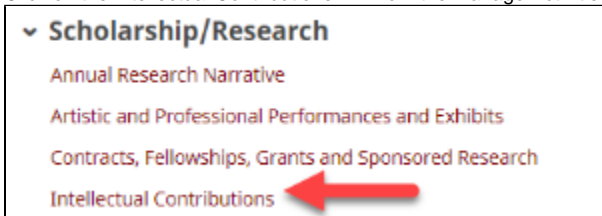


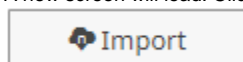
Importing Intellectual Contributions from Third Party Sources in Faculty Success (formerly Digital Measures)

Faculty Success also partners with third party databases such as Web of Science, Crossref, and PubMed which allows publications directly imported into Activity Insight.

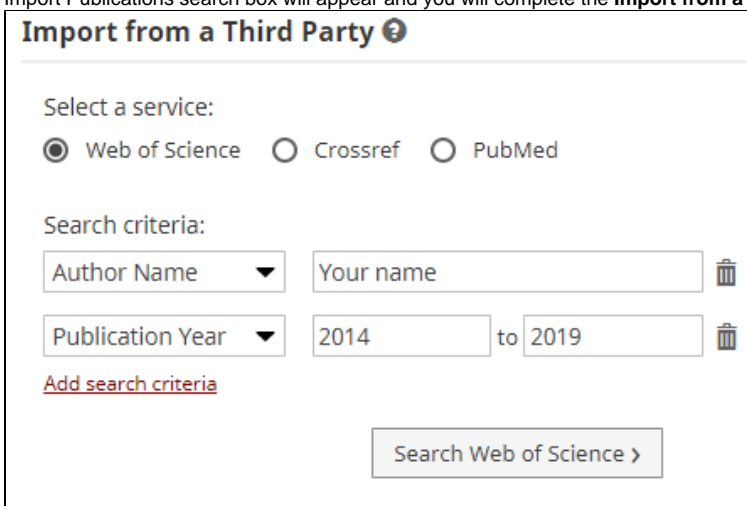
1. Click on the Intellectual Contributions link from the Manage Activities home page.



2. A new screen will load. Click on the Import button.



3. Import Publications search box will appear and you will complete the **Import from a Third Party** section.

A screenshot of a web form titled 'Import from a Third Party'. It has a section 'Select a service:' with three radio buttons: 'Web of Science' (selected), 'Crossref', and 'PubMed'. Below is a 'Search criteria:' section with two rows of input fields. The first row has a dropdown for 'Author Name' and a text field 'Your name'. The second row has a dropdown for 'Publication Year' and a range of years '2014 to 2019'. There are trash icons next to the text fields. A link 'Add search criteria' is below the criteria section. At the bottom is a button 'Search Web of Science >'.

Select a service:

☒ Web of Science ☐ Crossref ☐ PubMed

Search criteria:

Author Name ▼ Your name

Publication Year ▼ 2014 to 2019

[Add search criteria](#)

Search Web of Science >

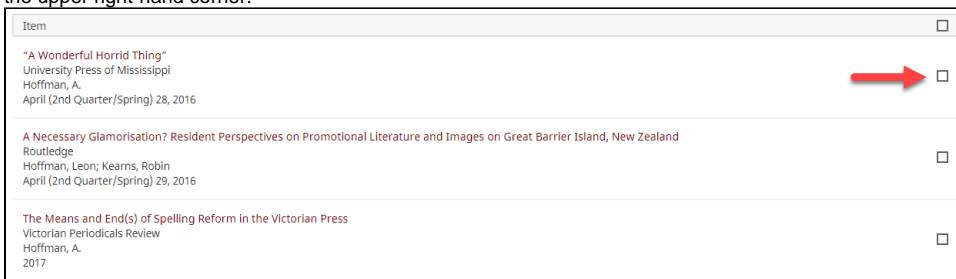
4. Complete the section based on the information below.
 - a. Under the Import from Third Party section, select either Web of Science, Crossref, or PubMed as your third party source.
 - b. The search criteria has a default depending on which source you select:
 - i. Web of Science - the default search 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.

A screenshot of a form titled 'Add search criteria'. It has a dropdown menu with 'ISBN' selected and a text field. There is a trash icon next to the text field. Below the form is a link 'Add search criteria'.

ISBN ▼

[Add search criteria](#)

- d. Select Search Web of Science, 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 in the upper right-hand corner.

A screenshot of a table showing search results. The table has two columns: 'Item' and a checkbox. There are three rows of results. A red arrow points to the checkbox in the first row.

Item	
"A Wonderful Horrid Thing" University Press of Mississippi Hoffman, A. April (2nd Quarter/Spring) 28, 2016	<input checked="" type="checkbox"/>
A Necessary Glamourisation? Resident Perspectives on Promotional Literature and Images on Great Barrier Island, New Zealand Routledge Hoffman, Leon; Kearns, Robin April (2nd Quarter/Spring) 29, 2016	<input type="checkbox"/>
The Means and End(s) of Spelling Reform in the Victorian Press Victorian Periodicals Review Hoffman, A. 2017	<input type="checkbox"/>

6. The next screen will prompt you to match the publication with other Salisbury University user accounts. If you would like to skip this step select Continue in the right corner of the screen.



Match to a user account

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 intellectual contribution on the summary screen and the import is complete.

Related articles

- [Importing Intellectual Contributions from Third Party Sources in Faculty Success \(formerly Digital Measures\)](#)
- [Import Publications from a Third Party in Faculty Success](#)