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IRIS

Short User Guide

**LIBRARY
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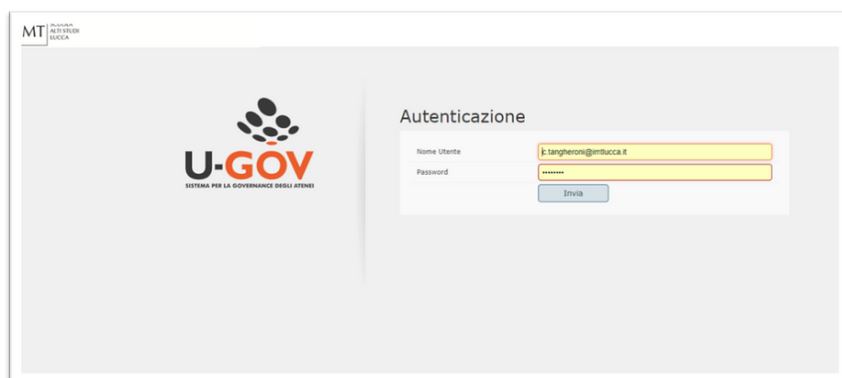
LIBRARY GUIDES

IMT Users

01 - Accessing the IRIS portal

The institutional repository's public portal is accessible at: <https://iris.imtlucca.it/>
To access your profile, you must authenticate by clicking on Login and using your institutional credentials (the same ones used for SIIMT).

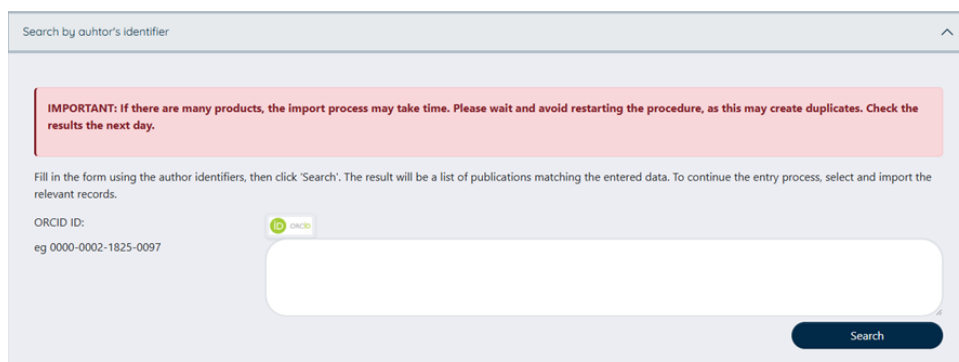
Figure 1: Authentication screen



First access

When you log in to the portal for the first time, you need to associate your IRIS profile with ORCID or create an ORCID ID, following the instructions provided by the IRIS interface under Personal Profile → External Service Identifiers. You can also associate your identifiers/credentials from other platforms (e.g., Scopus Author ID). Aside from your identifiers/credentials, the only information you can change in your personal profile is your photo and any aliases.

Figure 2: Integration with External Service Identifiers



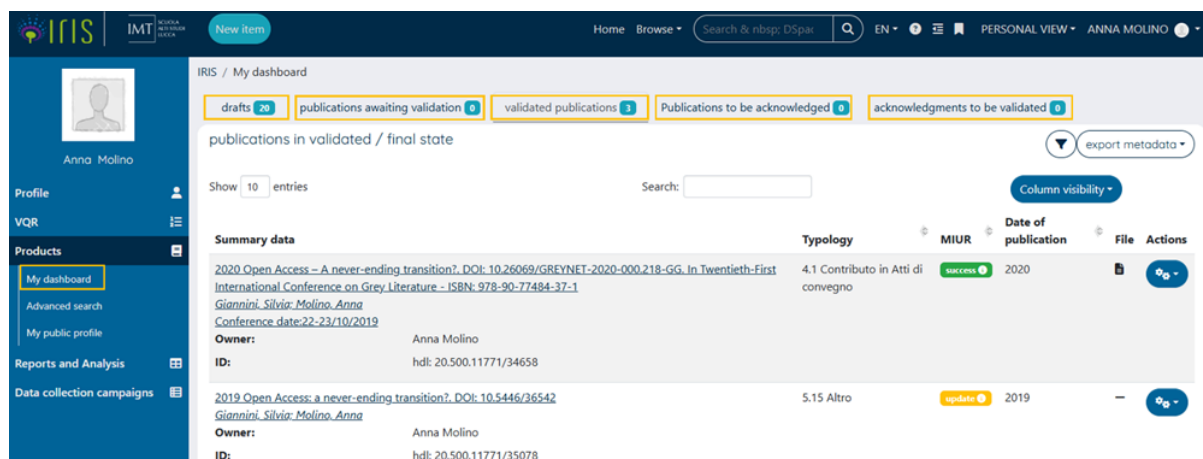
What is ORCID?

