

DATADEPOSIT USER GUIDE

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BEFORE USING DATADEPOSIT

- 1. Please be aware that there is no auto-save on this system. If you remain passive for a longer period, you run the risk of being disconnected and must start over. The DataDeposit user interface will warn you 1 minute before logging you out.
- 2. For uploading and downloading data from DataDeposit you need to install an SFTP-client (see "What is SFTP?" in the following section).
- 3. You cannot delete or edit archived data from DataDeposit. When you have clicked the "archive" button, the dataset is locked. You can add, edit, and delete the data until you press the "archive" button.
- 4. Be aware that you cannot change the classification in the community and collection. Once the community and collection are created you can't change the classification again. To create a community on DataDeposit use this <u>form</u>.
- 5. There can only be one owner of the dataset (the one who uploads the dataset), but you can add several members to the community.
- 6. It is NOT possible to put embargo periods on uploaded data.
- 7. The metadata fields that you fill out when uploading data in DataDeposit, will be shown on your personal profile on VBN, if metadata is public.
- 8. Metadata must not contain sensitive or confidential information.
- 9. Please be aware that the data owner must check access to their datasets every 6 months. Only relevant when data owner has given access to more than one person. This is to ensure that only relevant people can access data.
- 10. For additional information please visit our <u>website</u>.

WHAT IS SFTP?

SFTP is a protocol for secure file transfer. The acronym stands for SSH File Transfer Protocol or Secure File Transfer Protocol.

Since SFTP is merely a method by which to transfer files, it is possible to use any application supporting this protocol to transfer files to and from any server that supports this protocol.

SFTP IN DATADEPOSIT

SFTP is used together with DataDeposit for transferring files to and from data sets you create in DataDeposit. SFTP is used in two situations:

- 1. Uploading files to a new dataset you create in DataDeposit. After you have created a new dataset, you need to upload the actual contents to the dataset before archiving it. This is done by connecting to the data host via SFTP and uploading your files.
- 2. Accessing files in a previously archived dataset. When you have archived a dataset in DataDeposit, you can mount the dataset again at a later point if you wish to read the files contained in it. This is done by connecting to the data host via SFTP and downloading your files.

HOW TO USE SFTP

Since DataDeposit should be usable by all users regardless of operating system on your own computer, and there are different SFTP client applications available for different operating systems, you need to choose and install an SFTP client application specifically for your computer. **This must be done before you can upload/download data to/from DataDeposit.**

You can choose any SFTP application you wish. We recommend these SFTP applications:

- WinSCP: available for Windows in AAU Company Portal.
- FileZilla: available for Linux, OS X, and Windows
- Cyberduck: available for OS X and Windows

HOW TO UPLOAD DATASETS TO DATADEPOSIT

STEP 1: LOGIN.

Fill in username and password and log in. This should be your AAU username and password as used when logging into for example AAU webmail.

DataDeposit			System 🔻
Home			
	🖲 Please sign in		
	Username	Username	
	Password	Password	
		Remember my username	
		Sign in	
DataDeposit DarkArchive: 1.0.3			Back to top

STEP 2: COMMUNITIES.

DataDeposit DarkArchive: 1.0.3

Click on Communities.

ome		
Dataset Search		
Type here to search in Datasets		Q Search
Communities	DataDeposit Licensing Terms	
1		
Communities	DataDeposit Licensing Terms	

Back to top

Step 2a: Browse communities.

You are able to see public communities and the communities, that you are a part of.

For more information, access and creation of communities you can contact CLAAUDIA on the service portal or visit researcher.aau.dk in the software and tools section.

DataDe	posit DarkArchive: 1.0.3				•
Home / Communities					
â Communities		Type here to filter			
Community	Description	Owner	Visibility		
			Public	6 💌	<i>.</i>
			Private	6 💌	Ø
			Public 🧧	6 💌	<i>.</i>
			Public 🧧	6 💌	ø
			Private 🧲	6 💌	<i>.</i>
			Public 🧲	6 💌	Ø
			Public 🧧	6 💌	<i>.</i>
			Previo	ıs 1	Next
DataDeposit DarkArchive	e: 1.0.3			Bac	ck to top

Step 2b: Choose your community.

You do this by clicking on the name of your community. The contents of the community are shown next and are called collections.

DataDe					•
Home / Communitie	s / DataStewardThomasPublic				i
🗞 Collections -	DataStewardThomasPublic	Type here to filter			=
Collection	Description	Owner	Visibility		
			Inherited (Public)	0 🔽 🖉	1
			Inherited (Public)	6 🖂 🔞	2
			Public	0 🔽 6	•
			Inherited (Public)	2 🖬 🖉	2
			Private	0 🔽 6	•
			Private	2 🖬 🖉	2
			Previo	us 1 Ne	xt
DataDeposit DarkArchiv	re: 1.0.3			Back to	to

STEP 3: COLLECTION

Click on the icon shown below.

