

Edinburgh Napier University

Worktribe: Research Profiles and Outputs

General Information for all users

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Contents

Introduction	2
Users.....	2
Login	2
Home Page	2
Notifications.....	2
Menus	3
Your Profile	3
Editing your profile.....	4
Adding Qualifications	5
Supervisions	5
Projects.....	5
Outputs	5
Adding Recognition.....	5
Event and News.....	6
Adding Outputs.....	6
Adding new publications	7
DOI upload	7
Upload file.....	8
Adding new file (not a Book or Journal publication with DOI or Full Text).....	8
Linking Authors to Outputs	9
Adding other information to Outputs	10
Output contributors	10
Funders	11
Files.....	11
Metrics	11
Comments	11
Depositing your output with the Library.....	12
Definitions	13

Introduction

The Worktribe Research Management System has been designed to allow Edinburgh Napier University to manage research grants throughout their entire lifecycle from initial costings through to an integrated repository for research publications and profiles.

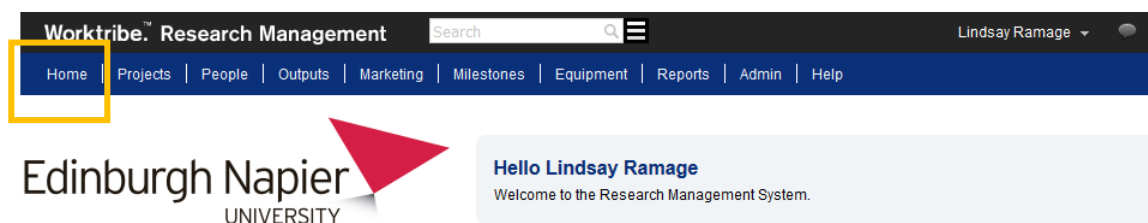
Users

Each user is identified by a unique account. Your user account will have been assigned to one or more groups. These groups give the appropriate permissions to enable you to complete your tasks within the system. As user roles may vary so the range of groups that may be assigned to staff will vary. At ENU your user name is your staff ID number

Login

Worktribe url: <https://napier-research.worktribe.com>

This will take you to the home page:



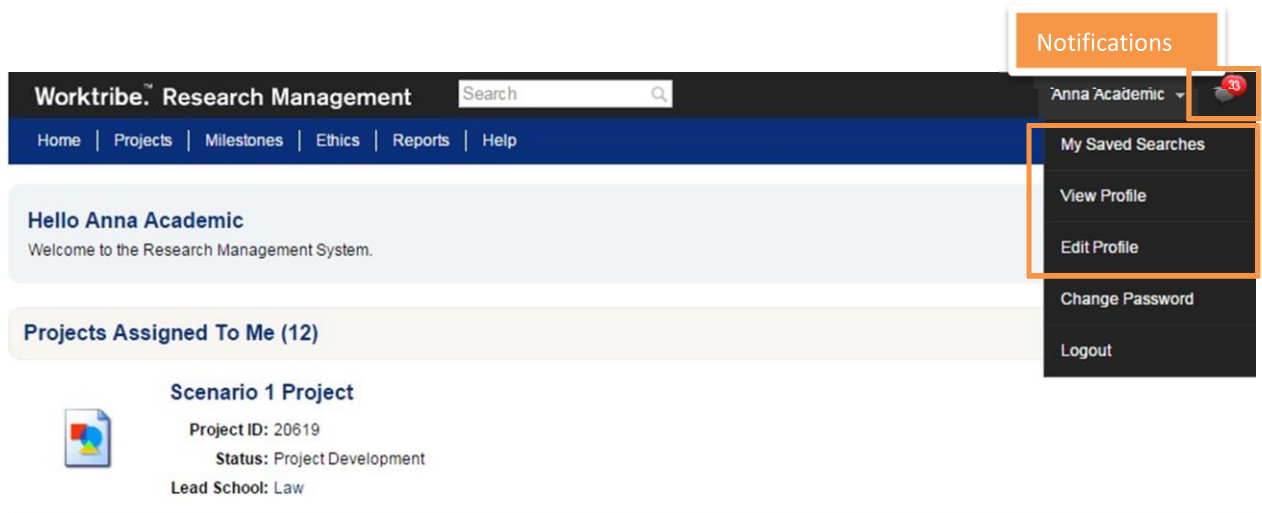
Home Page

The Home Page displays a personal dashboard view that gives a quick overview of the current status of the activities you are involved in. Depending on your permissions these can include projects, approvals, ethics, peer-review, outputs, milestones etc.

