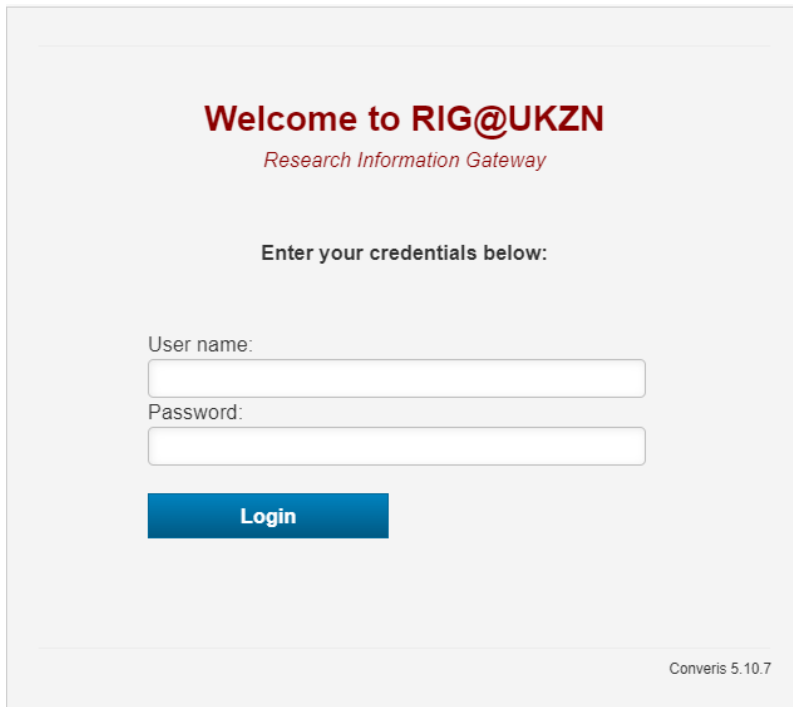


Navigating the Home Page

Accessing the page

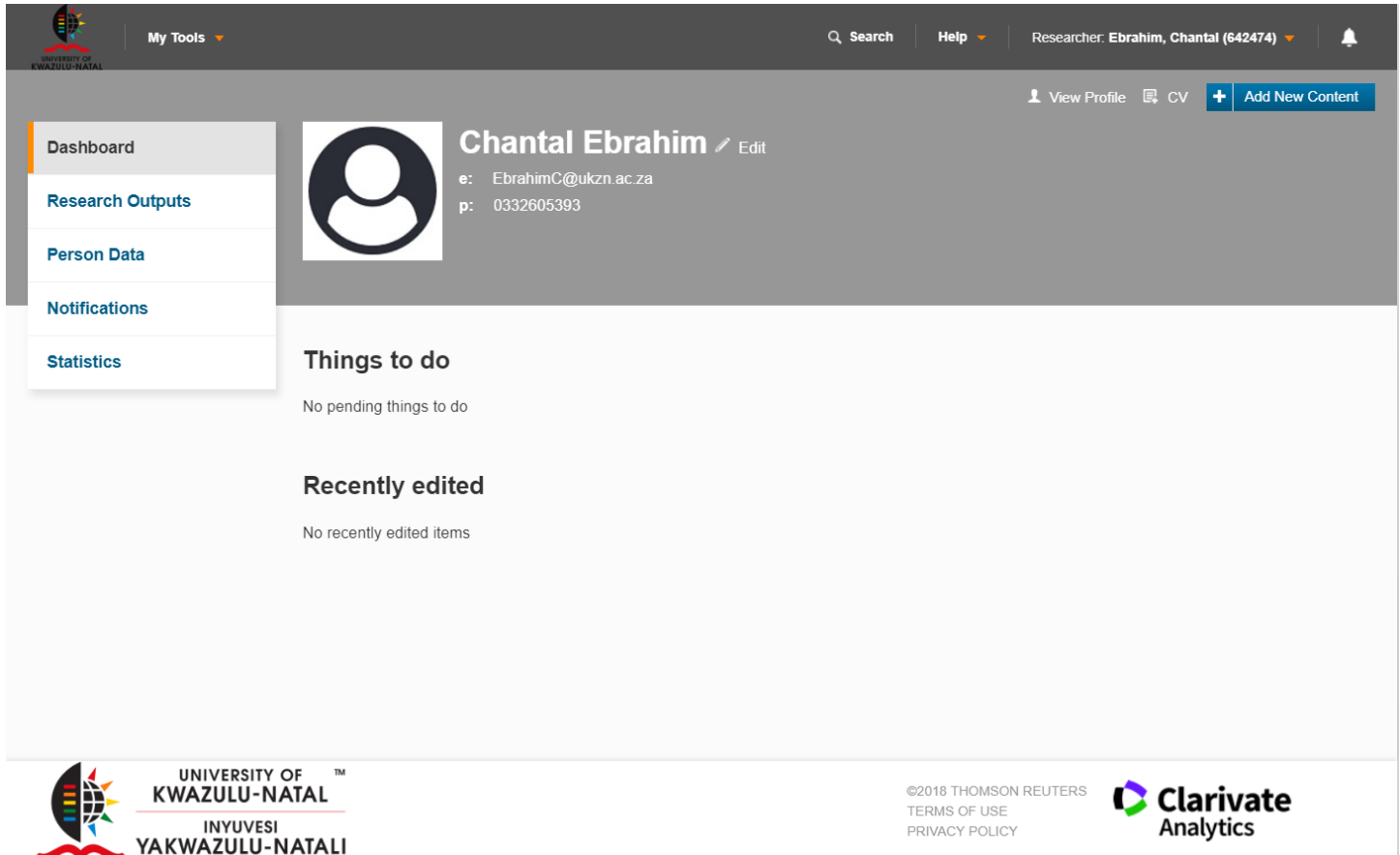
- To access RIG you will need to go to your browser e.g. Chrome, Internet Explorer, Mozilla Firefox or Safari and open a new session.
1. <https://rig.ukzn.ac.za/>
 2. <https://www.ukzn.ac.za/staff/staff/>
 3. <http://research.ukzn.ac.za/Homepage.aspx>



