

Handbook ETM reference manager

The ETM reference manager is an online tool in which authorized users can archive files by uploading and tagging them and others can search for information and download files. The data in the Energy Transition Model (ETM) will eventually be linked with the data in this database, so sources can immediately be found.

The ETM reference manager is located at: <http://refman.et-model.com>
From there registered users can log in.

The homepage displays a search tool in which the user is able to search publications by filling in (parts of) keywords, the reference ID, or filename of a publication.

In the upper right corner of the homepage are links to the lists of authors, publishing organizations and general topics. The user is able to add new authors, organizations and publications here.

[publications](#) | [new](#)
[authors](#) | [new](#)
[organizations](#) | [new](#)
[topics](#) | [new](#)

Contents

1. Search tool and publication list
2. Adding a new publication
 - 2.1. Title
 - 2.2. Reference ID
 - 2.3. Filename
 - 2.4. Organizations
 - 2.5. Authors
 - 2.6. Language
 - 2.7. Country / region covered
 - 2.8. Document type
 - 2.9. Publication date
 - 2.10. Summary
 - 2.11. Keywords
 - 2.12. Rating
 - 2.13. Degree processed
 - 2.14. Comments
 - 2.15. Publicly accessible
 - 2.16. Topic tree
3. Library card
4. Author list
5. Organization list
6. Topic tree

1. Search tool and publication list

The search tool on the homepage helps users find publications. After filling in keywords in the search box, a list of publication results is shown. By clicking on the sorting criteria, the publications can be sorted by the selected criteria (year, rating, title etc.). The default criteria is Relevance, which is determined by an algorithm.

You can open a library card with more information about the publication by clicking the title of a document.

The user can also download publications from the search results list.

2. Adding a new publication

2.1. Title

The title is the actual title written on the cover of the document itself (i.e. not the file name)

2.2. Organizations

Here the user can scroll through the publishing organizations. By selecting an organization in the drop-down box, organizations can be added. If you want to add multiple organizations, use the <ctrl> key to select all organizations.

If your publication is from a new organization, please add it to the list.

2.3. Authors

Here the user can scroll through the registered authors. By selecting an author in the drop down box, authors can be added to a publication. You do not always have to add new authors, unless you think they might be important.

2.4. Language

Select the most common language that is used within the publication (if appropriate).

2.5. Country

Select the country (or countries) for which the information in the publication is applicable.

2.6. Document type

Select the type of document for the drop-down list.

2.7. Publication date

Fill in the date of publication. When only the year of publication is given, please leave the day and month empty. Day and month are not mandatory fields.

2.8. Keywords

Needless to say, this is one of the most important input fields for the search functionality of the Reference Manager. Fill in relevant keywords, separated by commas.

The list of contents in the publication can help you choose relevant keywords.

2.9. Rating

Rate the publication with a mark 1 to 5 for the quality.

- 1 Not useful document
- 2 Little but useful data
- 3 Useful document
- 4 Very useful document
- 5 Extensive survey with plenty of useful data

2.10. Degree processed

Fill in to which percentage the data in the publication has actually been processed (not mandatory).

2.11. Reference ID

The Reference ID is now automatically generated as:

year_organization_MAINTOPIC.Subtopic_SECONDMAINTOPIC.Subtopic etcetera. This is merely a unique code to refer to a document.

2.12. Degree processed

The degree to which the document has been read and/or studied.

2.13. Summary

Type a concise summary of the content of the publication. There is often a short summary given in the preface of the publication. Keep to length of no more than 40 words.

2.14. Comments

If there is some very specific information in the publication, give a very concise note of that here.

