



**My Research -
A Personalised Application of the Web Portal
VIS:online of the University of Innsbruck
Handbook**

Research Information Unit

Vicerectorate for Research

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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 and export them in different formats.

REQUIREMENTS

“My Research” is accessible to all active members of the University of Innsbruck for whom at least one data record has been entered into the Research Documentation Database or Project Database. Since Microsoft Internet Explorer is the browser predominantly used at the University of Innsbruck, “My Research” has been optimized for this browser-type. It is therefore advised to use Microsoft Internet Explorer when working with “My Research.”

ENTERING “MY RESEARCH”

Please select the VIS Website in your Web-Browser:

- → University-Homepage → rapid access (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”.

LANGUAGES

“My Research” is available in German and English. In order to switch to the English version, please click on [<en>](#) on the selection screen on the left side of the window.

CATEGORIES

The following categories are displayed in “My Research”:

Main Categories	
	Subcategories
Publications	
	Books
	(Co-)Edited Books
	(Co-)Edited Journals and Scientific 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

Research Projects and Scholarships	
	Research Projects and Scholarships
	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	

STARTING “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, so that all data records in the RDD of past and ongoing research activities are displayed. Approved or already completed projects as well as projects in their execution, which are saved in the project database, are also displayed.

Selection Screen	Output Display										
<p>My Research</p> <p>de en</p> <p>Categories</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Publications <input checked="" type="checkbox"/> Lectures <input checked="" type="checkbox"/> Research Projects and Scholarships <input checked="" type="checkbox"/> Organisation of Events <input checked="" type="checkbox"/> Professional Posts and Affiliations <input checked="" type="checkbox"/> Academic Activities and Achievements <input checked="" type="checkbox"/> Other Scientific or Artistic Activities <p>Period</p> <p>from: <input type="text"/> to: <input type="text"/> (Year or Date)</p> <p>Research Area / Platform / Field of Research</p> <p>- All -</p> <p>Status</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> validated <input checked="" type="checkbox"/> non-validated <p>Search for</p> <p>RDD-ID: <input type="text"/></p> <p>Author / Person: <input type="text"/></p> <p>Title: <input type="text"/></p>	<p>Research activities</p> <p>"My Research" is an application of the web portal VIS-online, which documents all your research activities that are saved in the Research Documentation Database (RDD) of the University of Innsbruck.</p> <p>Languages: German or English</p> <p>Use the selection mask on the left to adjust the output of your records:</p> <table border="1"> <tbody> <tr> <td>Categories</td> <td>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.</td> </tr> <tr> <td>Period</td> <td>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 saved in the RDD will be considered in the search results.</td> </tr> <tr> <td>Research Area / Platform / Field of Research</td> <td>Click the dropdown list to retrieve a list of all active Research Areas, Platforms and Fields of Research of the University of Innsbruck. You can then select an element from the list and filter your results in more detail.</td> </tr> <tr> <td>Status</td> <td>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.</td> </tr> <tr> <td>Search for</td> <td>Refine your search according to criteria such as RDD ID, (Co-)Author / Person, and Title.</td> </tr> </tbody> </table> <p>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.</p> <p>For further information please consult the handbook: "VIS-online Modul My Research - Handbook".</p>	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 saved in the RDD will be considered in the search results.	Research Area / Platform / Field of Research	Click the dropdown list to retrieve a list of all active Research Areas, Platforms and Fields of Research 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.
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 saved in the RDD will be considered in the search results.										
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Search for	Refine your search according to criteria such as RDD ID, (Co-)Author / Person, and Title.										

Please use the navigation bar or the mouse wheel to scroll to the bottom or the top.

You then have two options:

1. If you don't want to restrict the output of the data records, please click on or press the ENTER button. On the right side of the window your recorded research activities will be displayed. Please proceed to [The Output Display](#).
2. If you want to restrict the output of data records, please proceed to [The Selection Screen](#).

