# IRIS – QUICK GUIDE

This document, for teaching faculty and researchers, provides information on how to use the system, describing how to complete the most commonly used operations.

Please note: Personal information from example screenshots has been hidden. Screenshots are in Italian as the website is currently only available in Italian.

BASIC CONCEPTS AND TERMS

VIEW TYPES: there are various "view" types in IRIS based on the rights assigned to the user. The view type can be changed at any time by using the drop-down menu.

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Using "Visione personale" (personal view), teaching faculty and researchers can manage their publications and profiles.
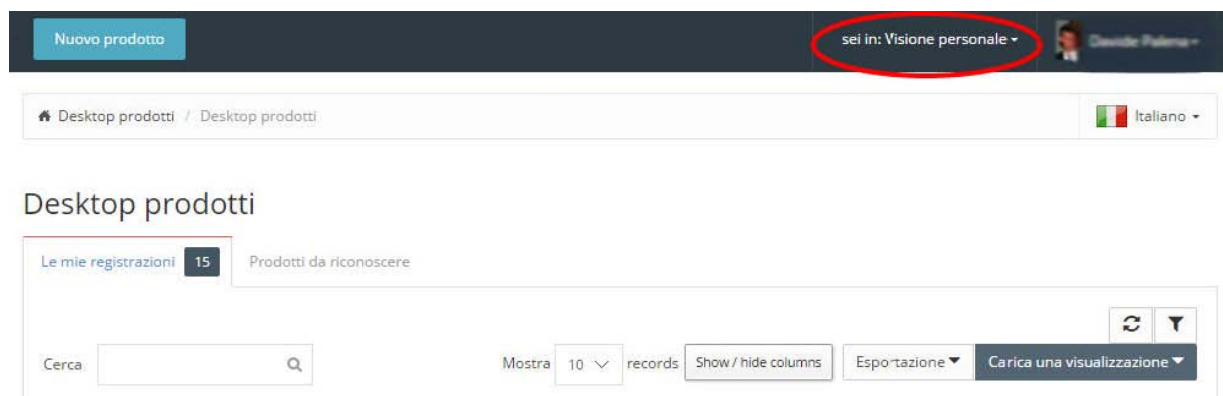
RECOGNIZED AUTHOR: this is an author of a product that appears not only on the bibliography list of names but is also connected to the system records. Only if this connection has been made will details be visible (role, department, SSD, etc.). Recognizing yourself and your colleagues at the University is mandatory when inserting a product. The University authors who have already been recognized can be seen on the product sheet and their public profiles can be seen by clicking on the name highlighted with a link.

PROVISIONAL PRODUCT: this is a product that is still missing mandatory information and therefore awaiting completion. It can be edited or deleted at any time.

FINAL PRODUCT: this is a product that has been declared "complete" and therefore can no longer be edited. Only final products are sent to and synchronized with the Ministry website. For any changes, your contact person or system manager should be contacted to place the product sheet in PROVISIONAL status.

PRODUCT SHEET SUPERVISOR: this is the user who manages the product sheet and makes any future changes, recognition/de-recognition of authors or deletion. The supervisor is specified on the list of products in "Desktop prodotti" and in the box "Informazioni generali" in the product sheet details.

PRODUCTS DESKTOP

After logging in, you will see the main page called "*Desktop prodotti*".

The Products Desktop is divided into three main tabs:

- This contains all the products for which you are supervisor of the information or recognized author. The number indicates the total number of these products.

- This contains the products, identified automatically by the system, that potentially belong to you and regarding which you may self-recognize.

- This contains the products for which you are supervisor of the information, with co-authors who have self-recognized and which you must confirm or reject.

Customizing visualizations

Columns in the products list can be added or hidden by using the appropriate button.

Show / hide columns   E

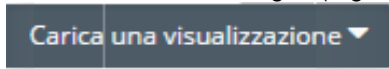- ☑ Dati riassuntivi
- ☑ Tipologia
- ☑ Autoriconoscimento
- ☑ Ultima modifica
- ☑ Azioni
- ☐ Titolo
- ☐ Year
- ☐ Titolo della rivista
- ☐ ISSN (rivista)
- ☐ Titolo della serie
- ☐ ISSN (serie)
- ☐ Pag. iniziale
- ☐ Pag. finale
- ☐ DOI
- ☐ Volume
- ☐ Fascicolo
- ☐ Libro

