

RADS index user manual

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Introduction

RADS index is a system where users can register DOI for their publications. Only individuals can act as users. The list and cost of available types of publications by registration agencies are available on the website <https://index.rads-doi.org>.

Only registered and authorized users (those who have confirmed their email address) can work in the system. To sign up, a user has to fill out the registration form, read, accept the offer, and confirm the email. After confirming the email, a user has access to DOI registration in any of the systems: DataCite or Crossref (subject to availability at the moment of registration). A user is responsible for metadata markup.

A user will be available to edit metadata at any moment.

Signing up

User registration is carried out in two stages:

Stage 1. Fill out the registration form.

Stage 2. Account confirmation via email.

Filling out the registration form

Fill in the fields of the registration form with your personal information.

Fields marked with an asterisk are required:

- Surname
- Name
- Country
- City
- Affiliation
- Email
- Password
- Categories of sciences in which you work

Surname, Name, Patronymic, Country, City, and Affiliation, should be filled out in English and Russian. When you enter data in English, the field in the second language will be filled in automatically, and you can correct the translation if necessary. The exception is the Affiliation field where the second language must be filled in manually.

Registration

Surname *

In English

In Russian

Name *

In English

In Russian

Patronymic name

In English

In Russian

Country *

In English

In Russian

City *

In English

In Russian

Affiliation *

In English

In Russian

In English

In Russian

Append

Phone

E-mail *

research-journal@yandex.ru

Password *

<>

Repeat password *

<>

ORCID

XXXX-XXXX-XXXX-XXXX

Categories of sciences in which you work *

- | | | |
|--|---|---|
| ☐ Agroengineering and food technology | ☐ Agronomy, forestry and water management | ☐ Animal science and veterinary medicine |
| ☐ Art history and cultural studies | ☐ Biological science | ☐ Biomedical Sciences |
| ☐ Biotechnology | ☐ Chemical Engineering, Materials Science, Metallurgy | ☐ Chemical Sciences |
| ☐ Clinical medicine | ☐ Cognitive sciences | ☐ Computer Science and Informatics |
| ☐ Construction and architecture | ☐ Earth and Environmental Sciences | ☐ Economy |
| ☐ Education | ☐ Electronics, photonics, instrumentation and communications | ☐ Energy and electrical engineering |
| ☐ Historical sciences and archeology | ☐ Information technology and telecommunications | ☐ Law |
| ☐ Mathematics and mechanics | ☐ Mechanical engineering | ☐ Pharmaceutical sciences |
| ☐ Philology | ☐ Philosophy | ☐ Physical science |
| ☐ Political science | ☐ Preventive medicine | ☐ Psychology |
| ☐ Sociology | ☐ Subsoil use and mining sciences | ☐ Theology |
| ☐ Transport systems | | |

Collapse list

☐ I agree to the [processing of personal data](#) *

☐ I agree with the [contract offer](#) *

☐ I agree to the newsletter

☒ I agree to receive notifications of successful DOI registration by email

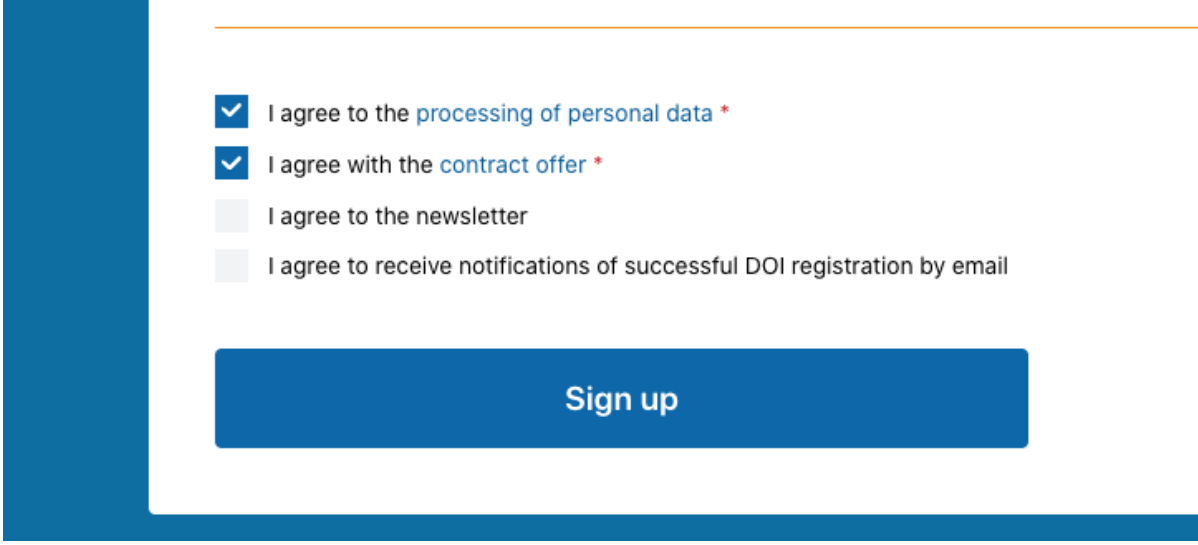
Sign up

[Log in](#)

[Forgot your password?](#)

To register in the system you must provide the following consents:

- [Consent to the processing of personal data](#)
- [Accept the offer agreement](#)

A screenshot of a registration form. On the left is a solid blue vertical bar. To its right, the form area has a light gray background. It contains four checkboxes with labels: the first two are checked (blue checkmarks) and labeled 'I agree to the processing of personal data *' and 'I agree with the contract offer *'; the next two are unchecked (gray checkmarks) and labeled 'I agree to the newsletter' and 'I agree to receive notifications of successful DOI registration by email'. Below these is a large blue button with the text 'Sign up' in white. A thin orange horizontal line is positioned above the checkboxes.

