The **Research Information System** (RIS) will track research activities between award and submission to the institutional repository. The Research Information System will deliver important benefits which include:

- The automatic searching of publications from a range of external sources and a less manual process to deposit them into the Research Repository.
- A single place where researchers can manage grants, projects, professional activities, teaching responsibilities, publications and impact.
- A source of data for rich web profiles for researchers which will be delivered by the Web Redevelopment project.
- A platform in which REF submission and internal research monitoring can be managed with minimal re-keying of data or completing of forms.
By the end of the guide you should be able to:

- **Login** to the System
- **Review** your Home page summary
- **View** your Publications
- **Claim** publications that belong to you
- **Revise** the search settings
- **Add** Scopus IDs and ORCID to your Data Source Searches
Login at:
ris.essex.ac.uk

Your normal university login is all you need.

You don’t need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (IE, Chrome, Firefox, Safari).
When you first log in the Home Page will be displayed, looking something like this.
You will see on the menu that you are at the Home page (the first tab on the menu)

You will also be able access > Menu for other functions.

No other menus should be available to you at this stage.
A My Actions area will tell you things that need attention.

When you get started this will include adding your ORCID and SCOPUS IDs.

You can collapse this ‘carousel’ into a list using the indicated buttons.
MY SUMMARY

A summary of Publications is shown below My Actions

The graph shows (claimed) publications by year.

h-index (based on your claimed publications) is shown

Note: the graph and citation data in the summary update every 24hrs.

Claimed and unclaimed (Pending) publications are indicated
MY PUBLICATIONS

You can access your Publications either from the menu or by clicking on the Summary area on the home screen.
MY PUBLICATIONS

Your publications appear in a list like this

You can filter the publications using the Filters
You can switch between **Mine** (Claimed), **Pending** (Unclaimed) and **Not Mine** (Rejected).

You can control the sort, the results per page and swap move between pages.
MANAGE PUBLICATIONS

You can remove your relationship to an Publication
Click the red cross

You can see more detail about the Publication and edit it by clicking the magnifying glass
MANAGE PUBLICATIONS

You can promote or hide the activity

Click the heart to make the Publication a Favourite on your RIS profile (this does not effect your web profile)

Hidden activities are greyed out

Click the Eye to hide the Publication from everyone but you. This will also hide it from your RIS and web profile
By swapping to the detailed view you can explore more information about the publication including co-authors, citation details, Altmetrics and journal ranking.
CLAIM PUBLICATIONS

On the **Pending** tab you can claim or reject publications.

Publications that are rejected go on to the **Not Mine** list.
Your publications list is built from a variety of external sources including Web of Science, Scopus and PubMed as well as discipline specific sources like REPEC, MLA and SSRN.

When we launch the Repository connection we will also ensure all your publications in the Essex Research Repository that have not be found from other sources are added to the RIS.

You can also add record manually (on acceptance or even when in preparation).
CREATE NEW ITEMS

If the publication is new and has not been indexed by an external data source you’ll need to add it to the RIS first.

Click **Add a New Publication** and choose a publication type
CREATE NEW ITEMS

You’ll be asked first for the publication title, DOI or ISBN.

The RIS will check it’s not a duplicate and that it is not already deposited.
You can then give more detail about the publication

There are different forms depending on the publication type you are adding (Article, conference paper etc.)

As minimum complete the red starred mandatory fields but please add as much detail as possible

When complete click Save and Continue
Automatic claiming speeds up the process of clearing your Pending list.

You can access your Automatic claiming Settings from the menu:

MENU > PUBLICAITONS > AUTOMATIC CLAIMING

You can also access it from the Pending page.
AUTOMATIC CLAIMING

When you go to the Automatic claiming page, you may see a list of data sources under the section Do these identify you? The RIS has found these identifiers from external data sources.

Click on the Yes, No or Ignore button beside each identifier to update your search profile. Ignored identifiers will not be offered again, (but the identifier will not be used to exclude publications). Clicking No will exclude all publications using that identifier.
AUTOMATIC CLAIMING

Clicking the Yes button for the identifier will present a confirmation screen that explains exactly what will be done with the identifier if accepted.

The default option is to "Auto claim publications" which means publications with the author identifier will be automatically added to the "Mine" folder. The other option is to ask Elements to "Auto suggest publications," which places the publications into the "Pending" folder.
The newly verified identifier will be added to the list of External profiles further down the page.
AUTOMATIC CLAIMING

If a known identifier is not listed in the suggestions, click on the database name...
...which will open a dialogue box where the identifier can be entered.

If the identifier is recognized, Elements will retrieve a sample set of articles from the database. Click the Verify button and Elements will retrieve all of the items associated with the identifier.
SEARCH SETTINGS

You can access additional Publications Search Settings from the menu

MENU > PUBLICATIONS > SEARCH SETTINGS
The status area shows the last time your data sources were automatically searched. The search runs automatically every 2 weeks.

By default all users have PubMed, Scopus and Web of Science turned on. Some departments have additional sources.

You can force the search to run immediately by clicking “Run My Searches”. Note: It takes a few minutes to update depending on how busy the system is.
SEARCH SETTINGS

Settings allows you to customise the elements of publications search that don’t use Identifiers. In particular make sure that you add the version of your name that you publish under. It may be different to the 2 Initials + Surname format that is the default.

Careful! Additional search terms are restrictive. If you add Keywords or Journals, then the RIS will only retrieve articles that include those keywords or are published in those journals.
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At the bottom of the page you can add and manage other data sources including ones that don’t use unique identifiers like MLA and RePEc.

Tip: Remember to press save!
RE-RUN SEARCHES

When you have changed your search settings you can re-run the searches to see if more publications are found. (Remember, this may take a few minutes)

Note:
The Publications graph and Citation statistics update overnight so won't change immediately.
NEED HELP?

You should now be able to:

- **Login** to the System
- **Review** your Home page summary
- **View** your Publications
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- **Revise** the search settings
- **Add** Scopus IDs and ORCID to your Data Source Searches

You can find extra help, including video guides on common tasks by clicking the help button in the RIS

For support contact the Research Systems Team in the REO
reors@essex.ac.uk or call 4147