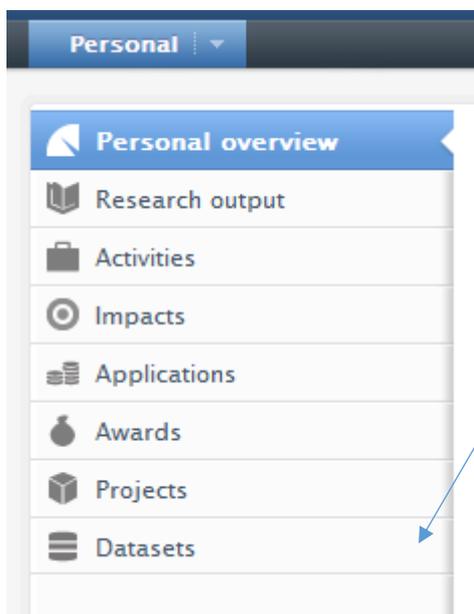


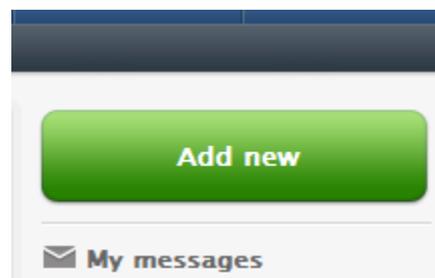
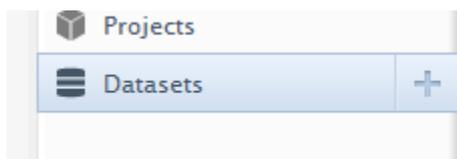
Uploading Data to Pure

Pure has a content type called Datasets where you can record and store your research data. You can find the content type on the left hand menu in Pure.



Add a new dataset template in Pure

As with all content in Pure, you can add a new entry to Datasets by either clicking on the '+' sign when hovering your cursor over the content type in the left hand menu or you can click on the large green 'add new' button on the right hand side of your screen.



Completing the Dataset template and uploading your data

For a detailed description of the recommended metadata content of each of the fields in the dataset template please refer to the RDMS guide "[Describing your dataset in Pure](#)"

The section in the dataset template which deals with data upload is “Data availability”

Data availability

Publisher *
 **University of Strathclyde**
Publisher

DOI

-or- If you do not have a DOI already one will be issued during validation where appropriate

Electronic data

 Drag files or **browse** your computer.

Physical data

Links

Data availability

Publisher *
 **University of Strathclyde**
Publisher

The definition of a dataset ‘publisher’ is the entity or institution that makes the data available to the public. For all data deposited in Pure the default publisher is always ‘University of Strathclyde’ and should not be changed.

DOI

-or- If you do not have a DOI already one will be issued during validation where appropriate

A Strathclyde DOI ([Digital Object Identifier](#)), which is used to uniquely and persistently identify the data, will be minted by Pure administrators once the template metadata has been completed, the data uploaded and the record sent “for validation”.

Uploading Data Files to Pure

In accordance with [recommended practice](#) your active data will be stored either on [Strathcloud](#), the University's cloud-type storage, or on a University network drive ([H and i drive](#)). Wherever possible data should be uploaded to Pure from a campus networked computer, uploading data from home or via a remote connection is not recommended. Data that is uploaded to Pure should be the final version and be checked to ensure that it is coherently organised and adequately documented. A README file containing a list of all the files in the dataset, the software used to create and read the data as well as any other relevant contextual information should be created and added to the dataset.

Electronic data



Either “drag & drop” individual files or click on “browse” to locate the individual files on your computer that you want to upload. Multiple individual files can also be selected and uploaded, however if you intend to upload more than ten individual files the creation of a single zip file is recommended. This is to ease data upload and download and readability on Knowledgebase.

Before attempting to upload your data files to Pure please be aware:

- If individual files are very large, 50GB and above, you may have problems successfully uploading the files via the web browser interface to Pure. Please [contact the RDMS team](#) to arrange alternative methods for uploading very big files.
- If you have a number of files in separate folders please zip the folders into single zipped files before upload. Pure will let you drag and drop a folder but it will **not** recreate the original folder structure in Pure storage.

