

# Manual Data Entry

## DATA INPUT OVERVIEW

Although automated ingest of data is preferable, it will be necessary at times to manually input data into VIVO or to edit information that has already been ingested. For example, there is some information for which data sources do not exist, such as research interests or personal overview statements. Also, in the process of implementing VIVO, it may take time for authoritative data sources to be identified at an institution and the data ingest mechanisms to be configured. In the meantime, a wide variety of data can be entered manually into the VIVO installation for display and/or dissemination.

In VIVO, every piece of information is represented individually and has an address called a URI - Unique Resource Identifier. Since the application stores information as RDF triples, a URI can be used by other web pages and applications to locate and retrieve specific chunks of data. In VIVO, the URI's are used to establish connections among the data. For example, a researcher profile in VIVO will be assigned a URI by the application. In addition, the researcher's College or Department will also have a unique URI, so that it may be associated with other members of that organization. The detailed level to which VIVO captures information enables complex relationships between data to be illustrated.

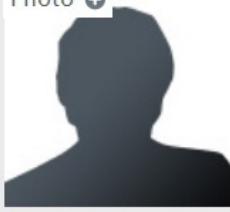
Information can be manually entered into VIVO in two ways. The first is through the editing forms available through a specific VIVO profile. The second is by adding a new VIVO entry through the Site Administration menu and then linking one or more individuals to the data. Both methods will be described in the remainder of this document.

## Profile Fields

By default, a specific set of fields are included in VIVO profiles. These fields may vary from one VIVO instance to another. When you are not logged into the application or when a visitor views a profile, only the fields which contain information will appear. Any fields left blank will be automatically hidden from view.

Furthermore, additional fields may appear in a VIVO profile if particular data is entered into the system through the site administration panel. This action will be discussed further in the next section. A definition and steps needed to enter data for each field is provided.

Home | People | Organizations | Research | Events

Photo +  


[RDF](#)

Email +


Phone +

Primary Web Page +

Additional Web Pages +

Admin Panel | [Edit this individual](#)

Resource URI: <http://localhost/individual/n7426>

Mitchelson, Mitch | 

Positions +

Overview +

Research Areas +

Affiliation | Publications | Research | Teaching | Service | Background | Contact | Identity | Other

The top left side of the profile hosts contact information:	The top center of the profile hosts a professional summary:	The lower portion of the profile hosts the curriculum vitae:
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- [Name](#)
- [Photo](#)
- [Email](#)
- [Phone](#)
- [Primary Web Page](#)
- [Additional Web Pages](#) |
- [Positions](#)

- [Overview](#)
- [Research Areas](#) | |
- [Contact Info](#)
- [Professional Summary](#)
- [Affiliation](#)
- [Publications](#)
- [Research](#)

[Teaching](#) | [Service](#)

- [Background](#)
- [Contact](#)
- [Identity](#)
- [Mapping](#)
- [Other](#) |



## To locate a VIVO profile

To begin entering data, you may need to locate the profile for the researcher you wish to edit.

1. Access the VIVO home page and use your credentials to log into the application.
2. Enter the researcher's name into the search box
3. Use the class options to narrow the search results to 'people' only, if needed.
4. Select the link to the specific VIVO profile.

## To add/edit information

1. To add data to a profile field, click the + icon to the right of the field.
2. If the field already contains information that needs to be edited, note the pencil and trash icons next to the information, this will allow you to edit or delete the information respectively.
3. If the field does not have a + icon, or if data in the field does not have the pencil and trash icons, you are either not logged in, or the update permissions on the field have been set to restrict your role from editing. Please refer to the [Ontology Guide](#) for more information.
4. Unless you are familiar with VIVO site administration, you will want to avoid using the link at the top of the profile that reads *edit this individual*.
5. If you happen to click the *edit this individual* link, the individual control panel screen will appear. This panel allows for advanced editing, such as modifying the individual's classes, adding specific RDF triples, changing the URI, and deleting the individual. To exit this screen, click the link under the Individual Control Panel that reads *Display This Individual (public)*.

