

Adding full text and/or secondary documents

Access your researcher profile

Accessing Your Profile via the Login Menu

1. From the IRIS homepage, click on the login menu.
2. In the dropdown menu, select “My account and profile.”
3. You’ll be redirected to a page titled “Update Profile”. Click on “View” to open the full version of your profile.

Accessing Your Profile via Search

1. From the IRIS homepage, click on “People.”
2. In the search bar that appears, enter your name (a), then click “Search” (b).
3. Once the search is complete, your profile will appear in the results. Click on your name (c).

Access the relevant record


1. You are now on your researcher profile page. Under the “Publications” section, you’ll find both the records you have created and those you are linked to.

2. Identify the desired record and click on its title.

Home • IRIS • Person • Portal_t, Ecrcbm

Export ...

Portal_t, Ecrcbm



Family Name: Portal_t
Given Name: Ecrcbm
Main Affiliation: Dép. d'écologie et d'évolution
Email: ecrcbm.portal_t@unil.ch

Publications

Search the repository ... Search Export

Publication

Now showing 1 - 4 of 4


Filters

- Author +
- Date +
- Type +
- Journal +
- With file(s) +

Reset filters

Publication Metadata only
Ma Notice
(2025)
Type: texte::autre
Portal_t, Ecrcbm
Service de la recherche

Publication Metadata only
Thèse test pour checker les nouveaux mails
(2025)
Type: texte::thèse ou mémoire::thèse de doctorat
Portal_t, Ecrcbm



3. You are now on the record detail page. Click on the three dots icon, then select "Edit."

Add full text and/or secondary documents

1. You are now in the publication entry form.
2. If no file has been added yet, you can upload one by clicking on "Browse" and selecting the desired file from your library.

Drop files to attach them to the item, or **browse**

Collection Publication

Publication basic information

DOI

DOI

Please enter the digital identifier of the publication in the DOI (Digital Object Identifier) system. Once the field is filled and exited, IRIS will automatically retrieve data from CrossRef.

ISBN

ISBN

Please enter the ISBN of the publication.

Type *

Type

Please select the type of publication.

Institution *

Please indicate whether the item is an internal (UNIL/CHUV + partner institutions) or external publication.

Title *

Title

Please enter the main title of the publication.

Other Titles

Pubmed ID

Pubmed ID

Please enter the PubMed identifier of the publication. Once the field is filled and exited, IRIS will automatically retrieve data from PubMed.

WOS ID

WOS ID

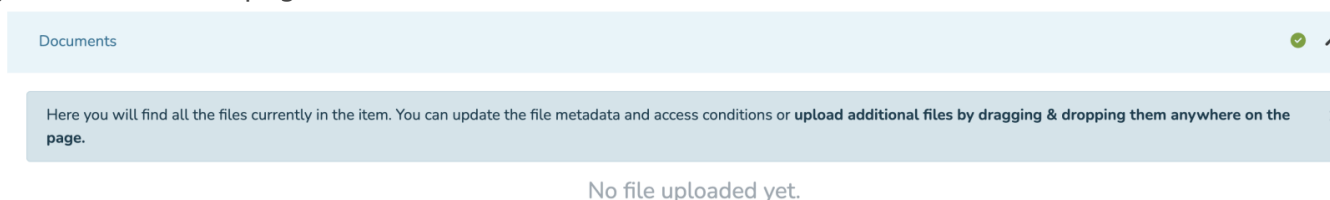
Please enter the Web of Science identifier of the publication.

Discard

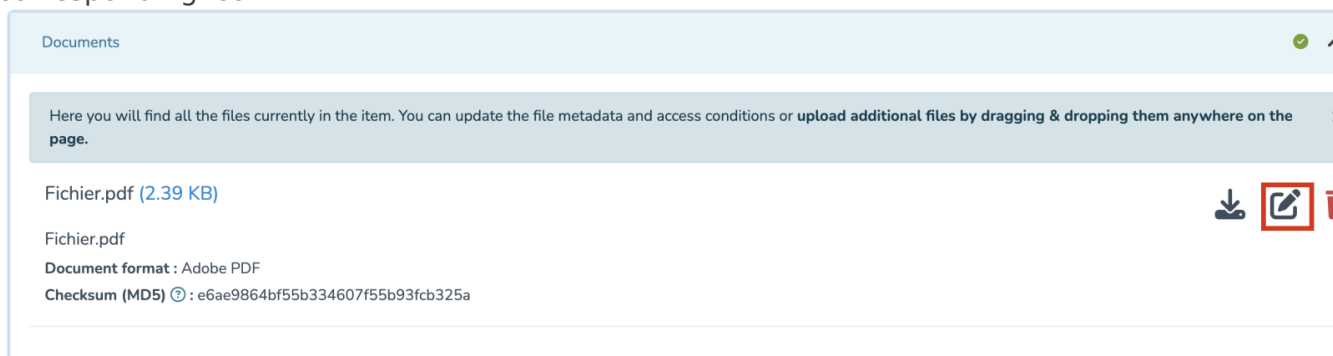
The submission is invalid, check missing fields

Save Save and quit + Pub

3. Alternatively, you can scroll down to the “Documents” section and simply drag and drop your file onto the page.



4. If a document is already present, you can edit its metadata by clicking on the corresponding icon.



5. You can edit the following fields:

- (a) File name
- (b) Manuscript version
- (c) License
- (d) Document accessibility (open access / embargo / UNIL restricted)

(e) If you select “embargo”, set the embargo end date, after which your document will become publicly accessible.

The screenshot shows a 'Documents' modal window with the following fields and instructions:

- (a) File name ***: A text input field containing 'Fichier.pdf'.
- (b) Manuscript version**: A dropdown menu with a trash icon. Below it, a note states: 'Please enter the manuscript version. The three versions of the main document can be uploaded separately. Supplementary documents refer to documents associated with the publication mentioned in the metadata, but they do not include the raw data on which the article is based. The after imprimatur version is reserved for theses and dissertations.'
- (c) License**: A dropdown menu showing 'Unspecified, All rights reserved, CC BY 4.0, etc.' with a trash icon.
- (d) Document accessibility**: A dropdown menu with a downward arrow. Below it, a note states: 'Please define the access rights to be applied to the document once the item is deposited.'
- (e) Embargo end date ***: A date picker with a calendar icon. Below it, a note states: 'Please select the date from which the document will be publicly accessible if you have selected "Embargo" as the access right.'

At the bottom right of the modal are 'Reset' and 'Save' buttons. The background shows a sidebar with 'Collection', 'Publications', 'Documents', and 'User license' sections, and a bottom bar with 'Discard', 'The submission is invalid, check missing fields', 'Save', 'Save and quit', and 'Publish' buttons.

Finalize the submission

1. To complete your submission, you will need to approve the user license.
2. Then, you can choose to click “Save” or “Save and quit” to save the record, or click “Publish” to archive the publication immediately.

The screenshot shows the 'User license' section with the following content:

As an IRIS user, I accept the platform's legal information.

☒ I confirm the license above **1**

2

At the bottom, there is a 'Discard' button and a bar with 'Unsaved changes', 'Save', 'Save and quit', and 'Publish' buttons.

Révision #8

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