Palmetto Profiles Support

How can I use Palmetto Profiles?

Palmetto Profiles allows you to find new research connections by performing searches using: Keywords, Names, Institutions, or Departments.

Searches will display "profiles" of researchers who have matching publications and interests that you can then review.

How to update your Profile

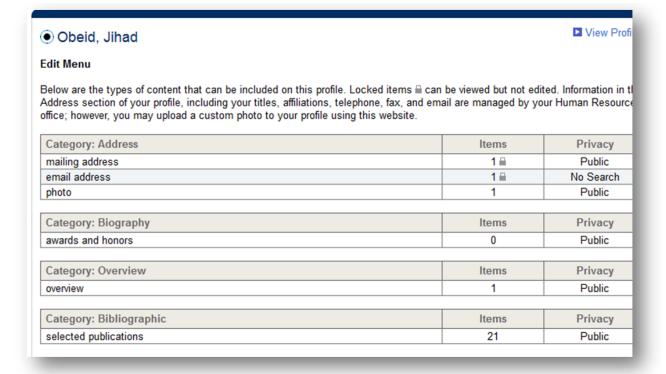
Palmetto Profiles is a powerful networking tool for researchers, but it relies on researchers keeping their Profile up to date. To update your profile, login to the system:



Then click on Edit My Profile



You will see the Edit Menu page (screen shot below). The Edit Menu page lists all the types of content that can be included on your profile. They are grouped into categories and listed in the same order as they appear when viewing your profile. Click any content type to view/edit the items or change the privacy settings. Some types of content are imported automatically from other systems, and you cannot edit them through Profiles. They appear with a "locked" icon and contain more information when you click them. An example of this is data that comes from your Human Resources record, such as affiliation, title, mailing address, and email address. These fields have to be updated by your department in the Provost database. To view your profile as others see it, click the View My Profile link on the sidebar.



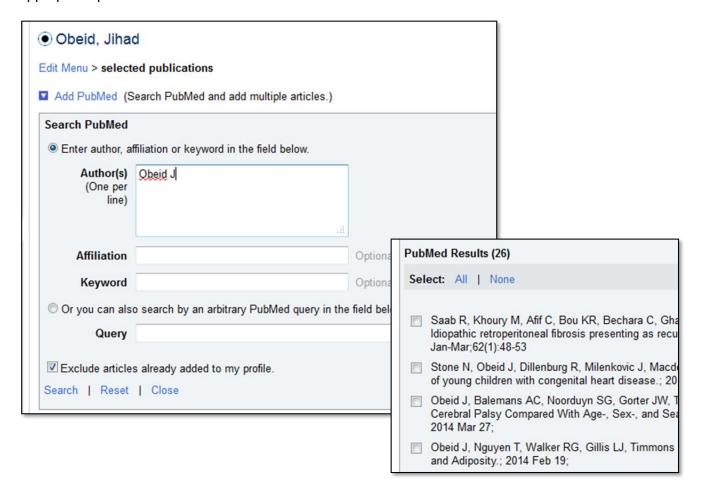
How to add publications

Click the "selected publications" line on the Edit Menu page. You should now see the "selected publications" page (screen below). Most individuals with unambiguous names should have most of their publications in the system already. In that case, please verify that the listed publications are in fact yours. To delete a publication you can click on the delete icon to the right of the publication. You can also add publications in one of several methods. Two are highlighted below: "Add PubMed" and "Add Custom".



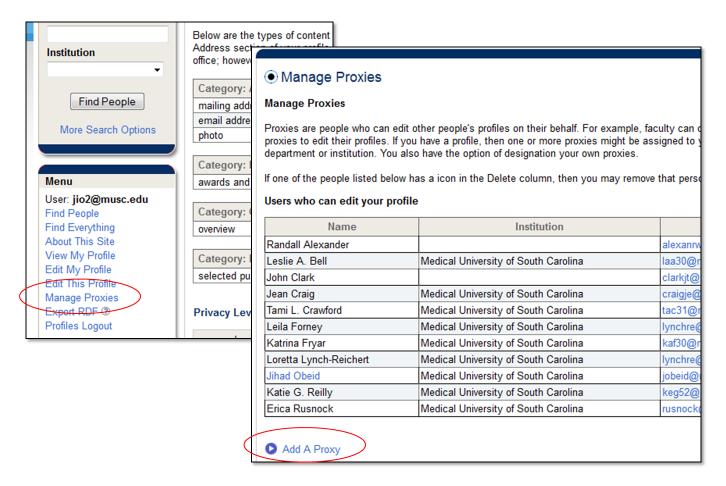
Add publications using PubMed

As shown in the screen below, you can either search PubMed by author or by keyword. Once you click Search you will see a list of publications with corresponding checkboxes (inset screen). You can then select the appropriate publications and click "save" at the bottom of the list.



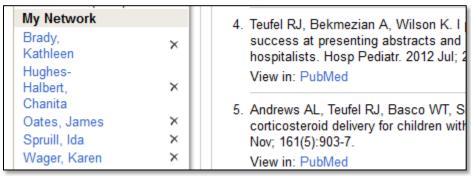
How to assign a proxy

You can add a proxy individual who will have access to edit your profile for you. To do that, once logged in, you can click on "Manage Proxies" (see below.) You will be taken to a screen that will allow you to manage your proxies. Several system administrators may already be listed there but you can add others by clicking on "Add A Proxy". If you can't find the individual you wish to add please contact us using the contact information on the contact screen.



Active Networking

Typically your passive network is the network of co-authors. However Profiles allows you to actively create a network of collaborators who will show up in the side bar on the left of the screen (see below.)



You can add others by searching for individuals in profiles then clicking the checkbox that matches that type of collaboration you have with that individual (see below.)

