



Australian
National
University

ANU Data Commons Web Interface Quick Guide



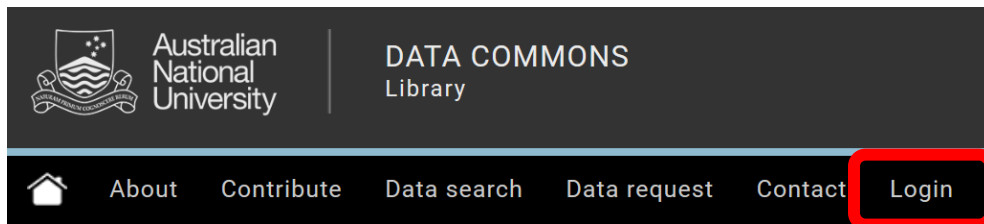
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Logging in

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



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

Login

ANU staff and students can login using your ANU ID and password. Registered external users can login using their email address and password.

Login

ANU ID

Password

[Forgot your password?](#)

Login

External users can register for an account

Register

First Name *

Last Name *

Email *

Password *

Repeat Password *

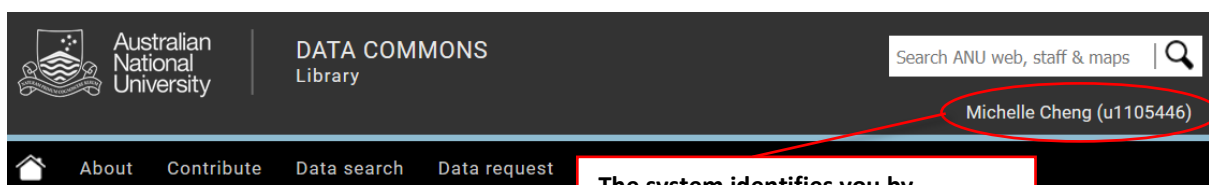
Institutional Affiliation

Address

Phone

Register

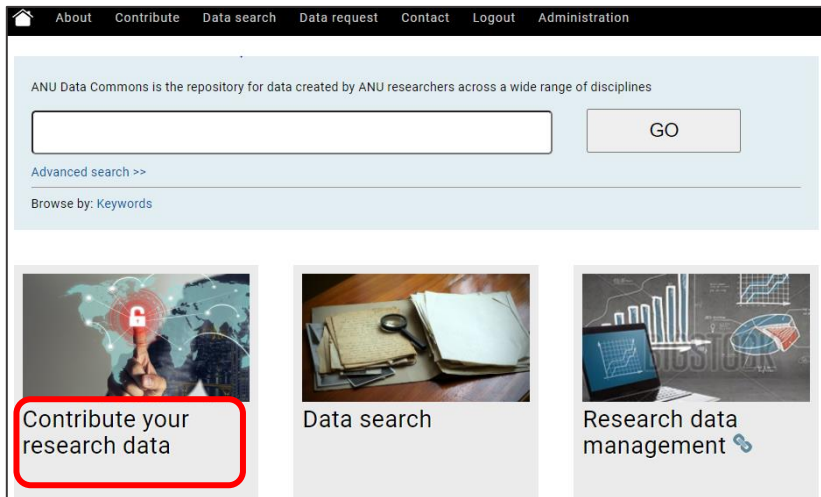
3. Once logged in, your display name and your username will appear in the top right corner.



