

# Impact Module User Guide

## How to create a new record

### Academics

Menu > Manage > Records of Impact

### Administrators

Research Admin > Impact Module > Records of Impact

Click the **Add a new impact** button in the top right hand corner of the stage

Fill in the details on the data entry screen. The ? symbol gives more information on content that should be included. Each Impact Record will need the following information:

1. Relationship - select whether you are the lead or contributor (Note: this is not displayed if you are an Impact Officer).
2. Working Title: Give the record a title. This can be changed as the record develops. The title should be unique to make it easier to locate and retrieve.
3. Narrative: Capture significant events of your impact in the narrative. Additional entries can be added over time to indicate the progress of the impact.
4. External Contributors: List any individuals outside of the University who have contributed. This box is pre-populated so by typing a few letters it will bring up an auto-suggestion list. You can still add the details even if the organisation doesn't display in the list.
5. Save: save these details and progress to the next step.

Tell us more      Link to users      Attach Evidence

\*What is your relationship with this impact?       Academic champion of       Contributes to

**Essential Information**

\* Title:

Narrative: Add a narrative entry

External Contributors: **No External Contributors - please add...**

Add a person:

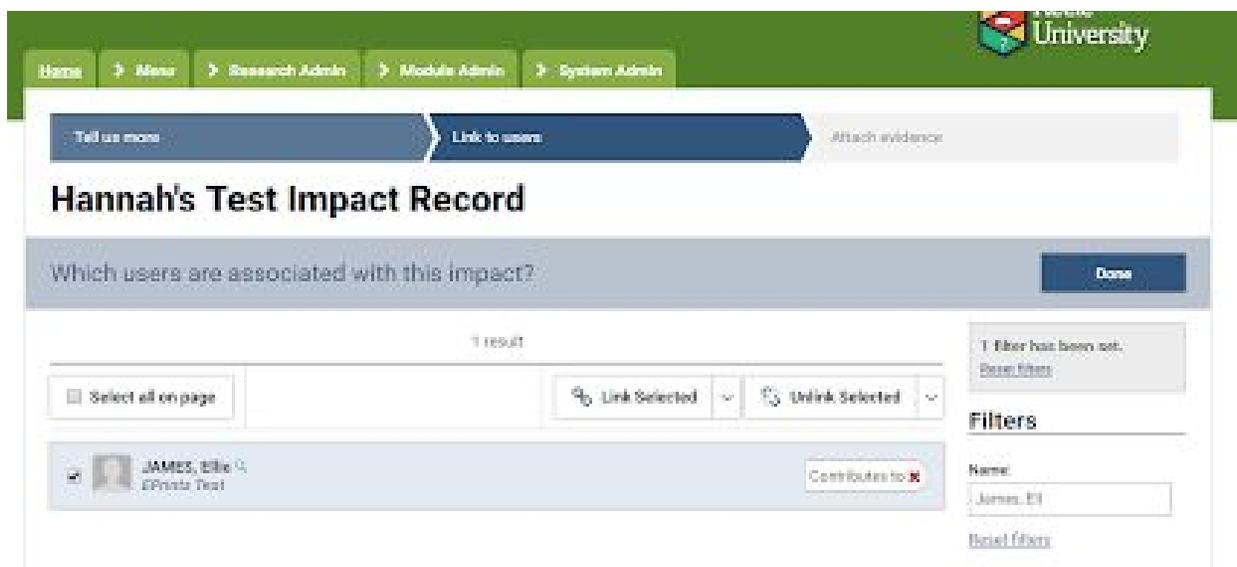
<b>Last name (required)</b>	<b>Initials</b>
<input type="text"/>	<input type="text"/>
<b>Organisation</b>	
<input type="text"/>	
<input type="button" value="+ Add"/>	

[Cancel](#)

**Link Users**

The next screen will allow you to link other users within the University in order to create relationships and give attribution to colleagues. This creates one shared record and avoids duplication of effort.

You will be presented a list of Keele Users that you can scroll through and select. To search for a user, type their surname in the Filter section on the right hand side. This will bring their account up for selection. Select all relevant colleagues and then at the top of the screen use the 'link selected' button to add them to the record. This will then ask you to select if they are the Lead contributor and whether they contribute to the record. Once this is complete, select done in the top right hand corner.



