RIS IMPACT MODULE

Directors of Impact Guidance
• Directors of Impact can create, edit, view, etc. records of impact for staff in their school/department, in addition to their own, via the 'Category Admin' option of their role on RIS

• It is essential to use this 'Category Admin' option rather than the 'My Profile' option on RIS which is strictly for a user's personal impact records

• This guide outlines how to use the access the additional role and what you can do using it
Left click on the three horizontal bars 'hamburger' on the top left of the browser window to reveal the menu
Directors of Impact have an additional 'Category Admin tab' on the right of their menu.

Left click on this for: **Records of Impact** > Manage Records of Impact
Left clicking on > Manage Records of Impact displays all the Records of impact for staff in the DOI’s school/department.

This is like ‘VIEW ALL’ for Records of impact in ‘My Profile’ but in ‘Category Admin’ there is access to all records for the school/department users.

**Note** that it is not possible for users, Directors of Impact included, to view Impact Records other than those which they are linked to in their ‘My Profile’ area; the ‘Category Admin’ route is required.
Editing impact works in the same way as editing a personal impact record.

The Record can be edited, evidence added and managed.

Links can be made to other RIS users and other RIS records, e.g., Publications, Grants, Professional activities, and Impact records.
Adding a new Impact Record

Adding impact works much as adding impact as a personal record – the same ‘Essential Information’ (top right picture)

There is no ‘What is your relationship with this impact plan/engagement activity/impact narrative’ field (bottom right picture)

‘Lead contributors’ and ‘Contributors’ can be selected to indicate which user (or users) the impact record corresponds to

For general advice on impact records please see the RIS impact module guidance
If you have any further questions please email reors@essex.ac.uk or contact the Research Impact Team.