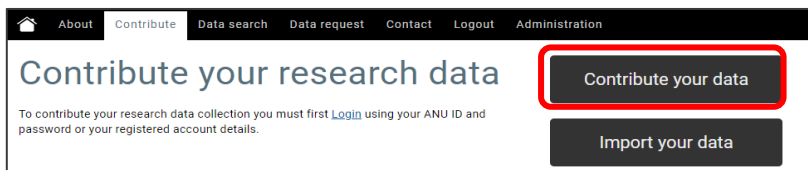
Collections

Add a new collection

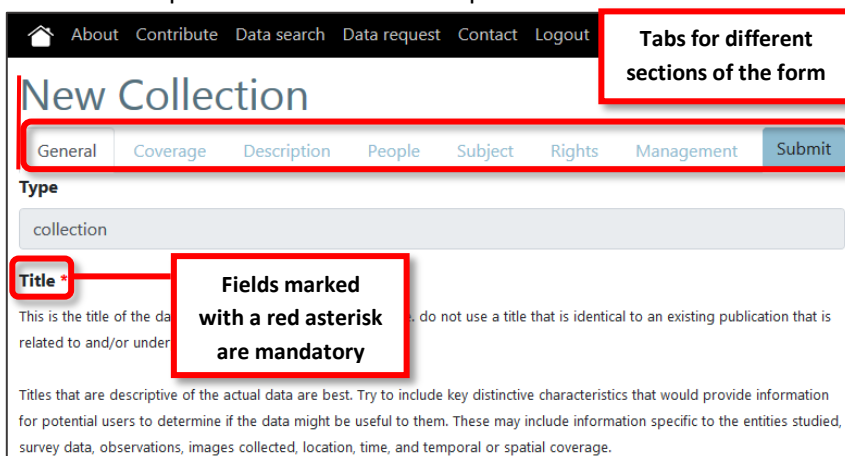
1. If you have not already been granted **Access Privileges** to a collection, contact repository.admin@anu.edu.au for this access.
2. Click on **Contribute your research data**.



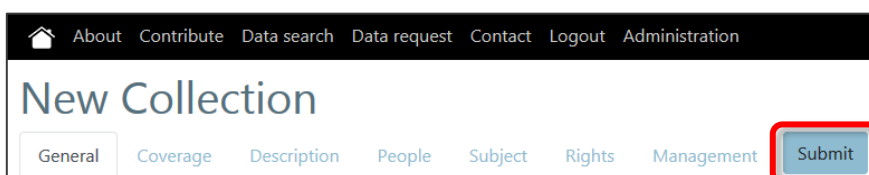
3. Click on **Contribute your data**



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

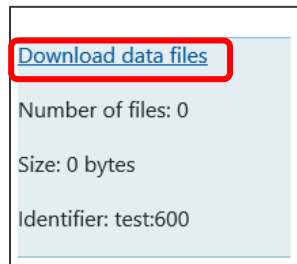
The screenshot shows a web interface for a data collection. At the top, there is a navigation bar with links: Home, About, Contribute, Data search, **Data Collection Title**, Logout, and Administration. The main heading is "This is a test" with a sub-heading "This is a test collection." Below this is a table of metadata. To the right of the table is a sidebar with a "Download data files" link and several buttons: Edit, Delete, Mint DOI, Validation Check, Link to Item, Edit Item Links, and Ready for Review. A "Related items" section is at the bottom right.

Type	collection	Number of files: 0
Title	This is a test	Size: 0 bytes
Brief Title	Test	Identifier: test:600
Collection Type	Collection	
Access Privileges	Administrators	Status: Unpublished
Website Address	https://www.test.edu.au	
Metadata Language	English	
Data Language	English	
Full Description	This is a test collection.	
Contact Email	test@test.edu.au	
Fields of Research	0807 - Library and Information Studies	
Socio-Economic Objective	970113 - Expanding Knowledge in Education	
Keywords	test	
Date Coverage	Date From 01/01/2020 Date To 11/11/2020	

