DSpace-CRIS User Manual

Introduction

DSpace-CRIS is a Research Information Management System (RIMS) built on top of the open-source DSpace digital repository platform. It provides additional functionality to manage research outputs, projects, and researcher profiles, integrating and organizing them in a structured way.

CRIS stands for Current Research Information System, and DSpace-CRIS is designed to manage and make available the information generated in research institutions, such as universities, research centers, and libraries.

DSpace-CRIS provides features such as advanced search options, automatic metadata extraction, reporting tools, and integration with external systems. It can be customized to meet the specific needs of an organization, and it is compatible with international standards for metadata and data exchange.

DSpace-CRIS is designed to help organizations manage, preserve, and disseminate their research outputs, such as publications, datasets, patents, and other scholarly materials.

This user manual aims to provide a comprehensive guide for users who are new to DSpace-CRIS or who need help using its various features and functionalities. It covers the main aspects of the system, including account management, metadata input, publication and research output management, search and discovery, and reporting.

Features

DSpace-CRIS is a comprehensive system that offers a range of features to manage research information. Some of the key features of DSpace-CRIS include:

1. Researcher Profiles: DSpace-CRIS allows institutions to create and manage researcher profiles, including their publications, projects, awards, and other activities.
2. Research Outputs Management: It enables institutions to collect, store, and manage different types of research outputs, such as articles, conference papers, datasets, images, and multimedia.
3. Project Management: DSpace-CRIS allows the creation and management of research projects and their associated funding, collaborators, and deliverables.
4. Reporting and Analytics: It provides advanced reporting tools that enable users to generate customized reports, charts, and graphs based on the information in the system.
5. Integration with External Systems: DSpace-CRIS supports integration with external systems such as ORCID, DOI, and other CRIS platforms, enabling seamless exchange of data.
6. Metadata Management: It allows institutions to define and manage their metadata schemas to ensure consistency and accuracy in the information recorded in the system.
7. Customization: DSpace-CRIS can be customized to meet the specific needs of an organization, including the addition of new metadata fields, integration with external systems, and custom workflows.

System Requirements

To use DSpace-CRIS, you need a web browser and an internet connection. The system is compatible with most modern browsers, including Google Chrome, Mozilla Firefox, and Microsoft Edge. You do not need to install any additional software on your computer.

Getting Started

To use DSpace-CRIS, you will need to have a user account created by the system administrator. Once you have received your login credentials, you can log in to the system by going to the DSpace-CRIS homepage and clicking on the "Login" button in the top right corner. Enter your username and password in the login screen and click on the "Login" button to access your account.

Account Management

After logging in, you can manage your account settings by clicking on the "My Account" button in the top right corner. This will take you to the account dashboard, where you can view your personal information, change your password, manage your notifications, and set your language preferences.

In DSpace-CRIS, creating a researcher profile typically involves the following steps:

1. Log in: The user should log in to DSpace-CRIS using their credentials provided by the system administrator.
2. Navigate to the "Researchers" section: From the main menu, the user should select the "Researchers" section. This will bring up a list of existing researcher profiles.
3. Create a new profile: To create a new profile, the user should click on the "Create New" button and select "Researcher" from the dropdown menu.
4. Fill in the profile information: The user should then fill in the researcher's information, including their name, affiliation, contact details, and research interests. The system may also prompt the user to link the researcher's ORCID iD to their profile.
5. Add research outputs: Once the profile is created, the user can begin adding the researcher's research outputs, such as publications, datasets, and patents, to the profile. This can be done by navigating to the "Research Outputs" section and clicking on the "Create New" button.
6. Save the profile: Once all the necessary information has been added, the user should click on the "Save" button to create the researcher profile.

Metadata Input

To enter metadata for a research output in DSpace-CRIS, click on the "Add Item" button on the homepage. This will take you to a form where you can enter the metadata for the output.

The form is divided into several sections, including "Basic Information", "Authors", "Abstract", "Keywords", and "File Upload". Each section contains fields for entering specific metadata about the output. The required fields are marked with an asterisk (*).

Basic Information

In the "Basic Information" section, you can enter the title of the output, the type of output (e.g. journal article, conference paper, book chapter), the date of publication, and other details. You can also select a language for the output and choose whether to make the output publicly visible or not.

