**DIRISA Data Deposit Tool: User Guideline**

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# 1. Accessing The System

To access the Data Deposit Tool, navigate to https://ddt.dirisa.ac.za/ on your browser. You will be presented with the main home page of the Data Deposit Tool.
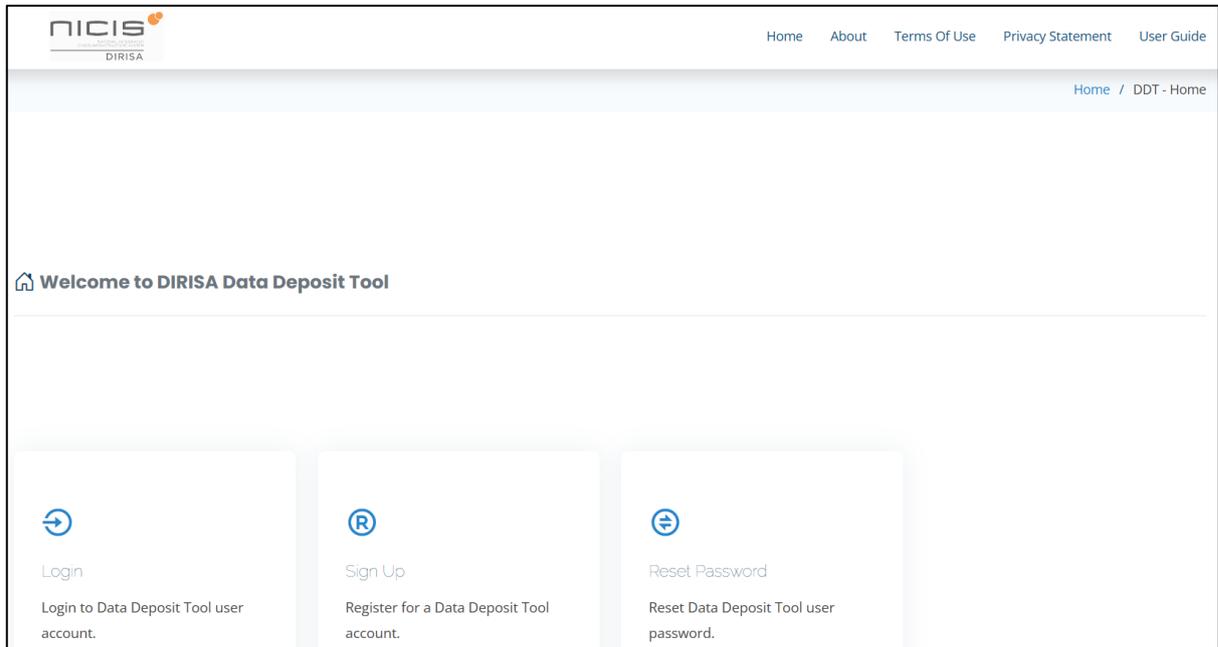


**Figure 1: Data Deposit Tool (DDT) Home Page**

# 2. Register To Data Deposit Tool

If you do not have a user account, you need to register to be able to use the data deposit too. To register, you need to provide the following information:

- First and last name.
- Email address.
- Select your institution from the drop down list.
- A strong password that is at least 8 characters long and has as a minimum - one lower case, one uppercase character, one number and one special character.
- Provide a reason for applying.
- Tick the reCAPTCHA box and Accept the terms and conditions and privacy policy for the DDT service.

All these details are required in order for you registration to be processed.



