The Knowledge Bank Accept/Reject Workflow: Hayes Graduate Research Forum

Edward F. Hayes Graduate Research Forum

Knowledge Bank Accept/Reject Workflow Step
Email Notification of New Task

Knowledge Bank: You have a new task

- **from**: kbnoreply@osu.edu
- **to**: walsh.260@osu.edu
- **date**: Tue, Mar 1, 2011 at 1:41 PM
- **subject**: Knowledge Bank: You have a new task
- **mailed-by**: osu.edu

A new item has been submitted:

**Title**: An example Hayes submission  
**Collection**: 26th Hayes Graduate Research Forum (March, 2011)  
**Submitted by**: Maureen Walsh(walsh.260@osu.edu)

It requires reviewing.

To claim this task, please visit your "My Knowledge Bank" page: [http://kb.osu.edu/dspace/hnydspace](http://kb.osu.edu/dspace/hnydspace)

Many thanks!

Knowledge Bank
Login to My Knowledge Bank
https://kb.osu.edu/dspace/

Welcome to the Knowledge Bank
The Knowledge Bank is a collaborative service of the Ohio State University Libraries and the Office of the Chief Information Officer. Faculty, staff, and graduate students associated with the Ohio State University are invited to deposit digital materials for long-term preservation and world-wide electronic accessibility.

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For more information about the Knowledge Bank, please visit the Knowledge Bank Center website. For assistance in depositing documents or for more information regarding the Knowledge Bank, send an email to libknowledge@osu.edu or call the Libraries at 614-292-1611 and ask for Knowledge Bank support.

To learn more about the Knowledge Bank, please see this video:

Edward F. Hayes Graduate Research Forum http://hdl.handle.net/1811/29270 Questions? walsh.260@osu.edu
Task in Pool for Format Review

“Take selected tasks”

Submissions & workflow tasks

Workflow tasks

These tasks are items that are awaiting approval before they are added to the repository. There are two task queues, one for tasks which you have chosen to accept and another for tasks which have not been taken by anyone yet.

Tasks you own

<table>
<thead>
<tr>
<th>Task</th>
<th>Item</th>
<th>Collection</th>
<th>Submitter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No tasks are assigned to you</td>
<td></td>
</tr>
</tbody>
</table>

Tasks in the pool

<table>
<thead>
<tr>
<th>Task</th>
<th>Item</th>
<th>Collection</th>
<th>Submitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Checkmark](Awaiting reviewer's attention)</td>
<td>An example Hayes submission</td>
<td>25th Hayes Graduate Research Forum (March, 2011)</td>
<td>Maureen Walsh</td>
</tr>
<tr>
<td>![Checkmark](Take selected tasks)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submissions

You may start a new submission. The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Edward F. Hayes Graduate Research Forum [http://hdl.handle.net/1811/29270](http://hdl.handle.net/1811/29270) Questions? walsh.260@osu.edu
The Knowledge Bank Accept/Reject Workflow:
Hayes Graduate Research Forum

Owned Task for Format Review
“Select Item”

Submissions & workflow tasks

Workflow tasks
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Tasks you own

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<th>Collection</th>
<th>Submitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission being</td>
<td>An example Hayes</td>
<td>25th Hayes Graduate Research</td>
<td>Maureen</td>
</tr>
<tr>
<td>reviewed</td>
<td>submission</td>
<td>Forum (March, 2011)</td>
<td>Walsh</td>
</tr>
</tbody>
</table>

Return selected tasks to the pool

Tasks in the pool

<table>
<thead>
<tr>
<th>Task</th>
<th>Item</th>
<th>Collection</th>
<th>Submitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>No tasks are in the pool</td>
<td></td>
<td></td>
<td></td>
</tr>
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Submissions
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View PDF and Approve or Reject

View PDF

Approve or Reject

Edward F. Hayes Graduate Research Forum http://hdl.handle.net/1811/29270 Questions? walsh.260@osu.edu
Reject if PDF is Not Formatted Correctly
Rejection of PDF

Describe needed format changes here

Rejection notice will be sent via email to student and submission will be returned to student’s “Submissions” for correction and re-submission.
Approve if PDF is Formatted Correctly

Approved submission will enter the Libraries’ workflow for final approval before it is ‘live’.

Edward F. Hayes Graduate Research Forum [http://hdl.handle.net/1811/29270]  Questions? walsh.260@osu.edu
Thank You!

Any Questions?
Contact Maureen P. Walsh
walsh.260@osu.edu