

If your department is using [Works](#) for annual activity reporting, you can easily move the publications and other research outputs listed in Experts@Minnesota to your Works record.

## Go to Experts@Minnesota

Open your browser and go to <http://experts.umn.edu>.

If you have not done so recently, you may want to search for your own profile and verify the research outputs you see listed there. If you make any needed additions and corrections in Experts@Minnesota, not only will you get the most accurate list for activity reporting, but you will also have a more accurate public profile.

If you need any assistance with additions or corrections, contact [expertsminhelp@umn.edu](mailto:expertsminhelp@umn.edu).

Once your profile is accurate enough to proceed, you can export the research outputs to a format Works can use from the Pure editing module. Click **Log into Pure** at the bottom of any Experts@Minnesota screen.



Figure 1. Log into Pure from any experts.umn.edu page.

Select the **Personal** tab at the top of the screen if necessary and choose **My research output** in the left navigation panel.

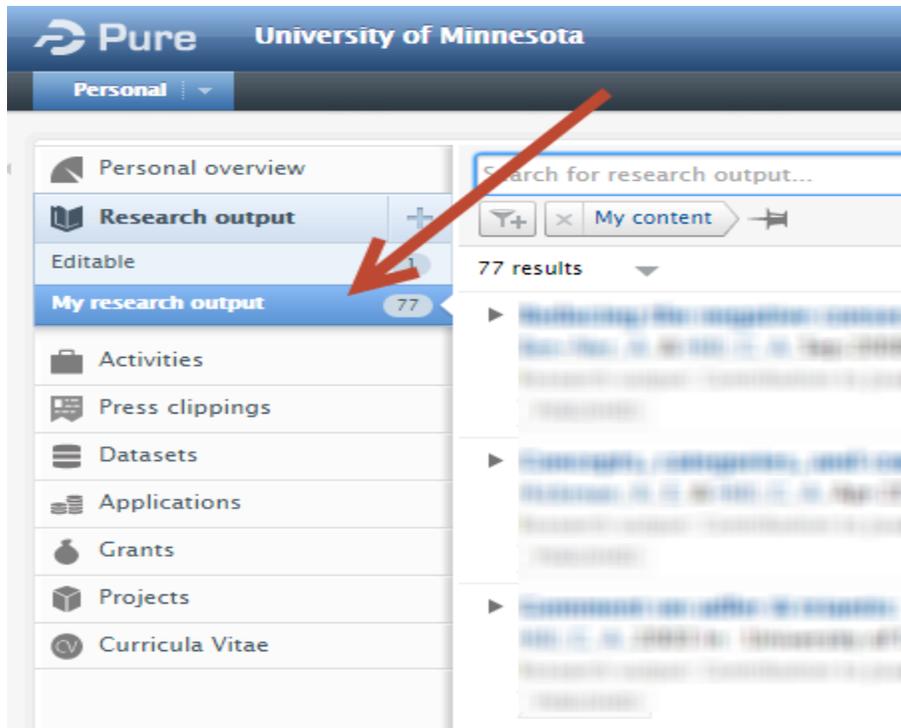


Figure 2. Choose My research output to see research outputs associated with your profile.

Click the **BibTeX** link at the bottom of the screen.

