GUIDELINES FOR RESEARCH PRODUCTS ENTERING IN IRIS





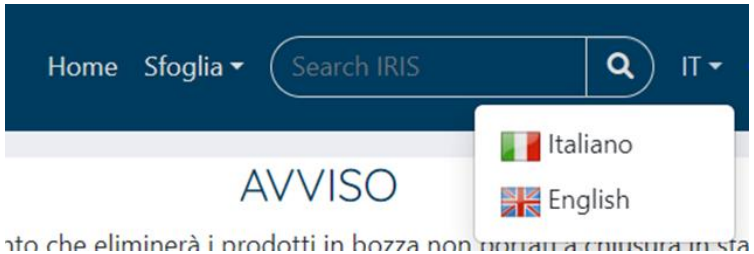
Università degli Studi di Ferrara

This document, aimed at teachers and researchers, provides short information to allow quick use of the system, explaining how to carry out most frequent operations.

This is a reworking of the manuals available at this link:
https://wiki.u-gov.it/confluence/pages/releaseview.action?pageId=506310248

Please note that in the following screenshots personal data have been obscured.

From the webpage https://iris.unife.it/ you can switch to the English version of the webpage clicking on the little flag



INDEX

Glossary

My desktop

How to enter my research products

Recognition of authors affiliated to University of Ferrara

How to do self-recognition of a product

How to modify or delete a product

GLOSSARY

RECOGNIZED AUTHOR

He/She is the author of a product that not only appears in the bibliographic list of names but is also linked to the system registry. Details about role, Department affiliation, SSD, etc. are available only for recognized authors.

When submitting a product, you must recognize yourself and all other authors that are colleagues affiliated with the University of Ferrara.

From the item card, it is possible to distinguish the recognized authors of the University and to trace their public profile by clicking on the name highlighted by a link.



PRODUCT STATUS

Draft **DRAFT:** a product that still lacks mandatory information and therefore is waiting for completion. You can modify or delete it at any time.

Definitive **DEFINITIVE:** a product declared "complete" and therefore no longer editable. This status applies to research product types that do not require validation or that require validation from mid-2015 back.

PRODUCT STATUS/2

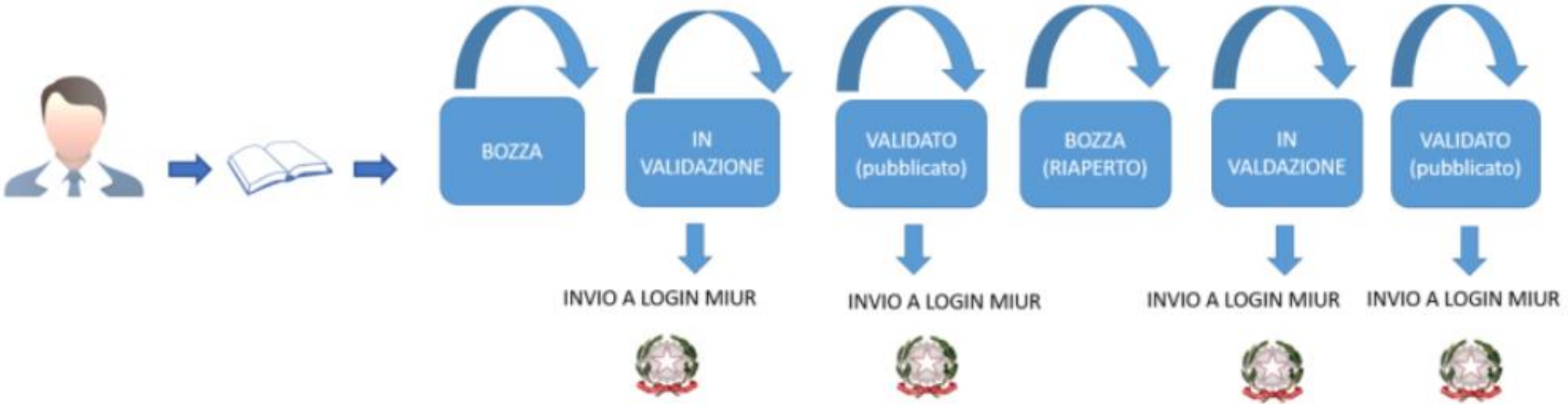
In validation **IN VALIDATION:** a product that has not yet been checked and certified by the Bibliometrics and Databases Office, but it should be considered a synonym of the 'definitive' state. The products ‘in validation' are transferred to the ministerial site and are considered for both internal at the University and external evaluation processes.

Verified **VERIFIED:** a product that has been subjected to control and certification by Bibliometrics and Databases Office. Please note that products can be validated only if the **full text pdf file** of the publication is attached to the form in the **editorial version** (or Version of Record, the official version published by the publisher) or in the **post print version** (Author’s Accepted Manuscript, the final version accepted for publication resulting from the peer-review process without editorial layout).

PRODUCT STATUS/3

VERY IMPORTANT

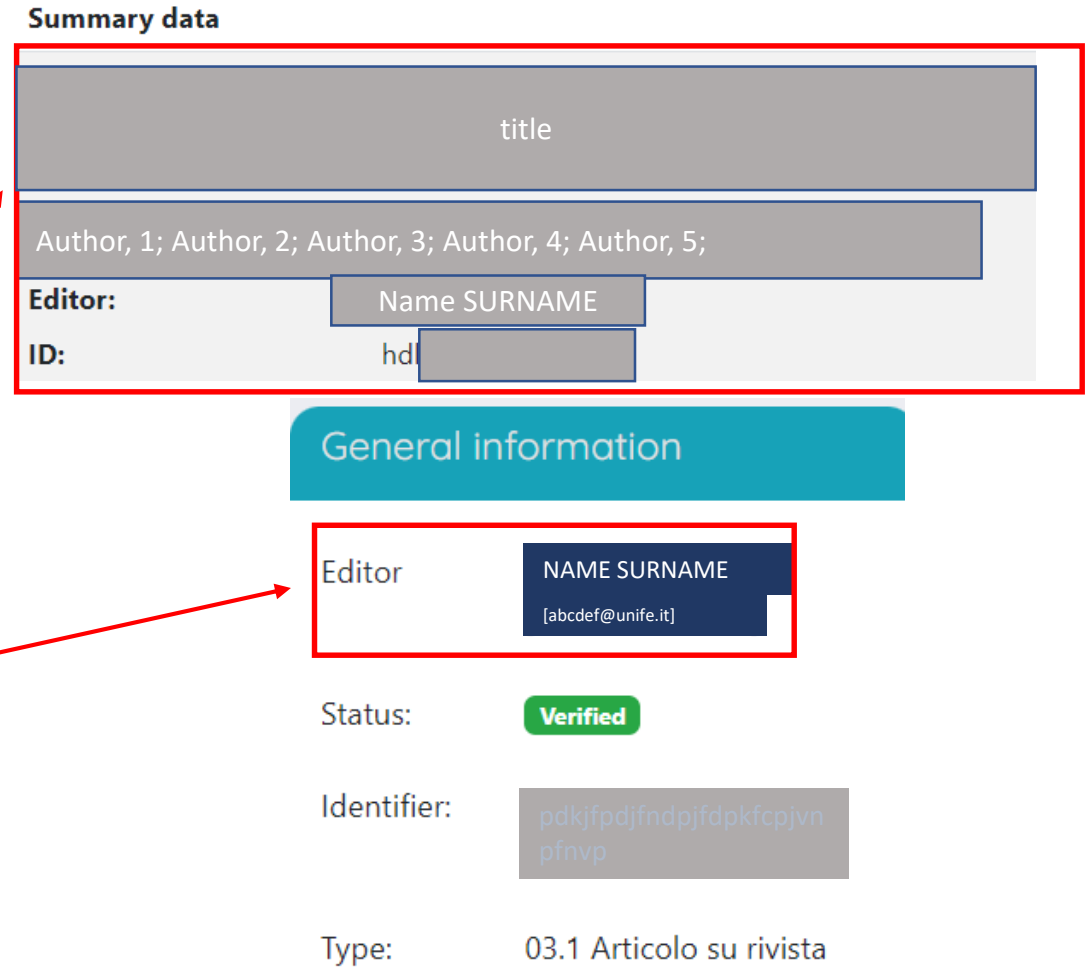
Only definitive, in validation and verified products are transmitted and synchronized with the Ministerial Site and are taken into account for data collection and internal and external evaluation procedures at Unife (VQR, ASN, FAR, etc.)



EDITOR

The editor is the user who is entrusted with the management of the item card for any future changes, authors' claiming and disclaiming or deletion.

The editor is reported both in the list of products in "My publications", and in the box "General information" in detail of a product card.



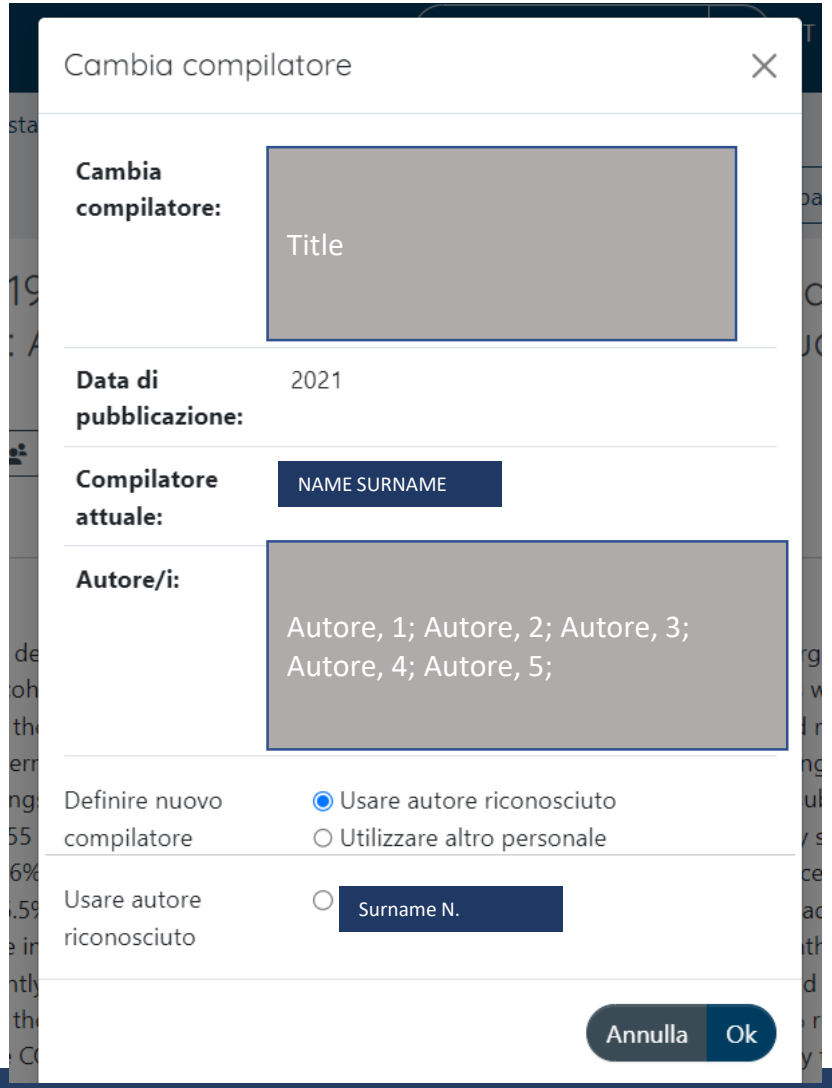
EDITOR/2

You can change the editor, indicating another recognized internal author or other staff.



