

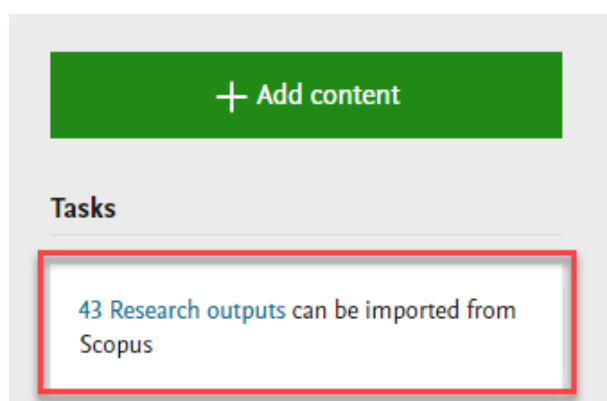
This guide explains how to claim a research output automatically 'harvested' into ResearchNow from SCOPUS.

Process

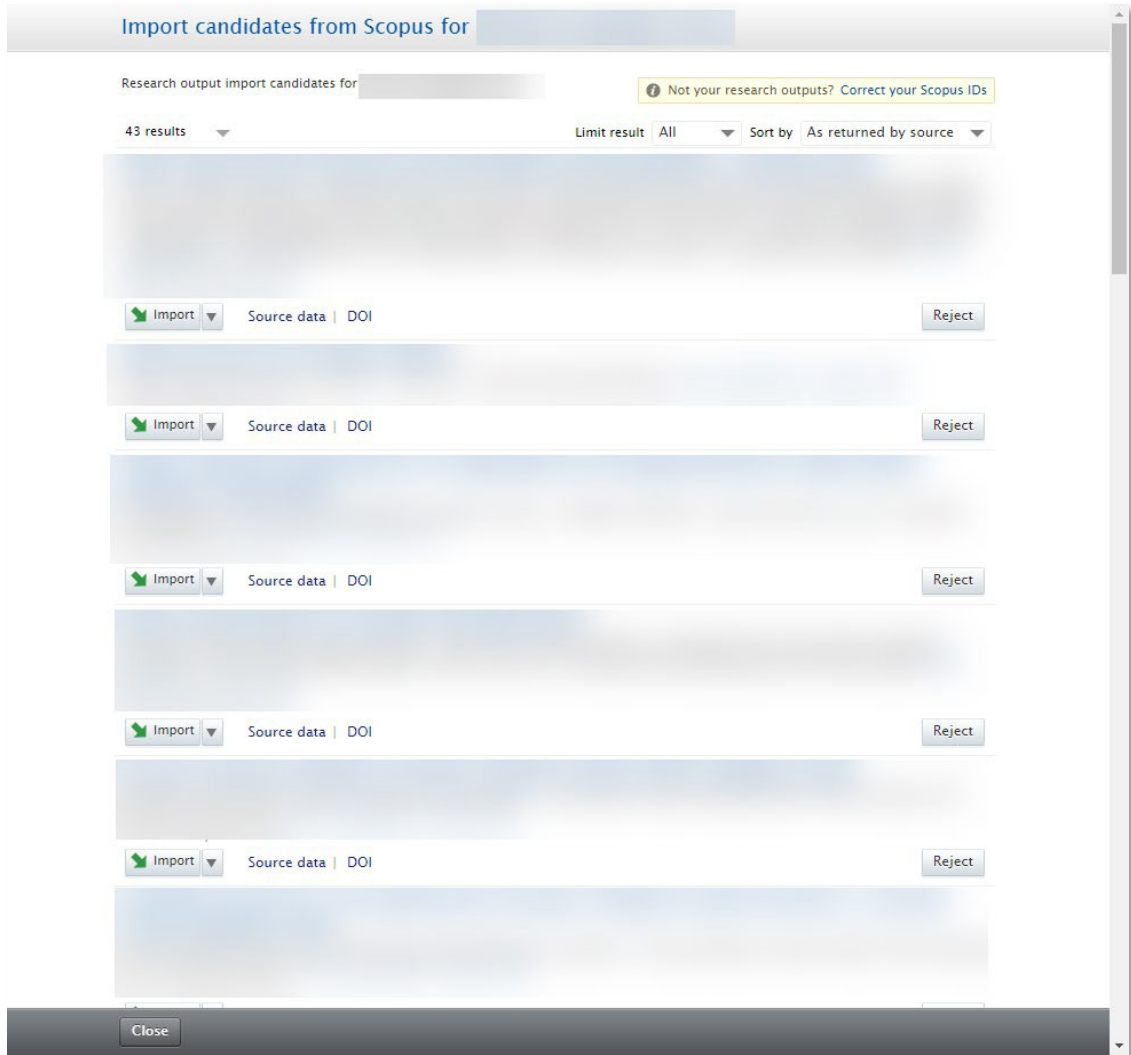
1. Login to *ResearchNow*



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



