



INGENIUM OPEN DATA REPOSITORY

FAQ's



INGENIUM
European University



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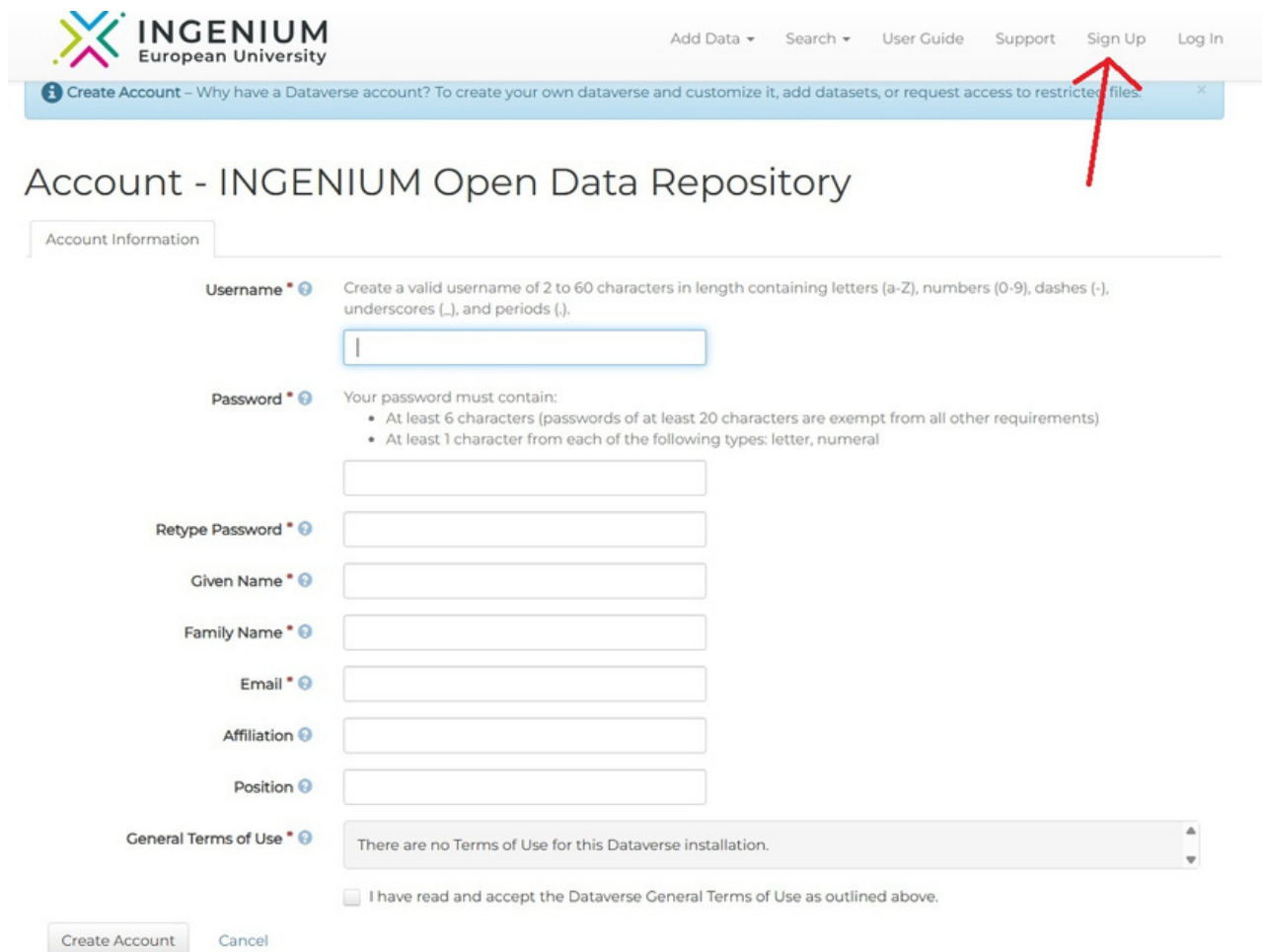
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01 Account Creation

Creating an account is simple: On the menu, choose **Sign Up**, complete the required fields, and click **Create Account**.