EDITOR/3

After clicking the 'Change editor' button, the box below will appear allowing to select the user to whom the responsibility of the item will be transferred.



EDITOR/4

All recognized authors of the item card will receive an email notification as in the example.



Cambio compilatore prodotto Esterni Posta in arrivo ×

noreply@cineca.it

a [redacted]

E' stato cambiato il compilatore della scheda:

[redacted]

di cui Lei e' uno degli autori.

Il nuovo compilatore e'

NAME SURNAME

Link alla pubblicazione: https://iris.unife.it/handle/11392/[redacted]

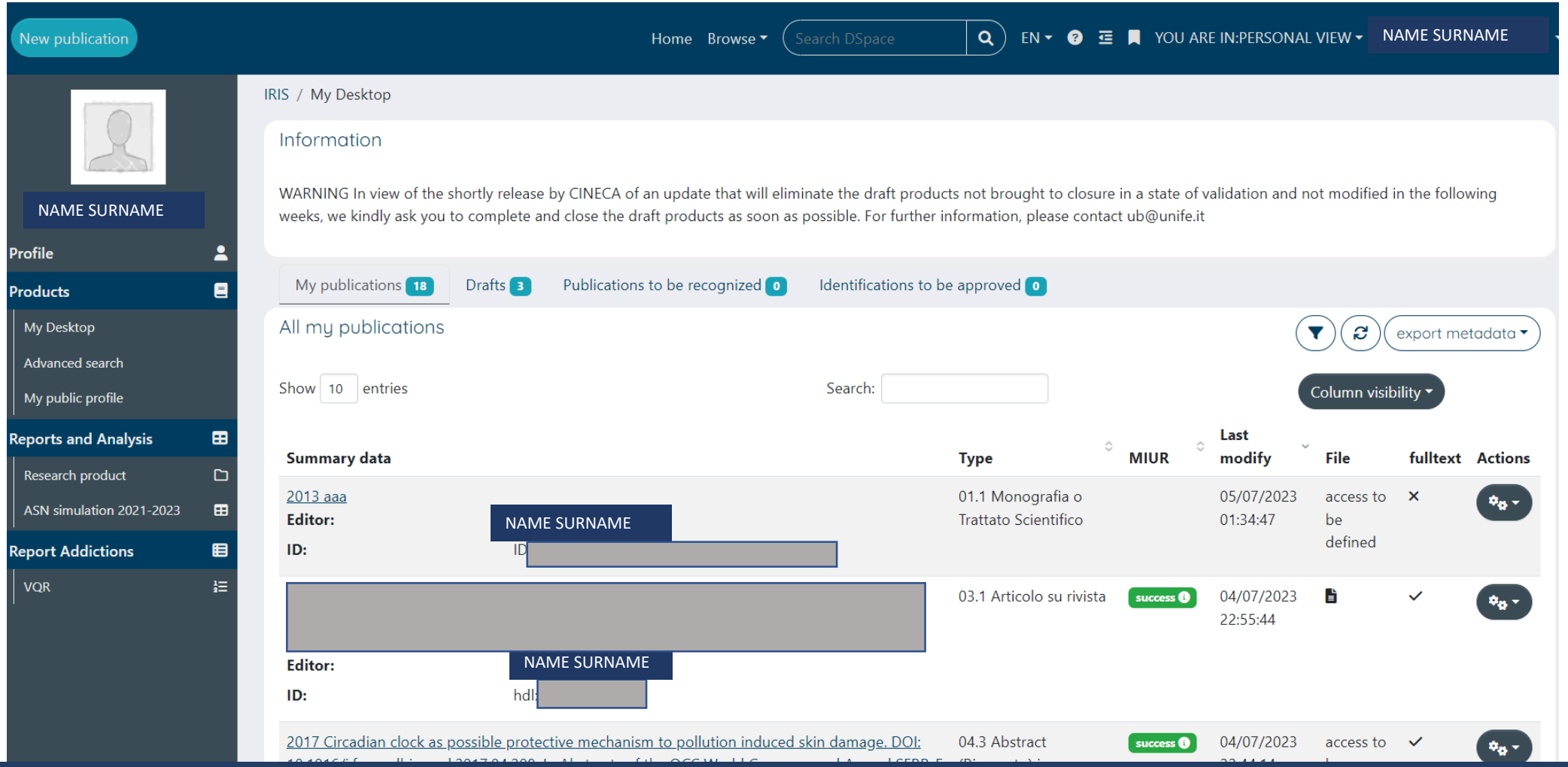
La ringraziamo per la collaborazione

Lo Staff

MY DESKTOP

MY DESKTOP

After the login, the “My Desktop” webpage will appear.



MY DESKTOP/2

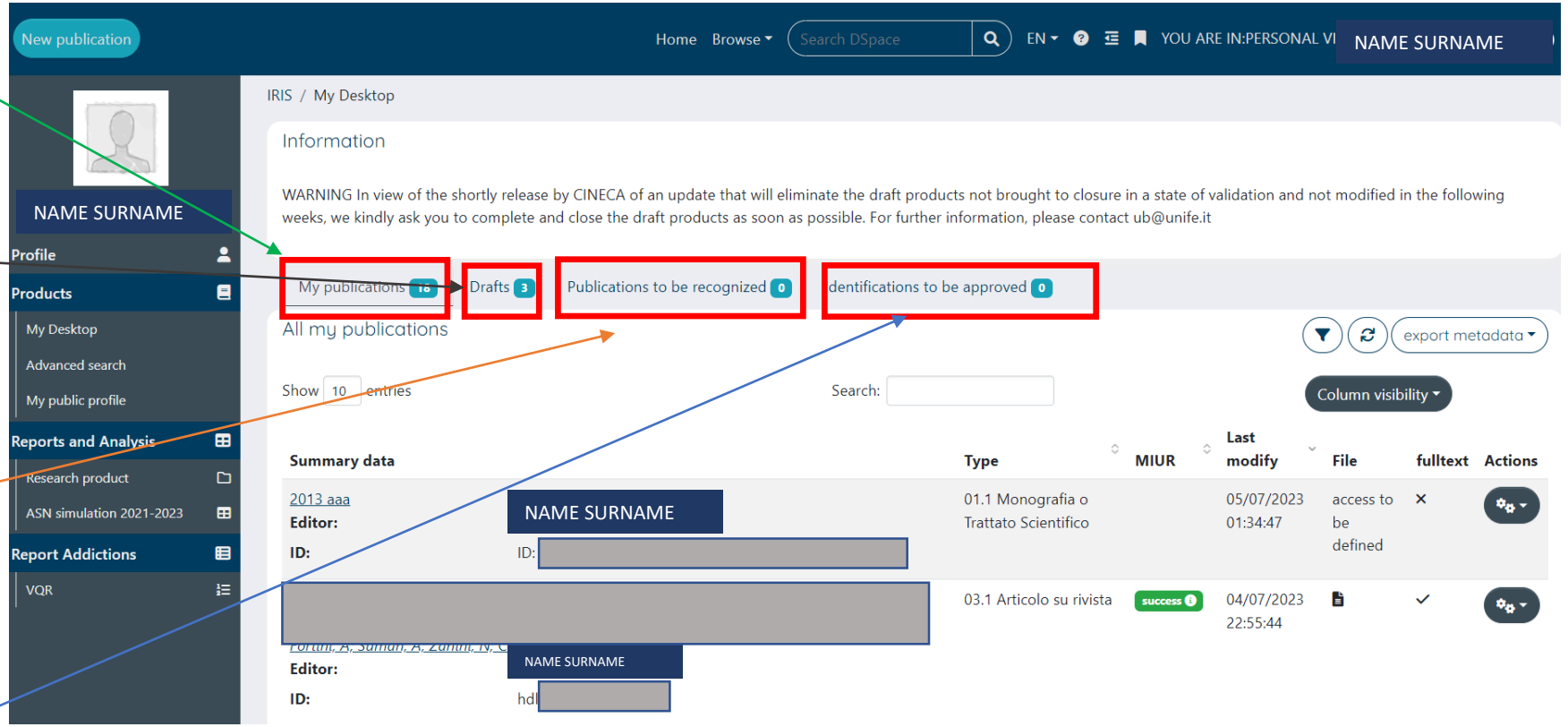
My Desktop is divided into **4 main tabs**

MY PUBLICATIONS: All research products of which you are Editor or recognized author

