Work Instructions

Number: **026**

Name: **Table creation**

Title: Creation of new tables within datasets on the EU Pollinator Hub

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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 tables within datasets on the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to the creation of new tables within 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	021	Text editing
WI	024	Access application
WI	025	Dataset creation

5 Procedure

5.1 Create a new table

5.1.1 Create a new table in an existing dataset

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 in which the table should be created from the Data Catalog.

5.1.2 Create a new dataset

- Proceed as described in WI-025.

5.1.3 Create a new table

- Select ***New Table*** in the dataset dashboard.

5.1.4 Provide details on table

5.1.4.1 Basic information

- Enter the name of the table into field ***Table name***. Provide a short name using no more than 30 characters including blanks.
- Select the licence under which the dataset shall be published from the list in field ***Licence***.
- 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.
- Select the type of data source from the list in field ***Type of data source***.
  - Select *File* if the source is a single file.
  - Select *Multiple files* if the source is a series of files with exact the same data structure.
  - Select *Cloud* if the data file will not be uploaded to the EUPH server but extracted from a cloud storage site.
  - Select *API* if the data file will not be uploaded to the EUPH server but retrieved dynamically via an API.

- Add any additional information, e.g. a link to an API documentation into field ***Additional information***.
- 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.
- Add references as described in WI-007.
- 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.