Kent Data Repository

Getting started guide

1. Log into the repository

Go to http://data.kent.ac.uk and log in with your Kent IT username and password.

2. Create a new item

1. Click **Manage Deposits**
2. Click **New Item**
3. Read the user agreement, and check you have met all of the requirements
4. Click **Next** at the bottom of the page to start the deposit process.

You can save the entry at any time and come back to it later; to do this click **Save and Return**.

3. Edit and deposit your item

This is where you add your metadata and deposit the item. You can navigate through the process by clicking the tabs, or by clicking the **Previous** and **Next** buttons.

1. Details tab

This is where you add the details about your data. All the fields marked with an orange star are mandatory.

You can find guidance for each field above the entry boxes.

Some fields may be collapsed. You can expand them with the **plus ✚** buttons on the left.

2. Additional information tab

Enter more information about yourself and your data, including your academic school or research centre and any further email addresses.

3. Upload tab

On this tab you can upload your data and README file to the repository and set restrictions as necessary.

June 2017
www.kent.ac.uk/library/research
Information Services

University of Kent

4. **Deposit**

This is the final stage of the process. If you're not sure all the information is correct, click **Save for later** and finish the deposit when you have all the necessary information.

If you are confident that the details you've entered are accurate and complete, click **Deposit Item Now**. If any vital information is missing, an alert will appear on the screen.

4. What happens next

Your item is now "Under review". We will review the record and make sure all required information is accurate and complete. We'll then move your item to the live archive. Once in the live archive, the attached data will be deposited in Arkivum for long term preservation.

5. Edit your records

Your own records

Log into the repository and click **Manage Deposits**. You'll see a list of all the items you've added to the repository: under review, in the live archive, and items you've saved for later.

You can edit the item or view its details – use the icons on the right to choose your option.

Records deposited by someone else

You may want to edit a record for data which you've created or contributed to, but which you didn't deposit yourself. By default you won't see it in your item list or have permissions.

Email researchsupport@kent.ac.uk with the item number and request ownership of the item.

If you are a creator or contributor for that data we'll add it to your list of deposits. You can then edit it as above.

Help and guidance

If you have any questions, please email researchsupport@kent.ac.uk.

For login and password problems email helpdesk@kent.ac.uk or phone 01227 82 4888.

See the Research data management pages for more information: search the Kent website for **research data**.