

## Contents

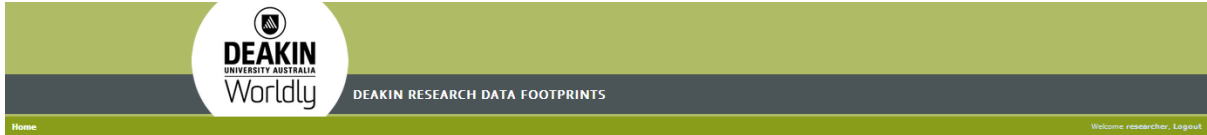
Footprints Help Guide.....	1
Logging in to Deakin Research Data Footprints.....	1
Researcher Dashboard.....	2
Creating a data collection description .....	2
Footprints – screens and help.....	3
Welcome .....	3
Overview .....	3
Subjects .....	5
People .....	6
Access.....	7
Coverage .....	8
Related Information.....	9
Submit Record.....	10
Footprints – screen behaviour.....	10
Submitting a data description record .....	12
Access Permissions - Data Management Plan .....	14
Sharing .....	14
Removing access.....	18
Changing owners.....	19
Access Permissions – Data Collection Descriptions .....	19
Contact Us:.....	20

---

## Footprints Help Guide

The Footprints Help Guide is designed to enable users of Deakin Research Data Footprints to work through the various stages of creating, managing and reviewing both data management plans and research data descriptions, using the Footprints Researcher Dashboard.

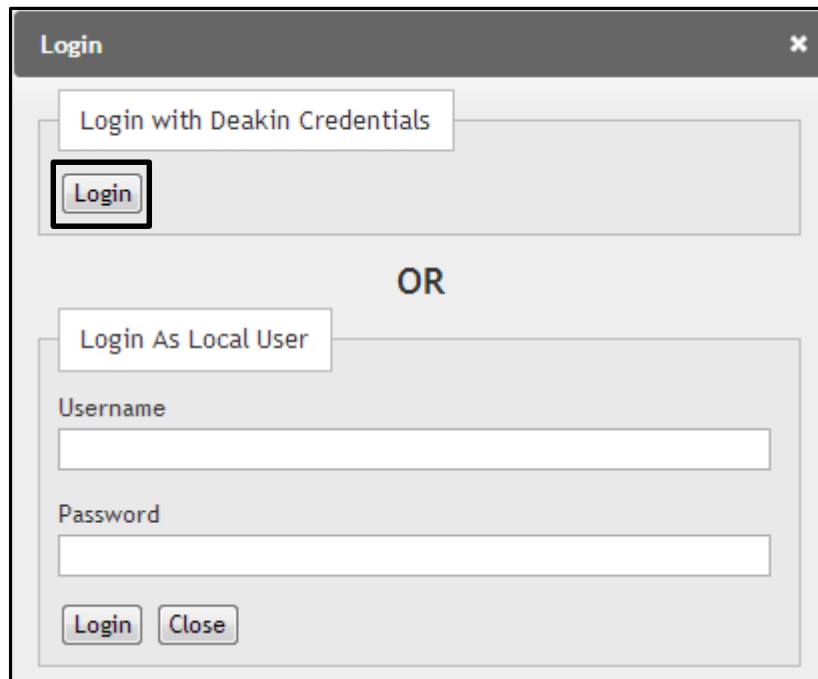
## Logging in to Deakin Research Data Footprints



You can access the Deakin Research Data Footprints application via the following URL:

<https://research-data.deakin.edu.au/footprints/dashboard/home>

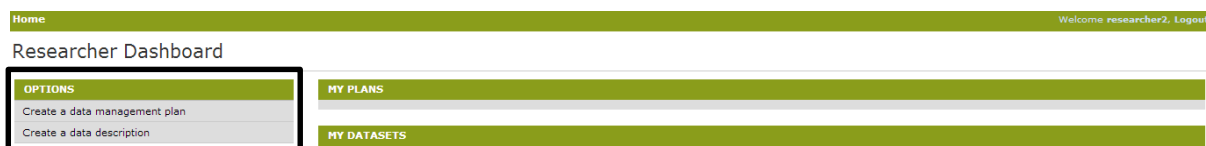
A screen requesting login details will appear. Click the 'login' button under 'Login with Deakin Credentials' to access the Researcher Dashboard in Deakin Research Data Footprints using Deakin's Single Sign on:



NB: Log in as local user is reserved for those using the admin login.

## Researcher Dashboard

The Researcher Dashboard is a landing page for users of Deakin Research Data Footprints. The dashboard allows users to create new data management plans and data collection descriptions using the links on the left hand side of the page.



