June 2020

v1.0

Writing other person identifiers to ORCID records using the New Zealand ORCID Hub

Royal Society Te Apārangi

Contents

Purpose of this guide

This guide describes how an organisation's Technical Contact or designated Organisation Administrator(s) can write a researcher's other external identifiers (e.g Scopus ID) to ORCID records using the New Zealand ORCID Hub. It describes file construction and upload, and editing/updating of records. If your anticipated Hub use differs from the scenarios in the guide please contact us for assistance.

Prior to using the New Zealand ORCID Hub, your organisation must be onboarded to the application. If your organisation is not listed on the Hub's home page, your organisation's ORCID Technical Contact should request an invitation to onboard. Onboarding involves being authenticated in the Hub, using the Hub to obtain API credentials for your organisation from ORCID, and entering these into the Hub. Guides for onboarding your organisation to the New Zealand Hub are available here.

Logging into the Hub

There are two ways to log-in to the Hub, depending on whether your organisation is a member of Tuakiri, New Zealand's federated identity system, or not.

1. Tuakiri log in, for Hub use:
   Click the Log-in button for the Hub, select the left hand option for Tuakiri. From there, select your home institution and **log-in using your institutional username and password**.
2. Other member organisation log-in, using an ORCID account:
   Click the Log-in button for the Hub, select the right hand option (log-in with ORCID) and log-in to your ORCID iD. You will then be returned to the Hub.
   Note – You can only log-in via ORCID if the New Zealand ORCID Hub has already learned your ORCID iD via your use of a Hub-invitation. If you are an organisation administrator from a non Tuakiri member organisation you must have confirmed your ORCID iD by initially making your email address visible to trusted parties using the 'account settings' menu before logging into the Hub for the first time. Contact us if you are unsure of this step.

Other external identifiers allowed in ORCID records

Person identifiers are other identifiers that systems use to identify researchers, such as ResearcherID or Scopus Author ID. Identifiers that can be added are listed by ORCID here.

Fields/metadata for researcher other IDs

The following can be included in 'external ID' entries to ORCID records. Certain fields are mandatory, others are optional.

Table 1 – information, required and optional, for writing other external identifiers to ORCID records using the Hub

Field	Description
Invitee first name (required)	Person to whose ORCID record you are writing
Invitee last name (required)	Person to whose ORCID record you are writing
Invitee email address (required)	Person to whose ORCID record you are writing
Invitee local identifier	A local identifier – e.g. one used by your internal system.
Type (required)	This is the type of identifier (e.g. Scopus ID). One of ORCID's recognized identifiers must be used: https://pub.orcid.org/v3.0/identifiers
Value (required)	The identifier itself
Relationship (required)	**Self** is mandatory
url (required)	The url for the identifier in https:// or http:// format
PUT code	Use the PUT-Code if you wish to update an item. The code can be obtained by exporting the task from the Hub once the entry is written to the ORCID record. By writing information using a PUT code the row of information in your file overwrites the specified item in the user's ORCID record rather than creating a new entry.

Constructing files for upload to the NZ ORCID Hub

Identifiers that contain macrons or other diacritical marks

If you are using Excel to create a file for upload to the Hub, and it contains macrons or other diacritical marks, you must save your file as Unicode text (under the 'save as' option) and then manually change the file ending from .txt to .tsv - if you omit this step the macrons or other marks will not display properly in the ORCID record.

Constructing csv or tsv files to write other external identifiers to ORCID records
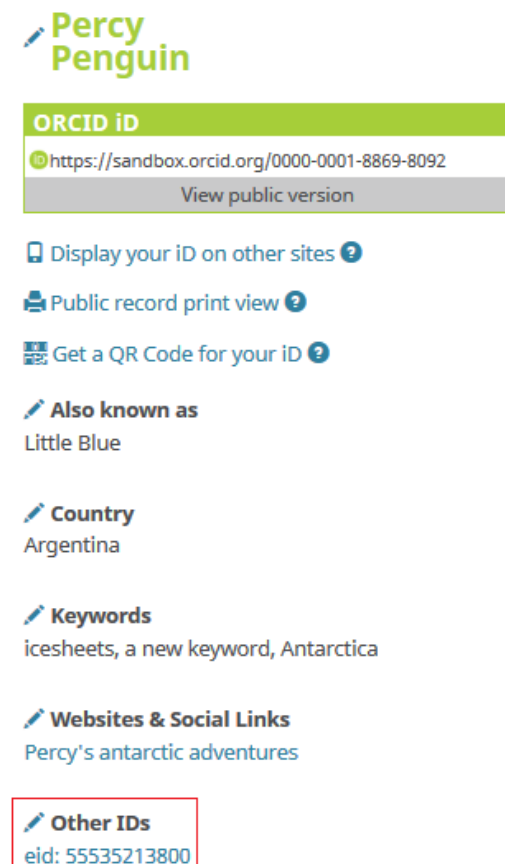
Files in csv or tsv format:

You can construct simple csv or tsv files in the format shown by the sample file.

