

**MyImpact User Guide  
To  
Editing your Web Profile(s)**

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Newcastle University >> Information Systems and Services >> Web Login Gateway

## Newcastle University Web Login Gateway



You have been redirected to the Login Gateway by another website, log in here and you will be redirected to the site you were visiting.

For security reasons, please exit your web browser and log out (where available) when you are finished accessing services that require authentication.

If you experience difficulty, please consult our [problems](#) page or contact [webmaster@ncl.ac.uk](mailto:webmaster@ncl.ac.uk)

**Enter your Campus Login ID and Password**

Campus Login ID:

Password:

Information Systems & Services  
University of Newcastle upon Tyne  
NE1 7RU, United Kingdom  
Helpline: 0191 222 5999  
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## How to: log into MyImpact

1. Go direct to <https://myimpact.ncl.ac.uk>
2. Or select MyImpact from Research Resources links on the University Staff homepage (<http://my.ncl.ac.uk/staff/>), which will take you to the Universities Web Login Gateway.
3. Enter your ISS university username and password.
4. Click on “**Login**”. This will take you to the MyImpact home page.

**MyImpact**

Home Data Amendment Personal Information Publications **Web Profile** Super **1** Projects Manage View Reports He

**Edit Web Profile**

The web profile content on this page is currently **Business Development Division.**

**Mrs LH Hedley**  
**Research Information Administrator**

Email: [lynn.hedley@ncl.ac.uk](mailto:lynn.hedley@ncl.ac.uk)  
 Telephone: +44 (0) 191 222 6120  
 Fax: +44 (0) 191 222 7001  
 Personal Website: [www.ncl.ac.uk/business-directorate/](http://www.ncl.ac.uk/business-directorate/)  
 Address: Business Development Directorate  
 Research Beehive  
 Old Library Building  
 Newcastle University  
 NE1 7RU

**2**

**Edit Personal Details**

Profile Research Teaching Publications

Heading 1 **B** *I* **X<sub>2</sub>** **X<sup>2</sup>**

**Roles and Responsibilities**

I work for the University Research Office which sits within the Business Development Directorate.

I am responsible for managing and maintaining MyProfiles, MyProjects and MyImpact databases which includes working alongside the development teams in providing user requirements, system testing, producing user manuals and to provide training on all 3 systems either as one-to-one or in groups.

## How to: edit your personal details

1. Click on **'Web-Profile'**, then **'Manage Web-Profile'**
2. Click on **'Edit Personal Details'**

This section draws in data from central sources to populate name, job title and contact information.

In some cases you may not wish to change the central information but want to specify a different phone number (for example), or none at all:

The screenshot shows the 'Edit Personal Details' dialog box in the MyImpact system. The dialog contains the following fields and values:

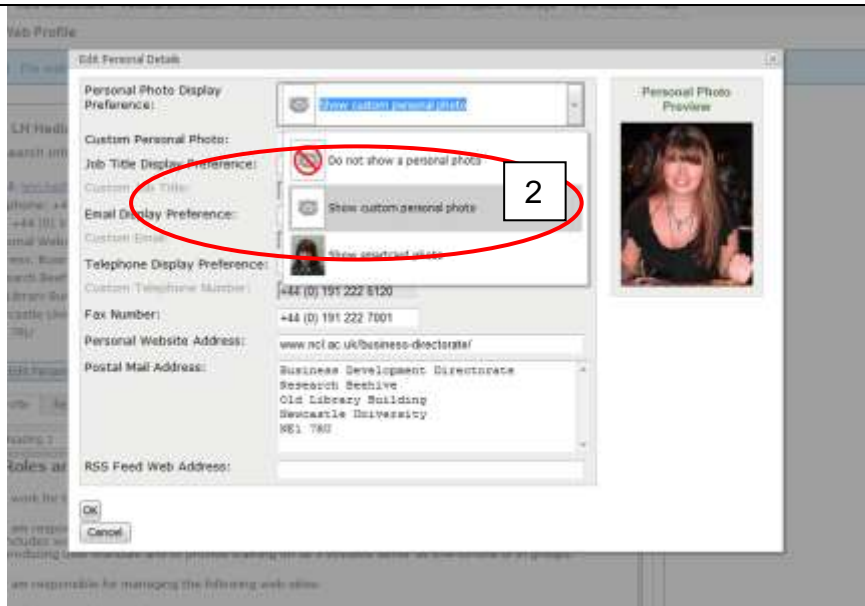
- Personal Photo Display Preference:** Show custom personal photo
- Custom Personal Photo:** (Browse button)
- Job Title Display Preference:** Show "Research Information Administrator"
- Custom Job Title:** (empty)
- Email Display Preference:** Show "lhm.hedley@ncl.ac.uk"
- Custom Email:** (empty)
- Telephone Display Preference:** Show "+44 (0) 191 222 6120"
- Custom Telephone Number:** +44 (0) 191 222 6120
- Fax Number:** +44 (0) 191 222 7001
- Personal Website Address:** www.ncl.ac.uk/business-directorate/
- Postal Mail Address:** Business Development Directorate  
Research Beehive  
Old Library Building  
Newcastle University  
NE1 7RU
- RSS Feed Web Address:** (empty)

