A step-by-step guide to creating a profile in Pure RMS

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OVERVIEW

Macquarie University has chosen the Pure Research Management System (Pure RMS) as its centralised research information management system. The Pure RMS is one of the many research management systems that form the Research Hub.

The Research Hub provides an integrated solution for the end-to-end management of the research lifecycle, including:

- individual and group research profiles, which showcase research outputs (e.g., publications, patents), collaboration, activities, impacts, media and prizes, and allow you to create dynamic CVs based on profile information;
- funding applications (e.g., grants, tenders and fellowships);
- funded awards and research projects;
- research animal management;
- ethics, biosafety and other applications; and
- contracts & legal.

Together, the suite of Research Hub systems provides high quality information to inform strategic decision making and align research information management to contemporary practices. More information about each of these systems can be found on the Research Hub wiki at goto.mq/rms.

The Macquarie University Research Portal, researchers.mq.edu.au, is the public facing component of the Research Hub. Academic staff who are an active researcher as well as other University staff (with approval from their Head of Department/Manager), have profiles on the Portal. The Portal allows our researchers to showcase their full research output, provides our researchers with increased international visibility, and in turn helps the University to attract high-profile collaboration opportunities. Individual researchers, as well as research centres, faculties and departments, have profile pages on the Portal. Portal information is populated from the information stored in Pure RMS. The Portal provides both internal and external audiences, such as research collaborators, students, and media, the opportunity to 'Find an Expert'.

The success of this system depends on staff members’ support and engagement, including the responsibility for the accuracy and integrity of the professional profile information stored within the system. To ensure your profile in the Pure RMS is an appropriate representation of you and your research, it is important for you to log into Pure RMS, and verify/add your professional information.

This guide will assist you to set up your profile within Pure RMS by following the steps below:

1. Log-in
2. Configure the system notification setting
3. Review and update your Pure profile
4. Add your research outputs
5. Record your past and current professional activities
6. Add information about the prizes you have won
7. Record online and print media articles on your research outputs, as well as contributions you have made to media in your area of research
8. Record your impacts beyond academia
9. Capture details for your patents
10. Log OneHelp ticket requesting your Portal Profile to be made live

NOTE

Additional training and quick reference guides, FAQs and information about other Research Hub systems and Pure RMS modules can be found on the Research Hub wiki at goto.mq/rms.
**PROCESS**

The following provides a high-level overview of the process that you need to follow to update your Pure RMS information and enable your profile on the Research Portal.

1. **Login to Pure**
2. **Configure notification settings**
3. **Review and update personal information**
4. **Add research outputs**
5. **Add information on other research activities and details**
6. **Log OneHelp ticket to make your Portal Profile live**
7. **IT will enable your Portal profile**

*Academic staff who are less than .4 FTE and/or are not an active researcher will require email approval from their Head of Department/Manager prior to their profile being enabled on the Portal.

The following pages outline the steps you need to take to update your profile information in Pure RMS.

**STEP 1. LOG-IN**

Go to [https://goto.mq.edu.au/myresearch](https://goto.mq.edu.au/myresearch) and log in with your OneID and password.

**NOTE**

If you are unable to login the day after receiving your OneID and password, send an email to help@mq.edu.au.
STEP 2. CONFIGURE THE SYSTEM NOTIFICATIONS SETTING

Pure RMS sends notifications to you regarding your profile, research outputs, and funding applications & awards. The system sends two types of notifications: Emails and Messages.

It is advised that you retain the default setting, and observe the notifications that come through and make changes at a later stage, once you are more familiar with the types of messages and the value they have to you.

When you are ready to make the changes, follow these steps to configure contents and frequencies of those system notifications.

A. Click your ID on the top-right hand corner of the profile page. A pop-up will appear.

B. Choose E-mail settings on the left hand side of the pop-up.

C. The system objects are listed in the left column.

D. The frequency of emails for the respective system object is shown in the other column.

   Click on the existing setting. A dropdown will be enabled, if appropriate. Make required changes in frequencies.

E. Click Save to complete the process. You can follow the same process to configure messages setting.
STEP 3. REVIEW AND UPDATE YOUR PURE PROFILE

Pure RMS will auto-populate a Pure profile for you with some information. This will include:

- Name
- Legal title
- ID numbers
- Employment records at the University

This information is automatically sourced via the HR system. If you notice any errors in these auto-generated records, send an email to help@mq.edu.au detailing the errors.

