

Scribe

- 1

- 2

LOGIN

Please login with your email/username and password below.

Email/Username:

femc@uvm.edu

Password:

● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

Remember Me: ☐

Login



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ecNEWS VT

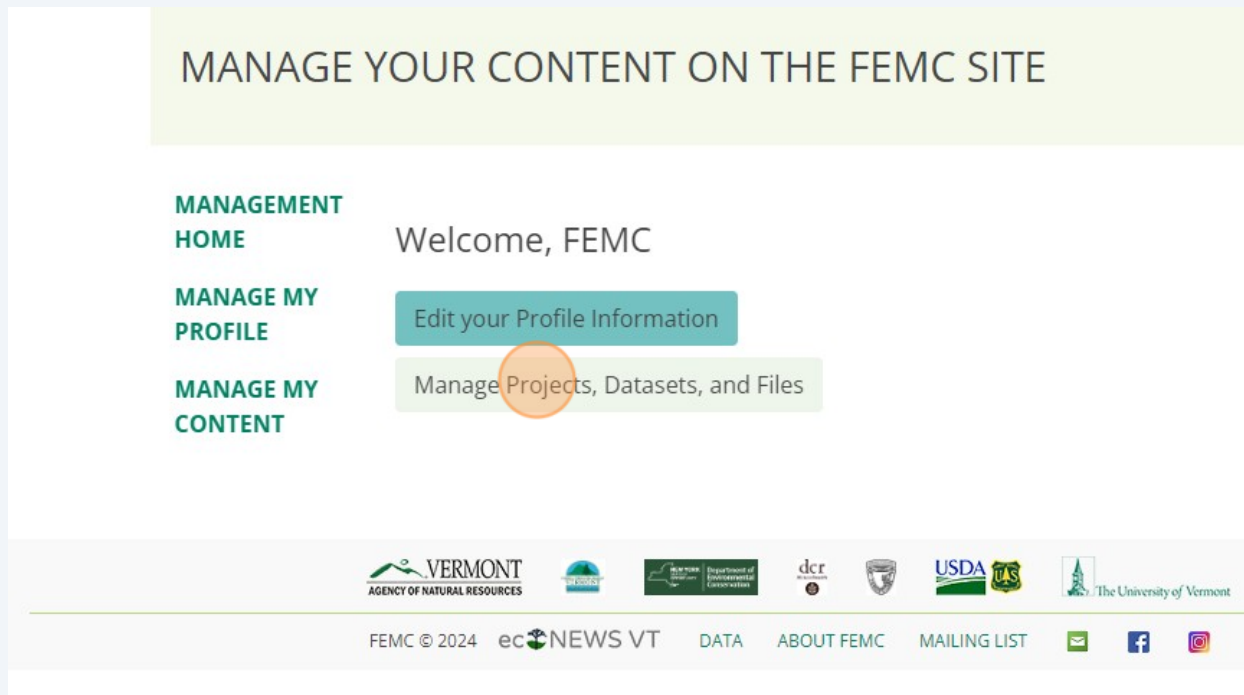
DATA

ABOUT FEMC

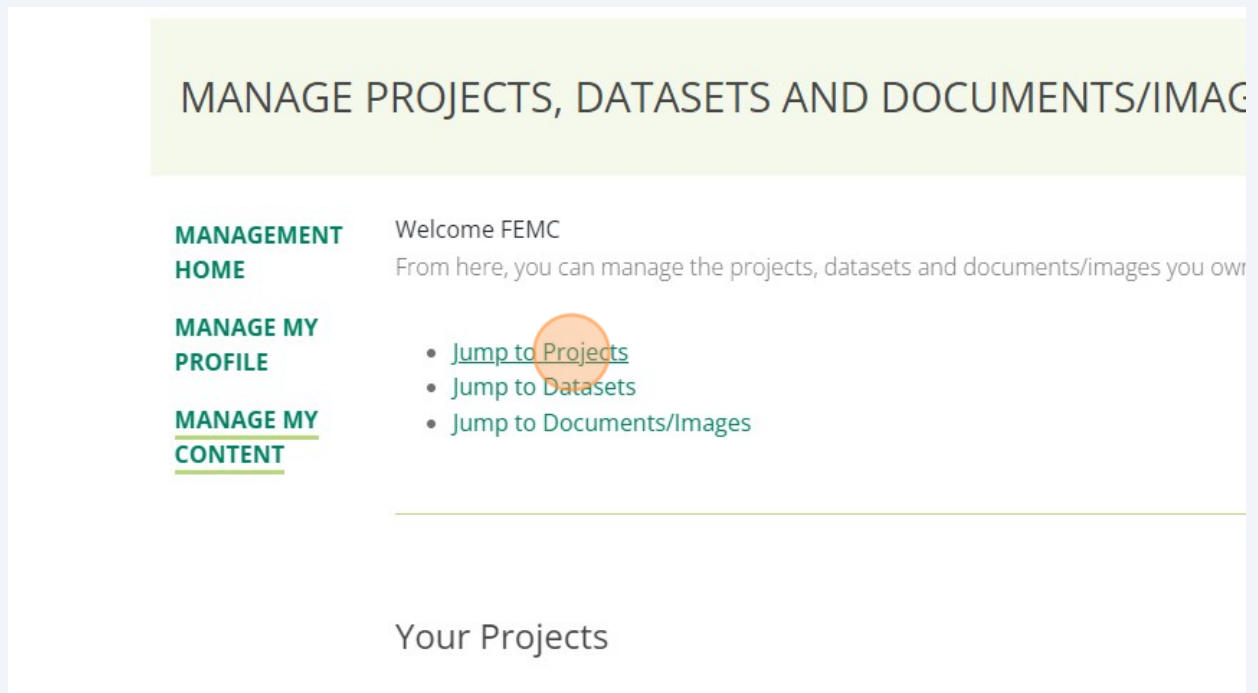
MAILING LIST



- 3 To add data to an existing project, click "Manage Projects, Datasets, and Files"



- 4 Click "Jump to Projects"



5

Select the project to add new data. The data file will be contained within the project and all parent selections will apply to the data file. For example, if you have not published your project yet, you will not be able to publish the data.

MANAGEMENT
HOME

MANAGE MY
PROFILE

MANAGE MY
CONTENT

Your Projects

A "project" is the highest level of organization – it groups together people, datasets documents and images

Add a new project

Search projects

Your role	Project name	Preview link
Project Editor	FEMC Test Project	View on site
Project Editor	FEMC test 2	View on site

6

Select "Project Datasets" from the left menu.

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> Project
Management Home
Project
Information
[Project Datasets](#)
People
Organizations
Documents /
Images

PROJECT: FEMC TEST PROJECT

[View this project on the website](#)

Edit Project Information

Edit basic info, project location, tags, themes and logos

Manage Datasets

Upload new data and manage existing data

Edit Project People

Manage people associated with your project, give people editing access to your project

Edit Project Organizations

Manage organizations associated with your project

Edit Project Documents/Images

Manage documents and images associated with your project



7 Click "Add a new dataset"

MANAGEMENT HOME

MANAGE MY PROFILE

