IRIS CATALOGUE: USER GUIDE

INDEX

1. Login to Iris .................................................................................................................................................. 2
2. Personal View ............................................................................................................................................. 2
3. Basic concepts ........................................................................................................................................... 3
4. My Dspace – Desktop Products: ............................................................................................................... 4
   ● Available Tabs
   ● How to customize the layout
   ● Available actions
   ● The Search Box
   ● The “Miur” column
5. Registering a new item ............................................................................................................................. 8
6. Identifying internal authors ....................................................................................................................... 10
7. Self-identification ...................................................................................................................................... 12
8. Uploading a full text .................................................................................................................................. 13
1. LOGIN TO IRIS

**IRIS** - Institutional Research Information System - is the new Open Access CRIS (Current Research Information System) which contains the scientific production published by authors belonging to the University of Trento.

IRIS replaces UGOV Catalogue, whose functions have been upgraded in the new software and whose data (entered from 2010 to 2014) have been migrated to IRIS.

It also replaces, for all new full-text Open Access submissions, Unitn-eprints Research, the former institutional repository of the University.

IRIS public portal is available online:

https://iris.unitn.it/

The authors need to authenticate to IRIS, by clicking on “Login” at the top right corner of the page and entering the credentials of the university, if they want to visualize or enter their publications (Picture 1)

username = nome.cognome@unitn.it

password = Unitn password

![Picture 1](image-url)

2. PERSONAL VIEW

Users have the possibility to choose between different views on the system, based on the privileges that have been assigned.

- The **personal view** is focused on the features that offer the researcher the possibility to manage the data of his research, for example, the census of publications, his profile with information such as photos or research skills.
- The **departmental view** provides the staff with tools to monitor products of the researchers.
- The **administrative view** is focused on the features for administrators, provides access to all the configuration tools and maintenance of the platform.

This manual explains the specific features of the “personal view”.


By clicking on the "bar" shown below the user can close and open the menu:

The menu includes the following items:
- Public portal: to go through the public pages of the publications
- Product: to manage the publications
- Reports and Analytics

To enter / edit the publications you should select: Product> My Dspace

3. BASIC CONCEPTS

**IDENTIFIED AUTHOR**
author of a publication who has connected his “namestring” to the University Anagraphic Database, and is therefore provided with personal data details (Role, Department, Scientific Area, etc.). The self-identification and the identification of co-authors of Unitn are necessary at the moment of filling in the bibliographic data fields (step 4).

**PUBLICATION OWNER**
user who originally created the publication record and manages the publication form in case of future updating.

**DRAFT PUBLICATION**: publication to be completed with all necessary information. It is not available yet either in the Ministerial website or in the Catalogue Public Portal.

**COMPLETED PUBLICATION**: publication sent and synchronized both with the Ministerial website and the University database. However, some fields in the completed publications are
always editable without requiring the reopening of the process (see p. 6 below).

| in validation | PUBLICATIONS COMPLETED by the author BUT NOT VERIFIED YET by the librarian/operator. Records “in validation” can be reopened and edited without the operator’s intervention. |
| re-opened | PUBLICATION REOPENED by the author with the tab ”re-open” or ”Integrate”, or by the operator after the request of the author. |

### 4. MY DSPACE - DESKTOP PRODUCTS

In “Personal view”, clicking on **Products – My Dspace**, you will see your personal page, which contains all your publications entered in IRIS, as shown in Picture 3.

**AVAILABLE TABS**

- "**My submission**": This tab lists the publications of which you are the owner or an identified author
- "**Item to be validated**": This tab lists the publications of which you are the owner, when other users propose themselves as identified co-authors. You must confirm or reject the proposed matches.
- "**Identifications to be approved**": This tab lists the publications of which you could be an author, but are still not identified. You must confirm or reject the proposed matches.

Each tab shows the number of products. The tabs free of record are displayed in light grey.

**Picture 3**
HOW TO CUSTOMIZE THE LAYOUT

You can add or hide columns to the products view, as well as change the order of the columns: simply hold and drag a column to the desired position.

By these two functions you can save and recall your personalized layout(s).

AVAILABLE ACTIONS

By clicking on the button you can perform some operations on a specific publication. The list of available actions depends on the state of the product (Definitive / Temporary), on being the owner of the item, and on the tab where it is displayed.

List of possible actions:

- update LoginMIUR web site (only for definitive items);
- display the details of a publication;
- check if the LoginMiur website is updated;
- synchronize the publication with LoginMiur website;
- display the public version of an item;
- change the owner of the bibliographic record;
- track the history log of all actions done;

You can also:
- contact the owner of the bibliographic record;
- self-identify in a bibliographic record;
- accept a self-identification proposal;
- modify/delete a bibliographic record (available only for records in temporary status)
- complete submission (available only for records in temporary status)

Some of this actions are also shown in the tab at the top of the record.

