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My Research -

A Personalised Application of the Web Portal VIS:online of the University of Innsbruck

User Manual

Research Information Unit

Vicerectorate for Research

Version: 3.1

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INHALT

1. *My Reserach*: Indroduction and Overview

My Research is an application in the web portal VIS:online and is accessible to all members of the University of Innsbruck with an active **c-identifier**. Open the page VIS:online in the browser either via the University of Innsbruck (Quicklinks → VIS:online) or at theURL http://vis.uibk.ac.at/.

Log in with your personal user name (c-identifier) and your passwort. In the VIS:online main menu, click on the ***Persönliche Daten*** tab and then on ***Meine Forschung***. To switch to the English version, please click on the underlined (< **en** >) in den selection mask on the left.

In the ***My Research*** application, you can call up all data records that are stored in the Forschungsleistungsdokumentation (FLD) [= **Research Documentation Database**– RDD] or the Projektdatenbank (PD) [= **Project Database** – PD][1] of the University of Innsbruck about your past and current activities. These are the displayed categories:

Categories:

- ☐ **Publications**
    - ☐ Books
    - ☐ (Co-)Edited Books
    - ☐ (Co-)Edited Journals and Book Series
    - ☐ Contributions to Books / Journals
    - ☐ Patents
    - ☐ (Book) Reviews
    - ☐ Translations
    - ☐ Other Publications
    - ☐ Media Contributions
- ☐ **Lectures**
    - ☐ Presentations at Conferences, Symposia, etc
    - ☐ Guest Lectures
    - ☐ Individual Lectures (professional development / knowledge transfer)
    - ☐ Presentations for the general public
- ☐ **Projects, scholarships and other third-party funding**
    - ☐ Reserach Projects
    - ☐ Scholarships
    - ☐ Others
- ☐ **Organisation of Events**
- ☐ **Professional Posts and Affiliations**
- ☐ **Academic Activities and Achievements**
    - ☐ Doctoral Theses / Postdoctoral Qualifications
    - ☐ Awards and Honours
    - ☐ Supervision of Student Theses
    - ☐ Other academic activities
- ☐ **Other Scientific or Artistic Activities**

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[1] Approved, completed and ongoing projects from the project database are shown.

With *My Research* you can view, filter, edit and export your data records. Also there is a combinable search function on-hand.

Filters:

- Categories and subcategories
- Time frame (year and date)
- Research area / platform / center / doctoral programme
- Status (validated / non-validated)

Edit Mode:

- Assignment to the research focus system of the University of Innsbruck
- Peer review mapping
- Acquisition and editing of your unique and permanent identification numbers (ORCID iD, ResearcherID)
- Upload documents to the repository of the University of Innsbruck: secondary publication (open access, self-archiving)

Export:

- Signed PDF
- Export to Word
- Export to Excel
- Literar Mechana Export
- RIS file

My Research is displayed in a **selection mask** and an **output display**.

Selection mask	Output display

My Research

de en

Categories

▷ ☑ Publications
▷ ☑ Lectures
▷ ☑ Projects, scholarships and other third-party funds
☑ Organisation of Events
☑ Professional Posts and Affiliations
▷ ☑ Academic Activities and Achievements
☑ Other Scientific or Artistic Activities

Period

from: [   ]   to: [   ]   (Year or Date)

Research Area / Platform / Field of Research / Doctoral programme

[- All - ▼]

Status

☑ validated
☑ non-validated

Search for

RDD-ID: [   ]
Author / Person: [   ]
Title: [   ]

Research activities

"My Research" is an application of the web portal VIS:online, which documents all your data records of past and ongoing research activities that are saved in the Research Documentation Database (RDD) and the Project Database of the University of Innsbruck.

