University of Essex

RIS
Repository Deposit

Version 1.0 – August 2017

ABOUT THIS GUIDE

This guide describes the process of depositing your work in the Essex Research Repository from the RIS.

By the end of the guide you should be able to:

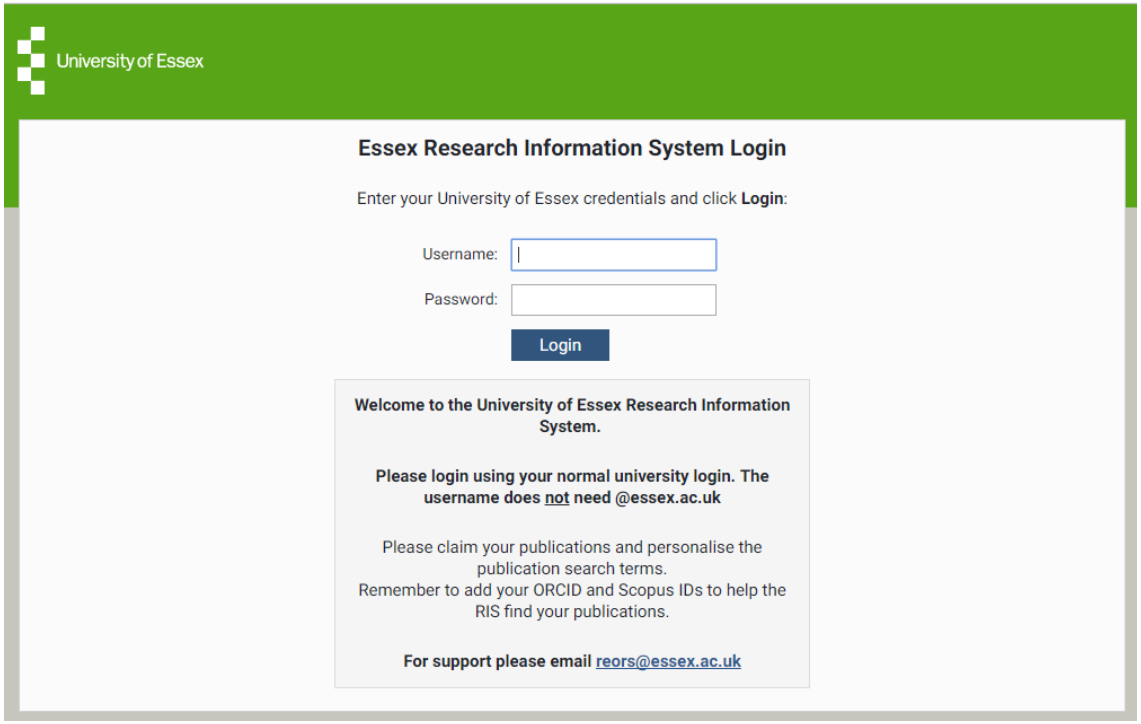
- **Login to the System**
- **Deposit your existing work**
- **Create new publication records and deposit them**

LOG IN

Login at:
ris.essex.ac.uk

Your normal university login is all you need.

You don't need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (IE, Chrome, Firefox, Safari)