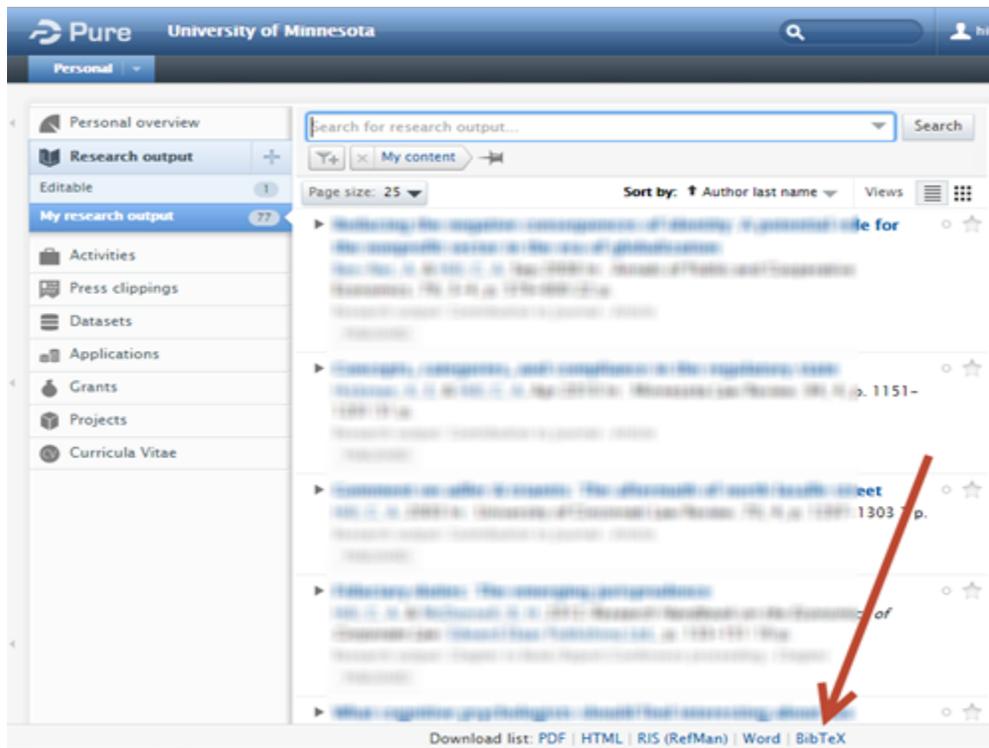


Figure 3. Works will be able to import a BibTeX file.

The file should download to your computer. The next step may depend on your browser, but your goal is to find or save the file to a location on your computer where you will find it when you import to Works.

Click the arrow next to the downloaded file and choose **Show in Folder**.

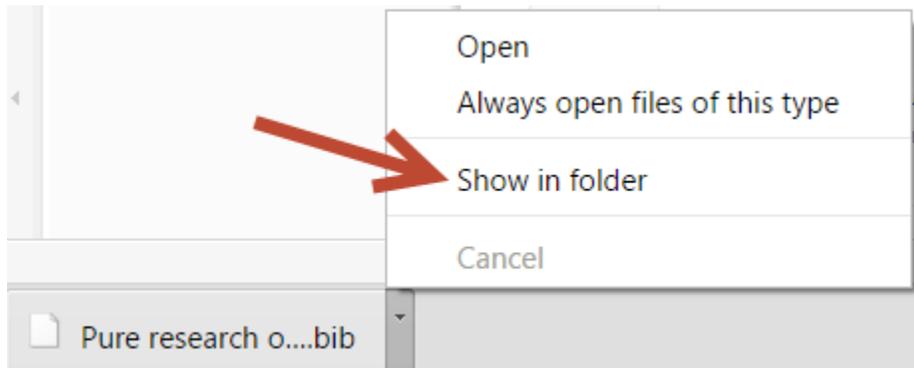


Figure 4. If the file's name is at the bottom of your screen, click the arrow next to it and choose Show in Folder.

## Import to Works

Go to [Works.umn.edu](https://works.umn.edu) and log in to Works.

Click **Publications and Other Intellectual Contributions**.

**Manage Activities**

Rapid Reports  
PasteBoard

Manage Data  
Run Reports  
Usage Statistics  
Resource Center

Help

[Review a guide](#) to manage your activities. [Show more](#)

▼ **General Information**

Personal and Contact Information  
Education  
Administrative Data - UMN Faculty Promotion Dates | Yearly Data  
Employment History  
Administrative Assignments  
Awards and Honors  
Fellowships, Residencies, and Visiting Engagements

Consulting  
Professional Memberships  
Professional Development  
Licensures and Certifications  
Media Appearances  
Annual Goals and Narrative

▼ **Teaching**

Scheduled Teaching  
Academic Advising - Academic and Committee Advising | Advising Totals  
Directed Student Learning

Guest Lectures or other Non-Credit Teaching  
Curriculum Development

▼ **Scholarship/Research/Creative Activities**

Artistic Exhibits and Performances  
Grants, Sponsored Research, and Contracts (Imported data) - Proposals | Awards | Projects  
Biographical Sketch - NIH | NSF  
Other Grants (manual entry)

Publications and Other Intellectual Contributions  
Patents  
Presentations  
Research/Creative Activity Currently in Progress

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Privacy Policy

Figure 5. Only Publications and Other Intellectual Contributions can be imported to Works. Other items must be entered individually.

Click the **Import Items** button.

< **Publications and Other Intellectual Contributions**

Import Items Add New Item Duplicate

Click the "Add New Item" button to enter a record not appearing below. Use this screen to enter publications, conference proceedings, reviews of performances or exhibitions, etc. Note: You may chose to import citations from external citations managers or Google Scholar using a BibTeX file, or via PubMed. To do so, select the "Import" button and follow the instructions as prompted.

Item

No items have been added

Figure 6. You can add items manually or import the file you just created. Choose **Option A** and click **Choose File**.

