

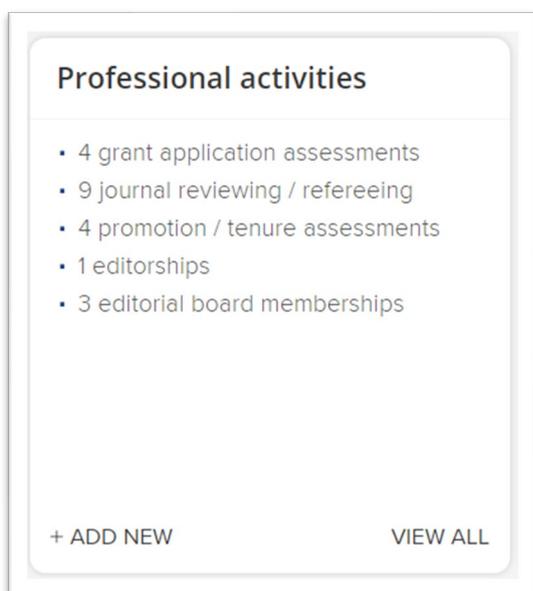


# Professional Activities Module

## Introduction to the Professional Activities Module

The professional activities module can be found on your Elements homepage.

Professional Activities are not automatically populated by the system, instead a user will add them to their profile.



## Professional Activity Types

There are many professional activity types that you can provide details for in Elements. The information below gives a brief description of the Professional Activity types available.

### Broadcast Interview

Services contributed in the form of interviews with a member of the broadcast (TV or Radio) media.

### Committee Membership

Services contributed as part of a group elected or appointed to perform such services but not directly related to the person's research activities

### Community Service

Services contributed, unpaid, on behalf of one's locality, social, religious, occupational, or other group sharing common characteristics or interests, but not directly related to the person's research activities.

### Conference Reviewing-Refereeing

Services contributed, in conjunction with a scheduled conference, to examine something, formulate a judgement, and a statement of that judgement.

### Consulting-Advisory

Services contributed to develop findings, conclusions, and recommendations that are presented for consideration and decision making.

### Distinction

Awards or other distinctions conferred upon the person.

### Editorial

Contribution in the provision of an opinion statement regarding a certain topic.

#### Employee Supervision

Services contributed in instances of overseeing the productivity and progress of an employee reporting directly to the person.

#### Event Administration

Services contributed in the planning, organization, coordination and staging of a public event.

#### Event Participation

Services contributed in taking part in an event.

#### Expert Witness

Services contributed to a legal proceeding.

#### Fellowship

The position or office of someone who conducts academic research into a subject at a University.

#### Grant application assessment

Services contributed, in conjunction with the appraisal of grant applications, to examine something, formulate a judgement, and a statement of that judgement.

#### Institutional Review

Services contributed, in conjunction with the assessment of an institution, to examine something, formulate a judgement, and a statement of that judgement.

#### Journal Reviewing/ Refereeing

Services contributed to examine a journal, formulate a judgement, and a statement of that judgement.

#### Membership

Services contributed as part of a society, community, or other body.

#### Non-research presentation

Contributions of presentations to groups of people, not directly related to the person's research activities, and not delivered as part of a formal course of study.

#### Office held

Services contributed in a position of duty or function.

#### Promotion/ tenure assessment

Services contributed, in conjunction with the consideration of an application for promotion/tenure, to examine something, formulate a judgement, and a statement of that judgement.

#### Text interview

Services contributed in the form of interview(s) with the person with a member of the print or online media.

#### Editorships

The editorship of a journal is the position of its editor, or his or her work as its editor.

#### Editorial Board Membership

The editorial board consists of a group of prominent people in the journals field.

