

To all faculty members who use K-RIS (Keio Researchers Information System)

## Bulk Importing from Pure to K-RIS

Office of Research Development and Sponsored Projects

URL: <http://www.k-ris.keio.ac.jp/index.html>

This manual explains how to import data from Pure to K-RIS (Keio Researchers Information System), for which all registered information will be made available to the public on 10 November, 2015. For other details on how to operate the system, etc., please check the K-RIS Help menu (the orange button on the top right after logging in).

Note: Bulk import from Pure is only available to those who have their research achievements listed on Scopus.

K-RIS URL: [http://www.k-ris.keio.ac.jp/index\\_en.html](http://www.k-ris.keio.ac.jp/index_en.html)

### 1. Go to the K-RIS top page

Click the **Data Entry & Update** button.



## 2. Employee Number and Password entry screen

Enter your Employee Number and your password, and click **LOGIN (English)**.

慶應義塾研究者情報システム  
Keio Researchers Information System

職員番号  
Employee No. [ ]

パスワード  
Password [ ]

ログイン(日本語) LOGIN(English)

終了/Close

告知事項 / Information  
お知らせ

★2015/11/19システム停止のお知らせ(2015/10/19)  
システムメンテナンスの為、下記の日程でサービスを停止いたします。  
作業日:2015/11/9(月) 終日  
この期間中データの修正・入力作業は行えませんのでご了承下さい。  
ご迷惑をおかけしますが、宜しくお願い致します。

★2015/11/26システム停止のお知らせ(2015/10/14)  
2015年11月26日(木)、研究者情報データベース人事データ更新作業の為、  
サービスを終日停止いたします。  
この期間中、検索データの修正・入力作業は行えませんので  
ご了承下さい。ご迷惑をおかけしますが、宜しくお願い致します。

Note: The temporary password assigned to you will be an 8-digit number of your birthdate in the order: **yyyymmdd**.

## 3. K-RIS Researcher database top page (for registering and editing entries)

From the menu on the left, select **Research Achievements (Original Articles and Commentaries)**.

Researcher database

Register 日本語 Help Logout

Privacy  
Privacy Settings  
Profile  
Name and Contact Details  
Main Faculty/Department and Job Title  
Other Affiliation  
Profile  
Career  
Academic Background  
Academic Degrees  
Academic Awards  
Licenses and Qualifications  
Profile Summary  
Message from the Faculty Member  
Research Areas and Themes  
Research Areas  
Research Keywords  
Research Themes  
Proposed Theme of Joint or Funded Research  
Funded Research Projects (Competitive Research Funds, etc.)  
Research Activities  
Research Achievements (Books)  
**Research Achievements (Original Articles and Commentaries)**  
External Voice (EndNote, Pure, Web of Science)

Name and Contact Details (Published on university website) (Provided to R&R)  
Last Updated: 2015/10/13

Employee No. : Grant-in-Aid for Scientific Research Researcher No.(R&R) [ ]

JST Researcher Code(R&R) [ ] J-GLOBAL ID [ ] Researcher ID [ ]

Date of Appointment (A. D. 2014 Year 10 Month 01 Day)  
End of Appointment [ ]

Upload Photo [ ] Name (Public)(R&R)

Katakana (Required)	ケイオウ タロウ
Kanji (Required)	慶徳 太郎
Simplified Chinese Characters (Required)	慶徳 太郎
Romanized Spelling (Required)	KEIO TARO

Alternative Names (R&R)

Japanese	[ ]
English	[ ]

Date of Birth (Public)(R&R) A. D. 1981 Year 01 Month 01 Day

Sex (R&R) Clear  Male  Female  Non Select

Postal Code [ ] - [ ]

Individuals from outside the university may try to contact you, so please be careful about registering personal information as contact address, telephone number, fax number, e-mail address and homepage URL.

Contact Address

Japanese	テスト ユーザ
English	TESTUSER8

Telephone No. (direct line) [ ]

#### 4. Research Achievements edit page

Click on the **Import from Pure** button.

The screenshot shows the 'Researcher database' interface. On the left is a navigation menu with categories like Privacy, Profile, Career, Academic Background, Academic Degrees, Academic Awards, Licenses and Qualifications, Profile Summary, Message from the Faculty Member, Research Areas and Themes, Research Areas, Research Keywords, Research Themes, Proposed Theme of Joint or Funded Research, and Funded Research Projects (Competitive Research). The main content area is titled 'Research Achievements (Original Articles and Commentaries) (Published on unive)'. It includes instructions on entering up to 9999 items and sorting options. Below the sorting options are buttons for 'Import Paper', 'Import from EndNote', 'Import from Pure' (highlighted with a red box), and 'Import from Web of Science'. There are also 'Export Paper' and 'Export to EndNote' buttons. A table below shows 51 items entered, with two items visible:

Add	Batch	Display Order	Title	Journal	Volume/Issue/Page	Publcat Date
1	<input type="button" value="Edit"/> <input type="button" value="Move to B"/> <input type="button" value="Move to R"/>	<input type="button" value="Copy"/> <input type="button" value="Move to R"/>	SOCs1 and Regulation of Regulatory T Cells: Plasticity	J Immunol Res	2014, 9(2):149	2014
2	<input type="button" value="Edit"/> <input type="button" value="Move to B"/> <input type="button" value="Move to R"/>	<input type="button" value="Copy"/> <input type="button" value="Move to R"/>	Candidate biomarkers for cervical cancer treatment: Potential for clinical practice (Review)	Mol Clin Oncol	2: 5, 647-655	2014-09

Note: To import data from EndNote or Web of Science, please click the corresponding button. Please refer to the URL below for further details.

URL: <https://k-ris.keio.ac.jp/helps/jp/help.html>

#### 5. Import from Pure page

Click **Search**. If necessary, specify a range for the year of publication.

The screenshot shows the 'Import from Pure' dialog box. It has a blue header bar with the text 'Import from Pure' and a 'Close' button in the top right corner. The main content area contains the following text and form elements:

- Input search condition and click "Search" button.
- Select your name.
- KEIO TARO
- Input publication date.
- A. D.  Year ~ A. D.  Year
- Check double data.
- (highlighted with a red box)

## 6. Import from Pure page

For those who have never added original articles and commentaries on K-RIS

After confirming the original article/commentary, check the box.

→If you have never added original articles and commentaries on K-RIS, click the **Import All** button.

Click the **Import selected data** button.

Researcher database - Internet Explorer

Import from Pure

■Select import data and click " Import selected data " buttoa.

Select your name.

KEIO TARO

Input publication date.

A. D.  Year ~ A. D.  Year

Check double data.

Search

166 results found.

Import selected data

Import	Data Check	Publication Date	Title	Journal	Volume/Issue/Page
<input checked="" type="checkbox"/> <input type="button" value="View"/>	Double data.	2005	Effect of metastables on a sustaining mechanism in inductively coupled plasma in Ar	Journal of Applied Physics	98/11
<input checked="" type="checkbox"/> <input type="button" value="View"/>	OK	2014	Effect of local gas heating on a plasma structure driven at radio frequency in a microcell in Ar at atmospheric pressure	Japanese Journal of Applied Physics	53/3
<input checked="" type="checkbox"/> <input type="button" value="View"/>	OK	2012/04/04	A set of cross sections and transport coefficients for electrons in HBr	Chemical Physics	398/1,154-159

Click the **Close** button.

For those who have added original articles and commentaries on K-RIS before

Look at the Data Check column

-“Double data” means that the item is already registered in K-RIS

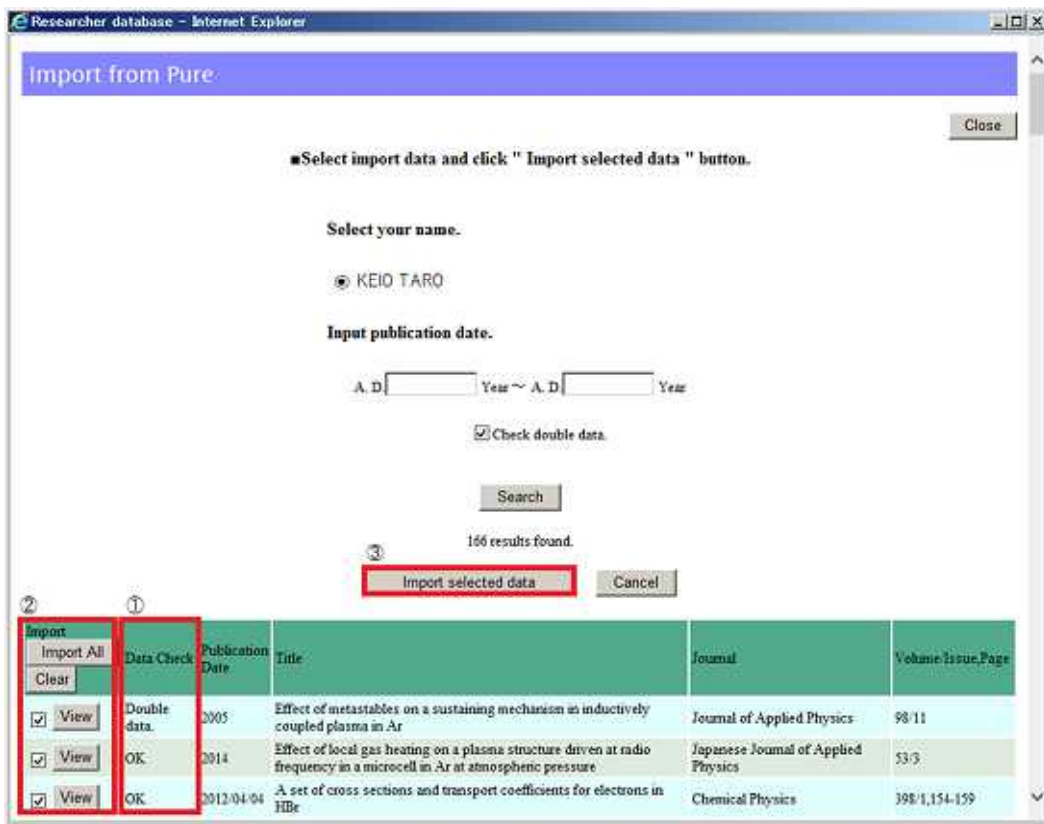
- “OK” means that the item is not yet registered in K-RIS (including titles that match partially).