Buttons for 'OK' and 'Cancel' are visible at the bottom left of the dialog. A 'Personal Photo Preview' window on the right shows a photograph of a woman.

3. First enter the phone number you want displayed into the “**custom phone number**” box.
4. Change the “**phone number display preference**” option to “**custom**” (if you don’t want your phone number to appear select “**none**” instead)
5. Click “**ok**” – your phone number now appears in place of the centrally-sourced number.

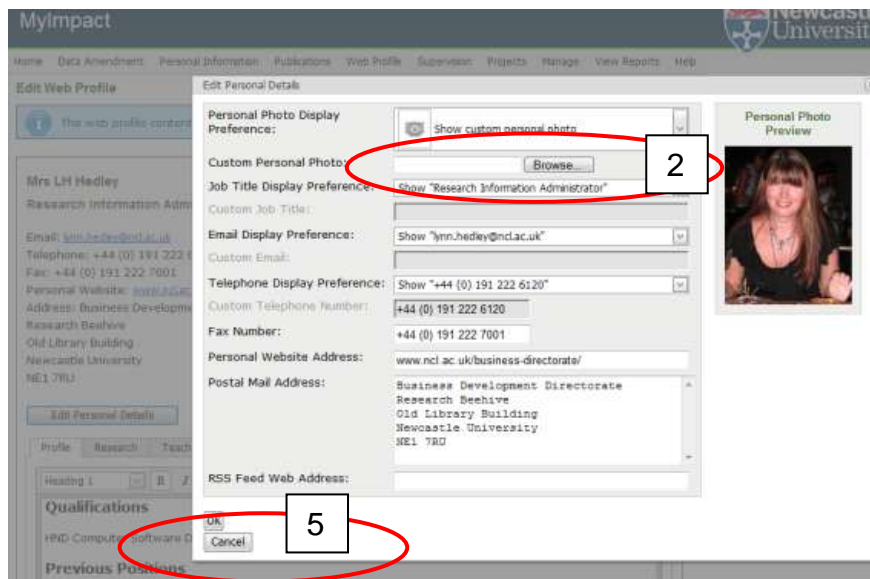
Please note if you are editing this page on behalf of another user you will only have the ‘Save’ option.

The user will receive e-mail notification with the opportunity to view and publish for them.



## How to: add a new photograph to your personal details

1. Click on '**Edit Personal Details**'
2. Switch the Personal Photo Display Preference to '**Show Custom Photo**'
3. Click on the '**Browse**' button.
4. Search on your computer for your personal photo to add then Click '**open**'.
5. Click on '**OK**' to save.



