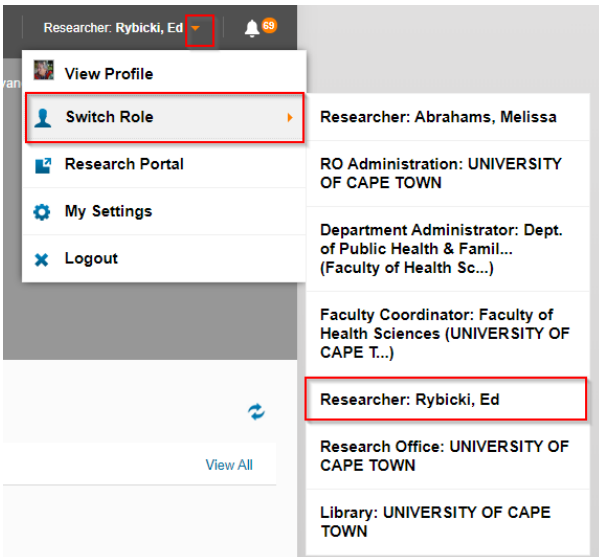
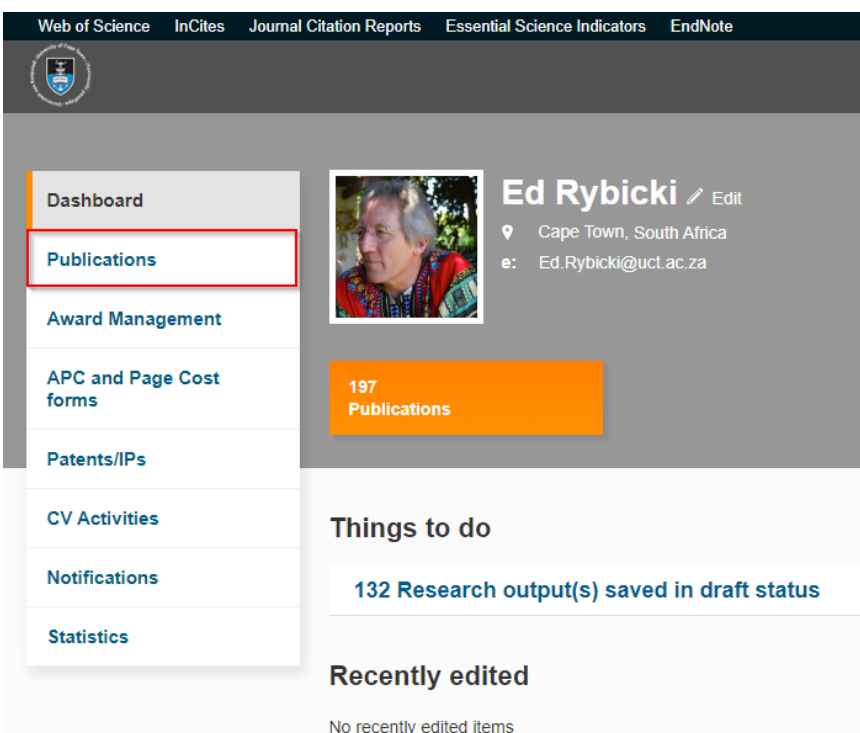


6 steps to bulk-move publications from draft to visible on your eRA researcher profile

STEP 1: Log in to the eRA system, using your UCT credentials, and ensure that you are logged in on your Researcher role.



STEP 2: Using the left navigation, click on the **Publications** tab to open your list of publications available on the system.



From the list view of all your publications, you have the option to bulk-move publications which are in **Draft** to one of the following workflow options:

- Publications in the **Draft** status that could count towards the current Pubcount cycle*, should be moved to the **Faculty Coordinator Verification** workflow step, or
- Publications in **Draft** status that do not count towards the Pubcount cycle, should be moved to the **OpenUCT review by Library** workflow step.

Please note: As a rule, the following outputs must go through the **Faculty Coordinator Verification step regardless of whether you are claiming for DHET subsidy: journal articles, article reviews and letters, conference proceeding articles, monographs, books and book chapters. For these types of publications, the system will notify you with an error message if you try to push them to **OpenUCT Review by Library**.*

STEP 3: To move your publications to the applicable workflow step as described above, identify the items which should be bulk-moved to the same workflow step, and select them by ticking the box next to each title.

The screenshot shows the 'Publications (76)' interface. At the top, there is a header 'Publications (76)'. Below it is an action bar with icons for Filter, Export, Report, Status, Visibility, Deduplicate, and Delete. Below the action bar is a toolbar with 'Select / Deselect all', a dropdown menu set to 'Updated on descending', a refresh icon, and pagination controls showing '10 | 50 | 100' and '1 of 8'. The main content area displays three publications, each with a checked checkbox, a title, author information, and a 'Draft' button. The publications are:

- Immunogenicity of an HPV-16 L2 DNA vaccine** by Rybicki E., Williamson A., Kast W., et al. (2009). Other. Not publicly visible, Not internally visible. Draft.
- From plant virology to vaccinology: The road less travelled.** by Rybicki E. (2015). Other. Not publicly visible, Not internally visible. Draft.
- Test for Special Rights Mbo** by Rybicki E. (2017). 14TH INTERNATIONAL CONFERENCE ON X-RAY ABSORPTION FINE STRUCTURE (XAFS14), PROCEEDINGS. Journal article. Not publicly visible, Not internally visible. Draft.

STEP 4: Once you have made your selection, hover over the Status (flag) icon in the action bar.

A close-up of the action bar from the screenshot above. The 'Status' icon, which is a flag, is highlighted with a red box. The other icons (Filter, Export, Report, Visibility, Deduplicate, Delete) are also visible but not highlighted.

STEP 5: This will reveal a popup box from which you will choose which list items will be changed, and which workflow step the items should be moved to. Upon making your selection, click on the **Select next step** button.

Selected Items only
 All listed Items

Enter a comment about the status change (optional).

This is an optional status. Send a record here if the creator needs to make edits to it.

Faculty Coordinator verification
 In this status, the Faculty Coordinator is verifying the record for Pub Count.

OpenUCT review by Library
 In this status, the Library assesses the accuracy and completeness of a record before sending it for deposit into OpenUCT.

Select next step

STEP 6: A popup alert will appear on your screen advising of the changes that will take effect. Once you've read the alert, click **Apply**.

Select next step

You requested a status change for 3 records. The status of 2 records will be changed. This takes into account your user rights, as well as the upper limit of 1,000 records for this action. You will receive a notification once the operation is completed.

Cancel **Apply**

This will trigger an email to you, informing you that your bulk movement was successful.

Congratulations. Your publications are now visible – both internally and publicly – on your profile.

More information on eRA is available via the [Research Support Hub](#).
 For use of our system modules see our [How to guides, one pagers and videos](#).
 If you require assistance or additional support, please log a call via [ServiceNow](#).