

ResearchNow

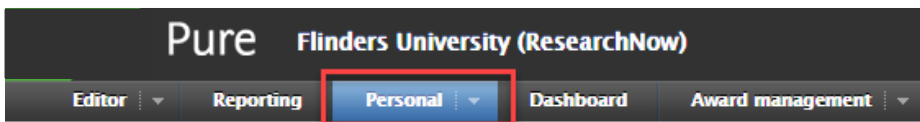
This guide explains how to add a research output from an online source.

Process:

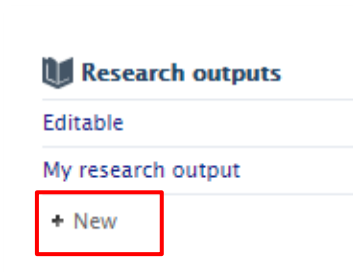
1. Login to *ResearchNow*.



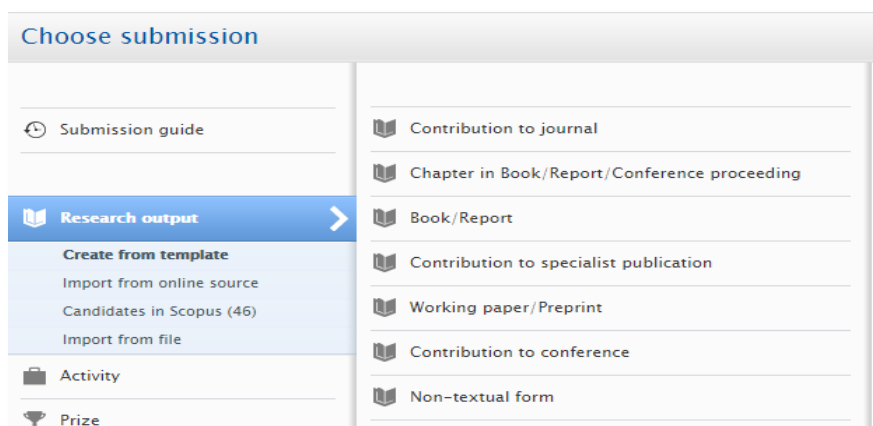
2. Navigate to the *Personal* tab.



3. Select *+ New*.




A pop up window appears with the title *Choose submission*.



ResearchNow

4. Select *Import from online source*.



Choose submission

Submission guide

Research output

Create from template

Import from online source

Candidates in Scopus (46)

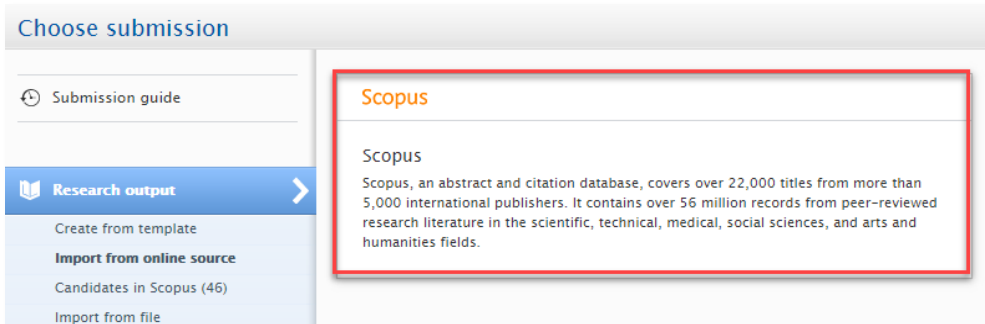
Import from file

Scopus

Scopus

Scopus, an abstract and citation database, covers over 22,000 titles from more than 5,000 international publishers. It contains over 56 million records from peer-reviewed research literature in the scientific, technical, medical, social sciences, and arts and humanities fields.

