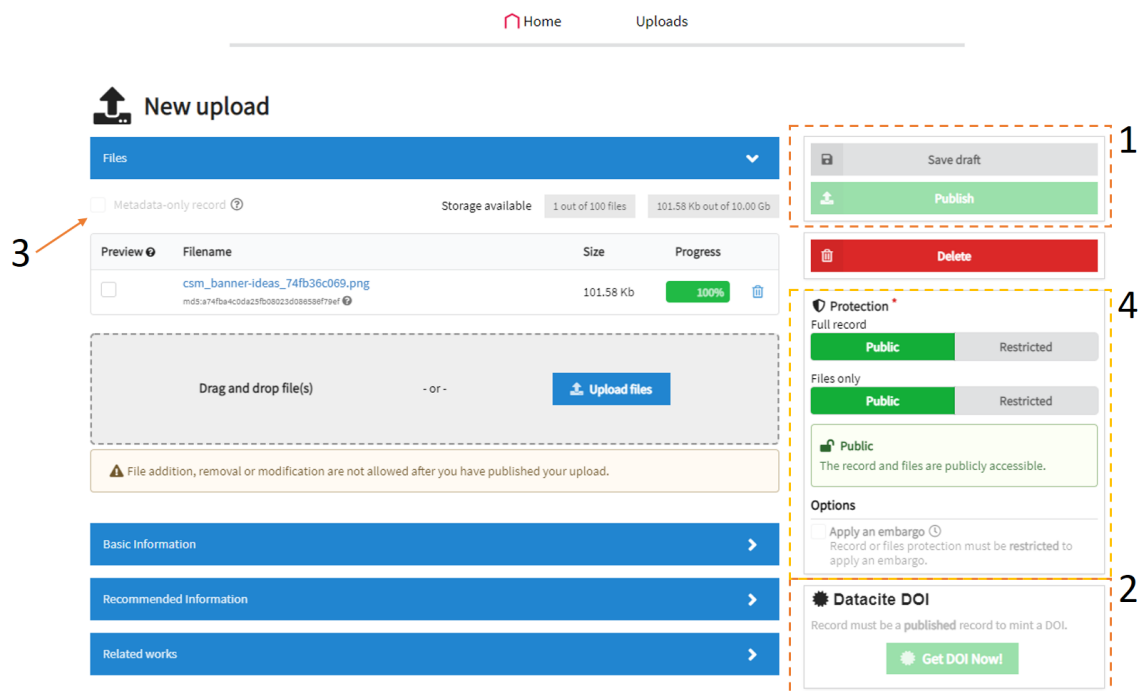# TU Graz Repository Guide (invenioRDM)

TU Graz Repository can be reached at the following address: repository.tugraz.at

You can search the repository for publicly available entries directly from the home page without having to log in. If you want to upload files, you have to log in with your TU GRAZ Online user data under "Log In". Then navigate to the "Upload" section and click on "New upload".

Let's check the important parts:

1: No matter if you make a new upload or edit an entry, changes will only be applied if you click "Save draft". In order for the upload to be visible at all or for the changes to be accessible to other users, "Publish" must be selected afterwards.

2: You must pass **1** mandatory to get a **DOI**. Only entries that have filled in all fields marked in red and have been published can receive a **DOI**.

3: It is also possible to create only an entry with metadata without uploading files. You can also assign a DOI to a metadata-only upload.

4: You can decide whether your entry is completely publicly viewable (**Full record Public**), if only the entry with the metadata but without data is retrievable (**Files only Restricted**) or if the entire entry is not visible (**Full record Restricted**). In the cases where you assign restrictions, you can specify

people who can see and use the entries. This feature will be added in an upcoming release. In addition, you can also impose a time-limited embargo that makes your entry publicly available on the cut-off date.

A few words about the data you want to upload: Please only upload data or datasets that you have previously curated. This means that you only select data that is worth to be stored for a long time and has the necessary relevance. The information you provide here is intended to enable future researchers to reproduce their results or to provide the necessary understanding so that the data can be reused. *Examples of data documentation are: laboratory notebooks, questionnaires, codebooks, project reports, etc.*

- ### Files

  Here you can upload one or more files. If it is a large number of individual files, it is recommended to create a .zip folder (or similar) and then upload the entire file. Please note that if you want to make one part of the data publicly available and the other part restricted, you should separate the data and upload it in separate entries of the repository.

- ### Basic Information

  Most of the fields here are mandatory to fill in, however for better visibility of your data and reuse, it is recommended to make the description as accurate as possible. Also, please assign a license that corresponds to your wishes, otherwise the Austrian copyright law applies, which is very restrictive.

- ### Recommended Information

  For reasons of traceability of the changes and contributions of the entries, you should also be as accurate as possible here. In order to receive a **DOI**, a **DOI** authorized institution is required. The TU Graz is set as default, you can also choose another institution.

- ### Related Works

  In the last section you can reference relevant works but also link multiple entries if you make public and restricted entries for the repository as already mentioned. By means of identifiers you can refer to the data. As another use case, you can also link a metadata file to a data file in this way.