



Australian
National
University

Research Services Division

**ARIES Research Management
System
ReportWriter Training Manual**

Version: 1.4 Publications Module

Date: April 2013

Contents

1	Types of Reports	4
1.1	Global Reports	4
1.2	Report Writer	4
1.3	Report Wizards	4
1.4	RTF and PDF reports	4
2	Creating a Report using ReportWriter	5
2.1	Create and Name the Report	5
2.2	Specify	6
2.2.1	Conditions to include in the query	6
2.2.2	Fields to include in the report.....	8
2.2.3	Sorting	10
2.3	Saving the report	12
2.4	Running reports and getting the results.....	12
2.4.1	Research Outputs and Category Codes	14
2.5	Definition of Terms.....	16
3	Publications Report Wizards.....	17
	(1) All records – entered on system total count by category.....	18
	(2) Approved records – total points count overview by faculty	19
	(3) Approved records – total count and points overview by category	20
	(4) Approved records – total weighted breakdown by category and department	21
	(5) Approved records – total unweighted breakdown by category and department	22
	(6) Approved records – individual	23
	(7) Approved records – main categories breakdown by department (csv) *	24
	(8) All records – main categories breakdown by department (csv)	25
	(9) Approved records – publication points by department and author (csv).....	26
	(10) Approved records – total count and points overview by faculty and college	27
	(11) All records – entered on system with attachments	28
	(12) All records – records with attachments not sent to DSpace	29
	(13) Not yet on the System.	29
	(14) Records in citation format	29
	Publications Report Wizards – Summary	1

Report Writer

1 Types of Reports

1.1 Global Reports

These are reports written by one user which have been made available to other users. Staff in the Research Office frequently set up Global Reports which can be run by college or department administrators. You will not be able to see the structure or content within a Global Report. Alternatively, you can create a report and make it available to other users as a Global Report.

1.2 Report Writer

These are reports that you write for your own use. No-one else can see them or run them. You can edit and reuse your own reports at a later date.

1.3 Report Wizards

These are pre-defined reports created by the ARIES programmer. You can change some criteria for the report but you cannot change the fields that are reported. Report Wizards are the most convenient reports for the Publications module. They are not available for the other modules at the moment. See page 15 for greater detail.

1.4 RTF and PDF reports

Used by the Research Office for generating Ethics application forms. You will never need these reports.

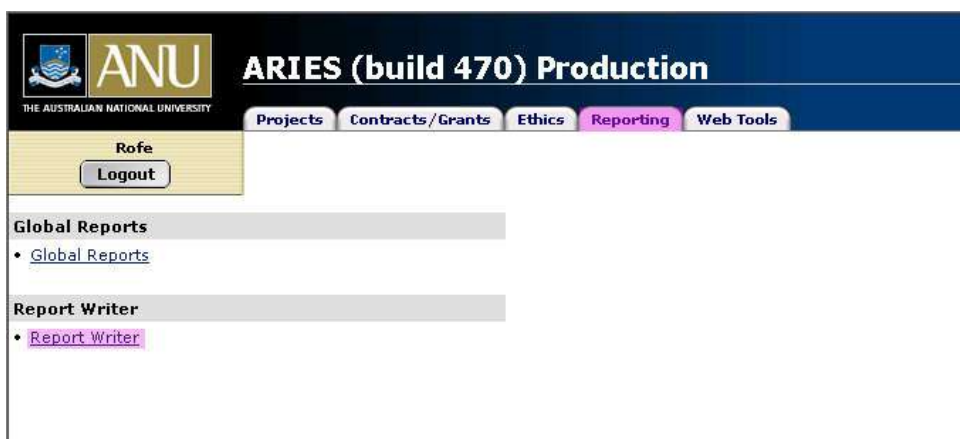
2 Creating a Report using ReportWriter

There are four main stages in producing a report using the ReportWriter function:

1. Create and name the report
2. Specify the conditions, reportable fields and sort detail. There are three components:
 - i. Conditions – what areas of the data will be searched to provide data / items within the report?
 - ii. Reportable Fields - what information do you want to see in the report and in what order?
 - iii. Sort – how do you want your results organised?
3. Save
4. Run the report and output the results

2.1 Create and Name the Report

Click on the **Reporting** tab at the top, then click on **Report Writer**.



Click on **Create**.

Report Writer - Publications				
<input type="button" value="« Back"/> <input type="button" value="➕ Create"/>				
Publications				
Name	Date last run	Time last run	Processing time	Action
Training Manual - Meaningful name	28/10/2008	15:03	0 hours 0 minutes 0 seconds 578 milliseconds	<input type="button" value="edit"/> <input type="button" value="delete"/> <input type="button" value="search"/> <input type="button" value="print"/>

Select the module you want to report on, give your report a meaningful name and then click **Next**. The report will ultimately save with this name. Add a brief description in the *Report description/notes*.

	Date last run	Time last run	Processing time	Action
on 6 May	06/05/2008	11:44	0 hours 0 minutes 21 seconds 156 milliseconds	

2.2 Specify

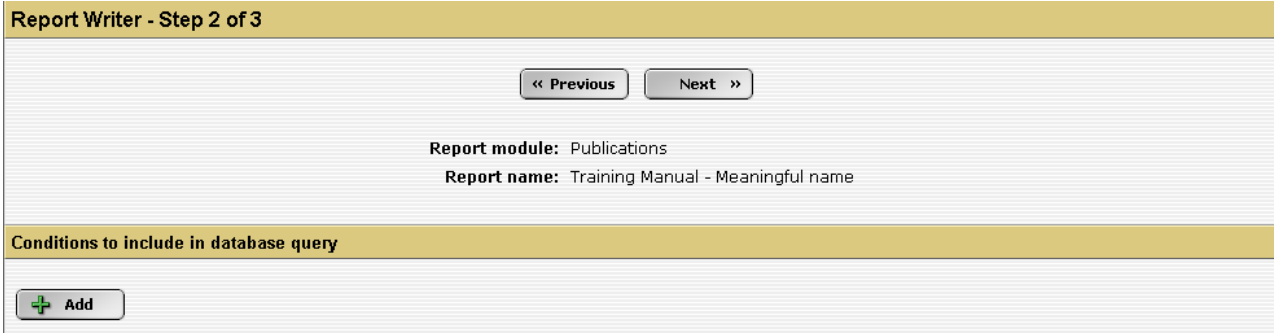
NB: do not tick the ‘Available to PDF tools’ box.

2.2.1 Conditions to include in the query

All reports you produce must have at least one condition. This is part of the architecture of the report writer.

