Work Instructions

Number: **013**

Name: **Data description**

Title: Description of a data file uploaded to a dataset on the EU Pollinator Hub

Status: Approved

Version: 1.0

Date: 2024-01-29

Authors: Michael Rubinigg

This document is intended for the regulation of processes within the EU Pollinator Hub. It is published under the CC BY 4.0 licence. You may distribute, transform, adapt and build upon the material in any medium or format, including for commercial purposes, as long as you give credit to the author.

Table of contents

1 Document history 3
1.1 Current Release 3
1.2 Change history 3
2 Abbreviations 4
3 Introduction 5
4 Validity 6
4.1 Area 6
4.2 Time 6
4.3 Related Documents 6
5 Procedure 7
5.1 Describe data in a data table 7
6 References 9
7 Annexes 10

1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2024-01-28 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2024-01-29 by Noa Simòn Delso, General Manager.

1.1.3 Approved

Approved on 2024-01-29 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
WI	Work Instruction

3 Introduction

This document contains instructions for the description of a data file uploaded to a dataset on the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to the description of a data file uploaded to a dataset on the EU Pollinator Hub.

4.2 Time

The period of validity of this document begins on 2024-01-29 and ends with its revocation.

4.3 Related Documents

Document type	Number	Name
WI	007	Citation management
WI	021	Text editing
WI	024	Access application

5 Procedure

5.1 Describe data in a data table

5.1.1 Describe data in an existing data table

5.1.1.1 Log into the EUPH account

- Log in to the EU Pollinator Hub application as described in WI-024.

5.1.1.2 Select data provider

- Select the data provider for which you intend to create the dataset in the dropdown on the right-hand side of the header.

5.1.1.3 Select the data provider's data catalog

- Select ***My Data Catalog*** in the menu.
- Select the dataset from the Data Catalog where the data table to which the data should be uploaded is located.

5.1.2 Describe the data in the data table

5.1.2.1 Select the data table

- Select the data table to which the data should be uploaded in the dataset dashboard.
- Select ***Describe*** in section ***Attached Files*** of the table dashboard.

5.1.2.2 Describe data

- Select one of the tabs containing the column to be described.
- Enter a detailed description of the dataset into the field ***Column description*** using the text editor as described in WI-021.
- Search and add a global or a private descriptor that correctly describes the content of the column from the list in field in the field ***Select or create a Descriptor***. Hit the + button on the right-hand side of the field to add a private descriptor that is only valid within the dataset if it does not exist. Continue in section 5.1.2.3
- Select the data type of the data in the column from the list in field ***Select a data type***.
- Search and add a unit in which the data in the column is expressed from the list in field in the field ***Unit***.
- Select ***Additional Column Analytics*** to receive a summary of the content analysis of the column.
- Select ***Update*** to save the data that has been entered into the form.
- Repeat all previous steps in section 5.1.2.2 to describe all columns in the data table.

- Select ***Update & Close*** to save the data that has been entered into the form and to subsequently exit the form.
- Select ***Cancel*** to exit the form without saving.

5.1.2.3 Add a private descriptor

- Enter a name for the private descriptor into the field ***Name*** (required).
- The descriptor may be assigned to a category by selecting an element from the list in field ***Category*** (optional).
- A data type may be assigned to the descriptor by selecting an element from the list in field ***Data type***.
- An image describing the descriptor my be uploaded in the field ***Featured Image***.
- Enter a detailed description of the descriptor into the field ***Description*** using the text editor as described in WI-021.
- Add references as described in WI-007.
- Select ***Create*** to save settings and return to the main form.
- Select ***Cancel*** to return to the main form without saving.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.