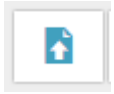


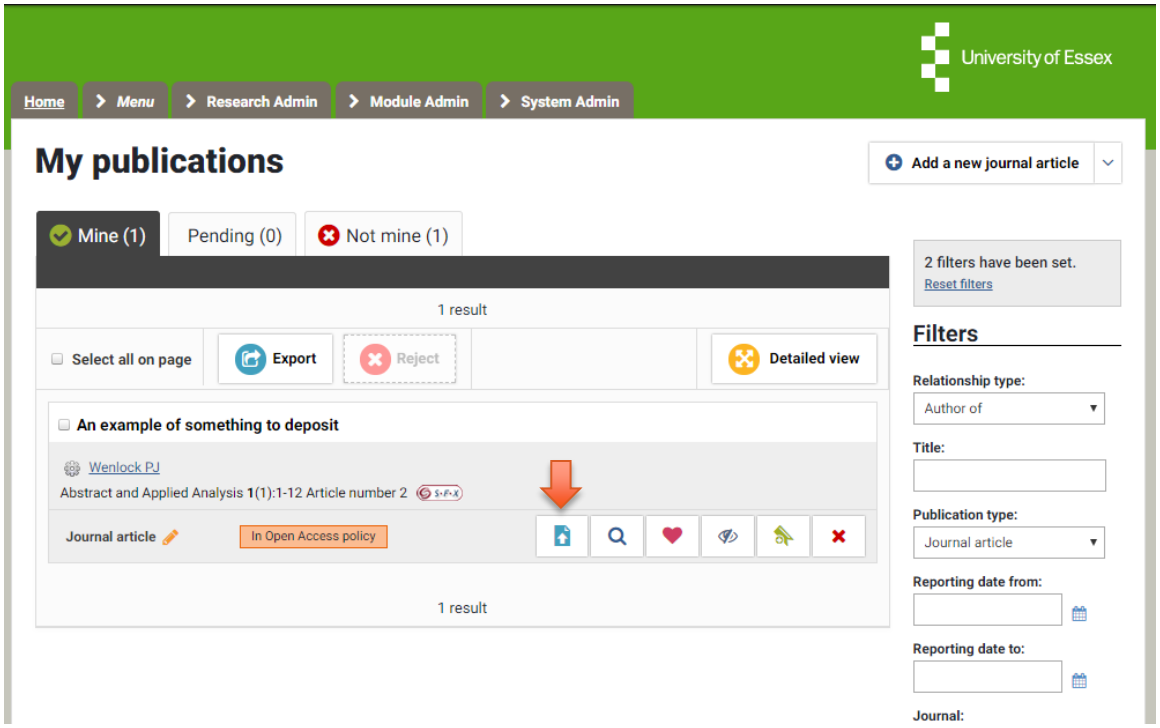
DEPOSIT EXISTING ITEMS

Navigate:

Menu > Publications

Publications you have previously claimed or added can be deposited simply by clicking the deposit button