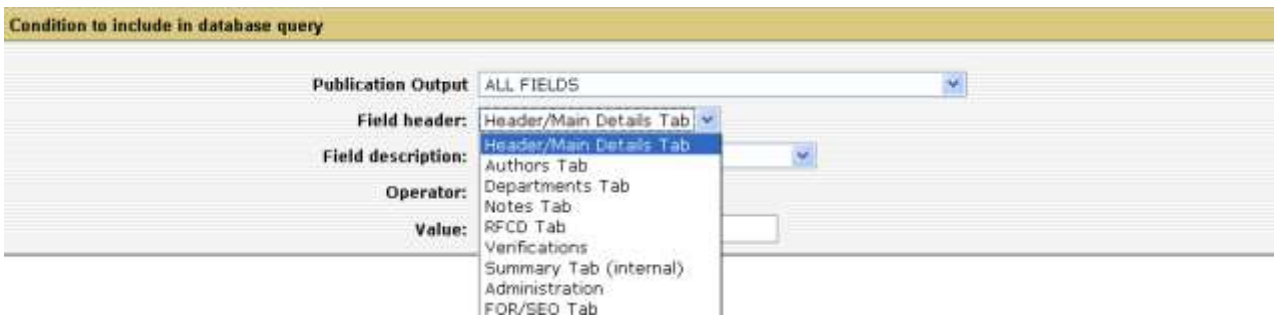
If you have no clear natural condition and want all the data for your FSC or College, then insert the condition GrantID > 1 (for Grants module) or Publication Year > 1996 (for Publications module).

To insert a condition click on **Add** under the header *Conditions to include in a database query*.

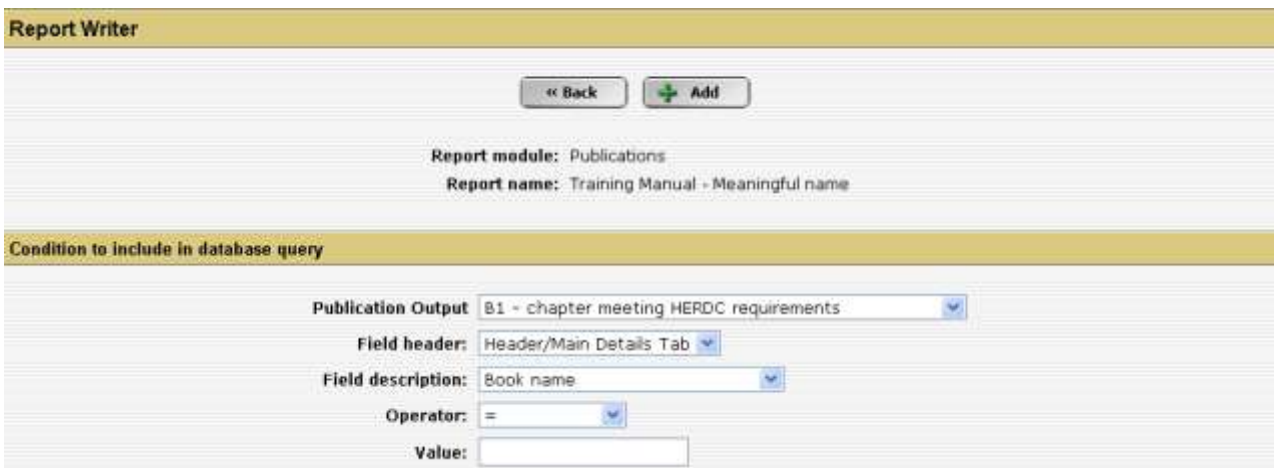


The fields are collected as groups under a header. Broadly speaking these headers equate to the tabs used when you enter data into ARIES. It can be helpful to open another ARIES screen in a different internet browser so you can refer back to the data entry tabs, ie have Mozilla Firefox and Internet Explorer open at the same time.

Click the down arrow across from the *Field Header*.



To find the appropriate tab click on the tab you want to select.



Having selected a header, you then select the fields you want. In some cases the list of fields will be longer than the window. These fields are related to data stored on that tab.

Having selected the field that you want for your condition, you now need to choose an operator. These are the usual group for numbers (=, >, <, <>) where <> means not equal to. In addition there is the “is empty/null” operator which is useful for checking for missing data.

Report Writer

Report module: Publications
Report name: Training Manual - Meaningful name

Condition to include in database query

Publication Output: B1 - chapter meeting HERDC requirements
Field header: Header/Main Details Tab
Field description: Publication year
Operator: =
Value: =
Multiple selection: Is Empty/Null
 Contains

The operator “contains” is available for fields containing text. This operator will search for the entered characters within the field. Do NOT use asterisks * since ARIES treats them as literal characters.

Some fields allow multiple selection of values. The most commonly used is *Publication Year*. To use one of these fields for selection, first choose that field then select Yes in the *Multiple selection* box. The screen will then display with the values you may select. Simply click in the boxes against the values you want.

Condition to include in database query

Publication Output: B1 - chapter meeting HERDC requirements
Field header: Header/Main Details Tab
Field description: Publication Title
Operator: Contains
Value: 1996

This completes selecting the data to be searched.

2.2.2 Fields to include in the report

Having specified the conditions for the data you want in your report, the next step is to specify which fields you want to see in the report and in what order. You must add at least one.

To start selecting output fields click on **Add** under the header fields to include in the report.

Fields to include in report

Order	Type	Length	Amended	Field	Hide	Action
-------	------	--------	---------	-------	------	--------

The field headers and the fields are the same as for conditions. To add a field, first select the appropriate tab, have the correct field showing in the field description and then click **Add**.

Report Writer

« Back Add

Report module: Publications
Report name: Training Manual - Meaningful name

Field to include in report

Publication Output: A1: authored book meeting HERDC requirements

Field header: Header/Main Details Tab

Field description: Publication year

Field type: character

Field length: 4

Amended field length:

Hide field in report: No

When you have added a field a blue bar at the top advises you of success. The field selected disappears from *Field description* and is replaced with the next field for that header. This means that you cannot select the same field twice.

You may keep selecting as many fields as you wish. Each time you select a field the blue bar advises you of this and moves automatically to the next item on the 'Field Description' menu.

Report Writer

A1: authored book meeting HERDC requirements has been added to the report.

« Back Add

Report module: Publications
Report name: Training Manual - Meaningful name

Field to include in report

Publication Output: A1: authored book meeting HERDC requirements

Field header: Header/Main Details Tab

Field description: Book name

Field type: numeric

Field length: 10

Amended field length:

Hide field in report: No

Once you have finished, click the **Back** button. ARIES displays a summary of the fields you selected. The symbols at the right allow you to edit your selection, to move it (when you have multiple fields) or to delete it. The thing to bear in mind is that virtually any mistake is very easy to correct.

