

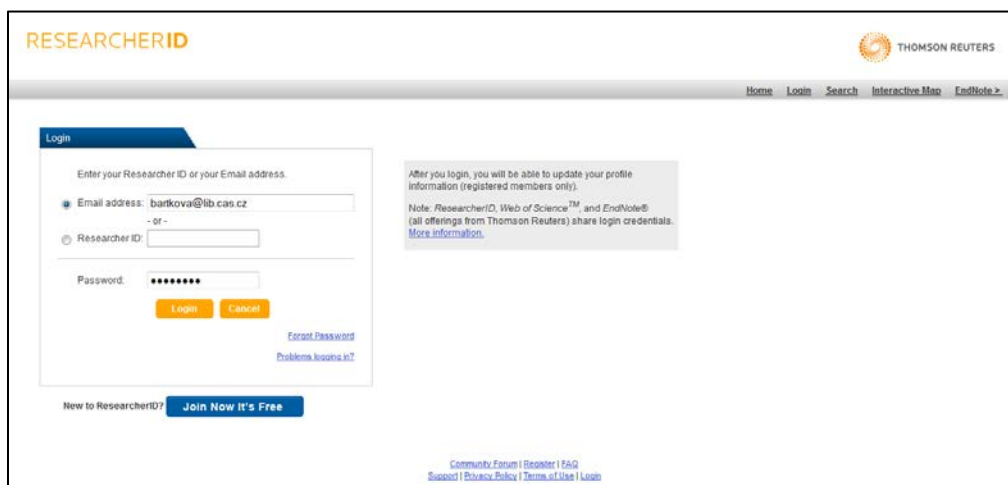
# ResearcherID

## ZPRACOVATEL S ADMINISTRÁTORSKÝM PŘÍSTUPEM – ŽÁDOST O PROXY PŘÍSTUP K ÚČTU RID VĚDECKÉHO PRACOVNÍKA

Zpracovatel, který má administrátorská práva může zažádat u svých vědeckých pracovníků o proxy přístup k účtu RID (povolení správy účtu). Aby mohl práva využívat, musí mu autoři souhlas potvrdit. Poté má zpracovatel právo upravit profil, přidávat, mazat publikace, případně zažádat o smazání účtu RID. Nemůže měnit hesla a bezpečnostní otázky a neovlivní zaslání info mailů od Thomson-Reuters. Pomocí proxy přístupu může spravovat účty vědců (např. importovat publikace z WOS, SCOPUS, ORCID, EndNote a ASEP).

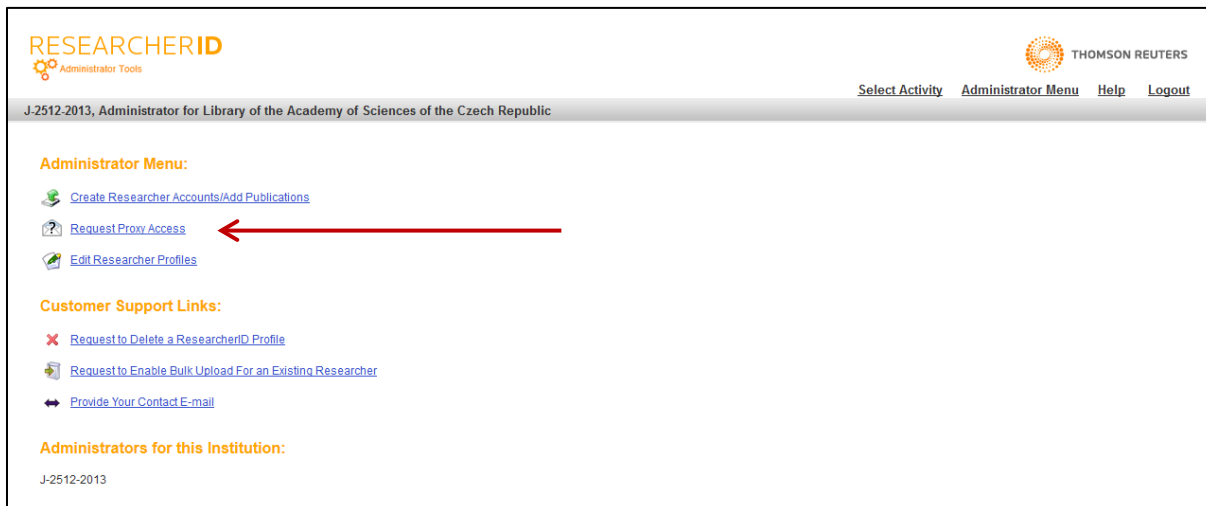
### Postup:

1. Zpracovatel - administrátor, který chce získat proxy přístup, si nejdříve vyhledá čísla účtů RID vybraných vědeckých pracovníků (např. pomocí vyhledávání - **Search**) a přihlásí se do svého účtu RID do administrátorského rozhraní.