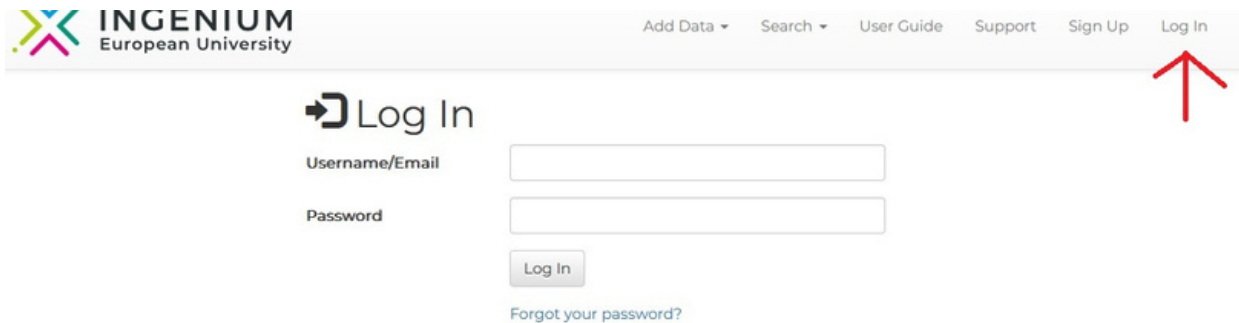
The screenshot shows the INGENIUM European University website. The top navigation bar includes links for 'Add Data', 'Search', 'User Guide', 'Support', 'Sign Up', and 'Log In'. A red arrow points to the 'Sign Up' link. Below the navigation bar is a blue banner with the text: 'Create Account - Why have a Dataverse account? To create your own dataverse and customize it, add datasets, or request access to restricted files.' Below the banner is the title 'Account - INGENIUM Open Data Repository'. The main form is titled 'Account Information' and contains the following fields:

- Username**: Create a valid username of 2 to 60 characters in length containing letters (a-Z), numbers (0-9), dashes (-), underscores (_), and periods (.).
- Password**: Your password must contain:
 - At least 6 characters (passwords of at least 20 characters are exempt from all other requirements)
 - At least 1 character from each of the following types: letter, numeral
- Retype Password**
- Given Name**
- Family Name**
- Email**
- Affiliation**
- Position**
- General Terms of Use**: There are no Terms of Use for this Dataverse installation.

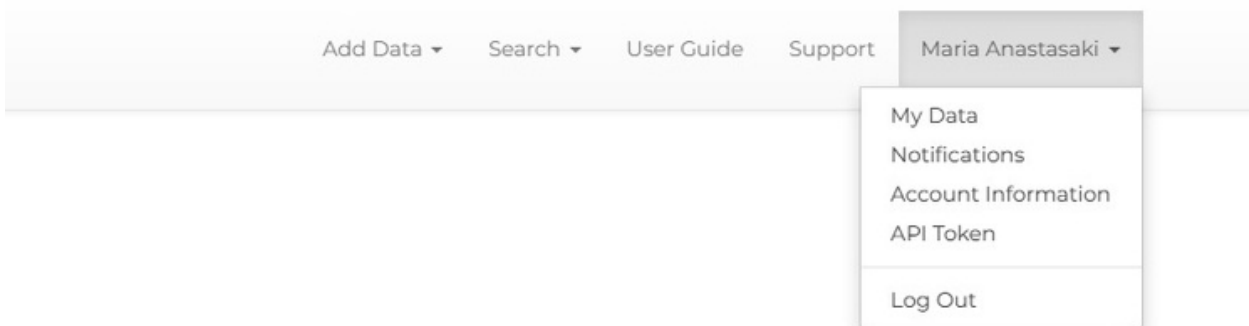
Below the form is a checkbox labeled 'I have read and accept the Dataverse General Terms of Use as outlined above.' At the bottom are two buttons: 'Create Account' and 'Cancel'.

02 Account Information

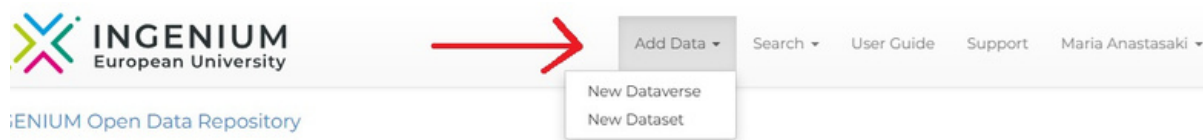
Once your account is successfully created, go to the menu and click **Log In** to access your account.



1. To **edit** your account after you have logged in, click on your account name in the header on the right hand side and click on **Account Information**.
2. On the top right of your account page, click on the “**Edit Account**” button and from there you can select to edit either your **Account Information** or your **Account Password**.
3. Select “Save Changes” when you are done.



03 Add Data



The difference between a **Dataverse** and a **Dataset**:

- **Dataverse**

A container or organizational unit. It's like a folder or collection that can hold multiple datasets. A dataverse can represent a project, a research group, a department, or even an institution. It helps organize and manage related datasets under one umbrella.

- **Dataset**

A package of data files along with metadata (descriptions, documentation, codebooks, etc.) that explain and support the data. A dataset is the actual content being shared or analyzed, while the dataverse is where it lives.

