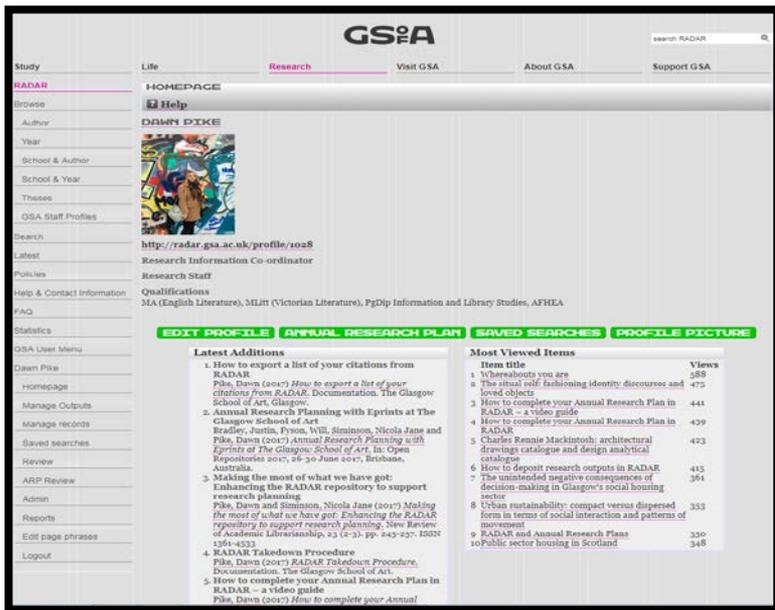# How to create your 'MePrints' Profile

A walk-through guide to help you create your RADAR profile.

Please contact the RADAR team if you have any queries:

radar@gsa.ac.uk

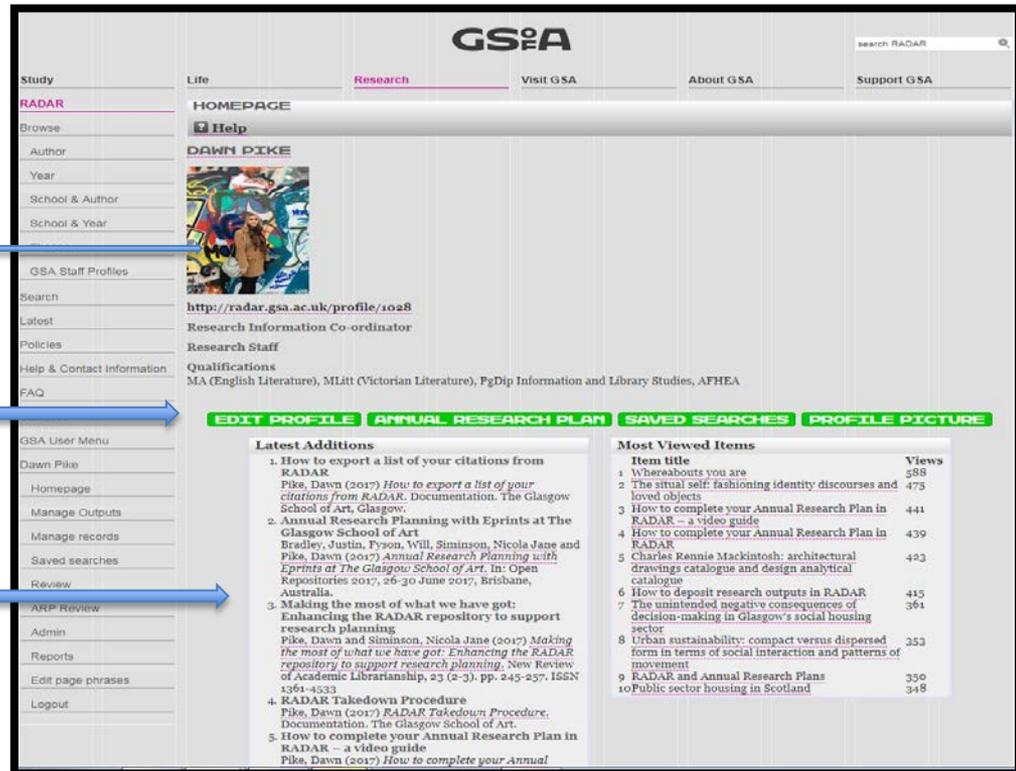http://radar.gsa.ac.uk

September 2017

When you log into RADAR you will be directed to your homepage. This homepage is where you will be able to create a staff profile, upload an image, view your most recent outputs and see various statistics about your outputs. To begin your profile click on the green '**edit profile**' button shown in the image below.

