

IR+ User Manual

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1 Document Description

This document describes the general functionality available to users of the IR+ system. This document assumes the system has already been installed and is ready for use, and administration for basic system setup has been performed. If you need to install the system please see the IR+ installation manual. This manual does not cover administration as that is covered in the “IR+ Administration Manual.”

1.1 Project Web Site

If interested, you can visit the project web site on Google code at the following URL:

<http://code.google.com/p/irplus/>

The source code can be downloaded from this location, as well as finding out more about the project.

1.2 Project Group

The project also has a corresponding Google group at

<http://groups.google.com/group/irplus?pli=1>

1.3 Suggestions

Please feel free to submit comments and suggestions for how this documentation can be improved.

2 Home Page

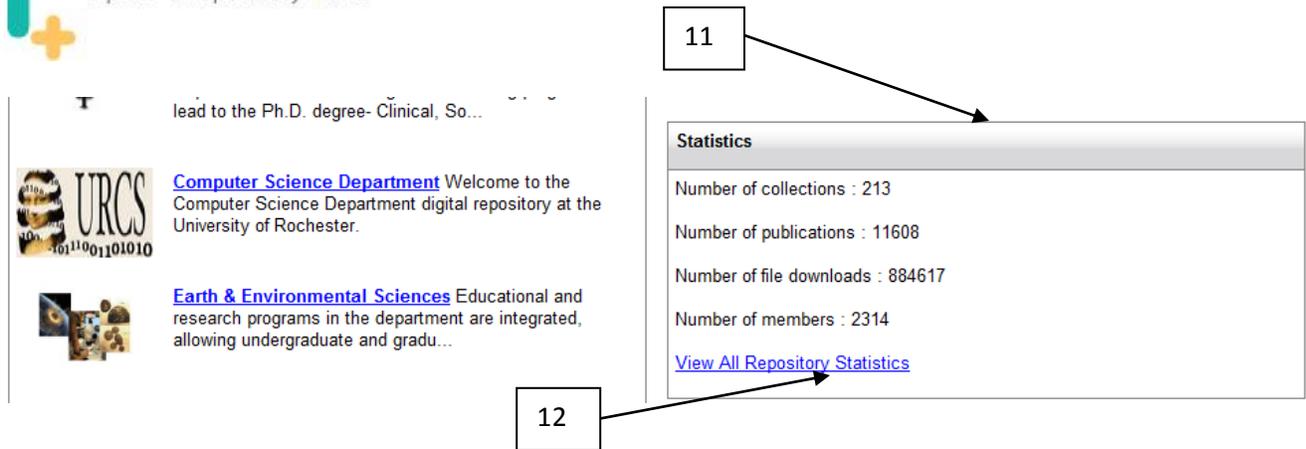
Welcome to IR+. Your home page should look similar to the one below (not including the arrows and numbers).



The screenshot shows the IR+ Home Page with the following elements and callouts:

- 1**: UR RESEARCH - AT THE UNIVERSITY of ROCHESTER
- 2**: Home navigation button
- 3**: Browse/Search section with a search input field and a Search button
- 4**: Browse All/Search link
- 5**: Help | Contact Us | About | Privacy Policy links
- 6**: Login button
- 7**: Create Account button
- 8**: News section with a headline: [UR Research passes 10,000 Publications](#) - UR Research has now surpassed ten thousand publications.
- 9**: Images section featuring a photo of a man in a white shirt pointing at a whiteboard with mathematical equations. Navigation buttons: < Previous, Next >
- 10**: Researchers section with a "Browse All/Search" link and two researcher profiles:
 - Eric Fredericksen** (with profile picture)
 - Susan Gibbons** (with profile picture) - The intersection of libraries, technology and the educational missions of higher education instituti...
 Navigation buttons: < Previous, Next >

(Image continued on next page)



The screenshot shows the irplus repository website. At the top left is the logo and the text 'irplus - a repository | use'. Below this is a navigation bar with links for 'Home', 'About', 'Contact', 'Help', 'Privacy Policy', 'Login', and 'Create Account'. The main content area features a 'Browse/Search Module' with a search bar and a 'Statistics Module' on the right. The 'Statistics Module' is titled 'Statistics' and contains the following information:

Statistics
Number of collections : 213
Number of publications : 11608
Number of file downloads : 884617
Number of members : 2314
View All Repository Statistics

Two numbered boxes are present: box 11 points to the 'Statistics' header, and box 12 points to the 'View All Repository Statistics' link.

Here is a description of the numbered items:

1. **Site logo** – also a link that always takes a user to the home page. This site has been customized for the University of Rochester.
2. **Menu Bar** – link to home page, login, and create account options. Upon logging in more options may be available based on permissions.
3. **Browse/Search Module** – allows you to search the IR+ publications.
4. **Institutional Collections Module** – Top level set of institutional collections with thumbnails of their logos.
5. **Links** – to general information including help, contacting us, about IR+, privacy policy.
6. **Login** – allows a user to log in.
7. **Create Account** – allows a user create a new account.
8. **News Module** – news that may be important to you as a user: for example maintenance dates, or scheduled down time. (**Note:** news is only shown when there are news items to read.)
9. **Pictures Module** – pictures/logos that can be uploaded for display; may show a different image each time the page is visited if there is more than one image. (**Note:** only shown if images are available for viewing.)
10. **Researchers Module** – features different Researcher Pages each time the page is visited; also provides access to browse all Researchers. (**Note:** only shown if researcher pages have been created for viewing.)
11. **Statistics Module** – shows statistical information about the repository.
12. **Statistics Link** – shows more in-depth statistical information about the repository.

3 Browsing and searching

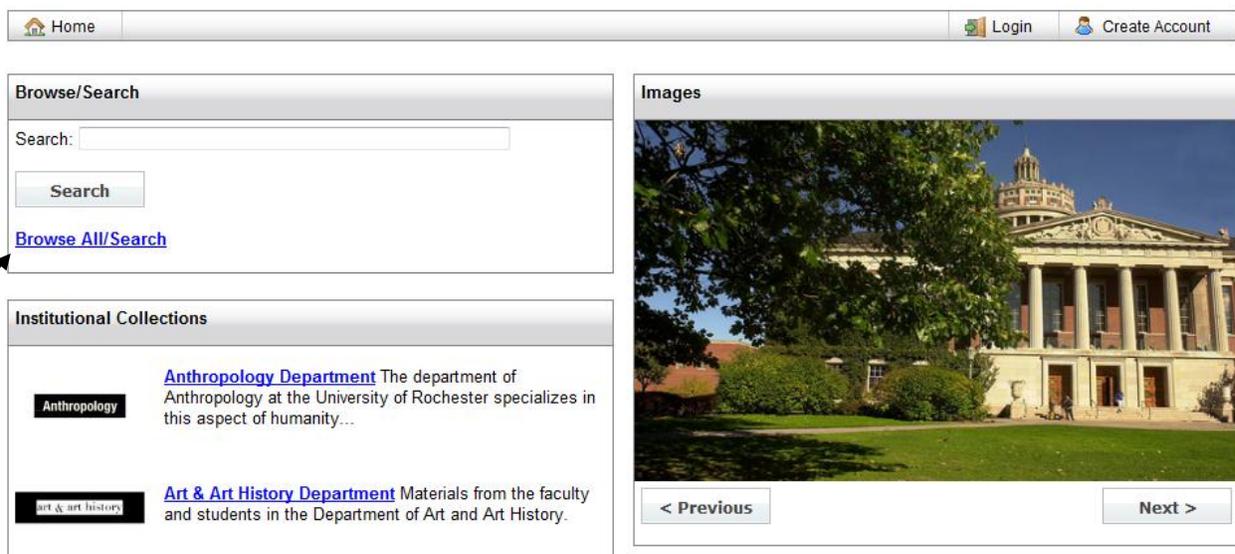
3.1 Browsing/Searching All Publications

Generally you do not need to create an account to view most of the information within the institutional repository. Creating an account may allow you to have certain benefits depending on policies set up for the repository. Some possible benefits include:

- Subscribe to collections
- An authoring and collaboration workspace
- Researcher Page
- Publishing into the repository

This section will cover abilities an anonymous user would generally have.

Selecting the Browse All/Search option (1) will allow you to view a listing of all records within the repository:



This will bring you to a screen like the following:

Browse/Search: UR Research

Browse Publications Search Browse Authors/Contributors Browse Sponsors

Filter By Content Type: All

All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Viewing: 1 - 25 of 14891

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... Next > Last

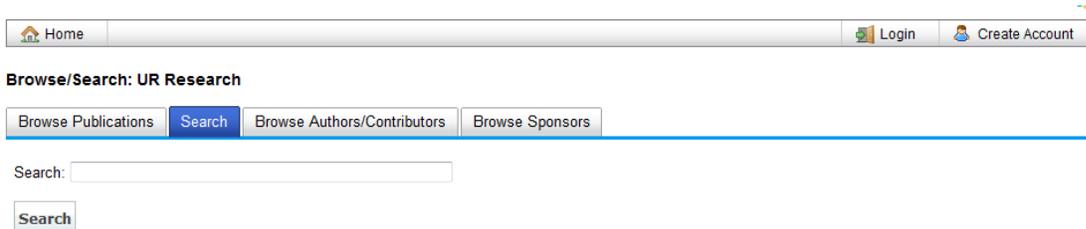
Thumbnail	Name	Publication Date	First Public Date	Contributors
	"Divertissement" iz' pervoi siuity. op. 43. Soch. P. Chaikovskago. Perelozhenie dlia 2 f. p. v 4 ruki. 2 parts. 34 cm. Caption title. Romanized record.			Peter Ilich Tchaikovsky (1840 - 1893)
	"Intermediia," iskrennost' pastushki iz' opery Pikovaia dama. soch. P. Chaikovskago. [Perelozhenie] dlia 2 f. p. v 4 ruki. A. Shefer. 2 parts. 34 cm. For 2 pianos. Caption title. Romanized record.			Peter Ilich Tchaikovsky (1840 - 1893) Aleksandr Nikolaevich Shefer (1866 -)
	1a [i.e. prima] sonata in Mi minore per violino e pianoforte. 1 score (30 p.) + 1 part. 31 cm. Sibley Music Library bound with his Sonata for violin, piano, no. 2, D major [c1919]	1919		Giacomo Orefice (1865 - 1922)
	2 morceaux caractéristiques pour violoncelle et piano par D. Popper. score and part. 31 cm.			David Popper (1843 - 1913)
	2. a sonata in re maggiore per violino (o violoncello) e pianoforte / Giacomo Orefice. score (28 p.) + 2 parts ; 31 cm. Sibley Music Library copy bound with his Sonata for violin, piano, no. 1, E minor [c1919]	1919		Giacomo Orefice (1865 - 1922)
	2e Symphonie. en la. Op. 54 par Ch. M. Widor. [à 4 mains par A. Benfeld] 67 p. 35 cm.	1900		Charles Marie Widor (1844 - 1937) A. Benfeld
	4ième concerto (D moll) pour piano avec accompagnement d'orchestre. Op. 70. Arrangement pour deux pianos par Richard Kleinmichel. score (89 p.) 34 cm. Second score (in pocket) is a later issue: Berlin, N. Simrock, [19--]			Anton Rubinstein (1829 - 1894) Richard Kleinmichel (1846 - 1901)
	4me barcarolle pour piano. op. 44 / Gabriel Fauré.	1900		Gabriel Fauré (1845 - 1924)
	[Symphonie III. Es dur] zu 8 Händen bearbeitet von Theodor Kirchner. [Op.97] 2 parts. 24 x 31 cm. Publisher's no.: Edition Peters no. 2363c.			Robert Schumann (1810 - 1856) Theodor Kirchner (1823 - 1903)
	[Symphonie III. Es dur] zu 8 Händen bearbeitet von Theodor Kirchner. [Op.97] 2 parts. 24 x 31 cm. Publisher's no.: Edition Peters no. 2363c.			Robert Schumann (1810 - 1856) Theodor Kirchner (1823 - 1903)

The following is a list of the numbered items:

1. Tabs for browsing options
 - a. Browse Publications – browse publications within the repository
 - b. Search – search the repository for information
 - c. Browse Authors/Contributors – browse a listing of all contributors within the system
 - d. Browse Sponsors – browse the list of sponsors
2. Filter by a particular content type
3. Current location and total number of items being viewed
4. Listing of publications
 - a. Thumbnail if one exists
 - b. Name of the publication
 - c. Publication Date – date of publication if published

- d. First Public Date – date the publication was first made public
- e. Listing of contributors
- 5. Limit by letters
- 6. Pagination bar

Selecting the search tab will bring you to a search screen like the following:



Home Login Create Account

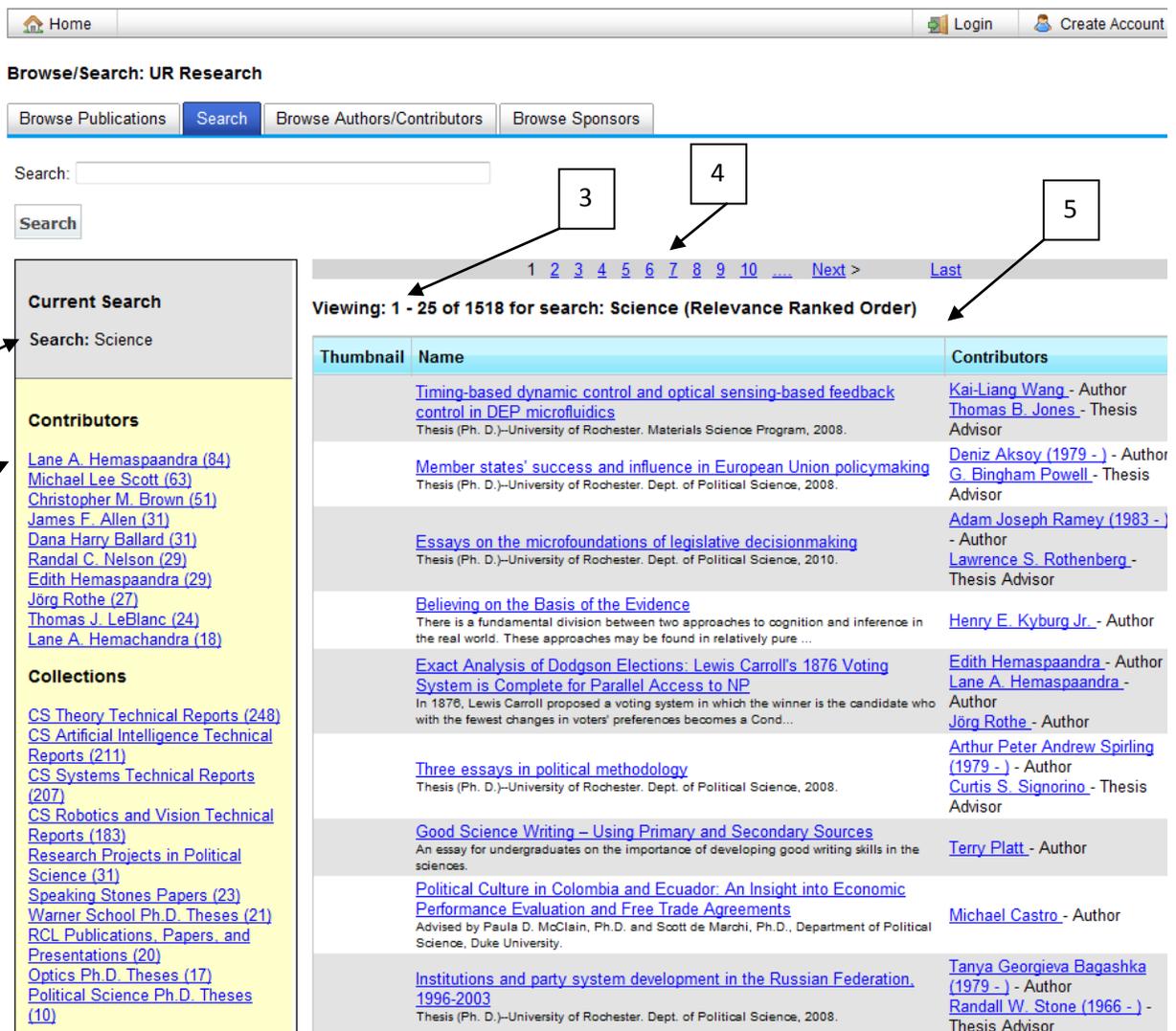
Browse/Search: UR Research

Browse Publications **Search** Browse Authors/Contributors Browse Sponsors

Search:

Search

Executing a search, for example: “Science” will bring up a result screen like the following:



Home Login Create Account

Browse/Search: UR Research

Browse Publications **Search** Browse Authors/Contributors Browse Sponsors

Search:

Search

1

2

3

4

5

1 2 3 4 5 6 7 8 9 10 ... Next > Last

Viewing: 1 - 25 of 1518 for search: Science (Relevance Ranked Order)

Thumbnail	Name	Contributors
	Timing-based dynamic control and optical sensing-based feedback control in DEP microfluidics Thesis (Ph. D.)-University of Rochester. Materials Science Program, 2008.	Kai-Liang Wang - Author Thomas B. Jones - Thesis Advisor
	Member states' success and influence in European Union policymaking Thesis (Ph. D.)-University of Rochester. Dept. of Political Science, 2008.	Deniz Aksoy (1979 -) - Author G. Bingham Powell - Thesis Advisor
	Essays on the microfoundations of legislative decisionmaking Thesis (Ph. D.)-University of Rochester. Dept. of Political Science, 2010.	Adam Joseph Ramey (1983 -) - Author Lawrence S. Rothenberg - Thesis Advisor
	Believing on the Basis of the Evidence There is a fundamental division between two approaches to cognition and inference in the real world. These approaches may be found in relatively pure ...	Henry E. Kyburg Jr. - Author
	Exact Analysis of Dodgson Elections: Lewis Carroll's 1876 Voting System is Complete for Parallel Access to NP In 1876, Lewis Carroll proposed a voting system in which the winner is the candidate who with the fewest changes in voters' preferences becomes a Cond...	Edith Hemaspaandra - Author Lane A. Hemaspaandra - Author Jörg Rothe - Author
	Three essays in political methodology Thesis (Ph. D.)-University of Rochester. Dept. of Political Science, 2008.	Arthur Peter Andrew Spirling (1979 -) - Author Curtis S. Signorino - Thesis Advisor
	Good Science Writing – Using Primary and Secondary Sources An essay for undergraduates on the importance of developing good writing skills in the sciences.	Terry Platt - Author
	Political Culture in Colombia and Ecuador: An Insight into Economic Performance Evaluation and Free Trade Agreements Advised by Paula D. McClain, Ph.D. and Scott de Marchi, Ph.D., Department of Political Science, Duke University.	Michael Castro - Author
	Institutions and party system development in the Russian Federation, 1996-2003 Thesis (Ph. D.)-University of Rochester. Dept. of Political Science, 2008.	Tanya Georgieva Bagashka (1979 -) - Author Randall W. Stone (1966 -) - Thesis Advisor

Current Search
Search: Science

Contributors

- [Lane A. Hemaspaandra \(84\)](#)
- [Michael Lee Scott \(63\)](#)
- [Christopher M. Brown \(51\)](#)
- [James F. Allen \(31\)](#)
- [Dana Harry Ballard \(31\)](#)
- [Randal C. Nelson \(29\)](#)
- [Edith Hemaspaandra \(29\)](#)
- [Jörg Rothe \(27\)](#)
- [Thomas J. LeBlanc \(24\)](#)
- [Lane A. Hemachandra \(18\)](#)

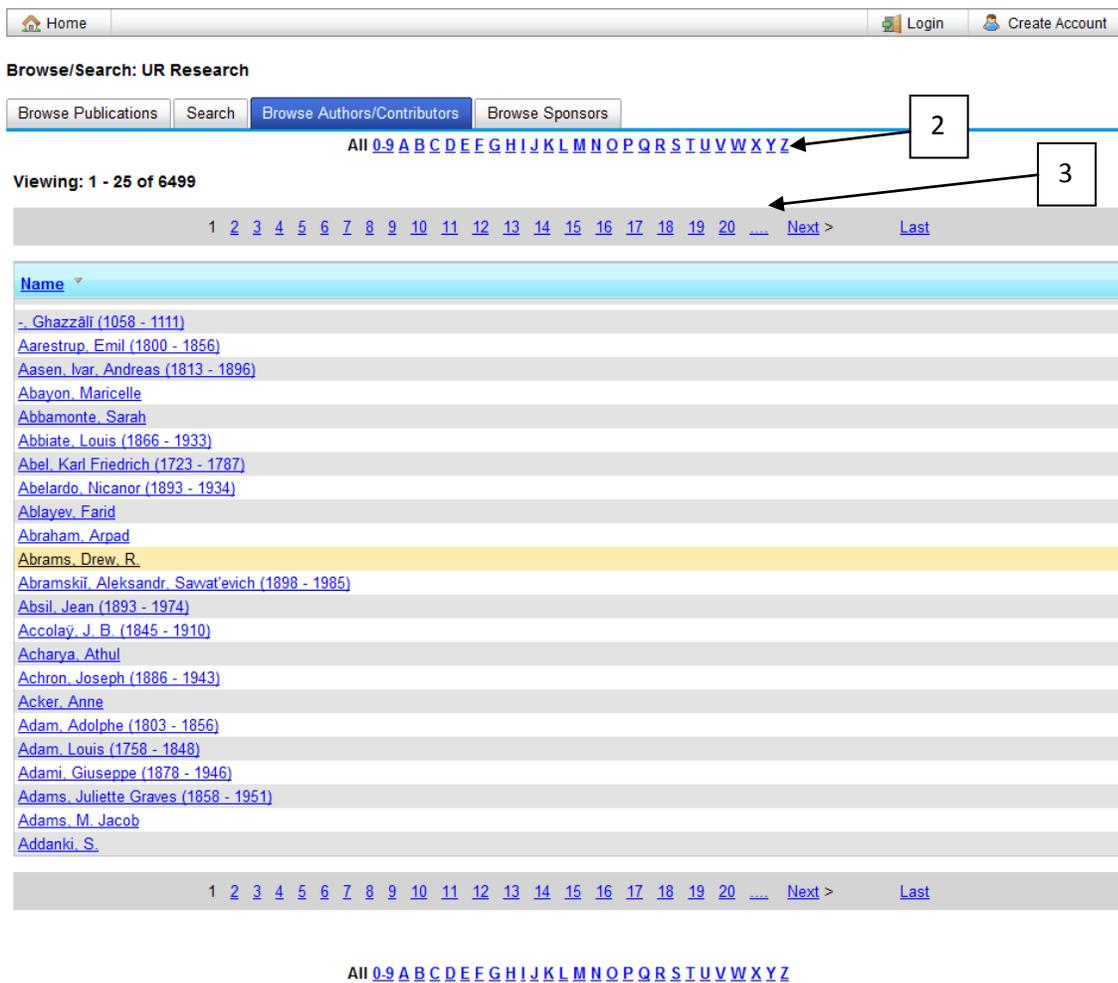
Collections

- [CS Theory Technical Reports \(248\)](#)
- [CS Artificial Intelligence Technical Reports \(211\)](#)
- [CS Systems Technical Reports \(207\)](#)
- [CS Robotics and Vision Technical Reports \(183\)](#)
- [Research Projects in Political Science \(31\)](#)
- [Speaking Stones Papers \(23\)](#)
- [Warner School Ph.D. Theses \(21\)](#)
- [RCL Publications, Papers, and Presentations \(20\)](#)
- [Optics Ph.D. Theses \(17\)](#)
- [Political Science Ph.D. Theses \(10\)](#)

The following is a list of the numbered items:

1. Current Search executed
2. List of possible facets to narrow the search
3. Current viewing location and total number of items found
4. Pagination bar
5. List of current publications to browse
 - a. Thumbnail if one exists
 - b. Name of the publication
 - c. List of contributors for the publication

Selecting the Browse Authors/Contributors will bring you to a screen like the following:



Home Login Create Account

Browse/Search: UR Research

Browse Publications Search Browse Authors/Contributors Browse Sponsors

All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Viewing: 1 - 25 of 6499

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... Next > Last

Name
.- Ghazzālī (1058 - 1111)
Aarestrup, Emil (1800 - 1856)
Aasen, Ivar, Andreas (1813 - 1896)
Abayon, Maricelle
Abbamonte, Sarah
Abbate, Louis (1866 - 1933)
Abel, Karl Friedrich (1723 - 1787)
Abelardo, Nicanor (1893 - 1934)
Ablayev, Farid
Abraham, Arpad
Abrams, Drew, R.
Abramskij, Aleksandr, Sawat'evich (1898 - 1985)
Absil, Jean (1893 - 1974)
Accolay, J. B. (1845 - 1910)
Acharya, Athul
Achron, Joseph (1886 - 1943)
Acker, Anne
Adam, Adolphe (1803 - 1856)
Adam, Louis (1758 - 1848)
Adami, Giuseppe (1878 - 1946)
Adams, Juliette Graves (1858 - 1951)
Adams, M. Jacob
Addanki, S.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... Next > Last

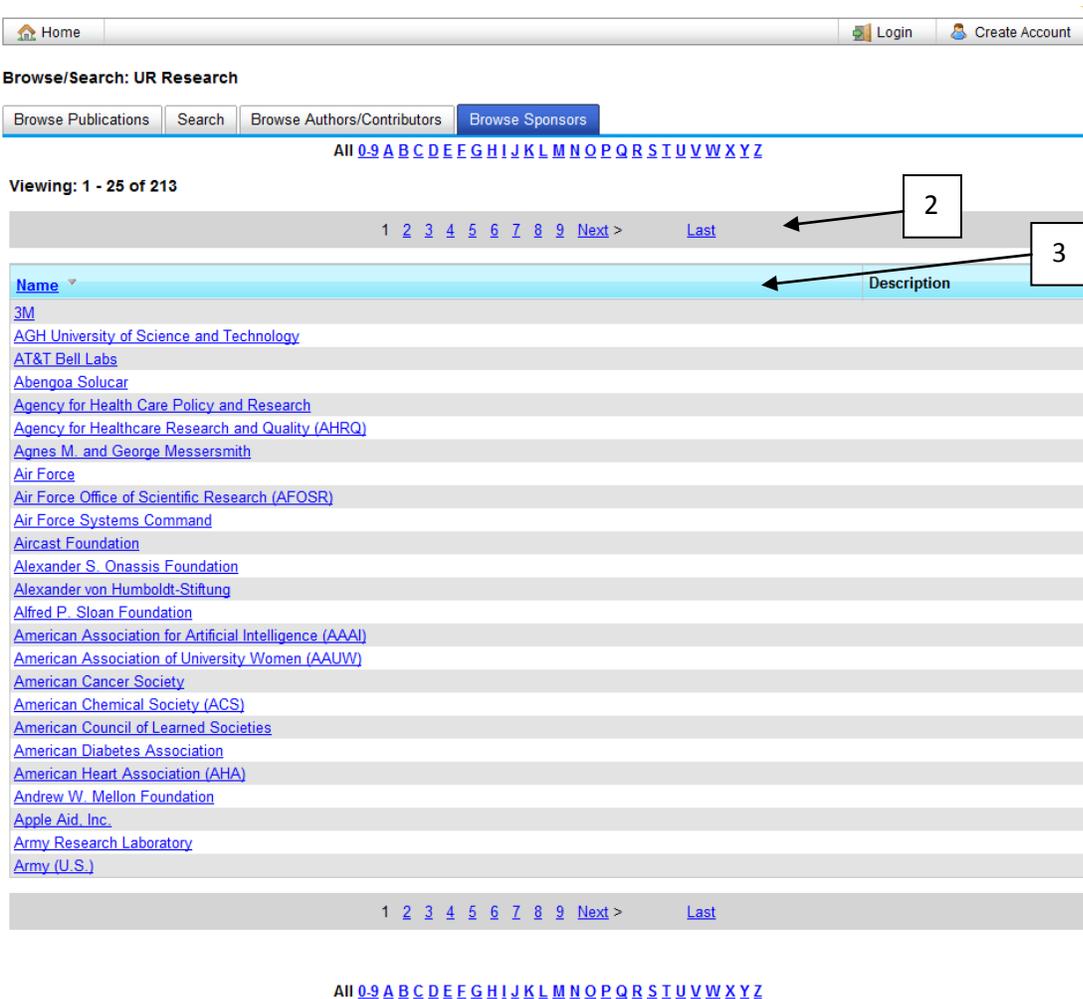
All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The following is a list of the numbered items:

1. List of Author/Contributor names sorted in ascending order (selecting the hyperlinked “Name” column title will sort by last name, first name descending)
2. Filter the names by first letter of last name

3. Pagination bar

Selecting the Browse Sponsors tab will bring you to a screen like the following:



The screenshot shows the 'Browse Sponsors' page. At the top, there are navigation links for 'Home', 'Login', and 'Create Account'. Below that, the page title is 'Browse/Search: UR Research'. There are four tabs: 'Browse Publications', 'Search', 'Browse Authors/Contributors', and 'Browse Sponsors' (which is selected). A navigation bar shows 'All' followed by letters A-Z. Below this, it says 'Viewing: 1 - 25 of 213'. A pagination bar shows '1 2 3 4 5 6 7 8 9 Next >' and 'Last'. The main content is a table with two columns: 'Name' and 'Description'. The 'Name' column contains a list of sponsor names, each with a blue hyperlink. The 'Description' column is currently empty. At the bottom, there is another pagination bar and a navigation bar with letters A-Z.

The following is a list of the numbered items:

1. List of sponsor names (selecting the hyperlinked “Name” column title will sort by last name, first name descending)
2. Filter the names by first letter of sponsor name
3. Pagination bar

3.2 Browsing a record

Selecting a record in the publication browse or in other areas, for example, on a contributor page (see **section: 3.3**) would generally show a screen like the following:

UR Research > ESM - Sibley Music Library > Musical Scores >

"Intermediia," iskrennost' pastushki iz' opery Pikovaia dama, soch. P. Chaikovskago. [Perelozhenie] dlia 2 f. p. v' 4 ruki, A. Shefer'.

URL to cite or link to: <http://hdl.handle.net/1953/10312>

	39087011954197circ.pdf	233.17 KB (No. of downloads : 13)	circ record
	39087011954197color_cover.pdf	2.36 MB (No. of downloads : 30)	color cover
	39087011954197piano_1.pdf	935.69 KB (No. of downloads : 45)	score
	39087011954197piano_2.pdf	928.98 KB (No. of downloads : 39)	score

Other Titles

Pikovaia dama. Intermediia "Iskrennost' pastushki"; arr.

Description

2 parts. 34 cm.
For 2 pianos.
Caption title.
Romanized record.

Contributor(s):

[Peter Ilich Tchaikovsky \(1840 - 1893\)](#) - Composer
[Aleksandr Nikolaevich Shefer \(1866 - \)](#) - Arranger

Primary Item Type:

Musical Score

Identifiers:

Publisher No. 20432 P. Ūrgenson
LC Call No. M215 .C434PI

Subject Keywords:

Operas Excerpts, Arranged Parts.; Piano music (Pianos (2)), Arranged Parts.

Sponsor - Description:

[National Endowment for the Humanities](#)

Previously Published By:

Moskva, P. Ūrgenson

Citation:

License Grantor / Date Granted:

Sibley Music Library Reference Desk / 2010-04-20
13:28:58.931 ([View License](#))

Date Deposited

2010-04-20 13:28:58.931

Submitter:

Sibley Music Library Reference Desk

Copyright © This item is in the public domain.

All Versions

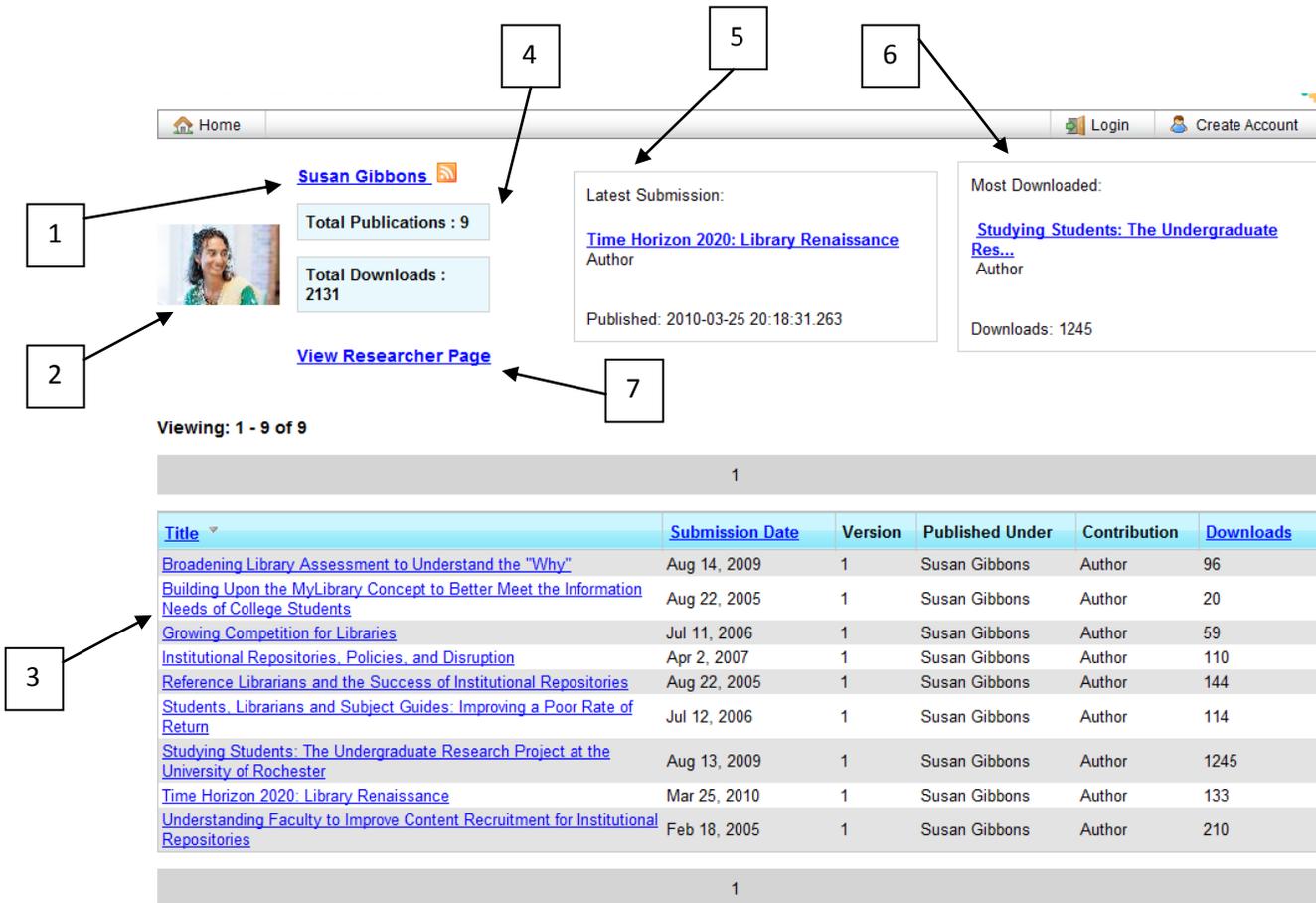
Thumbnail	Name	Version	Created Date
	"Intermediia," iskrennost' pastushki iz' opery Pikovaia dama, soch. P. Chaikovskago. [Perelozhenie] dlia 2 f. p. v' 4 ruki, A. Shefer'.	1	2010-04-20 13:28:58.931

The following is a list of the numbered items:

1. Current location of the publication
2. Title of the publication
3. Handle persistent identifier for the publication (**Note:** not always available depending on setup)
4. List of files for the publication
5. Metadata for the item
6. List of all versions of the publication
7. Number of downloads for the file
8. Contributors for the publication including contribution type (Composer/Arranger/Thesis Advisor/Author/etc.). Selecting the link takes the user to the contributor page – see **section 3.3**
9. Link to the Sponsor Page (See **section 3.4**).

3.3 Contributor Pages

Contributor pages allow a user to see all publications for a given contributor. Selecting a contributor name either on a publication, browse by contributor or browse by publication will take you to a screen like the following:



The screenshot shows a user interface for a contributor page. At the top, there is a navigation bar with 'Home', 'Login', and 'Create Account' links. Below this, the contributor's name 'Susan Gibbons' is displayed with an RSS icon (callout 1). A profile picture (callout 2) is shown next to statistics: 'Total Publications : 9' and 'Total Downloads : 2131'. A 'View Researcher Page' link (callout 7) is located below the statistics. To the right, there are two boxes: 'Latest Submission:' containing a link to 'Time Horizon 2020: Library Renaissance' (callout 5) and 'Published: 2010-03-25 20:18:31.263', and 'Most Downloaded:' containing a link to 'Studying Students: The Undergraduate Res...' (callout 6) and 'Downloads: 1245'. At the bottom, a table of publications is shown (callout 3), with columns for Title, Submission Date, Version, Published Under, Contribution, and Downloads. The table lists nine publications, with 'Studying Students: The Undergraduate Research Project at the University of Rochester' having the highest number of downloads (1245).

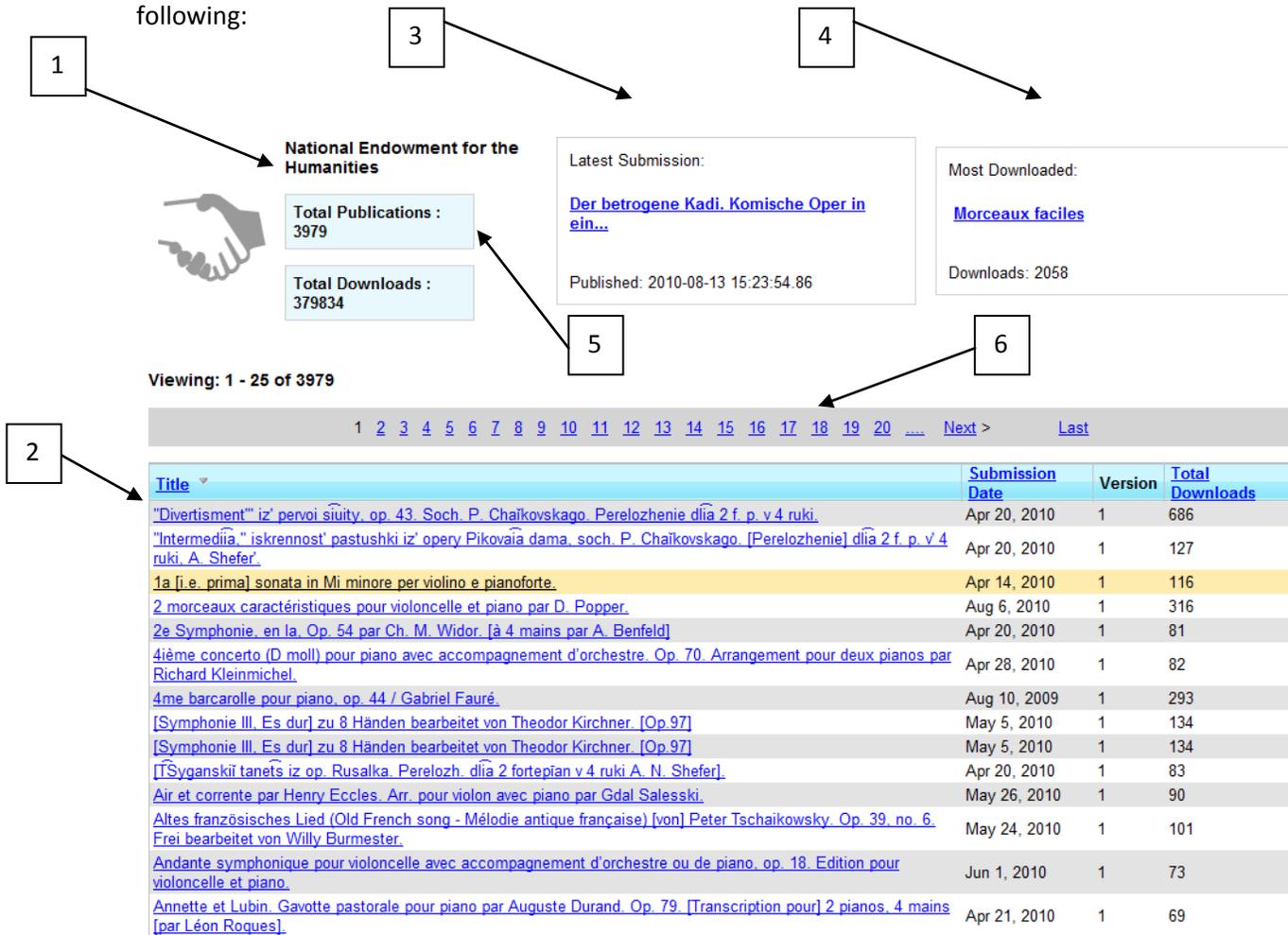
The following is a list of the numbered items:

1. RSS feed for the contributor (get an alert when person adds new material)
2. Picture of the contributor if they have a researcher page
3. List of publications produced by the contributor – the following information is shown:
 - a. Title of the publication (Sort by selecting the column name)
 - b. Date submitted to the repository (Sort by selecting the column name)

- c. Version
 - d. Name that appeared on the publication (allows for variations, e.g. initials lastname)
 - e. The contribution made by the contributor (e.g. author, thesis advisor, composer, etc.)
 - f. The total number of downloads for the publication (Sort able by selecting the column name)
4. Total number of publications in the system for the contributor and total downloads for the files within the publications
 5. Most recent submission to the repository
 6. Most Downloaded publication for the contributor
 7. Link to researcher page if the contributor has a researcher page (See **section: 3.5**)

3.4 Sponsor Pages

Sponsor pages allow a user to see all publications sponsored by a given granting agency. Selecting a sponsor name either on a publication or the browse by sponsor page will take you to a screen like the following:



The screenshot shows a sponsor page for the National Endowment for the Humanities. It includes a sidebar with statistics, a list of publications, and a table of publications with columns for Title, Submission Date, Version, and Total Downloads. Numbered callouts 1-6 point to specific elements: 1 (National Endowment for the Humanities), 2 (table header), 3 (Total Publications/Downloads), 4 (Latest Submission), 5 (Most Downloaded), and 6 (pagination).