DRAFTS:
research products not yet completed and not visible in public view

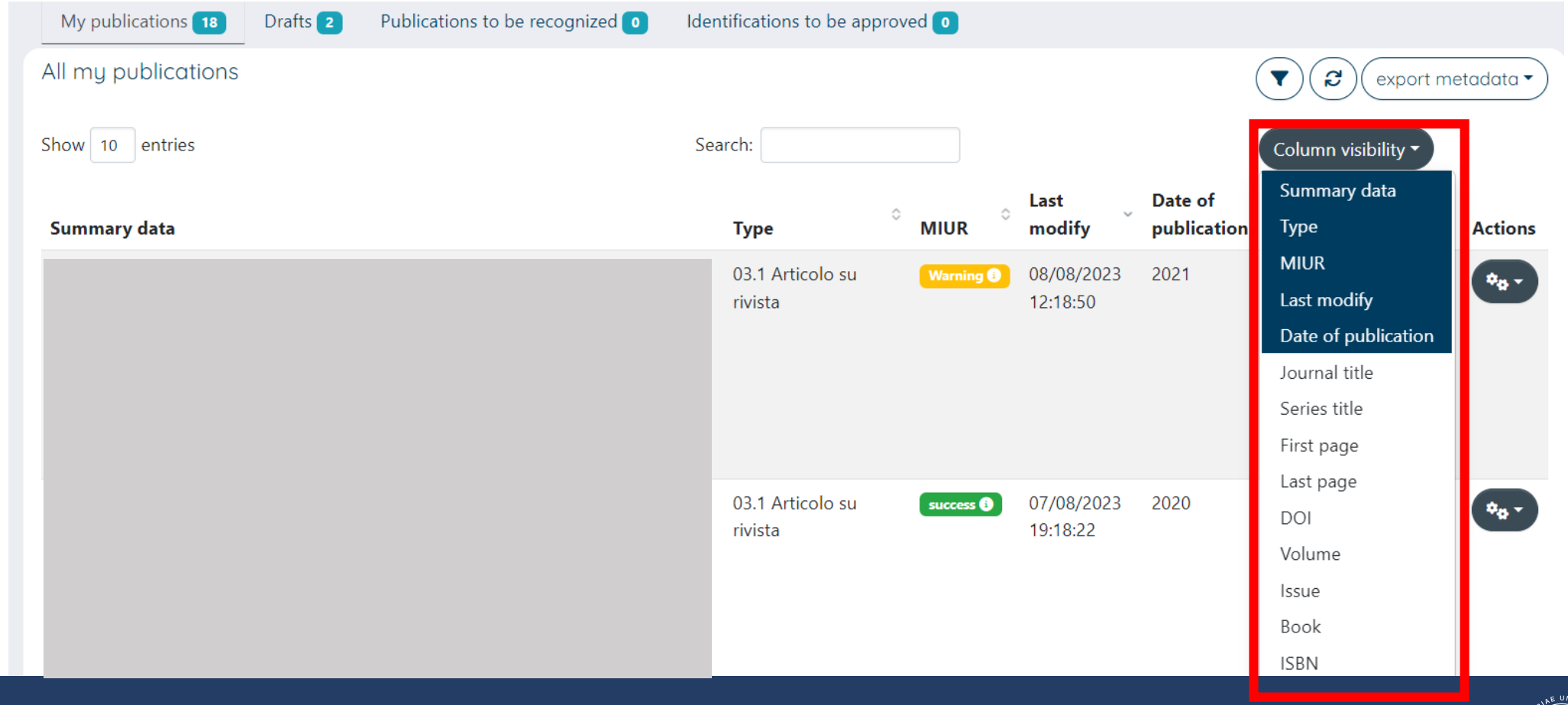
PUBLICATIONS TO BE RECOGNIZED: System automatically identifies research products of which you can be author and you can perform self-recognition

IDENTIFICATIONS TO BE APPROVED: requests for approvation of self-recognition of others co-authors



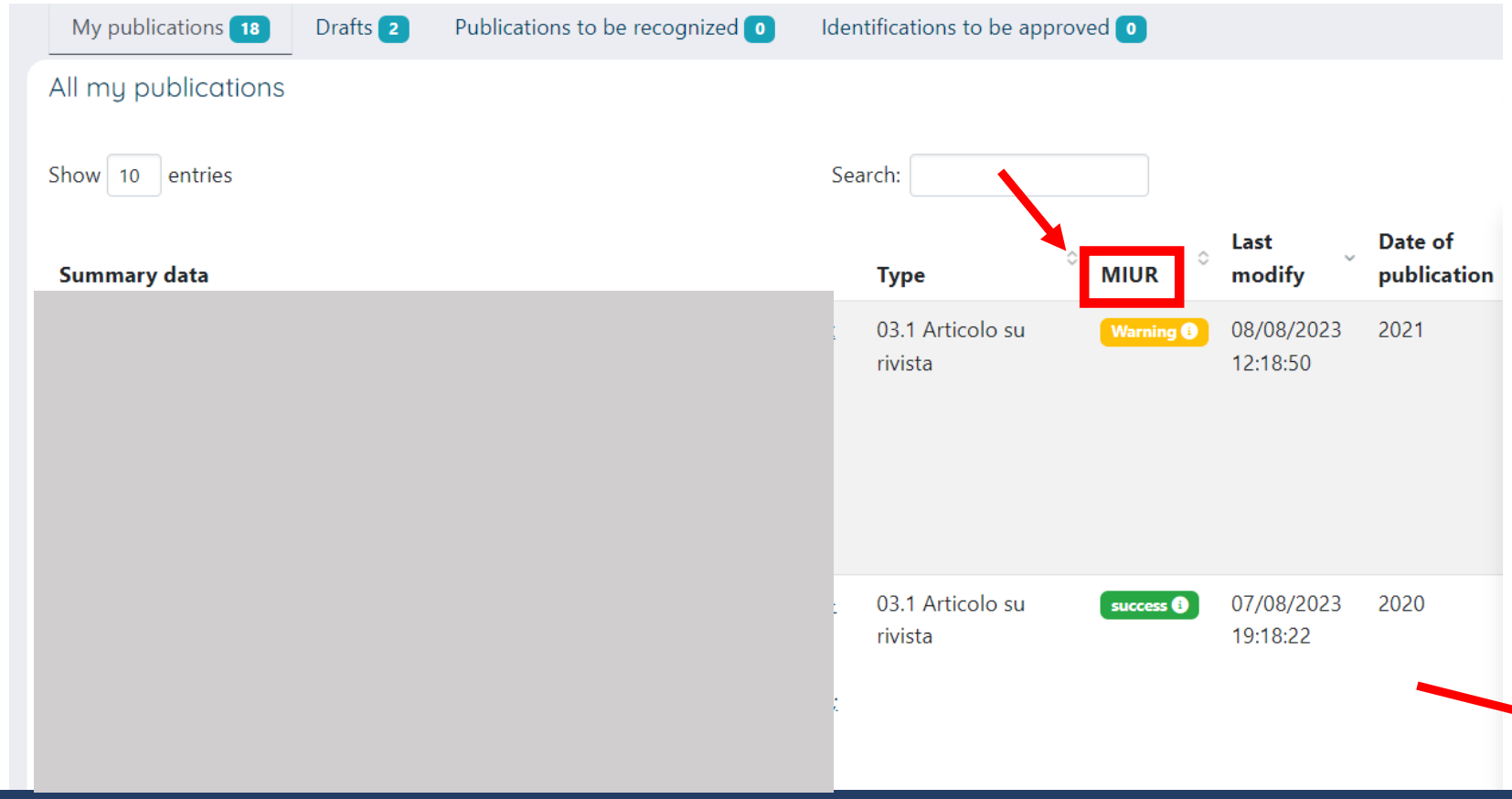
CUSTOMIZATION OF THE VIEW

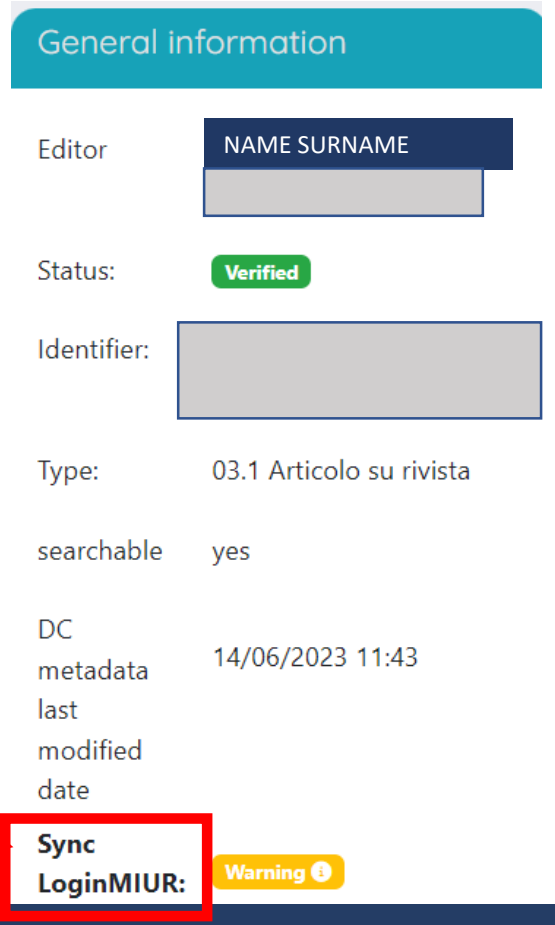
You can add or hide columns to the product list with the column button.



SYNCHRONIZATION WITH LOGINMIUR SITE

The status of synchronization of the publication to loginmiur site is displayed both in the products desktop and in the box 'General information'





SYNCHRONIZATION WITH LOGINMIUR SITE/2

The possible status are:

success

The product was regularly sent to the loginmiur site of all the recognized authors.

To be sent

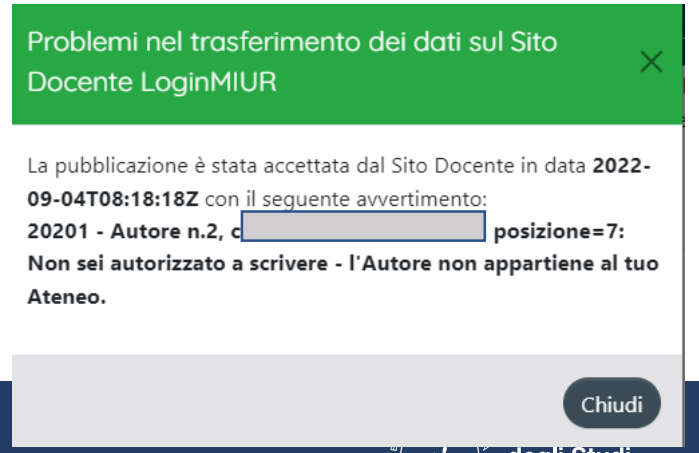
The publication has not yet been processed.

Error

The publication was refused by the loginmiur site; the cause of the error will be displayed clicking on this key.

Warning

The product was correctly transferred to loginmiur site, but not for one or more authors whose the Fiscal Code was not recognized and therefore the transfer is not possible. Clicking on this button you can see this message

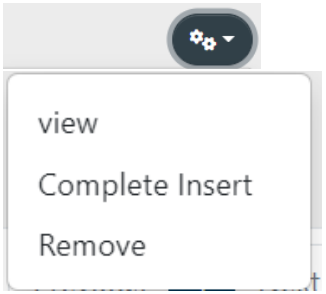


AVAILABLE OPERATIONS ON A PRODUCT

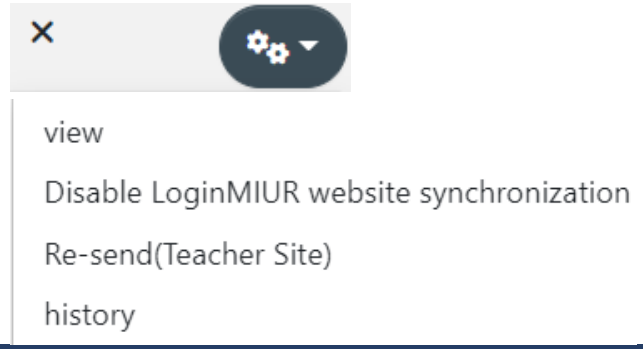
FROM MY DESKTOP

The button  in «Actions» column allows to do some operations on the specific publication depending on its status (draft, in validation, definitive, validated) directly from the desktop.