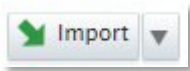
3. A pop-up window appears. This is the list of your research output candidates which can be downloaded from Scopus.



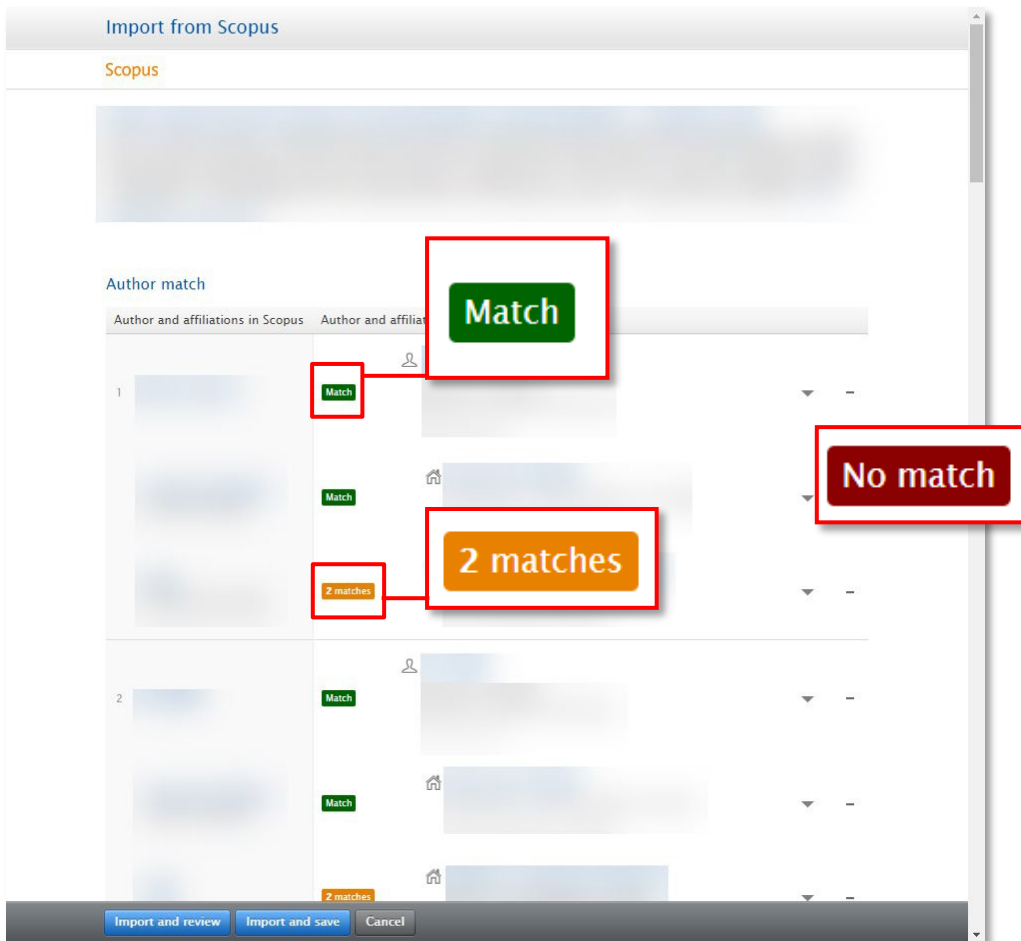
4. Review the research output candidates in the list.