Languages: German or English

Use the selection mask on the left to adjust the output of your records:

Categories	Select or de-select the checkbox to filter the output of the RDD categories. Click the arrow icon in front of each category to open a new menu and to filter the results in more detail.
Period	With this function the period can be narrowed down (e.g. 2012-01-01 - 2012-12-31). If no certain time period is entered, all research records of past and ongoing research activities saved in the RDD will be considered in the search results.
Research Area / Platform / Field of Research / Doctoral programme	Click the dropdown list to retrieve a list of all active Research Areas, Platforms, Fields of Research and Doctoral programmes of the University of Innsbruck. You can then select an element from the list and filter your results in more detail.
Status	This function enables you to choose between validated and non-validated records. A validated record has been processed by the Research Information Unit after it was entered by a department. This means e.g. that bibliographic information based on library catalogues has been added or that records have been categorised according to the RDD definitions.
Search for	Refine your search according to criteria such as RDD ID, (Co-)Author / Person, and Title.

Click the "Show" button to display all your research activities according to your selection. Click the "Reset" button to restore the original settings of the selection screen.

For further information please consult the handbook: "VIS:online Modul My Research - Handbook".

Please use the **selection mask** on the left side to set your filters. Within the basic settings, there are no such filters set. To display your data records please use the *show-button* or press ENTER. After that your research data will be shown in the **output display** (tab *Overview*). The tab *Overview* provides you recorded research activities in the various categories at a glance. When using the tab ***Details, export & editing*** a more detailed view of each single data record will be displayed. Here you can also use the above-mentioned editing modes and export possibilities.

2. Selection mask: setting filters and use search functions

The selection mask allows you to refine the data output of your data records. In doing so, you have a certain number of filters, like:

- displaying only certain categories and subcategories
- limiting to a specific time frame (year or date)
- showing records assigned to a chosen research area / platform / center / doctoral programme
- or limiting to the status

Within the basic settings, there are no such filters set.

Additionally there are search functions where you can search for specific IDs (RDD or project database), (co-) authors as well as titles.

To reset all filters or search entries click the **Reset** button.

2.1 How to filter

2.1.1 Setting filters by categories

By checking or unchecking the boxes in the section **categories** you can refine your data output. The RDD-types within the (sub) categories will be displayed by moving your mouse over a certain (sub) category.

Example: If you want to restrict your output to publications only, please uncheck the boxes of all other main categories. Click the **Show**-button or ENTER.

→ Filter for sub categories: Four of the categories (**publications**, **lectures**, **research projects and scholarships** and **academic activities and achievements**) divide into subcategories. To show subcategories click on the small arrow in front of the categories.

Example: You would like to display the subcategories of the categorie lectures. Please click on the arrow in front of Lectures (**grey arrow**). To limit to **Guest Lectures** (**orange arrow**) uncheck all the other boxes within the categorie **Lecture**. Please click **Show** or press ENTER.
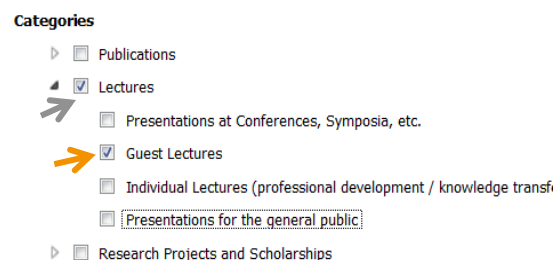
2.1.2 Setting filters by a time frame (period or year)

Enter an exact date or a year in the from and to fields in order to confine the search for data records to a certain time period. Please use the format YYYY or YYYY-MM-DD.

→ Limitation to certain years

Period
from: [2019]   to: [2020]   (Year or Date)

→ Limitation to a certain time frame

Period
from: [2019-01-01]   to: [2020-12-31]   (Year or Date)

2.1.3 Setting filters by research areas / platforms / centers / doctoral programmes

To check which and how many data records are assigned to a certain research area, platform, center or doctoral program you can use a filter function. A list of all active research areas, platforms, centers, and doctoral programmes of the University of Innsbruck displays when clicking on the empty dropdown-menu. Additionally there is also the option of choosing **none assigned**. After selecting one element the output will be filtered correspondingly. Please note that only one element at a time can be chosen from the dropdown menu.