The screenshot shows a login page for RIG@UKZN. At the top, it says "Welcome to RIG@UKZN" in bold red text, with "Research Information Gateway" in smaller red text below it. Underneath, it says "Enter your credentials below:". There are two input fields: "User name:" and "Password:". Below the password field is a blue "Login" button. In the bottom right corner, it says "Converis 5.10.7".

At UKZN we use single sign-on, this means that you can use your LAN login to log into multiple systems. If you cannot login, it's possible there is a problem with your account and you need to contact the Expert Desk on X4000. If you are able to login to other systems, like your e-mail, the Internet and other systems then let the Expert desk know of the exact problem.

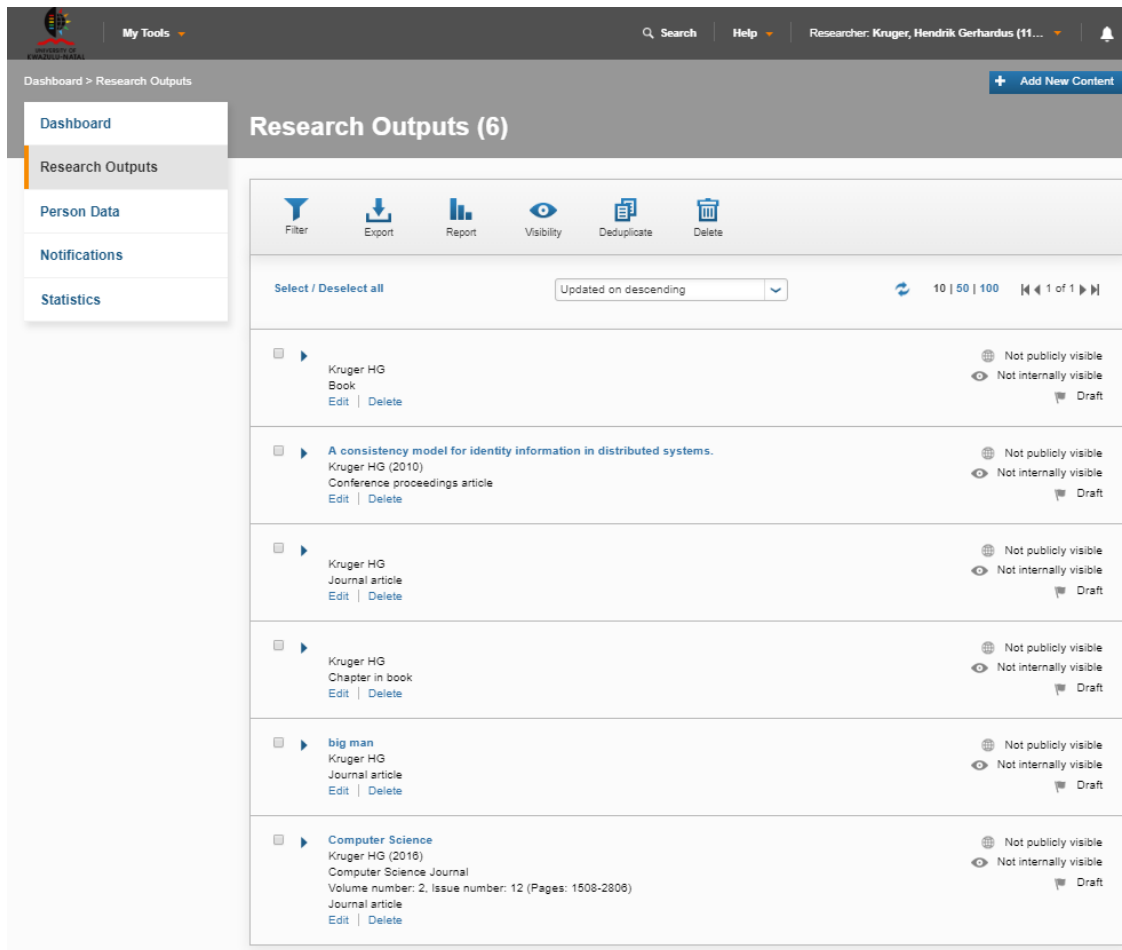
- Once successfully logged in you will land on your profile Dashboard
- Basic personal information is displayed at the top, click on Edit to enter your ORCID ID
- ORCID is an independent non-profit effort to provide an open registry of unique researcher identifiers and open services to link research activities and organizations to these identifiers.
- Left hand menu displays what currently exists in your profile



