Login to IRMA, search for Incomplete records and complete them

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1. Login to IRMA
   a) Go to the usyd staff page, to the right of the screen under LOGIN, scroll down and click on IRMA
      OR
   b) Go directly to the web address: http://sydney.edu.au/irma

This will take you to the authentication screen. Use your Unikey and Password to login
2. Getting to the ‘Publications’ area

After logging in, you are on the user profile page, which shows your details.

- To view publication record, click on **Continue**.

This will take you to the IRMA desktop

- From here click on the link for **List Existing Records** under P for **Publications**
This will take you to the Publication production area.

From this screen you can:

- Access the **Grants** and **Reporting** function from the tabs at the top of the screen.
- View existing publication records by using the **Search** or filter function
- Create new publications records by using the **Create** function
- And you can logout of IRMA by clicking on the Logout button at the top left of the screen
3. Filter for your Faculty/School/Department Records

Filtering records enables you to narrow your search. You can filter by:

- Faculty, school or department
- Publication output type and category
- Year
- Status

E.g., Using the filters underlined in red below, one can search for all 2010 records for the School of Physics in the Faculty of Science:

<table>
<thead>
<tr>
<th>Status</th>
<th>Last edit by</th>
<th>Year</th>
<th>First named author</th>
<th>Title</th>
<th>Category</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>R J Wilkinson</td>
<td>2010</td>
<td>Bernat, David</td>
<td>A close companion search around L dwarf using aperture masking interferometry and adaptive optics</td>
<td>Cl - Refereed Journal articles</td>
<td><img src="url" alt="Click" /></td>
</tr>
<tr>
<td>Incomplete</td>
<td>R V Meritt</td>
<td>2010</td>
<td>Bedding, Timothy</td>
<td>A multi-site campaign to measure solar-like oscillations in components I. II, Mode frequencies</td>
<td>C1 - Refereed Journal articles</td>
<td><img src="url" alt="Click" /></td>
</tr>
<tr>
<td>Complete</td>
<td>R V Meritt</td>
<td>2010</td>
<td>Landgraf, Jami</td>
<td>A spectroscopic study of the H alpha surface brightness profiles in the outer disc of a planet</td>
<td>Cl - Refereed Journal articles</td>
<td><img src="url" alt="Click" /></td>
</tr>
<tr>
<td>Verified</td>
<td>R J Outley</td>
<td>2010</td>
<td>Mihalas, S A</td>
<td>A survey of chromospheric variability at high Galactic Latitudes: The Vertical Radio Emission of the Milky Way toward the Galactic Plane</td>
<td>Cl - Refereed Journal articles</td>
<td><img src="url" alt="Click" /></td>
</tr>
<tr>
<td>Complete</td>
<td>L Fouiller</td>
<td>2010</td>
<td>Chosen, J V</td>
<td>Absolute dimensions of eclipsing binaries - XXVII: Beka Pegei and other F-type binaries: Prospects for calibration of pulsation theory</td>
<td>Cl - Refereed Journal articles</td>
<td><img src="url" alt="Click" /></td>
</tr>
<tr>
<td>Complete</td>
<td>R J Wilkinson</td>
<td>2010</td>
<td>Bruntt, Hans</td>
<td>Accurate fundamental parameters for 23 bright F-type stars</td>
<td>Cl - Refereed Journal articles</td>
<td><img src="url" alt="Click" /></td>
</tr>
</tbody>
</table>

Then filter by the status **Incomplete**, you will see all records needing additional information or documentation:

<table>
<thead>
<tr>
<th>Title</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>A critical reflective disc</td>
<td></td>
</tr>
</tbody>
</table>

This will give you all records in the status of Incomplete
4. Check and complete Incomplete records

Click on the pencil and go into the record to check what is still required

A) Check Note from Research Portfolio

Go to the Notes Tab. There will be a note from the Research Portfolio office indicating what is still required for the information and documentation to be complete.

Examples of information or documentation that is often missed:

- Research codes
- Proof of USyd affiliation if it is not stated on the publication
- Proof of peer review for new journals
- Proof of peer review for conference papers when it is not stated in the proceedings/publication
- For books and book chapters – as well as the Front-matter of the book and the chapter to be claimed, we are also required to have a copy of the introduction chapter, if there is no obvious introduction chapter we need another chapter of the book to show what the book is about
- For books, book chapters and conference proceedings, contributors information pages are often the only proof of USyd affiliation
- For journal articles that do not have the journal’s name, volume, issue and year, we also have to then collect some of the front-matter of the journal – journal cover pages and contents
- Proof of commercial publisher for books and book chapters
For the example below, no research codes have been entered in the Coding tab.

To complete a record:

1. Source the missing information or documentation
2. Attach documents to the document tab, research codes in the Coding tab and information where required
3. Make a note in the Notes tab if required. For example if peer review was missing and if the local administrator finds there was not a full paper peer review process, they can indicate that with a note
4. Click on the tick box in the Notes tab for Incomplete records, to indicate that the requested information and/or documentation has been supplied or addressed
B) Add a document in the Documents tab:

- Click on the Add button.

![Documents tab screenshot](image)

- You will then see the Type of Document screen. Click on Add

![Type of document](image)

In the New Document screen, you need to:

i. Enter a Document description: for example ‘article’, ‘front-matter’ or ‘proof of peer review’
ii. Attach document
iii. Indicate Type of Document

![New Document](image)

- To attach a document click Browse.
- This will take you to a **Choose file** screen. Locate the appropriate document that you have already saved and click on it. Click on **Open**

![Choose file](image)

- Now select the **Type of document** from the dropdown menu.

![New Document](image)

Use the category **1. Output** for the main research document - an article

Use the category **2. Verification Material** for all other documentation – proof of peer review, proof of affiliation
- One you have filled in those three fields, click on **Add**.

- Then click on **OK**

This will bring you back to the documents tab
C) Add a Note in the Notes tab:

- Click on Add

![Add Note](image)

- Enter comments in the Notes field and
- Click Save
D) To indicate that the record is now complete:

- In the Notes tab, click on the tick box for **Incomplete records** (Incomplete records only. When the record has been updated with additional information or documentation – tick this box). This will automatically change the record’s status from Incomplete to **Additional Docs supplied**.

![Image](https://via.placeholder.com/150)

E) Exit the record

- To exit the record, go to the Header tab and click on Cancel or Submit to leave the record.

![Image](https://via.placeholder.com/150)