From the dashboard view, you can click on a name of the item to open the detailed record.

Notifications

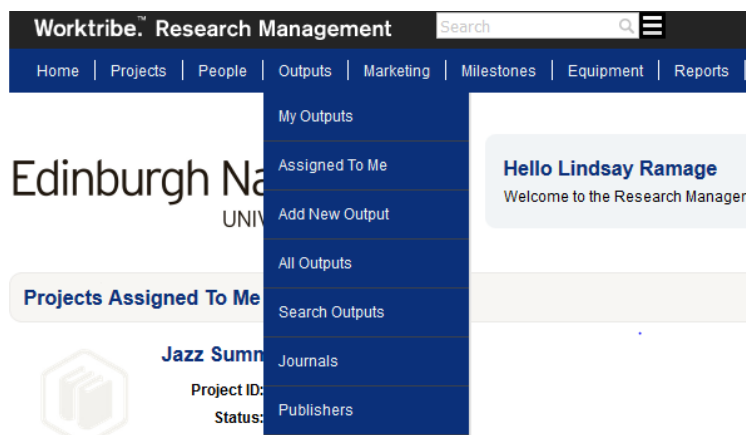
The header gives you access to your notifications, personal saved searches and profile information.



Worktribe uses workflow to drive activity throughout the system. At all stages in the workflow notifications are automatically sent to relevant users based their involvement in that stage (Notifications will also be received by email).

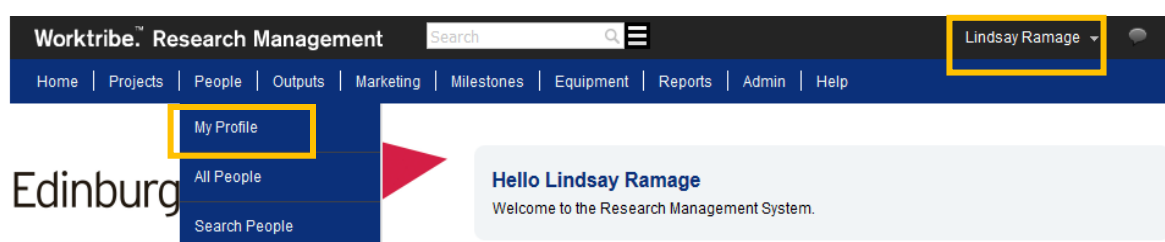
Menus

The menu gives you access to everything you need to manage the different items available within Worktribe Research Management. For example, the **Outputs** menu will give you access to **My outputs**, **Assigned to me**, **Add New Output**, view **All Outputs**, and **Search Outputs**.



Your Profile

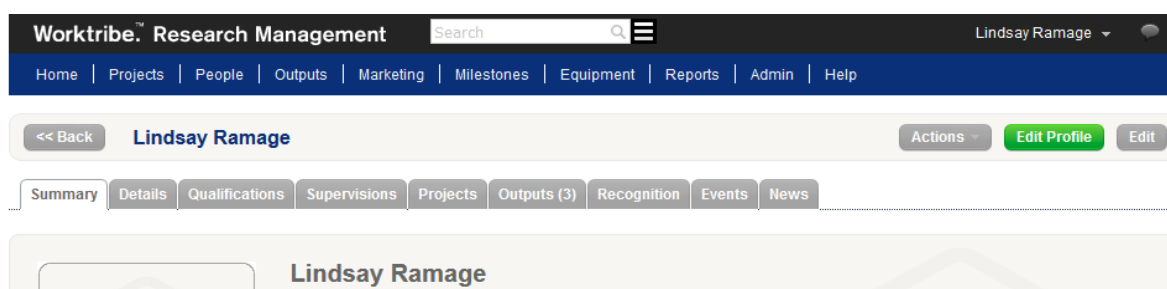
You can edit your profile in two ways: from the people menu and by clicking on your name on the top right of the screen and select my profile. Both these methods will take you to the same page on the system. It is your responsibility to keep you profile information up to date.