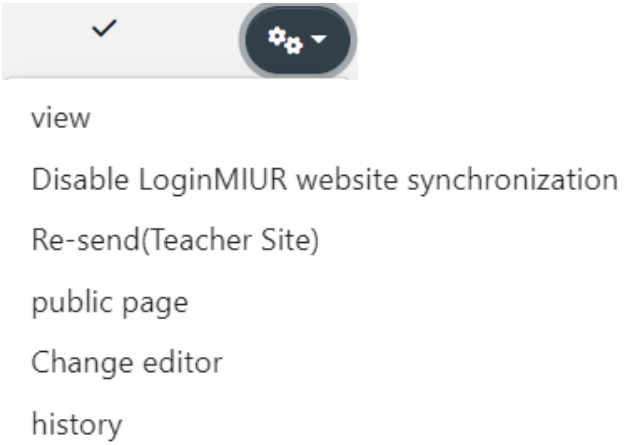
Possible operations on a **draft** product



Possible operations on a **in validation** product



Possible operations on **definitive/verified** product

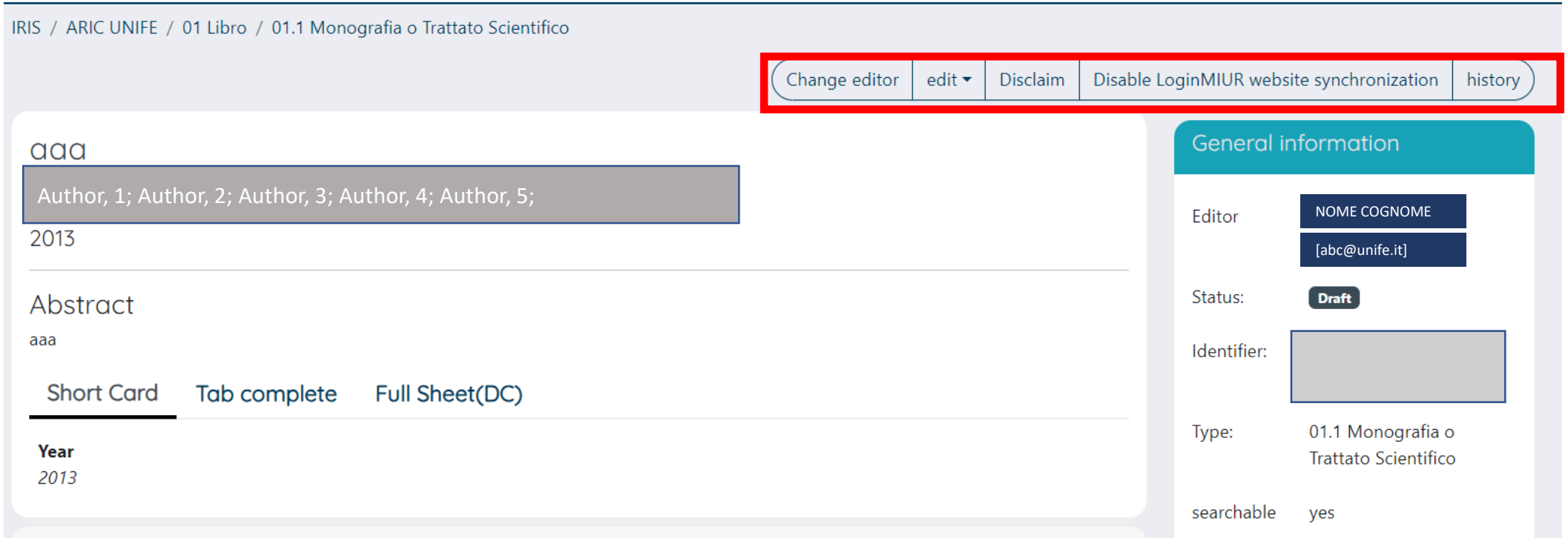


AVAILABLE OPERATIONS ON A PRODUCT/2

FROM THE PRODUCT TAB

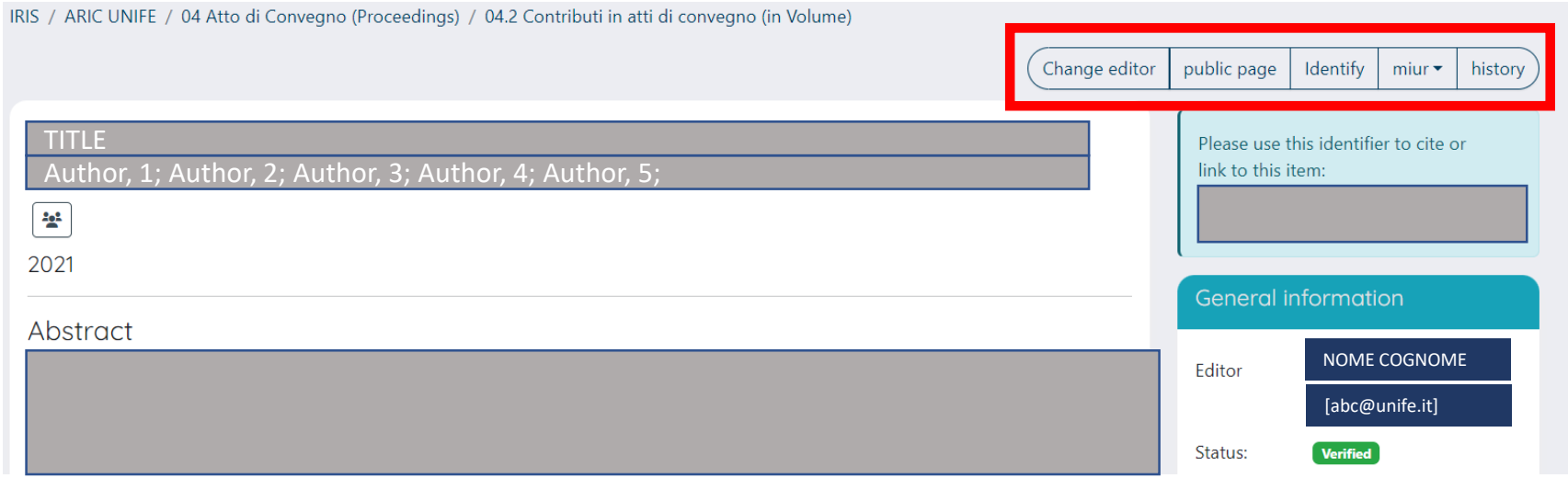
Buttons showing available actions are on the top right of the item card.

