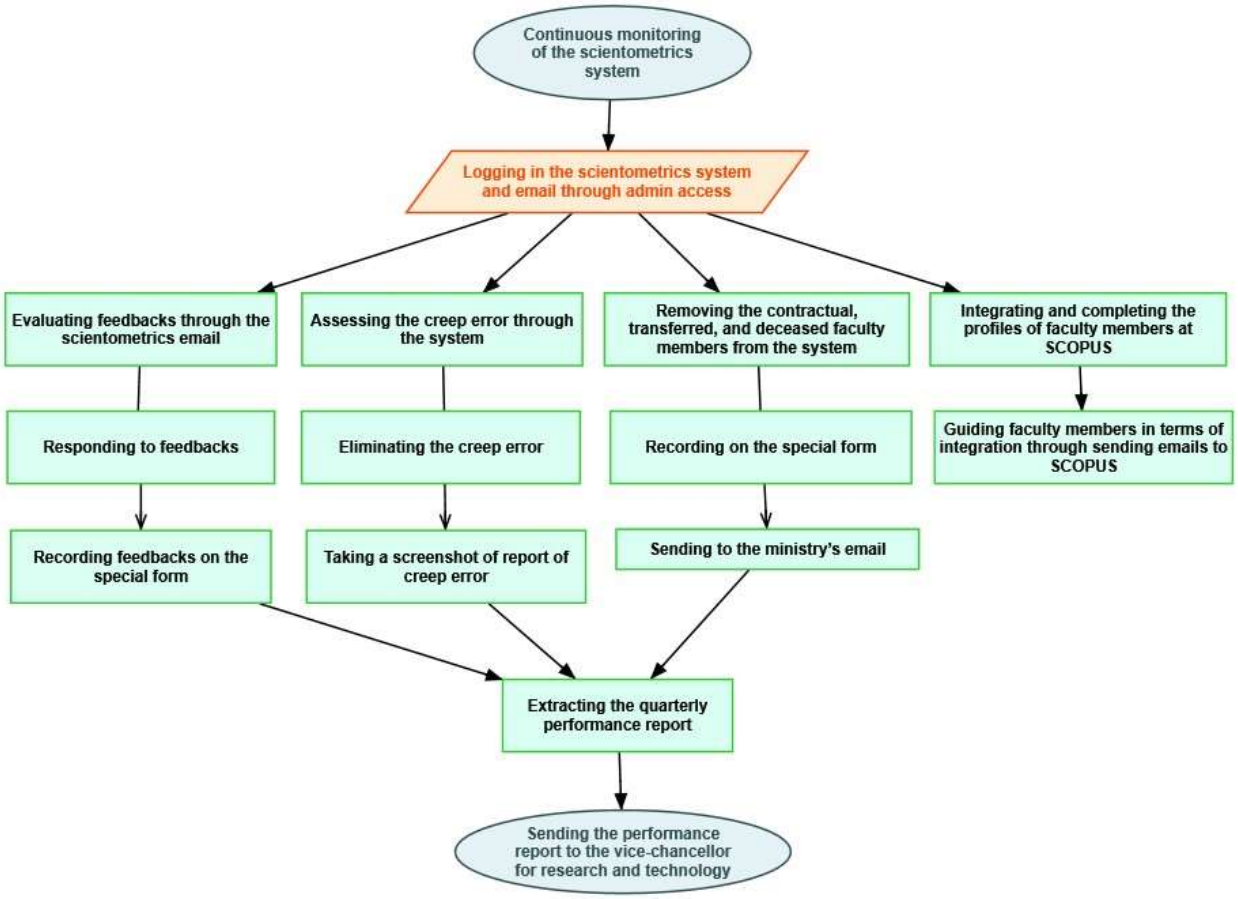
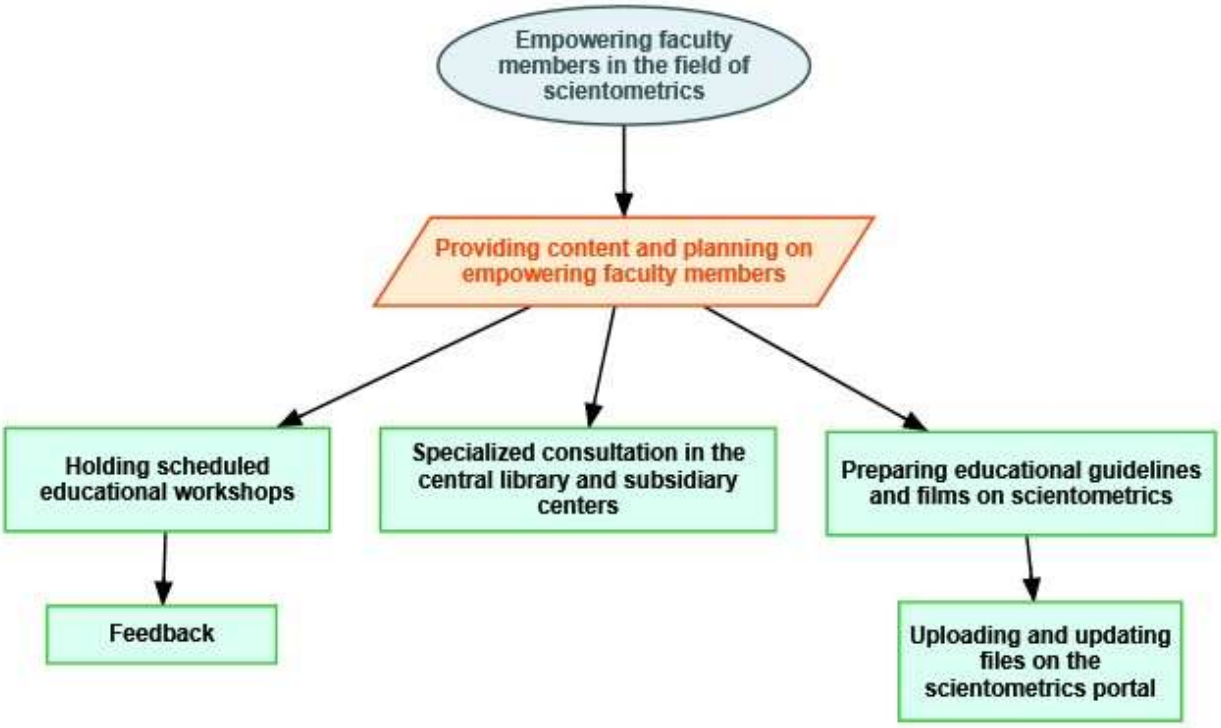
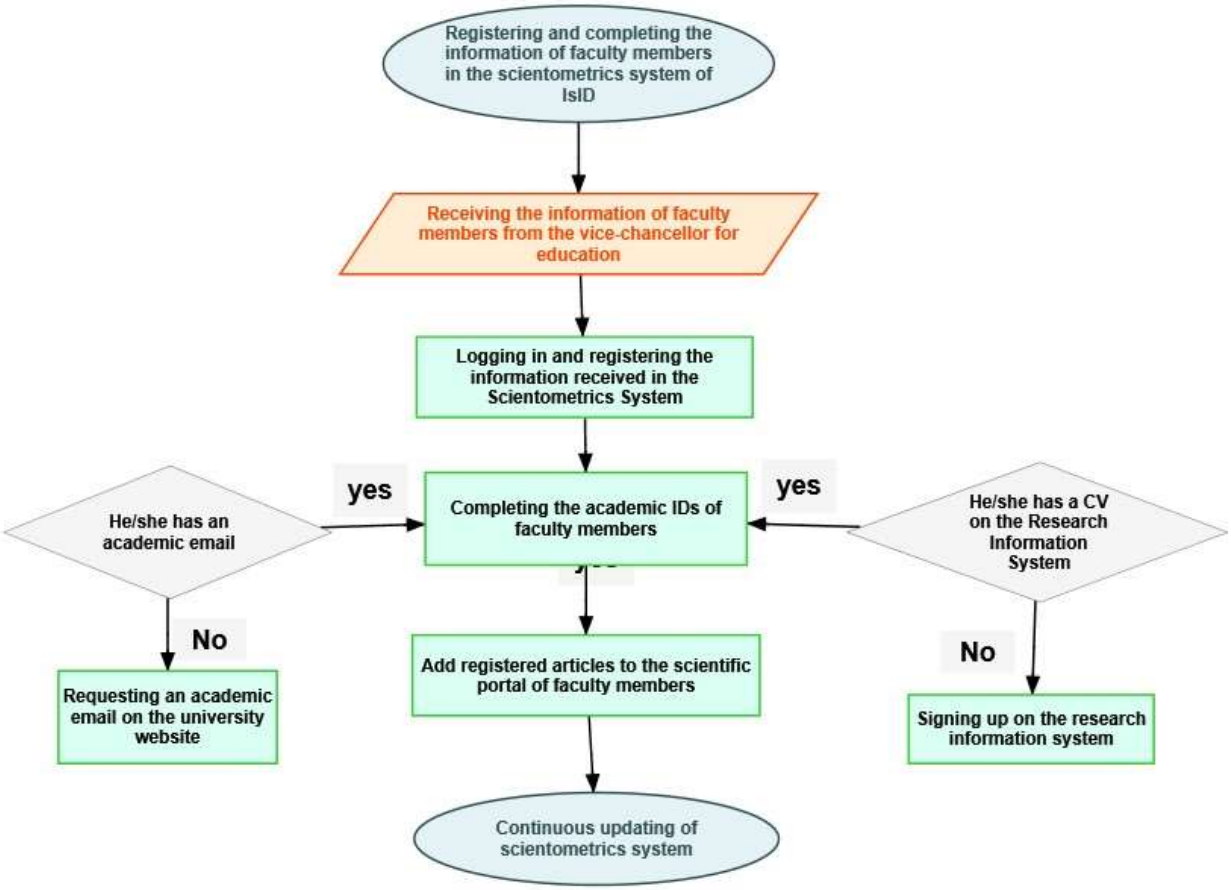

