

CEIAR-Document Management System (DMS)

Standard Operating Procedure (SoP)

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Step 1: Create Top-Level Community [Level 1]

Name:	Teaching Programmes
Short Description:	All teaching Programmes conducted by CEIAR
Introductory text (HTML):	This community includes all the long term and short term teaching Programmes conducted by CEIAR
Copyright text (plain text):	CEIAR, TISS
Sidebar text (HTML):	CEIAR - Teaching Programmes
Logo:	TISS LOGO
Create	Cancel

Step 2.1: Create Sub-Community or Create Collection (Refer step 3 for collection) [Level 2]

Name:	MAE(TE)
Short Description:	Documents for all MAE(TE) Programme of CEIAR - TISS
Introductory text (HTML):	Maintained by Manshvi Palan (manshvi.palan@tiss.edu).
Copyright text (plain text):	©©LTP-CEIAR-TISS
Sidebar text (HTML):	CEIAR - MAE(TE)

Logo:	NA
Create	Cancel

Step 2.2: Create Subcommunity [Level 2]

Name:	MAE (TE)
Short Description:	This sub community has details of MAE (TE).
Introductory text (HTML):	Maintained by Manshvi Palan (manshvi.palan@tiss.edu).
Copyright text (plain text):	LTP-CEIAR-TISS
Sidebar text (HTML):	CEIAR - MAE (TE)
Logo:	
Create	Cancel

Step 3 : Create Collection [Level 3]

Step A: Describe the collection

Please select the options as per the type of data uploaded

Next...

Name:	TEMP_Teaching Cycles_2018-20
Short Description:	This collection has all six teaching cycles..
Introductory text (HTML):	Teaching cycles mentions all the details in regards to courses offered, respective schedule and assignment details.
Copyright text (plain text):	LTP-CEIAR-TISS
Sidebar text (HTML):	
License:	
Provenance:	
Logo:	
Create	Cancel

Next...

Step B: Authorization to Submit

(Who has permission to submit new items to this collection?)

1. Select E-People OR
2. Select Groups (if already created)

...Next

Edit Collection

Please recheck your details, you can add or edit any change made in Step 1 and 2
And click on Update

Home Content Access Control Statistics General Settings Help Logged in as manshvi.palan@tis...

Edit Collection 123456789/147

Delete this Collection...

Collection's Metadata

Name:

Short Description:

Introductory text (HTML):

Copyright text (plain text):

Side bar text (HTML):

Submission Workflow

Submitters:

Accept/Reject Step:

Accept/Reject/Edit Metadata Step:

Edit Metadata Step:

Collection Administrators:

Collection's settings

Item template:

Collection's Authorizations:

Collection's Curations:

Step C: Submit to this collection

CEIAR Document Management System / Teaching Programs / Long term teaching programmes / TEMP_(2018-2020)

TEMP_Teaching Cycles_2018-20

Collection home page

Teaching cycles mentions all the details in regards to courses offered, respective schedule and assignment details.

Browse

Issue Date Author Title Subject

Subscribe to this collection to receive daily e-mail notification of new additions

Discover

Author:

Subject:

Admin Tools

Click on Submit to this collection

Step D: Submit_Describe this Item

Describe	Describe	Upload	Verify	Licence	Complete
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Authors	Palan Manshvi
Title*	Guide to Teaching Cycle 1
Other Titles	
Date of Issue*	July, 2020
Publisher	
Citation	
Series/Report No.	
Identifiers	
Type	Others
Language	English

...Next

Describe	Describe	Upload	Verify	Licence	Complete
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Subject Keywords	Guidebook
Abstract	Add as appropriate
Sponsors	
Description	This document is guide to TEMP Teaching Cycle 1