Authors

In the "Authors" section, you can enter information about the authors of the output. You can enter the author's name, email address, affiliation, and other information. You can also specify the order in which the authors should be listed.

Abstract

In the "Abstract" section, you can enter a summary of the output. The abstract should provide a brief overview of the content of the output and highlight its main findings or contributions.

Keywords

In the "Keywords" section, you can enter one or more keywords that describe the content of the output. These keywords can be used to help users find the output when searching the repository.

File Upload

In the "File Upload" section, you can upload one or more files associated with the output. You can upload files in a variety of formats, including PDF, Word, Excel, and PowerPoint. You can also specify the license under which the files are being released.

Once you have entered all the metadata and uploaded the files, click on the "Save" button to submit the output to the system.

Publication and Research Output Management

After submitting a research output, you can manage it from the "My Items" section of the homepage. This section lists all the outputs you have submitted, and you can edit the metadata, add files, or delete the output as needed.

Editing Metadata

To edit the metadata for an output, click on the title of the output in the "My Items" list. This will take you to the output's detail page, where you can make changes to the metadata.

Deleting Outputs

To delete an output, click on the "Delete" button on the output's detail page. This will remove the output from the repository.

Researcher Profiles

DSpace-CRIS also allows users to create researcher profiles, which can be used to showcase their research outputs and expertise. To create a researcher profile, click on the "My Profile" link on the homepage.

Profile Information

In the profile section, you can enter information about your research interests, expertise, and affiliations. You can also upload a profile picture and specify your contact information.

Research Outputs

In the research outputs section, you can add your research outputs to your profile. To do this, click on the "Add Item" button and enter the metadata for the output.

Research Groups

If you are a member of a research group, you can join the group in DSpace-CRIS. To join a group, click on the "Groups" link on the homepage and find the group you want to join. Click on the "Join Group" button to send a request to the group's administrator.

Searching and Filtering

DSpace-CRIS provides several search and filtering options to help users find research outputs and researcher profiles.

Simple Search

To perform a simple search, enter one or more keywords in the search box on the homepage and click on the "Search" button. The search results will display a list of all the research outputs and researcher profiles that match the keywords.

Advanced Search

To perform an advanced search, click on the "Advanced Search" link on the homepage. This will take you to a form where you can enter specific search criteria, such as author, title, date range, and keywords.

To search for a publication on DSpace-CRIS, you can follow these steps:

1. Log in: Log in to DSpace-CRIS using your credentials provided by the system administrator.
2. Navigate to the "Publications" section: From the main menu, select the "Publications" section. This will bring up a list of all publications in the system.
3. Use the search bar: At the top of the page, there is a search bar where you can enter keywords, author names, publication titles, or other relevant search terms. You can also select different filters to narrow down your search, such as publication type, year, language, or subject area.
4. Browse the results: Once you have entered your search terms and clicked on the "Search" button, the system will display a list of results that match your query. You can browse through the list to find the publication you are looking for.
5. View the publication: Click on the publication title to view more details about it, including the authors, abstract, keywords, and full text if available. You can also download or export the publication, or add it to a list of favorites.

Filters

To filter the search results, use the filters on the left side of the page. You can filter by type of output, date range, language, and other criteria.

DSpace-CRIS provides a range of filters that can help users narrow down their search results to find specific publications. Here are some of the most common filters that can be used to refine the search results:

1. Publication type: DSpace-CRIS allows users to filter publications by type, such as journal articles, conference papers, book chapters, technical reports, and others.
2. Publication year: Users can also filter publications by year of publication, either by selecting a specific year or by defining a range of years.

3. Language: Users can filter publications by language, selecting one or more languages from a dropdown menu.
4. Subject area: DSpace-CRIS allows publications to be tagged with subject areas, which can be used as filters to find publications in specific fields of research.
5. Author: Users can search for publications by author name or by using a combination of author name and other search terms.
6. Full text availability: Users can filter publications by their availability of full text, such as open access, restricted access, or no full text available.

These filters can be combined to create more complex search queries that return highly specific results. The specific filters available may vary depending on the configuration of DSpace-CRIS, as well as the permissions and access levels granted to the user.

Reporting

DSpace-CRIS provides a range of reporting options that allow users to generate various statistics and reports based on the research outputs in the repository. Reports can be generated for individual researchers, research groups, or the entire institution, and can be customized to include various metrics, such as publication counts, citation