



THE
UNIVERSITY OF
STRATHCLYDE
IN GLASGOW

Depositing in Strathprints



DemoPrints

[Home](#) | [About](#) | [Browse by Year](#) | [Browse](#)

[Login](#) | [Create Account](#)

Login

Please enter your username and password. If you have forgotten your password, you may [reset](#) it.

Username:

Password:

Note: you must have cookies enabled.

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.

★ **Item Type** ?

- 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 Do not include as yet unpublished patent applications.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 repository, but not covered by the other categories.

- **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.



THE
UNIVERSITY OF
STRATHCLYDE
IN GLASGOW

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 >

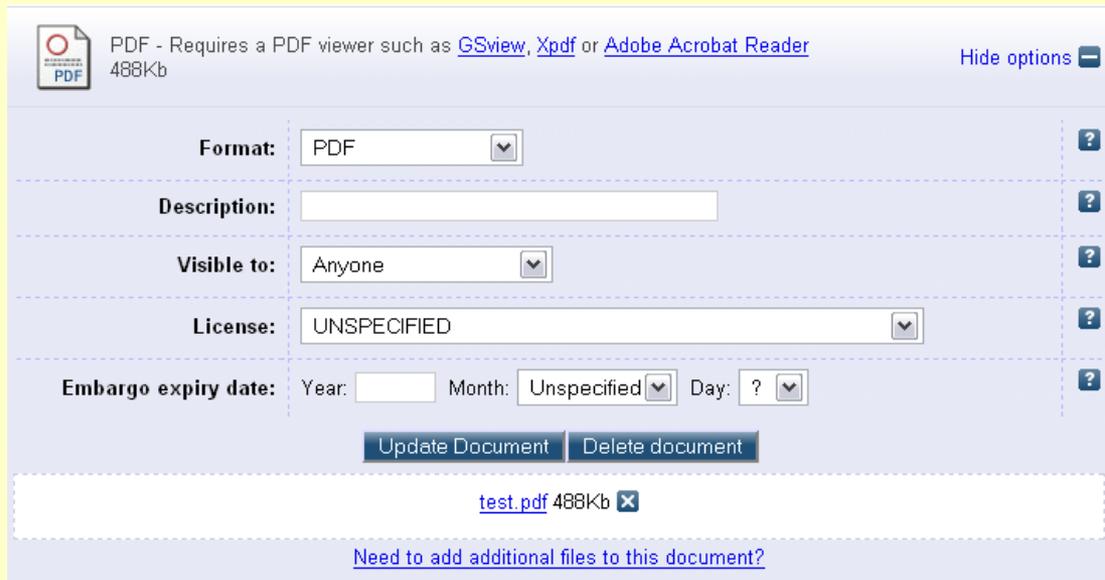
To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

New document:

< 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:



The screenshot shows a document upload interface. At the top, there is a document icon and the text "PDF - Requires a PDF viewer such as [GSview](#), [Xpdf](#) or [Adobe Acrobat Reader](#)" and "488Kb". A "Hide options" button is in the top right. Below this are several fields: "Format:" with a dropdown menu set to "PDF"; "Description:" with an empty text box; "Visible to:" with a dropdown menu set to "Anyone"; "License:" with a dropdown menu set to "UNSPECIFIED"; and "Embargo expiry date:" with fields for "Year:", "Month:" (set to "Unspecified"), and "Day:" (set to "?"). There are two buttons: "Update Document" and "Delete document". At the bottom, there is a link "test.pdf 488Kb" with a small 'x' icon, and a link "Need to add additional files to this document?".

- 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



THE
UNIVERSITY OF
STRATHCLYDE
IN GLASGOW

Entering the document details

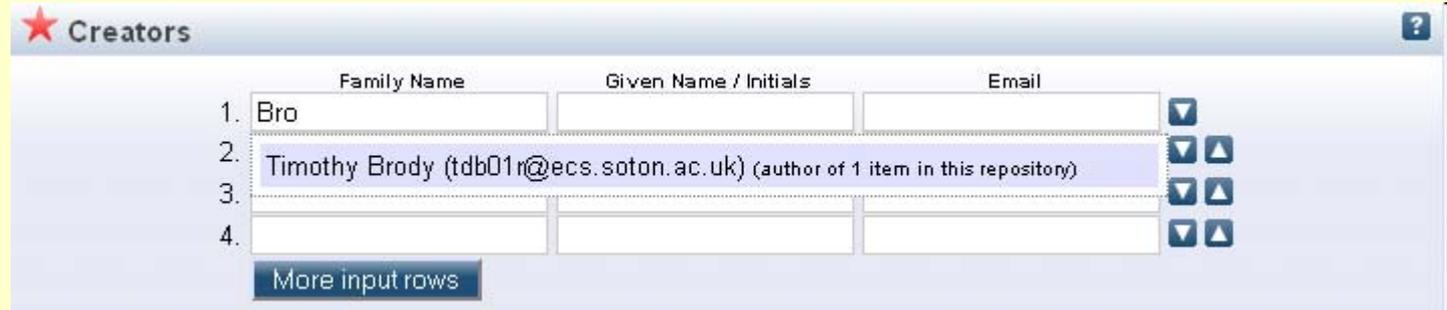
- Once the document has been uploaded, you should enter as many details about the document as you can. There are a number of mandatory fields marked with a red star and you will not be able to deposit the document without filling these in first
- There are also help messages available for most fields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

★ Title	<input type="text" value="Observa"/>	?
Abstract	<div data-bbox="685 792 1584 906"> The following records matching this title already exist in the archive. Please check that you are not entering a duplicate record.</div> <ul style="list-style-type: none">"Observations on the Bongo""Observations on the Cheetah""Observations on the Cougar""Observations on the Domestic Sheep""Observations on the Red Ruffed Lemur""Observations on the Slender-Tailed Meerkat""Observations on the Tennessee Walking Horse""Observations on the Avian Inventory"	?
★ Creators	<ul style="list-style-type: none">"Observations on the Lemur""Observations on the American White Pelican"	?

*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



The screenshot shows a form titled "Creators" with a red star icon and a help button. It contains a table with three columns: "Family Name", "Given Name / Initials", and "Email". The first row has "Bro" in the "Family Name" column. A dropdown menu is open below the first row, showing a list of suggestions. The first suggestion is "Timothy Brody (tdb01r@ecs.soton.ac.uk) (author of 1 item in this repository)". There are four rows in total, and a "More input rows" button is at the bottom.

	Family Name	Given Name / Initials	Email	
1.	Bro			▼
2.	Timothy Brody (tdb01r@ecs.soton.ac.uk) (author of 1 item in this repository)			▼ ▲
3.				▼ ▲
4.				▼ ▲

More input rows

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



The screenshot shows the same "Creators" form, but the dropdown menu is closed. The first row now has "Brody" in the "Family Name" column, "Timothy" in the "Given Name / Initials" column, and "tdb01r@ecs.soton.ac.uk" in the "Email" column. The other rows are empty, and the "More input rows" button is still at the bottom.

	Family Name	Given Name / Initials	Email	
1.	Brody	Timothy	tdb01r@ecs.soton.ac.uk	▼
2.				▼ ▲
3.				▼ ▲
4.				▼ ▲

More input rows

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

★ Journal or Publication Title:	Computers	?
ISSN:	"Computers in Entertainment (CIE)" published by "Association for Computing Machinery" (a Green publisher)	?
Publisher:	"Journal of Computers in Mathematics and Science Teaching (JCMST)" published by "Association for the Advancement of Computing in Education" (a Green publisher)ISSN: 0731-9258	?
Official URL:		?
Volume:	"Computers & Chemical Engineering" published by "Elsevier" (a Green publisher)	?
Number:		?
Page Range:	"Computers & Education" published by "Elsevier" (a Green publisher)	?
Date:	"Computers & Electrical Engineering" published by "Elsevier" (a Green publisher)	?
Date Type:	"Computers & Fluids" published by "Elsevier" (a Green publisher)	?

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

★ Journal or Publication Title:	Journal of Computers in Mathematics and Science Teaching (JCT	?
ISSN:	0731-9258	?
Publisher:	Association for the Advancement of Computing in Education	?



The screenshot shows a web interface titled "Subjects" with a search bar at the top. Below the search bar is a list of subject categories, each preceded by a plus sign (+). The categories are: 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, V Naval Science, and Z Bibliography, Library Science, Information Resources. There are "Add" buttons next to the "Q Science" and "physical science" entries. The search bar contains the text "Search for subject:" and has "Search" and "Clear" buttons.

- 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

Deposit item: UNSPECIFIEDStructure of the Sec13/31 COPII coat cage

You are both [a depositor](#) and [an editor](#) of this item.

Type → Upload → Details → Subjects → **Deposit**

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant DemoPrints 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 DemoPrints 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 DemoPrints 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.

Deposit Item Now

- 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"



THE
UNIVERSITY OF
STRATHCLYDE
IN GLASGOW

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

Strathclyde Logged in as Strathprints Administrator | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Logout](#)

Manage deposits

[Help](#)

[New Item](#) [Import Items](#)

Displaying results 1 to 10 of 123.

[1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [Next](#)

User Workarea. Under Review. Live Archive. Retired.

Last Modified	<input checked="" type="checkbox"/> Item ID	Item Type	Title	Item Status	
13 Mar 2009 14:10	7718	Book Section	Selection	Under Review	
13 Mar 2009 14:10	7716	Monograph	Valuable assets: phase 2 of a general formal investigation into the role and status of classroom assistants in Scotland's secondary and special schools	Under Review	
13 Mar 2009 14:10	7715	Monograph	Valuable assets: a general formal investigation into the role and status of classroom assistants in Scotland's primary school	Under Review	
13 Mar 2009 14:10	7714	Book	Human resource management for the hospitality and tourism industries	Under Review	
13 Mar 2009 14:10	7709	Book	Aesthetics and human resource development: connections, concepts and opportunities	Under Review	
13 Mar 2009 14:10	7706	Monograph	Skills, organisational performance and economic activity in the hospitality industry: a literature review	Under Review	
13 Mar 2009				Under	

Done