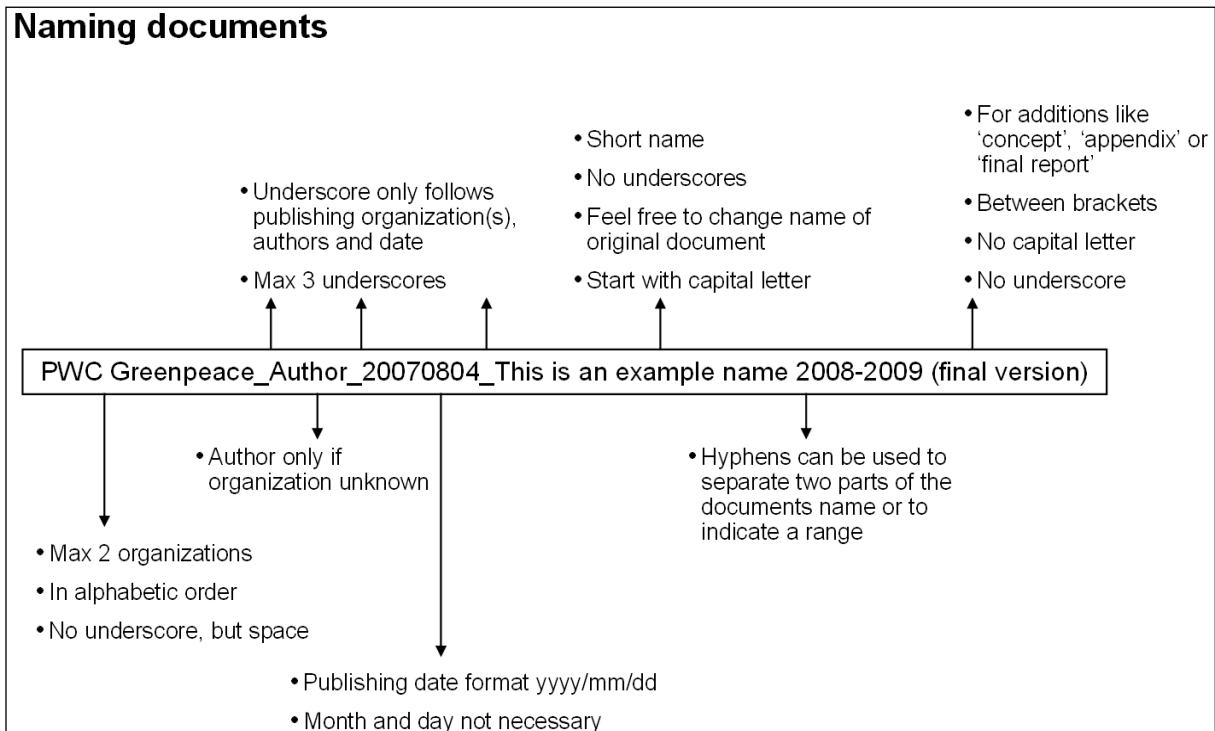
2.15. Publicly accessible

Select whether or not the publication is accessible for the public using the ETM. **All internal** reports of **Quintel** (especially excels) are to be treated as **confidential**. Publications protected by passwords (e.g. those purchased from the IEA) are confidential too.

2.16. Filename

The filename is taken automatically from the file you upload. This **MUST** be a systematic filename to prevent database pollution.

Our naming conventions construct the filename out of the **publishing organization** (acronym, or if not available full name), the publishing **date** (yyyymmdd) and the **title** (incl. extension type like .xls or .pdf). See below:



2.17. Topic tree

From the topic tree the relevant topics can be selected. It is important to specify what topics are covered in the document, as this is one way of searching through the database. Just click a topic to select it.

3. Library card

On the right top corner you can select 'Publications'. By default most recent publications are shown. A search, or clicking 'show all publications' will provide you with a list. You can change the sorting of this list by clicking on the column headings. The data filled in for each publication is shown in a library card that shows up after a publication is added and when a publication in the publication list is selected (click on the title). It is useful to open each library card in its own tab or window in your browser.

On the library card the publication can be cross-referenced with referring (or referred) publications by filling in the **filename**, **reference ID** or **document title** of the related publication. You can start typing and presented with a list of matching entries. This is particularly useful for citing documents in internal Excel files used to calculate data.

4. Author list

The author list found by clicking at the right top of the screen, contains all the registered authors. When an author does not exist, a new author can be added by selecting 'new' next to 'author'. Here the surname and initials have to be filled in. Please only add authors if you think the name is significant and something one might want to search for.

5. Organization list

The organization list found by clicking at the right top of the screen, contains all the registered organizations. When an organization does not exist, a new one can be added by selecting 'new' next to 'organizations'. Here the full name of the organization has to be filled in and a logical short name, which will be integrated in the reference code. Always add an organization if it does not exist yet, but do be careful to see if perhaps it has already been added with only its initials and not its full name (legacy problem).

6. Topic tree

If you click on a topic, and choose 'show all publications', a list of publication results related to the topic is shown. A new topic can be added. You need to supply a topic name and a short notation for the topic, which is used to generate the reference ID for a publication. Please try not to add too many topics, as this would defeat the purpose.