TRIOS English Guide

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TRIOS English Guide
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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 documents 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 (https://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: 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 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

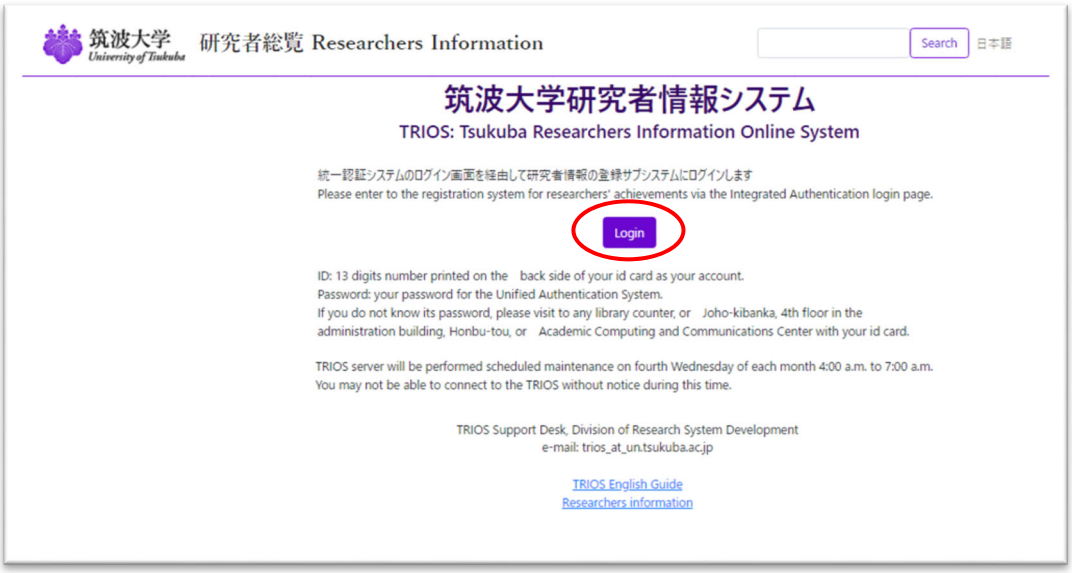
3.1. Login

Top page URL

https://trios.tsukuba.ac.jp/en/login

Note: Don't forget the "s".

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



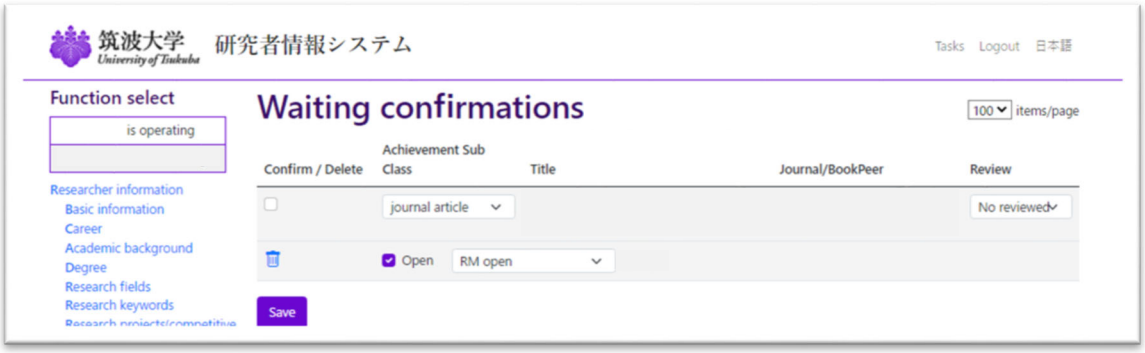
When the display language is Japanese, click on "English" at the upper right corner of the screen.