Example: You would like to display only records that are affiliated to the research center European Integration. Therefore please click on the empty dropdown menu and select Research Center European Integration. After clicking on Show or pressing ENTER your data records will be shown in the output display.

2.1.4 Setting filters by a certain status

Here you can select between validated and non-validated data records.

➜ **Validated:** All data records are revised after the capturing in the RDD through the Research Information Unit of the Vicerectorate for Research. The revision of data records takes some time. The unit validates eg the bibliographic information available for publications by reference to library catalogues or categorizes data records according to the RDD-definitions. Validated data records are marked with a green flag ▶ in the output display.

➜ **Non-valididated:** If a data record is not revised yet it is marked with an orange flag ▶. In case you should need not-validated data records validated until a certain point of time (eg for a data export), please feel free to contact us (fld@uibk.ac.at).

Example: You would like to display only validated research records, please uncheck the box in front of **non-validated**. Click **Show** or press ENTER afterwards.

2.2 Search functions

In the selection mask you can search for very specific search terms on three different levels. It is also possible to combine all three search functions.

➜ **RDD-ID:** Each data record in the RDD or project database (PD) is provided with a unique identification number (FLD-ID or PD-ID). If you want to search for a data record with a specific FLD-ID / PD-ID, then enter the corresponding number here. Please click on the **Show**-button or press ENTER.

➜ **Author / Person:** With this search function you can search for a specific person in a data record (e.g. for (co-) authors or (co-) lecturers). After inserting the name in the empty field, please click on the **Show**-button or press ENTER.

➜ **Title:** All records have a title field. The search function allows you to search for a specific title in a research data record by entering a specific word or specific words of the overall title or the overall title. Please click on the **Show**-button or press ENTER after inserting the search term into the empty field. Please note that the title search searches for the exact syllable combination.

3. Output display: data view and edit mode

You can use the **selection mask** on the left to restrict the output of the data records with regard to certain criteria. If you only want to display the data records, please click on **Show** or press the ENTER key.

The saved research data records are then first displayed in the *Overview* tab by year and (sub) category in the output display on the right. In the *Details, export & editing* tab you can view the individual data records in detail. Here you can also access the editing modes and export options.

➜ **The *Overview* tab**

The *Overview* tab should give you a quick overview of the number of saved data records on your research achievements in the various (sub) categories by year.

In the standard setting (without filters set), the current and the past four years are displayed. Years past can be displayed by clicking on the blue arrow.

The total number of stored data records in the (sub) categories is shown on the far right. The total shown is not always the sum of the individual values per year. If research activities span over several years (eg in den categories *Projects, scholarships and other third-party funding* and *Professional Posts and Affiliations* or in the subcategories *Supervision of Student Theses*), the data record is counted for each year individually, but only once in the totals column.

➜ **The *Details, export & editing* tab**

The *Details, export & editing* tab lists the individual research data records in detail and also enables the export, the processing of selected additional information (peer review, assignment to the research focus system) and the upload of documents to the repository of the University of Innsbruck (second publication of your publication)

It is also possible to enter and edit the research identification numbers (ORCID iD, ResearcherID) in the tab. These internationally recognized, unique and permanent identification numbers (identifiers) for researchers remain unchanged over the entire career path - regardless of employer and research area - and connect scientists directly with their research results.

3.1 Detailed view within the tab *Details, export & editing*

In contrast to the overview display, this view also shows the types within the (sub) categories. A detailed description of the FLD types can be found in the VIS:online → Forschungsleistungsdokumentation → [Categories: Definitions and Examples](#).