ORCID (Open Researcher and Contributor ID) is a unique identifier that singles out researchers. It is managed by an international, interdisciplinary, non-profit organisation, whose aim is to create and maintain a registry of unique identifiers and to link these identifiers to the publications and research activities of each researcher.

02- My Dashboard

To access your dashboard, select Products → My Dashboard from the left-hand menu.

“Figure 3: My Dashboard” screen



This section is divided into five tabs:

- **Drafts:** Contains records for which the user must complete the entry.
- **Publications awaiting validation:** Contains complete records submitted by authors, awaiting validation by library staff.
- **Validated publications:** Contains all publications in IRIS attributed (or attributable) to the author or for which the author is responsible for the data. These products will appear on the author's public IRIS page.
- **Publications to be acknowledged:** Contains works submitted by internal co-authors awaiting acknowledgement by the user. Via this form, the author can identify themselves and avoid duplicating data.
- **Acknowledgements to be validated:** Contains the user's own products, which other users have claimed to be the co-authors of. Once this information is verified, the user can approve or reject the self-acknowledgements.

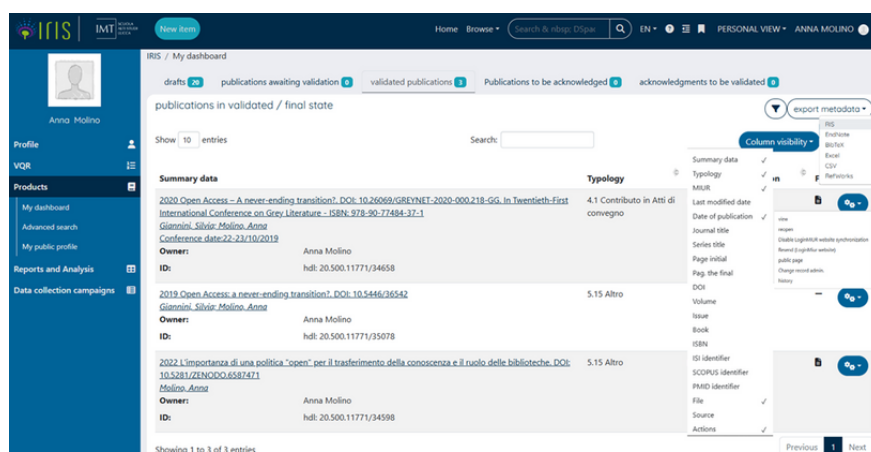
By clicking on the **New item** button, the user is directed to the screen for inserting a new product (see section *Insert a new item*).

Customisation, filtered views and metadata export

You can customise your dashboard by taking advantage of the features common to all tabs:

- **Column visibility:** allows you to select the columns and data to display in your dashboard.
- **Show:** allows you to select the number of records to show on the page.
- **Search:** allows you to retrieve a specific record within the page.
- **Filter:** returns a filtered view of the products, corresponding to the selected typology.
- **Export Metadata:** allows you to export your product metadata in the formats listed.
- **Actions:** button placed next to each record. It allows you to perform quick actions on the record without needing to access the back-office page. Actions vary depending on the tab you are on (see section *The item page*).

