

Themis Epistle

September 2007, Volume 1



Inside This Issue

Welcome to the first edition of the Themis Epistle. This newsletter has been created to provide Themis users with news and updates regarding recent Themis developments, forthcoming training opportunities and hints and tips for using Themis. We welcome your feedback and any suggestions for content in future editions.

Themis news and developments

Themis Budgets

The new Themis Budget Module has now been released and is currently in use for the 2008 annual budgeting process. An intense training program for Department Managers and key financial staff was conducted by Financial Operations throughout August and September.

The annual budget process closing date is set to be staged by Departments and Division and varies for both Administration and Academic as follows:

- Administration Department – 16 October 2007
- Administration Division – 19 October 2007
- Academic Department – 18 October 2007
- Academic Division – 25 October 2007

For assistance on any issue relating to the new module, please contact your Departmental Client Services Accountant (CSA) and/or your Faculty Resource Manager.

Themis EHS Incident Reporting

The Environment, Health and Safety Unit is delighted to announce the following recent improvements to Themis EHS Incident Reporting:

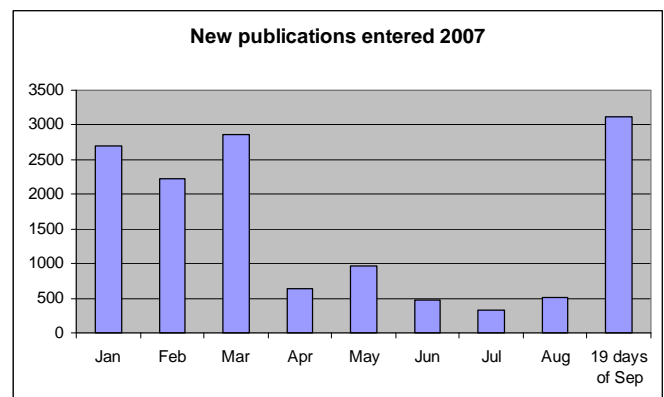
- **EHS application now appear in Supervisor Self Service** – following user feedback, all functions in EHS Incident Reporting, including creation, acknowledgement and finalisation of reports are now also available via the Supervisor Self Service responsibility. The same full range of functions continues to be available from Staff Self Service.
- **Skip to End function available in EHS Incident Reporting workbench tables** – Users, particularly supervisor with many staff, will be please to see that the navigation functions on the EHS Incident Reporting workbench tables now contain “skip to ...” functionality. This means that when viewing a list of outstanding reports that is may pages long, you may choose which page you wish to view instead of having to browse through one page at a time.
- **Student Supervisor is now a separate field** – the Student Supervisor field (for postgraduate and undergraduate students) on the Create New Report screen is now a separate field to Supervisor on the Incident Details screen. Previously data entered into one of these fields would erroneously write over data in the other.
To clarify the purpose of these field:
 - Student Supervisor is for information only – the student supervisor has no formal role in the EHS Incident Reporting system. This field has no default value.
 - Supervisor – continues to indicate the person in the department who will be responsible for acknowledging and finalising the incident report. This field defaults to the Themis workflow supervisor.
 - Both fields may be set to the same person where appropriate.
- **Faculty of Enrolment field resetting** – the bug which caused the Faculty of Enrolment field to reset itself to the first entry in the list of values (Architecture, Building and Planning) has been fixed by the separation of the Student Supervisor field, above.
- **Creation of an Incident Report with no reporter details has been fixed** – the bug which created EHS Incident Reports with no reporter personal details has now been fixed. This bug was caused by user profiles containing multiple telephone numbers.

Themis Research Publications

With the Research Quality Framework (RQF) process in full swing, departments and researchers have been encouraged to ensure that each researcher's publications are up to date. The Themis Research Publications module has recorded new levels of publication entry with a daily peak of 514 new publications entered being reached.

During the first 19 days of September 2007, 3122 new publications were entered, already exceeding any other month's data entry record (see graph).

Over 44000 publications are now recorded in Themis, covering the publication period 2001 – 2007.



Updates:

- Themis Budgets
- Themis EHS Incident Reporting
- Themis Research Publications
- Themis Agreements
- Themis IP Disclosure
- Documentation and Training Services

Themis training:

- Introduction to Self Service
- Introduction to Research
- Grants & Contracts
- Animal Ethics

Hints and tips:

- Generating a list of publications for your department (Research)
- Entering multiple distribution lines (Finance)
- Keyboard shortcuts

Themis Agreements

The Group Code Balances and Transactions report is once again available to Themis Research users. This report allows users to track income and expenditure transactions and balances relating to a specific group code (to which they have been granted access) within their Department or Faculty. To access this report, navigate to your **Agreements Workbench > Agreement Queries** (section). Refer to http://www.themis.unimelb.edu.au/support/help/refs/SS_Group_Code_Ref_Card.pdf for further details.

An intensive Themis Grants and Contracts training program is available for administrators involved with the grants and contracts process in their department/faculty. The program covers all three Grants and Contracts sub-modules (Submissions, Proposals and Agreements). Refer to training section below for training dates.

