

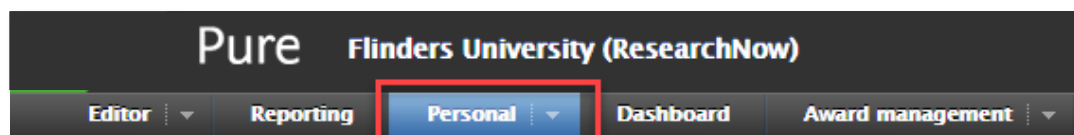
This guide explains how to add a research output manually in ResearchNow.

## Process

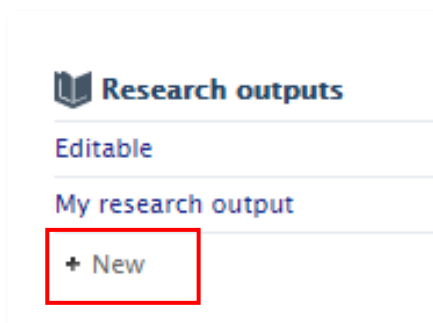
1. Login to *ResearchNow*



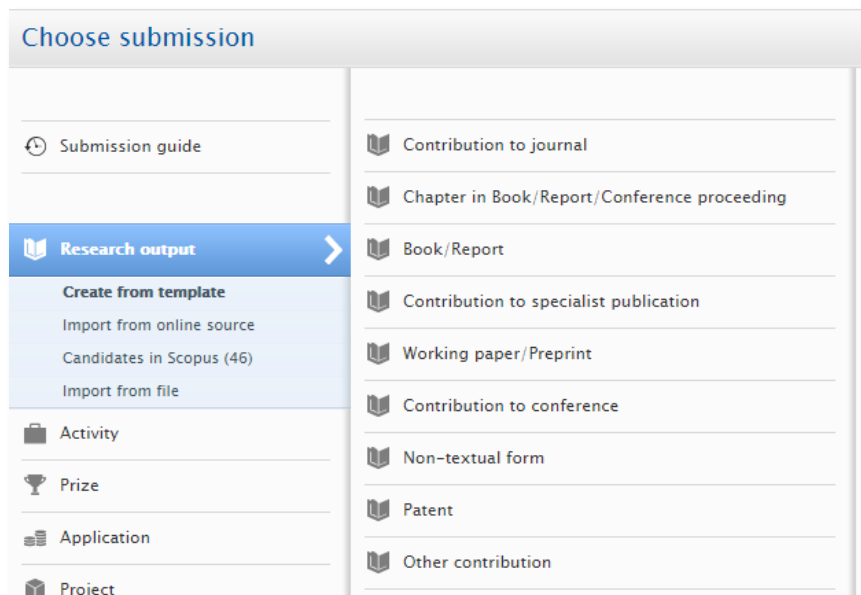
2. Navigate to the *Personal* tab.



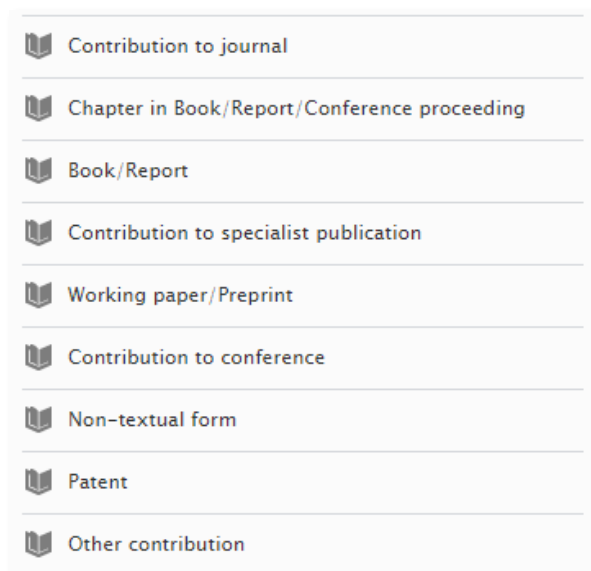
3. Select **+ New**.



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



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

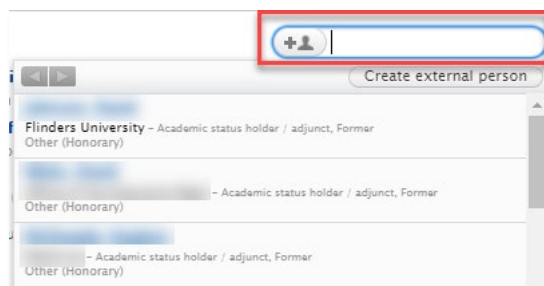
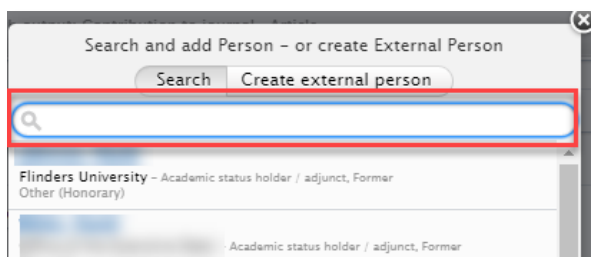


- An editable pop up window will appear with a title starting with **Research output**. Fill in all the fields that you are able to including all mandatory fields marked with a red asterisk.

