Open Repository

User Guide

Version 1.1 (27/06/06) – This version replaces all previous versions

Contents

1 Introduction

Welcome to the Open Repository User manual. We recommend that you read this through fully before you start using your repository. It explains the basic principles of the service for all those wishing to use it, including researchers, administrators and faculty.

1.1 Feedback and support

Once you have read this manual thoroughly you should have a good knowledge of what the service can do, how it works and what is available to you. However, if you have any additional questions there are other resources available. In the first instance, you can use the help pages link on the top navigation bar. You can also use the feedback form to contact your repository's institutional administrator(s). This is accessed via the link at the foot of every page on the right-hand side.

Key:
- Underlined terms indicate clickable links on a menu bar or webpage
- Actions carried out through clicking a button are shown in inverted commas thus: 'Action'

2 Overview

2.1 What is an institutional repository?

An institutional repository allows for the submission, storage and sharing of an institution's intellectual output. It is a digital archive for permanently storing or self-archiving research work, and making it available for other researchers worldwide to find and read.

Institutional repositories are intended to be open access. There are no entry or cost barriers to retrieving the content. There may be some situations where access has to be restricted due to the sensitive nature of the material, in which case your repository administrators can ensure that access controls are introduced so that no unauthorized users can read the restricted content.

2.2 Why should you self-archive?

- Self-archived work in open access repositories is likely to gain greater exposure than that which has restricted or closed access. Studies are being carried out to show how this increased exposure may lead to an increase in citations.
- Unless specified otherwise the work stored in this particular institutional repository will be made freely available for all to read, and the metadata will be harvested by external search engines such as Google, Yahoo and OAIster.
- Work stored in this institutional repository will be assigned a permanent unique identifier as part of the repository's commitment to digital preservation. This URI (or Handle) is readable using a regular browser and will never change, unlike a regular URL that can be removed or changed.
- Ongoing work in digital preservation will ensure that your work remains permanently available and readable.

2.3 What can be archived?

Essentially any type of digital file can be archived. However, your institution will have its own policies, which will be distributed separately, regarding what should and should not be deposited in the archive. For example, pre- and post-print journal articles; datasets; conference proceedings; music, image and video files; theses; book chapters, entire journals and even websites can be archived.

2.4 What about archiving work that has already been published?

Approximately 95% of academic publishers now allow for pre-prints to be self-archived at the very least, and some even allow the refereed post-print or PDF to be self-archived. You can check publisher copyright policies here: http://www.sherpa.ac.uk/romeo.php

Open access advocates recommend that you should archive at least the pre-print in order to make it openly available.

3 Organization and Hierarchy

Repositories use a hierarchical organization structure; an illustrative example of this is shown in Figure 3.1. There are three levels of hierarchy and you can view them as a folder structure:

- **Communities.** Communities are the top level of folders and do not contain any content items.
- **Sub-communities.** Sub-communities are sub-folders that sit underneath communities. They allow you to sub-divide the communities into more detailed sections. However, as with the communities, they do not contain any content items. Sub-communities are also optional: you can have none or as many as you wish, either branching out within a single community and/or under one another.
- **Collections.** Collections are held within a community or sub-community. Collections store the actual content, i.e. the items that have been submitted to the repository.

Note: Content can only be submitted to a collection.

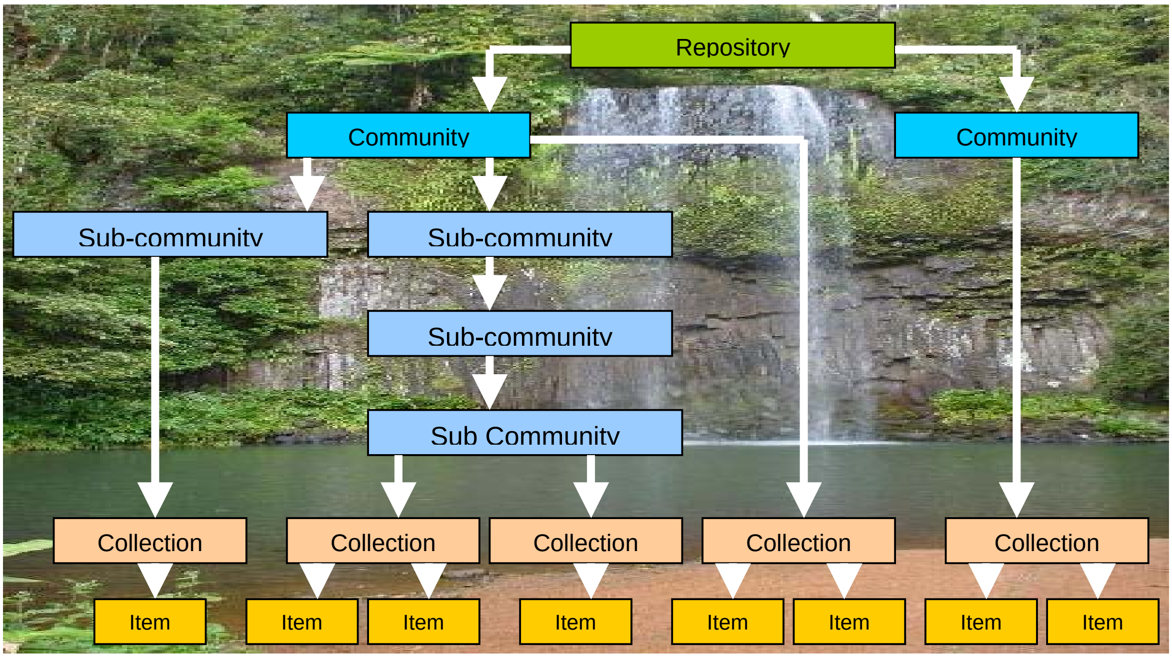

Figure 3.1: A model of hierarchy

You will find a list of all the top-level communities on the homepage of your repository.

To see a full list of all communities, sub-communities and collections, click Communities & Collections on the left hand Browse by menu (Figure 3.2). Communities are shown in bold. Sub-communities are shown in bold and indented by one tab. Collections are in roman (non-bold) font and indented either by one tab to show they branch directly from a community or by two tabs if they branch from a sub-community. All communities, sub-communities and collections are listed alphabetically.

Your repository administrator is responsible for setting up the structure of the hierarchy and for informing you of any policy decisions about what can be submitted, where it should be submitted to, and who is able to submit. If you have any questions about this please use the feedback form on the site to contact your repository's administrator. This is accessed via the link at the foot of every page on the right-hand side.

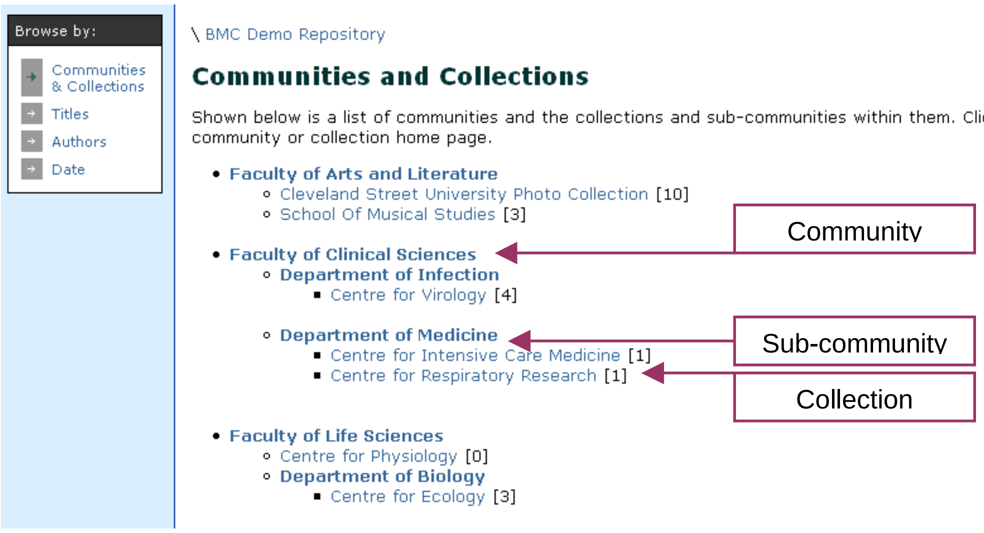

Figure 3.2: Community and Collection Browse Page

4 The Homepage (Navigating the Site)

Here is an overview of what you should find in your repository homepage (please refer to Figure 4.1).

- A quick search box [1].
- A link to the advanced search function [2].
- Your institutional logo [3].
- Underneath the logo is the top navigation bar [4] consisting of:
  - Home: returns you back to the homepage
  - Register / Log in: either register with the site or log in if you have already registered
  - My …: your personal area
  - Submit: takes you to a list of collections you are authorized to submit to (requires log-in)
  - Help: opens the help pages
- Directly underneath the top navigation bar is the 'breadcrumb trail' [5] indicating where you are in the site and allowing you to link back to the previous section.
  - For example, if you were in the collection 'Centre for Ecology', it would look like this:
    \ BMC Demo Repository \ Faculty of Life Sciences \ Department of Biology
    since these are the levels of hierarchy that exist above that collection, i.e.:
    \ Home \ Community \ Sub-community
- The browse menu [6]. You can browse the content by:
  - Communities and Collections
  - Titles
  - Authors
  - Date
- Quick Guides [7] for your reference. They cover:
  - Getting started
  - Using search
  - Browsing
  - Submitting content
  - Editing your details

- At the top of the central page area is an introductory message from your institution [8]. This will be updated by the repository administrator to include news about new features, policies etc.
- Underneath this text is a list of the top-level communities [9] that links through to the community homepages.
- At the foot of the page on the right-hand side is a link to the feedback form.

