Research Data Store User Guide

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Accessing Research Data Store

The Research Data Store is available at: <u>https://research-data.deakin.edu.au/store</u>. To login it uses single sign on access. If you have already logged in to another single sign on application you will not need to login again. Otherwise you will be taken to the single sign on login screen.

eakin Singl	e Sign On	
following service is rea	questing you to sign Password	on to Deakin: research-data.deakin.e Deakin Desktop
Us	ername	
Pas	ssword	
	Sign	on
safe. Always check for	signon.deakin.edu	au in the address bar of your browse

Enter your Deakin username and password.

Home Screen and Navigation



What are Activities and Collections?

The Research Data Store uses a hierarchy to store your research data. These are called Activities and Collections.



Activities represent research projects or research activities. These should be linked where possible to funded activities from Research Master, this enables easier tracking of data for each research project. If the research project is not in Research Master you can create an unlinked activity where you can create a space to collect all data relating to that activity. This unlinked activity can be linked to a Research Master project at a later time. You can manage the permissions on a Research Data Store activity to control who has access to collections within your project.

Collections are a collection of data which sit within your Research Data Store Activity. There are different types of collections available to create within an Activity. These collection types include:

- File Shares
- Publishable File Shares
- Mailing Lists
- Wikis

You can have multiple collections per Research Data Store Activity however some types are limited as to the quantity.

A Collection allows you to manage your data with each collection having its own access permissions. You can control who has access to each Collection within your activity.

Starred activities

You can customise your view on the home screen by using starred activities. If an activity is unstarred you can hide it from view.

Show unstarred Activities					•
Activity title	System name	Tags			
0 My Favourite Activity	RDS745-Fave-Act	VERY IMPORTANT	REATOR OWNER		*
				Find an Activity	Create an Activity
To show your activities that you h	nave not starred che	ck:	V Show unsta	arred Activities	6
To hide your activities that you ha	ave not starred unch	eck:	Show unsta	rred Activities	

Activities

Creating a Research Data Store Activity

To create a Research Data Store Activity there are 2 options. You can find an Activity which has already been created by another researcher, or is in Research Master as a project. To do this use "Find an Activity", if this is a new Activity and it is not recorded in Research Master use "Create an Activity".



Activity Linked to a Research Master Project

1. Select Find an Activity

Home

Research Data Store

The Research Data Store is your place to self-serve various data storage and collaboration spaces. The spaces you create are collected within an activity.

My Current Activities and Collections

Below are your activities and collections. Activities within the Research Data Store are either linked to a Research Master project or not linked and created within the Store. The Research Data Store allows you to manage your collections. You can have multiple collections within an activity which can be seen when you expand the activity below.

Show unstarred Activities			
Activity title	System name	Tags	
My Favourite Activity	RDS745-Fave-Act	VERY IMPORTANT CREATOR OWNER	*
			Find an Activity Create an Activity

2. Search for your Activity or Research Master project by entering the project code, the FoR code or keywords within the project title.

	Find an Activity	×
e	You can search for an existing Activity or a research project from the Research Management System.	
our	Search by typing part of a title or a FoR code and select your project from the list. FoR codes will only search projects within the Research Management System.	
llec	Examples:	
es i	 Enter "fish genetics" to search for an Activity or research project with these words in the title. Enter the project code "15727" to match by project code. 	
col	> Enter the FoR code "060204" to match by FoR code.	er p
e Re nd tř	If you are unsure of your project code visit the Research Management System website where you can login to RMENet.	ior
	0000024523 Computational Tools to Analyse and Exploit the Social Media Revol	ut
	0000024524 - Assistive Technologies for Autism Support Harnessing Social Media FoR: 080109	
	0000027595 - Communicating Risk to online Youth Culture	
	0000024523 - Computational Tools to Analyse and Exploit the Social Media Revolution FoR: 080109	
	0000025915 - Cyber-racism and mmunity resilience FoR: 160803	
	0000027543 - Kinomatics: Assessing an expanded approach to motion pictures analytics	
	0000026920 - Remixing the learning in an era of social media FoR: 130202	
	0000027346 - Social Media and Cultures of Democracy: The Young Men and Women of the Arab Spring and Clobal Occupy Movements	
	0000027573 - Social media's impact on journalism	
	0000027750 - The Young Men and Women of the Global Uprisings: Generations, Gender, Social Media and	
	Cultures of Democracy. FoR: 160805	
der	0000027452 - Using Social Media as Sensors for Mental Health	SI
	Activity or Research Master project not found. Create a non-linked Activity.	