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The order of the columns can also be changed by dragging the column to the desired position.
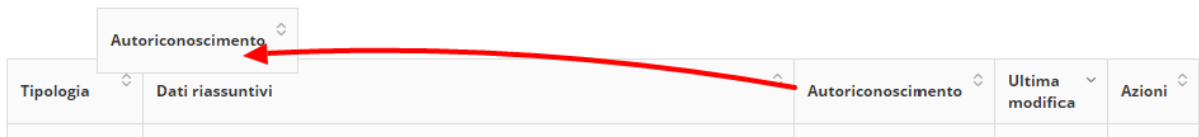
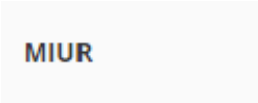Using the [filter] button, you can also filer the list of products shown by type and status of document.
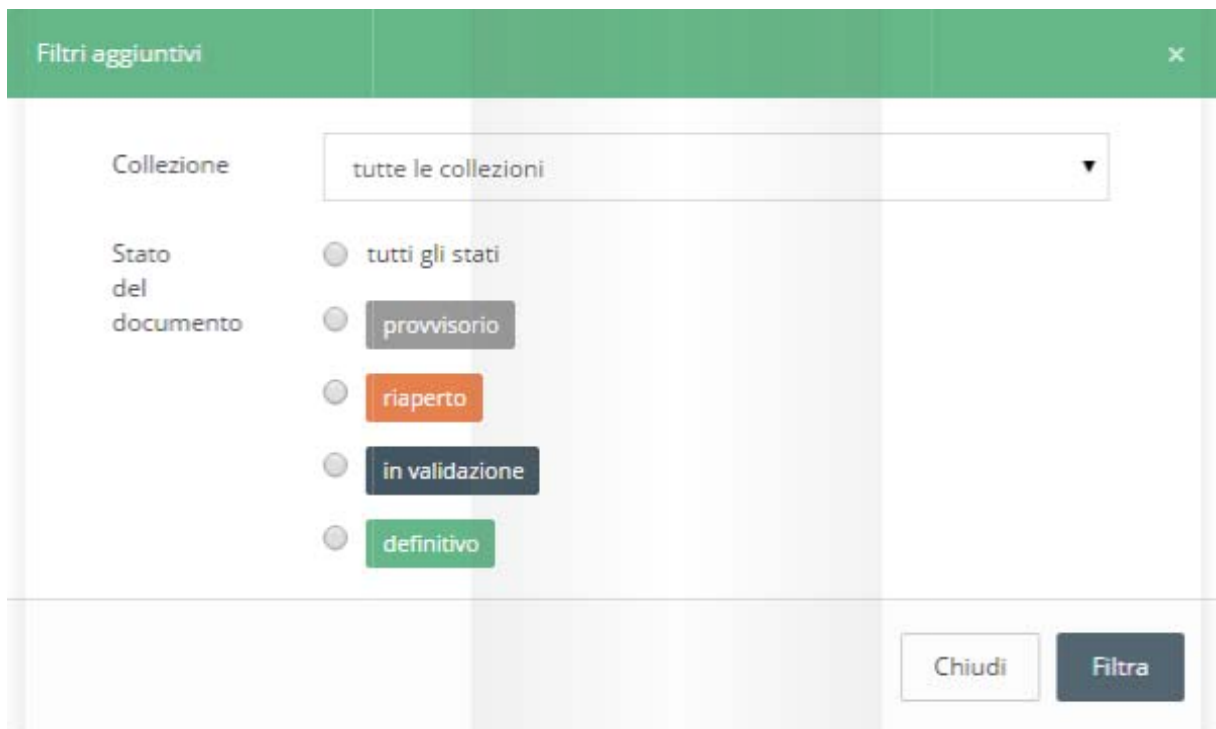
Changes to the default visualization can be changed (regarding both the order of the columns and filters on products) by using the **Carica una visualizzazione ▼** button. Click on "Salva visualizzazione" in the drop-down menu and name the visualization in the window that opens. You can then decide to make this your default visualization.
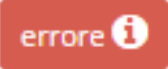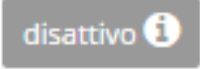
To use previously saved visualizations or return to the default visualization, make a selection from the drop-down menu.
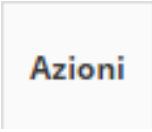

Delivery status to the Ministry website

The **MIUR** column indicates the delivery status of the publication to the Ministry website. Possible statuses are:

- The product has been correctly sent to the Ministry pages of all authors recognized by the Ministry.

- Publication has not yet been completed.

- Publication has been rejected by the Faculty Website; by clicking this button, the reasons for delivery error will be available.

