

## 02d3 Input content manually

1. Click "Add content" on the right panel



2. Choose content type you would like to add

Choose submission					
Ð	Submission guide	V	Journal article publication		Journal article
		U	Authored / edited book		Conference article
U	Research output	U	Chapter in book / Conference proceeding		Review article
	Create from template		Unpublished conference presentation (presented paper, abstract, poster)		Literature review
	Import from online source	V		U	
	Candidates in Scopus (11)		Publication in policy / professional / specialist		🚺 Editorial
	Import from file	U			Comment/debate/erratum
	Activity	_	Creative and literary works / consulting reports / case studies		•
-		U			🔰 Letter
Y	Prize	Ť.			Diff. Chart curvey
H	Press/Media	U	Patents, agreements, assignments and companies	ŀ	Short Survey
-	Student thesis	U	Other outputs	L	
0	Curriculum Vitae				

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

	W Research output: Journal article publication > Journal article	Change template
EDIT Metadata Metrics	Type Publication category* Contract research Teaching and learning	
OVERVIEW Relations Fingerprints Display HISTORY AND COMMENTS History and comments	Publication status  Publication statuses and dates *  Published  Published  Add publication status and date	
NOTIFICATIONS  Editors responsible for handling this submission: Comment on workflow step change:	Publication information  Original language * English Title of the contribution in original language * Subtitle of the contribution in original language	
	Status: For approval Save	

4. 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

Research output: Journal article publication > Journal article > Academic	research > peer-review	
Contributors and affiliations 👩		
Contributors <b>*</b> Chan Tai Man , Author Internal person <b>M Department of Civil and Environmental Engineering</b> Organisational unit: Department	Edit + -	
Status: For approval		

5. 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

Relations 👩	
Research Outputs	
Activities	
Prizes	
Press/Media	
Projects +	
Facilities/Equipment	
Student thesis	

5.1. 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

Projects	
+  not	
1 - 10 / 581	
Not related to any project	*
opus_test Project: Other	



6. Ensure the "Visibility" is "Public – No restriction" if you want to show it at the public portal

Visibility 🕖					
	o Public - No restriction 🔽				
	<ul> <li>Public – No restriction</li> </ul>				
. 1	• Campus - Restricted to specific IP range				
	Backend - Restricted to Pure users				

7. Ensure the Status is "For approval" / "For validation" (different depends on the content type) for further processing by your administrators



8. Click and wait for the faculty administrator to approve