- 3. Select the project from the list or if you cannot find it click "Activity or Research Master project not found. Create a non-linked Activity". (Note: The Activity can be linked to a Research Master project later)
- 4. If you are not a registered participant on the Project within Research Master you will need to request access to this Activity within Research Data Store or contact Deakin Research to be made a participant on the Research Master project. To request access fill in the provided text box and click "Send Request"

Home		
Research Data	Store	
Research Master Pro	ject Number	
0000024523		
esearch Master Pro	ject Title	
Computationa	al Tools to Analys	e and Exploit the Social Media Revolution
e rise of Social Media ha edia and communities to gorithms with broad app edia companies and busi	is seen millions of people creatir o tap their potential to improve n ilication to disciplines dealing wit iness in general via online adver	ig media every day, and meeting online to relate and build communities, with Australians at the forefront. We explore tools to analys nultimedia search, target online marketing, gauge public opinion, and reflect community health. Outcomes will include theory and th large, varied data; techniques for fine-grained analysis of dynamic online communities that offer competitive advantage to social tising; and realworld applications that demonstrate these technologies, and new ways of engaging with online communities.
No Research Data Stor	re Activity linked with this pro	iject. Displaying Research Master Project details.
Primary Contact	Svetha Venkatesh	Access to this activity not permitted
Participants	Svetha Venkatesh	You are not currently listed as working on this project and have not been granted
FOR Code	080109 Pattern Recognition	access to this activity.
	and Data Mining	Access request *
	Computer-Human	Please provide a brief explanation as to why you are requesting access
	080603	
	conceptual modeling	text here
		Send request

Once you have been granted access the Activity will appear on your home screen.

Find an Activity

Create an Activity

Activity not linked to a Research Master Project

If you do not have a Research Master Project yet for your activity or it is an unfunded piece of Research work you can create an Activity.

- 1. Select "Create an Activity"
 - Home

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Research Data Store

The Research Data Store is your place to self-serve various data storage and collaboration spaces. The spaces you create are collected within an activity.

My Current Activities and Collections

Below are your activities and collections. Activities within the Research Data Store are either linked to a Research Master project or not linked and created within the Store. The Research Data Store allows you to manage your collections. You can have multiple collections within an activity which can be seen when you expand the activity below.

Show unstarred Activities			
Activity title	System name	Tags	
0 My Favourite Activity	RDS745-Fave-Act	VERY IMPORTANT CREATOR OWNER	*

2. Then select "Continue to create a non-linked Activity

Create an Activity	×
It is preferred that a Research Data Store Activity is linked to a Research Master project. If you are yet to submit a Notice of Intention to Submit (NOIS) you can create a Research Data Store Activity and link it later.	*
I have a project that is recorded within Research Master Continue to create a linked Activity >	
I could not find my project within Research Master Continue to create a non-linked Activity >	
	÷
Clo	se

- 3. Fill in the form including:
 - a. Activity Title this should be the name of the project or research activity that the data will belong to.
 - b. System Name this will be generated for you or you can modify the suggested name to be more meaningful. The underlying infrastructure requires a unique identifier, the System Name is used for

this purpose. Once the Activity is created the System Name cannot be changed. Note: only 16 alphanumeric characters and dash (-) allowed for an activity name

- c. Description Enter a description of the project or research activity
- d. Tags you can assign tags in a comma separated list to assist in the identification of the Research Data Store Activity
- e. Who can access See Access Permission section below.

Create a n	on-linked Activity	
Activity Title *	This is my research project on bees]
System Name *	RDS783-bees-proj The underlying Infrastructure requires a unique Identifyer, the System Name Is used for this purpose. You can modify the suggested name to be more meaningful. Once the Activity Is created the System Name cannot be changed. Note: only 16 alphanumeric characters and dash (-) allowed for an activity name]
Description	I am collecting data on the life of a bee.	
Tags	bees, photos, geographical surveys, anatomy Comma-separated list of tags]
Scroll down to co	nfigure access to this Activity Save	ose

4. Once the information is complete Select Save.



Find an Activity

Create an Activity

Access Permissions

There are 4 permission on a Research Data Store Activity.

