Setting up an automated search for your publications

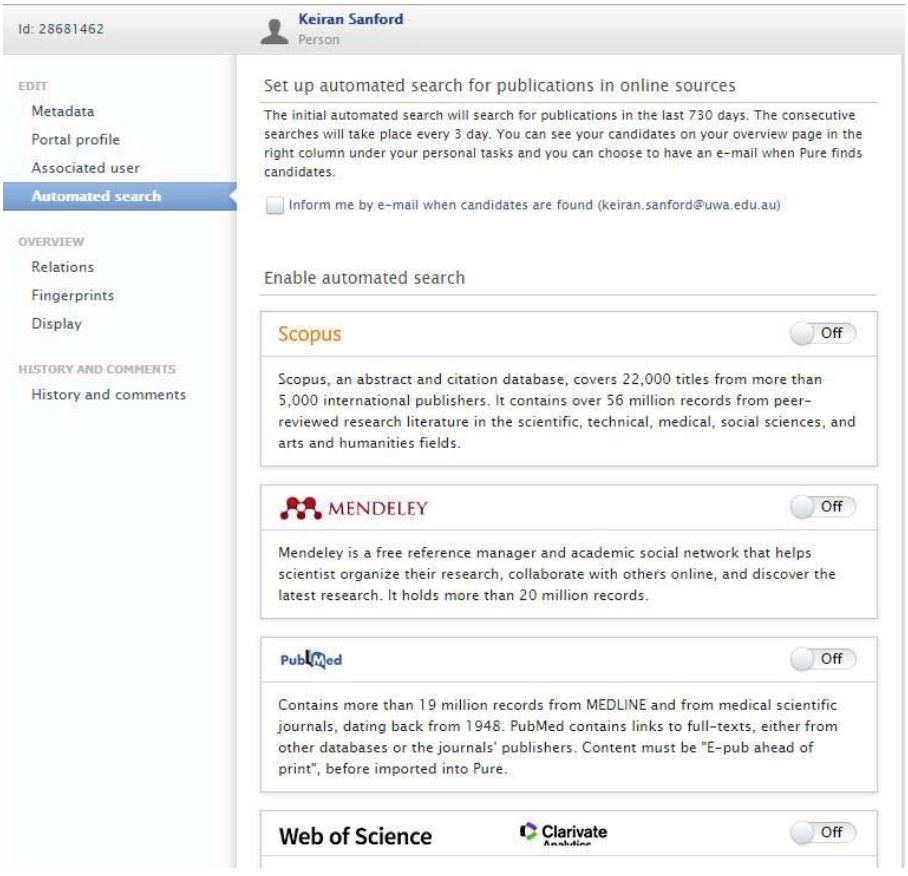
These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can set up an automated search of your publications from various online sources.

Login to start:

1. Go to the UWA Profiles and Research Repository
2. Click on **login to the UWA Profiles and Research Repository here**.
3. Log in with your UWA Office365 login details. staffnumber@uwa.edu.au and Pheme password, or studentnumber@uwa.edu.au and Pheme password

