

IRIS – QUICK GUIDE

BASIC CONCEPTS AND TERMS	1
PRODUCTS DESKTOP	3
Customizing visualizations	4
Delivery status to the Ministry website	7
Possible product actions.....	8
HOW TO ADD A NEW PRODUCT.....	9
HOW TO RECOGNIZE UNIVERSITY AUTHORS.....	11
SELF-RECOGNITION FOR A PRODUCT.....	13
HOW TO EDIT / DELETE A PRODUCT	15

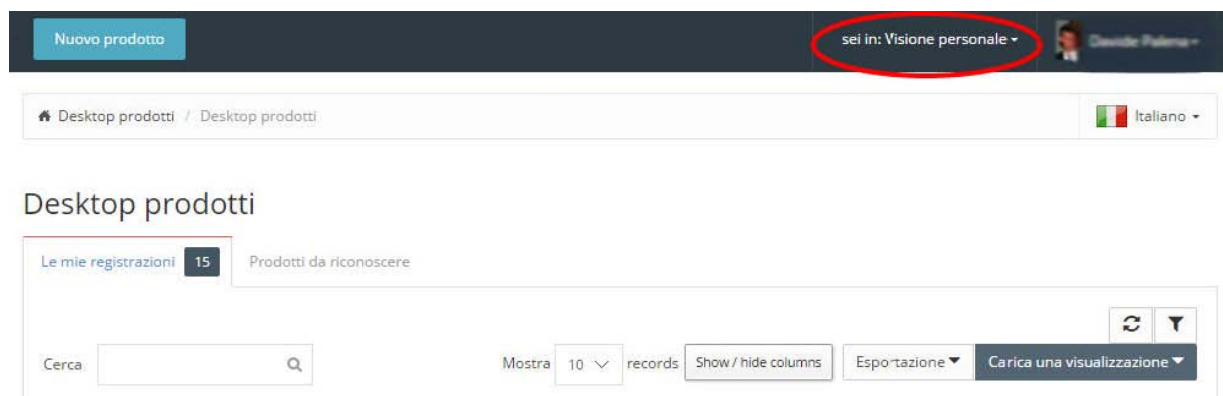
This document, for teaching faculty and researchers, provides information on how to use the system, describing how to complete the most commonly used operations.

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.

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.




provisorio

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.

definitivo

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.

<p>2013. [redacted] [redacted]</p> <p>Resp. del dato : sei il responsabile</p> <p>Identificativo : hdl:2434/239803</p>	<p>01 - Articolo su periodico</p>	<p>Informazioni generali</p> <p>Resp. del dato: sei il responsabile</p> <p>Status: in validazione</p> <p>Identificativo: 2434/239803</p> <p>Tipologia: 01 - Articolo su periodico</p> <p>Sincronizzazione Sito Docente: Sincronizzazione obbligatoria per policy di ateneo da (re)inviare </p>
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PRODUCTS DESKTOP

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

Le mie registrazioni 15 Prodotti da riconoscere 9 Riconoscimenti da validare 17

Cerca

Mostra 10 records

Personalizzazione layout

Tab

Filtri

Dati riassuntivi	Status	Tipologia	ISSN (rivista)	MIUR	Ultima modifica	Azioni
2014. [Link] Resp. del dato : <input type="button" value="sei il responsabile"/> Identificativo : hdl:2434/239381	<input type="button" value="in validazione"/>	01 - Articolo su periodico	0001-5180	<input type="button" value="da (re)inviare"/>	26/9/2014 12:54	<input type="button" value="⚙"/>
2014. [Link] Resp. del dato : <input type="button" value="sei il responsabile"/> Identificativo : hdl:2434/236657	<input type="button" value="definitivo"/>	01 - Articolo su periodico	0001-5180	<input type="button" value="errore"/>	26/9/2014 12:53	<input type="button" value="⚙"/>
2013. [Link] Resp. del dato : <input type="button" value="sei il responsabile"/> Identificativo : hdl:2434/239803	<input type="button" value="in validazione"/>	01 - Articolo su periodico	0028-0836	<input type="button" value="da (re)inviare"/>	25/9/2014 12:20	<input type="button" value="⚙"/>

Menu Azioni

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.

