WSI USER GUIDE

HOW TO MAKE YOUR CLAIMS?
Authors will only need to complete Step 1, 2, 3 & 4.

Step 1: Search for Article
Login into UMExpert System and click on WoS Incentives Module.
Choose Year Tab (by default it would be in previous year Publication)
Key in 'Article Title' or 'Journal Name' or 'Author' in the search box, then click 'Search'.

Key in keyword (example using Author name 'Shamsudin') and click Search

or, using a word from publication title

Key in keyword (example using Publication Title 'macroeconomic') and click Search
or, using a word from journal name

```
PUBLICATION TITLE/ JOURNAL/AUTHOR: experimental economics

(Do not enter full article title/Journal. Use only keyword (Minimum 4 characters).

<table>
<thead>
<tr>
<th>No</th>
<th>Publication (Year) (Journal)</th>
<th>Author</th>
<th>Name (selected)</th>
<th>Select</th>
</tr>
</thead>
</table>

1 publication(s) found.
```

Step 2: Select Related Article
A list of search results will appear.
Please select only your publications.
Click 'Submit' button

```
<table>
<thead>
<tr>
<th>No</th>
<th>Publication (Year) (Journal)</th>
<th>Author</th>
<th>Name (selected)</th>
<th>Select</th>
</tr>
</thead>
</table>

3 publication(s) found.
```
**Step 3: Enter/Update list of Authors**

The article will appear on List of Publications. If there are more than one author, co-authors must also login to the same system (performing step 1 & 2) to include their name in the list.

If the publication appear in the WoS incentives list does not belong to you, please click to remove the publication. If not, it will delay the process of claim.

<table>
<thead>
<tr>
<th>No</th>
<th>Publication Title and Journal Name</th>
<th>Author</th>
<th>Full Author Name (Status Claim)</th>
<th>Amount (RM)</th>
<th>IPPP</th>
<th>Bendahan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Research in a better understanding of many macroeconomic phenomena (Macroeconomics)</td>
<td>Yusoff, A., Shamsudin, A. N., Mohd. H., J., Zahari, N. H.</td>
<td>Epok Ahmad Nazrin bin Shamsudin (Pending)</td>
<td>2000</td>
<td>Pending</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Please ensure all the co-authors has included their name in the list.

**Step 4: Enter Claim**

The article will appear on List of Publications. **Click on your name to make the claim.** Fill up the form and click the Submit button.

If there are more than one author, ensure a consensus is reached on the amount to be allocated for each author.
**Step 5.**
IPPP will verify your claims. IPPP can only do this once all the co-authors have confirmed.

**Step 6.**
Bendahari will make the payment. Authors can check the status of their payment through the UMExpert system.

**IMPORTANT:**

1. Once a claim is done, the amounts allocated to co-authors cannot be changed. Co-authors can only approve or disapprove.

2. Once a claim is done, approval/disapproval by co-authors must be done within 14 days. Failure to do so will result in payment being made to only those who had done the claims and those who have confirmed it.

3. If a co-author does not agree with the amount allocated by the claimant, the matter can be raised to IPPP to resolve.

4. IPPP holds the access rights to reset (zerorise) the amount allocation to co-authors in case of any disagreement. A new claim can then be made.

5. It is preferable that the claimant checks the list of co-authors names before proceeding to make claims and if a particular co-author’s name is not listed, please request the co-authors to update and include their names in the article (refer step 1 & 2).

6. Authors may find their names listed in publications that do not belong to them. Problem occurs when selecting article not belong to them. In such cases, the author can delete his/her name from the list displayed.

7. The system does not cater for publications with more than 10 UM co-authors. Such cases will be handled on a per case basis by IPPP.