PERSONAL METIS – short handout

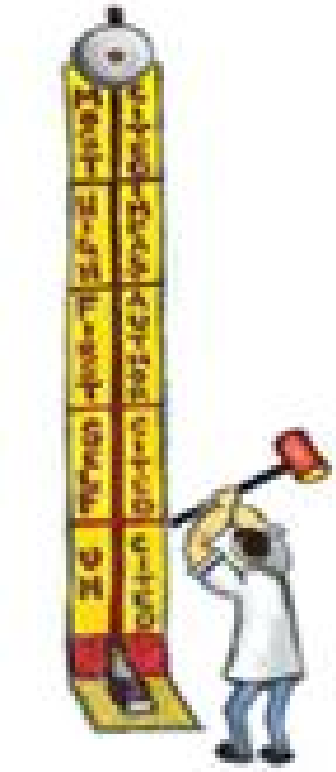
Last updated version April 18th 2017

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:

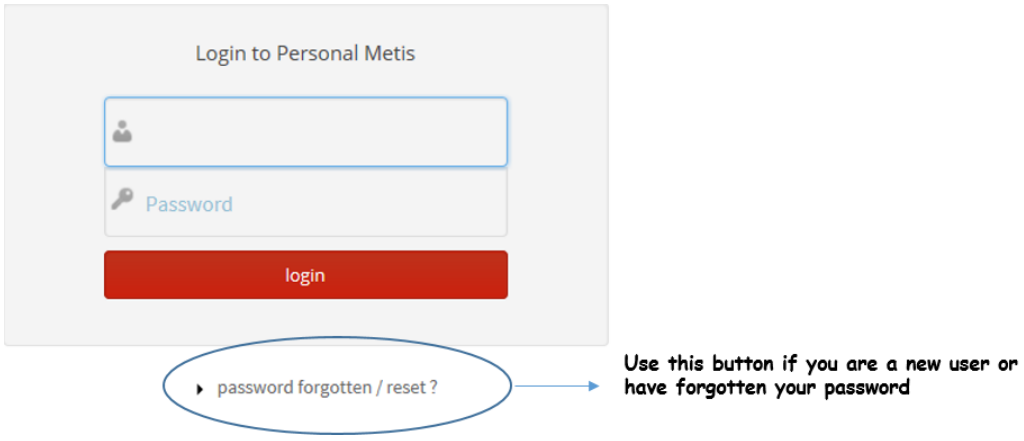
Appraisal Talks
Personal Webpages
Admission ERIM
Annual ERIM membercheck
Accreditations
Rankings
Evaluations
Annual Reporting



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

YOU CAN FIND PERSONAL METIS:

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



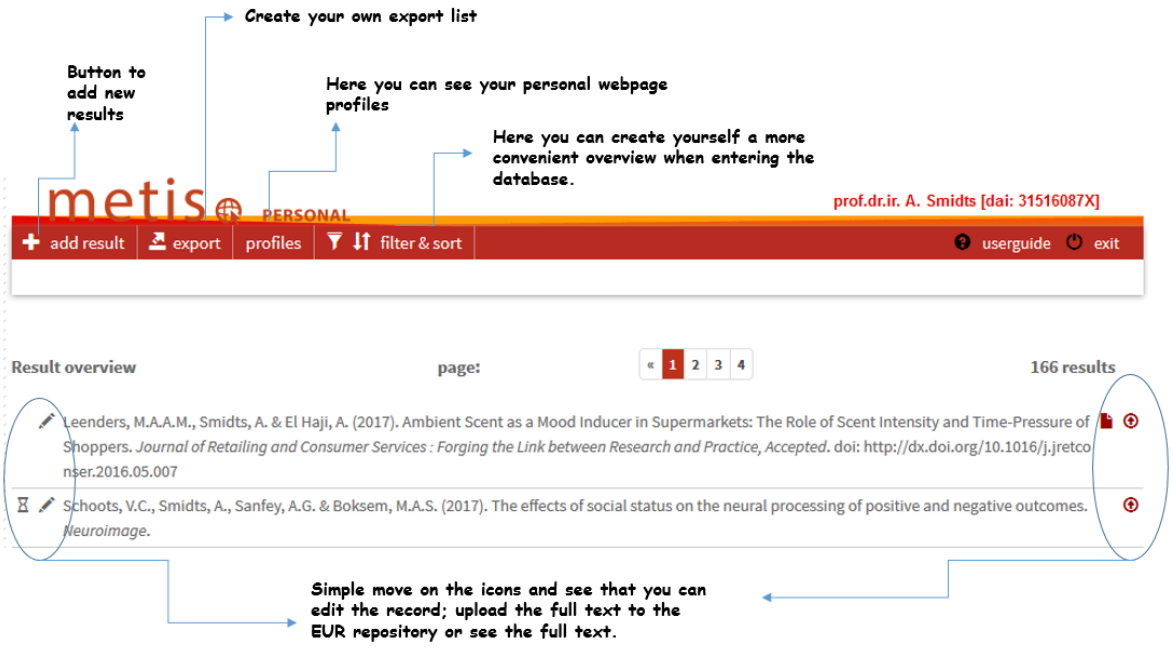
Please check your settings if you use Internetbrowser IE 11.

