eSSUIR
Electronic Sumy State University
Institutional Repository

БІБЛІОТЕКА
СУМСЬКОГО ДЕРЖАВНОГО УНІВЕРСИТЕТУ

Instructions for use registration, placement of materials and search in the eSSUIR Repository

2021

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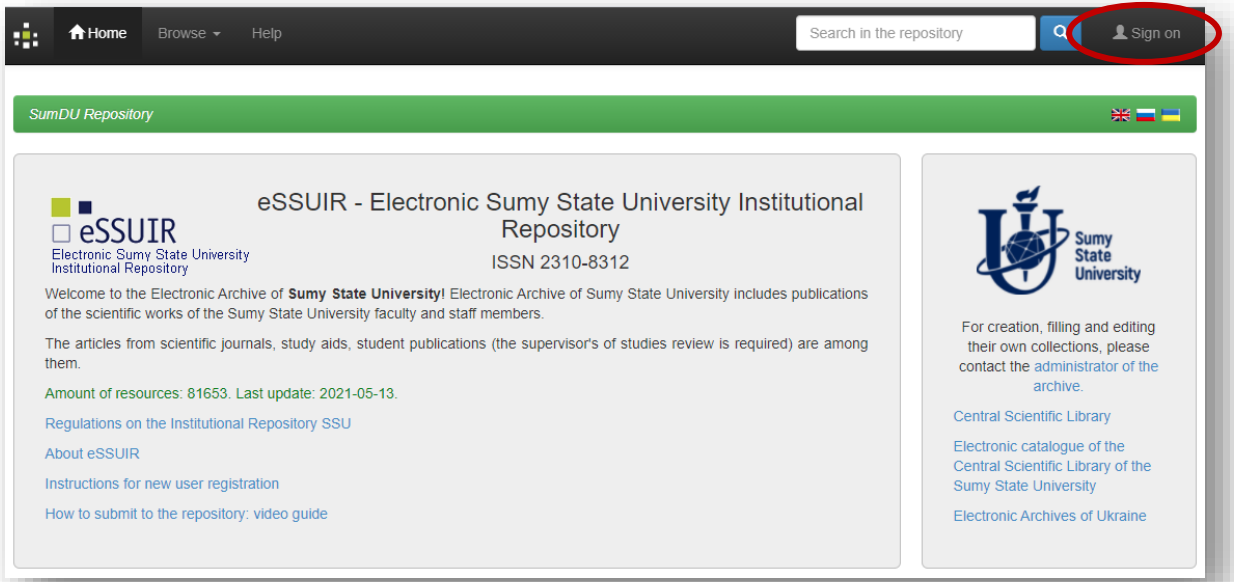
Registration of users in the eSSUIR system

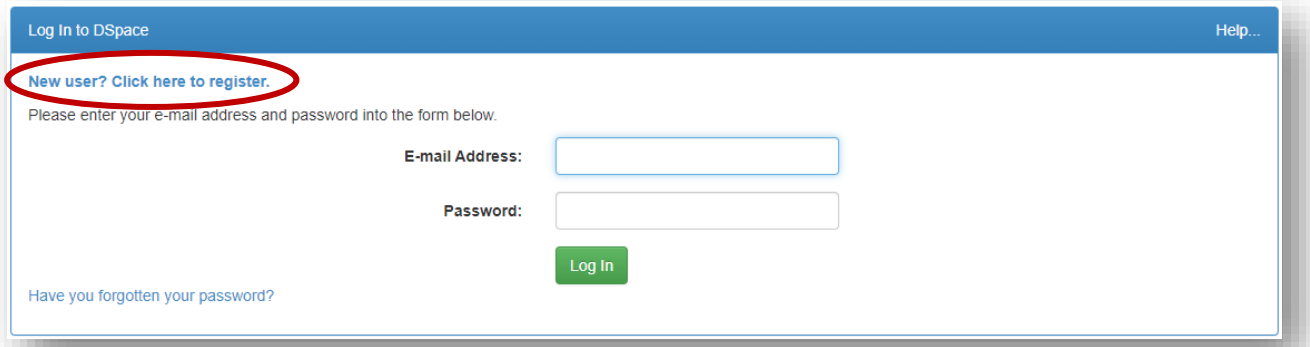


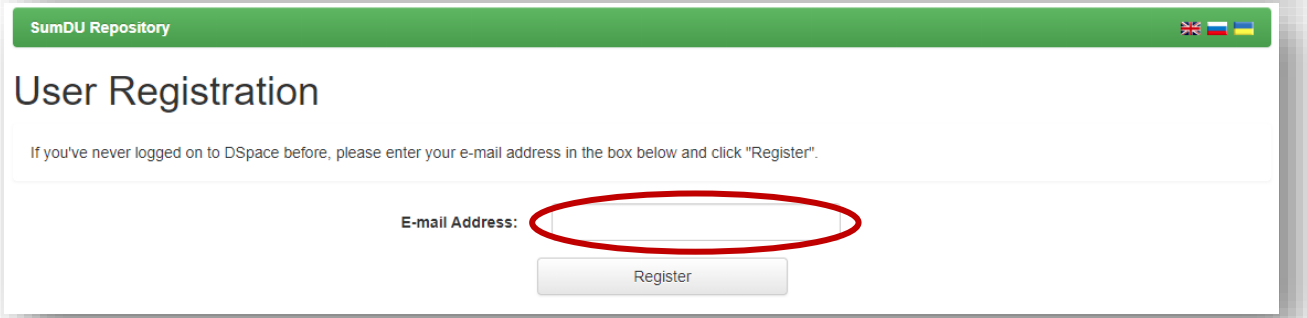
1. Click *'Sign on'*

Registration of users in the eSSUIR system

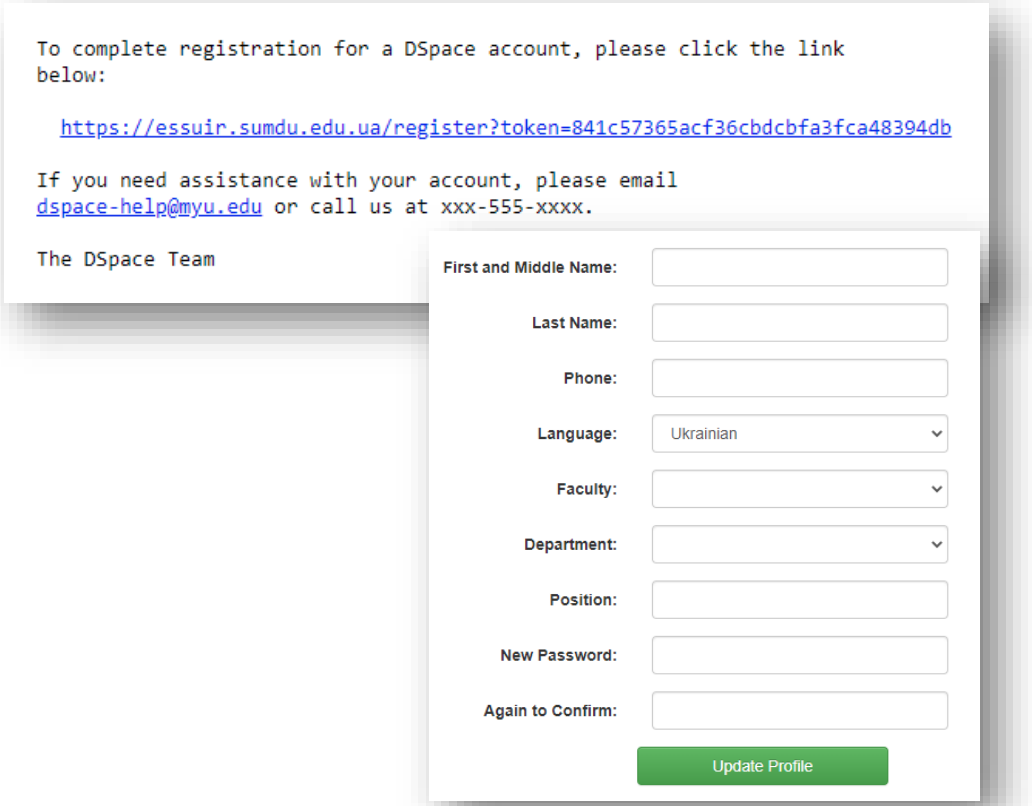
2. Click *' New user? Click here to register'*

