

IRIS | Institutional Research Information System

IRIS Manual

IRIS Helpdesk: iris@nuigalway.ie



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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

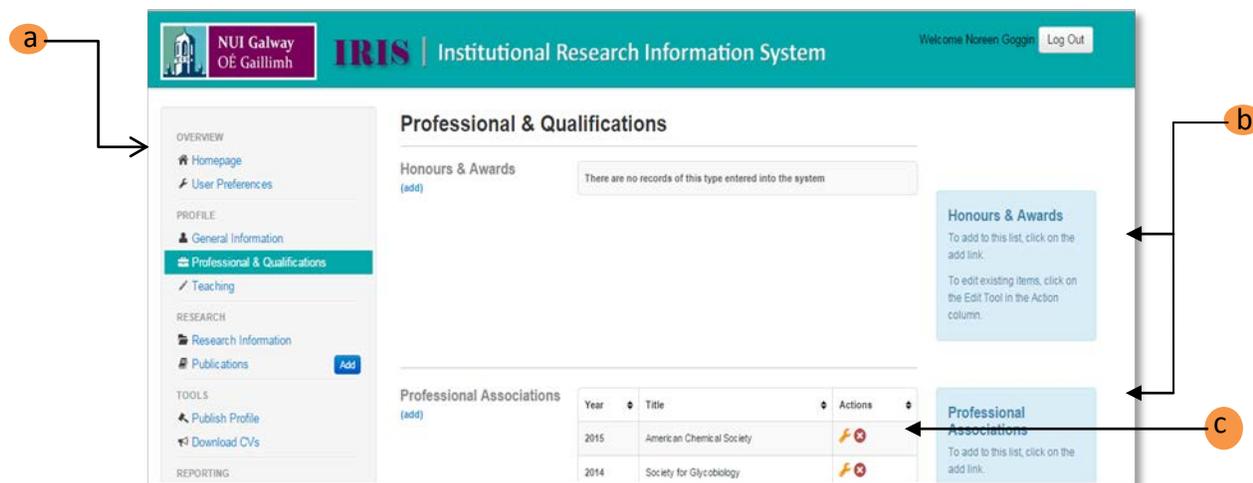
Although IRIS has been designed with ease of use in mind; this manual is provided to assist new users in getting started with creating their web profiles while also providing more in depth information of the system's functionality.

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: noreen.goggin@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.



2. Overview

2.1. The Home Page

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

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

The screenshot shows the IRIS homepage for Prof Lokesh Joshi. The page layout includes a header with the NUI Galway logo and the IRIS title. A navigation menu on the left is labeled 'a' and 'd'. The main content area is divided into four sections: 'Your Profile', 'Search Profiles and Follow your Favourites', 'NUI Galway News', and 'Publications That May Be Yours'. A search box is labeled 'b'. A table of publications is labeled 'c'.

Year	Source	Title	Authors	
2014	WOS	Multiple Myeloma Cells Express Functional E-Selectin Ligands Which Can be Inhibited Both in-vitro and in-vivo Leading to Prolongation of Survival in a Murine Transplant Model	Natoni, A, Moschetta, M, Glavey, S, Wu, P, Morgan, G, J, Joshi, L, Magnani, J, L, Ghobrial, IM, O'Dwyer, ME	<input type="checkbox"/>

a) Your Profile:

This contains the summary information which is kept on the system. By clicking on the **Edit** link, you are brought to **General Information** where you can update your profile accordingly. 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.

b) Search Profiles:

Allows you to search your colleagues profiles and / or publications by keyword.

c) Publications That May Be Yours:

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

- d) Navigation Menu:
The Main Menu allows you to navigate between all sections in the system.

2.2. User Preferences

Before entering any new publications, you need to record your Author Name and Keywords in the **User Preference**. These settings allow the system to match publications from the Web of Science and PubMed, among others. Only use your surname and initials, separated by spaces. Do not add any punctuation. Click on the Add / Save button to add / save each entry.

The User Preference page has six sections which help you to establish your Profile. They are:

- a) List of Author Names:
If you have other Author names and aliases, enter them in the text box and press Add. If you want to remove a name, click on the  in the Action column.
- b) Search Keywords:
Vidatum Academic 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  in the Action column.
- c) ORCID Integration:
If you are a member of the Open Researcher and Contributor ID Initiative (ORCID), please enter your ID here.
- d) Select Profile Theme (s):
Selecting a profile theme will allow your profile to appear on theme-specific departmental and institute listings.
- e) 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.
- f) 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.

