ESE institutional profile pages

Manual for scientific staff

Version information

Version	Date	Summary of changes
1	20-12-2016	First published version.
1.1	21-4-2017	Added 'Appendix 1'

Latest version

The latest version of this document is always available at:

http://www.eur.nl/ese/myprofile

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1 Introduction

Erasmus School of Economics uses several linked information systems to collect, analyze and display information about our scientists and their scientific output. This allows us to showcase the work of our scientists to the world through our institutional profile pages and helps us ensure the continued existence of our institute by providing feedback to our financial backers and performance assessors.

Your institutional profile page is largely based on the data stored in two information systems: Metis and the Erasmus Identity Manager.

Helping us maintain these information systems not only benefits Erasmus School of Economics, but also provides you with an **up-to-date institutional profile page**, which offers the following benefits:

- You have personalized link to your profile page which you can use as a virtual calling card.
- Your publications, your CV and other information relevant to your scientific research are displayed on your profile page hosted on the ESE website, greatly increasing your exposure to the world.
- Your different (social and scientific) networks like LinkedIn, SSRN and ResearcherID can be tied together on your profile page, again greatly increasing your visibility.
- Your publications are easier to find for search engines (i.e. Google etc.), once again increasing your visibility.
- You can easily create lists of your scientific output to suit your specific needs. Once you have added your output to our database you can reuse your information endlessly and don't have to worry about accidental deletes, spelling errors, etc.
- You can share the public domain / author versions of your article with the world through the institutional repository of the Erasmus University (RePub). This allows, for example, scientists in developing countries to access to your articles, increasing your impact and citations.

With your most important data correctly registered and accessible it is much easier for our supporting staff to help you in every way they can. For example: when applying for grants, prizes etc.

All these benefits can be achieved with little effort on your end. In addition, qualified help is available at the secretariat of your department and at the ESE Research Office in the unlikely case that you get stuck.

Therefore I kindly suggest you read this document and help us with keeping your research information complete, correct and up-to-date; helping both your institute and yourself.

Kind regards,

Philip Hans Franses

Dean Erasmus School of Economics

2   Useful contacts

If you need help with any of the information systems mentioned in this manual please contact your department's secretariat or ESE's Information Manager Research.

If you have questions about the university's repository (RePub) contact ESE's liaison librarian at the University Library.

If you want to make a personal website (in addition to your profile page on the ESE website) contact the USC IT Desk or ask your department's secretariat.

Table 1: useful contacts

ESE's Information Manager Research	Pieter Vreeburg Room: H6-22 E: vreeburg@ese.eur.nl T: 010-408 1272 (ESE research office)
USC IT Desk (for questions about your personal website)	E: servicedesk@ict.eur.nl T: 88880 (University Support Centre)
ESE HR Advisor (for questions about the EUR register for auxiliary functions)	Maybelline Molensky E: molensky@ese.eur.nl T: 81701
ESE's liaison librarian at the University Library (for questions about RePub)	Rob Grim E: grim@ubib.eur.nl T: 010-408 2218

3   Web pages in this manual

Table 2: web pages

Webpage	URL
Homepage Research Information Systems at ESE	www.eur.nl/ese/myprofile
Login Personal Metis	http://metis.eur.nl/metis/personal
Login Erasmus University Identity Manager	https://personal.idm.eur.nl

4 Information systems

Your institutional profile page is largely based on the data stored in three information systems: Metis, the Erasmus University Identity Manager and MIS.

Table 3: relevant information systems for your institutional profile page

Name	Chapter	Purpose	Who can make changes?
Metis (& Personal Metis)	-	Stores your scientific output. Output registered in Metis will appear on your institutional profile page and is used to generate the yearly performance appraisal reports and several other management reports.	You can manage your scientific output and some other details through the web based 'Personal Metis' interface. The data you enter in Personal Metis is stored in the central Metis database.
Erasmus University Identity Manager	-	Stores a large amount of the personal data which appears on your institutional profile page.	You can manage your own data through the web based interface.
MIS (Member Information System)	-	Complements Metis by storing information which cannot be stored in Metis (for example: your present and past PhD students).	ESE's Information Manager Research at the ESE Research Office.

Note: some department secretariats manage (Personal) Metis and / or the Erasmus University Identity Manager on behalf of their scientific personnel. Please get in touch with your department's secretariat to check whether your secretariat provides this service.

5   Institutional profile pages

The profile pages on the ESE website are dynamically generated based on the data stored in Metis, the Erasmus University Identity Manager and MIS.

See for example the profile page of ESE's dean:

https://www.eur.nl/people/philip-hans-franses/

Note: some members of the scientific staff have their own personal website. These websites are maintained on a strictly personal basis and are not supported by Erasmus University. It is possible to include a link to your personal website on your profile page.

See chapter 6 of this manual for more about Personal Metis.

Important: the profile pages are served from a static cache to increase performance. The cache will automatically refresh during the night. Therefore, any changes to your profile pages are visible on the next day. Contact ESE's Information Manager Research if you need an urgent (manual) refresh of page's cache.