Additionally, you will need to:

- Add your default publishing name
- Upload a profile photo
- Add links to scholarly sites such as Google Scholar or Academia.edu
- Add external social media sites such as Twitter and LinkedIn
- Add a profile description
- Add any positions held in other institutions
- Add your Scopus author ID
- Enable automated search option
- Check with your Faculty if a style guide needs to be followed for profile consistency

Follow the instructions below to populate each of these sections.

Add default publishing name

If your publishing name is different from the default Pure Profile name, use the Name variant section to update this information in the system. Adding your default publishing name will help the system to find your research outputs in online databases.

A. Click Edit profile. A pop-up will open.

B. Scroll down to the Name variant section of the pop-up. Click Add name variant…

C. Choose Default publishing name from Type. Add your default publishing name in First name and Last name.

D. Click Create to complete the process.
Add a profile photo
You can add a professional profile photo to your Pure profile. This is the photo that will appear on your public portal profile on researchers.mq.edu.au.

A. Scroll down to **Profile photos** section. Click Add file. Another pop-up will appear.

B. **Drag or browse** a photo from your computer.

C. Click **Create** to complete the process.

**NOTE**
When adding a photo, make sure that the photo size is not larger than 50KB with a resolution of 72 dpi.

**NOTE**
If you have an ORCiD profile, you can link it to your Pure profile by clicking on this button:

Refer to **QRG: Create, add and link your ORCiD in Pure RMS** for detailed instructions on how to add your ORCiD to your profile.

Add links to your external social media profiles (e.g. Research Gate, Academia.edu.)

A. Click **Add link**. A pop-up will appear.

B. Type in the web address to your social media profile. For example, you can copy and paste your Academia profile link.

C. Choose the type from **Link type**.

D. Click **Create** to complete the process.

Repeat as necessary.

Add profile information
Use this section to provide background information about yourself and your field of research. To see how other Macquarie researchers have populated this section, visit https://researchers.mq.edu.au/en/persons/
The text entered in this field contributes to your ‘fingerprint’ in your profile on the Pure Portal. You can therefore strategically use this free text field to better manage your ‘fingerprint’.

A. Click **Add profile information**. A pop-up will appear.

B. Enter details about your background and research interests.

C. Click **Create** to complete the process.

**Add positions held outside Macquarie University**
Use this section to add information on your currently held positions outside Macquarie University that you want to appear on your profile or CV. You can also add previously held positions at other institutions.

A. Click **Add External Position...** A pop-up will appear.

B. Type in your Position name with the Department name (For example, Lecturer in Sociology).

C. Click **Add external organisation...**

D. A search box will pop-up. Type in the name of your institution. If multiple records appear for your institution, select the record that says, “Research Office Verified”, if available.

E. Type in your **Start Date** and **End Date** in that position

F. Click **Update** to complete the process.

**NOTE**
If your institution does not appear in the search result, you will need to click **Create new** and create the missing institution record.
Add your Scopus author ID
If you know your Scopus author ID, use this section to add it. Adding this ID here will assist the system in finding your research outputs in Scopus. If you need assistance in finding your Scopus author ID, send an email to help@mq.edu.au.

A. Scroll to the ID section and click Add ID… A box will be enabled.
B. Choose Scopus ID from ID type. Type in the ID.
C. Click Create to complete the process.

NOTE
You can repeat this step and add in other IDs (e.g. Researcher ID) as required.

Enable automated search
Enabling automated search ensures that the Pure RMS looks for your research outputs in online database systems. At the moment, the system will search for your research outputs in Scopus only.

Additional online databases may be added in the future. Follow these steps to enable automated search for Scopus.

A. Go to the upper left hand corner. Click Automated search.
B. Turn on automated search for the desired database (Scopus, for example).
C. To add name variants, click “Add Name”. A pop-up box will be enabled.
D. Add your First initial and Last name in the respective fields. Scopus may suggest a name variant for your name. Review the suggestion and accept it.
E. Click “Add name”. The name variant will be added.

You must save all of these changes. Scroll down to the bottom of the page and click Save.

