BU | **BRIAN**
Bournemouth University
Bournemouth Research Information And Networking

Quick Start Guide

Home Screen

Sign into **BRIAN** with your BU Login and you will see the home screen, which contains a summary of your details and links to common tasks. NB The underlying software for BRIAN is called Elements.

Notice of pending publications

Summary of your publications by relationship type

Export your publications for other programs

Add new publications via these links

Details of Professional Activities, along with editing and export links

Edit your search settings

Terms currently used to search the online databases e.g. name and address variants

Databases the system is currently searching

Details of recent and future searches

Anyone to whom you have delegated rights to help with your records

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APPROVE PUBLICATIONS FOUND IN THE ONLINE DATABASES

The system will email you when it finds new publications in the online databases that match your search terms. These will be placed in the 'pending' section of your records to await your approval.

To view and approve or decline these publications, click on the link in the alert message at the top of your home screen.

Alternatively, you can click on 'publications' in the main 'my elements' menu, then click on the 'pending' filter button at the top of the list.

Approve or decline publications using the green 'tick' or red 'cross' buttons in their header bars.

Or you can select a number of publications using the check-boxes in their header bars, then approve or decline the marked publications with the large buttons at the top of the list.

Filter to show only 'pending' publications

To approve or decline all marked publications, use these buttons

Sort the pending publications by date or title

Mark a publication using the check-box

Click to approve a correct publication

Click to decline an incorrect publication

TOOLS IN THE PUBLICATION SUMMARY BOXES

These tools will change various settings for each publication. More details about each of these tools are in the full *User Guide*, via 'help' in the main menu.

Add fulltext open access copy to BURO

Move a publication up or down the list

Click the publication type to edit – a drop down box will open

Add a manual record for a publication

View full details of a publication
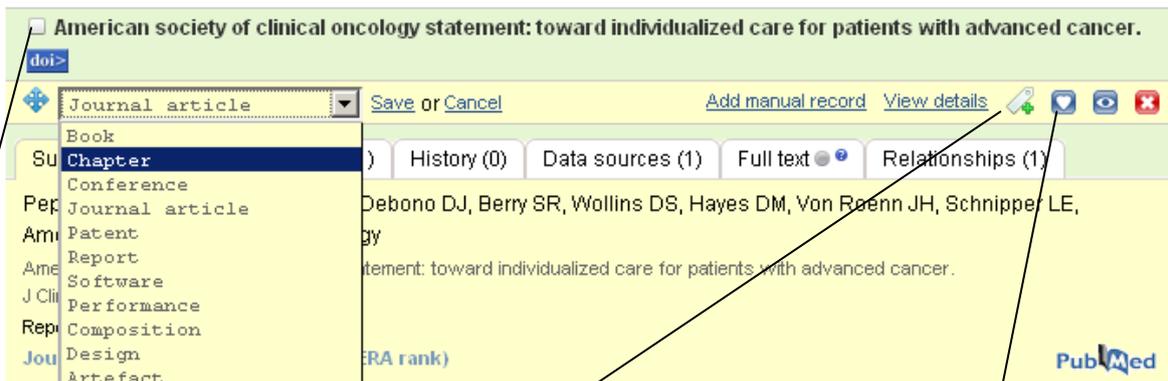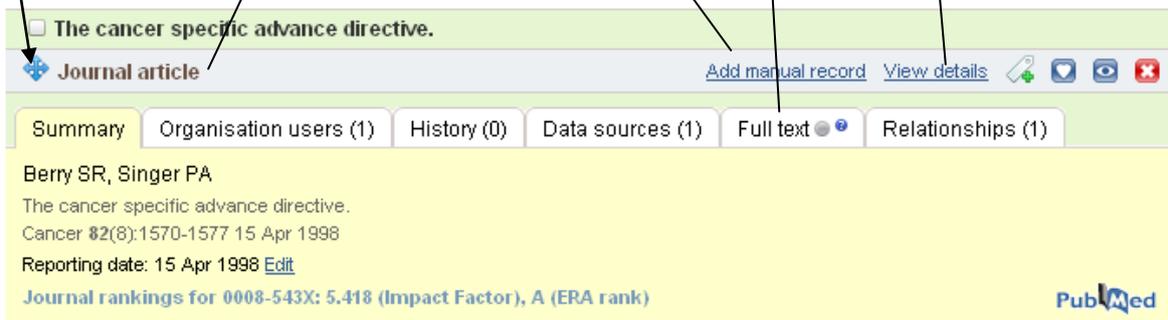
A check-box to mark an item for a bulk action (carried out with the large buttons above the list)

Add a publication to your workspace (used to join matching publications together)

Set a publication as a favourite (use of this function also depends on your institution)

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ADD MANUAL PUBLICATIONS

Click on the links at the top of the home screen, or expand the 'Summary' section at the top of the main publications screen, to add other types of publications not found in the online databases.

