

## HELP

**BROWSE**  
**SEARCH**  
**ADVANCED SEARCH**  
**SUBJECT SEARCH**  
**COMMUNITIES**  
**COLLECTIONS**  
**SUBSCRIBE TO THE HELIOS SERVICES**  
**LOGIN TO HELIOS**  
**SELF-ARCHIVING**

## BROWSE

The Repository of National Hellenic Research Foundation (NHRF) **Helios**, captures the intellectual output of NHRF scientific communities. Helios includes scientific items such as: publications in national and international journals, research results, patents, conference papers, NHRF editions, etc. The items cover a wide spectrum of multi disciplinary research in the fields of humanities, life sciences and natural sciences and are available in digital form.

The content of the Repository is regularly updated and is organized on the basis of the Research Institutes and activities of the NHRF (communities of NHRF):

- The Institute of Greek and Roman Antiquity (KERA)
- The Institute for Byzantine Research (IBR)
- The Institute for Neohellenic Research (INR)
- The Institute of Biological Research and Biotechnology (IBRB)
- Theoretical and Physical Chemistry Institute (TPCI)
- The Institute of Organic and Pharmaceutical Chemistry (IOPC)
- The National Documentation Center (NDC)
- Educational Activities

**Browse** in Helios Repository allows the user to navigate into an items list in specific order. More precisely:

**Browse by Community/Collection** takes you through the communities in alphabetical order and allows you to see the subcommunities and collections within each community.

**Browse by Title** allows you to move through an alphabetical list of all titles of items in Helios.

**Browse by Author** allows you to move through an alphabetical list of all authors of items in Helios.

**Browse by Subject Category** allows you to move through a list of subject headings to all items in Helios.

**Browse by Date** allows you to move through a list of all items in DSpace in reverse chronological order.

**You may sign on to the system if you:**

- wish to subscribe to a collection and receive e-mail updates when new items are added

- wish to go to the "My Helios" page that tracks your subscriptions and other interactions with DSpace requiring authorization (if you are a submitter for a collection, for instance.)
- wish to edit your profile

**Submit** is the DSpace function that enables users to add an item to Helios. The process of submission includes filling out information about the item on a metadata form and uploading the file(s) comprising the digital item. Each community sets its own submission policy.

**My Helios** is a personal page that is maintained for each register user/member. This page can include a list of items that are in the submission process or in editing and reviewing process. This page will also maintain information on personal services offered by Helios, such as e-mail notification when new items are added to a collection.

**Edit Profile** allows you to change your password.

**About** takes you to information about the DSpace project and its development.

## SEARCH

To limit your search to a specific community or collection, navigate to that community or collection and use the search bar on that page.

DSpace uses the **Jakarta Lucene** search engine. Here are some search hints:

### ***What is searched in the general keyword search (yellow box)***

The word(s) you enter in the search box will be searched against the title, author, subject abstract, series, sponsor and identifier fields of each item's record.

If your site is enabled for full-text searching, the text you entered will also be searched against the full text of all archived documents. For more information on full-text searching please contact your [Support Team](#).

### ***What is not searched - Stop Words***

The search engine ignores certain words that occur frequently in English, but do not add value to the search. These are:

"a", "and", "are", "as", "at", "be", "but", "by", "for", "if", "in", "into", "is", "it", "or",

**Truncation**

Auth\*

Παιδ\*

Use an asterisk (\*) after a word stem to get all hits having words starting with that root, for example:

select will retrieve selects, selector, selectman, selecting.

### ***Stemming***

The search engine will find "Μεσσιωνικοί χρόνοι" and "Chemical reaction" to

### ***Phrase Searching***

To search using multiple words as a phrase, put quotation marks (") around the phrase.

+Cultural policy

+Αναγεννησιακή ζωγραφική

**Exact word match**

Put a plus (+) sign before a word if it **MUST** appear in the search result. For instance, in the following search the word "training" is optional, but the word "dog" must be in the result.

Αναγεννησιακή -ζωγραφική

Cultural NOT policy or

**Eliminate items with unwanted words**

Put a minus (-) sign before a word if it should not appear in the search results. Alternatively, you can use **NOT**. This can limit your search to eliminate unwanted hits. For instance, in the search

or

you will get items containing the word "Αναγεννησιακή" and "Cultural", except those that also contain the word "policy" and/or "Ζωγραφική".

Αναγεννησιακή AND ζωγραφική

Cultural AND policy

The following Boolean operators can be used to combine terms. Note that they must be CAPITALIZED !