5.1   Page header

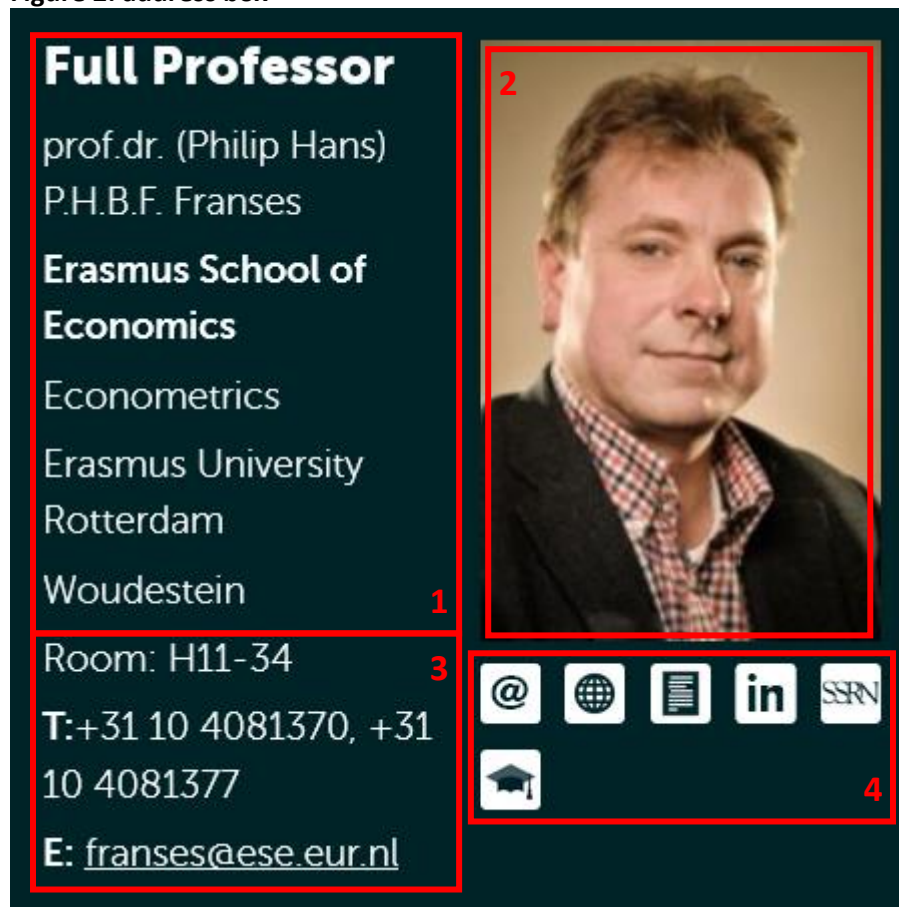**Figure 1: page header**

1. Name:

- Title, Initials and Last name are from the HR system and are not editable.
- First name is editable in the Erasmus University Identity Manager (Personal Details => Givenname).

2. Chair: from MIS, not editable. Contact ESE's information manager research if the listed chair needs to be changed.

5.2   Address box

The address box is the central element of your profile page and is always visible.

Figure 2: address box

5.2.1 Personal details (1)

- Function, Title, Initials and Last name are from the HR system and are not directly editable.
- First name is editable in the Erasmus University Identity Manager (Personal Details => Givenname).
- Address Information is from Metis and is editable by ESE's Information Manager Research.

5.2.2 Photo (2)

From the Erasmus Address Guide, you can upload your own photograph through:

https://www.eur.nl/english/erna/address_book/create_picture/

(Note: this functionality is temporarily unavailable due to technical problems. Functionality will be restored as soon as possible.)

Contact ESE's communications office at communications@ese.eur.nl to have photograph taken by ESE's corporate photographer.

5.2.3 Room number, telephone number(s) and e-mail address (3)

Editable in the Erasmus University Identity Manager (Employment details => Office location, Email details, Phone details).

5.2.4 CV & online profiles (4)

- You can upload your CV with Personal Metis and have it available for download on your profile page.

- You can add your personal website with Personal Metis.
- Contact ESE's Information Manager Research to add your SSRN ID, ResearcherID or LinkedIn profile to your profile page.

5.3 Latest academic publication

This box shows the most recently registered publication in Metis (note that this is not necessarily your latest publication).

5.4 Key publication

This box shows one random publication out of the (max 5) publications you marked as a key publication in Personal Metis.

5.5 Expertise

This area shows your 'General expertise' (registered in Metis).

You can edit your expertise with Personal Metis.

5.6 Publications

Your publications (registered in Metis) are listed under this header. Publications marked as key publications in Personal Metis are listed first. Scientific publications are broken down by type. Professional, popular (semiscientific) and other publications are grouped together and then broken down by type.

You can manage your publications (including visibility and 'key publications') with Personal Metis. You can also include a short introductory text about your publications which will show up just below this header.

5.7 Teaching

Your courses (registered in the Eramus University Courseguide and taught in the previous or current academic year) are listed under this header.

You can change the visibility of individual courses with Personal Metis. You can also include a short introductory text about your courses which will show up just below this header.

5.8 Editorial positions

Your editorial positions (registered in Metis) are listed under this header.

You can manage your editorial positions with Personal Metis.

5.9 Ancillary activities

Your ancillary activities (registered in the 'Erasmus register for auxiliary positions') are listed under this header.

This information is not editable. See https://www.eur.nl/english/eur/fandf/erasmus_register_for_auxilary_positions/ for more information about the register.

Contact ESE's HR Advisor (see chapter 2 for contact details) for questions about the register.

