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Writing affiliations to ORCID records using the New Zealand ORCID Hub

Employment, education, qualifications, membership, service,
distinctions, awards

Royal Society Te Apārangi

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Purpose of this guide

This guide describes how an organisation's Technical Contact or designated Organisation Administrator(s) can write affiliation information to ORCID records using the New Zealand ORCID Hub.

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. Guides for onboarding are available [here](#).

Logging in to 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.

You can only log-in via ORCID if the New Zealand ORCID Hub already knows your ORCID iD via 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.

Affiliations allowed in ORCID records

The Hub allows all affiliations recognised by ORCID's API 3.0 to be written to ORCID records:

Employment: Formal employment relationship with an organization, e.g. staff, intern, researcher, contractor. Employment can be paid or unpaid.

Education: Participation in an academic higher education program to receive an undergraduate, graduate, or other degree, may be in progress or unfinished.

Qualification: Participation in a professional or vocational accreditation, certification, or training program, may be in progress or unfinished.

Invited position: An invited non-employment affiliation, e.g. honorary fellow, guest researcher, emeritus professor.

Distinction: An honorary or other award, distinction, or prize in recognition of your achievements, e.g. trophy, medal, honorary degree.

Membership: Membership of a society or association, not including honorary memberships and fellowships.

Service: A significant donation of time, money, or other resource, e.g. volunteer society officer, elected board position, extension work.

Fields/metadata for affiliations

Table 1 – information that can be included in affiliation entries to ORCID records.
Certain fields are mandatory, others are optional

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
ORCID iD of invitee	If known
URL	If relevant, the URL related to the information being written e.g a departmental webpage
Organisation	Name of the organisation writing the information (will be filled in automatically, based on the organisation’s onboarding information)
City	Only required if not the home campus of the organisation
Country	Fills automatically as New Zealand, unless campus is based in another country
Disambiguated organisation source	e.g. RINGGOLD, GRID,
Disambiguated organisation identifier	The RINGGOLD, GRID or other organization identifier for the organisation
Affiliation type (required)	employment, education, distinction, invited-position, qualification, membership, service. NOTE – invited-position must contain a hyphen, otherwise you will encounter a Hub error
Role	If writing ‘Employment’ – the title of the role (e.g. Associate Professor) If writing ‘Education’ – degree title, level and result of the degree awarded, e.g. Bachelor of Science If writing ‘Qualification’ – title or result of the course or professional certification

Field	Description
	<p>If writing 'Invited-position' – the name of the position, e.g. 'honorary visiting scholar'</p> <p>If writing 'Distinction' – the prize or award name, e.g. 'Hutton medal'</p> <p>If writing 'Membership' – the nature of the membership, e.g. professional member, student member</p> <p>If writing 'Service' – the nature of the service, e.g. panel member, panel chair</p>
Department	If relevant, the department related to the role
Start date	can be as precise as required, either dd/mm/yyyy or yyyy-mm-dd or yyyy-mm or yyyy
End date	If writing previous employment. Note, if a person has had several employee roles at your organisation enter each role in a separate row; this will allow multiple employment entries, one for each of those roles, to be written to their ORCID record
PUT code	Use the PUT-Code if you wish to update an item, e.g. adding an end date, by including a column header for the PUT-code for the 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

Choosing a method for writing affiliations

There are different ways of using the Hub to write affiliations to ORCID records:

- Using the information provided by the NZ federated identity service, Tuakiri, if your organisation is a member. This writes the following information to ORCID:
 - whether the affiliation relationship is employment and/or education
 - city (i.e., location of your home campus)
 - country (by default New Zealand)
 - source of this information (i.e. your organisation)
- Uploading a file containing all the information you wish to write to ORCID records. This method can write the following information to ORCID:
 - Employment, including role, department, start date and, if relevant, end date
 - Education, including department, name of course (participation in an academic higher education programme: Undergraduate, Masters, Doctorate)
 - Qualifications, including department and name of course (professional or vocational accreditation, certification or training undertaken by an individual)
 - Distinctions, such as medals and the date of award
 - Invited positions, including title of the position and relevant dates
 - Membership, including the details of the membership and relevant dates
 - Service, including the nature of the service and relevant dates
- Writing information via the Hub's web-form feature, one person at a time. This can only be used to write employment or education affiliations.
- Using the Hub's API to upload information to ORCID. This automated method can convey the same level of information of the file upload method.