THE SELECTION SCREEN

The selection screen allows you to define the output of your data records. In doing so, you have a number of possibilities to filter the output:

1. Categories:

- **Filtering by Main Categories:** Through checking or unchecking the boxes in the section “categories” your output can be refined according to the main categories.

<p>Example: If you want to restrict your output to “publications”, please uncheck the boxes of all other main categories by clicking the corresponding boxes. Click on <input type="button" value="Show"/> or on the ENTER-button afterwards.</p>	<p>Categories</p> <ul style="list-style-type: none"> ▶ <input checked="" type="checkbox"/> Publications ▶ <input type="checkbox"/> Lectures ▶ <input type="checkbox"/> Research Projects and Scholarships <input type="checkbox"/> Organisation of Events <input checked="" type="checkbox"/> Professional Posts and Affiliations ▶ <input checked="" type="checkbox"/> Academic Activities and Achievements <input checked="" type="checkbox"/> Other Scientific or Artistic Activities
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- **Show Subcategories:** Four of the main categories (Publications, Lectures, Research Projects and Scholarships and Academic Activities and Achievements) contain subcategories. Click on the arrow in front of each main category to expand the category and to display the subcategories.

Please Note: Use the navigation bar to scroll, if the categories are not visible.

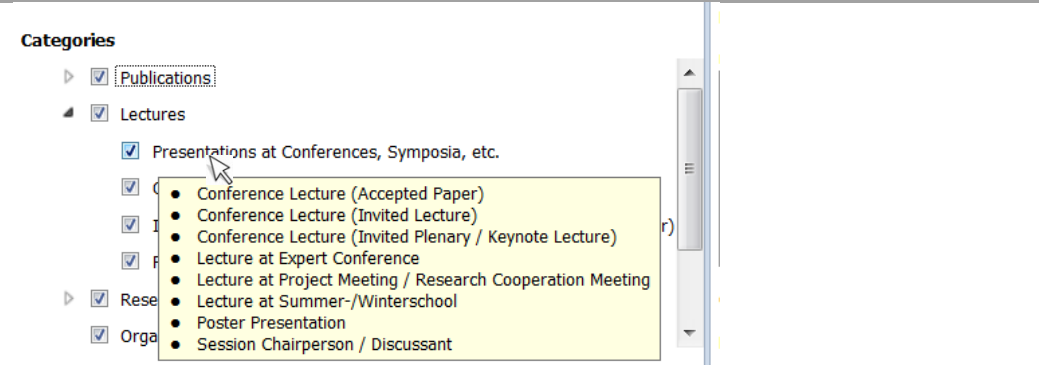
<p>Example: If you want to display the subcategories of the main category “lectures”, please click on the arrow next to the category “lectures”.</p>	<p>Categories</p> <ul style="list-style-type: none"> ▶ <input checked="" type="checkbox"/> Publications ▲ <input checked="" type="checkbox"/> Lectures <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Presentations at Conferences, Symposia, etc. <input checked="" type="checkbox"/> Guest Lectures <input checked="" type="checkbox"/> Individual Lectures (professional development / knowledge transfer) <input checked="" type="checkbox"/> Presentations for the general public ▶ <input checked="" type="checkbox"/> Research Projects and Scholarships <input checked="" type="checkbox"/> Organisation of Events
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- **Filtering by Subcategories:** Through checking or unchecking the boxes you can refine your output analogously to the subcategories.

<p>Example: If you want to confine your output to “Guest Lectures”, please uncheck all other boxes of the subcategories by clicking on the boxes and removing the checkmark. Click on <input type="button" value="Show"/> or press ENTER afterwards.</p>	<p>Categories</p> <ul style="list-style-type: none"> ▶ <input type="checkbox"/> Publications ▲ <input checked="" type="checkbox"/> Lectures <ul style="list-style-type: none"> <input type="checkbox"/> Presentations at Conferences, Symposia, etc. <input checked="" type="checkbox"/> Guest Lectures <input type="checkbox"/> Individual Lectures (professional development / knowledge transf <input type="checkbox"/> Presentations for the general public ▶ <input type="checkbox"/> Research Projects and Scholarships
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- **Show RDD-/Project Database-Types:** When moving your mouse cursor over categories or subcategories, the RDD-/Project database-types that fall into the relevant category will be displayed.

