

# ERA-SEER MANAGE REPOSITORY TESTING

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**Excellence in Research for Australia (ERA)**

**SEER**

**(System to Evaluate the Excellence of Research)**

**MANAGE REPOSITORY TESTING INSTRUCTIONS**

# ERA-SEER MANAGE REPOSITORY TESTING

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# ERA-SEER MANAGE REPOSITORY TESTING

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## 1.0 ACTIVATING YOUR ERA-SEER MANAGE REPOSITORY TESTING ACCOUNT

### 1.1 How do I activate my account?

The ARC has automatically created an account for your nominated Institutional Liaison Officer (ILO). This account was activated during the SEER Manage Repository Testing phase and used by the ILO to create user accounts for Repository Managers. If an institution's repository manager has not had an account created for them, they should contact their ILO and request a Repository Manager account for ERA 2010.

### 1.2 How will I know my account is now active?

Once an account has been created for you, you will receive an email with your login details.

The subject line of this email will be 'ERA-SEER login details notification'.

The email will be from [do-not-reply@arc.gov.au](mailto:do-not-reply@arc.gov.au).

### 1.3 Where do I go to activate my account?

ERA-SEER Manage Repository Testing can be accessed along with the other SEER modules for ERA 2010 at:

- <https://seer.arc.gov.au/>

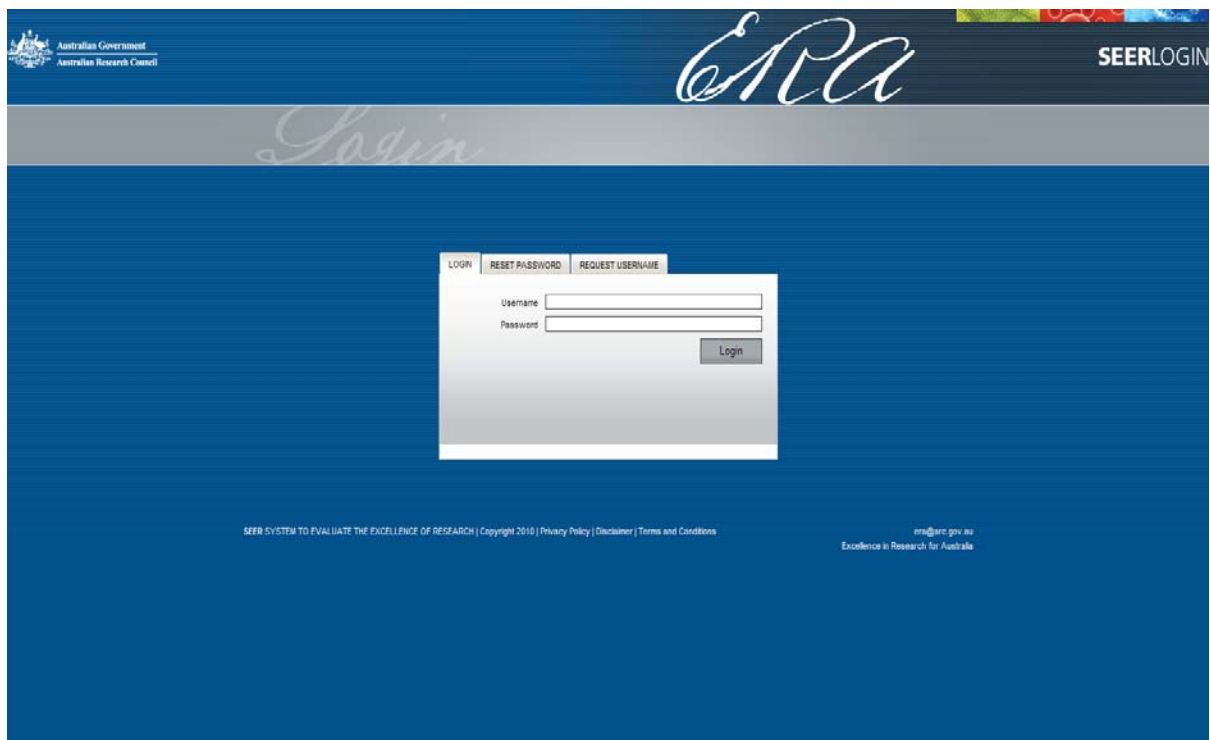
Alongside the Manage Repositories component of SEER Submit, SEER Manage Repository Testing allows you to manage your institution's repository items by testing that links to your research outputs can be accessed by SEER in your institution's repository.

