RUHR-UNIVERSITY BOCHUM

ReSeeD Tutorial

Research Data Management System

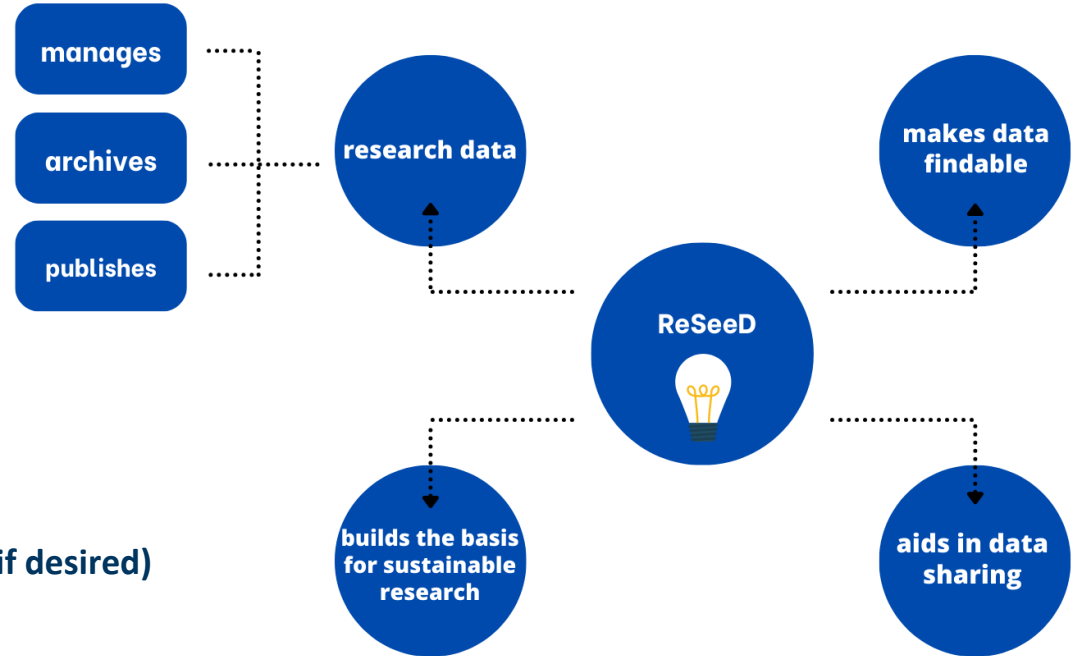# Contents

About ReSeeD

ReSeeD is a central platform of RUB to support sustainable management of the research data in the interests of **good scientific practice** and **the FAIR principles**.

Aim: permanent storage, structuring, and **(if desired)** publication of research data.

manages · archives · publishes → research data

ReSeeD

makes data findable · aids in data sharing · builds the basis for sustainable research

First steps: log in to ReSeeD

Login via ORCID or RUB LoginID

1. Click on the **"Login" button** at the top right of the ReSeeD page.
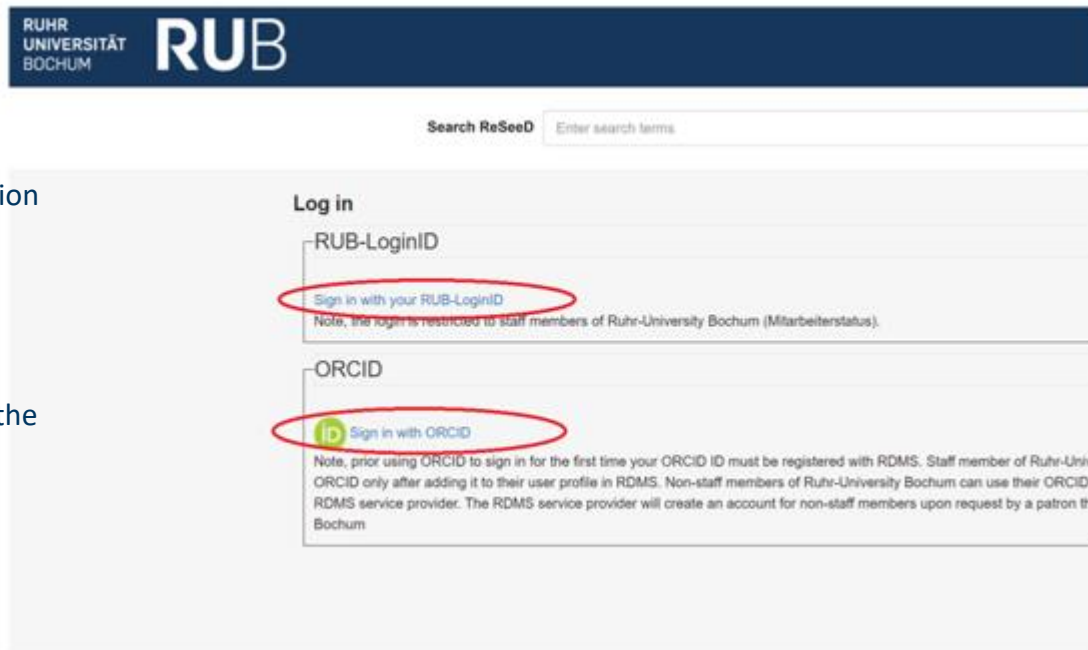2. Are you a RUB staff member?

Yes

No

use your RUB-Login-ID

choose the ORCID-Option

this will redirect you to a Shibboleth login form

this will redirect you to the ORCID login form

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Search ReSeeD   Enter search terms

Log in

RUB-LoginID

Sign in with your RUB-LoginID

Note, the login is restricted to staff members of Ruhr-University Bochum (Mitarbeiterstatus).

ORCID

ID Sign in with ORCID

Note, prior using ORCID to sign in for the first time your ORCID ID must be registered with RDMS. Staff member of Ruhr-Univ ORCID only after adding it to their user profile in RDMS. Non-staff members of Ruhr-University Bochum can use their ORCID RDMS service provider. The RDMS service provider will create an account for non-staff members upon request by a patron tha Bochum

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User Dashboard

- The User Dashboard is the starting place for newly-authenticated users.

- It contains links to various features.

- It enables working with your datasets and collections.

1. Click on your username at the top right of the header.

2. Choose 'Dashboard' from the drop-down menu.
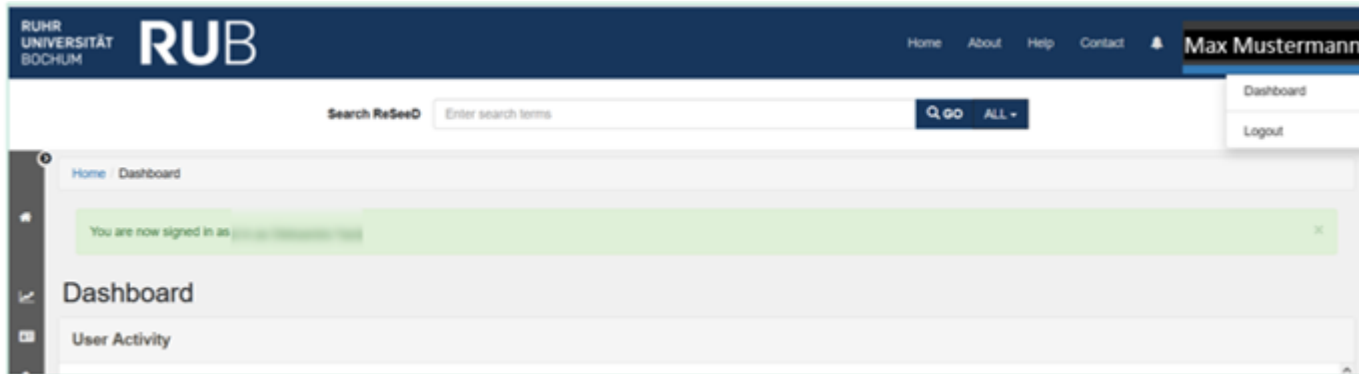
Adding a new collection

Adding a new collection

1. Click **"Collections"** on your user dashboard on the left.

2. Click **"ADD A NEW COLLECTION"** in the grey sidebar on the right.

3. Fill in the **"New User Collection"** form.

4. Click the black button **"ADDITIONAL FIELDS"** to add additional metadata to your new collection.

5. When you are finished, click the blue **"SAVE"** button.

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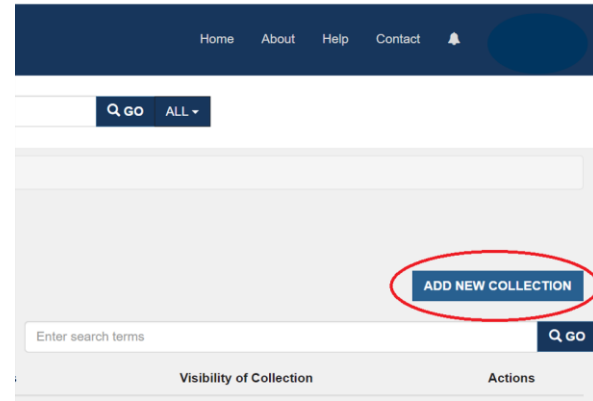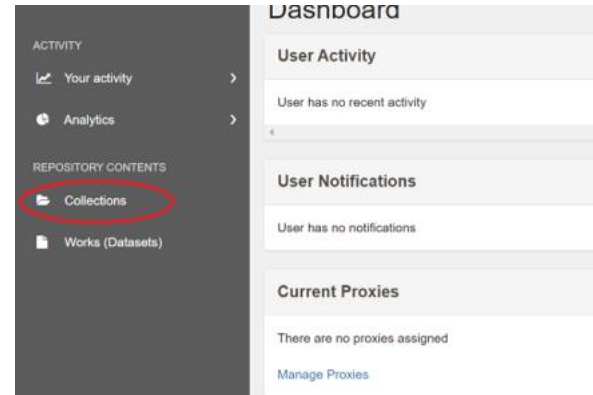
Add / view / download a new work

Add a new work

1. From your user dashboard, click **"Works(Datasets)"** in the grey sidebar on the left.

2. Click the blue button **"ADD NEW WORK (DATASET)".**

3. A pop-up form is displayed, prompting you to choose a type of work you need.

4. Unless you are adding a work to a particular CRC collection, choose the option: **"Dataset (Dataset works)".**

5. Then press the blue button: "CREATE WORK (DATASET)".

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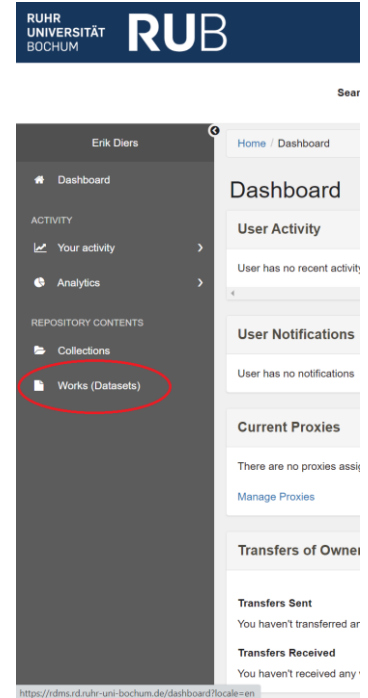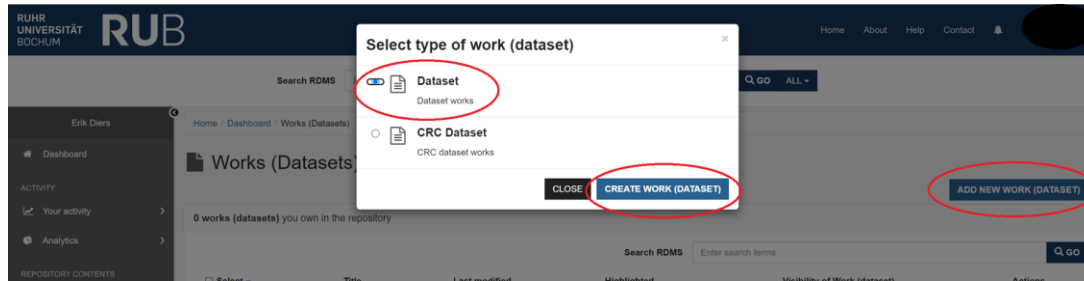
Add a new work

1. Fill in the "Add New Dataset" form.

2. Select a visibility option.

3. Tick the box next to the "Deposit Agreement" label.

4. Click on the black button **"ADD FILES"** and select files from your PC.

5. Finally, click on the blue "SAVE"button.

Hints:

- When adding an ORCID identifier for a Creator or Contributor, you must use the full, web form of the ORCID, which looks like this: https://orcid.org/0000-0002-1825-0097

- You may need to refresh the page to see the changes.

