

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

- Open [www.me.iitb.ac.in](http://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. The CSV file should be pipe (|) delimited because in our records we have commas (,) everywhere.
2. In the last column (Facility), add each professor's LDAP user name. ex: alankar.alankar
3. Special characters like single inverted commas, double inverted commas, hyphens, and pipeline Replace them manually with keyboard keys (while downloading the content; these do not come in UTF-8 format).
4. Login to the website.
5. Go to <https://www.me.iitb.ac.in/feed/9/edit>
6. Then remove the existing file and replace it with a new updated csv.
7. Press Save and import.

**Attached is the import form screenshot for your reference.**

[Home](#) > [demo](#)

# 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

**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.