

BEXIS 2 User Guide

For SPP 2089



Foreword

This guide was created upon request to provide guidance on how to collect research data in the SPP 2089 project. Because the BEXIS 2 Help files are not associated with the SPP 2089 user requirements and there are several options on every scenario available, we wanted to create a special and efficient guide to use by the SPP 2089 researchers. The guide has tried to suggest the easiest way to do any action. Nevertheless, any suggestions for improving and developing this guide are more than welcome. Please send feedback to Nafiseh.navabpour@ufz.de.

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How do I register?

1. Open the BEXIS2 instance from [here](#) (or copy and paste “SPP2089.ufz.de:4433” in your internet browser).

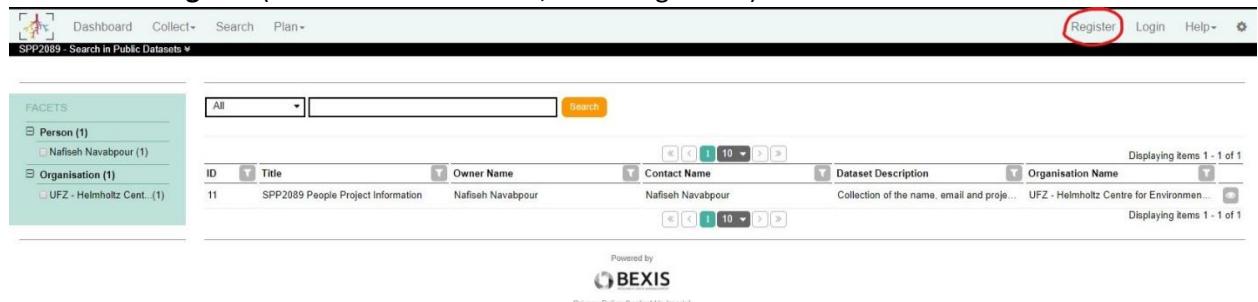


The screenshot shows the BEXIS2 search interface. The top navigation bar includes 'Dashboard', 'Collect', 'Search', 'Plan', 'Register', 'Login', and 'Help'. The search bar is empty. The results table shows one dataset entry:

| ID | Title | Owner Name | Contact Name | Dataset Description | Organisation Name |
|----|------------------------------------|-------------------|-------------------|---|--|
| 11 | SPP2089 People Project Information | Nafiseh Navabpour | Nafiseh Navabpour | Collection of the name, email and proj... | UFZ - Helmholtz Centre for Environmen... |

Facets on the left list 'Person (1)' and 'Organisation (1)'. The bottom of the page includes a 'Powered by BEXIS' logo and links to 'Privacy Policy', 'Contact Us', and 'Imprint'.

2. Click on the **Register** (Find it in the menu bar, on the right side).



The screenshot is identical to the previous one, but the 'Register' button in the top right menu bar is circled in red.

3. Fill the registration form.

There is no specific password restriction.

Accept the *Terms and Conditions* and the *Privacy Policy*.



The screenshot shows the registration form. The top navigation bar has 'Register' selected. The form fields are:

- User Name:
- Email:
- Password:
- Confirm password:
- I accept Terms and Conditions.
- I accept Privacy Policy.
- Register** button

4. Click on orange button **Register**.

5. Open your email address which you entered in the registration formula.
6. Open received email from support-spp2089@ufz.de.
(The title would be “BEXIS (2.12) - BEXIS Account registration - Verify your email address”)
7. Click on the confirmation link.

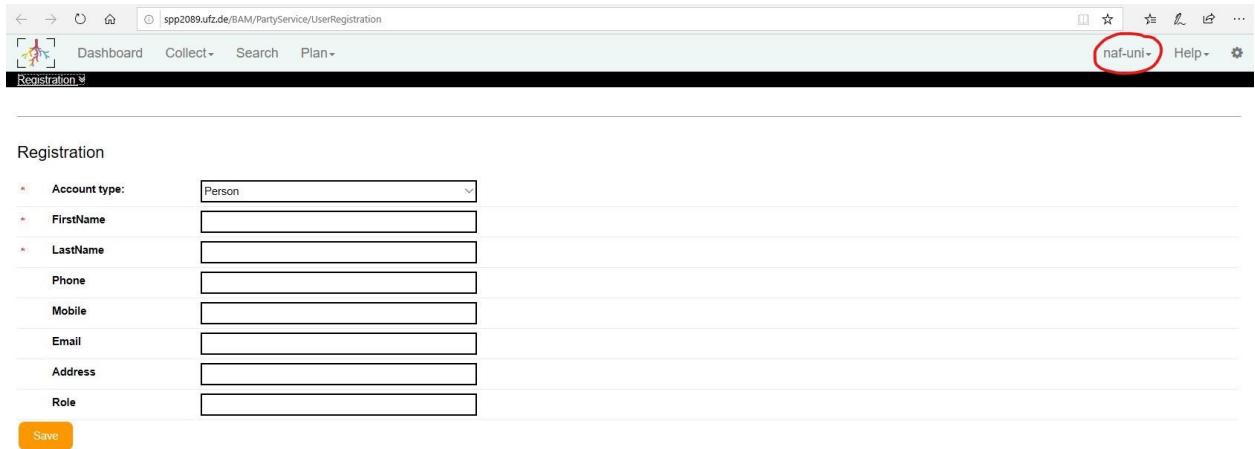
BEXIS 2 User Guide for SPP 2089

From: support-spp2089@ufz.de
Subject: BEXIS (2.12) - BEXIS Account registration - Verify your email address
To: nafiseh.navabpour@ufz.de

please confirm your mail address and complete your registration by clicking [here](#). Once you finished the registration a system administrator will decide based on your provided information about your assigned permissions. This process can take up to 3 days.

You agreed on our [data policy](#) and [terms and conditions](#).

8. The BEXIS2 instance will open in your default browser. You are seeing your user name on the menu bar in the right side, close the Help.
Enter your information in the formula.



Registration

* Account type: Person

* FirstName

* LastName

Phone

Mobile

Email

Address

Role

Save

9. Click on orange button **Save**.
10. Looking forward an email from nafiseh.navabpour@ufz.de to inform you about completeness of your registration process.

How do I login?

1. Open the BEXIS2 instance from [here](#) (or copy and paste “SPP2089.ufz.de:4433” in your internet browser).



The screenshot shows the BEXIS2 search interface for the SPP2089 instance. The top navigation bar includes 'Dashboard', 'Collect', 'Search', 'Plan', 'Register', 'Login', 'Help', and a gear icon. The search bar is empty. The facets on the left show 'Person (1)' with 'Nafiseh Navabpour (1)' and 'Organisation (1)' with 'UFZ - Helmholtz Cent... (1)'. The main search results table displays one item: 'SPP2089 People Project Information' by 'Nafiseh Navabpour'. The table has columns for 'ID', 'Title', 'Owner Name', 'Contact Name', 'Dataset Description', and 'Organisation Name'. The dataset description is 'Collection of the name, email and project information of the SPP2089 people'. The bottom of the page includes a 'Powered by BEXIS' logo and links to 'Privacy Policy', 'Contact Us', and 'Imprint'.

2. Click on the **Login** (Find it in the menu bar, on the right side).



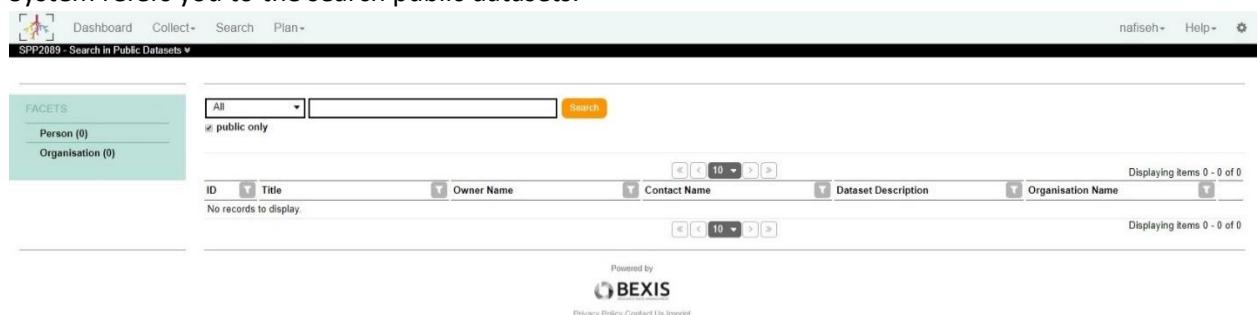
The screenshot shows the BEXIS2 search interface after logging in. The top navigation bar now includes 'Register', 'Login' (which is circled in red), 'Help', and a gear icon. The search bar is empty. The facets on the left show 'Person (0)' and 'Organisation (0)'. The main search results table shows 'No records to display.' The bottom of the page includes a 'Powered by BEXIS' logo and links to 'Privacy Policy', 'Contact Us', and 'Imprint'.

3. Enter your user name and password in the right places.



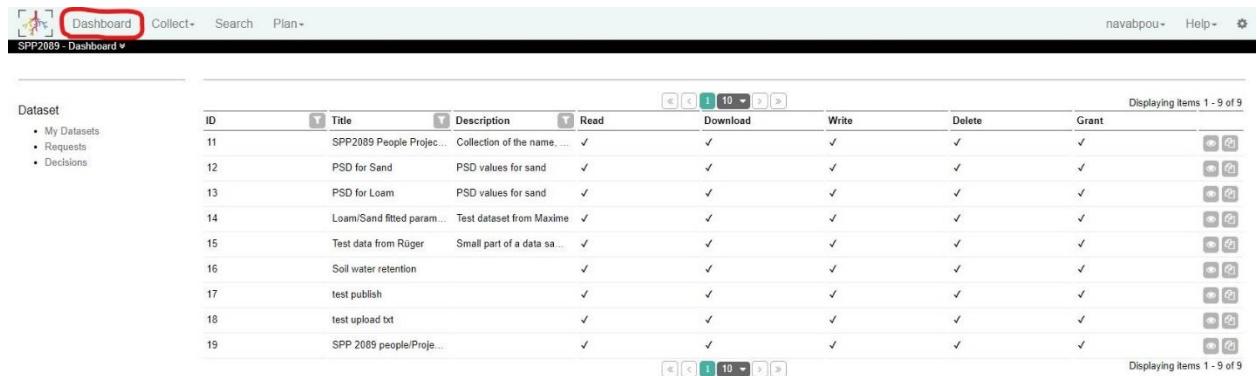
The screenshot shows the BEXIS2 login form. The top navigation bar includes 'Dashboard', 'Collect', 'Search', 'Plan', 'Log in' (which is highlighted in red), 'Register', 'Login', 'Help', and a gear icon. The form has fields for 'User Name' (containing 'nafiseh') and 'Password' (containing '*****'). Below the password field are 'Log in' and 'Remember me' checkboxes. Below the login form are links for 'Forgot your password?' and 'Register as a new user'. The bottom of the page includes a 'Powered by BEXIS' logo and links to 'Privacy Policy', 'Contact Us', and 'Imprint'.

4. Click on orange button **Log in**.
5. System refers you to the search public datasets.



The screenshot shows the BEXIS2 search interface after logging in. The top navigation bar includes 'nafiseh', 'Help', and a gear icon. The search bar has a dropdown set to 'All' and a checked checkbox for 'public only'. The facets on the left show 'Person (0)' and 'Organisation (0)'. The main search results table shows 'No records to display.' The bottom of the page includes a 'Powered by BEXIS' logo and links to 'Privacy Policy', 'Contact Us', and 'Imprint'.

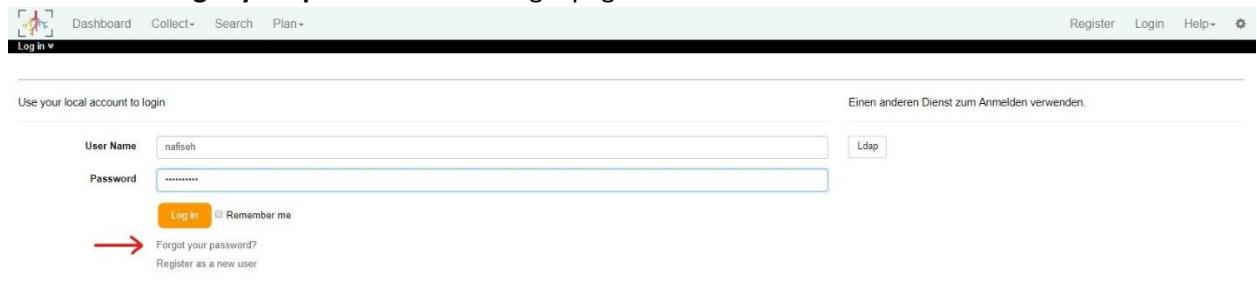
6. Please check your **Dashboard**. If your access to the Dashboard is denied, please contact me (Nafiseh.navabpour@ufz.de).



| Dataset | ID | Title | Description | Read | Download | Write | Delete | Grant | Displaying items 1 - 9 of 9 | |
|---------------|----|---------------------------|------------------------------|------|----------|-------|--------|-------|-----------------------------|--|
| • My Datasets | 11 | SPP2089 People Projec... | Collection of the name, | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| • Requests | 12 | PSD for Sand | PSD values for sand | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| • Decisions | 13 | PSD for Loam | PSD values for sand | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| | 14 | Loam/Sand fitted param... | Test dataset from Maxime | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| | 15 | Test data from Rüger | Small part of a data sa... | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| | 16 | Soil water retention | | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| | 17 | test publish | | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| | 18 | test upload txt | | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| | 19 | SPP 2089 people/Proje... | | ✓ | ✓ | ✓ | ✓ | ✓ | | |

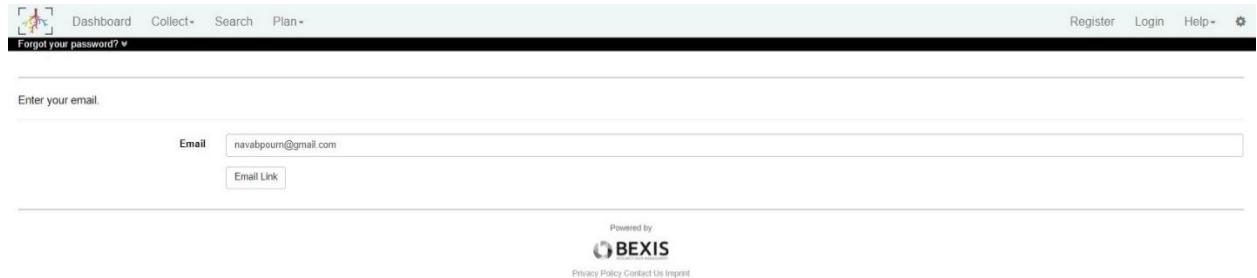
I forgot my password!

1. Click on the **Forgot your password** in the Login page.



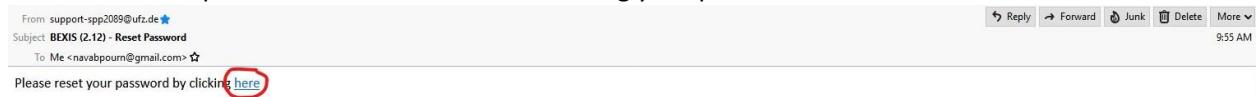
The screenshot shows the BEXIS 2 login interface. At the top, there is a navigation bar with links for Dashboard, Collect, Search, Plan, Register, Login, Help, and a gear icon. Below the navigation bar is a login form. The form has fields for 'User Name' (containing 'nafiseh') and 'Password'. Below these fields are buttons for 'Log in' (highlighted with a red arrow) and 'Remember me'. At the bottom of the form, there are links for 'Forgot your password?' (highlighted with a red arrow) and 'Register as a new user'.

2. In the following page enter your email address you already registered with.

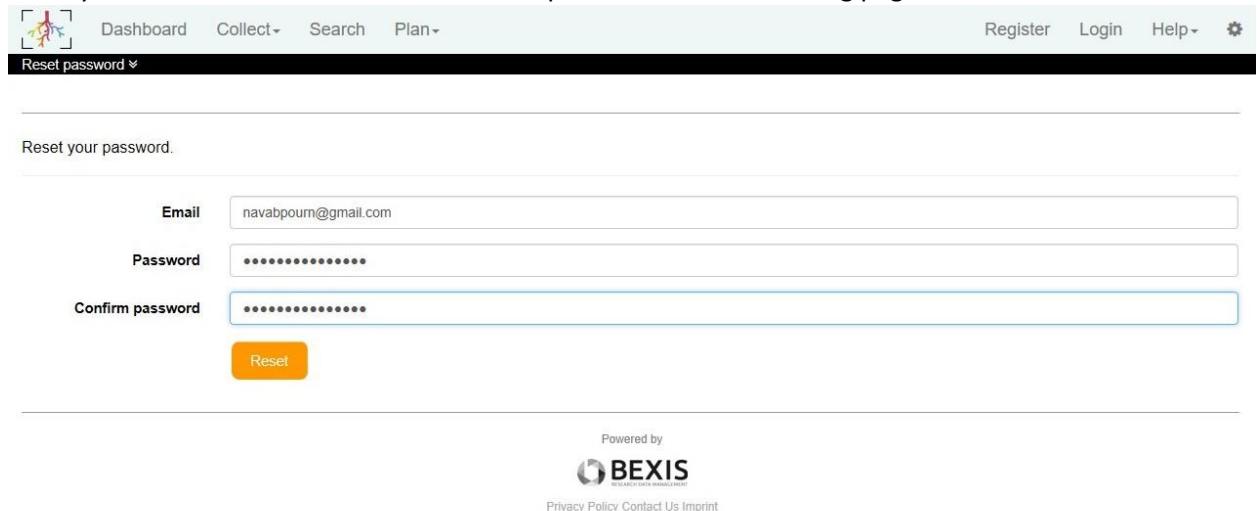


The screenshot shows the 'Forgot your password?' page. At the top, there is a navigation bar with links for Dashboard, Collect, Search, Plan, Register, Login, Help, and a gear icon. Below the navigation bar is a form with a single field labeled 'Enter your email.' containing the value 'navabpour@gmail.com'. Below this field is a button labeled 'Email Link'.

