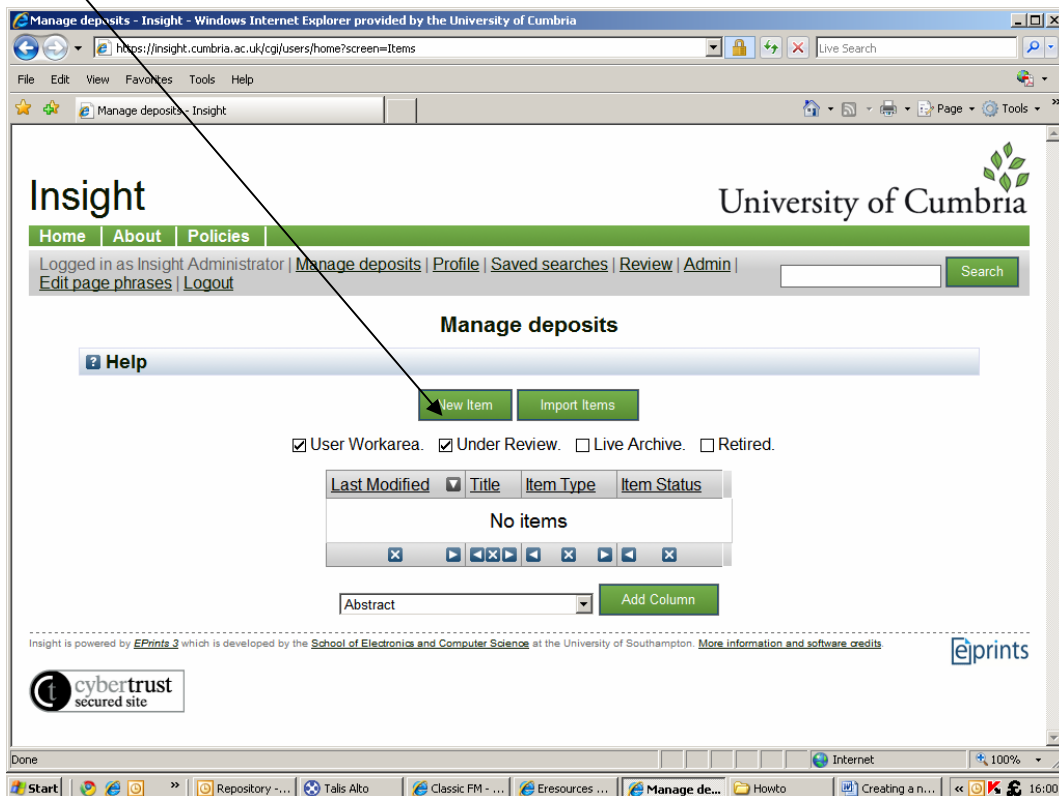


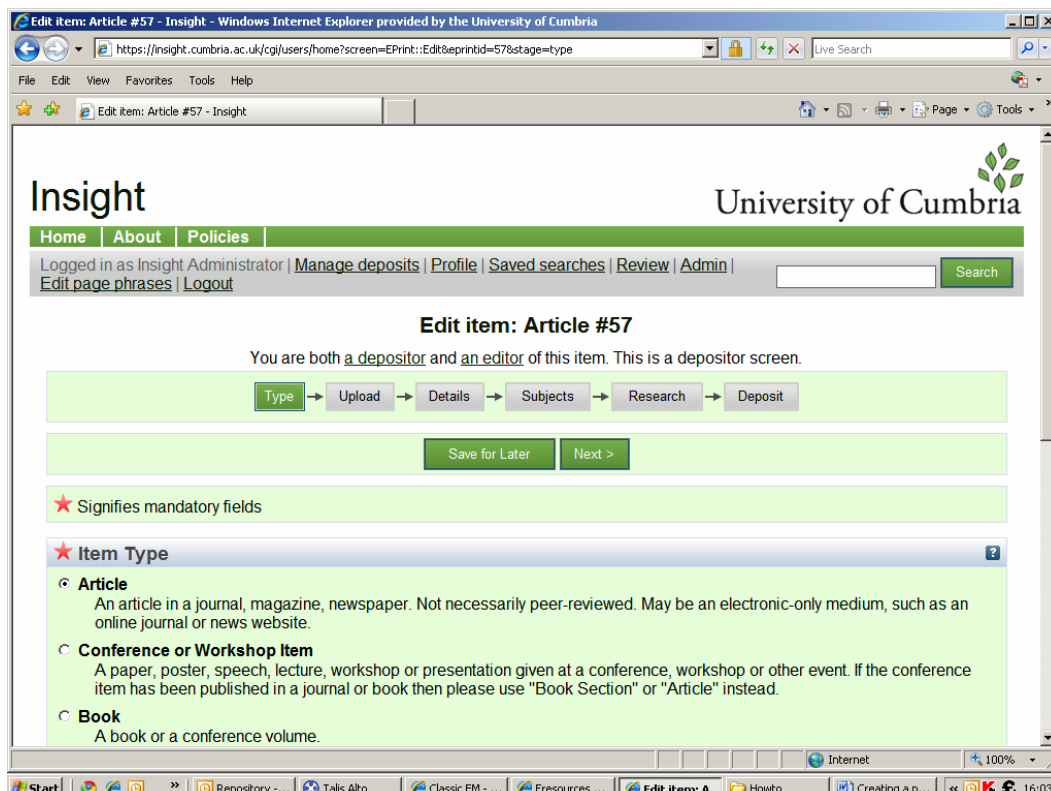
Getting Started: How to deposit an item in Insight