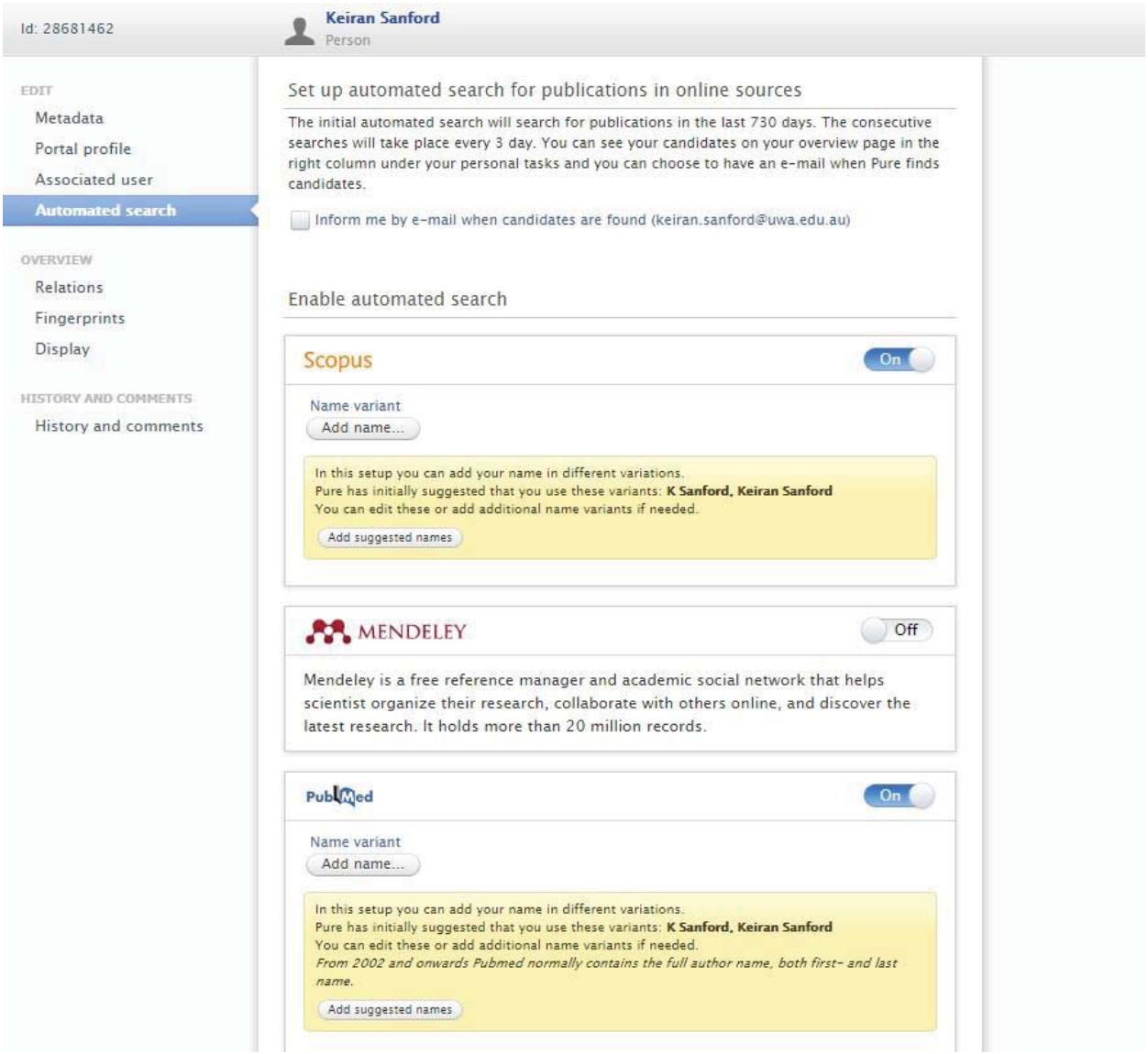
1. Once logged in, click **Edit profile.**

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

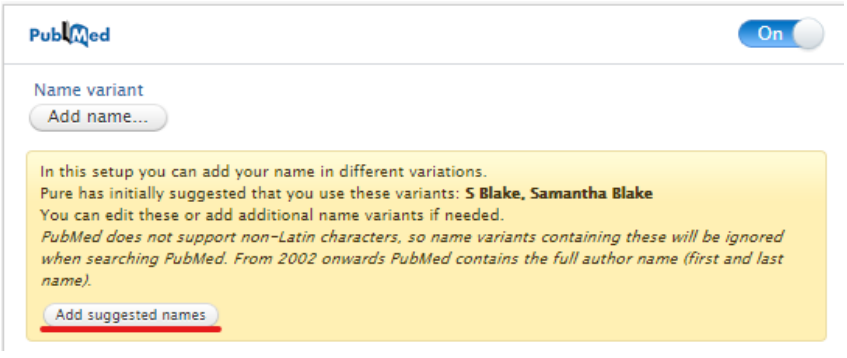


3. Select the most relevant database(s) for your publications and enable the automated search by switching the toggle to **On.**

   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.

