



ISPRA
Istituto Superiore per la Protezione
e la Ricerca Ambientale

Open Data/Open Access

User guide
Projects management and publishing

October 2018

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1. Introduction

The Water JPI envisages the promotion of Open Access and to stimulate Open Data for all scientific publications produced within the projects funded by the Co-funded Call, CSA WatEur; CSA IC4WATER, ERA- NET Cofund WaterWorks2014, ERA- NET Cofund WaterWorks2015, ERA- NET Cofund WaterWorks2017.

Open Data & Open Access JPI tool is open and available for public consultation without password.

This user guide aims to help management and publishing of projects.

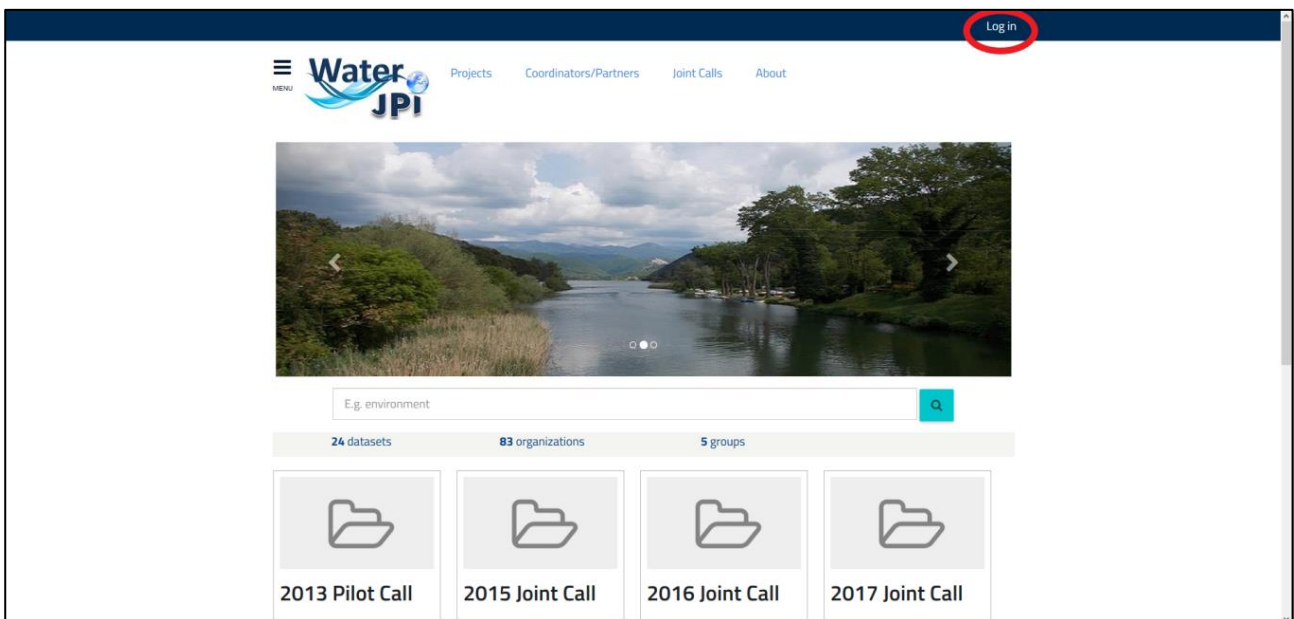
A project contains two things:

- Information or “metadata” about the data. For example the title, description, tags, acronym, coordinator, partners, etc.
- A number of “resources”, which hold the data itself. A resource can be a CSV or Excel spreadsheet, XML file, PDF document, image file, linked data, etc.