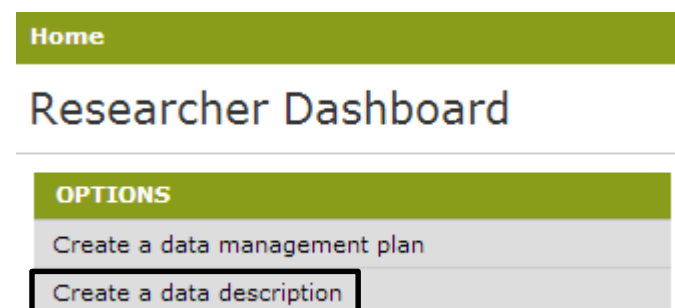
The dashboard also shows any data management plans or data collection descriptions that have been created, edited or submitted by the user.



## Creating a data collection description

To create a data collection description from scratch (not from an existing Data Management Plan):

1. Log into Deakin Research Data Footprints using the steps outlined in the previous section.
2. From the Researcher Dashboard (see previous section), click on 'Create a data description'



3. The user is then presented with a Welcome introduction screen.
4. Clicking next brings the user to the first of a series of screens that accept input from the user.
5. After completing the mandatory fields and advancing through the screen workflow, by clicking next, the user will come to the Submit Record screen. This is the final screen.

Once submitted, a data collection description cannot be edited. Please ensure the description is complete prior to submission. Any necessary updates will need to be done via discussion with DRO staff.

## Footprints – screens and help

The following screens are presented to the user as part of describing a data collection:

### Welcome

This screen provides introductory welcome text about Footprints, along with important information regarding data privacy and sensitivity. A check box needs to be ticked on this screen in order to proceed further, indicating that the conditions of use have been read.

### Overview

#### Title

This is a mandatory field.

The title should uniquely identify your research dataset or collection. This is the title of your data description, not your research project title.

#### Description

This is a mandatory field.

The description should summarise the fundamental characteristics of your dataset. A good data collection description will open up the possibility of an informed judgement about the potential usefulness of a data collection, and might address the following points:

- What is the research problem/question that the collection of this data seeks to solve?
- Why is this problem/question important or significant?
- How are you collecting the data, are instruments involved? How are they calibrated? (i.e. methodology)
- What kinds of transformations/normalisations are needed to transform the raw data into something useful?
- What conclusions are being drawn from the data?

**Overview**

(\*) is a mandatory field

For suggestions on what to include in each field click ?

Title (\*) ?

Description (\*) ?

Type (\*) ?

Please select one...

Extent of Collection (\*) ?

Language ?

English

Funding source ?

Add

External Reference number (Grants) ?

Add

Back Next

Save Save and close

**Example**

This dataset lists rainfall and stream hydrograph analysis at Samford Valley in an Adobe PDF file. The data illustrate the mean monthly rainfall at Samford and highlights the dominance of summer rainfall.

**Type**

This is a mandatory field.

Type indicates that nature of the data collection you are describing. The type will either be: Collection or Dataset.

**Examples**

Collection - compiled content created as separate and independent works and assembled into a collective whole for distribution and use.

Dataset - collection of physical or digital objects generated by research activities.

**Extent of Collection**

This is a mandatory field.

The extent can describe the number of files that comprise the data collection, as well as the size and scope of the collection.

**Example**

10 files totalling 3 Gb in .jpg format

**Language**

This indicates the main language that is applicable to the dataset.

**Funding Source**

This field describes the source of funding for the research project.

**Examples**

Australian Research Council

National Health and Medical Research Council

**External Reference Number**

This field describes the external reference number (grant number) associated with the research project.

**Identifier**

If the dataset already has an existing identifier (eg a URI, Handle) the identifier can be listed here. Please provide notes about the identifier if applicable.

**Data location**

URL: This field represents the web address or resource where the dataset or collection can be found.

Physical Address: The actual physical location of the dataset or collection.

**Identifier**

Existing identifier ?

Notes

**Data location**

URL(s) ?

Add

Physical address ?

Back Next

Save Save and close

**Examples**

URL: <http://dro.deakin.edu.au/view/DU:30021110>

Physical Address: Waurn Ponds campus, Deakin University.

**Subjects****Type of activity**

This is the classification of the research activity as per ANZSRC 2008. The four types that can be selected are: Pure basic research, Strategic basic research, Applied research and Experimental development.

**Field of Research (FOR)**

The Field of Research classification code applicable to the research. FOR's can be entered at the two, four, or six digit level.

**Socio-Economic Objective (SEO)**

The Socio-Economic Objective code applicable to the research. SEO's can be entered at the two, four, or six digit level.

**Subjects**

Type of activity ?

Please select one...

Field of research (FOR) ?

Please select a code from the dropdown below

Please select one...

Add another code

Socio-economic objective (SEO) ?

Please select a code from the dropdown below

Please select one...

Add another code

Keywords (\*) ?

Add

Back Next

Save Save and close

## **Keywords**

This is a mandatory field.

