Research outputs claimed from SCOPUS
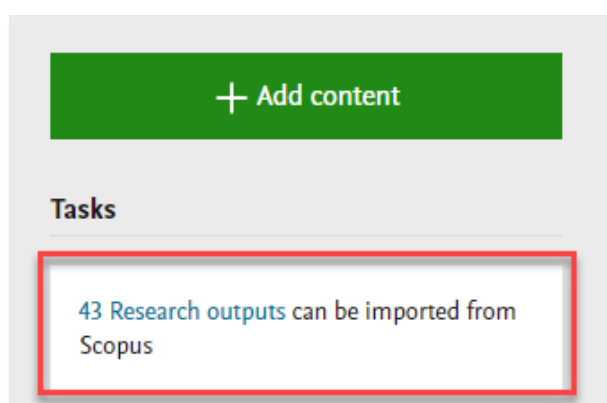
Research**Now**

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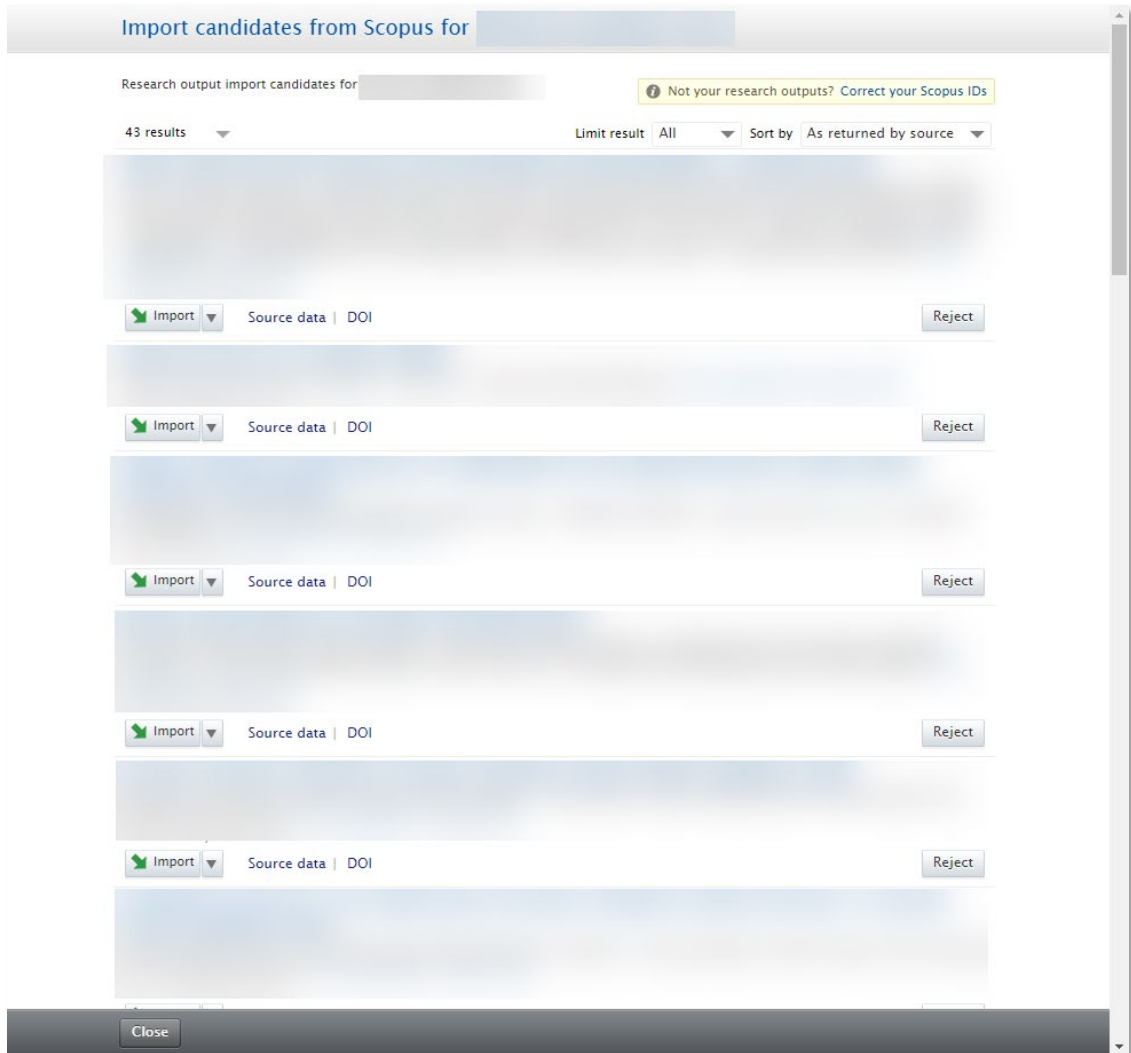
Process

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*.
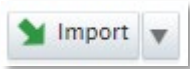
ResearchNow

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.