Figure 4: Customisation options, filtered views and metadata export in “My dashboard”

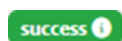


Product submission status to LoginMIUR

The IRIS platform automatically transfers the metadata and attachments of each product to [LoginMIUR](#). The system thus prevents the user from providing data already present in the Ministry or Universities databases and from creating duplications on multiple platforms.

The MIUR column indicates the product's synchronization status with the LoginMiur website.

The possible statuses are:



The product was successfully sent to LoginMiur without any errors.



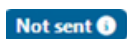
The product has not been processed yet.



The product was rejected by the LoginMIUR website. Clicking on this button will display the cause of the error.



The record is still a draft, and the metadata cannot be transferred to the LoginMIUR website.



Synchronisation with the LoginMIUR website has been disabled.

Each author can decide to manually activate or disable the synchronisation for each product. This can be done using the “Disable LoginMiur website synchronisation” and “Update now (LoginMIUR website)” options available either from the “Actions” button or by clicking on the “miur” button within the product backoffice page.

Metadata **synchronisation occurs daily**, while attachments are synchronised weekly. Using the above features, the author can force synchronisation immediately after entering the product, if necessary.

Please note that the maximum size of each attachment in LoginMiur is 10 MB (pdf only). IRIS supports files of various extensions up to a maximum limit of 512 MB.

The item page

Clicking on the record title takes you to the item's page.

Figure 5: : Item page – Backoffice View

The screenshot shows the IRIS Backoffice interface. On the left is a sidebar with navigation links: Profile, VQR, Products, Reports and Analysis, and Data collection campaigns. The main content area displays the record details for 'Open Access - A never-ending transition?' by Anna Molino, published in 2020. The abstract discusses the transition to Open Access. On the right, a 'General information' panel shows the record admin (Anna Molino), status (published), identifier, type, and DC metadata last modified date. At the bottom, there are tabs for Overview, Complete view, and Complete DC view.

Internal IMT authors appear immediately below the title; clicking on each name redirects the user to the author's public page in IRIS. To view the complete string with external co-authors, click on the button.

Metadata

Product metadata is displayed in three different tabs:

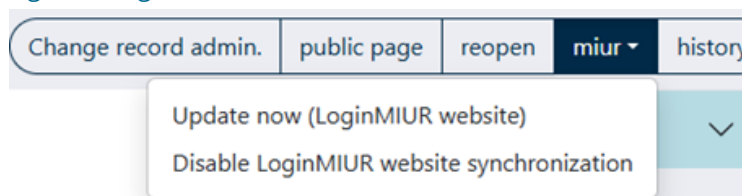
- **Overview:** presents the essential metadata for the description of the entry (e.g., year of publication, publisher, ISBN/ISSN, type).
- **Complete view:** presents the complete metadata entered by the individual who created the record.
- **Complete DC view:** presents the complete metadata in Dublin Core format.

The General Information box, located on the right side of the page, contains the record details. Among these we highlight:

- **Record administrator** is the manager of the record. The system automatically assigns responsibility to the creator of the record.
- **Status:** Indicates the product status based on the validation workflow. Three different statuses are possible: *Draft* (the product entry has not been completed; the temporary record can be found under the corresponding tab); *Pending validation* (the record entry has been completed but must be validated by the designated personnel); *Validated* (the metadata has been validated).

The button bar located at the top right allows the user to perform a series of actions on the record:

Figure 6: Right-hand side button bar



- **Change record administrator** allows you to change the data administrator by selecting one of the internal co-authors or other school staff.
- **Public page:** allows you to switch to the public view of the page.
- **Reopen:** allows you to reopen the record for editing. PLEASE NOTE: Once the changes have been made, the reopened record returns to the validation status.
- **MIUR:** allows you to force data synchronisation with the Login Miur website.
- **History:** allows you to access the list of actions performed on the record.

Attachments

The box at the bottom of the page displays information about the record's attachments.