Draft

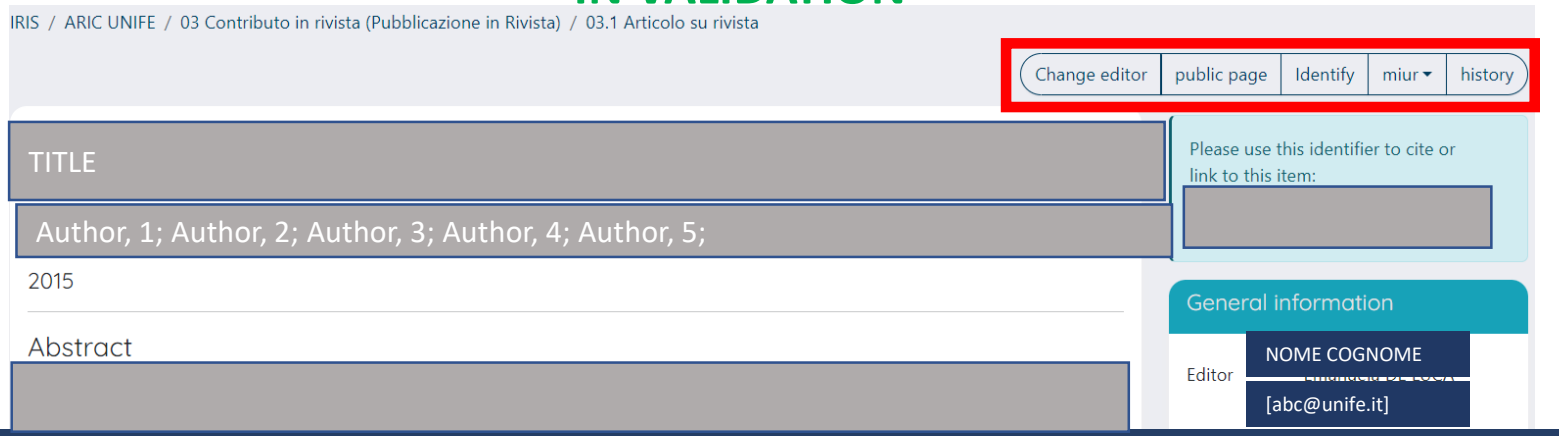


AVAILABLE OPERATIONS ON A PRODUCT/3

VERIFIED



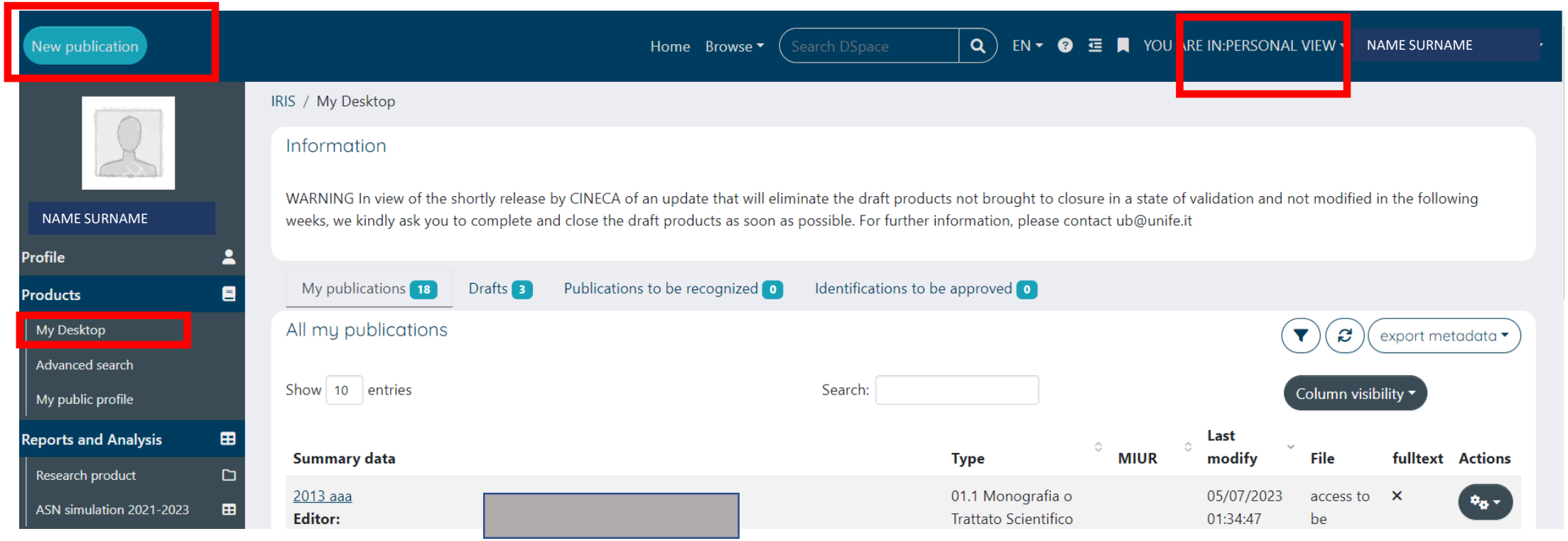
IN VALIDATION



HOW TO ENTER MY RESEARCH PRODUCTS

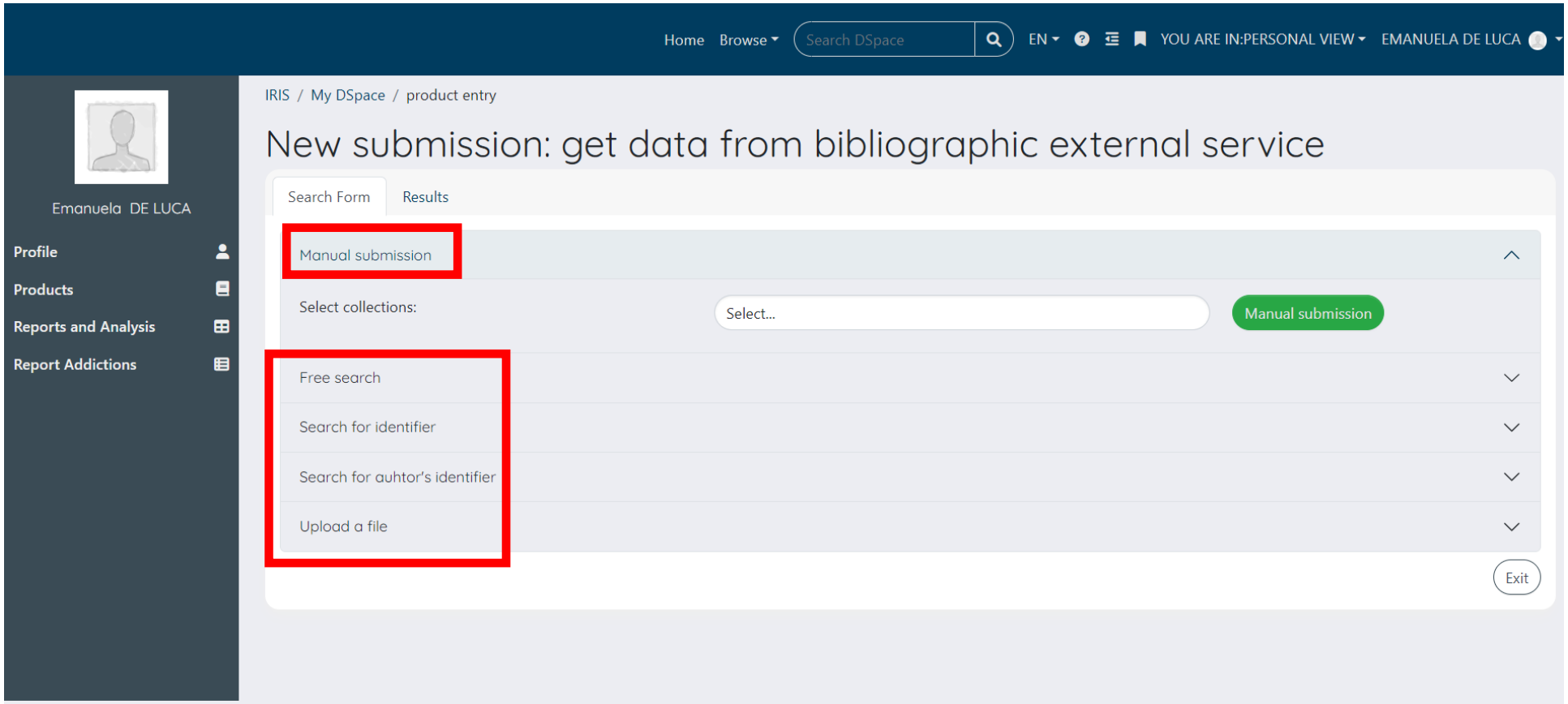
HOW TO ENTER A NEW PRODUCT

Make sure you are in "Personal Vision" and in the Products Desktop Products menu. Click on the top left button New publication



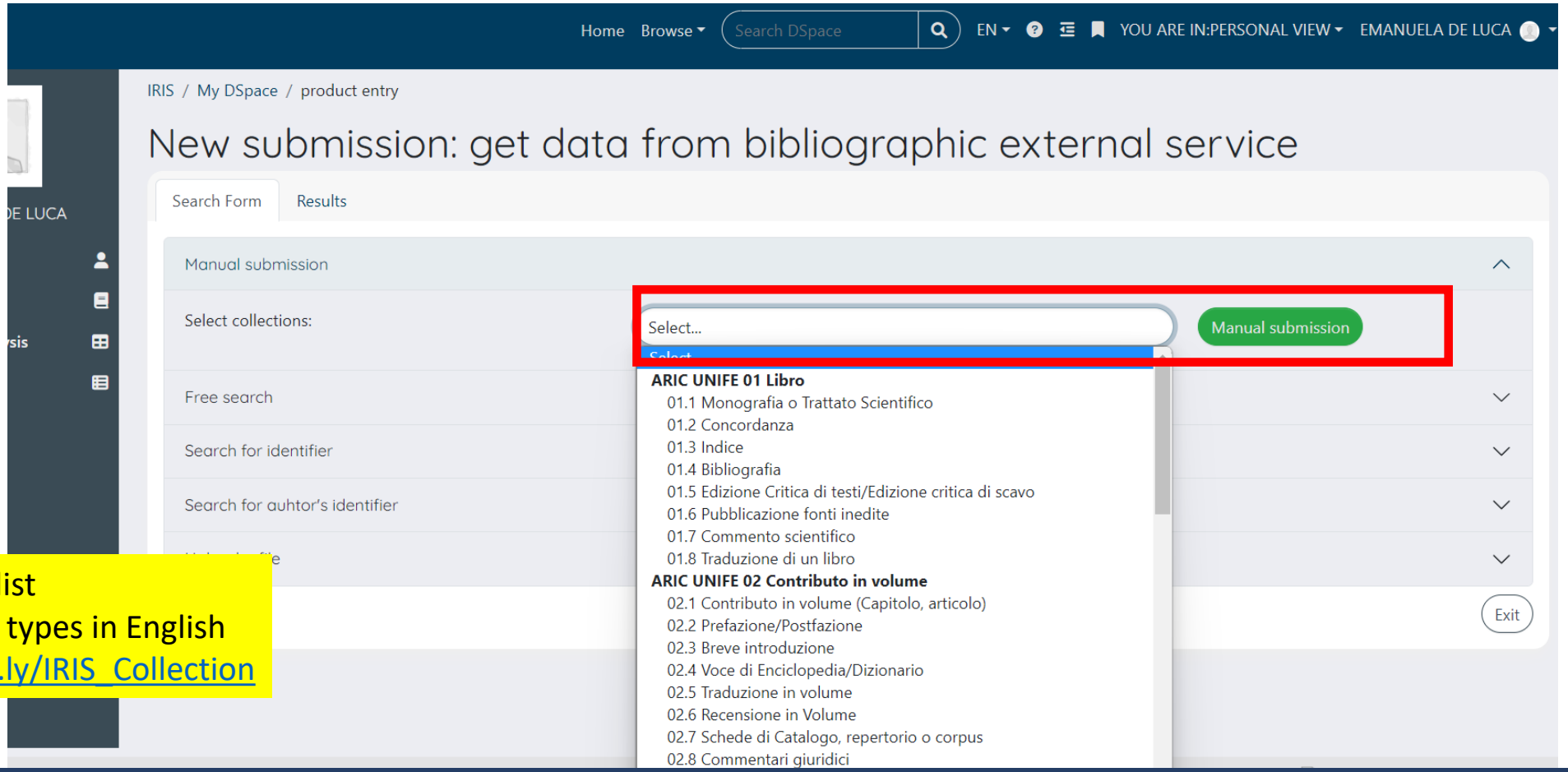
HOW TO ENTER A NEW PRODUCT/2

There are several possibilities to enter a product, the most common are MANUAL SUBMISSION and SEARCH FOR IDENTIFIER