**Figure 2: Registration Page**

Once you have registered, an email is sent to the DIRISA administrators who then need to approve your registration. Once your account is approved, you will be notified via email.
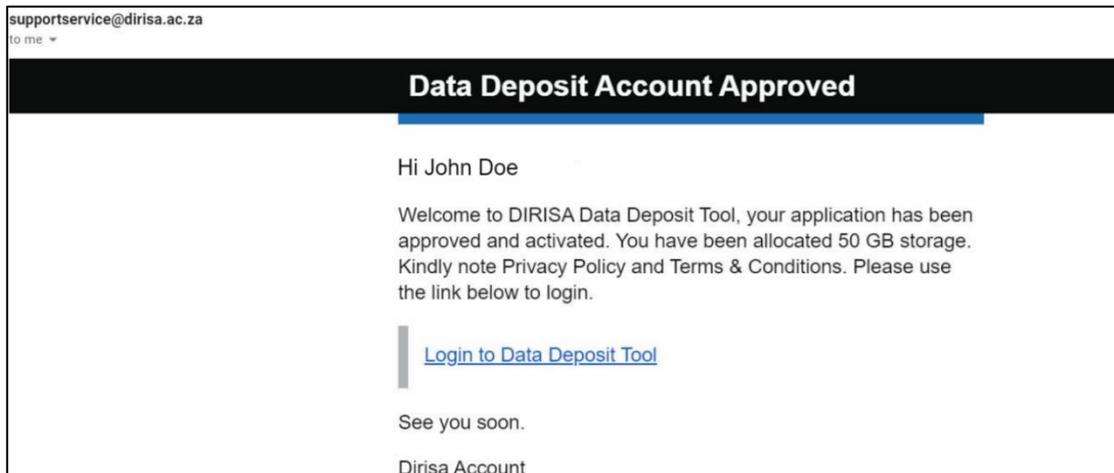


**Figure 3: Email Page**

## 3.    Logging Into The System

Once you have registered, you can be able to login to the Data Deposit Tool. To login you can either use your email or username and a password. You must click on the 'Login' button to login. The login page is shown in Figure 4.
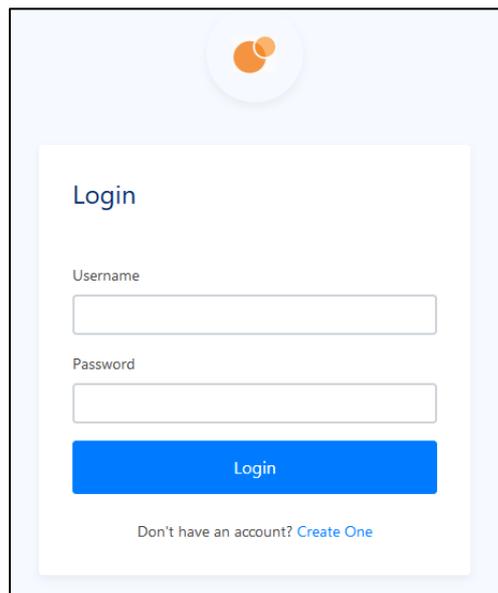


**Figure 4: Login Page**

## 4.     Forgot Password

If you have forgotten your password, you can be able to reset it. To reset your password, you need to click on 'Forgot password' on the login page. You will then be asked to enter your email address or username. Click on 'Reset Password' button.
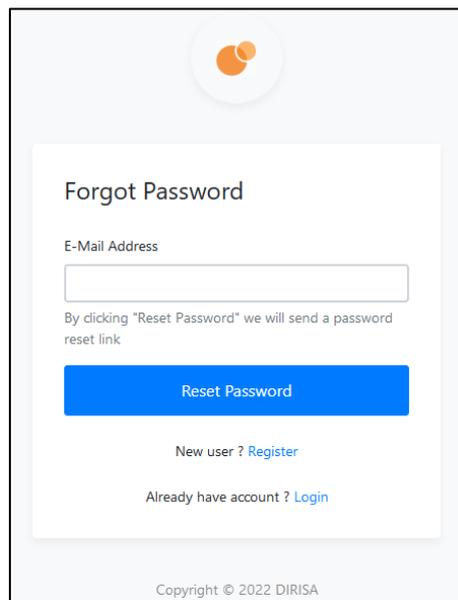A link to change your password will be sent to your email.



**Figure 5: Forgot Password Page**

## 5.     Landing Page

Once logged in, you will be redirected to the landing page of the tool as shown in Figure 6.



**Figure 6: Landing Page**

The landing page shows you all the data items and the various collections that you might have collected. These are only accessible by you unless you create a share or move the collections or data items to the public space. For each of the files you are able to see:

- **Name**. This is the name of the file.
- **Modified**. This is the date and timestamp that shows when last the file or collection was modified.
- **Size**. This shows the size of the file or collection.
- **Action**. This allows you to view the properties of the file or collection.

The left panel of the landing page contains the menu of the following items:

- **Collections**. Collections allows you to create folders within folders that you can use to organise your data.
- **Search**. Allows you perform a general search on available data that you can access.
- **Templates**. This allows you to create metadata templates.
- **Shared Links**. This page shows you all the data items that have been shared with you.
- **Favourites**. Under the favourites page, you are able to see all the data items you have marked as your favourites.
- **Trash**. All the deleted data items are in trash.

