DCU Research Engine

Research Information System

User handbook
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The DCU Research Engine: An introduction

The Research Engine System is the new DCU database for your research information. The system will enable you to:

1. Have all your academic outputs in one place, making it easy to compile your CV for grant applications, promotions, etc.
2. Publish your profile to the DCU website on a professional looking template
3. Increase the visibility of your outputs by publishing to Doras, the DCU open access repository
4. Easily add publications from Web of Science and Scopus to your profile
5. Import and export profiles to external online research activity accounts such as Google Scholar
6. Get automatic updates from other internal university systems like the DCU phone book, Core and ITS.

The system was designed to be user-friendly and help boxes will guide you through each of the sections.

This manual is provided to assist new users in getting started with creating their web profiles while also providing more in depth information of the system’s functionality.

The system roll out will be in two stages:

Phase 1: All profile information from the old RSS system EXCEPT the “awards” information will be available in the Research Engine from Monday 7th March 2016.

Phase 2: Award information will be available in the new system by Q4 2016.
Logging In

The URL (web address) for the system is [www.dcu.ie/researchengine](https://www.dcu.ie/researchengine) You can login with your DCU username and password.

![DCU Federated Identity Provider Login](image)

*Figure 1 Log In Screen*
Getting started: system overview

1. The **Main Menu** allows you to navigate between all sections in the system.
2. The **Help Hints** appear on the right hand side of each page highlighted in blue boxes. These handy, easy-to-understand hints, aid the user with all aspects of the system.
3. The **Actions Column** offers you ways to update your Profile information.
The **Homepage** of DCU Research Engine is a summary of your activities and profile. It is the first page which you see when you log into the system. There are five main sections to the **Homepage**:

![Figure 1 The Homepage](image)

1) **Your Profile:**
   This contains the summary information which is kept on the system. By clicking on the *Edit* link, you are brought to **General Information** where you can update your profile accordingly. By clicking on *View Profile*, you will get a preview of what your profile looks like through the DCU phonebook and research portal; by clicking on *Download Profile*, your profile is downloaded as a Microsoft Office file. (Please note: the photo in your profile comes from the DCU phonebook. This photo is taken by the Communication and Marketing department. If you have no photo and would like a photo added to your phonebook please see the Comms and Marketing website for further details: [http://www.dcu.ie/marketing/contact-us.shtml](http://www.dcu.ie/marketing/contact-us.shtml)

2) **Publications That May Be Yours:**
   This section automatically display publications which might be authored by yourself.

3) **Navigation Menu:**
   The Main Menu allows you to navigate across all sections in the system.

4) **Search Profiles:**
   Allows you to search your colleagues’ profiles (including publications) by keyword.

5) **Publish your profile:**
   Updating your profile is a two-step process 1. Claim or add 2. Publish to the website. By pressing this you can publish all content you have claimed or manually added to the website.

6) **Research Support Twitter feed:**
   You can see the Research Support Twitter feed from here

7) **User Guide**
   You can find a copy of this user guide in the link here.

For more information see the Research Support website here: [https://www.dcu.ie/researchsupport/rss.shtml](https://www.dcu.ie/researchsupport/rss.shtml)
For our FAQ see here [https://www4.dcu.ie/RESEARCHSUPPORT/DCURE/FAQ](https://www4.dcu.ie/RESEARCHSUPPORT/DCURE/FAQ)
For assistance contact research@dcu.ie
User Preferences

These are the basic settings for your account that helps the system find your publications on Web of Science and Scopus and that will help people find you through the research portal.

1) List of Author Names
The author names you add here are used to identify your publications on WoS and Scopus. Surname, followed by first name or initials works best here (e.g. Murphy, J.). Please note: the broader your author name is (e.g. Murphy J. instead of Murphy Janine) the greater number of publications you will be offered.

2) Search Keywords:

For more information see the Research Support website here: https://www.dcu.ie/researchsupport/rss.shtml
For our FAQ see here https://www4.dcu.ie/RESEARCHSUPPORT/DCURE/FAQ
For assistance contact research@dcu.ie
Enter keywords to help the system display your publications and profile on DCU’s research portal. The inclusion of broad themes is recommended. Please include lay terms not just technical terms. Keywords should be entered individually - no commas, no strings.

3) Reminders
Select ‘Yes’ if you would like to receive reminders from the system. Reminders will be sent to you twice a year reminding you to log in and update your profile.

4) Select Hub Affiliation(s):
Selecting a hub affiliation will allow your profile to appear on hub specific searches in the portal. More than one can be selected.