5. If you are affiliated with a research output:

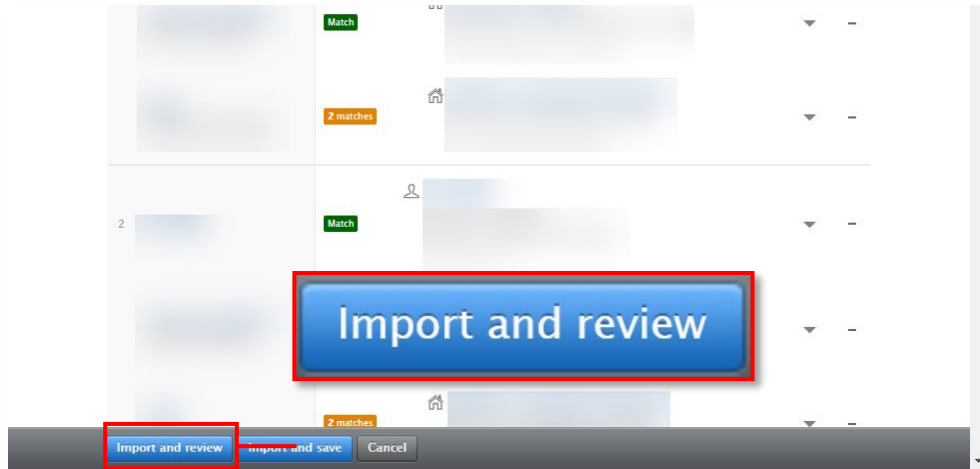
5.1. Select **Import** or the title of the research output.



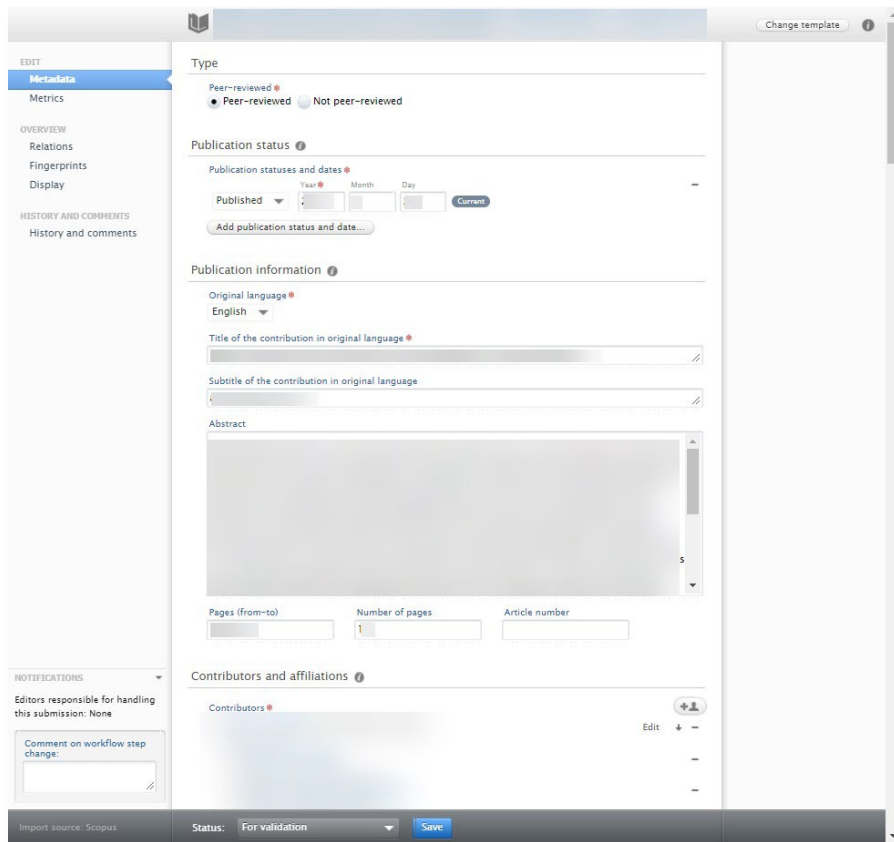
5.1.1 Check that ResearchNow has the correct author match (Author and affiliations) for this new record. If the match is green (Match), or red (No match) you don't need to do anything. If the match is yellow (2 or more matched), select the most correct option from the drop-down list.