Keywords (tags) assist others to discover the data description using search terms. Keywords should be meaningful and relevant to the data being described. Unique keywords will increase discoverability of your dataset.

## **People**

### **Chief Investigator**

This is a mandatory field.

The Chief Investigator is the person who is responsible for the major contribution to the research, taking a lead role in the conduct of research on the project. Note that the Chief Investigator could also be the Data Manager in some cases.

### **Data manager**

This is a mandatory field.

The Data manager is the person responsible for managing the research data produced by the project. The Data Manager will be the primary contact for queries relating to the data being described, including access to the data. Note that the Data Manager may also be a Chief Investigator in some cases.

**People**

To select a person please use the lookup

**Chief investigator (\*)** ?

Title  Given Name  Family Name  Email  [lookup clear](#)

**Data manager (\*)** ?

Title  Given Name  Family Name  Email  [lookup clear](#)

**Collaborators** ?

Title  Given Name  Family Name  Email  [lookup clear](#)

**Supervisor** ?

Title  Given Name  Family Name  Email  [lookup clear](#)

### **Collaborators**

Collaborators may contribute to the project for some or all of its duration or they may make frequent or substantial contribution. They may be responsible for one or more of the main elements of the research or a key step in the research. Collaborators generally exclude those who make only an occasional or relatively minor contribution to the research or those not seen as researchers (e.g. technicians and research assistants).

### **Supervisor**

The Supervisor field will be relevant where the research is being conducted by a research student. The research supervisor is responsible for general oversight of an academic research project.

## Access

### Licensing

#### Data will be licenced under:

This field is for associating a licensing option with the research data. A default list of licenses will be provided.

#### Other:

This field allows for licenses other than those included in the default list to be described.

#### URL:

This field allows for a URL to be included that describes the license relevant to the data.

### Access Rights

This is a mandatory field.

If there are additional considerations around the rights held over your data collection, such as copyrights, licences, patents or other intellectual property rights, please list them here.

Where possible, please include a link to the URL that describes these access rights.

### Access Conditions

This is a mandatory field.

Provide additional information for access to your data that you want to communicate to any interested parties. This may include instructions on how to negotiate access to the data, any relevant access restrictions, embargoes, security or institutional policies.

Where possible provide a URL that points to any policies or references that outline conditions of access to your research data.

**Access**

**Licensing** ?

The data will be licenced under

Please select one... ▼

Other:

URL:

**Access rights (\*)** ?

URL:

**Access conditions (\*)** ?

URL:

**Retention**

Retention period (\*)

Please select one... ▼

Justification for extended retention period:

Please select one... ▼ ?

Select the earliest possible disposal date for the data

Back Next

Save Save and close

### **Example**

Please contact the Chief Investigator or Data Manager to negotiate access to the data collection. Data for this collection is embargoed for a period of one year after publication of the research.



## **Retention Period**

### Retention Period:

This is a mandatory field.

This relates to the period of time for which the data must be retained according to institutional and/or funding body retention policies.

### Justification for an extended retention period:

Necessary if you intend to keep your research data beyond the requirements of the institution and/or funding body.

### Earliest possible disposal date:

This is the earliest date at which the data could be disposed.

## **Coverage**

### **Temporal Coverage**

Start date: The date at which data collection started.

End date: The date at which data collection ended.

Time period: A qualitative description of the time period relating to the data collection. eg. 21st Century, WWII, The Depression, etc.

### **Geographic/spatial information**

This field indicates the relevant geospatial location describing the area where data was collected, a place which is the subject of a collection, or a location which is the focus of an activity, eg. coordinates or placename.

Locations can be searched by typing the location name into the Value field.

A list of matches will be returned. You may also use the map to select an area as outlined above, or you can enter free text.

The screenshot shows a web form titled "Coverage". It is divided into two main sections: "Temporal (time) coverage" and "Geographic/spatial information".

**Temporal (time) coverage** section includes:

- Start date: A text input field with a question mark icon to its right.
- End date: A text input field with a question mark icon to its right.
- Time period: A text input field with a question mark icon to its right.

**Geographic/spatial information** section includes:

- A map showing Australia and surrounding regions (New Guinea, New Zealand, etc.) with various city labels (Sydney, Melbourne, etc.). The map has a "Map Credits: Data CC-BY-SA by OpenStreetMap" header and navigation controls on the left and right.
- A "Find location:" label followed by a "Place name" text input field.
- A "Location:" label followed by a text input field containing the placeholder text "eg. coordinates or placename".
- An "Add location" button below the "Location:" input field.
- "Back" and "Next" buttons below the "Add location" button.
- "Save" and "Save and close" buttons at the bottom of the form.

