1. Procedure to edit personal profile on the ME Department Webpage

• Open www.me.iitb.ac.in in Incognito window
(chrome browser)
• Login with Ldap-id
• In home page, go to the bottom and click on "My
account"
• Click on edit profile
• To edit Research Interest Data, click on Add
new node and Save

2. Procedure to update PUBLICATIONS

1. Login to the website.
2. Go to https://www.me.iitb.ac.in/feed/8/edit
3. Then remove the existing file and replace it with a new updated csv.
4. Press Save and import.

Attached is the import form screenshot for your reference.

Edit *demo* ☆

View   **Edit**   **Logs**   **Delete**   **Items**

Title *

demo

The title of this feed, always treated as non-markup plain text.

File *

📄 P3_missing_0.csv (572 bytes)   **Remove**

Select a file from your local system.

Delimiter

| ∨

The character that delimits fields in the CSV file.

☐ No Headers

Check if the imported CSV file does not start with a header row. If checked, mapping sources must be named '0', '1', '2' etc.

Import options

Authoring information

☑ Active

Uncheck the above checkbox to disable periodic import for this feed.

☑ Log

Whether or not logs should be recorded for this feed.

Save and import   ∨   🗑 **Delete**
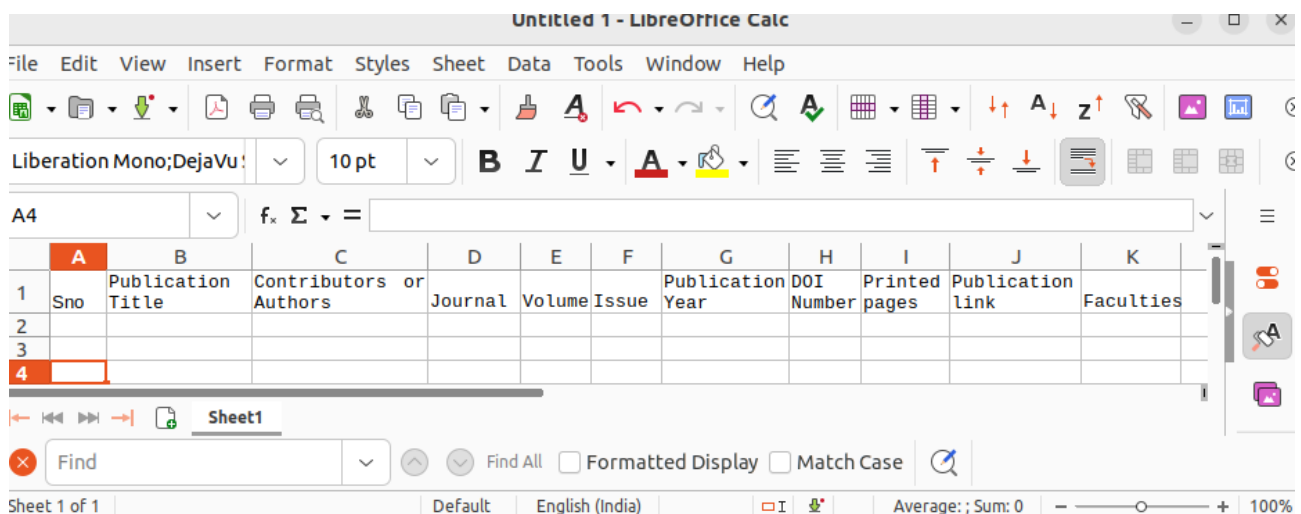
A.) Windows OS

To convert an Excel file to a pipe-delimited CSV file, pls follow the below steps:

1. **Open the Excel file**: Launch excel and open the workbook you want to convert.

2. **Save As:**
- Click on *File* in the top menu.
- Select *Save As* (or *Export* in some versions).

3. **Choose File Format**:
-In the dialog that appears, choose the location where you want to save the file.
- In the *save as type* dropdown menu, select *CSV*(Comma delimited)(*.csv).

4. **Save the File**: Click *Save*. If prompted about features not compatible with CSV format, click *YES* to continue.

5. **Open the CSV File**: Open the saved CSV file in a text editor (like notepad) to confirm it is saved in a comma-delimited format.

6. **Replace Commas with Pipes**:
- Use a text editor or a script to replace all commas with pipes (|).
- For eg: in notepad, you can use the *Find and Replace* feature (Ctrl + H), enter , in the *Find what* box and | in the *Replace with* box, then click *Replace All.*

7. **Save the File**: After replacing the commas, save the file again.

B. <u>LINUX OS</u>

<u>To convert an Excel file to a pipe-delimited CSV file, pls follow the below steps:</u>

1. Open the LibreOffice Calc : open the workbook you want to convert.

2. Make sure the file is having the headers(title) as mentioned in the below screenshot and make your publication details accordingly.

3. Enter your data in the file and **Save As :** Save as *filename.csv* format.

4. While saving it will prompt for text csv, click yes.

5. Edit **Field Options**: Select only Field delimiter: |

6. Click OK.

7. **Open the CSV File**: Open the saved CSV file in a text editor (like notepad) to confirm it is saved

   in a pipe-delimited format.