

DataONE Research Data Portal

User Guide



MyFWC.com

FWC DataONE Research Data Portal

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Purpose of this Document

This document provides guidance for [FWC's Research Data Portal](#) (the portal) hosted by [DataONE](#).

[DataONE](#) is a web-based tool used to describe research projects, upload associated final data files and describe each data file in detail. DataONE replaces our former metadata application, MetaRep. Please direct questions to Adrienne.Ruga@myFWC.com.

Getting Started

- To log in, DataONE requires an ORCID persistent identifier. If you do not already have one, it takes only a few moments to set one up. At the top-right of [ORCID's landing page](#), click Sign in / Register. (*ORCID, or [Open Researcher and Contributor ID](#), is a free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities. It is offered free to researchers to uniquely identify and connect all who participate in research, scholarship, and innovation to their contributions across disciplines, borders, and time.*)
- Immediately after you log in with your ORCID, you'll be able to create a data package, but won't yet be able to view/edit the existing records in the FWC repository. After logging in to DataONE, send your name and ORCID number to

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Adrienne.Ruga@myfwc.com, who will add you to the FWC users list. At that point, you'll have view and edit access to all FWC records.

- **Please be aware, files uploaded to the portal should be smaller than 1 GB each.** More info below in the 'Adding Files to a Data Package' section.
- By default, the data packages in our portal are set to private use; only FWC staff can view and edit them. If you'd like to make yours publicly available (viewable and downloadable) contact the curator, Adrienne.Ruga@myFWC.com. More on that [below](#).

For other FWC data products:

- If you need to describe and archive your GIS spatial data and metadata, please contact GISLibrarian@MyFWC.com to learn how and where to submit GIS data.
- To find and download FWC's GIS data, see geodata.myfwc.com.
- To find publications, search the [FWC Digital Library](#). To archive FWRI-authored publications, contact Paige.Turner@myFWC.com.

Search for Data

Click the **Search Data** tab in the portal's [main landing page](#) [Figure 1]. As noted in the second bullet point above, send the [curator](#) your ORCID and name to be added to the FWC-users list, then you'll be able to view and edit the records.

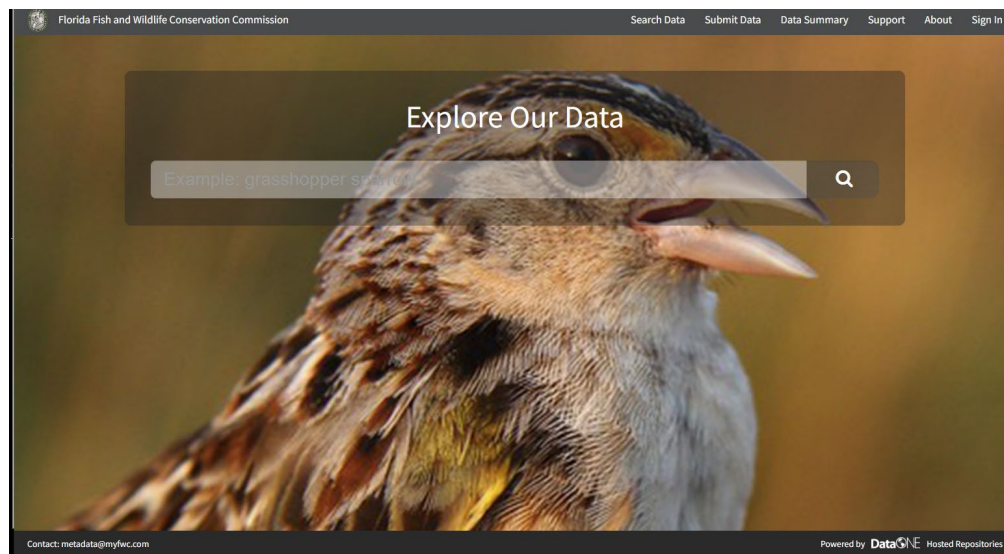


Figure 1. FWC Research Data Portal landing page

The search page has three sections: a filter-by section on the left, a list of results in the middle, and a map on the right.