**AND** - to limit searches to find items containing all words or phrases combined with this operator, e.g.

Αναγεννησιακή OR ζωγραφική

Cultural OR policy

will retrieve all items that contain BOTH the words "Αναγεννησιακή" and "Ζωγραφική", "Cultural" and "policy".

**OR** - to enlarge searches to find items containing any of the words or phrases surrounding this operator

Αναγεννησιακή NOT ζωγραφική

Cultural NOT policy

Will retrieve all items that contain EITHER the words "Αναγεννησιακή" or "Ζωγραφική", "Cultural" or "policy".

**NOT** - to exclude items containing the word following this operator, e.g.

(Μεσαίωνας OR Αναγέννηση) AND (Βιβλία OR Εφημερίδες)

(Chemical OR Nuclear) AND (Science OR Industry)

Parentheses can be used in the search query to group search terms into sets, and operators can then be applied to the whole set, e.g.

## ADVANCED SEARCH

The advanced search page allows you to specify the fields you wish to search, and to combine these searches with the Boolean "and", "or" or "not".

You can restrict your search to a community by clicking on the arrow to the right of the top box. If you want your search to encompass all of DSpace, leave that box in the default position.

Then select the field to search in the left hand column and enter the word or phrase you are searching in the right hand column. You can select the Boolean operator to combine searches by clicking on the arrow to the right of the "AND" box.

Σύνθετη αναζήτηση

Αναζητήστε: Όλος ο Ήλιος

Σε όλα τα αντικείμενα  Μόνο σε αυτά που έχουν πλήρες κείμενο

Είδος αναζήτησης: Λέξη-κλειδί Αναζητήστε για:

ΚΑΙ Λέξη-κλειδί

ΚΑΙ Λέξη-κλειδί

Αναζήτηση Καθαρισμός φόρμας

Σύνθετη αναζήτηση

Αναζητήστε: Όλος ο Ήλιος

Σε όλα τα αντικείμενα  Μόνο σε αυτά που έχουν πλήρες κείμενο

Είδος αναζήτησης: Συγγραφέας Αναζητήστε για: Καμ

ΚΑΙ Λέξη-κλειδί

ΚΑΙ Λέξη-κλειδί

Αναζήτ

- Καμαράτος, Ε. ΙΩΦΧ
- Kamaratos, E. ΙΩΦΧ
- Καμίτσος, Ευστράτιος Ι. ΙΩΦΧ
- Kamitsos, E. I. ΙΩΦΧ

**Note:** You must use the input boxes in order. If you leave the first one blank your search will not work.

## SUBJECT SEARCH

The list of subject terms, available on Helios, includes extended subject sections on the basis of their communities and collections. It is aimed at standardizing and categorizing the items in comprehensive sections of the system, in order to increase search potential and avoid the accumulation of useless items during retrieval. It is updated and enriched by [Helios Support Team](#).

Category list "filtering" removes the terms which do not match the filter, and retains those containing it in any category/subcategory. By expanding each category, you may see the terms matching the filter.

To search items by subject category, "select" the required fields next to the categories before selecting the field "Search". The search will yield all items matching to the categories

selected and all items classified under a higher-level category. By selecting the "+" symbol next to the category, you extend the "tree" and see which restrictions you can enforce for the subject category selected.

## **COMMUNITIES**

The Helios content is organized around Communities which correspond to NHRF scientific communities such as Research Institutes and other scientific and educational activities. Within each community there can be an unlimited number sub communities and an unlimited number of collections. Each collection may contain an unlimited number of items. This organization gives Helios the flexibility to accommodate differing needs of communities by allowing them to

- Decide on policies such as:
  - - who contributes content
  - - whether there will be a review process
  - - who will have access
- Determine workflow - reviewing, editing, metadata
- Manage collections

Each community has its own entry page displaying information, news and links reflecting the interests of that community, as well as a descriptive list of collections within the community.

## **COLLECTIONS**

Communities can maintain an unlimited number of collections in Helios. Collections can be organized around a topic, or by type of information (such as articles, conferences papers and abstracts etc.) or by any other sorting method a community finds useful in organizing its digital items. Collections can have different policies and workflows.

Each Helios collection has its own entry page displaying information, news and links reflecting the interests of users of that collection.

