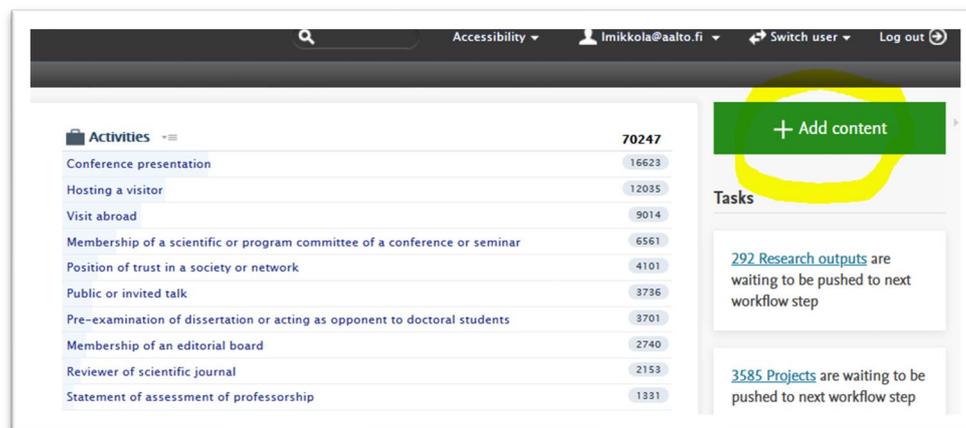# Instructions on how to add Short group visit activity to ACRIS

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).
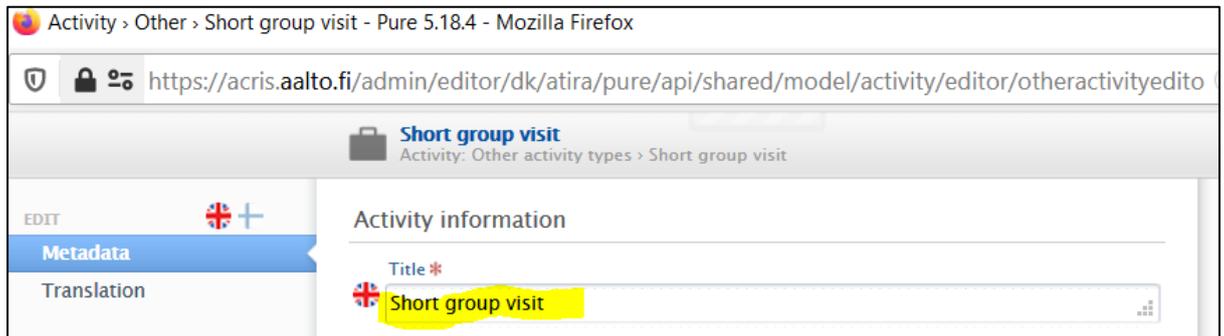2. Click on Add content

