

Galala University Scholar - User Guide

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Getting Started

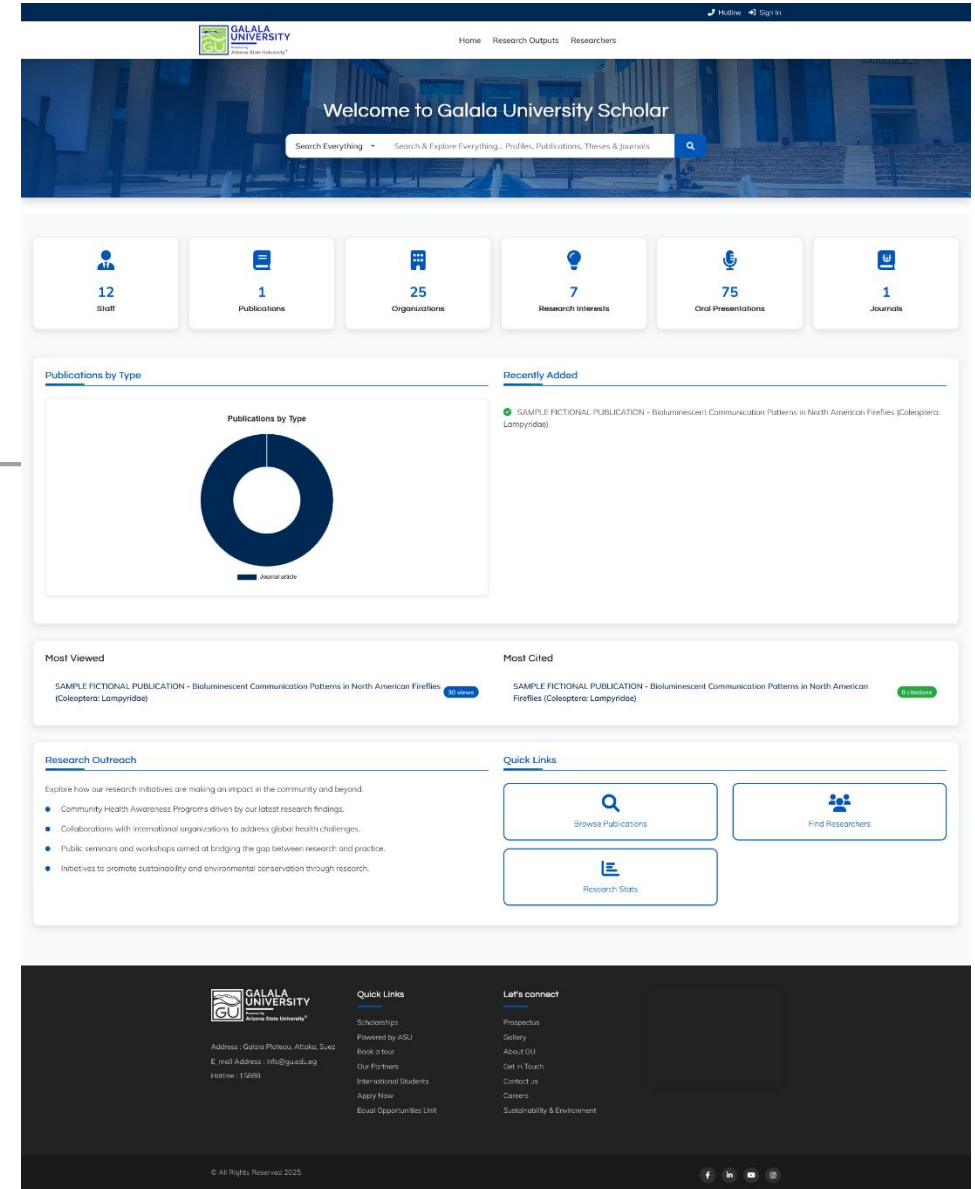
What is Galala University Scholar?

