Nexus User Guide
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What is Nexus

Nexus is a web application available to all academic staff and RHD students to assist in the management on individual web profiles. Nexus is the second generation of the Web Profile management tools, the first instance was known as Research Portfolio Manager (RPM).

Similar to RPM, the Nexus application gathers information from a number of separate University systems, such as HR, NURO, NOVA, RIMS and NUSTAR, and presents this information automatically for the user to manipulate and enhance to build a web profile. A user also has the ability to add new information to ensure their web profile is a vibrant and accurate reflection of their academic and research achievements.

Nexus makes managing your web profile easy, as the application sits between several University systems, draws the information together and provides tools to hide/show, extend and enhance this information with rich content. The Nexus application then automatically posts this information to the University web site each night.

There are currently over 1000 web profiles that can be found within the University web site, to see a sample, simply visit http://www.newcastle.edu.au/profile/researcher-list and browse the current profiles.
Getting Started

How Do I Get Access?
To access the Nexus system, browse to https://dotnet.newcastle.edu.au/Nexus/

You will be prompted to log in. Your login is your normal University numberplate/student number and password.

If you have not previously used the previous web profile management tool (RPM), you will not be able to log in until you are given access by the Research Performance and Systems team RPS@newcastle.edu.au. To request access, simply send the team an email or give them a call.

After you have logged in, you will see the Nexus homepage, it is useful to bookmark this page in your web browser.

Who Can Access Nexus?
The target audience for Nexus are research active staff and RHD students, however any University Staff member can access Nexus and have a profile generated. The minimum requirement is an active (and valid) University email address and request access to the system through RPS@newcastle.edu.au.
Anatomy of a Web Profile

A web profile is a web-based representation of the information you have managed in the Nexus application. The information is presented to the World Wide Web as a collection of tabs, so that it is more digestible via a web browser. Most web profiles have some or all of the following tabs:

**Highlights** – This is typically a broad description of your academic and research endeavours that often contains multimedia and links to related web sites such as Priority Research Centres. This information is maintained by Marketing and Public Relations.

**Career** – This tab contains your biography, professional experience, qualifications, keywords, languages and prestigious material such as awards and invitations. You have full control of this information, via Nexus you have hide/show as little or as much as you like.

**Publications** – By default all of your publications recorded in the NURO system (http://nuro.newcastle.edu.au) are displayed by type and in chronological order. Via Nexus you have the ability to highlight specific publications or filter the list.

**Grants and Funding** – This tab displays all of the research grant information found in RIMS (http://rims.newcastle.edu.au) in chronological order. Via Nexus, you can highlight specific grants or filter the list.

**Supervision** – This tab lists all of your research supervision records for current and past students in chronological order. Via Nexus, you can highlight specific students or filter the list.

**Collaborations** – This tab highlights your global connections by mapping the address information of your co-authors on a map of the globe.

**Projects** – This tab provides you with an opportunity to group related grants, collaborators, students and publications to present projects and programmes.

**Opportunities** – This promotes any research, employment or teaching opportunities you have. Via Nexus you can create and manage this information.

**Contacts** – This tab displays your basic contact details, the information is found in the HR system (http://hronline.newcastle.edu.au).
Navigating Nexus

Overview of Nexus
The Nexus application contains seven sections (Biography, Supervision, Grants, Publications, Esteem, Projects and Opportunities) that you can use to manage your web profile. Each of these sections can be used to extend or filter the information displayed on your web profile. In addition to these sections, there are also three administration sections (My Reporting, Admin and Impersonation) that offer tool to review your information, control your profile or control the profiles of your colleagues who may delegate responsibility to you.

Before we dive into each of the sections in detail, the following outlines general navigation and common controls found in all sections of the Nexus application.

Basic Navigation and the Main Menu
The sections within the Nexus application are connected via a main menu. The diagram (below) outlines the navigational paths between each of the main sections. Note: the Biography and Esteem sections have additional menu levels.
Nexus maintains a common, permanent navigation control known as the ‘top menu’. The top menu will expand and contract in response to user selections. The majority of functionality can be found by clicking “Home” and then accessing the menu options e.g. “Biography”.

Common Controls

Most of the information presented to the user is contained in “lists” i.e. the screen displays a list of records. Each record displayed in a list has a consistent toolset that enable the user to control the selected record. Typically, a user can edit, update, delete, hide/show a record, and make a record a “favourite”. Where a record is sourced from a centralised system such as NUSTAR, NURO, HR or RIMS, the toolset will offer limited functionality.

