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

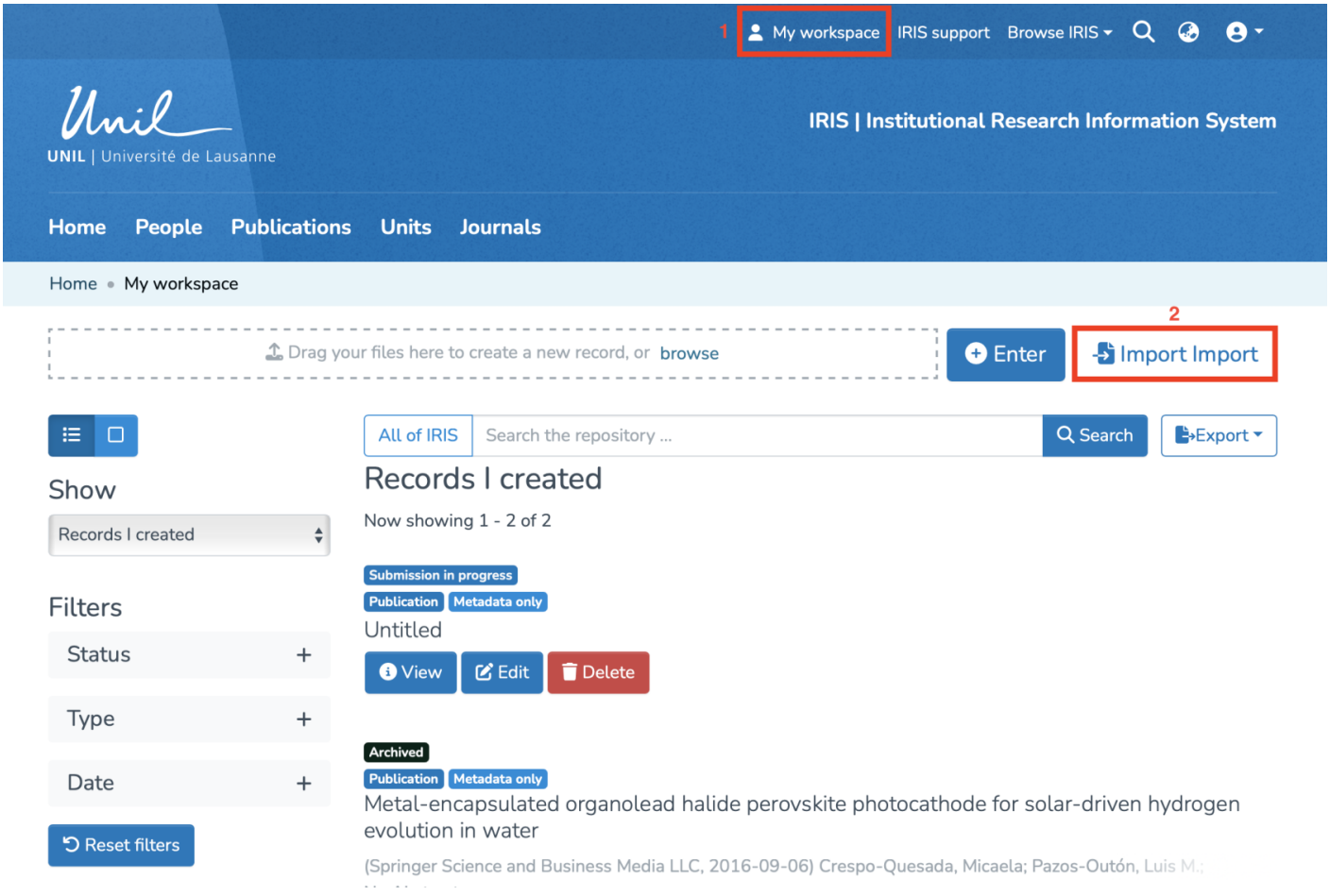
https://www.youtube.com/embed/FuLFRUzZg84