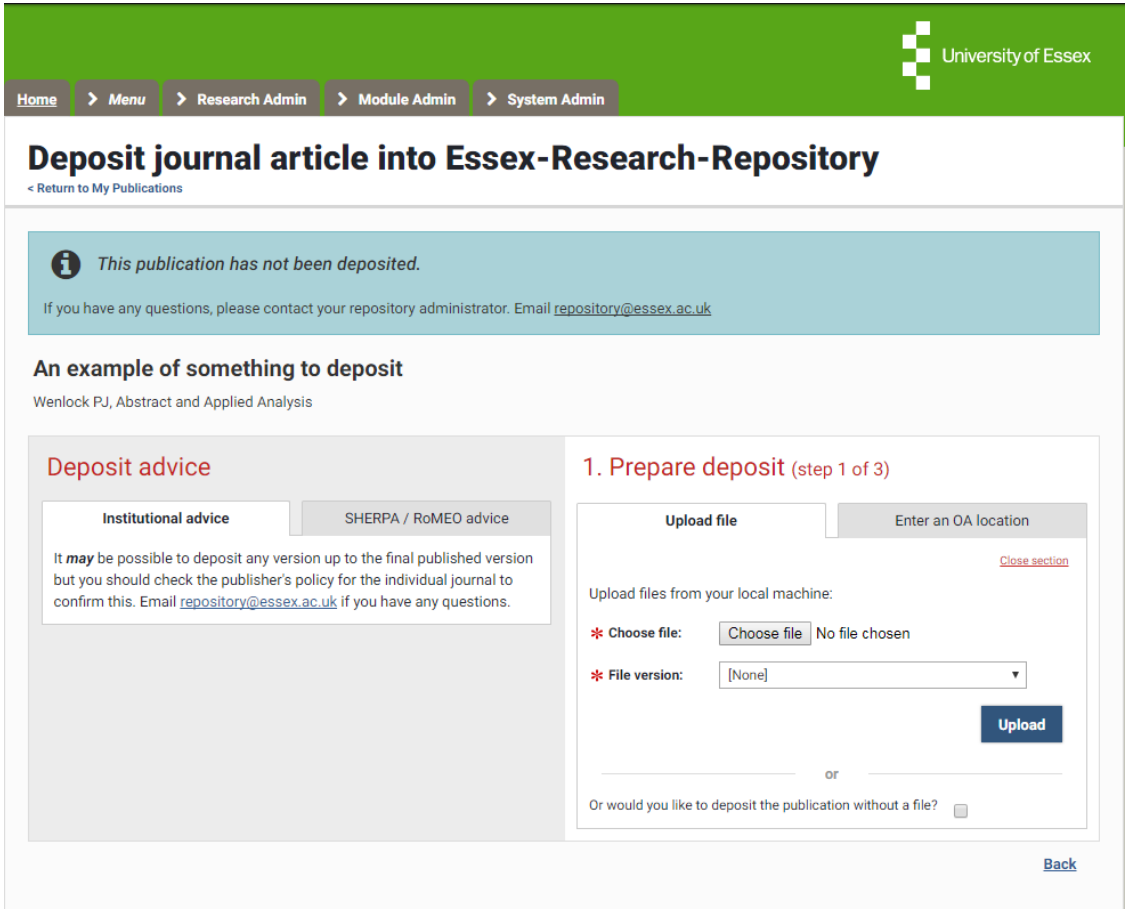




DEPOSIT EXISTING ITEMS

The RIS will tell you if the publication has been previously deposited.

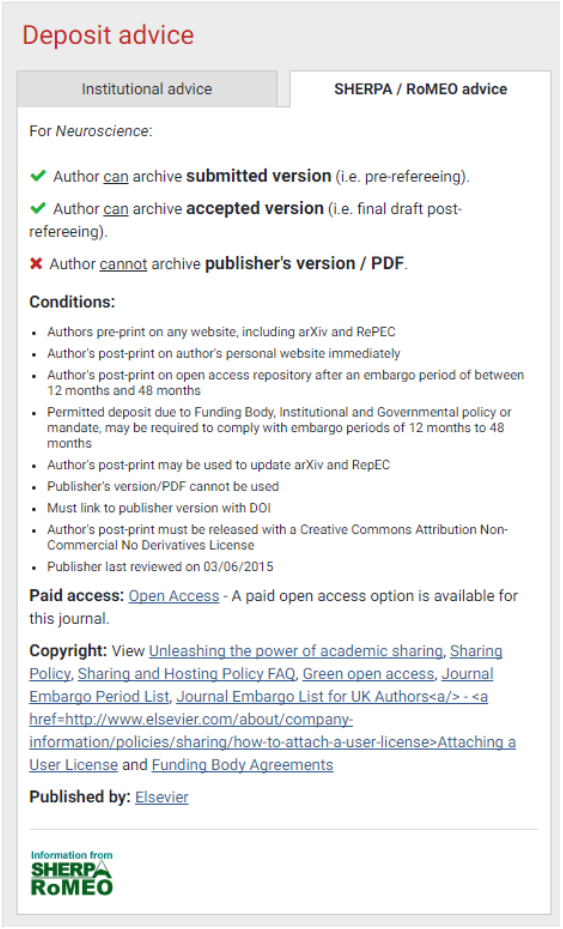
If it hasn't, you'll be offered the deposit screen with deposit advice based on the Essex deposit policy.

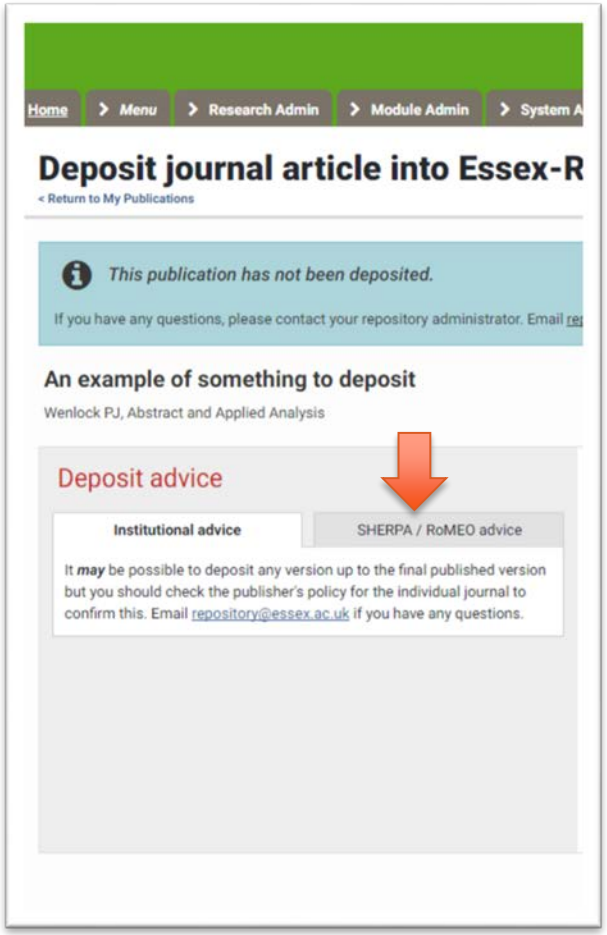


DEPOSIT EXISTING ITEMS

There is also advice from the SHERPA / RoMEO service

This gives you specific advice on what version the publisher will allow you to deposit.





