4TU. CENTRE FOR RESEARCH DATA

Getting started with DataverseNL

Step 1: Create account

- ➢ Go to: https://dataverse.nl/
- ➢ In the top right corner of the page, click on the "Log In" link.
- ➢ Click "Institutional Login".
- ➢ Select the appropriate university/organisation and log in with your institutional credentials.
- ➢ You have now created a Dataverse account.
- ➢ Contact the Admin of the dataverse to provide you the appropriate permissions, or contact 4TU.ResearchData to set up a dataverse for you: T +31 (0)15 27 88 600 E researchdata@4tu.nl.
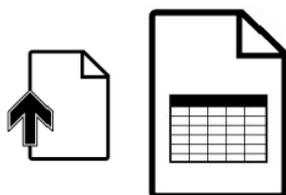
Step 2: Create a Dataverse (optional)

Use this option when you want to create a dataverse (collection) within the 'root' Dataverse. If you don't need to create a dataverse, go directly to Step 3.

- ➢ Once you are logged in click on the "Add Data" button and select "New Dataverse" in the dropdown menu.
- ➢ Once on the "New Dataverse" page fill in the requested fields.
- ➢ Click the "Create Dataverse" button and you're done!

Step 3: Add Dataset & Documentation

- ➢ When logged in, click on your account name on the top-right of the page.
- ➢ Click on "My Data" and navigate to the dataverse in which you want to add a dataset.
- ➢ Click on the "Add Data" button and select "New Dataset" in the dropdown menu.
- ➢ Fill out at least the required fields (with red *)
- ➢ Scroll down to the "Files" section and click on "Select Files to Add" to add all the relevant files to your dataset.
- ➢ Click the "Save Dataset" button. Your unpublished dataset is now created.

  ! Note that a dataset only can be understood and re-used when sufficient metadata are included.

Step 4: Publish a Dataset

When you publish a dataset, you make it available to the public so that other users can browse or search for it.

- ➢ Go to your dataset page and click on the "Publish" button on the right hand side of the page. A pop-up will appear to confirm that you are ready to actually Publish since once a dataset is made public it can no longer be unpublished.

  ! Only Admins, Curators, or any custom role which has this level of permission assigned, can publish new or edited datasets.