After logging in you will be taken to the Manage Deposits screen. From here you need to click on the "New Item" button to begin adding a new item to the repository.



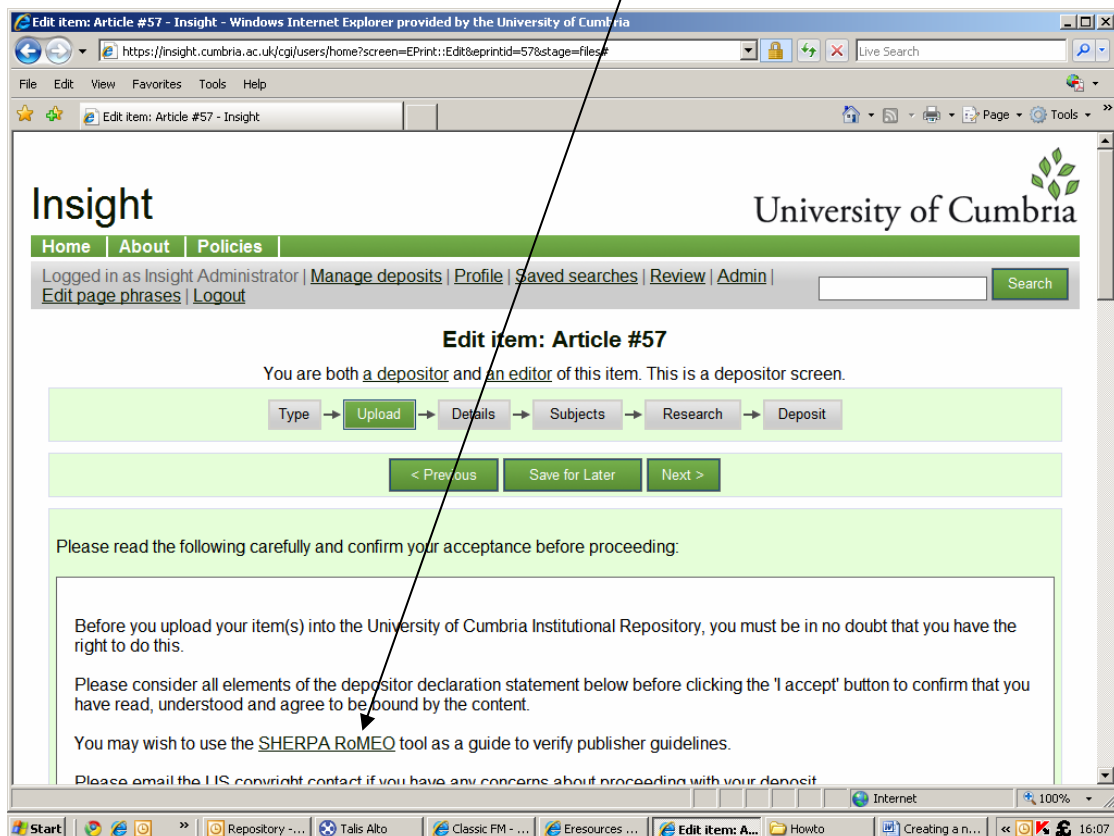
Selecting the type of document

Select the type of document you are adding to the repository and click "next" to continue.