NOTE
Once this step is completed, Pure RMS will run an automated search on a weekly basis to look for your research outputs in Scopus. When it finds research outputs, it will notify you via email with a link to log into Pure. Refer to QRG: Claim a Harvested Research Output for detailed instructions on how to import these research outputs.
NOTE
Please see Step 10 to have your public profile enabled if it is not enabled.

STEP 4. ADD YOUR RESEARCH OUTPUTS
In addition to obtaining research outputs via the automated search option, you can also add your research outputs using the following three methods:

- Add research output from an online database.
- Add research output from BibTex, RIS and CERIF files.
- Manually add a research output.

Add research output from an online database
You can import your research outputs from online databases. You can use this method to populate all your research outputs, if they have been indexed by the online database that you are searching. This can save you time and reduce data entry errors. You can search in and import from all databases that your institution subscribes to and has activated in Pure RMS.

A. Click Add new from the top right-hand corner. A pop-up will appear.

B. Click Research Output. Three options will be enabled.

C. Choose Import from online source.

D. Select the online source (Scopus, for example).

E. Enter information you want to search on.

F. Click Search. A list of records will be displayed on the screen.
G. For the record that you want to import, click **Import** or the title of the research output. A window will open with the research output details.

H. Use the drop-down arrow to make a change if the system auto-match has not quite matched to the correct object (i.e. authors, affiliations, journals, publishers). If the authors are affiliated with Macquarie University, take care to match them to people in Pure.

I. When the information is complete, click **Import & review**. An editor window will open.

**NOTE**
Depending on the online source you can also click **Import & Save** to skip the review process. However, if there are required fields that are not filled you will be directed to the editor window.
J. Complete the information in the editor window by filling out the mandatory fields with asterisk marks.

K. Click Save.

Add research output from BibTex, RIS and CERIF files
You can download research outputs from online sources or databases to which Pure does not normally connect. Pure supports import in RIS, BibTex or CERIF formats. RIS or BibTex files can be downloaded from many databases, websites, and reference managers including RefWorks, EndNote, and Google Scholar.

A. Click Add new from the top right-hand corner. A pop-up will appear.

B. Click Research Output. Three options will be enabled.

C. Click Import from file.

D. Click the file type you want to import from (RIS, for example).

E. Drag or browse the file from your computer.

F. Click Import. A list of research outputs will appear.
G. For the record that you want to import, click **Import** or the title of the research output.

**NOTE**
For each record that is displayed that you do not want to import, click **Remove**.

H. Use the drop-down arrow to make a change if the system auto-match has not quite matched to the correct object (i.e. authors, affiliations, journals, publishers). If the authors are affiliated with Macquarie University, take care to match them to people in Pure.

I. When the information is complete, click **Import & review**. An editor window will open.

**NOTE**
For each record that is displayed that you do not want to import, click **Remove**.
J. Complete the information in the editor window by filling out the mandatory fields with asterisk marks.

K. Click Save.

**Manually add a research output**
If you were unable to import research outputs using the three methods described earlier, you can add them manually.

A. Click Add new from the top right-hand corner. A pop-up will appear.

B. Click Research Output. Three options will be enabled.

C. Click Create from template.

D. Choose the research output type. An editor window will open.
E. Complete the information in the editor window by filling out the mandatory fields with asterisk marks.

F. Click Save. Repeat as necessary.

NOTE
If you would like to activate your profile, go to step 10.

STEP 5. RECORD YOUR PROFESSIONAL ACTIVITIES

Use the Activity section to capture any past or current activities linked to your professional expertise.

You can add information on editorial work, membership of editorial committees, peer-review activities, conference presentations or abstracts where there is no published version of presentation or abstract, consultancies, professional memberships, study tours, visiting professorships, engagements, talks, visiting external institutions, hosting visitors, etc.

A. Click Add new from the top right-hand corner. A pop-up will appear.

B. Choose the sub-category. An editor window will open.
C. Complete the information in the editor window by filling out the mandatory fields with asterisk marks.

D. Click **Save** to complete the process. Repeat as necessary.

### STEP 6. ADD INFORMATION ABOUT YOUR PRIZES

Use the **Prize** section to record all of your prizes and awards, including early career awards, awards for teaching/research excellence, research prizes, honorary awards and other distinctions.

