Research Hub

QUICK REFERENCE GUIDE

PURE RESEARCH MANAGEMENT SYSTEM

ADD A RESEARCH OUTPUT MANUALLY

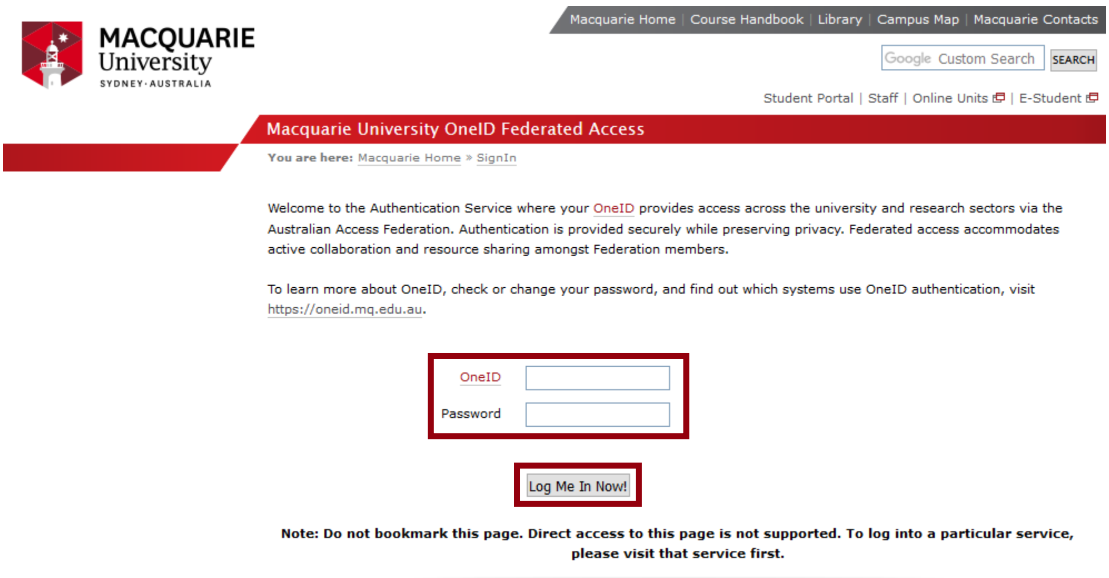
OVERVIEW

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**.



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**.

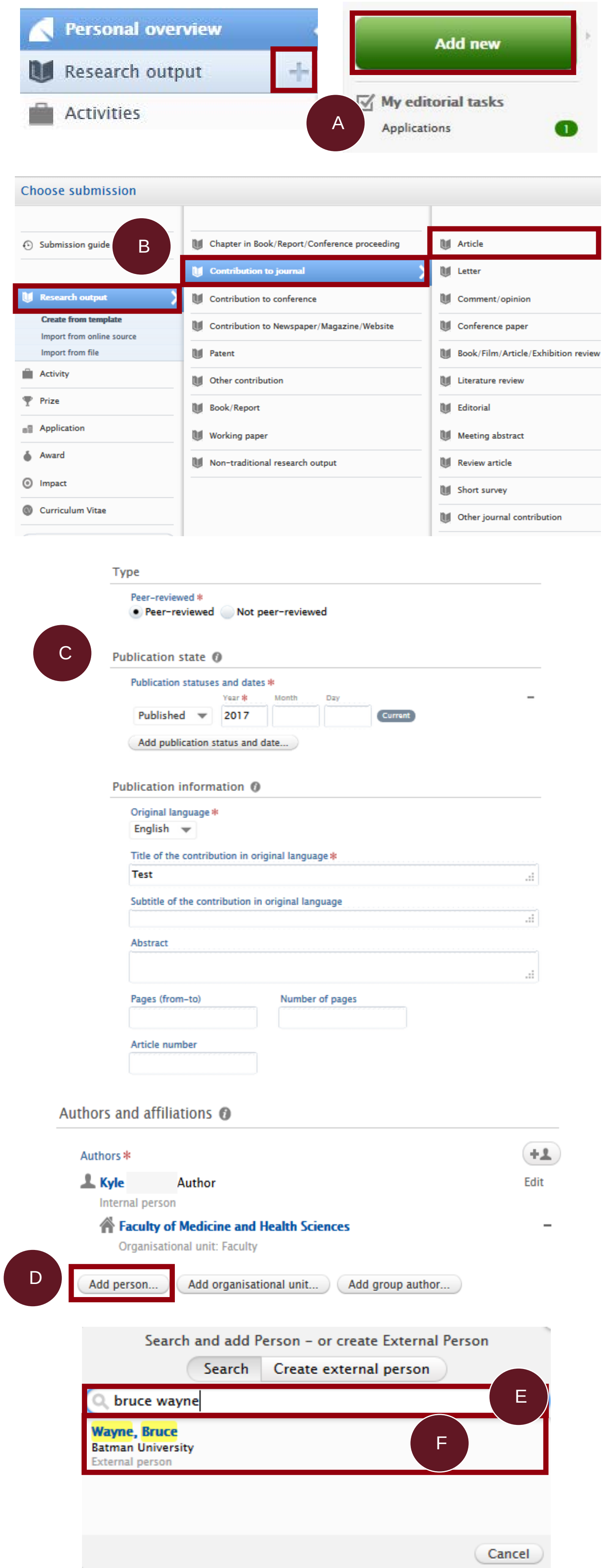
   B. Click **Research Output** then select the template and the type of research output you wish to create.

