Quick Start Guide to Use Research Africa Professional Platform

Quick start guide

Welcome to Research Professional Africa, the first source of information and expertise on news, funding opportunities and sponsorship information for African institutions. This brochure is intended as a quick start guide to assist you in getting the most out of using our platform. Once you have successfully logged in, you can access a range of onsite help topics from short video clips to easily Accessible PDF files at the following link https://www.researchprofessional.com/0/rr/Help.html

Accessing the website

The Research Professional Africa platform is accessed by navigating to the following link:

www.researchprofessional.com

Log in

Enter your username/password, this will appear when accessing from a computer off campus

Campus access

If on campus you will be taken directly to the 'Home page' with institutional name as shown in the above picture. When entering this way you will be able to browse the site but will be prompted for your username/ password if attempting to save work or access any personalised information.
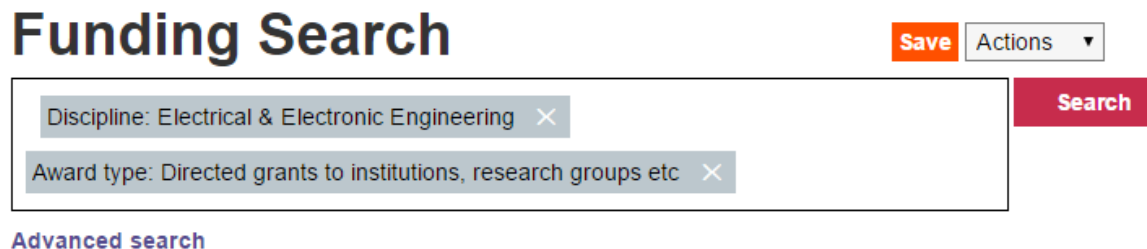
Register

You can create an account using the 'Register' button on the log in page (only available on campus).

Searching for funding

Click on the Funding tab on the top toolbar. You have two ways of searching for funding:

1) **Simple search**: Single box, type in your keywords freely, with auto-suggester that presents disciplines, funders, award types and free text.
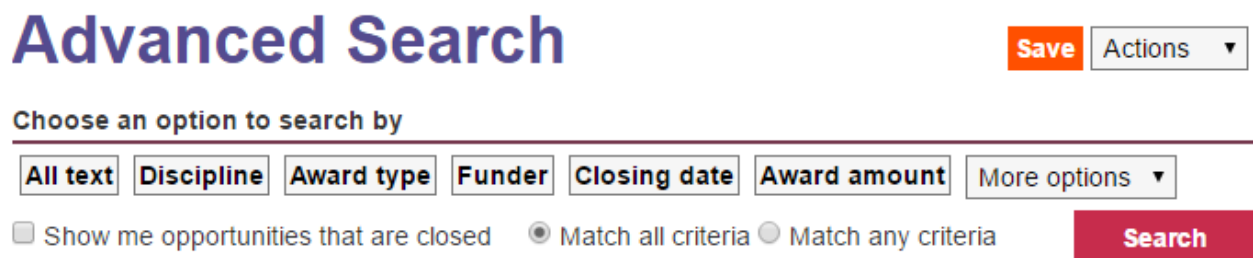
2) Advanced search: Allows you to search with a combination of all the criteria in different orders to build complex searches and fine tune the results. To put together a search click on the buttons shown below

Saving and bookmarking a search

1) To save a search. Above the search box you will see the **Save** button, click on this to save your search criteria.

2) To save a funding opportunity. Above the search results you will see the **Bookmark** button, click on this to save individual funding opportunities.

In the Funding section, saved items will be displayed in a list on the right-hand side of the page.

Searching the news

Under the News button on the top toolbar you have options to view news in various ways:

Latest news:

Page with the most current stories from all your available publications

By publication:

Click on a title to view its latest content

Simple/advanced search: Simple text search using keywords, advanced allows you to build more specific news searches, using multiple criteria: by text, publication and publication date.

Viewing your search results

Matching articles will be displayed under search criteria.

To view the full story, click on the title, this will take you to the article, with access to further related links.

On the right hand side you will see other news stories from the same publication.

Saving your results

1) To save a search. Above the search box you will see the **Save** button, click on this to save your search criteria.
2) To bookmark a news article. Above the search results you will see the **Bookmark** button, click on this to save individual news articles.

Our institution

Administrators at your institution can create shared resources for you to access (Saved searches and bookmarks).

To view this section click on 'Our institution' you will see your administrator(s) and editors names at the top of the page. Underneath you will see the sections named 'Funding resources' and 'News resources'.

To view a shared resource, click on its title.

- You can save a shared resource by using: **Save** or **Bookmark**

You can edit the shared resource by using the unlock symbol by the resource's title. Your administrator may have set up additional workgroups. You can view these on the right hand side in the 'Our institution' section. Each can have its own collection of resources.

Joining a workgroup

You can edit your Workgroup membership. Joining a Workgroup means you will be listed as a member of the workgroup, and may be emailed additional resources created by that Workgroup's administrators.

- To join, click on the button   **Join this group**

- To leave, click on the button   **Leave this group**

Your profile

Editing your profile

Click on your name in the top right hand corner or the page, here you will be able to change your username/password, add a personal email address and update any contact details.

Creating an email alert

Follow the steps above in '**To save a search**'. In the pop-up window choose the 'Save and Alert' button, this will create an email alert. You will receive an email every Friday containing any new funding opportunities that match your search criteria.

To see all your searches contributing to your weekly email alerts click on the button on the top right hand side of the page. This will show you all of your Funding/News searches and available news publications.

Contact us

Should you need any further assistance, please contact the Deputy Vice Chancellor Research office:

Email: dvc-rke@admin.udsm.ac.tz

REFERENCES

1. Research Professional help page
    https://www.researchprofessional.com/0/rr/Help.html
2. Research Professional Quick Start Guide (PDF, 128 KB) at
    https://www.researchprofessional.com/0/dms/PDF-guides/RP_Quick_Start_Guide
3. Research Professional user guide at
    https://www.researchprofessional.com/0/dms/PDF-guides/RP_User_Guide
4. University of Cape town Quick Start User Guide at
    http://www.researchoffice.uct.ac.za/usr/researchoffice/funding/RPA%20Quick%20Start%20Guide%202012.pdf