Publications Look Up

The Publications Look up tool has been updated! With New Sources, it has never been easier to locate your Publications for use within Researchfish.

This PDF will guide you through the features of the Publications Look Up tool.

Overview:

The Default View for the New Publications Tool.

Functionality

The new publications tool is located within the Publications Outcome. To begin, simply click on the ‘Add new entry’ button within the Publications Outcome Screen.

You will now be presented with the Default Publications Lookup View as shown above.
The Default source to search is DOI. To change the Publication Source, simply select one of the titles in Blue text from the Source Bar.

**We now offer 8 Sources to locate your publications, with the aim of adding more in the future.**

Each Source will utilise a Unique Identifier to locate a Publication Directly. Because of their nature we have included information surrounding these under each of the sources available.

If you are unable to locate an ID for your publications it is possible to perform manual searches (apart from within DOI and ORCID) within the sources against various fields. If any special requirements or behaviours are expected of this source, these will be displayed below the relevant Source Search. Below is a table of all searches available for the provided sources.

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</table>

*Table showing the various search fields available to a Source*

Once you are within the appropriate source for your search simply begin inputting your IDs. These can be input one at a time, or en masse.

Please Note that if you are intending to bulk add these to the search area you will need to copy them from a pre-ordered list where:

a) All IDs are on separate lines (Word, Notepad etc),

b) All IDs are within unique cells (Excel)

or

c) All IDs are comma separated (Word, Notepad etc)
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Once you have the selected publications entered click the ‘+Search for Publications’ button to perform your Search.

Provided that your publications can be located you will be shown a similar table to the following.
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Once the search table is returned you can begin to locate your publications. In this example we will simply select the last 3 results from the table. Once selected (using the corresponding tick box to the left of the search entry) the background will change colour, highlighting your selections as shown below.

You will notice the section under the table change wording to reflect your choices.

This section is to inform you of any publications that have been marked for Adding to your portfolio.

As mentioned on screen, to remove an entry from this list simply deselect it from the relevant source.

Once you are happy with your selection, click on the ‘Add to Portfolio’ button to begin the process.

### Common Error Messages

It is possible for your Searches to fail from time to time.

If this happens you will be provided with an error code or statement to help diagnose where, and how the error occurred. The table below shows the most common errors.

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<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>REASON_DUPLICATE_ID</td>
<td>The Publication ID is already input into the search field.</td>
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<tr>
<td>REASON_ID_SYNTAX</td>
<td>The incorrect Syntax has been used</td>
</tr>
<tr>
<td>REASON_ID_MISSING</td>
<td>The ID is Recognised, The Syntax is Correct – The Award cannot be found.</td>
</tr>
</tbody>
</table>

If you encounter an error other than then ones listed above please send a screen shot of the error as well as any relevant details about its creation to support@researchfish.com