



# The Data Integration and Visualisation En-Masse (DIVE) Platform

## A GUIDE TO UPLOADING YOUR DATA TO DIVE

### Step 1 – Register for an account

1. Click “Register” at the top right hand of the page.
2. Fill out the form.

*Be sure to pick a username and password you are likely to remember, and then click the “Create Account” button. We recommend saving username and password somewhere secure.*

### Step 2 – Enter your metadata and choose license

1. Open the Datasets page.
2. Click the “Add Dataset” button. This will open a new page where you can enter all of your information.

*This starting point is the same whether you are uploading metadata only or metadata and data files. Please note that all metadata is automatically licensed ODBL 1.0.*

3. Choose a CC license for any data files you are uploading.

*A Creative Commons license helps others understand how they may and may not use your work. We suggest you research which licence is best for you. Examples of Creative Commons licences are available [here](#). Each data file you upload can be licensed differently (e.g., a video file on how to use data might be CC BY, but a dataset itself might be CC BY NC).*

4. Once you’ve completed this page, click the “Next” button to add your resources.

## Step 3 – Upload files

### 1. Add your resources to your metadata entry.

A resource can be anything that was useful in the process of your data, as well as output files such as data, publications, videos etc. that you have produced. **Please note that only data that you personally own (or have the appropriate rights or permissions to share) should be uploaded to DIVE.**

Either add your link if your resource is available online or upload your data directly into DIVE. If you are uploading metadata to DIVE but don't wish to upload or link to any files, you can add a line in the description suggesting users contact you for more information. This line will allow you to save your metadata without linking to or uploading a file.

*Note: If you add a link to data hosted on another webpage or platform, the data is subject to the license applied in the source webpage.*

### 2. To add additional resources, click “Save & add another” button. You can add as many resources as you like.

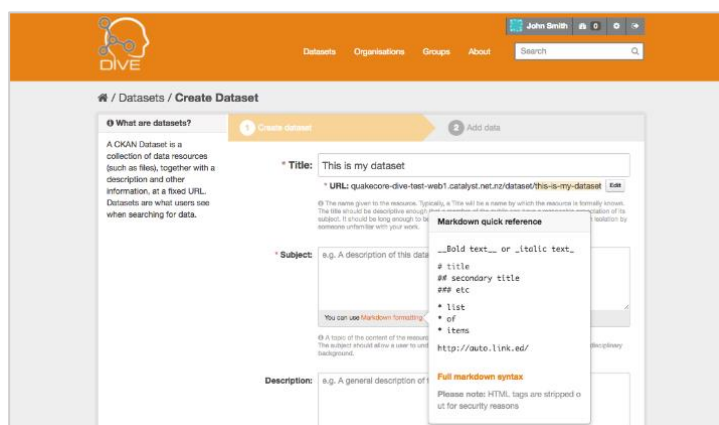
### 3. Click “Finish to publish your data.

*Once you publish your data, all DIVE users will be able to see your entry. Please do not upload private or sensitive datasets in DIVE which may create ethical issues around confidentiality etc.*

## Adding formatting to your metadata entry

You can add formatting into your dataset entry by using the Markdown Formatting explained in the Markdown quick reference box.

If your browser does not show the Markdown quick reference box when you click on it (shown underneath selected entry boxes), you may need to update your browser to the latest version. We recommend using Google Chrome for data entry into DIVE.



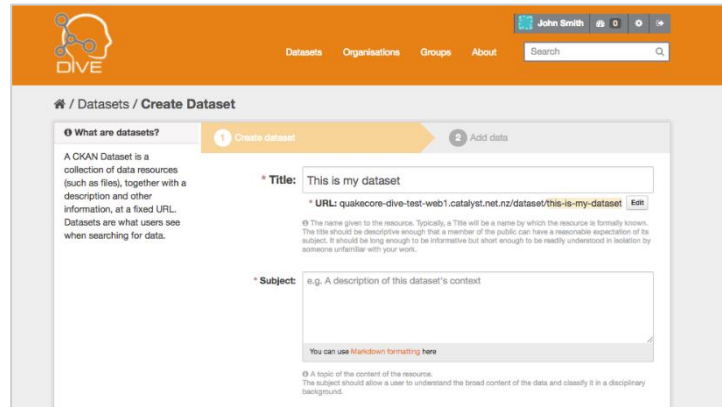
Basic formatting can be achieved using the following:

- Use an underscore to italicise your text (e.g., *\_data\_*)
- Use two underscores to bold your text (e.g., **\_\_bold data\_\_**)
- Use a pound (a.k.a. hash) sign to make a heading (e.g., # Heading 1)
  - Use two pound signs for a secondary heading (e.g., ## Heading Two)
  - Use three pound signs for a third heading (e.g., ### Heading Three)
- Use an asterisk for a bullet point list of items (e.g., \* bullet point one)
  - For each bullet point, you must use an asterisk, for example:
    - \* bullet point one
    - \* bullet point two
    - \* bullet point three
- Be sure to leave spaces between pound signs and asterisks and your text for formatting.

## When creating a dataset, how do I choose my URL?

Your URL should automatically populate as shown in the picture below.

If your interface looks different to this, you may need to update your browser to the latest version. We recommend using Google Chrome for data entry into DIVE. If your interface asks you to enter an URL, you can enter the title of your data. This needs to be all in lowercase and use hyphens (not spaces) to be accepted by DIVE.



The screenshot shows the 'Create Dataset' form in the DIVE interface. The form is titled 'Datasets / Create Dataset' and has two main sections: 'What are datasets?' and 'Create dataset'. The 'Create dataset' section is active and contains the following fields:

- Title:** 'This is my dataset' (with an 'Edit' button)
- URL:** 'quakecore-dive-test-web1.catalyst.net.nz/dataset/this-is-my-dataset' (with an 'Edit' button)
- Subject:** 'e.g. A description of this dataset's context' (with a text area for input)

Below the subject field, there is a note: 'You can use Markdown formatting here'. At the bottom, there is a small note: 'A topic of the content of the resource. The subject should allow a user to understand the broad context of the data and classify it in a disciplinary background.'