



# **User Manual**

## **GRAD MIS for Advisors**

**Office of the Postgraduate Studies**

**Mae Fah Luang University**

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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.

**Office of the Postgraduate Studies**  
Mae Fah Luang University  
สำนักงานบัณฑิตศึกษา มหาวิทยาลัยแม่ฟ้าหลวง

Postgraduate Studies Office Help ENGLISH THAI

Username  Login  
Password  Forgot Password

**ANNOUNCEMENT**  
Students and advisors can now login to the GRAD MIS system with the same Username and Password used to login to the REG.  
\*\*For advisors: User name must be an employee ID. If the user name is not an employee ID, Can resolve itself in REG\*\*  
\*For student, if you forget the password, please contact the Division of Registrar Tel: 0-5391-6544 or 0-5391-6545  
\*For Advisor, if you forget the password, please contact the Center for Information Technology Services Tel: 053-000000

**News** **Calendar for Two-Semester Curriculum: Sem**

วันสุดท้ายของการยื่นเรื่องสอบวัดคุณสมบัติ และสอบประมวลความรู้ ต่อสำนักวิชา  
แบบฟอร์มคำร้อง DGC05, DGC22

วันสุดท้ายที่สำนักวิชาเสนอรายชื่อคณะกรรมการสอบวัดคุณสมบัติ (ปริญญาเอก) สอบประมวลความรู้ (ปริญญาโท) บัณฑิต แผนก ข ) / กำหนดวันสอบ / รายวิชาที่จัดสอบต่อสำนักงานบัณฑิตศึกษา

คู่มือระบบ MIS สำหรับนักศึกษา MIS Student's Manual คู่มือระบบ MIS สำหรับอาจารย์ที่ปรึกษา MIS Advisor's Manual  
คู่มือขั้นตอนการบันทึกเผยแพร่ผลงานวิจัย

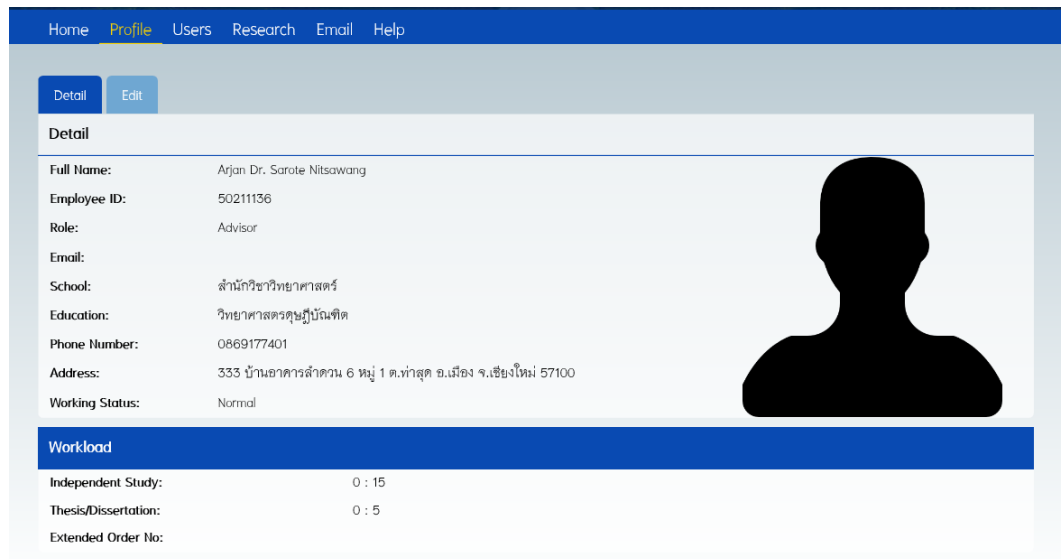
## 2. Enter the GRAD MIS system

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

Postgraduate Studies Office Help ENGLISH THAI

Username  Login  
Password  Forgot Password

The profile will appear.



