

## HOW TO SEARCH FOR INFORMATION IN THE SOLECRIS DATABASE

SoleCRIS – Current Research Information System of the University of Tampere,

<https://solecris.uta.fi>

### What does SoleCRIS contain?

SoleCRIS features up-to-date information about the University's

- **experts** (research and expertise areas, contact details, etc.)
- **units** (contact details, etc.)
- and the University personnel's
- **publications** (articles, individual works, theses, patents, scientific online services, software, and audiovisual products)
- **visits** (personnel's instruction and research visits)
- **expert tasks** (scientific presentations, duties related to scientific conferences, duties in scientific publications, scientific management/expert tasks, reports, and societal impact)
- **artistic activities** (performances and creative and design activities)

### How to search for information

Information in the SoleCRIS system can be searched with the *Search* function on the main (left-hand side) menu. There are several search criteria because the system contains different types of information (cf. list above). To target your search, select one or several of the criteria listed under the Search function/menu.

*Search.* Use this menu to search for publications, expert tasks, visits and artistic activities by the University's personnel.

*Search experts and units.* Use this menu to search for the University's experts and units. Each expert has his/her own page where you can find his/her areas of expertise, contact details and information about his/her publications, expert tasks, etc.

*List publications.* Use this menu to filter publications according to different criteria without filling in a search form.

*Search from all (freeform search).* Use this menu to search all the information contained in the system. Enter an area of expertise, publication, name of a person or a unit, or another search term in the search word field. Note that this function can produce very long search results listings.

### How to search for experts

1. Click on *Search experts and units* on the main menu. Click on *Expert*.
2. Enter a search word and/or select search criteria and click on *Execute search*. The search can be conducted in several ways:
  - a. Enter the areas of expertise or research fields/types you are looking for in the *Search for* field, for example 'journalism'.
  - b. Enter the last name (or part of it) of the expert in the *Name* field, for example 'Virta'. The system truncates the search term automatically: your search results lists all persons whose last name contains 'Virta', for example 'Virtanen'.
  - c. You can also search all personnel in a specific unit by selecting the name of the unit in the *Select a unit* drop-down menu.
  - d. You can use more than one search option. For example, select *School of Management* as the unit and *professor* as the position. Your search results list all professors at the School of Management.
3. Click on the expert's name on the search results to scroll the information on their expertise, publications, expert tasks, etc.
4. Go back to the search results by clicking *Back to previous page*.

## How to search for publications

1. Click on *Search* → *Publication* on the main (left-hand side) menu.
2. Enter your search term and/or select search criteria.
  - a. Enter your search term in the *Search for* field (e.g. politics), or search by name by entering the person's last name in the *Author* field.
  - b. You can also limit your search by selecting a specific publication type, for example *Monographs*. You can also search using a specific unit, in which case all publications by the unit's personnel are listed.
  - c. You can use multiple search criteria as necessary. For example, enter 'politics' in the *Search for* field, 2011 in the *Year* field, *Monographs* in the *Publication type* field, and *School of Management* in the *Select an unit* field.  
The search results list all monographs on politics published at the School of Management in 2011.
3. Click on *Execute search*.
4. Publications are listed on four lines: title of the publication, author, year of publication and type of publication. To see more information about a publication, click on its information.
5. Go to the expert's or unit's information by clicking on their name in the publication view.

## Contact

If you have any questions about the system or its use, please contact us by e-mail at [sirpa.hangasmaki@uta.fi](mailto:sirpa.hangasmaki@uta.fi).