Monash University Climate & Weather Data Capture Solution User Guide

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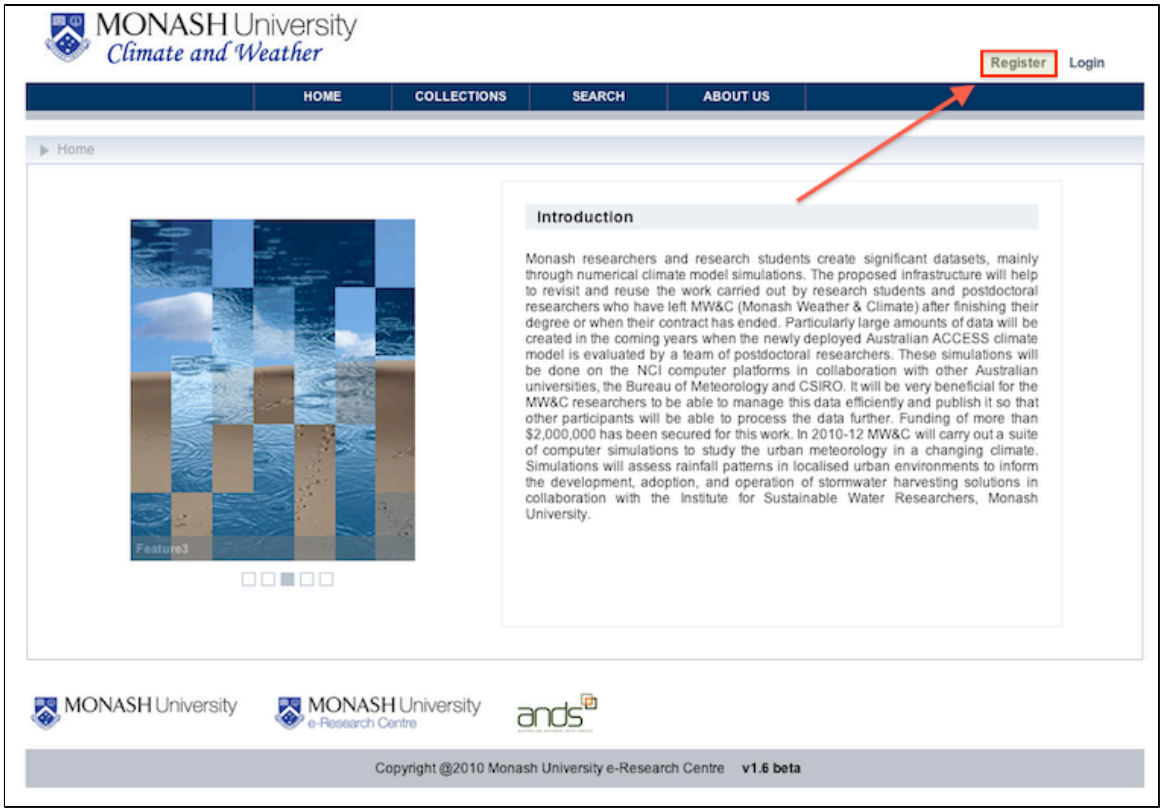
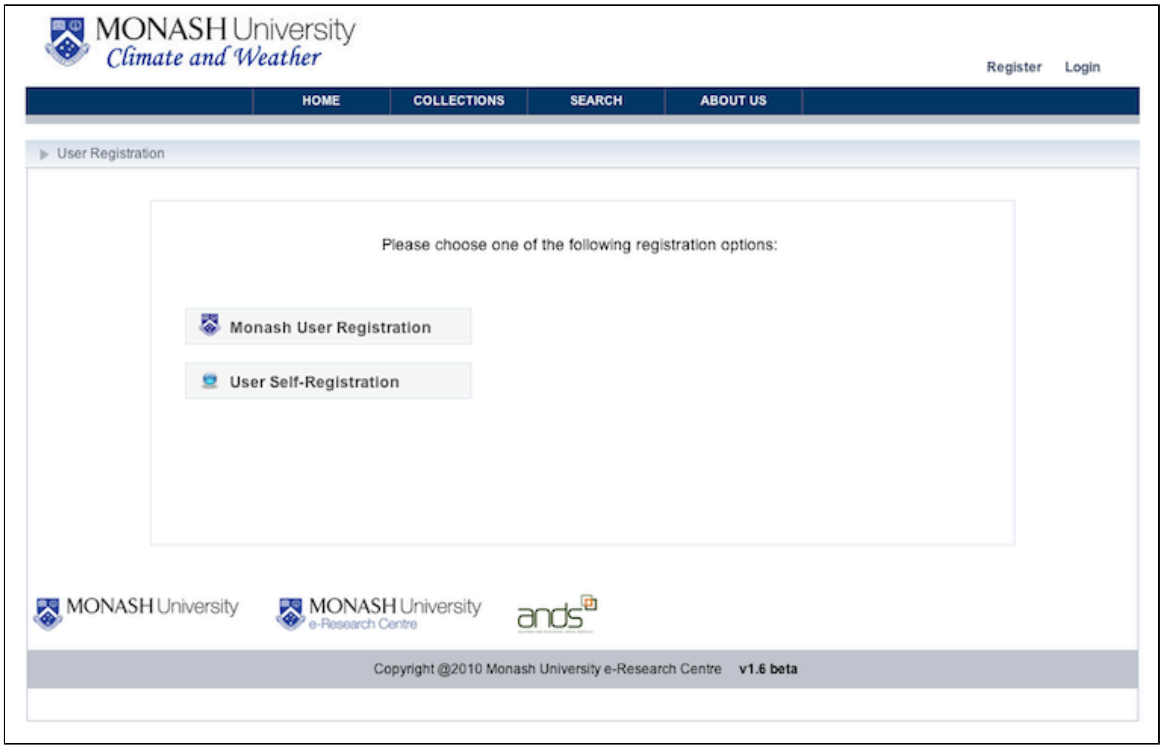
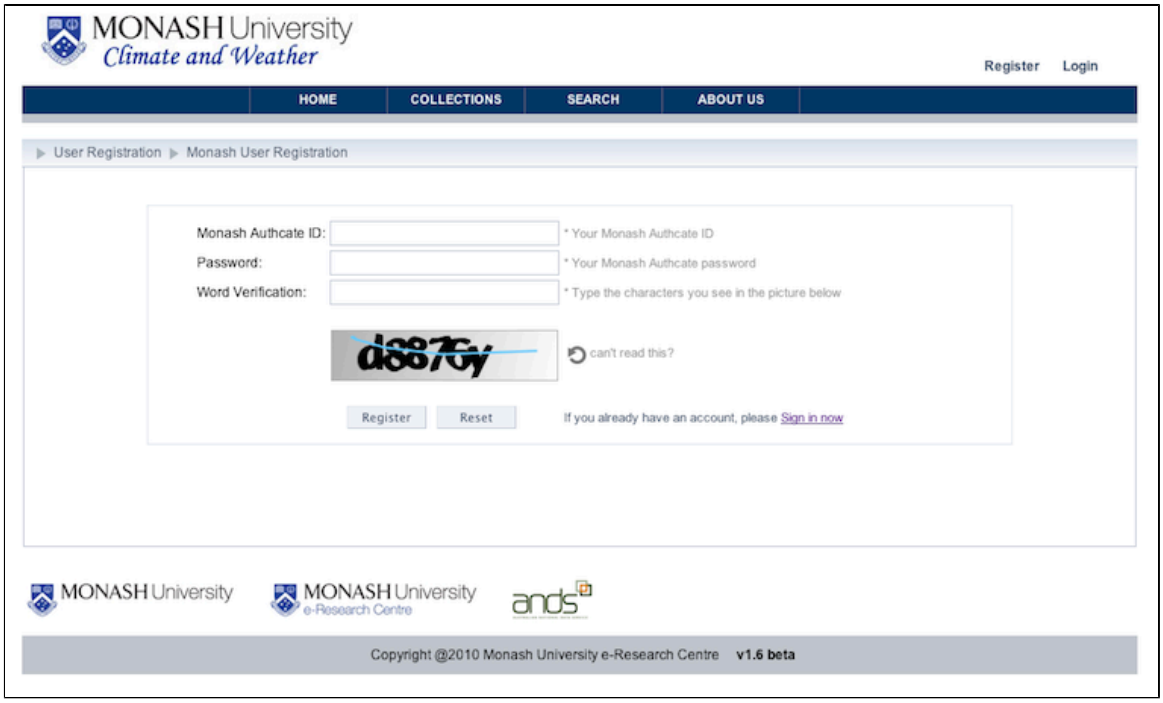
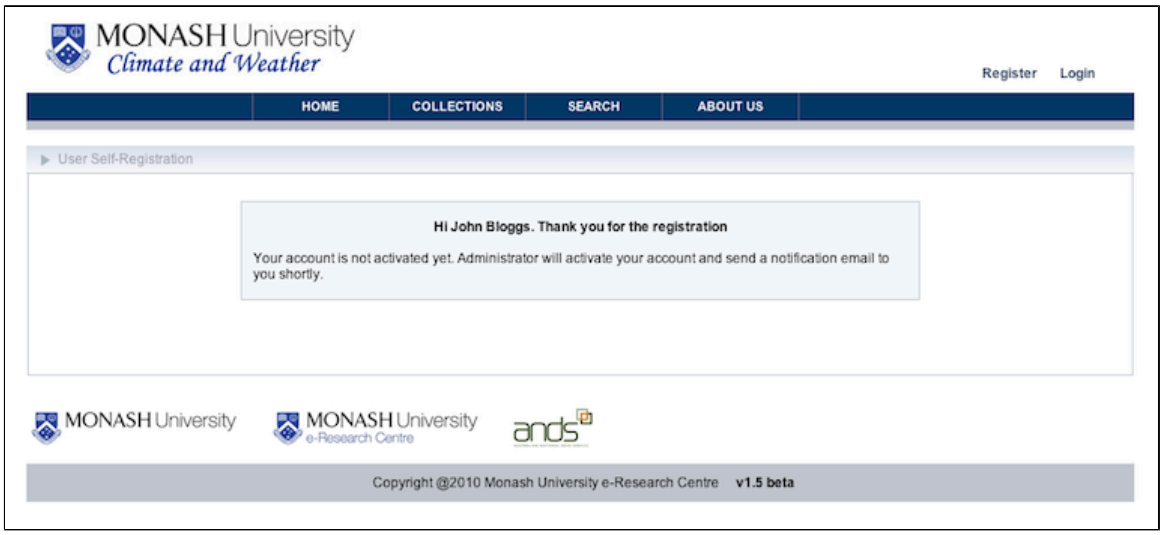
Getting Started

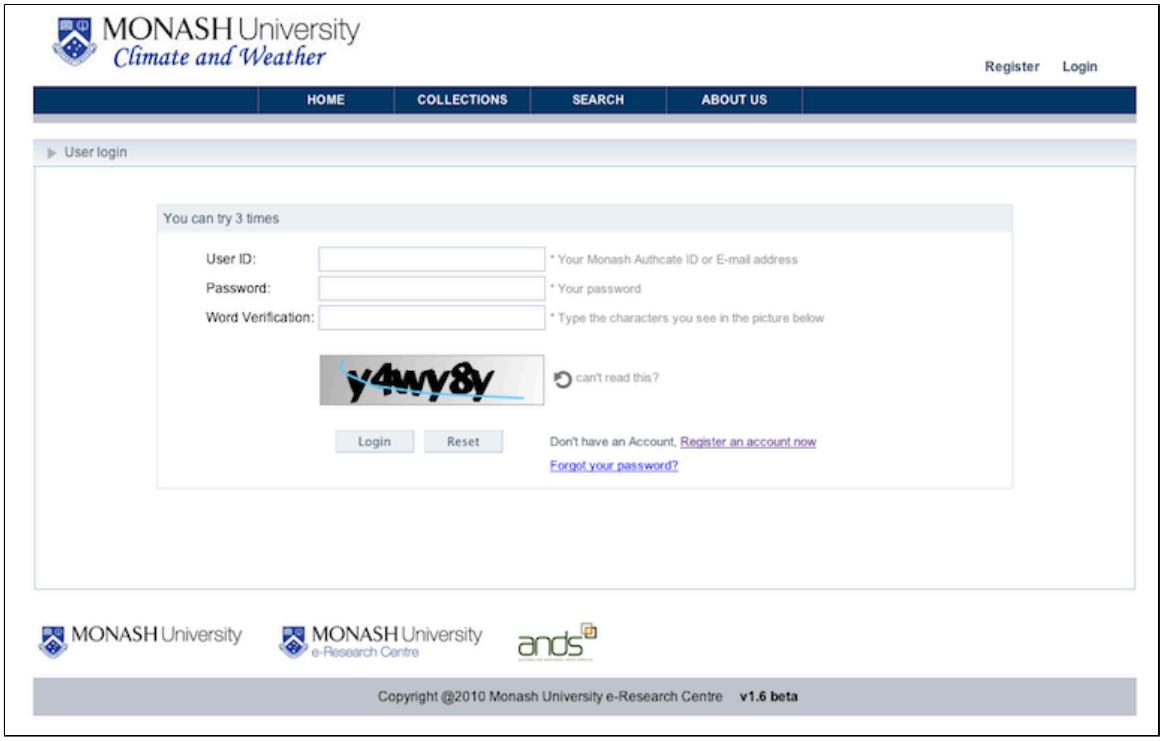
Where Is It?

http://mwac.its.monash.edu.au/mwac/home

Register As A New User

1		Click on the "Register" link in the top right corner of the Home page.
2		Select either "Monash User Registration" if you have a Monash Authcate, or "User Self-Registratior if you do not have a Monash Authcate.

