

DUHS Nursing Poster Repository Upload Instructions to MEDSpace

1. Navigate to <https://medspace.mc.duke.edu> and select "Login"



2. Login with your Duke credentials.

NetID

Current students, faculty, staff, sponsored guests

NetID

Password

[Forgot your password?](#)

Multi-factor Authentication

Multi-factor authentication is already complete.

Log In

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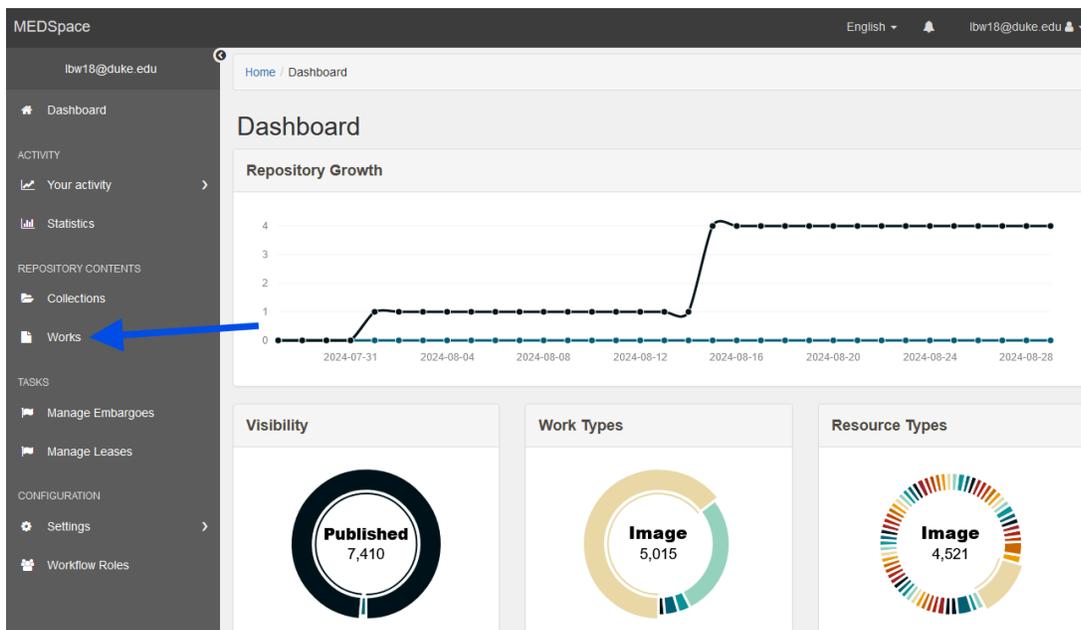
3. Open your dashboard



- If logging into MEDSpace takes you to your dashboard, skip to step 3.
- If you are taken to this screen, select your email in the upper right-hand corner and select “Dashboard” from the drop-down menu

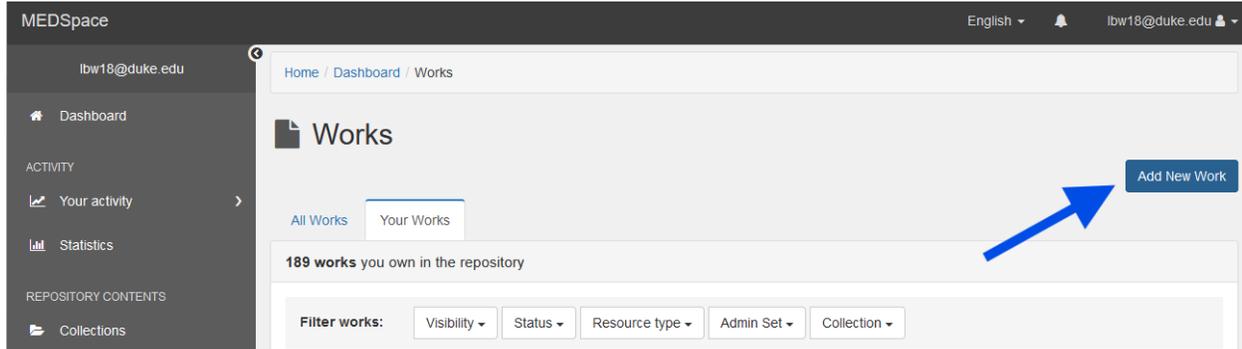
4. Add a new work

Select “Works” from the left hand side



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Select “Add New Work” on the upper right hand side



Select “Poster, Publication, etc.” as the type of work and select “Create work”.

