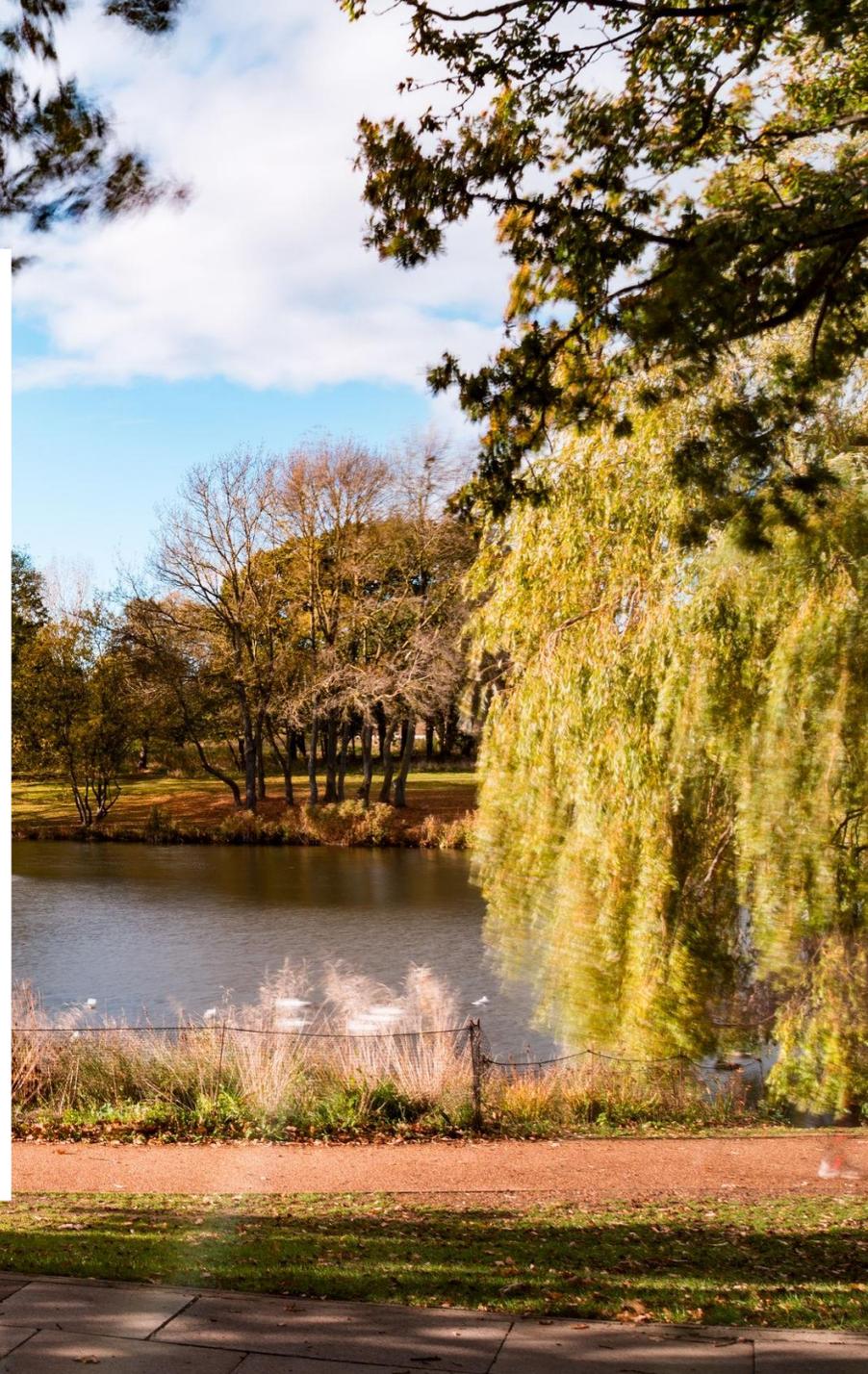
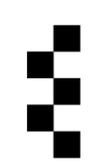