## What is an RSS Feed?

*It's a simple format that News and content providers can use to allow others to syndicate their headlines on their websites. RSS feeds can be read by programmes called aggregators, which are available in all kinds of forms (desktop, web, mobile phones etc), but we're specifically interested in outputting these RSS feeds on the web.*

*Enter the URL to your RSS feed if you have one. You may wish to make use of this if you already have a blog or similar system which generates an RSS news feed. The most recent items from this news feed will then be displayed on your web profile.*

## Edit Web Profile



The web profile content on this page is currently Business Development Division.

- Manage Web Profile
- Add Me to a Different Website
- Set Default Publication Visibility

**Mrs LH Hedley**

**Research Information Administrator**

Email: [lynn.hedley@ncl.ac.uk](mailto:lynn.hedley@ncl.ac.uk)

Telephone: +44 (0) 191 222 6120

Fax: +44 (0) 191 222 7001

Personal Website: [www.ncl.ac.uk/business-directorate/](http://www.ncl.ac.uk/business-directorate/)

Address: Business Development Directorate

Research Beehive

Old Library Building

Newcastle University

NE1 7RU



Edit Personal Details

Profile **Research** Teaching Publications

Heading 1



B

I

x<sub>2</sub>

x<sup>2</sup>



### Roles and Responsibilities

I work for the University Research Office which sits within the Business Development Directorate.

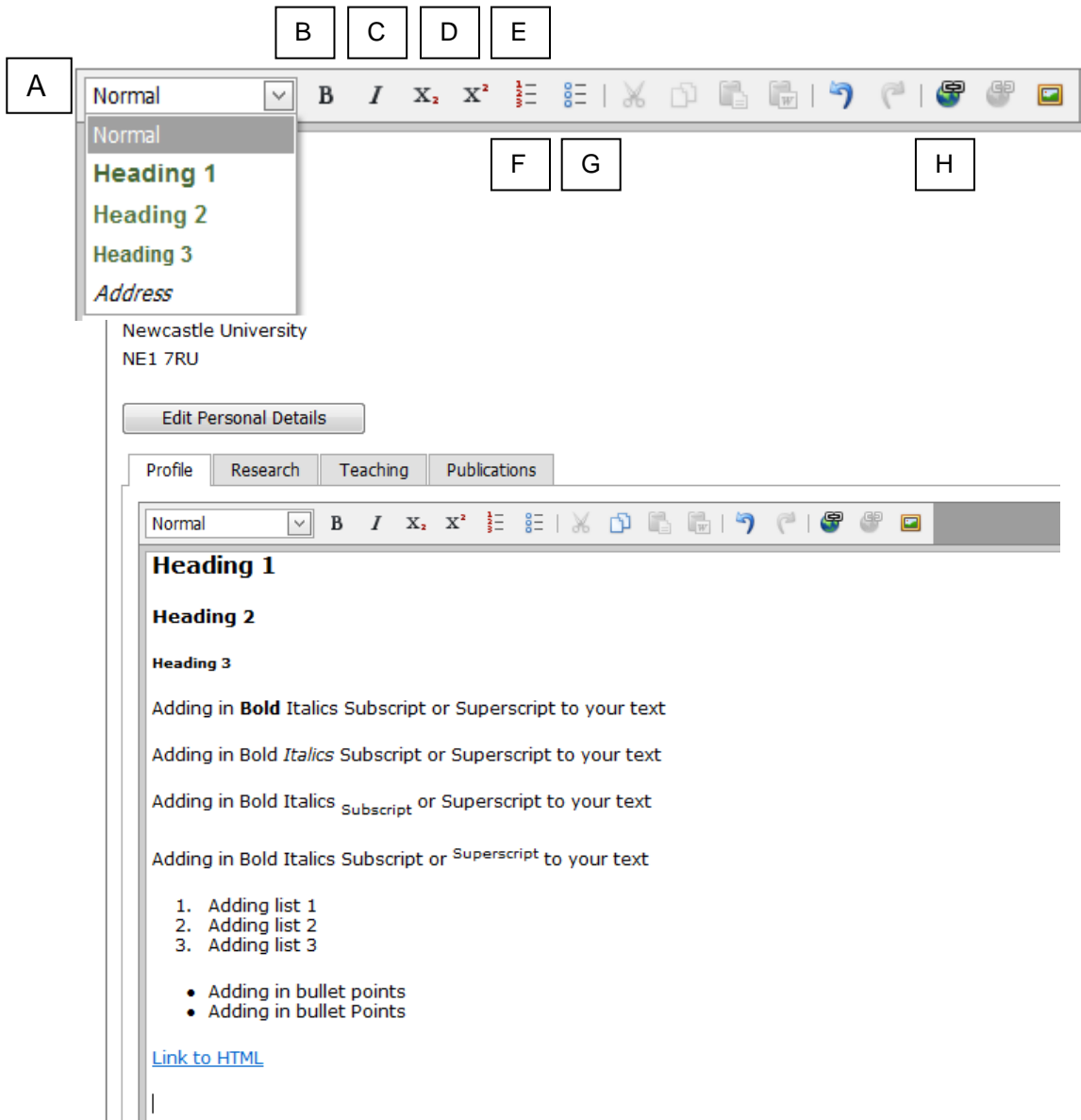
I am responsible for managing and maintaining MyProfiles, MyProjects and MyImpact databases which includes working alongside the development teams in providing user requirements, system testing, producing user manuals and to provide training on all 3 systems either as one-to-one or in groups.