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🗞 Collections -	DataStewardThomasPublic	Type here to filter			
Collection	Description	Owner	Visibility		
			Inherited (Public)	P	S
			Inherited (Public)	P	
			Public	P	<i>.</i>
			Inherited (Public)	R	<i>.</i>
			Private	R	1
			Private	R	1
			Pro	evious 1	Next
taDeposit DarkArchiv	ve: 1.0.3			Ba	ck to top

Click" Create new Collection" to create a new collection.

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Home / Communitie	s / DataStewardThomasPublic					
🗞 Collections -	DataStewardThomasPublic	Type here to filter				
ollection	Description	Owner	+ Crea	te new (Collec	tion
			Expo	ort as csv	′	
			Inherited (Public)	P		đ
			Public	Ø		6
			Inherited (Public)	P		đ
			Private	P		6
			Private	(6
			Pro	evious	1	Ne
taDeposit DarkArchiv	ve: 1.0.3				Bac	k t

Step 3a: A box appears to create your new collection

DataDo	& Create Col	lection	×		•
Home / Communit	Information				i
S II - ii		Community	DataStewardThomasPublic		=
Collection		Collection	Collection		1
		Visibility	O Private O Public Inherited from Community	2 .	-
		Description	Description		a' a'
				2 .	*
			Save X Close revious	2 a	ext
DataDeposit DarkArchiv	re: 1.0.3			Back to	top

Step 3b: Name your collection.

This name represents the collection of one or multiple datasets inside it. In this example we will call your collection "Userguide".

Note your collection name cannot include spaces or special characters such as "æøå".

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DataDeposit DarkArchi	ive: 1.0.3								Back	to top

Step 3c: Indicate if your collection of datasets should be public or private.

Public = All users in the archive can see your data.

Private = Only people affiliated with the specific community can see your data. Inherited from Community = Same visibility as your community.

DataDo	& Create Col	llection	×			-
Home / Communit						i
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Collection		Collection	Userguide			1 1
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			Save X Close		1	Novt
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DataDeposit DarkArchi	ive: 1.0.3				Back	to top

Step 3d: Write a description of your dataset collection.

This description should say which type of data the collection contains. It is up to you as the originator to describe the collection with the information you find relevant. You can for example describe how the collection originated, what it shows, if it is raw data, or it has been processed in some way, what it has been used for, and so on.

N.B. the "Description" is visible to all – even though the collection is set to private.

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		Collection	Userguide		۲		ı
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		Description	A collection of test data.				6
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			✓ Save X Ch	ose	revious	1	Next
DataDeposit DarkArchiv	re: 1.0.3					Back	c to top

Step 3e: Click "Save". You have now created your collection.

	🗞 Create Col	lection		×		_	
ome / Communit	Information						
b Collections		Community	DataStewardThomasPublic	•			
lection		Collection	Userguide		9	-	
		Visibility	O Private O Public Inherited from Community				
		Description	A collection of test data.	optional)	Ø		
- 81				li			
			\frown	-			
			Save	Close	revious	1	N
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STEP 4: DATASET

Click on your newly created collection.

lome / Communiti	es / DataStewardThomasPublic					
🗞 Collections -	DataStewardThomasPublic	Type here to filter				
ollection	Description	Owner	Visibility			
			Inherited (Public)	P		1
			Inherited (Public)	P		
			Public	P		
			Inherited (Public)	P		
			Private	P		4
			Private	P		
serguide	A collection of test data.	Thomas Andersen	Inherited (Public)	Ø		
			Pr	evious	1	N

Step 4a: Create new dataset.

The collection is empty as you have yet to create your dataset(s) and upload data to the collection. Now click "Create new Dataset".

DataD	eposit		•
Home / Commu	nities / DataStewardThomasPublic / Userguic	le	i
🗊 Datasets -	Userguide	Type here to filter	
Dataset	Internal Description	Owner	Cla + Create new Dataset
		The list is empty	Export as csv

DataDeposit DarkArchive: 1.0.3

Back to top

Step 4b: Dataset information.

A box appears to create your new dataset. Go to the Information tab. Fill in the first 6 fields. For guidance on what to write in the fields look at <u>Appendix_1</u>.

Information Metadata		
Collection	Userguide	
Dataset	Dataset	
Classification	O Confidential O Sensitive O Internal Public	
Metadata	Confidential Sensitive Internal Public	
VBN Organisation	VBN Organisation	
Schema Version	DataCite Metadata Schema v4.3	•
Dataset Size (GB)	Dataset Size (GB)	
Internal Description	Internal Description	(optior

The description will be visible in the user interface when you log on to DataDeposit and can be seen in the overview of its containing collection.

Remember to press Save before closing the window.

Step 4c: Metadata.

Click on Metadata. The metadata schema has a lot of optional features, and it is up to you how extensive you wish your metadata to be.

