Profiles Research Networking Software
User Guide
**Accessing Profiles:**

Profiles is accessed through the Translational Research Institute’s (TRI) portal, which can be found at [http://tri.uams.edu/](http://tri.uams.edu/).

There are two ways to enter Profiles:

1. There is a link to Profiles which can be found under the services menu.

![TRI portal with Profiles link highlighted]

2. A link is also provided in the menu directly under the slider on the TRI main page.

![TRI main page with Profiles link highlighted]
It is recommended that you access Profiles using Internet Explorer. Not all Profiles functions are fully supported on other browsers.

Clicking on the Profiles link will bring you to the main search page of Profiles. You do not have to login to use Profiles. You only have to login if you are editing your personal researcher profile.

Search Functionality:

From the main search page there are two search options. Under the Find People tab, you can search for people by either keywords, or by their name or organizational affiliations.
Under the Find People tab, you can use the keyword field to search for people by both name and concept. Concepts are research topics and areas of expertise within the medical field (lung cancer, hypertension, depression) that are ontologically linked to researchers through their publications. Searching for a concept will populate a list of people that have conducted research on that topic.

To perform a search, type the name or keyword(s) in the appropriate field and click on the red search button.

![Search](image)

The next page you will see is a list of possible matches to your search. Click on the appropriate choice to view the desired researcher profile.

![Search Results](image)

The second main search option is located under the Find Everything tab. You can use the Find Everything search tab to search for people, publications, concepts and other items.
To perform a search, type your keyword(s) in the field and click on the red search button.

The next page you will see is a list of possible matches to your search. Search results under the Find Everything tab include links to both researcher profiles as well as other objects, such as publications.
Clicking on a name will take you to that person’s researcher profile. Clicking on any of the other links will open up a page with more information about the entry. Academic Article pages, for example, will list the full bibliographic information on the article, provide a link to the article in PubMed and provide information on related subjects.

Basic Researcher Profile Display:

Each researcher profile has three main parts: biographical information, research activities, and publications.

Biographical information includes a person’s title, department and contact information. Each person’s biographical information is populated through SAP. Once a faculty member or post-doc is listed in SAP, their researcher profile page will be automatically added during the next Profiles System update.
Research activities covers the researcher’s grant history and can be found under the Research Funds section of a person’s researcher profile. Profiles lists grants according to the researcher’s role as either principal investigator (PI) or co-investigator. Each grant list is built to display grants that have been active within the last five years.

PI lists are populated from UAMS TRACKS (Total Research and Compliance Knowledge System). Co-investigator lists are populated from UAMS FacFacts (Faculty Facts).
Publications lists cover all years of activity. Publications listed are limited to articles made available through PubMed. However, there are ways for researchers to add other publications, which will be covered in detail on page 48.

For convenience, each PubMed article listed includes an external link to the publication.

### Networking Tools:

Profiles has a number of networking tools that allow researchers to find out more about each other and make collaborative connections. These tools can be accessed through the Networks column to the right side of every researcher profile page.

### Concepts Networking Tool:

Concepts are research topics and areas of expertise within the medical field (lung cancer, hypertension, depression) that are ontologically linked to researchers through their publications.

A brief list of concepts is displayed for each researcher in the Concepts section of the Networks links. To view a full list of a researcher's concepts, click on the see all link at the bottom of the list.
There are several options for viewing a person’s concepts. Each option is located under a different tab. To access a particular view, click the corresponding tab.

Cloud view visually displays the strength of each concept for the researcher in question. The larger the typeface of the concept and bolder the font of the displayed concept, the more relevant they are to the researcher in question.

Categories view arranges concepts into categories.
Timeline view displays both the dates of publications associated with each researcher’s concepts (blue tick marks) as well the average publication date for each concept (red circles).

The timeline below shows the dates (blue tick marks) of publications associated with Nancy Rusch’s top concepts. The average publication date for each concept is shown as a red circle, illustrating changes in the primary topics that Nancy Rusch has written about over time.
**Details view** populates a concepts table that lists each concept, the number of related publications for the researcher, the year of the most recent publication, and number of publications on the topic that other researchers (within UAMS) have written.

