

# IRIS

Institutional Research  
Information System

<https://iris.unibocconi.it/>

**Quick Access Guide**

# Standard catalogue homepage – how to log in

The screenshot shows the homepage of the IRIS Institutional Research Information System at the University of Bocconi. The browser address bar shows the URL <https://iris.unibocconi.it>. The page features a dark blue header with the IRIS logo, navigation links for 'Browse' and 'Help', a search bar for 'Search DSpace', and a 'Login' button circled in red. Below the header, the text reads 'CINECA IRIS Institutional Research Information System' and 'IRIS is the IT solution to facilitate the collection and management of data and activities related to research product.' The Bocconi logo is on the right. A secondary navigation bar includes 'IRIS Università Commerciale Luigi Bocconi / Homepage' and a language selector set to 'English'. The main content area is titled 'Discover' and is divided into three sections: 'Date issued', 'By collection', and 'Useful Links'. The 'Date issued' section contains a table with the following data:

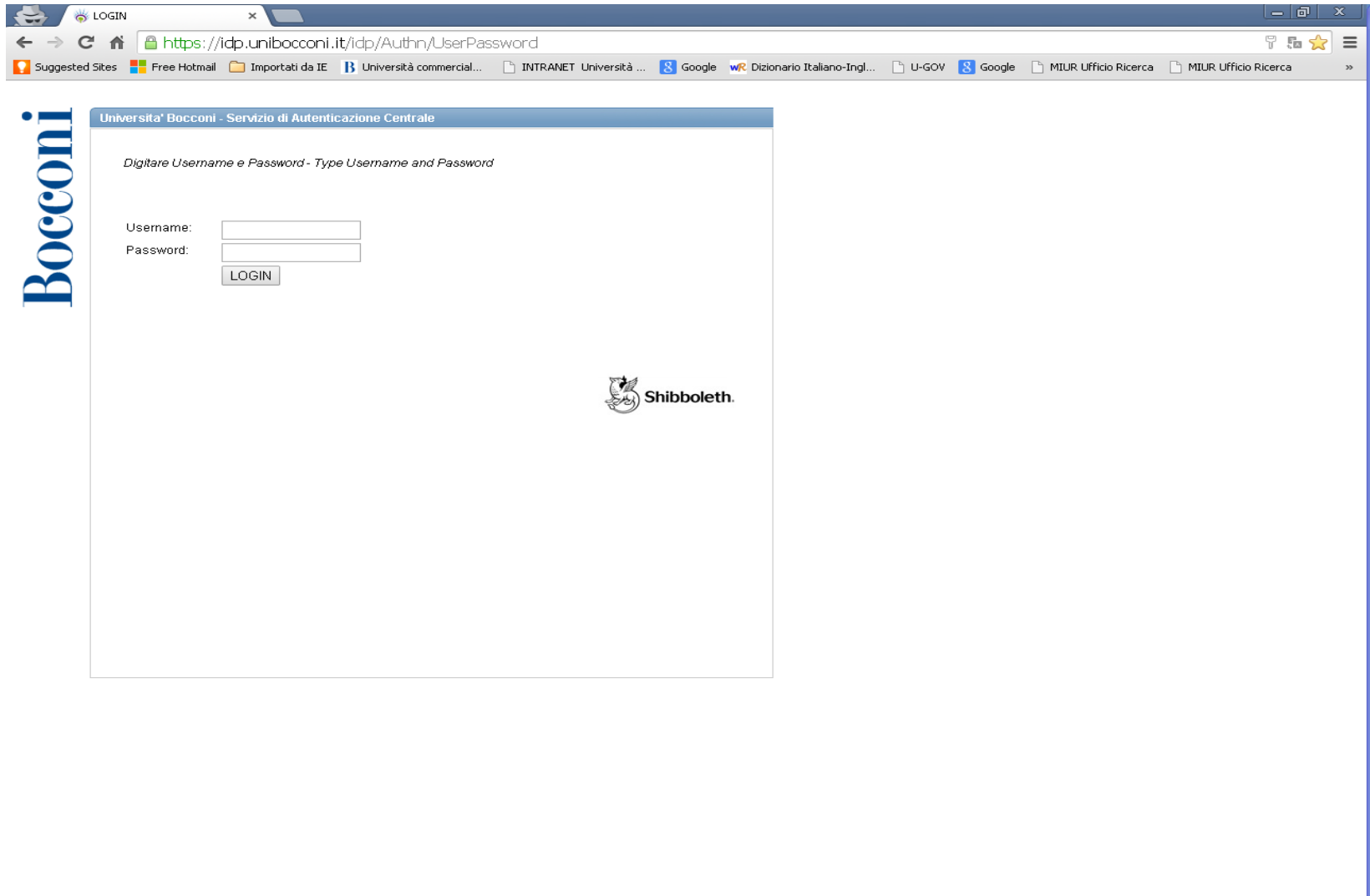
Date issued	Count
In print	278
2010 - 2015	6347
2000 - 2009	8076
1990 - 1999	1007
1980 - 1989	215
1973 - 1979	40

