OzFlux User Guide

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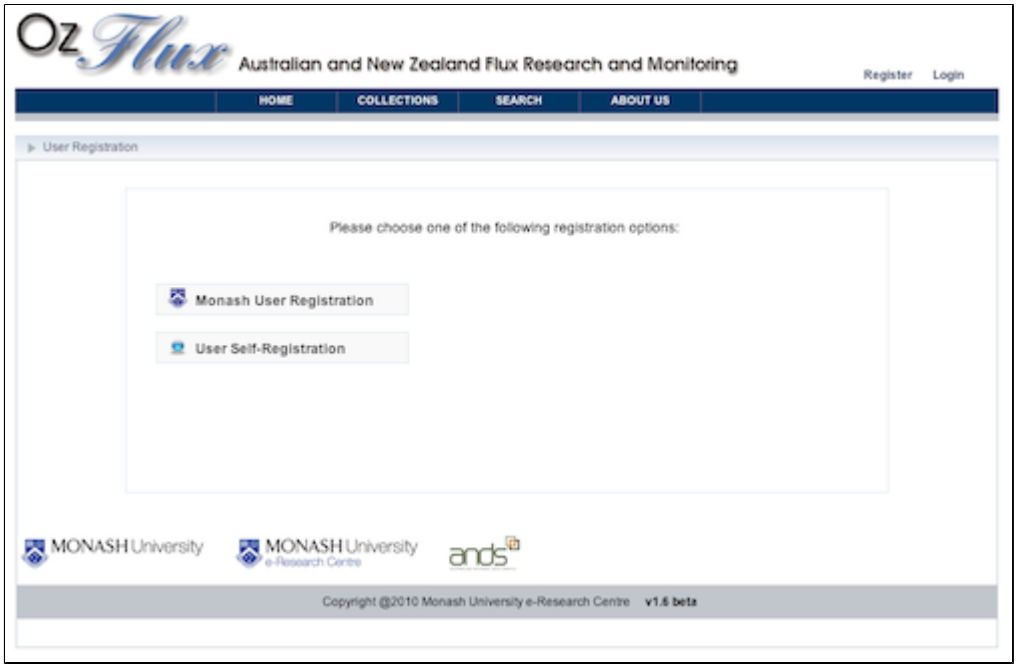
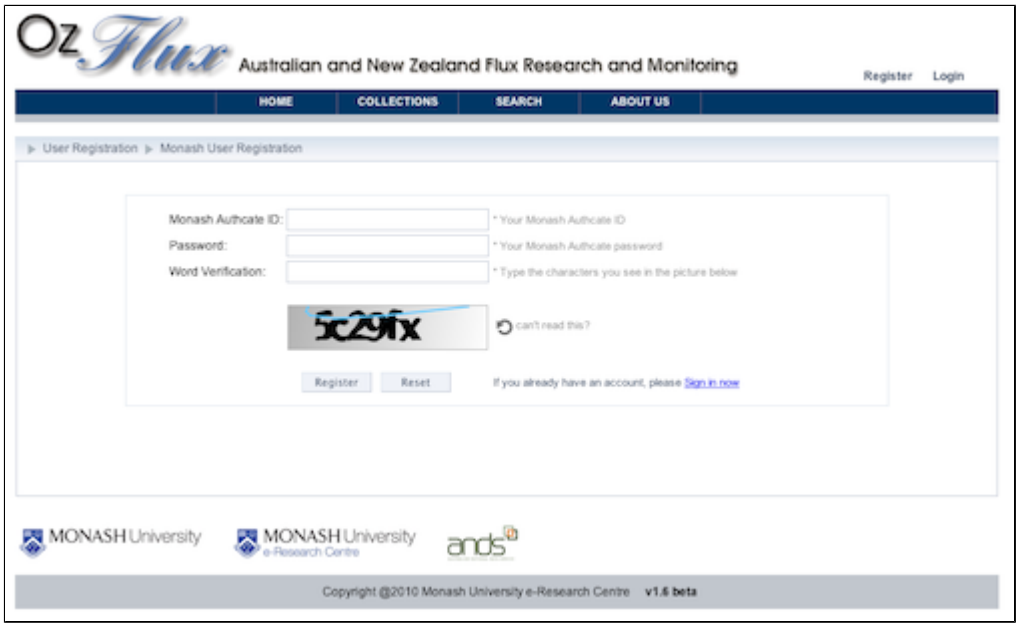
Getting Started

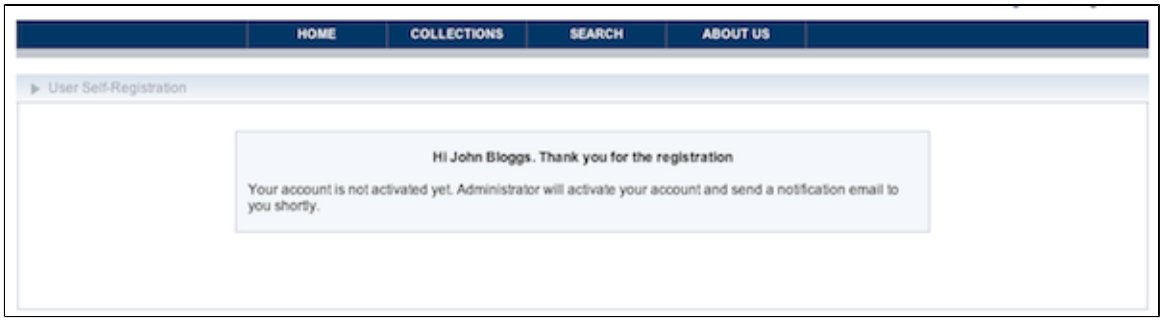
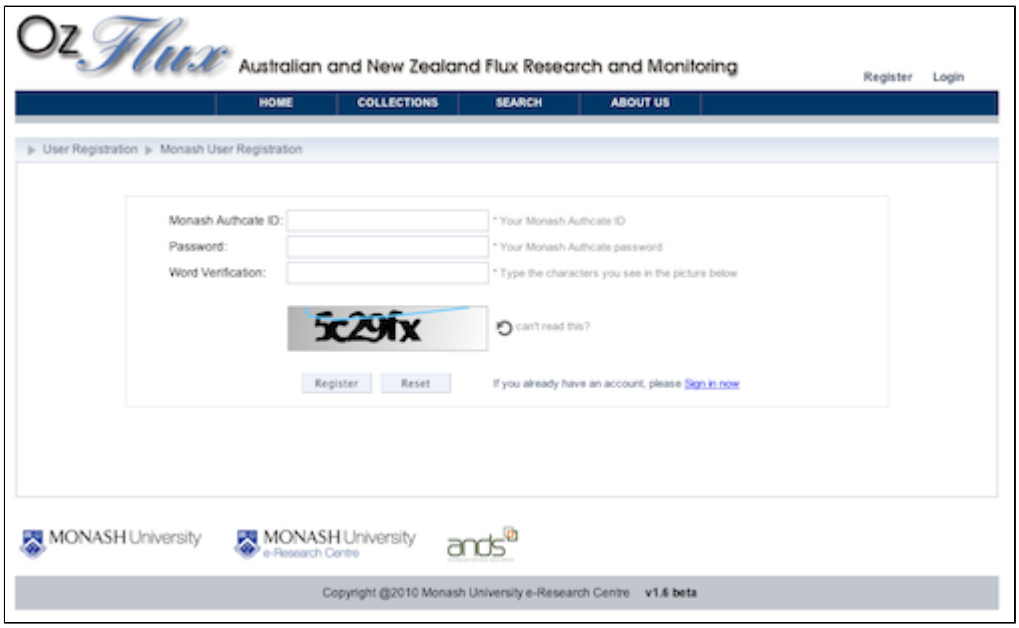
Where Is It?