If you are entering free text you can provide a description of where and when your data was collected. Include any information that might assist with the discovery of the dataset. For example "Recorded water usage of households located within Victoria (including the regions of Melbourne, Geelong and Ballarat). Water usage was recorded over the period 1 June 2012 to 30 June 2012."

To select a region or point on the map, use the arrow and zoom keys on the left-hand side of the map to identify the spatial extent of your collection. Use the tools on the right-hand side of the map to draw a point or shape on the map that represents the spatial extent of your data.

## Related Information

### Related Publication

In this field you can list any publications that are related to, or underpin, the data collection. You can include the DRO link to your publication here eg <http://dro.deakin.edu.au/view/DU:30021110>. This field might typically include publications resulting from the research project, or other research publications that were pivotal in producing the dataset.

### Related Website

In this field you can list URL's for websites that relate to, or underpin, the data collection.

### Related Data

Use this field to link to related datasets that are described by other data collection descriptions. This might include data descriptions you have created within Footprints or descriptions created by other researchers.

### Related Service

Use this field to list any services that were used in relation to this data collection. This could include services associated with the data production, data collection, data processing, or the data analysis.

The screenshot displays a web form titled "Related Information". It contains four main sections, each with a title and a question mark icon:

- Related Publication**: Includes input fields for URL, Title, and Notes, followed by an "Add" button.
- Related Website**: Includes input fields for URL, Title, and Notes, followed by an "Add" button.
- Related Data**: Includes input fields for URL, Title, and Notes, followed by an "Add" button.
- Related Service**: Includes input fields for URL, Title, and Notes, followed by an "Add" button.

At the bottom of the form, there are four buttons: "Back", "Next", "Save", and "Save and close".

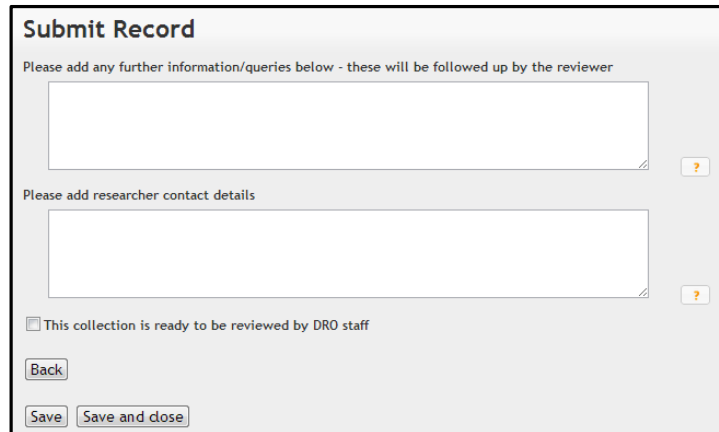
## Submit Record

### Further information

Further information or queries to be forwarded to DRO review staff.

### Contact details

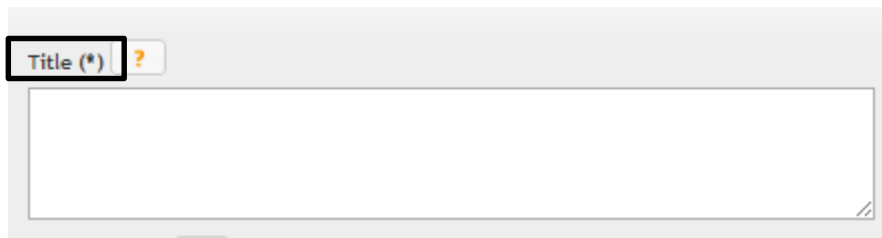
Contact details to allow DRO staff to follow up queries about the data description.



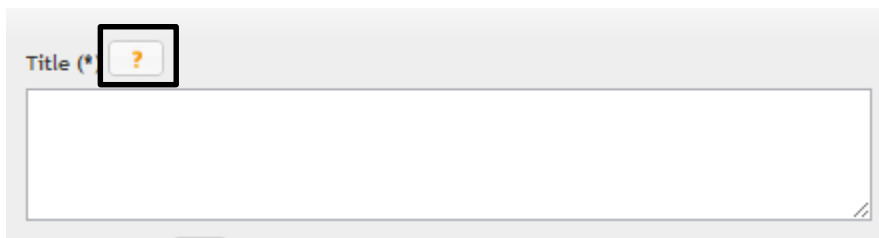
## Footprints – screen behaviour

User screens in Footprints follow the behaviour and style described below.

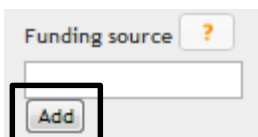
- Mandatory fields are marked with an (\*)



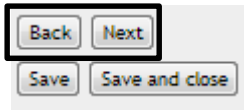
- Help information can be accessed via the button with a question mark



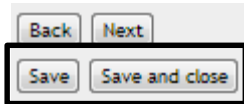
- Use the 'Add' button to creating an additional field



- Navigation between screens is via 'Back' and 'Next' buttons. The data you have entered will be retained



- At any point, the user can save the updates to the collection (Save button) or the user can save changes and exit the record using the 'Save and Close' button.