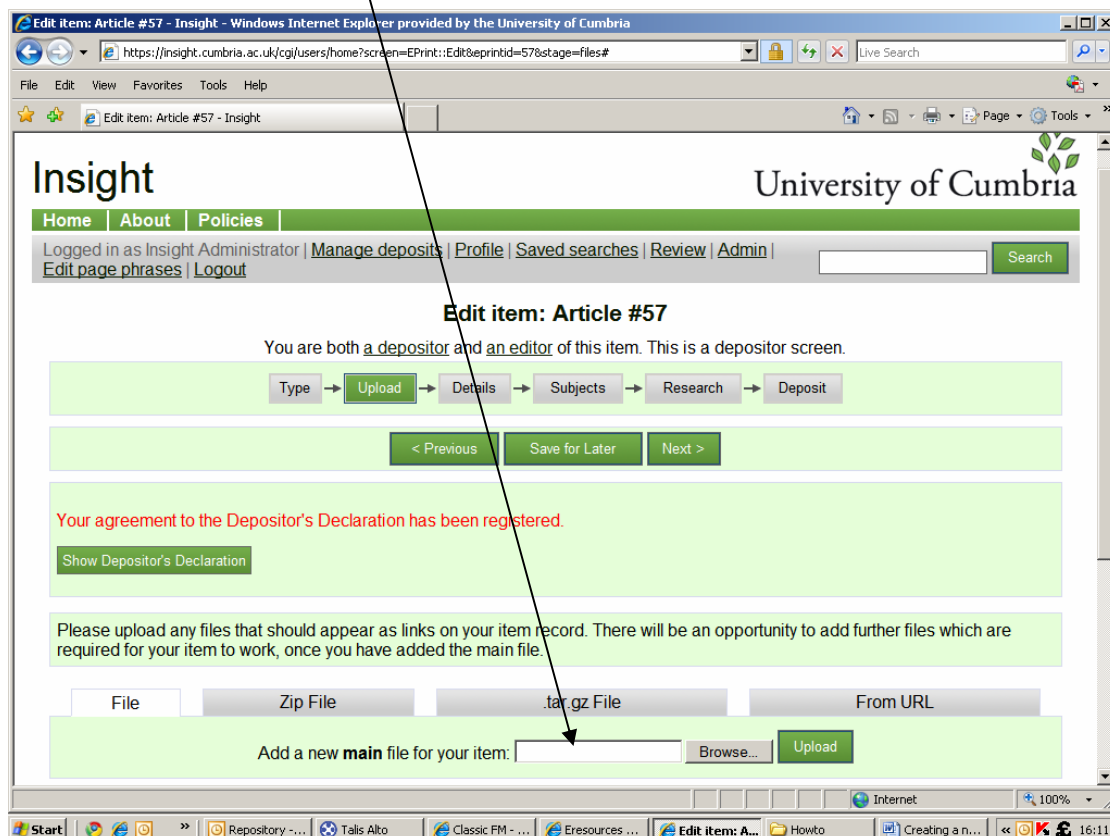


Uploading the document

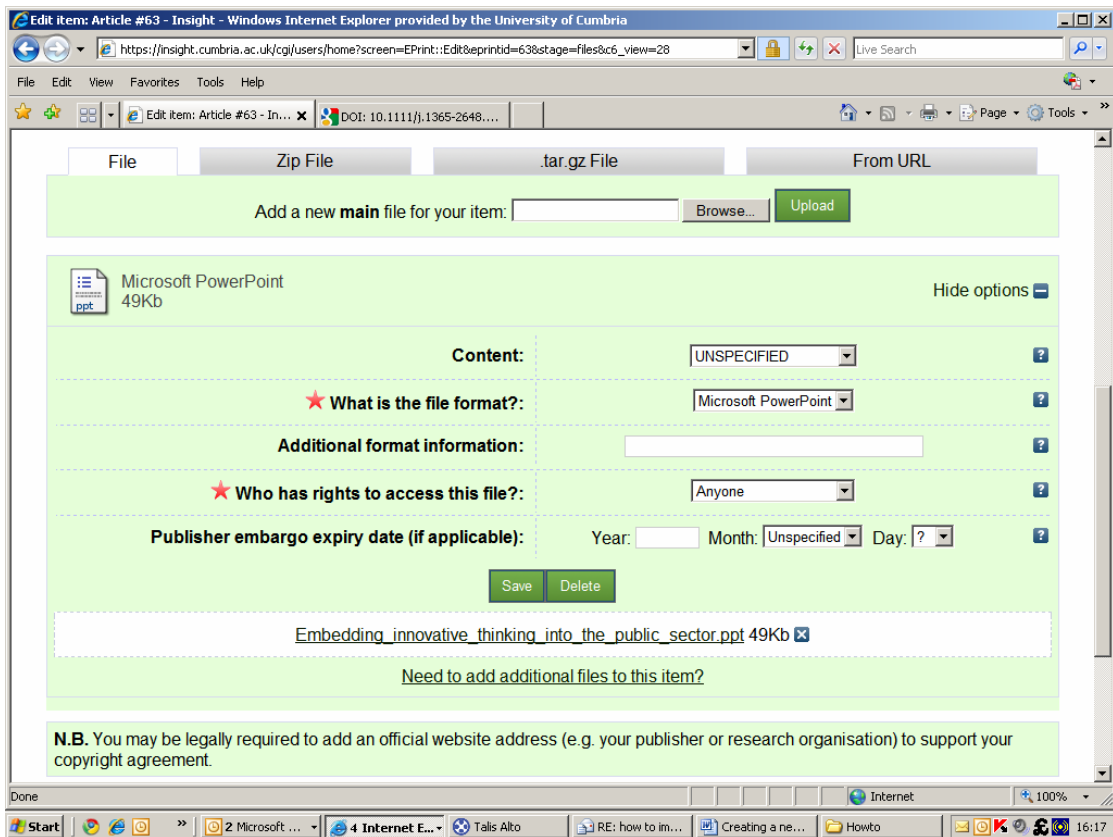
First read the depositor's declaration, next use the SHERPA RoMEO website to check the publisher's policies on documents in repositories: **it is strongly recommended** that you do so, before proceeding to be sure that you have the right to deposit your research in Insight.