The detailed view contains the following information, in the horizontal order of the displayed fields:

- **RDD-ID:** Each data record of the FLD and the project database (PD) is provided with a unique identification number (FLD-ID or PD-ID).
- **Research performance as a full quote**: In addition to the full citation, stored links / DOIs / links to the full text and other additional information are also displayed (peer review, open access, index theologicus, Web of Science, VHB-Jourqual)
- **Validated** or **not validated***:*
  - **Validated:** All data records are revised after the capturing in the RDD through the Research Information Unit of the Vicerectorate for Research. The revision of data records takes some

time. The unit validates eg the bibliographic information available for publications by reference to library catalogues or categorizes data records according to the RDD-definitions. Validated data records are marked with a green flag ⚑ in the output display.

- o **Non-valididated**: If a data record is not revised yet it is marked with an orange flag ⚑. In case you should need not-validated data records validated until a certain point of time (eg for a data export), please feel free to contact us (fld@uibk.ac.at).

The research achievements are sorted within the (sub) categories first by years and then by person (A-Z).

➜ The single file view

Detailed information on a single data record can be called up by clicking on the FLD ID. The FLD ID can be found in the first column. A window opens with the name Details on **research achievement #xxxxx**

Here is an example of the information associated with FLD ID 326228.
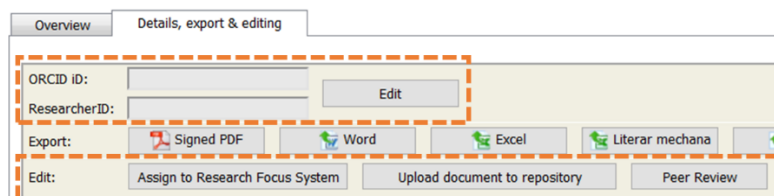
In contrast to the previous view, the assignments within the focal system are also shown in the single view. You can also see which institutes have been assigned a data record.

3.2 Editing modes in detail

In the VIS-Tool *My Research* you can record and edit the following additional information:

- Acquisition and editing of your unique and permanent identification numbers (ORCID iD, ResearcherID)
- Assignment to the research focus system of the University of Innsbruck
- Upload documents to the repository of the University of Innsbruck: secondary publication (open access, self-archiving)
- Peer review mapping

3.2.1 Acquisition and editing of your unique and permanent identification numbers

It is currently possible to record two different, unique and permanent identification numbers: ORCID iD and ResearcherID.

➜ **Acquisition and editing of the ORCID ID**

The research identification number of the non-profit organization ORCID (https://orcid.org/) must be entered in the upper area of this register page. At the website of the non-profit-organization ORCID you can register a

permanent identification number – the ORCID iD. Please click on **Edit** to enter, edit or delete your 16-digit ORCID iD (eg *0000-0002-1825-0097* or *0000-0002-1694-233X*) in the blank field and press **Save**. This number can be removed if the input field is deleted and saved.

➜ **Acquisition and editing of the ResearcherID**

The registration of the ResearcherID of the literature database Web of Science (formerly ISI Web of Knowledge)

is structured in the same way as the registration of the ORCID iD. This identification number was launched by Clarivate Analytics in 2008 and is structured as follows: [Capital letter] - [4 digits] - [Registration year]. This number can also be removed if the input field is deleted and saved.

3.2.2 Assigning data records to the research focus system

This editing mode enables you

- Viewing previously assigned research areas (RA), research platforms (RP), research center (RC), and doctoral programmes (DC),
- the assignment of data records to a RA/RP/RC/DC and
- deleting already assigned RA/RP/RC/DC.

To open the editing mode, please click the **Assign** button in the *Details, export & editing*. The RA/RP/RC/DC already assigned to each individual data record now appear in red text. This is for easier readability.

RA/RP/RC/DC are assigned manually, eg when they are entered by FLD officers. RA/RP are automatically assigned if the assigned RC/DP belongs to an RA/RP. You can recognize the automatic form of the assignment by the light gray cross, this cannot be edited.

