
OBD Quick Guide

VERSION 1.0 | JUNE 2025

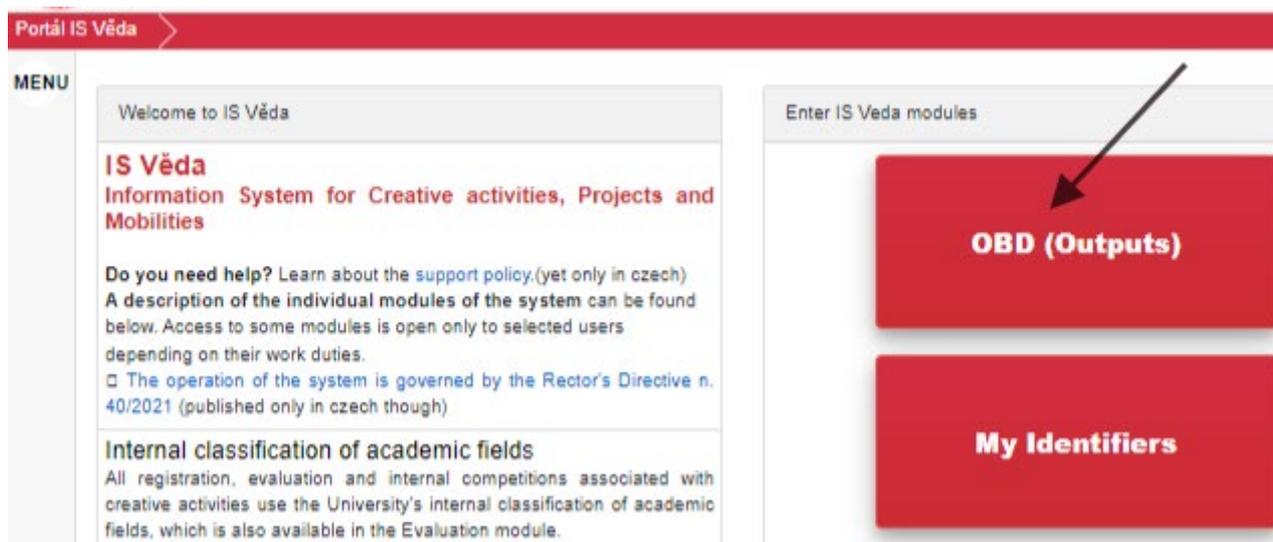
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ENTERING THE OBD APP

[IS.CUNI.CZ/VEDA](https://is.cuni.cz/veda)

- ≡ Use SIS/CAS ID and password to sign in
- ≡ After logging in, select the red OBD panel



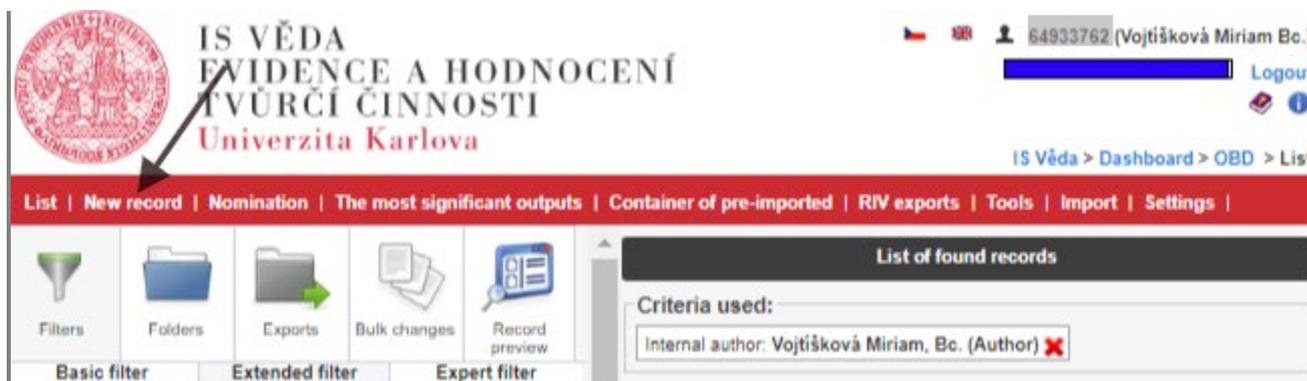
- ≡ Navigate to the OBD module



→ Path: IS Věda > Dashboard > OBD

CREATE A NEW RECORD

- ≡ In the top (red) menu, click on the “New record” link:



