

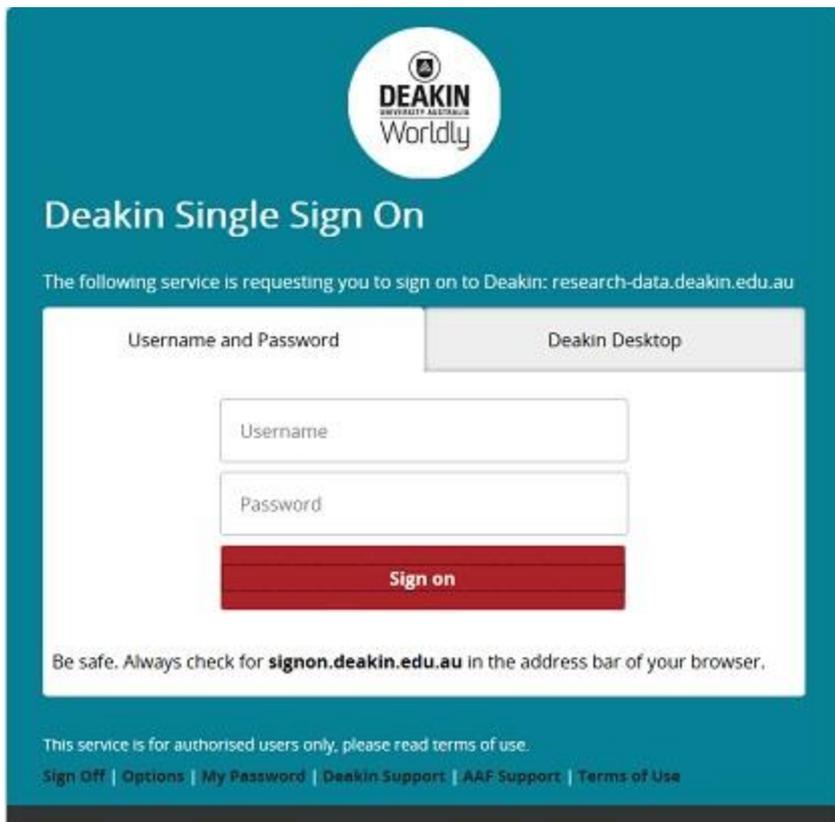
# Research Data Store User Guide

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## Accessing Research Data Store

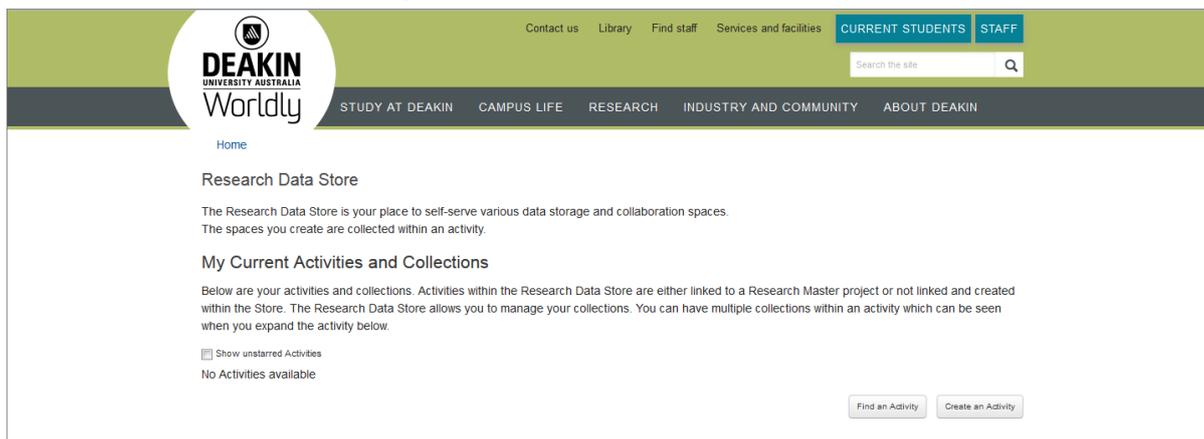
The Research Data Store is available at: <https://research-data.deakin.edu.au/store>. To login it uses single sign on access. If you have already logged in to another single sign on application you will not need to login again. Otherwise you will be taken to the single sign on login screen.



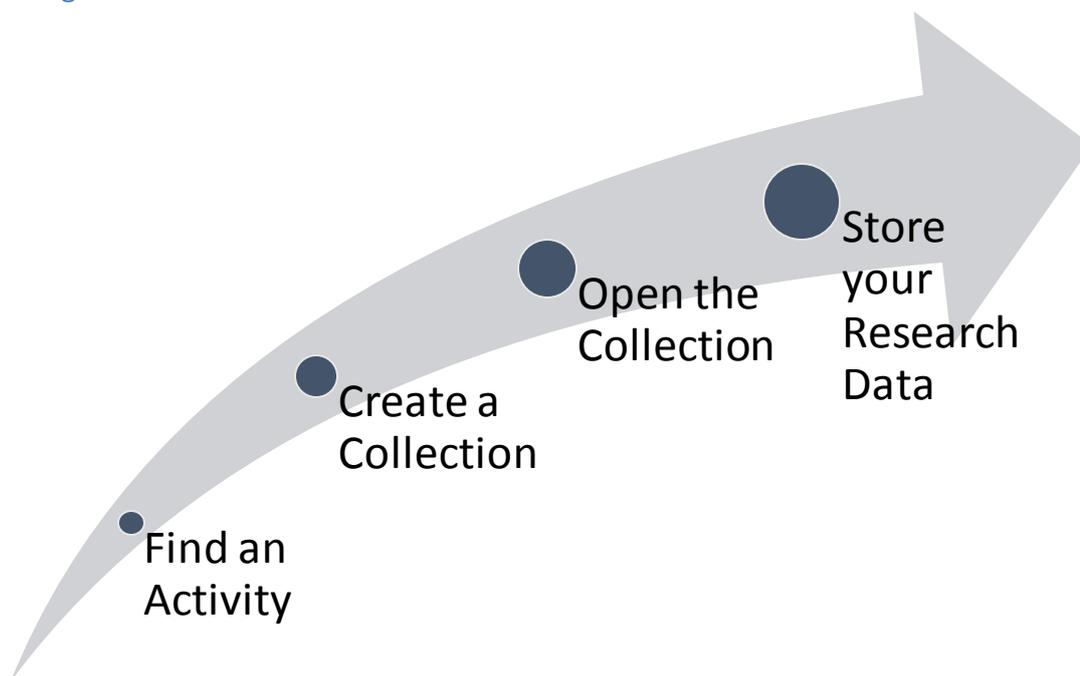
The screenshot shows the Deakin Single Sign On login interface. At the top left is the Deakin University Australia logo with the tagline 'Worldly'. Below the logo is the title 'Deakin Single Sign On'. A message states: 'The following service is requesting you to sign on to Deakin: research-data.deakin.edu.au'. There are two tabs: 'Username and Password' (selected) and 'Deakin Desktop'. Under the 'Username and Password' tab, there are two input fields: 'Username' and 'Password'. Below these fields is a red 'Sign on' button. A security warning reads: 'Be safe. Always check for **signon.deakin.edu.au** in the address bar of your browser.' At the bottom, there is a disclaimer: 'This service is for authorised users only, please read terms of use.' and a list of links: 'Sign Off | Options | My Password | Deakin Support | AAF Support | Terms of Use'.

Enter your Deakin username and password.

