SVEUČILIŠTE U ZAGREBU
Ekonomski fakultet
ZAGREB - HRVATSKA

UNIVERSITY OF ZAGREB
Faculty of Economics & Business
ZAGREB - CROATIA

HOW TO STORE YOUR WORK IN REPOSITORY OF THE FACULTY OF ECONOMICS & BUSINESS - ZAGREB (REPEFZG)?

Short instructions for students

1. Address of the REPEFZG: https://repozitorij.efzg.unizg.hr/
2. Login: Login to REPEFZG with your electronic AAI @ EduHR access data provided by FEBZG.
3. To start saving: Right-click on the *Storage* option in the upper right corner of the screen and select the type of work you are going to store.
4. Select the title of the work you intend to store. If there is no title, select *None of the above titles* and click *Continue*.
5. The input of work data: Certain fields are pre-filled in the form (retrieve them from ISVU). Check them out, and what's not filled you will need to fill up manually. To add additional fields, press the plus sign (+).

> **IMPORTANT:** Archiving the work should be done at once and **there is no possibility of partial saving of the work**! Make sure you have data available for all required fields (marked with a red asterisk (*)) to complete the entry.

6. If the work does not have a summary, make it of a minimum of 150 characters. *Note: If you copy the abstract text from a PDF, make sure all the characters are copied well!*
7. *When entering an institution that has awarded the academic/professional degree, the name of the Faculty is likely to be withdrawn from the ISVU (if not, select it from the menu), and for a more detailed division (department) is recommended a selection from the drop-down menu.*
8. If the Mentor and Examination Committee members are not already filled in, enter them manually (you can use the *Search* option), and use the plus sign (+) to enter more members.
9. You fill the *Project* option only if your work is the result of the project
10. Note on the Work: Whatever you enter in this note will be visible to everyone.
11. Note to the Administrator: Enter it if you want to bring the repository editor/administrator attention to something. The data will not be publicly visible.
12. By clicking *Next* you pass to the *Saving Job* field (Note: If one of the required fields is not filled in, you will not be able to open the next page, but red information will appear at the top of the missing data)
13. Saving the Work: The document should be stored in PDF, which you download from your computer or URL (by click on *Select File* or by *entering the URL at which the document is located*). After downloading the file, click *Save*.
14. After storage, you need to choose the type of content, the authorization of access to the work, the terms of use of the work (select *Creative Commons License* Attribution-Noncommercial-Share under the same terms (CC BY-NC-SA), and file creation method.
15. Student Contact Information: It is mandatory to enter your contact information (e-mail address faculty or/and private (if any) and the phone / mobile phone number that is active) at which you can be contacted by the editor/administrator. This information is only visible to the editor/administrator and is solely for contacting the student in regard to his work!
16. Clicking *Next* it will be displayed all that you have entered. At this step, the job is not yet ready, but after checking all the data, you need to press one of the save options at the bottom of the page

(Save you can access work by using *My Objects* link in order to edit or delete it further. Save and add an attachment - the main job is stored and the form for submitting an attachment is automatically opened. You can still access to the work via *My Objects* link for editing or deleting. The work and attachment are also necessary to send to the editor for publishing. Save and send to the editor - this is the last option you need to do. By clicking on this option you have sent the work to the editor for review and publication. Further editing is not anymore possible!!!

Be aware: If you click on *Cancel* you will undo everything you entered.
Any work you have stored and sent to the editor/administrator will remain inactive and invisible publicly until the editor/administrator of the repository released it. The editor will contact you if your work is not ready for publishing.

A detailed tutorial for students: How to store your work in the repository? you can download at the Dabar-Srce website:
https://dabar.srce.hr/sites/default/files/documents/upute_za_samoarhiviranje-v1.1-20180522.pdf
[Although it is written that procedure is for final and graduate works, the instructions are equally valid for entering all kinds of works]
All the additional information you can get through the Library & Documentation Center at:
mpanian@efzg.hr and mtokic@efzg.hr