

Introduction to DSpace

Part 2

PRESENTER:

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DSpace

<http://10.141.50.31:8080/xmlui>

DSpace user accounts

User accounts are required in order to grant privileges to different users

- If not logged in, you are considered to be an anonymous user
- If you have a user account, privileges can be granted to you to allow you to interact with DSpace
- Some users will be 'administrators' and have access to all functions in DSpace

Creating users

To create a user (self-creation)

- Click on My DSpace link
- Click on 'New user? Click here to register.'
- Enter an email address and press 'Register'
- Follow the link in the email that is sent to you
- Provide your name, telephone number, and a password

New users have no privileges

DSpace groups

Combine users into logical groups

- Assists with the management of users
- Assign privileges to group not individuals
- Groups can be members of other groups

E.g.

- Computer Science staff group
- Faculty staff group
- All staff group

Special groups

Two special groups:

- **Anonymous:**
 - No users in this group. This group is used when the user is not logged in.
- **Administrator**
 - Contains users who should have full administrator access.

Persistent Identifiers

The use of location based identifiers such as the Uniform Resource Locator (URL) often leads to problems in accessibility to resources with time

Often when accessing a resource via a hyperlink users receive a “404- page not found” error

Persistent identifiers are an attempt at solving the issues surrounding resource identification and long term preservation

A persistent identifier allows the resource to be uniquely identified in a way that will not change if the resource is renamed or relocated

Persistent Identifiers

This means that a resource can be reliably referenced for future access by humans and software

Caveat: Persistence is heavily dependant on organisation policy
i.e. persistence of an object is only effective if an organisation maintains and manages this persistence

Different systems in use for persistent identifiers

- Persistent Uniform Resource Locators (PURLs)
- Digital Object Identifiers (DOI)
- Handle – Used by DSpace

The Handle

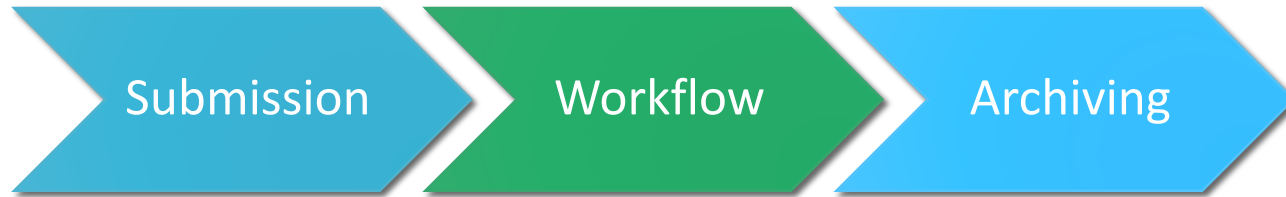
In a handle system, resource address is identified by a unique handle assigned by a common registration service

<http://hdl.handle.net/2160/568>

Registration Service	Handle Prefix	Local Identifier
http://hdl.handle.net	2160	568

What is a workflow?

A step in between submission and archiving



- Allows administrative input to submissions
- Workflows are assigned to collections
- Emails are sent, and the item appears in the relevant user(s) 'My DSpace' workspace

Workflow scenarios

Scenario 1: Head of research

I want to be able to see everything my researchers deposit for quality control purposes



Workflow scenarios

Scenario 2: Repository manager

I want to approve everything that goes in to the repository to make sure there are no copyright issues or bad metadata



Workflow scenarios

Scenario 3: Cataloguer

I want to be able to see everything my researchers deposit for quality control purposes



The three workflows

DSpace has three workflow steps

1. Accept/Reject Step
2. Accept/Reject/Edit Metadata Step
3. Edit Metadata Step

You can use any combination of the three

- Steps are worked through in order

Which might be used in each of the previous scenarios?

How to create a workflow

Created during the 'Describe the Collection' stage

Describe the Collection

Please check the boxes next to the statements that apply to the collection. [More Help...](#)

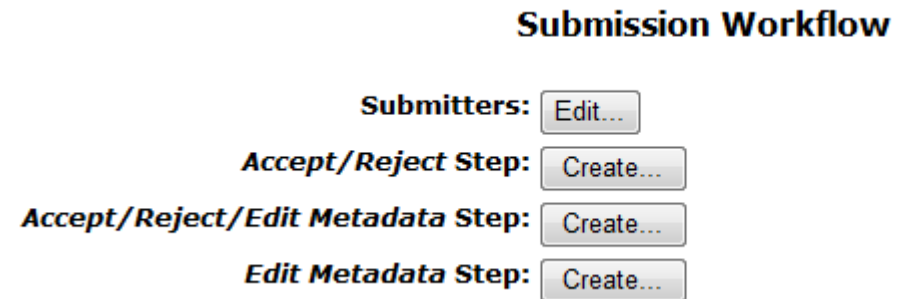
<input checked="" type="checkbox"/> New items should be publicly readable
<input checked="" type="checkbox"/> Some users will be able to submit to this collection
<input type="checkbox"/> The submission workflow will include an <i>accept/reject</i> step
<input type="checkbox"/> The submission workflow will include an <i>accept/reject/edit metadata</i> step
<input type="checkbox"/> The submission workflow will include an <i>edit metadata</i> step
<input type="checkbox"/> This collection will have delegated collection administrators
<input type="checkbox"/> New submissions will have some metadata already filled out with defaults

Next >

How to create a workflow

Edit a collection

- Find the 'Submission Workflow' section



- Click to 'Create...' a workflow step

How to create a workflow

Select the correct users and/or groups

Edit Group : COLLECTION_83_WORKFLOW_STEP_1 (id: 362) [Help...](#)

Name:

After making changes to this group you must click the "Update Group" button below.

EPerson Members		Group Members	
<input type="text"/>		<input type="text"/>	
<input type="button" value="Select E-people..."/>	<input type="button" value="Remove Selected"/>	<input type="button" value="Select Groups..."/>	<input type="button" value="Remove Selected"/>
<input type="button" value="Update Group"/>			

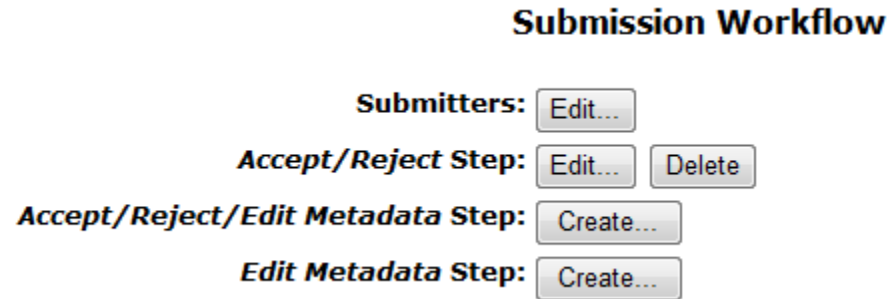
Press 'Update Group'

- Note: This creates a DSpace group

How to edit a workflow

Edit a collection

- Find the 'Submission Workflow' section



- Click to 'Edit...' a workflow step

How to delete a workflow

Edit a collection

- Find the 'Submission Workflow' section



- Click to 'Delete' a workflow step

Taking a workflow task

Taking a workflow task:

- Once an item is in a workflow an email will be sent to the relevant users and group members

```
Subject: DSpace: You have a new task
From: dspace@example.org

A new item has been submitted:

Title:      Workflow training package
Collection: DSpace training materials
Submitted by: Stuart Lewis(stuart@example.com)

The submission must be checked before inclusion in the archive.

To claim this task, please visit your "My DSpace"
page

Many thanks!

DSpace
```

Taking a workflow task

Taking a workflow task:

- The item is in a pool in 'My DSpace'

Tasks in the Pool

Below are tasks in the task pool that have been assigned to you.

Task	Item	Submitted To	Submitted By	
Check Submission	Workflow training package	Art History	Stuart Lewis	<input type="button" value="Take Task"/>

Taking a workflow task

Taking a workflow task:

- Preview the task

Preview Task

The following item has been submitted to collection **Art History**. In order to accept the task of checking this item, please click "Accept This Task" below.

Title: Workflow training package
Authors: Lewis, Stuart

Files in This Item:

File	Description	Size	Format
Deposit Plait Logo - small.bmp		122.96 kB	BMP View/Open

Accept This Task

Cancel

Taking a workflow task

Taking a workflow task:

- Task options (dependant on the workflow step)

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".	<input type="button" value="Approve"/>
If you have reviewed the item and found it is not suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and re-submit.	<input type="button" value="Reject"/>
Select this option to correct, amend or otherwise edit the item's metadata.	<input type="button" value="Edit Metadata"/>
If you wish to leave this task for now, and return to your "My DSpace", use this option.	<input type="button" value="Do Later"/>
To return the task to the pool so that another user can perform the task, use this option.	<input type="button" value="Return Task to Pool"/>

Practical exercise: Create a collection + workflow

Create a new collection

Assign a work flow to the collection

- Choose the 'Accept/Reject Edit Metadata Step'
- Assign yourself as a member of the workflow group

Submit an item to that collection

Go to 'My DSpace' and complete the workflow

- If you have time, submit another item, and reject it to see what happens