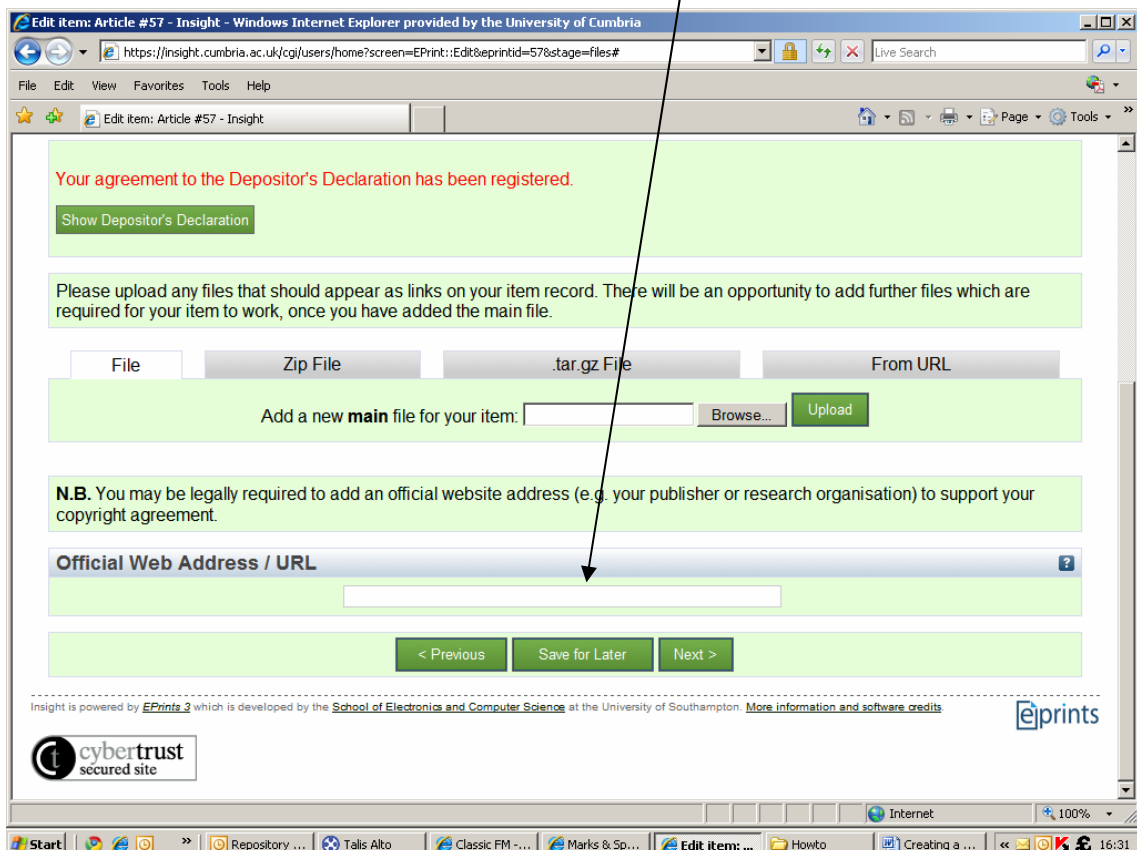
Once you have read and agreed to the depositor's declaration you will be able to upload the document. Browse for the item, then click "upload":



Once you have uploaded the document, you can add information about it, including file format and who is allowed to access the file. Once you have done this, select “save” to continue to the next screen



If the publisher does not allow the document to be uploaded, it would be useful to include the url of the publishers site, so that interested parties can find out where the item is located. You can add this to the “official web address/url box at the bottom of the upload page:



Click "next" to continue to the details page.