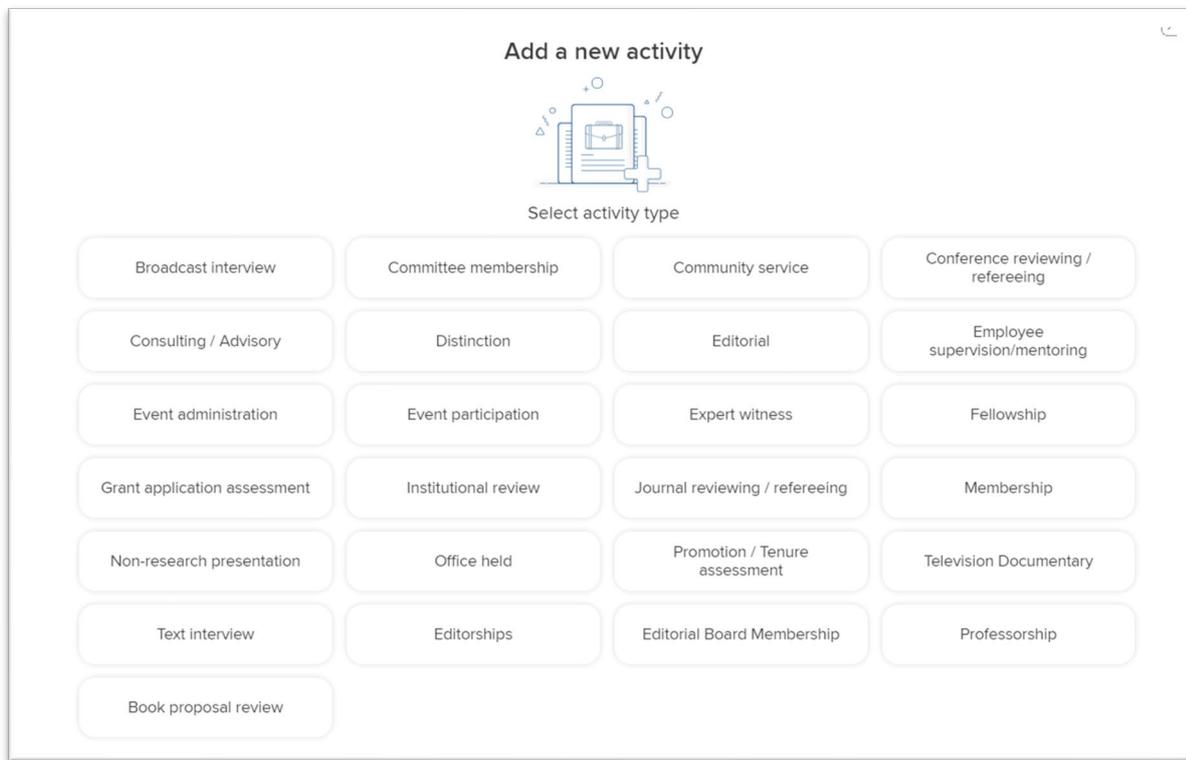
#### Professorships

The position of professor in a University.

## Adding a Professional Activity

To add a professional activity to your profile, click the **+ADD NEW** link in the Professional Activities box.

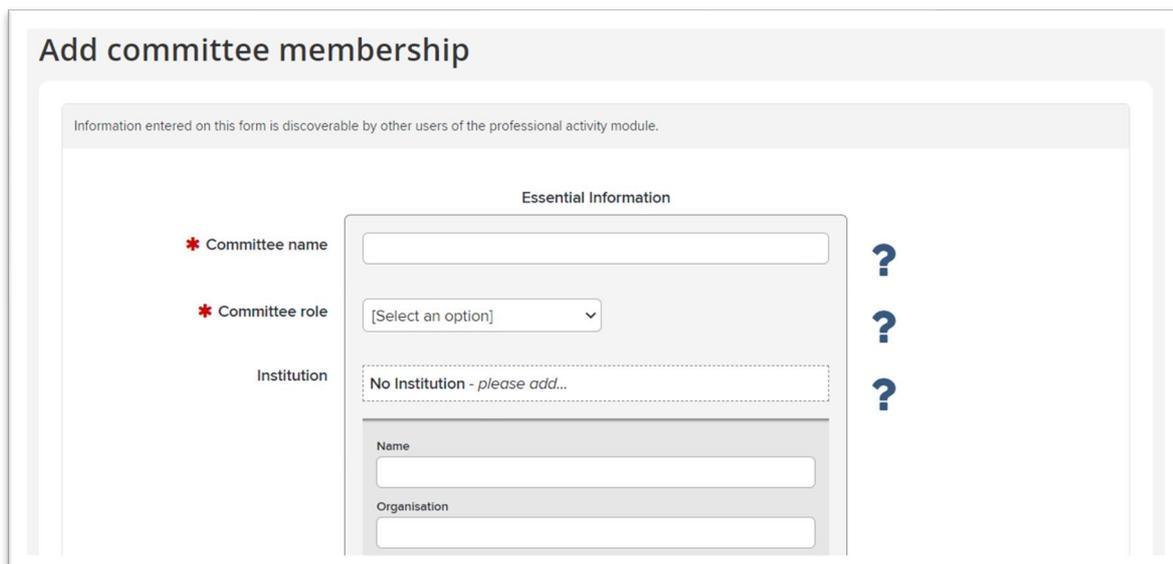
You will then be presented with a list of available professional activity types that you can add to your profile.