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.

The screenshot shows the 'Discipline assignment' form. A red box highlights the '2020 Fields of research' section, which contains the following elements:

- 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

Other visible sections include:

- NOTIFICATIONS**: Editors responsible for handling this submission: None. A comment box for workflow step change is present.
- 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.

This close-up shows the '2020 Fields of research' section. A red box highlights the input field for a '2020 field of research *', which includes a plus icon and an information icon. Below it is a field for '% apportionment *' and buttons for 'Cancel' and 'Create'.

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.

Discipline assignment ⓘ

2020 Fields of research

2020 field of research *

+🔍 medic ✕

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- 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.

Discipline assignment ⓘ

2020 Fields of research

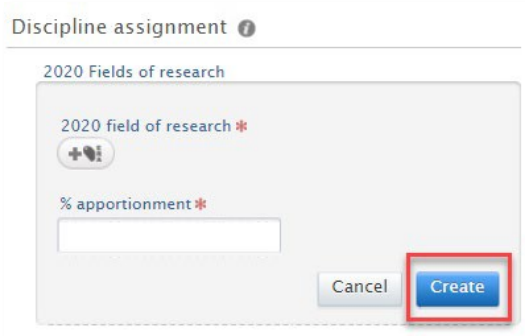
2020 field of research *

+🔍

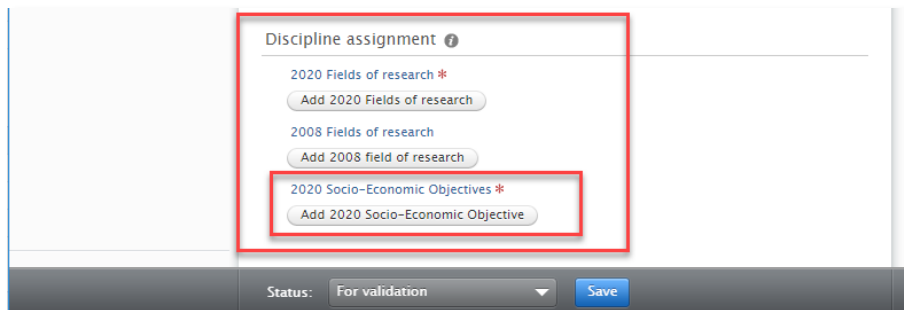
% apportionment *

Cancel Create

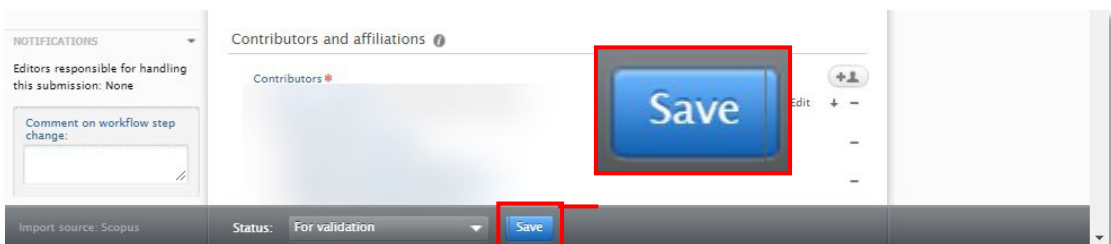
5.1.7 Select **Create**.



5.1.9 Enter your 2020 Socio-Economic Objectives.



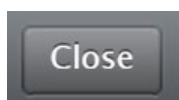
5.1.10 Select **Save**.



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**.



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**.