User Guide: Thesis/Independent Study Format Review Tracking System

Purpose

This system allows students who have submitted a format review request for their thesis or independent study to track the review status online.

Step 1: Access the System

Go to https://library.nida.ac.th/th/thesis-workflow-tracking/ or scan the QR code

Figure 1. QR code for system access

Step 2: Search for Your Status

Enter your student ID, then click “Search”

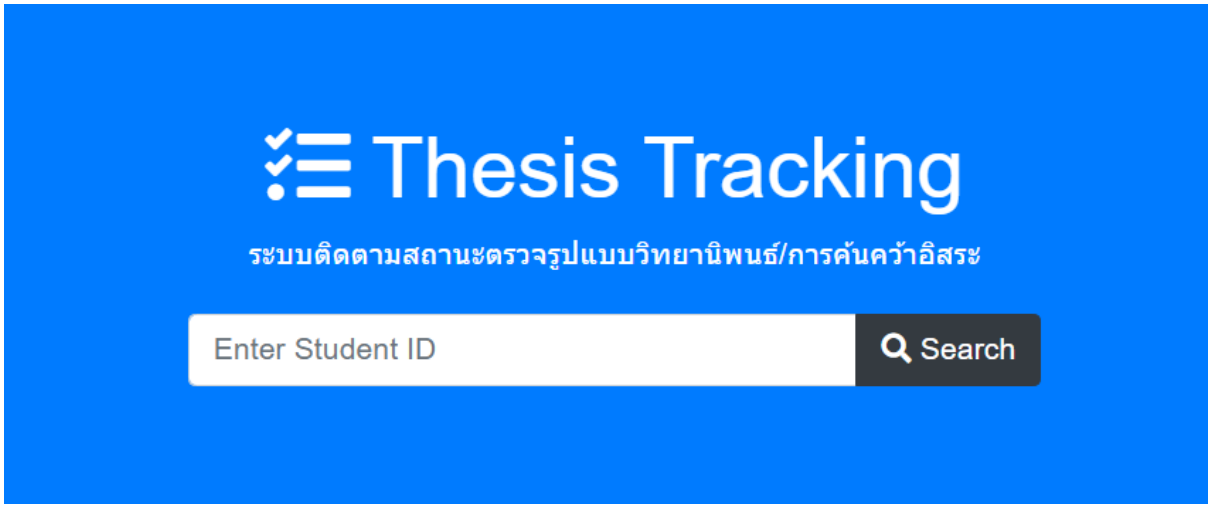


Figure 2 Search Screen

Step 3: Check the Processing Status

The system displays four processing steps, as shown in Table 1

Table 1 Processing Steps

No.	Step in System	Description
1	Document Received	The library has received your format review request.
2	Checking	A reviewer is checking the format of your thesis/independent study.
3	Reporting	The library is recording and preparing the review report.
4	Completed	The library has notified your faculty of the review results.

Each step shows one of three statuses, as shown in Table 2

Table 2 Status of Each Step

Status	Meaning
Pending	The step has not yet started.
Processing	The step is in progress.
Completed	The step has been completed.



Figure 3 Processing Status Screen

Additional Information in the System

Data Tracking: Displays the reviewer's contact information



Figure 4 Data Tracking

Workflow Timeline: Displays the date of each step in the process



Figure 5 Workflow Timeline

Notes

- The system displays information only after the library has received your format review request.
- If no result appears, please check your student ID or contact the library.
- When Step 4 shows “Completed”, the library has notified your faculty of the results. Please follow up with your faculty for the next steps.
- Format review checks citation style, bibliography, and page layout. It does not evaluate the academic content of your thesis.

Contact

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Service hours: Monday-Friday 8:30 a.m.- 4:30 p.m.