## 6. Collections

### 6.1 Create New Collection

To create a new collection, click on the Collections folder icon on the top right corner in the left panel.



**Figure 7: Create Collection Folder Icon**

A pop-up will appear that requires you to enter the name of the collection. You can tick 'Apply iRods inheritance' if you want the collection to inherit the properties of the parent collection.
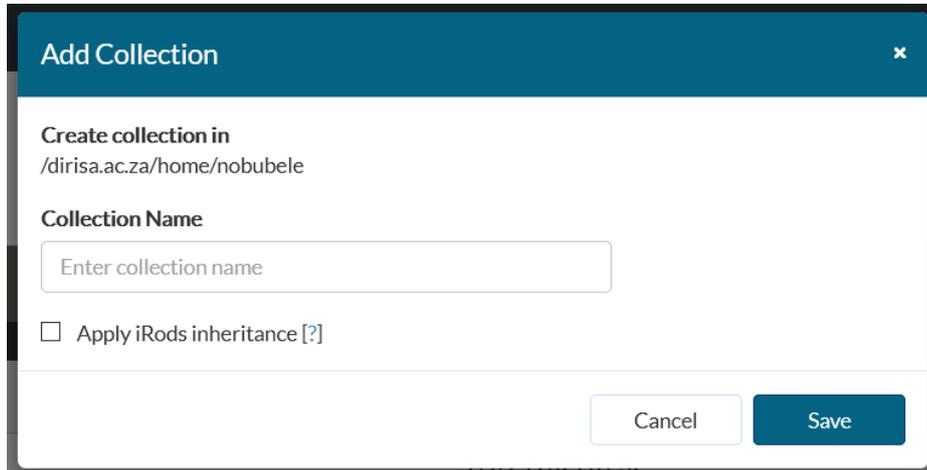


**Figure 8: Add Collection Name**

Click on the 'Save' button to create the collection. Your newly created collection will now appear on your home page.



**Figure 9: Collection Creation Successful**



**Figure 10: Newly Created Collection Folder**

## 6.2    Add files to collection

To add files to a collection, you need to click on the collection that you want to upload files to. Click on the upload icon and navigate to the file(s) that you need to upload.
**Note**: Currently you are unable to use the drag and drop function.

**Figure 11: Upload File Icon**

## 6.3 Actions on collections or files

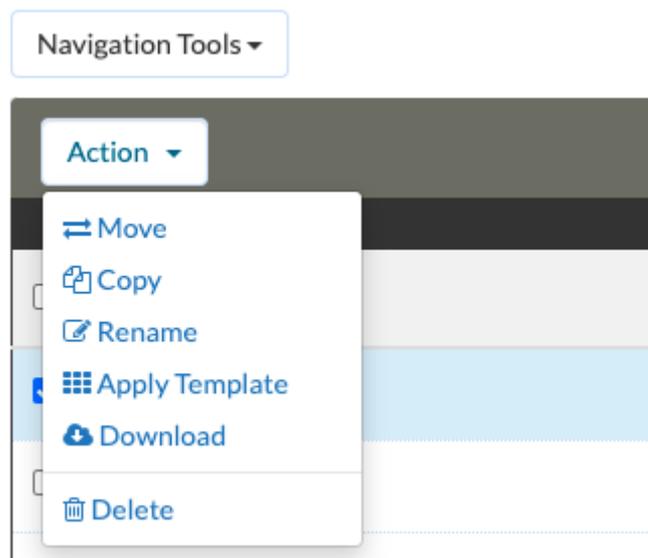Each collection or file can be selected and various actions can be performed on it.



**Figure 12: Actions on Collections or files**

The actions that can be performed are:

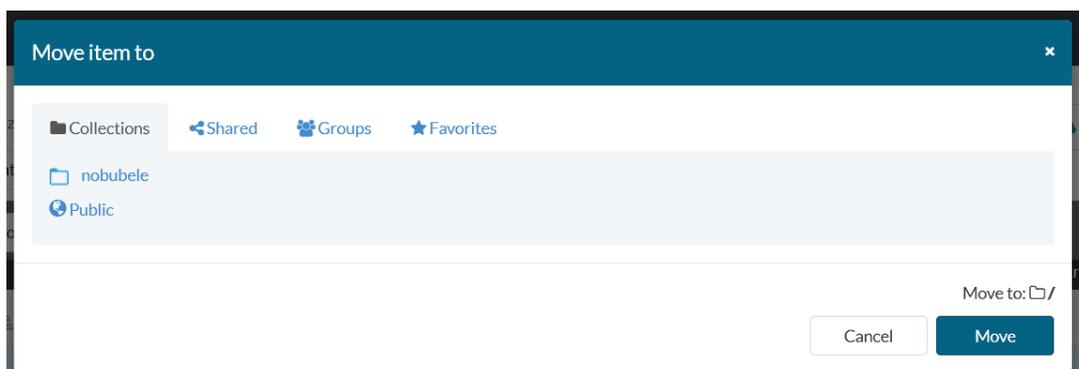- **Move**. The file or collection can be moved to another location.