Create Dataset	•		×
Information Metadat			
	DataCite Metadata	a Schema 4.3	
Types			
	Resource Type	Resource Type	
	Resource Typ	Resource Type General 🗢	
Identifiers	Identifier	Identifier	~
	Identifier Type	Unifer Tan	
	identifier Type	add identifier	
Creators			-
	Name	Name	
	Name Type	Name Type +	
	Given Name	(optional) Given Name	
	Family Name	(optional)	
		(optional)	
	Name Identifi	(optional)	<
	Affiliation		<
	Language	Coptional	
		+ add creator	
Titles	Title	Title	~
		(optional)	
	Title Type	Title Type ¢)
	Language	Language	

Publisher	AAU DataDeposit	
Publication Year	Publication Year	Ê
		(optional)
Subjects		<
		(optional)
Contributors		<
		(optional)
Dates		<
		(optional)
Language	Language	
		(optional)
Alternate Identifiers		<
		(optional)
Related Identifiers		<
		(optional)
Sizes		<
		(optional)
Formats		<
		(optional)
Version	Version	
199 awet 1532991		(optional)
Rights List		<
		(optional)
Descriptions		
		(optional)
Geo Locations		<
		(optional)
Funding References		(optional)
. analy is a constant		(optional)
Container		(optional)
container		
		Save Save

Step 4d: Fill in at least all the non-optional fields.

For guidance on what to write in the fields look at Appendix 1.

Step 4e: Click "Save" at the bottom in of the page.

Publisher	AAU DataDeposit	
Publication Year	Publication Year	m
		(optional)
Subjects		<
		(optional)
Contributors		<
		(optional)
Dates		<
		(optional)
Language	Language	
		(optional)
Alternate Identifiers		<
		(optional)
Related Identifiers		<
		(optional)
Sizes		<
		(optional)
Formats		<
		(optional)
Version	Version	
		(optional)
Rights List		<
		(optional)
Descriptions		<
		(optional)
Geo Locations		
Funding Deferences		(optional)
Funding References		
Container		(optional)
contailler		
		✓ Save ★ Close

Step 4f: Data upload preparing.

When the "circle" has finished turning and a padlock icon appears instead, you have finished preparing for your data upload. **Do NOT click on the padlock yet!** First you must upload your data.

Data	Deposit									•
Home / Com	munities / DataStewardThomasPublic	: / Userguide								i
Datasets	s - Userguide		Type here to filter							≡
Dataset	Internal Description	Owner	Classification	Metadata						
Dataset		Thomas Ander	rs Confidential	Confide	~	6		B		e
							Previ	ous	1	Next
)ataDeposit Dar	Archive: 1.0.3								Back	to to

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STEP 5: DATA HOST

Click "Open on Data host".

Data	Deposit DarkArchive: 1.0.3						•
Home / Com	munities / DataStewardThomasPublic	/ Userguide					i
Datasets	s - Userguide		Type here to filter				
Dataset	Internal Description	Owner	Classification	Metadata		Open on Data	ahost
Dataset		Thomas Ander	rs Confidential	Confide	 ✓ 	0 🖻	> "
						Previous	1 Next
DataDeposit Dar	kArchive: 1.0.3						Back to top

Click on the link as shown below. (Prior to using DataDeposit, you have installed an SFTP client (such as WinSCP, which we use for this example).

DataDeposit	▷ Open on Datahost ×						·
Home / Communities / DataStewardTh	Clicking the link below will attempt to open the dataset on the datahost with your default offer explication.						i
🗊 Datasets - Userguide	sftp://arch-data02t.srv.aau.dk/DataStewardThomasPublic/Usergui de/Dataset/)					
Dataset Internal Description Dataset	× Close	3	~		• 2	, _	
					Previous	1	Next
DataDeposit DarkArchive: 1.0.3						Ba	ck to top

You must use the same login information that you used to login on DataDeposit.

If this or a similar application does not appear ...



...open your SFTP client application manually, connect to the server shown in the beginning of the SFTP URL in the dialog in DataDeposit, and navigate to the path shown as the remainder of the SFTP URL, on the SFTP server.

You may also be met by the following pop-up window



It is perfectly normal, and you just have to wait for it to disappear.

Step 5a: Upload data.

Find the files that constitute the dataset you want to upload. That is, navigate to the location of your data on your local computer in the SFTP client application. Copy all the relevant files to the server.

🚡 Test – arch-data02t.srv.aa	au.dk – WinSCP					-	
Local Mark Files Comma	ands Tabs Options Remote H	lelp					
🖶 🍰 💓 Synchronize 🛛	🔽 🧈 😰 🖗 Queue	Transfer Settings Default	• 🍠 •				
💻 arch-data02t.srv.aau.dk	🗙 🖳 New Tab 👻						
📃 Desktop 🔹 🗧	• 🝸 • 🔶 • -) 🛅 📘	🖬 🏫 🔁 🔚	🔂 Dataset 🔹 📁 🗸	• •	🔸 - 📔 🗖 🎧	🚊 Find Files	5 <u>-</u>
🗐 Unload 👻 📝 Edit 👻	🗙 🏑 🕞 Properties 🖌 😭	New - + - 🗸	Download 👻 📝 Ed	lit • X 🚽	🕞 Properties 👻 🎦 N	ew • 🕂 🗖	V
C:\Users\DH10ZIV OneDrive	- Aalborg Universitet\Skrivebord	\Test\	/DataStewardThomasPubl	ic/Userguide/[lataset/		
Name	Size Type Parent directory 0 KB Microsoft Word-d	Changed 11-11-2024 12:19:02 11-11-2024 12:19:00	Name 	Size	Changed 11-11-2024 12:14:59 11-11-2024 12:14:47 11-11-2024 12:15:02 11-11-2024 12:15:00	Rights PATEATER INVET-TE- INVET-TE-	Owner 610209. root root root
) B of 0 B in 0 of 1			0 B of 136 B in 0 of 3				

They can be transferred all at once by marking them in your SFTP client application and selecting upload. Otherwise, you will have to copy one file at a time to the data host. This process is standard (S)FTP file transfer protocol.