Fields to include in report							
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">+ Add</div>							
Order	Type	Length	Amended	Field	Hide	Action	
1	character	4		Publication year	No		
2	numeric	10		Book name	No		

To reorder the fields click on the up arrow in the action area.

When the arrow is clicked the screen refreshes to show the moved field in bold.

To delete a field from your report, click on the **Rubbish Tin**. You will then go through the usual Deletion steps and the screen displays without the deleted field.

There are a number of useful fields in the *Authors* header. In particular, the fields *Custom field - authors (all)*, *authors (all internal)*, *authors (all external)* and *author (primary)* are very handy. These custom fields are specially created fields that gather data together in a convenient way. The down side of them is that they make the report slower to run.

Field to include in report

Publication Output: ALL FIELDS

Field header: Authors Tab

Field description: Author staff number (int)

Field type: **Author staff number (int)**

Field length: College name (int)

Amended field length: Custom - Internal author (name)

Hide field in report: Custom Field - Authors (all)

Custom Field - Authors (primary)

Department name (int)

Email (int)

ERA eligible

Faculty/School/Centre name (int)

First named on publication (int)

Firstname (int)

Gender (int)

Institution name (int)

Role on Publication (int)

Surname (int)

Telephone (int)

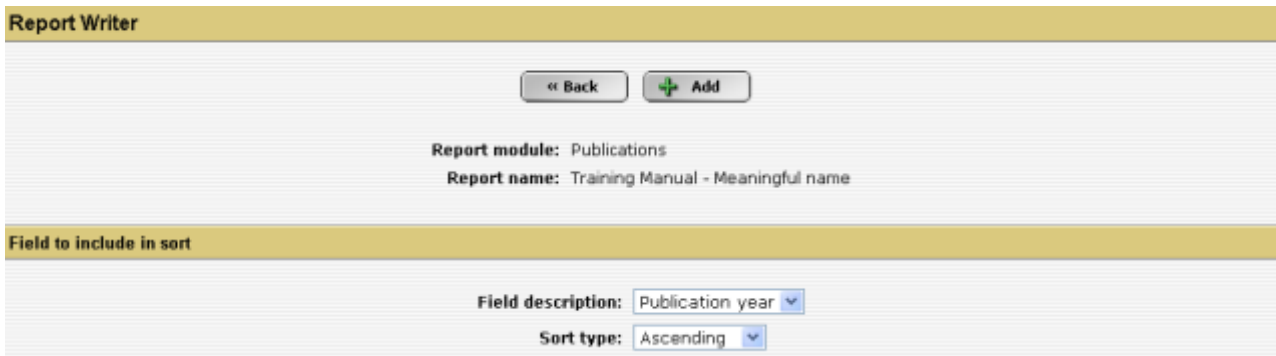
Title (int)

2.2.3 Sorting

The final step in the formatting of your report is sorting to determine in what order the selected fields will appear.

Sort report fields			
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; margin-bottom: 5px;">+ Add</div>			
Order	Sort by	Type	Action

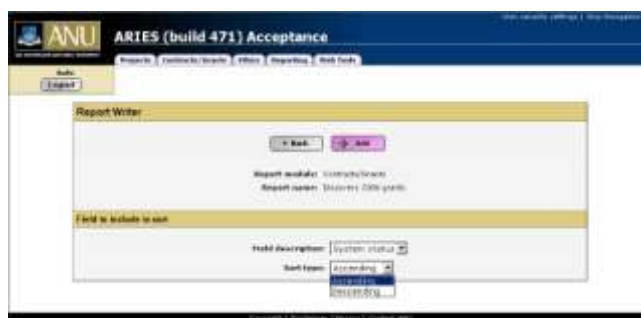
To select a sort order click on **Add** under the header *Sort report fields*.



You may only sort on fields selected in the *Fields to include in report*. The fields available for sorting will display. Custom fields are not available for sorting. Click on the field you want then click **Add**.



You may sort in either ascending (1-9, a-z) or descending order (9-1, z-a). Choose your sort order and click **Add**.



You may sort using all of your fields by clicking on each field then **Add**, but usually four sorts are as many as anyone needs. The first selected field sorts first and so forth. As with the output fields you may reorder your sorting fields at any time.

If for some reason you can't find a way to sort your data within the report writer, you may always use the sort feature in Excel, but remember that Excel allows only three sorts.

As you add each sort, the blue line advises you of your action. When you have finished entering fields to sort by, click **Back**.

Report Writer

Field Publication year was added to the sort.

Report module: Publications
 Report name: Training Manual - Meaningful name

Field to include in sort

Field description: ▼
 Sort type: ▼

When you click **Back** the screen will display with all of your selections. If dissatisfied with your handiwork you may edit now or wait to have a look at what you’ve produced and then edit.

2.3 Saving the report

To save your report first click **Next** at the top of the screen.

Report Writer - Step 3 of 3

Report module: Publications
 Report name: Training Manual - Meaningful name

Global reports: To make this report available on the global reports tab please link one of the profiles below.

Human Ethics Committee Member	<input type="checkbox"/>
HE Administrator	<input type="checkbox"/>
College Administrator	<input type="checkbox"/>
Business Office (F/S/C)	<input type="checkbox"/>
User	<input type="checkbox"/>
Research Office Staff	<input type="checkbox"/>
SPF Staff	<input type="checkbox"/>
Systemadministrator	<input type="checkbox"/>
Head of Animal Services	<input type="checkbox"/>
Revised Animal Ethics Committee	<input type="checkbox"/>
Publications department oadministrator	<input type="checkbox"/>
Publications officer - Research Office	<input type="checkbox"/>

Now click on **Save**.

After saving the system will display a list of the reports you have produced.

2.4 Running reports and getting the results

To run a report, click on the magnifying glass along from the report name.



Now choose whether you want to view the report on screen or export to another package. If you are checking whether the report works correctly click **View**. If you are rerunning the report or are confident that it's right then exporting to Excel is probably the better option.



