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.

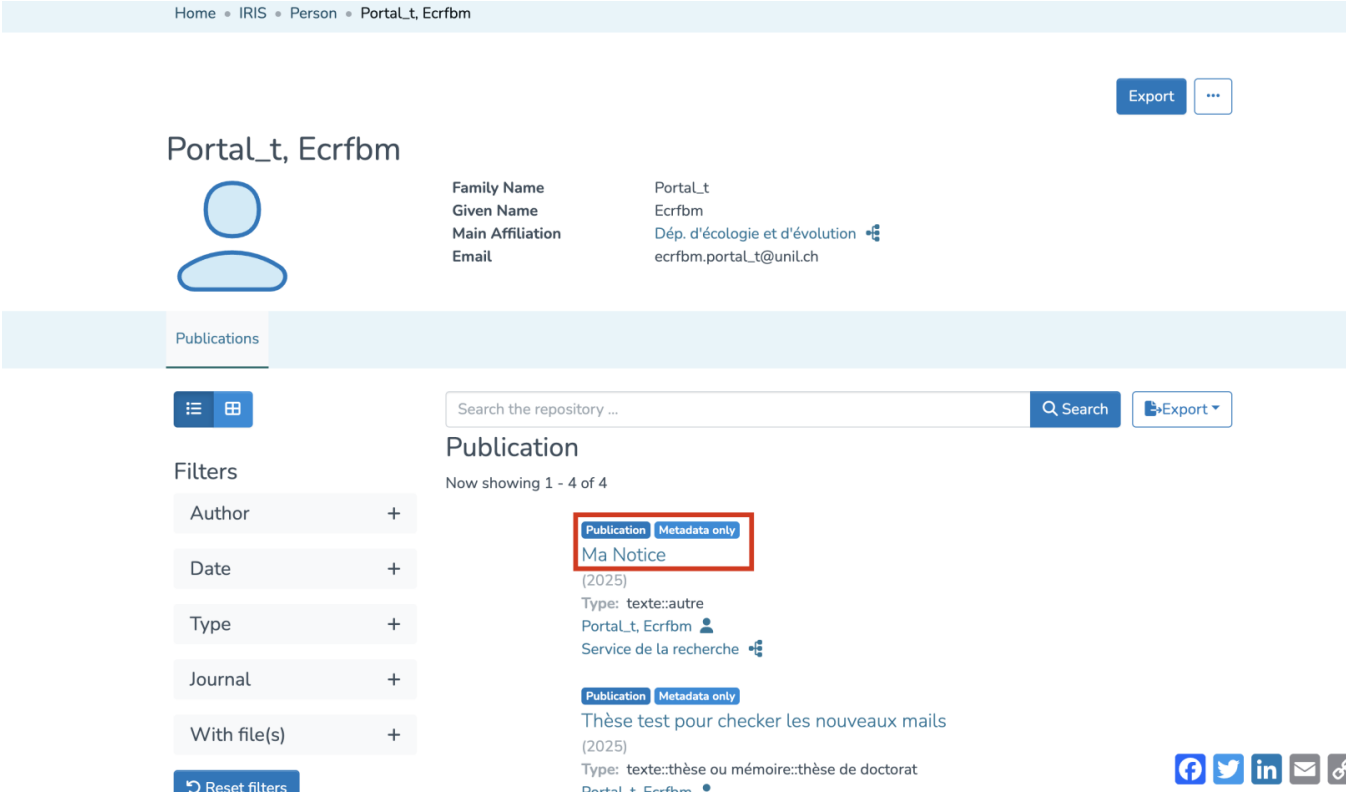
Accessing Your Profile via Search

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.

