

Expanding (y)our field with E-LIS

<http://eprints.rclis.org/>

Demoprints hands-on exercise: aide memoire

WCHELIG Winter workshop

14 June 2005

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Stellenbosch University

## Brief instructions

- Browse to <http://demoprints.eprints.org/>
- Register as user
  - Confirm registration by responding to the registration e-mail
- Alternatively, use the dummy accounts provided (Ask JAD for your username and password)
- Using the following series of slides as guide, submit a document of your choosing to the Demoprints Archive.
- The slides are annotated as/when necessary.

# Demoprints homepage – click 'Register'

Demonstration EPrints Archive - Welcome to Demonstration EPrints Archive - Microsoft In...

File Edit View Favorites Tools Help

Address http://demoprints.eprints.org/ Go

Demonstration EPrints Archive

Home About Browse Search **Register** User Area Help

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**Welcome to Demonstration EPrints Archive**

Welcome to this generic eprint server, running the default configuration for [GNU EPrints archive software](#).

[More information](#) is available about the archive.

---

Search records:

Search full text:  [Search](#)

---

[Browse](#)

Browse the archive by [Subject](#) or [Year](#).

[Latest Additions](#)

View items added to the archive in the past week.

[Simple Search](#)

Search the archive using the most common fields.

http://demoprints.eprints.org/perl/register Internet

start inetkey 2 Internet... Microsoft P... 9 Microsof... EN copernic 12:51

# Registration form: please complete or use dummy account provided

Demonstration EPrints Archive - Register - Microsoft Internet Explorer

Address http://demoprints.eprints.org/perl/register

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## Register

In order to access some areas of the archive, you'll need a *user registration*. No charge is made for registering with us or using any of our services.

This page lets you register with Demonstration EPrints Archive. This will allow you to create a subscription and deposit items.

Your new password will need to confirm your email address by using a code which will be mailed to you.

If you have already registered but have forgotten your username or password, [click here](#) to set a new password.

**Name \***

Title	Given Name / Initials	Family Name	Lineage
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Your email address \***  
This must be a valid email address.

**Select a username \***  
A username must begin with a letter and only contain letters and numerals.

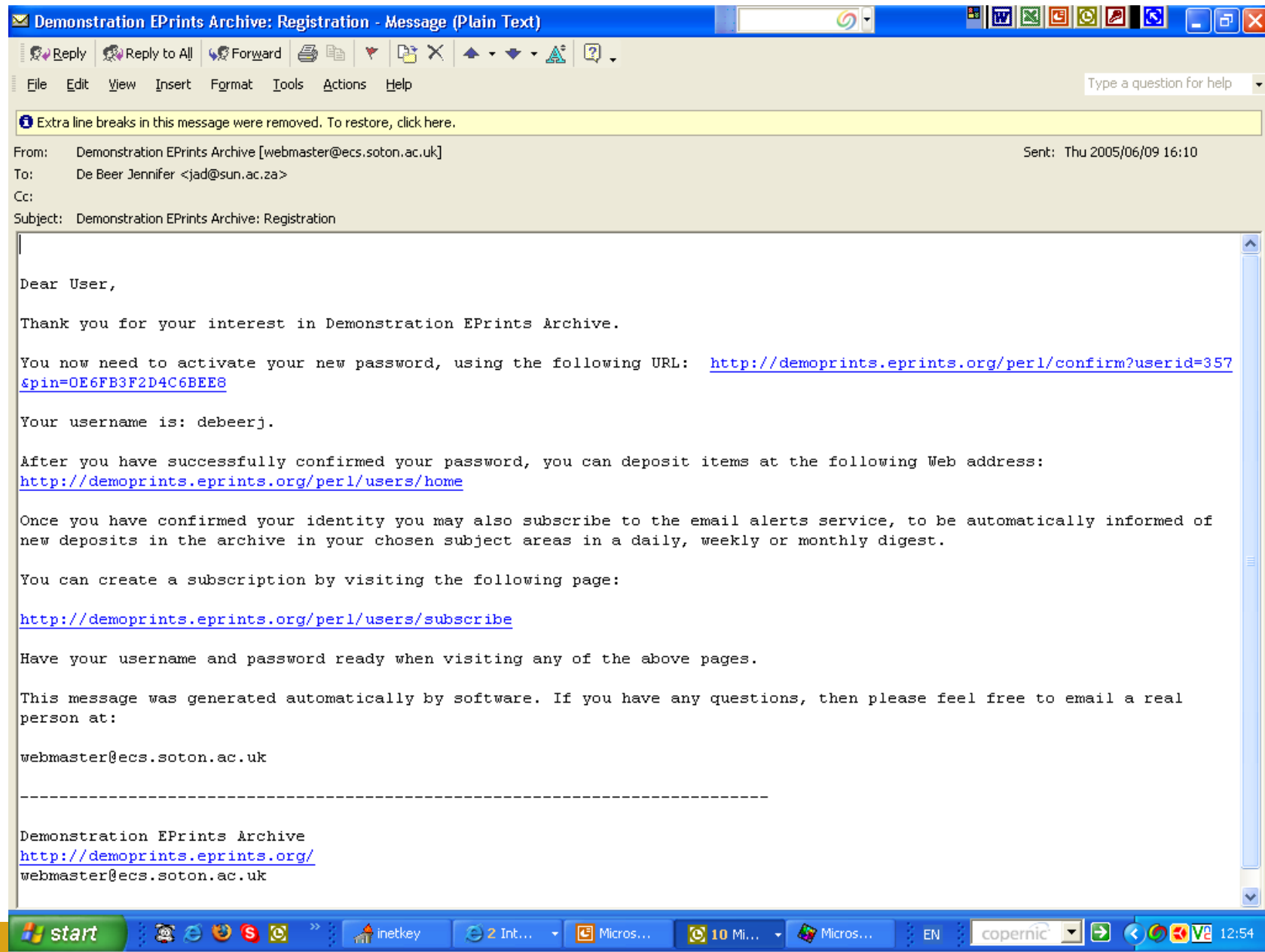
**Select a password \***  
A combination of uppercase and lowercase letters and numerals.

If you are using the dummy account, skip the registration process/step.

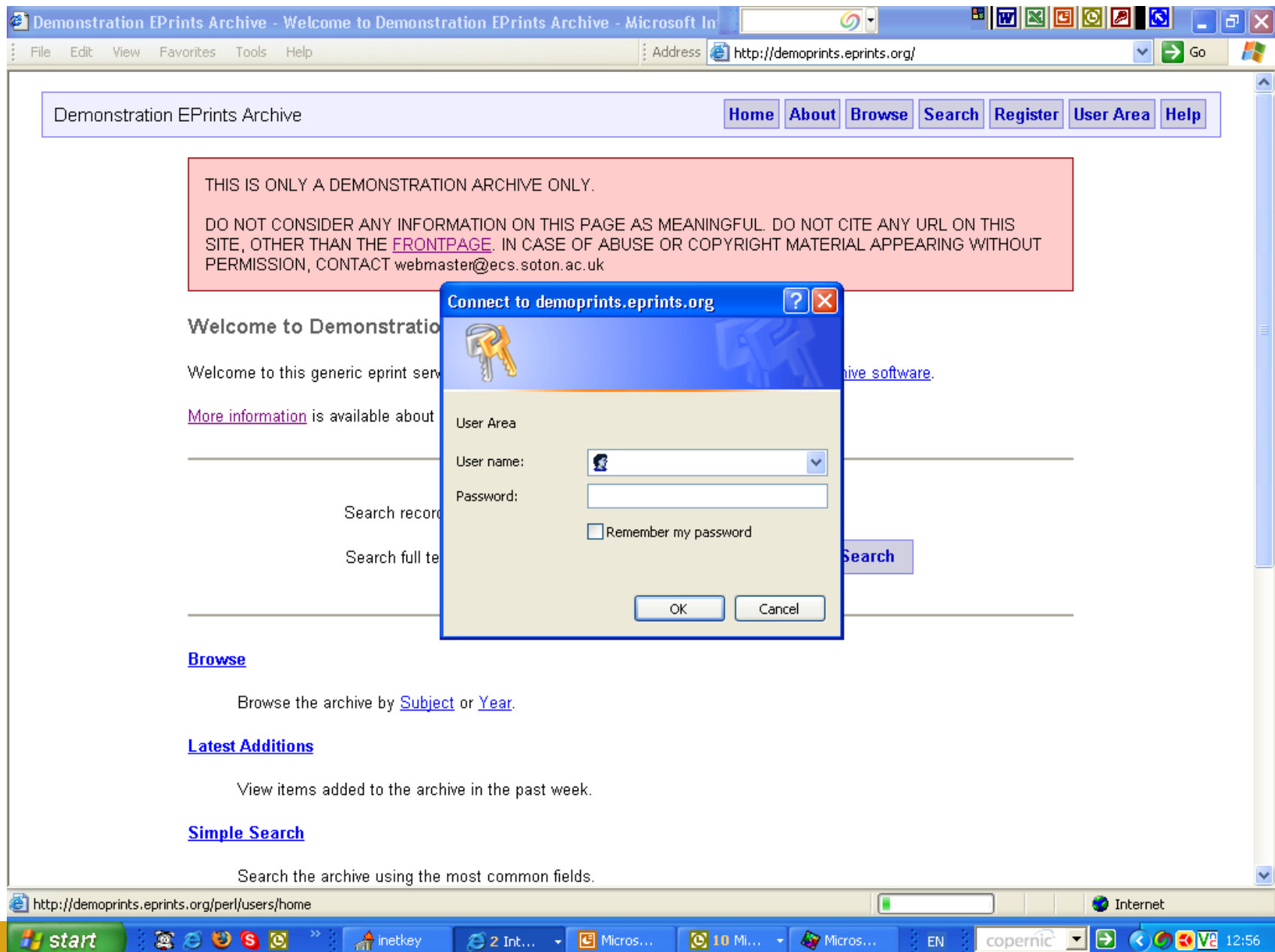
Done Internet

start inetkey e 2 Int... Micros... 9 Mic... Micros... EN copernic 12:52

# Confirmation e-mail (to illustrate)



# User sign-on prompt



# User record page part 1 – confirm/amend details

Demonstration EPrints Archive - Record for Jennifer A. De Beer - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <http://demoprints.eprints.org/perl/users/record> Go

Demonstration EPrints Archive [Home](#) [About](#) [Browse](#) [Search](#) [Register](#) [User Area](#) [Help](#)

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### Record for Jennifer A. De Beer

Please enter correct information about yourself for our records. This information will be useful to us and readers of your items. You don't have to supply all this information if you don't want to; you need only fill out those fields marked with a \* to start using the archive.

For instructions on how to change your email address, [click here](#).

#### Password

Leaving this field blank will not affect the password. If you change your password you will be logged out.

#### Hide Email

This option allows or prevents a users email being shown on their public summary page.

☐ Make email visible to all.

☒ Hide email to all except archive administrators.

#### Name \*

Title	Given Name / Initials	Family Name	Lineage
	Jennifer A.	De Beer	

#### Department

#### Organisation

Done Internet

start inetkey 2 Int... Micros... 10 Mi... Micros... EN copernic 12:57

## User record page part 2 – confirm/amend details

Demonstration EPrints Archive - Record for Jennifer A. De Beer - Microsoft Internet Explorer

Address: http://demoprints.eprints.org/perl/users/record

**Organisation**

**Address**

**Country**

**Operating System**

UNSPECIFIED

**Homepage URL**

**Editorial Rights Restriction**

The user will only be able to approve and modify eprints which match the following rules. If there are no restriction conditions the user will be able to edit any record.

1.

**Subjects**

A General Works  
A General Works: AC Collections. Series. Collected works  
A General Works: AI Indexes (General)  
A General Works: AM Museums (General). Collectors and collecting (General)  
A General Works: AS Academies and learned societies (General)  
A General Works: AZ History of Scholarship The Humanities  
B Philosophy. Psychology. Religion  
B Philosophy. Psychology. Religion: BC Logic  
B Philosophy. Psychology. Religion: BD Speculative Philosophy  
B Philosophy. Psychology. Religion: BF Psychology  
B Philosophy. Psychology. Religion: BH Aesthetics  
B Philosophy. Psychology. Religion: BJ Ethics

Note: This user has Editorial rights

Done Internet

start inetkey 2 Int... Micros... 10 Mi... Micros... EN copernic 12:57



## User record page part 3 – confirm/amend details

Demonstration EPrints Archive - Record for Jennifer A. De Beer - Microsoft Internet Explorer

Address: <http://demoprints.eprints.org/perl/users/record> Go

A General Works: AC Collections. Series. Collected works  
A General Works: AI Indexes (General)  
A General Works: AM Museums (General). Collectors and collecting (General)  
A General Works: AS Academies and learned societies (General)  
A General Works: AZ History of Scholarship The Humanities  
B Philosophy. Psychology. Religion  
B Philosophy. Psychology. Religion: BC Logic  
B Philosophy. Psychology. Religion: BD Speculative Philosophy  
B Philosophy. Psychology. Religion: BF Psychology  
B Philosophy. Psychology. Religion: BH Aesthetics  
B Philosophy. Psychology. Religion: BJ Ethics

Any of these ▾

**EPrint Type**

Article  
Book Section  
Monograph  
Conference or Workshop Item  
Book  
Thesis  
Patent  
Other

More Spaces

**Frequency of Editorial Buffer Mailings \***  
How often do you want to be sent a list of all the items in the editorial buffer matching your editorial rights.

Never  
Once per Day  
Once per Week  
Once per Month

**Mail Empty Results**  
If there are items in the buffer, within your editorial rights, should eprints still send you an empty email?

☐ Yes, mail me when the buffer is empty.  
☐ No. Only mail me when there is something I can edit and approve.

Update Record

Done Internet

start inetkey 2 Int... Micros... 10 Mi... Micros... EN copernic 12:58

# User Area Homepage / Workspace part 1

The screenshot shows a web browser window titled "Demonstration EPrints Archive - User Area Homepage - Jennifer A. De Beer - Microsoft Int...". The address bar shows the URL "http://demoprints.eprints.org/perl/users/home". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is as follows:

**Demonstration EPrints Archive**

[Home](#) [About](#) [Browse](#) [Search](#) [Register](#) [User Area](#) [Help](#)

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**User Area Homepage - Jennifer A. De Beer**

Welcome to the registered user area at Demonstration EPrints Archive. Please select one of the options below.

**Items in your Workspace**

[Begin a New Item](#)

This will create a new item start editing it and allow you to attach files. You must *deposit* the item for it to be submitted to the live archive. Deposited items will not appear until they have been checked by a user with that responsibility. You should [review your existing items](#) if you can't remember if you have deposited an item or not.

**Pending Items**

You currently have no pending items

**Most Recently Accepted Items**

You have no accepted items

[Review your documents in the archive](#)

[View/change your user record](#)

Select this option to see your user record, and to correct or update your user information.

[Change your subscription options](#)

Select this option to change your subscription. This allows you to instruct the archive to automatically email you with lists of documents deposited that match your criteria every day, week or month.

[Change your Email Address](#)

Change the email address which eprints has for you.

[Change User Login](#)

Log in to EPrints as a different user. There is currently no "logout" feature.

The Windows taskbar at the bottom shows the Start button, several application icons (including Internet Explorer, Microsoft Word, and a calculator), and the system clock displaying 13:01 on 10/11/2006.

# User Area Homepage / Workspace part 2

(‘Advanced options’ only visible to users with Editorial rights)

The screenshot shows a web browser window titled "Demonstration EPrints Archive - User Area Homepage - Jennifer A. De Beer - Microsoft Int". The address bar displays "http://demoprints.eprints.org/perl/users/home". The page content includes several links and descriptions:

- [Review your documents in the archive](#)  
This options allows you to view your documents in the main archive, and to make copies of the records to make depositing updated versions easier.
- Advanced Options**
- [View the archive status](#)  
This option allows you to view the current status of the system, including the number of items in each dataset.
- [View the Submission Buffer](#)  
This option allows you to view, edit and approve records which users have submitted but have not yet been approved for the archive. You may only edit records within your subject area.
- [Staff EPrint Search](#)  
This search gives you more power than the public search. It also gives you the option to edit or delete records.
- [User Search](#)  
Search the list of users, view ALL their details and edit their records.
- [Add New User](#)  
Create a new user.
- [Use the Subject Editing Tool](#)  
This option allows you to create, delete unlink, and link items in the subject tree.

