Abridged Manual Personal Metis

From version 4.4

# Table of Contents

1. Introduction

This manual contains the most important information that is necessary to add and modify a publication for upload to Repub. This manual covers the most important functionalities. Minor modifications that EUR will start to use immediately are also addressed. These include the extensions of the publication type *dataset* and the option to relate publications to each other. Finally, this manual describes the custom functionality to add a research program at a publication.
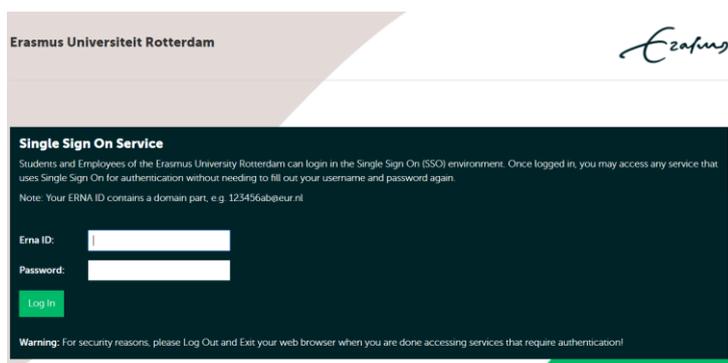
2. Logging in

- Log in via https://metis.ru.nl/federation/login/personalmetis.

You will be redirected to Surf Conext.[1]

- Select the Erasmus University Rotterdam
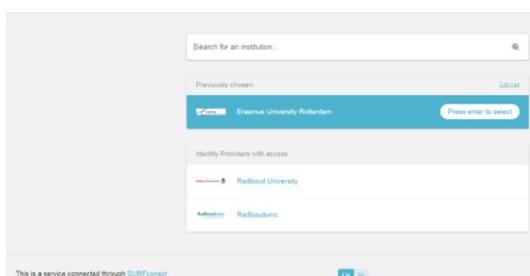
You will be redirected to the Single Sign On (SSO) Service from the Erasmus University.

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[1] SURF is the collaborative ICT organisation for Dutch education and research. SURF offers students, lecturers and scientists in the Netherlands access to the best possible internet and ICT facilities. Surf Conext offers an infrastructure which can help organisations with authentication and authorisation to login to all services securly using their institution's account.

More information about Surf Conext can be found at

https://www.surf.nl/en/services-and-products/surfconext/what-is-surfconext/index.html

- Login with your ERNA (12345abc@eur.nl)
- If you have problems with authentication please contact your [faculty administrator](#).

Single Sign On Service

Students and Employees of the Erasmus University Rotterdam can login in the Single Sign On (SSO) environment. Once logged in, you may access any service that uses Single Sign On for authentication without needing to fill out your username and password again.

Note: Your ERNA ID contains a domain part, e.g. 123456ab@eur.nl

Erna ID:

Password:

Log In

Authentication failed
Please check your username and password.

Warning: For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

3. Start screen

The Personal Metis start screen contains the publication list of the researcher who is logged in.

The menu bar contains the following menu items:
1. Add result: enter new publications
2. Export: export overview of publication list (you will then see lists in various formats, such as APA, RIS format, Vancouver).
3. Profiles: make any modifications in Promas so that these are visible via the People Pages
4. Filter & Sort: Filter and sort your publication list.

4. Consult publications

Double click on a publication from the list to view and/or modify it.

Hover the mouse over the symbols to see balloon tooltips containing more information.

Double click to open the publication. The researcher can modify publications that have the status *Work in Progress* or *Published*. Publications with a *Validated* status have already been checked and validated by the faculty administrator. These publications can only be consulted.
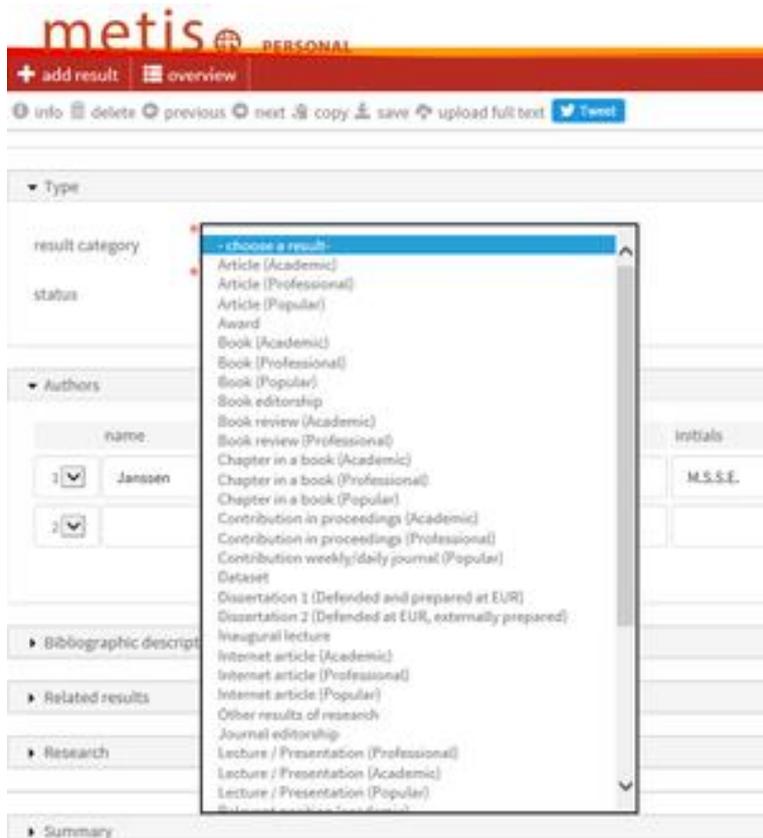
5. Register new publication

