Warwick Impact Capture System
Administrators Help Guide

Contents

Accessing the system

- Log on to https://impact.warwick.ac.uk/ with your university username and password

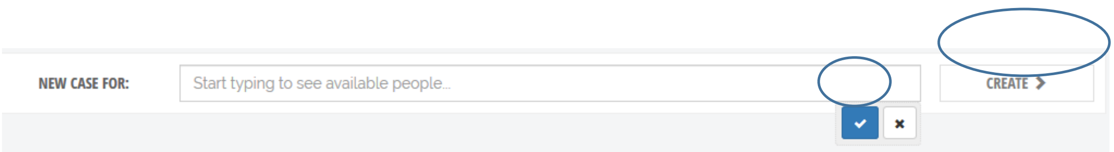
There are 3 levels of system access:
- University access – R&IS managers and senior managers have access to all case studies across the University
- Departmental access – HoDs and nominated departmental administrators have access to all case studies within a specified academic department
- Case study access –case study leads and collaborators have access to individual case studies

Access to certain information and ability to complete certain actions is dependent upon your system access.

Creating a case study

Only users with University and Departmental access can create a case study.

- Select the relevant department from the drop down list at top left
- Click on ‘Create a case’ at top right
- Find the academic case study lead by typing the name into the box. Tick once selected and click ‘Create’



- The fields ‘Title of Impact Case’ and ‘Summary of Impact’ are mandatory

Academic Profile

Click on the picture of the case study lead and the associated academic profile will open.

You will be able to edit the following details:

- Job Title (Role)
- Employment History (Period employed by submitting HEI)
- ORCID ID

This information will be pulled through to all case studies on which an academic is named as a case study lead. For this reason, the information is editable by administrators but only visible to academic users.

Editing a case study

Please see separate Help Guide – updating a case study

Additional Contextual Data

Please see separate Help Guide – updating a case study

Dashboard

Overview

- Within ‘More Details’ is an aggregated view of the Impact Metrics for all case studies within the specified department.

- Within ‘Reports’, an excel report is available by clicking on ‘Download Case Status Summary’.

Review Status

Only users with University and Departmental access can view the Review Status information.

This shows a listing of all case studies for the specified department, together with Readiness, Risk and Ratings scales. By clicking on ‘Title of Case’, you can access the case study record.

At the bottom of the case study record, users with University or Departmental access will have access to an additional tab ‘Review Status’, where the Readiness, Risk and Rating scales can be edited. This information will not be visible to case study leads or collaborators.

CASE DEVELOPMENT | EVIDENCE | REVIEW STATUS | COLLABORATORS | HISTORY

READINESS	Level 4
RISK	Low
RATING	Four Star