UPDATING SCOPUS-INDEXED PUBLICATIONS INTO UMEXPERT LIBRARY TAB

1. Go to UMExpert website [https://umexpert.um.edu.my/](https://umexpert.um.edu.my/)

2. Log in to UMExpert with your UMMail account username and password
3. Click “CV Content” followed by “Publication” from the dropdown menu
IMPORTANT NOTICE:
The SCOPUS (Library) tab ONLY includes publications in Scopus database which fulfills all of the following criteria set by University of Malaya Management:

- "Article" and "Review" only (Other document types for eg. Editorial, Letter, Note, Conference Paper, Book Chapter, etc. are not included in this list)
- Authors must be affiliated to University of Malaya (University of Malaya must appear in the Affiliation or Address field)
- Publications which are searchable in Scopus database
- Not blacklisted by the University of Malaya Management or retracted by publishers

4. Click Library tab and go to “SCOPUS (Library)” from the dropdown menu
5. You may search for your publications using any of the 3 options below or a combination of all options:

Option 1 – Search Using Publication Title
- Select the specific Year
- Type in only 3 or 4 words from your title (title which appears in Scopus database)
- Avoid using words with punctuation marks and symbols in the search box
- Click Search

Option 2 – Search Using Author
- Select the specific Year
- Type in your name as indexed in Scopus database (try a few variations of your name / minimum 3 characters)
  Eg. #1 - If your name is Loo Chen Kin, search Loo, CK or Loo, C or Loo, C. K.
  Eg. #2 - If your name is Mohd Ishak Noordin, search Noordin, M or Noordin MI or Noordin
- Click Search
Option 3 – Search Using Journal Title
- Select the specific Year
- Type in the journal title
- Click Search

6. From the search results, select your publication, put a check mark on the Action box and click Add to list

Note:
- Publications are uploaded into the SCOPUS (Library) list on a monthly basis by the Library
- Researchers are required to search, select and add their own publications from the SCOPUS (Library) tab into their own UMExpert accounts
- Publications WILL NOT be automatically added into the researchers’ individual account.
- If you wish to add your non-SCO and other “document type” publications into your UMExpert CV, you may do so manually using the “Article in Journal” tab
- Researchers CANNOT transfer or link publications from “Article in Journal” to “SCOPUS (Library)” tab

**The examples above are used for demonstration purposes only**