🚡 Test – arch-data02t.srv	.aau.dk – Win	SCP					_	
Local Mark Files Comr	mands Tabs	Options Remote Hel	0					
🖶 🚼 💓 Synchronize	🗾 🥐 💈	🗄 😂 💣 Queue 🗸	Transfer Settings Default	• <i>2</i> •				
💻 arch-data02t.srv.aau.d	k 🗙 🖳 Ne	w Tab 👻						
🗾 Desktop 🔹 Ӗ	- 🝸 - 📔	🔶 🔹 🔹 🔹	🏫 🔁 💺	📙 Dataset 🛛 🝷 📁 🔫	• •	🔶 - 📴 🖬 🏠 🖓	🚉 Find Files	
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	e - Aalborg U	niversitet\Skrivebord\Te	st\	/DataStewardThomasPub	lic/Userguide/[Dataset/		
Name 1 2 Test.docx	Size	Type Parent directory Microsoft Word-d Upload	Changed 11-11-2024 12:19:02 11-11-2024 12:19:00 oad file 'Test.docx' to remote directi	Name t lost+found	Size ?	Changed 11-11-2024 12:14:59 11-11-2024 12:14:47 X -2024 12:15:02 -2024 12:15:00	Rights r-xr-xr-x rwx rw-rr rw-rr	Owner 610209 root root root
		Transfer Transfer Transf Transf Trans	settings ype: Binary er in background (add to transfer qu fer settings 🔽	CK Cancel	Help			
B of 0 B in 1 of 1				0 B of 136 B in 0 of 3				
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🗊 Upload 🖌 📝 B	Edit - 🗙 🛃 🕞	Properties 👻 🔛 Ne	w - + - V	Download 👻 📝	Edit 🔹 🗙 🛃	👌 Properties 👻 📔 No	ew + 📑 🗖 🕻	∀
C:\Users\DH10ZN\On	eDrive - Aalborg U	niversitet\Skrivebord\Te	est\	/DataStewardThomasPu	ublic/Userguide/D	ataset/		
Name	Size	Туре	Changed	Name	Size	Changed	Rights	Owner
t.		Parent directory	11-11-2024 12:19:02	t		11-11-2024 12:14:59	r-xr-xr-x	610209
Test.docx	0 KB	Microsoft Word-d	11-11-2024 12:19:00	lost+found		11-11-2024 12:14:47	rwx	root
				MANIFEST.inf	1 KB	11-11-2024 12:15:02	rw-rr	root
				metadata.js n	1 KB	11-11-2024 12:15:00	rw-rr	root
				Test.docx	0 KB	11-11-2024 12:19:00	rw-rw-r	610209
B of 0 B in 0 of 1				0 B of 136 B in 1 of 4				
							SFTP-3	0:02:3

When you are done transferring your data, you can close the window

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Local Mark Files Comm	ands Tabs	Options Remote Hel	p						\sim
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📮 arch-data02t.srv.aau.dk	: × 🖳 Ne	w Tab 👻							
📃 Desktop 🔹 📔	• 🝸 •	🔶 🔹 🔶 🔹 🚺	🏫 🔁 🔚		Dataset 🔹 🚰 🔹 🍸	• • • •	+ - 🗈 🖬 🏠 Ġ	🚉 Find Files	
🕼 Upload 👻 📝 Edit 👻 📈 🕞 Properties 👻 🎬 New 🕶 💽 🛨					📲 Download 👻 📝 Edi	t - 🗙 🛃	🕞 Properties 👻 🎬 N	ew + 📑 🗖 🕻	₹
C:\Users\DH10ZN\OneDrive	- Aalborg U	niversitet\Skrivebord\Te	est\		/DataStewardThomasPublic	:/Userguide/D	ataset/		
Name	Size	Type Parent directory Microsoft Word-d	Changed 11-11-2024 12:19:02 11-11-2024 12:19:00		Name	Size 1 KB 1 KB 0 KB	Changed 11-11-2024 12:14:59 11-11-2024 12:14:47 11-11-2024 12:15:02 11-11-2024 12:15:00 11-11-2024 12:19:00	Rights 	Owner 61020, root root 610209,
0 B of 0 B in 0 of 1					0 B of 136 B in 1 of 4	1		SFTP-3	0:02:30

You may encounter the following pop-up window, which you can safely answer "yes" to. Your work will still be saved.