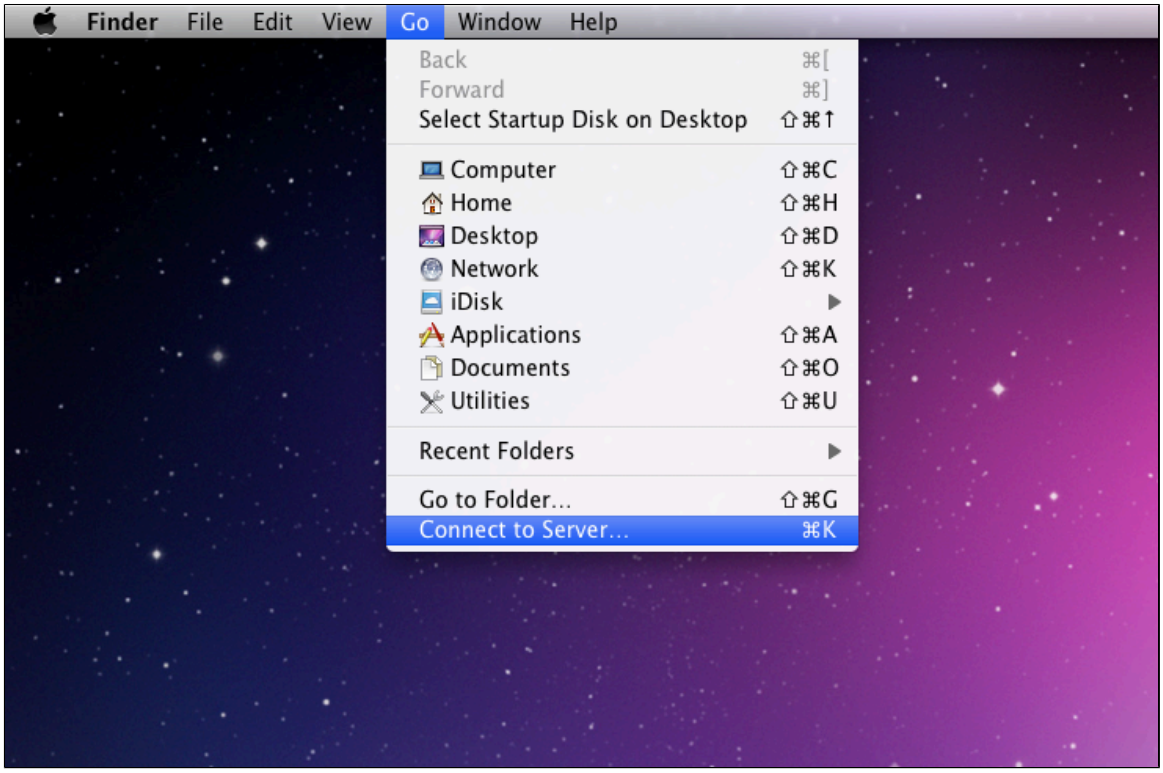
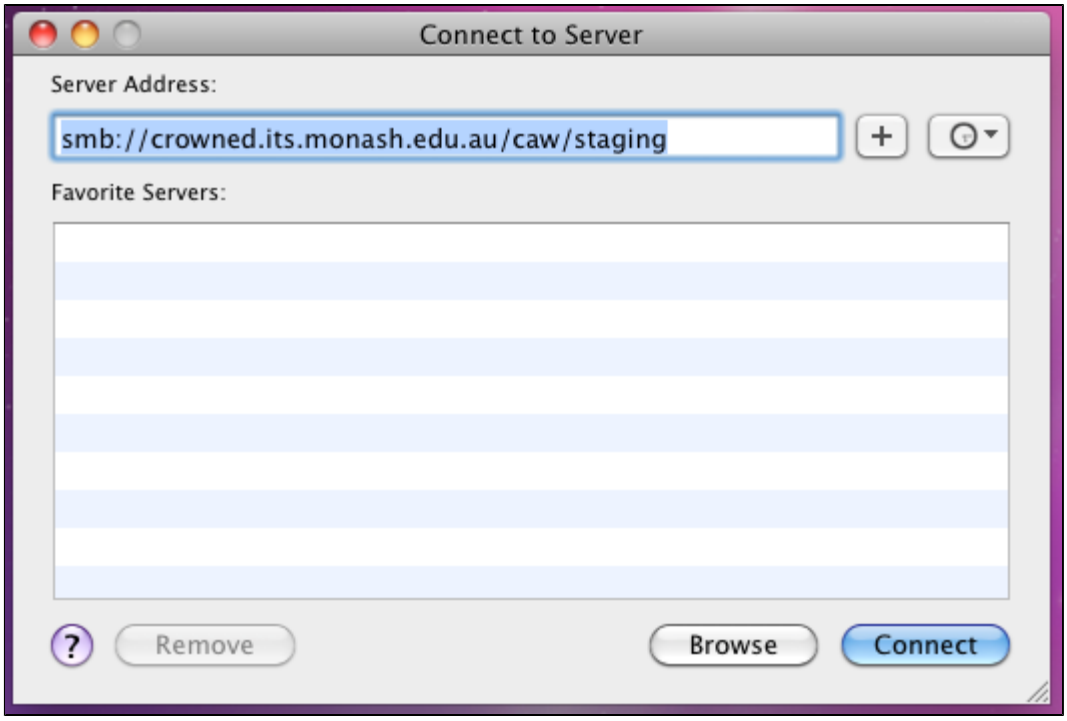
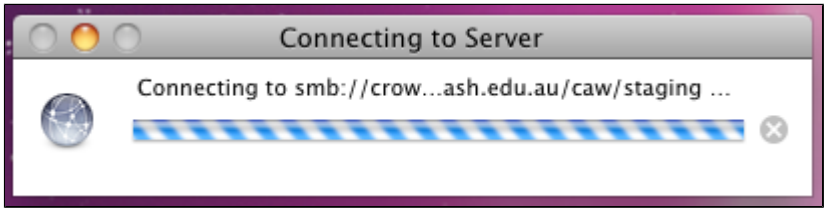
3		Complete the form for registration details. If you have selected to register with a Monash Authcate this wil automatically us the details linkec to your Authcate to register. You will simply need to provide your Authcate and password. If you have selected to register via the Self-Registratior link you will be required to ente details about yourself such as name, email anc organisation. In each case a word verification is required. This is a security measure to ensure you are a human.
4		All new registration requests will be sent to the system administrator for review and activation. This i a manual process. You wil receive an email when your account has been activated and is ready for use.

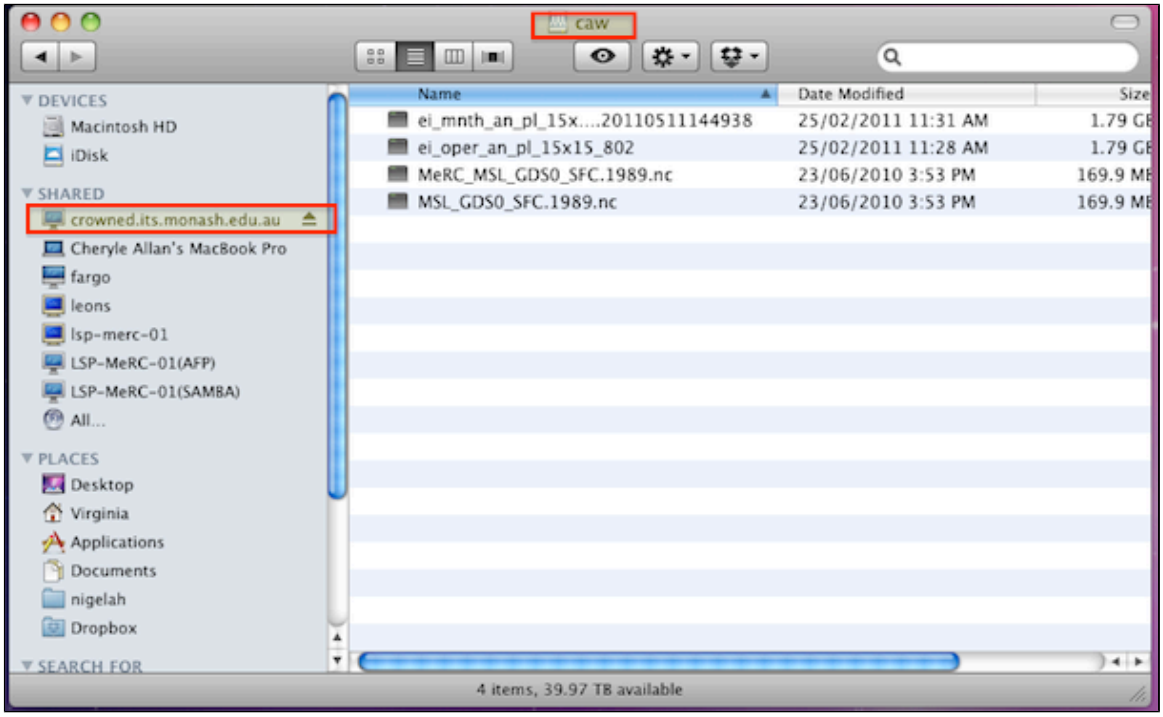
5		Login to the Climate & Weather Data Capture Solution using your registered and activated credentials using the link in the top right corner of the Home page.

Mounting The Staging Area On A Mac

It is necessary to mount the staging area if you wish to use the "Staging Area File Transfer" functionality within the Climate and Weather Data Capture program. This functionality is useful to enable upload of very large data files more quickly than possible via a Local File Import.

Before you can mount the staging area you will need an account on the NFS Mount. To obtain this account please email your request to Simon Clarke (simon.clarke@monash.edu).

1		From the Finder "Connect to Serv
2		Type in the addr and Weather sta smb://crowned.it Click Connect
3		Connecting prog

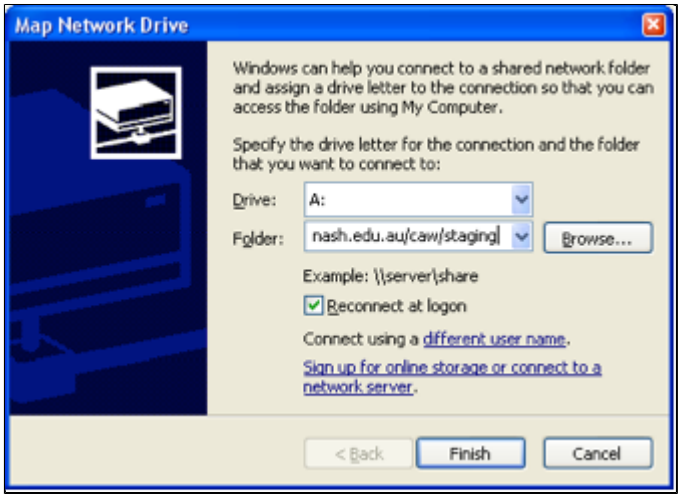
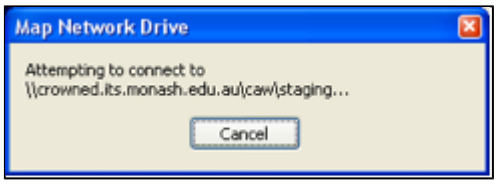
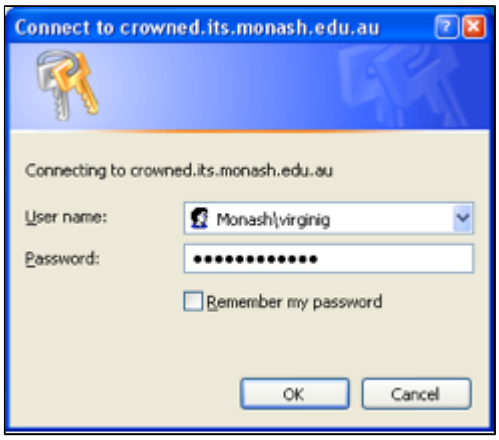
4		Connect as a Re Connect using y account which w Authcate and pa Click Connect *Before you can m area you will nee NFS Mount. To o please email you Clarke (simon.cl*
5		The staging area be able to see th under your Shar Finder window. To place files in copy them into th the same way yo into any folder o

Mounting The Staging Area On Windows

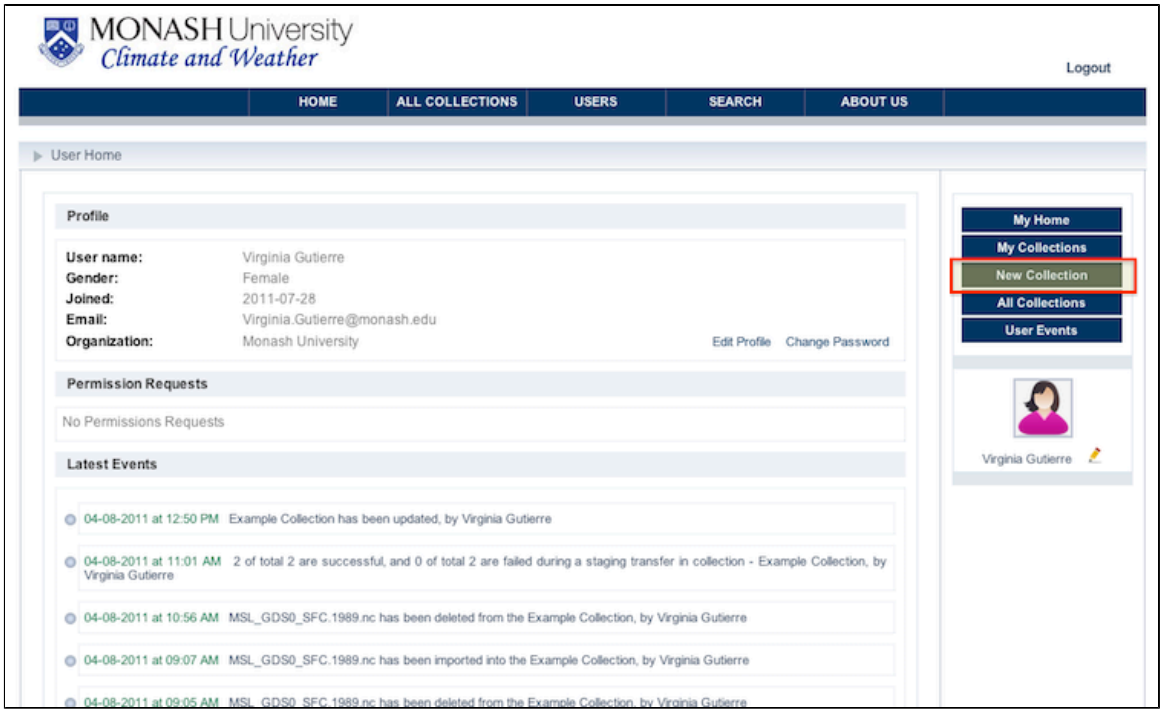
It is necessary to mount the staging area if you wish to use the "Staging Area File Transfer" functionality within the Climate and Weather Data Capture program. This functionality is useful to enable upload of very large data files more quickly than possible via a Local File Import.

