

WyoVita:

Easing Manual Activity Entry

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Overview

1. ORCID

2. Google Scholar

3. Interfolio Data Service

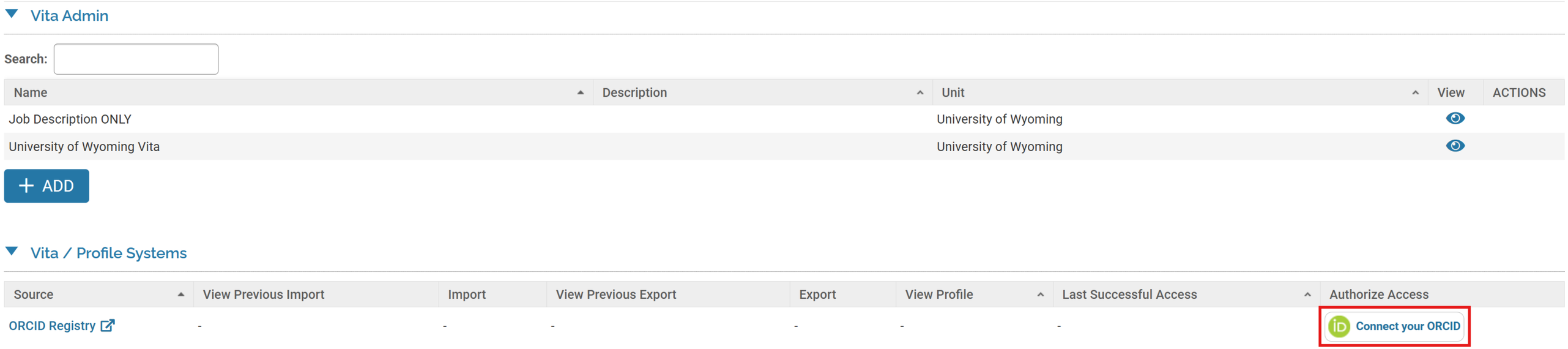
ORCID



Finding ORCID

Log in to WyoVita and navigate to Vitas & Biosketches on the left menu, then click on Legacy Vitas in the dropdown.





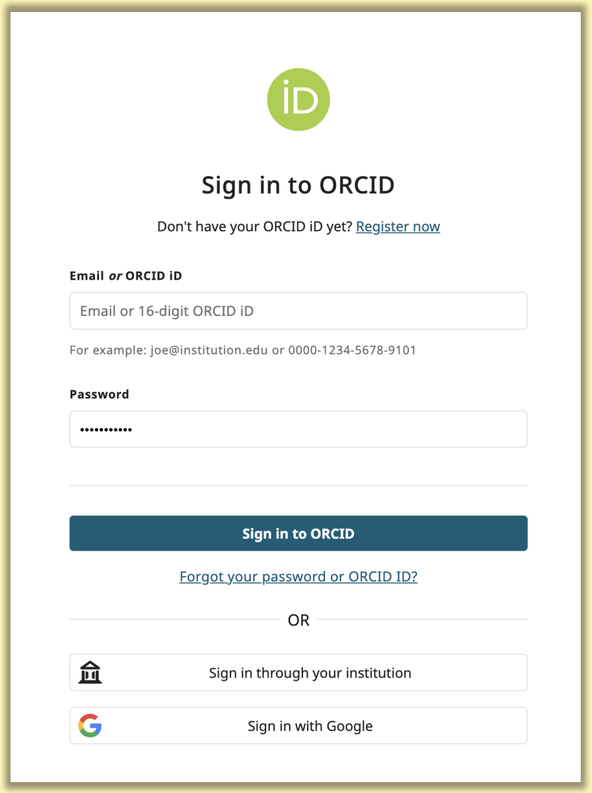
Grant WyoVita ORCID Access

Scroll down and click the **Connect your ORCID** button under the **Authorize Access** column in the **Vita/Profile Systems** section.

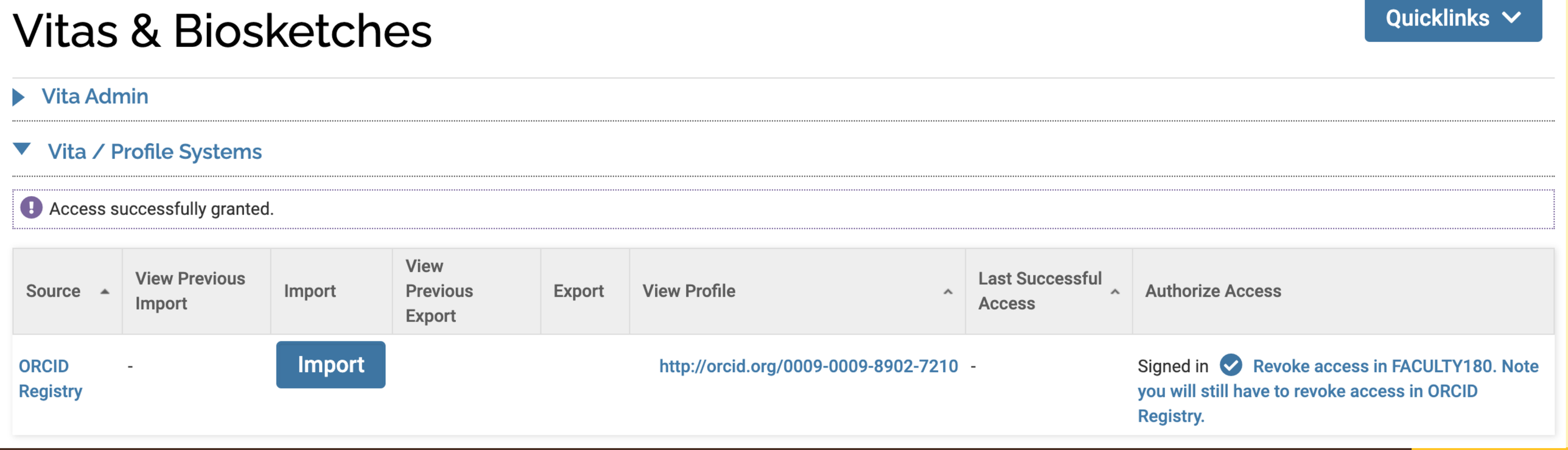
*Click the **ORCID Registry** link in the **Source** column to visit the ORCID homepage for more information.*

Sign In to ORCID or Register

To grant WyoVita access to your ORCID account, sign in to ORCID or Register Now on the page that displays.







Begin Importing from ORCID

Click the **Import** button in the **Vita/Profile Systems** section. Note that duplicate (previously imported or entered) entries are hidden and will not display.

The following data can be imported from ORCID:

- Scholarly & Creative Work
- Grants
- Work Experience & Degrees
- Biography

Importing Activities

Select the applicable items (records) to transfer to WyoVita, then scroll down and click Import Selected.

The records to be imported will display. Update the status, semester, and year as needed, then click Save when finished.

The Import from the ORCID results will display. The possible results are:

- Successfully Added
- Possible Duplicate (possible duplicates can be reviewed under the My Tasks section of the Dashboard)
- Error (the reason for error will be displayed)
- Exact Duplicate (will not be imported)