STEP 6: ARCHIVE DATA.

When your files have been transferred to the data host, go back to DataDeposit. If your data and metadata are correct, then press the padlock to archive your data. Once you have pressed archive, you can no longer edit your dataset or your metadata.

Data	Deposit					•
Home / Comm	nunities / DataStewardThomasPubli	c / Userguide				i
Datasets	: - Userguide		Type here to filter			
Dataset	Internal Description	Owner	Classification	Metadata	Archive	
Dataset		Thomas Ande	ers Confidential	Confide		6 🖬 🌶
					Previo	ous 1 Next
DataDeposit Darl	kArchive: 1.0.3					Back to top

Step 6a: Confirm that you wish to archive your data.

DataDeposit	? Confirm ×
Home / Communities / DataStewardTh	Confirm you want to archive the dataset. This action cannot be undone.
Datasets - Userguide	✓ Confirm ¥ Decline
Dataset Internal Description	u Owner Classification interagata
Dataset	Thomas Anders Confidential Confide, 🗸 🔓 🌑 🗁 🜌 🖋
	Previous 1 Next
DataDeposit DarkArchive: 1.0.3	Back to top

Step 6b: When the circle starts to move, the archiving process has begun.

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Home / Comm	nunities / DataStewardThomasPublic /	′ Userguide				i
Datasets	- Userguide		Type here to filter			
Dataset	Internal Description	Owner	Classification	Metadata		
Dataset		Thomas Ande	rs Confidential	Confide	• •	
					Previous	1 Next
DataDeposit Dark	Archive: 1.0.3					Back to top

Step 6c: When the padlock icon is locked, you have successfully archived your data.

Data	Deposit					d'	· · ·)
Home / Comm	unities / DataStewardThomasPublic	c / Userguide					i
Datasets	- Userguide		Type here to filter				
Dataset	Internal Description	Owner	Classification	Metadata			
Dataset		Thomas Ande	rs Confidential	Confide	(· ·	D B	•
						Previous	1 Next
DataDeposit Dark	Archive: 1.0.3						Back to top

STEP 7: MOUNT DATA.

Now test if your data has indeed been archived correctly in the dataset. Click on the mount icon for your dataset.

DataD	eposit							dh10zn		
Home / Commu	nities / DataStewardThomasPublic / Usergu	uide								i
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Step 7a: Click "Confirm".

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Step 7b: Data check

Now repeat the process from step 5, where you connected to the data host using an SFTP client. This time check, that you can see the files you have previously uploaded to your dataset on the data host.

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Step 7c: Data confirmation.

Once you have confirmed that the files are indeed present in the dataset, return to DataDeposit and click the mount icon to unmount the data set.

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APPENDIX 1 DESCRIPTION OF FIELDS UNDER INFORMATION

Number	Name	Definition	Usage notes
1	Collection	This is the name of the collection where you are uploading the dataset.	Pre-filled
2	Dataset	The name of the dataset you are uploading. The dataset name cannot contain special characters, underscores or spaces it is limited to a name with dashes. The name will appear in the list of datasets in each collection. Possible conventions: article-nameofdataset rawdata-nameofdataset	In the Dataset field you must name the dataset you are going to upload. Try to find a recognizable name which makes it easier to find the dataset in DataDeposit's search function. It also helps you recognize this dataset among others if you eventually end up having several datasets under one collection in DataDeposit.
3	Classification	In the classification field you must indicate what classification your data has. NOTE: The selection of classification has implications for visibility after the data has been archived. Confidential: Data are only visible for the community/collection Sensitive: The data are only visible for the community/collection. Internal: The data are only visible for the community/collection. Internal: The data are only visible for the community/collection. Internal: The data are only visible for the community/collection. Public: All users in DataDeposit can see the data.	Use the AAU classification model: <u>Classify your data at Aalborg University -</u> <u>Aalborg University</u>
4	Metadata	In the classification field you must indicate what classification your metadata has. NOTE: The selection of	Use the AAU classification model: <u>Classify your data at Aalborg University -</u> <u>Aalborg University</u>
		classification has implications for	•

		visibility after the data has been archived. Limited visibility of metadata will have implications for findability. Confidential: The metadata are only visible for the community/collection. Sensitive: The metadata are only visible for the community/collection. Internal: The metadata are only visible for the community/collection. Internal: The metadata are only visible for the community/collection. Public: The metadata are shown at VBN and in DataDeposit.	
5	VBN Organisation	A selection of the VBN organisation to which the user has associations.	Only one organisation can be selected. The user uploading the data must therefore be associated with the desired organisation.
6	Schema Version5	This field should default to the latest version of the metadata schema.	Pre-filled.
7	Dataset Size (GB)	In Dataset Size you must enter the size of your dataset. Be aware: This value will be the size limit for data upload.	This can be found by checking the size of your data (files) where they are currently stored. This may, for example, be locally on your computer in your filesystem. It is recommended to round this value up to a reasonable round number. Ex. Allocate 900 Mb (0.9 GB) for a 877Mb file. NB: MAX 1 TB upload size (Dec 2022 limit)
8	Internal Description	In the Description field you must describe what the dataset is. It could be considered as an "abstract" for the data and should provide a brief but clear understanding of what the dataset is. Be aware: This field is visible for all users in DataDeposit if the metadata are public.	You could for example briefly describe what the data shows, how the data was collected, methodological approach, time and place, the number of respondents or experiments that were done and so on. If there are special conditions regarding access to data, the use of data and the like, this could also be described in this field.

