

# TRIOS English Guide

## **TRIOS Support Desk**

E-mail: [trios@un.tsukuba.ac.jp](mailto:trios@un.tsukuba.ac.jp)

- Division of External Funding Management  
(For login, registration of basic information, and other general information concerning TRIOS)  
Tel: 029-853-2934
- Division of Academic Information Planning, University Library  
(For research achievements including articles, books, and conference presentations)  
Tel: 029-853-2469

**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.

筑波大学 研究者総覧 Researchers Information

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.

**Login**

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-kibanka, 4th floor in the administration building, Honbu-tou, or Academic Computing and Communications Center with your id card.

TRIOS server will be performed scheduled maintenance on fourth Wednesday of each month 4:00 a.m. to 7:00 a.m.  
You may not be able to connect to the TRIOS without notice during this time.

TRIOS Support Desk, Division of Research System Development  
e-mail: [trios\\_at\\_un.tsukuba.ac.jp](mailto:trios_at_un.tsukuba.ac.jp)

[TRIOS English Guide](#)  
[Researchers information](#)

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

筑波大学 研究者総覧 Researchers Information

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.

**ログイン**

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](mailto: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・情報基盤課・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.

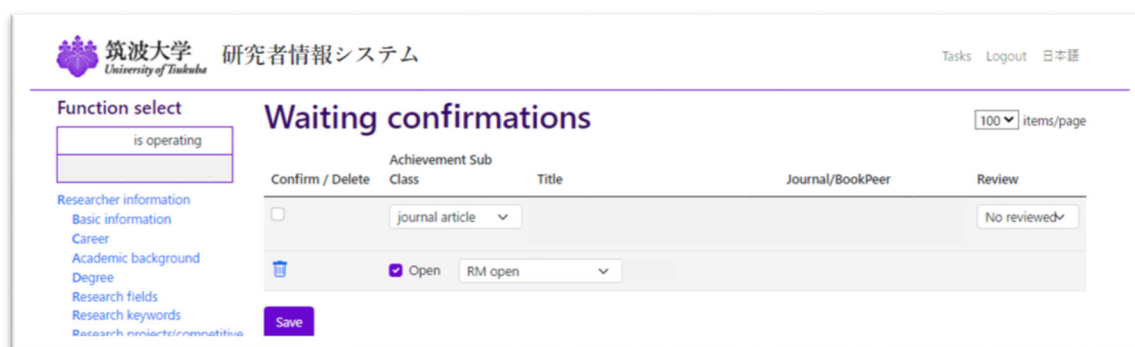


The login page for the University of Tsukuba's Unified Authentication System. It features the university's logo and name in Japanese and English. The form includes fields for 'ユーザーID (user ID)' and 'パスワード (password)'. A red 'Login' button is at the bottom. Small text provides instructions and a link to the system's layout change 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.

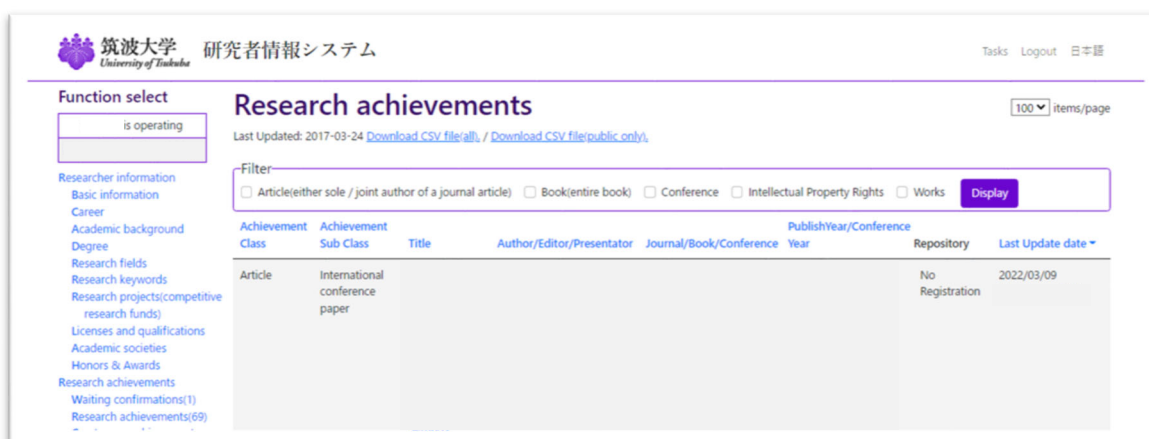
### 3.2. Display after login

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



The 'Waiting confirmations' page in the researcher information system. It shows a table with columns for 'Confirm / Delete', 'Achievement Sub Class', 'Title', 'Journal/Book/Peer', and 'Review'. A dropdown menu for 'journal article' is visible. There are buttons for 'Open', 'RM open', and 'Save'. The page also includes a sidebar with 'Function select' and a list of researcher information categories.