3. Pop-up window appears. Choose Activity -> Other activity types -> Short group visit
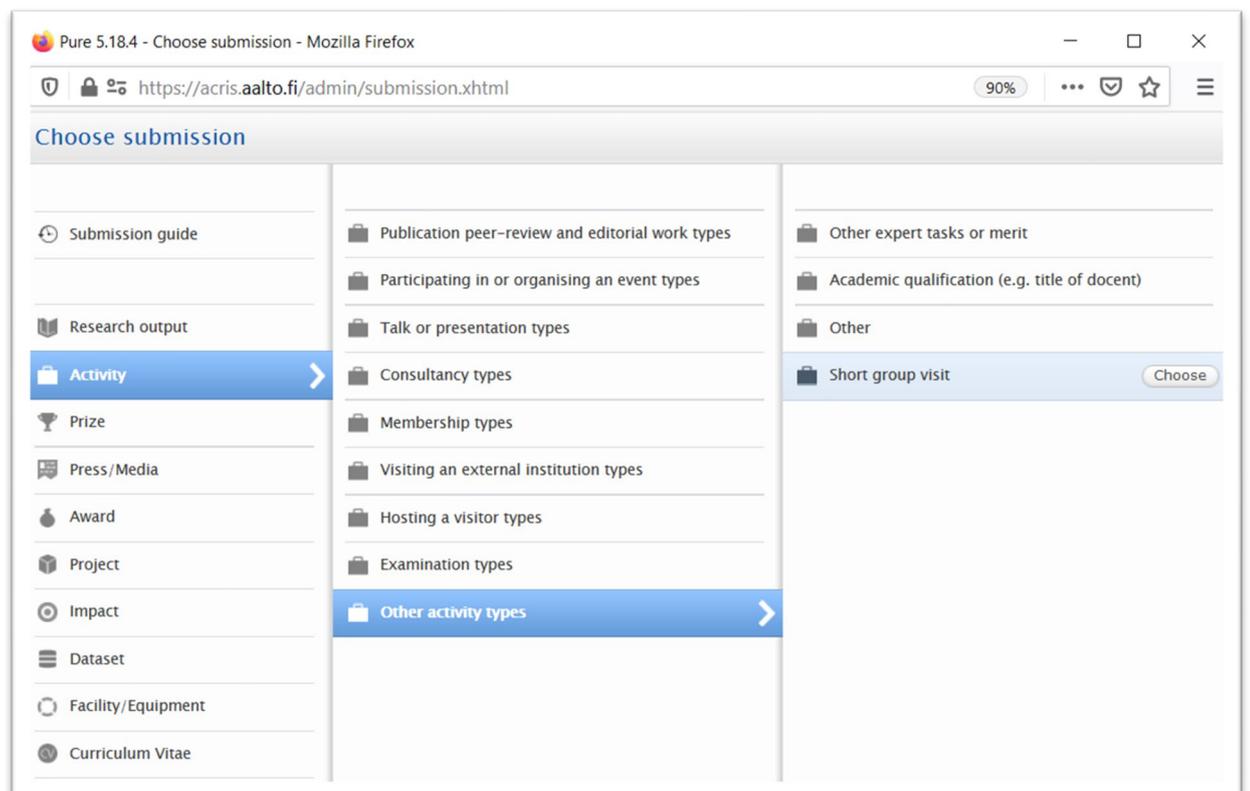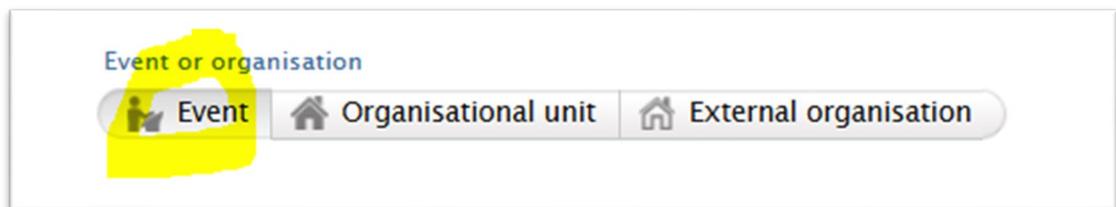
4. Fill in the required information to the template