5.10 PhD list

Current PhD candidates and PhD graduates under your supervision (registered in MIS) are listed under this header.

This information is not directly editable. Contact ESE's Information Manager Research to edit the PhD candidates and PhD graduates in your PhD list.

(Note that PhD candidates and PhD graduates affiliated to the Tinbergen Institute are currently not registered, these candidates will be added in early 2017.)

5.11 Present position

Your present position(s) is / are listed under this header.

Present positions are imported in Metis from the HR system. You can set the visibility of imported positions and manually add new positions with Personal Metis.

6 Personal Metis

6.1 Personal Metis

Personal Metis is your point of entry for the Metis database. You can add publications to your profile page with Personal Metis. You can also change a number of fields on your profile page with Personal Metis.

You can log into Personal Metis at:

http://metis.eur.nl/metis/personal

Log in with your Metis username and password (note: this is not necessarily your ERNA username and password, see paragraph 6.2 'New user / forgotten password' for more information if you have forgotten your username and / or password).

Please note that, as Personal Metis is web-based you can access Personal Metis from outside the university network (for example: from home).

Some department secretariats manage (Personal) Metis on behalf of their scientific personnel. Please get in touch with your contact person to see if your secretariat provides this service.

Figure 3: log in to Personal Metis

6.2 New user / forgotten password

If you are a new user click the 'password forgotten / reset' link and provide your ESE e-mail address. Personal Metis will send you an e-mail regarding your login credentials.

Current users of Personal Metis who have forgotten their password can also use the 'password forgotten / reset' functionality to receive their login credentials.

If you receive a 'contact your metis administrator' message please send an e-mail to your contact person.

Login to Personal Metis

User Name

Password

+ login

▷ password forgotten / reset ?

6.3 Publications

6.3.1 Add publications to Personal Metis

Check for existing publications.

(If your publication has no co-authors from the Erasmus University (both from Woudestein and the Erasmus MC) you can skip this step)

Co-authors from the Erasmus University can also enter publication details in Personal Metis. Therefore it is useful to check if one of your co-authors has not yet already registered your co-authored publication in Personal Metis. To check for already existing publications, please fill in both the 'result category' and the first couple of words of the 'title' of your publication and press the 'search' (looking glass) button. If a publication is already registered in the Metis database you can add your details to the publication.

Add new publication

If a publication is not already registered in Personal Metis you can add a new publication.

Click the Add button in the menu to add a new publication.

**Figure 4: add new publication**
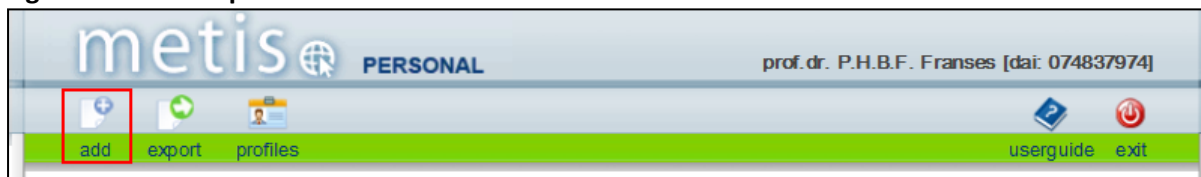
The input screen

The input screen is divided into the following blocks:

- Type
- Authors
- Select co-authors affiliated to Erasmus University (both Woudestein and Erasmus MC)
- Select already registered co-authors not affiliated to Erasmus University
- Register new co-authors not affiliated to Erasmus University
- Bibliographic description
- Research (this block is not used by ESE)
- Summary (optional)

Type

Before you can enter the details of your publication, select the correct result category.

Figure 5: Choose a result category
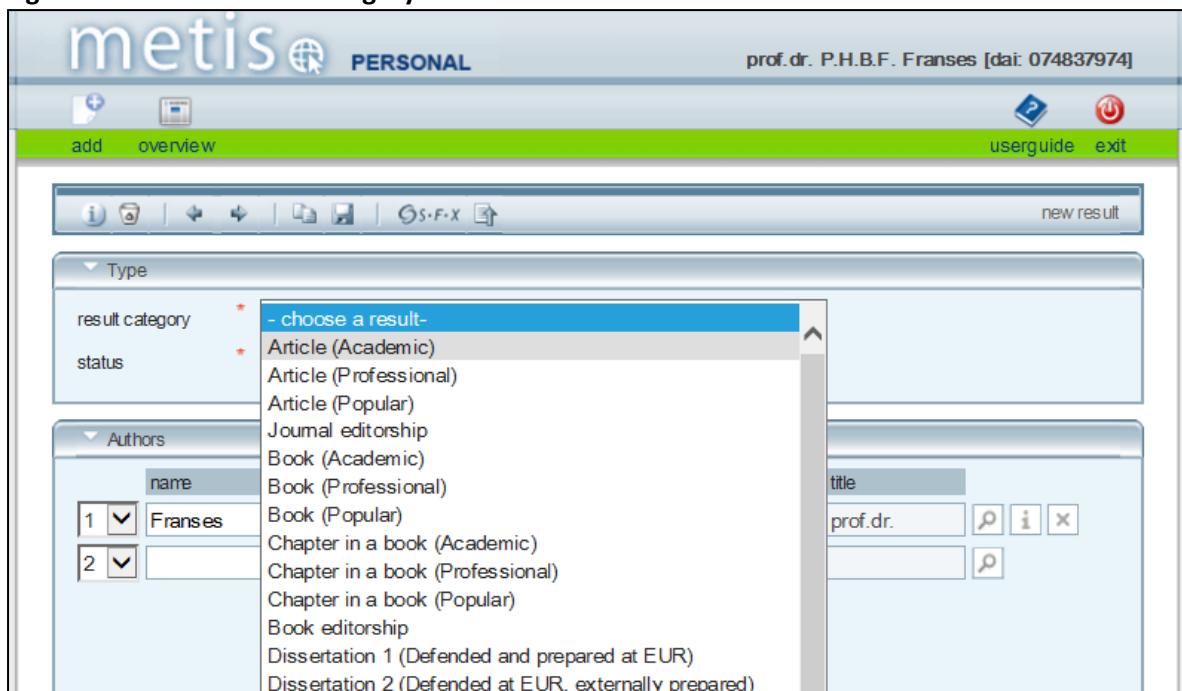
The status indicates whether the result is a 'Work in progress' or 'Published'. The default choice is 'Work in progress'.