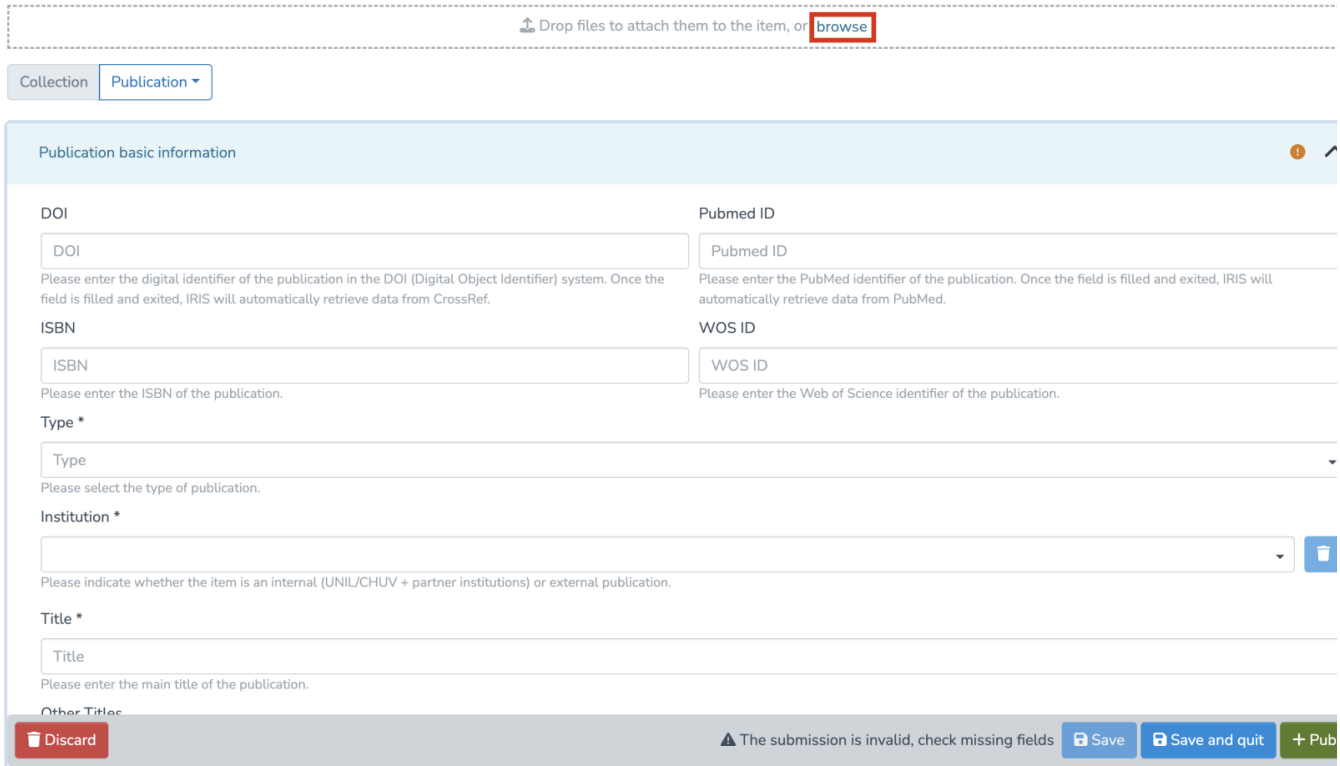
2. Identify the desired record and click on its title.



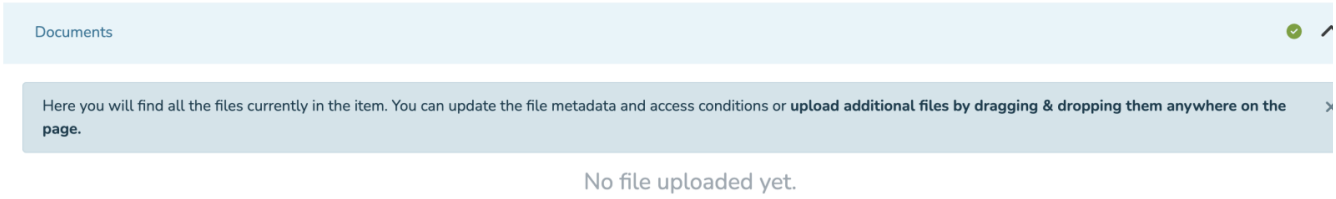
3. You are now on the record detail page. Click on the three dots icon, then select “Edit.”

Add full text and/or secondary documents

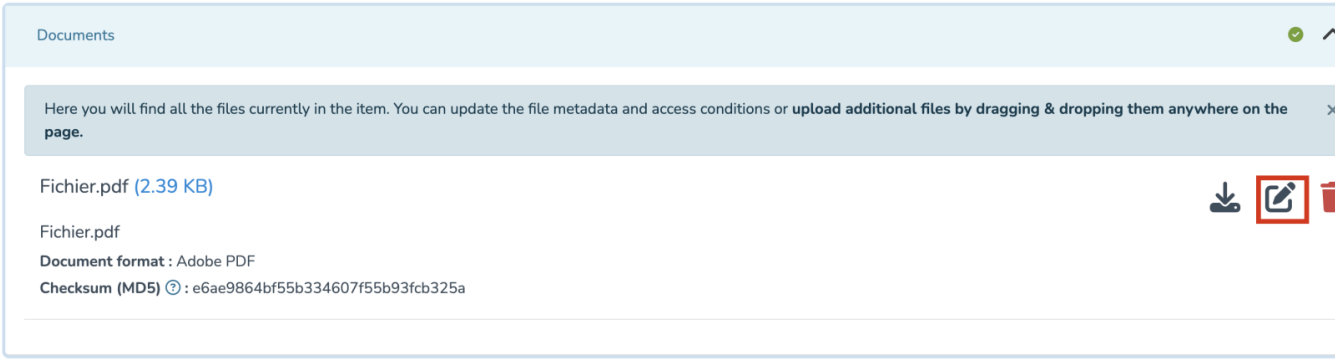
1. You are now in the publication entry form.
2. If no file has been added yet, you can upload one by clicking on “Browse” and selecting the desired file from your library.