The screenshot shows a user profile for Chantal Ebrahim. The top navigation bar includes 'My Tools', 'Search', 'Help', and the user's name 'Researcher: Ebrahim, Chantal (642474)'. A left-hand menu lists 'Dashboard', 'Research Outputs', 'Person Data', 'Notifications', and 'Statistics'. The profile header shows the name 'Chantal Ebrahim' with an 'Edit' link, and contact information: 'e: EbrahimC@ukzn.ac.za' and 'p: 0332605393'. Below the header, there are sections for 'Things to do' (No pending things to do) and 'Recently edited' (No recently edited items). The footer contains the University of KwaZulu-Natal logo, copyright information for Thomson Reuters (©2018), and the Clarivate Analytics logo.

Research Outputs

- List of all the Research Outputs you have added into the system.



Dashboard > Research Outputs

Research Outputs (6)

Filter Export Report Visibility Deduplicate Delete

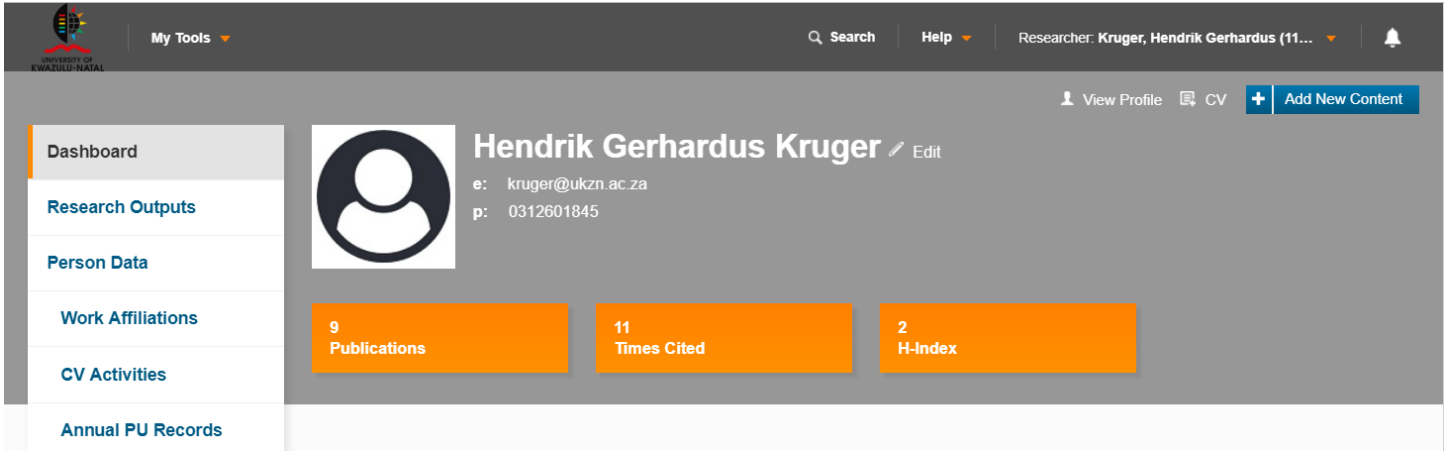
Select / Deselect all Updated on descending 10 | 50 | 100 1 of 1

<input type="checkbox"/>	Kruger HG Book Edit Delete	Not publicly visible Not internally visible Draft
<input type="checkbox"/>	A consistency model for identity information in distributed systems. Kruger HG (2010) Conference proceedings article Edit Delete	Not publicly visible Not internally visible Draft
<input type="checkbox"/>	Kruger HG Journal article Edit Delete	Not publicly visible Not internally visible Draft
<input type="checkbox"/>	Kruger HG Chapter in book Edit Delete	Not publicly visible Not internally visible Draft
<input type="checkbox"/>	big man Kruger HG Journal article Edit Delete	Not publicly visible Not internally visible Draft
<input type="checkbox"/>	Computer Science Kruger HG (2016) Computer Science Journal Volume number: 2, Issue number: 12 (Pages: 1508-2806) Journal article Edit Delete	Not publicly visible Not internally visible Draft