http://ozflux.its.monash.edu.au/ecosystem/home

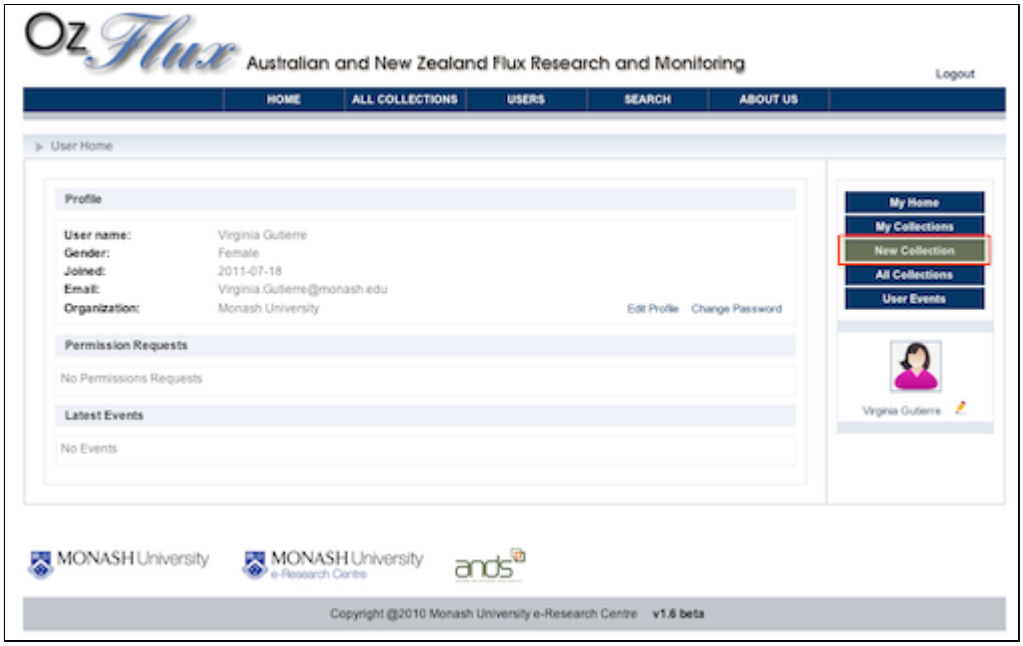
Register As A New User

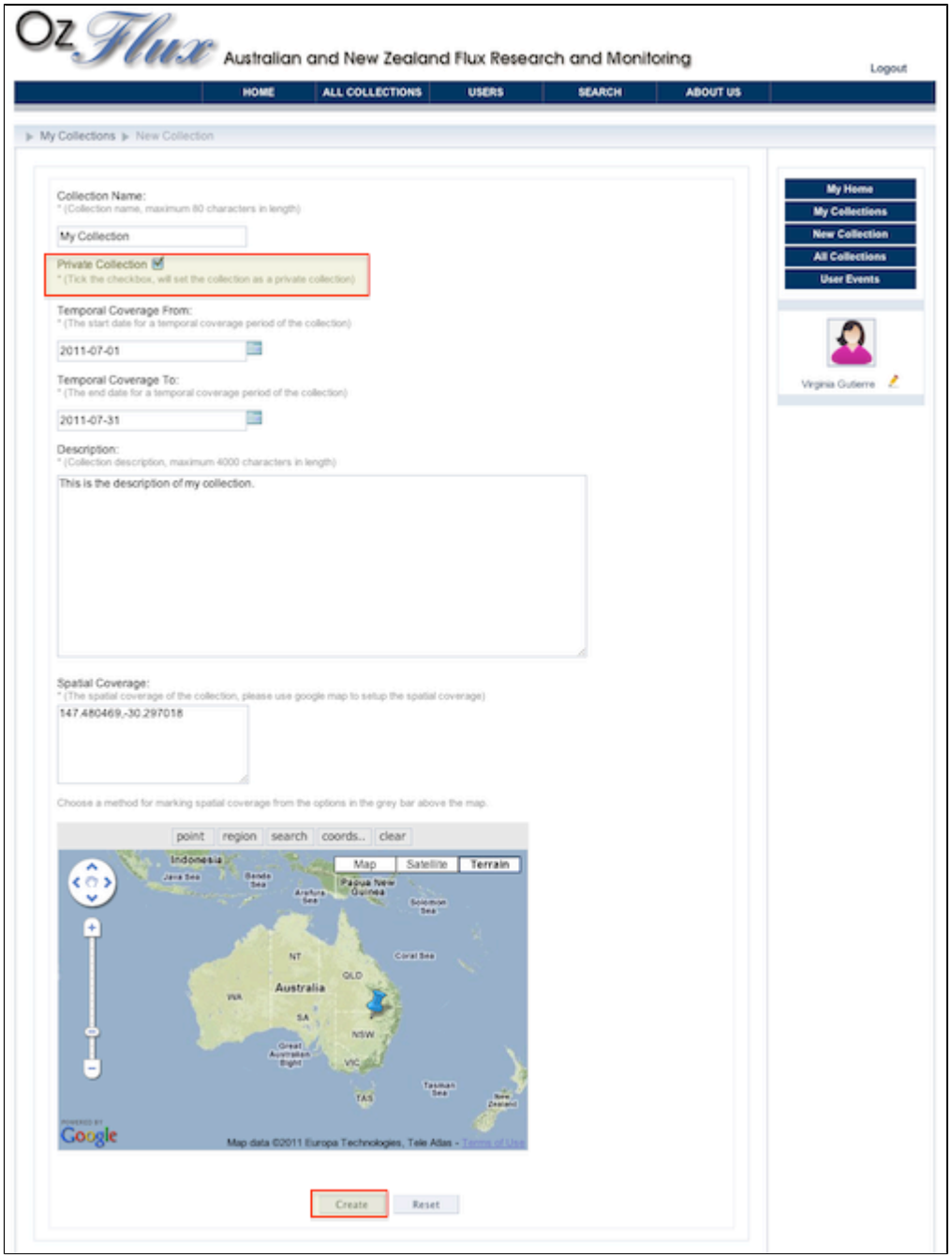
1		Click on the "Register" link in the top right corner of the Home page.