NUI Galway OÉ Gaillimh | IRIS | Institutional Research Information System | Welcome Noreen Goggin | Log Out

OVERVIEW

Messages

User Preferences

PROFILE

General Information

Professional & Qualifications

Teaching

RESEARCH

Research Information

Publications Add

TOOLS

Publish Profile

Download CVs

LOGGED IN AS:

Lokesh Joshi

CANCEL

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User Preferences

This page contains configuration settings for your profile.

List of Author Names

Name	Actions
Joshi L	<input type="radio"/>
Joshi Lokesh	<input checked="" type="radio"/>
Joshi, L	<input type="radio"/>

Add the author name you use when publishing:

 Add

Search Keywords

Keyword	Actions
	<input type="radio"/>

Add a new search Keyword:

 Add

ORCID Integration

Enter your ORCID ID

<http://orcid.org/>

 Save

Profile Themes and Alert Settings

Select Profile Theme(s):

- Biomedical Science and Engineering
- Medical Devices & Connected Health
- Cancer Biology, Diagnostic and Therapeutics
- Immunodiagnostic & 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
- Applied Social Sciences and Public Policy
- Lifecourse & Independent Living
- Environmental Sustainability & Development
- Business and Manufacturing Competitiveness
- Innovation, Creativity & the Smart Economy
- Law and Human Rights
- Equality, Identity, Gender & Culture
- Education
- Society & Politics
- Humanities in Context
- Texts, Creative Arts & Digital Platforms
- Landscape, Place, Identity
- Aesthetics, Ethics and the History of Ideas
- Languages, Linguistics, Culture
- Cultures and Societies in Historical Context

Receive Alerts:

No

Yes

Automatically add claimed publication to profile:

No

Yes

Save

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

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

ORCID ID

If you are a member of the Open Researcher and Contributor ID initiative (ORCID), please enter your ID here.

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/tebsuperstar/>

Receive Alerts

Select "Yes" if you would like to receive alerts from the system, including notices of unclaimed publications, and other communications from the system administrator (if 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 Information

The General Information section allows you to change your Profile details.

The screenshot shows the IRIS (Institutional Research Information System) profile page for NUI Galway. The page is divided into three main sections: General Information, Biography, and Profile Picture. A sidebar on the left contains navigation links for Home, Profile, Research, and Tools. Three callouts (a, b, and c) point to the General Information, Biography, and Profile Picture sections respectively. The General Information section includes a table of contact details and a 'Contact Information' callout box. The Biography section includes a text description of the user's current position and a 'Biography' callout box. The Profile Picture section includes a photo of the user and an 'Upload New Photo' callout box.

General Information

Contact Information (add)

Name: Lokesh Joshi
Personnel Number: 000107810
Last Updated: 05-MAY-15

Address	Contact No.	Email / Web	Actions
Vice President For Research SCHOOL OF NATURAL SCIENCES NUI GALWAY	Ext. 5788	lokesh.joshi@nuigalway.ie	

Contact Information
Click on the Add link to add a new Contact or click on the Edit Tool in the Action column to change your Contact Details.
Please Note: Your primary contact details come from the HR system CORE and cannot be changed here. Please contact irs@nuigalway.ie with the correct details. This data is loaded on a nightly basis to IRIS from CORE.

Biography
Click on the Edit link to update your Biography details.

Profile Picture
To upload a picture of yourself, click on Upload Picture, select your image, then press Save.

a) Contact Information:

The Contact Information section allows you to add and edit your details, either by clicking on the **Add** Link, or by using the links in the **Action** columns. When you click on the **Add** link, you are brought to a page where you can add your title, telephone, email, web address etc

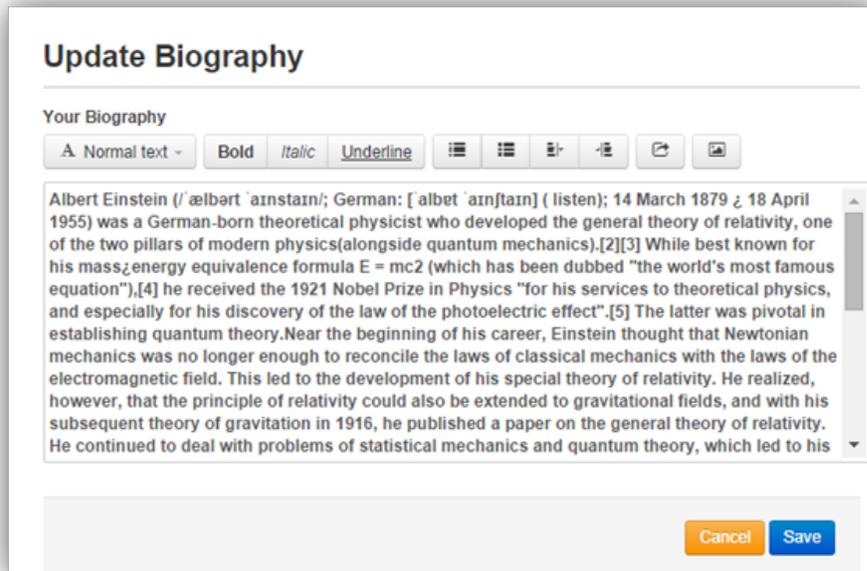
When you update your details, press Save at the bottom of the page. This information is listed in a table which can be deleted by using the delete link in the Action column.

