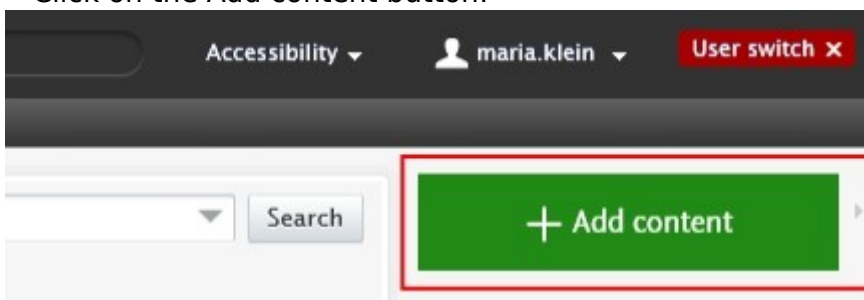


3.2.1. Import From Online Source

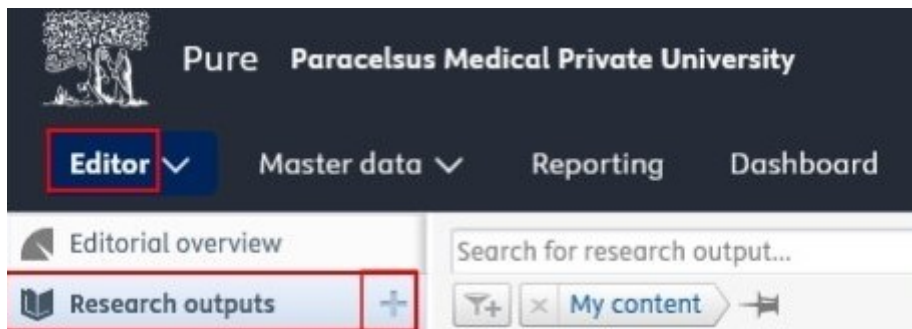
This option **is most preferable** because this method can save you time, minimize effort, and reduce data-entry errors. It can be used for any kind of research output that is **published in PubMed or Web of Science**.

To import a research output from online source:

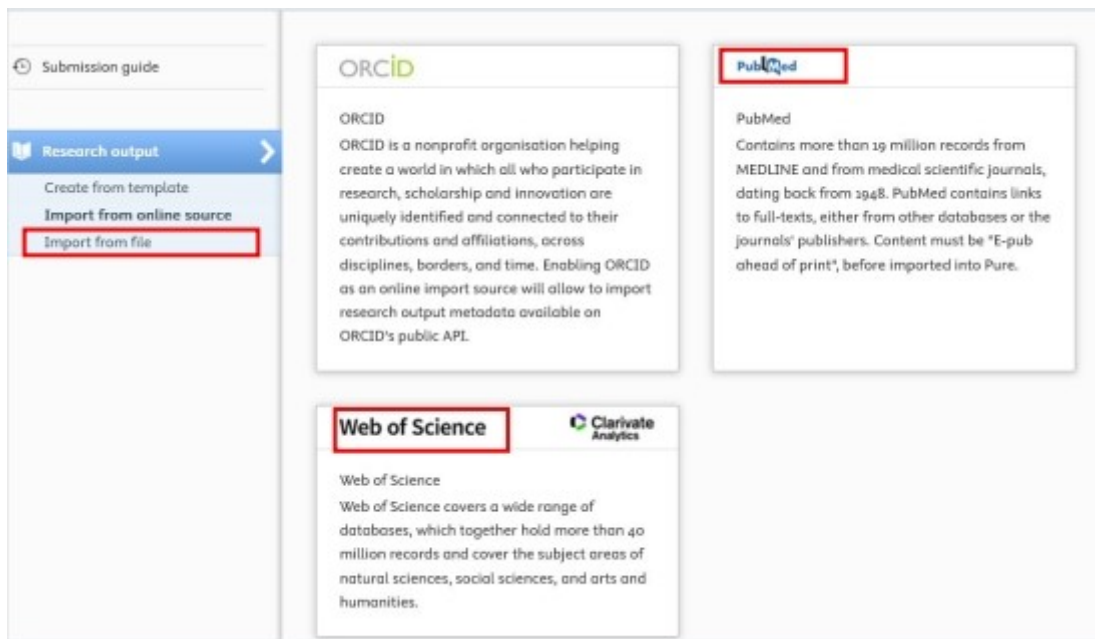
1. Click on the Add content button:



Or click on *Editor* in the header, select *Research outputs*, and then click on the  button:



2. Select *Import from online source*. As an Editor of a teaching hospital, you can import you data from **PubMed** or **Web of Science**.