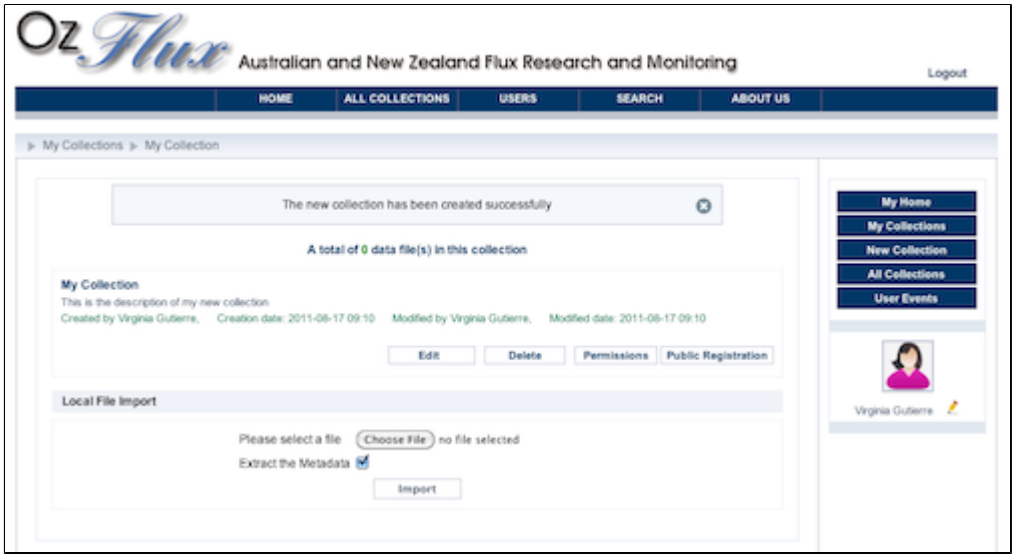
2		Select either "Monash User Registration" if you have a Monash Authcate, or "User Self-Registration" if you do not have a Monash Authcate.
3		Complete the form for registration details. If you have selected to register with a Monash Authcate this wil automatically us the details linkec to your Authcate to register. You will simply need to provide your Authcate and password. If you have selected to register via the Self-Registration link you will be required to ente details about yourself such as name, email anc organisation. In each case a word verification is required. This is a security measure to ensure you are a human.

4		All new registration requests will be sent to the system administrator for review and activation. This i a manual process. You wil receive an email when your account has been activated and is ready for use.
5		Login to OzFlux using your registered and activated credentials using the link in the top right corner of the Home page.

Creating A New Data Collection

1		Login to your account. You will be automatically taken to your personal homepage. From the menu options on the right select "New Collection".

2		Enter the metadata details of your new collection in the provided fields. Note: We recommend you create all new collections as a private collection. (This can be changed at a later date). To do this ensure the "Private Collection" checkbox is checked. For details of why this is recommended please see the section in this guide on Sharing Your Data Collection. When you have completed filling out all the mandatory fields click "Create" to create your new collection.

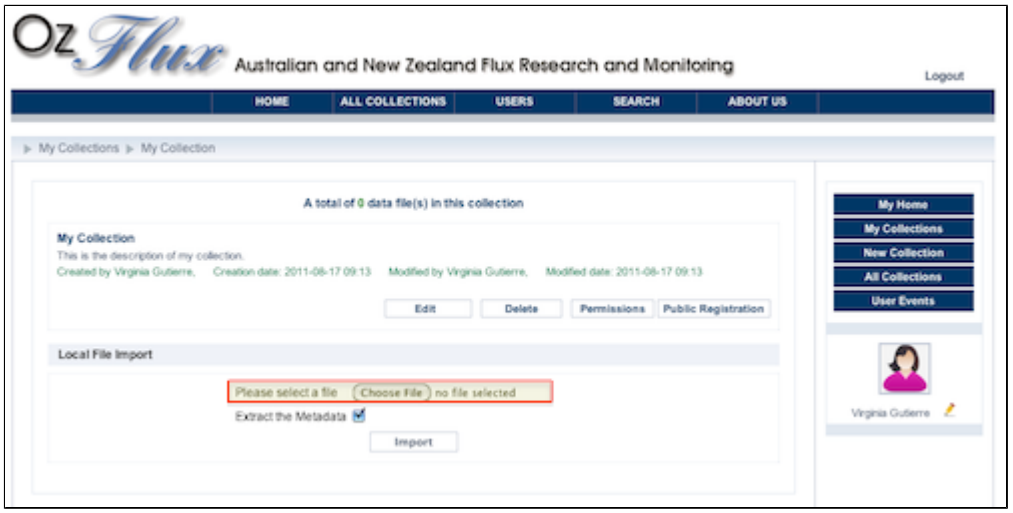
3		Your new collection has been created. You can now add files via Local File Import. See the Adding Data Files To Your Data Collection in this user guide for more details. At any time you may "Edit", "Delete" and change "Permissions" on your data collection using the buttons below the description.

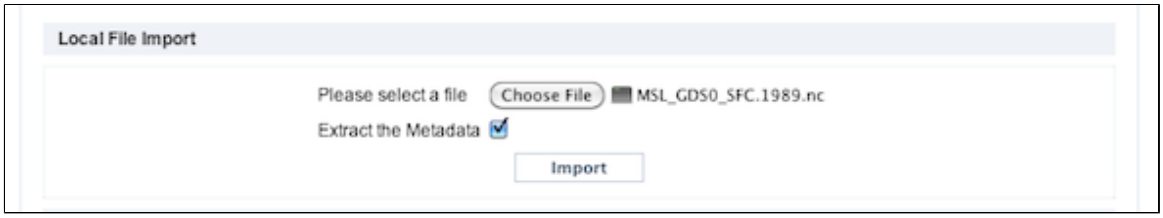
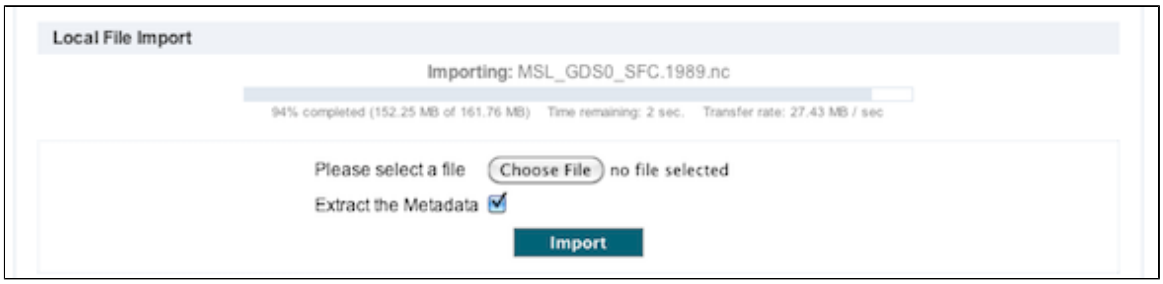
Adding Data Files To Your Data Collection

Local File Import

This functionality allows you to add files to your Data Collection via browsing and importing directly from your local PC.

