Index of External Documentation

Space Index

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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: **Back 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 its backup are stored in the G drive in the EndNote folder in G:\EndNote\CSHL P

Page: **Back up the AP EndNote Library**
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 in 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 Groups in EndNote Libraries**
Page: **Creating Records in EndNote Libraries**
Records in EndNo

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/99JaSTmM8oUm to get started. You can search and retrieve top level metadata and digital object

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Page: **G. Exporting IR Content**
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I

Page: I. Resources and Documentation
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Page: Index of External Documentation
Page: IR CSHL Authors Ontology
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 Copy the sta
Page: IR Subject Ontology
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 cr
Page: IR troubleshooting
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Page: Monitoring IR utilization and generating statistics
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Page: Updating AP database
Updating the AP database Each publication year from the current year down to 1070 has it's 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 updat
Page: Uploading records from the AP database EndNote Library
A word version of this document is at G:\Institutional Repository Documentation\IR 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

V

W

X

Y

Z

@#$