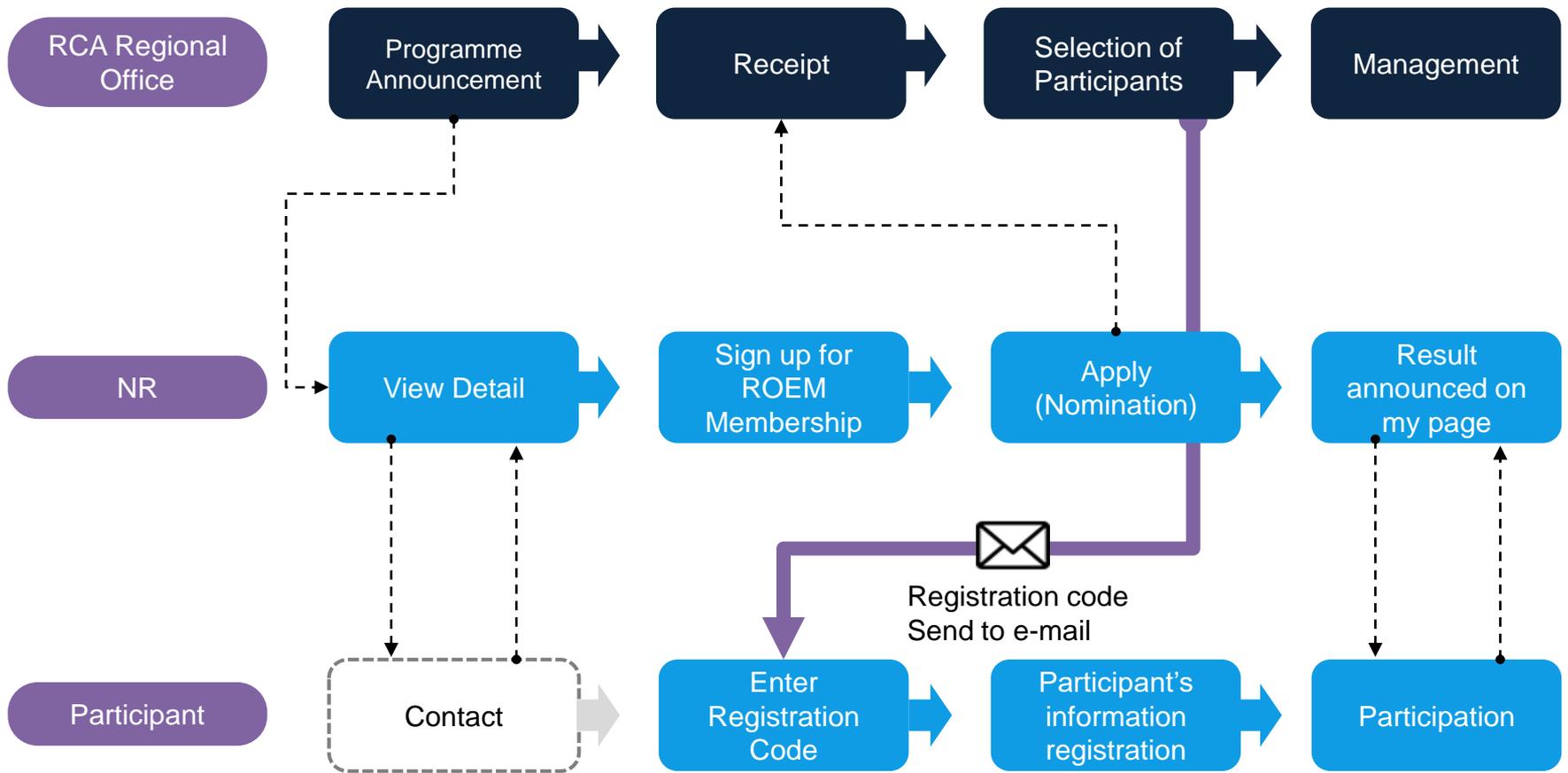


ROEM MANUAL

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, there is a dark blue navigation bar with the RCA logo and menu items: RCA, DATA-HUB, E-CAMPUS, and ROEM. Below this is a purple secondary navigation bar with links for Announcement, Registration, Notice, and My Page. A banner image shows a hand writing on a document, with the text 'RCA Regional Office E-Management Service' overlaid. The main content area features a 'Programme Announcement' section with two training course cards. The first card is titled 'test11' and shows application dates from 2022-07-03 to 2022-07-06. The second card is titled '2022 RCA/KAERI Radiation Technology Training Programme' and shows application dates from 2022-06-24 to 2022-07-04. To the right, there is an 'Annual Schedule' section for '2022. 07.'. Below the announcements, there are four utility links: 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 and contact information for the Korea Atomic Energy Research Institute.

For all users

How to create your account

Click Here

The screenshot shows the top navigation bar of the RCA website. On the left is the RCA logo. The main navigation menu includes links for RCA, DATA-HUB, E-CAMPUS, and ROEM. On the right side of the navigation bar, there is a user profile icon, a search icon, and a menu icon. A red dashed box highlights the user profile icon. Below the navigation bar is a secondary menu with links for Announcement, Registration, Notice, and My