Authors

1 Select co-authors affiliated to Erasmus University (both Woudestein and Erasmus MC)

Your own name is already listed. To add a co-author employed by Erasmus University (both Woudestein and Erasmus MC), type the last name of your co-author in the 'name' field on the next line and press the 'search' (looking glass) button. Select the correct author from the 'Found authors' search results. The 'information' (i) button provides more information regarding the employment details of each author. If the author is an EUR employee, the 'information' (i) button shows his/her employment history. Some authors employed by Erasmus University are listed multiple times, both as an employee of Erasmus University and (incorrectly) as an 'External' author. Please select the author employed by Erasmus University as your co-author (authors listed incorrectly as 'External' authors will be periodically removed by the Metis administrator).

Figure 6: select co-author
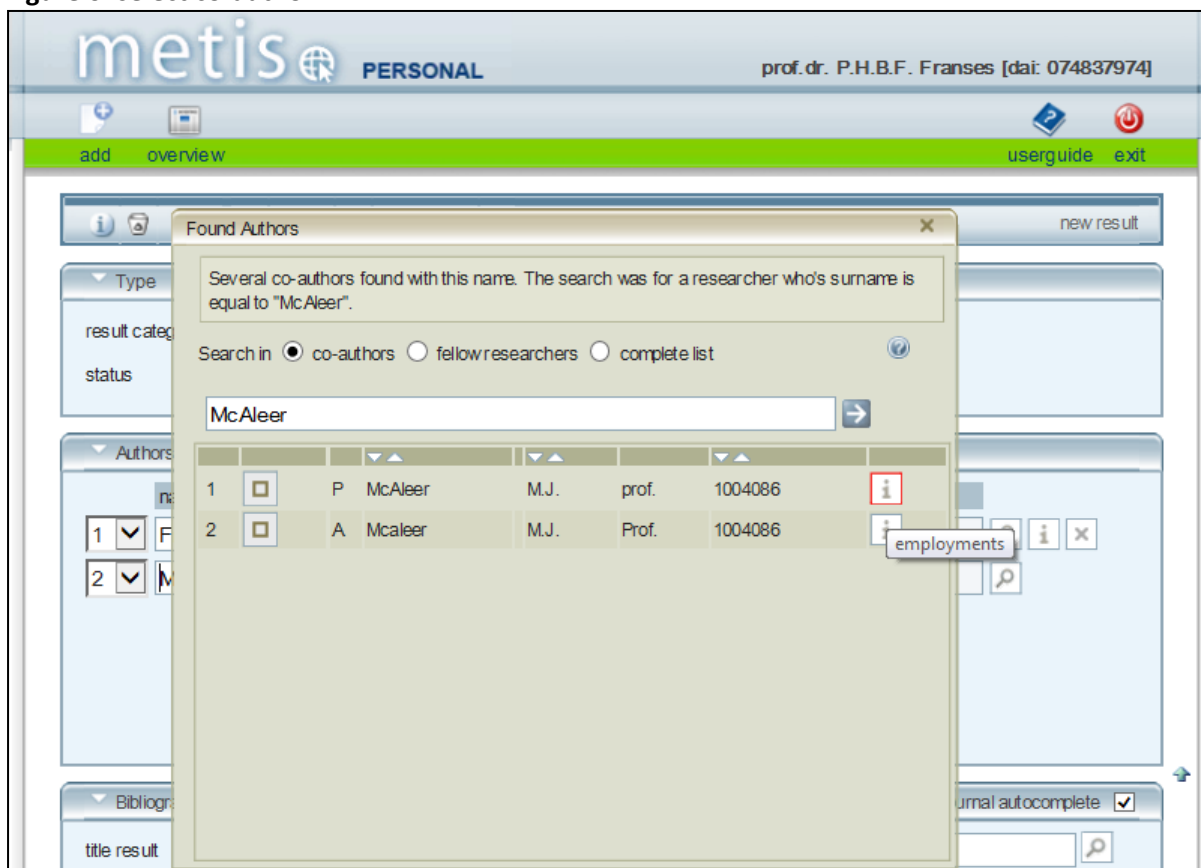
Important: Metis links publications to institutes through their authors. If you select the incorrect author the publication will not be linked to the correct institute. Personal Metis searches for last names that begin with the entered search-string. If you put the % character before the search-string, Personal Metis seeks for the search-string on any position in the surname. Please do a thorough search for the right author, before deciding to add a new external author (see 2).

