# TU Graz Repository Guide (InvenioRDM)

**V6.0 (Authors: Alexander Bardel, Claire Jean-Quartier, Hermann Schranzhofer)**

## Content



# 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 (connect.tugraz.at). (Alternatively, it is possible to share a link for accessing individual entries, more details on page 9.)

## 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 three options to choose from:

- **Profile:** In this section you can see a summary of your account characteristics. The 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.

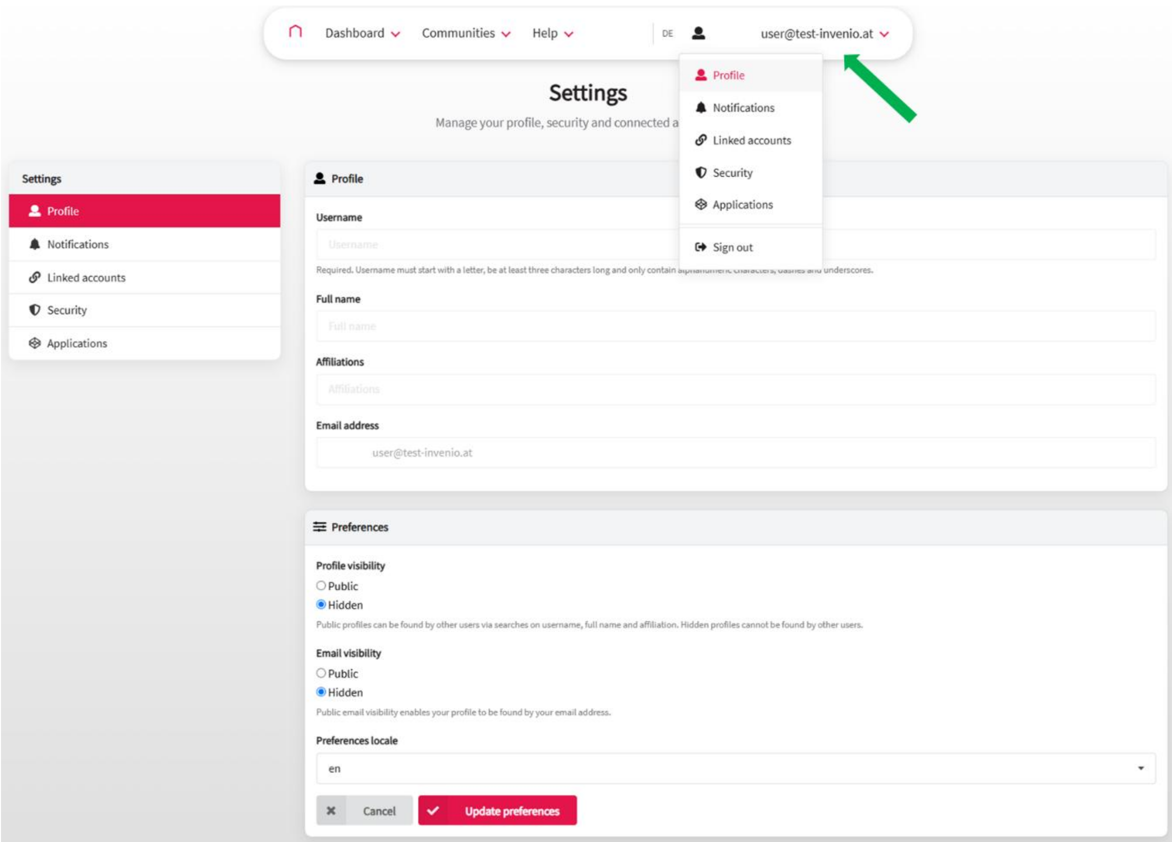


**Figure 1: My account**

# 2) Start Page/Home

The start page called Home (Figure 2), apart from the open communities and the help section, is the only section of the repository that is publicly accessible. All records classified as "Open" or "Restricted" can be found here. For the latter, only the metadata is visible, but not the data itself. Records that are fully "Restricted" as well as your drafts of non-published records are not visible here and can only be found in your list of research results.
On the right side you will find direct access to the three core areas of the TU Graz Repository: research results, publications, and open educational resources.