Page. The banner below the menu features a background image of a hand writing on a document and the text "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 page for the RCARO website. The page title is "Login". Below the title, there is a welcome message: "Welcome to the RCARO Website." The login form consists of two input fields: "User ID" and "Password". Below these fields is a checkbox labeled "Save my ID". There are two buttons: "Login" and "Sign up". A purple callout bubble points to the "Sign up" button with the text "Click here to create a new account". A red dashed box highlights the "User ID" and "Password" input fields. Another purple callout bubble points to the "Sign up" button with the text "Log in with your 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="text"/>

Personal information

Name	<input type="text"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Birthday	<input type="text"/>
Tel	<input type="text" value="+00 0000000000"/>
Mobile	<input type="text" value="+00 0000000000"/>
Email	<input type="text" value="email@domain.com"/>
Address	<input type="text"/>

Company information

Country/Org	<input type="text" value="[Select]"/>
Company	<input type="text" value="Company/Organisation name"/>
Department	<input type="text" value="Division/Dept name"/>
Position	<input type="text" value="Position"/>



Fill in the blanks and click the 'Save'.

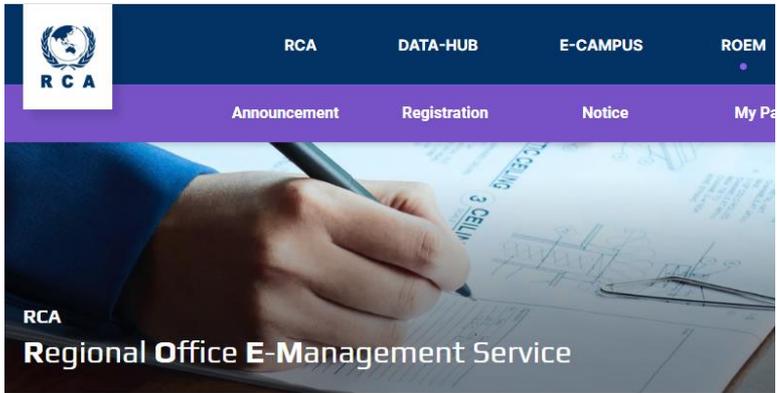


You will receive the approval result and instructions within 3 working days.

