

## FAQs


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### 1. I don't have an external profile page. Why?

All academics have an external profile page by default. If you do not have an external profile page then you may not have a BRIAN account or you may not be an academic. If you do have a BRIAN account then contact [BRIAN](#) and we will resolve your query.

### 2. 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>

### 3. 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, not on a permanent contract or a PGR 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 – [Andy Mullineux](#)
- DEC – [Mark Hadfield](#)
- HSC – [Jonathan Parker](#)
- MS – [Iain MacRury](#)
- ST – [Stephen Page](#)

#### 4. Why can't I log-in to the Staff Profile pages?

You do not need to log-in to the [Staff Profile pages](#). Simply enter the surname of the person that you are searching for.

#### 5. I can't update my external profile page. Why?

You do not make any changes to your external profile page through the web pages themselves. The majority of changes will be made in BRIAN and these will upload overnight into your external profile page. You can also update your profile page by clicking on the refresh icon at the bottom of the page.

There are four exceptions:

- Title 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](mailto:HRenquiries@bournemouth.ac.uk)
- Name If you would prefer a 'known as' name to be displayed instead of your forename or if your name is actually incorrect then you should contact HR to amend this at [HRenquiries@bournemouth.ac.uk](mailto:HRenquiries@bournemouth.ac.uk) (this is where BRIAN imports your details from).
- Job title You can change your job title through '[Update your contact details](#)' on the staff intranet home page.
- Room location You can change your room location through '[Update your contact details](#)' on the staff intranet home page.

#### 6. 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. You can also update your profile page by clicking on the refresh icon at the bottom of the page.

#### 7. How long can my biography be?

Please ensure that your biography is no more than 2,000 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 the blue plus sign to 'add a new biography'. Biographies can include line breaks.

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.

#### 8. How long can my research be?

The research area works in the same way as the biography. It has a capacity of 2,000 characters.

#### 9. What is the minimum information I need to add to BRIAN?

As a minimum, you should add to BRIAN:

- Biography
- Research interests
- Photograph

- Research theme(s)
- Keywords
- Qualifications
- Publications, if applicable
- Grants, if applicable

There is a separate document that gives more information and examples.

## 10. 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](#).

## 11. Where do I put my grant information?

The Grants functionality was added in September 2013. Grants can be added in the same way as publications and professional activities?

## 12. 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. Remember that a delegate has the same level of access to your information as do you.

## 13. 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 within four hours of saving your new settings.

## 14. 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.

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

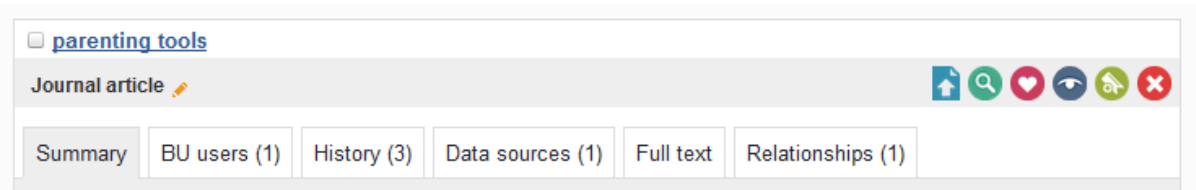
BRIAN calculates the *h*-index from citation information that it explicitly holds against publications for a user in the system. BRIAN does not download pre-calculated *h*-index information from any data source provider. Only publication records from sources that offer citation information can be considered 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](#).

## 16. How do I reclassify a publication?

If you find that a publication is not correctly classified, you can change the classification. To do this, navigate to the publication and then click in the pencil icon by the publication type (Journal article in the example below).



You will then be able to change the publication type. Click on Save to save the change or click on Cancel to revert back to the previous setting.

The revision will be visible on the profile pages the next day.