☒ I agree to the [processing of personal data](#) *

☒ I agree with the [contract offer](#) *

☐ I agree to the newsletter

☐ I agree to receive notifications of successful DOI registration by email

[Sign up](#)

Complete registration by clicking the “Sign up” button.

If the system displays a message that a user with the same email is already registered, use the password recovery form, to do this, click “[Forgot your password](#)” and follow the instructions for password recovery.

Account confirmation via email

An email with a link to activate your account will be sent to the email address specified during registration. Follow the link to complete registration.

Note. Access to the system is only provided after completing this step.

Attention! The verification link might expire or be deactivated.

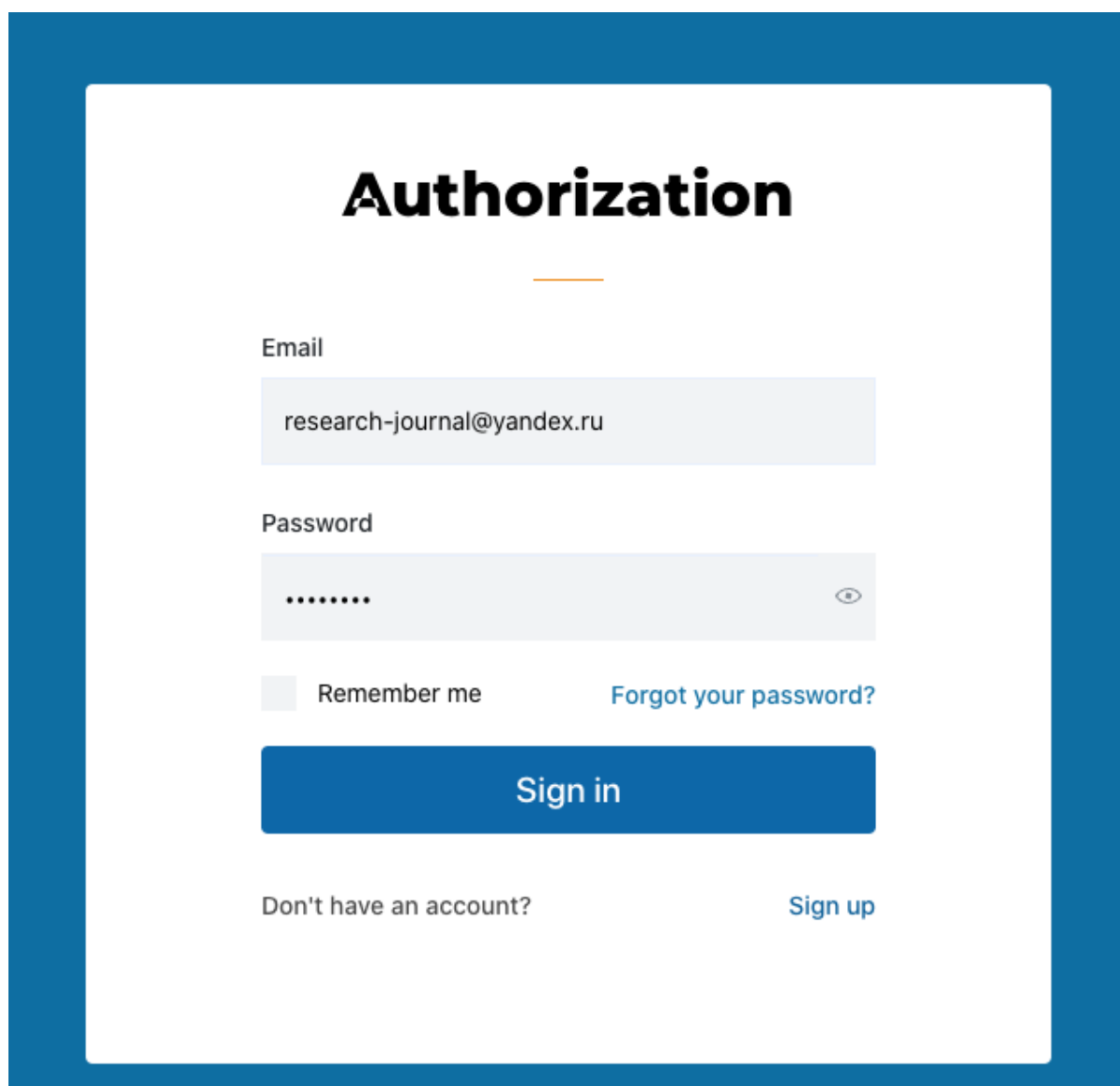
The confirmation link is deactivated if you use the “Password recovery” form before clicking on the account confirmation link. In this case, follow the instructions to recover your password.

Sign in

To sign in, click “Sign in” in the upper right corner of the navigation bar, or click on “Register DOI”.