At the bottom of the page, there is a link to [Contact Information](#).

The Windows taskbar at the bottom shows the start button, several application icons (including Internet Explorer, Microsoft Word, and Microsoft Excel), and the system clock displaying 13:01.

# Click 'Begin A New Item'

Demonstration EPrints Archive - User Area Homepage - Jennifer A. De Beer - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address <http://demoprints.eprints.org/perl/users/home> Go

Demonstration EPrints Archive [Home](#) [About](#) [Browse](#) [Search](#) [Register](#) [User Area](#) [Help](#)

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**User Area Homepage - Jennifer A. De Beer**

Welcome to the registered user area at Demonstration EPrints Archive. Please select one of the options below.

Items in your Workspace

[Begin a New Item](#)

This will create a new item start editing it and allow you to attach files. You must *deposit* the item for it to be submitted to the live archive. Deposited items will not appear until they have been checked by a user with that responsibility. You should [review your existing items](#) if you can't remember if you have deposited an item or not.

Pending Items

You currently have no pending items

Most Recently Accepted Items

You have no accepted items

[Review your documents in the archive](#)

[View/change your user record](#)

Select this option to see your user record, and to correct or update your user information.

[Change your subscription options](#)

Select this option to change your subscription. This allows you to instruct the archive to automatically email you with lists of documents deposited that match your criteria every day, week or month.

[Change your Email Address](#)

Change the email address which eprints has for you.

[Change User Login](#)

Log in to EPrints as a different user. There is currently no "logout" feature.

[http://demoprints.eprints.org/perl/users/submit?\\_action\\_new=1](http://demoprints.eprints.org/perl/users/submit?_action_new=1) Internet

start inetkey 2 Int... Micros... 10 Mi... Micros... EN copernic 13:02

# Indicate type of document/item:

Demonstration EPrints Archive - Edit item: Item Type - Microsoft Internet Explorer

Address: [http://demoprints.eprints.org/perl/users/submit?\\_action\\_new=1](http://demoprints.eprints.org/perl/users/submit?_action_new=1) Go

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### Edit item: Item Type

Current item: **Authors/Creators** UNSPECIFIED **Title** UNSPECIFIED

Please enter the information about this item. Fields marked with a \* are fields that must be filled out before your deposit will be accepted.

[Save for Later](#) [Next >](#)

#### EPrint Type \*

Please select the most appropriate type for your deposit.

- ☒ **Article**  
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- ☐ **Book Section**  
A chapter or section in a book.
- ☐ **Monograph**  
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- ☐ **Conference or Workshop Item**  
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- ☐ **Book**  
A book or a conference volume.
- ☐ **Thesis**  
A thesis or dissertation.
- ☐ **Patent**  
A published patent. Do *not* include as yet unpublished patent applications.
- ☐ **Other**  
Something within the scope of the archive, but not covered by the other categories.

[Save for Later](#) [Next >](#)

Done Internet

start inetkey 2 Int... Micros... 10 Mi... Micros... EN copernic 13:03

# Indicate core bibliographic info part 1:

Demonstration EPrints Archive - Core Bibliographic Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address http://demoprints.eprints.org/perl/users/submit.#t Go

Demonstration EPrints Archive Home About Browse Search Register User Area Help

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### Core Bibliographic Information

Current item: **Authors/Creators UNSPECIFIED Title UNSPECIFIED In: Event Title UNSPECIFIED.**

Please enter the information about this item. Fields marked with a \* are fields that must be filled out before your deposit will be accepted.

< Previous Save for Later Next >

**Title \***

The title of the item. The title should not end with a full stop, but may end with a question mark. There is no way to make italic text, please enter it normally. If you have a subtitle, it should be preceded with a colon [:]. Use capitals only for the first word and for proper nouns.

