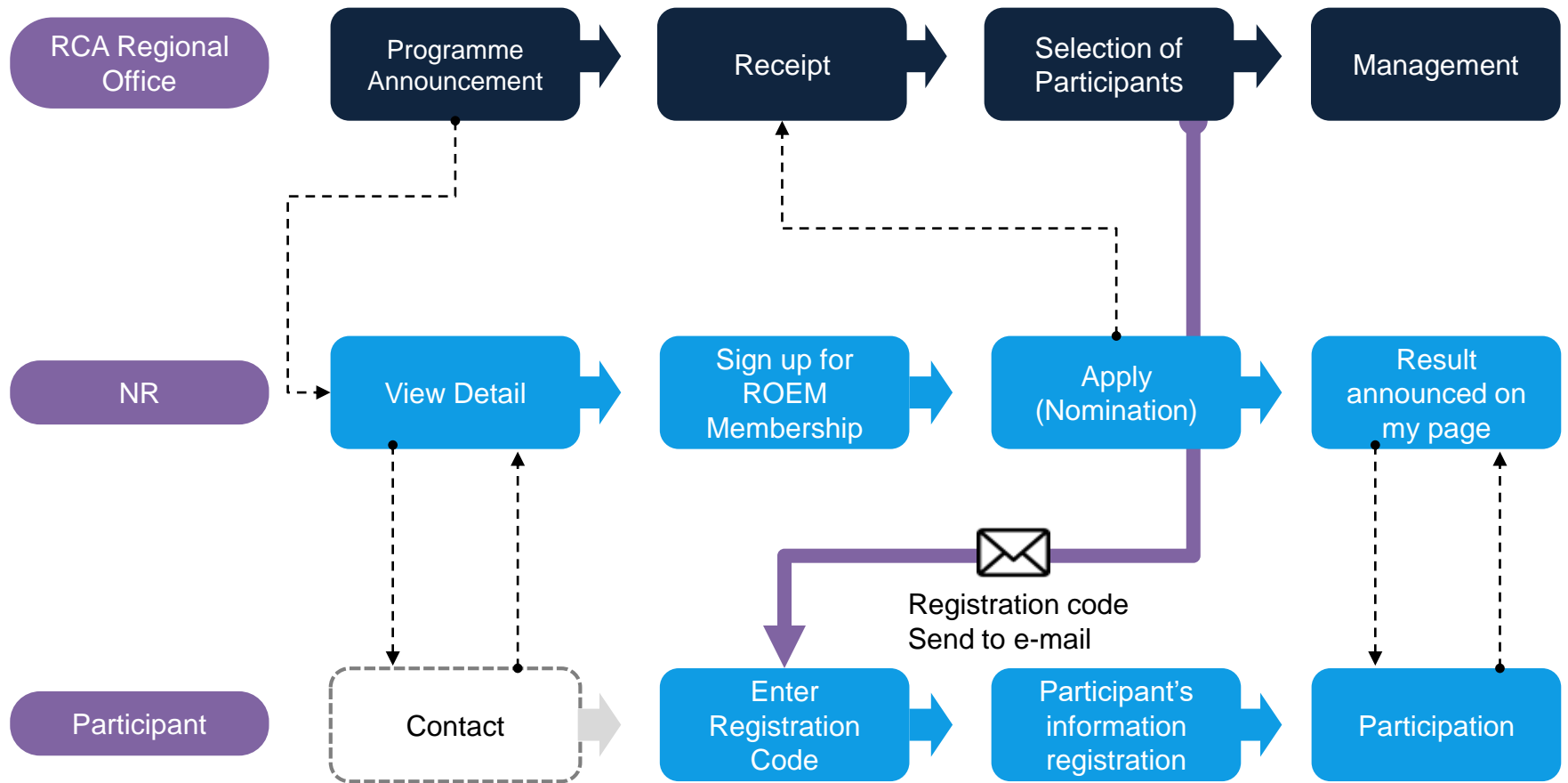


# ROEM MANUAL

M A N U A L



Once the announcement of a project/activity is made, the NRs should register applications of the nominees to the system.