Figure 7: Product record - Attachments box

Files in This Item:				
Validation	File	Size	Format	
✓ Validated	Giannini_Molino_GL21.pdf open access	947.98 kB	Adobe PDF	View/Open
	Description: Open Access – A never-ending transition?			
	Send file to LoginMIUR website: No			
	Type: Publisher's version			
	License: Not specified			

Like metadata, attachments are also subject to validation. The attachment validation statuses can be as follows:

- **N.A.:** There is not enough information in the descriptive fields to proceed with file validation.
- **Validated:** The attachment has been validated because the descriptive fields have been correctly filled in.
- **Not validated:** The attachment has not been validated because the descriptive fields have not been filled in correctly.

PLEASE NOTE: The file is freely accessible from the product's public page only if validated and with open access rights. It is therefore possible to also attach versions of the product for which free distribution is not permitted, assigning them the "not available" access right. This way, the file will only be visible to internal authors.

03- Insert a new item

New items can be added in the following ways: searching and capturing from databases, by title or product ID (Scopus, PMID, DOI, ISBN, etc.); searching and capturing by author ID (Scopus, ORCID); importing from files (bibTex, endnote, cvs, isi, tsv, ris); or manually.

Database search

It searches for publication records within some databases.

The free search allows you to search by title or author within the Scopus database. If the author knows an identifier associated with their publication such as a DOI or ISBN, it is preferable to search by identifier.

Figure 8: Free Database Search

The screenshot shows a web interface for a database search. At the top, there are two tabs: 'Search Form' and 'Results'. Below the tabs, there is a dropdown menu with 'Manual entry' selected. Below the dropdown, there is a section titled 'Free search' with a dropdown arrow. The main content area is for the Scopus database. It includes a Scopus logo and instructions: 'Insert base info about publication: title and year are required. If you know any unique identifier about publication like DOI, SCOPUS, Pubmed, or arXiv you can switch on the identifier search mode.' There are three input fields: 'Title:', 'Year:', and 'Authors/Publishers :'. A 'Search' button is located at the bottom right of the form.

You can also import multiple publications at once by entering their corresponding identifiers (separated by commas).

Figure 9: Search by Identifier

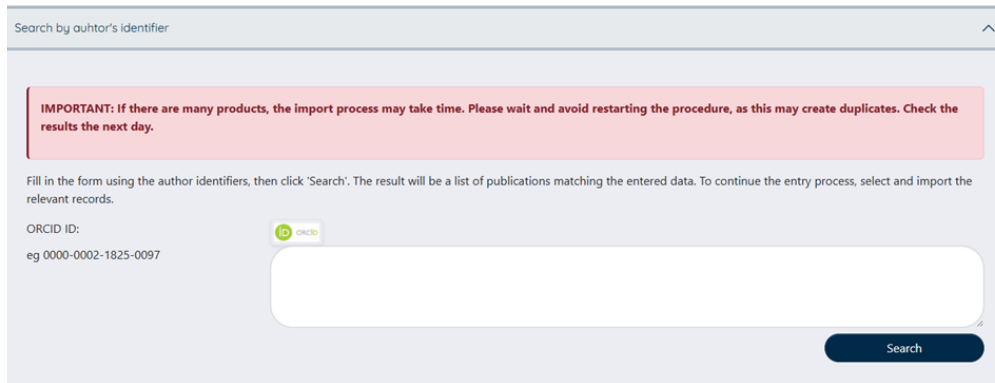
The screenshot shows a web interface for searching by identifier. At the top, there is a tab labeled 'Search by identifier'. Below the tab, there is a text box with the instruction: 'Enter the publication identifiers (preferably the DOI), then click "Search". A list of matching publications will be displayed for selection to continue with the submission process.' There are six input fields, each with a label and an example: 'SCOPUS ID: e.g. 2-s2.0-0000000117', 'DOI (Digital Object Identifier) : e.g. 10.1021/ac0354342', 'PubMed ID: e.g. 20524090', 'arXiv ID: e.g. arXiv:1302.1497', 'ISBN: e.g. 8847005477', and 'CINII NAID: e.g. 110004744915'. Each input field has a dropdown menu with the corresponding database logo (Scopus, Pubmed, arXiv, DOI, ISBN, CINII). A 'Search' button is located at the bottom right of the form.

If a publication is found in multiple databases, the system will perform a metadata merge.

Importing via author identifier

Authors can import publications linked to their ORCID account:

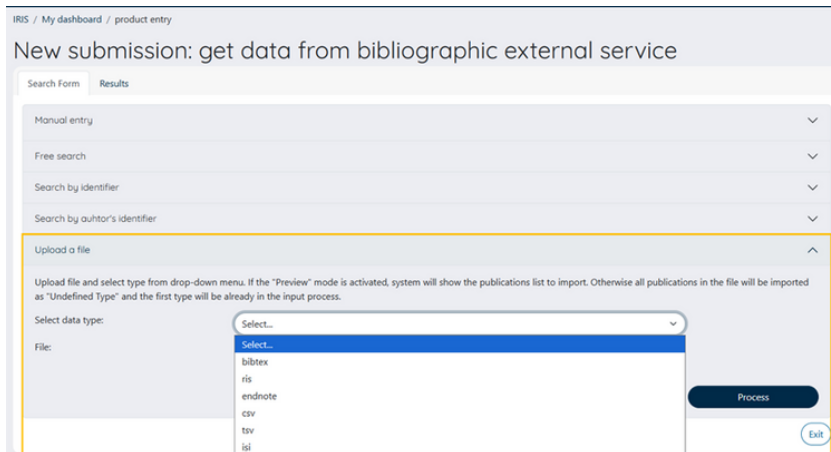
Figure 10: Search by Author ID – Import from ORCID

The screenshot shows a web interface titled "Search by author's identifier". At the top, there is a red warning box with the text: "IMPORTANT: If there are many products, the import process may take time. Please wait and avoid restarting the procedure, as this may create duplicates. Check the results the next day." Below this, a paragraph instructs the user to fill in the form with author identifiers and click 'Search'. The form includes a label "ORCID ID:" with an example "eg 0000-0002-1825-0097". To the right of the text is a large white input field with an ORCID logo icon. At the bottom right of the form is a dark blue "Search" button.

Importing from bibliographic files

The data import function from a file can be very useful when uploading multiple products at the same time. The author must choose the format of the file (bibTex, ris, endnote, csv, tsv, isi) and check the **“Preview”** option. All the records will be displayed on the screen for selection and configuration of the relevant bibliographic type.

Figure 11: Importing from bibliographic files

The screenshot shows a web interface titled "New submission: get data from bibliographic external service". It has two tabs: "Search Form" and "Results". Under "Search Form", there are four options: "Manual entry", "Free search", "Search by identifier", and "Search by author's identifier". The "Upload a file" section is highlighted with a yellow border. It contains instructions: "Upload file and select type from drop-down menu. If the 'Preview' mode is activated, system will show the publications list to import. Otherwise all publications in the file will be imported as 'Undefined Type' and the first type will be already in the input process." Below this, there is a "Select data type:" dropdown menu with a list of options: "Select...", "bibtex", "ris", "endnote", "csv", "tsv", and "isi". To the right of the dropdown is a dark blue "Process" button and a small blue "Exit" button.

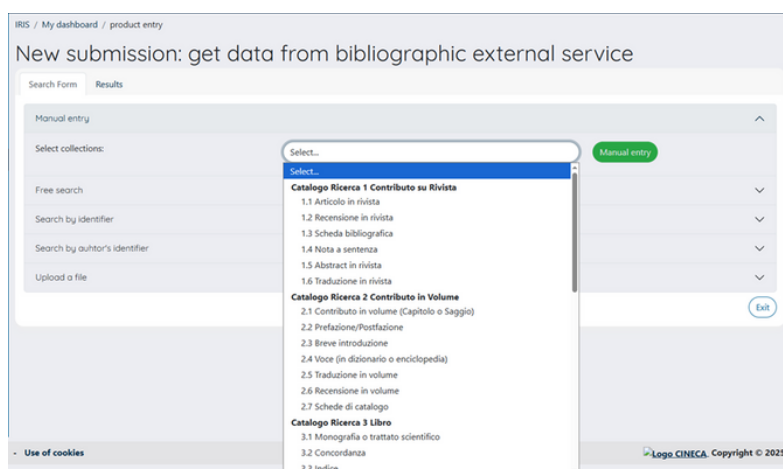
If you do not check the **“Preview”** option, the first record imported from the file will open automatically to complete the registration process. To complete the other registrations, you will need to enter each record starting from **“My dashboard”**, to specify the relevant type and enter the missing data.

PLEASE NOTE: The default status of the imported records will be **“Draft”**. Therefore, you will need to complete each entry to finalize the registration in the catalogue.

Manual entry

The manual entry procedure requires you to select the publication type and click on the green “Manual Entry” button.

Figure 12: Manual entry



The screenshot shows the IRIS / My dashboard / product entry page. The main heading is "New submission: get data from bibliographic external service". Below this is a "Search Form" with a "Results" tab. The "Manual entry" section is active, showing a "Select collections:" dropdown menu. The dropdown menu is open, displaying a list of publication types under three categories: "Catalogo Ricerca 1 Contributo su Rivista", "Catalogo Ricerca 2 Contributo in Volume", and "Catalogo Ricerca 3 Libro". The "Manual entry" button is visible on the right side of the form. The footer includes "Use of cookies" and "Logo CINECA Copyright © 2025".

The system will guide the author through the eight item description tabs. Required fields are marked with an asterisk.

We recommend that you enter **as much information as possible**, trying to complete all the fields included on the various screens.

You can change the publication type by selecting the new one in the box at the top and clicking the “Change” button. If, due to the change in type, some of the entered metadata are no longer applicable, a confirmation page will be displayed, listing the fields that the system will remove to complete the type of change.

Please, remember that to complete the record creation **you must accept the deposit license in tab 7**. Otherwise, will remain in “draft” status.

Selection of journals/series from the ANCE catalogue

In the second product description screen, the system asks you to **select a journal or series**, depending on the type of publication you are inserting.

Once you click the button, a pop-up window will appear, allowing you to search the **ANCE ministerial catalogue** and select the desired journal or series.

Figure 13: Search and selection of journals in ANCE

Search journal in ANCE catalogue

Journal title: acta astronautica

ISSN journal:

ANCE code:

Exact search: ☐

ACTA ASTRONAUTICA 1879-2030 E262857 [2000 - .]

Oxford: Elsevier Ltd.

- ACTA ASTRONAUTICA (ONLINE)

ACTA ASTRONAUTICA 0094-5765 E001696 [1974 - .]

Elmsford N.Y.: Pergamon Press

- ACTA ASTRONAUT.

Search Enter manually

Select

Select

If the journal or series is not present in the ANCE catalogue, the author can manually enter the main information (title, ISSN, publisher) to complete the insertion of the publication in IRIS. The system will then send a request to enter the new title into ANCE.

Figure 14: : Request for manual entry in ANCE

Inserting journal not exists in the ANCE catalog

Main title *

ISSN

Publisher *

Publication place

Other notes

Submitter * anna.molino@imtlucca.it

Back to search Enter

The author will receive a notification as soon as the entry in the journal or series catalogue has been made.

Author acknowledgement

Carefully reviewing the authors field in Tab 3 is essential to ensure proper attribution in IRIS, thereby avoiding potential cases of homonymy. Once correctly linked, the publication will appear on the author's public profile.

The system automatically recognises internal authors (*in green*), external authors (*in grey*) and potential name conflicts to resolve (*in yellow*).

Figure 15: Tab. 3 – Author string

Submit: Describe this Item ⓘ

Please fill further information about this submission below.