3. Click on the *Email Link* button.
4. Open your email account and find the email from support-spp2089@ufz.de.
The subject should be "BEXIS (2.12) – Reset Password".
5. Click on the link provided in the email for recovering your password.

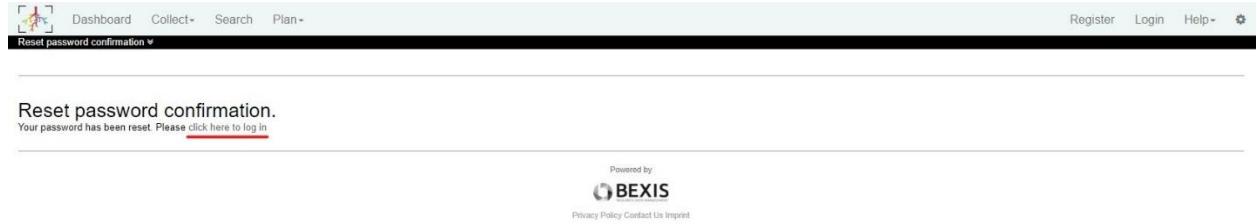


6. Enter your e-mail address and twice the new password in the following page.



The screenshot shows the 'Reset password' page. At the top, there is a navigation bar with links for Dashboard, Collect, Search, Plan, Register, Login, Help, and a gear icon. Below the navigation bar is a form with three fields: 'Email' (containing 'navabpour@gmail.com'), 'Password' (containing a series of asterisks), and 'Confirm password' (containing a series of asterisks). Below these fields is a 'Reset' button.

7. Click on orange button **Reset**.
8. A confirmation message will appear. Click on the provided link and log in with the new password.



The screenshot shows a BEXIS 2 interface. At the top, there is a navigation bar with icons for Dashboard, Collect, Search, Plan, and a user profile. To the right of the profile are links for Register, Login, Help, and a gear icon. Below the navigation bar, a black banner displays the text "Reset password confirmation" in white. The main content area has a light gray background. It displays the message "Reset password confirmation. Your password has been reset. Please [click here to log in](#)". At the bottom right, there is a "Powered by" section with the BEXIS logo and links for Privacy Policy, Contact Us, and Imprint.

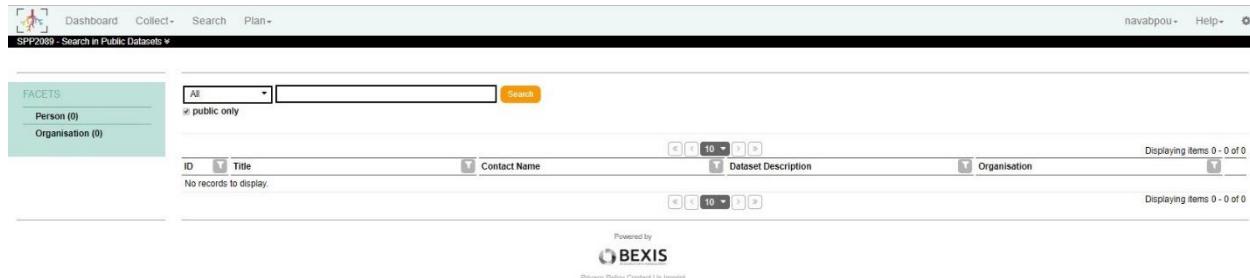
I forgot my Username!

You are not able to login to the BEXIS 2 if you have forgotten your username. Please send an email to the BEXIS 2 system manager (Nafiseh.navabpour@ufz.de). Your username will be found in the system and sent to you very soon.

How do I start?

The page that opens after login to the BEXIS 2 application is the Search page.

Please note that the different BEXIS 2 instances work separately. If you are working with the SPP 2089 BEXIS 2 instance (<https://spp2089.ufz.de:4433>), you will only be able to see datasets that have been uploaded to the instance by the registered users.



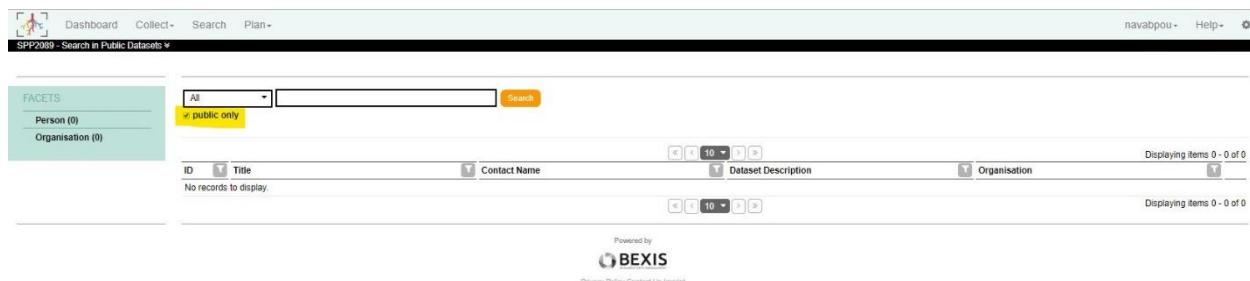
First of all: Log In

To have access to a list of uploaded datasets, you should first login to the SPP 2089 BEXIS 2 instance via <https://spp2089.ufz.de:4433>.

You would be able to login just if you have successfully registered.

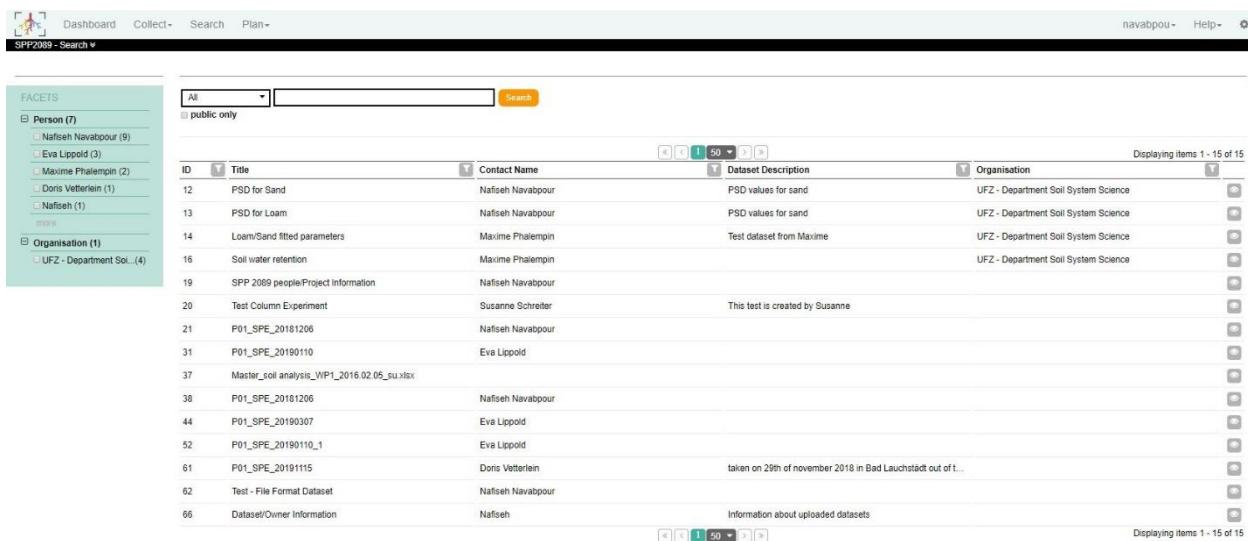
Untick “public only”

To see a list of datasets, untick the option **public only**.



Then you will see more options. In the left pane you can find lists of people and organizations. A list of datasets is in the middle.

BEXIS 2 User Guide for SPP 2089



Facets

Person (7)

- Nafiseh Navabpour (9)
- Eva Lippold (3)
- Maxime Phalempin (2)
- Doris Vetterlein (1)
- Nafiseh (1)
- more

Organisation (1)

- UFZ - Department Soil System Science (4)

All public only

| ID | Title | Contact Name | Dataset Description | Organisation |
|----|---|-------------------|--|--------------------------------------|
| 12 | PSD for Sand | Nafiseh Navabpour | PSD values for sand | UFZ - Department Soil System Science |
| 13 | PSD for Loam | Nafiseh Navabpour | PSD values for sand | UFZ - Department Soil System Science |
| 14 | Loam/Sand fitted parameters | Maxime Phalempin | Test dataset from Maxime | UFZ - Department Soil System Science |
| 16 | Soil water retention | Maxime Phalempin | | UFZ - Department Soil System Science |
| 19 | SPP 2089 people/Project Information | Nafiseh Navabpour | | |
| 20 | Test Column Experiment | Susanne Schreiter | This test is created by Susanne | |
| 21 | P01_SPE_20181206 | Nafiseh Navabpour | | |
| 31 | P01_SPE_20190110 | Eva Lippold | | |
| 37 | Master_soil analysis_WP1_2016.02.05_su.xlsx | | | |
| 38 | P01_SPE_20181206 | Nafiseh Navabpour | | |
| 44 | P01_SPE_20190307 | Eva Lippold | | |
| 52 | P01_SPE_20190110_1 | Eva Lippold | | |
| 61 | P01_SPE_20191115 | Doris Vetterlein | taken on 29th of november 2018 in Bad Lauchstädt out of t... | |
| 62 | Test - File Format Dataset | Nafiseh Navabpour | | |
| 66 | Dataset/Owner Information | Nafiseh | Information about uploaded datasets | |

Displaying items 1 - 15 of 15

Displaying items 1 - 15 of 15

What does a Data Type mean?

A data type is a particular kind of data item, as defined by the variables it can take. While creating a data structure, you need to know the exact type of each variable. For example, you need to specify how you want to store the length of an event. You may store it in different ways like "3-4", "10cm", "15" or "13.8". Note that the data type you choose for a variable must be consistent with all data associated with it.

The following describes data types that are most commonly used in data collections.

String

A string variable is a normal text. It could be any combination of characters (a-z and A-Z) and numbers (0-9). The name of species or places are the most popular variables in string format.

Number

A number in the BEXIS2 data type system is a whole number which is not a fraction. It can be positive, negative, or zero. For example, 21, 4, 0, and -2048 are numbers, while 0.23 and -4/3 are not. The range of values that can be stored as number is from - 65,535 to 65,535.

Integer

An integer is a number but in a bigger range from -2,147,483,648 to 2,147,483,647.

Double

Double Types are probably the most normally used data type for real values, except handling money. It contains 15-16 digits like 12.6, 0.74667 or -345.4.

Decimal

Decimal can accurately represent any number within the precision of the decimal format. It could contain 28-29 significant digits.

The main difference between double and decimal is that decimals have much higher precision and are usually used within monetary (financial) applications that require a high degree of accuracy. But in performance wise computing decimals are slower than double types.

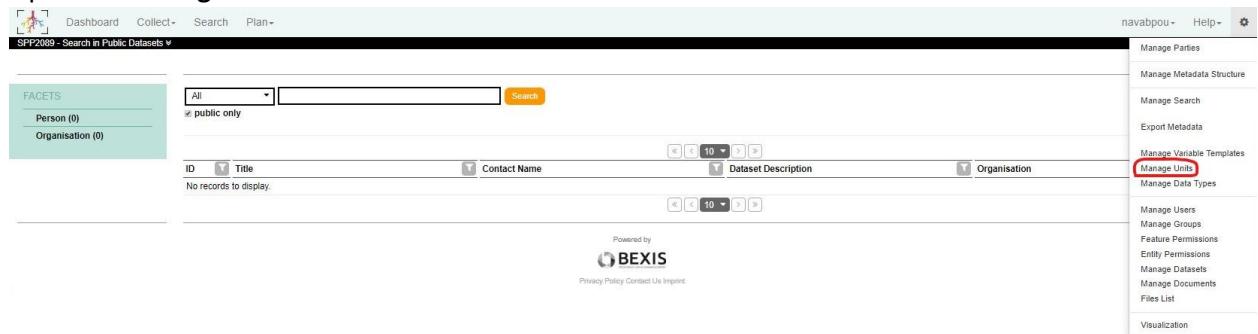
How do I create a Data Type

Creating a data type is not recommended. If you require a new data type, please contact the Data Manager. Consultation with the working group is required.

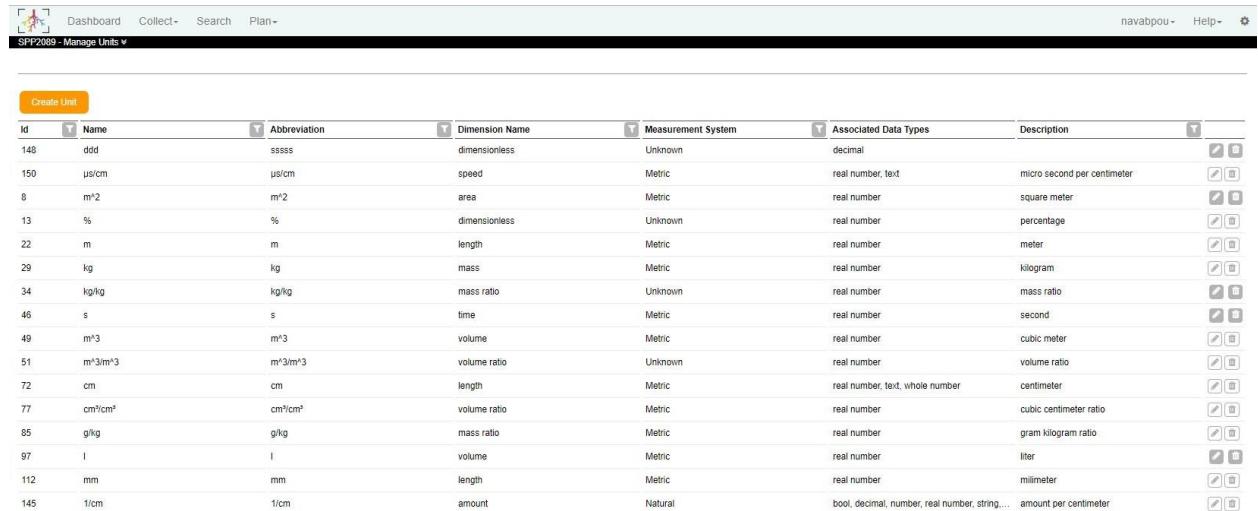
How do I create a Unit of measurement?

From two gateways is **Manage Units** available. One link is under the Plan menu item and other is under the gear button.

1. Open the **Manage Units**.



2. Be sure that the Unit is not existed in the list of units.



| ID | Name | Abbreviation | Dimension Name | Measurement System | Associated Data Types | Description |
|-----|---------|--------------|----------------|--------------------|--|-----------------------------|
| 148 | ddd | sssss | dimensionless | Unknown | decimal | |
| 150 | μs/cm | μs/cm | speed | Metric | real number, text | micro second per centimeter |
| 8 | m² | m² | area | Metric | real number | square meter |
| 13 | % | % | dimensionless | Unknown | real number | percentage |
| 22 | m | m | length | Metric | real number | meter |
| 29 | kg | kg | mass | Metric | real number | kilogram |
| 34 | kg/kg | kg/kg | mass ratio | Unknown | real number | mass ratio |
| 46 | s | s | time | Metric | real number | second |
| 49 | m³ | m³ | volume | Metric | real number | cubic meter |
| 51 | m³/m³ | m³/m³ | volume ratio | Unknown | real number | volume ratio |
| 72 | cm | cm | length | Metric | real number, text, whole number | centimeter |
| 77 | cm³/cm³ | cm³/cm³ | volume ratio | Metric | real number | cubic centimeter ratio |
| 85 | g/kg | g/kg | mass ratio | Metric | real number | gram kilogram ratio |
| 97 | l | l | volume | Metric | real number | liter |
| 112 | mm | mm | length | Metric | real number | millimeter |
| 145 | 1/cm | 1/cm | amount | Natural | bool, decimal, number, real number, string,... | amount per centimeter |

3. Click on the **Create Unit**. A modal window will open and help you to create a new unit.

Create Unit

| | |
|-------------------------|---|
| Name * | <input type="text"/> |
| Abbreviation * | <input type="text"/> |
| Description | <input type="text"/> |
| Dimension Name * | <input type="text" value="Select or Enter"/> |
| Dimension Specification | <input type="text" value="L(0,0)M(0,0)T(0,0)I(0,0)Θ(0,0)N(0,0)J(0,0)"/> |
| Measurement System | <input type="text" value="Unknown"/> |

| Id | Name | System Type | Description |
|-----------|-------------|--------------------|--------------------------|
| 2 | decimal | Decimal | Decimal |
| 3 | date | DateTime | DateTime |
| 4 | datetime | DateTime | DateTime |
| 7 | number | Int16 | An 16 bit integer number |
| 8 | bool | Boolean | A boolean value |
| 9 | text | String | For a long text |
| ... | ... | ... | ... |

Save **Cancel**

4. Enter a **meaningful name** for the Unit.

Create Unit

| | |
|-------------------------|---|
| Name * | <input type="text" value="redacted"/> |
| Abbreviation * | <input type="text"/> |
| Description | <input type="text"/> |
| Dimension Name * | <input type="text" value="Select or Enter"/> |
| Dimension Specification | <input type="text" value="L(0,0)M(0,0)T(0,0)I(0,0)Θ(0,0)N(0,0)J(0,0)"/> |
| Measurement System | <input type="text" value="Unknown"/> |

| Id | Name | System Type | Description |
|-----------|-------------|--------------------|--------------------------|
| 2 | decimal | Decimal | Decimal |
| 3 | date | DateTime | DateTime |
| 4 | datetime | DateTime | DateTime |
| 7 | number | Int16 | An 16 bit integer number |
| 8 | bool | Boolean | A boolean value |
| 9 | text | String | For a long text |
| ... | ... | ... | ... |

