

# PERSONAL METIS – short handout

Last updated version April 18<sup>th</sup> 2017

Please complete and update your personal metis file on a regular base!!

*Don't forget to add the DOI of an article and - because the EUR has an OPEN ACCESS POLICY - always upload the last author version of your publication to the EUR repository (RePub)*

RSM and ESE use all data in the Personal Metis database for:

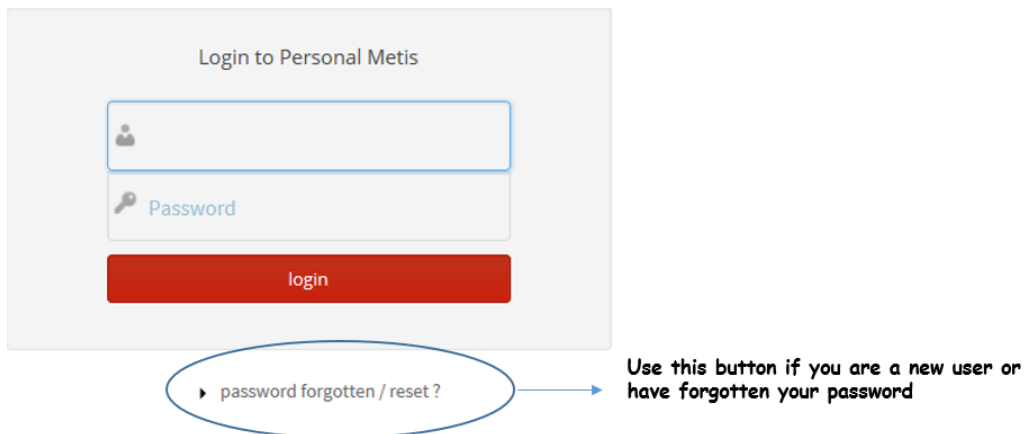
Appraisal Talks  
Personal Webpages  
Admission ERIM  
Annual ERIM membercheck  
Accreditations  
Rankings  
Evaluations  
Annual Reporting



If you have questions or want a short tutorial please contact: Pia van der Velde, [pvelde@rsm.nl](mailto:pvelde@rsm.nl)

## YOU CAN FIND PERSONAL METIS:

At: <http://metis.eur.nl/metis/personal/> => log in with your username and password



Login to Personal Metis

Password

login

▶ password forgotten / reset ?

Use this button if you are a new user or have forgotten your password

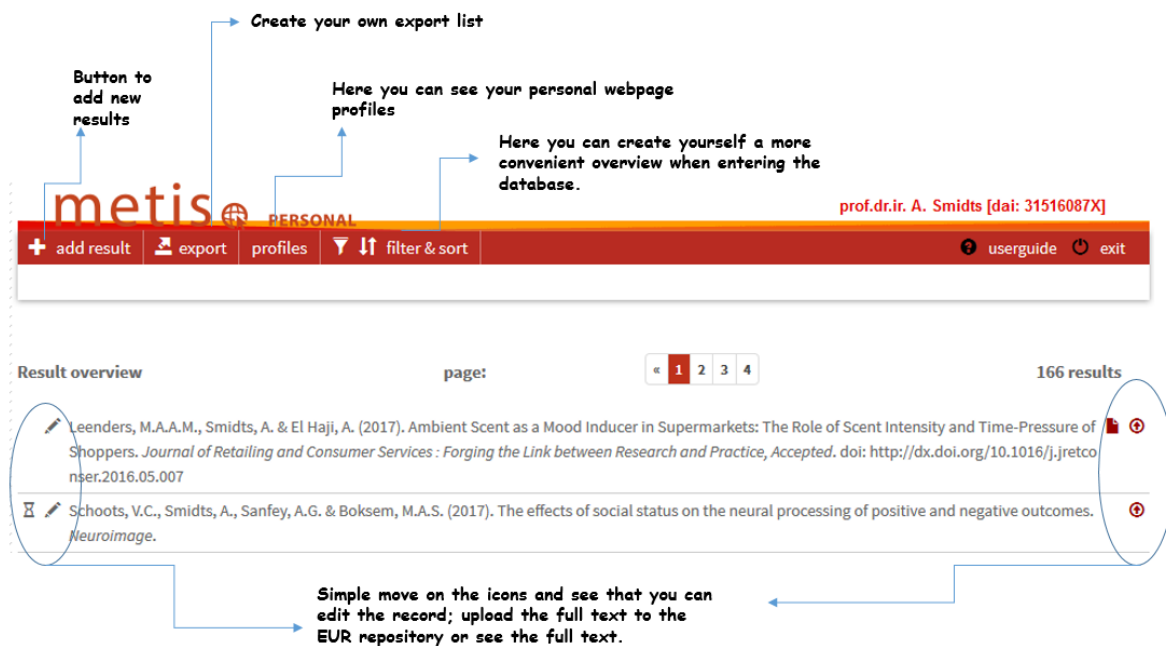
Please check your settings if you use Internetbrowser IE 11.