1 National Endowment for the Humanities

3 Total Publications : 3979
Total Downloads : 379834

4 Latest Submission:
[Der betrogene Kadi. Komische Oper in ein...](#)
Published: 2010-08-13 15:23:54.86

5 Most Downloaded:
[Morceaux faciles](#)
Downloads: 2058

Viewing: 1 - 25 of 3979

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... Next > Last

Title	Submission Date	Version	Total Downloads
"Divertissement" iz' pervoi siuity op. 43. Soch. P. Chaikovskago. Perelozhenie dlia 2 f. p. v 4 ruki.	Apr 20, 2010	1	686
"Intermediia." iskrennost' pastushki iz' opery Pikovaia dama. soch. P. Chaikovskago. [Perelozhenie] dlia 2 f. p. v 4 ruki. A. Shefer.	Apr 20, 2010	1	127
1a [i.e. prima] sonata in Mi minore per violino e pianoforte.	Apr 14, 2010	1	116
2 morceaux caractéristiques pour violoncelle et piano par D. Popper.	Aug 6, 2010	1	316
2e Symphonie. en la. Op. 54 par Ch. M. Widor. [à 4 mains par A. Benfeld]	Apr 20, 2010	1	81
4ième concerto (D moll) pour piano avec accompagnement d'orchestre. Op. 70. Arrangement pour deux pianos par Richard Kleinmichel.	Apr 28, 2010	1	82
4me barcarolle pour piano, op. 44 / Gabriel Fauré.	Aug 10, 2009	1	293
[Symphonie III. Es dur] zu 8 Händen bearbeitet von Theodor Kirchner. [Op.97]	May 5, 2010	1	134
[Symphonie III. Es dur] zu 8 Händen bearbeitet von Theodor Kirchner. [Op.97]	May 5, 2010	1	134
[Tsyganskiĭ tanets iz op. Rusalka. Perelozh. dlia 2 fortepian v 4 ruki A. N. Shefer].	Apr 20, 2010	1	83
Air et corrente par Henry Eccles. Arr. pour violon avec piano par Gdal Salesski.	May 26, 2010	1	90
Altes französisches Lied (Old French song - Mélodie antique française) [von] Peter Tschaikowsky. Op. 39. no. 6. Frei bearbeitet von Willy Burmester.	May 24, 2010	1	101
Andante symphonique pour violoncelle avec accompagnement d'orchestre ou de piano, op. 18. Edition pour violoncelle et piano.	Jun 1, 2010	1	73
Annette et Lubin. Gavotte pastorale pour piano par Auguste Durand. Op. 79. [Transcription pour] 2 pianos. 4 mains [par Léon Roques].	Apr 21, 2010	1	69

The following is a list of the numbered items:

1. Name of the sponsor
2. List of publications supported by grants from this sponsor
3. Most recent submission to the repository funded by the sponsor
4. Most Downloaded publication funded by the sponsor
5. Total publications sponsored and total downloads
6. Pagination

3.5 Researcher Pages

Researcher pages allow members of the institutional repository to highlight and display their work. This can include work currently in progress as well as pointing to information inside or outside of the repository. Researchers are randomly shown on the home page each time a user visits the repository web site, as shown below:

Browse/Search

Search:

[Browse All/Search](#)

Institutional Collections

 [Anthropology Department](#) The department of Anthropology at the University of Rochester specializes in this aspect of humanity...

 [Art & Art History Department](#) Materials from the faculty and students in the Department of Art and Art History.

 [Biology Department](#) The Biology Department at the University of Rochester provides faculty, postdoctoral fellows, Ph.D. ...

 [Biomedical Engineering Department](#) The mission of the Department of Biomedical Engineering at the University of Rochester is to create ...

 [Brain & Cognitive Sciences](#) Members of the Department of Brain and Cognitive Sciences study how we see and hear, move, learn and...

 [Chemical Engineering Department](#) Welcome to the Chemical Engineering Department at the University of Rochester. Our faculty and stude...

Images



Researchers

[Browse All/Search](#) 1

 [Jim Farrington](#) 2

Digitizing Music; Discography; Historical Sound Recordings; Copyright

 [Nancy Fried Foster](#)

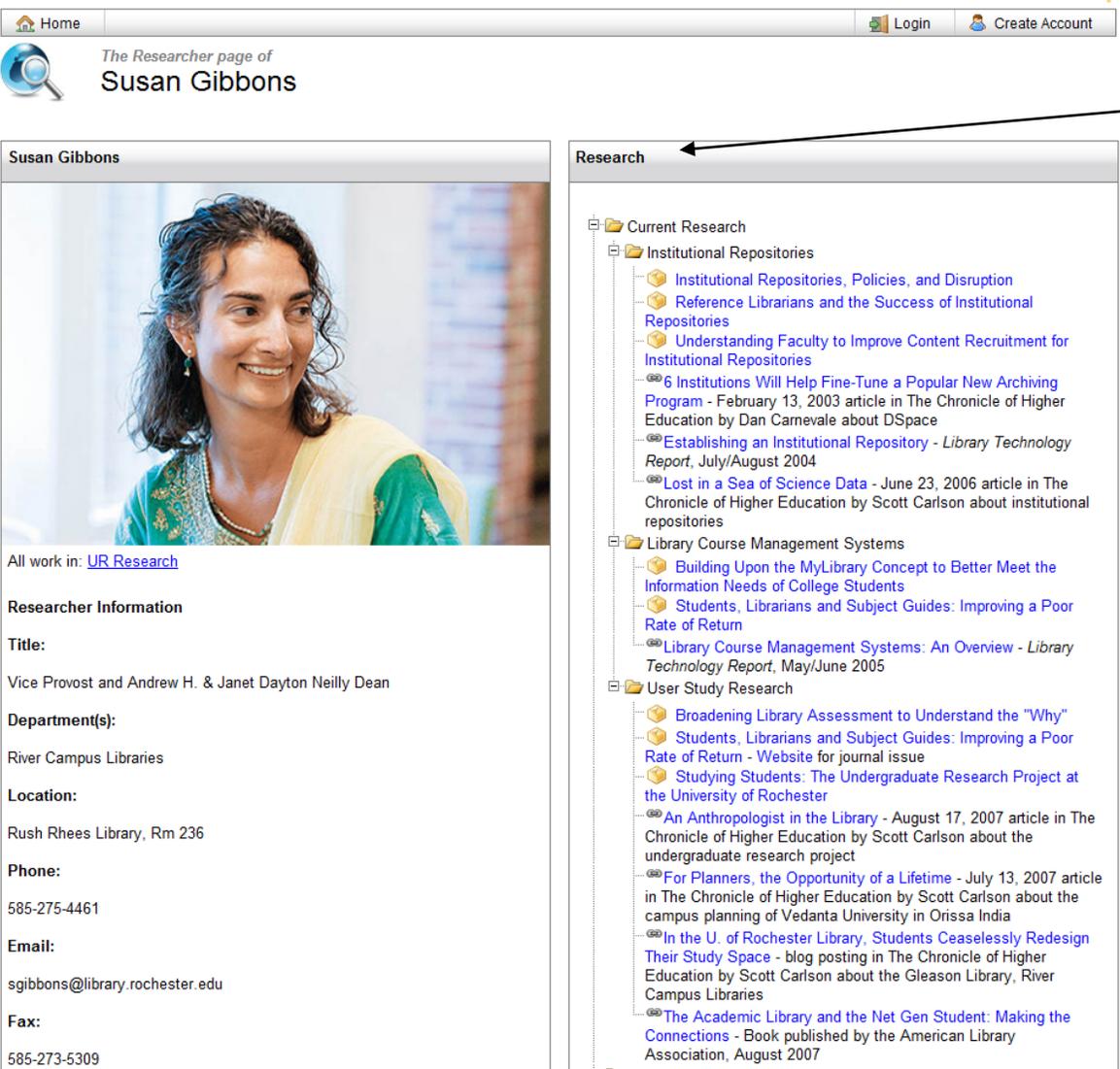
Currently conducting work-practice study, participatory design, anthropology of work; serving as co-...

3

The following is a list of the numbered items:

1. Ability to browse all/search researcher pages
2. Link to a given researcher page and a short description of the researcher
3. Option to cycle through the available researcher pages.

Selecting the name of a researcher should take you to a page like the following:



The screenshot shows a researcher profile page for Susan Gibbons. At the top, there is a navigation bar with 'Home', 'Login', and 'Create Account' links. Below the navigation bar, the page title reads 'The Researcher page of Susan Gibbons'. The profile is divided into two main sections: a left sidebar and a right 'Research' section.

Numbered callouts point to specific elements:

- 1**: Points to the researcher's profile picture.
- 2**: Points to the text 'All work in: [UR Research](#)'.
- 3**: Points to the 'Researcher Information' section, which includes fields for Title, Department(s), Location, Phone, Email, and Fax.
- 4**: Points to the 'Research' section, which lists various research projects and publications under categories like 'Current Research', 'Institutional Repositories', 'Library Course Management Systems', and 'User Study Research'.

The following is a list of the numbered items:

1. Images uploaded by the researcher
2. Link to all work created by the researcher in the repository
3. Researcher general information
4. Listing of research information provided by the researcher (both inside and external to the repository)

3.6 Repository Statistics

Statistics for the system can be seen in many different locations:

- Contributor Pages (Total number of publications/Downloads Per Publication/Total downloads for the researcher/Most Downloaded Publication)
- Sponsor Pages (Total number of publications/Downloads Per Publication/Total downloads for the researcher/Most Downloaded Publication)
- Publication Page (Total number of downloads per file)
- Home Page Statistics module (Total number of collections / Number of Publications / Number of File Downloads / Number of Members)
- Collection Page (Total number of collections / Number of Publications / Number of File Downloads)
- View all collection Statistics (similar to view all repository statistics)
- View All repository Statistics (shown below)

General Repository Information:

Number of collections: 213

Number of publications: [11608](#)

Number of file downloads: 884618

Number of members: 2313

Number of public researchers: [37](#)

Repository Content Type Counts

Article: [355](#)

Book: [68](#)

Book Chapter: [42](#)

Dataset: [2](#)

Essay: [5](#)

Form: [1](#)

Image: [585](#)

Journal: [2](#)

Learning Object: [4](#)

Manuals, Handbooks, Documentation: [7](#)

Musical Score: [7855](#)

Preprint: [3](#)

Presentation: [14](#)

Recording, Musical: [3](#)

Software: [4](#)

Technical Report: [920](#)

Thesis: [837](#)

Translation: [3](#)

Video: [4](#)

Working Paper: [190](#)

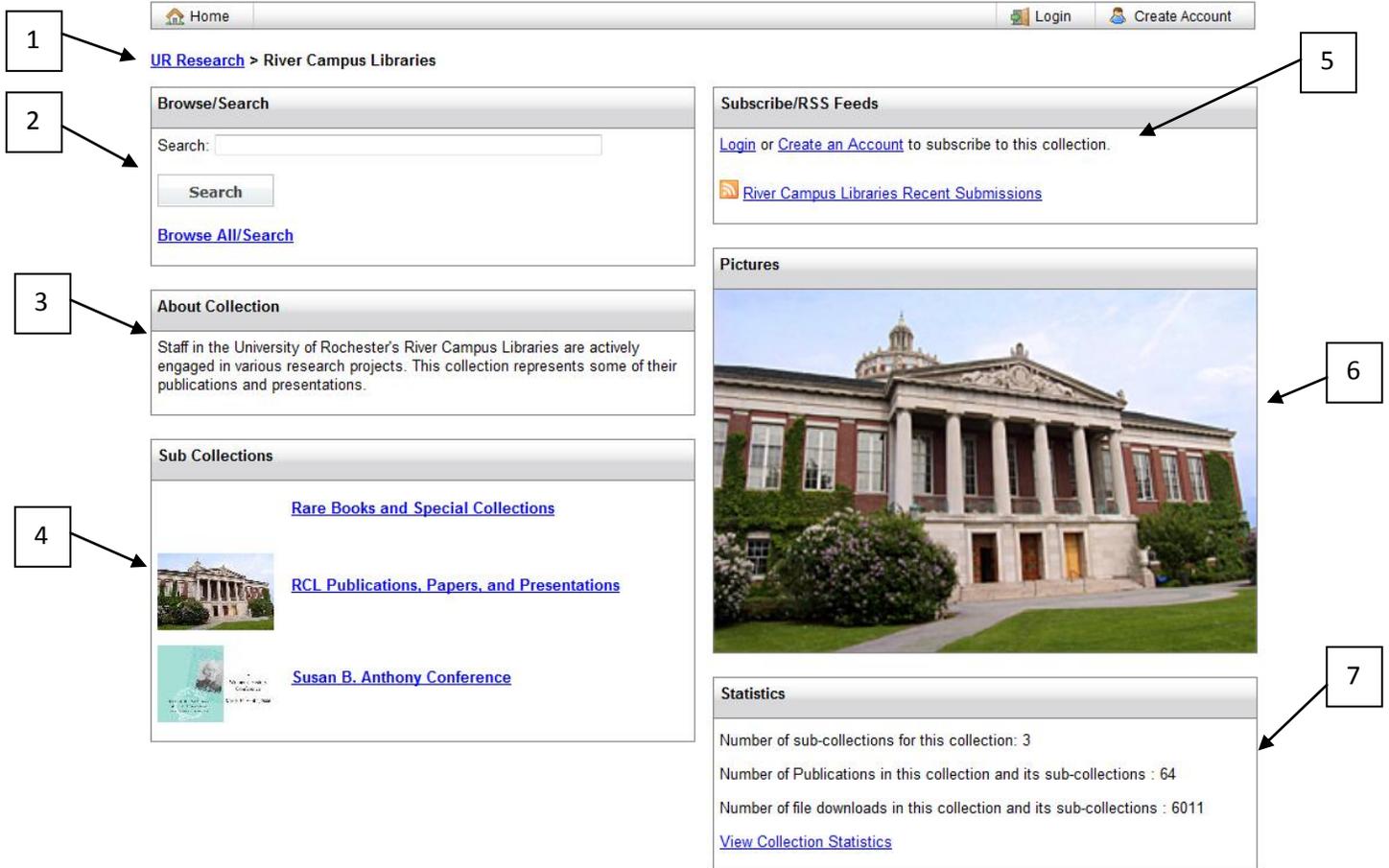
Sponsor Count

Sponsor Count: [213](#)

This allows a user to see basic repository statistics.

3.7 Repository Collections

The collection is how publications are organized within the repository. Selecting a collection on the home page will take you to a page like the following:



The screenshot shows the 'River Campus Libraries' collection page. At the top, there is a navigation bar with 'Home', 'Login', and 'Create Account' links. The breadcrumb trail is 'UR Research > River Campus Libraries'. The page is divided into several sections:

- 1**: Points to the breadcrumb trail.
- 2**: Points to the 'Browse/Search' section, which includes a search input field, a 'Search' button, and a 'Browse All/Search' link.
- 3**: Points to the 'About Collection' section, which contains text about staff engagement in research projects.
- 4**: Points to the 'Sub Collections' section, which lists three sub-collections: 'Rare Books and Special Collections', 'RCL Publications, Papers, and Presentations', and 'Susan B. Anthony Conference', each with a small thumbnail image.
- 5**: Points to the 'Subscribe/RSS Feeds' section, which includes a link to 'Login or Create an Account' and a link to 'River Campus Libraries Recent Submissions'.
- 6**: Points to the 'Pictures' section, which features a large image of a classical building with columns.
- 7**: Points to the 'Statistics' section, which displays the following data:
 - Number of sub-collections for this collection: 3
 - Number of Publications in this collection and its sub-collections : 64
 - Number of file downloads in this collection and its sub-collections : 6011
 - A link to 'View Collection Statistics'

The following is a list of the numbered items:

1. Current location in the repository (collections can have sub collections)
2. Search this collection (searches within the collection and sub collections) – Browse all search will be similar to the repository browse all search link but will only contain information specific to this collection and all sub collections.
3. Information about the collection
4. List of sub collections
5. Way to subscribe via email or RSS feed (to receive alerts when new material is added)
6. Images for the collection
7. Statistics for the collection

4 Creating an Account

Selecting the Create Account option (1) will take you to the following screen:

 Home

 Login

 Create Account

Please enter the following information to create an account.

2

First Name:*

Last Name:*

User Name:*

Password(At least 8 characters):*

Retype Password:*

E-mail:*

Phone Number:

University Affiliation:

1

Department(s):

- Anthropology
- Art & Art History
- Biology
- Biomedical Engineering
- Biostatistics and Computational Biology
- Brain & Cognitive Sciences
- Center for Research Computing (Information Technology)
- Chamber Music
- Chemical Engineering
- Chemistry
- Clinical & Social Sciences in Psychology
- Co-Principal Investigator, eXtensible Catalog Project
- Composition
- Computer Science
- Conducting & Ensembles
- Department of Art and Art History
- Earth & Environmental Sciences
- Eastman Institute for Oral Health
- Economics
- Economics, Political Science, Community & Preventive Medicine

(continued on next page)

3



I accept the terms of the License

License

NON-EXCLUSIVE DISTRIBUTION LICENSE

In order for the Institutional Repository to reproduce, translate and distribute your submission(s), your agreement to the following terms is necessary. Please read the terms of this license carefully and click on the 'I agree' or 'I disagree' buttons at the bottom of the screen accordingly. This agreement will apply to all of your submissions to the Institutional Repository.

By agreeing and submitting this license, you (the author(s) or copyright owner) grant to the University of Rochester the perpetual, non-exclusive, royalty-free right to reproduce, translate (as defined below), and/or distribute your submissions (including the abstracts) in print and electronic format and in any medium. You agree that the University of Rochester may, without changing the content, translate the submission to any medium or format for the purposes of preservation. You also agree that the University of Rochester may keep more than one copy of this submission for purposes of security, back-up and preservation. You represent that any submissions are your original work and that you have the right to grant the rights contained in this license. You also represent

Create account

The following is a description of the numbered items:

1. Create account option
2. General user information
3. License for submissions into the system

Enter your information. Create a password that you feel is secure. Select an affiliation and department that makes the most sense for you. (If your department is not listed, let the site administrator know so s/he can add it.) Some affiliations may need approval by an administrator to confirm the affiliation is correct; however, this will not prevent you from getting an account.

Once you are done entering the information, click "Create Account." This should result in the following screen:

The account has been created successfully.
An email will be sent to you with the link to login into the system. Please follow the link to complete the registration process.

To complete the registration process, check your email - you should get an email like the following:

Dear ndsarr,

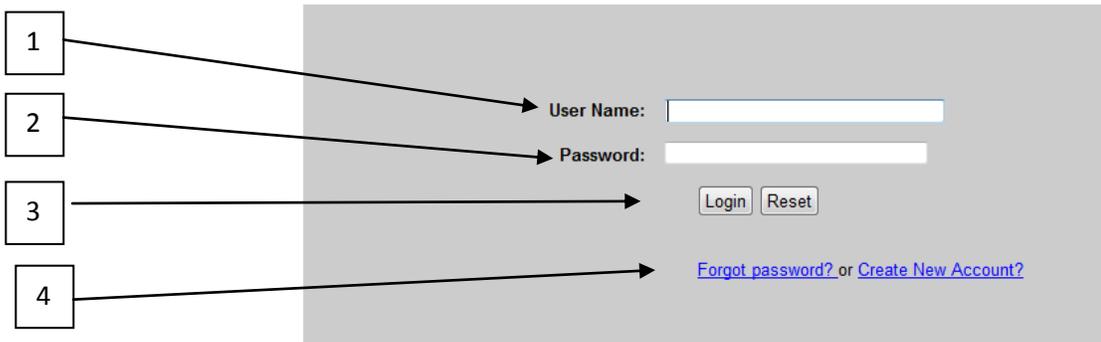
Your account has been successfully created.

Please click on the link below to login and complete the registration process.

http://localhost:8080/ir_plus/user/emailVerification.action?token=0.2696131070721788

Follow or copy and paste the link into your browser. This should take you to the login screen – enter your user name and password and select the “Login” button (as shown below).

User Login



The image shows a screenshot of the 'User Login' form. On the left, there are four numbered boxes (1, 2, 3, 4) with arrows pointing to specific elements of the form: 1 points to the 'User Name:' label, 2 points to the 'Password:' label, 3 points to the 'Login' and 'Reset' buttons, and 4 points to the 'Forgot password? or Create New Account?' link.

1. User Name – user name entered when account was created, or user name associated with other authentication system (such as NetID).
2. Password – local password or Net ID password based on account you want to use.
3. Login / Reset buttons for resetting the form.

4. “Forgot password?” link to allow you to reset your password, and Create New Account link to allow you to create a new account. Selecting Forgot Password lets you enter your user name and an email will be sent to your default address. Selecting Create New Account allows you to create a new basic account in the system (same as 11 in the first image).

Once logged in you should see a screen like the following:



The email address - ndsarr@library.rochester.edu is verified.

[Go to UR Research home](#)

Note: Each time you add a new email to your account, you must verify that email.

You may also get another email like the following depending on the type of affiliation you chose when you created your account:

Dear ndsarr,

Your affiliation - "Faculty" is being verified. You will be notified by email when the verification process is complete. Until then your account will have limited functionality.

4.1 User Account Types

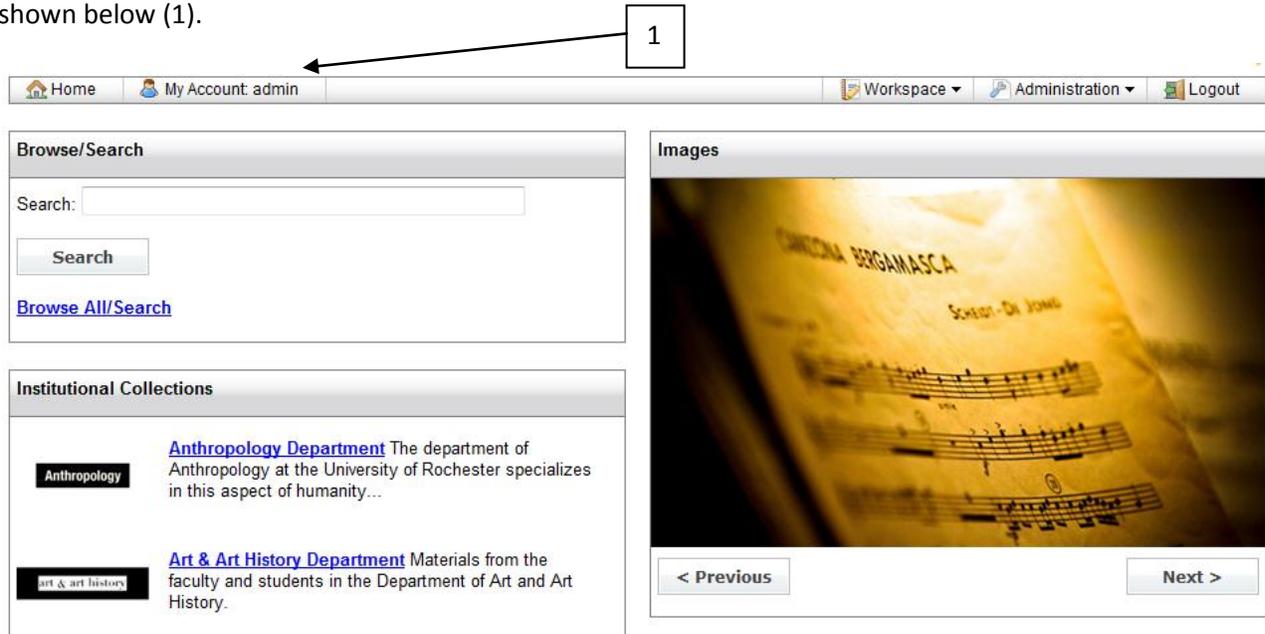
You may be given one of several types of accounts:

1. Basic user: This means you can log in and may be assigned to groups with special permissions. This is the most basic type of account. You do not have any authoring capabilities and cannot create a Researcher Page.
2. Collaborating User: You can work on documents shared with you but you cannot start new documents on your own.
3. Authoring User: You can start authoring works, share and collaborate on documents with other users and publish to collections to which you have been given rights.
4. Researcher: You can do everything an authoring user can do as well as create a Researcher Page.
5. Collection Administrator: You have authoring abilities as well as the ability to manage specified collections and the items within them.
6. Administrator: Full control over the entire system.

5 Managing Account Information

Applies to: Basic User, Collaborating User, Authoring User, Researcher, Collection Administrator, Administrator

To manage account information once you have logged in, go to **My Account: [Your User Name]** as shown below (1).



The screenshot shows the top navigation bar of the irplus interface. The 'My Account: admin' link is highlighted with a white box containing the number '1', and a black arrow points from this box to the 'My Account: admin' text in the navigation bar. The navigation bar also includes 'Home', 'Workspace', 'Administration', and 'Logout'.

Below the navigation bar, the main content area is divided into three sections:

- Browse/Search:** Contains a search input field, a 'Search' button, and a 'Browse All/Search' link.
- Institutional Collections:** Lists two collections:
 - Anthropology:** [Anthropology Department](#) The department of Anthropology at the University of Rochester specializes in this aspect of humanity...
 - art & art history:** [Art & Art History Department](#) Materials from the faculty and students in the Department of Art and Art History.
- Images:** Displays a large image of a musical score page with the title 'CANTATA BERGAMASCA' and the subtitle 'Scenari - Di Jono'. Below the image are 'Previous' and 'Next' navigation buttons.

This will bring you to the following screen:

admin's account

1 → **User Information** | Emails | Subscriptions | Authoring Names | Accepted Repository Submission Licenses

2 → **Change Password**

3 →

User Name: admin

First Name:

Last Name:

Phone Number:

Department(s):

- Anthropology
- Art & Art History
- Biology
- Biomedical Engineering
- Brain & Cognitive Sciences
- Chamber Music
- Chemical Engineering
- Chemistry
- Clinical & Social Sciences in Psychology
- Composition
- Computer Science
- Conducting & Ensembles
- Earth & Environmental Sciences
- Economics
- Electrical and Computer Engineering
- English
- History
- Humanities
- Institute of Optics
- Jazz Studies & Contemporary Media

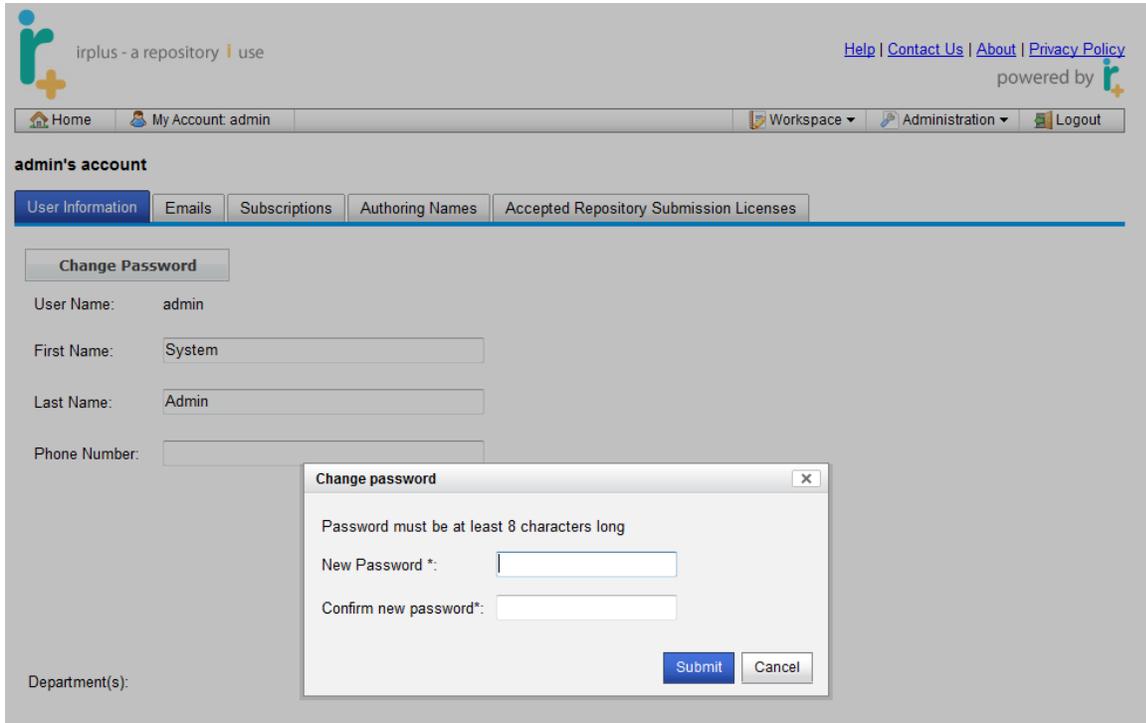
The following is a description of the numbered items:

1. Tabs to manage account information:
 - a. User Information – basic user information (currently selected).
 - b. Emails – set of emails this user uses. Multiple emails are generally only used for authoring / collaborating users.
 - c. Subscriptions – list of collections to which you subscribe (e.g., receive email notification when new materials are added).
 - d. Publication Names – names under which this user publishes. This is only used for users who publish into the system.
 - e. Accepted Repository Licenses – licenses you have agreed to.
2. Change password option

3. Form to manage First Name, Last Name, Phone Number and Departments (**Control + click** to select multiple departments).

5.1 Changing password

To change your password, select the change password button. This should bring up the following screen:



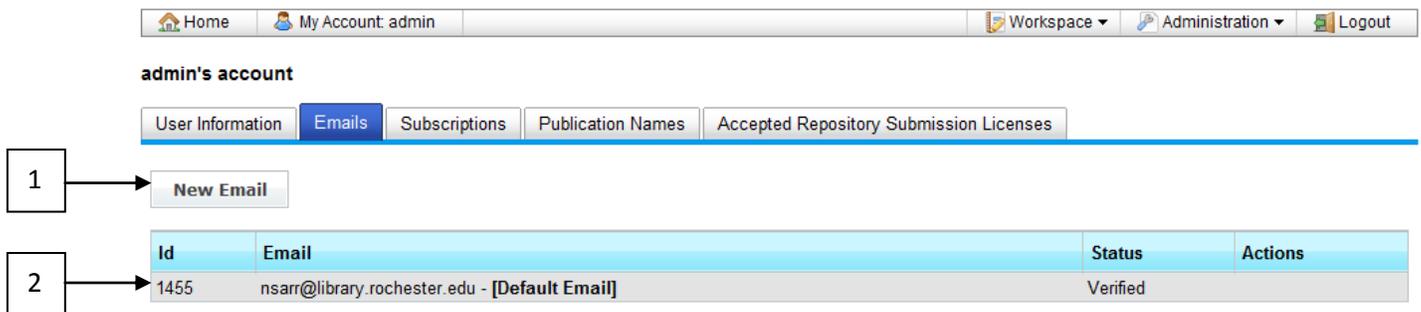
The screenshot shows the irplus user account page. The user is logged in as 'admin'. The page has a navigation bar with 'Home', 'My Account: admin', 'Workspace', 'Administration', and 'Logout'. Below the navigation bar, there are tabs for 'User Information', 'Emails', 'Subscriptions', 'Authoring Names', and 'Accepted Repository Submission Licenses'. The 'Change Password' form is visible, with fields for 'User Name' (admin), 'First Name' (System), 'Last Name' (Admin), and 'Phone Number'. A modal dialog box titled 'Change password' is open, displaying the message 'Password must be at least 8 characters long' and two input fields: 'New Password *:' and 'Confirm new password*:', with 'Submit' and 'Cancel' buttons.

Enter the new password and confirm new password. Click the Submit button.

5.2 Managing Your Emails

Today many users have multiple emails. The system allows you to tie multiple emails to a single account. Each new email address you add must go through a verification process. The default email cannot be changed until the new email has been verified. This prevents the incorrect assignment of email addresses within the system.

The following is a screen shot of the Emails tab:



admin's account

User Information | **Emails** | Subscriptions | Publication Names | Accepted Repository Submission Licenses

1 → New Email

Id	Email	Status	Actions
1455	nsarr@library.rochester.edu - [Default Email]	Verified	

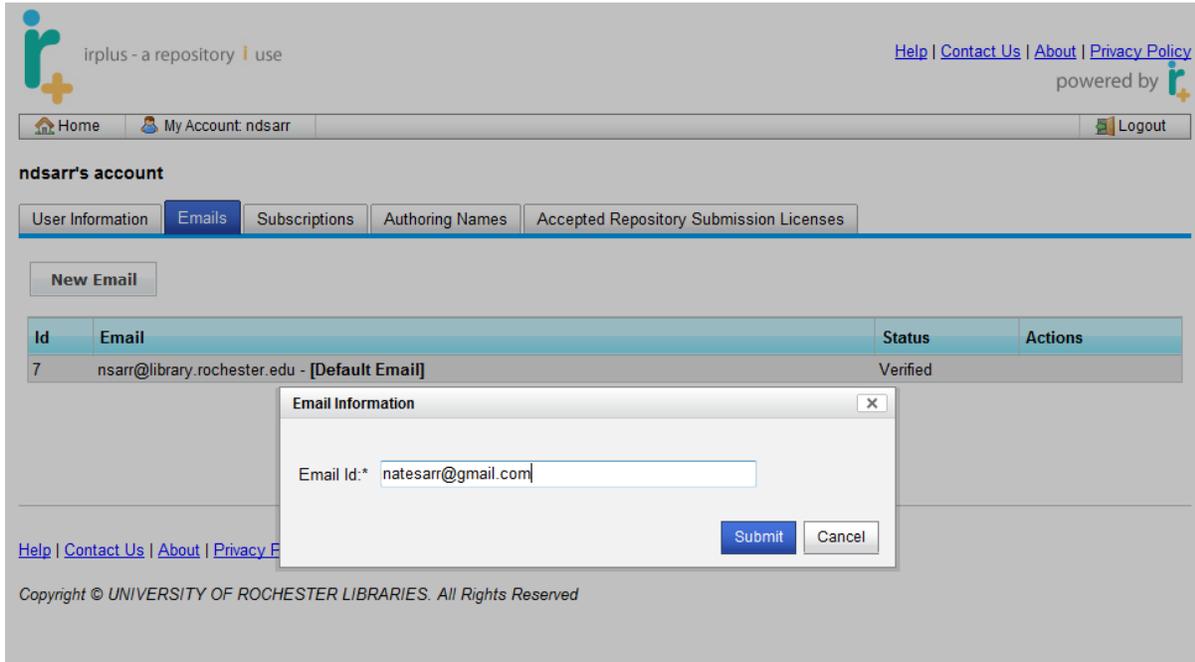
2 →

The following is a description of the numbered items:

1. Button to manage emails:
 - a. New Email – Allows you to enter a new email to associate with your account.
2. List of emails for the current account:
 - a. Id – database ID (for administration purposes only).
 - b. Email – email address
 - i. Default Email – indicates all emails sent from the system will be sent to this account.
 - c. Status - the status of the email
 - i. Verified – means the email has been verified by the system.
 - ii. Pending – means the system is waiting for you to follow a link provided in an email, to verify that address in the system.
 - d. Actions – actions that can be performed on the email. **No Actions can be performed on the default email address.**

5.2.1 Adding a new email

To add a new email, select the new email button. The following screen will appear:



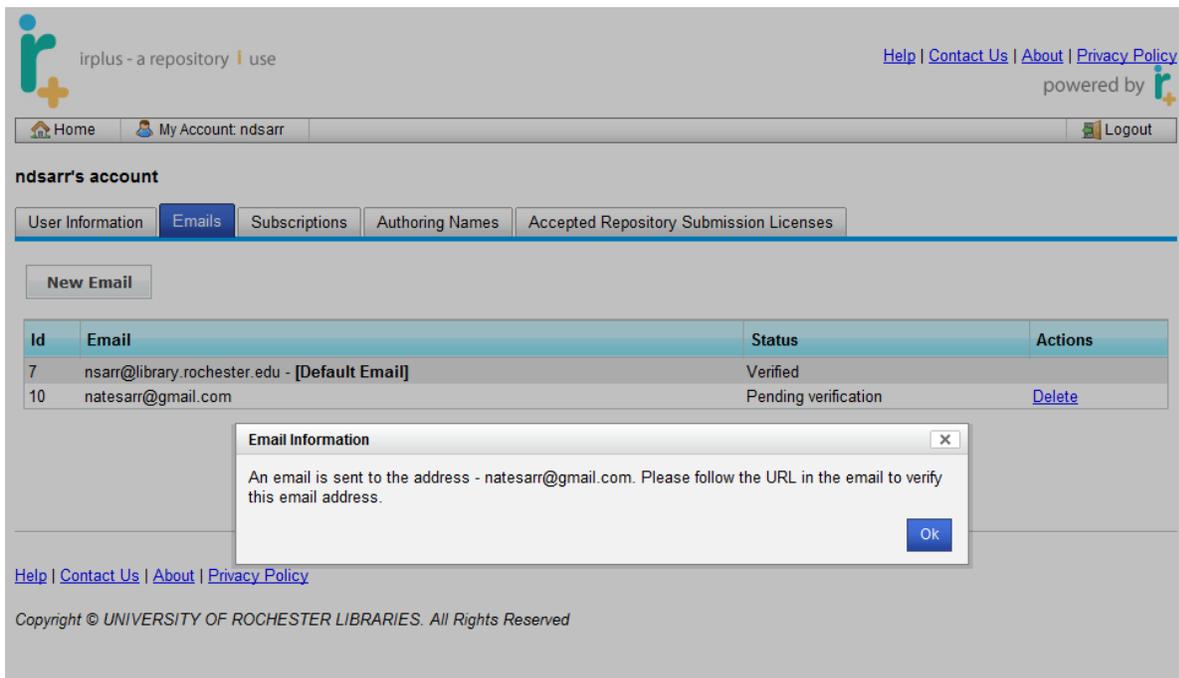
The screenshot shows the irplus user interface. At the top left is the logo and text "irplus - a repository | use". At the top right are links for "Help | Contact Us | About | Privacy Policy" and "powered by irplus". Below this is a navigation bar with "Home", "My Account: ndsarr", and "Logout". The main section is titled "ndsarr's account" and has tabs for "User Information", "Emails", "Subscriptions", "Authoring Names", and "Accepted Repository Submission Licenses". A "New Email" button is visible. Below it is a table of existing emails:

Id	Email	Status	Actions
7	nsarr@library.rochester.edu - [Default Email]	Verified	

An "Email Information" dialog box is open, showing "Email Id:* natesarr@gmail.com" and "Submit" and "Cancel" buttons.

Help | Contact Us | About | Privacy Policy
Copyright © UNIVERSITY OF ROCHESTER LIBRARIES. All Rights Reserved

Enter the new email and click Submit. You should see a screen like the following:



The screenshot shows the irplus user interface after adding a new email. The "Emails" tab is selected. The table of emails now includes a second entry:

Id	Email	Status	Actions
7	nsarr@library.rochester.edu - [Default Email]	Verified	
10	natesarr@gmail.com	Pending verification	Delete

An "Email Information" dialog box is open, displaying the message: "An email is sent to the address - natesarr@gmail.com. Please follow the URL in the email to verify this email address." and an "Ok" button.

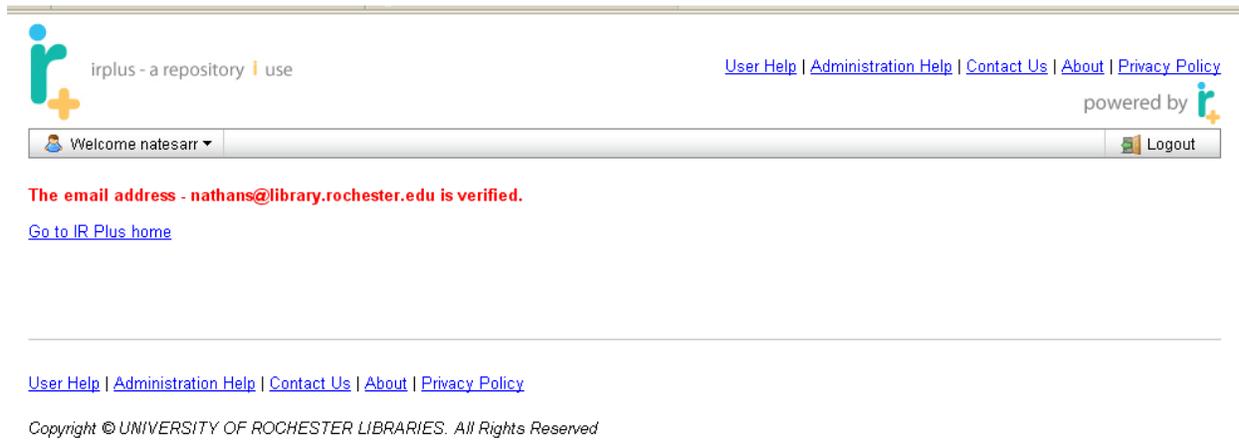
Help | Contact Us | About | Privacy Policy
Copyright © UNIVERSITY OF ROCHESTER LIBRARIES. All Rights Reserved

Clicking ok brings you back to the screen. **Notice the new email says Pending Verification.** You should receive an email similar to the following:

Dear natesarr,

Please verify your email address by clicking on the link below and logging into the website.
http://localhost:8080/ir_plus/user/emailVerification.action?token=0.9453363426521583

By following the address, you will be asked to log in if not already. Once logged in you will see the following verification:



The screenshot shows the IR Plus user interface. At the top left is the logo and text "irplus - a repository | use". At the top right are links for "User Help", "Administration Help", "Contact Us", "About", and "Privacy Policy", along with "powered by irplus". Below this is a navigation bar with a user profile dropdown showing "Welcome natesarr" and a "Logout" button. The main content area displays a red message: "The email address - nathans@library.rochester.edu is verified." followed by a blue link "Go to IR Plus home". At the bottom, there are the same navigation links and a copyright notice: "Copyright © UNIVERSITY OF ROCHESTER LIBRARIES. All Rights Reserved".