Fill in all the details of the publication that are available. It is not essential to complete all the fields.

Make sure you click on 'save' when finished.

Google Books

For books and chapters, you can also download information from Google Books to help complete the form. To search Google Books, type search terms into the first screen after choosing to add a book or chapter, then choose the correct publication from the list that appears.

The manual entry form will then be populated with the details received from Google Books and can be amended if necessary. Chapter titles, additional authors and page numbers will be needed

To enter all the book details by hand instead, click on 'skip this step' on the first 'add new book' screen.

Importing records from other sources

If you hold records in a reference management application (such as EndNote, Reference Manager or BibTeX) you can import them into *BRIAN* via the link in the 'my elements' sub-menu. The 'help' page contains a downloadable guide to the process of importing and exporting records.

Depositing full text articles

This is to comply with Bournemouth University Academic Publications Policy on Open Access.

http://www.bournemouth.ac.uk/library/researchers/documents/academic_publications_policy.pdf

As most publishers allow the Accepted Version of journal articles to be made available this is the version we recommend authors deposit via BRIAN. The Accepted Version is the author-created final version that incorporates referee comments and is accepted for publication. It should not have the publisher's typesetting or logo applied.

Accepted version

Published version

Supplementary files of various file formats can also be deposited as files or as zipped folders.

A listing of publishers, their journals and policy on archiving in BURO is provided by theSHERPA/RoMEO project; see http://www.sherpa.ac.uk/romeo.php.

BURO staff will liaise with the copyright holder regarding the inclusion of full text for other publication types.

Depositing files step by step

Below the title of each record you will see a set of six tabs. Click on the 'Full text' tab (the second tab from the right). Click on the link 'Manage full text' where it says 'Manage full text' for this publication.

The File management box will open. Browse and select the file(s) you wish to deposit. Click on Upload'. As indicated above, please include your final version in the first instance.

Books are rarely allowed, although some publishers will permit the use of a sample chapter.

BURO staff can liaise with the publishers on your behalf to check permissions.

Click on 'Grant' **grant** to confirm you are depositing the file(s) for possible dissemination via BURO. This process does not transfer copyright to BURO

When you have deposited the files you wish to transfer to BURO click on 'Home' in the top left hand corner of the screen to return to your BRIAN profile home page.

REFINE YOUR SEARCH TERMS

New searches take place periodically during the day. *BRIAN* will send a fortnightly email when it finds new publications for you to approve.

To improve the accuracy of the search, click on 'search settings' in the 'my elements' menu.

Search terms for each online database can be set individually.

Click on 'search settings' in the 'my elements' menu

When you save new search terms, you will be placed in the queue for the next online search

Add all combinations of your name and initials under which you publish

You may need to add previous institutions or those with which you collaborate

Adding a start date or keywords will restrict the search further (only use if your name alone finds too many publications)

Enter the ID numbers of any publications that cannot be found using the search terms (these are different for each online database)

Expand these areas to alter settings for individual databases (see next page). Remove data sources if required.

Add database-specific search terms

Initially, each database will use the 'default' search terms.

To add database-specific search terms (e.g. a subject category for arXiv), expand the view by clicking on the plus sign next to the database name. **This is not recommended unless you have a very common last name.**

Uncheck the padlock column to separate search terms for a database from the default terms

Click on the plus sign to expand the view for an online source

Add subject categories (the ones shown here are arXiv-specific)

With the database separated from the default terms, each search setting can be unlocked and altered for this database

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Choose 'browse' instead of 'search' to see items added to BRIAN recently.

SEARCH OTHER PUBLICATIONS IN BRIAN

You can browse and search publications and activities by other academics in your institution by clicking on 'explore' in the main menu.

