

# User guide

Welcome to the IRIS user help wiki. This guide centralises all the resources, procedures and information you need to use the IRIS platform effectively. Whether you are a new user or an experienced member, here you will find clear explanations of features, best practices, useful contacts and answers to frequently asked questions.

This wiki is structured to guide you through the entire process, from the initial login to advanced use of the tools offered by IRIS. It is regularly updated to reflect developments on the platform.

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# Faculty contacts

This page lists the faculty contacts for IRIS.

# Introduction, search and navigation

This section guides you through your first steps on IRIS, introducing you to the general interface, the main menus and the navigation tools. You will learn how to carry out an effective search, filter the results and quickly access relevant content.

Introduction, search and navigation

# Overview

Introduction, search and navigation

# Access your researcher profile

Introduction, search and navigation

# Searching IRIS

Introduction, search and navigation

# Advanced search

Introduction, search and navigation

# Search and filter faculty publications

# Data entry and editing

Learn here how to create, modify and structure content on IRIS. This section details the data entry steps, the fields to fill in, the formatting options and the rules to follow to ensure the consistency and quality of the information.

Data entry and editing

# Entering a publication manually

Data entry and editing

# Entering a publication by DOI/PMID

Data entry and editing

# Adding full text and/or secondary documents

Data entry and editing

# Adding and/or correcting links in a record

Data entry and editing

**Publish a record I have created  
that is in the « submission in  
progress » status**

Data entry and editing

**Delete a record I have created  
that is in the « submission in  
progress » status**

Data entry and editing

# Edit a record in "archived" status

Data entry and editing

# Entering your thesis in IRIS

Data entry and editing

# Validating a record

# Importing et exporting

This section explains how to import data into IRIS from external files, and how to export content in different formats. It also includes accepted formats, constraints to be respected and advice on how to avoid common errors.

Importing et exporting

# Exporting items from IRIS

Importing et exporting

# Importing individual items into IRIS (DOI/PMID/ORCID)

# Advanced functionalities

Aimed at more experienced users, this section explores the powerful tools offered by IRIS to get the most out of the platform.

Advanced functionalities

# Linking your ORCID account with IRIS

Advanced functionalities

# Validating a record