

## ORION

Orion (Research Information Online) is the web interface of ResearchMaster at ACU. Orion is enabled for all academic staff, research higher degree students, Research Data Collection Coordinators and Faculty Research Administrative Staff.

### Accessing Orion

You can access Orion at [orion.acu.edu.au](http://orion.acu.edu.au). Use your ACU network username and password to login. To request access to Orion, please complete the [Request for Access to Orion \(MS Word Document, 77.0 KB\)](#) form.

### Orion features




#### Personnel > Show My Profile

A view of what information is stored about you in ResearchMaster, including projects, supervision, publications and employment details.

The Show My Profile page presents the information held in Orion about you. To access the Show My Profile page, after logging into Orion, hover over the Personnel menu and click the 'Show My Profile' link that appears.

#### Navigating the Show My Profile page

The top right of the page contains links to other sites. These open in a new window, so you won't lose your Orion session.

The left-hand column contains a number of links to help you navigate. The  home icon takes you back to Orion home (you can also click the ACU logo in the top left to return to Orion home). The  up icon takes you back to the parent page (usually the home page). The  help icon takes you to the help page.

The views panel contains links to related views, if available. The user panel has a button you can use to log out.

Anywhere on the page, click any blue link for more information about that item.

## Your profile

The Show my Profile page contains a number of tables from different sources, summarising all the information stored about you in Orion.

In any table, click the column header to sort (and in some cases, group) by that column. Click it again to sort in the reverse order. Some tables may have more records than can be displayed on one page. In this case, you can view these records by clicking the arrows below the table.

The top panel of the screen shows your Person ID (only used within Orion and ResearchMaster), your type (internal or external), your status (usually Current), your gender and your country.

## Current Role

Your current position, start date *of this position*, current AOU and managing unit.

**Note:** the Current Role information is currently only available to administrative users.

## Funded Projects

A list of funded projects with which you are affiliated. The 'Code' column is the internal ResearchMaster and Orion ID. The 'Role' column refers to the nature of your involvement in the project. A tick in the 'Progress Status' column indicates the project is approved.

## Students Supervised

A list of current and past students whom you are supervising or have supervised. The 'Code' field refers to their Person ID in ResearchMaster and Orion. The 'Start Date' refers to the student's start date of candidature, which may be before you started supervising them.

**Both current students and *ex-students who are current staff members* will be marked as 'Current' in this table, except if you are no longer an active supervisor.**

## List of publications WHERE you are a contributor

A list of all publications where you are an author or co-author. The verification status (first column) indicates whether the publication is waiting for approval by the School, Faculty or the Research Performance Team. The 'Code' is the reference number (only used in Orion and ResearchMaster). The 'Created' field refers only to the date the publication was entered into ResearchMaster, not the date of creation of the work itself.

## AOUs

A list of AOUs that you are associated with.

## Stated Expertise Areas

A list of FoR Codes applied to your personnel record and their weightings. For more information refer to Research Classification Codes.




## Publications > View Publications List

Easily generate a report of research outputs for an individual, school or faculty, including citation-style lists.

The Show All My Publications page allows you to view a table of all your current publications, grouped according to Status. Non-current publications can be accessed via a link in the left column.

## Navigating the My Current Publications page

The top of the page contains links to other sites. These open in a new window, so you won't lose your Orion session.

The left-hand column contains a number of links to help you navigate. The  home icon takes you back to Orion home (you can also click the ACU logo in the top left to return to Orion home). The  up icon takes you back to the parent page (usually the home page). The  help icon takes you to the help page.

The views panel contains links to related views, if available. The user panel has a button you can use to log out.

Anywhere on the page, click any blue link for more information about that item.

## Your publications

The publications are grouped according to their approval status. 'Data Entry in Progress' items have not been submitted for review. 'Submitted for Verification' items are awaiting verification at the School, Faculty or Research Performance level. Once verified, they will appear under 'Verified Publications'.

You can sort by any column by clicking the column header. Click again to sort in the opposite order. Some tables may have more records than can be displayed on one page. In this case, you can view these records by clicking the arrows below the table.


The 'Created' column refers to when the item was added to ResearchMaster/Orion. The 'Year Published' column is the actual publication date. The 'Categories' column refers to the HERDC, ERA or University-only classification code.

## Reports > View Reports

Select from a range of informative reports for yourself (researcher) or using the data from your administrative area.


A number of reports are available for you to run direct from Orion. To access these reports, hover over the Reports menu near the top of the page and click View Reports below it.

To run a report:

1. Choose which report you'd like to run and click it.  
You can find out more about each report by hovering over the  icon next to the report name.
2. You may be prompted to enter some parameters. Parameters allow you to choose a period of time or a particular status for your report at run time. Enter them and click OK.
3. The report will open in a new window.

Print, refresh or export the report using the toolbar buttons (hover to identify them). You can also search within the report, via the toolbar.

These reports have been designed to be exported to PDF. If the report can be exported to Excel, it is indicated in the report name ('for export').

Drill down using the Group Tree pane. (If the Group Tree pane is not visible, click the  tree icon to show it.) Drill up again using the toolbar button.

For report modifications, new reports, or report feedback, please contact [res.performance@acu.edu.au](mailto:res.performance@acu.edu.au).

## Ethics > Applications

Orion/Ethics allows researchers to create, manage and view their Human Research Ethics applications online at any time or location. Refer to ACU Integrity and Ethics for additional information