! Information Amendments

Your primary contact details come from the HR system CORE and cannot be changed in IRIS. Please contact hr@nuigalway.ie with the correct details. This data is loaded on a nightly basis to IRIS from CORE.

b) Biography:

The Biography section, on the [General Information](#) page gives you a summary of your 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.



Update Biography

Your Biography

A Normal text - **Bold** *Italic* Underline [Bulleted list] [Numbered list] [Decrease indent] [Increase indent] [Link] [Image]

Albert Einstein (*/ˈælbərt ˈaɪnstaj̩n/*; German: [ˈalbɛt ˈaɪnʃtaɪn] (listen); 14 March 1879 – 18 April 1955) was a German-born theoretical physicist who developed the general theory of relativity, one of the two pillars of modern physics (alongside quantum mechanics).[2][3] While best known for his mass–energy equivalence formula $E = mc^2$ (which has been dubbed “the world’s most famous equation”),[4] he received the 1921 Nobel Prize in Physics “for his services to theoretical physics, and especially for his discovery of the law of the photoelectric effect”.[5] The latter was pivotal in establishing quantum theory. Near the beginning of his career, Einstein thought that Newtonian mechanics was no longer enough to reconcile the laws of classical mechanics with the laws of the electromagnetic field. This led to the development of his special theory of relativity. He realized, however, that the principle of relativity could also be extended to gravitational fields, and with his subsequent theory of gravitation in 1916, he published a paper on the general theory of relativity. He continued to deal with problems of statistical mechanics and quantum theory, which led to his

Cancel Save

c) 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, select your image and press Save.



Profile Picture

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 image-editing software. However, you do not need to buy anything, as you can download several image-editing programs for free (e.g. GIMP, Google Picasa).

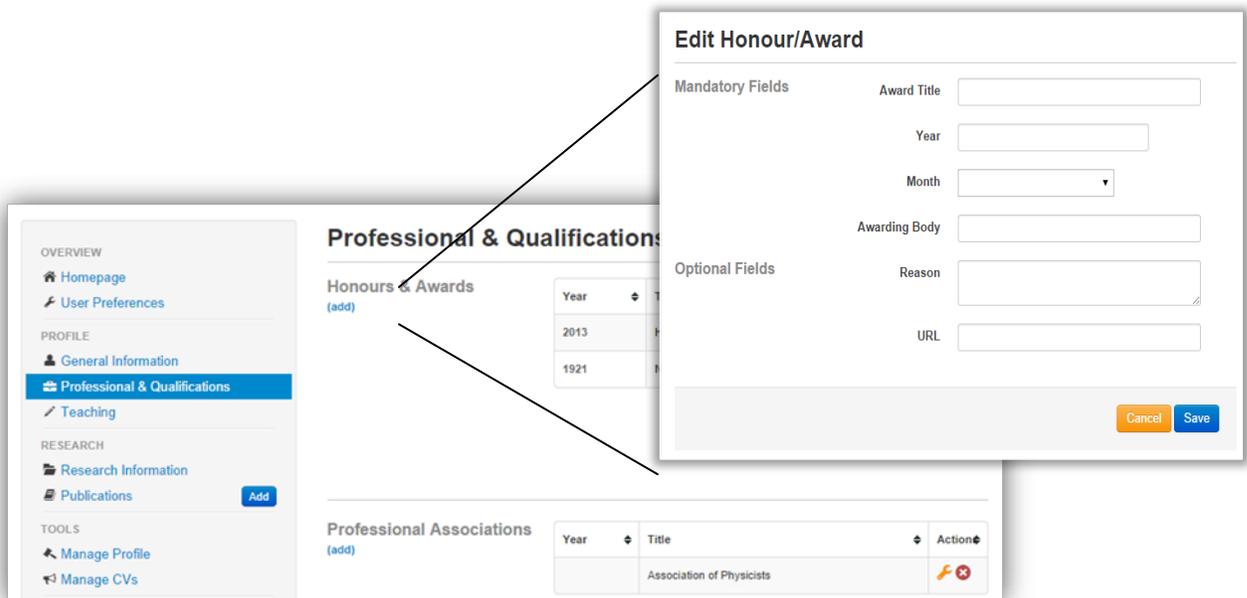
3.2. Professional & Qualifications

The **Professional & Qualifications** section contains ten categories which cover all areas of your professional life. When you click on the **Add** link for each category, you can update your information accordingly.