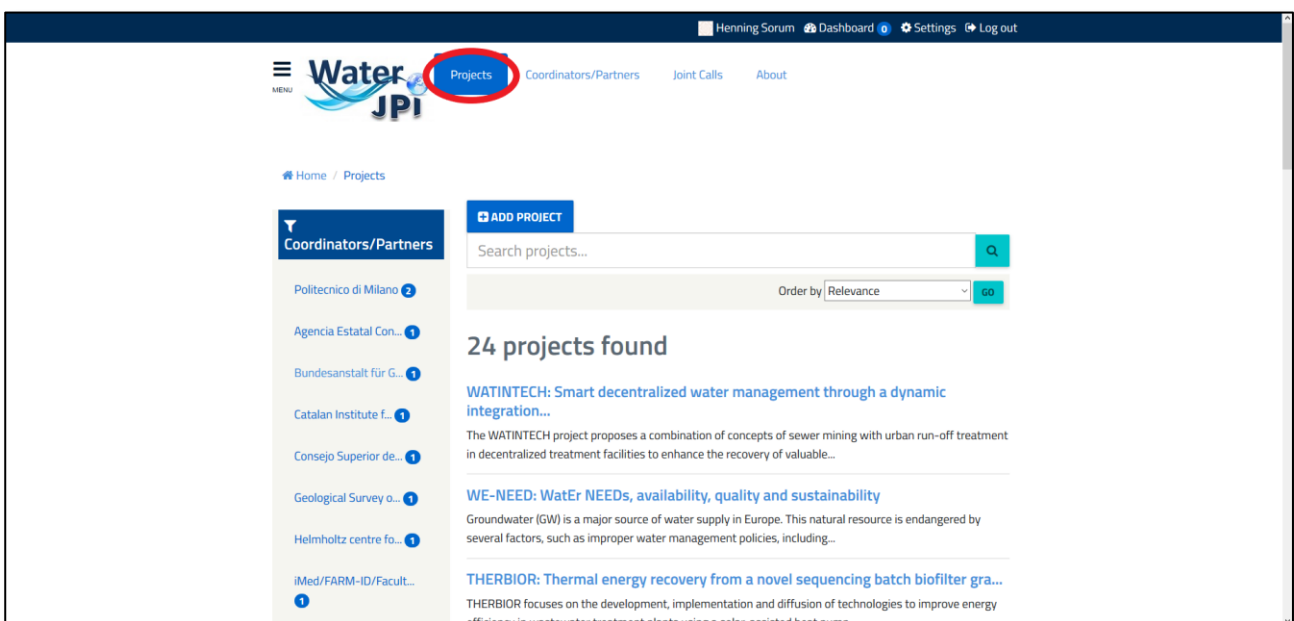
When created, each project can be associated to Joint Calls.

2. Create project

Click on *Log in*



Go to *Projects* page



Click on ADD PROJECT to add new project and fill fields as Title, Description, Tags, License,

Henning Sorum Dashboard Settings Log out

Water JPI

Projects Coordinators/Partners Joint Calls About

Home / Projects / Create Project

What are projects?

1. Create project
2. Add data

A CKAN Project is a collection of data resources (such as files), together with a description and other information, at a fixed URL. Projects are what users see when searching for data.

Title
eg. A descriptive title

* URL: waterjpi.planetek.it/dataset/<dataset> **EDIT**

Description
eg. Some useful notes about the data

You can use [Markdown formatting](#) here

Tags
eg. economy, mental h

License
Creative Commons Attribution

Next step is to add resources. Click on **NEXT: ADD DATA** and fill fields as Data, Publication year, License, Name,

Add more resources clicking on **SAVE & ADD ANOTHER** or **FINISH** to end.

Admin Henning Sorum Dashboard Settings Log out

Water JPI

Projects Coordinators/Partners Joint Calls About

Home / Coordinators/Partners / Norwegian University of ... / ABAWARE - Advanced ... / Add New Resource

What's a resource?

A resource can be any file or link to a file containing useful data.

← ALL RESOURCES

NEW RESOURCE

Add resource

Data
Browse...
UPLOAD LINK

Publication year
Publication year

License
Creative Commons Attribution
License definitions and additional information can be found at opendefinition.org

Name
eg. January 2011 Gold Prices

Water JPI

Publication year

License

Creative Commons Attribution

License definitions and additional information can be found at opendefinition.org

Name

eg. January 2011 Gold Prices

Description

Some useful notes about the data

You can use [Markdown](#) formatting here

Format

eg. CSV, XML or JSON

This will be guessed automatically. Leave blank if you wish

PREVIOUS SAVE & ADD ANOTHER FINISH

Project is in private state and visible only to user who created it. To make it public select it and change its *Visibility* to *Public*.

Water JPI

eg. economy, mental h

License

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License definitions and additional information can be found at opendefinition.org

Visibility

Private

State

Active

Acronym

Acronym

Coordinator

Geologian tutkimuskeskus

Partner

Kirsti Loukola-Ruskeeniemi

Partner 1 Organisation

Select

Partner 1

Select

ADD PARTNER

Start Date

Start Date

End Date

End Date

Project can be associated to a Joint Call selecting it and relative joint call

AdminKirsti Loukola-RuskeeniemiDashboardSettingsLog out

MENU

Water JPI

ProjectsCoordinators/PartnersJoint CallsAbout

Home / Coordinators/Partners / Geologian tutkimuskeskus / AgriAs: Evaluation and ...

AgriAs: Evaluation and management of arsenic contamination in agricultural soil and water