For NRs

Applying for an Activity

Main Page



Programme Announcement

< > + Annu:

RPT Proposal Submission

test

App. | 2022-06-16 – 2022-06-17

[Apply](#) [Detail](#)

Training Course

Test case

App. | 2022-06-14 – 2022-06-17
Date | 2022-06-14 – 2022-06-30
Org | 26

[Apply](#) [Detail](#)

OR

Announcement Page

Announcement

> Announcement

Enter search keyword Search

All 16 | Page 1/2

16 [Training Course](#) [Open](#)

test11
Date | 2022-07-04 Application period | 2022-07-03 – 2022-07-06
Views 3 Field Radiation [Apply >](#)

15 [Training Course](#) [Application closed](#)

2022 RCA/KAERI Radiation Technology Training Programme
Date | 2022-08-25 Application period | 2022-06-24 – 2022-07-04
Views 6 Field Energy policy and Engineering

14 [RPT Proposal Submission](#) [Application closed](#)

test
Application period | 2022-06-16 – 2022-06-17 Views 5

13 [Training Course](#) [Application closed](#)

Test case
Date | 2022-06-14 Application period | 2022-06-14 – 2022-06-17
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

dddddddd

Contact

Name	2111	Position/Organization	11/11
Phone	11	Email	evolutio
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 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.

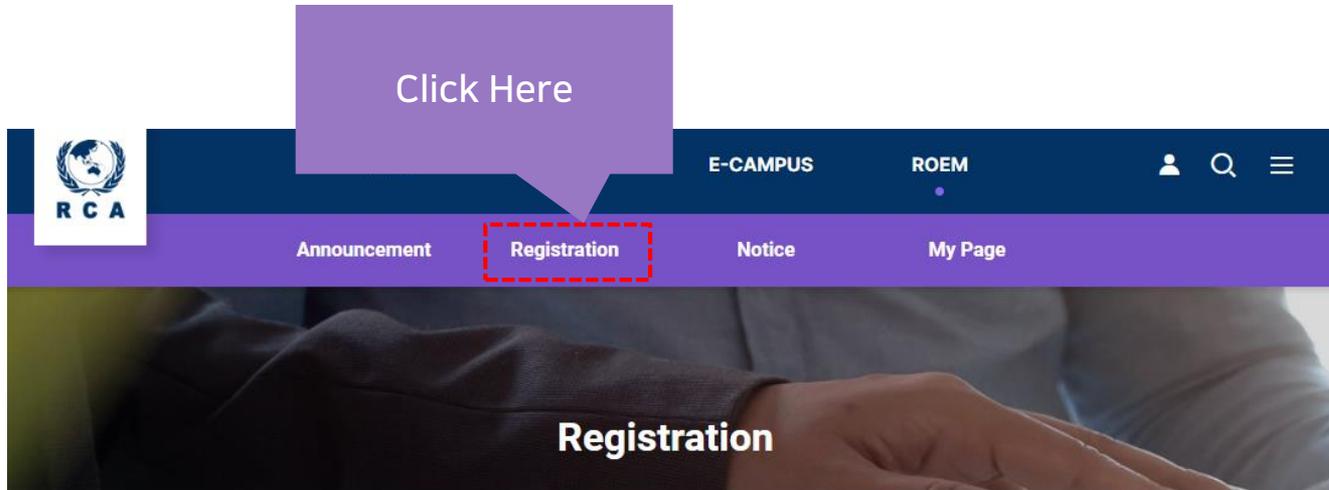
Please register the code below on this page : <http://rcaro.govt.kr/roem/join-project>

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

This image shows the registration form on the website. It features an illustration of two people on the left. The main text asks the user to 'Please type your "registration code"'. Below this is a text input field labeled 'Registration code' and a black 'Register' button. A red dashed box highlights the input field and button. A purple callout bubble with the text 'Enter your CODE' points to the input field.

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="text"/>

Personal information

Name	<input type="text"/>
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Birthday	<input type="text"/>
Tel	<input type="text" value="+00 0000000000"/>
Mobile	<input type="text" value="+00 0000000000"/>
Email	<input type="text" value="email@domain.com"/>
Address	<input type="text"/>

Company information

Country/Org	<input type="text" value="[Select]"/>
Company	<input type="text" value="Company/Organisation name"/>
Department	<input type="text" value="Division/Dept name"/>
Position	<input type="text" value="Position"/>



Fill in the blanks and click the 'Save'.

