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VIDATUM Academic™



USER MANUAL

VERSION 4.0



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2. Introduction

What is Vidatum Academic™?

VIDATUM Academic™ is a user-friendly, intuitive, web-based system that provides functionality for academics to create, update and maintain their own web profiles. Designed in conjunction with hundreds of academics and numerous Higher Education Institutions (HEIs), Vidatum has created an online Researcher Profile publishing and collaboration system that is used to showcase academic and research achievements to a global audience and has been instrumental in the measurement and improvement of research output.

Getting Help with VIDATUM Academic™

Although VIDATUM Academic™ has been designed with ease of use in mind, this manual is provided to assist new users in [getting started](#) with creating their web profiles while also providing more in depth information of the system's functionality.

On screen Help Hints

The screenshot shows the Vidatum Academic user interface. At the top, there is a navigation bar with the following items: Vidatum Academic, Home, Profile (selected), Outputs, Grants, Tools, Reporting, REF, Administration. On the right side of the navigation bar, it says "Logged in as: Simon Cullen" with a user icon. Below the navigation bar, there is a sidebar menu with the following items: General Overview (selected), Professional, Teaching, Research Overview. The main content area is titled "General Information" and contains the following information: Contact Information (add), Full Name: Simon Cullen, Personnel Number: 000000000. Below this, it says "No data available in this section." and "Biography (edit)". On the right side of the main content area, there are two blue boxes with help hints. The first box is titled "Contact Information" and contains the text: "To change your Contact Information click on the Edit tool in the Actions column. Click on the 'add' link to add to your Contact Information. Please note: your primary contact details come from your institute's HR system and cannot be changed here." The second box is titled "Biography" and contains the text: "Click on the 'edit' link to update your biography details."

Help Hints appear on the right hand side of each page highlighted in blue boxes. These handy, easy-to-understand hints, aid the user with all aspects of the system.

The Navigation Menu & the Actions Column

The screenshot shows the Vidatum Academic user interface. At the top, there is a navigation bar with the following items: Vidatum Academic, Home, Profile (selected), Outputs, Grants, Tools, Reporting, Administration. Below the navigation bar, there is a sidebar menu with the following items: General Overview (selected), Professional, Teaching, Research Overview. The main content area is titled "General Information" and contains the following information: Contact Information (add), Full Name: Simon Cullen, Personnel Number: 000000000. Below this, there is an "Address" section with the following information: Position, 10 Tivoli Terrace Ea, Ballsbridge, Dublin, Ireland.

The navigation bar and menu allow you to navigate between all sections of the system.



3. Getting Started

1. Logging in for the first time

The URL (web address) for the system is <http://tsudev.vidatum.emis.ge/>. If you are a first-time user, you log in with your university login (or email address and the password allocated to you by the VIDATUM Academic™ Co-ordinator).

Alternatively, you can use Google to sign into VIDATUM Academic™. The e-mail used will have to be within your university's organisation and not your personal address.

If you forget your password, click on the **Forgot?** Link and you will be brought to a page where you can re-enter your username and a new password will be emailed to you.



Vidatum Academic

 Remember Me

[Reset my password](#)
[Register](#)

OR



2. Setup Preferences

Before filling out your profile details, you will need to configure Vidatum Academic™ based on your preferences. To access the Preferences page, you will need to click on the cogwheel button on the upper right hand side of the page next to your name.

You will need to set up your **Author Aliases**, specify your **organisational details**, add users to **login by proxy** (optional), synchronise with **ORCID** (optional), specify your **system language** and **setup alerts and automatic claiming**.

a. Add your Author Aliases

Before entering any new publications, you need to record your Author Name and Keywords in the **User Preference** (The cogwheel in the upper right hand side) These settings allow the system to match publications from the Web of Science and PubMed, among others.

Only use your surname and initials, separated by spaces. Do not add any punctuation. Click on the **Add / Save** button to add / save each entry.

Vidatum Academic 4.0.100.0 Home Profile Outputs Tools Reporting Administration English Welcome Shafiq1 Far

User Preferences

List of Author Names Add the author name you use when publishing *

Add

Author Names
The author names you add here are used to identify any publications that may be yours.

Organisation Position

POSITION IN ENGLISH

Position (Georgian)

POSITION IN GEORGIAN

Structural Units

TSU Alexandre Janelidze Institute of Geology

Structural Sub-Units *

Department of Stratigraphy and Paleontology

Submit

Organisation
Please select organisation.

Login by Proxy Select the staff member to give proxy access to *

Add

Simon Cullen ☺

Login by Proxy
You can select one or more members of staff who will be given the facility to login as you. Please ensure that you review this list on a regular basis.

Search Keywords Add a new search keyword *

Add

Search Keywords
Enter keywords to allow the system to display publications and people of interest to you.

b. Add Your Organisation Details

In the preferences page, you can specify what part of the organisation you are associated with by specifying the structural unit and sub-unit in the dropdown list. Click on **“Submit”** once you are done to confirm the organisation details.



