

TRIOS English Guide

TRIOS Support Desk

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1. Introduction

The Tsukuba Researcher Information Online System (hereinafter referred to as “TRIOS”) is a system with the functions of

- ① registering and managing researcher information;
- ② registering research achievements by using external literature databases (Web of Science, CiNii, and PubMed);
- ③ registering achievement document by the researchers to the “Tsukuba Repository”, which is the institutional repository of the University of Tsukuba;
- ④ linking researcher information and data in researchmap (<http://researchmap.jp>)
- ⑤ opening to the public items allowed by researchers as the “Researchers Information” using the internet.

This manual explains the basic operations for researchers.

2. Outline of the system

2.1. Types of account

Operational privileges in sharing the user account between the administrator and researcher are managed in TRIOS.

2.2. Management of research achievements

In the management of research achievements function, the achievements of researchers are managed in the six categories of article, book (entire book), book (part/book chapter), conference, intellectual property rights, and works.

Items that can have a different setting for everyone such as the “Contribution category” and items that should be common with respect to each individual such as the title, journal title, and page are shared and managed.

Joint authorship and joint achievement are uniformly managed by connecting the achievement data of more than one researcher to one bibliographic data.

As regards the article, proceedings, book, etc., a system reduces time and effort of the registration of achievements by the researcher by retrieving from external literature databases. The registration procedure of achievements in this case is as follows:

① ***(Administrator) Retrieval of achievement data to TRIOS from external databases***

The achievement data will be retrieved from Web of Science, CiNii, and PubMed.

② ***(Administrator) Pre-processing Cleaning of retrieved achievement data***

Duplication or representation of data is confirmed and achievement data after confirmation will be in the “Waiting confirmations”.

③ ***(Researcher)***

- ***Acknowledgment or Confirmation by researcher***

The researcher runs a check by him/herself. Achievement data after confirmation will be in the confirmed achievement.

▪ ***Edit of confirmed achievement***

Researcher will be able to make a change to the confirmed achievement later.

④ ***(Researcher) Institutional repository registration***

The data can be registered on the “Tsukuba Repository” by uploading the manuscript file of the article.

2.3. Management of researcher information

Personal information of the researcher such as the basic information, career, academic background, degree, and honors & awards of the researcher is managed in the management of researcher information function.

2.4. Management of educational and social activities

Information on teaching, other educational activities, talks, and academic activities, etc. of the researcher is managed in the management of educational and social activities function. Among these, public lectures, etc. are registered as talks.

2.5. Individual settings

A different representation used as author name in articles such as a maiden name or variant character is configured in individual settings to improve identification accuracy of the author when retrieving from external databases. Contact with the TRIOS administrator, data output, etc. can also be available here.

2.6. Comment function and support BBS of research achievements

In the comment function in TRIOS, inquiries and responses can be made about individual achievement data between researchers and the administrator. The support BBS function also is provided.

3. Basic operations

3.1. Login

Top page URL

<https://trios.tsukuba.ac.jp/en/>

↑ Note: Don't forget the "s".

When accessing the top page, the following login screen will be displayed.

筑波大学 研究者情報システム Log out | Japanese

筑波大学研究者情報システム
TRIOS: Tsukuba Researchers Information Online System

統一認証システムのログイン画面を経由して研究者情報の登録サブシステムにログインします

Please enter to the registration system for researchers' achievements via the Integrated Authentication login page.

ID: 13 digits number printed on the back side of your id card as your account.
Password: your password for the Unified Authentication System.
If you do not know its password, please visit to any library counter, or Joho-suhmika, 4th floor in the administration building, Horbu-bus, or Academic Computing and Communications Center with your id card.

TRIOS server will be performed scheduled maintenance on fourth Wednesday of each month 4:30 to 6:30.
You may not be able to connect to the TRIOS without notice during this time.

研究企画課TRIOS担当 /
TRIOS Support Desk, Division of Research System Development
e-mail: trios_at_un.tsukuba.ac.jp
[マニュアル / Online manual](#) [\(In Japanese\)](#) [研究者総覧へ / Researchers information](#)

When the display language is Japanese, click on "English" in the upper right corner of the screen.