You will be directed to the authorization page. You have to enter the user's email address (e-mail) and password and click "Sign in."

A screenshot of a web application's authorization page. The page has a white background with a thick blue border. At the top, the word "Authorization" is written in a large, bold, black font, centered. Below it is a thin orange horizontal line. The form contains two input fields: "Email" with the text "research-journal@yandex.ru" and "Password" with masked characters ".....". To the right of the password field is an eye icon. Below the password field is a checkbox labeled "Remember me" and a blue link "Forgot your password?". A large blue button labeled "Sign in" is centered below these elements. At the bottom, there is a link "Don't have an account?" and a blue link "Sign up".

Authorization

Email

research-journal@yandex.ru

Password

.....

☐ Remember me [Forgot your password?](#)

[Sign in](#)

[Don't have an account?](#) [Sign up](#)

You will be then directed to the main system page with user's projects.

For your convenience, when signing in into the system, you can check the “Remember me” checkbox so that the next time you sign in into the system you will not have to re-enter your account information.

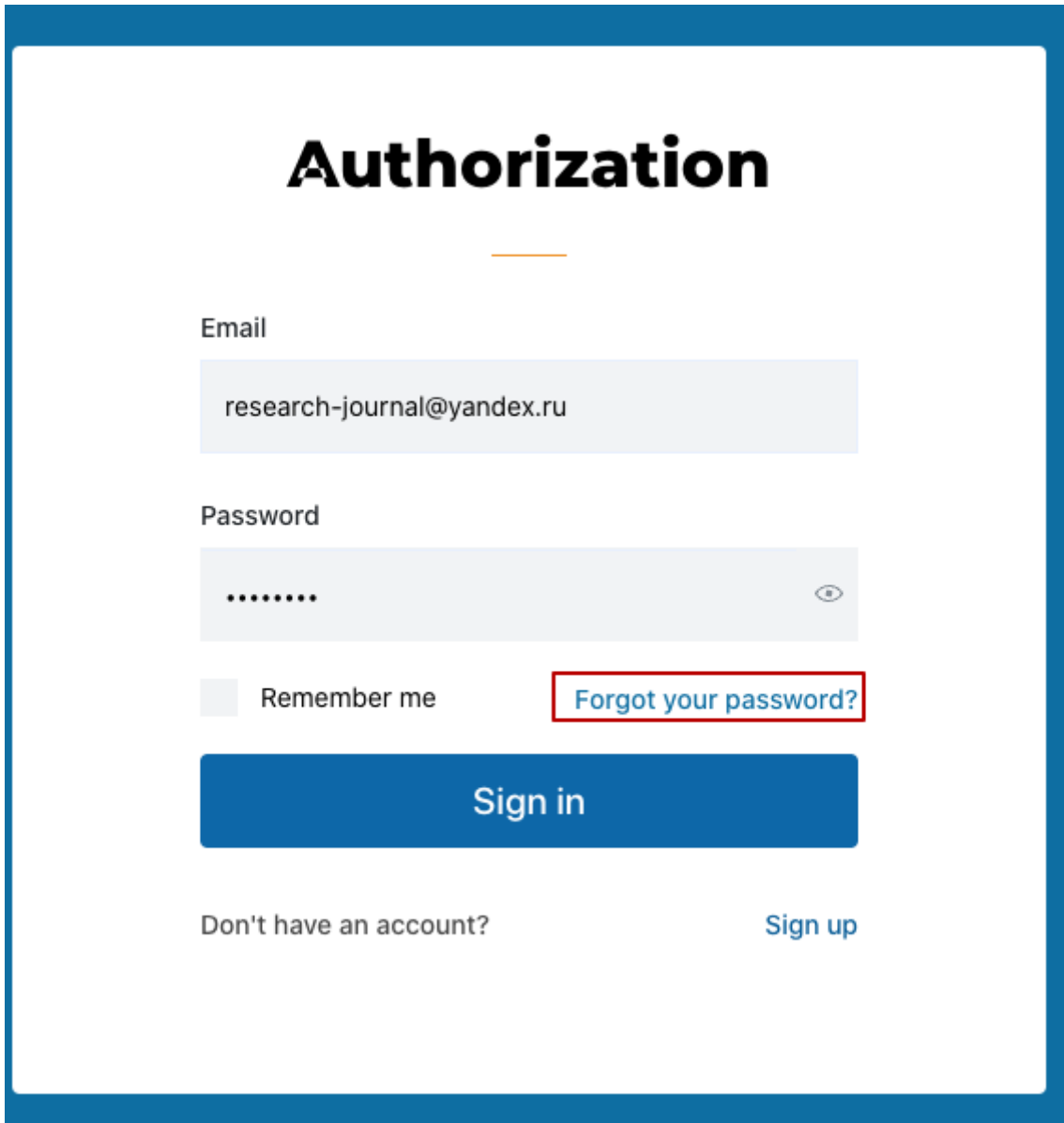
Password recovery

If you have forgotten your password, it is possible to recover it using the password recovery form. To do so, you have to go through two steps:

- fill out the recovery form;
- confirm password recovery: follow the link from the letter and enter a new password.

Filling out password recovery form

Click "Forgot your password?".



Authorization

Email

research-journal@yandex.ru

Password

.....

☐ Remember me [Forgot your password?](#)

Sign in

Don't have an account? [Sign up](#)

You will be directed to the password recovery form. Provide the email you entered when signing up.