3. Enter your email address and click *'Register'*





Registration of users in the eSSUIR system

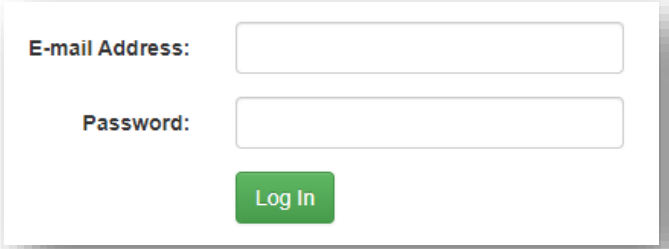


4. Follow the link in the email to your email address.

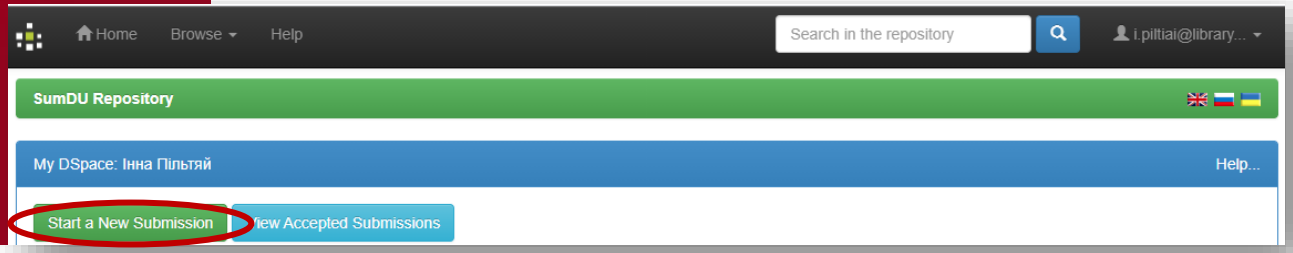
5. Fill in the fields of the registration form and click "*Update Profile*".

Adding materials to the repository

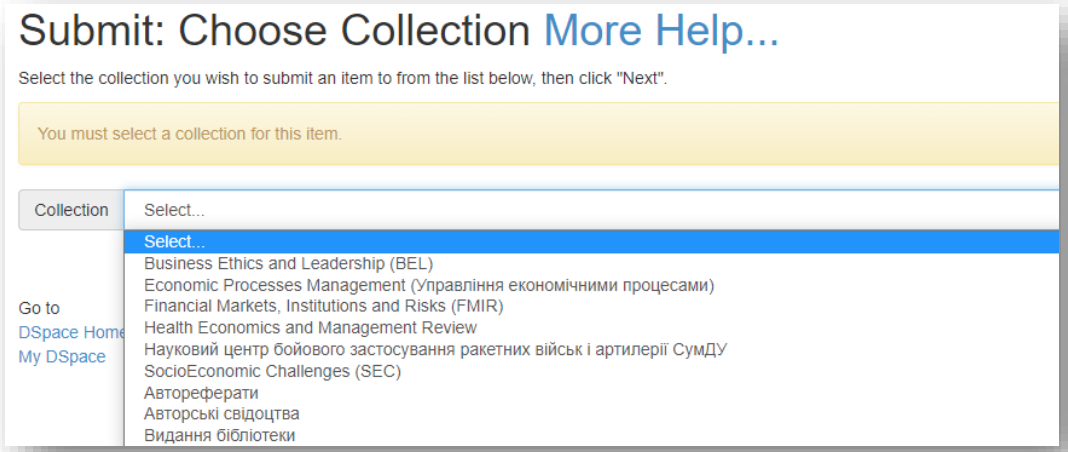
6. Log in to the system.
Enter the email address and password you provided during registration.



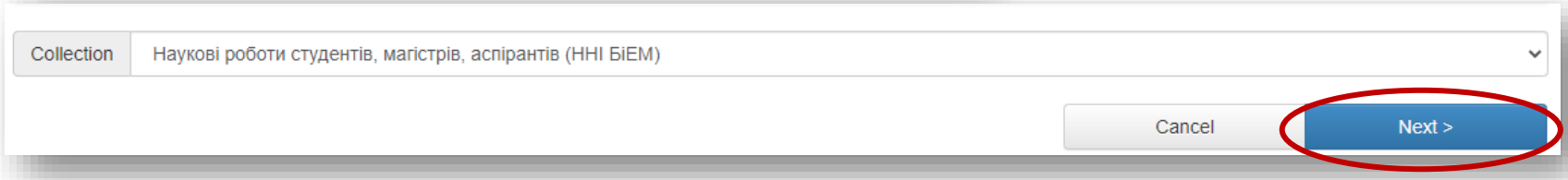
7. Add material to the repository - click *'Start a New Submission'*.
WARNING!!! Before entering your document, make sure that it is not in the repository.



Adding materials to the repository



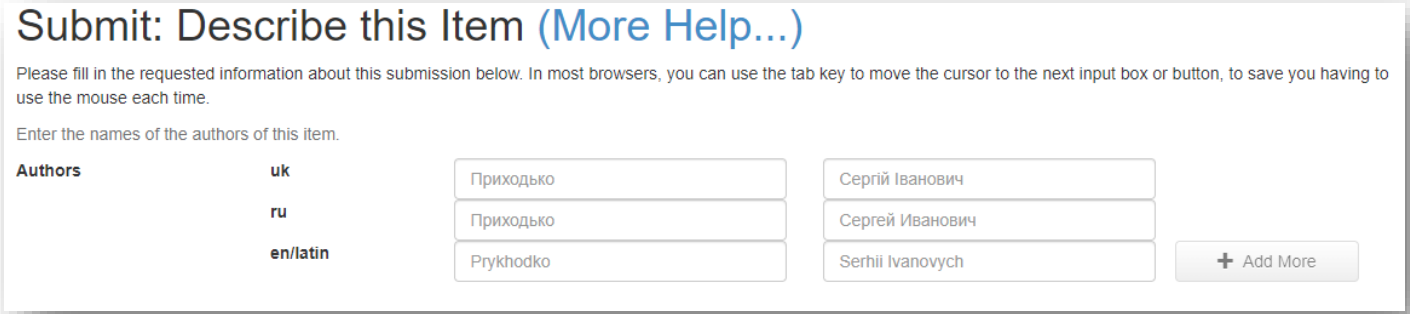
8. Select the collection that the system coordinator has given you access to and that matches your document. Then click *'Next'*