- Research Output Status**
- Draft
 - Indicates that your submission is still with you as you may be working with it.
- Researcher Input required
 - Input is required after adding content
- Initial review by Research Office
 - Your submission has been sent to the Research Office for Initial Review
- Final review by Research Office
 - Your submission has been validated by the Research Office

Person Data

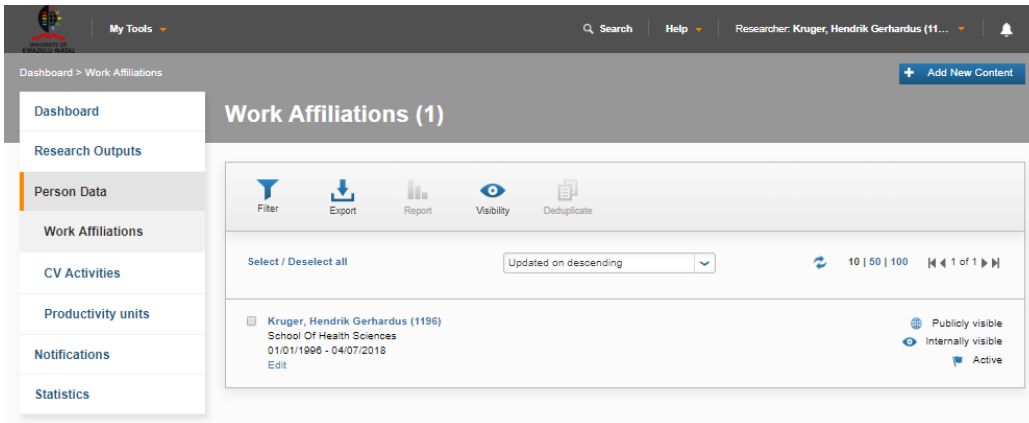
- View your personal details, ORCID ID and work affiliations



The screenshot shows the researcher's profile page. At the top, there is a navigation bar with 'My Tools', 'Search', 'Help', and the researcher's name 'Researcher: Kruger, Hendrik Gerhardus (11...)' with a dropdown arrow and a notification bell. Below the navigation bar, there is a sidebar on the left with menu items: 'Dashboard', 'Research Outputs', 'Person Data', 'Work Affiliations', 'CV Activities', and 'Annual PU Records'. The main content area features a profile card for 'Hendrik Gerhardus Kruger' with an 'Edit' link. The profile card includes a placeholder for a profile picture, contact information (e: kruger@ukzn.ac.za, p: 0312601845), and three orange boxes displaying statistics: '9 Publications', '11 Times Cited', and '2 H-Index'. At the top right of the profile card, there are links for 'View Profile', 'CV', and 'Add New Content'.

Work Affiliations

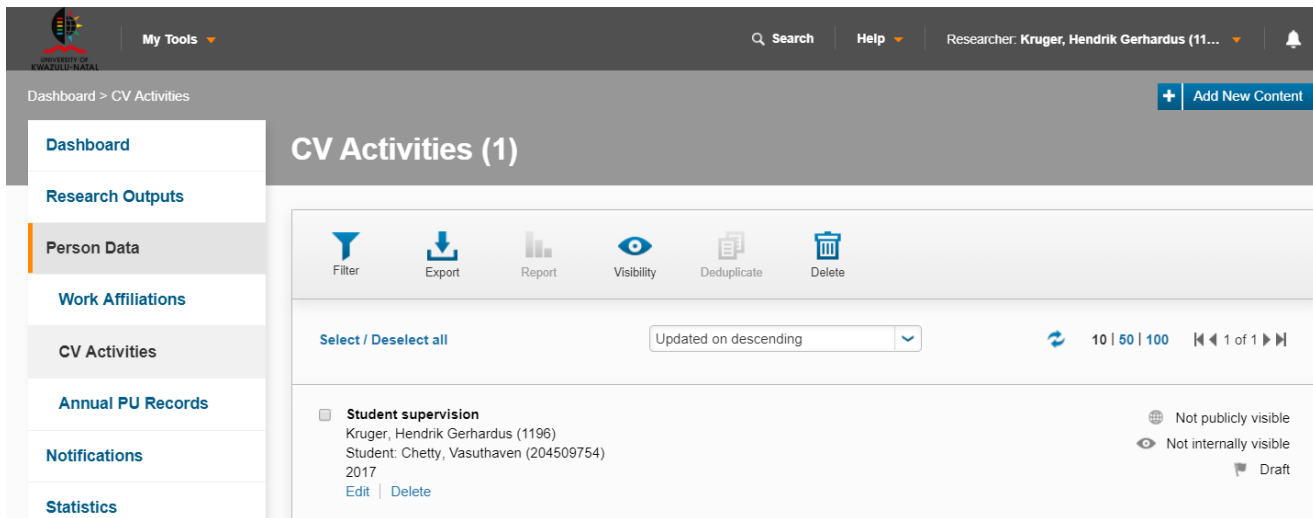
- View your current and previous work affiliations



