Adding ORCiD to your profile

Relevant for the following user:

- Researcher

Before you start:

- An ORCiD account is required to link publications to Sapphire.

To register for an ORCiD account see the following link: https://orcid.org/register

Authorising ORCiD ID to your Profile

1. Login to **Sapphire.**

2. Navigate to **Profile**

3. Click on **My Profile** from the side menu.

4. Click on **Orcid Status** at the bottom of the page.

A message will appear stating 'Your profile is not currently authorised by ORCID'.

5. Click on **Authorize with ORCID.**

A popup menu will appear detailing the next steps, you will be required to enter the following details in

to the ORCiD website:

- ORCiD ID

- ORCiD password

Note: your username and password will __not__ be saved by Sapphire.

6. Enter your ORCID login details.

7. Click on **Authorise Access.**

A confirmation message will appear once you have been authenticated.

Importing ORCiD publications to Sapphire

1. Click on **Publications.**

2. Click on **Import.**

A list of all <u>publicly visible</u> applications from ORCiD will be displayed. The following publications types in ORCiD will be presented:

ORCID Publication Type	Sapphire Publication type
Journal Article	Journal Article (Original Research)
Book	Book/Chapter
Book Chapter	Book/Chapter
Report	Technical Report

3. Click the **Checkbox** next to the publications you wish to import.

4. Click on **Import Selected.**

Publications selected will be imported to Sapphire.

Adding Authors to publications

Authors will need to be added to publications manually from publications imported from ORCID.

1. Click on **Toggle Filter**

2. Click on the Attribute and select **'Author List'.**

3. Select **'isEmpty'** from the **Operations** drop down.

A list of all publications that do not have authors will appear.

4. Click the on the publications listed with no authors.

5. Navigate to the bottom of the page and click **Add Author**

6. Enter the authors details.

Note: You can delete an entered author by clicking Delete Records

Duplicate Publications

Previously imported publications may be duplicated. When importing publications there will be a column that details whether a publication has been previously imported, determined by a unique ID from ORCiD.

The **De-Duplicate** function will display a list of all duplicated publications.

Select **View/Edit** to edit the publication. Click on the text under the **Action** column and select one of the following options:

- **Keep:** The record will be kept as is without any further action. However, the record will continue to appear in future duplication checks.

- **Delete:** The record will be deleted from Sapphire.

- **Merge:** The record will be merged with another record in the same group with the action **Merge Here**.

- **Merge Here:** The record in question will be kept, and if it contains any missing fields then those fields will be populated from data from the other records with the **Merge** action.

The selected action will be performed when clicking on **Perform Selected Actions**.