MANAGE MY CONTENT

Project Management Home

Project Information

> Project Datasets

People

Organizations

Documents / Images

MANAGE PROJECT DATASETS

PROJECT: FEMC TEST PROJECT

View this project

Add a new dataset to your project

Add a new dataset

Manage your existing datasets in this project

test data - testing adding data

Add a new dataset

8 Add a name for the dataset.

MANAGEMENT HOME

MANAGE MY PROFILE

MANAGE MY CONTENT

Project Management Home

Project Information

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Documents / Images

Parent Project: FEMC Test Project

You have decided to create a new dataset. Great!

Let's get some basic information first.

Dataset Name *

https://www.uvm.edu/femc/data/archive/project/femc-test-project/dataset/

Dataset Status *

Choose one...

Start Date *

2024-08-01

Description *

A brief description of the content of the dataset

9 Select the data status from the dropdown menu.

MANAGE MY PROFILE

MANAGE MY CONTENT

Project Management Home

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You have decided to create a new dataset. Great!

Let's get some basic information first.

Dataset Name *

test_dataset_2

https://www.uvm.edu/femc/data/archive/project/femc-test-project/dataset/te

Dataset Status *

Choose one...

Start Date *

2024-08-01

Description *

A brief description of the content of the dataset

10 Provide a brief description of the dataset.

Project Management Home

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test_dataset_2

https://www.uvm.edu/femc/data/archive/project/femc-test-project/dataset/te

Dataset Status *

Active

Start Date *

2024-08-01

Description *

A brief description of the content of the dataset

11

Click the "Submit Basic Info" button. You will then be taken to a new page to provide additional details about the data.

