
**PUBLISH YOUR PROFILE TO
THE WEB**

3.6

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Publish Your Profile to the web

To manage your profile select **Tools** from the top main **Horizontal Menu**.

Under the Manage Profile link in the sub menu you can develop you profile and publish it to your institution's website. Along with your Contact Details, there are six categories which you can select in order to build up your profile.

- Biography
- Research
- Publications
- Professional
- Teaching
- Collaborators

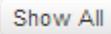
By default, all your information that is on the System will be included in your Profile. To exclude information, click on the (hide) link. Alternatively, click on the (show) link to add information to your Profile.

Helpful Hints

You can only add or remove items from your Profile in this section. To edit the contents of each category, you must do so in their respective sections. Also, your primary Contact Details are imported from CORE HR system, and cannot be changed in IRIS.

The screenshot displays the 'Manage Profile' page in the Vidatum Academic 3.6 system. The top navigation bar includes 'Home', 'Profile', 'Outputs', 'Grants', 'Tools' (highlighted), 'Reporting', 'REF', and 'Administration'. A 'Log Out' button is in the top right. On the left, a sidebar contains 'Manage Profile', 'Manage CVs', and 'Timesheets'. The main content area is titled 'Manage Profile' and features a 'Save' button and a 'Publish' button. Below this, the user's name 'Info@Vidatum 00000000' and 'System User' are shown. A 'Contact Details' section includes a refresh icon and a 'Show All' button. The contact information is split into two columns: 'Professor (hide)' with details for Blackrock and 'Vidatum Technologies' with details for Dun Laoghaire. Below the contact details are tabs for 'Biography', 'Research', 'Publications', 'Professional', 'Teaching', and 'Collaborators'. The 'Biography' tab is active, showing a placeholder text block with a 'read more' link. On the right, a 'Manage Profile' hint box explains that clicking 'Show and Hide' links allows editing the profile content, and 'Save' or 'Publish' buttons are used to save or publish changes. A placeholder image with a question mark is also visible.

Editing Profile Details:

- By default, all your information that is on IRIS will be included in your Profile. To exclude information, click on the **Hide** link. Alternatively, click on the **Show** link to add information to your Profile.
- By default, any newly added publications (by claiming or input) are defaulted to **Show**.
- By default, all items are sorted in chronological order.
- You can only add or remove items from your Profile in this section. To edit the contents of each category, you must do so in their respective sections.
- When you are managing your Profile, you can order the information which you see on screen by clicking on the following links:
-  The *Move* icon allows you to re-order your list times. Please note: when new entries are added, the order of your list items may change.
-  The *Up Arrow* allows you to move a sub-section up.
-  The *Down Arrow* allows you to move a sub-section down.
-  The *Refresh* icon will check the system to see if any publications relating to you have been added.
-  The *Globe* icon is a DOI link to an outside service.
- The *Details* link gives you further information on individual publications.
-  The *Show All* icon will add all the information in this sub-section to your Profile.
-  The *Hide All* icons will hide all the information in this sub-section to your Profile.
- The Hide All button will hide all the information in this sub-section to your Profile.

Save

When you are finished with your Profile, click on Save to save it to the system.

Publish

If you want to publish your Profile to your institute's website, click on **Publish**.