Adding materials to the repository

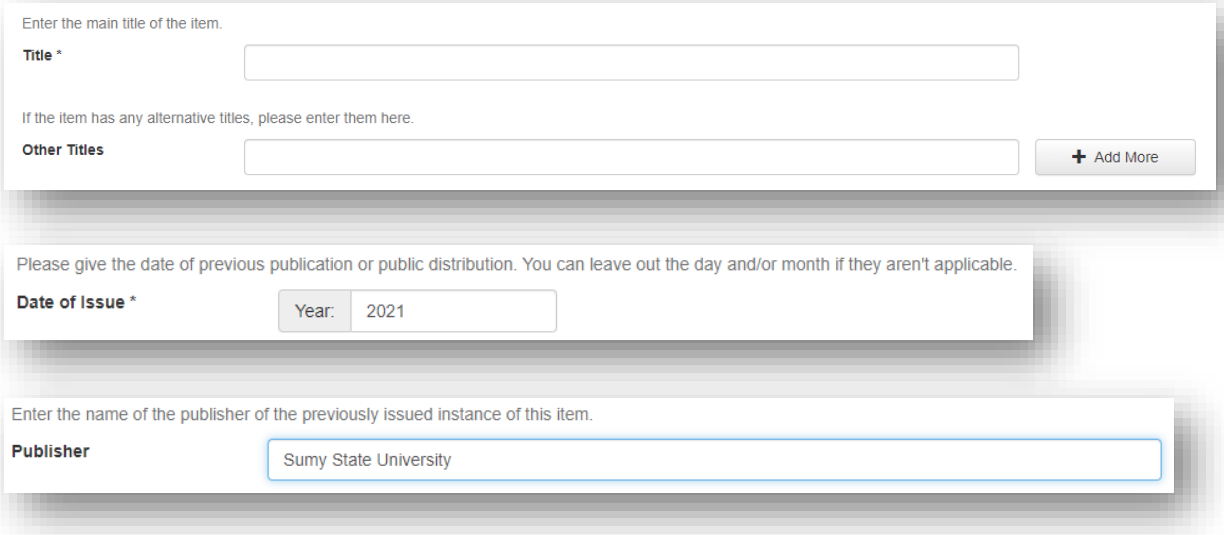
9. The process of placing the material requires filling in special fields with information (metadata) about the document, as well as attaching a file with a full-text version of the document. The six steps for filling in the fields are displayed in the progress bar at the top of the page.

Adding materials to the repository



10. Enter all authors of the publication. Teachers and staff of SSU are already entered in the repository in three languages, just type the first few letters and the system will offer a list. Choose the one you want. Click "*Add more*" to add fields. All other co-authors are entered only in the language of the publication, and only the surname with initials.

Adding materials to the repository



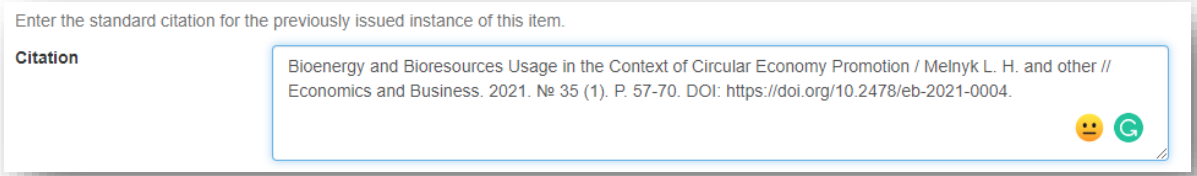
11. Enter the main name of the document. If there are its equivalents in other languages, then enter them in the line "*Other Titles*".

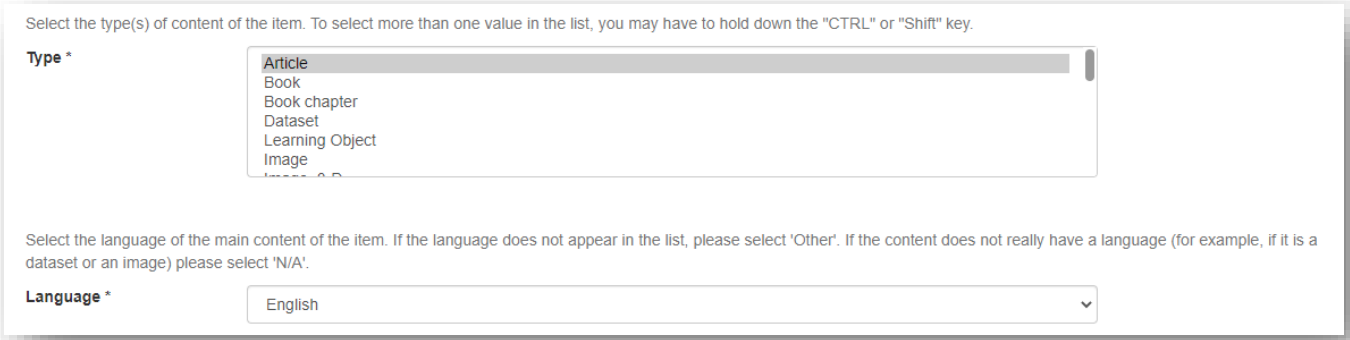
12. Enter the year of publication.

13. In the line "Publisher" write the name of the publisher where the document was printed (eg: ’Condor’, Sumy State University, etc.).

