ANU Data Commons
Web Interface Quick Guide

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Logging in

1. Click on the Login link in the top right corner.

![Login Button](image)

2. Enter your ANU username and password, or register for an account.

![Login Form](image)

3. Once logged in, your display name and your username will appear in the top right corner.

![Display Name](image)

The system identifies you by displaying your name and userID.
Collections
Add a new collection

1. If you have not already been granted Access Privileges to a collection, contact repository.admin@anu.edu.au for this access.
2. Click on Contribute your research data.

3. Click on Contribute your data

4. Fill in the template form as detailed as possible

5. Click Submit when complete
6. You will be taken to the newly created collection page.
   a. Click on **Edit** to return to the template form to update information, or
   b. Click on **Download data files** to upload your files
Data Files
Upload data files to collection

1. Click on **Download data files** to upload files on the collection page.

2. Files can be uploaded using the methods below:
   2a. **Drag and drop** files into the box; OR step 2b

2b. Click on the **blue up arrow icon** and on the opened up page, click **+Add files**.

3. Click **Start** or Start upload to upload your files
Download files from collection

1. Click Download data files.

   ![Download data files]

   Number of files: 0
   size: 0 bytes
dentifier: test:600

2. a. Click on title of a file to download individual files; OR
   b. Check boxes and click on the blue down arrow icon to download multiple files.

   ![Download file examples]

   Click on the title to download individually

   To download multiple files, check the boxes and click on the download icon

Create folders in collection

1. Click on the folder icon.
2. Type the folder name in pop-up window and click OK.
Manage external references

1. Click on Download data files.
   ![Download data files](image)
   
   Number of files: 0

2. Click on Add External Reference.
   ![Add External Reference](image)
   
   Enter the URL reference pointer and click OK.

3. Enter the URL reference pointer and click OK.
   ![Enter URL](image)
   
Request data collections

Request from Collection record

1. Click on Request data files.
   ![Request data files](image)
   
   Number of files: 0

2. ANU users can login using their ANU credentials; External users can login using their existing account or register for a new account.
   ![Login](image)
3. Complete the form and click on **Request Access**

Data collection request

To request access to data collections and review your request activity you must first login using your ANU ID and password or your registered account details.

Once logged in, please enter the identifier of the item you wish to access (e.g. anudc:2652) and submit your request.

- **Item ID:** 
- **anudc:8102**

What is your intended use of data? *(required)*
- Pure Research
- Government Research
- Teaching Purposed
- Research Consultancy
- Commercial Research
- Thesis or coursework
- Other (please specify)
- **If Other, please specify**

Please provide a brief summary of your proposed research and the intended use of this data. *(required)*

How will the analysis method be made available? *(required)*

Will security and access controls be in place for this data? *(required)*
- Yes
- No
- **If Yes, please provide the details for the security and access measures to be put in place:**

Will any reuse of this data be made publicly available? *(required)*
- Yes
- No
- **If No, please provide your reasons for not making this data publicly available:**

Will a copy of the results be provided to the data owner? *(required)*
- Yes
- No
- **If No, please provide your reasons for not providing a copy of the results to the data owner:**

Will this data be used for commercial or financial gain? *(required)*
- Yes
- No
- **If Yes, please provide the details for how this data will be used for commercial or financial gain:**

**Requirements on conditions of use (required)**

**Request Access**
Publishing

1. Click on **Ready for Review**.

   ![Link to Item, Edit Item Links, Ready for Review]

   ![This is a test]

   Publish workflow status will appear

2. A notification email will be generated and sent to [Repository.admin@anu.edu.au](mailto:Repository.admin@anu.edu.au) for the Open Research Team to action

3. Depositors will be notified when data deposit is completed.