

Users, groups, collections and submissions in DSpace

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Key concepts

A DSpace administrator will be required to perform these tasks:

- create user accounts and give permissions
- manage permissions by creating and populating role groups
- create new collections and authorise those allowed to submit to and curate them
- curate submissions using an accept/reject workflow

To undertake these tasks it is first necessary to understand some key DSpace concepts.

User accounts and authentication

To interact with the repository, a user (i.e. e-Person in DSpace jargon) will need an *account*. Logging in to an account with a password is an act of authentication since it establishes the identity of a user. If a visitor does not explicitly log in, they are assigned to the *anonymous account* by default which, depending on policy, may allow them to view documents in the repository but nothing else.

Any visitor can self-register as a user. Self-registering with a name and email address gives them additional access to the new document alerting service for *anonymous* access collections. Further access to the repository requires intervention from an administrator.

Authorisation and privileges

Once known to the system, e-People will have different *roles* to play. Some of them may be required to submit documents to the repository or to particular collections within the repository. Some may be responsible for checking and accepting or rejecting submissions. Others may be *administrators* in charge of managing particular collections or the system as a whole.

Resource policies

Each role must be played according to the repository's *resource policies* (or rules). These rules control who is allowed to do what to its content and structure which consists of various database *objects*. These objects are the communities, collections and items, bundles and bitstreams that populate the database.

Once a user account is created, it needs to be *authorised* to undertake one or more roles by being granted the necessary *privileges* (*rights* or *permissions*) to, for example, access certain communities and collections and move submitted files from 'staging' into 'production'.

Tools are available to a DSpace administrator to manage a community's policies, a collection's policies, and an item's policies.

User roles and groups

Multiple users carrying out the same role are best placed in *groups* to make the job of the administrator easier. For example, in a hypothetical repository, the following roles are recognised and explicit authority must be granted to perform them:

- Submitter Collection A
- Curator Collection A
- Submitter Collection B
- Curator Collection B

Although it is quite possible to allocate to George's account all of the individual privileges required to fulfill the role of Curator Collection B, it is easier and less error-prone to create a role group called "Curator Collection B" and assign George to that group.

That way, when George is joined in the role by Susan, she too is assigned to the predefined group and given the necessary privileges quickly and accurately.

Furthermore, when it is decided that Curators should be given an additional ability to edit items in a collection, a change to the group's privilege is *inherited* automatically by all the group's members.

If a user has multiple roles to play - to curate both Collection A and Collection B, for example - she is made a member of both groups.

Submission workflows

Depending on the policy of the Collection to which a submission is made, a workflow process may be started. This typically allows one or more human reviewers, gatekeepers or curators to check over the submission and ensure it is suitable for inclusion in the collection.

A collection's workflow can have up to three steps. Each collection may have an associated role group for performing each step; if no group is associated with a certain step, that step is skipped. If a collection has no role groups associated with any step, submissions to that collection are added directly to the archive. Typically, curation involves acceptances, rejection or editing of metadata.

Manage e-People

e-People is the DSpace term for users of the system. As already noted, user accounts are required in DSpace in order to identify people, and associate them with the necessary permissions to undertake their assigned roles.

Types of users

There are three basic levels of user:

- **Anonymous user**

DSpace is a web server for publishing open-access content, so simple browsing and viewing of DSpace content does not ordinarily require user registration. If not logged in, a visitor to DSpace is considered an *anonymous user*. Privileges, such as the ability to view items, are often made available to the anonymous user group so that the public can view documents in the repository - but nothing else. An anonymous user session is automatically created by the application for the duration of the browser visit.

- **Registered user**

In order to participate in the work of the repository a user will need to be registered with an login account and given the necessary permissions to submit or curate content.

To obtain an account a user can self-register. The can enter their details to create a login that will allow them to request email alerts for updated content. However, to do anything beyond that they will need an administrator to give them the necessary group or individual privileges. Nevertheless, self registration is still a convenient way to capture a user's basic information and start the process. As an alternative to self-registration, a user can simply supply all their necessary details to an Administrator and they can set up a new account with the necessary permissions using the e-People page.

Registered users are typically either **submitters** of new content to the repository or **curators** who check, approve and reject submissions. Or they may be both. Permissions in DSpace can be quite granular if required, so submitters and curators may only be given rights to work with specific collections.

- **Administrator**

Once created, some users can be raised to Administrators (by another Administrator) giving them full access to all functions on all objects in DSpace. Administrators have a wide ranging role in configuring and managing the system. In this document we will look at how Administrators: a) Create/Edit user accounts and b) Create/Edit role groups.

Create a user account

The creation of a DSpace user account can be initiated either by an Administrator or by a potential user themselves.

