


# Aurora Quick Start Guide

The Aurora Homepage .....	1
Getting to know the Aurora menus.....	2
Viewing, claiming, and rejecting publications .....	4
Manual entry of publications .....	7
Publication search-settings and automatic claiming .....	10
Manage privacy settings .....	14
Deposit publications to Adelaide Research & Scholarship.....	16
Importing publication data .....	19
Exporting your publications from Aurora .....	20
Using the System Search.....	21
Linking your ORCID to Aurora .....	23
Creating a CV report based on your Aurora profile .....	25
Aurora reporting tools.....	26

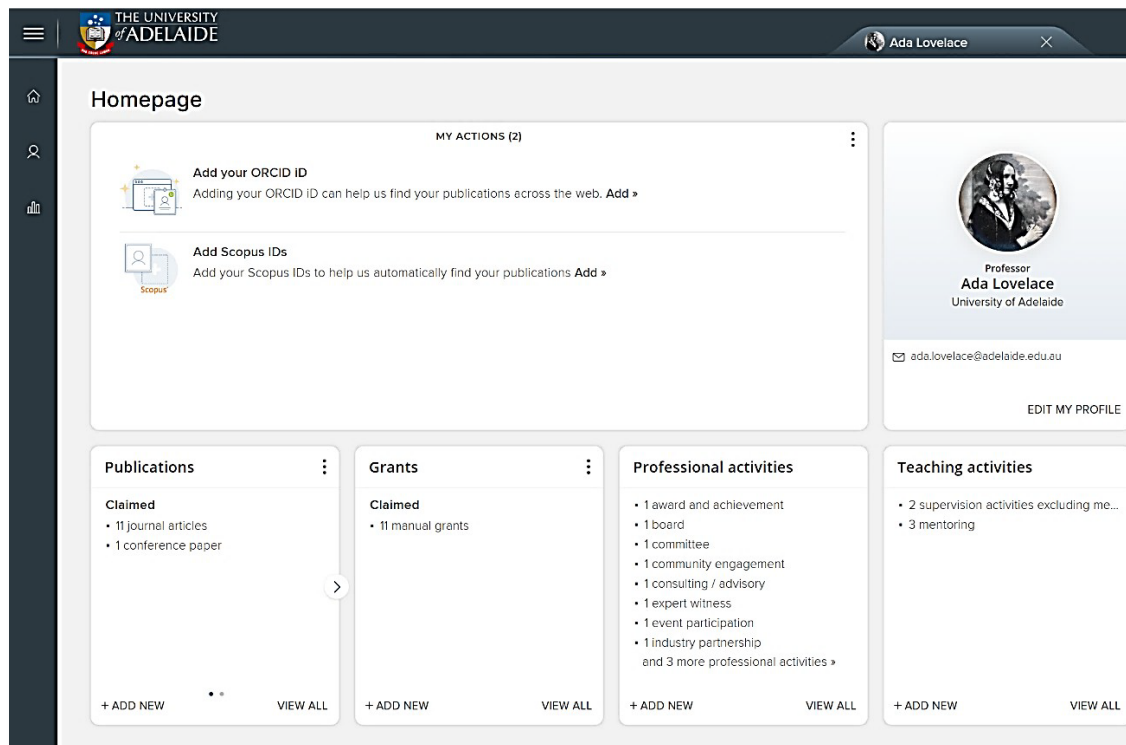
# The Aurora Homepage

Login to Aurora by visiting [www.aurora.adelaide.edu.au](http://www.aurora.adelaide.edu.au) and then adding your University credentials The Homepage is where you land after logging in. 

MY ACTIONS will be displayed at the top of your page as either a list, or in carousel view (depending on which view you select).

Each item has a link that takes you to the section in Aurora where tasks can be completed, including:

- Setting up your search settings, and optimising name-based searches
- Adding author identifiers, such as [ORCID](#), Scopus ID
- Claiming scholarly and creative works
- Depositing publications to Adelaide Research and Scholarship




The screenshot displays the Aurora homepage for Professor Ada Lovelace. The page is titled 'Homepage' and features a dark navigation bar on the left with icons for home, search, and a menu. The main content area is divided into several sections:

- MY ACTIONS (2):** A carousel view showing two tasks: 'Add your ORCID ID' and 'Add Scopus IDs'. Both tasks include a description and an 'Add' link.
- Profile Card:** A circular profile picture of Professor Ada Lovelace, her name, title, and university affiliation, along with her email address and an 'EDIT MY PROFILE' link.
- Publications:** A section titled 'Claimed' showing '11 journal articles' and '1 conference paper'. It includes '+ ADD NEW' and 'VIEW ALL' links.
- Grants:** A section titled 'Claimed' showing '11 manual grants'. It includes '+ ADD NEW' and 'VIEW ALL' links.
- Professional activities:** A list of activities including '1 award and achievement', '1 board', '1 committee', '1 community engagement', '1 consulting / advisory', '1 expert witness', '1 event participation', '1 industry partnership', and '3 more professional activities'. It includes '+ ADD NEW' and 'VIEW ALL' links.
- Teaching activities:** A list of activities including '2 supervision activities excluding me...' and '3 mentoring'. It includes '+ ADD NEW' and 'VIEW ALL' links.

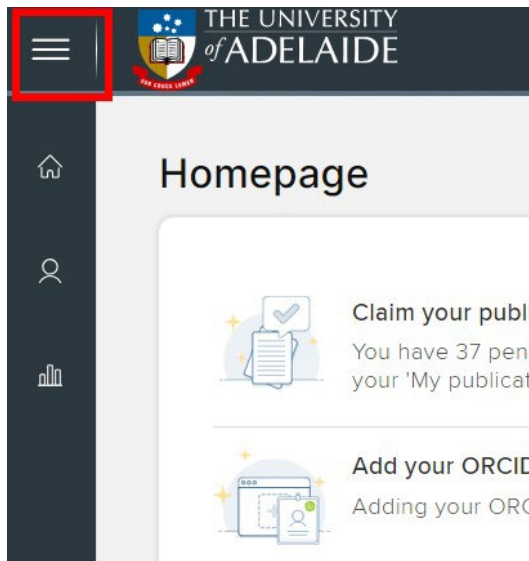
Your research activities are displayed across the bottom of your Homepage, including PUBLICATIONS, GRANTS, PROFESSIONAL ACTIVITIES and TEACHING ACTIVITIES. Data types in each activity section are active links. Click on any one to go to that activity type or add manual records by selecting + ADD NEW.

# Getting to know the Aurora menus

Login to Aurora by visiting [www.aurora.adelaide.edu.au](http://www.aurora.adelaide.edu.au) and then adding your University credentials.

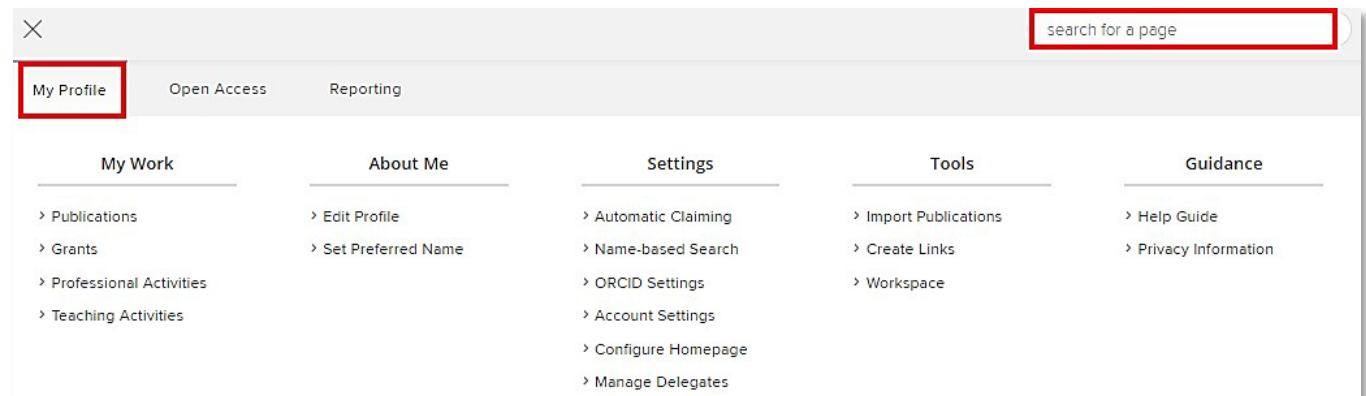
After logging in you will be taken directly to your  Homepage.