Password recovery

Email

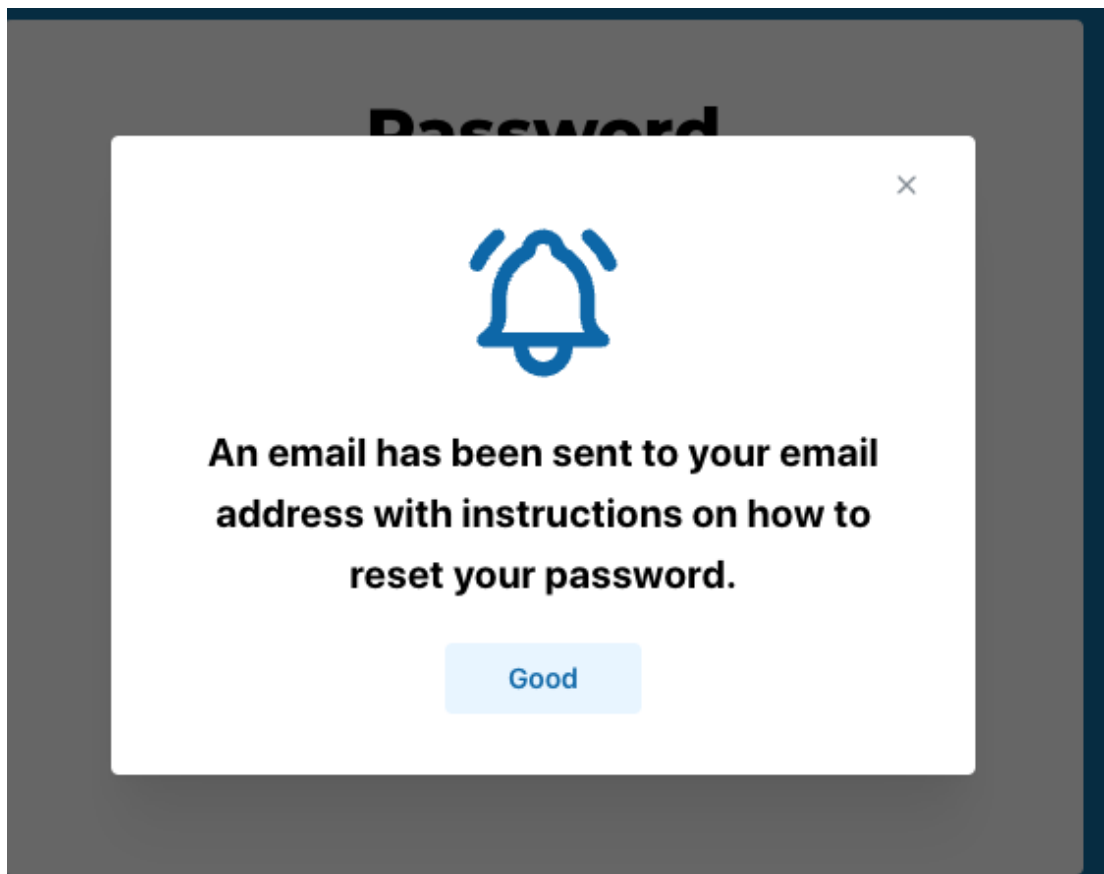
Enter the email provided during registration

Send in

[< Go back](#)

[Sign up](#)

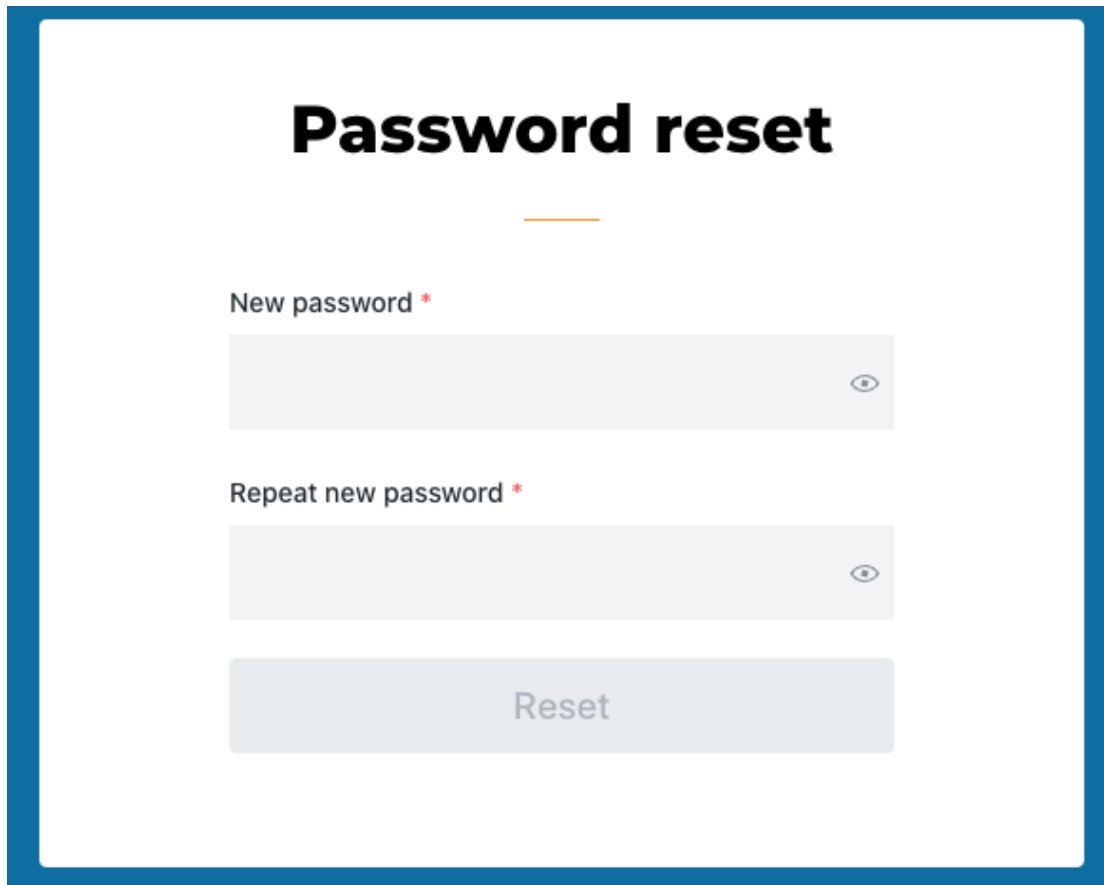
Click the “Send” button, and the system will notify you that the letter with the recovery instructions is sent to your email.



Password recovery confirmation

The email you receive from info@index.rads-doi.org will contain a link to reset your password.

Enter a new password and confirm it, click the "Reset" button

A screenshot of a 'Password reset' form. The title 'Password reset' is centered at the top in a large, bold, black font. Below the title is a horizontal orange line. The form contains two input fields: 'New password *' and 'Repeat new password *'. Both fields are light gray with a small eye icon on the right side. Below these fields is a 'Reset' button, which is a light gray rectangle with the word 'Reset' in a medium gray font. The entire form is enclosed in a blue border.

Password reset

New password *

Repeat new password *

Reset

Changing existing password

Only a system user can change their password. The administrator will not be able to perform this action for a user.

If you have forgotten your password, use the [password recovery form](#).

To change the password, you will need to follow these steps:

1. Log in to your user [profile](#).
2. Scroll down the page to the Change Password section
3. Enter the old password and a new password twice to confirm, click "Save"

Password must meet the following requirements:

- at least 8 characters
- must contain a number
- must contain a lowercase letter
- must contain a capital letter
- must contain a special character

Change password

To change your password, please enter your old password first. Then enter a new password and confirm it

Old password

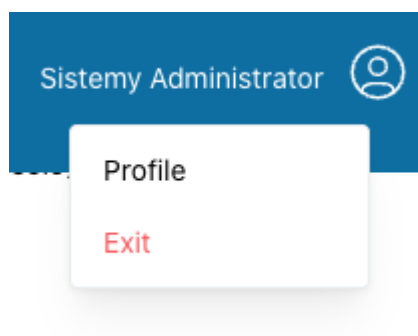
New password

Confirm the
password

Save

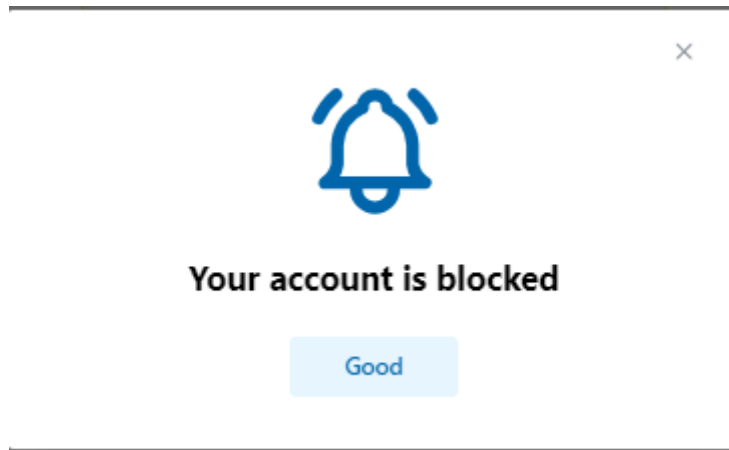
Signing out

To complete work in the system, you need to click on the icon on the right  and then click "Exit"



