This document provides instructions for users of the Research Information System (RMIS) to create a new publication record. The Research Master web service is used to create new publication records in the RMIS. Users can also view existing publication records and search for author records.

The RePortal web service uses the publication records in the RMIS to generate reports for its users. This includes viewing a list of publications authored by themselves or other staff members given the appropriate authorisations. Publication records in the RMIS are also used to generate a list of citations that are displayed on staff personal web pages.

Viewing your own list of publications or that of other staff members is done in RePortal as that web service has been optimised for such activities. Citations are updated in RePortal and staff personal web pages every 5 minutes. Please allow that amount of time between entering your publication and having it appear at those locations.

Most staff will only have access to their own publications within the RMIS. Some staff, with the appropriate authorisation, will able to access the publications of staff within their Academic Organisational Unit (AOU) and its child AOU’s. Staff, regardless of their authorisation level, will not be able to access the publications of staff outside their own AOU. However access to view such publications in RePortal may be arranged, with the appropriate permissions, by the Research Services Office.

1. Open the web address https://rmis.flinders.edu.au/rmenet in your web browser and log onto the RMIS using your University login details.
RMIS – Entering Publications

Instructions

2. You will be directed to the RMIS “Home” page, click on the “Find Publication” button there to check if your publication has already been entered into the RMIS.

3. The “Find Publication” page will load. Enter the title of your publication, or part of it, into the “Title” textbox and hit enter or click on the “Find” button. Alternatively you can click on the text of a search query from the “Recent Searches” list to search with that query again.
RMIS – Entering Publications

Instructions

If the publication title you typed, or selected, is an exact match for a publication stored in the RMIS then you will be taken to a page where you can view the publication details of that publication. You can edit that publication or return to the RMIS “Home” page.

Alternatively, if your publication title partially matches that of one of several publications stored in the RMIS you will be displayed. Click on the title of a partially matching publication to view its publication details. As with a fully matching publication, you can edit the publication’s details or return the RMIS “Home” page where you can add your publication if none of the partially matching publications are actually yours.
Finally if there are no publications stored in the RMIS that match your publication title you, instead of being taken to a matching publication or shown a list of partially matching ones, “No records to display” will be shown in your results list. You can then try an alternative publication title, or a part thereof, or return to the RMIS “Home” page to enter your publication into the RMIS.

4. Assuming your publication has not already been stored in the RMIS, back in the RMIS “Home” page click on the “Create new publication” button to add your publication to the RMIS.
5. The “Select Publication Category” page will load, where you will select the collection year for your publication and its category code. Currently the collection year drop-down list defaults to 2012 so make sure you select the correct collection year. According to the HERDC specifications, this is usually the latest year indicated as published, printed or copyrighted.

Also make sure the appropriate category, refer to the Publications Categories Criteria Handbook and the HERDC specifications if necessary, is selected and if necessary click on the checkbox for the appropriate category code. The category currently selected will be highlighted in yellow and have its checkbox ticked already.

If you are entering this publication on behalf of another person, with the appropriate authorisation, ensure that the “I am an author of the publication” checkbox is unchecked. Once all details are set correctly click on the “Save” button. For the rest of these instructions, it will be assumed that the publication is in the “C1 Refereed Journal Article” category.
6. Once you have selected the collection year and category code for this publication you will be taken to the “Select Journal” page to search for the journal, assuming it is a journal article, to which your publication belongs. You can enter either the journal’s title, or part thereof, or the ISBN/ISSN of the journal in the respective text boxes and hit enter or click on the "Find >>” button. Alternatively you can click on text of a search query in the “Recent searches” list to search using that query again.

If the journal title you entered at least partially matches any journals already stored in the RMIS you will be presented with a list of those matches. You can select a matching journal to be associated with your publication, search again using another journal title or create a new record in the RMIS for the parent journal of your publication.
RMIS – Entering Publications

Instructions

If you choose to create a new journal record you will be taken to the “Edit Journal” page where you can enter the ISBN/ISSN of the journal and its title. It is convention within Flinders University to prefix the title of peer-reviewed journals with an asterisk. Once you have clicked on the “Save” button a journal record will be created in the RMIS and that journal record associated with your publication.