Click on the Menu icon at the left-hand corner to navigate around Aurora.



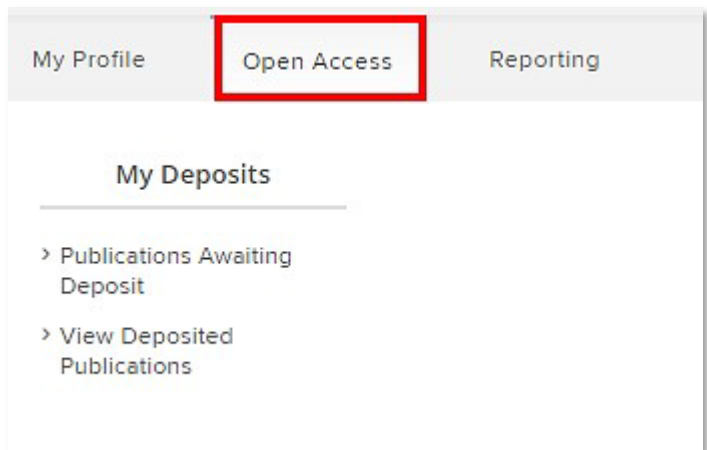
You will see three tabs\*: My Profile, Open Access, and Reporting.

The **My Profile** section contains various areas specific to you. You can either browse through the tabs or use the Search box in the upper right-hand corner to find pages.



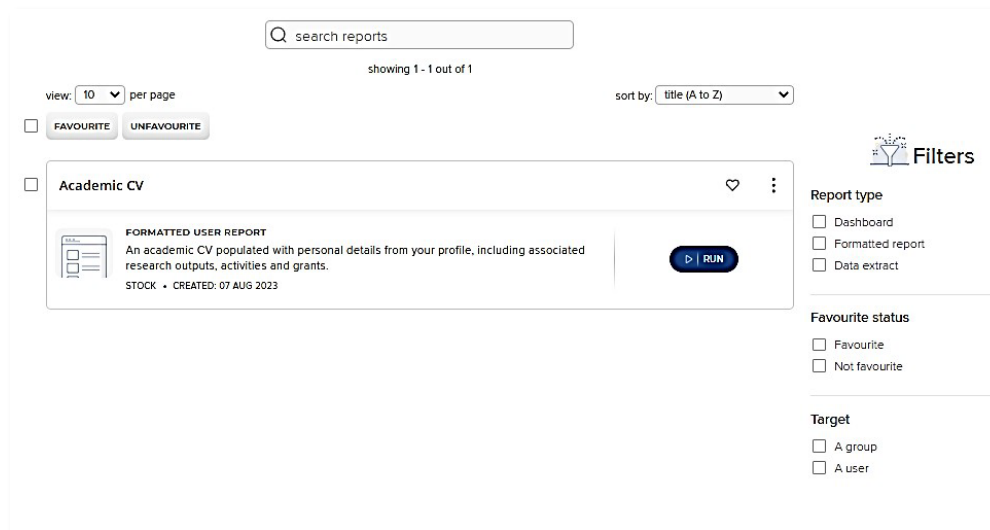
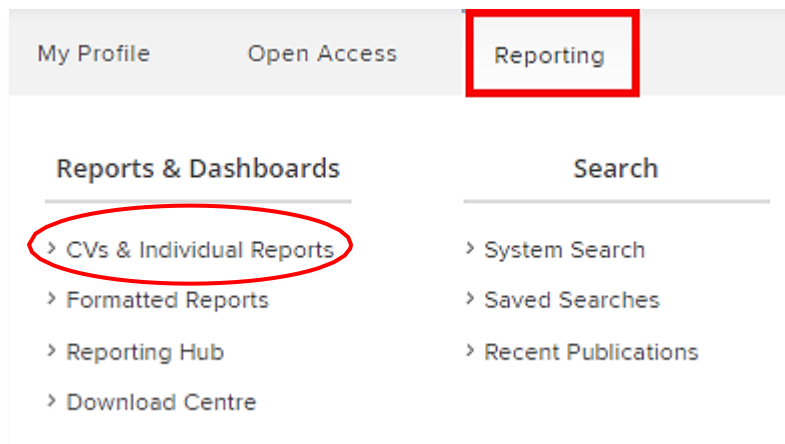
**Note:** items available in the sub-menus will vary according access-level

From the My Profile tab you can navigate to sections of your Aurora account from which you can enter your research activities such as **add and import publications**, enter your **professional & teaching activities**, edit your **Aurora profile**, set up **name-based searches** and **automatic claiming**, and access account settings and help-guides.



From the **Open Access** menu tab, you can view items that have been deposited into the University's Institutional Repository (Adelaide Research and Scholarship), and access a list of publications yet to be deposited.

The **Reporting** tab is where you can export CVs, report on your outputs, and run system searches on your research activities.



# Viewing, claiming, and rejecting publications

You can access your publications a number of ways in Aurora, i.e.

- the **Claim your publications** link under **My Actions** on your Home Page
- the **My Publications** section links, also from the Home Page
- via the main menu, via **My Profile > My Work > Publications**

If you have a lot of pending publications that do not belong to you or have rejected in bulk accidentally, you can request a reset of your pending publication or rejected publications via Aurora Support via [aurora@adelaide.edu.au](mailto:aurora@adelaide.edu.au).

Refer to the **Automatic claiming and publications search-settings** guide for details.

## Claiming and rejecting publications

Aurora will email you when it finds new publications in the online databases that match your search terms. These will be placed in the **Pending** tab under **My Publications**, awaiting your approval.

The screenshot shows the Aurora homepage with a 'MY ACTIONS (2)' section. The first action, 'Claim your publications', is highlighted with a red box. It includes a document icon and text stating 'You have 37 pending publications waiting to be claimed or rejected. Claiming them will add them to your 'My publications' list. Claim now »'. Below it is 'Add your ORCID ID' with a person icon and text 'Adding your ORCID ID can help us find your publications across the web. Add »'. The bottom section shows three panels: 'Publications' with 'Claimed' (11 journal articles, 2 conference papers) and 'Pending' (31 journal articles, 3 conference papers, 3 chapters) sub-sections; 'Grants' with 'Claimed' (11 manual grants); and 'Professional activities' with a list of roles and '+ ADD NEW' buttons.

You will also be notified if another user adds a publication to Aurora and lists you as a co-author. These publications will also be placed in your **Pending** tab.

Select the checkbox next to the publication name if you want to **claim** or **reject** that individual publication, then click on the Claim or Reject buttons.

To bulk claim/reject, select a number of publications using the checkboxes, then **Claim** or **Reject** the marked publications with the large buttons at the top of the list.

Claimed publications will move to the **Claimed** tab and rejected publications to the **Rejected** tab.

### What if I accidentally reject my publication?

Rejected publications will not appear on your public Researcher Profile for reporting of your publications, but they will continue to be stored in your profile in the Rejected tab.

If you accidentally reject one of your publications, you can go to this tab and reclaim them.

MY WORK

## My pending publications

CLAIMED (1) **PENDING (1)** REJECTED (0)

**i** How do I use the pending list?

We search external databases to find publications that may belong to you and put them in your pending list. Accepting a publication will add it to your claimed list. Rejecting a publication will record that it does not belong to you.

Seeing lots of pending items that do not belong to you? Or are some of your publications missing?

