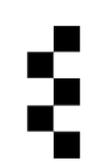




RIS

RIS Delegation and Impersonation Guide

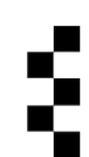
September 2022



About the RIS

The Research Information System delivers important benefits which include:

- The automatic searching of publications from a range of external sources and a simple process to deposit them into the Research Repository.
- A single place where researchers can manage grants, professional activities, teaching responsibilities and supervision, publications and impact.
- A way to manage and edit external web profiles.
- A platform in which REF submission and internal research monitoring can be managed with minimal re-keying of data or completing of forms.



About this guide

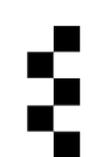
This guide describes setting delegates in the Research Information System (RIS) and using impersonation.

Setting a delegate allows another RIS user to 'Impersonate' you in the system and allows them to manage your records. This includes your biographical details, your publications, impact, teaching and grants.

Note: Delegation does not grant higher permissions in the system that you may have because of your role (a Head of Department or Research Director for example). These permissions cannot be delegated.

By the end of the guide you should be able to:

- **Login** to the System
- **Manage** delegates
- **Impersonate** another user



Essex Research Information System Development Server Login

Enter your University of Essex credentials and click Login:

LOGIN

Please login using your normal university login.
Do not add @essex.ac.uk to the username.

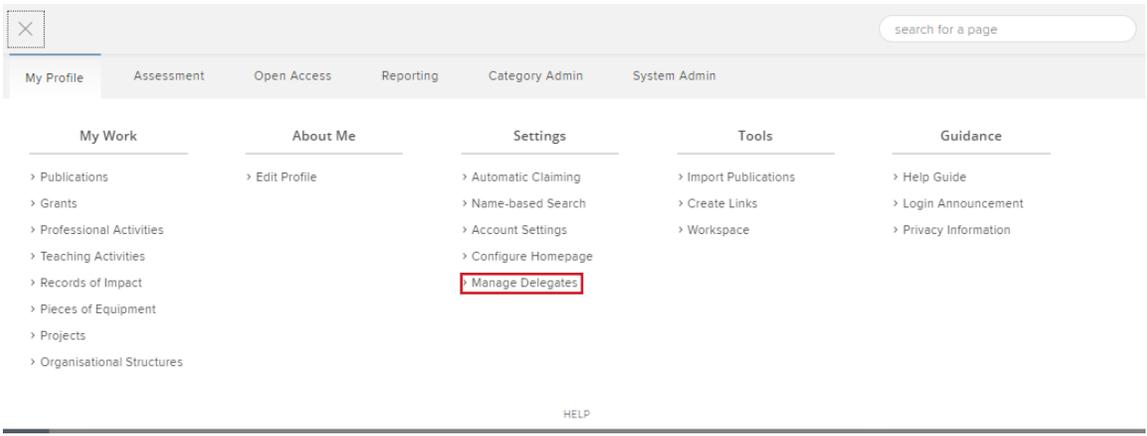
For support please email reors@essex.ac.uk

Log In

Login at: <https://ris.essex.ac.uk>

Your normal university login is all you need.

You don't need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (Microsoft Edge, Chrome, Firefox, Safari).



search for a page

My Profile Assessment Open Access Reporting Category Admin System Admin

My Work

- > Publications
- > Grants
- > Professional Activities
- > Teaching Activities
- > Records of Impact
- > Pieces of Equipment
- > Projects
- > Organisational Structures

About Me

- > Edit Profile

Settings

- > Automatic Claiming
- > Name-based Search
- > Account Settings
- > Configure Homepage
- > **Manage Delegates**

