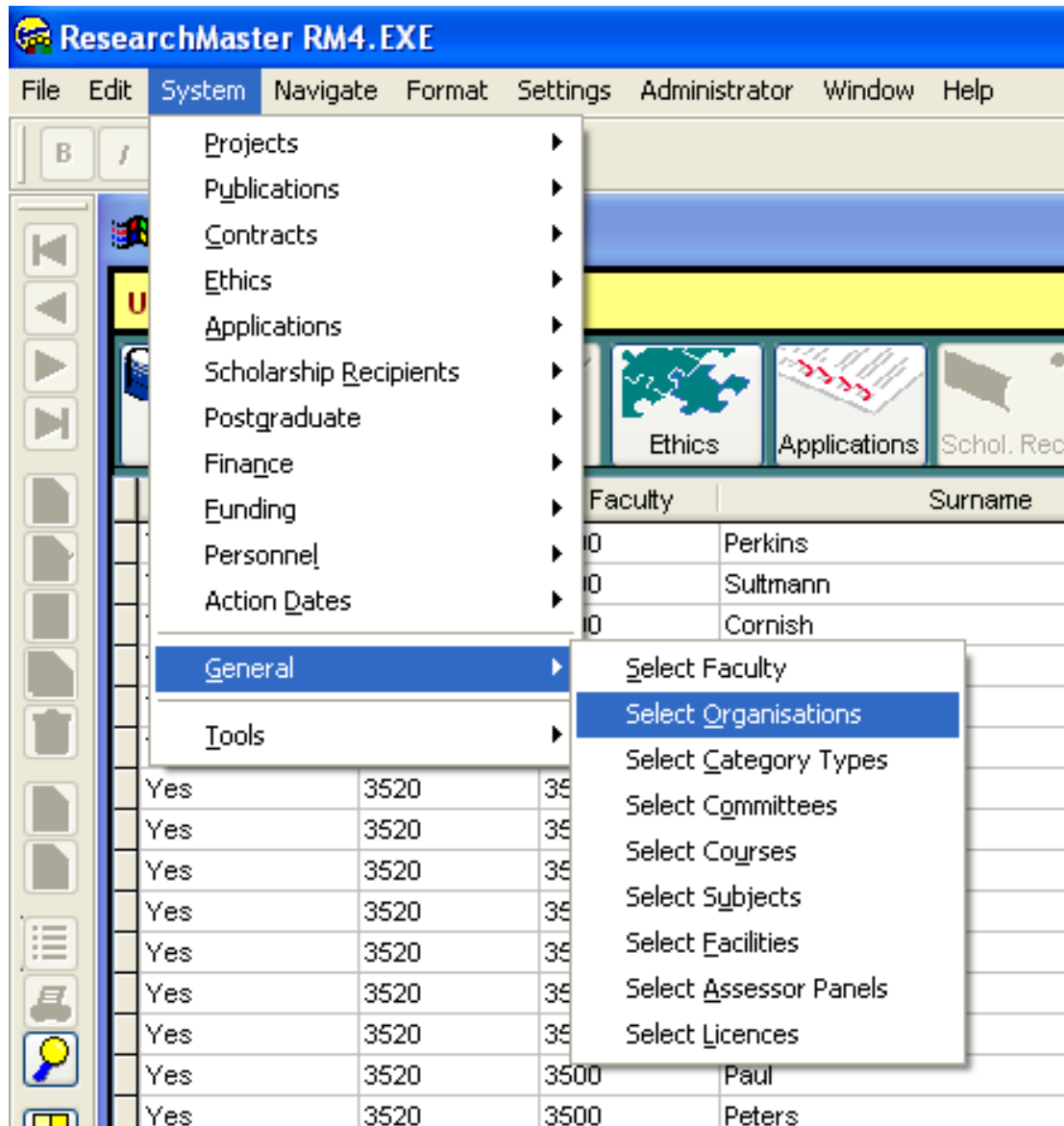


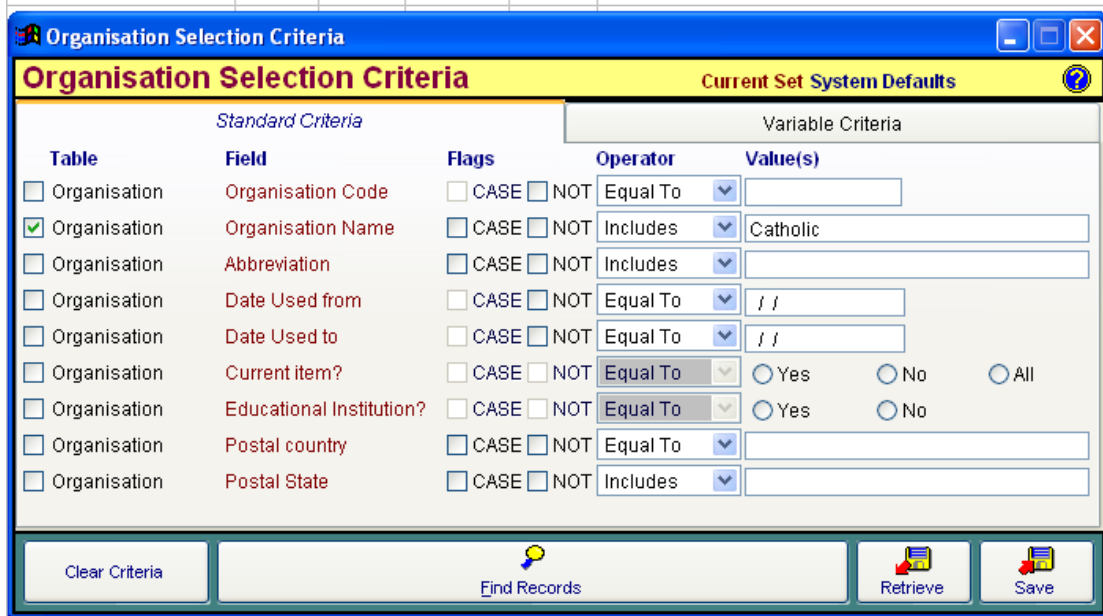
Instructions for creating External Organisations in RM

- Go to System, General, Select Organisations.



- This will open the 'Organisation Selection Criteria' window.
- You must first search for the Organisation you are looking for.

- In the 'Organisation Selection Criteria' window, selection 'Organisation Name', 'Includes' and type some part of the Organisation's name.



- Click on the 'Find Records' button. If the Organisation is not in RM, you can create it.

To create an Organisation in RM, you first need to determine the 'Organisation Code' you will need to give it.


- Open the 'Organisation Selection Criteria' window by selecting the 'Display Find Criteria Screen'



- Click on 'Find Records'. This will list all the organizations already in RM.
- Close the 'Organisation Selection Criteria' window.
- Using the scroll bar on the right hand side of the screen, scroll completely down the list.



- Note down the last code in the format 00000XXXXX.
- Click on the 'Create new record' button. This will open the 'Organisation Data Entry' window.
- Bring your cursor into the field *Organisation Code*.
- Enter the new code for the organisation by continuing the numbering. For example, if the last code number listed is 0000016000, you should enter 0000016001 as the new code to continue the order in which organisation codes are listed in Research Master.

- Leave the fields *Date Used From* and *Date Used To* blank.
- Bring your cursor into the field *Organisation Name* and type in the name of the institution.
- Bring your cursor into the field *Abbreviation* and type in the institution's acronym. If the institution does not have an acronym, you can create your own. The abbreviation should be no more than 15 characters.
- Tick *Educational Institution* if the institution's goal is to provide educational courses and services.
- Enter the physical and postal addresses of the institution, ensuring that all fields are completed. You must enter at least one address of the institution.
- In the fields under 'Contact Details', fill the information you have available.
- Click on the 'Save Changes to Record' button  to save the newly created organisation.

If you have any queries when creating external organisations, please contact Research Services on extension 3158 or by email to Res.Performance@acu.edu.au