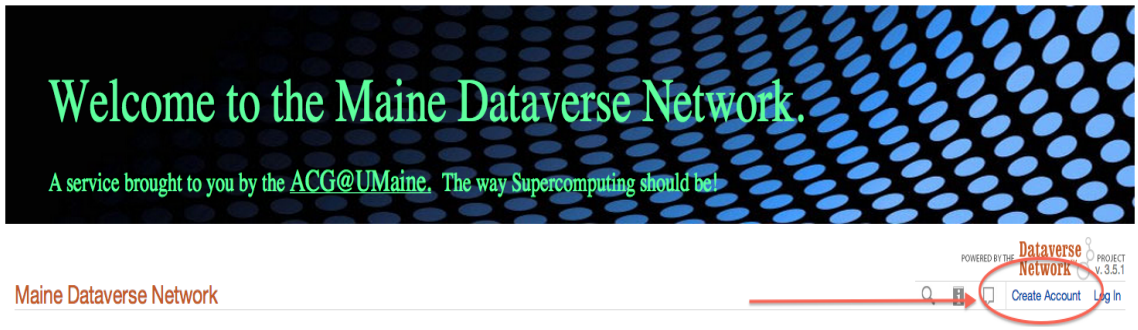
Creating a Dataverse

In order to create a Dataverse on the Maine Dataverse Network, you will need to create a user account. Account creation is simple and should take less than 5 minutes.

From your internet browser, navigate to dataverse.acg.maine.edu/dvn. Near the upper right-hand corner, click on the “Create Account” link.



You will be asked to provide a username and password as well as your actual name. You may pick (nearly) any username you wish, but we urge you to pick something based on your name. You will also be asked to provide an e-mail address, that should be an official e-mail address rather than a non-university home or personal e-mail.

Once you have created your user account, you can begin the creation of your Dataverse.
To start the creation of a dataverse, click on the create Dataverse link. Dataverse creation is simple, and should take less than 5 minutes.
Simply:

1. Choose the Dataverse “type”. In most instances the preferred type will be “Scholar”.
2. Give your Dataverse a name and an alias. If you have created a Dataverse of type Scholar, the Dataverse name will default to your name.
3. State your association (i.e., UMaine, USM, Colby College, etc.),
4. Choose a subnetwork, (when applicable)
5. Give a description of your Dataverse.

Please note that when you create your dataverse, try to avoid ambiguous names or descriptions such as “My Dataverse”.

