**Cr8it On-line Help**

**Cr8it version 1.0**

**Produced by the Cr8it Project, 2014**

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# About Cr8it

🛈*Cr8it* is an open source application for researchers working on the ownCloud environment. Cr8it enables a researcher to archive and publish research data as well to add metadata about the data, i.e. descriptive information about the data, the data creators/owners and associated grants under which the data was produced the three basic functions of the Cr8ot application are to :

1. pick files
2. package the files into a data crate
3. publish the data crate

Features of *Cr8it* include:

* allows you to add information about your data, i.e. metadata
* data crates includes both the data and the metadata
* data creates can be downloaded, archived and published
* the items in a crate can be previewed
* an ePub can be assembled for download and display
* an README.html document provides a manifest for each crate
* developed for on the ownCloud environment (owncloud.org)
* helps you meet the requirements of funding agencies

# Using Cr8it on ownCloud

**🛈** The Cr8it tool is available to users when you are logged into the ownCloud service.

* Crates are personal crates associated with your login on ownCloud.
* Cr8it has one default crate immediately available to you and additional crates can easily and quickly be add you need to.

# Add a New Crate

When you are logged into **ownCloud**, a Cloud icon will be available in the top left hand of the Owncloud browser window. To the right of the Cloud icon will be an ‘Apps selector’ which displays the name of the current Owncloud App currently active in the Owncloud window.

* ***Click***on the triangle next to the current App name and choose the Cr8it App from the list of available Apps. THe Cr8it user interface will then display in the Owncloud window. (If Cr8it isn’t in the list, you will need to contact your system administrator)
* ***Click***on the + icon to ‘Add a New Crate’
* ***Enter*** a name for your *‘New Crate’ (the* Crate Name *is a mandatory field)*
* ***Enter***a description for your *‘New Crate’*
* ***Click*** *Create*
* Your new crate will now display on the screen and will also be available in the list of available Crates from the Cr8it menu

# Editing the Name of a Crate

* Using the mouse (or the touchpad) **highlight** the name of the Crate you would like to edit the title of
* ***Click*** on 🖉***Rename Crate*** from the additional menu options that appear on the right-hand side of the Crate name
* ***Edit or rename*** the title of the Crate within the *Rename Crate* box that is displays on the screen
* ***Click Rename*** and your Crate will now display the amended title

# Add ownCloud files and folders to a Crate

**🛈 Before Adding items.** Adding files and folders to your crate is done from the ownCloud Files application. When files are added to a Crate they will automatically be added to the current Crate. The current Crate is the last Crate selected/viewed.

Prior to adding files to a Crate you should navigate to the Crate you wish to add files to and then commence adding files.

* ***Click*** on the Apps selector (see Add a new Crate) and choose the ***Files*** app.
* Using the mouse (or the touchpad) **highlight** the name of the Directory, or the name of the file that you want to add to your current Crate
* **Click** *Add to Create (which appears to the right hand-side of the Directory or file).* Repeat this step as many times as required.
* **Choose the *Cr8it* app** from the Apps Selectorto view the list of directories and/or files in the Crate

**🛈 About adding files and folders**. Using the function **Add to Crate** does not copy or move the files to a Crate. Instead you are building an index (or a manifest) of what will be in the crate when you publish it.

By adding a file or folder to a Crate Cr8it is adding a reference to the file or folder into the index. The references are similar to Shortcuts on Windows or links on a Mac and can be thought about in the same context as an electronic shopping cart*.*Until you download or publish your crate, during the interim period, Cr8it is building an index of the files in your Crate. When you publish your Crate the list of indexed files (the contents of the crate) will automatically be copied to the Crate during the downloading / publishing process. The Crate will reflect the state of currency of the files at the point of publishing.

# Remove an item from a Crate

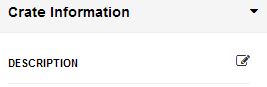
* Using the mouse (or the touchpad) **highlight** the name of the file or folder item you would like to remove
* ***Click*** on **🗑 *Remove item,*** from the additional menu options that appear on the right-hand side of the file name
* A ***Remove Item*** pop-up confirmation box will appear on the screen with the name of the selected file or directory, ***Click* Remove**

# Moving Items around in a Crate

* Using the mouse (or the touchpad) ***click*** on the ***name of item*** you would like to move and ***drag*** the item to a new position in the crate.

# Add a description to a Crate

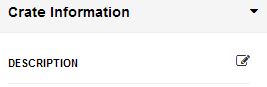
* Navigate to the required Crate
* ***Click*** on the *🖉* ***pencil icon*** next to the **Description field**
* ***Enter*** the description and ***click*** the ***Save*** button





# Edit description of a Crate

* Navigate to the required Crate
* ***Click*** on the *🖉* ***pencil icon*** next to the **Description field**
* ***Edit*** the description and ***click*** the ***Save*** button to see the amendments





# Add Data Creator to a Crate

🛈 ***Cr8it*** *allows users to associate data creators to the Crate. Creators can be added by the following two options:*

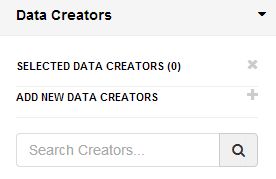
***automated lookup*** *from an institutional name authority (if implemented by the organisation).* ***See below : 10.1***

*or*

***manual entry*** *if the Creator is not affilated with the organisation (i.e. avalable via the automated lookup), or is not available in the lookup.* ***See below : 10.3***

