

# Navigating in IRIS

The main interface of IRIS is actually very simple and there are not many options available to you from the offset.

Upon logging in you will be presented with a page similar to that below:

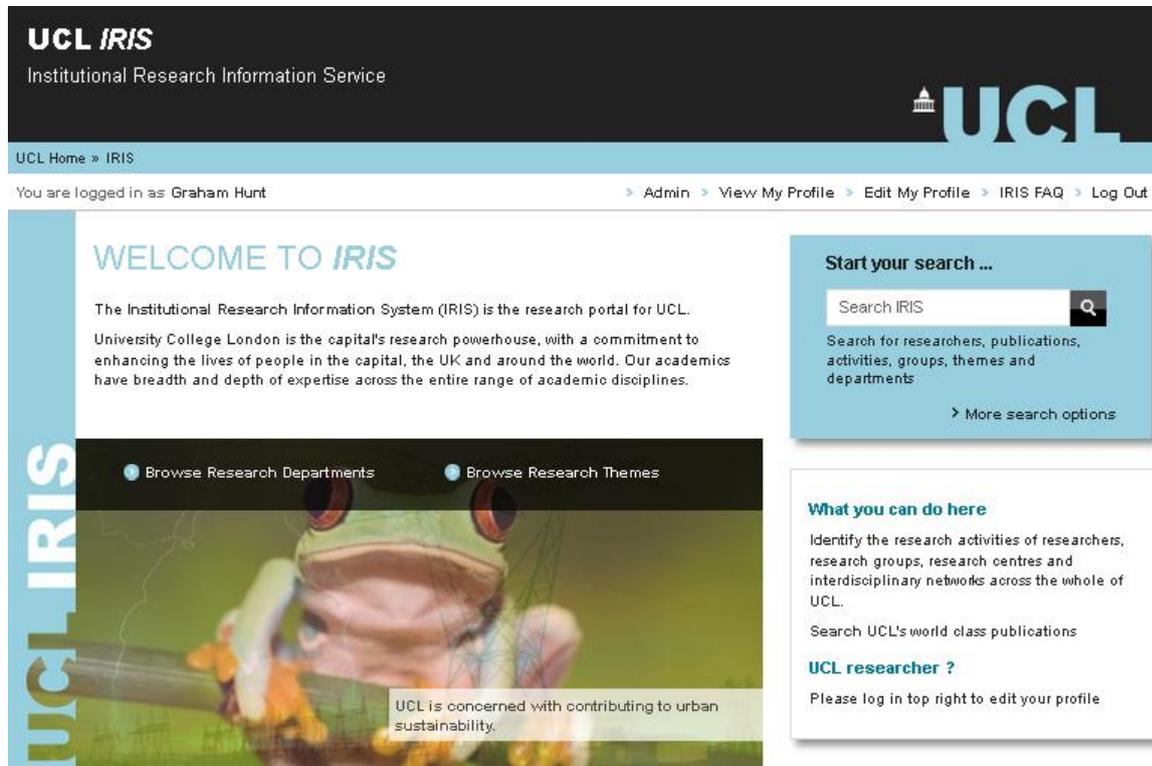


Figure 1

- 1) The first area is on the upper left hand side of the page (just above your name).



Figure 2

- “UCL Home” as the name implies, sends you back to the main UCL Page ([www.ucl.ac.uk](http://www.ucl.ac.uk)).
- The “IRIS” link following the “>” will simply return you to the IRIS homepage (or log you out if there has been a period of inactivity).

- 2) The second area is on the same line as your name, but on the upper right hand side of the page.

> Admin > View My Profile > Edit My Profile > IRIS FAQ > Log Out

Figure 3

- “Log Out” as the name implies, ends your current session and returns a message that you have successfully signed out. This is of particular importance for computers that are shared with more than one individual.

- IRIS Home
- Browse IRIS

## Message

You have been successfully signed out.

Figure 4

- The “IRIS FAQ” link takes you to the [IRIS FAQ page](#).

The screenshot shows the UCL Information Services Division (ISD) website. The main heading is "Institutional Research Information Service (IRIS) - FAQ". Below this, there is a "Launch IRIS" button. The page is organized into sections: "General" with questions like "What is IRIS?", "How do I Log into IRIS?", "How do I navigate in IRIS?", "Finding Information in IRIS", "Who can have a Profile in IRIS?", and "Where does data in IRIS come from?"; "Editing" with questions like "How do I change my Profile?", "My name is incorrect on my profile page - how do I change this?", "How do I export the contents of my profile from IRIS?", "Can I add my Twitter handle and LinkedIn details to my IRIS profile?", and "I have other sources of funding not in FIS, can I display them in IRIS?"; and "Navigating" with questions like "How do I browse research themes?" and "How do I browse research groups?". On the left, there is a sidebar with "ISD" branding and a "Staff Home" link. On the right, there is an "infobase" search bar and a "Quick Links" section with various service desk and login options.

Figure 5

- The Admin link is perhaps the most important for Heads of Department and Department Administrators as it opens up the system to the following (Note: Only the said users have this type of admin privileges):

The screenshot shows the UCL IRIS Administration Control Panel. The header includes "UCL IRIS" and "Institutional Research Information Service". Below the header, it says "UCL Home » IRIS" and "You are logged in as Graham Hunt". There is a navigation bar with links: "Admin", "View My Profile", "Edit My Profile", "IRIS FAQ", and "Log Out". On the left, there is a sidebar with links: "IRIS Home", "Browse IRIS", "Edit My Profile", and "Admin". The main content area is titled "Administration Control Panel" and contains two links: "Refresh Cache" and "Manage Research Groups".