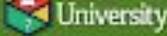
## Attach Evidence

Attach evidence in the form of documents, links or contact details. Each piece of evidence can include additional detail to explain the nature of the evidence. Some examples of evidence are:

1. Documents: News Articles, Commentary, Reviews, Editorials, Blogs, Tweets, TV and Video, etc.
2. Links: check whether the link is correct by using the Preview (This will open in a new window so you don't lose any data). Be aware that links can break and content can be removed or archived from websites and social media. Look for permanent links like DOI's, Handles, Official Websites or Repositories. Alternatively, consider capturing details in Digital Image, PDF or Print and Scan, and then attach the files on the link screen. Ask for advice from your Elements team on the best way to do this.
3. Contacts: names of Journalists, Reviewers, Commentators, Colleagues, Government Representatives, Experts, and etc.

Where people have already added evidence to a record this will be displayed here to prevent duplication of evidence.

Once added select done.

Home > Menu > Research Admin > Module Admin > System Admin 

## Attach evidence

Tell us more > Link to users > **Attach evidence**

### Hannah's Test Impact Record

Existing evidence

- Attach a document
- Provide a link
- Add contact details

<http://www.keele.ac.uk/>  

TEST RECORD OF IMPACT DOCUMENT.docx  

[Done](#)

At the end of this process you are presented with the option to do more with your Record of impact. If you need to add a label, select the "View your impact details" icon.

Home > Menu > Research Admin > Module Admin > System Admin 

## Thank you

 Your impact has had evidence attached and has been linked to other users.

**Do more with this impact:**

-  View your impact details
-  Link publications to your impact
-  Link grants to your impact

**You could also:**

-  Go to your home page
-  Manage all records of impact

## Adding Labels

In the top section of this screen you have the opportunity to view what labels have been attached or to add labels. To add a label select 'add label' and you can then select the appropriate labels from the list provided, and add a keyword to tag to the record.

The screenshot displays the 'Hannah's Test Impact Record' page. At the top, there is a green navigation bar with links for 'Home', 'Menu', 'Research Admin', 'Module Admin', and 'System Admin'. The page title is 'Hannah's Test Impact Record' with a subtitle '- Return to the records of impact page'. A green button labeled 'Add a new impact' is in the top right. The main content is divided into three sections: 'Impact', 'Data sources', and 'History'. The 'Impact' section has a 'Labels' sub-section with the text 'There are no labels on this impact. [Add labels](#)'. The 'Data sources' section shows a 'Manual' data source with ID 'F8DFABE6-6182-4F79-8F3C-DE08F9566320' and a 'Edit record' button. Below this, a table lists details: 'Working title' (Hannah's Test Impact Record), 'Narrative of events' (The first test entry is being added on 22/10/18 11am. Created by Hannah Pailey on 24 Oct 2018), and 'External Contributors' (Crouch R Test Organisation). The 'History' section shows 'Showing 1 - 1 of 1 (newest first)' and one entry: '1 Manual impact created. Reporting date(s) updated. By: Hannah Pailey 24/10/2018'. Below the history is an 'Add a note' section with a text area and an 'Add note' button.

# Hannah's Test

## Impact

### Labels

There is one label associated with this impact.

## Data sources

### Manual

332FAD23-6132-4177

### Working title

### Narrative of events

### External Contributors

## Supporting evidence

http://www.keele.ac.uk

TEST RECORD OF IM

## Links (1)

Create links

### Labels

- Cultural** ⓘ No labels selected
- economic** ⓘ
- environmental** ⓘ No labels selected
- Fields of Research** ⓘ No labels selected
- Forthcoming Publications** ⓘ No labels selected
- health** ⓘ No labels selected
- Impact Types** ⓘ No labels selected
- MeSH** ⓘ No labels selected
- Research Institutes** ⓘ No labels selected
- Science-Metrix** ⓘ No labels selected
- technological** ⓘ No labels selected
- Unclassified** ⓘ No labels selected

Add a new impact

## History

Showing 1 of 1 (ordered first)

Manual Impact created. Reporting date(s) updated by Hannah Deak 23/10/2019

Add a note

Add note



## How to edit or update existing records

In your homescreen the records of impact that you have recorded can be accessed in the Impact section. To access records recorded by colleagues you must first impersonate them.