## How to: edit your profile tab information

Note any tabs without text will not display on your profile page, this will benefit staff with a none academic research role

1. Click on the appropriate Tab 'Profile', 'Research', 'Teaching'.

Use the on-screen toolbar to add in appropriate headings.



## Style Guide

There are a number of set styles you can apply to your web-profile pages.

- A. Headings
- B. Bold
- C. Italic
- D. Subscript
- E. Superscript
- F. Numbered List
- G. Bullet List
- H. Link to web-address or E-Mail



## Appropriate for All Staff:

### Profile

Personal Information, a quick introduction about yourself  
Roles and Responsibilities (attributed to your current job role)  
Qualifications (any qualifications that may be relevant to your job role)  
Previous Positions  
Memberships (of professional organisations)  
Languages

## Appropriate for Researchers

### Research

Current Work  
Main Expertise  
Other Expertise  
Future Research  
Research Role (e.g. Director of Research)  
Postgraduate Supervision (include names of students if you have their permission)  
Esteem Indicators  
Funding Received  
Patents  
Industrial Relevance

## Appropriate for Academics & Researchers with a Teaching Role

### Teaching

Undergraduate Teaching Modules  
Postgraduate Teaching Modules

### What should I add in to my web profile?

If you are starting from scratch and don't have an existing web-profile that, then the headlines shown should be used as a general guideline.

It's worth looking at other colleagues web-profiles and matching what they have added to their own pages.

It is not compulsory to complete all headings, but have them consistent with other staff profiles.

### How project information is added to your web-profile

Projects are added to your web-profile automatic via your School/Institute Web-Editors.

Web-editors have an additional database attached to a system called '**Site Manager**' which allows them to manually add in your Research Projects on your behalf.

## Edit Web Profile



The web profile content on this page is currently linked to these websites: FACULTY SITE RESEARCH GROUPING

### Prof. DJ Henderson

#### Professor of Cardiac Development

Email: [d.j.henderson@ncl.ac.uk](mailto:d.j.henderson@ncl.ac.uk)

Telephone: +44 (0) 191 241 8644

Fax: +44 (0) 191 241 8666

Address: Institute of Human Genetics

University of Newcastle upon Tyne

International Centre for Life

Central Parkway

Newcastle upon Tyne

NE1 3BZ

Edit Personal Details

Profile Research Teaching **Publications**

Use drag and drop to arrange the publications that are shown on this web profile:

- Drag items from the "Not shown" column into the "Shown" column to make them **visible**.
- Drag items from the "Shown" column into the "Not shown" column to **remove** them.
- You can also reorder the list of shown items using drag and drop

Publication Ordering Preference: Manual (drag and drop) ordering

Shown on this profile:

Hildreth V, Webb S, Chaudhry B, Peat JD, Phillips HM, Brown N, Anderson RH, Henderson DJ. [Left cardiac isomerism in the Sonic hedgehog null mouse](#). *Journal of Anatomy* 2009, **214** (6), 894-904.