The summary page displays information from the **Edit Profile** button and the other menus on the profile page. Information displayed includes your Name, job title, contact details, projects, outputs, recognition and news.

Most of this information can be edited by yourself, but some of this information is obtained from systems such as HR and SITS (ENU Research Student Supervisions). Projects, Outputs, News and Events can be added to your profile through the menus at the top of the page.

Editing your profile



The green **Edit Profile** button allows you to enter the following information:

Title

Initials

First Name - Mandatory

Last Name – Mandatory

Name Variants – It is important to add all these as it will assist in linking any publications to your name. Please include previous surnames and combinations of your names you have published under

Post Nominals – Letters after your name

Organisation– Edinburgh Napier University

Job Title – This is pulled through from HR

Org Unit – Your school

Contact details – phone, mobile, email, address

Biography – This will appear on the external website

Research Interests

Teaching and Learning –**DO NOT USE YET, further instructions to follow**

Research Areas – Choose from drop down list

Themes – These are the Strategy2020 themes, chose from drop down list

Research Centres/Groups - Choose from drop down list

Social Media/networking – you can include ResearcherID, ORCID, Je-S ID, Twitter, LinkedIn, any other Website information related to your research.

Image – Please include a high quality image for the Website

People who can edit my profile – You can give someone else access to update your profile by selecting their name from the list

Adding Qualifications

Once you have your profile page open select the Qualifications tab.

Select **Add qualification**

Complete the various details as appropriate.

Only if your qualification was obtained from ENU can you complete the director of Studies, Supervisors, Examiners and thesis information. These rely on drop down menus based on our HR and library information. If you have supervised ENU research students or have had them in the past this information will come from the SITS import

Supervisions

This information comes from SITS for internal supervision. Non-ENU supervisions can be added through the recognition tab.

Projects

This information comes from the Projects menu for ENU applications and awards. Please see separate guide for information on how to add ENU projects. For non-ENU projects please use the recognition tab

Outputs

This information comes from the Outputs menu. See below on how to add

Adding Recognition

Use this tab to details and activities which occur **externally to ENU**. Once you have your profile page open select the Recognition tab.

Select **Add Recognition**

Type of Recognition:

Conference Activity	Conference organiser, Conference Chair, Programme Committee Chair, Programme Committee member
Media Activity	TV appearances, newspaper articles,
Fellowships & Awards	Fellow of xxx, Best paper, Nobel prize, ...
Editorial activity	Editorial Board member, Editor of Special issue,
External Examining/Validations	PhD External Examining,
Advisory Panels & Expert Committees/witness	Funding panel, review panel, advisory boards, expert witness
Invited Speaker	Keynote speaker, invited speaker at conference, invited seminar speaker at another University/Organisation....
Non-executive Directorship	
Spin-outs and Licenses	
Reviewing	Journal reviewer, programme committee member
Pre-Napier Funded Projects	Grants funded while not working at Napier.

Details which should be captured are:

Title - Mandatory

Type - Mandatory

From (year) – date activity started; mandatory

To (year)

Public status – discoverable/private; mandatory

Description – Please provide any other details not covered in the title

Organisation – Where event takes place/ or who you do activity for

Funder – If this activity was paid for via a funder (research/commercial) and please recognise this

Org Unit – Your school

Impact type – Choose from drop down list

Event and News

This information comes from the Marketing menu. See below on how to add.





Adding Outputs

Outputs can be searched on the outputs menu or the search menu at the top. Some outputs will be on the system as they may be been available on the e-prints repository or have been imported from CVs or co-authors and collaborators. If you have an **ORCID** attached to your profile your publications may appear on your profile if they are linked to the ORCID. **Please check** your output is not already on the system before adding any items as this may create duplicates.

There are four ways to upload outputs:

Add New Output

How do you want to add your output?