Continuous monitoring of the scientometrics system
Logging in the scientometrics system and email through admin access
Evaluating feedbacks through the scientometrics email
Assessing the creep error through the system
Removing the contractual, transferred, and deceased faculty members from the system
Integrating and completing the profiles of faculty members at SCOPUS
Responding to feedbacks
Eliminating the creep error
Recording on the special form
Guiding faculty members in terms of integration through sending emails to SCOPUS
Recording feedbacks on the special form
Taking a screenshot of report of creep error
Sending to the ministry's email
Extracting the quarterly performance report
Sending the performance report to the vice-chancellor for research and technology


Empowering faculty members in the field of scientometrics
Providing content and planning on empowering faculty members
Holding scheduled educational workshops
Specialized consultation in the central library and subsidiary centers
Preparing educational guidelines and films on scientometrics
Feedback
Uploading and updating files on the scientometrics portal


Registering and completing the information of faculty members in the scientometrics system of IsID
Receiving the information of faculty members from the vice-chancellor for education
Logging in and registering the information received in the Scientometrics System
He/she has an academic email
yes
Completing the academic IDs of faculty members
yes
He/she has a CV on the Research Information System
No
Requesting an academic email on the university website
Add registered articles to the scientific portal of faculty members
No
Signing up on the research information system
Continuous updating of scientometrics system