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BROWSE

The Exeter Research Data Repository is organised hierarchically in Communities, Sub-communities and Collections. A Community could be a College or a grouping of a specific type of content, for example, theses; a sub-community might be a Department or Research Centre. You can browse all collections from the [Communities and Collections page](#).

There are a variety of browse options available in the top left-hand menu: title, author or subject, for example. From each browse page you can jump to a specific point in the browse list or change the display and ordering of your results. You can browse the entire repository or a single Community by clicking on that Community and using the browse options under 'This Community'.

SEARCH

To carry out a basic keyword search of the whole Repository, use the search box on the home page. To limit your search to a specific community or collection, click on the appropriate link and use the search box on the top of that page.

Useful Tips:

Search for a phrase by putting quotation marks around a set of words. For example searching on "organisational change" will return results only where those two exact words appear next to each other in that exact order.

Truncation searching allows you to find items containing variations on a search term. Type the first few letters of the keyword followed by an asterisk (*). For example, organis* will retrieve hits containing organise, organisation, organisational, and so on. To get hits containing either organise or organize search on organi*.

Put a plus (+) sign before a word if it MUST appear in the search result. For instance, in the following search the word "research" is optional, but the word "action" must be in the result.

+action research

ADVANCED SEARCH

The advanced search page allows you to specify the fields you wish to search, and to combine these searches with the Boolean "and", "or" or "not".

You can restrict your search to a specific community or collection by using the drop-down menu towards the top of the page. If you want your search to encompass all of the Data Repository, leave that box in the default position.

Select the field to search in the left hand column and enter the word or phrase you are searching in the right hand column. You can select the Boolean operator to combine searches by clicking on the arrow to the right of the "AND" box.

Note: You must use the input boxes in order. If you leave the first one blank your search will not work.

SUBMIT

Submit is the function that enables users to add an item to the Data Repository. The process of submission includes filling out information (metadata) about the item on an input form and uploading the relevant file(s). Only members of the University can submit items to the Repository and you will need to login with your University username and password.

My Repository is a personal page that is maintained for each University member. This page can contain a list of items that are in the submission process, or under review by a moderator. It also allows you to edit your profile.

For help with the submission process please see the Depositing Guide.

FOR FURTHER ASSISTANCE

For help with using the Data Repository and questions about your specific site, please contact: **Jill Evans**

Location: Information Central, Level -1, Main Library, Stocker Road, Exeter, Devon, UK. EX4 4PT

Availability: Monday to Friday

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