Select type of work ×

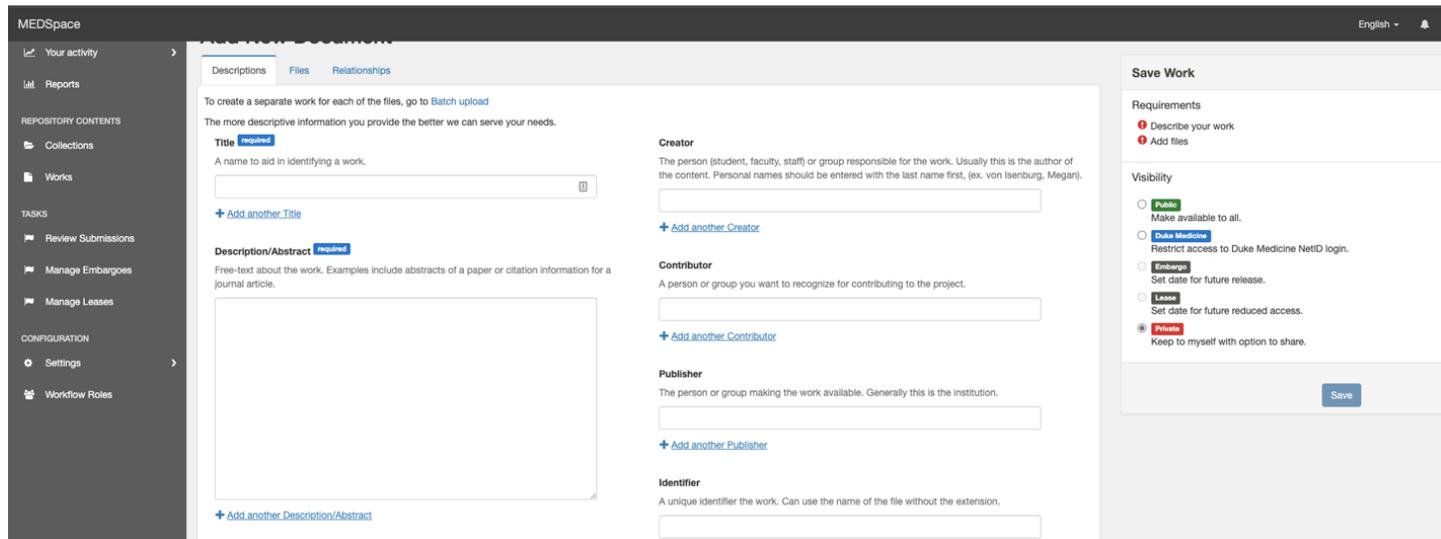
-  **Images**
File Type: TIF
This object type consists of images documenting the history of Duke Health and medicine in general.
-  **Poster, Publication, etc.**
File Type: PDF
This object type consists of publications, posters, presentations, oral histories, or other similar printed materials.
-  **Externally hosted objects**
File Type: JPG
This object type consists of any item that is described in MEDSpace, but hosted on an external server.
-  **Third Year Medical Symposium**
This object type consists of abstracts and posters created and submitted as part of the Third Year Research Symposium
-  **Search Strategies**
Research & Education Evidence Synthesis Search Strategies

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5. Add your poster

Describe your poster by completing the following fields.

- Enter 1 piece of information per box.
- If you need to add additional information, select the corresponding “+Add another ...” link.)



Sample form

Note: Certain fields have been identified as “Required” fields and must be completed to save the record. There are additional fields on the submission form. **If a field is not listed below, you can ignore it.** Please enter names as **Last Name, First Name** and **do not enter Titles or Degrees** in the fields below.

- **Title:** Title of the poster
- **Description/Abstract**
 - Copy and paste the abstract here
 - Make sure the abstract does not have HTML markup.
 - Exclude the word ABSTRACT from the text.
- **Object Date**
 - Enter the date using one of the following formats
 - Use the most accurate date available
 - Month Day, Year: August 4, 2023
 - Month Year: August 2023
 - Year: 2023
- **Subject**
 - Add 1 or more keywords describing the content of the poster
 - 1 term per box
- **Creator/s**
 - Personal names should be entered as last name, first name, middle initial (optional)
 - Example: Lloyd, Heather A.

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- Do not enter Titles or Degrees
- Lead with First Author
- Add a new field for each additional creator
- **Duke Entity:**
 - Select the facility where the nurse worked at time of poster creation
 - Duke University Hospital (DUH)
 - Duke Raleigh Hospital (DRaH)
 - Duke Regional Hospital (DRH)
 - Duke University Health System (DUHS)
 - If your Duke Entity is not listed, contact Russell.Koonts@duke.edu
- **Resource type:** Select “Poster”
- **Sorting Date**
 - Enter year only
 - Example: 2023