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

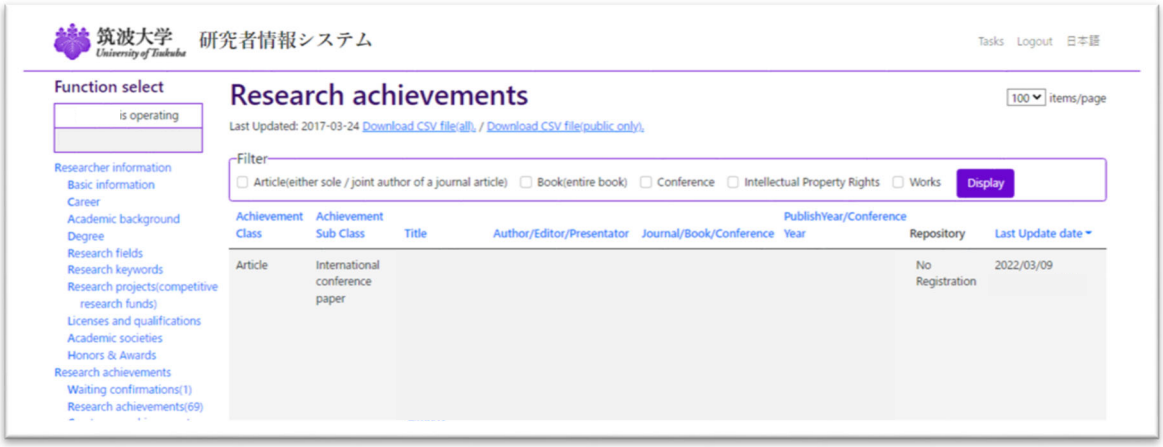
You can log onto the system by entering your username (e.g. 0000889977660 as noted on the reverse side of your employee ID card or tsukuba.taro.xy) and password here. If you forgot your password, please visit the library, Division of Information Infrastructure Management, or Academic Computing and Communications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



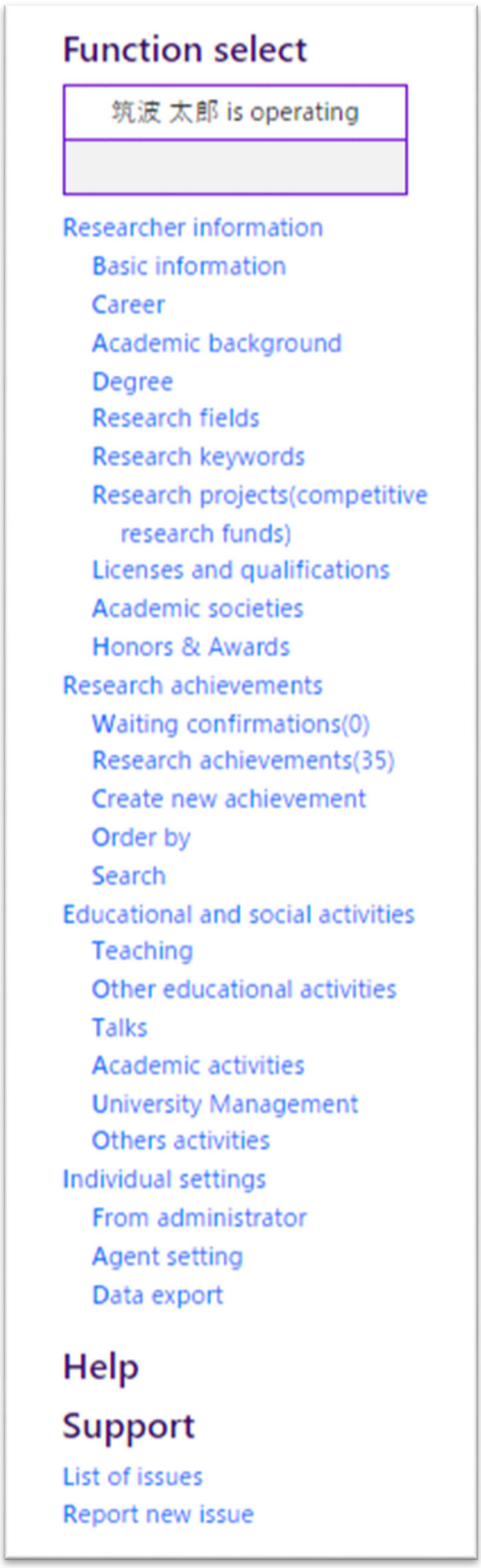
If there are no achievements that are “Waiting confirmations”, a list of your achievements will be displayed.



