

Approving Users for Self-Submittal to the IR@UF and Other Collections

In SobekCM, Portal and System Administrators can approve users to self-submit. To do so, administrators need to be logged in and should go to their mySOBEK/myUFDC/myDLOC.

From the top right, under “System Admin”, select “Users and Groups.”


The screenshot displays the UFDC user interface. At the top, there is a navigation bar with the University of Florida logo and the text "George A Smathers Libraries" and "University of Florida Digital Collections". Below this is a header area with a banner image and the text "UFDC University of Florida Digital Collections". The main navigation menu includes "UFDC HOME", "myUFDC HOME", "MY LIBRARY", "MY ACCOUNT", "INTERNAL", and "SYSTEM ADMIN". The "SYSTEM ADMIN" menu is expanded, showing a list of options: "AGGREGATION ALIASES", "AGGREGATION MANAGEMENT", "BUILDER STATUS", "DEFAULT METADATA", "IP RESTRICTION RANGES", "SYSTEM-WIDE SETTINGS", "THEMATIC HEADINGS", "URL PORTALS", "USERS AND GROUPS" (highlighted), "WEB SKINS", "WORDMARKS / ICONS", and "RESET CACHE".

Below the navigation bar, the user is greeted with "Welcome Back, Laurien" and a message: "Welcome to myUFDC. This feature allows you to add items to your bookshelves, organize your bookshelves to friends." Below this, there is a section titled "What would you like to do today?" with a list of actions: "Start a new item", "View all my submitted items", "View usage for my items", "View my descriptive tags", "View and organize my bookshelves", "View my saved searches", "Edit my account preferences", "Track Item Scanning/Processing", "Return to previous UFDC page", and "Log Out".

Registered Users and Groups

The main screen for “Users and Groups” lists the groups at the top, followed by a long listing of all users. It is often best to find within the page to find a single user (in the future, the user screen may be segmented for faster loading with over 7,000 users in 2014).

UFDC Home Laurien's myUFDC | Log Out | Help



[UFDC HOME](#) [myUFDC HOME](#) [MY LIBRARY](#) [MY ACCOUNT](#) [INTERNAL](#) [SYSTEM ADMIN](#)

Registered Users and Groups

Existing User Groups

Select a user group to edit or view. [Click here to add a new user group.](#)

ACTIONS	NAME	DESCRIPTION
(edit view)	UFIR Enabled	University of Florida Faculty and Staff
(edit view)	dLOC Partners	Users who can submit to dLOC via the online editing system
(edit view)	UFOral	UF Oral History Program
(edit view)	UFEXPERT	UF Expert users with rights to submit, internal users, and edit all
(edit view)	GovDocs_FLFED	GovDocs, Federal Depository Libraries in Florida, US Virgin Islands, and Puerto Rico

Existing Registered Users

Select a user to edit. Click [reset password](#) to email a new temporary password to the user.

ACTIONS	NAME	EMAIL
(edit reset password view)	<input type="text" value="Lastname, Firstname"/>	<input type="text" value="Email address"/>

User Screens: Basic Information

The “Basic Information” screen for each user allows administrators to:

- Review and update selected user information
- Assign permissions for self-submittal
- Note internal users
- Assign permissions for editing all items
- Assign permissions for deleting items
- Assign rights as administrators
- Assign templates and default metadata sets for submissions

UFDC Home Laurien's myUFDC | Log Out | Help

UFDC
University of Florida
Digital Collections

UFDC HOME | myUFDC HOME | MY LIBRARY | MY ACCOUNT | INTERNAL | SYSTEM ADMIN

Edit User

Edit this user's permissions, abilities, and basic information

- Enter the permissions for this user below and press the SAVE button when all your edits are complete.
- For clarification of any terms on this form, click here to view the help page.

BASIC INFORMATION | GROUP MEMBERSHIP | AGGREGATIONS

User Information

Email:

UserName: Full Name:

Current Affiliation Information

Organization/University:

College:

Department:

Unit:

Code:

Global Permissions

- Can submit items
- Is internal user
- Can edit all items
- Can delete all items
- Is portal administrator
- Is system administrator
- Tracking data should be included in standard input forms

Templates and Default Metadata

Edit Templates:

TEMPLATES	DEFAULT METADATA
<input checked="" type="checkbox"/> DLOC	<input checked="" type="checkbox"/> ANH_NEGATIV
<input type="checkbox"/> FACULTYBOOKSHELF	<input checked="" type="checkbox"/> ANHNEGATIV
<input checked="" type="checkbox"/> GovDocs	<input checked="" type="checkbox"/> DATARECORDS
<input checked="" type="checkbox"/> HNC	<input checked="" type="checkbox"/> DLOC
<input type="checkbox"/> HONORSTHESIS	<input type="checkbox"/> DLOCTRAINING
<input checked="" type="checkbox"/> INTERNAL	<input checked="" type="checkbox"/> EDIS
<input checked="" type="checkbox"/> IR	<input checked="" type="checkbox"/> EVERGLADES
<input checked="" type="checkbox"/> ORAL	<input type="checkbox"/> FACULTYBOOKSHELF
<input type="checkbox"/> TRAINING	<input checked="" type="checkbox"/> FHP
<input checked="" type="checkbox"/> TRC	<input checked="" type="checkbox"/> GBMEM
<input type="checkbox"/> UCF_DLOC	<input checked="" type="checkbox"/> GOVDOCS
<input checked="" type="checkbox"/> VODOU	<input checked="" type="checkbox"/> IFSA
<input type="checkbox"/> VODOU2	<input checked="" type="checkbox"/> IRFIU
	<input checked="" type="checkbox"/> MAQ
	<input checked="" type="checkbox"/> MILEMARKERS
	<input checked="" type="checkbox"/> NONE
	<input checked="" type="checkbox"/> ORAL
	<input type="checkbox"/> TEST1
	<input type="checkbox"/> UCFBRYANTSLIDES
	<input checked="" type="checkbox"/> UFIR
	<input checked="" type="checkbox"/> VODOU
	<input type="checkbox"/> VODOU2

User Screens: Group Membership

In addition to the basic information and rights, users can be assigned to different groups, with certain rights automatically granted from the group membership.

UFC Home Laurien's myUFC | Log Out | Help

UFC HOME myUFC HOME MY LIBRARY MY ACCOUNT INTERNAL SYSTEM ADMIN

Edit User

Edit this user's permissions, abilities, and basic information

- Enter the permissions for this user below and press the SAVE button when all your edits are complete.
- For clarification of any terms on this form, click here to view the help page.

BASIC INFORMATION GROUP MEMBERSHIP AGGREGATIONS

User Group Membership

USER GROUPS

<input type="checkbox"/>	UFIR Enabled	University of Florida Faculty and Staff
<input type="checkbox"/>	dLOC Partners	Users who can submit to dLOC via the online editing system
<input type="checkbox"/>	UFOral	UF Oral History Program
<input type="checkbox"/>	UFEXPERT	UF Expert users with rights to submit, internal users, and edit all
<input type="checkbox"/>	GovDocs_FLFED	GovDocs, Federal Depository Libraries in Florida, US Virgin Islands, and Puerto Rico

CANCEL SAVE

CANCEL SAVE

User Screens: Aggregations

Users can be assigned specific rights per aggregation, as with assigning curator rights.

Options include:

- On Home
- Can Select
- Item Edit Metadata
- Item Edit Behaviors
- Item Upload Files
- Item Change Visibility
- Item Can Delete
- Is Curator
- Is Admin

UFC Home Laurien's myUFC | Log Out | Help

UFC HOME myUFC HOME MY LIBRARY MY ACCOUNT INTERNAL SYSTEM ADMIN

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BASIC INFORMATION GROUP MEMBERSHIP AGGREGATIONS

SUBCOLLECTIONS

ON HOME	CAN SELECT	ITEM EDIT METADATA	ITEM EDIT BEHAVIORS	ITEM PERFORM Q.C.	ITEM UPLOAD FILES	ITEM LOAD CHANGE VISIBILITY	ITEM CAN DELETE	IS CURATOR	IS ADMIN	ITEM AGGREGATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ARPARKER Alfred Browning Parker
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AFCOHEN Ronald Cohen Papers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALICE Alterlife of Alice and Her Adventures in Wonderland

CANCEL SAVE

Related Resources

See also, *IR@UF: Loading Large Files & Data Sets*: <http://ufdc.ufl.edu/AA00017119/00016>