-  **Add by DOI**
-  **Upload Journal Article Full Text**
-  **Add Other Outputs**
-  **Upload BibTex / RIS**

Add by DOI – publications. Some metadata will be populated for you

Upload Journal article full text – publications. Some metadata will be populated for you, but

not currently uploading the actual PDF
 Add other outputs – manually creates a record
 Upload BibTex/RIS – not recommended for Academic use, **Library use only**

Adding new publications

DOI upload

Select **Add by DOI**, a box will appear to enter the DOI. The DOI can be obtained from the publication website or CrossRef www.crossref.org/ . If you use CrossRef do not include the <https://dx.doi.org/> prefix.

As much Metadata has been captured by the publisher will appear on the resulting box. Please complete as many of the additional fields as you are able to, those with * are mandatory to move to the next stage.

If you are uploading historical publications (ie not newly published) and don't know the actual acceptance date please use the year 1900. Library knows this is not a new article which requires follow up once sent to them for review

Fields which are available for completion are:

Journal	Book
Type – see table below for details	Type – see table below for details
Article type - see table below for details	Article type - see table below for details
Title	Title
Abstract	Abstract
Publication Status – Submitted/Accepted/Published*	Publication Status – Submitted/Accepted/Published*
Acceptance date	Acceptance date
Online publication date	Online publication date
Publication date	Publication date
Linked journal – select from drop down list. If journal not available contract repository@napier.ac.uk	Linked Publisher – select from drop down list. Publisher is not available contract repository@napier.ac.uk
APC Status – select from drop down list	pages
Peer-reviewed – yes/no	Number of pages
Volume	Series
Issue	Edition
Article number	Book title
Series	Chapter number
Edition	ISBN
DOI	DOI
Keywords	Keywords
Research Areas – Choose from drop down list	Research Areas – Choose from drop down list
Themes – These are the Strategy2020 themes, chose from drop down list	Themes – These are the Strategy2020 themes, chose from drop down list
Research Centres/Groups - Choose from drop down list	Research Centres/Groups - Choose from drop down list

Publication type	Article type
Journal	Article Conference paper (published in journal) Review Letter Addendum Meeting abstract Other
Book	Authored book Book Chapter Edited Book Monograph Scholarly Edition Other

Upload file

To upload a full text file to extract the metadata select add new output and then upload Journal article Full text

Select the appropriate file type. The metadata will populate from the PDF. Update any missing fields as per the DOI method

Adding new file (not a Book or Journal publication with DOI or Full Text)

Fill in all mandatory fields and as many of the others as possible. All output types will be available. Please select the appropriate type – Books and journal information above, other outputs below.

Conference papers can be tricky to add. Please follow this guidance: if your paper was presented at a conference and subsequently published in a journal your first choice should be journal article, then Conference paper. If your paper was presented at a Conference and subsequently published in a book of proceedings the first type should be Conference Proceeding

***Publication status.** If your paper has been accepted for publication but hasn't yet been assigned to a specific issue of the journal then you should choose "Accepted". If it has been published online/published then select "Published".

Output type	Article type description (lists are from dropdown boxes)
Conference Proceeding	Published, but not in a journal
Dataset	Dataset
Digital artefact	Software Website content Image Video Audio Other
Exhibition/Performance	Exhibition performance Other
Patent	Patent
Physical Artefact	Artefact Devices/products Other
Presentation/Conferences	Conference paper (Unpublished) Lecture Speech Poster Keynote Other
Report	Select report type
Thesis	Thesis/Dissertation
Working Paper	Working Paper
Other	Composition Design Experiment Manual/Guide Teaching Resource Other

Linking Authors to Outputs

Once you have added the output metadata the Output will appear on the Outputs assigned to me area. You can link the authors to the output by selecting the title of the output to generate the details of the output. This is in the form of a series of tabs:

This Output is assigned to you and [Library](#).

In Progress

Upload your output in the appropriate file format and deposit with the Library. For Journal Articles to be REF compliant, you must deposit the Accepted Manuscript within 3 months of the Accepted Date. When you deposit, you can request that your output is not made publicly available.