5) Sedona Member ID: BUSINESS SCHOOL ONLY You can connect your Sedona account to your profile by adding your Sedona Member ID here. You can get this ID from your Sedona administrator. Once the ID has been added, the publications from your Sedona account will be shared with your profile automatically so that when you add a publication to Sedona it will be uploaded to this profile within 24 hours.
General Information

The *General Information* section allows you to review your Profile details and to add center affiliations. Please note that more than one can be added here.

1) Contact Information
The main contact information is pre-populated from the DCU phonebook (and can be edited by the Drupal owner) and includes school location and room number, extension and email. You can add additional information to this section such as a university position you may hold (e.g. head of school). To do this click ‘add’ and enter your additional details.

You can also add additional a center affiliation to this section by clicking add in Contact Information. The institute drop down menu is restricted. If the center you would like to add is not available contact the system administrator who can add this center for you. You can contact them through email research@dcu.ie Please put DCU research engine in the subject line.

2) Biography
This is a free text section which allows you to summarise your professional & research interests. This will be displayed on the phonebook. To edit it, press the *Edit* link and you are brought to the screen below. You can update and format your details with the text editor and press Save.
Figure 4 Update Biography
Professional & Qualifications

The Professional & Qualifications section contains ten categories which allows you to capture information regarding a variety of professional activity. When you click on the Add link for each category, you can update your information accordingly.

Activities are captured under the following headings:

1. Enterprise Engagement
2. Honors & Awards
3. Professional Associations
4. Patents & Licensing Agreements
5. Employment
6. Education
7. Languages
8. Consultancy
9. Outreach Activities
10. Reviews

To update a section click on the Add link to input the relevant information and save to save that information.
Teaching

The **Teaching** section contains four categories which cover your teaching back.

1) **Teaching Interests**
   This is a free text box which should detail your teaching philosophy. To update your teaching interests, click on the **Edit** link to type and press **Save**.

2) **Modules coordinated**
   This section is auto populated from internal university systems. You can, however, edit your Modules Coordinated or add additional modules. To add a module click on the **Add** link, enter the details and press **Save**. To edit this existing list, click on the **edit** link (spanner icon) in the Action column.

3) **Current Postgraduates**
   This information is auto populated from an internal registry system. If you are a primary supervisor or a co-supervisor Y will appear in the column ‘primary’. If you are on a panel or have other links with a postgraduate N will appear in this column.

4) **Past Students**
   This list is auto populated. Once a student has graduated they will move from ‘Current Postgraduate’ to ‘Past Students’.

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For more information see the Research Support website here: [https://www.dcu.ie/researchsupport/rss.shtml](https://www.dcu.ie/researchsupport/rss.shtml)
For our FAQ see here [https://www4.dcu.ie/RESEARCHSUPPORT/DCURE/FAQ](https://www4.dcu.ie/RESEARCHSUPPORT/DCURE/FAQ)
For assistance contact research@dcu.ie
Research Information

The Research Information allows you to detail your research interest, highlight funding awarded and detail collaborators or staff working with you. The section contains four categories. They are:

1) Research Interests
   To update your Research interests, click on the Edit link. Enter and format your details and press Save.

2) Research Projects
   The information here will be populated by the new grant management system from Autumn 2016. It will feed historic and current project and this information cannot be updated.

3) Contract Researchers
   To update your Contract Researchers’ information, click on the Edit link and enter, format your details and press Save.

4) Collaborators
   To update your collaborators, click on the Edit link. You will be brought to a page where you can input your Internal and External Collaborators and press Save.

For more information see the Research Support website here: https://www.dcu.ie/researchsupport/rss.shtml
For our FAQ see here https://www4.dcu.ie/RESEARCHSUPPORT/DCURE/FAQ
For assistance contact research@dcu.ie
Publications and outputs

This page details the publications currently linked to your profile. To update your publication list (either manually to to claim suggested publications) click ‘Add a Publication’. Before entering any new publications, you need to record your Author Name and Keywords in the User Preference. These settings allow the system to match publications from the Web of Science and Scopus, among others.

1) Add New Publications or other research outputs:
   To add a publication (manually or to claim one through WoS or Scopus) or research output to your Profile, click on the Add link which is beside the Publications tab in the main menu or click on the Add Publication icon in the Publications tab.
   Once you have clicked the Add link, you will be brought to the screen (see figure 10), which allows you to Add New Publications. Here you can Reject Publications, Claim Publications or Manually Add Publications.

2) Import/Export publications
   You can import or export your publications in the following formats: Bibtext, Endnote, RIS. This allows you to populate your profile from accounts like Google Scholar (see page 15).

