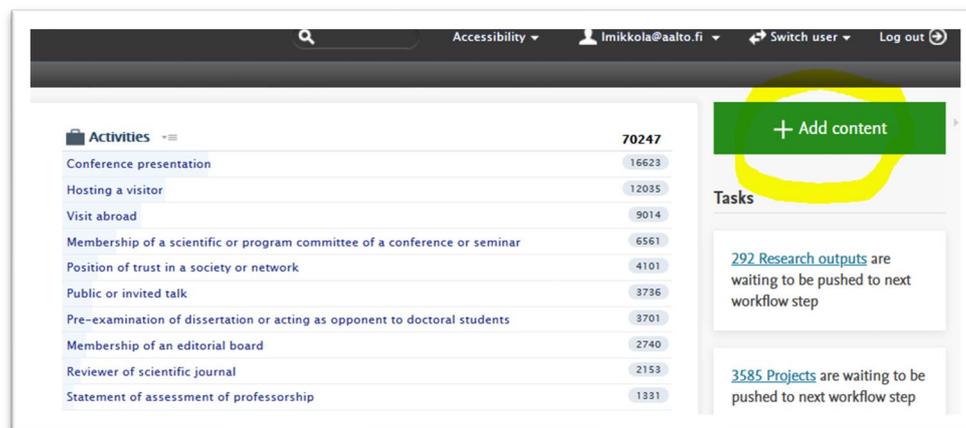


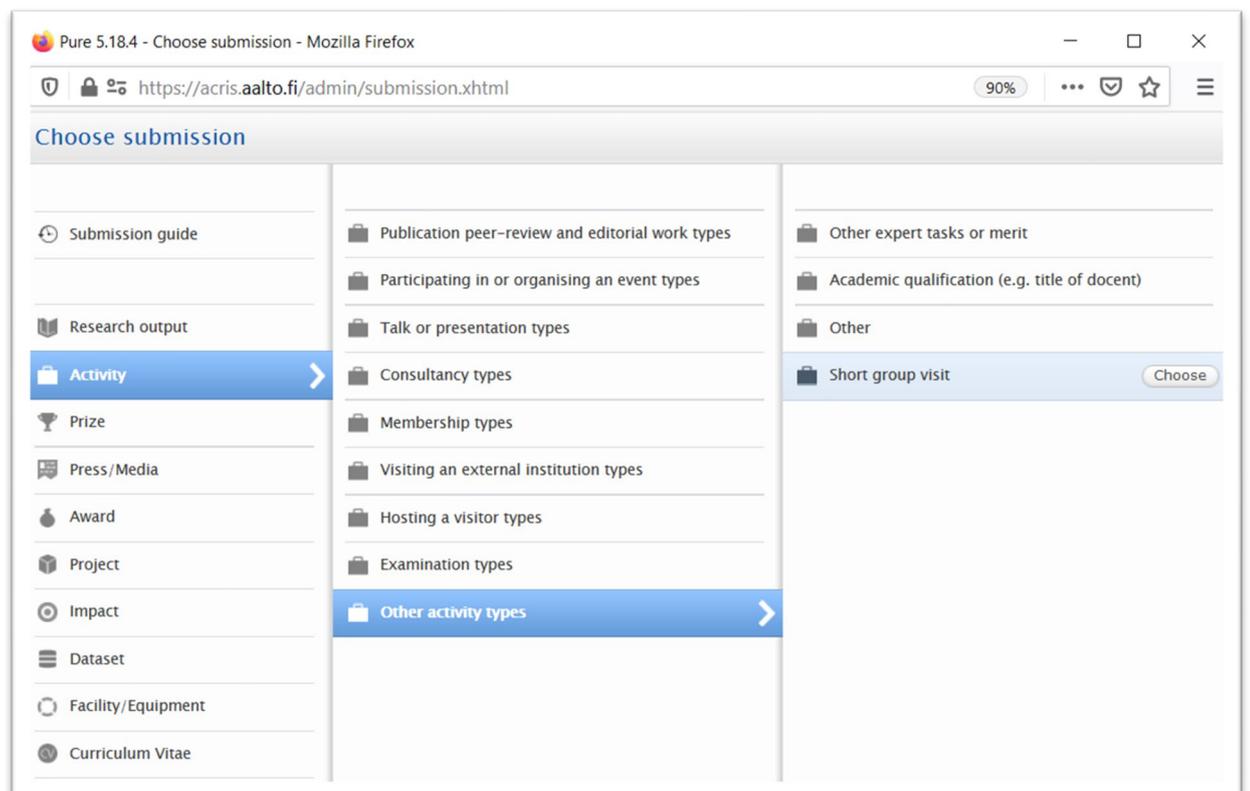
Instructions on how to add Short group visit activity to ACRIS

The purpose of the activity type is to compile statistics on yearly group visits to OtaNano. (Note can be used by other research infrastructures too if needed.)