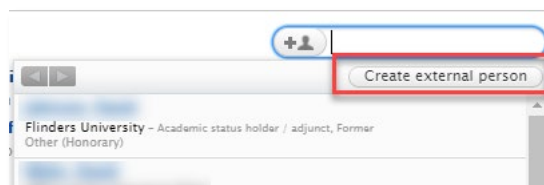
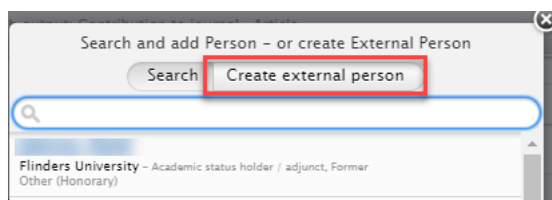
**Note:** You can select **Entry in progress** to complete the process later.

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

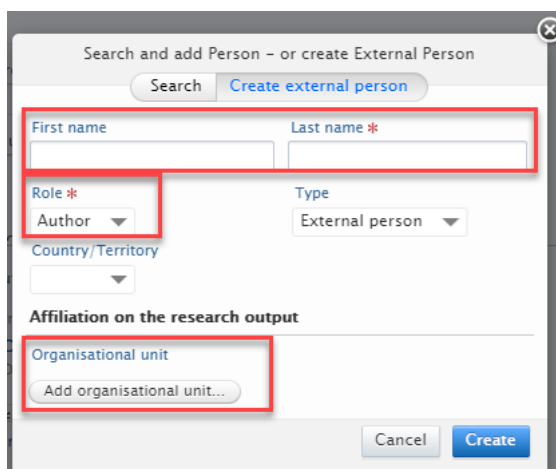
7. Type the name of the person you want to add. If the person already exists in ResearchNow, their name will appear and you can select them.



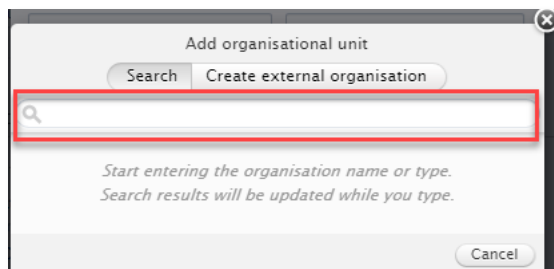
- 7.1 If a person is not in ResearchNow, select **Create external person**.



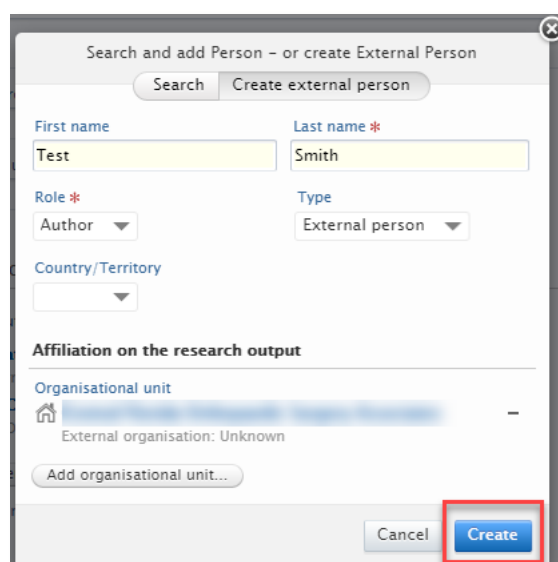
- 7.2 Type the name of the person, their role and select **Add organisational unit**.



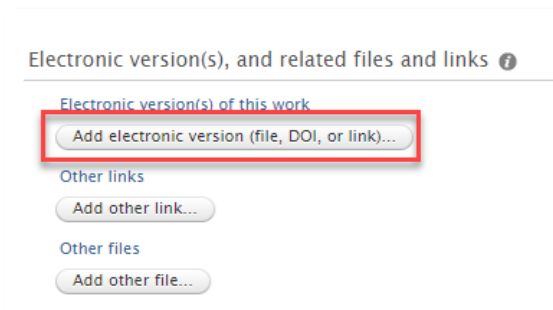
7.3 Search for their affiliation or click **Create external organisation** if the external affiliation can not be found in ResearchNow.



