REGISTERING A USER SUBMISSION PROFILE

Before submitting documents to AIRR, it is first necessary to register a user submission profile.

Steps 1-4 below may be completed by the person to be registered, or a library staff member:

1. Go to http://airr.anzca.edu.au
2. Select Sign on to: > My DSpace from the right-hand menu:

![AIRR Sign on to: My DSpace](image)

3. Click New user? Click here to register. The User Registration screen will display:

![User Registration screen](image)

4. Enter the E-mail Address of the person to be registered and click Register.

This will automatically generate an email from Library to the email address nominated above – the email's subject will be AIRR Account Registration:

```
To complete registration for an AIRR "My DSpace" account, please click the link below:
<link>

Please allow 3 working days for library staff to authorise your account, which will allow you to login and submit items to AIRR. You will be sent a notification once your account is authorised.

If you need assistance with your account, please email library@anzca.edu.au or call us at +61 3 8317 5368.

regards
AIRR Administrator
ANZCA Institutional Research Repository | AIRR
```

Note: If you have completed steps 1-4 above on behalf of another user, please advise that user to check their emails and advise them to follow steps 5-8 below.
Note: Steps 5-8 must be completed by the person to be registered:

5. Open the email from Library with subject AIRR Account Registration and click on the URL that is in the email - the Registration Information screen will open in your browser:

6. Ensure the following details are entered:
   - First name – for example: Peter
   - Last name – for example: Smith
   - and choose a password to use, and repeat the password to confirm

7. Click on the Complete Registration button when complete – the Registration Complete screen will display:

8. Click on Return to DSpace Home link to return to the Home screen

Note: Please allow 3 working days for library staff to authorise your account to submit to AIRR.

Once authorised, you will receive an email notification:
LOGIN TO AIRR

Once registered, the user can login to AIRR:

1. Go to URL: http://airr.anzca.edu.au
2. Click Sign on to: > My DSpace

3. Enter your E-mail address and the Password used on the Registration Information form
4. Click on the Log In button
ADDING ITEM RECORDS

A: Before submitting a new item:

1. Check whether the item is already in AIRR:
   b. In the Search DSpace box, enter part or all the item's title, and click the blue search button:

   ![Search DSpace](image)

   c. The Results screen will display - check the Item hits table to check for a possible match
   d. If the item is already in AIRR, do not duplicate it.
   e. If the item is not in AIRR, proceed to section B below

2. Published articles – search PubMed (or Trove) for the item to verify the citation details

B. Submit new item:

1. Login to AIRR (see above)
2. Select My DSpace and click on the Start a New Submission button:

   ![Start a New Submission](image)

   Note: If you see the following error: You are not authorized to submit to any collections, please contact the ANZCA Library and request permission to submit items to AIRR.

3. Using the drop-down next to Collection, choose the collection that you wish to submit the item to: Scholarly and Clinical or Corporate
4. Click the Next button – the Submit: Describe this Item screen will display
5. Choose the Type of item (for example: Book or Journal Article) you wish to submit and the Content type (for example: Text), then click the Next button
6. On the next **Submit: Describe this Item** screen, complete the fields that describe the item, using the field notes as a guide -

- **Other Authors/Editors field:**
  - Add in all the authors/editors of the item (including any ANZCA/FPM Authors/Editors that you have already added in earlier fields)
  - Please ensure authors are added in publication order

- **Affiliated Organisations field:**
  - Add any known affiliations of authors – these can often be found in *PubMed* citations under Author information:

![Example Affiliated Organisations](image)

- **ORCID field:**
  - There is no need to complete this field, as it is possible to add the ORCD to the associated Author profile

7. Click the **Next** button when complete

8. The **Access** screen will display, where if necessary you may make the item Private (not searchable) and/or set an Embargo date:

![Access Screen](image)

9. To make the item record private (not searchable):
   
   Note: You also have the option to make a record private **after** the item has been added to the collection
• Place a tick in the **Private** tick box under **Private Item**