- Go to Tools > *Compatibility View Settings*
- Tick off *"Display intranet sites in Compatibility View"*

If you receive the message "contact your metis administrator" please send an email to [pvelde@rsm.nl](mailto:pvelde@rsm.nl)

# Main Menu

In the Main Menu you see all basic functionalities of Personal Metis



In this short handout only the most relevant functionalities are described.



How to add results and upload fulltext to the EUR repository (RePub)




How to edit results



How to manage your personal webpage

## How to add results and upload the fulltext to the EUR repository

Use the button  from the main menu. Please follow the screen options.

1: SELECT the result category, classification and status.

▼ Type

result category

\*

Article/Letter to the editor

▼

classification

\*

Academic

▼










status

\*

Published

▼

2: ADD the authors by searching them from the authorlist

▼ Authors				
	name	initials	prefix	title
1	▼ Leenders	M.A.A.M.		Dr.Ir.   
2	▼ Smidts	A.		prof.dr.ir.   
3	▼ El Haji	A.		  
4	▼			

↑

### 3: ADD all relevant bibliographic data

▼ Bibliographic description

journal autocomplete ☒

title result	<input type="text" value="Ambient Scent as a Mood Inducer in Supermarkets: The Role of Scent Intensity and Time-Pressure of Shoppers"/>			<input type="button" value="Q"/>
publication year	<input type="text" value="2017"/>	language	<input type="text" value="English"/>	
journal	<input type="text" value="Journal of Retailing and Consumer S"/>			<input type="button" value="Q"/>
issn	<input type="text" value="0969-6989"/>			
volume	<input type="text" value="Accepted"/>	issue	<input type="text"/>	
(starting) page	<input type="text"/>	(till)	<input type="text"/>	number of pages
				<input type="text"/>
DOI	<input type="text" value="http://dx.doi.org/10.1016/j.jretconser.2016.05.007"/>			
online first	<input checked="" type="checkbox"/>	<input type="text" value="17"/>	<input type="text" value="6"/>	<input type="text" value="2016"/> (dd mm yyyy)

↑

### 4: ADD the summary

▼ Summary

summary	<input type="text" value="This research aims to study the effect of a carefully selected congruent and simple ambient scent in a real-world supermarket"/>
comment	<input type="text"/>
URL	<input type="text" value="http://dx.doi.org/10.1016/j.jretconser.2016.05.007"/>
URL IR	<input type="text"/>



### 5: SAVE the record

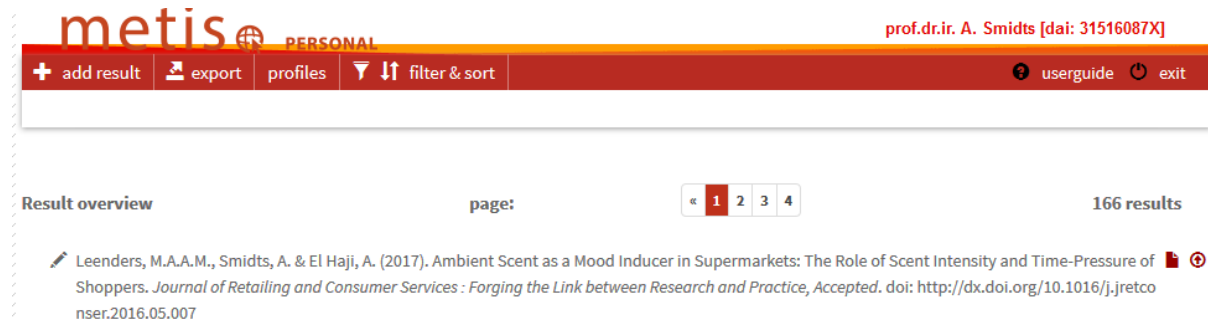
info delete previous next copy save upload full text Tweet

### 6: UPLOAD the full text to the EUR repository (RePub)

info delete previous next copy save upload full text Tweet

## How to edit results

Use the button  **overview** and you are back again in the result overview page. Double click on the result you want to edit (or use the  icon).




