

# HOW TO UPLOAD DATA FACT SHEETS TO BIBLIO?

Version of March 1st, 2017

Faculteit Psychologie en Pedagogische Wetenschappen Dienst Research Support Office

- E Jan.Lammertyn@ugent.be
- T 63 49

www.ugent.be



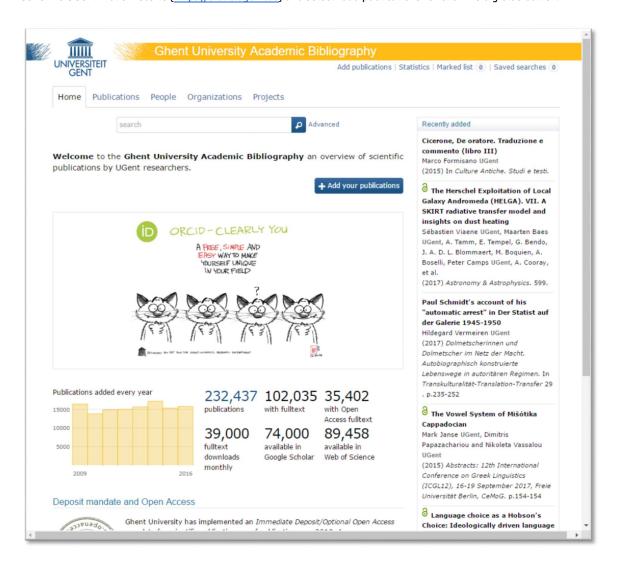
#### **INTRODUCTION**

Uploading a data fact sheet is a straightforward process. You should keep in mind though that adding additional files to Biblio records is preferably done at the same time as submitting the new publication to Biblio and not later. At this moment, it is not possible add documents manually to an entry already published in Biblio. If you should encounter the situation that you want to add documents (like a data fact sheet) to an already existing record in Biblio, send these files to the Biblio team (see <a href="https://biblio.ugent.be/contact">https://biblio.ugent.be/contact</a>). If you do so, do not forget to mention to which record the files have to be added.

These are the steps you should take to add a data fact sheet to your Biblio record:

#### STEP 1 – ADD PUBLICATION

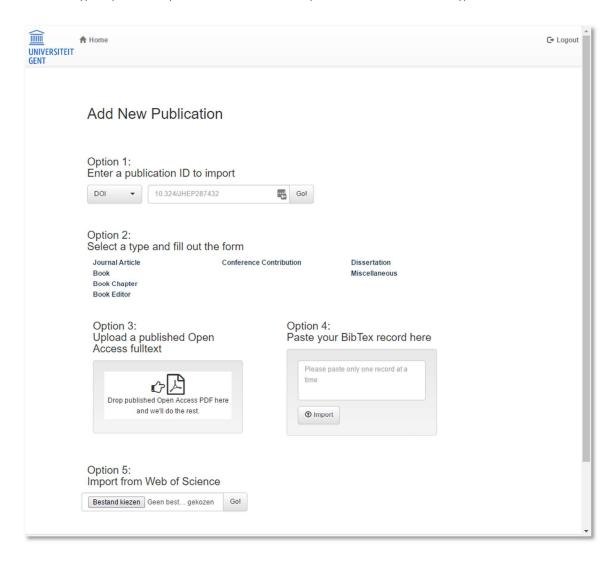
Go to the UGent Biblio website (https://biblio.ugent.be) and select "add publications" or click the big blue button.





## STEP 2 – CHOOSE TYPE

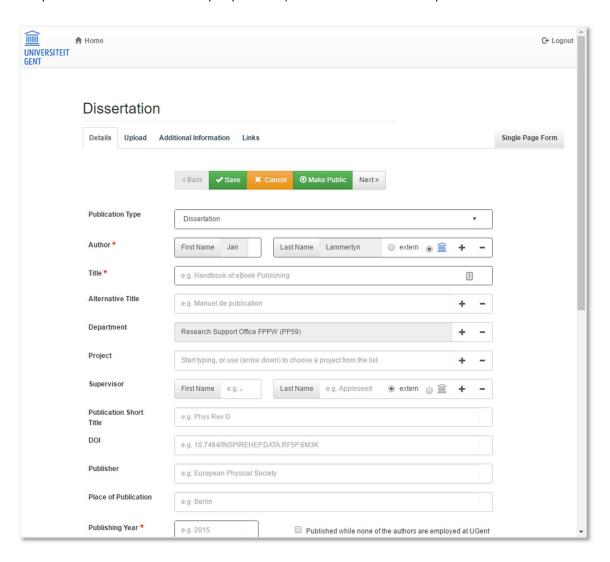
Choose the type of publication you want to add. In this example we use the "Dissertation"-type.





## **STEP 3 – ENTER DETAILS**

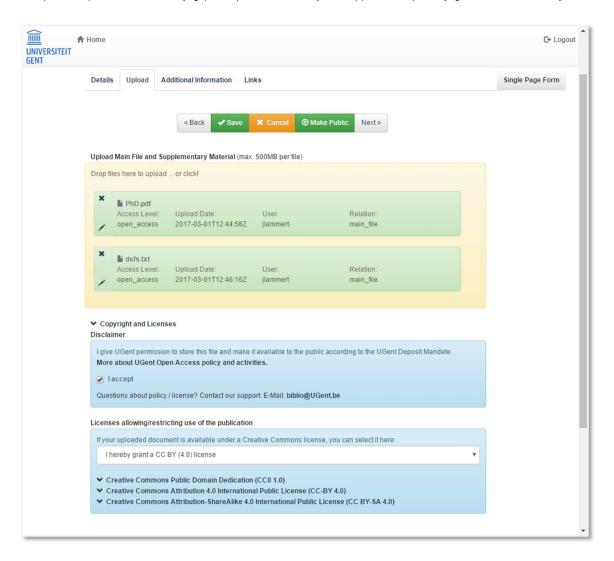
Once you have entered all details about your publication, click 'next' to advance to the upload section.





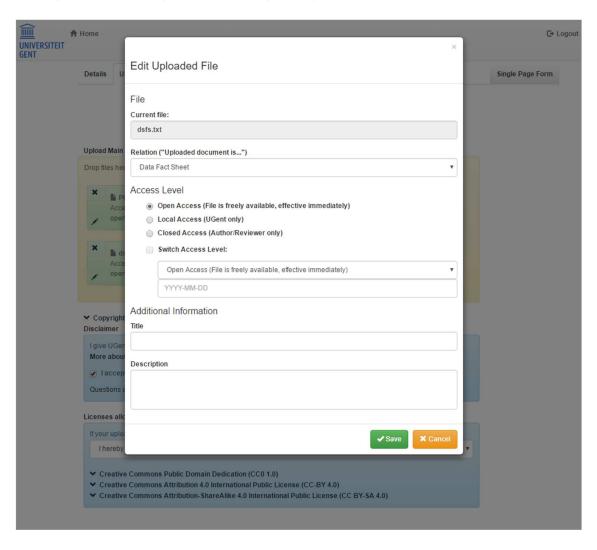
### **STEP 4 - UPLOAD FILES**

Here you can upload the main file (e.g. pdf of your dissertation) and supplementary files (e.g the data fact sheets).





Once you have uploaded all the files, set the relation of the data fact sheet file(s) correct. You do this by clicking the pencil icon next to the data fact sheet file(s) and setting the relation to "Data fact sheet". Data fact sheets should be set to "open access" in this step (if this is not already the case).



Once you have done this, save your edits and finally save your record.