- Input can be made via free text, drop down lists, lookup widgets and map widgets.

Free text:

A screenshot of a form field labeled 'Description (\*)' with a question mark icon. Below the label is a large, empty text input area, which is highlighted with a black rectangular box.

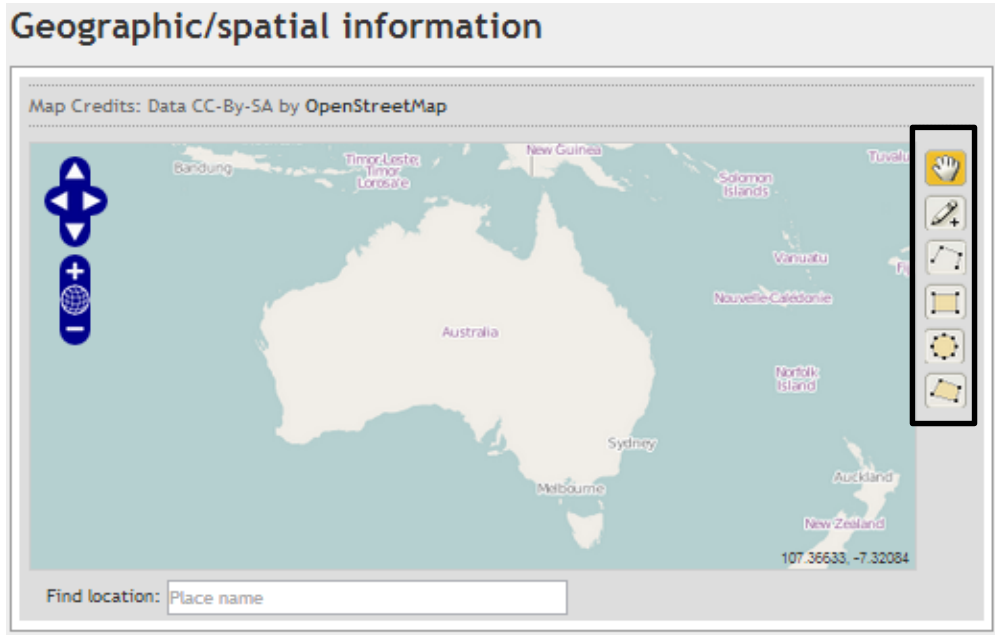
Drop down list:

A screenshot of a form field labeled 'Type of activity' with a question mark icon. Below the label is a drop-down menu with 'Pure basic research' selected, highlighted with a black rectangular box.

Lookup widget:

A screenshot of a form field labeled 'Chief investigator (\*)' with a question mark icon. Below the label are four input fields: 'Title', 'Given Name', 'Family Name', and 'Email'. To the right of the 'Email' field is a blue button labeled 'lookup clear', which is highlighted with a black rectangular box.

Map Widget:



### Submitting a data description record

When the data description is ready to be submitted, the user enters contact details and selects the check box that indicates the record is ready for review.

The image shows a "Submit Record" form. It has two text input fields for additional information and researcher contact details. Below these is a checkbox labeled "This collection is ready to be reviewed by DRO staff", which is highlighted with a black box. At the bottom, there are buttons for "Back", "Save", and "Save and close".

Checking this box will reveal the 'Submit' button.

This collection is ready to be reviewed by DRO staff

Back **Submit**

Save Save and close

Clicking submit will display a message to the user and then display a summary of the data collection description that has been submitted.

Home

## Test researcher data description

**DETAILS**

### Overview

Title (*)	Test researcher data description
Type (*)	Collection
Extent or Quantity (*)	29
Funding source	Australian Research Council
Grant number(s)	SR0566756
Language	English
I would like a DOI created for this data	Yes
Existing identifier	www.existingidentifier.net
Data location	Waterfront Campus, Geelong
URL(s)	www.deakin.edu.au/datalocation

### DESCRIPTION (\*)

This is a test researcher data description

► Show all sections

▾ Subjects

Type of activity  
Pure basic research

Field of research (FOR)  
010101 - Algebra and Number Theory

Socio-economic objective (SEO)  
810102 - Army

Keywords (\*)  
TEST

► People

► Access

► Coverage

The submitted data collection description now appears in the Researcher Dashboard.