Before you can mount the staging area you will need an account on the NFS Mount. To obtain this account please email your request to Simon Clarke (simon.clarke@monash.edu).

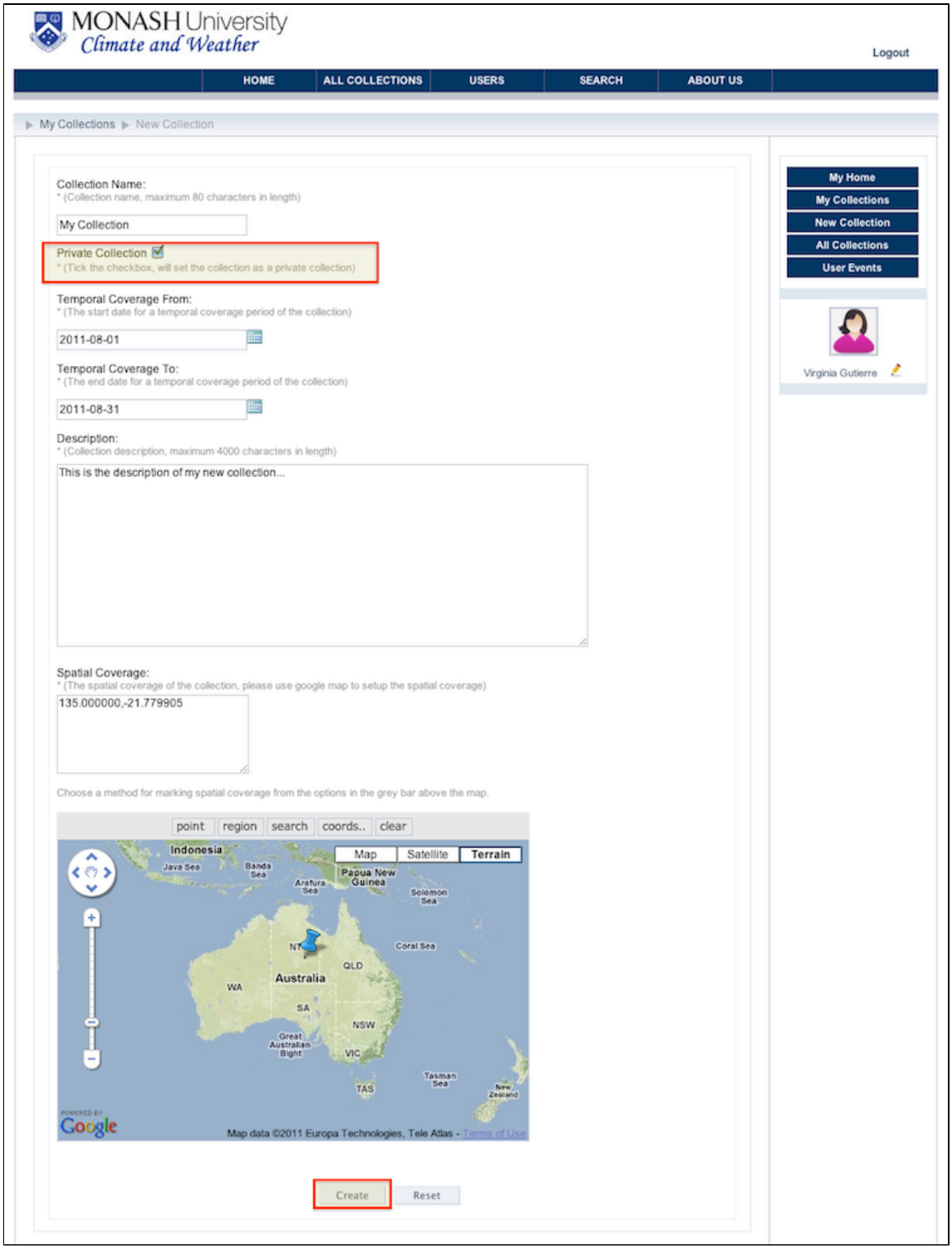
1		Open up My Computer

2		Type in the address for the Climate and Weather staging area: \\crowned.its.monash.edu.au\caw Click Finish
3		Map Network Drive "Attempting to Connect" window will appear.
4		Connect using your NFS Mount account which will be your Monash Authcate and password. In the "User Name" field enter your Monash Authcate in the following way: Monash*authcate* Click OK *Before you can mount the staging area you will need an account on the NFS Mount. To obtain this account please email your request to Simon Clarke (simon.clarke@monash.edu).*
5		The staging area is mapped. You will be able to see the staging drive listed under your shared drives in My Computer. To place files in the staging area just copy them into the "staging" folder in the same way you would copy files into any folder on your local PC.

Creating A New Data Collection

1		Login to your account. You will be automatically taken to your personal homepage. From the menu options on the right select "New Collection".

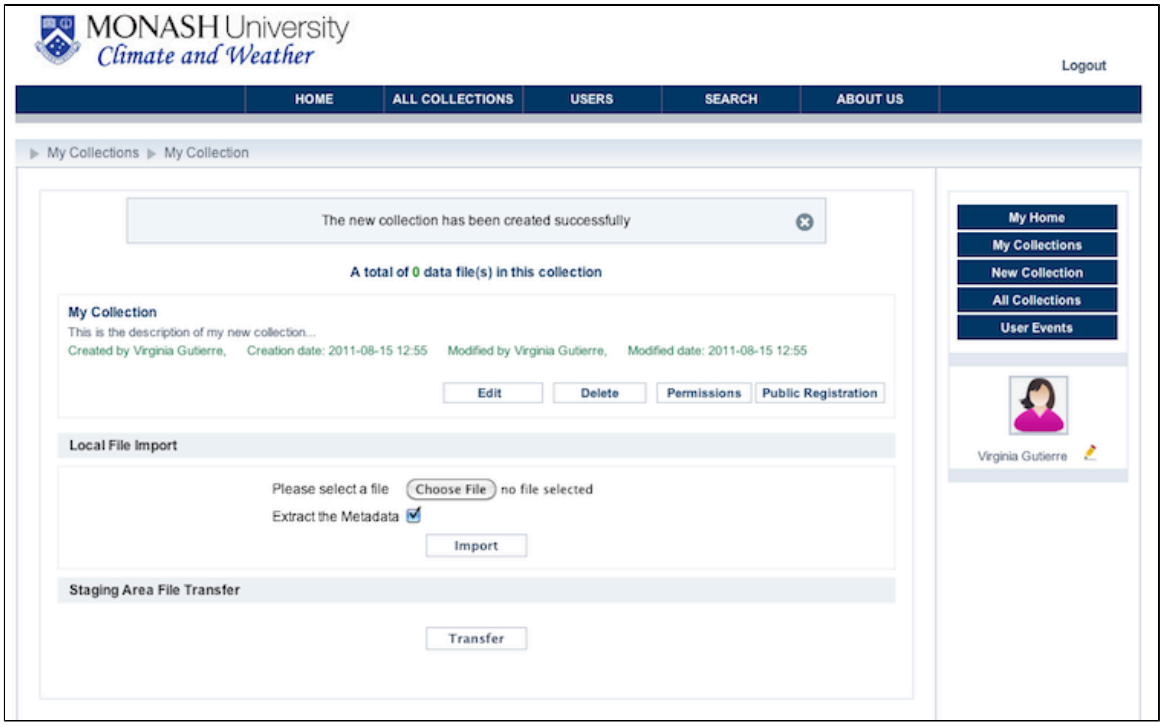
2



Enter the metadata details of your new collection in the provided fields.

Note: We recommend you create all new collections as a private collection. (This can be changed at a later date). To do this ensure the "Private Collection" checkbox is checked. For details of why this is recommended please see the section in this guide on Sharing Your Data Collection.

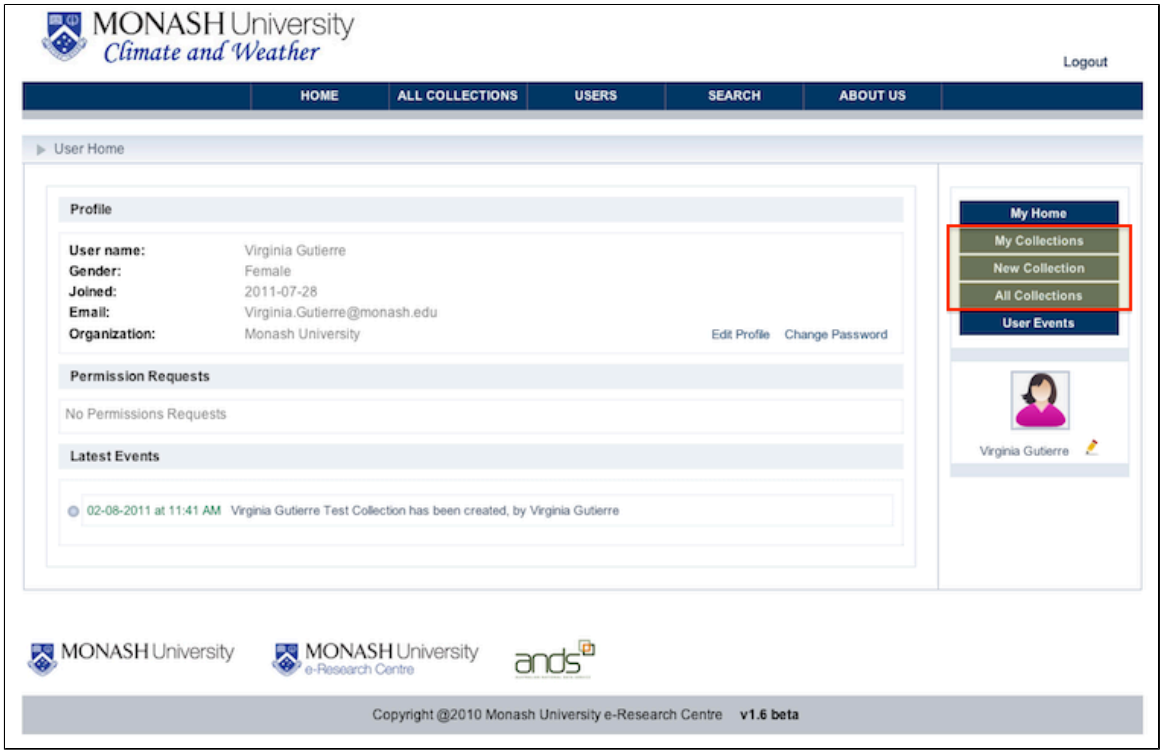
When you have completed filling out all the mandatory fields click "Create" to create your new collection.