6. Set Visibility

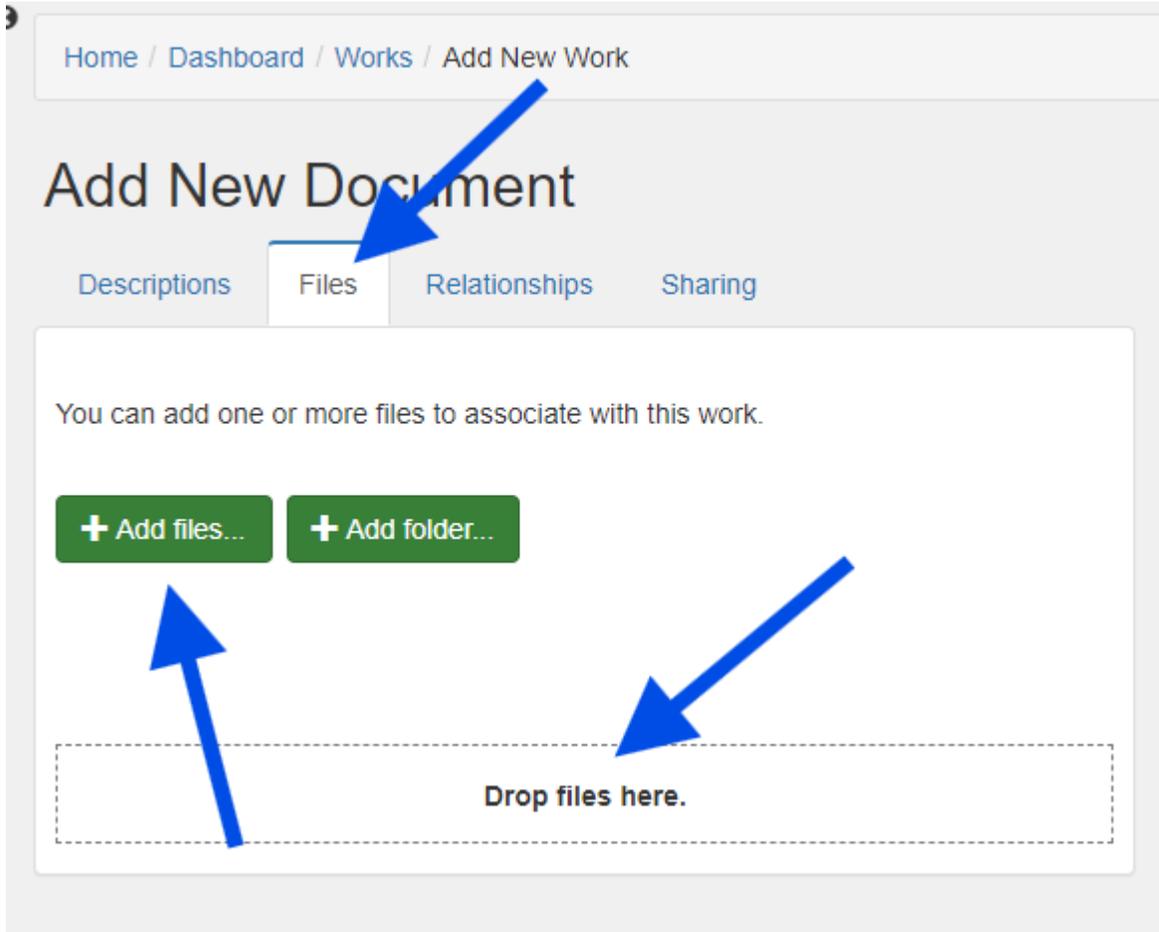
- On the right side of the screen, select “Duke Medicine”
- This ensures only individuals with a Duke login can see the record

Visibility can be changed to public at any time

The screenshot displays the MEDSpace upload interface. On the left is a dark sidebar with navigation options: ACTIVITY (Your activity, Statistics), REPOSITORY CONTENTS (Collections, Works), TASKS (Manage Embargoes, Manage Leases), and CONFIGURATION (Settings, Workflow Roles). The main content area has tabs for Descriptions, Files, Relationships, and Sharing. The 'Descriptions' tab is active, showing fields for Title (required), Alternative title, Description/Abstract (required), Creator, and Contributor. The 'Save Work' panel on the right contains 'Requirements' (Describe your work, Add files) and 'Visibility' options: Public (Make available to all), Duke Medicine (Restrict access to Duke Medicine NetID login, highlighted with a blue box), Embargo (Set date for future release), Lease (Set date for future reduced access), and Private (Keep to myself with option to share). At the bottom of the 'Save Work' panel, there is a checkbox for 'By saving this work I agree to the Deposit Agreement' and a 'Save' button.

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7. Add files



- This action will upload your poster.
- Choose the “Files” tab at the top of the submission form.
- Choose either “+ Add files...”, or drag and drop your poster file to the appropriate area.

I have read and agree to the
[Deposit Agreement](#)

Save