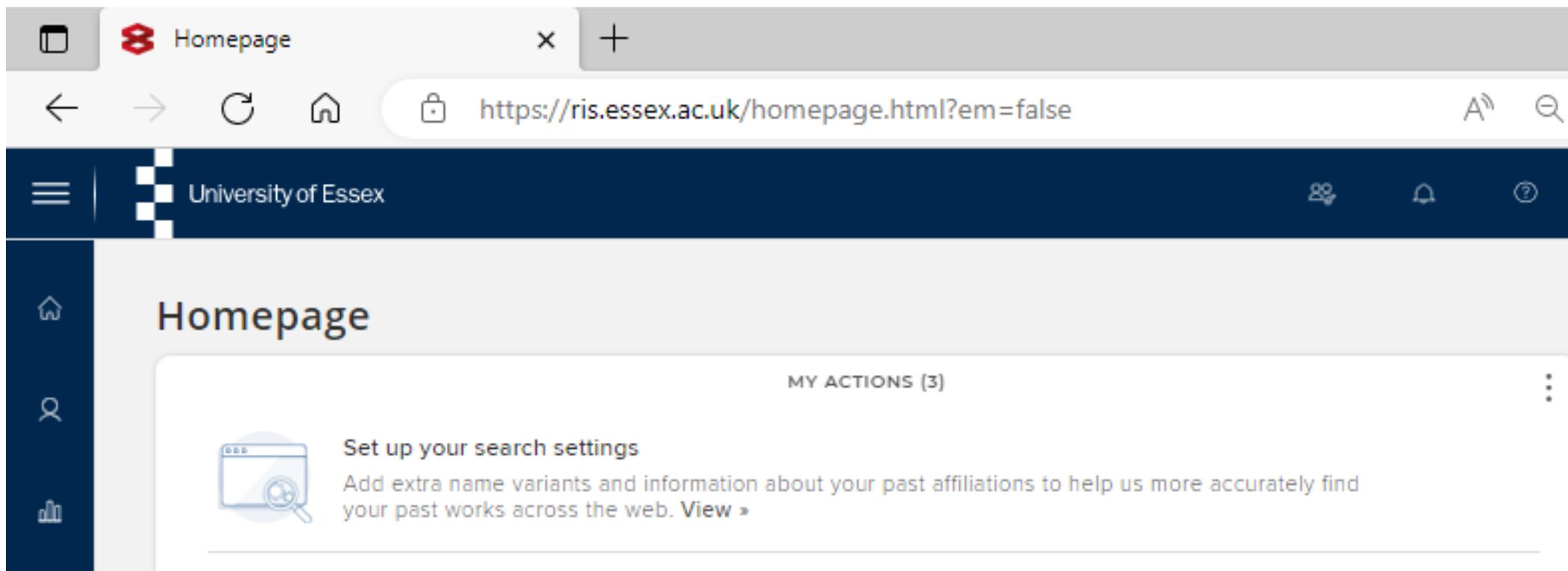
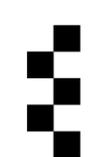
RIS IMPACT MODULE

Directors of Impact Guidance

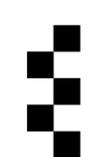




- Directors of Impact can create, edit, view, etc. records of impact for staff in their school/department, in addition to their own, via the 'Category Admin' option of their role on RIS
- It is essential to use this 'Category Admin' option rather than the 'My Profile' option on RIS which is strictly for a user's personal impact records
- This guide outlines how to use the access the additional role and what you can do using it