## ResearcherID

2. Zpracovatel zažádá o vytvoření proxy přístupu pomocí administrátorského nástroje **Request Proxy Access**.

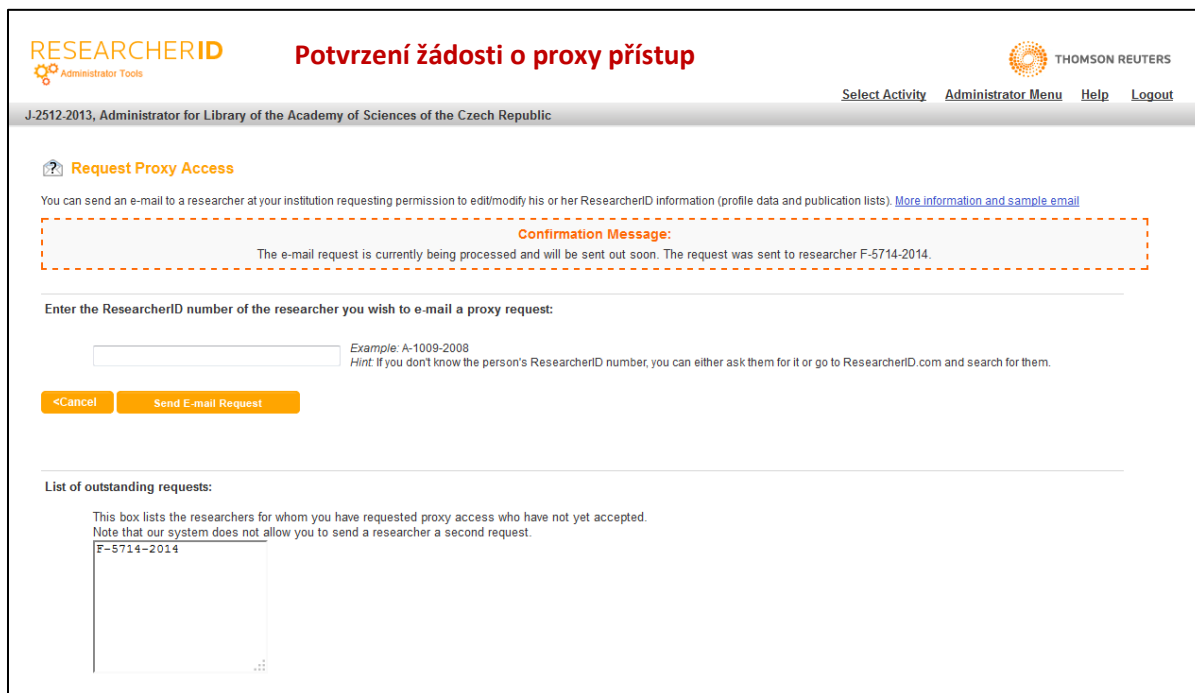


3. Zpracovatel zapíše do horního pole zapíše RID vědce, potvrdí „**Send Email Request**“. Pokud je RID více, zapíše se postupně. Číslo RID se přestěhuje do **List of outstanding request** – čeká na schválení. Po schválení obdrží zpracovatel mailem zprávu, že vědec žádost akceptoval.

