UNIVERSITY OF LUCERNE

OFFICE OF THE VICE RECTOR FOR UNIVERSITY DEVELOPMENT

DR. PHIL. SILVIA MARTENS

Date: 28 March 2024

User Manual FIS-ORCID interface

FROHBURGSTRASSE 3 P.O. BOX 6002 LUZERN

T +41 41 229 57 28 silvia.martens@unilu.ch www.unilu.ch

User Manual FIS-ORCID interface

Created by Silvia Martens
Phone (direct) +41 41 229 57 28
E-Mail silvia.martens@unilu.ch

Changelog

VersionDateAuthorCommentVersion 1.0020.03.2024Silvia Martensdate of creation

Table of Contents

1	ORCID and FIS - what are they?	4
2	The FIS-ORCID interface	4
3	No ORCID yet? Register with ORCID and authorise data exchange	4
4	ORCID exists already? Authorise data exchange between FIS and ORCID	8
5	Exporting and importing data via the interface	10
5.1	Exporting publication data from FIS to ORCID	10
5.2	Importing publication data from ORCID into the FIS	14

1 ORCID and FIS - what are they?

ORCID

ORCID is a 16-digit number combination, a permanent identifier for researchers, so that they and their achievements remain clearly identifiable despite name changes, different spellings or the same name holders. The ORCID always remains the same regardless of employment.

Researchers can create their own ORCID themselves free of charge (directly at ORCID: https://orcid.org/register or from the FIS user profile: FIS \rightarrow User administration \rightarrow My profile) In addition, publications and other research achievements can be automatically transferred from a publisher's website to the ORCID profile, for example, or from the ORCID profile to other platforms such as a research information system. An ORCID thus reduces the administrative workload for researchers.

Research information system RIS (FIS Unilu)

The FIS Unilu is a research database for recording, managing, presenting and analysing research-related information.

Researchers record their ongoing, completed and planned research projects as well as publications and other research achievements. They submit applications to the University Research Committee (FoKo) via the FIS module "myFoko" and applications to the Graduate Academy via the FIS module "my Graduate Academy". The recording of data in the FIS is mandatory due to the university's reporting to the canton as well as various other reports and analyses. The publication of the information on research activity recorded in the FIS on the website is desired.

All employees automatically have an FIS profile from the first day of their employment. They log in at https://fis.unilu.ch under "Registration" with their Switch edu-ID. User instructions for FIS can be found at https://www.unilu.ch/fis.

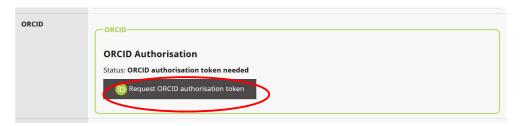
2 The FIS-ORCID interface

A reciprocal interface between FIS and ORCID allows our university members to quickly export their publication entries from FIS to their ORCID profile or, to import existing entries in the ORCID profile into FIS and complete them with a few manual additions. As some additional information is required in the FIS (e.g. organisational affiliation, information on peer review, etc.), we advise you to make the initial entry in the FIS and export to ORCID (information is reduced during export). However, for people who are new to the University of Lucerne but already have a well-maintained ORCID profile, importing ORCID publications into the FIS significantly reduces the effort required for entering their publications in FIS. If you do not have a well-maintained ORCID profile and are new to the University of Lucerne, but have a well-maintained bibliography in a reference management software, use the import function in the FIS under **Publications** \rightarrow **Add new** \rightarrow **Upload from BibTeX** oder **Upload from RIS** to create your publication records in FIS first and use the FIS-ORCID interface to register with ORCID and transfer your data there.

3 No ORCID yet? Register with ORCID and authorise data exchange

You don't have an ORCID yet? In this case you need to register first. You can register directly at https://orcid.org/register. Or you can register with ORCID from your FIS profile. To do this in FIS, go to User administration → My profile. There is an "ORCID" field in the profile, which is used to operate the FIS-ORCID interface.

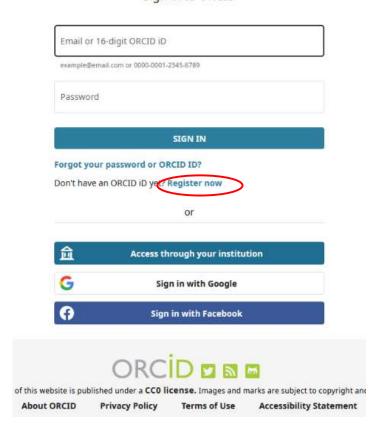
If you are using the interface for the first time, you must actively authorise the data exchange. If you do not yet have an ORCID, you can also register here. To do this, click on "Request ORCID authorisation token".



