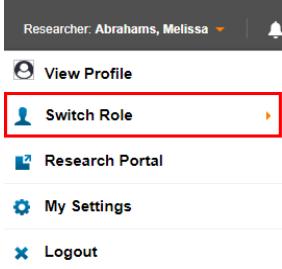# How to harvest historic publications for researchers
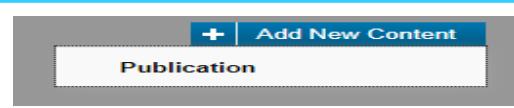
1 Log in to eRA with your UCT sign on details via: www.eraonline.uct.ac.za. The login button can be found at the top right of the screen.
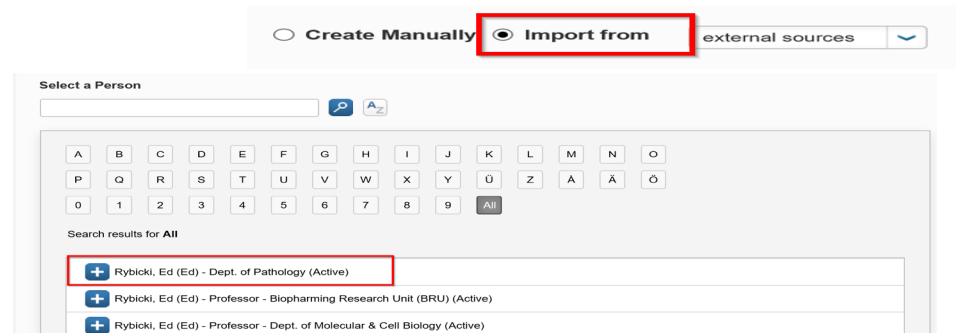

2 Once logged in, ensure that you are on your *Researcher* role. If not, use the 'Switch Role' function to select your researcher profile.
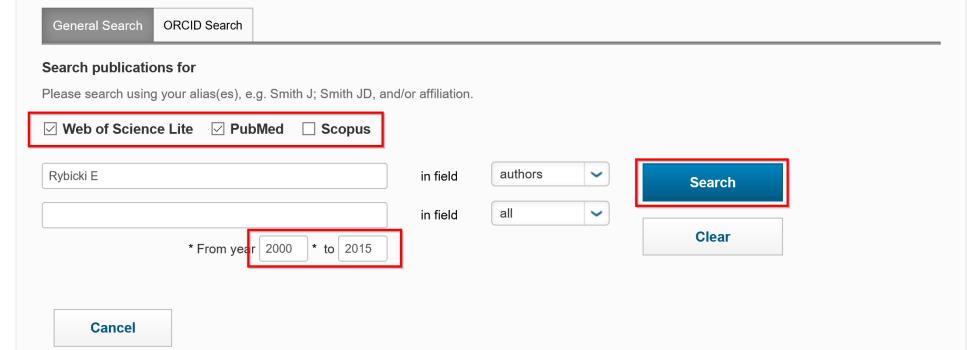

3 Once you've logged in, click on **Add New Content**, then click **Publication**.

4 Select the 'Import from' option and pick your active role if you have multiple.

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 *ORCID* to filter search results.

Click **Search** to retrieve the search results.

6 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).
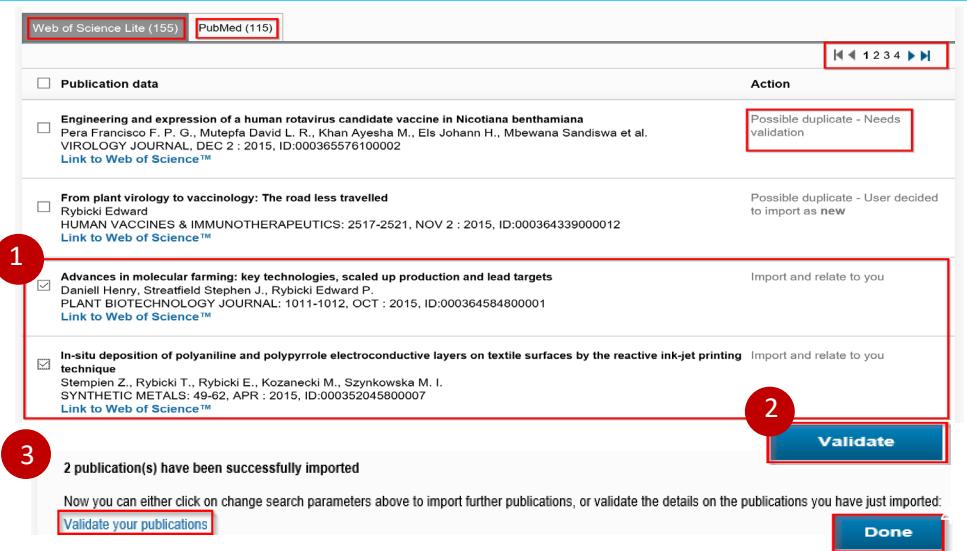
7 Clicking *'validate your publications'* redirects you to a list with all other publications in **Draft** status that are awaiting your validation. Click on *Edit/Open* to open the publication that you wish to validate. Enter missing or additional information and click **Save and Close** to push the publication to the **Faculty Coordinator Verification** step.

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 🏴 status icon (2) .

Select the **Faculty Coordinator Verification** step and click **Set Status** (3,4).

Apply the status change on the notification message (5).

Once pushed to the faculty coordinator step, publications will now be internally visible.

NOTE: As a general rule, historic journal and book related publication types must go through the faculty coordinator step instead of being pushed straight *Open UCT.*

OR

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