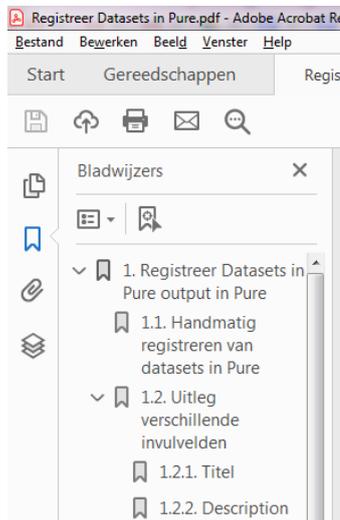


1. Register Datasets in Pure output in Pure

- Under [1.1](#) you will find a short overview of the steps necessary to register datasets.
- Under [1.2](#) you will find explanations of the various information fields which are part of the dataset template. To quickly find information on a particular field use the navigation panel in your pdf reader (see image)

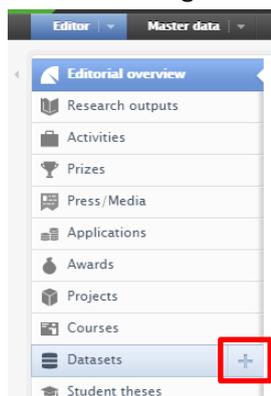


*: If the navigation panel is not visible click on: View > Show/Hide > Toolbar Items > Show Page Navigation Tools > Show All Page Navigation Tools.

1.1. Register datasets manually in Pure

To register a dataset use the following steps.

1. Log into [Pure](#)
2. Click the “+” sign after the term “Datasets” (see image).



3. Register all the required and relevant data in the new window.
4. Save the dataset record by clicking on the “Save” button.

*: If you are unsure what information can be entered in specific fields you can find a more detailed explanation of each field under 1.2.

1.2. Explanation of the various information fields

1.2.1. Title

Give the dataset a name which clearly indicates what kind of data the user can find in the dataset or use the title of the project this data is related to.

1.2.2. Description

Give an explanation which informs researchers why this data was collected and which information can be found within the dataset.

1.2.3. Date of data production

If the data was collected on a specific day or a specific period in time, this information can be entered here.

Date of data production

Specific date

Period of time

Year * Month Day – Year Month Day

 –

1.2.4. People

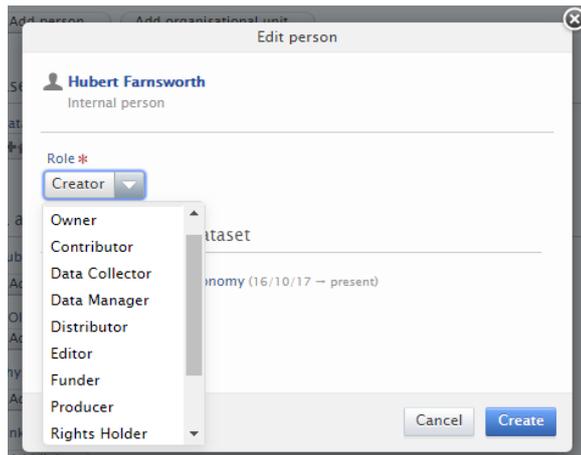
Here you can add people and organisations who played a role in the creation of this dataset.

1. Click on “Add person”.
2. Check if the person is already registered in Pure by searching his/her surname (see image). If the person is absent in Pure you can add them by clicking on “Create external person”.



*: If the surname is a common one you can use the arrows to scroll through the list to find the correct person (see red rectangle in image).

3. Select the person and select the role this person performed in the creation of the dataset (see image).



4. Click on “Create” to add the person.

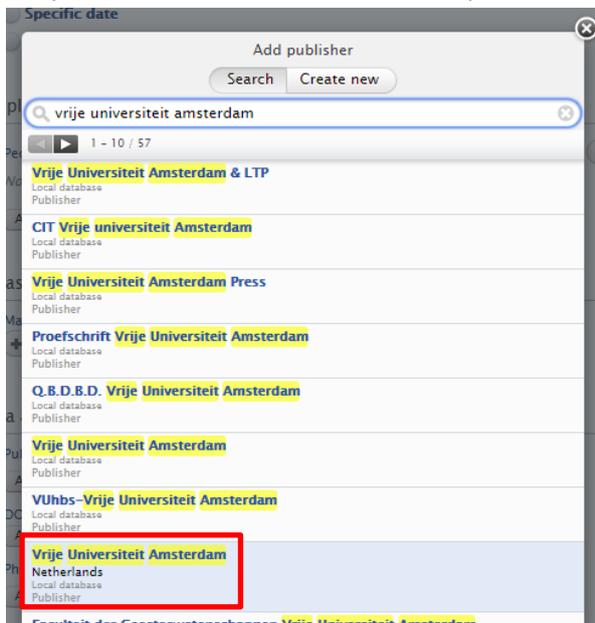
The adding of organisations works in the same manner, except it does not require additional information to be added.

1.2.5. Managing organisational unit

The “Managing organisational unit” is the department which is responsible for checking the correct registration of the dataset in Pure. Often one of the creators is employed by this department.

