INGENIUM
Open Data & Open Science Repository
Getting Started Guide

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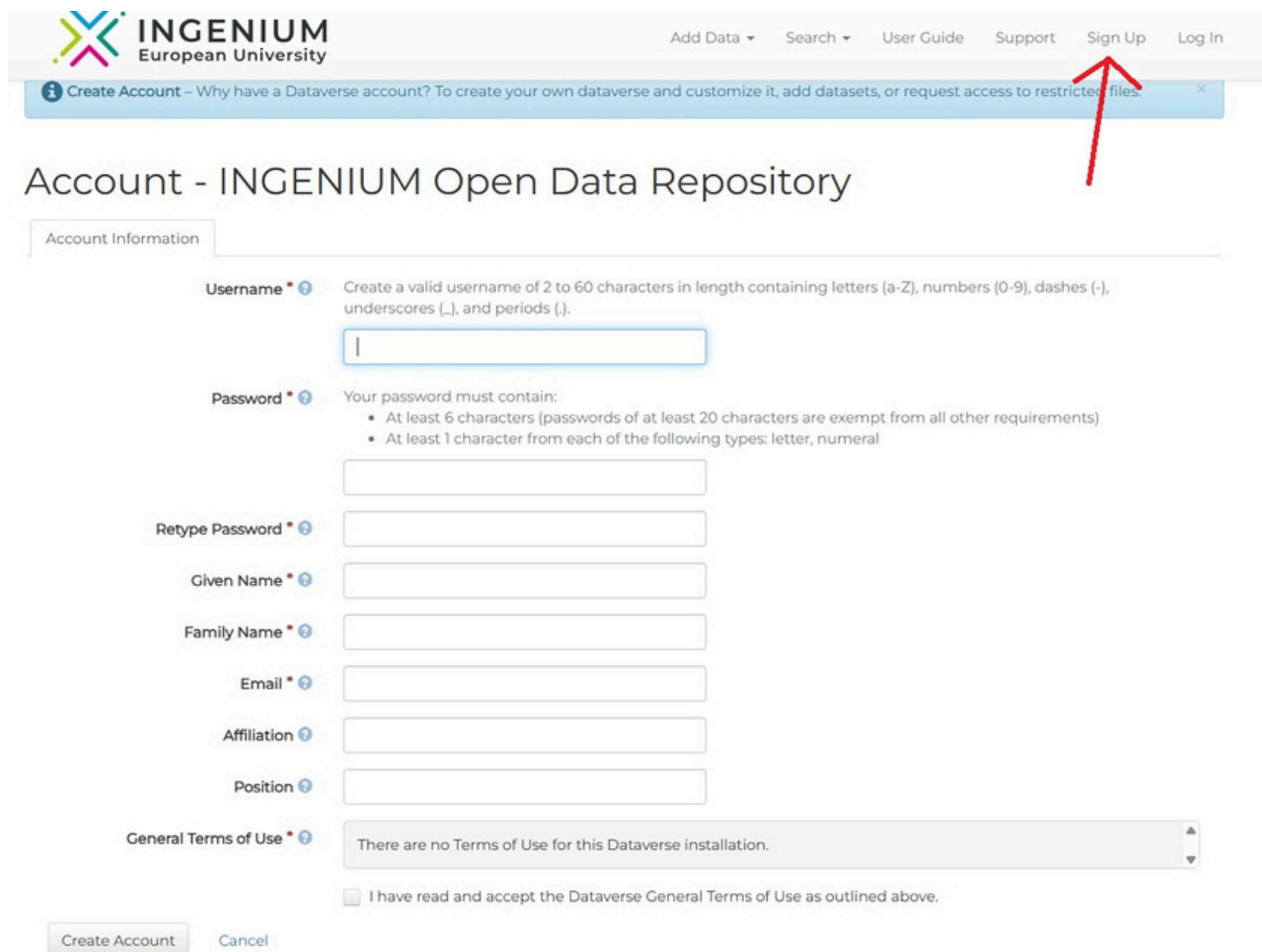
01 Account Creation

