**BRIAN FAQ’s**

1. **I don’t have an external profile page. Why?**

If you do not have an external profile page then you probably don’t have a BRIAN account. If you do have a BRIAN account then contact BRIAN and we will resolve your query.

1. **How do I log in to BRIAN**?

You will find the BRIAN icon () at the bottom of the staff intranet in the scroll bar or to the right hand side of the BU Research Blog. The address for BRIAN is: <https://brian.bournemouth.ac.uk/login.html>

1. **Why can’t I log in to BRIAN**?

Unless you have been given a unique password (this will be for a small number of users) you should be able to log in to BRIAN using your normal network username and password. You do not need to add ‘staff/’ before your username even when working from home.

If you receive a ‘permission denied’ message then you do not have a BRIAN account. There are two situations in which this might happen:

* If you are new to BU then you need to wait for your details to be populated in the HR database in order to feed through to BRIAN overnight.
* If you are a PTHP member of staff or not on a permanent contract then you have not been automatically set up with an account. If you would like an account then please contact the following to request a ‘BRIAN account/external profile page’:
	+ ApSci – Holger Schutkowski
	+ BS – Dean Patton
	+ DEC – Mark Hadfield
	+ HSC – Jonathan Parker
	+ MS – Neal White
	+ ST – Stephen Page
1. **Why can’t I log-in to the Staff Profile pages?**

You do not need to log-in to the [Staff Profile pages](http://staffprofiles.bournemouth.ac.uk/). This is an annoying feature that we can’t get rid of and so made it very small and hoped you wouldn’t see it. Please ignore it.

1. **I can’t update my external profile page. Why**?

You do not make any changes to your external profile pages through the web pages themselves. The majority of changes will be made in BRIAN and these will upload overnight into your external profile page. There are a few exceptions:

* Photo – only the BRIAN team can upload a new photo for you. If you’d like to change your photo then please send a head and shoulders shot between 250 x 250 and 350 x 350 pixels in size and be saved as *username.thumbnail.jpg*
* If you need to change your title, i.e. Mr to Dr, then you will need to send a request for change to HRenquiries@bournemouth.ac.uk
* If you don’t like your name because it’s displaying your middle name(s) please bear with us as this is being rectified shortly and in future will only show your first name.  If your name is actually incorrect or you are known by another name then you should contact HR to amend this at HRenquiries@bournemouth.ac.uk (this is where BRIAN imports your details from).
* You can request a change to your job title and room location through ‘[Update your contact details’](https://staffintranet.bournemouth.ac.uk/workingatbu/contactstaff/updatecontactdetails/) on the staff intranet home page. Please don’t enter a job title within BRIAN as this is shortly going to be removed (we will migrate existing data for staff).
1. **I’ve updated BRIAN but I can’t see the changes in my external profile page**.

All information input into BRIAN uploads overnight and so changes will not be shown until the next day.

1. **How long can my biography be**?

Please ensure that your biography is no more than 2000 characters. You may want to write your biography in Word so that you will know the character count and can use the spellchecker as BRIAN does not have this functionality. You can then cut and paste this into BRIAN. It couldn't be easier as you just click 'add a new biography'.

When writing your biography, bear in mind that it is visible to external viewers and so it should be short, sharp, to the point and advertises your research to potential collaborators.

1. **Where can I find user guides for BRIAN and the External Profile pages**?

There are several user guides and short instructional videos available on the [staff intranet](https://staffintranet.bournemouth.ac.uk/fusion/brian/).

1. **Where do I put my grant information**?

The Grants functionality is still being developed. This will be available shortly and will automatically populate your BRIAN account with your grant information from RED.

1. **I’m too busy to populate BRIAN, what should I do**?

If you are too busy, you can delegate editing rights to another member of staff, in order for them to help you. Set a delegate by clicking on ‘home’ and then choosing ‘delegate’ from the sub-menu. Your delegate(s) will receive copies of your email alerts and will be able to log in (using their own credentials) and ‘impersonate’ you to edit your records.

1. **Why aren’t my publications from previous institutions in BRIAN**?

You will need to refine your search settings to ensure that BRIAN can find all of your publications that exist in the external on-line databases. Click on ‘Search settings’ and under ‘Addresses’ add previous institutions or those with which you collaborate. Any changes to your search settings will activate a search of the external on-line databases in half an hour of saving your new settings.

1. **The QR code within my external profile page is too small to scan**.

Click on the QR code and it will enlarge. You can click on the enlargement again to make it even bigger.

1. **Why is the *h*-index on BRIAN different to that in Scopus or Web of Science**?

BRIAN calculates the *h*-index from citation information that it explicitly holds against publications for a user in the system. BRIAN does not download pre-calculated *h*-index information from any data source provider. Only publication records from sources that offer citation information can be considered for the calculation of an *h*-index. For BRIAN, this means that it calculates the *h*-index based on Scopus information then the *h*-index for a user is calculated as follows:
1) All approved publications for a user are identified.
2) All those publications that do not have a Scopus record are discarded.
3) All those publications with a Scopus record that do not have citation information are discarded (this step is redundant for Scopus, as citation information comes with the bibliographic information as it is being fetched from Scopus).
4) The standard formula for calculating the *h*-index is applied to the remaining Scopus records [information and how to calculate the *h*-index can be found on the wikipedia page: [http://en.wikipedia.org/wiki/H-index]](http://en.wikipedia.org/wiki/H-index%5D).