

Manual for inputting data for Tribal repository of Tribal Institutes of India

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National Informatics Centre
Ministry of Electronics and Information Technology
Government of India

*Manual for Inputting Data for
Tribal repository of Tribal Institutes
of India*



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Amendment Log

Version No.	Date (dd/mm/yyyy)	Change No.	Brief Description	Sections Changed
1.1	15 July 2020			
1.2	21 July 2020		Addition of fields.	Instructions

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1. Introduction

National Informatics Centre has been assigned a project for development of tribal repository of documents published by Tribal Institutes across the country by Ministry of Tribal Affairs, Government of India. Tribal repository may consist of documents ranging from Books, Reports, Photographs, and Dissertations etc. End user may able to search and browse documents.

2. Objectives and Scope

It provides a Single Window repository of resources available at a single place to fulfill the objectives of accessibility, enhanced search and preservation of documents. Further, centralized data entry ensures uniformity and consistency of data in the repository.

3. Instructions

An input form has been designed for user to enter the data. End users require ID/Password to login into the meta data input form. Instructions for creating ID/Password has been sent to end users separately. Once user has logged into the system, one can select the collection and start submitting the data. Following is the list of metadata fields with their description for better understanding of user while entering the data.

1. Record ID

This field represents the identification number or Serial number given to uniquely identify the record. It should start with four character of the Institute followed by year of publication and then serial number.

For example, Name of Institute in four character/year of publication/serial number Assam Institute of Research for Tribes and Schedule Caste published document in 1190, entry for Record ID should be in the following format AIRT/1990/0001. All tribal institute should be identified with four characters for the purpose of Record ID

Similarly same convention should also be followed for file name convention. Name of Institute/year of publication/document type.pdf File name of book published by Assam Institute of Research for Tribes and Schedule Caste in 1990 should be entered in the following format: AIRT_1990_book.pdf

2. Document Type

This field represents the type to which a particular record belongs to. It is provided with dropdown list in the input form from which one can select the type of record.

3. Title*

This refers to the main title or subject of the document/ report/ book/ research paper etc. This is a mandatory field for every record.

Note: Each word of the Title should start with Capital letter.

For Example, Handbook on Tribal Museum, Study on Cost Disability in TSP etc.

4. Researcher

This field contains the name of person who may be researcher of the report / research paper etc.

Multiple names can be added by using “Add More” button.

Note:

(i) Mr/Mrs/Shri/Dr etc should not be used before the name of the person while entering data in this field

(ii) There should not be any full stop (.) after initials of Author

For Example, Dr. A.B. Ota, Dr. K.K. Mohanti etc. It should be entered as AB Ota, KK Mohanti

5. Editor/Author

This field contains the name of person who may be editor/author of the book/document etc.

Multiple names can be added by using “Add More” button.

Note:

(i) Mr/Mrs/Shri/Dr etc should not be used before the name of the person while entering data in this field

(ii) There should not be any full stop (.) after initials of Author

For Example, Dr. A.B. Ota, Dr. K.K. Mohanti etc. It should be entered as AB Ota, KK Mohanti

6. Guide(s)

This field contains the name of the guide/advisor/consultant for that particular research/book/thesis etc.

Multiple names can be added by using “Add More” button. This is a mandatory field to enter any record.

Note:

(i) Mr/Mrs/Shri/Dr etc should not be used before the name of the person while entering data in this field

(ii) There should not be any full stop (.) after initials of Author

7. Keywords*

This field contains key words used to identify document. Such as important names, date, place, topic, subject etc with which user is expected to search the document. This is a mandatory field to enter any record.

Note:

Please enter first word of each word should be in capital letter.

For example, Tribal Reservation, National Forest System

8. University/Publisher

This field refers to place where document/ report/ book/ research paper etc has been published/completed.

Eg. SCSTRTI Bhubaneswar , Orissa University of Agriculture & Technology etc.

9. Tribal Research Institutes

This field refers to the Tribal Research Institutes where document/ report/ book/ research paper etc of tribal are published. Name of Institute should be selected from dropdown list.

