Depositing in Strathprints

Registering a new account

All new users must first register for a new account. To create a new account click on the "Create Account" link located on the left hand side of the screen, just under the main navigation links on the main page.
You must then fill out the form shown. Once you have submitted the form with no errors you will be sent a confirmation email to the email address that you supplied in the form. You should follow the instructions given in this email to activate your account. Once your account is active you may log on to the system.

Logging In

Users with valid accounts can log into the EPrints repository by simply clicking on the "Login" link. This is located on the left hand side of the screen, just below the main navigation links. A valid username and password combination must then be provided in the text fields.

- **Creating a new item**
  After logging in you will be taken to the Manage Deposits screen. From here you need to click on the "New Item" button to begin adding a new EPrint to the repository.

- **Selecting the type of document**
  The first stage of adding a new item is to select the type of document you are adding to the repository. There is a description of each type to help you if you are unsure what type of document you are depositing.

Uploading the document

*After you have selected the type of document you wish to deposit, you will reach the upload screen

Edit item: Thesis #906

You are both a depositor and an editor of this item. This is a depositor screen.

Type → Upload → Details → Subjects → Deposit
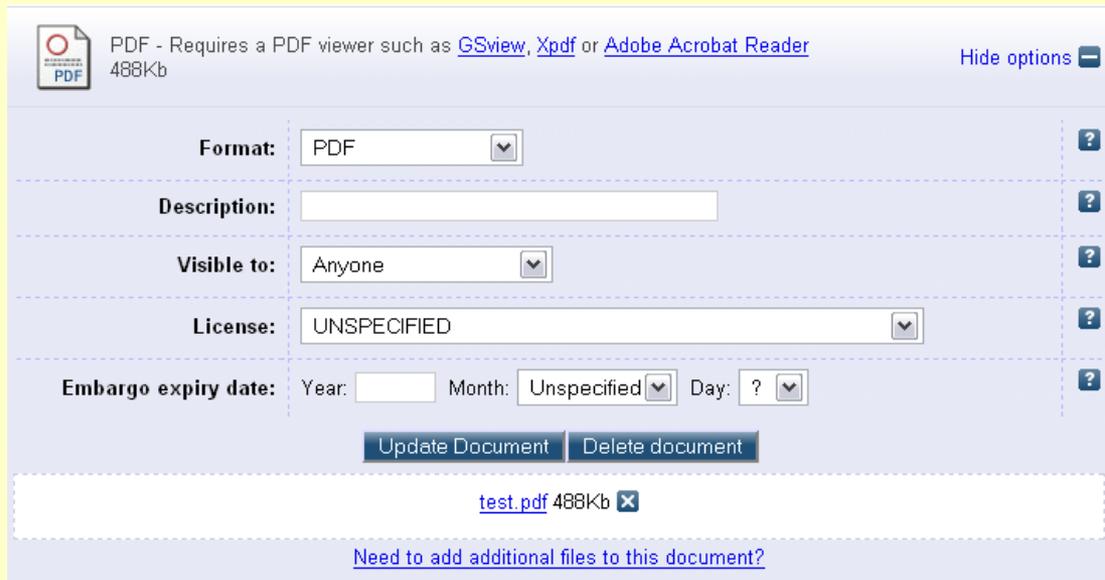
< Previous | Save for Later | Next >

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the SHERPA RoMEO tool to verify publisher policies before depositing.

New document: [_____] Browse... | Upload

< Previous | Save for Later | Next >

*From here, click the browse button and find the file you wish to upload and then click "Upload". You will then see the following fields:

•choose the format of the file,
•enter a description
•choose who it is visible to
•select the license the document has and enter an embargo date
•click the "Update Document" button
•to delete the document click on the "Delete Document" button
•you can add multiple documents to each record
•you can also add more than one file to a document by clicking on the "Need to add additional files to this document?" link near the bottom of the page
•Removing files from a document is achieved by clicking on the small X next to the filename
•Once all of the desired files have been uploaded, click "Next" to continue
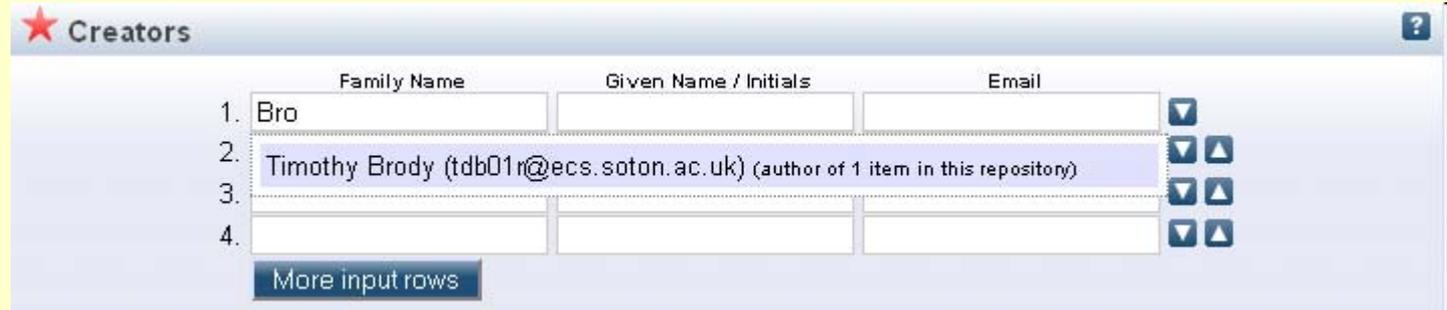
Entering the document details

- Once the document has been uploaded, you should enter as many details about the document as you can. There are a number of mandatory fields marked with a red star and you will not be able to deposit the document without filling these in first

- There are also help messages available for most fields in case you are unsure what to enter and these can be toggled by clicking on the symbols

- One important field is the "Contact e-mail address". The address you enter here is where requests for a file or document which you have set up to be private will be sent to

Autocomplete

*EPrints has an autocomplete feature to help users to fill in certain details and to help prevent item duplication in the repository. The first field which supports this feature is the title of the item. After entering a few letters into this field, a list of the items in the repository with matching titles is displayed

*The autocomplete feature is also present in the creators field on the details page. When some letters of a creator's name have been entered, a list of possible authors is displayed

•Clicking on one of the authors in the list will fill in the all of the details about them that the repository already contains

After filling in as many fields as you can click "Next" to move   onto the next page

*The autocomplete feature is also used in a similar way for entering journal details. Entering part of the journal title displays a list of possible journals which you may be trying to enter

•Clicking on a journal from this list will fill in the rest of the title and, if known, the ISSN and publisher fields

Subjects

Search for subject: [_____] [Search] [Clear]

- ⊞ A General Works
- ⊞ B Philosophy. Psychology. Religion
- ⊞ C Auxiliary Sciences of History
- ⊞ D History General and Old World
- ⊞ E History America
- ⊞ F History United States, Canada, Latin America
- ⊞ G Geography. Anthropology. Recreation
- ⊞ H Social Sciences
- ⊞ J Political Science
- ⊞ K Law
- ⊞ L Education
- ⊞ M Music and Books on Music
- ⊞ N Fine Arts
- ⊞ P Language and Literature
- [Add] ⊞ Q Science
- ⊞ R Medicine
- ⊞ S Agriculture
- ⊞ T Technology
- ⊞ V Naval Science
- ⊞ Z Bibliography. Library Science. Information Resources
- [Add] physical science

- From the list presented to you, you can expand a subject area by clicking on the + symbol

- You can also search for a subject by typing a subject into the search bar at the top and clicking "Search"

- To add a subject to the document, click the button which says "Add" next to the desired subject

- A list of the currently chosen subjects is displayed near the top of the screen and if you wish to remove one of these then click on the "Remove" button next to the subject you would like to remove

- It is important when you are choosing subjects to be as precise as possible so that people will be able to find your document in the repository easier

- After you have chosen all of the subjects which match your document, click "Next" to continue

Depositing documents

*Once you have completed all of the previous steps you will be ready to deposit the document into the archive. If all mandatory fields have been filled in correctly then you will be presented with a screen similar to the one shown in the screenshot

•If you are sure that depositing the item does not breach the copyright laws as stated on this page then click the "Deposit Item Now" button to complete the deposit process

•Once you have deposited the document and return to the "Manage Deposits" page, you will see that the document is now in the "Under Review" status. This means that it is being checked by an administrator of the repository before being put into the live archive. Once it enters the live archive the status of the document will change to "Live Archive"

Editing Previously Saved Documents

- If you wish to make changes to a previously saved item you may do so by logging into the system using your username and password

- Once you have logged in you will be at the "Manage deposits" page. Click on the title of the item you wish to make changes to

- You should then click on the tab labeled "Edit". This will then allow you to change the details, upload more files, change the files already uploaded and the subjects that this item is associated with. The item may then be deposited or once again saved for later