筑波大学 研究者情報システム ログアウト | English


筑波大学研究者情報システム
TRIOS: Tsukuba Researchers Information Online System

統一認証システムのログイン画面を経由して研究者情報の登録サブシステムにログインします

Please enter to the registration system for researchers' achievements via the Integrated Authentication login page.

ユーザ名：職員証の裏面に書いてある 13 桁の数字 または
tsukuba.taro.xy
パスワード：統一認証パスワード
忘れたとき：職員証を持って図書館・情報化推進課・学術情報メディアセンターへ

Clicking on the “Login” button takes you to the unified authentication System login page.



筑波大学
University of Tsukuba

統一認証システム (Unified Authentication System)

ユーザーID (user id): (UTID-13 or UTID-NAME)
 パスワード (password):

You can log onto the system by entering your username (e.g. 0000889977660 as noted on the reverse side of your employee ID card or tsukuba.taro.xy) and password here. When you forgot your password, please visit to the library, Division of Information Infrastructure Management, or Academic Computing and Communications Center with your employee ID to reissue your password.

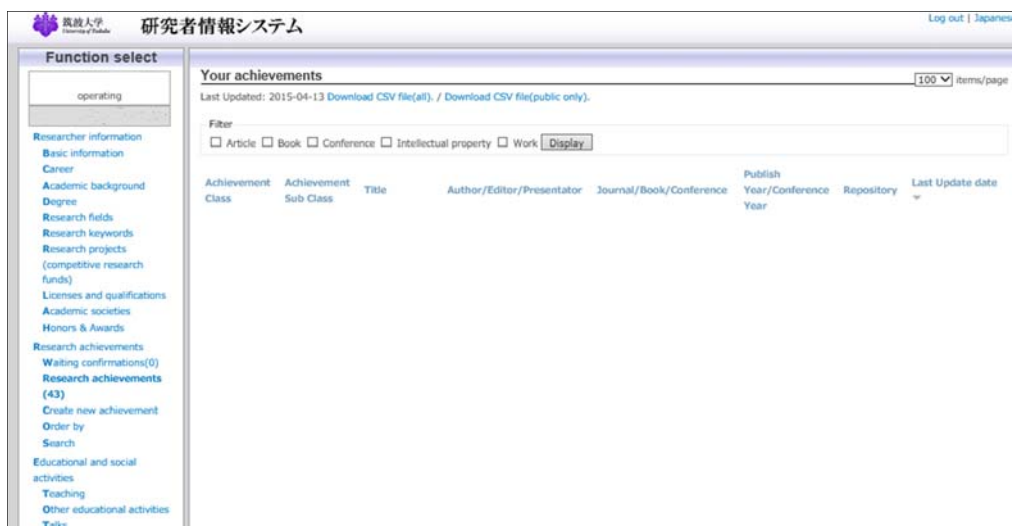
3.2. Display after login

If there are achievements that are “Waiting confirmations”, a list of achievements “Waiting confirmations” will be displayed after login (refer to 5.1).



The screenshot shows the 'Need confirmation' page. On the left is a 'Function select' menu with 'operating' selected. The main content area has a table with columns: Confirm / Delete, Achievement Subclass, Title, Journal/Book, and Peer Review / Main Author. A table row shows a 'journal article' with '学会技術研究報告' as the journal and 'とバイオ' as the author. Below the table is a 'Confirmation finish' button.

If there are no achievements that are “Waiting confirmations”, a list of your achievements will be displayed.



The screenshot shows the 'Your achievements' page. On the left is a 'Function select' menu with 'operating' selected. The main content area has a title 'Your achievements' and a 'Filter' section with checkboxes for Article, Book, Conference, Intellectual property, and Work. Below the filter is a table with columns: Achievement Class, Achievement Sub Class, Title, Author/Editor/Presentator, Journal/Book/Conference, Publish Year/Conference Year, Repository, and Last Update date. The table is currently empty.

3.3. Operations menu

The operations menu will be displayed in all of the pages. The following operations can be carried out from the operations menu.