Tools

- > Import Publications
- > Create Links
- > Workspace

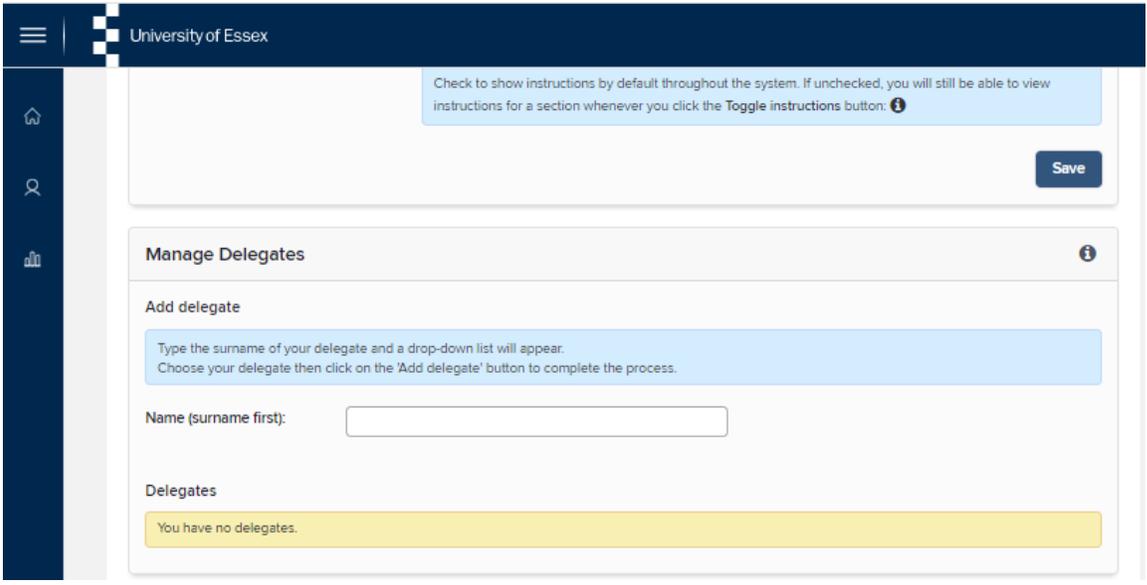
Guidance

- > Help Guide
- > Login Announcement
- > Privacy Information

HELP

Manage Delegates

Navigate: **Menu > My Profile > Settings > Manage Delegates**



University of Essex

Check to show instructions by default throughout the system. If unchecked, you will still be able to view instructions for a section whenever you click the **Toggle instructions** button: ⓘ

Save

Manage Delegates ⓘ

Add delegate

Type the surname of your delegate and a drop-down list will appear. Choose your delegate then click on the 'Add delegate' button to complete the process.

Name (surname first):

Delegates

You have no delegates.

Manage Delegates ⓘ

Add delegate

Type the surname of your delegate and a drop-down list will appear.
Choose your delegate then click on the 'Add delegate' button to complete the process.

Name (surname first):

JAMIESON, Andrew J (Jim) (Professional Services) ▼

Add delegate ←

Delegates

You have no delegates.

Add Delegates

Begin typing the surname in the box and then select the correct person.

Click **Add delegate**

The user can now act on your behalf in the RIS via 'Impersonation'

Manage Delegates ⓘ

Add delegate

Type the surname of your delegate and a drop-down list will appear.
Choose your delegate then click on the 'Add delegate' button to complete the process.

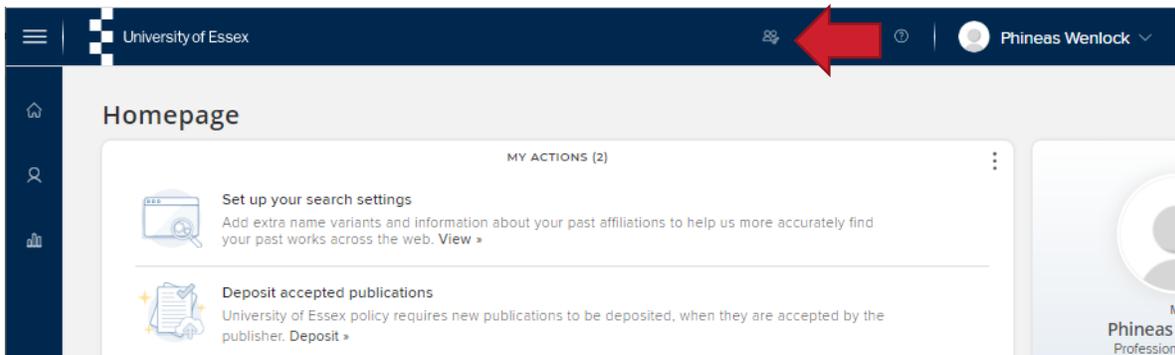
Name (surname first):

Delegates

✖ JAMIESON, Andrew J (Jim) (ajjami)

Remove Delegates

To remove delegate permission click on the red **x** next to the persons name.