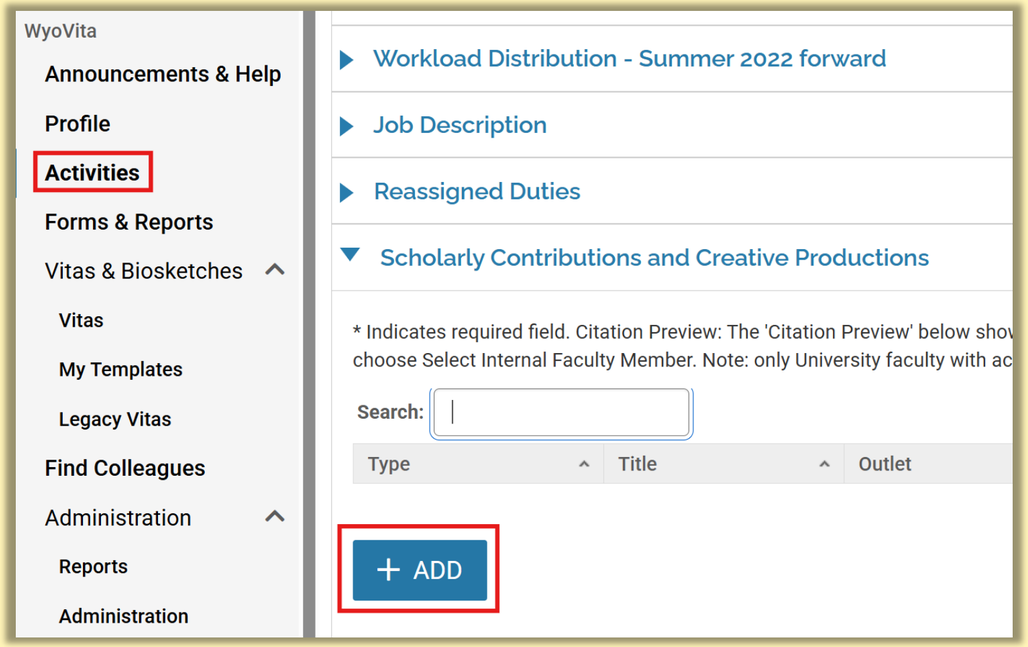


Google Scholar

Google Scholar for WyoVita

Since Google's licensing explicitly forbids any bulk download or scraping of scholarly work off their site, there is currently no formal integration in place with Google Scholar. However, there is still a way to retrieve your data from Google Scholar to import into WyoVita.

To find this in WyoVita, log in and navigate to the **Activities** page, then click **Add** under **Scholarly Contributions and Creative Productions**.

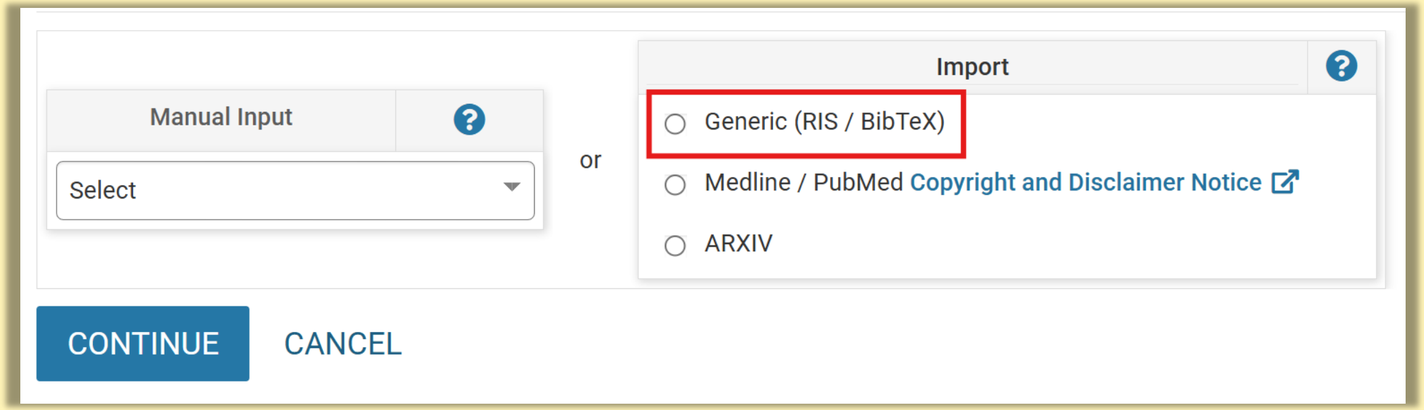


Importing Activities

In the **Import** section, you will be using the **Generic (RIS / BibTeX)** option.

In another tab, log in to your **Google Scholar** account and click **Export**. Select desired publications and export them to **BibTex file**.

In WyoVita, select **Generic (RIS / BibTeX)**. Select either BibTeX file format, then upload a file or insert plain text.