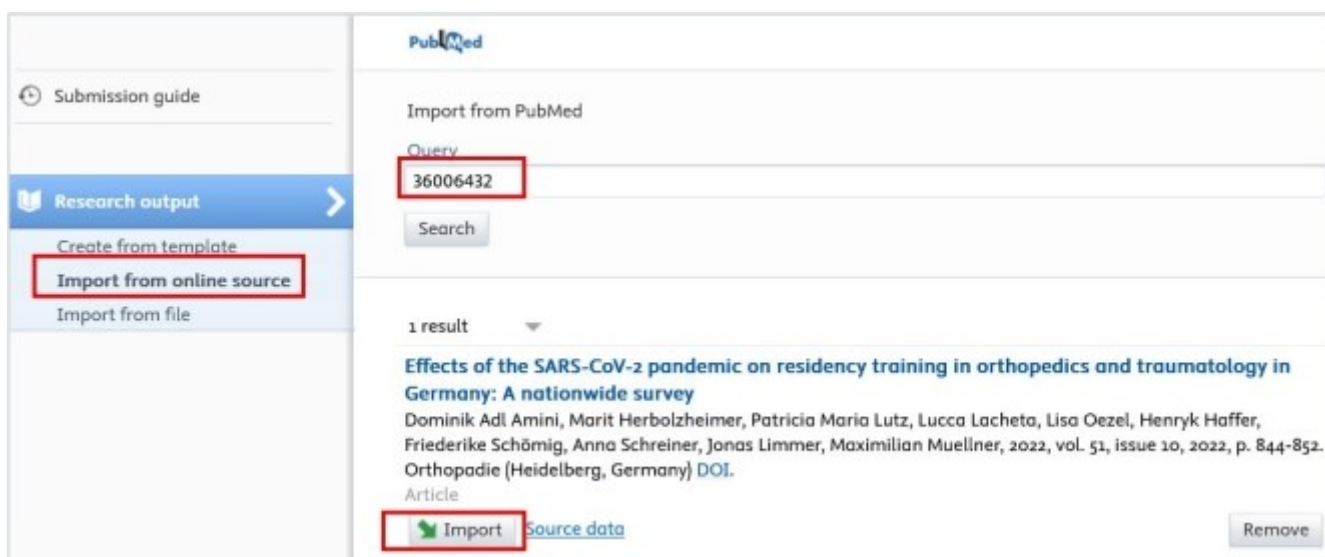


3. Select the online source you want import from.

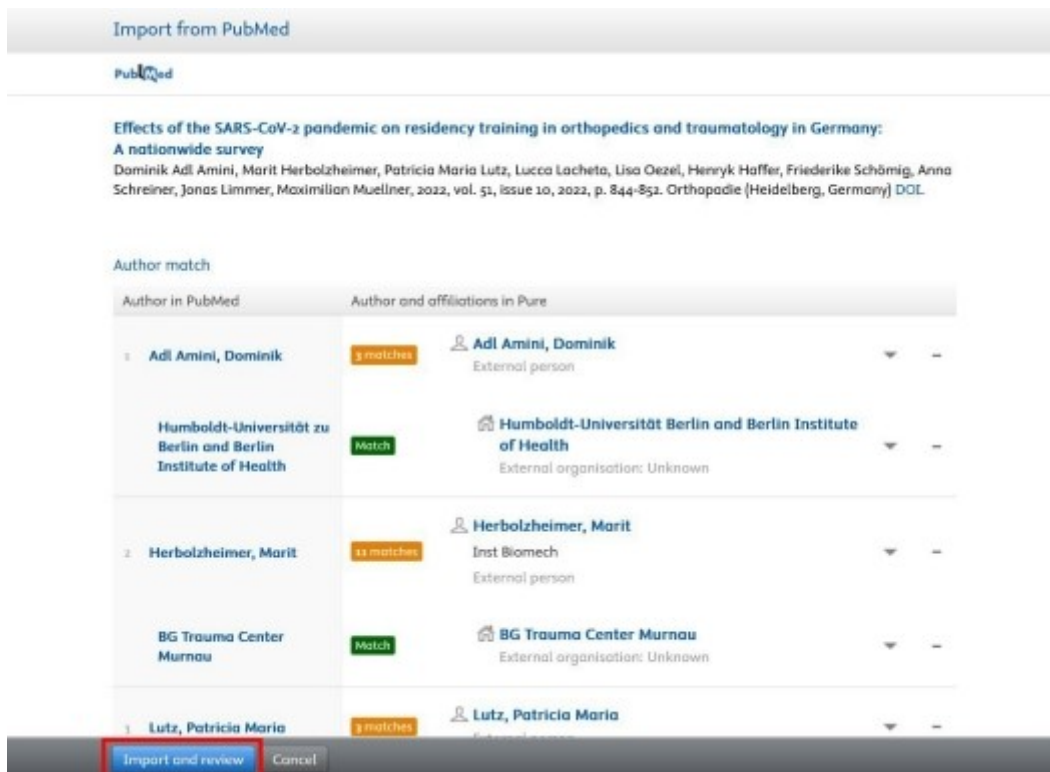
4. Enter the information you want to search for, such as PubMed ID or your name.

Please ensure you always review the guidelines for the correct format of the information you intend to look for.

5. Click on the *Import* button located at the bottom of the article you wish to import into Pure.



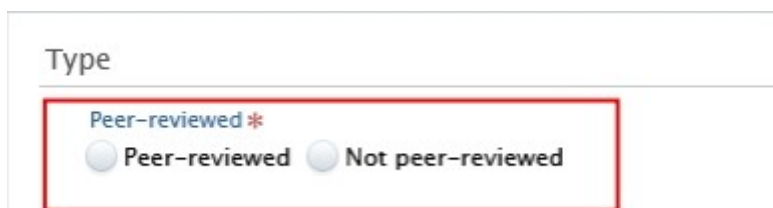
6. Now, you can view the publication details. Do not modify the information displayed here; simply click on *Import* and review at the bottom of the window:



7. In the Research output editor window, you need to manage these fields:

1. Peer-reviewed:

Whether the publication underwent a **peer-reviewed process** or not (peer-reviewed or not peer-reviewed):



Click on *Change template* if you realise that the **subtype** of the Research output is **incorrect**. For example, if you have selected *Original article* but need to add a *Review article*, you can easily switch between template types without losing any of the data you have already filled in:



2. Contributors and affiliations:

Pure automatically adds contributors with their affiliations to these fields. Here, you only need to add your teaching hospital by clicking on the *Add organization unit* button:

The screenshot shows a list of authors and their affiliations. Each author entry includes a name, role (e.g., 'Author'), and affiliation (e.g., 'University Hospital Würzburg'). To the right of each entry are 'Edit', 'up', and 'down' arrows. At the bottom, there are three buttons: 'Add person...', 'Add organisational unit...' (highlighted with a red box), and 'Add author collaboration...'. Below the buttons, it says 'Total number of authors 10'.

3. Managing organisational unit:

Select *your teaching hospital* to this field by clicking on the "house with a plus" button:

The screenshot shows a form field with the label 'Managing organisational unit *'. Below the label is a button with a plus sign and a house icon, which is highlighted with a red box.

8. Set the workflow status *For validation* and then click on *Save*.

The screenshot shows a status dropdown menu with 'For validation' selected. To the right of the dropdown is a blue 'Save' button, which is highlighted with a red box.

In the next step, the imported research output undergoes **validation** by the Research Management of PMU.

Revision #2

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