Save **Cancel**

5. Enter a **related abbreviation**.

Create Unit

| | |
|-------------------------|---|
| Name * | <input type="text"/> |
| Abbreviation * | <input type="text"/> |
| Description | <input type="text"/> |
| Dimension Name * | <input type="text" value="Select or Enter"/> |
| Dimension Specification | <input type="text" value="L(0,0)M(0,0)T(0,0)I(0,0)Θ(0,0)N(0,0)J(0,0)"/> |
| Measurement System | <input type="text" value="Unknown"/> |

| Id | Name | System Type | Description |
|-----------|-------------|--------------------|--------------------------|
| 2 | decimal | Decimal | Decimal |
| 3 | date | DateTime | DateTime |
| 4 | datetime | DateTime | DateTime |
| 7 | number | Int16 | An 16 bit integer number |
| 8 | bool | Boolean | A boolean value |
| 9 | text | String | For a long text |
| ... | ... | ... | ... |

Save **Cancel**

6. Write a **short description** in a few words.

Create Unit

| | |
|-------------------------|---|
| Name * | <input type="text"/> |
| Abbreviation * | <input type="text"/> |
| Description | <input type="text"/> |
| Dimension Name * | <input type="text" value="Select or Enter"/> |
| Dimension Specification | <input type="text" value="L(0,0)M(0,0)T(0,0)I(0,0)Θ(0,0)N(0,0)J(0,0)"/> |
| Measurement System | <input type="text" value="Unknown"/> |

| Id | Name | System Type | Description |
|-----------|-------------|--------------------|--------------------------|
| 2 | decimal | Decimal | Decimal |
| 3 | date | DateTime | DateTime |
| 4 | datetime | DateTime | DateTime |
| 7 | number | Int16 | An 16 bit integer number |
| 8 | bool | Boolean | A boolean value |
| 9 | text | String | For a long text |
| ... | ... | ... | ... |

Save **Cancel**

7. Select a **dimension** for the unit.

Create Unit

| | |
|-------------------------|---|
| Name * | <input type="text"/> |
| Abbreviation * | <input type="text"/> |
| Description | <input type="text"/> |
| Dimension Name * | <input type="text" value="Select or Enter"/> |
| Dimension Specification | <input type="text" value="L(0,0)M(0,0)T(0,0)I(0,0)Θ(0,0)N(0,0)J(0,0)"/> |
| Measurement System | <input type="text" value="Unknown"/> |

| Id | Name | System Type | Description |
|-----------|-------------|--------------------|--------------------------|
| 2 | decimal | Decimal | Decimal |
| 3 | date | DateTime | DateTime |
| 4 | datetime | DateTime | DateTime |
| 7 | number | Int16 | An 16 bit integer number |
| 8 | bool | Boolean | A boolean value |
| 9 | text | String | For a long text |
| ... | ... | ... | ... |

Save **Cancel**

8. If you are not familiar with the **Dimension Specification**, please don't change this field.

Create Unit

| | |
|-------------------------|---|
| Name * | <input type="text"/> |
| Abbreviation * | <input type="text"/> |
| Description | <input type="text"/> |
| Dimension Name * | <input type="text" value="Select or Enter"/> |
| Dimension Specification | <input type="text" value="L(0,0)M(0,0)T(0,0)I(0,0)Θ(0,0)N(0,0)J(0,0)"/> |
| Measurement System | <input type="text" value="Unknown"/> |

| Id | Name | System Type | Description |
|-----------|-------------|--------------------|--------------------------|
| 2 | decimal | Decimal | Decimal |
| 3 | date | DateTime | DateTime |
| 4 | datetime | DateTime | DateTime |
| 7 | number | Int16 | An 16 bit integer number |
| 8 | bool | Boolean | A boolean value |
| 9 | text | String | For a long text |
| ... | ... | ... | ... |

Save **Cancel**

9. Select a **Measurement System** for the unit of measurement.

Create Unit

| | |
|-------------------------|---|
| Name * | <input type="text"/> |
| Abbreviation * | <input type="text"/> |
| Description | <input type="text"/> |
| Dimension Name * | <input type="text" value="Select or Enter"/> |
| Dimension Specification | <input type="text" value="L(0,0)M(0,0)T(0,0)I(0,0)Θ(0,0)N(0,0)J(0,0)"/> |
| Measurement System | <input type="text" value="Unknown"/> |

| Id | Name | System Type | Description |
|-----------|-------------|--------------------|--------------------------|
| 2 | decimal | Decimal | Decimal |
| 3 | date | DateTime | DateTime |
| 4 | datetime | DateTime | DateTime |
| 7 | number | Int16 | An 16 bit integer number |
| 8 | bool | Boolean | A boolean value |
| 9 | text | String | For a long text |
| ... | ... | ... | ... |

Save **Cancel**

10. Select at least one Data Type from the table of data types.

Create Unit

| | |
|-------------------------|---|
| Name * | <input type="text"/> |
| Abbreviation * | <input type="text"/> |
| Description | <input type="text"/> |
| Dimension Name * | <input type="text" value="Select or Enter"/> |
| Dimension Specification | <input type="text" value="L(0,0)M(0,0)T(0,0)I(0,0)Θ(0,0)N(0,0)J(0,0)"/> |
| Measurement System | <input type="text" value="Unknown"/> |

| Id | Name | System Type | Description |
|-----------|-------------|--------------------|--------------------------|
| 2 | decimal | Decimal | Decimal |
| 3 | date | DateTime | DateTime |
| 4 | datetime | DateTime | DateTime |
| 7 | number | Int16 | An 16 bit integer number |
| 8 | bool | Boolean | A boolean value |
| 9 | text | String | For a long text |
| ... | ... | ... | ... |

Save **Cancel**

11. Click on the **Save** button and the created Unit should appear in the list.

Create Unit

| | |
|-------------------------|---|
| Name * | <input type="text"/> |
| Abbreviation * | <input type="text"/> |
| Description | <input type="text"/> |
| Dimension Name * | <input type="text" value="Select or Enter"/> |
| Dimension Specification | <input type="text" value="L(0,0)M(0,0)T(0,0)I(0,0)Θ(0,0)N(0,0)J(0,0)"/> |
| Measurement System | <input type="text" value="Unknown"/> |

| | Id | | Name | | System Type | | Description | |
|--------------------------|-----------|--------------------------|-------------|--------------------------|--------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | 2 | <input type="checkbox"/> | decimal | <input type="checkbox"/> | Decimal | <input type="checkbox"/> | Decimal | <input type="checkbox"/> |
| <input type="checkbox"/> | 3 | <input type="checkbox"/> | date | <input type="checkbox"/> | DateTime | <input type="checkbox"/> | DateTime | <input type="checkbox"/> |
| <input type="checkbox"/> | 4 | <input type="checkbox"/> | datetime | <input type="checkbox"/> | DateTime | <input type="checkbox"/> | DateTime | <input type="checkbox"/> |
| <input type="checkbox"/> | 7 | <input type="checkbox"/> | number | <input type="checkbox"/> | Int16 | <input type="checkbox"/> | An 16 bit integer number | <input type="checkbox"/> |
| <input type="checkbox"/> | 8 | <input type="checkbox"/> | bool | <input type="checkbox"/> | Boolean | <input type="checkbox"/> | A boolean value | <input type="checkbox"/> |
| <input type="checkbox"/> | 9 | <input type="checkbox"/> | text | <input type="checkbox"/> | String | <input type="checkbox"/> | For a long text | <input type="checkbox"/> |
| <input type="checkbox"/> | 10 | <input type="checkbox"/> | time | <input type="checkbox"/> | DateTime | <input type="checkbox"/> | Time | <input type="checkbox"/> |

Save **Cancel**

What is a Variable Template?

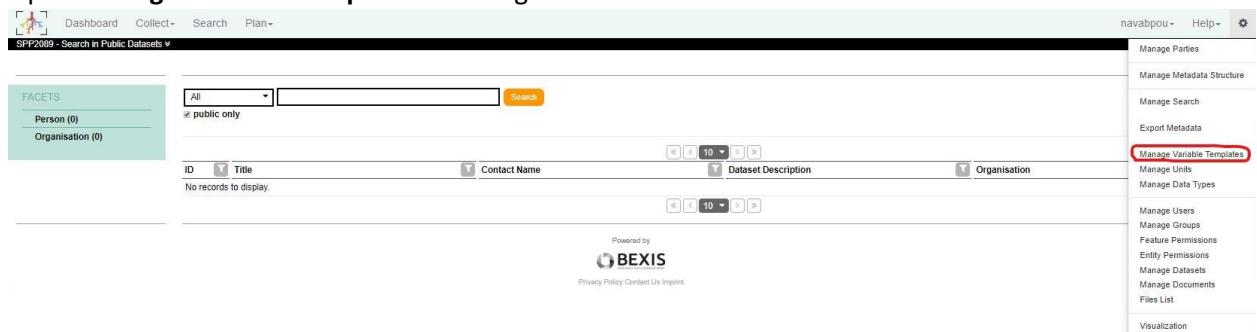
A Variable Template is a reusable Variable. It simply means you don't need to create a variable several times to use in different datasets. You are able to use an existing variable template and change its properties based on your needs or favorites. For example the variable template "ID_Text" exists. You can use this whenever you want to add a variable to your data structure which is an identifier. For example if you have "Species" in your dataset, it is enough that you add the "ID_Text" variable to your data structure instead to create a new variable template, and change only the name of variable template in your data structure to the "Species". This way of using variable templates is very fast and easy. Therefore, please take a look at the list of variable templates, before create a new one.

A list of Variable Templates is available in the **Manage Variable Templates** under the gear button.

How do I create a Variable Template?

Follow the steps below to create a variable template. Please note that each variable template can be used by other users. It would be nice if you chose a descriptive name and a short description to explain the goal of creating a variable template.

1. Open **Manage Variable Templates** via the gear button.



The screenshot shows the BEXIS 2 interface with a search bar and a table for managing variable templates. The sidebar menu on the right has 'Manage Variable Templates' highlighted.

2. Be sure that any of Variable Templates is not suitable with your favorite variable.
3. Click on the **Create Variable Template**. A modal window will open and help you by creating a new variable template.

Create Variable Template

| | | | |
|---|----------------------------------|-------------|----------------------|
| Name * | <input type="text"/> | Description | <input type="text"/> |
| Short Name | <input type="text"/> | | |
| Unit | <input type="text"/> % | | |
| Data Type | <input type="text"/> real number | | |
| Constraints ▾ | | | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | |

4. Enter a **Name** for the variable template.

Create Variable Template

| | | | |
|---|----------------------------------|-------------|----------------------|
| Name * | <input type="text"/> | Description | <input type="text"/> |
| Short Name | <input type="text"/> | | |
| Unit | <input type="text"/> % | | |
| Data Type | <input type="text"/> real number | | |
| Constraints ▾ | | | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | |

5. Enter a **Short Name**. It will be displayed in the download file.

It is recommended to enter the same words under Name and Short Name.

Create Variable Template

| | | | |
|---|----------------------------------|-------------|----------------------|
| Name * | <input type="text"/> | Description | <input type="text"/> |
| Short Name | <input type="text"/> | | |
| Unit | <input type="text"/> % | | |
| Data Type | <input type="text"/> real number | | |
| Constraints ▾ | | | |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | | |

6. Write a short **Description** in a few words.

Create Variable Template

| | | |
|------------|--|-------------|
| Name * | <input type="text"/> | Description |
| Short Name | <input type="text"/> | |
| Unit | <input type="text" value="%"/> | |
| Data Type | <input type="text" value="real number"/> | |

Constraints ↴

Save **Cancel**

7. Select a **Unit** for the variable template.

Create Variable Template

| | | |
|------------|--|-------------|
| Name * | <input type="text"/> | Description |
| Short Name | <input type="text"/> | |
| Unit | <input type="text" value="%"/> | |
| Data Type | <input type="text" value="real number"/> | |

Constraints ↴

Save **Cancel**

8. Select a **Data Type**.

Create Variable Template

| | | |
|------------|--|-------------|
| Name * | <input type="text"/> | Description |
| Short Name | <input type="text"/> | |
| Unit | <input type="text" value="%"/> | |
| Data Type | <input type="text" value="real number"/> | |

Constraints ↴

Save **Cancel**

9. Define **Constraints** if you want to set limitation.

Create Variable Template

| | | | |
|---|----------------------------------|-------------|----------------------|
| Name * | <input type="text"/> | Description | <input type="text"/> |
| Short Name | <input type="text"/> | | |
| Unit | <input type="text"/> % | | |
| Data Type | <input type="text"/> real number | | |
| Constraints  | | | |
| Save Cancel | | | |

10. Click on the **Save** button and you will find the variable template in the list.

Create Variable Template

| | | | |
|---|----------------------------------|-------------|----------------------|
| Name * | <input type="text"/> | Description | <input type="text"/> |
| Short Name | <input type="text"/> | | |
| Unit | <input type="text"/> % | | |
| Data Type | <input type="text"/> real number | | |
| Constraints  | | | |
| Save Cancel | | | |

What does a Data Structure mean?

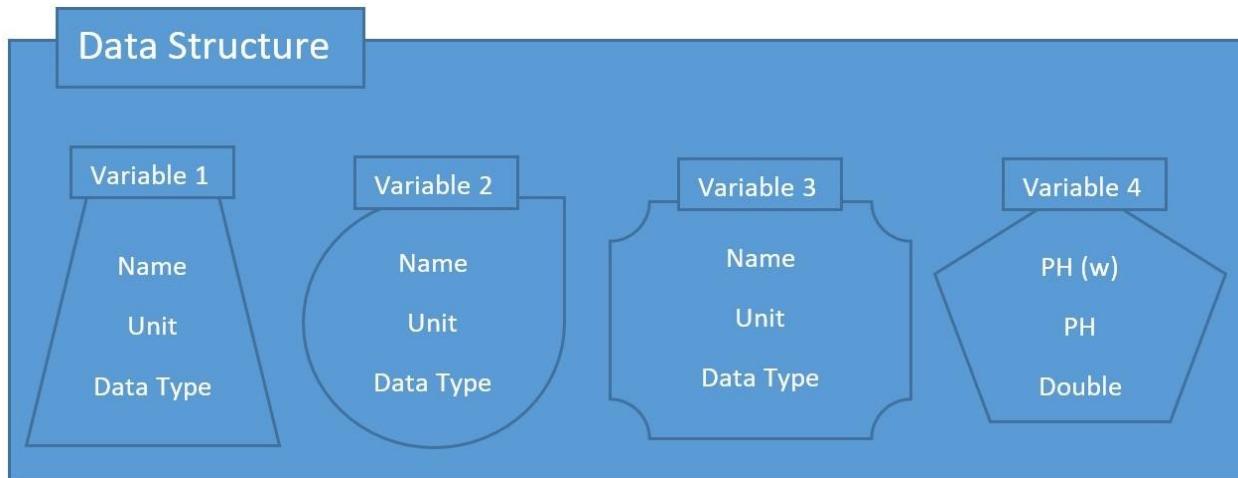
In BEXIS2 data is stored and managed as part of a dataset. A dataset may be anything, e.g. a word document, a zip file, images or a collection of millions of records and multiple variables. The maximum file size per upload is 1G. To store large datasets such as CT images, we have agreed to store only information about the images and their storage in BEXIS2.

Each dataset may have an individual structure of “File” or “Tabular”. A “File” Data Structure makes you able to store your files. The search engine of BEXIS2 provides no indexing for such datasets, but for the “Tabular”. A “Tabular” Data Structure contains one or more Variables based on variable templates. Each Variable is defined by its Unit, a Data Type, and a unique name. So defining Data Types and Units would be the first step which would be done, if they are not available yet.

One example of a **variable template** could be “Variable 4” which is used for the measure of the acidity. PH is the **unit** of variable which is measured as a double number. Double is the **data type** of the variable template. The **variable name** is up to the user. It is “PH (w)” in this example.

You can edit a Data Structure later. Note that a Data Structure freezes once it is connected to a Dataset. In this case, you must create, edit and associate a copy of the Data Structure with a new dataset.

It make sense to think about creating a Data Structure before collecting data.



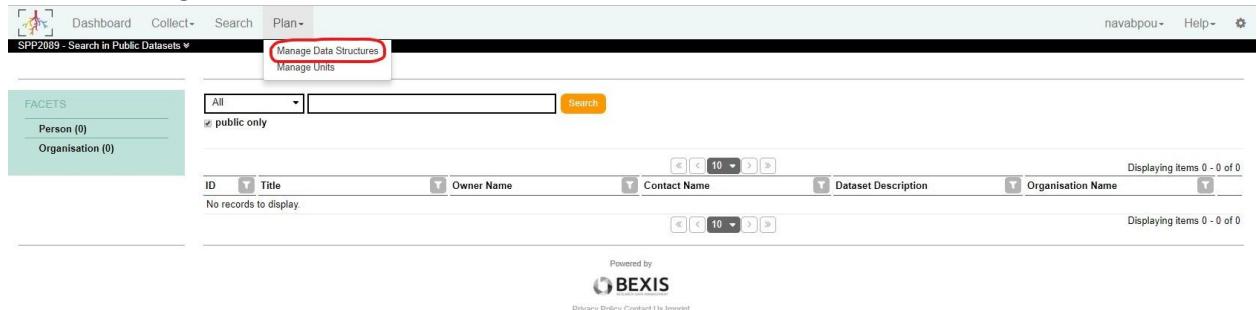
How do I create a Data Structure?