5. Select *Scopus*



Choose submission

Submission guide

Research output

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Import from online source

Candidates in Scopus (46)

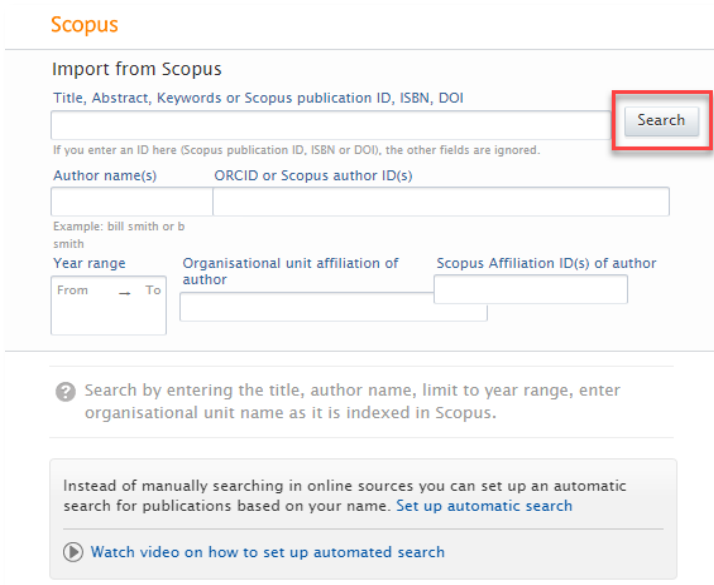
Import from file

Scopus

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Scopus, an abstract and citation database, covers over 22,000 titles from more than 5,000 international publishers. It contains over 56 million records from peer-reviewed research literature in the scientific, technical, medical, social sciences, and arts and humanities fields.

6. Enter the information you want to search on and select *Search*. **Note:** there is a help video on how to set up an automated search embedded at the bottom of this Scopus pop up window.



Scopus

Import from Scopus

Title, Abstract, Keywords or Scopus publication ID, ISBN, DOI

Search

If you enter an ID here (Scopus publication ID, ISBN or DOI), the other fields are ignored.

Author name(s) ORCID or Scopus author ID(s)

Example: bill smith or b smith

Year range Organisational unit affiliation of author Scopus Affiliation ID(s) of author

From To

Organisational unit affiliation of author

Scopus Affiliation ID(s) of author

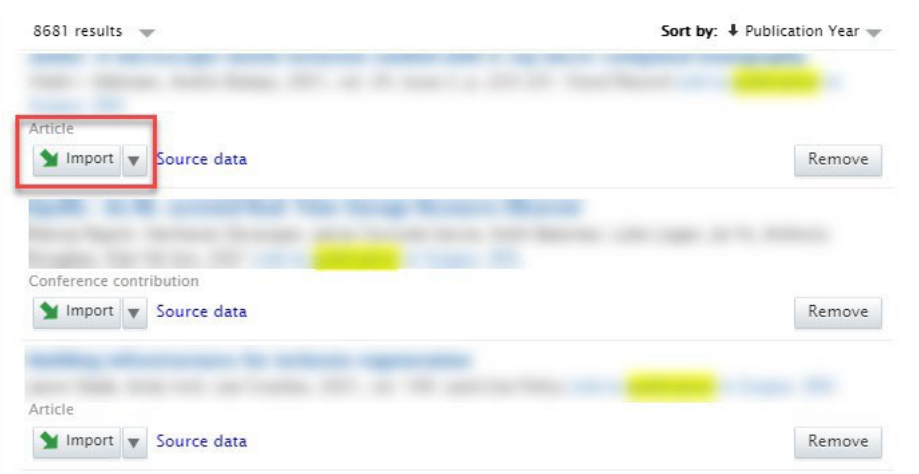
Search by entering the title, author name, limit to year range, enter organisational unit name as it is indexed in Scopus.

