



INGENIUM

Open Data & Open Science Repository

Getting Started Guide



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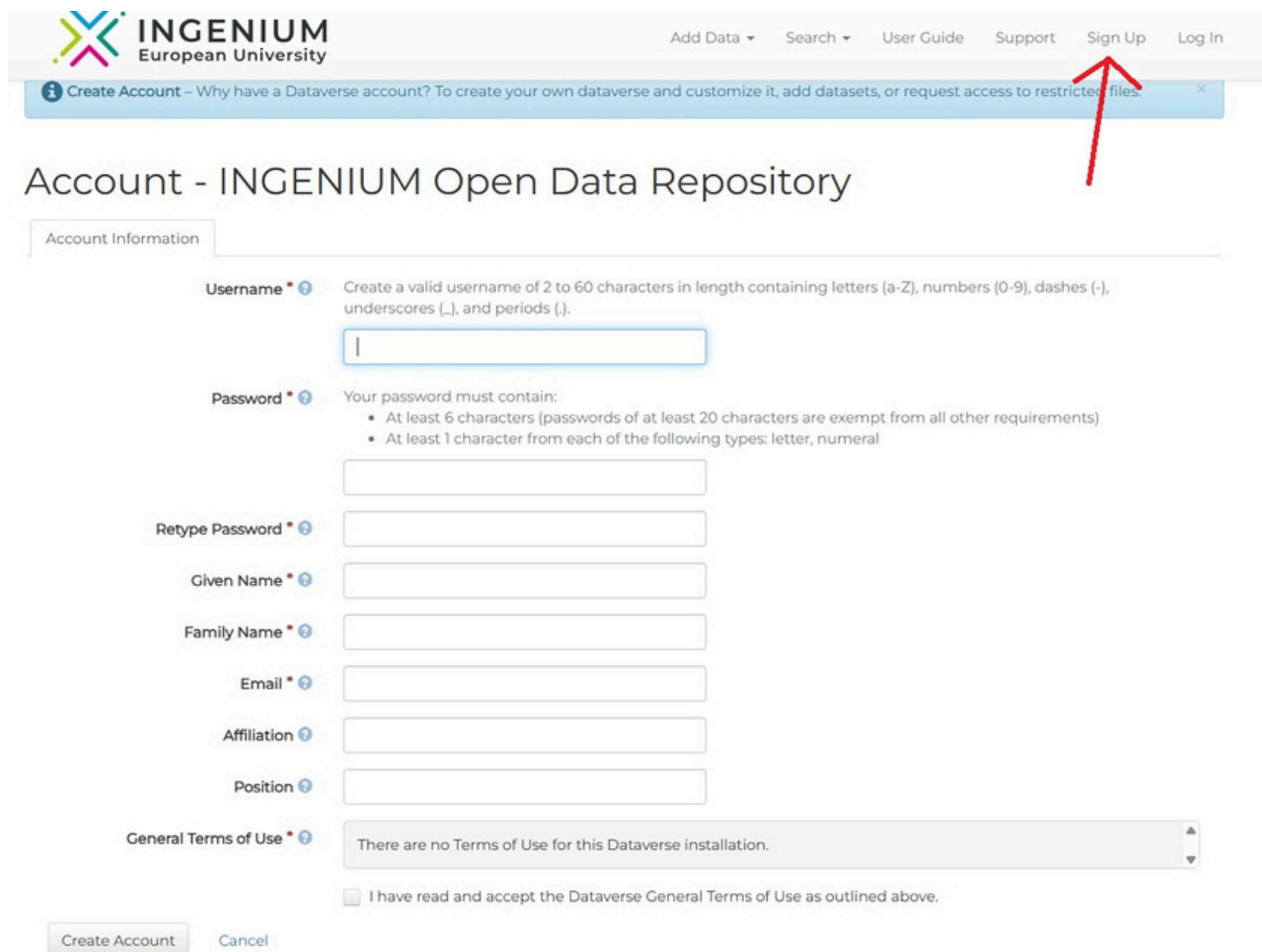
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01 Account Creation

