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A
Page: A. Creating an Account
An account on this repository is no longer needed. All publication information is available without needing an account. If you are a CSHL researcher, you can manage your publication at: https://elements.cshl.edu
https://elements.cshl.edu All information

B
Page: B. Setting Up Database Alerts for IR content
Setting up Alerts in a publications database or other specialized databases "up front" is a great first step for creating a complete library of records in the IR. This is the most efficient way to keep your IR records library current and complete. Because
Page: Backing up the AP EndNote Library
EndNote AP master library backup NOTE: The AP master library should be backed up after every major alert update (i.e. weekly or bi-weekly). The EndNote AP master library and it’s backup are stored in the G drive in the EndNote folder in G:EndNote/CSHL P
Page: Backing Up the IR
Back to Administrative Functions page Back to Table of Contents

C
Page: C. Creating Records in your IR Workflow Space
Creating IR records The basic organizational entity for digital objects is the the IR is the metadata record. The record contains all the metadata describing the item you are uploading; such as a publication, protocol, dataset, or thesis. Once you h
Page: Creating and Modifying Ontologies
Page: Creating Groups in EndNote Libraries
1. Highlight the references in your library you want to copy into a group. To select multiple references in Windows hold down the mouse key and scroll over groups of references or click on individual references To select multiple references in MAC hol
Page: Creating Records in the AP EndNote Library
NOTE: To back up the AP EndNote Master Library go to the Backing up the AP EndNote Library page To Export EndNote records for upload into the AP database go to the Updating AP database page Creating References in EndNote Libraries Records in EndNo
Page: 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
Home page: CSHL Library & Archives External Documentation
We are using this space to share documentation and notes from the CSHL Library & Archives. Search this documentation Popular Topics Featured Pages Recently Updated Pages

D
Page: D. Processing IR workflow records into the Live IR
NOTE: Go to the C. Creating Records in your IR Workflow Space page to create records in your IR workflow. Processing IR workflow records into the Live IR Once you have uploaded records or manually created a record, the title for each record will be
Page: Delete AP to IR Record Curation
Back to Processing IR Workflow records into the Live IR page

E
Page: E. Review and Removing Records in the Live IR
To access your review queue, click on Review in the top taskbar. Review.jpg The Review is confirming that all of the step in the Details, Subject and Custom sections of the records creation page were created. See Notes below Go to the D. Processing IR wo

F
Page: F. Searching and Retrieving IR Content
There are a variety of ways to search repository content. You can view a short instructive video on Eprints Browsing and Searching http://www.screencast.com/t/99Ja5TMmBoUm to get started. You can search and retrieve top level metadata and digital object

G
Page: G. Exporting IR Content
Back to Table of Contents
NOTE: for directions on how to change parent-child relationships go to the IR Subject Ontology page. This page includes instructions on how to create CSHL Author names in the ontology, modify names, delete names. How to create CSHL Author names.

To make changes to the IR Subject Ontology you must be an IR Administrator. Please email the IR Administrator mailto:tadams@cshl.edu with any additions or changes you would like made to the IR Subject Ontology. This page contains instructions on how to create CSHL Author names.

Updating AP database
Updating the AP database. Each publication year from the current year down to 1070 has its own XML file. All publications from 1969 to the beginning of the AP database are in an XML file called CSHL Early Publications Database. Typically, we need to update.

Uploading records from the AP database EndNote Library
A word version of this document is at G:\Institutional Repository Documentation\DR Info\Document processing protocols\IR Document Processing protocols\IR document processing protocol JS 012012 general version.docx. The order in which we are processing and