1. Be sure that you are logged in. Check if your username is written close the *Help* menu item.



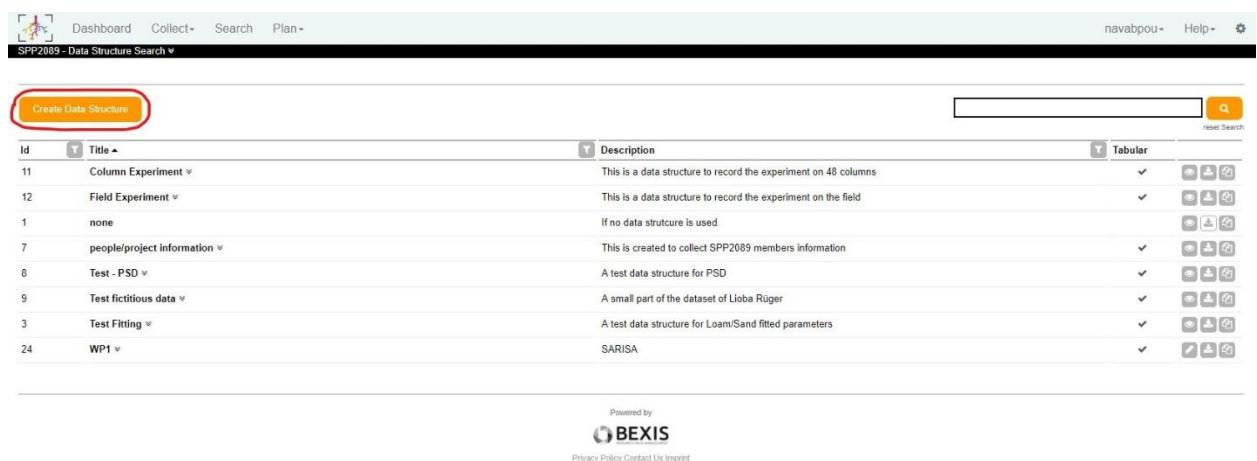
The screenshot shows the BEXIS 2 interface with a top navigation bar. The 'Help' menu item is circled in red. The main area displays a search interface for 'Public Datasets'. On the left, there is a 'FACETS' sidebar with 'Person (0)' and 'Organisation (0)' options. The main search area has a dropdown menu set to 'All', a search input field, and a 'Search' button. Below the search area is a table with columns: ID, Title, Owner Name, Contact Name, Dataset Description, and Organisation Name. The table shows 'No records to display.' The footer includes the BEXIS logo and links to Privacy Policy, Contact Us, and Imprint.

2. Click on **Manage Data Structure** under the **Plan** menu item.



The screenshot shows the BEXIS 2 interface with a top navigation bar. The 'Plan' menu item is circled in red, and it has a dropdown menu with 'Manage Data Structures' and 'Manage Units' options. The main area displays a search interface for 'Public Datasets'. On the left, there is a 'FACETS' sidebar with 'Person (0)' and 'Organisation (0)' options. The main search area has a dropdown menu set to 'All', a search input field, and a 'Search' button. Below the search area is a table with columns: ID, Title, Owner Name, Contact Name, Dataset Description, and Organisation Name. The table shows 'No records to display.' The footer includes the BEXIS logo and links to Privacy Policy, Contact Us, and Imprint.

3. Click on the **Create Data Structure** button in the following window.



The screenshot shows the BEXIS 2 interface with a top navigation bar. The main area displays a search interface for 'Data Structure Search'. A red box highlights the 'Create Data Structure' button. The main search area has a search input field and a 'Search' button. Below the search area is a table with columns: Id, Title, Description, and Tabular. The table lists various data structures with their descriptions and tabular status. The footer includes the BEXIS logo and links to Privacy Policy, Contact Us, and Imprint.

4. Enter a name and a descriptive description for your Data Structure in opened modal window and click on the **Save** button.

Choose a **Data Format** compatible with your data structure. **Tabular** is for a data table and **File** is for non-structured data.

5. If you have created a Tabular data structure, system refers you to the next page where you are able to build your data structure by adding variables.
Click on the right arrow close a variable template and add it to your data structure.
Searching, sorting and filtering are available when you are looking for a variable template.

You are able to change the name of a variable in your Data Structure.
Optional variable means that the data table must not contain any data for this variable.
Click on the trash icon to delete the variable from your structure.
Click on the down arrows to have access to edit the description of a variable.

BEXIS 2 User Guide for SPP 2089

The screenshot shows the BEXIS 2 Data Structure Edit interface. On the left, a list of Variable Templates is displayed in a table format. On the right, a detailed view of a Data Structure is shown, specifically for a 'Test Experiment (26)'.

Variable Templates Table:

| id | Name | Unit | Data Type | Actions | |
|-----|----------------------------|------------------------|-----------|---------|--|
| 161 | dateTime as string | none | string | | |
| 183 | volume | cubic meter | double | | |
| 164 | remark | none | string | | |
| 138 | precipitation amount | millimeter | double | | |
| 166 | identifier, code based | none | string | | |
| 121 | mass | kilogram | double | | |
| 136 | temperature celsius skaled | degree celsius | double | | |
| 140 | percentage | percentage | double | | |
| 320 | Th_s | cubic centimeter ratio | double | | |
| 316 | alpha2 | per centimeter | double | | |
| 318 | n2 | none | double | | |
| | | | | | |

Test Experiment (26) View:

Name: Test Experiment

Description: This is a Data Structure for a test experiment.

Variables:

| id | Name | Unit | Data Type | Actions | | |
|----|--------|------|-----------|---------|--|--|
| 0 | remark | none | string | | | |

Variable Template:

| id | Name | Unit | Data Type |
|-----|--------|------|-----------|
| 164 | remark | none | string |

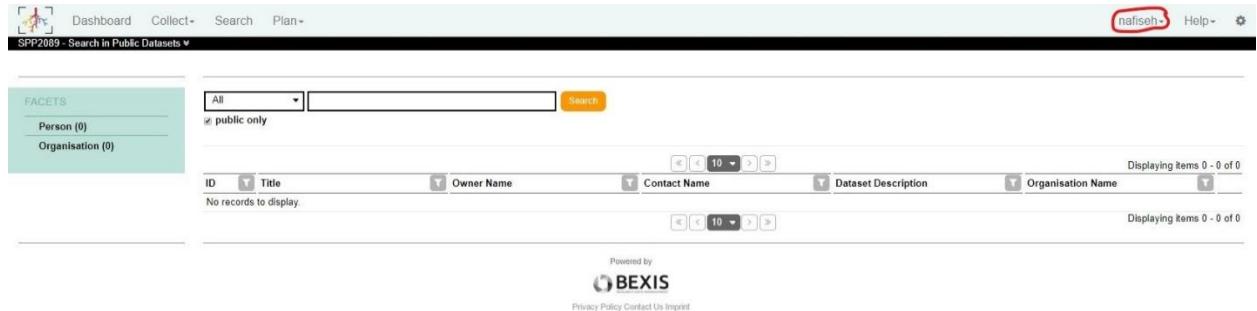
Buttons:

- Download Excel Template
- Delete
- Save
- Save as
- Cancel

6. Click on the **Save** button to save the data structure.

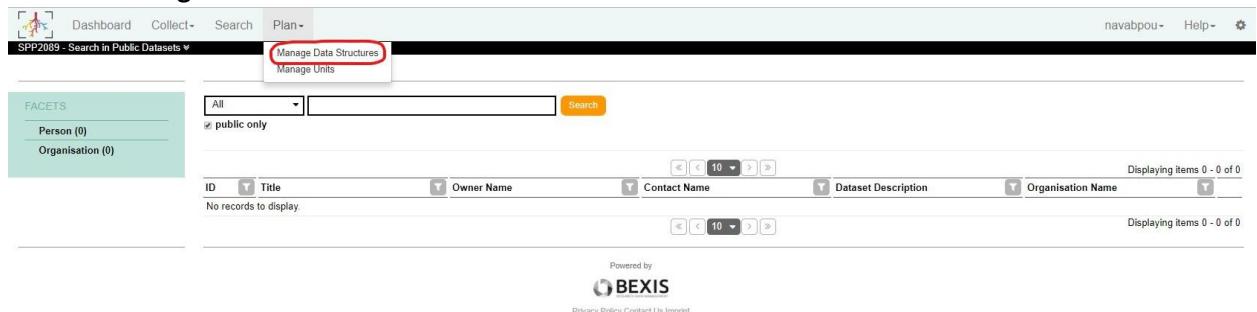
How do I edit a Data Structure?

1. Be sure that you are logged in. Check if your username is written close the *Help* menu item.



The screenshot shows the BEXIS 2 interface with a top navigation bar. The 'Help' menu item is circled in red. The main area displays a search interface with facets for 'Person (0)' and 'Organisation (0)'. A search bar shows 'All' and a 'Search' button. Below the search bar is a table with columns: ID, Title, Owner Name, Contact Name, Dataset Description, and Organisation Name. The table shows 'No records to display.' and has a 'Displaying items 0 - 0 of 0' message. The footer includes the BEXIS logo and links to Privacy Policy, Contact Us, and Imprint.

2. Click on **Manage Data Structure** under the **Plan** menu item.

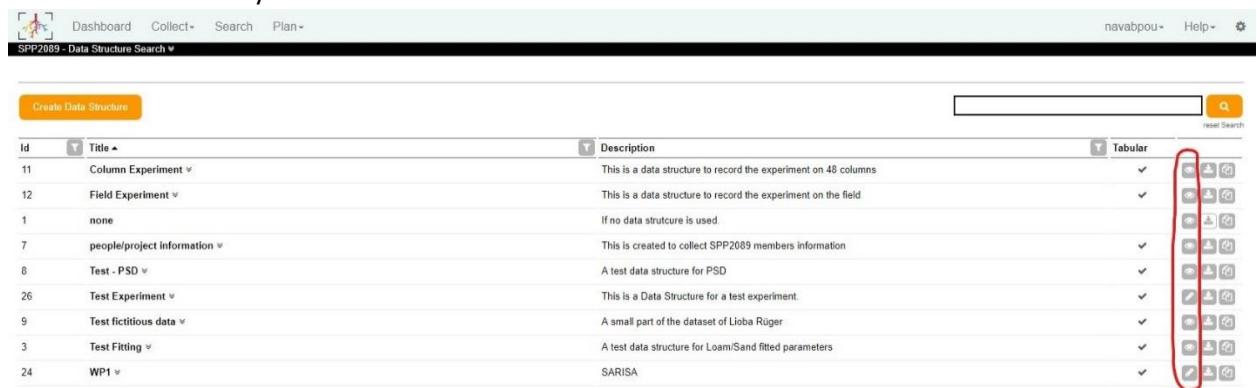


The screenshot shows the BEXIS 2 interface with a top navigation bar. The 'Plan' menu item is circled in red, and it has a dropdown menu with 'Manage Data Structures' and 'Manage Units' options. The main area displays a search interface with facets for 'Person (0)' and 'Organisation (0)'. A search bar shows 'All' and a 'Search' button. Below the search bar is a table with columns: ID, Title, Owner Name, Contact Name, Dataset Description, and Organisation Name. The table shows 'No records to display.' and has a 'Displaying items 0 - 0 of 0' message. The footer includes the BEXIS logo and links to Privacy Policy, Contact Us, and Imprint.

3. In the following page you can see different buttons close data structures.

The **Eye** means that you are able to edit only the name and the description of a data structure.

The **Pen** means that you are able to edit the structure in addition.

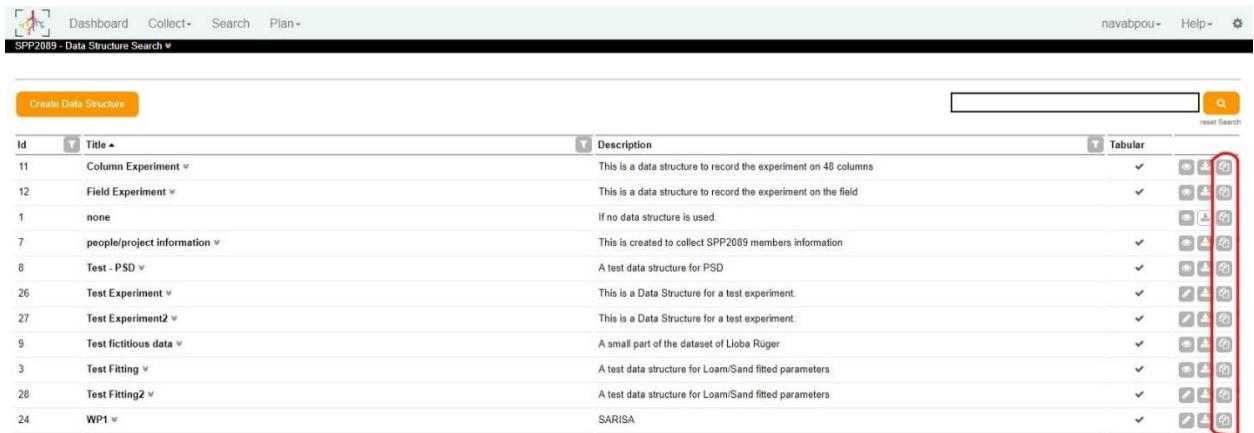


The screenshot shows the 'Data Structure Search' page with a top navigation bar. The main area displays a table of data structures. The columns are: Id, Title, Description, and Tabular. The table contains the following data:

| Id | Title | Description | Tabular |
|----|----------------------------|---|---------|
| 11 | Column Experiment | This is a data structure to record the experiment on 48 columns | |
| 12 | Field Experiment | This is a data structure to record the experiment on the field | |
| 1 | none | If no data structure is used | |
| 7 | people/project information | This is created to collect SPP2089 members information | |
| 8 | Test - PSD | A test data structure for PSD | |
| 26 | Test Experiment | This is a Data Structure for a test experiment. | |
| 9 | Test fictitious data | A small part of the dataset of Lioba Rüger | |
| 3 | Test Fitting | A test data structure for LoamSand fitted parameters | |
| 24 | WP1 | SARISA | |

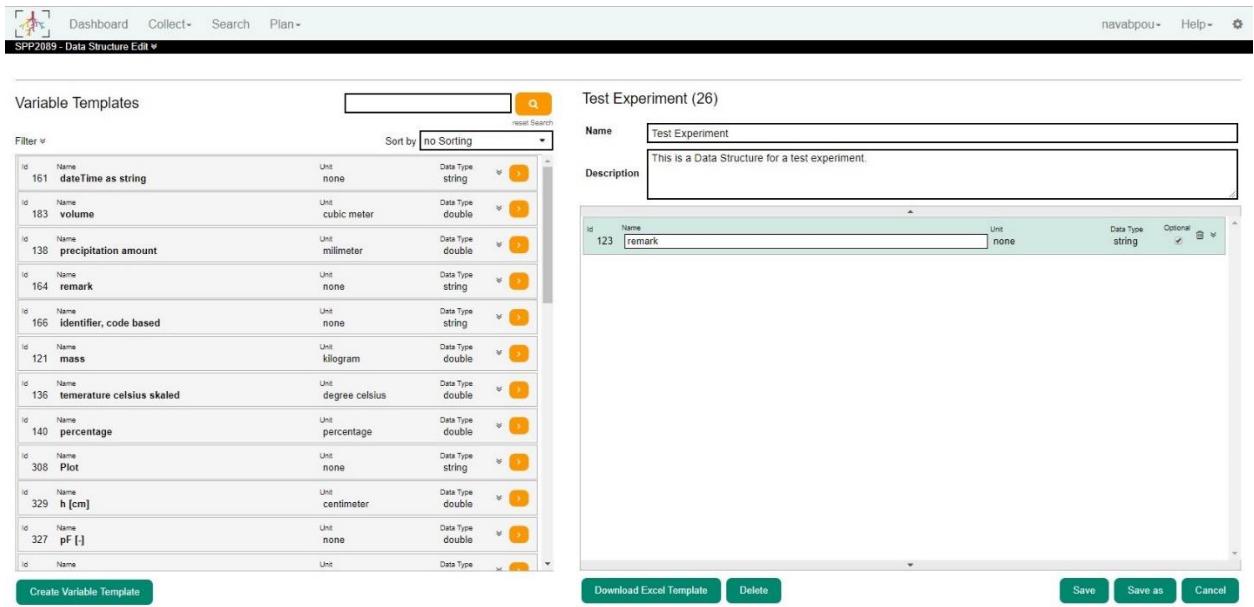
Note: A data structure is not editable means that it is connected to a dataset.

Clicking the **Copy Data Structure** button next to a data structure creates a copy of the data structure. You should just change the name to be unique.



| Create Data Structure | | reset Search | |
|-----------------------|----------------------------|---|---|
| Id | Title | Description | Tabular |
| 11 | Column Experiment | This is a data structure to record the experiment on 48 columns | ✓     |
| 12 | Field Experiment | This is a data structure to record the experiment on the field | ✓     |
| 1 | none | If no data structure is used. |     |
| 7 | people/project information | This is created to collect SPP2089 members information | ✓     |
| 8 | Test - PSD | A test data structure for PSD | ✓     |
| 26 | Test Experiment | This is a Data Structure for a test experiment. | ✓     |
| 27 | Test Experiment2 | This is a Data Structure for a test experiment. | ✓     |
| 9 | Test fictitious data | A small part of the dataset of Loba Rüger | ✓     |
| 3 | Test Fitting | A test data structure for Loam/Sand fitted parameters | ✓     |
| 28 | Test Fitting2 | A test data structure for Loam/Sand fitted parameters | ✓     |
| 24 | WP1 | SARISA | ✓     |

4. Edit the data structure and click on the **Save** button.



Variable Templates

| Filter | Name | Unit | Data Type | Optional |
|--------|---------------------------|----------------|-----------|---|
| 161 | dateTime as string | none | string |   |
| 183 | volume | cubic meter | double |   |
| 138 | precipitation amount | millimeter | double |   |
| 164 | remark | none | string |   |
| 166 | identifier, code based | none | string |   |
| 121 | mass | kilogram | double |   |
| 136 | temperatur celsius scaled | degree celsius | double |   |
| 140 | percentage | percentage | double |   |
| 308 | Plot | none | string |   |
| 329 | h [cm] | centimeter | double |   |
| 327 | pf [-] | none | double |   |
| | Name | Unit | Data Type | Optional |

[Create Variable Template](#)

Test Experiment (26)

Name:

Description:

| Id | Name | Unit | Data Type | Optional |
|-----|--------|------|-----------|---|
| 123 | remark | none | string |   |

[Download Excel Template](#) [Delete](#) [Save](#) [Save as](#) [Cancel](#)

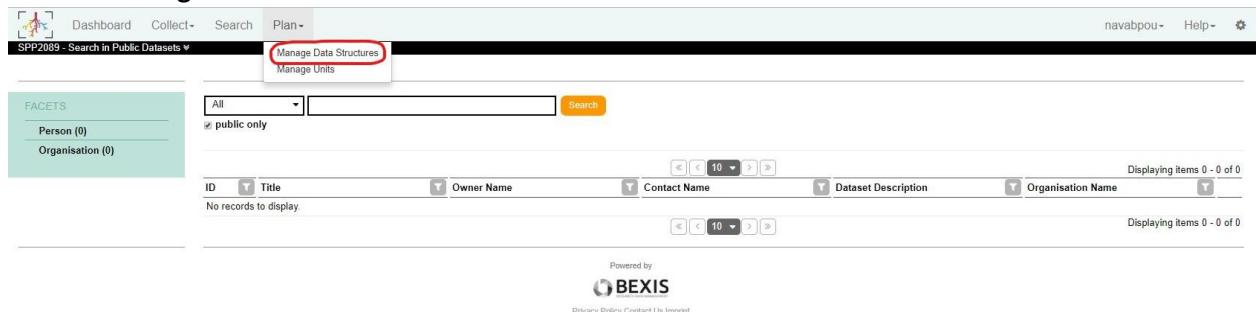
How do I download a Data Structure?