<table>
<thead>
<tr>
<th>Name</th>
<th>Number of publications</th>
<th>Most recent publication</th>
<th>Publications by all authors</th>
<th>Concept score</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muscle, Smooth, Vascular</td>
<td>47</td>
<td>2013</td>
<td>159</td>
<td>7.050</td>
<td>Why?</td>
</tr>
<tr>
<td>Hypertension</td>
<td>21</td>
<td>2013</td>
<td>314</td>
<td>4.290</td>
<td>Why?</td>
</tr>
<tr>
<td>Potassium Channels</td>
<td>21</td>
<td>2005</td>
<td>50</td>
<td>3.370</td>
<td>Why?</td>
</tr>
<tr>
<td>Calcium Channels, L-Type</td>
<td>11</td>
<td>2013</td>
<td>81</td>
<td>3.110</td>
<td>Why?</td>
</tr>
<tr>
<td>Calcium</td>
<td>22</td>
<td>2013</td>
<td>478</td>
<td>2.280</td>
<td>Why?</td>
</tr>
<tr>
<td>Vasodilation</td>
<td>18</td>
<td>2014</td>
<td>76</td>
<td>2.260</td>
<td>Why?</td>
</tr>
</tbody>
</table>

From the details tab, you can also access a list of publications written by the researcher for each concept. To access this list, click on the Why? link for the desired concept.

<table>
<thead>
<tr>
<th>Name</th>
<th>Number of publications</th>
<th>Most recent publication</th>
<th>Publications by all authors</th>
<th>Concept score</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muscle, Smooth, Vascular</td>
<td>47</td>
<td>2013</td>
<td>159</td>
<td>7.050</td>
<td>Why?</td>
</tr>
<tr>
<td>Hypertension</td>
<td>21</td>
<td>2013</td>
<td>314</td>
<td>4.290</td>
<td>Why?</td>
</tr>
<tr>
<td>Potassium Channels</td>
<td>21</td>
<td>2005</td>
<td>50</td>
<td>3.370</td>
<td>Why?</td>
</tr>
</tbody>
</table>

Clicking on the Why? link will take you to a Connection page for the researcher and the concept. The Connection page lists the relevant publications and provides a link to each in PubMed.

   View in: PubMed
   Score: 0.633


   View in: PubMed
   Score: 0.583

Each concept is also tied to a concept profile. Clicking on any concept will take you to the concept’s profile page. Here we have the Concept page for Acetaminophen.

**Acetaminophen**

"Acetaminophen" is a descriptor in the National Library of Medicine's controlled vocabulary thesaurus, MeSH (Medical Subject Headings). Descriptors are arranged in a hierarchical structure, which enables searching at various levels of specificity.

- **MeSH Information**
  - **Definition**: Analgesic antipyretic derivative of acetanilide. It has weak anti-inflammatory properties and is used as a common analgesic, but may cause liver, blood cell, and kidney damage.

- **Publications**
  - **Timeline**: This graph shows the total number of publications written about "Acetaminophen" by people in UAMS Catalyst Profiles by year, and whether "Acetaminophen" was a major or minor topic of these publications.
The first half of a concept profile page provides information from the National Library of Medicine. Accessible information includes: definition, details (descriptor ID and MeSH numbers), and links to related concepts. **To access this information, click on the appropriate tab link located below the MeSH heading.**

**Acetaminophen**

"Acetaminophen" is a descriptor in the National Library of Medicine's controlled vocabulary thesaurus, MeSH (Medical Subject Headings). Descriptors are arranged in a hierarchical structure, which enables searching at various levels of specificity.

<table>
<thead>
<tr>
<th>MeSH Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
</tr>
</tbody>
</table>

Aqueous antipyretic derivative of acetanilide. It has weak anti-inflammatory properties and is used as a common analgesic, but may cause liver, blood cell, and kidney damage.

Below the MeSH section is information on publications for each concept. Unlike publication information listed under researcher profiles, publication information listed here reflects all UAMS researchers.

There are two options for viewing publication information: Timeline view and Most Recent view. Each option is located under a different tab. **To access a particular view, click the corresponding tab.**

**Timeline view** displays a graph showing the number of publications for the chosen concept divided out by each year.

[Graph showing total number of publications by year, with major and minor topics indicated]
**Most Recent view** provides a list of the most recent articles written about the chosen concept, as well as a link to each article in PubMed.

![Timeline view showing recent publications](image)

**Co-Authors Networking Tool:**

A brief list of co-authors (inside the UAMS system) is displayed for each researcher in the Co-Authors section of the Networks links. You can access any of the listed co-authors’ researcher profile pages by clicking on the person’s name. **To view a full list of a researcher's co-authors, click on the see all link at the bottom of the list.**

![Co-Authors networking tool](image)
There are several options for viewing a person’s co-authors. Each option is located under a different tab. To access a particular view, click the corresponding tab.

