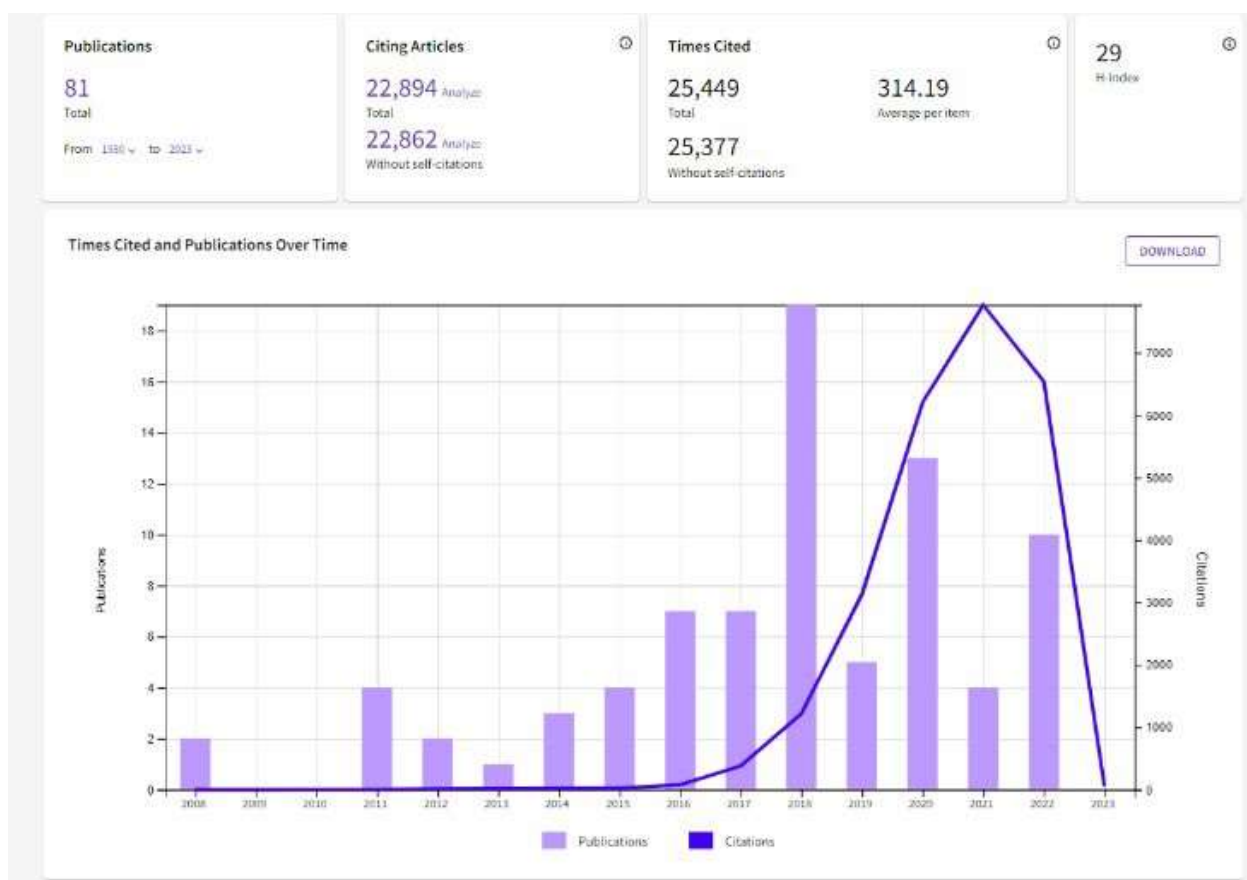


How to run your Incites research metrics report in Web of Science (WOS)

- from the Library homepage at federation.edu.au/library
- select > **Databases** > **Search by databases A-Z list** > **W** > **Web of Science**
- select the **Researchers** tab
- enter your **ORCID ID** or **Last Name/Family Name** and **Initial(s)**
- results listed can be narrowed down by organisation(s) on the left-hand side.

You may find that there is more than one author record with your publications assigned to it. If this is the case, select all relevant **author records** using the tick boxes and select **View as combined record**.


- select the appropriate researcher name(s) which will take you to the **Author Profile** page
- on this page you will find Metrics including **H-Index** number, Publications in WOS, Cited articles, etc.
- from this page you can export a **full citation report**.



