CSHL Institutional Repository User Guide

User Guide for the CSHL Institutional Repository

Welcome to the CSHL Institutional Repository User Guide (designated throughout this manual as the IR). The CSHL IR uses Eprints, a capable open source repository software.

To navigate through the user guide, use the links at bottom, the back button or the breadcrumb bar at the top left of the page.

A. Creating an Account

B. Setting Up Database Alerts for IR content

C. Creating Records in your IR Workflow Space
   - Creating Groups in EndNote Libraries
   - Creating Records in the AP EndNote Library
     • Backing up the AP EndNote Library
     • Updating AP database

D. Processing IR workflow records into the Live IR
   • Delete AP to IR Record Curation
   • IR CSHL Authors Ontology
   • IR Subject Ontology
   • Uploading records from the AP database EndNote Library

E. Review and Removing Records in the Live IR

F. Searching and Retrieving IR Content

G. Exporting IR Content

H. Administrative Functions
   • Backing Up the IR
   • Creating and Modifying Ontologies
   • IR troubleshooting
   • Monitoring IR utilization and generating statistics

I. Resources and Documentation