1		Login to your account. You will automatically be taken to your personal homepage. Find the collection you wish to import data files into. This may be one of your existing collections which you can find by clicking "My Collections". This may be a new collection which you can create by clicking "New Collection". This may be a collection added by someone else if they have granted you Import permissions. You can find this collection by clicking "All Collections".

2		Find the collection you wish to import a data files into from the list displayed. Click "View Details".
3		In the Data Collection details window there will be a section called "Local File Import". Click on the "Choose File" button to open a browser window to your local PC. Browse your local PC to find the file you wish to upload and select it.

4		The name of the file you have selected will this appear next to the "Choose File" button. The "Extract the Metadata" functionality will scan known file types and extract summary metadata if the box is checked. Currently file types supported for this functionality are: - NetCDF ***If your file is not a supported file type you must ensure the "Extract the Metadata" box is unchecked or else the file import will fail.*** Click Import
5		Import progress bar.

6		When the file has been successfully imported a system message will appear at the top of the page indicating success. The imported file will now appear listed at the bottom of the Data Collection details window.

Sharing Your Data Collection

Legal Considerations Of Sharing Data

Please note the Terms and Conditions of the Monash University Climate and Weather system constitute the official legal terms and conditions of the system and its usage, including data sharing policy. These notes that follow are intended in good faith to highlight some relevant points covered in the Terms and Conditions that we feel will be important for system users to be aware of, however this is not in anyway legally binding. The official Terms and Conditions of use of the system should be referred to in all cases as the legally binding document.

The Monash University Climate and Weather system is a web based system. Therefore please be aware that when you make a Data Collection public you are providing unconditional access to your data to the general public. Any member of the public may view and copy all or any of your data. You may remove public access to your Data Collection within the Monash University Climate and Weather program at any time however this does not remove any copies that anyone in the public has made of your data.

Potential ramifications of making the Data Collection public:

- Any patent application relying on this data will be rendered invalid.
- Anyone may copy this data and use it as the basis for publication.
- Copies of your data may remain in the hands of member of the public even after you remove 'public' access permission.

Consideration of copyright ownership of the data should also be taken into account before sharing data to ensure all appropriate permissions have been sought and granted.

You may wish to assign a licence of use to your data collection before making it public. This is a mandatory step prior to registering your collection with Research Data Australia (RDA); the system will step you through the process of selecting a licence. However if you choose to make your collection public prior to registering with ANDS you may still wish to assign a licence of use to your data. One way to do this is to write the details of the licence into the description field for the Data Collection. The current recommendation is a Creative Commons Licence - see http://creativecommons.org.au/ for more information.

Because of this we recommend that all Data Collections start off as private collections. Licences can then be assigned and permissions can be changed to grant individual and public access at a later stage.

Access Control Permissions Definition

There are three types of the accesss control permissions for a collection in the system:

- All Anonymous Users Permissions - Permissions which are granted to all users who are not logged in the system (the public)
- All Registered Users Permissions - Permissions which are granted to all registered users in the system
- Individual User Permissions - Permissions which are granted to a registered user in the system

Permissions can be granted to All Registered Users or All Anonymous Users or An Individual User.

If no access permissions are granted to All Registered Users and All Anonymous Users the collection is private.

Definitions:

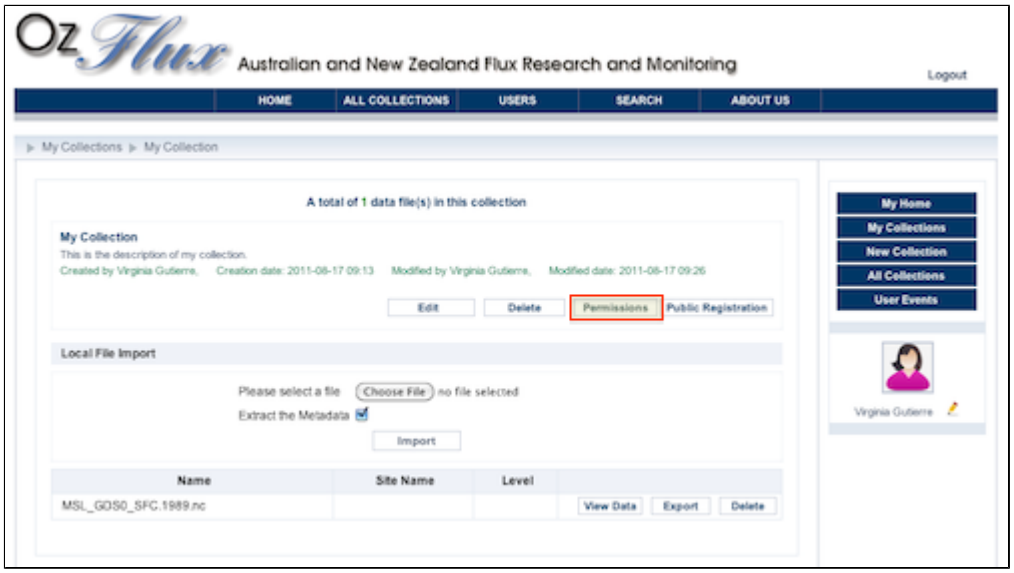
- View - May view only
- Edit - May edit collection. View automatically assigned.
- Import - May import files to collection. View automatically assigned.
- Export - May export full data files from collection. View automatically assigned.
- Delete - May delete the collection. View automatically assigned.
- Permission - May change permissions assigned to the collection. View automatically assigned.