1. Be sure that you are logged in. Check if your username is written close the *Help* menu item.



The screenshot shows the BEXIS 2 interface with a top navigation bar. The 'Help' menu item is circled in red. The main area displays a search interface with facets for 'Person (0)' and 'Organisation (0)'. A search bar shows 'All' and 'public only' filters. Below the search bar is a table header with columns: ID, Title, Owner Name, Contact Name, Dataset Description, and Organisation Name. The table body shows 'No records to display.' and 'Displaying items 0 - 0 of 0'. At the bottom, there is a footer with the BEXIS logo and links to Privacy Policy, Contact Us, and Imprint.

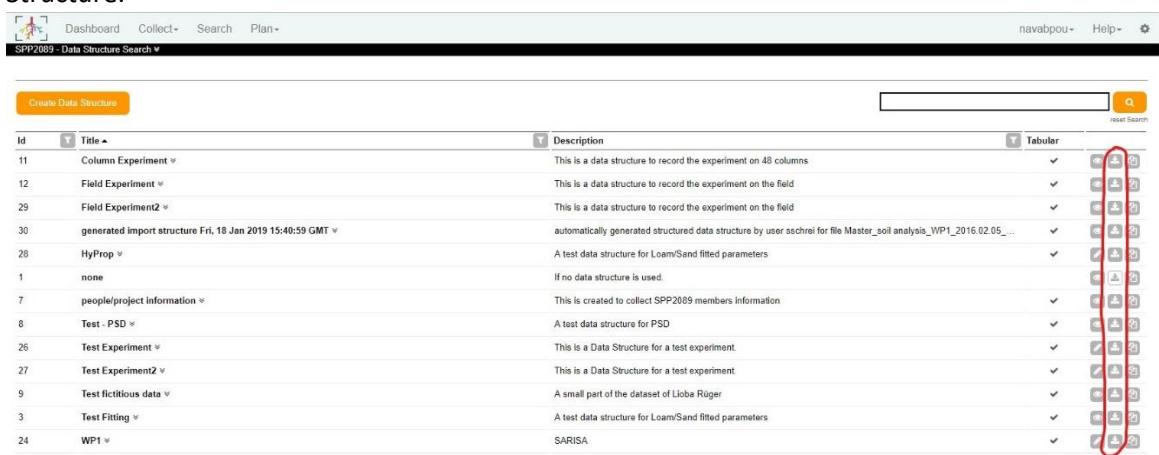
2. Click on **Manage Data Structure** under the **Plan** menu item.



The screenshot shows the BEXIS 2 interface with a top navigation bar. The 'Plan' menu item is circled in red, and it has a dropdown menu with 'Manage Data Structures' and 'Manage Units' options. The main area displays a search interface with facets for 'Person (0)' and 'Organisation (0)'. A search bar shows 'All' and 'public only' filters. Below the search bar is a table header with columns: ID, Title, Owner Name, Contact Name, Dataset Description, and Organisation Name. The table body shows 'No records to display.' and 'Displaying items 0 - 0 of 0'. At the bottom, there is a footer with the BEXIS logo and links to Privacy Policy, Contact Us, and Imprint.

3. You are able to download a Data Structure in two ways.

- a. In the Data Structure management page, click on the **Download** button next to a Data Structure.



The screenshot shows the BEXIS 2 Data Structure management page. The top navigation bar shows 'navabpou' and the 'Help' menu item. The main area displays a table of data structures. The columns are: Id, Title, Description, and Tabular. The 'Title' column shows various names like 'Column Experiment', 'Field Experiment', 'Field Experiment2', etc. The 'Description' column provides a brief description for each. The 'Tabular' column contains a grid of download icons. A red circle highlights the download icon for the 'WP1' entry.

| Id | Title | Description | Tabular |
|----|--|---|---|
| 11 | Column Experiment | This is a data structure to record the experiment on 48 columns |  |
| 12 | Field Experiment | This is a data structure to record the experiment on the field |  |
| 29 | Field Experiment2 | This is a data structure to record the experiment on the field |  |
| 30 | generated import structure Fri, 18 Jan 2019 15:40:59 GMT | automatically generated structured data structure by user aschrei for file Master_soil analysis_WP1_2016.02.05... |  |
| 28 | HyProp | A test data structure for Loam/Sand fitted parameters |  |
| 1 | none | If no data structure is used. |  |
| 7 | people/project information | This is created to collect SPP2089 members information |  |
| 8 | Test - PSD | A test data structure for PSD |  |
| 26 | Test Experiment | This is a Data Structure for a test experiment. |  |
| 27 | Test Experiment2 | This is a Data Structure for a test experiment. |  |
| 9 | Test fictitious data | A small part of the dataset of Lieba Röger |  |
| 3 | Test Fitting | A test data structure for Loam/Sand fitted parameters |  |
| 24 | WP1 | SARISA |  |

- b. In the Edit Data Structure page, click the **Download Excel Template** button. BEXIS2 creates an Excel Template from the current Data Structure.

The screenshot shows the BEXIS 2 Data Structure Edit interface. On the left, there is a list of 'Variable Templates' with columns for ID, Name, Unit, Data Type, and Optional status. On the right, there is a form titled 'Field Experiment (12)' with fields for Name, Description, and a detailed table of experiment parameters. Buttons for 'Download Excel Template', 'Delete', 'Save', 'Save as', and 'Cancel' are visible at the bottom.

| Variable Template | Name | Unit | Data Type | Optional |
|-------------------|----------------------------|----------------|-----------|----------|
| 161 | dateTime as string | none | string | |
| 183 | volume | cubic meter | double | |
| 138 | precipitation amount | millimeter | double | |
| 121 | mass | kilogram | double | |
| 136 | temperature celsius scaled | degree celsius | double | |
| 164 | remark | none | string | |
| 166 | identifier, code based | none | string | |
| 140 | percentage | percentage | double | |
| 308 | Plot | none | string | |
| 329 | h [cm] | centimeter | double | |
| 327 | pF [] | none | double | |
| | Name | Unit | Data Type | |

Field Experiment (12)

Name: Field Experiment
Description: This is a data structure to record the experiment on the field

| ID | Name | Unit | Data Type | Optional |
|----|----------------|-----------------------|-----------|----------|
| 58 | ID | none | integer | |
| 59 | Column Number | none | string | |
| 60 | substrate | none | string | |
| 61 | genotype | none | string | |
| 62 | replicates | none | string | |
| 68 | Treatment | none | string | |
| 64 | DEPTH | none | string | |
| 65 | C-total (g/kg) | [gram kilogram ratio] | double | |
| 66 | N-total (g/kg) | [gram kilogram ratio] | double | |

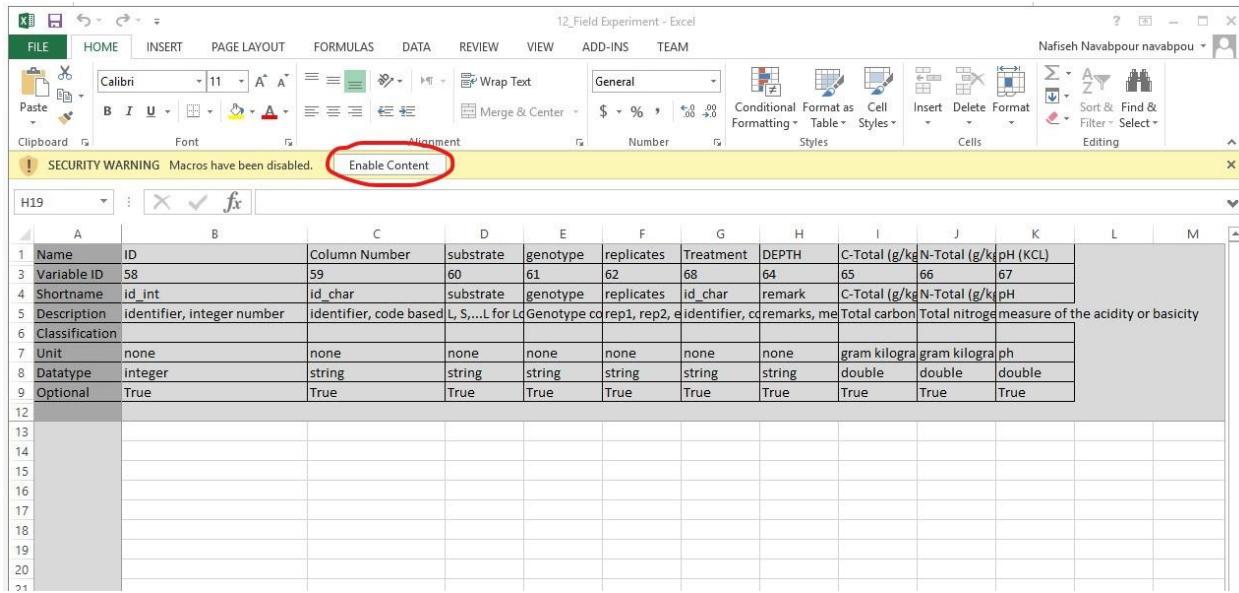
Buttons: Download Excel Template, Delete, Save, Save as, Cancel

Save the Excel Template to your preferred location on your computer.

How do I work with an Excel Template?

Excel Template is an excel file created by the BEXIS2 based on a Data structure. The header contains information about variables, their units, data types and more. The Excel Template can examine the quality of the data based on the Data Type and Optional definition.

To work with an Excel Template, You must first enable macros. Macros automate frequently-used tasks, in our case quality control of the data table. Enabling or disabling macros varies depending on the version of Microsoft you are using. Macro security settings are generally located in the *Trust Center*.



The screenshot shows a Microsoft Excel spreadsheet titled "12_Field Experiment - Excel". The ribbon menu is visible at the top, showing tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, ADD-INS, and TEAM. The FILE tab is selected. The status bar at the bottom right shows the name "Nafiseh Navabpour navabpou".

A yellow security warning bar is displayed across the top, stating "SECURITY WARNING Macros have been disabled." with a red circle around the "Enable Content" button.

The data table is structured as follows:

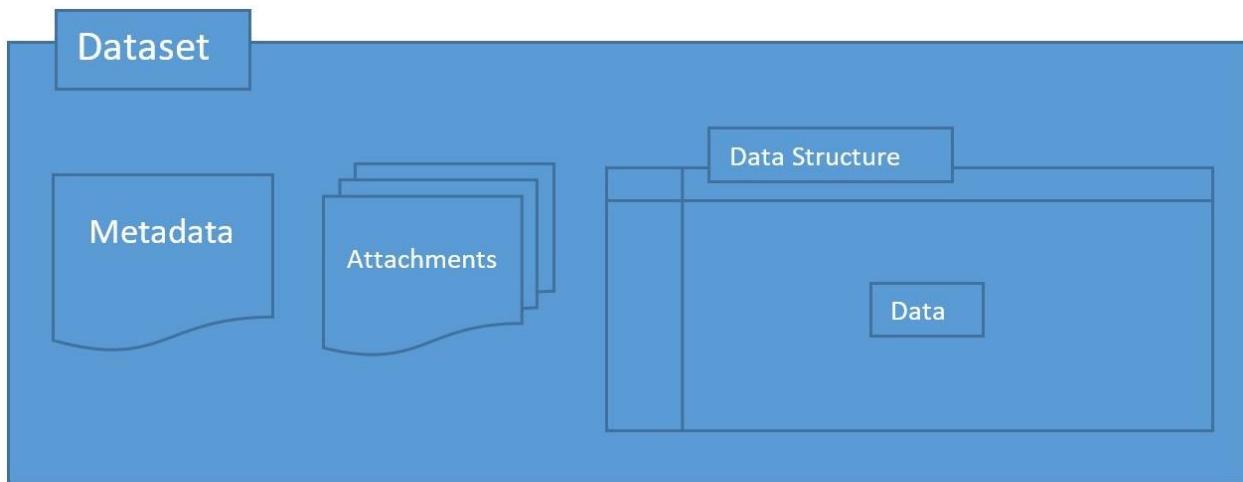
| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|----------------|----------------------------|------------------------|-----------------|---------------|---------------|------------------|-------------|----------------|----------------|------------------------------------|---|---|
| 1 | Name | ID | Column Number | substrate | genotype | replicates | Treatment | DEPTH | C-Total (g/kg) | N-Total (g/kg) | pH (KCL) | | |
| 3 | Variable ID | 58 | 59 | 60 | 61 | 62 | 68 | 64 | 65 | 66 | 67 | | |
| 4 | Shortname | id_int | id_char | substrate | genotype | replicates | id_char | remark | C-Total (g/kg) | N-Total (g/kg) | pH | | |
| 5 | Description | identifier, integer number | identifier, code based | L, S,...L for L | Genotype code | rep1, rep2, e | identifier, code | remarks, me | Total carbon | Total nitrogen | measure of the acidity or basicity | | |
| 6 | Classification | | | | | | | | | | | | |
| 7 | Unit | none | none | none | none | none | none | none | gram kilogra | gram kilogra | ph | | |
| 8 | Datatype | integer | string | string | string | string | string | string | double | double | double | | |
| 9 | Optional | True | True | True | True | True | True | True | True | True | True | | |
| 12 | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | |

What does a Dataset mean?

A dataset may be anything from a single record up to a collection of millions of records and multiple variables.

Each dataset may have an individual structure given by the number of variables and their properties.

In BEXIS2 data is stored and managed as part of a dataset.



How do I create a Dataset?

1. Be sure that you are logged into the [BEXIS2](#) data management system. Check if your username is written close the *Help* menu item.

2. Click on the **Create Dataset** under the **Collect** menu item.

3. In the following page select a **new Dataset** if you want to create a new dataset or select an **existing dataset** in the field of **Dataset**, if you want to use the metadata of an existing dataset.

4. Select an existing **Data Structure** for your data table. If you do not yet create a data structure for your data table, first create one (check the introduction of Data Structure).

5. Select a **Metadata Structure**.

In case you select a copy of another dataset, the metadata structure is pre-selected.

If you are creating a new dataset, the **Basic ABCD** metadata structure is recommended.

Please provide the following information.

Dataset: New Dataset

Data Structure: Select

Metadata Structure: Select

Basic ABCD

GBIF

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Next

Click on the **Next** button and system refers you to the Metadata Formula.

6. Fill at least the following fields in the ABCD metadata formula and click on the **Save** button.

- Technical Contact > Name
- Content Contact > Name
- Representation > Title
- Revision Data > Date modified

Import

Basic

Dataset GUID

Technical Contacts

Technical Contact (1)

Name

Email

Phone

Address

Content Contacts

ContentContact (1)

Name

Email

Phone

Address

Other Providers

Metadata

Icon URI

Description

Representation (1)

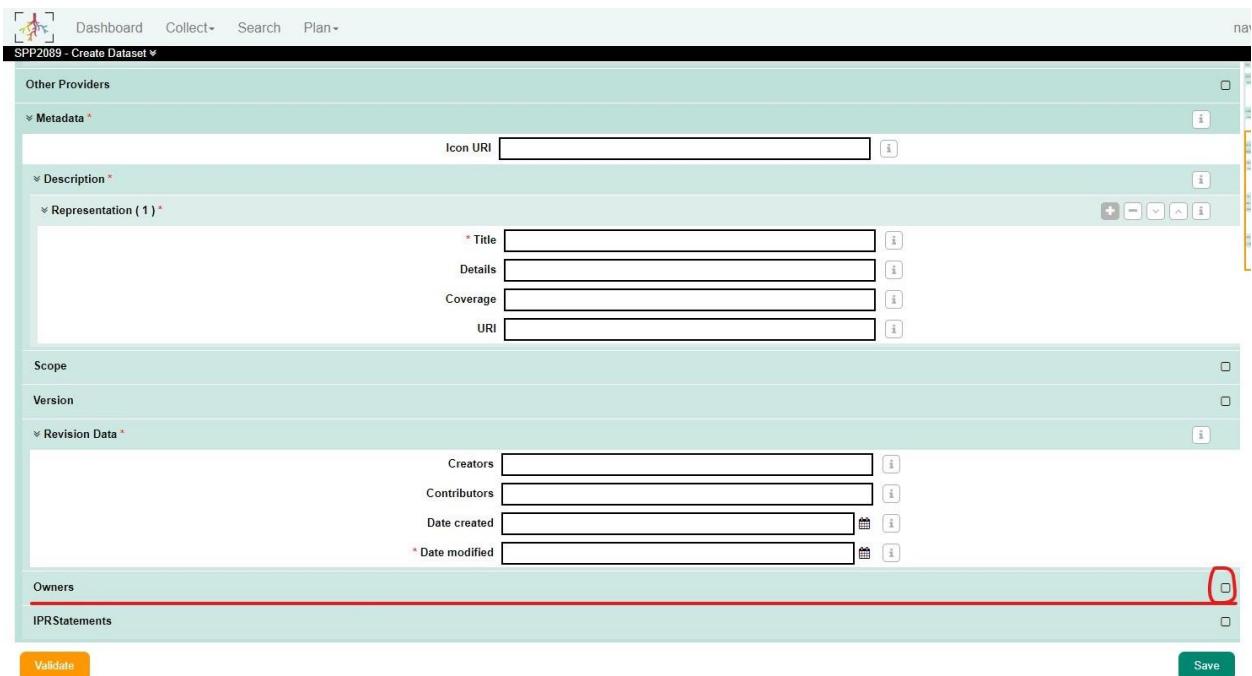
Title

Windows Link Workaround

Please note that

- When copying a dataset, please change the title.
- Do not enter a duplicate title.
- A field marked with a **red star** is mandatory. However, you can save metadata with empty mandatory fields. You just have to ignore the warning.
- You can later **edit** a metadata formula.
- To open an info box, mark the small square on the right. Then you see more field underneath.

