# Adding a research output from an online source
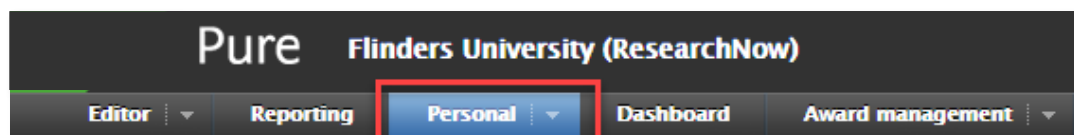
**ResearchNow**

This guide explains how to add a research output manually in ResearchNow.
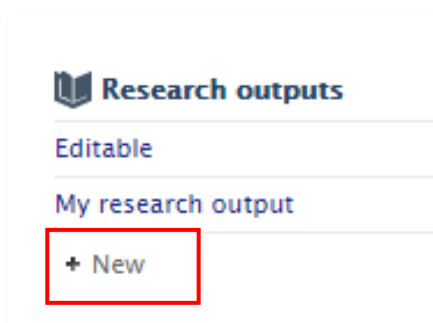
## Process

1. Login to *ResearchNow*
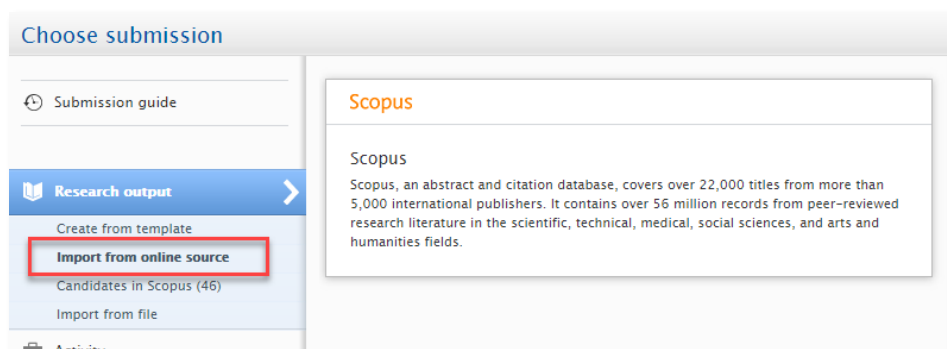


2. Navigate to the *Personal* tab.
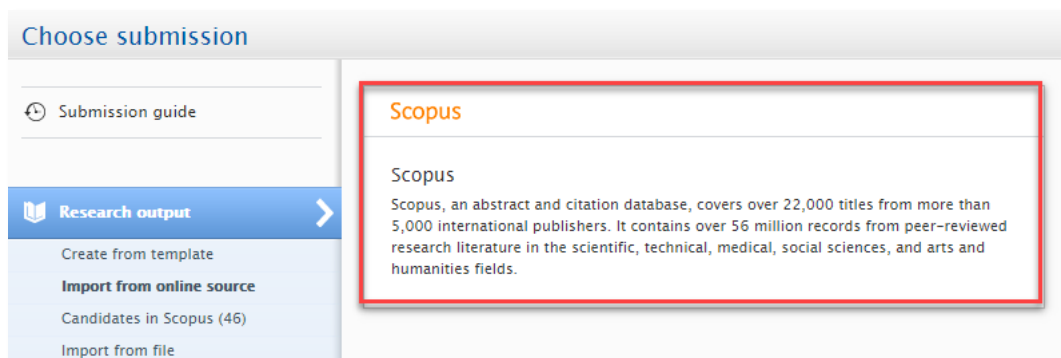


3. Select *+ New*.

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



4.  Select **Import from online source**.



5.  Select **Scopus**

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.



