

# Add item

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## Target Audience

Content Submitters

## Overview

The item submission process lets authorized users deposit contents using metadata and bitstreams. It primarily consists of components.

1. Target collection where the item needs to be submitted
2. Submission form using which metadata and bitstreams related to the item are submitted
3. The submission form also helps in defining Access rights around an item

### Submission Form Highlights

#### 1. [Bitstream upload section](#)

This section allows users to upload bitstream(s) by browsing or drag & drop mechanism.

#### 2. [Target Collection](#)

It is a location where the item will be submitted.

#### 3. [General Metadata section](#)

Users can define general or primary metadata about an item in this section.

#### 4. [Additional Metadata section](#)

This section allows users to add secondary or additional metadata.

#### 5. [Bitstreams Management](#)

Bitstreams uploaded by users list in this section. Using various options, they can further define these bitstreams or remove them from the attachment list.

#### 6. [Deposit License](#)

Users need to accept the license in this section to submit the item to the repository.

#### 7. [Manage Item Submission](#)

- a. *Discard*: The user can discard the submission by clicking this button. Action will delete all information populated in the form permanently.
- b. *Save*: This button helps save information in the submission form and helps resume information update should the process gets interrupted.
- c. *Save for Later*: Save information in the MyDSpace section to update later.

d. *Deposit:* Click this button to complete the submission. The item will go to the next step as per the workflow defined for the collection.

Drop files to attach them to the item, or [browse](#)

Collection **BD Rewrite Tests** Add more +

Describe

Author \*

Doe

John

Lookup

Add

Add or update

Title \*

Title

Enter the main title of the item.

Other Titles

Other Titles

Add

If the item has any alternative titles, please enter them here.

Date of Issue \*

year

month

day

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

Publisher

Publisher

Enter the name of the publisher of the previously issued instance of this item.

Citation

Citation

Enter the standard citation for the previously issued instance of this item.

Series/Report No.

Series

Report No.

Add

Enter the series and number assigned to this item by your community.

Identifiers

ISSN

Identifiers

Add

If the item has any identification numbers or codes associated with it, please enter the type and the actual number or code.

Type

Type

Add

Select the type(s) of content of the item. To select more than one value in this list, you will have to hold down the "Ctrl" or "Shift" key.

Language

Language

Add

Select the language of the main content of the item. If the language does not appear in the list, please select "Other". If the content does not really have a language (for example, if it is a dataset or an image), please select "N/A".

Describe

Subject Keywords

Subject Keywords

Abstract

Abstract

Enter the abstract of the item.

Sponsors

Sponsors

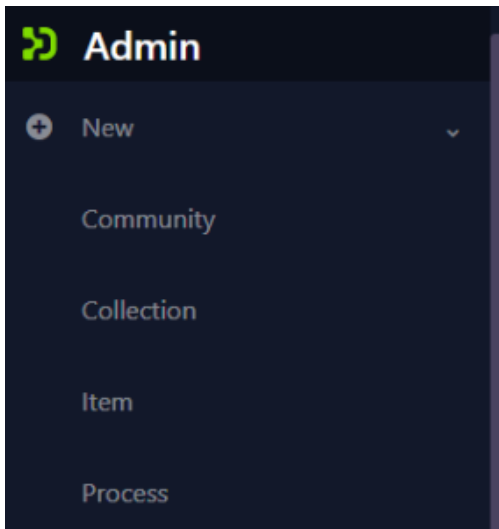
Enter the names of any sponsors and/or funding codes in the box.

Description

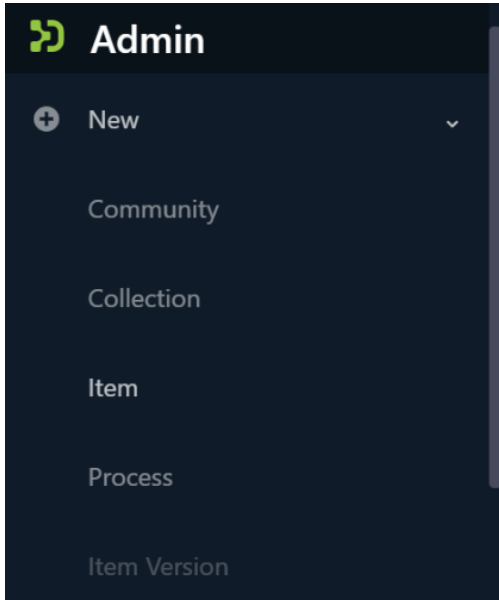
Description

Enter any other description or comments in this box.