The areas are:

1. Honors & Awards
2. Committees
3. Professional Associations
4. Employment
5. Patents & Licensing Agreements
6. Education
7. Languages
8. Consultancy
9. Outreach Activities
10. Reviews

When updating your **Professional & Qualifications**, click on the **Add** link in any category; you are brought to a page where you can input either mandatory or optional fields. See figure on the next page.



3.3. Teaching

The *Teaching* section contains five categories.

The screenshot shows the 'Teaching Activities' section of a user interface. The left sidebar contains navigation menus: OVERVIEW (Homepage, User Preferences), PROFILE (General Information, Professional & Qualifications, Teaching), RESEARCH (Research Information, Publications), TOOLS (Manage Profile, Manage CVs), REPORTING (Standard Reporting, Adhoc Reports, President's Report), and ADMINISTRATION (Users and Units, System Data, Publication and Reporting Admin). The main content area is titled 'Teaching Activities' and contains five sections: 'Teaching Interests' (free text), 'Modules Co-ordinated' (table with columns: Term, Module ID, Title, Action), 'Current Postgraduates' (table with columns: Student, Degree Type, Primary), and 'Recent Students' (table with columns: Year Graduation, Name, Degree, Actions). Each section has a corresponding help box on the right. Arrows labeled a, b, c, and d point from the sidebar to the respective sections.

- a) Teaching Interests:
To update your teaching interests, click on the **Edit** link and enter, format your details and press **Save**.
- b) Modules coordinated:
To update your Modules Coordinated, click on the **Add** link, enter your details and press **Save**. To edit this list, click on the **edit** link (spanner icon) in the Action column.
- c) Current Postgraduates (Research):
Here you will find 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 noreen.goggin@nuigalway.ie immediately for clarification.
- d) Current Postgraduates (Taught):
To update your Current Postgraduates (Taught), click on the **Edit** link and enter, format your details and press **Save**.
- e) Recent Students:
To update your Recent Students, click on the **Edit** link and enter, format your details and press **Save**.

4. Research

4.1. Research Information

The Research Information section contains five categories. They are:

The screenshot shows the IRIS Research Information section. On the left is a navigation menu with categories: OVERVIEW (Home page, User Preferences), PROFILE (General Information, Professional & Qualifications, Teaching), RESEARCH (Research Information, Publications), TOOLS (Manage Profile, Manage CVs), REPORTING (Standard Reporting, Adhoc Reports, President's Report), ADMINISTRATION (Users and Units, System Data, Publication and Reporting Admin), and PFP BUILDER (Forms, Feeds & Outputs, Security). The main content area is titled 'Research Information' and contains five sections: 'Research Interests (edit)' with a text block about thermodynamic fluctuations; 'Research Projects' with a table containing one row (2014, TEST); 'Contract Researchers (add)' with a table containing one row (Joe Bloggs, esdasd, Co-Investigator); and 'Collaborators (add)' with a message 'There are no records of this type entered into the system'. Annotations a-e point from the navigation menu to these sections: 'a' points to 'Research Interests', 'c' points to 'Research Projects', 'd' points to 'Contract Researchers', and 'e' points to 'Collaborators'.

- a) Research Interests:
To update your Research interests, click on the **Edit** link. Enter and format your details and press **Save**.
- b) Research Interests for eProspectus:
Please enter your research interests for the online postgraduate eprospectus - <http://www.nuigalway.ie/findasupervisor/>. This section will be feed out onto the public website for the postgraduate eprospectus. Please note you must also select your theme/subtheme from Preferences section of IRIS.
- c) Research Projects:
The information which is seen here is populated by the institution's Finance System Agresso. To manually add a project, select the **Add** link
- d) Contract Researchers:
To update your Contract Researchers' information, click on the **Edit** link and enter, format your details and press **Save**.
- e) Collaborators:
To update your collaborators, click on the **Edit** link. You will be brought to a page where you can input your Internal and External Collaborators and press **Save**.