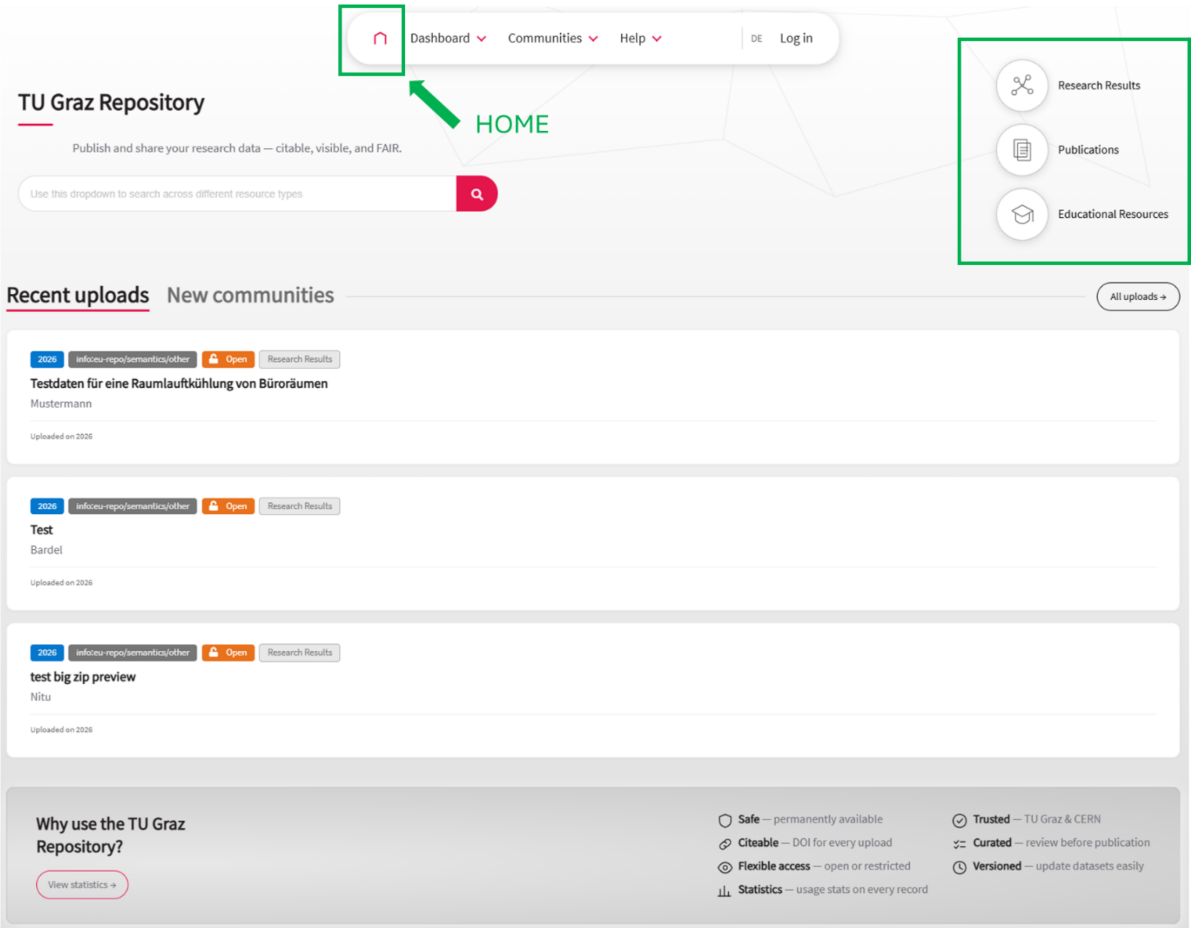


**Figure 2: Home**

# 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 records
- Managing members of a community

As long as you are not logged in, you will only see the public communities. "Public" in this case 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 records of the community. If you are logged in, you will also see the communities you are part of. Interaction with these is explained later in the subchapter 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 record with your curated research data and all relevant additional materials. Creating a new record 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 fields of the record.

The "Research results" section contains all records that you have created yourself. If you now click on "New upload", you will be taken to the editing view (Figure 3) of an empty record.

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. Single large files should be avoided though, in such a case split archives are optional. **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 records of the repository.** It is also possible to create a record 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 record 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 record.
3. Regardless of whether you are uploading new files or editing a record, 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 "Start publication process" after saving the changes. You can use the "Preview" button to check how your record will look after it has been published in the repository. If you assign restrictions, you can specify people who can see and use the records via the “Share” Button.
4. The options under “Visibility” allow you to decide whether a record 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 record is not visible (**Full record** set to **“Restricted"**). In addition, you can also impose a time-limited embargo that makes your record publicly available on the cut-off date.

