



Research Information Systems at ESE
Manual for scientific and support personnel

Version information

| Version | Date | Summary of changes |
|---------|-----------|-------------------------|
| 01 | 17-1-2013 | First published version |
| | | |

Latest version

The latest version of this document is always available at:

http://www.eur.nl/ese/english/research/general_information/research_information_systems/

Table of contents

| | | |
|-------|--|----|
| 1 | Introduction | 1 |
| 2 | Useful contacts..... | 2 |
| 3 | Web pages in this manual..... | 4 |
| 4 | Information systems | 5 |
| 5 | Personal profile pages..... | 6 |
| 5.1 | The business card..... | 6 |
| 5.1.1 | Details tab | 6 |
| 5.1.2 | Address information tab | 7 |
| 5.2 | Information tabs | 7 |
| 5.2.1 | Profile | 7 |
| 5.2.2 | Research (for Academic Staff) / Expertise (for Support Staff) | 7 |
| 5.2.3 | Publications..... | 7 |
| 5.2.4 | Recognitions..... | 7 |
| 5.2.5 | Teaching..... | 7 |
| 5.3 | Available fields on your profile page | 7 |
| 6 | Personal Metis | 10 |
| 6.1 | Personal Metis | 10 |
| 6.2 | New user / forgotten password..... | 10 |
| 6.3 | Publications..... | 10 |
| 6.3.1 | Add publications to Personal Metis | 10 |
| 6.3.2 | Export a list of all registered publications..... | 10 |
| 6.4 | Profiles | 11 |
| 6.4.1 | Open your profile..... | 11 |
| 6.4.2 | Expertise..... | 12 |
| 6.4.3 | Courses..... | 12 |
| 6.4.4 | Sorting order and visibility of publications on your profile page..... | 12 |
| 6.4.5 | Key Publications | 13 |
| 6.4.6 | Recognitions..... | 13 |
| 6.5 | Publish your updated information..... | 15 |
| 7 | MIS (Member Information System) | 17 |
| 8 | IDM (Identity Management System) | 18 |
| 9 | Frequently Asked Questions (FAQ) | 19 |
| 9.1 | General..... | 19 |
| 9.2 | Personal benefits | 19 |

| | | |
|-----|--|----|
| 9.3 | Log in to Personal Metis..... | 20 |
| 9.4 | Add publications to Personal Metis | 20 |
| 9.5 | Profile page | 21 |

-/-

1 Introduction

If you are reading this manual you are probably a new employee at the Erasmus School of Economics, therefore: welcome to ESE!

If you are already employed by our school and are reading this manual to freshen up your knowledge about the research information systems in use at ESE you are just as welcome!

The Erasmus School of Economics uses a network of 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 and helps us ensure the continued existence of our institute by providing feedback to our financial backers (for example: the Dutch Ministry of Education, Culture and Science).

Helping us maintain these information systems not only benefits the institute which employed you, but also provides many personal benefits, for example:

- Your publications and other information relevant to your scientific research are displayed on your personal profile page hosted on the ESE website, greatly increasing your exposure to the world.
- Your different (social and scientific) networks like ResearcherID, SSRN and LinkedIn can be tied together on your personal 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 university (RePub). This allows, for example, scientists in developing countries 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 hand as qualified help is available at the secretariat of your department, at the dean's office and at university central level.

With these benefits in mind I strongly urge you to read this document and help us with keeping our 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 use table 1 to find the right contact person for your department. Your contact person will forward your questions to ESE's Information Manager Research if necessary.

If you don't belong to any of ESE's scientific departments please contact ESE's Information Manager Research directly.

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 (apart from the profile page on the ESE website) contact ESE's ICT service desk.

