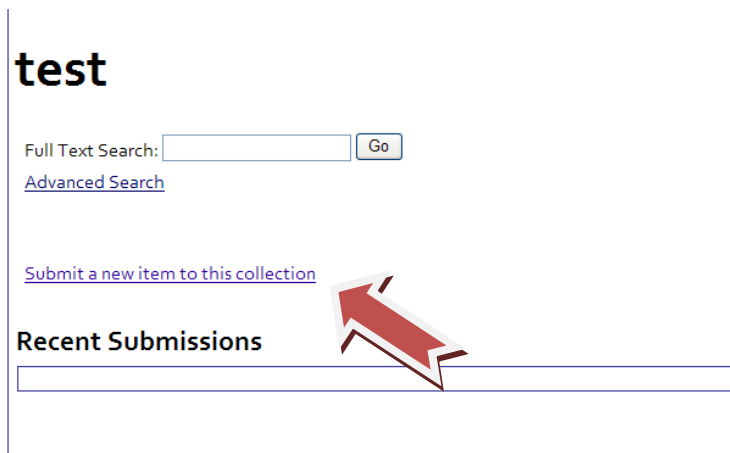# SINGLE ITEM REMOTE SUBMISSION

1. Login to the DRC

2. Navigate to the collection where you want to submit an item

3. Click on link "Submit a new item to this collection

4. The next step in the item submission process is to answer two initial questions.

   Multiple titles – The item has more than one title.

   Published - The item has been published or publicly distributed before

   Check the appropriate check box(es) and click the next button

5. For the next several screens you will be describing the item using the metadata you have already created. Fill in the appropriate fields.

Some of the fields are required. You will not be able to submit an item if you do not fill in all of the required field.

Some fields are repeatable. To use a field more than once, enter you term into the field, then click the add button to the right of the field.

Item submission

Initial Questions → Describe → Describe → Describe → Upload
→ Review → License → License → Complete

Describe Item

Title: jlk
Enter the main title of the item.

Author: [   ] [   ] [Add]
Last name, *e.g. Smith*   First name(s) + "Jr", *e.g. Donald Jr*
Enter the name of the author of this item.
☐ kl;
[Remove selected]

Date created: [   ] [▼] [   ] [Add]
Year   Month   Day

6. Uploading your item. Click the Browse button and select the file you are submitting. If you are submitting more than one item to the metadata record click the Upload file & add another button. You will again click on the browse button and select your next file for submission to this record.   When you are done with this step, click the next button.

7. Review. This is an opportunity to review your metadata record and submitted item and make changes if necessary. If you see something that you want to correct, simply click on the Correct one of these Button. When you are done reviewing you submission, click the next button.

You can go back to any part of the submission by clicking on the buttons at the top of the form after you have completed it. You cannot advance over a section that has not been completed.

Item submission

Initial Questions → Describe → Describe → Describe → Upload
→ Review → License → License → Complete

Review Submission
Initial Questions

8. Creative Commons License. You have the option to opt in for a Creative Commons License, by clicking the button titled Proceed to Creative Commons Website to Select License. If you do not wish to add a Creative Commons License, click the Next button.

To learn more about Creative Commons visit their website at http://creativecommons.org/

9. Distribution License. In order for DRC to reproduce, translate and distribute your submission worldwide, you must agree that "You represent that you have rights to the object, and you grant us rights to publish it." If you agree check the I Grant the License checkbox.

If you do not agree to these terms you cannot submit the item.

10. You now have three options,
    a. You can go back and edit, but clicking the previous button.
    b. You can click the Save & Exit button, by doing so you will have the option to continue with, save, or complete your submission. If you save your submission it will be saved in the unfinished submissions at the Submissions & Workflow tasks page. This page is linked from Submissions under my account.

    c. You can click the Complete Submission button and depending on your workflow set up, your item will either be made available in your instance of the DRC or will await approval.