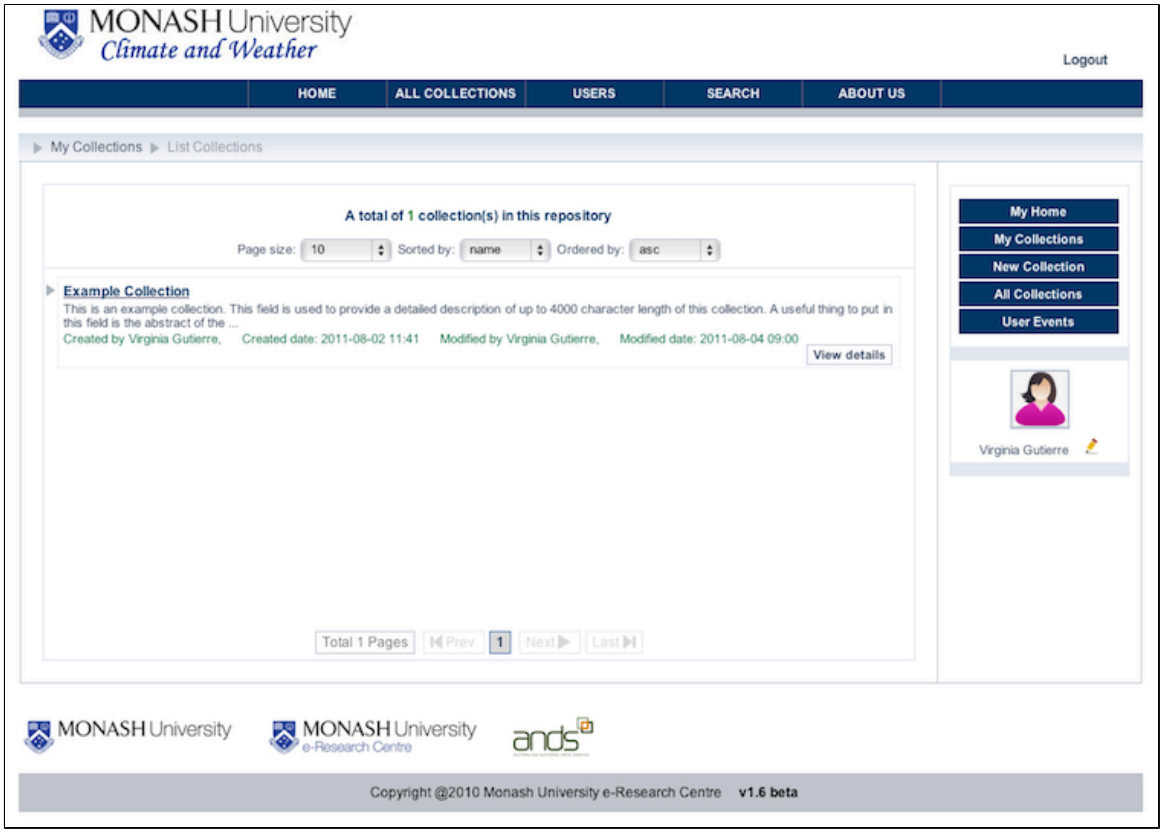
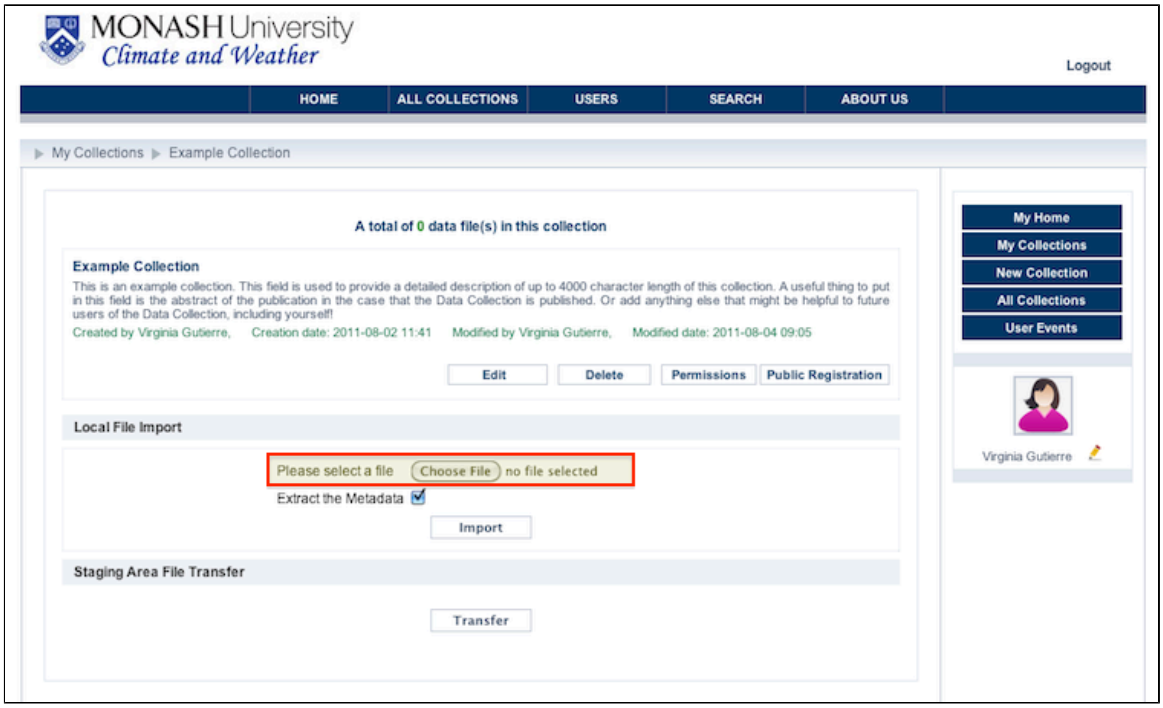
3		Your new collection has been created. You can now add files either via Local File Import or Staging Area File Transfer. See the Adding Data Files To Your Data Collection in this user guide for more details. At any time you may "Edit", "Delete" and change "Permissions" on your data collection using the buttons below the description.

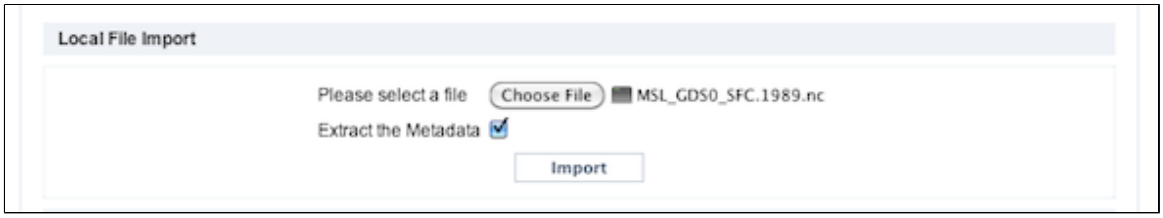
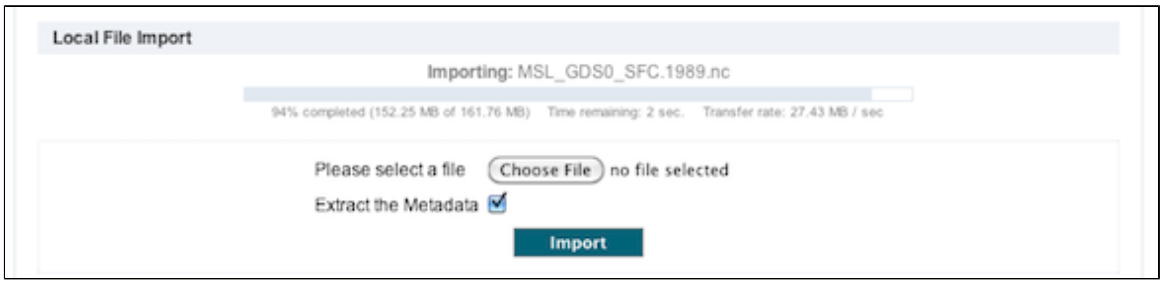
Adding Data Files To Your Data Collection

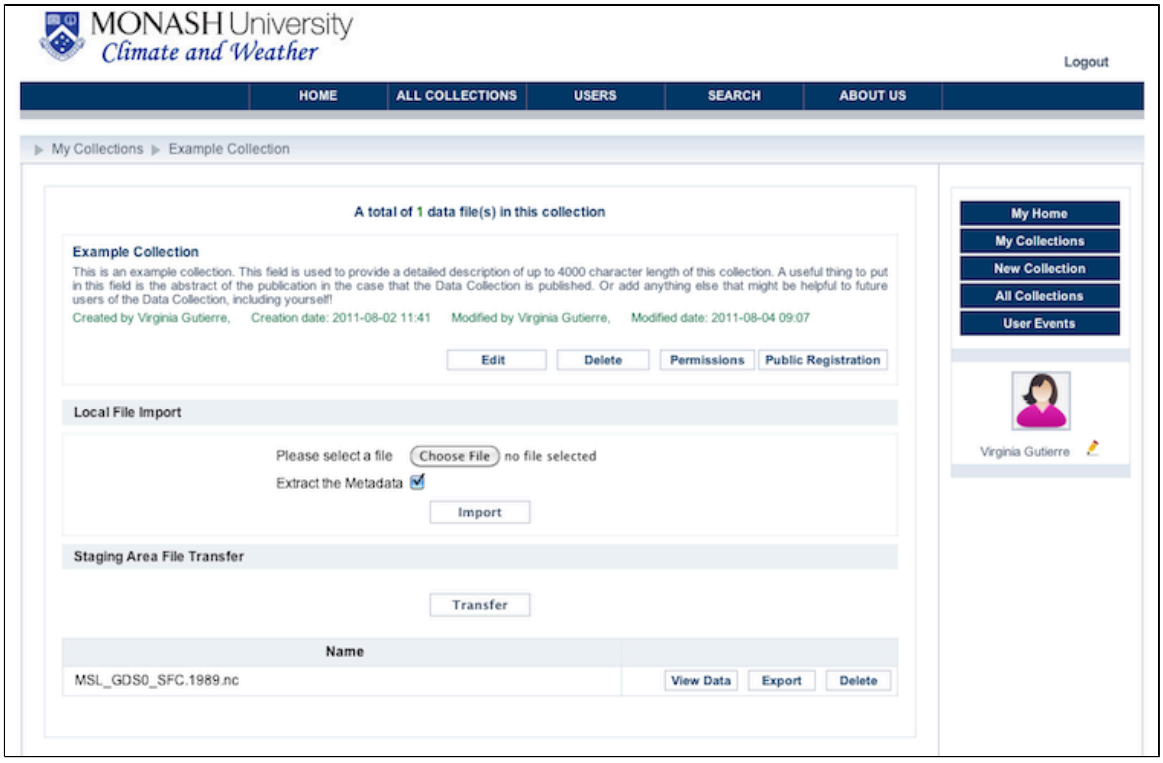
Local File Import

This functionality allows you to add files to your Data Collection via browsing and importing directly from your local PC. This method of import is recommended for smaller sized files, (i.e. up to 50MB), as it can be slow. (Speed is determined by your connection to the internet). If you have large files, (i.e. over 50MB) then the recommendation is to use the Staging Area File Transfer method.

1		Login to your account. You will automatically be taken to your personal homepage. Find the collection you wish to import data files into. This may be one of your existing collections which you can find by clicking "My Collections". This may be a new collection which you can create by clicking "New Collection". This may be a collection added by someone else if they have granted you Import permissions. You can find this collection by clicking "All Collections".

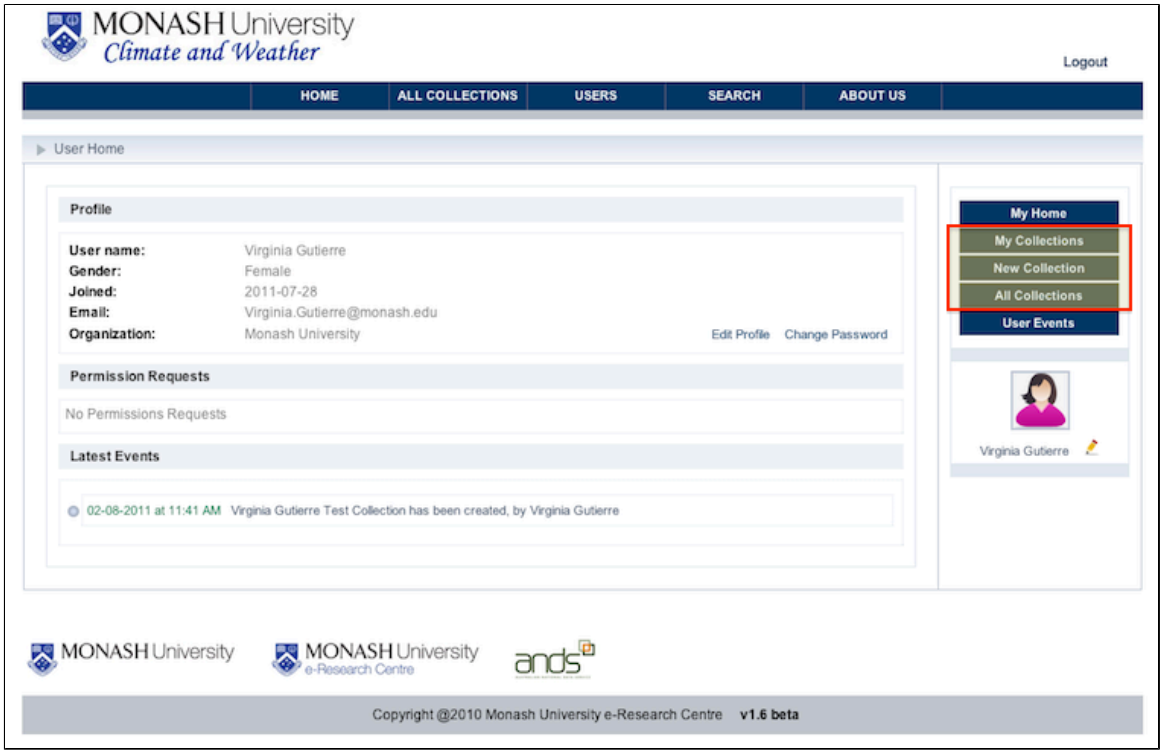
2		Find the collection you wish to import a data files into from the list displayed. Click "View Details".
3		In the Data Collection details window there will be a section called "Local File Import". Click on the "Choose File" button to open a browser window to your local PC. Browse your local PC to find the file you wish to upload and select it.