Csv example – constructing a file for uploading 'researcher other IDs' to ORCID records

Figure 1 shows an example of an external identifier written to an ORCID record, in this case a Scopus ID.

A template file for this example can be found here.

Figure 1 – ORCID record displaying other external identifiers written via the Hub

Constructing json or yaml files to write other external identifiers to ORCID records

Writing a json/yaml file

If you are writing more than one other identifier to a person's ORCID record you should upload a json or yaml file.

Sample files for writing more than one external ID are available here.

Using the Hub to write other external identifiers to ORCID records

Uploading files and activating them in the Hub generates email to your researchers and contributors, inviting them to give your organisation permission to access their ORCID record.

Branding Hub generated messages with your organisation's logo

The email branding, by default, is that of Royal Society Te Apārangi and therefore you may wish to customise Hub emails with your own organisation's branding.

To customise the Hub's emails with your organisation's branding log in and navigate to:

Settings > logo

Upload a jpg or png file of a recommended 127 pixels, maximum 200 pixels, in height. Please resize, if necessary; contact us if you require assistance to do this.

Your logo will be placed on the default black header block. If you prefer your logo to be placed on a white header, or any other colour branding, this can be done by slight alteration of the html code. Please contact us for assistance on how to do this.

Uploading files to the Hub

Writing other external identifiers to ORCID records is not covered under any permission previously obtained from the researcher/contributor to write affiliations, works, funding, etc. to their ORCD record (although if you have written researcher properties: country, keywords, websites, other names, you can use the permission gained to write other external identifiers). **A new permission request must be sent** if you wish to write other external identifiers. In accordance with your organisation's normal communications procedures, you should contact people in advance to let them know that you intend to write this information to their ORCID records. You must explain that they will be receiving an email from the New Zealand ORCID Hub, and the date on which you intend to upload your file. By doing this, your research community will be expecting the Hub's email and be less likely to delete it as spam.

To upload 'researcher properties' file to the Hub log-in and go to

<Tasks> <Researcher other IDs > …upload your file…**<activate all>**

This will send an invitation to those people whose ORCID records you wish to write to (Figure 2)

Figure 2 – Email invitation sent from the Hub
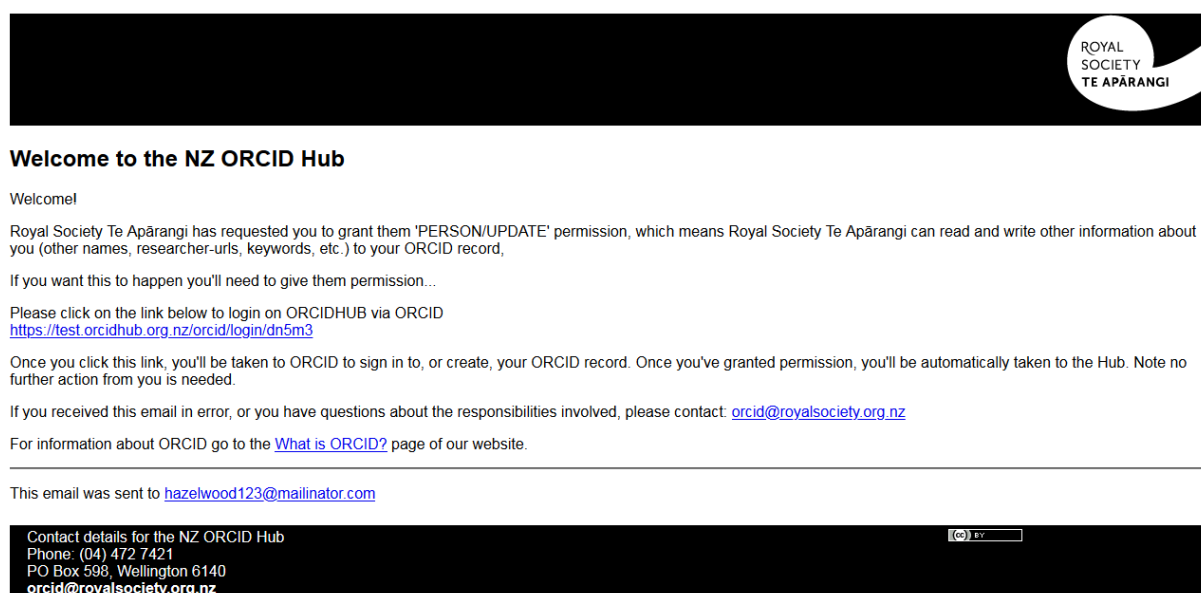
Using the Hub's API to write other external identifiers to ORCID records