For all users

How to Manage My Activities/Study



RCA

DATA-HUB

E-CAMPUS

ROEM



Announcement

Registration

Notice

My Page

Notice
Schedule
Download

My home
My progress
My reviews
My inquiries

Click here

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

The programmes that you're participating in.

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 AP	2022-06-03-2022-06-04	Completed
4	Training Course	2022 RCA/KAERI Radiation Technology Training Programme	2022-05-09-2022-05-27	Completed

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

🏠 > 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

All 0 | Page 0/0

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

Post does not exist.

'Data' tab: Materials and templates

My progress



Radiation Application for A.P

[Read more >](#)

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

This

Subject

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



Radiation Application for A.P

Read more >

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

This

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

Annual reporting

Subject Search

All 0 | Page 0/0

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

Post does not exist.

+ New

'Reporting' tab: Progress/Meeting/Periodical reports

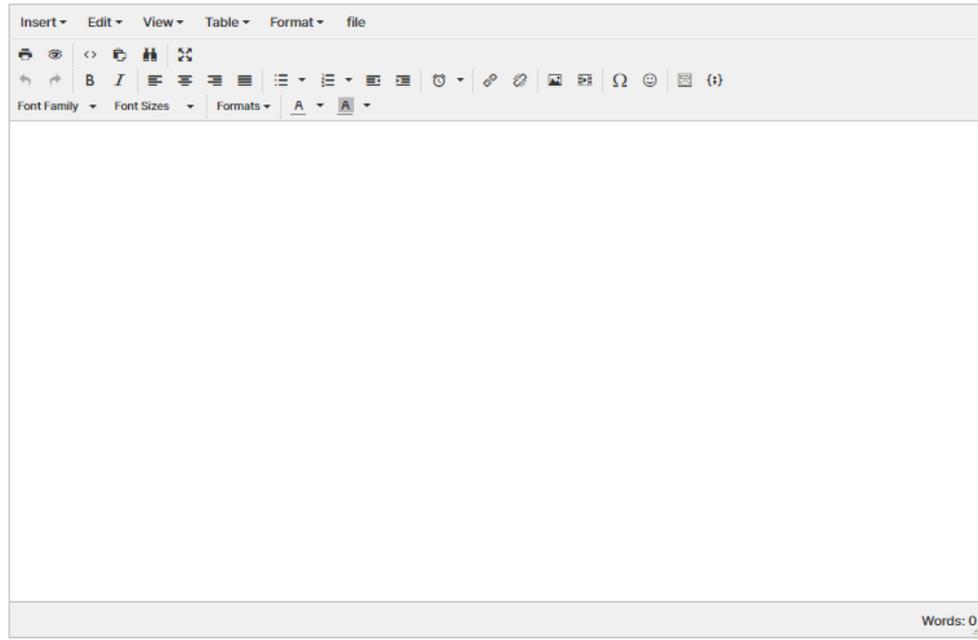
Information

Project Radiation Application for A.P

Form

Subject

Contents



A rich text editor interface with a toolbar at the top containing menus (Insert, Edit, View, Table, Format, file) and various icons for text formatting, alignment, and insertion. Below the toolbar is a large, empty text area for content. At the bottom right of the text area, it says "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.

My progress

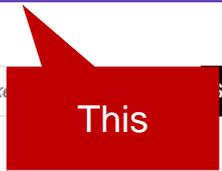


Radiation Application for A.P

[Read more >](#)

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

Subject



All 0 | Page 0/0

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

Post does not exist.

[+ New](#)

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

The background is a solid light purple color. In the top right corner, there is a large circle with diagonal hatching, a smaller solid circle, and a thin diagonal line. In the bottom left corner, there is a large circle with diagonal hatching, a smaller solid circle, and a thin diagonal line.

Thank you