IRIS | Institutional Research Information System

IRIS Manual 3.6

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1. Introduction

1.1.   What is IRIS

IRIS (Institutional Research Information System) is a user-friendly, intuitive, web-based system that enables researchers and academic staff to create, update and maintain their own web profiles/CV's and showcase their research expertise and research achievements to a global audience. Some features of the system include:

- Pre-filled profile for all academics
- Automatic updates from Web of Science, PubMed etc
- Automatic updates from University systems including HR, Student Registration, Financial, Patent
- Seamless integration with the University's institutional open access repository ARAN
- Feeds for staff profiles on websites
- Multiple options for downloading information for your own use
- Email alerts from IRIS to alert you of any new publications which IRIS has pulled from Web of Science, Pubmed etc into your IRIS profile
- Easy-to-understand and noticeable help hints aid the user with all aspects of IRIS
- Simplified publish your profile to the web
- Automatically defaults any newly added publications (by claiming or input) to 'Show All'/'Select All' in the publish profile section
- By default, all items are sorted in chronological order in the publish profile section

1.2.   Getting Help with IRIS

Although IRIS has been designed with ease of use in mind; this manual is provided to assist new users in getting started with creating their web profiles while also providing more in depth information of the system's functionality.

1.3.   On Screen Help and Navigation Menu

The figure on the next page shows an overview of IRIS components:

a) Navigation Menu: The *Main Menu* allows you to navigate between all sections of IRIS.
b) Help Hints: The *Help Hints* appear on the right hand side of each page highlighted in blue boxes. These handy, easy-to-understand hints, aid the user with all aspects of the system.
c) Action Column: The *Actions Column* offers you ways to update your Profile information.

For further Information and assistance please contact the research office for support: iris@nuigalway.ie

1.4.   Logging In

The URL for IRIS is **https://iris.nuigalway.ie/live/**. Login using your standard Campus Account (UDS) username and password.

1.5.   The Homepage

The **Homepage** of IRIS is a summary of your activities and your profile. It is the first page which you see when you log into the system.

There are three main sections to the **Homepage**:

Your Profile
This contains the summary information which is kept on the system.

- By clicking on View Published Profile, you will get a preview of what your profile looks like on your institute's website.
- By clicking on Download Profile, your profile is downloaded as a Microsoft Office file.

Search Profiles
Allows you to Search your colleagues profiles and or publications by keyword.

Publications That May Be Yours

This section automatically displays publications which might be authored by yourself.

2. User Preferences

Click on **User Preferences** on the **Main Navigation Menu** on the top right hand side of the screen (the settings icon beside LOG OUT). The page has four sections which help you to establish your Profile:

List of Author Names:
If you have Author names and aliases, enter them in the text box and press Add.
If you want to remove a name, click on the delete button in the Action column.

Search Keywords:
IRIS can track publications and people which may be of interest to you. Enter keywords and press Add to add to the list. If you want to remove a name, click on the X in the Action column.

Select Profile Theme(s):
Selecting a profile theme will allow your profile to appear on theme-specific departmental and institute listings webpages.

Receive Alerts:
Select 'Yes' if you would like to receive alerts from the system, including reminders of unclaimed publications, and other communications from the system administrator. This is the recommended option.

Automatically Add Publications:
Select Yes if you would like IRIS to automatically default any newly added publications (by claiming or input) to 'Show All'/'Select All' in the publish profile section. Please note that this will not automatically re-publish your profile but will eliminate the need to select newly added items for publishing.

User Preferences
This page contains configuration settings for your profile.

List of Author Names

Name	Actions
Joshi	❌
joshi, lokesh	❌

Add the author name you use when publishing:

[ ]   **Add**

Author Names

Add all your author name aliases you use when publishing (e.g. O'Brien C) so IRIS can search external systems and internal co-authored publications that may be yours.

Search Keywords

Keyword	Actions
	❌

Add a new search Keyword:

[ ]   **Add**

Search Keywords

Enter keywords to allow easy display of publications and profiles on IRIS and on the web.