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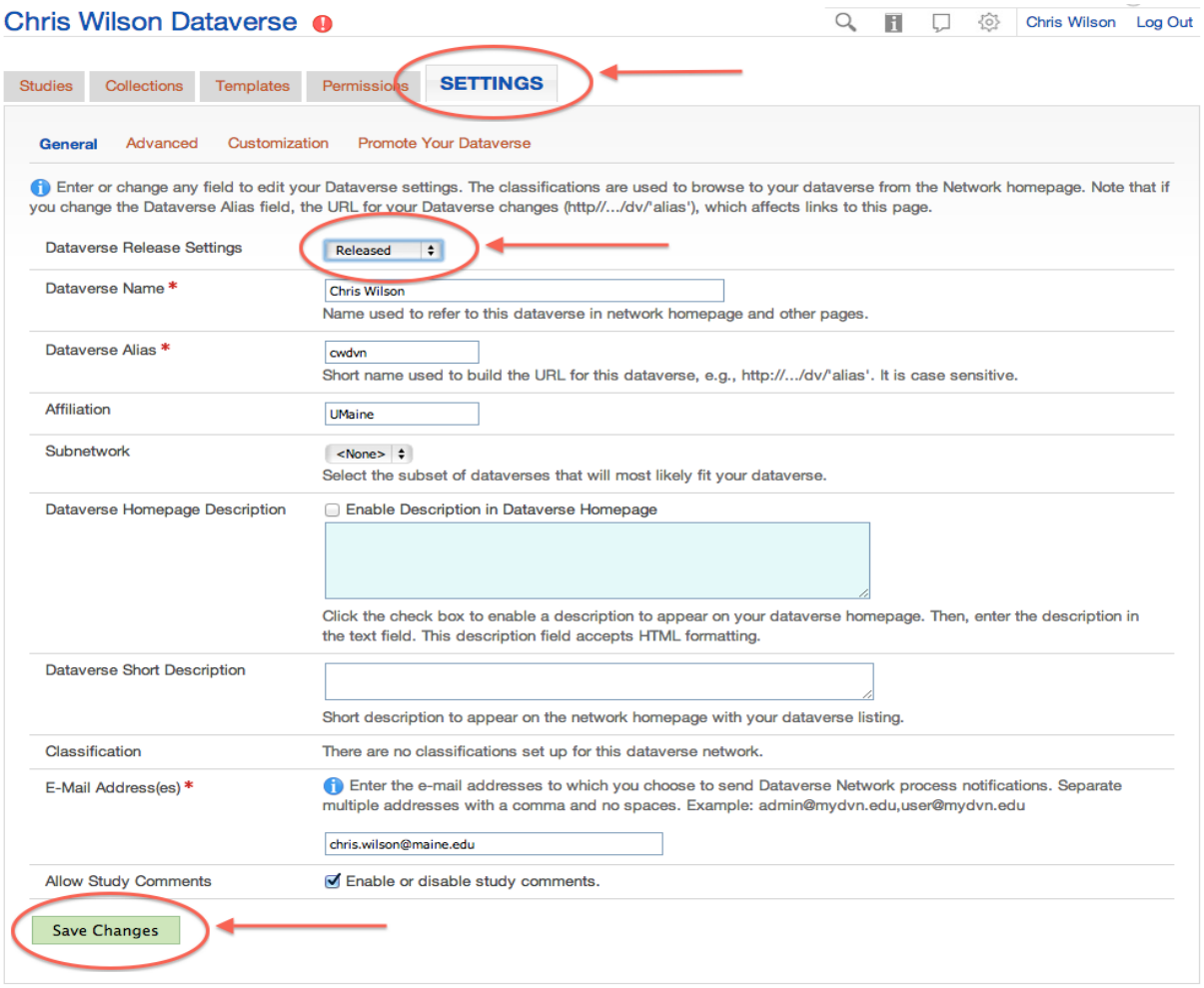
Now that you have created your Dataverse, you want to release it on the network. Don't worry, this doesn't mean your data will be publicly available. Click on the gear icon next to your username. Under the general settings, set the Dataverse to "Released" then save your changes.



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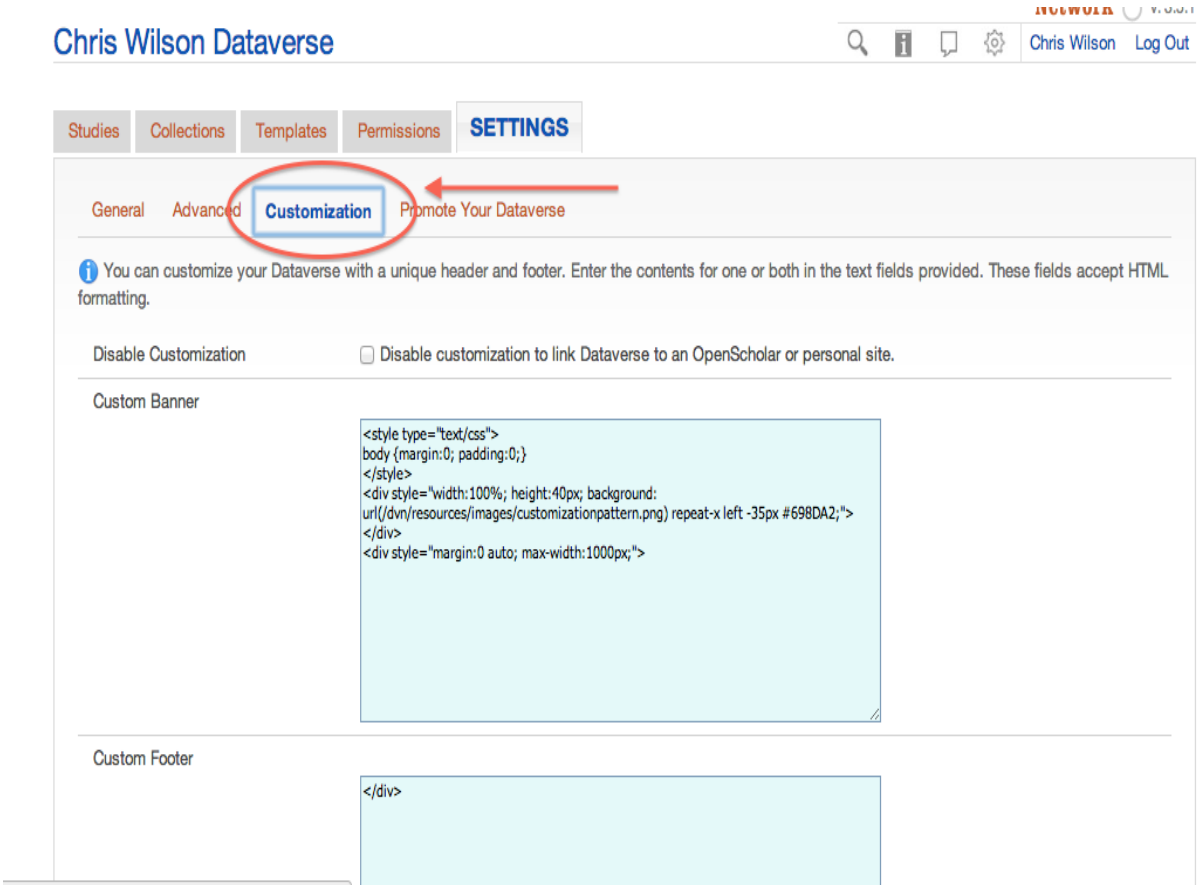
Customizing the look of your Dataverse