4.2. Publications

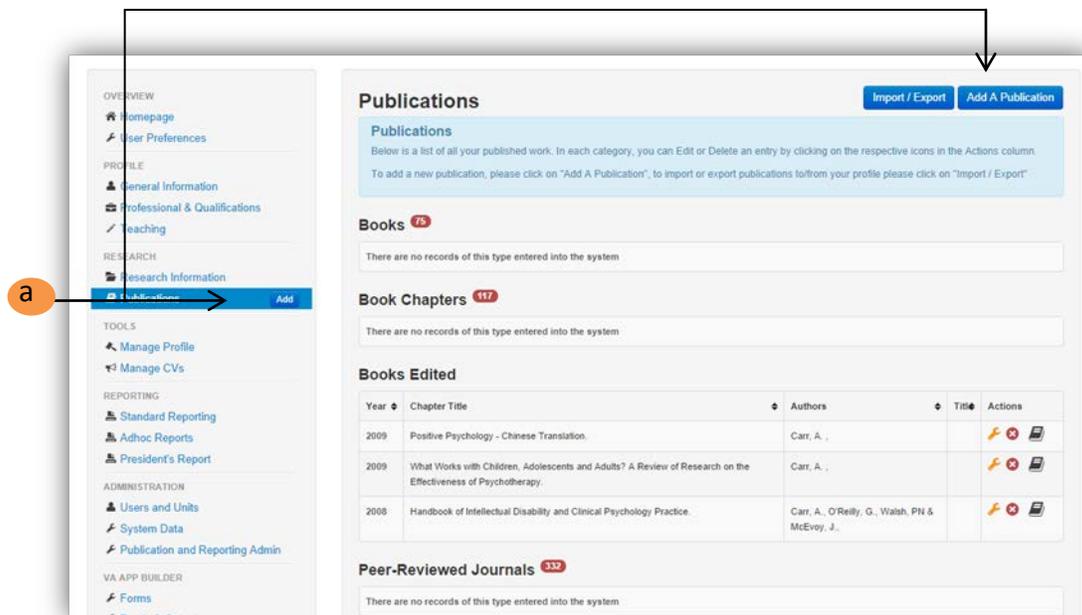
Before entering any new publications, you need to record your Author Name and Keywords in the [User Preference](#).

These settings allow the system to match publications from the Web of Science, PubMed, and NUIG Co-authors.

When you have entered a publication, you can see it listed in its specific category by clicking on the Publications link in the main menu.

4.2.1. Add New Publications

To add a publication to your Profile, click on the *Add* link which is beside the *Publications* tab in the main menu or click on the *Add Publication* icon in the *Publications* tab.



Once you have clicked the **Add** link, you will be brought to the screen on the next page which allows you to **Add New Publications**. Here you can **Reject Publications**, **Claim Publications** or **Manually Add Publications**.

OVERVIEW

- Homepage
- User Preferences

PROFILE

- General Information
- Professional & Qualifications
- Teaching

RESEARCH

- Research Information
- Publications** Add

TOOLS

- Manage Profile
- Manage CVs

REPORTING

- Standard Reporting
- Adhoc Reports
- President's Report

ADMINISTRATION

- Users and Units
- System Data
- Publication and Reporting Admin

VA APP BUILDER

- Forms
- Feeds & Outputs
- Security

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Add New Publications

Show Deleted / Rejected: Display: Published Report

Claiming Publications

The list below contains publications which may be yours. You may claim or reject these publications by selecting the individual row and clicking on the appropriate button below.

If you would like to recover a publication you previously rejected, please tick the "Show Deleted / Rejected" tick box above.

Published Report

Year	Source	Title	Authors	
<input type="checkbox"/> 2010		A- Supporting LGBT Lives in Ireland: A Study of the Mental Health and Well-being of Lesbian, Gay, Bisexual and Transgender people.	Mayock, P., Bryan, A., Carr, N. & Kitching, K.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 2008		Handbook of Intellectual Disability and Clinical Psychology Practice	Carr, A., O'Reilly, G., Walsh, PN & McEvoy, J.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Manually Adding Publications

If the publication you would like to add is not present on this screen, you may add it manually.

- The Publications Add link:**
The Publications Add link appears on the main menu at all times. You don't have to be in the Publications section to see it.
- Reject & Claim 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**.
- Manually Adding a Publication:**
Once you have clicked the **Add** link, you will be brought to the screen on the next page.

