

WETSCAPES2.0 Policies: Dataset Registration and Upload within CKAN

CKAN is the central dataset repository of the WETSCAPES2.0 (WS2.0) project. This file contains a policy for uploading dataset records to the WS2.0 CKAN folder. In case of questions, please contact the RDM team (martin.aleksandrov@uni-rostock.de).

1. Load <https://ckan.fdm.uni-greifswald.de/> into your browser and click “Log in”.



2. Type in your university or guest account credentials.

UNIVERSITÄT GREIFSWALD
Wissen lockt. Seit 1456



Shibboleth Login

Requesting Service-Provider:
CKAN Uni Greifswald

Description as provided by this service: CKAN Uni Greifswald

Please enter your username and password and click on **Login**.

Username:

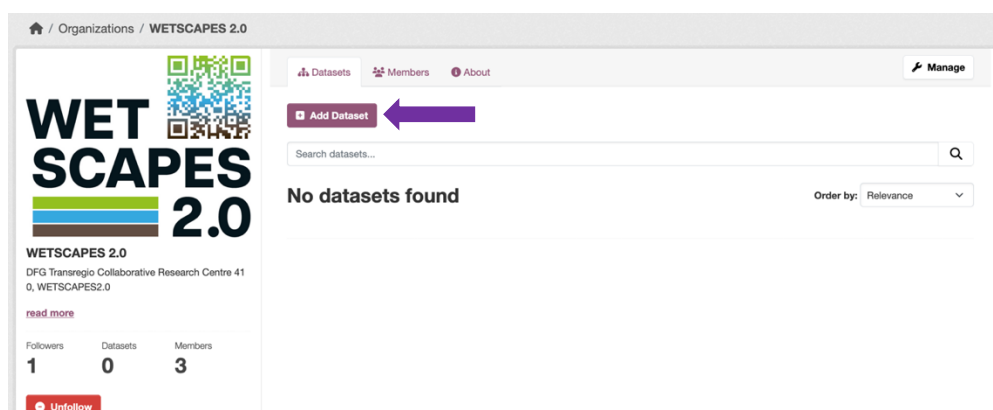
Password:

☐ Clear prior granting of permission for release of your information to this service.

Login

Important notice
Your login data will only be deleted by closing the browser or by deleting the browser-cookies. You will find more information about Shibboleth [here](#).

3. Click on “Organizations” in the top menu and then find the “WETSCAPES 2.0” organizations, normally found on the last page with the organizations. Click on it.



4. Click on “Add Dataset”, after which you enter a two-step process:

4.1. Step 1 (Registering Dataset Metadata)

1 Create Dataset

2 Add data

The title should be formatted as follows: **wetscapes2_<dataset-name>** (e.g., wetscapes2_Screening-Site-Sensor-Data-April-2025)

Title:

* **URL:**

The link should be formatted as follows: **ckan.fdm.uni-greifswald.de/dataset/<wetscapes2_dataset-name>** (e.g., ckan.fdm.uni-greifswald.de/dataset/wetscapes2_screening_site_sensor_data_april_2025).

Description:

The dataset description shall contain as many of the following details as possible: (1) **dataset collection period**; (2) **dataset types**; (3) **dataset size**; (4) **dataset quality**; (5) **dataset formats**; (6) **methods for obtaining the dataset**; and (7) **dataset collaborators**.

You can use Markdown formatting here

Tags: Include the tag ‘**wetscapes2**’. Add any other descriptive tags, that can increase the visibility of your dataset during search.

License: Select the license ‘**Creative Commons CCZero**’.

License definitions and additional information can be found at opendefinition.org

Organization: Select the “**WETSCAPES 2.0**” organization.

Select the “**Private**” option for visibility of your dataset within the consortium.

Visibility: If you wish to select “**Public**”, contact your supervisor and the Data Steward to discuss this.

Source: If (a part/an extension of) your dataset is stored somewhere else on the Internet, you have the option to add a **link** to it.

Version: Always use “**1.0**” whenever you create a CKAN entry of a given dataset for the first time. If you update the dataset 1, 2, 3, etc. times later on and wish to create separate CKAN entries for the updated datasets, then use “1.1”, “1.2”, “1.3”, respectively.

Author: Type in the **first and last names** of the dataset author (e.g., the person who generated/collected/processed the data).

Author Email: Type in the **email** of the dataset author.

Maintainer: Type in the **first and last names** of the dataset maintainer (e.g., the person responsible for dataset sharing or publication).

Maintainer Email: Type in the **email** of the dataset maintainer.

4.2. Step 2 (Uploading Dataset Resource Files)

1 Create Dataset

2 Add data

Data:

Upload

Link

Upload a dataset resource file or a link to it.

Name: Type in the **name** of the dataset resource file (note: This could be different from the name of the file.).

eg. January 2011 Gold Prices

Description:

Some useful notes about the data

Describe your selected dataset resource file.

You can use Markdown formatting here

Format: Type in the **format** of the dataset resource file.

eg. CSV, XML or JSON

ⓘ This will be guessed automatically. Leave blank if you wish

Previous

Save & add another

Finish

5. The **dataset metadata** can be corrected by pressing the “Previous” button.
6. WS2.0 members and participants must add **separate files** (e.g., image, csv, and/or video files) for measurements taken on **different sites** by pressing the “Save & add another” button.
7. The dataset with its metadata and all of its added resource files must be saved by pressing the “Finish” button, and reviewed afterwards.