- ≡ Fill in all required fields (marked in red): Title/name, original language, a type of output (+ result subtype):

Fill in all highlighted fields. Fields Title, DOI, UT WOS and EID are used to find records in the section “Already existing imported records in the container” and “Already existing records with similar title or same identifier”.
According to the DOI, UT WOS and EID fields, records are also searched in the section “Records searched in scientific repositories”.

Title/name in original language:	<input type="text"/>
Original language:	<input type="text" value="-- not selected --"/>
Year of issue /implementation:	<input type="text" value="2022"/> <small>The year of issue/implementation is the year of the publication, patent grant, exhibition, etc. It isn't the year of the collection of records! Enter in YYYY format.</small>
DOI:	<input type="text"/>
UT WOS:	<input type="text"/>
EID:	<input type="text"/>
Type of output:	<input type="text"/>

Already existing imported records in the container

Already existing records with similar title or same identifier

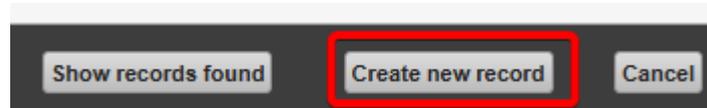
Records searched in scientific repositories

- ≡ The most common examples of output types are:

- Journal article
- Book
- Paper in conference proceedings
- Book
- Chapter
- Lecture, poster

 After filling in a title or an identifier (DOI, UT WOS, EID), the OBD automatically searches its records and shows a list of results with a similar title or the same identifier. Do not create a new OBD record if one already exists.

≡ If the system does not report a duplicate, please select the "Create new record" option:



FILL IN THE DATA

≡ Continue filling out the form; please follow the instructions for the individual fields:

the fields highlighted in red are the so-called super mandatory fields; the record cannot be saved without filling in these fields

the blue shaded fields are mandatory; the field must be filled, otherwise the record can only be saved as In progress

the purple colored fields are mandatory for states: Saved, To be checked, Being checked, ACCEPTED

the yellow fields are recommended; fill them in if you have the relevant data available

 In case of any difficulties during the entry of the record, we recommend saving the record as a draft (In progress) and using the button **HelpDesk** at the bottom of the page. Your question will be linked directly to a specific record.

BASIC INFORMATION

→ **Workplace in charge:** select your department

→ **Article getting prepared for publication:** check the box if your publication has not been published yet

Basic information	
<input checked="" type="checkbox"/> Workplace in charge	FHS - Department of General Anthropology
<input type="checkbox"/> RIV Type of output:	JOURNAL ARTICLE
<input checked="" type="checkbox"/> Type of article:	original article [J]
<input checked="" type="checkbox"/> Article getting prepared for publication	<input type="checkbox"/>
<input type="checkbox"/> R09 Year	2025

RIV (ACADEMIC AND RESEARCH RESULTS INFORMATION REGISTER)

- **Intended for the RIV:** check this box if you want to send your result to the government's database RIV (if you are not sure about your choice, contact the faculty OBD administrator)

AUTHORS

- **Author:** all internal authors (persons from the UK) **MUST ALWAYS BE SELECTED** from the list of CU persons; click on the list icon next to the “Surname” / “First name” fields:

The screenshot shows the 'AUTHOR' table and the 'List of CU persons' dialog box. The 'AUTHOR' table has columns for Order RIV, Role in collective, Surname A02, First name A03, and De (be). The 'List of CU persons' dialog box has fields for Quick filter, Workplace, Workplace group, Surname, First name, Ignore diacritic, Personal ID, Personal Identifier, Relation type, Publication year, and Including inactive relationship. A red box highlights the list icon next to the Surname field in the AUTHOR table, and a red arrow points to the Surname field in the List of CU persons dialog box. A red circle highlights the 'Find' button in the List of CU persons dialog box. A red circle highlights the Surname field in the List of CU persons dialog box. A red circle highlights the First name field in the List of CU persons dialog box. A red circle highlights the Personal ID field in the List of CU persons dialog box. A red circle highlights the Personal Identifier field in the List of CU persons dialog box. A red circle highlights the Relation type field in the List of CU persons dialog box. A red circle highlights the Publication year field in the List of CU persons dialog box. A red circle highlights the Including inactive relationship field in the List of CU persons dialog box. A red circle highlights the Find button in the List of CU persons dialog box. A red circle highlights the Cancel filter button in the List of CU persons dialog box. A red circle highlights the Cancel all selections button in the List of CU persons dialog box. A red circle highlights the Close button in the List of CU persons dialog box. A red circle highlights the Surname field in the List of CU persons dialog box. A red circle highlights the First name field in the List of CU persons dialog box. A red circle highlights the Personal ID field in the List of CU persons dialog box. A red circle highlights the Titles field in the List of CU persons dialog box. A red circle highlights the Page 1 From 1 | 1 text in the List of CU persons dialog box. A red circle highlights the Total records: 1 text in the List of CU persons dialog box.

- Fill in the **total number of authors** of the article

TITLES

- Enter the „Article title“ and the „Annotation“. Results published in a language other than English should also have an English version of the "Titles" field.
- Keywords must be separated by semicolons!

FUNDING METHOD

- ⚠ Every record exported to RIV must have at least one funding source assigned.

- Click on the “**Add funding**” button to open the funding list

- Search for the relevant funding in the list either by “Name” (1) or by “Number/code” (2); then click on the desired funding below to insert it into the record (3)

- If your publication was not funded by any project, you can choose I-FHS funding or Cooperatio funding

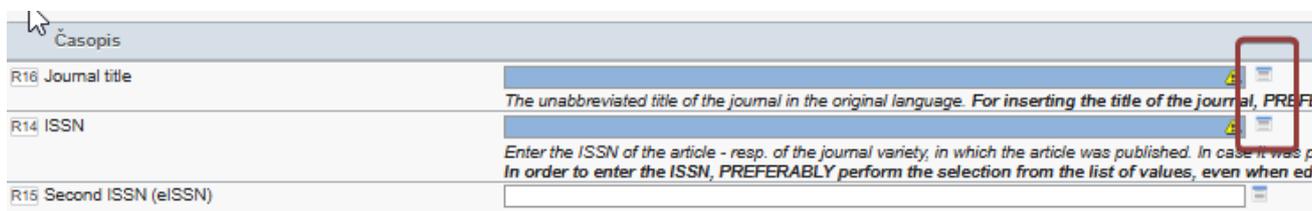
RECORD CLASSIFICATION

⚠ Each recorded result shall be classified into scientific fields using an internal classification system. Assignment to **one field is mandatory**; optionally, a result may be assigned to up to two additional fields.

- Click on the "**Edit fields**" button
- For editing of classification, the **record must be saved as a work in progress**
- List of fields: The “Internal classification CU” dialog opens - click on the list icon and find a field name:

JOURNAL

- When searching for a journal by ISSN or journal name, always use the "Source List." The name, resource type, and country will be filled in automatically. If you cannot find the journal in the source list, please contact the faculty OBD administrator.