> *The voice in this video was generated by artificial intelligence.*

Access Your Workspace

The import of individual items into IRIS is done from your workspace:

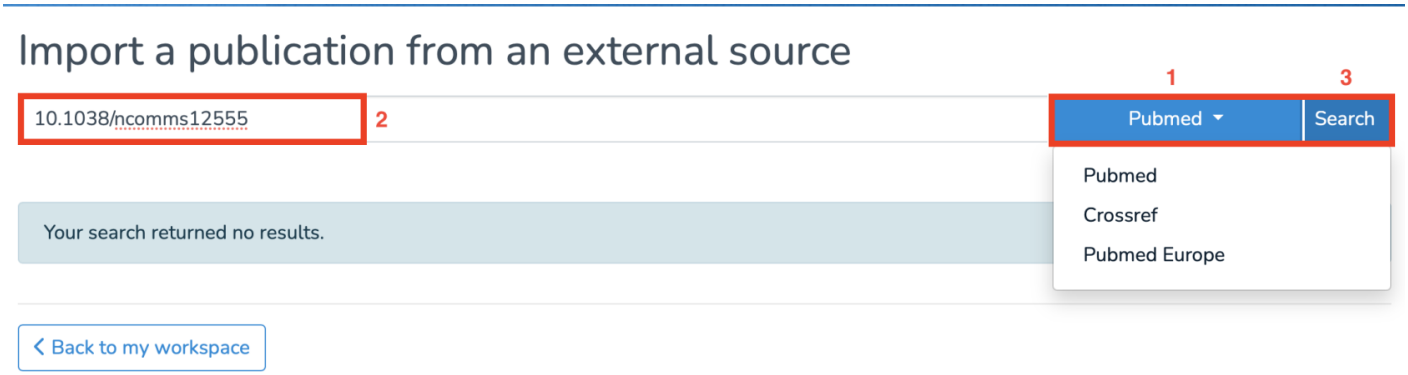
1. Click on **“My Workspace.”**
2. Click on **“Import”** to be redirected to the import page.



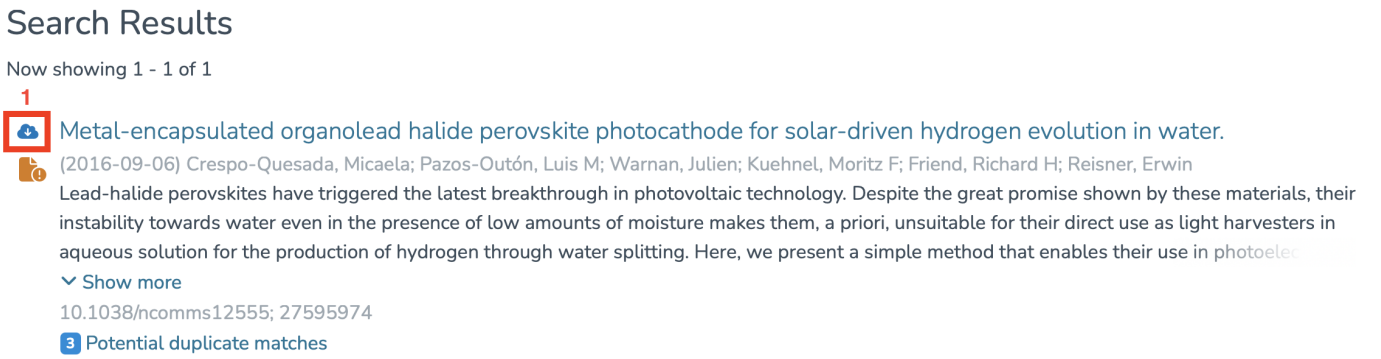
Importing Items

On the import page:

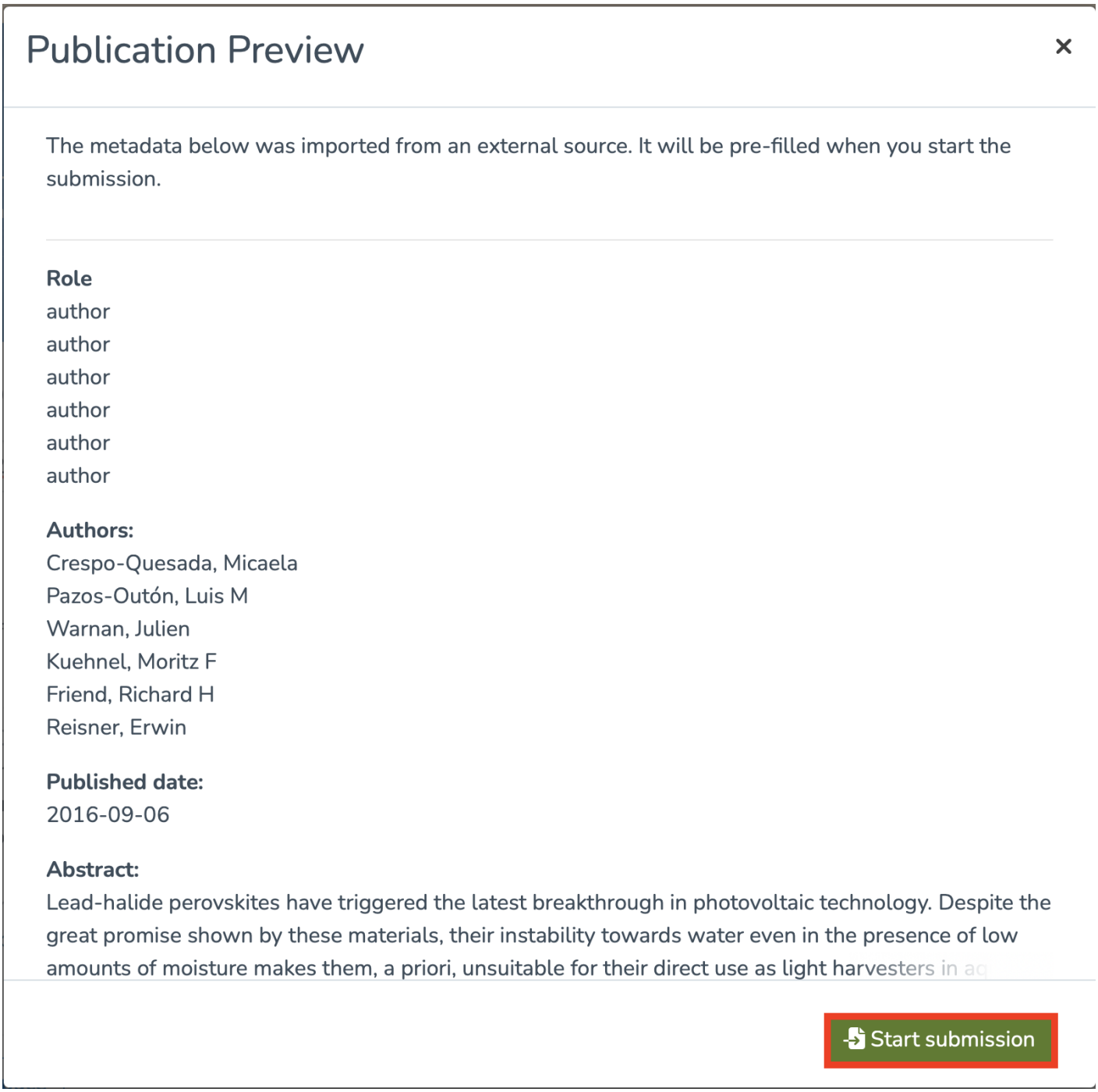
1. Click on (1) to select the type of entry (PubMed/DOI).
2. Enter the corresponding source for your choice.
3. Click on **“Search.”**



You will see the results related to your search and will need to click on (1) to import.