If you wish to automate your organisation's processes by directly writing from your own internal systems to ORCID records via the Hub's API please contact us and request the addition of this feature to your organisation's functions in the Hub.

Sending reminders from the Hub

The invitation hyperlinks in the Hub's emails and the task (your uploaded file) expire after 28 days. On expiry the task is deleted from the Hub and any outstanding invitations will be invalid. If you wish to extend the expiry date and/or send reminders, clicking 'Reset all' will send a fresh invitation to anyone who has not yet given permission; if resetting a task within two weeks of its expiry, the expiry date is extended by 15 days from the time of the reset. If a user with a previously held token has revoked permission, they are sent a Hub-generated email asking them to grant permission again.

Exporting files from the Hub

As the Hub does not store files you should export your task from the Hub prior to its expiry date. By exporting your file you will obtain the PUT codes assigned by ORCID to every item you have written to ORCID records. You will require these PUT codes for updating information in the future.

To export your tasks go to   **<tasks>**, **<uploaded tasks>**, select your file for export, click on **<export>** and choose the file format you wish to use. Save your file in your own system.

Updating/editing information written to ORCID records

You can edit information that you have written to ORCID records either by uploading a new file containing ORCID's PUT code for the item or by using the Hub's web-form features.

Uploading a new file containing a PUT code

Once an item has been written to an ORCID record ORCID returns a PUT code for it. This can be used later for editing the item in the record. You should export your tasks from the Hub before they expire in order to obtain the PUT codes for all the items you have written to ORCID records.

To edit a record you can create a new file and include an extra header of 'PUT code'. Construct your file as before containing all the information you wrote originally; add any new information under the appropriate header and add the PUT code for the item written to the record. If using a json/yaml file, include the PUT code for the item. If you need assistance in creating files contact us.

Editing records using the Hub's web-form feature

You can edit information written to ORCID records in the Hub directly using the web-form features. Any information can be edited while the task is still active, but some edits can also be made after the task has expired.

If the task is still active in the Hub, navigate to it via **<Tasks>, <Uploaded Tasks>** then click on the eye icon to view the items. Choose the item you wish to edit and click on the icon that represents that information. Once you have edited the information you must **'reset'** the task for the edits to appear in the records. If adding new invitees, these people will receive an invitation email as described previously.

If the task has expired you can still edit some information in ORCID records about the 'researcher properties' items. Go to **<Your People>, <view/export people>** and search for the person whose information you want to edit. Hover over the pencil icon on the left and a suite of icons will appear. Click on the appropriate icon to edit the information in the ORCID record. A tool tip telling you what each icon represents will appear as you hover over it. Note that anything entered in the 'visibility' field will be over-ridden by the record holder's settings.

Troubleshooting – Hub error messages

This list contains some of the most common error messages you may encounter in the Hub.

Error message	Solution
Failed to load record file: invalid affiliation type 'invited position'. Expected values: student, education, employment, distinction, invited-position, qualification, membership, service.	You have omitted the hyphen in 'invited-position'. Correct the error and re-upload your file.
JSON Decode Error: Expecting property name enclosed in double quotes Failed to load records.	Your JSON isn't valid, check with https://jsonlint.com/, correct any errors and try again.
Model Exception: Wrong partial date value Failed to load affiliation file.	Wrong date information. Insert date information in the expected format and re-upload file.
Model Exception: Wrong number of fields. Expected at least 4 fields (first name, last name, email address or another unique identifier, student/staff): Failed to load affiliation file.	Check the headers and commas in your csv file.
Model Exception: Missing or incorrect property type. (expected: URL,NAME,KEYWORD,COUNTRY) Failed to load Researcher Url Record file.	Check that the property information in your file is correct.
Model Exception: Information about Convening Organisation (Name, City and Country) is mandatory Failed to load peer review records.	Your file must contain full information about the peer-review convening organisation.

If you have any questions about using the New Zealand ORCID Hub please contact orcid@royalsociety.org.nz