For Example Tribal Research & Training Institute Chattisgarh, Tribal Research & Training Institute Uttarakhand, Assam Institute of Research for Tribals and Scheduled Castes, SC/ST Research & Training Institute Orissa etc

10. Completed Date*

This refers to date of publication/completion of the report/ book/ research paper etc.

This is a mandatory field to enter any record. In input from one can select year and month of date from dropdown date selector.

11. Abstract

This refers to the summary or brief description about the document/ report/ book/ research paper etc.

Note:

Length of abstract should not exceed 300 words.

12. Sector

This refers to the sector for which the document/ report/ book/ research paper etc is submitted. Name of the sector should be selected from dropdown list.

13. Pagination

This field may be used for storing different data depending upon the type of document. It may contain total number of pages of document/ report/ book/ research paper etc. It may also be used for storing the range of pages on which particular document/ report/ research paper etc has been published in a book.

Eg. 244, 25-50

14. ISBN No.

An ISBN is an International Standard Book Number. One may enter this data if it is available for your book.

For example. 0-684-84328-5 , 0-85131-041-9 etc

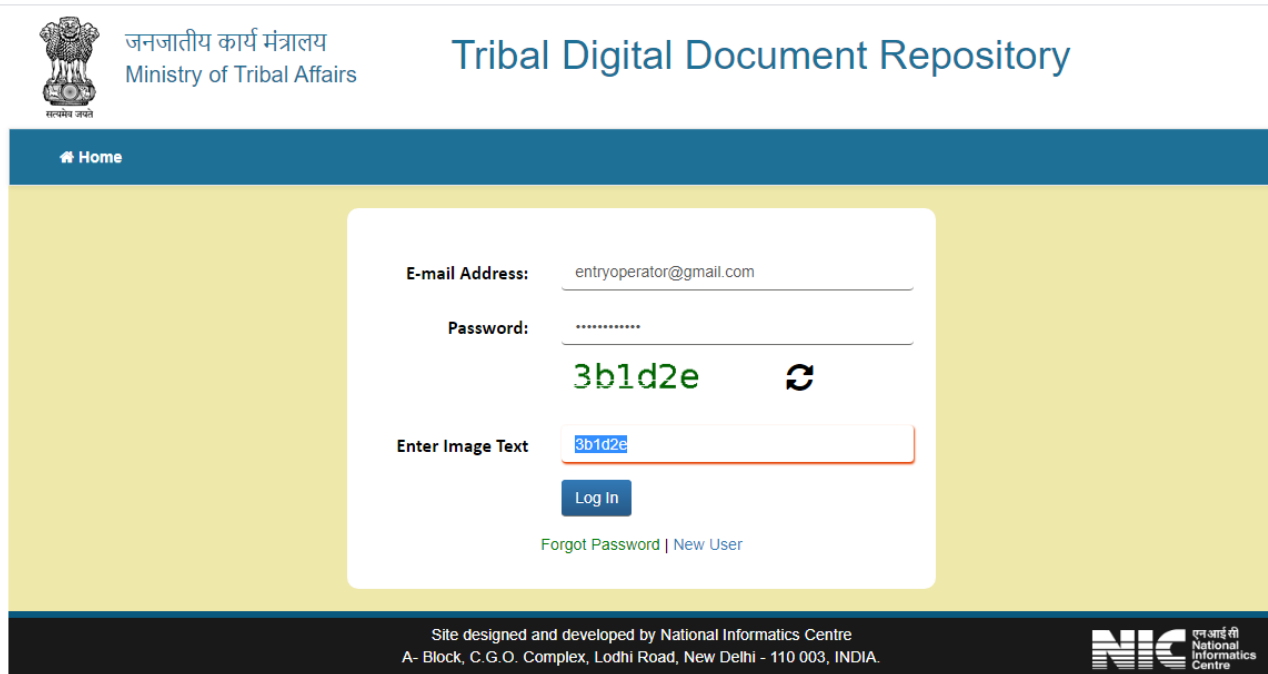
15. Language

This field refers to the language in which the document/ report/ book/ research paper etc is published. In input from this field is a dropdown and one can select language from options Hindi/ English/Regional.

