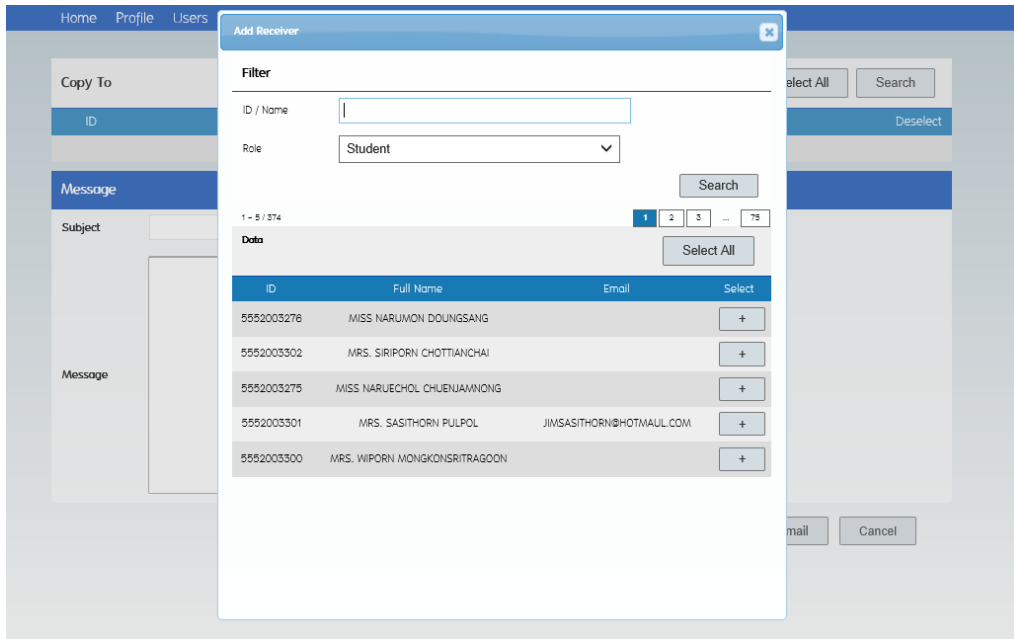
Committee						
Student ID	Full Name	Education	Title	Advisor Status	Progress	
No Search Data is Available.						

**8. Sending emails to your students**

Select menu “Email”, the email page will appear. This page contains two sections.

Recipient selection

- Press “Search”, the page will appear the recipient addition. The information is in two boxes.
- Filter (Upper box). You can search for recipients by typing name, ID, or other details then press “Search”



## 9. Forget Password

If you forget the password, please contact the Center for Information Technology Services  
Tel. 0-5391-6395.



**ศูนย์บริการเทคโนโลยีสารสนเทศ มหาวิทยาลัยแม่ฟ้าหลวง**

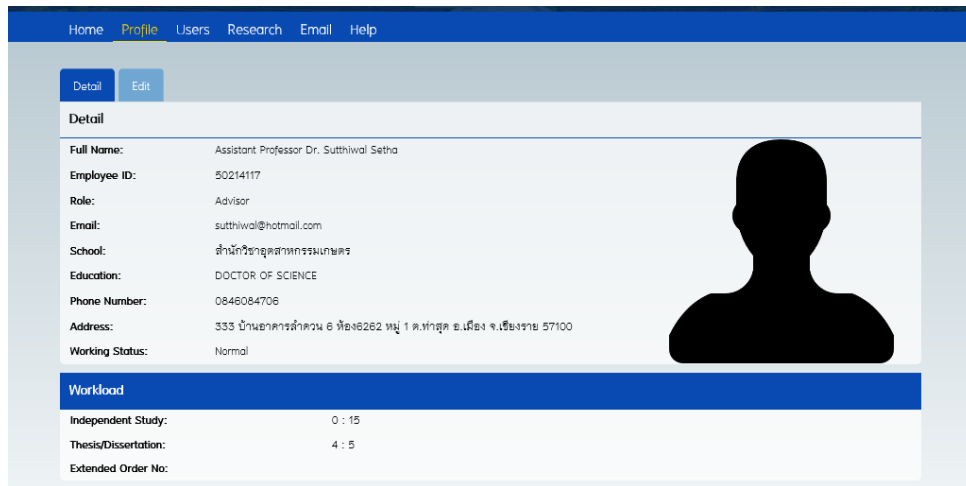
Center for Information Technology Services, MFU



