DataRep - Pilot

User Guide

Last Update: 12.04.2017
DataRep (ist.ac.at/datarep) is the institutional data repository publicly accessible, which means everybody can view and download data from the repository. The upload is only possible for IST Austria members. DataRep is based on the open source software EPrints, which was customized by the IST Austria IT-team.

DataRep went online in July 2015 and is at the moment in its pilot phase. As a result some features are still in progress.

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FIND IN DataRep

In DataRep you can find data collections of research activities at IST Austria.

Browse & Search

Browse
Browsing is a good way to access data if you don't have a specific idea of what you're looking for. There are different options how to browse the repository: by subject, author and year (research group is disabled at the moment).
Search
The repository offers two levels of searching: simple and advanced. They are similar, but the advanced form lets you perform a finer-grained search using specific search fields.

- **Simple Search**
  In simple search mode data collection title, collection description (abstract) and creator’s name are scanned.

Use the search slot, type in one or multiple terms separated by blanks or commas and click "Search the Repository".

- **Advanced Search**
  This is one of the features still in process of optimizing. Also because of the manageable number of deposits this feature is disabled at the moment but will be implemented in the near future.

- **Save Search**
  As a registered user you can also save searches, set email alerts and export searches. For this service you have to login.
RSS
You can subscribe RSS feeds to results of browsing and/or searching and also for new uploaded items.
DEPOSIT IN DataRep

Before you deposit your data you need to gather your material and decide on a number of things. If you need assistance with the preparations for the deposit have a look at the Checklist – Deposit Data. This checklist will help you setting up your deposit, thinking about and collecting information for your metadata, and deciding under which license you want to publish your data in the repository.

Deposit

Go to ist.ac.at/datarep and login to your account with your IST credentials.
After the login you get to your user area, which of course is empty at first. As soon as you start a deposit this will be the section where the status of and optional actions for your deposit(s) are summarized (s.a. User Account p.21).

Go to <New Upload>

The Deposit consists of four steps:

- **Upload**
  In the first section you upload, describe and license the file(s).
- **Description**
  Here you describe the data collection (metadata).
- **Subjects**
  In this section you select the fitting subjects from a prefabricated list.
- **Deposit**
  These are the last steps where you agree on the terms of deposition and declare full responsibility on copyright issues.

The current step you are in is indicated green. You can jump between the steps. Information already filled in will be retained. If you use the browser’s step-back-button, though there could be some information loss. You can pause the deposit via <Save and Return> anytime. Then the item will be saved in your User Workarea. The User Workarea is your “private” space in DataRep. If an item is located there only you can view the data and details and you can alter, adjust or delete as you wish (s.a. User User Account p.19).
**Upload**

Either you upload from a local drive or you provide a URL. The upload from an external IST-drive shall be supported in the near future.

You have different options how to add the data:
- Browse file from local disk
- Drag and drop file from local disk
- Provide a URL

**Browse file from local disk**

Select <Browse>

Choose the file you want to upload and select <Open>
Drag and drop file from local disk.
Drag the file into the upload window and the dropping field will show. Release the file there. If you have any problems it may be that the version of your browser is outdated.

Provide a URL.
Select From URL, enter the URL and select <Upload>.

Depending on the size of the file, the upload can take some time. Due to usability the file(s) size should not exceed 10GB but it is also possible to deposit larger files. If you wish to deposit a collection bigger than that contact the library (repository.manager@ist.ac.at).
After the upload add further information for the file:

**File Description:** Enter a brief description of this item. Example: Phylogenetic data matrix based on aligned molecular sequence data. Example: Supplementary materials for uploaded dataset.

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**Visible to:**
- **Anyone:** The data is visible to and accessible for the public. **Recommended.**
- **Registered users only:** Only IST Austria members who are logged in are authorized to access the data but everybody can view the data description.
- **Repository staff only:** Only the Library and IT Staff are authorized to access the file but everybody can view the data description.

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**Content:** Select the content of the uploaded file. For data dippend with documentation together in one file please select Full Archive.

- Full Archive
- Data
- Documentation
- Additional Metadata
Choose a license. Recommended: CC0 1.0.
See also the statements by DRYAD for CCO: https://datadryad.org/pages/faq : Why does Dryad use Creative Commons Zero?

Creative Commons: Public Domain Dedication – CC0 1.0
It is permitted to copy, modify, distribute and perform the work, even for commercial purposes, all without asking permission.

Creative Commons: Attribution 3.0 - CC BY 3.0
It is permitted to copy, modify, distribute and perform the work, even for commercial purposes, all without asking permission.
**Attribution** — It is required to give appropriate credit, provide a link to the license, and indicate if changes were made. It is allowed to do so in any reasonable manner, but not in any way that suggests the licensor endorses the licensee or her/his use.