- Management of researcher information
- Management of research achievements
- Management of educational and social activities
- Individual settings of the system
- Use of the Support BBS

Function select

operating

Researcher information

- Basic information
- Career
- Academic background
- Degree
- Research fields
- Research keywords
- Research projects
(competitive research funds)
- Licenses and qualifications
- Academic societies
- Honors & Awards

Research achievements

- Waiting confirmations(0)
- Research achievements (43)**
- Create new achievement
- Order by
- Search

Educational and social activities

- Teaching
- Other educational activities
- Talks
- Academic activities
- University Management
- Others activities

Individual settings

- From administrator(0)
- Agent setting
- Data export

Help

1. If achievements duplicated.(Japanese)
2. How to erase achievements not yours.(Japanese)
3. Other help for achievement.
(Underconstruction)

Support

- List of issues
- Report new issue

4. Management of researcher information

Information on the researcher him/herself is managed in the researcher information menu.

4.1. Preview of researcher information

Clicking on the “Researcher information”, the image of the registered information of researcher in the “Researchers Information” (<http://trios.tsukuba.ac.jp/en/>) can be previewed.

The screenshot shows the 'Researcher Information System' interface. On the left, a 'Function select' menu has 'Researcher information' circled in red. The main content area displays the profile for 'Henry Schury Peter'. The profile includes the following information:

- Affiliation:** Faculty of Pure and Applied Sciences
- Official title:** Assistant Professor
- Research keywords:** (empty field)
- Research projects:** 2012 -- 2013 Japan Society of for the Promotion of Science/若手研究(B) 1820000
- Articles:** (empty field)
- Teaching:**

Period	Activity	Institution
2014-04 -- 2014-07	English Seminar on Physics 2	University of Tsukuba.
2013-04 -- 2013-08	English Seminar on Physics 2	University of Tsukuba.
2012-04 -- 2012-07	English Seminar on Physics II	University of Tsukuba.
2012-08 -- 2012-11	Technical English I	University of Tsukuba.

4.2. Basic information in researcher information

Clicking on the “Basic information”, the basic information of the researcher and various information related to the researcher can be displayed and edited. However, the name, affiliation, sex, birth date, username, and KAKEN ID cannot be changed by the researcher.

The screenshot shows the 'Basic information' page in the 'Researcher Information System'. The 'Basic information' menu item is circled in red. The page displays the following information:

- Affiliation:** Faculty of Life and Environmental Sciences
- Official title:** Associate Professor
- Sex:** Female
- Birth date:** 19...
- Employee Code:** 989...
- KAKEN ID:** (empty field)
- Pen name:** (empty field)
- Pen name (alphabetical character):** (empty field)
- Researcher picture:** (empty field)
- Other:** (empty field)
- Contact information:** URL, Email, Office, Phone, Fax (each with an 'Add' button)
- Other affiliation:** (empty field)
- Message:** Message (Japanese) and Message (English) (each with a 'Submit' button)

4.3. Privacy settings

Checkboxes with “Open” written on the right are displayed in several items such as the sex and birth date. Checkboxes are used whether each item is to be open to the public in the “Researchers Information”.

Official title	Associate Professor	
Sex	Female	<input type="checkbox"/> Open
Birth date	19 -- --	<input type="checkbox"/> Open

Check the checkbox of the item to be open to the public and click of the “Submit” button, the content will be open to the public in the “Researchers Information”.

4.4. Provision of information to researchmap and setting of disclosure

For those who agree to the disclosure of researcher’s information to the researchmap, check “Provide information to researchmap” in “Basic information”.

Value such as “RM open” is used for the privacy level Settings for the researchmap. They are located in each item of TRIOS and in “Order by” function, etc.

Note: “RM” is shorter expression for researchmap in TRIOS

- 「RM not provide」 Do not provide information to researchmap
- 「RM not open」 Provide information to researchmap but do not open to the public in researchmap
- 「RM open」 Provide information to researchmap and open to the public
- 「RM open (researcher only)」 Provide information to researchmap and open only to researchers with researchmap ID