## 10. Advisory Load Report

You can view this details in “Advisory Load”. In case your advisory load exceed the maximum limit, there will be a red note “exceeding load!!!” appear. You can see:

- Advisory load for IS/master thesis
- Advisory load for thesis/dissertation
- advisory load enlargement



The screenshot shows a user profile page with a navigation bar (Home, Profile, Users, Research, Email, Help) and tabs for Detail and Edit. The profile information is as follows:

Full Name:	Assistant Professor Dr. Sutthiwal Setha
Employee ID:	50214117
Role:	Advisor
Email:	sutthiwal@hotmail.com
School:	สำนักวิชาอุตสาหกรรมเกษตร
Education:	DOCTOR OF SCIENCE
Phone Number:	0846084706
Address:	333 บ้านเขาคกรลำตวน 6 ห้อง262 หมู่ 1 ต.ท่าสุค อ.เมือง จ.เชียงใหม่ 57100
Working Status:	Normal

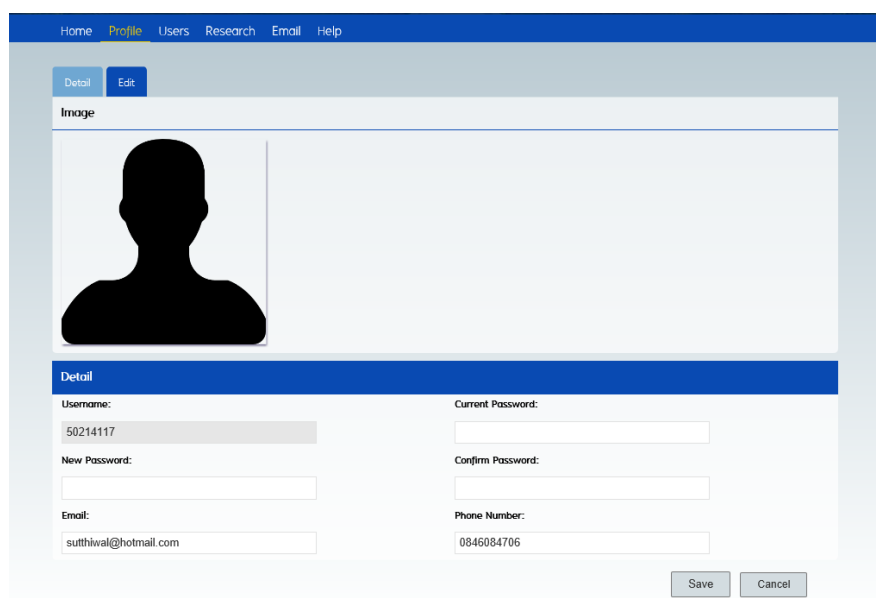
Below the profile information is a silhouette of a person. Underneath is a section titled "Workload" with the following data:

Independent Study:	0 : 15
Thesis/Dissertation:	4 : 5
Extended Order No:	

## 11. Personal profile change

Go to “Profile” then press “Edit”. The page will show your personal details. The grey letters can be changed only by the System Admin. You can change:

- Picture profile change. Go to “Choose file” then search for the picture you want to add. Press “Upload” and “Save”.



The screenshot shows the user profile page in edit mode. The navigation bar and tabs are the same. The profile information is displayed in a form with input fields. The "Image" section shows a silhouette of a person. The "Detail" section contains the following fields:

Username:	50214117	Current Password:	<input type="password"/>
New Password:	<input type="password"/>	Confirm Password:	<input type="password"/>
Email:	sutthiwal@hotmail.com	Phone Number:	0846084706

At the bottom right, there are "Save" and "Cancel" buttons.