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Accessing Resources

Curated Resources

On the bottom of the homepage you will find the **Featured Collections** menu, which allows you to choose a resource from one of Gresis' three curated collections:

1. Repository of Endogenous Knowledge
2. Voices from the Greater South
3. Transdisciplinary Research.

Stumble Function

Also located at the bottom of the homepage is the **Stumble** function. This feature randomly selects a resource for you as though you stumbled upon it by chance in a library. Choose between either **Publications** or **Audio/Video**, or both with the **Full Stumble**.
Search

At the top of every page you will find the search bar, which you can use to find specific resources you are looking for using keywords such as titles, authors, or subjects.

Simple Search

**Example:**

open science

Results will match records with the **terms open or science** in **any field**. Note that stemming is applied so e.g. *science* will also match *sciences*. Search results are ranked according to an algorithm that takes your query terms into account.

You can require **presence** of both terms using either the + or **AND** operator:

**Examples:**

+open +science

or

open AND science

You can also require the **absence** of one or more terms using either the - or **NOT** operator:

**Examples:**

-open +science

or

NOT open AND science
**Phrase Search**

Example:

"open science"

Results will match records with the **exact phrase** `open science` in **any field**.

**Field Search**

Example:

```
metadata.title:open
```

Results will match records with the **term** `open` in the **field** `metadata.title`. If you want to search for multiple terms in the title you must **group the terms** using **parenthesis**:

```
metadata.title:(open science)
```

**Combined simple, phrase or field search**

You can combine **simple**, **phrase** and **field** search to construct advanced search queries.

Example:

```
+metadata.title:"open science"
```

or

```
-program:policy
```

or

```
metadata.title:(-open +science)
```

For a full detailed list of advanced search queries view the [search guide](#) found underneath the filter menu on the left side of the screen.
Ranking / Sorting

By default all searches are sorted according to an internal ranking algorithm that scores each match against your query. It's possible to also sort the results by:

- Best match
- Most popular
- Most recent
- Oldest
Creating a Collection

To create a new collection, navigate to the collections page, which can be accessed in two ways:

a. From any page, use the drop-down menu at the top near your user ID to find the New Collection option.

b. From the My Dashboard page, go to the My Collections tab and select the New Collection button at the top right.

1. **Collection Name:** Assign a name to your collection.

   - Collection name
     - Economic Studies

2. **Identifier:** Provide a unique identifier for your collection.

   - Identifier
     - economicstudies

   This is your collection's unique identifier. You will be able to access your collection through the URL:

   https://gresis.osc.int//communities/economicstudies
3. Collection Visibility: Decide whether your collection is **public** or **restricted** to certain users.

**Collection visibility**

- ![Public](image)
  - **Public**
  
  Your collection is publicly accessible and shows up in search results.

- ![Restricted](image)
  - **Restricted**
  
  Your collection is restricted to users with access.

4. Create Collection: After entering the required information, click on the **Create Collection** button.
Resource Upload

Mandatory Fields

To upload a resource, proceed to the **new upload page**, accessible in two ways:

a. Select the drop-down menu at the top of any page next to your user ID to see the **New upload** option.

b. From the **My Dashboard** page select the **My uploads** tab and then choose either the **New Upload** button at the top right or the **New REK Upload** button in the middle.

**Note:** The **New REK Upload** button defaults to uploading to the **Repository of Endogenous Knowledge** collection, whereas the regular upload button waits for you to choose the collection during the upload process.

1. **Select Community:** Choose the community where your resource will be published.
Select a collection

Voices from the Greater South
Welcome to Voices from the Greater South, a dyn...

Transdisciplinary Research
This collection showcases work that conceptuali...

2. Files: Drag and drop files or upload them using the Upload files button.

3. Gresis Basics Section:

a. Endogenous Knowledge: Select Yes if your resource constitutes Endogenous Knowledge.

Is Endogenous Knowledge  Yes  Other

Refers to knowledge systems embedded in the cultural traditions of regional, indigenous, or local communities.
b. **Global South Knowledge:** Select **Yes** if your resource is from countries in the Global South.

![Select Yes or Other for Global South Knowledge](image1)

Refers to knowledge that is from Global South countries ...

---

c. **Country:** Type and then select the country related to your work.

![Select Country](image2)

Choose the country your work is related with ...

---

d. **Language:** Type and then select the language of the resource.