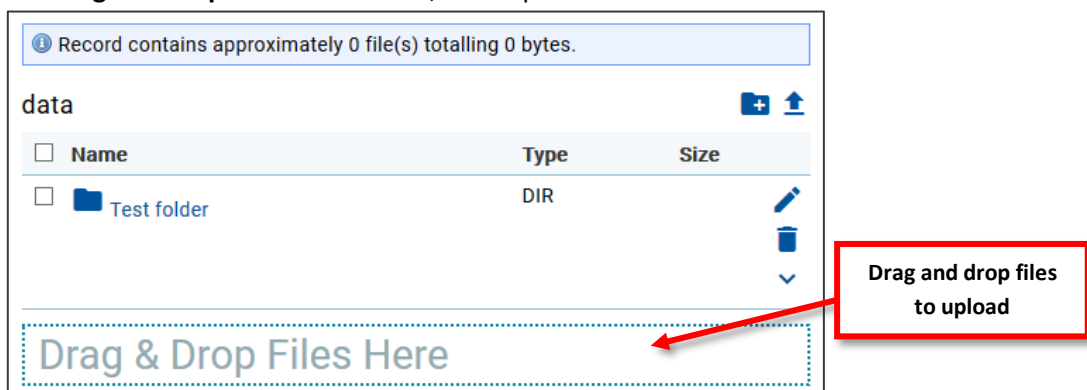
Data Files

Upload data files to collection

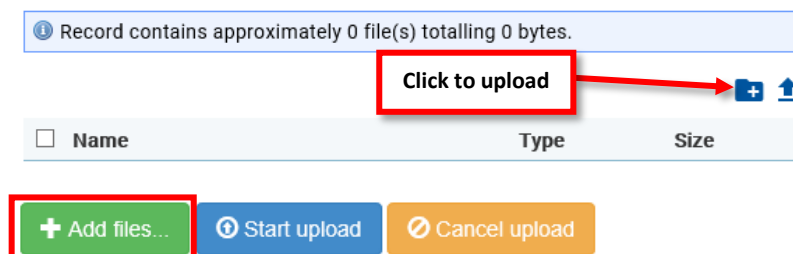
1. Click on **Download data files** to upload files on the collection page.



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



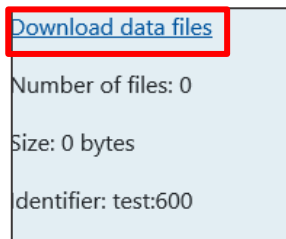
- 2b. Click on the **blue up arrow icon** and on the opened up page, click **+Add files**.



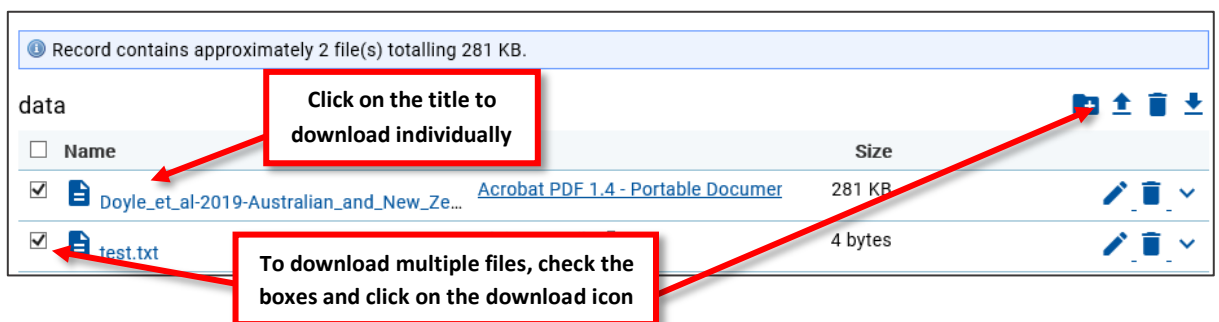
3. Click **Start** or Start upload to upload your files

Download files from collection

1. Click **Download data files**.

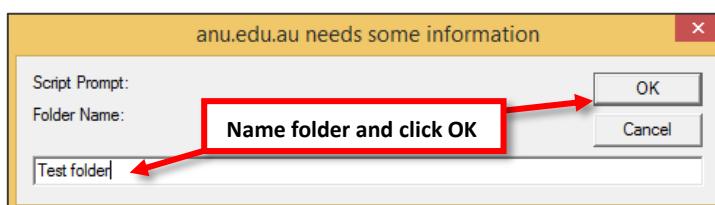
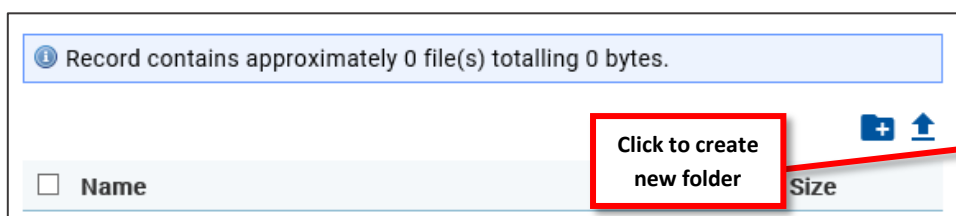


2. a. Click on **title** of a file to download individual files; OR
b. **Check boxes** and click on the **blue down arrow icon** to download multiple files.



