


# User Guide to initiate the data entry of research publications and outputs in Orion

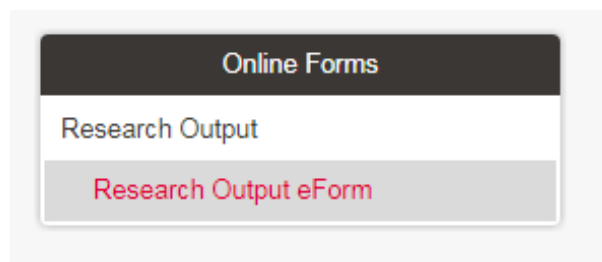
## Purpose of this user guide

This user guide has been written to assist researchers and administrative staff in knowing where to go to lodge a research publication or output. By providing step by step instructions, this user guide leads the reader to the 'Research Data Collection Entry' eForm, where once into the eForm, the instructions are onscreen using the

help icon  near each data entry field and throughout the different sections of the eForm.

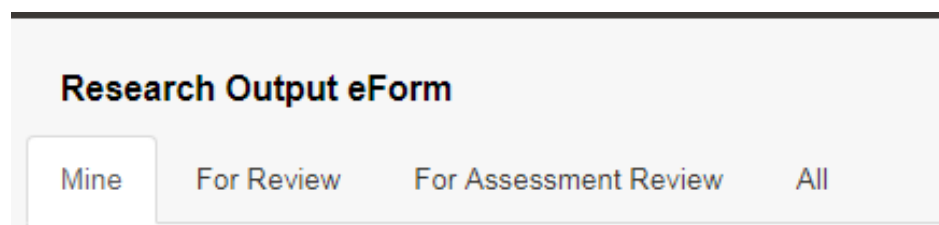
## Step by Step instructions

**Step 1:** In the homepage, click on 'Research Output eForm' on the right hand side of your screen.

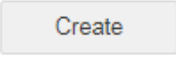


**Step 2:** Four tabs will appear: 'Mine', 'For Review', 'For Assessment Review', and 'All'. Just click on each tab, and scroll through the records listed.

- Look in 'Mine' for records in draft status (especially if you're an author);
- Look in 'For Review' for the research publications and outputs to action;
- Look in 'All' to see all the research publications and outputs you have access to.



If you can see the record you are after, just click on the record to view it, and go to **Step 7**. Otherwise, go to **Step 3** below.

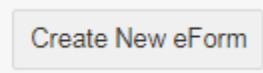
**Step 3:** If you haven't found the record you are after in any of the above tabs, just click on the  button on the right hand side.

**Step 4:** Click on the red hyperlink 'Pub 1.0'

Mine	For Review	For Assessment Review	All
eForm Templates (1)			
Abbreviation			
Pub1.8	Research Output Data Entry 1.8		
First	Prev	1 of 1	Next Last

**Step 5:** Using the search engine, please SEARCH FIRST for the new publication you'd like to lodge. If your record has come up in the search results, just click on the record to access it and go to **Step 7**. If your record hasn't come up in the search results, go to **Step 6** below.


Collection Year	Category	Reference No	Output Title	Record Status
Equals	BeginsWith	Contains	Contains	Contains


**Step 6:** You only need to create a new publication record if, after searching, no record exists for the new publication you'd like to lodge. To create a new record, click on the  button on the right hand side.


**Step 7:** The 'Research Data Collection Entry' eForm has now come up. Read through the introductory notes in the first page.


**Research Data Collection Entry**

Each year Australian Catholic University collects details of research publications and other research outputs, funded and unfunded research projects for the preceding year.  
 Authors of research publications are required to report their research activities.  
 This includes Academics, Research candidates, Adjunct and honorary academics and General staff.  
 Where there are multiple ACU authors, it is the responsibility of the first-named ACU author to report the publication.  
 Refer to ACU Research Collection Manual for more information.


The red asterisk  indicates that the question is a mandatory question.

The help icon  provides help / examples to relevant questions.

You may save your progress at any point by clicking on the save button  near the top-left corner of the page.

Please click on the green arrow  below-right to proceed to the next page.  
 Your answers will be automatically saved as you move to another page.


If you require further assistance regarding entering your publications, please contact **Research Performance** at [Res.Performance@acu.edu.au](mailto:Res.Performance@acu.edu.au) for more information

You now just need to go through the fields on the eForm and add/update any missing information. The onscreen instructions and the help icon  will guide you through the data entry as you progress through the fields on the eForm.

The menu on the left hand side will also guide you through the sections that need completion.



A green tick  indicates that the information is complete.

A red exclamation mark  indicates that there is missing information needing input from you.

If you are a researcher submitting your own publication, you should complete the eForm up to 'Author Sign-off' in Section 2.

If you are a Research Data Collection Coordinator (RDCC), you should complete the eForm up to 'RDCC' in Section 3.

## Help and Support

If you require assistance in this process, please email [res.performance@acu.edu.au](mailto:res.performance@acu.edu.au)

You can also consult the ACU webpage at: <http://research.acu.edu.au/contact/> where you will find the contact details of the **Research Systems and Reporting** team.