## Setting up an automated search for your publications

These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can set up an automated search of your publications from various online sources.

### To Login:

1. Go to the [UWA Profiles and Research Repository](https://repository.uwa.edu.au)
2. Click [UWA Profiles and Research Repository login](https://repository.uwa.edu.au)
3. Log in with your UWA login (Pheme) details

### Instructions:

1. Once logged in, click **Edit profile**.

   ![Keiran Sanford Profile](image)

   - **Mobile**: +61 400 123 987
   - **Email**: keiran.sanford@uwa.edu.au
   - **Human Resources, 2/04/16 – present**

   ![Edit profile button](image)

   - **My research**
   - **My profile**

2. Click **Automated search** from the left side of the menu.

<table>
<thead>
<tr>
<th>ID: 26681462</th>
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<tbody>
<tr>
<td><strong>Keiran Sanford</strong></td>
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<tr>
<td><strong>Person</strong></td>
</tr>
<tr>
<td><strong>Set up automated search for publications in online sources</strong></td>
</tr>
<tr>
<td><strong>The initial automated search will search for publications in the last 310 days. The consecutive searches will take place every 3 day. You can see your candidates on your overview page in the right column under your personal tasks and you can choose to have an e-mail when Pure finds candidates.</strong></td>
</tr>
<tr>
<td><strong>Inform me by e-mail when candidates are found (<a href="mailto:keiran.sanford@uwa.edu.au">keiran.sanford@uwa.edu.au</a>)</strong></td>
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<tr>
<td><strong>Enable automated search</strong></td>
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<tr>
<td><strong>Scopus</strong></td>
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<tr>
<td><strong>Mendeley</strong></td>
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<tr>
<td><strong>PubMed</strong></td>
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<td><strong>Web of Science</strong></td>
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   - **Scopus**: an abstract and citation database, covers 22,000 titles from more than 5,000 international publishers. It contains over 66 million records from peer-reviewed research literature in the scientific, technical, medical, social sciences, and arts and humanities fields.

   - **Mendeley**: a free reference manager and academic social network that helps scientist organize their research, collaborate with others online, and discover the latest research. It holds more than 20 million records.

   - **PubMed**: contains more than 19 million records from MEDLINE and from medical scientific journals, dating back to 1948. PubMed contains links to full-texts, either from other databases or the journals' publishers. Content must be "E-pub ahead of print", before imported into Pure.
3. Select the most relevant database(s) for your publications and enable the automated search by switching the toggle to **On**.

**Note:** If you are enabling the Scopus automated search and have a Scopus Author ID, jump to **Step 7**. For all other online sources, proceed with the next steps.

4. For each enabled import source, add your name variants so that the importer can search for publications with these names. The UWA Profiles and Research Repository will initially suggest name variants. Click **Add suggested names** to populate these into the **Name variant** list.
5. Click **Edit name** to edit the suggested name variants, or click **Add name** to add additional ones to the name variants list.

6. Click **Preview candidates** to preview the publication records that will be imported, based on the name variants you have used.
7. If you are enabling an automated search of your publications from Scopus and you have a Scopus Author ID, the UWA Profiles and Research Repository will search for publications in Scopus based on your Scopus Author ID instead of your name. Check that your Scopus Author ID is added correctly:

a) If you have a Scopus Author ID recorded on your Repository profile, your Scopus Author ID will automatically populate in the search field.

b) If the Scopus Author ID is incorrect, click **Edit**, then click **Find your ID in Scopus** to populate your correct ID.

c) If your Scopus Author ID is missing, click **Metadata** in the left-hand column, then in the section labelled **ID** click **Add ID...**
8. If you would like to receive email notifications of new import candidates, make sure to check the box under ‘Set up automated search for publications in online sources’

9. Click Close, then click the Save button at the bottom of the screen.

10. The automated search is performed on a weekly basis. Publications (i.e. ‘candidates’) will display under your Tasks on the right column of your Personal overview page. You can then click on the candidates to import the records to the UWA Profiles and Research Repository.