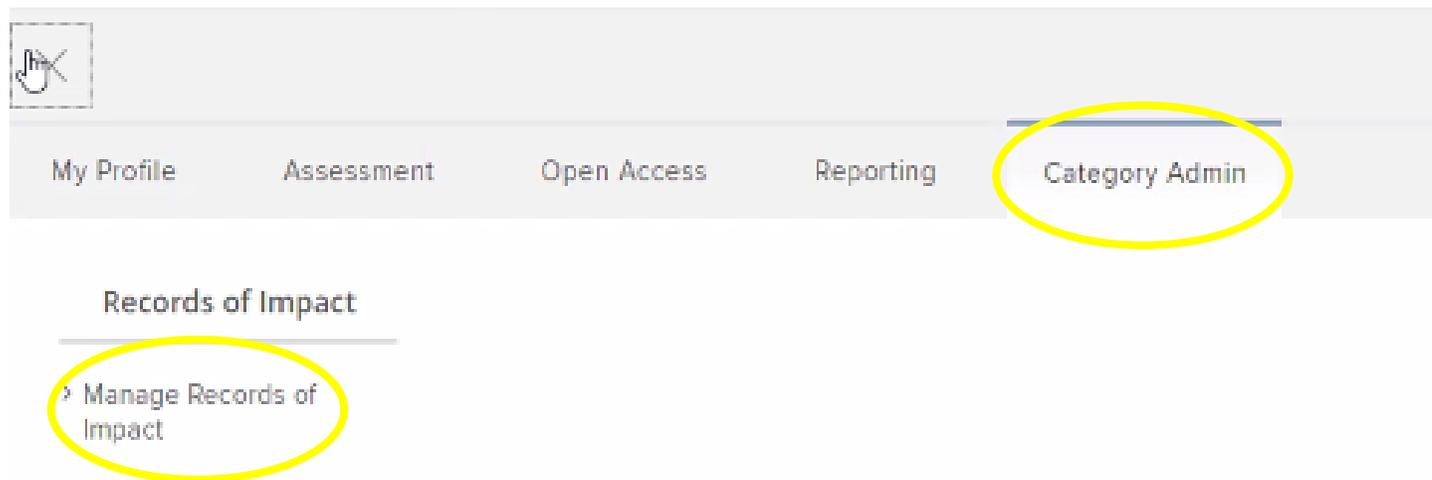


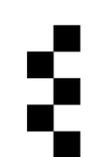
Left click on the three horizontal bars 'hamburger' on the top left of the browser window to reveal the menu



Directors of Impact have an additional 'Category Admin tab' on the right of their menu