Galala University Scholar is a comprehensive research repository and publication management system designed for researchers, faculty, and administrators at Galala University. The platform allows you to:

- Submit and manage your research publications
- Discover other researchers and their work
- Track publication metrics (views, citations)
- Build and maintain your academic profile
- Collaborate with colleagues

Accessing the Platform

1. Open your web browser and navigate to the Galala University Scholar website
2. You'll see the homepage with search functionality and quick access to various features
3. To access full features, you'll need to log in or create an account



Creating Your Account

Step 1: Initial Registration

Log In to Galala University Scholar

Email address:

Password:

☐ Remember me [Forgot your password?](#)

Sign in

New user? Click here to register

User Registration

If you've never logged on to Galala University Scholar before, please enter your email address in the box below and click "Register."

E-mail Address:

Please use your Galala University email (ending with @gu.edu.eg or @Gu.edu.eg)

Register

If you or your department are interested in registering with Galala University Scholar, please contact the Galala University Scholar site administrators.

[Leave a message for the Galala University Scholar administrators.](#)

1. Click on “*New user? Click here to register*” from the login page
2. Enter your **Galala University email address** (must end with @gu.edu.eg or @Gu.edu.eg)
3. Click “Register”

Step 2: Complete Registration Information

After email verification, you'll be prompted to provide:

Required Information:

- First name (letters only, max 30 characters)
- Last name (letters only, max 30 characters)
- Contact phone (11 digits)
- Password (8-20 characters with letters, numbers, and special characters)
- Confirm password
- Language preference (English or Arabic)

Registration Information

Please enter the following information. The fields marked with * are required.

First name*:

Enter your first name

Last name*:

Enter your last name

Contact Phone:

Enter your phone number (11 digits only)

Language:

English

Password*:

Enter a strong password

Again to Confirm*:

Confirm your password

Complete Registration

Step 3: Profile Matching

The system will check for existing profiles with your name:

- If matches are found, you can claim an existing profile or create a new one
- If no matches exist, you'll proceed to create a new profile

Completely new name and email

Registration: Profile Check

Welcome, **Exempli Gratia!**

We're checking if any existing profiles match your information before creating a new account.

No matching profiles found

No existing profiles match your information. You can create a new profile now.

Create New Profile

Trying to register with a new email but already existing name

Registration: Profile Check

Welcome, **Omar Hasan!**

We're checking if any existing profiles match your information before creating a new account.

Found profiles that match your name

We found existing profiles that match your name. If any of these profiles belong to you, please click on it to claim it. Otherwise, click "Create New Profile" below.

NAME	EMAIL	ACTION
Hasan, Omar	Omar.Hassan@gu.edu.eg	This is me (Login)

Create New Profile

Trying to register with an already existing email

Registration: Profile Check

Welcome, **Omar Hasan!**

We're checking if any existing profiles match your information before creating a new account.

Account Already Exists

An account with this email address (**Omar.Hassan@Gu.edu.eg**) already exists.

Please log in with your existing account instead of creating a new one.

NAME	EMAIL	ACTION
Hasan, Omar	Omar.Hassan@gu.edu.eg	Login to Existing Account

[← Back to Registration](#)

Step 4: Complete Your Profile

Fill out your detailed profile information:

Basic Information:

- Full name (format: Last, First)
- Vernacular name (optional)
- Main affiliation
- Biography

Additional Details:

- Profile image upload
- Name variants
- Other email addresses
- Research identifiers (ORCID, Scopus ID, Researcher ID)

Complete Your Profile

Please complete your profile information to finish registration.

Fields marked with * are required.

Upload profile image

Upload Image

Browse...

No file selected.

No file selected

Full Name:*

Gratia, Exempli

Format: Last, First (e.g., "Smith, John")

Email Address:*

Example@Gu.edu.eg

Your primary email address cannot be changed

Vernacular Name:

e.g. رمضان م.