5.1 Register new publication

- Click on *Add Result*
- *Result Category*: Select a result type from the selection list of various result types. The *External Classification* is stated between brackets i.e. the audience for which the publication is intended is displayed.

- *Status*: Select the status of the publication (Work in Progress or Published)
- *Authors*: Check *Complete the list with authors* if applicable. Type a surname and click enter. Usually a selection list will appear with possible author names.
- *Title result*: Enter a title and check whether the relevant publication is already registered (e.g. by a co-author).

5.2 Select author(s) work relationship

- Check whether the work relationship is correct by clicking on the symbol with the letter ℹ Authors that are linked to multiple faculties or CAP groups
- Use the information button to select the correct Faculties/departments

Found Authors

Several fellow employees found with this name. The search was for a researcher who's surname is equal to "Pott".

Search in ○ co-authors ● fellow researchers ○ complete list ❓

Pott

→

1	☐	Pott	H.J.	prof.dr.	1007318	ⓘ
2	☐	Pott	C.		1047673	ⓘ
3	☐	Pott	JWR		1118644	ⓘ

▼ Authors

	name	initials	prefix	title	
1 ▾	Janssen	M.S.S.E.		prof.dr.	🔍 ⓘ 🗑
2 ▾					🔍

↑

Found Employments

|		
☑	organisation (A)	Department of Media and Communication
	organisation (B)	
	organisation (C)	
	function	Full Professor
	employment	Tenured 01-01-2014
☐	organisation (A)	Department of Media and Communication
	organisation (B)	
	organisation (C)	
	function	Full Professor
	employment	Tenured 01-09-2009 31-12-2013
☐	organisation (A)	Department of Arts & Culture Studies
	organisation (B)	
	organisation (C)	
	function	Full Professor
	employment	Tenured 01-09-2007 31-12-2013
☐	organisation (A)	KUNST- EN CULTUURWETENSCHAPPEN
	organisation (B)	
	organisation (C)	
	function	Full Professor
	employment	Tenured 01-08-2007 31-08-2007
☐	organisation (A)	KUNST- EN CULTUURWETENSCHAPPEN

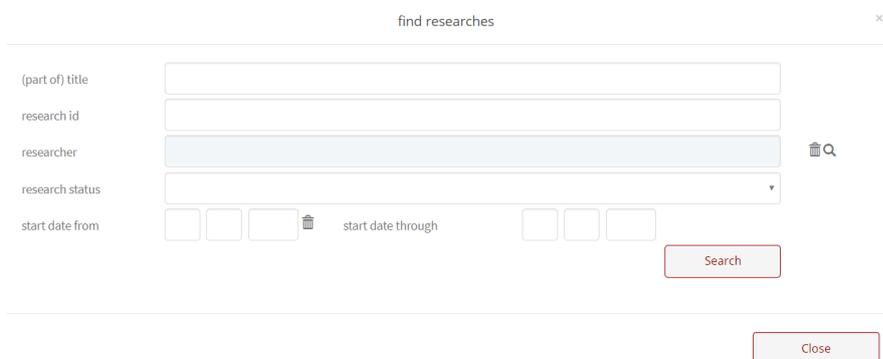If an author is not available in Metis, the following notification will be displayed:
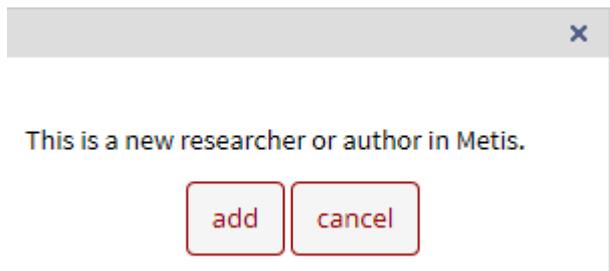
Select *cancel* and search using the 🔍 button by entering any variants on names (maiden name, part of a surname etc.). If the author still does not appear, add the name via the *add* button in the figure above.