2. Select already registered co-authors not affiliated to Erasmus University (Woudestein and Erasmus MC).

If you co-author is not affiliated with Erasmus University but is already registered as an 'External' author in the Metis database, the author is listed in the 'Found authors' search results (see 1). You can select the author to add him / her as a co-author.

3 Register new authors not affiliated to Erasmus University (Woudestein and Erasmus MC)

If your co-author is not affiliated to Erasmus University (see 1) and is not already registered in the Metis database as an 'External' author (see 2), he / she can be added to the Metis database. After typing the details to register the co-author, a confirmation is shown that a new author will be added to the Metis database. Click the 'add' button to add your co-author the list of registered external authors.

Sequence

Determine the sequence of the listed authors by using the numbered drop down lists.

Bibliographic description

Depending on the selected 'result category' (see A), you can enter bibliographic information (e.g. publication title, year of publication, journal / book title, volume number, page numbers, etc.).

Required fields are marked with a red asterisk (*).

DOI (Digital Object Identifier)

It is strongly recommended to include a DOI (Digital Object Identifier) in your bibliographic description. The presence of the DOI makes it possible to enrich research data within Metis with metadata from the RePub repository and other databases. The DOI of your publication can often be found in the accepted or definitive version of your article.

Journal title

The journal title field uses an autocomplete function to suggest possible journals (see Figure 7). You can also search for the correct journal using the 'search' (looking glass) button.

Figure 7: Autocomplete function in the list of journals.

If the journal you are looking for is not registered in the Metis database, please get in touch with your contact person.

Save your input

Save your input by pressing the save (disk) button. A confirmation of the registered data is shown.

Figure 8: Registration confirmation
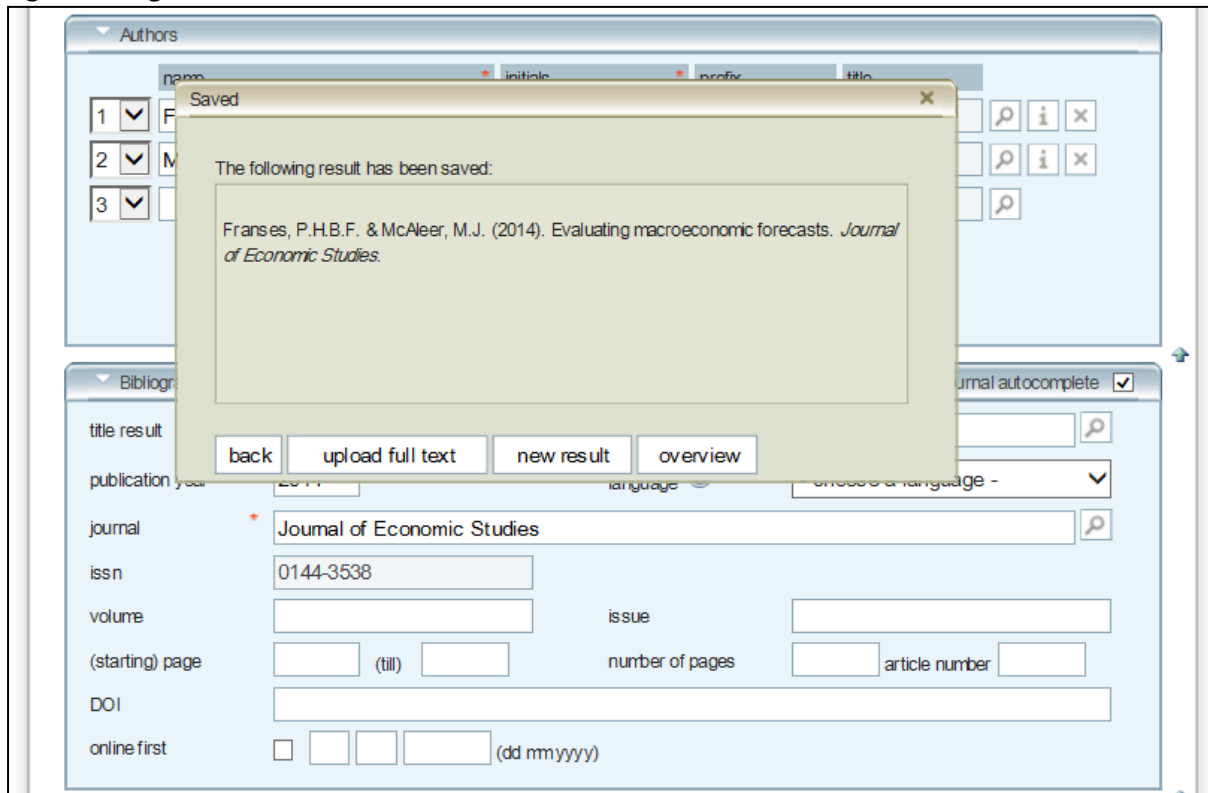
Upload fulltext

After your publication has been saved it is recommended to upload the full text of your publication to the institutional repository (RePub). It's only possible to upload publications with a published status.

You can upload your full text in 2 ways:

- In the registration confirmation, click the 'upload full text' button (figure 8);
- In the input screen, click the 'upload full text' (arrow) button (figure 9).

