








Handy Hints for the entry of Research Publications into the Publications Module of ResearchMaster (RM)

	Issue	Solution
1.	When searching through the list of records on the 'Control Desk' window, I can't find the record I just created.	<p>You need to refresh the 'Control Desk' by performing the following steps:</p> <ul style="list-style-type: none"> ➤  Click on the button  on the left hand side of the screen. ➤ This will open the 'Publications Selection Criteria' window. ➤ Click on the button 'Find Records' <p>Your newly-created record should now be displayed on the 'Control Desk' window.</p>
2.	I spend too much time searching for a new publication record that I just entered on the control desk.	<p>When you click on the button  to find records, and the Publications Selection Criteria window is displayed, use the 'Publication Title' field by entering a few words of the title of the publication you wish to retrieve.</p>
3.	When I go back to modifying a new record I just created, I can't access the bottom part of the Publications Entry window to edit the data I entered for authors, classifications or linked AOU's.	<p>When you have selected the record you wish to edit from the 'Control Desk' window, you need to click on the button 'View Selected Record'. This will bring you straight to the bottom part of the Publications Entry window.</p> <p>OR</p> <p>If you already have your publication record open on the screen, click on the 'Save' button  on the left hand side of the screen. This will enable the bottom part of the Publications Entry window.</p>
4.	How do I enter the author's name in the First ACU Author field when creating a new record?	<p>The naming convention is 'Surname, Given name'. Example: Patrick McArdle should be entered as McArdle, Patrick in the <i>First ACU Author</i> field.</p>
5.	When creating a new B1 Book Chapter record, what do I enter in the Full Book Title field?	<p>You should enter the Book's code number. (Please take care to follow the instructions set out in section 4.3.4 of the User Manual – the value entered here should be numerical only)</p>

	Issue	Solution
6.	I can't find a Publisher quickly when creating a new record	<p>After you've clicked on the 'list data'  button and the 'Find Publishers...' window is displayed on your screen, use the following search criteria:</p> <ul style="list-style-type: none"> ➤ Select 'Category Name' in the 1st drop down list. ➤ Select 'Starts With' in the 2nd drop down list. ➤ Enter the first few letters of the publisher you are looking for. ➤ Click on the button 'Search for Publishers...'
7.	I can't find a School Code quickly when creating a new record	<p>After you've clicked on the 'list data'  button and the 'Find Schools...' window is displayed on your screen, use the following search criteria:</p> <ul style="list-style-type: none"> ➤ Select 'School Title' in the 1st drop down list. ➤ Select 'includes' in the 2nd drop down list. ➤ Enter some letters of the AOU you are looking for. ➤ Click on the button 'Search for Schools...'
8.	I can't modify the School Code I have previously entered for a publication record I created.	You can only modify it through the 'Linked AOU' related item in the bottom part of the publication record.
9.	I can't find a Journal quickly when creating a new record	<p>After you've clicked on the 'list data'  button and the 'Find Journals...' window is displayed on your screen, use the following search criteria:</p> <ul style="list-style-type: none"> ➤ Select 'Category Name' in the 1st drop down list. ➤ Select 'Starts With' in the 2nd drop down list. ➤ Enter the first few letters of the journal you are looking for. ➤ Click on the button 'Search for Journals...'
10.	When creating a new C1 Journal Article record, 2 fields record the ISSN.	Yes, this is correct. The ISSN is recorded in the <i>Journal Name</i> field and in the <i>ISSN No</i> field. These 2 entries <u>should</u> match.
11.	Which fields are mandatory when creating a new record?	All the fields written in <i>Italics</i> are mandatory.
12.	ResearchMaster is freezing	<ol style="list-style-type: none"> 1) Press CTRL+ALT+DELETE on your keyboard 2) Click on the button 'Task Manager' 3) Select the ResearchMaster application 4) Click on the button 'End Task' and login again on ResearchMaster 5) Once logged in, check if the last publication entry has been saved: refresh the 'Control Desk' and search for records (see issue 1 above).