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

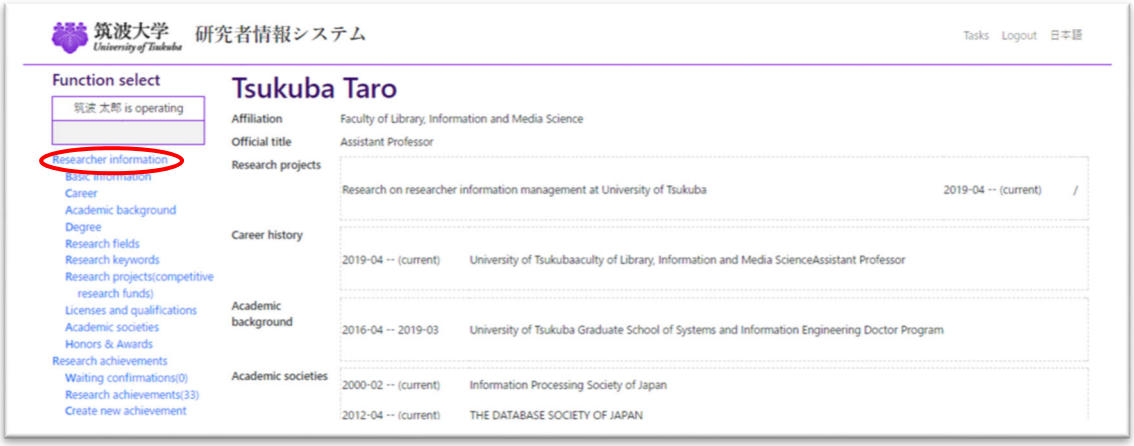


4. Management of researcher information

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

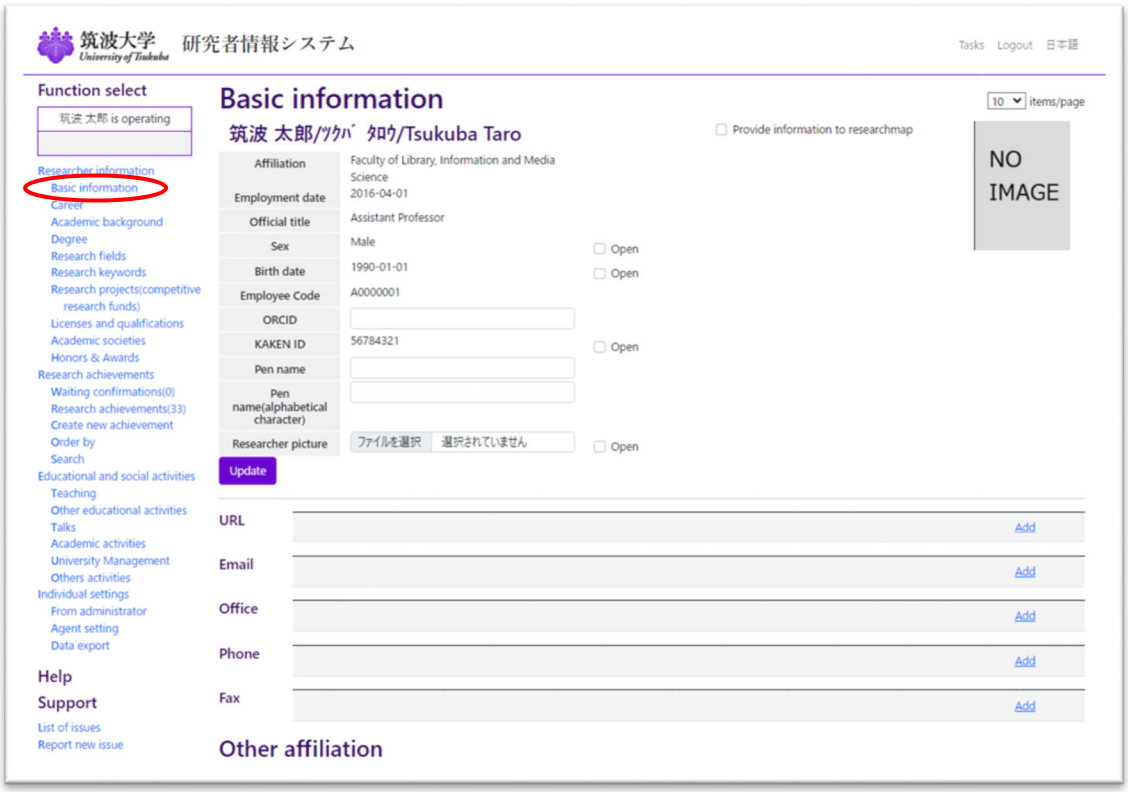
4.1. Preview of researcher information

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



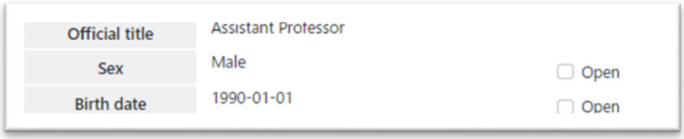
4.2. Basic information in researcher information

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.



4.3. Privacy settings

Checkboxes with “Open” 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”.



