

Research Hub

QUICK REFERENCE GUIDE

PURE RESEARCH MANAGEMENT SYSTEM

ADD RESEARCH OUTPUT FROM AN ONLINE SOURCE



OVERVIEW

To minimize the effort of adding your research output to Pure, you can import your publications from online databases. Whether you are getting started with Pure and want to populate all of your past publications or looking for a recent item of research output, this can save you time and reduce data entry errors.

Before you do this step, make sure to set up a regular automated search across online sources for your publications. See the manual 'How to enable automated search for publications'

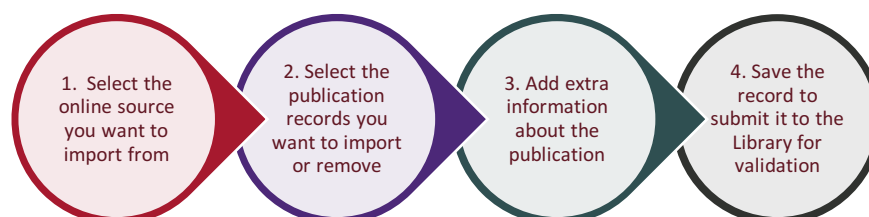


NOTE

You can search in and import from all databases that your institution subscribes to and has activated in Pure.



PROCESS



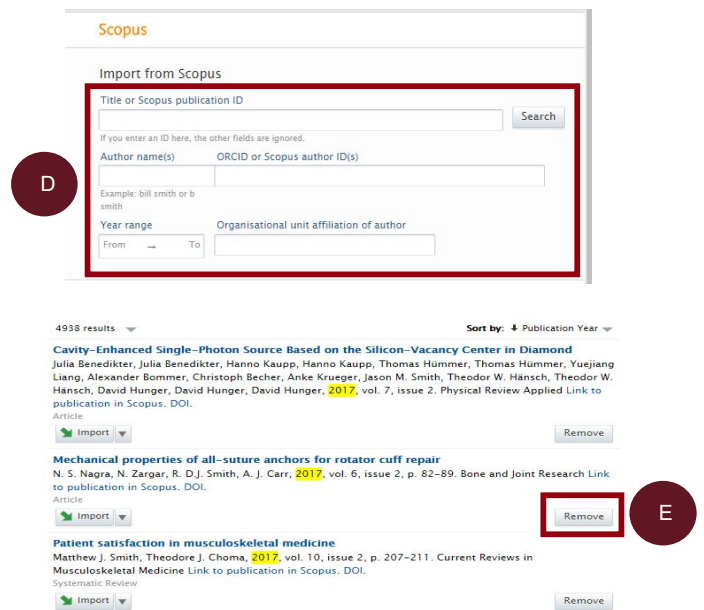
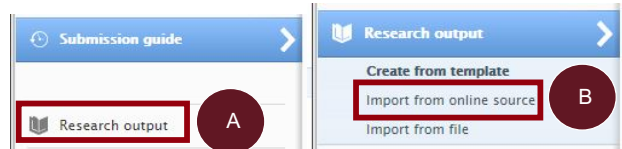


STEPS

For each online source that you want to import your publications from:

1. Click **Add new** in the task pane.
2. Follow the steps below to import research outputs from an online source.

- A. Click **Research output** in the left pane.
- B. Then click **Import from online source** from the list that opens below.
- C. Select the online source you want to search in.
- D. Enter information you want to search on and click **Search**.
- E. For each record that is displayed that you do not want to import, click **Remove**.



NOTE

These records are remembered by Pure as ones you have rejected and will not be shown to you in the future if you search again in this online source.

3. For each record that this displayed that you do want to import:

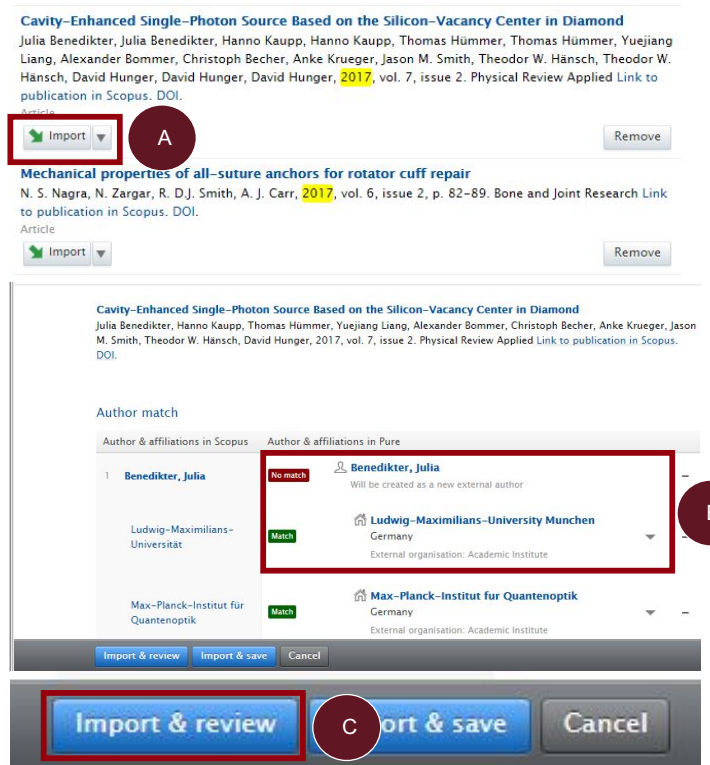
A. Click  or the **title** of the publication.