        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.
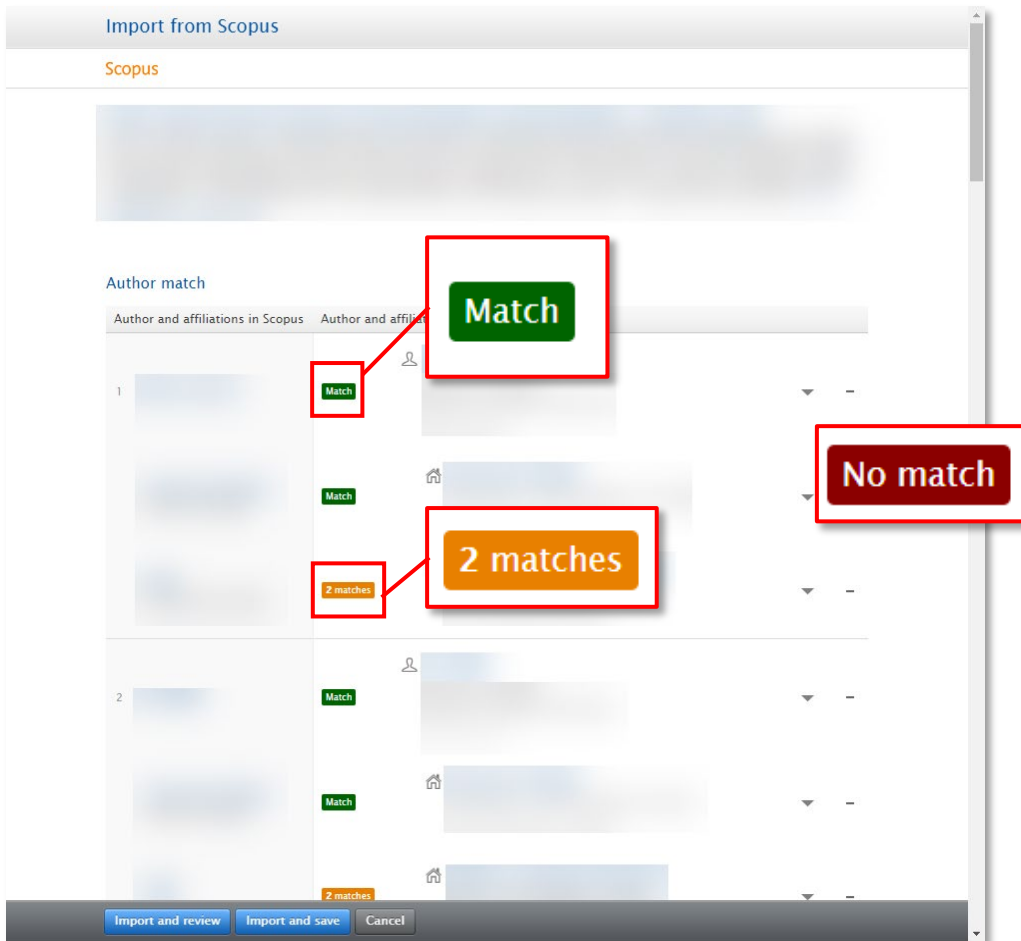
ResearchNow