1. Log in to ACRIS at <https://acris.aalto.fi/> with Aalto identifiers (use VPN-connection if outside campus).
2. Click on Add content

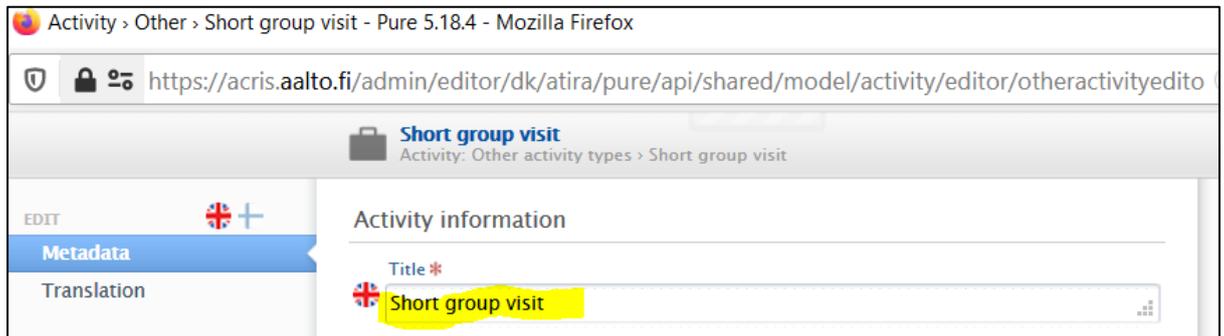


3. Pop-up window appears. Choose Activity -> Other activity types -> Short group visit



4. Fill in the required information to the template

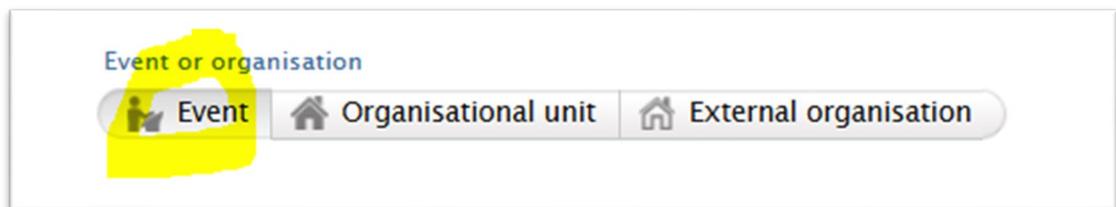
Title: Short group visit



The screenshot shows a web browser window with the URL <https://acris.aalto.fi/admin/editor/dk/atira/pure/api/shared/model/activity/editor/otheractivityedito>. The page title is "Short group visit" and the breadcrumb is "Activity: Other activity types > Short group visit". On the left, there is a sidebar with "EDIT" and "Metadata" selected. The main area is titled "Activity information" and contains a "Title *" field with the text "Short group visit" entered and highlighted in yellow.