OVERVIEW

- Home Page
- User Preferences

PROFILE

- General Information
- Professional & Qualifications
- Teaching

RESEARCH

- Research Information
- Publications Add**

TOOLS

- Manage Profile
- Manage Cvs

REPORTING

- Standard Reporting
- Adhoc Reports
- President's Report

ADMINISTRATION

- Users and Units
- System Data
- Publication and Reporting Admin

VA APP BUILDER

- Forms
- Feeds & Outputs
- Security

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Add / Edit Book Details

Publication Type:

Mandatory Fields

Authors:

Year:

Month:

Publication Title:

Publisher:

Publisher's Location:

Status:

Peer Reviewed:

Optional Fields

Search Keyword:

Abstract:

Edition:

ISBN / ISSN:

Editors:

URL:

No. of Pages:

DOI Link:

Grant Details

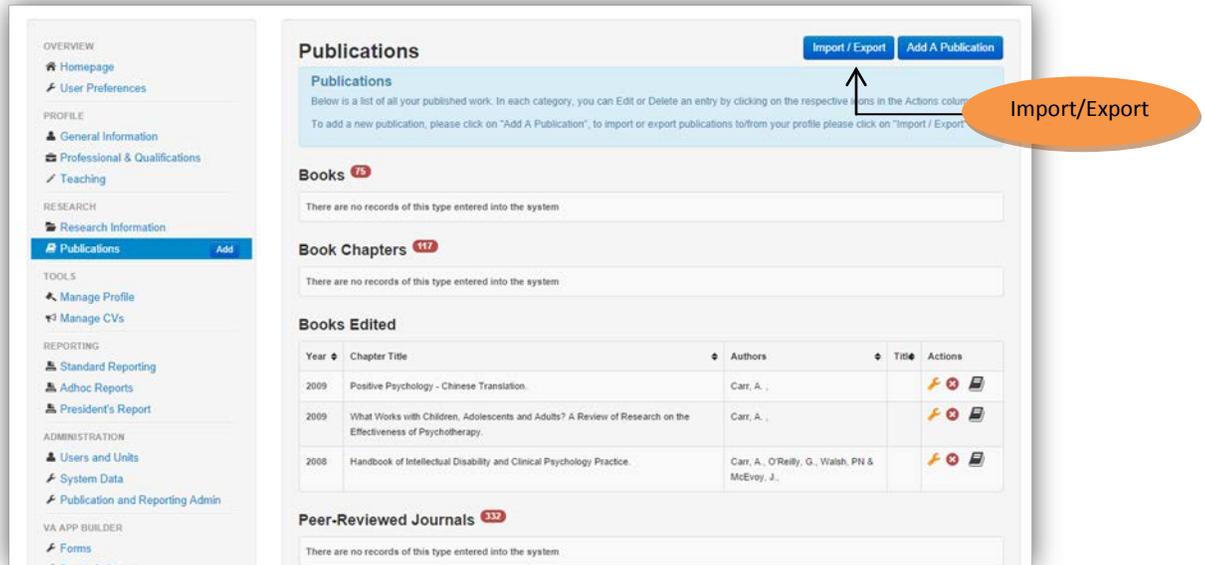
Funding Body:

Grant Details:

- Publication Type:**
Select one of the types of Publication, e.g., Book, Journal, Published Reports etc.
- Mandatory Fields:**
These fields are Mandatory and can't be left blank.
- Press **Save** to ensure that your selection will be added to your profile.

