

Raw Internal Data Library Data Deposit Manual

V1.2 (Aug 2019)

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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.

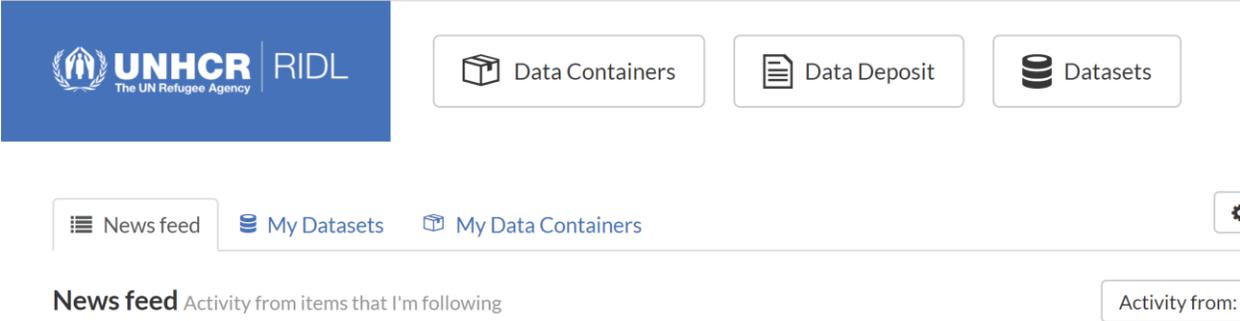


Figure 1

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.

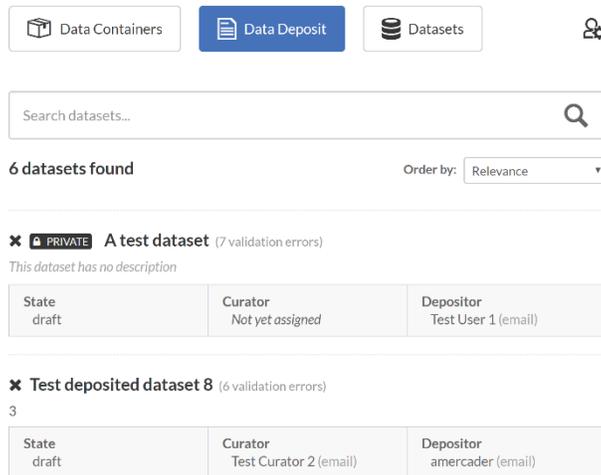


Figure 2

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).

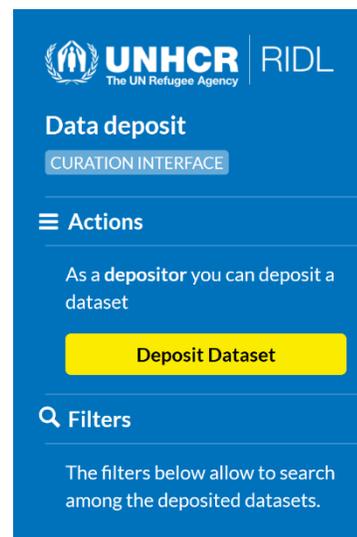


Figure 3

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).

Deposit Dataset ×

The Data Deposit application allows Depositors to submit a dataset with minimal metadata and upload the data and supporting documents to the Raw Internal Data Library. While in the Data Deposit, datasets will only be visible to the Depositor, the Curation Team and to RIDL Administrators.

After depositing a dataset, additional changes can still be made until it is submitted for further documentation and curation. A designated Curator will be assigned to the dataset as focal point. After the initial submission the Depositor will not be able to make further changes, but the Curator will be able to unlock it to do so.

If the dataset is fully documented, the Curator can submit it for the Depositor's approval or publish it on RIDL directly. Please select the suggested destination Data Container and the Access Level for the dataset below.

Destination Data Container:

Unknown ▼

Internal Access Level:

Internally Visible ▼

I want to do a final review of the dataset before it is published

Cancel **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).

The screenshot shows a web form for creating a dataset. At the top, there are three tabs: 'Data Containers', 'Data Deposit', and 'Datasets'. Below the tabs, there are two steps: '1 Create dataset' and '2 Add data'. The form fields are as follows:

- Title:** Site Profiles Serbia
- URL:** ridl-uat.unhcr.org/deposited-dataset/site-profiles-serbia
- Short title:** eg. Short title for the project
- Description:** A short summary
- Tags:** eg. economy, mental health, government
- License:** License not specified
- Project URL:** http://example.com/dataset.json

Figure 5

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).

The screenshot shows a web page for a dataset. At the top, there are three tabs: 'Data Containers', 'Data Deposit', and 'Datasets'. Below the tabs, there are two steps: 'Dataset' and 'Curation Activity'. The page title is 'A test dataset' and its status is 'CURATION / draft'. The 'Actions' section includes buttons for 'Edit Dataset', 'Submit Dataset', and 'Withdraw Dataset'. The 'Additional Info' section is partially visible.