The screenshot shows a window titled "Add a new activity" with a central icon of a laptop and a plus sign. Below the icon is the text "Select activity type". The screen displays a grid of 20 rounded rectangular buttons, each containing a different professional activity type. The buttons are arranged in five rows: the first four rows have four buttons each, and the fifth row has one button centered.

Activity Type
Broadcast interview
Committee membership
Community service
Conference reviewing / refereeing
Consulting / Advisory
Distinction
Editorial
Employee supervision/mentoring
Event administration
Event participation
Expert witness
Fellowship
Grant application assessment
Institutional review
Journal reviewing / refereeing
Membership
Non-research presentation
Office held
Promotion / Tenure assessment
Television Documentary
Text interview
Editorships
Editorial Board Membership
Professorship
Book proposal review

Then click on the activity you wish to add to your profile. For example; if you clicked on 'add committee membership' you would see the below form which you would need to complete. In order to be able to save the record, you will need to complete [all mandatory fields](#) which are marked with a red asterisk.



The screenshot shows a form titled "Add committee membership". At the top, a grey bar contains the text "Information entered on this form is discoverable by other users of the professional activity module." Below this is a section titled "Essential Information" which contains several input fields. The fields are: "Committee name" (with a red asterisk), "Committee role" (with a red asterisk and a dropdown menu), "Institution" (with a dashed border and the text "No Institution - please add..."), and a sub-section for "Name" and "Organisation" (both with input fields). To the right of the form, there are three blue question marks. The "Committee name" and "Committee role" fields are marked as mandatory with a red asterisk.

Once you have entered the information required, you will then need to click **Save** at the bottom of the page.

## Top Tips

1) Hover over the blue question marks will display guidance on what you need to complete in the forms.



2) If you are adding in addresses, be sure to click the +add button to ensure the field is completed. If you don't click this and try to save, you will receive an error message and won't be able to add the professional activity until you click it.

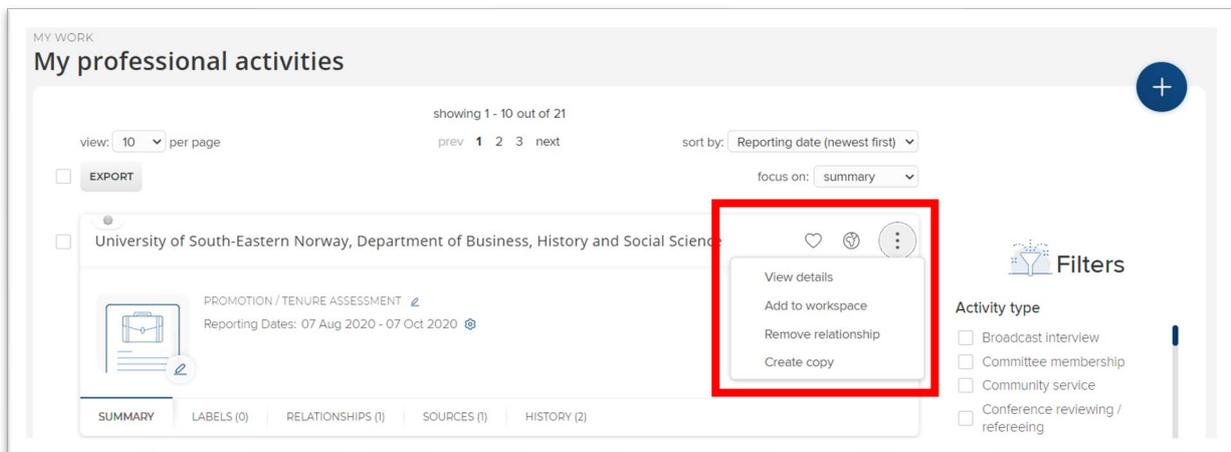
Once you click the add button you will see the address go to the top, and the address part will clear in case you want to add an additional address.