Creator

• The person who registers the Activity in Research Data Store

Owner

• Is a registered member of the Research Master project or is the owner of the Activity

Administrator

• Can administer the activity on behalf of the owner

Member

• Can view the activity

Permissions are edited using the Edit Activity function or when the Activity is created.

1. From the Home Screen, click on the Activity title, this will take you to the Activity details screen.

Activity title	System name	Tags	
My Favourite Activity	RDS745-Fave-Act	VERY IMPORTANT CREATOR OWNER	*

2. Review the list of current permissions.

RDS745-Fave-Act
Emily Grucza
12/03/2014 @ 13:47:39

3. Click Edit

Activity Title	My Favourite Activity
System Name	RDS745-Fave-Act
Created by	Emily Grucza
Created on	12/03/2014 @ 13:47:39
Owners	
Owners Emily Grucza	
Owners Emily Grucza	

Add a New User

4. Scroll down to the "Who can access" section. To add a new user select "+ New User".

Edit Activi	ty		
		.:i	*
Tags	Very important Comma-separated list of tags		
Who can acc You can manage Different access I	CESS who has access to this Activity within the Research Data Stor evels allow users to either view or modify this Activity.	e.	Ш
User		Access	
Emily Grucza		Owner • New User	
		Save Clo	

5. Type in the username or name of the user you wish to add and select them from the list.

User *	Christopher McAvaney (chrismc)		
Access Level *	Owner		

6. Select the correct Access Level for the user.

Access	Owner 💌
Level *	Owner
	Administrator
	Member
	Add User Cancel

7. Select "Add User"

8. The new user is now in the list

Who can access	
----------------	--

You can manage who has access to this Activity within the Research Data Store. Different access levels allow users to either view or modify this Activity.

User	Access
Emily Grucza	Owner
Christopher McAvaney (chrismc)	Member

9. At the bottom of the screen select "Save"

Edit Activit	У	
Activity Title *	My Favourite Activity	
System Name *	RDS745-Fave-Act	
Description	I have changed the description	
Tags	Very important Comma-separated list of tags	
Who can acc	CESS who has access to this Activity within the Research Data Store.	
	Save	Close

Remove a User

1. Hover over the user in the list you wish to delete

User	Access
Emily Grucza	Owner
Christopher McAvaney (chrismc)	Member 🚽
	+ New Delete U

2. Click on the "-" that appears.

The user will be deleted.

_

3. At the bottom of the screen select "Save"

Create an Activity

Find an Activity

Managing a Research Data Store Activity

Other changes that can be made to a Research Data Store Activity are; editing tags, changing the description and changing the name.

1. From the Home Screen, click on the Activity title, this will take you to the Activity details screen.

Activity title	System name	Tags	
0 My Favourite Activity	RDS745-Fave-Act	VERY IMPORTANT CREATOR OWNER	*

2. Click Edit

Activity Title My Favourite Activity			
RDS745-Fave-Act			
Emily Grucza			
12/03/2014 @ 13:47:39			
Emily Grucza			
`			

3. Update the Activity Title, Description and Tags as required. Then select Save.

Edit Activi	ty	×
Activity Title *	My Favourite Activity	
System Name *	RDS745-Fave-Act	
Description	I have changed the description	
Tags	Very important Comma-separated list of tags	
Who can act	CESS who has access to this Activity within the Research Data	Store.
	-	Save Close

Linking a Research Data Store Activity to a Research Master Project

If you have created a Research Data Store Activity and now you have a project within Research Master that you are participating in you can link the Activity to the project. Please Note that you must be listed as a participant on the Research Master project to be able to do this.

1. From the Home Screen, click on the Activity title, this will take you to the Activity details screen.

Activity title	System name	Tags	
My Favourite Activity	RDS745-Fave-Act	VERY IMPORTANT CREATOR OWNER	1
			Find an Activity Create an Activity

2. You can see from the status if the Activity is linked. Select "Link to Research Master project".



3. Search for your Activity or Research Master project by entering the project code, the FoR code or keywords within the project title.