Example: [A brief history of time](#)

Example: [Life: an unauthorised biography](#)

Example: [Mathematics for engineers and scientists. 5th edition](#)

Example: [Ecosystems of the world. Vol. 26. Estuaries of the world](#)

**Presentation Type \***

The type of the item presented at a conference or workshop.

Paper  
Lecture

Done Internet

start inetkey 2 Int... Micros... 10 Mi... Micros... EN copernic 13:04

## Indicate core bibliographic info part 2:

Demonstration EPrints Archive - Core Bibliographic Information - Microsoft Internet Explorer

Address: <http://demoprints.eprints.org/perl/users/submit#t> Go

**Presentation Type \***  
The type of the item presented at a conference or workshop.

[Paper](#)  
[Lecture](#)  
[Speech](#)  
[Poster](#)  
[Other](#)

**Authors/Creators \***  
Enter in the format given on the first page or title page. If there are more than four authors, click on the [More Spaces] button.  
Example: [Smith] [J.P.] [j.smith@soton.ac.uk]  
Example: [Chance-Collins] [Chris] [chris@bar.com]  
Example: [Fu] [Yan-Li] []  
Example: [von Höpfner] [Ludwig G.] []

	Family Name	Given Name / Initials	Creators email (if known)	
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="▲"/> <input type="button" value="▼"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="▲"/> <input type="button" value="▼"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="▲"/> <input type="button" value="▼"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="▲"/> <input type="button" value="▼"/>

[More Spaces](#)

[< Previous](#) [Save for Later](#) [Next >](#)

[Contact Information](#)

Done Internet

start inetkey 2 Int... Micros... 10 Mi... Micros... EN copernic 13:04

# Indicate publication information:

Demonstration EPrints Archive - Publication Information - Microsoft Internet Explorer

Address: <http://demoprints.eprints.org/perl/users/submit#t>

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## Publication Information

Current item: **De Beer, Jennifer A *Issues in Science and Technology*. In: Event Title UNSPECIFIED.**

Please enter the information about this item. Fields marked with a \* are fields that must be filled out before your deposit will be accepted.

< Previous   Save for Later   Next >

### Date of Issue

The date this item was issued or published. For items not intended for publication this is the date they were completed or made public.  
"Day" or both "Month" and "Day" may be omitted if appropriate.

Year:  Month: **Unspecified** Day: **?**

### Date of Submission

The date this item was submitted to a publisher. **Not** the date of submission to this service.  
\* Date of submission is required if the item has no date of issue. If the item has not yet been submitted to a journal, conference or publisher, or is not intended for submission then please enter the date it was completed as the date of issue.  
"Day" or both "Month" and "Day" may be omitted if appropriate.

Year:  Month: **Unspecified** Day: **?**

### Number of Pages

The total number of pages of the item.  
Example: **123**

### Official URL

The canonical URL for this item. Some journals require you to provide a link to their version.  
Example: <http://www.stuffjournal.com/2003/3/>

< Previous   Save for Later   Next >

Done   Internet

start   inetkey   2 Int...   Micros...   10 Mi...   Micros...   EN   copernic   13:06



# Indicate conference / workshop details:

Demonstration EPrints Archive - Details of Conference/Workshop - Microsoft Internet Explorer

Address: http://demoprints.eprints.org/perl/users/submit#t

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### Details of Conference/Workshop

Current item: **De Beer, Jennifer A (2005) *Issues in Science and Technology*. In: Event Title UNSPECIFIED.**

Please enter the information about this item. Fields marked with a \* are fields that must be filled out before your deposit will be accepted.

< Previous   Save for Later   Next >

**Event Title \***  
The title of the conference or workshop.  
Example: **11th onference of PanHellenic Librarians**  
Example: **SIGIR 2001**

**Event Type \***  
Specific type of the event.

**Conference**  
**Workshop**  
**Other**

**Event Location**  
City or town then country where event was held. If city is not known then just use country.  
Example: **Rome, Italy**  
Example: **Greece**

**Event Dates**  
Start and end dates for the event  
Example: **13-15 Dec 2003**  
Example: **31 Oct - 02 Nov 1999**

< Previous   Save for Later   Next >

Done Internet

start inetkey 2 Int... Micros... 10 Mi... Micros... EN copernic 13:07

# Indicate item status:

Demonstration EPrints Archive - Status of Item - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address http://demoprints.eprints.org/perl/users/submit#t Go

Demonstration EPrints Archive Home About Browse Search Register User Area Help

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### Status of Item

Current item: **De Beer, Jennifer A (2005) *Issues in Science and Technology*. In: CIRN 2005, 22-27 Aug 2005, Cape Town, South Africa.**

Please enter the information about this item. Fields marked with a \* are fields that must be filled out before your deposit will be accepted.