3) Editing a record and uploading to Doras
   In the Actions column of the table, you have the following options for each publication:
   - ✏ Click on the Spanner icon to edit an entry.
   - ✗ Click on the X to delete an entry.
   - ✅ This icon allows you to deposit your publication to DORAS. When the icon turns from red to yellow it has been successfully deposited and is awaiting review by the Doras librarian.
4) Claiming publications from WoS or Scopus
If you have items from WoS or Scopus waiting to be reviewed they will appear in a red bubble above the category of publications (please note that if a publication has been entered by WoS and Scopus with a slight variation you will be presented with this record twice, once from Scopus and once from Web of Science).

Add a new publication

- **Reject & Claim Publications**
The system has been pre-populated with all your publications from previous research information systems where possible. These publications will appear on this page. You should initially review these publications for completeness and accuracy. To reject a publication, tick the item in question, and then press **Reject Publication**. To claim a publication, tick the item in question, and then press **Claim Publication**.

- **Manually Adding a Publication**
Once you have clicked the **Add** link, you will be brought to a screen to review the publications harvested from WoS and Scopus. Scroll to the bottom of the page (Figure 12) and click manually add publication.

**Figure 9 Add New Publications**

**Figure 12 Manually Adding a Publication**
Figure 13 Manually Adding a Publication

1) Publication Type
Select one of nine types of Publication, e.g., Book, Journal, Published Reports etc.

2) Mandatory Fields
These fields are Mandatory and can’t be left blank. Press Save to ensure that your selection will be added to your profile.

3) Adding a research output that is not a publication
To add a research output that is not a publication (e.g. a composition, exhibition or documentary) click the publication type dropdown box, go to other publication and this will bring you to a new screen that will allow you to add your research output.
**Import /Export**

To import or export a publication to/from your Profile, click on the **Import/Export** in the **Publications** tab.

![Import/Export Publications](image)

**Figure 10 Import/Export Publications**

1) **Import Publications**

You can import your publications to your Vidatum Academic profile from other online profiles like Google Scholar, by choosing the file type and uploading a valid import file.

2) **Export Publications**

To Export a publication, select a file type, press Export and you will be presented with a list of publications to export.
Manage Profile

The Manage Profile page allows you to select elements of your profile to publish to the DCU website. You can only add or remove items from your Profile in this section. To edit the contents of each category, you must do so in their respective sections.

Along with your Contact Details, there are six categories which you can select in order to build up your profile. They are: Biography, Research, Publications, Professional, Teaching and Collaborators.

1) Contact Details
Your System User and primary Contact Details are imported from the DCU phonebook. To edit these details you can contact your school Drupal editor. You can display your center affiliations here.

2) Selecting profile details for web display
   - By default, all your information that is on the System will be included in your Profile. To exclude information, click on the *Hide* link. Alternatively, click on the *Show* link to add information to your Profile.

Figure 11 Manage Profile

For more information see the Research Support website here: https://www.dcu.ie/researchsupport/rss.shtml
For our FAQ see here https://www4.dcu.ie/RESEARCHSUPPORT/DCURE/FAQ
For assistance contact research@dcu.ie
• When you are managing your Profile, you can order the information which you see on screen by clicking on the following links:
  
  ❧ The Move icon allows you to re-order your list times. Please note: when new entries are added, the order of your list items may change.
  
  ↑ The Up Arrow allows you to move a sub-section up.
  
  ↓ The Down Arrow allows you to move a sub-section down.
  
  The Refresh icon will check the system to see if any publications relating to you have been added.
  
  The Globe icon is a DOI link to an outside service.

The Details link gives you further information on individual publications.

  The Show All icon will add all the information in this sub-section to your web profile.
  
  The Hide All icons will hide all the information in this sub-section to your web profile.

3) Save
   When you are finished with your Profile, click on Save to save it to the system

4) Publish
   If you want to publish your Profile to the DCU website click on Publish.
Manage CVs

The Manage CV allows you to create a CV from the information on your research profile. A number of CVs can be created and stored here.

![Manage CVs](image)

**Figure 12 Manage CVs**

1) **Add New CV**
To create a new CV, enter the name of the CV and press *Add*. Once the CV has been created, it will appear in Your CVs.

2) **Manage Your CVs**
To add content to your CV, click on the *Edit* button and you will be brought to the Build CV section. This page is similar to the *Manage Profile* Section. You can select which content in each section of your profile to include in the CV.

3) **Download CV**
You will be given the option to download the CV in Word.
Overview of systems linked to the DCU Research Engine

DCU Research Engine is linked to a number of internal DCU systems and external library systems including Core, Doras, ITS, Moodle, Phone Book, Sedona, Scopus and Web of Science.