Image/Photo

Edit Profile button

Output details and information

Once you have clicked on the green 'edit profile' button you will be taken to your '**Profile**'. Here you will see your 'Account Details' and 'Personal Details' (name, department, email address etc.) You can also choose whether to make your email address public or private.

It is important to note that the GSA IT directory populates the fields in **'Account details'** and '**Personal Details**' . Any edits you make to these fields yourself will be lost when the IT systems update RADAR overnight. If you require any of the information recorded here to be updated, please contact HR to request the changes.

On this page you have the option to make your profile 'Public' or 'Private'. The default is private. In order to ensure that your profile is visible to people looking through the repository and is listed in the 'GSA staff profiles' menu in RADAR, click the radio button for public.

The **MePrints** section allows you to describe your expertise, provide a biography and list other qualifications and details that you think someone looking at your profile will be interested in. Information can easily be cut and pasted into these sections and you can update these yourself directly.

Please ensure you save your changes by clicking on 'save and return' when you've finished adding information to your profile.

N.B. Because RADAR updates overnight, it will take up to 24 hours for any edits you make to appear on your public profile page.

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DAWN PIKE

http://radar.gsa.ac.uk/profile/1028

Research Information Co-ordinator

Research Staff

Qualifications

MA (English Literature), MLitt (Victorian Literature), PgDip Information and Library Studies, AFHEA

EDIT PROFILE | ANNUAL RESEARCH PLAN | SAVED SEARCHES | PROFILE PICTURE

Latest Additions

1. How to export a list of your citations from RADAR
   Pike, Dawn (2017) *How to export a list of your citations from RADAR*. Documentation. The Glasgow School of Art, Glasgow.
2. Annual Research Planning with Eprints at The Glasgow School of Art
   Bradley, Justin, Fyson, Will, Siminson, Nicola Jane and Pike, Dawn (2017) *Annual Research Planning with Eprints at The Glasgow School of Art*. In: Open Repositories 2017, 26-30 June 2017, Brisbane, Australia.
3. Making the most of what we have got: Enhancing the RADAR repository to support research planning
   Pike, Dawn and Siminson, Nicola Jane (2017) *Making the most of what we have got: Enhancing the RADAR repository to support research planning*. New Review of Academic Librarianship, 23 (2-3). pp. 245-257. ISSN 1361-4533
4. RADAR Takedown Procedure
   Pike, Dawn (2017) *RADAR Takedown Procedure*. Documentation. The Glasgow School of Art.
5. How to complete your Annual Research Plan in RADAR – a video guide
   Pike, Dawn (2017) *How to complete your Annual*

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Once you have made all the necessary edits and additions to your profile within the MePrints section, you can press save and click on 'Homepage' in the left hand menu. This will enable you to view what your profile looks like (as illustrated opposite).

To upload your profile picture, click on the green 'profile picture' button and select the image you wish to upload. A guide on how to upload your profile picture can be found here: http://radar.gsa.ac.uk/4883/

The URL for your public profile page can be found directly underneath your profile picture. You can paste this link into the biography sections of your social media accounts such as LinkedIn or Twitter.

DAWN PIKE

http://radar.gsa.ac.uk/profile/1028
Research Information Co-ordinator
Research Staff
Research Interests
Research Repositories, Open Access
Qualifications
MA (English Literature), MLitt (Victorian Literature), PgDip Information and Library Studies, AFHEA

RADAR
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LATEST ADDITIONS
1. **How to export a list of your citations from RADAR**
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5. **How to complete your Annual Research Plan in RADAR – a video guide**
   Pike, Dawn (2017) *How to complete your Annual Research Plan in RADAR – a video guide.* [Video]
6. Copyright briefing paper

MOST VIEWED ITEMS

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Clicking on the URL for your public profile will take you to this screen. This is what visitors to RADAR will see when they click on your profile.

Once your profile is public it will be listed in the GSA staff profiles menu (circled in red).

GSoA

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OUTPUT DETAILS

Making the most of what we have got: Enhancing the RADAR repository to support research planning
Pike, Dawn and Siminson, Nicola Jane (2017) *Making the most of what we have got: Enhancing the RADAR repository to support research planning.* New Review of Academic Librarianship, 23 (2-3). pp. 245-257. ISSN 1361-4533

Documents | Details | Profiles

Dawn Pike

Nicola Jane Siminson

A link to your profile will also appear on all your RADAR research outputs, as illustrated in the screenshot opposite.