You will be taken to the ORCID registration page. Select "register now" to register:



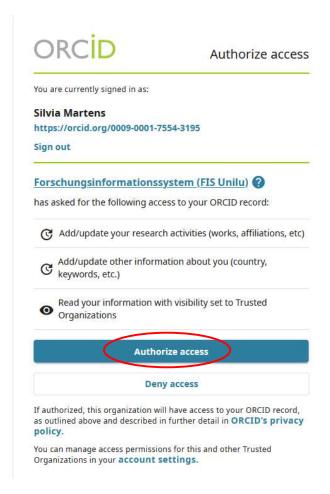
Sign in to ORCID



Then enter the information required to create the profile (name, e-mail address, password). Also select who is authorised to view your ORCID entries:



After you have completed the registration, you will be asked to authorise the exchange between the FIS and ORCID. Select "Authorise access" to be able to use the interface in the FIS.



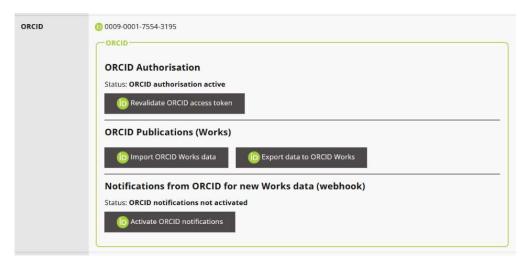
Berichtsjahr ändern

A message appears in your FIS profile stating that the interface has been successfully set up:

Home | Martens, Silvia | Deutsch | English | Abmeldung UNIVERSITÄT **LUZERN** Forschungsinformationssystem (FIS) Abmeldung RCID API service: User account 'Martens, Silvia I-448, (0009-0001-7554-3195) registered Benutzerverwaltung **Mein Profil** Mein Profil Status Zugriffe/Rollen Meine Seite Art des Profils Internal Status Active Jahr bestätigen

The interface then offers you three functions in the "ORCID" field in your FIS user profile (FIS \rightarrow User administration \rightarrow My profile):

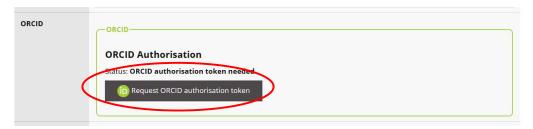
- You can import data from ORCID into FIS
- You can export data from the FIS to ORCID
- You can activate ORCID notifications



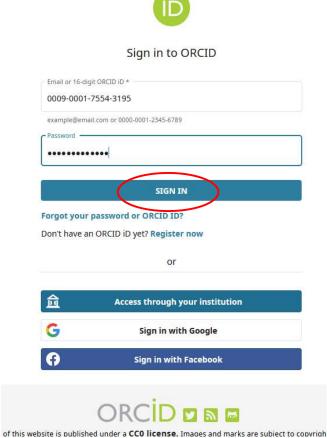
4 ORCID exists already? Authorise data exchange between FIS and ORCID

If you already have an ORCID profile, you still need to authorise the data exchange between FIS and ORCID via the interface. To do this in FIS, go to $User\ administration \rightarrow My\ profile$. There is an "ORCID" field in the profile, which is used to operate the FIS-ORCID interface.

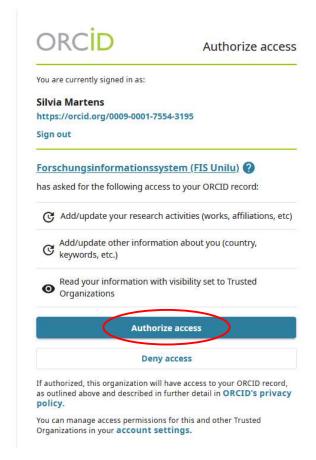
If you are using the interface for the first time, you must actively authorise the data exchange. Click on "Request ORCID authorisation token".