Table 1: useful contacts

| Front office (scientific departments) | |
|---------------------------------------|---|
| Department | Contact |
| Economics | Milky Viola Gonzalez H8-01 E: gonzalez@ese.eur.nl T: 010-408 2977 T: 010-408 1441 (secretariat Economics) |
| Business Economics | Cia Scholte H14-01 E: scholte@ese.eur.nl T: 010 - 408 1332 T: 010 – 408 1285 (Secretariat Business Economics) |
| Applied Economics | Gerda de Rave H12-01 E: derave@ese.eur.nl T: 010-408 1625 T: 010-408 2776 (secretariat Applied Economics) |
| Econometrics | Anneke Kop H11-02 E: kop@ese.eur.nl T: 010-408 1264 (secretariat Econometrics) |
| Back office | |
| ESE's Information Manager Research | Pieter Vreeburg MA Room: H6-22 E: vreeburg@ese.eur.nl T: 010-408 1272 |
| ESE's ICT service desk | T: 010-408 2324 |

| | |
|--|--|
| (for questions about your personal website) | E: support@ese.eur.nl |
| ESE's liaison librarian at the University Library (for questions about RePub) | Drs. Paul Plaatsman B1-11 E: plaatsman@ubib.eur.nl T: 010-408 1277 |

3 Web pages in this manual

Table 2: web pages

| Webpage | URL |
|--|---|
| Homepage Research Information Systems at ESE | http://www.eur.nl/ese/english/research/general_information/research_information_systems/ |
| Frequently Asked Questions (FAQ) | http://www.eur.nl/ese/english/research/general_information/research_information_systems/frequently_asked_questions_faq/ |
| Login Personal Metis | http://metis.eur.nl/metis/personal . |
| Login IDM | https://personal.idm.eur.nl |
| Manual 'Add publications' | http://www.eur.nl/fileadmin/ASSETS/ese/Onderzoek/Manual_Personal_Metis_temp_version.pdf |

4 Information systems

The three most important information systems used to store research information are: Metis, MIS and IDM. These information systems are used for many purposes.

Table 3: research information systems at ESE

| Name | Chapter | Purpose | Administrator |
|-------------------------------------|---------|--|---|
| Metis (& Personal Metis) | 6 | Stores your scientific output and details concerning your employment at ESE. | You can manage your scientific output and some other details yourself through 'Personal Metis' (web based) (or come to an arrangement with your secretariat to handle this on your behalf). Details concerning your employment are managed by ESE's Information Manager Research at the dean's office. |
| MIS (Member Information System) | 7 | Complements Metis by storing information which is not stored in Metis (for example: your social network ID's). | ESE's Information Manager Research at the dean's office. |
| IDM (Identity Management System) | 8 | Stores your contact details. | You can manage your own data through the 'Erasmus University Rotterdam – Identity Manager' (web based). |

Please see table 4 (page 8) for an overview of all fields available on your profile page and the associated database.

5 Personal profile pages

One important use of ESE's Research Information Systems is the personal profile pages on the ESE website which are generated by combining the information available in these systems.

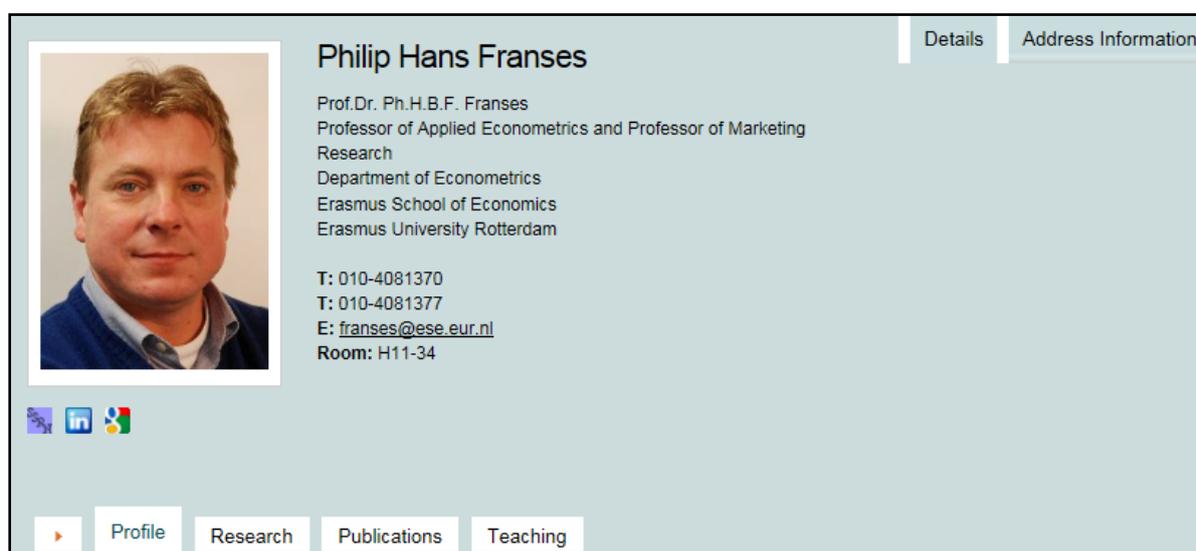
Note: see paragraph 5.3 for an overview of all available fields and how to change the information in every field.