Creative Commons: Attribution – Share Alike – CC BY SA 4.0
It is permitted to copy, modify, distribute and perform the work, even for commercial purposes, all without asking permission.
**Attribution** — It is required to give appropriate credit, provide a link to the license, and indicate if changes were made. It is allowed to do so in any reasonable manner, but not in any way that suggests the licensor endorses the licensee or her/his use.
**ShareAlike** — If the material is remixed, transformed, or built upon, it is required to distribute the contributions under the same license as the original.

All rights reserved
Without your personal permission nobody can reuse the data.

⚠️ **Note:** You should have good reasons for this choice though. DataRep is mainly for publishing purposes, so if a deposition is with an “all rights reserved” license the repository manager may inquire these reasons.

If the content type was not specified automatically, choose one in the pull-down menu.
This field allows you to specify an embargo period if necessary, and therefore delay publication until a future date.

**Note:** When setting an embargo date make sure to match it with funding requirements, which often claim accessibility of research data.

Repeat the upload process with all the files you want to deposit and then click <Next>.
Description

Fill in the description (metadata) for the whole data collection:

**Note:** The more fields you fill in, the richer the description for the end user and search engines, and the more likely your data will be discovered and used.

Enter the name your deposit will have within the repository.  
Tip: Relate to the title of publication or research project for better retrieval. Searching titles is one way users are looking for data.

<table>
<thead>
<tr>
<th>Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Add the general title of the data collection. Example: Protocol for the behavioral tests</td>
</tr>
<tr>
<td>Collection Summary</td>
<td>We have made mean-field calculations with a Hamiltonian obtained from two-, three-, and four-atom exchange in a solid Be. We are able to fit the high-temperature experiments as well as the phase diagram of Kummer et al. at low temperatures. We find two kinds of antiferromagnetic phases as suggested by Kummer's experiments.</td>
</tr>
<tr>
<td>Keywords</td>
<td>low energy physics, genius cat</td>
</tr>
<tr>
<td>Creators</td>
<td>John Smith, Chester Williams, Jessica Brittany, Colleen O'Brien</td>
</tr>
</tbody>
</table>

As keywords use specific instead of general terms or subjects (a subject list is provided later).

Enter all people who are primarily responsible for the data.
Prefilled field: The uploader will be automatically added as creator. If there is more than one creator, click on <More input rows>. With the arrows you can change the list's order.

Enter people with some significant involvement with the data.

Select the current status of the original publication. In case of <Unpublished>, <Submitted> or <In Press> the status most likely will change over time. Please inform the repository manager (repository.manager@ist.ac.at) to update the status. Add a DOI if available and if not the Link (URL) to the publication. It is not necessary to enter both.

Prefilled field: The default setting is your user email address.
Prefilled field: The default setting is English.

Enter the time period for gathering the data collection.

Prefilled Field: The default setting is IST Austria.

If your data collection already has a DOI, enter it here. If not, the Library will generate a DOI for the data collection and it will be added as part of the review process.

Click on <Next>
Subjects
Select one or multiple subjects via the <Add> button and then click on <Next>:

Deposit
You are about to deposit your data. If you are not sure about some details, click on <Save for Later>. The data collection will be saved in your user work area, where you can still adjust it. If everything is ready and you agree to the terms of deposition, click on <Deposit Item Now>.

You will receive a status report showing that the data is deposited and under review. Also a preview of the data record will be displayed.
Note: Once a data collection is issued a DOI and published in datarep it cannot be deleted. If there are valid reasons the data access will be disabled but the data’s description (metadata) is permanently accessible.
• Preview

⚠️ Note: The date (UNSPECIFIED) of publication is still missing in the previews, since it’s not published yet. After the review the date will be displayed.

Before review:

Cite this: Willard, Chester; Hetherington, Jack (UNSPECIFIED). Mean-field calculations with a Hamiltonian obtained from two-, three-, and four-atom exchange in bcc solid. IST Austria.

After review:

Cite this: Willard, Chester; Hetherington, Jack (2015). Mean-field calculations with a Hamiltonian obtained from two-, three-, and four-atom exchange in bcc solid. IST Austria.

You can look at the detailed information by maximizing (++) Additional details and the Available Files.
**Description**

Here you can look at all the information you have entered.