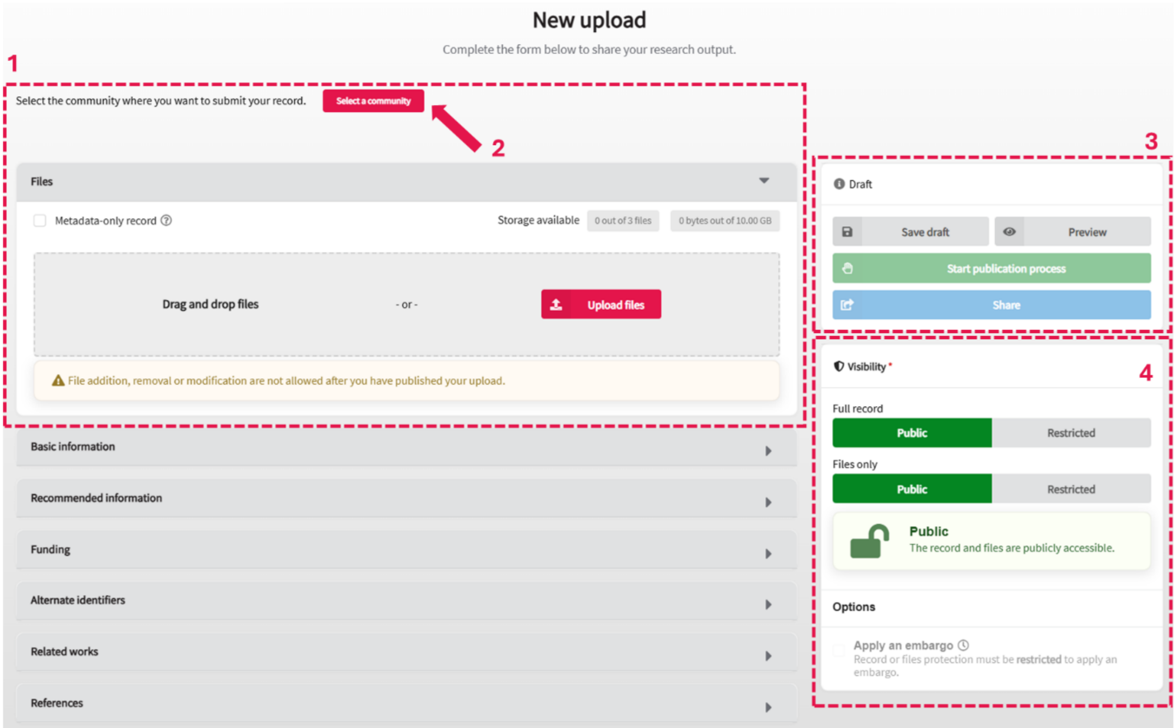


**Figure 3: Record overview**

After the selected files have been uploaded, the record needs some basic information (Figure 4). This is really essential information so that your record 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 record is a Digital Object Identifier (DOI). If you have already stored data elsewhere and it is deposited with a **DOI**, you can still create a record 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. **Please note: The registration of the DOI can take up to 24h, nevertheless you can include it in other documents directly after its creation.** The DOI will be reserved for this record until finalization of the publication.

6. Resource type, Title, Publication date and Creators are mandatory and are of particular importance for the citation of your record 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.** Names associated to contributors will be part of the metadata but not integrated in the citation.

7. "Description" and “Licenses” are mandatory fields as well. 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 record 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. **In any case, you should clarify the legal situation of your research data in advance to know which licence may be used and whether there are any further restrictions.**