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



The 'Research achievements' page in the researcher information system. It displays a table of achievements with columns for 'Achievement Class', 'Achievement Sub Class', 'Title', 'Author/Editor/Presentator', 'Journal/Book/Conference', 'Year', 'Repository', and 'Last Update date'. A filter bar at the top allows selecting different types of achievements. The sidebar shows 'Function select' and a list of researcher information categories.

### 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

筑波 太郎 is 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(35)
- 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
- Agent setting
- Data export

## Help

## 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 “Researcher Information” (<https://trios.tsukuba.ac.jp/en/>) can be previewed.

The screenshot shows the 'Tsukuba Taro' profile page. On the left, a 'Function select' menu has 'Researcher information' circled in red. The main content area displays the following information:

- Affiliation:** Faculty of Library, Information and Media Science
- Official title:** Assistant Professor
- Research projects:** Research on researcher information management at University of Tsukuba (2019-04 -- (current) / )
- Career history:** 2019-04 -- (current) University of Tsukuba Faculty of Library, Information and Media Science Assistant Professor
- Academic background:** 2016-04 -- 2019-03 University of Tsukuba Graduate School of Systems and Information Engineering Doctor Program
- Academic societies:** 2000-02 -- (current) Information Processing Society of Japan; 2012-04 -- (current) THE DATABASE SOCIETY OF JAPAN

### 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 for 'Tsukuba Taro'. On the left, the 'Function select' menu has 'Basic information' circled in red. The main content area displays the following information:

- Affiliation:** Faculty of Library, Information and Media Science
- Employment date:** 2016-04-01
- Official title:** Assistant Professor
- Sex:** Male (with 'Open' button)
- Birth date:** 1990-01-01 (with 'Open' button)
- Employee Code:** A0000001
- ORCID:** (input field)
- KAKEN ID:** 56784321 (with 'Open' button)
- Pen name:** (input field)
- Pen name (alphabetical character):** (input field)
- Researcher picture:** ファイルを選択 (with '選択されていません' and 'Open' button)

Below the main information, there are sections for 'URL', 'Email', 'Office', 'Phone', and 'Fax', each with an 'Add' button. At the bottom, there is a section for 'Other affiliation'.



### 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”.

Official title	Assistant Professor	
Sex	Male	<input type="checkbox"/> Open
Birth date	1990-01-01	<input type="checkbox"/> Open

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.

筑波大学 研究者情報システム

Function select

筑波 太郎 is operating

Basic information

筑波 太郎/ツクバ タロウ/Tsukuba Taro

Affiliation: Faculty of Library, Information and Media

Employment date: 2016-04-01

Official title: Assistant Professor

Sex: Male

Birth date: 1990-01-01

☐ Open

RM not provide

10 items/page

NO IMAGE

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.

RM open

RM not provide

RM not open

RM open

RM open(researcher only)

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 screenshot shows the 'Waiting confirmations' page. On the left, there is a sidebar with a 'Function select' menu. The 'Waiting confirmations(1)' link is highlighted with a red circle. The main content area has a title 'Waiting confirmations(9)' and a table with columns: Confirm / Delete, Achievement Sub Class, Title, Journal/Book/Peer, and Review. The table contains one row with a trash icon, a dropdown menu set to 'journal article', and a 'No reviewed' status. There are 'Save' and 'Open' buttons below the table.

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.

This screenshot shows the same 'Waiting confirmations' page, but the table is now empty and contains a '[Return]' button. The 'Save' button is still visible below the table.

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

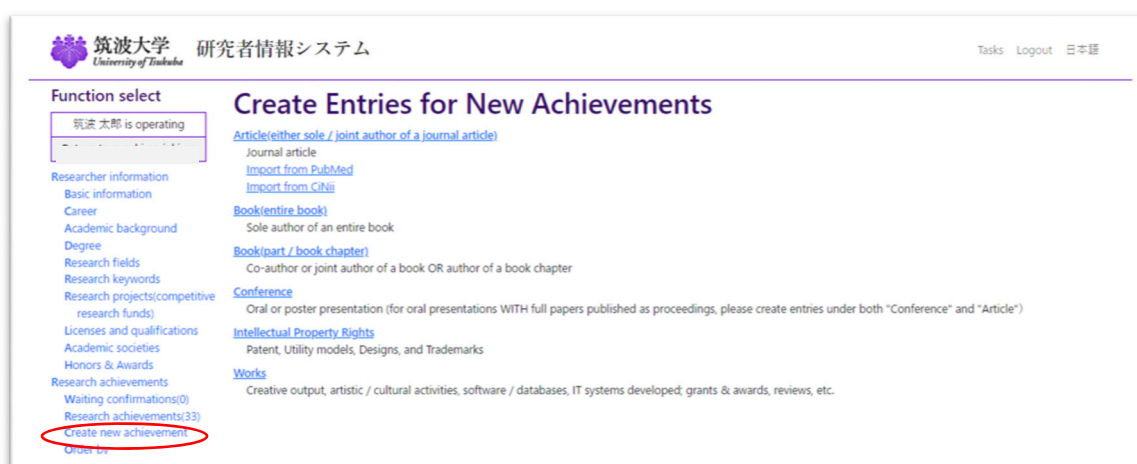
- ③ **Display of details:** Clicking on the “Title” will take you to the details screen of the achievements.
- ④ **Setting of peer review status:** Peer review status can be set.