Once the professional activity has been saved, you will then be presented with a screen showing the full details of the activity.

## Viewing Professional Activities

You can view your professional activities from the home page by clicking on the professional activity heading.

You will then be presented with a list of your professional activities.



On this screen you will see the action area. Clicking the 3 dots reveals more options.

- The **heart** is to mark the professional activity as a favourite. This will appear at the top of your Elements profile within the Professional activity section.
- The **Globe** icon is to hide it from your profile. You will be able to see it, but other Elements users won't be able to view it.
- Click **View details** to view the full details of the professional activity.
- **Add to workspace**. This is usually used if you are joining together or splitting records.
- **Remove relationship** will disassociate yourself with the item (delete it from your profile).

## Linking other users to Professional Activities

If you have worked with another Elements user on a professional activity, you can link them to the record you have created. The record would then only have to be created once and would appear on both of your profiles.

Click on the Professional Activity you want to link someone too.

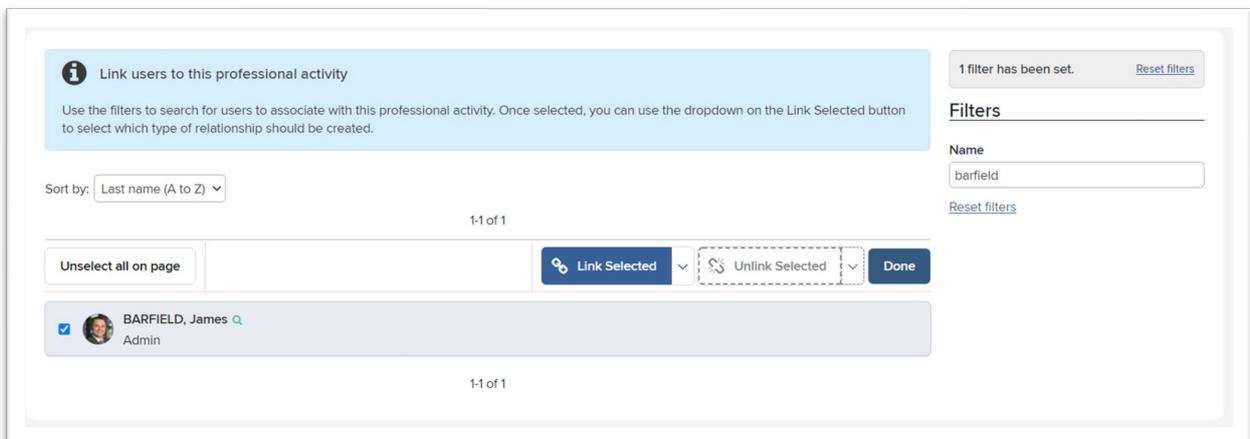


Click on **Relationships**.

You should see that the record is associated with yourself. Click add a new user relationship to link another user, then choose **User**.



Enter the name of the user you wish to link in the Filters box (entering surname first).



Select the Elements user and click **Link Selected**

Once finished, you can return to the professional activity page by clicking **Done** or return to the home page by clicking on the home tab.