- Add name variants and affiliations by modifying your [name-based search settings](#) >
- Help us automatically find and claim or reject publications for you by adding your [research identifiers](#) >

showing 1 - 1 out of 1

view: 10 per page sort by: Reporting date (newest first)

EXPORT CLAIM REJECT focus on: summary

A demonstration of 16th century musical automata operating from a machine-written codex

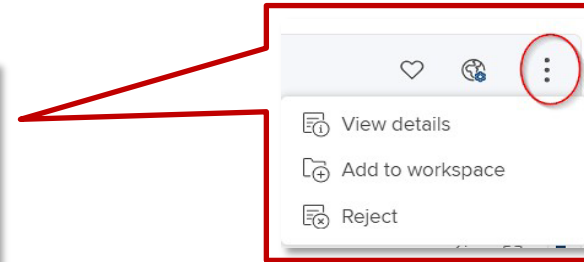
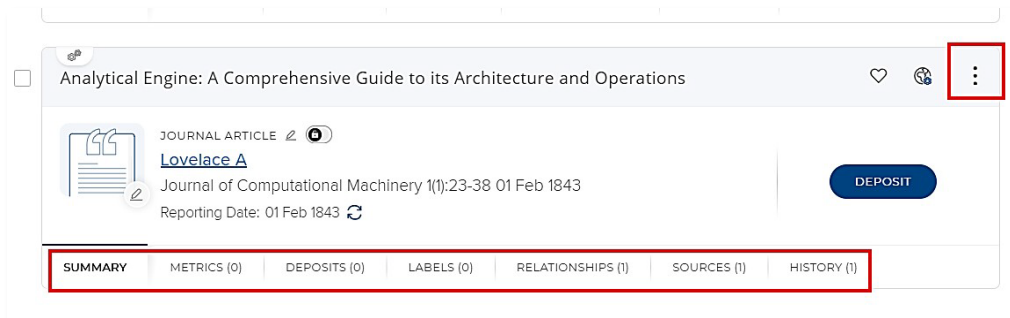
LIVE PERFORMANCE OF CREATIVE WORK Services R. [Lovelace A](#)  
Demonstration of a prototype. Royal Society of London, 02 May 1849 - 02 May 1849  
Reporting Date: 02 May 1849

REJECT CLAIM

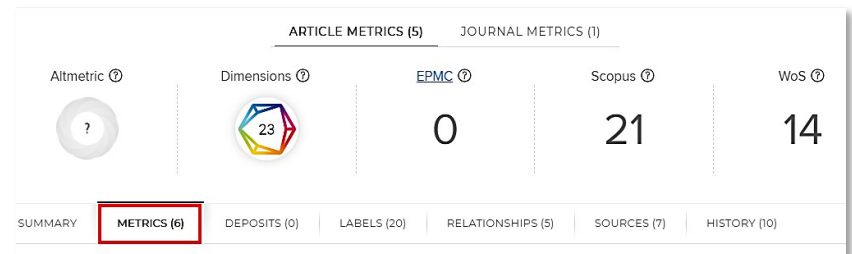
SUMMARY METRICS (0) RELATIONSHIPS (3) SOURCES (1) HISTORY (6)

## Viewing your publications

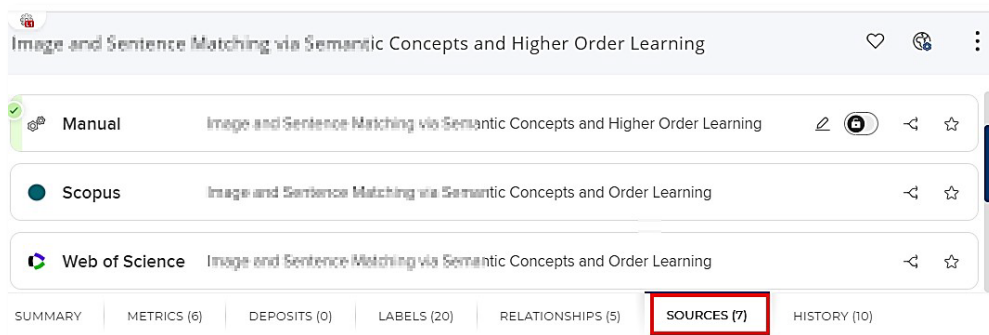
Publications are listed in a collapsed summary view. The tabs from which you can click to take a look details such as Citation Metrics and the data sources for the output. Clicking on the ellipses at the top right of the summary will take you to the full record, allow you add the publication to your **Workspace**, or reject it.



## Summary




## Article and Journal Metrics



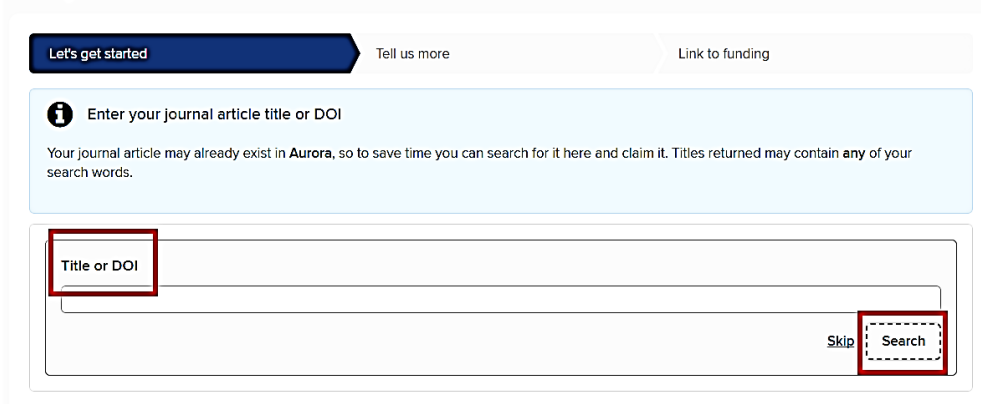
## Data Sources

# Manual entry of publications

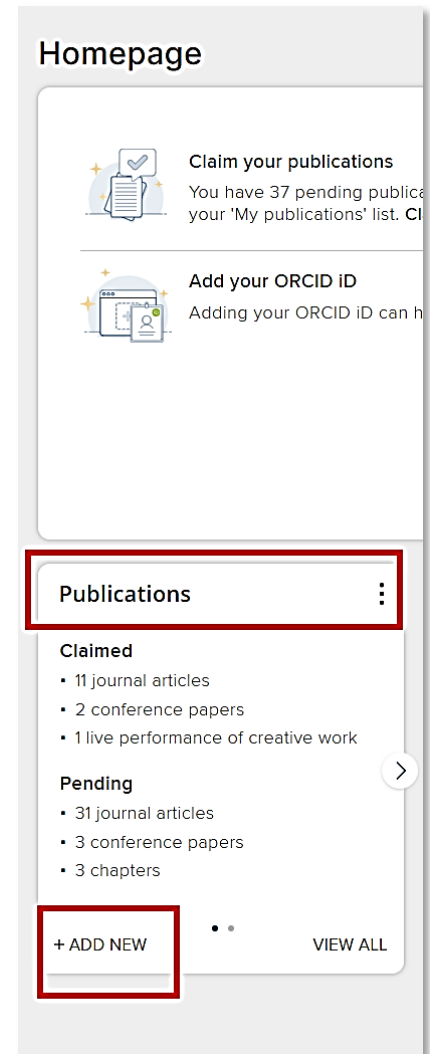
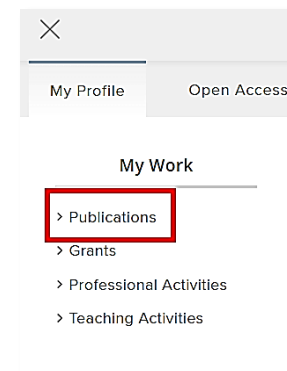
You can always add publications manually if they are not found via the online database search by Aurora. Select **+ ADD NEW** from the **Homepage**, or by clicking on Publications in the My Work sub-menu, you can  add a new publication from the **My claimed publications page**.

Aurora automatically checks to confirm you do not create a duplicate of a publication which already exists. Enter the **Title** or **DOI** to search across the Aurora system. If found, Aurora will prompt you to add the relevant publication to your Aurora account. If not found, follow the prompts to add the publication manually in Aurora. For some outputs such as Books you can use the assisted entry tools in Aurora to retrieve details from CrossRef or Google Books. Enter a title, DOI or ISBN. If found, data will auto-populate the manual entry form to hopefully save you some time entering the details.

## Add journal article



You can **Skip** to continue to the next step.





## Adding a manual record

For some output types such as book-chapters, reports, and creative works, you will need to fill in all of the details manually.

Manual records contain mandatory fields marked with a red asterisk. All other fields are optional.

Where you see a large **?**, hover over the question mark to see guidance and help-text.

The screenshot shows a form titled "Essential Information" with the following fields:

- Publication status:** A dropdown menu set to "Published".
- \* Title:** A text input field containing "Ethical Considerations in AI Development: Ensuring Humanity in Machines". This field is highlighted with a red box.
- Alternative title:** An empty text input field.
- \* Authors:** A text input field containing "Lovlace, Ada" with a search icon on the left and "edit" and "trash" icons on the right. This field is highlighted with a red box.
- Add another person:** A link below the Authors field.

On the right side of the form, there are three question mark icons. A blue tooltip with a white question mark icon is visible, containing the text: "Title should be as published including punctuation, as well as any notations, accents, symbols that are present in the published output. Title should be in sentence case for all types".

Don't forget to **Save** at the bottom of the page, then follow the prompts to view your publication.