Entering the document details

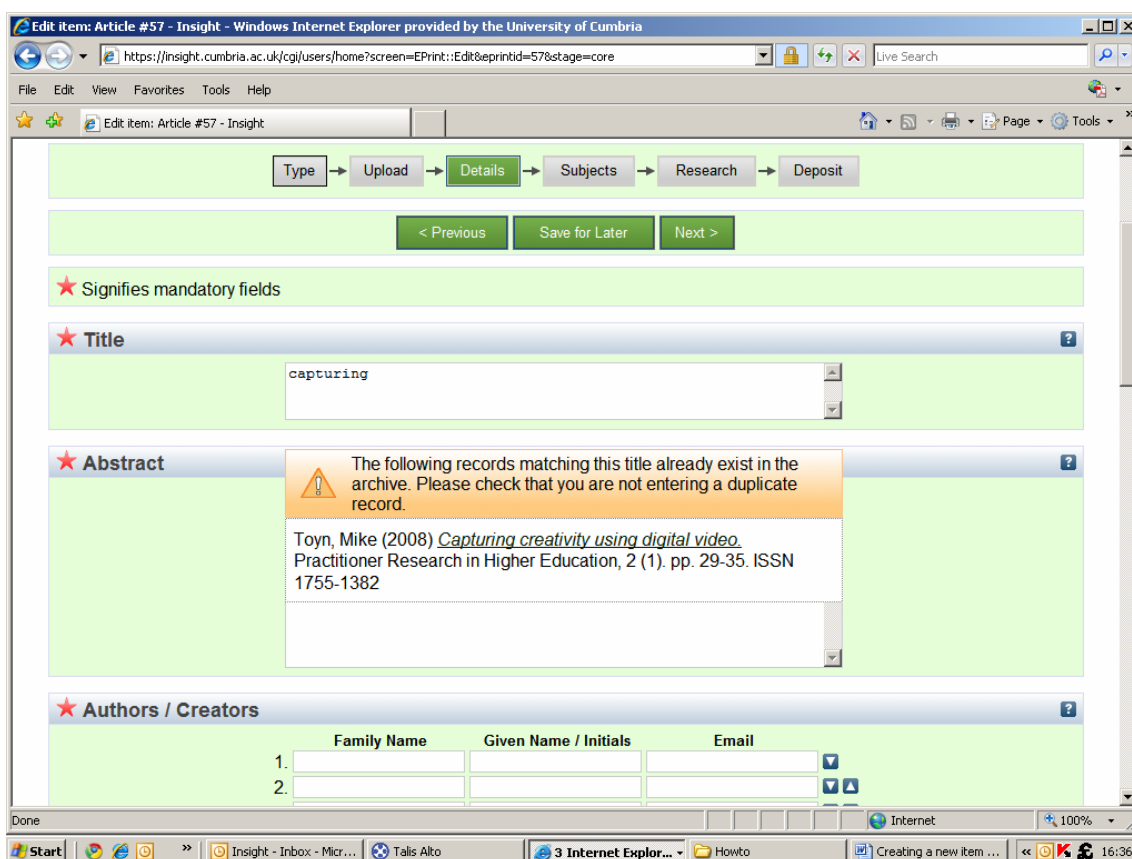
Once the document has been uploaded, you should enter as many details about the document as you can. There are a number of mandatory fields marked with a red star ★ and you will not be able to deposit the document without filling these in first.

There are also help messages available for most fields in case you are unsure what to enter and these can be toggled by clicking on the ? symbols.