The screenshot shows the 'Work Affiliations' page. The navigation bar is similar to the previous page. The sidebar on the left has 'Person Data' selected. The main content area is titled 'Work Affiliations (1)'. It features a toolbar with icons for 'Filter', 'Export', 'Report', 'Visibility', and 'Deduplicate'. Below the toolbar, there is a 'Select / Deselect all' button, a dropdown menu set to 'Updated on descending', a refresh icon, and pagination information '10 | 50 | 100' and '1 of 1'. A table lists one affiliation: 'Kruger, Hendrik Gerhardus (1196)' with 'School Of Health Sciences' and '01/01/1996 - 04/07/2018'. The affiliation is marked as 'Active' and has visibility options: 'Publicly visible', 'Internally visible', and 'Active'.

CV Activity

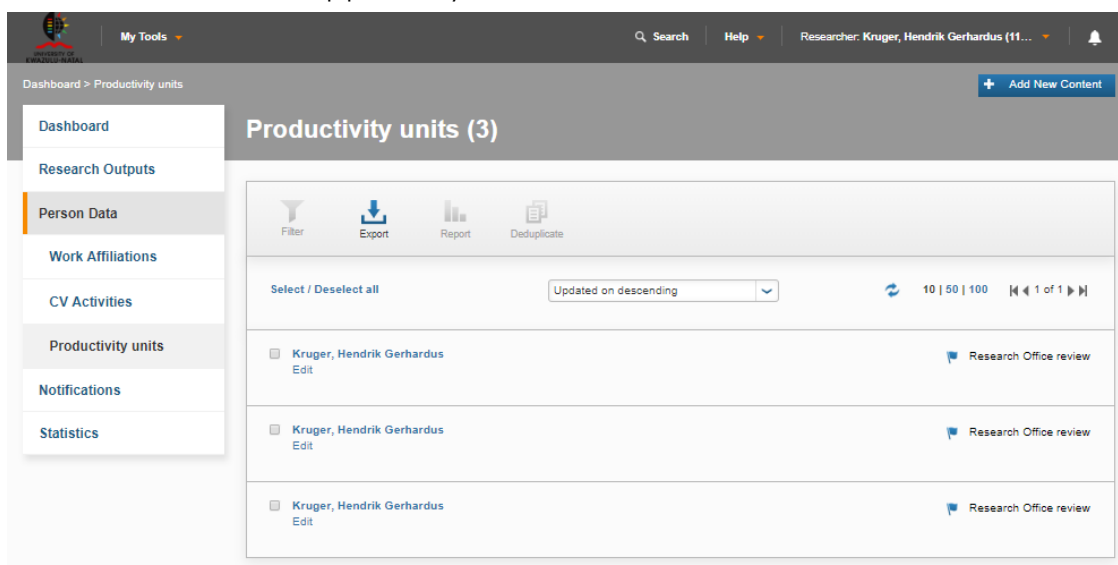
- View a list of all students that you supervise



The screenshot shows the 'CV Activities (1)' page. The left sidebar contains navigation options: Dashboard, Research Outputs, Person Data, Work Affiliations, CV Activities, Annual PU Records, Notifications, and Statistics. The main content area has a toolbar with icons for Filter, Export, Report, Visibility, Deduplicate, and Delete. Below the toolbar, there is a 'Select / Deselect all' button, a dropdown menu set to 'Updated on descending', and pagination controls showing '10 | 50 | 100' and '1 of 1'. A single activity is listed: 'Student supervision' by Kruger, Hendrik Gerhardus (1196) for student Chetty, Vasuthaven (204509754) in 2017. It includes 'Edit' and 'Delete' links and visibility options: 'Not publicly visible' and 'Not internally visible', along with a 'Draft' status icon.