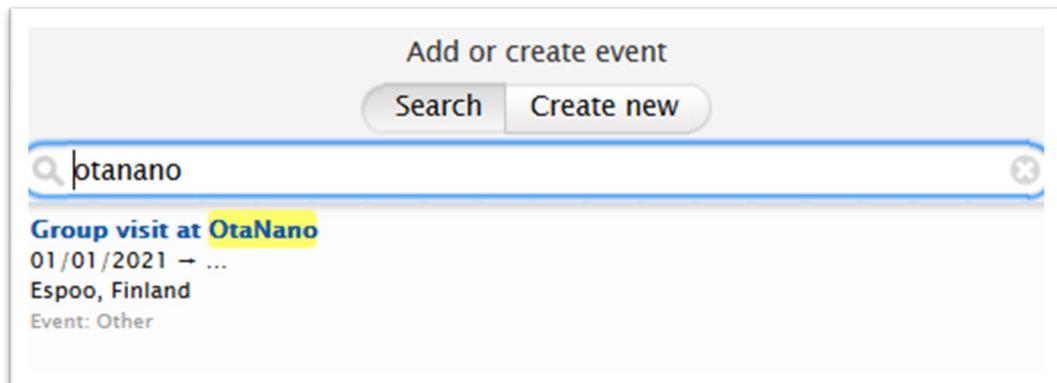
Event

Next click on Event and search the event related to the activity in pop-up window: **Group visit at OtaNano** (Event ID 61308527)



The screenshot shows a pop-up window titled "Event or organisation". It contains three buttons: "Event", "Organisational unit", and "External organisation". The "Event" button is highlighted in yellow.

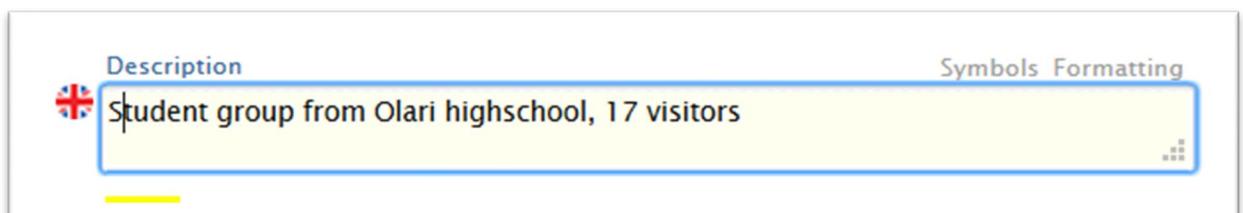
Click on the found event in the search window



The screenshot shows a search window titled "Add or create event". It has "Search" and "Create new" buttons. The search input field contains "otanano". Below the input, a search result is displayed: "Group visit at OtaNano" with a date "01/01/2021 → ..." and location "Espoo, Finland". The event type is listed as "Event: Other". The result is highlighted in yellow.

Description field

Add the number of the visitors and specify the group information (e.g. student group from Olari highschool, high level representatives of the Ministry of Education and Culture) to the Description field



The screenshot shows a text input field titled "Description" with a "Symbols Formatting" button on the right. The text "Student group from Olari highschool, 17 visitors" is entered in the field and highlighted in yellow.

Period

Add the specific date of the group visit

The screenshot shows a form titled "Period *". The "Specific date" option is selected with a radio button. Below it are three input fields for "Year *", "Month", and "Day". The "Year" field contains "2020", "Month" contains "5", and "Day" contains "20". A yellow highlight covers the "Specific date" option and the date fields. Below the date fields is the "Period of time" option, which is not selected.

Degree of recognition

Add the degree of recognition: **Local**

The screenshot shows a dropdown menu for "Degree of recognition". The menu is open, showing options: "No value", "International", "National", "Regional", and "Local". The "Local" option is highlighted in blue. The "No value" option is currently selected in the dropdown.

Add indicator

Select indicator (how many persons attended to the visit). Note! Add exact person count to the description field.

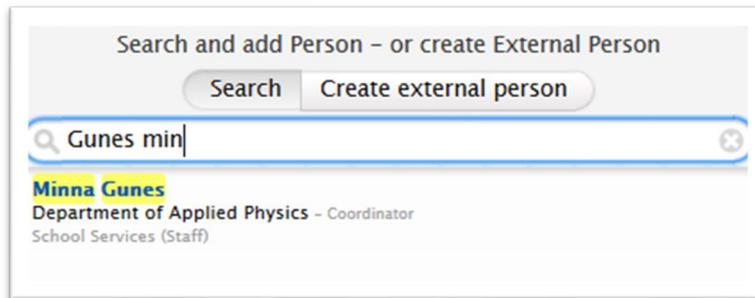
The screenshot shows a dialog box titled "Add indicator". It features a dropdown menu with "Otanano > 11-20" selected. A list of indicators is shown below: "Less than 5", "6-10", "11-20", "21-30", "31-40", "41-50", and "More than 50". The "11-20" indicator is highlighted in blue. There are "Cancel" and "Add" buttons on the right side of the dialog.