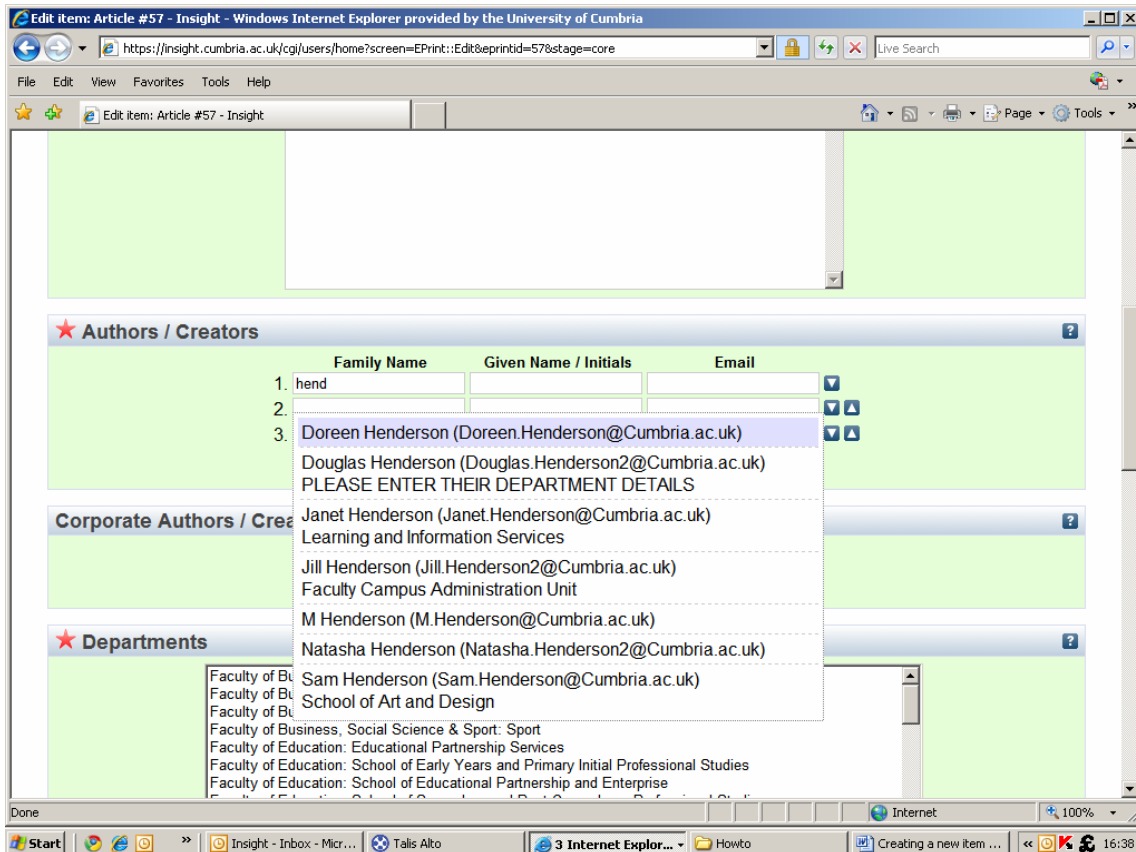
A useful field is the "**Contact e-mail address**". If the publisher does not allow items to be uploaded into the repository, you can just add the basic details and put your contact email address if you are happy for people to contact you about your article. There is no obligation to do this, and you may decide you do not want to be contacted directly by other researchers, in which case, leave this field blank.

Insight has an auto complete feature to help users to fill in certain details and to help prevent item duplication in the repository. The first field which supports this feature is the **title of the item**. After entering a few letters into this field, a list of the items in the repository with matching titles is displayed.

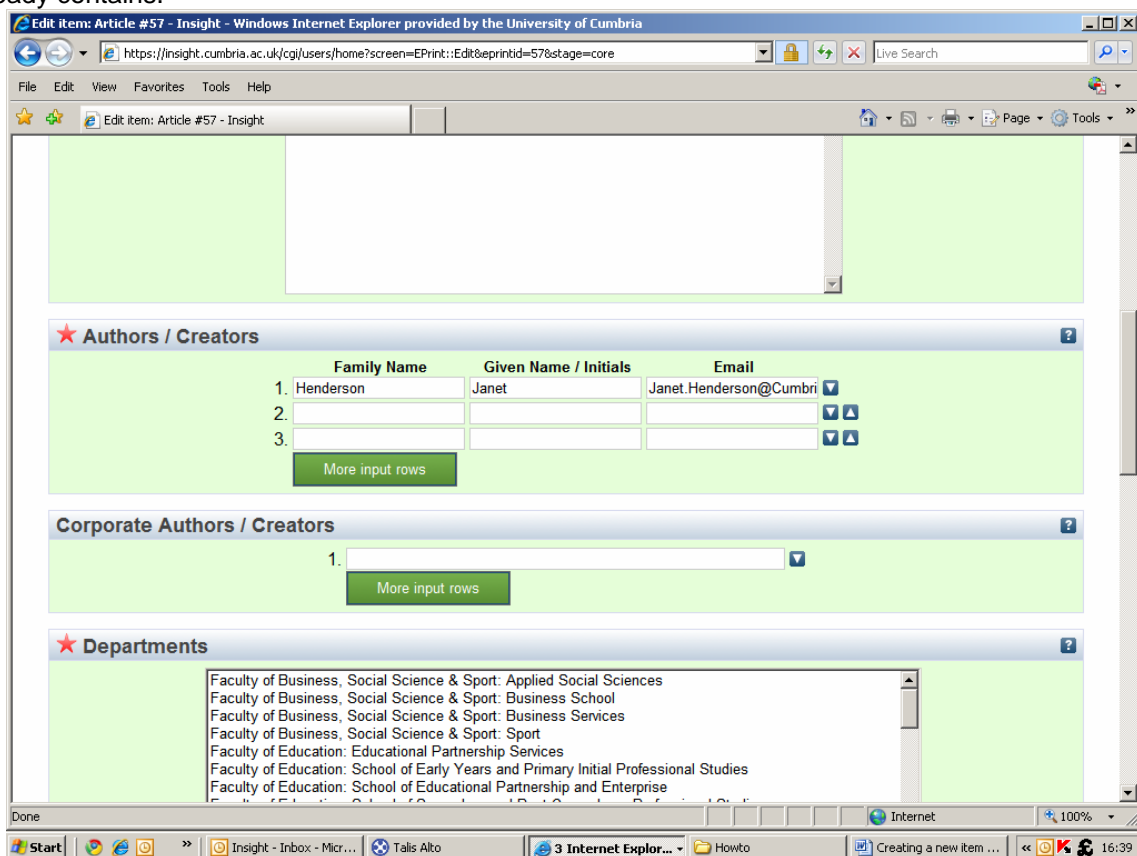
The purpose of this feature is to prevent the duplication of items in the repository. You can click on the titles of the items in the list displayed to view the items' overview page to ensure that you are not depositing an existing document.



