

TU Graz Repository Guide (invenioRDM)

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1) Get Access

The TU Graz Repository can be reached at the following address: <https://repository.tugraz.at/>

To log in you need an account of TU Graz. With this account you can simply log in using SSO (single sign on). All members of TU Graz automatically have access to the TU Graz Repository. If you have members in your working group or consortium from outside TU Graz and you want them to interact with the repository, please go through the account procedure for [externals](#).

1) My account

After logging in, your email address will appear in the header of the page (Figure 1). If you click on it, you will get to your account overview. Here there is a tab with four options to choose from:

- **Profile:** Here you can see a summary of your account characteristics. This information is taken directly from the TU Graz database after logging in. Below you will find the preferences on visibility options. **Important: If both options are set to "Hidden", you will not be visible and cannot be invited to "Communities" of the repository.**
- **Notifications:** Here you can activate or deactivate the e-mail notification in case you have received new requests or chat messages.
- **Security:** In this section you will find a history of all the devices that have registered with your account. You can also revoke access here.
- **Applications:** The application section is primarily intended to be used by developers or advanced users who want to interact with the repository, e.g. via APIs. They can register new applications, create access tokens and get an overview of their applications.

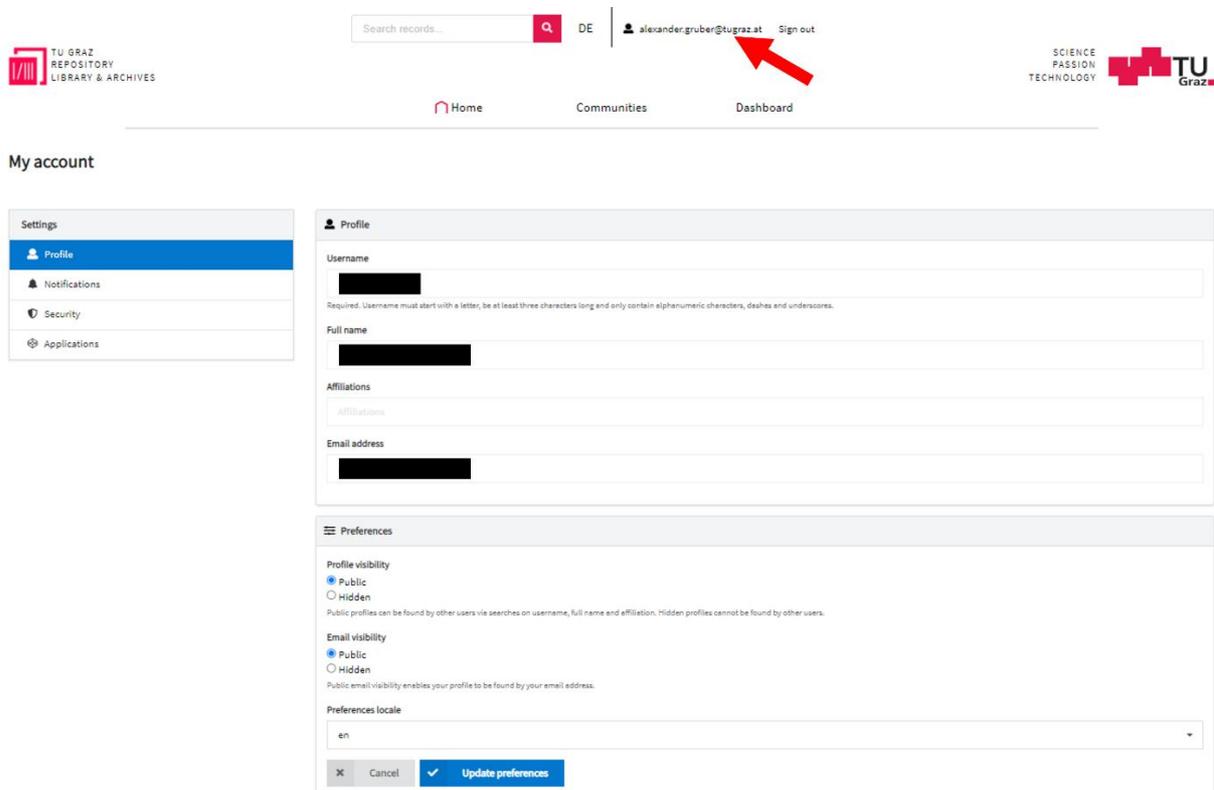


Figure 1: My account

2) Home

"Home", apart from the open communities, is the only area of the repository that is publicly accessible. All entries classified as "Open" or "Restricted" can be found here. For the latter, only the metadata is visible, but not the data itself. Entries that are fully "Restricted" can be found in your dashboard. Here you will also find direct access to the three core areas of the TU Graz Repository: research results, publications and open educational resources.

3) Communities

Communities are a powerful core feature of InvenioRDM and thus also of the TU Graz Repository, allowing users to organise and manage content themselves. The function currently focuses on three main use cases:

- Submitting a record for review in a community.
- Management of published community entries
- Managing members of a community

