



“My Research”

Brief instruction to the editing mode “Assign to the Research Focus System”

Introduction

“My Research” is an application of the web portal VIS:online that documents data records of your past and ongoing research activities that have been saved in the Research Documentation Database (RDD) and the Project Database of the University of Innsbruck. With “My Research” you can access these data records, filter them, export them in different formats and assign them to the research areas (RA), research platforms (RP), fields of research (FoR) and doctoral programmes (DP) of the University of Innsbruck.

Entering “My Research”

Please select the VIS website in your web-browser:

- > University-Homepage > Quicklinks (top right) > VIS:online
- Or use the URL <http://vis.uibk.ac.at/>

Register with your username (using the “c-identifier”) and your password.

In the VIS:online main menu please click on the tab “**Persönliche Daten**” and then on the menu item “**Meine Forschung**”. In order to switch to the English version, please click on <en>.

Working with “My Research”

The selection screen on the left hand side serves to confine the output of data records with regard to certain criteria. In the default setting no preselection is made. For further information please consult the handbook.

Please click on or press the ENTER button. On the right side of the window, your recorded research activities will be displayed.

The Output Display

The output-screen on the right side contains two tabs:

1. “Overview”
2. “Details, Export & Editing”

Please click on the tab “Details, Export & Editing” to list each data record in detail. The tab also enables the user to export and edit the data records.

The detailed view includes – in horizontal sequence of the fields displayed – information regarding

Validated

- The RDD-ID
- The full details about the research activity
- “Validated or non-validated”

“Validated” means that a data record has been checked and cleared by the Research Information Unit after it was initially registered by the institute. In turn there are “non-validated” records (usually these are newly registered records) that have not yet been edited and cleared by the Research Information Unit.

Detailed information on a single data record can be retrieved by clicking on the RDD-ID.

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The Editing Mode

In order to open the editing mode please click on the button **Edit:** .

The editing mode enables you to

1. see which data records have already been assigned to research areas, research platforms, fields of research and doctoral programmes
2. to assign data records to a research area, research platform, field of research or doctoral programme
3. to delete a research area, research platform, field of research or doctoral programme that has already been assigned

Already assigned research areas, research platforms, fields of research and doctoral programmes are displayed in the red-coloured section. Example:

<input type="checkbox"/>	RDD-ID	Research activity	Validated
Publications			
(Co-)Edited Books			
Anthology / Collected Edition (Editorship)			
<input type="checkbox"/>	206576	Musterfrau, Andrea; Maier, Karin (2012): Die Antike. Musterstadt: Muster Verlag (= Geschichtskunde, 3). ISBN 978-3-0721-1626-1. ✗ Research Area Alpine Space - Man and Environment ✗ Field of Research Climate and Cryosphere	<input checked="" type="checkbox"/>

KEEP IN MIND: Research areas and research platforms are assigned manually as well as automatically. The automatic assignment is not editable. If a field of research or a doctoral programme that belongs to a research area was assigned manually, the superordinate research area is displayed automatically.

Instructions for Assigning Research Areas, Research Platforms, Fields Of Research, and Doctoral Programmes to RDD records

1. Filter the list of results using the selection box "Select RA / RP / FoR / DP". Choose "none assigned" or a specific research area, research platform, field of research or doctoral programme depending on which data records you want to be displayed.
2. **Select the data records:**

Check the box of a specific data record by clicking into it.

<input type="checkbox"/>	RDD-ID	Research activity
Publications		
(Co-)Edited Books		
Anthology / Collected Edition (Editorship)		
<input checked="" type="checkbox"/>	206576	Musterfrau, Andrea; Maier, Karin (2012): Die Antike. Musterstadt: Muster Verlag (= Geschichtskunde, 3). ISBN 978-3-0721-1626-1.

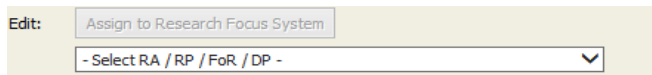
You can select all data records by checking the box in the title bar.

<input checked="" type="checkbox"/>	RDD-ID	Research activity
Publications		
(Co-)Edited Books		
Anthology / Collected Edition (Editorship)		
<input checked="" type="checkbox"/>	206576	Musterfrau, Andrea; Maier, Karin (2012): Die Antike. Musterstadt: Muster Verlag (= Geschichtskunde, 3). ISBN 978-3-0721-1626-1.
Academic Activities and Achievements		
Other academic activities		
Other Academic Activity		
<input checked="" type="checkbox"/>	204537	Mustermann, Mark: Mustertitel (2014).

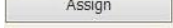
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3. Select RA/ RP / FoR / DP:

When clicking on the dropdown box "RA / RP / FoR / DP" a list of all Research Areas, Research Platforms, Fields of Research, and Doctoral Programmes is displayed. Please select one item from the list.



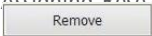
4. Assign selection:

Click on the button  to display the results .

Instructions For Deleting an Allocation to a RA / RP / FoR / DP

There are two possibilities through which an allocation to a research area, research platform, field of research or doctoral programme can be deleted.

Method 1

Instructions: Complete Steps 1 through 3 from the section "Instructions for Assigning Research Areas, Research Platforms, Fields of Research, and Doctoral Programmes" (see above) and click on the button .

Method 2

On the left side next to the displayed RA / RP / FoR / DP there is a red cross. By clicking on the red cross the allocation to the RA / RP / FoR / DP will be deleted.



Keep in mind: There are no restrictions when assigning a data record to the research focus system, however, there are restrictions when deleting existing allocations.

The red cross indicates that you are authorized to delete an allocation. A grey cross indicates that you are not authorized to delete an allocation. Place your cursor over the grey cross to get more information about the person that made the allocation or about the reasons why a data record cannot be edited anymore.

To leave the editing mode, click the button



If you have any further questions or comments please contact FLD@uibk.ac.at.