5.1 The business card

The business card is the central element of your profile page and is always visible. The business card is divided into two sections: the details tab (shown by default) and the address information tab.

5.1.1 Details tab

Figure 1: the business card



The details tab contains general information, your photo and contact details.

5.1.1.1 Photo

You can have your photo taken by ESE's photographer. If you don't have a photo or would like a new one please make an appointment at:

- https://www.eur.nl/ese/english/information_for/ese_staff/hrm/ese_information/photo_apointment_new_employees/.

If you don't want a photo on your profile you have the right to ask for removal. Please send an e-mail to your contact person if you want your photo removed.

5.1.1.2 Personal website

Your business card can contain a link to another website. The ESE ICT service desk can provide you with space on the ESE's server for a personal website. If you already have a personal website send the URL of your website to your contact person to have it listed on your business card.

5.1.1.3 Network

Links to your social and scientific network are shown as buttons under your picture (buttons are only shown if a link is available). The following buttons can be shown:

- SSNR: <http://www.ssrn.com/>
- LinkedIn: <http://www.linkedin.com/> (this button is always visible), if your LinkedIn page is not registered the button shows a LinkedIn search instead).
- Google Scholar: <http://scholar.google.com/citations>

5.1.2 Address information tab

The address information tab shows your complete address details (incl. postal address).

5.2 Information tabs

The information tabs shown below your business cards show information about your position at ESE, your research expertise, your academic output and your teaching.

Note: you can use the button with the small orange arrow to the left of the first tab to expand / collapse all tabs.

5.2.1 Profile

The profile tab shows your present position(s) at ESE.

5.2.2 Research (for Academic Staff) / Expertise (for Support Staff)

Academic staff: the research tab shows your research expertise and lists the research programmes you participate in.

Support staff: the expertise tab shows your professional expertise.

Note: you can manage your (research) expertise yourself through Personal Metis. See chapter 5 for more details regarding Personal Metis.

5.2.3 Publications

The publications tab lists all your publications registered in Metis. Publications are categorized as: scholarly publications, professional publications, semi-scientific publication, doctoral thesis, other output and awards.

Note: you can manage your publications (including visibility and 'key publications') yourself through Personal Metis. See chapter 5 for more details regarding Personal Metis.

5.2.4 Recognitions

The recognitions tab lists your editorial positions and their organizational memberships.

Note: you can manage your recognitions yourself with Personal Metis. See chapter 5 for more details regarding Personal Metis.

5.2.5 Teaching

The teaching tab will show all the courses of the current year in which an employee is a teacher according to the course guide in Sin-Online.

Note: you can change the visibility of individual courses with Personal Metis.

5.3 Available fields on your profile page

The 'change' column signifies who is authorized to change this field. You can change fields marked with 'Y' yourself through Personal Metis / IDM. Fields marked with 'Admin' can only be changed by

the database administrator. Send an e-mail to your contact person if you want to change any field marked with 'Admin'.

