Work Instructions

Number: **025**

Name: **Dataset creation**

Title: Creation of new datasets on the EU Pollinator Hub

Status: Approved

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1 Document history

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 creation of new datasets on the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to the creation of new datasets 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	009	Registration
WI	021	Text editing
WI	024	Access application

5 Procedure

5.1 Create a new dataset

5.1.1 Users without existing EUPH account

5.1.1.1 Registrate as data provider

- Registrate as data provider on the EU Pollinator Hub as described in WI-009.

5.1.2 Users with existing EUPH account

5.1.2.1 Log into the EUPH account

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

5.1.3 Select entity

5.1.3.1 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.

5.1.3.2 Select the data provider's data catalog

- Select ***My Data Catalog*** in the menu.
- Select ***Create New Dataset***.

5.1.4 Provide details on dataset

5.1.4.1 Basic information

- Select additional data providers or remove data providers in the field ***Data Providers*** (required).
- Enter the name of the dataset into field ***Dataset name***. Provide a short name using no more than 30 characters including blanks.
- Enter the title of the dataset into field ***Dataset title*** (required). Provide a short name using no more than 256 characters including blanks.
- Select the licence under which the dataset shall be published from the list in field ***Licence***. Select ***Separate licences for each table*** if you plan to publish tables under different licences.
- If the option *Custom licence* is selected in the previous step, then describe the licence in the field ***Custom licence text*** using the text editor as described in WI-021.
- Enter the years covered by the dataset into field ***Years***.
- Enter keywords associated with the dataset into field ***Keywords***.

- Enter a detailed description of the dataset into the field ***About*** using the text editor as described in WI-021.
- An image may be uploaded in the field ***Featured Image*** which will be displayed in the dataset dashboard.

5.1.4.2 Contributors

- Search and add the name of a person that should be added as contributor to the dataset in the field ***Contributor*** within the container ***Contributors***. Hit the + button on the right-hand side of the field to add an contributor if it does not exist. Continue in section 5.1.4.3.
- Enter a brief name of the role the contributor has in this dataset into field ***Role*** (required).
- Search and add the name of the organisation to which the person is affiliated in the field ***Affiliation***. Hit the + button on the right-hand side of the field to add an organisation if it does not exist. Continue in section 5.1.4.3.
- Select the  icon in a ***Contributors*** container to delete all the information in the container, includiung the container itself.
- Select the  icon in a ***Contributors*** container to clone the container, including the information in the container.
- Select ***Add a contributor*** to add an empty ***Contributors*** container and repeat all previous steps in section 5.1.4.2.

5.1.4.3 Add a contributor

- Select the type of affiliation (Person, Entity) from the list in field ***Affiliation type***.
- Enter the full name of the organisation to which the person is affiliated to filed ***Affiliation name***.
- Select ***Create*** to save settings and return to the main form.
- Select ***Create & create another*** to save the settings and restart the process described in section 5.1.4.3.
- Select ***Cancel*** to return to the main form without saving.

5.1.4.4 Contact

- The provision of contact information itself is not mandatory.
- Select the type of contact information to be provided from the list in field ***Type*** in the ***Contact information*** container.
- Enter the value for the selected type of contact information into field ***Value*** in the ***Contact information*** container.

- Select the  icon in a ***Contact information*** container to delete all the information in the container, includiung the container itself.
- Select the  icon in a ***Contact information*** container to clone the container, including the information in the container.
- To add additional contact information select ***Add contact*** and repeat all previous steps in section 5.1.4.4.

5.1.4.5 Add a reference

- Add references as described in WI-007.

5.1.4.6 Save

- Select ***Create*** to save and exit the form.
- Select ***Cancel*** to exit the form without saving.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.