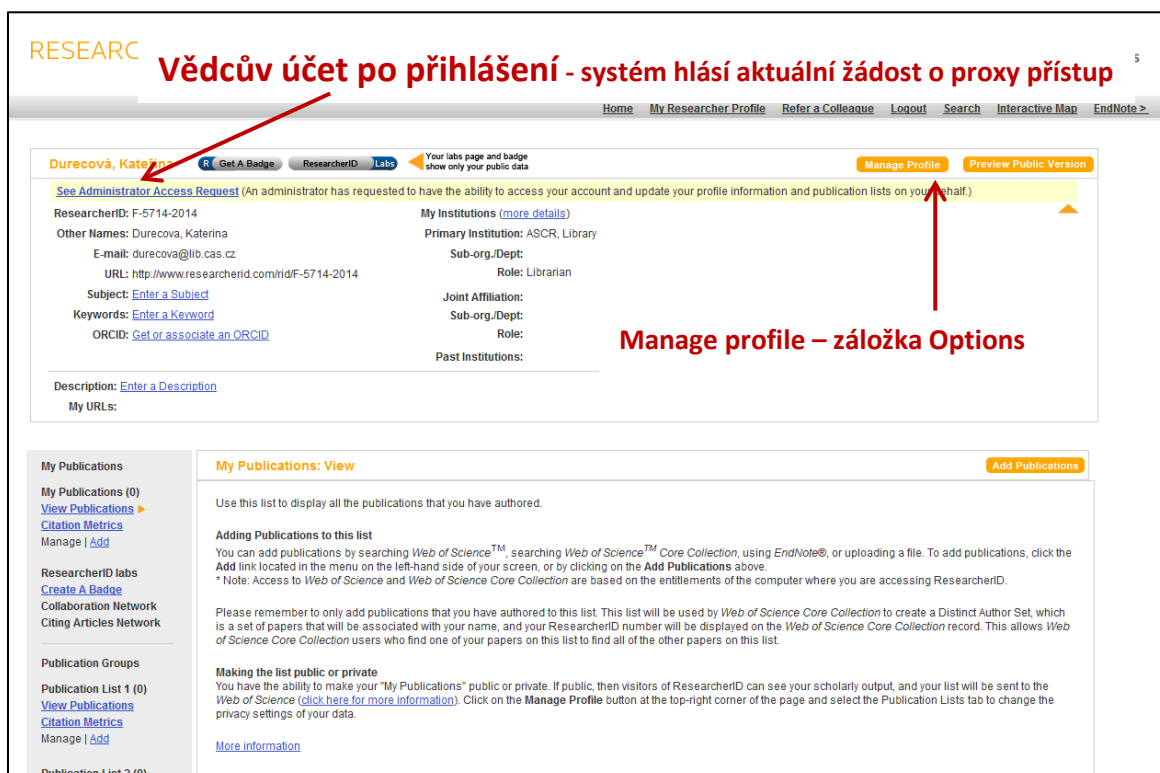
Zde se objevuje hláška „**Note that our system does not allow you to send a researcher a second request**“. Administrátor může tedy zaslat žádost vědci o povolení přístupu k účtu RID pouze jednou.

More information and sample email'. Below this is a text input field with the placeholder 'Enter the ResearcherID number of the researcher you wish to e-mail a proxy request:'. The field contains 'F-5714-2014'. To the right of the field is an example: 'Example: A-1009-2008' and a note: 'Note: If you don't know the person's ResearcherID number, you can either ask them for it or go to ResearcherID.com and search for them.' Below the input field are two buttons: '&lt;Cancel' and 'Send E-mail Request' (highlighted with a red arrow). At the bottom, there is a section titled 'List of outstanding requests:' with a note: 'This box lists the researchers for whom you have requested proxy access who have not yet accepted. Note that our system does not allow you to send a researcher a second request.' Below the note is an empty table." data-bbox="117 601 877 879"/&gt;

# ResearcherID



4. Vědeckému pracovníkovi přijde mail s informací o žádosti proxy přístupu. Přihlásí se do účtu RID, systém zobrazí žádost v horní části stránky. Přejde do úpravy profilu - **Manage Profile – Options** – povolí přístup.



# ResearcherID

**RESEARCHERID** THOMSON REUTERS

Home My Researcher Profile Refer a Colleague Logout Search Interactive Map EndNote >

About Me My Affiliations Publication List Password Options **Return to My Researcher Profile**

Note: Click the "Submit Changes" button on each page.

**Submit Changes on Page** **Cancel**

Yes  No Send me information about new features on ResearcherID.com.

Yes  No Send me information about products and services related to ResearcherID.com.

Yes  No Send me an e-mail when a colleague I've sent a registration invitation (using the Refer a Colleague function) completes registration.

Manage Proxy Administrator Access to your account.  
[Manage Proxy Institution](#) ←

**Submit Changes on Page** **Cancel**

**Data Privacy:** Your registration information and the information that you submit or that Thomson Reuters collects in the course of the use of your ResearcherID will be processed by Thomson Reuters in accordance with the [ResearcherID End User License Agreement](#). If you do not wish for certain of your registration information to be viewable on your public profile page on the ResearcherID website please indicate your preferences by using the applicable checkboxes.