Note: All original articles and commentaries where the title is not an exact match with existing ones in K-RIS will show “OK” (even if one character is different), so take note of this when importing.

After you have confirmed the Data Check column and other details, check the box for the items you wish to import.

→ For those who have registered original articles and commentaries to K-RIS, please check all items which have “OK” in the Data Check column.

Click on the **Import selected data** button.



## 7. Research Achievement edit page

Only for those who have added original articles and commentaries on K-RIS

Click on **Research Achievements (Original Articles and Commentaries)** in the menu on the left. This will show the data you have imported from Pure as explained in section 6, as well as data you have previously registered on K-RIS.

The data that has been imported from pure is highlighted in green.

Items are ordered by publication date, so take a look through the list and if there are duplicate entries delete them by using the **Edit** button.

Researcher database Reg

Privacy

Privacy Settings

Profile

Name and Contact Details

Main Faculty/Department and Job Title

Other Affiliation

Profile

Career

Academic Background

Academic Degrees

Academic Awards

Licenses and Qualifications

Profile Summary

Message from the Faculty Member

Research Areas and Themes

Research Areas

Research Keywords

Research Themes

Proposed Theme of Joint or Funded Research

Funded Research Projects (Competitive Research Funds, etc.)

Research Activities

Research Achievements (Books)

**Research Achievements (Original Articles and Commentaries)**

External Data (EndNote, Pure, Web of Science)

### Research Achievements (Original Articles and Comm

You can enter up to 9999 items.  
They will be displayed in the following order: Specified display order designation.  
[Copy] button: You can use this button to copy information that you have previously entered.  
[Move] button: You can use this button to move an item you have already entered into another cat  
When background color is red, there is an error, so check the contents. ("Make Available on the K

Sorting Order

Normal(Specificat order and descending order of publication date)  Desc

Publication Year  of publication date  Ascending order of publication date  Descending o  
registered date

Import Paper    Import from EndNote    Import from Pure    Impo

Export Paper    Export to EndNote

Next page    Go to page    Go to

186 item(s) entered.

	Add	Batch		Display Order					Title
1	<b>Edit</b>		Copy						Effect of local gas heating on a plasma structure driven at radio frequency in a microcell in Ar at atmospheric pressure
	Move to B		Move to R						
2	Edit		Copy						Monte Carlo analysis of ionization effects on spatiotemporal electron swarm development
	Move to B		Move to R						
3	Edit		Copy						Effect of local gas heating on a plasma structure driven at radio frequency in a microcell in Ar at atmospheric pressure
	Move to B		Move to R						
4	Edit		Copy						A set of cross sections and transport coefficients for electrons in HBr
	Move to B		Move to R						

In the pop-up box, click **Delete**.

### Research Achievements (Original Articles and Commentaries) (Published on

Cancel
Register
Delete

When "Register" is executed, the existing data will be updated.

Type of Paper (Public)(R&R)		
Language (R&R)	Clear	<input checked="" type="radio"/> English <input type="radio"/> Japanese <input type="radio"/> Chinese <input type="radio"/> French <input type="radio"/> Spanish <input type="radio"/> Russian <input type="radio"/> German <input type="radio"/> Other
Single/Joint Authorship (Public)	Clear	<input type="radio"/> Single <input type="radio"/> Joint
Title (Public)(R&R)(Required)	Japanese	
	LENGTH	
	English	Effect of local gas heating on a plasma structure driven at radio frequency in a microcell in Ar at atmospheric pressure
	LENGTH	

For inquiries regarding K-RIS or Pure, please contact us using the details below:

E-mail: [k-ris@adst.keio.ac.jp](mailto:k-ris@adst.keio.ac.jp)

K-RIS Helpdesk: 24731 (internal line)