APPENDIX 2 DESCRIPTION OF FIELDS UNDER *METADATA*

Category	Name	Definition	Usage notes
Types	Resource type	Choose a single term of some detail that supplements the type in the field below.	A single term of that describes the resource.
	Resource type general	Choose the relevant resource type from the list.	Uploads with multiple files should select the option "Dataset".
Identifiers	Identifier	This refers to the Unique identifier for the dataset, in this case a DOI. A DOI is a unique string that makes it possible to unambiguousl y identify and find your uploaded dataset. The DOI number is a combination of words, letters, and numbers, and will be automatically allocated to the dataset It the metadata are not public; the data are not	Pre-filled / Free text For new datasets this field is automatically completed. If this is a new dataset and the metadata for the dataset will be made public, a digital object identifier (DOI) will be automatically generated. If the metadata will not be public, then a universal unique identifier (UUID) will automatically be allocated that will not generate public information.

		issued a DOI.	
	ldentifier Type	The identifier type is determined by the identifier, but till be completed automatically.	Pre-filled
Creators	Name	The main researchers involved in producing the data, or the author of the publication. To supply multiple creators, repeat this property by clicking the (+ add creator) button. This should be interpreted like authors for a research article.	Write the name of the creatures who has been involved in producing the data, or the authors of the publication, in priority order. To supply multiple creators, repeat this property. Each creator (or author) should have a separate entry. I.e. by clicking the (+ add creator) button.
	Name type	The type of name given in the 'Creator'. Either 'organizational ' for an organization or 'personal' for a person.	As a researcher at the university this would by default be "personal".
	Given name	The personal or first name of the creator.	Not to be filled if you registered an organization.

	Family	The surname	Not to be filled if you registered an organization.
	name	or last name of the creator.	
	Name Identifier	You use this field to write a unique identifier for the creator(s). For people this is most often the ORCID	Write your ORCID-number or another unique identifier.
	Name Identifier Schema	The Identifier Schema is a unique Schema that identifies a resource.	Write the type of identifier you have used – eg. ORCID, ROR etc.
	Scheme URI	The URI (Uniform Resource Identifier) of the name identifier scheme.	Depending on what identifier you have chosen in the above field, write the Scheme URI that matches the chosen identifier. Examples on URI's: <u>https://isni.org/</u> <u>https://orcid.org</u> <u>https://ror.org/</u> <u>https://www.grid.ac/</u>
	Name affiliation	The organizational or institutional affiliation of the creator.	The organizational or institutional affiliation of the creator. As an AAU researcher, write Aalborg University, the specific faculty and department the creator belongs to.
	Affiliation identifier	You use this field to write a unique identifier for your organization. For organizations it is most often the ROR.	Write the ROR-number or another unique identifier. Aalborg University identifiers: ROR: https://ror.org/04m5j1k67 GRID: grid.5117.2 ISNI: 0000 0001 0742 471X Crossref Funder ID: 501100002702 Wikidata: Q601956
	Affiliation Identifier Schema	Specify the identifier schema used.	Write the type of identifier you have used. ROR or another unique identifier schema.
	Scheme URI	The URI (Uniform Resource Identifier) of the name identifier scheme.	Depending on what identifier you have chosen in the above field, write the Scheme URI that matches the chosen identifier. Examples on URI: <u>https://isni.org/ https://orcid.org https://ror.org/</u> <u>https://www.grid.ac/</u>

Titles	Title	The main title of the dataset, software etc. Additional alternative titles, subtitles, or translated titles can be added by clicking the (+ add title) button.	Write a meaningful title for the data that you are uploading. If this dataset is related to a published research article, you can use the same title as was used for the article.
	Title type	The type of Title (other than the Main Title) VERY IMPORTANT: Always complete the main title. When filling in the main title of the dataset, this field must be left blank. For additional title types click the (+ add title) button.	If the dataset needs additional (sub)titles use the (+ add title) button to add an additional title, then select the additional title type from the dropdown list. For the main title, remember to leave the "Title type" field blank.
Publisher	Publisher	The name of the entity that holds, archives, publishes, prints, distributes, releases, issues, or produces the data.	If this is the first time "publishing" this data, then enter "AAU Datadeposit". If you have already published your data together with an article or have uploaded the data in a Repository – then write the name of the journal or the repository. E.g. Harvard Dataverse, Sage publications, Zenodo and so on.