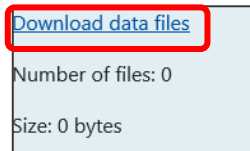
Create folders in collection

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



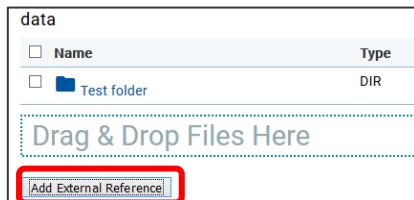
Manage external references

1. Click on **Download data files**.



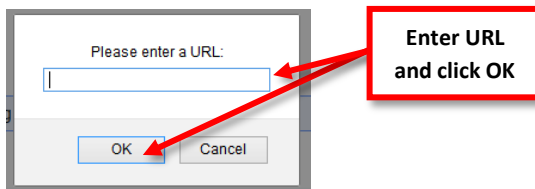
A screenshot of a user interface element. At the top, there is a button labeled "Download data files" which is highlighted with a red rectangular box. Below the button, the text "Number of files: 0" and "Size: 0 bytes" is displayed.

2. Click on **Add External Reference**.



A screenshot of a file manager window titled "data". It contains a table with columns "Name" and "Type". The table has one row: "Test folder" with type "DIR". Below the table is a dashed box containing the text "Drag & Drop Files Here". At the bottom of the window, there is a button labeled "Add External Reference" which is highlighted with a red rectangular box.

3. Enter the **URL** reference pointer and click **OK**.

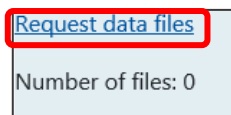


A screenshot of a dialog box with the title "Please enter a URL:". It features a text input field, an "OK" button, and a "Cancel" button. A red arrow points from a red-bordered box containing the text "Enter URL and click OK" to the "OK" button.

Request data collections

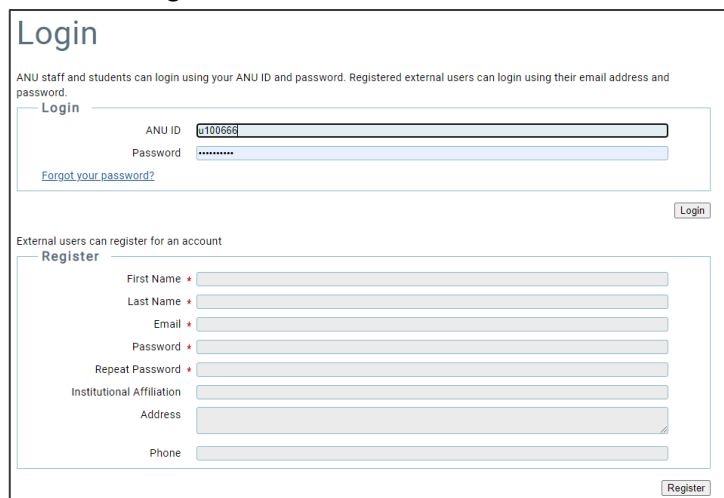
Request from Collection record

1. Click on **Request data files**.



A screenshot of a user interface element. At the top, there is a button labeled "Request data files" which is highlighted with a red rectangular box. Below the button, the text "Number of files: 0" is displayed.

2. ANU users can login using their ANU credentials; External users can login using their existing account or register for a new account.



A screenshot of a web page titled "Login". The page has two main sections: "Login" and "Register". The "Login" section has fields for "ANU ID" (with the value "u100669") and "Password", a "Forgot your password?" link, and a "Login" button. The "Register" section has fields for "First Name", "Last Name", "Email", "Password", "Repeat Password", "Institutional Affiliation", "Address", and "Phone", and a "Register" button.

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:6102

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)

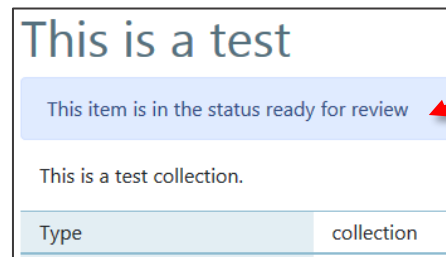
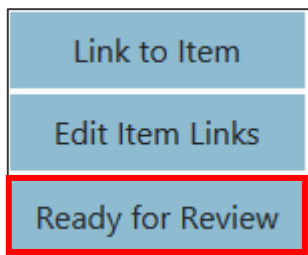
Request Access

Complete the form and click on Request Access



Publishing

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



Publish workflow
status will appear

2. A notification email will be generated and sent to Repository.admin@anu.edu.au for the Open Research Team to action
3. Depositors will be notified when data deposit is completed.