< Previous Save for Later Next >

### Status \*

Please state here whether your deposit has been published, is currently in the process of being published (**in press**), or has not been previously published.

Published  
In Press  
Submitted  
Unpublished

### Refereed

Please indicate whether this version of the work been refereed below.

☐ Yes, this version has been refereed.  
☒ No, this version has not been refereed.

< Previous Save for Later Next >

[Contact Information](#)

Done Internet

start inetkey 2 Int... Micros... 10 Mi... Micros... EN copernic 13:09

Note how item details change as you progress through the submission process

# Indicate Abstract, References, and Keywords:

Demonstration EPrints Archive - Abstract and References - Microsoft Internet Explorer

Address http://demoprints.eprints.org/perl/users/submit#t

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## Abstract and References

Current item: **De Beer, Jennifer A (2005) *Issues in Science and Technology*. In: CIRN 2005, 22-27 Aug 2005, Cape Town, South Africa.**

Please enter the information about this item. Fields marked with a \* are fields that must be filled out before your deposit will be accepted.

< Previous Save for Later Next >

### Abstract

A summary of the items content. If the item has a formal abstract then that is what should be entered here. No complicated text formatting is possible.

### References

You are strongly encouraged to paste in the reference list of your item into the box below. It may be used to link your item to those it cites and to those that cite it.

### Uncontrolled Keywords

Natural language terms to describe the content of the item

< Previous Save for Later Next >

Done Internet

start inetkey 2 Int... Micros... 10 Mi... Micros... EN copernic 13:09

# Indicate Subject area(s) covered in the article/document:

Demonstration EPrints Archive - Subjects - Microsoft Internet Explorer

Address: <http://demoprints.eprints.org/perl/users/submit#t> Go

**Subjects**

Current item: **De Beer, Jennifer A (2005) *Issues in Science and Technology*. In: CIRN 2005, 22-27 Aug 2005, Cape Town, South Africa.**

Please enter the information about this item. Fields marked with a \* are fields that must be filled out before your deposit will be accepted.

< Previous Save for Later Next >

**Subjects \***

Please select at least one main subject category, and optionally up to two other subject categories you think are appropriate for your submission, from the list below.

Selections: none

Quick Search:  Go!

- [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...](#)
- [Q Science...](#)
- [R Medicine...](#)
- [S Agriculture...](#)
- [T Technology...](#)
- [U Military Science...](#)
- [V Naval Science...](#)
- [Z Bibliography, Library Science, Information Resources...](#)

Done Internet

start inetkey 2 Int... Micros... 10 Mi... Micros... EN copernic 13:11

# Subject area 'added' - illustration:

Demonstration EPrints Archive - Subjects - Microsoft Internet Explorer

Address: [http://demoprints.eprints.org/perl/users/submit?\\_default\\_action=r](http://demoprints.eprints.org/perl/users/submit?_default_action=r) Go

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## Subjects

Current item: **De Beer, Jennifer A (2005) *Issues in Science and Technology*. In: CIRM 2005, 22-27 Aug 2005, Cape Town, South Africa.**

Please enter the information about this item. Fields marked with a \* are fields that must be filled out before your deposit will be accepted.

< Previous Save for Later Next >

### Subjects \*

Please select at least one main subject category, and optionally up to two other subject categories you think are appropriate for your submission, from the list below.

Selections: **T Technology (General)** [remove]

Quick Search:  Go!