This is your primary association and is important because it ensures accuracy of reporting. If you are associated with more than one structural unit and sub-unit then you will be able to add a second one to your profile (see section 3 for details).

Organisation	Position <input type="text" value="POSITION IN ENGLISH"/>
	Position (Georgian) <input type="text" value="POSITION IN GEORGIAN"/>
	Structural Units <input type="text" value="TSU A, Razmadze Mathematical Institute"/>
	Structural Sub-Units * <input type="text" value="Department of Mathematical Analysis"/>
	<input type="button" value="Submit"/>

c. Add Users To Login By Proxy (optional)

In the event that you are unable to access your profile for whatever reason, you can choose certain users to access your account and make changes on your behalf. You can begin by searching for the user and clicking on **“Add”**.

Login by Proxy

Select the staff member to give proxy access to *

Simon Cullen

When you have given a user to be able to login by proxy, their name will appear underneath the search dropdown.

To revoke access, click on the **“x”** button next to their name.



d. Synchronise with ORCID (optional)


You can add your ORCID ID if you are a member of the Open Researcher and Contributor Initiative.

ORCID

Choose ORCID Profile entities to maintain *

Save

Your ORCID profile has not been setup on the system. Please click on the link below to set it up

 [Create or Connect your ORCID](#)

By clicking on the **“Create or Connect your ORCID”** you will be prompted to log in. When you have successfully logged in you can download your ORCID data to your VIDATUM Academic™ profile or unlink your profile.

Your ORCID profile is linked. Please click the **“Synchronize”** button below to download your ORCID profile data.

<https://sandbox.orcid.org/0000-0003-0806-0393>

Synchronize **Unlink**

When synchronising your data, you can specify which data is synchronized from ORCID in the **“Choose ORCID Profile Entities To Maintain”** dropdown list.

Entities to download

When the user connects their ORCID record they can also determine which entities in the system are copied from their ORCID record (the biography is always copied). The choices are:

1. Associations
2. Education
3. Employment
4. Honours and Awards
5. Other Activities
6. Patents
7. Publications
8. Research Projects

ORCID

Choose ORCID record entities to maintain *

Associations
 Education
 Employment
 Honours and Awards
 Other activities

Patents
 Publications
 Research Projects

Associations

Education

Employment

Honours and Awards

Other activities

Patents

External Ids

Save

ORCID ID

If you are a member of the Open Researcher and Contributor ID initiative (ORCID), please enter your ID here.

Scopus Id

Enter Scopus Id to claim your Scopus publications automatically.



Notes on ORCID Integration:

1. The system only downloads Public information from the user's ORCID record – if the information is set as private in your ORCID record it will not be downloaded.
2. By default, no entities are included for download, you must add them from the multi-select dropdown list and press save. This setup only needs to be done once as the system will remember your preferences
3. All information is copied to the English field of the record
4. Each synchronisation will have the following effect:
 - a. Add all records from ORCID to the your Vidatum profile which do not currently exist in your profile
 - b. Update any records which were changed in your ORCID record which already existed in your Vidatum profile (overwriting any changes you may have made to Vidatum profile)
5. Records deleted in ORCID will not be deleted in the your Vidatum profile – you must be delete them separately
6. Publications downloaded with DOIs or other recognised identifiers (such as PubMed, SCOPUS or Web of Science) will be automatically matched with other publications in the system if possible and added to your profile, but you will be able to choose the ORCID record as your primary source should you so wish.

e. Add Your SCOPUS Identifier (Optional)

Add your SCOPUS ID which helps the system identify your publications within SCOPUS, there is no validation with SCOPUS, however, accurate entry is required to ensure all of your SCOPUS publications are returned in the SCOPUS online search.

Scopus Id *

Save

7003653337 

When you have entered and saved your SCOPUS ID, the ID will appear underneath the search text box.

To remove your ID, click on the "x" button next to it.

f. Add Your Web of Science ResearcherID (Optional)

Add your Webs of Science ResearcherID which helps the system identify your publications within the Web of Science, there is no validation with Web of Science, however, accurate entry is required to ensure all of your Web of Science publications are returned in the Web of Science online search.



Web of Science ResercherID *

E-8684-2018

When you have entered and saved your ResearcherID, the ID will appear underneath the search text box.

To remove your ID, click on the “x” button next to it.

g. Select Your System Language

VIDATUM Academic™ supports multiple languages for user accessibility. You can change language either through the top right section of your screen.

The screenshot shows the top navigation bar of the VIDATUM Academic system. The language dropdown menu is highlighted with a blue circle, showing options for 'Georgian' and 'English'. The user's name 'Shafiq1 Far' is visible in the top right corner.

Or you can go to the User Preferences page by clicking on the cogwheel button.