- **File selection:** Please note that the maximum number of files for a single upload is 100 and the maximum upload size is 15 GB (gigabytes). For larger amounts and volumes of data, please contact us directly at researchdata@rub.de

Fig. 11 *The Turing Way* project illustration by Scriberia. Used under a CC-BY 4.0 licence. DOI: 10.5281/zenodo.3332807.

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Viewing one of your works (datasets)

1. From your dashboard click on **"Works (Dataset)"** in the grey sidebar on the left to view your work.

2. Then click on the title of one of your datasets.

Download your work

1. When viewing one of your datasets, click on the black button "DOWNLOAD ALL". Allow the download if a pop-up window asks for it.

2. A ZIP file will be downloaded to your computer. This ZIP file contains a folder with all the files of the dataset, as well as the **metadata file "metadata.json"** (ReSeeD metadata of the data set).
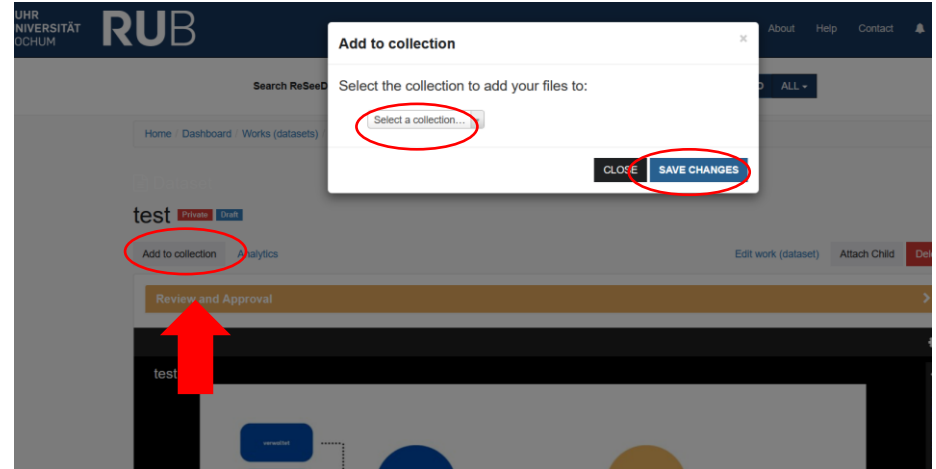
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Add a work to a collection

Add a work to a collection

1. While viewing one of your works, click on the grey button "Add to a collection".
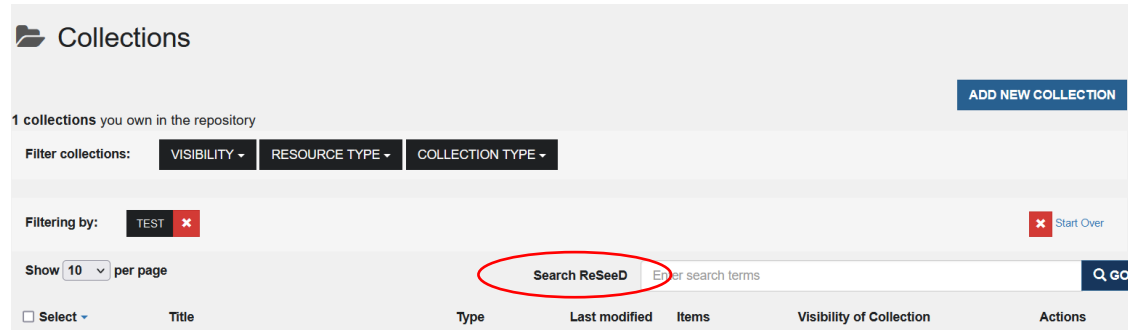
2. Choose a collection.

3. Click on "SAVE CHANGES"

The collection page is displayed, and your work (dataset) is now added to the list of works.

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Search ReSeeD for datasets

Search ReSeeD for datasets

With ReSeeD you can search in your own, shared or published datasets. If you are not logged in, you only have limited access.