In both cases you will be presented with another form to submit your publication to RePub. Close the RePub page to return to Personal Metis.

Figure 9: upload full text, option 1
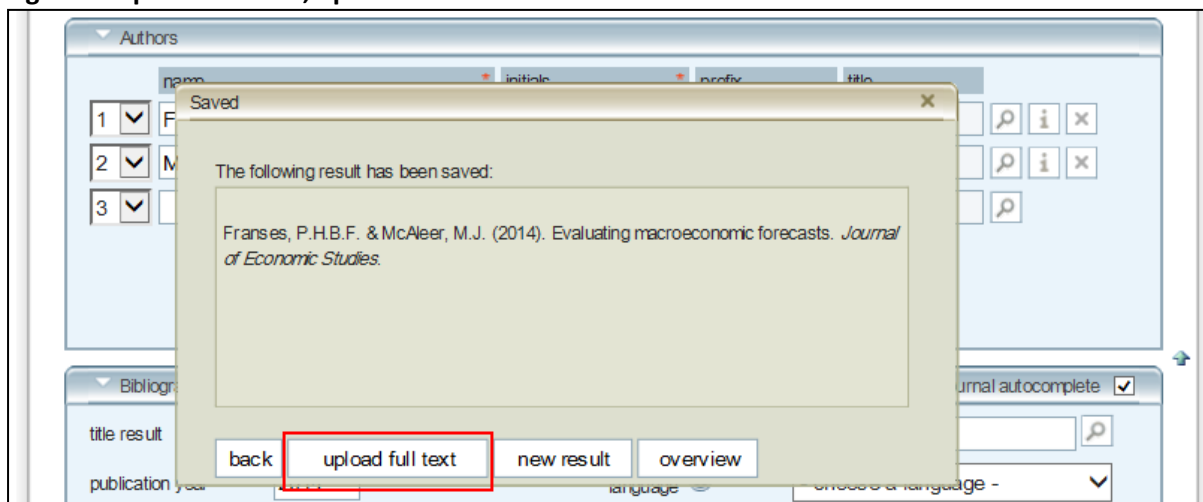
Figure 10: upload full text, option 2
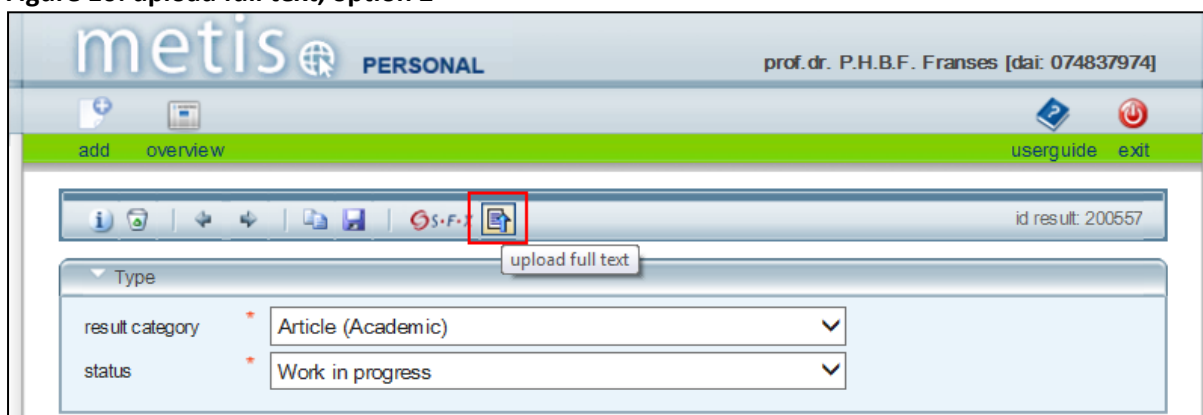
Contact ESE's liaison librarian at the university library if you want to know more about RePub.

Edit registered publications

When you log in to Personal Metis, you are presented with your publication overview. Click a publication to edit your registered publications. To return to the publication overview, click the 'Overview' button.

Figure 11: the 'overview' button
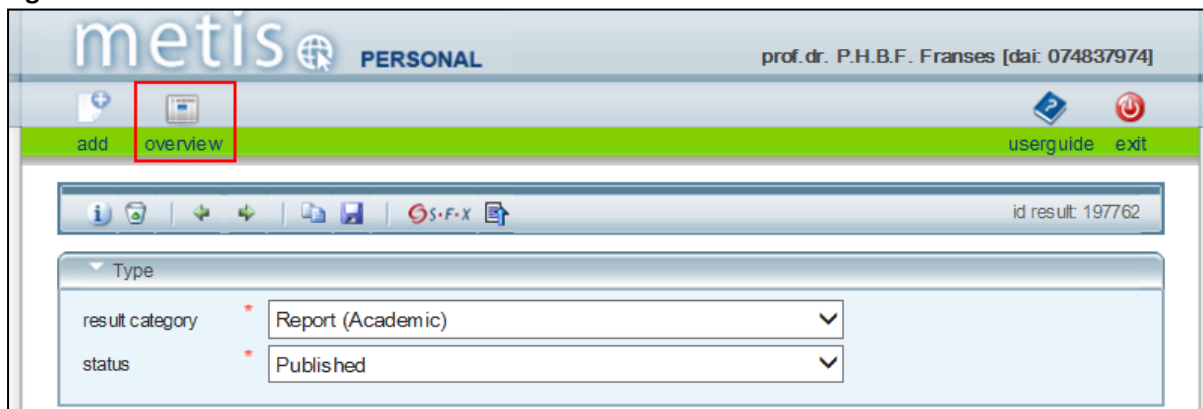
6.3.2   Export a list of all registered publications

You can export a list of all your registered publications with the 'Export' button.