The screenshot shows the 'System Language' section of the user preferences page. The 'Select Language' dropdown menu is set to 'English'. A 'Save' button is located at the bottom right of the section.

h. Setup Your Alerts and add publications to your profile

You can specify what e-mail alerts VIDATUM Academic™ sends to your e-mail inbox and you can toggle them on and off to prevent a build-up of e-mail.

The screenshot shows the 'Other' section of the user preferences page. There are two toggle switches: 'Receive Alerts' (currently off) and 'Automatically add publications to public profile' (currently on). A 'Save' button is located at the bottom right of the section.

Select Yes if you would like to receive alerts from the system, including reminders of unclaimed publications, and other communications from the system administrator.

Select Yes if you would like the system to automatically add any publications that you claim (or input) to your profile definition. Please note that this will not automatically re-publish your profile



3. Updating Your Profile

Your profile is maintained in sections, each with their own link on the menu tab. The sections are:

1. **General Information**
2. **Professional & Qualification**
3. **Teaching**
4. **Research Overview**

a. General Information

General information allows you to add and maintain the profile information:

- Secondary associations within your institution
- Your biography
- Your photograph

b. Professional & Qualifications

Professional and Qualifications allow you capture information on:

- Your awards
- Your memberships
- Your patents and licencing agreements
- Any committees you are (or have been) a member of
- Your employment history
- Your education history
- Languages you speak, write or understand
- Any consultancy work you have undertaken
- Any creative work you have undertaken
- Any other professional activities you have undertaken not in the above list

c. Teaching

Teaching captures your teaching profile information including:

- Teaching Interests
- Programs and modules you have coordinated
- Any students supervised

d. Research Overview

The research section of the system captures your research profile information including:

- Your research interests (general information captured)
- Any projects you have or are currently working on
- Any contract researchers you are working with (or have previously worked with)
- Any collaborators you are working with (or have previously worked with)

e. General instructions for managing your profile



When updating your Profile, navigate to any of the above sections and you will see **Add** or **Edit** links which will bring you to an editing page where you can enter and save your details.

For example, in the screen shot below you can update your **Biography** and format it using the text editor. Each part of your **Profile** can be easily and intuitively edited while *Help Hints*, on the right of the screen, clearly explain what action can be taken.

When keying in your profile details, you also have the option to add details in one of the other system supported languages.

Vidatum Academic 4.0.73.0 Home Profile Outputs Tools Reporting Administration Welcome Shafiq1.Far

Update Biography

Details

Your Biography

✎ B U

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in

Your Biography (Georgian)

✎ B U

ლორემ იდუსუმ დოლორ სით ამეტ, კეტურო ვითუფერატორიბუს თე ეუმ, ცუმ მალორუმ იმნესყუე უთ. ან ვიკუნდუმ ლაბორამუს პის, ან ალიი იისყუე სერვიფსურით უსუ. ფრინციფეს სუნთუნთიკე ინ ვიბ, ან ეის ფაცერ ცონვენირე. ვინ ეთ ენიმ მოლესთიე ვოლუთფათ. ნიპილ პომერო ვოლუფთათუმ ეის ეთ. ნე იუს ჰაბემუს სიგნიფერუმყუე.

Cancel Save

Biography
Enter and format your biographical details and press save.



4. Updating your Publishing History

When you login to the system you will be brought to the homepage, a page which contains a summary of your research profile.

The screenshot shows the Vidatum Academic homepage for user Shafigi Far. The page includes a navigation bar with links for Home, Profile, Outputs, Tools, Reporting, and Administration. The main content area is divided into several sections:

- Your Profile:** Displays the user's name, a profile picture, and a bio. Below the bio is a link to the user's profile page.
- Actions:** A list of actions for the user, including "You have 23 suggested publications", "You have 23 publications awaiting a file upload or deposit", and "Connect your ORCID to help us find your publications across the web".
- Suggested Publications:** A table of suggested publications with columns for Year, Title, and Type. The table lists several publications from 2020, all of which are Peer Reviewed Journals.
- Login As:** A section for logging in, with a username field and a submit button.
- My Summary:** A section for the user's summary, with links to "Claimed publications", "Professional activities", and "Teaching activities".

a. Adding Publications

To add a publication to your Profile, click on the [Claim Publications](#) link

The screenshot shows the "Claim New Publications" page in the Vidatum Academic system. The page is divided into two main sections:

- Left Sidebar:** A navigation menu with options for "My Publications", "Claim Publications", "Bulk Actions", "Manage Impact", "Search", and "Awaiting Review". There are also dropdown menus for "Type" and "Year", and a "Keywords" field. A "Show Rejected Publications" toggle and a "Submit" button are also present.
- Main Content Area:** Titled "Claim New Publications", it features a "Create new publication" button and a "Claim Selected" button. Below this, there are two publication entries:

The first entry is titled "Probing linker design in citric acid-ciprofloxacin conjugates." and includes the following details:

- Type: Peer Reviewed Journal
- Publication: [Logo]
- DOI: 10.1016/j.bmc.2014.04.009
- Year: 2014
- Authors: Mihir, SJ; Swelling, AM; Kerr, JG; Abd-El-Aziz, A; Thomas, GH; Hubbard, RE; Routledge, A; Duhme-Kirak, AK
- Source: PUBMED

The second entry is titled "Fixation disparity and near visual acuity." and includes the following details:

- Type: Peer Reviewed Journal
- Publication: [Logo]
- DOI: [Blank]
- Year: 1995

Once you have clicked the [Claim Publications](#) link, you will be brought to the screen above which allows you to [Reject Publications](#), [Claim Publications](#) or [Create New Publications](#).