Your name in another script if applicable

Main Affiliation:*

Galala University

Name Variants:

e.g. Smith J

+

Other Emails:

example@email.com

You can add any additional email addresses here

+

Researcher ID:

A-1234-5678

+

Scopus Author ID:

12345678900

+

Biography:

Write a short biography...


Complete Registration

Cancel

Managing Your Profile

Viewing Your Profile


- 1. Click on "View profile" from the main navigation
- 2. Your profile displays:
 - Personal information and contact details
 - Publications organized by status
 - Research interests and qualifications
 - Awards and achievements
 - Professional activities






Hasan, Omar



عمر حسن


rp00005

 Galala University

 Omar.Hassan@gu.edu.eg

 Personal Website 

 0000-0002-1825-0097 

 Research Interests

Mobile Development


Web Development


PHP


Entomology


WordPress


Flutter


 Publications

 Biography


 Qualifications & IDs


 Other Information

 Publications


 Edits Requested

1 publication



 Published


1 publication





SAMPLE FICTIONAL PUBLICATION - Bioluminescent Communication Patterns in North American Fireflies (Coleoptera: Lampyridae)

Dr. Emma Wilson; Dr. James Chen; Omar Hasan


Journal of Entomological Research


 Aug 2023

 DOI: 10.1234/jmi.2024.05.0123


 Under Review

1 publication



 Draft

1 publication



Personal Information Tab

- **Profile Picture:** Upload JPG/PNG files (max 1MB)
- **Basic Info:** Name, vernacular name, affiliation, biography
- **Contact Info:** Email, personal website
- **Research IDs:** ORCID, Scopus IDs, Researcher IDs
- **Additional Info:** Name variants, other emails

Professional Information Tab

- **Research Interests:** Add your areas of expertise
- **Languages:** Spoken and written languages
- **Affiliations:** Current and past institutional affiliations
- **Qualifications:** Degrees and certifications

Achievements Tab

- **Awards & Honors:** Recognition received
- **Volunteer Work:** Community involvement
- **Community Service:** Professional service activities

Dynamic Field Management

Many sections allow adding multiple entries:

- Click the "+" button to add new fields
- Use the "Remove" button to delete entries
- First entries in each section cannot be deleted

Important Note:

Click “Save Changes” on each tab before going to another tab.

 Save Changes

Choosing Your Submission Method

Manual Submission

For single publications with complete details:

1. Navigate to "Submit Research Output"
2. Choose "Manual Submission"
3. Complete the 13-step form process

Bulk Import

For multiple publications:

1. Choose "Bulk Import"
2. Select from supported formats:
 - **CSV**: Use provided template or Scopus export
 - **BibTeX**: Export from reference managers
 - **RIS**: Export from academic databases

Manual Submission Process

The submission form is organized into 13 steps:

Step 1: Core Publication Details

- **Title:** Main publication title (required)
- **Resource Type:** Journal article, conference paper, book, etc. (required)
- **Abstract:** Brief summary (recommended)
- **Language:** Publication language
- **Date of Issue:** Month and year (required)

Step 2: Alternative Titles and Keywords

- **Other Titles:** Alternative titles for the work
- **Subject Keywords:** Research keywords (at least one required)

Step 3: Authors and Editors

- **Authors:** Names, affiliations, and ORCID IDs (at least one required)
- **Corresponding Author:** Select from author list
- **Editors:** For edited volumes

Step 4: Identifiers

- **Identifiers:** DOI, ISBN, or ISSN (at least one required)
- Use proper formats:
 - DOI: 10.1234/journal.2024.0123
 - ISBN: 978-0-123-45678-9
 - ISSN: 1234-567X

New Submission

1

2

3

4

5

6

7

8

9

10

11

12

13

Core PublicationAlt Titles & KeywordsAuthors & EditorsIdentifiersJournal DetailsReview InfoConferenceProject & DatasetsFundingEthicsFile UploadLicenseReview

Draft Storage: Your form data is temporarily saved in your browser. For permanent storage, click "Save for Later" or "Submit".