The search box, logo, top navigation bar, breadcrumb trail and page footer will appear on all pages within the repository. The browse menu will appear on all pages except for the submission form.

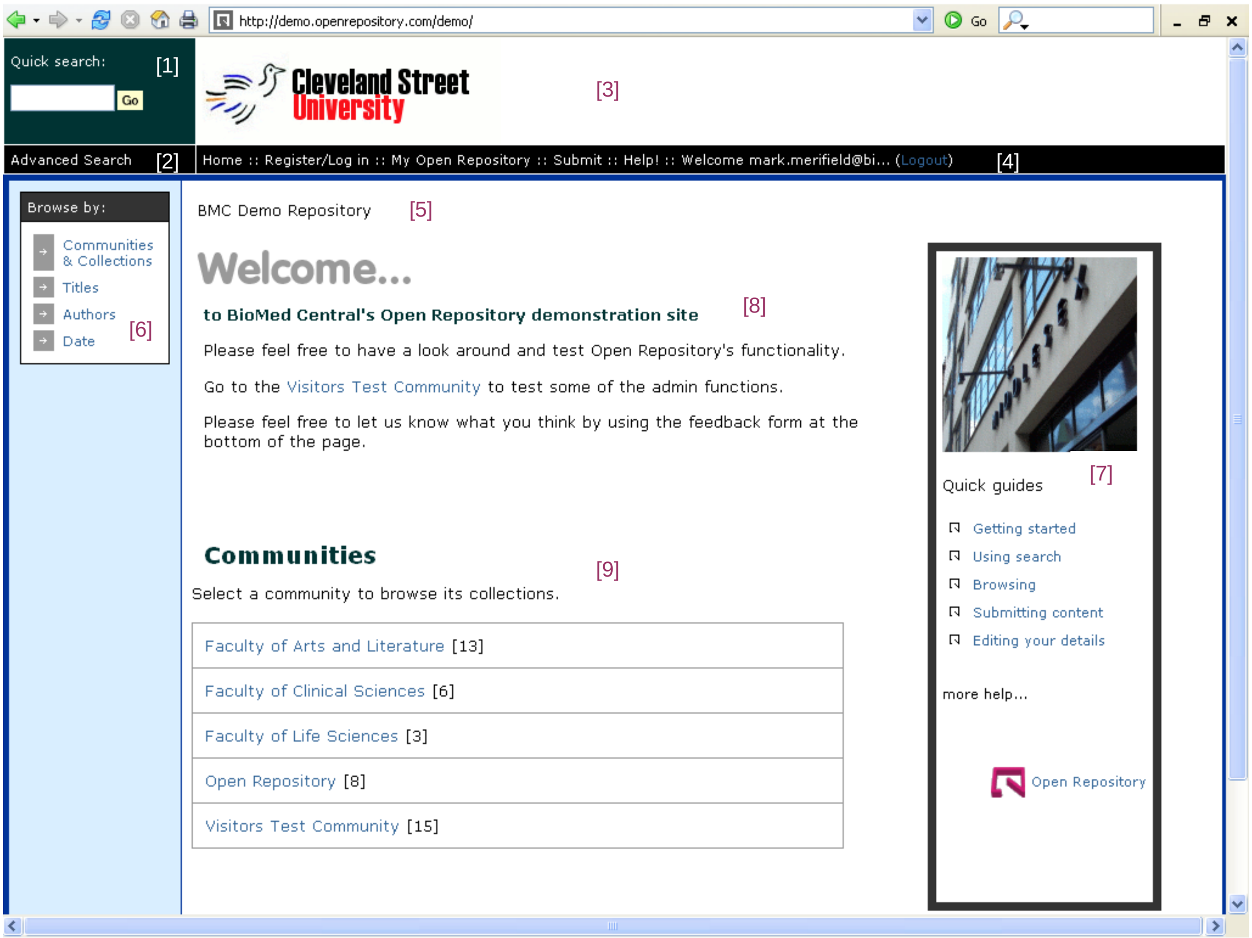

Figure 4.1: Repository Home Page

5 Registration and Logging In

Users must register with their repository to enable submission and (controlled) access rights, as well as to sign up for any email alert services.

To register:
1. Click on Register/Log in on the top menu bar
2. Choose Click here to register [1]
3. Enter your email address on the page you are taken to and click 'register'
4. You will be emailed a link to the registration page; click this link
5. Enter your details and choose your password, then click 'Complete Registration'

Figure 5.1: Register / Log-in Page

Now you can return to the homepage and log in:
1. Click on Register/Log in on the top menu bar
2. Enter your email address and password [2]

If you have forgotten your password:
1. Use the Have you forgotten your password? link [3]
2. Enter your email address
3. You will be sent a link to your My Space area where you can enter a new password

5.1 Institutional log-in and registration

Your repository may have been set up to use an institutional log-in. If this is the case your repository administrator should inform you.

Instead of the normal log-in illustrated above you will see a unique institutional log-in page. You will not have to register, you will be automatically registered the first time you log onto the site.

6 Community and Collection Homepages

Community, sub-community and collection homepages all share similar characteristics, which are outlined below (please refer to Figure 6.1).

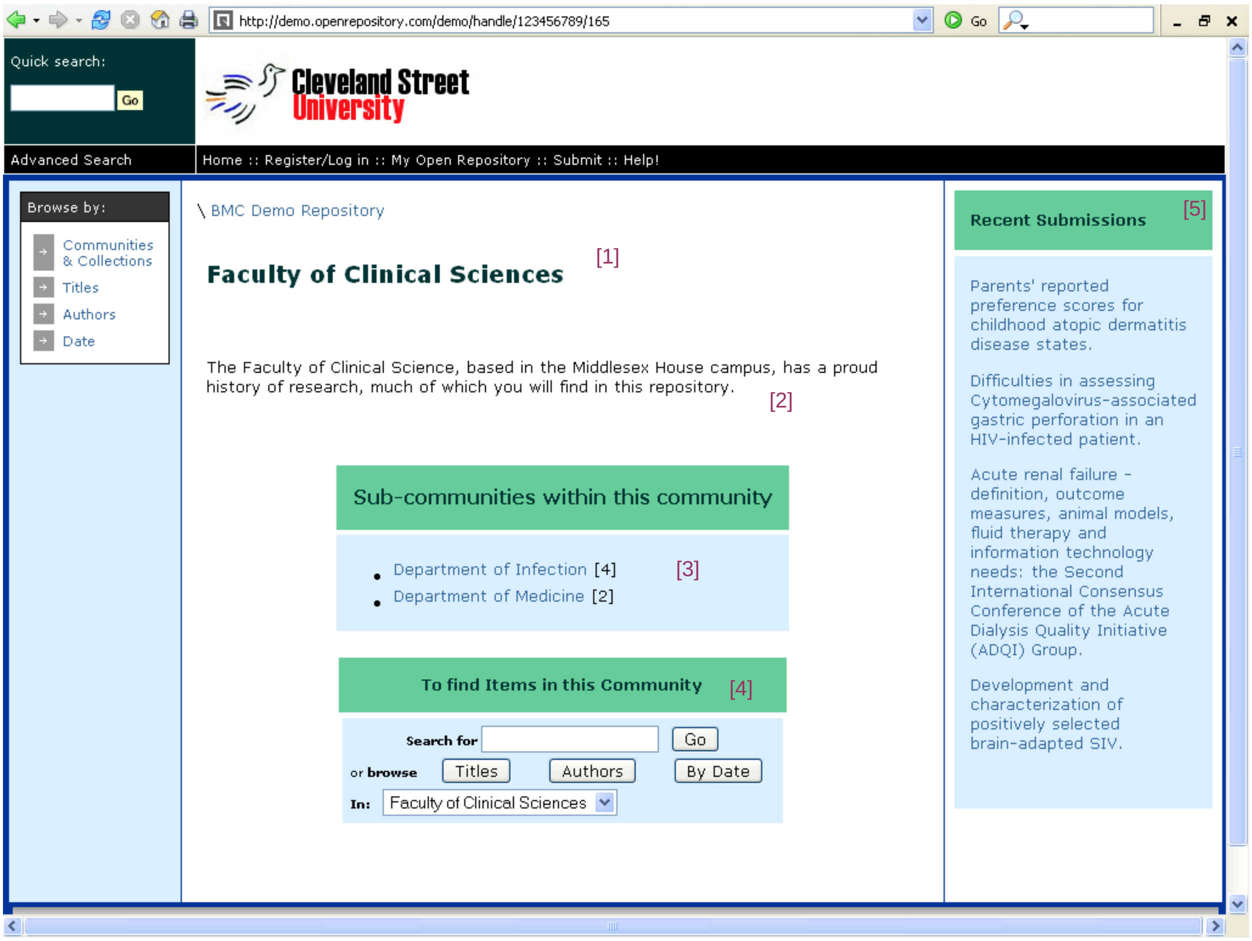

Figure 6.1: Community Home Page (User not Logged in)

- The community / collection name at the top of the page [1]
- Introductory text and logo (optional) [2]
- As appropriate, a list of sub-communities or collections under that level (with search and browse options), and the individual number of items held in that sub-community or collection [3]
- A search and browse option for all content at that level and below [4]

Note: any level of the hierarchy will always allow you to search or browse that level and all levels below.

- A list of the five most recent submissions to all collections within that level on the right side of the page [5]
- If you are logged in (Figure 6.2), you will see a couple of additional buttons at the collection level allowing you to:
  - Submit to that collection (if you are authorized to submit to that collection only) [1]
  - Sign up for email alerts of new content added to that collection [2]

Figure 6.2: Community or Collection Homepage (User Logged in)

7 Finding Content

There are three main ways of finding content within your repository: searching (basic and advanced), browsing, and via external links.

7.1 Searching

Use the Quick search box (located in the top left-hand corner of any page) to search across the basic metadata of all items in the repository, including:

- Keyword
- Author
- Title
- Subject
- Abstract
- Series (any series or report number)
- Sponsor (details of any sponsorship for your research)
- Identifier (such as ISBN, DOI, PubMed ID etc)
- Language
- Article type (article, book chapter etc)
- Full text for Word, text and PDF documents

Results are displayed by authors, items or community / collection listings where results match.

7.2 Advanced searching

Advanced searching allows you to refine your search further. Click on the Advanced Search link (located in the top left-hand corner of any page). On the advanced search page (see Figure 7.1) you can limit the fields (as listed in section 7.1) by community, and also with Boolean separators (and / or / not).

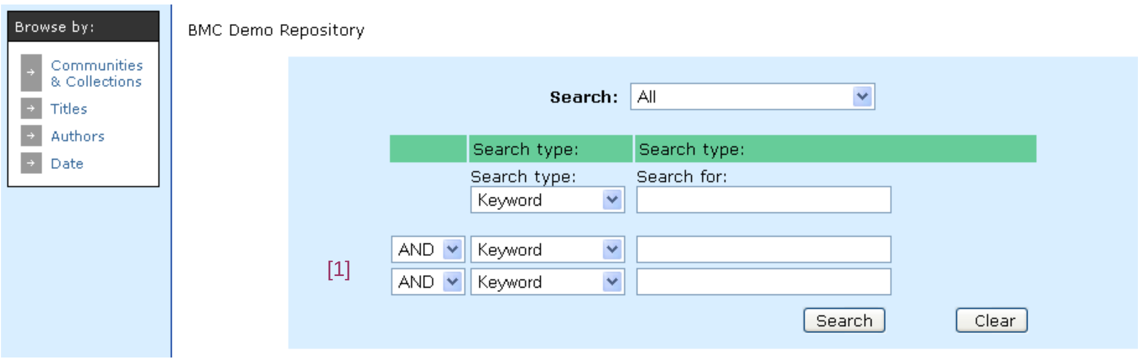

Figure 7.1: Advanced Search Options

7.3 Browsing

There are four browse menus that appear on the left-hand side of any page (see Figure 7.2). These allow you to browse your repository's content by: Communities & Collections, Titles, Authors or Date.

The Browse by Date page lists items according to the original date of publication (if entered); when this is not available items will be listed by the date that the item was accepted into the archive.

The browse by title, author and date pages use a jump function (Figure 7.2 [1]) to help you browse quickly through the lists.

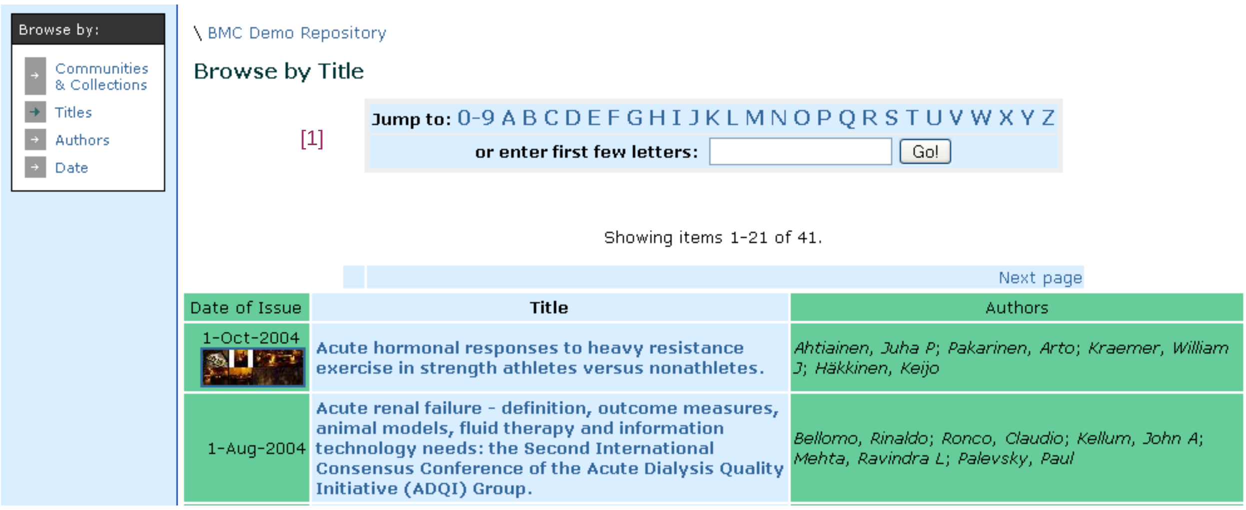

Figure 7.2: Browse by Title

7.4 finding content via external links

All items have a standard URL that will be displayed in your browser window. They also have a permanent unique identifier (or unique resource identifier – URI) that should be used at all times when linking to the item. This URI or Handle is resolvable by a standard web browser.

A Handle will have a format along the lines of: http://hdl.handle.net/2384/2367 (See Figure 8.1 [4]).

You can also search and browse for content through the community or collection homepages or by using one of the links to a recently submitted item.

8 Viewing the Content

We refer to the actual content in the archive as items. Whenever you click on a link to an item you are taken to the item view page (see Figure 8.1).

Figure 8.1: The Item View

The top half of the item view page lists all the principle metadata that was entered during the item submission process. The amount of information available will, therefore, differ from item to item [1].

Below this information are the files (or bitstreams) that make up the item. All bitstreams will show the file type, size, a brief description (optional) and a link to open the file [2]. Some image files (JPEG or GIF) will also have a small thumbnail image attached.

To view an item fully, click on the View/Open link in this section.

At the bottom of the page is a button to 'Show full item record'. This takes you to the page that displays the full metadata entered for the item in its qualified Dublin Core form [3].

8.1 SFX linking

Some institutions may link the content of their repository to an SFX server. If this is the case, an SFX button will appear at the bottom of each item view page below the 'Show full item record' button.

8.2 Content alerts

To sign up for email content alerts for a particular collection follow these steps:

Step 1: Login via login on the top navigation bar
Step 2: Go to the collection for which you wish to receive content alerts
Step 3: Navigate to the bottom right-hand menu bar
Step 4: Click 'subscribe' next to subscribe to this collection to receive daily e-mail notification of new additions

9 Personalizing your Repository

The personalization area of your repository is referred to in this manual as your My Space page but will be named according to your repository name. My Space is a personal page that allows you to:

- Submit to authorized collections
- View all items within the archive you have submitted
- View and amend your email alerts
- Edit your personal details
- Edit your Researcher Page (see section 10)
- Work on tasks within your workspace

My Space can be reached using the My Space link located on the top navigation bar of any repository page.

Note: Your My Space page will be named according to your repository name.

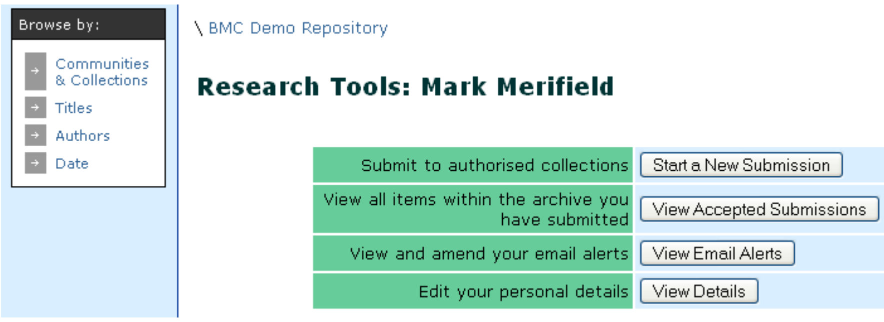

Figure 9.1: Basic My Space Functions

9.1 Submit to authorized collections

Clicking the ‘Start a New Submission’ button (Figure 9.1) will take you through to the pre-stage of the submission form.

Only the collections you have been authorized to submit to will be listed. If you have not been authorized to submit to any collections there will not be anything listed here. Please contact your repository administrator via the Feedback link at the bottom of the page to arrange authorization.

9.2 View all items within the archive you have submitted

Clicking the ‘View Accepted Submissions’ button will take you to a page that lists all items you have submitted. This list shows all the items you have submitted, not the items you have authored. For a list of all the items you have authored you should use the Browse by: Authors feature.

9.3 View and amend your email alerts

Clicking the ‘View Email Alerts’ button will allow you to view and amend your email preferences.

Note: You cannot sign up for email alerts here. In order to sign up for daily email notifications of new additions to the collection you will need to log on, navigate to the collection homepage and use the ‘Subscribe’ button that can be found on the right-hand side of page. This will automatically add the alerts to your record (see section 8.2).

9.4 Edit your personal details

Clicking the 'View Details' button will take you to page where you can update your personal details or reset your password. Please note that you can't change your email address. You will need to ask your repository administrator to do this for you.

9.5 Edit your researcher page – see section 10.2.

9.6 Work on tasks within your workspace

At the bottom of your My Space page is the area known as your workspace. This area will remain empty until you have a task within your workspace.

The possible items you may have within your workspace are:

- To complete or remove any unfinished submissions (see Figure 9.2)
- Tasks in the review workflow (if you have one) (see Figure 9.3)

9.6.1 Complete or remove any unfinished submissions

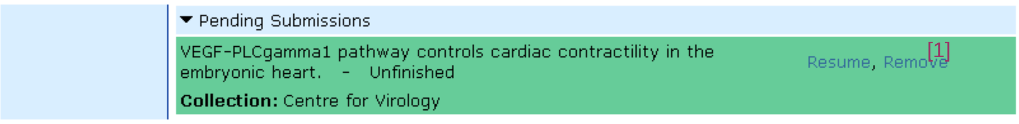

Figure 9.2: Unfinished Submissions

If you have saved any submissions you will see them towards the bottom of your My Space page. Use the links to Resume or Remove the submission [1].

9.6.2 Tasks in the review workflow

Ff you have one – see section 12.1 for more details.

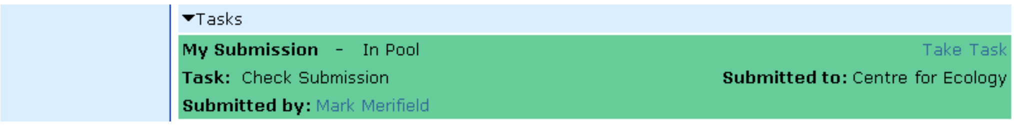

Figure 9.3: Task Pool

10 Researcher Pages

How to get there:

1. Login
2. Click on Authors in the Browse by menu
3. Select the Author you wish to view using the alphabetical search tool (see Figure 10.1)

Researcher Pages are a way for institutional authors to:

- Create personalized web pages that contain additional information about themselves
- Link to and display all their work within the repository in this personal area
- Create external links to other work

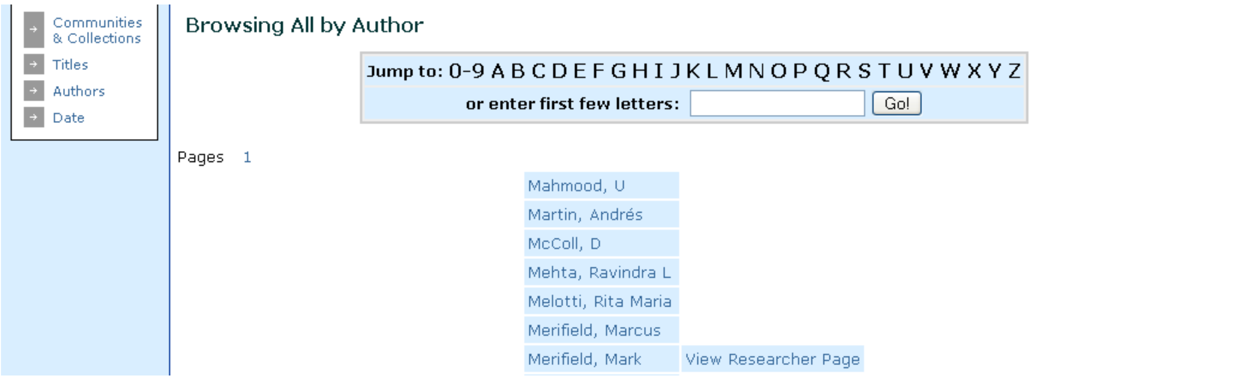

Figure 10.1: Finding Researcher Links in Author Browse

Work can be organized within a folder structure and the pages can be made visible to the all users (see Figure 10.2).

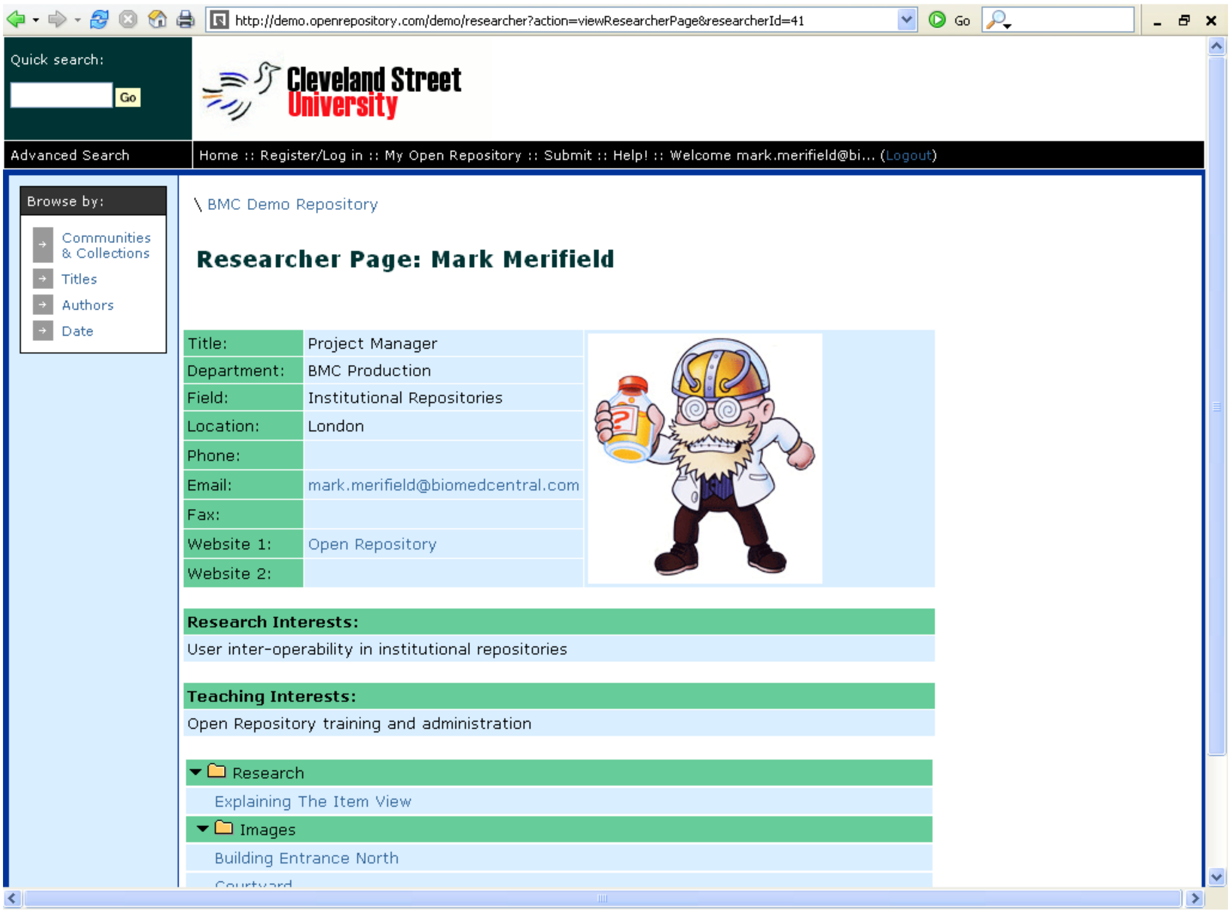

Figure 10.2: Researcher Page (Full Screen)

10.1 How do you set up a Researcher Page?

The initial creation and authorization of a Researcher Page will be by a repository administrator. If you are an author with content submitted to the repository you should consult your repository administrator as to whether you are eligible for a researcher page.

Figure 10.3: Researcher Page edit tools in My Space

Once the Researcher Page has been authorized and the template created by your administrator you will be able to add details, files, folders, links, images, make it public or hide it and edit it through your My Space area (see Figure 10.3).

Use the links to:

- Edit the page
- View your page: the 'View Researcher Page' button will take you to the public view of your page.
- Make the page public or keep it private (no one will be able to view the page if you keep it private) [1]

10.2 Editing Researcher Pages

To edit your Researchers Page access your My Space area via the top toolbar of any page go to the Researcher Page section and then click on the Edit Personal Information link to go to the Researcher Page edit view.

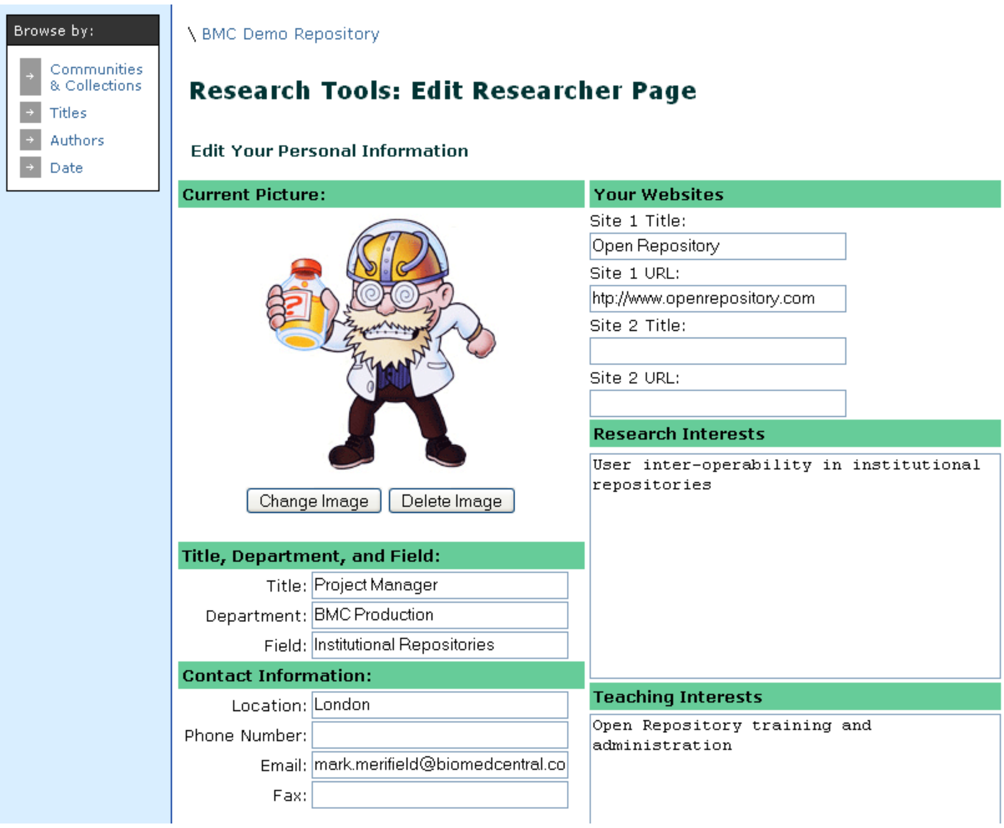

Figure 10.4: Editing your Researcher Page

In this section it is possible to add and/or edit:

- An image of yourself

Note: if the image does not display at the correct size in the edit view, it will in the public view.

- Your job title
- Your department

- Your field of research
- Your location
- Your phone number
- Your email address
- Your fax number
- Two external websites
- Your research interests (limited to 3,900 characters including spaces)
- Your teaching interests (limited to 3,900 characters including spaces)

Note: none of these fields is mandatory.

10.3 Creating folders

You can add items or links to your Researcher Page folder structure (see Figure 10.5). Initially there will be a single top-level folder: Research. However use the 'Add Folder' [2] button to create additional folders, and then you can move them where you wish within your folder structure.

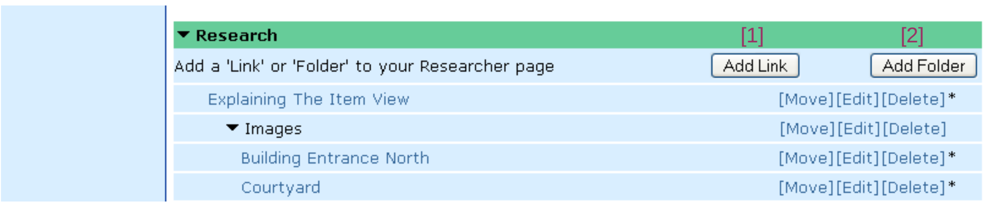

Figure 10.5: Researcher Page Folder View

Folders use a Apple Mac-style arrowhead ▶ to indicate whether there is content available beneath that level. Click on the horizontal arrowhead to open up the contents of each folder (indicated by ▼).

10.4 Adding links

Use the 'Add Link' button to add external links to your Researcher Page (Figure 10.5 [1]).

10.5 Adding Items to Researcher Pages

Once you have a Researcher Page you will see an 'Add To Researcher Page' button on all items within the repository (Figure 10.6).

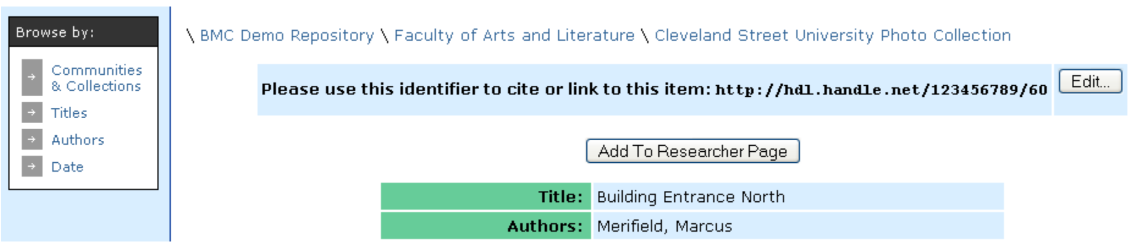

Figure 10.6: Adding Items

The button will allow you to add the item to one of your researcher folders. Choose the folder you wish to add the item to (from the existing folder structure) by ticking the relevant radiobutton (see Figure 10.7).

10.6 Moving folders, items and links within researcher pages

Items and external links can be added, moved around the folder structure and deleted as required.

Moving a folder, item or link is done by choosing the Move link, then ticking the radiobutton for the folder you wish to move it to (see Figure 10.7).

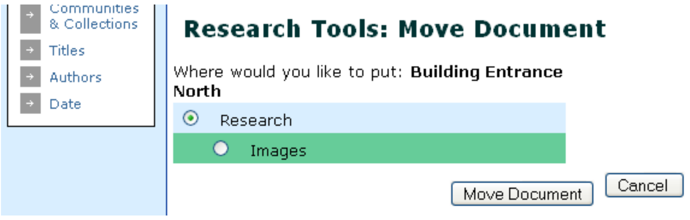

Figure 10.7: Moving Folders

11 Submission to the Repository

The submission process will take you through a number of stages during which you will add certain information (metadata) about your item, upload the file or files, and agree to a deposition license at which point the item will enter the archive. Use the 'Save and Continue>' button to progress to the next stage. You can always navigate back through pages you've completed using the '< Previous' button or the tabs at the top of the page.

At any time you can cancel the submission process or save it for completion at a later stage by clicking the Cancel/Save button.

Note: The following instructions apply to any e-person authorized to submit to a collection.

11.1 Choose which collection to submit to

Step 1: Click the Submit link from the top navigation bar, or use the 'Start a New Submission' button from your My Space page, or use the 'Submit to This Collection' button on a specific collection homepage.

Step 2: Choose which collection you wish to submit to (see Figure 11.1). Users will only be shown the collections they are authorized to submit to. Users should contact their repository administrator to request authorization to submit to a collection.

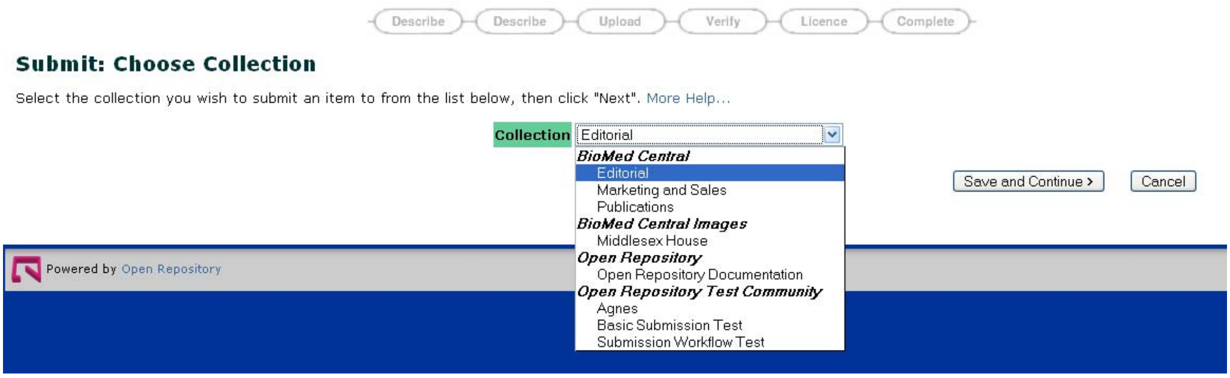

Figure 11.1: Choosing which Collection to Submit to

Note: The collection drop-down menu lists all available collections listed under their parent communities or sub-communities (listed in bold). Only the immediate parent is displayed, therefore the top-level community will not be displayed if there is a sub-community displayed.

11.2 Stage 1 – Quick submission

If you have a **PubMed ID** or a publisher's **DOI** (Direct Object Identifier) you can use the quick submission form (see Figure 11.2) – enter the ID or DOI and all available fields within the submission form will be pre-filled for you. If not, click 'Next >'.

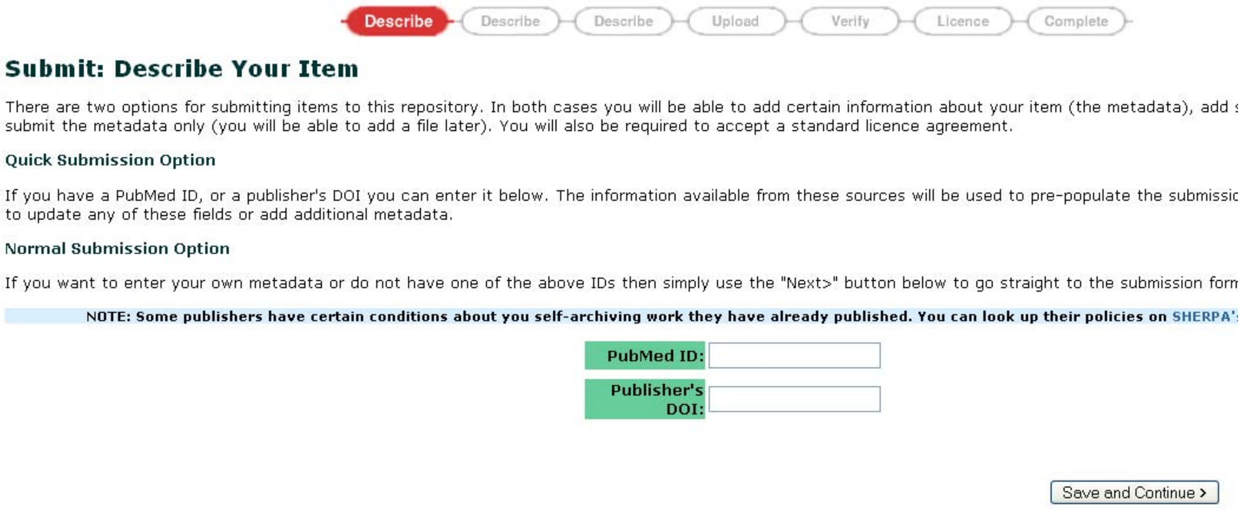

Figure 11.2: Submission Stage 1 – Quick Submission

Note: The number of fields that are pre-filled will depend on how much information is available through either PubMed or CrossRef (for the DOIs).
Note: PubMed Central links do not currently work with the PubMed pre-fill.

Tip: You can use the link to the Romeo database to check your publisher's self-archiving policies.

11.3 Stage 2 – First metadata entry page

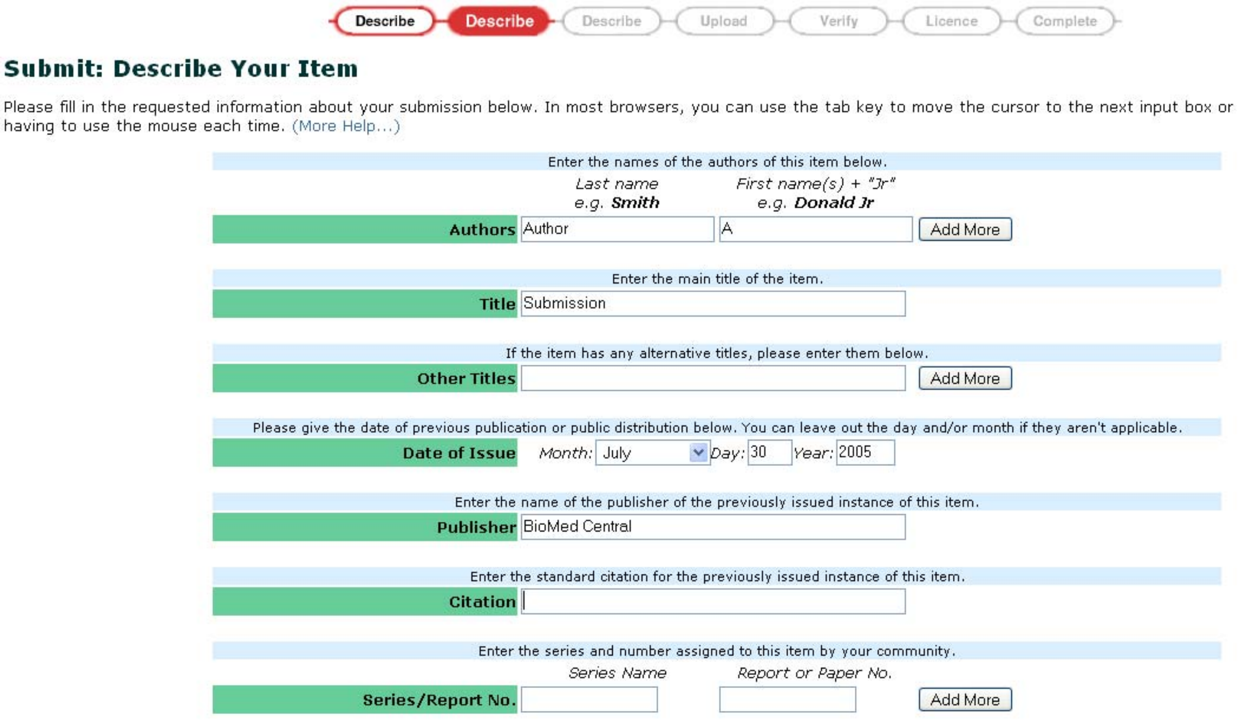

Figure 11.3: Submission Stage 2 – First Metadata Entry Page

Enter the basic metadata for your item, which are all explained on the submission form (see Figure 11.3):

- Author(s)
- Title (Mandatory Field)
- Alternative Title
- Date of Issue
- Publisher
- Citation
- Series or Report Number
- Any Identifiers (such as ISBN or ISSN)
- Additional External Links
- Article type
- Language

You can also add additional fields where appropriate.

11.4 Stage 3 – Second metadata entry page

Enter additional metadata about your item (see Figure 11.4):

- Keywords
- Abstract
- Sponsors
- Description
- Link to PubMed's Entrez databases (you will need the correct database ID)

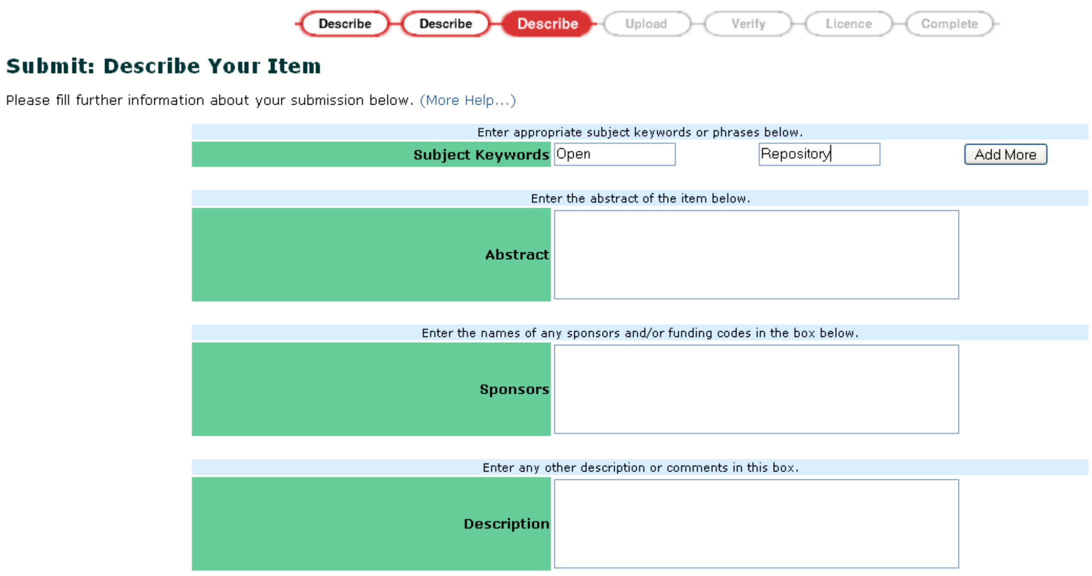

Figure 11.4: Submission Stage 3 – Second Metadata Entry Page

11.5 Stage 4 – Upload a file (see Figure 11.5)

- Browse for the file you wish to attach
- Add a file description if pertinent
- If you don't have a file to upload use the 'None' button, the submission will continue without a file being uploaded and no files will be displayed within the item view. Administrators can add additional files at a later stage

Note: Once an item has entered the archive only an administrator can add or remove bitstreams and update the metadata

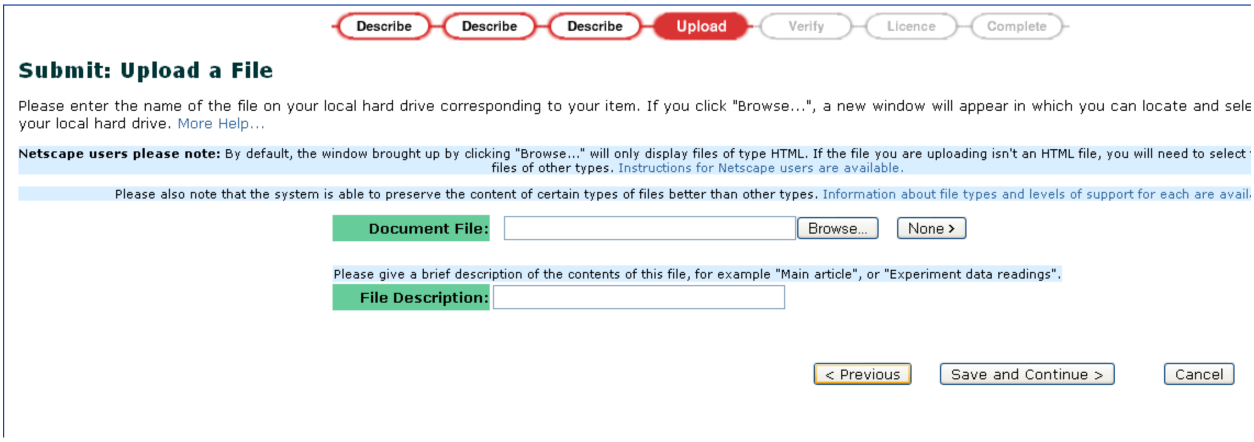

Figure 11.5: Submission Stage 4 – Upload your File

1.6 Stage 5 – Review file/upload additional files (see Figure 11.6)

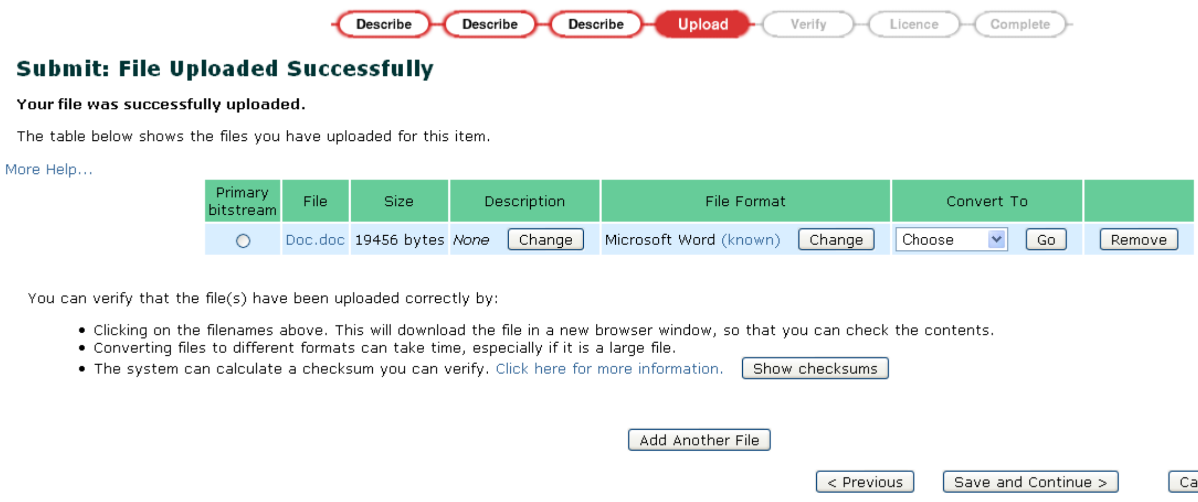

Figure 11.6: Submission Stage 5 – Review File/Upload Additional Files

- Click 'Remove' to remove an uploaded file
- Click 'Change' under File Format to change the recognized file format (PDF, Word doc etc) if you think it is wrong

Note: Open Repository will automatically recognize most file formats submitted. It is possible that you may be using an older or proprietary format that is not recognized in which case you will be given the option to manually enter the correct format. It is essential that listed file formats are correct and up-to-date for both external harvesters and internal preservation policies.

- Click ‘Change’ under Description to change the description
- Click ‘Show checksums’ to review the checksums for the file

Note: a checksum is a piece of coded information about your file. If the file has changed the checksum will change. It is possible for IT technicians to use checksums to see if there are any differences between the file you uploaded and the one that has been archived, in case there are problems with corrupt entries.

- Click ‘Add another file’ to upload additional files (repeats Stages 4 and 5)

Notes on HTML files: Your repository can archive HTML files. It could even be used to store an entire website, however you may need to make some changes to ensure the HTML displays correctly. HTML files often use sub-directory structures for images, additional pages etc, and links to these files will contain the file directory within the path. For example, if image.jpg is stored within the sub-directory \images, the path will be \images\image.jpg. Open Repository cannot replicate these sub-directories within its archive and so all sub-directory paths should be flattened within your HTML code to point to the same layer of the main page, therefore the path to \images\image.jpg will just read image.jpg.

- Upload your main HTML page, or homepage if you are uploading more than one connected page
- Use the radiobutton to select the Primary bitstream for this file
- Add all other files such as additional pages, images etc
- Once this is done only the Primary bitstream will be displayed in the item view, all other files (such as images) will be hidden

11.7 Stage 6 – PDF conversion (see Figure 11.7) (Silver Edition customers only)

At this stage you also have the opportunity to convert uploaded Microsoft Word files to PDF format. Currently only Word files can be converted, however other formats will be suitable for conversion soon.

Step 1: From the Convert To menu choose Adobe PDF
Step 2: Click ‘Go’

Primary bitstream	File	Size	Description		File Format		Convert To	
○	Doc.doc	19456 bytes	*None*	Change	Microsoft Word (known)	Change	Choose (Choose / Adobe PDF)	Go

< Previous　Save and Continue >

Figure 11.7: PDF Conversion

An additional PDF file will now be displayed below the original Word file and the Convert To option will be disabled. Both files will now be archived as separate bitstreams and displayed in the item view alongside each other (see Figure 11.8).

Primary bitstream	File	Size	Description		File Format		Convert To
○	Doc.doc	19456 bytes	*None*	Change	Microsoft Word (known)	Change	N/A
○	Doc.pdf	2377 bytes	*None*	Change	Adobe PDF (known)	Change	N/A

< Previous　Save and Continue >

Figure 11.8: Original and Converted to PDF File

You still have the option to remove the PDF or the original Word document without removing the other.

11.8 Stage 7 – Verify submission (see Figure 11.9)

Check your entry – you can make any final changes to the details at this point using the ‘Correct one of these’ buttons.

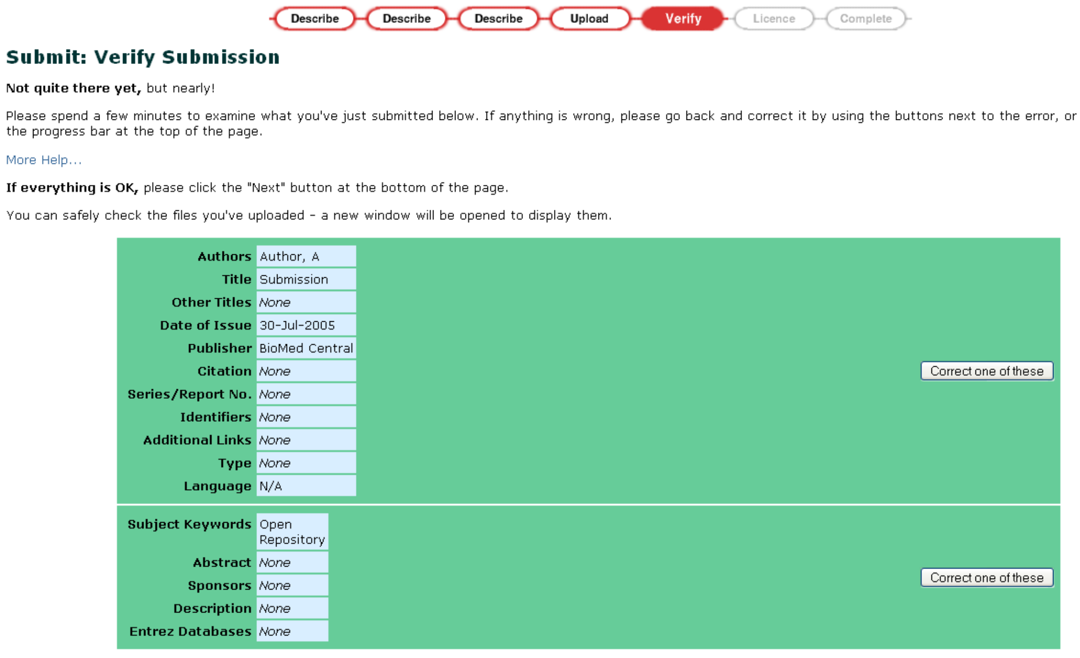

Figure 11.9: Submission Stage 6 – Verify Submission

11.9 Stage 8 – License agreement (see Figure 11.10)

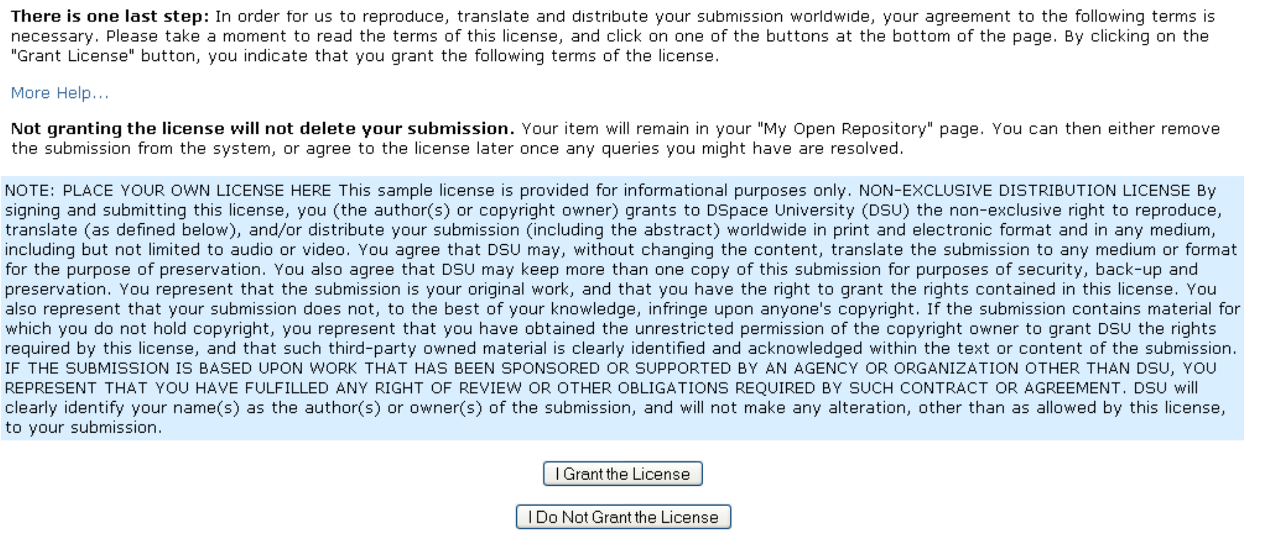

Figure 11.10: Submission Stage 7 – License Agreement

The final stage is to grant a non-exclusive distribution license. You have to agree to grant the license in order for the submission to be entered into the archive. If you choose not to grant the license, the item will remain in your submission workflow. In granting the license you agree that you have all the necessary copyright clearances (that there are no copyright infringements), and that you grant your institution the right to distribute the work, hold multiple copies and make any changes to the original file (although not the content) necessary to enable the long-term digital preservation of the work.