   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.



NOTE

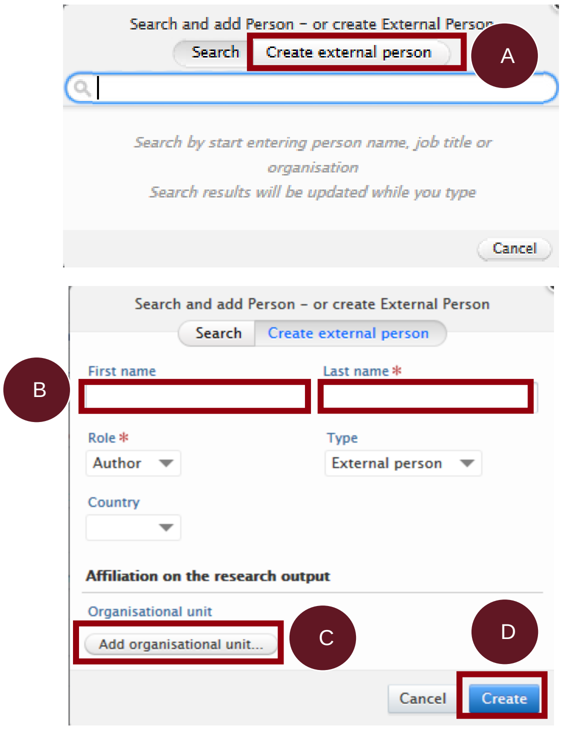
If the person cannot be found:

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**.



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

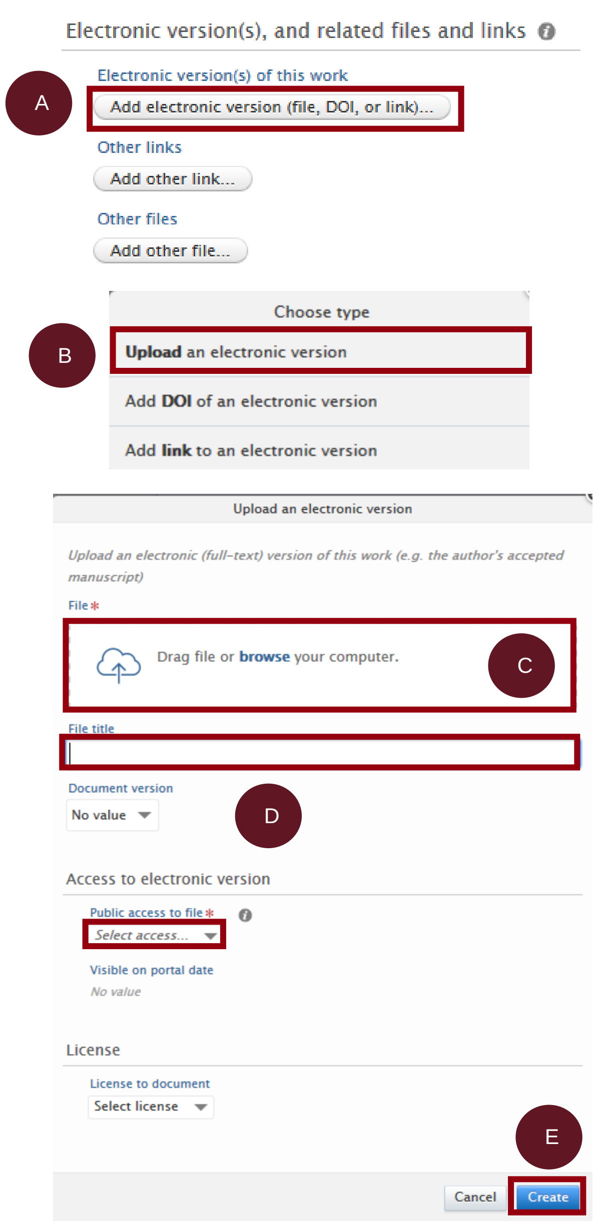
   A. Select **Add electronic version (file, DOI or link).**

   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**.



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

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:		
+61 2 9850-HELP (4357)	rms.support@mq.edu.au	Log a OneHelp ticket