Warwick Impact Capture System
FAQs

Who can see the information within the system?

There are 3 levels of access within the system:

1. University level access – R&IS Impact Managers, Co-ordinators and system support are able to view and edit all case studies within the system;
2. Departmental level access - Heads of Department, Impact Directors and nominated department administrators are able to view and edit all case studies for their department;
3. Case study level access – case study leads are able to view and edit their own case studies. Other nominated people can be given access to view and edit a case study record as a 'collaborator'.

If you require a case study record to be confidential, please speak to your Impact Manager in the first instance.

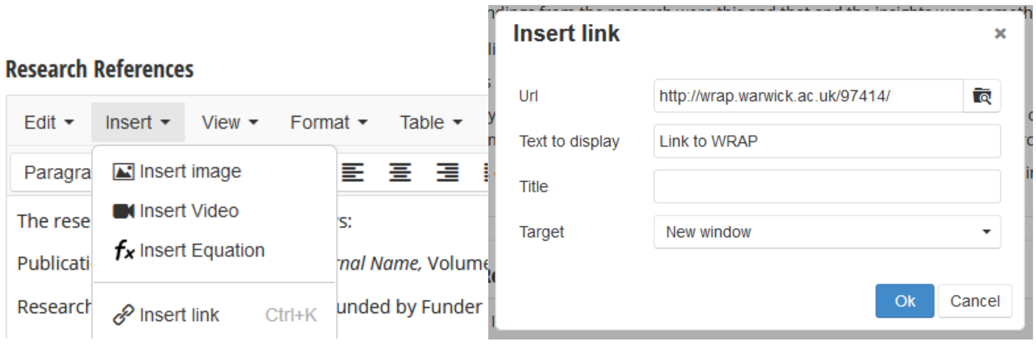
How do I add a case study to the system that is relevant to more than one department?

A case study record must be assigned to one key department and will be stored under that department's 'library' within the system.

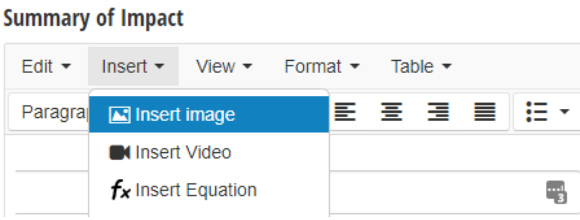
- If a case study has two case study leads from different departments, then the case study must be created under one key department with one lead and then the second lead can be added to the record with 'add academic lead'. The second lead must also be added to the record as a collaborator and any other relevant people from the second department (i.e. HoD, Impact Director, department administrator) must also be added to the record as collaborators, to ensure that they can view and edit the case study record.
- If a case study lead is a joint appointment, then the case study must be assigned to one key department and relevant people from the lead's second department (as defined above) must be added to the record as collaborators.

How do I add a link to a publication that is in WRAP, the institutional repository?

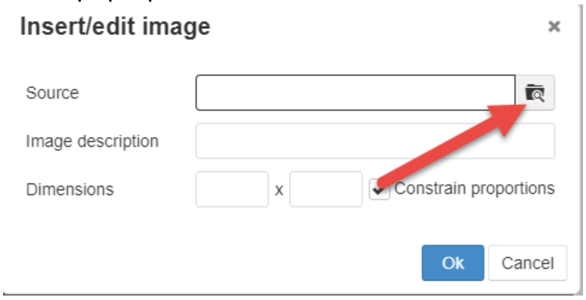
It is recommended that any key outputs mentioned in the system also reference a link to the University's repository WRAP. In order to locate a publication on WRAP, go to the repository here: http://wrap.warwick.ac.uk/, Browse by Warwick Author or Search Repository and find the publication. Go to 'Insert link' at the top of the text box and complete the pop-up details box.



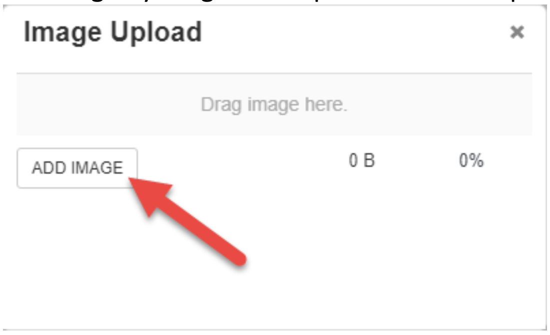
My case study includes images or pictures – how do I add these to the system?
It is recommended that any images are saved as a GIF file.
To insert the image into a text box, go to 'Insert Image' at the top of the text box



Complete the pop-up details box – click on the camera icon to add the image



Upload the image by drag and drop or browse to upload



What is the attachments section for?
Evidence should not be uploaded to the attachments section but to the Evidence tab at the bottom of the page. Any planning documents or notes may be uploaded to the attachments section.

What is the Case Development section for?
Any relevant information on updates made to a case study record should be added as a comment in the Case Development tab.

How do I upload evidence?
Evidence of impact should be uploaded to the Evidence tab. A brief description of the evidence should be entered and an appropriately named file uploaded.

- Web pages should be saved and uploaded as a pdf file with details of the url, date saved and any other relevant information entered into the description box.

What is the maximum file size that can be uploaded?
Files up to 100MB can be uploaded to the system. It is recommended that any large video files be stored in an appropriate location and details of the url be added to the system.

Where is the data located and is it secure?
The system is hosted on WBS servers which are located within 2 separate secure data centres within the Scarman Road building. The servers are backed up daily and have relevant security protocols in place as per University guidelines. A full security statement is available on request.