Title: **Short group visit**

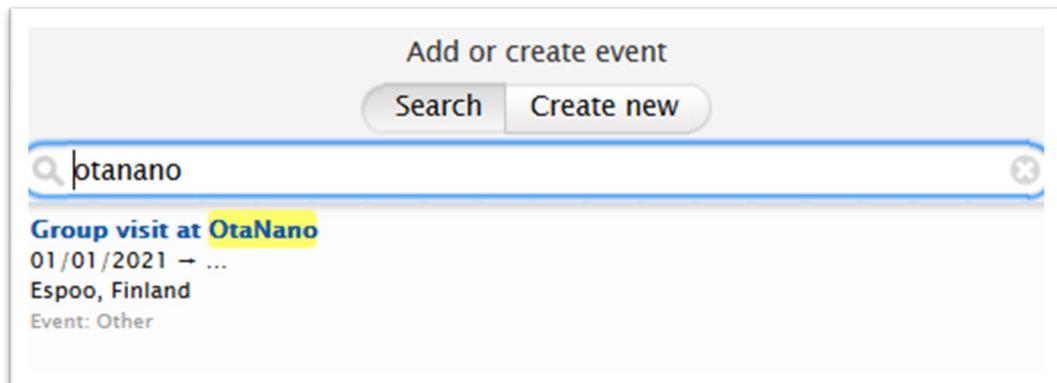**Event**

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

Click on the found event in the search window

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

Period

Add the specific date of the group visit

Degree of recognition

Add the degree of recognition: **Local**

Add indicator

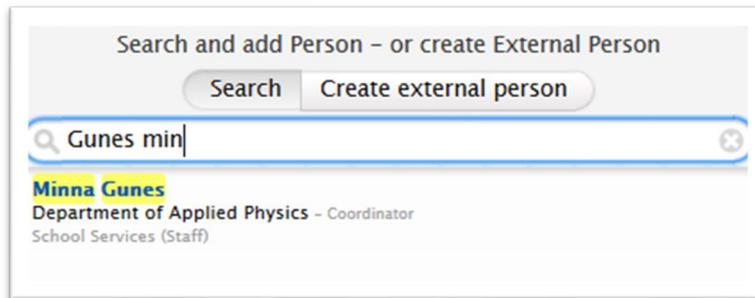Select indicator (how many persons attended to the visit). Note! Add exact person count to the description field.

Persons/organisations

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

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


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


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).
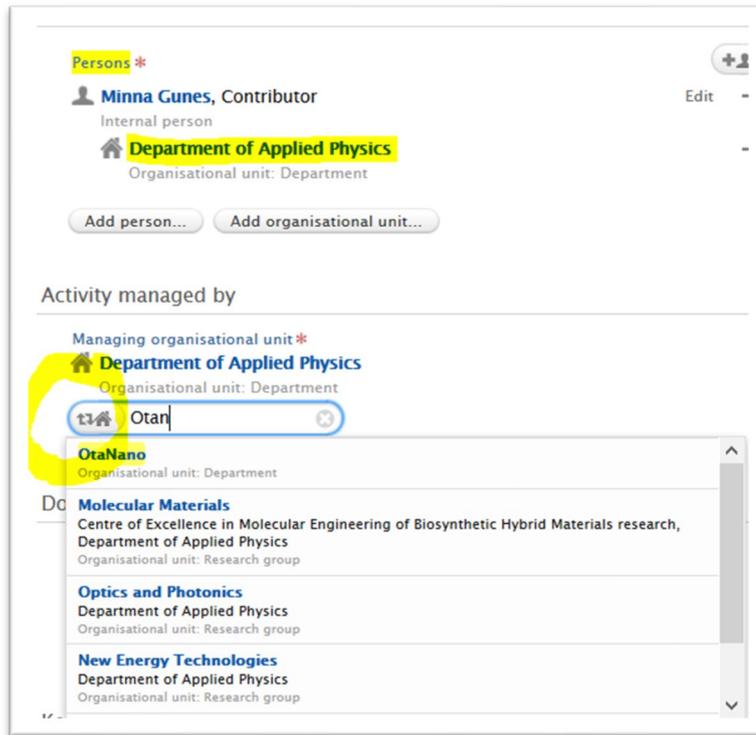
Relations

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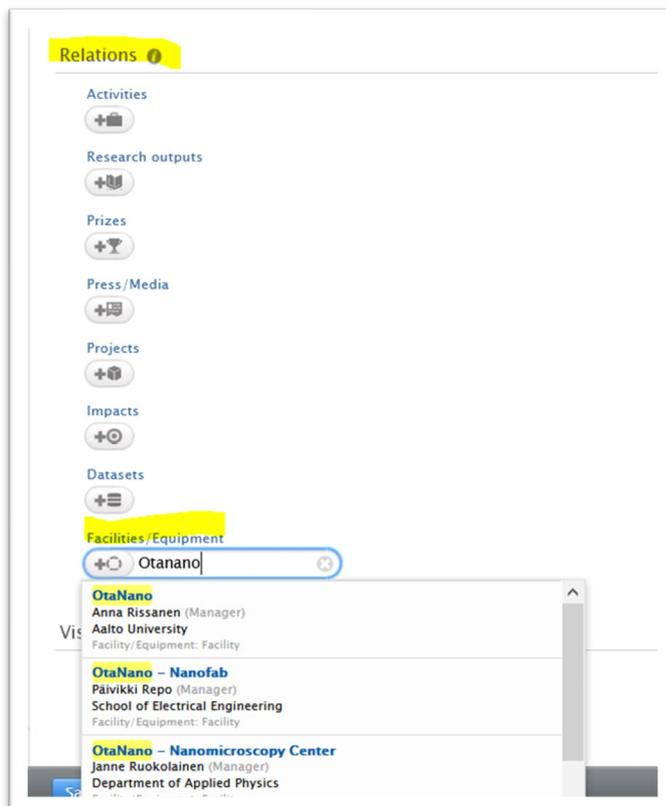
Saving

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

In the end your activity window should look like this: