



RUHR-UNIVERSITY BOCHUM

ReSeeD Tutorial



Research Data Management System

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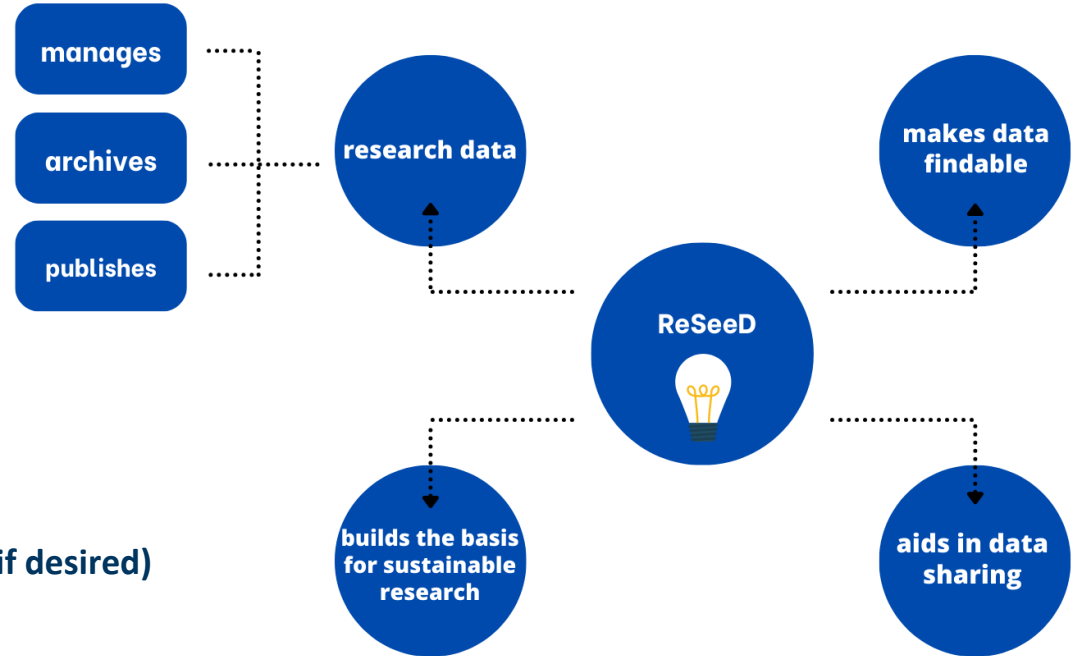
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About ReSeeD

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.



