

Research Hub

QUICK REFERENCE GUIDE

PURE RESEARCH MANAGEMENT SYSTEM

EDIT PROFILE INFORMATION



OVERVIEW

This guide explains how to edit your profile information within the Pure Research Management System (Pure RMS).

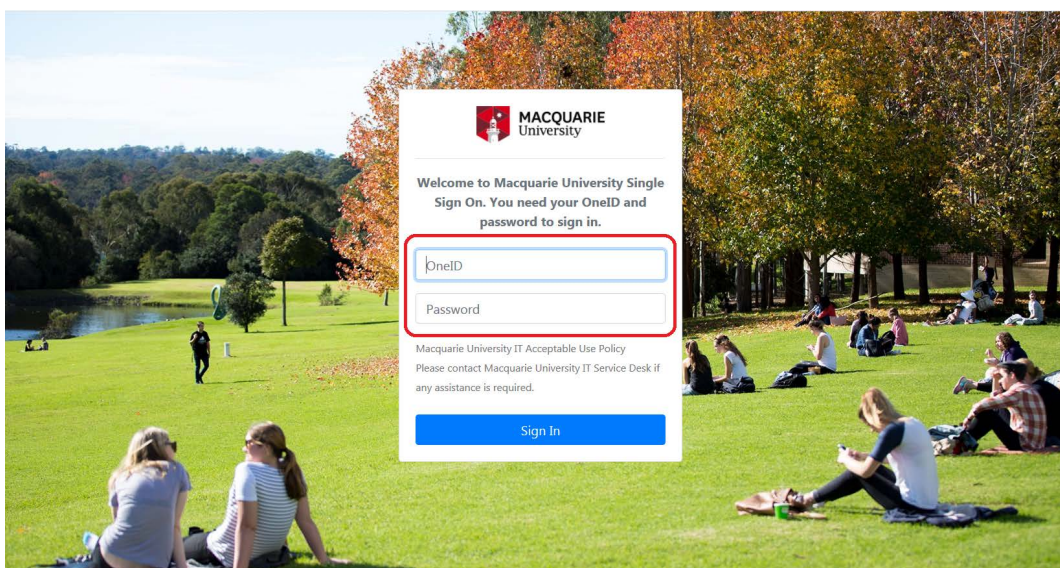


PROCESS

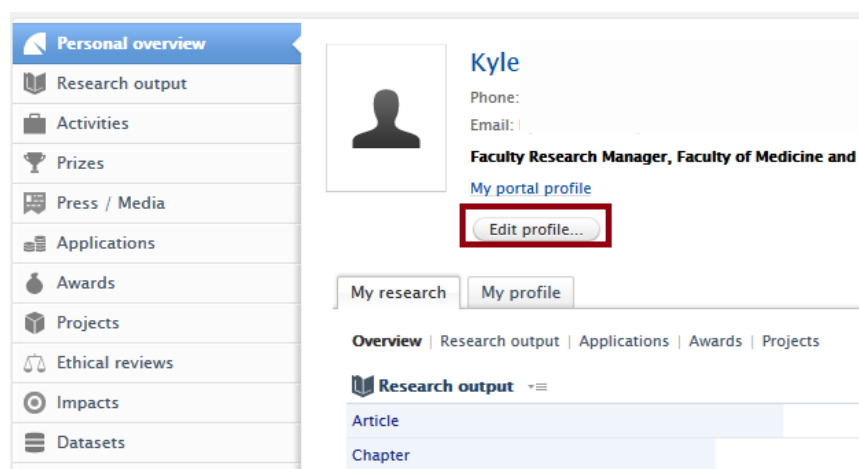


STEPS

1. Go to <https://goto.mq.edu.au/myresearch> and log in with your **OneID** and **Password**.

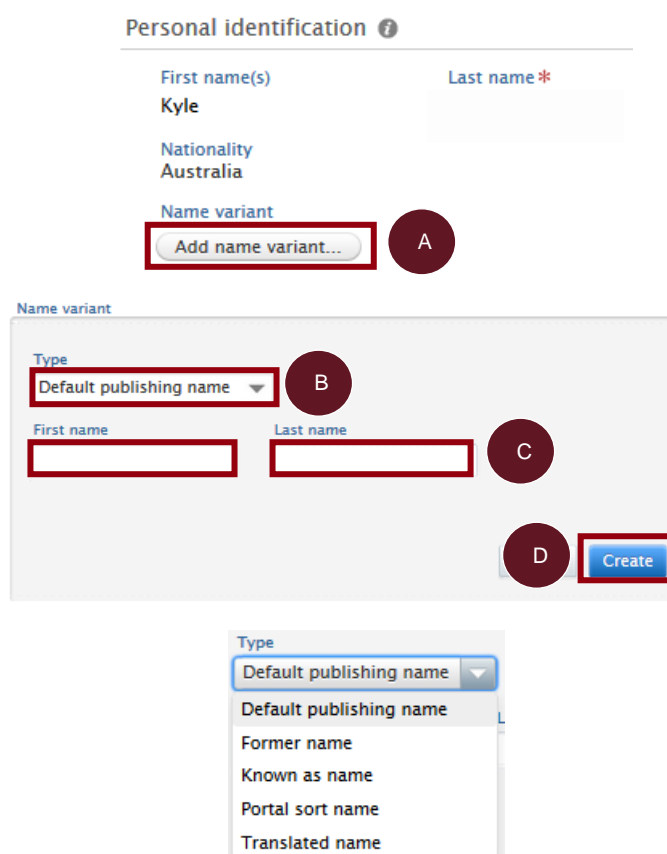


2. When you log in to Pure RMS, you will first see your Personal overview page. To view more information about your profile, click **Edit profile**.



3. To add other names that you are known by or use for publishing:

- A. Click **Add name variant**.
- B. Select the relevant type.
- C. Enter your other name.
- D. Click **Create**.



NOTE

If you use a publishing name that differs to the one listed in the record, add this to your profile as it will assist in more accurately harvesting publications that you are affiliated with during the automated harvest process.

4. To enter your titles, including academic degrees:

- A. Click **Add title...** A pop-up will appear.
