Summary
Objectives................................................................................................................................................1
Introduction.............................................................................................................................................1
Validation process for the collaborative additions (2)........................................................................1
Validation process for the automatic imports (3)...................................................................................4

Objectives
This user guide presents validation processes to be made by laboratories for collaborative or automatic deposits on Infoscience.

Introduction
The new entries can be added in three different ways on the Infoscience account of a laboratory :

- 1 : manually
  Laboratory references are added manually by people with publishing rights for the lab.
  In that case, references do not have to be validated by the Infoscience contact person, except if the lab has chosen to have a referee in addition to the contact person.

- 2 : collaboratively
  Laboratory references are added manually by people without publishing rights for the lab (EPFL members external to the lab).
  These new entries have to be validated by the contact person of the lab in order to be affiliated to it.
  In case of non-validation, the rejected references remain in Infoscience but are not affiliated to the laboratory.

- 3 : automatically
  Approximately once a month, references are automatically imported from the Web of Science.
  These new entries have to be validated by the contact person of the lab in order to be affiliated to it.
  In case of non-validation, the rejected references remain in Infoscience but are not affiliated to this laboratory.

Validation process for the collaborative additions (2)
Regularly, the contact person receives email alerts that looks like the following message :
This email contains important information:

- The sentence "Publication submitted by others" tells the contact person that new references have been submitted to the lab by someone who doesn’t have the publishing rights for the lab.
- The bibliographic details (author, title, journal, pages, year).
- The link to the web page allowing the contact person to accept/reject the added references.

Following the link (and after an identification step involving a Gaspar ID), the contact person reaches the "Validate records" web page that lists every pending entries waiting to be accepted/rejected:

To be noticed: the link remains the same in every email alerts. It does not refer to specific references but to a list which may contain previous entries still waiting to be processed.

To accept the reference (to affiliate it to a lab), the contact person must clic on « Accepted ». Once done, the following sentence appears: "The record has been accepted by the [ACRONYM]".
To reject the reference (to keep it in Infoscience but unaffiliated to a lab), the contact person must click on « Reject ». Once done, the following sentence appears: "The record has been rejected by the [ACRONYM]".

Once all listed entries have been processed by the contact person, the following sentence appears when the web page is updated: "You currently don't have any record to validate":

You currently don't have any record to validate.
Validation process for the automatic imports (3)

Approximately once a month (but it might be more than a month according to the publication frequency of the lab), the contact person receives email alerts that look like the following message:

This email contains important information:

- The sentence "Automated import" tells the contact person that this is an alert following an automatic import (the references have been submitted to the lab by Infoscience).
- The bibliographic details (author, title, journal, pages, year).
- The link to the web page allowing the contact person to accept/reject/edit the added references.

Following the link (and after an identification step involving a Gaspar ID), the contact person reaches the « Validate imported records » web page that lists every pending entry to be accepted/rejected/edited:

![Validate imported records](image-url)
To be noticed: the link remains the same in every email alerts. It does not refer to specific references but to a list which may contain previous entries still waiting to be processed.

**To accept the reference** (to affiliate it to a lab), the contact person must clic on "Accepted". Once done, the following sentence appears: "The record has been accepted by the [ACRONYM]".

Clicking on « Edit and accept » opens the edition window where it is possible to possibly correct mistakes or add information (especially the publication fulltext if the publisher allows it).

Once possible changes are made, the contact person must click on « Finish » to see the following webpage:

![INFOSCIENCE Validation completed](image)

**To reject the reference** (to keep it in Infoscience but unaffiliated to a lab), the contact person must click on « Reject ». Following this, a popup windows appears in which he can give details about his choice.

![Help us improving Infoscience](image)

Once clicked, the « ok » makes the following sentence appear: "The record has been rejected by the [ACRONYM]" :
Once all the listed entries have been processed by the contact person, the following sentence appears when the web page is updated: "We did not find any document published by your lab in Web of Science which are still missing in infoscience".

For further information regarding the creation of an Infoscience collection for your laboratory or any other question: infoscience@epfl.ch