Current collection: 1.1 Articolo in rivista [Change](#)

* To change item type choose the above select field and then press Change

Contributor* [Edit authors string](#)

Search: ☐ Enable filtering on author string Item per page: 10

☒ Show All Contributors ☒ Show internal contributors ☒ Show external contributors ☒ Name conflicts to resolve

Position	Author	Afferenza	Attributes	Type	Disclaim
1	Molino, Anna	Molino, Anna (in service) Role: Personale tecnico amm.vo Department: I.M.T. (Istituzioni, Mercati, Tecnologie) Altri Studi Serial number: 003456	☐ Corresponding	Not specified	Disclaim

Previous 1 Next

Type or paste the authors' names in their original format into the dedicated box above. Then click the 'Process Author String' button. The system will analyse the entered string and display the authors as follows: **in green** if recognized as affiliated with the university, **in grey** if external, and **in orange** if disambiguation is required. By clicking on an individual author, it is possible to: disassociate an internal author (if shown in green), or disambiguate multiple authors (if shown in orange). The system will also automatically calculate the total number of authors and display a table below the box with the identified authors (both internal and external), allowing you to add additional information if needed.

To modify what the platform automatically processes when importing the record, click on **Edit authors string** and manually edit the field.

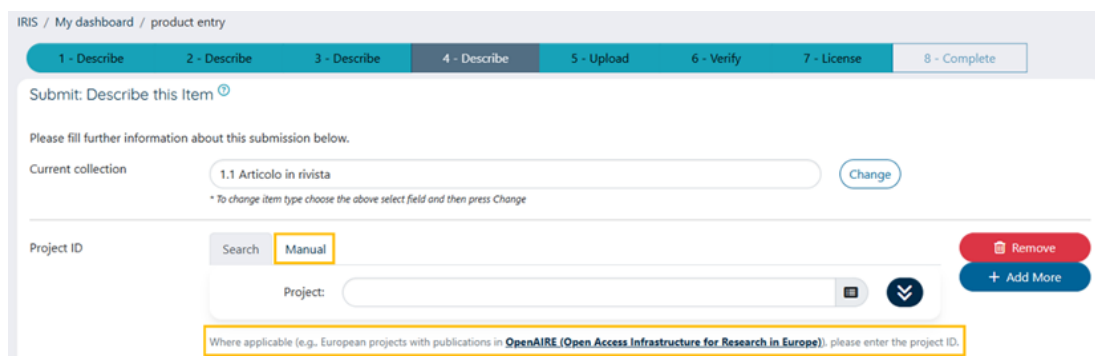
In the case of a work with multiple authors, we suggest using the syntax *Last Name First Name; Last Name First Name*. By clicking on the **Process Authors String** button, the system automatically processes the string entered.

To clarify authors in yellow, click on the name and choose the correct person from the drop-down menu.

Project entry

In tab 4 you can enter the details of the project that contributed to financing the work.

Figure 16: Tab. 4 – Project entry



The screenshot shows the 'Product entry' interface in the IRIS system, specifically tab 4 'Describe'. The breadcrumb trail at the top reads 'IRIS / My dashboard / product entry'. A progress bar at the top contains eight steps: 1 - Describe, 2 - Describe, 3 - Describe, 4 - Describe (active), 5 - Upload, 6 - Verify, 7 - License, and 8 - Complete. The main heading is 'Submit: Describe this Item' with a help icon. Below it, a note says 'Please fill further information about this submission below.' The 'Current collection' section shows a dropdown menu with '1.1 Articolo in rivista' selected and a 'Change' button. A small note below the dropdown states: '* To change item type choose the above select field and then press Change'. The 'Project ID' section has a 'Search' button and a 'Manual' button (highlighted with a yellow box). Below these is a 'Project:' input field with a search icon and a dropdown arrow. To the right of the input field are two buttons: 'Remove' (red) and '+ Add More' (blue). At the bottom, a yellow-bordered box contains the text: 'Where applicable (e.g., European projects with publications in **OpenAIRE (Open Access Infrastructure for Research in Europe)**), please enter the project ID.'

If the project is present in **OpenAire**, the information can be retrieved automatically by entering the grant number or part of the name in the search field. Otherwise, you can proceed to manually enter the information. However, this way the information entered is not saved by the system.

In both cases the field is repeatable.



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