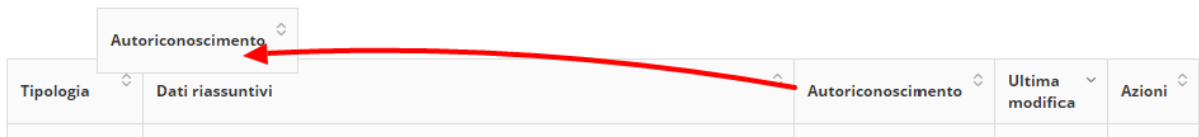
Customizing visualizations


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

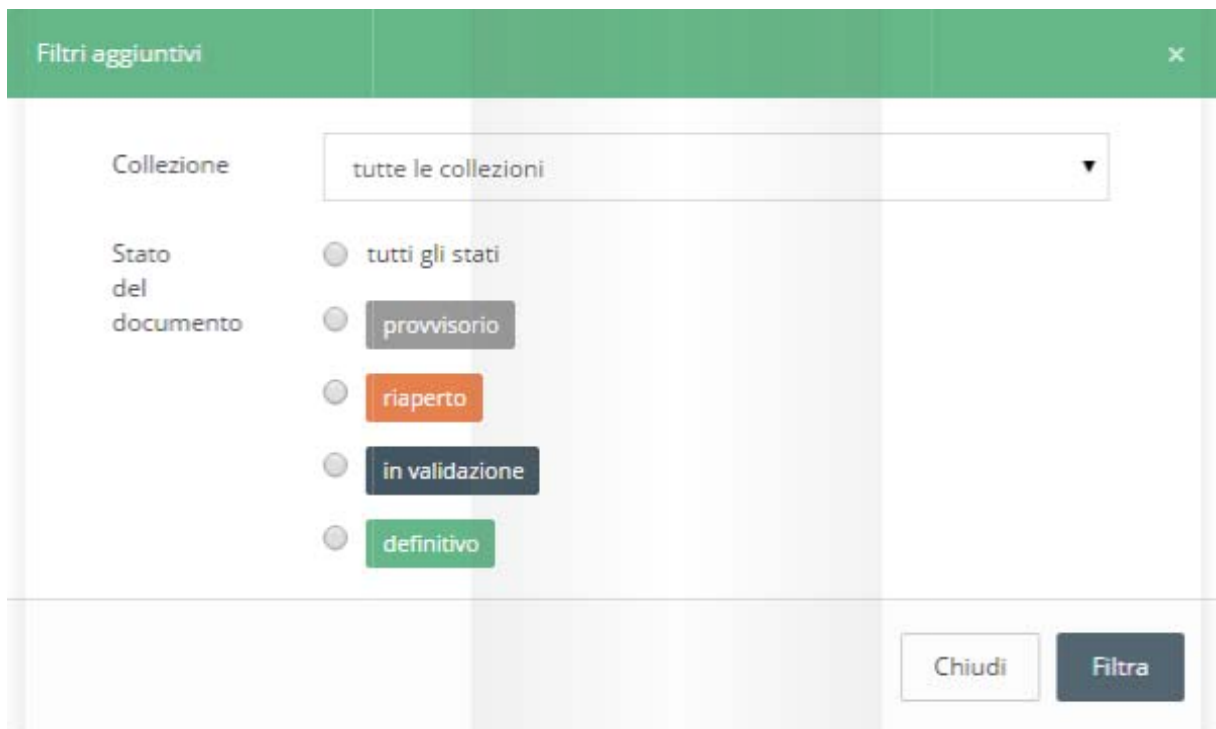
Show / hide columns

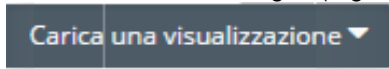
- Dati riassuntivi
- Tipologia
- Autoriconoscimento
- Ultima modifica
- Azioni
- Titolo
- Year
- Titolo della rivista
- ISSN (rivista)
- Titolo della serie
- ISSN (serie)
- Pag. iniziale
- Pag. finale
- DOI
- Volume
- Fascicolo
- Libro

The order of the columns can also be changed by dragging the column to the desired position.