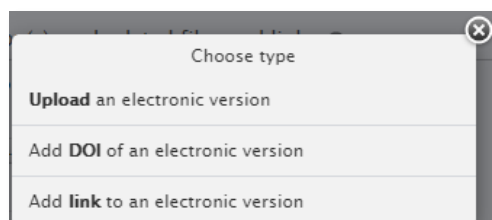
7.4 Select **Create**



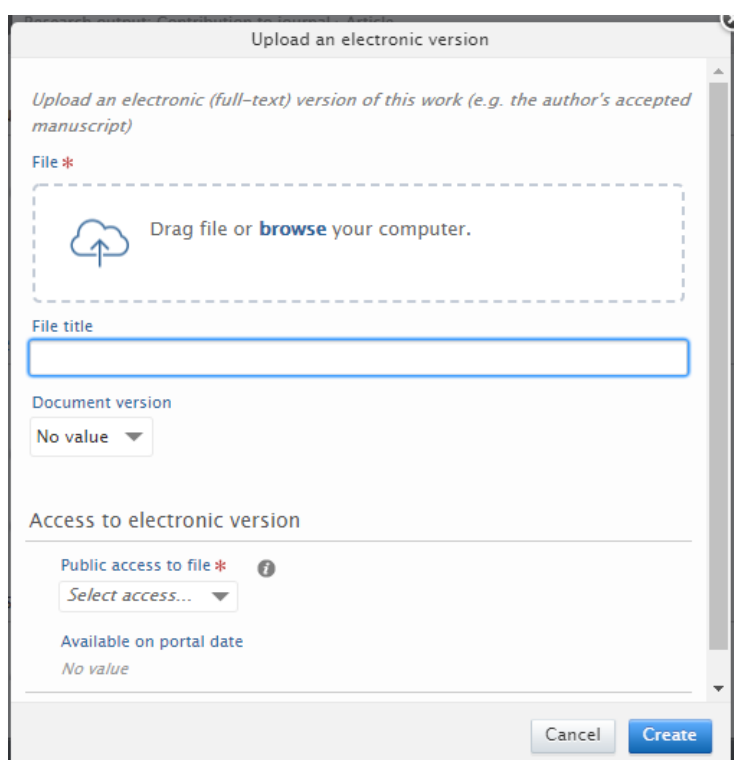
8. To add an electronic version of the research output to the record, under **Electronic version(s), and related files and links** select .



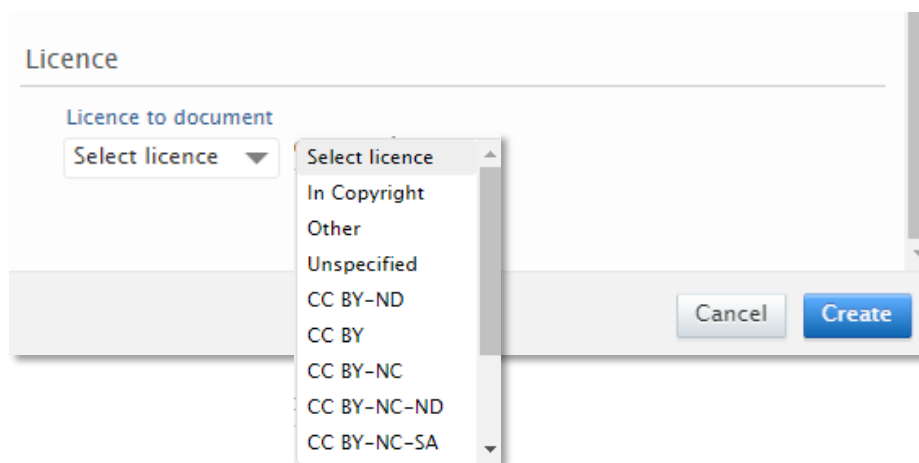
8.1 Choose the type of electronic version from the pop up window (for instructions around Open Access please refer to the [Make your paper Open Access Quick Reference Guide](#)).



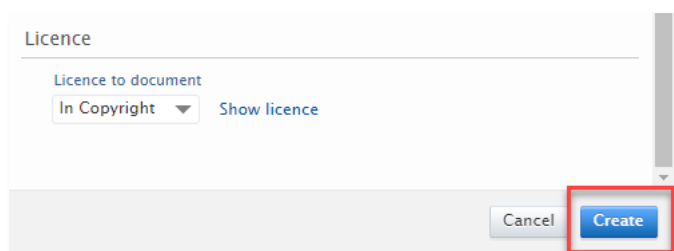
8.2 To upload the file, follow the sequence: A) Either drag the file or browse the folders on the computer. Or, B) add or change the file title and set the type of public access to file.



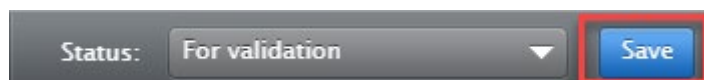
8.3 Choose a license type to apply from the dropdown **Select license**.



8.4 Select **Create**.



9. Select **Create**.



## 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*.