



**KFU**  
جامعة الملك فيصل  
KING FAISAL UNIVERSITY  
جامعة ووطن.. نماء.. واستدامة.

# دليل استخدام نظام Converis لتسجيل المخرجات البحثية

## Researcher's Manual for Publications Registration on Converis



# Login Page

Click the link bellow

<https://converis.kfu.edu.sa/converis/secure/client/login>  
using your KFU ID and password (ex. mnmohammed)

# شاشة تسجيل الدخول

الدخول على الرابط

<https://converis.kfu.edu.sa/converis/secure/client/login>  
وإستخدام اسم المستخدم الجامعي ( مثال mnmohammed ) وكلمة السر

**University Account Login**  
Login using your KFU login details that you use for your desktop on a daily basis

User name:

Password:

**Login**

More:  
Converis Account Login

Converis 6.18.0-IR220411



# Main Page

# الشاشة الرئيسية

From Upper-right corner  
Click on “Add New Content”

في أعلى يمين الشاشة  
اضغط على “Add New Content”

The screenshot shows the researcher's dashboard with the following elements:

- Navigation Bar:** Includes links for Web of Science, InCites, Journal Citation Reports, Essential Science Indicators, and EndNote. It also features a search bar, a help menu, and a researcher profile dropdown.
- Profile Section:** Displays the researcher's name, a profile picture placeholder, and contact information (email: a.f.1.d@kfu.edu.sa, mobile: 5900216). There are buttons for 'View Profile', 'CV', and a highlighted '+ Add New Content' button.
- Left Sidebar:** A menu with options: Dashboard, Projects Management, Research Output, IP Management, Person Data, Notifications, and Statistics.
- Things To Do:** A section with two tasks: '1 Please ensure that your profile is complete' and '1 Project Application(s) accepted – Please sign and upload contract'. Each task has a 'View All' button.
- Recently Edited:** A section indicating 'No recently edited items'.



Click on  
"Research Output "

اختر  
"Research Output"

The screenshot shows a navigation menu with the following items:

- CV
- + Add New Content
- ▶ Projects Management
- Research Output (highlighted with a red arrow)
- ▶ IP Management
- ▶ Person Data



Different types of research outputs will be shown.  
Choose “Journal related publication types”  
Then “Journal article”

تظهر عدة أنواع من المخرجات البحثية.  
اختر “Journal related publication types”  
ثم “Journal article”



Dashboard > Add new Research Output

### Add new Research Output

Do you want to import existing data?  Create Manually  Import from external sources

Select the appropriate research output type

Research Output	Information about the selected research output
▶ Journal related publication types	
▶ Conference related publication types	
▶ Book related publication types	
▶ Thesis	
▶ Artistic/Performance	
▶ Other Outputs	



Select the appropriate research output type

Research Output	Information about the selected research output
▼ Journal related publication types	Periodical publications aimed at fostering intellectual debate and inquiry. Special journal issues are produced by editors with an established record of scholarship in the field and able to provide the direction of the theme. Journal issues bear a unique number of reference for publication.
Journal article	
Journal article abstract	
Journal article review	
▶ Conference related publication types	
▶ Book related publication types	



Fill your Publication details

Be sure that you fill fields marked with an asterisk \*

Other fields could be remain blank if no data available

املاً بيانات المنشور البحثي

مع مراعاة الحقول الإلزامية المحددة بنجمة \*

الحقول الأخرى يمكن تركها فارغة في حال عدم توفر بيانات

Title \*

### New Research Output

Not publicly visible  Not internally visible  Draft (Non-validated)

**Bibliographic Details \*** **Thematic Classification** **Related Research** **More** ▾

**Key Details \*** ⓘ

**Output type \***

Journal article ▾

**Title \***

0/1024

**Subtitle**

0/255

**Abstract**



## Contributors \*

Link all contributors to this publication from your institution

### Author list

  
0/∞

	Name	Organisation	Role of Contributor	
1	Dr. Mohamed Elmaghrabi	Faculty of Engineering, KFUPM	Author	



اضغط هنا لإضافة المشاركين الداخليين، منسوبي الجامعة  
Click to add more internal contributors, KFUPM faculties

### Journal Details

#### Journal \*



اضغط لاختيار المجلة العلمية  
Click to choose the journal

#### Journal ranking \*

#### Journal Impact Factor \*

  
0/∞

#### Journal Clarivate report \*

Upload new file

لتحميل تقرير المجلة  
Click to upload journal report

#### Volume number

  
0/16

#### Issue number



#### DOI

The DOI is a persistent link to the publishers version of the publication. For the lookup you need to ensure that the following fields have been filled in: Title / Year / Last name of the first author, and ISBN if Book / Journal title or ISSN if Journal.

Lookup DOI Show

0/256

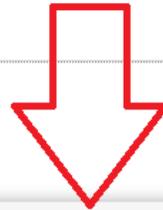
#### URL \*

0/100

#### Comments

0/100

اضغط هنا عند  
الانتهاء من ادخال  
البيانات المطلوبة  
Click here  
when  
complete the  
required data



Cancel

Save

Save & Submit



#### Set status

##### Draft (Non-validated)

Choose this status if you wish to continue working on this record at a later stage.

##### For validation by the Deanship of Scientific Research

In this status, the library will validate the record.

Cancel

Done

اختر  
Click

For validation  
by the  
Deanship of  
Scientific  
Research

ثم  
Then  
Done



## The End

## النهاية

Deanship of Scientific Research will validate publication data  
then it will change the status to **Validated**

سيتم التحقق من بيانات المنشور بعمادة البحث العلمي  
وتتغير حالة المنشور إلى **Validated**