Productivity Units (PU)

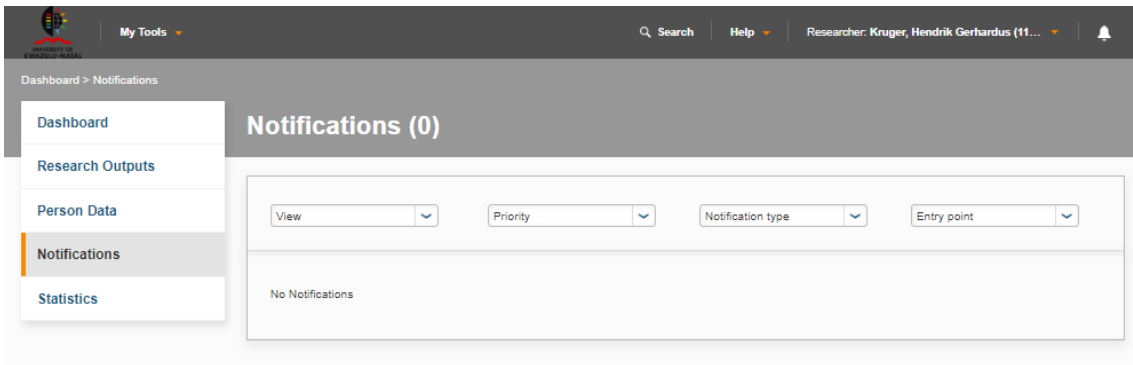
- View a summary of the PU related submissions for the year together with your PU scores and total rand value.
- This is the electronic equivalent to the PU letter previously sent to you by the Research Office for acknowledgement each year.
- All Research Outputs that you submit during the year will be tied to your Annual PU Record.
- This record will contain the total publication outputs for the year when the research office validates and approves your submission.



The screenshot shows the 'Productivity units (3)' page. The left sidebar is similar to the CV Activities page but highlights 'Productivity units'. The main content area has a toolbar with icons for Filter, Export, Report, and Deduplicate. Below the toolbar, there is a 'Select / Deselect all' button, a dropdown menu set to 'Updated on descending', and pagination controls showing '10 | 50 | 100' and '1 of 1'. Three productivity unit entries are listed, each for 'Kruger, Hendrik Gerhardus' and labeled 'Research Office review'. Each entry has an 'Edit' link.

Notifications

This is the same as the bell icon at the top right, it includes all notifications from the Research Office



Dashboard > Notifications

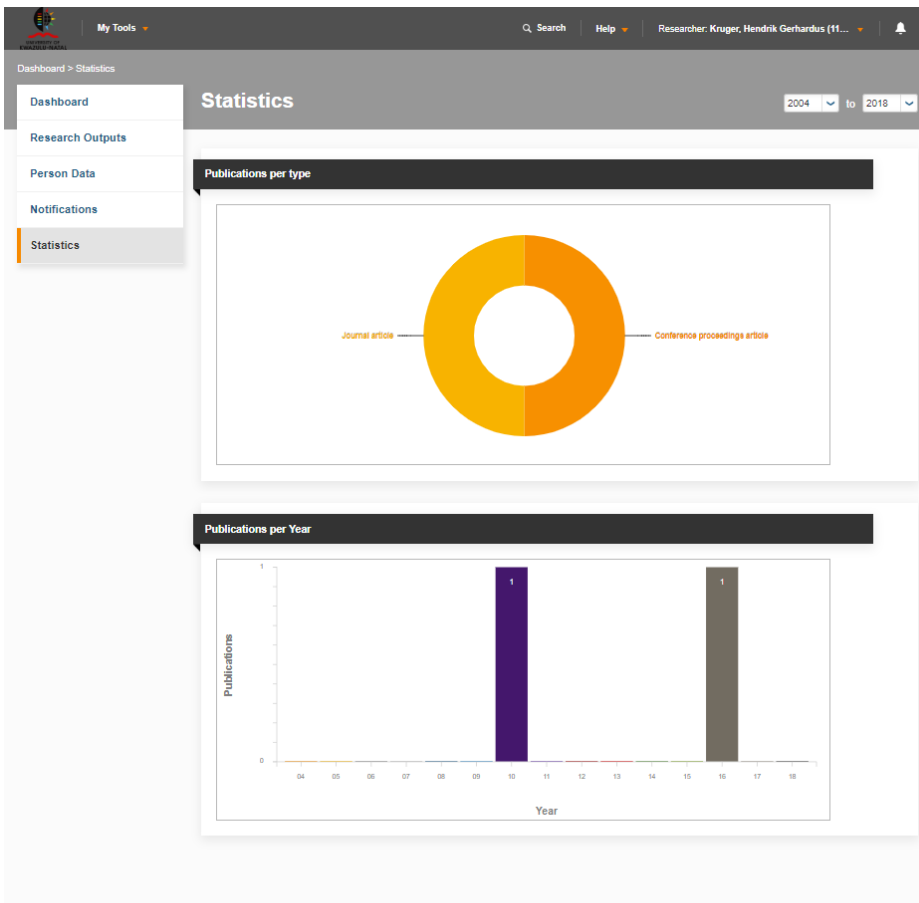
Notifications (0)