Adding materials to the repository

14. Enter a bibliographic description of the publication





15. Choose the type of document that matches yours. Specify the language of the publication.

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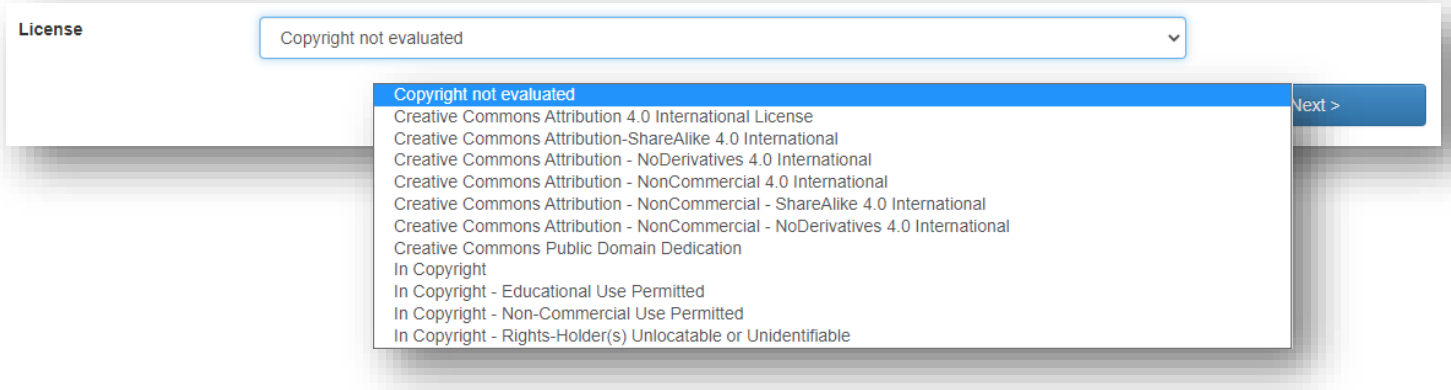
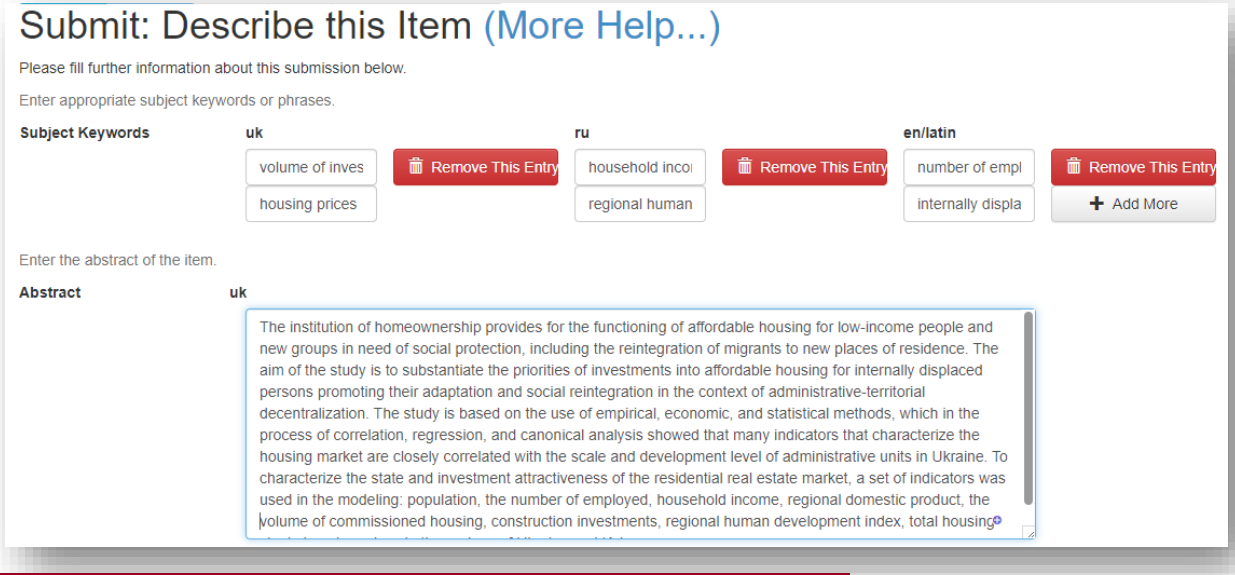


16. Choose the license that matches your document and click *'Next'*.

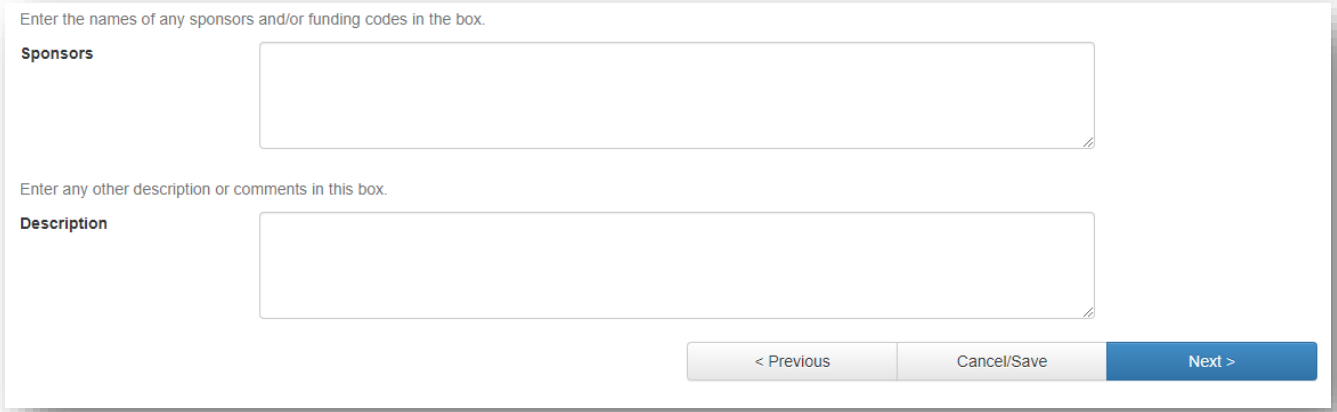
Adding materials to the repository



17. Enter each keyword or phrase on a separate line, without commas. Click "*Add more*" to add rows.

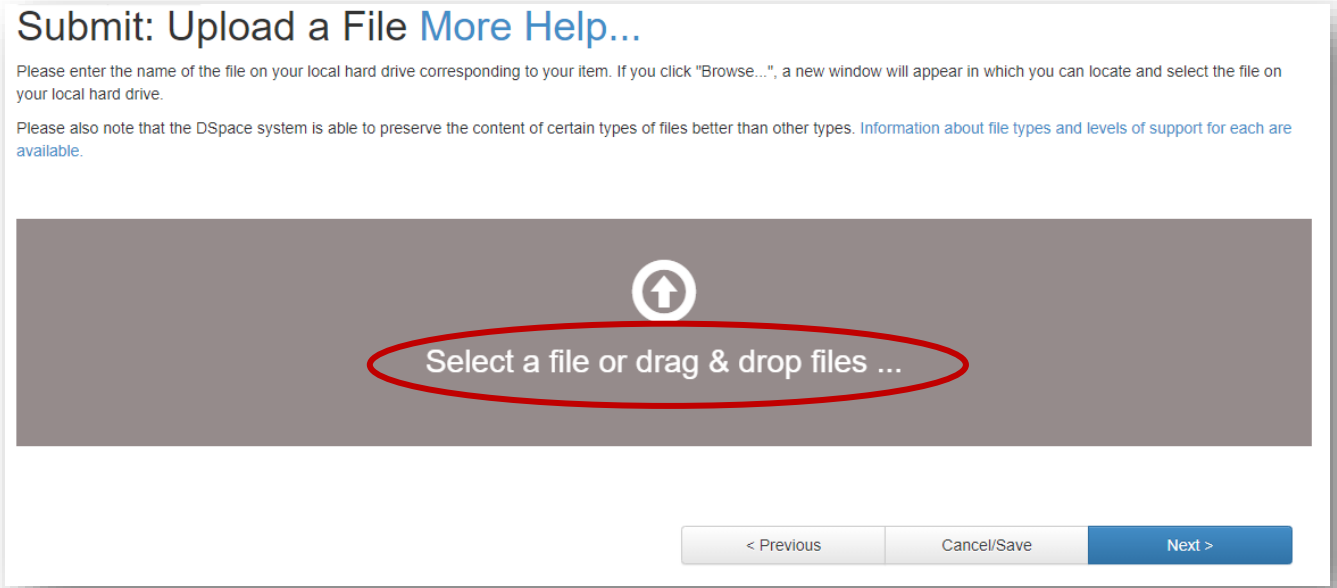
18. Add an annotation in the language of the publication. If the document has annotations in different languages, enter all.