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



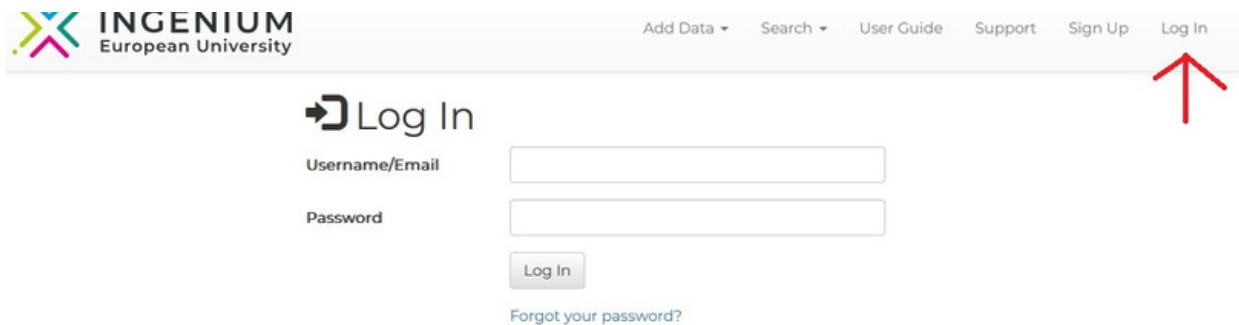
The screenshot shows the INGENIUM European University website. The top navigation bar includes links for 'Add Data', 'Search', 'User Guide', 'Support', 'Sign Up', and 'Log In'. A red arrow points to the 'Sign Up' link. Below the navigation bar, a blue banner reads: 'Create Account - Why have a Dataverse account? To create your own dataverse and customize it, add datasets, or request access to restricted files.' The main heading is 'Account - INGENIUM Open Data Repository'. The 'Account Information' tab is selected, showing a form with 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, there is a checkbox labeled 'I have read and accept the Dataverse General Terms of Use as outlined above.' and 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.



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Log In

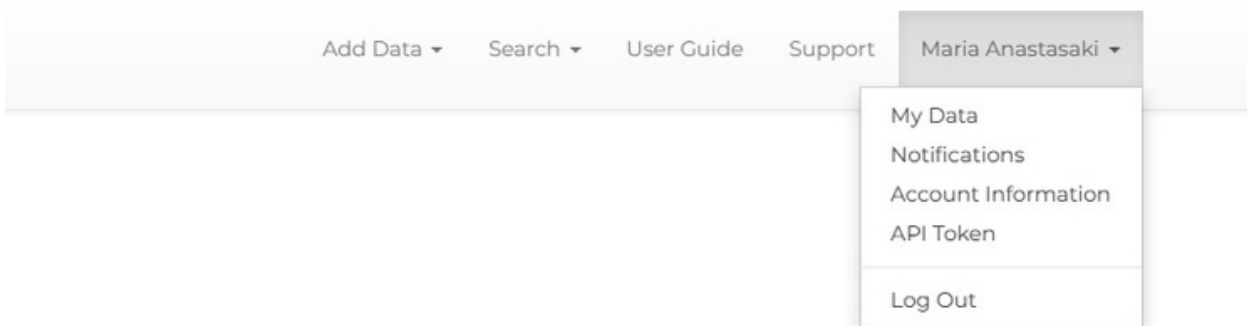
Username/Email

Password

Log In

[Forgot your password?](#)

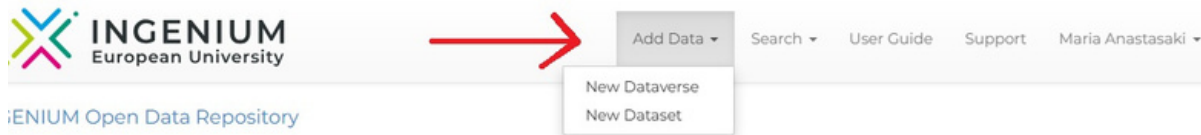
1. To **edit** your account after you have logged in, click on your account name in the header on the right hand side and click on **Account Information**.
2. On the top right of your account page, click on the “**Edit Account**” button and from there you can select to edit either your **Account Information**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



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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

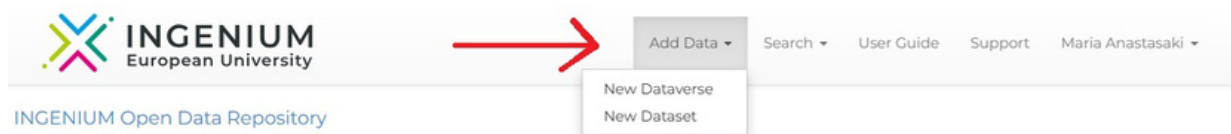
| All Metadata Fields | | Selected |
|----------------------|---|--------------|
| Author Affiliation | → | Author Name |
| Topic Classification | → | Subject |
| Term | → | Keyword Term |
| Language | → | Deposit Date |
| Producer Name | → | |
| Production Date | → | |
| Production Location | → | |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