Here is an example of an automatic assignment to the RC Cultural Encounters - Cultural Conflicts due to the assignment of the DP Austrian Studies.

➜ Make / remove assignment to units in the research focus system

> Step 1: Place a check mark in the checkbox of the records you want to select. By clicking on the higher-level check box, you can also select all of the displayed data records.

> Step 2: If you click on the dropdown list field - *Select RA / RP / RC / DP* - a list of all research focuses, platforms and centers or doctoral colleges is displayed. Select an element from the dropdown list:

> Step 3: The assignment is carried out by clicking on the button *Assign*.

The removal of RA/RP/RC/DP works in the same way using the button *Remove*. You can also remove an assignment by clicking on the red cross.

➜ Restrictions on removing *RA/RP/RC/DP*

There are no restrictions for you when assigning your own data sets to the research focus system of the University of Innsbruck, but there are when removing existing assignments. If you carried out the assignment yourself, you are also entitled to remove it again.

If the assignment was **not made by you** but by a third person, there may be restrictions:

- Single author: If you are the only person named in the respective data record, you can remove the assignment. This is shown in the data record by a **red cross**.
- (Co-)author: If several members of the University of Innsbruck are mentioned in the data record, the assignment may have been carried out by other (co-) authors. In this case, removal is not possible. This is shown in the data record by a **yellow cross**.

If an RC belongs to an RA or an RP, all data records that have been assigned to this RC are automatically assigned to the higher-level unit. The assignment to the RA or to the RP cannot be removed. You can recognize this by the **light gray cross**.

If you have any questions or anything is unclear, please contact us (FLD@uibk.ac.at).

3.2.3 Uploading documents to the repository (secondary publication, self-archiving)

The University of Innsbruck has a non-commercial, institutional repository (http://diglib.uibk.ac.at/). It is primarily used to secondly publish scientific publications that have appeared in print or subscription journals as

open access publications. This second publication or self-archiving is also known as the Green Way of Open Access. Of course, open access publications can also be uploaded to the repository. Further information on the repository of the University of Innsbruck can be found on the website OA publishing in the repository.

Members of the University of Innsbruck can use the VIS tool *My Research* to upload full texts in PDF format for secondary publication in the repository of the University of Innsbruck. Please clarify any embargo periods with the publisher in advance. The coordination center Open Access (open-access@uibk.ac.at) will be happy to assist you with any questions.

➜ **Upload a full text**

> Step 1: To open the editing mode, please click the button in the *Details, export & editing* tab of the output mask *Upload document to repository*.

> Step 2: Go to the publication for which you want to upload and click **Upload document in repository**. A window **The repository of the University of Innsbruck - Document management through RDD** opens.

You can either filter the data record in advance using the selection mask (e.g. by searching for RDD-ID, publication title or author name) or select the corresponding data record directly in the output display in *Details, export & editing*.

> **Step 3:** You can upload the document in the window *The repository of the University of Innsbruck - Document management through RDD.* You can see the following information:

In the upper section you can see the RDD-ID and the full citation of the selected publication.

In the middle section *Available documents* you can see the already uploaded full texts.

The third section *Upload new PDF* document contains the declaration of consent.

We ask you to read the declaration of consent carefully. You cannot continue uploading until you press the button *I agree*. You confirm that you give your consent to the publication. The bottom section of the window is then released for editing.

Type: For *Type*, please select whether it is a **preprint**, **postprint** or the **published version** of the publication. When you click on the dropdown list, a message box appears

Upload PDF file: Click on *Search* in the *PDF file* field and select the PDF document for the second publication in the repository. Please note that the system only supports PDF format.

Embargo deadline and publication date: If you indicate the type as the **published version**, you can enter an embargo deadline here (6, 12, 18, 24, 36, 48 months). The **publication date** is the day of publication of the first publication regardless of the format in which it appears first. From this date, an embargo period for the second publication in the repository begins. The document is therefore loaded into the repository, but the full text can only be called up after the stored embargo period has expired.