BEXIS 2 User Guide for SPP 2089



The screenshot shows the 'Create Dataset' interface in BEXIS 2. The top navigation bar includes 'Dashboard', 'Collect', 'Search', 'Plan', and 'SPP2089 - Create Dataset'. The main form is divided into several sections:

- Other Providers**: A section for selecting other providers, currently empty.
- Metadata ***:
 - Icon URI**: A text input field with a browse icon.
- Description ***:
 - Title**: A text input field with a browse icon.
 - Details**: A text input field with a browse icon.
 - Coverage**: A text input field with a browse icon.
 - URI**: A text input field with a browse icon.
- Representation (1) ***: A section for managing representations, showing a list with a plus sign and a delete icon.
- Scope**: A section for defining the scope of the dataset.
- Version**: A section for defining the version of the dataset.
- Revision Data ***:
 - Creators**: A text input field with a browse icon.
 - Contributors**: A text input field with a browse icon.
 - Date created**: A date input field with a calendar icon and a browse icon.
 - * Date modified**: A date input field with a calendar icon and a browse icon.
- Owners**: A section for defining the owners of the dataset, highlighted with a red box.
- IPR Statements**: A section for defining intellectual property rights, currently empty.

At the bottom are two buttons: 'Validate' (orange) and 'Save' (green).

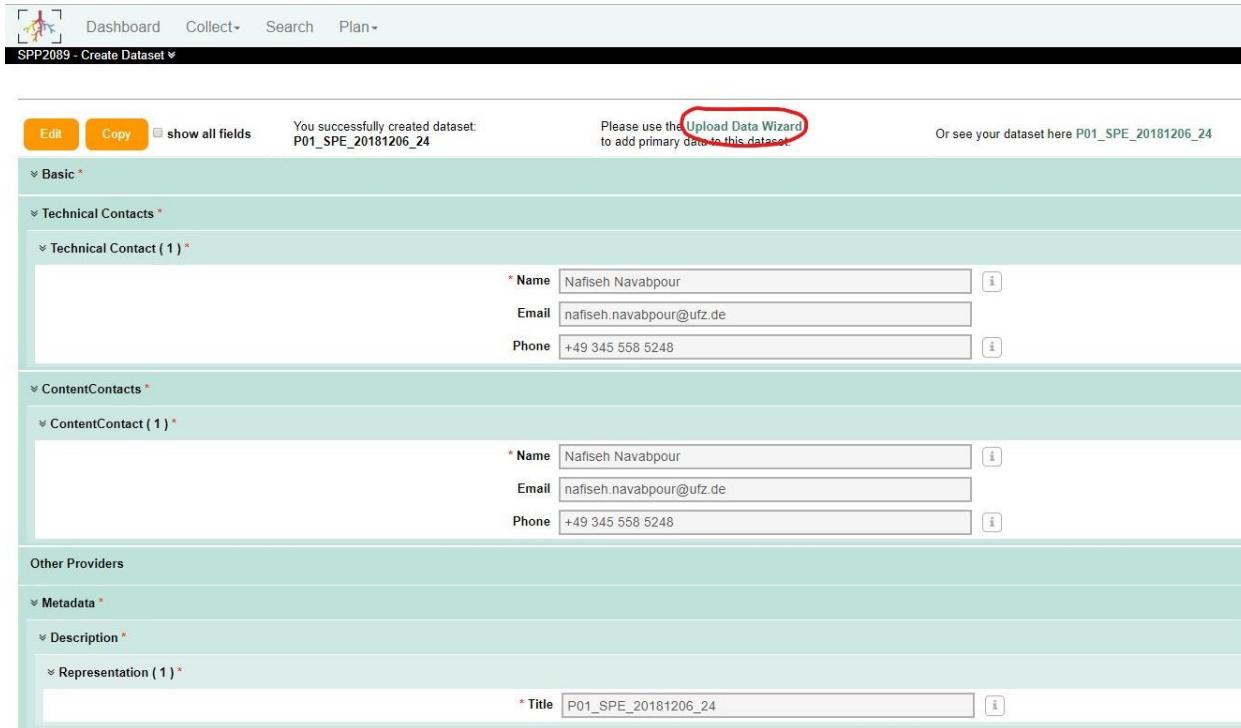
How do I delete a dataset?

You are not able to delete a dataset by yourself in the BEXIS 2. Please send the id and the name of a dataset which you want to delete to the BEXIS 2 system manager (Nafiseh.navabpor@ufz.de). The dataset will be deleted very soon.

How do I upload data to a dataset?

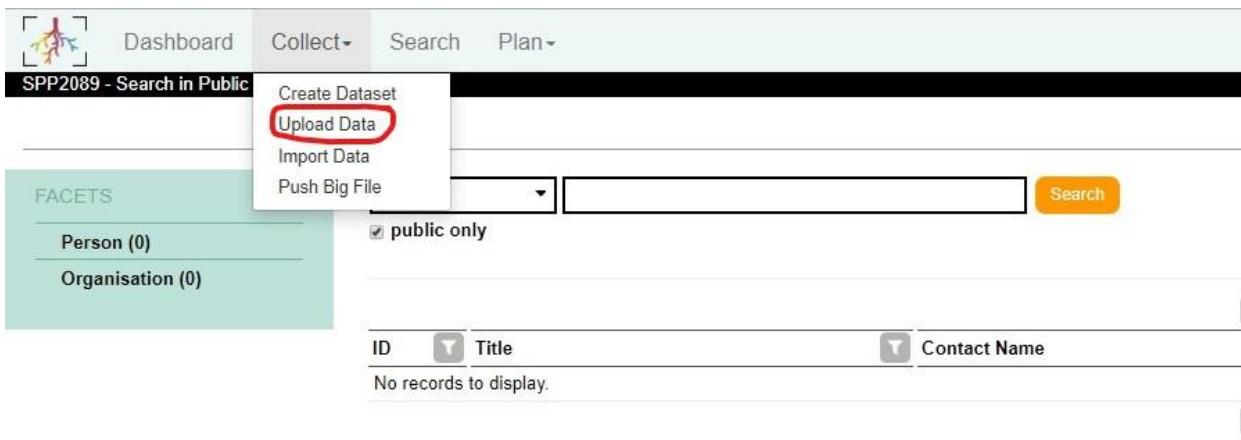
Primary Data in BEXIS2 system can only upload to an existing dataset.

Once a dataset is created, the system provides a link that points you to the upload process. It calls **Upload Data Wizard**.



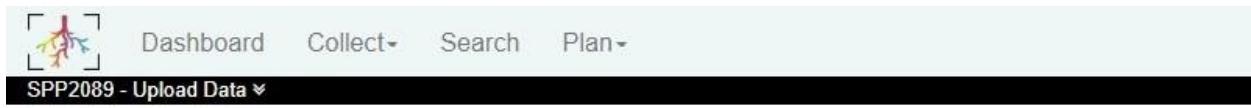
The screenshot shows the 'Create Dataset' page. At the top, there are buttons for 'Edit', 'Copy', and 'show all fields'. A message says 'You successfully created dataset: P01_SPE_20181206_24'. Below this, a note says 'Please use the [Upload Data Wizard](#) to add primary data to this dataset.' A link 'Or see your dataset here P01_SPE_20181206_24' is also present. The page is divided into sections: 'Basic', 'Technical Contacts', 'Content Contacts', 'Other Providers', 'Metadata', 'Description', and 'Representation'. Each section contains fields for Name, Email, and Phone, with the 'Name' field for the first contact in each section populated with 'Nafiseh Navabpour'.

Another way to upload data is click on **Upload Data** under the **Collect** menu item.



The screenshot shows the 'Search in Public' page. The 'Collect' menu is open, showing 'Create Dataset', 'Upload Data' (which is highlighted with a red box), 'Import Data', and 'Push Big File'. Below the menu, there is a 'public only' checkbox. The main area shows a table with columns 'ID', 'Title', and 'Contact Name', and a message 'No records to display.'

Regarding the type of your data structure, you should choose whether your data is Tabular or File. If you upload data via the Upload Data Wizard, the system jumps up from this step.



The screenshot shows the BEXIS 2 dashboard with a navigation bar at the top. The 'Dashboard' tab is active. Below the navigation bar, a black header bar displays 'SPP2089 - Upload Data'. The main content area is titled 'Add Data or Update Dataset' and contains a sub-section 'Upload Data – File format'. There are two buttons: 'Tabular' (highlighted in green) and 'File' (highlighted in orange). A note below the buttons states: 'In order to add to or update data of an existing dataset in the system, please select whether the dataset is structured or unstructured.'

Add Data or Update Dataset

In order to add to or update data of an existing dataset in the system, please select whether the dataset is structured or unstructured.

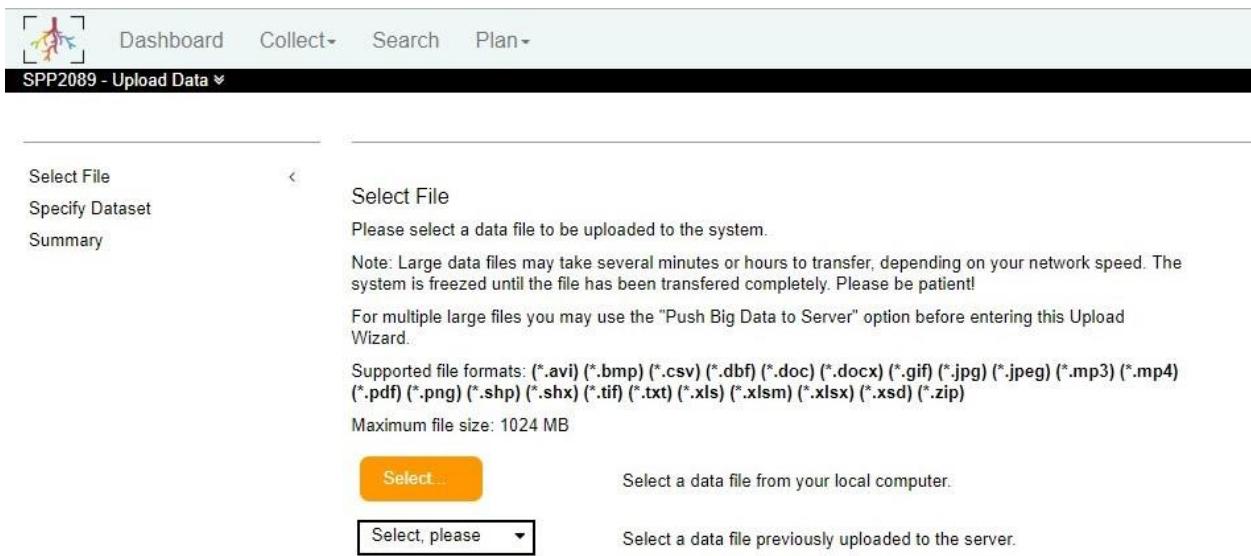
Tabular **File**

Upload Data – File format

If you save your data as a **File**, the search engine could not find the data.

BEXIS2 accepts only defined file formats under 1GB.

1. Select your file and click on the **Next** button.



The screenshot shows the 'Select File' step of the 'Upload Data Wizard'. The left sidebar lists 'Select File' (highlighted in orange), 'Specify Dataset', and 'Summary'. The main content area has a heading 'Select File' with the instruction 'Please select a data file to be uploaded to the system.' Below this is a note: 'Note: Large data files may take several minutes or hours to transfer, depending on your network speed. The system is freezed until the file has been transferred completely. Please be patient!'. It also states: 'For multiple large files you may use the "Push Big Data to Server" option before entering this Upload Wizard.' A list of supported file formats is provided: (*.avi) (*.bmp) (*.csv) (*.dbf) (*.doc) (*.docx) (*.gif) (*.jpg) (*.jpeg) (*.mp3) (*.mp4) (*.pdf) (*.png) (*.shp) (*.shx) (*.tif) (*.txt) (*.xls) (*.xlsm) (*.xlsx) (*.xsd) (*.zip)'. The maximum file size is 1024 MB. There are two buttons: 'Select...' (highlighted in orange) and 'Select, please' with a dropdown arrow. To the right of each button is a description: 'Select a data file from your local computer.' and 'Select a data file previously uploaded to the server.'

2. Select an existing Dataset and click on the **Next** button. Note that the dataset is pre-selected through Upload Data Wizard.

Select File
Specify Dataset
Summary

Specify Dataset

Your data is stored and managed as part of a dataset. A dataset may contain one or more of your data files. But all data files within one dataset must be of the same data structure, i.e. in structured datasets the number of variables and their properties must be identical in each file.

Select ▾

Select an existing dataset to attach your file with.

3. On the next page, the system will show you a summary of your upload and the upload process is finished.
4. Click the **Finish** button. System refers you to the **Dataset View**.

Upload Data – Tabular format

Tabular data is structured data. If your data should be available on the search engine, save your data in tabular form. BEXIS2 accepts the file formats XLSM, XLSX, TXT, CSV and TSV in this process.

1. Select your data file from your computer. Click the Next button and go to the next page.

2. This page calls **Get File Information** and it differs depending on the file format.

Upload XLSX

If you have selected a regular Excel file in .xlsx format, the system will point you to a page where you can see your data table. You can change the Excel worksheet if you need.

On this page, you must specify where your column headers (variable names) are and where your data is located.

| 1 | ID | Column Number | substrate | genotype | replicates | Treatment | DEPTH | C-Total (g/kg) | N-Tot | cm | g/kg | g/kg |
|----|------|---------------|-----------|----------|------------------|-----------|-------|----------------|-------|----|------|------|
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | FP02 | L | WT | REP2 | FP02_L_WT_REP2 | 5-10 | | | | | | |
| 5 | FP03 | L | WT | REP3 | FP03_L_WT_REP3 | 5-10 | | | | | | |
| 6 | FP04 | L | WT | REP4 | FP04_L_WT_REP4 | 5-10 | | | | | | |
| 7 | FP05 | L | WT | REP5 | FP05_L_WT_REP5 | 5-10 | | | | | | |
| 8 | FP06 | L | WT | REP6 | FP06_L_WT_REP6 | 5-10 | | | | | | |
| 9 | FP07 | L | RTH3 | REP1 | FP07_L_RTH3_REP1 | 5-10 | | | | | | |
| 10 | FP08 | L | RTH3 | REP2 | FP08_L_RTH3_REP2 | 5-10 | | | | | | |
| 11 | FP09 | L | RTH3 | REP3 | FP09_L_RTH3_REP3 | 5-10 | | | | | | |
| 12 | FP10 | L | RTH3 | REP4 | FP10_L_RTH3_REP4 | 5-10 | | | | | | |
| 13 | FP11 | L | RTH3 | REP5 | FP11_L_RTH3_REP5 | 5-10 | | | | | | |
| 14 | FP12 | L | RTH3 | REP6 | FP12_L_RTH3_REP6 | 5-10 | | | | | | |
| 15 | FP13 | S | WT | REP1 | FP13_S_WT_REP1 | 5-10 | | | | | | |
| 16 | FP14 | S | WT | REP2 | FP14_S_WT_REP2 | 5-10 | | | | | | |

- First select all variables with the left click on mouse. Then click on the **Header** button.
- Select all data in the same way and click the **Data** button.
- The **Expand Selection** button allows you to expand your selection. If the data table contains many rows, select only the first row of data and click the Expand Selection. The system selects all data to the end.
- Click the **Reset** button if you need, to reset your selection.

| 1 | ID | Column Number | substrate | genotype | replicates | Treatment | DEPTH | C-Total (g/kg) | N-Tot (g/kg) | cm | g/kg | g/kg |
|----|------|---------------|-----------|----------|------------|-----------|-------|----------------|--------------|------|------|------|
| 2 | | | | | | | | | | | | |
| 3 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 4 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 5 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 6 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 7 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 8 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 9 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 10 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 11 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 12 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 13 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 14 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |
| 15 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 | FP02 |

If you are sure that header and data are selected, click the **Next** button and go to the next step.

Upload XLSM

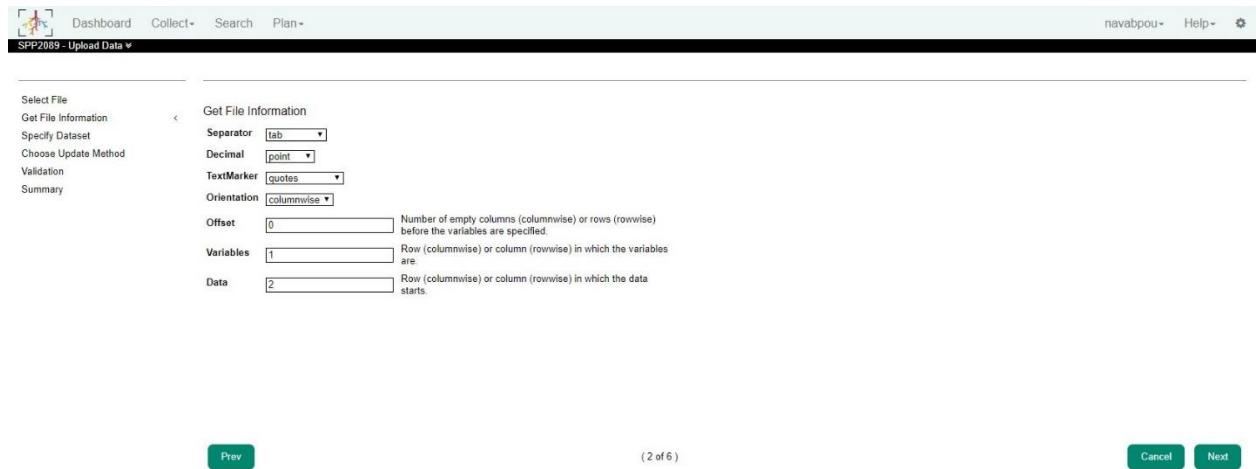
If you are working with the **Excel template** that is provided with the BEXIS2 system (Find explanation at the introduction of Data Structure), you are in this way.

By uploading an .xslm, the **system will skip** the **Get File Information** step.

