Add a record of impact to your Symplectic account

Log in to Symplectic

To the right of your homepage there is a box showing the number of records of impact you have added

To add a new record of impact, click on the +add button
The **Add a new...** window will pop up, click **impact**

The impact form will now appear

You can hover over the '?' icon for more information but these will now be explained in detail
The first essential question asks whether you are the leader of the impact or simply a contributor to the impact.

Choose one option:

- Lead contributor of
- Contributes to

The second essential question asks you to provide a **Working title** for this impact.

It should be a title which colleagues can recognise and find if they need to use the same impact.

The title can be changed later if necessary.

The **Narrative of events** box is optional. Use it to add an overview of any significant events related to your research.

This is not the same as evidence which you’ll add later.
Next, add the names of any **External contributors** relevant to the impact.

Type their last name and Initials. Begin to type the organisation and Symplectic will offer suggestions. Type in manually if not found.

Click **Add**

The contributor is now added and you can add more people if needed.

Click **Save & continue** to move to the next step.
Now add any **Leeds Beckett researchers** who contributed to the impact by beginning to type their name in the textbox.

Symplectic will offer suggestions.

Next, choose whether they are a contributor or leader of the impact.

The Leeds Beckett contributor is now added and you can add more people if needed.

Click **continue** to move to the next step.
The final step is to add evidence of your impact

This can be a document, web link or the contact details of someone who can provide evidence

To attach a document, click **Attach a document**

Choose a file to upload, then choose the date the document was created and describe how it supports the impact

Click **Save** when finished and **Done** when all evidence has been added
To attach a web link click **Provide a link**

Paste the URL into the textbox and attach a screenshot of the page in case the webpage moves or ceases in the future.

To attach a screenshot, click **Choose File**, locate the file and click **Open**.

Next, choose the date the webpage was made accessible and then describe how it supports the impact.

Click **Save** when finished and **Done** when all evidence has been added.
To add contact details as evidence click **Add contact details**

Complete the form in as much detail as possible and describe how the person supports the impact

Click **Save** when finished and **Done** when all evidence has been added
Your impact is now successfully added

You can view or edit your impact from the Thank you page

When you return to your Symplectic homepage you will see the number of items added as impact to your account
Thank you for using this Symplectic Guide

For further information on research impact please visit our webpages

http://libguides.leedsbeckett.ac.uk/research/research_impact

If you have any questions please contact the Research Services Team

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