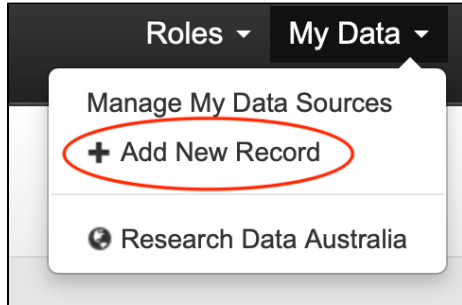


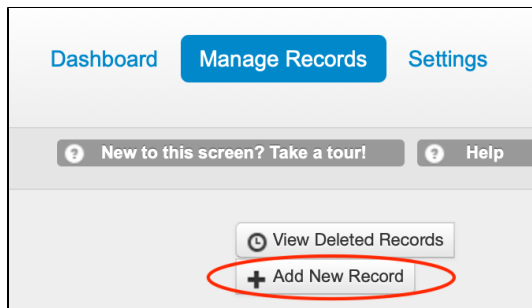
Add a new Record

1. There are two ways to invoke the manual entry form for adding new record:

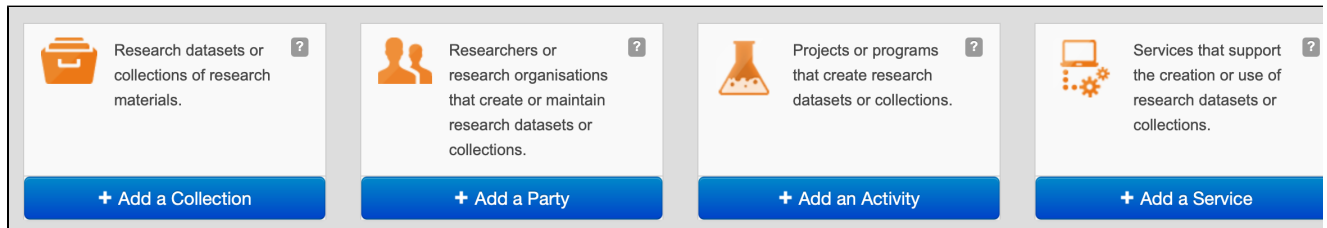
- After logging in, click on 'My Data' > 'Add New Record' from the main menu on the upper right hand of the screen.



- Go to your data source then click on the 'Add New Record' button on the right hand corner of the screen.



2. The following screen will be displayed.



3. Choose the record type you wish to add. For any type, the following fields are mandatory: [Key](#), [Data Source](#), [Group](#) and [Record type](#).

Add New Registry Object ✕

Please provide the required information for the registry object

Key ?
 ↺
Key must be unique and is case sensitive

Data source

Group ?

Type

[Add New collection](#)

4. Click on 'Add New Collection' button. The record metadata entry form will be displayed.

5. Refer to the following pages to learn about the RIF-CS metadata for each record type.

- [Collection](#)
- [Party](#)
- [Service](#)
- [Activity](#)


6. Navigate to each tab on the left to add the record metadata or you can click on either of these buttons

to navigate to the next our the previous tab.

Record Administration
Names
Descriptions/Rights
Identifiers
Dates
Locations
Coverage
Related Objects
Subjects
Related Info
Citation Info





6. When done, click on  button to save your changes.


 Validation error message(s) will be displayed if there are missing requirements or metadata value does not conform with the RIF-CS element.


7. The record will automatically be saved as Draft. The next window will be displayed giving you options to choose the next step.


Record Saved!
Your Record has been saved in DRAFT state. You can continue editing by clicking one of the sections in the left menu.


 **Record Actions**

 **View Options**

 **Publish this Record**

 **Finished Editing** *(back to Manage My Records)*

 **View this Record in the Registry**

 **Preview in Research Data Australia**

- Publish this record - The record will be published and visible in Research Data Australia
- View this Record in the Registry - Allows you to get back to the manual entry form and edit your record.
- Preview in Research Data Australia - Gives you the opportunity to preview how the record will be displayed in RDA before publication.