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*

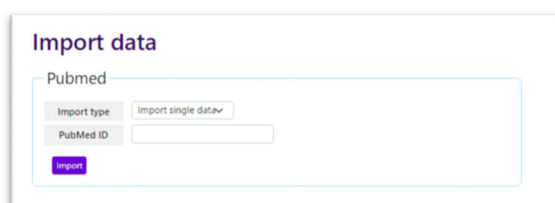


### 5.2.1 Import from PubMed

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*

The screenshot shows the detail screen of a research achievement in the University of Tsukuba Researcher Information System (RIS). The page is divided into several sections, each corresponding to a numbered item in the list above:

- Bibliographic information ①:** This section contains a form for entering bibliographic details. It includes fields for Achievement Sub-Class (set to 'journal article'), Language (set to 'japanese'), Data Source (set to 'Original'), 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, Start page, End page, Page Count, Publish Date (set to '2019-12'), Funding Agent and Number, DOI, ISI ID, Article Number, and PubMed ID. There are also fields for Abstract (original language), Abstract (English), Author Keywords (original language), Author Keywords (English), Note, and Related conference (set to 'Open'). A 'Edit' button is located at the bottom of this section.
- Author information ②:** This section displays author details in a table. The table has columns for Author or Editor, Belong to, Researcher in U. of Tsukuba, Role, Corresponding author, and Note. The data row shows 'U. of Tsukuba (Researcher)' as the author, 'Researcher in U. of Tsukuba' as the affiliation, 'Faculty of Library, Information and Media Science' as the department, 'Author' as the role, and 'Corresponding author' as the status. There are links for 'Edit Details' and 'Add Bulk data'.
- Repository registration ③:** This section has a 'Repository registration' button.
- Record History ④:** This section displays a table of record history. The table has columns for Date, by, and Body. The data row shows '2020/10/19' as the date, '筑波 太郎' as the author, and '筑波大学図書館蔵書作成システム' as the body. There is an 'Add' button at the bottom.
- Change achievement class ⑤:** This section has a 'Change achievement class' button and a dropdown menu set to 'Book'. There is a 'Submit' button.
- Other operations ⑥:** This section contains several buttons: 'Register relative conference', 'New regist using this data', 'Remove achievement', and 'Back to "Your achievements"'.

### 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 information**

☐ International joint authorship (One or more co-authors belong to a foreign institutes) **Done**

Author or Editor	Belong to	Researcher in U. of Tsukuba	Role	Corresponding author	Note
Tsukuba Hanako	U. of Tsukuba (Other)		Author		<a href="#">Edit</a> <a href="#">Delete</a>
Tsukuba Taro	U. of Tsukuba (Researcher)	Tsukuba Taro(Faculty of Library, Information and dia Media Science )	Author		<a href="#">Edit</a> <a href="#">Delete</a>

[Order Add Bulk Add](#)

**Author information**

☐ International joint authorship (One or more co-authors belong to a foreign institutes) **Done**

Author or Editor\* Tsukuba Hanako

Belong to U. of Tsukuba (Other) ▼

Role Author ▼ ☐ Corresponding author

Note

You can enter to the form if there are supplements about the role, contribution, etc.

**Create** **Cancel**

Tsukuba Taro	U. of Tsukuba (Researcher)	高久 雅生(Faculty of Library, Information and Media Science )	Author	<a href="#">Edit</a> <a href="#">Delete</a>
--------------	----------------------------	---	--------	---

[Order Add Bulk Add](#)

**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.

**Researcher in U. of Tsukuba**

not identified

Format: Name(Belong to) ▼

Role Author ▼ ☐ Corresponding author

Note

You can enter to the form if there are supplements about the role, contribution, etc.

**Create** **Cancel**

[Order Add Bulk Add](#)

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

Are you sure you want to delete Tsukuba Taro?