Reject Publications & Claim Publications

The system is initially pre-populated with possible publications from online sources of peer reviewed publications where possible. These publications will appear on this page. You should initially review these publications for



completeness and accuracy. To reject a publication, select the item in question, and then press **Reject Publication**. To claim a publication, select the item in question, and then press **Claim Publication**.

b. Manually adding a publication

If your publication does not show up in the list of suggested publications, you can do so by clicking on the **Create New Publication** button on the **Claim Publications** screen.

Publications

Publication DOI	Title *
<input type="text"/>	<input type="text"/>
Year *	
<input type="text" value="-- Please Select --"/>	
<input type="button" value="Submit"/>	

You will then be prompted to give the Title and Year of the publication. The DOI is optional but can help narrow your search down. The system will then make sure that there are no pre-existing publications under the details you have entered. If there are no other publications, you will be brought to a new page where you can specify the **Type and Subcategory** of the publications you are creating.

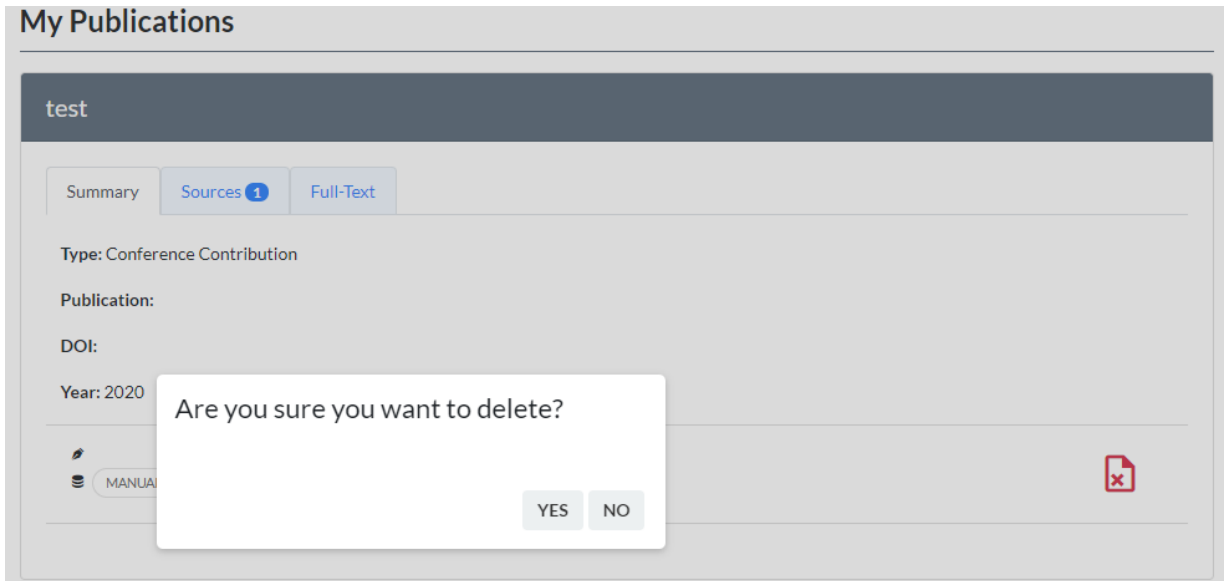
Create New Publication

Main Details	Title *
	<input type="text" value="test"/>
	<input type="checkbox"/> Peer Review?
	Type * <input type="text" value="-- Please Select --"/>
	Subcategory <input type="text" value="-- Please Select --"/>
	Month <input type="text" value="-- Please Select --"/>
	Year <input type="text" value="2020"/>
	Authors <input type="text"/>
	Editors <input type="text"/>
	Keywords <input type="text"/>
Abstract	Abstract <input type="text"/>
Identifiers	DOI <input type="text"/>
	ISBN/ISSN <input type="text"/>
	EISSN <input type="text"/>