Link to Research Master Project	
You can search for a research project from the Research Management System.	*
Search by typing part of a title or a FoR code and select your project from the list. FoR codes will only search projects within the Research Management System.	
Examples:	
 Enter "fish genetics" to search for a research project with these words in the title. Enter the project code "15727" to match by project code. Enter the FoR code "060204" to match by FoR code. 	
If you are unsure of your project code visit the Research Management System website where you can login to RMENet.)
0000021009 Conservation of the Little Penguin	1
0000021009 - Conservation of the Little Penguin 0000027647 - Penguin prey availability 0000016376 - The Ecology and Management of the Little Penguin (Eudyptula minor) in Western Victoria 0000026831 - Little penguin movements in the Otway Basin FoR: 060205 0000022423 - Energetics of Little penguins foraging in contrasting environmental conditions FoR: 060203	
Confirm	

4. Select your Research Master Project and then select confirm.

Confirm	Close
commu	ciose

If you are not listed as a participant in Research Master for the project the following message will appear. Contact Deakin Research to have the project updated.

You are not a participant in this Research Project so cannot link it to an Activity

- 5. Information will now be displayed from Research Master against your Research Data Store activity.
 - a. The Project number
 - b. The Project title

c. The Project primary contact

А

В

- d. The Project participants
- e. The Project FOR code

Research Data Store

Research Master Project Number

O000027905

Research Master Project Title

A study of C2H5OH in Honolulu

Honolulu activity

OWNER

EG-FS-EG CREATOR Activity Title A study of C2H5OH in Open collection A READ/WRITE Honolulu Collection System Name RDS792-A-study-o This resource has been created and is ready for TKHololuluFS Created by Sandy Benness use. Created on 13/02/2014 @ 14:21:16 Create new Collection Primary Contact No Primary С Researchers Christopher McAvaney Participants Emily Grucza Sandy Benness D Terry Kildea 080500 FOR Code Е Distributed Computing

Collections

Creating a collection

Each Research Data Store Activity can have multiple collections. Each of these collections can have different Access permissions. Currently in the Research Data Store you can provision a File Share, Publishable File Share and a Wiki.

- 1. To create a Collection you can do this 2 ways:
 - a. From the Home Screen, click on the Activity title, this will take you to the Activity details screen.

Activity title		System name	Tags	
My Favou	rite Activity	RDS745-Fave-Act	VERY IMPORTANT CREATOR OWNER	*
				Find an Activity Create an Activity
Select Crea	ate New Coll	ection.		
Research Data	a Store			
My Favourite	Activity			
System Name	Act			
Changing the description	Act			
VERY IMPORTANT CREATOR	OWNER			
This Activity is not lin	iked to a Research Master pro	ject.	Link to Research Master project	
		No Collections available		
Activity Title	My Favourite Activity		Create new Collection	
System Name	RDS745-Fave-Act			
Created by	Emily Grucza			
Created on	12/03/2014 @ 13:47:39			
Owners				
Emily Grucza				
	G' Edit			

b. From the Home screen, expand the activity by selecting the arrow next to the Activity Title. Select Create new Collection.

Activity title	System name	Tags
My Favourite Activity	RDS745-Fave-Act	VERY IMPORTANT CREATOR OWNER
∧ Expand/collapse Collections		Create new Collection
0 This is my research project on bees	RDS783-bees-proj	BEES PHOTOS GEOGRAPHICAL SURVEYS ANATOMY CREATOR OWNER
		Find an Activity Create an Activity

2. You can select the Collection Type you would like to create from the left hand side, information on each type is on the right.

ſ	Create new collect	ion	tion about when to	
Collection Types	File Share (0/10) Publishable File Share (0/10) Wiki (0/1)	File Shares (also known as mapped drives or share folders) storage areas provisioned on eSolutions file servers. These mapped as a network drive on Windows, Linux and Mac workstations. File shares can also be accessed via a web int however this is limited to basic uploads and downloads of Contextualised instructions will be provided after the File S collection has been created.		* E
		Ideal for:	Storing files related to research	
		Who can access:	Deakin University Staff, Deakin University Students	
		How to access:	Mapped Network Drive, Web Browser, Mobile Devices.	
		Space available:	100 GB	
77		Maximum instances	10	+
			Close	•

3. Once you have selected scroll to the bottom of the pop-up and select the Create button.



- 4. You will be taken to the Create Collection screen where you can choose your:
 - a. Collection Name only alphanumeric characters and dashes "-" allowed, no spaces
 - b. Tags comma separated list

