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Archiving in PHAIDRA – getting started

Repository Management PHAIDRA Services

PHAIDRA is the digital repository of the University of Vienna for the permanent secure storage of (open access) publications, research data and collection items created by members of the University of Vienna.

- ☒ If you are not an employee or student at the University of Vienna, you can use **PHAIDRA Depot**. For further information, please contact phaidra@univie.ac.at.
- ☒ Before you get started, please visit the **website of Repository Management PHAIDRA Services** and inform yourself about PHAIDRA: https://datamanagement.univie.ac.at/en/about-phaidra/
- ☒ Please also obtain information about the supported **formats** on our website, before you start uploading files: https://datamanagement.univie.ac.at/en/about-phaidra/formats/
- ☒ To test the system, please use our test instance, the **PHAIDRA Sandbox**: https://phaidra-sandbox.univie.ac.at/ Use PHAIDRA Sandbox to test all features of the system within the network of the University of Vienna. We highly recommend using this test version first because you cannot delete objects once you have uploaded them to PHAIDRA.
- ☒ To log in, you require a valid **u:account** or a **service e-mail address for a project** (the form to request a service e-mail address is available on the website of the Vienna University Computer Center (ZID) at https://zid.univie.ac.at/en/e-mail/).
- ☒ Please contact the PHAIDRA Support team, if you have **any technical enquiries**: support.phaidra@univie.ac.at
- ☒ Are you planning a **large archiving project** or would you like to upload **large amounts of data**? Please contact us first for initial consultation: phaidra@univie.ac.at

Please always make sure that you have the right to use objects before uploading them to PHAIDRA (according to the PHAIDRA terms of use https://datamanagement.univie.ac.at/en/about-phaidra/user-concept-and-terms-of-use-for-phaidra/).

Please note: You cannot delete objects once you have uploaded them to PHAIDRA. However, you can restrict an object (grant "access rights") so that others do no longer have access to it. However, the metadata of the object are still accessible worldwide.

To upload a new object, go to the homepage of PHAIDRA: https://phaidra.univie.ac.at/

Click the "Login" button in the upper right-hand corner and log in using your personal u:account or the log-in details of the project service e-mail address. You can request a service e-mail address from the ZID (form is accessible after logging in): https://zid.univie.ac.at/en/e-mail/ (You can find the form under "Requesting a service e-mail address" on the bottom of the page).

Next, click the "New object" tab in the tab bar at the top:
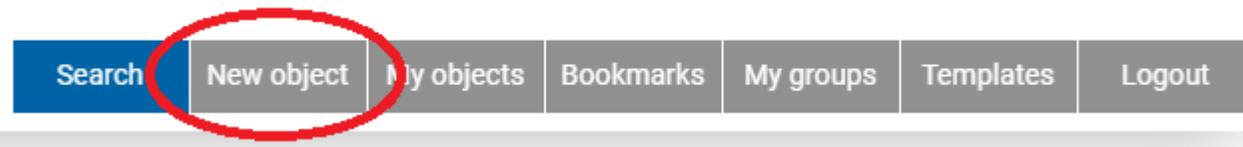
Figure 1

You will see a list of different object types, which you can upload to PHAIDRA. Please go to our website (https://datamanagement.univie.ac.at/en/about-phaidra/formats/) to read our recommendations for file formats or read the pop-ups that appear when you hover your mouse over the icons. Click the appropriate object type:
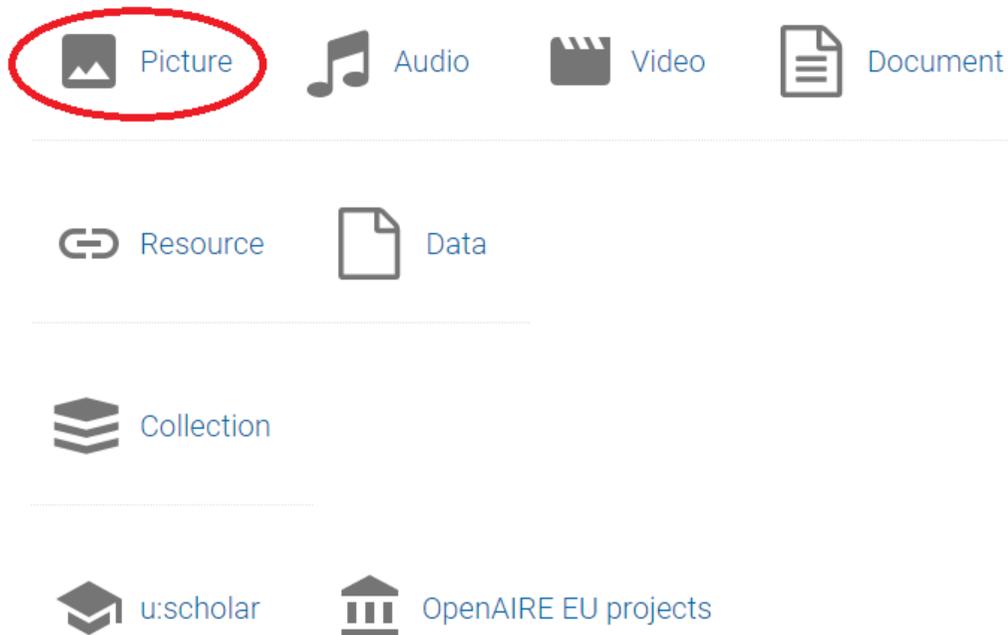

Picture   Audio   Video   Document

Resource   Data

Collection

u:scholar   OpenAIRE EU projects

Figure 2

The upload window appears. Now you can upload a new object. Select the file you would like to upload from your directory and start the upload:

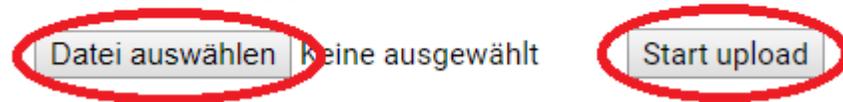Create a PICTURE object

Please choose a file...

Datei auswählen | Keine ausgewählt   Start upload

Figure 3

Upon completion, the metadata editor appears. You can now enter the details describing your object in the relevant fields step by step (fields marked with a * are required fields). Please note: If you grant a licence ("Rights and licences" tab), you cannot change it afterwards. You can only make changes afterwards if you select "No licence".

Figure 4

After saving the metadata (bottom centre), the object appears in the detail view. The object now also has an identifier (top right).

Figure 5

Please note: If you require a DOI, please visit the website https://doi-service.univie.ac.at/ and follow the instructions.

You can further edit the object in the detail view (bottom right):

Figure 6

The **Metadata editor** allows you to change the information or add information about your object (everything except for licences you specified).

The "**Access rights**" tab allows you to grant certain user groups of the University of Vienna access to the object.

The "**Edit cross-references"** tab allows you to link thematically related objects in PHAIDRA or delete any cross-references you previously created.

Use "**Create new version(s)"** to publish different versions of your objects.

For information about **further functions of PHAIDRA**, please read our special user guides:

- Creating collections
- Groups and access rights
- Starting a project
- Searching PHAIDRA
- Special features: templates, cross-references, two-sided objects, versioning

You can download the user guides from our website at:

https://datamanagement.univie.ac.at/en/about-phaidra/downloads//

Please contact us if you have any questions – we are happy to help: phaidra@univie.ac.at

For technical questions, please contact support.phaidra@univie.ac.at.