You can further customize the look of your Dataverse by adding custom HTML headers and/or footers under the “Customization” tab.



Promoting your Dataverse

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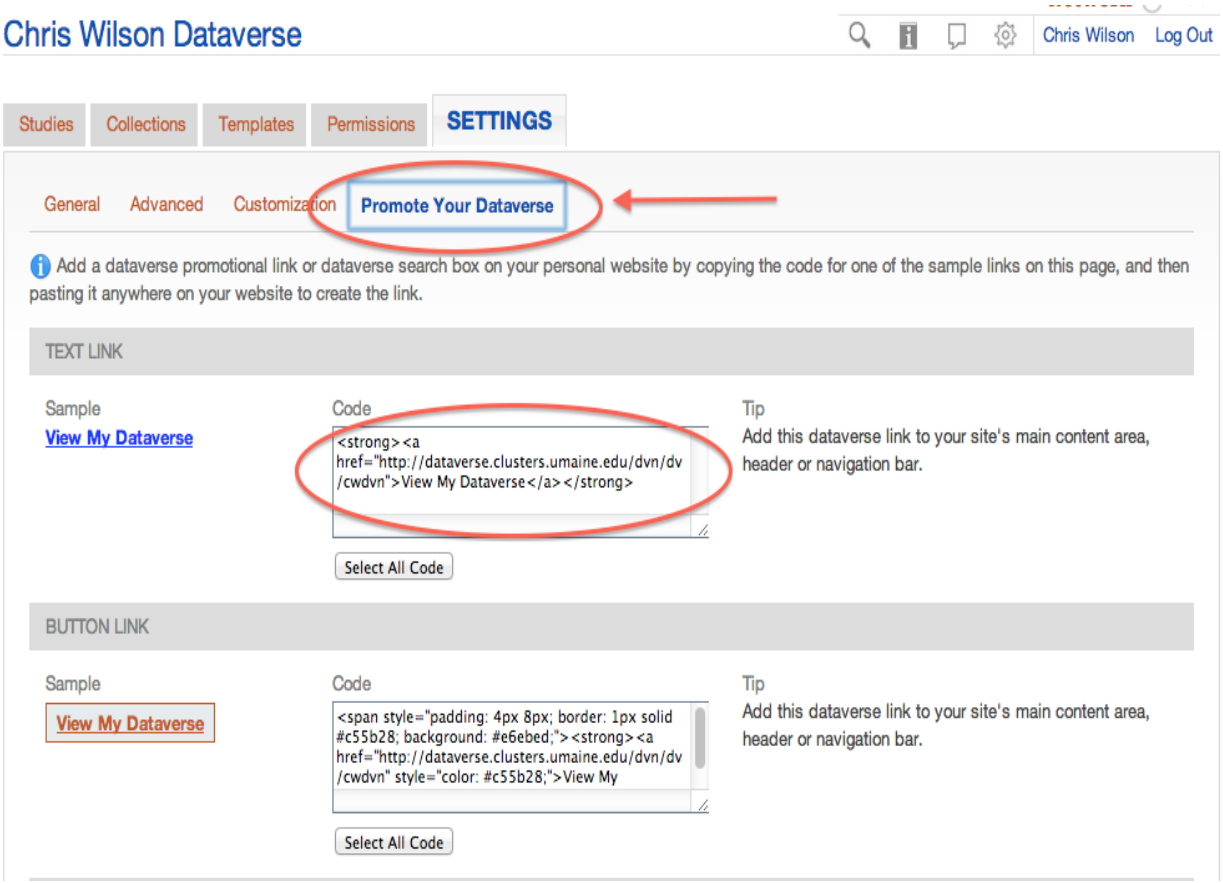
The “Promote Your Dataverse” tab provides the HTML necessary for embedding links to your Dataverse in web pages.