When a file is uploaded you will be presented with an edit box, where the Visibility of the files, its licence, Type and any Embargo period can be assigned. The ‘Visibility’ option here determines whether the file will be publicly available on Knowledgebase or not.

Multiple file upload					
File name	File size	Visibility	License	Type	Embargo end date
Readme.rtf	43 KB	Public - No restriction ▼	CC BY ▼	Text ▼	<input type="text"/>

Visibility

Public - No restriction ▼

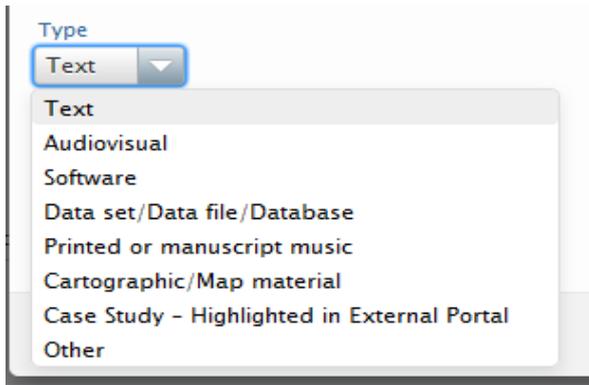
- Public - No restriction
- Campus - Restricted to specific IP range
- Backend - Restricted to Pure users

[Date for free file availability](#)

You can choose from Public (data will be available to KnowledgeBase to place online) or Backend (able to be seen only by people logging in to Pure – selected staff including researchers at Strathclyde).

Campus IP- please **do not use this option** as we do not implement IP restrictions at Strathclyde.

You are then asked to indicate what type of data the file contains using the drop down list



Type

Text

Text

Audiovisual

Software

Data set/Data file/Database

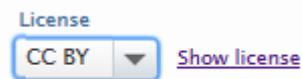
Printed or manuscript music

Cartographic/Map material

Case Study - Highlighted in External Portal

Other

You are then asked to select a license under which the data would be available for reuse. The system lists all the available [Creative Commons Licenses](#). The default setting for all publicly available data is CC-BY 4.0.



License

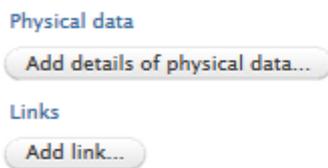
CC BY

[Show license](#)

Once the access options have been selected add any relevant details about access to the 'description' field. This is especially important where data is embargoed or restricted as anyone looking at the record should be able to see why the access option has been selected and what they might need to do to gain access to the data should they wish to. Requests for access to restricted data can be made using the generic RDMS contact email listed on the Knowledgebase page.

Once you are happy with the information entered, click on 'OK'. The window will close and you will return to the overall template where your dataset will be listed.

Links to relevant external data or related online resources can be made depending on their format:



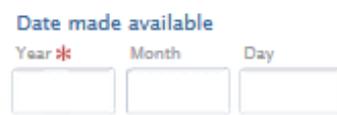
Physical data

[Add details of physical data...](#)

Links

[Add link...](#)

The location of any physical research data or external links to relevant web resources or institutions can be specified in this section.



Date made available

Year * Month Day

'Date made available' in this context refers to the date that the record was made public on Knowledgebase. While only the year is mandatory a full date is preferred.

External Deposit of Data

You may want to make your datasets available online elsewhere (e.g. in a domain specific or funder recommended repository), if you do, please continue to complete a dataset template in Pure in order that the University can track datasets produced here, especially where a funder mandates making data publicly available as the university is responsible for monitoring compliance of its own researchers. If your data is made available online elsewhere, you do not need to upload your data into Pure but **must** complete the template with details of where the research data is located in the “Publisher” field. Use the “Change publisher” to enter the external publisher. Ideally a [Digital Object Identifier \(DOI\)](#) from the external repository should be obtained and copied into the Pure template field using “Add existing DOI”. See an [example](#) of a dataset deposited externally with the UK Data Service.

If you have any doubts where your data should be deposited and published please [contact the RDMS Team](#) for advice.