Step by step instructions to add research output in Converis

1. Login to Converis (Researcher Role)

2. Go to Dashboard and click on Research Output (left navigation bar)

3. To add new publications: Click on Add New Content - (right navigation bar)

4. Click on Research Output

5. Select the option - "Create manually" or "Import from" external sources

2.1 Check the list of the publications that have already been imported and linked to your profile.

2.2 Before you proceed to step 3 and add any missing publications, please check if the publication was already added to Converis, but linked to another profile by mistake.
Search for the publication title in Header Search (on top). If you find your publication(s) in Converis, but not linked to your profile, you can claim the authorship.

5 - 1 Select "import from" option if your publications are present
in "Web of Science" or "Scopus" or "Pubmed" or "ORCID

1. Select the appropriate database in which you have publications "Web of Science" or "Scopus" " PubMed " or "ORCID"

2. Then search either by "author name" or by "Researcher ID" or "ORCID ID" or "Journal", "Article title" etc

3. You will see the list of publications & Action – Import & relate to you. Review the list and choose your publications only and then click on "Validate"

4. The selected publications will go for validation by Library.

5. When you check your research outputs in Converis, you can see the added publication with its status. After validation by Library, the status will change to "validated".

5 - 2 Select "Create manually" option if you do not have publications
in "Web of Science" or "Scopus" or "Pubmed" or "ORCID

1. Select "Create manually" option

2. Select the research output type - Journal related or Conference related or Book related publications

3. Fill in all the mandatory fields. Please add DOI, if available. Upload a full-text version of the publication, as well.

4. After completely filling all the required fields, click Save & Close.

5. Set the Status "For Validation By Library" and then Click Done.

6. After validation by Library, the status will change to "validated".

7. Add all your IAU affiliated publications one by one.

⊘ You will see all publications you imported or manually added in Converis Research Output with the status
⊗ (validated or for validation by Library or non-validated).

Notes:

All researchers should add their "Researcher ID", "ORCID ID" and "Scopus Author ID" in Converis Profile

(Go to dashboard, » Click "Edit" option near to your name, » add your IDs and » then Save).

If you have any publication(s) produced from DSR projects, you can also link the publication to the related DSR project in Converis.

If any inquiries, please contact us via e-mail dsr.converis@iau.edu.sa .

Converis