

## ResearchNow

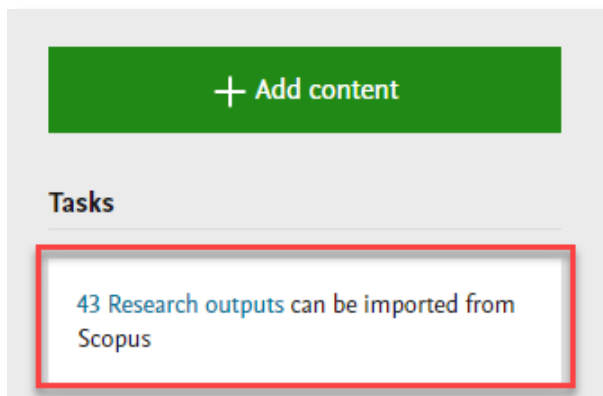
This guide explains how to claim a research output automatically 'harvested' into ResearchNow from SCOPUS.

### Process:

1. Login to *ResearchNow*.

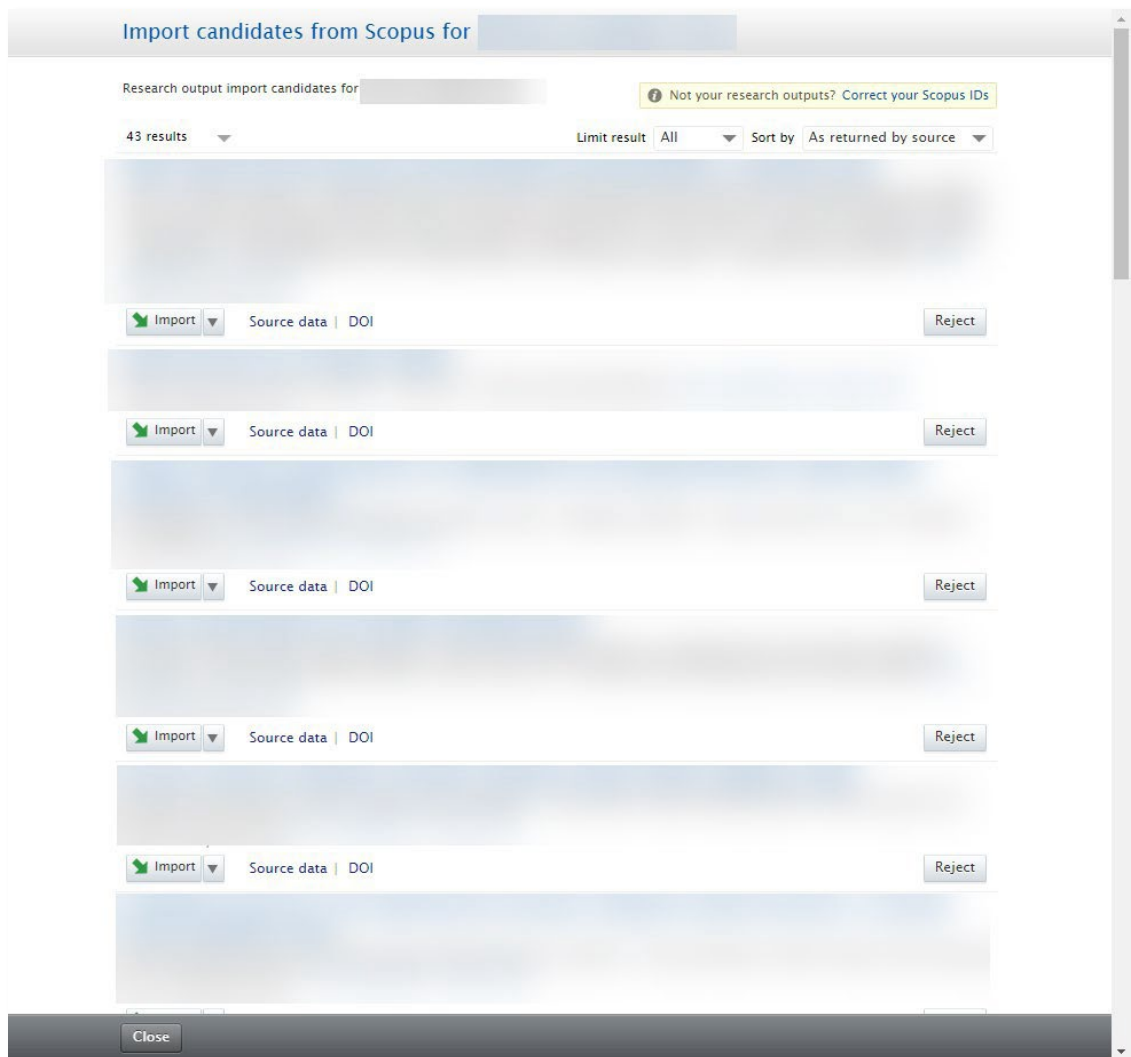


2. On the right-hand pane, under the green 'Add new button' select *x number of Research outputs can be imported from Scopus*.

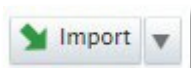