Using the  button, you can also filter the list of products shown by type and status of document.

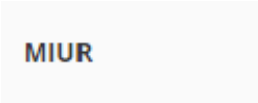




Changes to the default visualization can be changed (regarding both the order of the columns and filters on products) by using the  button. Click on "Salva visualizzazione" in the drop-down menu and name the visualization in the window that opens. You can then decide to make this your default visualization.

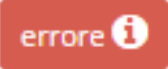

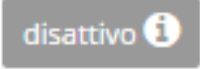
To use previously saved visualizations or return to the default visualization, make a selection from the drop-down menu.

Delivery status to the Ministry website


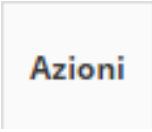
MIUR

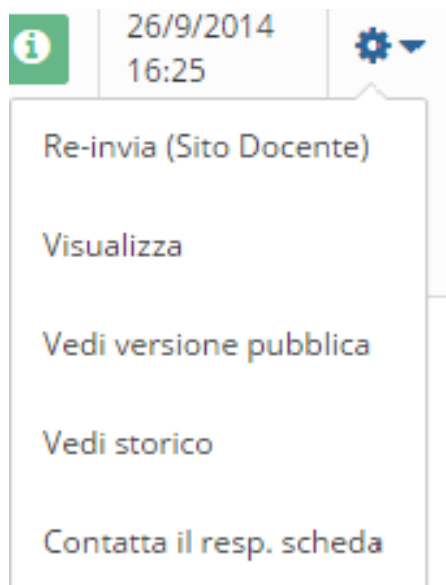
The  column indicates the delivery status of the publication to the Ministry website. Possible statuses are:

- 
 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

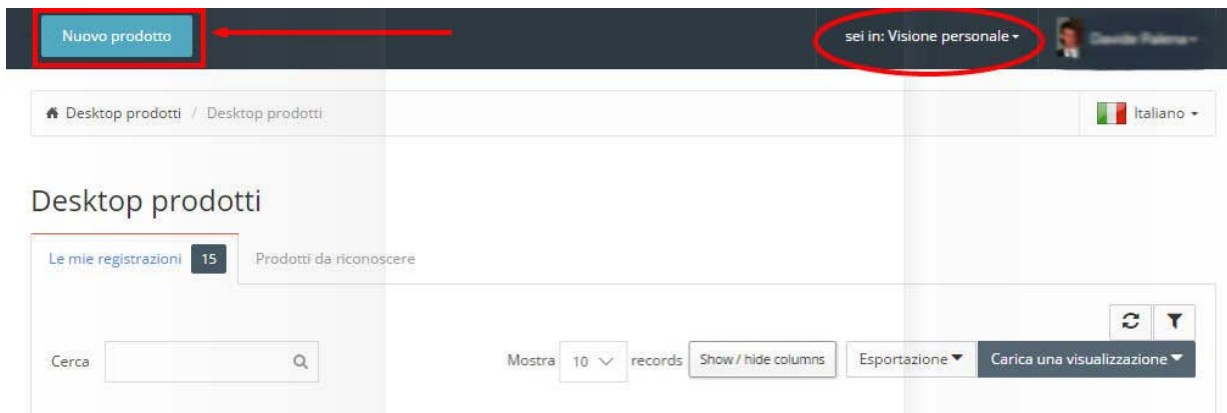
The  button in the  column allows you to complete several actions for a specific publication according to its status and the tab where it is located.



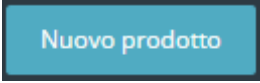
Possible actions include:

- 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)

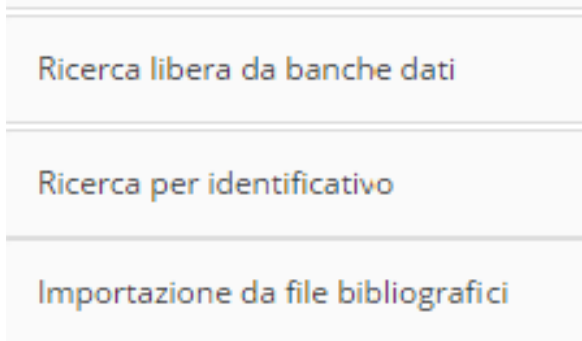
HOW TO ADD A NEW PRODUCT



Make sure you're in the "*Visione personale*" in the *Prodotti* menu → *Desktop prodotti*.