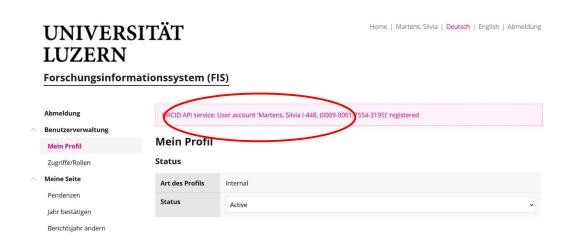
You will be taken to the ORCID login page. Select "Sign in" to log in:



You will then be asked to authorise the exchange between the research information system (FIS Unilu) and ORCID. Select "Authorise access" to be able to use the interface in the FIS

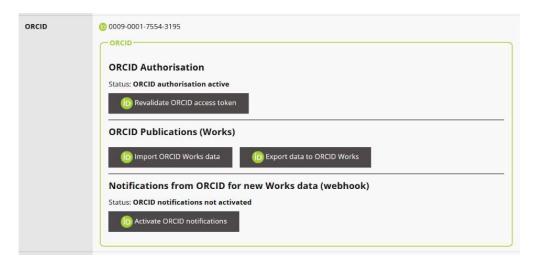


A message appears in your FIS profile stating that the interface has been set up successfully:



The interface then offers you three functions in the "ORCID" field in your FIS user profile (FIS \rightarrow User administration \rightarrow My profile):

- You can import data from ORCID into FIS
- · You can export data from the FIS to ORCID
- You can activate ORCID notifications



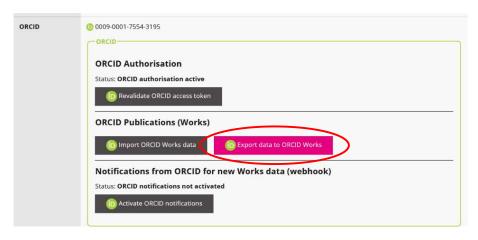
5 Exporting and importing data via the interface

There is no automatic data import or export via the interface. You can actively initiate an import from ORCID and select entries to be imported if you use the "Import data from ORCID Works into FIS" function. You can also actively initiate an export and select the FIS entries to be exported using the "Export data from FIS to ORCID Works" function: You can also be notified if new entries have been added to your ORCID profile that you have not yet imported into FIS (webhook function). Activate this function via the "Activate ORCID notifications" button.

5.1 Exporting publication data from FIS to ORCID

As FIS entries are more detailed due to university reporting requirements, we recommend that university members with a well-maintained FIS profile primarily make use of the export function from the FIS to the ORCID profile. This way, the information you have carefully entered in FIS is reduced during export. There will be no effort for you in post-processing the data in the ORCID profile. When manually entering new research services, you should therefore ideally first create an entry in the FIS and then export it to your ORCID profile.

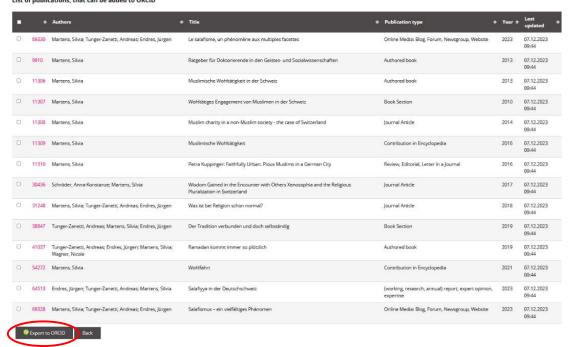
To export FIS entries of the "Publications" category, click on "Export data from FIS to ORCID Works".



You will be taken to an overview of your publications recorded in FIS, from which you can select individual publications and export them to ORCID or export all publications at once.

Listing publications, that can be exported to ORCID "Martens, Silvia (*0009-0001-7554-3195)"

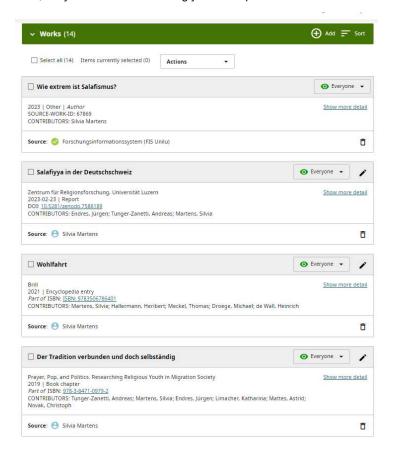
List of publications, that can be added to ORCID



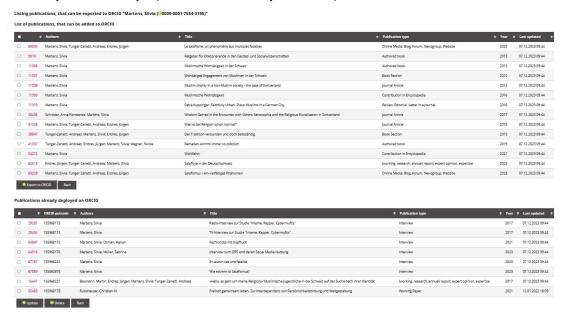
Click on "Export from FIS to ORCID" to start the export. A message appears in the FIS profile indicating which FIS publications have been successfully exported.



