

# Databases, Institutional Repositories and an Organisational Work Flow

9<sup>th</sup> SAOIM, 3-5 June 2008

**Adèle van der Merwe**

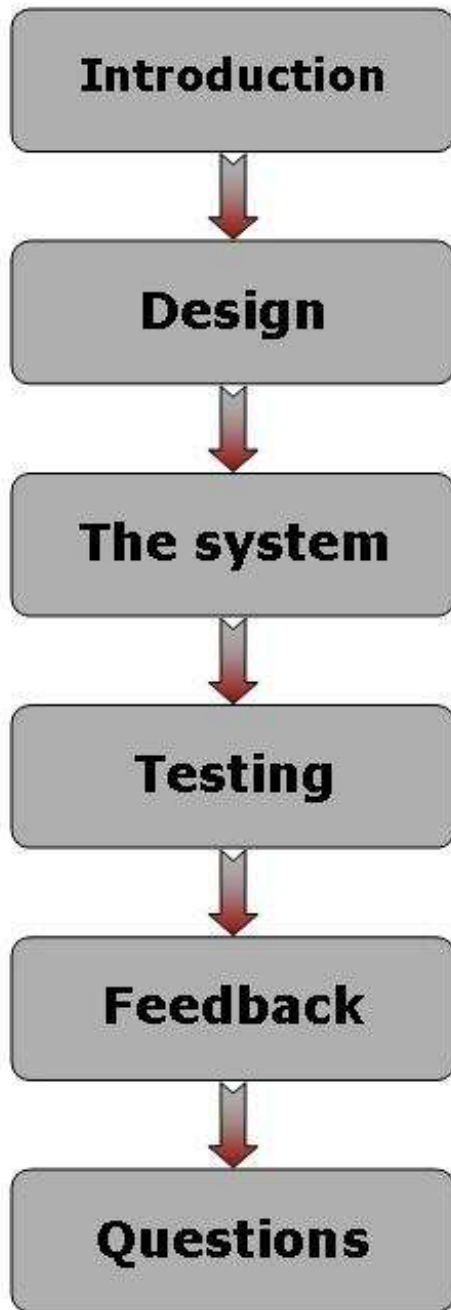
**VRE & Library Systems Specialist**

**Madelein van Heerden**

**Portfolio Manager: Information &  
Knowledge Management Services**

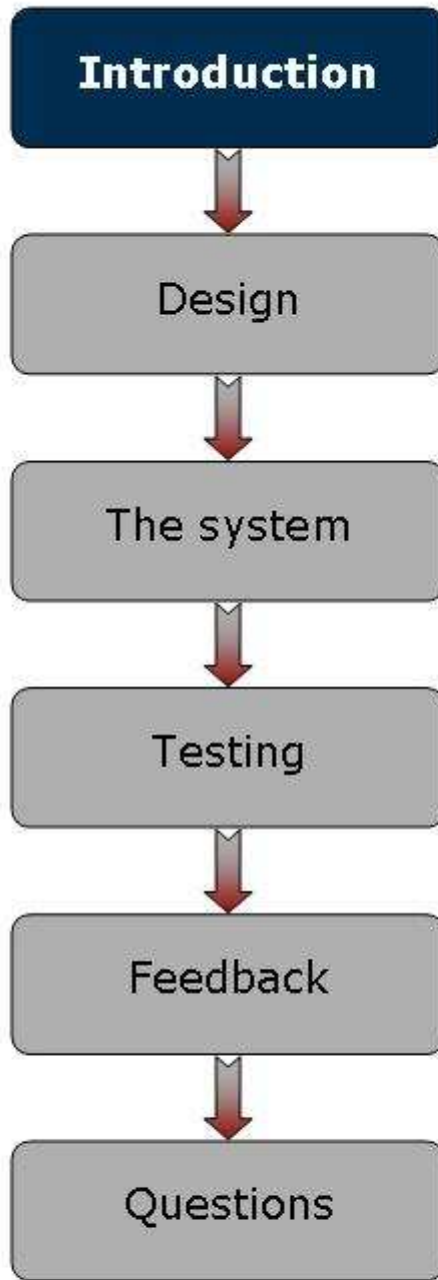
The logo for CSIR (Council for Scientific and Industrial Research) is displayed in a dark blue, stylized font. The letters 'C', 'S', and 'I' are connected, and the 'R' is separate. The 'S' and 'I' have a vertical bar through them.