Note: Keywords are tags. Add commonly user categories of document such as,

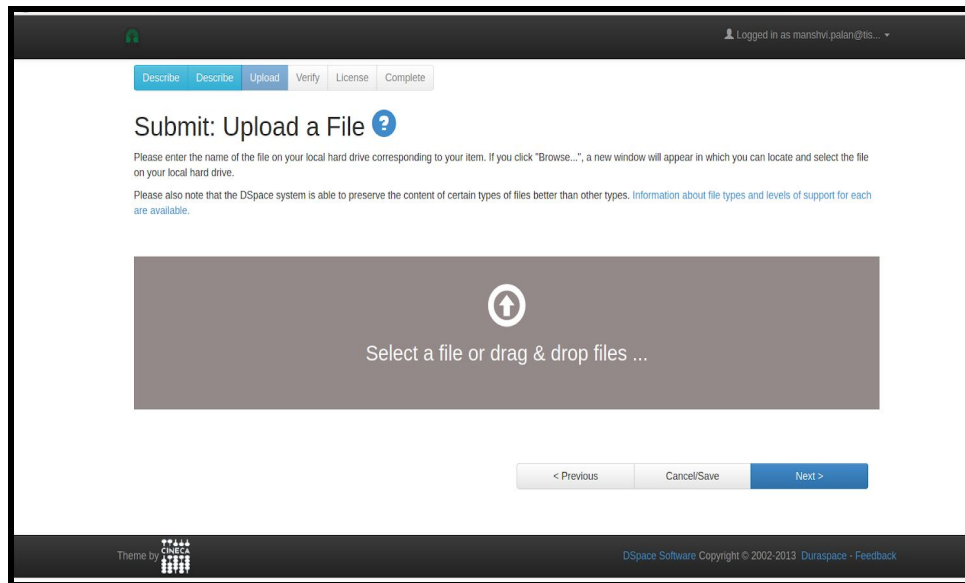
1. Guidebook
2. Report

3. Publication
4. Proposal
5. Presentation
6. Template

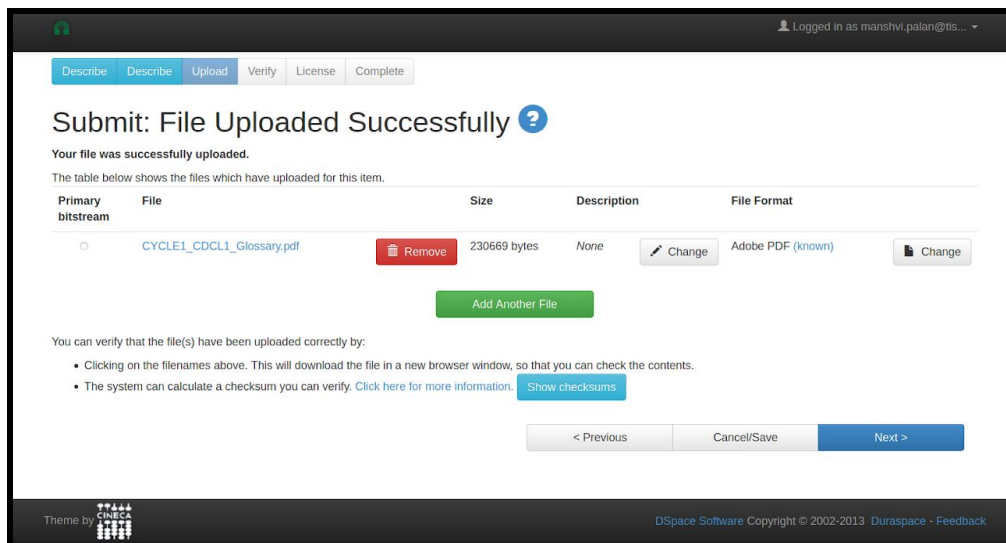
...Next



Submit: Upload a File



Submit: File Uploaded Successfully



Add another file or click on **NEXT**

Describe	Describe	Upload	Verify	Licence	Complete
----------	----------	--------	--------	---------	----------

Submit: Verify Submission

Recheck and verify the details entered. You can edit and make changes if required.

If everything is OK, please click the "Next" button at the bottom of the page.
You can safely check the files which have been uploaded - a new window will be opened to display them.

Authors	None	Correct one of these
Title	trial	
Other Titles	None	
Date of Issue	2020	
Publisher	None	
Citation	None	
Series/Report No.	None	
Identifiers	None	
Type	Article	
Language	None	

Subject Keywords	trial	Correct one of these
Abstract	None	
Sponsors	None	
Description	None	

Uploaded Files: [CYCLE1_CDCL1_Glossary.pdf - Adobe PDF \(Known\)](#) Add or Remove a File

< Previous Cancel/Save Next >

...Next

Describe	Describe	Upload	Verify	Licence	Complete
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DSPACE Distribution License

Accept the declaration given by clicking on **I Grant the License**

Describe	Describe	Upload	Verify	Licence	Complete
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Submit: Submission Complete!

Describe Describe Upload Verify License Complete

Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My DSpace page.

[Go to My DSpace](#)

[Communities and Collections](#)

[Submit another item to the same collection](#)

Theme by GINECA

DSpace Software Copyright © 2002-2013 Duraspace - Feedback

Congratulations!!! :)

Use cases:

1. Metadata and authorization/access control for a community/collection can also be changed at any stage by admins.
2. Items within a collection can also have different authorization than the collection it resides in. For example, in a private collection some items can be made public.
3. To edit a community/collection/item “Admin tools” on the right hand side panel.
4. Using admin tools, metadata as well as authorization (access control) can be modified for a community/collection/item.
 - a. To verify access control, refresh the browser and also check without login in another browser/incognito window.

Useful to remember, an extra minute spent on metadata may save you an hour later!!