As long as you are not logged in, you will only see the public communities. "Public" here means that you see an overview of the members (if activated), information about the community itself (if available) and a collection of the publicly accessible entries of the community. If you are logged in, you will also see the communities you are part of. Interaction with these is explained in [My dashboard/Communities](#).

4) My dashboard

1) Research Results

This is the central element of the repository for research data and associated digital objects. Here you can create and publish a new entry with your curated research data and all relevant additional materials. Creating a new entry is equivalent to preparing a publication. You should therefore allow sufficient time for this process and consider which files and information (metadata) are necessary to make your research usable. We will first go through the important settings and then describe the individual areas of the entry.

The "Research results" section contains all entries that you have created yourself. If you now click on "New upload", you will be taken to the editing view (Figure 2) of an empty entry.

- 1.** Here you can upload one or more files. If you are working with a large number of individual files, it is recommended to create a .zip folder (or similar) and then upload the entire file.
Please note that if you want to make one part of the data publicly available and the

other part to be restricted, you should separate the data and upload it in separate entries of the repository. It is also possible to create an entry that only contains metadata, i.e. without uploading the actual data, and assign them a DOI.

2. Communities that are visible to you can be selected here. This will submit your entry for publication in a community when you have finished creating it. After confirmation, it is automatically published and both you and the community own the entry.
3. Regardless of whether you are uploading new files or editing an entry, the changes you make will only be applied after you click "Save draft". In order for the upload to be visible at all, or for the changes to be accessible to other users, you must select "Publish" after saving the changes. You can use the "Preview" button to check how your entry will look after it has been published in the repository.
4. The options under "Visibility" allow you to decide whether an entry is fully (i.e. data and metadata) visible publicly (**Full record** and **Files only** are set to **"Public"**), if the metadata can be retrieved, but not the data (**Full record** set to **"Public"**, but **Files only** set to **"Restricted"**); or if the entire entry is not visible (**Full record** set to **"Restricted"**). If you assign restrictions, you can specify people who can see and use the entries. In addition, you can also impose a time-limited embargo that makes your entry publicly available on the cut-off date.