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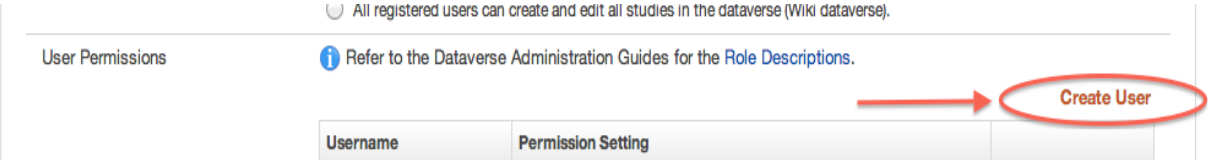
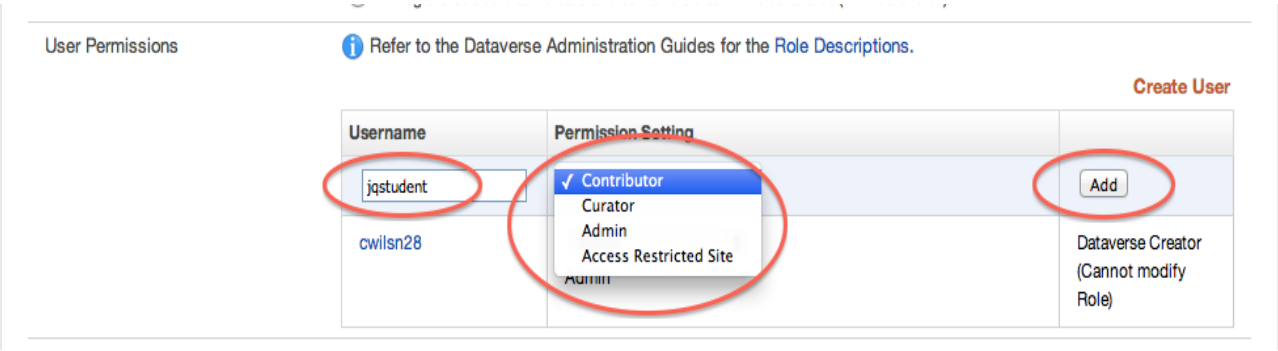
Dataverse permissions

Now that your Dataverse has been created it's time to set permission levels on the Dataverse itself. Under the "Permissions" tab you will find the various ways in which others access your Dataverse. As a Dataverse owner you have the ability to create users who will have access to your Dataverse.