Example:
Displaying the RDD-types within the subcategory “Presentations at Conferences, Symposia, etc.”



Categories

- Publications
- Lectures
 - Presentations at Conferences, Symposia, etc.
 - Conference Lecture (Accepted Paper)
 - Conference Lecture (Invited Lecture)
 - Conference Lecture (Invited Plenary / Keynote Lecture)
 - Lecture at Expert Conference
 - Lecture at Project Meeting / Research Cooperation Meeting
 - Lecture at Summer-/Winterschool
 - Poster Presentation
 - Session Chairperson / Discussant
- Research
- Organizational

2. Time-Frame:

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. (use the format YYYY or YYYY-MM-DD)

Example:
You would like to confine the output of recorded data to the time-frame from 2012-01-01 to 2013-03-31. In order to do so, please enter the time-frame into the relevant fields and click on or press ENTER afterwards.

Period

from: to: (Year or Date)

Example:
You would like to confine the output of recorded data to the time-frame from 2012 to 2013. Please enter this time-frame into the relevant fields and click on or press ENTER.

Period


from: to: (Year or Date)

Please note that the date or year entered in “from” needs to be temporally prior to the date or year entered in “to”.

3. Research Area / Platform / Field of Research:

It is possible to filter the search output in order to check with which Research Area, Platform or Field of Research your data records have been affiliated. A list of all active Research Areas, Platforms and Fields of Research 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:
If you want your output to display only records that have been matched with the Field of Research “European Integration“, please click on the empty dropdown menu and select “Field of Research European Integration“. Click on or press ENTER.



The screenshot shows a dropdown menu with the following items:

- Field of Research Center of Climate and Cryosphere
- Field of Research Christian Image of Humanity and Naturalism
- Field of Research Computational Engineering
- Field of Research Computer Science
- Field of Research Cultures in contact
- Field of Research Ecology of the Alpine Regions
- Field of Research Education - Generation - Life career
- Field of Research Emotion - Cognition - Interaction (EMKONT)
- Field of Research Empirical Economics and Econometrics
- Field of Research Environmental Economics and Regional Development
- Field of Research Environmental Research and Biotechnology
- Field of Research European Integration** (highlighted)
- Field of Research Experimental Economics and Applied Game Theory
- Field of Research Federalism (Politics and Law)
- Field of Research Financial Markets and Risk
- Field of Research Geogene Dynamic - Geogene Substances
- Field of Research Global Change - Regional Sustainability
- Field of Research Governance and Civil Society (GCS)

 Below the list is a dropdown menu with the option '- All -' selected.

4. Status:

In this section you can select between validated and non-validated RDD-data records. “Validated” means that a data record has been checked and cleared by the Research Information Unit after it was initially registered by the institute. The unit validates e.g. the bibliographical information of publications using library catalogues or categorises research activities according to RDD definitions. In turn there are non-validated records that have not been approved and cleared by the Research Information Unit.

Example: If you want your output to display only validated research records, please uncheck the box next to “non-validated“. Leave the “validated” box checked. Click on or press ENTER afterwards.

Status

- validated
- non-validated

5. Search for:

The selection screen also allows you to search according to certain features:

- **RDD-ID:**
Every data record in the RDD and the Project Database carries a serial number, the so-called RDD-ID. If you want to search a data record with a certain RDD-ID, please enter the corresponding number.
- **Author / Person:**
This section allows you to search for a certain person (e.g. co-authors or co-lecturers).
- **Title:**
Every data record has a title. With this search function you can search data records by their title by entering one word, a number of words or the entire title.

Example: You want to search a publication by the title *Plants In The Alps*. In order to do so, please enter some of the title’s words or the full title into the title-field. Click on or press ENTER afterwards.