The publication exists as a new entry in your ORCID profile. ORCID does not label the newly imported publications, but you will find them among your listed publications.

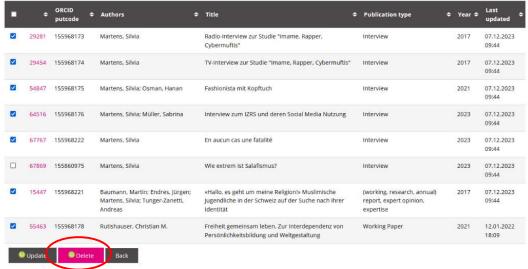


As soon as you have already exported publications from the FIS to your ORCID profile, the overview contains two lists: one for publications that you could export and that have not yet been exported and one with publications that you have already exported from the FIS to your ORCID profile.



You can also delete publications that have already been exported to ORCID from the ORCID profile by selecting the publication in this list and clicking on "Delete". The publication remains in the FIS profile, it is only removed from the ORCID profile.

Publications already deployed on ORCID



5.2 Importing publication data from ORCID into the FIS

In some cases, importing data from the ORCID profile into the FIS profile is recommended. This is particularly useful if you have a well-maintained ORCID profile but your FIS profile is still empty and you want to add many new publications to the FIS that are already in the ORCID profile. It also makes sense to import from the ORCID profile into the FIS if individual publications have been newly added to your ORCID profile, e.g. by publishers, and you would also like these entries in the FIS.

<u>Please note</u> that when importing into FIS, all entries must be supplemented with information that is not available in ORCID (e.g. organisational unit, whether peer-reviewed or not, etc.). You must therefore edit the entries manually (all mandatory fields must be completed, and you must finalise the entry by clicking on "complete" below the form for each entry).

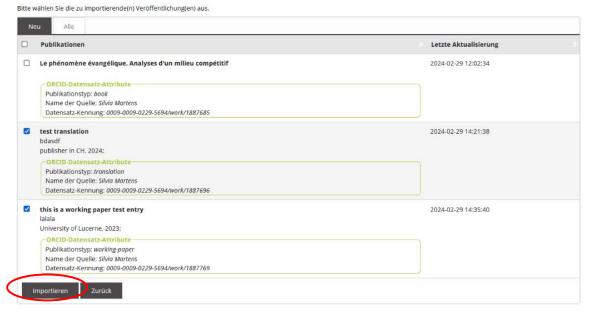
To import ORCID entries in the "Publications" category, click on "Import ORCID Works data".



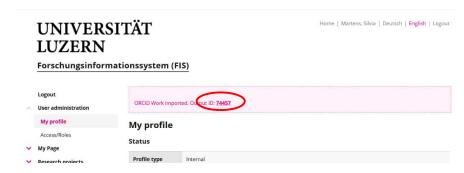
You will be taken to a page that shows you which publications have not yet been transferred from your ORCID profile to the FIS profile. Please note that you may have maintained both the profiles in the past and entered some publications in both places. The FIS recognizes as publications available for import all publication records in ORCID that have not been imported via the interface previously. In some cases possible duplicates (e.g., because of same DOI) will be marked as such. Hence, make sure not to create unnecessary duplicated by importing publications that you have entered in both systems in the past.

Select which of these should be imported and click on "Import".

Anzeige der abgerufenen ORCID-Publikationen (Werke) für den Benutzer/die Benutzerin "Martens, Silvia (60009-0029-5694)"



A message will appear in your FIS profile indicating which publication has been imported. You can open and edit the entry/entries by clicking on the new MCSS ID number:



<u>Please note</u> that all publications imported in this way will remain in the FIS as entries with the status "incomplete" until you have filled in all mandatory fields and clicked on "complete" at the bottom of the form.

You should therefore regularly check under **Publications** \rightarrow **List of publications** whether your publications appear with the status "published". As long as they have the status "incomplete", you have probably not yet filled in all mandatory fields or have not yet clicked on "complete" to finalise and release the entry.