Themis Intellectual Property (IP) Disclosure

The University seeks to foster a culture which supports knowledge creation, knowledge transfer and entrepreneurial endeavour. In accordance with this mission, the statute governing intellectual property (IP), Statute 14.1 – Intellectual Property, has recently been amended to facilitate improved management of IP at the University.

Among other things, the amended statute now clarifies that all staff, honorary appointees, visitors and student creators of IP have a duty to disclose inventions with potential commercial value or where required by third party agreements. In this regard, a new invention disclosure procedure has been developed at the University in the form of a new module of the Themis research management system entitled Intellectual Property (IP) Disclosure.

Instructions for using the IP Disclosure module are available via the Themis website (http://www.themis.unimelb.edu.au/support/help/ref_cards_research.html#ipdisclosure)

If you have any questions regarding the IP Disclosure module please contact Dr. Jason Coonan on 8344 3151 or jason.coonan@unimelb.edu.au.

Documentation and Training Services update

Themis Self Service Training

The Enterprise Applications Documentation & Training Services Team (DTS) has introduced a monthly Themis Self Service training program for new staff or those wishing to familiarise themselves with Staff Self Service or Research Self Service functionality.

The sessions provide an overview of Themis Self Service in context, including practical navigation advice and information regarding other support and training options. We strongly encourage managers with new staff, or staff who have taken on a new role in research, to include this training as part of the early induction process.

Forthcoming session dates are advertised on the News section of the Themis homepage, as well as in weekly Staff News and Research Bulletin emails and this bulletin.

Please email ea-training-doco@unimelb.edu.au to enrol or enquire about these sessions.

Introduction to Themis Finance – training program review

DTS is assisting the Themis Service Desk in reviewing the Introduction to Themis Finance training course. More than eighty staff members have participated in introductory Themis Finance training since May, and a survey was distributed last week to these participants as part of the course evaluation process.

We anticipate that the results of this survey, combined with analysis of calls to the service desk and additional review processes, will help us match our training and documentation services more closely to your needs and improve Themis support services over the coming year.

Forthcoming Themis Training

The following Themis Training has been scheduled (unless otherwise indicated, enrolment is via **Themis Self Service > Training and Development**):

Introduction to Themis Self Service: contact ea-training-doco@unimelb.edu.au to register

- 9 October 2007 - 10:30am
- 12 October 2007 - 10:30am (repeat session)

Introduction to Themis Research: contact ea-training-doco@unimelb.edu.au to register

- 9 October 2007 – 11.30am
- 12 October 2007 - 11:30am (repeat session)

Grants and Contracts for Administrators:

- *October* Part 1: 9 October - 2:00pm (2hrs) / Part 2: 11 October - 1:00pm (3hrs)
- *November* Part 1: 13 November - 2:00pm (2hrs) / Part 2: 15 November - 1:00pm (3hrs)

Animal Ethics Online: register via www.research.unimelb.edu.au/infosessions/

- 11 October 2007 – 10.00am

Themis hints and tips

Generating a list of publications within your department

The Advanced Publication Reporting function in Themis allows Publication Coordinators to produce a bibliographic list of publications within their Faculty, Department, Section or Centre.

1. Log in via **UOM Research Self Service**.
2. Select **Advanced Publications Reporting** (located under Reporting).
3. Specify the year/s on which you wish to report.
4. Select the categories you wish to include in the report.
5. Specify the department/faculty/section/centre on which to report.
6. Specify your output format (e.g.: group by year, HTML output).
7. Click the **Run Report** button.

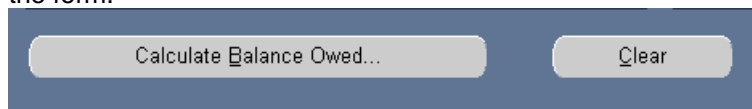
Entering multiple distribution lines

To save time when entering a distribution with multiple lines, press **Shift + F5** function key to copy the distribution line directly above. In the example below, the second distribution line will be the same as the first one. You then can change the relevant account segments as required.

Num	Type	Amount	Account	Tax Code
1	Item	1.00	01-460-00-5555-00000-GEN-14-01	GST
2	Item		...	

Using keyboard shortcuts

Did you know that instead of using your mouse, you may perform specific actions in Themis by pressing the **Alt** key and the underscored letter on a button? In the example below **Alt + B** will calculate the balance owed while **Alt + C** will clear the form.



Key dates/calendar

October 2007

- 12 - 13 October – Themis systems upgrade (service unavailable from 6pm Friday to mid-afternoon Saturday)
- Budget process closing dates:
 - 16 October – Administration Department
 - 18 October – Academic Department
 - 19 October – Administration Division
 - 25 October – Academic Division

Contributions and feedback

The closing date for contributions to the next edition of the Themis Epistle is Wednesday **November 21st**. Please direct any queries or feedback to Marlina Axel: axelm@unimelb.edu.au

Further information

The Themis website is updated regularly with the latest information and news: www.themis.unimelb.edu.au

Themis queries may be logged online: <http://servicedesk.unimelb.edu.au/itsc/themis/>

Don't forget to check the Themis Quick Reference cards for instructions on how to complete common tasks in Themis: www.themis.unimelb.edu.au/support/help/ref_cards.html