Left click on this for:
Records of Impact
> Manage Records of Impact

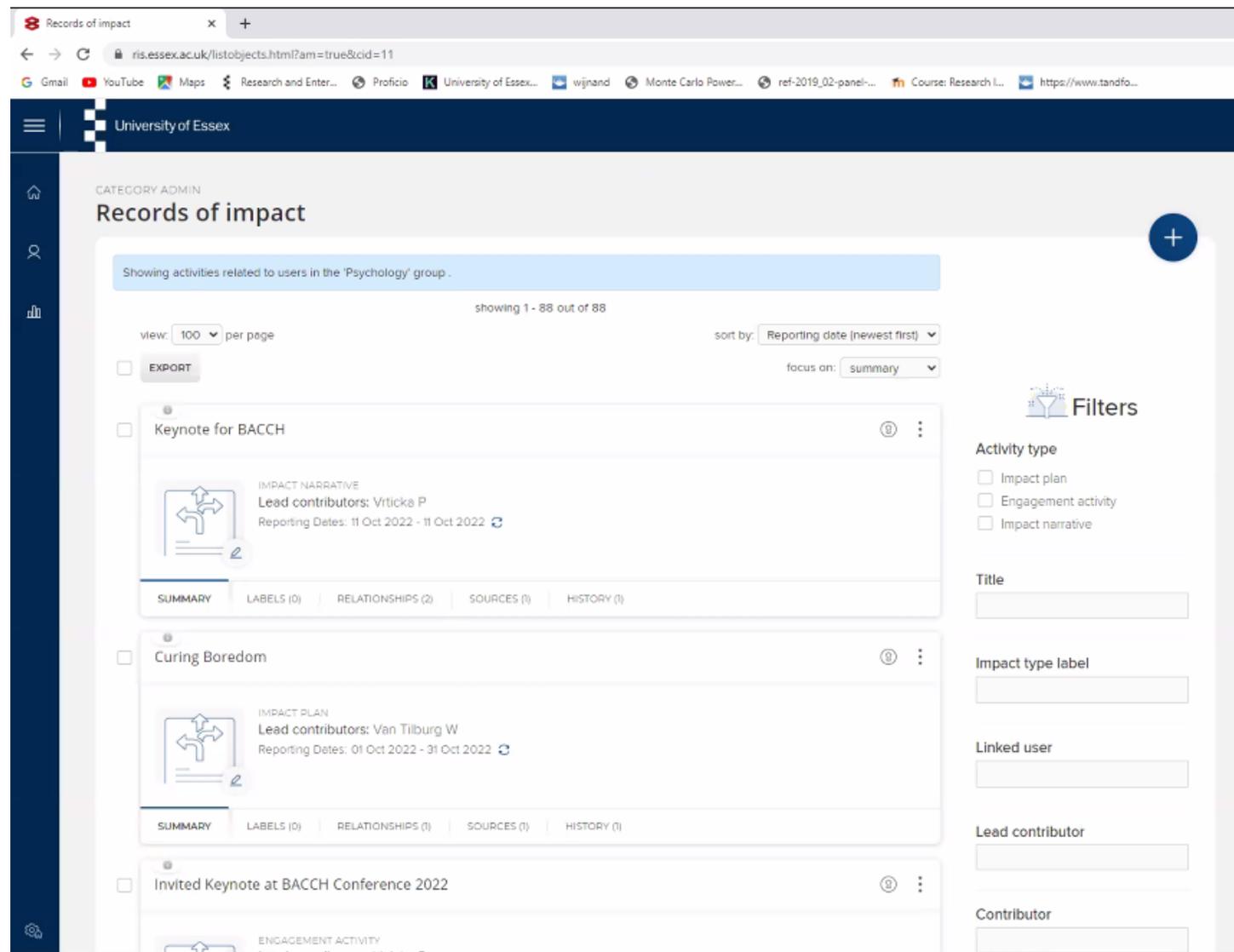


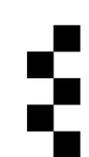


Left clicking on > **Manage Records** of Impact displays all the Records of impact for staff in the DOI's school/department

This is like 'VIEW ALL' for Records of impact in 'My Profile' but in 'Category Admin' there is access to all records for the school/ department users

Note that it is not possible for users, Directors of Impact included, to view Impact Records other than those which they are linked to in their 'My Profile' area; the 'Category Admin' route is required





Editing impact works in the same way as editing a personal impact record

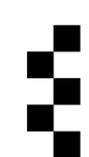
The Record can be edited, evidence added and managed

Links can be made to other RIS users and other RIS records, e.g., Publications, Grants, Professional activities, and Impact records

The screenshot displays the 'View impact' page for 'Curing Boredom' in the University of Essex RIS system. The page is structured as follows:

- Header:** 'University of Essex' logo and navigation menu.
- Page Title:** 'Curing Boredom' with a 'RETURN TO THE RECORDS OF IMPACT PAGE' link and an 'Add a new impact plan' button.
- Impact plan section:** A text area with a 'Labels' link and the message 'There are no labels on this impact. Add labels'.
- Data sources section:** A table listing data sources. The first entry is 'Manual' with an 'Edit record' button. Below it is a table with the following details:

ID:	5F7AD6B3-E930-4F99-BD60-F2079B32A351
Title:	Curing Boredom
Summary:	Research shows boredom can be bad...I aim to achieve impact to address this.
Lead contributors:	Van Tilburg, Wijnand
Planned activities:	Article for the conversation.Dr Wijnand Van Tilburg11 Oct 20222022-10-11T13:39:59.4200884+01:00
Start date:	01 Oct 2022
End date:	31 Oct 2022
- Supporting evidence section:** A list of evidence files, including 'Draft Five ways boredom could be changing your behaviour, for better or worse.docx' with a 'Manage evidence' button.
- Actions section:** A 'Mark as Favourite' button.
- Reporting Dates section:** Fields for 'Start date' (01 Oct 2022) and 'End date' (31 Oct 2022) with an 'Override' button.
- History section:** A list of events, including '1. Manual Impact created. by Dr Matthew Wells 11/10/2022' and an 'Add note' button.



Adding a new Impact Record

Adding impact works much as adding impact as a personal record – the same ‘Essential Information’ (top right picture)

There is no ‘What is your relationship with this impact plan/engagement activity/ impact narrative’ field (bottom right picture)

‘Lead contributors’ and ‘Contributors’ can be selected to indicate which user (or users) the impact record corresponds to