Example of a record “in validation” status:

Note: if you click the button “Integrate” in a definitive record, you can complete only these fields: ISBN, ISMN, Language, URL, CUN area, Abstract, Keywords, Notes, DOI, PMID, SCOPUS, ISI-WoS.

If you want to modify other fields, you have to contact IRIS administrator.

THE SEARCH BOX
You can use this box to retrieve bibliographic records by searching words or phrases which are contained in the record (not only in the fields displayed, but also in the hidden fields that you can make visible by clicking the “Show / hide columns”). To launch the search click the “Enter” button on the keyboard. To remove your search and delete the filters, empty the fields and then click “Enter”.
THE “MIUR” COLUMN

The column called "MIUR" shows the synchronization state of the bibliographic records between IRIS and the LoginMiur website.

The possible synchronization states are:

- "update": the record has been modified but its synchronization has not been updated yet.
- "N / A" (Not Applicable): the product is “temporary” or belongs to a bibliographic type not mapped to the LoginMiur website (eg. Doctoral thesis)
- "Success"
- "error": by clicking on the button “error”, a pop-up appears with detailed information about the error.

Automatic synchronization with LoginMiur is performed once a day.

If necessary (i.e. in case of an evaluation exercise such as VQR) it can be forced by the author immediately after entering the record.
5. REGISTERING A NEW ITEM

Login in “Personal view” and go to the menu section Product > MyDSpace (Desktop products). Use the function “Nuovo prodotto” (New product) to start the registration WIZARD.

In the first step of the WIZARD you must choose the way you want to enter your data:

- **manual submission**;
- **free search**;
- **import from an identifier** (PubMed, Scopus, arXiv, DOI, CiNii, ISBN);
- **upload a file** (PubMed, arXiv, CrossRef, BibTex, Endnote, .csv, ISI-WoS, .tsv, .ris, CiNii);

If you choose the latter two options, the system will automatically import the available information about the publication(s) from external databases: just provide a code or select the file containing the publication(s) metadata you want to register and then click “Search” or “Process”:  

![Personal view](image.png)
In the “Results” page you will be asked to check the publication(s) about to be imported and, for each of them, to choose the proper type before clicking “Import the selected records”:

Follow the WIZARD and complete the requested information (the fields marked with an * are mandatory). Remember to identify yourself and all your Unitec co-authors (see next paragraph): only identified authors will have their LoginMIUR and University personal webpage (People/MyUnitn) updated with the new registration.
6. IDENTIFYING INTERNAL AUTHORS

The identification of all the authors who work for Unitn is a mandatory step of the WIZARD submission.

The identification establishes a link between one or more authors of the publication (a bibliographic data) and the “Publication” section for Unitn researchers in “People” (or in Unitn Digital University). It is also the only mean to automatically update the LoginMIUR website of each researcher by adding his/her new publications to the database.

Identifying an internal author is therefore fundamental for evaluation purposes (Departmental assessment, VQR, SUA-RD, ASN, ...).

In order to fill in the box “Autori (authors)”, type or paste the names of all the authors (internal – working for Unitn - or external) as they appear in the title-page of the publication or in the bibliographical reference of the work, and then use the “Elabora stringa autori” function:

![Image showing the process of identifying internal authors](image)

The system will automatically detect the names related to Unitn:

![Detected names example](image)
This is the meaning of each colour:

- **Green:** internal author’s names that the system has automatically detected and related to Unitn
- **Grey:** author’s names external to Unitn
- **Orange:** the author’s name with multiple matches which must be disambiguated. By clicking on the name in orange, the system gives the possibility to select the correct author from a drop-down menu
- **Dark grey:** an author wrongly detected as Unitn-related who has been disconnected from Unitn anagraphic system and identified as external

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Under the authors’ names a form permits to filter the authors.

Clicking by:

- **mostra tutti gli autori (white button):** the filter shows all the authors (external and internal authors)
- **mostra autori interni (green button):** the filter selects only the internal (Unitn) authors
- **mostra autori esterni (grey button):** the filter selects only the external authors
- **mostra autori multipli (orange button):** the filter notifies multiple matches, giving the possibility to select the correct authors by clicking the button and choosing the correct name from the drop-down menu.

The columns in the above table mean:

*Posizione:* the author’s position in the complete sequence of authors
*Autore:* the author’s name
*Afferenza:* the role, the department, the academic field (SSD) and the Unitn ID of the authors
Disconosci: if an author has been wrongly recognized by the system as internal author, but he is external to Unitn, the “connection link” with Unitn can be deleted clicking on the basket-shaped button that appears in the results table. Otherwise you can click on the green name and select "Esterno" from the drop-down menu.

How to modify the “authors” field: clicking on the button it is possible to modify the authors’ names.
If you modify the authors’ names and then click on the button , the previous situation will be updated with the new changes you made.