The 'By collection' section contains a table with the following data:

Collection	Count
01 ARTICOLO SU RIVISTA	7303
02 ARTICOLO SU LIBRO	4799
06 PROCEEDINGS	1379
03 MONOGRAFIA	921
09 ALTRO	868
05 CURATELA	693

The 'Useful Links' section includes links for 'Cineca complete manual' and 'Contacts'. The footer contains the text 'Powered by IRIS - about IRIS - Utilizzo dei cookie' and 'Copyright © 2015'.

# To access, type your University login information



The image shows a web browser window with the URL <https://idp.unibocconi.it/idp/Authn/UserPassword>. The page title is "Universita' Bocconi - Servizio di Autenticazione Centrale". On the left, the "Bocconi" logo is displayed vertically. The main content area contains the instruction "Digitare Username e Password - Type Username and Password" and a login form with the following fields:

Username:

Password:

At the bottom center, there is a "Shibboleth" logo.

# Personal homepage to access the Catalogue and Desktop Product Management functions in the **MENU**

The screenshot displays the MyDSpace IRIS Università interface. The browser address bar shows <https://iris.unibocconi.it/mydspace>. The top navigation bar includes the IRIS logo, a menu icon (circled in red), and a 'Nuovo prodotto' button. The user is logged in as 'Administrator Cineca'. The left sidebar contains navigation options: 'Portale pubblico', 'Product' (circled in red), 'My DSpace' (circled in red), 'Ricerca avanzata', and 'Reports and Analysis'. The main content area is titled 'Desktop products' and shows a list of submissions. The list includes columns for Summary, Type, Status, MIUR, Last modify, and Actions. Three records are visible, all with a status of 'temporary' and a 'You are the owner' message.

**Desktop products**

My submissions **3** Items to be validated Identification to be approved

Search  Show 10 records Show / hide columns Export Upload a view

Summary	Type	Status	MIUR	Last modify	Actions
2014. Childlessness and Support Networks in Later Life New Pressures on Familistic Welfare States? - ISBN:u6tgutg <i>asdasdd</i> Owner: <b>You are the owner</b> ID: ID:19303	80 - Brevetto	temporary	N/A	11/9/2015 11:31	⚙️
. Untitled Owner: <b>You are the owner</b> ID: ID:19301	01 - Articolo su rivista Scientifica	temporary	N/A	6/8/2015 09:26	⚙️
. Untitled Owner: <b>You are the owner</b> ID: ID:19261	01 - Articolo su rivista Scientifica	temporary	N/A	4/8/2015 11:25	⚙️

Showing from 1 to 4 of 4 records ( Filtered from 3 records )

← Previous **1** Next →

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# View personal products page (section for taking action on personal products that have already been added)

The screenshot displays the 'Desktop products' page in the MyDSpace system. The page is titled 'Desktop products / My DSpace' and shows a list of 'My submissions'. The list is filtered to show 'Items to be validated' and 'Identification to be approved'. The table below shows the details of these submissions, including their status, MIUR information, last modification date, and available actions.

Annotations on the screenshot include:

- Two callouts pointing to the 'Items to be validated' and 'Identification to be approved' tabs: 'Page with only products awaiting validation (added by co-author)' and 'Page with only products awaiting recognition'.
- Two callouts pointing to the 'Status' and 'Actions' columns: 'See following slides' and 'Additional actions'.

