

# ORCID Account Management

## Handling duplicated records under ORCID profile

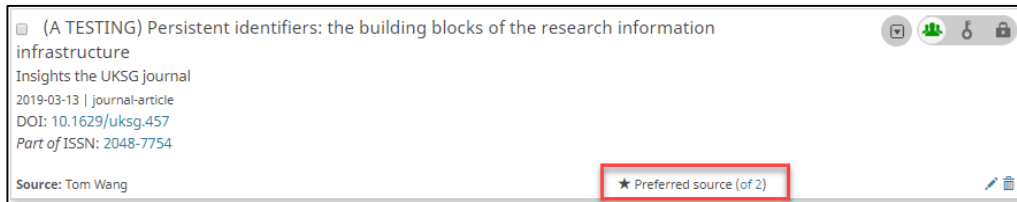
- Group multiple versions of the same record together
- Delete undesired records

Research Support and Scholarly Communication  
Run Run Shaw Library

May 2020

# Information on duplicates

- Records could be added to ORCID from manual input, various research systems and identifier schemes such as CityU Scholars, Scopus, Crossref, PubMed
- When the same record is added to ORCID multiple times
  - Records with a common identifier (such as a DOI or ISBN) are automatically grouped together and showing under different sources



- If the newly added record does not have an identifier, or has a common but case-sensitive identifier with an existing record in ORCID, it will create duplicates




More information on [Group multiple versions of the same work together](#)





# Ways to de-duplicate

- Manage similar works (which appears if there are suggestions to make)
- Combine
- Delete



The screenshot displays a library interface with a list of works. At the top, there is a header bar with the text "Works (17 of 17)" and three buttons: "Add works", "Export works", and "Sort". Below the header, there are two rows of works. Each row has a checkbox on the left and a set of icons on the right. The first row is for a work titled "(A TESTING) Persistent identifiers: the building blocks of the research information infrastructure". The second row is for a work titled "(B Testing) How persistent identifiers can save scientists time." Both rows have a "Source: Tom Wang" and a "Preferred source" star icon. The "COMBINE" and "DELETE" buttons are highlighted with red boxes in the first row. The "Manage similar works" button is highlighted with a red box in the second row.





Works (17 of 17) + Add works ↓ Export works ↕ Sort

**COMBINE** **DELETE**    Manage similar works



(A TESTING) Persistent identifiers: the building blocks of the research information infrastructure    

Insights the UKSG journal  
2019-03-13 | journal-article  
DOI: 10.1629/uksg.457  
Part of ISSN: 2048-7754

Source: Tom Wang ★ Preferred source  

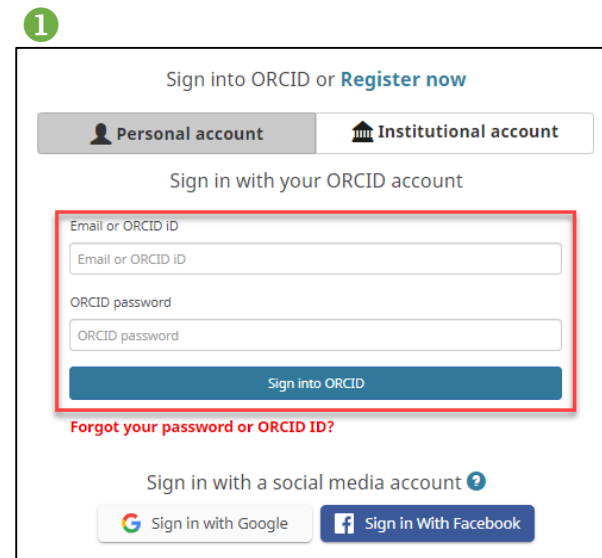
(B Testing) How persistent identifiers can save scientists time.    

