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



Welcome to the MEDSpace Digital Repository

2. Login with your Duke credentials.

NetID

Current students, faculty, staff, sponsored guests

lbw1	8
assw	vord
••••	••••••
	Forgot your password?
Multi	i-factor Authentication
Multi Mult com	i-factor Authentication i-factor authentication is already plete.
Multi Mult com	i-factor Authentication i-factor authentication is already plete.

3. Open your dashboard

MEDSpa	ace		English 🗕 🔺	lbw18@duke.edu 🖁 🗸
V	Duke University Medical Center Archives	MEDSpace Digital Repository		Dashboard Logout
HOME	ABOUT HELP CONTACT	Enter search terms		Q Go All -

Welcome to the MEDSpace Digital Repository

- 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

MEDSpace			
Ibw18@duke.edu	Home / Dashboard		
# Dashboard	Dashboard		
ACTIVITY	Repository Growth		
Lun Statistics	4		
REPOSITORY CONTENTS	3		
E Collections	1		
Collections	0 2024-07-31 2024-08-04	2024-08-08 2024-08-12 2024-08-16	2024-08-20 2024-08-24 2024-08-28
Collections Works	1 0 • • • • • • • • • • • • • • • • • • •	2024-08-08 2024-08-12 2024-08-16	2024-08-20 2024-08-24 2024-08-28
Collections Works TASKS Manage Embargoes	0 2024-07-31 2024-08-04	2024-08-08 2024-08-12 2024-08-16	2024-08-20 2024-08-24 2024-08-28 Resource Types
Collections Works TASKS Manage Embargoes Manage Leases	1 0 2024-07-31 2024-08-04	2024-08-08 2024-08-12 2024-08-16	2024-08-20 2024-08-24 2024-08-28
ConFigURATION Collections Works TASKS Manage Embargoes Manage Leases ConFigURATION	1 2024-07-31 2024-08-04	2024-08-08 2024-08-12 2024-08-16	2024-08-20 2024-08-24 2024-08-28
Collections Works TASKS Manage Embargoes Manage Leases CONFIGURATION Settings	1 0 2024-07-31 2024-08-04 Visibility Published 7.410	2024-08-08 2024-08-12 2024-08-16	2024-08-20 2024-08-24 2024-08-28

Select "Add New Work" on the upper right hand side

MEDSpace		English 🗸	٠	lbw18@duke.edu 🛔 🗸
Ibw18@duke.edu	Home / Dashboard / Works			
# Dashboard	Works			
ACTIVITY				Add New Work
🗠 Your activity >	All Works Your Works			
Lul Statistics	189 works you own in the repository			
REPOSITORY CONTENTS				
Collections	Filter works: Visibility • Status • Resource type • Admin Set • Collection •			

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.	
0	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	
	Close Create wor	k

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.)

MEDSpace			English - 🌲
le Your activity >	Descriptions Files Relationships		Save Work
REPOSITORY CONTENTS	To create a separate work for each of the files, go to Batch upload The more descriptive information you provide the better we can serve your needs. THE present	Creator	Requirements Describe your work Add files
Works	A hane to all in identifying a work.	The person globelin, racking, sail or group responsible for the work. Usually this is the autor of the content. Personal names should be entered with the last name first, (ex. von Isenburg, Megan).	Visibility Pase
Review Submissions	Description/Abstract regulard	+ Add another Creator	Make available to all.
 Manage Embargoes Manage Leases 	Free-text about the work. Examples include abstracts of a paper or citation information for a journal article.	A person or group you want to recognize for contributing to the project.	Set date for future release.
CONFIGURATION		+ Add another Contributor	Private Keep to myself with option to share.
🖉 Workflow Roles		Publisher The person or group making the work available. Generally this is the institution.	Save
		+ Add another Publisher	
	+ Add another Description/Abstract	Identifier A unique identifier the work. Can use the name of the file without the extension.	

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.

DUHS Nursing Poster Repository Upload Instructions to MEDSpace

- 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)
 - o 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

ACTIVITY Descriptions Files Rel	lationships Sharing	Occurs Winds
Your activity	auonsnips Shanng	Save Work
The more descriptive information Image: Statistics Title required	you provide the better we can serve your needs. Alternative title	Requirements Describe your work
REPOSITORY CONTENTS	vork.	Add files
E Collections	+ Add another Alternative title	Visibility
Works Description/Abstract require	Creator d (Required for MedSym) The person (student	Public Make available to all
TASKS Free-text about the work. Exam abstracts of a paper or citation Manage Embargoes a journal article.	nples include information for Personal names should be entered last name field approximation for the content personal names should be entered last name	t. Restrict access to Duke Medicine NetID e, login.
Manage Leases		Embargo Set date for future release.
CONFIGURATION	+ Add another Creator	Set date for future reduced access.
Settings >	Contributor (Required for MedSym) Person or group you	Keep to myself with option to share.
Workflow Roles	want to recognize for contributing to the project. Personal names should be entered last name, first name.	By saving this work I agree to the Deposit Agreement Save

7. Add files

Home / Dashboa	Home / Dashboard / Works / Add New Work					
Add New	Add New Document					
Descriptions	Files	Relationships	Sharing			
You can add one of the second	Descriptions Files Relationships Sharing You can add one or more files to associate with this work. + Add files + Add folder					
Drop files here.						

- 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.