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

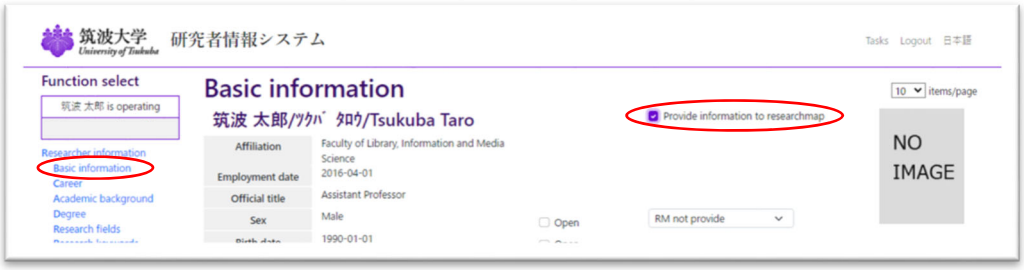
4.4. Provision of information to researchmap and setting of disclosure

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

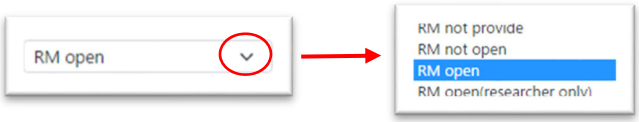
Checking ″Provide information to researchmap″ sends TRIOS information to researchmap and updates the researchmap information.

However, the research achievement information updated by the AI, the researcher, the substitute, and the co-author at least once on the researchmap is not updated.

In addition, even if you delete the research achievement of TRIOS, the information of researchmap will not be deleted.



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

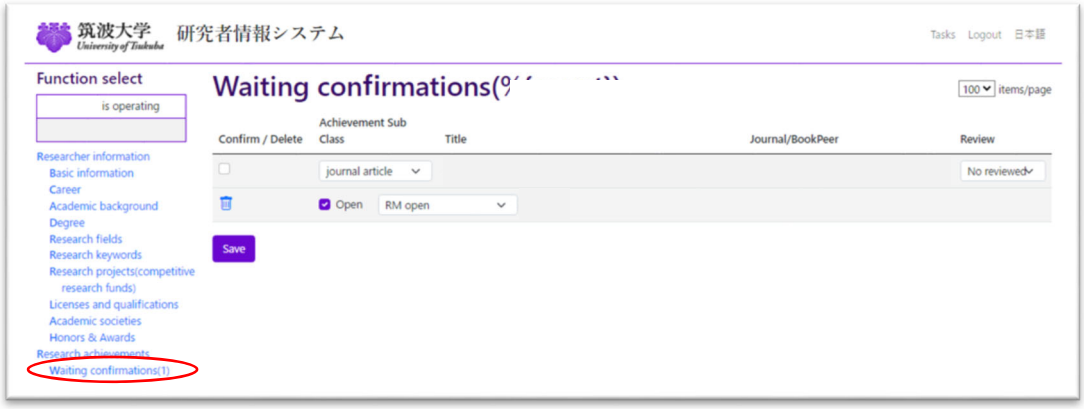
＊ a researcher information database collects exhaustively and provides information, about researchers who belong to universities, public research institutes, etc. in Japan. This is managed by the Japan Science and Technology Agency (JST).

5. Management of research achievements

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

5.1. Waiting confirmations

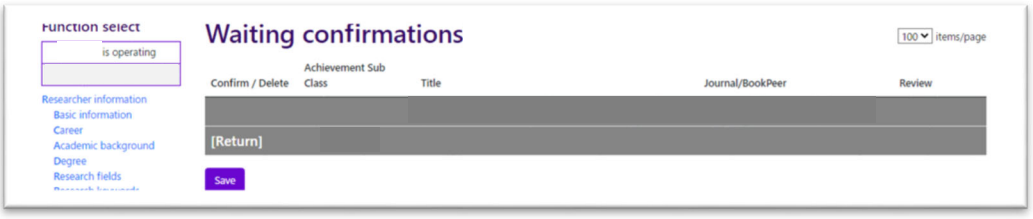
Clicking on the "Waiting confirmations", a list of the research achievements waiting confirmations will be displayed.



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

② *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.

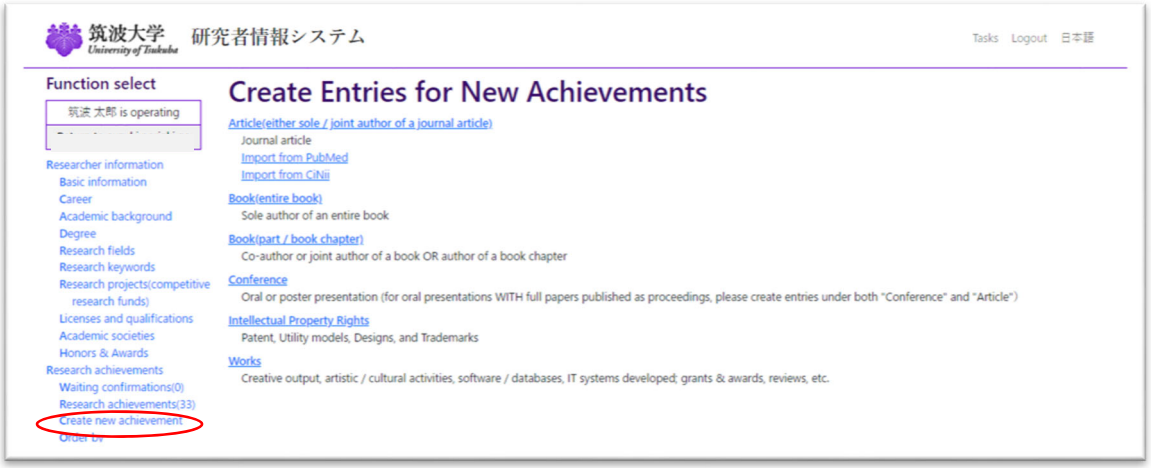
④ *Setting of peer review status:* Peer review status can be set.