Profile Themes and Alert Settings

Select Profile Theme(s): *

Biomedical Science and Engineering

- ☐ Infection and Immunology
- ☐ Medical Devices & Connected Health
- ☐ Cancer Biology, Diagnostics and Therapeutics
- ☐ Immunodiagnostics & Therapeutics
- ☐ Health & Independent Living
- ☐ Neurosciences
- ☐ Regenerative Medicine & Developmental Biology

Informatics, Physical and Computational Sciences

- ☐ Data Analytics & Future Networks
- ☐ Applied Photonics & Medical Physics
- ☐ Astronomy & Physical Sciences
- ☐ Mathematics
- ☐ Modelling & Applied Mathematics

Environment, Marine and Energy

- ☐ Built Environment & Smart Cities
- ☐ Energy
- ☐ Marine & Coastal Processes
- ☐ Climate Change
- ☐ Environment Health
- ☐ Biodiversity & Bioresources

Select Profile Themes

Selecting a profile theme will allow your profile to appear on theme-specific listings and also on the 'Find A Supervisor' webpage: http://www.nuigalway.ie/findasupervisor/

Receive Alerts

Select "Yes" if you would like to receive alerts from the system, including reminders of unclaimed publications, and other communications from the system administrator (Recommended).

Select "No" if you do not want to receive emails, reminders or alerts from the system.

Automatically Add Publications

Select Yes if you would like the system to automatically add any publications that you claim (or input) to your profile definition. Please note that this will not automatically re-publish your profile

3. Profile

3.1.   General Overview

This page allows you to change your Profile details. The three sections are:

Contact Information
The Contact Information section allows you to add and edit your details, either by clicking on the (add) and (edit) link, or by selecting the links in the Action columns. When you click on the (add) link, you are brought to a page where you can amend the following details:

- Position
- Telephone, Email and Web
- Address

When you update your details, press Save at the bottom of the page.
This information is listed in a table which can be deleted by using the delete link in the **Actions** column.

Please note you primary Contact Details are imported from CORE HR system, and cannot be changed in IRIS.

Biography
The Biography section, on the **General Information** page gives you a summary of you biography.
To edit it, press the (edit) link and you are brought to the screen below. You can update and format your details with the text editor and press Save.

When updating your biography, you can include links, images, along with the standard format details. This formatting will appear in your Profile on your institution's website.

Profile Picture
The Profile Picture section allows you to upload a JPEG or GIF image file with a maximum size of 500k. Click on Choose File to select your image and then press Save.

Images must be in JPG or GIF format (JPG is preferred for photographs) and the file size must be less than 500K. Images from digital cameras must be scaled down by using an image-editing software. You can download several image-editing programs for free (e.g. GIMP, Google Picasa).

3.2. Professional Profile

The **Professional** section contains nine categories which cover all areas of your professional life:

- Honours & Awards
- Professional Associations
- Patents & Licensing Agreements
- Committees
- Employment
- Education
- Consultancy
- Outreach Activities
- Reviews and Other Professional Activities

When you click on the (add) or (edit) link for each category, you can update your information accordingly.

In the Action column you can edit the list by clicking on the edit link in the Action column.

When updating your **Professional Qualifications,** click on the **(Add)** link in any category; you are brought to a page where you can input mandatory * and optional fields.

3.3. Teaching Profile

The **Teaching** section contains four categories which cover your teaching background:

- Teaching Interests
- Modules Co-ordinated
- Current Postgraduates
- Recent Postgraduates

In each category you can update your information by clicking on the (add) or (edit) link. In the Action column you can edit the list by clicking on the edit link.

The Current Postgraduates contains a list of all your current postgraduate students. *__Please note this information is pulled from the Yearly Progress Reports submitted from each college. If there is a record missing from this page, please contact the Helpdesk at iris@nuigalway.ie immediately for clarification.__*

3.4.   Research Profile

The **Research Information** section contains four categories:

- Research Interests
- Research Projects
- Contract Researchers
- Collaborators

In each category you can update your information by clicking on the (add) or (edit) link.
In the Action column you can edit the list by clicking on the edit link.
In the Action column you can view an item by clicking on the view icon.

The **Research Projects** information is populated by the institution's Finance System and cannot be changed here.

Please note the Research Projects table is populated by Agresso and cannot be changed here.

4. Publications

Publications is under Outputs in the Main Menu.

To add a publication to your Profile, click on the **Add Publications** link in the Sub Menu. Here you can:

- Reject Publications
- Claim Publications
- Manually Add Publications

4.1. Rejecting Publications and Claiming Publications

The system is initially pre-populated with all your publications from previous research information systems where possible. These publications will appear on this page. You should initially review these publications for completeness and accuracy.