The screenshot displays the Florida Fish and Wildlife Conservation Commission's DataONE search page. The header includes the organization's name and a navigation menu with links for Search Data, Submit Data, Data Summary, Support, About, and a user profile for Adrienne Ruga. A search bar is located at the top left. The left sidebar contains a 'Filter by:' section with expandable categories: Project, Data attribute, Data files, Creator, Year, Identifier, Taxon, Location, and Access. The main content area shows a list of search results, each with a title, author, year, and a brief description. The results are numbered 1 through 38, with a 'Next' button. The right side of the page features a map of Florida with a grid overlay, showing the distribution of data points across the state. The map includes labels for major cities and a legend for 'Satellite' and 'Terrain' views. The footer contains contact information (metadata@myfwc.com) and a note that the platform is powered by DataONE and hosted on Repositories.

Florida Fish and Wildlife Conservation Commission

Search Data Submit Data Data Summary Support About Adrienne Ruga

Search phrase

1 2 3 ... 38 Next

Filter by:

- Project
- Data attribute
- Data files
- Creator
- Year
- Identifier
- Taxon
- Location
- Access

Craig Faulhaber. (2025). **Translocation of Red-cockaded Woodpeckers for the Southern Range Translocation Cooperative**. Florida Fish and Wildlife Conservation Commission. urn:uuid:b50aa0cb-5934-42dc-9fb7-9725d46f9340.

Karen Lips. (2025). **Filling Data Gaps to Assess the Population Status and Management of the Southern Dusky Salamander (*Desmognathus auriculatus*) in Florida**. Florida Fish and Wildlife Conservation Commission. urn:uuid:8da39eab-2991-4628-91dc-58050373376b.

Robert van Wosik. (2025). **Identifying Coral Refuges in the Florida Reef Tract**. Florida Fish and Wildlife Conservation Commission. urn:uuid:3bf656e1-0c75-4681-a896-b7a6284bf436.

Jessica Graham. (2025). **Increasing Florida's Aquatic Connectivity by Informing Project Selection through Assessment and Prioritization of Barriers**. Florida Fish and Wildlife Conservation Commission. urn:uuid:d9203dc9-a1ec-4c25-82c4-f79f728e7fe2.

Contact: metadata@myfwc.com

Powered by DataONE Hosted Repositories

Submit Data

How should I organize my data files and metadata? See [DataONE's Support page](#) for file organization and file format guidelines.

Data packages are simply collections of related data and metadata files. It's not required that you upload associated files, but please at least do describe the research project, sub-project, or project component as completely as possible. If you choose not to upload files, indicate their storage location (folder structure path name), using the **Alternate Identifiers** field in the Overview section.

Multiple data packages may be associated with a single research project. For example, if a research project consists of field sampling at several distinct sites or over several distinct sampling seasons, each site or season might be presented best with its own unique data package. A submitting researcher should use their best judgment on how to group their research.

To create a data package select **Submit Data** from the upper tab ribbon. This opens the [Data Submission form](#), where you can add your data files and metadata [Figure 2].

The screenshot displays the 'Submit Data' user interface for the Florida Fish and Wildlife Conservation Commission. At the top, a dark navigation bar contains the logo, the text 'Florida Fish and Wildlife Conservation Commission', and links for 'Search Data', 'Submit Data', 'Data Summary', 'Support', and 'About'. A user profile for 'Adrienne Ruga' is visible on the right. Below the navigation bar, a header area shows the user's name and the dataset name 'Untitled dataset' along with its unique identifier. A table with columns for 'Files', 'Size', 'Type', 'Share', and 'Status' is present, with a row for the 'Untitled dataset'. To the right of the table are 'Share' and 'Add Files' buttons. A large central area prompts the user to 'Add files to start your dataset' with an 'Add Files' button. On the left, a sidebar lists six sections: 'Overview' (selected), 'People', 'Dates', 'Locations', 'Taxa', and 'Methods'. The 'Overview' section is expanded, showing fields for 'Title' (with a description and an example), 'Abstract' (with a description), and a 'Save dataset' button in the bottom right corner.

Figure 2. Submit Data user interface.

You'll see six sections in the left-hand column: Overview, People, Dates, Locations, Taxa, Methods. Each field is described below.

In the bottom right corner, click **Save Dataset** at any point while filling out the submission form. The button does not make your dataset public or move it into the review process. If a required field is blank or requires an edit, a message will appear.