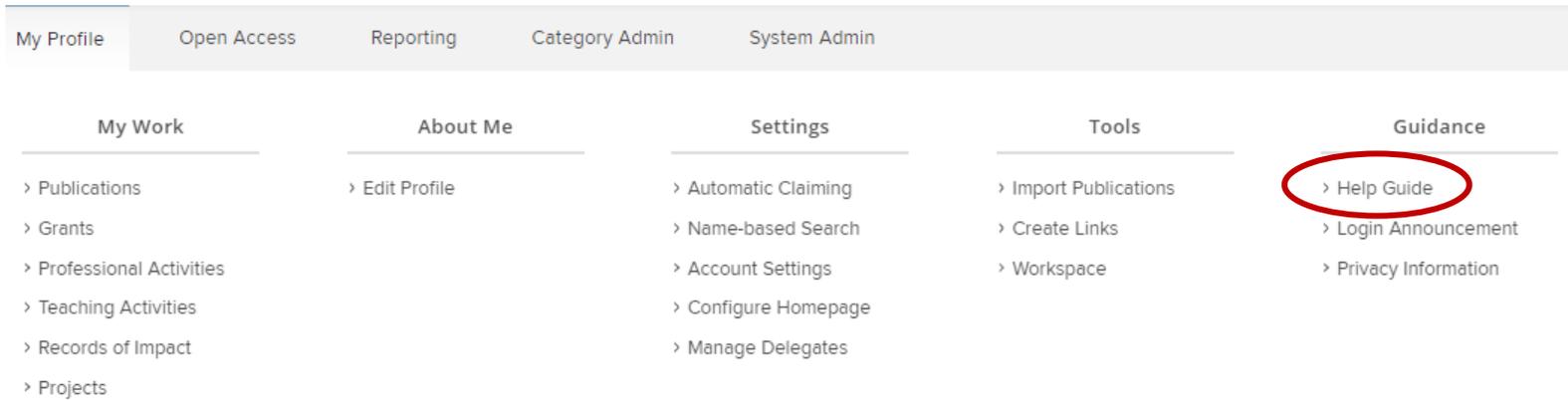
For general advice on impact records please see the RIS impact module guidance

This screenshot shows the 'Essential Information' section of a form. At the top, there are three tabs: 'Tell us more' (active), 'Link to additional users', and 'Attach evidence'. The form fields include:

- Working title:** A text input field with a red asterisk and a blue question mark icon to its right.
- Summary:** A larger text input field with a red asterisk and a blue question mark icon to its right.
- Lead contributors:** A dashed box containing the text 'No Lead contributors - please add...' and a blue link 'Add a person'. A blue question mark icon is to its right.
- Contributors:** A dashed box containing the text 'No Contributors - please add...' and a blue link 'Add a person'. A blue question mark icon is to its right.

This screenshot shows the 'What is your relationship with this impact plan?' section of a form. At the top, there are three tabs: 'Tell us more' (active), 'Link to additional users', and 'Attach evidence'. The form fields include:

- Relationship:** A question with a red asterisk followed by two radio button options: 'Lead contributor of' and 'Contributes to'.
- Essential Information:** A section header above a text input field for 'Title', which has a red asterisk and a blue question mark icon to its right.



The screenshot shows a navigation menu with five main categories: My Profile, Open Access, Reporting, Category Admin, and System Admin. Below these are five sub-categories: My Work, About Me, Settings, Tools, and Guidance. The 'Guidance' category is circled in red and contains three items: 'Help Guide', 'Login Announcement', and 'Privacy Information'.

- My Profile
- Open Access
- Reporting
- Category Admin
- System Admin

- My Work
 - > Publications
 - > Grants
 - > Professional Activities
 - > Teaching Activities
 - > Records of Impact
 - > Projects
- 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

You can access help and guidance resources from the **Menu** on your homepage (see page 10). Under **'Guidance'** select **'Help Guide'**.

Help

Information

If you have any comments or suggestions, or are experiencing problems with the system, please contact Research Systems in the Research and Enterprise Office. E: reors@essex.ac.uk T: 4147

Help Guides for Users

How to Manage Publications and Search Settings. Download the [publications guide](#) (Adobe PDF, 1.2MB)

How to deposit to the Essex Research Repository from the RIS. Download the [Deposit Guide](#) (Adobe PDF, 880kb)

How to manage your profile. Download the [Profile Guide](#) (Adobe PDF, 757kb)

How to record impact. Download the [Impact Guide](#) (Adobe PDF, 898kb)

How to manage grants. Download the [Grant Guide](#) (Adobe PDF, 669kb)

How to complete your Annual Research Plans and Outcomes Monitoring. Download the [Review Guide](#) (Adobe PDF, 680kb)

How to Delegate and Impersonate. Download the [Delegate Guide](#) (Adobe PDF, 321kb)

If you have any further questions please email reors@essex.ac.uk or contact the [Research Impact Team](#)