7. Once you have selected or created a journal record for your publication you will be taken to the “Publication Details” page. The textboxes with labels in bold or asterisks next to them are required to be filled in. Once all fields you have information about are filled in click on the “Save” button.
8. Once you have entered the publication details for this publication you will be taken to a page where you can review the publication details for this publication.

Scroll down to review the author details and AOU's assigned to the publication in general and the authors in particular. At this stage you can click on the “Data Entry Complete and Submit for verification” text if all publication details are correct, you are the sole author of this publication and the correct AOU has been selected. If there are additional authors or you were not the author of this publication you can click on the “Authors” text to add and edit author details. You can also click on the “AOU’s” text to edit AOU attributions.
9. If you click on the “Authors” text in the previous step you will be taken to the “Edit Authors” page. If you were an author of this publication you can edit your author details here.

This includes removing yourself from the publication if you are entering it on behalf of someone else. Once you have made the required changes to your own author details click the “Save” button to save these changes.

This will then take you back to the previous step where you can click on the “Authors” text again to come back to the “Edit Authors” page. If you wish to add additional authors, you can do so by clicking on the “Add Author” text in the “Edit Authors” page either prior to editing your own author details or after.
10. Clicking on “Add Author” in the previous step will take you to the “Add Author” page where you can search for an author to add to the authors list for this publication. If the additional author is or has been a Flinders staff member you can search for them using their FAN by entering it into the “Code” text box. Alternatively you can search for their name or part of their name by entering that into the “Name” text box. You can also search for names that you have recently searched for by clicking on one in the “Recent Searches” list.

11. Any matches for the author name or FAN you entered in the previous step will now be displayed in the “Add Author” page. If one of the matching authors is the one you wanted to add to the authors list of the publication you can select them. Alternatively if none of the authors match you can create an author record for this author which will then be added to the publication’s authors list.
12. Once you have added an author to the list for this publication you will be taken back to the “Edit Authors” page. If any of the authors were external to Flinders University you can edit the organisation they were affiliated with when authoring this publication. Do this by clicking on the “Edit Org” text next to the text box in the “Campus/External Organisation” column of the list.

13. Clicking on “Edit Org” in the previous step will take you the “Select Organisation” page. Here you can search for an organisation record using its name or part thereof. You can also click on the text in the “Recent searches” list to search for that organisation name again.
14. A list of organisations that match the name searched for in the previous step will now be displayed. If none of these organisations are the one you are looking for or if there are no matches you can add the organisation’s name manually. Once you have selected an organisation from the list of search matches or entered its name in manually click on the “Update Author’s Organisation” button.

15. After selecting or entering an organisation manually you will now be taken back to the “Edit Authors” page. You can then select the AOUs for this publication as well as the AOUs for authors who are internal to Flinders University. Do this by clicking on the “AOUs” text in the “Edit Authors” page.
16. The “Select AOUs” page will now load where you can edit existing AOU attributions and add new AOUs to be attributed to the publication or the authors. See the annotated screen shot below for further details. Once the AOU details are finalised click the “Save” button. You will then be taken back to the “Edit Authors” page where you can click the “Save” button again to be brought back to the page where you can view the publication details for this publication.

17. Back in the publication details viewing page, upon checking that all details are now correct, you can click on the “Data Entry Complete and Submit for verification” text to submit this publication record for review.

Please note that only HERDC eligible publications (categories A1, B1, C1 and E1) will be verified by the Research Services Office. Publications with a collection year in the current year will be verified by the Research Services Office by June the following year in time for HERDC submissions e.g. 2014 publications will be verified by June 2015.

Verification of HERDC eligible publications requires documentation as detailed in the HERDC cover sheet. Please forward any required documentation, in electronic form if possible, to the Research Services Office at research.data@flinders.edu.au or Room B1, Basement Level, Union Building.

For help using the RMIS, or if you have any questions relating to data in the system, please contact:

Research Data and Reporting Team
Research Services Office
Email: research.data@flinders.edu.au
Telephone: +61 8 8201 2808