Contents

Glossary 2
  Data Container 2
  Access level 2
Introduction 3
How the system works 3
Getting Started 4
I. Deposit a new dataset 4
  1. Dataset description 6
  2. Data files and other resources 7
  3. Review and submit 7
     a. Submit 7
     b. Request dataset reopening 8
     c. Withdraw a deposit 8
Glossary

Data Container
The organizing principle of data in RIDL. A data container is a virtual space with a specific list of users who have access to it. Examples of data containers are ‘Middle East and North Africa’, ‘Jordan’, ‘BO Amman’, ‘Protection unit’.

Access level
Users of RIDL can choose between two dataset access levels depending on the sensitivity of the data within the dataset. ‘Private’ datasets are only accessible to users with access rights to the container in which it is published, while the data of ‘Internally visible’ datasets are accessible to every RIDL user. Please note that the metadata is always visible and searchable to every logged in user.
Introduction

The Data Deposit application allows Depositors to upload data and supporting documents with minimal metadata to the Raw Internal Data Library. While the dataset is in draft status, the Depositor can enter or edit information. Once submitted, the deposit joins the curation workflow and gets assigned a Curation Team member who will be responsible for the proper documentation and publication. The application facilitates communication between the Curator and the Depositor ensure comprehensive and quality metadata.

How the system works

The Data Deposit is accessible to all logged in RIDL users. Creating a dataset takes only a few minutes and requires a minimal set of information. The Depositor will need to have access to the data (RIDL accepts formats ranging from a simple .csv file to more complex statistical ones like STAT or SPSS), information on where the data should be published in RIDL and what is the appropriate access level under which the data should be published.

![Image of UNHCR RIDL interface]

*Figure 1*
Getting Started

First, users need to log into RIDL using their Active Directory credentials. The Depositor can either
- create a new dataset deposit, or
- edit an existing draft deposit.

There is a Data Deposit section in the main menu that lists all datasets the user has created that are currently in the curation workflow (Figure 2). This view also displays the status of each project.

![Figure 2](image)

I. Deposit a new dataset

To create a new dataset to deposit, simply click on ‘Data Deposit’, then from the left panel choose ‘Deposit Dataset’ (Figure 3).

![Figure 3](image)
At this stage, two mandatory attributes need to be provided: a) the name of the data container the dataset will be published in once it is finalized and b) the access level of the dataset. Once you filled out these fields, please click on ‘Confirm’ (Figure 4).
1. Dataset description

In the next step, the same form opens up that RIDL users are familiar with from creating a dataset. Here the Depositor can provide the available information about the dataset (Figure 5).

![Figure 5](image)

Depositors have the option to save the dataset and return to it later with more information. To edit a previously saved draft deposit, simply go to ‘Data Deposit’, click on the name of the appropriate dataset, then click on ‘Edit Dataset’ (Figure 6).

![Figure 6](image)
2. Data files and other resources

Once the Dataset metadata section is complete and the information is saved, the next step is file upload (Figure 7). The Depositor can upload:

- Data
- Additional resources, like:
  - Questionnaires
  - Reports
  - Technical documents

![Figure 7]

3. Review and submit

a. Submit
Once the Depositor is satisfied with the information entered for the dataset, they are ready to submit it for curation by clicking on ‘Submit Dataset’. Any additional information can be included in the optional message field. (Figure 8)

On clicking submit, a message will confirm the submission at the top of the page and the Depositor will no longer have edit access to the dataset.

A system generated email notifies the Curation Team Administrator of the deposition. It also sends a deposit confirmation to the Depositor. The Depositor will be notified in the same way, if the deposit is published, needs an intervention from the Depositor, rejected, or if the Curator sends a message regarding the project.

b. Request dataset reopening

If the Depositor wants to amend an already submitted dataset, an email needs to be sent to the Curation Team at microdata@unhcr.org. A reopened deposit will return to draft status until it is re-submitted.

c. Withdraw a deposit

Depositors can delete deposited datasets while they are in draft status by clicking the ‘Withdraw Dataset’ button. Once a deposit is submitted however, the Depositor cannot delete it.