After the selection process, the selectees will be authorized to participate in the activity at ROEM with the registration code they receive via email.

# About ROEM

**ROEM**(Regional Office E-Management Service) is an one-stop platform for announcement, participation and management of RCARO activities.

It is developed to offer a convenient system for participating in and managing RCARO activities. The users can also check the progress and status of each activity in real-time.

<http://www.rcaro.org/roem>

The screenshot displays the ROEM website interface. At the top, a dark blue header contains the RCA logo and navigation links: RCA, DATA-HUB, E-CAMPUS, and ROEM. Below this, a purple navigation bar lists: Announcement, Registration, Notice, and My Page. The main banner features a hand writing on a document with the text "RCA Regional Office E-Management Service".

The "Programme Announcement" section is active, showing two training course listings:

- Training Course**  
test11  
App. | 2022-07-03 ~ 2022-07-06  
Date | 2022-07-04 ~ 2022-07-09  
Org | 1  
Buttons: Apply, Detail
- Training Course**  
2022 RCA/KAERI Radiation Technology Training Programme  
App. | 2022-06-24 ~ 2022-07-04  
Date | 2022-08-25 ~ 2022-08-30  
Org | 1  
Buttons: Apply, Detail

The "Annual Schedule" section shows "2022. 07." with a large empty box below it.

A row of links is provided: Download Manual, E-Campus FAQ, Course Schedule, and E-CAMPUS ZOOM.

The footer contains a grid of links for RCA, DATA-HUB, E-CAMPUS, and ROEM, along with a Newsletter subscription form. The bottom of the page includes contact information for the Korea Atomic Energy Research Institute and copyright notice for 2021.

For all users

# How to create your account

Click Here

RCA

RCA

DATA-HUB

E-CAMPUS

ROEM

Announcement

Registration

Notice

My Page

RCA

Regional Office E-Management Service

Programme **Announcement**

< > +

**Annual Schedule** +

RPT Proposal Submission

test

Training Course

Test case

2022. 06.

Click the icon in the red box on in the upper right corner of the website.



The screenshot shows the login interface of the RCARO Website. It features a main heading 'Login' and a welcome message 'Welcome to the RCARO Website.' Below this are two input fields: 'User ID' and 'Password'. A checkbox labeled 'Save my ID' is positioned below the password field. Two buttons, 'Login' and 'Sign up', are located at the bottom of the form. Annotations include a purple callout bubble pointing to the 'Log in with your account' text, a red dashed box around the input fields and 'Save my ID' checkbox, and another purple callout bubble pointing to the 'Sign up' button with the text 'Click here to create a new account'.

Log in with your account

## Login

Welcome to the RCARO Website.

User ID

Password

☐ Save my ID

Login Sign up

Click here to create a new account

1. If you already have an account at the RCA website, please log in with it.
2. Otherwise, click 'Register' to create a new account.

**Terms and conditions**

☐ Agree ☐ Disagree

**Privacy policy**

☐ Agree ☐ Disagree

☐ I fully understand and agree to the terms and conditions and the privacy policy.

Next

To create a new account, you need to agree to the terms and conditions and privacy policy of the website. Tick 'Agree' and click the 'Next' to continue.

#### Account information

|   |                          |
|---|--------------------------|
| User ID   | <input type="text"/>     |
| You can use only alphabets, numbers, underscore and dash. |                          |
| Password  | <input type="password"/> |

#### Personal information

|          |  |
|----------|--|
| Name     | <input type="text"/>   |
| Gender   | <input checked="" type="radio"/> Male <input type="radio"/> Female |
| Birthday | <input type="text"/>   |
| Tel      | <input type="text"/>   |
| Mobile   | <input type="text"/>   |
| Email    | <input type="text"/>   |
| Address  | <input type="text"/>   |

#### Company information

|             |                      |
|-------------|----------------------|
| Country/Org | <input type="text"/> |
| Company     | <input type="text"/> |
| Department  | <input type="text"/> |
| Position    | <input type="text"/> |

Save

Fill in the blanks and click the 'Save'.