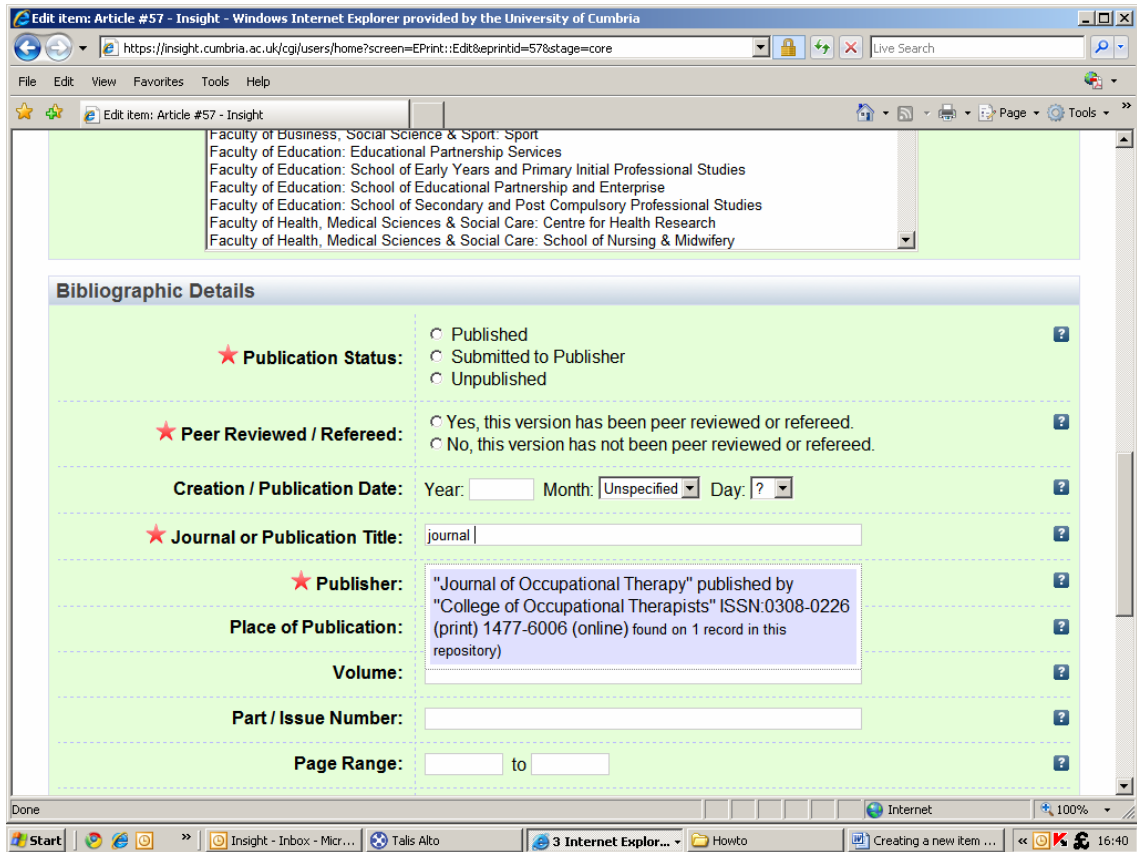
The auto complete feature is also present in the creators field on the details page. When some letters of a creator's name have been entered, a list of possible authors is displayed.



Clicking on one of the authors in the list will fill in all of the details about them that the repository already contains.