Figure 6

- The option “Browse IRIS” will be looked at under the document “Searching in IRIS”, and “Manage Research Groups” will be looked at in an exclusive document.

“IRIS Home” will return you to the IRIS homepage & “Admin” will simply show the two options in the middle of the screen.

The “Refresh Cache” link perhaps deserves a little explanation. A good summary can be found at the following link: <http://www.refreshyourcache.com/en/cache/> and this option is primarily used by users who have Admin rights and who want to reflect a recent change made to the application (Not applicable for most users).

This is because your browser stores a lot of temporary internet files from many websites (such as preferences and passwords), as this helps improve browser load performance for data that has not changed since the last visit.

The “Refresh Cache” link will do just that, and update any stored data that may be required when the same website is loaded at a later point.

3) The third area of navigation appear upon the alternating image in the middle of the homepage:



Figure 7

- The need to browse Research Departments and Research Themes appeared to be prevalent enough to warrant these two quick links.
- Each produces hyperlinked lists that can be used to drill further down much like a tree/hierarchy (this will be covered in more depth under the **Browse IRIS** chapter).

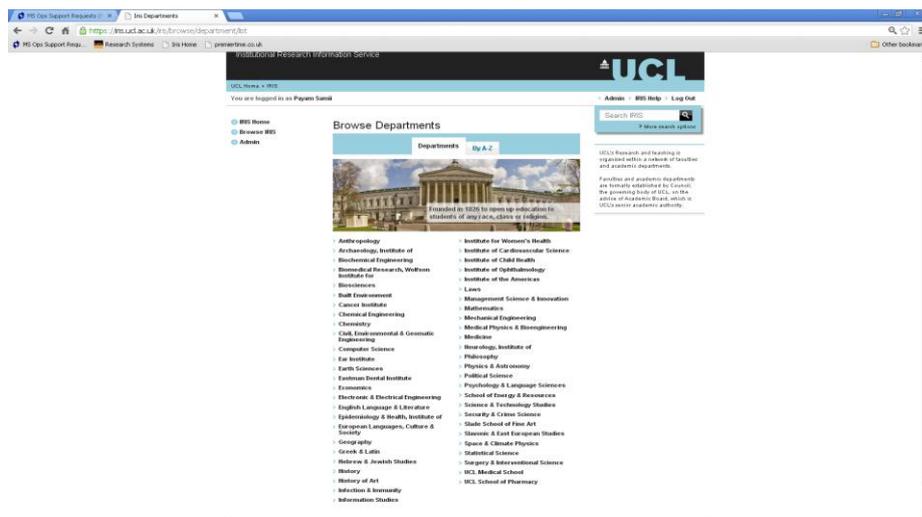


Figure 8

The IRIS Department list is derived from the list of Faculties and Academic departments formally established by council (<http://www.ucl.ac.uk/ras/acs/governance/organisation/units>)

- IRIS Home
- Browse IRIS
- Admin

## Browse Departments

Departments By A-Z

UCL's research has secured the university's place among the world's leading academic institutions.

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

- Academic Centre of Medical Education
- Advanced Centre for Biochem Engineering
- Advanced Instrumentation Systems

Search IRIS

> More search options

UCL's Research and teaching is organised within a network of faculties and academic departments.

Faculties and academic departments are formally established by Council, the governing body of UCL, on the advice of Academic Board, which is UCL's senior academic authority.

Figure 9

The Departments can also be sorted alphabetically by clicking on the “By A-Z” Tab (see above).

UCL IRIS  
Institutional Research Information Service

UCL Home > IRIS

You are logged in as **Payam Sami** | Admin | IRIS Help | Log Out

IRIS Home | Browse IRIS | Admin

### Browse Themes

UCL's research groups are organised by theme and provide an intellectual platform for interdisciplinary collaboration applied to the world's major problems.

- Ageing
- Art, Design & Architecture
- Basic Life Sciences
- Biomedical Imaging
- Bioprocessing
- Cancer
- Car/Bio-metabolic Science
- Communication, Language & Hearing
- Computational Science & Digital Systems
- Digital Humanities
- Economic Analysis
- Energy, Environment & Transport
- European Studies
- Experimental Medicine
- Genetics
- Global Health
- Heritage, History & Cultures
- Human Well-being
- Infection Immunology & Inflammation
- Intercultural Interaction
- Justice, Ethics & Human Rights
- Language, Linguistics & Literature
- Law & Enterprise
- London
- Materials
- Media, Communications & Information
- Migration
- Nanotechnology
- Neuroscience
- Origins
- Population Health
- Public Policy & Governance
- Reproduction & Development
- Risk & Security
- Stem Cells & Regenerative Medicine
- Sustainable Cities
- Systems Engineering
- Thoughts, Beliefs & Philosophy

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University College London - Gower Street - London - WC1E 6BT Tel: +44 (0)20 7679 2000 ©UCL 1998-2013

Figure 10

The IRIS themes are derived from the official UCL Research Themes, which have been approved and are maintained by the Office of Vice Provost (Research) (<http://www.ucl.ac.uk/research/themes>)