Publication year	Publication year	The year when the data and/or metadata is made publicly available. If the metadata is not made public, then this represents the year that the data is archived.	 In the case of datasets, "publish" is understood as making the data available on a specific date to the community of researchers. If that date cannot be determined, use the date of registration. If there is no standard publication year value, use the date that would be preferred from a citation perspective. If an embargo period has been in effect, use the date when the embargo period ends. In the case of resources such as software or dynamic data where there may be multiple releases in one year, include the Date/dateType/dateInformation property and sub-properties to provide more information about the publication or release date details. In the case of a digitised version of a physical object If the DOI is being used to identify a digitalised version of an original item, the recommended approach is to supply the <i>Publication Year</i> for the digital version and not the original object. You can use the other metadata fields e.g., Subject or description to describe the date of the original object.
Subjects	Subject	Subject, keyword, classification code, or key phrase describing the resource. Ideally each keyword should be included as a separate subject (+ add subject).	Keywords can be found within subject specific ontologies, as noted in the standards section of <u>FAIRsharing's</u> homepage. If you don't use a standard, you can define keywords yourself. These could alternatively be the subject codes used by journals to specify subject content. For example, JEL codes for economics publications.

	Subject schema	The name of the subject	For example: Dewey Decimal Classification (DDC)
		scheme, classification	Universal Decimal Classification (UDC) Library of Congress Classification (LCC)
		authority if one is used.	Mathematics Subject Classification (MSC) Physics and Astronomy Classification Scheme (PACS)
	SchemeURI	The URI (Uniform	Example URI: https://id.loc.gov/authorities/subjects.html
		Resource Identifier) of the subject	
		identifier scheme	
	valueURI	The URI (Uniform Resource Identifier) of	Example URI: https://id.loc.gov/authorities/subjects/sh85118622.html
		the subject term	
Contributors	Contributor type	Select from the dropdown list. This applies to the institution or person responsible for collecting, managing, distributing, or otherwise contributing to the development of the resource. To	Chose the relevant type from the list
		supply multiple contributors, repeat this property by clicking on the (+ add contributor) button.	
		For software, if there is an alternate entity that	

		"holds, archives, publishes, prints, distributes, releases, issues, or produces the code, use the "hosting Institution" under the field	
		"Contributor Type" for the code repository.	
	Name(s)	Refer to "Creator" names and name classifications for more information.	For further information on how to write information about the contributors, see appendix 2 information for "Creators" and the subfields related to that entry.
Dates	Dates	Different dates relevant to the work. (See the dropdown box in Date Type for options)	Dates that are important for the data. It could for example be the date where you conducted an interview, received some specific data, the day you received funding and so on.
Language	Language	The primary language of the resource.	Write the language the uploaded data are in.
Alternative identifiers	Alternative identifier	An identifier other than the primary identifier applied to the resource being registered. The alternate identifier should be an additional	Free text field. Example: E-GEOD-34814
		identifier for the same instance of the resource (i.e., same location, same file).	

		This may be any alphanumeric string which is unique within its domain of issue. May be used for local identifiers.	
Related identifiers	Related identifier	Identifiers of related resources. These must be globally unique identifiers.	Free text If you have other unique identifiers than a DOI. Write the identifier number. In the fields below "Related identifier type" you chose the relevant identifiers from the list.
Sizes	Sizes	Size (e.g., bytes, pages, inches, etc.) or duration (extent), e.g., hours, minutes, days, etc., of a resource. This field can be used to provide additional context per dataset or per file, or data type.	Free text Examples: "15 pages", "6 MB", "45 minutes" For multiple files, these can each be described in this field. For example: "Print document (.pdf), 2.3MB. Video data (.mp4), 8 hours, 1.4GB. Tabular data (.csv), 25MB. STATA do file (.do), 32KB. Vector map data (.SHP), 2.2GB. R script (.R), 10KB. Etc."
Formats	Formats	Technical format of the resource. If multiple files are uploaded, it is possible to input a list of file formats.	Free text Write the type or format the files you are uploading. For example PDF, XML, MPG or application/pdf, text/xml, video/mpeg.
Version		The version number of the resource.	Write the version number of the upload. If a major version change has been made, it is recommended to make a new dataset upload.

Rights list	Rights	A license is a statement that describe the usage rights regarding the uploaded data.	 Write the license that you are applying the data. AAU recommends using Creative Commons. Creative Commons offer several alternatives with a variety of levels of restriction. For more information visit: <u>https://creativecommons.org/licenses/?lang=en</u> or have a look at Appendix 3. Be aware that Creative Commons is not recommended for licensing software and code. Alternative license types can be considered here: <u>https://en.wikipedia.org/wiki/Comparison of free and open</u> -source_software_licenses If the data should not be shared or is a closed dataset, write "N/A". If you want to upload some of your files under different
	Rights URI	The URI (Uniform Resource Identifier) of the license	Example CC-BY 4.0: https://creativecommons.org/licenses/by/4.0/
	Rights Identifier	A short, standardized version of the license name	Example: CC-BY-4.0 For more information visit: <u>https://creativecommons.org/licenses/?lang=en</u>
	Rights Identifier Scheme	The name of the scheme	Example: Creative Commons
	Scheme URI	The URI (Uniform Resource Identifier) of the Rights Identifier Scheme.	Example CC-BY 4.0: https://creativecommons.org/licenses/by/4.0/
Descriptions	Descriptions	All additional information that does not fit in any of the other categories. May be used for technical	Write relevant descriptions and chose the type of description under "description type". Notes: Abstract: A brief description of the resource and the context in which the resource was created

