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## How to Add and Edit your Personal Data

1. Log in to iMarina by using your assigned username and password and select the option **iCvn**.



2. Select **"Edit personal data"**.



3. Fill in the different sections. For example:

Personal Data	<b>A</b>
Contact Data	<b>B</b>
Bio	<b>C</b>
Profile on Social Networks	<b>D</b>
PIDs (ORCID, Publons, Scopus AuthorID, etc.)	<b>E</b>
Photo	<b>F</b>
Change access password	<b>G</b>
Areas of knowledge	

**A:** you will find your name and last name. If you sign your papers with two last names, type here your name followed by both last names joined by a hyphen.

**B:** you will find your corporate email, among other information. It is not allowed to register personal emails.

**C:** you can write a brief summary about your professional career, in Catalan, Spanish and English (max. 600 characters, without space).

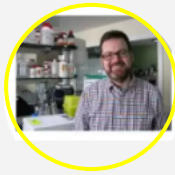
**D:** you can register your social media profiles (e.g.: Research gate, Mendeley, Twitter, LinkedIn or Facebook).

**E:** you can register you network identifiers (e.g.: ORCID, ResearcherID, Scopus Author ID, LOOP, Google Scholar, Research Gate...).

**F:** you can update your profile picture (preferably square with a neutral background). Click on **"Choose file"** → **Save**. The image cannot exceed 20 kb and size max. 200 x 200 pixels (if not, it will not be saved).

**G:** you can change your password.

**Part of the information that appears on "Personal Data" is visible in your website profile (see next image, in yellow).**



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Research group

Genetic predisposition to gastrointestinal cancer

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Follow it on:



## About me

Group Leader of the “Genetic predisposition to Gastrointestinal Cancer” Group at FRCB-IDIBAPS in Barcelona. During over 30 years, he has worked on human monogenic/hereditary conditions and more recently on complex human diseases such as colorectal cancer, gastric cancer and pancreatic cancer. He was the Chair of COST Actions BM1206 and CA17118 (2013-2022) and recognized as Group Leader at his institution (2015). His research activities have resulted in >200 articles in highly ranked international journals and has attracted a high number of citations (presently 8,203), with an H-index of 48.

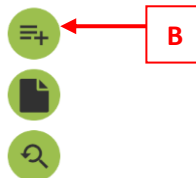
## How to Create Adscriptions and Link them to the CVN/CVA

An adscription links a member to a center/institution, as well as the unit/group to which it belongs. Each adscription needs to have an initial date and the professional category that defines the researcher's workplace.

1. Log in to iMarina and select the option iCvn.
2. Select "Show Adscriptions" (A).



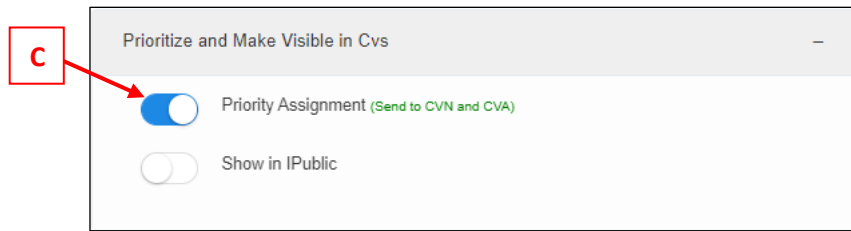
3. Select "Add a new assignment" (B), from the bottom right of the screen.



If you select the option "Research" from the first dropdown ("Type of affiliation"), you will see the IDIBAPS' research groups at "Dependency entity". These adscriptions were created by the admin and only they can delete these. If you select the option "Professional" from the first dropdown, you will see the HCB's entities (institutes, centers, areas, and units that form the hospital's organizational structure).

4. Select the corresponding options from the dropdowns and click "Add".

5. In order to show a specific adscription in a CVN/CVA you have to:
  - a. Select the adscription of interest and, activate the option "Priority Assignment" (C) under "Prioritize and Make Visible in CVs".
  - b. Inactivate the option "Priority Assignment" for the other adscriptions.



**IMPORTANT:** you can only show one adscription in a CVN/CVA, which will be the one activated.

## How to Create a CV's Brief Presentation

A CV's brief presentation is a summary of your professional career. Optionally, you can include bibliometric indicators (h-index, total nº of publications, total nº of citations...) that can be automatically calculated by the system from information in your iMarina's profile. It is advised to have different CV's brief presentations (e.g.: CAT, SPAN, ENG) to decide which one to show on the CVN/CVA.

