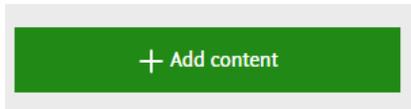
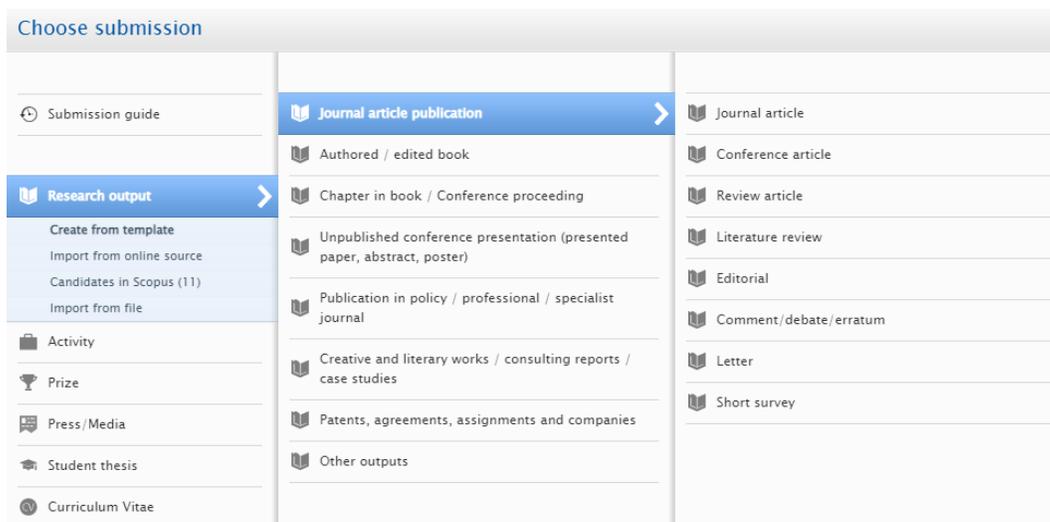


### 02d3 Input content manually

1. Click “Add content” on the right panel



2. Choose content type you would like to add

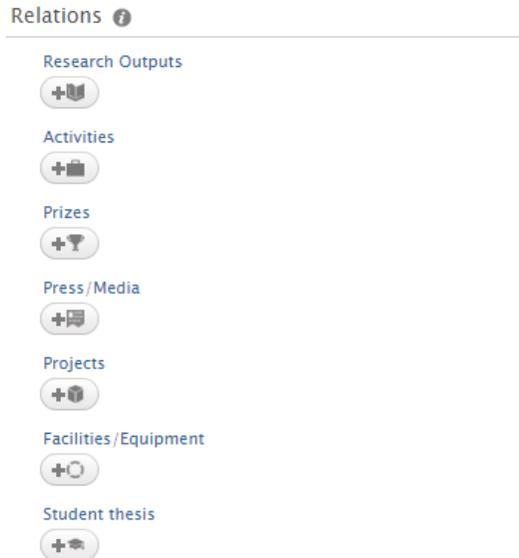


3. Import metadata as detailed as possible
  - 3.1. Fields with a red star (\*) are mandatory field

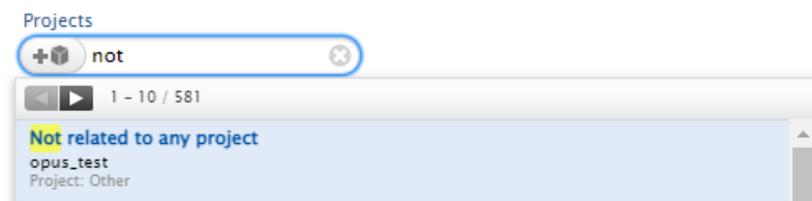
- If the content type has “Contributors and affiliations” part, ensure yourself is an internal person and organisational unit is specified. Edit the contributor if you are an external person



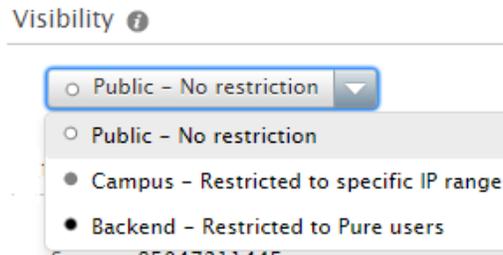
- If the content type has the “Relations” part, link contents up to other content already input in PolyU Scholars Hub backend if any, to show the complete story of your research achievement



- Input “not related to any project” if needed. This happens when the PolyU staff is a Co-I of an RGC project with PI from another UGC-funded university. There might not be a project record in PGMS if there is no funding transfer to PolyU for the Co-I



- Ensure the “Visibility” is “Public – No restriction” if you want to show it at the public portal



- Ensure the Status is “For approval” / “For validation” (different depends on the content type) for further processing by your administrators



- Click  and wait for the faculty administrator to approve