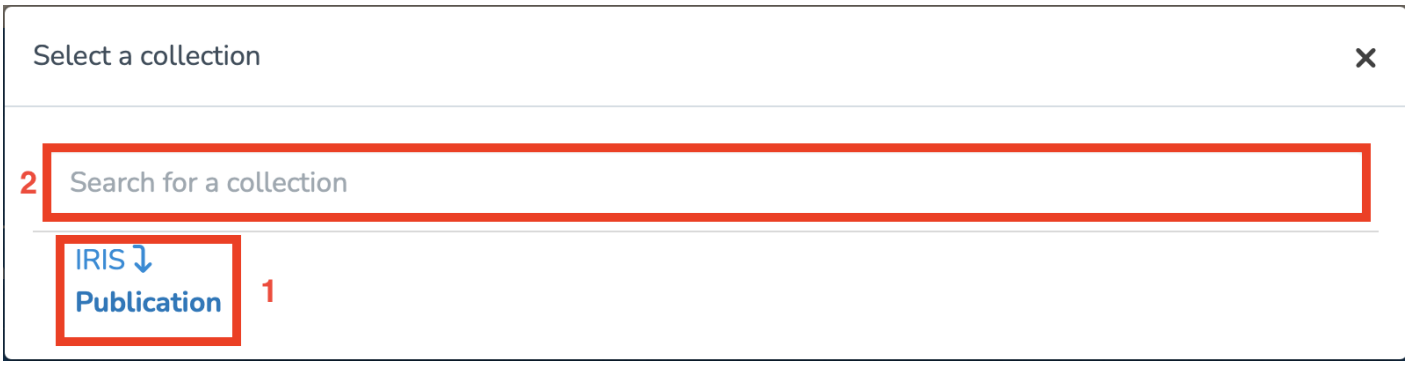


You will then be redirected to a page containing the metadata of the search result and will need to click on **“Start Submission”** to begin the import process.



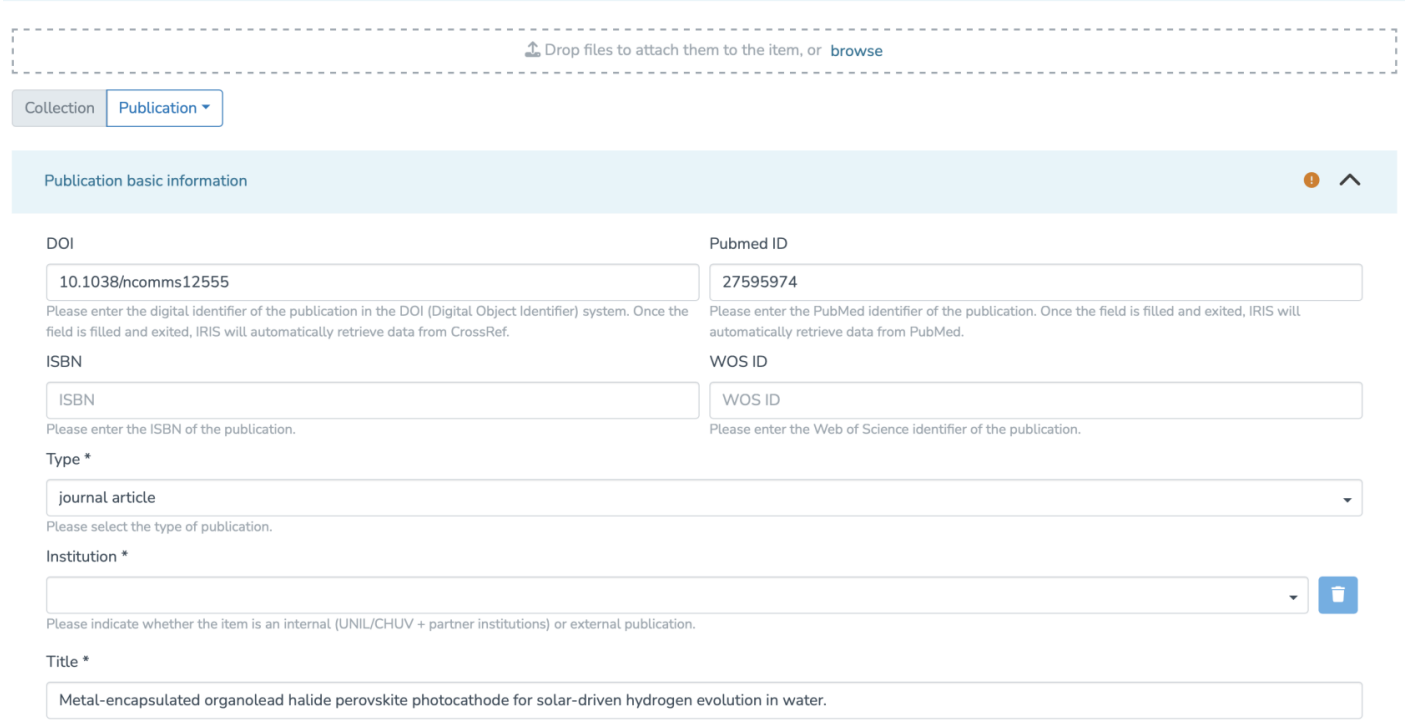
Once this is done, you will need to select a collection in which to import the item:

- You can choose the proposed collection,
- Or manually enter a collection.



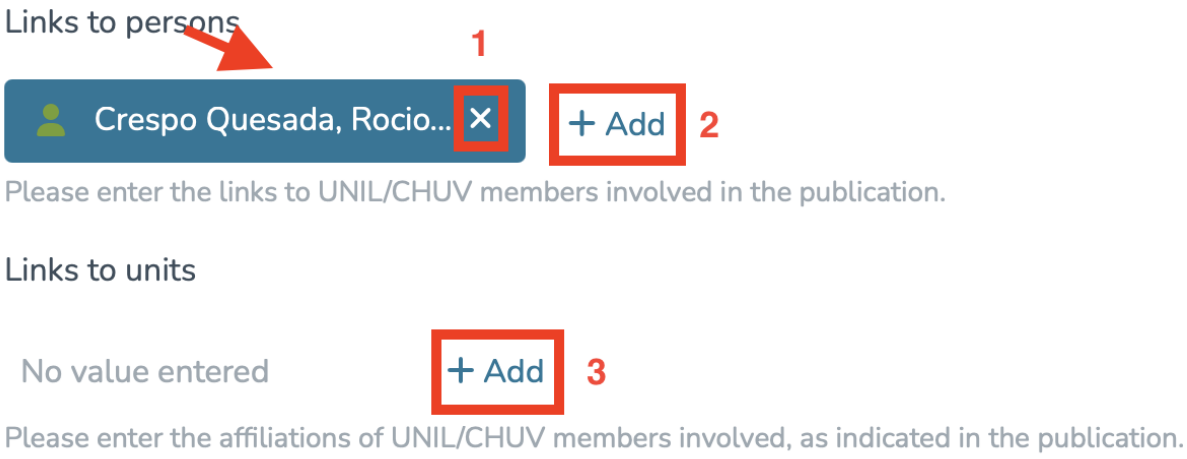
You will then access the entry form.

Note: Fields marked with a "*" are mandatory and must be completed if they are not already filled in.