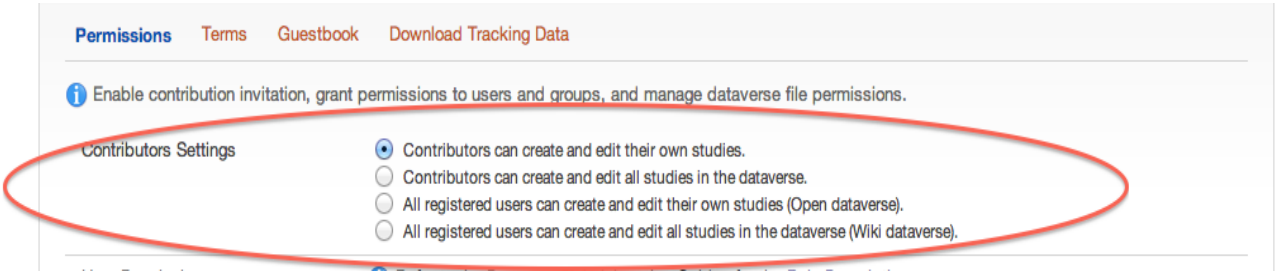
First, create the user who you want to grant access by clicking the "Create User" link.



After the user has been created, add them to your Dataverse (with the username you assigned) with the desired permission level.



Once you are finished adding users, make sure you set the desired permission level for your Dataverse.



****NOTE****
Be sure to click on the "Save" button in order for the changes to take effect.

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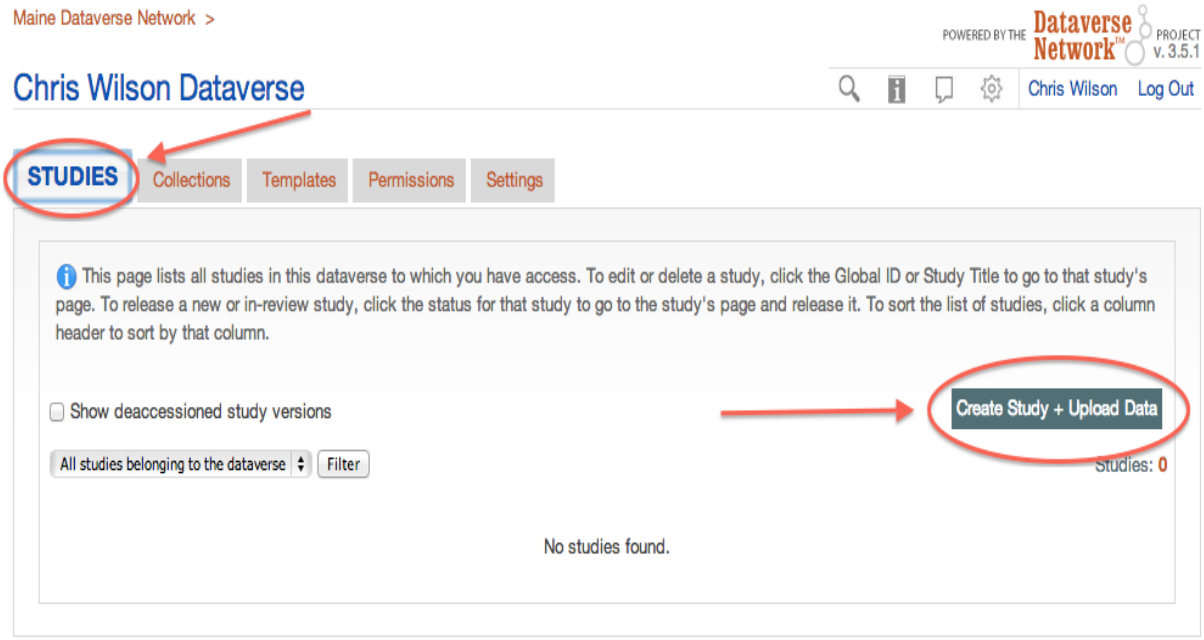
Adding data to your Dataverse

In Dataverse, data is added in the form of a study. A study provides a means for you to store your project's data and provides nearly 100 metadata fields to help you describe your data. Sure it might seem like a lot, but the more ways people can find your data, the more likely they are to.

To create a new study click on the "Studies" tab, then "Create Study".



At this point you will presented with the study creation page. By default the creation page displays required and recommended fields. To see all available metadata fields, check the "Show All Fields" button.