1. Navigate to the ReSeeD-homepage.

2. Enter a search keyword / phrase in the **"Search ReSeeD"** search box.

3. **Filter option:** the blue "drop-down" control on the right of the search box can be used to restrict your search to only your works or collections.

4. Finally, click on the **"GO"- Button.**

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Search ReSeeD for datasets

5. The search criteria are indicated at the top of the search results page next to the label: **"Filtering by:"**

6. You can change the order of results by clicking the "Sort by relevance". Or select a different criterion to sort the results: for example, by "Date uploaded".

7. Click on the **"Start Over"** button to **deselect** the old search criteria.

- **Publish a dataset**

- **Archive a dataset**

Publish a dataset

1. While viewing your work, open the Review and Approval panel.

2. Select "Deposit" from the available actions.

3. Add a comment to let the publication manager know that **you would like your work to be published.**

4. Click on the "SUBMIT" - button.
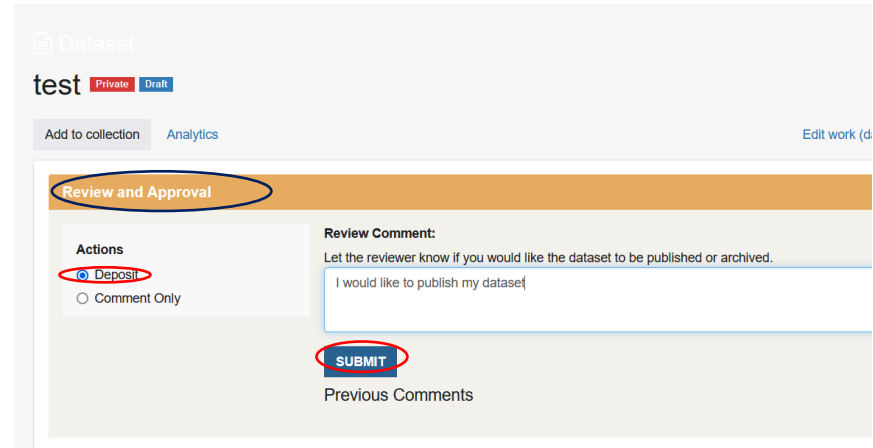
Publish your dataset with ReSeeD and obtain a DOI.

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Archive a dataset

1. When viewing your work, open the Review and Approval panel.

2. Select "Deposit" from the available actions.

3. Add a comment to let the publication manager know that you would like your work to be **archived.**

4. Then click on the "SUBMIT"-button.

This dataset will now have the status "Pending review from publication manager". You will also see that you have received a new message (visible on the bell icon in the blue header bar at the top of the website). If you click on this icon, you will see a message informing you that your dataset has been submitted for review.

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Optional functions

Optional functions

1. Relationships

The "Relationships" tab enables the assignment of a work to either an administrative set or a collection. Administrative users can add a work to any administrative set / collection within the repository. Regular users are restricted to adding works to collections they have initiated or those for which they possess the role of a depositor/manager .

2. Visibility

Visibility does not affect editing rights, but determines who can see your datasets.

3. Sharing

Add a person in the 'Add user' section by entering their RUB email address. Then set the access rights (view/download or edit).

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Contact

Services for research data

- **E-Mail:** researchdata@ruhr-uni-bochum.de

- **Phone:** +49 (0)234 32-24800

- Mailing list on topic of research data

- More information under **https://www.ruhr-uni-bochum.de/researchdata/contact.html**

Do you need help with ReSeeD?

Check out our FAQ Page or fill in our contact form directly in ReSeeD!

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Image sources

- **Template:** Peach Yellow Grid Mind Map Brainstorm template, by *venicedesigns*, published on Canva under Free Content License

- **Statistic icon:** by Stockline on Canva, https://www.canva.com/icons/MAFaCyQte4A-statistic/

- **Illustrationen**: Projekt „The Turing Way", *created by Scriberia with The Turing Way community.* Used under CC-BY 4.0 license. DOI: 10.5281/zenodo.3332807

- **Screenshots**: https://rdms.rd.ruhr-uni-bochum.de

- **Thoughtful expression:** by *iconsy*, on Canva, https://www.canva.com/icons/MAD1osR0ZWA-emoji-thoughtful-expression-isolated-icon/

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