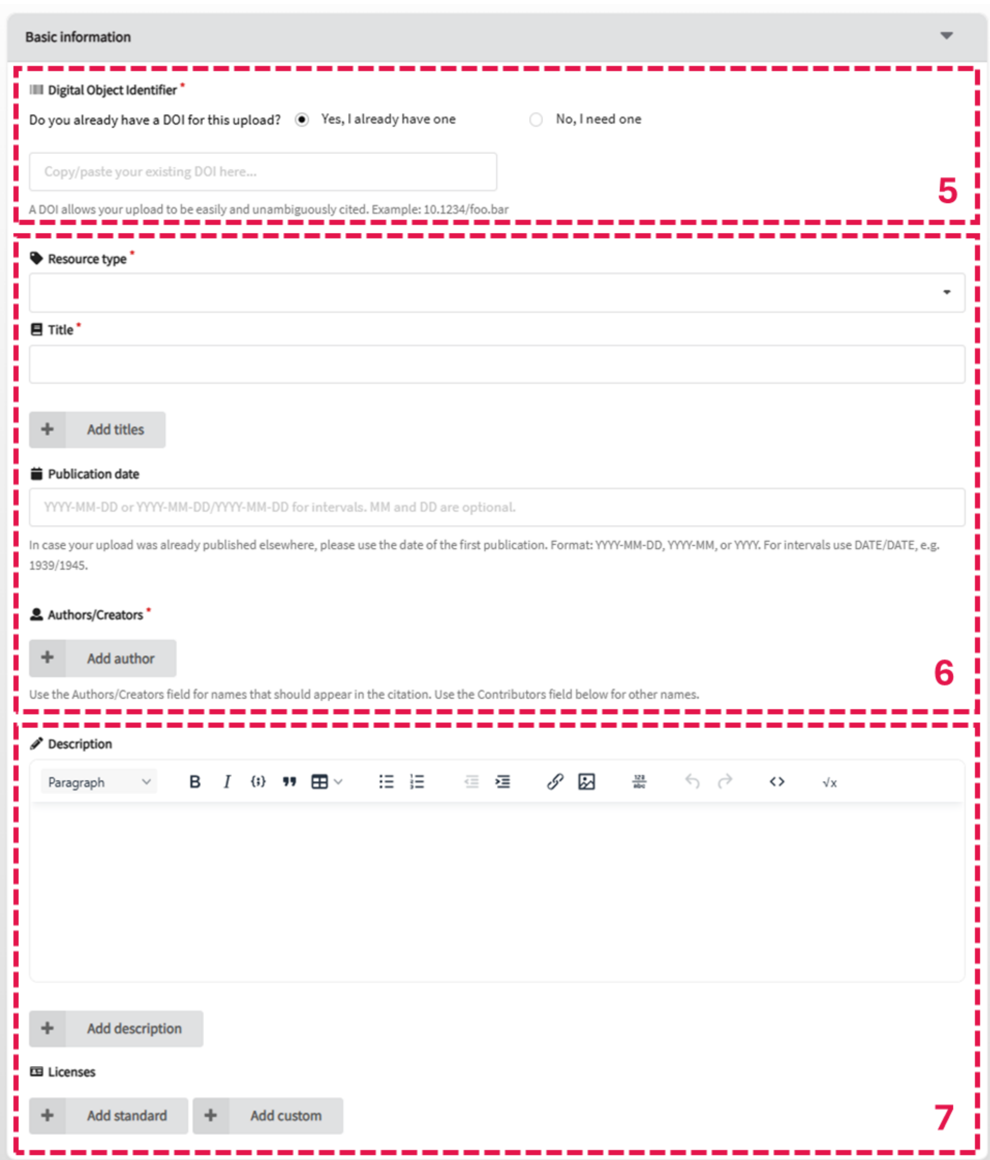


**Figure 4: Record Basic Information**

In addition to the basic information, it is advisable to provide further (recommended) information (Figure 5), if available. To ensure traceability of the changes and contributions made to a record, we recommend you to be as accurate as possible. First of all, there are the **contributors** who were involved in various ways in the creation of this record. Unlike the creators, 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 record 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.