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**Document: Image (Phase diagram of He below 3 m as determined by experiment of Ref 7 (op. on circles))**

- Type: Image
- Document Description: Phase diagram of He below 3 m as determined by experiment of Ref 7 (op. on circles)
- Language: English
- Visible to: Anyone
- License: Public Domain Dedication – CC0 1.0
- FID: D1.jpg

**Document: Image (Entropy versus temperature at several magnetic fields. This figure should be compared to Fig. 2 of Ref. 7)**

- Type: Image
- Document Description: Entropy versus temperature at several magnetic fields. This figure should be compared to Fig. 2 of Ref. 7
- Language: English
- Visible to: Anyone
- License: Public Domain Dedication – CC0 1.0
- FID: D2.jpg

**Document: Text (Documentation)**

- Type: Text
- Document Description: Documentation
- Language: English
- Visible to: Anyone
- License: Public Domain Dedication – CC0 1.0
- ReadMe.txt

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**Contact Email Address:** repository.manager@ist.ac.at

**Creators:**

- Name: Willard, Chester
- Email: chester.willard@ist.ac.at
- Research Group: Lennard Jones Group
- Name: Hathertong, Jack
- Email: Jack.hathertong@pa.msu.edu

**Contributors:**

- Contribution: ContactPerson
- Name: Petrulash, Barbara
- Email: repository.manager@ist.ac.at
- Research Group: UNSPECIFIED

**Title:** Mean-field calculations with a Hamiltonian obtained from two-, three-, and four-atom exchange in boson solid

**Status:** Published

**Keywords:** low energy physics, genius cat

**Collection Description:** We have made mean-field calculations with a Hamiltonian obtained from two-, three-, and four-atom exchange in boson solid He. We are able to fit the high-temperature experiments as well as the phase diagram of Kummer et al. at low temperatures. We find two kinds of antiferromagnetic phases as suggested by Kummer's experiments.

**URL:** http://journals.aps.org/prb/pdf/10.1103/PhysRevLett.35.1442

**DOI:** dx.doi.org/10.1103/PhysRevLett.35.1442

**Funders:**

- Funders: FWF
- Grant number: Z507-N20

**Research Project Title:** Two-, Three- and Four-Atom Exchange Effects in boson He

**Publisher:** IST Austria

**Resource Language:** en

**Collection Period:**

- From: 17 January 1975
- To: 1 September 1975

**Unspecified fields:** Data DOI

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**Subjects:**

- 500 Science > 530 Physics > 531 Classical mechanics; Solid mechanics

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**Item ID:** 25

**Revision:** 15

**Item Status:** Under Review

**Depositing User:** Willard Chester

**Directory:** disk00/00/00/23

**Last Modified:** 17 Jul 2015 11:02

**Last Status Change:** 17 Jul 2015 11:02

**Item Type:** Data Collection

**Metadata Visibility:** Always Show

**Links to files:**

- [Link to file 1](#)
- [Link to file 2](#)

**Lock:** Not currently locked.

**Full Text Status:** Restricted
If you locate any errors in this data, depending on the status of the data collection you have two options.

**The data collection is still in review:**
Click on <Actions> and then click on <Return to Work Area>. The data collection will be transferred back to your User Workarea.

**The data collection is in the Live Archive:**
Contact the repository manager ([repository.manager@ist.ac.at](mailto:repository.manager@ist.ac.at)) to arrange for corrections.

- **Actions**
The other options in the tab Actions are:

  - **New version:** This option can be useful if you edited or enhanced your data collection. A copy of the whole item will be created which you can adjust and both items will be linked in the repository.

  - **Use as template:** If you need a copy of the whole item to process an independent data collection use this option.

  - **Return to Work Area:** If you deposited the item and its status is under review you can still transfer it back to your User Workarea to make adjustments.

  - **Request deletion:** In case of legal violations like copyright infringement or content with sensitive data a deletion request can be sent. In this case the data collection but not the details (metadata) will be deleted.

- **History**
Here you can retrace each step and changes made. It is more an administrative than a user’s tool.
User Account

Create an User Account
Your account will be created automatically as soon as you login to PubRep for the first time.

Click on the <Login> or <Add a New Upload button>.

Enter your IST username and password and click <Login>.
My Uploads
To manage your uploads go to <My Uploads>. There you will first of all get an overview of your uploads and the possible actions. Every time you login this information will be displayed.

An item (data collection) pending for review is marked grey and you can only view () the item.

Items that are in the User Workarea are marked yellow and you can view (), delete (), edit () and move them to repository ()

Items that are in the Live Archive are marked green. They are published and you can only view them. If you want to change anything within the data collection (e.g. add publication details, alter incorrect metadata) please contact the repository manager (repository.manager@ist.ac.at).
New Upload
If you want to start a new deposit click <New Upload>.

My Account
Here you can make changes to your account information. Click on <Edit>.
Change the details and then click on <Save and Return>. Note that the email address set in here will be the contact email address in case of requests regarding your deposits.