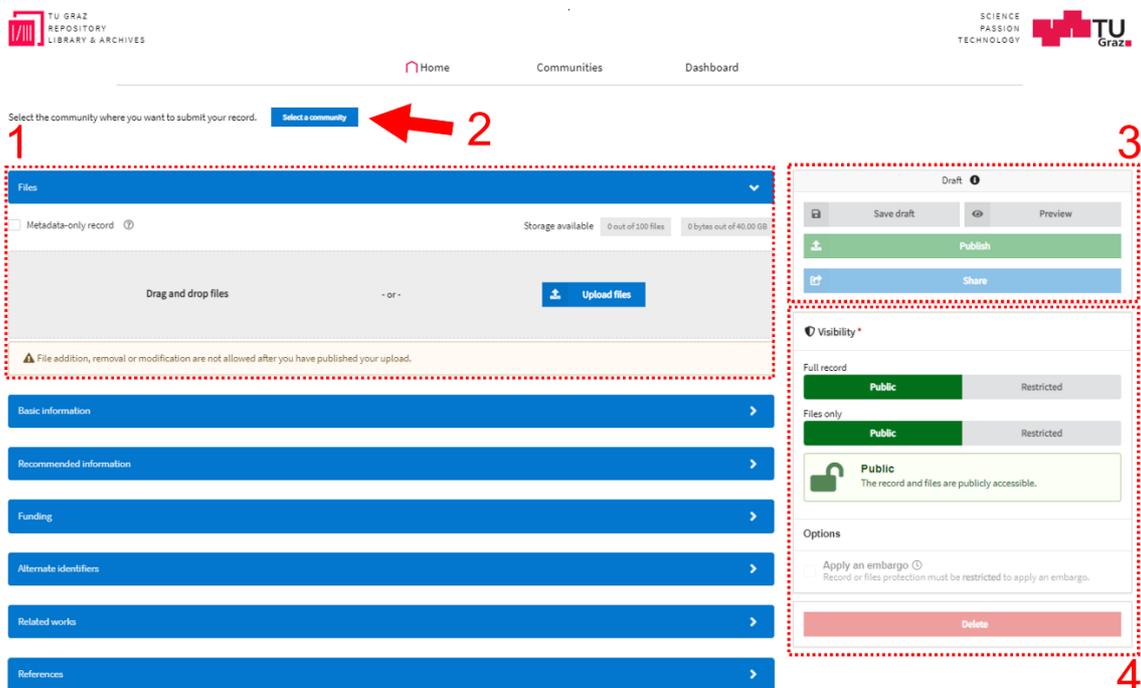


Figure 2: Entry overview

After the desired files have been uploaded, the entry needs some basic information (Figure 3). This is really essential information so that your entry can be found in an online search and at the same time to have sufficient meaningful information about the record.

5. A unique and persistent identifier of your entry is a Digital Object Identifier (DOI). If you have already stored data elsewhere and it is deposited with a **DOI**, you can still create an entry in the TU Graz Repository and enter the existing DOI. Otherwise, you can reserve a DOI and attach it to a publication even before the data is published. Alternatively, you will be assigned a DOI at the time the data is published in the repository.
6. These fields (Resource type, Title, Publication date and Creators) are mandatory and are of particular importance for the citation of your entry and the DOI. You can choose from a range of resource type options here (e.g. dataset, figures, software) and assign multiple titles if it is multilingual. The date of publication and all authors (creators) involved are of course also relevant. **Important: Creators have participated in the research, i.e. in the creation of the data (as in the case of publications) and appear in the citation.**
7. While "Description" is not required, we encourage you to provide a description of the (meta)data as accurate as possible. In addition, a short description of the context in which this entry was created is usually of great help. Again, you can give multiple descriptions and, of course, multilingual. In the particular case of the licence under which your data will be made available, please note that by default the Austrian copyright law (very restrictive!) will be assigned. If you prefer a different licence that better matches your requests, please select it from the drop-down menu. You can also create a licence yourself if this suits your needs better.

Figure 3: Entry Basic Information

In addition to the basic information, it is advisable to provide further additional (recommended) information (Figure 4), if available. To ensure traceability of the changes and contributions made to an entry, we recommend you to be here as accurate as possible. First of all, there are the **contributors** who were involved in various ways in the creation of this entry. Unlike the creators, however, they were not directly involved in generating the data. In **subjects**, the research area of your work can be specified and thus further increase the findability. You can also specify the primary **language** of the entry and add important **dates** as a list.

- 8. Here you can specify a version, which is relevant first and foremost for datasets and software, but not limited to them. Please remember that in order to receive a **DOI**, a **DOI**-authorized institution is required. This is what the publisher field stands for and TU Graz is set as default, but you can also choose another institution.

▼
 Recommended information

Contributors

+ Add contributor

Subjects

Suggest from: All ▼ Search for a subject by name ▼

Languages

Search for a language by name (e.g "eng", "fr" or "Polish") ▼

Dates

Date *	Type *	Description
YYYY-MM-DD or YYYY-MM-DD/YYYY-MM	▼	<input type="text"/> ✕

Format: DATE or DATE/DATE where DATE is YYYY or YYYY-MM or YYYY-MM-DD.

+ Add date 8

Version

Mostly relevant for software and dataset uploads. A semantic version string is preferred see semver.org, but any version string is accepted.

Publisher

Graz University of Technology

The publisher is used to formulate the citation, so consider the prominence of the role.

Figure 4: Entry Recommended Information

The last 3 sections (Figure 5) deal with the presentation of funding and linking this entry with related work or alternative identifiers of the entry.

- 9.** Here you can indicate the funding you have received for the project (this is often obligatory). There is a search but this is fed by locally created (Add custom) awards.
- 10.** If you would like to add other identifiers to the entry in addition to the DOI, you can do so here.
- 11.** In the second last section you can reference relevant works, but also provide links to multiple entries if your upload contains both public and restricted entries in the repository (see page 4). By using identifiers, you can directly reference the data. This can also be used to link the metadata that describes your data to the data file.
- 12.** In the last section you can add additional references to your entry, which should not be listed in the relevant works.

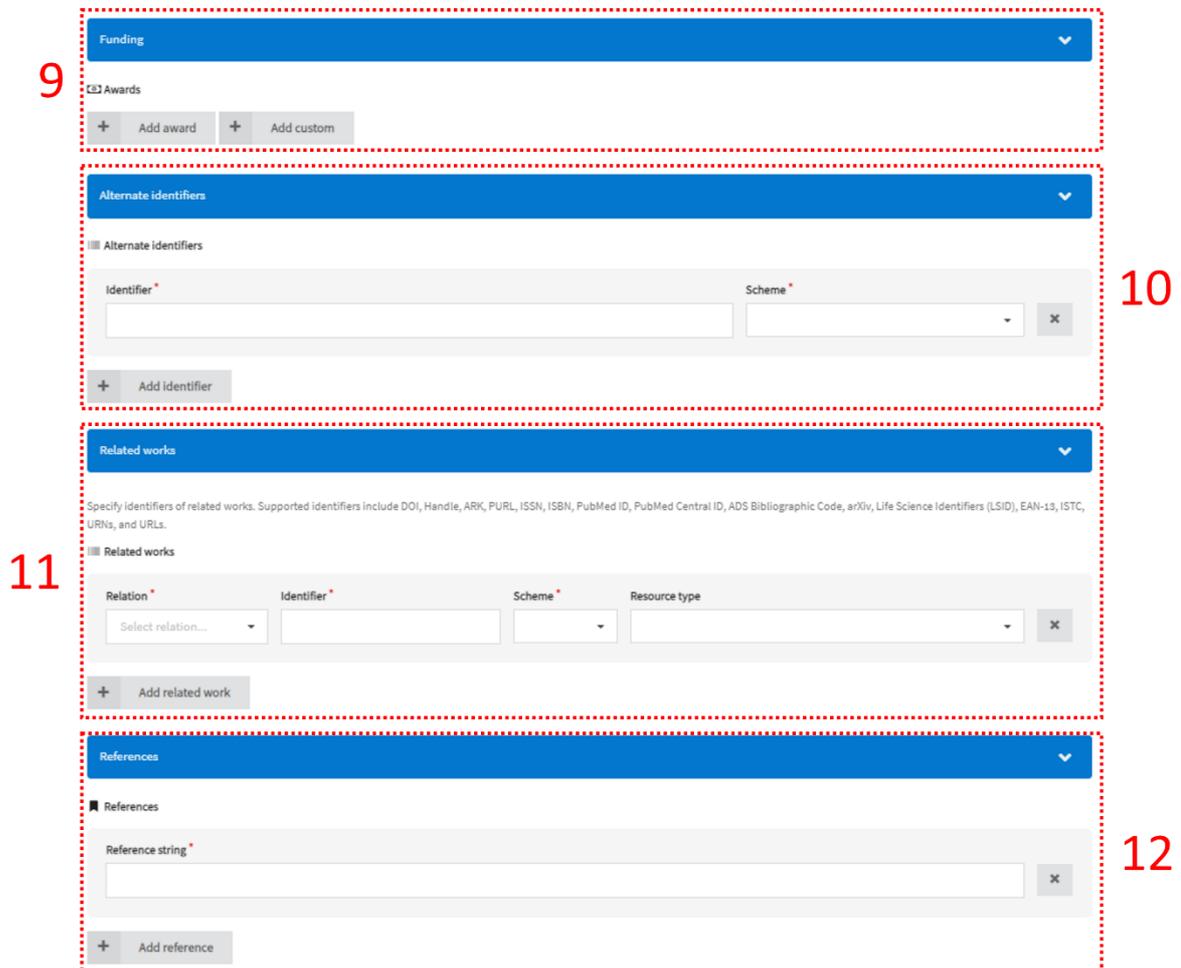


Figure 5: Entry Further Information

After you have filled in all the fields and the entry has been reviewed by yourself or your colleagues, you can publish it. **Please note that the dataset can no longer be changed after it has been published.** After publication, you can switch to the viewing mode (Figure 6) of the entry and get new options.

- 13.** If you have published your entry in the repository, you can still edit it. Please note that you can only change the metadata, not the uploaded files. To add other files to your entry, you must create a new version. All metadata is taken over directly and you can also directly take over the files of the previous entry, as well as upload new data. You can also share your entry with others, especially if it has been restricted by you.



Figure 6: Entry View mode

There are several options to choose from (Figure 7):

- **People:** You can use the People tab to give people who are already registered as users in the tool direct access to their entries.
- **Groups:** This is a special version of groups which is not the same as communities. These groups are set up by the administrators of the repository and have no relevance for regular users.
- **Links:** If you want to share your entries with users outside the TU Graz Repository user community, you can also send an access link. These are available with different rights:
 - *Can view:* Anyone with this link is able to **read the published versions** of the entry, regardless of whether it is "open" or "restricted".
 - *Can preview drafts:* Anyone with this link is able to **read the published and unpublished** versions of the entry.
 - *Can edit:* Anyone with an account and this link **can edit all versions** of the entry.
- **Settings:** The last tab allows you to send a request to people who have discovered your entry and would like to have access to your restricted files. You can also formulate the conditions and who you would probably give access to in the event of a request.