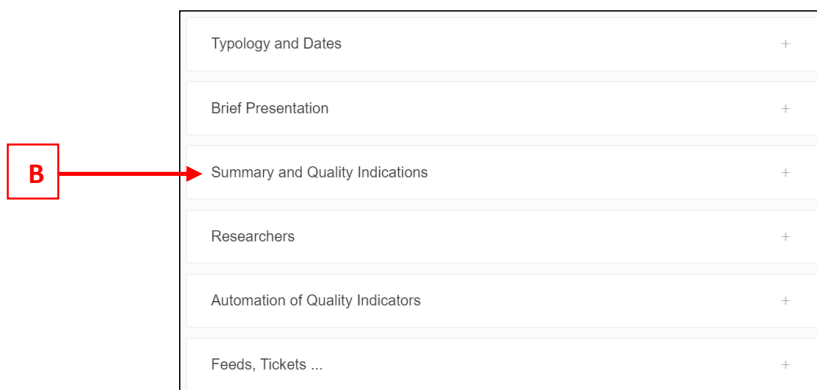
1. Log in to iMarina and select the option **iCvn**.
2. Select **"Add a new item"** (A) from the bottom right of the screen.



3. Select **"CV Brief Presentation"** from **"CV Section"** and fill in the other dropdowns.

CV SECTION *	Cv Brief Presentation
ITEM TYPE *	Cv Brief Presentation
ROLE *	Others
NAME OF THE ITEM *	Title
DATE *	Item date
Add	

4. Select the new item and click as shown (B).



5. Write a career summary and save it.

6. If you want to add bibliometric indicators, there are two ways:

a. **Manually:** write down the indicators and save.

b. **Automatically:** select “Automation of Indicators”, check “Yes” under “Update Indicators?” and select the language of choice. Lastly, update it.

**IMPORTANT:** under “Automation of Indicators” you will see “Activate?”, where you can say “Yes” or “No”. If you have different presentations created, only one can be active (showing Yes), and the other ones must be inactive (showing No). Otherwise, the system will not know which presentation has to appear in the CVA/CVN when created, and it will show the most recent.

## How to Create a New Item

An item is any element registered in your iMarina profile (publications, projects, thesis, courses, etc.).

1. Log in to iMarina and select the option **iCvn**.
2. Select **"Add a new item"** (A) from the bottom right of the screen.



3. Select the item you are adding from **"CV Section"** and fill in the other dropdowns (e.g.: Competitive project).

CV SECTION - R&D Projects
ITEM TYPE - Competitive project
ROLE - Collaborator
NAME OF THE ITEM - Title
DATE - Item date
<b>Add</b>

4. Select the new item and fill in the information required.

Typology and Dates	+
Project Name	+
Researchers	+
Entities Related to the Project	+
Codes and project reference number	+
Brief Description of the Projects objectives	+
Financing Obtained	+
Number of Investigators (Internal and External)	+
Type of Project	+

**IMPORTANT:** if the new item is a publication, remember to add an identification number (DOI or PMID). Thanks to it, iMarina will be able to complete any missing information, coming from main databases (WoS, Europe PMC, Scopus...).




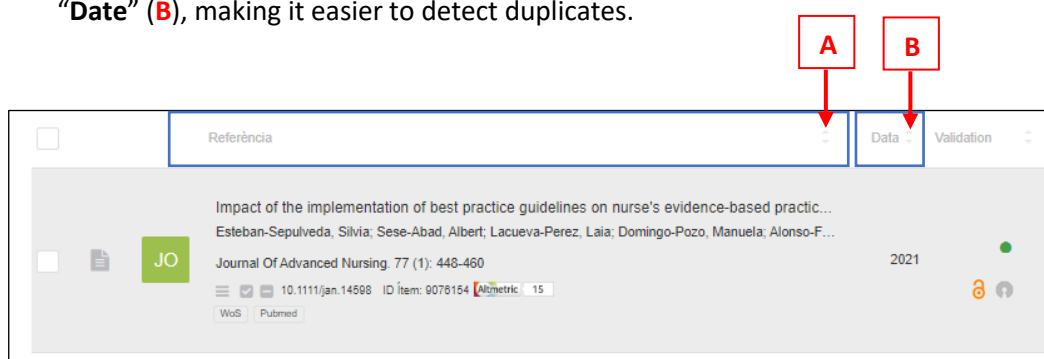
## How to Manage Duplicated Items

Sometimes an item can appear duplicated. This can happen if there is information that doesn't match the duplicated items. Usually, this happens with publications: if a publication is registered manually and then the system finds it in a database, the item will be duplicated.

In order to prevent this, it is required, if possible, to add bibliographic identifiers: for a publication include a DOI/PMID; for a project include an official code from the financing entity.

It is important to manage duplicates so only one item can contain all the correct information.