Note: If you are using **Scopus** as an import source, you can also click and select either **Import & match** to follow the standard process or **Import & save** to automatically match entities and attempt to save the record without review.

B. Make the required selections to link the entities mentioned to records in Pure.

Note: If the authors are affiliated with your institution, take care to match them to people in Pure.

C. When this information is complete, click **Import & review**.



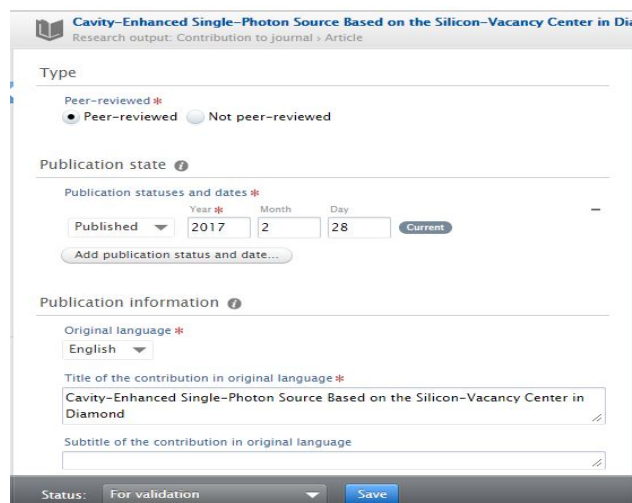
The screenshot shows the import interface. At the top, two article records are listed: 'Cavity-Enhanced Single-Photon Source Based on the Silicon-Vacancy Center in Diamond' and 'Mechanical properties of all-suture anchors for rotator cuff repair'. Each record has an 'Import' button (marked with 'A') and a 'Remove' button. Below the records is an 'Author match' section. It compares 'Author & affiliations in Scopus' with 'Author & affiliations in Pure'. For the first author, 'Benedikter, Julia', there is a 'No match' and a 'Match' option. The 'Match' option is selected, and a dropdown menu shows 'Ludwig-Maximilians-Universität' (marked with 'B') and 'Max-Planck-Institut für Quantenoptik'. At the bottom, there are three buttons: 'Import & review' (marked with 'C'), 'Import & save', and 'Cancel'.



NOTE

Depending on the online source you can also click **Import & save** to skip the review process. However, if there are required fields that are not filled you will still be directed to the editor window.

4. In the Research output editor window that is opened, complete the information about the item.



The screenshot shows the 'Research output editor' window for the article 'Cavity-Enhanced Single-Photon Source Based on the Silicon-Vacancy Center in Diamond'. The form includes the following sections:

- Type:** Radio buttons for 'Peer-reviewed' (selected) and 'Not peer-reviewed'.
- Publication state:** A dropdown menu set to 'Published', and input fields for 'Year' (2017), 'Month' (2), and 'Day' (28). A 'Current' button is next to the date fields. Below these is a button 'Add publication status and date...'
- Publication information:** A dropdown for 'Original language' set to 'English'. Below it are text input fields for 'Title of the contribution in original language' (containing the article title) and 'Subtitle of the contribution in original language'.
- Status:** A dropdown menu set to 'For validation' and a 'Save' button.

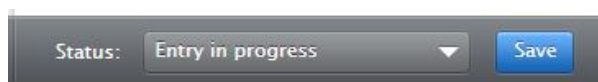
5. Click **Save**.



NOTE

This action will save your publication in 'For Validation' workflow state and add it to queue for Library validation. Once validated, the publication will appear in your public profile on the [staff portal](#).

6. If you want to enter more details about this publication at a later date before sending it to the library for validation, select the workflow state **Entry in progress** in the footer of the window.



7. Click **Save**.



HANDY HINTS & TIPS

- If your publication is imported successfully you are shown a success message.



- The next time you run a search from the same online source, this record will show as imported with a note:

This publication has already been imported from Scopus. [View the publication](#)

For additional help:



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Log a OneHelp ticket