Followers0

FOLLOW

Coordinator

Geologian tutkimuskeskus

There is no description for this organization

MANAGE

PROJECTJOINT CALLSACTIVITY STREAM

Joint Calls

2013 Pilot ...ADD TO JOINT CALL

calls associated with this project

2013 Pilot Call

2015 Joint Call

2016 Joint Call

2017 Joint Call

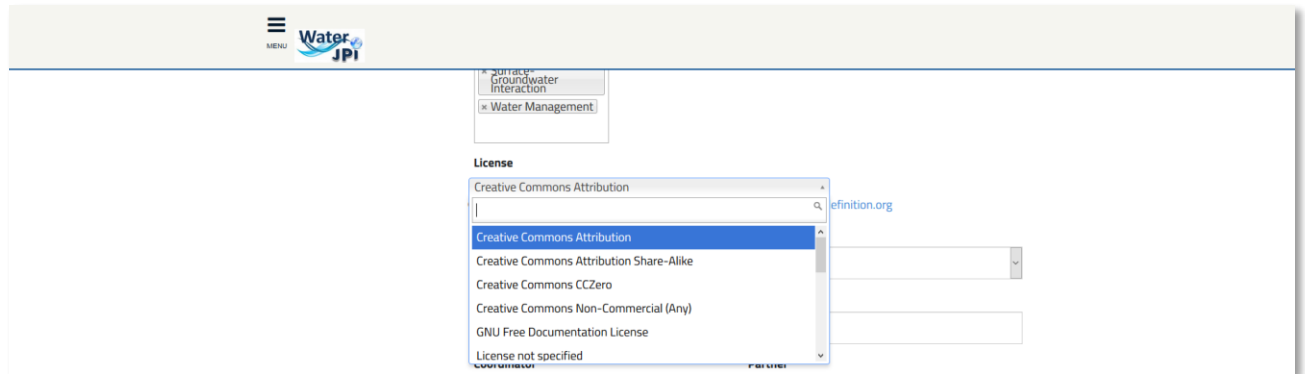
2018 Joint Call

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3. Project and resources licensing

A license can be associated to project and to related resources. License information allows people to know how they can use the data.

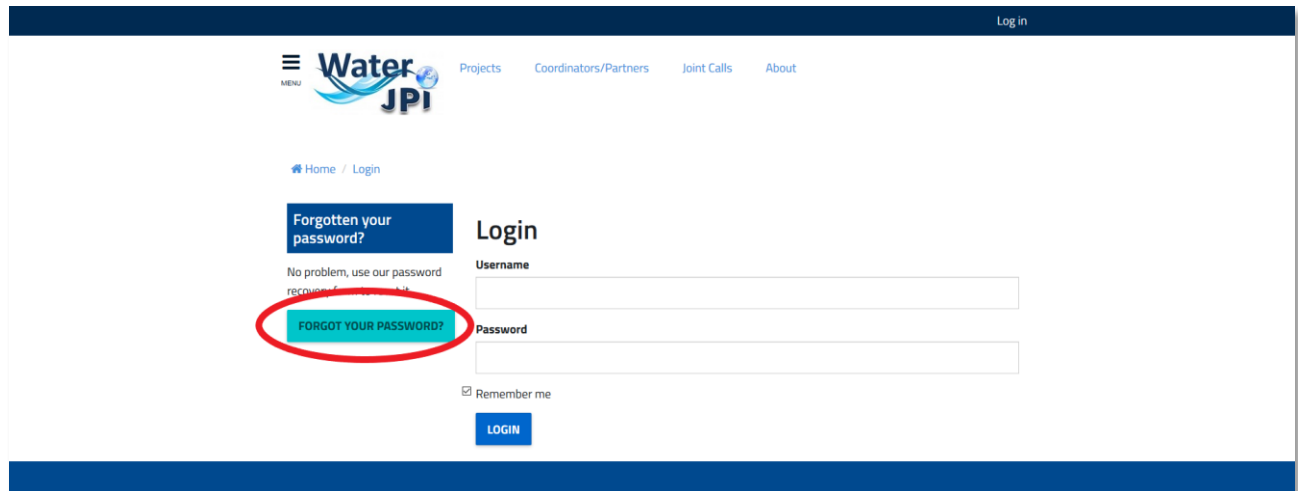
This field is a drop-down box containing available licenses list.



The screenshot shows the Water JPI interface. At the top, there is a header with the Water JPI logo and a menu icon. Below the header, there is a sidebar with a tree view containing 'Groundwater Interaction' and 'Water Management'. The main content area displays a 'License' dropdown menu. The dropdown is open, showing a list of licenses: 'Creative Commons Attribution', 'Creative Commons Attribution Share-Alike', 'Creative Commons CCZero', 'Creative Commons Non-Commercial (Any)', 'GNU Free Documentation License', and 'License not specified'. The 'Creative Commons Attribution' option is currently selected and highlighted in blue. To the right of the dropdown, there is a search bar with the text 'definition.org' and a magnifying glass icon. Below the search bar, there are two empty input fields.

4. Change password and manage user profile

To change password go to login page, click on *FORGOT YOUR PASSWORD?* and enter username into the box. System will send an email with a link to enter a new password.



After login, to change user information select the gearwheel symbol at the top of any page or *EDIT SETTINGS* and change:

- username
- full name
- e-mail address
- profile text - an optional short paragraph about yourself
- password

Make the changes selecting the *UPDATE PROFILE* button.

5. Mail notification

Mail notifications inform users about activities on followed projects, organizations and Joint Call.

To follow an entity log in and click on *FOLLOW* button into desired project, organization or Joint Call page.



Each user can turn email notifications on or off by logging in and editing his profile.