7. 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.
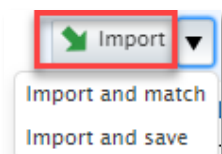
8. Use the drop-down arrow to make a change if the system auto-match has not quite matched to the correct object (i.e., authors, affiliations, journals, publishers). If the authors are affiliated with Flinders University, take care to match them to people *actually* in ResearchNow – this will avoid creating unnecessary duplicates.
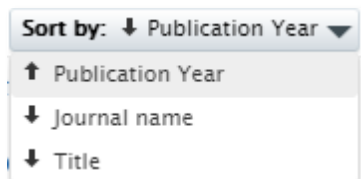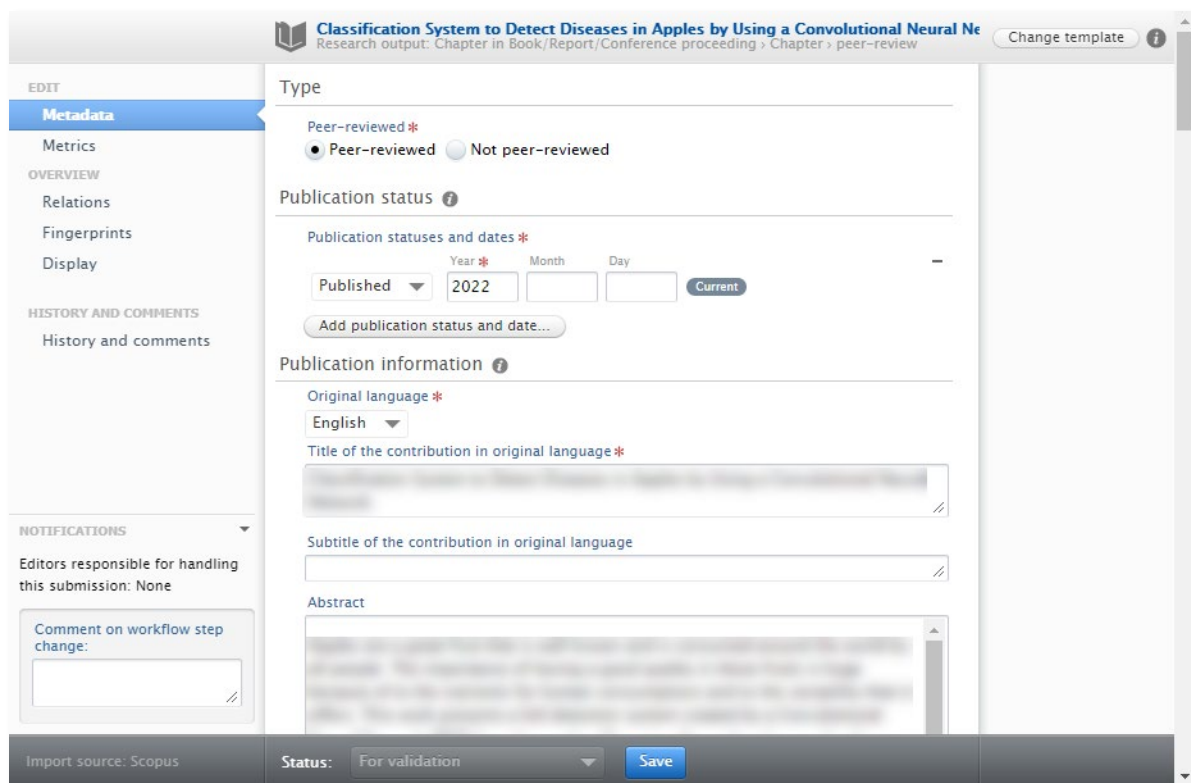
9. Click *Import*.

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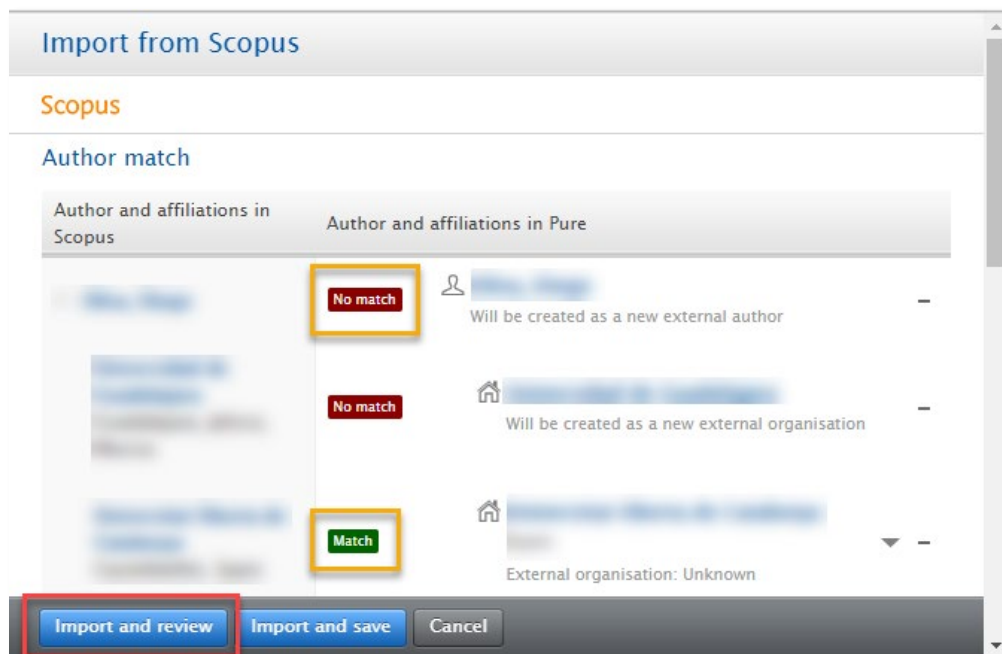
11. You could also choose to select ***Import & Save*** to skip the review process. However, if there are required fields that are not filled in, you are still directed to the editor window.



12. Complete the information in the editor window by filling out the mandatory fields (marked with an asterisk)



13. Select ***Save***.