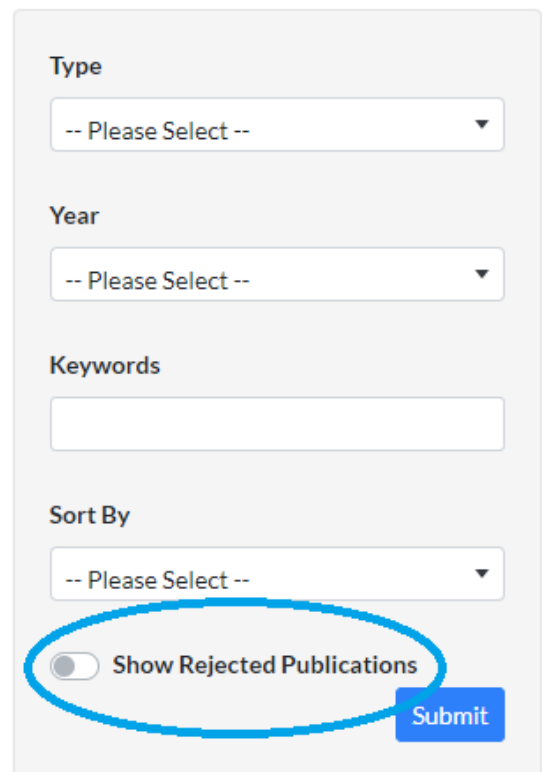


c. Deleting a Publication

If you would like to delete a publication, you can do so by clicking on the red button on the bottom right side of a specific listing. This will bring up a confirmation window where you can confirm the deletion.



Deleting the publication only removes the publication from your profile, not the system. If you would like to re-instate the deleted publication, you can use the "Show Rejected Publications" toggle on the left hand side to show rejected/deleted publications in the Claim Publications screen.





5. Online Search

Search for Publications

Search by Identifiers **Advanced**

Search Keywords(s)

Source(s)

- Scopus
- Pubmed
- Web of Science

Automatically add to my profile

Clear previous searches

Search

Vidatum Academic's online search feature for publications. This can be found by going into **Outputs -> Search**.

The online search feature allows you to search for publications, either by search by identifiers or using the advanced search.

If you choose Search by identifiers the system will only allow you to the sources where you have an identifier set up in your preferences page. The table below details which sources require which ID.

SOURCE	REQUIRED ID
SCOPUS	SCOPUS ID
PUBMED	ORCID ID
WEB OF SCIENCE	Web of Science ResearcherID or ORCID*



Advanced Search

Advanced search allows you more granularity in your search by providing you with more options such as specifying the DOI, or ISBN/ISSN.

Search for Publications

Search by Identifiers
Advanced

Search Keywords(s)

DOI Identifier

ISBN/ISSN

Pubmed Id

Year of publication

Sources

JSTOR

PUBMED

SCOPUS

WOS

Automatically add to my profile

Clear previous searches

The table below describes how the advanced search uses each field entered, how they interact with each other and whether the system requires your author name to be populated (don't worry, the system will warn you if your author names are not populated and they are required for a search).

SEARCH FIELD	OTHER REQUIRED FIELDS	AUTHOR NAMES POPULATED*
DOI	None	No
PUBMED ID	None	No
SEARCH KEYWORDS	None (optionally ISBN / ISSN and year)	Yes
ISBN / ISSN	None (optionally Search Keywords and year)	Yes
YEAR	ISBN / ISSN or Search Keyword (ignored when entered with DOI or DOI)	Yes

* The "Author Names Populated" column refers to whether an "Author Name" is needed in the preferences page for the search field to work properly.



Automatically Add to Profile

When searching you can toggle the “Automatically Add To My Profile” button to have search results automatically added to your profile when the search results are returned.

Search for Publications

Search by Identifiers
Advanced

Search Keywords(s)

Source(s)

Scopus

Pubmed

Web of Science

Automatically add to my profile

 Clear previous searches

If a search returns publications which are not yours and you have selected this option, don't worry, you can deleted the publication(s) by going to the “My Publications” scen and clicking on the “Delete” icon.

Search Results and Search History

The system maintains the your search history including the results. The list of the search results is listed in the search page. To clear your history select “Clear previous searches” when searching all previous searches and the previous result sets will be removed.

The search history list includes:

- Date – this is the date the search was run
- Type – Advanced or Basic (Basic is equivalent to Search by Identifier)
- Description – what was used in the search in the case of advanced search
- Source(s) – the sources that were selected
- Status – the status, this can be PENDING (still running), COMPLETED or failed
- Results – the number of publications returned in the search

Previous Searches

[Refresh Results](#)

Search:

Date	Type	Description	Source(s)	Status	Results	Actions
16/01/2021	ADVANCED	10.1109/emczur.2006.214985	SCOPUS	COMPLETED	1	
16/01/2021	BASIC		WOS	COMPLETED	45	

Showing 1 to 2 of 2 entries

Previous 1 Next



Manually Adding Search Results to Profile

To view the results of your search, press the “view” icon highlighted in the image above. This will display the a page with the details of the search results.