Overview Section (* indicates required fields)

- **Title *** – Should contain relevant information such as the topic, geographic location, and dates.
- **Abstract *** – Brief overview summarizing the contents and purpose of the data package. A good abstract provides users with adequate information to determine if the data are useful for their needs.
- **Keywords** – Add a minimum of three keywords. Make sure these terms differ from words in the title to increase findability of your dataset in searches. Leave the default Keyword Thesaurus set to None.

- **Funding** – The organizations that funded the work and any award or grant numbers.
- **Publication Date** – To specify a date or year when the dataset can be made publicly available, enter a date in YYYY-MM-DD or YYYY format. If left blank, this field will default to the current date.
- **Usage Rights *** – Choose how you wish your data to be shared and reused. Usage rights for the metadata will always be Creative Commons Public Domain.
- **Alternate Identifiers** – If this dataset is archived in another location, such as a different data management system, list any additional identifiers that can be used to locate the dataset. If the files are stored in FWC’s Azure Cold Cloud Storage, you won’t upload them to DataONE but will display the cold storage path name in this field (the path name provided by OIT after they upload your files to the cloud).
- **Canonical Dataset** – If this dataset is a duplicate published elsewhere, provide the digital identifier of the original dataset here. This must be a [DOI](#) or URL.
- **Data Sensitivity** – Pick from 3 categories described in the entry form’s picklist. Most FWC data is non-sensitive.

People

- Dataset **Creators *** – The main researchers involved in producing the data who will be **listed in the citation**. The order creators are added will be the order they appear in the dataset citation. Creators may be dataset authors, owners, originators, or principal investigators. Valid ORCIDs are strongly recommended for dataset creators.
- **Contact** – The primary contact for the dataset. This person may or may not be one of the dataset authors. A valid ORCID is required for the dataset contact.
- Dataset **Contributors** – Additional contributors involved in producing the data. These may include people who assisted in creating the dataset but are not considered authors for publication. Dataset contributors will not be included in the dataset citation. Valid ORCIDs are recommended, but not required, for dataset contributors.

Dates

- **Start Date *** – Enter the earliest date in your dataset.
- **End Date** - Enter the last date in your dataset.

Locations

- **Description *** – Provide a short and comprehensive geographic description of the sampling sites or locations where these data were collected.
- **Bounding Box Coordinates *** – Enter latitude and longitude coordinates to specify a geographic bounding box, or for a single point, enter one latitude, longitude pair.
 - Remember to include the negative symbol (-) on longitudes for Western hemisphere locations.
 - For lab-based studies or those without discrete sampling sites, a generic Florida descriptor can be used:
 - Northwest coordinates: Lat **31.1**, Long **-87.7**
 - Southeast coordinates: Lat **24.2**, Long **-79.7**

Taxa

- **General Taxonomic Coverage** – How you identified the range of taxa addressed in this dataset.
- **Taxonomic Classification(s)** – Dropdown menu to select one or more taxa.

Methods and Sampling

- Descriptions of the procedures employed in collecting or generating the data included in your dataset should be thorough enough for your work to be reproduced. Details about software or instrumentation used, source data, and any quality control measures are especially important.

Click **Save Dataset** in the bottom right corner of the window.

Adding Files to a Data Package

You may add files at any time. Best practices for file types are nonproprietary, open data formats if possible: CSV, TXT, PNG, JPEG, TIFF, NetCDF, etc. Upload files individually instead of in zipped archive form.

- If your file is >1 GB, please do not upload it to the data package but use the **Alternate Identifiers** field to record the file storage path name where the large file is stored on your OneDrive or external hard drive.
- If you use [FWC Cold Storage Cloud Services](#) to store extra-large files (acoustic, video, etc) follow the same procedure; paste the cold storage path name provided by OIT to the **Alternate Identifiers** field. More info about cold storage: [FWRI File Management guide](#).

- For file management best practices, see File Organization Guidelines and the File Format Guidelines in [DataONE's Support tab](#).

To start adding files: At the top of the Submit Data user interface, click **+Add Files**:

Add files to start your dataset

+ Add Files

Describe Files

After adding a file, it will appear in the list as shown below.

- Click **Describe** to record information about the file in a new dialog box. This is the preferred method to provide information about the data's entities and attributes.
- However, if you already have a detailed data dictionary or ReadMe document describing the data file's entities and attributes, you can add it to the list of files.