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 ↓

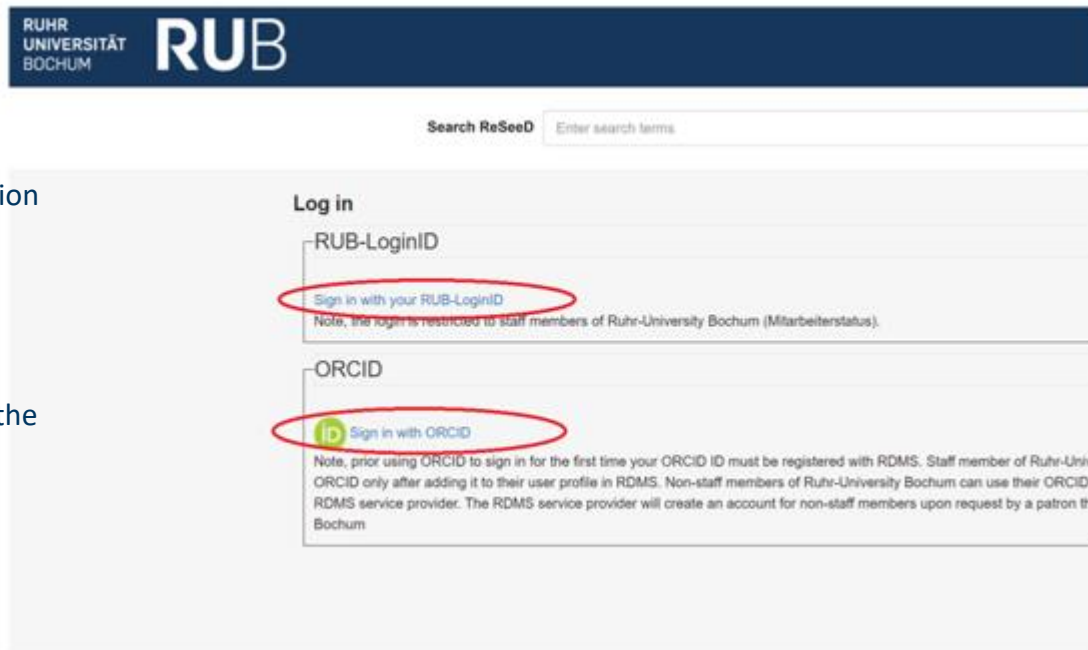
use your RUB-Login-ID

choose the ORCID-Option



this will redirect you to a
Shibboleth login form

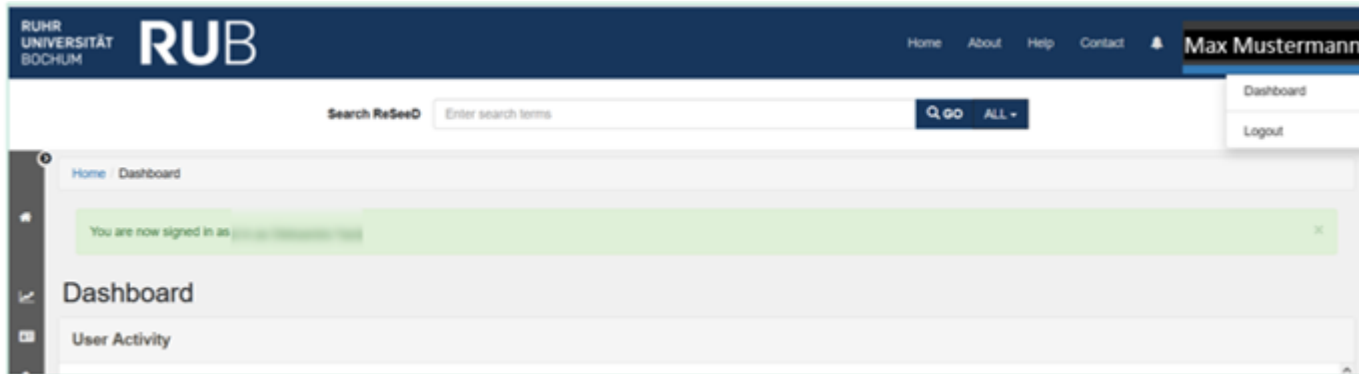
this will redirect you to the
ORCID login form



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.

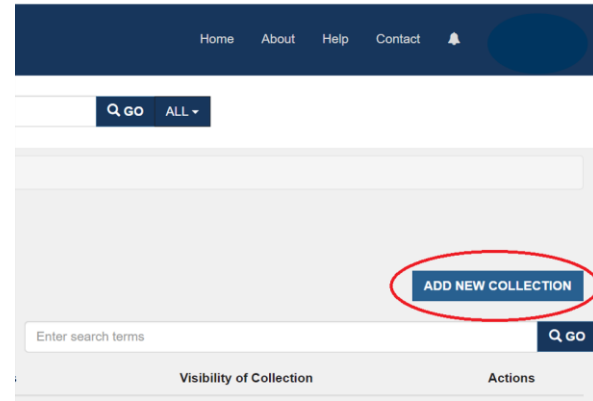
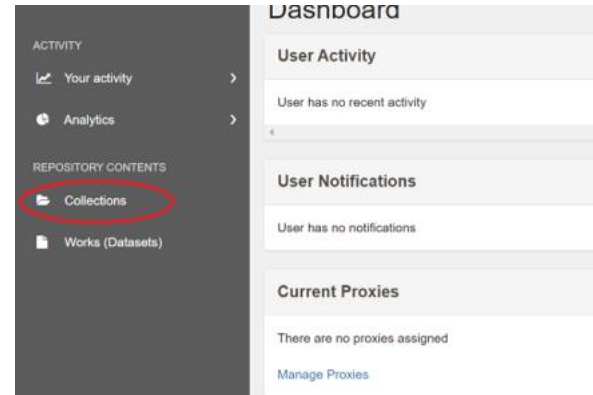
1. Click on your username at the top right of the header.
2. Choose 'Dashboard' from the drop-down menu.



Adding a new collection

Adding a new collection

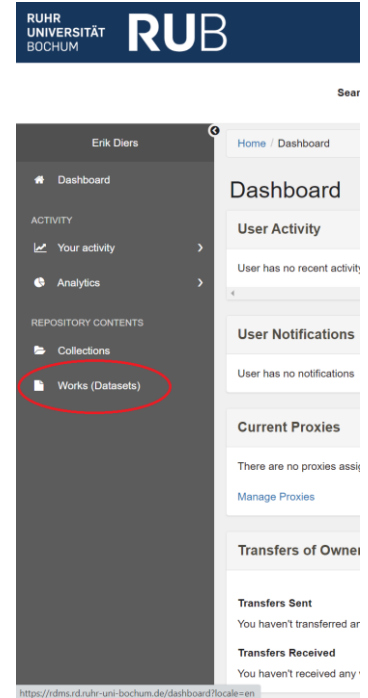
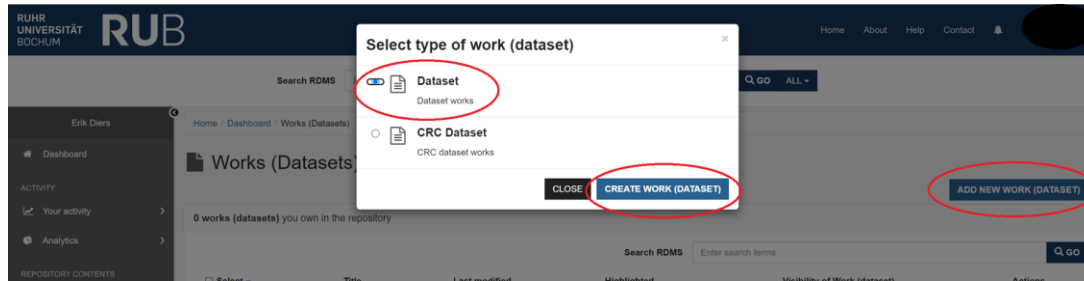
1. Click “Collections” on your user dashboard on the left.
2. Click “ADD A NEW COLLECTION” in the grey sidebar on the right.
3. Fill in the “New User Collection” form.
4. Click the black button “**ADDITIONAL FIELDS**” to add additional metadata to your new collection.
5. When you are finished, click the blue “**SAVE**” button.



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)”**.



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.

The screenshot shows the 'Add New Dataset' form with a sidebar on the left. The sidebar includes sections for 'ACTIVITY' (Dashboard, Your activity, Profile, Notifications, Transfers, Manage Proxies, Analytics) and 'REPOSITORY CONTENTS' (Collections, Works (Datasets)). The main form has tabs for 'Required', 'Description', 'References', 'Funding', 'Files', 'Relationships', and 'Sharing'. The 'Files' tab is highlighted with a red circle. Below the tabs, there are sections for 'Title' (required), 'Creators and Contributors' (required), and 'Description' (required). The 'Creators and Contributors' section includes fields for 'Given name', 'Surname', 'Role', 'Orcid', and 'Affiliation'. A blue button labeled 'ADD FILES' is located below the 'Affiliation' field. To the right, the 'Save Work (dataset)' panel contains 'Requirements' (Describe your work, Check deposit agreement) and 'Visibility' options: 'Public' (Make available to all), 'RUB' (Restrict access to RUB), 'Embargo' (Set date for future release), and 'Private' (Set date for future reduced access, Keep to myself with option to share). The 'Private' option is selected with a red circle. Below the visibility options is a checkbox labeled 'I have read and agree to the Deposit Agreement' with a red circle around it. At the bottom of the panel is a blue 'SAVE' button with a red circle around it.

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](https://doi.org/10.5281/zenodo.3332807).

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).

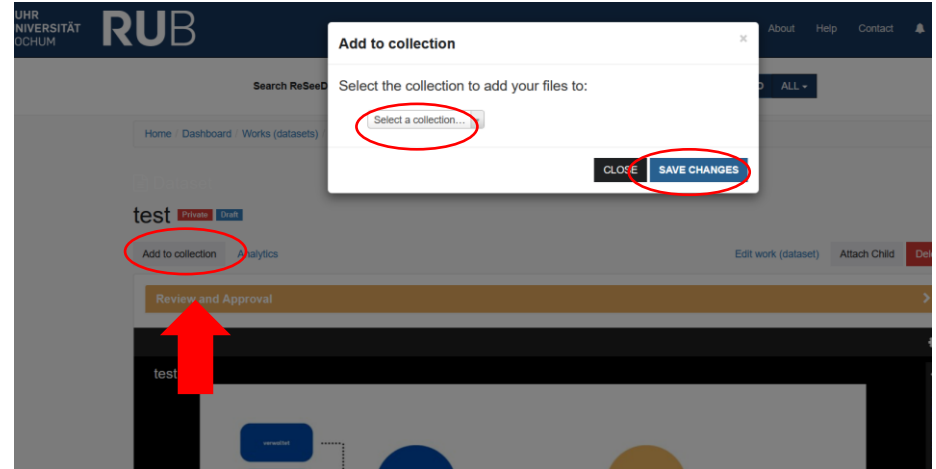


Add a work to a collection

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”

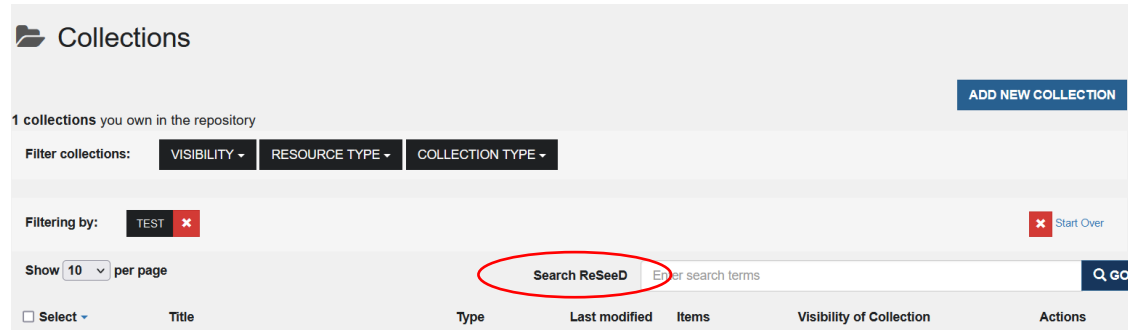
The collection page is displayed, and your work (dataset) is now added to the list of works.



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**.

Search ReSeeD for datasets

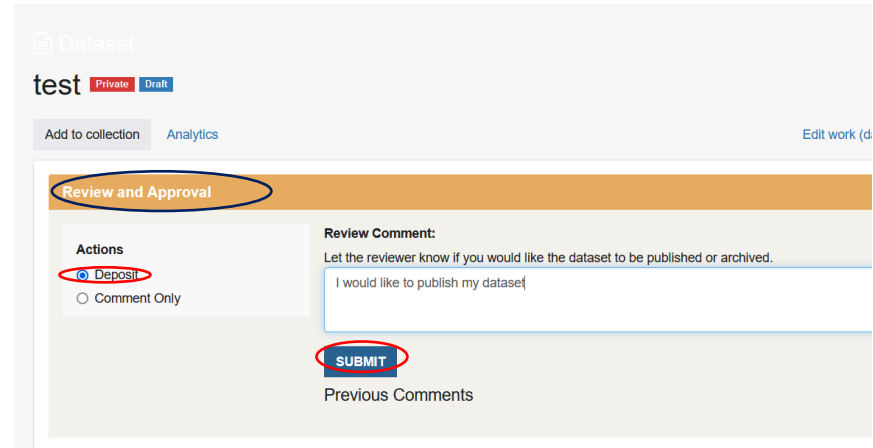
5. The search criteria are indicated at the top of the search results page next to the label: **“Filtering by:”**
6. You can change the order of results by clicking the **“Sort by relevance”**. Or select a different criterion to sort the results: for example, by **“Date uploaded”**.
7. Click on the **“Start Over”** button to **deselect** the old search criteria.