A test dataset
CURATION / draft

Actions

As a depositor you have the following available actions

- Edit Dataset
- Submit Dataset
- Withdraw Dataset

Additional Info

| Field | Value |
|-------|-------|
|-------|-------|

Figure 6

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:
 - o Questionnaires
 - o Reports
 - o Technical documents

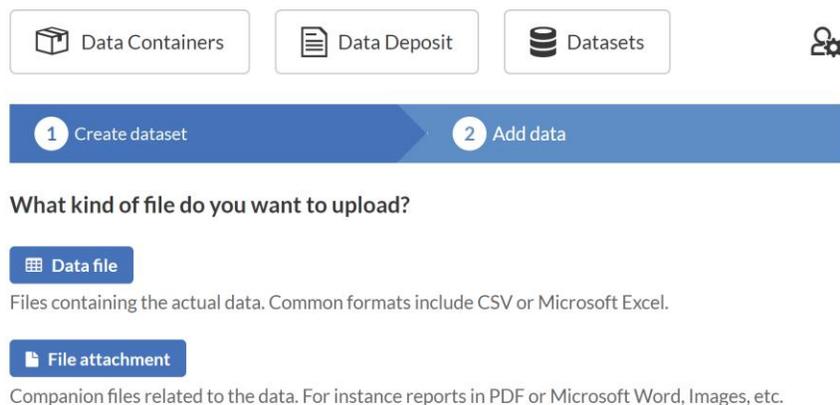
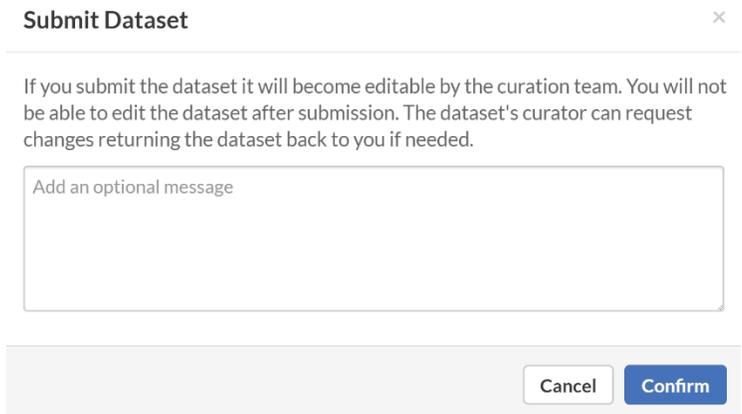


Figure 7

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)



Submit Dataset ×

If you submit the dataset it will become editable by the curation team. You will not be able to edit the dataset after submission. The dataset's curator can request changes returning the dataset back to you if needed.

Add an optional message

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.

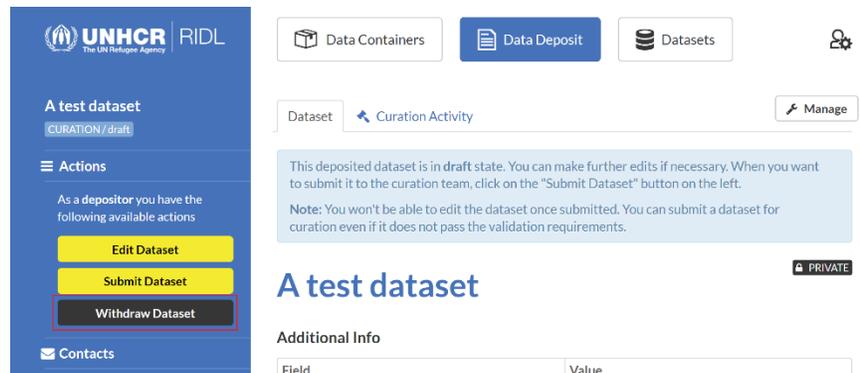
A system generated email notifies the Curation Team Administrator of the deposition. It also sends a deposit confirmation to the Depositor. The Depositor will be notified in the same way, if the deposit is published, needs an intervention from the Depositor, rejected, or if the Curator sends a message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



UNHCR RIDL
The UN Refugee Agency

A test dataset
CURATION / draft

Actions

As a depositor you have the following available actions

- Edit Dataset
- Submit Dataset
- Withdraw Dataset**

Contacts

Data Containers | Data Deposit | Datasets

Dataset | Curation Activity | Manage

This deposited dataset is in draft state. You can make further edits if necessary. When you want to submit it to the curation team, click on the "Submit Dataset" button on the left.

Note: You won't be able to edit the dataset once submitted. You can submit a dataset for curation even if it does not pass the validation requirements.

A test dataset PRIVATE

Additional Info

| Field | Value |
|-------|-------|
| | |

Figure 9