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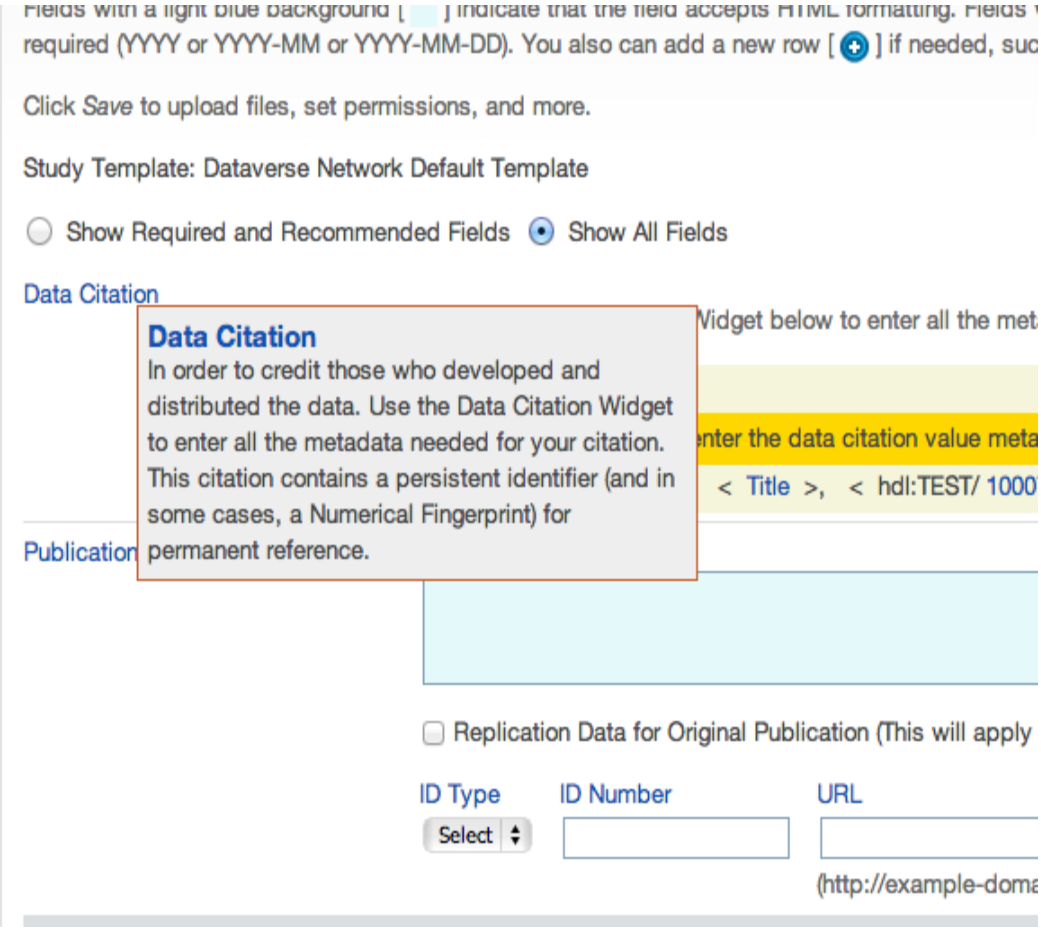
Metadata

Most of the metadata field names give an accurate description of the field. If you would like to know more about a particular metadata field, simply hover your cursor over the field name. A detailed description of the field will pop up.



By default, the only required metadata fields are a “Title” and the “Study Global ID”. The latter will be generated automatically. Deciding which metadata fields will be used to describe a study will vary. Remember, the more fields you populate the more likely it is that people can find and properly cite your data. When applicable, you should try to populate AT LEAST the following “suggested” fields:

- Author,
- Funding Agency,
- Grant Number,
- Contact,
- Description,
- Keywords,
- Time Period Covered,
- Date of Collection,
- Country,
- Geographic Coverage,
- Geographic Unit,
- Universe,
- Kind of Data.

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****NOTE****
Most metadata fields allow you to add more than one value. For example you can add multiple keywords to a study by clicking on the + symbol to the right of the field entry. Also, be sure to click save in order for the changes to take effect.

When you click save, a dialog window will appear. This window is part of the Dataverse version control system. You can enter any version specific information at this time.

At this point, you should be aware that your study is created but it has not been released. An unreleased study is not visible on the Dataverse Network.

Adding data to your study

After your study has been created you can start uploading data. Simply click on the “Add files” link of your study page.