## ERA-SEER MANAGE REPOSITORY TESTING

### 2.0 ACCESSING YOUR ERA-SEER MANAGE REPOSITORY TESTING ACCOUNT

#### 2.1 Logging into ERA-SEER Manage Repository Testing

In the SEER Login page, enter the username and password provided to you. Your username is not case-sensitive; your password is. The login window is displayed in *Diagram 1*.



The screenshot shows the SEER Login page. At the top, there is a header with the Australian Government and Australian Research Council logos on the left, the ERA logo in the center, and the text 'SEER LAUNCH PAD' and 'Login' on the right. Below the header, the word 'Login' is written in a large, light blue font. In the center of the page, there is a white login form with a grey border. The form has three tabs at the top: 'LOGIN', 'RESET PASSWORD', and 'REQUEST USERNAME'. The 'LOGIN' tab is selected. Below the tabs, there are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a 'Login' button. At the bottom of the page, there is a footer with the text 'SEER SYSTEM TO EVALUATE THE EXCELLENCE OF RESEARCH | Copyright 2010 | Privacy Policy | Disclaimer | Terms and Conditions' on the left and 'era@arc.gov.au Excellence in Research for Australia' on the right.

*Diagram 1*

You will be prompted to enter a new password.

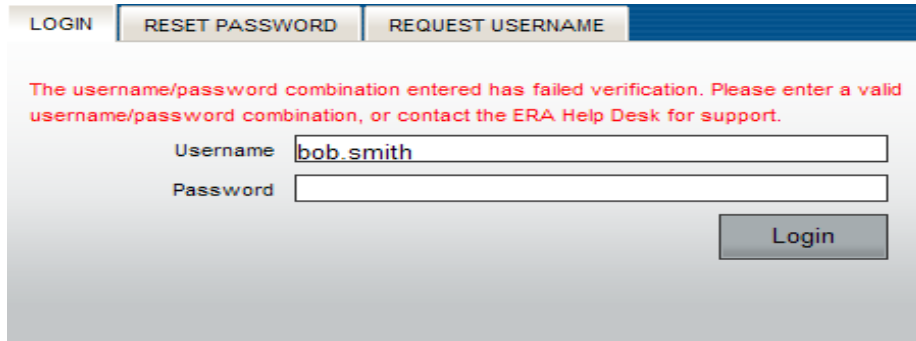
The password must have a minimum of seven characters and include at least one of each of the following: a numeric character, an upper-case character and a lower-case character.

Please note: Once you log in, you can also reset your own password at any time within your Manage Users system.

## ERA-SEER MANAGE REPOSITORY TESTING

### 2.2 Incorrect username or password entered

If an incorrect username or password is entered, the following failed verification message will appear, as displayed in *Diagram 2*.



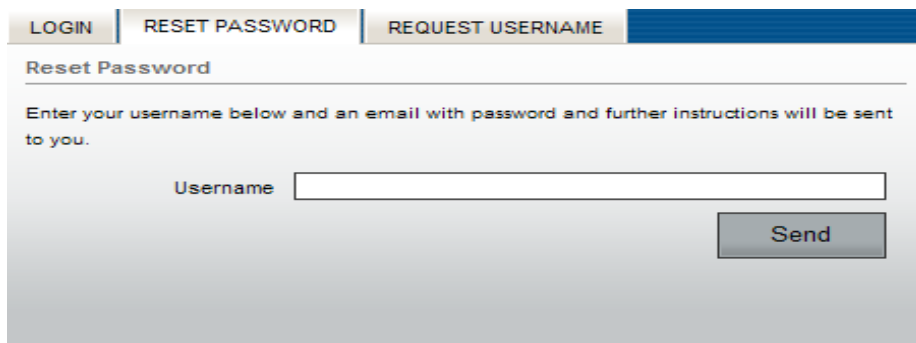
The screenshot shows the SEER Login page with three tabs: LOGIN, RESET PASSWORD, and REQUEST USERNAME. The LOGIN tab is active. A red error message reads: "The username/password combination entered has failed verification. Please enter a valid username/password combination, or contact the ERA Help Desk for support." Below the message, the Username field contains "bob.smith" and the Password field is empty. A "Login" button is located at the bottom right of the form.

*Diagram 2*

Please note: If the incorrect username or password is entered more than three times your account will be locked and you will need to reset your password.

### 2.3 Resetting your password before login

To reset your password select the **Reset Password** tab on the SEER Login page and enter your username. By clicking Send, an automated email will be sent to you with your new password, as outlined in *Section 1.2*.



The screenshot shows the SEER Reset Password page with three tabs: LOGIN, RESET PASSWORD, and REQUEST USERNAME. The RESET PASSWORD tab is active. The page title is "Reset Password". Below the title, a message reads: "Enter your username below and an email with password and further instructions will be sent to you." Below the message, the Username field is empty. A "Send" button is located at the bottom right of the form.

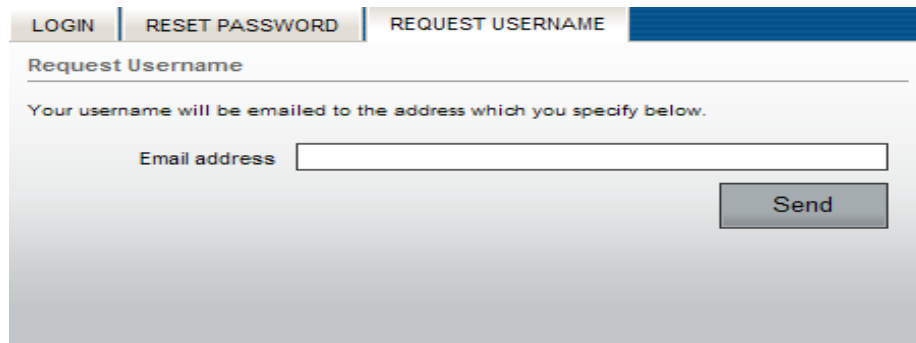
*Diagram 3*

You can also reset your own password at any time within your individual SEER Manage Users system.

## ERA-SEER MANAGE REPOSITORY TESTING

### 2.4 Requesting your username before login

If you have forgotten your username, you can request it be sent to your email address. This will also reset your password. By clicking Send, an automated email will be sent to you with your new login details, as outlined in *Section 1.2*.



LOGIN | RESET PASSWORD | REQUEST USERNAME

Request Username

Your username will be emailed to the address which you specify below.

Email address

Send

Diagram 4

### 2.5 Logging in with multiple user accounts

If you have two or more usernames and passwords for SEER (for example you are a Repository Manager for both Institution A and Institution B) you will not be able to simultaneously log in to the system. SEER does not allow two different users to log in to its system from the same computer at the same time. You will need to log out as one user and log back in as a separate user.

### 2.6 Help with navigating the system

Once you are logged in to the system, SEER provides an online program that can be accessed via the help tab. The content includes step-by-step instructions which will aid in moving through the ERA 2010 process within SEER. For all other inquiries, please contact the ERA Helpdesk during business AEST hours (phone: (02) 6287 6755 or email: [era@arc.gov.au](mailto:era@arc.gov.au)).

### 2.7 Logging out

The Log Out button is located in the top right-hand corner of the SEER Launchpad.

Please note: The SEER system will automatically log you out after one hour of inactivity.

## ERA-SEER MANAGE REPOSITORY TESTING

### 3.0 NAVIGATING ERA-SEER MANAGE REPOSITORY TESTING (AS A REPOSITORY MANAGER)

The Repository Manager has access to all repository functionality for ERA 2010. This includes access to the SEER Manage Repository Testing module, described in this document, and the Manage Repositories component of the SEER Submit module.

You can manage your user information by navigating to the SEER Manage Users module, as indicated by the blue arrow in *Diagram 5*.

For the testing and management of repositories, navigate to SEER Manage Repository Testing, as indicated by the red arrow in *Diagram 5*.

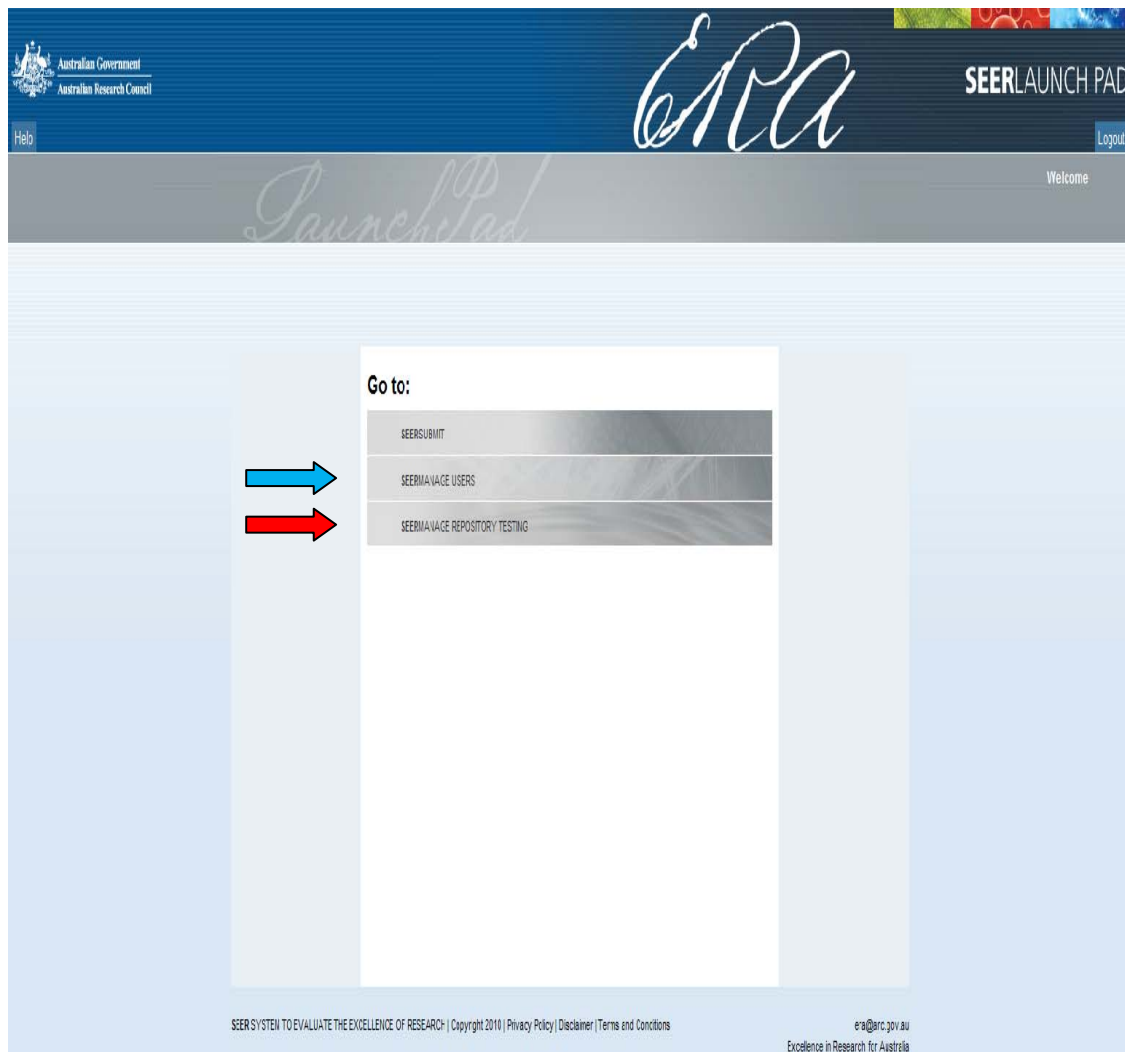


Diagram 5

## ERA-SEER MANAGE REPOSITORY TESTING

There are a number of frames within the SEER Manage Repository Testing window. In order of progression, these are:

- Repository Navigator
- Institution
- Repository
- Sample Research Output
- Research Output Test Result

The screenshot displays a web application interface with four distinct panels:

- Repository Navigator:** Contains 'Expand All' and 'Collapse All' buttons, and a tree view with a folder icon and the label 'Other'.
- Institution:** Includes a text input for 'Institution Name', a checkbox for 'CAIRSS may access sample research outputs', and buttons for 'Save', 'Cancel', and 'Create Repository'.
- Repository:** Includes text inputs for 'Repository Name', 'Host URL', and 'Password', a dropdown for 'Authentication Type' (set to 'Select an authentication type ...'), and buttons for 'Save', 'Cancel', 'Delete', and 'Create Research Output'.
- Sample Research Output:** Includes text inputs for 'Name' and 'Link', and buttons for 'Save', 'Cancel', 'Delete', and 'Test'.
- Research Output Test Result:** Includes text inputs for 'When' and 'Tester', a text input for 'HTTP Response Code', a dropdown for 'Result', a dropdown for 'Failure Reason' (set to 'Select a failure reason ...'), a text area for 'Notes', and buttons for 'Save' and 'Cancel'.

Diagram 6

Initially the majority of frames are inaccessible and faded out, as illustrated above in *Diagram 6*. As you progress through the creation of a repository the relevant frames will become available.

## ERA-SEER MANAGE REPOSITORY TESTING

### 3.1 Repository Navigator and Institution

Click on your institution within the **Repository Navigator** frame. Once you create repositories within your institution, you can view them by expanding this button.

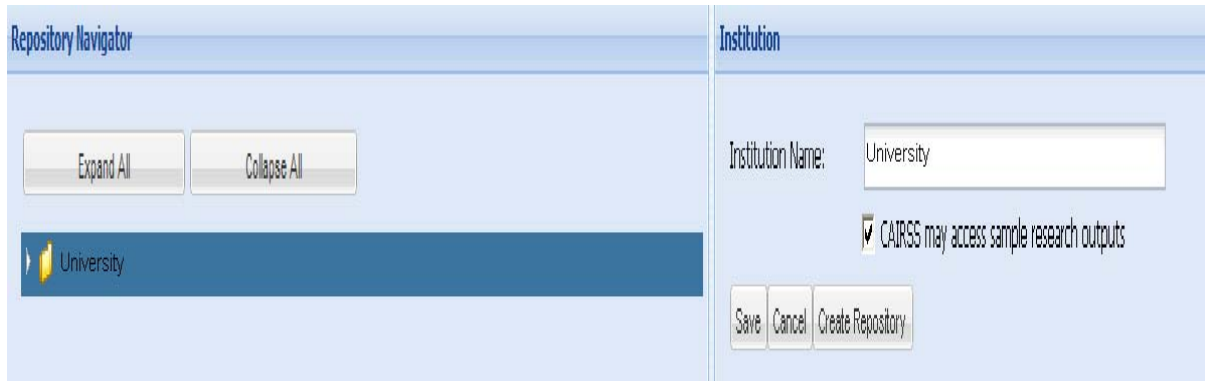


Diagram 7

### 3.2 Institution

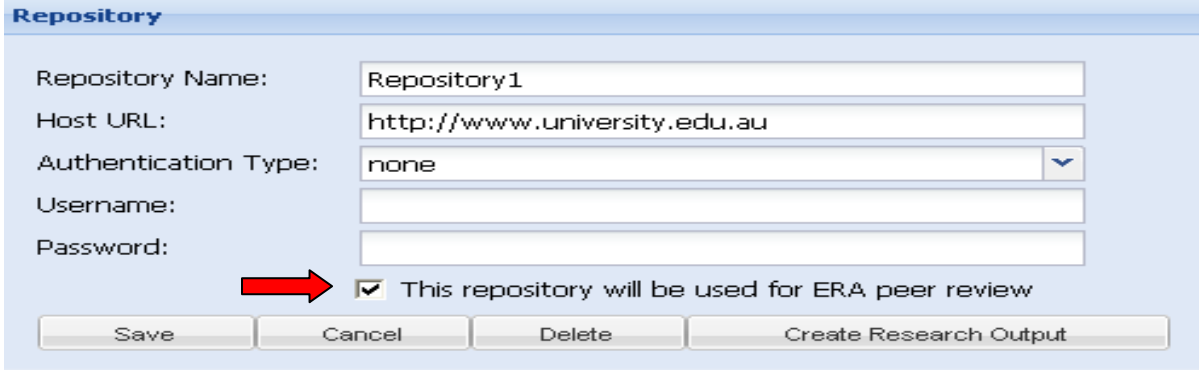
Once you select your institution in the **Repository Navigator** frame, the **Institution** frame will automatically become available, as illustrated in *Diagram 7* above.

If you do not wish CAIRSS to assist in troubleshooting potential issues arising from repositories for ERA 2010, you may untick the relevant box and **Save** your changes; otherwise, click on **Create Repository**.

## ERA-SEER MANAGE REPOSITORY TESTING

### 3.3 Creating a repository

Once you click on **Create Repository**, the **Repository** frame becomes available, as shown in *Diagram 8*.



**Repository**

Repository Name:

Host URL:


Authentication Type:  ▾

Username:

Password:

This repository will be used for ERA peer review

*Diagram 8*

Items flagged with the symbol  are mandatory

- Repository Name
  - Name of the repository
- Host URL
  - Host URL – e.g. http://www.university.edu.au
- Authentication Type
  - Select an option from the drop-down menu:
    - None - There is no authentication type.
    - http-basis - This authentication type allows secure access from an external web browser.  
Please Note: If you select this option you will need to enter a username and password to gain access to the repository.
    - IP based - allows access from a local host.

If this repository will be used for ERA peer review, you will need to indicate this by ticking the relevant box, indicated above by a red arrow.

Once the details are entered, it is recommended you click **Save**. The repository you just created will now be listed under your institution's name. In this frame, you may also cancel the process of creating a repository or delete a repository that has already been created

## ERA-SEER MANAGE REPOSITORY TESTING

### 3.4 Creating and testing a research output

Once you click the **Create Research Output** button within the **Repository** frame, the **Sample Research Output** frame becomes available.

All fields are mandatory.

- Name
  - Name of the research output
- Link
  - Link URL – e.g. <http://www.university.edu.au/researchoutput1>

Provide the URL to the research output within you repository.

Please note: This address must begin with the host URL.

For example, if the host URL is <http://www.university.edu.au>, then the link to your research output will be <http://www.university.edu.au/researchoutput1>.

**Sample Research Output**

Name:

Link:

Diagram 9

When you complete these details, click **Save**.

You may now test your Sample Research Output by selecting the **Test Button**.

If the test is successful, your research output will be rendered correctly in a pop-up window.

If your research output does not appear or is not being rendered correctly, your test has been unsuccessful.