## **LOGIN TO HELIOS**

When you access an area of Helios that requires authorization, the system will require you to log in. All users can register to become subscribers. Some restricted functions, such as content submission, require authorization from the community

Before you log in for the first time, you will need to click on "register with Helios" and follow the instructions. After that, you will need to enter your e-mail address and password in the log-in form that appears. Your e-mail address should include your username and domain name. It is not case sensitive.

Example: [user@eie.gr](mailto:user@eie.gr) or [user@ekt.gr](mailto:user@ekt.gr)

Type your password exactly as you entered it originally. It is case sensitive. Be sure to click on the "log in" button to continue.

## **SUBMIT**

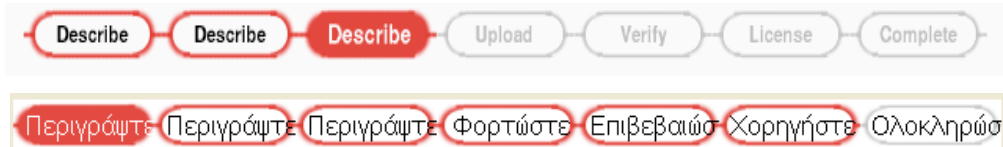
Stopping during the Submission Process:

At any point in the submission process you can stop and save your work for a later date by clicking on the "cancel/save" button at the bottom of the page. The data you have already entered will be stored until you come back to the submission, and you will be reminded on your "My DSpace" page that you have a submission in process. If somehow you accidentally exit from the submit process, you can always resume from your "My Helios" page. You can also cancel your submission at any point.

## **Choose Collection**

Progress Bar - Oval Buttons at Top of Page:

At the top of the submit pages you will find 7 oval buttons representing each step in the submission process. As you move through the process these ovals will change color. Once you have started you can also use these buttons to move back and forth within the submission process by clicking on them. You will not lose data by moving back and forth.



### Select Collection:

Click on the arrow at the right of the drop-down box to see a list of Collections. Move your mouse to the collection into which you wish to add your item and click.

(If you are denied permission to submit to the collection you choose, please contact your [Support Team](#) for more information.)

You must be authorized by a community to submit items to a collection. If you would like to submit an item to DSpace, but don't see an appropriate community, please contact your [Support Team](#) to find out how you can get your community set up in Helios.

Click on the "next" button to proceed, or "cancel/save" button to stop and save or cancel your submission.

## SELF-ARCHIVING

### Items submission & Self-Archiving

Registered/authorized researches/members of the NHRF are entitled to submit items to Helios. Information about registration/authorization procedure is available in the relevant section. If the submission is not possible, please contact [Helios Support Team](#).

Authorized users of Helios may submit and self-archive and post-prints or preprints of several types. This is an easy and simple procedure during which the user fills in the metadata template (information about the item intended for submission) and downloads one or more files of his/her paper. See "Policy" section.

### Submission Procedure

You can save your work anytime during the submission procedure and continue the submission later. To save the data, select "Cancel/Save". In the page "My Helios", you may be informed about the process of the subscription, cancel the subscription, or restart the procedure, in case you exit the system.

If the system does not identify you as an authorized user, you will see the message "You are not authorized to submit to any collections" or «Δεν έχετε εξουσιοδότηση να υποβάλετε σε καμία συλλογή».

### Language selection

The metadata of the Repository are given in the original language of the item. However, it is suggested the submission in other languages, usually English or Greek. Original language means the language in which the paper is written. Specifically:

- If your item is in Greek, you enter the information metadata (author, title, contributor, etc.) in Greek and it is suggested to submit the information metadata in English or in other language of your choice.

- If your item is in other language than Greek, it is suggested to submit the information metadata in the language of the original item and to give also the translation in English or Greek or in other language of your choice.

## SUBMIT: Describe Your Item

In these pages you fill in the information required for the description of the item. The metadata entry allows retrieval of your paper through search engines. The more complete and accurate the metadata are, the easier are the search, the tracking and the retrieval of the item. Therefore you are requested to spend some time to make the description of the item more valid and knowledgeable based on your science.

### “Author/Creator” field:

This can be a person, organization or service responsible for creating or contributing to the content of the item. By clicking on the "Add More" button you can add as many authors as needed. . Examples:

	<i>Last name</i>	<i>First name(s)</i>	
<b>Authors</b>	<input type="text" value="Smith"/>	<input type="text" value="John D. Jr."/>	<input type="button" value="Add More"/>

	<i>Last name</i>	<i>First name(s)</i>	
<b>Authors</b>	<input type="text" value="Mit Software Laboratory"/>	<input type="text"/>	<input type="button" value="Add More"/>

**Note:** For all the NHRF authors an auto-complete authority list function is offered

### “Title” field:

Enter the full title as it appears in the original item. All Helios items must have a title! This field is mandatory for all items.