Table 4: overview of all available fields on your profile page and the associated database

| Tab | Field | Change | Metis | Pers. Metis | MIS | IDM |
|-----------------------------|------------------------------|--------|-------|-------------|-----|-----|
| Business card (Details tab) | First name | Admin | | | X | |
| Business card (Details tab) | Prefix | Admin | | | X | |
| Business card (Details tab) | Last name | Admin | | | X | |
| Business card (Details tab) | Title | Admin | | | X | |
| Business card (Details tab) | Initials | Admin | | | X | |
| Business card (Details tab) | University chair description | Admin | | | X | |
| Business card (Details tab) | Department | Admin | | | X | |
| Business card (Details tab) | School | Admin | X | | | |
| Business card (Details tab) | University | Admin | X | | | |
| Business card (Details tab) | Telephone number(s) | Y | | | | X |
| Business card (Details tab) | Email address | Y | | | | X |
| Business card (Details tab) | Room number | Y | | | | X |
| Business card (Address tab) | University | Admin | X | | | |
| Business card (Address tab) | School | Admin | X | | | |
| Business card (Address tab) | Department | Admin | X | | | |
| Business card (Address tab) | Street | Admin | X | | | |
| Business card (Address tab) | PO Box | Admin | X | | | |
| Business card (Address tab) | Zip code | Admin | X | | | |
| Business card (Address tab) | City | Admin | X | | | |
| Business card (Address tab) | Country | Admin | X | | | |

| Tab | Field | Change | Metis | Pers. Metis | MIS | IDM |
|--------------------------------|---------------------------|--------|-------|-------------|-----|-----|
| Business card (Address tab) | Fax number | Y | | | | X |
| Business card | Photo | Admin | | | X | |
| Business card | Link to personal website | Admin | | | X | |
| Business card | SSRN | Admin | | | X | |
| Business card | LinkedIn | Admin | | | X | |
| Business card | Google Scholar | Admin | | | X | |
| Profile | Position | Admin | X | | | |
| Profile | Previous position | Admin | X | | | |
| Research / Expertise | Expertise text | Y | X | X | | |
| Research | Research group | Admin | X | | | |
| Research | Role in Research group | Admin | X | | | |
| Publications | Publications | Y | X | X | | |
| Recognitions | Editorial Positions | Y | X | X | | |
| Recognitions | Organizational Membership | Y | X | X | | |
| Teaching | Courses | Admin | X | | | |

6 Personal Metis

6.1 Personal Metis

Personal Metis is your point of entry for the Metis database. You can register your publications with Personal Metis to have them show up on your profile page (tab: Publications). You can also change a number of fields on your profile page through Personal Metis (see table 4).

You can find Personal Metis at:

- <http://metis.eur.nl/memis/personal>.

Log in with your username and password.

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

6.2 New user / forgotten password

If you have forgotten your password or username click the 'password forgotten' link. You will receive your password and user name. If you are a new user you can register as a new user with your ESE email address.

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

6.3 Publications

6.3.1 Add publications to Personal Metis

This part of the manual will shortly be revised as part of the BV2013 project. Please use the temporary manual available at the ESE website:

http://www.eur.nl/fileadmin/ASSETS/ese/Onderzoek/Manual_Personal_Metis_temp_version.pdf

Note: with the 'upload' functionality provided in Personal Metis you can upload an author version of your publication to the digital repository of the Erasmus University Library (RePub).

Contact ESE's liaison librarian at the university library if you want to know more about RePub.

6.3.2 Export a list of all registered publications

You need a list of all registered publications for your yearly appraisal talks. Export a list of all your registered publications with the 'Export' button.

Figure 2: log in to Personal Metis

The screenshot shows a login form for Personal Metis. The form is titled "Login to Personal Metis". It contains two text input fields: "User Name" and "Password". Below the "Password" field is a button labeled "+ login". At the bottom of the form, there are two links: "new user?" and "password forgotten?".

Figure 3: Export your publications

6.4 Profiles

You can change the following fields on your profile page through Personal Metis:

- Expertise (tab: Research)
- Courses (tab: Teaching)
- Editorial Positions (tab: Recognitions)
- Organizational Memberships (tab: Recognitions)

6.4.1 Open your profile

To open your profile click: Profiles > Open > FACULTEIT DER ECONOMISCHE WETENSCHAPPEN

Figure 4: open your profile (step 1)**Figure 5: open your profile (step 2)**

Please note: some staff members have multiple profiles. The profile titled 'FACULTEIT DER ECONOMISCHE WETENSCHAPPEN' is your main profile. Changes made in this profile will automatically be transferred to your other profiles (with the exception of the 'visibility' property, see below).