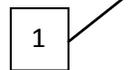
Going back to your account, you should see both emails as verified (shown below):

ndsarr's account

- User Information
- Emails
- Subscriptions
- Authoring Names
- Accepted Repository Submission Licenses

New Email

Id	Email	Status	Actions
7	ndsarr@library.rochester.edu - [Default Email]	Verified	
10	natesarr@gmail.com	Verified	Set As Default / Delete



The following is a description of the numbered items:

1. A verified **non-default** email can be set as the default email or deleted.

5.3 Subscriptions

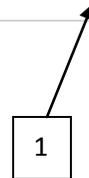
The subscriptions area lists all collections you are currently subscribed to. You will receive emails when new material is added to any of the collections you have subscribed to.

admin's account

- User Information
- Emails
- Subscriptions
- Publication Names
- Accepted Repository Submission Licenses

Current Subscriptions

Subscription id	Collection	Action
559	ESM - Sibley Music Library	Unsubscribe
560	ESM Restricted Access	Unsubscribe
561	Musical Scores	Unsubscribe
562	DMA Papers	Unsubscribe
563	ESM Theses & Dissertations	Unsubscribe



You can unsubscribe from a collection by selecting the unsubscribe option (1).

5.4 Managing Publication Names

The Publication Names tab is for the names you wish to publish under. By adding a name here, it allows you to simply select the name when publishing (rather than typing it in every time). You can also add names during the publishing process. Names will only be needed by users who will be publishing. The following is a screen shot of the Publication Names tab:

ndsarr's account

 User Information Emails Subscriptions **Authoring Names** Accepted Repository Submission Licenses



1 → New Name Delete Name

<input type="checkbox"/>	Id	First Name	Last Name	Middle Name	Family Name	Initials	Numeration
--------------------------	----	------------	-----------	-------------	-------------	----------	------------

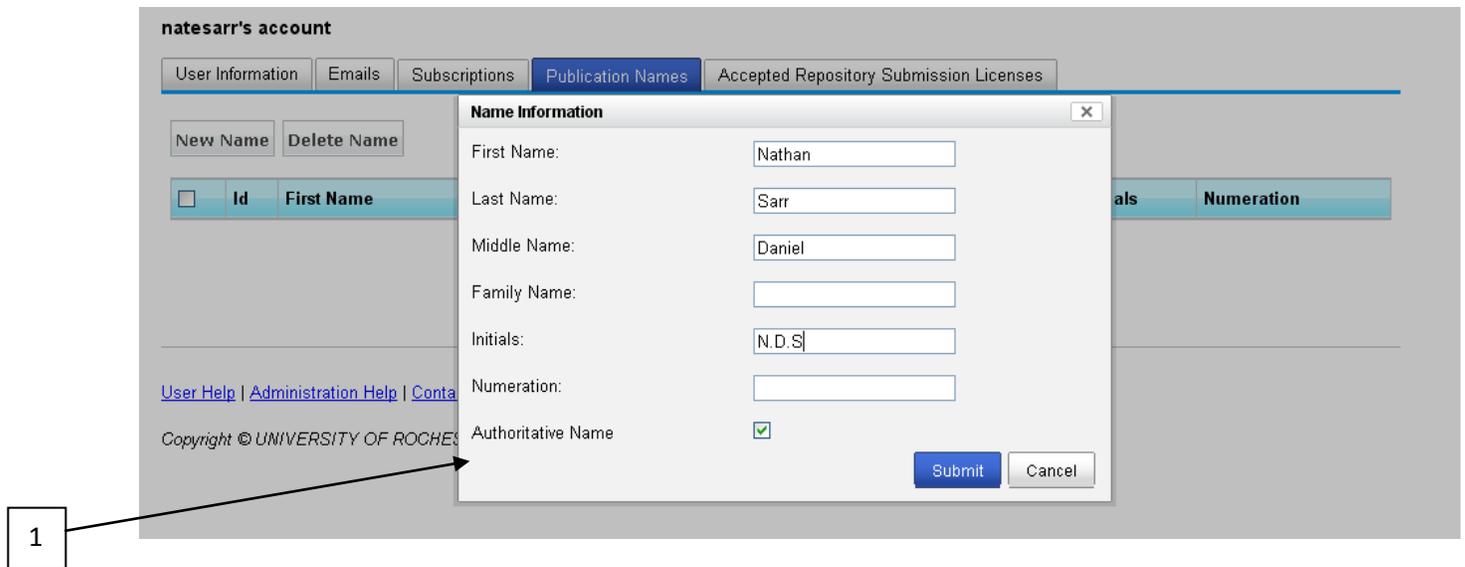
2 →

The following is a description of the numbered items:

1. Buttons to manage names:
 - a. New Name – create a new name.
 - b. Delete Name – delete selected names.
2. List of names for the current user.

5.4.1 Adding a Publication Name

To add a name under which you will publish, select the new name button



ndsarr's account

User Information Emails Subscriptions **Publication Names** Accepted Repository Submission Licenses

New Name Delete Name

<input type="checkbox"/>	Id	First Name	Last Name	Middle Name	Family Name	Initials	Numeration
--------------------------	----	------------	-----------	-------------	-------------	----------	------------

Name Information

First Name:

Last Name:

Middle Name:

Family Name:

Initials:

Numeration:

Authoritative Name

Submit Cancel

1 →

Enter the information and click Submit. The Authoritative name checkbox allows you to set a name as your “authoritative” name. This allows the system to associate one primary name with your account, while also allowing you to publish under multiple names (e.g., just initials and last name) if needed.

5.5 Accepted Repository Submission Licenses

This area allows you to see the licenses you have accepted when submitting to collections within the repository.

natesarr's account

- User Information
- Emails
- Subscriptions
- Publication Names
- Accepted Repository Submission Licenses

Accepted Repository Submission Licenses

License Id	Name	Text	Date Accepted
9	IR+ License	<p>NON-EXCLUSIVE DISTRIBUTION LICENSE In order for the Institutional Repository to reproduce, translate and distribute your submission(s), your agreement to the following terms is necessary. Please read the terms of this license carefully and click on the 'I agree' or 'I disagree' buttons at the bottom of the screen accordingly. This agreement will apply to all of your submissions to the Institutional Repository. By agreeing and submitting this license, you (the author(s) or copyright owner) grant to the University of Rochester the perpetual, non-exclusive, royalty-free right to reproduce, translate (as defined below), and/or distribute your submissions (including the abstracts) in print and electronic format and in any medium. You agree that the University of Rochester may, without changing the content, translate the submission to any medium or format for the purposes of preservation. You also agree that the University of Rochester may keep more than one copy of this submission for purposes of security, back-up and preservation. You represent that any submissions are your original work and that you have the right to grant the rights contained in this license. You also represent that your submissions do not, to the best of your knowledge, infringe upon anyone's copyright or other property rights. IF ANY SUBMISSION CONTAINS MATERIAL FOR WHICH YOU DO NOT HOLD THE COPYRIGHT, YOU REPRESENT THAT, BEFORE SUBMISSION YOU WILL HAVE OBTAINED THE UNRESTRICTED PERMISSION OF THE COPYRIGHT OWNER TO GRANT THE UNIVERSITY OF ROCHESTER THE RIGHTS GRANTED BY THIS LICENSE, AND THAT SUCH THIRD-PARTY OWNER MATERIAL IS CLEARLY IDENTIFIED AND ACKNOWLEDGED WITHIN THE TEXT OR CONTENT OF THE SUBMISSION. IF ANY SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN THE UNIVERSITY OF ROCHESTER, YOU REPRESENT THAT, BEFORE SUBMISSION YOU WILL HAVE FULFILLED ANY RIGHT OR REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT. The University of Rochester will clearly identify your name(s) as the author(s) or owner(s) of your submission(s), and will not make any alterations, other than as allowed by this license, to your submission. The use of this system is subject to the University of Rochester IT Policy which can be found at the following URL: http://www.rochester.edu/it/policy/</p>	2009-11-05 13:32:11.777

6 Workspace – File and Folder Management

Applies to: Collaborating User, Authoring User, Researcher, Collection Administrator, Administrator.

The workspace is where you can author, co-author and publish your work into the system. All users except for basic users will be taken to this area when they log in.

Workspace for: Nathan Sarr

My Files | My Publications | Search My Workspace | Shared File Inbox (0)

File system size : 0 bytes

Path: / natesarr /

Action on checked files and folders ... ▾

New Folder | Add File | Add Files | Publish

<input type="checkbox"/>	Type ^	Name	Version	File Size	Properties	Share	Owner
--------------------------	--------	------	---------	-----------	------------	-------	-------

Workspace for: Nathan Sarr

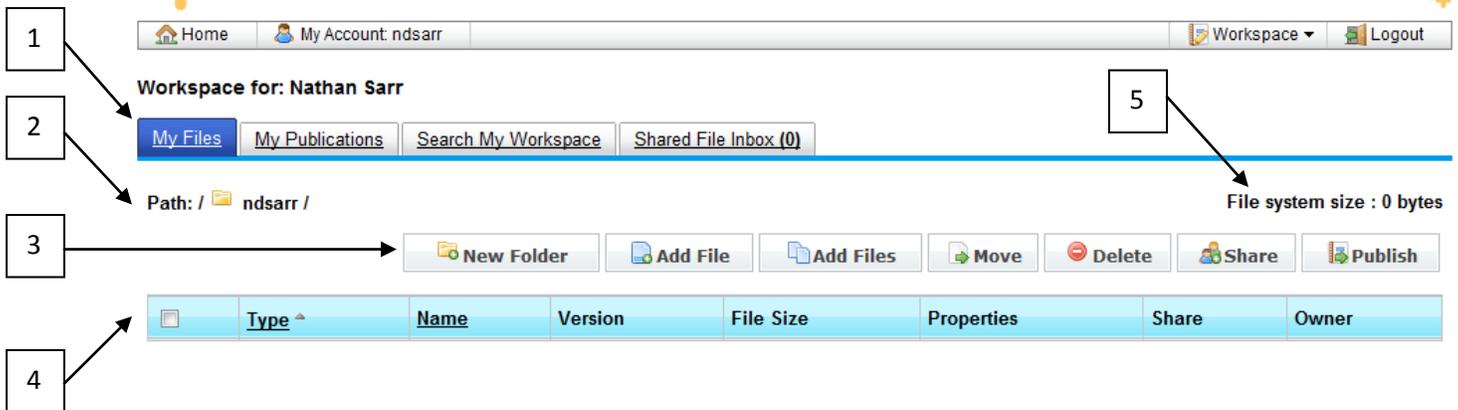
My Files | My Publications | Search My Workspace | Shared File Inbox (0)

Path: / ndsarr /

File system size : 0 bytes

New Folder | Add File | Add Files | Move | Delete | Share | Publish

<input type="checkbox"/>	Type ^	Name	Version	File Size	Properties	Share	Owner
--------------------------	--------	------	---------	-----------	------------	-------	-------



Description of numbered items:

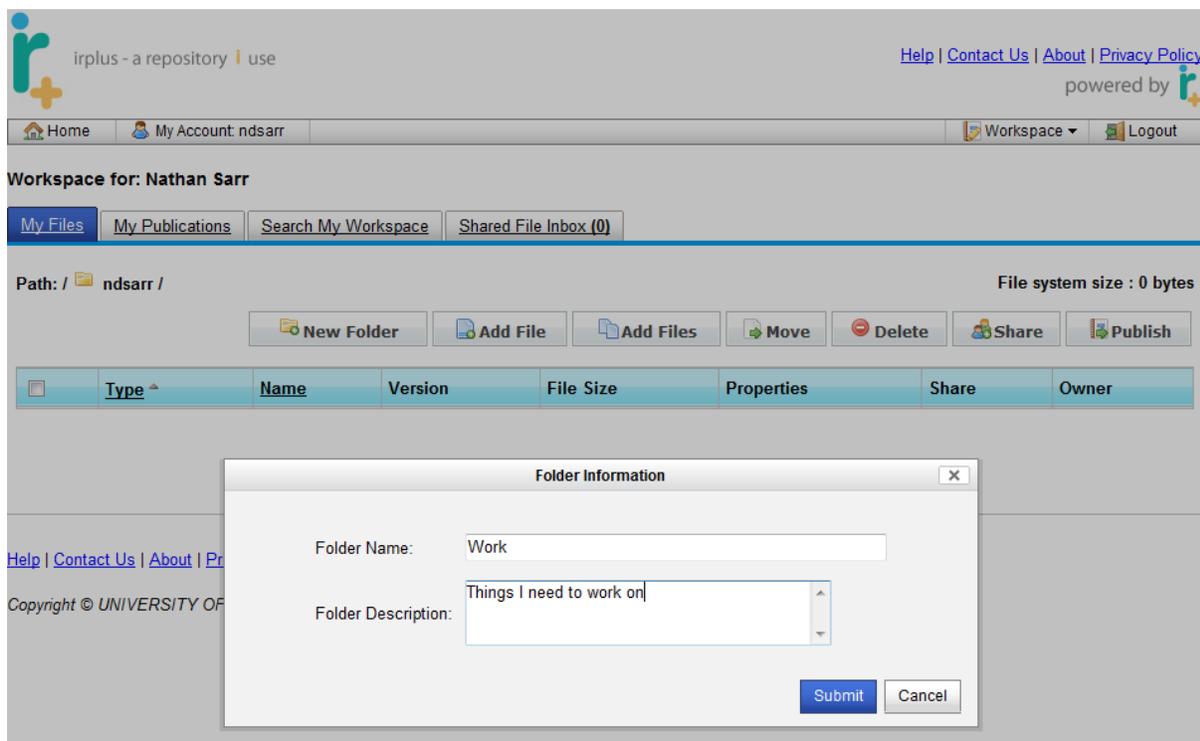
1. Tabs for managing workspace information
 - a. My Files (**currently selected**) – lists all of the files and folders in your workspace.
 - b. My Publications – area to store and manage publications that have been published or that you are getting ready to publish.
 - c. Search My Workspace – full text search for files, folders and publications within the workspace.
 - d. Shared File Inbox – inbox where files are first stored when users share files with you.

2. Path – current path (**directory structure**) you are in.

3. Workspace buttons:
 - a. New Folder – create a new folder in the current path.
 - b. Add File – upload a single file to the current path.
 - c. Add Files – upload multiple files at once.
 - d. Move – move the selected files and folders.
 - e. Delete – delete the selected files and folders including all files within the folders.
 - f. Share – share the selected files and all files within selected folders.
 - g. Publish – take a file or set of files from your workspace and officially add it to one or more collection(s) in the repository.
4. List of all files and folders within the path current path (see #2).
5. File System Size – amount of space you are using in the system.

6.1 Adding a Folder

Folders are a way to organize your files. To create a folder, simply click “New Folder” and name it.



The screenshot shows the irplus workspace interface for user Nathan Sarr. The path is / ndsarr / and the file system size is 0 bytes. A 'Folder Information' dialog box is open, allowing the user to create a new folder. The 'Folder Name' field contains 'Work' and the 'Folder Description' field contains 'Things I need to work on'. The dialog box has 'Submit' and 'Cancel' buttons.

Clicking Submit should produce the following:

Workspace for: N Sarr

[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

Path: / natesarr / File system size : 0 bytes

[New Folder](#) | [Add File](#) | [Add Files](#) | [Move](#) | [Delete](#) | [Share](#) | [Publish](#)

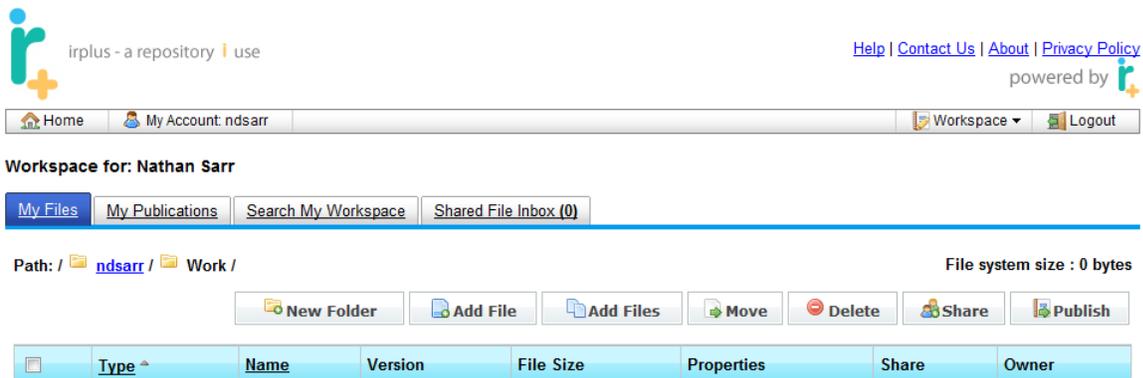
Type	Name	Version	File Size	Properties	Share	Owner
<input type="checkbox"/>	Work Description: Things I need to work on			Properties	Auto Sharable	

1: Check box to select files and folders to be acted on.
 2: Button (dropdown) with options for actions to take on the folder:
 a. Delete – delete the folder.
 b. Share – share all files within the folder and children folders.
 c. Edit – edit the name and description of the folder.
 3: Name of folder – clicking on the name will open/navigate into the folder.
 4: Will bring you to a screen showing the properties of the folder.
 5: Auto Share – allows users to set the folder to auto share files when a file is added to the folder

The following is a description of the numbered items:

1. Check box to select files and folders to be acted on.
2. Button (dropdown) with options for actions to take on the folder:
 - a. Delete – delete the folder.
 - b. Share – share all files within the folder and children folders.
 - c. Edit – edit the name and description of the folder.
3. Name of folder – clicking on the name will open/navigate into the folder.
4. Will bring you to a screen showing the properties of the folder.
5. Auto Share – allows users to set the folder to auto share files when a file is added to the folder

By selecting the folder name you will navigate into the folder. For example selecting the “Work” folder, the screen will look like the following:



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 powered by 

[Home](#) | [My Account: ndsarr](#) | [Workspace](#) | [Logout](#)

Workspace for: Nathan Sarr

[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

Path: / ndsarr / Work / File system size : 0 bytes

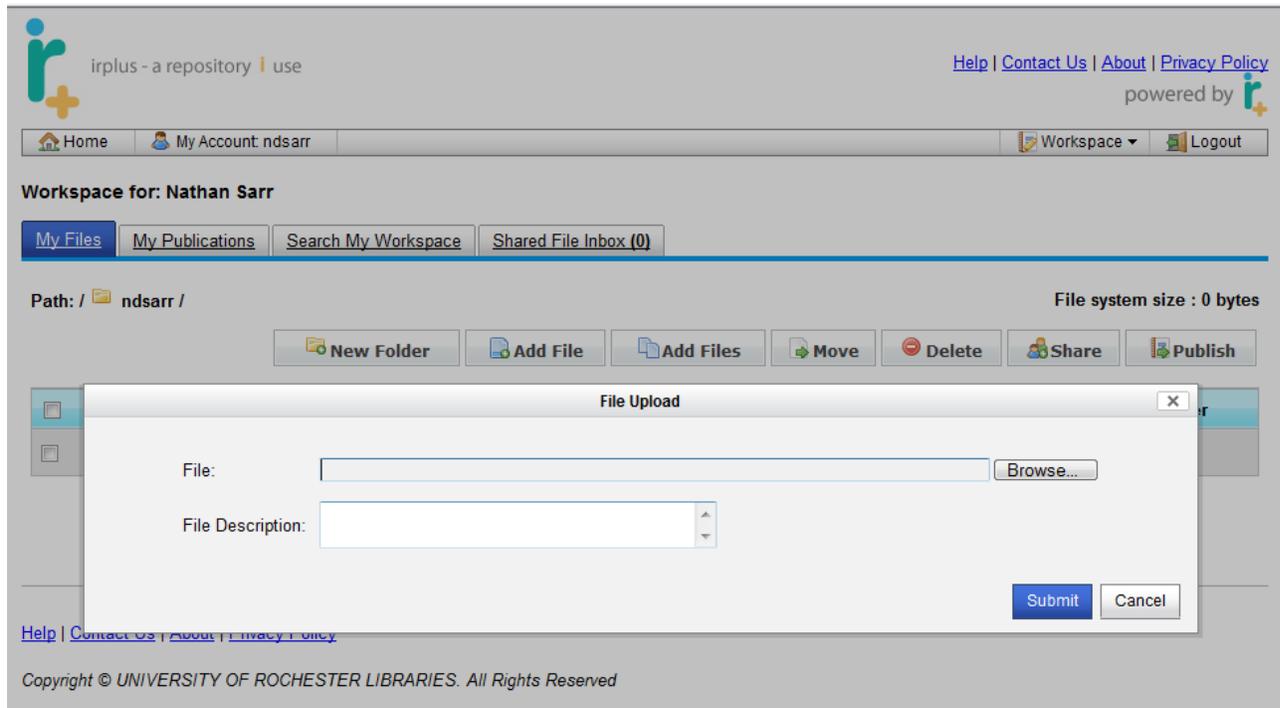
[New Folder](#) | [Add File](#) | [Add Files](#) | [Move](#) | [Delete](#) | [Share](#) | [Publish](#)

Type	Name	Version	File Size	Properties	Share	Owner
------	------	---------	-----------	------------	-------	-------

Here you can add more files or folders as needed. (**NOTE:** see next section for adding files)

6.2 Adding a File

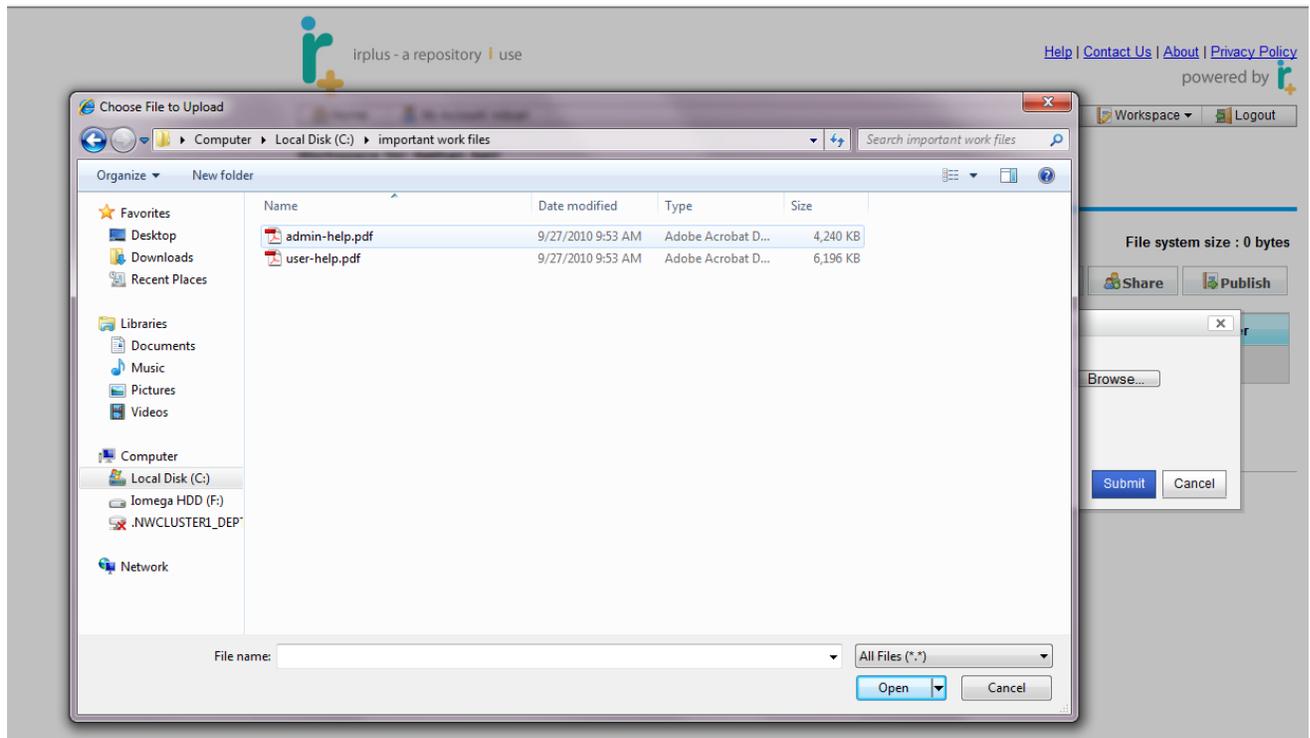
To add a file click the add file button. You should see a screen like the following:



The following is a list of the fields:

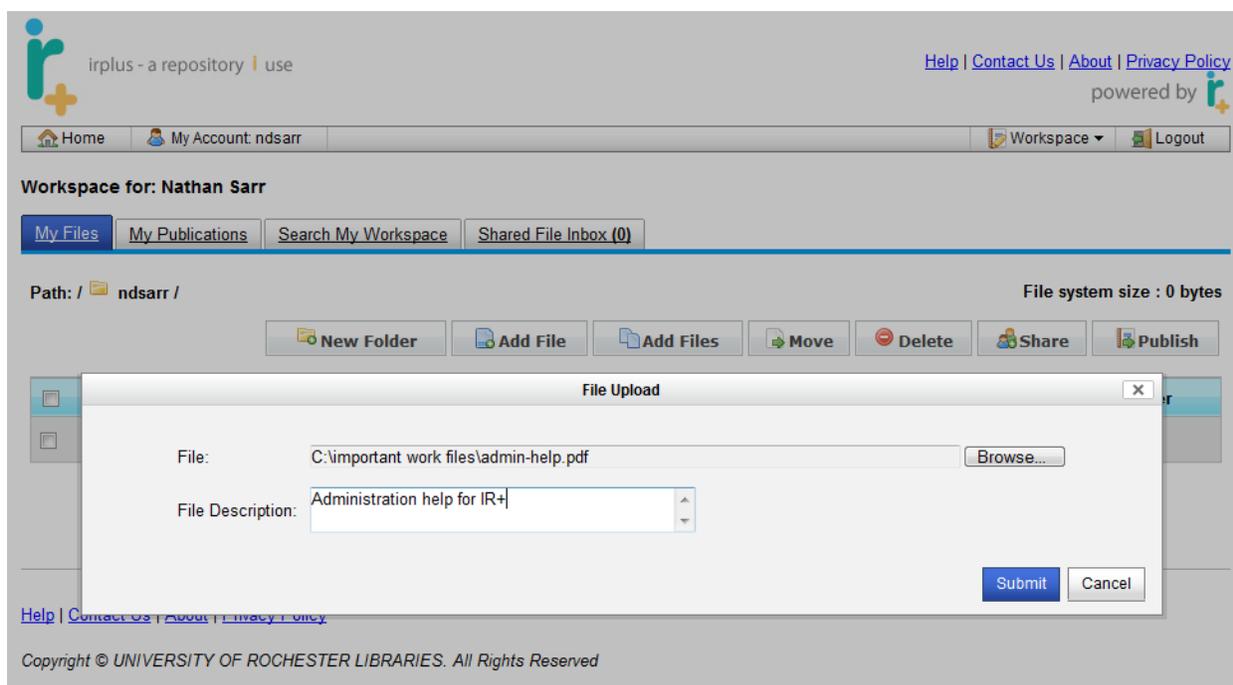
1. File – file to upload to the system:
 - a. Use the Browse button to find the file on your local system.
2. File Description – description of the file, such as “AAAI 2010 paper.” This is optional.

To find the file you want to upload, click the **Browse button**. You should see a screen like the following:



Navigate on your local system to the file you would like to upload. Once you select the file, click the Open button.

The following shows a file I have selected to upload:



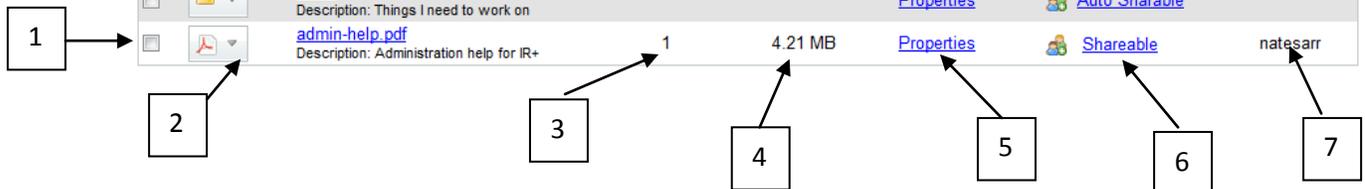
Clicking the Submit button will upload the file to the current path. Once the file is uploaded you will see it in your workspace, as pictured below:

Workspace for: N Sarr

My Files | My Publications | Search My Workspace | Shared File Inbox (0)

Path: / natesarr / File system size : 4.21 MB

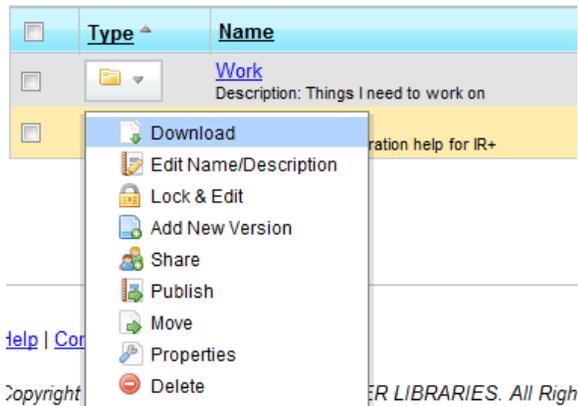
Type	Name	Version	File Size	Properties	Share	Owner
<input type="checkbox"/>	Work Description: Things I need to work on			Properties	Auto Sharable	
<input type="checkbox"/>	admin-help.pdf Description: Administration help for IR+	1	4.21 MB	Properties	Shareable	natesarr



The following is a description of the numbered items:

1. Checkbox to select the file – this will allow you to perform actions using the **workspace buttons** on one or more files and folders.

2. Dropdown for menu options for the file – to activate left click on the button (shown below):
 - a. Download
 - b. Edit Name/Description
 - c. Lock & Edit
 - d. Add New Version
 - e. Share
 - f. Publish
 - g. Move
 - h. Delete
 - i. Properties



3. Version – most recent version of the file.
4. File Size – size of the most recent version.
5. Properties – link to view properties of the file, including a list of all versions and users with whom the file has been shared.
6. Share – options to share the file for collaboration.
7. Owner – owner of the file.

6.3 Editing a file

To edit a file the best practice is to select the Lock & Edit option for that file:

Workspace for: Nathan Sarr

[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

Path: /  ndsarr /

File system size : 4.14 MB

 New Folder |  Add File |  Add Files |  Move |  Delete |  Share |  Publish

Type	Name	Version	File Size	Properties	Share	Owner
	Work Description: Things I need to work on			properties		
	Administration help for IR+	1	4.14 MB	properties	 shareable	ndsarr

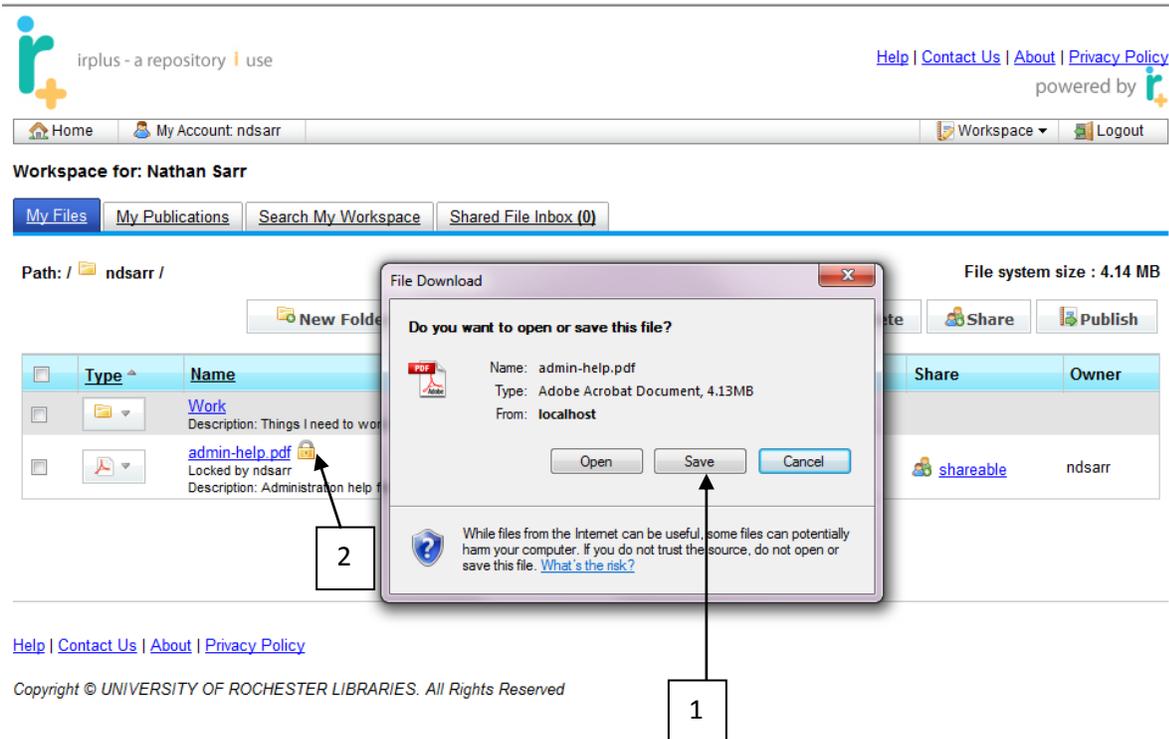
- Download
- Edit Name/Description
- Lock & Edit
- Add New Version
- Share
- Publish
- Move
- Properties
- Delete

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Click the dropdown arrow next to the file and select Lock & Edit. This will bring up the following screen (Note: different browsers will be slightly different):

(IE 8 shown below)



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powered by 

[Home](#) | [My Account](#) ndsarr | [Workspace](#) | [Logout](#)

Workspace for: Nathan Sarr

[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

Path: /  ndsarr /

File system size : 4.14 MB

 New Folder |  Add File |  Add Files |  Move |  Delete |  Share |  Publish

Type	Name	Version	File Size	Properties	Share	Owner
	Work Description: Things I need to work on			properties		
	admin-help.pdf Locked by ndsarr Description: Administration help for IR+			properties	 shareable	ndsarr

2

1

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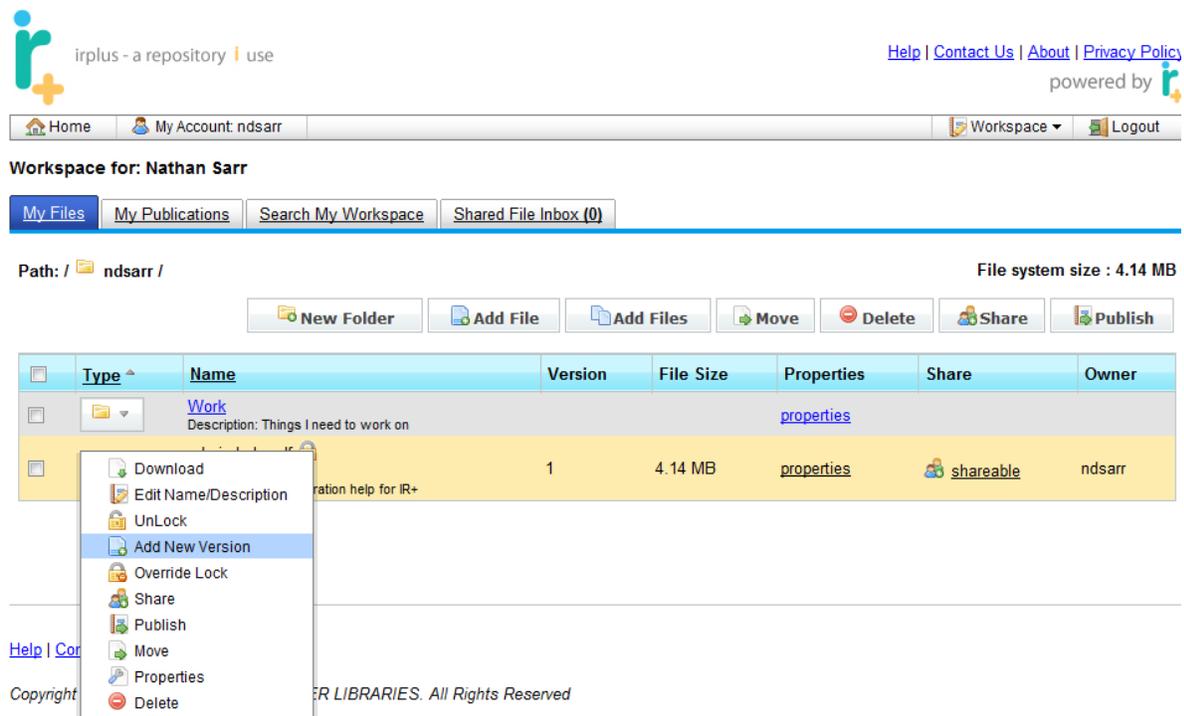
The following is a list of the numbered items:

1. Option to download the file. Here you can save the file to your local file system. **(NOTE – make sure you select the Save File option and save it to your local computer for editing.)**
2. Lock icon – when a file is locked, the lock icon is shown, and who has locked the file is displayed below the file.

You can now edit the file on your local file system. When you are finished editing, you will want to upload the file back to the system, as described in the next step, Adding a new version of a file.

6.4 Adding a new version of a file

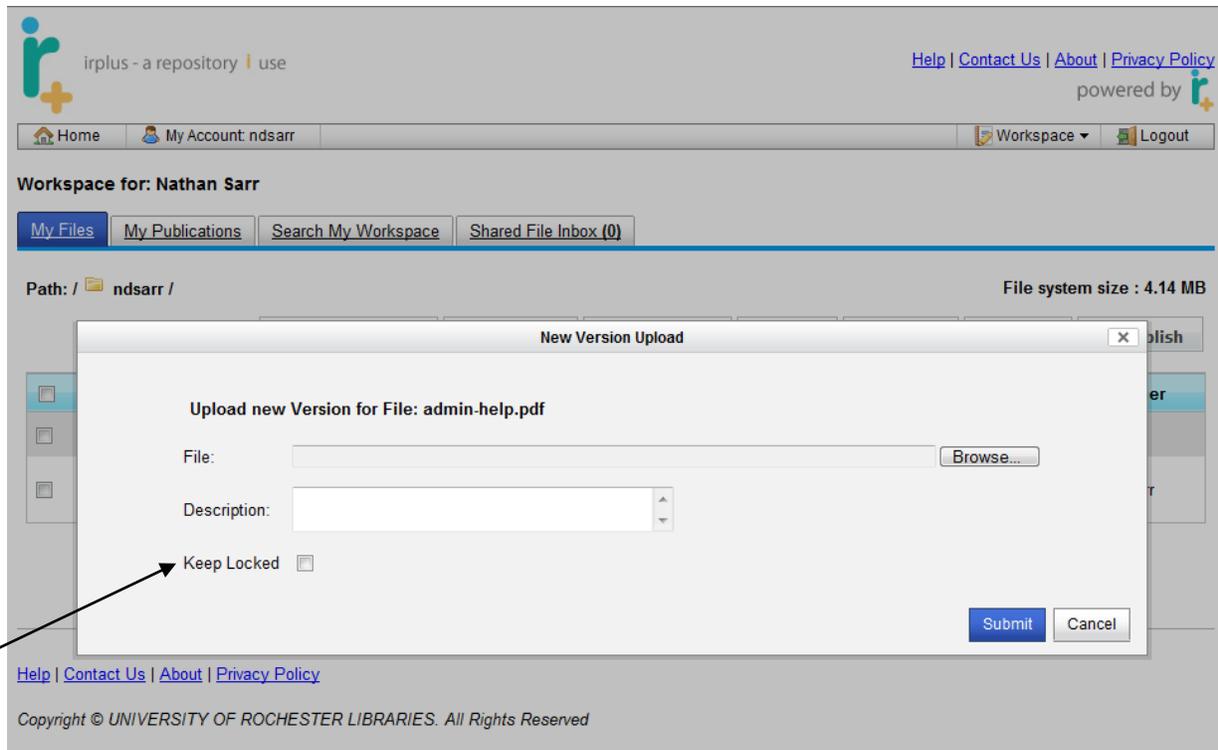
To add a new version to a file, click the dropdown and select the Add New Version option as shown below:



The screenshot shows the irplus workspace for user Nathan Sarr. The interface includes a navigation bar with 'Home', 'My Account: ndsarr', 'Workspace', and 'Logout'. Below this, there are tabs for 'My Files', 'My Publications', 'Search My Workspace', and 'Shared File Inbox (0)'. The current path is '/ ndsarr /' and the file system size is 4.14 MB. A table lists files, with one file selected. A context menu is open over the selected file, showing options: Download, Edit Name/Description, UnLock, Add New Version (highlighted), Override Lock, Share, Publish, Move, Properties, and Delete.

Type	Name	Version	File Size	Properties	Share	Owner
Folder	Work Description: Things I need to work on			properties		
File	ation help for IR+	1	4.14 MB	properties	shareable	ndsarr

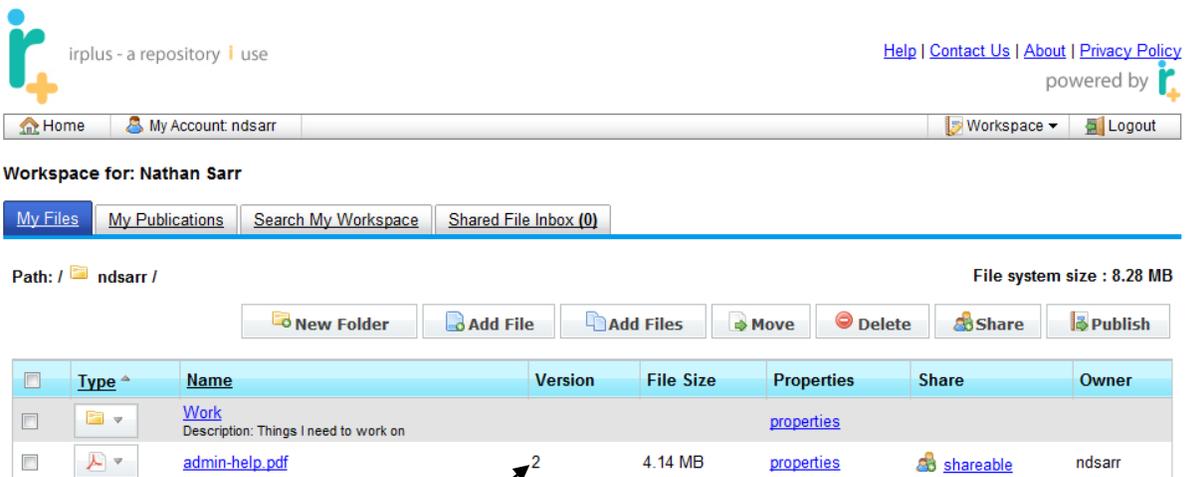
You will be presented with a window like the following:



Select the file you wish to upload using the Browse option (see section 6.2 Adding a file if you do not know how to upload a file).

1. Option to keep the file locked for editing. If you wish to store the file in its current state to work on later, select this option. This will keep the file locked for editing. This option would mainly apply to a file you are collaborating on with another person, to prevent them from editing it before you are ready.

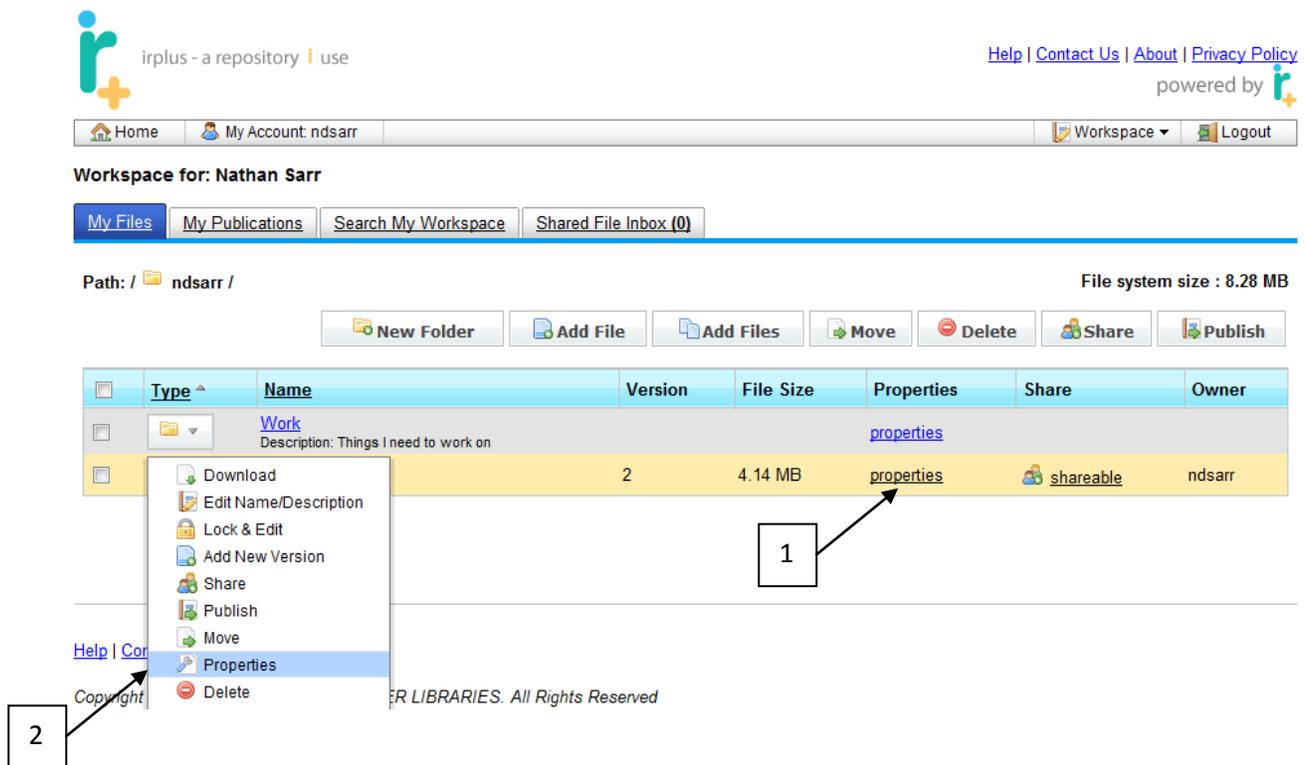
Once you have browsed to the new version click Submit. You should see the following:



Notice (1) – The version number has changed. There are now two versions of the file. The file is also now unlocked as the keep locked option was NOT selected. Note also that there is no need to change the name of the file; the system automatically keeps a distinct version each time you “Add new version.”

6.5 View versions and properties of a file

To view all the versions and properties of the file click the **properties link (1)** in the table, or select the **Properties option (2)** in the file dropdown as shown below:



The screenshot shows the irplus workspace interface for user Nathan Sarr. The path is / ndsarr / and the file system size is 8.28 MB. A table lists files with columns for Type, Name, Version, File Size, Properties, Share, and Owner. A file named 'Work' (4.14 MB, Version 2) is highlighted. A dropdown menu is open over the 'Work' file, showing options like Download, Edit Name/Description, Lock & Edit, Add New Version, Share, Publish, Move, Properties, and Delete. A box labeled '1' points to the 'properties' link in the table, and a box labeled '2' points to the 'Properties' option in the dropdown menu.

Type	Name	Version	File Size	Properties	Share	Owner
Folder	Work Description: Things I need to work on			properties		
File		2	4.14 MB	properties	shareable	ndsarr

This will show the following page:

1

File Properties for : / [ndsarr](#) / admin-help.pdf

2

Current Version Information

Editing Status:  File Unlocked
 Name: admin-help.pdf
 Version: 2
 Created Date: 2010-09-29 10:23:48.982
 File Owner: Nathan Sarr
 Created By: ndsarr
 Size: 4.14 MB
 Size on Disk: 4.14 MB
 Path: C:\a_clean_ir_plus_data\ir_plus_file_database\1\24
 File Info Id: 21
 Checksums: 4190771ea79fe8cf74481d4ada429826 - MD5

3

4

Sharing

Name	User Name	Email
------	-----------	-------

5

All File Versions

Thumbnail	Name	Description	File Version	Checksum	Created Date	Created By
	admin-help.pdf		2	4190771ea79fe8cf74481d4ada429826 - MD5	2010-09-29 10:23:48.982	Nathan Sarr
	admin-help.pdf	Administration help for IR+	1	4190771ea79fe8cf74481d4ada429826 - MD5	2010-09-29 10:10:44.903	Nathan Sarr

The following is a list of the numbered arrows:

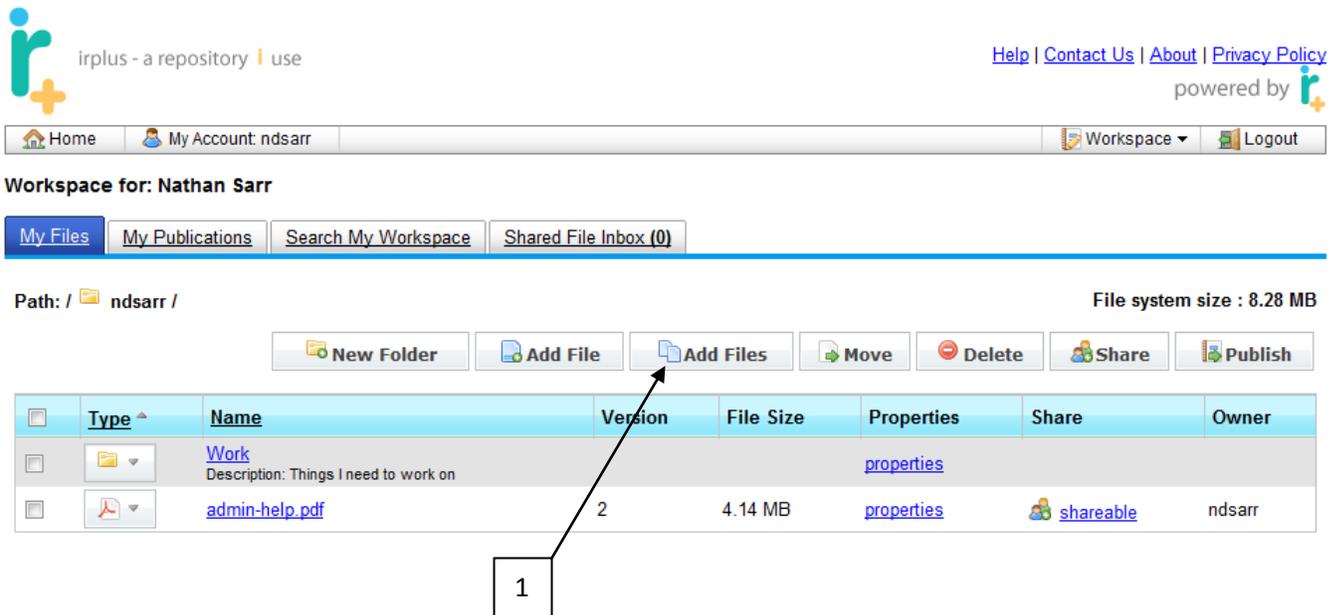
1. Virtual location of the file.
2. Current version data:
 - a. Editing status (Locked/Unlocked)
 - b. Name – name of the file.
 - c. Version – most recent version number.
 - d. Creation date – date the current version was created.
 - e. File Owner – owner of the file.
 - f. Size – uploaded version size.
 - g. Size on Disk – sometimes the file size can be different.
 - h. Path – Path to file in repository (**Administration use only**).
 - i. File Information Id – ID for this file information in the database (**Administration use only**).
 - j. Checksum – checksum for the most recent version of the file.
3. Buttons to manage the current file:
 - a. Add new version - add a new version to the current set of versions.
 - b. Share – share the file with other users (see Collaboration section).
 - c. Lock & Edit – lock the file for editing.
 - d. Rename – rename the file.

- e. Change owner – allows you to change the owner of the file. Ownership can only be changed to current collaborators of the file.
4. Sharing – list of users with whom the file is shared.
5. All file versions – selecting the file name will download that particular version.

6.6 Uploading More than One File At Once

Navigate to the folder where you wish the files to be uploaded. Here we will be uploading them to the root location.

1. Click the **Add Files** button shown below as (1):

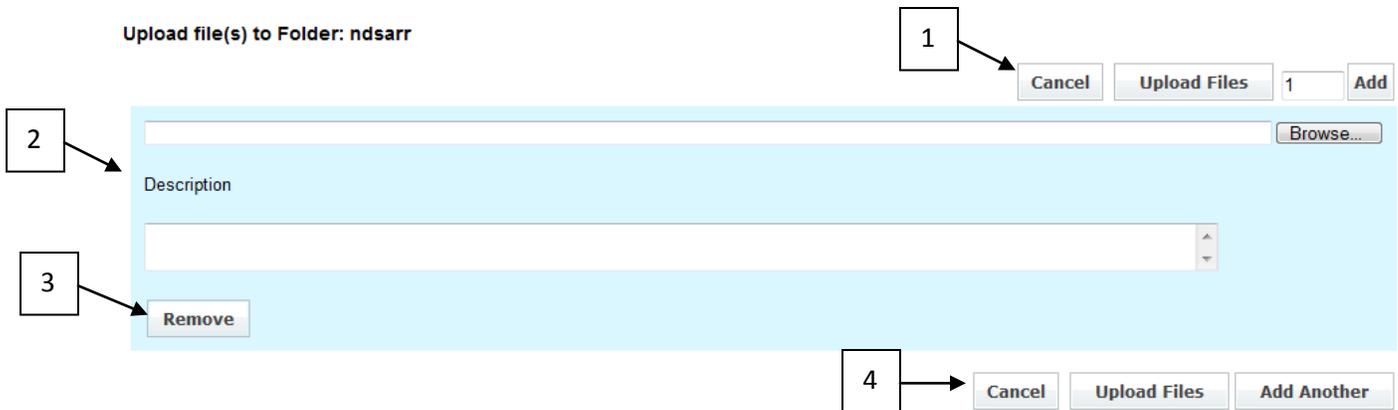


The screenshot shows the irplus workspace for Nathan Sarr. The path is / ndsarr /. The file system size is 8.28 MB. The interface includes a navigation bar with 'Home', 'My Account: ndsarr', 'Workspace', and 'Logout'. Below the navigation bar, there are tabs for 'My Files', 'My Publications', 'Search My Workspace', and 'Shared File Inbox (0)'. The main area displays a table of files and folders. The 'Add Files' button is highlighted with a box labeled '1' and an arrow pointing to it.

Type	Name	Version	File Size	Properties	Share	Owner
Folder	Work Description: Things I need to work on			properties		
File	admin-help.pdf	2	4.14 MB	properties	shareable	ndsarr

This should bring you to a screen like the following:

Upload file(s) to Folder: ndsarr



The following is a list of the numbered arrows:

1. Buttons to manage uploading multiple files:
 - a. Cancel – cancel the multiple file upload.
 - b. Upload Files – upload all files entered.
 - c. Add [N] more upload boxes. By entering a number and selecting the add button [N] more upload boxes will be created. The default is 1.
2. File information:
 - a. Location of file on local file system.
 - b. Optional description of the file.
3. Remove the current file from the list of files to upload.
4. Buttons to manage uploading multiple files:
 - a. Cancel – cancel the multiple file upload.
 - b. Upload Files – upload all files entered.
 - c. Add another – adds another upload box

Continuing the Add Files operation:

2. Select the **Add** button.

Upload file(s) to Folder: ndsarr

Description

Description

- Browse to each of the files as shown in Section 5.2.

Upload file(s) to Folder: ndsarr

1

C:\important work files\ir_plus_admin_meeting_09_17_2010_agenda.doc

Description

C:\important work files\user-help.pdf

Description

4. Click the **Upload Files** button – this will upload the files to the location you were in when you clicked the **Add Files** button.

6.7 Deleting File(s) or Folder(s)

You can use the dropdown next to each file and folder to remove one folder or file at a time. To remove multiple files and folders at once, check the box next to each of the files and folders you wish to delete as shown below:

Workspace for: Nathan Sarr

[My Files](#) [My Publications](#) [Search My Workspace](#) [Shared File Inbox \(0\)](#)

Path: /  ndsarr /

File system size : 8.28 MB

[New Folder](#) [Add File](#) [Add Files](#) [Move](#) [Delete](#) [Share](#) [Publish](#)

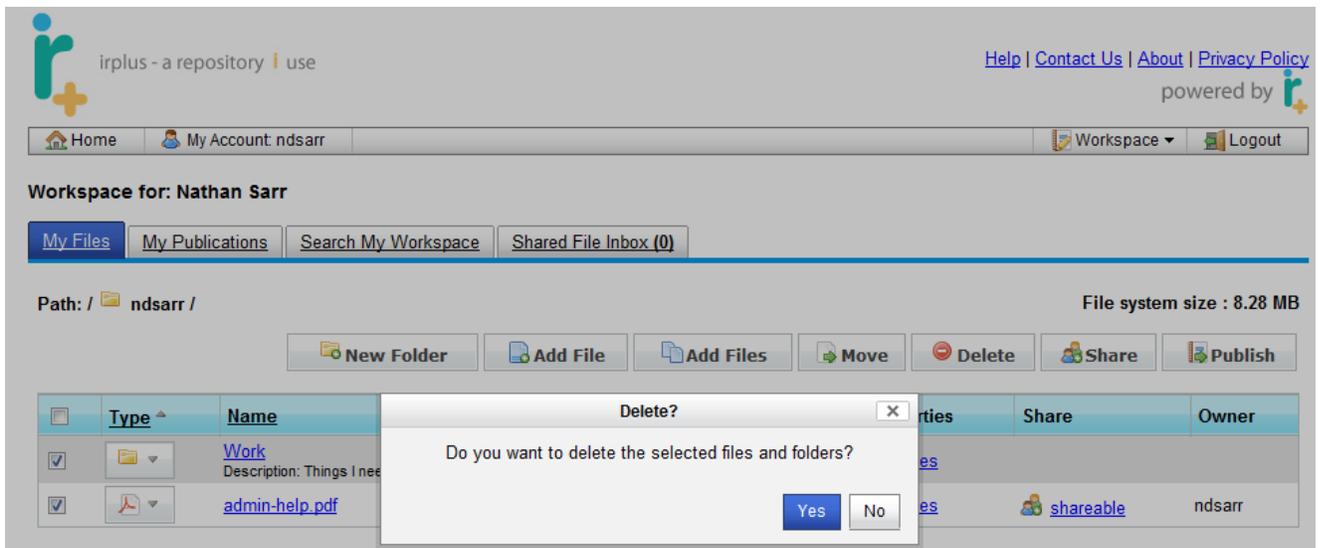
<input type="checkbox"/>	Type	Name	Version	File Size	Properties	Share	Owner
<input checked="" type="checkbox"/>		Work Description: Things I need to work on			properties		
<input checked="" type="checkbox"/>		admin-help.pdf	2	4.14 MB	properties	 shareable	ndsarr

1

2

Then click the delete button (2):

This should bring up a confirmation for the delete:



Selecting the **Yes** button will delete the selected files and folders. Selecting the **No** button will not delete the selected files and folders.

6.8 Moving Files and Folders

You may need to organize or reorganize your files. To do this you can move files and folders around. For example, the following shows two folders and three files:

Workspace for: Nathan Sarr

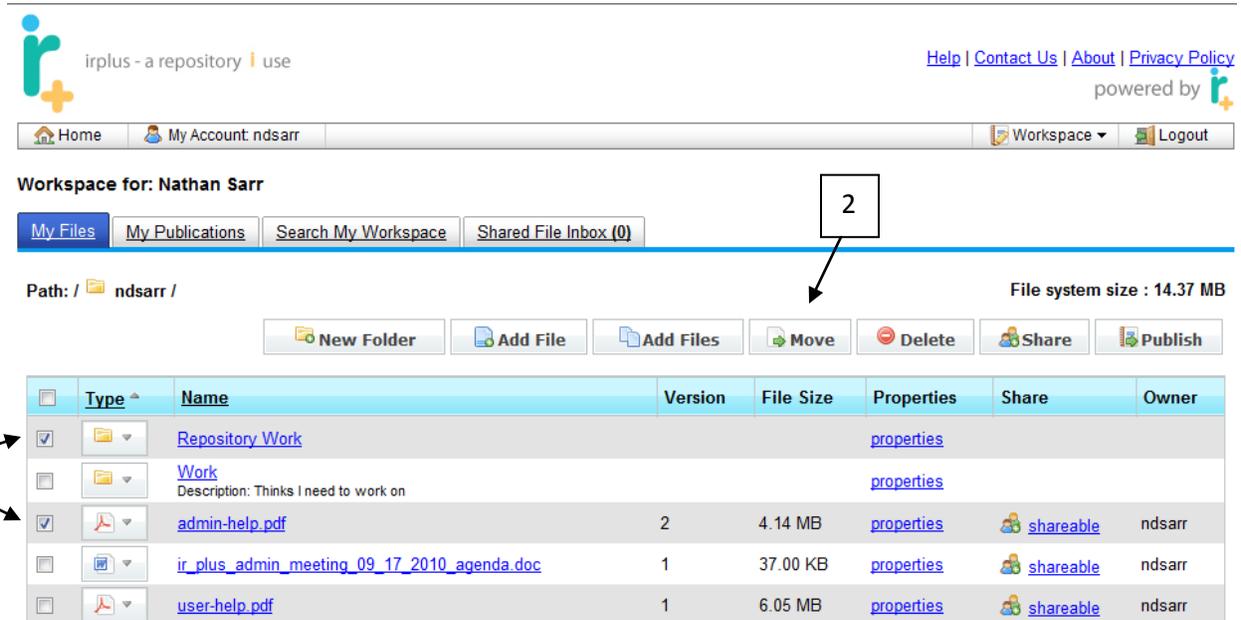
[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)Path: /  ndsarr /

File system size : 14.37 MB

[New Folder](#) | [Add File](#) | [Add Files](#) | [Move](#) | [Delete](#) | [Share](#) | [Publish](#)

<input type="checkbox"/>	Type ^	Name	Version	File Size	Properties	Share	Owner
<input type="checkbox"/>		Repository Work			properties		
<input type="checkbox"/>		Work Description: Thinks I need to work on			properties		
<input type="checkbox"/>		admin-help.pdf	2	4.14 MB	properties	 shareable	ndsarr
<input type="checkbox"/>		ir_plus_admin_meeting_09_17_2010_agenda.doc	1	37.00 KB	properties	 shareable	ndsarr
<input type="checkbox"/>		user-help.pdf	1	6.05 MB	properties	 shareable	ndsarr

Say we want to move the file “admin-help.pdf” and “Repository Work” into the “Work” Folder. First select the folder and file you wish to move as shown below (1):



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Workspace for: Nathan Sarr

[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

Path: /  ndsarr /

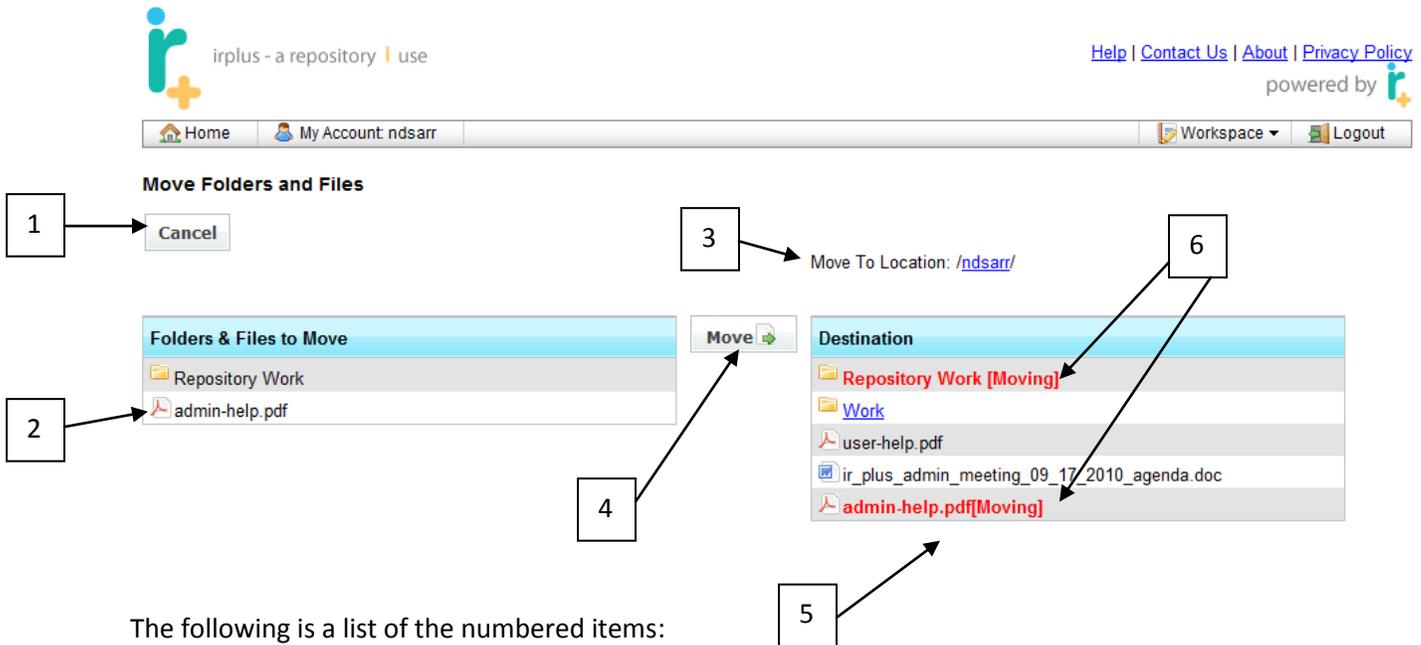
File system size : 14.37 MB

[New Folder](#) | [Add File](#) | [Add Files](#) | [Move](#) | [Delete](#) | [Share](#) | [Publish](#)

<input type="checkbox"/>	Type ^	Name	Version	File Size	Properties	Share	Owner
<input checked="" type="checkbox"/>		Repository Work			properties		
<input type="checkbox"/>		Work Description: Thinks I need to work on			properties		
<input checked="" type="checkbox"/>		admin-help.pdf	2	4.14 MB	properties	 shareable	ndsarr
<input type="checkbox"/>		ir_plus_admin_meeting_09_17_2010_agenda.doc	1	37.00 KB	properties	 shareable	ndsarr
<input type="checkbox"/>		user-help.pdf	1	6.05 MB	properties	 shareable	ndsarr

Next select the Move button (2):

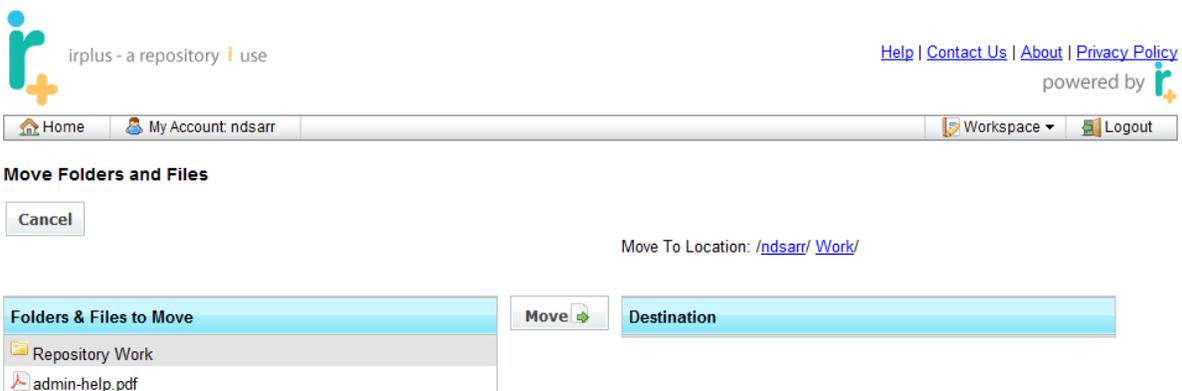
This will bring up a screen like the following:



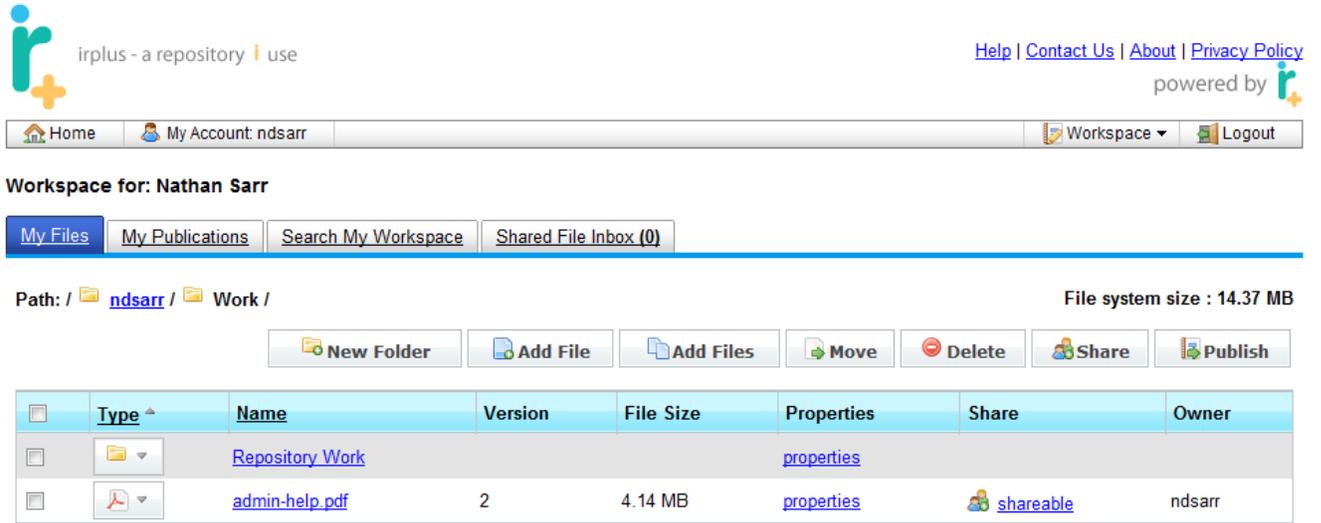
The following is a list of the numbered items:

1. Cancel button – cancel the move.
2. List of files and folders to move.
3. Location in your workspace where the files and folders will be moved.
4. Move Button – executes the move to the specified location in (3).
5. Destination – files and folders marked in red are being moved.
6. Files and folders that have been selected for moving.

Select the hyperlinked folder named “Work” in the Destination (5) to navigate into the folder. The screen will look something like below:



Selecting the **Move** button will place the files in the path shown in the “Move To Location,” and take you to the location where the files and folders were moved as shown below:



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Home My Account: ndsarr Workspace Logout

Workspace for: Nathan Sarr

My Files My Publications Search My Workspace Shared File Inbox (0)

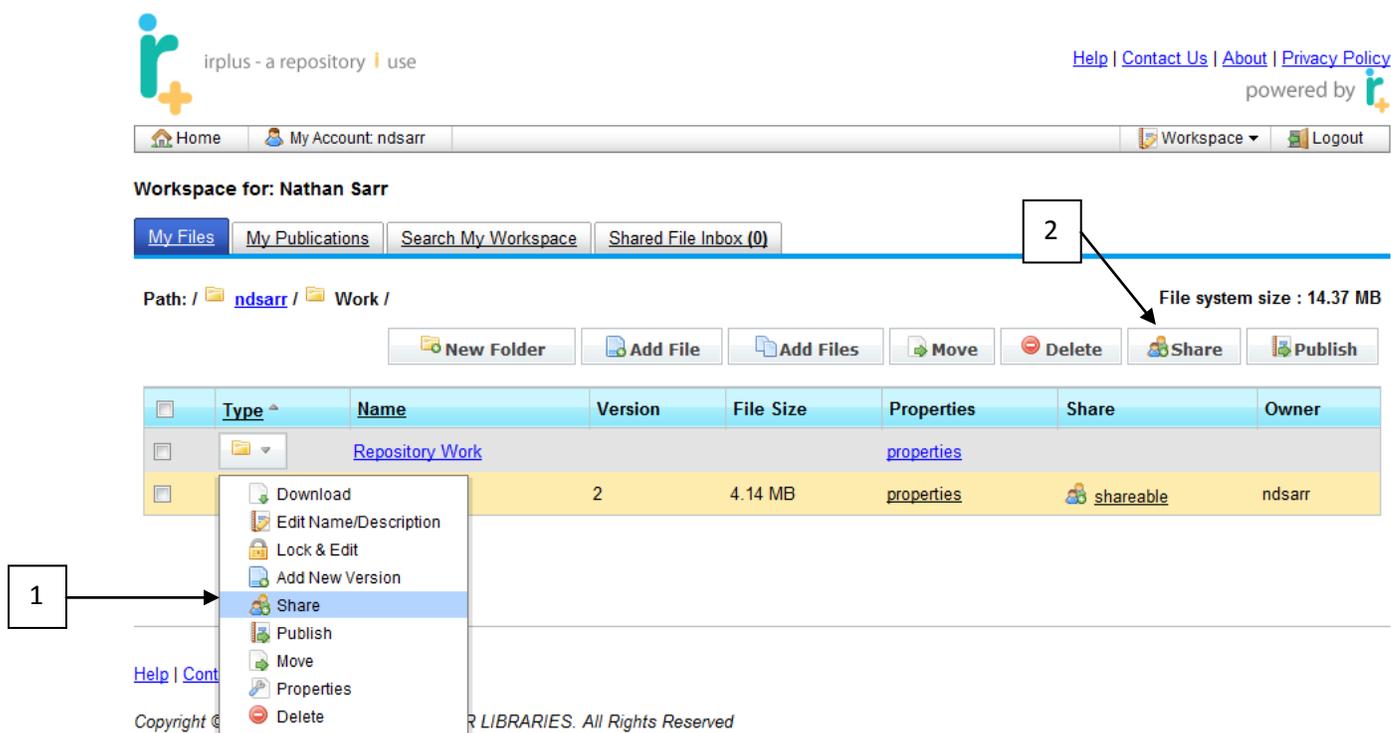
Path: / ndsarr / Work / File system size : 14.37 MB

New Folder Add File Add Files Move Delete Share Publish

Type	Name	Version	File Size	Properties	Share	Owner
Folder	Repository Work			properties		
File	admin-help.pdf	2	4.14 MB	properties	 shareable	ndsarr

7 Sharing, Collaboration and Co-Authoring

The system allows you to share files. You can share files with **anyone** (inside or outside your institution) including those who have not yet registered with the system and created an account (see section 4). You can do this in two ways. You can share a single file or folder at a time by clicking the dropdown for a file and selecting Share as shown below (1):



The screenshot shows the irplus workspace for user Nathan Sarr. The path is / ndsarr / Work / . The file system size is 14.37 MB. The workspace contains a folder named 'Repository Work' with a file named 'Repository Work' (Version 2, File Size 4.14 MB, Properties properties, Share shareable, Owner ndsarr). A context menu is open over the file, and the 'Share' option is highlighted. A box labeled '1' points to this 'Share' option. Another box labeled '2' points to the 'Share' button in the workspace toolbar.

Type	Name	Version	File Size	Properties	Share	Owner
Folder	Repository Work			properties		
File	Repository Work	2	4.14 MB	properties	shareable	ndsarr

Or, you can select multiple files and folders at once using their checkboxes and selecting the Share button (2). By selecting a folder you will share all files *within* that folder, including files within sub folders, but **this DOES NOT share the folder**. Adding more files to the folder afterwards will not automatically share those files set up auto sharing see (**Setting up a folder for Auto Sharing**). The following demonstrates sharing files using the share workspace button:

Workspace for: Nathan Sarr

[My Files](#) [My Publications](#) [Search My Workspace](#) [Shared File Inbox \(0\)](#)Path: / [ndsarr](#) / [Work](#) /

File system size : 14.37 MB

[New Folder](#) [Add File](#) [Add Files](#) [Move](#) [Delete](#) [Share](#) [Publish](#)

	Type	Name	Version	File Size	Properties	Share	Owner
<input checked="" type="checkbox"/>		Repository Work			properties		
<input checked="" type="checkbox"/>		admin-help.pdf	2	4.14 MB	properties	 shareable	ndsarr

1

2

(1) – Folder and file to be shared. Then select the share option (2).

This will take you to a screen like the following:

Invite user[Invite User](#)[← Back to workspace](#)**User to share the file with**

Separate Emails by semicolons (;)

Email
(s)

Message

- The user can download the file
- The user can download, edit and upload new versions
- The user can download, edit and upload new versions as well as share/unshare the file with other users and give those users permissions

[Invite User](#)**File(s) selected to share** user-help.pdf [Remove](#) admin-help.pdf [Remove](#)

5

The following is a description of the numbered items:

1. Back to Workspace – allows you to return to your workspace.
2. Email Address – email address(es) of user(s) you wish to share with. **NOTE:** you can share with multiple users by separating each email address with a semicolon (;).
3. Message – message you want sent to user when sharing the file.
4. Permissions you wish to give to the user you are sharing with:
 - a. The user can download the file. This allows the user to get a digital copy but not upload changes to the file.

Invite user

[Invite User](#)

[← Back to workspace](#)

User to share the file with

Separate Emails by semicolons (;)

Email (s)

Message

The user can download the file

The user can download, edit and upload new versions

The user can download, edit and upload new versions as well as share/unshare the file with other users and give those users permissions

[Invite User](#)

File(s) selected to share

 user-help.pdf Remove	
System Admin (nathans@library.rochester.edu)	Unshare Edit
ndsarr@hotmail.com - [to be shared]	UnShare
 admin-help.pdf Remove	
System Admin (nathans@library.rochester.edu)	Unshare Edit
ndsarr@hotmail.com - [to be shared]	UnShare

1

2

3

4

The following is a description of the numbered items:

1. List of users who have been invited to collaborate on a given document.
2. Unshare option – will remove the user from sharing the file.
3. Edit – allows the sharing permissions to be adjusted.
4. To be shared – indicates the user is not currently recognized as part of the system and will be invited to create an account, or update their account with the specified email.

7.1 Sharing with someone who does not yet have an account

If the person you wish to share with does not have an account, this is not a problem. As shown above, a note next to the shared users will state **[to be shared]** – see (4) in the picture above. Once the person has created an account, the [to be shared] note will be gone. Notice you can also UnShare the file.

The following shows the email a user who does not yet exist in the system will receive when they are invited to work on a document.

From Nathan Sarr - Invitation to collaborate on a document

noreply@ur.rochester.edu [Add to contacts](#)
To ndsarr@hotmail.com

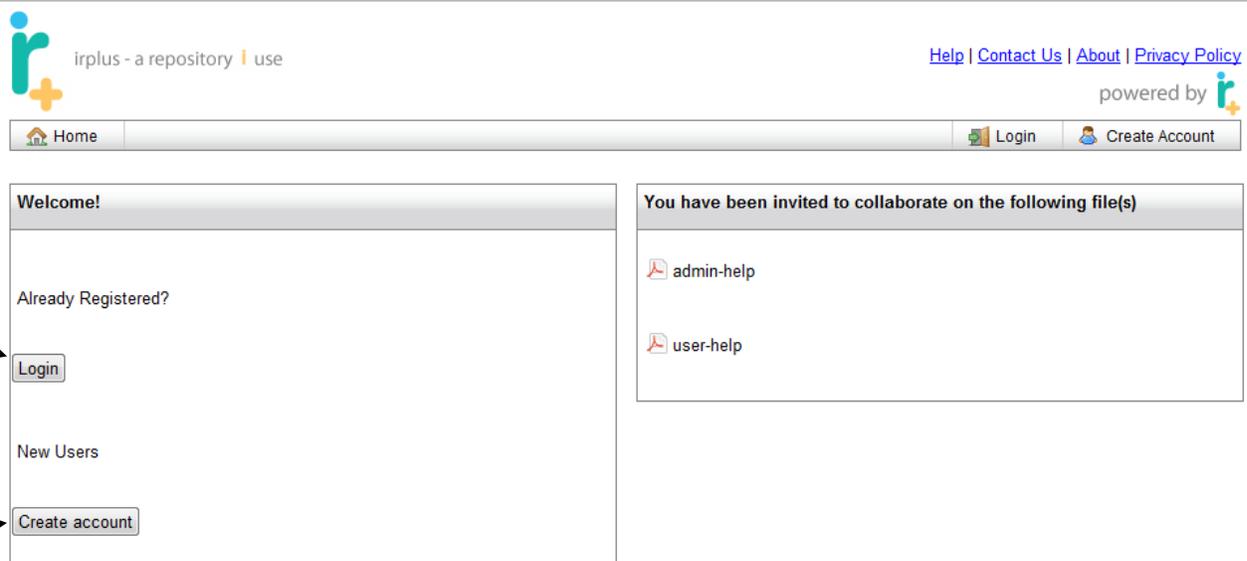
****DO NOT REPLY TO THIS MESSAGE****

You have been invited to collaborate on the document(s) - 'admin-help, user-help'.
Please click on the link below to register with the system:

http://localhost:8080/ir_plus/inviteLogin.action?token=0.2832755720371065

Following registration you will be able to access the shared document(s).

Following the link will take them to the following screen:



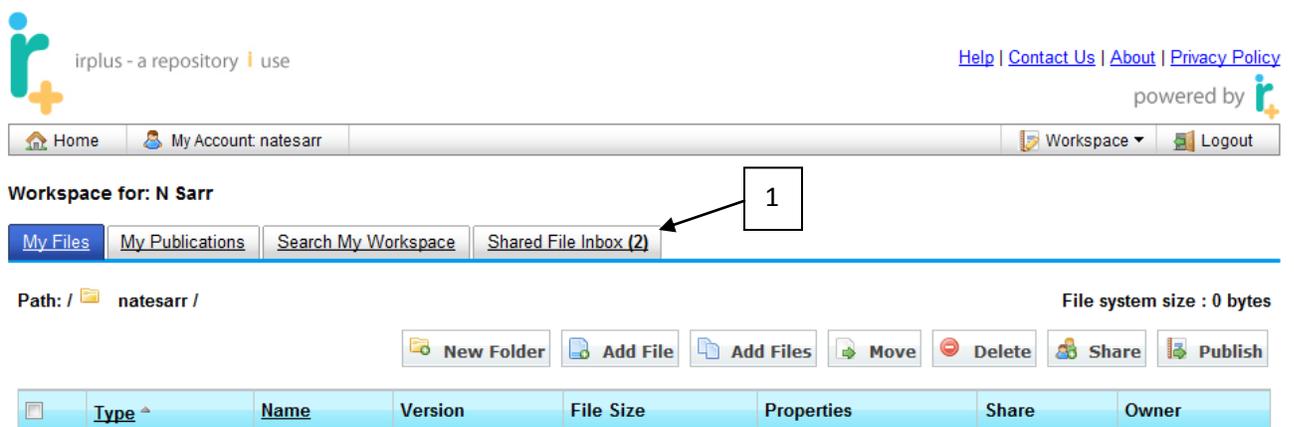
The screenshot shows the irplus web application interface. At the top left is the irplus logo and the text "irplus - a repository | use". At the top right are links for "Help | Contact Us | About | Privacy Policy" and the text "powered by irplus". Below the header is a navigation bar with "Home", "Login", and "Create Account" buttons. The main content area is divided into two panels. The left panel is titled "Welcome!" and contains the text "Already Registered?" with a "Login" button, and "New Users" with a "Create account" button. A box labeled "1" has an arrow pointing to the "Login" button, and a box labeled "2" has an arrow pointing to the "Create account" button. The right panel is titled "You have been invited to collaborate on the following file(s)" and contains a list of files: "admin-help" and "user-help", each with a document icon.

There are a couple of possible situations when a user has been sent a sharing invitation:

1. The user already has an account but the email you used is not registered with their account. By logging in the new email will be added to this user's set of emails so it will be recognized by the system in the future.
2. The user has never created an account and must now create a new account. This will take them through the account creation process.

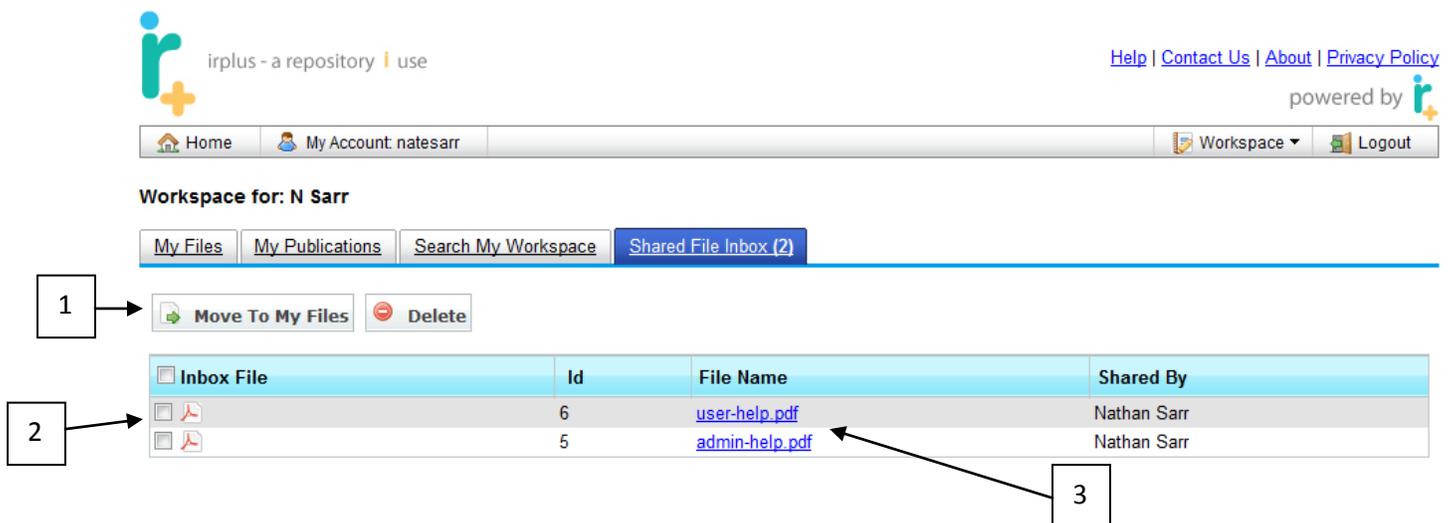
7.2 Receiving a Shared File

When a file has been shared with you, it will appear in your Shared File Inbox tab – see (1) below:



The screenshot shows the irplus workspace interface for user N Sarr. The 'Shared File Inbox (2)' tab is selected, indicated by a box labeled '1' with an arrow pointing to it. The interface includes navigation tabs, a path bar, and a toolbar with options like 'New Folder', 'Add File', 'Add Files', 'Move', 'Delete', 'Share', and 'Publish'. Below the toolbar is a table header with columns: Type, Name, Version, File Size, Properties, Share, and Owner.

Once a file or files appears in your Shared File Inbox, you should move it/them into your workspace:



The screenshot shows the irplus workspace interface for user N Sarr. The 'Shared File Inbox (2)' tab is selected. A box labeled '1' points to the 'Move To My Files' button. Below the button is a table with columns: Inbox File, Id, File Name, and Shared By. A box labeled '2' points to the first row of the table, and a box labeled '3' points to the 'File Name' column. The table contains two rows of files.

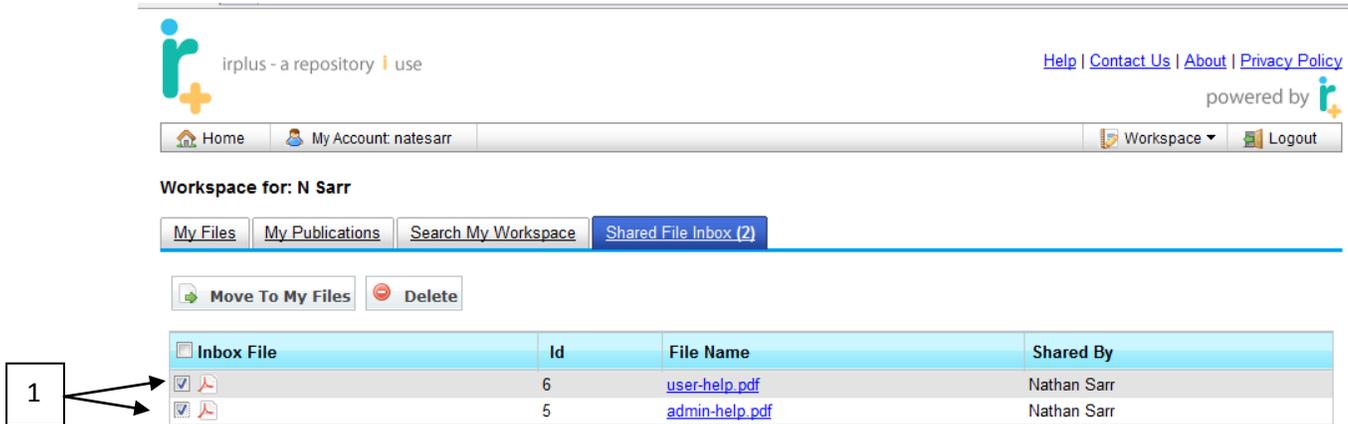
Inbox File	Id	File Name	Shared By
	6	user-help.pdf	Nathan Sarr
	5	admin-help.pdf	Nathan Sarr

The following describes the numbered items:

1. Buttons to manage moving:
 - a. Move the file(s) into the My Files area.
 - b. Delete the file(s) – this allows you to reject the file(s).
2. List of files that have been shared with you.
3. Link to download the file if you wish to view the file.

To move the file(s):

1. select the check box next to the file(s)



irplus - a repository | use [Help](#) | [Contact Us](#) | [About](#) | [Privacy Policy](#)
 powered by 

Home My Account natesarr Workspace Logout

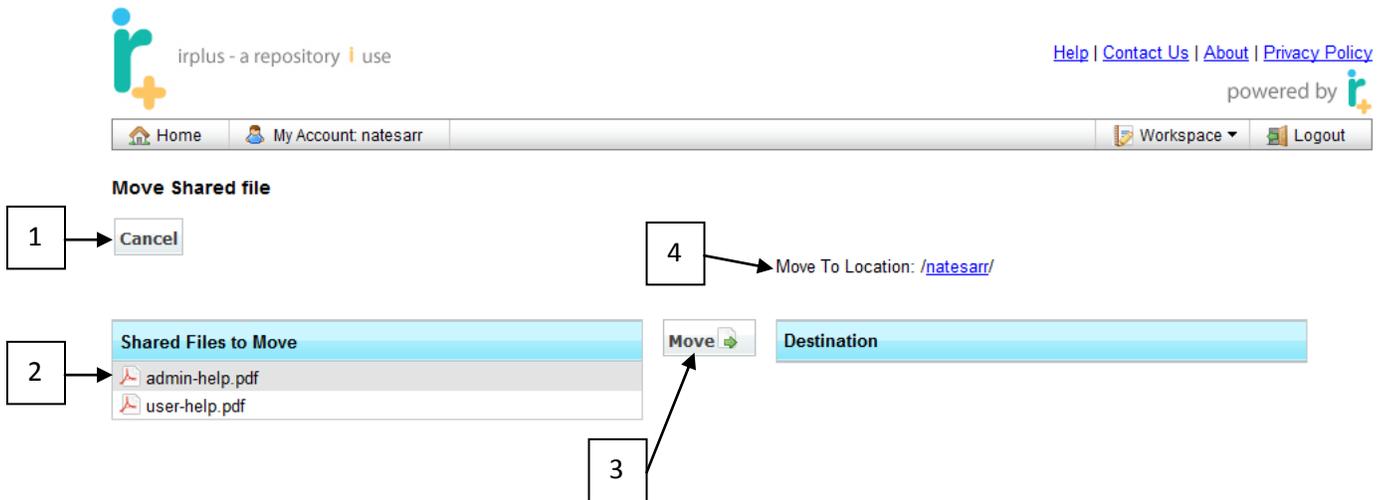
Workspace for: N Sarr

My Files My Publications Search My Workspace **Shared File Inbox (2)**

Move To My Files Delete

Inbox File	Id	File Name	Shared By
<input checked="" type="checkbox"/> 	6	user-help.pdf	Nathan Sarr
<input checked="" type="checkbox"/> 	5	admin-help.pdf	Nathan Sarr

2. Click the **Move To My Files** button. You should see a screen like the following:



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 powered by 

Home My Account natesarr Workspace Logout

Move Shared file

1 → Cancel

2 → Shared Files to Move

<input type="checkbox"/> admin-help.pdf <input type="checkbox"/> user-help.pdf	<input type="button" value="Move"/>	Destination
---	-------------------------------------	-------------

3 → Move

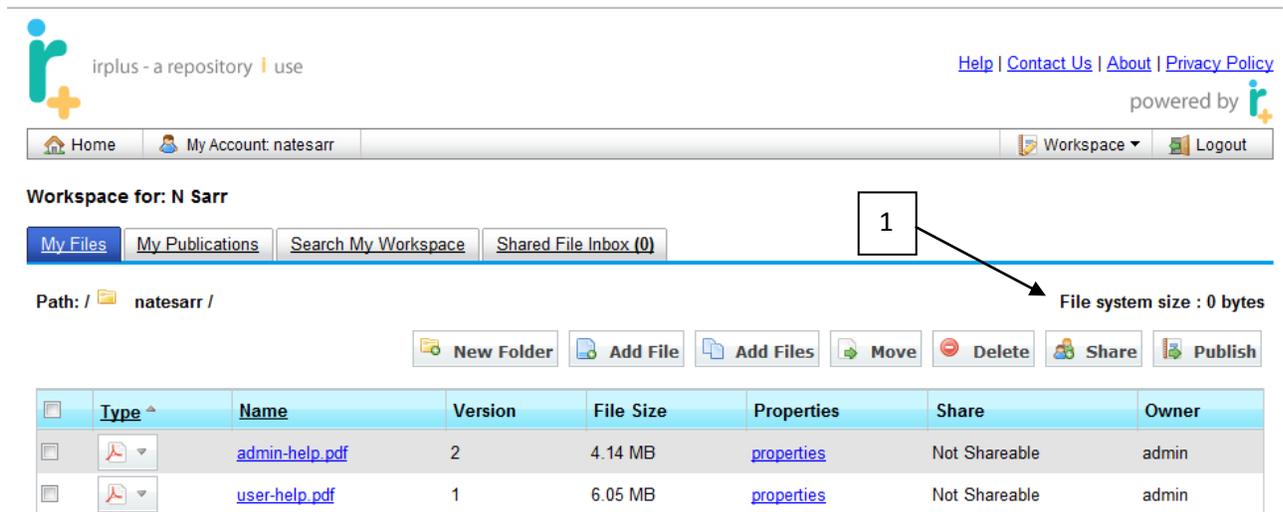
4 → Move To Location: [/natesarr/](#)

The following is a list of the numbered items:

1. Cancel the move.

2. List of files to move from the shared inbox.
3. Move button.
4. Location the shared files will be moved to.

Since the user does not have any folders, the only location they can put the file is in the “root” directory, known as My Files. Once the shared file is moved the screen will look like the following:



The screenshot shows the irplus workspace interface for user N Sarr. The top navigation bar includes links for Home, My Account (natesarr), Workspace, and Logout. The main workspace area is titled "Workspace for: N Sarr" and contains tabs for "My Files", "My Publications", "Search My Workspace", and "Shared File Inbox (0)". A box labeled "1" points to the "Shared File Inbox (0)" tab. Below the tabs, the path is shown as "/ natesarr /" and the file system size is "0 bytes". A toolbar contains buttons for "New Folder", "Add File", "Add Files", "Move", "Delete", "Share", and "Publish". A table lists the files in the shared inbox:

Type	Name	Version	File Size	Properties	Share	Owner
PDF	admin-help.pdf	2	4.14 MB	properties	Not Shareable	admin
PDF	user-help.pdf	1	6.05 MB	properties	Not Shareable	admin

Now N Sarr is sharing a file with admin. Notice that even though the files are 4.14 and 6.05 MB this is not charged to N Sarr’s account (1) and the File System Size is still 0. This is because the owner owns all versions of the file.

7.3 Working on a shared File

When working on a shared file the user should lock the file as shown in Section 5.3. The other user will be able to see who is working on the file. From the previous example, if admin locked the file for editing, Nathan Sarr would see the following:

Workspace for: N Sarr
[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

Path: / natesarr /

File system size : 0 bytes

[New Folder](#) | [Add File](#) | [Add Files](#) | [Move](#) | [Delete](#) | [Share](#) | [Publish](#)

Type	Name	Version	File Size	Properties	Share	Owner
	admin-help.pdf  Locked by natesarr	2	4.14 MB	properties	Not Shareable	admin
	user-help.pdf	1	6.05 MB	properties	Not Shareable	admin

1

Notice the note that the file is locked and the lock icon is shown to all collaborators.

7.4 Adding a new version with collaborators

When you upload a new version you will see a screen like the following:

New Version Upload

Upload new Version for File: admin-help.pdf

File: [Browse...](#)

Description:

Keep Locked

Select collaborators to notify of update by Email

John Doe

[Submit](#) [Cancel](#)

1

2

By checking the name of the collaborator and email will be automatically sent notifying the collaborator that a new version has been added. The description (2) will be placed in the body of the email letting the user know what has changed.

7.5 Setting up folder(s) for Auto-sharing

You can set up a folder for auto-sharing so that anytime a file is added to the folder the file is automatically shared with the specified collaborators. To do this, select the Auto Sharable option for the folder shown below (1):

Path: / natesarr / File system size : 4.21 MB

[New Folder](#)
[Add File](#)
[Add Files](#)
[Move](#)
[Delete](#)
[Share](#)
[Publish](#)

Type	Name	Version	File Size	Properties	Share	Owner
	<u>Work</u> Description: Things I need to work on			Properties	 Auto Sharable	
	admin-help.pdf Description: Administration help for IR+	1	4.21 MB	Properties	 Sharing (1)	natesarr

1

This should take you to a screen like the following:

Auto Share Folder: Shared Folder

Will automatically share files added to the folder and files currently existing in the folder

[← Back to workspace](#)

User(s) to auto-share folder with

Apply permissions to existing sub folders and files

Separate Emails by semicolons (:)

The user can only download the file

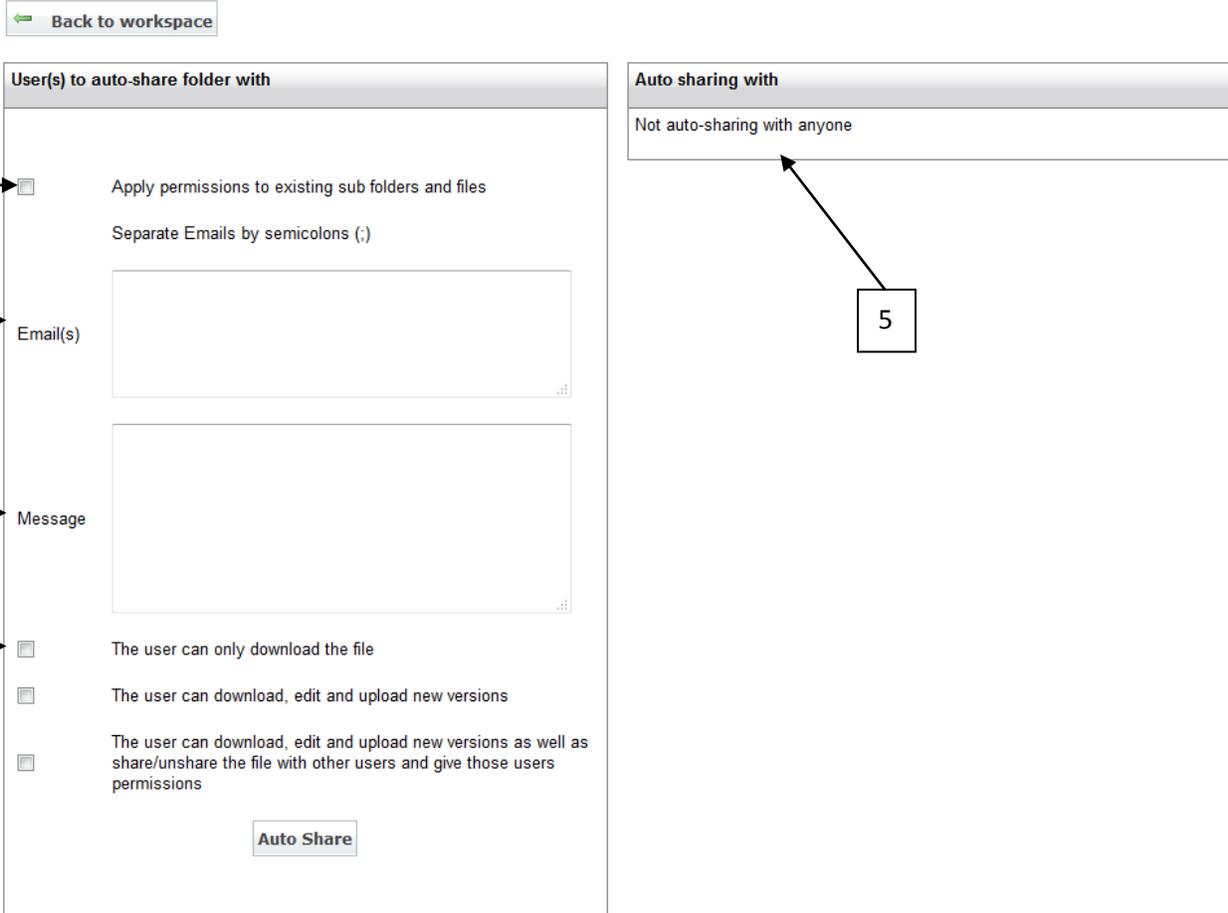
The user can download, edit and upload new versions

The user can download, edit and upload new versions as well as share/unshare the file with other users and give those users permissions

Auto Share

Auto sharing with

Not auto-sharing with anyone



The following is a description of the numbered items:

1. If selected and this folder has any existing sub-folders or sub-folders with files the sharing will be cascaded down to all sub-folders and their files
2. List of emails to set the folder to auto share with
3. Message to send users if any of the folders or current folder contains files
4. Permissions to give the users when a file is added to the folder(s)
5. List of user who will be auto-shared with when a file is added to the folder

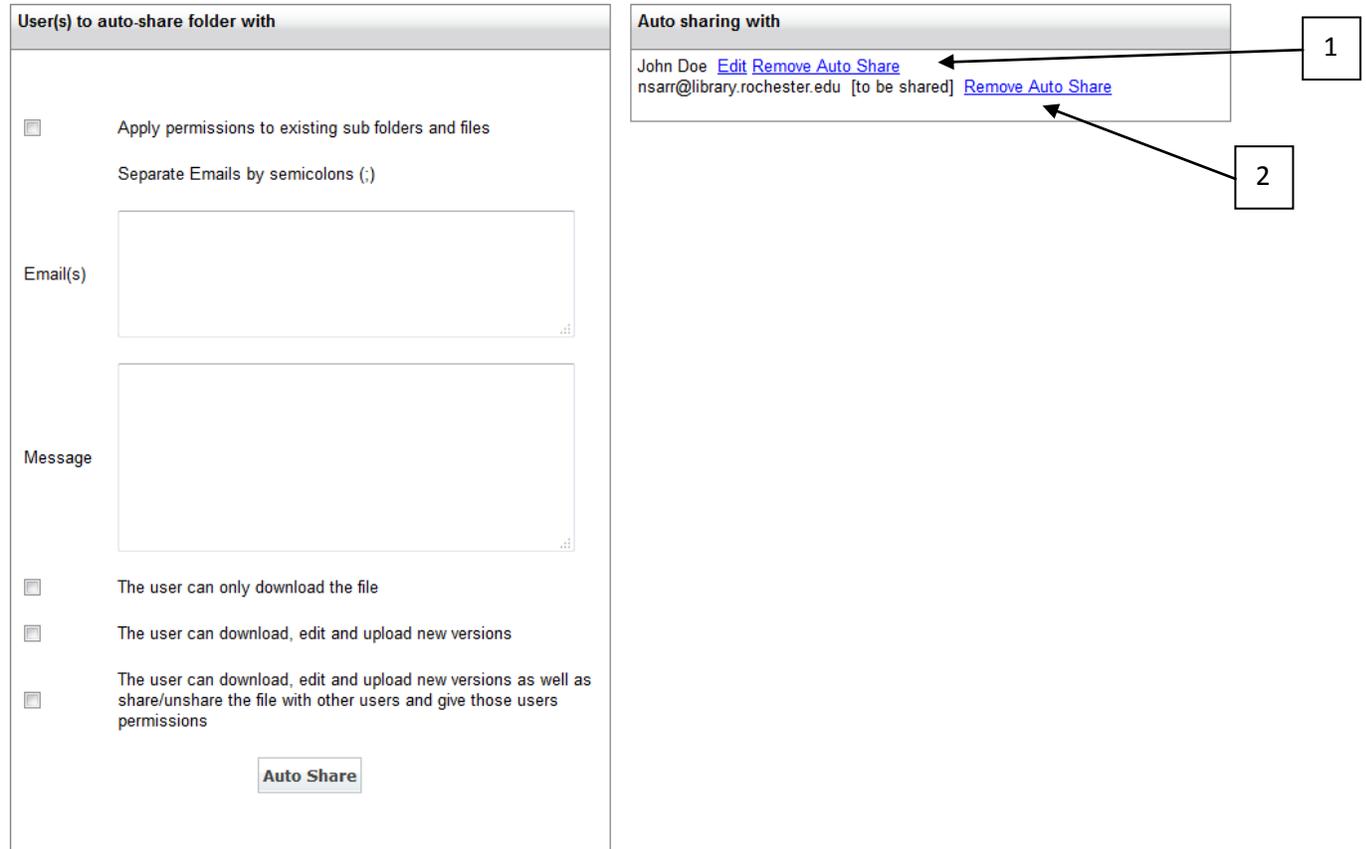
Note: No messages (3) will be sent out if there are currently no files in the folder(s).

Once a user has been shared the following information will be shown:

Auto Share Folder: Shared Folder

Will automatically share files added to the folder and files currently existing in the folder

[← Back to workspace](#)



User(s) to auto-share folder with

Apply permissions to existing sub folders and files

Separate Emails by semicolons (;)

Email(s)

Message

The user can only download the file

The user can download, edit and upload new versions

The user can download, edit and upload new versions as well as share/unshare the file with other users and give those users permissions

Auto Share

Auto sharing with

John Doe [Edit](#) [Remove](#) [Auto Share](#)

nsarr@library.rochester.edu [to be shared] [Remove](#) [Auto Share](#)

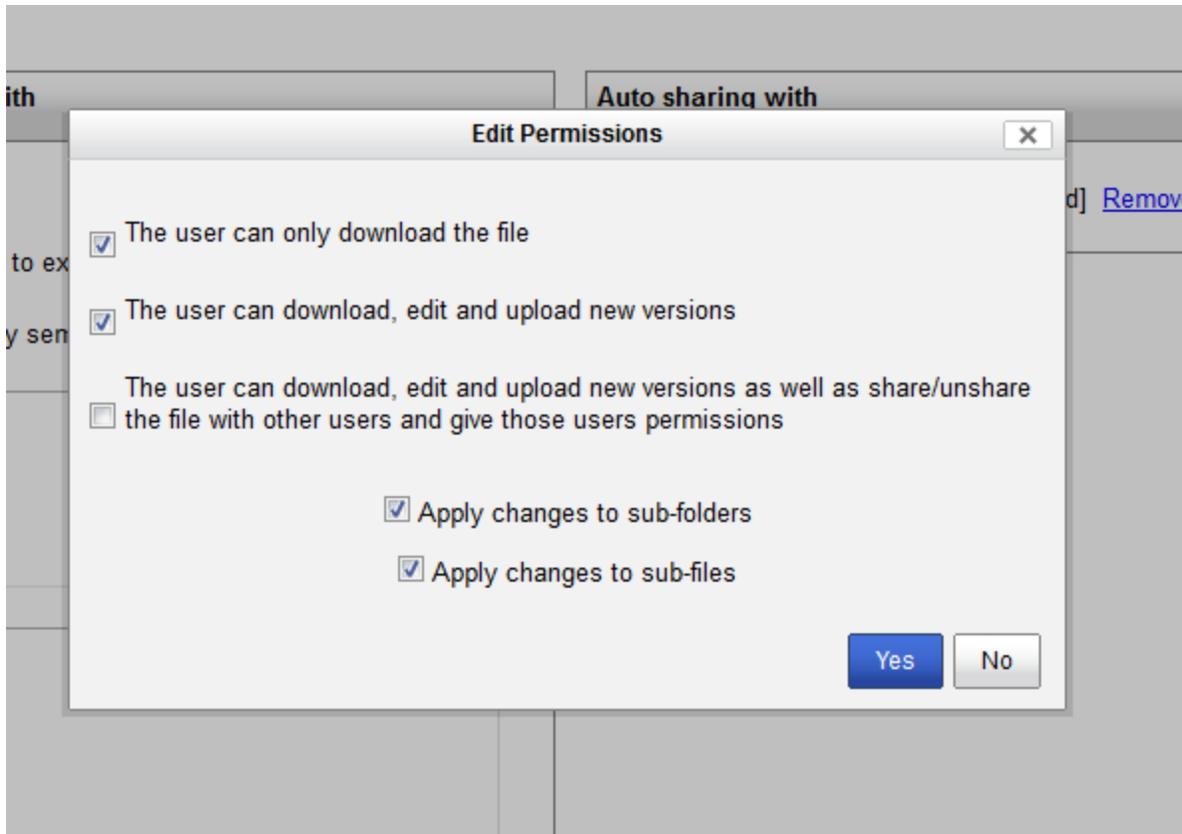
1

2

The following is a description of the numbered items:

1. The user currently exists in the system files added to the folder will be immediately shared with them
2. The user has not yet created an account in the system once they do all files currently in the folder(s) will be shared

By selecting the **Edit** option on an existing user set for auto-sharing you will be shown a screen like the following:



If apply changes to sub folders is checked every sub folder will be updated with the changes. If apply to changes to sub files is checked all files within sub folders will be updated with the new permissions.

Once a folder is auto shared when viewing the folder in the workspace it will look like the following:

Workspace for: System Admin

My Files | My Publications | Search My Workspace | Shared File Inbox (0)

Path: / admin / File system size : 3.28 MB

New Folder
Add File
Add Files
Move
Delete
Share
Publish

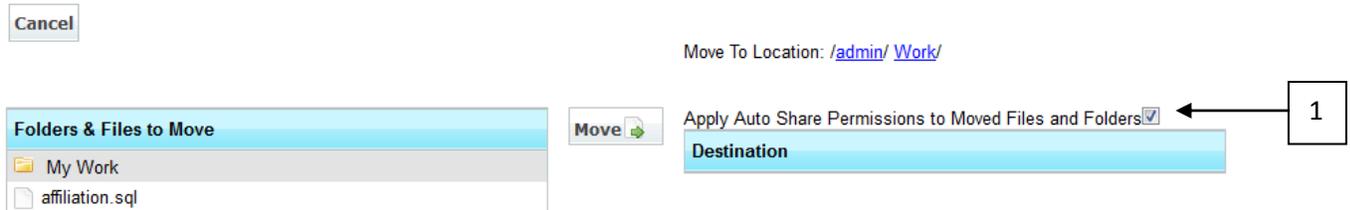
Type	Name	Version	File Size	Properties	Share	Owner
Folder	Shared Folder			Properties	Auto Sharing(2)	
File	affiliation.sql	1	163 bytes	Properties	Sharing (1)	admin

1

(1) Shows the folder is being auto shared with 2 people. Any time a file is added to that folder users will be notified a file has been shared with them.

Moving files and folders into a folder set to auto share will look like the following:

Move Folders and Files



When moving files into an auto shared folder by default apply auto share permissions is checked (1) meaning that all users set to auto share in the parent folder will have the files auto shared. Any folders added including sub-folders will receive the parent folder auto share permissions and all files within those folders will also be shared with any auto shared user in the parent folder.

If files and folders are moved out of an auto shared folder into a non-auto-shared folder there are no changes in permissions meaning all files and folders keep their existing share permissions and auto-share permissions.

7.6 Overriding a Lock

If for some reason an **owner** needs to get a file back in an emergency situation – say someone went on vacation and forgot to unlock the file – the owner can override a lock. This functionality should only be used in rare circumstances and is generally considered rude if done for no reason at all. Only an owner of the file can override a lock. The following shows how this is done:

Workspace for: System Admin
[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

 Path: /  admin /

File system size : 21.27 MB

[New Folder](#) | [Add File](#) | [Add Files](#) | [Move](#) | [Delete](#) | [Share](#) | [Publish](#)

Type	Name	Version	File Size	Properties	Share	Owner
	Download	2	4.14 MB	properties	 shared	admin
	Annual.docx	1	6.94 MB	properties	 shareable	admin
	Override Lock	1	6.05 MB	properties	 shared	admin

[Help](#) | [Contact Us](#) | [About](#) | [Privacy Policy](#)

Once the Override Lock option is selected, the lock is removed. Again, an **owner** can override a lock – it does not require an administrator.

7.7 Un-sharing and Changing Sharing Permissions

If for some reason you have made a mistake with the sharing on your files, you can change the sharing of a file.

To see if a file is being shared look at the share column (see 1). If the status is **shared**, the file is shared with one or more users.

Workspace for: System Admin

[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

Path: /  admin /

File system size : 21.27 MB

[New Folder](#) | [Add File](#) | [Add Files](#) | [Move](#) | [Delete](#) | [Share](#) | [Publish](#)

<input type="checkbox"/>	Type	Name	Version	File Size	Properties	Share	Owner
<input type="checkbox"/>		admin-help.pdf  <small>Locked by natesarr</small>	2	4.14 MB	properties	 shared	admin
<input type="checkbox"/>		IR_Plus_User_Manual.docx	1	6.94 MB	properties	 shareable	admin
<input type="checkbox"/>		user-help.pdf	1	6.05 MB	properties	 shared	admin

1

To manage the sharing of a file, select the shared link (1). The following screen should appear:

Invite user

Invite User

[← Back to workspace](#)**User to share the file with**

Separate Emails by semicolons (;)

Email(s)

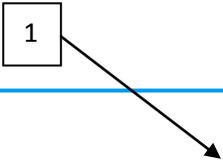
Message

- The user can download the file but not upload new versions
- The user can download, edit and upload new versions
- The user can download, edit and upload new versions as well as share/unshare the file with other users and give those users permissions

Invite User**File(s) selected to share** IR_Plus_Admin_Manual.doc [Remove](#)Nathan Sarr (nsarr@library.rochester.edu) [Unshare](#) [Edit](#)

Invite user

[Invite User](#)



[← Back to workspace](#)

User to share the file with	File(s) selected to share
<p>Separate Emails by semicolons (;)</p> <p>Email(s)</p> <input type="text"/>	<p> user-help.pdf Remove</p> <p>N Sarr (ndsarr@hotmail.com) Unshare Edit</p>
<p>Message</p> <input type="text"/>	
<p><input type="checkbox"/> The user can download the file</p> <p><input type="checkbox"/> The user can download, edit and upload new versions</p> <p><input type="checkbox"/> The user can download, edit and upload new versions as well as share/unshare the file with other users and give those users permissions</p>	



The following is a list of the numbered items:

1. List of files being shared.
2. List of users who are sharing the file.

To unshare the file with the user, select the Unshare option. You will get a confirmation screen like the following:

 irplus - a repository | use [Help](#) | [Contact Us](#) | [About](#) | [Privacy Policy](#) powered by 

[Home](#) [My Account: admin](#) [Workspace](#) [Administration](#) [Logout](#)

Invite user

[Invite User](#)

[← Back to workspace](#)

User to share the file with	File(s) selected to share
<p>Separate Emails by selecting</p> <p>Email(s)</p> <p>Message</p> <p><input type="checkbox"/> The user can download the file</p> <p><input type="checkbox"/> The user can download, edit and upload new versions</p> <p><input type="checkbox"/> The user can download, edit and upload new versions as well as share/unshare the file with other users and give those users permissions</p>	<p> user-help.pdf Remove</p> <p>Share Edit</p>

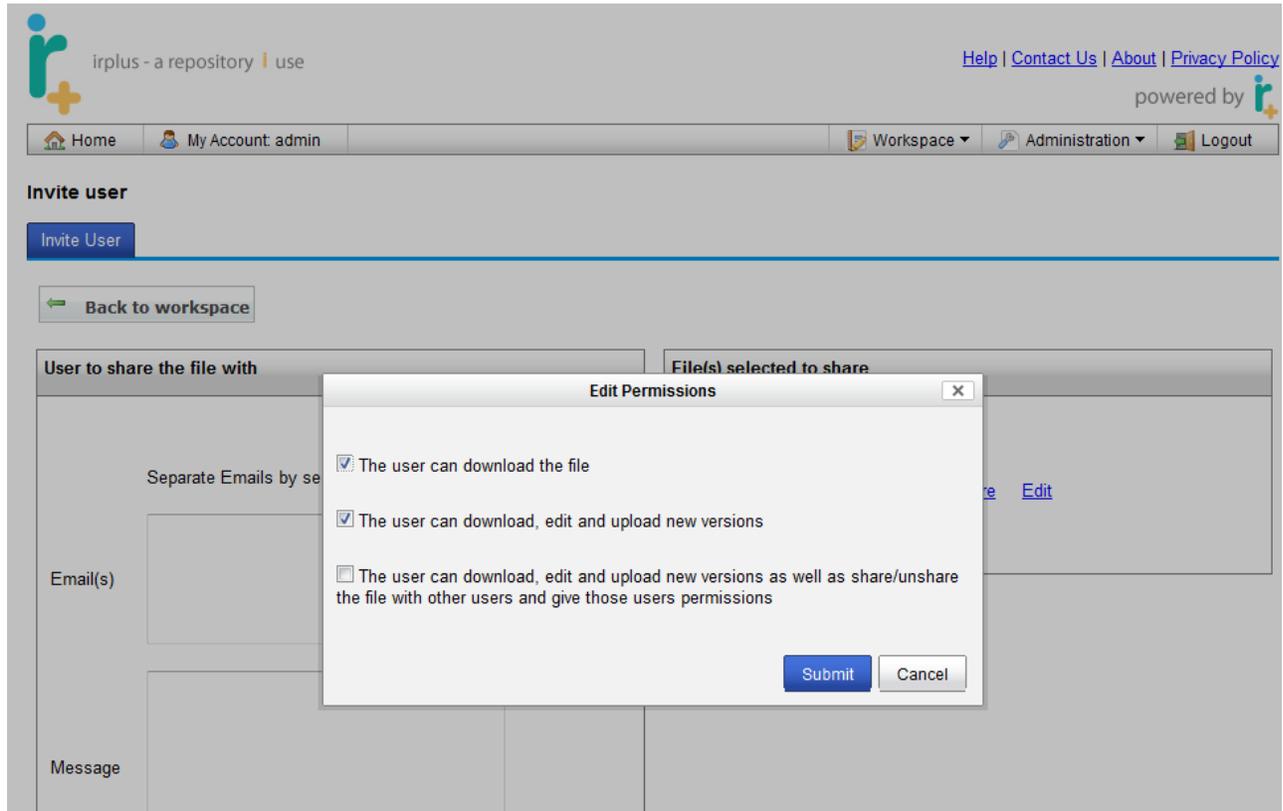
UnShare the file? [X]

Do you want to unshare the file for the selected user?

[Yes](#) [No](#)

Select Yes to unshare the file with the user or No to cancel.

To edit the sharing permissions a user currently has, select the Edit Link. You will see a screen like the following with the user's current permissions shown:



Make changes as necessary.

8 Publishing

Once you have finished working on a document, you may want to continue and publish the document into the repository. This is an optional step and is not required. To start the publishing process, select the file or files you wish to publish (1) and click the Publish button (2) as shown below:

Workspace for: System Admin

My Files My Publications Search My Workspace Shared File Inbox (0)

Path: / admin /

File system size : 21.27 MB

New Folder Add File Add Files Move Delete Share Publish

Type	Name	Version	File Size	Properties	Share	Owner
Folder	Extra Documentation			properties		
PDF	admin-help.pdf	2	4.14 MB	properties	shared	admin
PDF	user-help.pdf	1	6.05 MB	properties	shared	admin

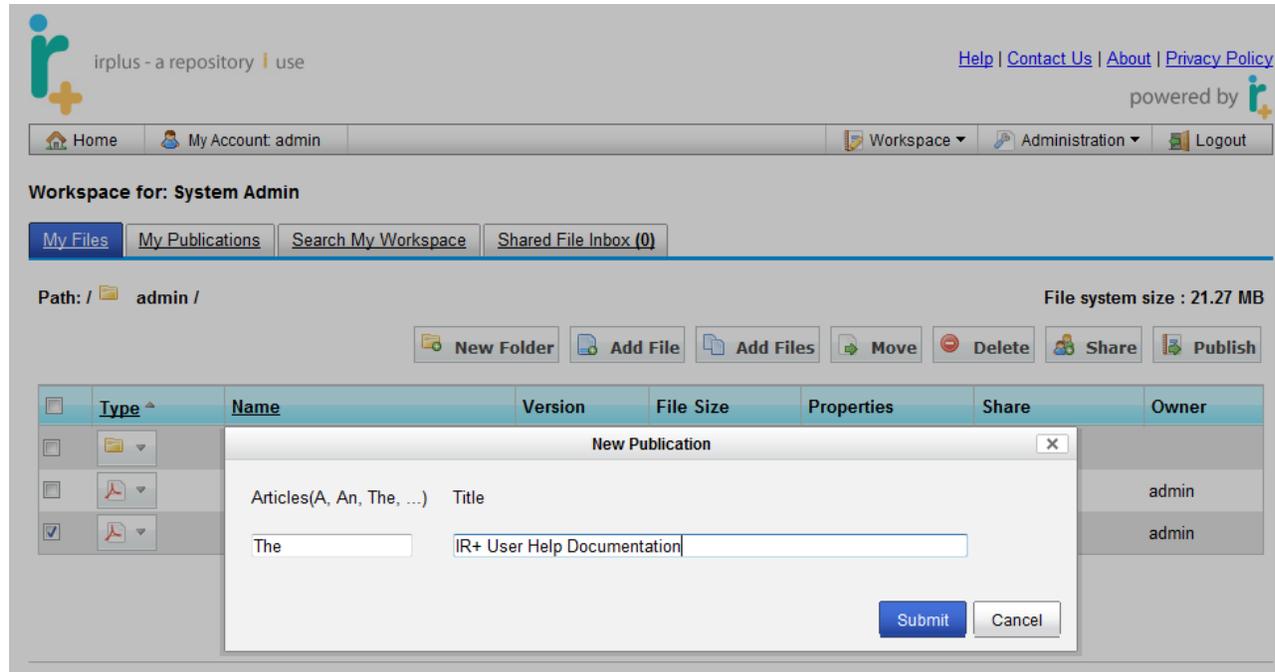
1

2

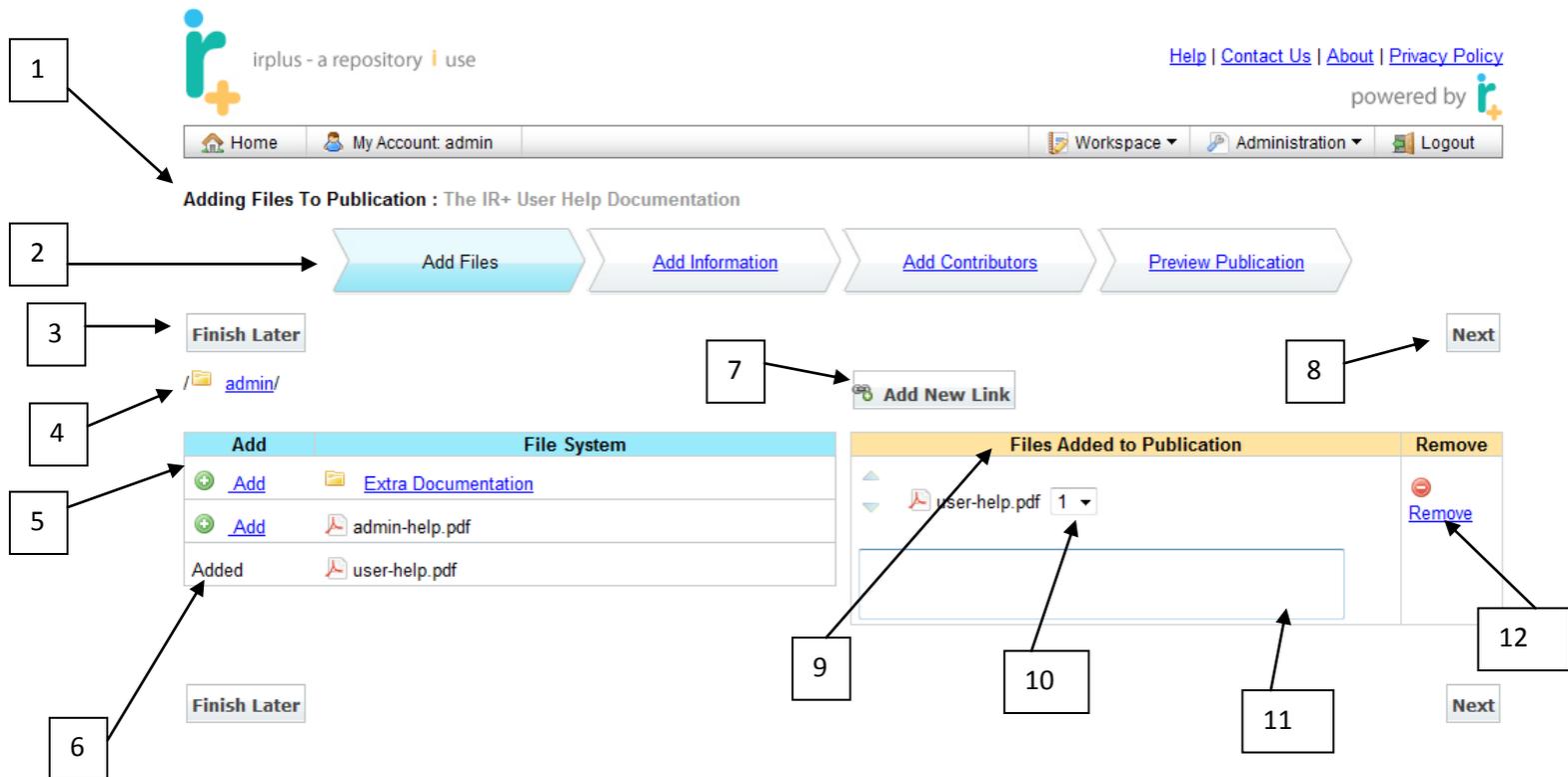
NOTE: you do not need to select any files and files are not required in a publication. For example, if you only want to add link(s) to a publication.

NOTE: Only owners of a file can publish that file.