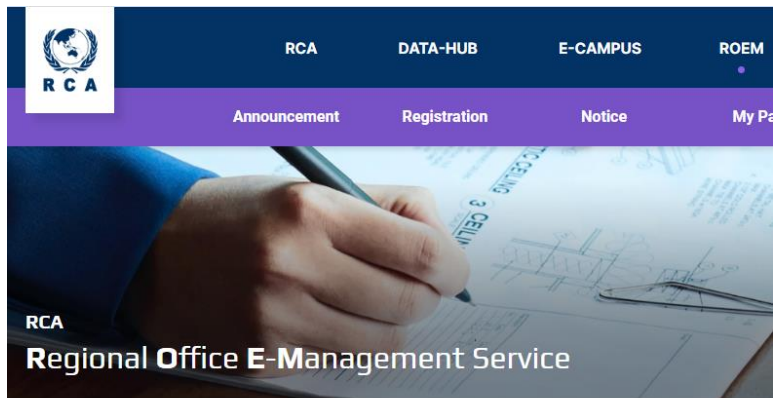


You will receive the approval result and instructions within 3 working days.

For NRs

# Applying for an Activity

## Main Page



### Programme Announcement

| RPT Proposal Submission                      | Training Course  |
|--|--|
| test   | Test case  |
| App.   2022-06-16 ~ 2022-06-17               | App.   2022-06-14 ~ 2022-06-17<br>Date   2022-06-14 ~ 2022-06-30<br>Org   26 |
| <a href="#">Apply</a> <a href="#">Detail</a> | <a href="#">Apply</a> <a href="#">Detail</a>                                 |

OR

## Announcement Page

### Announcement

| Announcement  |  |
|---|--|
| Enter search keyword <a href="#">Search</a>   |  |
| All 16   Page 1/2   |  |
| 16  | <a href="#">Training Course</a> <a href="#">Open</a>                       |
| test11<br>Date   2022-07-04 Application period   2022-07-03 ~ 2022-07-06<br>Views 3 Field Radiation <a href="#">Apply &gt;</a>  |  |
| 15  | <a href="#">Training Course</a> <a href="#">Application closed</a>         |
| 2022 RCA/KAERI Radiation Technology Training Programme<br>Date   2022-08-25 Application period   2022-06-24 ~ 2022-07-04<br>Views 6 Field Energy policy and Engineering |  |
| 14  | <a href="#">RPT Proposal Submission</a> <a href="#">Application closed</a> |
| test<br>Application period   2022-06-16 ~ 2022-06-17 Views 5  |  |
| 13  | <a href="#">Training Course</a> <a href="#">Application closed</a>         |
| Test case<br>Date   2022-06-14 Application period   2022-06-14 ~ 2022-06-17<br>Views 3 Field Radiation  |  |

All projects/activities that are open for application are shown on the main page or Announcement menu of the website.

You can apply for the following activities at ROEM :

**Research Project**  
(Survey/Theme Proposal/Project Proposal)

**Training Courses**

**Meetings, Surveys and Many Others**

Following will be on how to apply for a training course.  
You may refer to the following procedures also for the application for the other activities.

## Announcement

> Announcement

VIEW

Training Course test11

Date : 2022-07-04 18:05 KST Views : 4 Application period : 2022-07-03 00:00 KST ~ 2022-07-06 00:00 KST

### Information

Type of Event Training Course

Area Radiation

Hosting Institution ROK - Korea Atomic Energy Research Institute

Event Period 2022-07-04 ~ 2022-07-09

Application period 2022-07-03 00:00 KST ~ 2022-07-06 00:00 KST

### Application Guide

ddddddddd

### Contact

|              |      |                       |           |
|--------------|------|-----------------------|-----------|
| Name         | 2111 | Position/Organization | 11 / 11   |
| Phone        | 11   | Email                 | evolution |
| Attachments  |      |                       |           |
| Attachments2 |      |                       |           |

List

Apply

Click here

RP Application

Application closed

## Radiation Application for A.P

Date 2022-06-03

Application period 2022-06-03 ~ 2022-06-03

Application is open  
only for the  
Application period.