**List view** provides an alphabetical list of co-authors. You can access each co-author’s researcher profile page by clicking on their name.

**Map view** provides a Google map view of where co-authors are located.

**Radial and Cluster views** are similar and provide multi-layer graphical representations of the links between both the original researcher and his/her co-authors and their own co-authors.
At the center of the radial is the researcher whose researcher profile you are viewing. The next immediate ring of names is his/her co-authors. The outer ring of names is the second ring's co-authors (co-authors of co-authors). The size of the red circles in the radial view is representative of how many publications he/she has. The thickness of the line connecting two people is proportional to the number of publications they share.

If you hover over a name in the graph, the relationships specific to that person will be highlighted. (Below, Moran, J. is highlighted)
The slide counters on the bottom of the graph enable you to refine the view to require a minimum number of publications and to select the year of the researcher's most recent co-publications.

**Timeline view** displays both the dates of shared publications associated with each listed co-author (blue tick marks) as well the average publication date for each co-author (red circles).
The timeline below shows the dates (blue tick marks) of publications Laura James co-authored with other people in Profiles. The average publication date for each co-author is shown as a red circle, illustrating changes in the people that Laura James has worked with over time.

**Details view** populates a table that lists each co-author, the year of the most recent co-publication for each co-author, and the total number of co-publications for each co-author.

<table>
<thead>
<tr>
<th>Name</th>
<th>Most recent co-publication</th>
<th>Number of co-publications</th>
<th>Co-author score</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Hinson</td>
<td>2015</td>
<td>29</td>
<td>7.490</td>
<td>Why?</td>
</tr>
<tr>
<td>Pippa Simpson</td>
<td>2015</td>
<td>16</td>
<td>3.030</td>
<td>Why?</td>
</tr>
<tr>
<td>Dean Roberts</td>
<td>2015</td>
<td>8</td>
<td>2.990</td>
<td>Why?</td>
</tr>
<tr>
<td>Richard Beger</td>
<td>2015</td>
<td>5</td>
<td>2.560</td>
<td>Why?</td>
</tr>
</tbody>
</table>
From the details tab, you can also access a list of publications between each researcher and his/her co-authors. To access this list, click on the why? link for the desired co-author.

**Connection**

Co-Authors

This is a "connection" page, showing publications co-authored by Laura James and Jack Hinson.

<table>
<thead>
<tr>
<th>Laura James</th>
<th>Connection Strength</th>
<th>Jack Hinson</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>&gt;=</td>
</tr>
<tr>
<td></td>
<td>7.474</td>
<td></td>
</tr>
</tbody>
</table>

   View in: PubMed
   Score: 0.655

   View in: PubMed
   Score: 0.502

**Similar People Networking Tool:**

A brief list of similar people (inside the UAMS system) is displayed for each researcher in the Similar People section of the Networks links. You can access any of the listed similar peoples' researcher profile page by clicking on the person's name. **To view a full list of a researcher's similar people, click on the see all link at the bottom of the list.**
There are several options for viewing a researcher’s similar people. Each option is located under a different tab. **To access a particular view, click the corresponding tab.**

**List view** provides a list of UAMS faculty and post-docs that have similar research interests and activities as the researcher in question. Each name is linked to a researcher profile that can be accessed by clicking on the desired person’s name. **Names with asterisks beside them are co-authors of the researcher in question.**

**Map view** provides a Google map view of where similar people are located.
Details view populates a table that lists each similar person, indicates whether they are a co-author, and lists their similarity score.

<table>
<thead>
<tr>
<th>Name</th>
<th>Also Co-Authors</th>
<th>Similarity Score</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Hinson</td>
<td>Yes</td>
<td>280.3</td>
<td>Why?</td>
</tr>
<tr>
<td>Jawahar Mehta</td>
<td></td>
<td>92.75</td>
<td>Why?</td>
</tr>
<tr>
<td>Pippa Simpson</td>
<td>Yes</td>
<td>80.78</td>
<td>Why?</td>
</tr>
<tr>
<td>Richard Beger</td>
<td>Yes</td>
<td>75.97</td>
<td>Why?</td>
</tr>
</tbody>
</table>

Similarity scores are calculated based on the number of concepts each person has in common as well as and each individual’s prevalence within a concept. You can access information on why two people are listed as similar by clicking on the why link on the desired person.