## Edit an existing manual record

Each publication in Aurora can have multiple data records attached. For example, Aurora might find a publication data record on Scopus (record 1), then another on Web of Science (record 2), then another on CrossRef (record 3). Rather than showing as 3 publications, Aurora combines these records into one publication (avoiding the creation of duplicates).

Aurora automatically attaches a manual record to any record harvested from these external sources, and populates it with bibliographic details and other meta-data from harvested data sources. You can edit the manual record to add any additional detail, noting as mentioned previously that those with a red asterisk are mandatory fields.

Once completed remember to **Save** at the bottom of the page.

**Note:** changes made to the manual record will not appear in reporting, Individual Academic Profiles etc., until they have been verified by Research Services, or by the Digital Services team within the Library.

**Data sources**

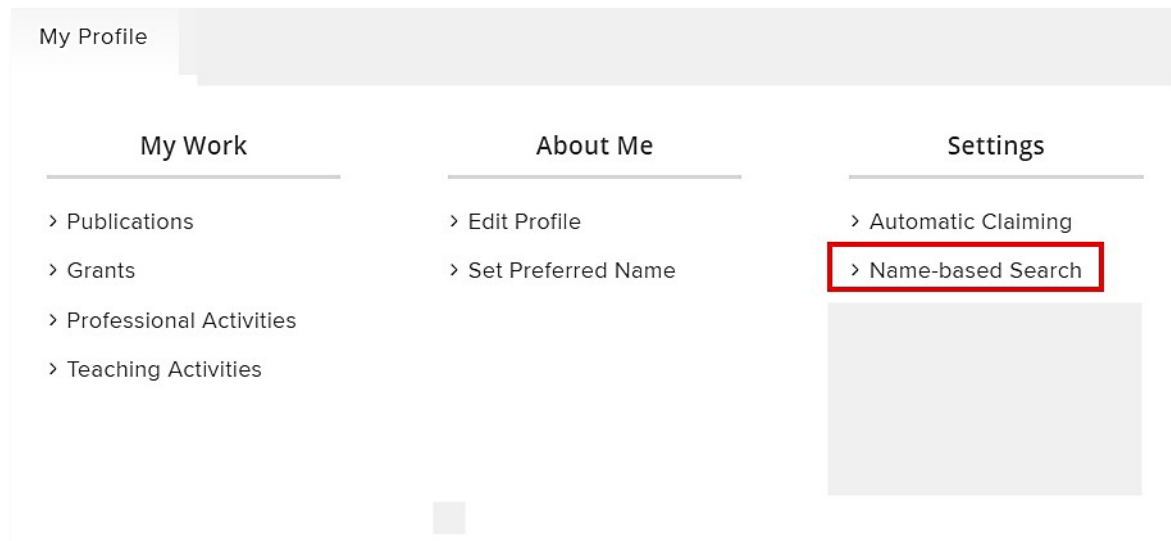
University of Adelaide	The Life and Contributions of Countess Ada Lovelace: Unintended Consequences of Exclusion, Prejudice, and Stereotyping	
ID: 1000081885 <a href="#">More source info</a>		
Publication status:	Published	
Title:	The Life and Contributions of Countess Ada Lovelace: Unintended Consequences of Exclusion, Prejudice, and Stereotyping	
Authors:	Coe, Imogen R.; Ferworn, Alexander	
	<a href="#">see details (2)</a>	
ERA Conference ID:	00000	
Published proceedings:	IEEE Technology and Society Magazine	
ISSN:	0278-0097	
Publication date:	Dec 2016	
Volume:	35	
Issue:	4	
Pagination:	46-49	
DOI:	<a href="https://doi.org/10.1109/mts.2016.2618679">10.1109/mts.2016.2618679</a>	
Publisher:	Institute of Electrical and Electronics Engineers (IEEE)	
Publisher URL:	<a href="http://dx.doi.org/10.1109/mts.2016.2618679">http://dx.doi.org/10.1109/mts.2016.2618679</a>	
Verification-status:	Not verified	
Crossref	The Life and Contributions of Countess Ada Lovelace: Unintended Consequences of Exclusion, Prejudice, and Stereotyping	
Manual	The Life and Contributions of Countess Ada Lovelace	

# Publication search-settings and automatic claiming

Aurora will automatically search online databases every two weeks and import publications that match your named-based search settings. To enable more accurate searching and claiming of your publications, we recommend adding your ORCID, Scopus ID, Research ID, or other appropriate identifiers relevant to your field.

## Name-based search





To find your name-based search settings navigate via: **Menu > My Profile > Settings > Name-based Search**



Add any name variants you use in publishing, following the format of “Lovelace, A.” or “Lovelace, Ada” with a comma separating the surname from other names or initials.

**Name-based search terms**

Name variants: \*  
(last name first)

Byron-Lovelace, Ada	
Lovelace, Ada	
Lovelace, A.	
Byron-Lovelace, A.	

**Addresses:**

London	
University of Adelaide	
Univ Adelaide	

If you have a common name, it is also worthwhile adding addresses on this page that relate to your previous bylines or employment. For example, if you published with the University of Melbourne, add “Melbourne” as a search term in the Addresses field.

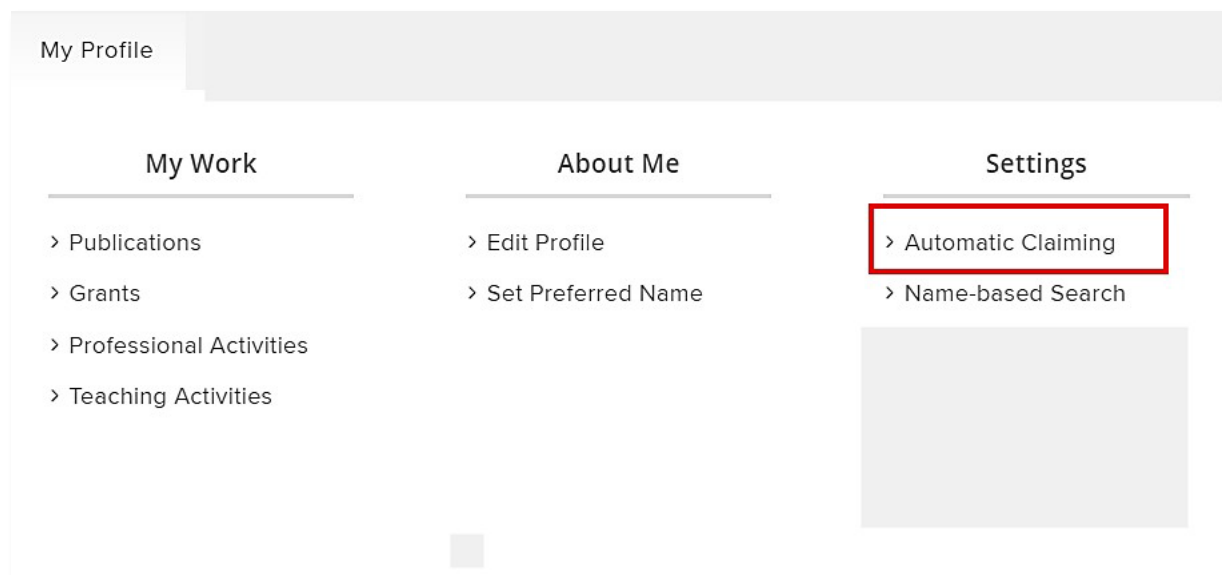
After adding name and address variants, if the system is still harvesting too many publications that don’t belong to you, we recommend adding your author identifiers via the **Automatic Claiming page**.

Once the system has harvested all your existing publications, you may remove some of the obsolete name variants and addresses if they won’t be used for future publishing.

## Automatic Claiming

To add your author identifiers (such as ORCID etc.) and configure automatic claiming and rejecting of publications, navigate via the below menu:

**Menu > My Profile > Settings > Automatic Claiming**



If Aurora has already harvested some publications, you may see some recommended identifiers at the top of the page. Be aware that these may or may not be your author identifiers. Always check each identifier carefully by clicking to open and reviewing the name and other details.

If you know that a suggested identifier belongs to you, you may click YES to add this to your profile. If you are confident this identifier profile is accurate, it will save time to set the system to “auto-claim” your publications. Alternatively, select “auto-suggest” for harvested publications to be placed in your pending queue for review before claiming.

### Automatic claiming

Please tell us about the identifiers that are used to identify you in external data sources.  
The more you can tell us, the less often you will be asked to verify which items are yours.