Self-registration by user

To self register, a user should:

1. from the DSpace home page, click on the link *My Water Knowledge Base* in the left hand menu bar
2. rather than logging in, select the link *New user? Click here to register*
3. enter an email address in the box provided, and press the *Register* button.

Sign on to:

- ▶ [Receive email updates](#)
- ▶ [My Water Knowledge Base authorized users](#)

An automatic email will now be sent to the user and the user must follow the link contained in the email to complete the registration process. This is a necessary measure to defeat spammers by making it difficult for an automated script to create hundreds of accounts.

4. Click on the link in the email to go to the final registration page. Provide your first and last names and a contact telephone number, then enter and confirm a password. Once this is done, press *Complete Registration*.

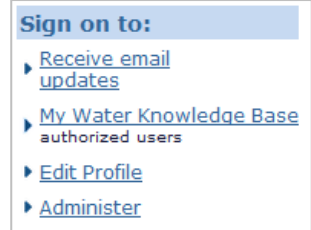
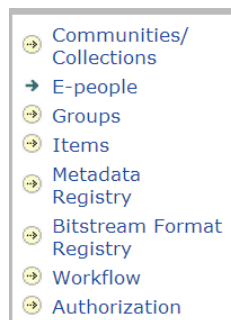
The user will now have an account which they can use to log in by visiting the *My DSpace* link on the home page.

A newly created default user will only have the same permissions as an anonymous user or visitor. In other words they will be able to use some functions, such as setting up alerts for new materials added to the collection, but not for other functions like document submission.

Registration by Administrator

An Administrator can also create a new user account by logging in using the Administer link on the site's home page.

Access to all the administration functions are then available from the following menu.



1. To register a new user first click the *E-People* link and then click the *Add E-Person* button.

► [E-people](#)

► [Groups](#)

Administer EPeople

Choose an action:

OR

then

2. The details required for the new user profile are simple and straightforward. The *Language* and *Require Certificate* fields are typically not required.
3. Click *Save* to create the new user.

Edit EPerson newuser21:

Email:

Last Name:

First Name:

Phone:

Language:

Can Log In: ☐

Require Certificate: ☐

Delete a user account

Administrators can also delete an existing user account from the e-People page.

1. To delete an existing user click the *E-People* link and then choose *Select E-Person*.

E-people 1-17 of 17

Query

[First](#) [< 5 Pages](#) [< 1 Page](#) [1 Page >](#) [5 Pages >](#) [Last](#)

	ID	E-mail	Last Name ↑	First Name	Language
Select	16	edmund@balnaves.org	Balnaves	Edmund James	en
Select	1	support@intersearch.com.au	Balnaves	Edmund	en
Select	2	eih@prosentient.com.au	Balnaves	Edmund	en

2. Click the *Select* button next to the ID of the e-Person to be deleted.

Sebastian Fflyte (yowie56@tpg.com.au) then

3. Click the *Delete* button and confirm that you wish to delete this e-Person.

Add a user to a group

1. To add a user to a group first click the *Groups* link. A list of existing groups will be displayed:

Group Editor

Note that you do not need to manually add users to the "anonymous" group - all users are members implicitly.
Warning - if you try to delete a group that is referred to by an authorization policy or is a workflow group you will get an internal server error.

[Create New Group](#)

ID	Name		
1	Administrator	Edit	
0	Anonymous		
27	COLLECTION_15_DEFAULT_ITEM_READ	Edit	Delete
30	COLLECTION_16_DEFAULT_ITEM_READ	Edit	Delete

2. Choose the Group that you propose to add a user to and click *Edit* to bring up a control panel. The list box on the left will allow you to select e-people to add to the Group. The list box on the right allows other groups to be added to membership, if required.

Name:

After making changes to this group you must click the "Update Group" button below.

EPerson Members

gayle partridge (gayle.partridge@environment.gov.au)

[Select E-people...](#) [Remove Selected](#)

Group Members

LEBRISadmins (51)

[Select Groups...](#) [Remove Selected](#)

[Update Group](#)

3. Click *Select E-People* to see a list of users and click the *Add* button next to the member/s you wish to be add to this Group.
4. Click the *Update Group* button to add the new member/s to this group.

Manage groups

We have seen how a role *group* can be created to represent a particular role and is given the necessary privileges to perform the tasks of that role. Any individual user needing to carry out the role is then simply made a member of that Group.