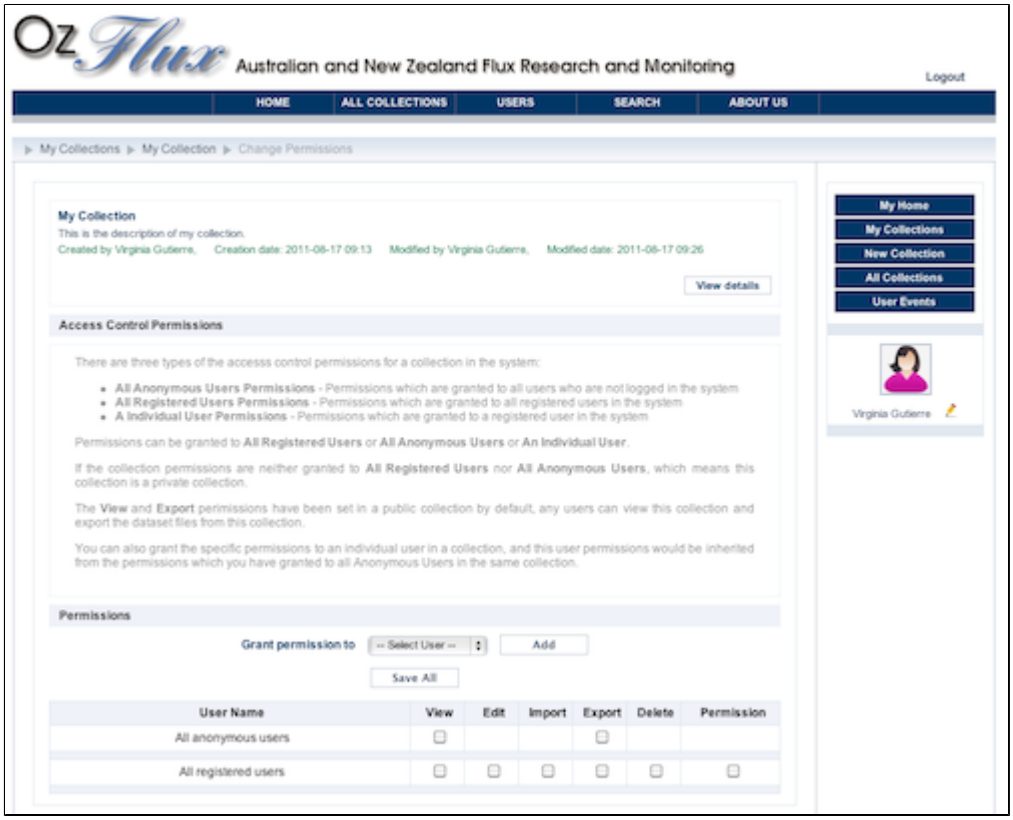
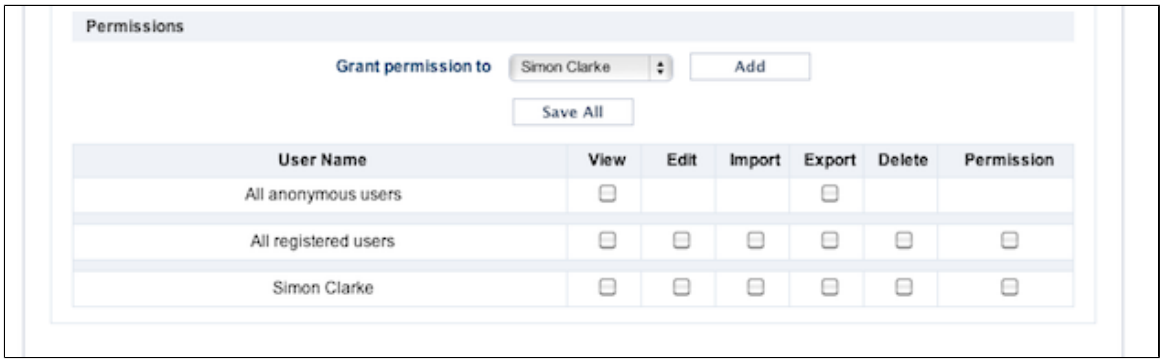
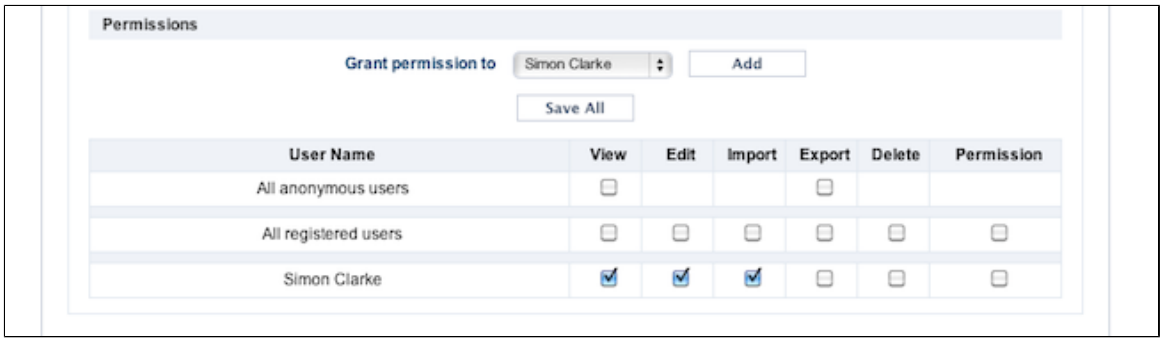
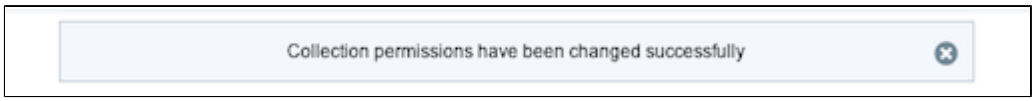
When a Data Collection is set to 'Public' on creation this will assign "View" and "Export" permissions to All Anonymous Users.

When granting specific permissions to an individual user in a collection, user permissions are inherited from the permissions which you have granted to All Anonymous Users in the same collection.

Share Your Data Collection With An Individual User

Data Collections may be shared with a specific user or a number of specific users. All users shared with in this way must be registered users of the system.

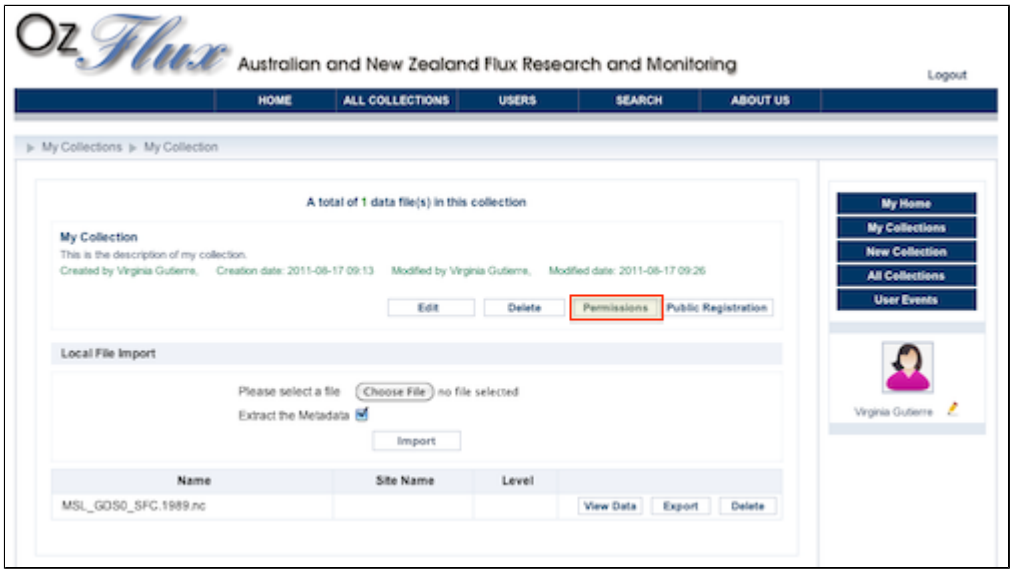
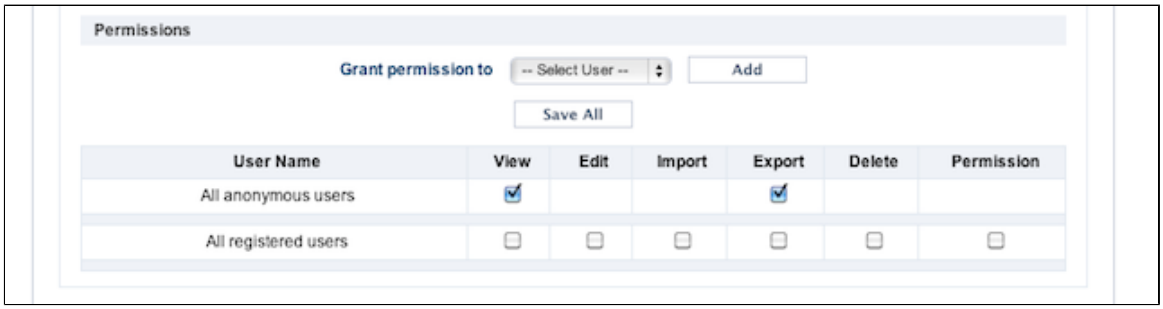
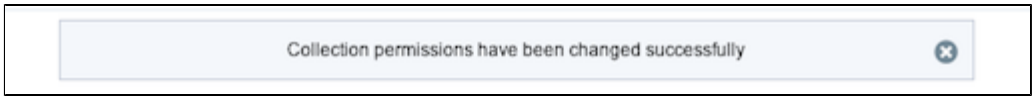
1		Find the Data Collection you wish to share and click on the "Permissions" button in the Data Collection View Details window.

2		Click on the drop down box next to "Grant permission to" and select the user you wish to share with. Click Add This may be done as many times as required to add all the individual users you wish to share with.
3		The user that you have selected will now appear with their own line in the permissions table.
4		Check the boxes to assign the permissions you wish to grant to the user you have selected. Click "Save All"
5		The permissions are saved.

Make Your Data Collection Public

Data Collections may be made public by sharing with "All Anonymous Users". This gives access to anyone, even if they are not logged in, to view the Data Collection. There are two levels of permissions that can be applied:

1. View only. This allows the public to view the Data Collection but only global metadata fields of the data files. They are not able to export the data files.
2. View and Export. This allows the public to view and export all the data files. They will have full access to view and copy the entire Data Collection.

1		Find the Data Collection you wish to share and click on the "Permissions" button in the Data Collection View Details window.
2		Check the one or both of the View and Export checkboxes in the "All Anonymous Users" row in the permissions table. Click "Save All"
3		The permissions are saved.

Public Registration Of Your Data Collection

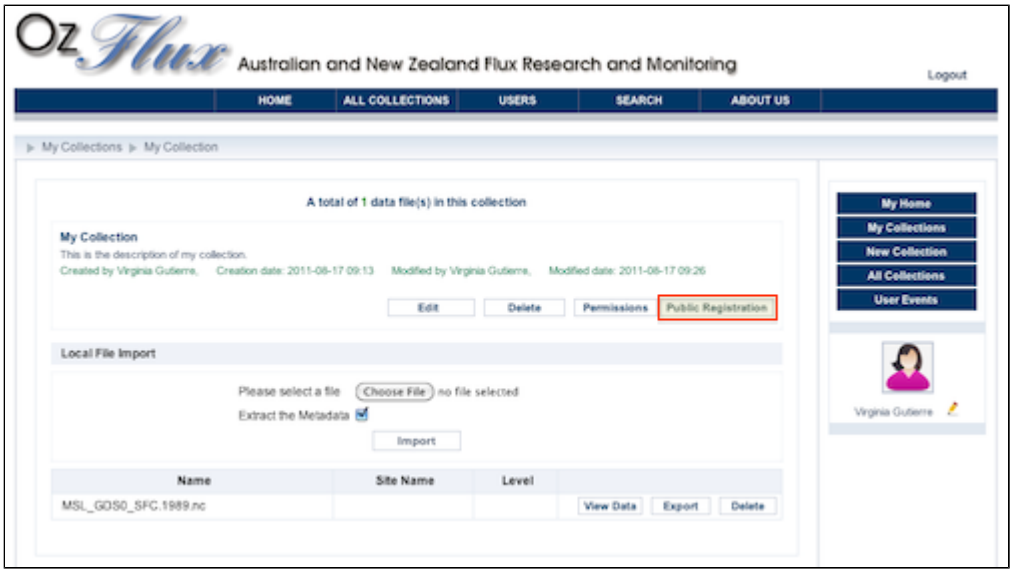
This system allows for registration of your data collection to Research Data Australia (RDA). RDA is a mesh of searchable web pages describing, (and where possible linking to), Australian research data collections. RDA promotes re-use of data to enhance research outcomes in Australia. Examples of how data reuse may provide benefit are:

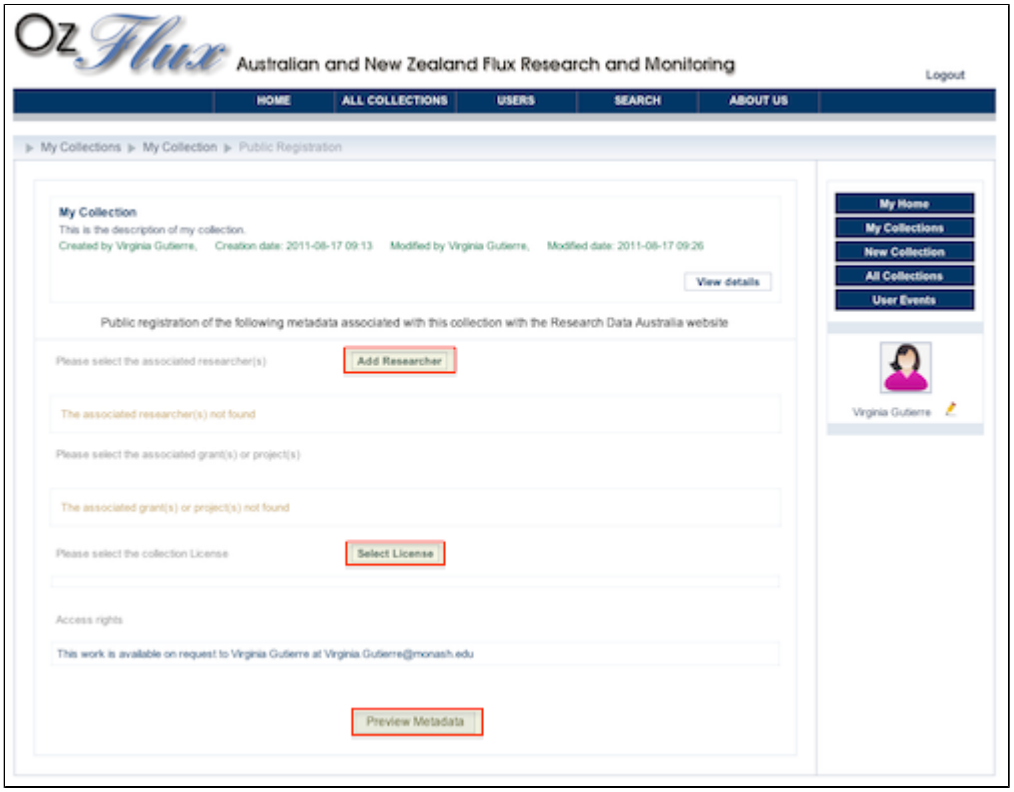
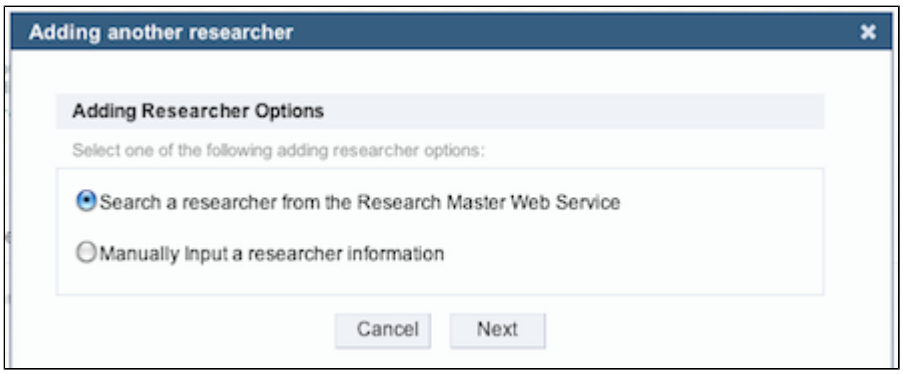
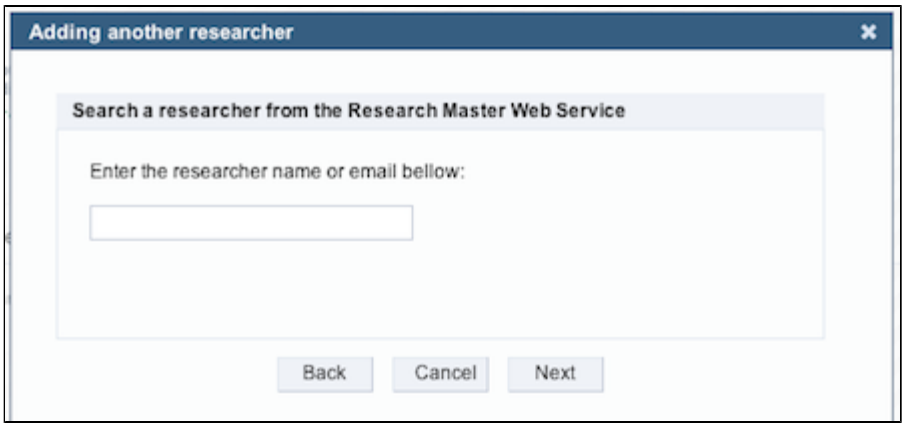
- Enabling verify research claims
- Solve big problems across disciplinary boundaries
- Enable new discoveries from old data
- Enable re-analysis of expensive, rare, or unrepeatable investigations

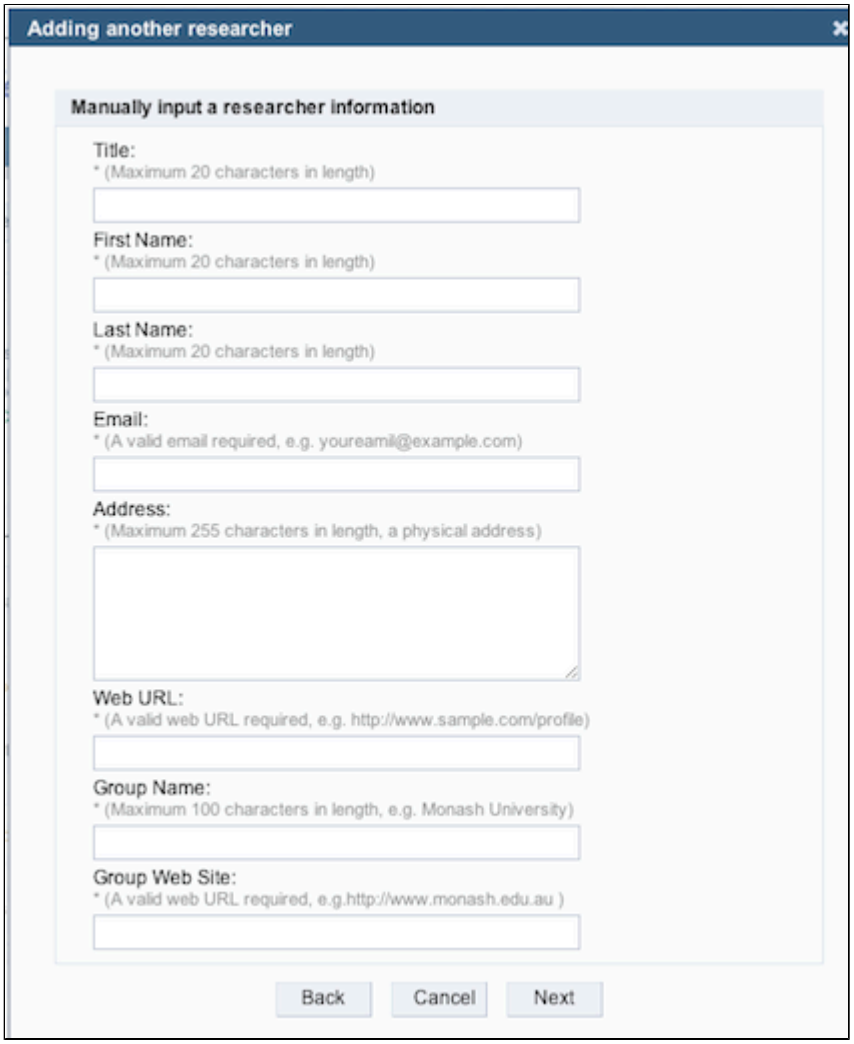
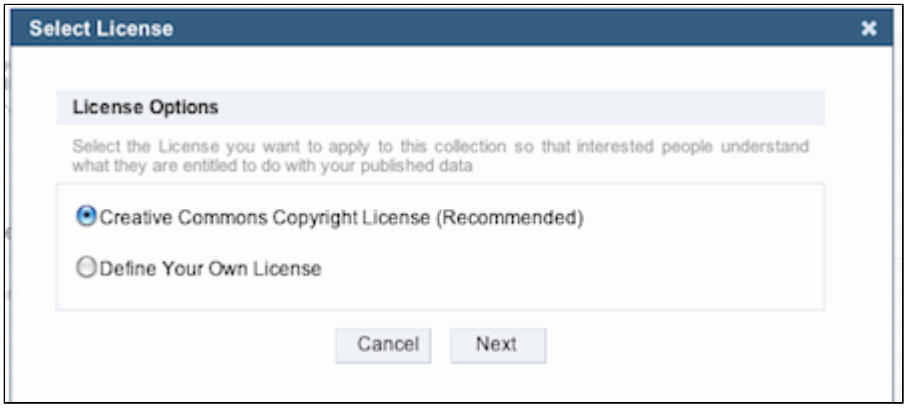
- Create longitudinal time-series observations for analysis
- Avoid duplication of effort