HOW TO ENTER A NEW PRODUCT/3

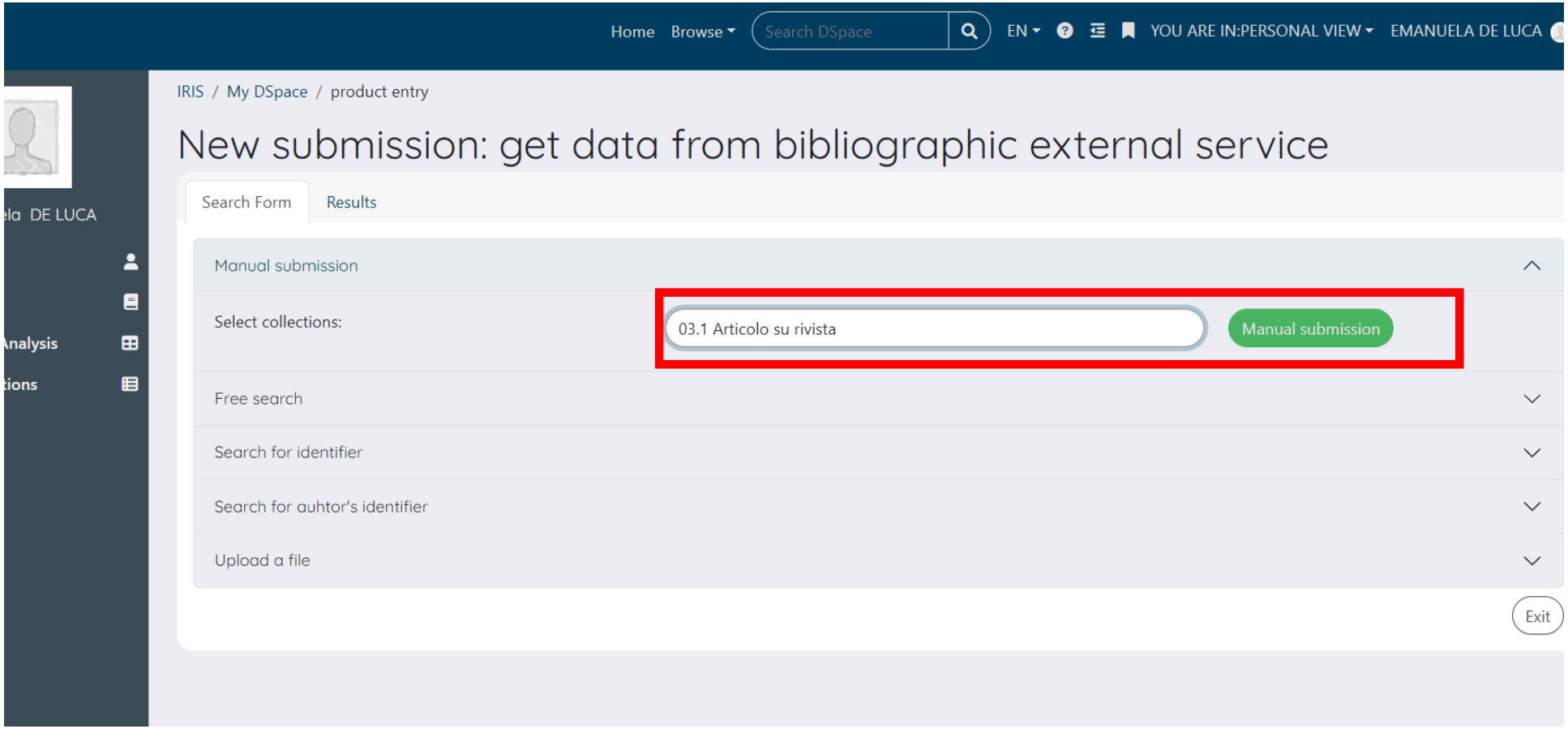
MANUAL SUBMISSION



Complete list
of product types in English
https://bit.ly/IRIS_Collection

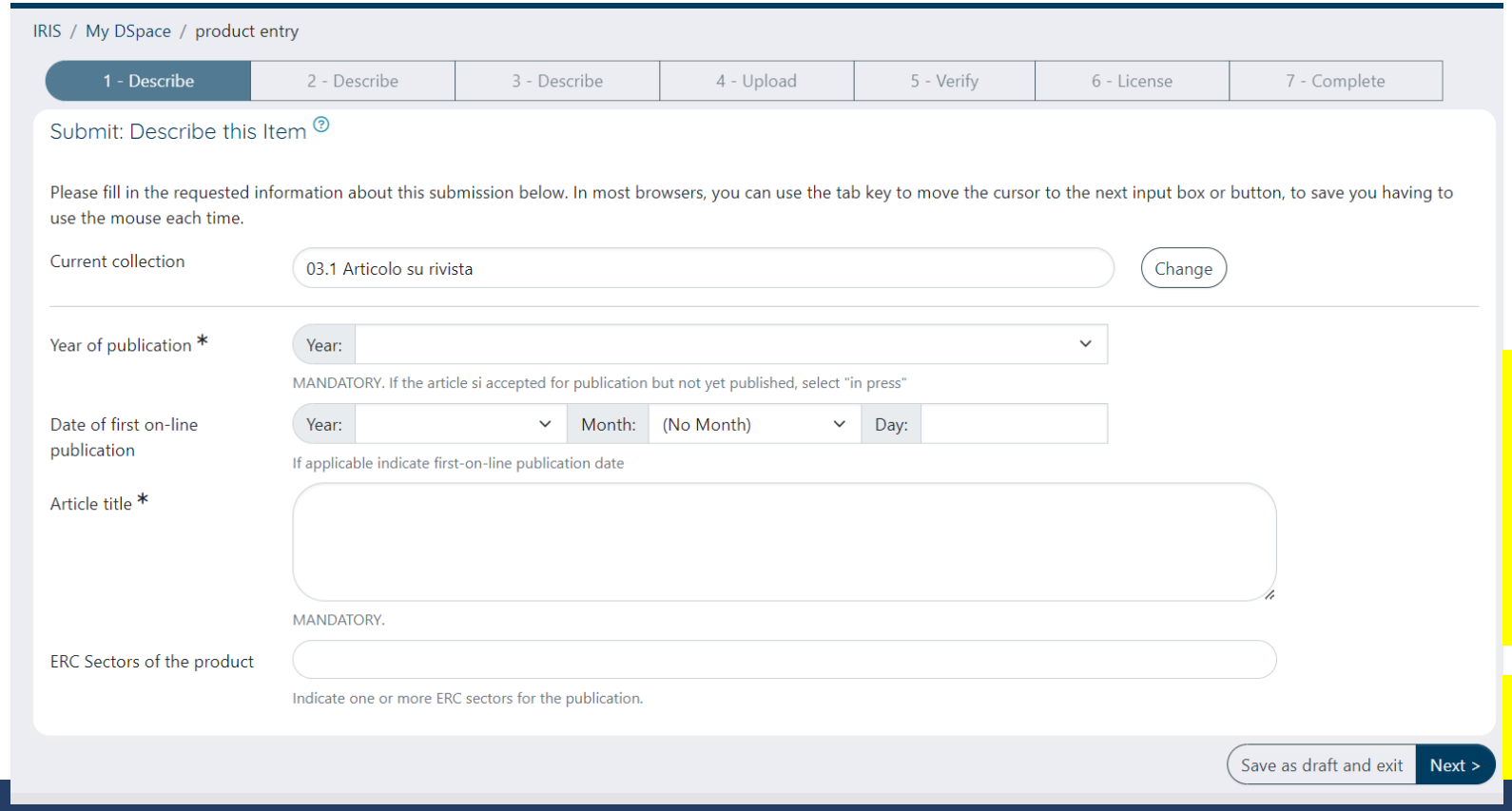
HOW TO ENTER A NEW PRODUCT/4

MANUAL SUBMISSION



HOW TO ENTER A NEW PRODUCT/5

After selecting the type and clicking on «manual submission», you will activate the wizard that, through various steps, will help you to insert the metadata of your article and its attachments, until the tab 6 (License: In order to reproduce, translate and distribute your product worldwide via IRIS, you must agree to the license terms) and then you can complete the submission.



IMPORTANT

Fields marked with an asterisk are **mandatory**; if they are not filled in, the submission is not completed and the product remains in the draft state.

What's Sustainability? (TAB 2)
https://bit.ly/IRIS_Sustainability

HOW TO SUBMIT A NEW PRODUCT/6

After the submission you will receive a notification by email



[IRIS]: Inserimento nuovo prodotto Esterni Posta in arrivo ×

noreply@cineca.it

a [redacted]

E' stata inserita la registrazione relativa a:

How to insert an article in IRIS

di cui Lei e' uno degli autori o responsabile del dato.

La registrazione e' stata immessa da [redacted]

nella tipologia 03.1 Articolo su rivista.nella tipologia 03.1 Articolo su rivista.

Item visible with disclaimer in public portal

Link alla pubblicazione: https://iris.unife.it/handle/11392/ [redacted]

Non e' necessario quindi che Lei immetta una nuova registrazione per il lavoro in questione.