Edit Details
Deposit
Discard

- Details
- Authors (1)
- Contributors
- Funders
- Files
- Metrics
- Candidates
- Comments

Select the Authors tab and add each author on the publication/output in the published order. For ENU staff you can link them to the output by selecting the individual from the drop down menu. You can add the lines ones at a time or select add multiple

Output Authors
✕

Add Multiple

	First Name	Last Name	Linked Person	
⌵	<input type="text" value="Lindsay"/>	<input type="text" value="Ramage"/>	<input type="text" value="Lindsay Ramage %"/>	✕
⌵	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Person"/>	✕
⌵	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Person"/>	✕
⌵	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Person"/>	✕

Add

Update

Adding other information to Outputs

You can also link other information to outputs in similar way to linking authors

Output contributors

If someone else has contributed to the output, but is not an author they can be added to the record, Select contributors tab and then **Edit**

Add the contributor, if they are at ENU they can be linked to the output. You can also select their role in the output.

Role selections are:

- Accompanist
- Compose
- Conductor
- Curator

Data Manager
Editor
Exhibitor
Lyricist
Performer
Producer
Set designer
Other

Funders

If the Output was the direct result of a funded project you can add the funder to the record and then link the funder to the record if it is on the ENU system. If the funded project is on the Projects part of Worktribe you can add the project from the dropdown box. This is sorted alphabetically by title.

Files

If you have a file associated with the output you can add a file to the record with the appropriate version details.

Metrics

Any metrics associated with the output will appear in this tab

Comments

Please add any comments about the output here. If you want to contact the library/repository about the output and are the record creator please add a comment but notify the library. If you didn't create the output record please email repository@napier.ac.uk with the request and the Worktribe output ID.

This Output is assigned to you and Library.

Add Comment

Enter a message and optionally select names of people to notify:

Notify:

*Message:

Details | Audit

Comments

Add Comment

Audit and Arch
Show Archive
Show Deleted
Audit Trail

ed by Worktribe

Depositing your output with the Library

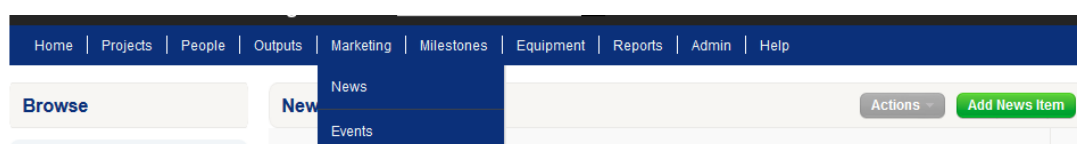
Once all your data and any associated files have been added to the output record you need to deposit it with the library. Select the green **Deposit** button. This will go to the library for final review before being made available on the repository if the output is publically available. If you require to make changes to the record please add a comment to the record and send it to the library with instructions and they will update the record for you.

Marketing Menu

The Marketing Menu can be used to notify other academics of any news and events you wish to disseminate across the School/University. Some news items can be published on the external facing website via this menu.

News

News items can be added by selecting **Add News Item**



You can then fill in the details in the box which appears and add any images, URLs, etc if appropriate. Remember to add yourself as a person involved in the activity.

Once you have completed the details of your news item select **Submit for Approval**. This will then be reviewed by your School public engagement officer to determine if the item is internal or external news

Events

If you are organising internal events you can add them to your profile via the marketing menu. Any external events should be added as recognition.

Fields to be completed include title, type (see below for details), dates, description, location, URL, People involved (**including yourself**), Org Units, Organisations, funders, research areas, themes, research centres/groups and whether this is a public/discoverable event

Type	Example
Seminar/Talk	Napier seminar/talk, talk held at Napier
Exhibition/Concert	Exhibition organised by Napier or held at Napier
External Visitor	External visit to Napier - delegation, speaker, visiting researcher
Conference/Workshop	Conference or workshop being organised at Napier or that should be advertised in Napier
Course	Course organised/run by Napier for advertising internally and externally
Public Engagement Activity	Public engagement of research activity held in Napier or organised/starring Napier staff.
Other	

Once you have added your event you can submit it for approval to be visible on the external

website.

Definitions

SITS –Student Information Management System

DOI –Digital Object Identifier