## Mapping a Curriculum Vitae to a VIVO Profile

A typical VIVO profile may look like the sample located [Here](#). The name appears at the top of the profile, beneath the admin panel, which provides a reference to the URI for that individual, if you are logged in with the role editor or above. The URI will look like the link listed \*

```
http://vivo.ufl.edu/display/n3385
```

\*. This is the address that may be used to access the collection of VIVO data for the researcher.

In many cases, a VIVO Editor will begin entering data into VIVO from a researcher's Curriculum Vitae (CV) or resume. While the categories and contents on a CV may vary from person to person, VIVO uses a common, shared ontology when referring to pieces of information. The first step in entering data about a researcher is to take a moment to review that person's CV and attempt to map the information to the various fields contained on a VIVO profile. Once you have an idea of how and where the information will be represented in VIVO, it will be easier to manage the input.

Use the CV and VIVO profile to begin entering data about the researcher. General instructions for entering information are given below. Specific fields will then be handled in more detail.

## To add contact info

### To edit a person's name

1. Click on the pencil icon to edit the person's name
2. On the next screen a field will appear with the preexisting name there. Edit the name as needed.
3. Click the button *Edit name* to save changes or *Cancel* to exit out

### To add an image:

1. Click the + icon located on the top left corner of the image.
  2. Click the *Browse* button on the next screen, and locate the image file on your local computer.
  3. Click the *Upload photo* button
  4. To make adjustments to the photo, drag the thumbnail box around the larger image and resize the photo to the right - this is how the photo will appear in the profile.
  5. When you are finished, click the *Save photo* button to return to the profile page.
- \*Note: The dimensions of the image must be a minimum of 200x200. If your image does not meet this requirement, open the image in a paint program and resize the image to meet the appropriate dimensions.*

## To enter free-text field information

In the sections are free-text entry fields and can be edited by following the directions below:

1. Locate the data field you wish to edit.
2. If the field is currently empty, click the + icon. If the field already contains information that needs to be edited, click either the pencil or trash icon to edit or delete this information.
3. The next screen will allow you to add or edit information in a free-text entry field.
4. Click the *save entry* button to confirm your edits or *Cancel*. You will automatically return to the profile page.

Here is a list of sections that use only free-text field data:

- First Name
- Last Name
- Middle Name or Initial
- ORCID id
- Outreach Overview
- Preferred Title
- Name Prefix
- ISI researcher id

Research Overview | Scopus ID

- Name Suffix
- Teaching Overview
- Fax
- Overview
- Phone
- Primary Phone
- Email
- keywords

## To enter a web link:

1. Click the + icon next to the *web pages* field on the profile page. Located under the Photo.
2. Enter the full URL into the box. In the following field, enter the text that you would like displayed as the link on the profile page.
3. Click the *Create link* button to save the link and return to the profile page.

## To add professional summary

### To enter or edit a position

1. Locate the *positions* field on the VIVO profile page.
  2. If the field already contains information that needs to be edited, click either the pencil or trash icon to edit or delete this information.
  3. If the field is current empty, click the + icon to add a position.
  4. A separate entry screen will appear. Use the drop-down menu to select the Organization Type, then proceed to type the organization in the auto fill name field (*note: make sure to scroll to the appropriate organization or a duplicate will be made*).
  5. To add a new organization follow step 4 and input appropriate name in the name field and proceed through without scrolling through the auto fill selections.
  6. Enter the *Position Title* in the next field.
  7. On the drop-down box labeled *Position Type* select the appropriate title from the list.
  8. Enter a *Start Year* in the designated format for the position. If the position is currently held, leave the *End Year* field blank. If the position is past, enter and ending year for the position.
  9. Click the *Create Organization & Position* button to save the edits and return to the profile page. Repeat the steps as needed.
  10. Repeat the previous steps as need to complete the employment history.
- \*Note: if you misspell an organization upon creation, select the organization link to go to the organization's profile page. You may edit the organization's name (label) as you would a person's name, by selecting the pencil icon next to the name.*

## To add an entity with double drop-down boxes

1. Click the + icon next to the intended fields *see chart below* on the profile page.
2. Use the drop-down menu to select an existing entity from the system and click the *select existing* button.
3. If the location is not listed, use the second drop-down menu to specify the type of entity you would like to add and click the *add a new item to this list* button.
4. On the following screen, enter the name of the new entity and click the *Save changes* button.  
(Note: For the mailing address, after you add the location click the link to goto the profile page to add additional information about the location.)