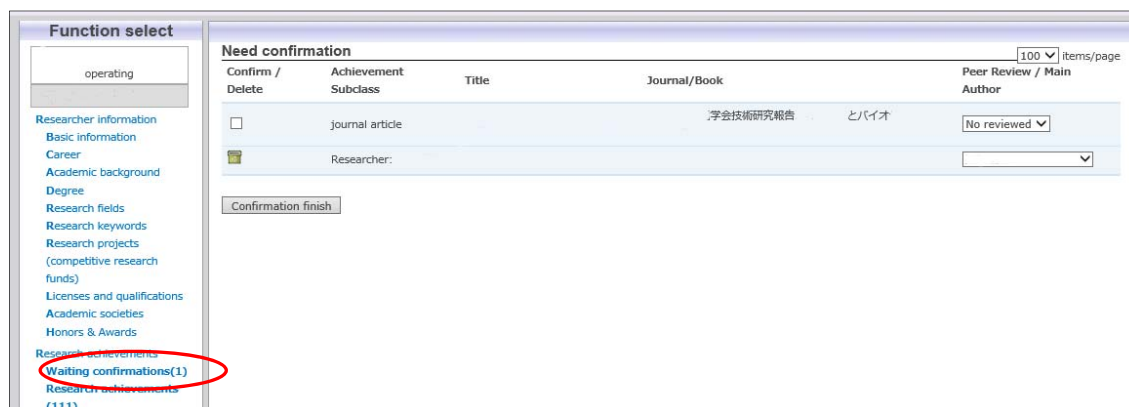
* a researcher information database collects exhaustively and provides information, about researchers who belong to universities, public research institutes, etc. in all Japan. This is managed by the Japan Science and Technology Agency (JST).

5. Management of research achievements

Information on achievements of the researcher him/herself is managed in the researcher achievements menu.

5.1. Waiting confirmations

Clicking on the “Waiting confirmations”, a list of the research achievements waiting confirmations will be displayed.



The following operations can be carried out for the displayed achievements.

- ① **Confirm:** The status of checked achievements will be changed to “Confirmation finish”.
- ② **Delete:** If an unrelated achievement is displayed, clicking on “trash” will get rid of it. The unrelated achievement will change its text color to gray and not be managed.



Clicking on “Return” will return it to the former state.

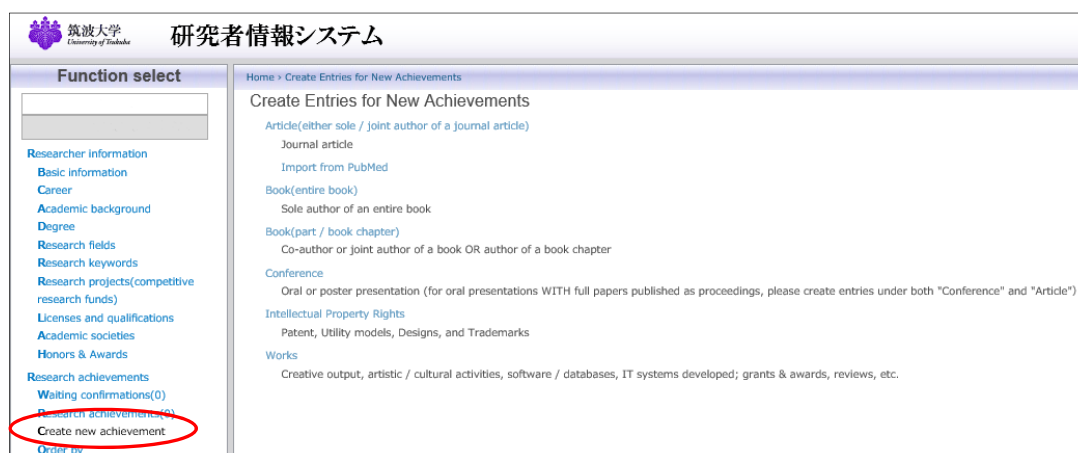
- ③ **Display of details:** Clicking on the “Title” will take you to the details screen of the achievements.
- ④ **Setting of peer review status:** Peer review status can be set.
- ⑤ **Setting of the main author:** The main author can be set from the list.

Clicking on the “Confirmation finish” button after confirming all of the achievements will confirm all operations carried out in each achievement. Achievements changed to the status of “Confirmation finish” or unrelated achievements will not be displayed in the list of achievements “Waiting Confirmations”.

5.2. Create new achievement

Clicking on the “Create new achievement” will display the “Create Entries for New Achievements” screen. After selecting the type of achievement to be created here, input the achievement information. The types of achievements that can be selected are as follows:

- ① **Article (either sole / joint author of a journal article)**
- ② **Book (entire book)**
- ③ **Book (part / book chapter)**
- ④ **Conference**
- ⑤ **Intellectual Property Rights**
- ⑥ **Works**
- ⑦ **Import from PubMed**



5.2.1 Import from PubMed

Articles' information can be imported from PubMed with a PubMed ID.



