

# DoRA 2.0 User Manual

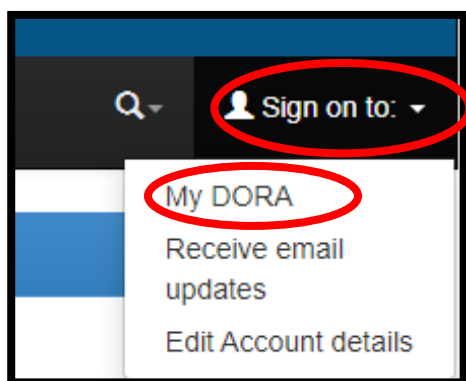
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## Register for Database of Research Activity (DoRA)

1. DoRA is available online at <https://dora.health.qld.gov.au/>. Only users with a Queensland Health email address (eg [first.last@health.qld.gov.au](mailto:first.last@health.qld.gov.au)) can register for DoRA.
2. Click "Sign on to" button at top right in black menu bar. From the dropdown menu choose "My DORA".



3. Select "New user? Click here to register".

Log In to DSpace

**New user? Click here to register.**

Please enter your e-mail address and password into the form below.

**E-mail Address:**

**Password:**

[Have you forgotten your password?](#)

Use your **ORCID** or create a new one

ORCID provides a persistent digital identifier that distinguishes the researcher and, through integration in key research workflow and grant submission, supports automated linkages between professional activities ensuring that your work is recognized. Click on the ORCID logo to sign in with your existent record or

ORCID Login

4. Enter your email address and select “register”.

DoRA 2.0 | Database of Research Activity

## User Registration

If you've never logged on to DSpace before, please enter your e-mail address in the box below and click "Register".

**E-mail Address:**

If you or your department are interested in registering with DSpace, please contact the DSpace site administrators.

[Leave a message for the DoRA 2.0 | Database of Research Activity administrators.](#)

5. When prompted, go to the email account you registered with. You will receive an email from [support@intersearch.com.au](mailto:support@intersearch.com.au). Click on the link in the email to activate your DSpace account (Note: DoRA is hosted on the DSpace platform).
6. Fill in the registration form and select “complete registration”.

## Registration Information

Please enter the following information. The fields marked with a \* are required.

**First name\*:**

**Last name\*:**

**Contact telephone:**

**Language:**  ▼

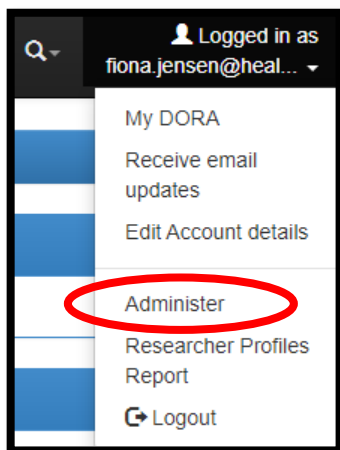
Please choose a password and enter it into the box below, and confirm it by typing it again into the second box. It should be at least six characters long.

**Password:**

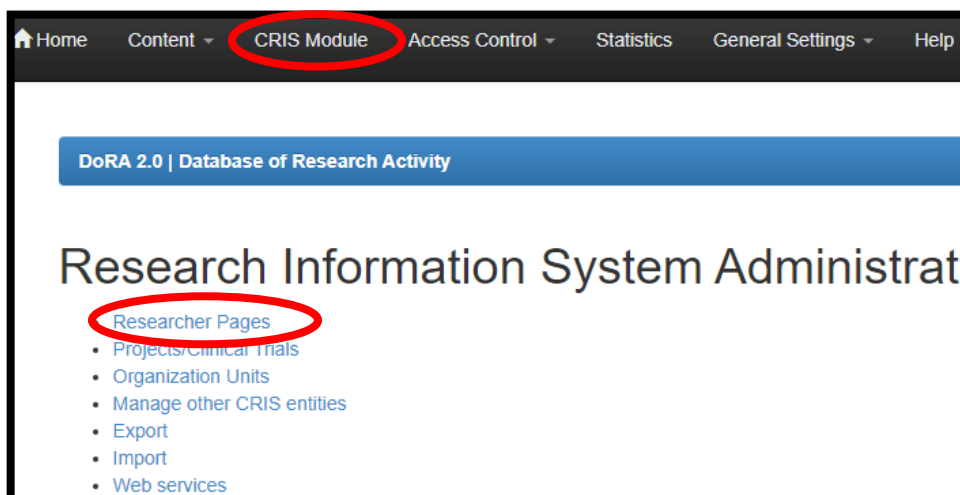
**Again to Confirm:**

## Add a Researcher's profile to DoRA (administrators only)

1. Only researchers with a Queensland Health email address can have a profile in DoRA.
2. Add a researcher profile when a QH author does not already have a DoRA profile.
3. Log onto MyDoRA and click on 'Administer' in the top right drop down menu.