Upload TXT, CSV or TSV

If your data is in a TXT, CSV or TSV format, the system will ask for the following information.

- **Separator:** Is your data separated by a tab, comma, semicolon or space?
- **Decimal:** Have your real data been specified as 3.02 with a dot (point) or 3,02 with a comma?
- **TextMarker:** Did you use quotes or double quotes as text marker?
- **Orientation:** At this point you must specify whether your data is columnwise or rowwise.
 - Data is columnwise when data related to a variable is written to a column.
 - Data is rowwise when data related to a variable is written to a row.
- **Offset:** How many empty columns (in columnwise) or rows (in rowwise) before the variables are specified.
- **Variables:** Row (in columnwise) or column (in rowwise) in which the variables are located.
- **Data:** Row (in columnwise) or column (in rowwise) in which the data starts.



The screenshot shows the 'Upload Data' process in SPP 2089. The current step is 'Get File Information'. The form contains the following settings:

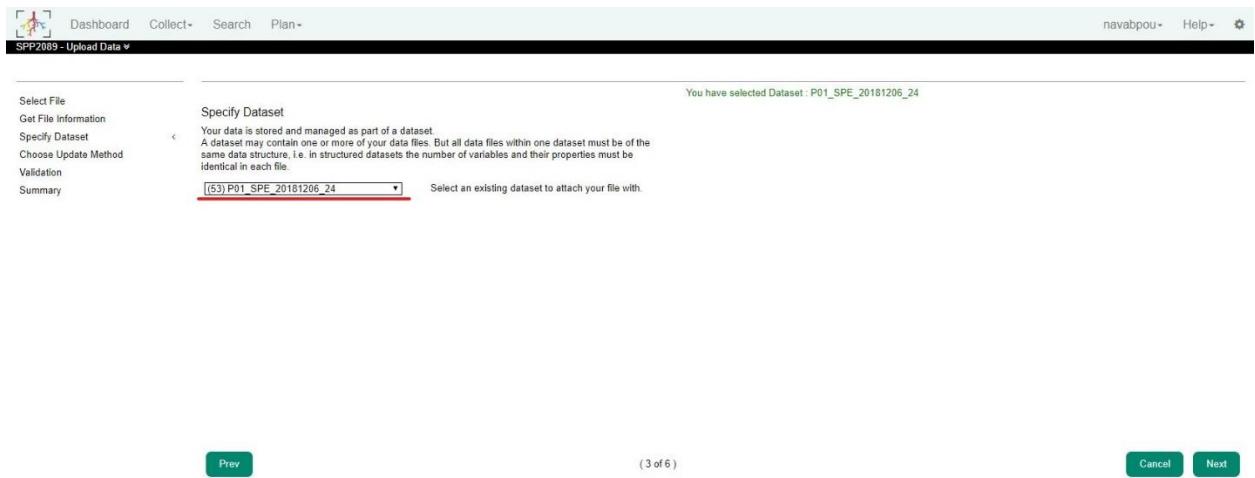
- Separator: tab
- Decimal: point
- TextMarker: quotes
- Orientation: columnwise
- Offset: 0
- Variables: 1
- Data: 2

At the bottom, there are buttons for 'Prev', '(2 of 6)', 'Next', 'Cancel', and 'Help'.

Click on the **Next** button and go to the next page.

3. Specify the dataset, if it is not specified by default. Click on the **Next** button and go to the next page.

BEXIS 2 User Guide for SPP 2089



You have selected Dataset: P01_SPE_20181206_24

Select File
Get File Information
Specify Dataset
Choose Update Method
Validation
Summary

Specify Dataset

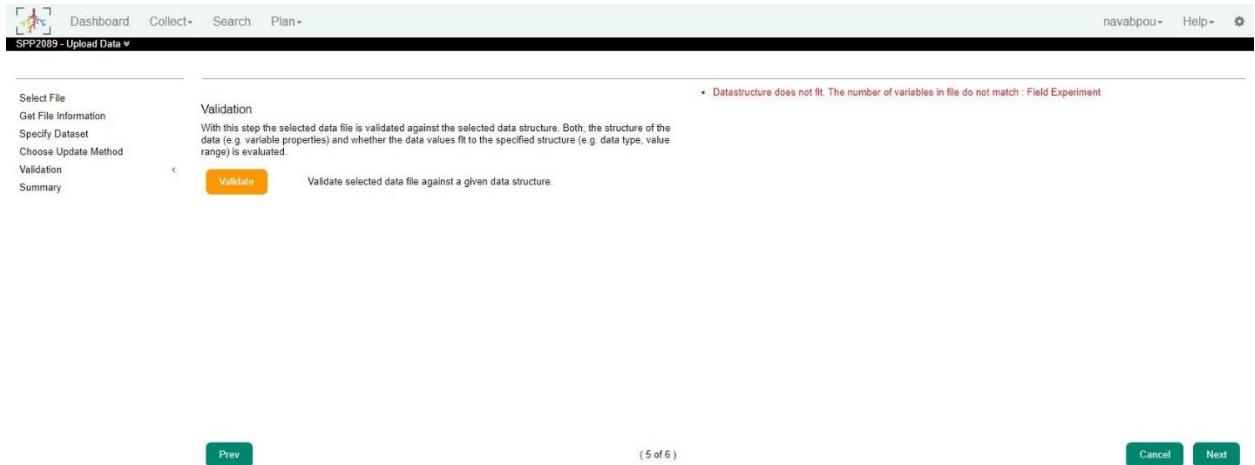
Your data is stored and managed as part of a dataset. A dataset may contain one or more of your data files. But all data files within one dataset must be of the same data structure, i.e. in structured datasets the number of variables and their properties must be identical in each file.

(53) P01_SPE_20181206_24

Select an existing dataset to attach your file with:

Prev (3 of 6) Next

4. In this step BEXIS2 system checks if your data table is compatible with the data structure. Click on **Validate** button. In the case of mismatches, red messages will be displayed on the right side and the process will be terminated there. If data in the data structure can fit well, a green message will be displayed and you can go to the next page.



Dashboard Collect Search Plan
SPP2089 - Upload Data

Select File
Get File Information
Specify Dataset
Choose Update Method
Validation
Summary

Validation

With this step the selected data file is validated against the selected data structure. Both, the structure of the data (e.g. variable properties) and whether the data values fit to the specified structure (e.g. data type, value range) is evaluated.

Validate Validate selected data file against a given data structure.

• Datastructure does not fit. The number of variables in file do not match : Field Experiment

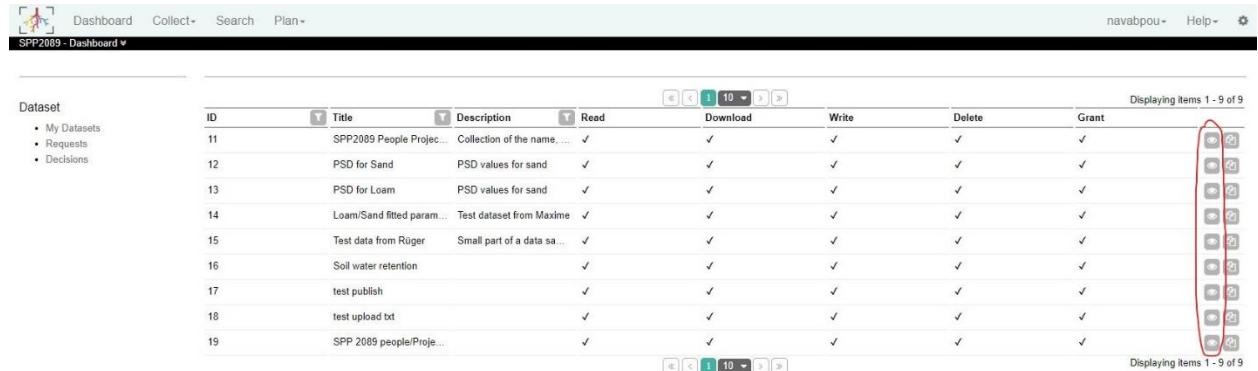
Prev (5 of 6) Next

5. On the last page, the upload process is finished and you will see a summary of your upload data.
6. Click the **Finish** button. System refers you to the **Dataset View**.

How do I download a dataset?

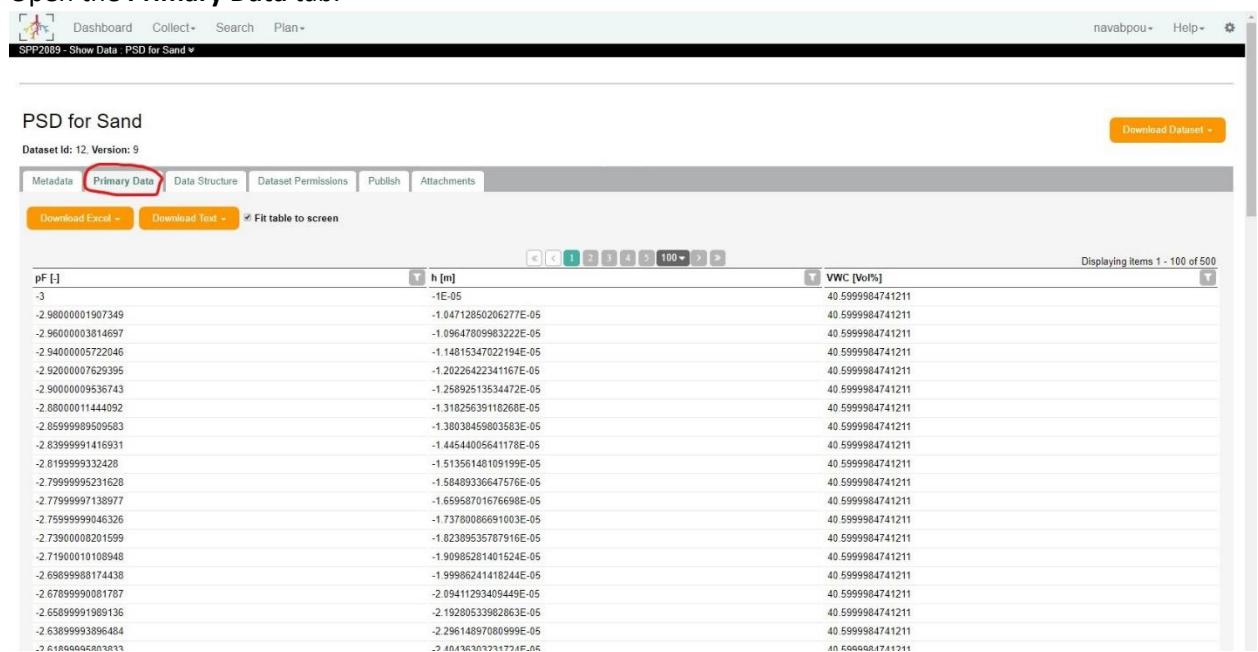
To **download** a dataset, you need to have the **Read** permission and go through the following steps.

1. Click on the view icon close a dataset. The system refers you to the Dataset View.



Dataset View screenshot showing a list of datasets. The table has columns: ID, Title, Description, Read, Download, Write, Delete, Grant. A toolbar at the top right includes icons for search, sort, and export. A red circle highlights the 'View' icon in the toolbar.

2. Open the **Primary Data** tab.



Primary Data tab screenshot for dataset ID 12. The table has columns: pF, h [m], VWC [Vol%]. Below the table are download buttons for Excel and Text, and a 'Download Dataset' button. A red circle highlights the 'Primary Data' tab.

3. Download options are hidden under orange buttons.

- a. **Download Excel**

Click this button if you want to download an excel format of a dataset with or without header information.

| pF [-] | h [m] |
|-------------------|---------------|
| -3 | -1E-05 |
| -2.98000001907349 | -1.0471285020 |
| 2.00000000044607 | 4.0004700000 |

A freeze header in a Template contains a lot of information about variables, including units and data types, while Excel only contains variable names in the header.

See [How do I work with an Excel Template?](#)

b. Download Text

Click this button if you want to download a text format of a dataset. BEXIS2 system offers CSV, TSV, and TXT formats. The CSV format is comma separated, but TSV and TXT format are tab separated.

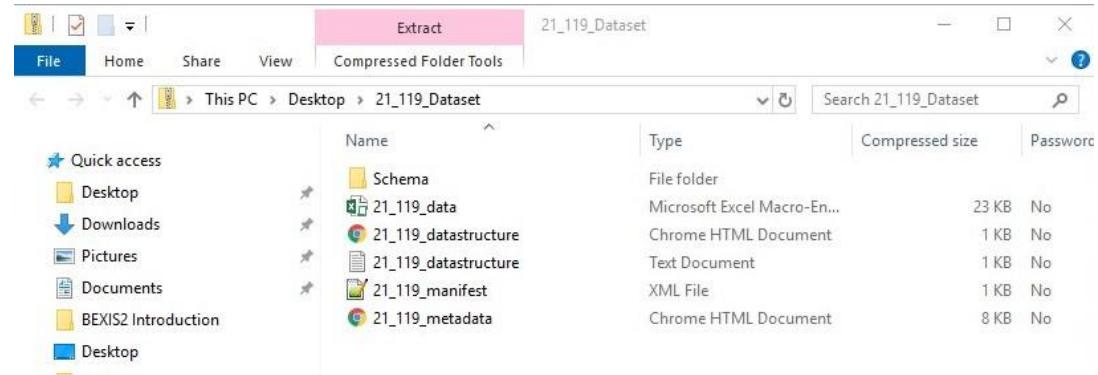
| pF [-] | h [m] |
|-------------------|---------------|
| -3 | -1E-05 |
| -2.98000001907349 | -1.0471285020 |
| 2.00000000044607 | 4.0004700000 |

c. Download dataset

Click this button if you want to download data and more information about the dataset in one compressed folder.

| Displaying items 1 - 24 of 24 | | | | |
|-------------------------------|-------|-------------------|--------------------|----------|
| | DEPTH | C-Total (g/kg) | N-Total (g/kg) | pH (KCL) |
| P1 | 21 | 9.02061855670103 | 0.8762886597938145 | |
| P2 | 21 | 8.555165187682345 | 0.8762886597938145 | |

You will find your data in your preferred format, two different formats of the metadata structure, two different formats of the data structure and one or more files contain information about the dataset. You do not need this option for normal use.



How do I update a File format dataset?

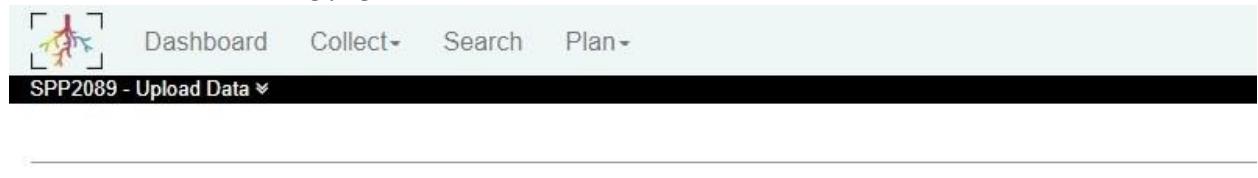
A file format dataset is an unstructured dataset. It is a group of files, and you can increase the number of files that are uploaded to an unstructured data structure.

1. Select **Upload Data** under **Collect** menu item.



The screenshot shows the BEXIS 2 interface with a top navigation bar including 'Dashboard', 'Collect', 'Search', and 'Plan'. The 'Collect' menu is open, showing 'Create Dataset', 'Upload Data' (which is highlighted with a red box), 'Import Data', and 'Push Big File'. Below the menu, there is a search bar with the placeholder 'public only' and a 'Search' button. On the left, there is a sidebar titled 'FACETS' with sections for 'Person (0)' and 'Organisation (0)'. The main content area shows a table with columns 'ID', 'Title', and 'Contact Name', with a message 'No records to display.' at the bottom.

2. Select **File** in the following page.



The screenshot shows the 'Upload Data' page with a top navigation bar identical to the previous one. The main content area has a heading 'Add Data or Update Dataset' and a sub-instruction: 'In order to add to or update data of an existing dataset in the system, please select whether the dataset is structured or unstructured.' Below this, there are two tabs: 'Tabular' (which is selected and highlighted in green) and 'File'.

3. Click on the **Select** and choose a file from your computer or the drop down list. Then click on the **Next** and go to the next step.

Please note that you can only select one file to upload to an unstructured dataset each time.

BEXIS 2 User Guide for SPP 2089

Select File

Please select a data file to be uploaded to the system.

Note: Large data files may take several minutes or hours to transfer, depending on your network speed. The system is freezed until the file has been transferred completely. Please be patient!

For multiple large files you may use the "Push Big Data to Server" option before entering this Upload Wizard

Supported file formats: (*.avi) (*.bmp) (*.csv) (*.dbf) (*.doc) (*.docx) (*.gif) (*.jpg) (*.jpeg) (*.mp3) (*.mp4) (*.pdf) (*.png) (*.shp) (*.shx) (*.tif) (*.txt) (*.xls) (*.xlsm) (*.xlsx) (*.xsd) (*.zip)

Maximum file size: 1024 MB

Select...

Select a data file from your local computer.

Select, please

Select a data file previously uploaded to the server.

4. Select a dataset from the drop down list that you want to add the selected file to it. Then click on the **Next** button.

You have selected Dataset: P01_SPE_20181206_24

Select Dataset

Your data is stored and managed as part of a dataset.

A dataset may contain one or more of your data files. But all data files within one dataset must be of the same data structure, i.e. in structured datasets the number of variables and their properties must be identical in each file.

(53) P01_SPE_20181206_24

Select an existing dataset to attach your file with.

Prev (3 of 6) Next

5. Your update process will be completed on the following page. Click on the **Finish** button to go to the dataset view.

For a list of uploaded files, see the **Primary Data** tab.

Raw Data

Dataset Id: 64, Version: 5

Metadata Primary Data Data Structure Dataset Permissions Publish Attachments

Download

| Filename | Type | Extention | File size |
|-----------------|------------|-----------|------------|
| 64_2_maize1.jpg | image/jpeg | .jpg | 17.335 kB |
| 64_2_maize2.jpg | image/jpeg | .jpg | 117.017 kB |
| 64_2_maize3.jpg | image/jpeg | .jpg | 61.881 kB |

Note: If you want to delete a file from an unstructured dataset, please contact me at nafiseh.navabpour@ufz.de.

