

Main Library Warsaw University of Technology

Editing a research data record

August 2024





- The status 'In edition' means that at any time the depositor can edit all elements of the description, including the files
- After clicking 'Edit', your completed metadata form will be displayed





- A data steward will be assigned to your research data record. Information about this will appear in the research data metadata
- Should you have any questions, contact him by email (icon)



Metadata	Funding	Files				
Eile readme	🕑 Edi	t				
	٢					
6	readme	.txt	publication date: 09-10-2024	of the day 09-10-2024 19 bytes	٢	
Files Add						Selected files: 📩 Download

After exiting the metadata entry form, further file management is possible from the Files tab, in the research data view. It is possible to:

- add new files ('Add' option)
- delete previously uploaded files ('Delete' option)
- edit access rights to uploaded files ('Edit' option)





- The 'Change depositor' option allows the research data record to be handed over to another person for editing
- The selection of a new depositor can only take place from among the authors defined in the metadata.

Editing can only be delegated to:

- other co-authors
- data collector / generator
- data manager
- data editor
- By handing over the record for editing to another person, you deprive yourself of the opportunity to edit it further.





- A research data record with the status 'In edition' can be deleted at any time by clicking on the bin icon
- The use of this function means that all previous work on depositing research data is lost irretrievably





The 'Submit for Review' option is used to send the record for verification by the data steward



When submitting a record for verification, you must accept the Terms and Conditions for depositing research data in WUT Research Data Repository, available by clicking on the icon







- A research data record sent for verification by the data steward has the status 'In review'.
- Editing of such a record is blocked





The data steward can:

- Accept the record, in which case the data will be published in BW, or
- send the record back for correction





- When the record is accepted for publication in the WUT Research Data Repository, you will receive a notification
- The record will be visible to all BW users



If an irregularity is detected, the data steward may withdraw the record for re-editing

- you will then receive a notification that the record needs to be corrected
- the status of the record will change to 'In edition'
- under the 'Notes' tab you can read the data steward's comment and provide a response using the 'Add comment' option





Editing a research data record

Metadata Licence/Conditi	Add comme	ent		×				
Editor's / steward's notes	User	bg_EN		^			Enter	your comment and then click
Can you please add information a		Ok, I will add this information.					'Save	comment'.
Comments (0)	Text							
			Metadata	Licence/Conditions	Funding	Files	Notes	
€ ∢	Date	10/9/24						
	Save comment		Editor's / stev	vard's notes				
Uniform Resource Identifier: htt	•		Can you please	add information about a	all projects?			
URN: urn:pw-repo:WUT3b330d			Comme	ents (1)				Add comment
			bg_EN Ok, I w Reply	Oct 9, 2024, 10:41:40 AM vill add this informati Delete	on.			

Once the corrections suggested by the data steward have been made, the record should be resubmitted for verification





- Once a DOI number has been assigned, no changes should be made to the metadata or data set
- Typos and minor language errors can be corrected by the system administrator
 - If the metadata requires major changes (e.g. adding a new author or files), a new version can be added ('New version' icon)



How researchers use data repository - case study data

In edition Submit for Review 🐣 Change depositor 🔟

Emilia Nowakowska, Agnieszka Lewandowska, Beata Lewandowska

Contact person: Emilia Nowakowska 🖂

Data steward: Monika Gajewska (ML WUT) - Faculty of Civil Engineering, Mechanics and Petrochemistry (FCEMP) ☑

Research data should be collected and made available in institutional, national or international repositories. When choosing repository, you need to pay attention to the following issues: • on what terms the data will be stored • how the data will be secured • whether the repository supports the metadata description standard used in the discipline • whether the repository provides the assignment of an identifier, such as DOI, to datasets (this translates into better data... Show more V

Keywords: data; reseach data

Deposited in the Knowledge Base of WUT

Metadata	Licence/Conditions	Funding	Files	Versions	Notes 🔺
Edit					
Record ID		٧	WUT343	90b85838a	4f889ba24201c53127e2
Data type		S	Simple da	ata	

A copy of the published record will be created

you can edit it: make changes to the metadata or delete / upload files





- All published versions will be visible in each linked record. They can be found under the 'Versions' tab
- The arrow indicates the version you are currently viewing



How researchers use data repository - case study data	
In edition Submit for Review Change depositor	Export Cite
Emilia Nowakowska, Agnieszka Lewandowska, Beata Lewandowska, Ewa Wasilewska-Kamińska	Downloads: 0
Contact person: Emilia Nowakowska 🖂	
Data steward (FCEMP) Submit for Review Research data repository, you concurred a with New data files has been added.	×
Keywords: d Author statement	
Deposited In Statement of the author of the research data * Metadata L Submit for Review	0

When submitting records for review, briefly describe what has changed from the previous version and again accept the Terms and Conditions of Research Data Repository