Types of groups

1. Anonymous group
 - The anonymous group is assigned the privileges to apply to a visitor who does not log in. It does not normally have any users added to it by an administrator.
2. Administrator group
 - The first Administrator account is created on the DSpace server when it is installed. This account can then be used to configure the repository, including the creation of user accounts and groups. Creation of an Administrator group to contain all users who need admin access is standard practice.
3. Submitter and Curator groups
 - Groups can be used for a variety of purposes. They may represent e-people who are allowed to submit to a particular collection; e-people who are responsible for performing a particular workflow step such as reviewing incoming submissions; or groups of e-people who have permission to access some restricted content. Information about what each group is allowed to do is controlled using the authorization section.
 - Groups may contain other groups to provide greater flexibility in assigning actions and to simplify maintenance. This is useful for reflecting hierarchical group structures, where a group of e-people with particular responsibilities are also part of a larger group with differing responsibilities and/or scope of responsibility.
 - Groups can have names. Names automatically created by the system follow a convention depending on what the group is for. The general form of this is:

OBJECTTYPE_OBJECTID_ACTION

For example, the group of e-people who are authorized to submit to collection 123 would be called:

COLLECTION_123_ADD

Note that 123 in this case is the *internal* ID (the database primary key) of the collection, rather than the Handle. You can find out the internal ID of a collection or community by clicking on 'Communities/collections'. The second number in brackets beside a community or collection name is that object's internal ID.

- It is recommended that you follow this convention for manually created groups so it's easy to find the group you need.
- Please note that application itself will automatically create certain groups when the *workflow* steps are specified, but a system administrator needs to create groups for *submitters* manually.

Create a group

1. To create a new role group, first click the *Groups* link. A list of existing groups will be displayed:

Group Editor

Note that you do not need to manually add users to the "anonymous" group - all users are members implicitly.

Warning - if you try to delete a group that is referred to by an authorization policy or is a workflow group you will get an internal server error.

[Create New Group](#)

ID	Name		
1	Administrator	Edit	
0	Anonymous		
27	COLLECTION_15_DEFAULT_ITEM_READ	Edit	Delete
30	COLLECTION_16_DEFAULT_ITEM_READ	Edit	Delete

2. Click the *Create New Group* button to bring up a control panel. The list box on the left allows the selection of e-people to add to the Group. The list box on the right allows the selection of other groups to be added to the membership of this group, if required.

Name:

After making changes to this group you must click the "Update Group" button below.

EPerson Members

[Select E-people...](#) [Remove Selected](#)

Group Members

[Select Groups...](#) [Remove Selected](#)

[Update Group](#)

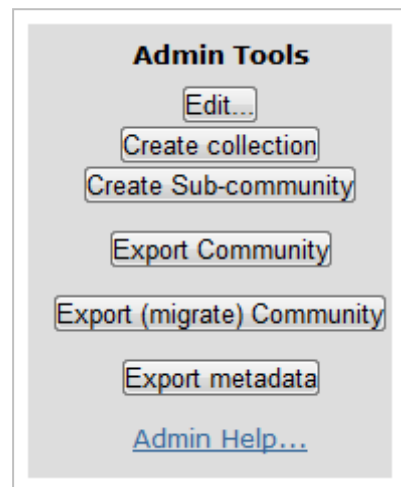
3. After selecting the members of the new group (refer back to *Add a user to group*) and giving it a name (following the naming conventions of the site), click the *Update Group* button.

Manage collections

In this section, we will look at the common task of creating a new collection under an existing DSpace Community and authorising those groups that can: 1) submit and 2) undertake the Accept/Reject workflow step.

Create a new collection

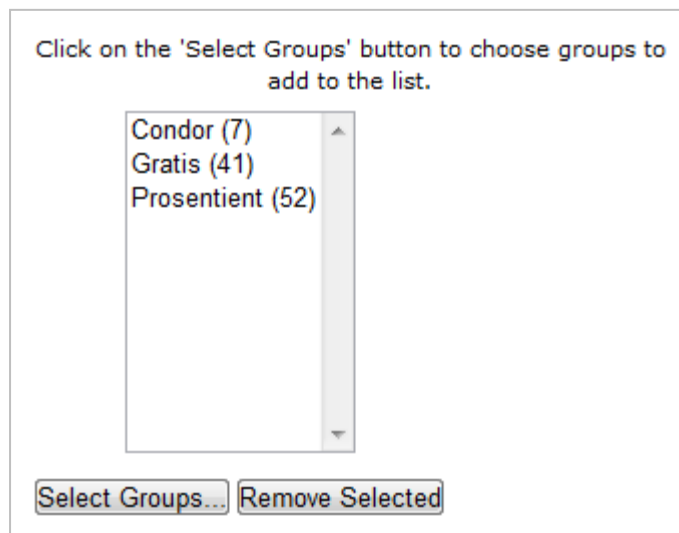
1. Log in as a system administrator and click on *Administer* towards the bottom of the left hand menu.
2. Click on *Communities and Collections* at the head of the left hand *Browse* menu on the Administration Tools page.
3. Click on the name of the *Community* under which you intend to create the new Collection.
4. Click on *Create Collection*, found under the *Admin Tools* menu to the right of the screen.
5. The checkboxes on the first page called *Describe the Collection* are all checked (set to 'on') by default. Unless you know why it would be a good idea to change any of them, just leave these settings as you find them and click the *Next* button.
6. Complete the form on the second page, also called *Describe the Collection*. Unless you know why it would be a good idea to do otherwise, just complete the *Name*, *Short Description* and *Introductory Text* fields. These are mandatory although the editor does not enforce this. Click the *Next* button when done.



