

## STEP BY STEP INPUTTING DATA TO EPRINTS

1. Open <http://digitaleprints.um.edu.my/> and click to **“Create Account”**.
2. Register as member – use your UM MAIL to register.
3. Settle the registration process follow step-by-step from the web site.
4. Next page : login : put your username and password.
5. Click **“Manage deposits”**

The screenshot shows the 'Manage deposits' interface of the UM Digital Repository. At the top, there is a navigation bar with links: Home, About, Browse by Year, Browse by Subject, Browse by Division, and Browse by Author. Below this, a status bar indicates the user is logged in as 'Mr Mohd Faizal Hamzah' and provides links for Manage deposits, Manage Records, Profile, Saved searches, Review, Admin, Edit page phrases, and Logout. The main content area features a 'Manage deposits' header with a 'Help' link and a 'New Item' button. Below these are options for 'Import from' (set to BibTeX) and an 'Import' button. There are also checkboxes for 'User Workarea', 'Under Review', 'Live Archive', and 'Retired'. A table displays a single record with columns for 'Last Modified', 'Title', 'Item Type', and 'Item Status'. The record shows a date of '30 Mar 2012 15:21', title 'UNSPECIFIED', item type 'Thesis', and status 'User Workarea'. Below the table are navigation controls and an 'Add Column' button. The footer contains a note about the repository's power by EPrints 3 and the University of Southampton, along with the Eprints logo.

6. Click **“New Item”** – Item type – Thesis – Next

The screenshot shows the 'Edit item: Article #9' page in the UM Digital Repository. The navigation bar is identical to the previous screenshot. Below the navigation bar, the page title is 'Edit item: Article #9'. There is a breadcrumb trail: Type → Upload → Details → Subjects → Deposit. Below the breadcrumb trail are buttons for 'Save for Later', 'Cancel', and 'Next >'. A modal window titled 'Item Type' is open, displaying a list of item types with radio buttons for selection. The 'Article' option is selected. The list includes: Article, Book Section, Monograph, Conference or Workshop Item, Book, and Thesis, each with a brief description.

## 7. Add a new document – choose File – and upload

Edit item: Article #9

Type → Upload → Details → Subjects → Deposit

< Previous Save for Later Cancel Next >

**Add a new document**

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL From OpenXML .tar.gz File Zip File

New document: Choose File No file chosen Upload

< Previous Save for Later Cancel Next >

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL From OpenXML .tar.gz File Zip File

New document: Choose File No file chosen Upload

PDF 646kb

Metadata	Files
Content: UNSPECIFIED	
Format: PDF	
Description:	
Visible to: Anyone	
License: UNSPECIFIED	
Embargo expiry date: Year: Month: Unspecified Day: ?	

Update Metadata

< Previous Save for Later Cancel Next >

Fill in the metadata of the thesis. Make sure you rename the file according to chapter in the thesis. Keep the format of the thesis as PDF and “visible to” – anyone. Click choose file to upload another file from the thesis. – click update metadata and click **“NEXT”**

- Front Cover
- Preface/table of content
- Text
- References

File From URL From OpenXML .tar.gz File Zip File

New document: Choose File No file chosen Upload

PDF (Front page ) 73kb Show options +

PDF (Table of content ) 556kb Show options +

PDF (Text) 6Mb Show options +

PDF (Bibliography ) 29kb Show options +

PDF (Appendix ) 289Kb Hide options -

- Appendices

8. Add bibliographic of the thesis → NEXT

- Title
- Thesis Type
- Creators
- Divisions
- Publication Details
- Uncontrolled Keywords (check abstract)

9. Subject – choose general subject heading for the thesis. Please refer librarian for the confirmation. → NEXT



10. Deposit item → Deposit Item Now

Deposit item: s

Type → Upload → Details → Subjects → Deposit

**For work being deposited by its own author:** In self-archiving this collection of files and associated bibliographic metadata, I grant UM Research Repository 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 UM Research Repository 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.)

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

Deposit Item Now Save for Later