The dropdown arrow next to **Describe** allows for replacing or removing the uploaded file.

Adrienne Ruga. (2025). *Metadata_TEST_Data_Package_2025-06-16_update*. Florida Fish and Wildlife Conservation Commission. urn:uuid:18ad9b29-63b6-456f-ab70-b43ce10b5737.

	Files	Size	Type	Share	Status	
▼	Metadata_TEST_Data_Package_2025-06-16_update	4 KiB		Share		+ Add Files
📄	Example_Auto_Fill.csv	164 B	Data	Share	○	Describe ▼
📄	June_2025_Publications_AR.docx	23 KiB	Data	Share	○	Describe ▼
📄	Test_CreatePDF_Form_Sauby_Instruction.pdf	5 KiB	Data	Share	○	Describe ▼

There are two tabs within the **Describe** window: Overview and Attributes.

Describe Example_Auto_Fill_new.csv

Overview

Attributes

Name *

Provide a unique name for this file.

Example_Auto_Fill_new.csv

Description

Provide a general description of this file and its contents. Include how this file differs from all other files in this data set.

e.g. Species abundance data for 2016 at the VCR LTER site

Done

If your file is a .csv or a .txt, DataONE has options to AutoFill the attributes from one file to another. From the **Attributes** tab, first click **Auto-Fill**, then choose:

- **Fill from file** – Use the column headings in your tabular data file to fill in the attribute names.
- **Copy from** – copy from one file to another within the same data package.
 - **Link Attributes** – This feature allows users to create references to existing attribute lists in the same data package. Referenced files stay in sync automatically when the source file is updated. Attributes are displayed after saving and clicking **View your dataset**.
 - **Copy attributes** – creates a copy of attribute information from another file in the package. Changes to the original attributes won't affect the copy.
- **Copy to** - Copy all attribute information from this file to other files in the package.

The instructions in the dialog boxes will guide you along. Here's an example of copying attribute information to other files:

[Fill from file](#)
[Copy from...](#)
[Copy to...](#)

Copy all attribute information from this file to other files in the package! Select target files below

This will overwrite any existing attributes in the selected files.

- ☐ DrillHoleData_LASSIT...
 ☐ LEM240417_185111....
 ☐ LEM240417_190214....
☐ LEM240417_194007....
 ☒ LEM240417_195400....
 ☐ LEM240417_215149....
☐ LEM240417_220200....
 ☒ LEM240417_225714....
 ☐ LEM240417_230910....
☐ LEM240419_225642....
 ☒ LEM240419_233855....
 ☐ LEM240420_000602....
☐ LEM240420_005315....
 ☐ LEM240420_010016....
 ☐ LEM240420_030921....
☐ LEM240420_033049....
 ☐ LEM240420_033650....
 ☐ LEM240420_034134....
☐ LEM240420_034524....
 ☐ LEM240420_040140....
 ☐ LEM240420_040700....

Copy attributes to 3 files

After your files have been added, you have the option to make associations between files in the data package (sources and derivations).

- After saving your work, click **View your dataset** at the top.
- Scroll to the section titled **Data Table, Image, and Other Data Details**.
- Mouse over the circle and arrow symbols for popup explanations.

Data Table, Image, and Other Data Details

0 sources

Other Entity

Entity Name **Example_Auto_Fill_new.csv**

Download View

Data Object Type: text/csv Attribute(s) Info:

Variables	Name	ID
ID		
station		
temperature		
species		
length		

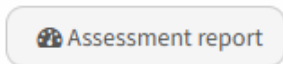
Label Unique Identifier

Definition Unique ID of the table row

0 derivations

Assessment Reports

After completing your data entry, click **View your dataset**. The Assessment Report button will become available at the top.



This report includes the results of a set of automated quality checks that help make your dataset findable, accessible, interoperable, and reusable [Figure 3]. These checks evaluate the presence of key fields, determine file types, and check that URLs included in metadata are resolvable.

'Failed checks' should be addressed by the dataset submitter before requesting publication. If you need assistance, please reach out to Adrienne.Ruga@myFWC.com.

