

# Recommended procedure for adding authors

The screenshot displays the Orion eforms interface for record PUB0201049126. The top navigation bar includes the ACU logo, the text 'Orion eforms', and a 'Logout' link. Below this is a menu with 'Home', 'Research Output', 'Ethics', 'HDR', 'Projects', and 'System Administration'. The record status is 'Draft' and the workflow state is 'Draft'. A dark blue toolbar contains 'Action', 'Save', and 'Reports' icons, along with 'Help' and 'Exit' links.

The main content area is titled 'PUB0201049126 :'. On the left, a 'Form' sidebar shows a tree view with sections: SECTION 1 (Research Output Summary), SECTION 2 (Authors, List of Documents, Author Sign-off), and SECTION 3 (RDCC, Faculty, Individual Reviewer, Research Office Use Only). A blue arrow points from the 'Authors' item in SECTION 2 to the main content area.

The main content area is titled 'Authors' and contains the following elements:

- A search prompt: 'Search or enter authors' details below\*'
- An 'Add an Author' link.
- A table with columns: Position, Order, Full Name, and Type. The table is currently empty, displaying 'No data to display'.
- Navigation buttons: 'First', 'Prev', 'Next', and 'Last'.
- A 'Records per page' dropdown menu set to '10'.
- A section for 'Primary Org Unit (Faculty/School/research centre etc.)' with instructions: 'Type keywords for school name in the box below and click magnifying glass to search' and 'Enter Percentage in the percentage field'. A note states: 'The Primary Org Unit is the managing department that is submitting this Publication eForm.\*'
- A search field labeled 'Search Code/Name :'. Below it is a table with columns: 'Organisational Unit', 'Percentage', 'Primary?', and 'Current?'. The table is empty, displaying 'No records to display'.
- Input fields for 'Managing Unit' and 'Primary AOU'.
- A 'Save' button with green arrows on either side.

Type surname in highlighted textbox, then search and then maximise screen by clicking the <

Research Output eForm: R x Reporting Research Activiti x

Secure | https://orion.acu.edu.au/RME6eForms/QME/QME001A.aspx

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## PUB0201049126 :

Record Status: **Draft** Workflow State: **Draft**

Action Save Reports Help Exit

Form Action

Expand » Collapse «

- SECTION 1
  - Research Output Summary
- SECTION 2
  - Authors
  - List of Documents
  - Author Sign-off
- SECTION 3
  - RDCC
  - Faculty
  - Individual Reviewer
  - Research Office Use Only

### Authors

Search or enter authors' details below\*

Add an Author

Position	Order	Full Name	Type
No data to display			

First Prev Next Last Records per page: 10

Name/ID:

smith

**Primary Org Unit** (Faculty/School/research centre etc.)  
Type keywords for school name in the box below and click magnifying glass to search  
Enter Percentage in the percentage field  
The Primary Org Unit is the managing department that is submitting this Publication eForm.\*

Search Code/Name :

Organisational Unit	Percentage	Primary?	Current?
No records to display.			

Managing Unit

Primary AOU

Sort on type for Staff and Students to find your internal authors, note School and Faculty are also listed.

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## PUB0201049126 :

Record Status: **Draft** Workflow State: **Draft**

Action Save Reports Help Exit

First Prev Next Last Records per page: 10

Name/ID: Smith [Advanced Search](#) [Add External Author](#)

Matching Personnel (152) Close

Preferred Full Name	ID	Org. Unit	Administrative Unit	Type	Classification	Organisation
Merren Smith	0000022798	School of Nursing - NSW / ACT	(OLD) Faculty of Health Sciences	Student	Not Specified	
Kathryn Smith	0000023831	School of Psychology	(OLD) Faculty of Arts and Sciences	Student	Academic	
Mr Aaron Smith	S00106481	School of Exercise Science (old)	(OLD) Faculty of Health Sciences	Student	Academic	
Lachlan Smith-Oliver	S00033717			Student	Academic	
Ashley Peter Smith	S00032699	Faculty of Arts & Sciences	(OLD) Faculty of Arts and Sciences	Student	Academic	
Olivia Claire Smith	S00178183	Faculty of Health Sciences	Faculty of Health Sciences	Student	Academic	
Olivia Claire Smith	S00102133	Faculty of Health Sciences	Faculty of Health Sciences	Student	Academic	
Claire Elizabeth Smith	S00107853	Faculty of Education	(OLD) Faculty of Education	Student	Academic	
Smitha Sebastian	S00100942	Faculty of Health Sciences	Faculty of Health Sciences	Student	Academic	
Amy Louise Smith	S00059434	Faculty of Education	(OLD) Faculty of Education	Student	Academic	
Miss Bronwyn Smith	0000016722	School of Nursing - NSW / ACT	(OLD) Faculty of Health Sciences	Internal	Academic	
Dr Jennifer Smith	0000017196	Institute for Advancing Community Engagem...	Non-Faculty Areas	Internal	Academic	
Dr Caroline Smith	0000016929	School of Education - VIC	(OLD) Faculty of Education	Internal	Academic	
A/Prof Ken Smith	0000016875	School of Education VIC Melbourne	Faculty of Education and Arts	Internal	Academic	
Dr Melinda Smith	0000017492	Centre for Musculoskeletal Research	Faculty of Health Sciences	Internal	Academic	
Ms Liz Anne Smith	0000017332	School of Theology	Faculty of Theology and Philosophy	Internal	Academic	
Dr Ross Smith	0000016996	School of Exercise Sci Vic	Faculty of Health Sciences	Internal	Academic	
Mr Joel Smith	0000036690	School of Education VIC Melbourne	Faculty of Education and Arts	Internal	General	
Mr Nigel Anthony Smith	0000063463	Mary MacKillop Institute for Health Research	Faculty of Health Sciences	Internal	General	
Howard Smith	0000018807			External	Academic	University of New England
Walter S. Smith	0000018808			External	Academic	Texas Tech University
Susan Groundwater Smith	0000018528			External	Academic	University of Western Sydney
Prof John Smith	0000019107			External	Not Specified	Monash University

