

Research Activity System (RAS) Searching for Research Outputs

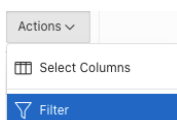
Accessing RAS

Access to RAS is via the Staff Portal. When off-campus, connection to ECU VPN is required. Read the [RAS WebApps](#) web page for further information.

Searching for Research Outputs

To locate research outputs within RAS:

1. Click **Research Outputs** and select **View All Research Outputs**.
2. Click the **Actions** button and, from the pop-up menu, select **Filter**.



The filter query pop-up is displayed.

A screenshot of a 'Filter' pop-up window. It has a 'Column' section with a dropdown menu showing 'Collection Year', an 'Operator' section with a dropdown menu showing '=', and an 'Expression' section with a text input field. At the bottom, there are 'Cancel' and 'Apply' buttons.

Filtering to Specific Outputs

To locate research outputs within RAS, one or more filters may be applied. Each additional filter applied further refines the list of outputs returned.

Use the following steps to apply filter(s) to your research outputs:

Filter by Output ID

1. Change Column to **Output#**
2. Change Operator to **=**
3. **Enter the Output ID** into Expression
4. Click **Apply**

Filter by Author/Creator

1. Change Column to **Author(s)/Creator(s)**
2. Change Operator to **contains**
3. **Enter the author/creator** into Expression using the format Initial. Surname
e.g. J. Bloggs
4. Click **Apply**

Filter by Title

1. Change Column to **Title**
2. Change Operator to:
 - a. **contains** for partial title match; or
 - b. **=** for exact title match
3. **Enter the title** into Expression
4. Click **Apply**

Where one or more filters is applied, the filters will show in reverse order, with first applied at the bottom and last at the top, as shown below:

A screenshot of a web interface showing a search bar with a magnifying glass icon, a 'Go' button, and an 'Actions' dropdown menu. Below the search bar, there is a list of applied filters. The first filter is 'Author(s)/Creator(s) contains 'H. Janicke'' and the second filter is 'Title contains 'Cyber security''. Each filter has a blue checkmark icon and a green filter icon, and a close button (X) to its right.

Removing an Applied Filter

Once an output filter has been applied, it will appear below the actions button as shown below:

A screenshot of a web interface showing a search bar with a magnifying glass icon, a 'Go' button, and an 'Actions' dropdown menu. Below the search bar, there is a list of applied filters. The first filter is 'Title contains 'Cyber security''. It has a blue checkmark icon, a green filter icon, and a close button (X) to its right.

Click the **x** to remove any applied filters.

Further Assistance

If you require further assistance, please contact researchsystemssupport@ecu.edu.au