<b>Title</b>	<input type="text" value="Development of a new programming language"/>
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### “Other Title” field:

If your item has a valid alternative title, for instance, a title in another language or an abbreviation, then enter it here. Example:

<b>Other titles</b>	<input type="text" value="Un nouveau langage de programmation"/>	<input type="button" value="Add More"/>
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(Note - this input box appears only if you indicated on the first page that the item has more than one title.) Enter the title of the item in English or Greek or a language of your choice, pursuant to the instructions set forth in **“Language selection”** section.

This field appears only if in the first page you have stated that the item has more than one title. If you have not made such selection, and in order to enter the data in both languages, return to the first page and select "more than one title".

#### **"Date of Issue" field:**

(note - this input box appears only if you indicated on the first page that the item has been previously published or distributed. If DSpace is the first means of distribution of this item, a date will be assigned by the system when the item becomes a part of the repository.)

If your item was previously published or made public, enter the date of that event here. If you don't know the month, leave the default "no month"; otherwise select a month from the drop-down box. If you don't know the exact day, leave that box empty.

<b>Date of Issue</b>	Month: <input type="text" value="February"/>	Day: <input type="text" value="18"/>	Year: <input type="text" value="2000"/>
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#### **"Publisher" field:**

Enter the name of the publisher of this item.

In case the item has been already published, enter the name of the publisher (in the exact form appearing in the item). If the item has not been published, leave the field blank. If your paper has been published by the NHRF, enter the name of the Institute and the NHRF, for example, in English, "Institute for Byzantine Research, National Hellenic Research Foundation". The official name of the Institutes is shown in the Communities. (note - this input box appears only if you indicated on the first page that the item has been previously published or distributed.)

#### **"Contributor" field:**

Enter the name of the person who made a substantial contribution to the creation of the item, in a capacity other than writing (for example, editor, illustrator, photographer, etc.). You can, at your discretion, set forth his/her capacity in brackets.

**Note:** For all the NHRF contributors an auto-complete authority list function is offered.

#### **"Identifiers" field:**

Enter any unique number or code identifying this item in a particular system. Select, by the arrow on the left of the menu, one of the following categories:

- Identifier
- ISBN: International Standard Book Number (10-digit or 13-digit number, for example: 0-1234-5678-9)
- ISSN: International Standard Serial Number (for example: 1234-5678)
- Patent Pub Number (for example: GB539076 or EP1337138)
- URI: Universal Resource Identifier (for example: <http://www.dspace.org/help/submit.html>)

#### **"Related works (related with)" field:**

Enter information for items related with each other, but published in different volumes/issues and registered as separate entries.

For example, a paper might have been published in serial publications, or/and updated by additional articles in different periods, or/and presented in different issues or volumes of journals, congresses, etc.

### **“Related works (this is part of)” field:**

If the item is part of a larger paper or series of works, enter the title of the larger paper/series. If it is for a series of works, enter the number/location of the item in the whole series too.

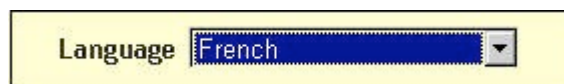
### **“Type” field:**

Select from the menu the type suiting your item better (Greek terminology for papers in Greek, or translation of other languages in Greek). To select more than one type, press ctrl or shift:

- Articles of scientific journals and magazines
- Conferences/Symposiums, Minutes of meetings, Articles, Abstracts, Posters
- Monographs
- Books
- Book chapters
- Patents
- Doctoral theses
- Training material
- Book presentations-book critiques
- Prefaces
- Paper texts
- Lectures
- Technical reports
- Datasets
- Images
- etc.

### **“Language” field:**

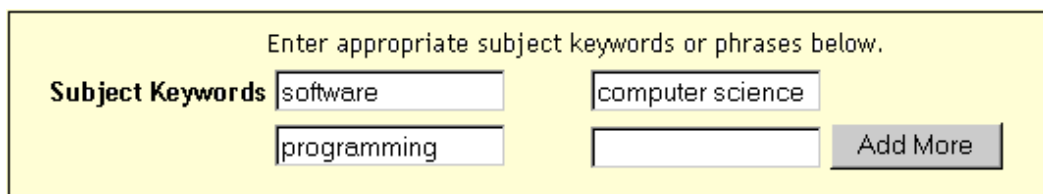
Select the language of the intellectual content of your item. If the default (English - United States) is not appropriate, click on the arrow on the right of the drop down box to see a list of languages commonly used for publications, e.g.