Core Publication Details

Title *

Example title

Resource Type *

Journal article

Abstract

Write a brief abstract

A brief summary of your work. Recommended for all submissions but not required.

Language

Select language...

Date of Issue *

12

Month (1-12)

2008

Year

Next

Step 5: Journal/Publication Details

- **Journal Name:** Publication venue (required)
- **Publisher:** Organization that published the work (required)
- **Volume/Issue:** Publication details
- **Page Numbers:** Start and end pages

Step 6: Review Information

- Complete only for review articles
- Include details of the work being reviewed

Step 7: Conference Information

- For conference papers only
- Conference name, date, and location

Step 8: Project & Datasets

- **Project:** Associated research project
- **Datasets:** Related data collections

Step 9: Funding Information

- **Funding Sources:** Organizations that funded the research
- **Grant Numbers:** Associated grant identifiers

Step 10: Ethics and Compliance

- **Ethics Statement:** Required for human/animal studies
- **Competing Interests:** Conflicts of interest (required)

Step 11: File Upload

- Upload PDF files only (max 1MB)
- Replace existing files if editing

Step 12: License

- Choose Creative Commons license
- Options include CC BY, CC BY-SA, etc.

Step 13: Review and Submit

- Review all entered information
- ***Confirm accuracy and completeness***
- Choose to "Save for Later" or "Submit"

Bulk Import Guidelines

Using CSV Templates

1. Download the provided CSV template
2. Open in Excel or Google Sheets
3. Fill one publication per row
4. Use semicolons (;) to separate multiple values
5. Save as CSV format

Format Requirements

- **Required fields:** title, resource_type, publisher_name, language, publication_date
- **Date format:** YYYY-MM
- **Multiple values:** Separate with semicolons
- **File size:** Maximum 200KB

Import Validation

- All publications must pass validation
- If any errors occur, the entire import stops.
- Fix all errors before re-uploading.

For Scopus bulk import:

1. Make sure you choose “*Scopus Export*” from the dropdown “CSV Source”.
2. Upload the CSV file.

You can click on “View Documentation” in this page to get a full documentation about the bulk import process.

Bulk Import Publications

Upload a file containing multiple publications to import them at once. This is ideal for researchers with many publications to add.

CSV Format

Two options:

1. Download our template and fill it out manually
2. Upload a Scopus CSV export directly

[Download Template](#)

BibTeX Format

For manual creation, download our empty template and add your entries.

[Download Template](#)

RIS Format

For manual creation, download our empty template and add your entries.

[Download Template](#)

Publication File

[Browse...](#) scopus_online_temp_reduced.csv

Select a file in CSV, BibTeX (.bib), or RIS format. Maximum file size: 200KB.

CSV Source

Scopus Export (Direct Upload)

For CSV files, you must either: 1) Use our template and fill it out manually, or 2) Upload a Scopus export directly. Other CSV formats are not supported.

Important: All publications must pass validation for the import to proceed. If any publication has issues:
The entire import will be halted
You'll see detailed error messages for each problematic publication
Fix all errors in your file before uploading again

First time using bulk import?

We strongly recommend reading the **documentation** first. It includes detailed instructions for working with the templates, required fields, and common troubleshooting tips.

[Upload and Process](#)

[View Documentation](#)

How to Use the CSV Template:

- Download** the CSV template
- Open** in Microsoft Excel, Google Sheets, or similar spreadsheet software
- Fill in** your publication data row by row (one publication per row)
- Save** as CSV file format
- Upload** the completed file using this form

[Download CSV Template](#)

Quick Tips for Success:

- Ensure all titles are under 500 characters
- Include at least one author for each publication
- Use semicolons (;) to separate multiple authors, keywords, etc.
- Check your identifiers (DOI, ISBN, ISSN) for correct formatting
- For CSV files, do not modify the header row of the template

Managing Publications

Publication Status Overview

Publications can have several statuses:

- **Draft**: Saved but not submitted
- **Under Review**: Submitted and awaiting approval
- **Published**: Approved and visible to all users
- **Edits Requested**: Requires modifications before approval

Research Outputs Dashboard

Access via "My Submissions" to see:

Research Outputs

Search research outputs...