Once you click Publish, you should see a screen like the following to enter the name of the publication:



Enter the initial article (if any) and name of the publication and click Submit. This should bring you to a screen like the following:

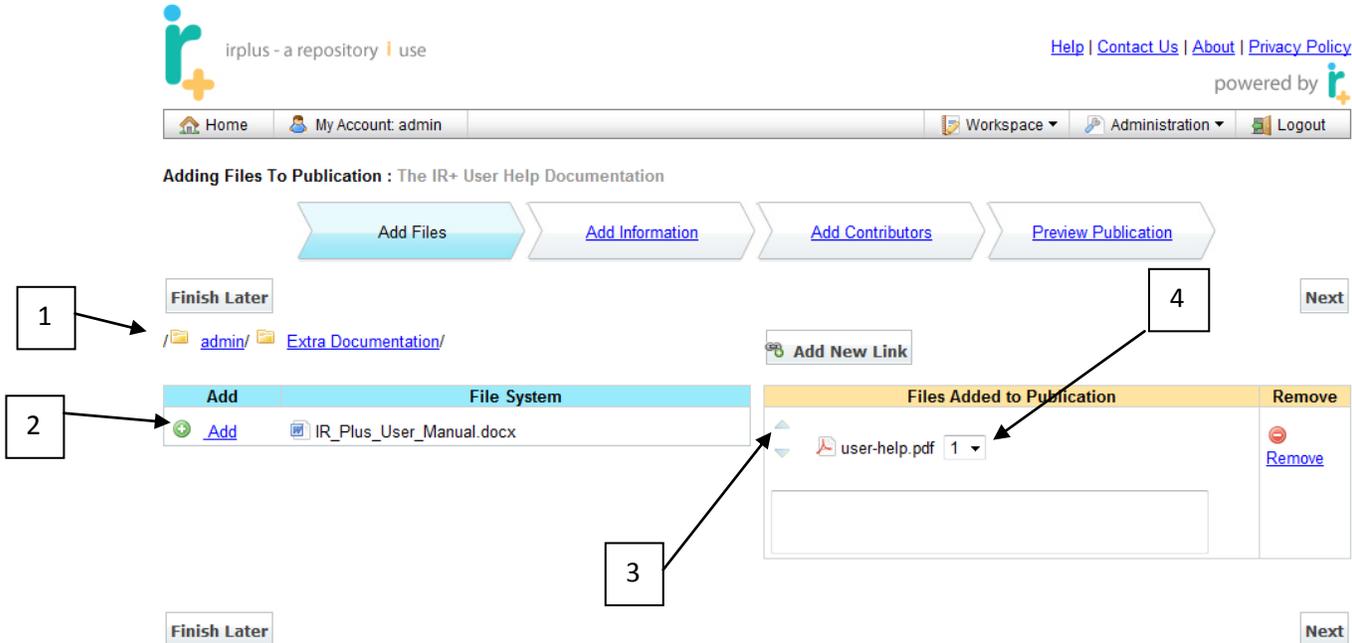


The following is a description of the numbered items:

1. Name of the publication being created.
2. Current step in process.
3. Button to finish the publication process later.
4. Current location in your personal file system.
5. List of files and folders in your personal file system at the given location (see 4).
6. File that has already been added to the publication.
7. Option to add a link to the publication.
8. Next button to go to the next step.
9. Current list of files added to the publication.
10. Version number of the file to add.
11. Description of the file (optional).
12. Option to remove the file from the submission.

8.1 Adding files to a publication

You can navigate around your file system in the Add Files step of the publication, so if you forget to add a file, don't worry. To navigate around your file system, use the Current Location links and/or the links listed under File System. For example, navigating into the "Extra Documentation" folder from the previous example shows the following screen:



The screenshot shows the 'Adding Files To Publication' interface for 'The IR+ User Help Documentation'. At the top, there are navigation buttons: 'Add Files', 'Add Information', 'Add Contributors', and 'Preview Publication'. Below these, there are 'Finish Later' and 'Next' buttons. The current location is shown as '/ admin/ Extra Documentation/'. Under the 'File System' section, there is an 'Add' link and a file 'IR_Plus_User_Manual.docx'. To the right, there is a table titled 'Files Added to Publication' with one entry: 'user-help.pdf' with a version dropdown set to '1'. A 'Remove' button is next to the entry. A 'Finish Later' button is at the bottom left, and another 'Next' button is at the bottom right. Numbered callouts 1-4 point to the path, the 'Add' link, the file list, and the version dropdown respectively.

Notice the path has changed and shows that we are in the "Extra Documentation" folder (1).

Note (Not shown in example): Selecting an add option next to a folder will add all files in that folder and its sub folders.

To add any individual files, click their "Add" links (2).

When there is more than one file in a publication, files can be moved up and down so they are listed in the order you want (3). You can also select the version of the file to add (4).

Shown below is an example of a publication with two files:

Adding Files To Publication : The IR+ User Help Documentation

Add Files

Add Information

Add Contributors

Preview Publication

Finish Later

Next

/ admin/ Extra Documentation/

Add New Link

Add	File System
Added	 IR_Plus_User_Manual.docx

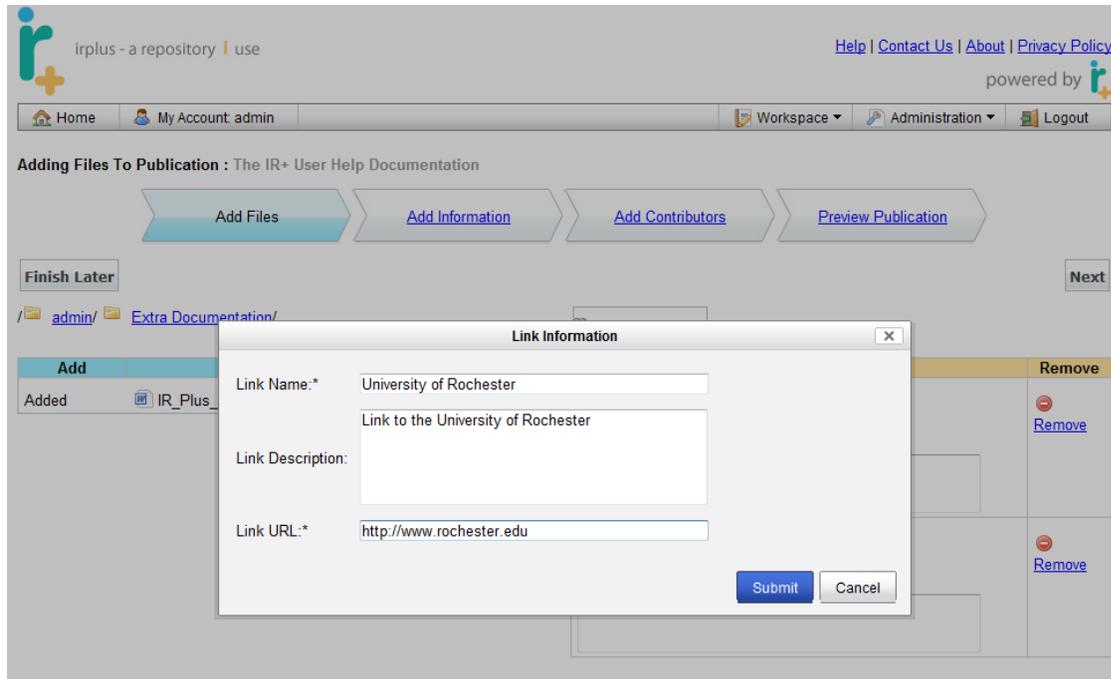
Files Added to Publication	Remove
<div style="display: flex; align-items: center;">  user-help.pdf 1 </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div>	<div style="display: flex; align-items: center;"> - </div> Remove
<div style="display: flex; align-items: center;">  IR_Plus_User_Manual.docx 1 </div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div>	<div style="display: flex; align-items: center;"> - </div> Remove

Finish Later

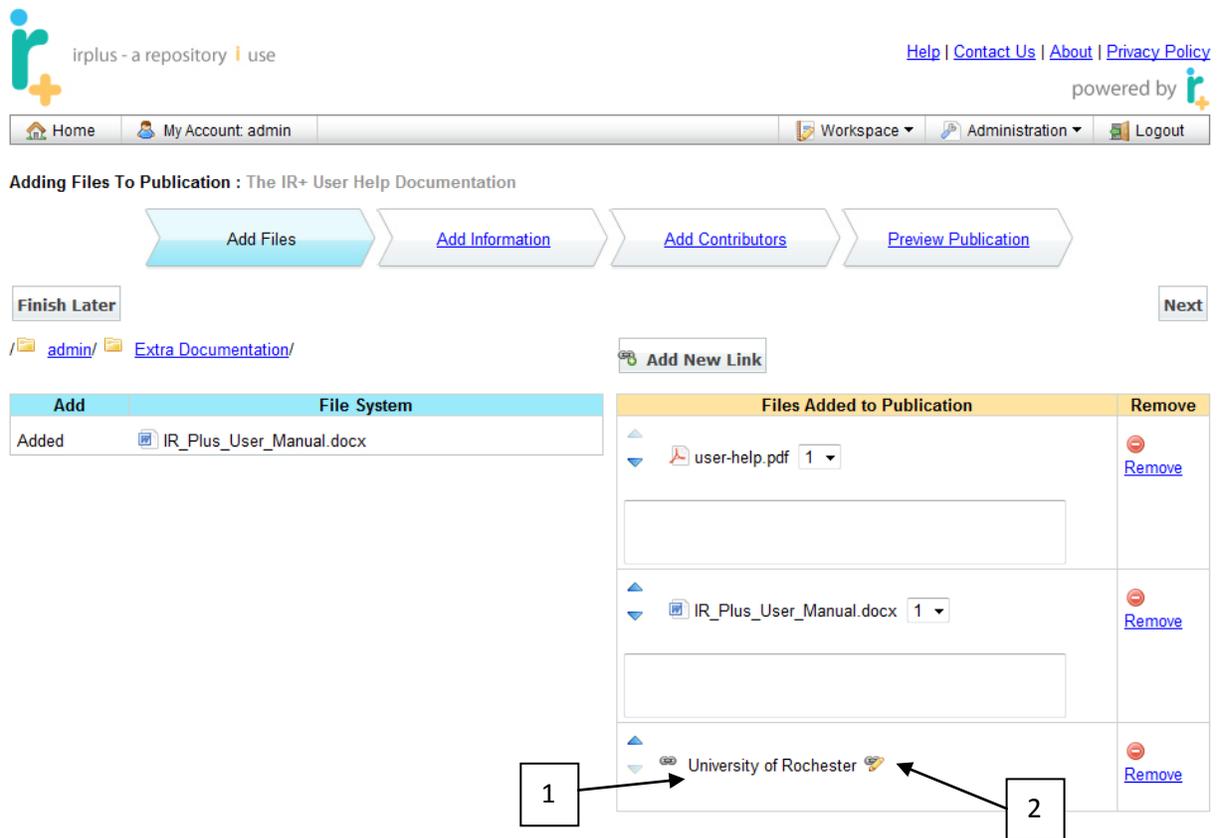
Next

8.2 Adding a link to a publication

Sometimes you may want to add a link to a publication or you may want the publication to only contain a link. To add a link, click the Add New Link button on the “Add Files” screen. This should bring up a screen like the following (information has been added for example purposes):



Click the Submit button to save the link information.

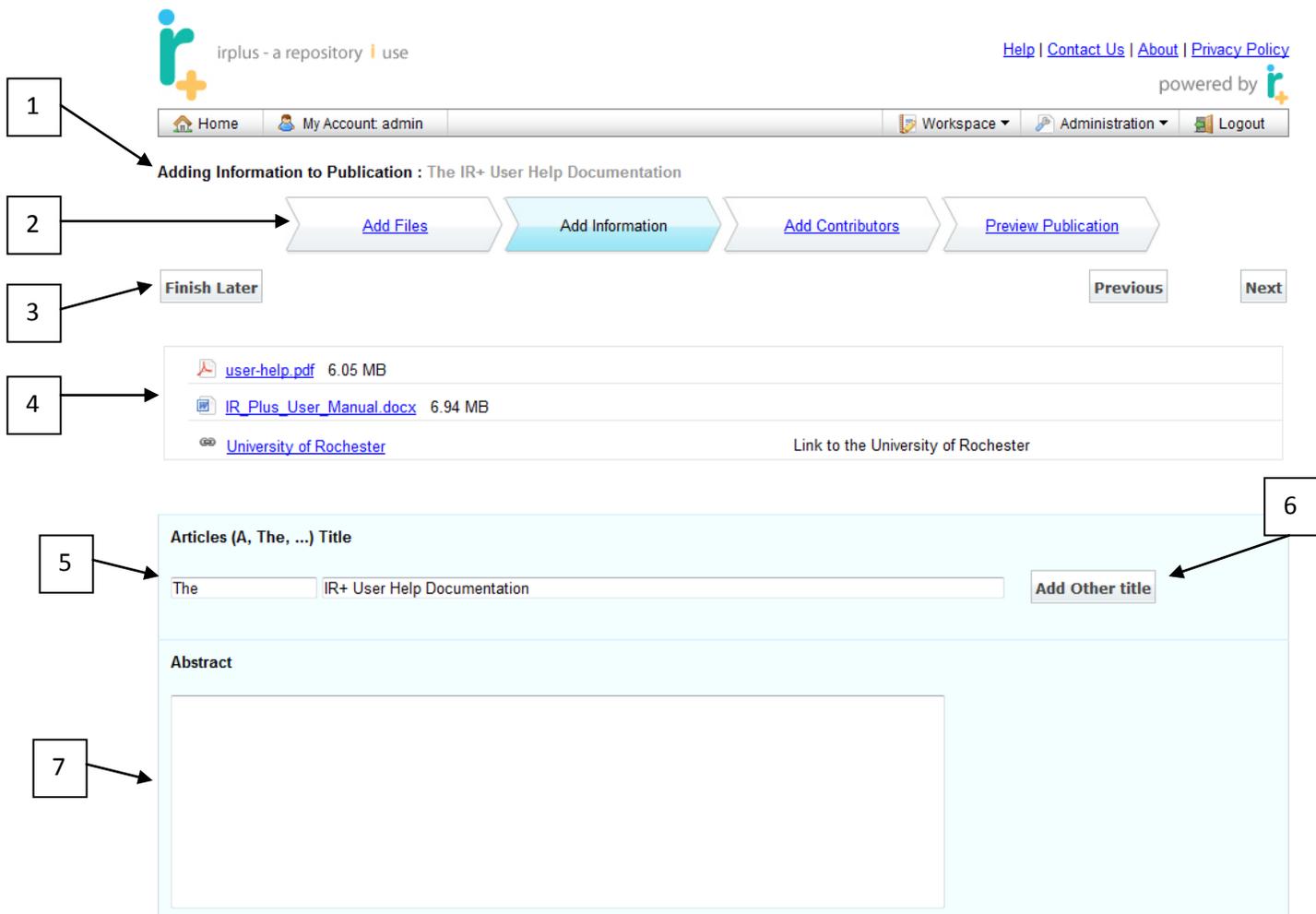


The following is a description of the numbered items:

1. Link information.
2. Edit option for the link.

8.3 Adding Information to a Publication

The following screens show the information that can be added to a publication; there are four screen shots that show the entire form.



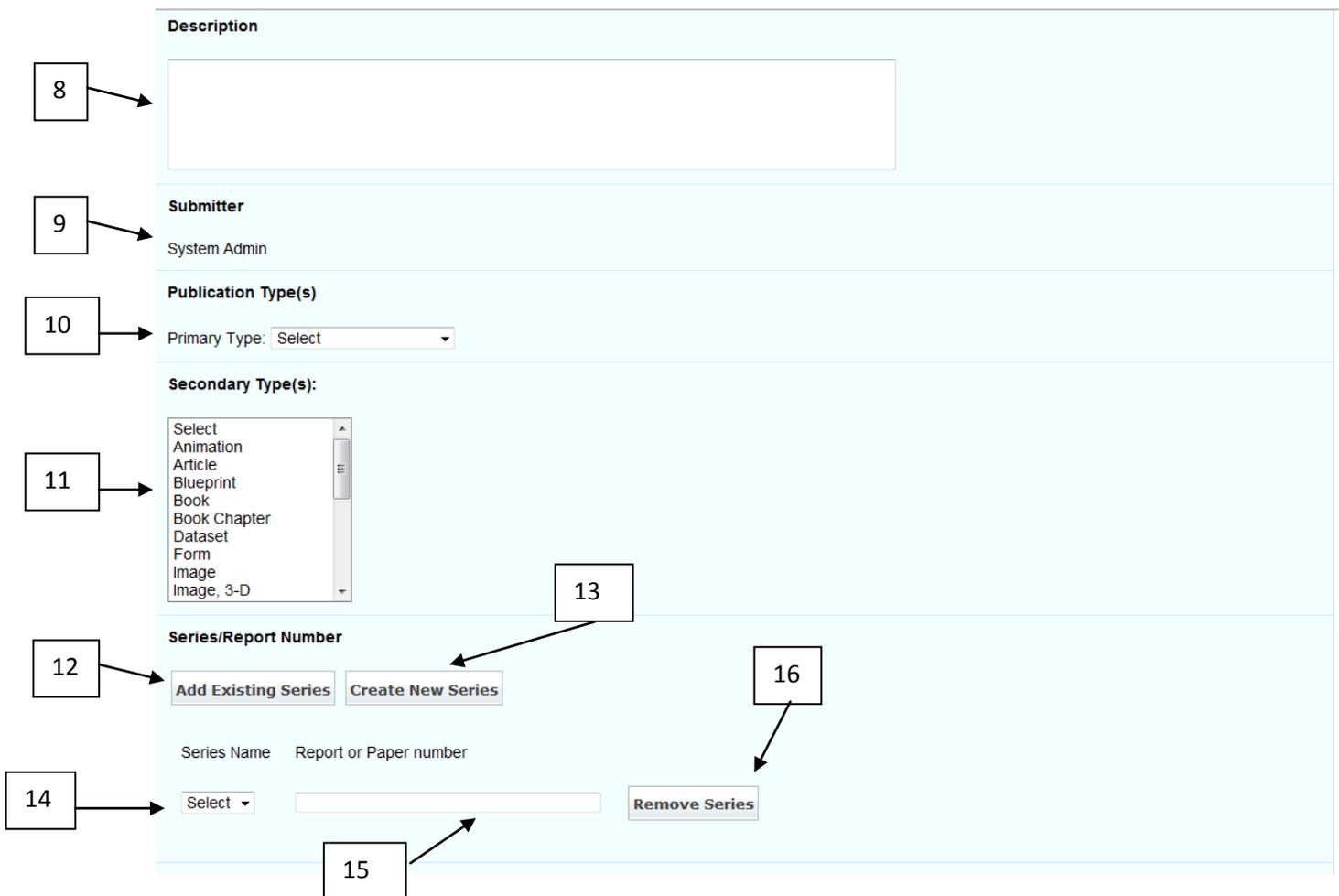
The screenshot shows the 'Adding Information to Publication' interface. At the top, there is a navigation bar with the 'irplus - a repository | use' logo, a user account 'My Account: admin', and options for 'Workspace', 'Administration', and 'Logout'. A 'Finish Later' button is visible on the right. Below the navigation bar, a progress bar contains four steps: 'Add Files', 'Add Information' (the current step), 'Add Contributors', and 'Preview Publication'. A list of files is shown below the progress bar, including 'user-help.pdf' (6.05 MB) and 'IR_Plus_User_Manual.docx' (6.94 MB), with a link to the University of Rochester. The main form area has a title field containing 'The IR+ User Help Documentation' and an 'Add Other title' button. Below the title field is an 'Abstract' section with a large text input area.

Numbered callouts point to the following elements:

- 1: The 'irplus - a repository | use' logo.
- 2: The 'Add Information' step in the progress bar.
- 3: The 'Finish Later' button.
- 4: The file list containing 'user-help.pdf' and 'IR_Plus_User_Manual.docx'.
- 5: The title input field containing 'The IR+ User Help Documentation'.
- 6: The 'Add Other title' button.
- 7: The 'Abstract' text input area.

The following is a description of the numbered items (Unless otherwise noted **all items are optional** – do not be overwhelmed by length of the list; it simply represents the full spectrum of *possible* information you might want to include to describe your work):

1. Name of the publication (**Required**).
2. Current stage of the submission process.
3. Finish Later – will save the current state of the publication for finishing later.
4. List of files and links added to the publication. (**NOTE:** files can be opened allowing for the copy and pasting of file information into the fields or viewing information within the files. Links will open in a new browser window to prevent users from leaving the current submission process).
5. Title of the publication.
6. Adds another title box to the publication (for subtitles, translated titles, etc.).
7. Abstract.



The screenshot shows a form titled "Description" with several sections. Callout 8 points to a large text input field. Callout 9 points to the "Submitter" field, which contains "System Admin". Callout 10 points to the "Publication Type(s)" section, specifically the "Primary Type" dropdown menu. Callout 11 points to the "Secondary Type(s)" section, which is a scrollable list of publication types including "Select", "Animation", "Article", "Blueprint", "Book", "Book Chapter", "Dataset", "Form", "Image", and "Image, 3-D". Callout 12 points to the "Add Existing Series" button. Callout 13 points to the "Create New Series" button. Callout 14 points to the "Series Name" dropdown menu. Callout 15 points to the "Report or Paper number" input field. Callout 16 points to the "Remove Series" button.

The following is a description of the numbered items:

8. Description
9. Person who is submitting the publication (also referred to as the owner of the publication).
10. Primary Type – primary type of publication: for example is it a book, article, etc.
11. Secondary Types – if the publication can be classified as more than one type, select the secondary publication types for this publication (**ctrl + left click to select multiple**).



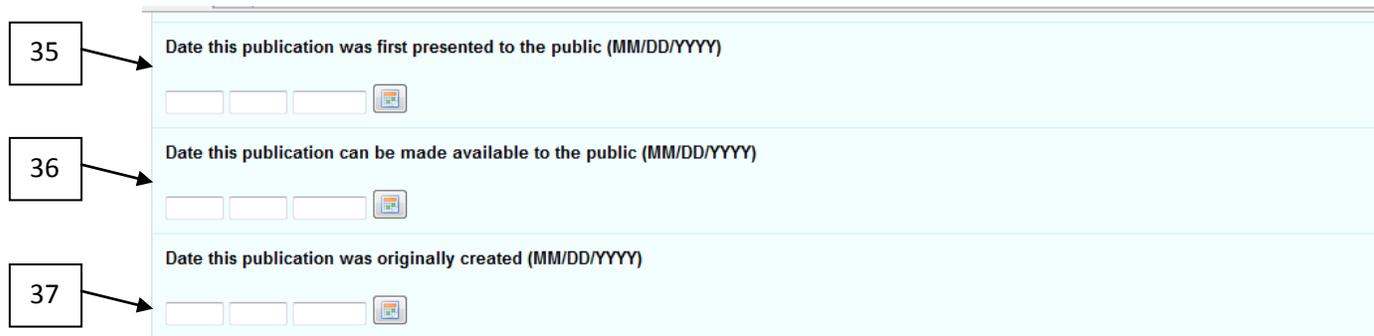
- 12. Add Existing Series – allows you to add another series name, if your publication is part of more than one series.
- 13. Create New Series – add a new series that does not yet exist in the system. This will add a new entry to the Series Name dropdown list.
- 14. Series Name – select a pre-existing series name from a dropdown list.
- 15. Report or Paper Number – report or paper number information for the publication.
- 16. Remove Series - remove the series name from this publication.

The screenshot shows a form with several sections, each with numbered callouts:

- Identifier(s)**: Callout 17 points to the 'Add Another Identifier Entry' button; 18 points to the 'Create New Identifier Type' button; 19 points to the 'Select' dropdown; 20 points to the text input field; 21 points to the 'Remove Identifier' button.
- Extent(s)**: Callout 22 points to the 'Add Another Extent Type Entry' button; 23 points to the 'Create New Extent Type' button; 24 points to the 'Select' dropdown; 25 points to the text input field; 26 points to the 'Remove Extent' button.
- Language**: Callout 27 points to the 'Select' dropdown.
- Copyright Statement**: Callout 28 points to the 'Select' dropdown.
- Subject Keywords - semicolon(;) separated**: Callout 29 points to the text input field.
- Sponsors**: Callout 30 points to the 'Add Another Sponsor Entry' button; 31 points to the 'Create New Sponsor' button; 32 points to the 'Select' dropdown; 33 points to the text input field; 34 points to the 'Remove Sponsor' button.

- 17. Add an existing identifier entry to the publication – adds another box to allow for more than one identifier (such as edition, ISBN, ISSN, etc.).
- 18. Create New Identifier Type – add a new identifier to the list of existing identifiers in the dropdown.

19. Dropdown list of identifiers.
20. Identifier value
21. Remove Identifier – remove the identifier from the item.
22. Add Existing Extent Type Entry – allows you to enter more than one type of extent, such as Page Size, Number of Pages, Length in Time, etc.
23. Create New Extent Type – allows you to create a new extent type to be displayed in the list of extent types.
24. Dropdown list of existing extent types.
25. Extent type information – for example, if you select the Time extent type you might enter: 35 minutes.
26. Remove Extent – remove the extent from the publication.
27. Dropdown list to select the language of the publication.
28. Copyright statement to allow the author to indicate copyright – or if needed a public domain statement can be added in the administration section.
29. Area to enter a list of semicolon (;) separated subject keywords.
30. Add Another Sponsor – creates another field to add more than one sponsor.
31. Create New Sponsor – allows you to add a sponsor to the dropdown list of sponsors.
32. Dropdown to select a sponsor.
33. Area to describe sponsor contribution or grant number.
34. Remove Sponsor – remove a sponsor from the item.



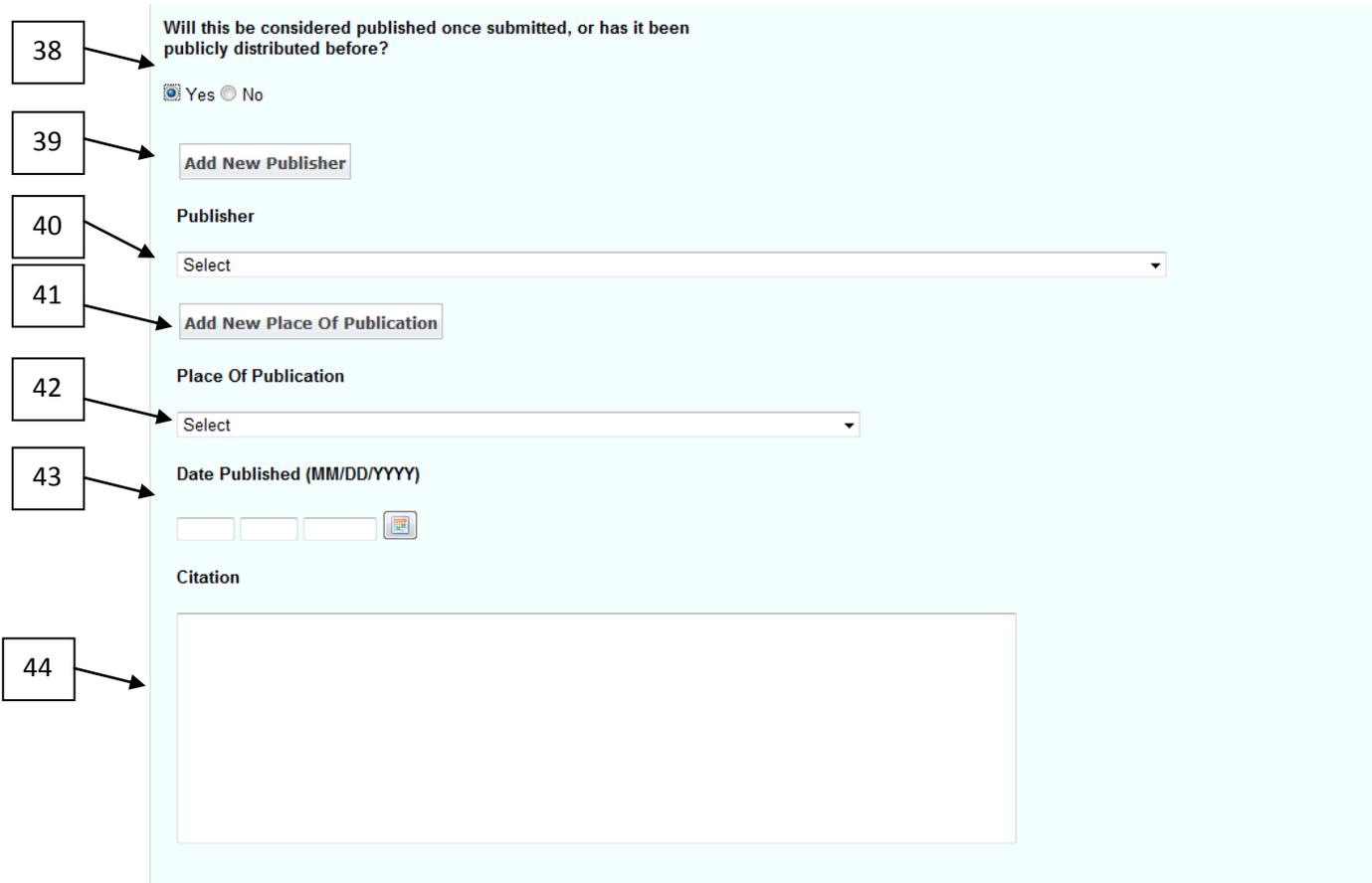
35 → Date this publication was first presented to the public (MM/DD/YYYY)

36 → Date this publication can be made available to the public (MM/DD/YYYY)

37 → Date this publication was originally created (MM/DD/YYYY)

35. Date the publication was presented to the public – **NOTE: all date fields DO NOT need to be entered.** For example: if you only know the year, you need only fill in that field.
36. **(For Embargos)** Date this publication can be made available to the public – aka embargo date; to be used for materials currently under review for commercial publication. **NOTE – all fields ARE required.**
37. Date the publication was originally created – **NOTE - all date fields DO NOT need to be entered,** as noted for (35).

Also Note: use of a date indicator is not required, so you may choose not to use any of these fields; or you may use only one of them ((35) or (36), for example), or, particularly for older material, you might choose to use (37) and (35). It is completely flexible and up to you. See also (43) below.



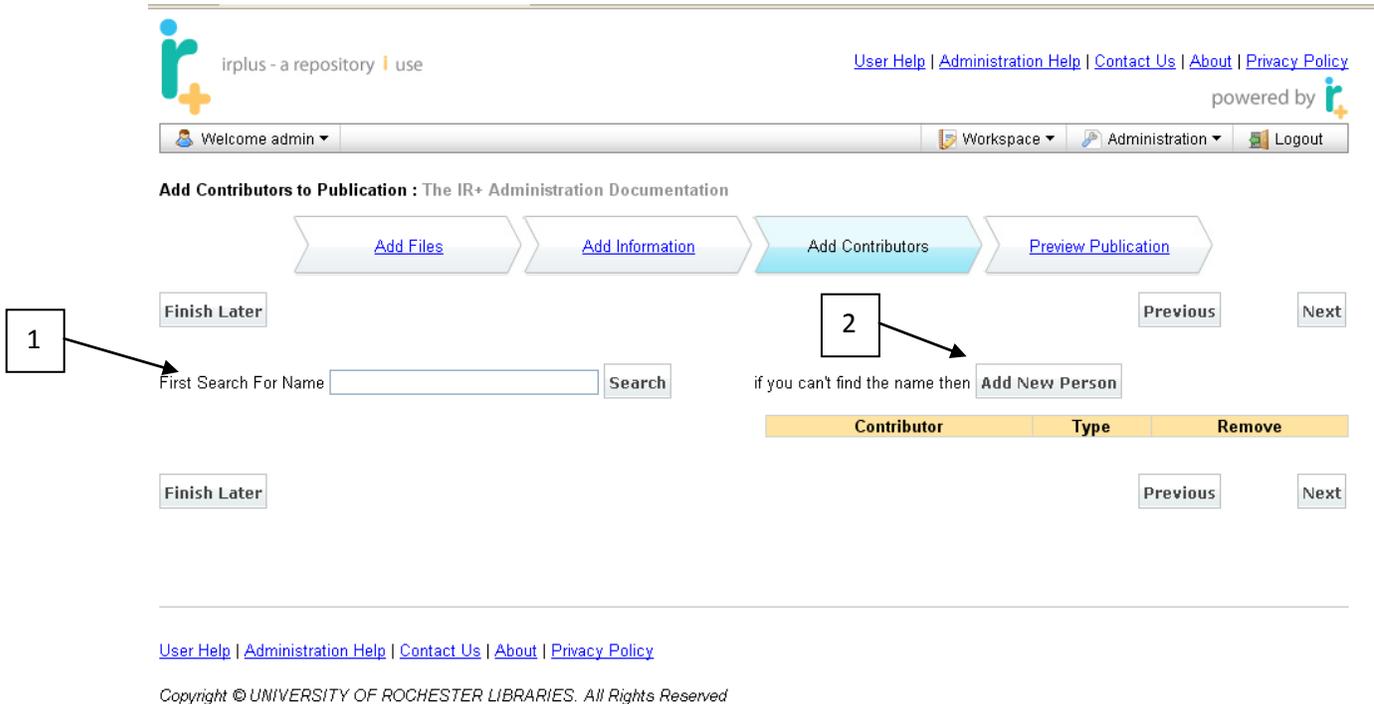
The screenshot shows a form with the following fields and callouts:

- 38:** Will this be considered published once submitted, or has it been publicly distributed before? (Yes/No radio buttons)
- 39:** Add New Publisher (button)
- 40:** Publisher (dropdown menu)
- 41:** Add New Place Of Publication (button)
- 42:** Place Of Publication (dropdown menu)
- 43:** Date Published (MM/DD/YYYY) (date input fields)
- 44:** Citation (text area)

- 38. Option to allow entry of information pertaining to materials that have been published in other venues such as journals or books. Selecting No will hide fields 39-42.
- 39. Add new Publisher – add a new publisher to the list of publishers.
- 40. Dropdown list of publishers.
- 41. Add new place of publication – add a new location for the publisher.
- 42. Drop down list for place of publication.
- 43. Date Published – date the publication was published - NOTE - all date fields DO NOT need to be entered, as noted for (35). If date is entered here, you may skip options (36)-(37).**
- 44. Citation for the publication (optional).

8.4 Adding Publication Contributors - Publishing Name Authority Control

The system does its best to maintain authority control with respect to authors within the system. The following shows the screen to add contributors to publications:



Add Contributors to Publication : The IR+ Administration Documentation

[Add Files](#) [Add Information](#) [Add Contributors](#) [Preview Publication](#)

Finish Later

1 First Search For Name Search

2 if you can't find the name then [Add New Person](#)

Contributor	Type	Remove

Finish Later

[User Help](#) | [Administration Help](#) | [Contact Us](#) | [About](#) | [Privacy Policy](#)

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1. Full text search of existing contributor names in the system.
2. Option to add a new contributor to the system.

The first thing you should do is search to see if the contributor name already exists in the system. You can search by first name, last name, or a truncated version of either one, e.g.: Rob* will find Robert, Rob, Robb, Robin, etc.

Searching for the name “Nathan” will result in the following update to the screen:

Add Contributors to Publication : The IR+ Administration Documentation



Finish Later

Previous

Next

 First Search For Name

 if you can't find the name then

Viewing: 1 - 7 of 7

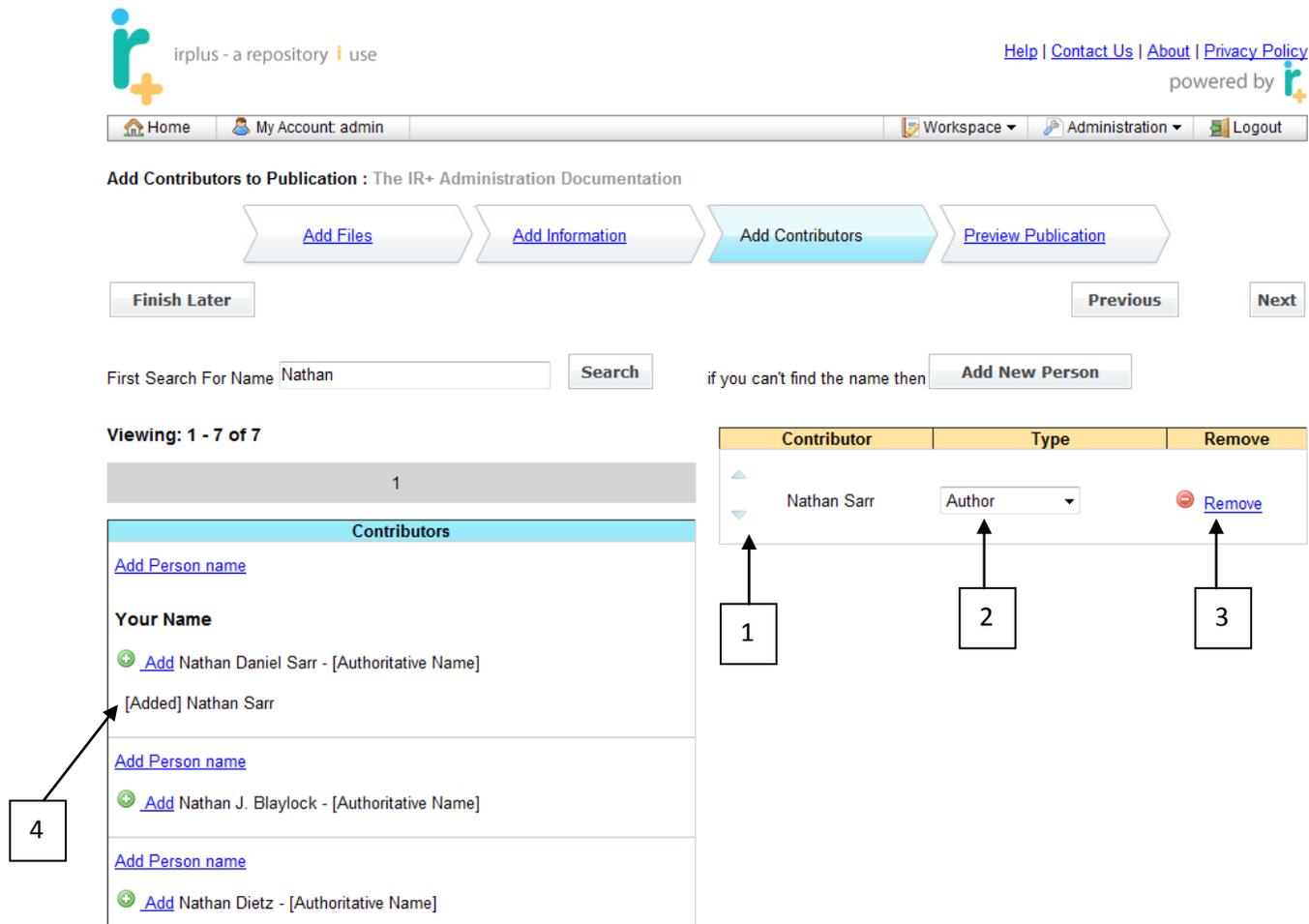
Contributor	Type	Remove
-------------	------	--------

1	
Contributors	
Add Person name	
Your Name	
+ Add	Nathan Daniel Sarr - [Authoritative Name] ← 6
+ Add	Nathan Sarr
Add Person name	
+ Add	Nathan J. Blaylock - [Authoritative Name]
Add Person name	
+ Add	Nathan Dietz - [Authoritative Name]
Add Person name	
+ Add	Nathan Doble - [Authoritative Name]

The system found seven contributor names with the name Nathan. The following is a description of the numbered items:

1. Search box for authors.
2. List of names found.
3. Add person name option. This allows a user to add another name to the current name in the listing – for example if the user is publishing under a variant name on this work.
4. Your Name indicator – indicates that the name belongs to the user currently submitting.
5. Add – will add the user as a contributor to the publication and will be listed on the right hand side of the screen.
6. Authoritative Name indicator – indicates the system recognizes the name as the authoritative name. Any person with only one name associated with their record will always have that name designated as authoritative.
7. Allows the user to add an entirely new person name if the name they need to associate with the publication cannot be found in the system.