Note: If your institution has enabled a Creative Commons license you will see the option at the bottom of the page in addition to the site license. You do not have to choose a Creative Commons license but if you do you will still need to agree to the site license.

11.10 Stage 9 – Submission complete (see Figure 11.11)

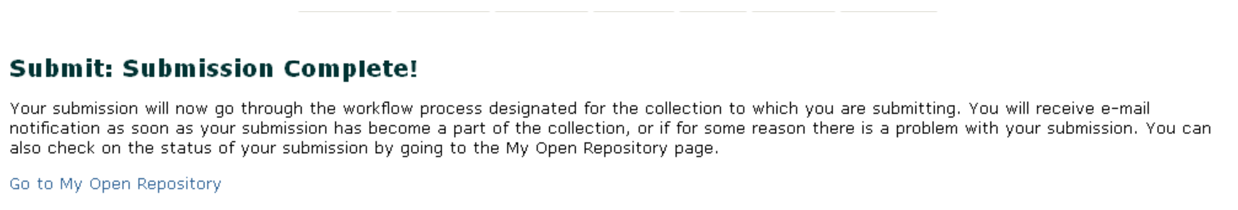

Figure 11.11: Submission Stage 8 – Submission Complete

Once you have granted the license your item will enter the archive or the review workflow if one is set up for this collection. In this case, the item will not enter the archive until it has completed the workflow. Once an item enters the archive it is assigned its unique identifier (Handle) and the submitter will be sent a confirmation email.

12 Review Workflow

Your administrator has the option of including a review workflow for the collection you are submitting to. If this is the case the item will have to pass through the workflow before it can enter the archive. The review workflow allows departmental reviewers to check your work, and if necessary edit any of the item's metadata. The reviewers will be able to contact you regarding any decisions they have made. A reviewer can reject an item from entering the archive if necessary. If this happens the item will remain in your own submission workflow (see Figure 9.2).

There are three possible steps to the workflow. One, two, all or none of these may be used. The stages are:

1. **Accept or reject the item.** If accepted the item will move on to the next stage. If rejected it will be returned to you as the submitting author and can be submitted after revision at a later stage.
2. **Accept, reject or edit the item's metadata.** As above but the reviewer can also edit the submission metadata.
3. **Accept into the archive or edit the item's metadata.** The item's metadata can be edited but the item has to be accepted into the archive. At this point the item will be assigned its Handle and enter the archive.

At each stage a reviewer can view the item's metadata and view the files. If a reviewer decides to reject an item they will be able to inform the submitting author as to why (via email).

12.1 Reviewers' tasks

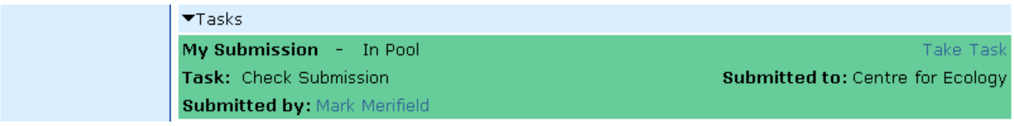

Figure 12.1: Task List View for Reviewer in My Space

Your repository administrator will assign reviewer roles. If you are a reviewer you will be sent an email informing you there is a new task in your review task list (Figure 12.1) within your My Space area.

1. To check the task, click Take Task (doing this removes the task from the workflow pool if there are multiple associated reviewers)
2. You will the arrive at the Preview Task page (Figure 12.2)
3. Click to 'Accept This Task' or 'Cancel'

Figure 12.2: Preview Task Page

Note: If you cancel the task it will be returned to your workspace. If there are multiple associated reviewers assigned it will be returned to the workflow pool so that another may accept the task.

12.2 Perform task

If, as a reviewer, you choose to accept the task, you will be given several options (see Figure 12.3).

By clicking the 'Do later' button, it is possible to save your task and return to it at another time (the task will be removed from the pool). To return the task for someone else to action, click the 'Return Task to Pool' button.

Once a stage of the workflow has been approved it will move on to the next stage of the workflow. A task can only be approved once; multiple reviewers are not able to approve the same task.

Note: As soon as an item moves into a new stage of the workflow, all associated reviewers will be informed by email.

Figure 12.3: Perform Task

If more than one workflow step is being used (see section 12), the task is returned to the workflow as a new task.

13 Restricted Content

It's possible that from time to time you may be denied access to a particular item or even a full collection. Although the repository has a default setting of open access there may be reasons why some content needs to be restricted to specific users.

If an item is restricted and you have not been granted access rights you will see an error message informing you of this when you try to access the item view. Firstly, ensure you are logged in, then if you still get the error message and think you should have access, contact your repository administrator.

Note: Access can be restricted to any level of the hierarchy: communities, sub-communities, collections, items and bitstreams (files).

Additionally if an item has been withdrawn from the site (Figure 12.4) there will be a marker left under the URI explaining that it has been withdrawn from public view.

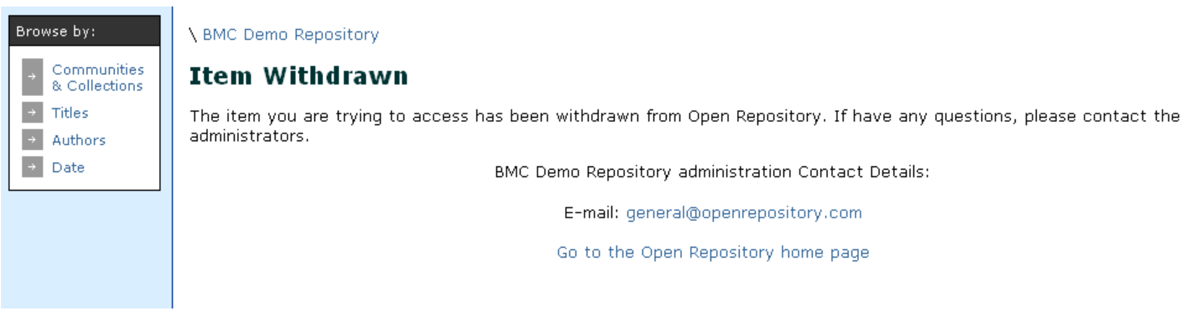

Figure 12.4: Tombstone Message on Withdrawn Item

Appendix 1: Glossary

Action: a task carried out within Open Repository
Administrators: users with unique rights to create policies
Anonymous: one of Open Repository's two main groups at start-up. Contains everyone using the site at any one time
Authorization: also known as policies, allowing a group of users to carry out an action
Bitstream: a digital file such as a word document, JPEG file or PDF
Bundles: a group of related bitstreams
Collection: level of the hierarchy to which the content is submitted
Collection Administrator: administrator with limited rights assigned to an individual collection
Community: top level of the hierarchy
DOI: Direct Object Identifier, a form of persistent identifier
Dublin Core: the standard of metadata used for Open Repository, it is this that is harvested through the OAI-PMH protocol
Entrez Databases: a collection of biomedical research databases, part of the NIH's PubMed database
E-people: recognized users that have been registered on the system
Groups: a group of related E-people that will be assigned a task to create a policy
Handle: the URI used for creating permanent links to items, communities and collections in this repository
Item: the content, consisting of the information added during the submission process (Dublin Core metadata) and associated bitstreams
Item Mapper: A tool to mirror archived items into other collections
Identifier: an id or link that can be sued to identify your work. An identifier can be some form of link (URL, URI) or serial number (ISBN)
License: a submission license that needs to be accepted before an item is entered into the archive. The license should cover all copyright clearance issues
My Space: your personal area, may be named differently according to your repository name
Policies: policies determine who can do what within the repository. Policies consist of a group assigned an action at a specific level of hierarchy
Provenance: information about the origins of an object (here a collection)
PubMed: database of published biomedical research literature from the US National Institute of Health. Sometimes known as Entrez PubMed. Articles in PubMed are identified by their PubMed ID
Researcher Page: a page that can be made visible to the repository's users listing personal details, research interests and linking to work both within and external to the repository
Review Workflow: allows for designated reviewers to check an item submission before it enters the archive
Series: series or report number of your item
Sponsors: a person or organization that has sponsored your research
Sub-community: an optional sub level of the hierarchy allowing you to further organize your content
Thumbnails: small images displayed within the item view and title browse. Any image files attached to an item will have a thumbnail created and displayed.
URI: Unique Resource Identifier, a permanent link to an object within the repository. Will not change over time as a normal URL might.
Workspace: The area within your My Space section that lists various item review tasks that have been assigned to you.