To reject a publication, tick the item in question and then press Reject Publication. To claim a publication, tick the item in question, and then press Claim Publication.

4.2. Manually Adding a Publication

To manually add a publication, click on the Manually Add Publication link at the bottom of the screen.

Select one of nine types of publication:

- Book
- Book Chapter
- Conference Contribution
- Conference Publication
- Edited Book
- Other Journal
- Other Publication
- Peer Reviewed Journal
- Published Report

The fields marked * are mandatory and cannot be left blank.

When the details are complete click on Save to add your selection to your profile. When you have entered a publication, you can see it listed in its specific category by clicking on the View Publications link in the sub menu.

Click on the Spanner icon to edit an entry.

Click on the X to delete an entry.

This icon means that the publication has yet to be uploaded to the repository.

This icon means that the publication has started the upload to repository process.

This icon means that the publication is in the Institutional repository ARAN. To start the upload process, click on the green rectangle icon.

The repository process is an optional process. To start the upload process, click on the **Claim Publications** button.

5. Publish Profile/CV

To manage your profile select **Tools** in the **Main Menu**.

5.1. Publish Profile

Under the Manage Profile link in the sub menu you can develop you profile and publish it to your institution's website. Along with your Contact Details, there are six categories which you can select in order to build up your profile.

- Biography
- Research
- Publications
- Professional
- Teaching
- Collaborators

By default, all your information that is on the System will be included in your Profile. To exclude information, click on the (hide) link. Alternatively, click on the (show) link to add information to your Profile.

> *Helpful Hints*
> *You can only add or remove items from your Profile in this section. To edit the contents of each category, you must do so in their respective sections. Also, your primary Contact Details are imported from CORE HR system, and cannot be changed in **IRIS**.*
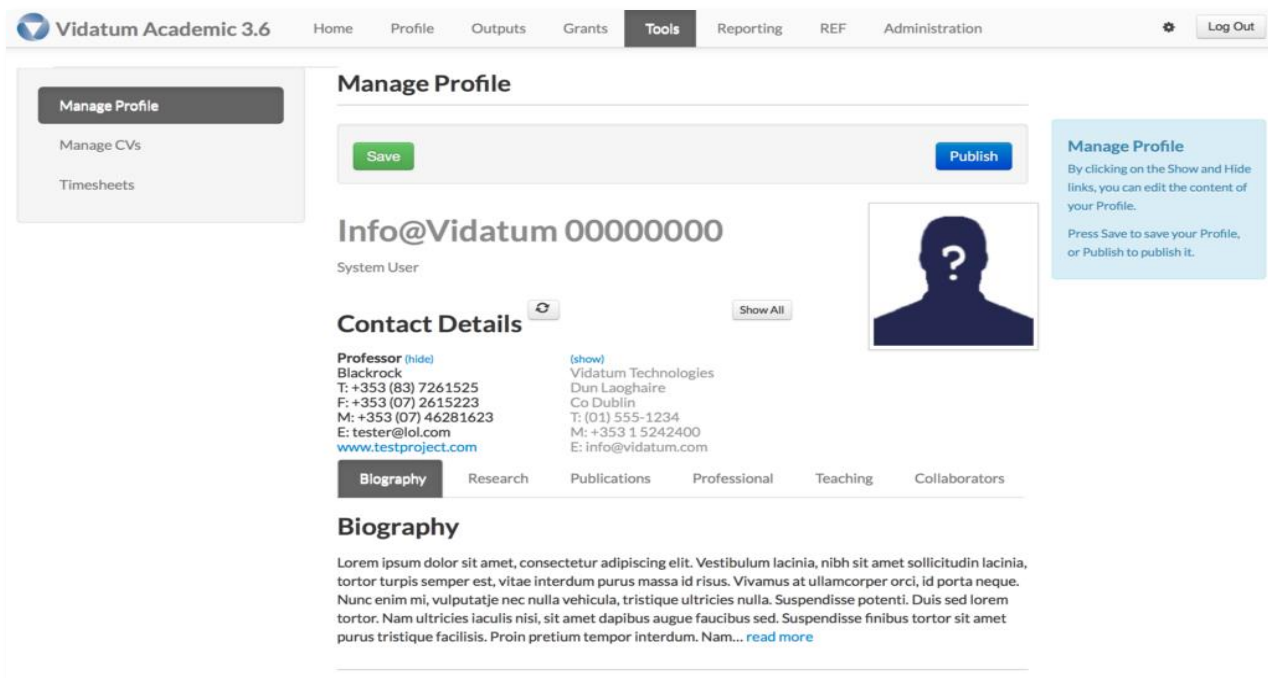
Editing Profile Details:

- By default, all your information that is on IRIS will be included in your Profile. To exclude information, click on the *Hide* link. Alternatively, click on the *Show* link to add information to your Profile.
- By default, any newly added publications (by claiming or input) are defaulted to *Show.*
- By default, all items are sorted in chronological order.
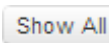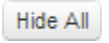- You can only add or remove items from your Profile in this section. To edit the contents of each category, you must do so in their respective sections.
- When you are managing your Profile, you can order the information which you see on screen by clicking on the following links:
- ✛ The *Move* icon allows you to re-order your list times. Please note: when new entries are added, the order of your list items may change.
- ⬆ The *Up Arrow* allows you to move a sub-section up.
- ⬇ The *Down Arrow* allows you to move a sub-section down.
- 🔄 The *Refresh* icon will check the system to see if any publications relating to you have been added.
- 🌐 The *Globe* icon is a DOI link to an outside service.
- The *Details* link gives you further information on individual publications.
- Show All The *Show All* icon will add all the information in this sub-section to your Profile.
- Hide All The *Hide All* icons will hide all the information in this sub-section to your Profile.
- The Hide All button will hide all the information in this sub-section to your Profile.

Save
When you are finished with your Profile, click on Save to save it to the system. If you want to publish your Profile to your institute's website, click on Publish.

Publish
If you want to publish your Profile to your institute's website, click on *Publish*.

5.2.   Manage CV

Under the Manage Profile link in the sub menu you can create and manage existing CVs. To create a new CV, enter the name of the CV and press **Add**. Once the CV has been created, it will appear in **Your CVs.** To add content to your CV, click on the **Edit** button and you will be brought to the **Build CV** section. This page is similar to the **Manage Profile Section**.

By default, all your information that is on the System will be included in your Profile.
To exclude information, click on the (hide) link. Alternatively, click on the (show) link to add information to your Profile. When you are managing your **CVs**, you can order the information which you see on screen by clicking on the following links:

When you are finished with your Profile, click on Save to save it to the system. If you want to publish your Profile to your institute's website, click on Publish.

> *Helpful Hints*
> *You can only add or remove items from your Profile in this section. To edit the contents of each category, you must do so in their respective sections. Also, your primary Contact Details are imported from another System, and cannot be changed in **IRIS**.*
>
> When you are finished with your CV, click on Save to save it to the system. If you press Publish you will

be given the option to download the CV to Microsoft Word. Likewise, if you return to the Manage CVs page, the same option appears when the Download button is pressed.

6. User Interface Tools

6.1. Actions

The Actions column contains links that allow you to perform tasks.

Icon	Action
🔧	**Edit Entry** – *will allow you to make changes to the entry*
⊗	**Delete Entry** – *will delete the entry*
🔍	**View Entry** – *will allow you to view the entry*
👤	**User** – *will allow you to view the approval status*
🖨	**Print** – *will allow you to print the entry*
⊕	**Download** – *will allow you to download an attachment*
🕘	**Under Review**
👍	**Approved**
⤢	**Merge** – *will allow you to de-duplicate the journals having the same title*
✔	**Approve** – *will allow you to approve an entry*
👁	**Log in as** – *will allow you to log in as …*
✉	**Send**
▤	**Attributes** – *will show attributes*
☑	**Checkbox** – *selected (select any number)*
☐	**Checkbox** – *not selected*
⊙	**Radio Button** – *selected (mutually exclusive/select one only)*
○	**Radio Button** – *not selected*
📕	**Start Uploading** – *the publication to the repository*
📘	**View and Complete** – *view the uploaded attachments and complete the repository submission*
📙	**Approval Pending** – *the publication has been uploaded and repository approval is pending*

6.2.   Buttons

On this page you can click on:

Submit to submit your completed form
Save to record the entered information for completion at a later time
Cancel to cancel your Intent to Submit