*our future through science*



## Route

- Introduction
- Design process
- Workflow system
- Testing phase
- User feedback
- Questions



## Background

- The CSIR
  - Obligation to stakeholders
  - Accounting
    - Equivalence
    - Recognition/accreditation
    - Career ladders
    - Career development paths
- Challenges:
  - Managing explicit research output
  - Compliance (lack of)
  - Identification of relevant items
  - Embedded quality control systems
  - Performance and accreditation
- Result: TObB Workflow



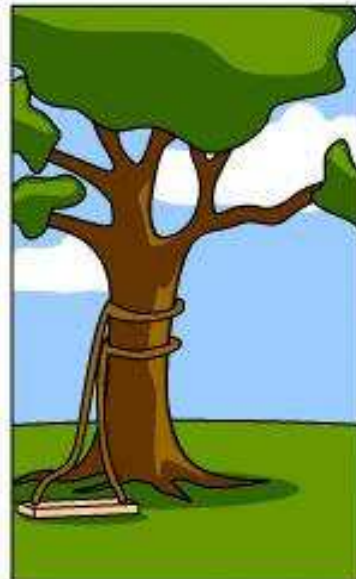
How the customer explained it



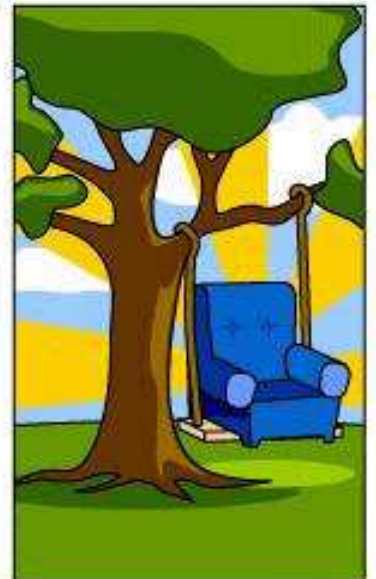
How the project leader understood it



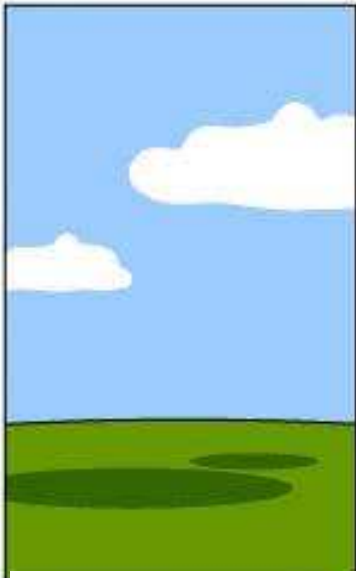
How the Analyst designed it



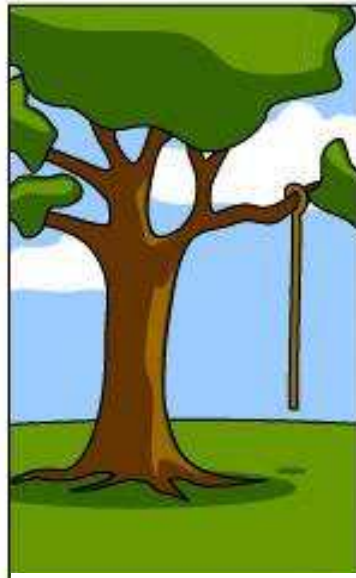
How the Programmer wrote it



How the Business Consultant described it



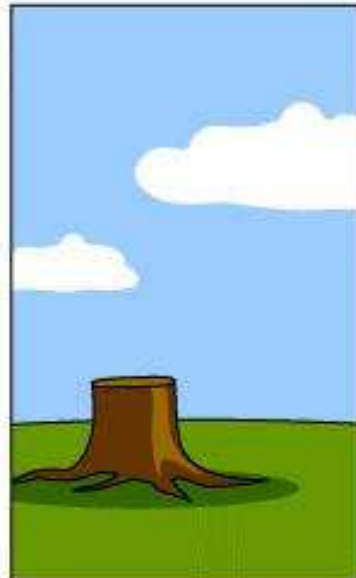
How the project was documented



What operations installed



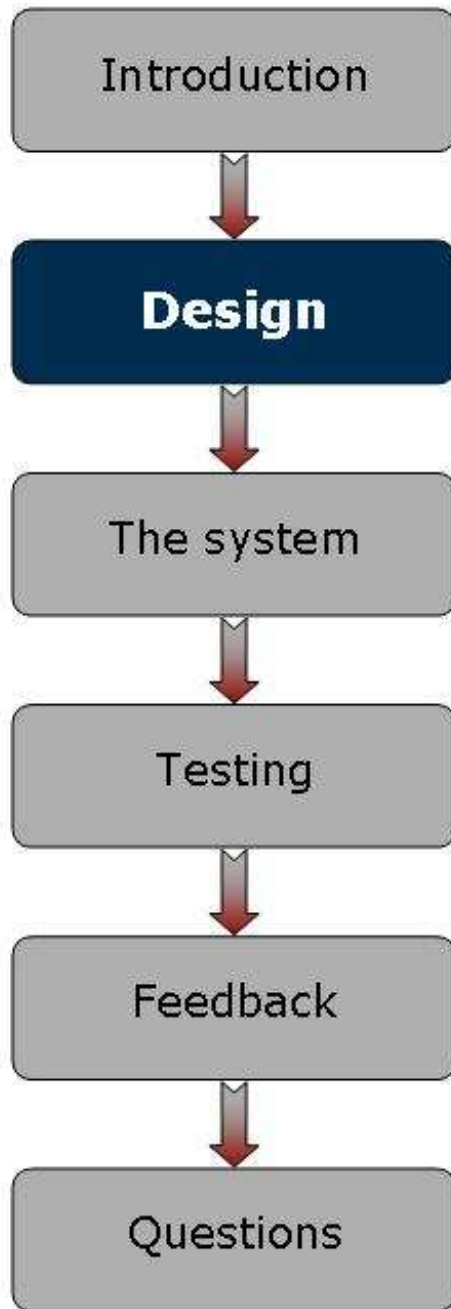
How the customer was billed



How it was supported

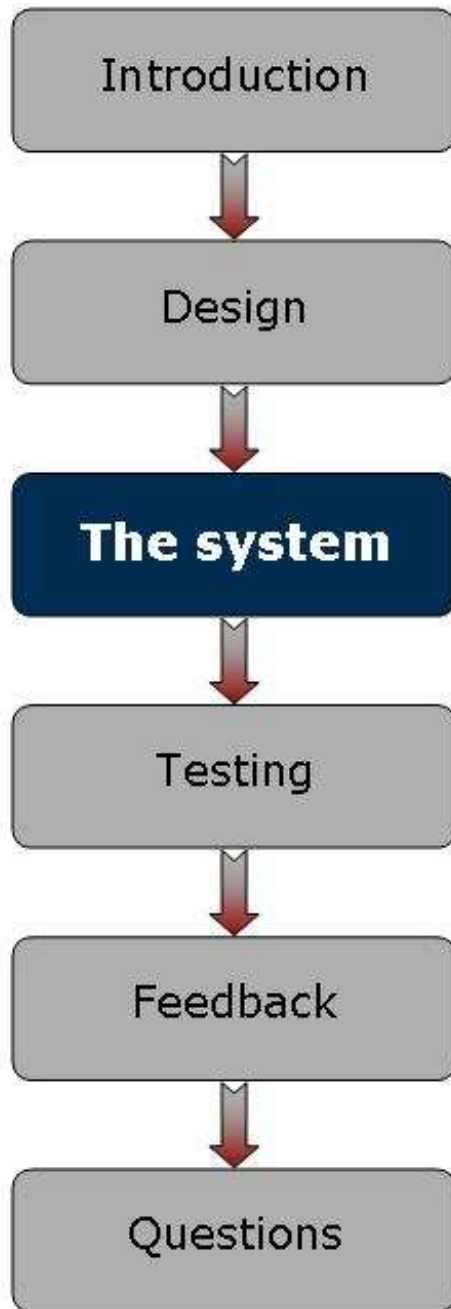


What the customer really needed



## Design process

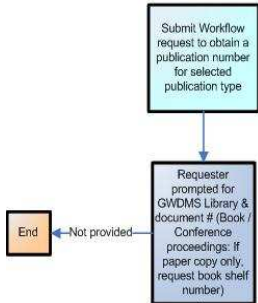
- Define the need
- Obtain buy-in from stakeholders
- Develop the blueprint (user requirement specifications)
- Needs
  - Streamlining and identification
  - Defining elements
  - Stakeholders and champions



## The system

- Discussions
  - Stakeholders
  - IT developers
  - Open minded
- Priority areas
  - Replace manual system
  - Publication numbers
  - Time saving plus accuracy
  - Improve compliance and control
  - Familiar environment
  - Identify suitability for repository

Journal article  
 Book  
 Chapter in book  
 Conference paper  
 Conference proceedings  
 Conference presentation



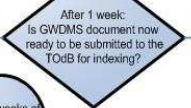
Requester enter required details:  
 -Publ type  
 -Status  
 -Bibliographic details, etc  
**System provides a publication #**



Reminder to requester:  
 1. Add publication # to DMS doc  
 2. Give view rights to CSIR TODB, RGL, CAM, R&D Outcomes Mgr, SRM, Unit Director and any others

Worklist entry to CSIR TODB, publication for indexing

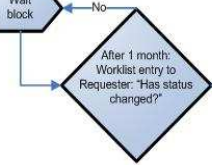
No view rights given Rework



After 4 weeks of non finalisation, inform mgr

**If document status is "Draft" / "Submitted for publication" / "In Press" the indexer:**  
 1. Store DMS document in PDF format on ToDb DMS Library  
 2. Assign view rights as per the original document & CSIR TODB, RGL, CAM, R&D Outcomes Mgr, SRM, Unit Director  
 3. Complete ToDb indexing  
 4. Add new DMS# to ToDb record  
 5. Return to WorkFlow and enter ToDb record # & document status

**If document status is "Published" the indexer:**  
 1. Store DMS document in PDF format on ToDb DMS Library  
 2. Assign view rights as per the original document & CSIR TODB, RGL, CAM, R&D Outcomes Mgr, SRM, Unit Director  
 3. Complete ToDb indexing  
 4. Add new DMS# to ToDb record  
 5. Return to WorkFlow and enter ToDb record # & document status



If status changed to: "Submitted for publication" or "In press"

If status changed to: "Published"

If status changed to: "Rejected"

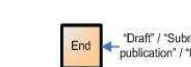
Worklist entry to Requester to submit DMS # for updated / final document

Worklist entry to CSIR TODB

**The indexer:**  
 1. Store DMS document in PDF format on ToDb DMS Library  
 2. Assign view rights as per the original document & CSIR TODB, RGL, CAM, R&D Outcomes Mgr, SRM, Unit Director  
 3. Update ToDb record  
 4. Add new DMS# to ToDb record  
 5. Return to WorkFlow and enter ToDb record # & document status

Notification to immediate manager After 5 working days of no action

Pop-up: Should you wish to add this publication to Research Space please submit it together with written permission from your immediate manager to the RS Administrator



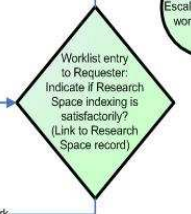
Worklist entry to Research Space administrator (TOdb number provided) Check copyright authorisation

Notification to immediate manager After 5 working days of no action

Notification to SRM: Indexing completed, document status

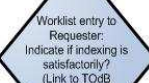
Publication will now be added to Research Space. Please select 1 or more RS categories

Research Space administrator:  
 1) Add publication to Research Space with indication of publication status ("In press" or "Published")  
 2) Return to WorkFlow and enter RS URI #



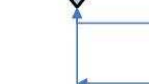
Non finalisation: Escalate after 10 working days

Notification to immediate manager After 5 working days of no action



Worklist entry to CSIR TODB, correction requested

Correction as requested



Notify Requester

End



Window

WFD0026\_F001

## Request for TOdB Publication Number

Submit

Save

Discard

Back

Detail

External Publications

Reports/Technical

Legal Documents

Miscellaneous

Thesis/Dissertation

### Staff Details

Staff Number 187328

Name ADELE VAN DER MERWE

BU 02600

Dept 02607

Proxy

Saved Requests

### Groupwise Document Details

Library PTA GENERAL

Document Number 12345

View rights assigned to CSIR TOdB  Yes  No

Proceed with TOdB indexing?  Yes  No

Indicate to whom view rights to the final document should be given.  
Please include RGL, CAM, SRM, Director, team members and Unit Manager.

### Document Type

- External Publications
- Reports/Technical
- Legal Documents
- Miscellaneous
- Thesis/Dissertation

How to add a document to GWDMS

Record: 1/1





Window

WFD0026\_F001

## Request for TOdB Publication Number

Submit

Save

Discard

Back

Detail

External Publications

Reports/Technical

Legal Documents

Miscellaneous

Thesis/Dissertation

Publication Type   CSIR Author(s)  Month  Year

External Author(s) 

Title of Article / Book chapter / Conference paper / Conference presentation

Title of Journal / Book / Conference proceedings

Conference Location and Date

Journal Volume & Number e.g. 29(5)

Page(s) e.g. 1,5,8 / 215 - 240

ISSN

ISBN

Status of Document

Keywords

Abstract

Notes

Record: 1/1

Window  
WFD0026\_F001

## Request for TOdB Publication Number


**Submit**   **Save**   **Discard**   **Back**

Detail   External Publications   Reports/Books   Local Journals   Global Journals   Theses/Dissertation

Publication Type: Job  
External Author(s):  
Title:  
Th:  
Title:  
Th:  
Conference Location:  
Journal Volume & Number: 40 99-110  
ISSN: 12345678   ISBN:  
Status of Document: Published  
Keywords: Keyword 1; Keyword 2; Keyword 3  
Abstract: Enter a descriptive abstract  
Notes:

Year: 2007

**INFO** [X]

 The TOdB Publication Number, CSIR/02600/02607/EXP/2007/0006/A, will be sent to your mailbox via a Workflow notification.

OK



Window

WFD0026\_F002

## Indexing of Document on TODB

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Detail

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Thesis/Dissertation

### Staff Details

Staff Number 187328

Name ADELE VAN DER MERWE

Proxy

Request No 41

BU 02600

Dept 02607

Publication Number CSIR/02600/02607/EXP/2007/0006/A

### TODB Indexing

Store DMS document in TODB library

Add new DMS number to TODB record

Assign view rights to document in TODB library

Groupwise 1234

TODB Library No

TODB Record Number 12412

### Groupwise Document Details

Library PTA GENERAL

Document 12345

Number

View Rights

CSIR Author(s)

### Document Type

- External Publications
- Reports/Technical
- Legal Documents
- Miscellaneous
- Thesis/Dissertation

Record: 1/1



Window

WFUU026\_FU03

## Accept Todb Indexing

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### Staff Details

Staff Number 187328

Name ADELE VAN DER MERWE

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Request No 41

BU 02600

Dept 02607

Publication Number CSIR/02600/02607/EXP/2007/0006/A

### Todb Indexing

Groupwise Todb Library No 1234

Link to Todb Record

I accept the Todb Indexing

### Research Space

Should the publication be made available on Research Space?  Yes  No

If Yes, please select 1 or more Research Space Categories

What is Research Space?

### Document Type

- External Publications
- Reports/Technical
- Legal Documents
- Miscellaneous
- Thesis/Dissertation

**Window**  
WORKFLOW

**Research Space Categories**

Select	Category
<input type="checkbox"/>	Accessibility research
<input type="checkbox"/>	Aeronautic systems
<input type="checkbox"/>	Agroprocessing and chemical technology
<input type="checkbox"/>	Analytical science
<input type="checkbox"/>	Aptamer technology
<input type="checkbox"/>	Architectural sciences
<input type="checkbox"/>	Bioprospecting
<input type="checkbox"/>	Climate change
<input type="checkbox"/>	Coastal and marine systems
<input type="checkbox"/>	Community: Nanotechnology

Cancel Apply

If Yes, please select 1 or more Research Space Categories [What is Research Space?](#)

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Miscellaneous Thesis/Dissertation

Proxy Request No 41

Number CSIR/02600/02607/EXP/2007/0006/A

Record

Full Text Indexing

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Record: 1/63



Window

WF00026\_F008

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Reports/Technical

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Request No 41

BU 02600

Dept 02607

Publication Number CSIR/02600/02607/EXP/2007/0006/A

### TODB Indexing

Groupwise TODB Library No 1234

Link to TODB Record

### Document Type

- External Publications
- Reports/Technical
- Legal Documents
- Miscellaneous
- Thesis/Dissertation

### Research Space Indexing

Copyright Clearance  Yes  No

Research Space URI <http://dspace.csir.co.za/dspace/1234/1234>

Research Categories *Agroprocessing and chemical technology; Aeronautic systems; Accessibility research*

Record: 1/1



Window

http://ntwf3.csir.co.za/forms/lervlet;jsessionid=92400a5530d600212de4a8f74524979

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Rework

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Detail

External Publications

Reports/Technical

Legal Documents

Miscellaneous

Thesis/Dissertation

Staff Details

Staff Number 1813

BU 0200

Research Space Details

Selected Categories Agri

INFO



Indexing of the document on Research Space has been accepted and the process is complete.

OK

Request No 41

EXP/2007/0006/A

Document Type

External Publications

Reports/Technical

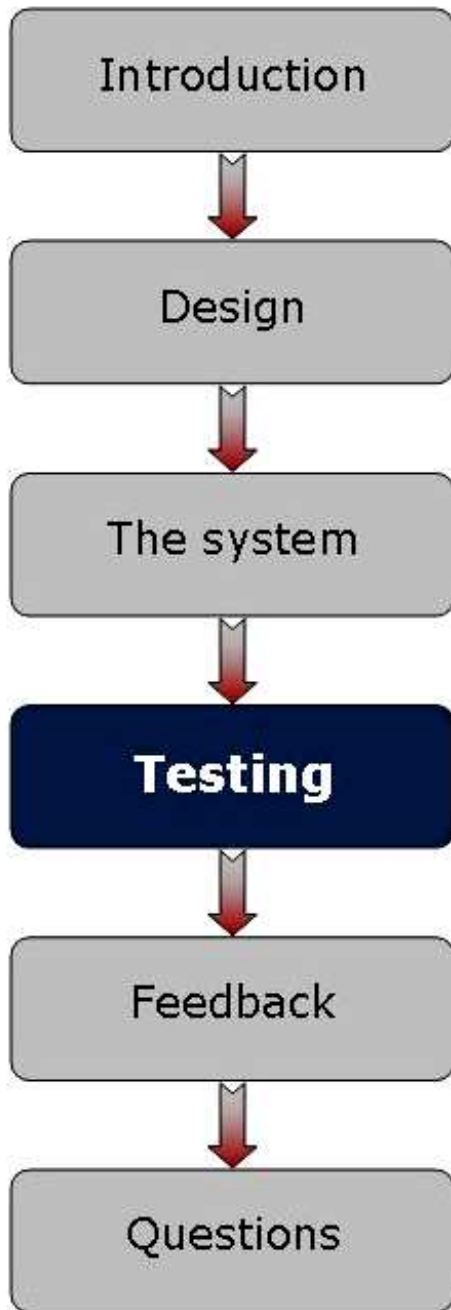
Legal Documents

Miscellaneous

Thesis/Dissertation

Link to Research Space

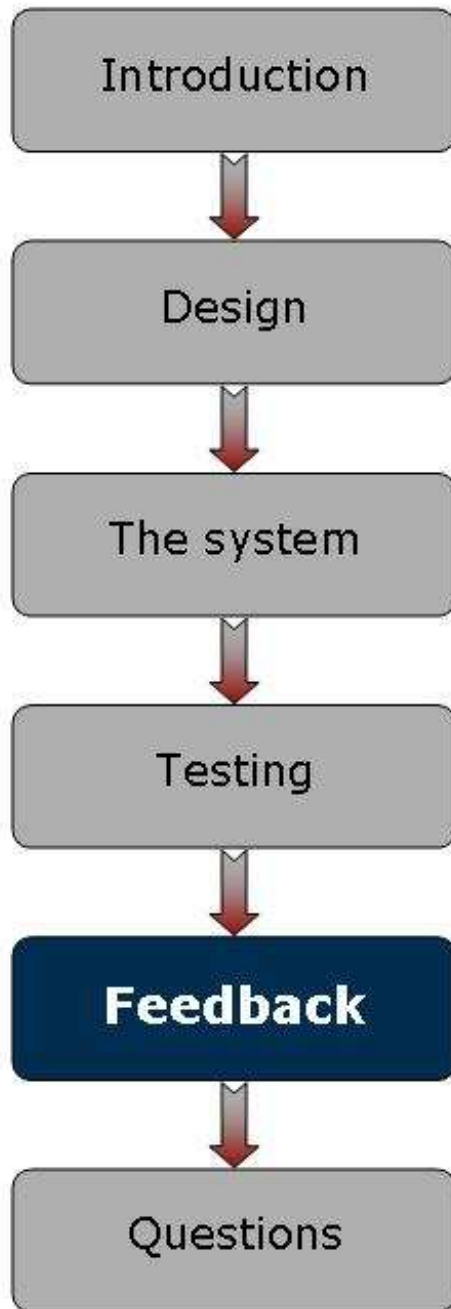
Record: 0/1



## Testing phase

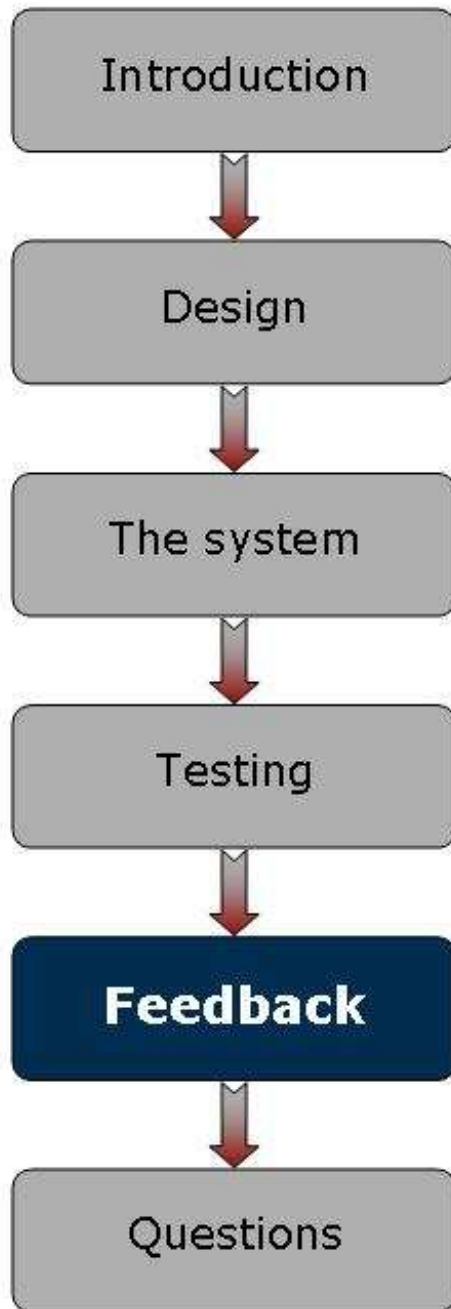
- On the development server
- All publication types
- All functionality
- Feedback to developers
- Several sessions (3 group sessions plus individual testing)





## Benefits

- User feels in control
- Accurate reporting
- Easier tracking
- Identification of bottlenecks
- Better record keeping
- Increased visibility and recognition
- Improved quality – whole process and indexing
- Lack of compliance identified at source



