

# USING IRIS TO MANAGE YOUR SCIENTIFIC PRODUCTION




IRIS is an IT solution that facilitates the collection and management of data related to the scientific production. IRIS Provides researchers, administrators and evaluators the tools to monitor the results of the research, increase their visibility and allocate effectively the resources available. By managing your research products with IRIS, you keep your Cruscotto up to date. This way you give valuable information to the department and the institution about the status of your research and scientific production that is used for consultation and evaluation of the PhD students.

## HOW TO GET THERE?

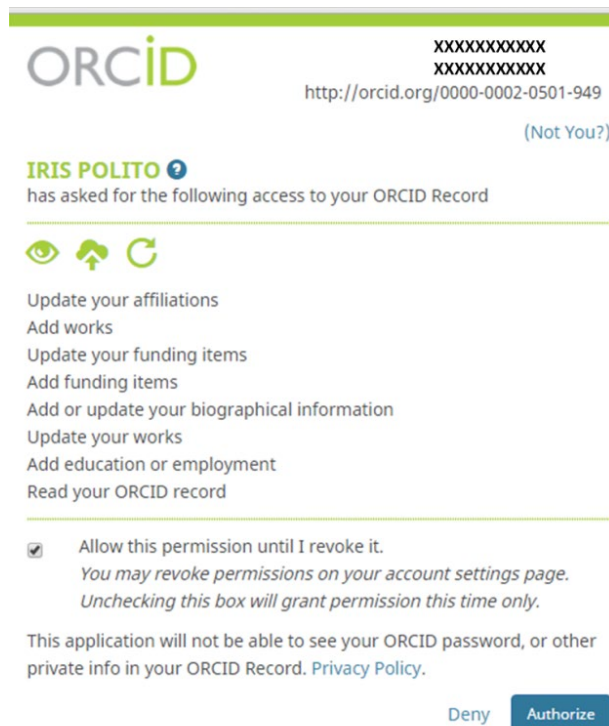
Login into **SITO dei Servizi Web dell'Amministrazione** with your PhD account (name.lastname@polito.it) and follow Servizi Online "MyPoli" / "Ricerca e TT" or directly from: <https://iris.polito.it>.

## FIRST LOGIN

In order to use the IRIS portal, it is necessary to have an ORCID ID, which is a digital identifier that distinguishes you from every other researcher. The first time you enter into the IRIS catalogue, you will be

asked to sign up using this ID 



Clicking the "Crea un nuovo ORCID" button, opens the registration form to sign up, while the "Associa il tuo ORCID" lets you login with your personal ORCID (if you already have one). After compiling the form, the ORCID system will ask you to authorize the access to your record from the "IRIS Polito" system.



ORCID

XXXXXXXXXXXX  
XXXXXXXXXXXX  
<http://orcid.org/0000-0002-0501-949>  
(Not You?)

**IRIS POLITO** ⓘ  
has asked for the following access to your ORCID Record

-   
- Update your affiliations
- Add works
- Update your funding items
- Add funding items
- Add or update your biographical information
- Update your works
- Add education or employment
- Read your ORCID record

Allow this permission until I revoke it.  
*You may revoke permissions on your account settings page.  
Unchecking this box will grant permission this time only.*

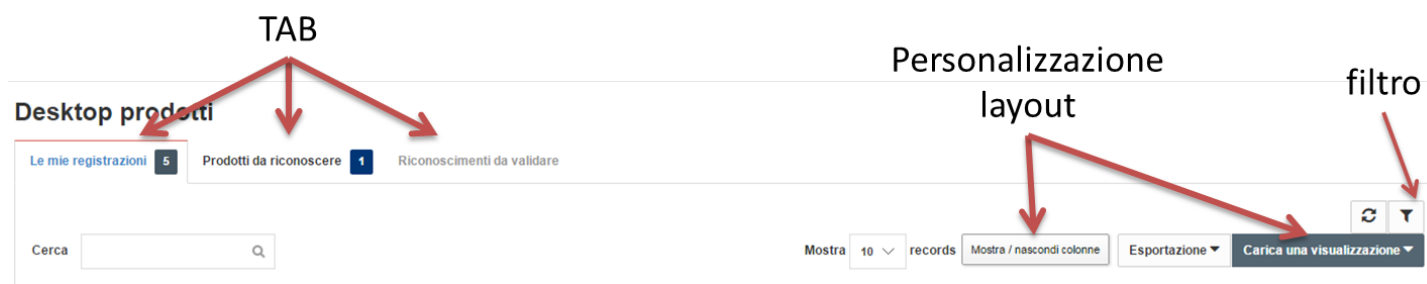
This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).