Search

Filter Field

Select Field

Filter Type

Contains

Filter Value

Filter Value

Showing 1 to 1 of 1 research outputs

Show: 50 per page

Top Viewed

Top Cited

Under Review 1

Edits Requested 1

My Drafts 1

TITLE	AUTHORS	JOURNAL/TYPE	YEAR	UPLOADED	VIEWS	STATUS	ACTIONS
SAMPLE FICTIONAL PUBLICATION - Bioluminescent Communication Patterns in North American Fireflies (Coleopter...	Dr. Emma Wilson; Dr. James Chen; Omar Hasan	Journal of Entomological Research	2023	2025-04-10	30	Published	View

+ Add New Research

Available Tabs

- Top Viewed**: Most popular publications
- Top Cited**: Most referenced works
- Under Review**: Submissions awaiting approval
- Drafts**: Unsubmitted work (researchers only)
- Edits Requested**: Publications needing revisions

Managing Your Submissions

- Edit**: Modify **draft** or **edit-requested** submissions
- Delete**: Remove **draft** submissions
- View**: See detailed publication information
- Submit**: Move **drafts** to **under review** status via manual submission.

Research Output Details

SAMPLE FICTIONAL PUBLICATION - Diversity and Distribution of Ant Species in Tropical Rainforests

Under Review

Authors:

Omar Hasan; Dr. Mei Ling Chen

Journal/Publication:

Journal of Tropical Entomology

Publication Date:

Oct-2023

DOI:

[10.1234/jte.2023.0456](#)

Keywords:

Formicidae

Tropical ecology

Species distribution

Rainforest canopy

Abstract

This study examines the species diversity and distribution patterns of ants in Southeast Asian tropical rainforests. We surveyed 15 sites across Malaysia and Indonesia, identifying 127 ant species from 23 genera. The findings reveal significant correlations between canopy cover and species richness, with implications for forest conservation strategies.

← Back to Research Outputs

Each publication has a detailed view showing:

- Complete metadata and abstract
- Author information and affiliations
- Publication metrics (views, citations)
- Access links (DOI, external sources)
- Administrative actions (if applicable)

Exploring Content

Homepage Search

The homepage provides comprehensive search functionality:

1. **Global Search:** Search everything across the platform
2. **Category Search:** Filter by specific content types:
 - Research Outputs
 - Researcher Profiles
 - Publications by Type