You can find the information of each activity, incl. overall details, application guide and contacts, from the Announcement page.  
Click 'Apply' to apply for the activity.



## Login

Welcome to the RCARO Website.

☐ Save my ID

[Login](#) [Sign up](#)

Log in with your account

To apply for an activity, the respective NR should first log-in to the website and nominate eligible participants. To create an account, please refer to p. 4 of this manual.

## Announcement

Announcement

Fill out all the required information on the form.

### Activity Details

Type of Event Training Course

Title Test case

Click here to add multiple nominees

Add more

### Information of Nominee

Given (First) name

Surname (Last)

Nationality

ROK - Korea, Republic of

Affiliated Institution

[Select]

Enter your organisation here

Gender

☐ Male ☐ Female

Date of Birth

0000-00-00

Division

Position

E-mail

Mobile

Office Tel

Fax

Fill the form with the nominee's information

Click here to submit

Cancel

Submit

After logging-in, insert the information of the nominees.  
If there are more than one nominee, click 'Add more'.  
Once the information of all nominees are put in, click 'Submit'.

Office Tel

Fax

## Application

File

 Add Files

ZIP, DOC, PPT, EXCEL, PDF

Some activities may require attachments.  
Click 'Add Files' to attach the documents.





You will receive the approval result in due course.

For activity participant

# How to register for an Activity

☆ Your RCARO activity registration code has been issued. 

보낸사람 :

받는사람 :

Dear adsf adf,

Thank you for applying for the programme.

Your application is approved and you're now accessible to the programme via 'My page' in the ROEM website.

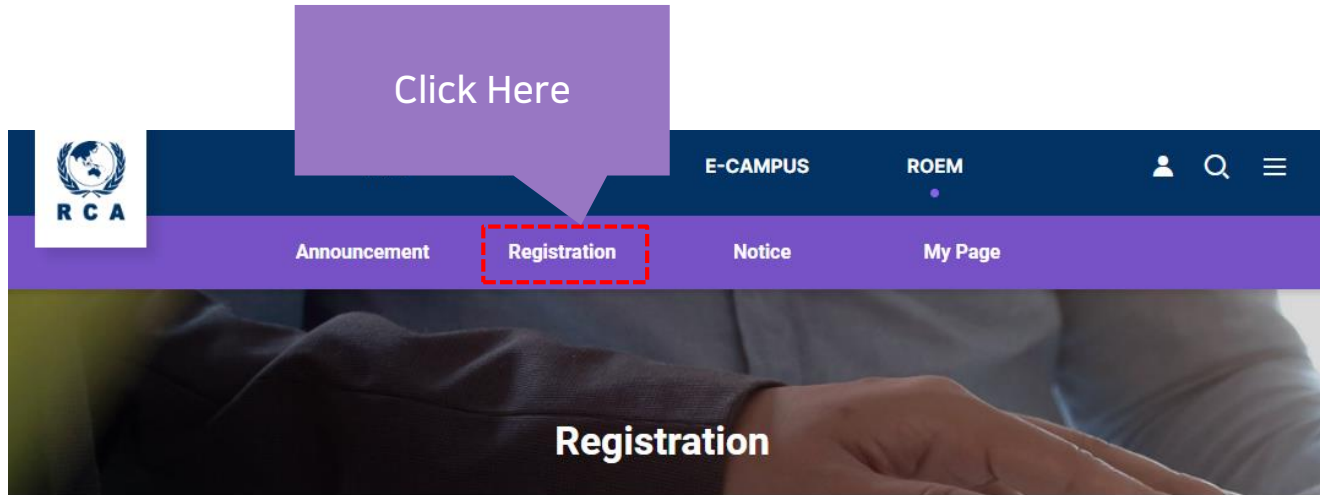
Please register the code below on this page : <http://rcaro.govt.kr/roem/join-project>

Your code is :

Thank you

RCA Regional Office

Once you are selected to participate in an activity, you will receive an email with a Registration Code.



## Registration

🏠 > Registration



Please type your "registration code".

