

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

### Process

Login to ResearchNow 1.



Navigate to the **Personal** tab. 2.



3. Select + New.

🚺 Researd	ch outputs
Editable	
My research	output
+ New	
	-



Adding a research output manually **Research**Now

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

Choose submission	
Submission guide	U Contribution to journal
	Chapter in Book/Report/Conference proceeding
🔰 Research output	1 Book/Report
Create from template	Contribution to specialist publication
Import from online source	
Candidates in Scopus (46)	Working paper/Preprint
Import from file	Contribution to conference
Activity	
	🔰 Non-textual form
Y Prize	Patent
and Application	
	U Other contribution
😭 Project	

Select **Research output** then drill down, choosing the template and the 4. type of research output you wish to create. Note: the example used in this guide is a contribution to journal, article.

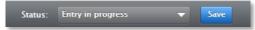




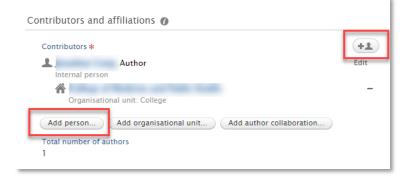
 An editable pop up window will appear with a title starting with *Research output*. Fill in all the fields that you are able to including all mandatory fields marked with a red asterisk.

Research output - Contribution to	journal > Article - Pure 5.21.1 test - Google Chrome		I >	ς
flinders-staging.elsevierpure	e.com/admin/editor/dk/atira/pure/api/shared/model/researchoutput/editor/contributiontojou	rnaleditor.xhtml?schen	ne=/	
	Research output: Contribution to Journal > Article	Change template	0	Î
EDIT Metadata	Туре			I
Metrics	Peer-reviewed *  Peer-reviewed Not peer-reviewed			
OVERVIEW Relations	Publication status 🕐			
Fingerprints Display	Publication statuses and dates # Year # Month Day -			
HISTORY AND COMMENTS History and comments	Add publication status and date			
	Publication information  Original language * English			
NOTIFICATIONS	Title of the contribution in original language <b>*</b>			
this submission:	Subtitle of the contribution in original language			
Comment on workflow step change:	Abstract			
	Status: For validation Save	_		Ŧ

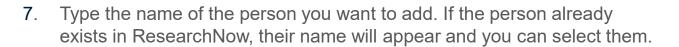
Note: You can select *Entry in progress* to complete the process later.



6. Under the **Contributors and affiliations** section, select **Add person** (or select the **•••** icon) to add co-authors to the record.







Search and add Person - or create External Person Search Create external person	Create external person
Q	Flinders University - Academic status holder / adjunct, Former Other (Honorary)
Flinders University - Academic status holder / adjunct, Former Other (Honorary)	– Acadamic status holder / adjunct, Formar Other (Honorary)
-Academic status holder / adjunct, Former	- Academic status holder / adjunct, Former Other (Honorany)

7.1 If a person is not in ResearchNow, select *Create external person*.

Search and add	Person – or create External Person	
Search	Create external person	
S		
		-
inders University - Academic	status holder / adjunct, Former	

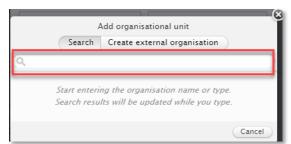
		C	Create external persor
Flinders Universit Other (Honorary)	ty – Academic status holi	der / adjunct, Formo	ar

7.2 Type the name of the person, their role and select *Add organisational unit*.

	- or create External Person ate external person
First name	Last name <b>*</b>
Role * Author Country/Territory Affiliation on the research out	Type External person 👻
Organisational unit Add organisational unit	
	Cancel Create







## 7.4 Select Create

Search and add Persor	n – or create External Person
Search Cre	ate external person
First name	Last name *
Test	Smith
Role *	Туре
Author 🔻	External person 🔻
Affiliation on the research o	utput
Organisational unit	
External organisation: Unkno	own
Add organisational unit	
	Cancel Create

8. To add an electronic version of the research output to the record, under *Electronic version(s), and related files and links* select .





8.1 Choose the type of electronic version from the pop up window (for instructions around Open Access please refer to the <u>Make your</u> paper Open Access Quick Reference Guide).



8.2 To upload the file, follow the sequence: A) Either drag the file or browse the folders on the computer. Or, B) add or change the file title and set the type of public access to file.

Upload an electronic version
Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript) File *
Drag file or <b>browse</b> your computer.
File title
Document version
No value 🐨
Access to electronic version
Public access to file * 👔
Select access 🔻
Available on portal date
No value
Cancel Create



Adding a research output manually **Research** 

8.3 Choose a license type to apply from the dropdown **Select license**.

Licence				
Licence to document				
Select licence 💌	Select licence	-		
	In Copyright Other Unspecified CC BY-ND CC BY CC BY-NC CC BY-NC-ND CC BY-NC-SA	Ţ	Cancel	Create

## 8.4 Select Create.

Licence to document		
In Copyright 🛛 🔻	Show licence	

#### Select Create. 9.





# Adding a research output manually **Research**Now

## 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 verify the metadata. Once the Library has verified the record, they will move the research output to Validated and 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 (as shown at step 5) 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.