Adding your research outputs to ORCID from Web of Science

- in your WOS account, select your name then **My Profile** from the drop-down menu
- select **Edit** next to your name in your profile, then select the **ORCID syncing tab**
- select **Connect your ORCID ID button** – you will be prompted to login to your ORCID account

You will now have several options for syncing between your profiles. We suggest selecting the automatic option.



Automatically sync ORCID and Web of Science
Easily keep both profiles up to date and in sync.

- OFF Update ORCID with changes I make in my Web of Science Researcher Profile
- ON Update my Web of Science Researcher Profile with changes I make in ORCID
- OFF Update ORCID with my peer reviews

Manually sync ORCID with Web of Science
Click the button for a one time and immediate update of your ORCID profile.

Export 306 publications to ORCID now
Including 0 which have already been exported and may be updated

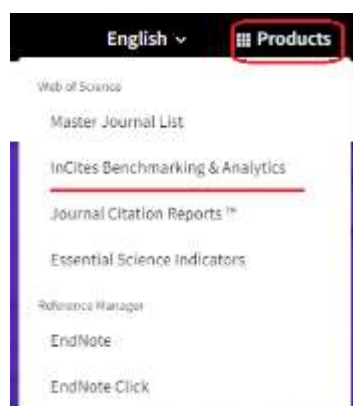
Export 6552 peer reviews to ORCID now
Including 6537 which have already been exported and may be updated

Review your profile on ORCID

- login to your account at <https://orcid.org>
- double-check for duplicates by sorting the list by **Title**
 - > rather than delete a version from your list, select one version then change the **everyone green icon** to the **red padlock**, to hide the version you do not want to appear
- items such as books can be manually added to your ORCID.

Run your InCites report

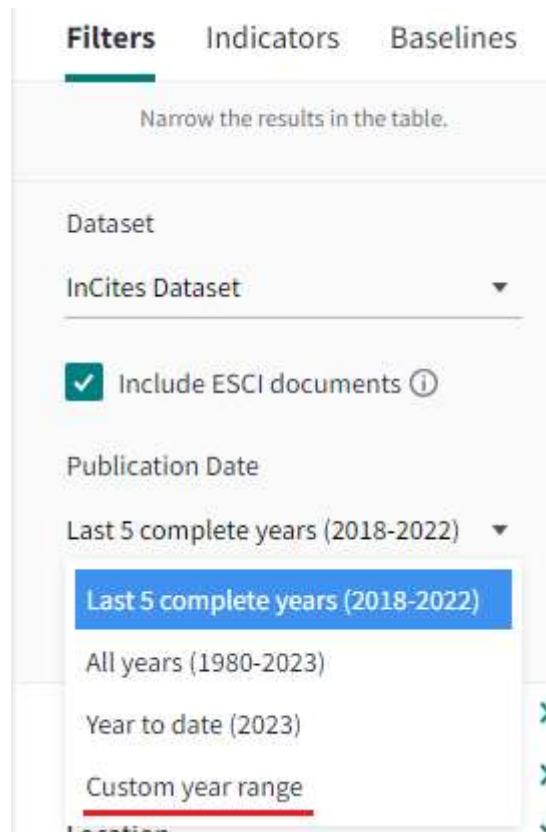
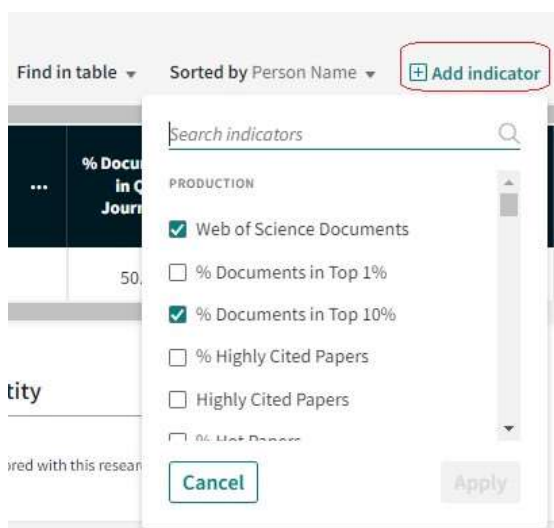
- From [Web of Science](#), go to **InCites** landing page.



- go to **Analyze**
- select **Researchers** from the drop down list



- enter your ORCID ID to do the unique ID search and get the research comparative indicators of your Web of Science documents
- select **Add indicator** to customise indicators
- run the **last 5 complete years** report or **customise the year range**.



Need more assistance?

- visit the [Federation Library web site](#)
- view the [InCites subject guide](#) and [ORCID subject guide](#)
- make an appointment with a [Liaison Librarian](#)