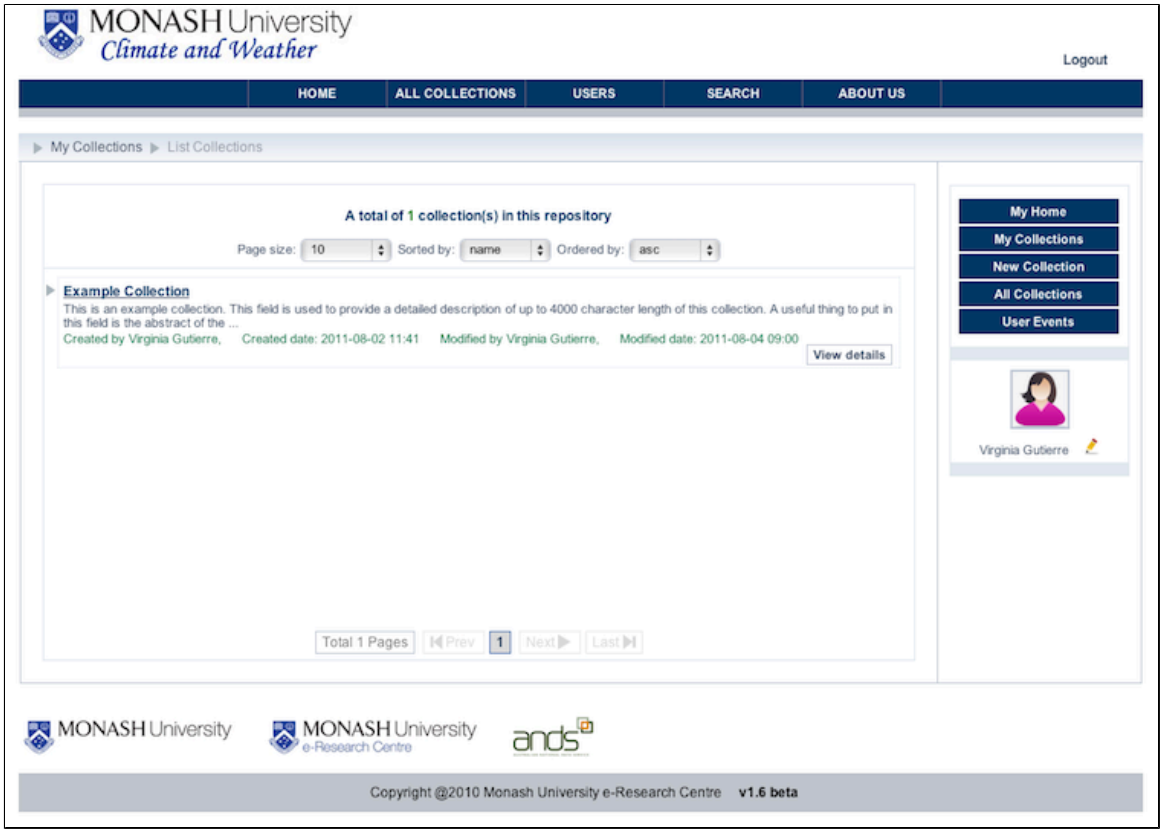
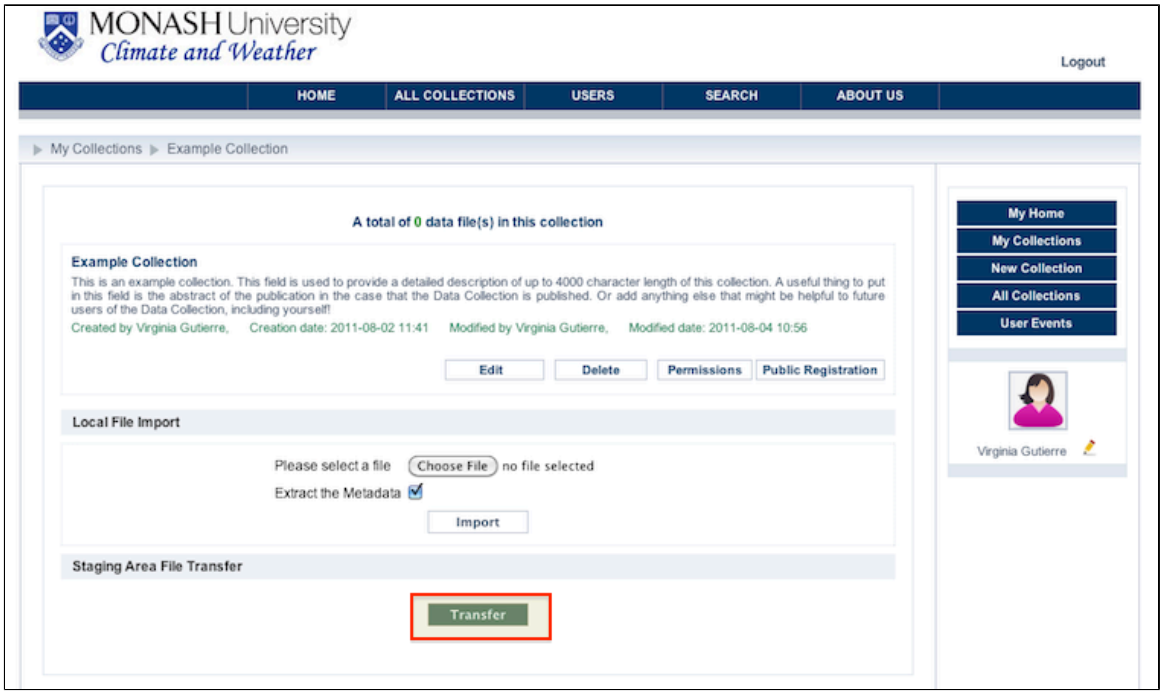
4		The name of the file you have selected will this appear next to the "Choose File" button. The "Extract the Metadata" functionality will scan known file types and extract summary metadata if the box is checked. Currently file types supported for this functionality are: - NetCDF ***If your file is not a supported file type you must ensure the "Extract the Metadata" box is unchecked or else the file import will fail.*** Click Import
5		Import progress bar.

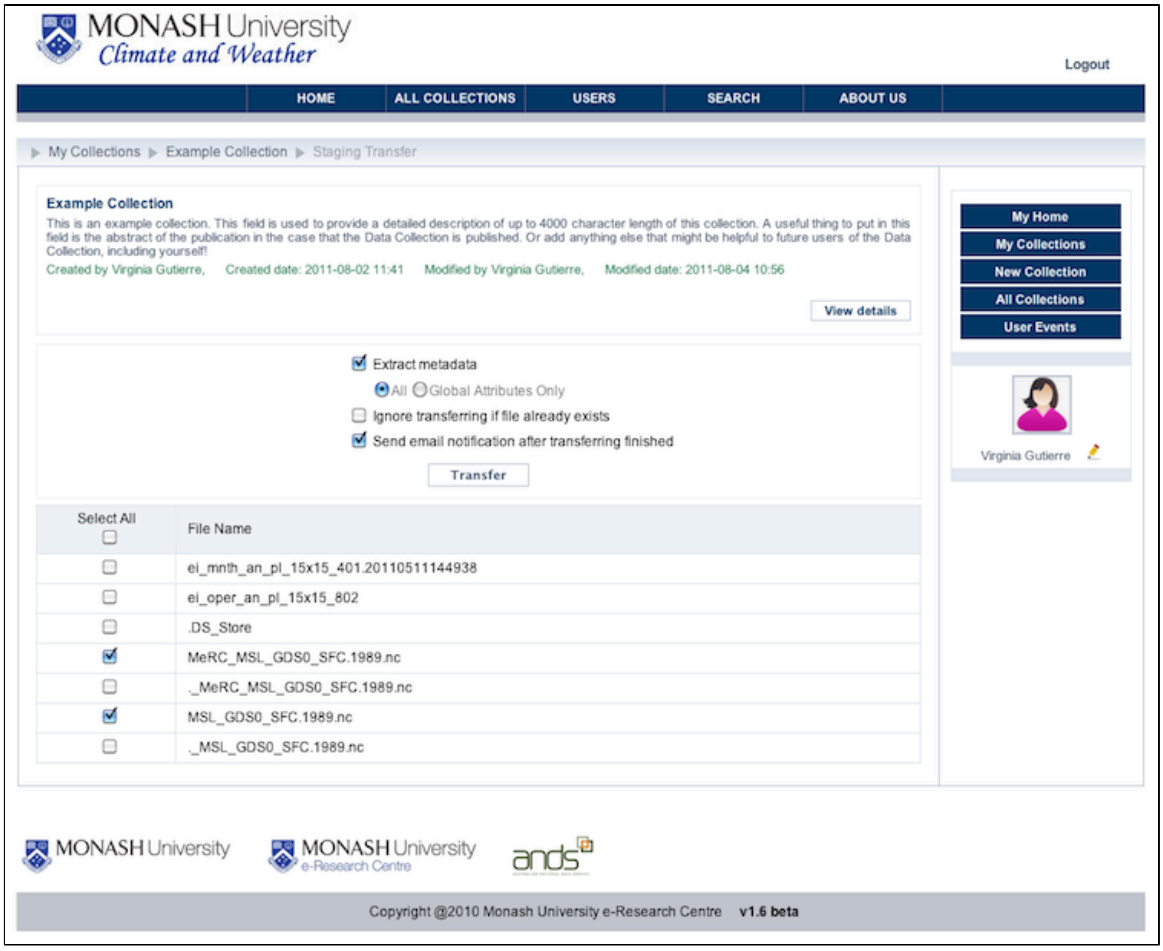
6		When the file has been successfully imported a system message will appear at the top of the page indicating success. The imported file will now appear listed at the bottom of the Data Collection details window.

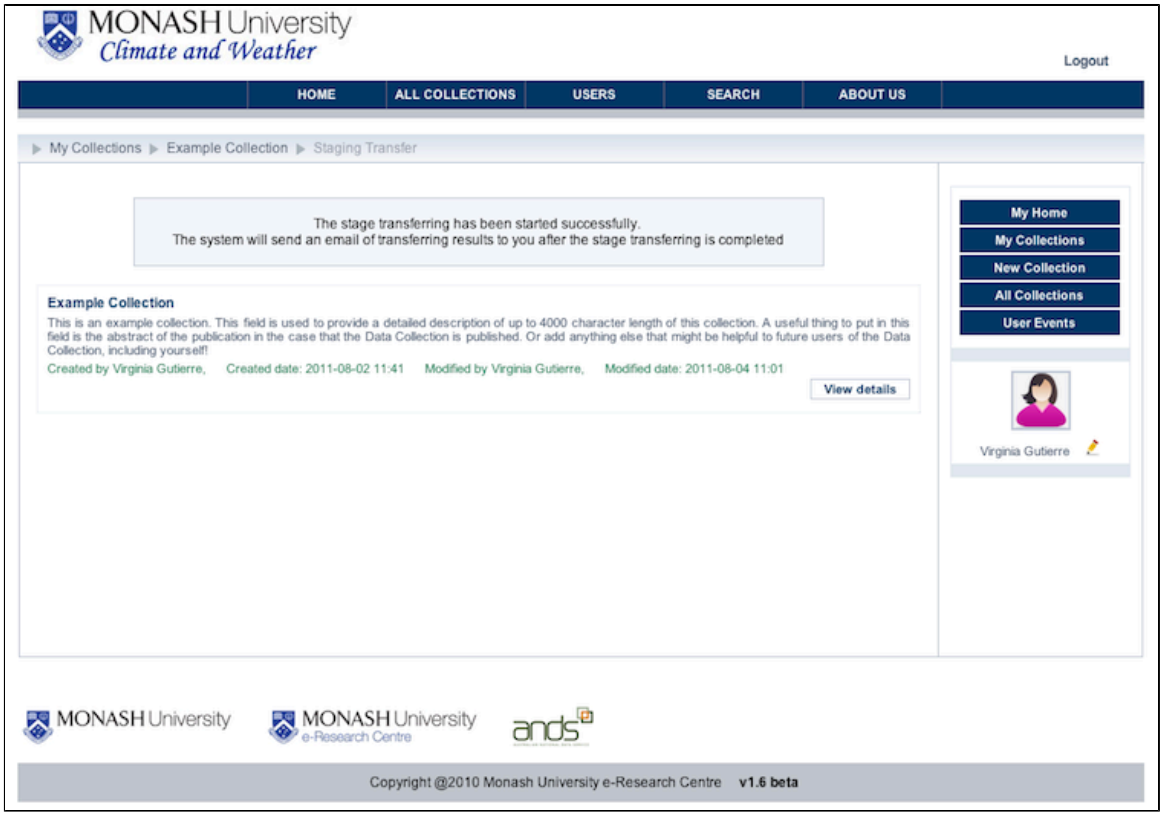
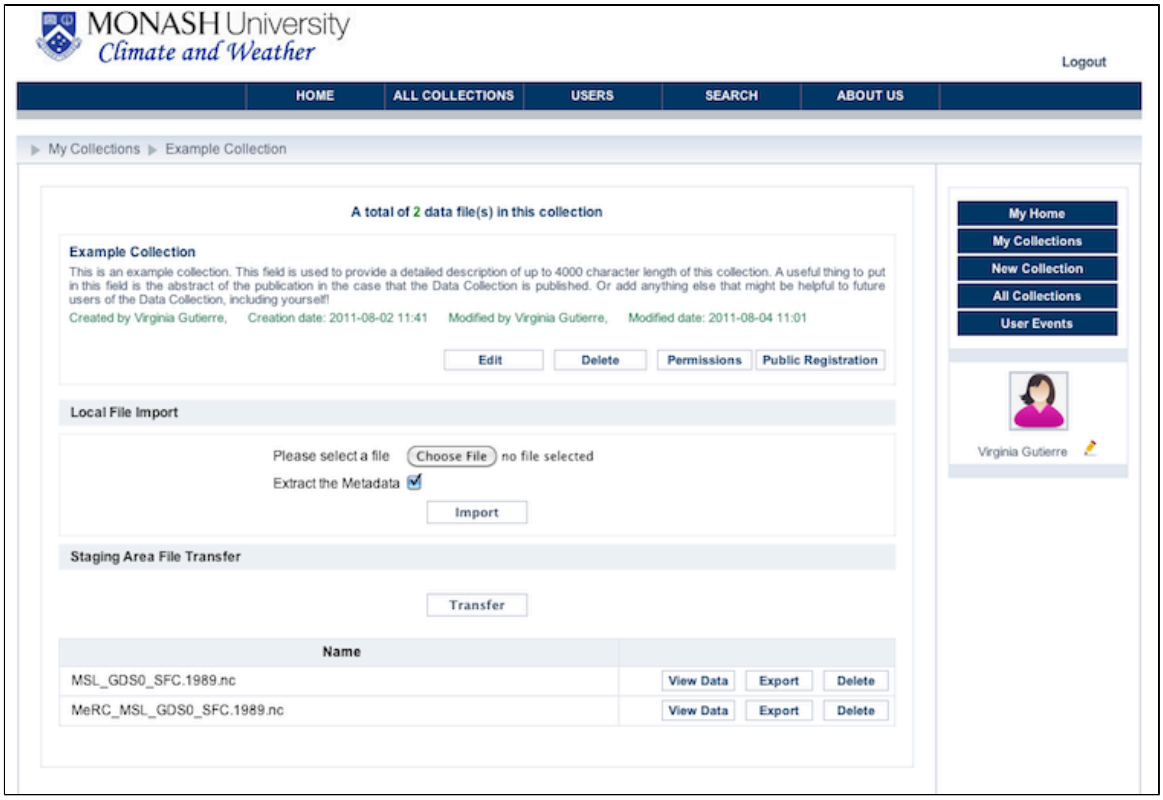
Staging Area File Transfer

This functionality allows you to add files to your Data Collection via a staging area. This method of import is recommended for large files or import of a large number of files as it is fast.