- [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...](#)
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  - *T Technology (General)*
    - T201 Patents, Trademarks [add]
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**Abstract**

The rain in spain

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Event Location:	Cape Town, South Africa
Event Dates:	22-27 Aug 2005
Status:	Submitted
Refereed:	No
Abstract:	The rain in spain
References:	Bloggs, J. 2004. Science for today. Unpublished thesis...
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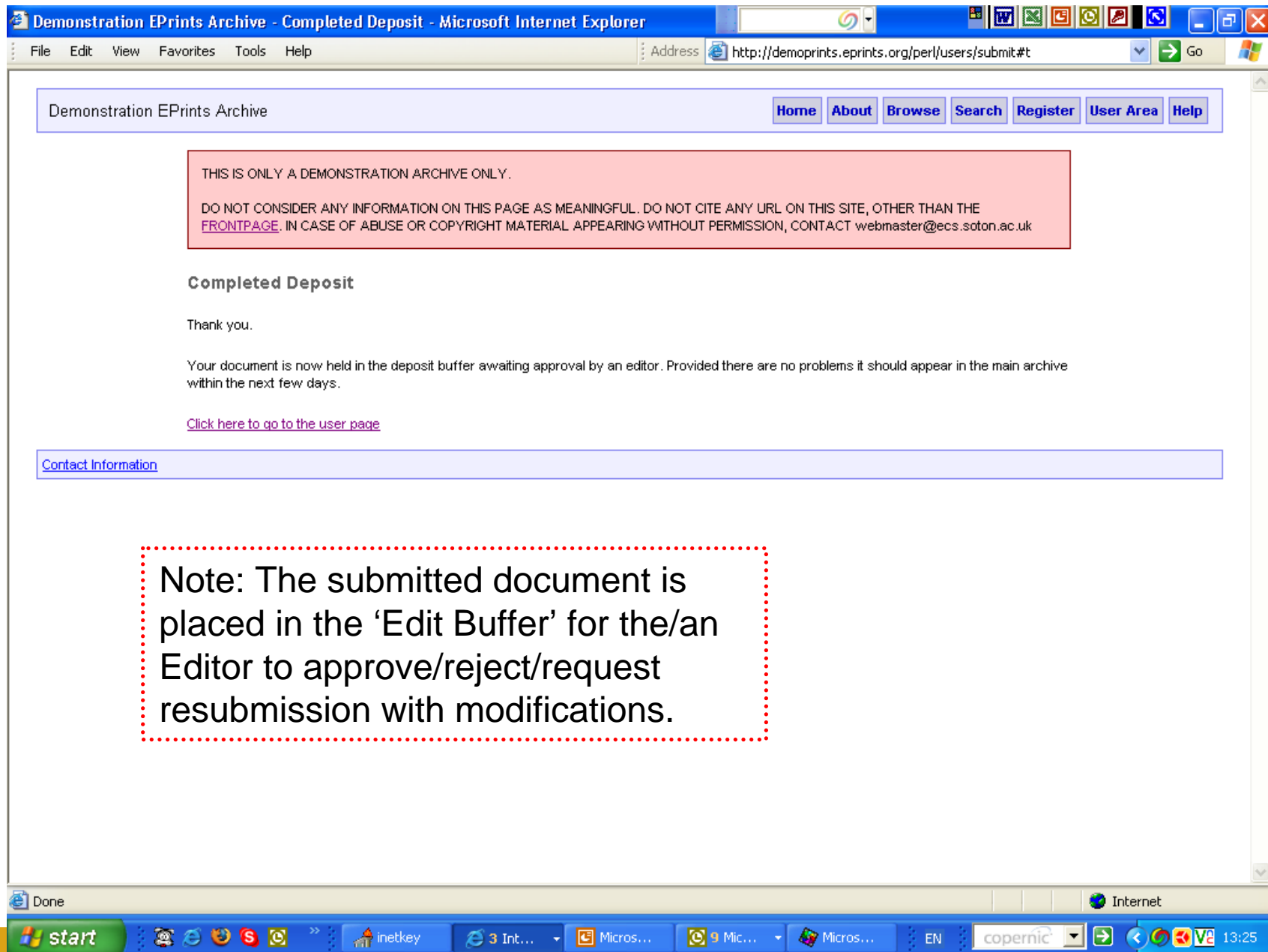
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