

## Research Outputs – Related Items - Classifications

This guide shows Publications staff how to enter data within Research Master in relation to Classification of Research Outputs.

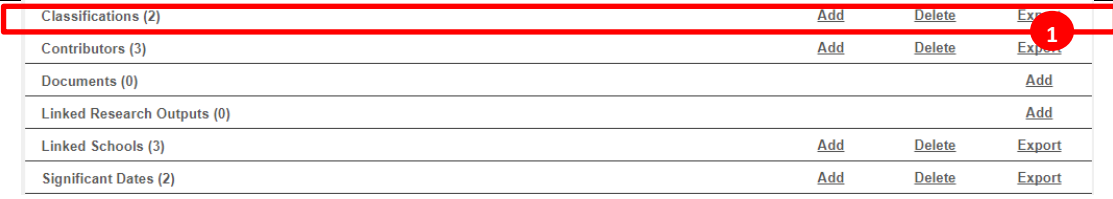
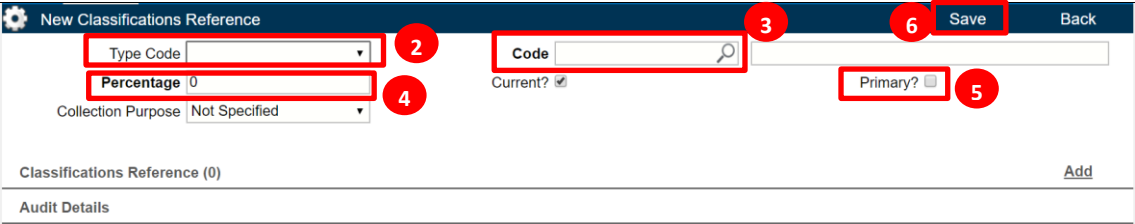
### Guidelines and rules

- A Research Master login is required to complete this task.
- Access to the networked shared drive
- Classification is usually provided when the research output is submitted via the ROC form
- Records imported from Scopus will not have a FoR code. In these cases, we add a 'Further Information Required ...' Significant Dates item and request from the author via email. If the author does not respond to our request within two weeks, as a last resort option we can obtain a general code from the relevant reports.
- Outputs of new staff members provided on a CV/list should not be entered onto RM until FoR codes are provided.

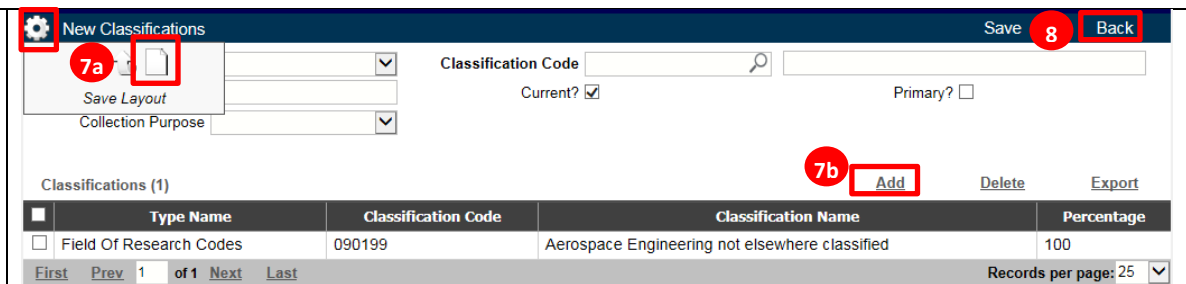
### Exclusions

- Steps to retrieve the FoR codes if not supplied by the Author

### Enter Research Output – Subsection – Classifications Reference

<p>1. Go to the <b>Classifications</b> subsection and click the <b>Add</b> link. This will display the Classifications Reference subsection form</p>	
<p>2. Select a <b>Type Code</b> from the drop down list. This is sourced from the Googleform</p> <p>3. Enter the Classification Code into the <b>Code</b> field, or use the search facility. Once you have entered a code, some sections will auto populate</p> <p>4. By default the <b>Percentage</b> field is zero '0'. Leave as is</p> <p>5. Click the <b>Primary</b> checkbox if the code is listed as the primary code</p> <p>6. Click <b>Save</b> to save the changes. The new classification record will be displayed below in the 'Classification Reference' subsection</p>	

7. To add more codes:
- a. Mouse-over the **Cog** icon, click on the **Copy** icon and repeat steps 2 to 6 OR
  - b. Click on the Add link and repeat steps 2 to 6
8. Click **Back** to return to the previous page



The screenshot shows the 'New Classifications' form. A red box labeled '7a' highlights the gear icon and the copy icon. A red box labeled '7b' highlights the 'Add' button. A red box labeled '8' highlights the 'Back' button in the top right corner. The form includes fields for 'Classification Code', 'Current?' (checked), and 'Primary?' (unchecked). Below the form is a table with one row of classification data.

Classifications (1)				
<input type="checkbox"/>	Type Name	Classification Code	Classification Name	Percentage
<input type="checkbox"/>	Field Of Research Codes	090199	Aerospace Engineering not elsewhere classified	100

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