

HOW TO ESPLORO : *Research Profiles*

How to Configure Researcher Profile Privacy Settings According to Viewer

Researcher Profiles serve multiple functions, depending on the person viewing them. They share your researchers' accomplishments with the world, they connect people within your institution, and they store all a researcher's information in one central location.

With Esploro, you can control which information is displayed to the public, which information is only for signed in users from your institution, and which information is shown only to the researcher viewing their own profile.

View or change these settings in the Esploro Research Hub. Open the Configuration area. Open the Portal and Profiles menu. Under Researcher Profiles, select Researcher Profile Privacy Display Settings.

For each field, select the display setting: Publicly, Signed in users only, or Only in private profile. For fields in the Contact Information section, you have the option to select Never to display that field, even for the signed in researcher viewing their own page. These options allow you to protect your researchers' privacy at whatever level is appropriate for your institution, while still storing the contact information in your Esploro Research Hub.

For example, you may want to display the researcher's mailing address publicly, display the work email only for signed in users, that is, users from your institution, display the office fax number only in the private profile, and never display the researcher's mobile number.

You can go on to the other sections and adjust the settings as you see fit. Note that these settings will apply to all Researcher Profiles. Click Save, and your display choices will be reflected on the Researcher Profiles.

Here is how the profile looks to the public, here is how it looks to any signed in user, and here is how it looks to the signed in researcher herself.

That's How to Configure Researcher Profile Privacy Settings According to Viewer.