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

If you receive the message "contact your metis administrator" please send an email to pvelde@rsm.nl

Main Menu

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



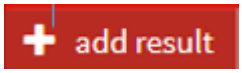
In this short handout only the most relevant functionalities are described.

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

How to edit results

How to manage your personal webpage

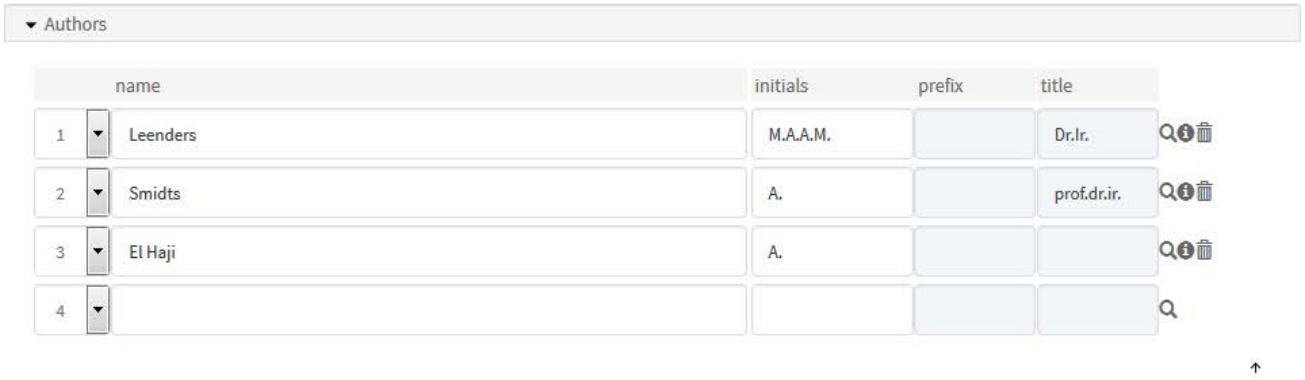
How to add results and upload the fulltext to the EUR repository

Use the button 

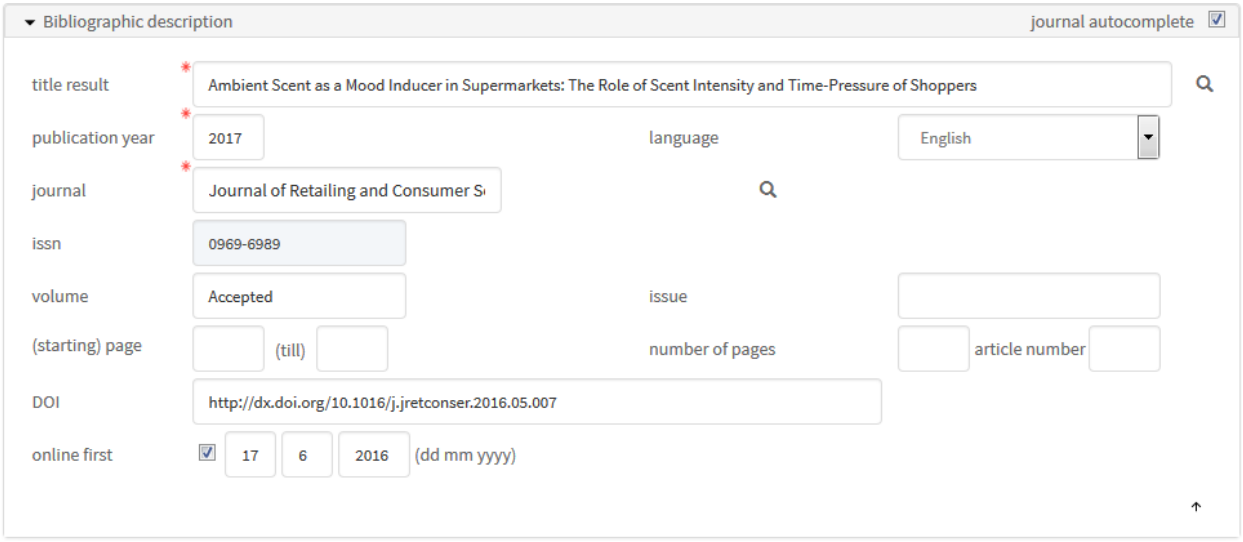
from the main menu. Please follow the screen options.

