

Managing Publications (Video 2)

Content:

- How to verify publications
 - How to add publications from PubMed and elsewhere
 - How to edit and delete publications
1. After logging in, click on the *'Edit my Profile'* link on the left hand menu.
 2. To begin working with your publications, click on the area called *'selected publications'*, under the category *'Bibliographic'* section. From here, the *'selected publications'* page, you can verify, add, edit, and delete your publications.

To verify publications

NOTE: it is currently not possible to individually verify publications. Furthermore, PubMed publications can be added or deleted, not edited. Custom entries can be added, edited, and deleted.

Step 1: Review each publication. Edit any publications that are inaccurate; delete those that are not yours.

To edit a custom entry, click the pencil icon to the right of the publication.

To delete an entry, click the garbage can icon to the right of the publication.

Step 2: Scroll to the bottom of the list of publications and click *'Verify Publications'*. Note that this will verify all of your currently listed publications.

To add PubMed publications

Click the *'Add PubMed'* link near the top of the *'selected publications'* page, and fill in all the relevant information about the publications. You do not have to complete all of the fields to start adding entries that are retrieved. Entering last name and clicking *'Search'* can return useful results.

When you have finished finding PubMed publications to add, click any or *'All'* at the top of this generated list, and then click the *'Save'* button at the bottom of that list. That adds the PubMed publications.

To add non PubMed publications, click the *'Add Custom'* link near the top of the *'selected publications'* page, choose the publication type from the drop down menu, and complete the form.

When you have finished, hit *'Save and close'*. If you make a mistake, you or a Proxy can edit custom entries at any time.

Video 3 will address how to authorize Proxies as a faculty member, and how to use the system as a Proxy.