Work Instructions

Number: **028**

Name: **Upload metadata**

Title: Uploading metadata to tables on the EU Pollinator Hub

Status: Approved

Version: 1.0

Date: 2024-01-29

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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 on uploading metadata to tables on the EU Pollinator Hub.

4 Validity

4.1 Area

The of validity of this document is limited to uploading metadata to tables 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	021	Text editing
WI	024	Access application
WI	025	Dataset creation
WI	026	Table creation

5 Procedure

5.1 Upload metadata to a dataset

5.1.1 Attach metadata to 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.

5.1.2 Create a new dataset

- Proceed as described in WI-025.

5.1.3 Upload metadata

- Select the dataset from the Data Catalog to which the metadata should be uploaded.
- Select ***Upload supplemental*** in the dataset dashboard.
- Proceed in section 5.3.1.1.

5.2 Upload metadata to a table

5.2.1 Attach metadata to an existing table

5.2.1.1 Log into the EUPH account

- Log in to the EU Pollinator Hub as described in WI-009.

5.2.1.2 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.

5.2.1.3 Select the data provider's data catalog

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

5.2.2 Create a new table

- Proceed as described in WI-026.

5.2.3 Upload metadata

- Select the table to which the data should be uploaded in the dataset dashboard.
- Select ***Upload supplemental*** in the dataset dashboard.
- Proceed in section 5.3.1.1.

5.3 Upload a metadata file

5.3.1 Upload a file

5.3.1.1 Provide details on the file source

- Select the source file to be uploaded in the field ***Select a file***.
- Enter a detailed description of the uploaded file into the field ***Description*** using the text editor as described in WI-021.
- Select ***Upload*** to upload the selected sourcefile.
- 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.