Casopis

R16 Journal title	<input type="text"/>
R14 ISSN	<input type="text"/>
R15 Second ISSN (eISSN)	<input type="text"/>

- Complete the volume and issue of the magazine and pagination. If the article has a number, please enter it; if not, leave the field blank. Do not fill in the quartiles

ADDITIONAL INFORMATION

- **DOI:** first, fill in the DOI (if the article has one); this will make it easier for you to fill in other data
- **UT WOS:** article number in the Web of Science database:
 - If the article has a DOI, you can generate it using the Generate UT WOS from DOI button
 - You can also find it directly in the Web of Science database after expanding more information (+See more data fields) in the "Document Information" field:

Language	English
Accession Number	WOS:001284799000001
ISSN	0951-5666

- **EID:** article number in the Scopus database:
 - If you have filled in the DOI, click on the Generate EID from DOI button
 - You can also find it directly in Scopus; it is part of the URL address of the respective record:



Gender, Place and Culture • Open Access • Volume 30, Issue 2, Pages 211 - 236 • 2023

Document type
Article • Hybrid Gold Open Access
Source type
Journal
ISSN

Romani snapshot photography and a black sense of place: appraising infrastructure through movement, memory, and metabolism



If you cannot find your article in the Web of Science or Scopus database, it is likely not yet indexed. Do not fill in the rest of the data and save the record as In progress. Please return to the article after some time or wait until the coordinator has checked it.

→ **Open Access:** select one of the options from the drop-down menu

LINKS

→ Complete the link to the full text or select the "Generate URL from DOI" option; the link will be automatically created from the DOI

ATTACHED FILES



While this field is optional, we recommend providing the full text if the result, particularly an article, chapter, or conference paper, **is not available** in open access.

→ **Full text file:** if you have a PDF version of your results, use the "Add file" button to attach it to the record

→ After attaching the file, please complete the following information:

- **Type of attachment:** In any case, we suggest saving the "publisher version" of your output; If you're unsure which version you have, please select "other" (1)
- **Accessibility:** If you want to send the file to the [CU Research Publications Repository](#), you need to choose either "Accessible for any logged-in user of IS Věda or the repository" or "open access"; If you're unsure or prefer **not to send** the file to the repository, choose "owner only" (2)

- **License:** select one of the three options: no license, a Creative Commons license, or other license (3)
- **Declaration:** confirm by checking the relevant fields that you have obtained consent from all co-authors and the publisher to publish the full text of the results (4)

Type	Document	Accessibility 	Publish from	License
published version 1	4583-Text článku-19745-1 by-10-20240906.pdf	OBD: open access REPOSITORY: open access		CC license 3 CC BY-NC 4.0 International https://creativecommons.org/licenses/by-nc/4.0/legalcode
<input checked="" type="checkbox"/> I hereby declare that, by storing and making the full text of the work accessible in the CU repository of publishing activities, the rights of potential co-authors have not been infringed.		2		
<input checked="" type="checkbox"/> I hereby declare that, by storing and disclosing the full text of the work in the repository of CU publishing activities, the rights of the publisher or another third party have not been affected. 4				



More detailed information about this Repository and about the possibilities of auto-archiving your science and research results can be found on [the website of The Open Science Support Centre](#).

SAVE THE RECORD

- ≡ The system will notify you of any errors in the record.
- ≡ You can "Save record" to these states:
 - **In progress/Draft:** records that are missing mandatory data or have not yet been published (online first); can still be edited by the author
 - **Saved:** the records have all mandatory data filled in; the author can edit them
 - **Up for inspection:** the records have all mandatory data filled in and are ready to be checked by the administrator; the author **can no longer edit them**
- ≡ In the case of a complete record, the faculty coordinator confirms whether or not to send the record to RIV and saves it as "Approved."



Draft records are not paired with SIS! **Records with the status "Saved" are paired;** they do not need to be "Approved".

Need help? Need assistance filling out a record?

HelpDesk

Contact your administrator via **HelpDesk**. The button for submitting and sending a query to the administrator is at the bottom right of every page.