Registration code

Register

Enter your CODE

Enter the Registration Code at Registration menu on the website.  
(URL : <http://www.rcaro.org/roem/join-project> )

#### Account information

|   |                          |
|---|--------------------------|
| User ID   | <input type="text"/>     |
| You can use only alphabets, numbers, underscore and dash. |                          |
| Password  | <input type="password"/> |

#### Personal information

|          |  |
|----------|--|
| Name     | <input type="text"/>   |
| Gender   | <input checked="" type="radio"/> Male <input type="radio"/> Female |
| Birthday | <input type="text"/>   |
| Tel      | <input type="text"/>   |
| Mobile   | <input type="text"/>   |
| Email    | <input type="text"/>   |
| Address  | <input type="text"/>   |

#### Company information

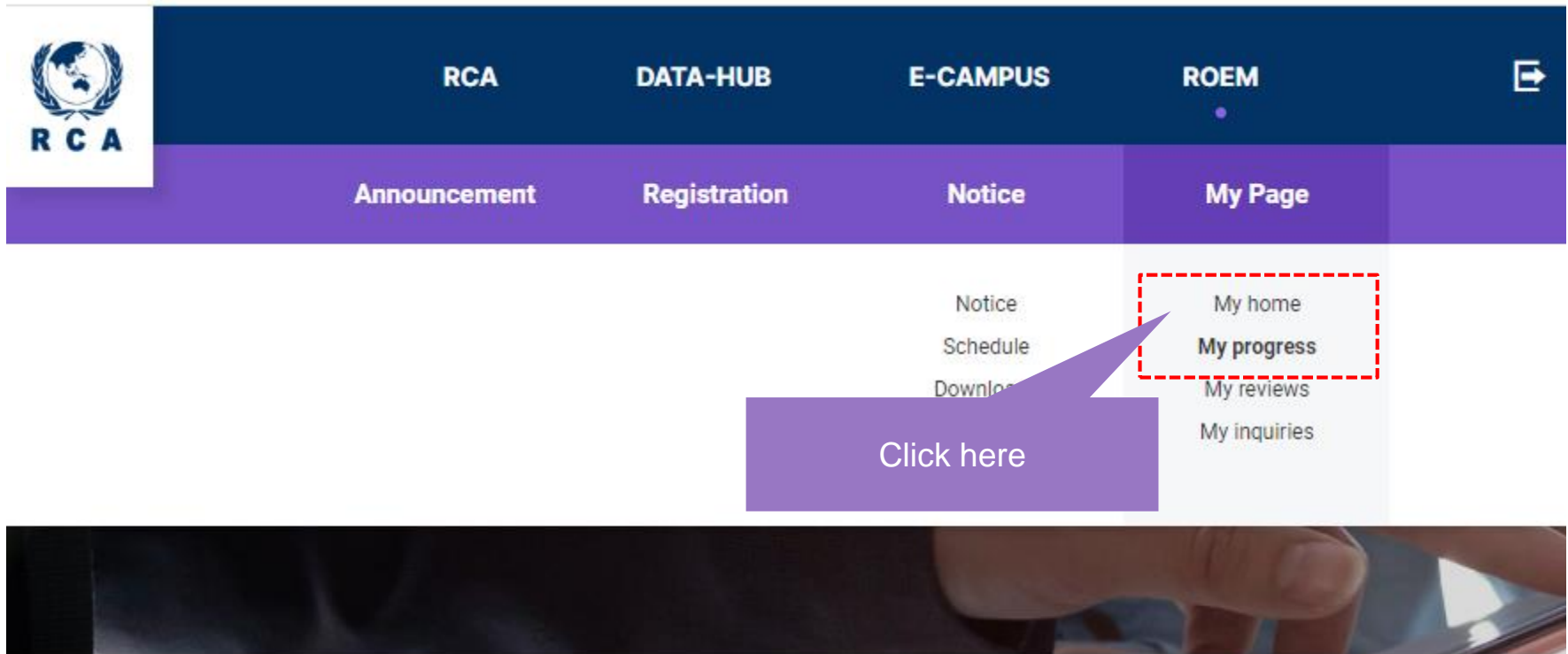
|             |                      |
|-------------|----------------------|
| Country/Org | <input type="text"/> |
| Company     | <input type="text"/> |
| Department  | <input type="text"/> |
| Position    | <input type="text"/> |




Fill in the blanks and click the 'Save'.