1. Log in to iMarina and select the option **iCvn**. 
2. Sort the items by date or by title, by clicking the arrows next to **"Reference"** (A) or **"Date"** (B), making it easier to detect duplicates.



3. To consider two publications as duplicated, the date, journal pages and issue number have to be the same. Example:



4. To choose which item to keep, it is important to revise the information from the duplicates. Select each publication and revise **"Bibliographic identifiers"** and **"Identifiers of the publication in external sources"**. The publication with the most identifiers will be the one to keep.

Typology and Dates	+
Title and Authorship	+
Location (Vol. No., Pg.)	+
Sources	+
Researchers	+
Entities	+
Place	+
Bibliographic identifiers	+
Identifiers of the Publication in external sources	+

5. Select both items (A) and press “Management of duplicates” (B) from the bottom right.



6. Indicate which item you want to keep, and which one will be deleted, using the item ID (last image, in yellow). Select “Process”.

**DUPLICATE MANAGEMENT** ×


IF THEY ARE NOT DUPLICATES, DO NOT MARK ANYTHING AND PRESS PROCESS

Delete?	ID Item	Correct	More info
<input type="checkbox"/>	935469...	<input checked="" type="radio"/>	
<input checked="" type="checkbox"/>	937322...	<input type="radio"/>	

Process

## How to Create a List

The lists are used to group together certain items from your profile. You can select items to export, for example, for a CVA/CVN. You can create your own lists or use the ones previously created by admins (specific for calls or for the website). All publications and projects associated to the “CV WEB\_name” list, will appear in your profile on the IDIBAPS’ website.

1. Log in to iMarina and select the option **iCvn**. 
2. Select the items chosen and select “Send to default list” (**A**) from the bottom right of the screen.



3. Here you will see the lists previously created by you or by the admin. To create the new list, write the name and press “Add”.

ADD / REMOVE ITEMS TO LP ×

Create new list

Add

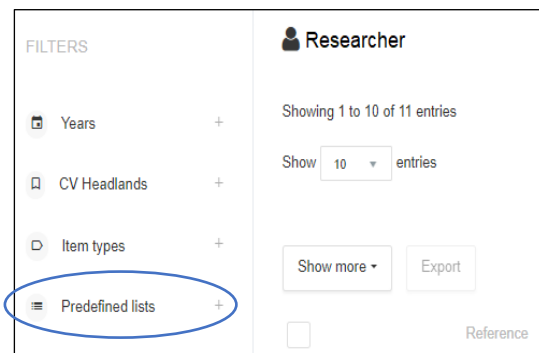
Search:

Link	Active	Name	Owner	Cant.
------	--------	------	-------	-------

4. Once the list is created, you can associate the items previously selected by clicking the magnet (**A**). If you want to remove an item from a list, select again the magnet (it separates). The lists that a researcher create can be deleted by selecting the paper bin (**B**). The lists that an admin creates, cannot be deleted by researchers.



5. In **“Filters”**, in the section **“Predefined lists”** you will be able to see your lists. If you create a list and do not associate any item, it will not appear in this section.



## How to Generate a New Report

1. Log in to iMarina and select the option **iReport**.



2. Select the report you need. For example:
  - a. **Europass XML**: generates XML file to import to Europass.
  - b. **CVA ISCIII**: curriculum in PDF format according to specifications and signed by the CVN agency. Maximum 8 pages.
  - c. **CVN 1.4**: curriculum in PDF format according to specifications and signed by the CVN agency.
  - d. **CVA**: curriculum in PDF format according to specifications and signed by the CVN agency. Maximum 4 pages.
  - e. **AQU lector**: file in Word format for The Catalan University Quality Assurance Agency.
  - f. **AQU agregat**: file in Word format for The Catalan University Quality Assurance Agency.
  - g. **Impact and quartile of WOS publications**: document in Excel format in which the publications included in the period of time entered are displayed, showing data of the quartile and the impact factor WOS.

3. Fill in the dropdowns. For example: CVA.

Output options

Select report language  
 English A

Origin and item states  
 Select List B

Dates and item typology  
 Select Headland C

Select types of filtered items

Years range  
 From  To  D

Filename

Send to: (emails)  
 E

**GENERATE**

**A. Language:** it allows to translate the titles (not the content).

**B. Select list:** it allows to generate a CVA by only using the items from a specific list.

**C. Select headline:** it allows to generate a CVA by only using certain sections.

**D. Years range:** it allows to generate a CVA by including the items from a selected date range.

**E. Send to:** add an email address to which the file will be send. Press enter after writing the email address you add, so it appears as shown.

4. Press **“Generate”**. If you have added an email address, you will receive the file by email, and, a copy will be saved for the following 24h. that you can download from the bell icon **(F)**.

