## Introduction

The professional activities section of the RMS profiles system was updated in November 2021, following extensive feedback from the research community at UCD. The number of categories available under professional activities has been reduced from 22, to a more useable, 12 categories. All existing professional activities in your profile have been mapped to the 12 new categories.

Included in the 12 categories are new screens to capture public engagement activity and records of impact. This document explains how to update the professional activities in RMS Profiles.

Steps

Step 1: Login to the RMS Profiles system at https://ucd.elements.symplectic.org/ using your UCD Connect username and password.

Step 2: Scroll down to 'Professional Activity' Activity section or follow the path *Menu → My Profile → My Work → Professional Activities*. Your existing professional activities can be edited by clicking on those listed under 'professional activities' New professional activities can be added by clicking the 'add' button (circled in red below)

UCD Research and Innovation
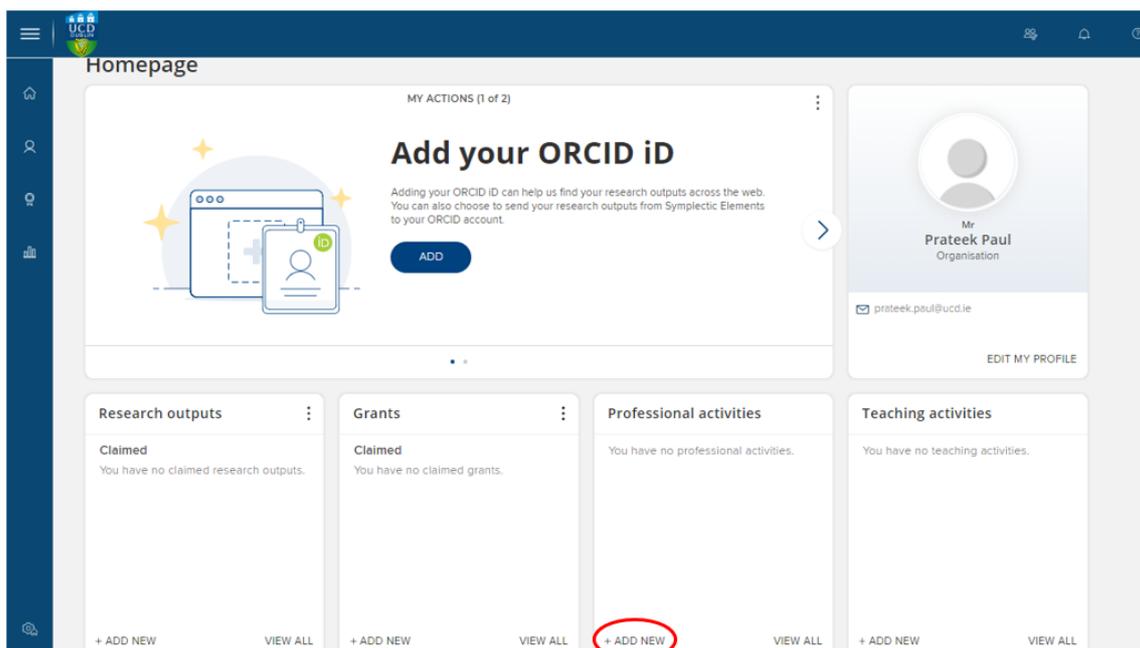
Step 3: When adding a new professional activity, choose from the following options:

Adding a public engagement activity

Click on 'public engagement activity' from the menu in Step 3. Fill out the mandatory fields marked with a red asterisk and click save when finished editing.

Adding a record of impact

Click on 'record of impact' from the menu in Step 3. Fill out the mandatory fields marked with a red asterisk and click save when finished editing.

The question marks to the right of selected fields contains help text.