Home Welcome researcher, Logout

## Researcher Dashboard







**OPTIONS**

- Add a new data management plan
- Describe my data

**MY PLANS**

**MY DATASETS**

Draft dataset descriptions

Dataset	Created	Modified	Manage
This is a title	29/05/2013	29/05/2013	 
Test collection	29/05/2013	29/05/2013	 
Dataset 29052013	29/05/2013	29/05/2013	 

Submitted dataset descriptions

Dataset	Created	Modified	Status
Test researcher data description	31/05/2013	31/05/2013	Final Review

Submitted dataset descriptions

Dataset	Created	Modified	Status
Test researcher data description	31/05/2013	31/05/2013	Final Review

The user will receive an email confirming that the data collection description has been submitted for review, and will receive an additional email when the data collection description has been reviewed and is published into DRO and RDA. The Researcher Dashboard view will also update to 'Published' status when this has occurred.

Submitted dataset descriptions

Dataset	Created	Modified	Status
Test researcher data description	31/05/2013	31/05/2013	Published

**DETAILS**

### Overview

Title (*)	Test 20130531
Type (*)	Collection
Extent or Quantity (*)	3
Funding source	(no information)
Grant number(s)	(no information)
Language	English
I would like a DOI created for this data	null
Existing identifier	(no information)
Data location	(no information)
URL(s)	(no information)

**DESCRIPTION (\*)**

Test collection

► Show all sections

- Subjects
 

Type of activity	(no information)
Field of research (FOR)	(no information)
Socio-economic objective (SEO)	(no information)
Keywords (*)	TEST
- People
- Access
- Coverage

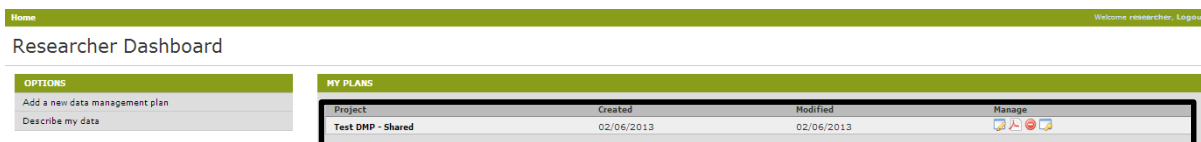
## Access Permissions - Data Management Plan

Data management plans can be shared with other users. Additionally, access to plans can be removed or ownership of plans can be transferred to other users.

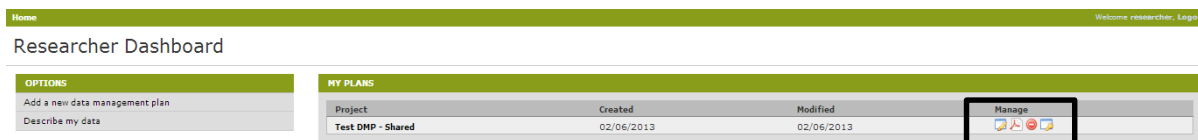
### Sharing

To share a data management plan:

1. Locate an existing data management plan from the 'My Plans' section of the Researcher Dashboard.



2. Click on the 'Set permissions' icon



3. The 'Access permissions' screen is displayed. This screen shows the current owner of the plan.

To share the plan with another person, enter the email address of the person you wish to share the plan with, and click 'add'.

Email address:

The email address should be obtained from Microsoft Outlook, as it needs to be a Deakin academic email address and should be entered in the following format:

FirstName LastName<[Firstname.Lastname@deakin.edu.au](mailto:Firstname.Lastname@deakin.edu.au)>

To obtain the email address:

- Open Microsoft Outlook
- Locate the name of the person you want to share the plan with. This can be done by searching for the person via contacts or address book, or finding the person on an existing email.
- Right-click on the person's name and select copy.
- Email address is now stored in memory.

4. Return to the 'Access Permissions' screen.



Is owner	User name	Delete
<input checked="" type="radio"/>	Terry Kildea<terry.kildea@deakin.edu.au>	

?

5. Paste the email address of the plan recipient into the field.

Is owner	User name	Delete
<input checked="" type="radio"/>	Terry Kildea<terry.kildea@deakin.edu.au>	

Emily Grucza <emily.grucza@deakin.edu.au>  ?

6. Importantly, now you need to remove the space between the recipient's name and the left angle bracket. The space is highlighted below:

Is owner	User name	Delete
<input checked="" type="radio"/>	Terry Kildea<terry.kildea@deakin.edu.au>	

Emily Grucza<emily.grucza@deakin.edu.au>  ?

- The email address will now appear as follows:

Is owner	User name	Delete
<input checked="" type="radio"/>	Terry Kildea<terry.kildea@deakin.edu.au>	

Emily Grucza<emily.grucza@deakin.edu.au>  ?

- Click the 'add' button. This will share the plan with the nominated user.

Is owner	User name	Delete
<input checked="" type="radio"/>	Terry Kildea<terry.kildea@deakin.edu.au>	
<input type="radio"/>	Emily Grucza<emily.grucza@deakin.edu.au>	

Emily Grucza<emily.grucza@deakin.edu.au>  ?

