

Validating a record

<https://www.youtube.com/embed/Gi8nf4h4LWY>

The voice in this video was generated by artificial intelligence.

Introduction

You will receive an email as soon as a record is available for validation. You can then access the platform to process it. To do so, simply follow the instructions below

Workspace

First, you will need to access your workspace by clicking on **“My Workspace.”**

The screenshot displays the IRIS | Institutional Research Information System interface. At the top, a navigation bar contains the UNIL logo and the text 'UNIL | Université de Lausanne'. To the right, there are links for 'My workspace' (highlighted with a red box), 'IRIS support', and 'Browse IRIS'. Below the navigation bar, there are four main categories: 'People' (21637), 'Publications' (212672), 'Units' (546), and 'Journals' (9294). A search bar is located above these categories. Below the categories, there are three cards: 'Complete my profile', 'Browse research statistics', and 'Discover research at UNIL'. Each card has a description and a right-pointing arrow.

Accessing Records to Validate

You will automatically be redirected to the page containing the records you have created. To access other records, click on the button highlighted in red.

Drag your files here to create a new record, or browse Enter Import Import

Show

Records I created

Settings

Sort By

Last modified (descending)

Results per page

10

Once you have done this, a dropdown menu will appear with several types of records. Select **“Records to Validate”** to view those that require validation. The page will automatically refresh with the corresponding records.

My workspace IRIS support Browse IRIS UNIL | Université de Lausanne IRIS | Institutional Research Information System

Home People Publications Units Journals

Home • My workspace

Drag your files here to create a new record, or browse Enter Import Import

Show

Records I created

h returned no results. Having trouble finding what you're looking for? Try putting quotes around it

Records to validate

Settings

Sort By

Last modified (descending)

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10

Available Features

You are now on the page containing all the records you need to validate. To start the validation, first click on “**Claim**” under the relevant record.

Waiting for reviewer

Publication Metadata only

Test 21/08

(No Date)

No Abstract

Type: texte::thèse ou mémoire::mémoire de master/maîtrise/licence

Crespo Quesada, Rocio Micaela 

Service de la recherche 

Submitter: N/A

Collection: Publication



You can then perform several actions by clicking on the following buttons:

1. **Approve** : If you have reviewed the item and it is suitable for inclusion in the collection.
2. **Reject** : If the reviewed item **is not ready** to be included in the collection. You will be asked to indicate the reason for the rejection and further edits the user should make before resubmission.
3. **Edit** : If you wish to modify the item’s metadata.
4. **Return to pool** : If you wish to return the task to the pool so that another user may perform the task
5. **View** : If you wish to display the item’s metadata.

Records to validate

Now showing 1 - 1 of 1

Validation

Publication

Metadata only

Test 21/08

(No Date)

No Abstract

Type: texte::thèse ou mémoire::mémoire de master/maîtrise/licence

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Submitter: **N/A**

Collection: Publication

 Approve

 Reject

 Edit

 Return to pool

 View

Révision #6

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