DEPOSIT EXISTING ITEMS

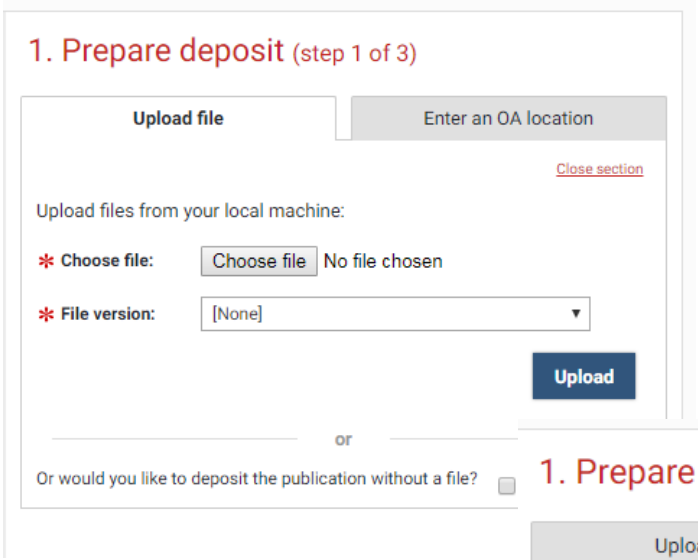
To add the full text version choose the file and say which version it is (Accepted, Published etc.)

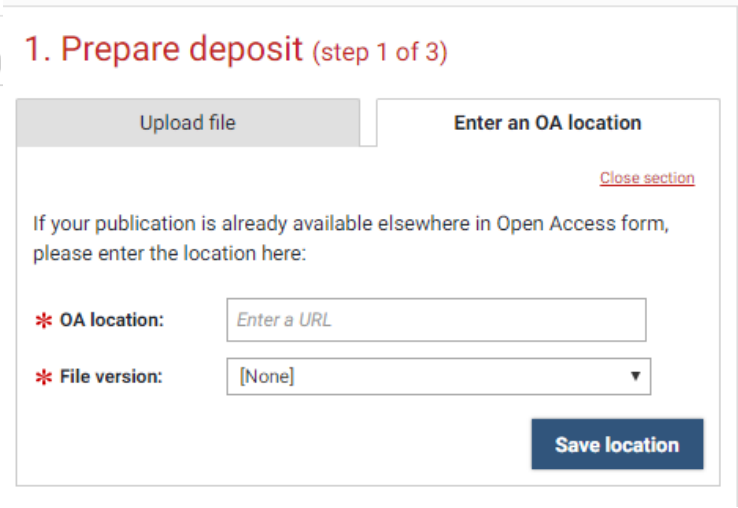
Click Upload

If the article is already in a Open Access location you can add the URL

Save Location

You can also deposit without a file. Just tick the box.