List of similar Fields

- Domestic Geographic Focus
- International Geographic Focus
- Web page
- Featured In

has role | Currently Head of

- Editor of
- Is Agent In
- Current member Of

Organizer Of | Research Areas

- Geographic Focus
- Advisee In
- Advisor In

Awards and Honors | Mailing Address |

## To add Property Group Information

### To add data to a drop-down menu to auto-fill form

1. Locate the intended field *see chart below* on the VIVO profile page.
2. If the field already contains information that needs to be edited, click either the pencil or trash icon to edit or delete this information.
3. If the field is current empty, click the + icon to add the intended field *see chart below*.
4. A separate entry screen will appear. Use the drop-down menu to select the Entity Type, then proceed to type the entity in the next field (*note: make sure to scroll to the appropriate auto fill organization or a duplicate will be made*).
5. To add a new entity follow step 4 and input the appropriate name in the next field and proceed through without scrolling through the auto fill selections.
6. Enter the *Entity Title* into the next field.
7. Enter a *Start Year* in the designated format for the field. If the field is currently held, leave the *End Year* field blank. If the field is past, enter and ending year for the position.
8. Click the *Create and save* button to save the edits and return to the profile page. Repeat the steps as needed.
9. Repeat the previous steps as need to complete the employment history.  
*\*Note: if you misspell an organization click on the organization link and click "Edit This Individual" at the top of the screen. On the next page click on "Edit This Individual" again, then proceed to fix the error and save.*

List of Similar Fields

- Teaching Activities
- Service to the Profession
- Outreach and Community Service

Presentations | Head Of

- Member Of
- Clinical Activities
- Research Activities

## How to add a collaborator

1. Click the + icon next to *collaborator*
2. On the next page there will be a drop down box at the top with a list of people in your VIVO. Select a person from the list.
3. Click the *save entry* button

## To add an academic article:

1. Click the + icon next to the *selected publications* field on the profile page.
2. Use the drop-down menu to select the *Publication Type*.
3. Type the *Academic Article Title* and click the *Create Publication* button.
4. If, however, the article already exists in VIVO, auto-complete will bring up the title of the publication as you type.
5. On the following screen, you can click the *Verify this match* link to the right of the *Selected Academic Article* title. A separate window will pop-up with the "profile" for the article-this allows you to confirm that you have selected the correct publication. If it is correct, click the *Add Publication* button.
6. Once back on the profile page click the link for that publication to add additional information. Use the fields on this page to enter additional information about the publication such as the name of the journal, the volume number, start and end pages, and abstract, etc.
7. To specify a journal name, click the + icon next to the *published in* field. On the next screen, select the title of the journal from the drop-down menu or click the *add a new item to this list* button to add a journal to the system.
8. To enter a publication date, select from either the *year*, *year and month*, or *date* fields in the *time* section of the profile, depending on the publication frequency.
9. To begin connecting more authors with the article, click the + icon next to the *authors* field. The following page is the *Manage Authors* page.
10. Click the *Add Author* button and type the author's *Last Name*, *First Name*, and *Middle Name* in the boxes provided. Click the *Add Author* button.
11. Click the drag the authors' names to reorder them according to the citation. Continue to add authors using the *Add Author* button or click the *Return to Publication* link if you are finished.
12. If an author already exists in VIVO, auto-complete will bring up the person's name as you type. If this is the correct person, click the *Add Author* button on the following screen.
13. On the publication's profile page, the authors should now appear in the correct order. Return to the author's profile page using the link. The newly added publication should appear in the researcher's list of selected publications.