Select the type of file you want to upload (i.e. tabular data, compressed, or other), then choose the file you want to upload.

****NOTE****
There is no limit to the number of files you can upload into a study, but there is a 2GB file size limit on individual files.

Once you have uploaded your data, Dataverse will again prompt your for version information. This can be helpful if your data will go thru several processing steps during the project lifecycle.

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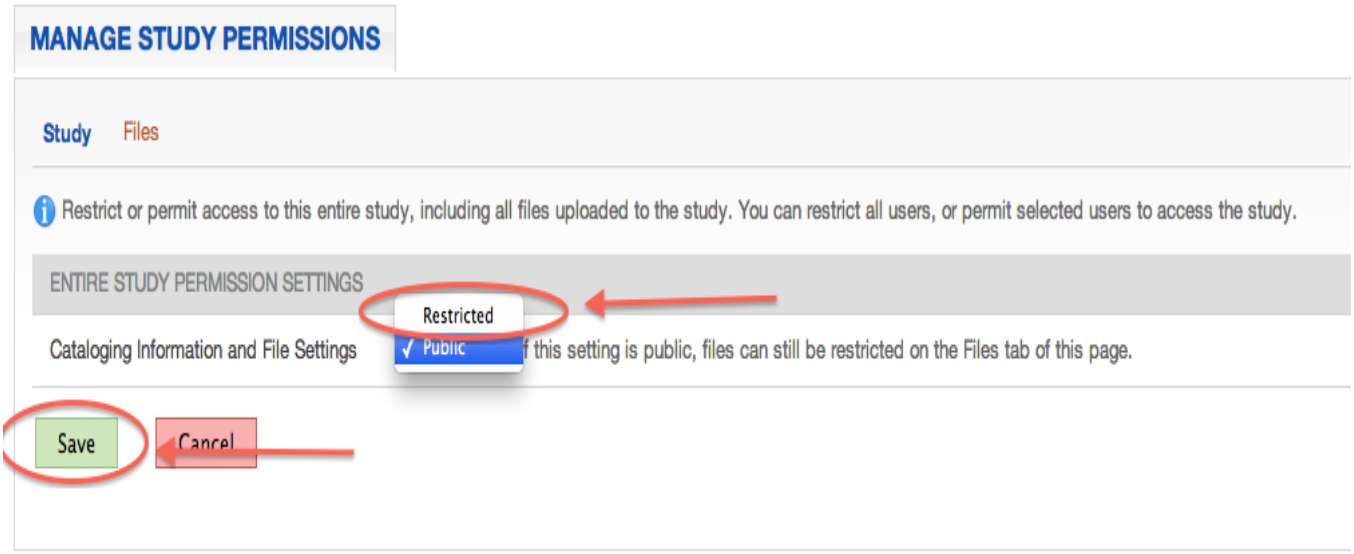
Setting permissions for your data

Once you have uploaded data to your study you will want to set the appropriate permissions for the files. Click on the “DATA & ANALYSIS” tab, then click the permissions link in the upper right of the study page.

At this point you may choose to restrict your entire study, or set permissions for individual files. If you want to restrict your entire study simply set the study’s access to restricted and click Save.



To set the permissions on individual files, click the Files link.