Click the  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).


Cerca
Elabora


Ricerca per identificativo


Compila la maschera utilizzando gli identificativi (il DOI è preferibile) e seleziona "Cerca". Il risultato è un elenco di pubblicazioni che afferiscono ai dati inseriti. Per proseguire nell'inserimento seleziona e importa i record.


SCOPUS ID: 
ad esempio 2-s2.0-0000000117

DOI (Digital Object Identifier):   
ad esempio, 10.1021/ac0354342


PubMed ID: 
ad esempio 20524090 1.

arXiv ID: 
ad esempio arXiv: 1302.1497

ISBN: 
ad esempio 8847005477

CiNii NAID: 
ad esempio 110004744915

2.
Cerca

On the next screen, you need to check:  the interested products; for each product, specify the type and click the button Importa i record selezionati (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".

Inserimento manuale

Nuova registrazione: recupera i dati da servizi bibliografici esterni

The screenshot shows a web interface for document registration. At the top, there are two tabs: 'Modulo di ricerca' and 'Risultati'. Below the tabs, there are four main options: 'Registrazione manuale', 'Ricerca libera da banche dati', 'Ricerca per identificativo', and 'Importazione da file bibliografici'. The 'Registrazione manuale' option is circled in red and labeled '1.'. Below it, there is a dropdown menu for 'Selezione la tipologia del documento:' with the option '01 - Articolo su periodico' selected and circled in red, labeled '2.'. To the right of this dropdown is a green button labeled 'Inserimento manuale', which is also circled in red and labeled '3.'. A red arrow points from the dropdown menu to the button.

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.

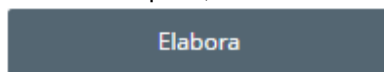
The screenshot shows a form for author recognition. At the top, there is a text box for entering the first letters of surnames. Below it, there is a green star icon and the text 'Autori afferenti all'Ateneo'. To the right of this text is a button labeled 'Effettua il riconoscimento multiplo automatico'. Below the button, there are two columns: 'Personale interno' and 'Rilevanza'. The 'Rilevanza' column has a dropdown menu with 'N/A' selected and a '+ Aggiungi ancora' button. Below this, there is a text box for entering all authors, with instructions to separate them with commas. Below that, there is a green star icon and the text 'Autori'. Below this, there is a text box for indicating the presence of international co-authors, with a dropdown menu labeled '(SELEZIONA...)'. Below that, there is a green star icon and the text 'Presenza di coautori internazionali'. Below this, there is a text box for entering the total number of authors, with instructions to use the number of names in the 'Autori' field.

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

(Multiple automatic recognition) by clicking

 Effettua il riconoscimento multiplo automatico

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



Riconoscimento personale interno

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'indicazione in linea delle singole afferenze di fianco ad ogni nome.

1. M. Rossi, P. Bianchi, G. Verdi

2.

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 l'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. ... corrispondenze multiple	Primo <input type="button" value="Rimuovi elemento"/>
BIANCHI, PAOLO	Secondo <input type="button" value="Rimuovi elemento"/>
Dettaglio anagrafico	
Qualifica	PROFESSORE
Afferenza	
SSD	Settore MED/12 - Gastroenterologia
Matricola	
	N/A <input type="button" value="+ 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 qualsiasi nazionalità, afferente a un'istituzione estera).

* Presenza di coautori internazionali

(SELEZIONA...)