## To add a grant activity:

1. Click the + icon next to the *principal investigator on*, *co-investigator on* fields on the profile page. Use the *research activities* field when a person is working a grant but is not the co-PI, PI, or investigator on the grant.
2. Type the *Grant Name* and click the *Create Grant* button.
3. If, however, the grant already exists in VIVO, auto-complete will bring up the title of the grant as you type.
4. On the following screen, you can click the *Verify this match* link to the right of the *Selected Grant* title. A separate window will pop-up with the "profile" for the grant-this allows you to confirm that you have selected the correct grant.
5. Enter the *Start Year* and *End Year* (if known) for the grant and click the *Add Investigator* button.
6. The following page is the profile for the grant itself. Use the fields on this page to add information or details about the grant.

### List of Similar Fields

- Investigator on
- Co-Principal Investigator On
- Principal Investigator On

## To add educational training:

1. Click the + icon next to the *educational training* field on the profile page.
2. Use the drop-down menu to select the type of *Degree* earned. Then, enter the *Major Field of Degree* and *Year of completion*. (*note: you only need to put in the end year*)
3. Use the drop-down menu to select the *Organization Type* in the next field type out the Organization the degree was received from. (*note make sure to scroll to the appropriate organization and select from the list or a duplicate will be created*)
4. To enter a new organization, repeat step 3 and proceed to the next step
5. Add any additional information to the last two fields on the form, and click the *Create Educational Back-ground* button.

## Property Groups

Here is a list of Data Properties and their definitions:

Property Group	Public Description
Generalized Information about the persons identity and collective websites	

- [Name](#) | How your name is labeled and shows up on your profile page |
- [Photo](#) | Image of who the person is |
- [E-mail](#) | How to contact this person through the internet |
- [Phone](#) | The persons telephone number |
- [Primary Web Page](#) | Web page which he has created or has personal information |
- [Additional Web Pages](#) | Additional Web Pages he has created or has personal information on |

Information which pertains to his professional experience, biography and research interests

- [Positions](#) | A record of the persons professional experiences |
- [Overview](#) | A summary of persons biographical sketch |

- [Research Areas](#) | A list of research areas the person is interested in studying |

Affiliations and other informal associations between people and organizations.

- [Current Member of](#) | A person's formal or informal affiliation with a group. |
- [Preferred Title](#) | The professional title preferred by a person. |
- [Currently Head of](#) | Relates a person to the organization they are head of. |
- [Head of](#) | Relates a person to the organization they are head of. |
- [Member of](#) | This relates a person to a group they are a member of. |
- [Collaborator](#) | Use for a simple assertion that a person or organization is your collaborator; to describe the relationship in more detail enter a role for each collaborator in some common endeavor. |
- [Clinical Activities](#) | This relates a person to their clinical role. |

Primary bibliographic properties of publications to prioritize in display.

- [Selected Publications](#) | This relates a person to their authorship information. |
- [Editor of](#) | This relates the information resource for which a person has managerial and sometimes policy-making responsibility to the person. |
- [Presentations](#) | This relates a person to a description of their presentation activity. |
- [Featured in](#) | This relates a person to an information resource that contains a featured article on that person. |

Grants, articles, books and other products of research.

- [Research Overview](#) | A generalized statement about a person's research. |
- [Research Activities](#) | Use to represent any research-related role in an activity – typically a Process such as a Project – or for a general statement about research, not necessarily linked to anything but the person. |
- [Principal Investigator on](#) | This relates a person to a grant they are the PI on. |
- [Co-Principal Investigator on](#) | This relates a co-PI to a grant. |
- [Investigator on](#) | This relates a person to a project they are an investigator on. |
- [Domestic Geographic Focus](#) | Used to specify a geographic focus with the USA. |
- [Geographic Focus](#) | This relates something to a geographic region it focuses on. |
- [International Geographic Focus](#) | This relates something to a specific international geographic region as its focus. |

Courses and seminars taught.

- [Teaching Overview](#) | A generalized statement about a person's teaching activities. |
- [Teaching Activities](#) | This relates a person to a description of their teaching role, usually associated with an Event, Process, or Organization. These teaching roles can include courses previously taught, educational tutorials or workshops given, as well as activities related to enhancing teaching, such as developing a new course. Use core:teaches for the direct relationship between a Person and a Semester Class (usually imported from a system of record). |
- [Advisor in](#) | This relates a person to the advising role they are in advisor in. |

Service to professional and other organizations.