A screenshot of a web form field labeled "Language". The dropdown menu is open, showing "French" selected. The background of the dropdown is blue, and the text "French" is white. The label "Language" is in black text to the left of the dropdown.

### **“Keywords” field:**

Please enter as many subject keywords as are appropriate to describe this item, from the general to the specific. The more words you provide, the more likely it is that users will find this item in their searches. Use one input box for each subject word or phrase. You can get more input boxes by clicking on the "add more" button. Examples:



A screenshot of a web form field for "Subject Keywords". The field is titled "Subject Keywords" and contains three input boxes with the text "software", "computer science", and "programming". To the right of the input boxes is a button labeled "Add More". Above the input boxes, the text "Enter appropriate subject keywords or phrases below." is displayed.

Your community may suggest the use of a specific vocabulary, taxonomy, or thesaurus. If this is the case, please select your subject words from that list. Future versions of DSpace will provide links to those lists.

**“LCC Subject Category” Field:**

Select from the menu one or more larger subject categories of Library of Congress Classification Scheme Outline, to which the item belongs. In this way, its subject area is defined in a better manner, complementary to the collection and the keywords that follow.

In the “LCC Subject category” field options are provided in English and Greek.

**“Abstract” field:**

You can either cut and paste an abstract into this box, or you can type in the abstract. There is no limit to the length of the abstract. We urge you to include an abstract for the convenience of end-users and to enhance search and retrieval capabilities.

**“Alternative location” Field:**

Enter the hyperlinks with the publishers, DOI- Digital Object Identifier or the publisher’s electronic location of the bibliographic record. For example: <http://dx.doi.org/10.1088/1742-6596/10/1/062>

**“Research group/program” Field:**

Select from the menu the research groups or/and programs of the Institutes to which you belong. The entry can be done in Greek.

**“Description” Field:**

Here you can enter any other information describing the item you are submitting or comments that may be of interest to users of the item. For example:

1. Item type (e.g. announcement, abstract, poster, etc)
2. Publication stage of the item (e.g. published, etc)
3. Publisher demands for Copyright (provided there is a relevant wording)
4. Accompanied material etc.

**“Spatial” field:**

Enter the name of the geographic area, if this is part of the item’s content. For example, if the paper is about the local history or environmental condition of an area, etc., enter the general definition and then detailed information, e.g. “Athens, Greece” or Ukraine, Chernobyl” or “Epirus, Zahorohoria, Koukouli”.

The geographic name is entered in the item’s original language, if your paper is written in Greek or English. If your paper is written in another language, enter the geographic name in Greek.

For items which geographic coverage is not set forth, or is not a basic element of the content, leave the field blank.

**“Temporal” field:**

Select from the menu the date/century/era which the item’s content refers to. For example, for a paper about the Byzantine diplomacy in the 8<sup>th</sup> century, select “8<sup>th</sup> century” or, in particular, “810-880”, if the paper focuses on such decades.

For papers which time coverage is not set forth, or is not a basic element of the content, leave the field blank.

Enter the time coverage in the item's original language, if your paper is written in Greek or English. If your paper is written in another language, enter the time coverage Greek.

#### "Citation" field:

Enter the publication source of an article or of the publication at a conference or of a book chapter, such as these are recorded in the source. The citation this field follow the Harvard style.

#### "Notes" field:

Enter whichever notes you wish regarding the item.

Enter the notes written in Greek or English, pursuant to the instructions set forth in "Language selection" section. If your paper is in another language, enter the notes written in Greek.

#### "Rights" field:

Enter the copyrights information details. For Example: NHRF – Institute of Byzantine Research, Elsevier etc.