Mine (2) Not Mine (0) Ignored (0)

#### Add external profiles

arXiv Author Identifier figshare.com account ORCID ResearcherID Scopus ID SSRN Author ID

#### External profiles

Items associated with the following profiles will be placed in your pending list:

Scopus ID : 8973030600  
Seen in 37 pending, 0 claimed, 0 rejected, and 0 other publications >

#### Add email addresses

Email address

#### Email addresses

Items associated with the following email addresses will be automatically claimed for you:

ada.lovelace@adelaide.edu.au

### Identifier Preferences

**Scopus ID**  
8973030600  
Seen in 37 pending, 0 claimed, 0 rejected, and 0 other publications >

What should we do with this Scopus ID?

Auto claim associated items  
 Auto suggest associated items  
 Auto reject associated items  
 Ignore this Scopus ID

---

Keeping the current action will:

- Cause new items associated with this Scopus ID and a compatible name variant to be placed in your pending list(s).
- Allow the system to show this Scopus ID on your profile.
- Enable use of this Scopus ID to automatically download pending items from Scopus.

**Note:** publications are not considered part of your profile until they are claimed, either manually or by auto-claim.

# Manage privacy settings

The way privacy works in Aurora has changed in the recent upgrade.

Following the upgrade, you can still remove publications, professional activities, or supervision (teaching activities) from your public Researcher Profile whilst retaining this information in Aurora, however the process for doing so has slightly changed.

## Publication privacy

By default, your publications, professional activities, and supervision (teaching activities) entered into Aurora will be displayed on your public Researcher Profile (if you already have one published).

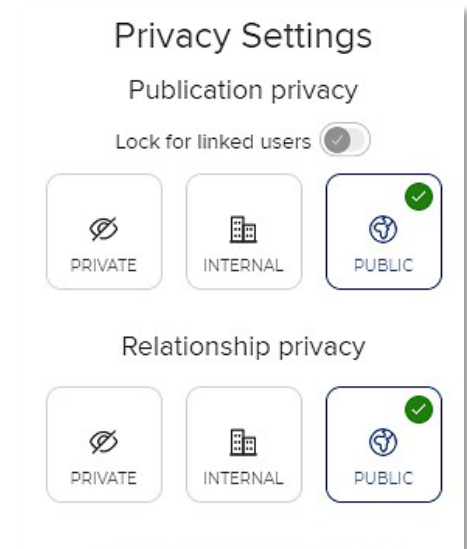
However, you can prevent a publication in Aurora from displaying on your Researcher Profile by clicking on the **icon next to the heart** at the top of the publication page or record. The icon changes depending on the level of privacy set.

Private and Internal\* will both remove a publication from your public Researcher Profile, whilst Internal will still permit other users at the University to view the publication in Aurora.

When **two or more authors at the University have collaborated on a publication**, it is possible for one author to show the publication on their public profile, whilst the other may wish to remove it. This can be done via the **Relationship** section of the publication privacy controls. Each user selects the privacy level they prefer for the specific publication.

Where the privacy has been locked by another user and you wish to change the level of privacy, please contact ITDS service desk via the MyIT portal.

*\* Pending deployment of changes by ITDS*



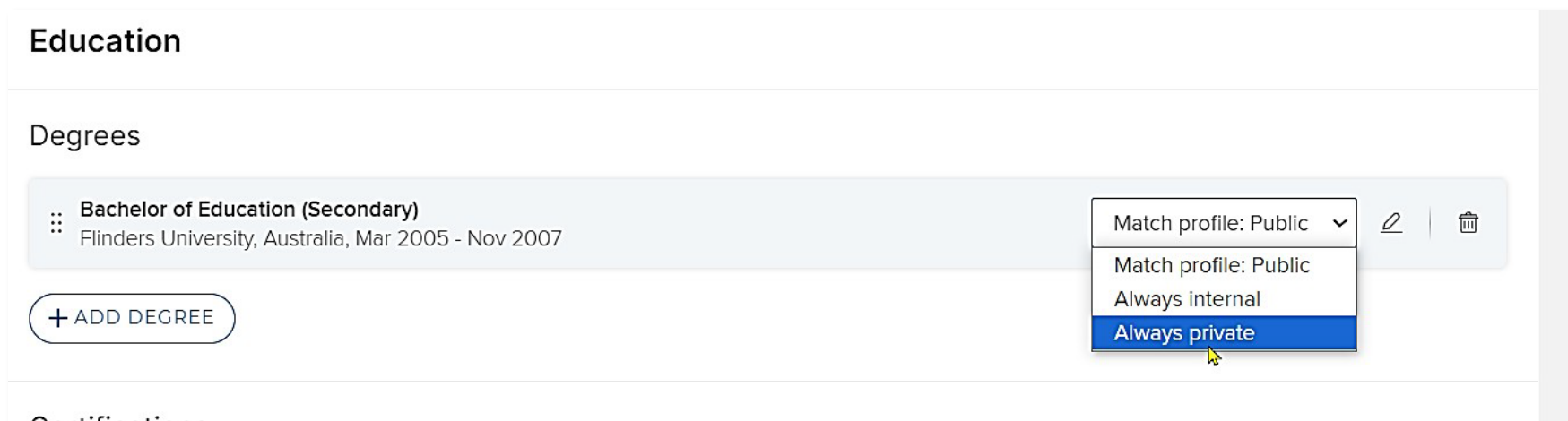
## Privacy of the Edit Profile page in Aurora

When the public Researcher Profiles system was created for the University, there was not the granularity of privacy that is now available in the new Aurora.

Changes to the privacy settings when editing your profile in Aurora are not necessarily reflected on your public Researcher Profile for things such as:

- Overview
- Career appointments
- Language competencies
- Education

It is anticipated that in future enhancements to the public Researcher Profiles, the privacy settings in Aurora will be reflected accurately on the public Researcher Profile.



The screenshot displays the 'Education' section of a user's profile in Aurora. Under the 'Degrees' heading, there is a single entry: 'Bachelor of Education (Secondary)' from Flinders University, Australia, dated Mar 2005 - Nov 2007. To the right of this entry is a dropdown menu for privacy settings, currently set to 'Match profile: Public'. The dropdown menu is open, showing three options: 'Match profile: Public', 'Always internal', and 'Always private'. The 'Always private' option is highlighted in blue. To the right of the dropdown menu are icons for editing and deleting the entry. Below the degree entry is a button labeled '+ ADD DEGREE'.



# Deposit publications to Adelaide Research & Scholarship

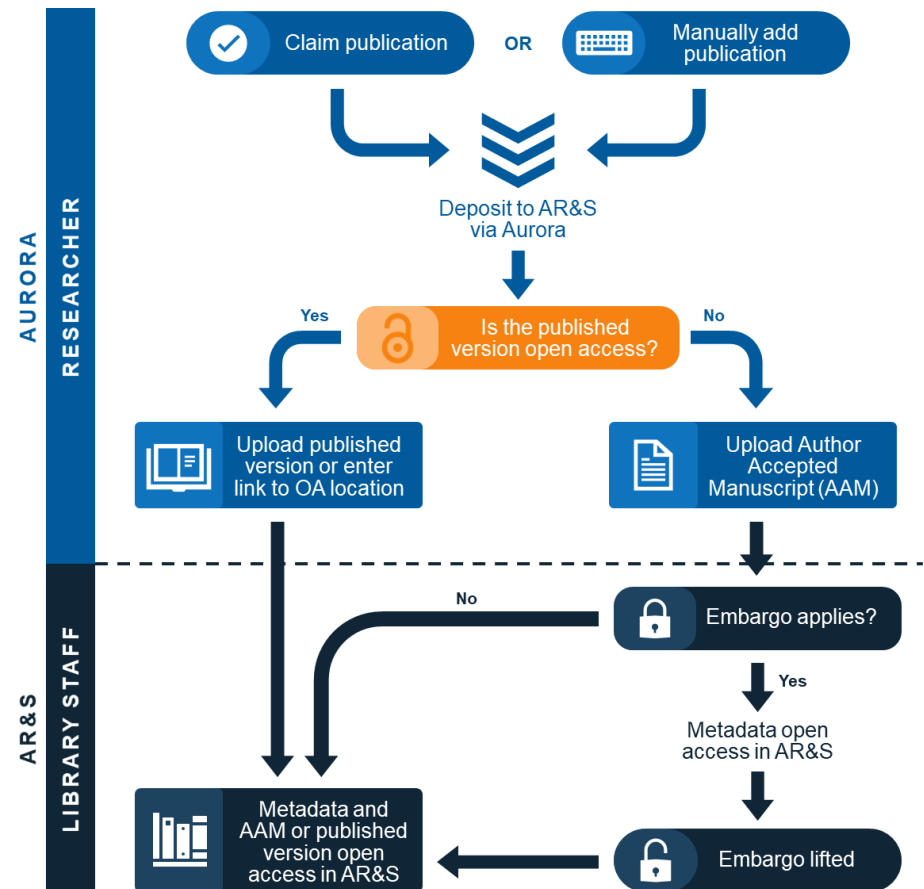
By depositing to [Adelaide Research & Scholarship](#) (AR&S) you make your research output publicly available, increasing discoverability and visibility of your research.

