This document provides instructions for users of the Research Information System (RMIS) to select the primary AOU(s) of an existing publication record. When entering publications into the RMIS it is not uncommon to inadvertently have not assigned primary AOU(s). Unless a publication has been verified by the Research Services Office the primary AOU(s) can be changed by whoever entered it into the RMIS or has access to the publication record.

1. Log onto the RMIS and click on the “Show My Publications” button.

2. Enter either the RMIS ID number or the title of the publication to be edited. Click the “Find” button to search for the publication.
3. Skip to step 4 if you have not yet submitted this publication for review. Otherwise click on “Revert to Draft”. A pop-up window will appear, click on the “OK” button to confirm the reverting of the publication to draft.

4. Click on the “AOUs” text to edit the AOU details for this publication.
RMIS – Changing Publication AOU

5. Assign the primary AOU for the overall publication by clicking on the round radio button corresponding to the appropriate AOU in the “Overall” column. The primary AOU for each author can be assigned by also clicking on the round radio button corresponding to the appropriate AOU in the column with the author’s surname. Once the AOUs, AOU percentages and primary AOUs have been correctly set click on the “Save” button.

6. Click the “Data Entry Complete and Submit for verification” button to resubmit the publication for verification.
7. Enter any comments for the reviewer in the text box and then click the “Submit” button to submit the publication for review.

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For help using the RMIS, or if you have any questions relating to data in the system, please contact:

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