Using Tuakiri federated identity service to write affiliations

We strongly recommend communication via email or other suitable means to your staff and/or students to explain your use of the New Zealand ORCID Hub. This communication should explain what information you will write to their ORCID record if they grant permission. [Communication examples](#) are available. If your organisation bypasses the 'select organisation' stage in Tuakiri, users will log in to your organisation directly, using their usual username and password. On doing this they will immediately be returned to the Hub and presented with the 'Your ORCID' tab, which offers a link to take them to ORCID, giving them the option to grant your organisation permission to read from/write to their ORCID records.

Using the file upload method to write affiliations

By using the file upload method you will be sending your users a Hub generated email inviting them to give your organisation permission to access their ORCID record. 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; you may also wish to add additional information to the Hub generated emails.

Branding Hub generated messages with your organisation's logo

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.

Adding additional text to the Hub template email message

You can add additional information to the default template message (below) sent by the Hub but cannot alter the template itself.

If you wish to supplement the template message with additional information, go to:

Settings>email template. Check the 'Email Template Enabled' box. A box will appear on screen allowing entry of html code. Click the 'Pre-fill' button to copy the default message html; edit this by typing any additional wording required before {MESSAGE}, where {MESSAGE} is all text in the below image, and check the result by clicking 'Send', which mails you a test message. When satisfied, click 'Save' and all subsequent messages sent by your organisation will use your custom template.

Figure 1 – template email sent by the Hub

From: **no-reply@orcidhub.org.nz**
Received: **Mon Dec 02 2019 10:23:16 GMT+1300 (New Zealand Daylight Time)**
Sending IP: **52.62.173.239**
Parts: [text](#) [html](#)
Attachments: [Subscribe to receive Attachments]

Authenticate your affiliation in your ORCID record

ORCID Hub would like to write an affiliation to your ORCID record. An affiliation is one of the following: employment / education / qualification / invited position / distinction / membership / service.

If you would like to allow this, or if you don't currently have an ORCID record but would like to create one and have this affiliation added to it, please click on the following link:

<http://127.0.0.1:5000/orcid/login/iWhrK>

Once you click this link, you'll be taken to ORCID to sign in to, or create, your ORCID record. Once you've granted permission, you'll be automatically taken to the Hub. Note no further action from you is needed. In the next minute or so, the affiliation will be shown in your ORCID record with ORCID Hub as the source.

If you received this email in error, or you have questions about the responsibilities involved, please contact: orcid@royalsociety.org.nz

For information about ORCID go to the [What is ORCID?](#) page of our website.

This email was sent to shadowmel@mailinator.com

Contact details for the NZ ORCID Hub
Phone: (04) 472 7421
PO Box 598, Wellington 6140
orcid@royalsociety.org.nz



Creating a file to upload to the Hub

You can use Excel to create a comma-separated (CSV) or tsv file to upload to the Hub. Each header maps to a piece of information to be written; each row writes a different item to the record. Each row can be for the same person with multiple affiliations as shown in the sample file or for different people. You will need access to this information from your HR department or whoever maintains this information at your organisation.

Sample files can be found on [our website](#).

The sample files write the information shown in Figure 2.

Figure 2 Examples of affiliations written to an ORCID record by sample files

▼ Employment (6)		Sort
Royal Society Te Apārangī: Wellington, NZ 2020-01-06 to present Advisor (Expert Advice) Employment		
Source: The Test NZ ORCID Hub	★ Preferred source	
▼ Education and qualifications (6)		Sort
Royal Society Te Apārangī: Wellington, NZ Certificate in Health and Safety Qualification		
Source: The Test NZ ORCID Hub	★ Preferred source	
Royal Society Te Apārangī: Wellington, NZ 2019 to present BSc plant science (Botany) Education		
Source: The Test NZ ORCID Hub	★ Preferred source	
▼ Invited positions and distinctions (7)		Sort
Royal Society Te Apārangī: Wellington, NZ Hutton Medal Distinction		
Source: The Test NZ ORCID Hub	★ Preferred source	
Royal Society Te Apārangī: Wellington, NZ 2018-03-05 to present Research Fellow (Expert Advice) Invited position		
Source: The Test NZ ORCID Hub	★ Preferred source	
▼ Membership and service (6)		Sort
Royal Society Te Apārangī: Wellington, NZ Professional member Membership		
Source: The Test NZ ORCID Hub	★ Preferred source	
Royal Society Te Apārangī: Wellington, NZ 2017 to 2018 Marsden Panel Member Service		
Source: The Test NZ ORCID Hub	★ Preferred source	

Writing information that contains 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.

