

[ADD/EDIT COLLECTION PAGE & SUBMISSIONS WORKFLOW]

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 are navigation links for 'Campuses', 'UBC Directories', and 'UBC QuickLinks'. Below this is the UBC logo and the text 'a place of mind' and 'THE UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY'. The main header features the cIRcle logo, a search bar with 'All of cIRcle' and a 'Go' button, and a link to 'Advanced Search'. The left sidebar contains a 'Browse' menu with options like 'All of cIRcle', 'Communities & Collections', 'Issue Date', 'Authors', 'Titles', and 'Subjects'. Below this is the 'My Account' section, which is highlighted with a callout box labeled 'Step 1' pointing to the 'My Account' link. Other links in the sidebar include 'Login', 'Register', and 'Questions?'. The main content area features a large banner for 'UBC's Information Repository' with the cIRcle logo and the text 'Your University Your Research'. Below the banner is a 'Welcome to cIRcle' message and a 'News' section with three items: 'You might be asking, What is Bill C-32?', 'Ranking Web of World Repositories', and 'Now available in cIRcle'. The right sidebar contains sections for 'What is cIRcle?' and 'Who's contributing to cIRcle?', each with a list of links to various UBC resources.


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]

The screenshot shows the cIRcle interface for editing a collection. The top navigation bar includes the UBC logo, the slogan "a place of mind", and the text "THE UNIVERSITY OF BRITISH COLUMBIA UBC LIBRARY". Below this is a search bar and a "Go" button. The left sidebar contains a "Browse" section with "All of cIRcle" and various filters, a "My Account" section with "My Exports", "Logout", "Profile", and "Submissions", a "Reporting Suite" section with "Content & usage analysis" and "Generate a Bibliography", a "File Conversion" section with "File Conversion", and a "Questions?" section with "About cIRcle", "Read our FAQs", and "Contact cIRcle". The main content area is titled "Edit Collection: Library Events" and includes a breadcrumb trail "cIRcle Home > Collections > Metadata >". Below the title are links for "Edit Metadata" and "Assign Roles". The form contains the following fields:

- Name:** Library Events
- Short Description:** Presentations and podcasts from events
- Introductory text (HTML):** This collection contains presentations, webcasts, and podcasts from events organized by the UBC Library, as well as presentations made by UBC librarians in other locations. (A callout box labeled "Step 2" points to this field)
- Copyright text (plain text):** (Empty field)
- News (HTML):** (Empty field)

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):	<input type="text"/>
	News (HTML):	<input type="text"/>
	License:	<input type="text"/>
	Provenance:	<input type="text"/>
	Upload new logo:	<input type="text"/> <input type="button" value="Browse..."/>
	Current logo:	 <input type="button" value="Remove logo"/>
Item template:	<input type="button" value="Edit..."/> <input type="button" value="Delete"/>	
<input type="button" value="Save updates"/> <input type="button" value="Return"/>		

Step 3

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.

The screenshot shows the cIRcle 'Edit Item' page. At the top, there is a navigation bar with the UBC logo, 'a place of mind', 'THE UNIVERSITY OF BRITISH COLUMBIA', and 'UBC LIBRARY'. Below this is a search bar and a 'Go' button. The left sidebar contains a 'Browse' menu with categories like 'All of cIRcle', 'My Account', 'Reporting Suite', 'File Conversion', and 'Questions?'. The main content area is titled 'Edit Item' and includes a breadcrumb trail: 'cIRcle Home > Items > Item metadata >'. A callout box labeled 'Step 4' points to the 'Item Metadata' link in the breadcrumb trail. Below the breadcrumb trail is a form titled 'Add new metadata' with a 'Name' dropdown menu (currently showing 'dc.contributor.advisor') and a 'Value' text input field. A 'Language' dropdown menu is also present. Below the form is an 'Add new metadata' button. A 'PLEASE NOTE' message states: 'PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes.' Below the note are 'Update' and 'Return' buttons. At the bottom, there is a 'Metadata' table with columns for 'Remove', 'Name', 'Value', and 'Language', and another 'Update' and 'Return' button.