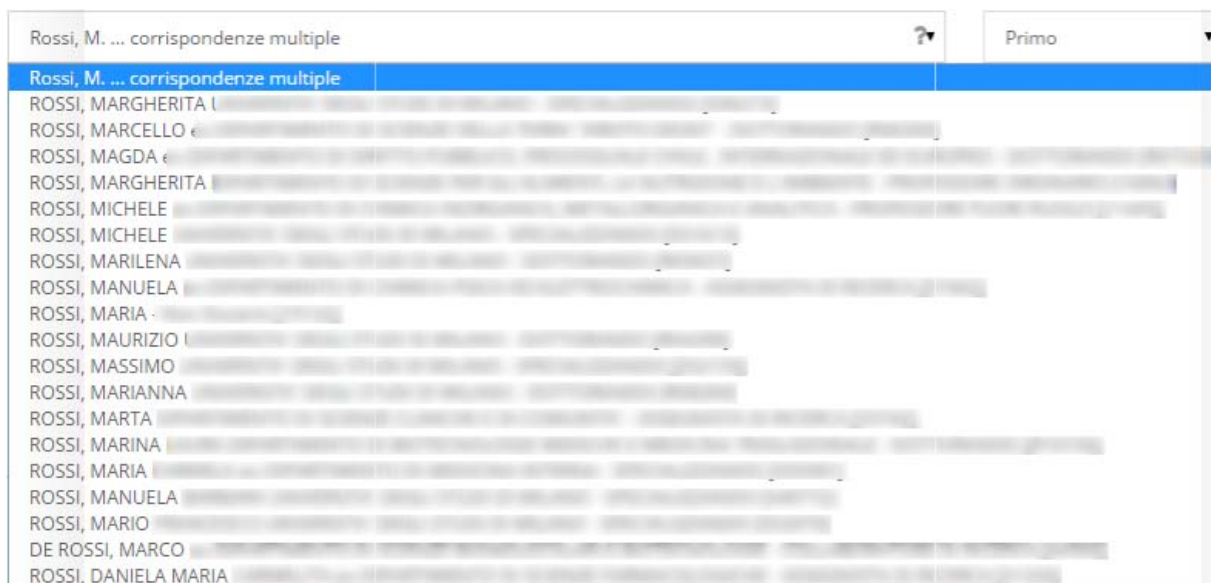
Il numero totale (in cifre) degli autori sia afferenti sia non afferenti all'Ateneo. La compilazione del campo è automatica.

Il numero viene calcolato correttamente solo se i nomi presenti in "Autori dell'articolo" sono stati inseriti nella forma richiesta.

* Numero degli autori

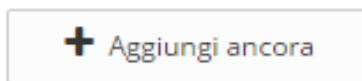
3

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.

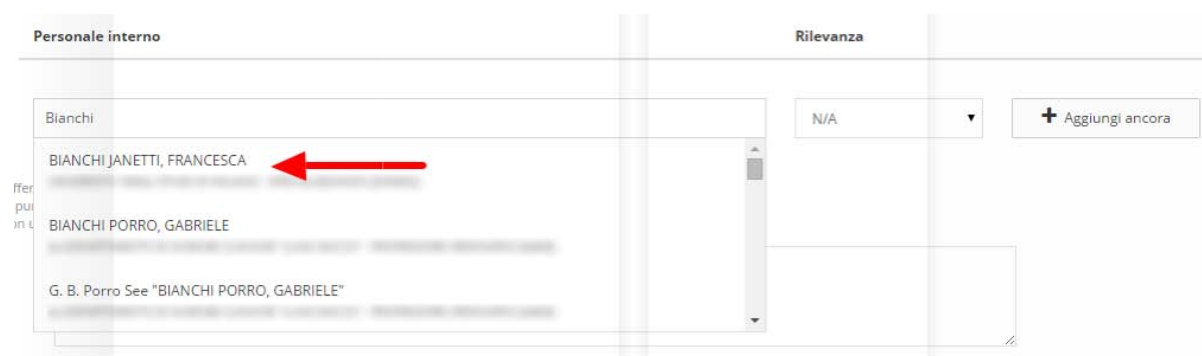


If not using automatic multiple recognition, you can manually indicate the University authors. In the section "*Personale interno*" (Internal personnel), write the name of the first author and select the correct

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

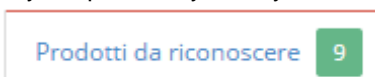


(add more).