Certain outputs must be deposited to AR&S to comply with the [University of Adelaide Open Access Policy](#). Making your research open access in AR&S can also be a pathway to fulfilling grant funder open access requirements. See the Library's [Publishing Open Access](#) page for guidance.

Research outputs that cannot be made publicly available, such as for privacy or confidentiality reasons, must not be uploaded to Aurora or deposited to AR&S.

Once you have claimed or manually entered your publication record in Aurora, you can deposit your research output to AR&S.

If the research was funded by an external body, ensure the **Funding acknowledgements** field includes funder, grant ID and any other project details required by the funder before depositing. You can also link the publication record to the associated grant funding record in Aurora.



## Depositing Publications

In Aurora, click on the title of the publication to open the record. Select **Deposit**. You can also **Deposit** from your publications list.

You must only deposit files that can be made publicly available, whether subject to an embargo or not. Refer to **Deposit advice** in Aurora and the [Adelaide Research & Scholarship Repository Submission Guidelines](#) for further guidance as contracts or agreements with the publisher will determine which version of a publication may be made publicly available or if embargoes apply.

### 1. Prepare deposit (step 1 of 3)

The screenshot shows a form with two tabs: 'Upload a file' (active) and 'Add OA location'. Under 'Upload a file', there is a section 'Choose a file from your local machine:' with a 'Choose file:' label, a 'Browse...' button, and the text 'No file selected.'. Below that is a 'File version:' dropdown menu with '[None]' selected. At the bottom of the form are two buttons: 'Deposit Without Files' (a blue link) and 'Use this file' (a grey button with a dashed border).

[Leave without depositing](#)

### Repository

ADELAIDE RESEARCH & SCHOLARSHIP

FIGSHARE FOR INSTITUTIONS

This publication does not exist in the Adelaide Research & Scholarship repository.

DEPOSIT

< RETURN TO THE PREVIOUS PAGE

## Deposit publication: An Ethics Framework

You are about to deposit this journal article to Adelaide Research & Scholarship

### Deposit advice

Institutional advice

SHERPA RoMEO advice

From here you can either **Upload a file** or **Add OA (open access) location**

When uploading a file, if your publication was published open access, you may upload the **Published version**. Otherwise, upload the **Accepted version** (Author Accepted Manuscript). If an embargo applies the file will be restricted in AR&S and only made accessible by the Library once the embargo period ends.

Select the appropriate **File version**.

You may choose **Deposit Without Files** to deposit only the details of the publication (metadata) to AR&S. If the details cannot be made public, do not deposit to AR&S and consider making the publication private in Aurora to prevent the publication appearing on your Researcher Profile. Please refer to the **Managing privacy settings** guide for further support.

Choose a **Reuse licence**:

- If you have applied an open access licence to the published or accepted version of the output, select this from the list
- Otherwise, select from the other options as applicable

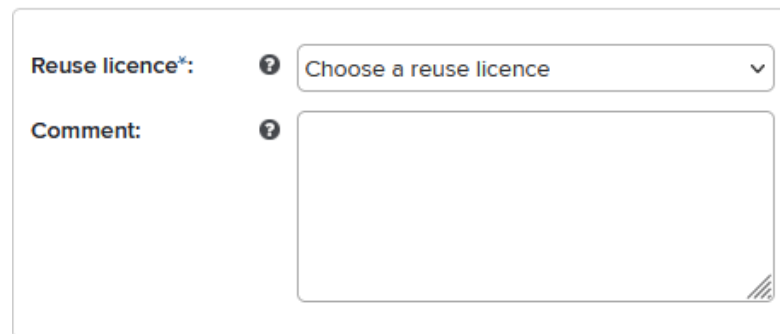
If you included a rights retention statement when you submitted your manuscript to the publisher, add "Rights Retention Statement in Manuscript" to the **Comment** field.

If your publication is included in the University's Open Access Policy, you may be prompted to deposit your publication automatically after claiming it. If you do not want to deposit immediately, you can choose the **Skip this step**, then follow the directions above to deposit later.

Once you have completed your deposit, the Library will review your output before making it publicly available in AR&S, subject to any embargo periods. The status will appear on the detailed view of your publication and will change depending on its progress through the process:

- **Deposited (Not live)** – your publication is still under review and has not yet been made available in AR&S.
- **Live** – your publication has been accepted and made available in AR&S. Files will be restricted in AR&S if an embargo period applies.

2. Add additional information (step 2 of 3)



The screenshot shows a form titled "2. Add additional information (step 2 of 3)". It contains two fields: "Reuse licence\*" which is a dropdown menu currently showing "Choose a reuse licence" with a downward arrow and a question mark icon; and "Comment:" which is a large text input area with a question mark icon.

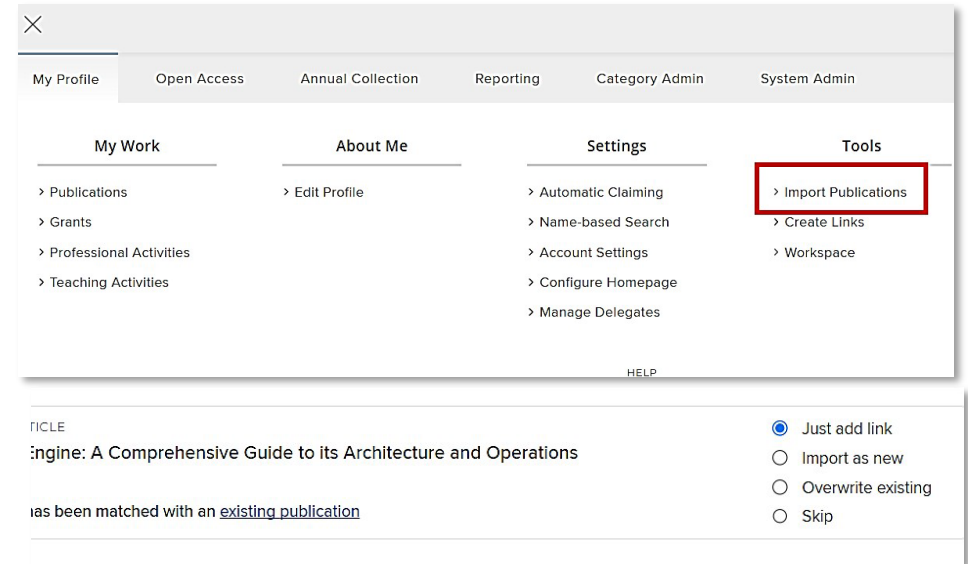
# Importing publication data

If you hold records in a reference management application (such as EndNote) or maintain a Google Scholar profile which contains your body of work, you can import these records into Aurora via **Import Publications** in the **Tools** sub-menu.

The publication data should be in RIS or BibTeX format for uploading directly in to Aurora. Newly imported records will be compared with the current publications list (including any previously rejected publications) and will generate a list showing the new records and any matches.

If any of the publications match an existing record, you can accept the default option to “Just add link” to ignore the record when importing. If you are not already linked to the matched publication, a link will be created. Alternatively, you could elect to:

- Choose **Import as new** to create a new publication based on the data from your file.
- Choose **Overwrite existing** to update the manual record in the existing publication with the new data. If you are not already linked to the matched publication, a link will be created.
- Choose **Skip** to ignore the record completely.



# Exporting your publications from Aurora

Aurora gives you the option to export any number of your publications in a variety of formats including BibTex, RIS (for EndNote), PDF, Word, and Excel (CSV). Note: PDF and Word exports use the APA6 referencing style.

These exports can be useful for printing, grant or promotion applications, CVs, and importing your publications to other systems.

