

# SAFE WORK INSTRUCTION TEMPLATE

<b>TITLE</b>	<b>Data Filling Method – NIPHM Website</b>		
<b>DESCRIPTION OF ACTIVITY</b>	<p>This document has created to provide the instruction to the executive staff members in National Institute of Post-Harvest Management about the way of data updating in the official website of the NIPHM (<a href="http://www.niphm.lk">www.niphm.lk</a>).</p> <p>As mentioned in Table 01, please update the each google form whenever there is a new data to be updated in the website. The data updated date to each google sheet will be recorded automatically. All the data will be updated to the website on first week of every month.</p> <p>Dates are requested in each and every google form to prioritize the latest data. So that latest data will be shown in the top of the website in each webpage.</p>		
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<b>Website - Accountability</b>	Srima Bandara	<b>Website - Responsibility</b>	Kasun Gamage
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**Table 01: Links to Google Forms**

No.	Subjective Area of the Website	Link to Google Form	Description
1.	Website News	<a href="https://docs.google.com/forms/d/e/1FAIpQLSeyUt42a9IW_4ggAggHbAnvlKkMz3-GxihA28DzTnHmr3Gk8Q/viewform">https://docs.google.com/forms/d/e/1FAIpQLSeyUt42a9IW_4ggAggHbAnvlKkMz3-GxihA28DzTnHmr3Gk8Q/viewform</a>	If there is any latest news to be published (ex: - pumpkin powder, plastic create project, etc.) please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – All the Executive Staff members
2.	Ongoing & completed Research Detail	<a href="https://docs.google.com/forms/d/e/1FAIpQLSdE6KzDxGyAWYpnmytAvyE6mFS5x4JptvKa4UD_xuHHwoQZ5g/viewform">https://docs.google.com/forms/d/e/1FAIpQLSdE6KzDxGyAWYpnmytAvyE6mFS5x4JptvKa4UD_xuHHwoQZ5g/viewform</a>	If there is any research detail please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – Engineering, R&D Departments
3.	Research Publications	<a href="https://docs.google.com/forms/d/e/1FAIpQLSeV36_6hV46oHXGE08LHTVrV0qtyULjHOJu09vx0Np37AWRHw/viewform">https://docs.google.com/forms/d/e/1FAIpQLSeV36_6hV46oHXGE08LHTVrV0qtyULjHOJu09vx0Np37AWRHw/viewform</a>	If there is any research publication detail please update this google form. Please make sure to update it from “ <b>Harvard Style</b> ”. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – Engineering, R&D Departments
4.	Ongoing & completed Development Project Detail	<a href="https://docs.google.com/forms/d/e/1FAIpQLSfhyskAaB_wiBAAwYJ1yx4AwcsHL9tWbpQAq3aE1MekEuKeJA/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfhyskAaB_wiBAAwYJ1yx4AwcsHL9tWbpQAq3aE1MekEuKeJA/viewform</a>	If there is any development project detail please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – Project Management Department
5.	Awards & Patents	<a href="https://docs.google.com/forms/d/e/1FAIpQLSc4bqCO9rb99AmsmmcC7F86eX_fzFF28bGr26bBAVSRTsuk0g/viewform">https://docs.google.com/forms/d/e/1FAIpQLSc4bqCO9rb99AmsmmcC7F86eX_fzFF28bGr26bBAVSRTsuk0g/viewform</a>	If there is any personal or institutional research related awards & patents please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – All the Executive Staff members
6.	Consultancy	<a href="https://docs.google.com/forms/d/e/1FAIpQLSdgbWYdvp2Ve1DqNlwUigtsFQKbHhrRKXqLNpYsd2tC7206Qg/viewform">https://docs.google.com/forms/d/e/1FAIpQLSdgbWYdvp2Ve1DqNlwUigtsFQKbHhrRKXqLNpYsd2tC7206Qg/viewform</a>	If there is any consultancy news please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – Engineering, R&D Departments