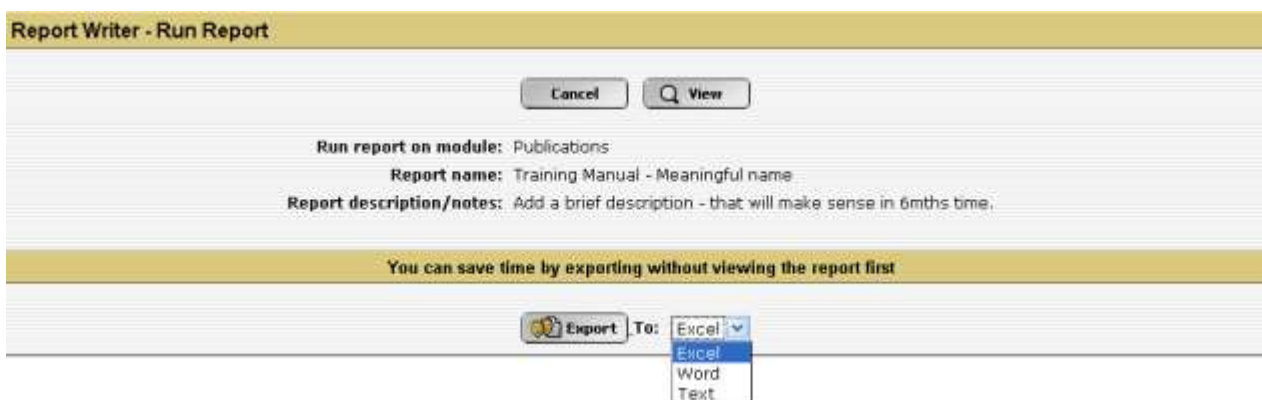
If you click **View** then you will see your results on the screen.

When you see the results you may still export the data to another software application by clicking on **Export**.

If you want to edit / modify the report then click on **Edit**.

If you simply want to enjoy your masterpiece then scroll through the results.

The report writer allows you to export to Excel, Word and Text. The text option includes no control characters and is useful if you need to do complex processing of the data. Also note that Excel has a 591 character limit per cell so if the field being exported is larger than that and you need all of the data then export to Word or Text.



If you want to export to Excel, Word or a text file then click **Export**.

Next click on **Click this link to open your export file**.

[Click this link to open your export file](#)

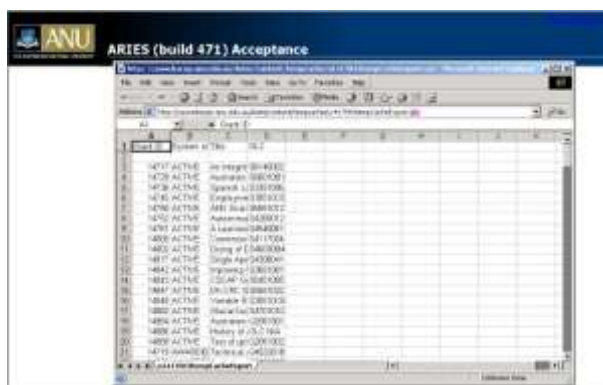
[You may also right click and Save target to your hard drive](#)



(1) [Return to the report writer](#)

(2) [Run your report again](#)

The file opens as CSV (Comma Separated Values) file.



Select the file type XLS (native Excel file)

Save your spreadsheet. Note that this spreadsheet will not automatically update from the database. You will need to run the report again if you want updated data.

When you run a report containing custom fields the system warns you that the report may take a significant time to run and gives you the opportunity to find out how long it will take. Click on **Check**. The system now displays the expected time for the report to run. If the indicated time is over 15 minutes it may be worthwhile revising your report.

2.4.1 Research Outputs and Category Codes

ReportWriter does not output a nice description of research outputs and categories. Instead it displays output code or category code. Use the following list to decipher the codes on your report.

Output Description	Research Output	Category Description	Category Code
Book	RO3	A1: authored book meeting HERDC requirements	RL53
		A2: authored book not eligible for HERDC	RL55
		A3: authored book, revision or new edition	RL56
		A4: edited book	RL57
		A9: authored book not meeting other criteria	RL58
		ExtA1 - HERDC authored book not researched at ANU	RL87
		ExtA2 - non HERDC book not researched at ANU	RL91
		ExtA3 - New book edition not researched at ANU	RL92

		ExtA4 - Edited book not researched at ANU	RL93
Book chapter	RO1	B1 - chapter meeting HERDC requirements	RL1
		B2 - chapter not eligible for HERDC	RL4
		B3 - Revised book chapter	RL67
		B9 - published chapter not meeting other criteria	RL38
		ExtB1 - HERDC chapter but not researched at ANU	RL89
		ExtB2 - non HERDC chapter not researched at ANU	RL94
		ExtB3 - Revised chapter not researched at ANU	RL96
Journal Article	RO2	C1 - Journal article meeting HERDC requirements	RL2
		C2 - non-refereed article in scholarly journal	RL22
		C3 - refereed letter, note etc in scholarly jrnal	RL23
		C4 - Editorship of scholarly journal	RL24
		C5 - Non-refereed short journal contribution	RL25
		C9 - Published article not meeting other criteria	RL71
		ExtC1 -HERDC journal article not researched at ANU	RL88
		ExtC2 - as C2, but not researched at ANU	RL95
		ExtC3 - as C3, but not researched at ANU	RL100
		ExtC4 - Journal editorship, not researched at ANU	RL101
		ExtC5 - as C5, but not researched at ANU	RL102
Conference Paper	RO4	E1 - conference paper meeting HERDC requirements	RL13
		E2 - Written version of conference presentations	RL14
		E3 - Abstract or Extract of paper	RL15
		E4 - Edited volume of conference proceedings	RL16
		E9 - Conference paper not meeting other criteria	RL17
		ExtE1 - HERDC Conference paper, not done at ANU	RL90
		ExtE2 - Written conference paper, not done at ANU	RL97
		ExtE3 - Extract of paper, not researched at ANU	RL98
		ExtE4 - Edited conference proceedings, not at ANU	RL99
Invention	RO5	I1 - Patent eligible for HERDC (2001 only)	RL37
		I2 - applications for provisional patent	RL30
		I9 - full granted Patent not eligible for HERDC	RL78
Legal Case	RO14	L1 - Legal case	RL26
Magazine or Newspaper Article	RO15	N1 - newspaper/magazine article	RL27
Map	RO12	M1 - Map	RL28
Obituary	RO16	X1 - obituary	RL29
Original Creative Work	RO19	J1 - Major written creative published work	RL72
		J2 - Major recorded creative work	RL73
		J3 -Major curated indiv exhibition of original art	RL19
		J4 - Not in Use (see J8)	RL74
		J5 - Minor original creative recorded work	RL75
		J6 - Exhibition of original art, incl sculpture	RL18
		J7 -Minor curatorial or composition or performance	RL20
		J8 - Minor written creative work	RL76
		J9-Other Creative work, published/publicly avail.	RL77
		ExtJ1 - Major written creative work, not at ANU	RL107
Other output not elsewhere defined	RO17	O1 - Other research output not elsewhere	RL79
		O9 - Non research output not elsewhere	RL80
Reference work or review	RO9	D1 Major entry in reference work or review	RL33
		D2 Minor entry in reference work or review	RL34
		D5 Entry in reference work or review, dept. use	RL35
		ExtD1 - Major reference work, not done at ANU	RL106
Report	RO10	K1 - Major reports widely available	RL31
		K2 - minor reports available internally	RL32
		K9 - published report not meeting other criteria	RL68
		ExtK1- Major reports widely available, NOT AT ANU	RL103
Software - Computer Program	RO6	G1 - Computer program, innovative, commercial	RL11
		G2 - Computer program designed for students	RL12
		G9 - Software not meeting other criteria	RL66
		ExtG1-Computer program, innovative-not done ANU	RL104
		ExtG9 - Software other, not done at ANU	RL105