Create Colle	ction		
File Share setting	gs		Í
Activity Title	RDS745-Fave-Act		
Collection Name *	My-File-Share-1		
A	This name will be used as the name of the file share once it is created. Only alphanumeric characters and dashes allowed.	:	
Tags	Documents, Spreadsheets	1	
В	Comma-separated list of tags		
Who can acces	s		
You can manage who Different access levels	has access to this Activity within the Research Data Store. s allow users to either view or modify this Activity.		
User	Access		
Emily Grucza (ebock	ing) Read Write	•	•
	Save Close E	Back	

5. Select Save to create the collection, a status message will appear at the top of the window.

Save	Close	Back		
🌾 Creatii	ng collection			

6. The collection is now visible in the Activity Details Screen. There is a scheduled job which will create the share in the underlying infrastructure. It could take up to 15 mins for the collection to be ready. The collection has a tag of "Being Created".

Research Data Store

My Favourite	Activity				
System Name RDS745-Fave	-Act				
Changing the description	I.				
This Activity is not line	OWNER	L			Link to Research Master project
Activity Title	My Favourite Activity	My-File-Share-1	DOCUMENTS SPREADSHEETS	CREATOR READ/WRITE BEING CRE	ATED
System Name Created by	RDS745-Fave-Act Emily Grucza			Cre	ate new Collection
Created on	12/03/2014 @ 13:47:39				
Owners					
Emily Grucza					
	C Edit				

7. You can navigate to the Collection Details by selecting the Collection Name.

Research Data Store

Collection name

My-File-Share-1

Tags

DOCUMENTS SPREADSHEETS CREATOR READ/WRITE BEING CREATED

This resource is currently being prepared and will be ready for use soon.

Collection details		«Ba	ck to Activity
reated by	Emily Grucza		
Created on	20/03/2014 @ 15:02:08		
Used storage 0MB			
Read-write users			
Emily Grucza			
		-	

8. Once the Collection is ready to use the following message will appear and Collection management options will be available.



Access Permissions

Each collection type can have different access permissions

FileShare - Deakin users only

- Read Write
- Read Only

Publishable File Share - Deakin, AAF or public access

- Read Write
- Read Only AAF users can only be Read Only

Wiki - Deakin users only

• Read Write

Permissions are edited using the Edit Collection function or when the Collection is created.

- 1. Navigate to the Collection details page
- 2. Review the current collection permission.

Created by Emily Grucza Created on 20/03/2014 @ 15:02:08 Used storage 0MB Read-write users Emily Grucza	Collection details			
Created on 20/03/2014 @ 15:02:08 Used storage 0MB Read-write users Emily Grucza	Created by	Emily Grucza		
Used storage OMB Read-write users Emily Grucza	Created on	20/03/2014 @ 15:02:08		
Read-write users Emily Grucza	Used storage	OMB		
	Read-write users Emily Grucza			

3. Select Edit

Research Data Store

Collection name		
My-File-Share	e-1	
ags DOCUMENTS SPREADSHEETS This resource has be	CREATOR READ/WRITE	
Collection det	ails	«Back to Activity
Created by	Emily Grucza	Deleting this collection will make it unavailable.
Created on	20/03/2014 @ 15:02:08	Click the repair button to request a repair of the permissions. The permissions on the
Used storage	ОМВ	Collection will be refreshed.
Read-write users		G Edit Edit the tags and members associated with this collection
Emily Grucza		
		Open collection 🖈

Add a New User

10. Scroll down to the "Who can access" section. To add a new user select "+ New User".

Edit Collecti	on	
· · · · · · · · · · · · · · · · · · ·	My Favourite Activity	*
Collection Name *	My-File-Share-1 This name will be used as the name of the file share once it is created. Only alphanumeric characters and dashes allowed	
Tags	Documents, Spreadsheets Comma-separated list of tags	
Who can acces You can manage who Different access levels	S has access to this Activity within the Research Data Store. ; allow users to either view or modify this Activity.	Ш
User	Access	
Emily Grucza	Read Write	
	+ New User	ļ
	Save Clo	se

11. Type in the username or name of the user you wish to add and select them from the list.

Edit Collec	tion	
	Comma-separated list of tags	*
Who can acce	255	
You can manage wi Different access lev	no has access to this Activity within the Research Data Store. els allow users to either view or modify this Activity.	
User	Access	
Emily Grucza	Read Write	
User * Access Level *	Christopher McAvaney (chrismc) Christopher McAvaney (chrismc) Read Only This user will have read-only access to the file share	Ш
	Add User Cancel	•
	Save	ise

12. Select the correct Access Level for the user.

Edit Collec	tion	
Who can acc	255	^
You can manage w Different access le Permission levels a	ho has access to this Collection within the Research Data Store. vels allow users to either view or modify this Collection. available are different for each type of Collection.	
User	Access	
Emily Grucza	Read Write	
User *	Christopher McAvaney (chrismc)	
	Read Only	-
Access Level *	Read Only Read Write	E
	Add User Cancel	
		-
	Save	ose

13. Select "Add User"

Add User	Cancel

14. The new user is now in the list

Who can access

You can manage who has access to this Collection within the Research Data Store. Different access levels allow users to either view or modify this Collection. Permission levels available are different for each type of Collection.

User	Access
Christopher McAvaney	Read Write
Emily Grucza	Read Write

15. At the bottom of the screen select "Save"

Remove a User

4. Hover over the user in the list you wish to delete

User	Access		
Christopher McAvaney	Read Write	_	
Emily Grucza	Read Write	Delete User	
		+ New User	

5. Click on the "-" that appears.



The user will be deleted.

6. At the bottom of the screen select "Save"

Managing a Collection

Editing

You can edit a Research Data Store Collection, this will allow you to edit tags and access permissions only. Only readwrite users can edit a collection: To edit:

- 1. Navigate to the Collection Details screen for the Collection you wish to edit.
- 2. Select Edit



3. Update the Tags as required. Note: as the collection name is used by the underlying infrastructure this cannot be changed. Then select Save.

Edit Collecti	on	×
File Share settin	gs	^
Activity Title	My Favourite Activity	
Collection Name *	My-File-Share-1 This name will be used as the name of the file share once it is created. Only alphanumeric characters and dashes allowed.	E
Tags	Documents, Spreadsheets Comma-separated list of tags	
Who can acces You can manage who Different access level Permission levels ava	S has access to this Collection within the Research Data Store. s allow users to either view or modify this Collection. ilable are different for each type of Collection.	
User	Access	•
	Save Clo	ose

Repairing

You can repair a Research Data Store Collection. This will refresh the permissions. Only the Creator of the Collection can perform this action. To repair permissions:

- 1. Navigate to the Collection Details screen for the Collection you wish to repair.
- 2. Select Repair



3. Confirm the action.

Repair Collection		
Are you sure?		*
If you are not the creator of this collection, then you will need to wait until the creator has a request before the repair process begins.	actioned this	
	Confirm	Close

4. The Collection now enters a maintenance state and will not be available for 15 minutes. You will see the tag MAINTENANCE PENDING until this is complete.

If you attempt this while you are not the Creator you will send the creator a request to complete this, the Collection will not be repaired until the Creator actions your request.

Repair Collection	×	
A request to repair this collection has been sent to Christopher McAvaney		*

Deleting

You can delete a Research Data Store Collection. This will delete the Collection and all the data within. Only the Creator of the Collection can perform this action. To delete:

- 1. Navigate to the Collection Details screen for the Collection you wish to delete.
- 2. Select Delete

💼 Delete	Deleting this collection will make it unavailable.

3. Select Confirm

Delete Collection			e
Are you sure?			*
The deletion process will begin immediately after you have confirmed this action.			
		ļ	
	Confirm	Close	

4. The Collection now enters a deleted state and will not be available. You will see the tag until this process is fully complete.

 Testing-deletion	CREATOR	BEING DELETED	Being deleted

If you attempt this while you are not the Creator you will send the creator a request to complete this, the Collection will not be deleted until the Creator actions your request.

Delete Collection	×	
A request to delete this collection has been sent to Christopher McAvaney		*

Opening a Collection

- 1. There are multiple ways to open a collection.
 - a. From the Home screen, expand the activity by selecting the arrow next to the Activity Title.