## Home Screen and Navigation

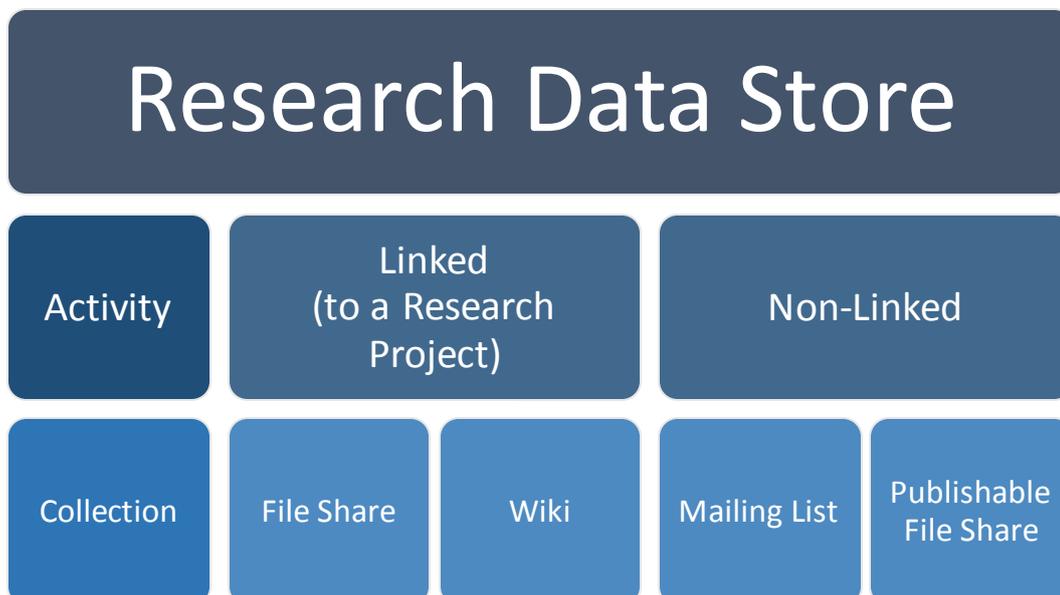


## Getting Started



### 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.



To show your activities that you have not starred check:



To hide your activities that you have not starred uncheck:



## Activities

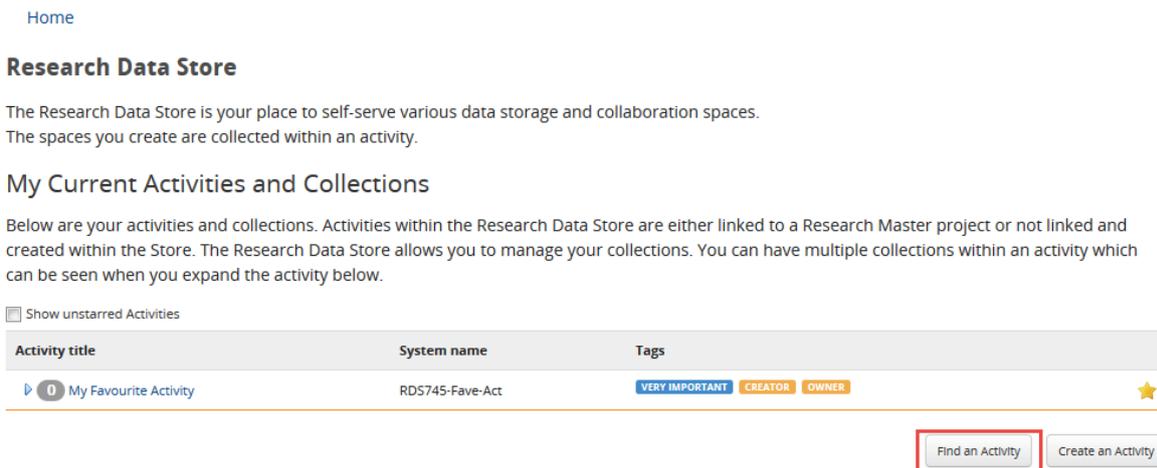
### Creating a Research Data Store Activity

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".

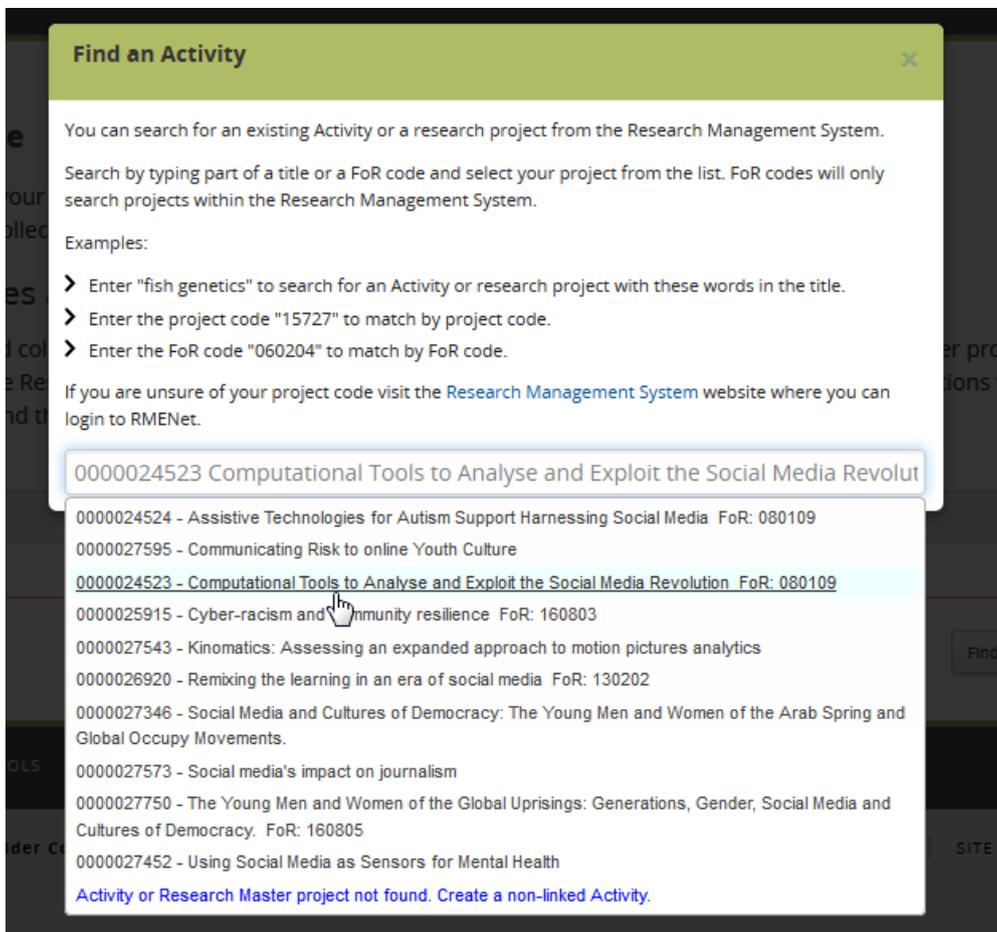


### Activity Linked to a Research Master Project

#### 1. Select Find an Activity



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



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 Project Number  
**0000024523**

Research Master Project Title  
**Computational Tools to Analyse and Exploit the Social Media Revolution**

The rise of Social Media has seen millions of people creating media every day, and meeting online to relate and build communities, with Australians at the forefront. We explore tools to analyse media and communities to tap their potential to improve multimedia search, target online marketing, gauge public opinion, and reflect community health. Outcomes will include theory and algorithms with broad application to disciplines dealing with large, varied data; techniques for fine-grained analysis of dynamic online communities that offer competitive advantage to social media companies and business in general via online advertising; and realworld applications that demonstrate these technologies, and new ways of engaging with online communities.

No Research Data Store Activity linked with this project. Displaying Research Master Project details.

<b>Primary Contact</b>	Svetha Venkatesh
<b>Participants</b>	Svetha Venkatesh
<b>FOR Code</b>	080109 Pattern Recognition and Data Mining 080602 Computer-Human Interaction 080603 Conceptual Modelling

Access to this activity not permitted

You are not currently listed as working on this project and have not been granted access to this activity.

Access request \*

Please provide a brief explanation as to why you are requesting access

→  
text here

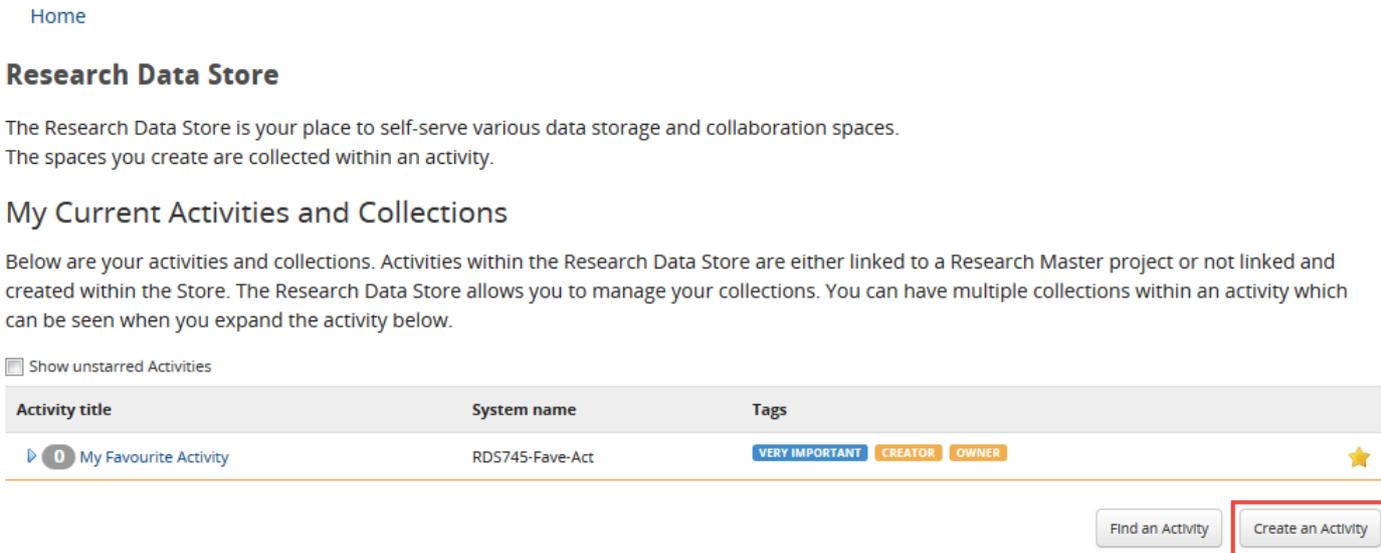
Send request

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

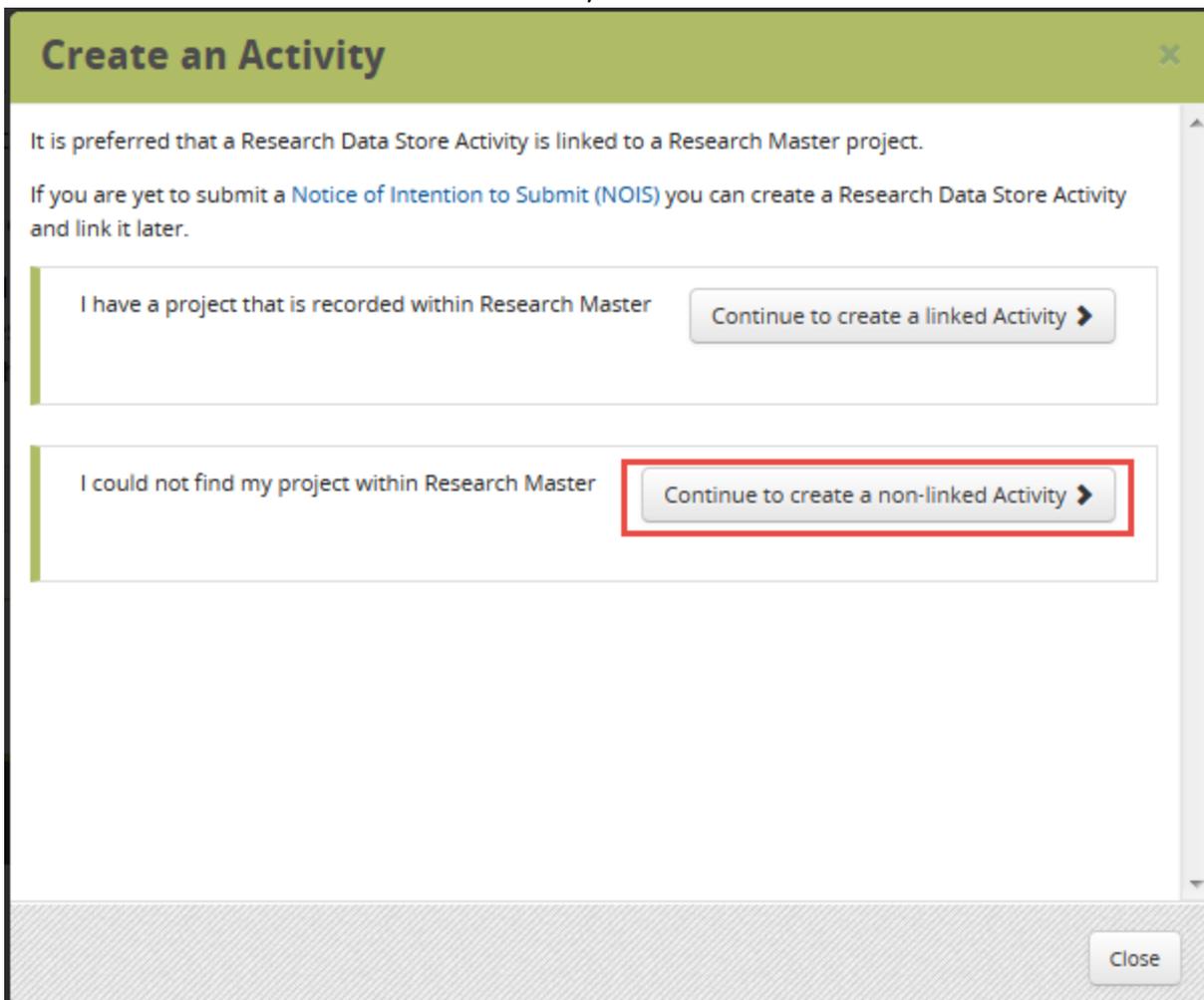
### Activity not linked to a Research Master Project

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”



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



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 non-linked Activity** ✕

**Activity Title \***

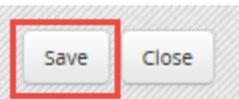
**System Name \***   
The underlying Infrastructure requires a unique Identifier, the System Name is used for this purpose. You can modify the suggested name to be more meaningful. Once the Activity is created the System Name cannot be changed. Note: only 16 alphanumeric characters and dash (-) allowed for an activity name

**Description**

**Tags**   
Comma-separated list of tags

**Scroll down to configure access to this Activity** Save Close

4. Once the information is complete Select Save.



### 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

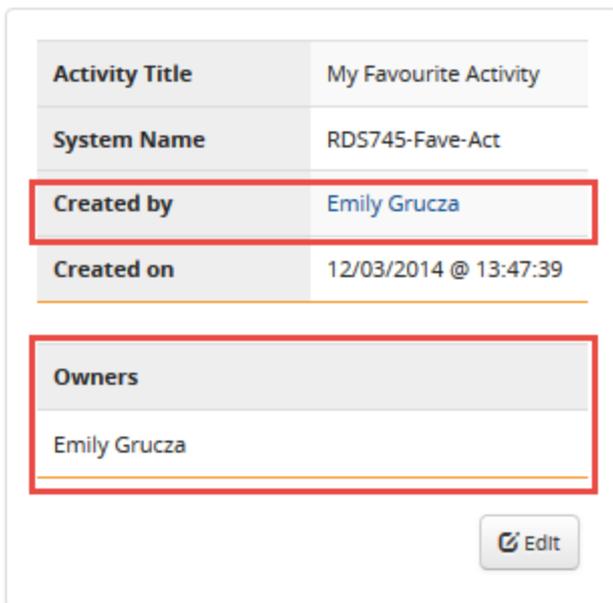
- Can view the activity

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.



2. Review the list of current permissions.



3. Click Edit

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

---

**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 Activity** ✕

Tags

Comma-separated list of tags

**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

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

- Select the correct Access Level for the user.

- Select "Add User"

- 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 McAveney (chrismc)	Member

- At the bottom of the screen select "Save"

*Remove a User*

- Hover over the user in the list you wish to delete



User	Access
Emily Gruzca	Owner
Christopher McAvaney (chrismc)	Member

+ New

Delete User

2. Click on the “-” that appears.



The user will be deleted.

3. At the bottom of the screen select “Save”

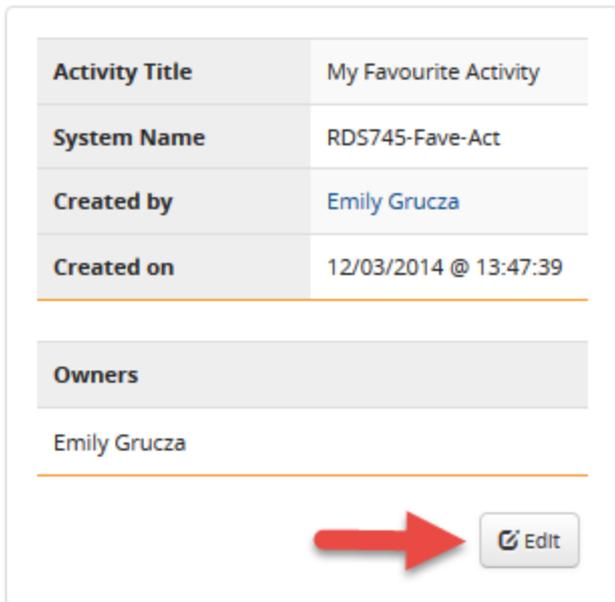
## Managing a Research Data Store Activity

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

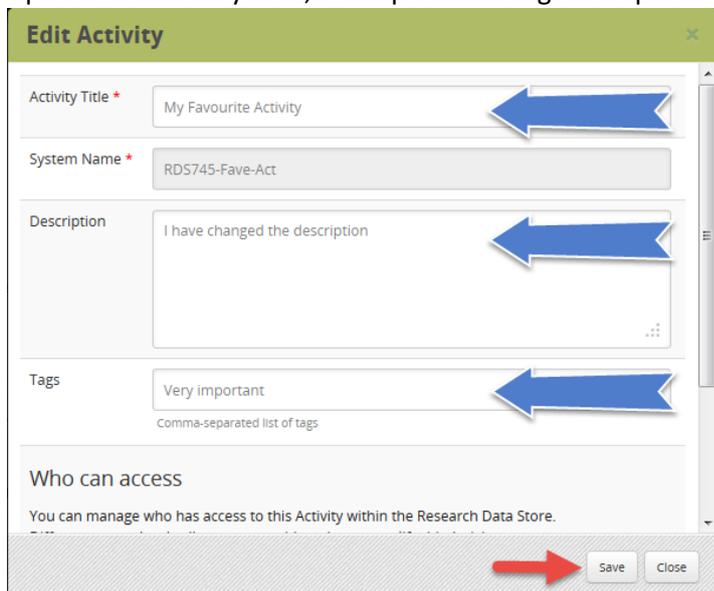
1. From the Home Screen, click on the Activity title, this will take you to the Activity details screen.



2. Click Edit



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



## 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.



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

### Research Data Store

#### My Favourite Activity

System Name  
RDS745-Fave-Act

Changing the description

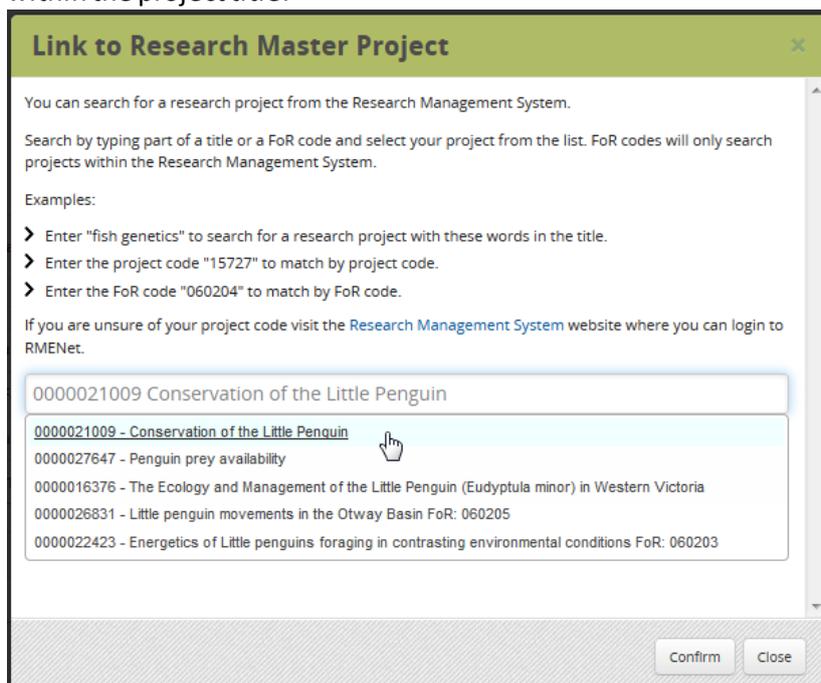
VERY IMPORTANT CREATOR OWNER

This Activity is not linked to a Research Master project.

Link to Research Master project

The Activity status, in this case the Activity is not linked to a 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.



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



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

### Research Data Store

Research Master Project Number  
0000027905



Research Master Project Title  
A study of C2H5OH in Honolulu



Honolulu activity

OWNER

<b>Activity Title</b>	A study of C2H5OH in Honolulu
<b>System Name</b>	RDS792-A-study-o
<b>Created by</b>	Sandy Benness
<b>Created on</b>	13/02/2014 @ 14:21:16
<b>Primary Contact</b>	No Primary Researchers
<b>Participants</b>	Christopher McAvaney Emily Gruzca Sandy Benness Terry Kildea
<b>FOR Code</b>	080500 Distributed Computing



EG-FS-

EG
CREATOR

Open collection →

Collection

TKHololuluFS

This resource has been created and is ready for use.

Create new Collection

## Collections

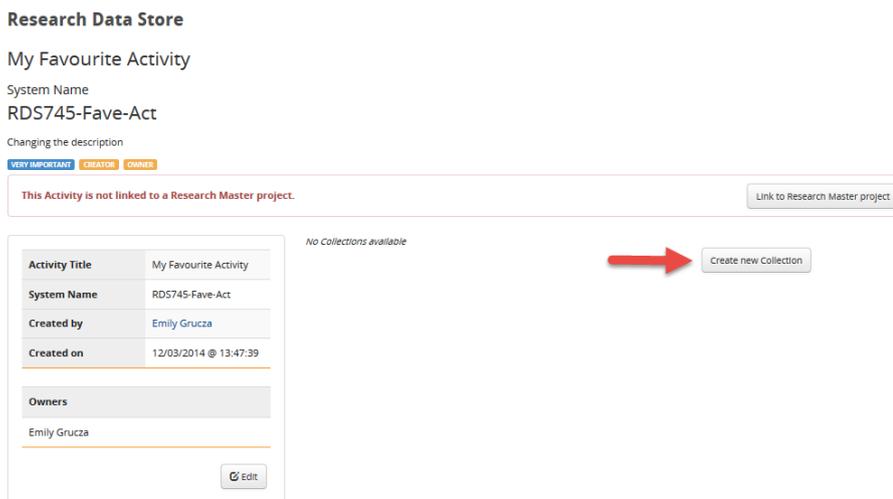
### Creating a collection

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.

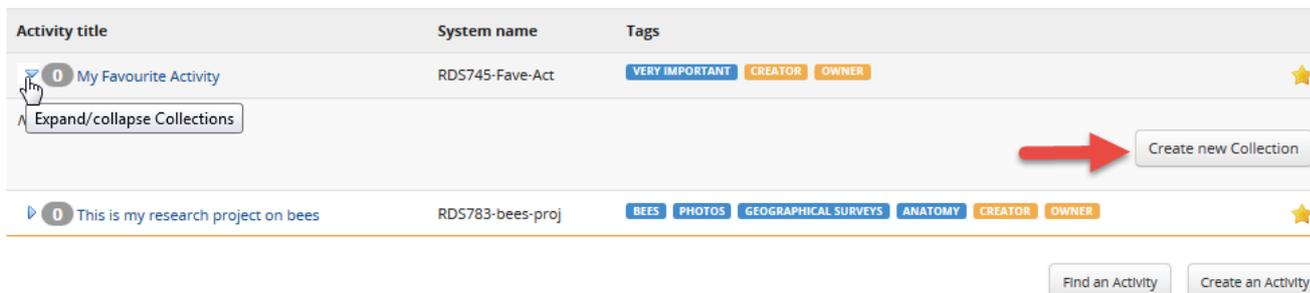
1. To create a Collection you can do this 2 ways:
  - a. From the Home Screen, click on the Activity title, this will take you to the Activity details screen.