Persons/organisations

Add the information of the person/host related to the activity or visit.

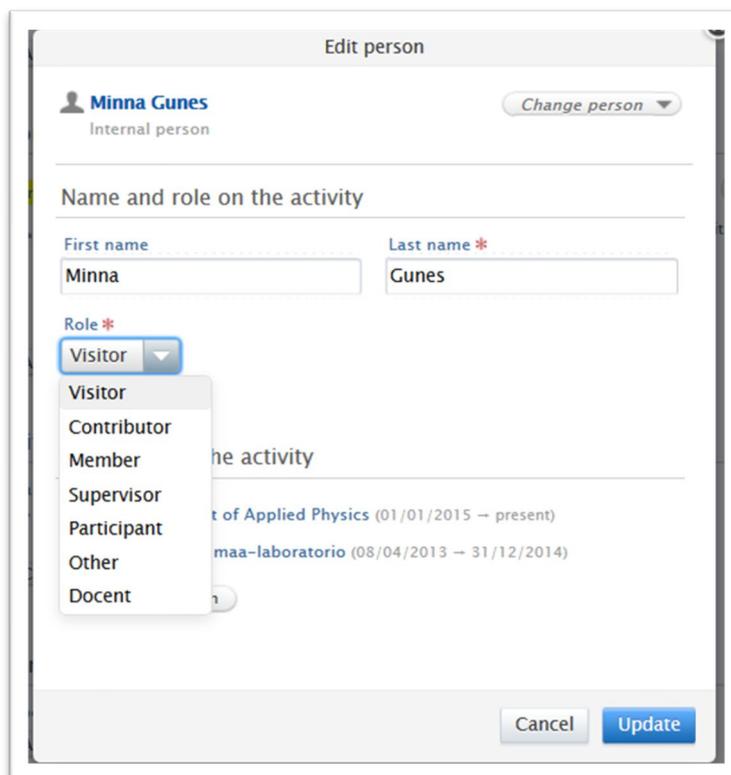
The screenshot shows a section titled "Persons/organisations". Below the title is a "Persons *" label and a "+ person" icon. The text "No persons or organisational units associated" is displayed. At the bottom, there are two buttons: "Add person..." and "Add organisational unit...". The "Add person..." button is highlighted with a yellow circle.

You can search the persons in the pop-up search window. Click on the right person in the search pop-up window.



The image shows a search window titled "Search and add Person - or create External Person". It has two buttons: "Search" and "Create external person". A search bar contains the text "Gunes min". Below the search bar, a search result is displayed for "Minna Gunes", with her name in bold. Underneath her name, it says "Department of Applied Physics - Coordinator" and "School Services (Staff)".

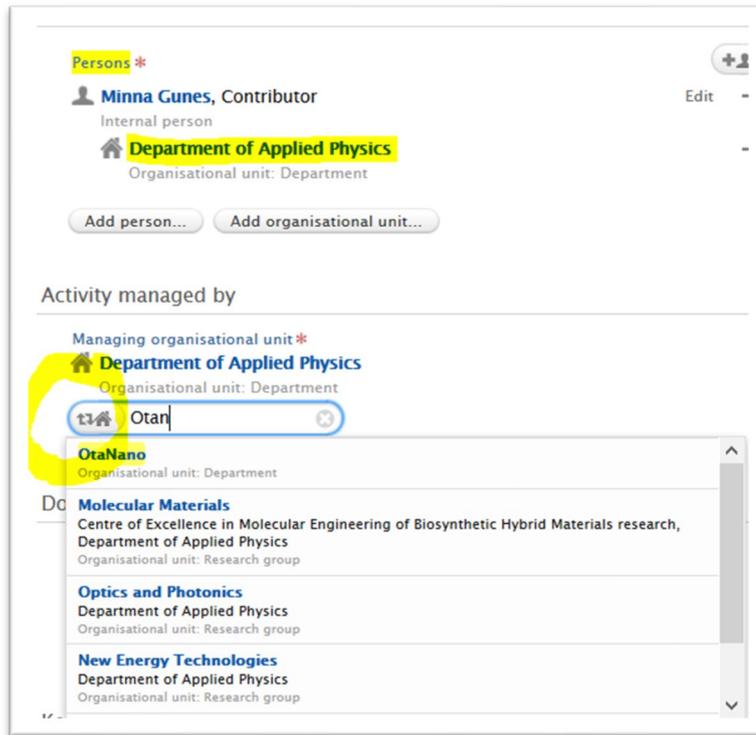
In the pop-up window choose the role of the person: Visitor, Contributor, Member, Supervisor, Participant, Other, Docent. Multiple persons can be added.