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

The screenshot shows the 'Products Desktop' interface. At the top, there are two buttons: 'Le mie registrazioni' with a count of 70 and 'Prodotti da riconoscere' with a count of 9. Below this is a search bar and a table of publications. The table has columns for 'Dati riassuntivi', 'Tipologia', 'Autoriconoscimento', and 'Azioni'. The first row shows a publication from 2011 with the type '14 - Intervento a convegno non pubblicato'. In the 'Azioni' column, there is a 'Riconosci' button highlighted with a red box, and a gear icon next to it is also circled in red. A red arrow points from the 'Riconosci' button to the 'Tipologia' column.

- On the product sheet:


The screenshot shows a 'product sheet' for a specific publication. At the top, there are navigation buttons: 'Vedi versione pubblica', 'Contatta il resp. scheda', 'Riconosci', and 'Scarta proposta di riconoscimento'. The 'Riconosci' button is highlighted with a red box and has a red arrow pointing to it from below. Below the navigation bar, there is a text field with a URL: 'Per citare la versione pubblica di questo record utilizza questo link: <http://hdl.handle.net/2434/236753>'. Below this, there are two buttons: 'Scheda breve' and 'Scheda completa', with 'Scheda breve' circled in red. The main content area shows a list of metadata fields: 'Titolo:', 'Autori interni:', 'Data di pubblicazione:', 'Settore Scientifico Disciplinare:', and 'Tipologia:'. To the right, there is a sidebar titled 'Informazioni generali' which contains fields for 'Resp. del dato:', 'Status:' (with a 'validato' button), 'Identificativo:' (with a '2434/236753' button), 'Tipologia:', and 'Sincronizzazione Sito Docente:' (with 'non sincronizzabile' and 'N/A' buttons).

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

The screenshot shows the 'Products Desktop' interface. At the top, there are two buttons: 'Le mie registrazioni' (700) and 'Prodotti da riconoscere' (9). Below these is a search bar and a table. The table has columns: 'Dati riassuntivi', 'Tipologia', 'Status', 'MIUR', 'Ultima modifica', and 'Azioni'. The first row shows a product with 'Status' 'provvisorio', 'MIUR' 'N/A', and 'Ultima modifica' '26/2/2014 16:30'. The 'Azioni' column for this row has a gear icon. A red circle highlights this gear icon, and a red box highlights the 'Completa inserimento' and 'Elimina' options in the dropdown menu. Red arrows point from the 'Completa inserimento' and 'Elimina' options back to the table row.

Dati riassuntivi	Tipologia	Status	MIUR	Ultima modifica	Azioni
2013. Resp. del dato : sei il responsabile Identificativo : ID:254933	01 - Articolo su periodico	provvisorio	N/A	26/2/2014 16:30	 Completa inserimento Elimina Visualizza Vedi storico

- On the product sheet:

← Torna ai risultati della ricerca Elemento 1 di 1 Filtrato da 700 →

[Completa inserimento](#) [Elimina](#) [Disconosci](#) [Vedi storico](#)

[Scheda breve](#) [Scheda completa](#)

Titolo: [\[Link\]](#)

Autori interni: [\[Link\]](#) (Primo)
[\[Link\]](#) (Secondo)
[\[Link\]](#) (Ultimo)

Settore Scientifico Disciplinare: Settore BIO/14 - Farmacologia

Data di pubblicazione: 2013

Digital Object Identifier (DOI): [\[Link\]](#)

Tipologia: Article (author)

Prodotto inserito nella tipologia: 01 - Articolo su periodico

File in questo prodotto:

Non ci sono file associati a questo prodotto.

Informazioni generali

Resp. del dato:
[\[Link\]](#)
[sei il responsabile](#)

Status:
[bozza](#)

Identificativo:
[\[Link\]](#)

Tipologia:
01 - Articolo su periodico

Sincronizzazione Sito Docente:
[non sincronizzabile](#) [N/A](#)

Citazioni

PubMed Central: [N/A](#)