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:

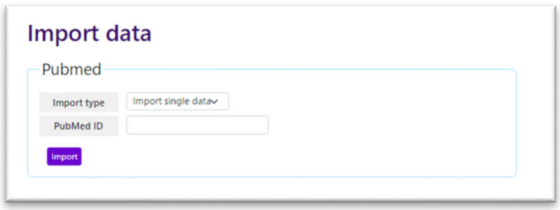
① *Article (either sole / joint author of a journal article)*
② *Book (entire book)*
③ *Book (part / book chapter)*
④ *Conference*
⑤ *Intellectual Property Rights*
⑥ *Works*
⑦ *Import from PubMed*
⑧ *Import from CiNii*



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.



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

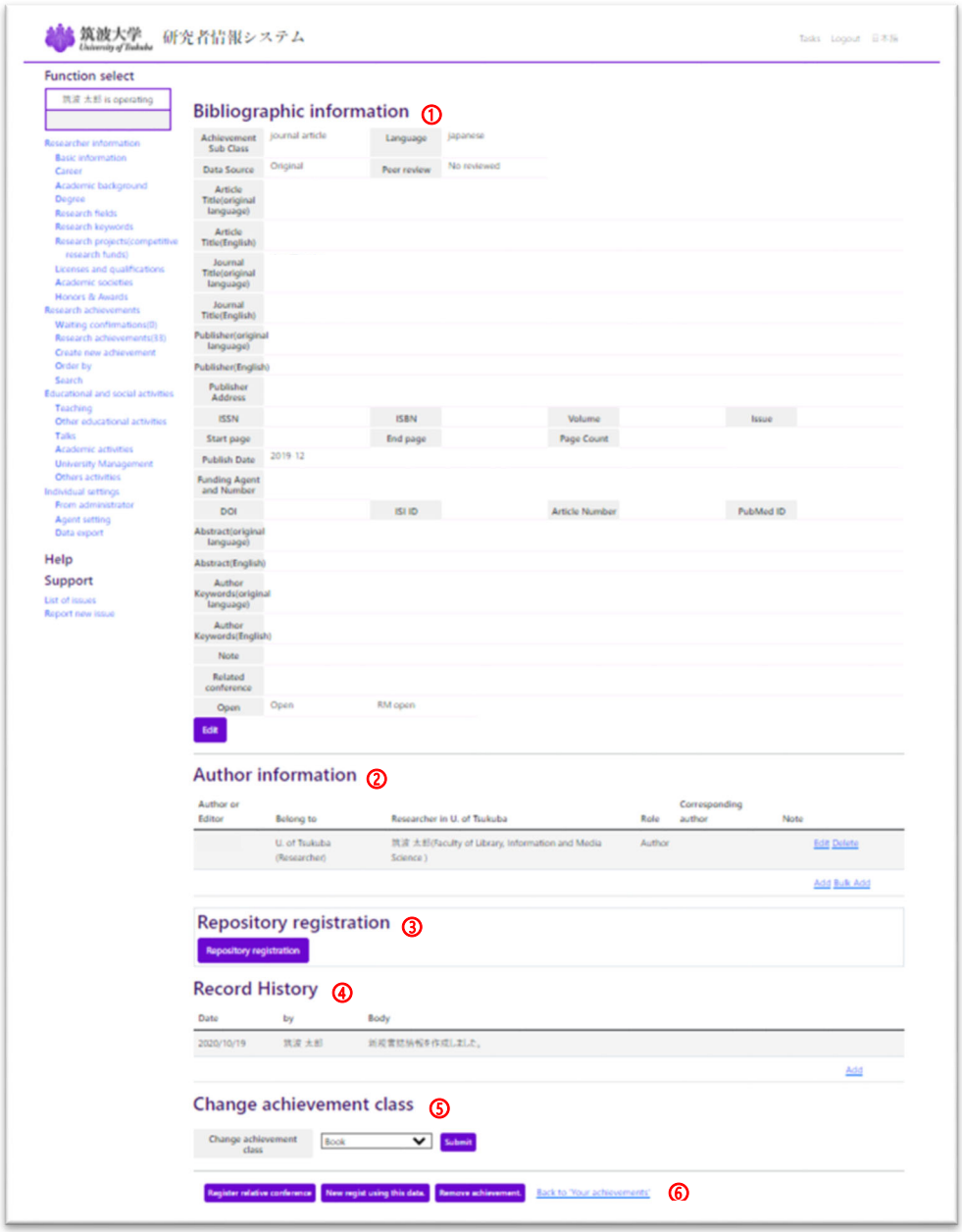
5.3. Management of the details of the research achievements

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

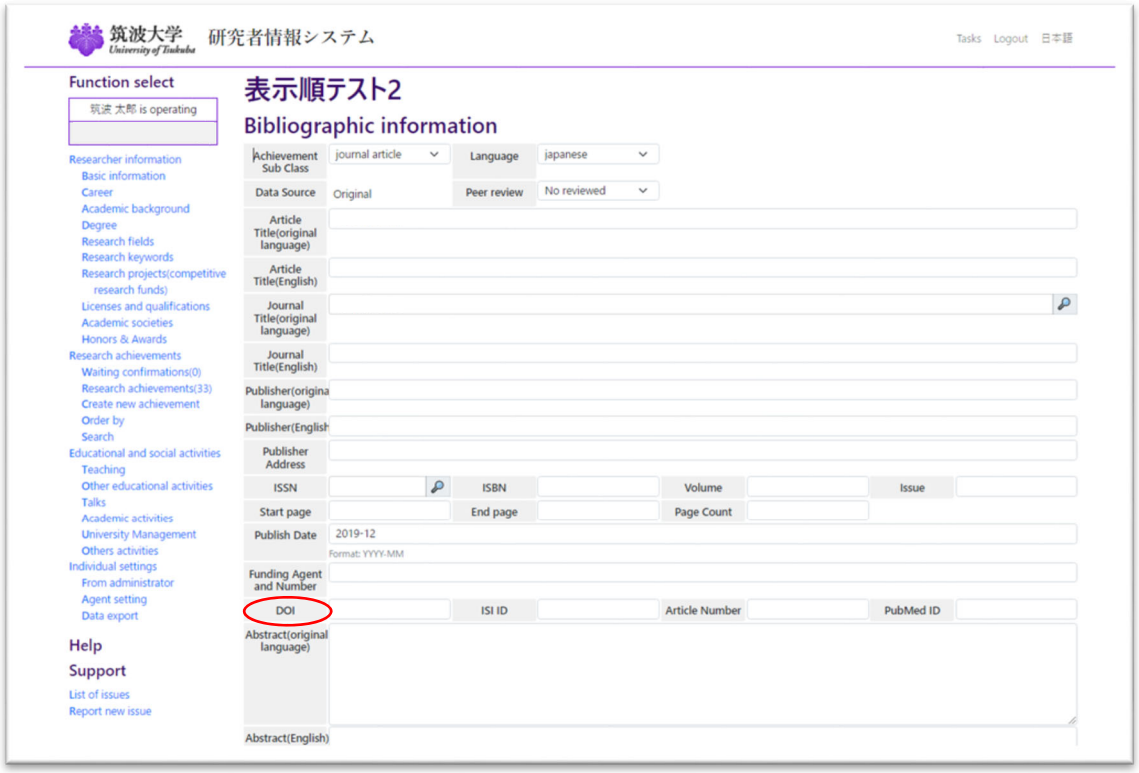
The following information on research achievements will be displayed in the detail screen of the research achievements.

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*



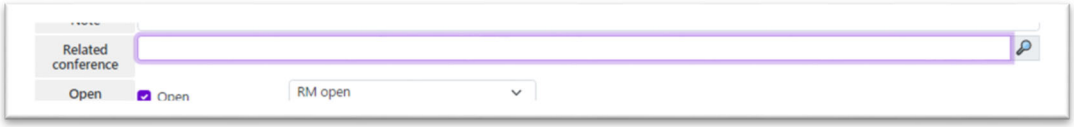
5.3.2 Edit of bibliographic information

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



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.



