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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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.
Welcome to Demonstration EPrints Archive

Welcome to this generic eprint server, running the default configuration for ENU EPrints archive software.

More information is available about the archive.

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.
Registration form:
please complete or use dummy account provided

Register

In order to access some areas of the archive, you will 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Given Name / Initials</th>
<th>Family Name</th>
<th>Lineage</th>
</tr>
</thead>
</table>

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.
Dear User,

Thank you for your interest in Demonstration EPrints Archive.

You now need to activate your new password, using the following URL: http://demoprin...e=6d6e6f

Your username is: debeer).

After you have successfully confirmed your password, you can deposit items at the following Web address:

http://demoprin...e/home

Once you have confirmed your identity you may also subscribe to the email alerts service, to be automatically informed of new deposits in the archive in your chosen subject areas in a daily, weekly or monthly digest.

You can create a subscription by visiting the following page:

http://demoprin...e/subscribe

Have your username and password ready when visiting any of the above pages.

This message was generated automatically by software. If you have any questions, then please feel free to email a real person at:

webmaster@ecs.soton.ac.uk

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Demonstration EPrints Archive
http://demoprin...e.org/
webmaster@ecs.soton.ac.uk
User sign-on prompt

Welcome to the Demonstration EPrints Archive.

Do not consider any information on this page as meaningful. Do not cite any URL on this site, other than the FRONTPAGE. In case of abuse or copyright material appearing without permission, contact webmaster@ecs.soton.ac.uk.

User Area

User name: [Enter]
Password: [Enter]
[Remember my password]

Connect to demoprints.eprints.org

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.
User record page part 1 – confirm/amend details

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*

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<tr>
<td></td>
<td>Jennifer A.</td>
<td>De Beer</td>
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Department

Organisation

Done
User record page part 2 – confirm/amend details

Note: This user has Editorial rights

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
User record page part 3 – confirm/amend details

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
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 also fill in the form 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.
Review your documents in the archive

This option 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, and link items in the subject tree.
Click ‘Begin A New Item’
Indicate type of document/item:

Edit item: Item Type

Current item: Authors/Creators: UNSPECIFIED Title: UNSPECIFIED

Please enter the information about this item. Fields marked with an asterisk are required.

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 >
Indicate core bibliographic info part 1:

Core Bibliographic Information

Current item Authors/Creators UNSPECIFIED Title UNSPECIFIED in Event Title UNSPECIFIED.

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

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.
Examples: A brief history of time
Examples: Life: an unauthorised biography
Examples: Mathematics for engineers and scientists. 5th edition

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

Paper

Indicate core bibliographic info part 2:

**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] [LLP] [lsmith@soton.ac.uk]
Example: [Chance-Collins] [Chris] [chris@bar.com]
Example: [Tut] [Van-I-R]

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name</th>
<th>Initials</th>
<th>Creators email (if known)</th>
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[More Spaces]

[Previous] [Save for Later] [Next]
Indicate publication information:

Publication Information

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

Please enter the information about this item. Fields marked with an * 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.
Indicate conference / workshop details:

Details of Conference/Workshop


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

Event Title *
This is the title of the conference or workshop.
Example: 11th conference 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
Indicate item status:

Note how item details change as you progress through the submission process.
Indicate Subject area(s) covered in the article/document:

Subjects


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

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:

- 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
- I Political Science
- J Law
- K Education
- L Music and Books on Music
- M Fine Arts
- N Language and Literature
- O Science
- P Medicine
- Q Agriculture
- R Technology
- U Military Science
- V Naval Science
- Z Bibliography, Library Science, Information Resources
Subject area ‘added’ - illustration:
Indicate additional information (if any):

Additional Information


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

Additional Information
If you think you can specify some useful information about your deposit that can’t be entered anywhere else, please enter it here. This information will appear on the public summary page for this item.

Comments and Suggestions
Any comments to the editor. This information will not be displayed to the public.
Upload format for the document:

THIS IS ONLY A DEMONSTRATION ARCHIVE ONLY.

DO NOT CONSIDER ANY INFORMATION ON THIS PAGE AS MEANINGFUL. DO NOT SITE ANY URL ON THIS SITE, OTHER THAN THE
FRONTPAGE. IN CASE OF ABUSE OR COPYRIGHT MATERIAL APPEARING WITHOUT PERMISSION, CONTACT webmaster@ecs.soton.ac.uk

Edit Item: Documents Attached to Item


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

You must upload at least one of the following formats: HTML, PDF, Postscript, ASCII.

Add a Format to this EPrint
Indicate document/item format:

Note 'security levels'
Confirmation of document upload part 1:

Edit item: Document File Upload


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

Adding files for format: PDF

These are the files you have uploaded for this format:

- ReservationForm.pdf: 74 KB

Upload a file from your PC

- Type of file being uploaded: Normal File
- Select a file to upload: Browse
- Upload File

Capture a file from a URL

- Enter a URL to capture a file from: http://
- Capture File

< Previous   Stop Editing Document   Finished >
Confirmation of document upload part 2:

Edit item: Documents Attached to Item


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

Here are the documents currently attached to this EPrint, and how many files you have uploaded for each.

<table>
<thead>
<tr>
<th>Format</th>
<th>Files Uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
<td>1</td>
</tr>
</tbody>
</table>

You must upload at least one of the following formats: HTML, PDF, Postscript, ASCII.

Add another Format to this EPrint

Contact information
Submission verification part 1:

The control buttons are at the bottom of the page, you must read the deposit agreement.

You have not finished yet!

Please verify that all the details about your deposit are correct, and that all necessary document files have been correctly uploaded including any figures.

When you are satisfied click the Deposit EPrint Now button at the foot of the page.

This is how the metadata summary page will look:


Full text available as:

[PDF] - Requires Adobe Acrobat Reader or other PDF viewer.

Abstract

The rain in Spain
Submission verification part 2:

Date of Submission: 13 June 2005
Number of Pages: 30
Official URL: http://www.hypotheticaajnl.co.za
Event Title: CIRN 2005
Event Type: Conference
Event Location: Cape Town, South Africa
Event Dates: 22-27 Aug 2005
Status: Submitted
Revised: No
Abstract: The rain in spain
References: Blocco, J. 2004. Science for today, Unpublished thesis...
Uncontrolled Keywords: science, technology, keyword, pabilities, cleaves
Subjects: T Technology > T Technology (General)

The following fields were left unspecified: Additional information

For work being deposited by its own author: In depositing this collection of files and associated bibliographic metadata, I grant Demonstration EPrints Archive the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Demonstration EPrints Archive does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Demonstration EPrints Archive is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

[Buttons: Previous, Deposit EPrint Later, Deposit EPrint Now]
Submission completed:

Note: The submitted document is placed in the ‘Edit Buffer’ for the/an Editor to approve/reject/request resubmission with modifications.
{The End. Thank you}

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