STEPS FOR UPLOADING DATA IN THE REPOSITORY

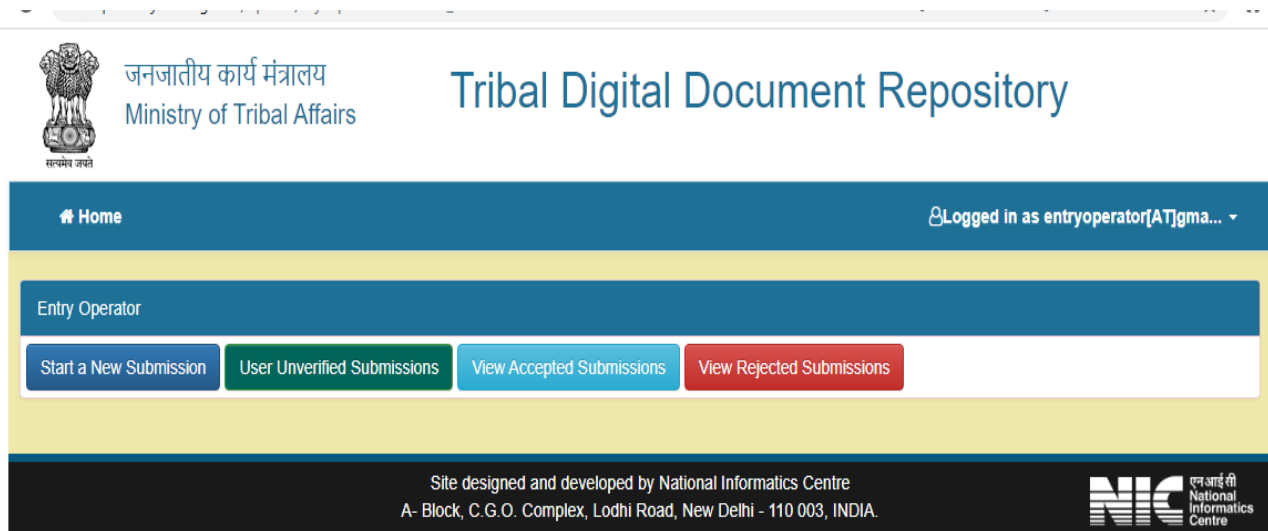
PART I (For Data Entry Operator)

1. Go To login page on <https://repository.tribal.gov.in/upload/> and login with data entry user credentials.



The screenshot shows the login page of the Tribal Digital Document Repository. At the top left is the Ministry of Tribal Affairs logo and name in Hindi and English. The page title is 'Tribal Digital Document Repository'. Below the title is a login form with fields for 'E-mail Address' (containing 'entryoperator@gmail.com') and 'Password' (masked with dots). Below the password field is a CAPTCHA image showing the text '3b1d2e' and a refresh button. There is an 'Enter Image Text' input field containing '3b1d2e' and a 'Log In' button. Below the button are links for 'Forgot Password' and 'New User'. At the bottom, it says 'Site designed and developed by National Informatics Centre' and 'A- Block, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, INDIA.' along with the NIC logo.

2. On successful login following screen appears. Click on “**Start a new submission**” to create metadata for the record.



The screenshot shows the dashboard after successful login. At the top left is the Ministry of Tribal Affairs logo and name. The page title is 'Tribal Digital Document Repository'. Below the title is a navigation bar with a 'Home' link and a user profile dropdown showing 'Logged in as entryoperator[AT]gma...'. Below the navigation bar is a section titled 'Entry Operator' with four buttons: 'Start a New Submission' (blue), 'User Unverified Submissions' (green), 'View Accepted Submissions' (light blue), and 'View Rejected Submissions' (red). At the bottom, it says 'Site designed and developed by National Informatics Centre' and 'A- Block, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, INDIA.' along with the NIC logo.

User Verified Submission : Records which are still pending at verifier account

View Accepted Submission: Records which are accepted by verifier

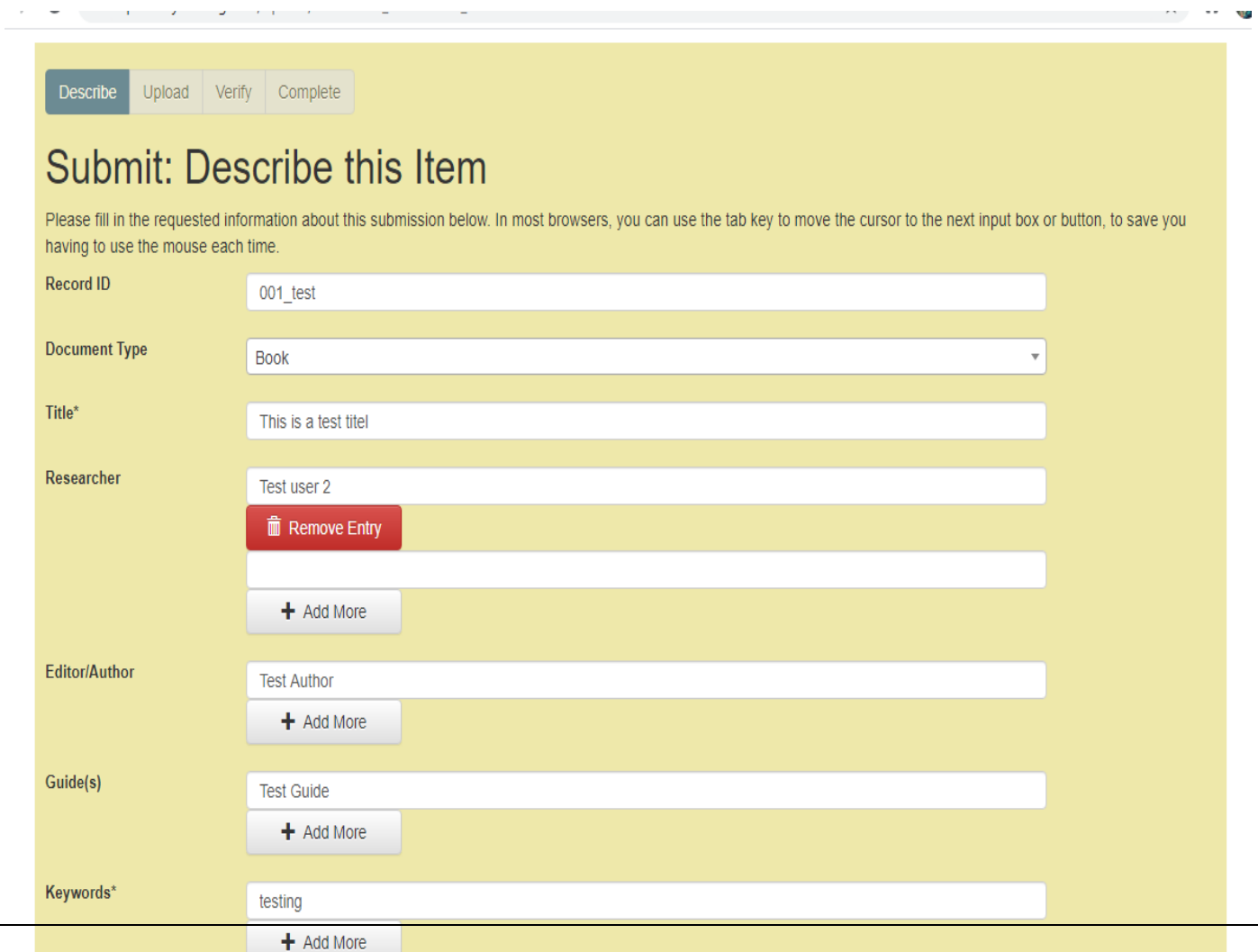
View Rejected Submission : Records which are rejected by verifier for correction

3. Select collection **Ministry of Tribal Affairs** from drop down list.



The screenshot shows the 'Submit: Choose Collection' page of the Tribal Digital Document Repository. The header includes the Ministry of Tribal Affairs logo and name in Hindi and English, the repository title, a 'Home' link, and a user login status 'Logged In as entryoperator@gma...'. The main content area has a title 'Submit: Choose Collection' and a subtitle 'Select the collection you wish to submit an item to from the list below, then click "Next"'. A dropdown menu is set to 'Collection Ministry of Tribal Affairs > Tribal Affairs'. Below the dropdown are 'Cancel' and 'Next >' buttons. The footer contains the site's design credit to the National Informatics Centre and its logo.