By clicking the button *Upload document*, the PDF document is loaded into the repository and appears in the middle section *Available documents*. If the document is still in the *New Upload* status, you can still delete the document or edit detailed information such as type or publication date. To do this, please click either on the editing symbol on the right or on the delete icon (red cross).

The repository of the University of Innsbruck - Document management through RDD							
FLD-ID	326265						
Publication	Musterfrau, M.; Musterfrau, D. (2019): Praxishandbuch. Innsbruck: Studia Universitätsverlag ISBN 978-0-00-000000-0.						

Available documents:

Documents ▲	Comment	Type	Status	Upload date	Uploaded by	Repository release date	
doc_326265_4154.pdf		Published V...	new upload	10.04.2020	Härting Bar...	17.05.2021	✎ ✖

You can now exit document administration.

➜ **Viewing full texts already uploaded**

In the *Details, export & editing* tab, a link to the full text is displayed immediately after uploading the document when the RDD data set is fully cited. If the full text has already been released, the browser opens the link to the repository of the University of Innsbruck. As long as the full text is not yet released for secondary publication in the repository, the PDF document will appear.

RDD-ID	Research activity	Validated
Publications		
(Co-)Edited Books		
Anthology / Collected Edition (Editorship)		
326265	Musterfrau, M.; Musterfrau, D. (2019): Praxishandbuch. Innsbruck: Studia Universitätsverlag. ISBN 978-0-00-000000-0. (Full-text)	▶

In the **Details on research file #xxxxx** view (can be called up by clicking on the FLD number #xxxxx), you can see the link to the full text, what type of full text it is and the release date in the repository

If the uploaded document is already published in the repository, the URN (Uniform Resource Name) is also displayed.

Details on research file #326265	
Publications - (Co-)Edited Books - Anthology / Collected Edition (Editorship)	
Editor(s):	Musterfrau, M.; Musterfrau, D.
Title:	Praxishandbuch
Year:	2019
Publisher:	Studia Universitätsverlag, Innsbruck
ISBN:	978-0-00-000000-0
Pages:	400
Language:	German
Involved departments:	Office of the Vice Rector for Research
Research areas:	Research Area Physics Research Platform Advanced Materials Research Center Philosophy of Religion Doctoral programme Reactivity and Catalysis
Full-text:	doc_326265_4154.pdf / - (Type: Published Version, Repository Release Date: 2021-05-17)

3.2.4 Editing mode: peer review

In the output display, you can view some of the additional information stored at the level of the individual data records in the *Details, export & editing* (peer review, indices: SCIE, SSCI, A&HCI[2], Index theologicus, VHB-Jourqual[3]). If known, this information is also added when the data record is recorded and immediately appended to the data record. However, this information is often not known when it is recorded by the RDD officer. In the VIS tool *My Research*, you have the option in the tab *Details, export & editing* for publication data records to add to the information peer review simply and easily. Please note that no distinction is made between the individual peer review types.

➜ **Add / remove the peer review information**

To start the editing mode, please click on the *Peer Review* button. Then three buttons appear in another line: *Add*, *Remove*, *Exit* (green arrow)
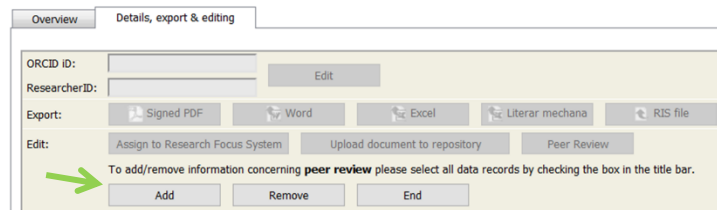
Place a check mark in the checkbox of the records you want to select. By clicking on the higher-level check box, you can also select all of the displayed data records. The assignment is carried out by clicking on the button *Add*. Removing the peer review information works analogously with the button *Remove*.