4. Select 'CRIS Module', then 'Researcher Pages'.



5. Select "Add a Researcher Profile".



- Leave the first three fields blank (DoRA owner, source ID, Source reference). Change the profile from “private” to “public”.

DORA owner

Source ID:

Source Reference

Profile: ☐ Private ☒ Public

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Updated: 2022-05-17 12:34:56

- Complete as many fields as possible, including QHealth email address. Adding an ORCID is strongly recommended.
- ‘Full Name’ field should be in the format <Last name>, <First name>.

☒ Credit Name

Full Name

Vernacular Name

- Name variations are important; only exact matches are found when searching. Add as many name variations as possible.

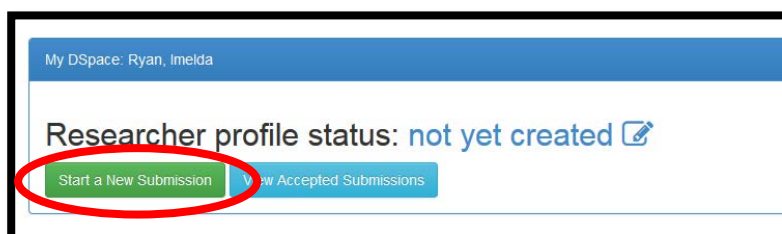
George, S	<input checked="" type="checkbox"/>	✗
S. George	<input checked="" type="checkbox"/>	✗
S George	<input checked="" type="checkbox"/>	✗
Associate Professor Shane George	<input checked="" type="checkbox"/>	+

Variation

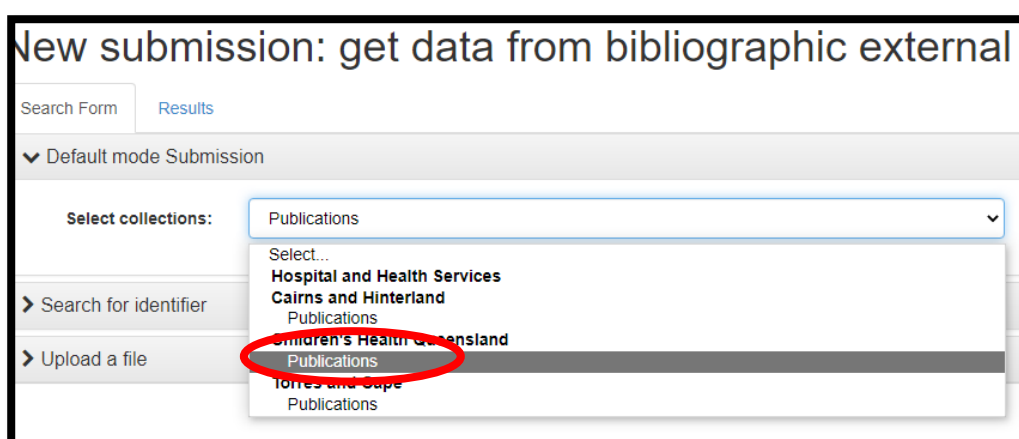
- Bulk uploads of researcher data can also be performed, as .csv or .xlsx files. Contact the DoRA administrator for information about this process.

