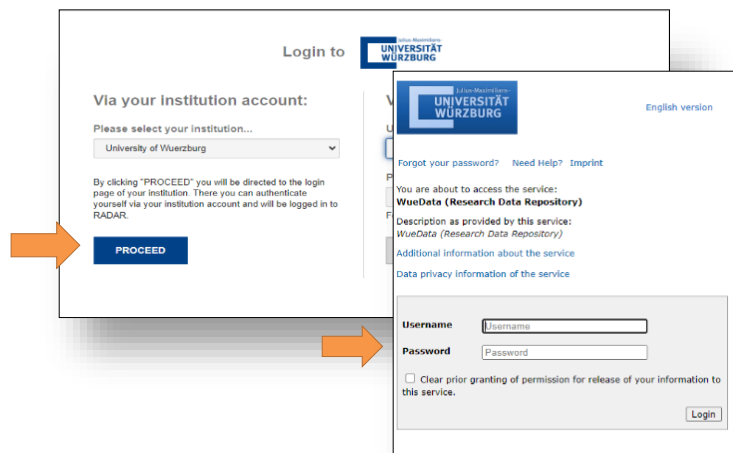


Quickstart Guide WueData

1. Registration / Login

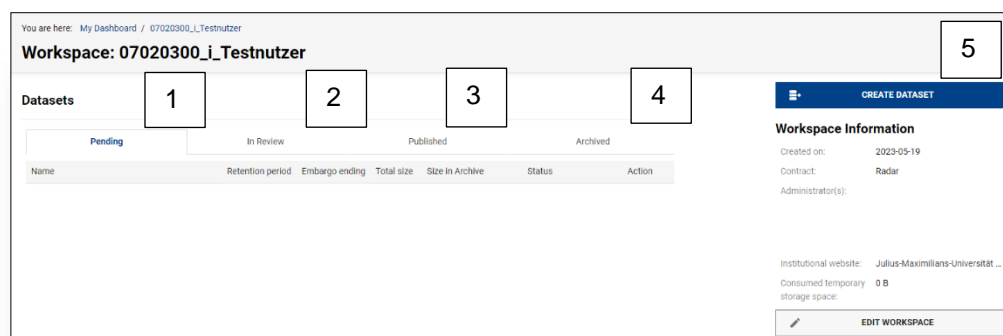
Log in to https://wuedata.uni-wuerzburg.de/index_en.html with your JMU-ID.



- ! Upon initial registration, please report the following info to the [FDM-Team](#) so that you can be assigned a workspace:
- Full name
 - Your associated organizational unit at the university (e.g.: department, faculty...)
 - Do you want to use an individual or group workspace?
 - For Group use:
 - New workspace: Which title should we give your workspace? (You have 72 characters available)
 - Existing workspace: What is the name of the workspace?
 - Do you want to publish only one or more data package(s) on WueData? Which size do it/they has/have approximately?
 - Which cost centre should be stored with your workspace?
 - Your department must agree to cover the costs. Please send us the consent with the responsible person in CC.

2. The Workspace

When you log in to WueData, you can select any workspace assigned to you in the overview. Workspaces can be assigned to a person or a group. Within a workspace, all users assigned to this workspace have read and write access to the research and metadata stored in it that have not yet been published.



1. Here are all data packages, which are not yet published.
2. Data packages für which you have generated a review link are located in the “In Review” tab.
3. Published research data can be found under the “Published” tab.
4. Archived data → information on this is available from the FDM-Team
5. Create Dataset

3. Create Dataset

To publish data, click on 5. *Create Dataset*. Now you can add a file / folder via drag & drop or via “select file”.

Afterwards, give your package a title and select “Upload Dataset”.

- ! For zipped folders, uncheck "Unzip archive on upload", otherwise the data will be unzipped and more disk space will be used.

4. Assign Metadata

After uploading the data package, you will be offered various buttons in the sidebar. Now click on "Edit metadata".

You will now be offered the mandatory fields of RADAR. We recommend that you also fill in the additional fields, e.g. Abstract, Language, Keywords etc.

5. Publishing Research Data

Once you have finished assigning metadata, you can now submit the package to the FDM team for publishing. To do this, click on "Ready for publishing" in the sidebar. If you want to set an embargo on the package, please inform the FDM team via mail wuedata@uni-wuerzburg.de.

Before publishing, the FDM-Team checks whether the files can be opened, the file and folder names are comprehensible, and whether the metadata have been assigned appropriately. For this purpose, a curation protocol is created and then sent to the data provider, who agrees to the publication with the proposed adjustments.