Interfolio Data Service



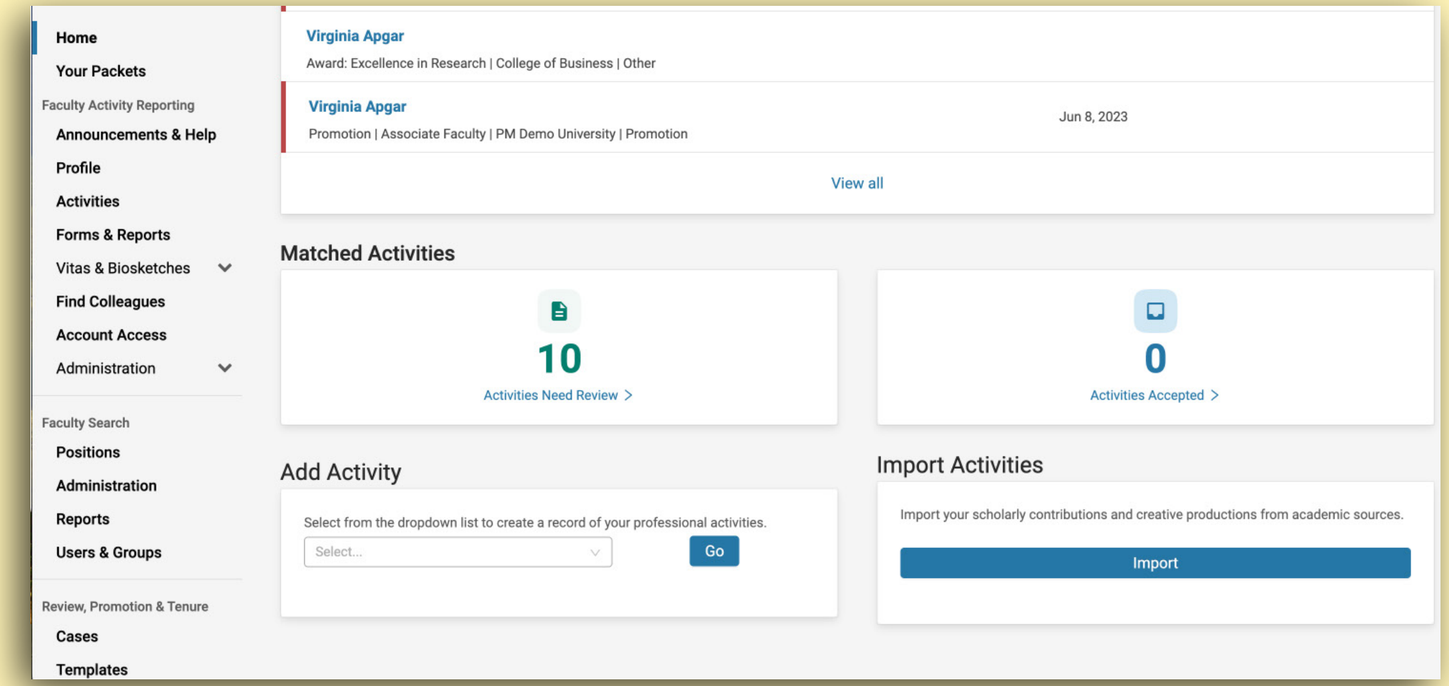
What is IDS?

Interfolio Data Service (IDS), is technology that populates WyoVita in bulk with accurate data on faculty members' academic work. It pulls from sources like CrossRef, OpenAlex, and Scopus, covering over 250 million activities published in more than 60,000 journals, government systems, and authoritative outlets.

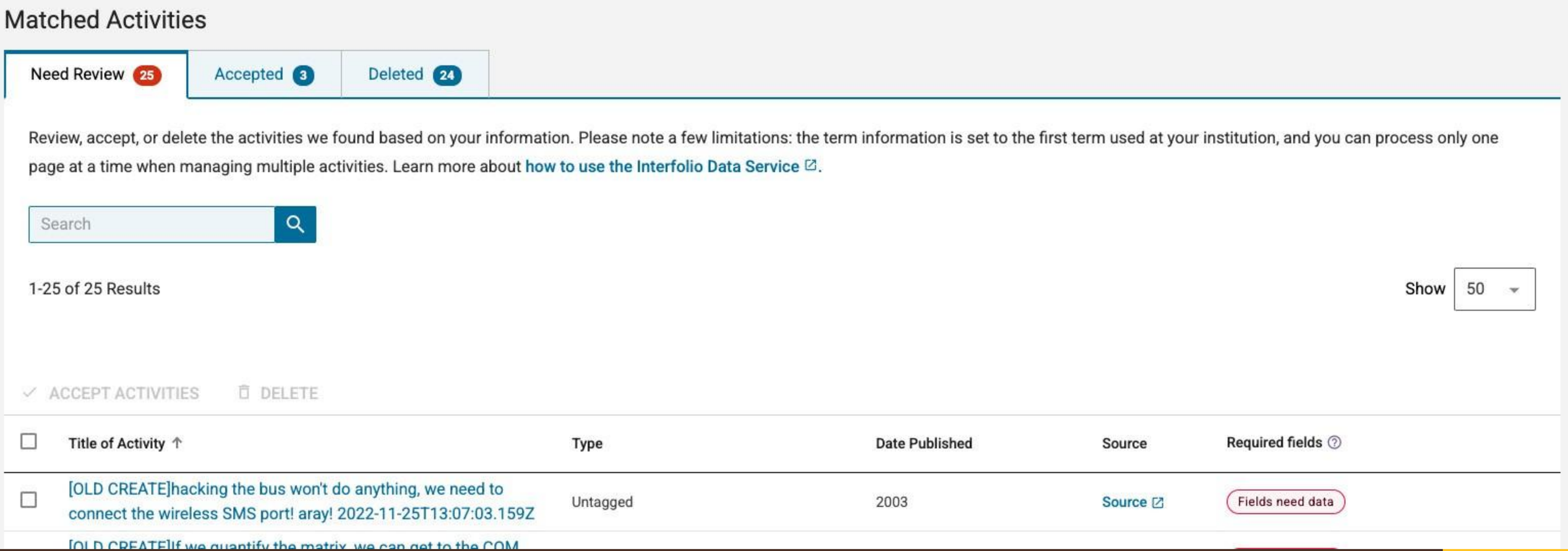
Throughout the year, IDS collects information on faculty publications, specifically Books, Book Chapters, Journal Articles, and Proceeding Publications. It automatically cleans the data by formatting it, verifying that scholars with similar names are linked to the correct information, and consolidating duplicate activities. Faculty can then validate the academic data associated with them before it is saved to their WyoVita profile.