# Add publication to DoRA (from bibliographic external service)

1. When logged in to “MY DORA”, click on “start new submission”.



2. Select the “Publications” tab under your HHS or DoH division from the drop down menu.



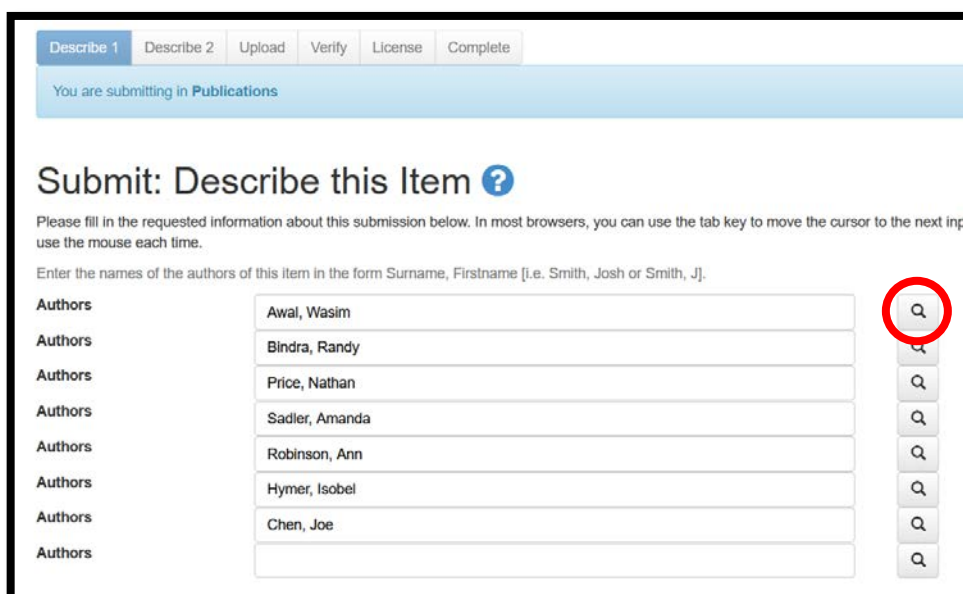
3. The system enables you to submit your published paper by downloading the citation details from online resources e.g. PubMed or DOI. Click on “Search for identifier” and complete the field for the relevant identifier. Press “search”.

A screenshot of a 'Search for identifier' form. It includes instructions: 'Fill in publication identifiers (DOI is preferable) and then press "Search". A list of all matching publications will be shown to you to select in order to proceed with the submission process.' The form has five sections, each with an icon and a text input field: 'PubMed ID:' with a PubMed icon, 'DOI (Digital Object Identifier):' with PubMed, CrossRef, and arXiv icons, 'ORCID ID:' with an ORCID icon, 'arXiv ID:' with an arXiv icon, and 'CiNii NAID:' with a CiNii icon. A 'Search' button is at the bottom right, highlighted with a red circle.

- This example searched using the DOI (Digital Object Identifier) field. Click on “See details & import the record”.



- Review the record and, if accurate, click on “Fill data and start submission”.
- Check the magnifying glass next to each QH author and link to the current researcher record. Note: If the researcher does not yet have a profile, one will need to be created. See “[Add a Researcher’s profile to DoRA \(administrators only\)](#)” section of this user manual.



- Check/complete all other relevant fields. Note: in the citation field, copy the publication-supplied citation and paste it into the DoRA record.
- When entire record has been completed, click on “Next” in bottom right of the form.
- Check/complete all relevant fields. Note: Copy data and information from the PubMed record, and paste into DoRA record.
- When fields are complete, click on “Next” in bottom right of the form.
- Upload the relevant document/content. Note: Check [Sherpa Romeo](#) website for permissions information. Check “location” under Published version. If “Any website” or “Institutional Repository” is listed, upload article/content.

**Publisher Policy**

Open Access pathways permitted by this journal's policy are listed below by article version in detailed view.

Published Version [pathway a]	None            CC BY            PMC
	Any Website, Journal Website, +3
OA Publishing	This pathway includes Open Access publishing
Embargo	No Embargo
Licence	CC BY 4.0
Copyright Owner	Authors
Publisher Deposit	PubMed Central Europe PMC
Location	Any Website Authors Homepage Institutional Repository Named Repository (PubMed Central) Journal Website
Conditions	Copy of License must accompany any deposit. Published source must be acknowledged Must link to publisher version with DOI

12. Record details of upload in local register.
13. Click "Next" in bottom right of the form.
14. Check information on this "Verify Submission" page, and if accurate, click "Next" in bottom right of the form.
15. Review the "DORA Distribution License" page. Click on your preferred licensing option.