Clicking on “Import from PubMed” in the “Create Entries for New Achievements” column, the individual registration screen will appear.

The form is titled 'Import from PubMed' and includes the text 'Import single data'. It features a text input field labeled 'PubMed ID *' and an 'Import' button.

Giving in the PubMed ID and clicking on the “Import” button, the achievement can be registered.

5.3. Management of the details of the research achievements

Clicking on the “Title” of the achievement displayed on the list of research achievements or waiting confirmations will display the detail screen of the achievement. The operations of the detail screen of the research achievements will be explained here.

5.3.1 Detail screen of research achievements

The following information on research achievements will be displayed in the detail screen of the research achievements.

- ① **Bibliographic information (5.3.2)**
- ② **Author information (5.3.3)**
- ③ **Repository registration**
- ④ **Record History**
- ⑤ **Change achievement class**
- ⑥ **Other operations**

The screenshot shows the '研究者情報システム' (Researcher Information System) interface. The main content area is divided into several sections:

- Bibliographic information (①):** A form for entering details of a research achievement, including fields for Achievement Sub Class (journal article), Language (japanese), Data Source (Original), Peer review (No reviewed), Article Title (original language), Journal Title (original language), Journal Title (English), Publisher (original language), Publisher (English), Publisher Address, ISSN, ISBN, End page, Volume, Page Count, Issue (27), Start page, Publish Date, Funding Agent and Number, DOI, ISI ID, Article Number, PubMed ID, Abstract (original language), Abstract (English), Author Keywords (original language), Author Keywords (English), Note, and Open (Open, RM open). There is an 'Edit' button at the bottom.
- Author information (②):** A table showing author details. The table has columns for Author or Editor, Belong to, Researcher in U. of Tsukuba, Role, Corresponding author, and Note. The first row shows 'U. of Tsukuba (Researcher)' as the author, with the role 'Author'. There are 'Edit', 'Remove', and 'Delete' buttons for each row.
- Repository registration (③):** A section with a 'Repository registration' button.
- Record History (④):** A table showing the history of changes. The table has columns for Date, by, and Body. The first row shows '2014-06-08' by '(admin)' with the body '修正を承認しました。'. The second row shows '2014-06-07' with the body '新規登録情報を作成しました。'. There is an 'Add' button at the bottom.
- Change achievement class (⑤):** A section with a dropdown menu for 'Achievement Class' (Please select) and a 'Convert' button.
- Other operations (⑥):** A row of buttons: 'Register conference', 'New regist using this data.', 'Remove achievement.', and 'Back to "Your achievements"'. There is also a 'Log out | Japanese' link in the top right corner.

5.3.2 Edit of bibliographic information

Clicking on the “Edit” button, bibliographic information can be edited.

Home			
Bibliographic information			
Achievement Sub Class	Journal article	Language	Japanese
Data Source	Original	Peer review	No reviewed
Article Title (original language)			
Article Title (English)			
Journal Title (original language)			
Journal Title (English)			
Publisher (original language)			
Publisher (English)			
Publisher Address			
ISSN	ISBN	Volume	Issue 27
Start page	End page	Page Count	
Publish Date			
Funding Agent and Number			
DOI	ISI ID	Article Number	PubMed ID
Abstract (original language)			
Abstract (English)			
Author Keywords (original language)			
Author Keywords (English)			
Note			
Open	Open	RM open	
Related conference			
Edit			

Entering the DOI (Digital Object Identifier; for example 10.1016/chem.201****099) will automatically generate a link to the content of electronic journal from the article title in the “Researchers Information”.

As for articles and conference presentations, an entry field will be additionally displayed at the bottom of the pane. Making an entry of this field, an article and a conference presentation are correlated with each other.

Related conference	Sample
Submit	Cancel

In correlating, the affiliation of both data must be “U. of Tsukuba (Researcher)”. If it is “U. of Tsukuba (Other)” or “Other institution”, you will get an error message that says “The related achievement is not valid” at the time of registration. When you get this error message, click on “Cancel”, and then the affiliation in the author information to “U. of Tsukuba (Researcher)” first (refer to 5.3.3) and then carry out the correlation again.