10. To set an **Embargo** period:

• Enter the date from which access is allowed in the **Embargo Date**: box
• If you wish, you may enter the reason for the embargo in the **Reason** box

11. If you do not wish to use (or have completed) these options, click the **Next** button – the **Submit: Upload a File** screen will display:

![Submit: Upload a File](image)

12. If you wish to add a file, click on the **Select a file or drag & drop files ...** box and either **browse** to and select the file, or **drop the file** on this box. Click the **Next** button when complete

13. If you do not wish to add a file, then click the **Skip file upload** button instead

14. If you see a **SHERPA/RoMEO Publisher Policy Database** box, ignore it and click the **Skip the upload** button – the **Submit: Verify Submission** screen will display:

![Submit: Verify Submission](image)

15. Please review your submission. If there are any errors, you may edit any text by using the buttons to the right of the error, or by clicking on the progress bar at the top of the page

![Progress Bar](image)

16. When you have finished reviewing, click the **Next** button – the **DSpace Distribution License** screen will display

17. Read through the licence and either click **I Grant the License** or **I Do Not Grant the License** buttons at the bottom of the page:
18. The Submit: Submission Complete! Page should now display

Please Note: Your submission will not immediately appear in the designated collection. Your submission will go through a review process, where it will need to be approved by an editor of the designated collection. Please allow 3 working days for this process to be completed. You will receive email notification when your submission has been approved (Subject = AIRR: Submission Approved and Archived), or if there is a problem with your submission.

You submitted: XXXX
To collection Scholarly and Clinical

Your submission has been accepted and archived in AIRR, and it has been assigned the following identifier: http://hdl.handle.net/11055/566

Please use this identifier when citing your submission.

regards

AIRR Administrator
ANZCA Institutional Research Repository | AIRR

It is also possible to check on the status of your submission by going to My DSpace > Submissions in Workflow Process.
ADDING AUTHOR PROFILES

A: Before submitting a new author profile:

1. Check whether the item is already in AIRR:
   b. In the Search DSpace box, enter the author surname, and click the blue search button:

   ![Search DSpace](image)

   c. The Results screen will display - check the Item hits table to check for a possible match
d. If the author is already in AIRR, do not duplicate it.
e. If the author is not in AIRR, proceed to section B below

B. Submit new author profile:

1. Login to AIRR (see above)
2. Select My DSpace and click on the Start a New Submission button:

   ![Start a New Submission](image)

   Note: If you see the following error: You are not authorized to submit to any collections, please contact the ANZCA Library and request permission to submit items to AIRR.

3. Using the drop-down next to Collection, choose AIRR | ANZCA Institutional Research Repository > ANZCA author profiles
4. Click the Next button – the Submit: Describe this Item screen will display:

   ![Submit: Describe this Item](image)

5. Complete the fields that describe the item, using the field notes to help you, and click the Next button when complete
6 The **Access** screen will display – do not fill this out - press the **Next** button

7 The **Submit: Upload a File** screen will display. If you wish, you may upload a photo of the author at this screen:

8. Adding author photos:

   - If you wish to add a photo of the author: click on the **Select a file or drag & drop files** … box and either **browse** to and select the file, or **drop the file** on this box. Click the **Next** button when complete.
   - If you do not wish to add a photo: click the **Skip file upload** button instead
   - You may optionally edit the completed author profile to add a photo

9. The **Submit: Verify Submission** screen will display

10. Please review your submission – if there are any errors, you may edit any text by using the buttons to the right of the error, or by clicking on the progress bar at the top of the page

11. When you have finished reviewing, click the **Next** button

12. The **Submit: Submission Complete!** Page should now display

**Please Note:** Your submission will not immediately appear in the **ANZCA Author profiles** collection. Your submission will go through a review process, where it will need to be approved by an editor of the **ANZCA Author profiles** collection. Please allow 3 working days for this process to be completed. You will receive email notification when your submission has been approved (Subject = **AIRR: Submission Approved and Archived**), or if there is a problem with your submission. It is also possible to check on the status of your submission by going to **My DSpace > Submissions in Workflow Process**.