- Publication is PROVISIONAL. Only FINAL products may be transferred to the Faculty Website.

- Synchronization with the Faculty Website is not active for a specific publication. Each author may activate synchronization on an individual basis by using the function "Attiva sincronizzazione" in the "Azioni" menu

Possible product actions

The button in the column allows you to complete several actions for a specific publication according to its status and the tab where it is located.
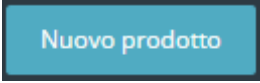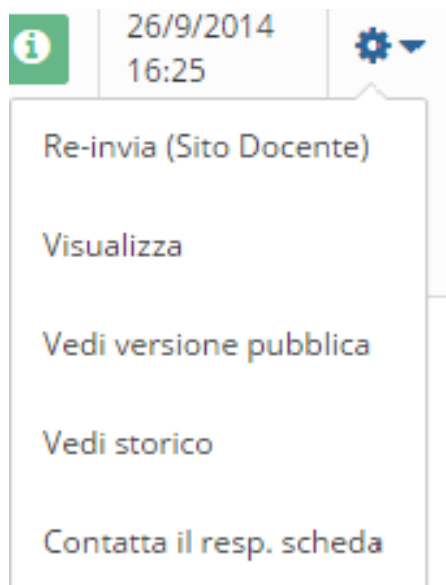

Possible actions include:

- Resend to Ministry website (only finalized products)
- View product sheet
- View public version of product sheet
- View product chronology
- Send an email to the product sheet supervisor
- Edit a product (provisional only)
- Delete a product (provisional only)
- Self-recognition for a product
- Validate a self-recognition (product sheet supervisor only)

HOW TO ADD A NEW PRODUCT
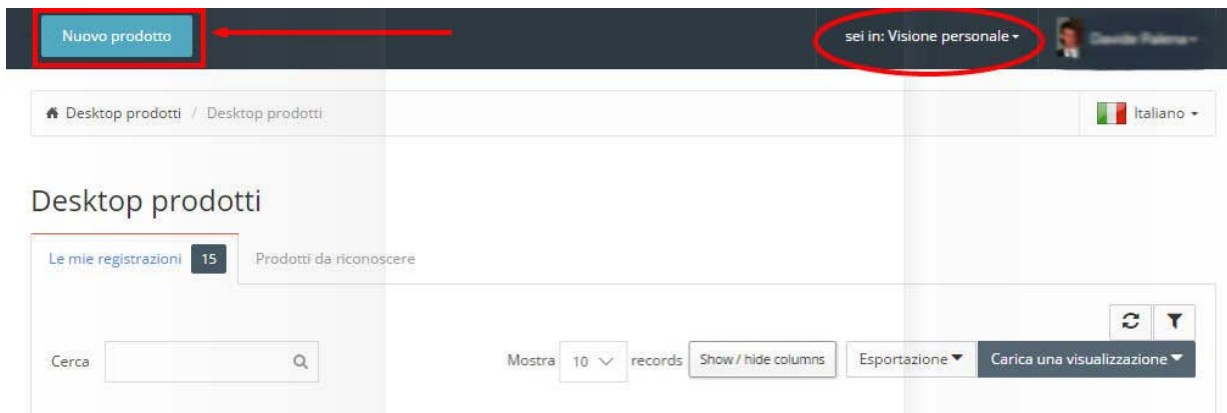
Make sure you're in the "*Visione personale"* in the *Prodotti* menu→ *Desktop prodotti.*

Click the [Nuovo prodotto] button to start the guided procedure or WIZARD.

In the first step of the WIZARD you can choose the method of adding a product: through identification codes (e.g. PubMed, Scopus, arXiv, DOI, CiNii, ISBN), files (e.g. in pubMed, arXiv, crossRef, bibTex, endnote, cvs, isi, tsv, ris, CiNii formats), free search (by entering the title and year of the product) or manually. In the first three cases, the system will recover information on the product in the registration stage from external databases, preventing you from having to "copy and paste".
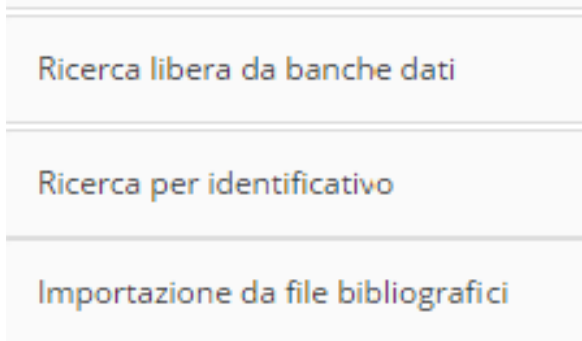
If you choose to add a product through *free search,*

identification code or *file*, use one of the following actions: enter the *title and year* of the product or one or more *identification codes* or *select the file* containing the metadata to import and click on one of the following buttons: Cerca (search) or Elabora (process).