6.4.2 Expertise

You can edit the text shown on the 'Research' tab (your 'expertise') by clicking on 'General expertise'. Add or Update your expertise and click 'save'.

Note: 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**
- <i>TEXT</i> for *Italics*
- <u>TEXT</u> for Underlined
- TEXT to turn TEXT into a hyperlink (hyperlink links to "URL")

Figure 6: expertise

| Show | Data | Source |
|-------------------------------------|------|--------|
| <input checked="" type="checkbox"/> | | P |

6.4.3 Courses

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.

6.4.4 Sorting order and visibility of publications on your profile page

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.

6.4.5 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 7: visibility and key publications

The screenshot shows a user profile page with a 'Results' section. The 'Results' section has a search filter set to 'YEAR DESCENDING' and 'After year: 1980'. There are 'save all' and 'reset' buttons. Below the search filters is a table of publications. The table has columns for 'Show', a checkbox, the publication title, and a 'Key' checkbox. The 'Show' column has a dropdown menu. The 'Key' column has checkboxes. A red oval highlights the 'Key' checkboxes for several publications.

| Show | | | Key |
|-------------------------------------|-------------------------------------|--|--------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Academic | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Franses, P.H.B.F. & Vlam, A.J. (2011). <i>"Borrowing money costs money": Yes, but why not tell how much?</i> Report serie (Ext. rep. EI 2011-02). Rotterdam: Econometric Institute. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Chang, C.-L., Franses, P.H.B.F. & McAleer, M.J. (2011). <i>Evaluating Combined Non-Replicable Forecasts</i> . Report serie (Ext. rep. EI 2010-74). Rotterdam: Econometric Institute. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Franses, P.H.B.F. & Vlam, A.J. (2011). <i>Financial innumeracy: Consumer cannot deal with interest rates</i> . Report serie (Ext. rep. EI 2011-01). Rotterdam: Econometric Institute. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Franses, P.H.B.F. & Paap, R. (2011). Random-coefficient Periodic Autoregressions. <i>Statistica Neerlandica</i> , 65(1), 101-115. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Dijk, A. van, Franses, P.H.B.F., Paap, R. & Dijk, D.J.C. van (2011). Modeling Regional House Prices. <i>Applied Economics, Accepted</i> . | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Chang, C.-L., Franses, P.H.B.F. & McAleer, M.J. (2010). <i>Are forecast updates progressive?</i> EI report serie (Ext. rep. EI 2010-24). 3000 DR Rotterdam: DEPARTMENT OF ECONOMETRICS. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Huij, C. & Franses, P.H.B.F. (2010). <i>Correcting for survey effects in pre-election polls</i> . EI report serie (Ext. rep. EI 2010-20). 3000 DR Rotterdam: DEPARTMENT OF ECONOMETRICS. | <input type="checkbox"/> |

6.4.6 Recognitions

Your profile page can show your recognitions. In Metis recognitions encompass:

- Editorial positions at journals
- Other organizational memberships

6.4.6.1 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 8: editorial positions; search journal

The screenshot shows a web interface for managing editorial positions. On the left is a vertical navigation menu under the heading 'Profile'. The menu items are: Basic information, Personal, Professional experience, Languages, Training, Education, Research, General expertise, Research, Results, List of results, Teaching, Courses, Recognitions, Editorial positions (highlighted in red), Organisational memberships, Other, Other (1), and Other (2). The main content area is divided into two sections. The top section is titled 'Editorial positions' and contains a message 'no results'. The bottom section is titled 'Add editorial position' and contains the text 'Please enter at least the first character of the journal to narrow the list of possibilities:' followed by a text input field and a 'search' button.

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 9: 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.

6.4.6.2 *Organizational Memberships*

To add/change your organizational memberships click 'Organizational memberships'. Enter the first characters of the organization name for which you want to add the membership and click 'search'.

Follow the procedure described under 'editorial positions' to add your memberships.

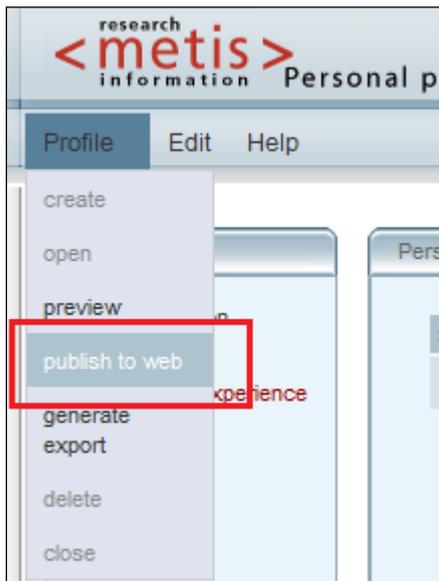
Send an e-mail to your contact person if the organization you want to register is not included in the list.

6.5 Publish your updated information

If you have added or updated information in Personal Metis 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.

Figure 10: publish your updated information



7 MIS (Member Information System)

The MIS database stores several field displayed on your profile page (for example: name, address details and profile picture, see table 4).

There is currently no point of entry for scientific personnel to the MIS database. Send an e-mail to your contact person if you want to change information stored in the MIS database.

In the near future MIS will be upgraded as part of the BV2013 project. A point of entry for scientific personnel will be provided.

8 IDM (Identity Management System)

The IDM database stores several fields displayed on your profile page (for example: room number and, e-mailadress and telephone number, see table 4).

The online 'Identity Manager' is your point of entry to the IDM database. The Identity Manager can be found at:

- <https://personal.idm.eur.nl>

Log in with your ERNA username (12345abc@eur.nl) and ERNA password. Change your contact details at the 'Employment Details' tab.

- 'Office location' changes your room number
- 'Email details' > 'Alternative email' changes your e-mailadress
- 'Phone details' change your telephone numbers
- 'Office hours' is not used on the ESE profile page. This data is used for the central Erasmus University telephone book (<https://www.eur.nl/adresgids/>)

Figure 11: IDM



9 Frequently Asked Questions (FAQ)

The most up-to-date list of frequently asked questions and answers (FAQ) can be found at:

http://www.eur.nl/ese/english/research/general_information/research_information_systems/frequently_asked_questions_faq/

9.1 General

Q: I don't have time to register my publications in Personal Metis, can somebody do this for me?

A: Publications you co-authored with other Erasmus university personnel will show up automatically in your Personal Metis if your co-author adds the publication to his / her Personal Metis and adds you as a co-author. Publications co-authored with people outside the Erasmus university will not be added through your co-author as Metis is an Erasmus only system.

Some department secretariats add publications to Personal Metis on behalf of the department's scientists. Please get in touch with your contact person to see if your secretariat provides this service.

Q: When and why do I have to register my publications in Personal METIS?

A: Since Personal Metis is always accessible online, each researcher can register his/her publications at any time. All researchers at ESE are requested to register the publications in Personal Metis for several reasons. First of all, in the preparation of the performance appraisals, publication lists will be composed from this database. Moreover, the personal home pages for each ESE researcher are linked with Personal Metis. In order to keep these pages up to date, each researcher has to register his / her own publications into the Metis database, which will be directly linked to the personal homepage.

Q: I have a support role at ESE, does this manual apply to me?

A: Yes! Every ESE staff member gets a profile page. You can use your profile page to list your support expertise increasing your visibility to our scientific staff. Just like our scientific staff you can add publications you authored to your profile page.

Q: Where can I find more information about research policy at the Erasmus University?

A: Links to other webpages with relevant information for researchers are collected on the 'links' page on the ESE website

[\(http://www.eur.nl/ese/english/research/general_information/research_information_systems/links/\)](http://www.eur.nl/ese/english/research/general_information/research_information_systems/links/)

9.2 Personal benefits

Q: I want to increase my visibility.

A: Every ESE employee automatically gets a personal profile page (all staff pages: http://www.eur.nl/ese/english/about_ese/staff/). Add information to Personal Metis to update your profile page.

Manual: chapters 5 and 6

Q: I want to connect my networks.

A: Links to SSRN, LinkedIn and Google Scholar can be added to your profile page. Get in touch with your department's contact person to add them to your page.

Manual: chapter 5

Q: I want to increase my impact.