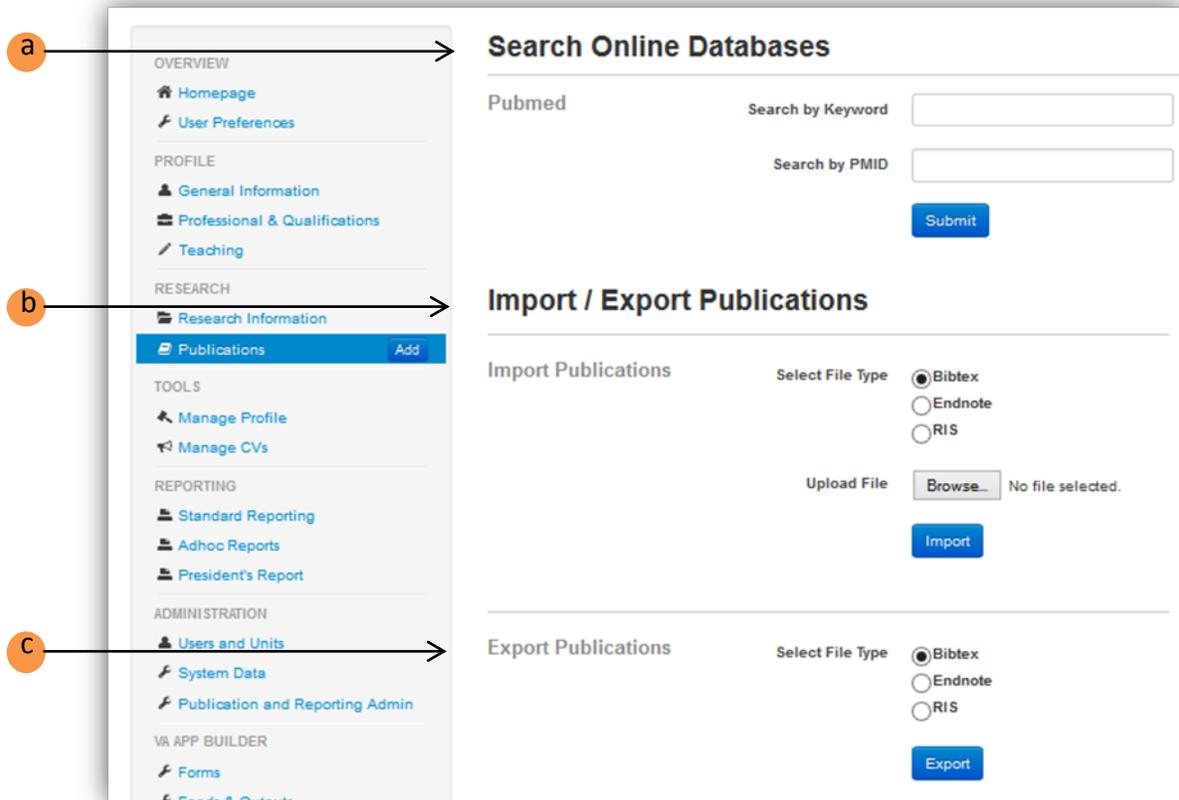
4.2.2. Import /Export

To import or export a publication to/from your Profile, click on the **Import/Export** in the **Publications** tab – see below.

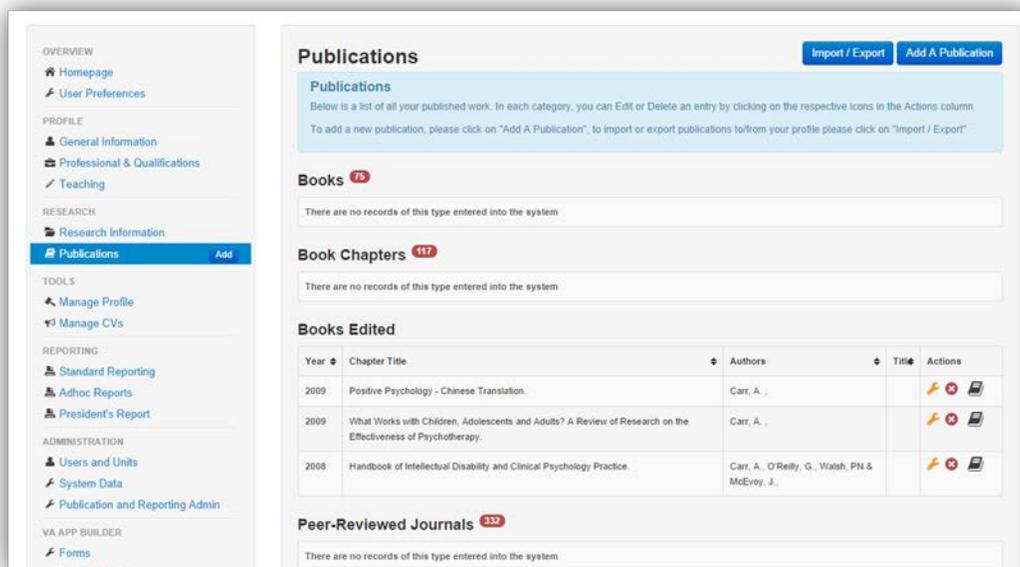


Once you have clicked the **Import/Export** link, you will be brought to the screen on the next page which allows you to **Search online databases; Import and Export Publications.**

- a) Search Online Databases
You can search for Publications by keyword or [PMID](#).
- b) Import Publications
You can import your publications to your Vidatum Academic profile, by choosing the file type and uploading a valid import file.
- c) Export Publications
To Export a publication, select a file type, press Export and you will be presented with a list of publications to export.