On the new page, the search results list will include the following details of the publication:

- “Select” checkbox
- Source – the sources that this publication was retrieved from (note that if a publication is matched with an existing publication on the system it will display all of the sources of the publication not just the source the publication was retrieved from in the search)
- DOI - The DOI identifier of the publication if available
- Title - The title of the publication
- Actions – view or claim

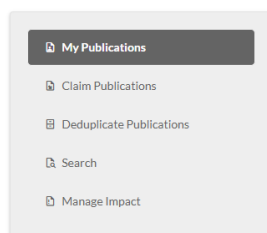
Search Results

Claim Selected

<input type="checkbox"/>	Sources	DOI Identifier	Title	Actions
<input type="checkbox"/>	SCOPUS,WOS	10.1166/jctn.2007.031	Method of auxiliary sources and model-based parameter estimation for the computation of periodic structures	Previously claimed
<input type="checkbox"/>	WOS	10.1166/jctn.2011.1855	The Method of Auxiliary Sources Approach to Modeling of Electromagnetic Field Scattering on Two-Dimensional Periodic Structures	
<input type="checkbox"/>	WOS		ORGANIZATION AND MANAGEMENT OF RESEARCH ACTIVITIES IN MODERN EDUCATIONAL ENVIRONMENT. PROBLEMS AND CHALLENGES	
<input type="checkbox"/>	WOS		Extension of the Method of Auxiliary Sources for the Eigenvalue Problem of the Laplace Operator in Case of Space Periodic Boundaries	
<input type="checkbox"/>	MANUAL,WOS		Bio Heat Equation Modeling on Macro and Micro Scales	
<input type="checkbox"/>	WOS		Extending MAS/TSA technique for conducting environments to enhance underwater UXO discrimination	

To claim a publication either select the claim icon (highlighted in red in image above) or select the checkbox of the publication(s) and press “Claim Selected”. This will add the publication to your profile and change the actions to “Previously Claimed”.

To view the publication, press the view link of the publication you wish to view (highlighted in black in image above). The system will open a detailed view of the publication in a separate tab.



The Method of Auxiliary Sources Approach to Modeling of Electromagnetic Field Scattering on Two-Dimensional Periodic Structures

Main Details			
Peer Review?	Yes		
Type	Peer Reviewed Journal	Subcategory	-
Month	8	Year	2011
Authors	Kakulia, D;Tavzarashvili, K;Ghvedashvili, G;Karkashadze, D;Hafner, C		
Editors	-		
Keywords	-		
Abstract			
<p>In this paper, the Method of Auxiliary Sources (MAS) is presented as an efficient and accurate approach to solve a plane electromagnetic wave's scattering on dielectric slabs. The considered structures are homogeneous dielectrics with a periodically modulated shape. To fulfill the Floquet conditions, the lattice sum of electric dipoles is applied as a Green's function in the MAS algorithm. The MAS approach is benchmarked on several problems well known in the electromagnetic theory. This demonstrates the MAS as a highly accurate and handy numerical tool, which can easily overcome numerical problems of the lattice sums in the collocation method. Several dielectric slabs are investigated numerically. In addition, the developed approach is applied to an hexagonal periodic structure. The presented results characterize the dielectric slabs as Frequency Selective Surfaces (FSS). They reveal the opportunity for considering them as basic elements in the construction of Photonic Crystals (PC) or artificial anisotropic metamaterials.</p>			



6. Publish your Profile

In the **Tools** tab, there are the **Manage Profile** and **Manage CV** links. Clicking on the **Manage Profile** link will bring you to the page below. Here, you can choose to **Hide** or **Show** information about yourself by clicking on the respective buttons. If you want to edit the text, you must go to the **General Information** link in the main menu.

Manage Profile

Shafiq.Far@vidatum.com [Publish](#) [Save](#)

[\(hide\)](#)
Position
10 Tivoli Terrace East
Ballsbridge
Dublin
Ireland
T:00 353 21 4901186
F:00 353 21 4901193
M:00353872723462
E:cullensimon@hotmail.com
www.uri.com

[\(hide\)](#) [\(show\)](#) [\(show All\)](#)

Project	Role	Description	Start Date	End Date
(hide) Maths	test	Maths	1/1/2015 12:00:00 AM	
(show) Test Project Example Here	PI	ajjhdi asjkdhaksjdhaksjhd	1/1/2020 12:00:00 AM	

[\(show All\)](#)

Researcher Name	Project	Funding Body
(show)test	test	
(show)test1	test1	

As seen in the close-up below you can move through the various tabs to **HIDE** or **SHOW** information for your profile. When finished, press **Save**. If you want to publish your saved profile, press **Publish** and you will be brought to the page overleaf.



When you click **Publish** you will be brought to the **Publish and Download your Profile** section. There, you are presented with the following options:

Publish and Download your Profile

Publish Profile to Website	Publish my Profile to Web
Publish date : 5/13/2020 8:29:23 AM	Remove My Profile from the Web
	Review Published Profile
	Review Published Profile (Georgian)

[Download Profile to MS Word](#)

[Download Profile to Word](#)

[Download Profile to Word \(Georgian\)](#)

1. Publish My Profile to Web

- Your Profile will be published to your institution's website.