4. Click on Next and fill the Input form as per the SOP shared above.



The screenshot shows the 'Submit: Describe this Item' page. At the top, there are four tabs: 'Describe' (active), 'Upload', 'Verify', and 'Complete'. The main heading is 'Submit: Describe this Item', followed by instructions to fill in the requested information. The form contains several fields: 'Record ID' (001_test), 'Document Type' (Book), 'Title*' (This is a test titel), 'Researcher' (Test user 2) with a 'Remove Entry' button, an empty field with an 'Add More' button, 'Editor/Author' (Test Author) with an 'Add More' button, 'Guide(s)' (Test Guide) with an 'Add More' button, and 'Keywords*' (testing) with an 'Add More' button.

Guide(s)	<input type="text" value="Test Guide"/> <input type="button" value="+ Add More"/>
Keywords*	<input type="text" value="testing"/> <input type="button" value="+ Add More"/>
University/Publisher	<input type="text" value="Test University"/>
Tribal Research Institutes	<input type="text" value="Tribal Research & Cultural Institute, Tripura"/>
Completed Date*	<input type="text" value="2020-09"/>
Abstract	<div>This is a test abstract</div>
Sector	<input type="text" value="Tribal Life"/>
Pagination	<input type="text" value="10-15"/>
ISBN No.	<input type="text" value="ISBN0001"/>
Language	<input type="text" value="English"/>
<input type="button" value="Cancel/Save"/> <input type="button" value="Next >"/>	

5. Click next and upload the relevant document associated with the metadata.

[Home](#)

Logged in as entryoperator@gma...

[Describe](#) [Upload](#) [Verify](#) [Complete](#)

Submit: Upload a File

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.



Select a file or drag & drop files ...

Files To Upload

#	Name	Status	Description
	download.pdf		<input type="text"/>

[< Previous](#)

[Cancel/Save](#)

[Skip file upload >](#)

[Next >](#)

Skip file Upload : You can skip the file upload for now and upload it later before sending the record for verification.

6. Once file is uploaded successfully , click on NEXT.

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Ministry of Tribal Affairs

Tribal Digital Document Repository

**DO NOT USE SPACES
IN UPLOADED FILE NAME**

Home Logged in as entryoperator@gma...

Describe Upload Verify Complete

Submit: File Uploaded Successfully

Your file was successfully uploaded.

The table below shows the files which have been uploaded for this item.

Primary bitstream	File	Size	Description	File Format
	download.pdf	11181 bytes	None	Adobe PDF

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.

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7. You can edit the metadata before submitting it for Verification (by clicking Correct one of these) , or click NEXT to submit.

Describe Upload Verify Complete

Submit: Verify Submission

Not quite there yet, but nearly!

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page.


If everything is OK, please click the "Next" button at the bottom of the page.

You can safely check the files which have been uploaded - a new window will be opened to display them.

Record ID	001_test	
Document Type	Book	
Title*	This is a test title	
Researcher	Test user 2	
Editor/Author	Test Author	
Guide(s)	Test Guide	
Keywords*	testing	
University/Publisher	Test University	
Tribal Research Institutes	Tribal Research & Cultural Institute, Tripura	
Completed Date*	2020-09	
Abstract	This is a test abstract	
Sector	Tribal Life	
Pagination	10-15	
ISBN No.	ISBN0001	
Language	English	

Uploaded Files: download.pdf - Adobe PDF (Known)

8. Your record is submitted for approval to verifier user. To enter new record click on **"Submit another item to the same collection"**



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Tribal Digital Document Repository

Home

Logged in as entryoperator@gma...


Describe Upload Verify Complete

Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My DSpace page.