Account is blocked

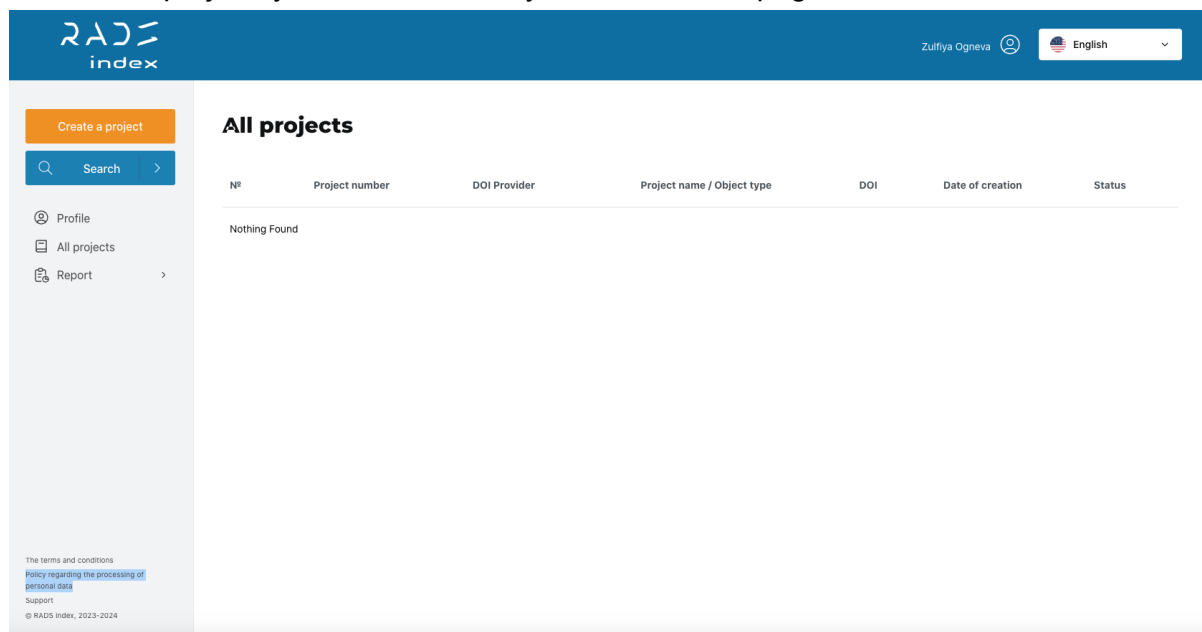
If, as a result of an authorization attempt, the system displays a message saying that your account is blocked, this means that you can no longer use the system.



It is recommended that you read the terms of the contract offer again to understand the reason why your account has been blocked. If you have any questions, please contact info@index.rads-doi.org

System interface

The index page of the system is contains all the projects started by user. Unless you start a new project, you will not see any content on this page



The main elements of the system are located in the left side menu:

- "Create a project" button
- Search
- Profile
- All projects
- Reports
- The terms and conditions

- Policy regarding the processing of personal data
- Information

The upper right corner contains:

- User name and surname
- Profile icon (including buttons: profile and exit)
- Language selection panel

User profile

There are two ways to get to user profile

1) Left side menu



2) Icon in the right upper corner



If you click any of the above, you will be directed to the profile page. If necessary, user data can be edited. If you have edited your data, do not forget to click “Save”.



Zulfiya Ogneva


 English

Profile

User data

Surname *	Ogneva	Огнева
Name *	Zulfiya	Зульфия
Patronymic name	in English	in Russian
Country *	Russia	Россия
City *	Chelyabinsk	Челябинск
Affiliation *	Cifra ООО Цифра + Append	
ORCID	XXXX-XXXX-XXXX-XXXX	
Phone		
E-mail *	zulya@74.ru	

Categories of sciences in which you work *

☒ Agroengineering and food technology	☐ Agronomy, forestry and water management	☐ Animal science and veterinary medicine
☐ Art history and cultural studies	☐ Biological science	☐ Biomedical Sciences
☐ Biotechnology	☐ Chemical Engineering, Materials Science, Metallurgy	☐ Chemical Sciences
☐ Clinical medicine	☐ Cognitive sciences	☐ Computer Science and Informatics
☐ Construction and architecture	☐ Earth and Environmental Sciences	☐ Economy
☐ Education	☐ Electronics, photonics, instrumentation and communications	☐ Energy and electrical engineering
☐ Historical sciences and archeology	☐ Information technology and telecommunications	☐ Law
☐ Mathematics and mechanics	☐ Mechanical engineering	☐ Pharmaceutical sciences
☐ Philology	☐ Philosophy	☐ Physical science
☐ Political science	☐ Preventive medicine	☐ Psychology
☐ Sociology	☐ Subsoil use and mining sciences	☐ Theology
☐ Transport systems		

^
[Collapse list](#)

☐ I agree to the newsletter
☒ I agree to receive notifications of successful DOI registration by email

Save

Profile page contains the following fields

1. Информацию о пользователе (поля со звездочкой обязательные):

- Surname*
- Name*
- Patronimic
- Country*
- City*
- Affiliation (you may add several affiliations)*
- ORCID
- Phone
- E-mail* (used as system login name)
- Categories of sciences in which you work*

2. Provided consents:
 - Consent to receive newsletters
 - Consent receive notifications of successful DOI registration by email
3. Change password section

Attention! If you make changes to the e-mail field and save the changes, the system login name for your account will be changed.

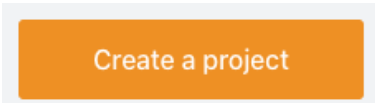
DOI regustration

To register DOI, please follow these steps:

- Step 1. Create a project
- Step 2. Metadata markup
- Step 3. Check your progress for errors
- Step 4. Complete payment
- Step 5. DOI is registered

Step 1. Create a project.

In the left side menu, click

An orange rectangular button with the text "Create a project" in white, centered within a light gray rectangular frame.