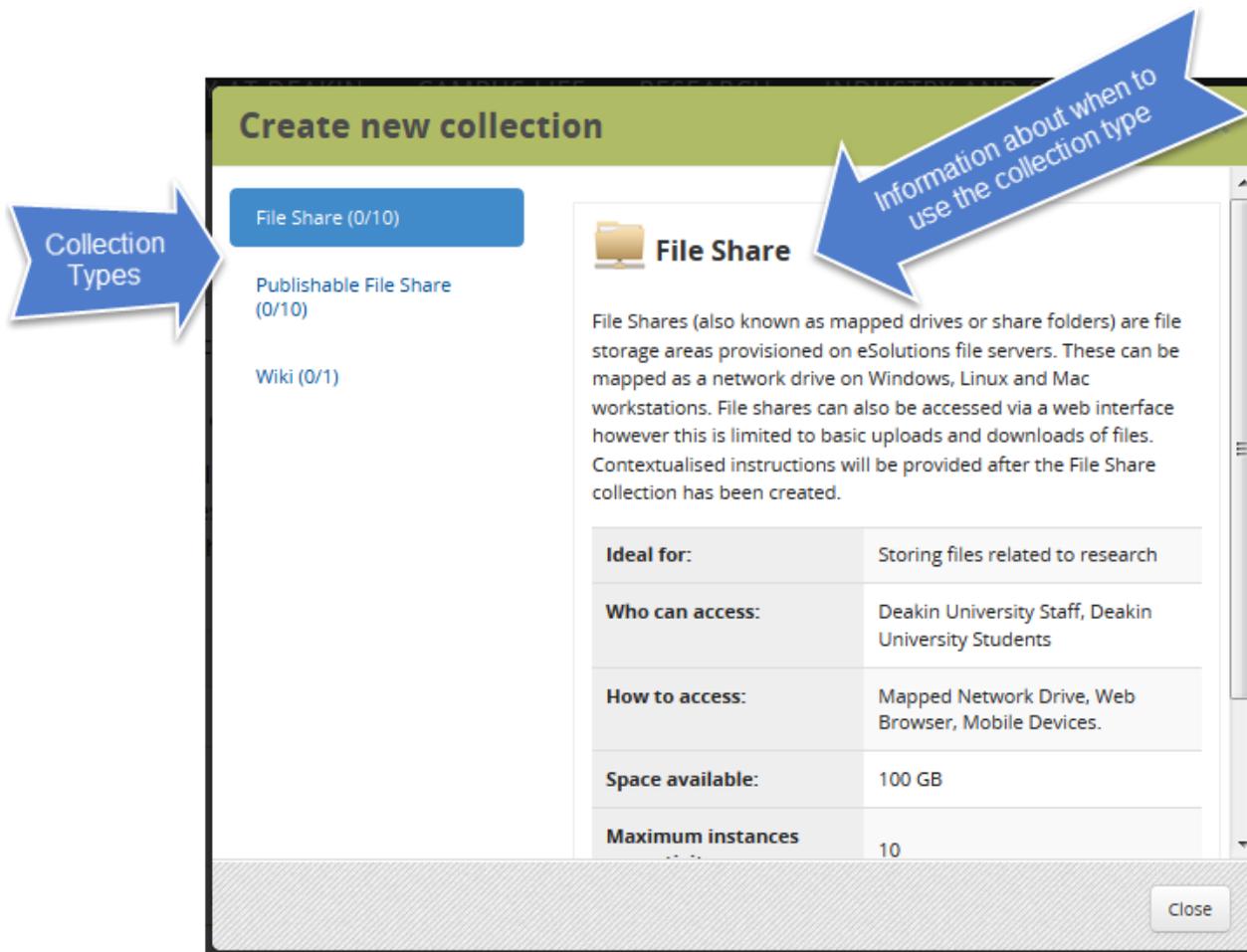
Select Create New Collection.



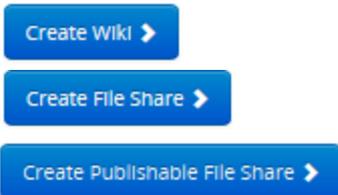
- b. From the Home screen, expand the activity by selecting the arrow next to the Activity Title. Select Create new Collection.



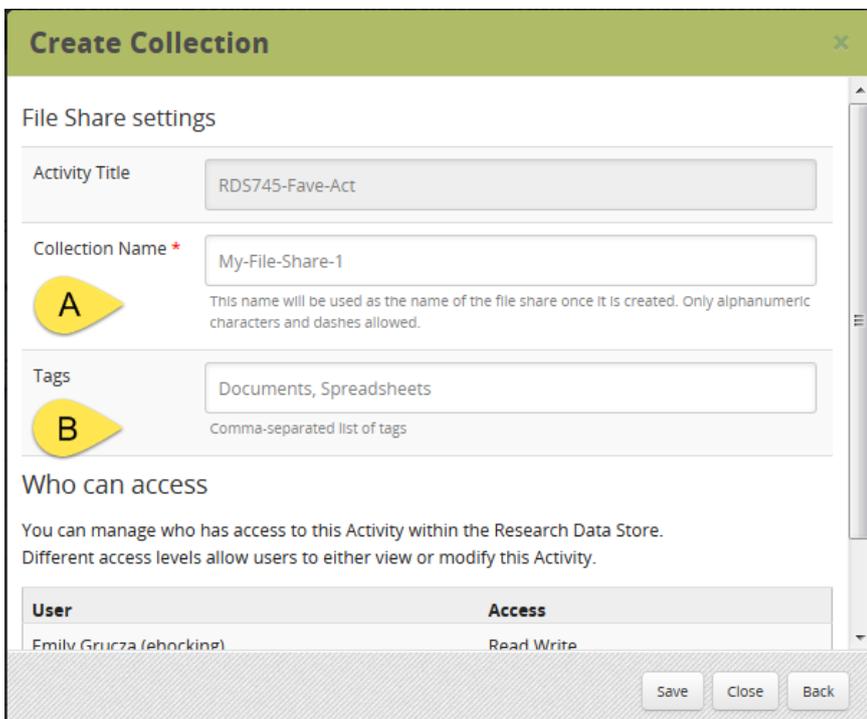
2. You can select the Collection Type you would like to create from the left hand side, information on each type is on the right.



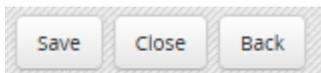
3. Once you have selected scroll to the bottom of the pop-up and select the Create button.



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



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



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". **BEING CREATED**

## Research Data Store

### My Favourite Activity

System Name

RDS745-Fave-Act

Changing the description

**VERY IMPORTANT** **CREATOR** **OWNER**

This Activity is not linked to a Research Master project. [Link to Research Master project](#)

<b>Activity Title</b>	My Favourite Activity
<b>System Name</b>	RDS745-Fave-Act
<b>Created by</b>	Emily Gruzca
<b>Created on</b>	12/03/2014 @ 13:47:39

**Owners**

Emily Gruzca

[Edit](#)

My-File-Share-1 **DOCUMENTS** **SPREADSHEETS** **CREATOR** **READ/WRITE** **BEING CREATED**

[Create new Collection](#)



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

Created by	Emily Grucza
Created on	20/03/2014 @ 15:02:08
Used storage	0MB

---

**Read-write users**

Emily Grucza

«Back to Activity

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

## Research Data Store

Collection name

# My-File-Share-1

Tags

DOCUMENTS SPREADSHEETS CREATOR READ/WRITE

This resource has been created and is ready for use.



### Collection details

Created by	Emily Grucza
Created on	20/03/2014 @ 15:02:08
Used storage	0MB

---

**Read-write users**

Emily Grucza

«Back to Activity

Delete Deleting this collection will make it unavailable.