1: SELECT the result category, classification and status.

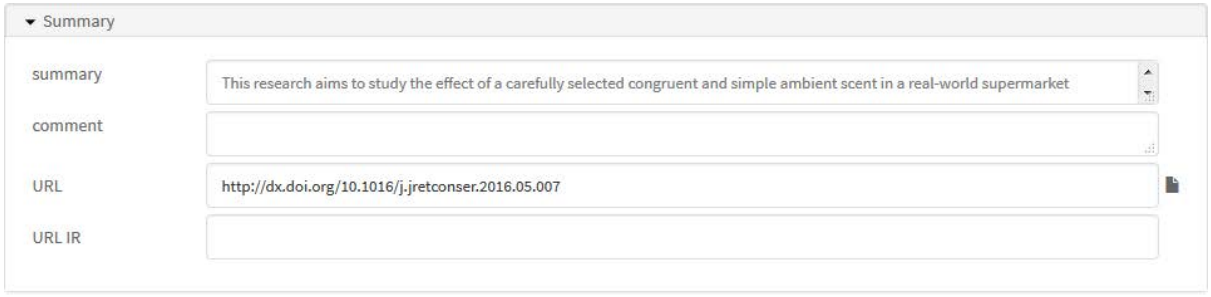
2: ADD the authors by searching them from the authorlist



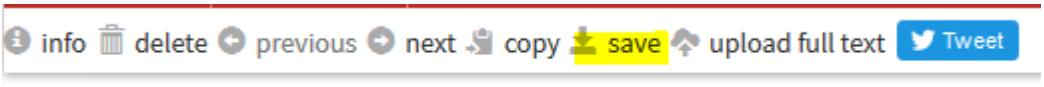
3: ADD all relevant bibliographic data



4: ADD the summary

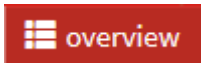


5: SAVE the record

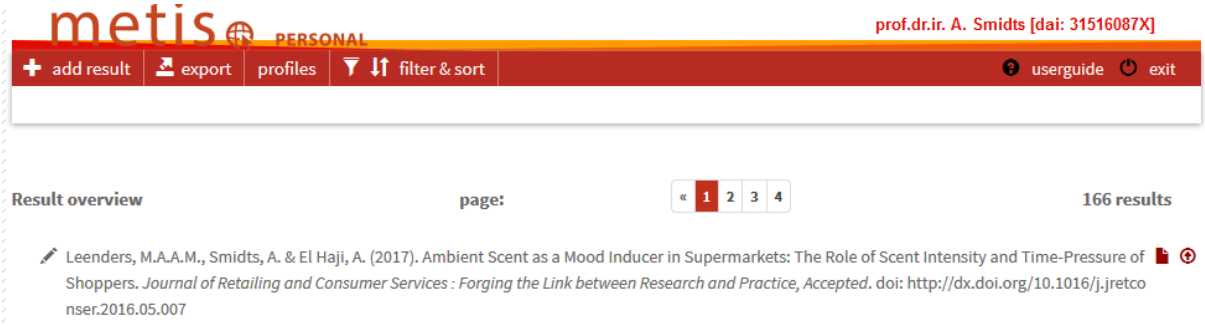


6: UPLOAD the full text to the EUR repository (RePub)

