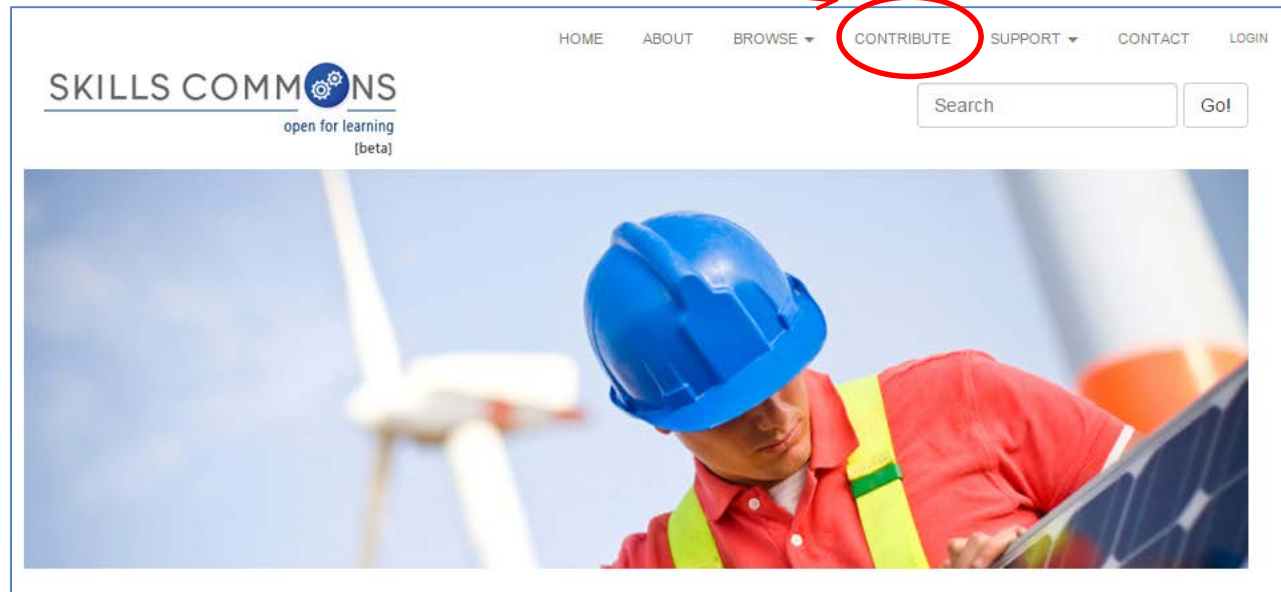


SkillsCommons User Guide - Embargo Process

What is an embargo? An embargo is a temporary access restriction placed on files attached to submissions.

This document was created to assist you in setting up embargo dates for your files. By setting an embargo date you can restrict the access to files you have uploaded that are attached to your submissions.

1. Type <http://skillscommons.org/> into your browser address bar.
2. Click "CONTRIBUTE" located in the top menu.



3. Sign in to the SkillsCommons Repository using your e-mail address and password..

Sign in to SkillsCommons

[Click here to register.](#) | [Forgot your password?](#)

4. Once you have signed in, click on the item that you wish to add the embargo date to. For our purposes we will edit the “Solar Power Quiz #1” item.

Submissions & Workflow tasks

Submissions

You may [start a new submission.](#)

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Archived Submissions

These are your completed submissions which have been accepted into DSpace.

Date accepted	Title	Collection
2014-07-28	Solar Power Quiz #1	Test Community Collection

5. Once on the item page click “Edit this item” in the “Context” box.

Solar Power Quiz #1

Smith, Donald

This is a short description for testing purposes

Quiz on Chapter 1 ()

Date:
2014

Primary Material Type:
Quiz/Test

Other Material Types:
Open Textbook

Institution:
Palomar College

Project Name:
Solar Turbine Project

Subjects:
solar power

Browse

- Communities & Collections
- Authors
- Subjects
- Industry
- Material Type

This Collection

- Authors
- Subjects
- Industry
- Material Type

Context

- [Edit this item](#)
- Export Item
- Export Metadata

Click on “Edit this item” in the “Context” box.

6. Next, click on “Item Bitstreams” to see the list of files attached to this submission.

Edit Item

Item Status | Item Bitstreams | Item Metadata | View Item | Curate

Welcome to the item management page. From here you can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

Item Internal ID: 111
Handle: taaccct/75
Last Modified: 2014-07-14 19:15:01.612
Item Page: <http://taaccct.org/handle/taaccct/75>

Edit item's authorization policies: **Authorizations...**

Withdraw item from the repository: **Withdraw...**

Move item to another collection: **Move...**

Make item private: **Make it private...**

Completely expunge item: **Permanently delete**

Return

Click on “Item Bitstreams”

7. Click on the name of the item you would like to add the embargo date to.

Edit Item

Item Status | **Item Bitstreams** | Item Metadata | View Item | Curate

Bitstreams

Name	Description	Format	View	Order
Bundle: ORIGINAL				
<input type="checkbox"/> chapter1quiz.txt		Text	[view]	1 (Previous:1)
Bundle: LICENSE				
<input type="checkbox"/> license.txt		License	[view]	1 (Previous:1)

[Upload a new bitstream](#)

[Update bitstream order](#) | [Delete bitstreams](#) | [Return](#)

Click on the item you would like to add the embargo date to. In this case we will set an embargo date for the file "chapter1quiz.txt"

8. Set your embargo date following the instructions below. Be sure to click “Save” to make sure your changes are in place.

Edit Bitstream

File:
[chapter1quiz.bt](#)

Filename:
Change the filename for this bitstream. Note that this will change the display bitstream URL, but old links will still resolve as long as the sequence ID does not change.

Primary bitstream:

Description:
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Embargo until specific date:
The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Embargo reason:
The reason for the embargo, typically for internal use only. Optional.

Select the format of the file from the list below, for example "Adobe PDF" or "Microsoft Word". OR if the format is not in the list, please describe it in the box below.

Selected Format:

If the format is not in the above list, select "format not in list" above and describe it in the field below.

Other Format:
The application you used to create the file, and the version number (for example, "ACMESoft SuperApp version 1.5").

Click in the “Embargo until specific date” field and a calendar will pop up. Select the date that you wish to use.

Enter your embargo reason.

Click “Save”

9. Your item has now been embargoed.





Notice

The bitstream has been updated.

Edit Item

Item Status | Item Bitstreams | Item Metadata | View Item | Curate

Bitstreams

Name	Description	Format	View	Order	
Bundle: ORIGINAL					
<input type="checkbox"/> chapter1quiz.txt	Quiz on Chapter 1	Text	[view]	1 (Previous:1)	 
Bundle: LICENSE					
<input type="checkbox"/> license.txt		License	[view]	1 (Previous:1)	 

[Upload a new bitstream](#)

[Update bitstream order](#) | [Delete bitstreams](#) | [Return](#)



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This workforce solution was created through a cooperative agreement between the U.S. Department of Labor's Employment and Training Administration and the California State University-Multimedia Educational Resource for Learning and Online Teaching (MERLOT).