Repair Click the repair button to request a repair of the permissions. The permissions on the Collection will be refreshed.

Edit Edit the tags and members associated with this collection  
 Note: The name of this collection (My-File-Share-1) cannot be changed

Open collection ➔

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.

**Collection details**

<b>Created by</b>	Emily Grucza
<b>Created on</b>	20/03/2014 @ 15:02:08
<b>Used storage</b>	0MB

---

**Read-write users**

Emily Grucza

---

3. Select Edit

### Research Data Store

Collection name

My-File-Share-1

Tags

DOCUMENTS SPREADSHEETS CREATOR READ/WRITE

This resource has been created and is ready for use.

**Collection details**

Created by	Emily Gruzca
Created on	20/03/2014 @ 15:02:08
Used storage	0MB
<b>Read-write users</b>	
Emily Gruzca	

«Back to Activity

Delete Deleting this collection will make it unavailable.

Repair Click the repair button to request a repair of the permissions. The permissions on the Collection will be refreshed.

Edit Edit the tags and members associated with this collection  
 Note: The name of this collection (My-File-Share-1) cannot be changed

Open collection →

*Add a New User*

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

**Edit Collection**

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 access**

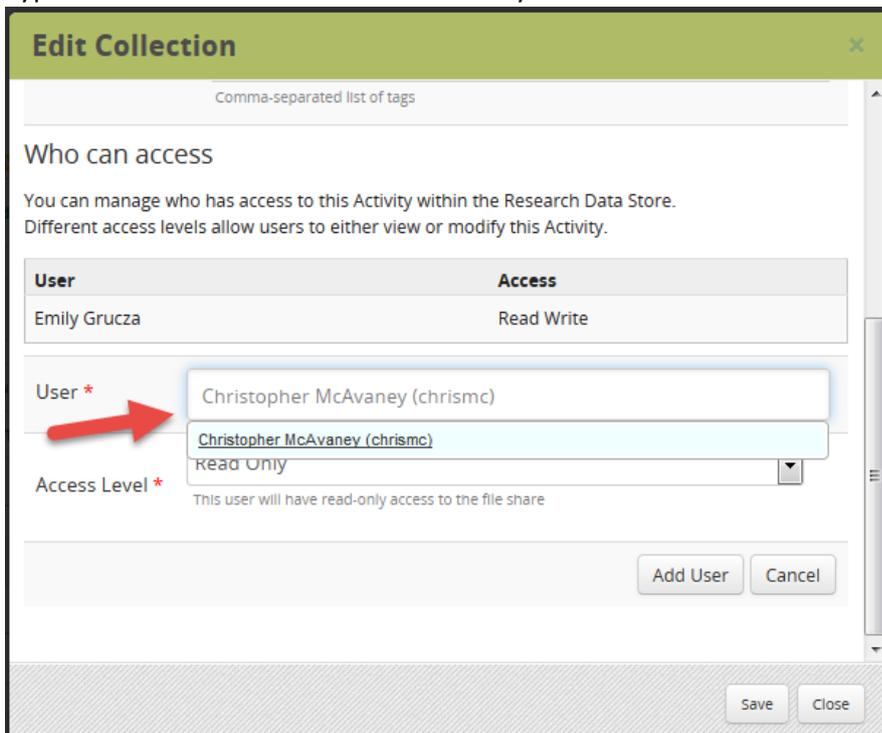
You can manage who has access to this Activity within the Research Data Store. Different access levels allow users to either view or modify this Activity.

User	Access
Emily Gruzca	Read Write

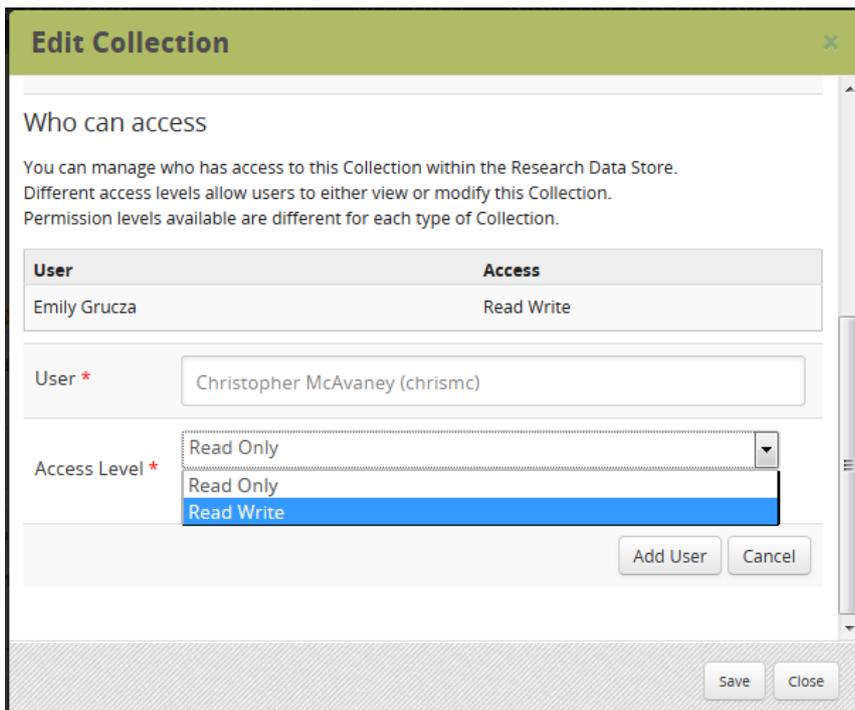
+ New User

Save Close

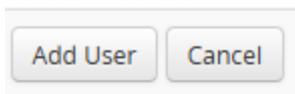
11. Type in the username or name of the user you wish to add and select them from the list.



12. Select the correct Access Level for the user.



13. Select "Add User"



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 Gruzca	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 Gucza	Read Write	Delete User

[+ New User](#)



5. Click on the “-” that appears.



The user will be deleted.

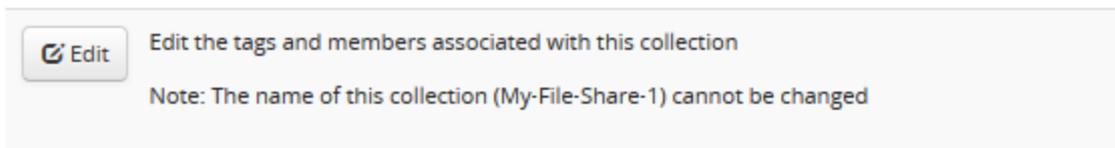
6. At the bottom of the screen select “Save”

## Managing a Collection

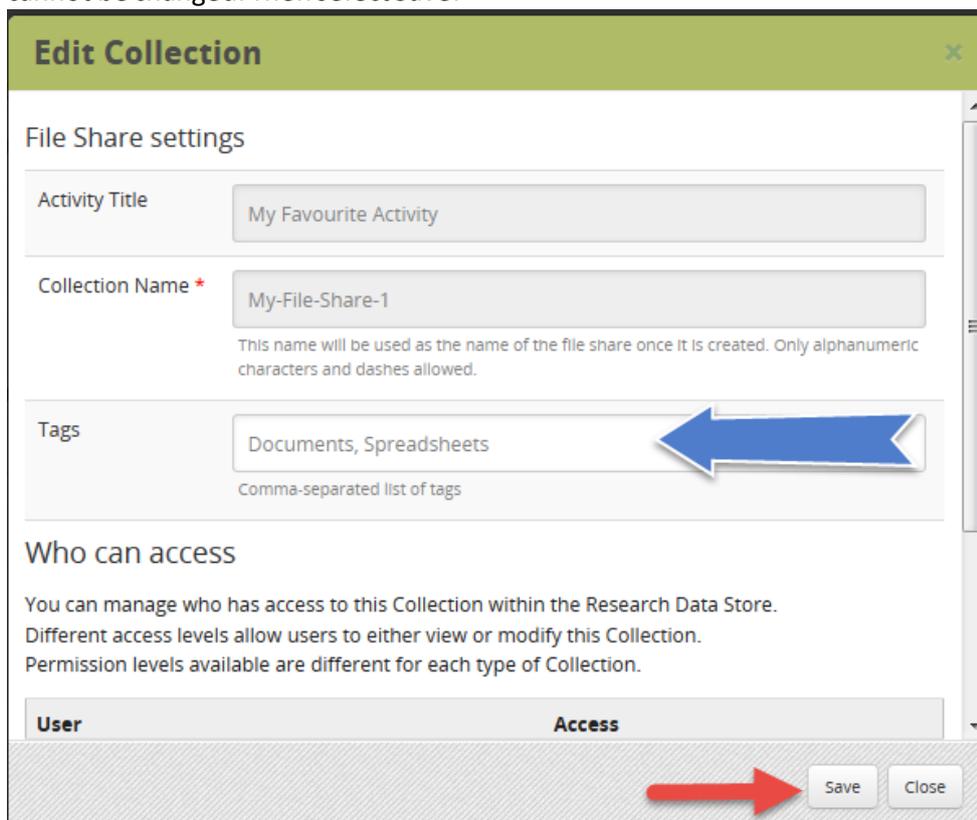
### Editing

You can edit a Research Data Store Collection, this will allow you to edit tags and access permissions only. Only read-write 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.