The resulting connection page will display concepts that the two researchers share, as well as each person’s connection score to that concept.
You can further explore each person’s interest in each concept by clicking on his/her individual score. The resulting page will display a list of publications by the chosen person about the chosen concept. A PubMed link to each article is also made available.

Connection

Nia Indelicato to Acetaminophen

This is a “connection” page, showing publications Nia Indelicato has written about Acetaminophen.

<table>
<thead>
<tr>
<th>Connection Strength</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nia Indelicato</td>
</tr>
<tr>
<td>Acetaminophen</td>
</tr>
<tr>
<td>7.636</td>
</tr>
</tbody>
</table>


View in: PubMed
Score: 0.337


View in: PubMed
Score: 0.326

National Search- DIRECT2Experts

Profiles also gives researchers the ability to do national searches for other researchers based on concept/keyword searches through a tool called DIRECT2Experts (Distributed Interoperable Research Experts Collaboration Tool).

To access DIRECT2Experts, click on the Direct2Experts link in the main menu.
Type your keyword search into the search box and click Search.

In this example, DIRECT2Expert then displays a list of participating institutions (drawn from Profiles, Vivo, and SciVal) and the number of lung cancer researchers at each institution.

To access more information, click on any of the institutions listed. This will open up a new browser tab that has linked to that institution's page. The link for Cornell is displayed below.
Each institution’s results page is interactive. You can click on any listed name to access more information about them.

**Editing Your Researcher Profiles:**

To edit your researcher profile, click on the Edit My Profile link in the main menu.

If you are not already logged in, you will be directed to the Profiles login page. You must be logged in to edit your researcher profile. To login, enter your UAMS username and password and click on the login button.
Once you are logged in, you will be automatically directed to the edit page for your researcher profile.

Each edit page contains a number of categories that correspond to information displayed on your researcher profile. You will notice that there are categories that are not displayed on your researcher profile. These categories require each user to input the information, and are considered optional. Users are welcome to add as much information to their researcher profiles as they would like using the categories and options available on the edit page. Users are not required to add any information if they do not wish to. Instructions on adding information and editing these categories are included later in this manual.

You will notice that some categories and items have little locked icons next to them. These are items that can only be edited by Profiles Site Administrators.
All items without the locked icon can be accessed by clicking on the name of the item. This will take you to the edit page for that item where you can then make the necessary changes.

**Editing your photo:**

Profiles populates photos from SAP. Not all researchers have photos in SAP. If your researcher profile is missing a photo, you can easily add one. Or, if you have an updated photo that is more current than the one in SAP, you can change it.

To edit your photo, first click on the photo entry of your main editing page.

This will take you to the photo editing page. **Click on the Add/Edit Custom Photo link.**

This will populate an upload box. Click on the browse button to access your computer’s files. Chose the file you would like to have as your profile picture.
Editing Overview

The Overview section is a great place for you to add a personal statement about yourself and your research. UAMS faculty with designated roles relevant to research may wish to use this space to list any relevant titles (e.g., directors of core laboratories, etc.). Clinical faculty may want to use this space to describe specialty populations cared for in their clinic.

First click on overview.

This will take you to that item’s editing page.

Click on the Add overview link. This will populate a field for you to add your information into. You can type your overview into the text box, or you can paste in a pre-prepared statement from another source. If you choose to copy/paste, please paste in plain text. We recommend pasting your material in your computer’s notepad and then copying and pasting it into the overview box. When you are done, choose save and close.
Your new item will now appear on the overview edit page.

Once your overview has been added, you have the ability to edit the entry (yellow pencil icon) or to delete it entirely (trashcan icon).
You will now have an Overview section on your researcher profile that was not previously there.

Editing Affiliations (TRI:CTSA, member of, collaborator, clinical activities)

The process for editing the Translational Research Institute: Clinical and Translational Science Award section is different from the process for editing member of, collaborator and clinical activities (which share the same editing process).