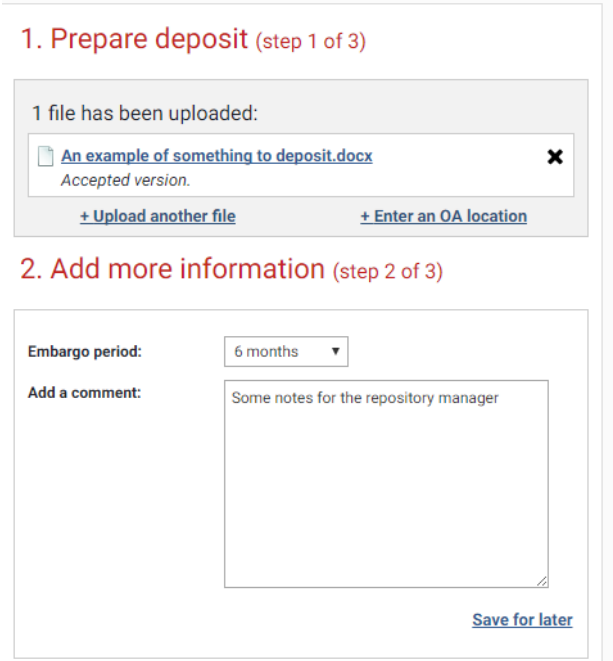
DEPOSIT EXISTING ITEMS

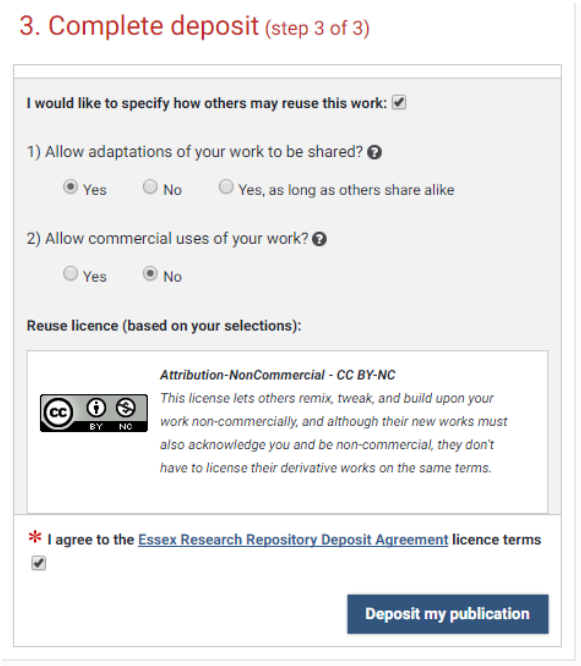
Once the file has uploaded you can add further information

Add an Embargo Period and notes for the Repository Manager

Specify how you'd like the work to be used – the RIS will work out the best Licence version

Finally, agree to the Essex Repository Terms and Click **Deposit my Publication**