Search Features

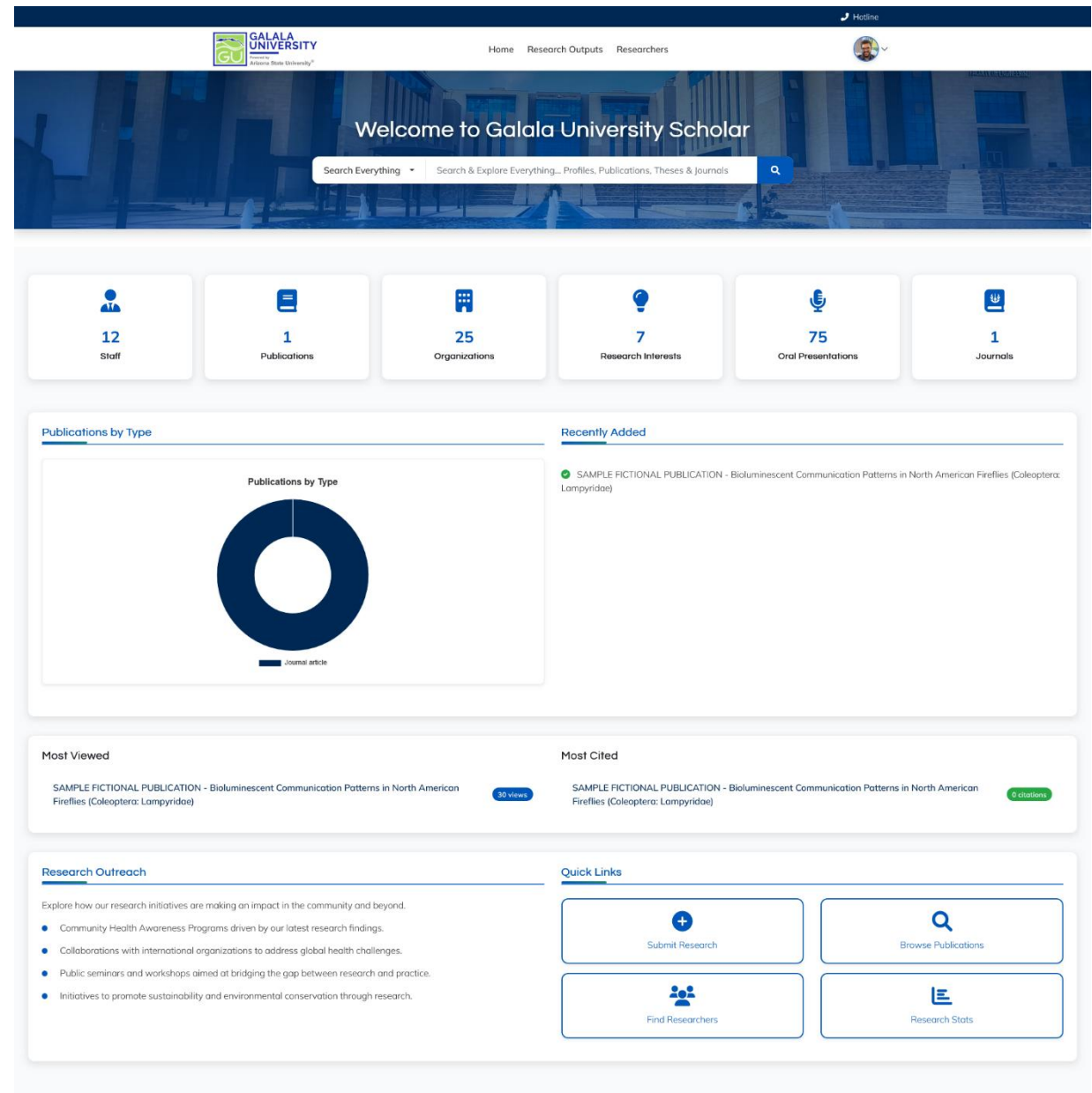
- **Auto-complete:** Suggestions appear as you type
- **Advanced Filters:** Narrow results by field, type, and value
- **Sorting Options:** Organize by relevance, date, title
- **Export:** Download results in various formats

Discovering Researchers

1. Navigate to "Research Community" or "Find Researchers"
2. Search by name, affiliation, or expertise
3. Filter results using advanced options
4. View researcher profiles and publications

Browsing Publications

1. Go to "Browse Publications"
2. Use tabs to explore different categories
3. Apply filters and sorting
4. Click on publications for detailed views



Administrative Features

Admin Dashboard Access

Administrators have additional capabilities:

Publication Management

Admin Approval

 This research is currently under review. As an administrator, you can approve it for publication or request modifications.

 Approve for Publication

 Request Modifications

- **Review Submissions:** Approve or request edits
- **Request Modifications:** Send feedback to authors via email
- **Override Decisions:** Approve despite edit requests.