## SUBMIT: Upload a File

There are two methods of entering the name of the file you wish to upload:

### Submit: Upload a File

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select t your local hard drive. [More Help...](#)

**Netscape users please note:** By default, the window brought up by clicking "Browse..." will only display files of type HTML. If the file you are uploading isn't an HTML file, you will need to select th display files of other types. [Instructions for Netscape users are available.](#)

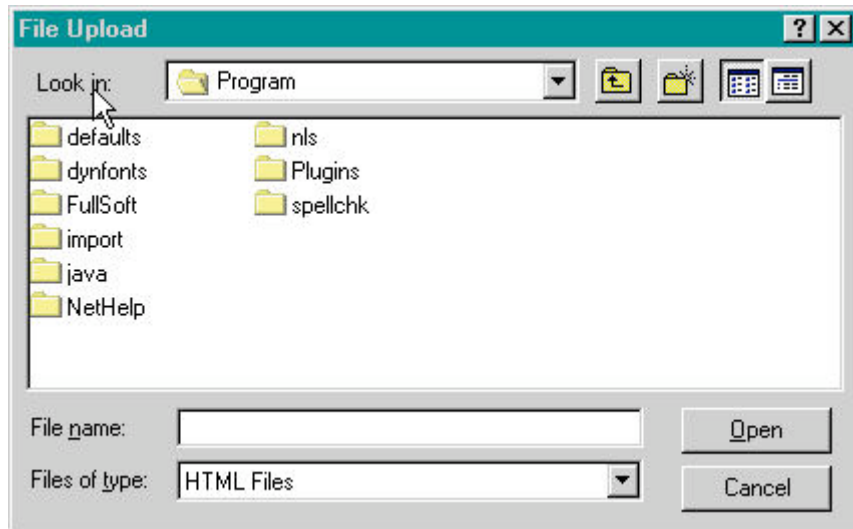
Please also note that the DSpace system is able to preserve the content of certain types of files better than other types.

Document File:

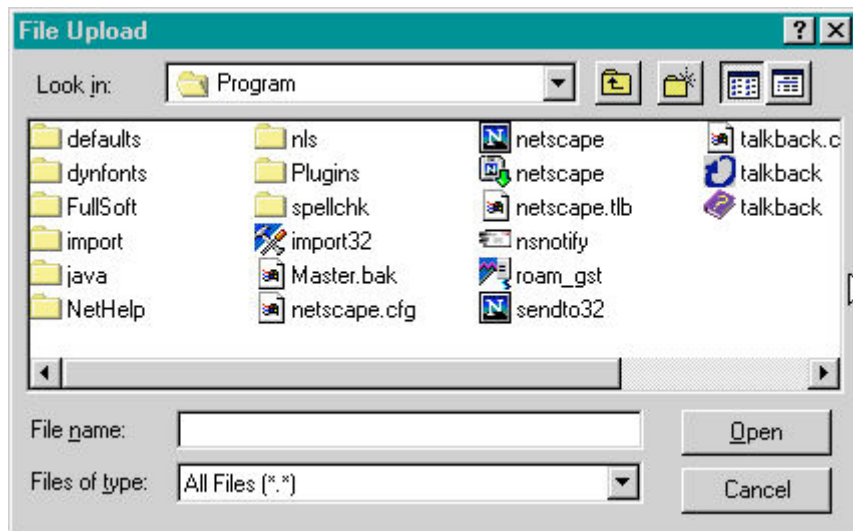
- 1.Type the full path and file name into the input box and then click on the "next" button in the lower right hand corner of the screen.
- 2.Click on the "browse" button and a window showing your files will appear. You can navigate through your directories and folders until you find the correct file to upload. Double-click on the file name you wish to upload, and the name will be entered into the input box.

**Note:** If you are using the Netscape browser, the default file type will be set to "HTML files", so you may not see all of your files. Here is how to see all your files:

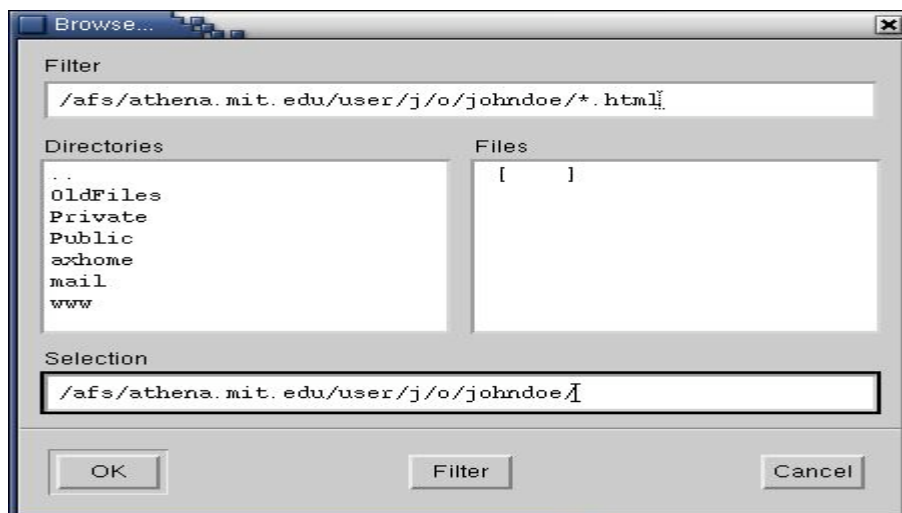
- **On Windows and Macintosh computers**, the window initially looks like this:



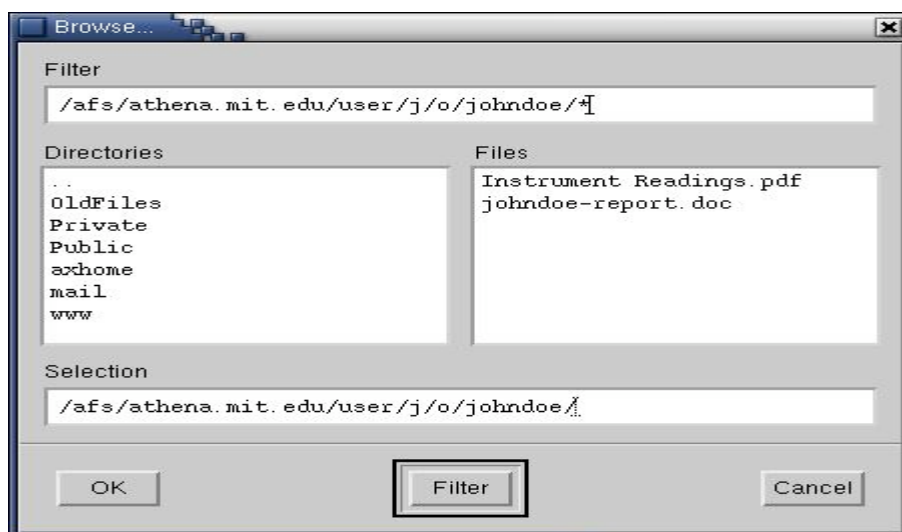
Click on the drop down arrow next to the "HTML Files" and select "All Files (\*.\*)":



- **On UNIX systems**, the window initially looks like this:



Click to the right of the "\*.html" in the top text box, and remove the ".html" with the backspace key, but leave the "\*". Then, click on the "Filter" button at the bottom of the window. You will then see all of your files, like this:



Once the correct file name is in the input box, click on the "next" button to proceed.

### File Description

If you specified at the beginning of the submit process that you had more than one file to upload for this item, you will see an input box marked "**File Description**". The information you provide here will help users to understand what information is in each file, for instance, "main article" or "images" or "computer program" or "data set". Enter file descriptions for each item, and click on the "next" button to proceed.

### SUBMIT: File Formats

To properly archive and give access to a file, we need to know what *format* it is, for example "PDF", "HTML", or "Microsoft Word". If the system does not automatically recognize the format of the file you have uploaded, you will be asked to describe it. If the format of the file appears in the list offered, click on it and then on "Submit". If you can't see the format in the list, click on "format not in list" and describe the format in the text box lower down on the page. Be sure to give the name of the application you used to create the file and the version of that application, for example "Autodesk AutoCAD R20 for UNIX".

For more information about file formats, see [DSpace Supported Formats](#).

### Uploaded File

After you have uploaded a file, check the information in the table to make sure it is correct. There are two further ways to verify that your files have been uploaded correctly:

- Click on the filename. This will download the file in a new browser window, so that you can check the contents.
- Compare the file checksum displayed here with the checksum you calculate.

**If you're only uploading one file**, click on "Next" when you're happy that the file has been uploaded correctly.

**If you're uploading more than one file**, click on the "Add Another File" button (this will appear if you checked "The item consists of more than one file" on the "Submit: Describe Your Item" page). When you are satisfied that all files for this item have been successfully uploaded, click on the "Next" button.

**If you're uploading an HTML page with embedded files**, click on the "Add Another File" button, and upload all files or bitstreams referenced in the html page. After all the are

uploaded, in the column marked "Primary Bitstream", select the bitstream or file that is the index page or the top page for the web page. This will ensure that all of your embedded files will display properly on the HTML page. Then click on the "Next" button.

### **Checksums**

DSpace generates an MD5 checksum for every file it stores; we use this checksum internally to verify the integrity of files over time (a file's checksum shouldn't change). You can use this checksum to be sure what we've received is indeed the file you've uploaded.