Bradshaw L, Chaudhry B, Hildreth V, Webb S, Henderson DJ. [Dual role for neural crest cells during outflow tract septation in the neural crest-deficient mutant \*Splotch\*\(2H\)](#). *Journal of Anatomy* 2009, **214**(2), 245-257.

Phillips HM, Hildreth V, Peat JD, Murdoch JN, Kobayashi K, Chaudhry B, Henderson DJ. [Non-cell-autonomous roles for the planar cell polarity gene \*vangl2\* in development of the](#)

Not shown on this profile:

Ioannides AS, Massa V, Ferraro E, Cecconi F, Spitz L, Henderson DJ, Copp AJ. [Foregut separation and tracheo-oesophageal malformations: The role of tracheal outgrowth, dorso-ventral patterning and programmed cell death](#). *DEVELOPMENTAL BIOLOGY* 2010, **337**(2), 351-362.

Hunt DP, Sajic M, Phillips H, Henderson D, Compston A, Smith K, Chandran S. [Origins of Gliogenic Stem Cell Populations Within Adult Skin and Bone Marrow](#). *Stem Cells and Development* 2010, **19**(7), 1055-1065.

Phillips H, Boczonadi V, Chaudhry B, Henderson D. [03-P015: Rho kinase is required for cohesive behaviour of neural crest](#)

## How to: amend your publications list

1. Click on the 'Publications' tab.

Drag & Drop option:

2. Hover over the publication you wish to move and drag it to the new area.
3. Use the Ordering preference drop-down selection.
4. Click on 'Save' to view or 'Save and Publish' to automatically update your web-page.

Please note if you are editing this page on behalf of another user you will only have the 'Save' option.

The user will receive e-mail notification with the opportunity to view and publish for them.

## How to: change your tab layout preference

Your default web layout is as follows:

Profile – Research -Teaching then Publications

1. Click on the '**Profile Tab Order Preference**' drop down and switch your setting.
2. Click on '**Save**' to view or '**Save and Publish**' to publish straight to your web-site.

**Please note if you are editing this page on behalf of another user you will only have the 'Save' option.**

**The user will receive e-mail notification and the opportunity to view and publish for them.**

Edit Personal Details

Profile Research Teaching Publications

Use drag and drop to arrange the publications that are shown on this web profile:

- Drag items from the "Not shown" column into the "Shown" column to make them **visible**.
- Drag items from the "Shown" column into the "Not shown" column to **remove** them.
- You can also reorder the list of shown items using drag and drop

Publication Ordering Preference: Manual (drag and drop) ordering

**Shown on this profile:** There are currently no publications shown on this web profile.

**Not shown on this profile:** All publications are currently shown on this web profile.

Profile Tab Order Preference: Profile - Research - Teaching - Publications

Save Save and Publish

1

2

Home Data Amendment Personal Inform **1** Publications Web Profile Supervision Projects Manage View Reports Help

**Add Publications**

Use this page to manually add a publication to your list.

View Publications Add Publication Claim Publications Publications Data Amendment List

View Publications

**4**

Before adding a publication please search the publication database to ensure that it is not already in the system. The database consists of all publications entered via MyProfiles in addition to records from other sources such as Web of Science, Scopus and the E-Prints system. You may initially see duplicates in your list which will gradually be addressed by the Library checking process.