Deny

After authorization, in case of creating a new ID, the ORCID system checks if there is already a person that might match your personal data. Check carefully those profiles to be sure that you do not own an ID created by an institution associated to your past research work.

## DESKTOP IRIS

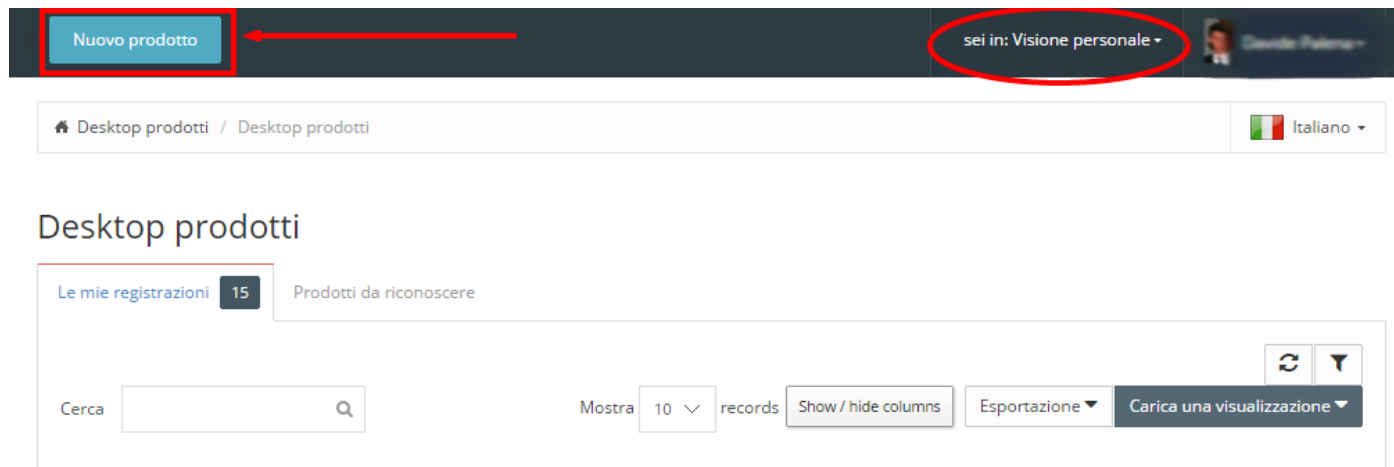
After the login, the IRIS Desktop is opened:



The desktop is divided in three main tabs: My records (“Le mie registrazioni”), Products to be recognized (“prodotti da riconoscere”), Recognitions to be validated (“Riconoscimenti da validare”):

- **Le mie registrazioni** 5 List of the products loaded by you, and those where you are already a recognized author.
- **Prodotti da riconoscere** 1 List (automatically generated by the system) with products that might be yours. Once you perform the self - recognition, the products move to the “Le mie registrazioni” tab.
- **Riconoscimenti da validare** List of products loaded by you that are still pending for self - recognition from the co-authors. Once they recognize themselves, you must accept or reject their self - recognition.

## UPLOADING PUBLICATIONS



By clicking the button “Nuovo prodotto” a wizard to introduce a new product starts. As a first step, it is required to choose the type of publication and the method that will be used to upload the new product. The upload of the product can be done manually (“Default mode Submission”) or through “Free Search” (by inserting the title and year of a product), “Identifier” (using PubMed, Scopus, arXiv, DOI, CiNii, ISBN) or by uploading a file (formats: pubMed, arXiv, crossRef, bibTex, endnote, cvs, isi, tsv, ris, and CiNii codes).