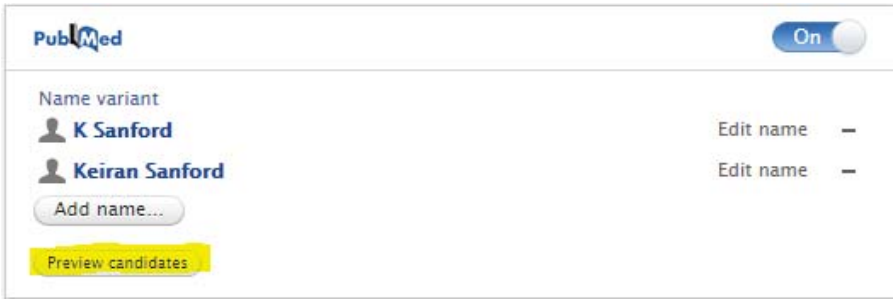


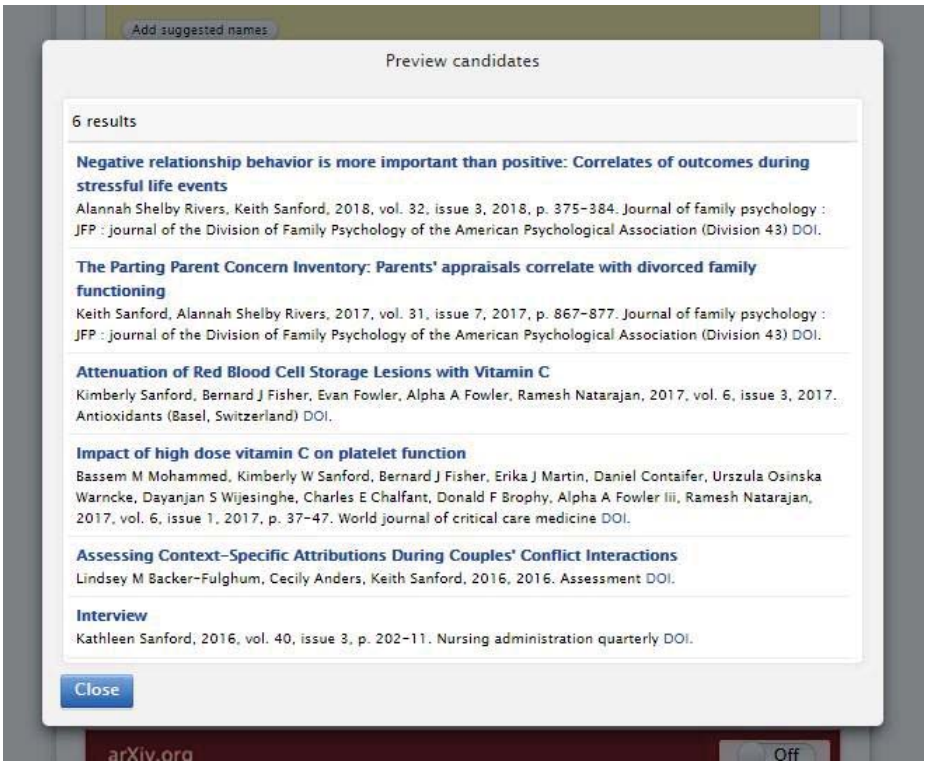
4. For each enabled import source, add your name variants so that the importer can search for publications with these names. The **UWA Profiles and Research Repository** will initially suggest name variants. Click **Add suggested names** to populate these into the **Name variant** list.



5. Click **Edit name** to edit the suggested name variants, or click **Add name** to add additional ones to the name variants list.

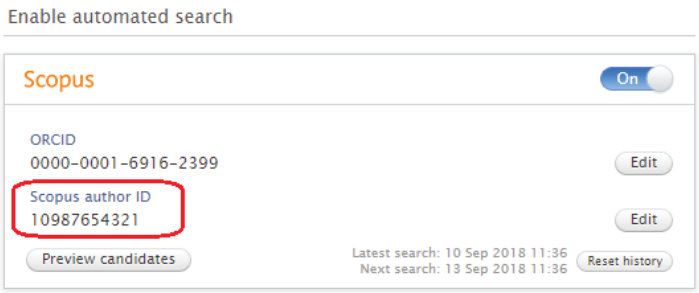
6. Click **Preview candidates** to preview the publication records that will be imported, based on the name variants you have used.