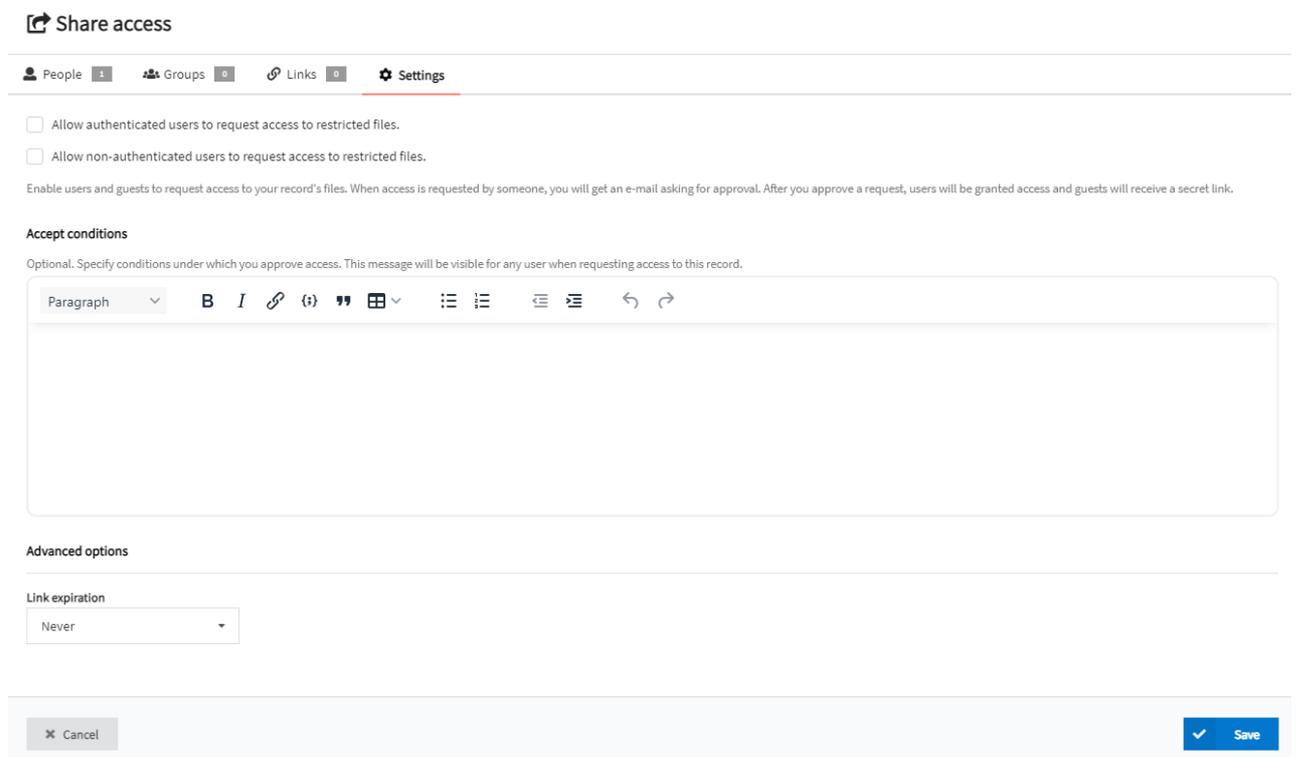


Figure 7: Access control

A few words about the data you want to upload: Please upload only data or metadata that have been previously curated (by you or someone you trust). Long-term storage of data/metadata in public repositories should be used for data that deserves to be stored i.e. data that can enable researchers (those who obtained the data in the first place or others) to reuse them in the future. *Examples of data documentation are: laboratory notebooks, questionnaires, codebooks, project reports, etc.* Additionally, users have to be reminded of the Terms of Use, and have to ensure that all uploaded content have to comply with applicable legislations. The internal data privacy service unit¹ will provide individual support in this regard. The data privacy handbook² guides researchers in handling their research data presenting general case examples.

2) Communities

What the communities are has already been discussed in a [previous chapter](#). As a logged-in user, several functions are now available to you. We would like to deal with three cases in this guide:

1. Submit an entry to a community

When you create a new entry, you can also select one of the open communities in the header, even if you are not a member. Your entry will then be sent to the curator of the community and he or she will decide whether to publish your entry. Please note that the publication takes place without any further action on your part. When you submit your entry, be sure it is complete and ready to go.

2. Member of a community

If you have been invited into a community and have accepted, your opportunities depend on the role you have been given. All roles can occur several times per community.

- Reader: Simple member of the community, but can read restricted entries. Perfect for people who need to see restricted content but do not need editing rights.
- Curator: Has the same rights as the reader but also receives requests for entries to be published in the community.
- Manager: Has the rights of reader and curator but can manage the members of the community.
- Owner: Has all the rights of the community and is always present. Usually the creator of the community.