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3. A pop up window appears. This is the list of your research output candidates which can be downloaded from Scopus.

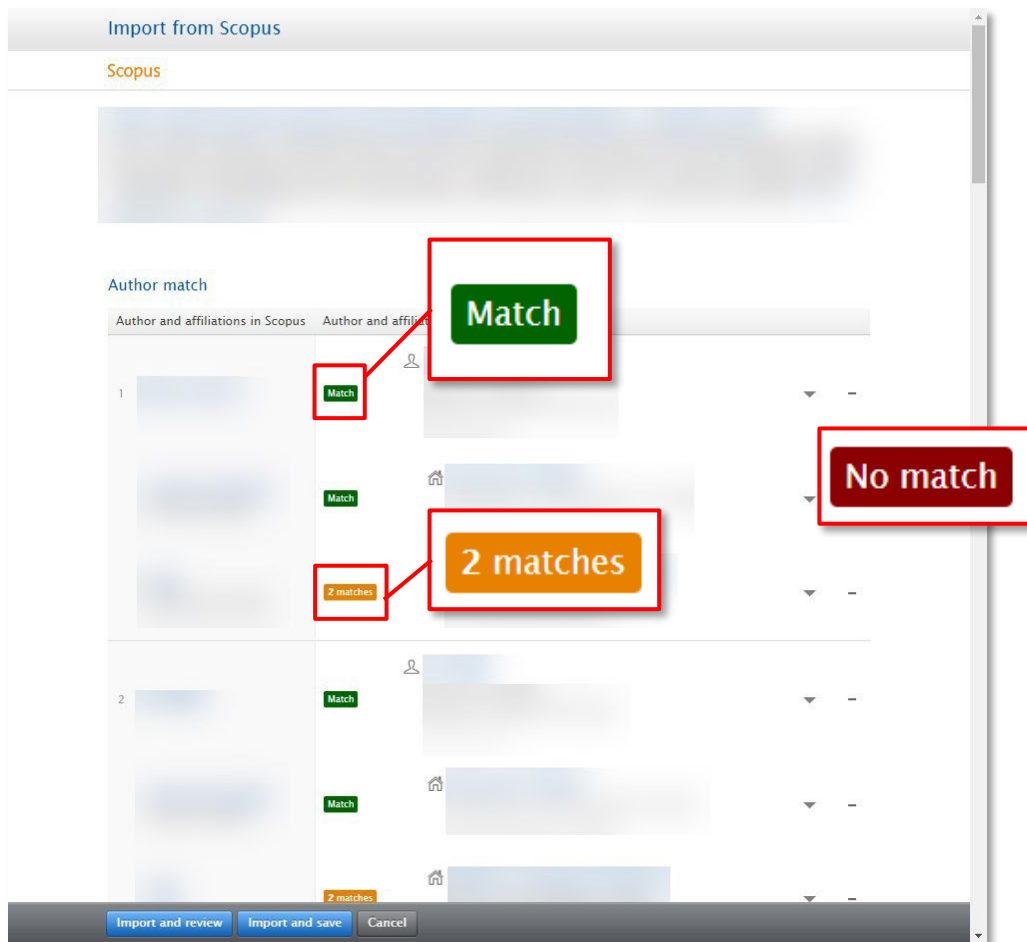


4. Review the research output candidates in the list.
5. If you are affiliated with a research output:
  - 5.1. Select **Import** or the title of the research output.



