CREATE AN ACTIVITY RECORD

OVERVIEW
This guide explains how to create a new activity in the Pure Management Research System (RMS).

PROCESS
1. Login to Pure
2. Click Add New or + icon
3. Create a new activity
4. Fill in fields
5. Save record

STEPS
1. Go to https://goto.mq.edu.au/myresearch and log in with your OneID and Password.
2. Hover over Activities on the left-hand side of the menu until the + icon appears. Click the + icon or click Add New.

3. Click Activity then select the template and the type of activity you wish to create. The example chosen is a publication peer-review.

4. Click one of the three buttons to add details of the entity for which you have acted as a peer-reviewer.

NOTE
Only ONE type of editorial work can be selected for each activity.

5. A pop-up will appear. Type the name of the entity in the search bar.
6. Select a record from the list of suggestions.

![Screenshot of Elsevier search results]

**NOTE**
- The system will not allow you to add information into more than one of the fields under Editorial work.
- When information is added into a second field, the system will automatically override the information you entered in the previous field.

7. If desired, add a description of the activity.

![Description field]

8. Add the date/s when the activity took place.

![Date selection interface]

9. To add a person associated with the activity:
   A. Click **Add person**.
   B. A pop-up box will be enabled. Type the name of the person you want to add.
   C. If the person exists in Pure RMS already, their name will appear. Click on their name to select them.
NOTE
If the person cannot be found:

A. Click Create external person.
B. The window will change to a blank form. Type the name of the person.
C. Click Add organisational unit to add their affiliation.
D. Click Create.

10. To attach a document or add a link, click Add document and Add link.

11. To add the field of research, click Add field of research.

12. To add keywords to categorise the activity, click Add keywords.
13. If the activity is related to other content in Pure RMS, follow the steps below to add these relations:

A. Click the appropriate icon.

B. A pop-up box will appear with a list of your content in Pure RMS. Type the name of the related content in the search bar.

C. Click on the title to select the record.

NOTE
- The Datasets object is only available in early 2018.
- To delete a related content from the record, click on the minus sign.

14. Set where the activity can be seen.

15. Click **Save** to ensure you do not lose any entered data.
HANDY HINTS & TIPS

• If you click “Save” at any stage, it will close the window with changes being saved. You will need to open the record again for other tasks.

• Always save your entered data. There is no automatic saving in the system.

• Enable pop-ups within your preferred internet browser.

• Close all pop-ups and web browser when you are finished.

For additional help:

+61 2 9850-HELP (4357)  rms.support@mq.edu.au  Log a OneHelp ticket