Email Templates

Pre-written templates for common feedback scenarios:

- General revision requests
- Specific section improvements
- Citation and reference issues
- Format and style corrections

Approval Workflow

1. Author submits publication
2. Admin reviews submission
3. Admin either:
 - Approves for publication
 - Requests modifications with feedback
4. If edits requested, author makes changes and resubmits
5. Final approval makes publication public

Request Modifications

Research Submission: SAMPLE FICTIONAL PUBLICATION - Diversity and Distribution of Ant Species in Tropical Rainforests

Researcher: Omar Hasan (Omar.Hassan@gu.edu.eg)

Quick Templates

 Minor Revisions Required

 Major Revisions Required

 Additional Citations Needed

 Formatting Issues

 Clarity Improvements Needed

 Additional Methodology Details Required

Feedback for Researcher


Dear Omar Hasan,

Thank you for your submission titled "SAMPLE FICTIONAL PUBLICATION - Diversity and Distribution of Ant Species in Tropical Rainforests". After reviewing your work, we require minor revisions before approval.

Specifically, please address the following:
- [SPECIFIC FEEDBACK]

Please make these changes at your earliest convenience.

Best regards,
Prof. Mohamed El-Shinawi

 After clicking 'Prepare Email', your default email client (like Outlook) will open with this message. The submission status will be updated automatically.

 Cancel

 Prepare Email

Troubleshooting

Common Issues and Solutions

Login Problems

Issue: Cannot log in with university email

- **Solution:** Ensure email ends with @gu.edu.eg or @Gu.edu.eg
- **Solution:** Check if account is already registered
- **Solution:** Use "Forgot Password" if needed

Submission Errors

Issue: Validation errors during submission

- **Solution:** Check all required fields are completed
- **Solution:** Verify date formats (YYYY-MM)
- **Solution:** Ensure identifiers use correct format
- **Solution:** Check file size limits (1MB for PDFs, 200KB for bulk imports)

File Upload Issues

Issue: Cannot upload files

- **Solution:** Use only supported formats (PDF for submissions, CSV/BibTeX/RIS for bulk import)
- **Solution:** Check file size limits
- **Solution:** Ensure stable internet connection

Bulk Import Problems

Issue: Import fails with errors

- **Solution:** Download and use provided templates
- **Solution:** Check for missing required fields
- **Solution:** Verify data formats match requirements
- **Solution:** Fix all validation errors before re-uploading

Profile Management

Issue: Cannot update profile information

- **Solution:** Ensure all required fields are filled
- **Solution:** Check image file formats (JPG/PNG only)
- **Solution:** Verify ORCID format (0000-0000-0000-0000)

Getting Help

If you encounter issues not covered in this guide:

1. **Contact Administrators:** Use the contact links provided on error pages
2. **Check Documentation:** Refer to the bulk import help page for detailed format guidance
3. **Review Error Messages:** Read validation errors carefully for specific guidance

Browser Compatibility

For best experience:

- Use modern browsers (Chrome, Firefox, Safari, Edge)
 - Enable JavaScript
 - Allow cookies for session management
 - Ensure stable internet connection for file uploads
-

Tips for Success

Best Practices for Submissions

1. **Prepare Information:** Gather all required details before starting
2. **Use Templates:** Download and follow provided templates for bulk imports
3. **Validate Data:** Double-check formats, especially dates and identifiers
4. **Complete Profiles:** Maintain updated researcher profile information
5. **Regular Backups:** Save important work frequently

Profile Optimization

1. **Complete All Sections:** Fill out biography, interests, and achievements
2. **Upload Photo:** Add a professional profile image
3. **Keep Updated:** Regularly update qualifications and affiliations
4. **Add Identifiers:** Include ORCID and other research IDs

Publication Quality

1. **Accurate Metadata:** Ensure all publication details are correct
2. **Proper Citations:** Include complete author and publication information
3. **Clear Abstracts:** Write informative summaries
4. **Appropriate Keywords:** Use relevant research terms

This comprehensive guide should help you effectively use all features of the Galala University Scholar platform. For additional support or specific questions, please contact the system administrators through the provided contact methods.