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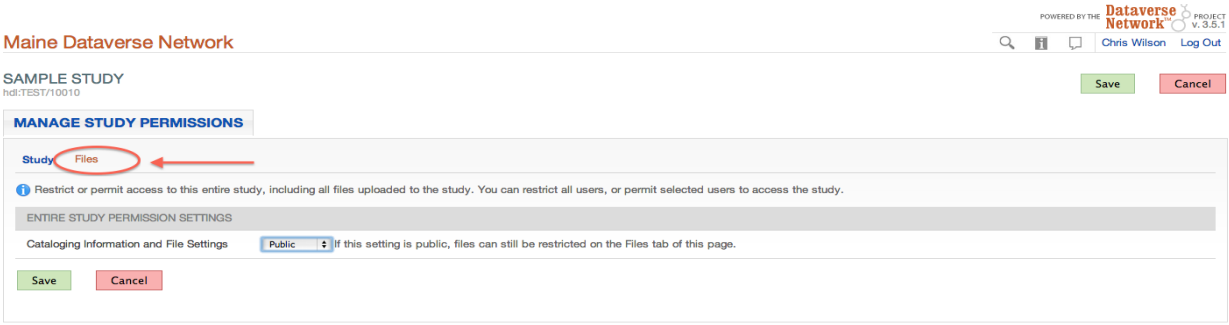
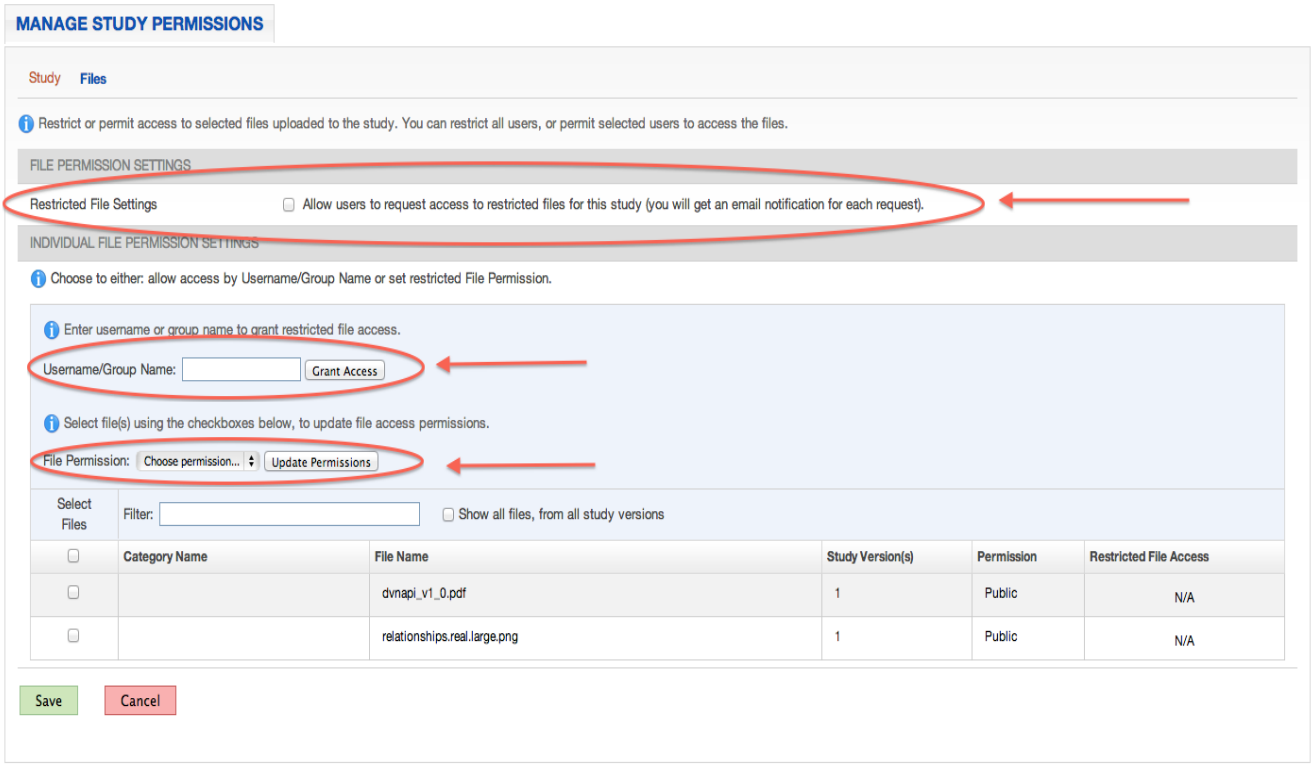


On this page you have several options.

1) You may restrict the files, but allow a user to request access to the files,
2) You may give select users and groups permission to access restricted files,
3) You may restrict the individual files.



Once you have established the necessary permissions make sure to click either “Grant Access” or “Update Permissions” and be sure to click Save.

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Releasing your study

Now you are ready to release your study. Click on the “Release” link.

At this point you will be prompted for any changes associated with this version. Once finished, you will have a released study, searchable on the Maine Dataverse Network.

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