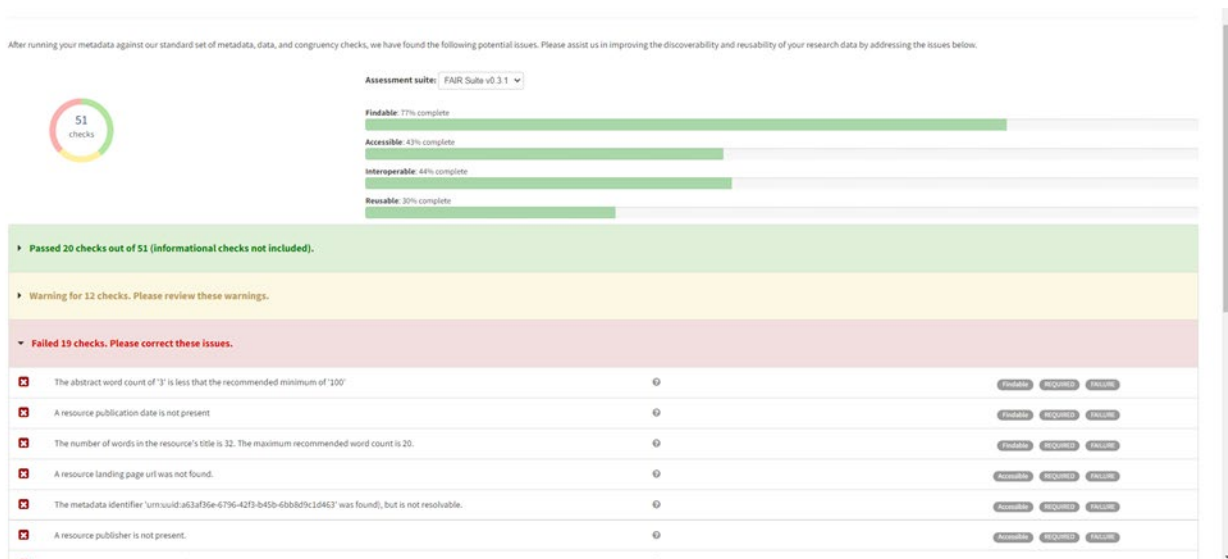
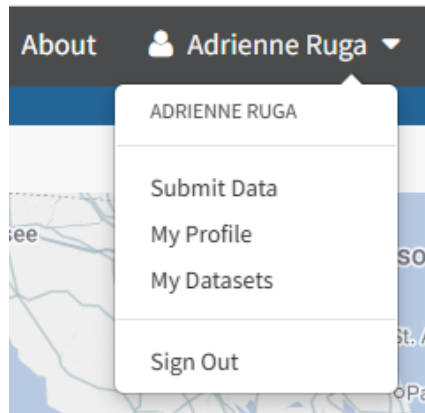


Figure 3. An example of an assessment report

Access Your Records

After you log in, you may access your records by hovering over your name in the upper right corner and selecting **My Datasets**, or search by your name in the [Search Data](#) interface.



Publish and Obtain a DOI for your data package (Optional)

Contact Adrienne.Ruga@myfwc.com who will set your data package to 'public' and if requested, will also assign it a registered [DOI](#). A public setting allows your data package to be publicly shared on [DataONE's member repository page](#).

Here's an example of a data package's citation **with** a DOI (Digital Object Identifier):

Jonathan Martin, Madison Flint, Kelly Deuerling, & Ellen Martin. (2025). *Stream and soil water biogeochemical solute concentrations in four Southwest Greenland watersheds, 2022-2023*. Arctic Data Center. [doi:10.18739/A2RX93G26](#).

Once a data package is published, it can still be edited and updated with new data or metadata. Additionally, the original data and metadata will remain archived and available to anyone who might have cited it.

DOIs and URLs for previous versions of data packages remain active on FWC's DataONE portal (i.e., they will continue to resolve to the data set landing page for the specific version they are associated with), but a clear message will appear at the top of the page stating that "A newer version of this data package exists" with a hyperlink to the latest version. With this approach, any past uses of a DOI (such as in a publication) will remain functional and will reference the specific version of the data package that was cited, while pointing researchers to the newest version if one exists.

Support

The [Support](#) page provides links to a User's Guide to assist with submittal of data packages. The left-hand navigation bar provides best practices for file management.