5.3 **Add research programme**

- Click on *Add Research*
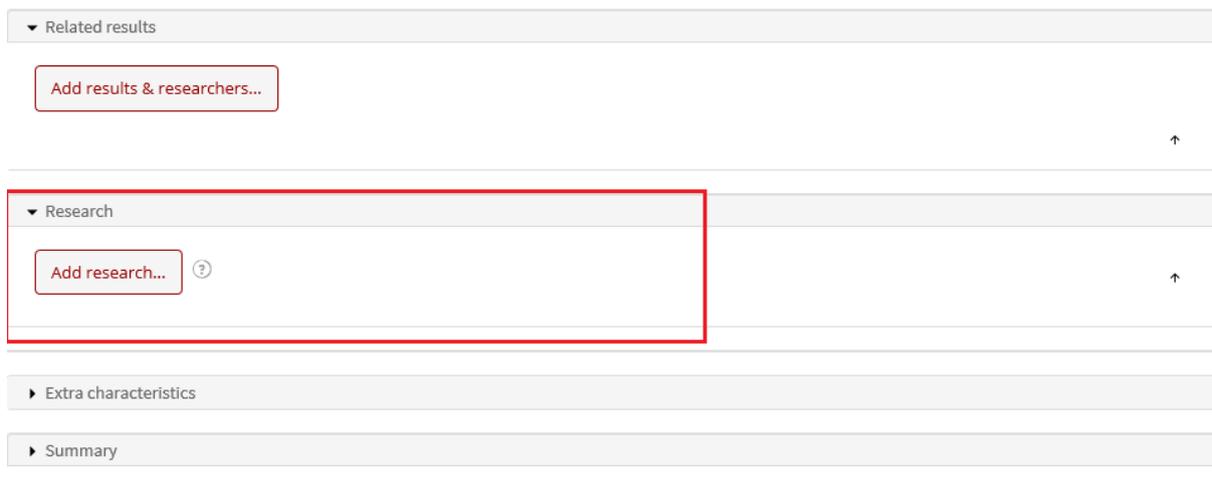
The following screen will appear.

- Type a part of your research programme in the research id. In the example below all research programs of ESHCC are shown.

Tip: If you don't know the code of the research programme you are looking for, type the abbreviation of your faculty and use a percent sign prior to and directly after the search string (for example %ESHCC%).

- Select the correct research programme.

Another option to select the research progam is to type a part of the title.

6. Optional functionalities

6.1 Dataset

The registration of the meta data associated with the dataset has been extended. It is also possible to relate a dataset to any other publication.

Variables of dataset:

▾ Metadata

title information

title ⊛ [   ] 🔍

subtitle [   ]

repository information

archive ⊛ [   ]

year of archiving ⊛ [2017]

date available ⑦ [18] [4] [2017] (dd mm yyyy)

rightsholder ⑦ [Erasmus University Rotterdam]

DOI ⑦ [   ]

handle ⑦ [   ]

URL at archive ⑦ [   ]

handle at local repository ⑦ [   ]

content information

description ⑦⊛ [   ]

keywords ⑦⊛ [   ]

audiences ⑦⊛ [- Choose an audience - ▾]

language(s) ⑦ [   ]

temporal coverage

collection period ⑦   from [ ] [ ] [ ]   to [ ] [ ] [ ] (dd mm yyyy)

subject period ⑦ [   ]

spatial coverage

area ⑦ [   ]

coordinates ⑦   [geolocation box ▾]   latitude [   ]   longitude [   ] (SW)

latitude [   ]   longitude [   ] (NE)

↑

6.2 **Relate results to other results**

It is possible to relate existing results to a dataset. All result types can be selected. It is also possible to relate a dissertation to a publication.

Therefore:

Dataset ~ all publication types   ✔

Dissertation ~ all publication types   ✔

Article x ~ Article (…). y   ✖

- Click on *add results*
- Select the period over which the related publications were published or remove the start and end date.
- Tick to select the publications that are related to the dissertation.
- Click on *connect selected results*

The dissertation will now be stated in the related publications. See the highlighted example above entitled "Why do we read sad books? ..." In the example below, this publication is related to *dissertation* as related publication.

7. Uploading to RePub

In the framework of the *open access policy*, after registering your publication in Personal Metis it is compulsory that you upload the final author's version of your scientific article to Erasmus Repository RePub from Personal Metis. The full text will be assessed by the university library and supplemented with bibliographic details. It is also necessary to include the DOI of an article in the publication details in Personal Metis.

Upload your full text in PDF format. If you have questions please contact the [university library](#).

By clicking on the upload button in the start screen with the publication list, a menu will appear enabling data export to RePub. Follow the instructions if you wish to enter your publication on the RePub site that follows.

If the university library has included the publication in the repository, the URL (URL, IR) will be shown in the Metis edit screen at the bottom of the publication. In the consultation screen you can use this icon to view the uploaded version.

Important: Ensure that the DOI is entered in Personal Metis, before uploading a publication to Repub. Only then, after the assessment and incorporation of the full text in the Repository, a handle will be sent to Personal Metis. This handle will also be clickable in the list of publications on the researcher's people pages.

8. **Link to Promas (people pages)**

You can connect directly to Promas via Personal Metis, without having to log in again.

- Click on 'Profiles'.

Please note: After entry, publications are not immediately visible on the people pages. In general, this process will take 1-3 days.