ICRISAT Dataverse Users Quick Guide- v 1.0

Statistics, Bioinformatics & Data Management Theme

SBDM
Statistics, Bioinformatics &
Data Management

ICRISAT
INTERNATIONAL CROPS RESEARCH
INSTITUTE FOR THE SEMI-ARID TROPICS

ICRISAT Dataverse Users Quick Guide

Contents

1. Create a new user account in ICRISAT Dataverse

a) Kindly go to http://dataverse.icrisat.org/

b) Click "*Sign Up*" on the upper right of the page (skip to Section B if you already have an account)

Search ▾   User Guide   Support   **Sign Up**   Log In

c) Accomplish all the required fields (marked with a ***** red asterisk).

d) Read and understand the General Terms of Use. Tick the box to agree, and then click "Create Account."

☑ I have read and accept the Dataverse General Terms of Use as outlined above.

Create Account   Cancel

2. Getting Access to Specific Dataverse

a) Identify dataverse(s) to which you need to add datasets from below and send a request for access using the form http://data.icrisat.org/dataverse/access-request/ with all necessary details. (skip this step if you already have access)

Phenotypic	Social Science	Spatial	Genotypic	Soil & Weather

b) You will get confirmation message in your dataverse account and then follow below

3. Log in to existing ICRISAT Dataverse

a) Please go to http://dataverse.icrisat.org/

b) Click "*Log In*" on the upper right portion of the page.

Search ▾   User Guide   Support   Sign Up   **Log In**

c) Enter your Username/Email and then your nominated password. Click "Log In."

4. Create a Dataset

a) Select the appropriate category the data belongs to from Phenotypic, Social Science, Spatial or Genotypic.

The International Crops Research Institute for the Semi-Arid Tropics (ICRISAT) is a non-profit, non-political organization that conducts agricultural research for development in Asia and sub-Saharan Africa with a wide array of partners throughout the world. Covering 6.5 million square kilometers of land in 55 countries, the semi-arid or dryland tropics has over 2 billion people, and 644 million of these are the poorest of the poor. ICRISAT and its partners help empower these poor people to overcome poverty, hunger and a degraded environment through better agriculture.
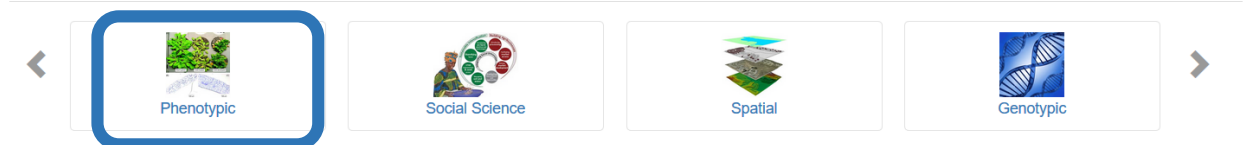
b) Click on Click "+ Add Data," selecting "New Dataset.". Following is an example for Phenotypic data
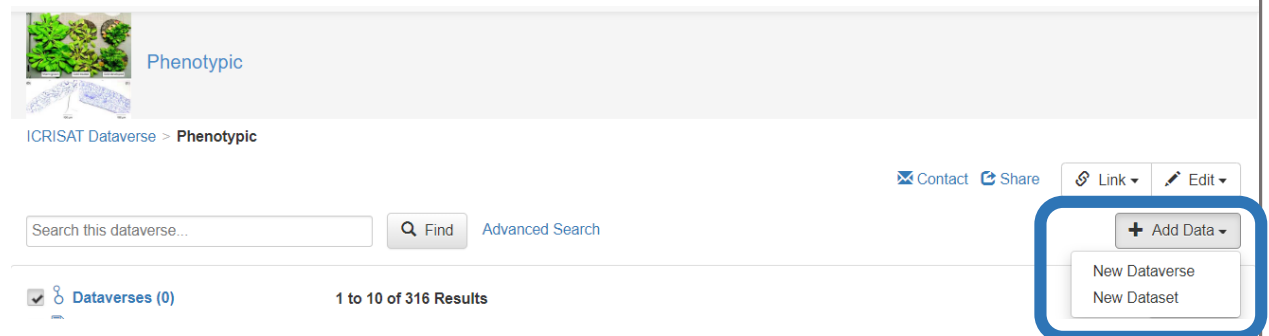
c) Fill in the required fields (marked with a * red asterisk).

Citation Metadata ⌃

Title * ❓

[Enter title...]

[Add "Replication Data for" to Title]

Author * ❓

Name * ❓

[FamilyName, GivenName or Organizatio]

Affiliation ❓

[ ]

[+]

Identifier Scheme ❓

[Select... ▾]

Identifier ❓

[ ]

Contact * ❓

Name ❓

[Dataverse, Administrator]

Affiliation ❓

[ICRISAT]

[+]

E-mail * ❓

[sbdm@cgiar.org]

Description * ❓

This field supports only certain HTML tags.