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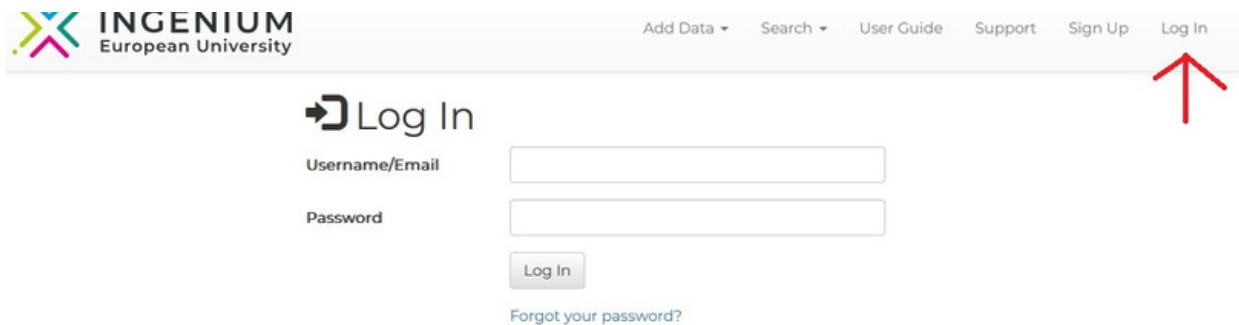
02   Account Information

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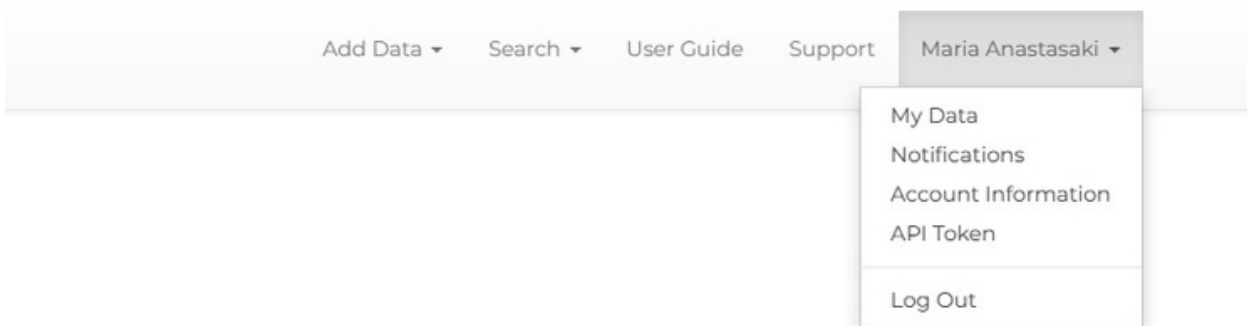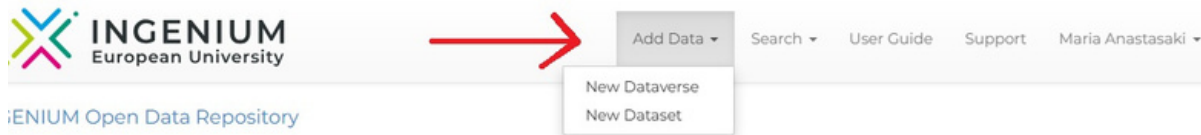

1. To **edit** your account after you have logged in, click on your account name in the header on the right hand side and click on **Account Information.**
2. On the top right of your account page, click on the "**Edit Account**" button and from there you can select to edit either your **Account Information** 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

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*Asterisks indicate required fields

Host Dataverse ⊘

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Dataverse Name * ⊘   **Affiliation** ⊘

Maria Anastasaki Dataverse

Identifier * ⊘

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

Category * ⊘   **Description** ⊘

Select one...   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   ↦
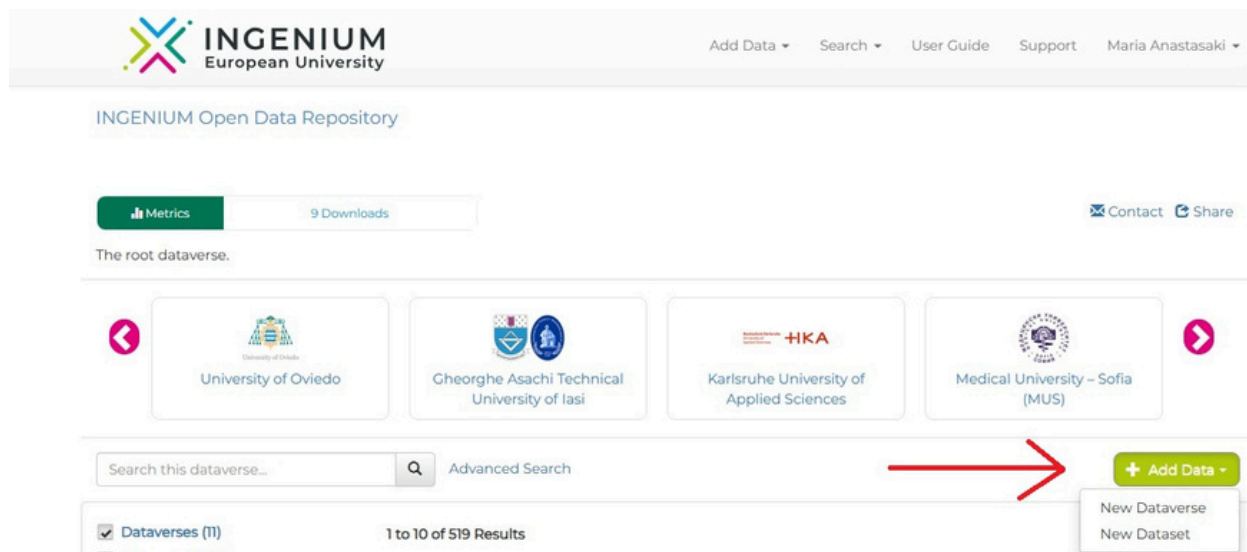
Create Dataverse   Cancel