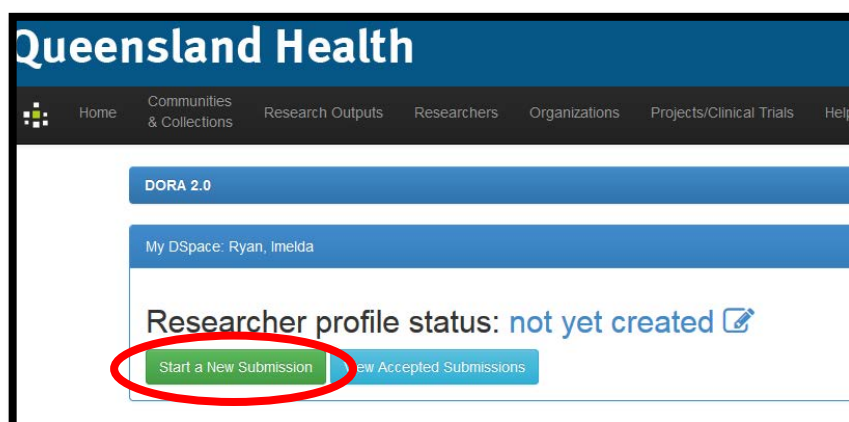
I Do Not Grant the License

I Grant the License

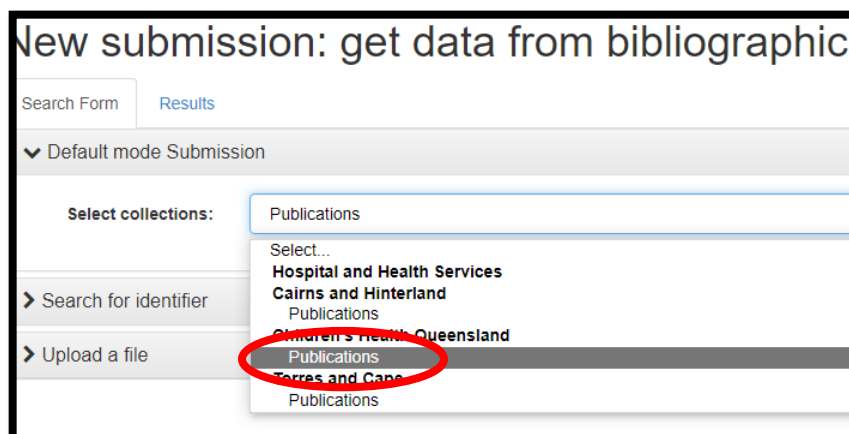
16. Your submission will then be reviewed by a system approver. You will be notified when this is complete.

## Add publication to DoRA 2.0 (manually)

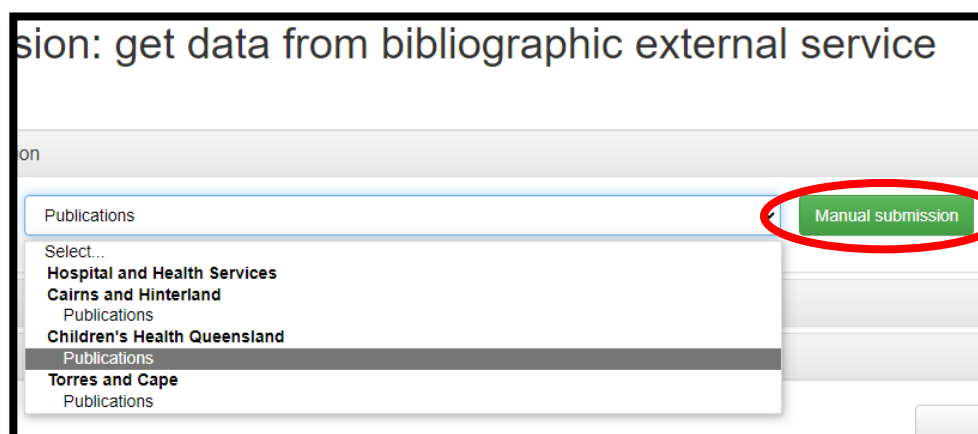
1. When logged in to “MY DORA”, click on “start new submission”.



2. Select the “Publications” tab under your HHS or DoH division from the drop down menu.



3. Click on “manual submission”.



4. Complete fields and click “Next” in bottom right of the form.
5. Work through all pages as per [“Add research activity to DoRA \(from bibliographic external service\)”](#) section of this user manual.



# Review DoRA 2.0 submissions

1. To review submissions, log in to My DORA. Select “take task”.

Researcher profile status: [not yet created](#)

[Start a New Submission](#) [View Accepted Submissions](#)

### Tasks in the Pool

Below are tasks in the task pool that have been assigned to you.

Task	Item	Submitted To	Submitted By	
Review Submission	Mortality and morbidity in populations in the vicinity of coal mining: a systematic review	TEST	<a href="#">Ryan, Imelda</a>	<a href="#">Take Task</a>

### Submissions In Workflow Process

Title	Submitted to
Mortality and morbidity in populations in the vicinity of coal mining: a systematic review	TEST

2. Follow the prompts through “Preview Task” screen. Select “Accept this task” in bottom right corner.
3. Follow prompts through “Perform Task” screen.
4. Once the submission is approved, you will receive confirmation.

**DORA 2.0 / My DSpace**

## Thank You

The submission has been placed in the main archive. It has been assigned the following identifier:  
<http://qldresearch.intersearch.com.au/qldresearchjspui/handle/1/760>

Notification has been sent to the appropriate people.

[Return to My DSpace](#)