		information.	Methods: The methodology employed for the study or research
			SeriesInformation: Information about a repeating series, such as volume, issue, number.
			TableOfContents: A listing of the Table of Contents.
			TechnicalInfo: Detailed information that may be associated with design, implementation, operation, use, and/or maintenance of a process or system.
			Other: Other description information that does not fit into an existing category.
Geolocations	Geo Location	n place	
	Geo Location place	Spatial region or named place where the data was gathered or about which the data is focused. For multiple locations, use the (+ add geolocation) button.	Repeat this property to indicate several different locations.
	Geolocation	Point	
	Geolocation Point	A point location in space.	A point contains a single longitude-latitude pair.
	Point Longitude	Longitudinal dimension of point	If geolocation Point is used, point Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east). Example: -67.302 Domain: -180 <= point Longitude <= 180
	Point Latitude	Latitudinal dimension of point	If geo location Point is used, point Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north) Example: 31.233 Domain: -90<= point Latitude <= 90
	Geo Location	ı Box	
	Geo Location Box	The spatial limits of a box	A box is defined by two geographic points. Left low corner and right upper corner. Each point is defined by its longitude and latitude.
	West Bound Longitude	Western Iongitudinal	f geolocationBox is used west Bound Longitude is mandatory. Longitude of the geographic point expressed in decimal

		dimension of box	degrees (positive east). Domain: -180.00 ≤ west Bound Longitude ≤ 180.00
	East Bound Longitude	Eastern longitudinal dimension of box	If geolocationBox is used east Bound Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east) Domain: -180.00 ≤ east Bound Longitude ≤ 180.00
	South Bound Latitude	Southern latitudinal dimension of box	If geolocationBox is used south Bound Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north). Domain: -90.00 ≤ south Bounding Latitude ≤ 90.00
	North Bound Latitude	Northern latitudinal dimension of box	If geolocationBox is used north Bound Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north). Domain: -90.00 ≤ north Bounding Latitude ≤ 90.00
	Geo Locatio	n Polygon	
	Geo Location Polygon	A drawn polygon area, defined by a set of points and lines connecting the points in a closed chain	A polygon is delimited by geographic points. Each point is defined by a longitudelatitude pair. The last point should be the same as the first point
	Polygon Point	A point location in a polygon	If geoLocationPolygon is used, polygon Point must be used as well. There must be at least 4 non-aligned points to make a closed curve, with the last point described the same as the first point
	Point Longitude	Longitudinal dimension of point	If polygon Point is used point Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east). Domain: -180 <= point Longitude <= 180
	Point Latitude	Latitudinal dimension of point	If polygon Point is used point Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north). Domain: -90<= point Latitude <= 90
	In Polygon P	oint	
	In Polygon Point	For any bound area that is larger than half the earth,	In Polygon Point is only necessary to indicate the "inside" of the polygon if the polygon is larger than half the earth. Otherwise, the smallest of the two areas bounded by the polygon will be used.

	Point Longitude Point Latitude	define a (random) point inside Longitudinal dimension of point Latitudinal dimension of point	If inPolygonPoint is used point Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east). If in Polygon Point is used, point Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north)
Funding references	Funder Name	The name of the funding provider.	Write the name of the funding provider.
	Funder Identifier	Uniquely identifies a funding entity, according to various types	Write the ROR-number or another unique identifier. For example, Aalborg University identifiers: GRID: grid.5117.2, ISNI: https://isni.org/page/search-database/, Crossref Funder ID: https://www.crossref.org/documentation/funder- registry/accessing-the-funder-registry/, Wikidata: https://www.wikidata.org/wiki/Q19822542.
	Funder Identifier type	Specify the type of the funder identifier.	Example: • Crossref Funder ID • GRID • ISNI • ROR • Other
	Scheme URI	The URI (Uniform Resource Identifier) of the name identifier scheme.	Depending on what identifier you have chosen in the above field, write the Scheme URI that matches the chosen identifier. Examples: https://isni.org/, https://orcid.org, https://ror.or g/ https://www.grid.ac/.
	Award number	The code assigned by the funder to a sponsored award (grant)	Example: GBMF3859.01
	Award URI	The URI (Uniform Resource Identifier)	Copy paste the URI in where you can find more information about your grant that has financed the data you are uploading.

	leading to a page provided by the funder for more information about the award (grant).	Example: <u>www.moore.org/grant-</u> <u>detail?grantId=GBMF3859.01</u> Note: In case the award or grant has an ID or DOI, the full URL of the grant DOI can be included here, e.g. https://doi.org/10.35802/221 400.
Award Title	The title or name of the award (grant).	Free text Example: Socioenvironmental Monitoring of the Amazon Basin and Xingu

APPENDIX 3 CREATIVE COMMONS LICENSES

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