* 1. **Select a Data Creator (via automated lookup)**

Navigate to the required Crate

* In the right-hand panel, **Click on the Data Creators** pull-down. This will display the list of Data Creators selected for this Crate.
* **Enter** *firstname*, or l*astname*, or *firstname and last name* **into the search box** and **click** the ** search** symbol. The search results will appear on screen below search box
* From the search results**, Click** on the symbol next to the name of the *Data Creator* to be associated with the Crate.
  1. **Edit Data Creators (added via automated lookup)**
* **Click** on the  ***edit*** symbol next to the Creators and you will be able to edit the name and email details.
* *Repeat above steps to add additional Data Creators*

**or**

**10.3 Add New Data Creators (via manual entry)**Navigate to the required Crate

* ***Click*** on the symbol next to **Add New Data Creators** and a pop-up box for Add Creator will appear on screen
* ***Enter***the **name and email address** for the data creator you with to associate with the Crate and a ***Creator Identifier URL*** (if one exits, i.e. ORCID ID, ResearcherID, or similar)
* ***Click* Add**
* *Repeat above steps to add additional Data Creators*

# Remove Data Creator from a Crate

* ***Click*** the  **minus** icon next to the name of the Data Creator to be removed
* The Data Creator is no longer visible in the list

# 12. Add Grant information

🛈 ***Cr8it*** *allows users to associate funding grants to the Crate. Grants can be added by the following two options:*

1. ***automated lookup*** *from an institutional name authority (if implemented by the organisation).* ***See below : 12.1***

*or*

1. ***manual entry*** *if the Grant is internal, etc within the organisation (i.e. not avalable via the automated lookup).* ***See blow: 12.2***

**12.1 Select Grants (to add by automated lookup)**

Navigate to the required Crate

* In the right-hand panel, **Click on the Grants** pull-down. This will display the list of Grants selected for this Crate.
* **Enter** *grant prefix, grant ID*, or grant name or keywords **into the search box** and **click** the ** search** symbol. The search results will appear on screen below search box
* From the search results, **Click** on the symbol next to the required *Grant* to associate with the Crate.
* *Repeat above steps to select additional Grants*



**or**

**12.2 Add New Grants (to add by manual entry)**

Navigate to the required Crate

* ***Click*** on the symbol next to **Add New Grant** and a pop-up box for Add Grant will appear on screen
* ***Enter***the **number, submission year, institution, and title** of the grant you wish to associate with the Crate.
* ***Click* the Add** button
* *Repeat above steps to add additional Data Creators*

# Remove Grant information

* ***Click*** the  **minus** icon next to the name of the Grant to remove
* The Grant is no longer visible in the list

# Download a Crate as a zip file

* Navigate to the required Crate
* ***Click*** the  **download button** from the top right-hand menu bar
* ***Click*** the *** zip*** *button* and the file will download to your computer

🛈 *Cr8it download zip file function will download your crate as a zip file. The zip file will also contain a README.html file which provides originating information about your crate, i.e. metadata associated with your crate and its contents.*

🛈 *If the size of the crate exceeds the ‘max\_zip\_mb’ system configuration parameter, the zip button will be greyed out and you will not be able to download a zip file of the crate.*

# Download a Crate as an ePub file

* Navigate to the required Crate
* ***Click*** the  **download button** from the top right-hand menu bar
* ***Click*** the ****** ***ePub*** *button* and the file will download to your computer

🛈 *Cr8it download ePub functions will download your crate with an ePub file extension (.EPUB) in the standard open ebook format.*

🛈 *The ePUB button won’t be visible if the ‘previews’ system configuration parameter is set to ‘off’.*

# Delete a Crate

* Navigate to the required Crate
* ***Click*** the  button and a pop-up confirmation box will prompt you if there is content in your crate
* ***Click* Delete** button

# Check a Crate

* Navigate to the required Crate
* ***Click*** the  ***check crate*** button and a pop-up box ***Create Check Results*** will provide current information for the items referenced in your crate, i.e. indicates if the item no longer exists (deleted or moved location)
* ***Click* OK** button to close pop-up box
* The visual results of the check will then display on screen next to all items in your crate, i.e. as a **🗸**tick or a **🗴**cross

🛈 If you have moved an item in the ownCloud file application that you want in your crate you will need to navigate to your ownCloud files and re-add to your crate from its current location. Or, alternatively if the item is no longer required you can remove the file from your crate by highlighting the item and selecting *remove from crate* option.

# Publish a Crate

* Navigate to the required Crate
* ***Click*** the  ***Publish*** button from the top right-hand menu bar and a *Publish Crate* pop-up screen will appear

🛈 A consistency check will be run automatically and the results will be displayed in the Publish Crate pop-up screen.

* ***Choose the “Publish to” option***, either “Published Open Access” or “Mediated Access”. This option will determne which Owncloud ‘publications’ folder the crate will be published to.
* ***Click the “Publish as a bag” box*** if you don’t want to create a zip file during the Publish process.

🛈 If the size of the create exceeds ‘max\_zip\_mb” system configuration parameter and “Publish as a bag” is not selected, the Publish button will be greyed out.

* ***Click*** the ***Publish*** *button* and *a* ***Publish Confirmation*** *pop-up will appear on your screen*

🛈 A link will be displayed to the published crate. You can copy this link and use it to share the crate you have just published.

🛈 The new crate will be available under your “publications” folder using the Files app. The crate will be published to either an open access sub-folder or a mediated access sub-folder, depending on your “Publish to” choice.

* ***Enter*** *a valid* ***email address*** *into the entry box and* **click** the **send** button

🛈 An email will be sent from *Cr8it to the email address entered at time of publishing.*

# Published Log – Email from Cr8it

The email received from Cr8it contains the log file associated with your Cr8ite application and will provide log details for your published crate published as well as all creates previously published, i.e. the log file appends the latest published details cumulatively.

# Support for Cr8it

**Google Group**

* <community forum ; to be set up>

**Technical Information**

* Technical info
* Software release
* Installing the software
* Github