

Depositing Data to TRR170-DB Repository: A Quick Guide

TRR 170's research data is hosted at the TRR170-DB Repository at Freie Universität Berlin. The Repository is a data system operated on the database software package Dataverse.

To deposit a dataset, follow these steps:

1. Create Account

1. Go to <https://planetary-data-portal.org/>
2. Click on the “**Sign Up**” button and follow the directions to create and activate your account.
3. Before depositing data, please contact **Elfrun Lehmann or Alex Balduin** to create a **dataverse (=directory)** for you, your project, or research team.

2. Add & Edit Data

Log in

Choose the dataverse you want to deposit data into. You can find the list of dataverses you have permission to deposit to via:

My Data

(in the dropdown menu from your account name in the upper right)



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Create a new dataset

Click + **Add Data**, and choose **New Dataset** from the dropdown menu

- Fill in **Required Metadata** fields marked with a *

Note: *many more metadata fields become available for editing after your dataset is saved.*

- If desired, fill in additional metadata fields.

RECOMMENDED: Keywords, Related Publications.

You can save the dataset without adding any files.

Upload data files

The **Files** section is at the bottom of the page, below the Citation Metadata.

- Drag and drop files from your desktop or click + **Select Files To Add**.
- If your files are too large, try putting them into a .zip file, or contact Elfrun Lehmann or Alex Balduin for help.
- Describe the files: Title, Description, Tags. People can't use your data if they don't know what it is!



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Save Changes

Click **Save Changes** button. This saves the dataset in **Draft** form; it is **not yet published** nor publicly visible.

- Once a dataset is created, TRR170-DB assigns a **DOI** to permanently identify it.
- You can also assign a **Private URL** to share with a journal without publishing the data.

Click **Edit -> Private URL -> Create Private URL**.

Edit your dataset

You can edit elements of your dataset at any time using the **Files, Metadata, and Terms** (license and use permissions) tabs at the bottom of the page.

Files can also be **Restricted** so they are available only on request. Under the dataset Files tab, select Edit Files -> Restrict.

3. Publish Data

Depending on your user permissions, you will have a button for either:

- **Submit for Review** (the draft dataset is reviewed by a research data admin)
- **Publish** (makes the dataset publicly available) by creating a **DOI**.

(Adapted from the guide created by Melissa Cuthill and Eugene Barsky, UBC, CC-BY)



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Resources a the TRR170-DB Repository websites

<https://info.planetary-data-portal.org/Deposit-Data/index.html>