- [Outreach Overview](#) | A generalized statement about a person's outreach or service activities. |
- [Service to the Profession](#) | This relates a person or organization to a role they provide in delivering a service within a professional environment, such as conference organization, grant proposal review, or providing research support services. |
- [Outreach and Community Service](#) | This relates a person or an organization to a role they perform in outreach or community service, as distinct from service to the profession. |
- [Organizer of](#) | This relates a person, organization or group, serving as an organizer, to an event or event series. |

Biographical information about a person, past or present.

- [Education and Training](#) | This relates a person to the description of their educational training. |
- [Awards and Honors](#) | This relates a person to an award or honor that they received. |
- [Advisee in](#) | This relates a person to the advising role they are the advisee in. |

Properties related to postal and email addresses.

- **First Name** | The legal first name of a person as indicated in data loaded most likely from their institution. Only 1 first name can be displayed for each individual. |
- **Middle Name or Initial** | The middle name or initial with which you normally identify yourself. Only one may be entered. |
- **Last Name** | The legal last name of a person as indicated in data loaded most likely from their institution. Only 1 last name can be displayed for each individual. |
- **Name Prefix** | A title placed before a person's name. |
- **Name Suffix** | If applicable, please enter the preferred name suffix. Only one may be entered. |

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- **Webpage** | The core:webpage relates to an intermediate node (of type core:URLLink) that allows specifying the homepage URL as a literal, as well as a human-readable label ("anchor text") for the link. |
- **Fax** | Please enter the complete phone number for your fax, with area code and also country code (if outside the US). |
- **Mailing Address** | This relates an agent to their mailing address. |

Properties holding unique and non-unique identifiers, names, and other identifications information.

- **ORCID ID** | ORCID (Open Researcher and Contributor ID) is a proposed non-proprietary alphanumeric code that would uniquely identify scientific and other academic authors. |
- **ISI Researcher ID** | The identification number given to the profile created by a researcher in ResearcherID (<http://isiwebofknowledge.com/researcherid/>). |
- **Scopus ID** | The numeric digit assigned to an author in Scopus. In Scopus it's call the "Author Identifier". |

Properties included in VIVO core to support mappings to other ontologies

- **Is Agent in** | This relates and active agent to an event. |

Elements that don't fit in the other categories.

- **Keywords** | Intended for a word or short phrase only where no instance of a controlled vocabulary can be identified. Can also be used to help in highlighting subtle difference in work. |
- **Has Role** | This relates a person to a role they play. |

## Basic VIVO Login Instructions

In VIVO, there are four roles that can be assigned to a user as described below: Administrator, Curator, Editor, and Self-Editor. Permissions proved to users will determine the access and options available to those users within the application. This guide will provide details and instructions to VIVO functionality for those whose primary goal is to enter data into the system manually. In most cases, this task is best suited to the role of Editor.

**\*System Administrator:** highest level permissions in VIVO; intended for those with technical knowledge and skills to perform data ingests and configure the system.

**\*Curator:** Intended for those who will be customizing the local ontology for an installation or configuring the organizational structure.

**\*Editor:** users who will be editing multiple VIVO profiles and can add/edit limited items to the local ontology.

**\*Self-Editor:** Users who only have permissions to edit their own VIVO profile (available with v1.2)

Your institution's system administrator for VIVO has the permissions to issue usernames and passwords for the application.

To log into VIVO follow the instructions below:

1. Use your internet browser to connect to VIVO at the designated URL.
2. Click the *Login* link at the upper right of the VIVO home page.
3. You will be prompted to enter your user-name and password into the appropriate fields.
4. If the login information is accepted, you will be redirected to the *Site Administration Menu*(see below).

Upon logging into the VIVO application, you will be directed to the Site Administration menu.

- Each VIVO user role is able to view a different set of options on the Site Administration menu.
- Users logged in as *Editors* will only see the **Data Input field**.