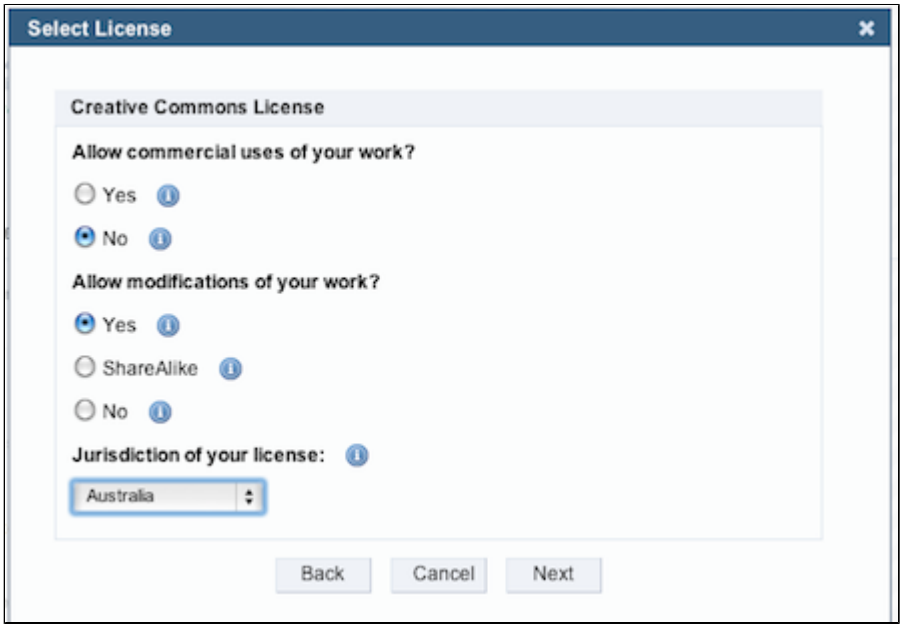
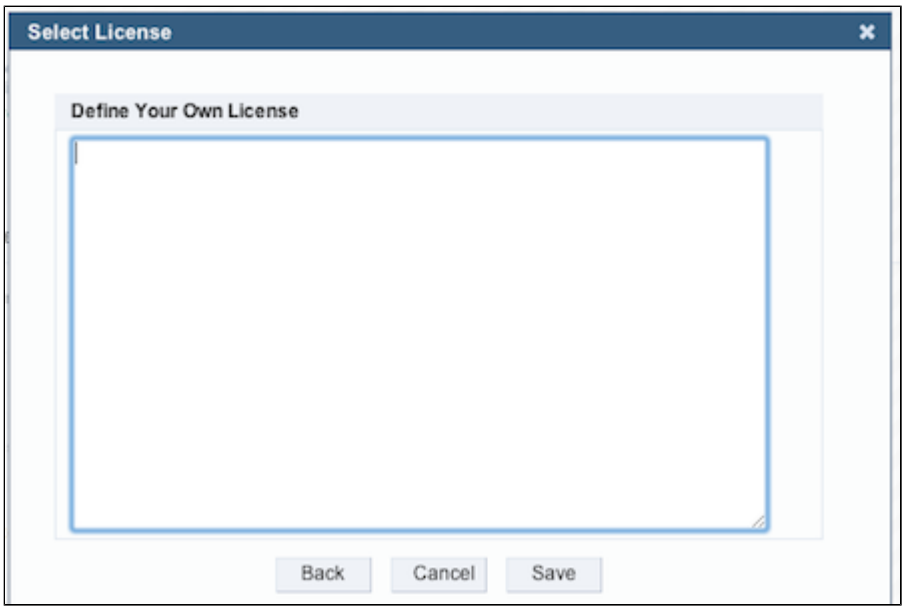
Link to RDA here: http://services.ands.org.au/home/orca/rda/

Research Data Australia is provided by the Australian National Data Service (ANDS). ANDS seeks to support public access to as much publicly funded research data as can be provided within the constraints of privacy, copyright and technology. ANDS is supported by the Australian Government through the National Collaborative Research Infrastructure Strategy Program and the Education Investment Fund (EIF) Super Science Initiative.

1		Find the Data Collection you wi register with ANDS and click or "Public Registration" button in t Collection View Details window

2		The Public Registration page p functionality to allow you to set following metadata fields for the collection: - researcher (see steps below) - grant - licence (see steps below) If you are a researcher register Monash Research Master data you have grants associated wit name all these grants will be lis checkbox next to each. You are select any number of grants to with a data collection, (includin *Note: Only grants associated w* *the Authcate Authenticated log* *will be available for selection.* Y *select a grant you are not asso* *in Monash Research Master.* Access Rights for your data col be set automatically based on t permissions you have for your collection. For example if you have the co up as a private collection the te work is available on request to name> at <your email address> appear. If you have the collecti as a public collection a public U inserted.
3		Add Researcher - 1 If you are a researcher who is r in the Monash Research Maste your name will automatically be selected. You may add additional resear clicking "Add Researcher" and the steps to add another resea from Monash Research Master or manually from an external in ***At least one researcher must*** ***associated with the data coll***
4		Add Researcher - 2 If you selected "Search a resea the Research Master Web Serv search field will be provided to for the researcher. Enter the na email address of the researche Monash researchers should be searchable in this way.

5		Add Researcher - 3 If you select "Manually input re information" a screen will appe details about the researcher. A this screen are mandatory.
6		Add Licence - 1 Before you may register your d collection in RDA it is necessar a licence that will determine ho public may use your data. The current recommendation o university is to choose a Creati Commons Licence. For more details on the Creativ Commons Licence structure se http://creativecommons.org.au/ If you have any concerns arour or public sharing of your data w recommend you seek legal adv

7		Add Licence - 2 If you select a Creative Commo Licence you will be asked a nu questions around how your wo reused. You will also be asked what jur you wish your licence to fall un university recommendation for select "Australia". This provides international licence with additi Australian legislation built in.
8		Add Licence - 3 Based on your selections of the Commons Licence questions th your licence will be generated.
9		Add Licence - 4 If you choose to "Define Your C Licence" you will be provided w text box. Before using this option you ma seek legal advice.

10		When you have finished selecti researcher, grant and licence c "Preview Metadata" button at th of the screen. In the preview screen you can r the metadata details that will be associated with the data collect RDA. If you are happy with the details click "Register". The data collec then be publicly registered in R *Note: There is a review step th data collection goes through be publicly searchable on RDA. Th take anything from less than ar number of weeks. Once it has p review the collection may be lo searching in RDA via the follow http://services.ands.org.au/hom

Troubleshooting

File Import Failing

1. Ensure you have internet connectivity!
2. Ensure you have only checked the "Extract the Metadata" checkbox if you are importing a supported file type. (NetCDF)

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