How to edit results

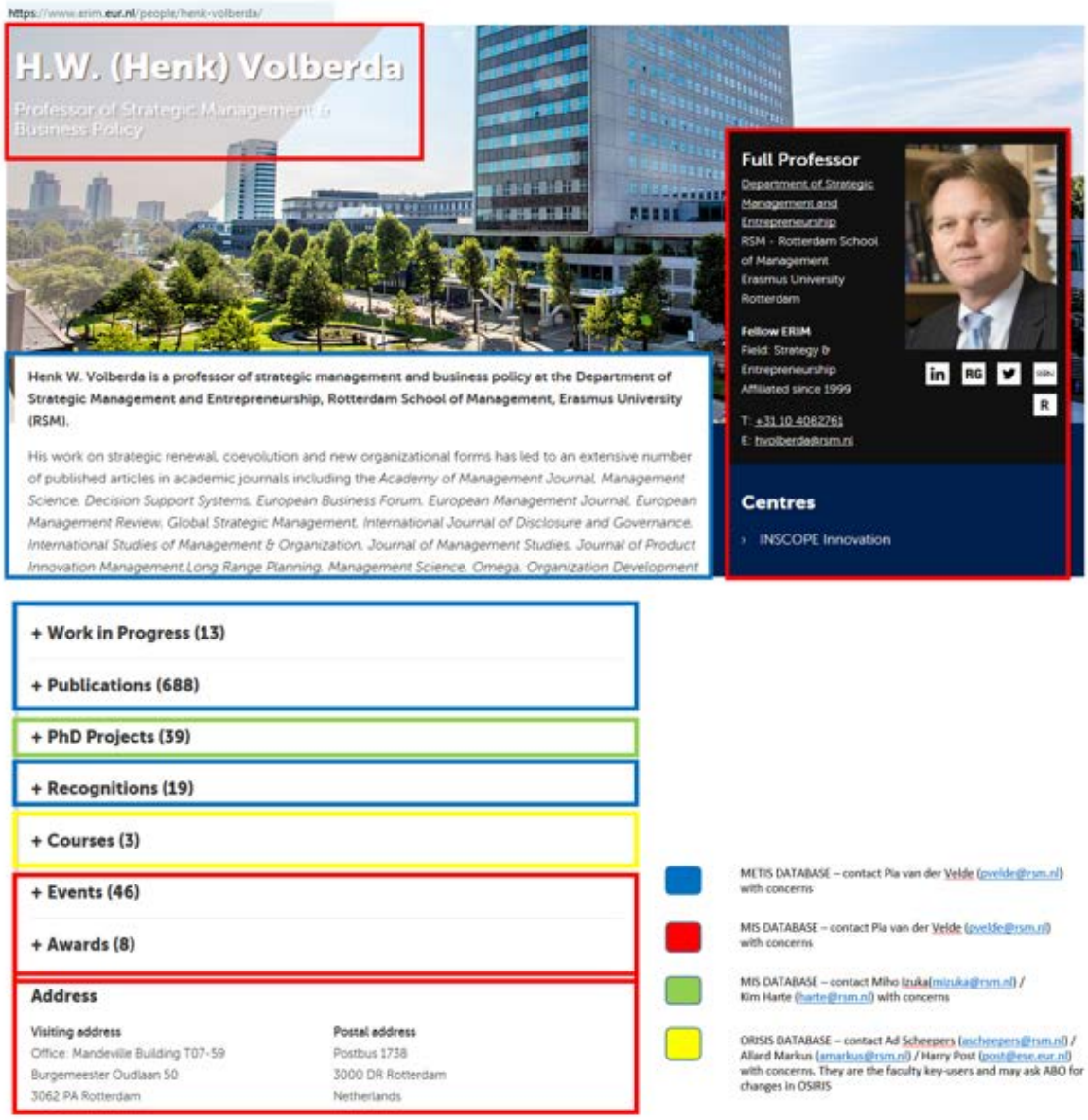
Use the button 

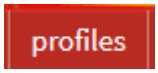
and you are back again in the result overview page. Double click on the result you want to edit (or use the **icon).**



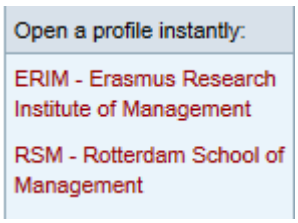
How to manage your personal webpage

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.



Use the button 

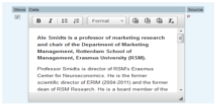
from the main menu. Click on the profile you want to open



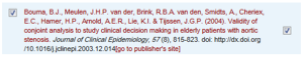
At the left side you see the Profile menu. Below some details about the most relevant sections.

In this section you see some HR information; at the bottom of the section is the CV upload button

In this section you have to fill in your profile text



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.



Use these sections to enter your editorial positions, organizational memberships and side positions