![Select Language](image3)

---

4. **Basic Information Section:**

a. **Digital Object Identifier DOI:**

i. If you already have a DOI for the resource, select **Yes** and enter the DOI in the space provided.

![Digital Object Identifier](image4)

A DOI allows your upload to be easily and unambiguously cited. Example: 10.1234/foo.bar
ii. If you don't have a DOI, first select **NO** and then select **Get a DOI now!** to get a new DOI.

![Digital Object Identifier](image)

**b. Resource Type:** Choose the type of resource you are uploading.

![Resource type](image)

**c. Title:** Write the title of the resource and add additional titles if necessary with the **Add titles** button.

![Title](image)

**d. Publication Date:** Input the date of publication if it was already published elsewhere.

![Publication date](image)

In case your upload was already published elsewhere, please use the date of the first publication.
e. **Creators:** Add author details.

i. Click on the **Add Author** button.

![Add Author button]

ii. Select the type of author and then enter the name of the person or organization that authored the resource.

![Add Author form]

iii. Include additional information such as **Affiliations**, and **Role**.

![Affiliations and Role form]

iv. If there are multiple authors, click on the **Save and add another** button, or if there is only one author, click on the **Save** button.
e. **Description:** Provide a description for your resource. You can edit and format it within the text box and add multiple descriptions by clicking on the **Add description** button.

f. **Licenses:** By default, all resources are assigned the Creative Commons Attribution license. If your resource has a different license, you can add it here.

Optional Fields

5. **Recommended Information Section:**

a. **Contributors:** Add any contributors to the resource other than the authors.

b. **Subjects:** Include relevant subjects covered in the resource.
c. **Dates**: State additional relevant dates.

```
<table>
<thead>
<tr>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Format: DATE or DATE/DATE where DATE is YYYYY or YYYYY-MM or YYYYY-MM-DD.</td>
</tr>
<tr>
<td>![Add date button]</td>
</tr>
</tbody>
</table>
```

**d. Version**: Specify the version number.

```
<table>
<thead>
<tr>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>Mostly relevant for software and dataset uploads. A semantic version string is preferred see semver.org, but any version string is accepted.</td>
</tr>
</tbody>
</table>
```

**e. Publisher**: Enter the publisher's information.

```
<table>
<thead>
<tr>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>EcoHealth</td>
</tr>
<tr>
<td>The publisher is used to formulate the citation, so consider the prominence of the role.</td>
</tr>
</tbody>
</table>
```

**6. Funding**: Include any awards or funding received for the resource. You can search for existing awards or add a custom award.

```
<table>
<thead>
<tr>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Awards button]</td>
</tr>
</tbody>
</table>
```

**7. Alternate Identifiers**: Add multiple alternate identifiers by using the **Add identifiers** button.

```
<table>
<thead>
<tr>
<th>Alternate identifiers</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Add identifier button]</td>
</tr>
</tbody>
</table>
```
8. **Related Works**: Link related works, detailing the relationship, identifiers, and scheme.

9. **References**: Include reference strings used in your resource.

10. **Publishing**:
    
a. **Save Draft**: Save the draft if you wish to continue the upload process later.

    b. **Preview**: Preview the resource before uploading.
c. **Visibility:** Choose whether to make the resource public immediately or schedule the upload for a later date.

![Visibility Options]

- **Full record**
  - Public
  - Scheduled
- **Files only**
  - Public
  - Scheduled

*Public*
The record and files are publicly accessible.

**Options**
- **Scheduled Upload**
  - Record or files protection must be scheduled.

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d. **Submit for Review:** After reviewing and verifying the information, check the required fields and submit the resource for review.

![Submit for Review]

**Submit for review**

- Before requesting review, please read and check the following:
  1. The ‘Voices from the Greater South’ curators will have access to view and edit your upload's metadata and files.
  2. If your upload is accepted by the community curators, it will be immediately published. Before that, you will still be able to modify metadata and files of this upload.

**Message to curators (optional)**

- **Submit record for review**
- **Cancel**
Publishing Requests

To publish a request made to your collection, visit the requests page, accessible in two ways:

a. Click on the request icon at the top of any page next to your user ID.

b. Or from the My Dashboard page, go to the My Requests tab.

1. Conversations: First click on the resource title
then use the conversations tab to send comments to the uploader regarding necessary changes.

2. Viewing Resources: Open the resource to view its contents in the Record tab.

3. Publishing: After reviewing the contents, choose Accept and Publish to publish the resource in your collection, or select Decline to prevent its publication.