Review Matched Activities

On your Homepage, scroll down to the Matched Activities section, which includes the Activities Need Review card (showing matched activities available for review) and the Activities Accepted card (counting activities added to your account).







Click either card under the **Matched Activities** section on the homepage to navigate to the Matched Activities page where you will see a list of your matched activities. Ensure the **Need Review** tab is selected.

To edit, accept, or delete activities, click the hyperlinked **Title of Activity** to open the **Step 1: Record Information** window on the right-hand side.

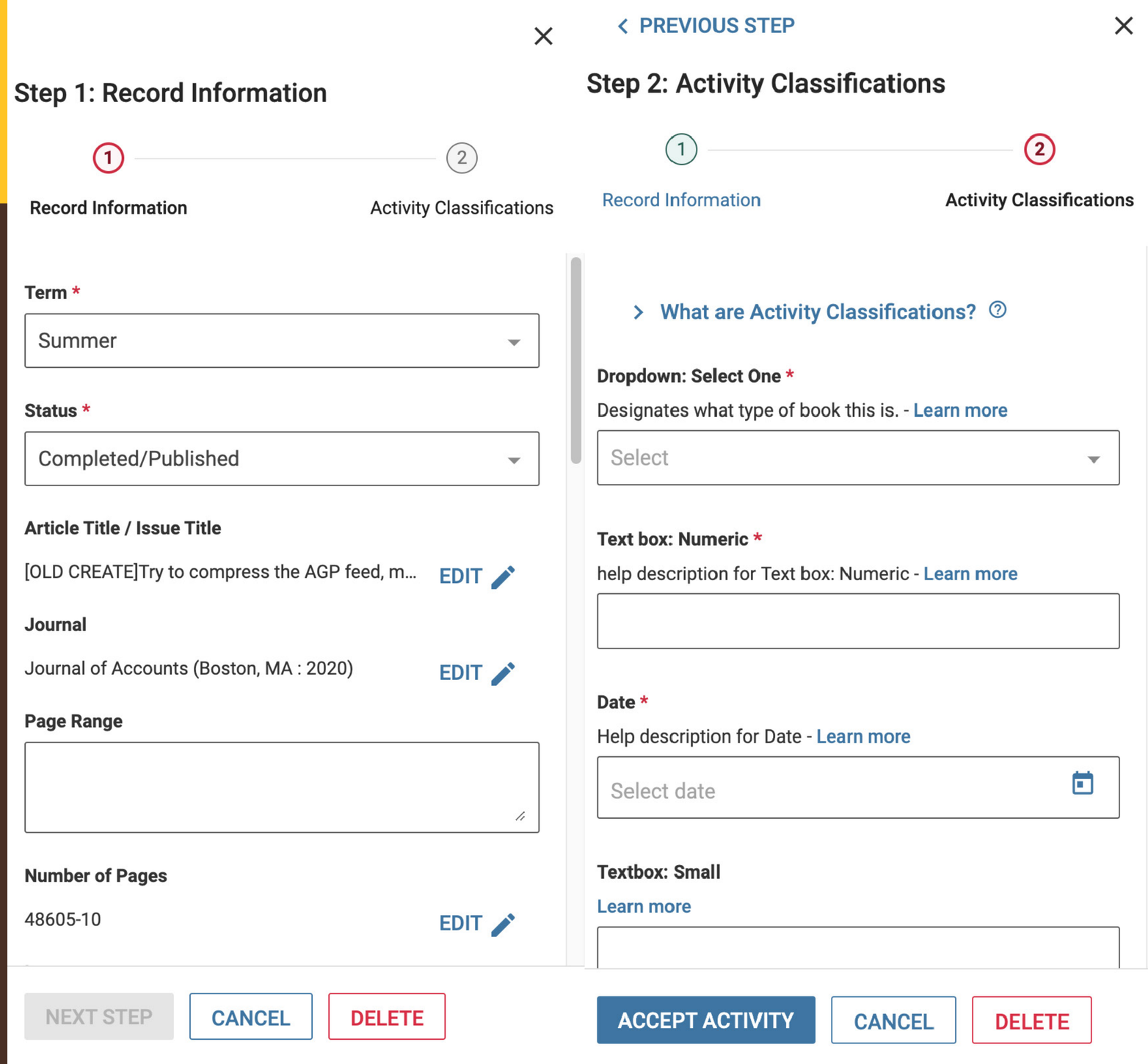
Accepting Activities

Clicking the name of the activity in the list opens a panel to the right of the page where you can review and edit details of the activity before choosing to accept it into your WyoVita profile.

In the panel that opens you can review the activity to make sure the information is correct. Any fields that are required in WyoVita must be completed before accepting the activity.

From here, you can choose to **Accept Activity** or **Delete** the activity.