The screenshot shows a user interface for a university system. At the top, there is a navigation bar with links for Home, Menu, Research Admin, Module Admin, and System Admin. The main content area is titled "Welcome, Hannah Reidy" and includes a profile picture, name, email (h.reidy@keele.ac.uk), and ORCID ID (0000-0001-6679-5924). There is an "Edit your profile" button. To the right, there is a notification "Accepted for Publication?" with a red document icon and a "Deposit your work" button. Below this is a "My Actions (22)" section with a list of tasks: "Accepted for publication? Please deposit your work", "You have 9 publications: awaiting a file upload or deposit.", "Date of acceptance missing for 4 journal articles in your institutional OA Policy", "You have 13 publications: do some of them need to be linked to funding?", "Review 10 UoA12 Engineering responses", and "Review 26 UoA10 Mathematics responses". At the bottom is a "My Summary" section with three cards: "13 publications" with a bar chart, "1 impact" with a list of 1 impact, and "0 professional activities".

Select the relevant record, and click on the title. In the next screen select the "Edit record" icon to add/edit fields such as narratives. Use the "Attach evidence" button to add or remove evidence, as well as connections to other people.

## Data sources

### Manual

ID: 32220E3F-D188-4A63-A9B4-44BB4CCB6783

 Edit record

**Title** Environmental Impact of Oil Spills

**Narrative** News outlets .....  
*Created by Dr Christopher Reddy on 18 Dec 2015*

**External Contributors** Cohen J , University of California, Santa Barbara

## Supporting evidence

▼  Deepwater Horizon spill- Much of the oil at bottom of the sea -- ScienceDaily.pdf



 Attach evidence

In this section you can also link the impact to an existing publication. In the links section, select Create Link and then publication. This will then allow you to search for a publication (using the filter section) and add it to the impact in the same way you would link the impact to a colleague.

### Supporting evidence

No supporting evidence has been provided for this impact.

 [Attach evidence](#)

### Links (3)

 [Create link](#)

#### Publications

 Underpinned by [Adding a deposit to the repository](#)

 [edit](#) 

#### Users

 Contributed to by [JAMES, Elie](#)

 [edit](#) 

 Lead contributor is [REIDY, Hannah](#)

 [edit](#)

#### Link Symplectic Elements users to this impact

Add a user by typing their name in the box below. Type their surname first and then their first name(s). Then, select the relationship type and click on the add button  to associate a user with this impact.

# UoA00 Impact Case Study

Which publications are associated with this impact?

Done

Sort by: Title (A to Z)

25 results per page

1-25 of 84316

Page: 1 2 ... 3373

Select all on page

Link Selected

Unlink Selected

"... WELL, I PUT IT DOWN TO HAVING A CLEAR CONSCIENCE, BEING POLITE TO ALL PEOPLE AND BEING A MEMBER OF THE LABOUR PARTY") PREVENTION OF KNEE PAIN: A QUALITATIVE STUDY IN SYMPTOMLESS OLDER ADULTS"    
 Ali F, Jinks C and Ong BN, *RHEUMATOLOGY*, 2012

"The Duty to Act Fairly": Ethics, Legal Anthropology, and Labor Justice in the Manual Workers Union of Botswana    
 Weber R, *Comparative Studies in Society and History*, 2014

"Teaching for the king's will: James II at Lichfield in 1687"    
 Appleby DJ and Tringham MJ, 2004

"...Not just a minor thing, it is something major, which stops you from functioning daily": quality of life and daytime functioning in insomnia.    
 Kyle SD, Espie CA and Morgan K, *Behavioral Sleep Medicine*, 2010

"S. Senate Exceptionalism Columbus: The Ohio State University Press" by Bruce I. Oppenheimer (ed)    
 Bailey CJ, *American Review of Politics*, 2003

"...Keep middle, I think that's half the battle" A qualitative study of prevention of knee pain in symptomless older adults.    
 Ali F, Jinks C and Ong BN, *BMC Public Health*, 2012

"A comparison of the effectiveness of two hypnotic agents for the treatment of insomnia".    
 Schwartz T, Nihalani N, Hrk S, Jindal S, Costello A, et al., *International Journal of Psychiatric Nursing Research*, 2004

"A history of everyday things. The birth of consumption in France 1680-1800"    
 Cook MH, *History*, 2002

"A life of living death": the experiences of people living with chronic low back pain in rural Nigeria.    
 Igwe-Chidozie GN, Kironen S, Sorriola JO and Godfrey EL, *Disability and Rehabilitation*

"A Politics of Presence: contacts between missionaries and Wangara" by P Pels    
 Maxwell G, *Journal of African History*, 2002

0 filters have been set.

## Filters

Title:

Type:

----- No filter -----

Reporting date from:

Reporting date to:

Journal:

Related to:

----- No filter -----