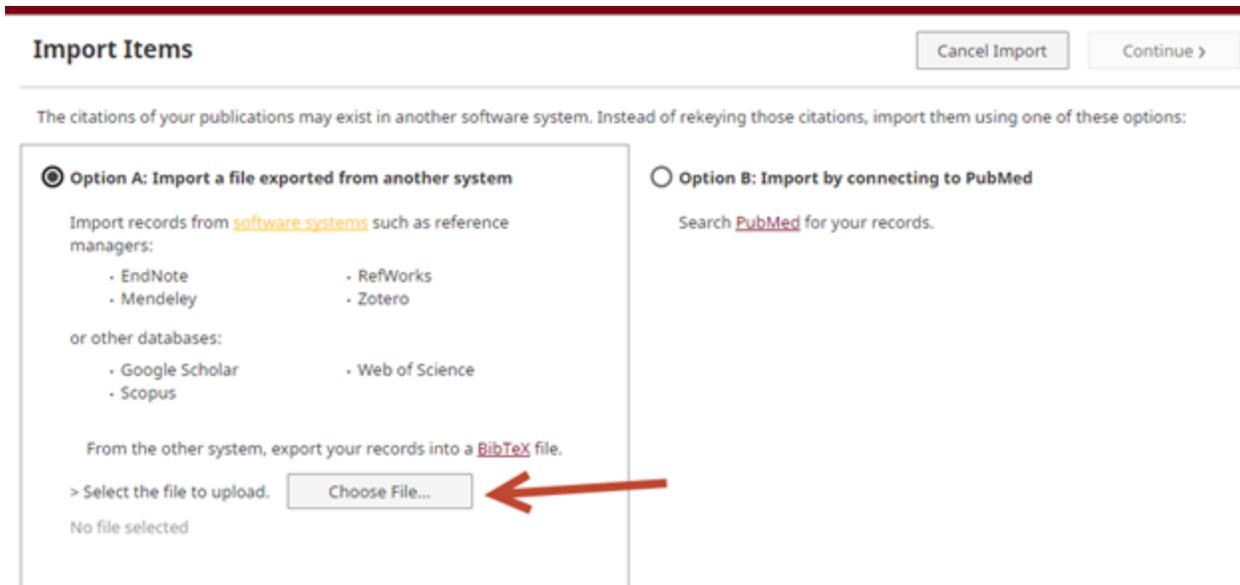


Figure 7. You will now need to locate the file you saved earlier.

Use the **Open** dialog box to locate the file you previously saved. If you opened the folder earlier, you can look at Explorer to determine where the file is. Click **Open**.

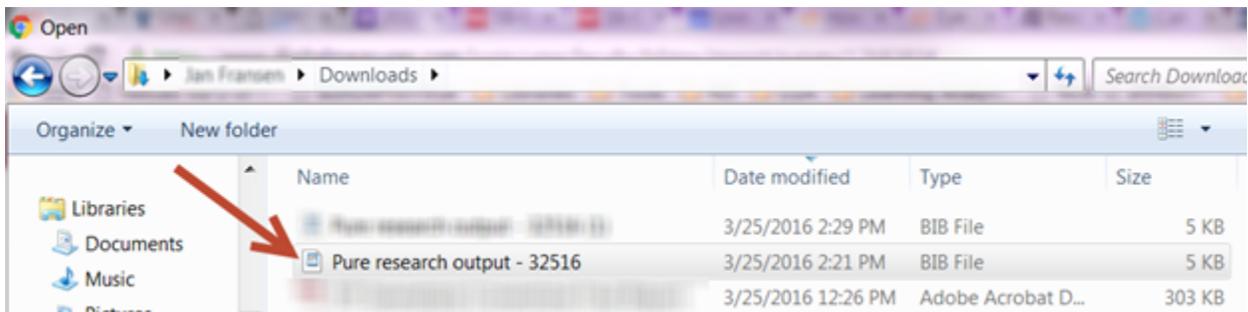


Figure 8. Find the file you downloaded.

On the Import Items screen, click **Continue**.

## Import Items

Cancel Import Continue >

The citations of your publications may exist in another software system. Instead of rekeying those citations, import them using one of these options:

### Option A: Import a file exported from another system

Import records from [software systems](#) such as reference managers:

- EndNote
- Mendeley
- RefWorks
- Zotero

or other databases:

- Google Scholar
- Scopus
- Web of Science

From the other system, export your records into a [BibTeX](#) file.

> Select the file to upload.

Replace File...

Pure research output - 32516.bib

### Option B: Import by connecting to PubMed

Search [PubMed](#) for your records.

Figure 9. Click Continue to import the items.

You can review and adjust each item to be imported.

## Import Items: Review and Finish

Step 3 of 3

Cancel Import

Finish Import >

You are about to import 13 records. Please review to ensure you want to proceed.

◀ Record 9 of 13 ▶	
Contribution Type	Journal Article
Explanation of "Other"	
Title of Contribution	Beyond Books: The Extended Academic Benefits of Library Use for First-Year College Students
Current Status	Published
Month Published	
Day Published	
Year Published	2016
Title of Larger Work, if applicable (e.g., a chapter in a book)	
Author/Editor/Translator 1	Soria, Krista M

Figure 10. Review and edit as needed.

Once you are satisfied that the records are accurate, click **Finish Import**. Confirm by clicking **Import Records**.