Grazie,
Lo Staff

Rispondi Rispondi a tutti Inoltra

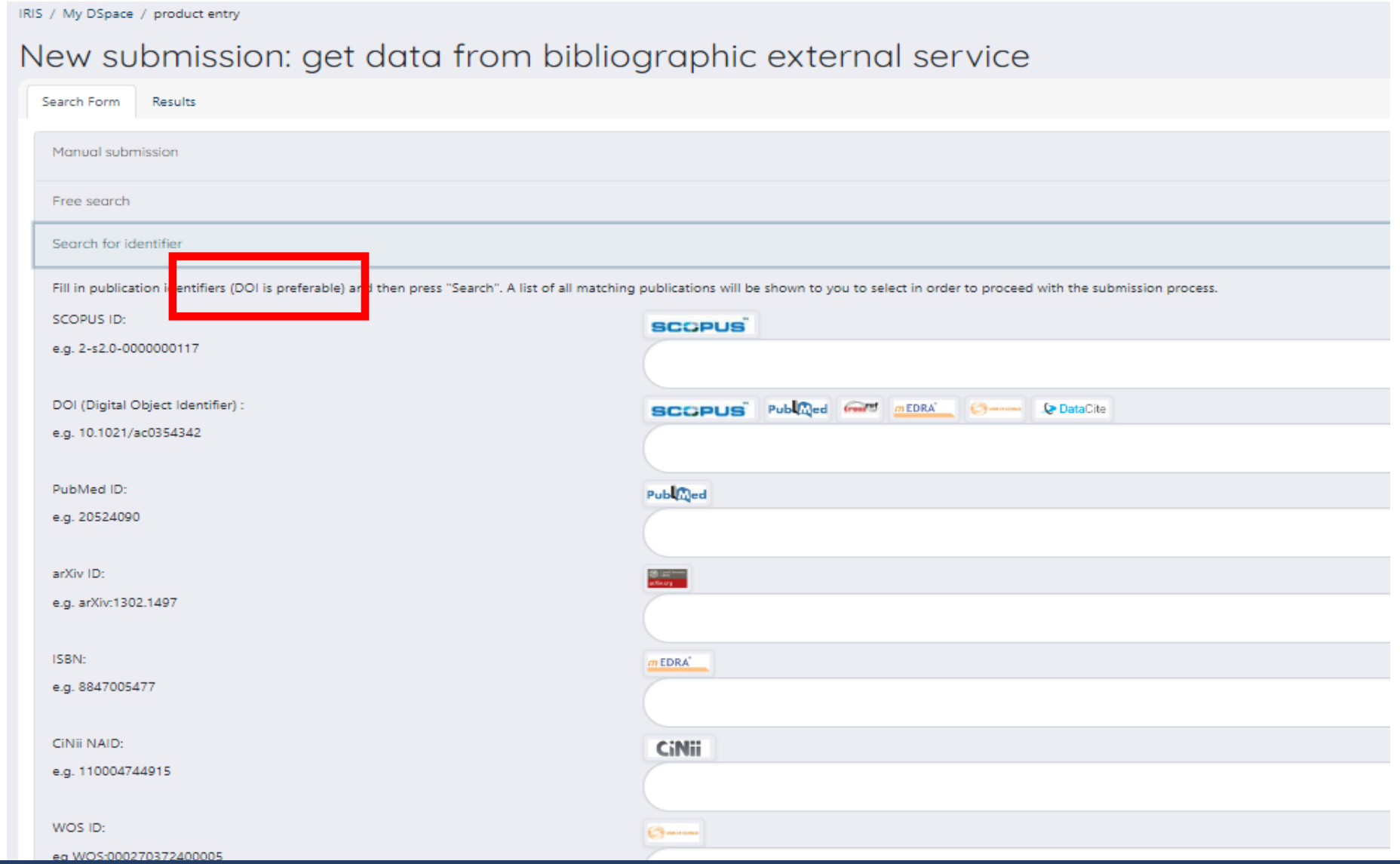
SUBMISSION BY FREE SEARCH



After entering the search terms, you can check if the identified record is correct, using the button «See details of the record».
You can import the record into the repository selecting «Import» and the type of publication and pressing the button «Import the selected records».

Then the same manual entry wizard will appear, with the difference that some information (e.g. publication year, title, external identifier, publishing location data, etc.) will already be pre-compiled.

SUBMISSION BY SEARCH FOR IDENTIFIER



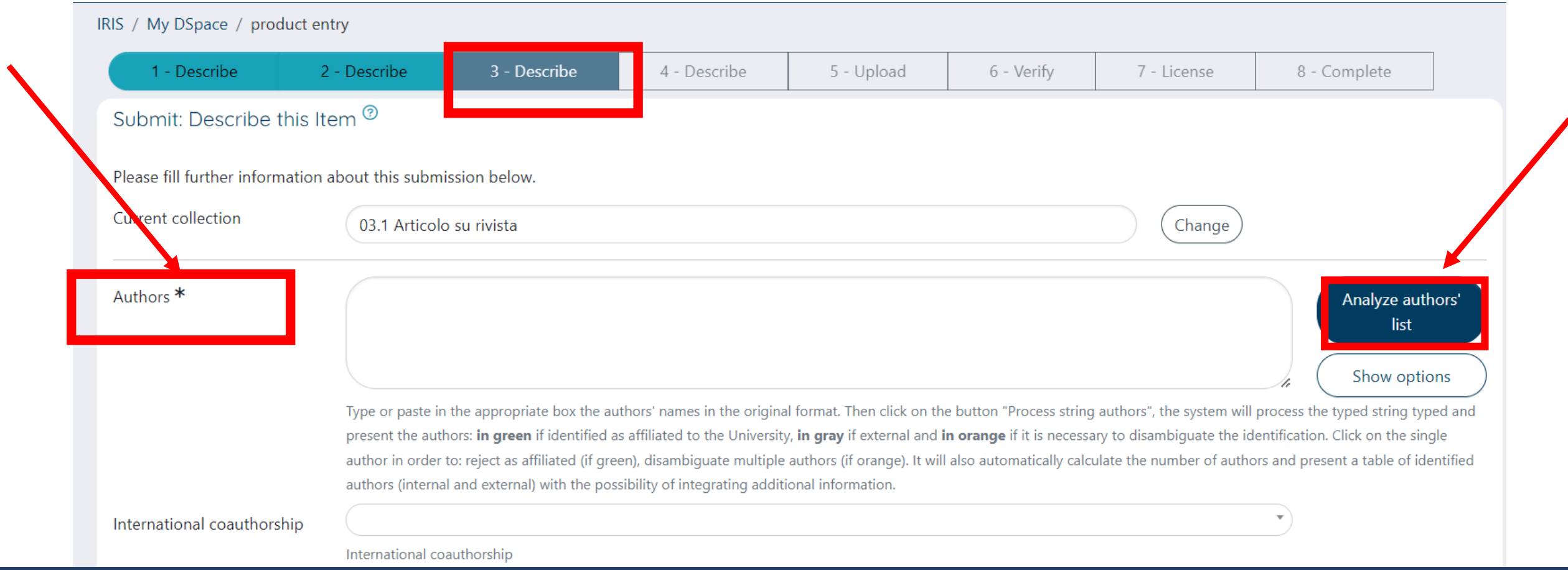
After entering the selected identifier (e.g. DOI), you can check if the identified record is correct, using the button «See details of the record».
You can import the record into the repository selecting «Import»-and the type of publication and pressing the button «Import the selected records».

Then the same manual entry wizard will appear, with the difference that some information (e.g. publication year, title, external identifier, publishing location data, etc.) will already be pre-compiled.

RECOGNITION OF AUTHORS AFFILIATED TO THE UNIVERSITY OF FERRARA

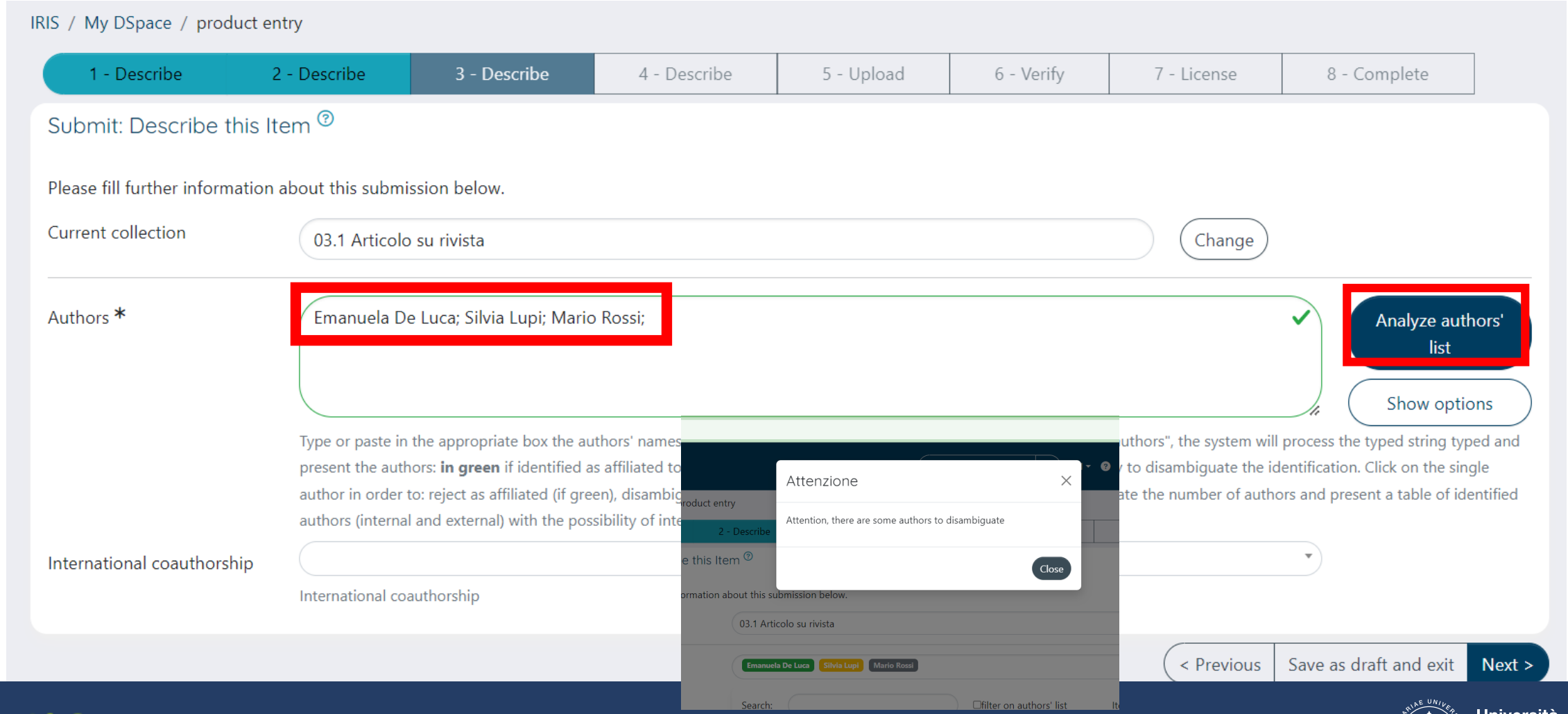
RECOGNITION OF UNIVERSITY AUTHORS

The inclusion of the authors of a product is required in the section '3 - Describe'. Enter the names of all the authors of the publication and click on “Analyze authors’list”.