Thesis	RO13	T1 - Thesis	RL36
XAudiovisual Material	RO11	F1 -Audio visual-major documentary or non-creative	RL9
		F2 - Audio visual - documentary or non-creative	RL52
		F5 - audiovisual, not meeting other criteria	RL10

2.5 Definition of Terms

“**Approved**” publications are those that have been checked by the Research Office and the score or points have been calculated. In most cases, only HERDC eligible publications will be checked and approved.

“**All**” publications include both approved and not yet approved publications.

“**HERDC eligible**” publications are limited to the categories A1, B1, C1 and E1

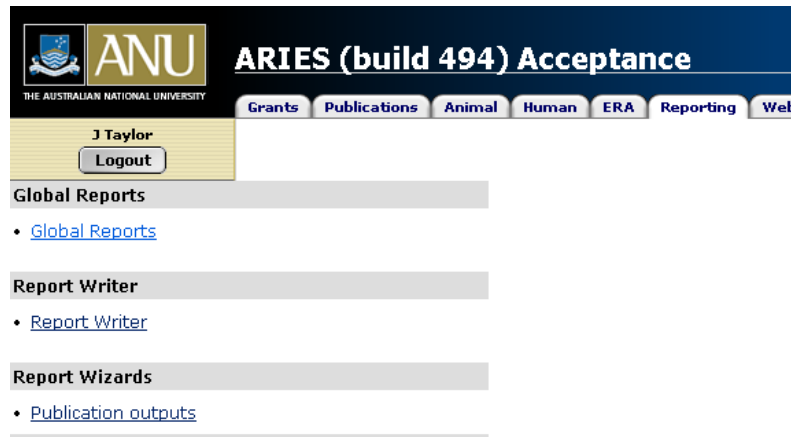
“**Weighted score**” is defined by DEST. A1 books get 5 points, B1, C1 and E1 get 1 point.

“**Unweighted score**” – HERDC eligible categories get 1 point, everything else scores 0 points

“**csv**” is computer jargon for comma-separated values. This is the format that Aries uses to export data to a spreadsheet. You can open the csv file with Excel.

3 Publications Report Wizards

The Report Wizards are found on the Reporting tab. Go to the Reporting tab, then the Wizards area and click on “Publication outputs”. The wizards are predefined, but all allow some choices.



The report wizard chosen via the ‘Type of report’ drop down menu determines the data delivered. You cannot change the layout of any of the reports.

Some wizards are more useful for local areas than others. Reports considered useful for Department Administrators are (2), (4), (5), (6), (7), (8), (9) and (14).

(1) All records – entered on system total count by category

Outputs reporting wizard - Step 1

« Back Next »

HERDC reporting year: 2007 ▼

Type of report: (1) All records - entered on system total count by category ▼

Which faculty: All Faculties ▼

Which department: All departments ▼

Which output: All outputs ▼

What it reports: This report gives the **number of publications** for each research output (e.g. book, journal article). It counts both ‘approved’ and ‘not approved’ items. It does not break the research outputs down into categories.

All Records - Entered on System Total Count By Category 2007 records	
« Back Next »	
Output description	Number of items
AAA temp output	0
Book	182
Book chapter	811
Conference Paper	489
Invention	1
Journal Article	3030
Legal Case	0
Magazine or Newspaper Article	51
Map	0
Obituary	1
Original Creative Work	3
Other output not elsewhere defined	4
Reference work or review	55
Report	46
Software - Computer Program	8
Technical Design	0
Thesis	3
Translations	5
XAudiovisual Material	5
Grand totals	4694

Variables: You can change the Reporting Year. Other options are fixed, so you cannot change the Faculty/School/Centre or Department.

(2) Approved records – total points count overview by faculty

Outputs reporting wizard - Step 1

« Back Next »

HERDC reporting year: 2007 ▼

Type of report: (2) Approved records - total count and points overview by faculty ▼

Which faculty: ANU Medical School ▼

Which department: All departments ▼

Which output: All outputs ▼

What it reports: This report gives the total score for ‘approved’ research outputs for a selected Faculty/School/Centre’s individual departments. It does not give the score for individual research outputs or categories. It is useful if you want to track your overall score during the collection process, or for comparing departments within your Faculty/School/Centre.

Approved Records - Total Points Count Overview By Faculty - 2007 records

« Back Next »

Faculty	Department	Points
ANU Medical School	Centre for Health Stewardship	6.249997
ANU Medical School	General	63.322176
		69.57
Grand totals		69.57

Variables: You can change the Reporting Year and select a Faculty/School/Centre. You cannot select an individual Department nor the type of research output.

(3) Approved records – total count and points overview by category

Outputs reporting wizard - Step 1

« Back Next »

HERDC reporting year: 2007 ▼

Type of report: (3) Approved records - total count and points overview by category ▼

Which faculty: All Faculties ▼

Which department: All departments ▼

Which output: All outputs ▼

What it reports: This report is similar to (1) and gives the total number of publications and the **weighted and unweighted score** for ‘approved’ publications for each research output (e.g. book, journal article) for the entire university. It does display data for individual Faculty/School/Centres. The “total points” column gives the weighted score.