Reset:

Click on the button to return to the default settings of the selection screen.

THE OUTPUT DISPLAY

The selection screen on the left side of the window serves to regulate the output-display on the right side. The output-screen has three levels:

1. The Overview
2. The Detailed View (Details)
3. The Single File View

Please use the navigation bar or the mouse wheel to scroll to the top or to the bottom.

THE OVERVIEW

The overview is supposed to present the recorded data files of your research activities in the various categories at a glance.

The default setting is such that all records of the ongoing and past four years are displayed. Prior years can be called up by clicking on the blue arrow as shown below.



Please Note: The overall count of the main and subcategories is displayed on the right side. Please keep in mind that the overall count does not always equal the sum of the annual values. If research activities span across a number of years (e.g. main categories “Research Projects and Scholarships” and “Professional Posts and Affiliations” or in the subcategory “Supervision of Student Theses”) the data record will be counted for each year, but in the overall count it will only be considered once.

THE DETAILED VIEW (DETAILS)

The detailed view lists each data record and its meta-information. In the detailed view section all types of sub and main categories are displayed. A detailed description of the RDD-types in German can be retrieved here: https://orawww.uibk.ac.at/vis/help/fld/fld_uebersicht_kategorien_typen_v9.3_19_12_2013.pdf.

Additionally, the detailed view shows, whether a data record has been validated by the Research Information Unit. A validated data record is marked by a green flag, while a non-validated record is marked by an orange flag.

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

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

Research activities are sorted within subcategories according to years and authors.

Example of the detailed view of a data record:

The data record by the number 182780 is an *Anthology / Collected Edition (Editorship)*, and thus falls into the main category *Publications* and into the subcategory *(Co-)Edited Books*. The orange flag on the right side indicates that the data record by the number 182780 has not yet been validated.

Details	
Export to Word	Export to Excel
Literar mechana	RIS file
RDD-ID	Research activity Validated
Publications	
(Co-)Edited Books	
Anthology / Collected Edition (Editorship)	
<u>182780</u>	Musterfrau, Andrea; Maier, Karin (2012): Die Antike. Musterstadt: Muster Verlag (= Geschichtskunde, 3). ISBN 978-3-0721-1626-1.

THE SINGLE FILE VIEW

Detailed information on a single data record can be retrieved by clicking on the RDD-ID: The RDD-ID is recognizable as an underlined number in blue font (see above). By clicking on this number a window with the description “Details on Research File # xxxxxx” opens.

Example: Details on Research File #182780

Show details _ □ ×

Details on research file #182780

Publications - (Co-)Edited Books - Anthology / Collected Edition (Editorship)

Authors: Musterfrau, Andrea; Maier, Karin

Title: Die Antike

Year: 2012

Publisher: Muster Verlag, Musterstadt

Title of series: Geschichtskunde

Series number: 3

ISBN: 978-3-0721-1626-1

Pages: 333

Involved departments: Office of the Vice Rector for Research

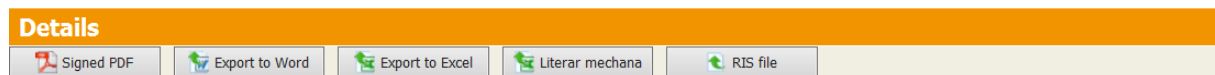
If you have any questions or requests for changes please contact FLD@uibk.ac.at

THE EXPORT POSSIBILITIES

“My Research” provides the possibility to export all the data records that are listed in the detailed view in five different formats:

- Signed PDF
- Word format
- Excel format
- Literar Mechana format
- RIS format

Through clicking the relevant button (see below) the export is started.



Please Note: The export will consider the settings chosen at the time of the export.

Further usage of exported documents is subject to your own responsibility.

EXPORTING NON-VALIDATED DATA RECORDS

The Research Information Unit continuously processes and validates the data records in the RDD. Non-validated records appear in “My Research” for documentation purposes but are often fragmentary with regard to the meta-information included or the categorisation of the record.