On the next screen, you need to check: ✓ the interested products; for each product, specify the

type and click the button (import selected records).

The steps following this action are the same as those for manually adding a product.

If the product you would like to add is not available from other sources, you can add it manually by clicking on the appropriate pop-up menu. Select the type and click the button "Inserimento Manuale".

Follow the various steps of the guided procedure, enter the information requested and remember the importance of **recognition of university authors**: only by completing this procedure will the product be sent to the Ministry page and the page for the co-authors!

HOW TO RECOGNIZE UNIVERSITY AUTHORS

Depending on the configuration chosen by the University, fields dedicated to this operation may differ slightly from what is described here.
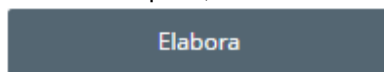

To complete recognition quickly, we suggest you use the function "*Riconoscimento multiplo automatico*"

(Multiple automatic recognition) by clicking .

In the window that opens, enter the names of **all** authors of the publication and click "Elabora" (process).

Elabora

Riconoscimento personale interno   x

Copia e incolla nella seguente box di testo tutti gli autori della pubblicazione così come compaiono nel frontespizio della pubblicazione o nella citazione della stessa. Mantieni eventuali caratteri speciali, numeri ad apice o pedice di riferimento per le afferenze. I principali formati citazionali (Vancouver, MLA, ISBD, APA, etc.) e di formattazione editoriale sono riconosciuti inclusa l'ndicazione in linea delle singole afferenze di fianco ad ogni nome.

M. Rossi, P. Bianchi, G. Verdi

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2. → Chiudi   Elabora

At the end of the operation, as you will see, the system automatically completes the items "*Autori*" (Authors) and "*Numero degli autori*" (Number of authors) and recognizes the university authors. If the information is incorrect, you may manually change or remove incorrect recognitions.

Digitare le prime lettere del cognome e attendere che sia visualizzato 'elenco dei nominativi corrispondenti.
Dopo aver scelto e inserito il primo, utilizzare il pulsante "Aggiungi" per inserire i successivi.

❋ Autori afferenti all'Ateneo   ☑ Effettua il riconoscimento multiplo automatico

Il sistema ha trovato i seguenti autori tra gli utenti dell'ateneo. Si prega di controllare la selezione, rimuovendo le omonimie e aggiungendo eventuali autori interni non individuati.

Personale interno   Rilevanza

Rossi, M. ... corrisponderze multiple   ?▾   Primo ▾   🗑 Rimuovi elemento

BIANCHI, PAOLO   ?▾

🛈 Dettaglio anagrafico   ⊟

Qualifica   PROFESSORE
Afferenza
SSD   Settore MED/12 - Gastroenterologia
Matricola

Secondo ▾   🗑 Rimuovi elemento

N/A ▾   ➕ Aggiungi ancora

Tutti gli autori, sia afferenti sia non afferenti all'Ateneo, nell'ordine in cui sono elencati nell'articolo.
Di ognuno va indicato prima il nome puntato poi il cognome preceduto da uno spazio.
I diversi nominativi vanno separati con una virgola seguita da spazio. [M.C. Bartoli, G. Perotti, F. Brivio Rossi]

❋ Autori dell'articolo   M. Rossi, P. Bianchi, G.Verdi

Indicare se è presente almeno un coautore internazionale (di qualsias nazionalità, afferente a un'istituzione estera).

❋ Presenza di coautori internazionali   (SELEZIONA...)   ⌄

Il numero totale (in cifre) degli autori sia afferenti sia non afferenti all'Ateneo.
La compilazione del campo è automatica.
Il numero viene calcolato correttamente solo se i nomi presenti in "Autori dell'articolo" sono stati inseriti nella forma richiesta.
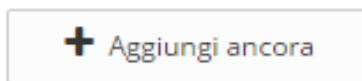
❋ Numero degli autori   3