Approved Records - Total Count and Points Overview By Category
2007 records

« Back Next »

Output description	Approved items	Total points	Unweighted
Book	84	376.714287	75.3428574
Book chapter	651	511.475109	511.475109
Conference Paper	397	290.493937	290.493937
Invention	0	0	0
Journal Article	2702	1721.841942	1721.841942
Legal Case	0	0	0
Magazine or Newspaper Article	0	0	0
Map	0	0	0
Obituary	0	0	0
Original Creative Work	0	0	0
Other output not elsewhere defined	0	0	0
Reference work or review	0	0	0
Report	1	0	0
Software - Computer Program	0	0	0
Technical Design	0	0	0
Thesis	0	0	0
Translations	0	0	0
XAudiovisual Material	0	0	0
Grand totals	3835	2,900.53	2,599.15

Variables: You can change the Reporting Year. You cannot select an individual Faculty/School/Centre or Department or the type of research output.

(4) Approved records – total weighted breakdown by category and department

Outputs reporting wizard - Step 1

HERDC reporting year: 2007

Type of report: (4) Approved records - total weighted breakdown by category and department

Which faculty: Faculty of Arts

Which department: All departments

Which output: All outputs

What it reports: this report is similar to (2) and gives the **weighted** score for ‘approved’ publications for each research output (e.g. book chapters, journal articles) for individual departments.

You can export the results to Excel. (click icon at the bottom of the screen).

Approved Records - Total Weighted Breakdown By Category and Department
2007 records

WEIGHTED VALUES	A - Books	B - Chapters	C - Journals	E - Conference
School/Faculty	Score	Score	Score	Score
Faculty of Arts				
Centre for Applied Philosophy and Public Ethics	5.00	14.29	6.33	0.00
Centre for Arab and Islamic Studies	5.00	3.18	6.00	0.00
Centre for New Media Arts	2.50	0.50	0.50	0.00
General	0.00	0.00	0.00	0.00
School of Archaeology and Anthropology	5.00	19.12	31.81	0.17
School of Art	10.00	0.00	0.00	0.00
School of Humanities	20.63	18.67	21.50	1.00
School of Language Studies	10.63	24.50	14.20	1.00
School of Music	0.00	1.00	0.00	0.00
School of Social Sciences	44.17	18.85	26.46	5.00
Totals	102.92	100.10	106.80	7.17
Total score: 316.99				
GRAND TOTALS	102.92	100.10	106.80	7.17
Grant total number of publications: 0.00				
Grant total score: 316.99				

Variables: You can change the Reporting Year and select a Faculty/School/Centre. You cannot select an individual Department.

(5) Approved records – total unweighted breakdown by category and department

Outputs reporting wizard - Step 1

HERDC reporting year: 2007

Type of report: (5) Approved records - total unweighted breakdown by category and department

Which faculty: Faculty of Arts

Which department: All departments

Which output: All outputs

What it reports: this report is similar to (4) and gives the **unweighted** score for ‘approved’ publications for each research output (e.g. book chapters, journal articles) for individual departments.

You can export the results to Excel.

Approved Records - Total Unweighted Breakdown By Category and Department				
2007 records				
<input type="button" value="« Back"/> <input type="button" value="Next »"/>				
UNWEIGHTED VALUES	A - Books	B - Chapters	C - Journals	E - Conference
School/Faculty	Score	Score	Score	Score
Faculty of Arts				
Centre for Applied Philosophy and Public Ethics	1.00	14.29	6.33	0.00
Centre for Arab and Islamic Studies	1.00	3.18	6.00	0.00
Centre for New Media Arts	0.50	0.50	0.50	0.00
General	0.00	0.00	0.00	0.00
School of Archaeology and Anthropology	1.00	19.12	31.81	0.17
School of Art	2.00	0.00	0.00	0.00
School of Humanities	4.13	18.67	21.50	1.00
School of Language Studies	2.13	24.50	14.20	1.00
School of Music	0.00	1.00	0.00	0.00
School of Social Sciences	8.83	18.85	26.46	5.00
Totals	20.58	100.10	106.80	7.17
Total score: 234.65				
GRAND TOTALS	20.58	100.10	106.80	7.17
Grand total score: 234.65				

Variables: You can change the Reporting Year and select a Faculty/School/Centre. You cannot select an individual Department.

(6) Approved records – individual

Outputs reporting wizard - Step 1

« Back Next »

HERDC reporting year: 2007

Type of report: (6) Approved records - individual

Which faculty: All Faculties

Which department: All departments

Which output: All outputs

Lookup staff: Taylor, John

What it reports: This report lists the title, research output and category of each ‘approved’ record for a single researcher for a selected year. It displays the score for that author’s contribution to the publications.

‘Lookup Staff’ - Add the Surname and Initial. Use the search options of: ‘Contains’ ‘Begins with’ ‘Sounds like’

Author Search

« Back Search

Surname or Staff ID: taylor j

Search options: Contains
Contains
Begins with
Sounds like

Note: once you have used the button the staff name remains on this screen until you use this function again to look for another name or have logged off.

You can export the results to Excel.

**Approved Records - Individual
2007 records**

« Back Next »

Not found						
Surname	Initials	Staff number	Points	Short title	Publication Output	Publication Category
Taylor	J	u0611550	0.166667	Accommodating agency and contingency: Towards an extended strategy for engagement	Book chapter	B1 - chapter meeting HERDC requirements
Taylor	J	u0611550	1	Demography is destiny, except in the Northern Territory	Book chapter	B1 - chapter meeting HERDC requirements
Taylor	J	u0611550	0.166666	Producing powerful numbers	Book chapter	B1 - chapter meeting HERDC requirements
Taylor	J	u0611550	1	Whose census? Institutional constraints on the 2006 enumeration at Wadeye and its outstations	Book chapter	B1 - chapter meeting HERDC requirements
Taylor	J	u0611550	1	Indigenous Peoples and Indicators of Well-being: Australian perspectives on United Nations Global Frameworks	Journal Article	C1 - Journal article meeting HERDC requirements
Totals			3.333333			

Variables: You can change the Reporting Year. You can select an individual researcher by searching on uniID or surname.

(7) Approved records – main categories breakdown by department (csv) *

Outputs reporting wizard - Step 1

HERDC reporting year:

Type of report:

Which faculty:

Which department:

Which output:

What it reports: This report lists all ‘**approved**’ publications for a given Reporting Year, sorted by Research output and category (e.g C1 journal article). It displays title, book/journal/conference information, ISSN/ISBN, numbers of ANU and non-ANU authors. This report will be very useful in checking data for the HERDC publications you have entered in Aries for each reporting cycle. The report does not give the HERDC score. If there are more than one author in your department the publication will be listed multiple times with each author listed on a separate line.