Your request has been received. If you do not see the change, please wait for a moment and click Reload button to refresh. Otherwise, please contact the help desk.

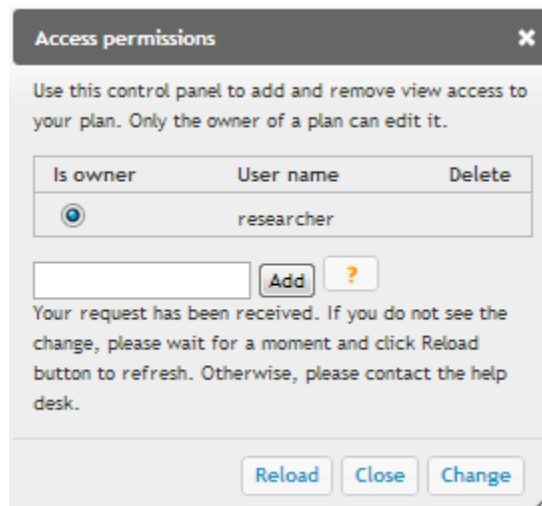
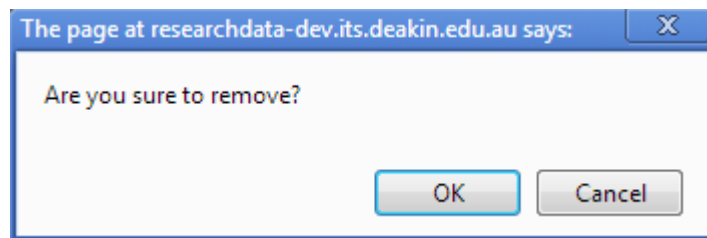
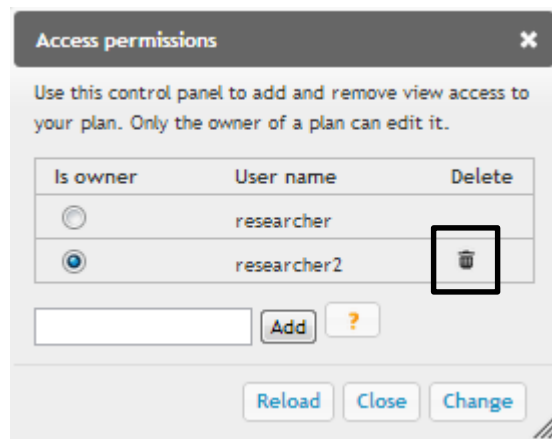
- When the added user logs in to their Researcher Dashboard, they will see the data management plan in a new section called 'Plans Shared With Me'. The added user can review the plan but cannot make any changes. Only the plan owner can edit the plan.

Project	Created	Modified	Plan
Test DMP - Shared	02/06/2013	02/06/2013	

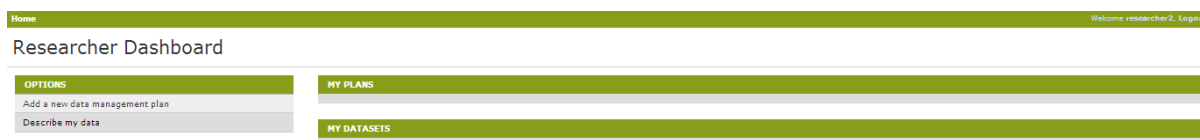
### Removing access

Removing access to data management plans can also be managed by the plan owner.

1. To remove access to a plan, click on the 'Set permissions' button and to reach the 'Access permissions' screen (as per steps above). The screen shows all users with access to the plan. Click the delete icon next to the user to remove their access to the plan. A dialog box will ask for confirmation. Click ok to proceed.



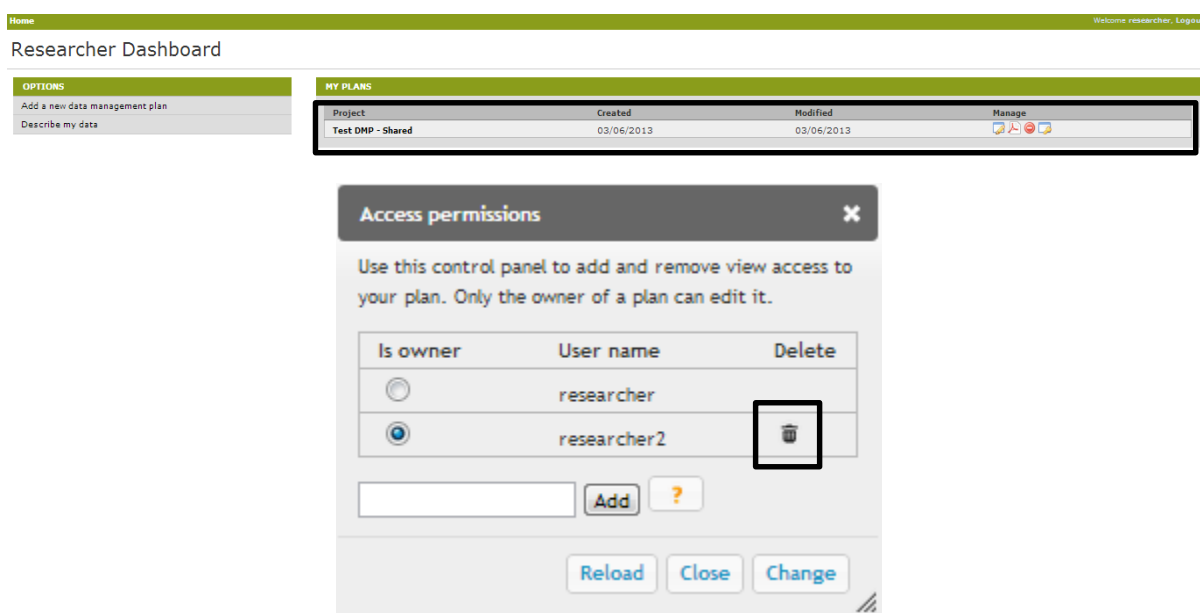
2. The previously added user will no longer see the plan in their Researcher Dashboard.



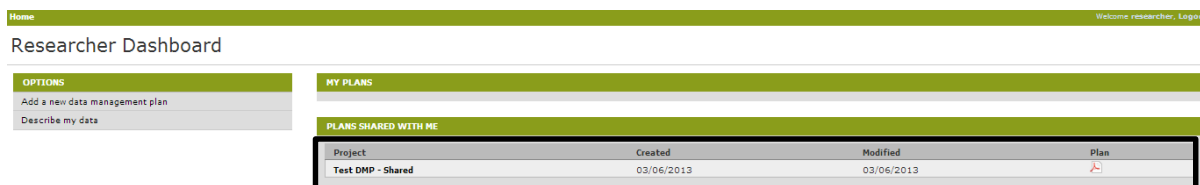
### Changing owners

Ownership of data management plans can be transferred between users. This might be useful to allow others to edit or provide content to the plan.

1. To change ownership of a plan, click on the 'Set permissions' button to reach the 'Access permissions' screen (as per steps above). The screen shows all users with access to the plan.
2. Click the 'Is owner' button for the user that ownership of the plan is to be transferred to. Click 'Change' to change the ownership.



3. The current user will now see the plan in their shared plans section and will no longer have edit access to the plan. They can still review the plan.

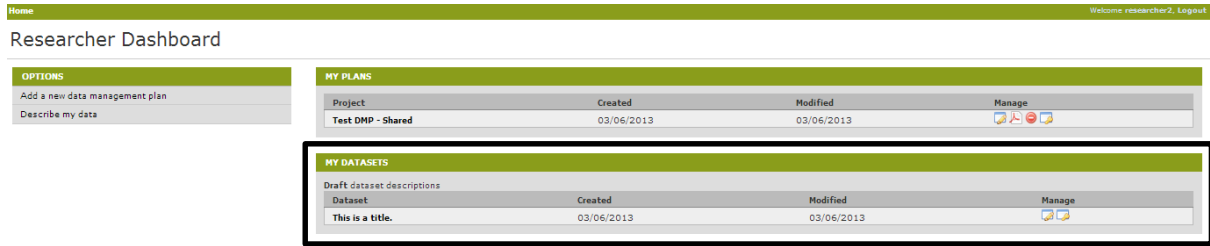


### Access Permissions – Data Collection Descriptions

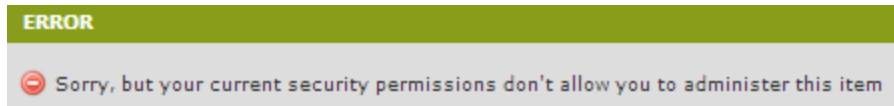
Managing access to datasets works in the same way as it does for a data management plan.

The main differences are:

1. There is no separate section for shared data descriptions. Any descriptions the user has access to will appear under 'Draft dataset descriptions' in the Researcher Dashboard.



2. Where a user has been granted review access to a data description they will not be able to edit the record. If a user tries to edit a record that they are not the owner of, a message will be displayed.



3. The button for managing access to data descriptions is called 'Manage Record'. As for the Data Management Plan, this can be found in the 'Manage' section of the record.



## Contact Us:

DRO : [drosupport@deakin.edu.au](mailto:drosupport@deakin.edu.au)

Library : <http://www.deakin.edu.au/library/research/manage-data>

Deakin Research : <http://www.deakin.edu.au/research-services/rms/>