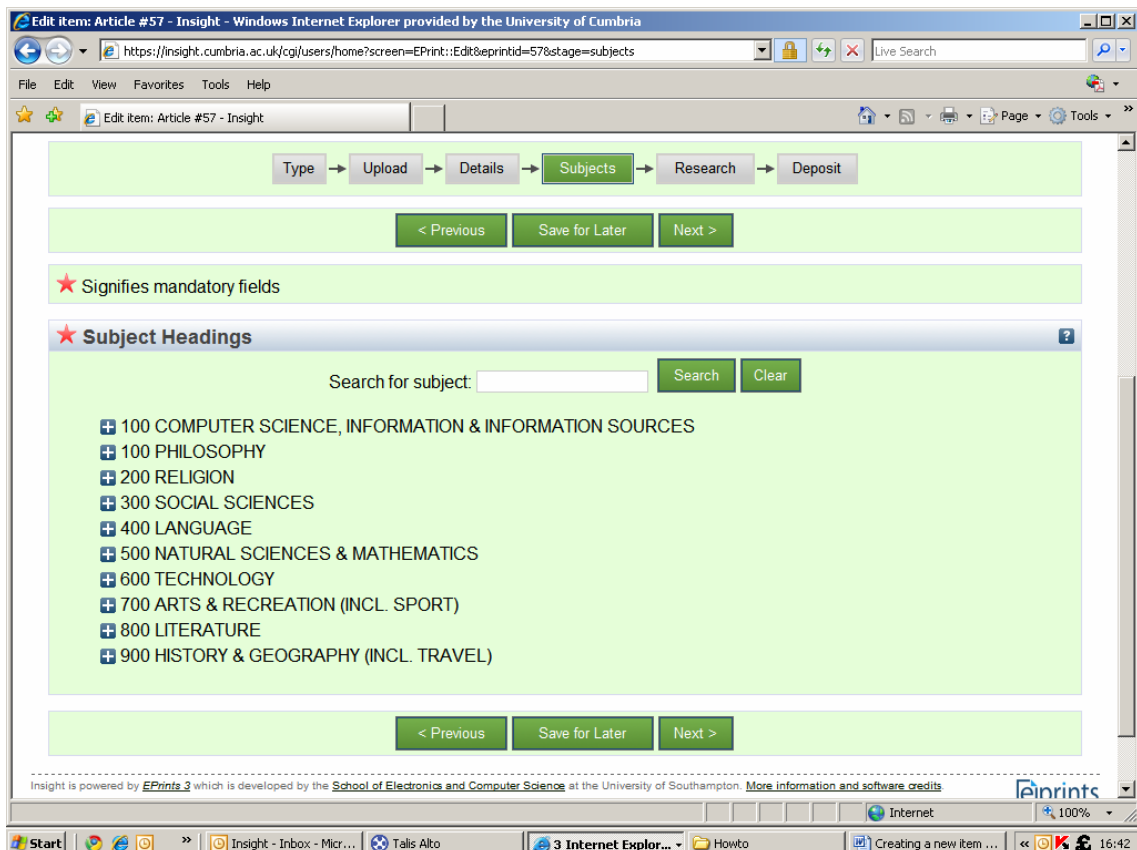
The autocomplete feature is also used in a similar way for entering journal details. Entering part of the journal title displays a list of possible journals which you may be trying to enter.



Clicking on a journal from this list will fill in the rest of the title and, if known, the ISSN and publisher fields. After filling in as many fields as you can click "Next" to move onto the next page.

Choosing subjects

The next step is to choose which subjects your document is about.



From the list presented to you, you can expand a subject area by clicking on the **+** symbol. You can also search for a subject by typing a subject into the search bar at the top and clicking "Search". To add a subject to the document, click the button which says "Add" next to the desired subject. A list of the currently chosen subjects is displayed near the top of the screen and if you wish to remove one of these then click on the "Remove" button next to the subject you would like to remove.

After you have chosen all of the subjects which match your document, click "Next" to continue.

Choosing Research Headings

The next screen allows you to select appropriate research headings from another expandable list:



Depositing documents

Once you have completed all of the previous steps you will be ready to deposit the document into the archive. If all mandatory fields have been filled in correctly then you will be presented with the "deposit item" screen:

Deposit item: test - Insight - Windows Internet Explorer provided by the University of Cumbria

https://insight.cumbria.ac.uk/cgi/users/home?screen=EPrint::Deposit&eprintid=57

Logged in as Insight Administrator | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Edit page phrases](#) | [Logout](#)

Deposit item: test

You are both a [depositor](#) and an [editor](#) of this item.

• You have not [uploaded any documents](#). While this is not essential, it is strongly recommended.

Type → Upload → Details → Subjects → Research → **Deposit**

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Insight the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Insight does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Insight) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now **Save for Later**

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cybertrust secured site eprints

If you are sure that depositing the item does not breach the copyright laws as stated on this page then click the "**Deposit Item Now**" button to complete the deposit process.

If you do need to go back and change some data, there will be a link in the warning which takes you back to where the problem occurred to make it easier for you to amend the data you have entered.

Once you have deposited the document and return to the "**Manage Deposits**" page, you will see that the document is now in the "**Under Review**" status. This means that it is being checked by an editor of the repository before being put into the live archive. Once it enters the live archive the status of the document will change to "**Live Archive**".

If you have any questions or queries about uploading items into the repository, please contact the Repository Manager at insight@cumbria.ac.uk