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[2] SCIE = Science Citation Index expanded; SSCI = Social Science Citation Index; A&HCI = Arts and Humanities Citation Index; These three indices are part of the Core Collection of the Web of Science (Clarivate Analytics) and are automatically transferred to the RDD every November / December.

[3] The Index theologicus and the VHB-Jourqual are subject-specific indices from the areas of theology and economics, which are also updated regularly.

4. Export options

The VIS-Tool *My Research* provides a small range of export options:
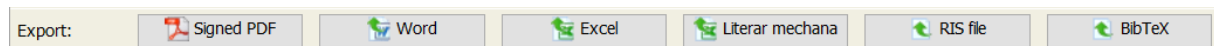
- Signed PDF
- Export to Word
- Export to Excel
- Literar Mechana Export
- RIS file
- BiBTeX

Choose the preferred export format by clicking on the corresponding button. The export will start immediately. All data records displayed in the output display will be exported. So, revise the set filters beforehand. Please be advised that the exported data is not to be modified. When using and saving data please be aware of data protection laws. Please keep in mind that your data records may also comprise of third-party data worth protecting.

During the data export it may appear an alert box pointing out that your are about to export validated as well as non-validated data records.
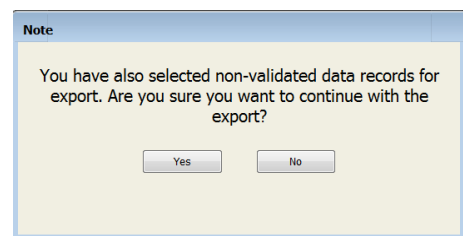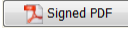
➜ *Validated:* All data records are revised after the capturing in the RDD through the Research Information Unit of the Vice-Rectorate for Research. The revision of data records takes some time. The unit validates eg the bibliographic information available for publications by reference to library catalogues or categorizes data records according to the RDD-definitions. Validated data records are marked with a green flag in the output display.

➜ *Non-validated:* If a data record is not revised yet it is marked with an orange flag. In case you should need not-validated data records validated until a certain point of time (eg for a data export), please feel free to contact us (fld@uibk.ac.at).
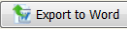
We recommend to export only validated data records. To show only validated data please uncheck the box in front of *non-validated* shown in the selection mask. Click *Show* or press ENTER afterwards.
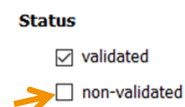
➜ **Signed PDF:** To facilitate and standardise the export of RDD data for person-related evaluations a special export format was developed. The signed PDF shows whether a data record has already been validated or not, precedes the RDD data with a title page and table of contents and digitally signs the PDF.

Please click on the button [Signed PDF] to start the download. You can either open or save the file.
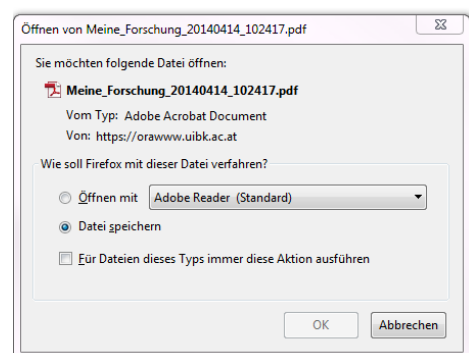
➜ **Export to Word:** Please click on the button [Export to Word] to start the download. You can either open or save the file.

My Research opens the document in Word as a **.html-file** in MS Word. To save the file as a Word file, please follow the steps preceding the document:

Note: This document is displayed as an HTML file (website).
In order to save the document as Word file please proceed as follows:
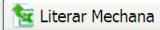 1. Select the menu item File and click the icon Save as.
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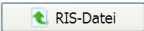
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