- B. Select the **title type** from the dropdown menu.
- C. Enter the **title** or **degree abbreviation** in the title field.
- D. Click **Create**.

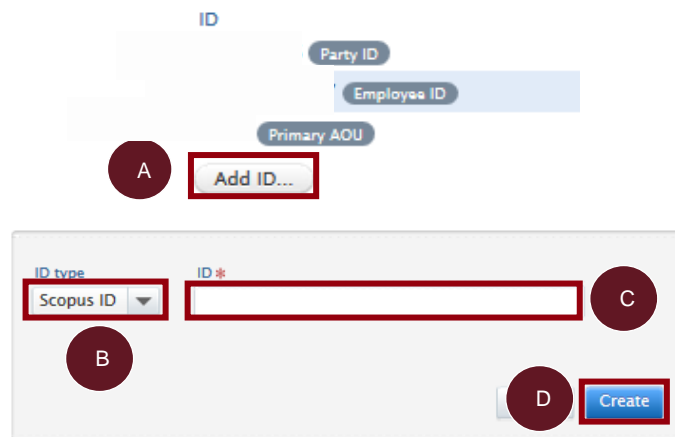
The image shows a sequence of three screenshots illustrating the process of adding a title to a profile. The first screenshot shows a profile with the title 'Associate Professor' and a 'Legal title' tag. A red box highlights the 'Add title...' button, labeled with a red circle 'A'. The second screenshot shows the 'Add title' pop-up window. The 'Type' dropdown menu is open, and 'Academic degree' is selected, highlighted with a red box and labeled with a red circle 'B'. Other options in the menu include 'Honorary title', 'Legal title', 'Post-nominal title', and 'Designation'. The third screenshot shows the 'Add title' pop-up window with 'Academic degree' selected in the 'Type' dropdown. The 'Title' field contains 'PhD', highlighted with a red box and labeled with a red circle 'C'. A red circle 'D' highlights the 'Create' button at the bottom right of the pop-up.



NOTE

Titles will be displayed on the public portal in the order they are entered.

