

# Meru Homework & QuickStart Guide

1. Create an account via <https://uncp.pop.meru.host/>
  - a. Click “Sign In” on the bottom right corner of the header
  - b. Click “New User? Register” at the bottom of the form
  - c. Verify your email (you may need to check your spam folder)
  - d. Notify Caroline (cmort@unc.edu), who can assign you access at the community or collection level, depending on your role
2. Community Set Up
  - a. Click on your username on the top right corner of the header
  - b. Click “Admin”
  - c. Click “Communities”
  - d. Select Community
  - e. Click “Manage” to see dropdown menu and click “Details”
  - f. Customize the following, or send assets to Caroline:
    - i. Title
    - ii. Tagline (Under 10 words)
    - iii. Logo
    - iv. Summary (Under 200 words)
    - v. Hero Image (Horizontal banner)
  - g. Go back and click “Manage” to see the dropdown menu again and click on “Pages” or “Announcements” to add pages or announcements. Pages can include information about the library, scholarly publishing best practices, or other relevant information. You can also send text to Caroline to set up for you.
3. Collection (Journal or Series) Set Up
  - a. Click on your username on the top right corner of the header
  - b. Click “Admin”
  - c. Click “Collections”
  - d. Select Collection
  - e. Click “Manage” to see dropdown menu and click “Details”
  - f. Customize the following, or send assets to Caroline:
    - i. Title
    - ii. Subtitle
    - iii. Thumbnail Image (Cover)
    - iv. Hero Image (Horizontal banner)
    - v. Summary

- vi. CC License
- vii. Description
- viii. Peer Reviewed (Y/N)
- g. Go back and click “Manage” to see the drop-down menu again and click on “Pages” or “Announcements” to add pages or announcements. Page suggestions include editorial staff directory and contact information, submission guidelines, history of the journal, etc. Announcements are a great place to put out a call for papers. You can also send text to Caroline to set up for you.

## User Roles & Definitions

1. Global Admin (aka, Admin):
  - a. Can be assigned to any user (currently by request sent to Alexa at CIC)
  - b. Enables access to all editable entities
  - c. Can assign entity-level editing permissions to users
  - d. Can harvest
2. Managers (Community-level admin):
  - a. Can be assigned entity-level edit permissions
  - b. Can assign entity-level edit permissions to other users on entities where they have edit permissions
3. Editors (Journal-level)
  - a. Can edit content
  - b. Cannot create or remove items
4. Readers
  - a. Can view