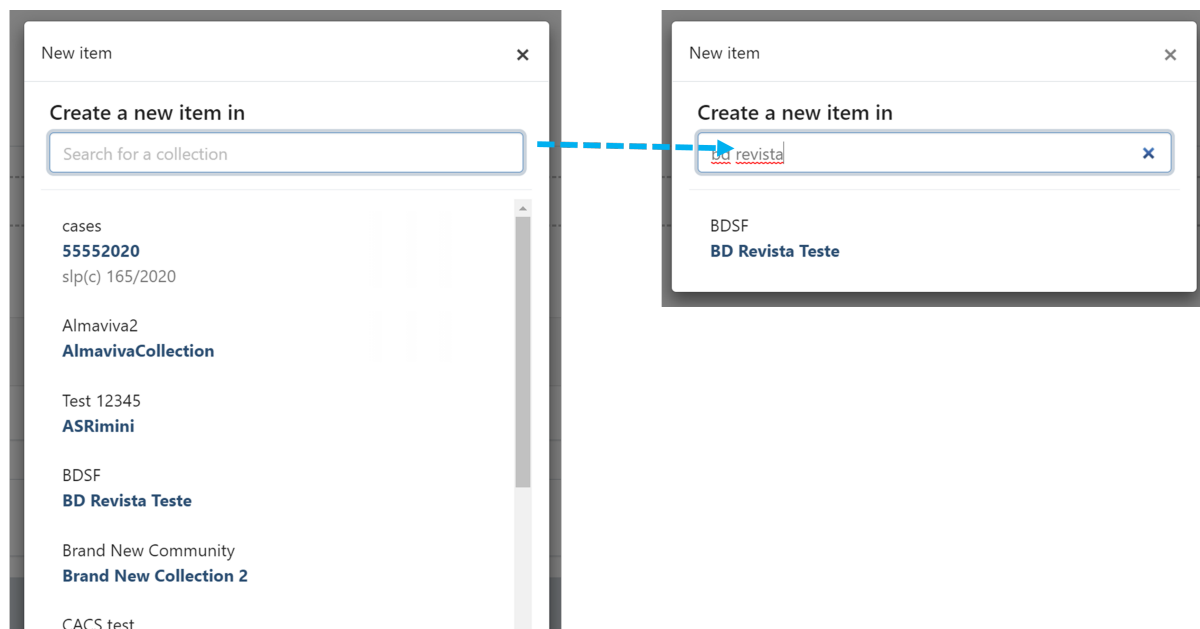




Step 3: Click on "New" and click on "item" for proceeding further in the Item addition process



Step 4: A popup window with a collection list will appear. The user can select the target collection by typing its name or scrolling down the collection list. Then, click on the collection to initiate item submission.



Step 5: Users will see the item submission form after selecting the target collection. The first step is to upload the attachment(s) in the item. In DSpace terminology, an attachment is known as a “bitstream”.

Click on the “browse” link to upload attachment(s). Users can upload multiple files by selecting them together or dragging in the space.

A progress bar showing bitstream upload progress will appear, as demonstrated in the illustration below. In addition, after a successful bitstream upload, a prompt confirming success or failure will appear.


Communities & Collections
All of DSpace

Home • Edit Submission

Queue length: 1 | kb\_whitepaper\_exploring\_possibilities\_automated\_generation\_of\_metadata\_eng\_online.pdf
Processing...

Collection
khuda baksh library
Add more +

Describe

Author

Author

Enter the author's name (Family name, Given names).

+ Add more

#### Bitstream upload in progress


Communities & Collections
All of DSpace

Home • Edit Submission

Drop files to attach them to the item, or browse

Collection
khuda baksh library
Add more +

Describe

Author

Author

Enter the author's name (Family name, Given names).