<table>
<thead>
<tr>
<th>Category: Affiliation</th>
<th>Items</th>
<th>Privacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translational Research Institute: Clinical and Translational Science Award</td>
<td>0</td>
<td>Public</td>
</tr>
<tr>
<td>positions</td>
<td>1</td>
<td>Public</td>
</tr>
<tr>
<td>member of</td>
<td>0</td>
<td>Public</td>
</tr>
<tr>
<td>collaborator</td>
<td>0</td>
<td>Public</td>
</tr>
<tr>
<td>clinical activities</td>
<td>0</td>
<td>Public</td>
</tr>
</tbody>
</table>

Click on the Translational Research Institute: Clinical and Translational Science Award section to edit.
This will take you to that item’s editing page.

<table>
<thead>
<tr>
<th>Category: Affiliation</th>
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<th>Privacy</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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<td>Public</td>
</tr>
<tr>
<td>member of</td>
<td>0</td>
<td>Public</td>
</tr>
<tr>
<td>collaborator</td>
<td>0</td>
<td>Public</td>
</tr>
<tr>
<td>clinical activities</td>
<td>0</td>
<td>Public</td>
</tr>
</tbody>
</table>

Click on the Add Translational Research Institute: Clinical and Translational Science Award link. This will populate a field for you to enter your information into. This will populate a field where you can add your information. When you are finished, click on the Save and add another link to add another link or click on the Save and Close link to save and exit.
Your new item will now appear on that item’s edit page.

The remaining three editable Affiliations items are edited in the same way.

First click on the item you wish to edit. The provided example will follow the edit process for collaborator.
This will take you to that item’s editing page.

Click on the Add New Item link. This will populate field for you to add your information into. Type the Item Name in the box, select the appropriate Item Type from the drop down menu, and click save.

Your new item will now appear on that item’s edit page.
Once Affiliations have been added, you have the ability to move them up or down on your research profile display (the arrow icons) or to delete them (trashcan icon).

![Image of Affiliation section]

If this is your first time adding Affiliations, you will now have an Affiliations section on your researcher profile that was not previously there.

![Image of Nia Indelicato profile]

**Editing Biography (awards and honors)**

First click on awards and honors.

![Image of Biography category]

<table>
<thead>
<tr>
<th>Category: Biography</th>
<th>Items</th>
<th>Privacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>awards and honors</td>
<td>0</td>
<td>Public</td>
</tr>
</tbody>
</table>
This will take you to that item’s editing page.

Click on the Add award(s) link. This will populate fields for you to add your information into. Fill out the boxes with the appropriate information. If you have another award to add, choose the Save and add another option at the bottom; if you are done adding awards, choose Save and Close.

Your new item will now appear on the awards and honors edit page.
Once your awards and honors have been added, you have the ability to move them up or down in your display (the arrow icons), edit the entry (yellow pencil icon), or to delete them (trashcan icon).

If this is your first time adding bibliographic information, you will now have a Biography section on your researcher profile that was not previously there.

Editing Teaching (teaching overview, teaching activities, and advisees)

The process for editing the Teaching Overview section is different from the process for editing teaching activities and advisees (which share the same editing process).
Editing Teaching Overview:

First click on teaching overview.

This will take you to the teaching overview editing page.

Click on the Add teaching overview link. This will populate a field for you to add your information into. You can type your overview into the text box, or you can paste in a pre-prepared statement from another source. If you choose to copy/paste, please paste in plain text. We recommend pasting your material in your computer’s notepad and then copying and pasting it into the teaching overview box. When you are done, choose Save and Close.

Your new item will now appear on the overview edit page.
Once your overview has been added, you have the ability to delete it (trashcan icon).

Editing Teaching Activities and Advisees:

All three editable Affiliations items are edited in the same way.

First click on the desired item. The provided example will follow the edit process for teaching activities.

This will take you to that item’s editing page.
Click on the Add New Item link. This will populate fields for you to add your information into. Enter your information into the Item Name box and select the appropriate item type. Click Save to save and exit.

Your new item will now appear on the item’s edit page.

Once items have been added, you have the ability to move them up or down on your research profile display (the arrow icons) or to delete them (trashcan icon).

If this is your first time adding Teaching information, you will now have a Teaching section on your researcher profile that was not previously there.
Editing Research Funds (research overview, principal investigator, and co-investigator)

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Privacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>research overview</td>
<td>0</td>
<td>Public</td>
</tr>
<tr>
<td>principal investigator</td>
<td>2</td>
<td>Public</td>
</tr>
<tr>
<td>co-investigator</td>
<td>1</td>
<td>Public</td>
</tr>
</tbody>
</table>

The process for editing the research overview section is different from the rest of the Research Funds items (which share the same editing processes).