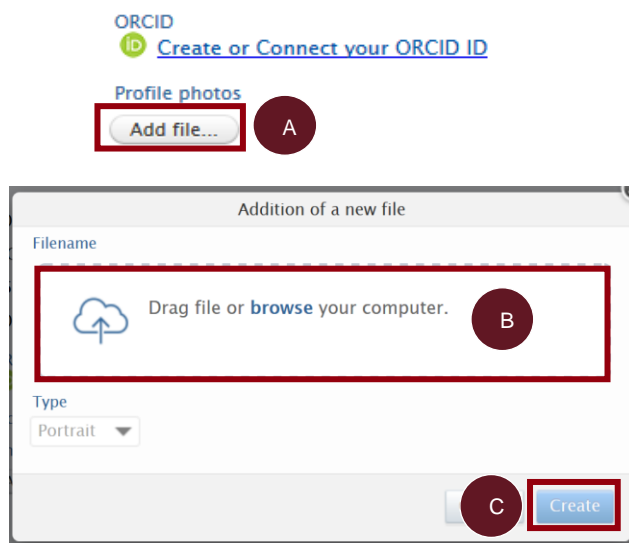
5. To add your Scopus ID:
 - A. Click **Add ID**.
 - B. A pop-up will appear. Select **Scopus ID** from **ID type**.
 - C. Enter your ID number in **ID**.
 - D. Click **Create**.



NOTE

If you have a Scopus ID, add this to your profile as it will assist the Pure Research Management System in harvesting your publications from Scopus.

6. To add a profile photo:
 - A. Select **Add file**.
 - B. Drag the file to the box or click on **browse** to find the file from the folders on the computer.
 - C. Select **Create**.



NOTE

For instructions on how to create or link your ORCID in Pure, refer to the quick reference guide [“Create, add and link your ORCID in Pure RMS”](#).

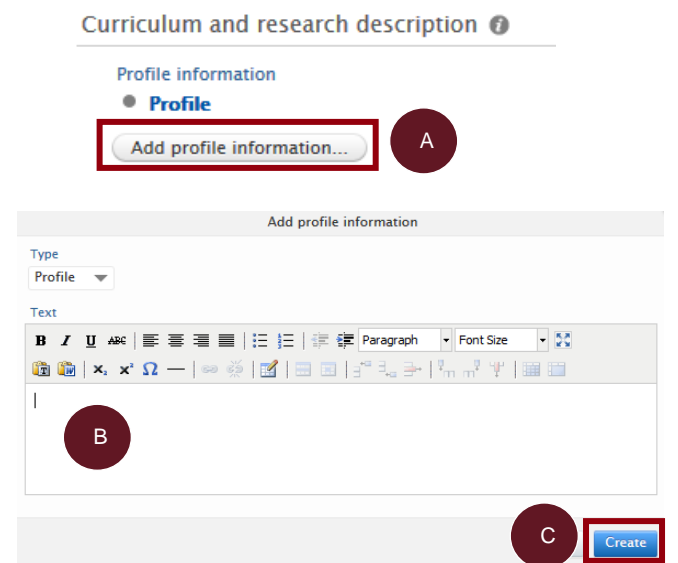
7. To add links to personal websites, other academic profiles and/or lab websites:

- A. Select **Add link**.
- B. Enter the URL of the website.
- C. Add a description, if necessary, and the link type.
- D. Select **Create**.



8. To add profile information:

- A. Select **Add profile information**.
- B. Enter information into the text box.
- C. Select **Create**.



9. Insert images in profile information:

- A. Select **Add profile information**.
- B. Click full screen mode icon.
- C. Right click on the text area and select **Insert/Edit Image**
- D. Input the URL and/or description and select **Insert**.
- E. Select **Create**.

Curriculum and research description ?

Profile information

● Profile

Add profile information...