Clicking on the “Submit” button will apply the correction to the achievements. Several items will be included in the data open to the public after the confirmation and approval of the administrator.

Clicking on the “Cancel” button will destroy entries to return to the former display.

5.3.3 Edit of author information

By clicking on the “Edit” link of each line in the author information, the author in that line can be edited.

Author information					
<input type="checkbox"/> International joint authorship (One or more co-authors belong to a foreign institutes) <input type="button" value="Submit"/>					
Author or Editor	Belong to	Researcher in U. of Tsukuba	Role	Corresponding author	Note
Tsukuba Taro	U. of Tsukuba (Researcher)	(医学医療系)	Author	✓	Edit Delete
Tsukuba Hanako	U. of Tsukuba (Researcher)	(医学医療系)	Author		Edit Remove Delete
Order Add Bulk Add					

Author information					
<input type="checkbox"/> International joint authorship (One or more co-authors belong to a foreign institutes) <input type="button" value="Submit"/>					
Author or Editor	Belong to	Researcher in U. of Tsukuba	Role	Corresponding author	Note
Author or Editor*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Belong to	U. of Tsukuba (Researcher) ▼	(医学医療系)			
Researcher in U. of Tsukuba	Format: Name(Belong to)				
Role	Author ▼			<input checked="" type="checkbox"/>	
Note	You can enter to the form if there are supplements about the role, contribution, etc.				
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>					

Author or Editor: Enter the author’s name. In Japanese a space is required between the last name and first name of author’s name.

Belong to: Select the affiliation of the author from “U. of Tsukuba (Researcher)”, “U. of Tsukuba (Other)” or “Other institution”. In the case that “U. of Tsukuba (Researcher)” was selected, he/she will be treat as a registered researcher in the system. Entering a name, prospective researchers’ name will be listed. You may select your entry from the list.

Role: Select the role from “Author”, “Editor”, “Translator”, “Reviewer”, “Supervisor”, “Translation supervisor”, and “Other”. Check the checkbox in the case of “Corresponding author”.

Note: Use for supplements about the role and contribution.

Researcher in U. of Tsukuba	<input type="text"/>
Format: Name(Belong to)	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Clicking on “Delete” will delete the author in that line (after confirmation of the administrator).

Author information					
<input type="checkbox"/> International joint authorship (One or more co-authors belong to a foreign institutes) <input type="button" value="Submit"/>					
Author or Editor	Belong to	Researcher in U. of Tsukuba	Role	Corresponding author	Note
Are you sure you want to delete ?					
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>					

Clicking on “Add” in the last line an author can be added.

Author or Editor*	<input type="text"/>
Belong to	U. of Tsukuba (Researcher) ▼
Researcher in U. of Tsukuba	<input type="text"/> <input type="radio"/> not identified
	Format: Name(Belong to)
Role	Author ▼ <input type="checkbox"/> Corresponding author
Note	<input type="text"/>
	You can enter to the form if there are supplements about the role, contribution, etc.
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Clicking on the “Order” link can be changed the order of authors.

Ordering authors			Show row weights
Author or Editor	Belong to	Researcher in U. of Tsukuba	
⊕	Other Institution		
⊕	U. of Tsukuba (Researcher)		
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>		

A line can be moved up and down by dragging “⊕” of the left-hand side.

5.3.4 Edit of presenter information

To edit the presenter's information, click the "Edit" link in each line of the "Presenter information" in the conference for editing.

Presenter	Belong to	Researcher in U. of Tsukuba	Presenter	Note
Tsukuba Taro	U. of Tsukuba (Researcher)	Tsukuba Taro (医学医療系)		Edit Delete
Tsukuba Hanako	U. of Tsukuba (Researcher)	Tsukuba Hanako (医学医療系)		Edit Remove Delete

[Order Add](#) [Bulk Add](#)

Presenter	Belong to	Researcher in U. of Tsukuba	Presenter	Note
Author or Editor*	<input type="text"/>			
Belong to	U. of Tsukuba (Researcher) ▼			
Researcher in U. of Tsukuba	(医学医療系) ○			
Role	Format: Name(Belong to)		<input type="checkbox"/> Presenter	
Note	<input type="text"/>			
You can enter to the form if there are supplements about the role, contribution, etc.				
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>			

Author or Editor: Enter the author's name. In Japanese a space is required between the last name and first name of author's name.