+ Add more

#### Bitstream Upload Successful

Step 6: After bitstream upload, the next step is to describe the item by adding metadata.

Metadata fields marked with "\*" are mandatory, and users need to populate information in these fields to complete the submission mandatorily. A few examples in the standard submission form are Author, Title, and Date of Issue.

Author

Author

Enter the author's name (Family name, Given names).

+ Add more

Title \*

Title

Enter the main title of the item.

Other Titles

Other Titles

If the item has any alternative titles, please enter them here.

+ Add more

Users will notice an alert mark at the top right of the “Describe” tab turning from Amber to green once mandatory fields have values. Below is an illustration showing the state of the “Describe” section having values in all mandatory fields.

Drop files to attach them to the item, or [browse](#)

Collection

khuda baksh library

Add more +

Describe

John Doe

Enter the author's name (Family name, Given names).

+ Add more

Title \*

Why engineer porous materials?

Enter the main title of the item.

Other Titles

Other Titles

Step 7: The user can further update bitstreams by clicking on Buttons appearing next to the bitstream title.

Collection
BD Revista Teste
Add more +

Upload files

Here you will find all the files currently in the item. You can update the file metadata and access conditions or **upload additional files just dragging & dropping them everywhere in the page**

No Thumbnail

kb\_whitepaper\_exploring\_possibilities\_automated\_generation\_of\_metadata\_eng\_online.pdf (1.63 MB)

kb\_whitepaper\_exploring\_possibilities\_automated\_generation\_of\_metadata\_eng\_online.pdf

Download Edit Delete

Deposit license

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Discard Save Save for later Deposit

**Download:** Click this button to download bitstream on a local machine.

**Edit:** Update bitstream details and access rights using this button. More explanation is provided below.

**Delete:** Clicking this button will delete the bitstream from the submission form.

Step 8: By clicking the edit button next to the bitstream, users can update bitstream information, as explained below.

Update the bitstream title and add descriptions to describe the attachment further. Please refer to the below illustration demonstrating both functions.



Here you will find all the files currently in the item. You can update the file metadata and access conditions or **upload additional files just dragging & dropping them everywhere in the page**

No Thumbnail

kb\_whitepaper\_exploring\_possibilities\_automated\_generation\_of\_metadata\_eng\_online.pdf (1.63 MB)

Title \*

kb\_whitepaper\_exploring\_possibilities\_automated\_generation\_of\_metadata\_eng\_online.pdf

Enter the name of the file.

Description

This section has the option of adding multiple description values.

Add

Enter a description for the file

You can add a description here.

Users can define access conditions for the bitstream by selecting the appropriate option from the dropdown list. These options are:

- Open Access: Select this option to make the bitstream available without any restriction.

Collection

BD Revista Teste

Add more +

Access condition type

openaccess

Grant access from \*

Grant access until \*

From

Until

Group \*

Discard

Save




Save for later

Deposit

- **Lease:** This option is applicable when a user wants to keep bitstream accessible until a specific date in the future. The bitstream will not be available as open-access content after the defined date under the “Grant access until” option.

Collection BD Revista Teste ▾

Add more +

Access condition type  
lease ▾

Grant access from \* Grant access until \*

From Until

Group \*  
▾

Discard Save Save for later Deposit

- **Embargo:** In contrast to a lease, an embargo allow the user to keep bitstream access restricted until a future date. This date is defined in the “Grant access from” field. The bitstream will be available as open-access content to users after this date.

Collection

BD Revista Teste ▾

Add more +

Access condition type

embargo ▾

Grant access from \*

Grant access until \*

From

Until

Group \*

Discard

Save

Save for later

Deposit




- **Administrator:** Select this option if the bitstream's access remains limited to administrators.

Collection

BD Revista Teste

you can add a description here

Add more +

Access condition type

administrator

Grant access from \*

Grant access until \*

From

Until

Group \*

Discard

Save

Save for later

Deposit

Step 9: Finally, users must click on the “I confirm the license above” checkbox to accept the deposit license and click on the “Deposit” button to complete the item submission.

Collection

BD Revista Teste

Add more +

Deposit license

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☒ I confirm the license above

Discard

Save

Save for later

Deposit