View Priority Notification type Entry point

No Notifications

Statistics

This is a graphical representation of your publications that have been validated by the Research Office



Dashboard > Statistics

Statistics 2004 to 2018

Publications per type

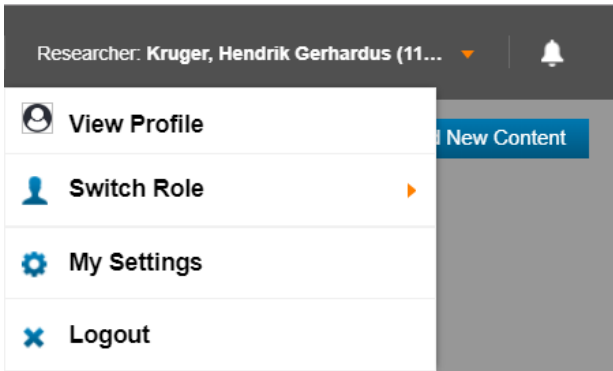
Journal article Conference proceedings article

Publications per Year

Publications

Year

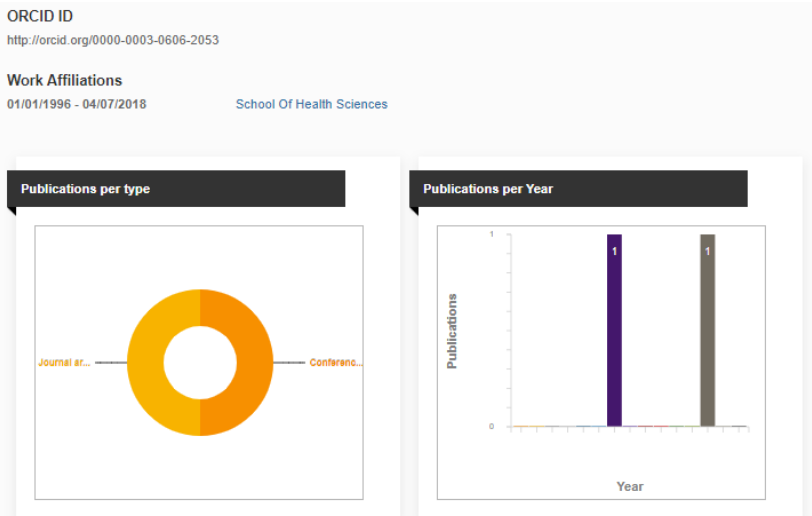
Click on the drop down arrow next to your name to display the following options



View Profile

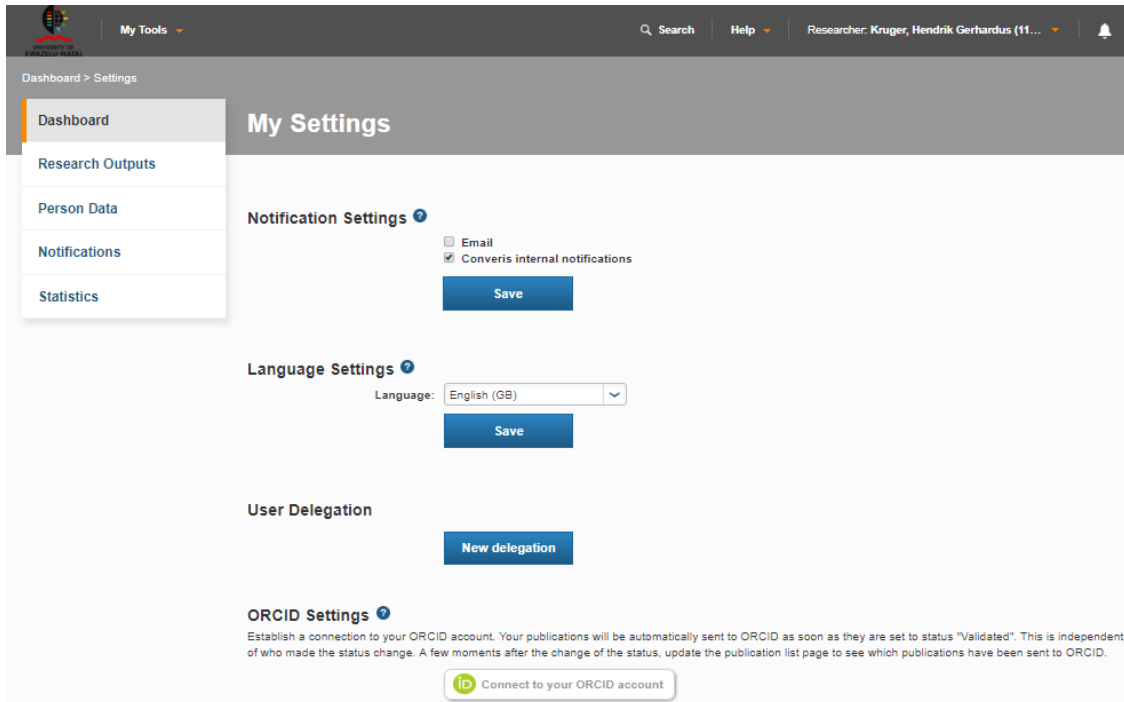
View profile displays your ORCID ID, Work Affiliations and a graphical representation of your Publications per type and Publications per year.