FEMS microbiology letters  
2018-08-01 | journal-article  
PMID: 29931119  
PMC: PMC6047423  
DOI: 10.1093/femsle/fny143

Source: Tom Wang ★ Preferred source  

# Ways to de-duplicate -Manage similar works

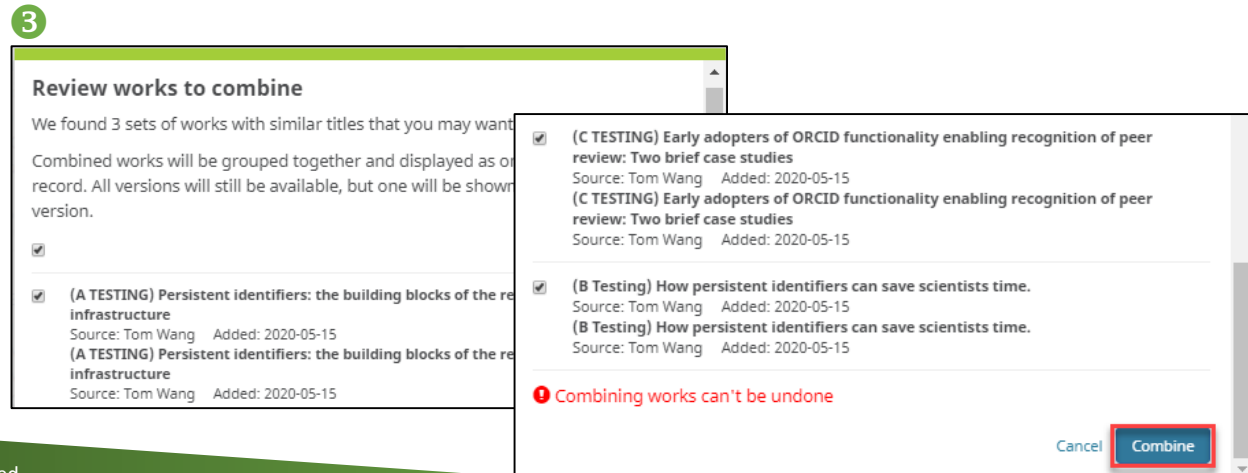
1. Sign into your [ORCID](#) account



2. Click “*Manage similar works*”



3. On the pop-up window, review and check the works to combine and click “*Combine*”



# Ways to de-duplicate -Combine

1. Click “Sort” and “Title”
2. Review and check the works to combine
3. Click “COMBINE” to group the works together

The screenshot shows a library interface with a list of works. The interface includes a header bar with 'Works (17 of 17)', '+ Add works', 'Export works', and a 'Sort' button. A dropdown menu is open from the 'Sort' button, showing 'Date' and 'Title' options. The 'Title' option is selected. The list contains two identical entries, each with a checkbox and a 'COMBINE' button. The 'COMBINE' button is highlighted with a red box. The first entry is also checked with a red box. The interface also shows 'Manage similar' and 'Preferred source' options.

3  **COMBINE**  DELETE

2  (A TESTING) Persistent identifiers: the building blocks of the research information infrastructure  
Insights the UKSG journal  
2019-03-13 | journal-article  
DOI: 10.1629/uksg.457  
Part of ISSN: 2048-7754  
Source: Tom Wang ★ Preferred source

(A TESTING) Persistent identifiers: the building blocks of the research information infrastructure  
Insights: the UKSG Journal  
journal-article  
Source: Tom Wang ★ Preferred source

1 **Sort**  
Date  
**Title**   
Type

# Ways to de-duplicate -Delete

1. Click “Sort” and “Title”
2. Review and check the works to delete
3. Click “DELETE” to delete the undesired works

The screenshot shows a library interface with a list of works. The top bar includes a dropdown menu for "Works (17 of 17)", buttons for "Add works", "Export works", and "Sort". The "Sort" button is highlighted with a red box and a green circle "1". Below the top bar, there are icons for "COMB", "DELETE", and "Manage similar". The "DELETE" button is highlighted with a red box and a green circle "3". The list of works is displayed in a table format. The first work is checked with a red box and a green circle "2".

	Date	Title	Type
<input type="checkbox"/>		(A TESTING) Persistent identifiers: the building blocks of the research information infrastructure	journal-article
		Insights the UKSG journal	
		2019-03-13   journal-article	
		DOI: 10.1629/uksg.457	
		Part of ISSN: 2048-7754	
		Source: Tom Wang	★ Preferred source
<input checked="" type="checkbox"/>		(A TESTING) Persistent identifiers: the building blocks of the research information infrastructure	journal-article
		Insights: the UKSG Journal	
		journal-article	
		Source: Tom Wang	★ Preferred source

# Feedback & support for ORCID

For more ORCID Account Management quick guides, please visit:

<http://libguides.library.cityu.edu.hk/aim/quickguides>

For answers to FAQ about ORCID, please access the [ORCID Knowledge Base](#)

OR

[Contact ORCID](#) via its Member Support Centre