New Dataverse

To create a new dataverse, complete the required fields and click **Create Dataverse**.

New Dataverse

INGENIUM Open Data Repository >

*Asterisks indicate required fields

Host Dataverse

INGENIUM Open Data Repository

Dataverse Name *

Maria Anastasaki Dataverse

Affiliation

Identifier *

http://opendata.ingenium-university.eu:8080/dataverse/

Category *

Select one...

Description

This field supports only certain HTML tags.

Email *

maria.anastasaki@uoc.gr



Metadata Fields

Choose the metadata fields to use in dataset templates and when adding a dataset to this dataverse.

- ☒ Use metadata fields from INGENIUM Open Data Repository
- ☒ Citation Metadata (Required) [\[+\] View fields](#)
- ☐ Geospatial Metadata [\[+\] View fields](#)
- ☐ Social Science and Humanities Metadata [\[+\] View fields](#)
- ☐ Astronomy and Astrophysics Metadata [\[+\] View fields](#)
- ☐ Life Sciences Metadata [\[+\] View fields](#)
- ☐ Journal Metadata [\[+\] View fields](#)
- ☐ 3D Objects Metadata [\[+\] View fields](#)

Browse/Search Facets

Choose the metadata fields to use as facets for browsing datasets and dataverses in this dataverse.

- ☒ Use browse/search facets from INGENIUM Open Data Repository

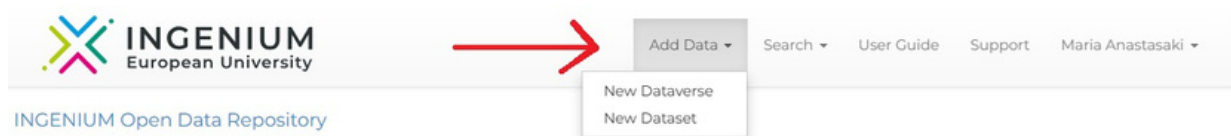
All Metadata Fields		Selected
Author Affiliation	→	Author Name
Topic Classification	→	Subject
Term	→	Keyword Term
Language	→	Deposit Date
Producer Name	→	
Production Date	→	
Production Location	→	
Contributor Type	→	

Create Dataverse

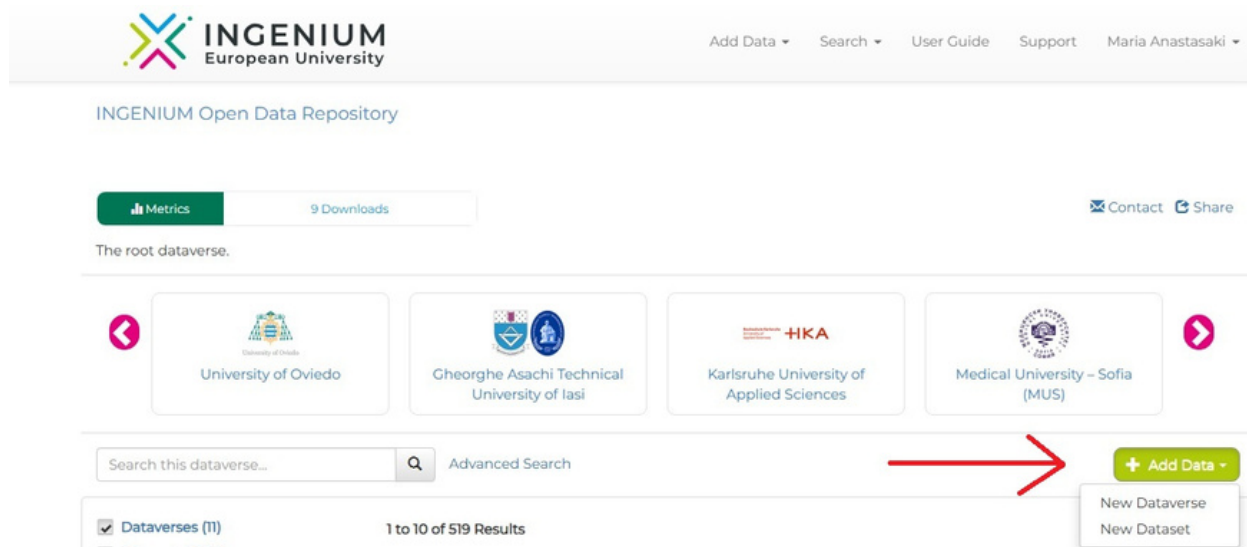
Cancel

New Dataset

There are two ways to create a new dataset. One option is to open the **Menu**, select **Add Data**, and then choose **New Dataset**.



