

Help

Curators' Training Manual

MyTSW

An account, called MyTSW, is maintained for each TSW member. Authentication to MyTSW is tied to your UT EID if you are a UT student, faculty or staff, or tied to your email address if you are a non-UT person. If you are an authorized TSW submitter or supervisor, or if you are a staff member responsible for a repository collection or metadata maintenance, you will have a MyTSW section.

Logging In

You must log in to the system if you:

- Wish to submit or edit an item or create or edit a community or collection
- Wish to go to the MyTSW section that tracks your submissions and workflow tasks

When you access an area of TSW that requires authorization, the system will require you to log in with your UT EID and password, or if you are a non-UT person, with your email address. For authorization contact the [Repository Curator](#).

Editing your Profile

Once you are logged in, click the Profile link in the user menu options in the top right corner to edit your profile.

Viewing your Submissions

Once you are logged in, you can click on the MyTSW section to see your submissions and workflow tasks. You will see:

- A list of your in-progress submissions - from this list you can resume the submission process where you left off, or you can remove the submission and discard the work.
- A list of works that you have submitted and that have already been accepted into TSW
- A list of the submissions which you are supervising or collaborating on.
- If you select Workflow Tasks from the drop down menu under Show, you will see a list of submissions that are awaiting your action (if you have a collection workflow role).

Submit Works

The submission process is the function that enables users to add a work to TSW. The process of submission includes uploading the file(s) comprising the digital work and filling out a web form with information about the work. Each community sets its own submission policy.

Submitting a work to TSW is a simple process. At any point in the submission process you can stop and save your work for a later date by clicking on the "Save for Later" button at the bottom of the page. The data you have already entered will be stored until you return to the submission, and you will be reminded in the MyTSW section that you have a submission in process. You can also cancel your submission at any point by clicking on Discard. For questions about mediated submission, please contact the [Repository Curator](#).

Browsing TSW

Users can browse TSW in a variety of ways:

- Clicking on Communities & Collections at the top of the screen takes you through the communities in alphabetical order and allows you to click and see the sub-communities and collections within each community. Alternatively, you can click on the top level community you want to browse by using the community links under Communities in TSW.
- Browse by Date Issued allows you to move through a list of all works in TSW in chronological order by date of publication.
- Browse by Author allows you to move through an alphabetical list of all authors of works in TSW.
- Browse by Title allows you to move through an alphabetical list of all titles of works in TSW.
- Browse by Subject allows you to move through an alphabetical list of subjects/tags assigned to works in TSW.
- Browse by Department allows you to move through an alphabetical list of academic departments and research units on campus assigned to works in TSW.

To browse a specific community or collection, navigate to that community or collection and use the browse menu near the middle of the screen.

Search

To search all of TSW, use the search box near the middle of the screen or the magnifying glass at the top of the screen. The words entered will be searched against the metadata and the full text of the items. Search terms are automatically combined with AND, meaning searching for yellow bus will return results with BOTH the word yellow and the word bus.

Search Tips

- Boolean searching - Use the AND, OR, and NOT Boolean operators to combine terms. Note that they must be CAPITALIZED!
 - AND - to limit searches to find works containing all words or phrases combined with this operator, e.g. cats AND dogs will retrieve all works that contain BOTH the words "cats" and "dogs".
 - OR - to enlarge searches to find works containing any of the words or phrases use this operator, e.g. cats OR dogs will retrieve all works that contain EITHER the words "cats" or "dogs".
 - NOT - to exclude works containing the word following this operator, e.g. training NOT cat will retrieve all works that contain the word "training" EXCEPT those also containing the word "cat".
- Phrase Searching - To search using multiple words as a phrase, put quotation marks (") around the phrase: "organizational change"
- Truncation/wildcard searching - Use an asterisk (*) after a word stem to return results having words starting with that root, for example: select* will retrieve selects, selector, selectman, selecting
- Exact word match - Put a plus (+) sign before a word if it MUST appear in the search result. For instance, in the following search the word "training" is optional, but the word "dog" must be in the result. +dog training
- Eliminate works with unwanted words - Put a minus (-) sign before a word if it should not appear in the search results. Alternatively, you can use NOT. This can limit your search to eliminate unwanted hits. For instance, in these searches: training -cat, training NOT cat you will get works containing the word "training", except those that also contain the word "cat".
- Parentheses can be used in the search query to group search terms into sets, and operators can then be applied to the whole set, e.g. (cats OR dogs) AND (training OR discipline)

About Texas ScholarWorks

TSW content is organized using communities and collections. Persistent URLs, known as handles, are assigned to each work.

TSW content is organized around communities. Within each community there can be an unlimited number of sub-communities and an unlimited number of collections. Each collection may contain an unlimited number of works. This organization gives TSW the flexibility to accommodate differing needs of communities by allowing them to:

- Decide on policies such as: who contributes content, whether there will be a review process, or who will have access
- Determine workflows like reviewing, editing, and metadata
- Manage collections

Each community has its own entry page displaying information, news and links reflecting the interests of that community, as well as a descriptive list of collections within the community.

UT Faculty/Researcher Works is a community where individuals whose departments have not established a community within Texas ScholarWorks can deposit their research.

Communities can maintain an unlimited number of collections in TSW. Collections can be organized around a topic, or by type of information (such as working papers or datasets) or by any other sorting method a community finds useful in organizing its digital works. Collections can have different policies and workflows.

Each repository collection has its own entry page displaying information, news and links reflecting the interests of users of that collection.

When your work becomes a part of TSW it is assigned a persistent URL. This means that, unlike most URLs, this identifier will not have to be changed when the system migrates to new hardware, or when changes are made to the system. TSW is committed to maintaining the integrity of this identifier so that you can safely use it to refer to your work when citing it in publications or other communications. Our persistent URLs are registered with the Handle System, a comprehensive system for assigning, managing, and resolving persistent identifiers, known as "handles," for digital objects and other resources on the Internet. The Handle System is administered by the Corporation for National Research Initiatives (CNRI), which undertakes, fosters, and promotes research in the public interest. In addition to handles, we also assign digital object identifiers (DOIs) to each item in TSW. DOIs are more familiar to authors and may be preferred when creating a resume or CV. Both handles and DOIs are persistent URLs.

For help with using TSW and questions about your specific site, please contact the [Repository Curator](#).