**Figure 13: Move files**

You need to navigate to the desired new location and click on 'Move' button.

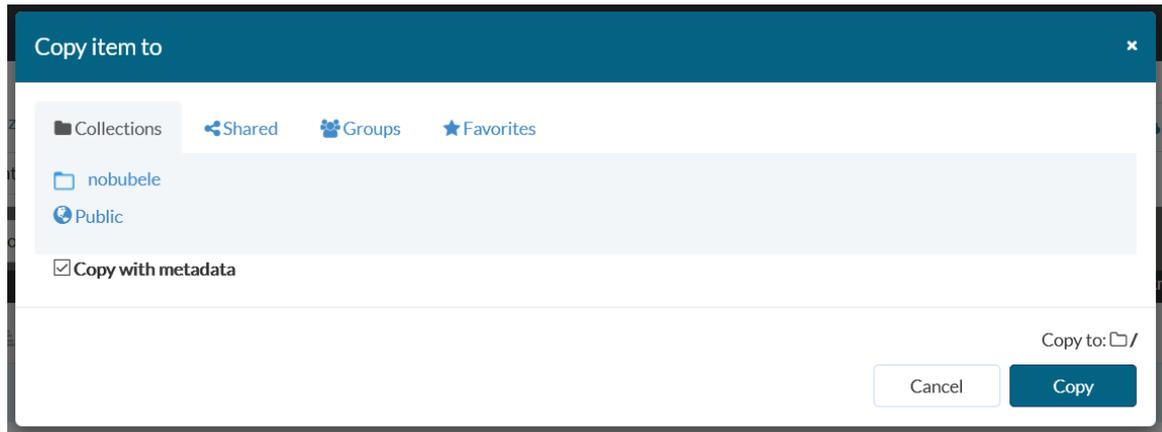- **Copy**. The file can be copied to another location.



**Figure 14: Copy files**

The files can be copied to the desired location. The files can be copied with or without its metadata.

- **Rename**. The file can be renamed.
- **Apply template**. You can apply an existing template to a collection or file.
- **Download**. You can download the collection or files.
- **Delete**. This allows you to delete the collection or files.

## 6.4    View Properties of Data Item or Collection

Click on 'View Info' to view the properties of a data item or collection. You can be able to view the general properties and the metadata properties that are linked to a collection.

### 6.4.1  Permissions

You can be able to set the permissions for everyone who has access to the data item or collection. To add a person or group, you need to click on '+Permissions'.
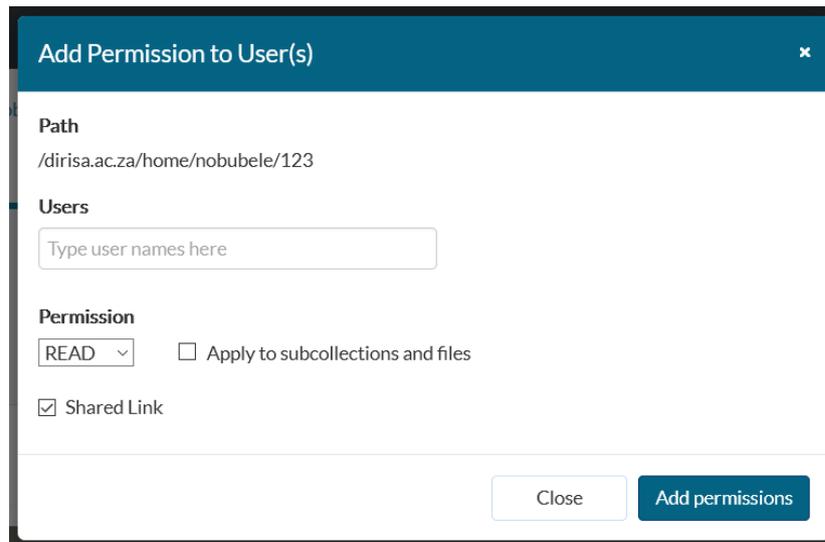
**Figure 15: Add Permission to User(s)**

You need to specify all the users via their usernames and set their respective permissions. There are three permissions available:

- **Read**. Allows user to read.
- **Write**. Allows user to change the data item or collection.
- **Own**. This right is given to the person/people assigned as owners.

You can create automatic shared links by ticking the 'Shared Link' checkbox. Inheritance can also be applied by ticking the 'Apply to subcollections and files'. Permissions can be added for groups of users if needed.

### 6.4.2 Metadata

You can add metadata to a file or data collection by clicking on '+Metadata'.

**Figure 16: Add Metadata**

For each metadata entry, you can provide an attribute, value and unit. The attribute is the name of the metadata field. The value is the metadata you want to enter. Click on 'Save changes'. You can add more metadata fields by repeating the process. You can also download the metadata as a .csv file.

## 7.  Metadata Search

A metadata search can be performed on available dataset. You can type the name of the metadata field and the value it contains.
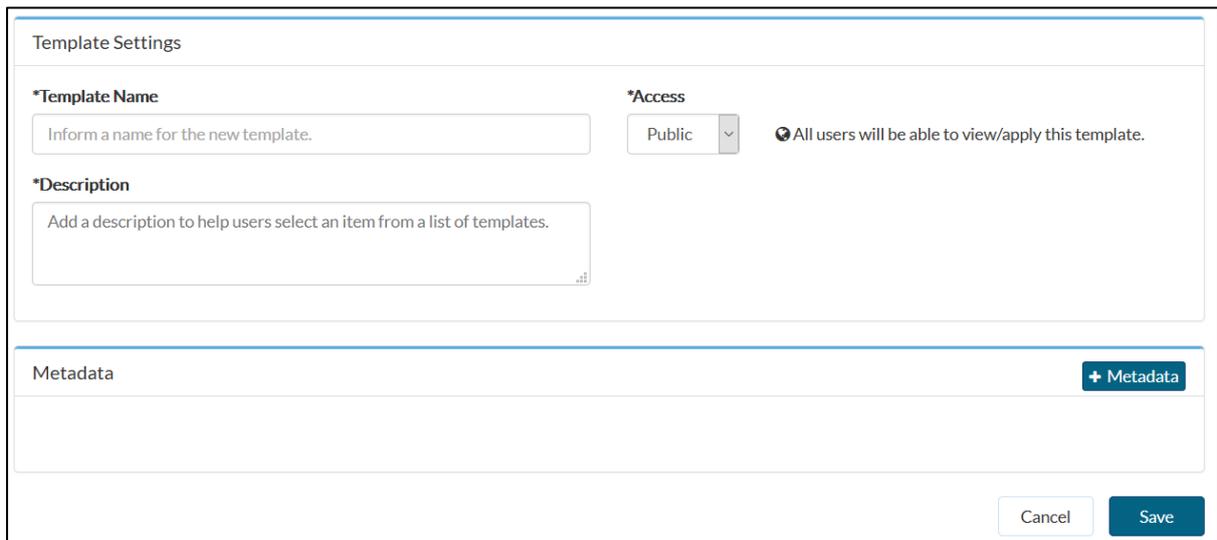


**Figure 17: Metadata Search**

## 8.  Templates

You can add your own templates or use existing templates. Templates refer to metadata templates and can be associated with selected files.

### 8.1  Create Metadata Template

To create metadata template, click on 'Add template'.



**Figure 18: Create Template**

You need to provide a template name and description. You can set the access for the template to either public or private. Public means it is accessible to everyone and private means it is accessible only to you. To add the metadata fields is similar to the steps showed in Section 6.4.2.

## 9.  Shared Links

Shared links refer to links to data objects that have been shared with you by other users. These links are shown in the shared links page.

To create shared links, you need to add permissions to the collection or file. This is shown in Section 6.4.1. You need to click on the 'shared link' button to ensure that the collection or file is shared.

The shared collection or file can be found under the shared links page on the right hand menu. A user can then be able to download the shared file from the shared links page.

## 10.  Favourites

You can mark items and favourites and they will show on this page.

## 11.  Trash

Any collections or files you have deleted will go to the thrash folder.