1		Login to your account. You will automatically be taken to your personal homepage. Find the collection you wish to import data files into. This may be one of your existing collections which you can find by clicking "My Collections". This may be a new collection which you can create by clicking "New Collection". This may be a collection added by someone else if they have granted you Import permissions. You can find this collection by clicking "All Collections".

2		Find the collection you wish to import a data files into from the list displayed. Click "View Details".
3		In the Data Collection details window there will be a section called "Staging Area File Transfer". Click Transfer.

4		The list of files available for Staging Area File Transfer will be listed. Tick the checkbox next to all the files you wish to import. Select options related to extraction of metadata, ignoring existing files and email notification. Note: The "Extract the Metadata" functionality will scan known file types and extract summary metadata if the box is checked. Currently file types supported for this functionality are: - NetCDF ***If your file is not a supported file type you must ensure the "Extract the Metadata" box is unchecked or else the file import will fail.*** Click Transfer.

5		The following message will appear. Transfer will continue in the background. If the option was selected, an email message will provide notification of when the transfer has been completed.
6		When the files have been successfully transferred they will appear listed at the bottom of the Data Collection details window.

Sharing Your Data Collection

Legal Considerations Of Sharing Data

Please note the Terms and Conditions of the Monash University Climate and Weather system constitute the official legal terms and conditions of the system and its usage, including data sharing policy. These notes that follow are intended in good faith to highlight some relevant points covered in the Terms and Conditions that we feel will be important for system users to be aware of, however this is not in anyway legally binding. The official Terms and Conditions of use of the system should be referred to in all cases as the legally binding document.

The Monash University Climate and Weather system is a web based system. Therefore please be aware that when you make a Data Collection public you are providing unconditional access to your data to the general public. Any member of the public may view and copy all or any of your data. You may remove public access to your Data Collection within the Monash University Climate and Weather program at any time however this does not remove any copies that anyone in the public has made of your data.

Potential ramifications of making the Data Collection public:

- Any patent application relying on this data will be rendered invalid.
- Anyone may copy this data and use it as the basis for publication.
- Copies of your data may remain in the hands of member of the public even after you remove 'public' access permission.

Consideration of copyright ownership of the data should also be taken into account before sharing data to ensure all appropriate permissions have been sought and granted.

You may wish to assign a licence of use to your data collection before making it public. This is a mandatory step prior to registering your collection with Research Data Australia (RDA); the system will step you through the process of selecting a licence. However if you choose to make your collection public prior to registering with ANDS you may still wish to assign a licence of use to your data. One way to do this is to write the details of the licence into the description field for the Data Collection. The current recommendation is a Creative Commons Licence - see http://creativecommons.org.au/ for more information.

Because of this we recommend that all Data Collections start off as private collections. Licences can then be assigned and permissions can be changed to grant individual and public access at a later stage.

Access Control Permissions Definition

There are three types of the accesss control permissions for a collection in the system:

- All Anonymous Users Permissions - Permissions which are granted to all users who are not logged in the system (the public)
- All Registered Users Permissions - Permissions which are granted to all registered users in the system
- Individual User Permissions - Permissions which are granted to a registered user in the system

Permissions can be granted to All Registered Users or All Anonymous Users or An Individual User.

If no access permissions are granted to All Registered Users and All Anonymous Users the collection is private.

Definitions:

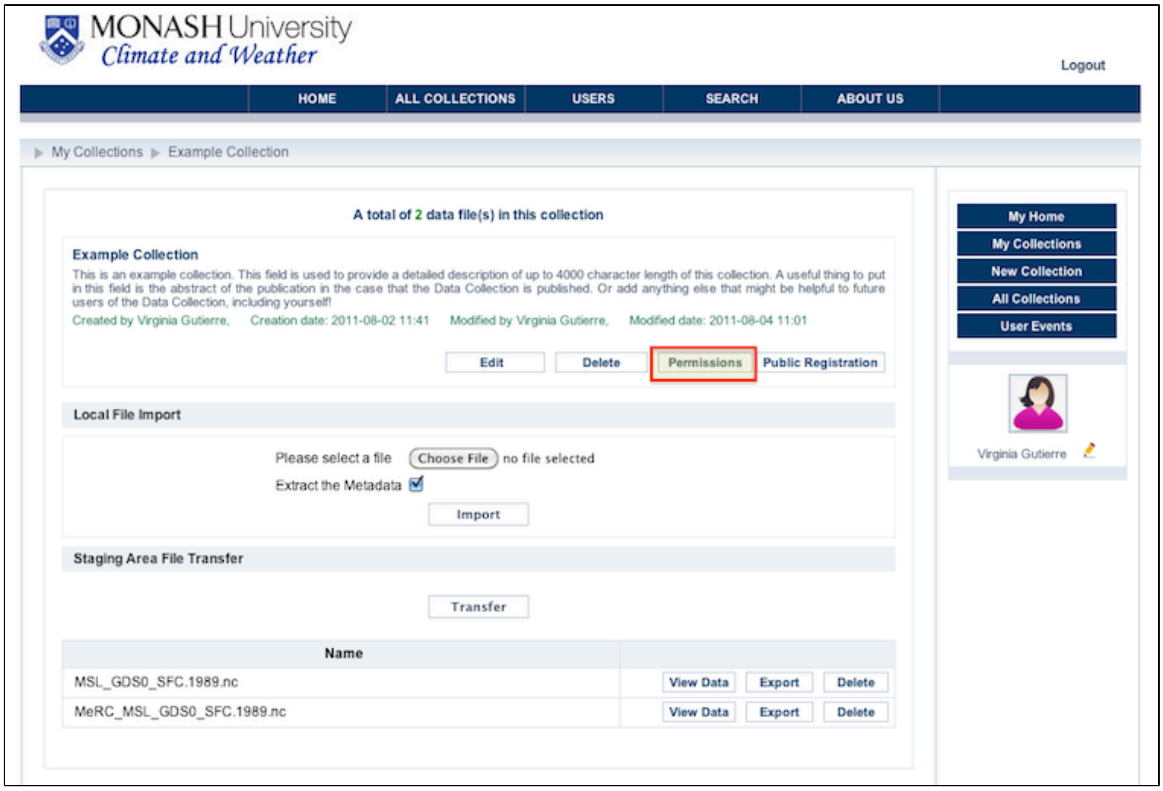
- View - May view only
- Edit - May edit collection. View automatically assigned.
- Import - May import files to collection. View automatically assigned.
- Export - May export full data files from collection. View automatically assigned.
- Delete - May delete the collection. View automatically assigned.
- Permission - May change permissions assigned to the collection. View automatically assigned.

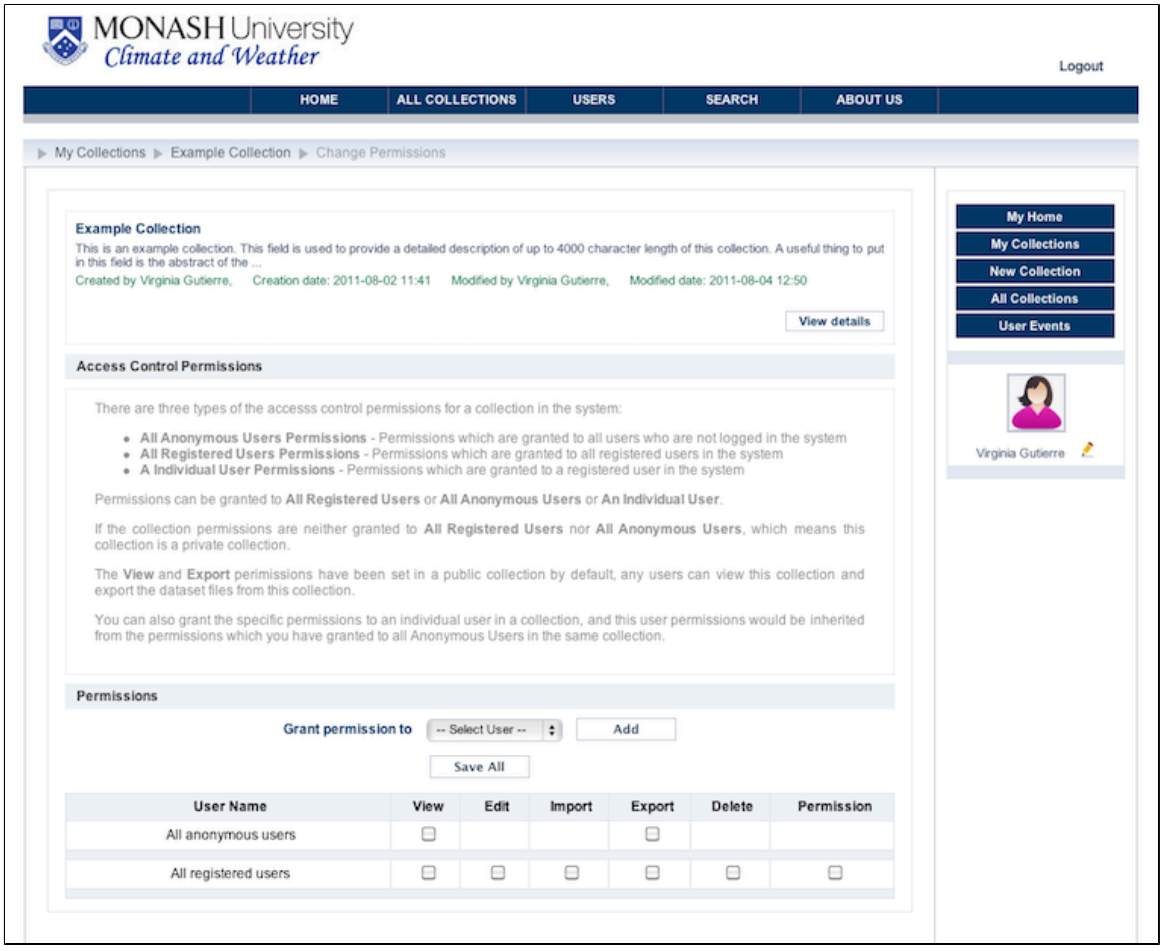
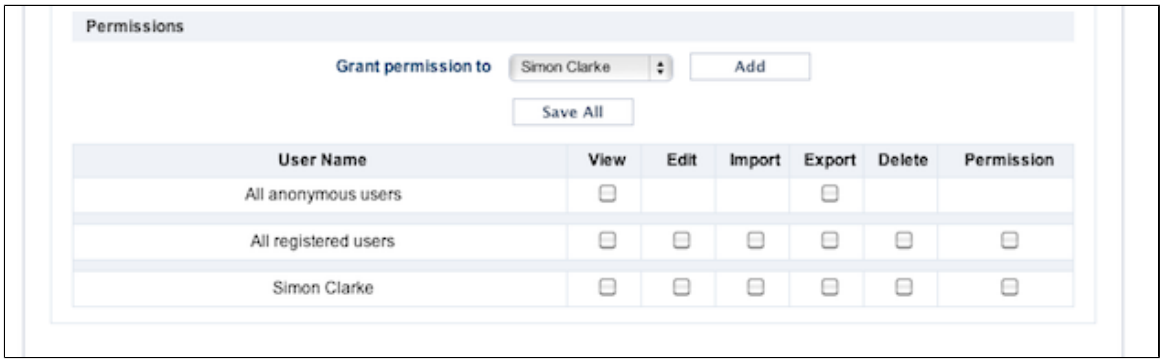
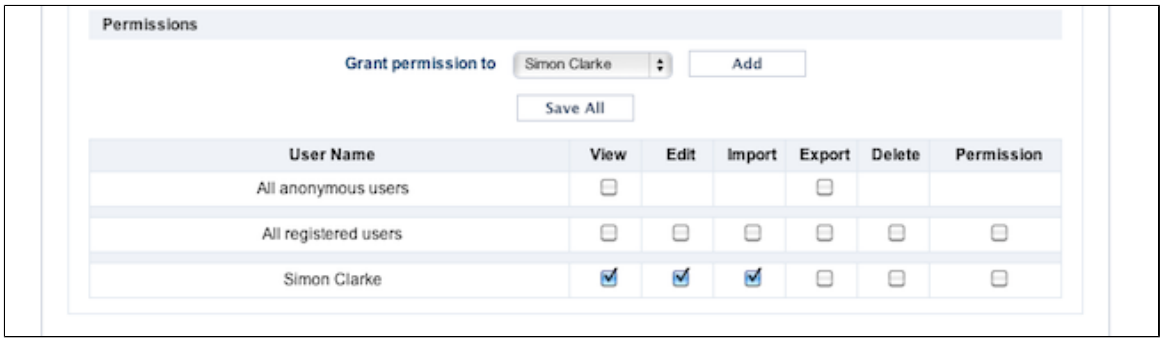
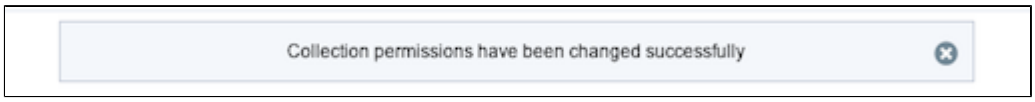
When a Data Collection is set to 'Public' on creation this will assign "View" and "Export" permissions to All Anonymous Users.

When granting specific permissions to an individual user in a collection, user permissions are inherited from the permissions which you have granted to All Anonymous Users in the same collection.

Share Your Data Collection With An Individual User

Data Collections may be shared with a specific user or a number of specific users. All users shared with in this way must be registered users of the system.