How do I edit a tabular dataset?

Assume that you have uploaded data to an existing dataset and you want to edit data in some cells. It may be because of finding errors.

For example, the table below is uploaded.

| ID | First Name | Last Name | Email |
|----|------------|-----------|--------------------------|
| 1 | Eva | Lippold | eva.lippold@ufz.de |
| 2 | Maxim | Phalempin | maxime.phalempin@ufz.de |
| 3 | Naf | Navabpour | nafiseh.navabpour@ufz.de |

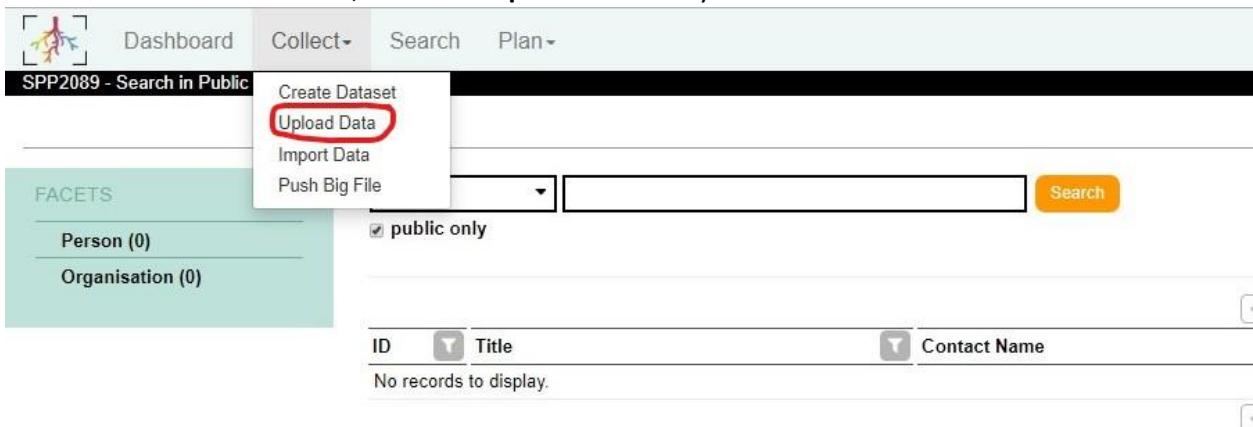
You see that the first name in the third line is incorrect. It should change like this:

| ID | First Name | Last Name | Email |
|----|------------|-----------|--------------------------|
| 1 | Eva | Lippold | eva.lippold@ufz.de |
| 2 | Maxim | Phalempin | maxime.phalempin@ufz.de |
| 3 | Nafiseh | Navabpour | nafiseh.navabpour@ufz.de |

Go through the following steps to edit a dataset.

1. Open the data table from your computer.
You can still work with a data table in your computer or have recently downloaded a dataset from the BEXIS 2. No matter what format your file is in.
2. Make changes to the data table and save it.
It is important to keep a data tuple (one or a combination of some variables) as an identifier. The identifier should be unique throughout the dataset. The identifier in our example could be ID, Email or the tuple of (ID, Email).
3. Now you need to perform the normal upload process in BEXIS 2, except that you must select an update method and specify the identifier.

Under the menu item **Collect**, select the **Upload Data** entry.



The screenshot shows the BEXIS 2 interface with the following details:

- Header:** Dashboard, Collect, Search, Plan
- Sub-Header:** SPP2089 - Search in Public
- Menu:** Create Dataset, **Upload Data** (highlighted with a red circle), Import Data, Push Big File
- Facets:** FACETS, Person (0), Organisation (0)
- Search:** public only, Search button
- Table:** ID, Title, Contact Name
- Message:** No records to display.

4. On the following page, select **Tabular** as the dataset format.

Add Data or Update Dataset

In order to add to or update data of an existing dataset in the system, please select whether the dataset is structured or unstructured.

Tabular

File

5. Select edited file from your computer. Then click the **Next** button to go to the next step.

6. Specify the dataset in which you want to change data. Then click on the **Next** button.

7. In the following page select **Update** as the update method.
8. Mark variables that you want to specify as identifiers.

9. Click on **Check** button and the system will indicate if your identifier is unique.

10. Click on the **Next** button.

Please note that the system blocks your progress in this step if your identifier is not unique.

11. Click the **Validate** button on the following page.

12. Click on the **Next** button if your upload is validated.
13. The following page is the last page of the update procedure contains dataset information.
Click on the **Finish** button to go to the dataset view.

Note: If your dataset does not contain a unique primary key in any row, BEXIS2 adds the row to the dataset.

How do I add rows to a tabular dataset?

Assume that you have uploaded data to an existing dataset and you want to add more rows to it.

For example, the table below is uploaded.

| ID | First Name | Last Name | Email |
|----|------------|-----------|----------------------------------|
| 1 | Eva | Lippold | eva.lippold@student.uni-halle.de |
| 2 | Maxim | Phalempin | maximephalempin@gmail.com |
| 3 | Nafiseh | Navabpour | nafiseh.navabpour@ufz.de |

You want to add a new person to the list as follows:

| ID | First Name | Last Name | Email |
|----|------------|------------|--------------------------|
| 1 | Eva | Lippold | eva.lippold@ufz.de |
| 2 | Maxim | Phalempin | maxime.phalempin@ufz.de |
| 3 | Nafiseh | Navabpour | nafiseh.navabpour@ufz.de |
| 4 | Doris | Vetterlein | doris.vetterlein@ufz.de |

Complete the following steps to add rows to a dataset.

1. Open the data table from your computer.
You can still work with a data table in your computer or have recently downloaded a dataset from the BEXIS 2. No matter what format your file is in.
2. Add new rows to the data table and save it.
3. Now you need to perform the normal upload process in BEXIS 2, except that you must choose an update method.

Under the menu item **Collect**, select the **Upload Data** entry.



The screenshot shows the BEXIS 2 interface. At the top, there is a navigation bar with 'Dashboard', 'Collect', 'Search', and 'Plan'. Below this, a sub-menu for 'Collect' is open, showing 'Create Dataset', 'Upload Data' (which is circled in red), 'Import Data', and 'Push Big File'. To the right of the sub-menu, there is a search bar with the placeholder 'public only' and a 'Search' button. On the left, there is a sidebar titled 'FACETS' with sections for 'Person (0)' and 'Organisation (0)'. At the bottom, there is a table with columns for 'ID', 'Title', and 'Contact Name', with a message 'No records to display.'

4. On the following page, select **Tabular**.

Add Data or Update Dataset

In order to add to or update data of an existing dataset in the system, please select whether the dataset is structured or unstructured.

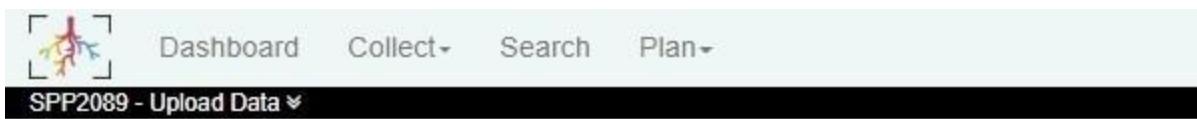
Tabular

File

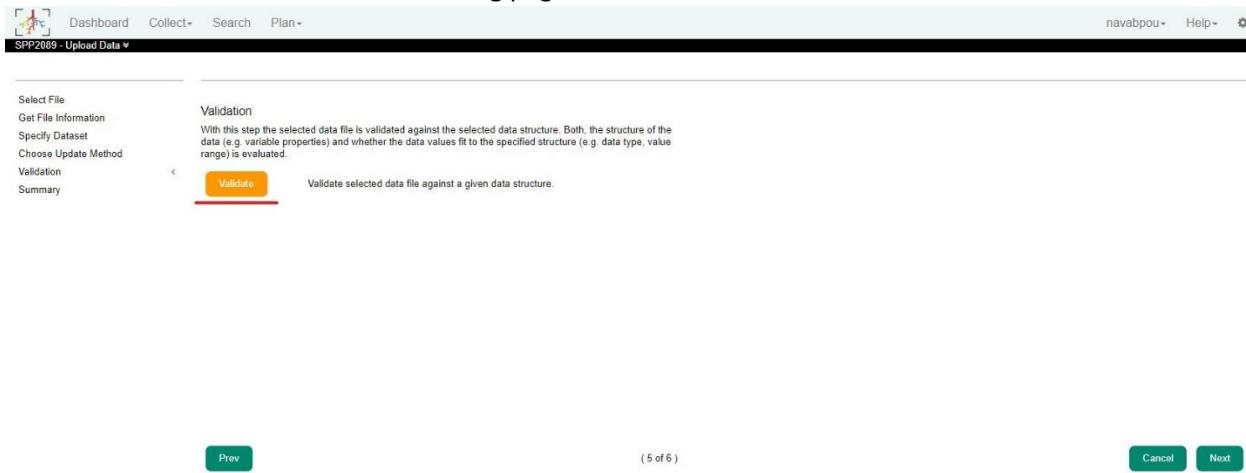
5. Select edited file from your computer. Then click on the **Next** button to go to the next step.

6. Specify the dataset in which you want to change data. Then click on the **Next** button.

7. Select **Append** as the update method and Click on the **Next**.



8. Click the **Validate** button on the following page.



9. Click on the **Next** button if your upload is validated.
10. The following page is the last page of the update procedure contains dataset information.
11. Click on the **Finish** button to go to the dataset view.

How do I add columns to a tabular dataset?

Assume that you have uploaded data to an existing dataset and you want to add columns to it.

For example, the table below is uploaded.

Table 1

| ID | First Name | Last Name | Email |
|----|------------|------------|--------------------------|
| 1 | Eva | Lippold | eva.lippold@ufz.de |
| 2 | Maxim | Phalempin | maxime.phalempin@ufz.de |
| 3 | Nafiseh | Navabpour | nafiseh.navabpour@ufz.de |
| 4 | Doris | Vetterlein | doris.vetterlein@ufz.de |

You want to add more information to each person, e.g. *Gender*.

Table 2

| ID | First Name | Last Name | Email | Gender |
|----|------------|------------|--------------------------|--------|
| 1 | Eva | Lippold | eva.lippold@ufz.de | F |
| 2 | Maxim | Phalempin | maxime.phalempin@ufz.de | M |
| 3 | Nafiseh | Navabpour | nafiseh.navabpour@ufz.de | F |
| 4 | Doris | Vetterlein | doris.vetterlein@ufz.de | F |

In BEXIS 2 a table is stored and managed as part of a tabular dataset based on its data structure. So two tables above do not have the same data structure (*Table 1* has four and *Table 2* has five variables). Then you must upload the second table as a new dataset with a new data structure.

BEXIS 2 provides two operational features:

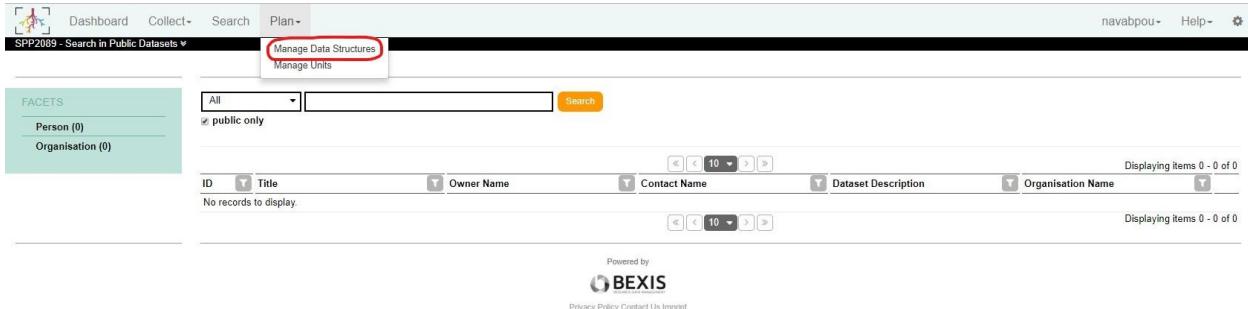
- **Copy Data Structure** creates a new data structure with the same variables.
- **Copy Dataset** creates a new dataset with the same metadata.

Some works are reduced with the help of these two functions. You must only complete the following steps.

- I. Make a copy of the old data structure
- II. Add new variables (in our case, Gender)
- III. Create a copy of the old dataset
 - a. Link the new data structure to the new dataset
 - b. Enter a new name for the new dataset
- IV. Upload data

How do I Make a copy of a Data Structure?

1. Choose a data structure in the **Manage Data Structures** under the menu item **Plan**.



SPP2089 - Search in Public Datasets ▾

Manage Data Structures

Manage Units

Dashboard Collect Search Plan

navabpou Help

FACETS

Person (0)

Organisation (0)

All

Search

public only

No records to display.

10

Displaying items 0 - 0 of 0

Dataset Description

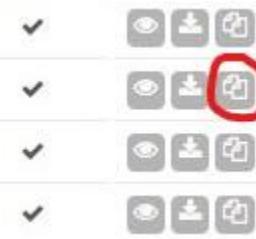
Organisation Name

Powered by

BEXIS

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2. Click the **Copy** button next to the data structure.



3. Change the name of the new data structure to a non-existent name and save it.

How do I edit an existing Data Structure?

You are able to edit a data structure before you link it to a dataset.

1. Open the **Data Structure Edit** by clicking the **Edit** button.



2. Add variables that you want to add to the data structure by clicking the orange right arrow next to the variable.

| Variable Templates | Structure of Table2 (47) |
|--------------------------------|--------------------------|
| 166 Identifier, code based | 397 First Name |
| 165 Identifier, integer number | 398 Last Name |
| 453 K-total | 399 Email address |
| 448 K_CAL | |
| 503 K_RFA | |
| 324 Ks | |
| 121 mass | |
| 450 Mg | |

3. Change the name of the variable in your favorite name and save your changes by clicking **Save**.

How do I create a copy of a dataset?

1. Open the procedure **Create Dataset** under the menu item **Collect**.

2. Select the **Dataset** from which you want to make a copy.

3. Link the dataset to a favorite Data Structure.

4. Change the title of dataset to be unique.

5. Click the **Save** button.

Note: If you want to delete the old dataset, please send me the ID and the name of that dataset (nafiseh.navabpour@ufz.de).

How do I add/remove attachments?

If you need to attach files to your dataset go through the following steps. A file could be additional images, word, pdf or text files and etc...

1. Select **Attachment** tab on the dataset view.

P01_SPE_20181206_24

Dataset Id: 53, Version: 1

Attachments

Attach files to this dataset

You can select one or multiple files. Please provide a short description for your selected file(s).
Note: Depending on your network connection the upload may take some time. Please stay patient.
Maximum file size: 1024 MB

Description:

Files:

Select...

Push

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2. Click on the **Select** and choose one or multiple files from your computer. Each file should be smaller than 1GB.
3. Click the **Push** and files will appear in a list.

PSD for Sand

Dataset Id: 12, Version: 10

Attachments

Attach files to this dataset

You can select one or multiple files. Please provide a short description for your selected file(s).
Note: Depending on your network connection the upload may take some time. Please stay patient.
Maximum file size: 1024 MB

Description:

Files:

Select...

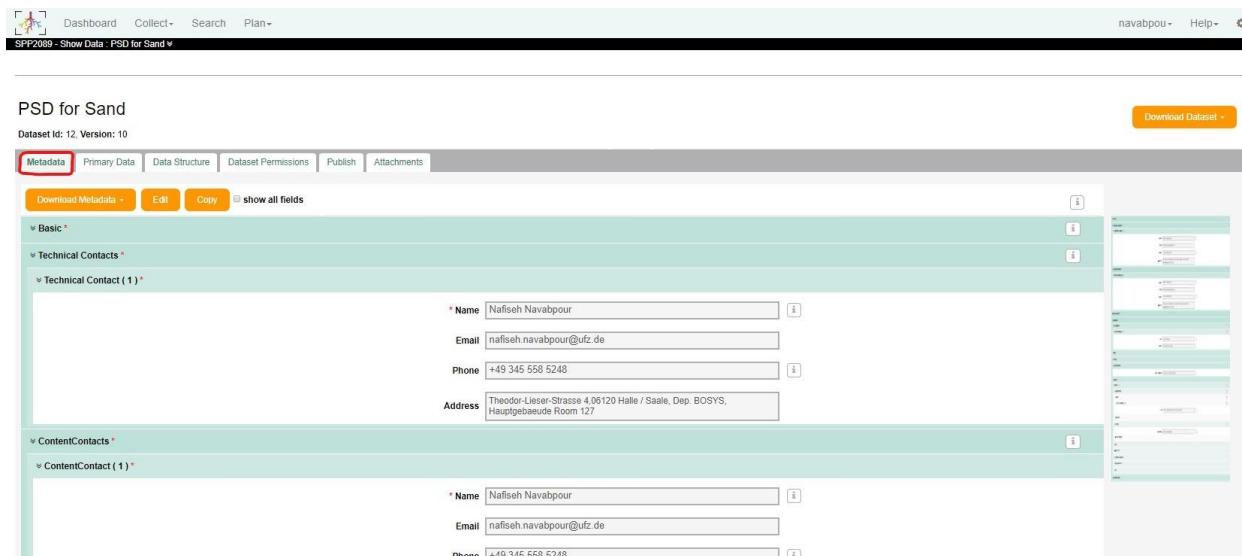
Push

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To **delete** a file, use the trash icon next to the file.

How do I edit the metadata?

The metadata provides information about your dataset. The metadata formula will open as default when you open a dataset view.



PSD for Sand

Dataset Id: 12, Version: 10

navabpour - Help - 

SPP2089 - Show Data - PSD for Sand v

Metadata Primary Data Data Structure Dataset Permissions Publish Attachments

Download Metadata Edit Copy show all fields

Basic

Technical Contacts

Technical Contact (1)*

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ContentContacts

ContentContact (1)*

Name: Nafiseh Navabpour

Email: nafiseh.navabpour@ufz.de

Phone: +49 345 558 5248

Click on the **Edit** button to be able to edit the metadata.

Don't forget to **save** your changes.