You can export your publication data from the **My claimed publications page** (accessed via the **Home Page** or **Menu > My Profile > Publications**)

Select the publications you wish to include in the export by ticking each individually or in bulk. If you wish to export everything, leave all boxes unticked. When the export window appears, select the format of export that you prefer.

For more information about using Aurora or updating your Researcher Profile, visit the [Aurora & Researcher Profile Support page](#)

MY WORK  
My claimed publications

CLAIMED (14) PENDING (37) REJECTED (0)

showing 1 - 10 out of 14  
prev 1 2 next  
sort by: Reporting date (newest first)  
focus on: summary

view: 10 per page

EXPORT REJECT

Quantum Engine: Pioneering Quantum Computing through Analytical Engine Architecture

JOURNAL ARTICLE  
[Lovelace A](#)  
Quantum Information Processing Journal 1 Article number 11876  
Reporting Date: 01 Jan 1876


DEPOSIT

SUMMARY METRICS (0) DEPOSITS (0) LABELS (0) RELATIONSHIPS (1) SOURCES (1) HISTORY (2)

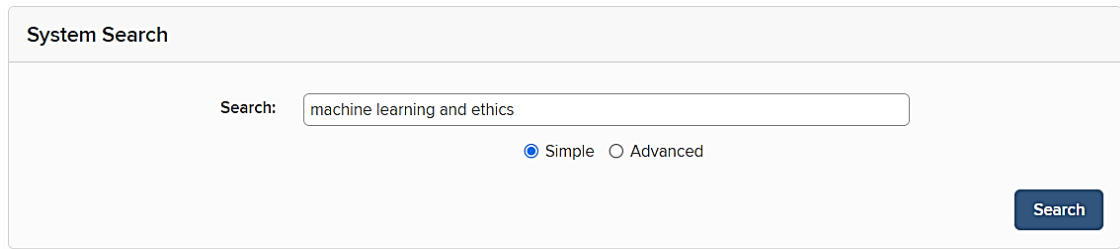
The Dawn of Machine Creativity: Exploring Analytical Engine's Creative Capabilities

# Using the System Search

The System Search function allows you to browse and search all publications, professional activities, citation information and other data in Aurora across the whole University.

On the Homepage click the hamburger button  (Menu) > Reporting > System Search

For a Simple Search, key in a sentence string in the search bar.

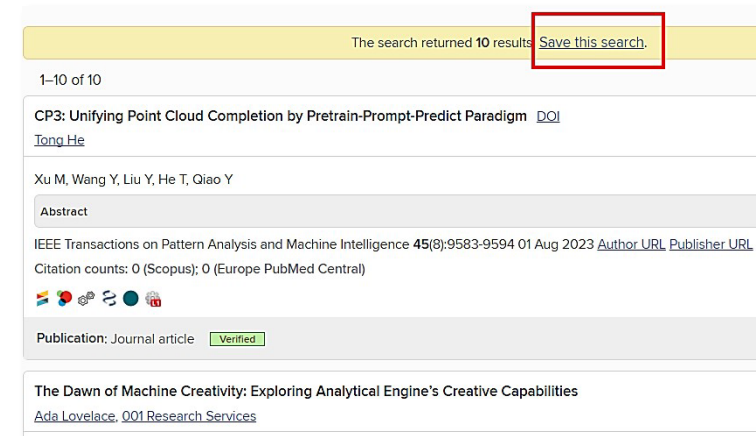
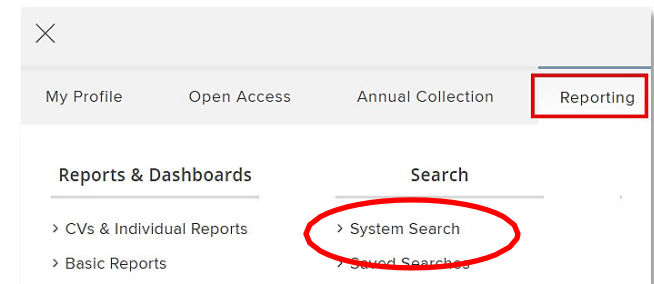


System Search

Search: machine learning and ethics

Simple  Advanced

Search



You can save system searches and refer back to them regularly to see when new items appear using the **Saved Searches** function.

## Recent publications

**Filter**

Claimed in the last:

Restrict browsing by date (dd/mm/yyyy, below) or choose a time range

or, claimed after:

and/or, claimed before:

The **Recent Publication** function allows you to view details of publications that have been added to Aurora recently.

### Advanced Search

Using the **Advanced** mode, you are able to complete a more targeted **System Search** by narrowing the results to an individual Researcher, School, or Faculty, and even Researchers within a **Reporting Group** such as all Academic Staff, Titleholders or HDR Students.

### System Search

The search returned 3 results. [Save this search.](#)

**Search criteria**

Mode:  Simple  Advanced

Search for:

Add keywords or names, or enter a wildcard (\*) to use only the restrictions below.

Date from:

Restrict the search with a date in dd/mm/yyyy format, or leave blank.

Date to:

Restrict the search with a date in dd/mm/yyyy format, or leave blank.

Search:

- Publications
- Grants
- Professional activities
- Organisational structures
- Projects
- Pieces of equipment
- Teaching activities
- Journals
- Deposit advice

Verification status:

Return:

- The items above
- The users related to the items above

**1. Restrict search to users**

Restrict the search to individual users, or leave blank.  
Type the surname of a user at your institution and a drop-down list will appear.  
Choose the correct person then click on the plus button to complete the process. Add more than one user if you wish.

Name (surname first):

**Users**

You have not selected any users.

**2. Restrict search to groups**

Restrict the search by selecting certain groups, or leave blank.

\*  University of Adelaide

[Reset](#) [Search](#)

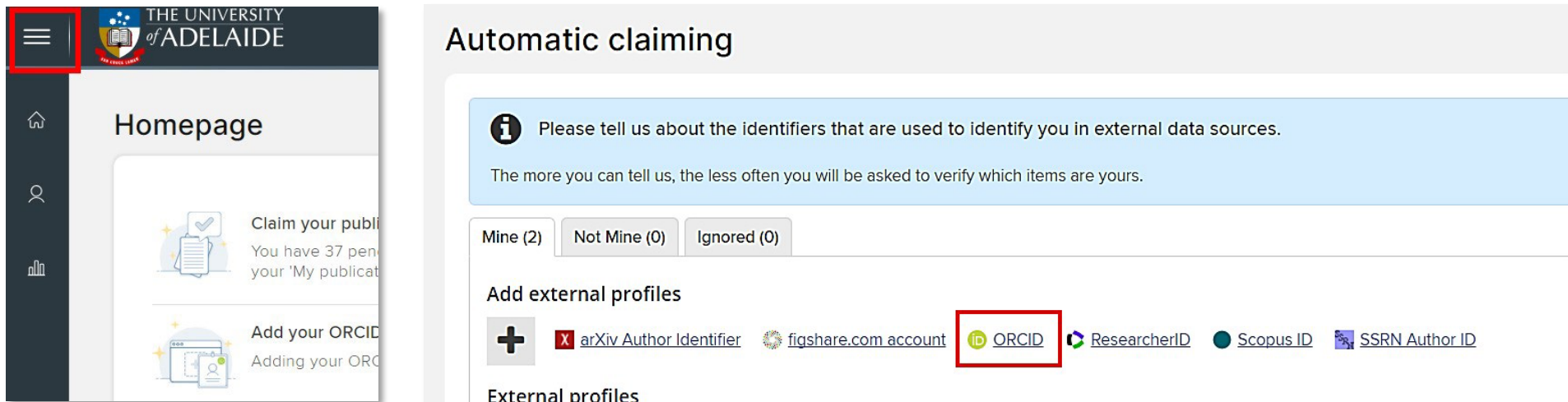
### Results

# Linking your ORCiD to Aurora

Linking your ORCiD with your Aurora profile helps make your body of work accessible to others including potential collaborators, funders, prospective employers, conference organisers, publishers, and across universities as you move through your career.