Detail	
Full Name:	Arjan Dr. Sarote Nitsawang
Employee ID:	50211136
Role:	Advisor
Email:	
School:	สำนักวิชาวิทยาศาสตร์
Education:	วิทยาศาสตรดุษฎีบัณฑิต
Phone Number:	0869177401
Address:	333 บ้านอาคารสำคัญ 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):**

$\Omega$ 
*I*
 $\times^2$ 
 $\times_i$

ผลของรังสียูวีซีและกรดแอบไซซิกต่อคุณภาพการสุกและปริมาณสารออกฤทธิ์สำคัญในผลมะม่วงพันธุ์น้ำดอกไม้

**Research Title (English):**

$\Omega$ 
*I*
 $\times^2$ 
 $\times_i$

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

**Research Process:**  
 Waiting for advisor approval

**Approve Date:**

**Proposal Exam (Round : 1)**

**Exam Date:**  
 25-04-2014

**Exam Time:**  
 09:30

**Exam Place:**  
 E3A-202

**Exam Committee**

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

**Name:**

**Level:**

-- select --

**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.

Home

Profile

Users

Research

Publish

Email

Research

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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

Committee

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):

Ω

I

x<sup>2</sup>

x<sub>2</sub>

ผลของน้ำดื่มที่กรองโดยเครื่องกรองน้ำแบบบรรจุภัณฑ์ที่ออกคุณภาพและอายุการเก็บรักษาที่ขึ้นประตูดัดแน่นในตู้แช่

Research Title (English):

Ω

I

x<sup>2</sup>

x<sub>2</sub>

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 appovement

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. Sutthilwal Setha	Co-advisor	Delete

Name:  Level:

**Advisor Comment**

Name	Round	Date	Comment	Approval
Advisor Comment			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	Approval	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 “**Approval**”, the system will not save this information.

Home Profile Users **Research** Email Help

Approve Date:  
20-12-2010

Defend Exam (Round : 1)

Exam Date:  
28-03-2014

Exam Time:  
13:00

\*\*\*Defend Exam date must be more than Proposal Approve Date for 90 days.\*\*\*

Exam Place:  
E3A-202

Exam Committee

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

Name:  
-- select --

Level:  
-- select --

Add Reset

Adviser Comment

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

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

Save Cancel

## 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.

Home Profile **Users** Research Email Help

Filter Condition

Name or Code

Role

- All
- Advisor
- Student
- Advisor(ext.)
- Staff
- OPS Administrator

Search



Filter Condition

Name or Code

Role

Student

Research Status

All

Search

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1

2

3

...

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User List

Code	Name	Role	Research Status	Workload
4651203001	MR.KEERATI KAJORNIT	Student	Not start yet.	-
5051304008	MR.PICHIT SITTHIKUN	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 WANCHATHANAWONG	Student	Proposal	-

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1

2

3

...

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Home

Profile

Users

Research

Email

Help

Detail (MISS JIRAPORN RAIPUTTA)

Full Name:

MISS JIRAPORN RAIPUTTA

Student ID:

5351407001

Role:

Student

School:

School of Agro-Industry

Email:

Phone Number:

08-3564-5967

Address:

296 บ้านป่ากว่าขาว หมู่ 1 ต.11 ต.พหลโยธิน ต.แม่ไร่ อ.แม่จัน จ.เชียงราย 57240

Program:

Master of Science Program in Technology Management of Agricultural Products Plan A 2

Major:

Technology Management of Agricultural Products

Education:

Graduate

Study Plan:

Plan A2, not less than 18 credits

GPA:


3.62

Study Status:

Normal

Start Semester:

1/2010



Research


Research Title (Thai):

ผลของน้ำอิเล็กโทรไลต์ร่วมกับบรรจุภัณฑ์ต่อคุณภาพและอายุการเก็บรักษาองุ่นแปรรูประดับแปลงต้นฤดู

Research Title (English):

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.

[Home](#)
[Profile](#)
[Users](#)
[Research](#)
[Email](#)
[Help](#)

Copy To

Deselect All

Search

ID	Full Name	Email	Deselect
No Receiver.			

Message

Subject

Message

Send Email

Cancel

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”

**Add Receiver**

**Filter**

ID / Name

Role Student

1 - 5 / 374 1 2 3 ... 79

ID	Full Name	Email	Select
5552003276	MISS NARUMON DOUNGSANG		<input data-bbox="1013 515 1045 548" type="button" value="+"/>
5552003302	MRS. SIRIPORN CHOTTIANCHAI		<input data-bbox="1013 548 1045 582" type="button" value="+"/>
5552003275	MISS NARUECHOL CHUENJAMWONG		<input data-bbox="1013 582 1045 616" type="button" value="+"/>
5552003301	MRS. SASITHORN PULPOL	JIMSASITHORN@HOTMAIL.COM	<input data-bbox="1013 616 1045 649" type="button" value="+"/>
5552003300	MRS. WIPORN MONGKONSRIKTRAGOON		<input data-bbox="1013 649 1045 683" type="button" value="+"/>