## ERA-SEER MANAGE REPOSITORY TESTING

### 3.5 Documenting your test result

The final step is documenting the result of the test.

**Research Output Test Result**

When: 1/04/10 10:16 AM      Tester:

HTTP Response Code: 200 - OK

Result: **Passed**

Notes: No Errors, Speed was good

Diagram 10

The **When**, **Tester** and **HTTP Response Code** fields will be populated automatically.

Once you have tested your research output, indicate the outcome by selecting either **Passed** or **Failed** in the result box, as indicated by the red arrow in *Diagram 10* above.

If your test result has failed, it is mandatory to select a **Failure Reason** that best describes why the failure has occurred.

**Research Output Test Result**

When: 1/04/10 10:16 AM      Tester:

HTTP Response Code: 200 - OK

Result: **Failed**

Notes:

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- An ARC error page is returned
- A non-ARC error page is returned
- A form-login page is returned
- A completely corrupted page is returned
- The returned page is fine but is not the page/details I was expecting
- The page is missing images and/or styles
- The links on the page do not work
- A browser pop-up box is returned asking me for a username and password
- Other (please elaborate in the text box)

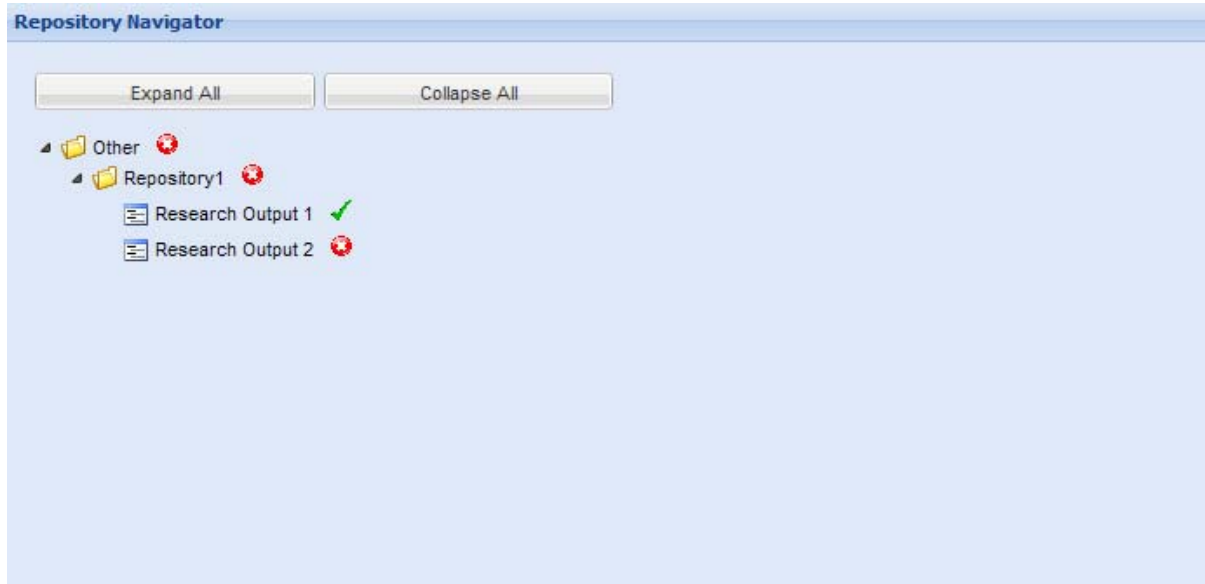
Diagram 11

To further document your test result, whether passed or failed, you may add your own notes to the **Notes** field.

Please remember to **Save** your input.

## ERA-SEER MANAGE REPOSITORY TESTING

In future, when you log in, you will be able to review the testing outcomes of your research outputs within the Repository Navigator frame, as illustrated in *Diagram 12*. A research output that has been tested successfully will be indicated by a **green tick**; a research output that has been tested without success will be indicated by a **red cross**.



*Diagram 12*