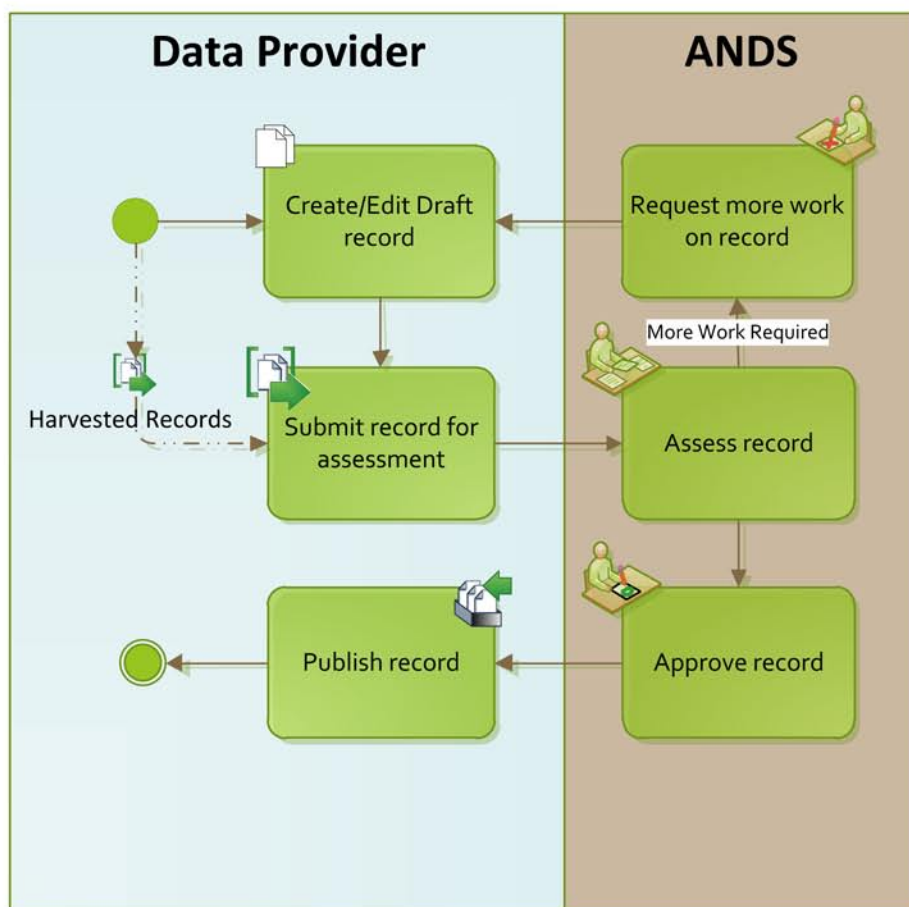


### 1. What is in this release of ANDS software?

- A new look and feel for Research Data Australia; and
- A new workflow for publishing records in the ANDS Registry and new features on the Manage my records screen.
  - The new workflow removes the need for Data Source Administrators to use both Sandbox and Production environments. All the pre-publishing work that was previously done in Sandbox can now be done in Production.
  - Data Source Administrators will have better information about where their records are up to in the assessment process, via the Manage my Records screen.
  - Data Source Administrators who are exempt from the ANDS assessment and approvals process, or who have already completed the process, will not need to utilise this workflow, but will still benefit from the new record management features.

### 2. What does the new workflow look like?



### 3. How do I use the new workflow?

- The new workflow is accessed via the Manage My Records screen.
- You can choose to submit records for assessment and can choose to publish your approved records into Research Data Australia. You will also be able to see lists of the records that you have submitted for assessment and any that have been returned by an assessor for further editing.



### 4. When can I start using the new workflow?

You can start using the new workflow as soon as your records have been migrated from Sandbox to Production. Until your records have been migrated you will continue to work in Sandbox as usual.

### 5. How do I organise to get my Sandbox records migrated into Production?

You will need to contact your ANDS liaison officer to initiate this process. Your liaison officer will need to:

- ensure that you have Australian Access Federation credentials so that you can log in to Production; and
- let ANDS IT services know how to set up your data source in Production, as it may be different to the setup you have in Sandbox.

### 6. How long will it take to get my records migrated from Sandbox to Production?

Around 5-10 working days, once your liaison officer lets ANDS IT services know that your records are ready for migration.

### 7. Once my records are in Production, won't they be available to the general public through Research Data Australia and the ANDS Registry?

No. Only records with a status of 'Published' are available to the general public. Records can't be published until they have passed through the approval workflow.

### 8. How long do I have to organise the migration of my Sandbox records to Production?

Although you don't need to do this immediately and can postpone migration until a time convenient to you, we would like to shut down Sandbox before the next release of ANDS software, scheduled for November 2011.

### 9. Once my records are migrated can I still do test harvests into Sandbox?

No, once you migrate from Sandbox you will be working in Production only. All test harvest and pre-publishing functions that were available in Sandbox are now available in Production.



### 10. Once my records are migrated can I still enter draft records into Sandbox?

No, once you migrate from Sandbox you will be working in Production only. All the data entry functions that were available in Sandbox are now available in Production.

### 11. What do the new statuses on the Manage My records Screen mean?

Status	Definition
Draft	The record is still being worked on by the user.
Submitted for Assessment	The record has been submitted for assessment.
Assessment in Progress	The record is currently being assessed by an ANDS Quality Assessor.
More Work Required	The record has been assessed by an ANDS Quality Assessor who has determined that further work is required on the record.
Approved	The record has been approved by ANDS. These records are not visible in Research Data Australia.
Published	The record has been published. These records are visible in Research Data Australia
Deleted	The previously 'Approved' or 'Published' record has been deleted. These records can be restored via the history tool.

### 12. What is the flag on the Manage My Records screen for?

The Flag feature on the Manage My Records screen gives users the ability to mark records with a flag for personal future reference (similar to flags available in email applications). When you click on the 'Select All' button, you will be given the option to only select flagged records.

This feature allows Data Source Administrators to keep track of a group of records they are currently working on, or that need work. The flag is reset once a record changes status.

### 13. What does 'revert to Draft' mean on the Manage My Records screen?

Where a Data Source Administrator has accidentally submitted multiple records for assessment, or has decided they would like to make additional changes before the assessment, their ANDS Liaison Officer can, on request, revert the records from a status of 'Submitted for Assessment' to 'Draft'.

### 14. Where can I get more Help on the new workflow?

There is a more extensive Technical guide for the new workflow available from:

<http://ands.org.au/resource/techguide-r61-orcaworkflow.pdf>

The technical guide is also posted on the ANDS Community Bulletin Board, together with a non-technical guide to Release 6.1:

<http://community.ands.org.au/>