You can also view your profile by clicking  on the home page



My Settings

Click on My Settings to personalize your settings according to your preference.



Dashboard > Settings

My Settings

Notification Settings

Email
 Converis internal notifications

Save

Language Settings

Language: English (GB)

Save

User Delegation

New delegation

ORCID Settings

Establish a connection to your ORCID account. Your publications will be automatically sent to ORCID as soon as they are set to status "Validated". This is independent of who made the status change. A few moments after the change of the status, update the publication list page to see which publications have been sent to ORCID.

id Connect to your ORCID account

Logout

Clicking on logout simply logs you out of the system.

CV

Click on  the homepage to generate your CV

Select the options according to your preference and click create

CV Type:

- CASRAI Abridged CV
- Europass CV
- Standard CV
- NIH BioSketch
- NSF BioSketch

Content:

- CV Activities
- Projects (Principal investigators)
- Projects (Co-investigators)
- Research Outputs

File Format:

- PDF
- Microsoft Word / rtf

Your CV will be created and downloaded to your computer in the format you selected.



Casrai Abridged CV

Person Info

Salutation	Prof
First Name	Hendrik Gerhardus
Family Name	Kruger
Gender	Male
Date of Birth	03-10-1962
Designated Group	School Of Health Sciences

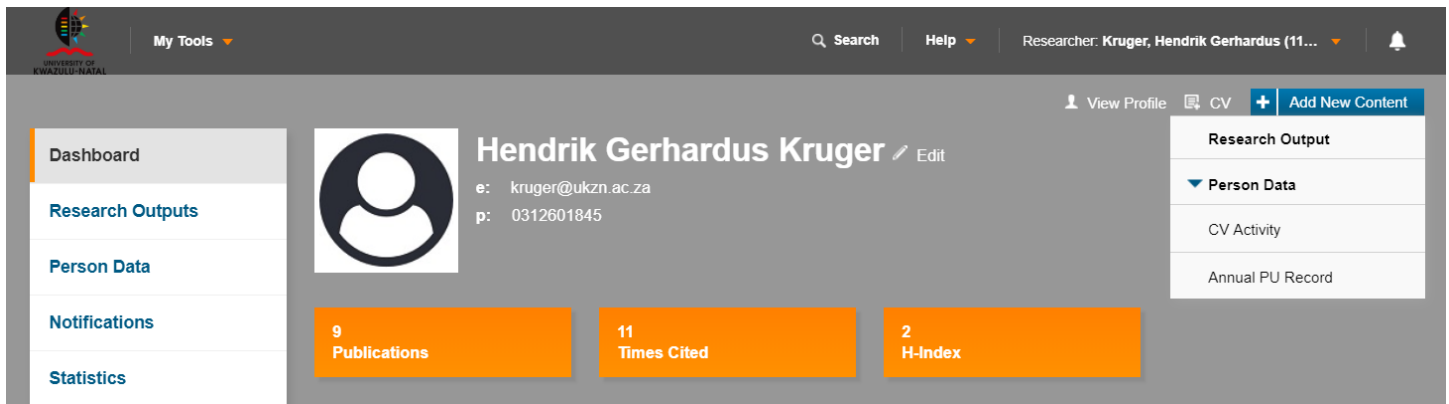
Contact

Mailing Addresses

Address Type	Work
Postal Code	9657
Start Date	01-01-1996
End Date	07-04-2018

Click on Add New Content to add the following:

- Research Output
- Person Data
 - CV Activity
 - Annual PU Record



The screenshot shows a user interface for a researcher's profile. At the top, there is a navigation bar with 'My Tools', 'Search', 'Help', and 'Researcher: Kruger, Hendrik Gerhardus (11...)'.

The main content area features a profile card for **Hendrik Gerhardus Kruger** with an 'Edit' link. The profile includes contact information: email 'kruger@ukzn.ac.za' and phone '0312601845'. Below the profile card are three orange boxes displaying statistics: '9 Publications', '11 Times Cited', and '2 H-Index'.

On the left side, there is a sidebar menu with options: 'Dashboard', 'Research Outputs', 'Person Data', 'Notifications', and 'Statistics'. The 'Person Data' option is currently selected.

On the right side, there is a dropdown menu for 'Add New Content' with options: 'Research Output', 'Person Data' (expanded), 'CV Activity', and 'Annual PU Record'.