## 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

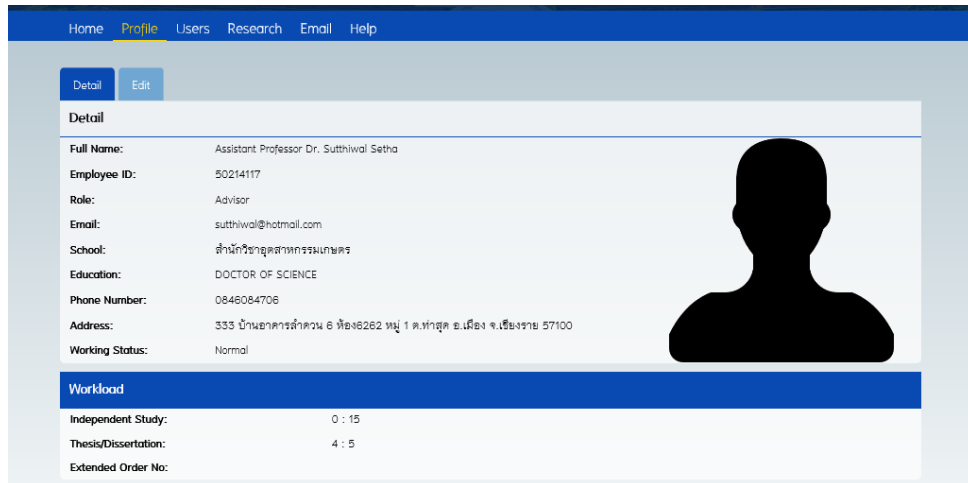
หน้าหลัก | เกี่ยวกับเรา | ข่าว | เอกสารแบบฟอร์ม | ประมวลภาพ | ติดต่อเรา | ค้นหา



## 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



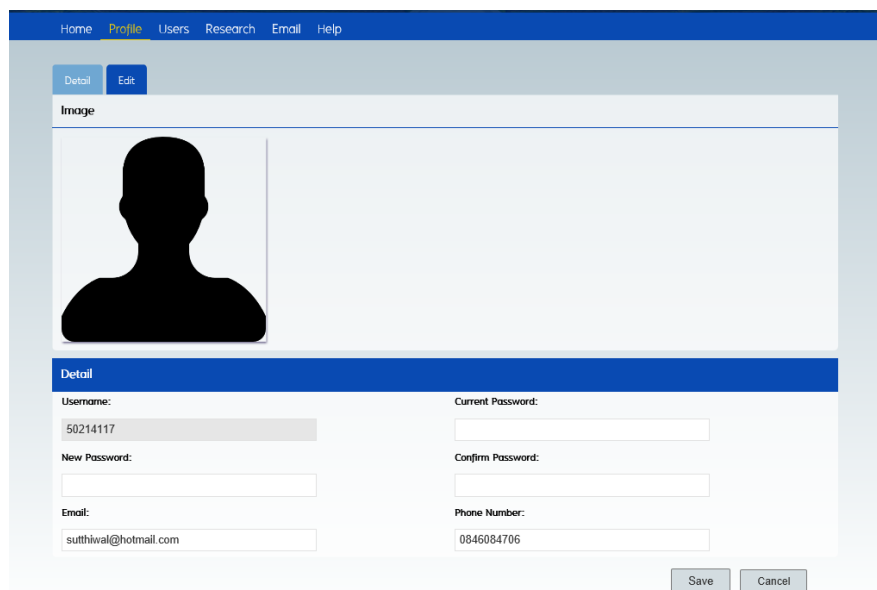
The screenshot shows a user profile page with a blue header containing navigation links: Home, Profile (selected), Users, Research, Email, and Help. Below the header, there are two tabs: Detail (selected) and Edit. The main content area is divided into two sections. The top section, titled 'Detail', contains a list of personal information: 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 บ้านผาขาว ตำบล 6 หมู่ 1 ต.ท่าสุต อ.เมือง จ.เชียงใหม่ 57100), and Working Status (Normal). To the right of this information is a black silhouette of a person's head and shoulders. The bottom section, titled 'Workload', contains a table with the following data:

Workload	
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 same user profile page as before, but in 'Edit' mode. The 'Detail' tab is still selected, but the 'Edit' tab is also visible. The 'Image' section at the top shows a black silhouette of a person's head and shoulders. Below this, the 'Detail' section contains a form with the following fields: Username (50214117), Current Password, New Password, Confirm Password, Email (sutthiwal@hotmail.com), and Phone Number (0846084706). At the bottom right of the form are two buttons: 'Save' and 'Cancel'.