Instead of manually searching in online sources you can set up an automatic search for publications based on your name. [Set up automatic search](#)

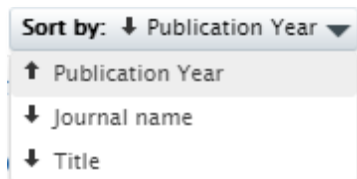
[Watch video on how to set up automated search](#)

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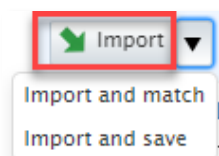
- For each record that you want to import, select **Import** of the title of the publication. A window opens, tries to find a match, and displays the publication details.



- Use the drop-down arrow to make a change if the system auto-match has not quite matched to the correct object (i.e., authors, affiliations, journals, publishers). If the authors are affiliated with Flinders University, take care to match them to people *actually* in ResearchNow – this will avoid creating unnecessary duplicates.

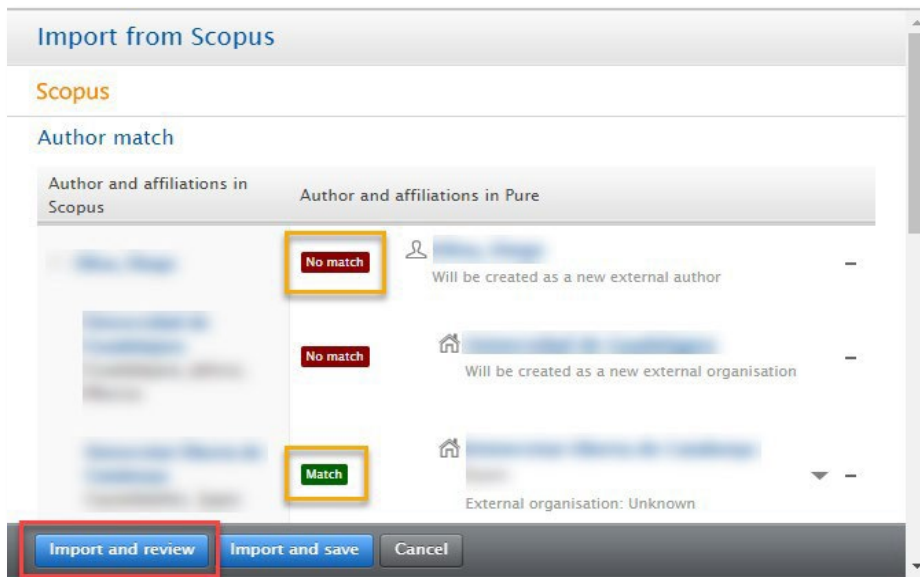


- Click **Import**.



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10. When the information is complete, select **Import & review**. An editor window opens.



11. You could also choose to select **Import & Save** to skip the review process. However, if there are required fields that are not filled in, you are still directed to the editor window.



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12. Complete the information in the editor window by filling out the mandatory fields (marked with an asterisk). See 'Adding a research output manually' guide for more information on filling out these fields.

The screenshot shows the ResearchNow editor interface. The title bar reads "Classification System to Detect Diseases in Apples by Using a Convolutional Neural Ne" with a subtitle "Research output: Chapter in Book/Report/Conference proceeding > Chapter > peer-review". A "Change template" button is in the top right. On the left, a sidebar contains sections: "EDIT" (with "Metadata" selected), "OVERVIEW" (Relations, Fingerprints, Display), "HISTORY AND COMMENTS" (History and comments), and "NOTIFICATIONS" (Editors responsible for handling this submission: None, and a "Comment on workflow step change:" field). The main form area includes:

- Type:** Peer-reviewed * (radio buttons for Peer-reviewed and Not peer-reviewed).
- Publication status:** Publication statuses and dates *. A dropdown menu is set to "Published", with input fields for Year (2022), Month, and Day. A "Current" button is present, along with an "Add publication status and date..." button.
- Publication information:** Original language * (dropdown set to English). Fields for "Title of the contribution in original language *" and "Subtitle of the contribution in original language" are visible. An "Abstract" field is also present.

 At the bottom, a dark bar shows "Import source: Scopus", "Status: For validation" (dropdown), and a blue "Save" button.

13. Select **Save**.