If non-validated records are listed in the detailed view at the time of the export, you will be reminded by a pop-up notice.

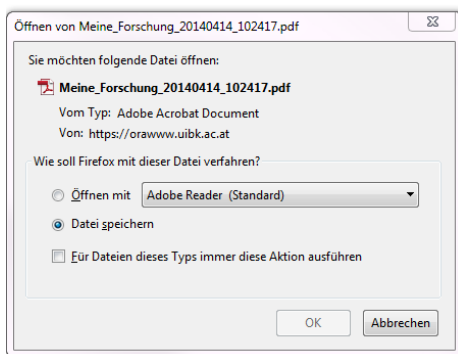
This block contains a screenshot of the 'My Research' interface and two associated pop-up notices. The 'My Research' window shows a list of categories with checkboxes: 'Research Projects and Scioiarships', 'Organisation of Events', 'Professional Posts and Affiliations', 'Academic Activities and Achievements', and 'Other Scientific or Artistic Activities'. Below this are fields for 'Period' (from: to: (Year or Date)), a dropdown for 'Research Area / Platform / Field of Research' (set to '- All -'), and a 'Status' section with checkboxes for 'validated' (checked) and 'non-validated' (unchecked). At the bottom, there are search fields for 'RDD-ID:', 'Author / Person:', and 'Title:'. Two pop-up notices are shown: the top one asks 'You have also selected non-validated data records for export. Are you sure you want to continue with the export?' with 'Yes' and 'No' buttons; the bottom one says 'Please remove the checkmark from "non-validated" in the selection screen, click on the "Show" button, and export the data records again.' with an 'OK' button. Orange arrows point from the 'non-validated' checkbox in the interface to the 'No' button in the first notice, and from the 'OK' button in the second notice to the 'non-validated' checkbox.

SIGNED PDF

In order to facilitate and standardise the Export of RDD data for person-related evaluations a special export format was developed: The signed PDF shows whether or not a data record has been validated, incorporates a title page and table of content into the document and signs the file digitally, thereby indicating that the data records have been retrieved from the Research Documentation Database of the University of Innsbruck.

Instructions:

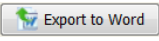
- When clicking the button  download instructions appear. *Please note that depending on your settings and the browser used these instructions may appear in German and that the shape and colour of the download-window may vary.*



- Click on open (öffnen) or save (speichern).

WORD-EXPORT

Instructions:

- When clicking the button  download instructions appear. Please note that depending on your browser settings these instructions may appear in German.



- Click on open (öffnen) or save (speichern).

Please note: “My Research” opens the exported document as an html-File. **In order to save the file as a Word File please proceed as follows:**

The file opens in Word:

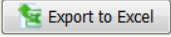
- At the top of the document you will find a note explaining that the file is opened as a website.
- Please adhere to the following instructions to save the File as a Word File.

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**.
2. Perform the following steps in the **Save as** dialog box:
 - a. Select the box **Save target in** and then enter the required download location on your computer.
 - b. Select the box **Save as type** and select **Word-Document**.
 - c. Click **Save**.

EXCEL EXPORT

Instructions:

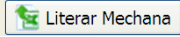
- When clicking the button  the following download instructions appear. Please note that depending on your browser settings these instructions may appear in German.



- Click on open (öffnen) or save (speichern).

LITERAR MECHANA EXPORT

Instructions:

- When clicking the button  the following download instructions appear. Please note that depending on your browser settings these instructions may appear in German.

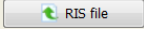


- Click on open (öffnen) or save (speichern).

RIS-FILE

The RIS format is a data exchange format, which is used by a number of reference management programmes, such as Endnote and Citavi. The import of data from an RIS-File has been optimised for Endnote. At present it is not possible to import a RIS-file containing RDD-Data accurately into Citavi.

Instructions:

- When clicking the button  the following download instructions appear. Please note that depending on your browser settings these instructions may appear in German.



- Click on open (öffnen) or save (speichern).

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