Belong to: Select the affiliation of the author from "U. of Tsukuba (Researcher)", "U. of Tsukuba (Other)" or "Other institution". In the case that "U. of Tsukuba (Researcher)" was selected, he/she will be treat as a registered researcher in the system. Entering a name, prospective researchers' name will be listed. You may select your entry from the list.

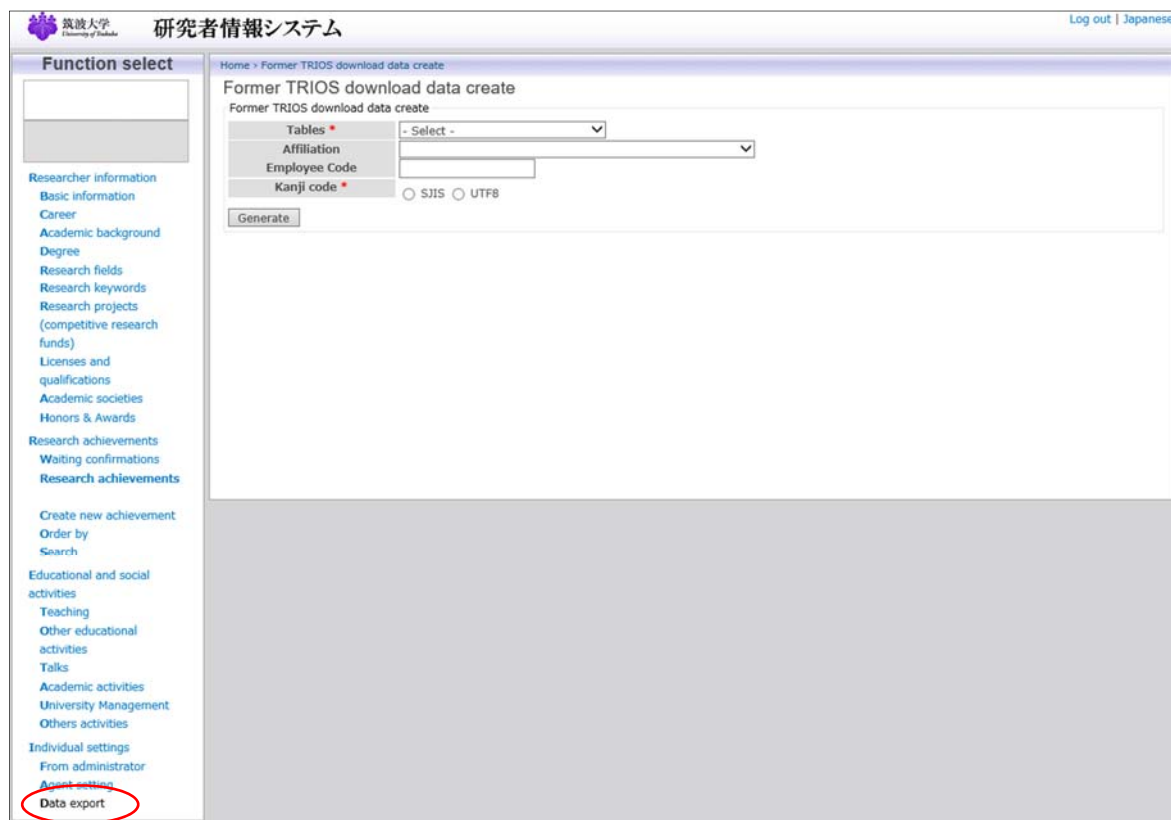
Role: Check the checkbox in the case of "Presenter".

Note: Use for supplements about the role and contribution.

6. Miscellaneous

6.1. Data export

To get data with the former TRIOS based format, please click [Data export] button. Only the data that researchers were permitted to open to public are downloadable.



Tables: Select tables to download.

Affiliation : Select Affiliation for restricting data.

Employee Code : Input an Employee Code to specify a certain researcher.

Kanji code : Select Kanji code for Japanese data.

At Clicking [Generate] button, downloadable data will be produced and then [Download] button appears.

To start downloading the data, please click [Download] button.



To return Former TRIOS download data create, click [Reload].



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