OK

キャンセル

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

Author information

☐ International joint authorship (One or more co-authors belong to a foreign institutes) 

Done

Author or Editor	Belong to	Researcher in U. of Tsukuba	Role	Corresponding author	Note
Tsukuba Hanako	U. of Tsukuba (Other)		Author		<a href="#">Edit</a> <a href="#">Delete</a>
Tsukuba Taro	U. of Tsukuba (Researcher)	筑波 太郎(Faculty of Library, Information and Media Science )	Author		<a href="#">Edit</a> <a href="#">Delete</a>
					<a href="#">Order</a> <a href="#">Add</a> <a href="#">Bulk Add</a>

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

Author information

Author or Editor	Belong to	Researcher in U. of Tsukuba
<div>↕</div> Tsukuba Hanako	U. of Tsukuba (Other)	()
<div>↕</div> Tsukuba Taro	U. of Tsukuba (Researcher)	筑波 太郎(Faculty of Library, Information and Media Science )

Save

Cancel

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.



**Presenter information**

Author	Belong to	Researcher in U. of Tsukuba	Presenter	Note
Tsukuba Hanako	U. of Tsukuba (Other)			<a href="#">Edit</a> <a href="#">Delete</a>
Tsukuba Taro	U. of Tsukuba (Researcher)	筑波 太郎(Faculty of Library, Information and Media Science )		<a href="#">Edit</a> <a href="#">Delete</a>

[Order Add Bulk Add](#)



**Presenter information**

Author or Editor\*

Belong to

Role ☐ Presenter

Note

You can enter to the form if there are supplements about the role, contribution, etc.

Author	Belong to	Researcher in U. of Tsukuba	Presenter	Note
Tsukuba Taro	U. of Tsukuba (Researcher)	筑波 太郎(Faculty of Library, Information and Media Science )		<a href="#">Edit</a> <a href="#">Delete</a>

[Order Add Bulk Add](#)

**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".

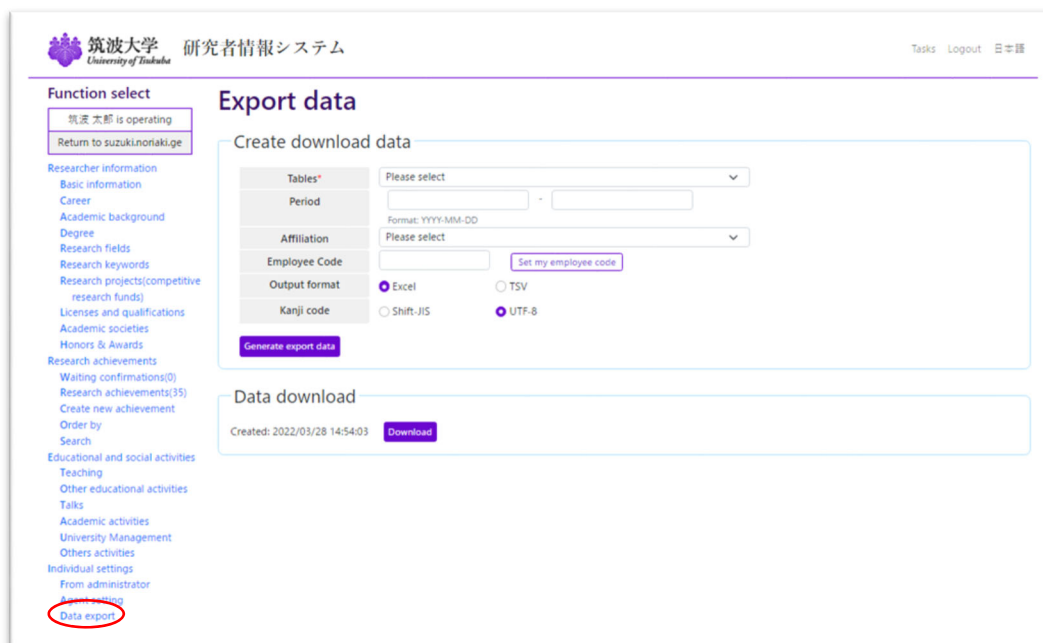
**Note:** Use for supplements about the role and contribution.



## 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.

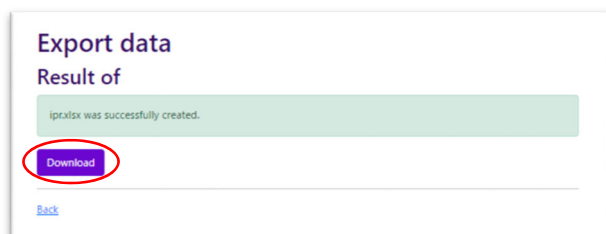
Employee Code: Input an Employee Code to specify a certain researcher.

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 return Former TRIOS download data create, click [Back].

