

ESPLORO FOR RESEARCHERS

Add Research Output to Your Profile in Esploro

Description:

Researchers who use Esploro can maintain their research output in their Profile so that other researchers can see it. This training session will show how to do that.

Target Audience:

Institution researchers who will maintain their own Esploro profile, as well as proxy users who will maintain the profiles of other researchers.

Transcript:

Researchers like you, who use Esploro, can maintain your Research OutPout here, so that other researchers can see it.

After you sign in to the Research Portal, you will arrive on the **Overview** page of your Profile. You can click **Add Content** to get started right away, or select the **Output** tab to see if there is any research material already here.

If not, add some new content by clicking **+ Add Your First Work**. Right away, you must select the asset type you are submitting, because that will affect the metadata you add later.

Asset types range from creative work, to datasets, to software, and more. When you pick the appropriate type, a second list of choices appears for exactly what type of content you have – that choice may open the option to search for the content by identifier, such as DOI, PMID, ISSN, ISPN and so on. If the content has already been published, and you have such an identifier, enter it here.

You can also link to the content hosted on a public website. With an identifier or a URL, Esploro will go out and find the content. If it finds the right content, click on it and Esploro will retrieve as much of the metadata as is available, which will save you from having to enter it yourself.

If you have new research output in a file, you can drag it from your computer to the section where it says **Drop your file here**, or click **Select files** to find it on your computer, or your institution's network. Esploro will try to extract metadata from the deposited file and will auto-populate the form accordingly.

You can then define access rights and licences on the files and links to allow certain users to see the content later.

There are now several tabs of information across the top of the page – when you are done filling out the essentials, you can jump straight to any other tab, or if you do not need to add any more metadata, you can skip to the end. Click the button in the upper-right, that is suggesting that you go on to **Step 2** to describe the work. You will also see an option titled **Skip to the end**, which is covered below.

The **Describe It** tab has places to add a title, research topic/keywords, related people involved in the content, and even an abstract. Notice the symbol with an A and a lightning bolt (next to the asset title) – this is where Esploro was able to find metadata for you based on the information you added on the Essentials tab. You can modify and add metadata here as is needed.

The next step takes you to the Specify tab, with more information, like the publication status, peer-review status, language, and so on. This tab has different fields depending on the type of content you have – for example, if you are adding a dataset, you can indicate when the data was collected and you can add additional information, like geospatial location, research methods, and so on.

Finally, the Relations tab gives you an opportunity to connect this content to a particular grant. At any point, you can stop and save this as a draft. Back on your main profile page, you can find the content on your Output tab, with the label DRAFT.

The final review page is next – this is the page you come to when you select **Skip to the end**. You need to acknowledge reading the terms and conditions from your institution. You can also add any notes that you would like to pass on to the administrators of your institution's Esploro service.

When you are done working on the asset, click **Submit** in the upper-right corner. You will be able to submit only if you have filled out all fields denoted by your institution as mandatory.

Notice that on the **In process** tab, this content has been submitted – for now, it is not visible to anyone in Esploro except you and the Esploro administration team at your institution. That administration team will look at the content, and

if they need more information added, they will send you an email and you will see the output labelled with **Returned**. You can then make the changes and re-submit the content. When the administration team accepts the content, it will appear in the **All assets** list. At that point, anyone who searches for your profile on Esploro will be able to see this, assuming they meet the access rights conditions that you set up earlier.