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Proxy **Return to My Researcher Profile**

This page is used to manage Proxy Administrator Access to your account. Proxy Administrators at your institution will be able to access and edit your account on your behalf, which will be helpful in keeping your ResearcherID account updated. [What is a proxy institution?](#)

**Current Proxy Institution**  
 You currently do not have a proxy institution. [More information](#)

**Pending Requests for Proxy Access**  
 The administrator(s) listed below are requesting that you grant them the ability to edit your ResearcherID account on your behalf. You can have only one proxy institution at a time. If you accept one request then all other requests will be removed. Note: If you already have a proxy institution, then accepting a request below will replace it. [More information](#)

	Proxy Institution	Administrator who sent the request	More Information
Pending Requests for Proxy Access: <input checked="" type="radio"/> Accept <input type="radio"/> Decline all request(s) <b>Submit</b> <b>Cancel</b>	Library of the Academy of Sciences of the Czech Republic	Petra Bartkova [J-2512-2013]	Administrators at this institution will be able to edit my account.
			I don't want the administrator(s) listed here to have access to my account.

**K povolení je třeba zaškrtnout Accept a potvrdit Submit**

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[Community Forum](#) | [Register](#) | [FAQ](#)  
[Support](#) | [Privacy Policy](#) | [Terms of Use](#) | [Logout](#)

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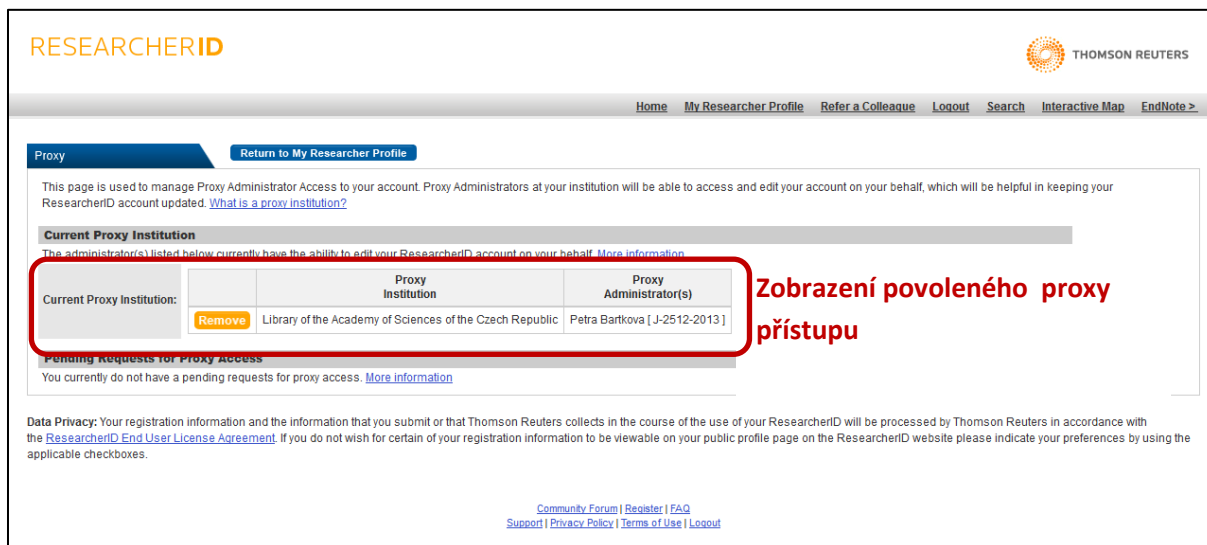
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Are you sure you want to continue?  
 This action will make the selected administrator your proxy administrator, replacing your current proxy administrator (if any).

**OK** **Zrušit**

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This page is used to manage Proxy Administrator Access to your account. Proxy Administrators at your institution will be able to access and edit your account on your behalf, which will be helpful in keeping your ResearcherID account updated. [What is a proxy institution?](#)

**Current Proxy Institution**  
The administrator(s) listed below currently have the ability to edit your ResearcherID account on your behalf. [More information](#)