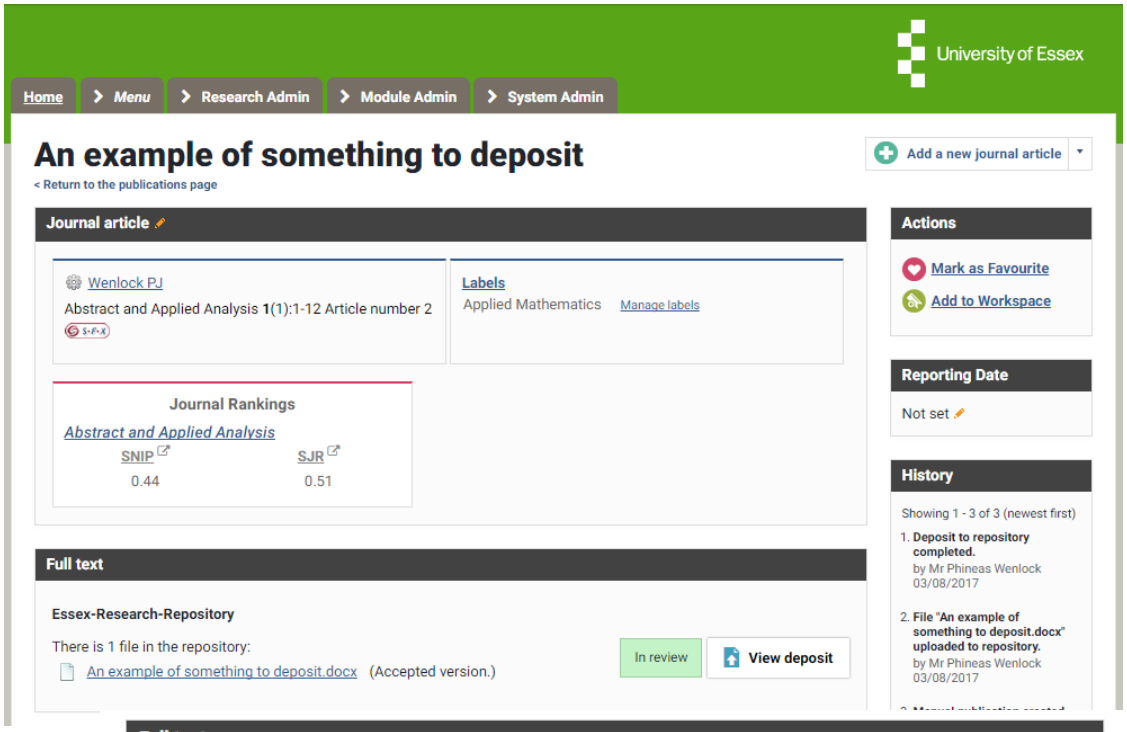


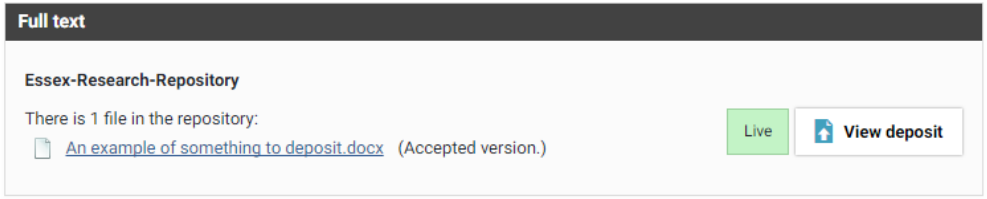


DEPOSIT EXISTING ITEMS

Once deposited, the item will initially show as “In review”.

Once it has been reviewed by the Repository Manager and accepted it will show as **“Live”** and be publically accessible from repository.essex.ac.uk

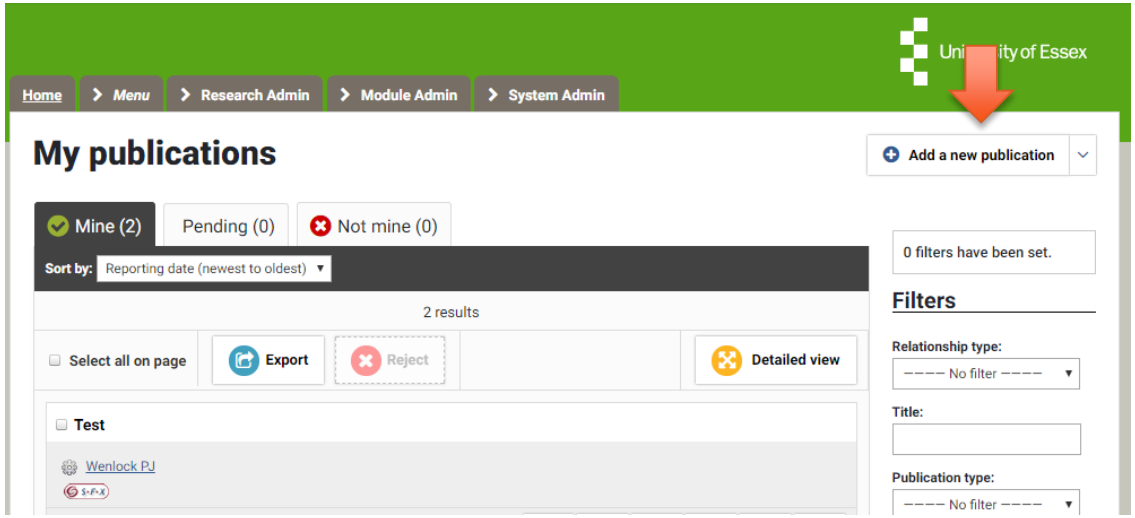




CREATE NEW ITEMS

If the publication is new and has not been indexed by an external data source you'll need to add it to the RIS first.

Click **Add a New Publication** and choose a publication type



CREATE NEW ITEMS

You'll be asked first for the publication title, DOI or ISBN.

The RIS will check it's not a duplicate and that it is not already deposited.