## Feedback from end-users

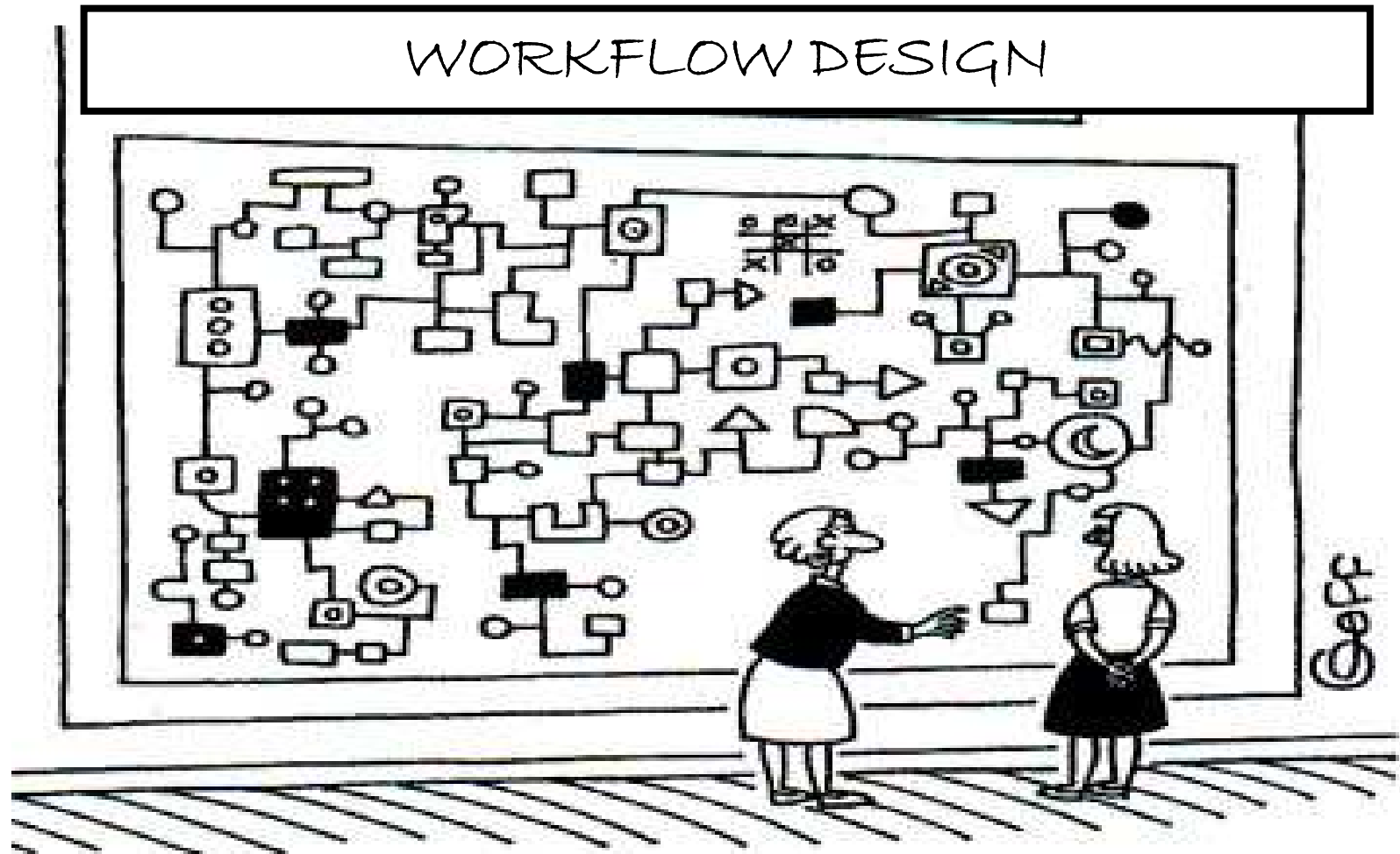
- Supportive of systematic/logical approach
- Acknowledge the benefits
- Strategic Research Managers – monitoring of items in the pipeline
- Information Specialists – time saving
- Compensates for lack of subject knowledge
- Indexing mentoring

**Final implementation and roll-out imminent.**

**Will require hands-on training and marketing**



# Any questions?



*"And this is where the workflow design team went insane"*