Importing from a Third-Party Database

Activity Insight also partners with third-party databases such as Scopus, Crossref and PubMed which allows publications directly imported into Activity Insight.

1. Click on the Publications from the Manage Activities home page.
2. Click on the Import button.
3. Import Publications search box will appear and you will complete the Import from a Third-Party section.
4. Complete the section based on the information below.
   a. Under the Import from Third-Party section, select either Scopus, Cross, or PubMed as your third-party source.
   b. The search criterion has a default depending on which source you select:
      i. Scopus - the default search is based on Publication Year and Author Name (your last name and first initial).
      ii. Crossref - the default search is based on Publication Date and Author (full name).
      iii. PubMed - the default is based on your last name and first initial.
   c. To access additional search criteria, select the Add Search Criteria link and use the dropdown menu to specify new search criteria and enter search text.
   d. Select Search Scopus, Search Crossref, or Search PubMed to locate matching publications.
5. Once the search has finished and the results appear, click on the checkmark box for the publications you wish to import. Then, click Continue.

6. The next screen will prompt you to match the publication with other University of Alabama user accounts. If you select to Match Contributors please see Digital Measures screen guide located here. If you would like to skip this step select Continue in the right corner of the screen.

7. Review your item(s) to be imported and click on the Finish Import button to finalize the addition of the selected publication.

8. A box will appear prompting you to confirm the import. You will select Import.

9. Once the import is complete you will receive a confirmation box stating the import was successful. Select Ok.

10. You will then see the imported publication on the “Publications” summary screen and the import is complete.