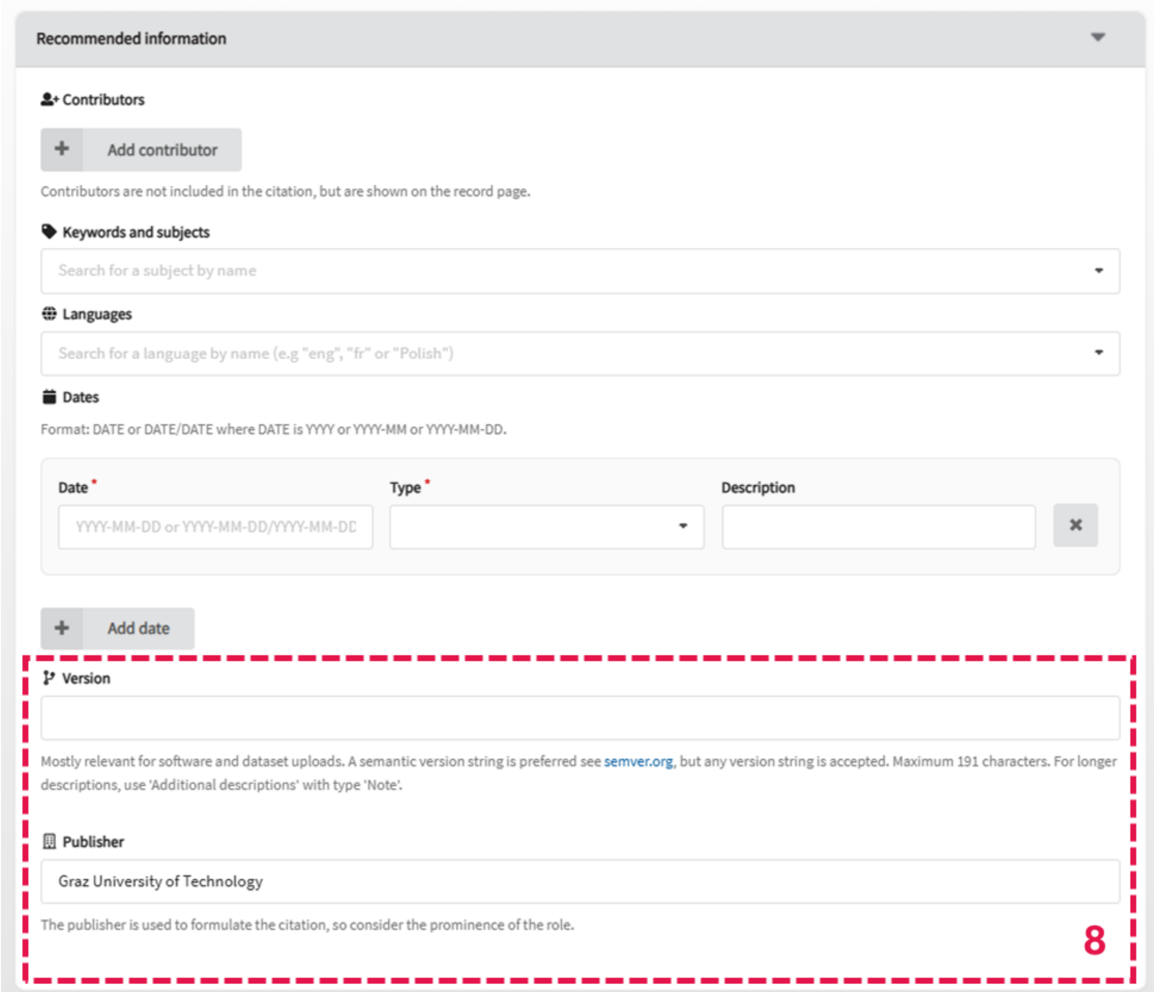


**Figure 5: Record Recommended Information**

The last 4 sections (Figure 6) deal with the presentation of funding and linking this record with related work or alternative identifiers of the record.

9. Here you can indicate the funding you have received for the project (this is often obligatory). There is a search that is constantly being expanded through added user contributions ("Add custom").

10. Here you can add other identifiers to the record in addition to the DOI.

11. In the second last section you can reference relevant works, but also provide links to multiple records if your upload contains both public and restricted records 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 record, which should not be listed in the relevant works.