Adding materials to the repository



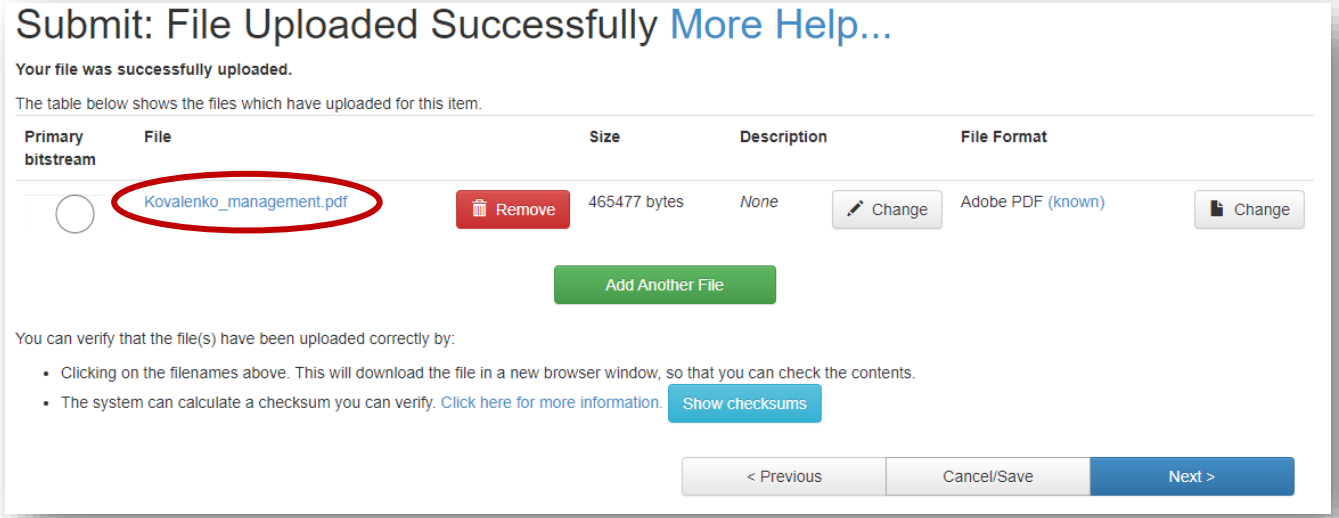
19. The *'Sponsors'* and *'Description'* fields are optional. Click *'Next'*.

Adding materials to the repository



20. The uploaded file must be in PDF format with recognized text. Scanned version is not allowed. If the material does not have footers with source data (conference or journal title, number, volume, year of publication) or title page, you can duplicate a bibliographic description of the work at the end of the document. Click "*Next*".

Adding materials to the repository



21. The file name should consist of the author's last name and one of the keywords in the document, written in Latin or English without spaces. Underlining is allowed. Then click '*Next*.

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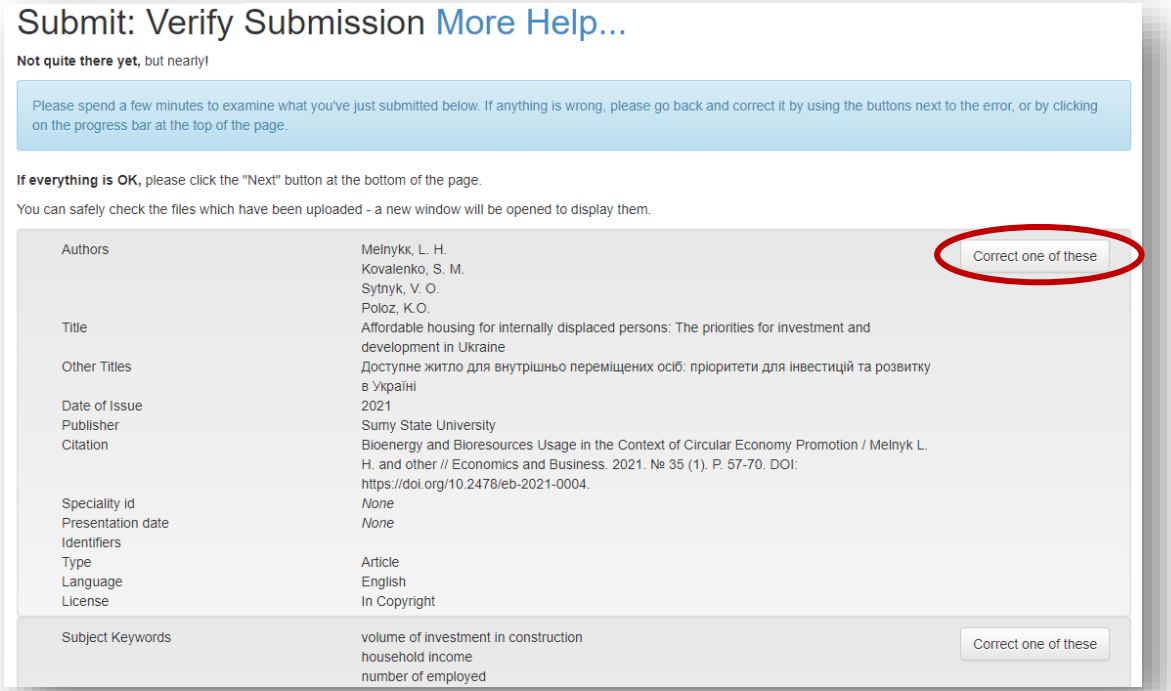
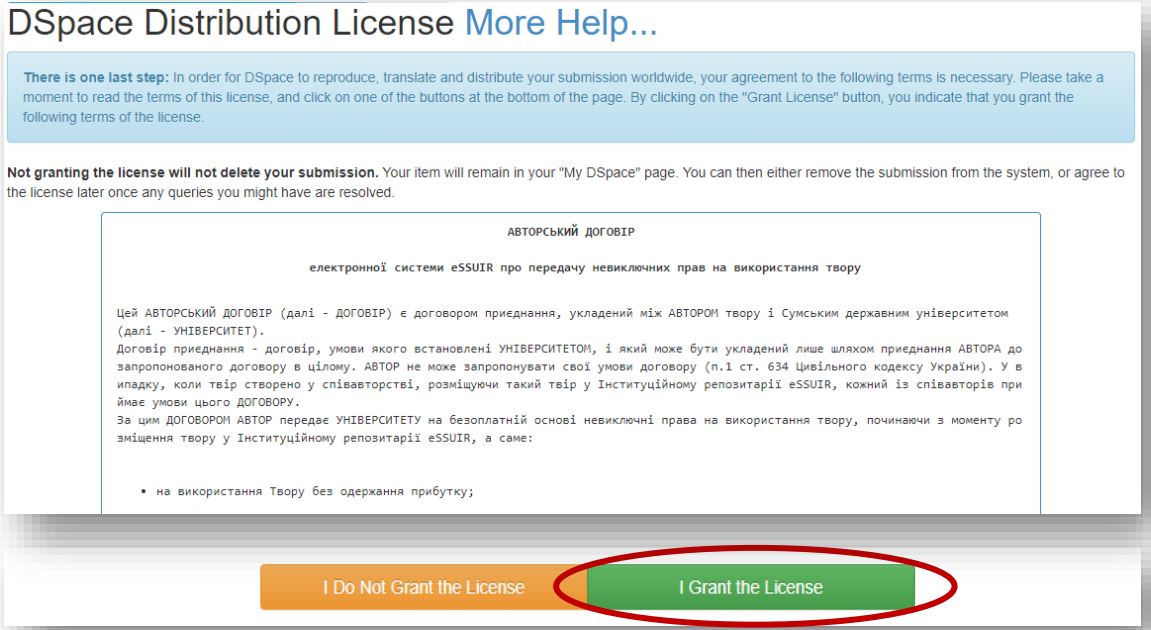