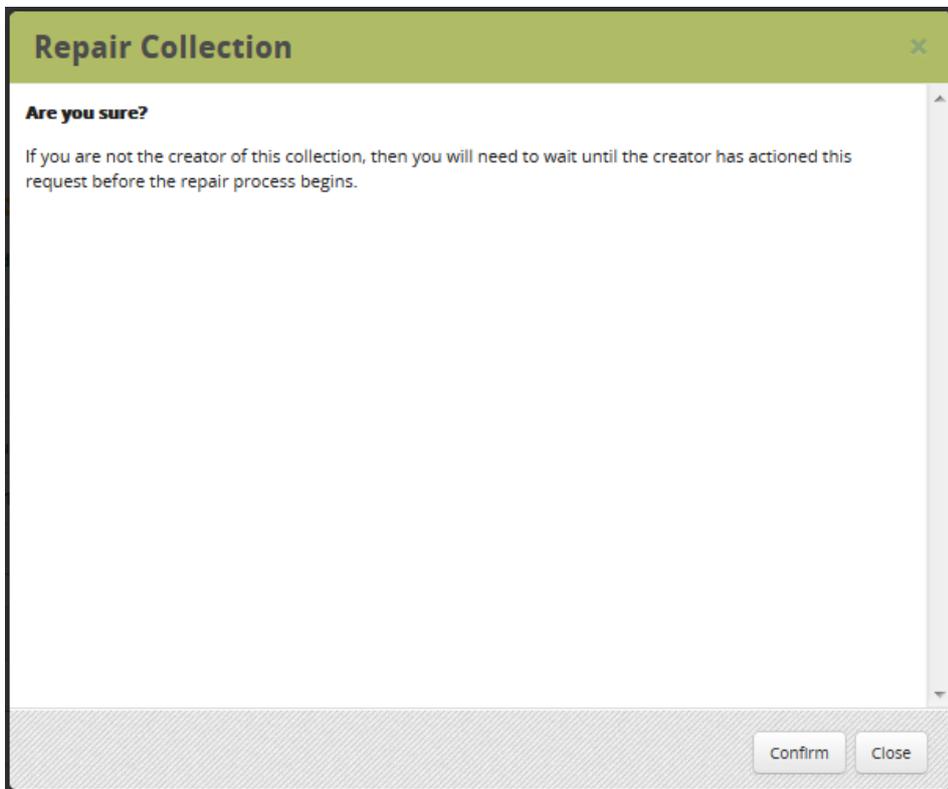
### Repairing

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.



- 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.



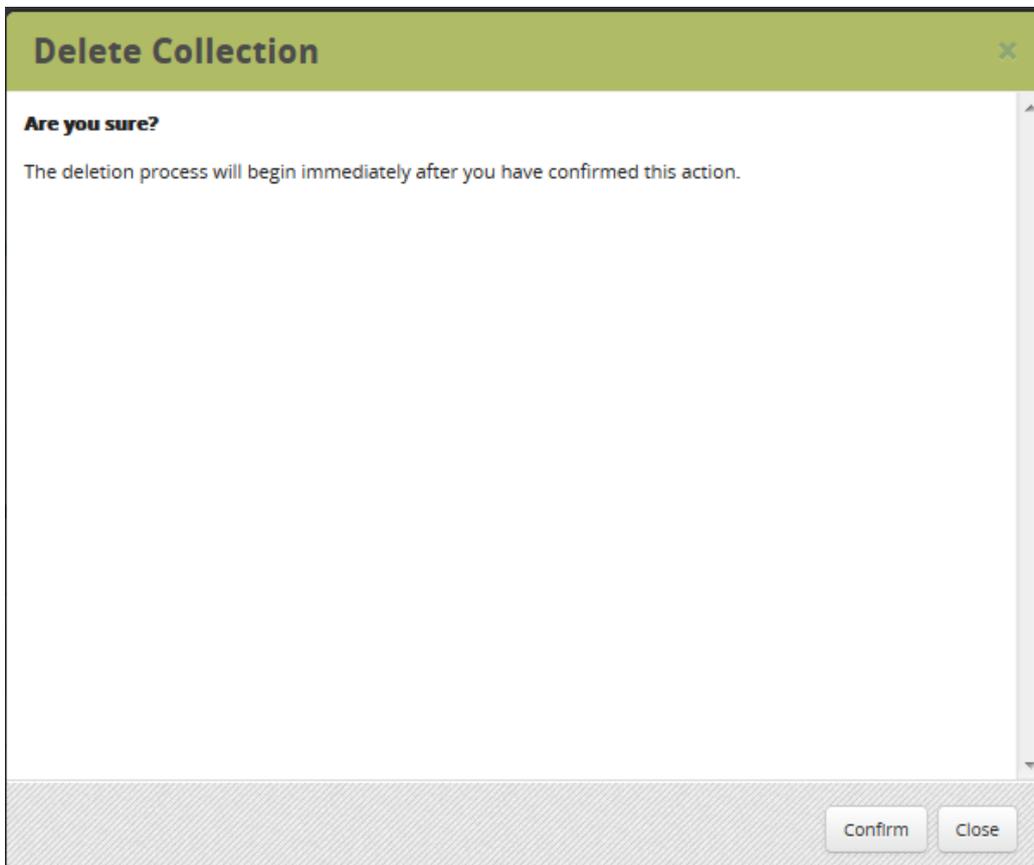
### Deleting

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:

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



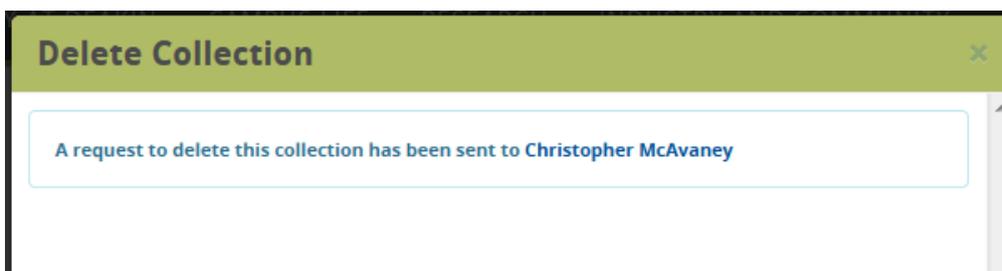
- Select Confirm



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

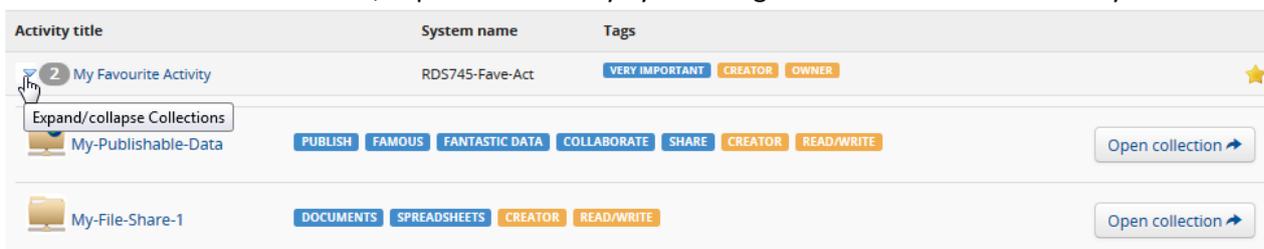


If you attempt this while you are not the Creator you will send the creator a request to complete this, the Collection will not be deleted until the Creator actions your request.