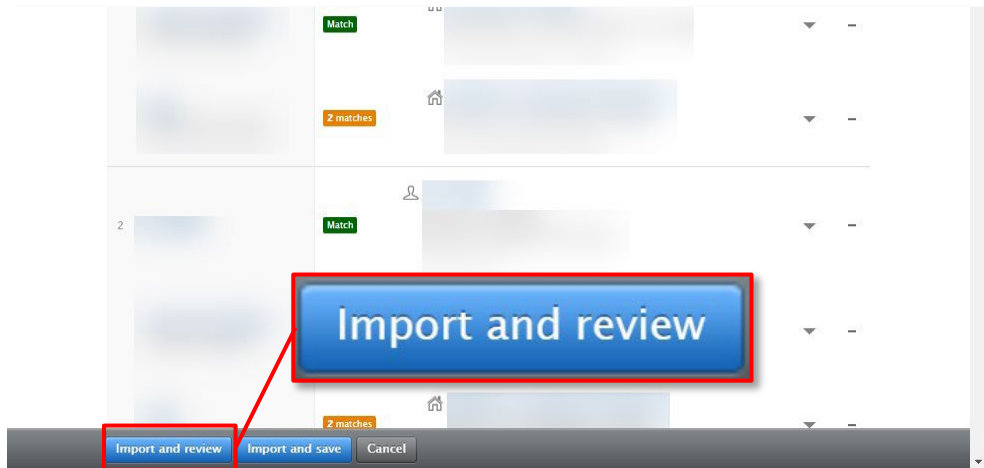
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5.1.1 Check that ResearchNow has the correct author match (Author and affiliations) for this new record. If the match is green (Match), or red (No match) you don't need to do anything. If the match is yellow (2 or more matched), select the most correct option from the drop down list.

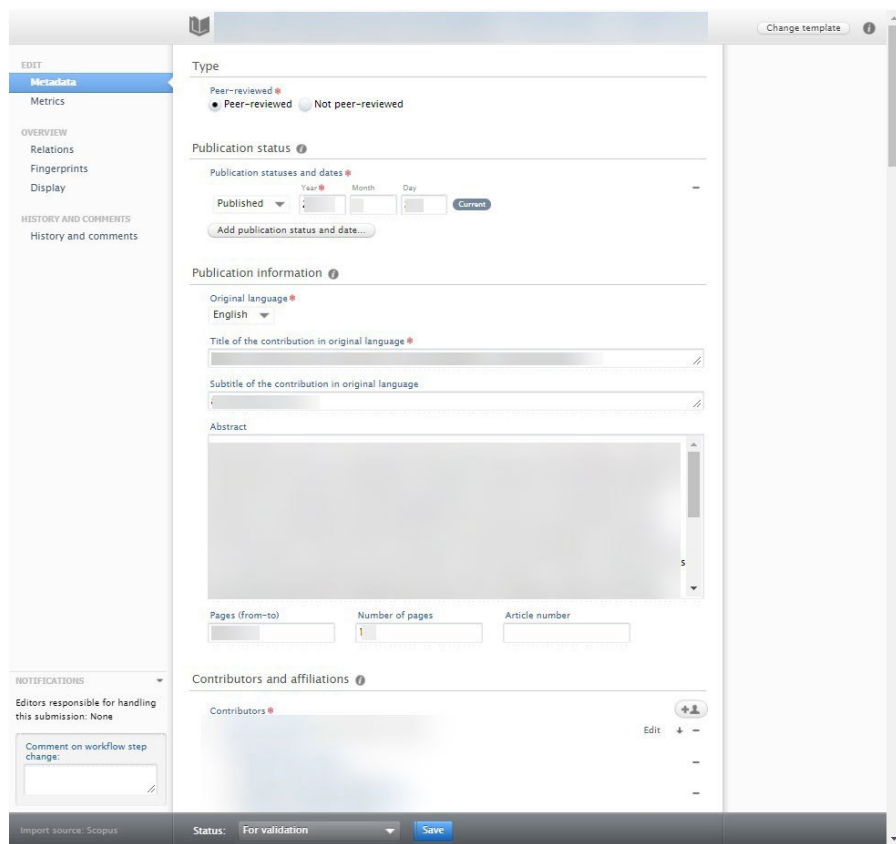


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5.1.2 Once the author match is confirmed, select *Import and Review*.