The screenshot shows the Metis Personal interface. At the top, the 'metis' logo is on the left, and the user's name 'prof.dr.ir. A. Smids [dai: 31516087X]' is on the right. Below the logo is a navigation bar with buttons: '+ add result', 'export', 'profiles', 'filter & sort', 'userguide', and 'exit'. The main content area is titled 'Result overview' and shows 'page: 1 2 3 4' and '166 results'. A single result is displayed, starting with a pencil icon and the text: 'Leenders, M.A.A.M., Smids, A. & El Hajj, A. (2017). Ambient Scent as a Mood Inducer in Supermarkets: The Role of Scent Intensity and Time-Pressure of Shoppers. *Journal of Retailing and Consumer Services : Forging the Link between Research and Practice, Accepted*. doi: http://dx.doi.org/10.1016/j.jretconser.2016.05.007'.

## How to manage your personal webpage

All staff members have a faculty personal webpage and if you are an ERIM member, you also have an ERIM personal webpage. The personal webpages are fully database driven and are – partly - managed through the PROFILES in Personal Metis. Below an example of a ERIM personal webpage; colours are used to make visible from which database the information comes from.

<https://www.irim.eu.nl/people/henk-volberda/>



### H.W. (Henk) Volberda

Professor of Strategic Management & Business Policy

Henk W. Volberda is a professor of strategic management and business policy at the Department of Strategic Management and Entrepreneurship, Rotterdam School of Management, Erasmus University (RSM).

His work on strategic renewal, coevolution and new organizational forms has led to an extensive number of published articles in academic journals including the *Academy of Management Journal*, *Management Science*, *Decision Support Systems*, *European Business Forum*, *European Management Journal*, *European Management Review*, *Global Strategic Management*, *International Journal of Disclosure and Governance*, *International Studies of Management & Organization*, *Journal of Management Studies*, *Journal of Product Innovation Management*, *Long Range Planning*, *Management Science*, *Omega*, *Organization Development*

**Full Professor**  
 Department of Strategic Management and Entrepreneurship  
 RSM - Rotterdam School of Management  
 Erasmus University  
 Rotterdam

**Fellow ERIM**  
 Field: Strategy & Entrepreneurship  
 Affiliated since 1999

T: +31 10 4082761  
 E: [hvolberda@rsm.nl](mailto:hvolberda@rsm.nl)

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**Address**

Visiting address	Postal address
Office: Mandeville Building T07-59 Burgemeester Oudlaan 50 3062 PA Rotterdam	Postbus 1738 3000 DR Rotterdam Netherlands

■ METIS DATABASE – contact Pia van der Velde ([pvelde@rsm.nl](mailto:pvelde@rsm.nl)) with concerns

■ MIS DATABASE – contact Pia van der Velde ([pvelde@rsm.nl](mailto:pvelde@rsm.nl)) with concerns

■ MIS DATABASE – contact Miho Izuka ([mizuka@rsm.nl](mailto:mizuka@rsm.nl)) / Kim Harte ([harte@rsm.nl](mailto:harte@rsm.nl)) with concerns

■ ORISIS DATABASE – contact Ad Scheepers ([ascheepers@rsm.nl](mailto:ascheepers@rsm.nl)) / Allard Markus ([amarkus@rsm.nl](mailto:amarkus@rsm.nl)) / Harry Post ([post@ese.eur.nl](mailto:post@ese.eur.nl)) with concerns. They are the faculty key-users and may ask ABO for changes in ORISIS

Use the button **profiles** from the main menu. Click on the profile you want to open

Open a profile instantly:

ERIM - Erasmus Research  
Institute of Management

RSM - Rotterdam School of  
Management

At the left side you see the Profile menu. Below some details about the most relevant sections.

The screenshot shows the 'Profile' menu on the left with various sections. Arrows point from descriptive text to specific sections:

- Personal**: In this section you see some HR information; at the bottom of the section is the CV upload button
- General expertise**: In this section you have to fill in your profile text
- List of results**: In this section you see all your publications; you can make them visible on your webpage by ticking them on/off at the left side and as 'key publication' at the right side.
- Editorial positions**, **Organisational memberships**, and **Side positions**: Use these sections to enter your editorial positions, organizational memberships and side positions

Additional details from the screenshot:

- The 'CV upload' button is located at the bottom of the 'Personal' section.
- The 'List of results' section displays a list of publications, including one by Brouma, B.J., Meulen, J.H.P. van der, Brink, R.B.A. van den, Smits, A., Chorus, E.C., Hooger, H.P., Anstee, A.E.R., Lin, K.I. & Tijssen, J.G.P. (2004) titled 'Validity of computer analyses to study clinical decision making in elderly patients with acute stenosis'.
- The 'Editorial positions' section shows a table with columns for 'Title', 'From', 'To', 'Last update', and 'Status'.