2. Remove My Profile from Web

- Your Profile will be removed from your institution's website.

3. Review Published Profile

- Go to the page where your newly published profile is
- You can specify between the languages supported by the system

4. Download Profile to Microsoft Word

- Your Profile will be downloaded as an MS Word document. If you want all your profile data to be downloaded, click the **Include All Profile Data?** check-box.
- You can specify between the languages supported by the system.



4. Advanced Features

7. Manage CVs

a. Creating a CV

Vidatum Academic allows users to build a CV from their profile. They can show or hide any section on the profile except the Biography. A CV is separate from a user’s published profile and will not be public.

Users also have additional control over the elements within a section such as their publications, or specific research projects.

Users can begin by entering a CV name in the “Enter CV Name” and clicking on the “Add” button.

Manage CVs

This will create a new entry under “Your CVs”. You can delete this by creating on the delete button on the left.

CV Name	Actions
New CV	




Your CVs
Under the Actions columns, click on Edit to edit a CV, or Download to download one.



b. Editing a CV

To begin editing a CV, click on the “Edit” button next to the CV you have just created.

The screenshot shows a table with two columns: 'CV Name' and 'Actions'. The 'CV Name' column contains a single entry 'New CV'. The 'Actions' column contains three icons: a list icon, a document icon, and a download icon. A red arrow points to the list icon, which is the 'Edit' button.

CV Name	Actions
New CV	  

Under the Actions columns, click on Edit to edit a CV, or Download to download one.

This will bring up a summary of your profile where, just like publishing, you can toggle details of your profile to show or hide.


The screenshot shows the 'Manage Profile - New CV' page. The page has a navigation bar with 'Vidatum Academic 4.0.100.0' and 'Home Profile Outputs Tools Reporting Administration'. The user is logged in as 'Shafiq1 Far'.

Manage Profile - New CV

POSITION IN ENGLISH Shafiq1 Far
Shafiq.Far@vidatum.com [Save](#) [Download](#)

Contacts [\(Show All\)](#)

(show)	(show)
ROLE ENG 56 Rockville Drive Blackrock T:112355 F:197123 M:1231322 E:danjabbar@gmail.com W: http://www.society-for-philosophy-in-practice.org/index.php/publication	Position 10 Tivoli Terrace East Ballsbridge Dublin Ireland T:00 353 21 4901186 F:00 353 21 4901193 M:00353872723462 E:cullensimon@hotmail.com W: www.url.com



[Biography](#) [Research](#) [Publications](#) [Professional](#) [Teaching](#)

Biography

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Manage CV
By clicking on the Show and Hide links, you can edit the content of your CV.
Press Save to save your CV, or Download to download it.

After making changes to your CV, you can save these changes by clicking on the “Save” button.



c. Download a CV

Your newly created CV can be downloaded into Word format. This can be done by either clicking on the Download button when viewing a CV

Vidatum Academic 4.0.100.0 Home Profile Outputs Tools Reporting Administration English Welcome Shafiq1 Far

Manage Profile - New CV

POSITION IN ENGLISH Shafiq1 Far
Shafiq.Far@vidatum.com

Save Download

Contacts (Show All)

(show) ROLE ENG
56 Rockville Drive
Blackrock
T:112355
F:197123
M:1231322
E:danjabbar@gmail.com
W:<http://www.society-for-philosophy-in-practice.org/index.php/publication>

(show) Position
10 Tivoli Terrace East
Ballsbridge
Dublin
Ireland
T:00 353 21 4901186
F:00 353 21 4901193
M:00353872723462
E:cullensimon@hotmail.com
W:www.url.com

Biography Research Publications Professional Teaching




Biography

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Manage CV
By clicking on the Show and Hide links, you can edit the content of your CV.
Press Save to save your CV, or Download to download it.

Or alternatively, you can download your CV from the “Manage CVs” page.

Your CVs

CV Name	Actions
New CV	  

Your CVs
Under the Actions columns, click on Edit to edit a CV, or Download to download one.

1. 2.

1. Download to Word in English
2. Download to Word in Georgian



8. Patents – Sharing

Patents can be shared between users for efficiency and accuracy of reporting. This saves other patent holders within the institution from having to re-enter various patent information in the **Profiles -> Professional -> Patents** section.

When a user adds or saves a new patent, an icon in the Actions column will allow users to share the patent.

Year	Patent	Description	Owner	Actions
2021	Patent Number 1	Patent Title EN	Simon Cullen	

Patents & Licensing Agreements
To add to this list, click on the add link.

To edit existing items, click on the Edit Tool in the Action column.

Clicking on the button will bring the user to another screen where they can view, add and remove team members to and from the patent.

Patent Staff

Patent Details	Patent Number	Patent Number 2	
	Type	Disclosure	
	Patent Title	VIDATUM - Disclosure	

[Back](#)

Name	Role	Actions
Saadi Shahin	Member	

Showing 1 to 1 of 1 entries

To add a user, clicking on the “Add Patent Staff” will bring up this screen.