Summary	Type	Status	MIUR	Last modify	Actions
<p>2014. Childlessness and Support Networks in Later Life New Pressures on Familistic Welfare States? - ISBN:u6tgutg asdasdd</p> <p>Owner : You are the owner</p> <p>ID : ID:19303</p>	80 - Brevetto	temporary	N/A ⓘ	11/9/2015 11:31	⚙️
<p>. Untitled</p> <p>Owner : You are the owner</p> <p>ID : ID:19301</p>	01 - Articolo su rivista Scientifica	temporary	N/A ⓘ	6/8/2015 09:26	⚙️
<p>. Untitled</p> <p>Owner : You are the owner</p> <p>ID : ID:19261</p>	01 - Articolo su rivista Scientifica	temporary	N/A ⓘ	4/8/2015 11:25	⚙️

Showing from 1 to 4 of 4 records ( Filtered from 3 records )

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# Registration status and sending data to the MIUR faculty website

## **STATUS = Registration status**


The registration may have one of the following statuses:

- **provisional**: when the author supervisor has not completed adding a product;
- **in validation**: when the author has completed adding a product but registration must be verified and approved by the librarian/worker;
- **final**: when registration has been validated by the librarian;
- **re-opened**: when the author makes a change to the produce sheet after validation by using the button "*Integra*" (complete) available on the detail sheet, but does not complete the operation.  
→ Note on the status of re-opened: the worker must complete validation in order for the product sheet edited by the author to replace the previous one on the public portal.

## **MIUR = Delivery status of registration on the MIUR faculty website**

The registration "status" related to delivery of the publication to the faculty website is showed in the column. Possible statuses are:

- "to (re)send": the product has been edited and has not yet been (re)sent
- "N/A" (Not Applicable): the product is in provisional status or belongs to a type that is not mapped on MIUR (e.g. PhD dissertations)
- "success"
- "error"

By clicking the  button in the box for delivery status to the faculty website, the system will show a pop-up with detailed information.

# Adding a new product

(blue “nuovo prodotto” button in the upper left-hand corner)

The screenshot shows the IRIS DSpace interface. The top navigation bar is dark blue with the IRIS logo on the left and a user profile on the right. A red circle highlights the 'Nuovo prodotto' button in the top navigation bar. Below the navigation bar, the main content area is titled 'Desktop products' and shows a list of submissions. The list has columns for Summary, Type, Status, MIUR, Last modify, and Actions. The first row shows a submission titled '2014. Childlessness and Support Networks in Later Life New Pressures on Familistic Welfare States?' with a status of 'temporary' and a MIUR code of 'N/A'. The second and third rows are titled '. Untitled' and also have a status of 'temporary' and a MIUR code of 'N/A'. The bottom of the page shows pagination information: 'Showing from 1 to 4 of 4 records ( Filtered from 3 records )' and a page number '1'.

My DSpace | IRIS Università Università Commerciale Luigi

<https://iris.unibocconi.it/mydspace>

App Suggested Sites Free Hotmail Università commercial... INTRANET Università ... Google WR Dizionario Italiano-Ingl... U-GOV Google MIUR Ufficio Ricerca

IRIS Nuovo prodotto sei in: Personal view Administrator Cineca

Administrator Cineca

Portale pubblico

Product

My DSpace

Ricerca avanzata

Reports and Analysis

Desktop products / My DSpace English

## Desktop products

**My submissions** 3 Items to be validated Identification to be approved

Search

Show 10 records Show / hide columns Export Upload a view

Summary	Type	Status	MIUR	Last modify	Actions
<a href="#">2014. Childlessness and Support Networks in Later Life New Pressures on Familistic Welfare States? - ISBN:u6tgutg asdasdd</a> <b>Owner :</b> You are the owner <b>ID :</b> ID:19303	80 - Brevetto	temporary	N/A	11/9/2015 11:31	
<a href="#">. Untitled</a> <b>Owner :</b> You are the owner <b>ID :</b> ID:19301	01 - Articolo su rivista Scientifica	temporary	N/A	6/8/2015 09:26	
<a href="#">. Untitled</a> <b>Owner :</b> You are the owner <b>ID :</b> ID:19261	01 - Articolo su rivista Scientifica	temporary	N/A	4/8/2015 11:25	

Showing from 1 to 4 of 4 records ( Filtered from 3 records ) ← Previous 1 Next →

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# How to add a new product

(see following slides for details)

The system allows three different methods for adding a new product:

**1. Import from database**

through free search (title or year) or through ID (e.g. DOI, pmid, etc.) in the following databases:

- Scopus
- Pubmed
- Crossref
- ArXiv
- ISBN/mEDRA

**2. Import from ID file**

by uploading a file (pubMed, arXiv, crossRef, bibTex, endnote, cvs, isi, tsv, ris, CiNii)