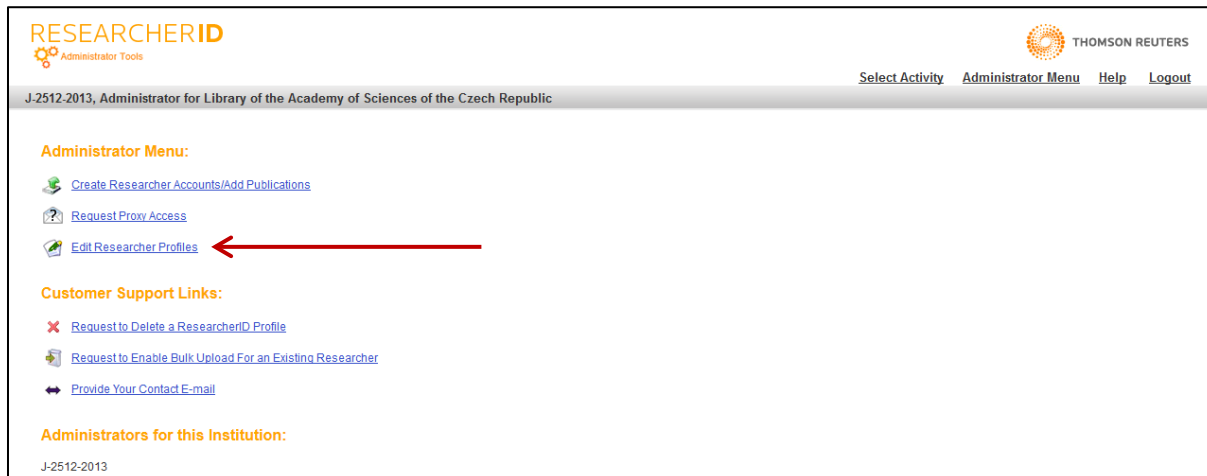
Current Proxy Institution:	Proxy Institution	Proxy Administrator(s)
<a href="#">Remove</a>	Library of the Academy of Sciences of the Czech Republic	Petra Bartkova [ J-2512-2013 ]

**Pending Requests for Proxy Access**  
You currently do not have a pending requests for proxy access. [More information](#)

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[Support](#) | [Privacy Policy](#) | [Terms of Use](#) | [Logout](#)

5. Administrátorské rozhraní - seznam účtů RID, ke kterým má zpracovatel schválený proxy přístup, je v záložce **Edit Researcher Profiles**. Poklikem na jméno vědeckého pracovníka se dostane přímo do jeho účtu RID. Poté může účet upravit (zkontrolovat zápis instituce, importovat publikace atd).



**RESEARCHERID** THOMSON REUTERS  
Administrator Tools

J-2512-2013, Administrator for Library of the Academy of Sciences of the Czech Republic

Select Activity Administrator Menu Help Logout

**Administrator Menu:**

- [Create Researcher Accounts/Add Publications](#)
- [Request Proxy Access](#)
- [Edit Researcher Profiles](#) ←


**Customer Support Links:**


- [Request to Delete a ResearcherID Profile](#)
- [Request to Enable Bulk Upload For an Existing Researcher](#)
- [Provide Your Contact E-mail](#)

**Administrators for this Institution:**

J-2512-2013


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[Select Activity](#) | [Administrator Menu](#) | [Help](#) | [Logout](#)

J-2512-2013, Administrator for Library of the Academy of Sciences of the Czech Republic

 **Edit Researcher Profiles**

The table below lists ResearcherID accounts for which you have proxy access. To edit an account on a researcher's behalf, click on their name to access their account. Use the search options to quickly find a specific researcher in the list.  
 Note: To see a list of researchers for which you have requested proxy access but who have not yet accepted, go to the ["Request Proxy Access"](#) page.

[Show Search Options](#)

Researchers: 7 result(s) Page 1 of 1 [Go](#) Sort by: Name  Results per page: 10

Name	Researcher ID	Institution(s)	Registration Status	Last Updated Date	Last Updated By	Remove Access
<a href="#">B_P</a>	F-5544-2014	AS CR, Library	Confirmed	06-May-14		<a href="#">Remove</a>
<a href="#">Bartkova, Petra</a>	F-5580-2014	ASCR, Library	Confirmed	06-May-14	Bartkova, Petra F-5580-2014	<a href="#">Remove</a>
<a href="#">Dolezelova, Jana</a>	E-2483-2012	Academy of Sciences of the Czech Republic, Library of the Academy of Sciences	Confirmed	04-Dec-13	Dolezelova, Jana E-2483-2012	<a href="#">Remove</a>
<a href="#">Durecova, Katerina</a>	F-5696-2014	ASCR, Library	Confirmed	06-May-14	Durecova, Katerina F-5696-2014	<a href="#">Remove</a>
<a href="#">Durecová, Kateřina</a>	F-5714-2014	ASCR, Library	Confirmed	06-May-14		<a href="#">Remove</a>
<a href="#">Laiblova-Kadlecova, Ivana</a>	M-8568-2013	Academy of Sciences of the Czech Republic, Library of the Academy of Sciences	Confirmed	09-Jan-14	Laiblova- Kadlecova, Ivana M-8568-2013	<a href="#">Remove</a>
<a href="#">Novak, Jan</a>	L-7770-2013	ASCR, Library of the Academy of Sciences	Confirmed	25-Feb-14	Bartkova, Petra J-2512-2013	<a href="#">Remove</a>

Researchers: 7 result(s) Page 1 of 1 [Go](#) Sort by: Name  Results per page: 10