Clicking the Add link next to any of the names will place that name in the contributor side, as shown below:



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Home My Account: admin Workspace Administration Logout

Add Contributors to Publication : The IR+ Administration Documentation

Add Files Add Information Add Contributors Preview Publication

Finish Later Previous Next

First Search For Name Search if you can't find the name then

Viewing: 1 - 7 of 7

Contributor	Type	Remove
Nathan Sarr	Author	 Remove

1 2 3

4

Contributors

[Add Person name](#)

Your Name

 [Add](#) Nathan Daniel Sarr - [Authoritative Name]

[Added] Nathan Sarr

[Add Person name](#)

 [Add](#) Nathan J. Blaylock - [Authoritative Name]

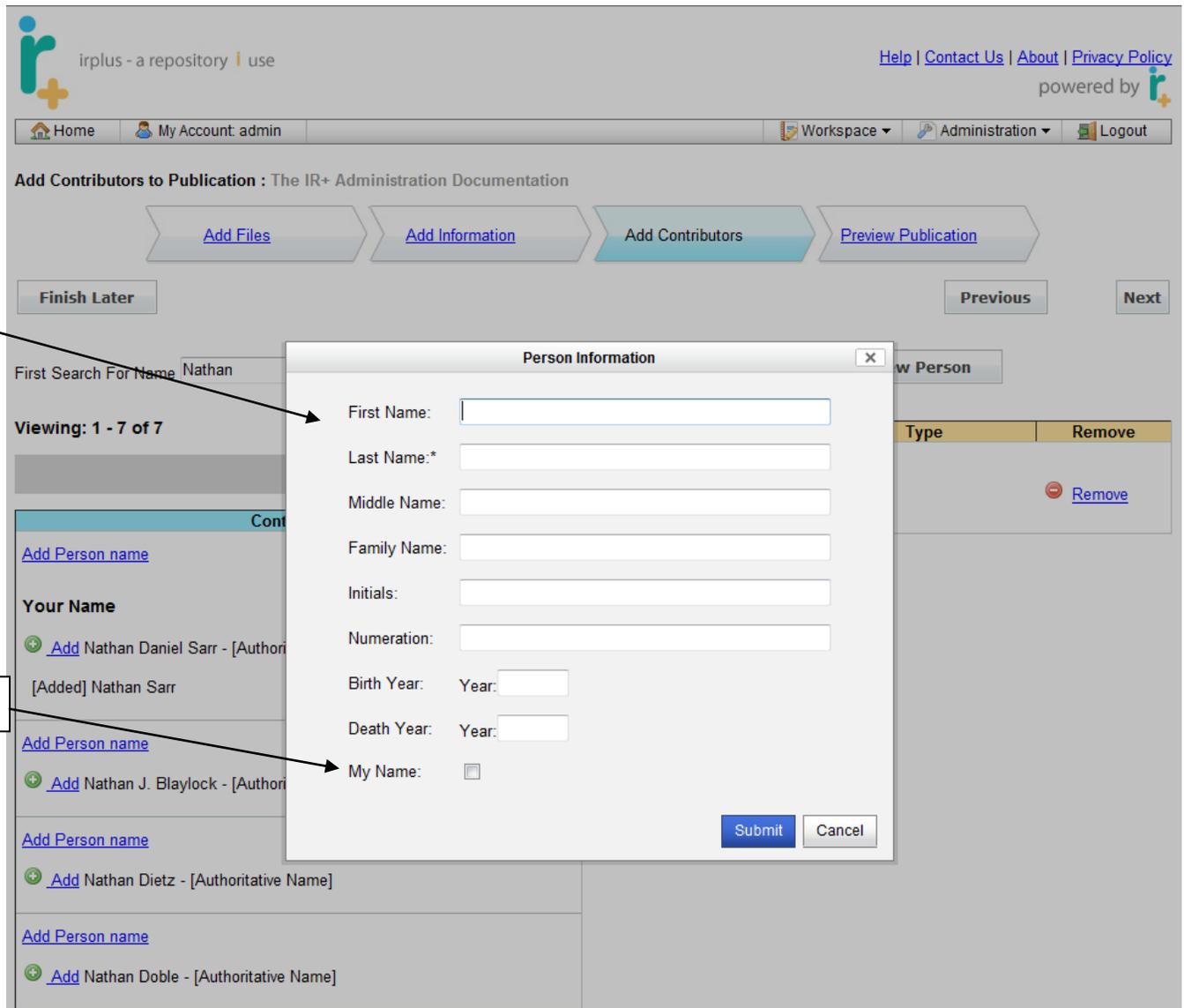
[Add Person name](#)

 [Add](#) Nathan Dietz - [Authoritative Name]

The following is a description of the numbered items:

1. If multiple contributors are associated with this publication, list them in the order you want.
2. Select the appropriate contribution type: Author, Thesis Advisor, Composer, etc.
3. If a mistake is made, the contributor can be removed from the list.
4. Added indicator – shows the name has been added to the publication.

If you search and cannot find the contributor, you can add a new contributor by clicking the Add New Person button. The following shows the screen to do this:



The screenshot shows the 'Add Contributors to Publication' page for 'The IR+ Administration Documentation'. The workflow includes steps: Add Files, Add Information, Add Contributors (highlighted), and Preview Publication. A 'Person Information' modal form is open, containing the following fields:

- First Name:
- Last Name:*
- Middle Name:
- Family Name:
- Initials:
- Numeration:
- Birth Year: Year:
- Death Year: Year:
- My Name:

Buttons 'Submit' and 'Cancel' are at the bottom right of the modal. Callout 1 points to the 'First Name' field, and callout 2 points to the 'My Name' checkbox.

The following is a description of the numbered items:

1. Basic Name information – only first and last names are required, all others are optional. “Numeration” can be used for designations such as Jr. or Sr., as well as II, III, and the like.
2. Check box to indicate that the name belongs to the user who is submitting the publication.

Adding the name information will add the name to the list of contributors, and make the name accessible in future searches when submitting new publications.

8.5 Preview Publication

Preview Publication : The IR+ Administration Documentation



1 [Finish Later](#) [Previous](#) [Submit to Collection](#)

[Edit Files](#)

 user-help.pdf 6.05 MB
 IR_Plus_User_Manual.docx 14.42 MB
 University of Rochester

2 [Edit information](#)

Contributor(s):
[Nathan Sarr](#) - Author

Submitter:
System Admin

3 [Finish Later](#) [Previous](#) [Submit to Collection](#)

The following shows the information stored in the publication for preview. The following is a description of the numbered items:

1. Edit Files – allows the user to go back and edit the files selected.
2. Allows the user to edit the metadata entered.
3. Button to proceed to the next step of submitting the publication to a collection.

8.6 Submitting to a collection

Once you are satisfied with the publication you can click the Submit to Collection button. The following shows the Submit to Collection screen:

Submit item: IR+ Administration Documentation
[/IR Plus/](#)

Collections	Action
Anthropology Department	Submit 
Art & Art History Department	Submit 
Biology Department	Submit 
Biomedical Engineering Department	Submit 
Brain & Cognitive Sciences	Can't Submit 
Chemical Engineering Department	Submit 
Chemistry Department	Reviewed Submission 

Collections To Submit To:

Permissions	Submit to these collections	Remove
	<input type="button" value="Complete Submission"/> <input type="button" value="Cancel"/>	

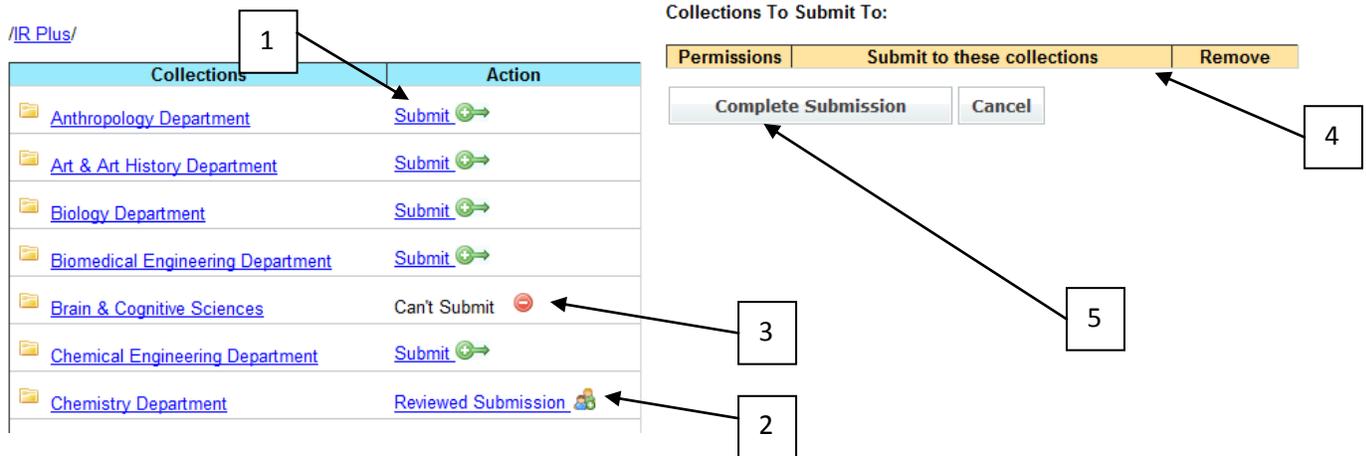


Diagram callouts:

- 1: Points to the 'Submit' link in the Anthropology Department row.
- 2: Points to the 'Reviewed Submission' link in the Chemistry Department row.
- 3: Points to the 'Can't Submit' status in the Brain & Cognitive Sciences row.
- 4: Points to the 'Remove' button in the 'Collections To Submit To' table.
- 5: Points to the 'Complete Submission' button in the 'Collections To Submit To' table.

Depending on permissions, you may or may not be able to submit to a collection. The following lists the three different possibilities:

1. You have direct submit privileges: you can click the Submit link, and then the Complete the Submission button, and your publication will go directly into the collection.
2. You have Reviewed Submission privileges. Your publication will be sent to a third party for review prior to acceptance into the collection.
3. Can't Submit – you don't have rights to submit to the specified collection. (If you believe you should have rights, send a message to the system administrators.)
4. List of collections the publication will be submitted to – currently there are none.
5. Completes submission into all selected collections.

Clicking the Submit or Reviewed Submission link associated with a collection in the left hand list causes that collection to be displayed in the right hand column, showing which collection (or multiple collections) your publication will be submitted to. For example, selecting the Anthropology collection and the Chemistry Department collection will result in the following screen. I have permission to make "direct submissions" to the Anthropology collection, but my submission to Chemistry Department will be reviewed before being finalized. **NOTE** – you can submit to multiple collections. **Also**, you may have submission privileges to child collections, but not the parent collection. Click the name of the parent collection to see the child collections and your submission privileges.

Submit item: IR+ Administration Documentation

[/IR Plus/](#)

Collections	Action
Anthropology Department	Submit
Art & Art History Department	Submit
Biology Department	Submit
Biomedical Engineering Department	Submit
Brain & Cognitive Sciences	Can't Submit
Chemical Engineering Department	Submit
Chemistry Department	Reviewed Submission

Collections To Submit To:

Permissions	Submit to these collections	Remove
Direct Submission	Chemical Engineering Department	Remove
Reviewed Submission	Chemistry Department	Remove

Complete Submission Cancel

The picture above shows the publication added to the Anthropology and Art & Art History collections (1). You can remove a collection from the “Submit to” list by selecting Remove (2). To navigate into the collection to submit to a sub-collection, click the collection name in the table on the left. The example below shows navigating into the Anthropology collection:

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Home My Account: admin Workspace Administration Logout

Submit item: IR+ Administration Documentation

[/IR Plus/ Anthropology Department/](#)

Collections	Action
Anthropology Conference Papers	Submit
Anthropology Faculty Articles	Submit
Anthropology Other Research Materials	Submit

Collections To Submit To:

Permissions	Submit to these collections	Remove
Direct Submission	Anthropology Department	Remove
Reviewed Submission	Chemistry Department	Remove

Complete Submission Cancel

To navigate back, use the path links (1).

Selecting the “Complete Submission” button will submit the publication to the selected collections and show you a confirmation screen like the following:

[Go back to workspace](#)

The item was submitted as the following Institutional publication(s):

[Anthropology Department - The IR+ Administration Documentation](#)

The item was submitted to be reviewed:

Chemistry Department - IR+ Administration Documentation

The following is a description of the numbered items:

1. List of collections the publication was submitted to without requiring approval.
2. Link to the publication in the repository.
3. List of collections requiring review of the item prior to acceptance.

8.7 Editing a publication

If you are the owner of a publication – meaning you submitted the publication to IR+ – you are able to make some changes to the publication. An administrator will have more privileges, for example, restricting viewing, deleting, and other administration capabilities. If you need help contact your repository administrator.

[UR Research](#) > [River Campus Libraries](#) >

IR+ Administration Documentation

Item Status: **Publicly Viewable**

URL to cite or link to: <http://hdl.handle.net/1953/15471>

[Edit Publication](#) [Withdraw Publication](#) [Add New Version](#) [Add to Researcher page](#)

 [IR Plus User Manual.docx](#) 7.53 MB (No. of downloads : 0)
Download Status: **Publicly Viewable**

Contributor(s):

[Nathan Sarr](#) - Author

License Grantor / Date Granted:

Nathan Sarr / 2011-08-01 14:25:20.777 ([View License](#))

Date Deposited

2011-08-01 14:25:20.777

Submitter:

Nathan Sarr

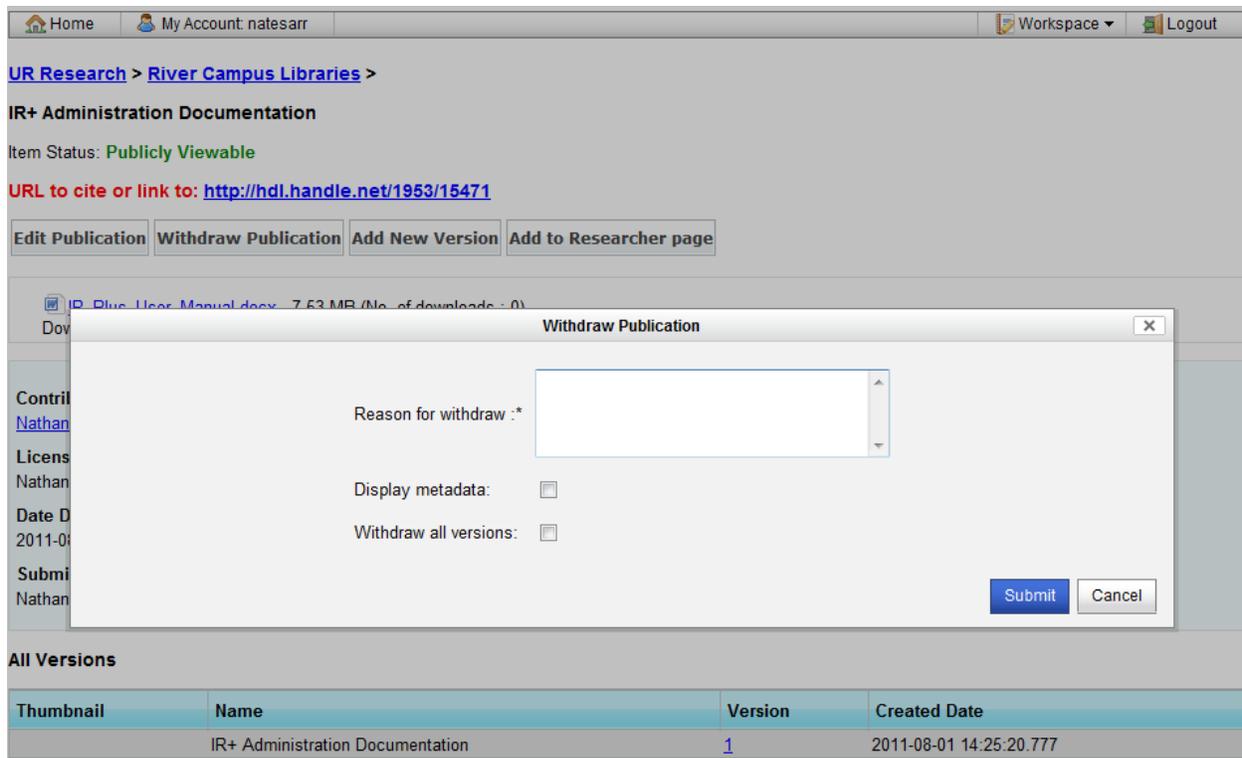
All Versions

Thumbnail	Name	Version	Created Date
	IR+ Administration Documentation	1	2011-08-01 14:25:20.777

1. Set of buttons that allows you to edit the publication:
 - a. Edit Publication – takes you into the screens to edit the publication (just like the initial publishing process). This will NOT create a new version but allows you to make changes to files and metadata.
 - b. Withdraw publication – this removes the publication so it can no longer be accessed except by your IR+ system administrators.
 - c. Add New Version – allows you to add a new version of the publication.
 - d. Add to Researcher Page – allows you to add the publication to your researcher page. A user will only see this option if they have a researcher page – see section 10 for researcher pages.

8.7.1 Withdraw Publication

By selecting the withdraw publication button, users can withdraw a publication. The following screen will be displayed:



The screenshot shows a web interface for 'IR+ Administration Documentation'. The page includes navigation links like 'Home', 'My Account natesarr', 'Workspace', and 'Logout'. The main content area shows the item status as 'Publicly Viewable' and a URL to cite or link to: <http://hdl.handle.net/1953/15471>. Below this are four buttons: 'Edit Publication', 'Withdraw Publication', 'Add New Version', and 'Add to Researcher page'. A modal dialog box titled 'Withdraw Publication' is open, containing a text input field for 'Reason for withdraw :*', two checkboxes for 'Display metadata:' and 'Withdraw all versions:', and 'Submit' and 'Cancel' buttons. Below the dialog, there is a table titled 'All Versions' with columns for 'Thumbnail', 'Name', 'Version', and 'Created Date'.

Thumbnail	Name	Version	Created Date
	IR+ Administration Documentation	1	2011-08-01 14:25:20.777

A user must include a reason for the withdrawal and can opt to let the metadata be displayed.

8.7.2 Add new version

By selecting the Add New Version button on a publication, you can create a new version of the publication. This brings up a display of your current personal publications (the “My Publications” tab) and the options to add **any** personal publication as the new version.


 irplus - a repository | use

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 powered by 

 Welcome admin ▾ Workspace ▾ Administration ▾ Logout

Add new version for "IR+ User Documentation"

Cancel

Path: /  personalCollections /

Id	Name	Version	Add
1	 Blog-it	1 ▾	Add as version
2	 IR+ User Documentation	1 ▾	Add as version

[User Help](#) | [Administration Help](#) | [Contact Us](#) | [About](#) | [Privacy Policy](#)

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8.8 My Publications Tab

All publications you create are stored in the My Publications area, including “in process” and finished works. If you get interrupted in the publication process, or simply decide to finish a publication process later, or want to submit a finished publication to additional new collections, go to the My Publications tab. There you can resume the publication process, or submit a publication to additional collections. Below is a screen shot of the My Publications tab:

Workspace for: System Admin

[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

Path: / My Publications /

[New Folder](#) | [Create Publication](#) | [Move](#) | [Delete](#)

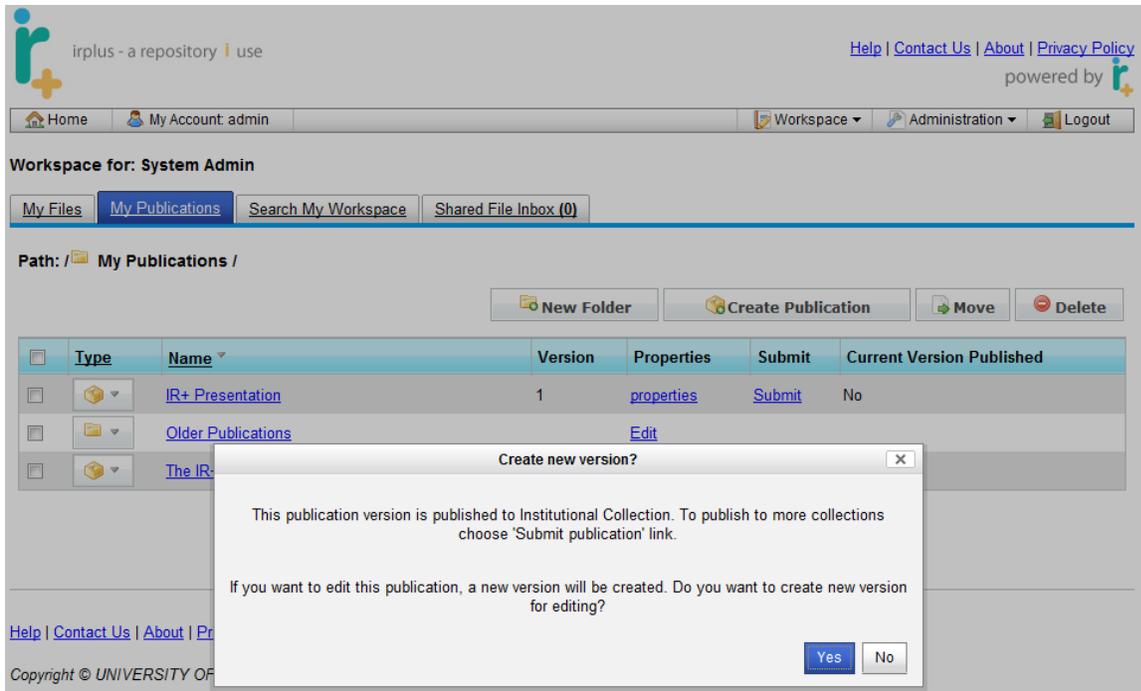
Type	Name	Version	Properties	Submit	Current Version Published
	IR+ Presentation	1	properties	Submit	No
	Older Publications		Edit		
	The IR+ Administration Documentation (locked for review)	1	properties	Submit	Yes

The following is a description of the numbered items:

1. Current location (path).
2. List of Folders and Publications at the current location.
3. Button to manage publications and publication folders
 - a. New Folder – create a folder to organize publications
 - b. Create a publication – create a new publication for submission
 - c. Move publication and publications folders
 - d. Delete publication and publication folders
4. Dropdown menu for actions on a single publication.
5. Name of the publication; selecting the name will allow you to edit the publication information.
6. Folder for organizing publications – selecting the name will cause you to navigate into the folder.
7. View the properties of the publication (version and sharing information, administrative information – size, owner, etc., various action buttons).
8. Submit the publication to an institutional collection.
9. Flag that indicates if the publication has already been submitted to one or more collections.
10. Edit the folder information.
11. Indicates that a publication is being reviewed for acceptance.

8.8.1 Editing an existing publication and Versioning

To edit an existing publication select the name of the publication. This will return you to the publication process. If the publication has already been published to an existing collection, a new version of the publication will be created. A note like the following will alert you that a new version is being created:



Workspace for: System Admin

Path: / My Publications /

Type	Name	Version	Properties	Submit	Current Version Published
Publication	IR+ Presentation	1	properties	Submit	No
Folder	Older Publications		Edit		
Publication	The IR+				

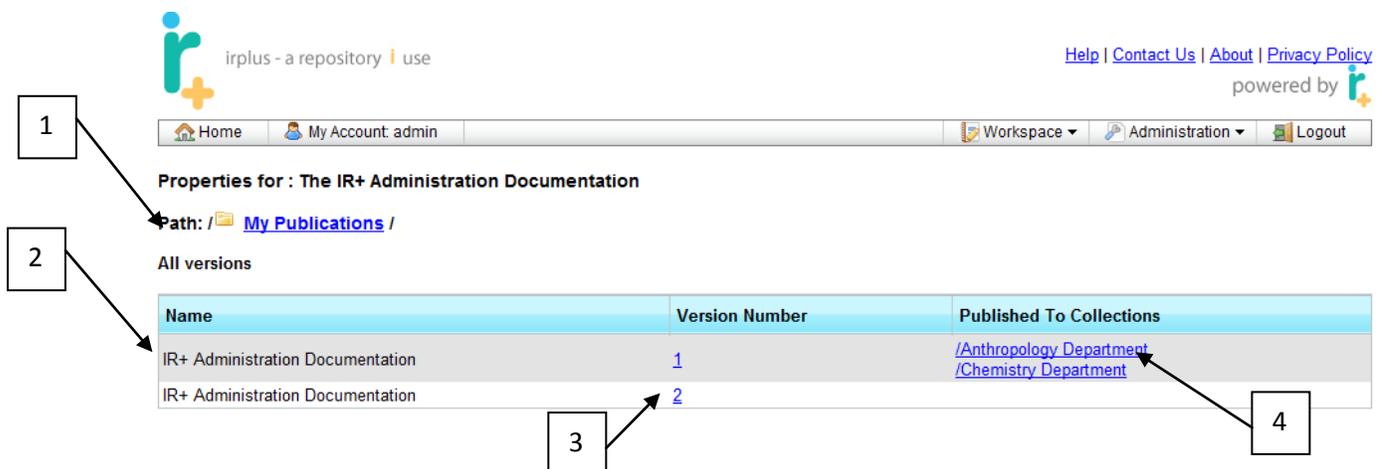
Create new version?

This publication version is published to Institutional Collection. To publish to more collections choose 'Submit publication' link.

If you want to edit this publication, a new version will be created. Do you want to create new version for editing?

Clicking Yes will create the new version. If the publication has not yet been published, a new version will not be created and you will be taken into the normal create publication process.

8.8.2 Publication Properties



Properties for : The IR+ Administration Documentation

Path: / My Publications /

All versions

Name	Version Number	Published To Collections
IR+ Administration Documentation	1	/Anthropology Department
IR+ Administration Documentation	2	/Chemistry Department

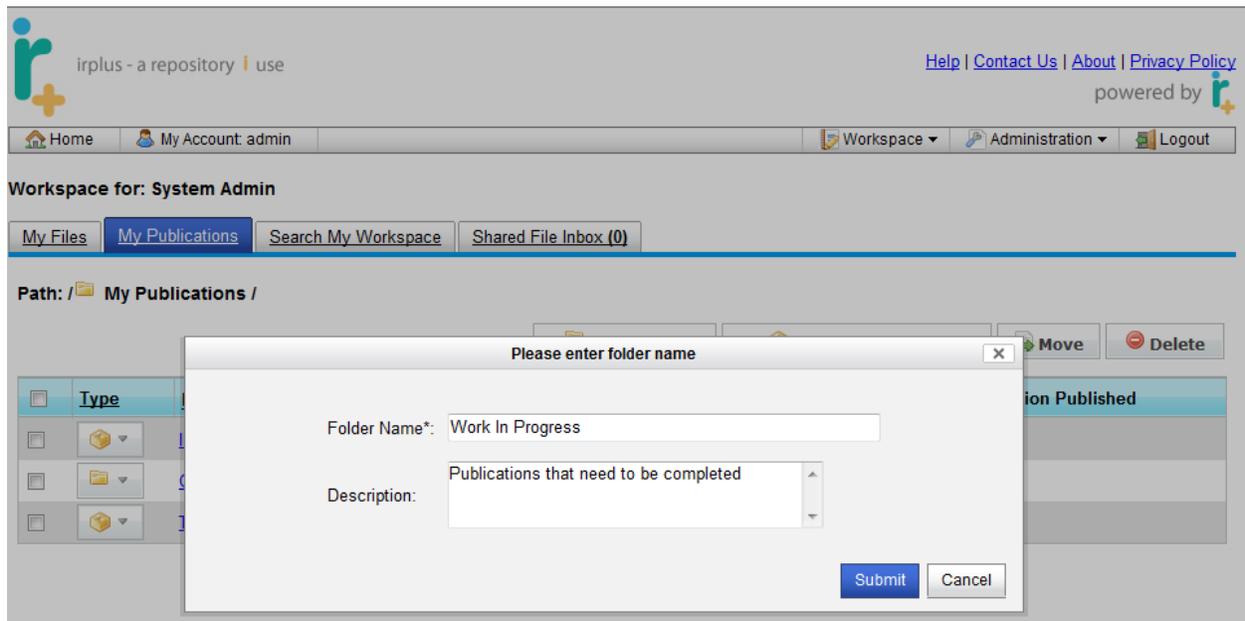
The following is a list of the numbered items:

1. Path to the publication.

2. List of versions for the publication. If the publication has been published and accepted into one or more institutional collections, it displays those collection(s) names.
3. Selecting the version number will display the content of that version.
4. Selecting the collection name will take you to that institutional collection.

8.8.3 Folders – organizing publications

To create a folder to organize your publications, select the New Folder button. The following screen will be shown when creating a new folder:



When you enter the name, the folder will be added to the current location. The example below shows the created folder:

Workspace for: System Admin

[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

 Path: /  My Publications /

[New Folder](#) | [Create Publication](#) | [Move](#) | [Delete](#)

<input type="checkbox"/>	Type	Name	Version	Properties	Submit	Current Version Published
<input type="checkbox"/>		IR+ Presentation	1	properties	Submit	No
<input type="checkbox"/>		Older Publications		Edit		
<input type="checkbox"/>		The IR+ Administration Documentation	2	properties	Submit	No
<input type="checkbox"/>		Work In Progress Description: Publications that need to be completed		Edit		

You can also move publications and folders. The following shows moving a selected folder and publication (1) using the move workspace button (2):

Workspace for: System Admin

[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

 Path: /  My Publications /

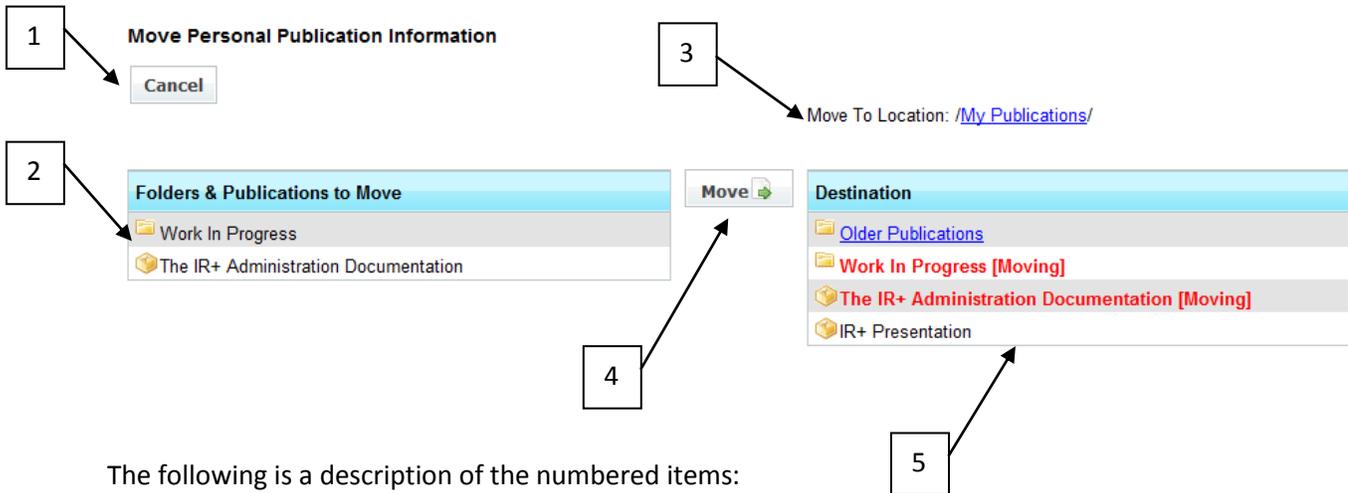
[New Folder](#) | [Create Publication](#) | [Move](#) | [Delete](#)

<input type="checkbox"/>	Type	Name	Version	Properties	Submit	Current Version Published
<input type="checkbox"/>		IR+ Presentation	1	properties	Submit	No
<input type="checkbox"/>		Older Publications		Edit		
<input checked="" type="checkbox"/>		The IR+ Administration Documentation	2	properties	Submit	No
<input checked="" type="checkbox"/>		Work In Progress Description: Publications that need to be completed		Edit		

2

1

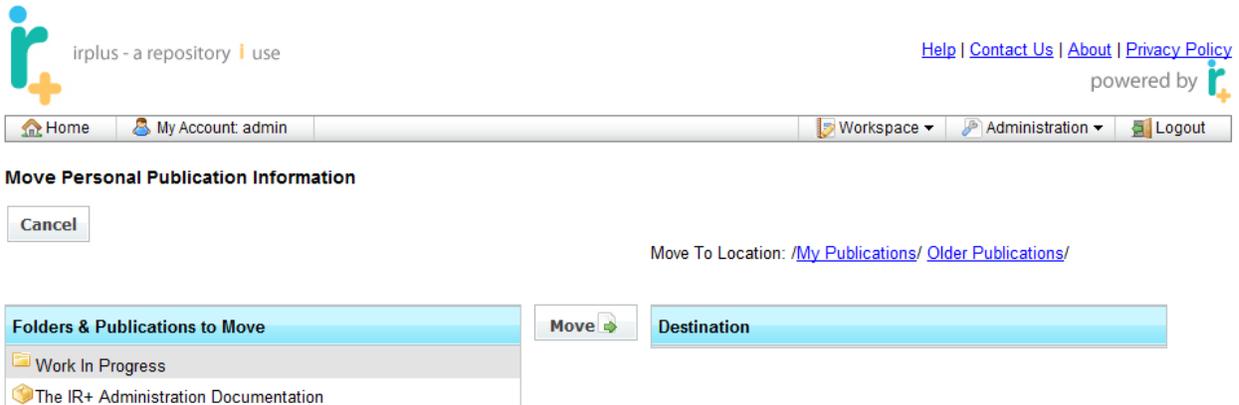
The following screen should be displayed:



The following is a description of the numbered items:

1. Cancel Button – to cancel the move.
2. List of collections and publications being moved.
3. Current location and contents of where the selected data will be moved to.
4. Move button.
5. Current view of the Move To location.

Navigating into the Older Publications folder by clicking its name shows the following:



By selecting the move option, the publication and folder on the left are moved into the Older Publications folder. The user is then taken to the display of the contents of the “Older Publications” folder, as shown below:

Workspace for: System Admin

My Files My Publications Search My Workspace Shared File Inbox (0)

Path: / My Publications / Older Publications /

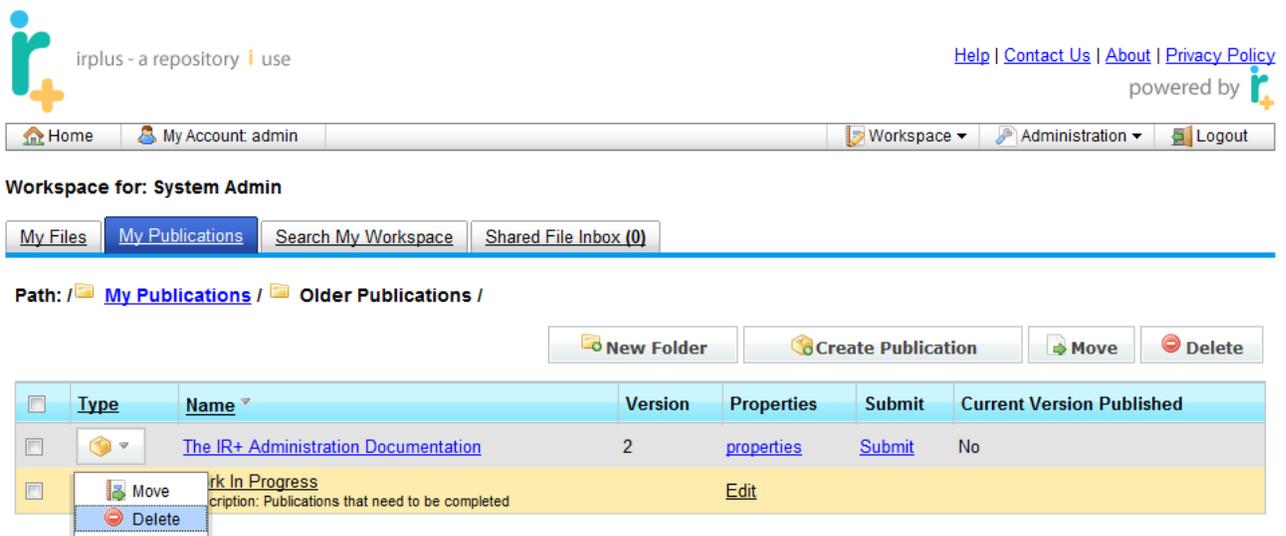
New Folder Create Publication Move Delete

<input type="checkbox"/>	Type	Name	Version	Properties	Submit	Current Version Published
<input type="checkbox"/>		The IR+ Administration Documentation	2	properties	Submit	No
<input type="checkbox"/>		Work In Progress Description: Publications that need to be completed		Edit		

8.8.4 Deleting publications and Publication Folders

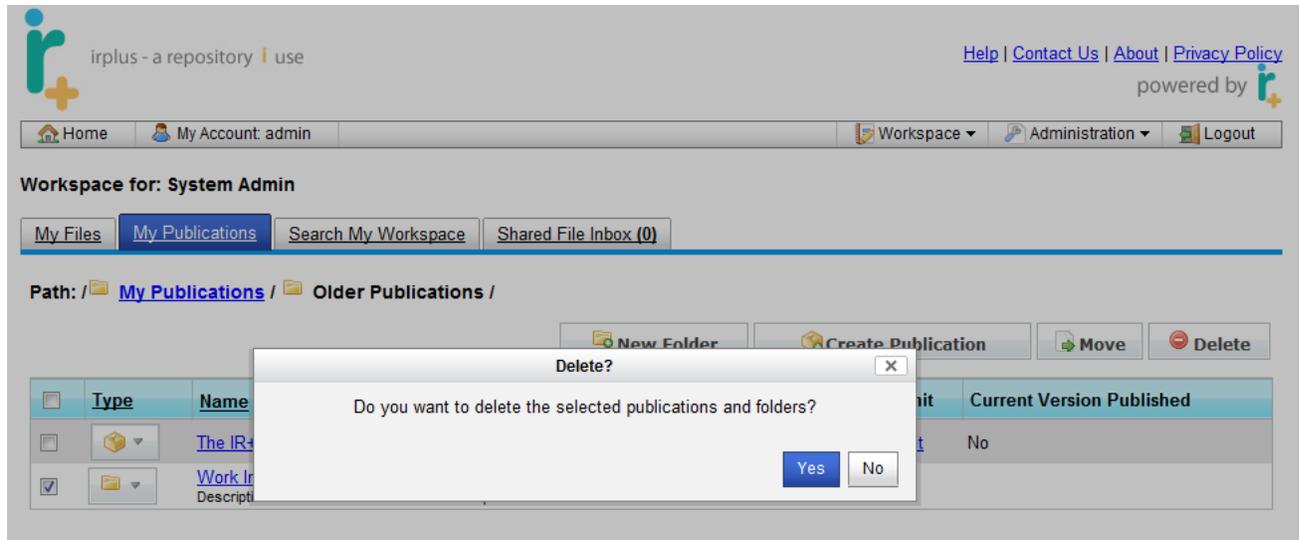
You can delete a publication if it is no longer needed or you would like to clean up your personal workspace area. Deleting publications from your personal workspace **will not** delete publications that have been published to institutional collections.

To delete a publication or folder select the dropdown next to the publication, as shown below:



The screenshot shows the same workspace as above, but with a dropdown menu open for the 'Work In Progress' publication. The 'Delete' option is highlighted.

You will be asked to confirm the delete as shown below:

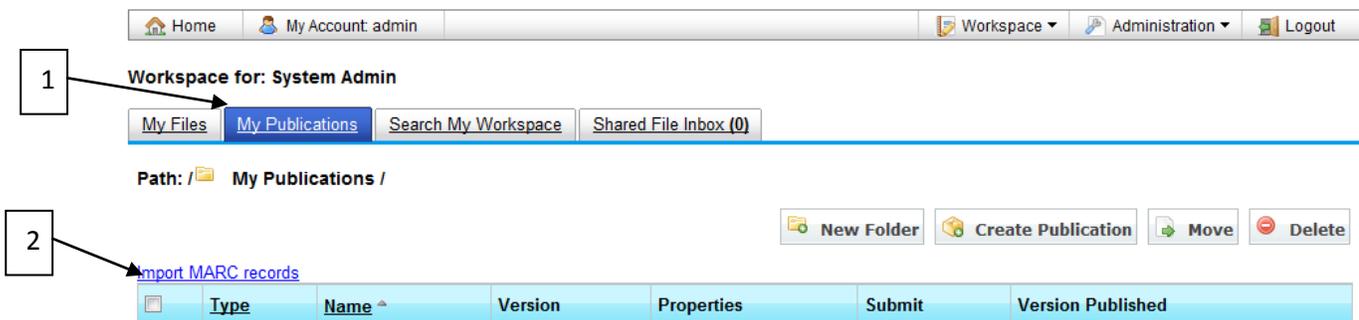


Clicking Yes will delete the selected materials. If a folder that contains files is selected, the folder *and all of its contents* will be deleted. In this case it is a single delete.

8.8.5 Importing MARC records

Allows a user to import MARC records into the My Publications area.

NOTE: You must have IMPORT privileges to have the import MARC records feature. If you do not see this option and feel you should have it, contact your administrator.



1. My Publications tab of the administrator
2. Option to import MARC records.

Selecting the import MARC records option takes the administrator to the following screen (**NOTE:** if you are within a folder on the My Publications tab, the MARC records will import into the current folder):

Import marc file to: My Publications

[Back to workspace](#)

1 → File: Browse...

2 → Upload

1. Allows the administrator to browse to the file to import on their personal file system.
2. Selecting the upload button will cause the MARC records in the given file to be imported

NOTE: It is recommended that users check that the MARC file is valid. A tool like MARC edit is very helpful to validate records. To do this, open the file in the MARC editor then go to tools->Validate MARC Records.