21. The file name should consist of the author's last name and one of the keywords in the document, written in Latin or English without spaces. Underlining is allowed. Then click '*Next*'.

Adding materials to the repository

22. Click ’I agree to this license’. If you do not agree, the material will not be sent.



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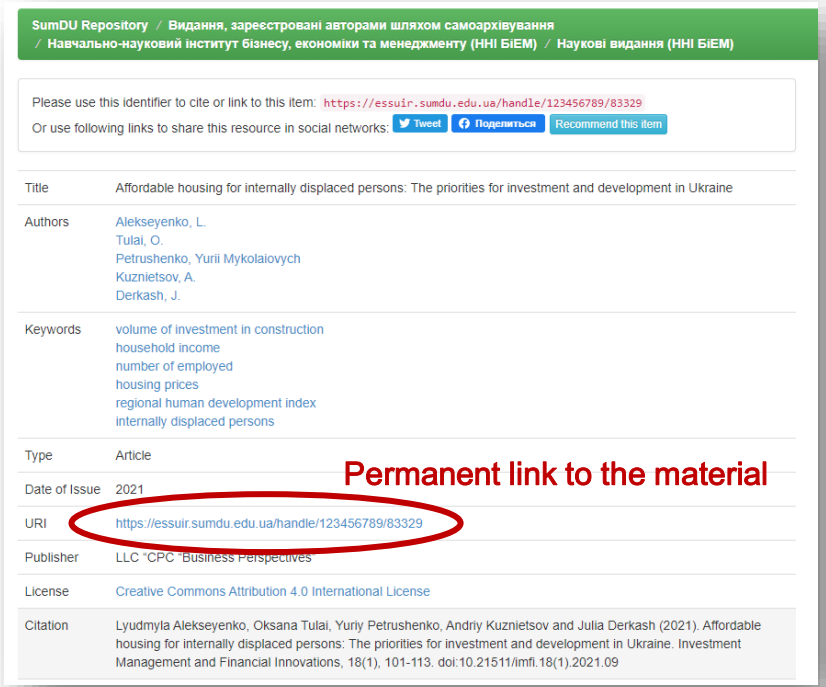

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Authors	Alekseyenko, L. Tulai, O. Petrushenko, Yurii Mykolaiovych Kuznietsov, A. Derkash, J.
Keywords	volume of investment in construction household income number of employed housing prices regional human development index internally displaced persons
Type	Article
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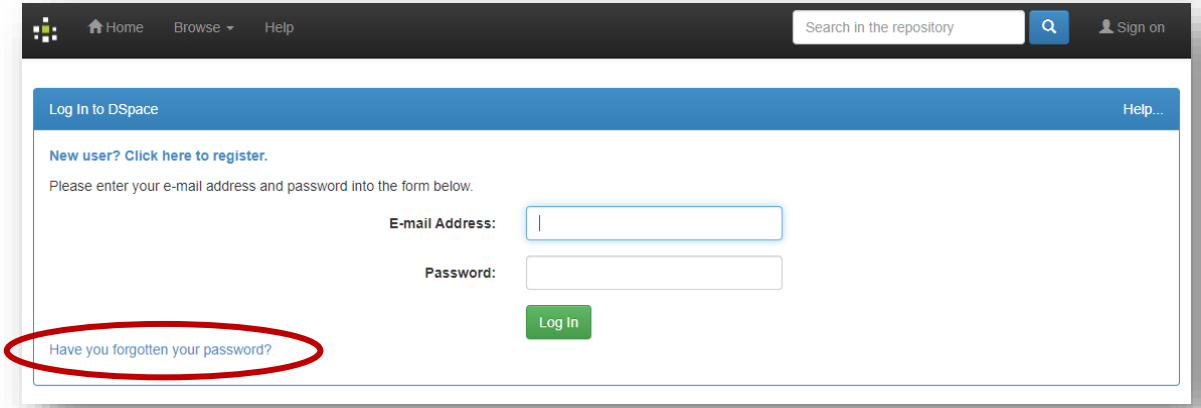
Permanent link to the material

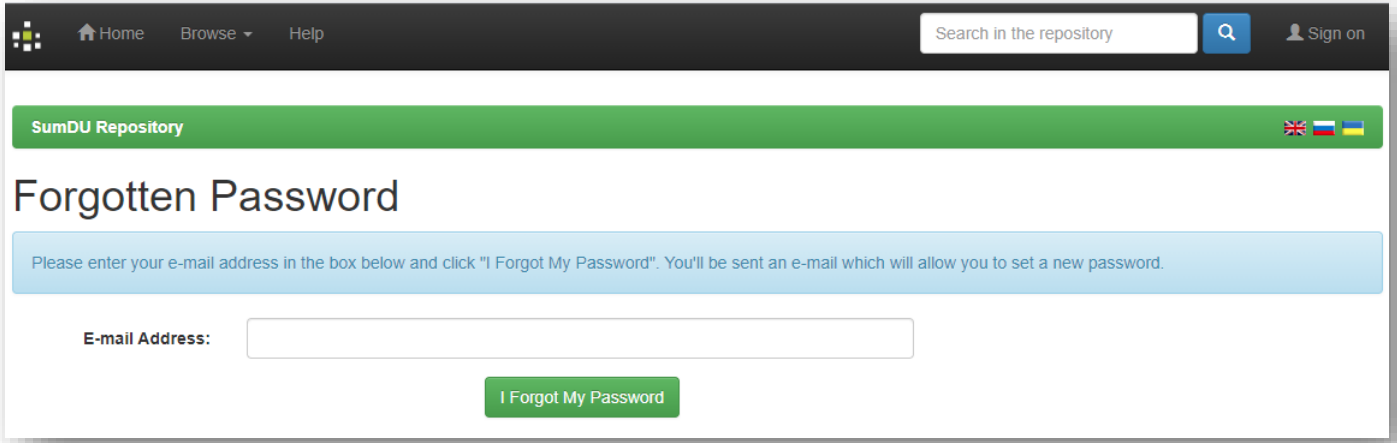
22. The material enters the appropriate collection after review by the repository administrator.
Sample display of the posted document.