In the last three cases, the system extracts information about the products from external databases, avoiding the tedious work of copying and pasting all data fields. Please check that the information were correctly imported.

It is strongly recommended to enter the data very carefully, in order to guarantee the correctness and completeness of the data. It should be kept in mind that the once the uploading process is finished, the author can no more modify the publication. Therefore, the author should enter all the fields according his/her best knowledge, not only the mandatory ones.

## Reporting of potential duplicate in submission

If, during the check of a new product, the system detects a possible duplication, among the proposed actions there will be the possibility of self - recognition of the user through the "Auto-riconoscimento" button. Please pay attention not to duplicate any existing product.

## AUTHOR RECOGNITION

After filling out the metadata of a product, the next step is the recognition and association of the authors affiliated to the institution. This can be done in four different ways.

### Manual input

This mode is based on auto-completion. The available names include the official name enrolled in the institution and the variants managed by IRIS (that can be specified by users into their profile).

Tutti gli autori dell'articolo che afferiscono all'Ateneo.  
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

Personale interno

Rilevanza

109

N/A

CANETTA ROSSI PALERMO, EMANUELA  
UNIVERSITÀ DEGLI STUDI DI MILANO - DOTTORANDO [90629]

DA ROS, CHIARA  
Non Docenti [17204]

DA ROS, VERONICA  
UNIVERSITÀ DEGLI STUDI DI MILANO - SPECIALIZZANDO [96287]

Tutti gli autori, sia afferenti sia non afferenti all'Ateneo.  
Si cognome va indicato prima il nome partendo poi il cognome.  
I diversi nominativi vanno separati con una virgola seguita da un punto e virgola.

**Autori dell'articolo**

### Multiple facilitated input

The main application of this mode is a "copy & paste" performed directly from the list of authors in a publication. It is not intended to receive the names written manually, it's necessary to follow a formatting determined by the most common bibliographical standards: comma as separator between surname and name, and a semicolon to divide different authors ("Surname 1, Name 1; Surname 2, Name 2;...").

Tutti gli autori dell'articolo che afferiscono all'Ateneo.  
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

Personale interno

Rilevanza

N/A

This mode allows the recognition of all the internal authors of the institution in a single operation. In the submission step, by clicking on "Effettua riconoscimento multiplo automatico", a text area where the names can be written, appears. By clicking in the "elabora" button, a detection of possible matches is performed. By doing so, a search through IRIS database is done to find matches within the institution database, and in the end the submitted list is reformatted according to the standards defined by the institution.

Si prega di compilare maggiori informazioni sull'inserimento seguente.

Si raccomanda l'uso della funzionalità "Effettua il riconoscimento multiplo automatico". Verrà presentata una box in cui digitare o incollare i nomi degli autori nel formato originale. Successivamente il campo "Autori" verrà compilato automaticamente dal sistema, informato come previsto dalla piattaforma (Cognome, Nome, Cognome2, Nome2, ... , Cognome1, Nome1). Verrà inoltre calcolato automaticamente il numero degli autori. Si raccomanda di non inserire un' , dopo l'ultimo autore per garantire il calcolo corretto del numero totale degli autori.

Personale interno

Effettua il riconoscimento multiplo automatico

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

Personale interno

DONATACCIO, Maria Pia ✓

Dettaglio anagrafica

Qualifica	Ricercatori Legge 240/10 - 1det.
Afferenza	DIPARTIMENTO DI MEDICINA
SSD	Settore MED/11 - Malattie dell'Apparato Cardiovascolare
Matricola	008845
Email	ditmp10@uniwe.it

Rimuovi elemento

+ Aggiungi ancora

Si raccomanda l'uso della funzionalità "Effettua il riconoscimento multiplo automatico". Verrà presentata una box in cui digitare o incollare i nomi degli autori nel formato originale. Successivamente il campo "Autori" verrà compilato automaticamente dal sistema, informato come previsto dalla piattaforma (Cognome, Nome, Cognome2, Nome2, ... , Cognome1, Nome1). Verrà inoltre calcolato automaticamente il numero degli autori. Si raccomanda di non inserire un' , dopo l'ultimo autore per garantire il calcolo corretto del numero totale degli autori.