**3**

Search the publications database

test

Search Publications

Search by:  Author names  All fields  All fields except author names

**4**

**Search Results**

Publications	Add to your publication list?	Make visible on your web profile?
test. <a href="#">test</a> . 1999.	<input type="checkbox"/>	<input type="checkbox"/>
Test. <a href="#">Testing</a> . 2008.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
test. <a href="#">tony testing a problem steve is having</a> . 0.	<input type="checkbox"/>	<input type="checkbox"/>
Test. <a href="#">Test</a> . 0.	<input type="checkbox"/>	<input type="checkbox"/>
test 1. <a href="#">test 1</a> . 0, test 1.	<input type="checkbox"/>	<input type="checkbox"/>
test author. <a href="#">test book</a> . test publisher, 2004.	<input type="checkbox"/>	<input type="checkbox"/>
test authors. <a href="#">test chapter title</a> . In: test editors, ed. <a href="#">test book</a> . test publisher, 2004, pp. 1.	<input type="checkbox"/>	<input type="checkbox"/>
test editors, ed. <a href="#">test conference</a> . test publisher, 2004.	<input type="checkbox"/>	<input type="checkbox"/>
test inventor. <a href="#">test patent</a> . test assignee, test issuer, 2004, 2008-01-01.	<input type="checkbox"/>	<input type="checkbox"/>
test author. <a href="#">test thesis</a> . Ph.D. thesis, University of Newcastle upon Tyne, 2004.	<input type="checkbox"/>	<input type="checkbox"/>
test author. <a href="#">test technical report</a> . test institution, 2004. <b>1</b> .	<input type="checkbox"/>	<input type="checkbox"/>

**6**

Add Selected Items to My List  None to add

## How to: add new publications to your list

1. Click on **'Publications'** on the top navigation bar.
2. Click on **'Add Publication'**.
3. Add in your search term under **'Search the publication database'**
4. Click on Search by: Author name, all fields or All fields except author names.
5. All publications matching will appear on screen.
6. Click on **'Add'** to your publication list? Should there be a match then click on **'Save'** otherwise Click **'New Publication'** at the bottom of the screen.
7. Once added this will update your Edit Web Profile page.

Home Data Amendment Personal Information Publications Web Profile Supervision Projects Manage View Reports Help

### Request to be Added to a Different Website

**1** Manage Web Profile  
Add Me to a Different Website  
Set Default Publication Visibility

**2** If you are not currently listed on a website and you wish to be added to one, use this form to request that you be added to one.

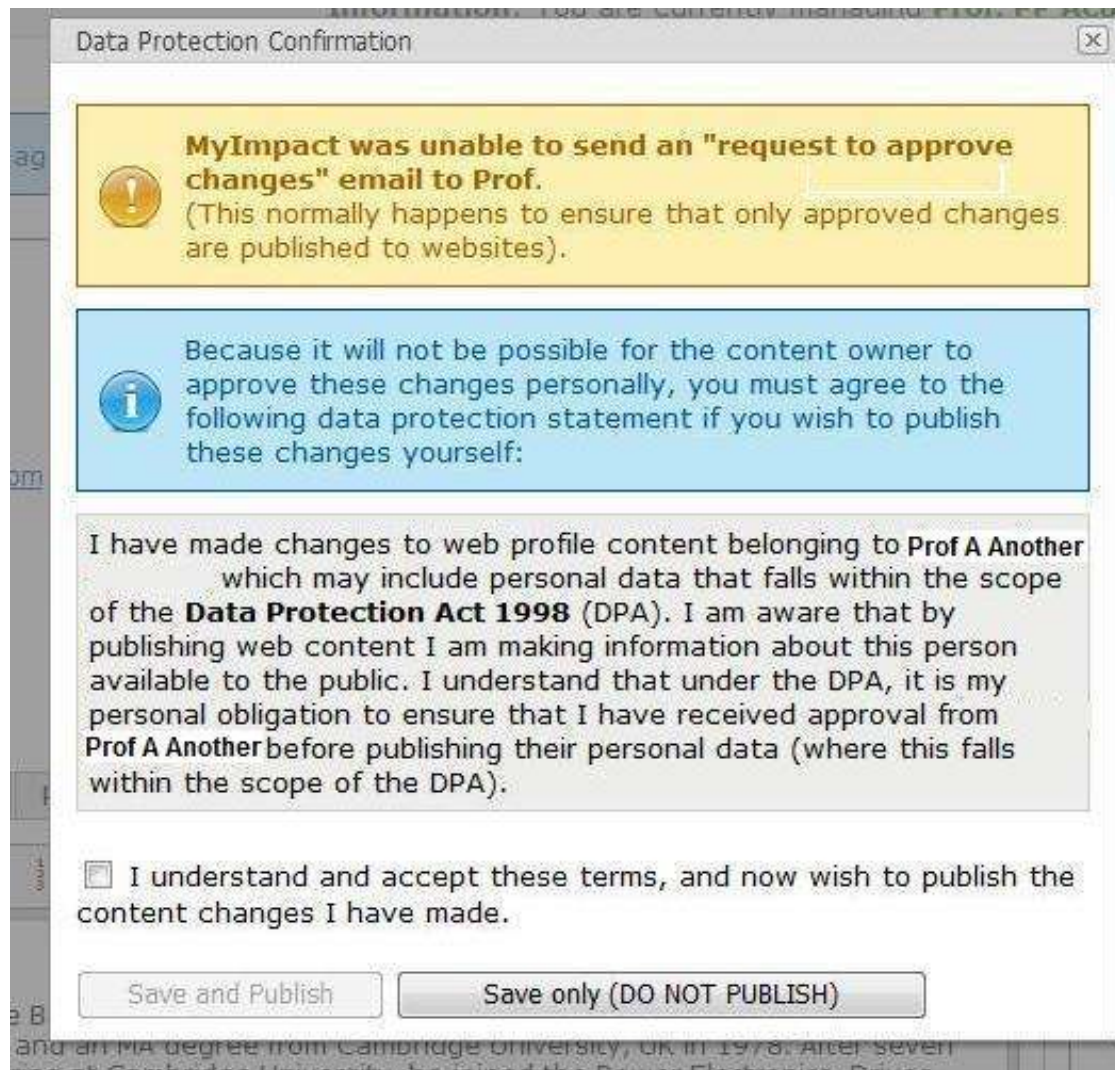
\*Please add me to the following website:

Additional information (optional):

**3** Send Request

### How to: add yourself to another web-site

1. Click on **'Add me to a different website'**.
2. Add the web-address of the site you wish to be added to and any additional information that will support your case.
3. Click on **'Send Request'**.



### How to: update an ex member of staff profile

1. Click on **'Manage'** then **'Choose a person to manage'**
2. Type in the surname under the **'Last Name'** and switch on **'Has Left University? = Yes'**
3. Click on **'Select'** which will take you to the person's details page.
4. Click on **'Web-Profile'** and edit as though it was your own.

Note as this person no longer works for the University, there is a Data Protection Act you should be aware.

It is your responsibility to seek permission first before publishing any information about the ex member of staff in question.

The screenshot shows the MyImpact web interface. At the top, there is a navigation menu with options: Home, Data Amendment, Personal Information, Publications, Web Profiles, Supervision, Projects, Manage, and View Reports. The 'Web Profiles' menu is open, showing options: Manage Web Profiles, Add Me to a Different Website, Create a New Separate Web Profile (circled in red with a '1' in a box), and Set Default Publication Visibility (circled in red with a '1' in a box). Below the menu, there is a list of web profiles: MyProfiles, MyProjects, pFACT, Library E-Print Repository, Web of Science, and Scopus. There is also a 'Getting Started' section with links to user guides for Publications & Full Text, Projects, and Supervisions.

## How to: default set all your publications visibility

1. Click on **'Web Profiles'** then **'Set Default Publication Visibility'**
2. Click on the Publications added to my list (if you wish all your publications to be made visible automatic)
3. Click on **'Save Preference'**

### Default Publication Visibility on Web Profiles

The check box below determines whether or not publications are made visible on your web profile(s) when they are added to your publications list:

- When you are manually adding or claiming publications *you will be able to override this setting on a per-publication basis.*
- When the library add items on your behalf, this setting will *always* determine web-visibility for these items.

2

Publications added to my list should be visible on the web by default.