3. Create a community

You can create a new community directly using the "New Community" button. You need a name, an abbreviation and must decide whether your community is open or restricted. You will then be taken directly to the overview (Figure 8) of your new

¹ <https://tu4u.tugraz.at/bedienstete/organisation-und-administration/datenschutz-und-datensicherheit>

² https://tu4u.tugraz.at/fileadmin/public/Studierende_und_Bedienstete/Anleitungen/Handbuch_Datenschutz_TU_Graz.pdf?sword_list%5B0%5D=datenschutz&no_cache=1

community. Here you can make additional settings that further describe your community. For example, you can specify whether it is an organisation or a project. Whether it has a website or perhaps even a logo. **Warning: You can also delete your community again, but if there are already entries, you should clarify this in advance with the RDM team.**

14. Requests: Here you will find requests for new entries. They can be previewed and accepted or rejected.

15. Members: Here you get an overview of all members of your community. You can also see their role (reader, curator, manager, owner) and can change this role or exclude the person from the community. If you would like to add members to your community, you can do so too. However, users must have their settings set to visible in order to be findable.

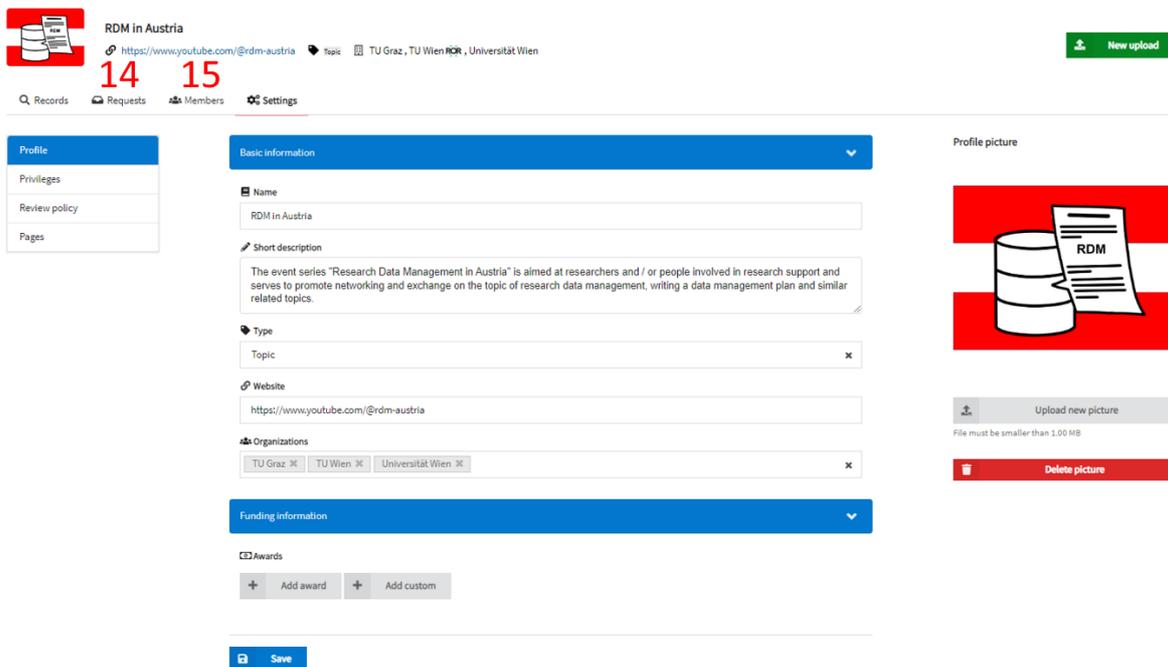


Figure 8: Community Overview

3) Requests

Under "Requests" you will find all requests that have been addressed to you directly in the repository (both open and closed requests). In most cases, the requests are related to the "communities". If you receive an invitation, they will be available in this section. You also have the possibility to start a simple chat to clarify open questions.

4) Publications

Under "Publications" you can directly search the library catalogue for publications of TU Graz.

5) Educational Resources

You can use this area in the repository to publish open educational resources (OER). The entries are also transferred to the national OER Hub (OERhub.at) directly after publication and are thus available to a broad community. In order to use this feature, you must first acquire an OER certificate and apply for activation. You can obtain the certificate from the Internal Training of TU Graz. Further information on the procedure and conditions of the OER training can be found via telucation@tugraz.at.



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