**Editing Research Overview:**

**First click on research overview.**
This will take you to the research overview editing page.

Click on the Add research overview link. This will populate a field for you to add your information into. You can type your overview into the text box, or you can paste in a pre-prepared statement from another source. If you choose to copy/paste, please paste in plain text. We recommend pasting your material in your computer’s notepad and then copying and pasting it into the research overview box. When you are done, choose Save and Close.
Your new item will now appear on the research overview edit page.

Once your research overview has been added, you have the ability to delete it (trashcan icon).

**Editing Research Funds Items:**

Principal Investigator and Co-Investigator are edited in the same way.

**First click on the desired item.** The provided example will follow the edit process for Principal Investigator.
This will take you to that item’s editing page.

Click on the Add New Item link. This will populate fields for you to add your information into. Enter your information into the Item Name box and select the appropriate item type. Please follow the provided formatting when entering in your information. Click Save to save and exit.
Your new item will now appear on the item’s edit page. Note that the edit page will have two parts, what you just added and the previously added entries. It may appear that grants are repeating, but they are not. Your researcher profile will only display the first set of information.

Indelicato, Nia

Edit Menu > principal investigator

Add New Item (Add a new item that you create.)

<table>
<thead>
<tr>
<th>Funding Agency</th>
<th>Grant Title</th>
<th>Award Number</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient-Centered Outcomes Research Institute</td>
<td>Dissemination and Implementation in Rare Cancer Community: PCORI Pilot Work Shared Across Rare Disease Populations</td>
<td>EAIN-1593</td>
<td>Start Date: 2015-09-15</td>
</tr>
<tr>
<td>UAMS Tobacco</td>
<td>Transgenic Mouse Facility</td>
<td>Start Date: 2011-07-01</td>
<td></td>
</tr>
<tr>
<td>Agency Name</td>
<td>Grant Title</td>
<td>Award Number</td>
<td>Grant ID Number</td>
</tr>
<tr>
<td>NIH</td>
<td>Profiles RNS</td>
<td>123456</td>
<td>Total direct costs: $100,000</td>
</tr>
</tbody>
</table>

Once items have been added, you have the ability to delete them (trashcan icon).

Add New Item (Add a new item that you create.)

<table>
<thead>
<tr>
<th>Funding Agency</th>
<th>Grant Title</th>
<th>Award Number</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient-Centered Outcomes Research Institute</td>
<td>Dissemination and Implementation in Rare Cancer Community: PCORI Pilot Work Shared Across Rare Disease Populations</td>
<td>EAIN-1593</td>
<td>Start Date: 2015-09-15</td>
</tr>
</tbody>
</table>

Note: Grants that have been manually added are not linked into the system and its update processes. System generated entries display the most current grant information for extramural grants that have been active within the last five years. Manually added grant entries should be maintained by each researcher and updated accordingly.
Editing Outreach (collection or series editor for, reviewer of, organizer of, outreach overview, service to the profession, outreach and community service)

<table>
<thead>
<tr>
<th>Category: Outreach</th>
<th>Items</th>
<th>Privacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>collection or series editor for</td>
<td>0</td>
<td>Public</td>
</tr>
<tr>
<td>reviewer of</td>
<td>0</td>
<td>Public</td>
</tr>
<tr>
<td>organizer of</td>
<td>0</td>
<td>Public</td>
</tr>
<tr>
<td>outreach overview</td>
<td>0</td>
<td>Public</td>
</tr>
<tr>
<td>service to the profession</td>
<td>0</td>
<td>Public</td>
</tr>
<tr>
<td>outreach and community service</td>
<td>0</td>
<td>Public</td>
</tr>
</tbody>
</table>

The process for editing the outreach overview section is different from the rest of the Outreach items (which share the same editing processes).

Editing Outreach Overview:

First click on outreach overview.

This will take you to the outreach overview editing page.

Indelicato, Nia

Edit Menu > outreach overview

Add outreach overview

No items have been added.
Click on the Add outreach overview link. This will populate a field for you to add your information into. You can type your overview into the text box, or you can paste in a pre-prepared statement from another source. If you choose to copy/paste, please paste in plain text. We recommend pasting your material in your computer's notepad and then copying and pasting it into the outreach overview box. When you are done, choose Save and Close.

Your new item will now appear on the outreach overview edit page.