4.2.3. Manage/Edit Existing Publications



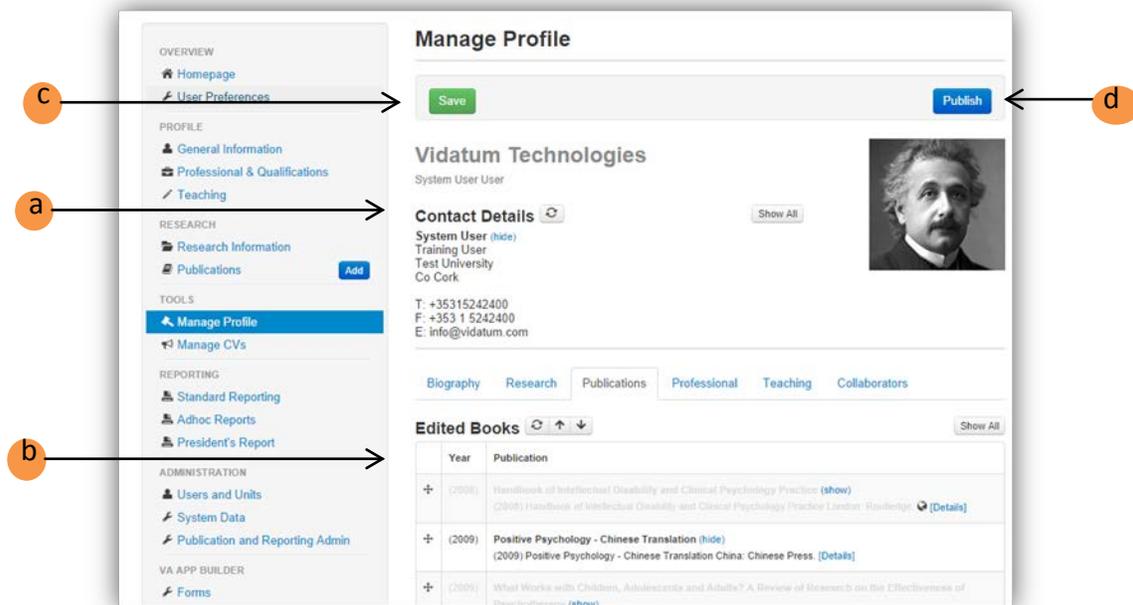
In the **Actions** column of the table, you have the following options:

-  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.

5. Tools

5.1. Publish Profile to the Web

The Publish Profile page allows you develop your 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. They are: Biography, Research, Publications, Professional, Teaching and Collaborators.

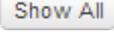


a) Contact Details

Your primary Contact Details are imported HR's system CORE, and cannot be changed in IRIS.

b) 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.
-  The *Show All* icon will add all the information in this sub-section to your Profile.
-  The *Hide All* icons will hide all the information in this sub-section to your Profile.

c) Save

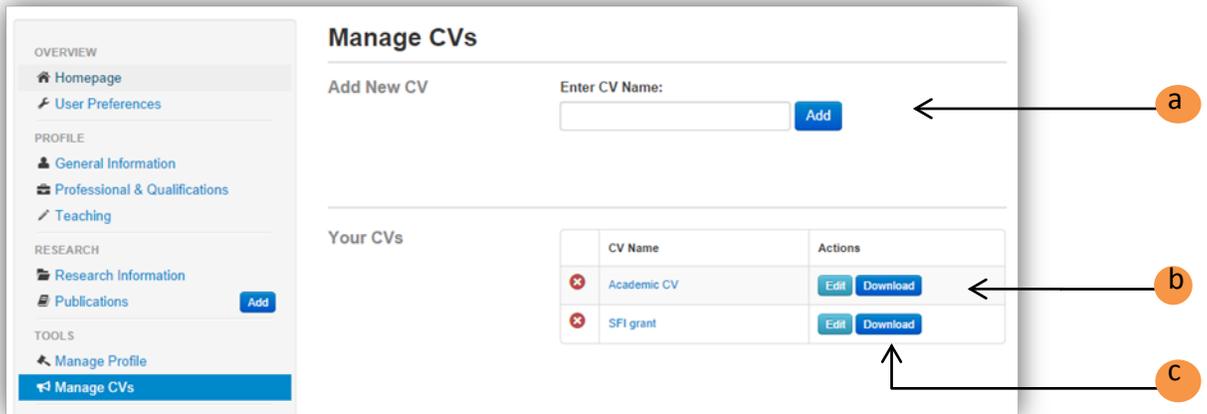
When you are finished with your Profile, click on **Save** to save it to the system

d) Publish

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

5.2. Download CVs

The Manage CV allows you to create and manage existing CVs.



a) Add New CV

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.

b) Manage 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.

c) Download CV

You will be given the option to download the CV in Microsoft Word.