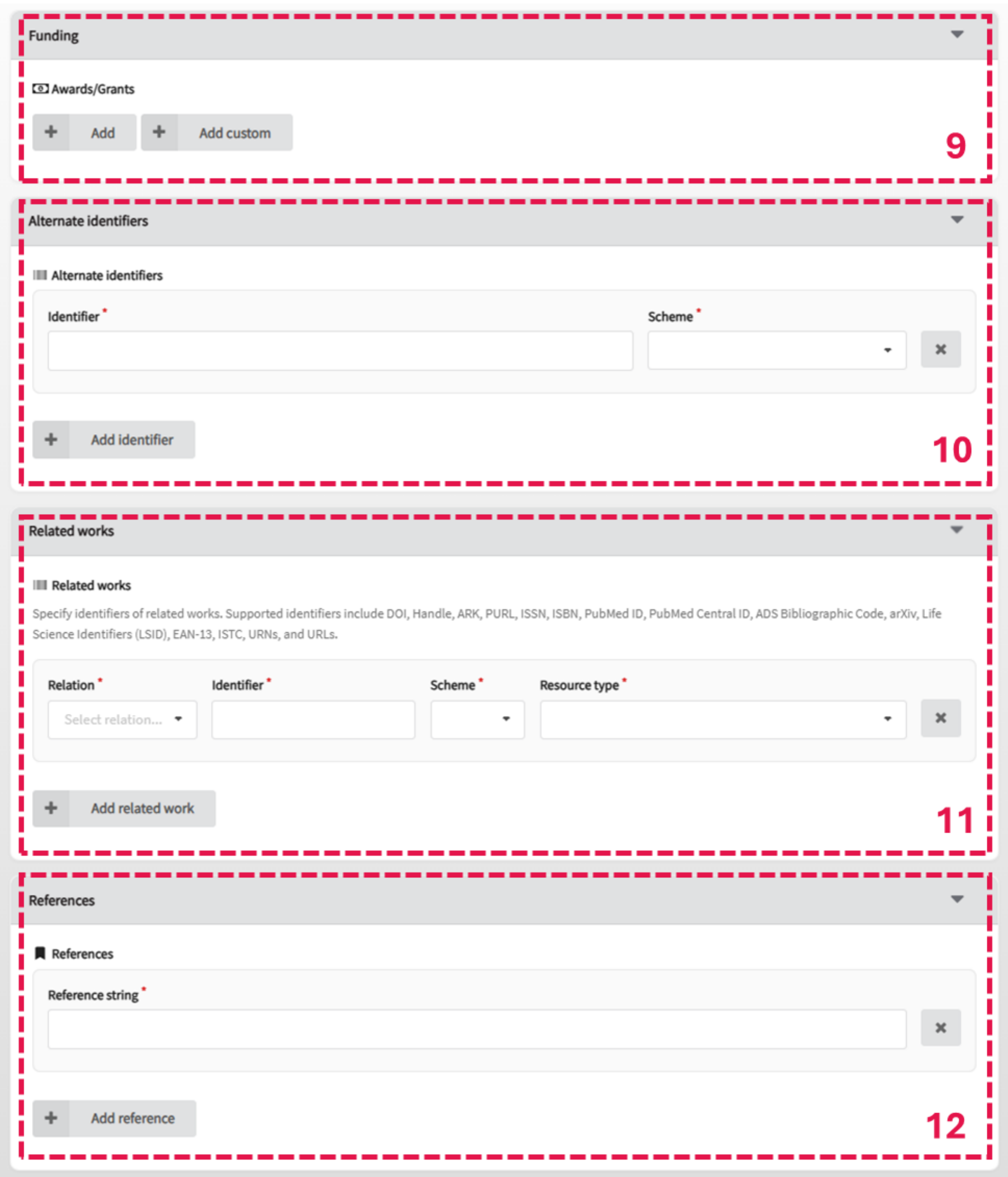


**Figure 6: Record Further Information**

After you have filled in all the fields and the record has been reviewed by yourself or your colleagues, you can forward to the publication process. **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 7) of the record and get new options.

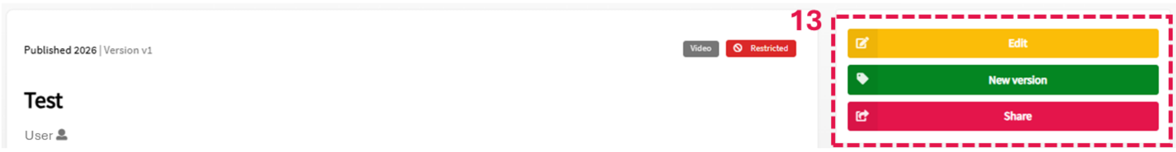


**Figure 7: Record View mode**

13. After the record has been published, subsequent changes can be made, but only to the metadata, not to the uploaded files. **In addition, the publication of a modified record must go through the publication process again**. To add other files to your record, you must create a new version. All metadata is taken over directly and you can also directly take over the files of the previous record, as well as upload new data. You can also share your record with others, especially if it has been restricted by you.

    There are several options to choose from (Figure 8):

    - People: You can use the People tab to give people who are already registered as users in the tool direct access to their records.
    - Groups: Groups of people who have specific rights within the TU Graz Repository. This is managed by the system administrators and is not relevant to regular users.
    - Links: If you want to share your records 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 record, 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 record.
        - *Can edit:* Anyone with an account and this link **can edit all versions** of the record.
    - Settings: The last tab allows you to send a request to people who have discovered your record 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 ( ).

14. 'Settings' (Figure 9) offers two separate options here that allow you to define who can request access to restricted files. The first option would allow only users with active accounts to submit requests, whilst the second option makes the request form available to users without a TU Graz account as well.