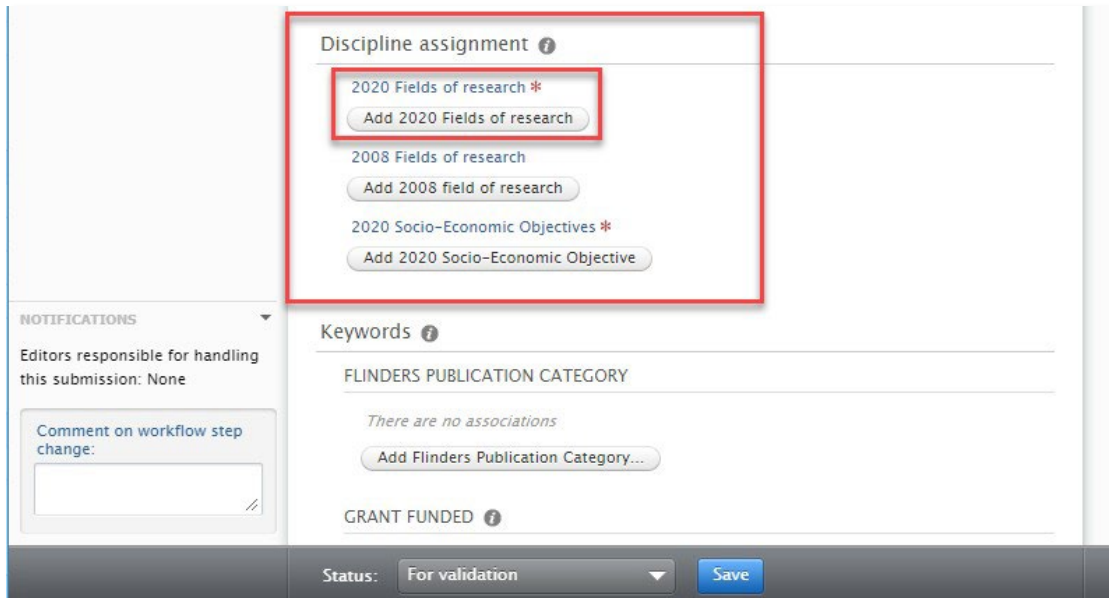


5.1.3 Check if the imported information is correct.



## ResearchNow

5.1.4 Scroll down to the *Discipline assignment* and enter in your *2020 Fields of research* code/s.



Discipline assignment ⓘ

2020 Fields of research \*

Add 2020 Fields of research

2008 Fields of research

Add 2008 field of research

2020 Socio-Economic Objectives \*

Add 2020 Socio-Economic Objective

NOTIFICATIONS

Editors responsible for handling this submission: None

Comment on workflow step change:

Keywords ⓘ

FLINDERS PUBLICATION CATEGORY

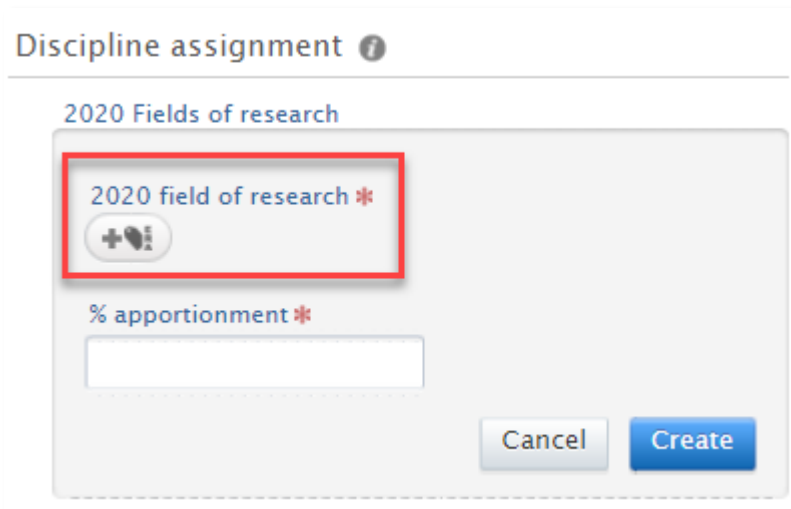
There are no associations

Add Flinders Publication Category...