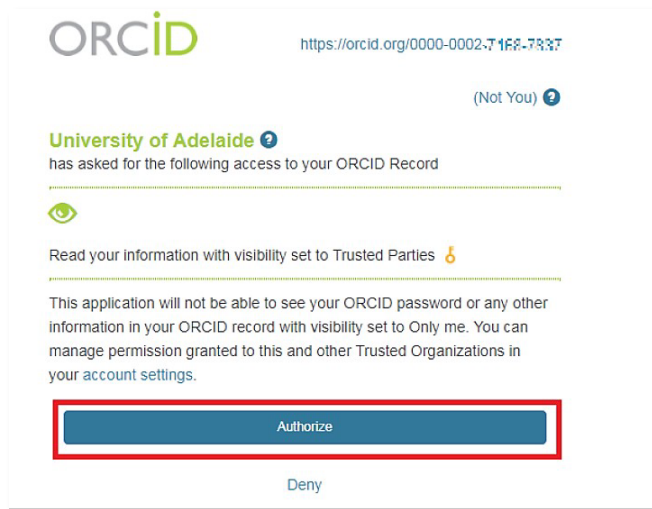
**Step 1.** Open a web browser, go to <https://www.adelaide.edu.au/aurora/> and sign in.

**Step 2.** Select “Add your ORCiD under “My Actions” from your Home Page. Alternatively, go to the **Menu > Automatic Claiming**



**Step 3.** Under Add external profiles, select ORCID.





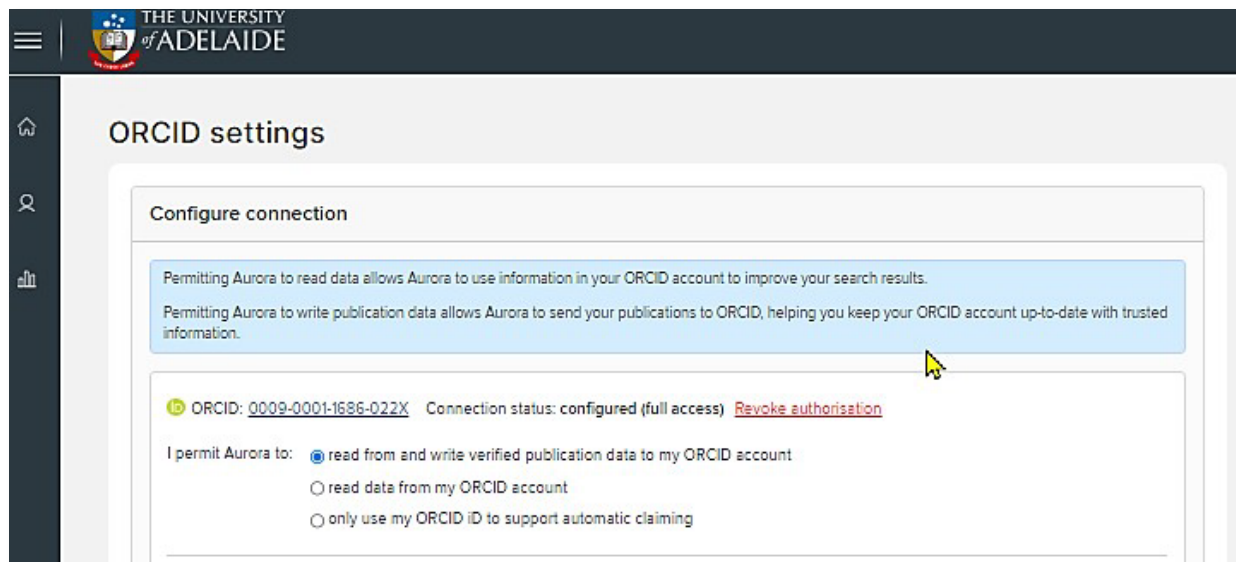
#### Step 4.

You will be prompted to log in to your ORCID account, then authorise the University of Adelaide to access your ORCID record. **Click Authorize.**

#### Step 5.

Once you have authorised this link, you will be taken to the ORCID settings page. From here you will be able to choose one of three options: read/write, read only, claim only.

Extra settings may appear depending on your selection.

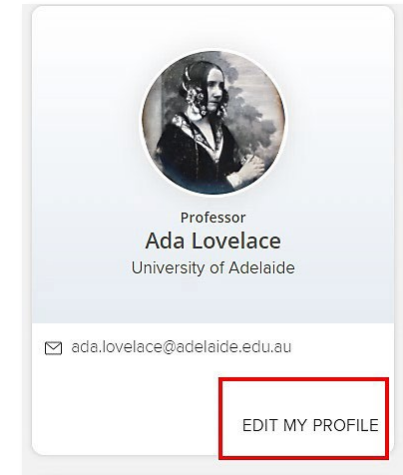
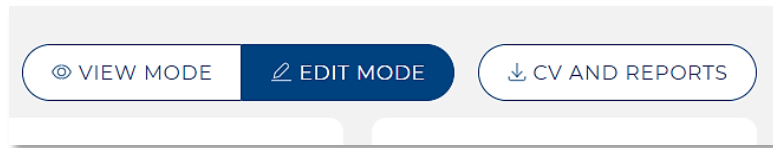


# Creating a CV report based on your Aurora profile

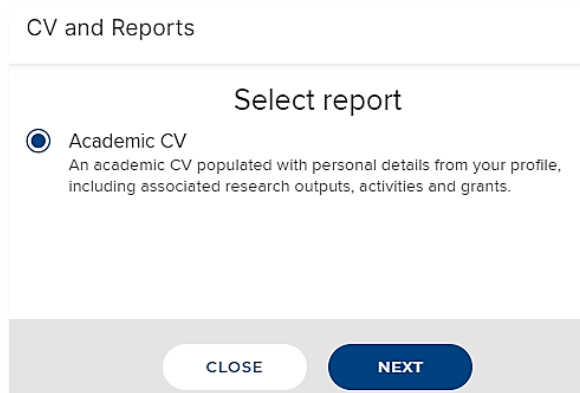
Aurora allows you to export all your profile details and activities into a formatted CV in a Word doc or PDF format.

To export your CV, click on **Edit My Profile** on your homepage in Aurora.

In the top right corner of your profile page, click on the CV AND REPORTS button.



Select Academic CV and click NEXT.



Select the date range, and format for the export, and click RUN.

The CV will download, then you can retrieve it from your browser or downloads folder.

# Aurora reporting tools

The reporting tools in Aurora allow users who have permissions to run a variety of reports on the information and profiles within the Aurora system.

## Basic Reports

Basic Reports are accessible from the **Reports & Dashboards** sub-menu under **Reporting**. These reports allow users with permissions to report on the publications, grants, and professional & teaching activities of a group of one or more people.

Basic Reports are useful for standard repeatable reporting for Departments, Schools, Faculties, or Institutes.

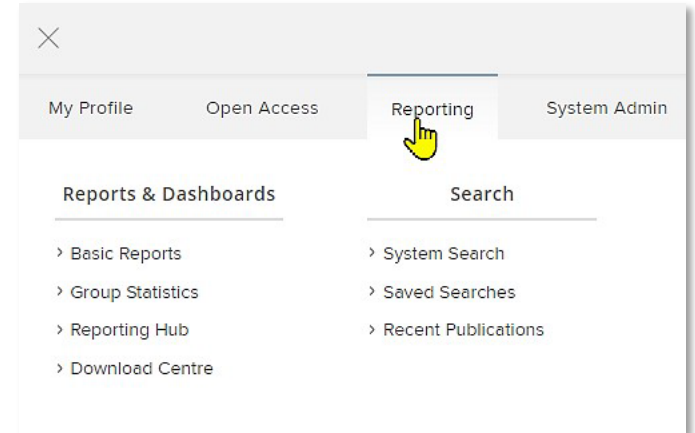
Reports for publications contain relevant performance metrics including citation counts and journal ranking scores.

Reports are typically downloaded as a CSV/Excel file, but the option for an EndNote compatible Publications report is also available.

## Group Statistics

Group Statistics reports are accessible from the Reports & Dashboards sub-menu under Reporting. These reports allow users with permissions to generate summary charts for a group of interest in Aurora.

The charts allow time series visualisations including total and average publications per year, user's yearly publication rates vs average, and frequency of publications by journal.

A screenshot of the 'Journals (by frequency)' report. The report is a table with columns for 'Journal', 'Impact factor', 'SJR rank', 'SNIP rank', 'Average Citations', and 'Publications'. The data is sorted by frequency of publications. The table shows the following data:

Journal	Impact factor	SJR rank	SNIP rank	Average Citations	Publications
28 ACM Computing Surveys	14.324	1.631	5.783	371	
25 Nature Medicine	87.241	17.067	5.541	156	
7 The Lancet: Digital Health	36.615			90.57	
9 IEEE Transactions on Medical Imaging	11.037	1.895	2.874	70.67	
34 Academic Radiology	5.482	1.015	0.993	65	