The image shows an "Edit person" window for "Minna Gunes", identified as an "Internal person". There is a "Change person" button. The "Name and role on the activity" section has two input fields: "First name" with "Minna" and "Last name *" with "Gunes". Below these is a "Role *" dropdown menu currently set to "Visitor". The dropdown menu is open, showing the following options: Visitor, Contributor, Member, Supervisor, Participant, Other, and Docent. Below the role selection, there is a section for "Affiliations" with two entries: "Department of Applied Physics (01/01/2015 - present)" and "maa-laboratorio (08/04/2013 - 31/12/2014)". At the bottom of the window are "Cancel" and "Update" buttons.

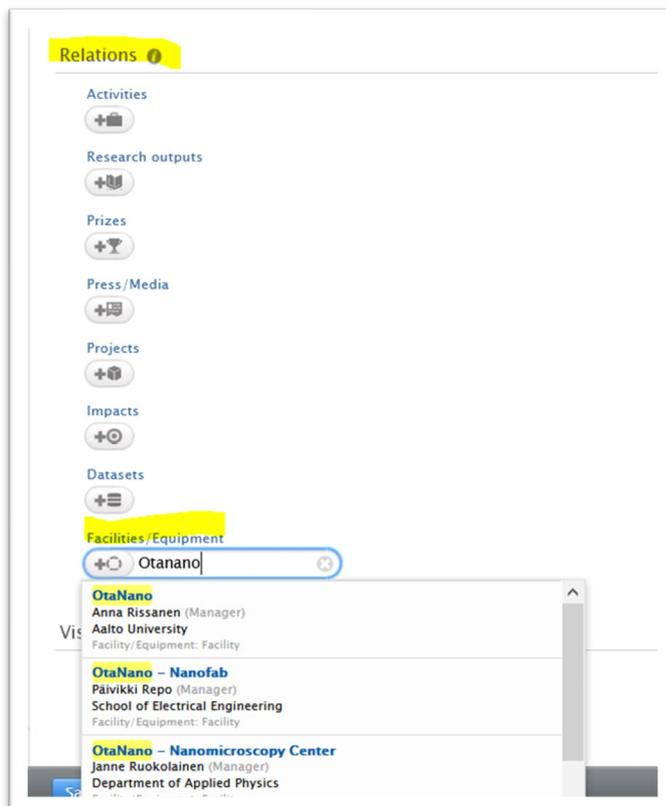
Activity managed by

Activity managed by information will automatically add the first Aalto affiliation from the persons. Please change it to your department, e.g. **OtaNano**. (This field is defining who can edit the record, e.g. if managing organization is OtaNano, all users with editor rights to OtaNano, can edit the activity record).



Relations

Add the relation to the correct Research infrastructure in Facilities/Equipment field.



Saving

Save the activity template in the end (very down on the template window)



In the end your activity window should look like this:

A screenshot of a web application form titled "Short group visit". The form is organized into several sections. At the top, there's a breadcrumb "Activity: Other activity types > Short group visit". The "Title" field contains "Short group visit". Below it, there are tabs for "Event", "Organisational unit", and "External organisation", with "Event" selected. Under the "Event" tab, there's a section for "Group visit at OtaNano" with dates "01/01/2021 - ..." and location "Espoo, Finland". A "Change event" button is below. The "Description" field contains "Student group from Olari highschool, 17 visitors". The "Period" section has two radio buttons: "Specific date" (selected) and "Period of time". Under "Specific date", there are input fields for "Year" (2021), "Month" (3), and "Day" (1). Below that is a "Degree of recognition" dropdown menu set to "Local". The "Indicators" section shows "Otanano - 11-20". The "Persons/organisations" section lists "Minna Gunes, Contributor" (Internal person) and "Department of Applied Physics" (Organisational unit: Department). At the bottom, there are "Add person..." and "Add organisational unit..." buttons. The "Activity managed by" section at the very bottom shows "Managing organisational unit" set to "OtaNano".