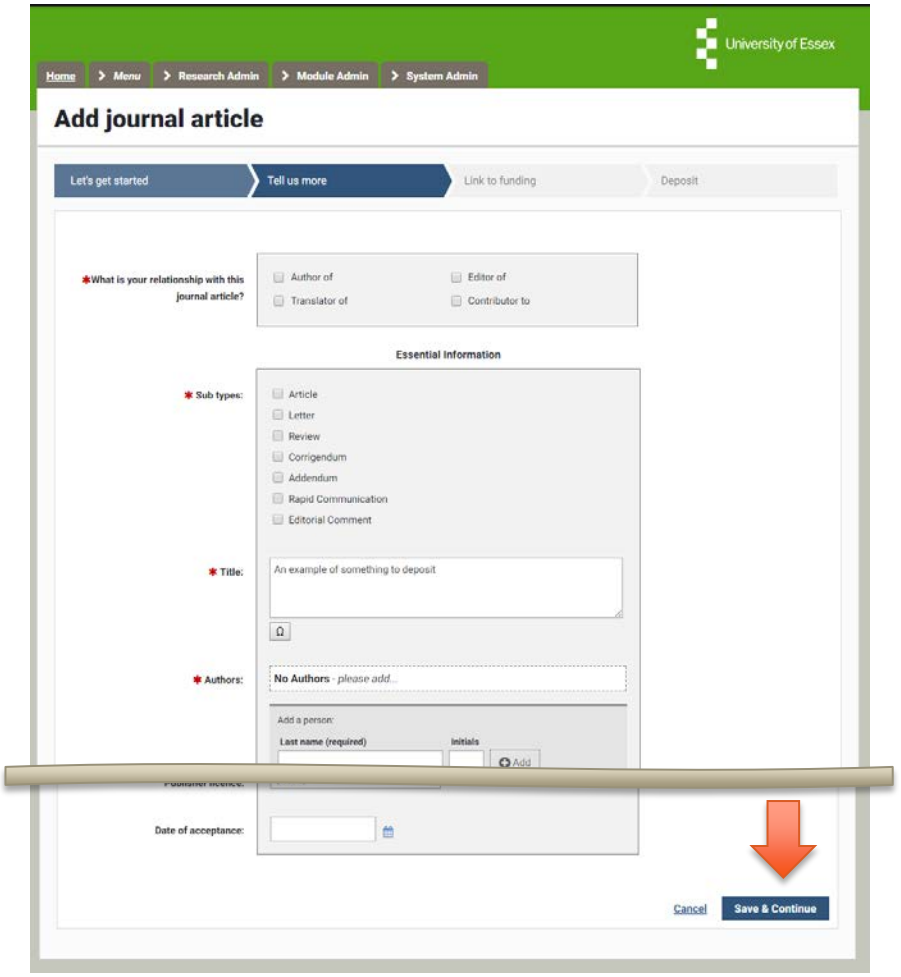
CREATE NEW ITEMS

You can then give more detail about the publication

There are different forms depending on the publication type you are adding (Article, conference paper etc.)

As minimum complete the red starred mandatory fields but please add as much detail as possible