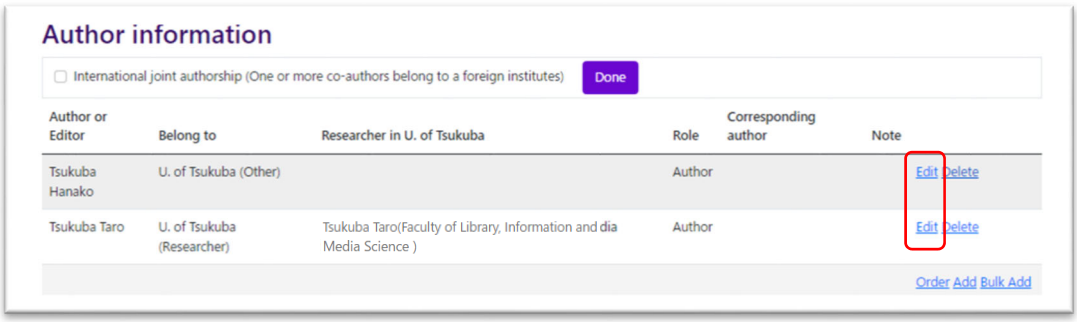
In correlating, the affiliation of both data must be “U. of Tsukuba (Researcher)”. If it is “U. of Tsukuba (Other)” or “Other institution”, you will get an error message that says “The related achievement is not valid” at the time of registration. When you get this error message, click on “Cancel”, and 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.

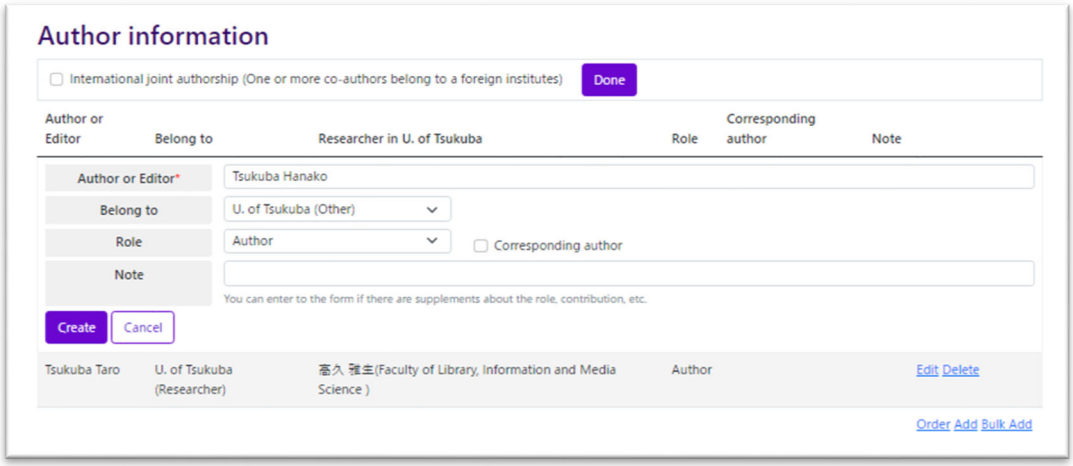
Clicking on the “Submit” button will apply the correction to the achievements. Several items will be included in the data open to the public after the confirmation and approval of the administrator.

Clicking on the “Cancel” button will delete 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.



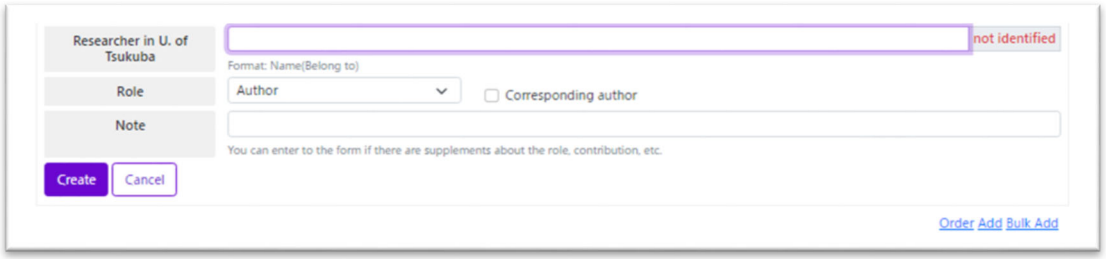


Author or Editor: Enter the author's name. In Japanese a space is required between the last name and first name of author's name.