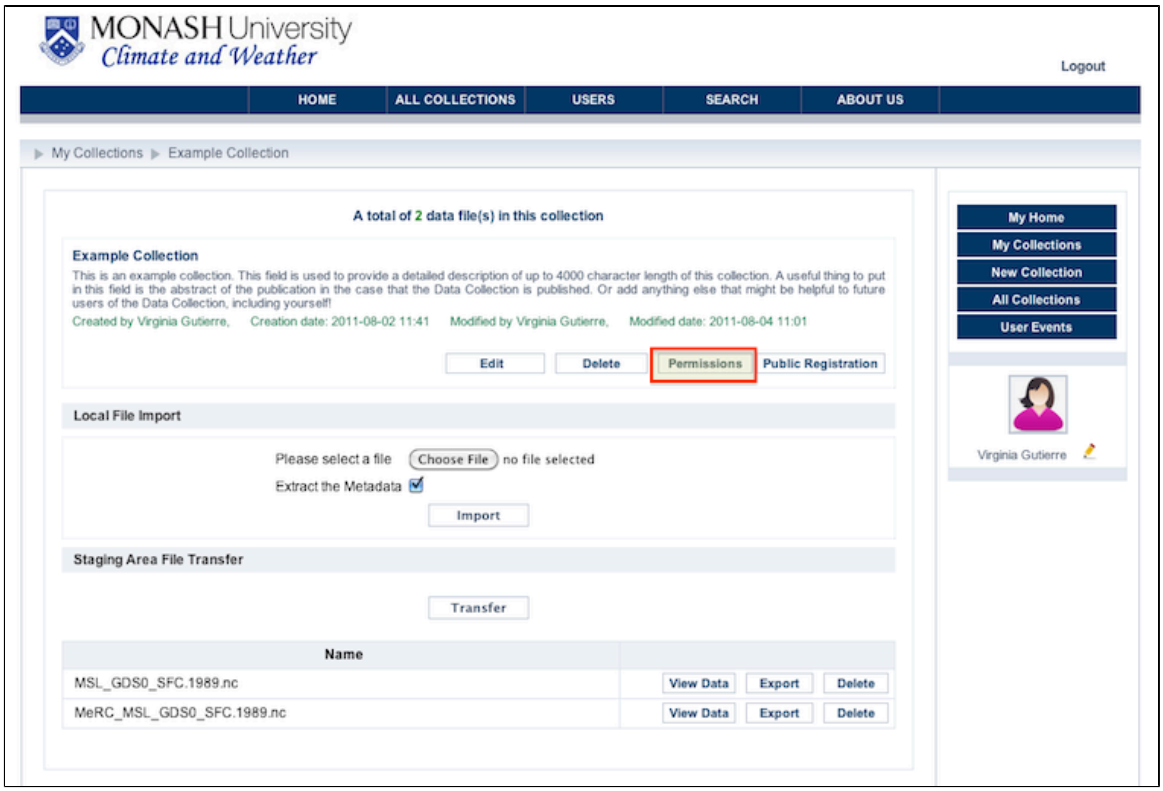
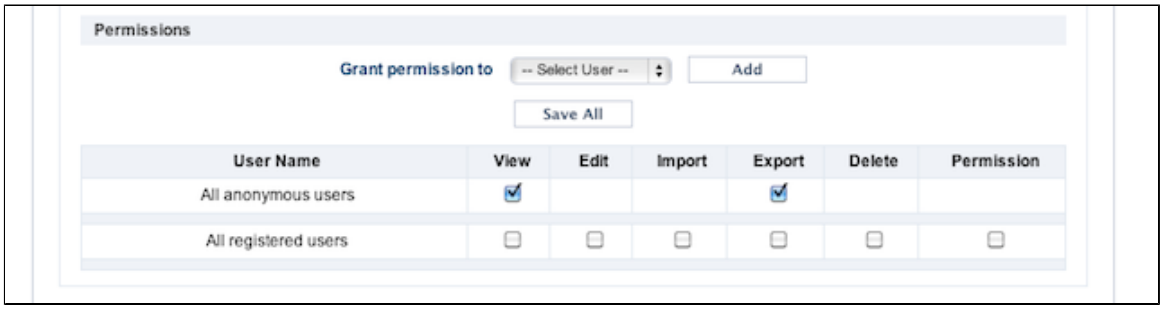
1		Find the Data Collection you wish to share and click on the "Permissions" button in the Data Collection View Details window.

2		Click on the drop down box next to "Grant permission to" and select the user you wish to share with. Click Add This may be done as many times as required to add all the individual users you wish to share with.
3		The user that you have selected will now appear with their own line in the permissions table.
4		Check the boxes to assign the permissions you wish to grant to the user you have selected. Click "Save All"
5		The permissions are saved.

Make Your Data Collection Public

Data Collections may be made public by sharing with "All Anonymous Users". This gives access to anyone, even if they are not logged in, to view the Data Collection. There are two levels of permissions that can be applied:

1. View only. This allows the public to view the Data Collection but only global metadata fields of the data files. They are not able to export the data files.
2. View and Export. This allows the public to view and export all the data files. They will have full access to view and copy the entire Data Collection.

1		Find the Data Collection you wish to share and click on the "Permissions" button in the Data Collection View Details window.
2		Check the one or both of the View and Export checkboxes in the "All Anonymous Users" row in the permissions table. Click "Save All"
3		The permissions are saved.

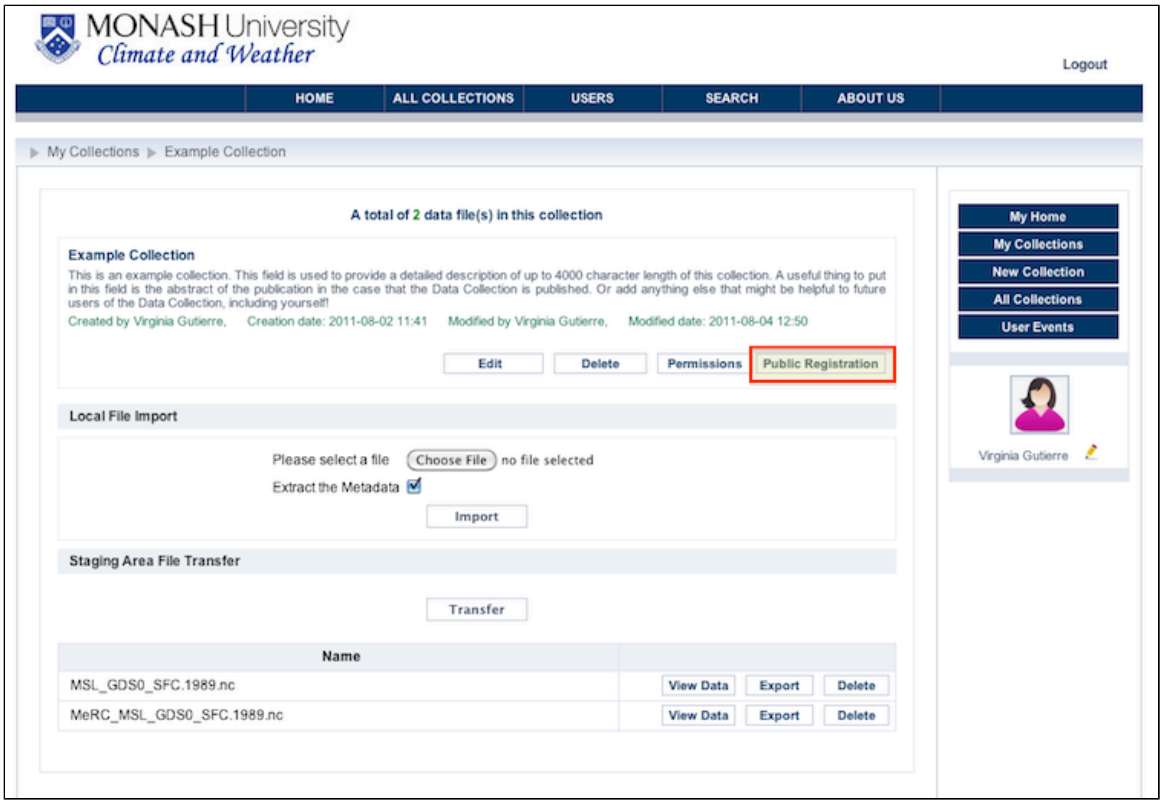
Public Registration Of Your Data Collection

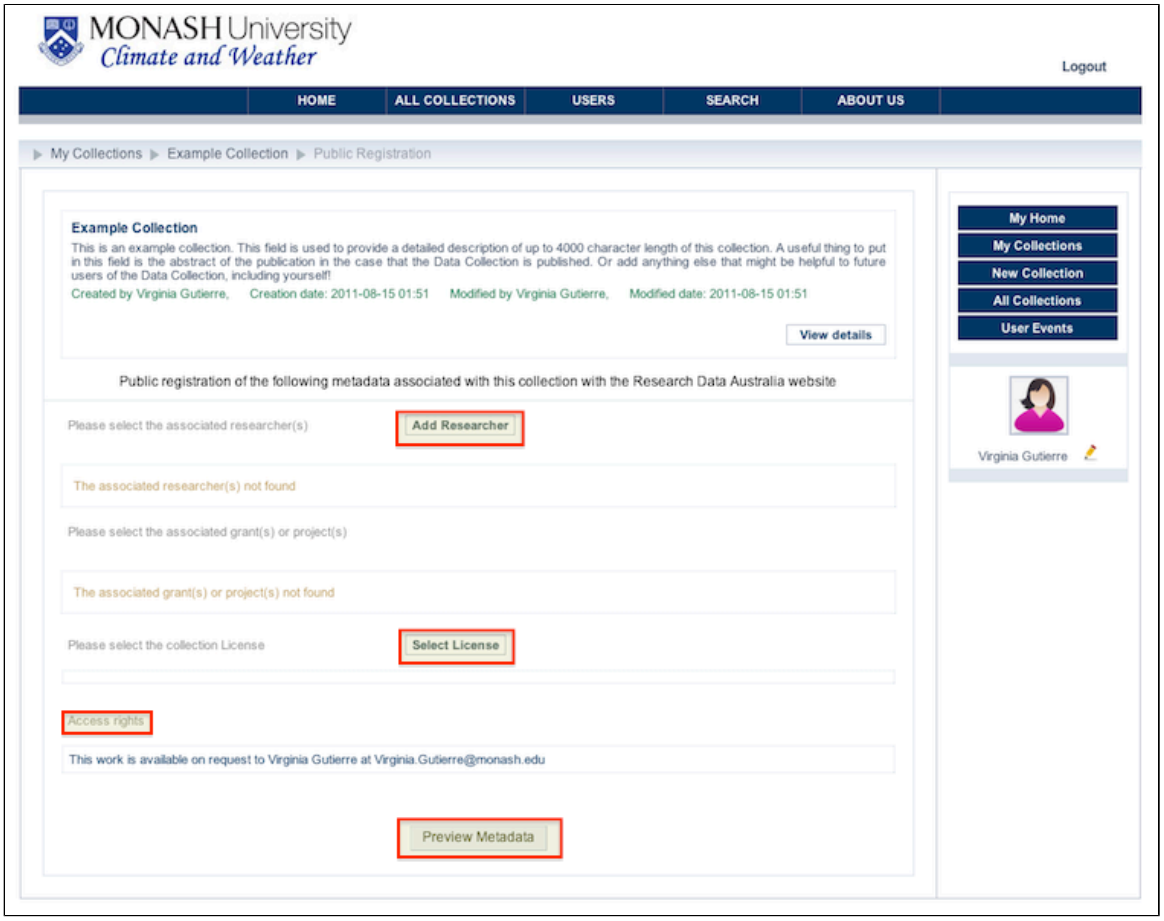
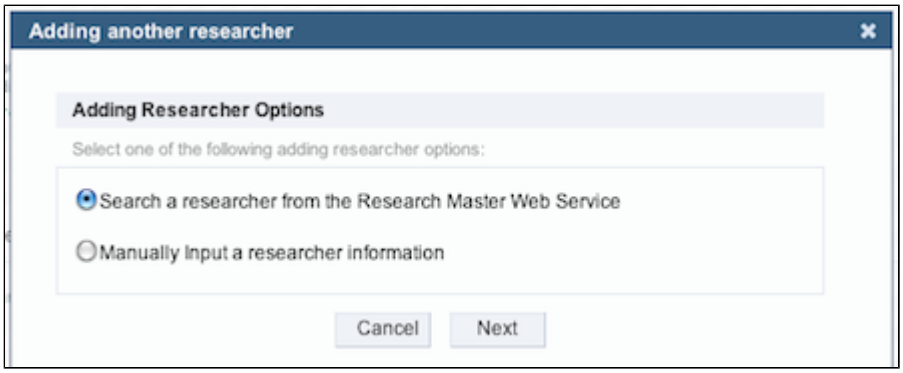
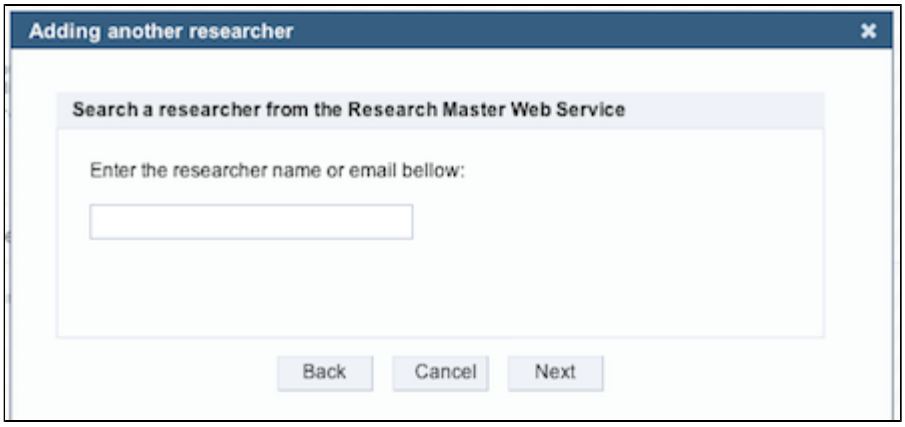
This system allows for registration of your data collection to Research Data Australia (RDA). RDA is a mesh of searchable web pages describing, (and where possible linking to), Australian research data collections. RDA promotes re-use of data to enhance research outcomes in Australia. Examples of how data reuse may provide benefit are:

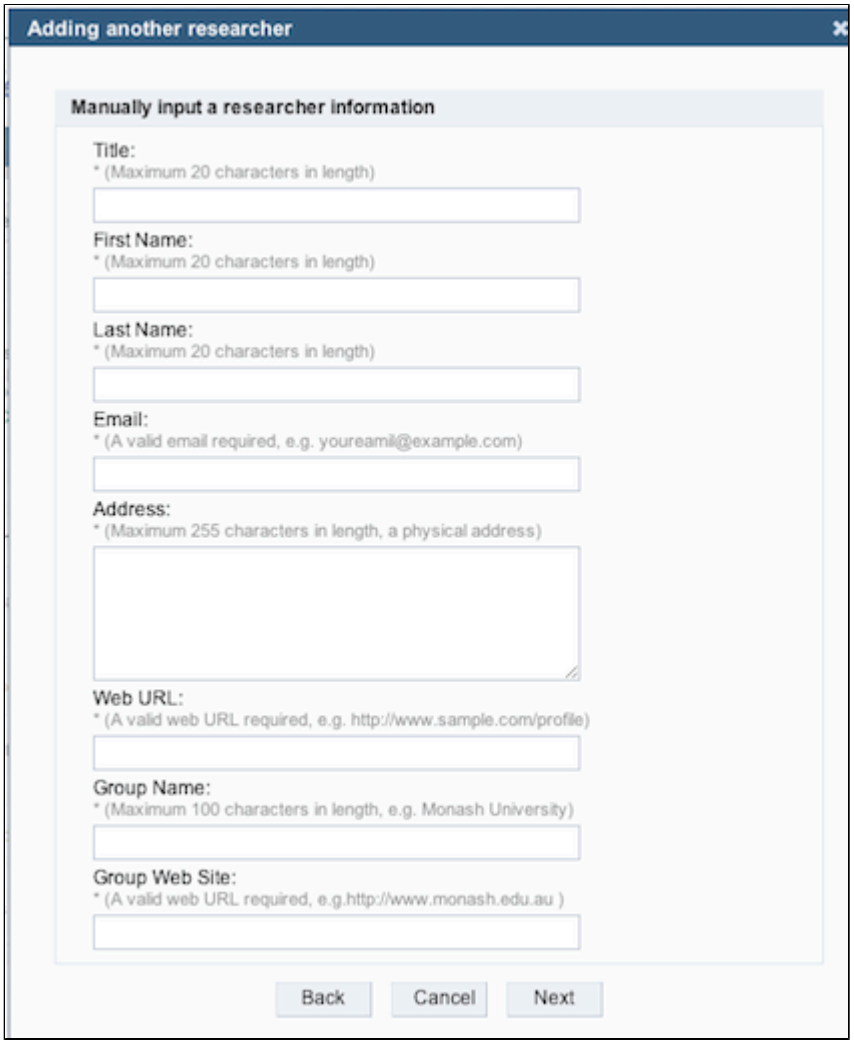
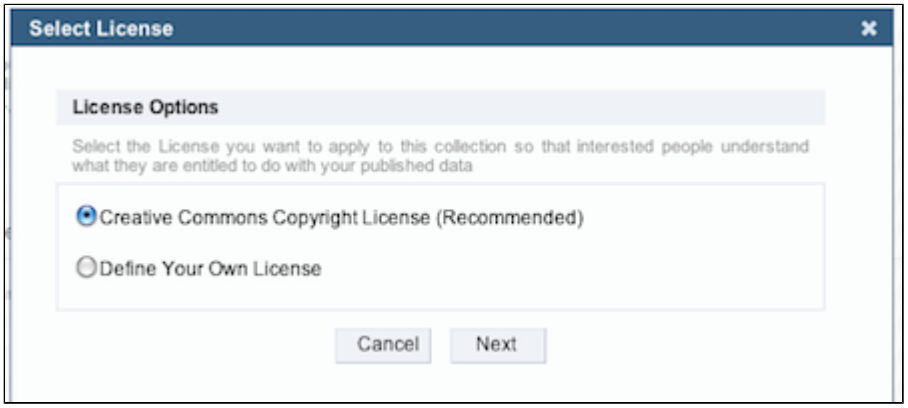
- Enabling verify research claims
- Solve big problems across disciplinary boundaries
- Enable new discoveries from old data
- Enable re-analysis of expensive, rare, or unrepeatable investigations
- Create longitudinal time-series observations for analysis
- Avoid duplication of effort

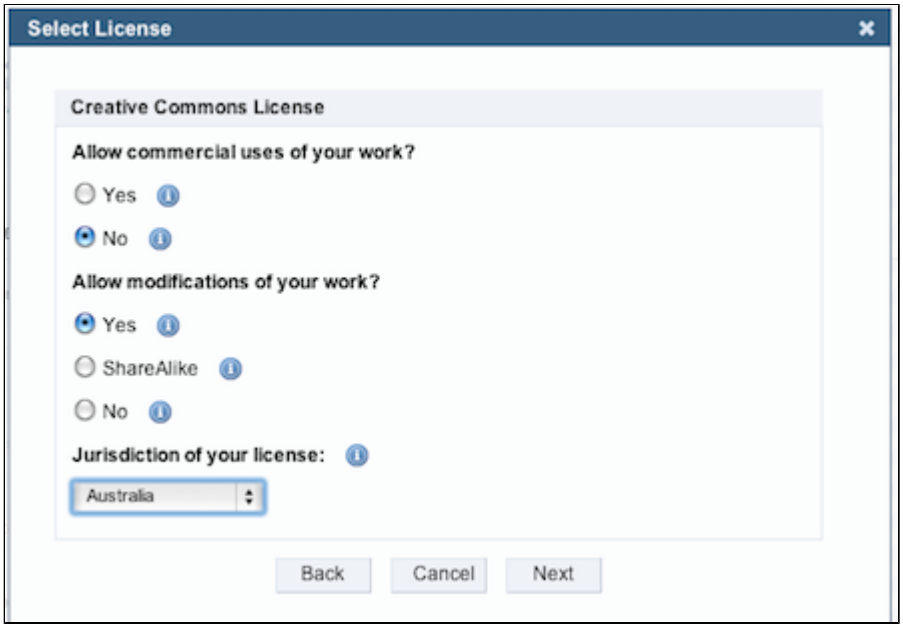
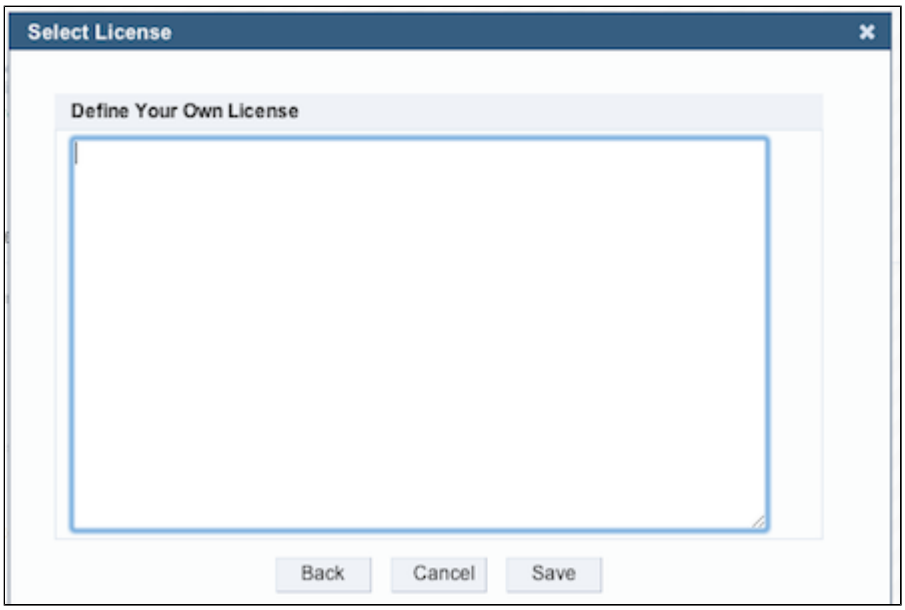
Link to RDA here: http://services.ands.org.au/home/orca/rda/

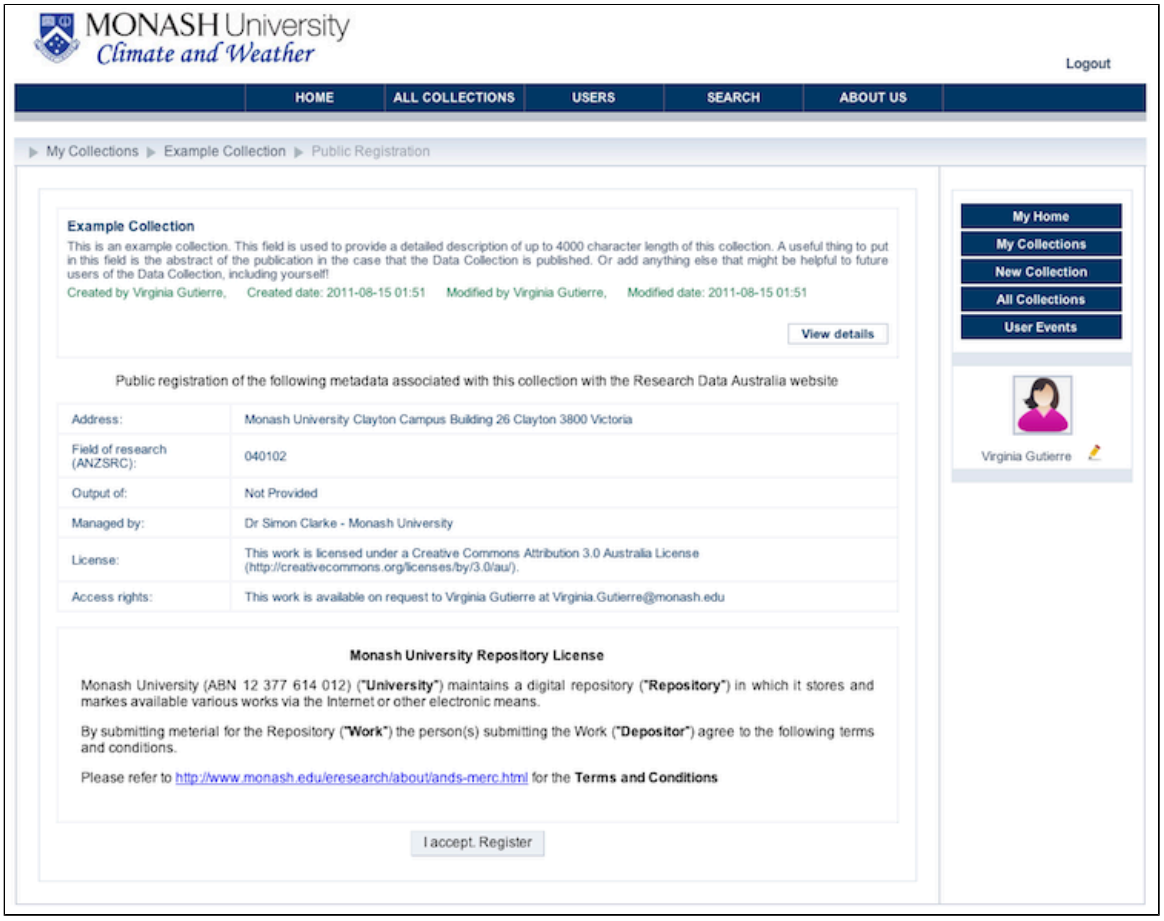
Research Data Australia is provided by the Australian National Data Service (ANDS). ANDS seeks to support public access to as much publicly funded research data as can be provided within the constraints of privacy, copyright and technology. ANDS is supported by the Australian Government through the National Collaborative Research Infrastructure Strategy Program and the Education Investment Fund (EIF) Super Science Initiative.

1		Find the Data C register with AN "Public Registr Collection View

2		The Public Reg functionality to following metad collection: - researcher (s - grant - licence (see s If you are a res Monash Resea you have grant name all these checkbox next select any num with a data coll *Note: Only grai the Authcate A will be available select a grant y in Monash Res Access Rights be set automat permissions yo collection. For example if up as a private work is availabl name> at <you appear. If you h as a public coll inserted.
3		Add Researche If you are a res in the Monash your name will selected. You may add a clicking "Add R the steps to ad from Monash R or manually fro ***At least one re associated wi***
4		Add Researche If you selected the Research M search field wil for the researcl email address Monash resear searchable in t

5		Add Researche If you select "M information" a s details about th this screen are
6		Add Licence - 1 Before you may collection in RD a licence that w public may use The current rec university is to Commons Lice For more detail Commons Lice http://creativec If you have any or public sharin recommend yo

7		Add Licence - 2 If you select a C Licence you wi questions arou reused. You will also be you wish your l university recor select "Australi international lic Australian legis
8		Add Licence - 3 Based on your Commons Lice your licence wi
9		Add Licence - 4 If you choose t Licence" you w text box. Before using th seek legal advi

10		When you have researcher, gra "Preview Metad of the screen. In the preview s the metadata d associated with RDA. If you are happ click "Register" then be publicly *Note: There is data collection publicly search take anything fi number of wee review the colle searching in RI* http://services.a

Troubleshooting

File Import Failing

1. Ensure you have internet connectivity!
2. Ensure you have only checked the "Extract the Metadata" checkbox if you are importing a supported file type. (NetCDF)

Can't Mount Staging

1. Ensure you have an account on the NFS Mount (contact Simon Clarke, simon.clarke@monash.edu to request)