

Research Hub

QUICK REFERENCE GUIDE

PURE RESEARCH MANAGEMENT SYSTEM

ADD A RESEARCH OUTPUT MANUALLY



OVERVIEW

This guide explains how to add a research output manually in the Pure Research Management System (Pure RMS).



PROCESS



STEPS

1. Go to <https://goto.mq.edu.au/myresearch> and log in with your **OneID** and **Password**.

The screenshot shows the Macquarie University OneID Federated Access page. At the top, there are navigation links: Macquarie Home, Course Handbook, Library, Campus Map, and Macquarie Contacts. Below these is a Google Custom Search box. The main header includes the Macquarie University logo and the text 'Macquarie University OneID Federated Access'. A breadcrumb trail reads 'You are here: Macquarie Home > SignIn'. The main content area contains a welcome message: 'Welcome to the Authentication Service where your OneID provides access across the university and research sectors via the Australian Access Federation. Authentication is provided securely while preserving privacy. Federated access accommodates active collaboration and resource sharing amongst Federation members.' Below this is a link to learn more about OneID: 'To learn more about OneID, check or change your password, and find out which systems use OneID authentication, visit <https://oneid.mq.edu.au>.' The login form consists of two input fields: 'OneID' and 'Password', both highlighted with red boxes. Below the fields is a 'Log Me In Now!' button, also highlighted with a red box. A note at the bottom states: 'Note: Do not bookmark this page. Direct access to this page is not supported. To log into a particular service, please visit that service first.'

2. Follow the steps below to manually enter a research output:

- A. Hover over Research output on the left side menu until the + icon appears. Click the + icon or click **Add new**.
- B. Click **Research Output** then select the template and the type of research output you wish to create.
- C. Fill in the fields. Mandatory fields are marked with a red asterisk.
- D. Click **Add person** to add co-authors to the record.
- E. A pop-up window will appear. Type the name of the person you want to add.
- F. If the person exists in Pure RMS already, their name will appear. Click on their name to select them.

The screenshot illustrates the Pure RMS interface for adding a research output. It is divided into several sections:

- Personal overview:** Contains navigation tabs for 'Research output' (with a '+' icon), 'Activities', and 'My editorial tasks Applications' (with a '1' notification).
- Choose submission:** A sidebar on the left lists submission types like 'Submission guide', 'Research output', 'Activity', etc. The main area shows a list of templates such as 'Chapter in Book/Report/Conference proceeding', 'Contribution to journal', and 'Article'.
- Type:** A section for selecting the output type, with radio buttons for 'Peer-reviewed' (selected) and 'Not peer-reviewed'.
- Publication state:** Includes a dropdown for 'Publication statuses and dates' (set to 'Published') and a date picker for 'Year', 'Month', and 'Day'.
- Publication information:** Fields for 'Original language', 'Title of the contribution in original language', 'Subtitle of the contribution in original language', 'Abstract', 'Pages (from-to)', 'Number of pages', and 'Article number'.
- Authors and affiliations:** Shows an existing author 'Kyle' and an option to 'Add person...'. Below this is a search window titled 'Search and add Person - or create External Person' with a search bar containing 'Wayne, Bruce' and a list of search results, including 'Wayne, Bruce' from 'Batman University'.



NOTE

If the person cannot be found:

- A. Click **Create external person**.
- B. The window will change to a blank form. Type the name of the person.
- C. Click **Add organisational unit** to add their affiliation.
- D. Click **Create**.

The image displays two screenshots of a web interface for adding a person. The top screenshot shows the 'Create external person' button highlighted with a red box and labeled 'A'. The bottom screenshot shows the form fields for 'First name', 'Last name', 'Role', 'Type', and 'Country', with the 'Add organisational unit...' button highlighted and labeled 'C', and the 'Create' button highlighted and labeled 'D'. A red circle labeled 'B' is positioned to the left of the form fields.

3. To add an electronic version of the publication to the record:

- A. Select **Add electronic version (file, DOI or link)**.
- B. Choose the type of electronic version.
- C. To upload the file, either drag the file or browse the folders on the computer.
- D. Add a title and set the public access to the file.
- E. Click **Create**.

The screenshot shows a web interface for adding an electronic version. At the top, there's a section titled 'Electronic version(s), and related files and links'. Underneath, there are three main sections: 'Electronic version(s) of this work', 'Other links', and 'Other files'. Each section has a button to add a new entry. Callout A points to the 'Add electronic version (file, DOI, or link)...' button. Below this is a 'Choose type' dropdown menu with three options: 'Upload an electronic version' (highlighted by callout B), 'Add DOI of an electronic version', and 'Add link to an electronic version'. The 'Upload an electronic version' option is selected, leading to a detailed form. This form has a 'File*' section with a cloud icon and the text 'Drag file or browse your computer.' (callout C). Below that is a 'File title' text input field (callout D). The 'Document version' is set to 'No value'. The 'Access to electronic version' section has a 'Public access to file*' dropdown menu with 'Select access...' selected (callout E). Below that is a 'Visible on portal date' field set to 'No value'. The 'License' section has a 'License to document' dropdown menu with 'Select license' selected. At the bottom right, there are 'Cancel' and 'Create' buttons, with 'Create' highlighted by callout E.

4. Click **Save** to ensure you do not lose any entered data.

The screenshot shows a dark grey status bar at the bottom of the page. On the left, it says 'Status: For validation'. To the right of the status is a dropdown menu. Further right is a blue 'Save' button with a white border, highlighted by a red box.



NOTE

The publication is saved with the status, "For validation," which denotes the progression of the publication to the next stage in the workflow, where it will be added to the queue for Library validation. Once the Library has validated the record, it will appear on your profile on the Pure Portal at researchers.mq.edu.au.

For additional help:



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Log a OneHelp ticket