A step-by-step guide to uploading an item to STÓR

Choose the type of item you wish to deposit.

Start off by clicking on ‘New Item’

Manage deposits

Login with your institute username and password

Click ‘Next’ to move to the next stage.
Click ‘Browse’ to find item to upload.

From the drop down menu, select who you want your article to be visible to.
Options are: ‘Anyone’, ‘Registered users only’, ‘Repository staff only’.

Article is uploaded. Next click on show options.
Complete many details as you think are needed.

Add uncontrolled keywords – they are very useful in helping others to find your work in STÔR.
Add the relevant subject field(s).

Clicking on ‘Deposit Item Now’ places your item in STÓR, but it is not yet viewable by the public. The STÓR administrator reviews the item and if everything is OK, makes it publically available.
Process complete. Don't forget to log out when done.