Approved Records - Main Categories Breakdown By Department
2007 records

Journals																
Publication Category	Code	HERDC reporting year	Total number of authors	Count of ANU authors	HERDC score	Author	Department	Title	Volume	Start page	End page	Authors (internal)	Authors (external)	Journal name	ISSN	Publisher
Books																
Publication Category	Code	HERDC reporting year	Total number of authors	Count of ANU authors	HERDC score	Author	Department	Title	Volume	Start page	End page	Authors (internal)	Authors (external)	Book name	ISBN	Publisher
Conferences																
Publication Category	Code	HERDC reporting year	Total number of authors	Count of ANU authors	HERDC score	Author	Department	Title	Volume	Start page	End page	Authors (internal)	Authors (external)	Conference name	ISBN	Publisher
Chapters in Books																
Publication Category	Code	HERDC reporting year	Total number of authors	Count of ANU authors	HERDC score	Author	Department	Title	Volume	Start page	End page	Authors (internal)	Authors (external)	Book name	ISBN	Publisher

Variables: You can select the Reporting Year, the Faculty/School/Centre and the Department. You cannot select the research output. All are listed when there are relevant records.

You can export the results to Excel. You need to save the opened .csv file as an Excel file, then tidy it up.

(8) All records – main categories breakdown by department (csv)

Outputs reporting wizard - Step 1

« Back Next »

HERDC reporting year: 2007 ▼

Type of report: (8) All records - main categories breakdown by department (csv) ▼

Which faculty: Research School of Pacific and Asian Studies ▼

Which department: Division of Pacific and Asian History ▼

Which output: All outputs ▼

What it reports: This report lists **approved and unapproved** HERDC eligible publications for a given Reporting Year, sorted by Research output and category (e.g C1 journal article). It gives title, book/journal/conference information, ISSN/ISBN, numbers of ANU and non-ANU authors. This report will be very useful in checking data for the HERDC publications you have entered in Aries for each reporting cycle. The report does not give the HERDC score.

You can export the results to Excel.

Note: On this report there is a column listed as ‘start page’ and ‘end page’ but no data is reported.

All Records - Main Categories Breakdown By Department
2009 records

« Back Next »

Journals														
Publication Category	HERDC reporting year	Total number of authors	Count of ANU authors	HERDC score	Department	Title	Volume	Start page	End page	Authors (internal)	Authors (external)	Journal name	ISSN	Publisher
Books														
Publication Category	HERDC reporting year	Total number of authors	Count of ANU authors	HERDC score	Department	Title	Volume	Start page	End page	Authors (internal)	Authors (external)	Book name	ISBN	Publisher
Conferences														
Publication Category	HERDC reporting year	Total number of authors	Count of ANU authors	HERDC score	Department	Title	Volume	Start page	End page	Authors (internal)	Authors (external)	Conference name	ISBN	Publisher
Chapters in Books														
Publication Category	HERDC reporting year	Total number of authors	Count of ANU authors	HERDC score	Department	Title	Volume	Start page	End page	Authors (internal)	Authors (external)	Book name	ISBN	Publisher

Variables: You can select the Reporting Year, the Faculty/School/Centre and the Department. You cannot select the research output. All are listed when there are relevant records.

(9) Approved records – publication points by department and author (csv)

Outputs reporting wizard - Step 1

HERDC reporting year: 2007

Type of report: (9) Approved records - publication points by department and author (csv)

Which faculty: Research School of Pacific and Asian Studies

Which department: Contemporary China Centre

Which output: All outputs

What it reports: This report lists ‘**approved**’ publications for each author in a department, the publication title, category and score. The results are sorted by author surname, then by research category within each author. It is useful for researchers to check that all their publications have been entered for a specific Reporting Year.

The ‘all departments’ option does not group researchers by departments – the output is sorted by researcher surname. The ‘all departments’ option may not be useful for a large Faculty or School with lots of departments.

You can export the file to Excel.

Approved Records - Publication Points By Department and Author
2007 records

Contemporary China Centre						
Surname	Initials	Staff number	Points	Short title	Publication Output	Publication-Category
Chan	A	u9013691	1	Arbeitsbeziehungen in China: Zwischen Organisiertem und Neoliberalen Kapitalismus (Industrial Relations in China: Between Organized and Neoliberal Capitalism)	Book chapter	B1 - chapter meeting HERDC requirements
Chan	A	u9013691	0.5	Memories and the Moral Economy of a State-Owned Enterprise	Book chapter	B1 - chapter meeting HERDC requirements
Chan	A	u9013691	1	Organizing Wal-Mart in China: Two Steps Forward, One Step Back for China's Unions	Journal Article	C1 - Journal article meeting HERDC requirements
Ding	X	U9600343	1	Political and sociological observations of the Indonesian financial crisis of 1997-98	Book chapter	B1 - chapter meeting HERDC requirements
Kipnis	AB	u9900275	0.5	Neoliberalism rafted: Suzhi discourse and tropes of neoliberalism in the People's Republic of China	Journal Article	C1 - Journal article meeting HERDC requirements
Maxwell	M	V003520	1	How the Sino-Russian Boundary Conflict Was Finally Settled: From Nerchinsk 1689 to Vladivostok 2005 via Zhenbao Island 1969	Journal Article	C1 - Journal article meeting HERDC requirements
Miller	R	a117872	1	Church-State Relations and Civil Society in Former Communist Countries	Book chapter	B1 - chapter meeting HERDC requirements
Sargeson	S A	u3419619	0.5	Governing Women's Capabilities in China's Urban Expansion	Journal Article	C1 - Journal article meeting HERDC requirements
Unger	JM	u8607525	0.5	Memories and the Moral Economy of a State-Owned Enterprise	Book chapter	B1 - chapter meeting HERDC requirements
Unger	JM	u8607525	1	The Cultural Revolution at the Grass Roots	Journal Article	C1 - Journal article meeting HERDC requirements
Van Ness	P	u4026593	0.5	Reconciliation Between China and Japan: the Key Link to Security Cooperation in East Asia. (Introduction to the Special Issue)	Journal Article	C1 - Journal article meeting HERDC requirements
Totals			8.5			

Variables: You can select the Reporting Year, the Faculty/School/Centre and either an individual Department or all departments. You cannot select the research output.

(10) Approved records – total count and points overview by faculty and college

Outputs reporting wizard - Step 1

HERDC reporting year: 2007
 Type of report: (10) Approved records - total count and points overview by faculty and college
 Which faculty: All Faculties
 Which department: All departments
 Which output: All outputs
 Which college: College of Arts and Social Sciences
 Weighed/Unweighed: Weighted

What it reports: This report lists ‘approved’ publications for each Faculty/School/Centre and Department in the **selected College** grouped by research category. The reports displays the score for each research category and the total score for each department.

You can export the results to Excel.