3 Password recovery

Click *'Have you forgotten your password?'*.



3 Password recovery



Enter your email address and click "I Forgot My Password". You'll be sent an email which will allow you to set a new password.

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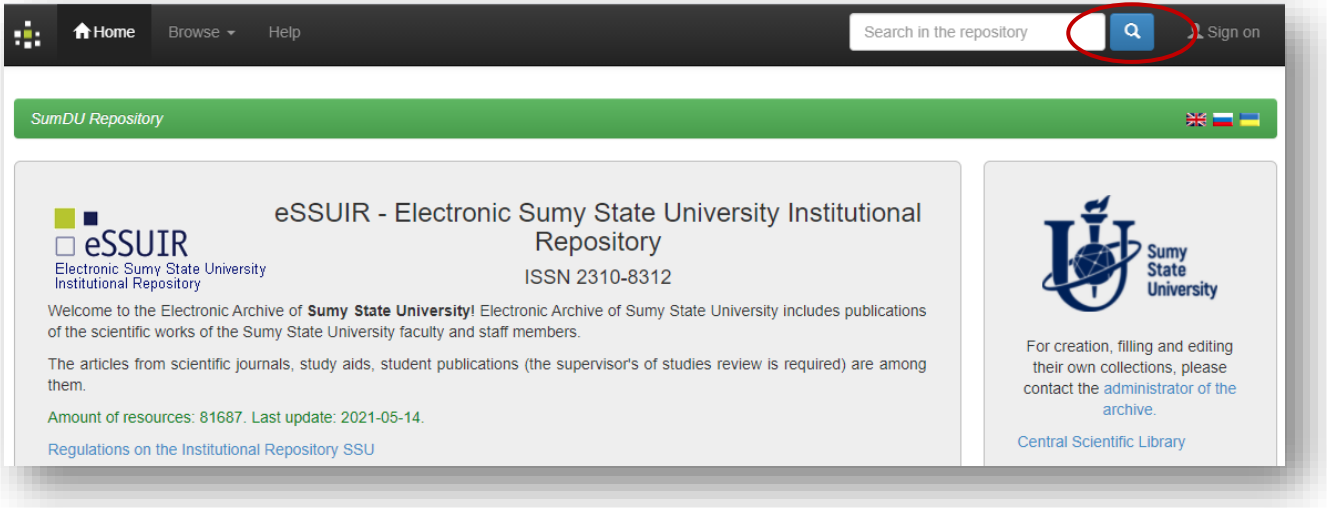
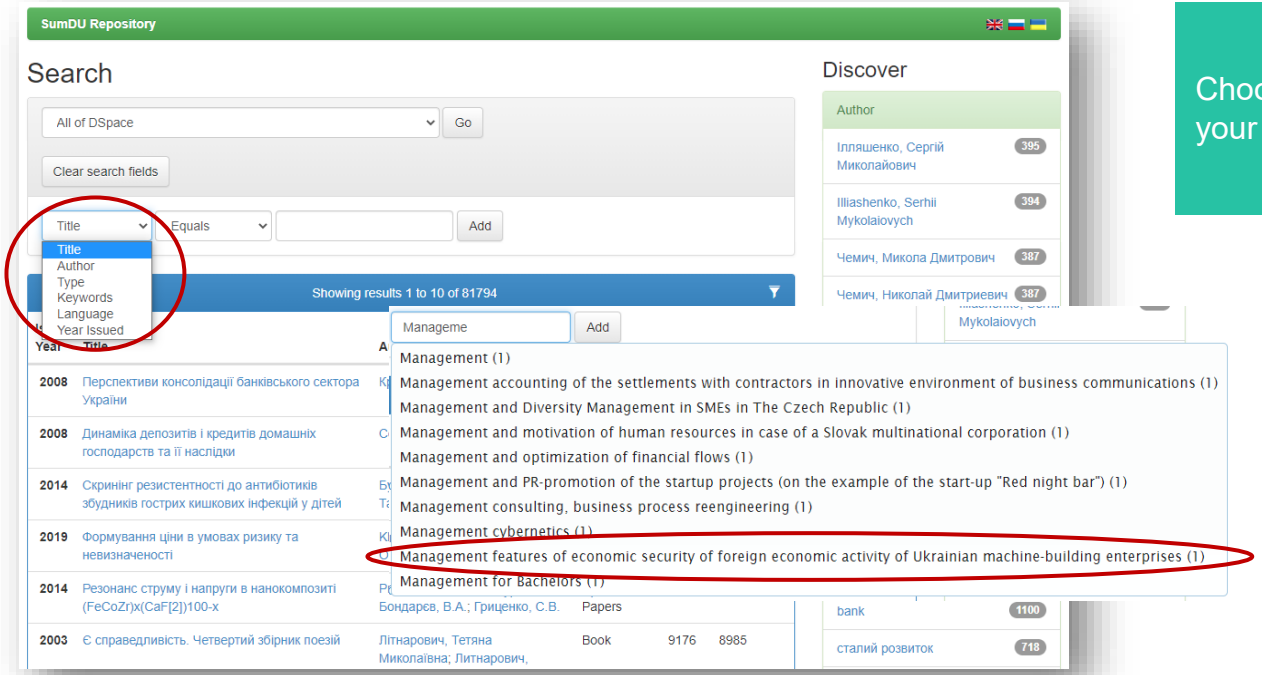


To start the search, click the magnifying glass.

4

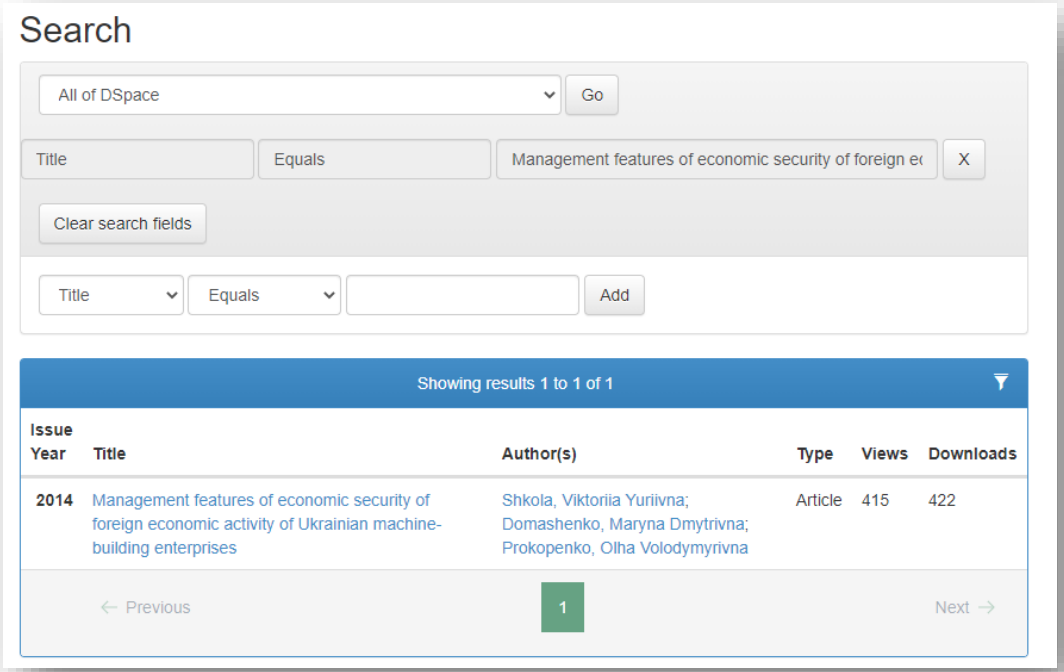
Search in the eSSUIR



Choose a search type and enter your search query.