Uploading and activating a file in the Hub

Once your file is ready to upload, click – 'affiliations' > 'upload affiliations'. Click – 'choose file', navigate to and select the file you want to use, and then click – 'upload'. If the file can be successfully read by the Hub, you are taken to the task view where you can preview, and if necessary edit, the information. Once satisfied, click – 'activate all' to process the file.

Activating the file will do one of two things for each individual listed:

- If their email is unknown in the Hub, the Hub generates an email message and sends it. This email includes a hyperlink that will take the individual to ORCID from where they will sign into their record and be presented with a permissions page. If the individual grants your organisation permission, the information in your file is written to the user's ORCID record; or,
- If the person has already given permission to your organisation the Hub immediately writes to their record.

Using the Hub's web-form function to write affiliations

If you want to write an education or employment affiliation information for a small number of individuals and would rather not create a file to upload you can use the Hub's web-form function to contact people, one at a time.

In the 'Your People' tab of the Hub, select 'New Student/Staff invitation'. Mandatory fields are:

- First Name
- Last name
- Email address

Other optional fields are:

- ORCID iD
- Course or job title
- Start date
- End date
- Campus/department

Other information relating to your organisation such as name, city, country, disambiguated ID, disambiguation source (such as Ringgold or GRID) will be pre-filled by the Hub from information obtained when your organisation was initially onboarded to the application.

Once you have filled in the information for the person click 'invite. This will send them an email with a hyperlink as shown in figure 1. If you wish to brand this email with your organisation's logo and colours follow the instructions for 'Branding Hub generated messages with your organisation's logo' on page 7.

Using the Hub's API to write affiliation information 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, for example, if you wish to enter an 'end date' to the record when someone leaves your organisation.

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 use the Hub to update or edit the information that you have written to ORCID records, such as adding an end date when someone leaves your organisation.

There is a risk of a person leaving your organisation and revoking permission, leaving you unable to write an end date for their employment period. To avoid this scenario we suggest having a clear off-boarding process for departing staff which includes retaining access to ORCID records until you have written an end date for their role. ORCID has a [procedure for correcting information in ORCID records](#), should this situation arise.

Editing information by uploading a new file containing a PUT code

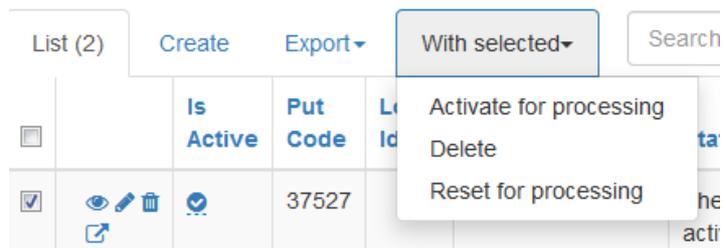
Create a new csv/tsv file and include a new header of PUT code. This new file should contain all the information you wrote originally along with any new information under the appropriate header. If using a json/yaml file, include the PUT code for the item. If you need assistance in creating files [contact us](#).

Editing records using the Hub's web-form feature

If your task has not yet expired you can edit it directly in the Hub. If the task has expired you can edit information under the person's record in the Hub.

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 pencil icon. Edit the information in the web-form as required, then save and 'reset' the task for the edits to appear in the ORCID record. To reset, click 'with selected', then 'reset for processing' (Figure 3). If adding new invitees, these people will receive an invitation email as described previously.

Figure 3 – Resetting a task



If your task in the Hub has already expired you can still edit a small amount of information in the record, such as 'end date'.

Navigate to the tab for <Your People> and choose <view/export people> from the drop down menu. Click in the box to the left of the person's name and a suite of icons will appear. Select the briefcase icon (representing affiliations) and edit the information in the record as desired, then save. The ORCID record will be updated as long as the person has not revoked your organisation's permission.

Troubleshooting – Hub error messages

Below is a list of the most common error messages you may encounter in the Hub when writing affiliations and other information.

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

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