The four common functions found in each toolset are “Favourite”, “Toggle Privacy”, “Edit” and “Delete”.

Hover your mouse cursor over a record to enable the toolset.
Activating My Web Profile

All web profiles are managed via the “Researcher Global Controls” section of the Nexus application. To navigate to this section, click the “Admin” menu item from the top menu, then select “Researcher Global Controls”. Within the Global Controls page you can choose to hide/show the tabs displayed in your web profile and choose to display citation statistics.

Only Nexus administrators can activate your profile. If your profile is not being generated, it is likely the “Web profile is active” box is not checked. To update this, please contact RPS@newcastle.edu.au

Typically the RPS team will have already developed a basic profile for you as part of the on-boarding process and will have activated your profile and granted you access to the system.
Managing Your Web Profile in Nexus

When you make a change in Nexus, the information you enter is transferred to your web profile each night as part of a large system-to-system interface. On occasion the exchange of information may take two or three nights as some systems cache information or rely on other updates before your web profile is processed. To clarify the relationship between Nexus and your web profile, each of the sections of your web profile have been mapped to the relevant section in Nexus. These sections are documented individually below.

**Highlights**

Some profiles contain a ‘highlight’ story, these highlights are maintained with the University’s Web CMS, and are editable by a select group of web publishers.

The Media team within Marketing and Public Relations originally produced many of these stories as part of a researcher reputation project, however some web publishers in Research Division, and the Faculties are also able to assist with any updates you may need.

If you require any changes/updates you should first check with your faculty or school web publisher – if you aren’t sure who to contact you can log a ticket via the Web Support Portal (http://web.newcastle.edu.au) and the team will be able to advise on the best point of contact.
Career (Biography and Esteem)

The “Career” tab of your web profile is populated with data from the “Biography” and “Esteem” section of Nexus.

Your biography manages information such as your Biography, Fields of Research code, Professional Experience and Qualifications. The Esteem section provides you with areas to record Awards, Invitations, prestigious works etc.

The RPS team recommends each profile have a completed biography, keywords and Fields of Research codes selected.

Your Biography is managed via a rich-text editor. You can add images and embed links and multimedia via the “biography” section.

Your Qualifications are sourced from HR. via Nexus you can control their display via the “Qualifications” section.

The “Expertise” section of Nexus manages your keywords and languages.

Your FOR’s are managed in the “Fields of Research” section of Nexus. Your FOR’s should sum to 100%.

If your list of experiences is quite long, it is recommended to only display recent or high profile records to ensure your career tab isn’t excessively long.

Via the “Professional Experience” screen you can manage your memberships, and your professional and academic experiences.
Information entered into the “Esteem” section of Nexus are grouped together and displayed sequentially. Similar to the experiences section, it is important to only list recent or high profile items to ensure your career tab isn’t excessively long.

The “Esteem” section of Nexus provides tools to record and manage accolades and prestigious activities such as “Awards”, “Invitations” and “Grant Reviews”.
Publications

Nexus will feed your publication records to your web profile by type i.e. Book, Book Chapter etc. and in chronological order. The source of all of your publication records in the NURO system, Nexus simply provides you with the tools to manage the display of your publications and to add/manage additional descriptive information. You can use the “Publications” section of Nexus to filter your list of publications, highlighting those publications that are your best work. If you wish to add a new publication, you can do this by logging into the NURO system.

Note: You can also upload open access texts of your publications to the University Repository via NURO. Links to attached texts are automatically displayed in your profile. If you need support uploading texts, please contact NOVA@newcastle.edu.au for support.

Counts of publications

List of publications by type. Note you can disable the citation statistics in “Researcher Global Controls”. 
Grants and Funding

Nexus will feed your grant records to your web profile in chronological order, and only successful grants are shown by the system. The source of all of your grant records is the RIMS system, Nexus simply provides you with the tools to manage the display of your grants and to add/manage additional descriptive information. Unlike the publications section, Nexus will allow you to create grants locally in Nexus (This can be useful to build a complete profile of your research funding). To add a new grant, simply click the “Add Grant” button within the “Grants” section of Nexus. You can also use the “Grants” section of Nexus to filter your list of grants, highlighting your best work.

