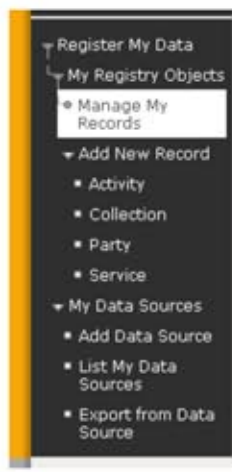




1. How do I find my records?



Navigate down the side menu and select the 'Manage My Records' Menu Item.- You will then be taken to the Manage My Records screen. Manage My Records will display all the records that you have created, sorted into Draft and Approved lists.

From this screen you are able to Edit, View and Delete entered records.



2. What does 'Draft' mean on my records?

A record in 'Draft' has been saved within the database, allowing further editing at a later time. Draft records have not yet been submitted to the Registry. Draft records are not viewable within Research Data Australia or searchable from within the Registry, including from within the data entry screens themselves. When you are ready to edit a Draft record, you will need to navigate to it using the Manage My Records menu option.

A Draft record cannot be related to another record. When using the 'Related Objects' tab, you can only add a relationship from the new record that you are entering to Approved records.

3. What does 'Approved' mean on my record?

Records in the 'Approved' state are records that have been completed and have been submitted to the Registry - these records are viewable within Research Data Australia, and searchable within the Registry.

This approval means that the record has been submitted Registry by the data provider. Approved records in Sandbox may not yet have successfully completed an ANDS pre-production quality check.

4. How do I add a telephone number?

Note that the format for describing telephone and fax numbers has been simplified. The prefix 'tel:' is no longer required, and 'voice' (now TelephoneNumber) and 'fax' have been moved from the Electronic Address Type vocabulary to the Address Part Type vocabulary.

To add a telephone number to your record:



Navigate to the 'Locations' tab

In the 'Addresses' section, press the 'Add Physical Address' button



Select 'StreetAddress' from the drop down menu



Enter the Telephone Number into the 'Value' Field and select 'TelephoneNumber' from the 'Type' drop down menu.



Ok, that was awful. We'll be simplifying this one for the next release!



5. How do I add an email address?

To add an email address to your record:



Navigate to the 'Locations' tab



In the 'Addresses' section, press the 'Add Electronic Address' button



Select 'Email' from the dropdown menu and Enter the email address into the 'Value' Field

6. What is the difference between Spatial Location and Spatial Coverage?

Spatial location is for recording where something is located e.g. the spatial coordinates of a museum collection. Spatial coverage is for recording the coverage of a dataset or collection - what spatial area or place a collection or dataset is about.

7. Where do I add Temporal Coverage?

To add a Temporal Coverage to your record:



Navigate to the 'Coverage' tab



Press 'Add new Temporal Coverage'
You will now be presented with all temporal coverage fields to enter your available data

Complete all the required fields
(These fields are flagged with a '*')

8. How does the key checking functionality work?

When you enter a value for a key the environment you are working in is checked to see if that key is a duplicate. If you are working in Sandbox, all other Sandbox records will be checked. If you are working in Production, all other Production records will be checked. You will not be able to save a record with a duplicate key.