Setting up an automated search for your publications

These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can set up an automated search of your publications from various online sources.

To Login:

1. Go to the [UWA Profiles and Research Repository](#)
2. Click UWA Profiles and Research Repository login
3. Log in with your UWA login (Pheme) details

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1. Once logged in, click **Edit profile**.

2. Click **Automated search** from the left side of the menu.
3. Select the most relevant database(s) for your publications and enable the automated search by switching the toggle to On.

**Note:** If you are enabling the Scopus automated search, AND you have a Scopus Author ID, see **Note** under step 7 below. For all other online sources, proceed with the next steps.

4. For each enabled import source, add your name variants so that the importer can search for publications with these names. The UWA Profiles and Research Repository will initially suggest name variants. Click **Add suggested names** to populate these into the **Name variant** list.
5. Click **Edit name** to edit the suggested name variants, or click **Add name** to add additional ones to the name variants list.

6. Click **Preview candidates** to preview the publication records that will be imported, based on the name variants you have used.
7. Click **Close**, then click the **Save** button at the bottom of the screen.

**Note:** If you are enabling an automated search of your publications from Scopus, and you have a Scopus Author ID, your Scopus Author ID will automatically populate in the search field.

The UWA Profiles and Research Repository will search for publications in Scopus based on your Scopus Author ID. If the Scopus Author ID is incorrect, click **Edit**, then click **Find your ID in Scopus** to populate your correct ID.

The automated search is performed on a weekly basis. Publications (i.e. ‘candidates’) will display under your **Personal tasks** on the right column of your **Personal overview** page. You can then click on the candidates to import the records to the UWA Profiles and Research Repository.