5.1.2 Once the author match is confirmed, select ***Import and Review***.
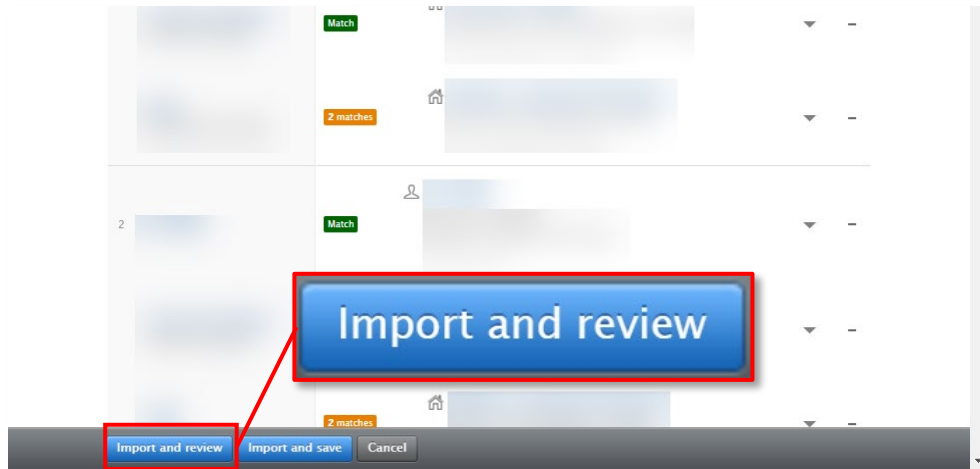
5.1.3 Check if the imported information is correct.
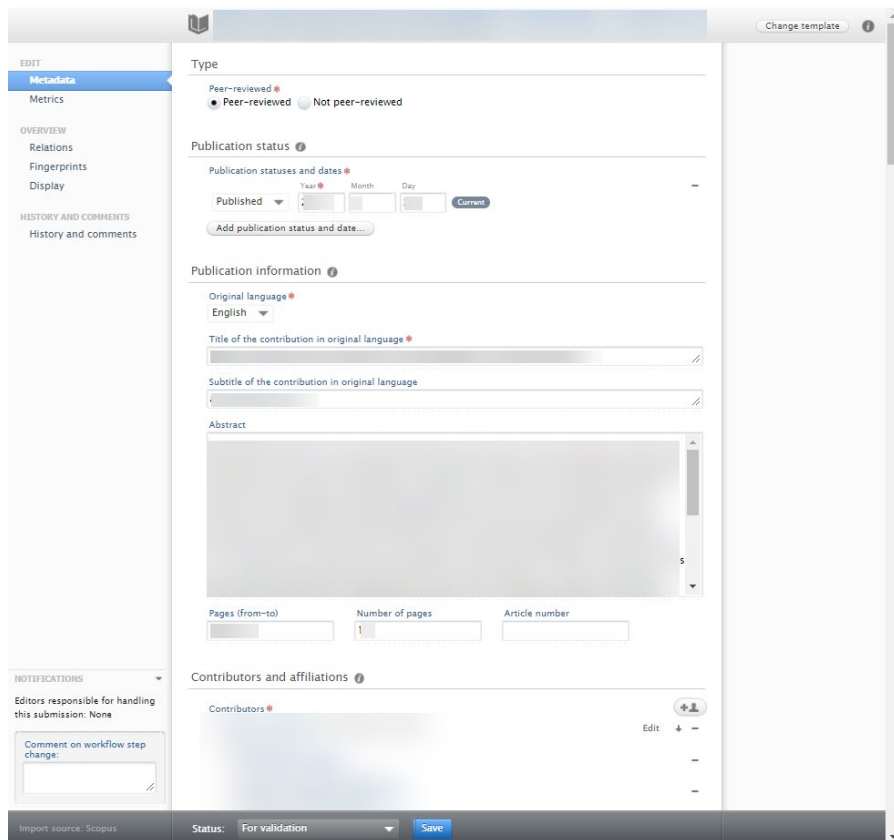
5.1.4 Scroll down to the *Discipline assignment* and enter in your *2020 Fields of research* code/s.

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.

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.

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

ResearchNow

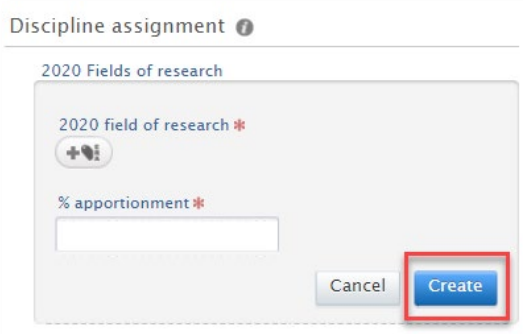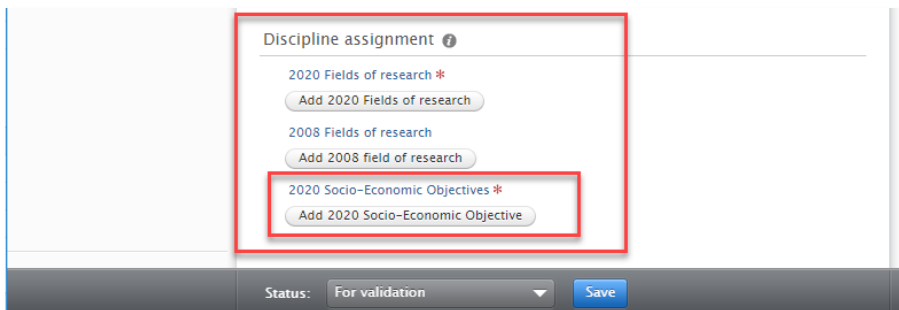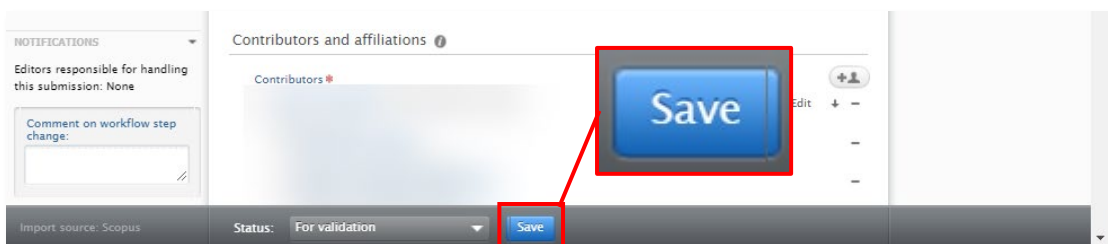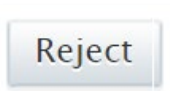5.1.7 Select *Create*.

5.1.9 Enter your 2020 Socio-Economic Objectives.

5.1.10   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*.

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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.*