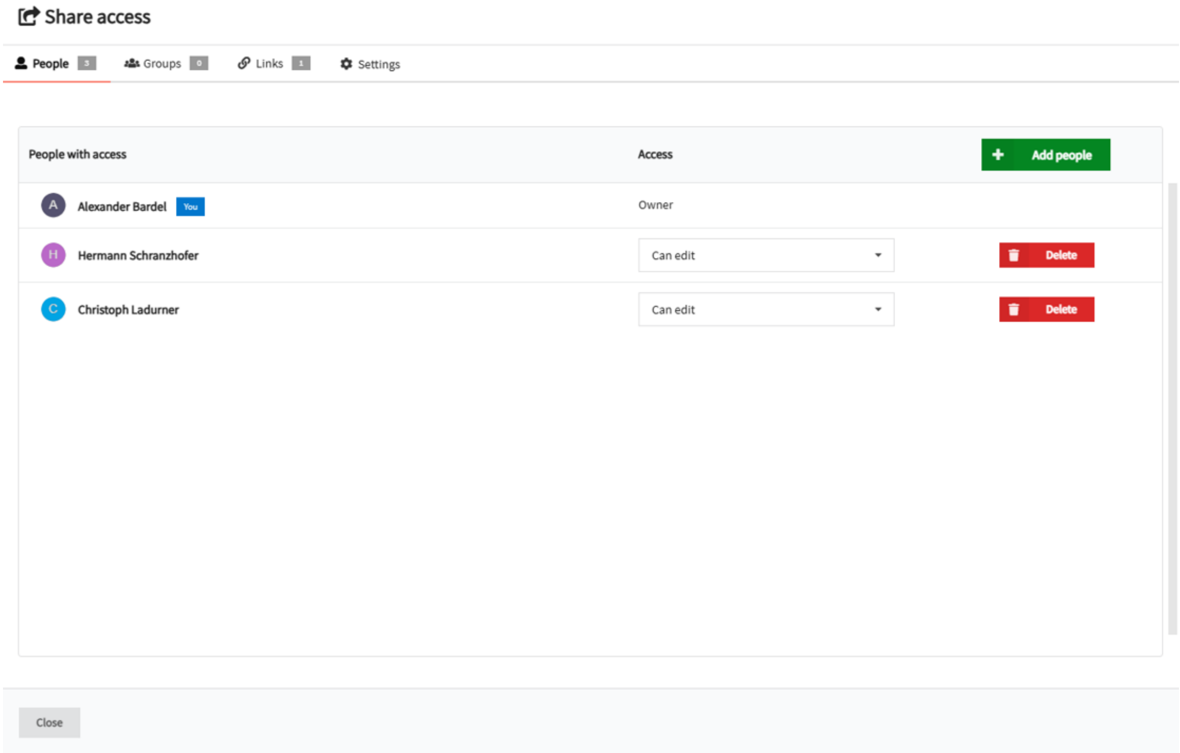


**Figure 8: Access control**

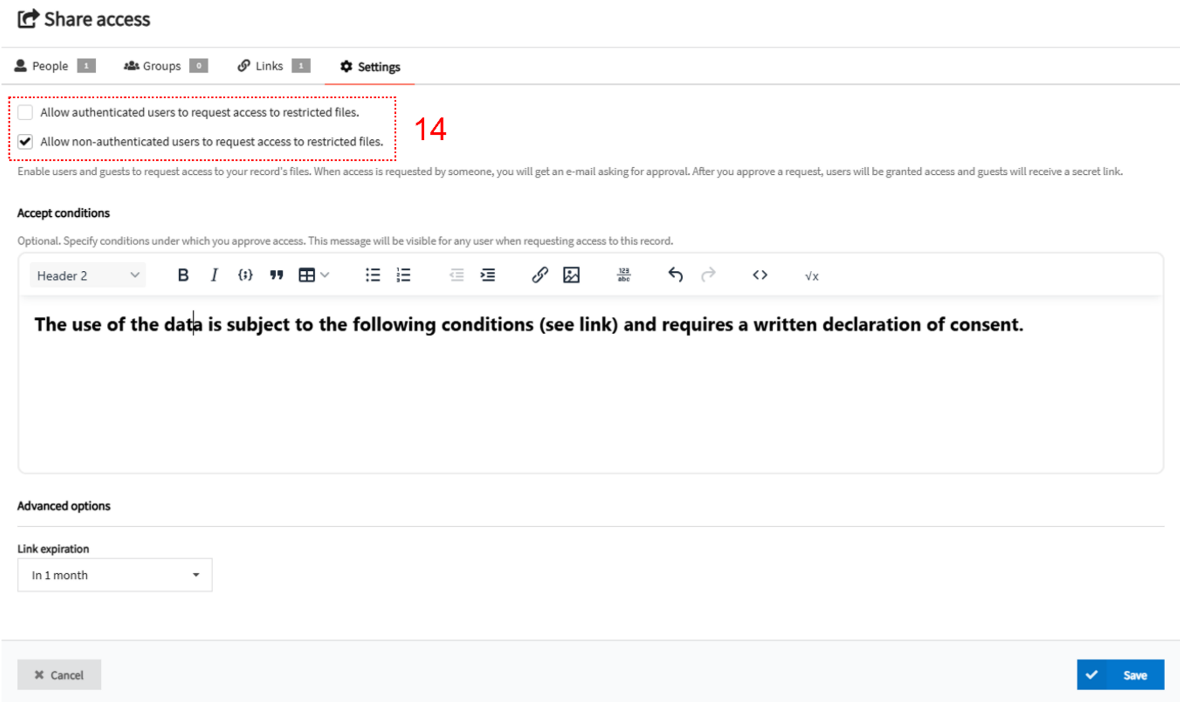


**Figure 9: Access control for restricted records**

**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 unit[1] will provide individual support in this regard. The data privacy handbook[2] 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 a record to a community**
   When you create a new record, you can also select one of the open communities in the header, even if you are not a member. Your record will then be sent to the curators of the community and they will decide whether to publish your record. Please note that the publication takes place without any further action on your part. When you submit your record, 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 records. 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 records 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 10) of your new 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.

[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

Whether it has a website or perhaps even a logo. Warning: You can also delete your community again, but if there are already records, you should clarify this in advance with the RDM team.

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

16. 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.

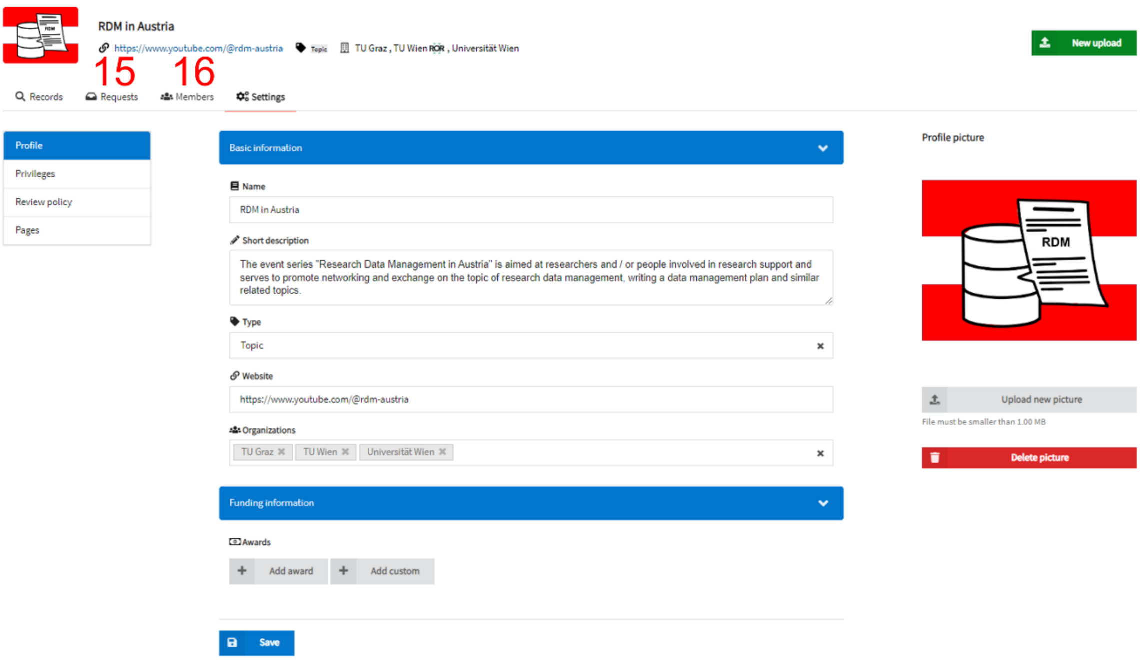


**Figure 10: Community Overview**

## 3) Requests: Publication Process & Communities

Under "Requests" you will find all requests that have been addressed to you directly in the repository (both open and closed requests) and are related to the “Publication Process” and to "Communities". If you receive an invitation to a community, they will be available in this section as well. Requests also have an integrated chat function to handle questions and the like within the repository. Further information on the publication process can be found in the “TU Graz Repository Deposition and Appraisal Process” document[3].

[3] Bardel, A., Eckhard, D., & Jean-Quartier, C. (2025). TU Graz Repository: Deposition and Appraisal Process. Graz University of Technology. https://doi.org/10.3217/ffg20-eq803

## 4) Publications

Under “Publications” you can search the library catalogue for publications of TU Graz. Documents in this section are managed by the library team responsible for publications.

## 5) Educational Resources

You can use this area in the repository to publish open educational resources (OER). The records 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.

This work and its contents - with the exception of the logos - are licensed under the Creative Commons Attribution 4.0 International License. To see a copy of this licence, please visit Creative Commons Attribution 4.0 International License