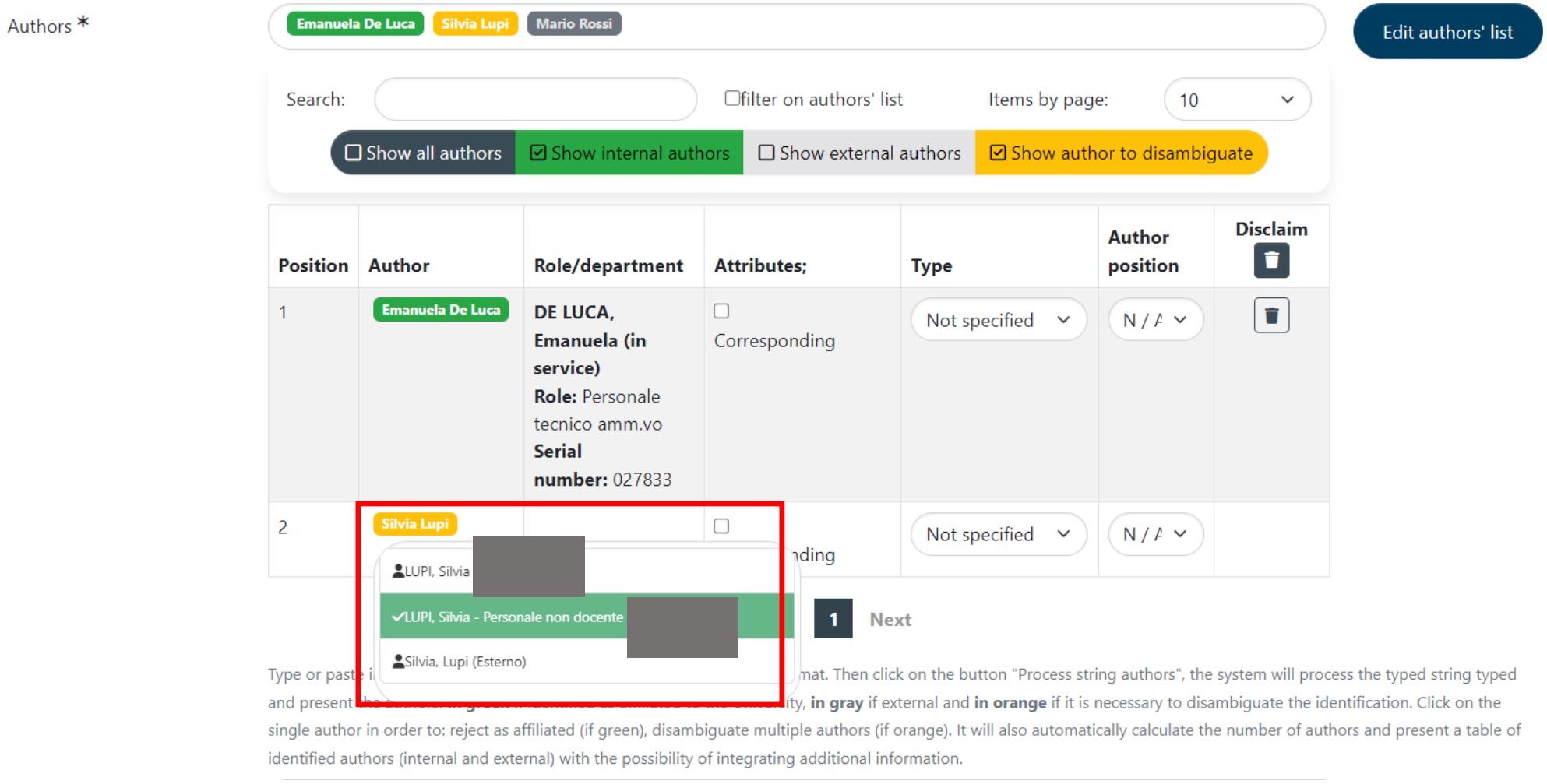


RECOGNITION OF UNIVERSITY AUTHORS/2

Type author(s) name in this field and then click on Analyze authors' list

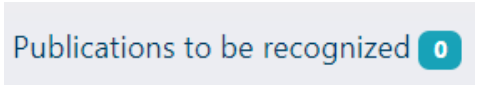


RECOGNITION OF UNIVERSITY AUTHORS/3



HOW TO DO THE SELF-RECOGNITION OF A PRODUCT

HOW TO DO THE SELF-RECOGNITION OF A PRODUCT

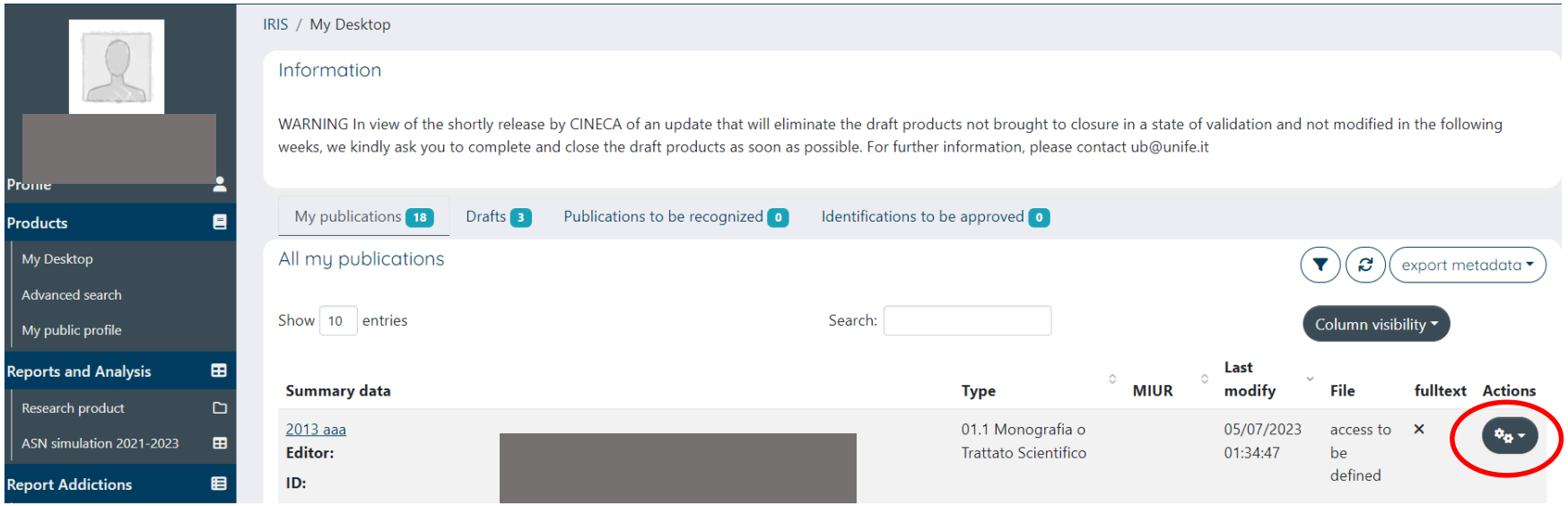
You can add your name among the recognized authors of a product if it has been omitted by the editor of the item card. The system automatically identifies the products on which you can "self-recognize" and shows them in your Desktop products in the tab 

The number in green indicates the number of products on which you can identify yourself as author.

You can do self-recognition in two ways:

HOW TO DO THE SELF-RECOGNITION OF A PRODUCT/2

1. From the Product Desktop, via the action menu  next to each product in the tab «Publications to be recognized»



2. From the detail of a product card

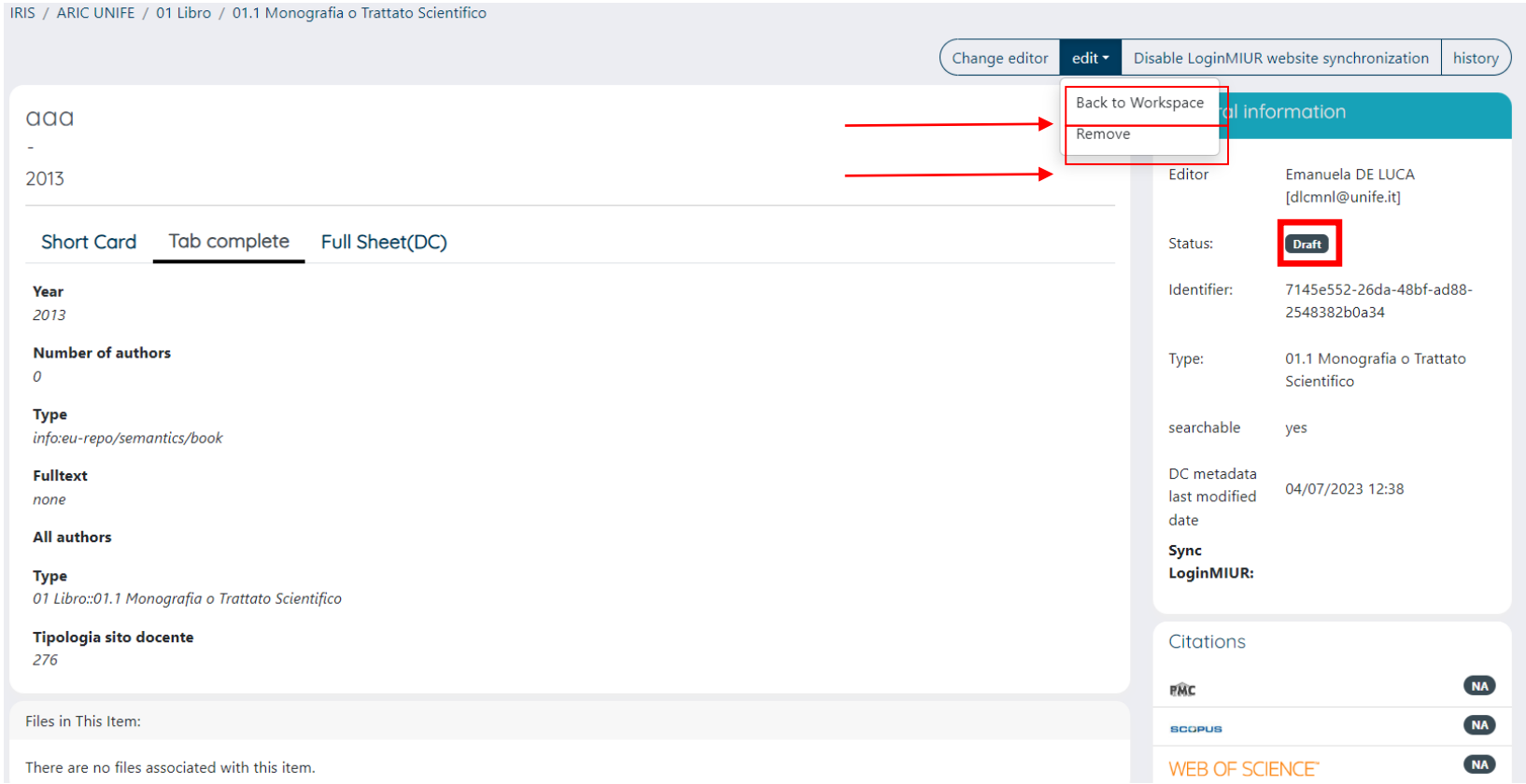
HOW TO MODIFY OR DELETE A PRODUCT

HOW TO MODIFY OR DELETE A PRODUCT

a) You can modify or delete products only if they are in **draft** status.

b) For products in **in validation** status, contact the Bibliometrics and Databases Office (ub@unife.it) communicating the handle (e.g. 11392/…) and asking for the reopening; once reopened, you can delete it or complete the insertion by integrating or by correcting metadata.

c) For products in **verified** status, only the Bibliometric and Databases Office can make modifications; therefore you should communicate the product handle and the data you want to add/correct, justifying your request.





For assistance and support contact

Bibliometrics and Databases Office

Research Division

Polo Scientifico Tecnologico - Corpo B – 2° floor

via Giuseppe Saragat, 1 - 44122 Ferrara

Telephone: 0532 293152 / 293151 / 293247

ub@unife.it

Università di Ferrara
Via Ariosto, 35
44121 Ferrara - Italia