Research Hub
QUICK REFERENCE GUIDE

PURE RESEARCH MANAGEMENT SYSTEM

ADD RESEARCH OUTPUT FROM AN ONLINE SOURCE

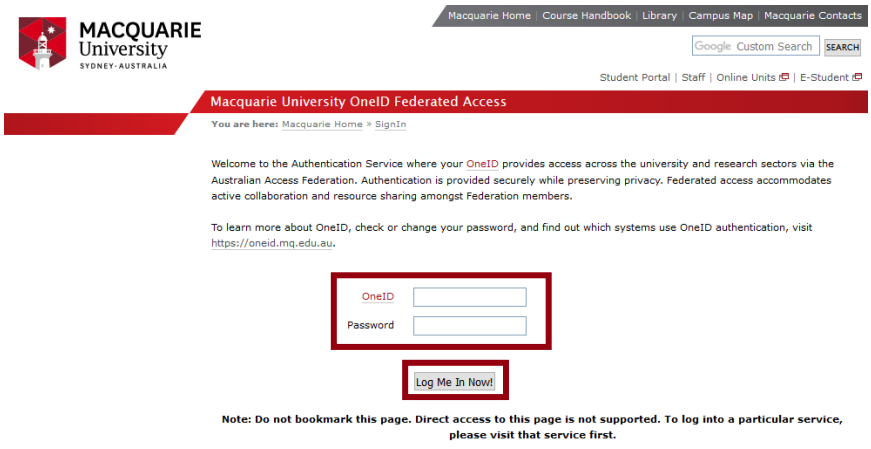
OVERVIEW
To minimize the effort of adding your research output to Pure, you can import your publications from online databases. Whether you are getting started with Pure and want to populate all of your past publications or looking for a recent item of research output, this can save you time and reduce data entry errors.

Before you do this step, make sure to set up a regular automated search across online sources for your publications. See the *QRG: Enable automated search for publications* for further instructions on this.

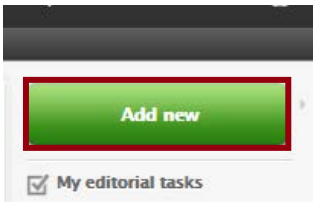
NOTE
You can search in and import from all databases that your institution subscribes to and has activated in Pure.

PROCESS

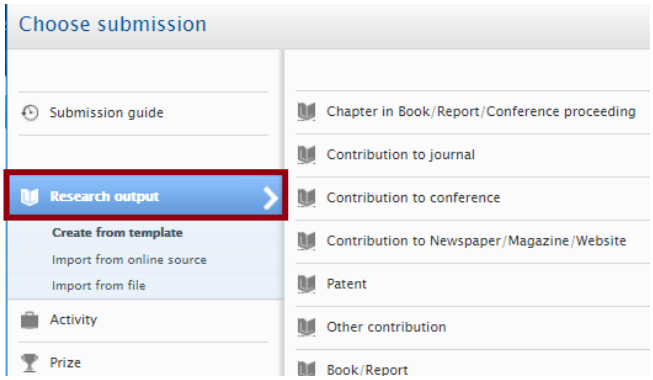
STEPS
1. Go to https://goto.mq.edu.au/myresearch and log in with your **OneID** and **Password**.



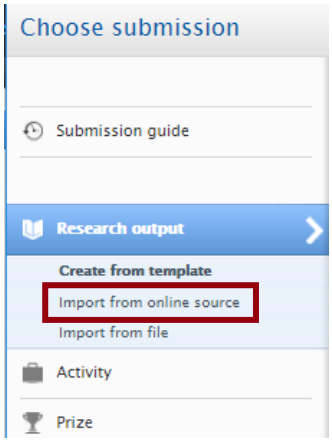
2. Click **Add new** in the task pane on the right hand side.



3. Click **Research output** in the left pane.



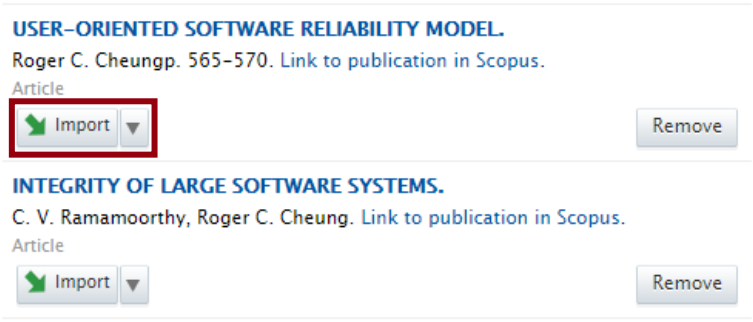
4. Then click **Import from online source** from the list that opens below.



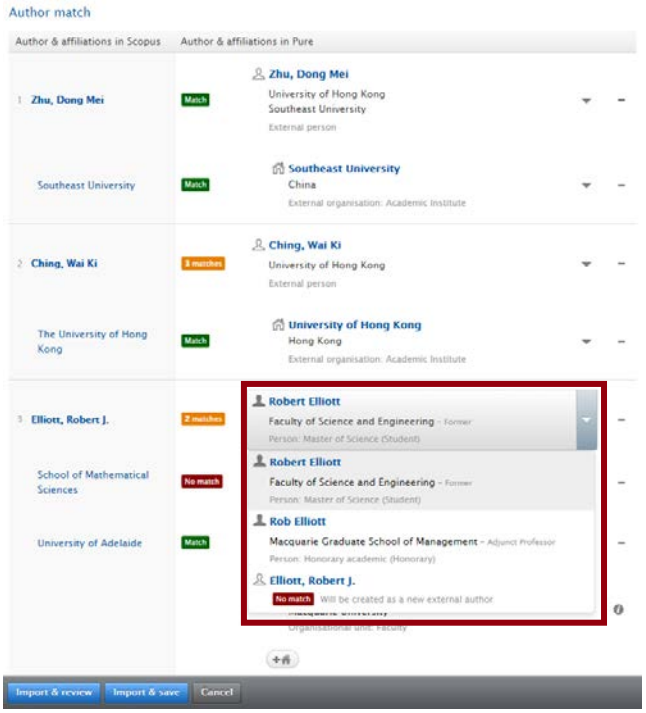
5. Select **Scopus** to search in.

6. Enter information you want to search on and click **Search**.

7. For each record that you want to import, click **Import** or the title of the publication. A window will open the publication details.



8. Use the drop-down arrow to make a change if the system auto-match has not quite matched to the correct object (i.e. authors, affiliations, journals, publishers). If the authors are affiliated with Macquarie University, take care to match them to people in Pure.



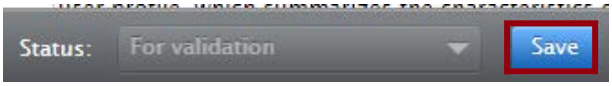
9. When the information is complete, click **Import & review.** An editor window will open.

NOTE

Depending on the online source you can also click Import & save to skip the review process. However, if there are required fields that are not filled you will still be directed to the editor window.

10. Complete the information in the editor window by filling out the mandatory fields with asterisk marks.

11. Click **Save**.



For additional help:

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