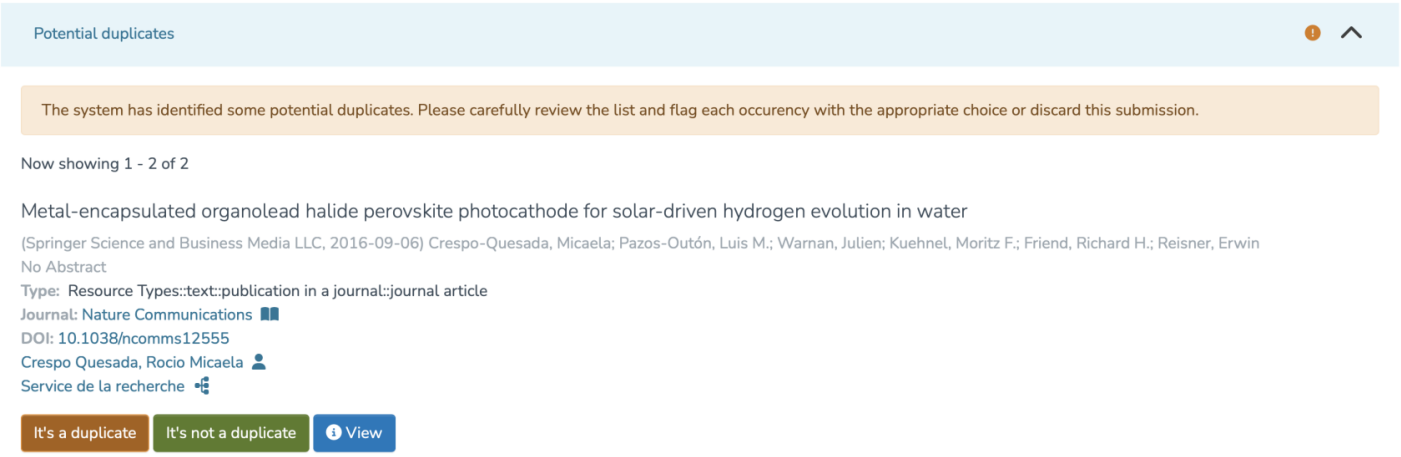
Make sure to fill in the two following fields by clicking on **"Add"**:

- Links to people (Internal & external publication to UNIL/CHUV/Unisanté).
- Links to units (Only internal publication to UNIL/CHUV/Unisanté).



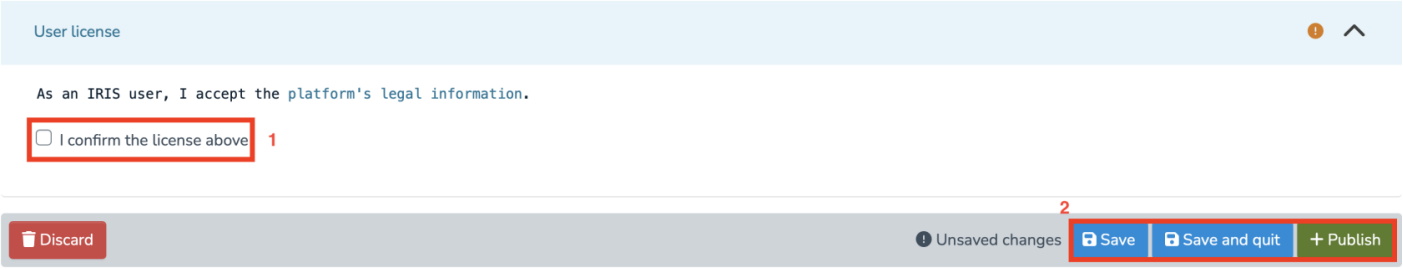
The system will then suggest a list of potential duplicates. You must go through each suggested publication and specify whether it is a duplicate by clicking **“It is a duplicate”** or **“It is not a duplicate,”** as appropriate.

Note: Make sure to review every publication, as multiple pages may be available.



Once these steps are completed, you will need to:

- Approve the license by checking the indicated box.
- Choose whether to **save** or **publish** your import immediately.



After publishing your import, you can access its metadata as follows:

- Access your workspace.
- Click on **“View.”**

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