Authorise submitters and curators

7. The *Authorisation to Submit* page allows you to select individual users or role groups who will be allowed to update this Collection. Remembering that it is always preferable to authorise role groups than individuals, use the controls to select the e-people or groups that are to be allowed to submit documents to this collection. Click *Next* when done to go to the *Edit Collection* page.

You are now on the *Edit Collection* page.



Again, to keep it simple, skip to the *Submission Workflow* section in order to specify the *Collection Administrators*. By now you will be familiar with the control panel and how to select the group/s or e-people who are to have full control over this collection. When finished, click the *Update Group* button.

8. If you have read and understood the topic and want to implement submission workflow on this Collection, then optionally edit one or more of the 3 workflow steps to specify one or more e-people/groups who are to perform the reviewer, gatekeeper, or curator role described.

Submission Workflow
Submitters:
Accept/Reject Step:
Accept/Reject/Edit Metadata Step:
Edit Metadata Step:
Collection Administrators:

On clicking *Update* and returning to the DSpace Community home page, you will see that a new Collection (called My art collection in this example) has just been created:

DSpace
Community home page
In:
Search for
or **browse**
A collection of documentation for the *DSpace* open source digital repository.
Collections in this community
▶ [DSpace Documentation](#)
Documentation on configuring the DSpace repository.
▶ [DSpace Useful links and resources](#)
DSpace Useful links and resources
▶ [My art collection](#)
Descriptions of artworks and antiques

Curate submissions

We have discussed how, depending on the policy of the Collection, a submission may trigger a workflow process allowing a curator to moderate the submission before inclusion in the Collection. They can either accept it, reject it or leave it waiting in the pool for further action.

On completing the steps for submitting a document a contributor receives the following advice:

Describe Upload Verify License Complete

Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My Prosentient page.

[Go to My Prosentient](#)

[Communities and Collections](#)

[Submit another item to the same collection](#)

At the same time the curator/s who have been designated as responsible for one (or more) of the three workflow steps (described in the previous section) are notified with an email from DSpace that they have a new workflow task in their task pool:

A new item has been submitted:

Title: Some old thing
 Collection: My art collection
 Submitted by: Edmund Balnaves (support@intersearch.com.au)

It requires reviewing.

To claim this task, please visit your "My DSpace" page: <http://docs.prosentient.com.au/prosentientjspui/mydspace>

Many thanks!

DSpace

On logging in to DSpace, the curator will see the new submission awaiting attention:

Tasks in the Pool

Below are tasks in the task pool that have been assigned to you.

Task	Item	Submitted To	Submitted By	
Review Submission	Some old thing	My art collection	Edmund Balnaves	Take Task

[Start a New Submission](#) [View Accepted Submissions](#)

As we know, each Collection can have multiple curators, so the first step is for the curator to accept the task by clicking the *Take Task* button.

If they choose to take the task they are given a preview of the item and a further opportunity to *Accept This Task* or *Cancel* the transaction.

Preview Task

The following item has been submitted to collection **My art collection**. In order to accept the task of reviewing this item, please click "Accept This Task" below.

Title:	Some old thing
Authors:	Nurk, Fred
Keywords:	Koha Library
Description:	Koha user documentation
URI:	http://www.slideshare.net/lib soul/koha-32-manual

Files in This Item:

There are no files associated with this item.

If they choose to proceed, they are presented with a choice of four decisions which they may make. Approval will result in the submitted item being added to the repository immediately, while any of the other choices will mean that it is rejected completely or pending revision.

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".	Approve
If you have reviewed the item and found it is not suitable for inclusion in the collection, select "Reject". You will then be asked to enter a message indicating why the item is unsuitable, and whether the submitter should change something and re-submit.	Reject
Select this option to correct, amend or otherwise edit the item's metadata.	Edit Metadata
If you wish to leave this task for now, and return to your "My Water Knowledge Base", use this option.	Do Later
To return the task to the pool so that another user can perform the task, use this option.	Return Task to Pool

The contributor will now be advised of the curator's decision and the fate of their submission by email.