1.2.6. Publisher

Here you can register where the dataset can be found, e.g. DarkStor, Zenodo or the name of a journal. If there is no particular institution which has published the dataset, you can select the “Vrije Universiteit Amsterdam” as the publisher (see image)



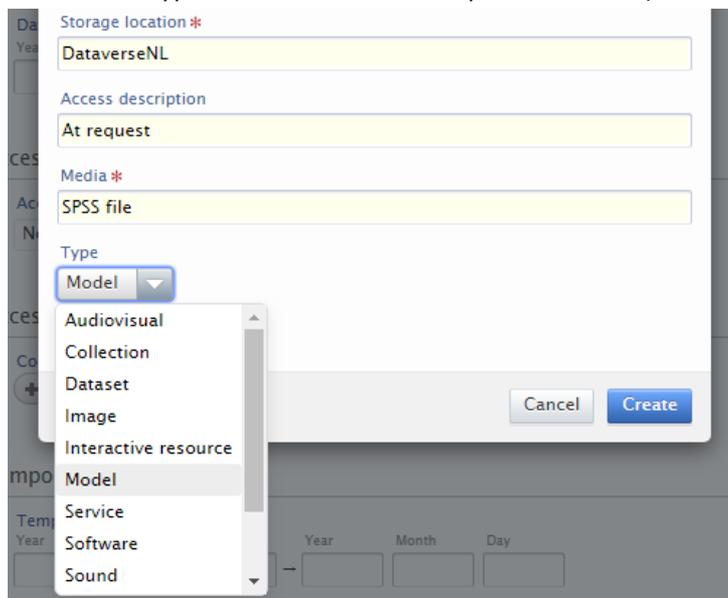
1.2.7. DOI (Handle)

When the physical data of a dataset has been archived, a number of archives create a digital identifier (DOI/Handle) for the dataset . In this case you can register the DOI or Handle in this field.
*: A DOI or Handle will generate a permanent link to the internet location where the dataset is stored.

1.2.8. Physical data

Here you can describe the (various types of) data that is part of the dataset.

1. Click on “Add details of physical data”.
2. Describe the type of data in the fields “Title/description”.
3. Provide the location or archive where the data can be found in the field “Storage location”.
4. Provide the method or the software program needed to access and use the data in the field “Access description”.
5. Provide the file type in the field “Media”.
6. Select the “Type” of data from the drop-down menu (see image).



7. Click on “Create” to add the information to the record.
8. Repeat steps 1 -7 if the dataset contains different types of data.

1.2.9. Links

Here you can add links to the location where the dataset or extra information on the dataset can be found.

1. Click on “Add link”.
2. Fill in the URL in the field “Web address (URL)”.
3. Provide a “Description” to indicate what the destination is of the URL.
4. Click on “Create” to save the URL.

1.2.10. Date made available

This can be informative if the dataset will become accessible to other users in the future. This informs other researchers whether they can use the data now or in future.

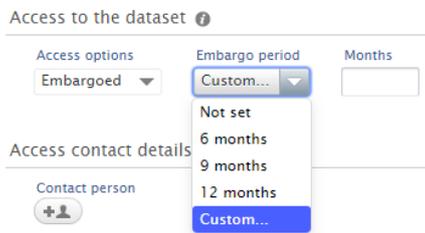
*: Sometimes research funders require this information to be clearly displayed.

1.2.11. Access options

Here you can indicate how accessible a dataset is.

The following options are available:

- Not set: Default setting.
- Unknown: It is unclear what the access rights are to the dataset.
- Open: Open Access.
- Closed: Not accessible for third parties.
- Embargoed: Will become available to third parties in the future (see image).



The screenshot shows a form titled "Access to the dataset" with a help icon. It has three main sections: "Access options", "Embargo period", and "Months". The "Access options" dropdown is set to "Embargoed". The "Embargo period" dropdown is set to "Custom...", and its menu is open, showing options: "Not set", "6 months", "9 months", "12 months", and "Custom...". The "Months" field is an empty text input box. Below these sections are "Access contact details" and "Contact person" with a "+ person" button.

- Restricted: Visitors have to get in contact with contact person of the dataset in order to gain access.

1.2.12. Contact person

The person who can be reached for questions or requests regarding the dataset. Please name a person with a long term appointment, e.g. the department head.

1.2.13. Temporal coverage

Here you can add a time period if the dataset contains data which is related to specific time periods.

1.2.14. Geographical coverage

If the data is specifically related to a location you can add the name of the location or area here.

1.2.15. Geospatial point

Here you can add the coordinates of the location which is covered by the data in the dataset by registering the Latitude and Longitude (all coordinates are separated by a comma).

It is also possible to indicate an area by selecting the "Polygon" option and registering multiple coordinates.

1.2.16. Relations to other content

Via “Relations to other content” it is possible to link to all other types of research activity and publications which are related to the dataset. Click on the button underneath the relevant term and then search for the title of the related content(see image).



1.2.17. Visibility

In the case the existence of the dataset cannot be publically revealed it is possible to use the “Visibility” setting to hide it.

The following visibility options are available:

- Public: visible to everyone
- Campus: Only visible to people who are accessing the VU Research Portal through a campus internet connection
- Backend: Only visible to users of Pure
- Confidential: only visible to researchers involved with the dataset and administrators of Pure