4 Search in the eSSUIR

Click on title.



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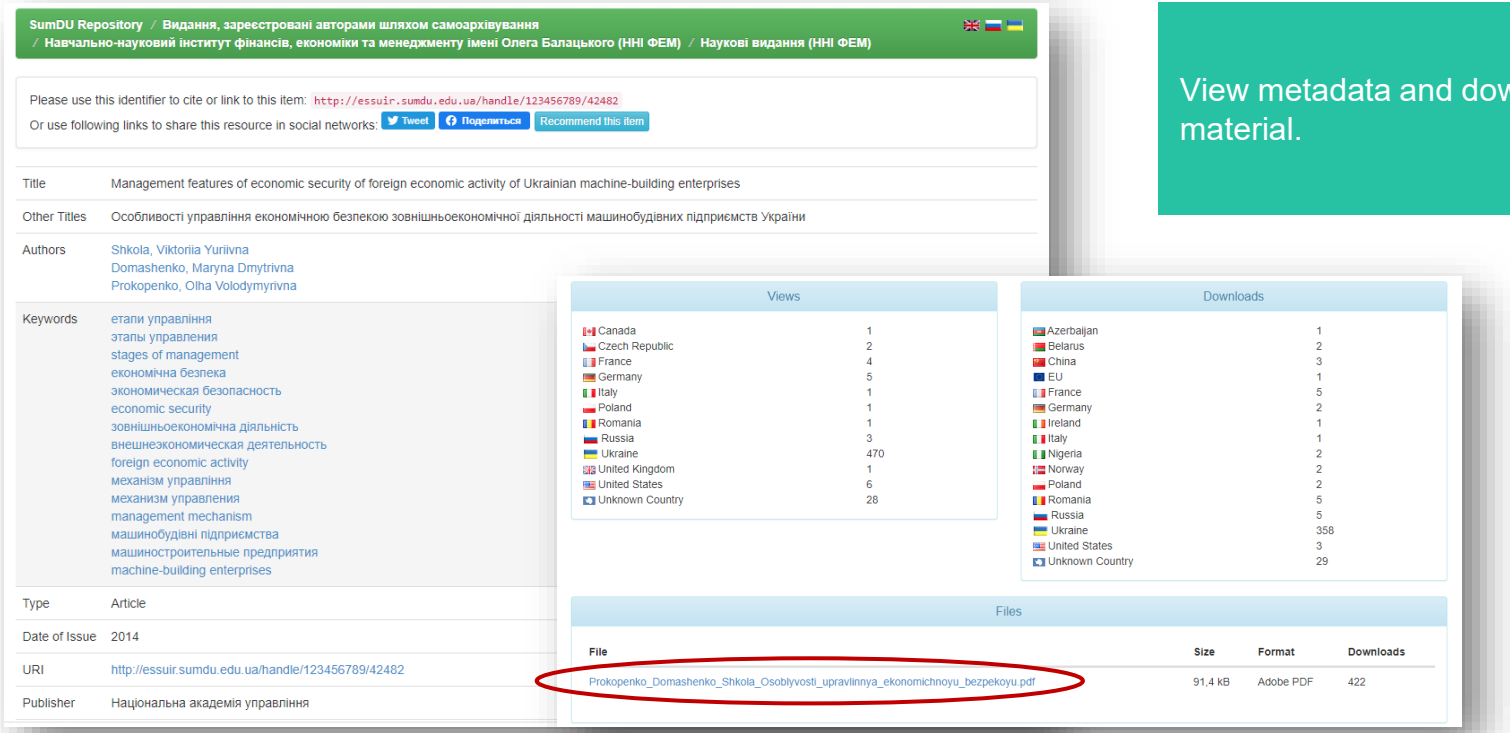

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Other Titles	Особливості управління економічною безпекою зовнішньоекономічної діяльності машинобудівних підприємств України
Authors	Shkola, Viktoriia Yuriivna Domashenko, Maryna Dmytrivna Prokopenko, Olha Volodymyrivna
Keywords	етапи управління этапы управления stages of management економічна безпека экономическая безопасность economic security зовнішньоекономічна діяльність внешнеэкономическая деятельность foreign economic activity механізм управління механизм управления management mechanism машинобудівні підприємства машиностроительные предприятия machine-building enterprises
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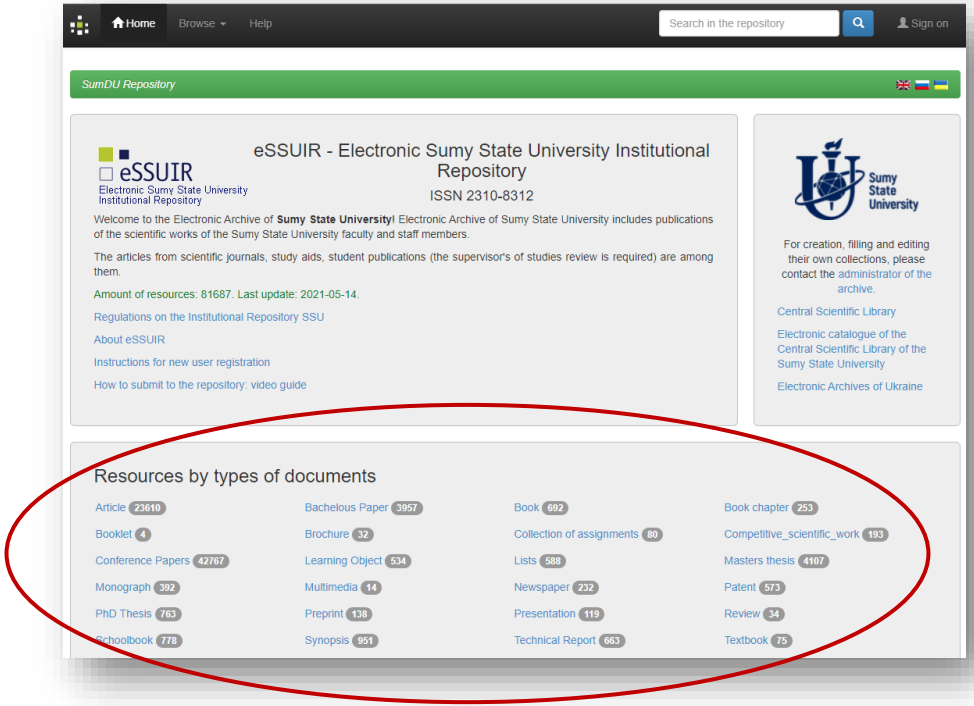

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