7. SELF-IDENTIFICATION

If an author has not been identified by the co-author who entered the publication, s/he can add him/herself in the list of identified authors of that publication.

The author can self-identify by clicking on “Identify” starting from the “Short” or “Full form” of every record in “Definitive” status.

a) After clicking, Unitn internal authors will be highlighted in green and external authors will be highlighted in grey.
   If an Unitn internal author has not been recognized and sees his/her name highlighted in grey, s/he must select his/her name from the drop-down menu and click “Confirm” in order to request identification.

b) If the internal author name is missing from the sequence of all the authors, s/he must add himself/herself by clicking on “Identification not found” and “Confirm”.

Picture 14

Picture 15
In both cases a notification will be sent to the product owner, who will have to confirm or reject the self-identification request.

From the “Desktop products”:

Or from the back office of the record:

Clicking on “Validate identification”, a form will be opened and the product owner will be able to approve or reject the identification request.
8. UPLOADING A FULL-TEXT

Unitn authors are required to upload full-text publications in order to comply with L 112 (October 7th 2013), European Commission “Recommendation on access to and preservation of scientific information” (July 17th 2012), Unitn Statute (Pt. 1, art. 2.8), Unitn Open Access Policy as well as FP7 Post-Grant Agreements and H2020/ERC Model Grant Agreements.

![Picture 20](image1)

1- DOCUMENT FILE: it is possible to attach more than one file to a single record; the file should be in PDF format to migrate to LoginMiur website, but only files lighter than 10MB will be transmitted to LoginMiur.

2- TYPE: the choice is among:

![Picture 21](image2)

a. **Non-refereed PRE-PRINT document**: the paper before the peer-review, possibly different in contents from the edited final version.

b. **Refereed author’s manuscript (POST-PRINT document)**: the paper after the peer-review; the uploaded file has to be equal in contents to the published version, although there can be differences in terms of layout and formatting.
c. **PUBLISHER’S layout**: the final version of the article produced and printed by the publisher.

Then, in addition to either a) or b) or c):

d. **Abstracts**: a short description of the publication content,

e. **Other attachments**: i.e.: pictures, projects, statistical data, rough data, etc.

The **publisher version** (c.) or, if not available, the **refereed author’s manuscript** (b.) are the versions required by **Unitn policy. One of them must always be uploaded in IRIS**, even if it cannot be disseminated in Open Access (see next paragraph).

3- **ACCESS POLICY**

You must define the access rights to the attached file(s), choosing among:

<table>
<thead>
<tr>
<th>Access policy</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tipologia di licenza</td>
<td>Select</td>
</tr>
<tr>
<td>All rights reserved</td>
<td>Open Access</td>
</tr>
<tr>
<td>Embargo</td>
<td>Embargo</td>
</tr>
<tr>
<td>Granted users: personal or closed access;</td>
<td>Granted Users</td>
</tr>
<tr>
<td>the document is available only to internal authors and the administrator.</td>
<td></td>
</tr>
<tr>
<td>Archive admin only: the document is available only to the author who entered the record and to the administrator.</td>
<td>Archive admin only</td>
</tr>
</tbody>
</table>

4- **DISTRIBUTION LICENCE (TIPOLOGIA DI LICENZA)**

Authors can choose among these values (see picture 18):

- All rights reserved
- Creative Commons
- Other type of license

"All rights reserved" must to be selected if the author has chosen the options "Archive admin only" or "Granted users" and wants his work to be in closed access.
"All rights reserved" must also be selected if the author has selected "Embargo".
"All rights reserved" must be selected also when the author, retaining his copyright, wants to disseminate his work in Open Access "gratis". Gratis open access publications are visible and easily citable, yet they cannot be changed or used to derive other publications.

"Creative commons" must be selected if the author chooses a "libre" open access option. Libre open access refers to maximum availability: it allows visibility, text circulation and the possible use for derivative works, though in full respect of the author’s intellectual property (for related rights see the Creative Commons guidelines).

In case of a Creative Commons or other open license choice, it is highly recommended enter in the .pdf all the useful information about the type of open license which has been chosen (for example, a Creative Commons license, which is usually indicated on Sherpa-Romeo Database or on the magazine’s website or on the publisher’s website).

NB: In case of publications with an ISSN, if the publisher is registered to the Sherpa-Romeo database the icon on the left will appear, and the system will automatically check and show the copyright policies of the publisher.

5- LOGINMIUR WEBSITE TRANSFER
This function is related to PDF uploading and allows the author to decide whether the file should be sent to the website Loginmiur or not. The size transfer limit for each file is 10MB.

6- FILE DESCRIPTION
This box allows the author to specify the contents of the attached file (i.e. “Chapters 1-7”, “Main article”, “bibliography”, etc.).

7- NOTES:
In the box the author can add any other relevant information about the uploaded file.