The screenshot shows the 'Collections' page in ReSeeD. At the top, there is a folder icon and the title 'Collections'. On the right, there is a blue button labeled 'ADD NEW COLLECTION'. Below this, it says '1 collections you own in the repository'. There are three filter buttons: 'VISIBILITY', 'RESOURCE TYPE', and 'COLLECTION TYPE'. Below the filters, there is a 'Filtering by:' label circled in red, followed by a 'TEST' button with a red 'x' icon. To the right of this is a 'Start Over' button with a red 'x' icon. Below the filters, there is a 'Show 10 per page' dropdown menu. To the right of this is a search bar labeled 'Search ReSeeD' with the placeholder text 'Enter search terms' and a 'GO' button. At the bottom, there is a table header with columns: 'Select', 'Title', 'Type', 'Last modified', 'Items', 'Visibility of Collection', and 'Actions'.

- **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.

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.

Optional functions

The screenshot displays the 'Edit Work (dataset)' page on the RUB website. The top navigation bar includes 'Home', 'About', 'Help', and 'Contact'. The left sidebar contains navigation options: 'Dashboard', 'ACTIVITY', 'Your activity', 'Profile', 'Notifications', 'Transfers', 'Manage Proxies', and 'Analytics'. The main content area has tabs for 'Required', 'Description', 'References', 'Funding', 'Thumbnail', 'Files', 'Relationships', and 'Sharing'. The 'Relationships' and 'Sharing' tabs are circled in red. Below the tabs, a text block states: 'Regardless of the visibility settings for this work (dataset), you can also share it with other users and groups:'. Underneath, there are two 'Add' sections: 'Add group:' with a dropdown 'Select a group', a dropdown 'Choose Access', and an 'ADD' button; and 'Add user:' with a dropdown 'Search for a user', a dropdown 'Choose Access', and an 'ADD' button. Below these is a section titled 'Currently Shared With' with a table header showing 'Person/Group' and 'Access Level'. On the right side, a 'Save Work (dataset)' panel contains 'Requirements' (with two green checkmarks) and a 'Visibility' section (circled in red) with three radio button options: 'Public' (selected), 'RUB', and 'Embargo'.

RUHR UNIVERSITÄT BOCHUM RUB

Home About Help Contact

Dashboard

ACTIVITY

Your activity

Profile

Notifications

Transfers

Manage Proxies

Analytics

Edit Work (dataset)

Required Description References Funding Thumbnail Files Relationships Sharing

Regardless of the visibility settings for this work (dataset), you can also share it with other users and groups:

Add Sharing

Add group:

Add user:

Currently Shared With

Person/Group	Access Level
--------------	--------------

Save Work (dataset)

Requirements

- ✓ Describe your work (data)
- ✓ Check deposit agreement

Visibility

- Public
Make available to all.
- RUB
Restrict access to RUB.
- Embargo

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).

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!



IT.SERVICES

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](https://doi.org/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/>
- **Order folder office:** by *texler* on Pixabay, <https://pixabay.com/illustrations/order-folder-office-sort-by-files-2398778/>
- **Person using laptop icon:** by *sketchify* on Canva, <https://www.canva.com/icons/MAD0-1oZteA-person-using-laptop/>
- **Person using latop icon:** by *sketchify* on Canva, <https://www.canva.com/icons/MAD0-22xHH4-person-using-laptop/>

Image sources

- **View Files Icon:** by Pillow Leaf on Canva, https://www.canva.com/icons/MAFMWSXEw_Q-view-files-icon/
- **Content Gradient Icon:** by amethyststudio on Canva, <https://www.canva.com/icons/MAEqsh2QXSA-content-gradient-icon/>
- **Folder Glyph Icon:** by Flowicon on Canva, https://www.canva.com/icons/MAEuw_14XOM-folder-glyph-icon/
- **Cloud Download Icon:** by kmgdesignid on Canva, <https://www.canva.com/icons/MAEmflx-KKg-cloud-download-icon/>