Autori

Puymirat, Etienne, Donataccio, Maria-Pia, Penet, Marie-Cécile, Gilard, Martine, Lefevre, Thierry, Mulak, Genevieve, Jouven, Xavier, Sprauding, Christian, Dianchin, Icolas, Blanchard, Didier

The recognition of the authors is extremely important. For administrative reasons, it is recommended that the owner of any publication belongs to Politecnico staff (professors, researchers). For a new publication, it is mandatory to recognize all the authors inside Politecnico.

## Self – recognition

It can be done through three different ways:

- Spontaneous recognition by the user, from the publication form.
- From a suggestion prompted by the system in the tab “Prodotti da riconoscere”
- From a possible duplicate warning associated to a submission attempt.






If the loading process of a publication is not finished (and it is saved as a draft) the self - recognition cannot be done and the responsible of the publication should be contacted.

## ATTACHMENT AND OPEN ACCESS


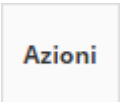
It is always mandatory to upload the PDF version of new publication as attachment, even if there is no open access to it. During the upload process, it is required to define if the attachment can be open to public (open access) and the associated license. More information related to the open access policy can be found at the link [http://www.biblio.polito.it/open\\_access](http://www.biblio.polito.it/open_access).

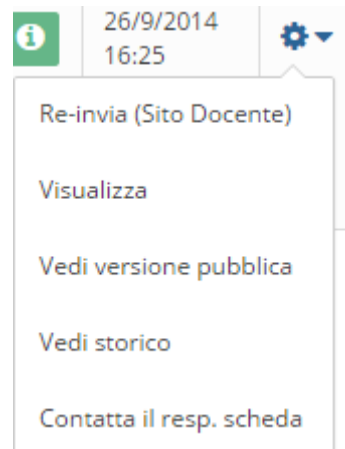
## STATUS OF THE PRODUCTS

Once a product is loaded, it is sent to the Ministry (MIUR) website (“Sito Docente”) for verification. After uploading, the status of each product appears in the column “MIUR” of the desktop. Possible states are:

- **successo**  The product has been successfully sent to the official MIUR pages of all the authors that are properly recognized.
- **da (re)inviare**  The publication has not yet been processed.
- **errore**  The publication has been rejected by the “Sito Docente”; clicking on this button will display the cause of the error.
- **N/A**  The publication is in provisional state, as it is saved as a draft.
- **disattivo**  Synchronization with the “Sito Docente” is not active for a given publication. Each author can activate it on an individual basis using the "Enable Synchronization" in the "Actions" menu. In case of PhD Thesis, synchronization is always disabled.

## POSSIBLE ACTIONS FOR A PRODUCT

From the IRIS desktop, the tab  in the column  allows to perform some operations on specific publication, depending on its state and of the tab where you are.



Some of the possible actions are:

- Re-submission to the MIUR website (only final products).
- Display of the product.
- Display of the public version of the product.
- Display of product history
- Send an e-mail to the manager of the product.
- Change a product (only temporary)
- Delete a product (only temporary)
- Self-recognition of a product
- Validate a self-recognition (only card manager)

For more details about **IRIS** (in italian) visit:

- Tutorials: <https://wiki.u-gov.it/confluence/pages/releaseview.action?pagelId=51810588>
- Quickstart guide: <https://wiki.u-gov.it/confluence/display/public/UGOVHELP/Prontuario+d%27uso>
- Desktop: <https://wiki.u-gov.it/confluence/display/public/UGOVHELP/Desktop+prodotti>
- Products upload: <https://wiki.u-gov.it/confluence/display/public/UGOVHELP/Inserimento+nuovo+prodotto>