Once your outreach overview has been added, you have the ability to delete it (trashcan icon).

Editing Outreach Items:
Collection or series editor for, reviewer of, organizer of, service to the profession, outreach and community service are edited in the same way.

First click on the desired item. The provided example will follow the edit process for teaching activities.

This will take you to that item’s editing page.

Click on the Add New Item link. This will populate fields for you to add your information into. Enter your information into the Item Name box and select the appropriate item type. Click Save to save and exit.
Your new item will now appear on the item’s edit page.

Once items have been added, you have the ability to move them up or down on your research profile display (the arrow icons) or to delete them (trashcan icon).

If this is your first time adding Outreach information, you will now have an Outreach section on your researcher profile that was not previously there.
**Editing Publications:**

Profiles automatically searches PubMed for publications written by each user. The algorithm used to populate articles has a specific threshold it uses to match articles’ authors to UAMS faculty and post-doctoral researchers. The threshold is set to maximize correct pulls and minimize errors. However, there may be both missing articles and incorrectly attributed articles in your publications list. It is recommended that each user verify his/her publication list when they logon to Profiles for the first time. Changes you make to your researcher profile will remain and not be overridden with system updates.

<table>
<thead>
<tr>
<th>Category: Bibliographic</th>
<th>Items</th>
<th>Privacy</th>
</tr>
</thead>
<tbody>
<tr>
<td>selected publications</td>
<td>101</td>
<td>Public</td>
</tr>
<tr>
<td>additional bibliographic sources</td>
<td>0</td>
<td>Public</td>
</tr>
</tbody>
</table>

To access your list of publications, click on selected publications.

This will take you to your publications editing page.

On this page you will see a list of your PubMed generated publications (plus any you have added yourself) as well as several options for manually adding publications.
You can add PubMed publications by using either the Add PubMed link, which lets you search PubMed using various attributes, or the Add by ID link, which allows you to add by PubMed ID.

To add through publications through a PubMed search, click on the Add PubMed link.
This will populate fields that will allow you to search PubMed for publications. You can search by author, affiliation, or keyword; or you can conduct your own arbitrary query. Just type your information in the appropriate boxes and click on the search link.

When your search results appear, simply click the boxes next to articles you wish to add.

Then scroll to the bottom of the results list, and click on Save to add them to your researcher profile.
Manually added publications will automatically sort chronologically into your publications list.

To add by PubMed ID, click on the Add by ID link.

This will populate a field that will allow you to PubMed publications by their IDs. You can add multiple publications by either separating ID by comma or by entering one per line. Once you have entered the ID(s), click on the save button to add the publications to your researcher profile.

Manually added publications will automatically chronologically sort into your publication list.

To add non-PubMed publications, click on the Add Custom link.
A menu will populate that will prompt you to select which type of publication you would like to add. Click on the dropdown menu and select the appropriate publication type.

The provided example will follow the edit process for adding a Book/Monograph/Textbook.

Once you select the appropriate publication type, fields will populate that will allow you to add information about the publication you are adding. Fill out the appropriate fields and click on the Save and add another link to add more than one, or click on the save and close link to finish.
Manually added publications will automatically sort chronologically into your publication list.

You have the ability to edit custom publications that you have manually added. To edit these publications, locate them on your selected publications list (on the selected publications edit page) and click on the yellow pencil icon. This will re-open the entry and allow you to edit. You can also delete any publication using the trashcan icon to the right of the entry.

You also have the ability to add links to outside bibliographies you may have.

To add bibliographic links, click on additional bibliographic sources.
This will take you to the edit menu for additional bibliographic sources.

To add your source(s), click on the Add additional bibliographic sources link. This will populate a field where you can add in a link to an outside bibliography.

Type your url (website address) into the box (be sure to copy and paste the entire link, including protocols) and click on the Save and add another link to add another link or click on the Save and Close link to save and exit. Each bibliography link has to be entered separately. You can have up to four bibliography links.

Your bibliography link will now appear on your Additional Bibliographic Sources edit page.

Once links have been added, you have the ability to move them up or down on your research profile display (the arrow icons) or to delete them (trashcan icon).
If this is your first time adding link, you will now have an Additional Bibliographic Links section on your researcher profile that was not previously there.

**For more information about Profiles:**

More information about Profiles and Frequently Asked Questions (FAQs) can be found through the About/FAQs section of the main menu.

For more information or help with your Profile, please email triservices@uams.edu.