

**RESEARCH INFORMATION MANAGEMENT SYSTEM (RIMS) MANUAL**

1. Your computer/Laptop/Tablet/Smartphone must be connected to **Internet**
2. Type **rims.egerton.ac.ke** in the address bar and press enter key
3. Click **Register** (*If you have registered start from number 6 below*)
4. Fill in the **Registration form** (*use university email address and select user PI*) then submit
5. Wait for your account to be activated (*If you are not able to log in after registration contact us through office mobile: 0775015388 from Monday to Friday 8:30AM to 4:00PM*)
6. Login with the university email address and password you used when registering in step 3 above
7. A screen displaying your previous keyed in projects will be displayed or a blank page with **Research Information Management System || Your name || Project || Account** links will be displayed if it is your first time to login
8. To add new project, click on the **Project** drop down menu on the top right corner of your screen and click Add new
9. Fill in all the necessary Project details without leaving a black space; **before submitting scroll upwards** and click on the Funding details, fill in all the necessary information as well as the Budget control details. Click submit (*follow the instructions given in red color when filling in the Project details section*)
10. Confirmation message showing **“Project Added Successfully!”** will be displayed

To edit Project details, Funding details and Budget details

11. Click the Project drop down menu on the top right corner of your screen and choose **personal (your personal project(s) information will be displayed)**
12. Click on the blue eyed icon on the right hand side of the project you intend to edit
13. Scroll down to the yellow bar indicating edit and click on it to edit Project details.
14. Click update after editing
15. To edit Funding details repeat step 12
16. Click on the Funding details, then edit at the bottom, then Funding details, edit the contents and click Update
17. To edit Budget details repeat step 12
18. Click on the Budget details, then click on the blue background edit to update each item

To edit your profile

19. Click the **Account** drop down menu on the top right corner of your screen and choose **Profile (your personal profile information will be displayed)**
20. Edit your profile information or change your password