[Go to Home Page](#)[Submit another item to the same collection](#)


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PART II (For Verifier)

1. Go To login page on <https://repository.tribal.gov.in/upload/> and login with data entry user credentials.



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Ministry of Tribal Affairs

Tribal Digital Document Repository

Home

E-mail Address:entryoperator@gmail.com

Password:*****


3b1d2e

Enter Image Text3b1d2e

Log In

[Forgot Password](#) | [New User](#)

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2. On successful login following screen appears. Click on “All Unverified Submissions” to check for the records entered by data entry operator.



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Tribal Digital Document Repository

Home

Logged in as verifier[AT]gmail.com

Entry Verifier

All Unverified SubmissionsView All Accepted Submissions

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3. List of all unverified entries will be visible for verifier. Search for entries related to your respective TRI using search box (search by operator email id) and click on **“Take Task”**



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Tribal Digital Document Repository

Home

Logged in as verifier[AT]gmail.com

Please verify records pertaining to your TRI only

Tasks in the Pool

Below are tasks in the task pool that have been assigned to you.

Show 1 entries

Search:

Task	Title	Submitted To	Submitted By	Submitted Record Details
Check Submission	This is a test titel	Tribal Affairs	Entry Operator	Submitted by Entry Operator (entryoperator@gmail.com) on 2020-12-16T10:51:38Z No. of bitstreams: 1 download.pdf: 11181 bytes, checksum: 84a6ec4a6bcd8afb4c2123283e3ec44 (MD5) <div>Take Task</div>

Showing 1 to 1 of 1 entries

Previous1Next

Back to Home Page

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4. Click on “**Accept this task**” to proceed further.

Preview Task

The following item has been submitted to collection Tribal Affairs. In order to accept the task of checking this item, please click "Accept This Task" below.

Files in This Item:		
File	Size	Format
download.pdf	10.92 kB	Adobe PDF

[View/Download](#)

Document Type:	Book
Title:	This is a test title
Researcher:	Test user 2
Editor/Author:	Test Author
Guide(s):	Test Guide
Keywords:	testing
Sector:	Tribal Life
University:	Test University
Completed Date:	Sep-2020
Abstract:	This is a test abstract
Pagination:	10-15
Tribal Research Institutes:	Tribal Research & Cultural Institute, Tripura
Record ID:	001_test
ISBN No:	ISBN0001

[Cancel](#) [Accept This Task](#)

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5. Once the verifier accept the task, three options are available for the user :

- Approve** : To approve the metadata created by the operator and submit for publishing.
- Reject**: To reject the metadata if there is any correction required and the record will return to data entry operator account for correction.
- Edit Metadata**: Verifier has the authority to edit and update the metadata at his level also without rejecting it.

Item Form

The following item has been submitted to collection **Tribal Affairs**. Please review the item, check that it meets the criteria for entry into the collection. After reviewing the item, you may edit the metadata with the item, and then approve or reject the item using the controls at the bottom of the page.

Files in This Item:		
File	Size	Format
download.pdf	10.92 kB	Adobe PDF

[View/Download](#)

Document Type:	Book
Title:	This is a test titel
Researcher:	Test user 2
Editor/Author:	Test Author
Guide(s):	Test Guide
Keywords:	testing
Sector:	Tribal Life
University:	Test University
Completed Date:	Sep-2020
Abstract:	This is a test abstract
Pagination:	10-15
Tribal Research Institutes:	Tribal Research & Cultural Institute, Tripura
Record ID:	001_test
ISBN No:	ISBN0001

Approve	If you have reviewed the item and it is suitable for inclusion in the collection, select "Approve".
Reject	If you have reviewed the item and found it is not suitable for inclusion in the collection, select "Reject".
Edit Metadata	Select this option to correct, amend or otherwise edit the item's metadata.

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6. Once verifier approves the record, it is now ready for publishing in the main repository.



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Ministry of Tribal Affairs

Tribal Digital Document Repository

[Home](#)

Logged in as verifier[AT]gmail.com

TRIBAL METAFORM / Home Page

Thank You

The submission has been placed in the main archive.

[Return to Home Page](#)

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NOTE: Records will be processed at our end and are published on the main repository next morning.