

[APPROVE, REJECT, OR EDIT A SUBMISSION]

1. On the cIRcle homepage at circle.ubc.ca, click on “My Account” (Step 1) in the left sidebar.

The screenshot shows the cIRcle homepage. At the top, there is a navigation bar with the UBC logo, the text "a place of mind", "THE UNIVERSITY OF BRITISH COLUMBIA", and "UBC LIBRARY". Below this is a search bar with "All of cIRcle" and a "Go" button. The main content area features a large banner for "CIRCLE UBC's Information Repository" with the text "Your University Your Research". To the left of the banner is a sidebar with a "My Account" section containing a "Login" link and a "Register" link. A white callout box with a black border and the text "Step 1" points to the "Login" link. Below the banner, there are sections for "News", "Top 3 Items", and "Did you know?". The "Did you know?" section contains three items: "You might be asking, What is Bill C-32? If so, are you also asking yourself, 'How does it affect me - as an author, cre...]", "Ranking Web of World Repositories Did you know? In the ranking of world digital repositories, UBC features at #43...]", and "Now available in cIRcle Teaching Skills for Community Based Preceptors is now available in cIRcle, UBC...". To the right of the banner, there are two sections: "What is cIRcle?" and "Who's contributing to cIRcle?". The "Who's contributing to cIRcle?" section lists various UBC entities and programs.

2. On your “Submission & workflow tasks” page, click on “Tasks in the pool” (Step 2) to claim a task (a.k.a. submission) that you need to review and approve before it is archived in cIRcle.

The screenshot shows the cIRcle website interface. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo and 'a place of mind' slogan, followed by 'THE UNIVERSITY OF BRITISH COLUMBIA' and 'UBC LIBRARY'. Below the header is a search bar with 'All of cIRcle' and a 'Go' button, along with a link to 'Advanced Search' and 'cIRcle Home'.

The left sidebar contains a 'Browse' menu with categories like 'Communities & Collections', 'Issue Date', 'Authors', 'Titles', and 'Subjects'. Other sections include 'My Account', 'Reporting Suite', 'File Conversion', and 'Questions?'.

The main content area is titled 'Submissions & workflow tasks'. Under the 'Workflow tasks' section, there is a message: 'No tasks are assigned to you'. Below this is the 'Tasks in the pool' section, which contains a table of tasks awaiting approval. A callout box labeled 'Step 2' points to the 'Tasks in the pool' section.

Task	Item	Collection	Submitter
No tasks are assigned to you			
Task	Item	Collection	Submitter
<input type="checkbox"/> Awaiting editor's attention	LEED Homes	WOOD 493	email: Yuko Lee
<input type="checkbox"/> Awaiting editor's attention	KATZIE FIRST NATION COMMUNITY FOREST	WOOD 493	email: Yuko Lee
<input type="checkbox"/> Awaiting editor's attention	The Environmental Impact of Paper Waste Recycling...	FRST 497	email: Yuko Lee
<input type="checkbox"/> Awaiting editor's attention	Total Quality Management: Rational Prerequisites ...	FRST 497	email: Yuko Lee
<input type="checkbox"/> Awaiting editor's attention	Illegal Logging: A Russia Federation Case Study	FRST 497	email: Yuko Lee

3. Under “Actions you may perform on this task”, click on “Take task” (Step 3) button.

The screenshot shows the UBC Library cIRcle interface. At the top, there are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. The main header includes the UBC logo, 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'UBC LIBRARY'. Below the header is a search bar with 'All of cIRcle' and 'This Collection' dropdowns, and a 'Go' button. A breadcrumb trail reads: 'cIRcle Home > Faculties and Schools > Forestry, Faculty of > Forestry Undergraduate Essays/Theses > WOOD 493 > Item submission >'. The main content area is titled 'Item submission' and contains the following metadata:

- Title:** LEED Homes
- Author:** Compston, Sean
- Subject Keywords:** LEED homes, market demand, Kyoto Protocol
- Issue Date:** 2009-04-14
- Series/Report no.:** University of British Columbia, Forestry Undergraduate Essays/Theses
- Abstract:** This report on LEED homes identifies the driving forces behind green building and the underling concept of sustainability. An introduction to the green consumer is detailed and the market segment which the green consumer belongs to is defined. A brief history and overview of other LEED standards highlights the similarities between them and these other standards offers data that can be used to indicate future trends. This housing and building trend data is then put together to show the increasing market demand for products such as LEED for Homes.
- Affiliation:** Forestry, Faculty of
- Peer Review Status:** Unreviewed

Below the metadata is a section titled 'Files in this item' with a table:

Files	Size	Format	Description	View
CompstonSean_WOOD_493_Graduating_Essay_2008.pdf	343.1Kb	Adobe Portable Document Format		View/ Open

There is a 'Show full item record' link. Below this is a section titled 'Actions you may perform on this task:' with three buttons: 'Take task', 'Leave task', and 'Cancel'. A callout box labeled 'Step 3' points to the 'Take task' button.

4. A new screen will appear and display more details about the different “**Actions you may perform**” (Step 4) with the task:

@ **Approve Item** [If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".]

@ **Reject Item** [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 resubmit.]

@ **Edit Metadata** [Select this option to change the item's metadata.]

@ **Return task to pool** [Return the task to the pool so that another user may perform the task.]

Item submission

Title: LEED Homes
Author: Compston, Sean
Subject Keywords: LEED homes, market demand, Kyoto Protocol
Issue Date: 2009-04-14
Series/Report no.: University of British Columbia, Forestry Undergraduate Essays/Theses

Abstract: This report on LEED homes identifies the driving forces behind green building and the underlying concept of sustainability. An introduction to the green consumer is detailed and the market segment which the green consumer belongs to is defined. A brief history and overview of other LEED standards highlights the similarities between them and these other standards offers data that can be used to indicate future trends. This housing and building trend data is then put together to show the increasing market demand for products such as LEED for Homes.

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Files in this item

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CompstonSean_WOOD_493_Graduating_Essay_2008.pdf	343.1Kb	Adobe Portable Document Format		View/ Open

[Show full item record](#)

Actions you may perform on this task:

If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve". [Approve item](#)

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 resubmit. [Reject item](#)

Select this option to change the item's metadata. [Edit metadata](#)

Return the task to the pool so that another user may perform the task. [Return task to pool](#)

[Cancel](#)

5. To reject a submission, click on **“Reject Item” (Step 5)**. A new screen will appear with a textbox where you can type the reason you rejected the submission. Then, click on **“Reject Item”**.

Once you have rejected the item, it will no longer appear on your **“Submissions & workflow tasks”** page. The rejected item will be returned to the submitter’s **“Submissions & workflow tasks”** page to edit and re-submit.

The screenshot displays a web interface for managing submissions. On the left is a sidebar with the following menu items: 'Content & usage analysis', 'Generate a Bibliography', 'File Conversion' (highlighted), 'File Conversion', 'Questions?', 'About cIRcle', 'Read our FAQs', and 'Contact cIRcle'. The main content area is titled 'Files in this item' and contains a table with the following data:

Files	Size	Format	Description	View
CompstonSean_WOOD_493_Graduating_Essay_2008.pdf	343.1Kb	Adobe Portable Document Format		View/ Open

Below the table is a button labeled 'Show full item record'. The main area contains a text box for entering a reason for rejection, with the instruction: 'Please enter your reason for rejecting the submission into the box below, indicating whether the submitter may fix a problem and resubmit.' The text 'Reason:' is followed by a large empty text area. At the bottom of the form are two buttons: 'Reject item' and 'Cancel'. A callout box labeled 'Step 5' points to the 'Reject item' button.

6. If you do not select any action and click on **“Cancel” (Step 6)**, you will automatically return to your “Submissions & workflow tasks” page.

This submission (a.k.a. task) can be left in the task pool for another reviewer (if applicable to review and archive it to cIRcle. Or, you may keep it and continue reviewing it before archiving it in cIRcle.

[Note: To exit/logout of cIRcle, click on “Logout” in the left sidebar.]

The screenshot shows the cIRcle interface. On the left is a sidebar with navigation options: 'Content & usage analysis', 'Generate a Bibliography', 'File Conversion', 'File Conversion', 'Questions?', 'About cIRcle', 'Read our FAQs', and 'Contact cIRcle'. The main content area is titled 'Files in this item' and contains a table with one file entry: 'CompstonSean_WOOD_493_Graduating_Essay_2008.pdf' (343.1Kb, Adobe Portable Document Format). Below the table is a 'Show full item record' button. The 'Actions you may perform on this task' section includes: 'Approve item', 'Reject item', 'Edit metadata', 'Return task to pool', and 'Cancel'. A callout box labeled 'Step 6' points to the 'Cancel' button.

Files	Size	Format	Description	View
CompstonSean_WOOD_493_Graduating_Essay_2008.pdf	343.1Kb	Adobe Portable Document Format		View/ Open

Actions you may perform on this task:

- If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve". [Approve item](#)
- 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 resubmit. [Reject item](#)
- Select this option to change the item's metadata. [Edit metadata](#)
- Return the task to the pool so that another user may perform the task. [Return task to pool](#)
- [Cancel](#)