In cases of authors with the same name, the system will notify you of the presence of multiple authors; you can then choose the correct author from the drop-down menu.
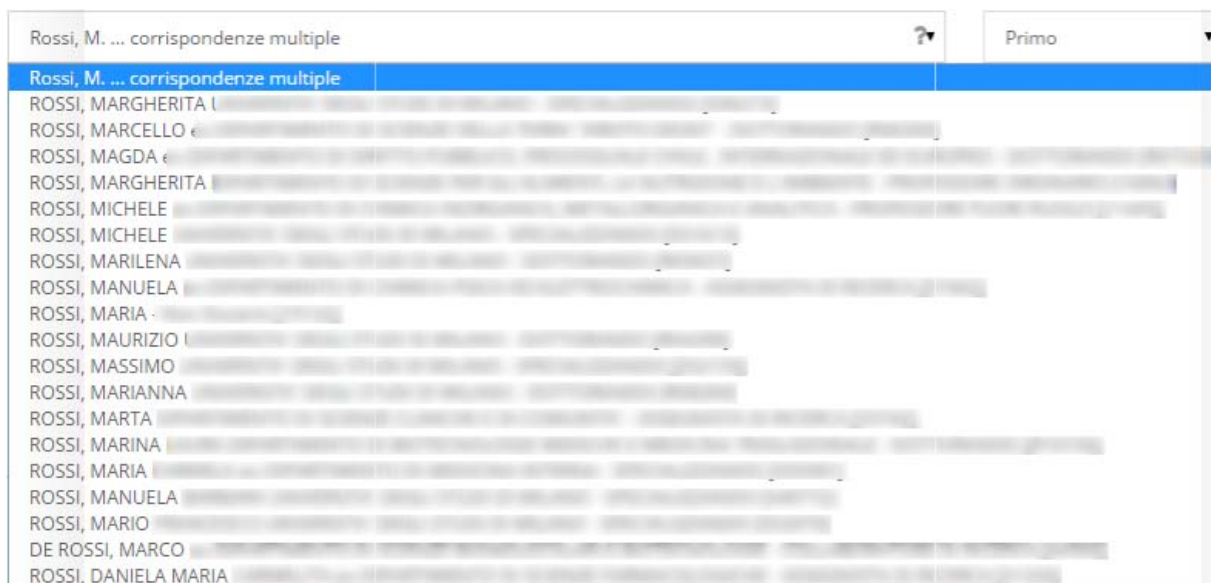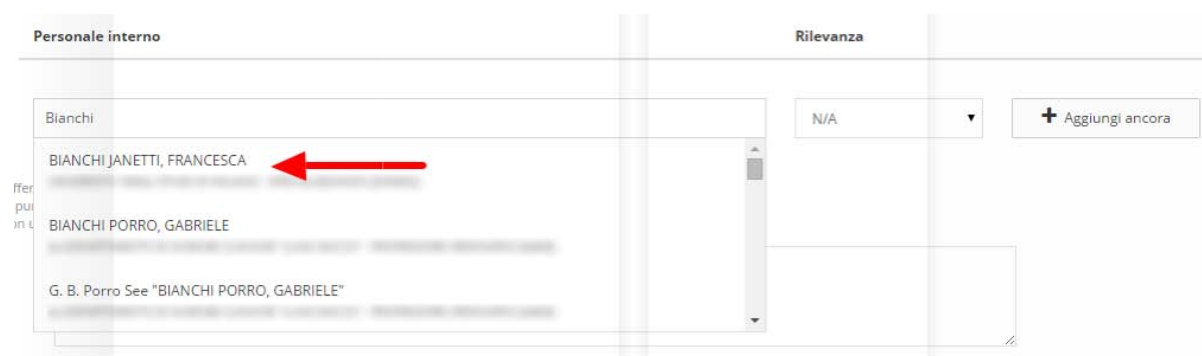

If not using automatic multiple recognition, you can manually indicate the University authors. In the section "*Personale interno*" (Internal personnel), write the name of the first author and select the correct

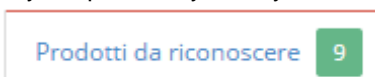author from the list. To add other authors, click the button (add more).

SELF-RECOGNITION FOR A PRODUCT

You can add your name to the recognized authors for a product if it was not included by the person entering the names. The system will automatically identify the products you may "self-recognize" and this will be

available on the Products Desktop in the tab . The number highlighted in green indicates the number of products that can be recognized.

Self-recognition can be completed in two ways:

The Products Desktop, with the actions menu :

- On the product sheet:

HOW TO EDIT / DELETE A PRODUCT

You can edit or delete products in PROVISIONAL status if **you are the supervisor** for that product (for edits, click on the button and a WIZARD will open for manually entering a product). This can be done in two ways:

The Products Desktop, with the actions menu   :

- On the product sheet: