Module: Item submission workflows

Module overview:
This module will introduce the item submission workflows available in DSpace. Workflows allow submissions to be checked before entering the repository. Submissions may be checked for accuracy, in order to improve the metadata, or simply to decide if they are OK to be archived.

The module will show the three workflow steps available in DSpace, along with details about adding, changing and removing them from the submission process of collections.

Module objectives:
By the end of this module you will:

1. Understand the purpose of workflows
2. Be able to describe the three different workflows available in DSpace and when each might be used
3. Be able to create, modify or remove a workflow step from a collection
4. Have created a workflow, submitted an item into the collection with the workflow, and completed the workflow.

Note
For the practical exercise, please refer to your sheet ‘Local instructions’ for details of the following:

- How to launch a web browser
- What the URL of your DSpace installation is
- Where example files are located
What is a workflow?

A step in between submission and archiving

- Allows administrative input to submissions
- Workflows are assigned to collections
- Emails are sent, and the item appears in the relevant user(s) ‘My DSpace’ workspace

What is a workflow?
A workflow is an optional process that items submitted into DSpace are put through. The workflow allows repository administrators to have an input to the items that have been submitted before they get formally archived within the repository.

Workflows are assigned to collections. Each collection can have its own set of workflows.

When an item enters a workflow step, the relevant users are sent an email telling them than they have a new task to perform. They can log in to their ‘My DSpace’ to see and take the task.
Workflow scenarios

Scenario 1: Head of research

A head of research may wish to see all items that their research staff deposit in order to provide some level of quality control. They may want to screen submissions to ensure that they are of a suitable standard in order to show a good impression of their department. If an item is not of a high enough standard, the head of research wants to be able to reject the submission and give a reason which will be seen by the submitter.
Scenario 2: Repository manager

A repository manager may wish to check all submissions to ensure that they have been deposited into the correct collection, and that there are no copyright issues. If there are, for example a publisher’s statement needs to be added, the repository manager wants the facility to be able to do this.
Scenario 3: Cataloguer

A cataloguer may wish to have a final check on items that are about to be archived in order to check the metadata is correct, and to improve it if possible.
The three workflows

- DSpace has three workflow steps
  1. Accept/Reject Step
  2. Accept/Reject/Edit Metadata Step
  3. Edit Metadata Step

- You can use any combination of the three
  - Steps are worked through in order
  - Which might be used in each of the previous scenarios?

**Workflow 1: Accept/Reject Step**
This step is used to allow a user to simply accept an item, or reject it. If they reject it, they can give a reason which will be emailed to the submitter. The item will appear back in the submitter’s ‘My DSpace’ if it is rejected.

**Workflow 2: Accept/Reject/Edit Metadata Step**
This step is used to allow a user to either accept or reject an item, and edit its metadata. If they reject it, they can give a reason which will be emailed to the submitter. The item will appear back in the submitter’s ‘My DSpace’ if it is rejected.

**Workflow 3: Edit Metadata Step**
This step is used to allow the user to edit the metadata. This might be done to correct the metadata, or to improve it.

Any or all of the steps may be used. Workflow steps are worked through in order. If step 1 and 3 are selected, step 1 must be completed before step 3 will be initiated.
How to create a workflow

- Created during the ‘Describe the Collection’ stage

Describe the Collection
Please check the boxes next to the statements that apply to the collection. More Help...

- New items should be publicly readable
- Some users will be able to submit to this collection
- The submission workflow will include an accept/reject step
- The submission workflow will include an accept/reject/edit metadata step
- The submission workflow will include an edit metadata step
- This collection will have delegated collection administrators
- New submissions will have some metadata already filled out with defaults

How to create a workflow when you create a collection

When you create a new collection, the first page is called ‘Describe your Collection’. You are able to select different workflow steps to include in the new collection. During the process of creating the collection you will then be asked to select users and groups to assign to the workflow stages you have selected.

Describe the Collection
Please check the boxes next to the statements that apply to the collection. More Help...

- New items should be publicly readable
- Some users will be able to submit to this collection
- The submission workflow will include an accept/reject step
- The submission workflow will include an accept/reject/edit metadata step
- The submission workflow will include an edit metadata step
- This collection will have delegated collection administrators
- New submissions will have some metadata already filled out with defaults
How to create a workflow on an existing collection

First you need to be logged in as an administrator, and go to the collection where you wish to create a workflow for. Click on the button ‘Edit…’ in the ‘Admin Tools’ box.

Find the ‘Submission Workflow’ section, and click on whichever step you wish to create.

Edit the list of user and groups who can participate in the workflow.

When you have finished, press ‘Update Group’.
How to edit a workflow

First you need to be logged in as an administrator, and go to the collection where you wish to edit a workflow for. Click on the button ‘Edit...’ in the ‘Admin Tools’ box.

Find the ‘Submission Workflow’ section, and click on whichever step you wish to edit.

Edit the list of user and groups who can participate in the workflow and press ‘Update Group’.
How to delete a workflow

First you need to be logged in as an administrator, and go to the collection where you wish to delete a workflow for. Click on the button ‘Edit...’ in the ‘Admin Tools’ box.

Find the ‘Submission Workflow’ section, and click on whichever step you wish to delete.

N.B. DSpace does not ask you for confirmation before deleting the workflow step.
Taking a workflow task

Once an item has entered into a workflow, the relevant users and group members will receive an email alerting them that there is a task to be taken. When a user visits their ‘My DSpace’ page they will see any tasks in the pool awaiting attention.

Tasks in the Pool

<table>
<thead>
<tr>
<th>Task</th>
<th>Item</th>
<th>Submitted To</th>
<th>Submitted By</th>
<th>Take Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Submission</td>
<td>Workflow training package</td>
<td>Art History</td>
<td>Stuart Lewis</td>
<td>Take Task</td>
</tr>
</tbody>
</table>

Clicking on ‘Take Task’ will show the user an overview of the item so that they can decide if they wish to take the task, or return it to the pool of tasks.
Clicking ‘Accept This Task’ will take the user into the workflow task page.

The user is presented with several options:

- If the user is happy that the item can go into the repository, they can select ‘Approve’.
- If the user wants to reject the item, they can select ‘Reject’ and provide a reason which will be given to the submitter via email. The item will be returned to the ‘My DSpace’ workspace of the submitter.
- If the user wants to edit the metadata, they can select ‘Edit Metadata’. They are shown the original submission screens which they work through and edit the metadata.
- If the user wants to keep the ownership of the task but not complete it now, they can select ‘Do Later’ and it will be returned to their personal tasks in ‘My DSpace’ for them to complete later.

If the user wishes to return the task back into the pool, they can select ‘Return Task to Pool’.
Practical exercise: Create a collection + workflow and submit to it

- Create a new collection
- Assign a workflow to the collection
  - Choose the ‘Accept/Reject Edit Metadata Step’
  - Assign yourself as a member of the workflow group
- Submit an item to that collection
- Go to ‘My DSpace’ and complete the workflow
  - If you have time, submit another item, and reject it to see what happens

Create a new collection with a workflow
Create a new collection in your repository. When it asks if the submission workflow will include a workflow step, select the following:

☐ The submission workflow will include an accept/reject/edit metadata step

When you are prompted to select the users and groups who will undertake this workflow step, select your own user account.

Finish creating the collection.

Submit an item into the new collection
Submit an item into the new collection that was created.
**Complete the workflow for the new item**

Go to ‘My DSpace’ and find the workflow task in the pool ready to be completed. Accept the task, and then select ‘Edit Metadata’. Make some changes to the metadata. Finally select ‘Approve’ to approve the item and complete the workflow.

If you have time, try submitting another item, but this time reject it to see what happens.
Credits

These notes have been produced by:

- Stuart Lewis & Chris Yates
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