Text * ❓

[ ]

[+]

Date ❓

[YYYY-MM-DD]

Subject * ❓

- ☐ Agricultural Sciences
- ☐ Arts and Humanities
- ☐ Astronomy and Astrophysics
- ☐ Business and Management
- ☐ Chemistry

Keyword ❓

Term ❓

[ ]

Vocabulary ❓

[ ]

[+]

Vocabulary URL ❓

[Enter full URL, starting with http://]

Related Publication ❓

Citation ❓

[ ]

[+]

ID Type ❓

[Select... ▾]

ID Number ❓

[ ]

URL ❓

[Enter full URL, starting with http://]

Notes ❓

[ ]

Depositor ❓

[ ]

Deposit Date ❓

[YYYY-MM-DD]

Please follow ICRISAT metadata guidelines while filling the metadata, refer already uploaded dataset for guidance or get back to us. ([http://data.icrisat.org/wp-content/uplo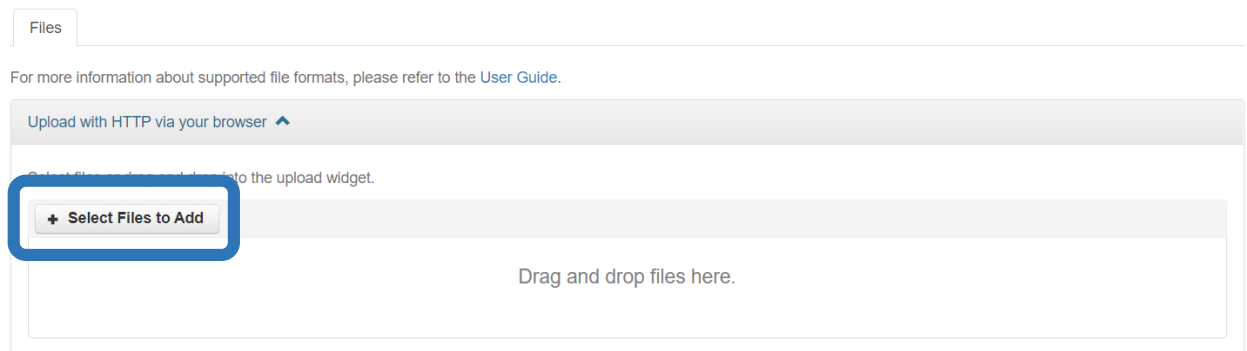ads/2020/07/ICRISAT-Dataverse-submission-reference-guide.pdf](http://data.icrisat.org/wp-content/uploads/2020/07/ICRISAT-Dataverse-submission-reference-guide.pdf))

d) Editing metadata fields

Metadata can be added or modified to datasets once saved using the following Add + Edit Metadata button in the dataset.

| Files | Metadata | Terms | Versions |

✏ Add + Edit Metadata
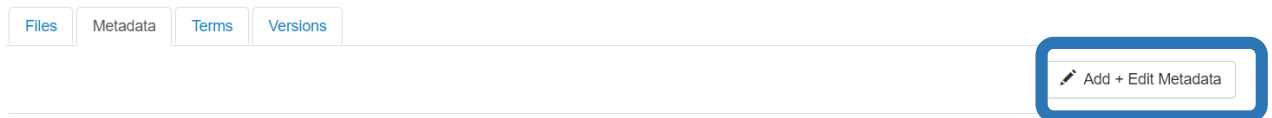
5. Upload data files

a) Scroll down to the "Files" tab.
b) To add your files, click on "+ Select Files to Add" or simply drag-and-drop your files to the space provided.

| Files |

For more information about supported file formats, please refer to the User Guide.

Upload with HTTP via your browser ⌃

Select files or drag and drop into the upload widget.

+ Select Files to Add

Drag and drop files here.

c) The list of files uploaded will appear in the space just below the upload box.
d) One uploading is finished, rename the files if required and click "Save Dataset"

6. Restrict/Unrestrict access, Delete files

a) Check the file(s) that you want to modify access/delete, and click "Edit Files"
b) Click on "Delete" to delete
c) Click on "Restrict" to restrict access.
d) Click on "Unrestrict" to allow open access.
e) Click on "Save Dataset" to save.

7. Providing access terms for restricted files

a) After saving the dataset, the file restrictions window will appear.
b) State your terms of access and, if applicable, tick "Enable access request."
c) This information will be used to contact the Administrator if there are any requests to download the file(s).

8. Terms of use for the dataset

a) As per the ICRISAT Research Data Management policy, all the datasets hosted in the institutional repository will be under CCBY license.
b) You can refer to any of the existing data for the terms of use (download from http://data.icrisat.org/documents/dataverse/) or contact us for this.

9. Sending out for review

a) Click "Send for Review." The concerned curator and/or Administrator will review your study and dataset.
b) The curator and/or Administrator will either publish your study or send it back to you if there are clarifications or missing information.

10. Publishing Data

    a) Once your data and respective metadata is approved, dataverse Admin will publish your data and you will get a notification email with respective DOI

    b) Please use this DOI in any research publication you make with this data set