Choose 'search' from the sub-menu to search the database by keyword. You can save your searches and refer back to them regularly to see when new items appear.

Enter keywords

Restrict results by date
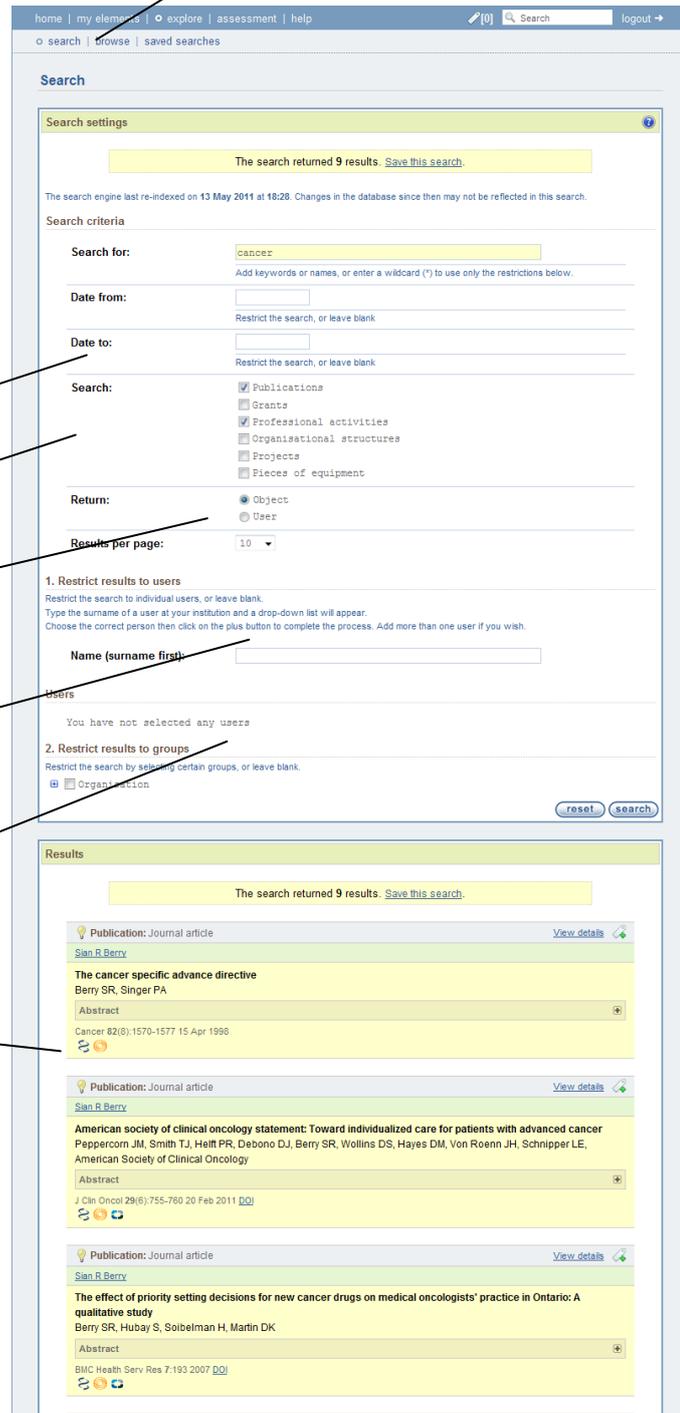
Choose to search only certain types of element

Choose to view results by 'object' (a list of publications or other elements) or by 'user' (a list of authors whose elements match your search)

Restrict the search to individuals or groups within your institution

List of results by 'object':

Click on an author's name to see their full profile, including a list of their collaborators in BU

Browsers:

BRIAN is compatible with the following browsers:

Internet Explorer 9: ensure you have the latest update for IE9 if you are using this browser – early editions had some problems, which have now been corrected.

Internet Explorer 6+

Firefox 1.5 +

Mozilla 1.4 +

Safari 4+

Chrome

ACTIVITIES AND OTHER RECORDS

You can also add other records to *BRIAN* in this way, including professional activities (such as awards and memberships) and grants.

Click on these headings in the main 'my elements' menu to view and edit these records.

CHOOSE A DELEGATE TO EDIT PUBLICATIONS FOR YOU

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.