The system will ask you to fill in the required data for the project:

1. Object type
2. DOI provider
3. Resource language

Creating a project

Object type *	Not chosen	↕
DOI Provider *	Not chosen	↕
Resource Language *	Not chosen	↕

Create

Select the object type from dropdown menu

- Preprint
- Abstract for the conference
- Dissertation
- Patent
- Book
- Drawing
- Media
- Poster
- Presentation
- Software
- Online resource

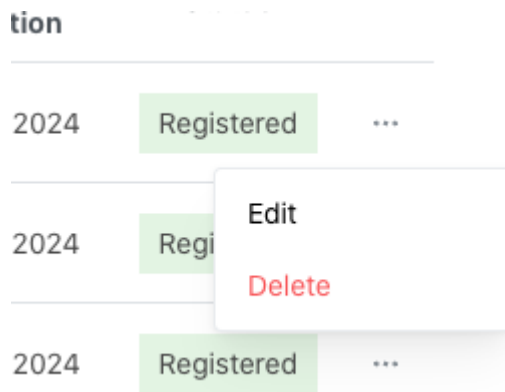
In the “DOI Provider” field, select the registration agency with which you want to register a DOI: DataCite or Crossref (note, in some cases there is only one provider available)

Select “Resource Language” (publication language)

Once the project is created, this data cannot be changed.

Click the “Create” button. The project will be created and you may start to mark up the metadata.

A user can mark up project metadata at any time. To do this, you need to find to go into the project (if there are too many projects you can use Search tool), by clicking “Edit” in three dots to the right of the project title.



Step 2. Metadata markup

2.1 Mark up metadata.

Fields marked with an asterisk are required fields.

You can mark up metadata in multiple languages if the specific metadata field allows it. If there is a button with a plus symbol, you may add this metadata in additional

languages. 

To add metadata in additional language, click the “Add” button. The system will open an additional field in which you have to select a language and then fill in the metadata in this language

Language select 

To delete the metadata in the additional language, click on the cross in the right corner of the field

Language select 

At the stage of metadata marking, the system provides information on the cost. The cost of registration for a specific object type can be seen in the current metadata markup window in the lower left corner.

Total payable: 150 rub.

Register

2. 2 File upload

If the project mark up interface contains a file upload field, it is always a required field.

Pay attention to the permitted file extensions. The list of the extensions is situated in the upload box.

You may upload file using the following ways:

- 1) By dragging the file to the upload box.
 - 2) Clicking on the "Upload file" button and specify the path to the file on your computer.
- After that, uploading will begin. Wait for the process to complete.



Upload file

After uploading, the file name and file extension will be displayed in the window.



You can delete or view the uploaded file.

Step 3. Checking the project for errors

After the metadata is filled in in the project, click the “Register” button in the lower right corner of the page.

Register

If errors are detected, the system will display a list of incorrectly filled fields with a description of the error. It is necessary to correct the errors and click the “Register” button again.

If there are no errors, the system will open a dialog box with the choice of the payment method where you can also view or download an xml file with metadata.



**Check "Project №10319 (Drawing)"
was successful**

TOTAL PAYABLE: 100 rub. (1.02 EUR)

Russian bank card (rub.)

Foreign bank card (EUR)

View xml

Download xml

Step 4. Payment

Choose a payment method:

- Russian bank card (Yookassa)
- Foreign bank card (Stripe)

Enter the card details, click “Pay”, enter the payment code.

Step 5. Completion of the DOI registration procedure

To return to the System, click the “Return to the site” button.

The system will display a message about the successful completion of the project registration.

Additionally, a confirmation letter and a certificate will be sent to the user's email address

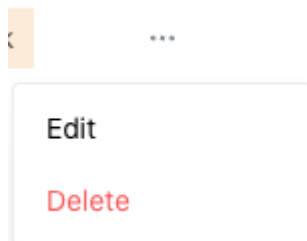
Changing metadata in projects

A user can edit metadata of the registered and unregistered projects.

The following data is not possible to change:

- DOI
- DOI provider
- Object type
- Resource language

You can find a project through the Search, or in the side menu “All projects”. To edit the project click three dots and edit.



For previously registered projects, after making changes to the project, be sure to click the “re-register” button.

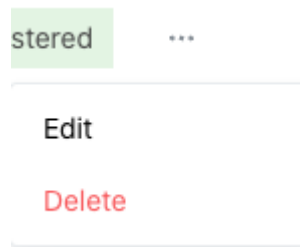


For projects that have not yet been registered, follow the instructions after making changes, starting with [step 3 Checking the project for errors](#).

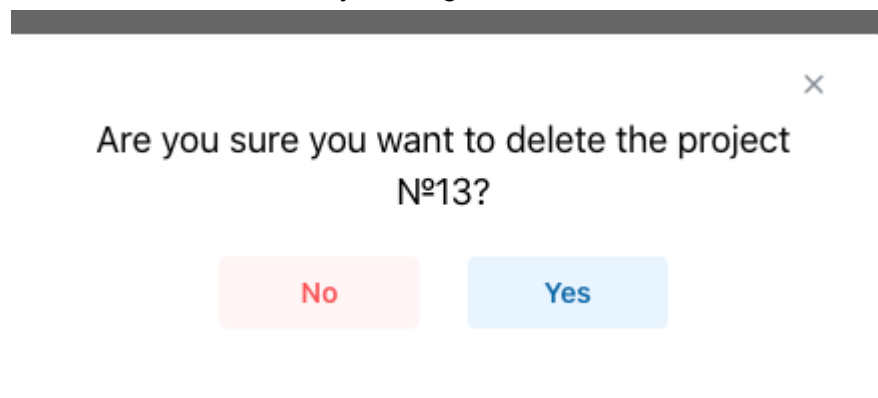
Deleting project

A user can only delete a project if the DOI has not been registered.