The second way is from the main page: on the right-hand side, click **Add Data**, then select **New Dataset**.



New Dataset

To create a new **Dataset**, first select the desired **Dataverse**, then fill in the required fields and click **Save Dataset**.



[Add Data](#) [Search](#) [User Guide](#) [Support](#) [Maria Anastasaki](#)

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Host Dataverse 

Changing the host dataverse will clear any fields you may have entered data into.

University of CreteUOC

*Asterisks indicate required fields

Producer 

Depositor 

Deposit Date 

One or more of these fields may become required if you add to one or more of these optional fields.

Name 
1) FamilyName, GivenName or 2) Or

Abbreviated Name 

Logo URL 

Affiliation 
Organization XYZ

URL 
https://

+

Files

All file types are supported for upload and download in their original format. If you are uploading Excel, CSV, TSV, RData, Stata, or SPSS files, [see the guides](#) for tabular support and limitations.

Upload with HTTP via your browser 

Select files or drag and drop into the upload widget. Maximum of 1,000 files per upload.

+ Select Files to Add

Drag and drop files here.

Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata.

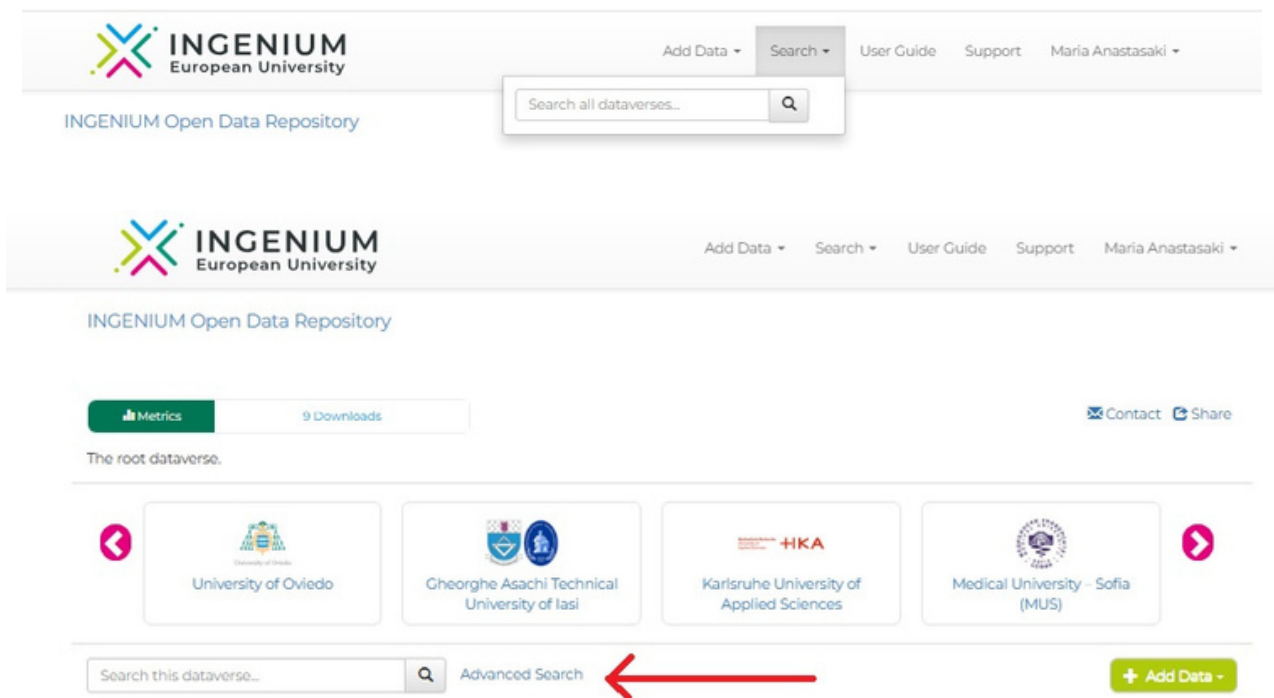
Save Dataset

Cancel



04 Search

There are two ways to search: from the **main Menu** or from the **front page**.



You can perform a **simple search** by entering a few keywords, or use the **advanced search** to specify multiple detailed fields for more precise results.

05 Support

If you have any problems or questions, please contact us by email, and we'll respond as soon as possible.



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Metrics 9 Downloads

Contact Share

The root dataverse.

Contact INGENIUM Open Data Repository Support ✕

To INGENIUM Open Data Repository Support

From maria.anastasaki@uoc.gr

Subject

Message

Please fill this out to prove you are not a robot.

0 + 0 =

Send Message

Cancel

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<https://guides.dataverse.org/en/6.7.1/user/index.html>