If you wish to verify the file using checksums, click "Show checksums" on the "Uploaded File" page. The DSpace-generated MD5 checksum for every file we've received from you will show to the right of the filename. You will then need to use a local program to generate your own checksum for these files, and verify that your results match ours. On most UNIX-like systems (including Mac OS X), use md5sum. For instance, type "md5sum MYFILE" for every file you want to check; the summary should print on your screen. For Windows machines, MD5 tools are freely available: try md5 (from <http://www.fourmilab.ch/md5/>), or md5sum, available via the textutils package in Cygwin (<http://www.cygwin.com/>). All of these utilities will need to be run from a command-line, or terminal, window. The entire digest printed out when you run the md5 tool on your local copy of the file you're uploading should be exactly equal to what DSpace reports.

### **SUBMIT: Verify Submission**

This page lets you review the information you have entered to describe the item. To correct or edit information, click on the corresponding button on the right, or use the oval buttons in the progress bar at the top of the page to move around the submission pages. When you are satisfied that the submission is in order, click on the "Next" button to continue.

Click on the "Cancel/Save" button to stop and save your data, or to cancel your submission.

### **SUBMIT: License**

Helios requires agreement to the non-exclusive deposit license before your item can appear on DSpace. Please read the license carefully. If you have any questions, please contact the [Helios Support Team](#).

### **SUBMIT: Submission Complete**

Now that your submission has been successfully entered into the DSpace system, it will go through the workflow process designated for the collection to which you are submitting. Some collections require the submission to go through editing or review steps, while others may immediately accept the submission. You will receive e-mail notification as soon as your item has become a part of the collection, or if for some reason there is a problem with your submission. If you have questions about the workflow procedures for a particular collection, please contact the community responsible for the collection directly. You can check on the status of your submission by going to the My DSpace page.

### **HANDLES**

When your item becomes a part of the DSpace repository it is assigned a persistent URL. This means that, unlike most URLs, this identifier will not have to be changed when the system migrates to new hardware, or when changes are made to the system. DSpace is committed to maintaining the integrity of this identifier so that you can safely use it to refer to your item when citing it in publications or other communications. Our persistent urls are registered with the [Handle System](#), a comprehensive system for assigning, managing, and resolving persistent identifiers, known as "handles," for digital objects and other resources on the Internet. The Handle System is administered by the [Corporation for National](#)

[Research Initiatives \(CNRI\)](#), which undertakes, fosters, and promotes research in the public interest.

## **MY HELIOS**

If you are an authorized user/member of My Helios you will have a my Helios page where you can find:

- a list of your in-progress submissions - from this list you can resume the submission process where you left off, or you can remove the submission and cancel the item.
- a list of the submissions which you are supervising or collaborating on
- a list of submissions that are awaiting your action (if you have a collection workflow role).
- a link to a list of items that you have submitted and that have already been accepted into DSpace.

## **EDIT PROFILE**

This page allows you to change the information we have for you. You must be authenticated with your log-in to change any of your personal information.

## **SUBSCRIBE TO E-MAIL ALERTS**

Users can subscribe to receive daily e-mail alerts of new items added to collections. Users may subscribe to as many collections as they wish. To subscribe:

- go to the Helios registration page by clicking on the sign-on link in the navigation bar on the left of the home page
- fill out the registration form
- navigate to a collection for which you would like to receive e-mail alerts, and click on the "subscribe" button (repeat for other collections)
- to edit your subscriptions, go to the "Subscribe" page.

## **FOR FURTHER ASSISTANCE...**

For help with using DSpace and questions about your specific site, please contact your [Support Team](#).

For general information and news about DSpace, visit the [DSpace Website](#).

## **More HELP**

For more help about the use of Helios and about questions which are not answered in the FREQUENTLY ASKED QUESTIONS section, you may contact [Helios Support Team](#).

**Contact** [Helios Support Team](#)

**E-mail:** [repository@ekt.gr](mailto:repository@ekt.gr)

### **Postal Address:**

National Documentation Center/ National Hellenic Research Foundation  
48, Vassileos Constantinou Ave.  
11635 Athens, Greece

## **Repository Support Team**

The personal of the N.H.R.F. Repository recognizes the need for the existence of a mediation service for the submission of items to Helios. Mediation service can provide the following:

- Support for depositing metadata and keywords
- Conversion of the deposited files into PDF
- Support on Copyright issues

Contact through e-mail the address: [repository@ekt.gr](mailto:repository@ekt.gr)