Approved Records - Total Count and Points Overview By Faculty and College
2007 records

College of Arts and Social Sciences				
WEIGHTED VALUES				
School/Faculty	A - Books	B - Chapters	C - Journals	E - Conference
	Score	Score	Score	Score
Australian Demographic and Social Research Institute				
General	0.00	8.60	25.22	2.67
Totals	0.00	8.60	25.22	2.67
Total score: 36.49				
Centre for Aboriginal Economic Policy Research				
General	0.00	21.36	21.08	0.00
Totals	0.00	21.36	21.08	0.00
Total score: 42.45				
GRAND TOTALS	140.42	187.74	246.12	11.83
Grand total score: 586.10				

Variables: You can change the Reporting Year, the College and select weighted or unweighted score.

(11) All records – entered on system with attachments

Outputs reporting wizard - Step 1

« Back Next »

HERDC reporting year: 2007 ▼

Type of report: (11) All records - entered on system with attachments ▼

Which faculty: All Faculties ▼

Which department: All departments ▼

Which output: All outputs ▼

What it reports: this report displays all publications which have uploaded documents for the selected year ('approved' and 'not approved'). It displays the system ID, the title and the number of uploaded documents. The results are sorted by publication title.

The report does not display the Faculty/School/Centre or department, so it will be difficult to isolate publications for your department. *This report is mainly useful for System Administration.*

All Records - Entered On System With Attachments		
2008 records		
« Back Next »		
Record ID	Short title	Number of attachments
u3937051xPUB60	"The Martial Islands": Making Marshallese Masculinities between American and Japanese Militarism	2
u4217927xPUB246	(Ca _{0.37} Str _{0.63})TiO ₃ perovskite - an example of an unusual class of tilted perovskites	1
u9507981xPUB353	(Introduction) Criminal Appeals 1907-2007 Issues and perspectives	1

Variables: You can select the Reporting Year

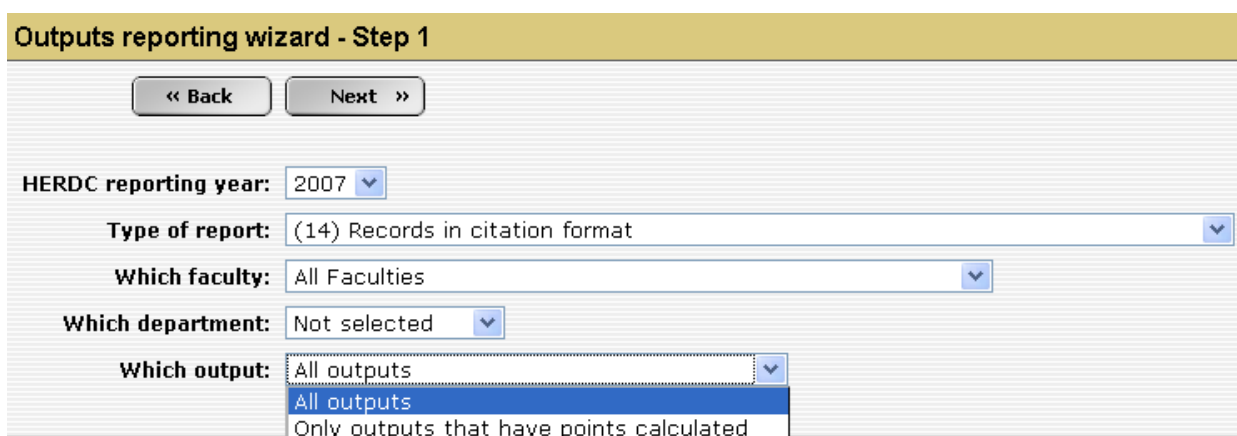
(12) All records – records with attachments not sent to DSpace

Not used by the ANU.



(13) Not yet on the System.

(14) Records in citation format



What it reports: this report lists publications formatted as a bibliography. It displays authors in the correct order, title and publication details (e.g journal, conference proceedings).

You can export the output to MS Word.

All Records - Citation format	
2008 records	
<input type="button" value="« Back"/> <input type="button" value="Next »"/>	
Journals	
Ref	Citation
u4105084xPUB273	George, N L 2008, <i>Contemporary Pacific</i> , Contending Masculinities and the Limits of Tolerance: Sexual Minorities in Fiji, 20(1)
Books	
Ref	Citation
Conferences	
Ref	Citation
Chapters in Books	
Ref	Citation
u9517525xPUB131	Ravenhill, F J 2008, <i>Asia's New Institutional Architecture: Evolving Structures for Managing Trade, Financial, and Security Relations</i> , Asia's New Economic Institutions, Springer, New York
u9517525xPUB126	Morton, K M 2008, <i>China's Embedded Activism: Opportunities and Constraints of a Social Movement</i> , <i>Transnational Advocacy at the Grassroots: Benefits and Risks of International Cooperation</i> , Routledge, Abingdon, UK

Variables: You can select the Reporting Year, the Faculty/School/Centre and the Department. You can also select whether to list all publications, or just the ones approved for HERDC.

Publications Report Wizards – Summary

PUBLICATIONS REPORT WIZARDS - SUMMARY						
Name of Wizard	Year	College	By Faculty	By Department	Output	Result
(1) All records - entered on system total count by category	Select one		All	All	All	Counts by Output, total numbers
(2) Approved records - total points count overview by faculty	Select one		Yes	All	Approved	Points, totals by Department
(3) Approved records - total count and points overview by category	Select one		All	All	Approved	By Category, total ANU counts & points
(4) Approved records - total weighted breakdown by category & dept.	Select one		Yes	All	Approved	As Report 2, but break up scores by category
(5) Approved records - total unweighted breakdown by category and department	Select one		Yes	All	Approved	As Report 4, but unweighted by category
(6) Approved records - individual	Select one		by author	All	Approved	Author's titles, points, category
(7) Approved records - main categories breakdown by department	Select one		Yes	Yes	Approved	HERDC bibliography, report or export to Excel
(8) All records - main categories breakdown by department	Select one		Yes	Yes	Main	As Report 7, but not just HERDC
(9) Approved records - publication points by department and author	Select one		Yes	Yes	HERDC	1st ANU author, title, category, points
(10) Approved records - total count and points overview by faculty & college	Select one	Yes	All (in College)	All (in College)	HERDC	Points by Dept. & category with totals
(11) All records - entered on system with attachments	Select one		All	All		Title order list with No. of attachments (PDFs)
(12) & (13) not used or available						
(14) Records in citation format	Select one		Yes	Yes, or all in Faculty	All, or points calc.	Bibliography list, or export to Word