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:

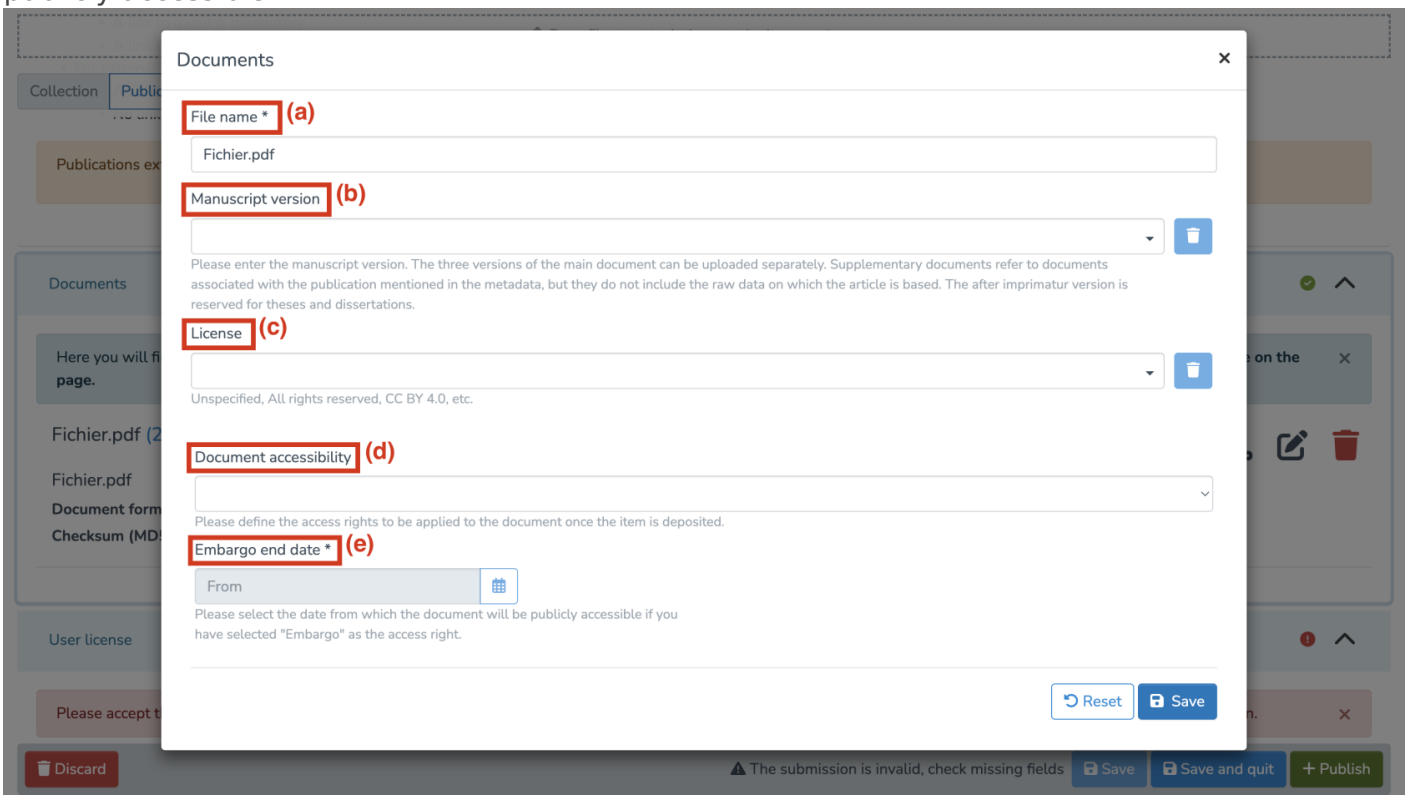
(a) File name

(b) Manuscript version

(c) License

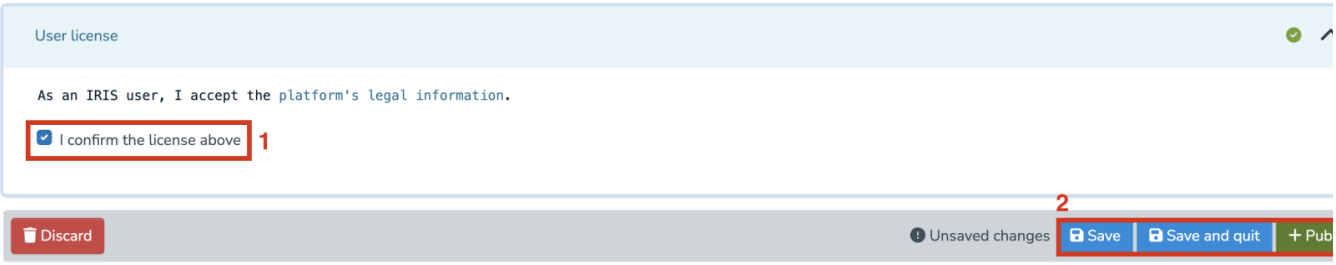
(d) Document accessibility (open access / embargo / UNIL restricted)

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



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.



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