Impersonation

To Impersonate click the Impersonate icon on the menu bar

Impersonate another user

Filter results

Last name starts with: C H J M S I

Name contains: 

Member of group:

Include inactive users:

[Reset](#) 

1-7 of 7

Select a user to manage their data:

- [CRAWFORD, Jamieson A \(Jamie\)](#) Arts and Humanities (jacraw)
- [HEARN, Jamie](#) Social Sciences (jh18475)
- [JAMIESON, Andrew J \(Jim\)](#) Professional Services (ajjami) 
- [MOORE, Jamie C](#) Social Sciences (moorej)
- [SEAKENS, Jamie D](#) Social Sciences (jseakens)
- [TALLENT, Jamie](#) Science and Health (jt21481)
- [TUXFORD, Jamie](#) Arts and Humanities (jtuxford)

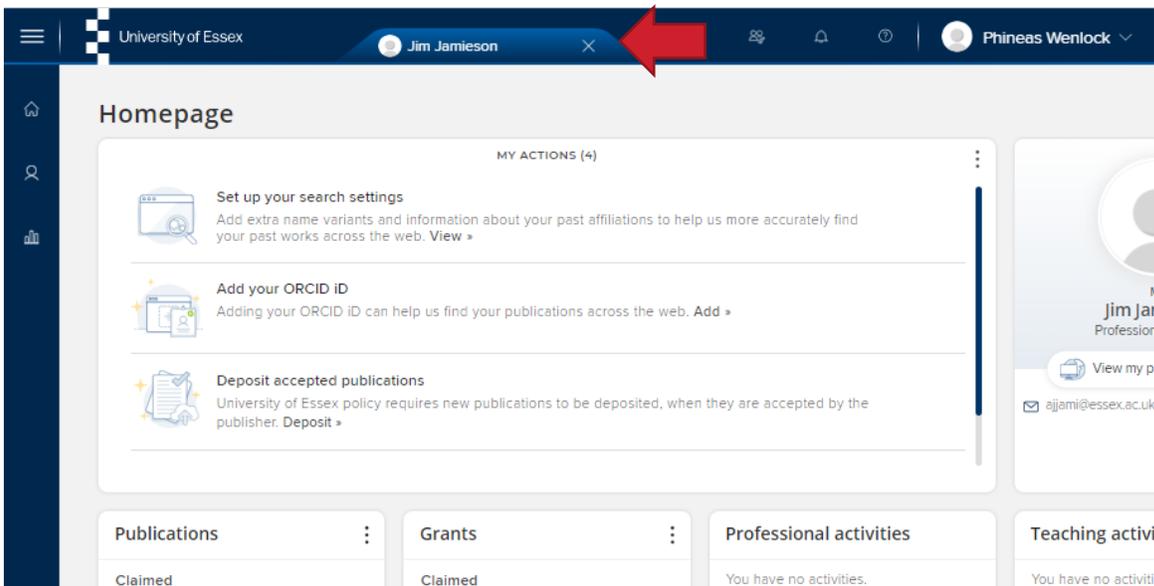
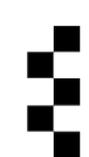
Impersonation

Type the name of the person in the **Name contains** box

Click **Set filters**

Select the user from the list

You will only be able to choose people you have delegated permissions for.



Impersonation

The person you are impersonating is indicated on the top bar

You can now manage their records. This includes biographical details, publications, impact, teaching and grants.

To stop impersonation, click the **x** next to their name or follow the impersonate instructions to impersonate another user.



Need help?

Contact REO Research Systems

reors@essex.ac.uk

www.essex.ac.uk/staff/research-systems