# For external staff sort on Organisation to find your author

Research Output eForm: R | Reporting Research Activiti | x

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## PUB0201049126 :

Record Status: **Draft** Workflow State: **Draft**

Action Save Reports Help Exit

First Prev Next Last Records per page: 100

Name/ID: Smith [Advanced Search](#) [Add External Author](#)

Matching Personnel (152) [Close](#)

Preferred Full Name	ID	Org. Unit	Administrative Unit	Type	Classification	Organisation
Russell G Smith	0000042172			External	Not Specified	Australian Institute of Criminology
Michael Smith	0000095184			External	Academic	Barwon Health
Helen E. Smith	0000052303			External	Not Specified	Brighton and Sussex Medical School
David P. Smith	0000055679			External	Not Specified	Cancer Research Division, Cancer Council NSW
Ms Hayley Smithers-Sheedy	0000029390			External	Not Specified	Cerebral Palsy Alliance
Ms Haley Smithers-Sheedy	0000029458			External	Not Specified	Cerebral Palsy Alliance, NSW
Megan Smith	0000023577			External	Not Specified	Charles Sturt University
Mr Brad Smith	0000028126			External	Not Specified	Clare Holland House Calvary Health Care ACT
Cally Smith	0000086315			External	Academic	Curtin University
Kerrie Smith	0000022371			External	Not Specified	Education Services Australia
David Smith	0000047763			External	Not Specified	Flinders University, South Australia
Ulf Smith	0000064542			External	Academic	Goteborgs Universitet
David P. Smith	0000083316			External	Academic	Griffith University
Anna Smith	0000096218			External	Not Specified	Illinois State University
Patrick Smith	0000092486			External	Academic	King's College London
Andrew Smith	0000030355			External	Not Specified	Laerdal Australia
Simon J Smith	0000040994			External	Not Specified	Loughborough University
Brennan Smith	0000058438			External	Not Specified	McMaster University
Brennan K Smith	0000095734			External	Not Specified	McMaster University
Michael Smith	0000026794			External	Not Specified	Melbourne College of Divinity
Prof John Smith	0000019107			External	Not Specified	Monash University
David Smith	0000019805			External	Not Specified	Monash University
Smith Stephen	0000024291			External	Not Specified	Monash University

To many similar records? You can use advanced search to refine your search

The screenshot shows a web browser window with the URL <https://orion.acu.edu.au/RME6eForms/QME/QME001A.aspx>. The page title is "PUB0201049126 :". The record status is "Draft" and the workflow state is "Draft".

The interface features a navigation menu on the left with sections:

- SECTION 2
  - Authors
  - List of Documents
  - Author Sign-off
- SECTION 3
  - RDCC
  - Faculty
  - Individual Reviewer
  - Research Office Use Only

The main content area is titled "Add an Author" and contains a table with columns: Position, Order, Full Name, and Type. The table is currently empty, displaying "No data to display".

Below the table is a search bar with the text "Name/ID: Smith". To the right of the search bar are links for "Advanced Search" and "Add External Author". A blue arrow points to the "Advanced Search" link.

Below the search bar are several input fields:

- ID
- Surname
- Given Name: B
- ORCID
- Classification: --Please Select--
- Aou Code
- Managing Unit
- Organisation
- Type: --Please Select--

At the bottom of the form are buttons for "Search", "Clear", and "Cancel".

Below the form, there is a section for "Primary Org Unit (Faculty/School/research centre etc.)" with instructions: "Type keywords for school name in the box below and click magnifying glass to search" and "Enter Percentage in the percentage field".

If you have no luck searching use “Add External Author” which really means “create and add an external author”

**PUB0201049126 :**  
Record Status: **Draft**    Workflow State: **Draft**

Action   Save   Reports   Help   Exit

Research Output Summary

**SECTION 2**  
! Authors  
▶ List of Documents  
▶ Author Sign-off

**SECTION 3**  
▶ RDCC  
▶ Faculty  
▶ Individual Reviewer  
▶ Research Office Use Only

**Add an Author**

Position	Order	Full Name	Type
No data to display			

First   Prev   Next   Last    Records per page: 25

Name/ID: Smith    [Advanced Search](#)   [Add External Author](#)

**Primary Org Unit** (Faculty/School/research centre etc.)  
Type keywords for school name in the box below and click magnifying glass to search  
Enter Percentage in the percentage field  
The Primary Org Unit is the managing department that is submitting this Publication eForm.\*

Search Code/Name :    

Organisational Unit	Percentage	Primary?	Current?
No records to display.			

Managing Unit

Primary AOU

    

Login id: mimurphy [PUB002M]    ResearchMaster Enterprise: 6.15.1 (39636)    Copyright ©2017 ResearchMaster Pty Ltd

Please add their Surname and full first name if known or initial and Organisation

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## PUB0201049126 :

Record Status: **Draft** Workflow State: **Draft**

**Action** **Save** **Reports** **Help** **Exit**

Author	1	External	
Author	2	External	

First Prev 1 of 1 Next Last Total Records: 2 Records per page: 25

**Position\***  
Author

**Order\***  
1

**Type\***  
External

**Preferred Title**  
Not Specified

**Preferred First Name\***  
Brenda

**Preferred Middle Name**

**Preferred Last Name\***  
Smith

**Ext. Organisation**  
If Organisation is not listed, please search and select "Not listed"\*

0000015018 St Vincent's Hospital, Melbourne

**External Organisation Name**