Activity title	System name	Tags	
My Favourite Activity Expand/collapse Collections My-Publishable-Data	RDS745-Fave-Act	VERY IMPORTANT CREATOR OWNER	*
	PUBLISH FAMOUS FANTASTIC DATA COLI	LABORATE SHARE CREATOR READ/WRITE	Open collection 🖈
My-File-Share-1	DOCUMENTS SPREADSHEETS CREATOR R	EAD/WRITE	Open collection 🖈

Next to the collection you will see the option "Open Collection". Select Open Collection.b. From the Home Screen, expand the activity and click on the Collection Name

Activity title	System name	Tags	
C My Favourite Activity	RDS745-Fave-Act	VERY IMPORTANT CREATOR OWNER	*
My-Publishable-Pata	PUBLISH FAMOUS FANTASTIC DATA CO	LLABORATE SHARE CREATOR READ/WRITE	Open collection A
My-File-Share-1	DOCUMENTS SPREADSHEETS CREATOR	READ/WRITE	Open collection *
			Create new Collection

On the Collection Details screen, select Open Collection.

Research Data Store

Collection name

My-Publishable-Data

Tags

PUBLISH FAMOUS FANTASTIC DATA COLLABORATE SHARE CREATOR READ/WRITE

This resource has been created and is ready for use.

Collection det	ails	«Back to Activity			
Created by	Emily Grucza	Publish Publish this Collection to make it available via the Deakin Data Portal application for internal/external access. You can specify here if you want this to be public or limited to all AAF users. If you need to publish to individuals add them as users through the edit			
Created on Used storage	26/03/2014 @ 11:17:44 0MB	function. IMPORTANT: A Deakin Research Data Footprints metadata record is required for publication. To find or about Deakin Research Data Footprints visit the manage research data website. The linkage will only			
Read-write users		appear after overnight processing.			
		Click the repair button to request a repair of the permissions. The permissions on the			
Activity detail	S	Concertion with the refreshed. Concertion with the refreshed.			
Activity Title	My Favourite Activity	Note: The name of this collection (My-Publishable-Data) cannot be changed			
System Name Activity tags	RDS745-Fave-Act	Open collection A			

Open collection will perform different functions per collection type:

- 1. File Share Will take you to instructions on how to map a share drive on a PC or MAC
- 2. Wiki Will take you to the Wiki
- 3. Publishable File Share Will take you to instructions on how to map a share drive on a PC or MAC.

Publishing a Collection

To publish a Collection you must be the owner of the Collection and the Collection type must be a Publishable File Share. Publishing makes the data in the collection available as read only to either the public via guest access or AAF users via the <u>Deakin Data Portal</u>.

- 1. To Publish a Collection, create a Publishable File Share (see <u>creating a collection</u> above).
- 2. Navigate to the Collection details page by selecting the Collection Name from the home screen.

Activity title	System name	Tags	
C 2 My Favourite Activity	RDS745-Fave-Act	VERY IMPORTANT CREATOR OWNER	*
My-Publishable-Pata	PUBLISH FAMOUS FANTASTIC DATA COLLA	BORATE SHARE CREATOR READ/WRITE	Open collection A
My-File-Share-1	DOCUMENTS SPREADSHEETS CREATOR REA	D/WRITE	Open collection >
			Create new Collection

- 3. Use the Open Collection option to map the File Share and upload your files you want to publish, note the whole collection will be visible.
- 4. If you own the Publishable File Share collection the publish option will be available on the Collection details screen.



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- 5. Select 'Publish'.
- 6. The Publish screen will appear where you can select permissions and the metadata record to link to.

Publish Collection	
This will allow you to publish your Collection via the Data Portal Below is a list of records from Deakin Research Data Footprints for which you associated with Please select a record that you would like to associate with this Collection.	*
Select metadata record Allow guest access? C C	
Publish	Cancel

- a. Select the metadata record this is a data description record that is created in <u>Deakin Research Data</u> <u>Footprints</u> and then published to Deakin Research Online and Research Data Australia. Note: only records that you are listed on will be available for selection.
- b. Allow guest access this option if selected will make your data available to the general public
- c. Allow all AAF members access this option if selected will make your data available to all users with AAF credentials. Note: you can add individual AAF users by adding their email address through the Edit Collection functionality.
- 7. Select Publish.



8. Data Portal URL will take you to the Data Portal. The description tab will display the data description and the contents will list the files in the Collection.

