How to harvest historic publications for researchers

	Login Accessibility
Log in to eRA with your UCT sign on details via: <u>www.eraonline.uct.ac.za</u> . The login button can be found at the top right of the screen.	UCT Research Portal
Once logged in, ensure that you are on your <i>Researcher</i> role. If not, use the 'Switch Role' function to select your researcher profile.	Researcher: Abrahams, Melissa Image: Switch Role Image: Switch Role Image: Research Portal Image: Research Portal Image: Switch Role Image: Research Portal
Once you've logged in, click on Add New Content , then click Publication .	Add New Content Publication
Select the 'Import from' option and pick your active role if you have multiple.	Create Manually I Import from external sources
5 Select the databases to import from and also enter the year period to limit your results to a specific time period. If your profile is linked to ORCID, you may choose <i>ORCID</i> to filter search	General Search ORCID Search Search publications for Please search using your alias(es), e.g. Smith J; Smith JD, and/or affiliation. Web of Science Life Publied Sconus
results. Click <i>Search</i> to retrieve the search results.	Rybicki E in field authors Search • From year 2000 • to 2015 Clear
	Cancel
 Where there are multiple, search results are displayed in a paginated list, grouped by the database name. Select all the publications that you wish to import (1). The system will alert you of possible duplicates where the publication is likely to be on eRA. Validate and Confirm your imports (2). Click done if would like to work on validating your imports some other time or click on 'Validate your publications' if you want to do this now (3). 	Web of Science Life (155) PubMed (115) Image: Publication data Image: Publication data Image: Person Financia Conductive Law (116) Possible duplicate - Needs Virol Cory JOURNAL, DEC 2: 2015, ID:0003665576100002 Possible duplicate - Needs Link to Web of Science ^{1M} Possible duplicate - User decided Image: Prom plant virology to vaccinology: The road less travelled Possible duplicate - User decided Rybicki Edward Possible duplicate - User decided Link to Web of Science ^{1M} Possible duplicate - User decided Maxees in molecular farming: key technologies, scaled up production and lead targets Import and relate to you Daniel Henry, Streaffield Science ^{1M} PLANT BIOTECHNOLOGY JOURNAL: 1011-1012, OCT : 2015, ID:000364584800001 Link to Web of Science ^{1M} Import and relate to you
	Stempier Z., Rybicki E., Kozanecki M., Szynkowska M. I. SYNTHETIC METALS: 49-62, APR : 2015, ID:000352045800007 Link to Web of Science ¹¹⁶ 2 publication(s) have been successfully imported Now you can either click on change search parameters above to import further publications, or validate the details on the publications you have just imported: Validate your publications
Clicking 'validate your publications' redirects you to a list with all other publications in Draft status that are awaiting your validation. Click on <i>Edit/Open</i> to open the publication that you wish to validate. Enter missing or additional information and click Save and Close to push the publication to the Eaculty Coordinator Verification step.	 In-situ deposition of polyaniline and polypyrrole electroconductive layers on textile surfaces by the reactive ink-jet printing technique Stempien Z., Rybicki T., Rybicki E., et al. (2015) Synthetic Metals Volume number: 202 Journal article Edit/Open
Alternatively, you can push the imported records in bulk. Select all the records to be pushed including those in multiple pages (1) and click on the values icon (2).	Filter
Select the Faculty Coordinator Verification step and click Set Status (3,4).	Select / Deselect all All listed Items Enter a comment about the status change (optional). Enter a comment about the status change ve layers on tex Set status Set status 5 In-situ depose (optional). 5
Apply the status change on the notification message (5).	Stempien Z., Synthetic Met Volume numt Eaculty Coordinator varification
Once pushed to the faculty coordinator step, publications will now be internally visible.	Journal article In this status, the Faculty Coordinator Verification Limit Status, the Advances in Daniell Henry Plant Biotech OpenUCT review by Library and completeness of a record before sending it for deposit into OpenUCT. duction and lea
NOTE: As a general rule, historic journal and book related publication types must go through the faculty coordinator step instead of being pushed straight <i>Open UCT</i> .	Journal article Edit/Open

For more information, help or support, please go to the following link: <u>http://www.researchsupport.uct.ac.za/electronic-research-administration-era-system</u>