Create Dataverse

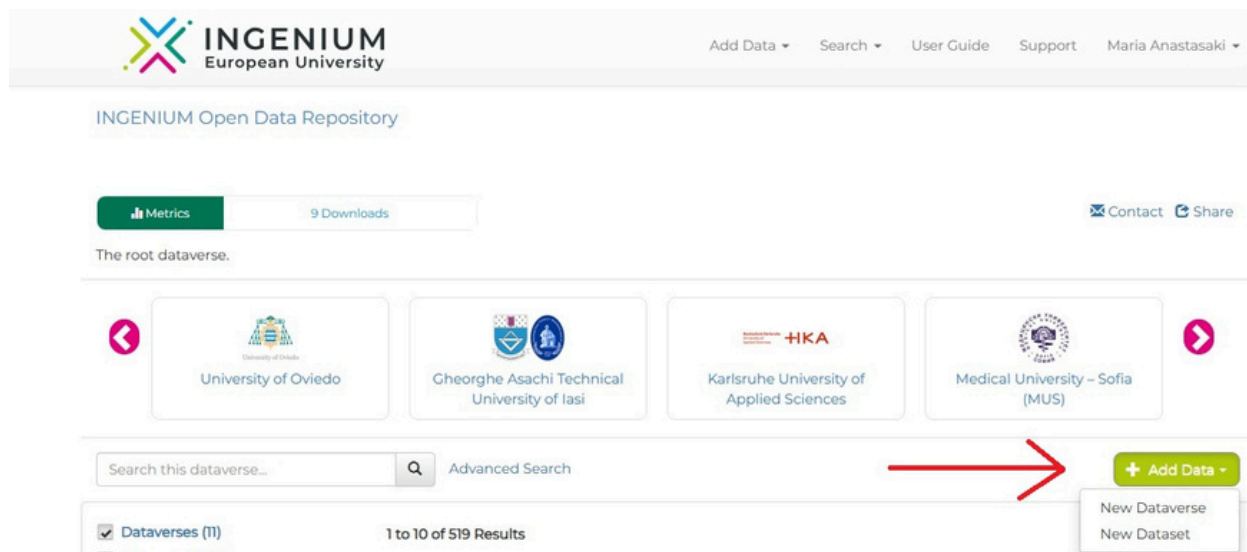
Cancel

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**.



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Host Dataverse ?

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

Uni

University of Crete

UOC

*Asterisks indicate required fields

Producer ?

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://

+

Depositor ?

Anastasaki, Maria

Deposit Date ?

2025-09-05

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.

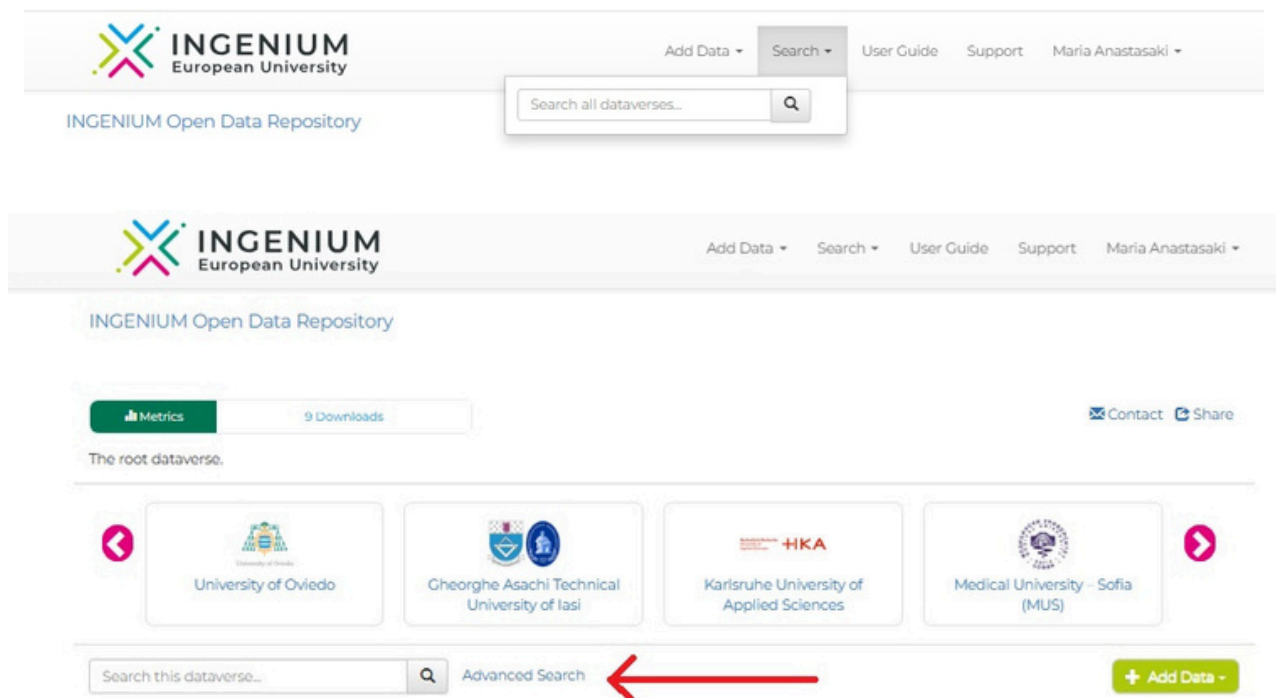
Save Dataset

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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The root dataverse.

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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

INGENIUM OPEN DATA REPOSITORY

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