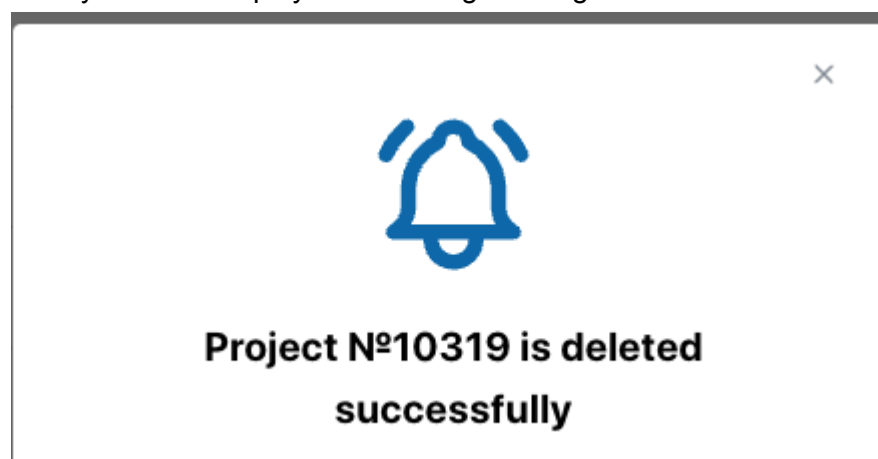
To delete a project, you need to find the desired project through the Search or in the side menu "All projects", then, after three points, select "delete" action.



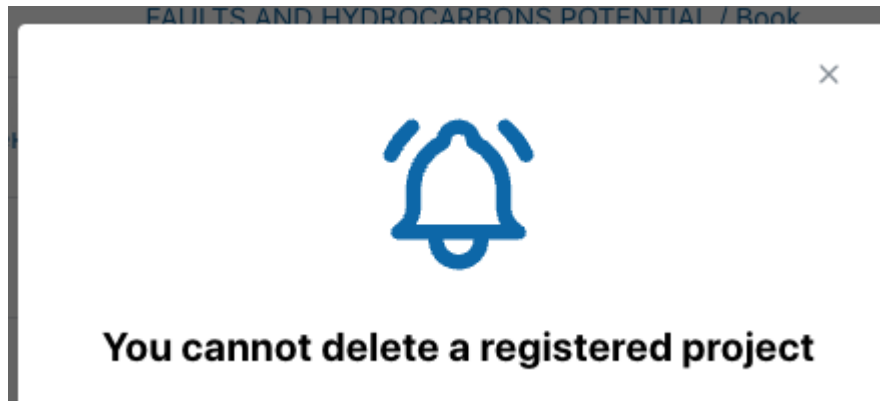
Next, confirm the action by clicking the "Yes" button.



The system will display the following messag:



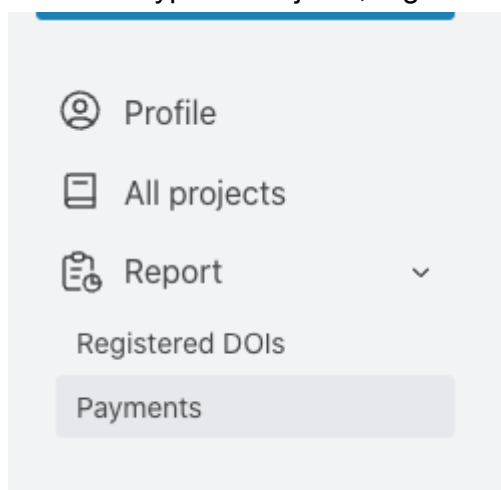
An error message will pop up In case of an attempt to delete a registered project



Statistics

The system keeps records of projects and payments, and this detail is available to a user.

In the “Report” a user can visualise information on the number of registered DOIs in the context of types of objects, registration agencies, and method of payments.



If necessary, you can set parameters to visualise the information (DOI provider, Object type, period), or leave the fields empty and click the “Create” button. If the parameters for visualisation are not set, the system will display information on all the projects you created in the system.

Report "Registered DOIs"

DOI Provider:	Object type:	Registration date from:	Registration date to:	Create	Export to XLSX

The system will generate summary and detailed information accordingly:

Type	Total	Crossref	DataCite
Preprint	0	0	0
Abstract for the conference	1	0	1
Dissertation	0	0	0
Patent	0	0	0
Book	3	0	3
Book chapter	0	0	0
Drawing	0	0	0
Media	0	0	0
Poster	0	0	0
Presentation	0	0	0
Software	0	0	0
Online resource	0	0	0
	4	0	4

Nº	Project number	Object type	DOI	DOI Provider	Registration date
1	10004	Book	10.25996/3923.2023.74.51.001	DataCite	11.12.2023
2	10029	Abstract for the conference	10.25996/6492.2023.86.41.001	DataCite	29.12.2023
3	10280	Book	10.25996/9918.2024.76.77.001	DataCite	24.04.2024
4	10281	Book	10.25996/6284.2024.97.81.001	DataCite	25.04.2024

To get detailed information in excel format, click [Export to XLSX](#)