Figure 12: Export your publications
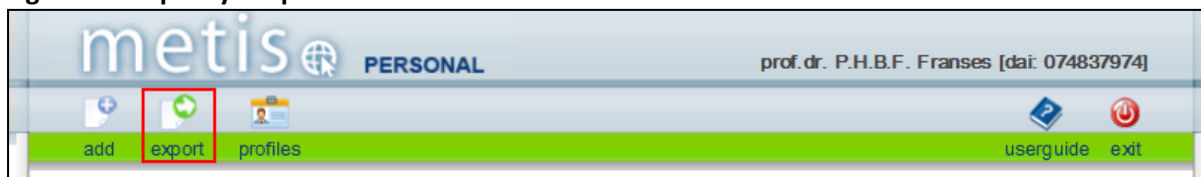
6.4 Profiles

You can currently edit the following fields on your profile page with Personal Metis:

- Personal website (Personal Metis: 'Personal')
- Present postion(s) (Personal Metis: 'Professional experience')
- Expertise (Personal Metis: 'General Expertise')
- Teaching (Personal Metis: 'Teaching')
- Editorial Positions (Personal Metis: 'Editorial positions')
- Introductory text 'Publications' (Personal Metis: 'Introtext Publications')
- Introductory text 'Teaching' (Personal Metis: 'Introtext Courses')

IMPORTANT: if you have added or updated information in your profile you must publish it to the web in order to display the changes on your profile page (see paragraph 6.5).

6.4.1 Open your profile

To open your profile click: Profiles > 'Erasmus School of Economics'.

Figure 13: open your profile (step 1)

Figure 13: open your profile (step 2)

Please note: some staff members have multiple profiles. The profile titled 'Erasmus School of Economics' is the profile used for your ESE profile page.

6.4.2 Curriculum Vitae

You can upload your CV (max 5MB) by clicking on 'Personal' and using the 'browse' and 'save and publish to web' buttons in the 'Full CV upload for profile page'.

6.4.3 Personal website

You can add your personal website by clicking on 'Personal'. Add the URL of your personal website in the field 'Homepage' (listed under 'Personal address') and click 'save'.

6.4.4 Present position(s)

You can edit the visibility of your present position(s) by clicking on 'Professional experience' and unchecking the 'Show' box. You can also manually add positions by clicking 'Add other position(s)'.

Save your present position(s) after you have made your changes.

6.4.5 Expertise

You can edit your expertise by clicking on 'General expertise'. Add or update your expertise and click 'save'.

You can format your text with HTML-tags as shown below. To format your text place <TAG> (opening tag) at the beginning of the text and place </TAG> (closing tag) at the end of the text.

- TEXT for Bold (You can use bold text to add a short header or tagline to your expertise)
- <i>TEXT</i> for Italics
- <u>TEXT</u> for Underlined
- TEXT to turn TEXT into a hyperlink

Figure 14: Expertise

6.4.6 Teaching

By default all your registered courses will be visible on your profile page. You can hide a course by clicking on 'Courses' and unchecking the 'Show' box.

Save your list of results after you have made your changes.

6.4.7 Sorting order and visibility of publications

By default all your registered publications will be visible on your profile page (categorized by type (academic, professional, etc) and ordered by year descending).

You can change the sorting order and drop off year of publications with the 'Order by' and 'After year' dropdown menus.

You can hide a publication by clicking on 'List of results' and unchecking the 'Show' box.

Save your list of results after you have made your changes.

6.4.8 Key Publications

Publications can be marked as 'Key publications'. 'Key publications' always show up at the top of your list of publications. To mark your publications as a 'Key publication' click on 'List of Results' and check the 'Key' box. Save your list of results after checking the desired boxes.

Figure 15: Visibility and key publications

6.4.9 Editorial positions

To add/change your editorial positions click 'Editorial positions'. Enter the first characters of the journal for which you want to add the editorial position and click 'search'.

Figure 16: Editorial positions; search journal

Enter the details about your editorial position in the newly opened window.

- Journal: the journal where you have an editorial position
- Role: type of the editorial position
- Start & end date: start and end date of your editorial position
- Additional information: more details about your editorial position.

Figure 17: Editorial positions; position details

Click 'add' to save your information.

Send an e-mail to your contact person if the journal you want to register is not included in the list.

6.4.10 Introductory text 'Publications'

You can add an introductory text under the 'Publications' header by clicking on 'Introtext Publications'. Add or update your introductory text and click 'save'.

6.4.11 Introductory text 'Teaching'

You can add an introductory text under the 'Teaching' header by clicking on 'Introtext Courses'. Add or update your introductory text and click 'save'.

6.5 Publish your updated information (IMPORTANT)

If you have added or updated information in your profile you must publish it to the web in order to display the changes on your profile page. Click 'Profile' => 'Publish to web'.

Note: this functionality allows you to update your information in Personal Metis but keep the system from showing the updated information until you are ready to have it displayed.