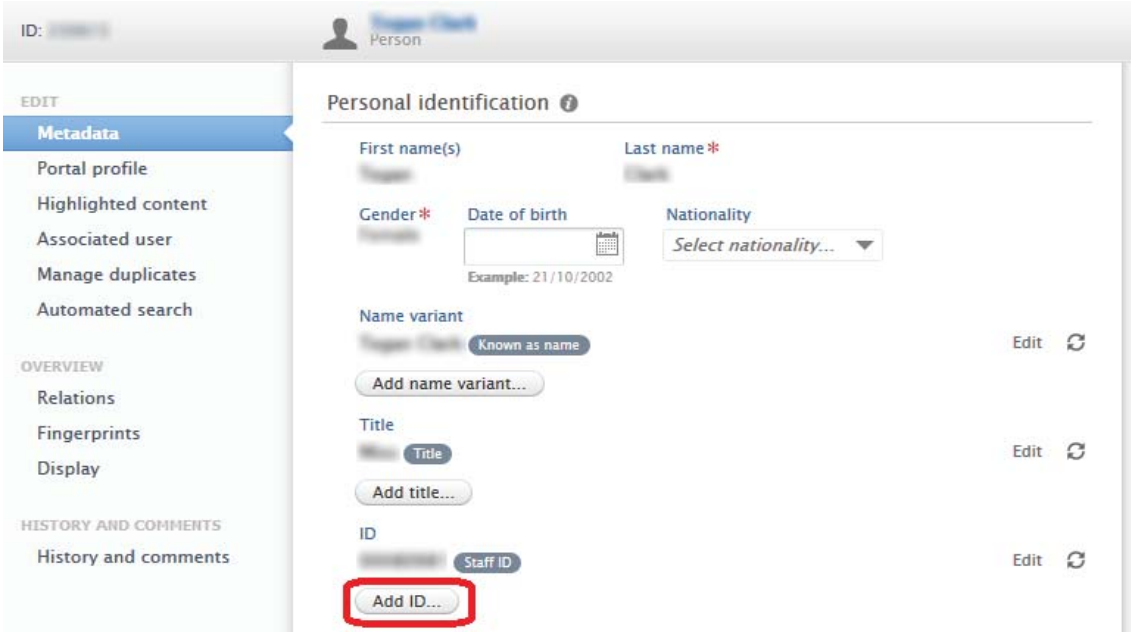
7. If you are enabling an automated search of your publications from **Scopus** and you have a Scopus Author ID, the UWA Profiles and Research Repository will search for publications in Scopus based on your Scopus Author ID instead of your name. Check that your Scopus Author ID is added correctly:

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

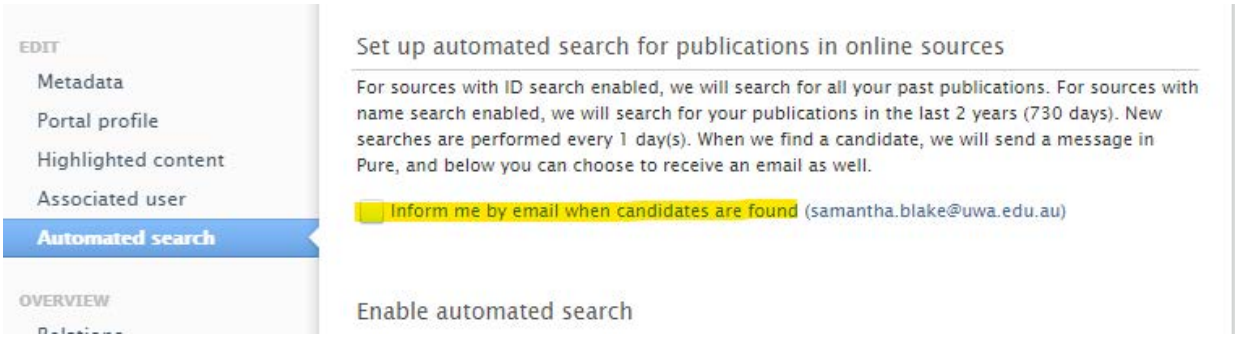


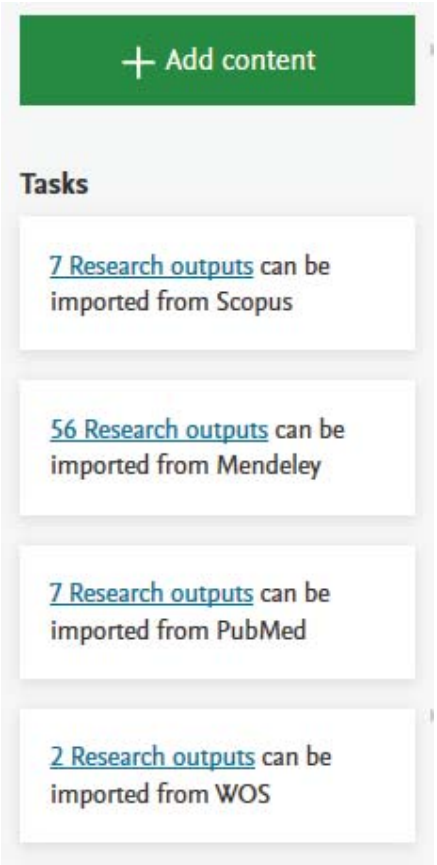
   b) If the Scopus Author ID is incorrect, click **Edit**, then click **Find your ID in Scopus** to populate your correct ID.

   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.