A

Add profile information

Type

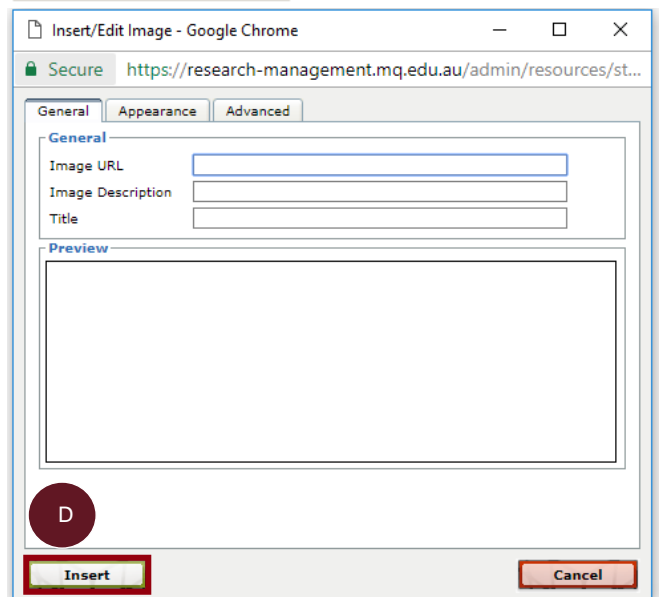
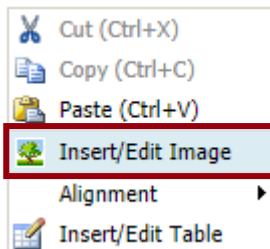
Profile

Text

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, table, and paragraph. A red box highlights the image icon, and a red circle labeled 'B' is next to it.

Empty text area for profile information.

Cancel Create



Add profile information

Type

Profile

Text


Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, table, and paragraph. A red circle labeled 'E' is next to the image icon.

Empty text area for profile information.

Cancel Create



NOTE

- To switch to full screen mode, click on the full screen mode icon .

Any information entered into profile photo, links or profile information will be shown in your profile on the public portal.



NOTE

Images can only be uploaded in this section if they are hosted somewhere else. Images from your local computer cannot be uploaded for use in this area.

10. To add positions held outside Macquarie University:

- Select **Add External Position**.
- A pop-up window will appear. In **Appointment**, type the name of the position and the Department.
- Click **Add external organisation**.
- A pop-up will appear. Use the search bar to find your institution.
- A list of suggestions will appear. Select the record that is **Research Services Verified**.
- Enter the **Start Date** and **End Date** of that position.
- Select **Create**.

The screenshot shows the 'Positions outside of the institution' form. It is divided into several sections:

- External positions:** Contains a button 'Add External Position...' (A).
- Add External Position:** A sub-section with a title bar.
- Appointment:** A text input field with a red border and a red circle (B) next to it.
- External Organisation:** Contains a button 'Add external organisation...' (C).
- Add organisational unit:** Contains a search bar with 'university of melbourne' (D) and a 'Create external organisation' button.
- Search Results:** A list of suggestions. The first result is 'University of Melbourne' with address '3010, Parkville, Victoria, Australia' and 'External organisation: Academic Institute'. The second result is 'The University of Melbourne' with 'Australia' and 'External organisation: Research Services Verified' (E).
- Start Date and End Date:** Two date pickers with fields for Year, Month, and Day (F).
- Create:** A blue button at the bottom right (G).



NOTE

If the external organisation is not found:

- A. Click **Create new**.
- B. The window will change to a blank form. Select the type and country.
- C. Type the name of the external organisation.
- D. Click **Create**.

The screenshot shows the top portion of a dialog box titled "Add external organisation". It features two buttons: "Search" and "Create new". The "Create new" button is highlighted with a red rectangular box and has a red circle labeled "A" next to it. Below the buttons is a search input field with a magnifying glass icon on the left. Below the search field, there is a greyed-out area with the text: "Search by start entering organisation name or type" and "Search results will be updated while you type". At the bottom right of this section is a "Cancel" button.

The screenshot shows the bottom portion of the "Add external organisation" dialog box. It contains a form with the following elements: a "Type" dropdown menu with "Unknown" selected, a "Country" dropdown menu, and a "Name *" text input field. A red circle labeled "B" is positioned between the Type and Country dropdowns. A red circle labeled "C" is positioned to the right of the Name input field. At the bottom right, there is a "Create" button highlighted with a red rectangular box and a red circle labeled "D" next to it.