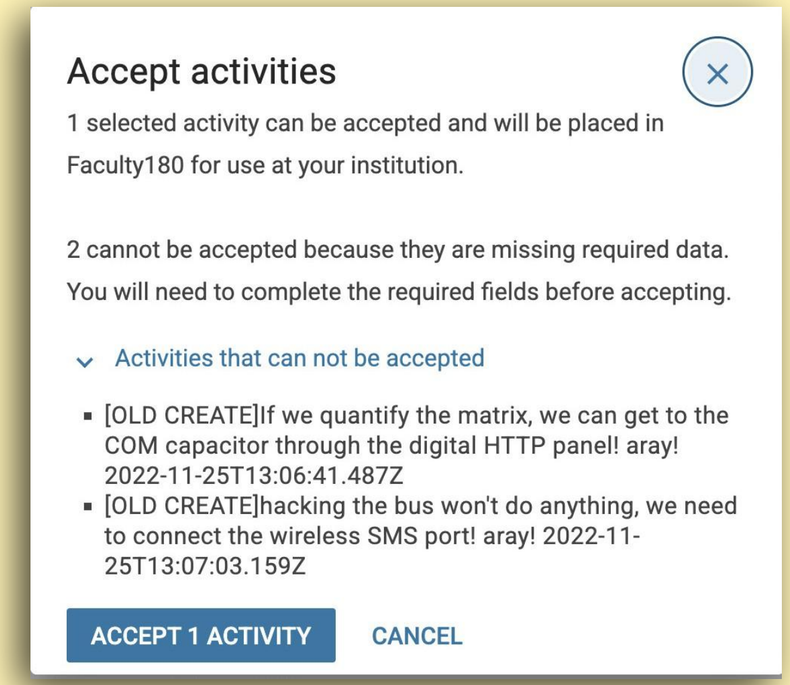
In order to accept the activity, all required fields must be completed.



Bulk Accept & Delete

To bulk accept activities under the **Need Review** tab, check the boxes next to the activities you want to accept and then click on the **Accept Activities** button above.

Where recommendations are complete these records will automatically be accepted and added to WyoVita. Where recommendations do not have required fields completed, these will be highlighted, and you will need to go through each item separately and include the missing data and accept.



To bulk delete activities, check the boxes and then click the **Delete** button. Deleted activities will move to the **Deleted** tab and will no longer be shown to the user.

If you delete something by mistake, go to the **Deleted** tab, select the activity, and then click the **Restore** button to move it back to the **Need Review** tab.



Questions?

If you have any questions or issues regarding records entry in WyoVita, please reach out to us at facultyaffairs@uwyo.edu.

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