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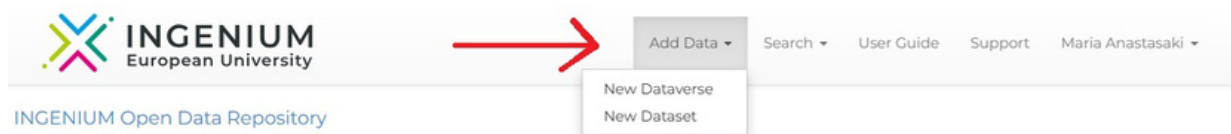
The second way is from the main page: on the right-hand side, click **Add Data**, then select **New Dataset.**

New Dataset

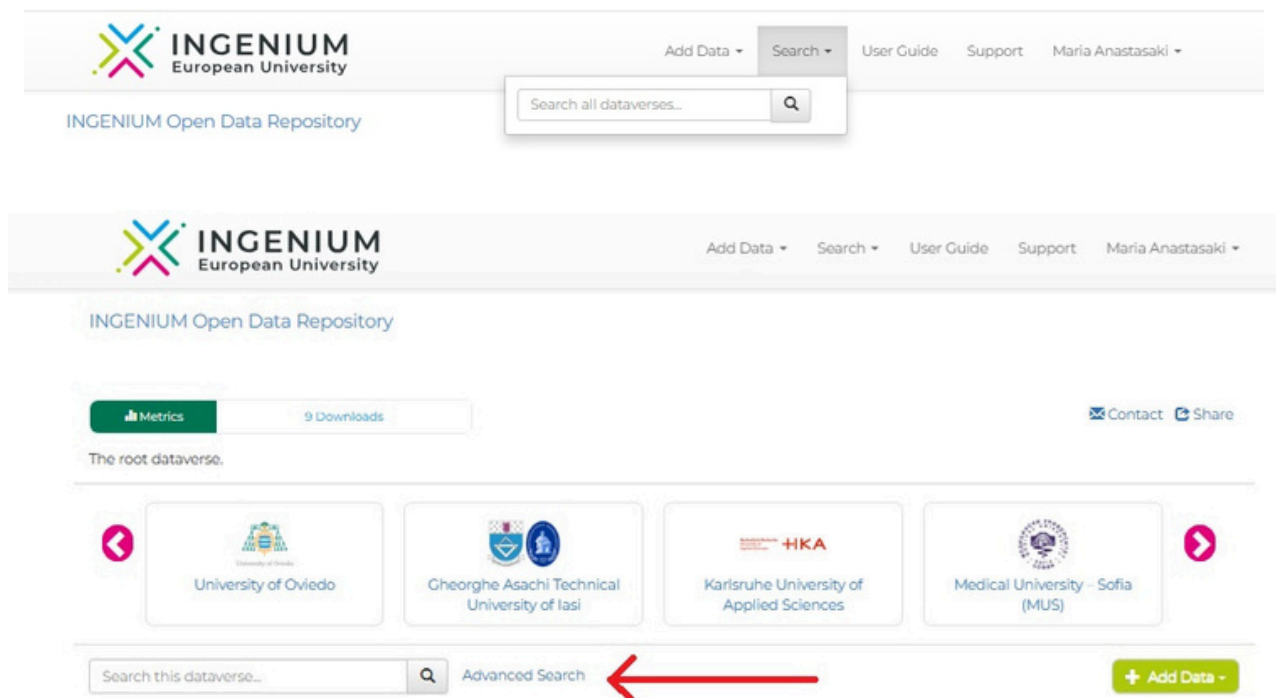To create a new **Dataset**, first select the desired **Dataverse**, then fill in the required fields and click **Save Dataset**.

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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INGENIUM OPEN DATA REPOSITORY

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

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