Uploading the files will bring up a screen like the following:

Upload Complete - The following publications were created:

[Back to workspace](#)

Leading Articles	The
Title	adsorption of DNA onto unmodified gold nanoparticles
Content Type	Book
Other Titles	
Description	Advisor: Lewis Josiah Rothberg. Includes vita and abstract. Thesis (Ph. D.)--University of Rochester. Dept. of Physics, 2009.
Abstract	"The remarkable observation that single-stranded (ss) oligonucleotides (DNA) adsorb onto like-charged gold nanoparticles (Au-np) while double-stranded DNA (dsDNA) does not was investigated by the use of binding kinetics. The transition enthalpy of the interaction between ssDNA and Au-np was calculated using binding rate data from time-dependent fluorescence quenching measurements. We propose a simple electrostatic model based on DLVO theory for the interaction. The model utilizes a van der Waals type attraction and predicts that ligands irreversibly bind to the surface of gold nanoparticles. Electrostatic screening is achieved via Debye-Hu ⁴ ckel theory and the weak-overlap approximation. Experimental results are compared to the peak binding transition energy calculated for 1:1 and 1:2 type salts from the model and show acceptable predictions for ssDNA at low concentrations of salt (up to 20 mM) but not for dsDNA nor for high salt concentrations. Shortcomings to the model are discussed. Enthalpy-entropy compensation plots are used to investigate the role of the hydrophobic effect in the reaction. Exothermodynamic properties such as the change in entropy and the change in enthalpy are compared to the known hydrophobic properties of the ligands. A classification scheme for salt ions is proposed and the results roughly follow the Hofmeister series. Finally, binding kinetics using urea demonstrates an increase in transition enthalpy and entropy and an increase in the binding time constant consistent with a weaker hydrophobic interaction. These results demonstrate that the electrostatic interaction between DNA and gold nanoparticles is of little importance to the overall theory of interaction and the largest effects are from solvation forces, specifically the hydrophobic effect"--Leaf iv.
Contributors	Author: [Person name id = 4009 familyName = null forename = Edward initials = null middleName = M. numeration = null surname = Nelson] Dates(1979 -)
Publisher	[Publisher id = 14 name = University of Rochester description = null]
Publisher Location	[id = 562 name = Rochester, N.Y. letter code = null description = null description = null]
Publication Date	[Date id = 7051 day = 0 month = 0 year = 2008 hour = 0 min = 0 sec = 0 fraction of sec = 0]
Keywords	Biophysics;Nanotechnology;DNA screening assays
Identifiers	
Series	
Extents	[Extent type id = 3 name = Number of Pages description = null]: 1 online resource (xvi, 111 leaves) [Extent type id = 9 name = Illustrations description =]: ill. (some col.)
Language	[id = 1 name = English description = iso639_1 = en iso639_2 = eng]

Leading Articles	
------------------	--

This provides basic upload information and can be useful for viewing what was imported. Selecting the Back to Workspace link will show the uploaded publications; an example is below:

Home
My Account: admin
Workspace
Administration
Logout

Workspace for: System Admin

My Files
My Publications
Search My Workspace
Shared File Inbox (0)

Path: / My Publications /

New Folder
 Create Publication
 Move
 Delete

[Import MARC records](#)

<input type="checkbox"/>	Type	Name	Version	Properties	Submit	Version Published
<input type="checkbox"/>		Advancing porous silicon biosensor technology for use in clinical diagnostics <small>Description: Advisor: Lisa DeLouise. Includes vita and abstract...</small>	1	properties	Submit	No
<input type="checkbox"/>		Against pragmatic encroachment a defense of simple moderate invariantism <small>Description: Advisor: Richard Feldman. Includes vita and abstra...</small>	1	properties	Submit	No
<input type="checkbox"/>		Allocating indivisible goods normative and incentives issues <small>Description: Advisor: William Thomson. Includes vita and abstra...</small>	1	properties	Submit	No
<input type="checkbox"/>		Analog readout methods for CMOS (Complementary metal-oxide-semiconductor) image ... <small>Description: Advisor: Zeljko Ignjatovic. Includes vita and abst...</small>	1	properties	Submit	No
<input type="checkbox"/>		Analysis of crawling waves and estimation of tissue elasticity <small>Description: Advisor: Kevin J. Parker. Includes vita and abstra...</small>	1	properties	Submit	No
<input type="checkbox"/>		Arts as collaborative inquiry re-defining and re-centering quality arts practice... <small>Description: Advisor: Joanne Larson. Includes vita and abstract...</small>	1	properties	Submit	No
<input type="checkbox"/>		The adsorption of DNA onto unmodified gold nanoparticles <small>Description: Advisor: Lewis Josiah Rothberg. Includes vita and ...</small>	1	properties	Submit	No

9 Workspace Searching

After a while, you may find that you need to search for files within your workspace. To search within the workspace, select the “Search My Workspace” tab. This will bring up a screen like the following:


irplus - a repository | use
User Help | Administration Help | Contact Us | About | Privacy Policy
powered by

Welcome admin
Workspace
Administration
Logout

Workspace for: System Admin

My Files
My Publications
Search My Workspace
Shared File Inbox (0)

Search: Search

By entering a word or phrase, the system will perform a full text search against files, folders and publications. The example below shows a search for IR:

Workspace for: System Admin

 My Files | My Publications | **Search My Workspace** | Shared File Inbox (0)

 Search:

Results for search: IR Total Number of Hits: 5 Total Number of Results: 5

Name	Path	Description	Open Location
 The IR+ Administration Documentation	/My Publications/Older Publications/		Open Collection
 IR Plus Admin Manual.doc	/My Files/		Open Folder
 ir_plus_use_case_testing_doc.doc	/My Files/		Open Folder
 ir_plus_admin_meeting_8_17_09_notes.docx	/My Files/admin meetings/		Open Folder
 ir_plus_admin_meeting_8_17_09_agenda.doc	/My Files/admin meetings/		Open Folder

10 Researcher Pages

If you have been given “Researcher Page” abilities, you will be able to create a Researcher Page. A Researcher Page is a great way to show off your work and give people access to your publications and links to information on the web, such as links to your articles in online journals. It is also a handy way to share specific files with other users, such as your CV and other personal publications from your workspace.

10.1 Accessing Researcher Page Tools

To access the Researcher Page tools, select the Researcher Page menu as shown below see (1):

1

Workspace for: Nathan Sarr

Files and Folders
Researcher Page

[My Files](#) | [My Publications](#) | [Search My Workspace](#) | [Shared File Inbox \(0\)](#)

Path: /  ndsarr /

File system size : 8.28 MB

[New Folder](#) | [Add File](#) | [Add Files](#) | [Move](#) | [Delete](#) | [Share](#) | [Publish](#)

<input type="checkbox"/>	Type	Name	Version	File Size	Properties	Share	Owner
<input type="checkbox"/>		Work Description: Things I need to work on			properties		
<input type="checkbox"/>		admin-help.pdf	2	4.14 MB	properties	 shareable	ndsarr

This should take you to a screen like the following:

System Admin Researcher page (Preview Page) : OFF ON

2 → **Personal Information** | Research | Pictures | Links

3 →

Title

Department(s)

4 → Humanities
Institute of Optics
Jazz Studies & Contemporary Media
Linguistics
Mathematics
Mechanical Engineering
Modern Languages & Cultures
Music
Music Education
Music Theory

Field(s)

5 → American Literature
Applied Anthropology
Computer Science
Counseling and Human Development
Macroeconomics
metadata, software development
Modern intellectual, cultural, and polit...
Neurology
Phonetics/ Phonology
Semantics & pragmatics

6 →

7 → Campus location

8 → Phone number

9 → Email
natesarr@gmail.com

10 → Fax

11 → **Research Interests**
My Interests

12 → **Teaching Interests**

13 → **Search Keywords(comma separated values)**

14 →

10 →

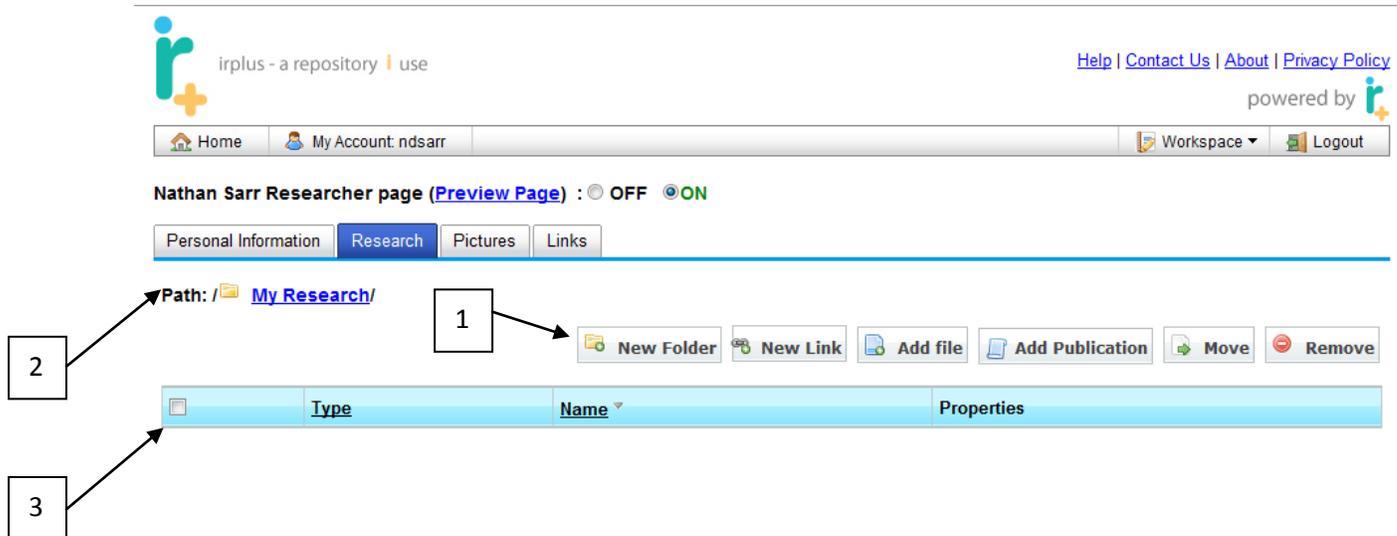
The following is a description of the fields:

1. Preview Researcher Page – allows you to view what your Researcher Page will look like to the world.
2. Tabs to manage Researcher Page information:
 - a. Personal Information – basic personal information about yourself (as shown above).
 - b. Research – files and folders you want to appear on your Researcher Page.
 - c. Pictures – pictures for the Researcher Page.

- d. Links – links to other web pages; for example, if you run a blog, or have a non-work related personal web page.
3. Title – Professor, Dr., Provost, etc.
4. Departments to which you belong:
 - a. Use **Ctrl-click** to select multiple entries if you belong to more than one department.
 - b. Add New Department allows you to add another department to the set of departments in the dropdown list, if your department is not already listed.
5. Field – field of study that you are in:
 - a. Use **Ctrl-click** to select multiple entries if you would like to have more than one field to appear on your Researcher Page.
 - b. Add New Field – allows you to add another field to the dropdown list.
6. Campus Location – your office address.
7. Phone Number – phone number where you can be reached.
8. Email – address you would like to appear on your Researcher Page.
9. Fax
10. Save – select when you have finished entering user information.
11. Research Interests – whatever you would like to say about your research.
12. Teaching Interests – whatever you would like to say about your teaching.
13. Search Keywords – to help people find you when they search researchers.
14. On/Off option – default is off. By selecting “On” your Researcher Page is viewable to the public, and will be indexed by search engines.

10.2 Adding Research to your Researcher Page

Clicking the Research tab should show the following:



The screenshot shows the irplus Researcher Page interface. At the top, there is a navigation bar with "Home", "My Account: ndsarr", "Workspace", and "Logout". Below this, the user's name "Nathan Sarr" and the page status "Researcher page (Preview Page) : OFF ON" are displayed. The "Research" tab is selected, and the path is "/ My Research/". A toolbar contains buttons for "New Folder", "New Link", "Add file", "Add Publication", "Move", and "Remove". Below the toolbar is a table with columns "Type", "Name", and "Properties".

Numbered callouts in the image:

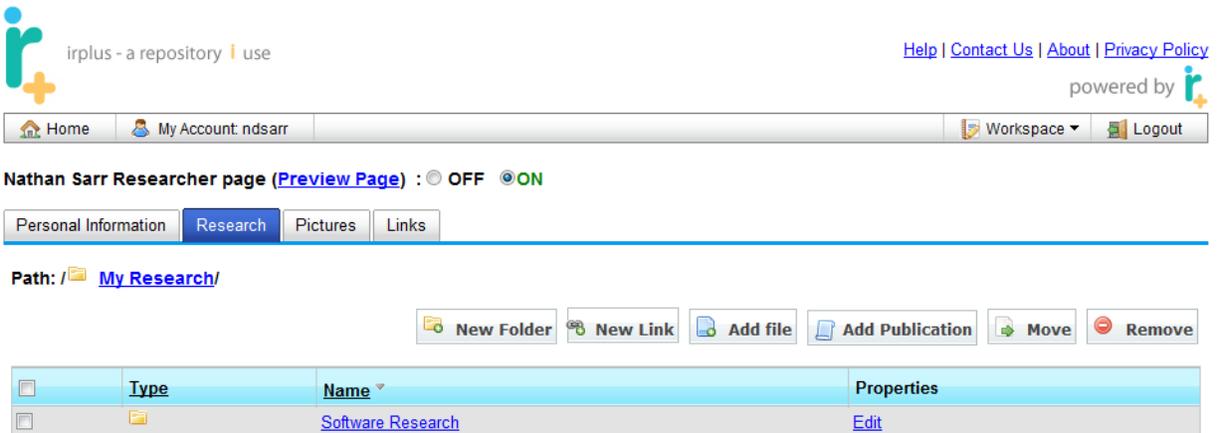
- 1: Points to the "New Folder" button in the toolbar.
- 2: Points to the path "/ My Research/".
- 3: Points to the "Type" column header in the table.

The following is a description of the numbered items:

1. Actions to add materials to your Researcher Page.
2. Path to your Researcher Page.
3. Current list of materials displayed on your Researcher Page.

10.2.1 Adding a Folder

To add a folder, click the add New Folder button. This should bring up a screen like the following:



irplus - a repository | use [Help](#) | [Contact Us](#) | [About](#) | [Privacy Policy](#)
powered by 

Home My Account: ndsarr Workspace Logout

Nathan Sarr Researcher page ([Preview Page](#)) : OFF ON

Personal Information **Research** Pictures Links

Path: / [My Research/](#)

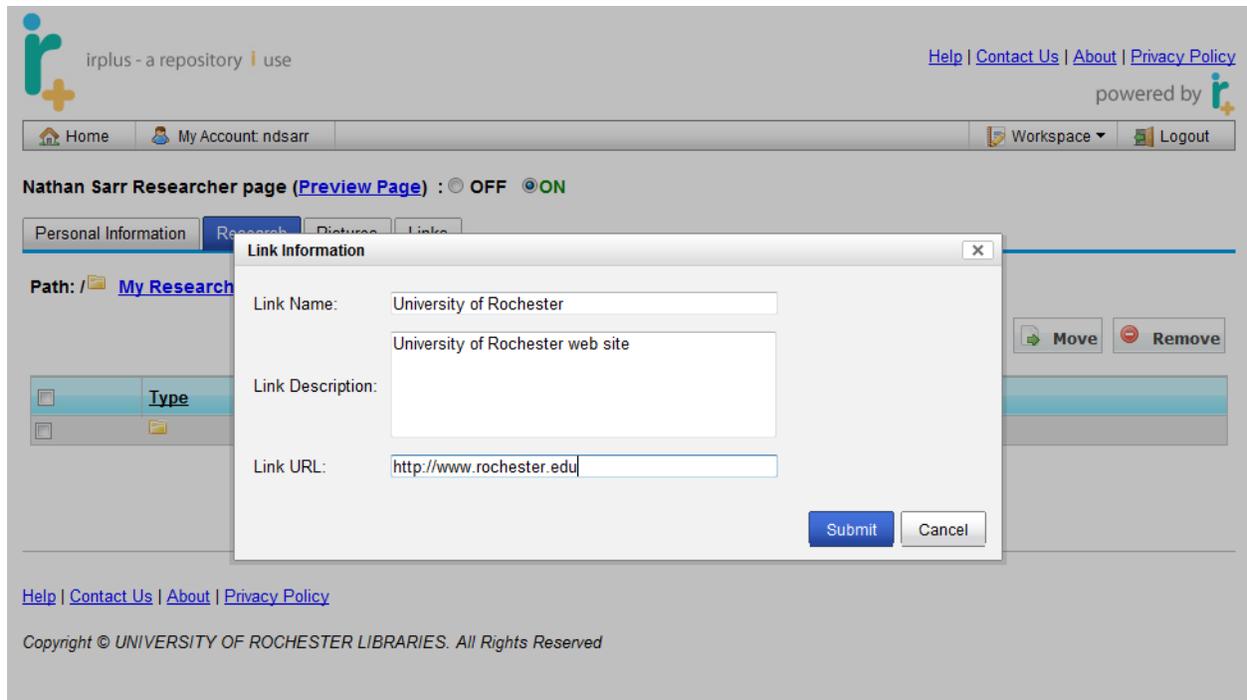
New Folder New Link Add file Add Publication Move Remove

Type	Name	Properties
	Software Research	Edit

Enter the folder name and description and click Submit. This will create a folder in the current location.

10.2.2 Adding a link

To add a link to the Researcher Page in the current location, select the New Link option. This should bring up a screen like the following:



Enter the Link Name and Link URL and click Submit. The description is optional.

10.2.3 Adding a File

Clicking the Add File button will allow you to add files from your workspace, so you can provide access to files that have not been published into the repository. Clicking Add File will take you to the following screen:

Add files to Researcher

1 → [Back to Folders](#)

2 → [/ ndsarr/](#)

3 → [Add](#) | [ir_plus_admin_meeting_09_17_2010_agenda.doc](#)

4 → [/ My Research/](#)

5 → [Software Research](#) | [University of Rochester](#)

Personal Files and Folders		Researcher Folder Information	
Work		Software Research	
Add ir_plus_admin_meeting_09_17_2010_agenda.doc		University of Rochester	

[Back to Folders](#)

The following is a list of numbered items:

1. Back to your researcher folders.
2. Current location in your personal files and folders.
3. Current list of files and folders in your personal workspace that can be added to your Researcher Page.
4. Current location (in the directory, or folder, structure) on your Researcher Page. When you add files to your Researcher Page, they will be listed here.
5. Current list of information on your Researcher Page.

You can navigate to your files by selecting folders (left hand side). For example if I click on the folder name “work” the screen will look like the following:

Add files to Researcher

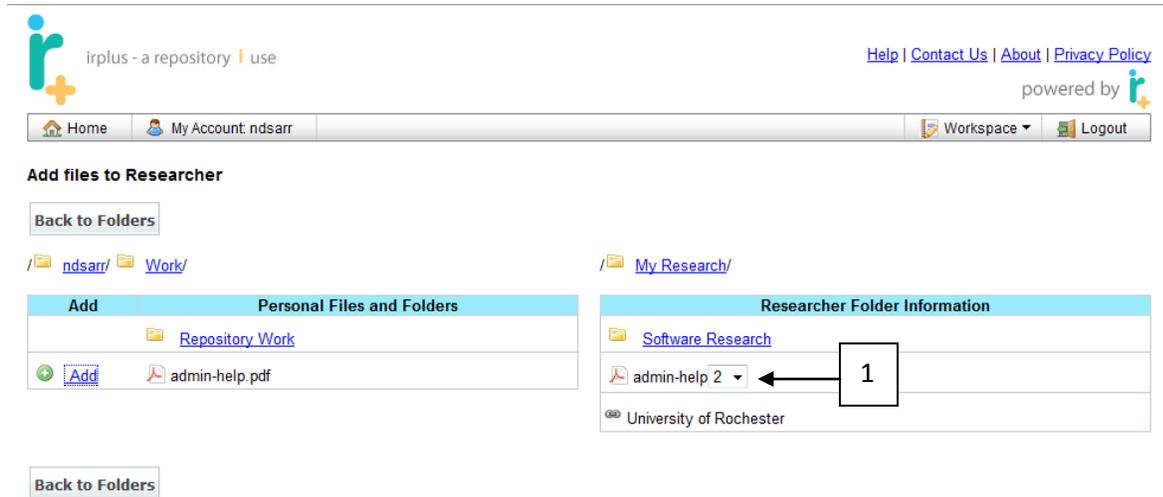
[Back to Folders](#)

[/ ndsarr/](#) | [Work/](#) | [/ My Research/](#)

Personal Files and Folders		Researcher Folder Information	
Repository Work		Software Research	
Add admin-help.pdf		University of Rochester	

[Back to Folders](#)

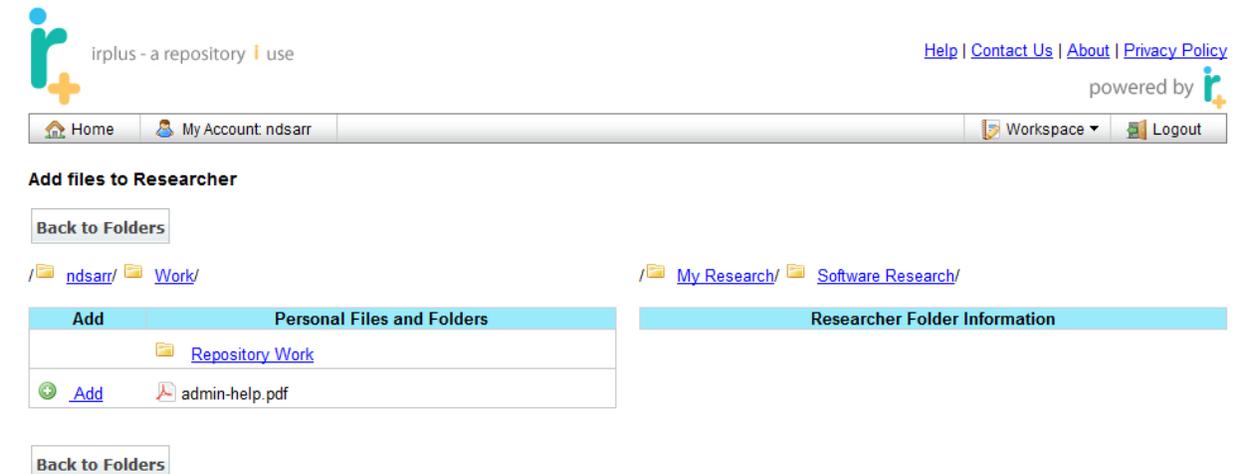
Selecting the 'Add' link will add the file to the current location in your Researcher Files and Folders (column on the right). For example, if I add ir_plus_admin_meeting_8_17_09_agenda.doc, it will look like the following:



The screenshot shows the irplus interface. At the top, there is a navigation bar with 'Home', 'My Account: ndsarr', 'Workspace', and 'Logout'. Below this, there is a section titled 'Add files to Researcher'. On the left, there is a 'Back to Folders' button and a breadcrumb path: '/ ndsarr/ Work/'. Below this is a table with two columns: 'Add' and 'Personal Files and Folders'. The 'Add' column has a green plus icon and the text 'Add'. The 'Personal Files and Folders' column has a folder icon and the text 'Repository Work'. Below this, there is a file icon and the text 'admin-help.pdf'. On the right, there is a 'Back to Folders' button and a breadcrumb path: '/ My Research/'. Below this is a table with two columns: 'Add' and 'Researcher Folder Information'. The 'Add' column has a green plus icon and the text 'Add'. The 'Researcher Folder Information' column has a folder icon and the text 'Software Research'. Below this, there is a dropdown menu with the text 'admin-help 2' and a '1' in a box pointing to it. Below the dropdown menu, there is a file icon and the text 'University of Rochester'.

You can alter the version by selecting the dropdown associated with the filename. The default is the most recent file version (1).

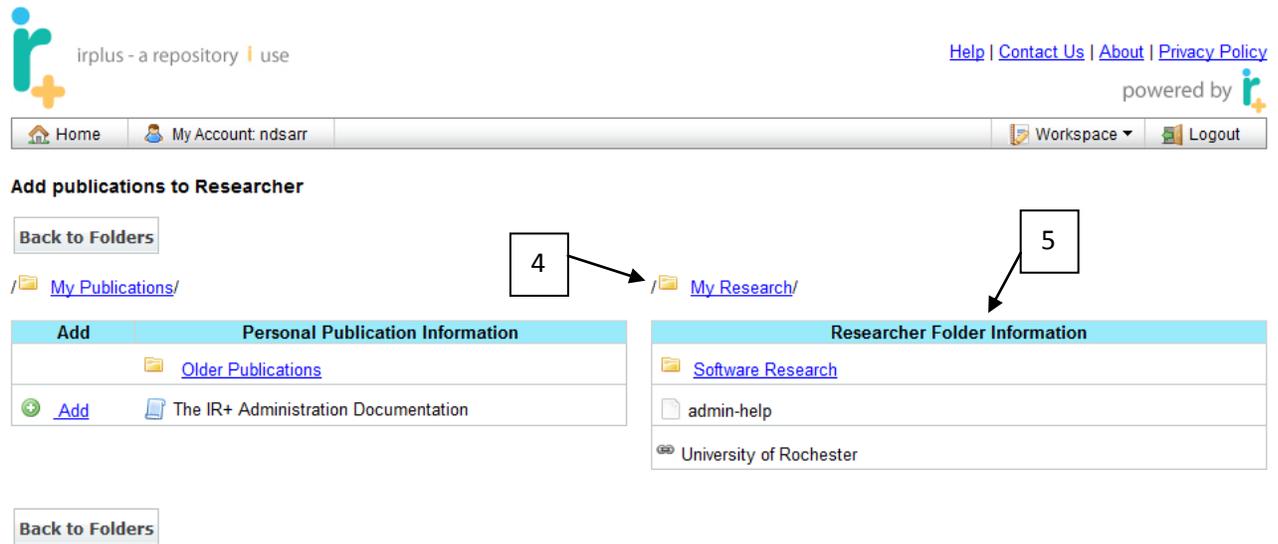
If you wish to navigate to a new location on your Researcher Page, select a folder listed under Researcher Files and Folders. For example, if "Software Research" was selected, the page would look like the following (there are currently no files or links in the Software Research folder):



The screenshot shows the irplus interface. At the top, there is a navigation bar with 'Home', 'My Account: ndsarr', 'Workspace', and 'Logout'. Below this, there is a section titled 'Add files to Researcher'. On the left, there is a 'Back to Folders' button and a breadcrumb path: '/ ndsarr/ Work/'. Below this is a table with two columns: 'Add' and 'Personal Files and Folders'. The 'Add' column has a green plus icon and the text 'Add'. The 'Personal Files and Folders' column has a folder icon and the text 'Repository Work'. Below this, there is a file icon and the text 'admin-help.pdf'. On the right, there is a 'Back to Folders' button and a breadcrumb path: '/ My Research/ Software Research/'. Below this is a table with two columns: 'Add' and 'Researcher Folder Information'. The 'Add' column has a green plus icon and the text 'Add'. The 'Researcher Folder Information' column has a folder icon and the text 'Software Research'.

10.2.4 Adding a personal publication

You can add a personal publication by clicking the Add Publication button. This will bring you to a screen like the following:



irplus - a repository | use [Help](#) | [Contact Us](#) | [About](#) | [Privacy Policy](#) powered by 

Home My Account: ndsarr Workspace Logout

Add publications to Researcher

1 [Back to Folders](#)

2 [My Publications/](#)

Add	Personal Publication Information
	Older Publications
Add	The IR+ Administration Documentation

3 [Add](#)

4 [My Research/](#)

Researcher Folder Information
Software Research
admin-help
University of Rochester

5

[Back to Folders](#)

The following is a list of the numbered items:

1. Button to take you back to your researcher files and folders.
2. Current location in your personal publications and publication folders. Use this display to locate the publication you wish to add to your Researcher Page.
3. Current list of publications in your workspace, which can be added to your Researcher Page.
4. Current location (in the folder structure) on your Researcher Page. This is where you add publications to your Researcher Page.
5. List of information at the current location on your Researcher Page.

Selecting the Add option next to the publication will add the publication to the current location in your Researcher Files and Folders. For example, if “The IR+ Administration Documentation” is added, it will look like the following:

Add publications to Researcher

[Back to Folders](#)
[My Publications/](#)

Add	Personal Publication Information
	 Older Publications
	 The IR+ Administration Documentation

[My Research/](#)

Researcher Folder Information	
	Software Research
	admin-help
	IR+ Administration Documentation 1 <input type="text" value="1"/>
	University of Rochester

[Back to Folders](#)

You can alter which version is displayed using the dropdown. The default is the most recent version (1).

You can navigate to your publications in your personal workspace by selecting the folders. For example if “Older Publications” is selected, the screen will look like the following:

Add publications to Researcher

[Back to Folders](#)
[My Publications/](#) [Older Publications/](#)

Add	Personal Publication Information
	 Last Year (2009)

[My Research/](#)

Researcher Folder Information	
	Software Research
	admin-help
	IR+ Administration Documentation 1 <input type="text" value="1"/>
	University of Rochester

[Back to Folders](#)

If you wish to navigate to a different location on the Researcher Page (**see right hand side of screen**), select a folder name in the list of Researcher Files and Folders. For example, if “Software Research” is selected, the page would look like the following (there are currently no files or folders in the “Software Research” folder):

Add publications to Researcher

Back to Folders

/ My Publications/ Older Publications/

/ My Research/ Software Research/

Add	Personal Publication Information	Researcher Folder Information
	 Last Year (2009)	

Back to Folders

10.2.5 Removing Information from the Researcher Page

Select the files you wish to remove (1) and select the Delete button (2). **(NOTE – this does not delete files or publications in your personal account, it only removes them from your Researcher Page).**

 Nathan Sarr Researcher page ([Preview Page](#)) : OFF ON

 Personal Information | **Research** | Pictures | Links

Path: / My Research/

 New Folder | New Link | Add file | Add Publication | Move | **Remove**

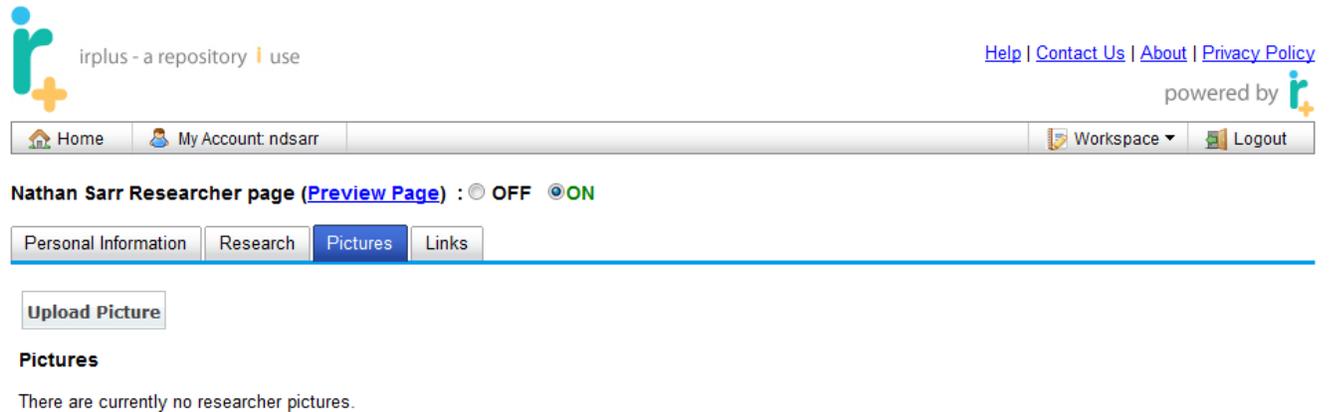
1

<input type="checkbox"/>	Type	Name	Properties
<input type="checkbox"/>		admin-help [v2]	
<input checked="" type="checkbox"/>		IR+ Administration Documentation[v1]	
<input type="checkbox"/>		Software Research	Edit
<input checked="" type="checkbox"/>		University of Rochester Description: University of Rochester web site	Edit

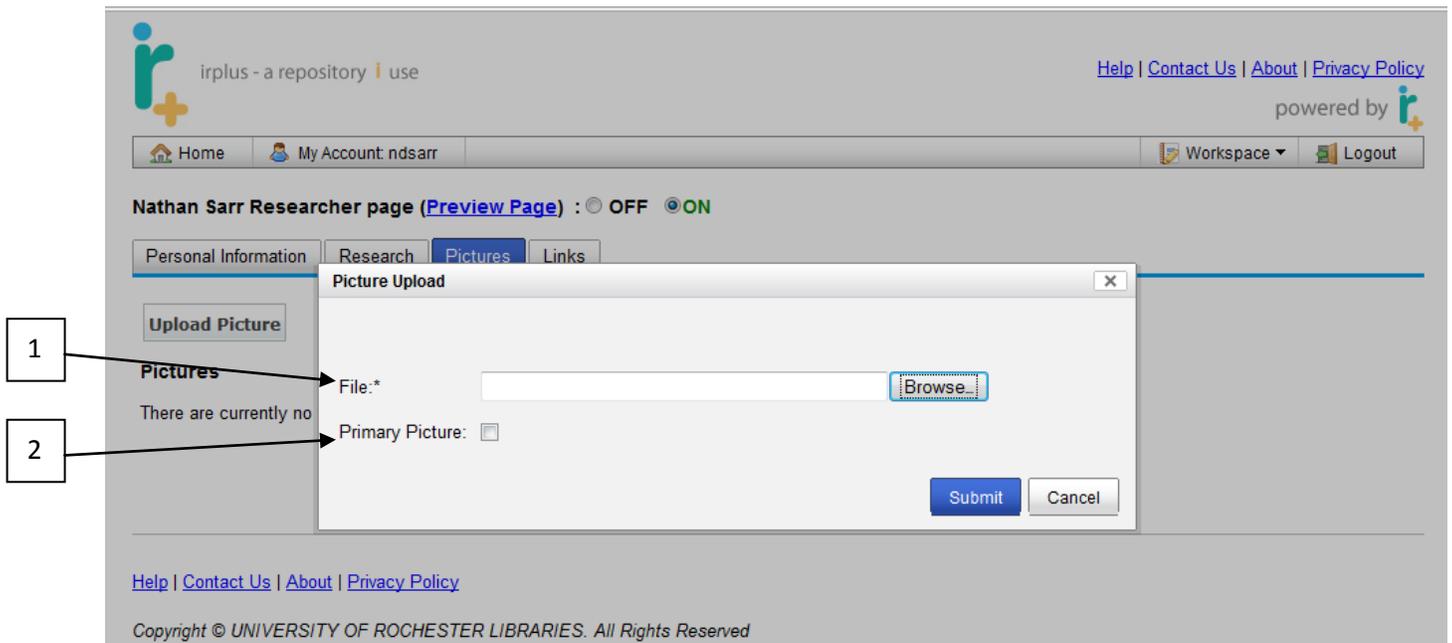
2

10.2.6 Adding Pictures

To add pictures, click the Pictures Tab. This should bring up a screen like the following:



To add a picture, click the Upload Picture button. This will bring up a screen like the following:



The following is a list of the numbered items:

1. File upload box – allows you to browse to the file you wish to upload.
2. Primary Picture – tells the system this is the first picture you want shown when people visit your site.

Selecting and uploading an image file will result in a screen like the following:

Nathan Sarr Researcher page ([Preview Page](#)) : OFF ON

 Personal Information | Research | **Pictures** | Links

Pictures

Pictures

<input type="button" value="Primary Picture"/>
<input type="button" value="Delete Picture"/>

You can upload as many pictures as you like.

10.2.7 Adding Links

If you would like to have special link appear with your personal information rather than in your research section (left side of the Researcher page rather than the right side, in the display the public sees) – for example links to a personal web site, your department’s website or related departments – you can add them using the Links tab. The screen should look like the following:


 irplus - a repository | use
 [Help](#) | [Contact Us](#) | [About](#) | [Privacy Policy](#)
 powered by 
[Home](#) | [My Account: ndsarr](#) | [Workspace](#) | [Logout](#)

 Nathan Sarr Researcher page ([Preview Page](#)) : OFF ON

 Personal Information | Research | Pictures | **Links**

Move	Name	URL	Description	Remove

To add a link, click the Add Link button. The screen shot below shows an example where two links have been added:

Nathan Sarr Researcher page ([Preview Page](#)) : OFF ON[Personal Information](#) | [Research](#) | [Pictures](#) | [Links](#)[Add Link](#)

Move	Name	URL	Description	Remove
 	University of Rochester	http://www.rochester.edu		 Remove
 	IR+ website	http://code.google.com/p/irplus/		 Remove

1

2

Selecting the up and down arrows allows you to put the links in the order you want (1). You can also remove links by selecting the remove link (2).

10.2.8 Adding a published publication

You may want to add a publication that exists in the repository. To do this, navigate to the publication you wish to add (See section 3.1 on Browsing). Once you have found the publication you wish to add you should see an option (1) like the following at the bottom of the publication (**Note:** you must be logged in):

[UR Research](#) > [River Campus Libraries](#) >

IR+ Administration Documentation

Item Status: **Publicly Viewable**

URL to cite or link to: <http://hdl.handle.net/1953/15471>

[Edit Publication](#)
[Withdraw Publication](#)
[Add New Version](#)
[Add to Researcher page](#)
1

 [IR_Plus_User_Manual.docx](#) 7.53 MB (No. of downloads : 0)
 Download Status: **Publicly Viewable**

Contributor(s):
[Nathan Sarr](#) - Author

License Grantor / Date Granted:
 Nathan Sarr / 2011-08-01 14:25:20.777 ([View License](#))

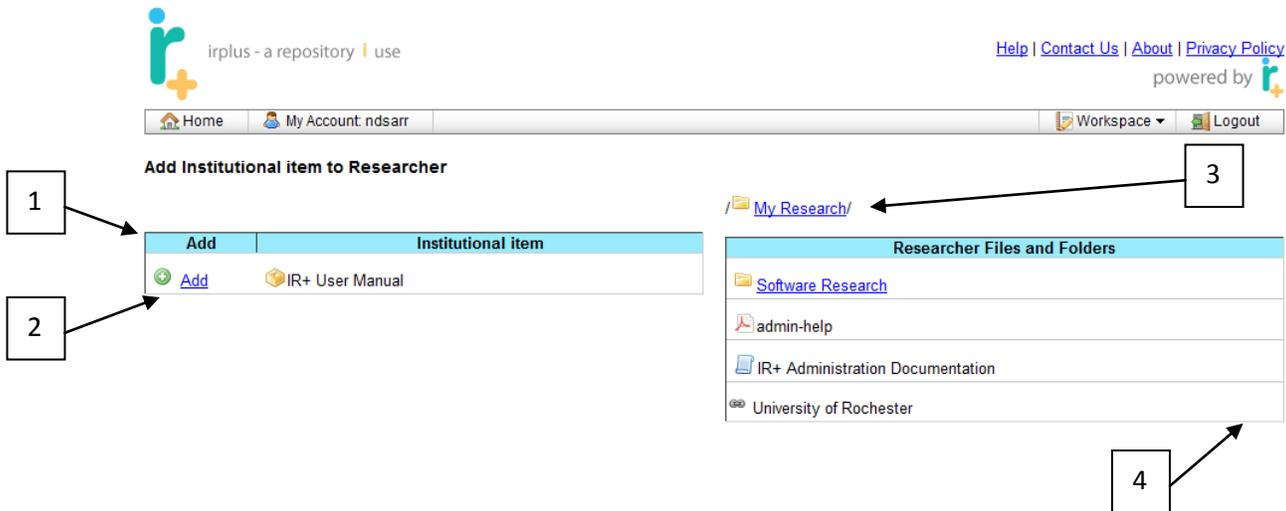
Date Deposited
 2011-08-01 14:25:20.777

Submitter:
 Nathan Sarr

All Versions

Thumbnail	Name	Version	Created Date
	IR+ Administration Documentation	1	2011-08-01 14:25:20.777

Selecting the button will take you to a screen like the following:

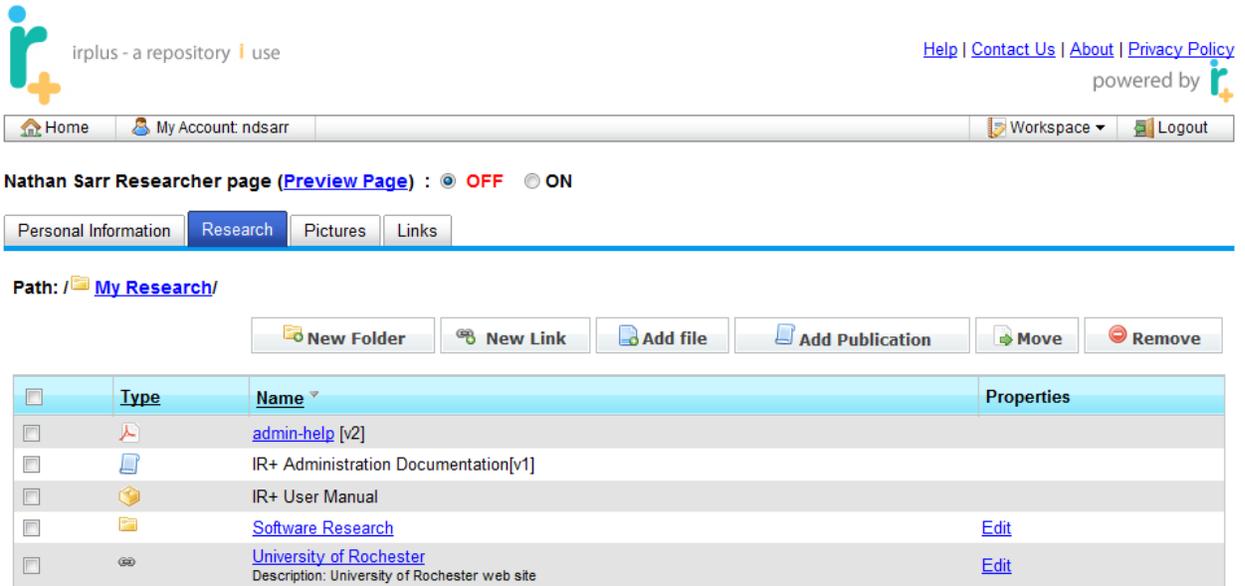


The screenshot shows the 'Add Institutional item to Researcher' interface. Callout 1 points to the 'Add' button in the 'Add Institutional item' table. Callout 2 points to the 'Add' button with a plus icon. Callout 3 points to the 'My Research/' breadcrumb. Callout 4 points to the 'Researcher Files and Folders' list, which includes 'Software Research', 'admin-help', 'IR+ Administration Documentation', and 'University of Rochester'.

The following is a list of the numbered items:

1. Publication to add to your researcher page
2. Add button to add the publication to the current location in you research folders
3. Current location in your researcher page folders
4. Listing of information currently in your researcher page

Selecting the add button will cause the publication to be added and take you to the location added in your researcher page folders as shown below:



irplus - a repository | use [Help](#) | [Contact Us](#) | [About](#) | [Privacy Policy](#)
 powered by 

Home My Account: ndsarr Workspace Logout

Nathan Sarr Researcher page ([Preview Page](#)) : OFF ON

Personal Information **Research** Pictures Links

Path: / [My Research/](#)

New Folder New Link Add file Add Publication Move Remove

<input type="checkbox"/>	Type	Name	Properties
<input type="checkbox"/>		admin-help [v2]	
<input type="checkbox"/>		IR+ Administration Documentation[v1]	
<input type="checkbox"/>		IR+ User Manual	
<input type="checkbox"/>		Software Research	Edit
<input type="checkbox"/>		University of Rochester Description: University of Rochester web site	Edit

10.2.9 Previewing your Researcher Page

To preview your Researcher Page, click the Preview Researcher Page link. This should show you a screen like the following:

1

The researcher page of Nathan Sarr is OFF.

6

[Edit Researcher Page](#)



The Researcher page of
Nathan Sarr

5

Research

- Software Research
-  [admin-help.pdf](#)
-  [IR+ Administration Documentation](#)
-  [University of Rochester - University of Rochester web site](#)

2



3

Researcher Information

Department(s):
Computer Science

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Links

[University of Rochester](#)
[IR+ website](#)

The following is a description of the numbered items:

1. If the Researcher Page is OFF it will notify you – only the owner can see the Researcher Page if it is OFF.
2. Researcher Picture – this shows the picture you uploaded. If you haven't uploaded a picture, a silhouette is shown.
3. Researcher Information – all researcher information you have entered is shown.
4. Links you have entered.
5. Research box – list of publications, etc., that you have added to the page.
6. Link to toggle back to edit mode.