[ADD/EDIT COLLECTION PAGE & SUBMISSIONS WORKFLOW]

1. On the cIRcle homepage at <u>circle.ubc.ca</u>, click on "My Account" (Step 1) in the left sidebar.

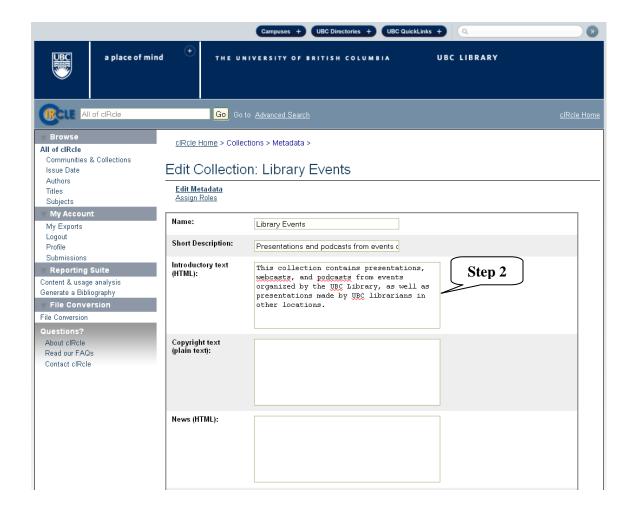


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- 2. Once you are logged into your cIRcle account, go to the desired collection page. In the left sidebar under "Context", click on "Edit Collection" (Step 2). Next, add or edit the collection page information in the appropriate fields:
 - @ Name [Name of your collection]
 - @ Short Description [One or two sentences that describe your collection]
 - @ Introductory text (HTML) [The text should be in HTML format and provide more information about your collection]
 - @ Copyright text (plain text) [Any statement of copyright if applicable]
 - @ News (HTML) [Any news information about your collection]
 - @ License [???]
 - @ Provenance [???]
 - @ Upload new logo [Upload your academic or research unit logo]
 - @ **Remove logo** [Delete and upload a new logo if applicable]



3. Click on "Save updates" (Step 3) to save your change(s). Or, click on "Return" to go back to the previous screen.

About cIRcle Read our FAQs Contact cIRcle	Copyright text (plain text):
	News (HTML):
	License:
	Provenance:
	Upload new logo: Browse
	Current logo: The Library West Barrier Remove logo
Step 3	Item template: Edit Delete
Step 3	Save updates Return

4. Under "Item Template", click on "Add" (Step 4). Next, you will automatically return to the "Edit Item" page. This is where you can create, edit and delete an "Item Template" for new submissions [for example, you can pre-populate repetitive fields such as metadata that would appear in each submission in the "Series" field].

To exit cIRcle, click on "Logout" in the left sidebar.