Add Patent Staff ×

Name

Role

[Add](#)



From here, users will be able to type in a user's name and specify their role





Add Patent Staff [X]

Name

- saadi.shahin@vidatum.com
- archil.khomsauridze@tsu.ge
- inga.sanikidze@tsu.ge
- ketevan.sarajshvili@tsu.ge
- eter.sardjveladze@tsu.ge
- alexander.shengelaya@tsu.ge**

Once a user has been added, the added user will be able to see the same patent in their own list of patents. The user will not be able to edit this patent, only view it or remove it from their profile.

Patents & Licensing Agreements
[Add](#)

Year	Patent	Description	Owner	Actions
2020	Patent Number 2	VIDATUM - Disclosure	Simon Cullen	 
2017	PA10234	Revolutionary software	Vidatum Tsu	 

Patents & Licensing Agreements
To add to this list, click on the add link.

To edit existing items, click on the Edit Tool in the Action column.



9. Patents – Adding

Users can save time adding patent details by picking from a list of pre-existing patents in the system. By clicking on the “Add” button, they will be brought to a search screen. This will allow the user to search by:

- a. Search by Patent Number
- b. Displays a list of potential patents matching the search (this list defaults to all patents in the system initially). The list will display:
 - Year
 - Type
 - Patent Number
 - Title (or Georgian description depending on language)
 - Owner name (or Georgian owner name depending on language)
 - “Claim” link

If no patents are found, then the user can click on the “Add Patents” button on the bottom of the help text.

Add existing patent

Find Patent

Search Patent Number

[Search](#)

Patents

Please use this screen to add existing patents to your profile.

If the patent you are looking for is not present in this list, please click on the button below to add a new Patent to the system

[Add Patents](#)

Patents Found

Search:






Year	Type	Patent Number	Title	Owner	Actions
2013	REGISTERED-COPYRIGHT		copy right	Hadeel Alwawi	+
2005	REGISTERED-COPYRIGHT	10.1007/bf00257366	Simon Registered copyright	Hadeel Alwawi	+
2018	PATENT	12345678	Publication test	Hadeel Alwawi	+
2020	LICENSE	23234	test	Hadeel Alwawi	+
2013	REGISTERED-COPYRIGHT		copy right	Vladimir Bayer	+
2005	REGISTERED-COPYRIGHT	10.1007/bf00257366	Simon Registered copyright	Vladimir Bayer	+



10. Projects - Sharing

Like patents, projects are also shareable between users. This can be accessed by going to **Profile -> Research Overview -> Research Projects**.

When a user has added a project, they can click on the icon next to the delete icon in the actions column.

Year	Project title	Owner	Actions
2020	Project with shafiq	Saadi Shahin	 
2020	Project 2	Saadi Shahin	 
2019	Title 2	Simon Cullen	

Research Projects
This section is divided into funded and non funded projects. The funded projects will be pulled automatically from PT. You are required to complete the non funded section.

Clicking this will bring the user to a page where they can add or remove team members to and from the project.

Research Project staff

Research Project Details



Project ID	PRABC
Project Title	Project 1

[Back](#)

Project
Information of the selected project.

Research Project Staff

[Add Staff Member](#)

Name	Role	Actions
hadeel alwawi	Member	
Simon Cullen	Member	

Showing 1 to 2 of 2 entries

Research Project Staff
This section lists other members of staff associated with this project.

Clicking on the “Add Project Staff” will bring up a menu where users can add a project staff from a list of users in the institution. They can then specify the role and add the staff.

Add Research Project Staff

Name

Role

[Add](#)

When this is done, the added user will also be able to see the project in their list of projects so it does not need to be entered again. The added user will not be able to edit the project, they can only view or remove it from their profile.



11. Projects - Adding

Users can save time adding project details by choosing from a list of pre-existing projects. Clicking on “Add” will bring a user to a search screen where they can

- a. Search
- b. Displays a list of potential projects matching the search (this list defaults to all projects in the system initially). The list will display:
 - Project ID
 - Title (or Georgian description depending on language)
 - Funding Body (or Georgian description depending on language)
 - Owner name (or Georgian owner name depending on language)
 - “Claim” link

If a project does not exist, they can simply click on the “Add Project” link underneath the help text.

Add existing project

Search Project by ID

Projects

Please use this screen to add existing projects to your profile.

If the project you are looking for is not present in this list, please click on the button below to add a new Project to the system

[Add Project](#)

Projects Found

Search:

Project Id	Title	Funding Body	Owner	Actions
test	from orcid	Friends For an Earlier Breast Cancer Test	Marleen Haddad	
12324	Test funding project	Funding agency	Marleen Haddad	
PRABC	Project 1	fb 1	Saadi Shahin	
PRDEF	Project 2		Saadi Shahin	