GRANT FUNDED ⓘ

Status: For validation ▼ Save

5.1.5 Click **Add** to enter your FoR code/s. Up to 3 6-digit codes can be assigned. Each code is to be added individually.



Discipline assignment ⓘ

2020 Fields of research

2020 field of research \*

% apportionment \*

Cancel Create

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Note: you are able to enter a search word if your code is not known. ResearchNow will suggest codes (as shown below) through the search function for the key work Discipline assignment fields. If you are unsure of what 2020 FoR code/s to use, click [here](#) for a detailed list. Use the 6-digit 2020 FoR code/s which best reflects the area of research of the output.

The screenshot shows the 'Discipline assignment' form. Under the heading '2020 Fields of research', there is a search input field containing 'medic'. Below the search field is a list of suggested codes with their corresponding field names:

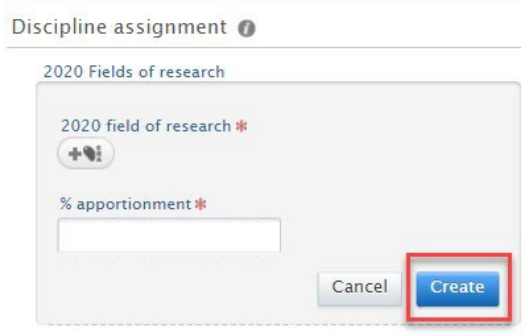
- 320506 Medical biochemistry – proteins and peptides (incl. medical proteomics)
- 400308 Medical devices
- 400709 Medical robotics
- 3207 Medical microbiology
- 3206 Medical biotechnology
- 3208 Medical physiology
- 320207 Emergency medicine
- 320215 Nuclear medicine

5.1.6 Enter *percentage of apportionment* for each code. Note: the total must equal 100% regardless of how many FoR codes are entered.

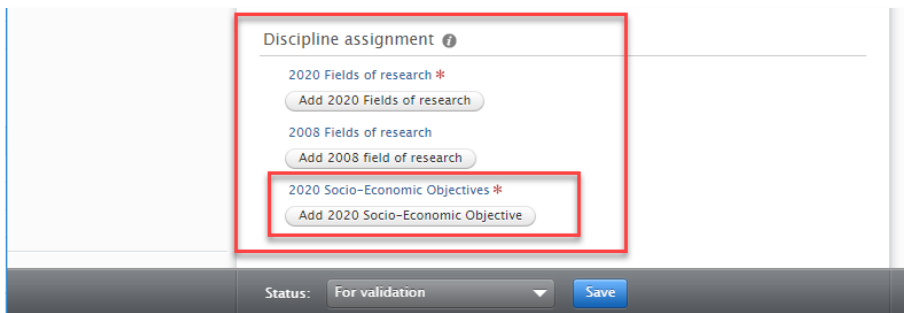
The screenshot shows the 'Discipline assignment' form. The '% apportionment' field is highlighted with a red box. Below the field are 'Cancel' and 'Create' buttons.

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### 5.1.7 Select *Create*.



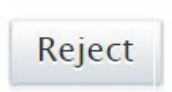
### 5.1.8 Enter your 2020 Socio-Economic Objectives.



### 5.1.9 Select *Save*.



5.2. If you are not affiliated with a research output, from the import pop up window, select *Reject*.



5.3. When you are finished with the import pop up window, select *Close*.



## ResearchNow

### Handy Hints:

If you are missing research outputs in ResearchNow, to avoid additional work, search for the research outputs in the *Candidates in Scopus* list before you start to manually enter them.

### Notes:

The research output is saved with the status *For Validation* which denotes the progression of the research output to the next stage in the workflow. It is added to the queue for the Library to validate the metadata. Once the Library has validated the record, it will appear on your profile on the ResearchNow Portal.

If the research output is not yet ready for validation select the status *Entry in progress* at the bottom of the record before saving. Then when it is ready to be validated by the Library, change the status to *For Validation* and select *Save*.