Save Preference

Home Data Amendment Personal Information Publications **Web Profiles** 1 Vision Projects M

Manage Web Profiles  
 Add Me to a Different Website  
 Create a New Separate Web Profile  
 Set Default Publication Visibility

### Manage Web Profiles

**You currently have 2 separate web profiles.**  
 On this screen you can:

- Select one of these profiles to edit.
- Access functions for changing the configuration of your multiple profiles.

### Select Web Profile to Edit

Profile	Websites this appears on	Primary Profile	
1	Business Development Directorate RAE Internal	Yes	<a href="#">Edit</a> <span>2</span>
2	Research Funding Toolkit	No	<a href="#">Edit</a>

### Change Multiple Web Profile Configuration

Select which is your primary web profile:  3

Remove/merge web profile(s):  
 (not yet implemented)

Create a new separate web profile:

### How to: edit multiple web-profiles

1. Click on 'Web-Profile', then 'Manage Web-Profile'

Note only if you have 2 or more existing profiles you will see this screen, otherwise you will go straight to your profile for editing.

2. Click on the 'Edit' button next to the profile you wish to amend.

### How to: Change your primary profile (1)

Note this is only for those who have more than one profile used on multiple web-sites.

1. Click on 'Set Primary' button.



### Set Primary Web Profile



Because you have multiple sets of web profile content, you can use this screen to change which

- There is a link from your entry in the [People Search](#) to your primary web profile.
- If you are added to a new website, your primary web profile will be associated with it by default.

Profile	Websites this appears on	Current Primary Profile	
1	Business Development Directorate RAE Internal	Yes	
2	Research Funding Toolkit	No	<a href="#">Set As Primary</a>

4

Return to manage web profiles screen

Go Back

### Set Primary Web Profile

5



Your primary web profile **has been successfully reassigned.**

### How to: change your primary profile (2)

2. Click on **'Set As Primary'** to change your setting.

**Note this is useful if you are attached to more than one web-site and wish to use one single profile for both.**

3. Once saved you will then see an on-screen message to confirm.

**Please note if you are editing this page on behalf of another user you will only have the 'Save' option.**

**The user will receive e-mail notification and the opportunity to view and publish for them.**

Home Data Amendment Personal Information Publications **Web Profiles** Supervision Projects M

**Manage Web Profiles**

**You currently have 2 separate web profiles.**  
On this screen you can:

- Select one of these profiles to edit.
- Access functions for changing the configuration of your multiple profiles.

**Select Web Profile to Edit**


Profile	Websites this appears on	Primary Profile	
1	Business Development Directorate RAE Internal	Yes	<a href="#">Edit</a>
2	Research Funding Toolkit	No	<a href="#">Edit</a>

**Change Multiple Web Profile Configuration**

Select which is your primary web profile:

Remove/merge web profile(s):  
(not yet implemented)

Create a new separate web profile:

MyImpact  Newcastle University

Home Data Amendment Personal Information Publications Web Profiles Supervision Projects Manage View Reports He

**Create a new separate Web Profile**

Currently one or more of your web profiles is included on multiple websites (i.e. the same set of profile content is shared between websites).  
If you would like to maintain a *separate* set of web profile content for one of these websites, click the corresponding link below:

Website Name	
Business Development Directorate	<a href="#">Create Separate Web Profile</a>
<b>RAE Internal</b>	<a href="#">Create Separate Web Profile</a>
Research Funding Toolkit	<a href="#">Create Separate Web Profile</a>

## How to: create a new separate web profile

Note this is useful if you are appearing on more than one web-site.

1. Click on 'Create a New Separate web profile'.
2. Click on 'Create Separate Web Profile' next to the appropriate web-site.



## How to: report system errors or queries

1. Click on “**Help**” then “**Support**”.
2. Under subject heading type in a short title e.g. none of my publications are showing.
3. Type in a brief description of the error occurred within the text box.
4. Click on “**Send Message**” button.
5. You will receive an e-mail in your outlook folder from ‘Service Centre’ Helpdesk with a (Case number) in the message.
6. For telephone assistance please contact Helpdesk on 0191 222 5999.