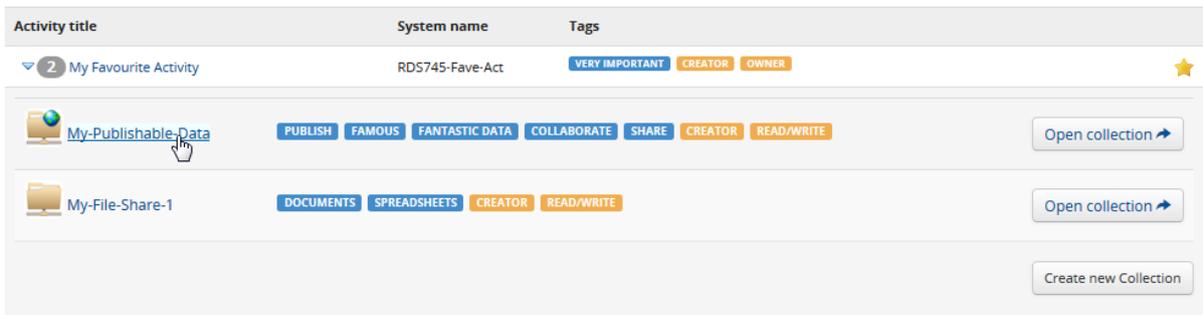
### Opening a Collection

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.



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



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 details**

Created by	Emily Gruzca
Created on	26/03/2014 @ 11:17:44
Used storage	0MB

**Read-write users**

Emily Gruzca

**Activity details**

Activity Title	My Favourite Activity
System Name	RDS745-Fave-Act
Activity tags	VERY IMPORTANT CREATOR OWNER

[«Back to Activity](#)

**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 function.

**IMPORTANT:** A Deakin Research Data Footprints metadata record is required for publication. To find out about Deakin Research Data Footprints visit the [manage research data](#) website. The linkage will only appear after overnight processing.

**Delete** Deleting this collection will make it unavailable.

**Repair** Click the repair button to request a repair of the permissions. The permissions on the Collection will be refreshed.

**Edit** Edit the tags and members associated with this collection

Note: The name of this collection (My-Publishable-Data) cannot be changed



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.

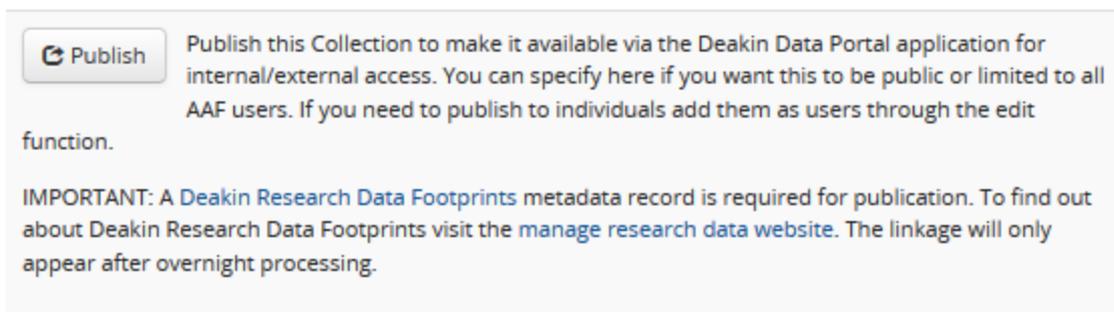
## Publishing a Collection

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 [Deakin Data Portal](#).

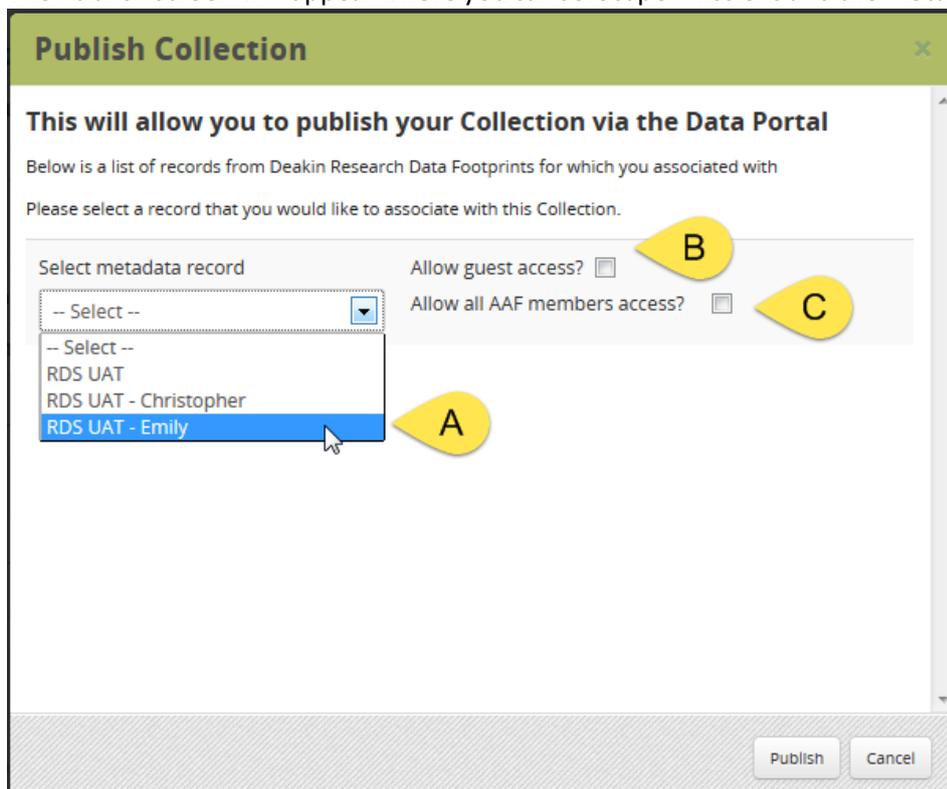
1. To Publish a Collection, create a Publishable File Share (see [creating a collection](#) above).
2. Navigate to the Collection details page by selecting the Collection Name from the home screen.



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.



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



- a. Select the metadata record – this is a data description record that is created in [Deakin Research Data Footprints](#) 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.

[Unpublish](#)

**Current Metadata URI:** [10.5072/16/52F9BDA1AC34C](http://dx.doi.org/10.5072/16/52F9BDA1AC34C)

**Data Portal URL:** <http://apps-uat.deakin.edu.au/dataportal/collection/2929>

**Guest access allowed?:** Y

**AAF access allowed?:** N

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.



Welcome **Emily Grucza**  
 emily.grucza@deakin.edu.au  
[Logout](#)

**My-Publishable-Data**

Your Collections > My-Publishable-Data

Description		Contents	
<b>Title</b>	RDS UAT - Emily		
<b>Data Manager</b>	<b>Title</b>	Miss	
	<b>Given Name</b>	Emily	
	<b>Family Name</b>	Grucza	
	<b>Email</b>	<a href="mailto:ehocking@deakin.edu.au">ehocking@deakin.edu.au</a>	
<b>Description</b>	Test description for RDS UAT - Emily		
<b>Citation</b>	Grucza, Emily (2014): RDS UAT - Emily. Deakin. <a href="http://dx.doi.org/10.5072/16/52F9BDA1AC34C">http://dx.doi.org/10.5072/16/52F9BDA1AC34C</a>		
<b>DOI</b>	<a href="http://dx.doi.org/10.5072/16/52F9BDA1AC34C">doi:10.5072/16/52F9BDA1AC34C</a>		
<b>FOR Codes</b>			
<b>SEO Codes</b>			
<b>Start Date</b>			
<b>End Date</b>			
<b>Created</b>	2014-02-11		
<b>Authors</b>	Emily Grucza (Chief Investigator)		
<b>Size/Duration</b>	1 File		