When complete click **Save and Continue**

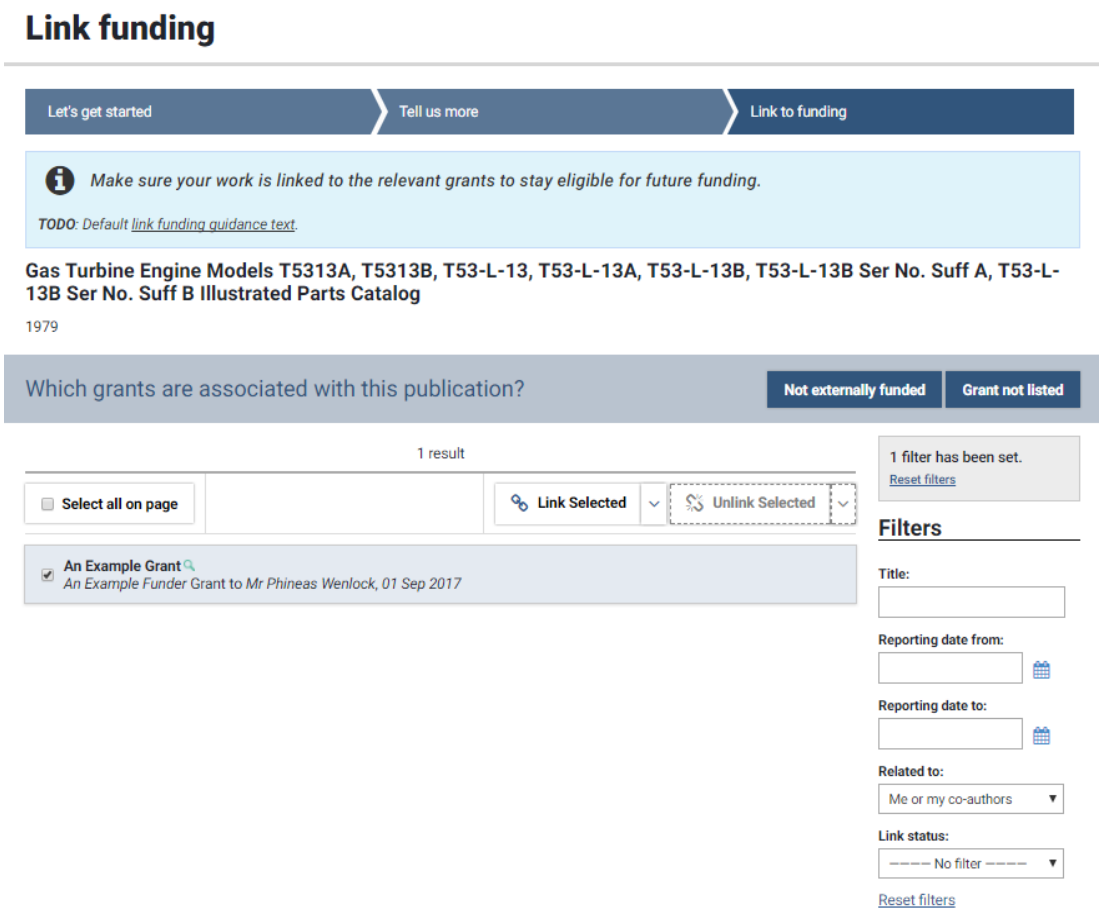


LINK TO FUNDING

The option to link to funding is available.

Grant data is automatically loaded in to the RIS, so your supporting grant should be available.

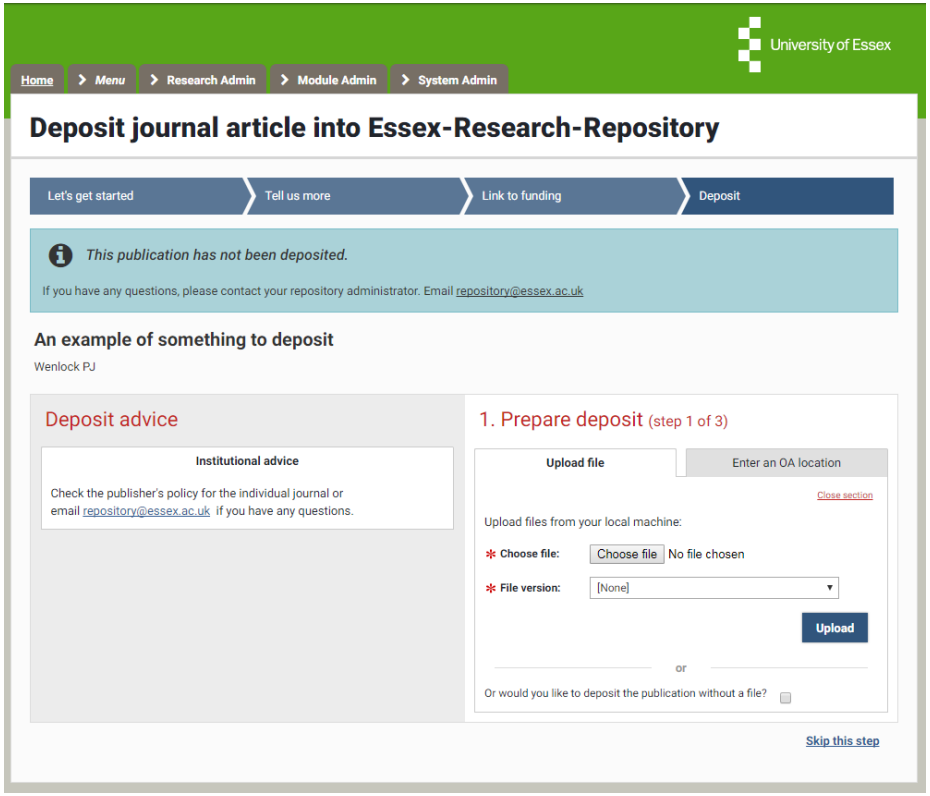
Choose the correct grant(s) and “Link Selected”



DEPOSIT NEW ITEMS

Finally you'll be asked to deposit your new record

The process is the same as for existing items as detailed at the start of this guide.



NEED HELP?

You should now be able to:

- **Login to the System**
- **Deposit your existing work**
- **Create new publication records and deposit them**

You can find extra help, including video guides on common tasks by clicking the help button in the RIS

For support contact the Research Systems Team in the REO

reors@essex.ac.uk

If you have queries about what to deposit or Open Access please email repository@essex.ac.uk