If you discover an error in your records, please contact the grants team at research-grants@newcastle.edu.au for support.
Supervision

Nexus will feed your current and past supervision records to your web profile in chronological order. The source of all of your supervision records is the NUSTAR system, Nexus simply provides you with the tools to manage the display of your records and to add/manage additional descriptive information. Nexus will allow you to create supervision records locally in Nexus (This can be useful to build a complete profile of your research supervision). To add a new record, simply click the “Add Student” button within the “Supervision” section of Nexus. You can also use the “Supervision” section of Nexus to filter your list of students, highlighting your current or best students work.

If you discover an error in your records, please contact the Office of Graduate Studies at Research@newcastle.edu.au for support.

List of current students under supervision. Completed Students are displayed further down the page.
Collaborations Map

The “Collaborations Map” is a novel way to display the geographical location of your co-authors. The map sources data from the NURO system where the address details of co-authors are recorded by Scopus and Web of Science. The map is not intended to support analytical functions, it is simply a visual representation of countries where you have at least one co-author listed. Given the map relies on the accuracy of records provided by third parties, the data is not verified. To toggle the display of your Collaborations Map, please use the “Researcher Global Controls” and check the “Do not display ‘Collaborations Map’ tab” setting accordingly.
Opportunities

Opportunities can be used to enhance engagement with the community, current staff and students or potential students. Within the Nexus application you can create opportunities within the “Opportunities” section of the application by clicking the “Add Opportunity” button. When creating a new opportunity it is important to carefully consider the type of opportunity, the opening and closing dates and the appropriate contact person. For example, you may wish to create an opportunity for an open day, to invite undergraduate students to visit your research facility as potential candidates on future projects. Using the opportunities section of Nexus you can edit and delete opportunities as your require.

If you do not wish to display any opportunities on your web profile, you can disable this tab via the “Researcher Global Controls” and ticking the checkbox for “Do not display ‘Opportunities’ tab”
Projects

The “Projects” section of Nexus can be used to list projects and collaborations that you wish to promote through your web profile. By clicking the “Add Project / Collaboration” button you are creating a placeholder where you can link grants, students, publications, collaborators and opportunities under a single heading. This provides you with a mechanism to build relationships between the objects stored in the Nexus application and communicate these via the web. This can be a powerful feature as you are able to emphasise specific bodies of work and promote your collaborations.

If you do not wish to display any projects on your web profile, you can disable this tab via the “Researcher Global Controls” and ticking the checkbox for “Do not display ‘Project / Collaborations’ tab.”
News

The ‘News’ tab will show all existing news articles on the UON website that you have been tagged in, these are the same articles that also show in the sidebar of your profile – the sidebar is limited to the most recent 5, whereas this ‘News’ tab will show all articles.

New is primarily managed by the Media team within Marketing and Public Relations, however web publishers from Research, Faculties, and Schools can also create news articles and tag them to appear on your profile.

If you believe a news article is incorrectly appearing on your profile, and you’re not sure who may have created the new article you can log a job via the Web Support Portal (http://web.newcastle.edu.au) and they will be able to assist.
Contacts

The contact details on your profile are sourced directly from the University’s central HR and Identity Management systems.

You are able to edit some of these details e.g. Phone, Room, Focus Area etc. directly within HROnline. Queries relating to your position title should be directed to the HRIS team (hris@newcastle.edu.au) or via your area’s specific HR contact. Queries relating to email addresses should be logged via the IT support portal (http://17000.newcastle.edu.au).
Side Bar

On the right-hand side of your web profile is a side bar that is common to all profiles. The side bar typically contains a widget that displays news items associated with you, a “research network” widget that displays your current group and centre membership, and a “connect with me” widget that displays links to your Scopus, Web of Science and Orcid profiles.

News items are managed by the Marketing and Public relations unit, these items are related to your profile by the web team.

Your membership with University groups and centres is managed by the RPS team. Your current membership is displayed in the networks widget and can be viewed within Nexus.

These links can be managed in the “Research Identifiers” section of Nexus.
Further Support

Nexus & Web Profiles
If you’re stuck with Nexus, the RPS team can be contacted via email at RPS@newcastle.edu.au. The team will be in touch and are happy to help resolve any issues you have with Nexus and your Web Profile. Additionally, the web team can be contacted at web@newcastle.edu.au and can provide assistance with linking your profile to other University web content.

Enhancements
The RPS team also like to hear your feedback and ideas for enhancing the web profiles system. Please forward your suggestions to the RPS team at RPS@newcastle.edu.au.