For all users

# How to Manage My Activities/Study



You can check and manage your activities and study from My Page menu.




Click the cogwheel icon to update your account information.

**TEST NR** ⚙

**User ID** test\_nr

**Account** National Representative

**Country** Korea, Republic of



### My progress

| No | Type of Event   | Title  |                       | Status    |
|----|-----------------|--|-----------------------|-----------|
| 6  | Training Course | Test case  | 2022-06-14~2022-06-30 | Pending   |
| 5  | RP Application  | Radiation Application for A.P                          | 2022-06-03~2022-06-04 | Completed |
| 4  | Training Course | 2022 RCA/KAERI Radiation Technology Training Programme | 2022-05-09~2022-05-27 | Completed |

The programmes that you're participating in.

### My Inquiry

| Category | Title | Answer Status | Inquiry Date |
|----------|-------|---------------|--------------|
|----------|-------|---------------|--------------|

My home menu allows you to modify your personal information and check your status.



The following slides are on the example of a Research Project.  
The tabs and contents may differ according to the activity.

# My progress

Home > My Page > My progress



## Radiation Application for A.P

Read more >

|        |      |          |           |           |
|--------|------|----------|-----------|-----------|
| Notice | Data | Contract | Reporting | Follow-up |
|--------|------|----------|-----------|-----------|

This

Subject ▼

Enter keywords here

Search

All 0 | Page 0/0

| No | Subject | Name | Date |
|----|---------|------|------|
|----|---------|------|------|

Post does not exist.

'Notice' tab: Notices and important news related to the activity


# My progress

## Radiation Application for A.P

[Read more >](#)

|        |      |          |           |           |
|--------|------|----------|-----------|-----------|
| Notice | Data | Contract | Reporting | Follow-up |
|--------|------|----------|-----------|-----------|

This

Subject 

Enter keywords here

Search

All 0 | Page 0/0

| No | Subject | Name | Date |
|----|---------|------|------|
|----|---------|------|------|

Post does not exist.

'Data' tab: Materials and templates

Radiation Application for A.P

[Read more >](#)

|        |      |          |           |           |
|--------|------|----------|-----------|-----------|
| Notice | Data | Contract | Reporting | Follow-up |
|--------|------|----------|-----------|-----------|

This

Subject

Enter keywords here

Search

All 0 | Page 0/0

| No | Subject | Name | Date |
|----|---------|------|------|
|----|---------|------|------|

Post does not exist.

+ New

Click here to register.

‘Contract’ tab: Contracts or intangible results made through the activity  
(You can upload any new contracts or information by yourself, too.)

## My progress

🏠 > My Page > My progress



### Radiation Application for A.P

[Read more >](#)

|        |      |          |           |           |
|--------|------|----------|-----------|-----------|
| Notice | Data | Contract | Reporting | Follow-up |
|--------|------|----------|-----------|-----------|

This

|        |        |              |
|--------|--------|--------------|
| Year 1 | Year 2 | Final Report |
|--------|--------|--------------|

Subject ▾

Search

All 0 | Page 0/0

Annual reporting

| No | Subject | Name | Date | Status |
|----|---------|------|------|--------|
|----|---------|------|------|--------|

Post does not exist.

[+ New](#)

'Reporting' tab: Progress/Meeting/Periodical reports

## Information











































**Project** Radiation Application for A.P

## Form










































**Subject**

**Contents**

Insert Edit View Table Format file



**B** *I*



Font Family Font Sizes Formats A A

Words: 0

**Public**

☒ Yes ☐ No

Only writer and  
administrator

Cancel

Submit

If the contents are credential or should kept private, click 'No' for the Public category to hide them from the others. Then Only writer and administrator are able to see the contents.

29

# My progress

## Radiation Application for A.P

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‘Follow-up’ tab: Management of the achievements or other results made after completion of the activity.



Thank you