Linking publications, grants, activities and impacts

Creating a relationship between two items, for example -- an article and a grant only requires a couple of clicks. You can go to *Menu* → *My Profile* → *Tools* → *Create Links* and select the type of items you want to link.
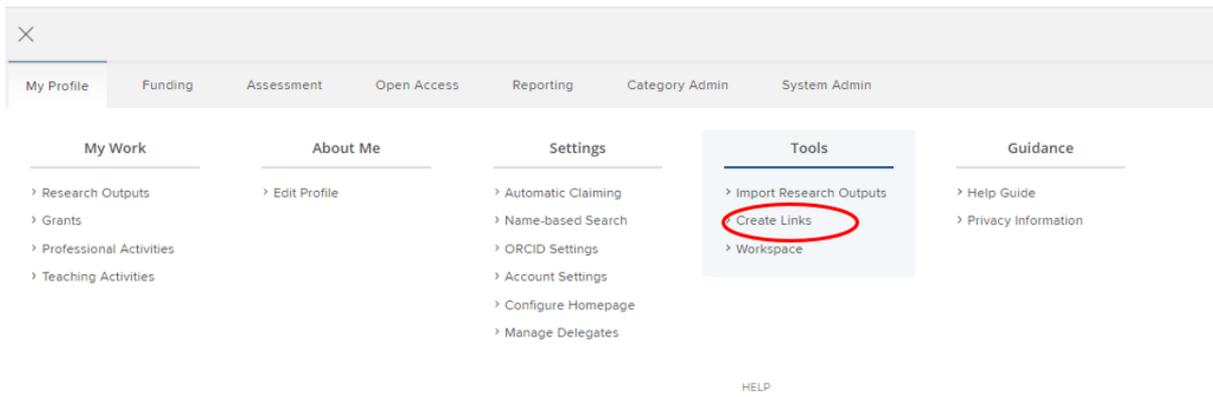
This option will bring you to the following page:
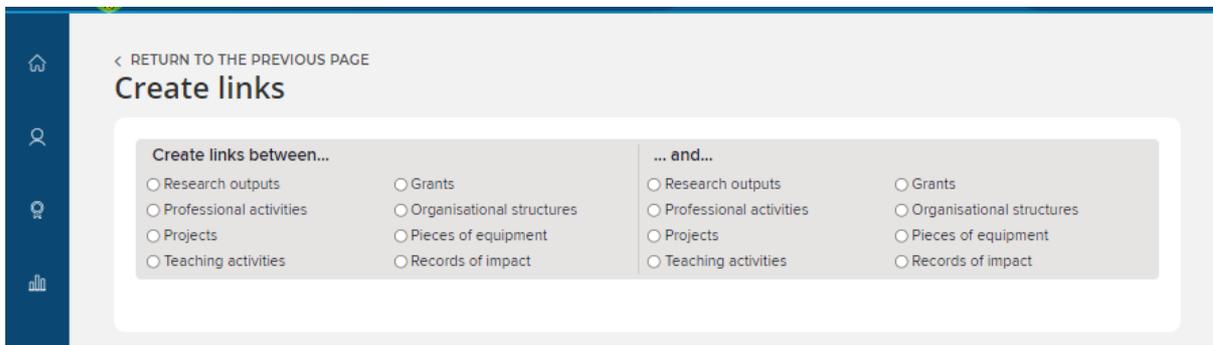
When you choose *Research Outputs*, the current list of your publications will appear at the bottom left side of the page and when you click on the *grants* option then the list of grants will appear at the bottom right side of the page. You will also have the option to add a new item by clicking the relevant button that appears in the end of your current list of items, *Add a new xxx activity*.

If the brief citation in the *Results* view does not provide enough information for you to decide on its relationship to other items, click on the *View* icon, which will open the full item in a separate tab. Clicking the *Existing Links* icon presents a view of the relationships currently defined in the system.

Note: The filters are present to include items from the past two years, but you can change the date range -- as well as other parameters -- by clicking on *Change*, which brings up the filter options. If you are sure an item is in the system, but you aren't finding it using the default search settings, try changing the "Linked to" value from your name to "Anyone" or remove the Date restriction.

After you have filtered the items to bring up the correct article and grant, check the items. This will prompt the system to open the *Click to create* menu in order to click on the button *Create a new link*. If a research output was supported by multiple grants, they can all be selected at this point and linked; however, if you attempt to link items that already have a relationship, the system will display an error message.

Note: There is an option to add links to a specific item by going to detailed view of the item by clicking on the title and then clicking on tab Create Links of the Links section of the item present at the bottom of the page.

Automatic linking of publications and grants using Dimensions

The latest version of RMS Profiles, released in November 2021, includes the ability to use Digital Science Dimensions as a data source. Grants can now be harvested using the same search methodology as for publications (i.e. name/affiliation query as well as automated claiming using DimensionsIDs). To enable automatic claiming of Dimensions data, navigate to Menu->MyProfile->Settings->Automatic Claiming, see below: -
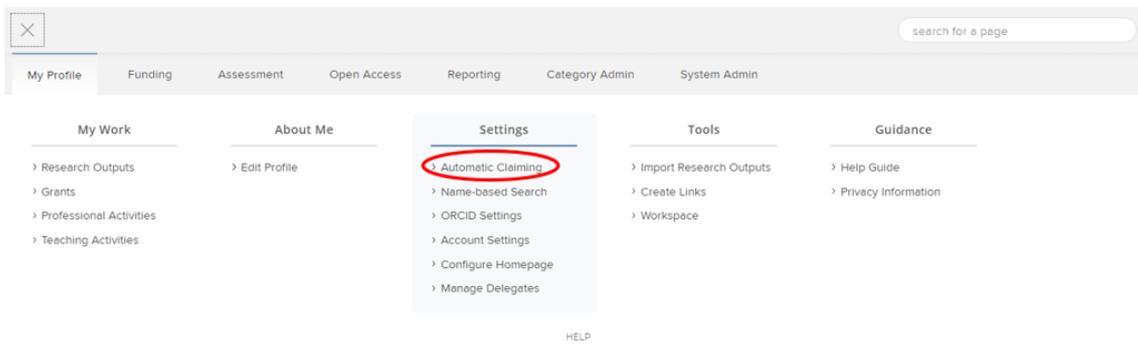
The system will find new publications in the online databases that match your search terms. These will be placed in the *Pending list* of your records to await your approval. One of the actions in your *My Actions* list will take you to the pending publications. *Claim* or *reject* individual publications using the green tick or red cross buttons. Or you can select a number of publications using the checkboxes, then claim or reject the marked publications with the large buttons at the top of the list. Claimed publications will move to the *Mine list* and rejected to the *Not mine* list. If you have lots of items that do not belong to you, work with your System Administrator or Research Manager to clear the *Pending list*, modify your search settings to improve the accuracy of the searches, and re-run your search.