Figure18: Publish your updated information
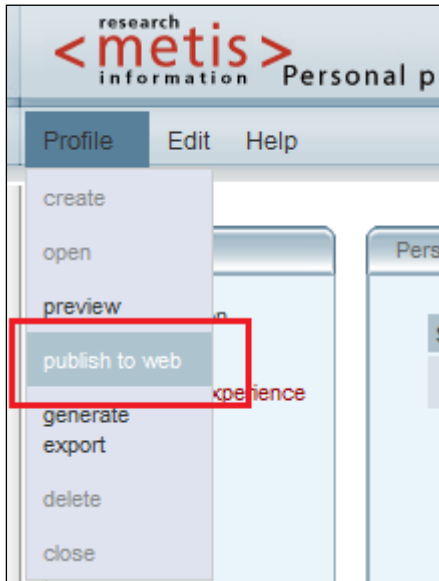
7 Erasmus University Identity Manager

The Erasmus University Identity Manager stores several fields displayed on your profile page

The identity manager can be found at:

https://personal.idm.eur.nl

Log in with your ERNA username (12345abc@eur.nl) and ERNA password.

The 'Personal details' tab provides the following fields:

- Givenname: your first name

(Note: the 'Social media' fields have been prefilled in some cases by the ESE Research Office, these fields will be utilized in a future update of the profile pages).

The 'Employment details' tab provides the following fields:

- Office location: your building, floor- and room number
- Phone details: your telephone number
- Office hours is not used on the ESE profile page. This data is used for the central Erasmus University telephone book (www.eur.nl/adresgids/)

(Note: building names, e.g. Tinbergen building instead of H-building, will be introduced in future updates of the Identity Manager and the profile pages.)

Some department secretariats manage IDM on behalf of their scientific personnel. Please get in touch with your contact person to see if your secretariat provides this service.

Figure 19: Erasmus University Identity Manager
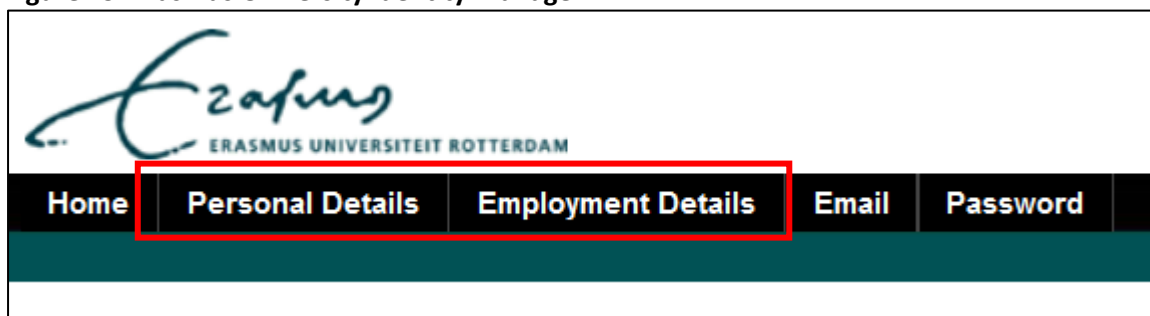
8 Appendix 1: Personal Metis on Internet Explorer

Personal Metis users with Internet Explorer 11 must turn off the 'Display intranet sites in Compatibility View' setting to be able to use Personal Metis (or use Firefox or Chrome instead). See the instruction below on how to do this.

- Click Tools -> Compatibility View settings (figure 1)
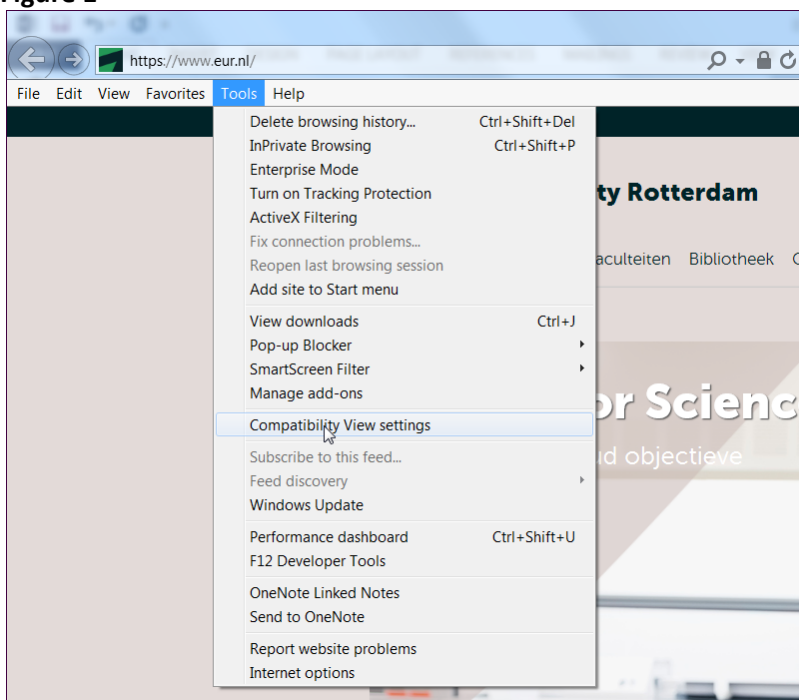- Uncheck the 'Display intranet sites in Compability View' setting (figure 2)

Figure 1

Figure 2