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**