

What are products?

Products are anything that is produced as a result of your research. In addition to publications and patents, you can also include such things as conferences, presentations, start-up companies, awards, and news stories as products.

Contributions are any form of monetary or in-kind support, including grants and scholarships.

Multimedia can include any media featuring a GlycoNet project.

Products will show up in your product list if:

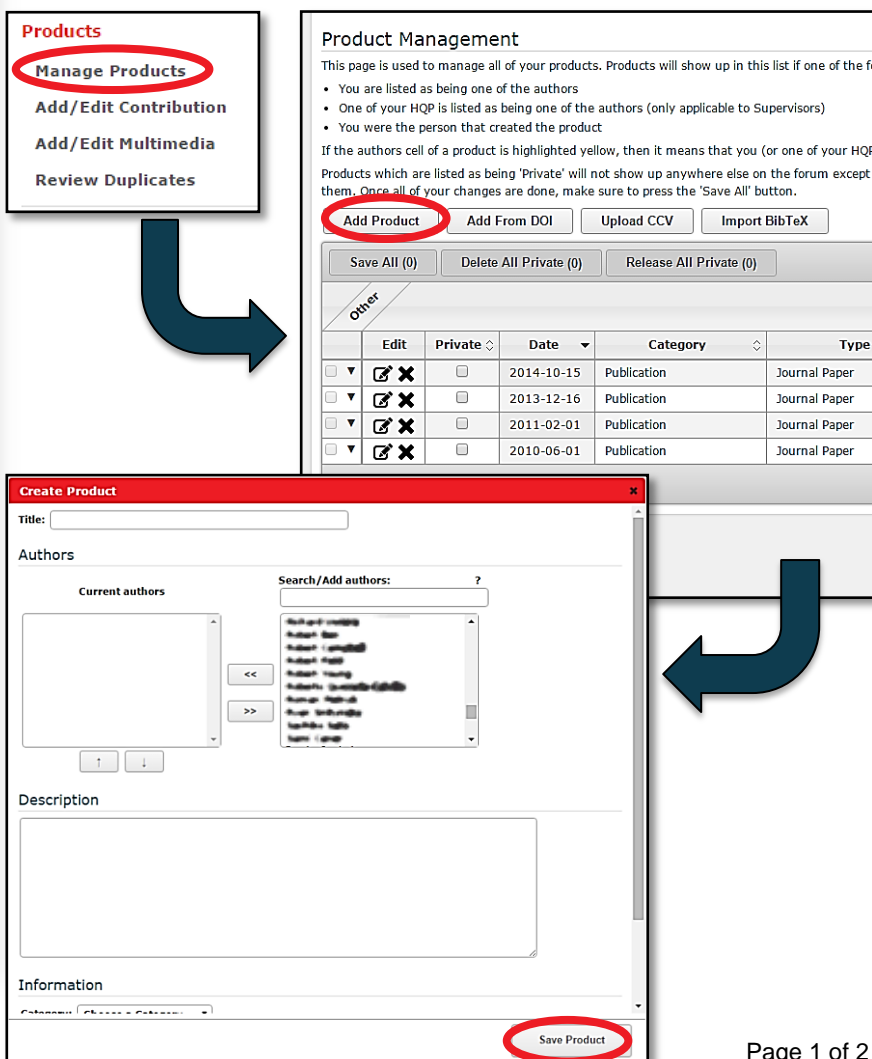
- You are listed as an author;
- One of your HQP is listed as an author; or
- You were the person that created the product

Keeping products up-to-date is extremely important for reporting to the NCE Secretariat. Please try to regularly update your product list.

Adding Products

There are several ways to upload products:

1. To manually upload a product, click on the “Manage Products” link in the left sidebar, and then on the “Add Product” button in the Product Management page.
2. Give the product a title and add authors using the “<<” and “>>” buttons or by typing them in manually. Add other information about your product into the remaining boxes.
3. When finished, click on “Save Product.”



The image shows a sequence of three screenshots from the GlycoNet web application, illustrating the process of adding a product. A large blue arrow points from the first screenshot to the second, and another points from the second to the third.

Products Sidebar: A sidebar menu with the following items: **Manage Products** (circled in red), Add/Edit Contribution, Add/Edit Multimedia, and Review Duplicates.

Product Management Page: A page titled "Product Management" with a description: "This page is used to manage all of your products. Products will show up in this list if one of the following conditions are met: You are listed as being one of the authors; One of your HQP is listed as being one of the authors (only applicable to Supervisors); You were the person that created the product." Below the text are buttons: **Add Product** (circled in red), Add From DOI, Upload CCV, and Import BibTeX. At the bottom of this section are buttons: Save All (0), Delete All Private (0), and Release All Private (0).

Other						
	Edit	Private	Date	Category	Type	
<input type="checkbox"/>		<input type="checkbox"/>	2014-10-15	Publication	Journal Paper	
<input type="checkbox"/>		<input type="checkbox"/>	2013-12-16	Publication	Journal Paper	
<input type="checkbox"/>		<input type="checkbox"/>	2011-02-01	Publication	Journal Paper	
<input type="checkbox"/>		<input type="checkbox"/>	2010-06-01	Publication	Journal Paper	

Create Product Form: A form titled "Create Product" with the following sections:

- Title:** A text input field.
- Authors:** A section with "Current authors" (empty list) and "Search/Add authors:" (a search box with a dropdown list of names). Navigation buttons "<<" and ">>" are between the lists.
- Description:** A large text area.
- Information:** A section with a dropdown menu.

 The **Save Product** button at the bottom right is circled in red.

4. If the product is tied to a GlycoNet project, check the appropriate box in the Related Projects section.

5. Products can also be quickly added by their DOI, from your CCV, or as a BibTeX reference.

6. Products marked “Private” can only be seen by you. Uncheck this box to make the product visible to others in the forum. Be sure to click the “Save All” button to protect any changes that you make.

Other	Ed	Private	Date	Category	Type
		<input type="checkbox"/>	2014-10-15	Publication	Journal Paper
		<input type="checkbox"/>	2013-12-16	Publication	Journal Paper
		<input type="checkbox"/>	2011-02-01	Publication	Journal Paper
		<input type="checkbox"/>	2010-06-01	Publication	Journal Paper

Troubleshooting

Sometimes, products may not appear in your profile after you add them. Often, this happens because there are differences between profile names and author names on the publication, such as initials.

To deal with this problem:

1. Click on the Edit icon.
2. Remove GlycoNet members not recognized by the Forum using the “>>” button.
3. Replace the author with a name from the drop-down list using the “<<” button. Adjust author order using the ↑ and ↓ buttons.
4. Names of authors associated with GlycoNet should appear in **bold** if they are recognized by the Forum.

Other	Ed	Private	Date	Category	Type
		<input type="checkbox"/>	2014-10-15	Publication	Journal Paper
		<input type="checkbox"/>	2013-12-16	Publication	Journal Paper
		<input type="checkbox"/>	2011-02-01	Publication	Journal Paper
		<input type="checkbox"/>	2010-06-01	Publication	Journal Paper

If you have any other questions about the Forum, please contact Claude Larrivee Aboussafy (clarrivee@glyconet.ca) or David Turner (dwt@ualberta.ca).