A: Increase your impact and citations by adding your publications to RePub. You can submit your publications to RePub when you register your publication in Personal Metis using the 'upload' button.

Manual: chapter 6

Q: I want to maintain my scientific portfolio.

A: Add your publications to Personal Metis to store them in the university database and have them shown on your personal profile page. Export a list of your publications using the 'export' functionality provided by Personal Metis.

It is also possible to generate an online list of your publications, which can subsequently be embedded in other webpages, e-mailed, etc. Ask your department's contact person about this possibility.

Manual: chapters 5 and 6

Q: I want to get statistics.

A: RePub provides you with statistics based on the available information. Upload your publications to RePub using Personal Metis to have them included in your statistics. The following statistics are available:

- An automatically generated wordcloud based on the full text of your articles (example)
- A list of dissertations you supervised (example)
- An 'author graph' (who works with whom) of all ESE authors (example)

More statistics based the information available in Personal Metis will be added in the future).

9.3 Log in to Personal Metis

Q: I work at home for a couple of days, can I access Personal Metis from there?

A: Since Personal Metis is web-based, you can access Personal Metis from outside the university network (for example: from home). Visit the Personal Metis webpage (<http://metis.eur.nl/memis/personal>) and log in with your Metis username and password.

Q: I don't have a username / password for Personal Metis

A: If you are a new user, just click the 'new user' link at the Personal Metis login screen and fill out your email address in the form. Your account and password will be sent to you by e-mail.

Q: I forgot my username / password for Personal Metis

A: If you have forgotten your password, just click the 'password forgotten?' link at the Personal Metis login screen and fill out your email address in the form. The password will be sent to you by e-mail.

Q: I cannot log in to Personal Metis

A: To login in to the Personal Metis database, please use your ERNA username e.g. 12345ABC (without @eur.nl!).

9.4 Add publications to Personal Metis

Q: What should I register in Personal Metis?

A: All publications of relevance for your personal homepage and for your performance appraisal should be registered in the Personal Metis. So: (academic) journal publications (both published and

working papers), journal discussions, internal reports, books (edited, review, chapters), dissertations and external reports.

Q: My co-author is not listed in Personal Metis

A: If you cannot find your co-author (Try searching for your co-author with the 'help list for researchers') please get in touch with your contact person.

DO NOT add the co-author yourself, because errors will occur if you add the co-author yourself. Instead; send an e-mail to your contact person to add a co-author.

Q: My co-author is listed under various names in Personal Metis

A: Authors can publish under several names. The Metis database assigns a unique researcher number to every author. Various names can be linked to this number: a preferred name (marked with a P to indicate the preferred name) and various alias names (marked with an A for alias). If various names are present in the database ALWAYS use the preferred researcher's name (P).

Q: The journal in which my article is published is not registered in Personal Metis.

A: The Metis journal list is maintained by the university library. If you would like to register a journal which is not listed, send an e-mail to your contact person.

Q: I want to add my publications to the Erasmus University institutional repository (RePub).

A: Use Personal Metis to add your publication to Metis. Use the 'upload' button to submit the full text of your publication to RePub.

9.5 Profile page

Q: I want to change a couple of fields on my profile page, which fields can be changed and how do I do this?

A: The manual contains a list of all available fields and the associated database(s).

See chapter 5 of the manual for more information.

Q: I have changed my information in Personal Metis, but my profile page doesn't change?

A: When you have edited your information in Personal Metis you must publish it to the web in order to display the changes on your profile page. 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.

See chapter 6 of the manual for more information.

Q: I want to change the text on the 'expertise' tab on my profile page.

A: You can change the text on the 'expertise' tab in Personal Metis.

See chapter 6 of the manual for more information.

Q: I have two profiles in Personal Metis and I want to change something. Do I have to adjust this in both profiles?

A: No. If you change something in one profile it will also transfer to the other profile. Only visibility settings (under 'List of results') are not transferred between profiles.

Q: I want my profile page removed.

A: you have the right to ask for removal of your profile page. Please be aware that, if your profile page is removed, you will not be listed as ESE staff on the ESE website, decreasing your visibility on the web. Please get in touch with your contact person if you want your profile page removed.