11. To enter academic qualifications:

- A. Click **Add education/academic qualification...** A window will open.
- B. Enter the **Field of Study**.
- C. Enter the **Qualification abbreviation**.
- D. Enter the **Project Title** and **Awarded date**.
- E. Click **Add organisation...** to enter the organisation where the qualification was attained. A pop-up will appear.
- F. Type the organisation name into the **search bar** and click the correct name which appears below.
- G. Click the correct organisation from the list below the search bar. The pop-up will close.
- H. Enter the **Start Date** and **End Date** of candidature for the degree.
- I. Click **Create**.

The screenshot shows the 'Education/Qualification' form. At the top, there is a header 'Education/Qualification' with a help icon. Below it, a button 'Add education/academic qualification...' is highlighted with a red box and letter A. Underneath, there is a section for 'Professional Qualifications' and a button 'Edit education/academic qualification'. The main form fields are: 'Field of Study' (with 'Medicine' entered, highlighted with a red box and letter B), 'Qualification' (with 'PhD' entered, highlighted with a red box and letter C), 'Project Title' (empty, highlighted with a red box and letter D), and 'Award Date' (empty, highlighted with a red box and letter D). Below these is the 'Organisation' section with a button 'Add organisation...' (highlighted with a red box and letter E). This leads to a pop-up window titled 'Add organisation' with a search bar 'Search for organisation' (highlighted with a red box and letter F) and a list of results. The first result, 'Macquarie University', is highlighted with a red box and letter G. Below the list are 'Start Date' and 'End Date' fields (highlighted with a red box and letter H). At the bottom of the pop-up are 'Cancel' and 'Create' buttons (highlighted with a red box and letter I).



NOTE

The Project Title and Award date fields will not appear on your portal profile. These fields are included when creating a CV with your qualifications.



NOTE

Academic qualifications appear on your profile chronologically by the start date at the organisation, or by the name of the organisation alphabetically if no start date is entered.

12. To add the field of research:

- A. Click **Add field of research**.
- B. Select **Add field of research**.
- C. A pop-up window will appear. Search for the code using the search bar or use the expanding list and click on the small arrows on the left ▶.
- D. Enter % apportionment.
- E. Select **Create**.

Discipline assignment ⓘ

Field of research

100708 Nanomaterials: 100.00%

Edit -

Add field of research

A

Field of research *

% apportionment *

Add field of research

B

E

Create

Field of research



▶ 01 Mathematical Sciences

▶ 02 Physical Sciences

▶ 03 Chemical Sciences

▶ 04 Earth Sciences

▶ 05 Environmental Sciences

▶ 06 Biological Sciences

C



NOTE

- The total percentage apportionment should equal 100%.
- Field of research codes can be edited or deleted using the edit and minus buttons on the right side of the code.

13. To enable automated search in Scopus:

- A. Click **Automated Search** on the left-side menu.
- B. To receive an email notification when new publications are harvested from Scopus, tick the box next to **Inform me**.
- C. **Turn on** the automated search for the desired database.
- D. Click **Add name** to add name variants.
- E. A pop-up box will appear. Enter your name variants into the **First name(s)** and **Last name** fields. Scopus may suggest name variants which you may edit or delete.
- F. Select **Add Name**.

Id: 3082459 Person

EDIT

Metadata

Associated user

Automated search

A

OVERVIEW

Relations

Personal identification

First name(s)

Nationality

Select nationality...

Name variant

B

Inform me by e-mail when candidates are found

Scopus

C

On

Name variant

Add name...

D

First name(s) *

Last name *

E

F

Add name



NOTE

Enabling the automated search ensures that the Pure RMS will periodically search for your publications in online database systems. When new publications are harvested, the system will notify you either via email (if the option was selected) or in Candidates and Scopus under your personal tasks.

14. Click Save to ensure you do not lose any entered data.



HANDY HINTS & TIPS

To view an example of setting up a successful profile, refer to “*How to create the ideal Research Hub profile.*”

For additional help:



+61 2 9850-HELP (4357)



rms.support@mq.edu.au



Log a OneHelp ticket