A. Click **Add new** from the top right-hand corner. A pop-up will appear.

B. Choose the sub-category. An editor window will open.
C. Complete the information in the editor window by filling out the mandatory fields with asterisk marks.

D. Click Save to complete the process.

STEP 7. RECORD MEDIA ARTICLES ABOUT YOUR RESEARCH

Use Press/Media section to record information about when you or your research have been featured in the media or when you contributed to a media article/event.

A. Click Add new from the top right-hand corner. A pop-up will appear.

B. Choose the sub-category. An editor window will open.
C. Complete the information in the editor window by filling out the mandatory fields with asterisk marks.

D. Click Save to complete the process.

STEP 8. RECORD YOUR IMPACTS BEYOND ACADEMIA

Impact can be seen as an effect on, change or benefit to the economy, society, culture, public policy or services, health, the environment or quality of life, beyond academia.

The section Impact acts as an ‘impact log’ and allows ongoing lists of impacts, possible impacts and evidence of impacts to be maintained.

As many impact records as necessary should be created to describe all impacts stemming from your research, and a single project or research output may have multiple impacts.

Impact records should be reviewed and updated regularly, particularly when there has been change or progress.

It is especially important to ensure these are up-to-date to facilitate mandatory reporting that the University must complete such as ERA reporting and the ARC’s Impacts & Engagement report.

A. Click Add new from the top right-hand corner. A pop-up will appear.

B. Choose the sub-category. An editor window will open.
C. Complete the information in the editor window by filling out the mandatory fields with asterisk marks.

D. Click **Save** to complete the process.

**STEP 9. CAPTURE DETAILS FOR ANY PATENTS YOU HAVE**

A patent is a legal document that gives the patent owner certain exclusive rights in a specific country to his/her invention for a limited time, usually 20 years. Enter the details of any patent you have (or you have applied for) using the **Patent** sub-category under the **Research output** section.

A. Click **Add new** from the top right-hand corner. A pop-up will appear.

B. Click **Research Output**. Choose **Patent** from the list of sub-categories. An editor window will open.
C. Complete the information in the editor window by filling out the mandatory fields with asterisk marks.

D. Click Save.

STEP 10. HOW TO ACTIVATE PUBLIC PORTAL PROFILE

Once your profile data is complete and you are ready to publish your profile to the public Portal, you need to log a OneHelp ticket. The Service Desk in IT will then confirm your employment details and make your profile live on the portal.

Your profile will be automatically enabled by Service Desk if you meet the following criteria:

- you are in a Research Only or Research and Teaching role,
- you are an active researcher, meaning you have at least one research output in Pure RMS, and your FTE is ≥ 0.4.

If you are Research Only or Research and Teaching role and your FTE is ≤ 0.4, or you are professional staff, you will be requested to provide email approval from your Head of Department (for Academic Staff) or Manager (for professional staff) in order for Service Desk to enable your profile on the portal. If in doubt, contact OneHelp and they will be able to advise you of the requirements.

You can check your profile is live by visiting researchers.mq.edu.au and searching on your name.

**NOTE**

If you are Honorary staff, please view the FAQ that is located on the Wiki for Profiles under the 'My public profile is not appearing in the Research Portal?' section.
FREQUENTLY ASKED QUESTIONS (FAQS)

What is the Pure Portal?
The Portal is the public facing component of the Research Hub and provides both internal and external audiences, such as research collaborators, students, and media, the opportunity to ‘Find an Expert’. The Portal allows our researchers to showcase their full research output, provides our researchers with increased international visibility, and in turn helps the University to attract high-profile collaboration opportunities.

How do I amend incorrect data from my Pure profile?
Some data is sourced from other internal systems, e.g., the HR system. Therefore, you will not be able to amend some data in your Pure Profile (e.g. legal title etc). If information is incorrect, and you are not able to edit the fields yourself, send an email to help@mq.edu.au to request the changes.

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 to complete other tasks.
- When you save a publication (this is known as Research Output in Pure) in “For validation” status, the record is added to the queue for Library validation. Once validated, the research output will appear in your profile on the staff portal.
- 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 your web browser when your session is finished to ensure you are logged out.
- For additional information and quick reference guides, refer to the Research Hub Wiki page.

For additional help:

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