7.	Engineering	<a href="https://docs.google.com/forms/d/e/1FAIpQLSdYC_vrTVmlcR86lqHjuOKo9SPEOsJWyCpEpOLTN4Ft4GfqA/viewform">https://docs.google.com/forms/d/e/1FAIpQLSdYC_vrTVmlcR86lqHjuOKo9SPEOsJWyCpEpOLTN4Ft4GfqA/viewform</a>	If there is any Engineering news please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – Engineering Department
8.	Laboratory	<a href="https://docs.google.com/forms/d/e/1FAIpQLSdHiy8_7K8us3wrUkx0J-ohg7GDqero-hrCLVI6CITiaZrSQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSdHiy8_7K8us3wrUkx0J-ohg7GDqero-hrCLVI6CITiaZrSQ/viewform</a>	If there is any Laboratory news please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – Laboratory Department
9.	Technologies	<a href="https://docs.google.com/forms/d/e/1FAIpQLSeaZJRfwsZKeHNGwpOsEM5T7Xk25TwtbnhWIAMQ3-7ZnpVgbQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSeaZJRfwsZKeHNGwpOsEM5T7Xk25TwtbnhWIAMQ3-7ZnpVgbQ/viewform</a>	If there is any new technology please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – Engineering, R&D Departments
10.	Technology Transfer	<a href="https://docs.google.com/forms/d/e/1FAIpQLSd3jUvXZgwTC72xazvYw8WitvRSSf_gB7jpVy-QLWEyboXEeA/viewform">https://docs.google.com/forms/d/e/1FAIpQLSd3jUvXZgwTC72xazvYw8WitvRSSf_gB7jpVy-QLWEyboXEeA/viewform</a>	If there is any new technology transfer data please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – Technology Transfer Department
11.	Annual Reports	<a href="https://docs.google.com/forms/d/e/1FAIpQLSebYliiV9mLRHQEoqJ40a-chqTNfQ1tfP6_wceR1jmfCZBpsw/viewform">https://docs.google.com/forms/d/e/1FAIpQLSebYliiV9mLRHQEoqJ40a-chqTNfQ1tfP6_wceR1jmfCZBpsw/viewform</a>	All the Annual Reports (PDF documents) should be uploaded to this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – Planning & Monitoring Department
12.	Symposia	<a href="https://docs.google.com/forms/d/e/1FAIpQLSdMPNRI3Mq2wvASyGYshQq8Xzw4kR9HFt4aXn-GdzxI6BX1og/viewform">https://docs.google.com/forms/d/e/1FAIpQLSdMPNRI3Mq2wvASyGYshQq8Xzw4kR9HFt4aXn-GdzxI6BX1og/viewform</a>	If there is any Symposium detail please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – All the Executive Staff members
13.	Trainings	<a href="https://docs.google.com/forms/d/e/1FAIpQLSfvZmeDBYk8_VwZ_G3PeW7s9yz6vANSusFG-ysx6guNwMrlvw/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfvZmeDBYk8_VwZ_G3PeW7s9yz6vANSusFG-ysx6guNwMrlvw/viewform</a>	If there is any Trainings detail please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – Technology Transfer Department

14.	Personal Profile Detail (Staff Member)	<a href="https://docs.google.com/forms/d/e/1FAIpQLSfkaORF-9ASJvpoRxHfS6BBsw8YutjPkHIqE9dHlbgfFLNazQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfkaORF-9ASJvpoRxHfS6BBsw8YutjPkHIqE9dHlbgfFLNazQ/viewform</a>	If there is any new recruitment need to be published in the website please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – Administration Department
15.	Office Email Creation	<a href="https://docs.google.com/forms/d/e/1FAIpQLScg8iaddGTMMQqMFpAz10uCuSxg9nrqSS-SAogCuT6Xd8vYww/viewform">https://docs.google.com/forms/d/e/1FAIpQLScg8iaddGTMMQqMFpAz10uCuSxg9nrqSS-SAogCuT6Xd8vYww/viewform</a>	If there is any new office email to be created please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – All the Executive Staff members
16.	Notices	<a href="https://docs.google.com/forms/d/e/1FAIpQLSfV4Y7Te6mDlaGr4fYaLq_K3lxW7D3W_ljqmY1UJKqIrXuIQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfV4Y7Te6mDlaGr4fYaLq_K3lxW7D3W_ljqmY1UJKqIrXuIQ/viewform</a>	If there is any notice to be published, please update this google form. The data will be uploaded to website on 1 <sup>st</sup> week of every month.  Responsibility – All the Executive Staff members