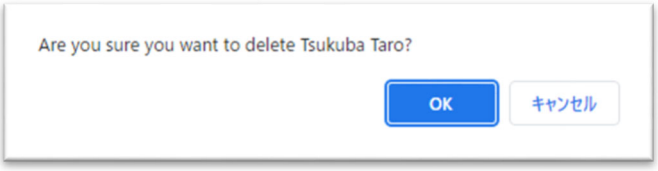
Belong to: Select the affiliation of the author from "U. of Tsukuba (Researcher)", "U. of Tsukuba (Other)" or ""Other institution". In the case that "U. of Tsukuba (Researcher)" was selected, he/she will be treated as a registered researcher in the system. Entering a name, prospective researchers' name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

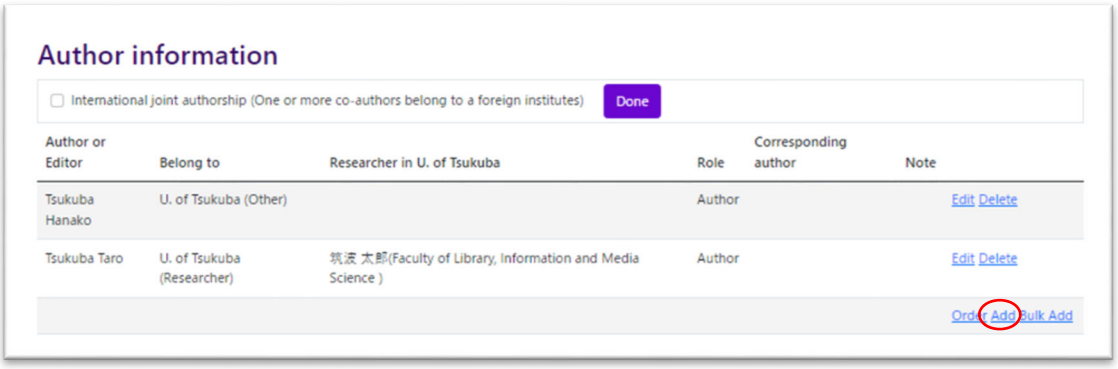
Note: Use for supplements about the role and contribution.



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



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



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

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

5.3.4 Edit of presentator information

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

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 treated as a registered researcher in the system. Entering a name, prospective researchers' name will be listed. You may select your entry from the list.

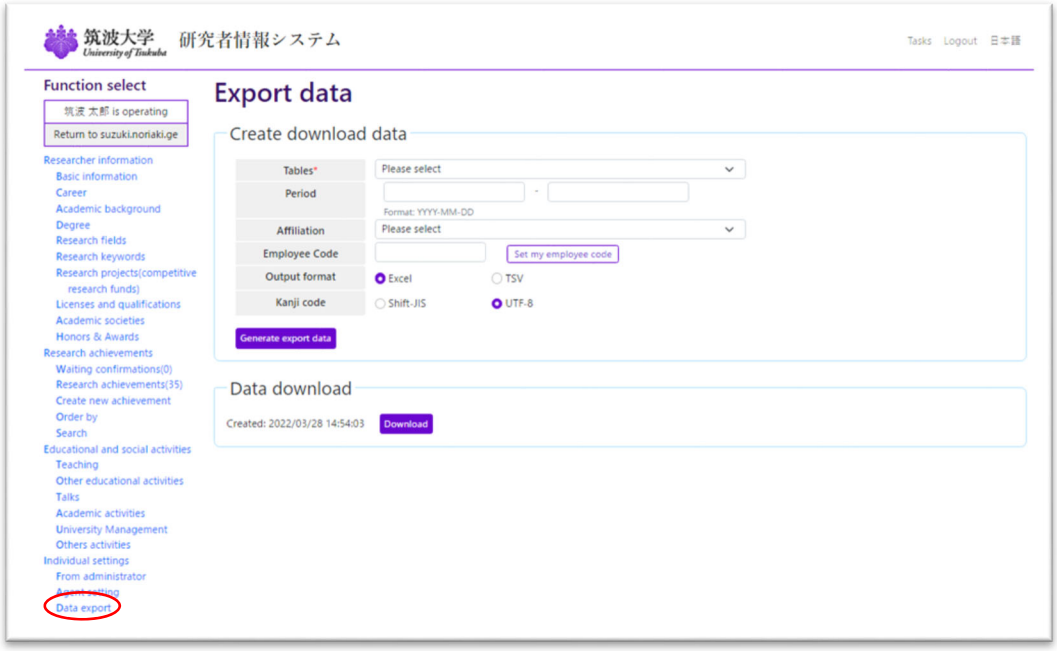
Role: Check the checkbox in the case of "Presenter".

Note: Use for supplements about the role and contribution.

6. Miscellaneous

6.1. Data export

Click [Data output] button to display the data creation screen. Only the data that researchers were permitted to open to public are downloadable.



Tables: Select tables to download.

Period: Enter a period to follow the format below.

Affiliation: Select Affiliation for restricting data.

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

Output format: Select output format.

Kanji code: Select Kanji code for Japanese data.

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

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

To rturn Former TRIOS download data create, click [Back].