**3. Manually (U-Gov method)**

**Notes**

- *If the user knows the DOI, Pubmed, arXiv unique identifier for the publication, the ID search method should be used.*
- *When adding a product using method 1 and 2, the product sheet should be completed by inserting any missing information that was not imported.*



# 1. Adding a new product by importing from an **outside database**

The screenshot shows a web browser window with the URL <https://iris.unibocconi.it/submit>. The page title is "New submission | IRIS Univer...". The browser's address bar shows the URL and several tabs are open, including "Università Commerciale Luigi...". The page header features the IRIS logo and a navigation menu. The main content area is titled "New submission: get data from bibliographic external service" and has two tabs: "Search Form" and "Results". The "Search Form" tab is active and contains a form with the following fields:

- Default mode Submission**
- Search for identifier**
- Upload a file**
- Select data type:** A dropdown menu with "Select..." as the current selection.
- File:** A "Scegli file" button and the text "Nessun file selezionato".
- Preview mode:** An unchecked checkbox.
- Collection:** A dropdown menu with "01 - Articolo su rivista Scientifica" as the current selection.
- Process** button

At the bottom right of the form area, there is an **Exit** button. The footer of the page includes the text "Powered by IRIS - about IRIS - Utilizzo dei cookie" and the CINIS logo with "Copyright © 2015".

# 2. Adding a new product by identification code

The screenshot shows a web browser window with the URL <https://iris.unibocconi.it/submit>. The page title is "New submission | IRIS Univer...". The browser's address bar shows the URL and several search engines (App, Suggested Sites, Free Hotmail, Importati da IE, Università commerciale..., INTRANET Università..., Google, DIZIONARIO ITALIANO-INGL..., U-GOV, Google, MIUR Ufficio Ricerca). The page header includes the IRIS logo, a menu icon, and the user's name "Administrator Cineca".

The main content area is titled "New submission: get data from bibliographic external service". It features a "Search Form" tab and a "Results" tab. The "Search Form" tab is active and contains the following sections:

- Default mode Submission**
- Search for identifier**
- Fill in publication identifiers (DOI is preferable) and then press "Search". A list of all matching publications will be shown to you to select in order to proceed with the submission process.
- PubMed ID:** e.g. 20524090. Includes a PubMed logo and a text input field.
- DOI (Digital Object Identifier) :** e.g. 10.1021/ac0354342. Includes PubMed and Crossref logos and a text input field.
- arXiv ID:** e.g. arXiv:1302.1497. Includes an arXiv.org logo and a text input field.
- ISBN:** e.g. 8847005477. Includes an mEDRA logo and a text input field.
- CINECA ID:** (partially visible at the bottom).

# 3. Manual method of adding a new product

The screenshot shows a web browser window with the URL <https://iris.unibocconi.it/submit>. The page title is "New submission | IRIS Unive...". The browser's address bar shows the URL and several search engines like Google and U-GOV. The page header includes the IRIS logo and a user profile for "Administrator Cineca".

The main content area is titled "New submission: get data from bibliographic external service". It features a "Search Form" tab and a "Results" tab. Under "Search Form", there are fields for "Select collections:", "Search for identifier", and "Upload a file". A dropdown menu is open, showing a list of collection types under "ARIC UNIBOCCONI". The "Manual submission" option is highlighted with a red circle.

The dropdown menu lists the following options:

- Select...
- Select...
- ARIC UNIBOCCONI**
- 01 ARTICOLO SU RIVISTA**
- 01 - Articolo su rivista Scientifica
- 02 - Articolo su invito
- 03 - Recensione in rivista
- 04 - Scheda bibliografica
- 05 - Note a sentenza
- 06 - Abstract in rivista
- 07 - Traduzione in rivista
- 08 - Note di ricerca o brevi articoli su rivista
- 09 - Comments discussions replies su rivista
- 10 - Editoriale in rivista
- 11 - Introduzione numero speciale
- 12 - Interview article
- 19 - Altro su rivista
- 02 ARTICOLO SU LIBRO**
- 20 - Contributo in volume Capitolo o Saggio Scientifico
- 21 - Contributo in volume Commento in commentario
- 22 - Prefazione/Postfazione

An "Exit" button is located at the bottom right of the form area. The footer of the page includes "Powered by IRIS" and "Copyright © 2015".