Description *

Demonstration of adding a new dataset to a project on the FEMC data archive

Submit Basic Info

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DATA ABOUT FEMC MAILING LIST

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Select the appropriate response for the location of the data.

MANAGEMENT HOME

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Parent Project: FEMC Test Project

Thanks for that information about **test_dataset_2**.

Do you have any data associated with this dataset?

☐ Yes, and it is stored in a file on my computer

☐ Yes, but I only have a web link to it

☐ No, I don't have data

Go on...

- 13 If the data is stored on your computer you can navigate to the location of the data.

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> Manage Data
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Versions

[Preview/Download](#) [Add New Data](#)

Manage the data in this dataset by uploading additional records or completely replacing it.

Versions of datasets can also be created, as well as Digital Object Identifiers (DOIs) minted.

Select File

Data File : 

CSV files can be parsed and converted.
All other file types are just imported.

Choose File

No file chosen

Version Control

Data Import Settings

- 14 Once the data file has been selected, click Upload Data.

[Preview/Download](#) [Add New Data](#)

Manage the data in this dataset by uploading additional records or completely replacing it.

Versions of datasets can also be created, as well as Digital Object Identifiers (DOIs) minted.

Select File

Data File : 

CSV files can be parsed and converted.
All other file types are just imported.

Choose File

test.xlsx (9 kb)

Upload Data

Version Control

15

You will have the option to turn versioning on or off. Versioning allows you to create a dataset that will be saved as a version. This version can be cited as a valid dataset and updated as of its creation date.

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Select File

Version Control

No saved versions exist

Dataset Versioning: On

☐ Do not commit as new version

☒ Commit as new version

Warning: Turning on versioning will replace the existing data already up dataset. If this is not what you want, download the existing data, upload versioning on, and make it the first version. Then proceed with the upload data.

Next

DOI Minting

16

If you turn versioning on you will need to provide a name for the version and description.

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Select File

Version Control

No saved versions exist

Dataset Versioning: On

☐ Do not commit as new version

☒ Commit as new version

Name: *

Description

eg: Added 2016 data.

Warning: Turning on versioning will replace the existing data already uplo dataset. If this is not what you want, download the existing data, upload it versioning on, and make it the first version. Then proceed with the upload data.

Next

17 Once the name and description are added, click "Next"

Commit as New Version

Name: *

test_data_version_2

Description

Test dataset for Test Project

Warning: Turning on versioning will replace the existing data already uploaded to this dataset. If this is not what you want, download the existing data, upload it again, turn versioning on, and make it the first version. Then proceed with the upload of this data.

Next

DOI Minting

VERMONT AGENCY OF NATURAL RESOURCES

Department of Environmental Conservation

dcf

USDA

The University of Vermont

18 You will also have the opportunity to turn DOI minting on or off. If you would like your dataset to have a DOI address, turn DOI minting on, fill out the information, and click Next.

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Versions of datasets can also be created, as well as Digital Object Identifiers (DOIs) minted

Select File

Version Control

DOI Minting

DOI Minting: Off

Next

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19 Select the resource type

Select File

Version Control

DOI Minting

DOI Minting:

General Resource Type:

Choose One...

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ABOUT FEMC

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20 Click "A name or title by which the resource is known."

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DOI Minting:

General Resource Type:

Dataset

Title:

My Resource Title

Contributors:

☐ I certify that, in regards to this resource, I have permission to mint the does not already exist, and the data is not stored elsewhere.

21 Add contributors to the dataset, including yourself.

HOME

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DOI Minting: ▾

General Resource Type:

Title:

Contributors:

▾

☒ I certify that, in regards to this resource, I have permission to mint the data and that it does not already exist, and the data is not stored elsewhere.

22 Certify that you have permission to mint the data and that it does not already exist elsewhere.

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Title:

Contributors:

☐ I certify that, in regards to this resource, I have permission to mint the data and that it does not already exist, and the data is not stored elsewhere.

23 Click "Next"

Home
sets
Home
a
tributes
tion
/

Test dataset for test project, version 2

Contributors:

Firstname FEMC Author

FEMC Editor

Add Person Add Organization

☒ I certify that, in regards to this resource, I have permission to mint the DOI, a DOI does not already exist, and the data is not stored elsewhere.

Next

VERMONT AGENCY OF NATURAL RESOURCES
VT
Department of Environmental Conservation
dcr
USDA
The University of Vermont

24 Click "Replace Data" to add the data file.

Versions of datasets can also be created, as well as Digital Object Identifiers (DOIs) minted.

Select File

Version Control

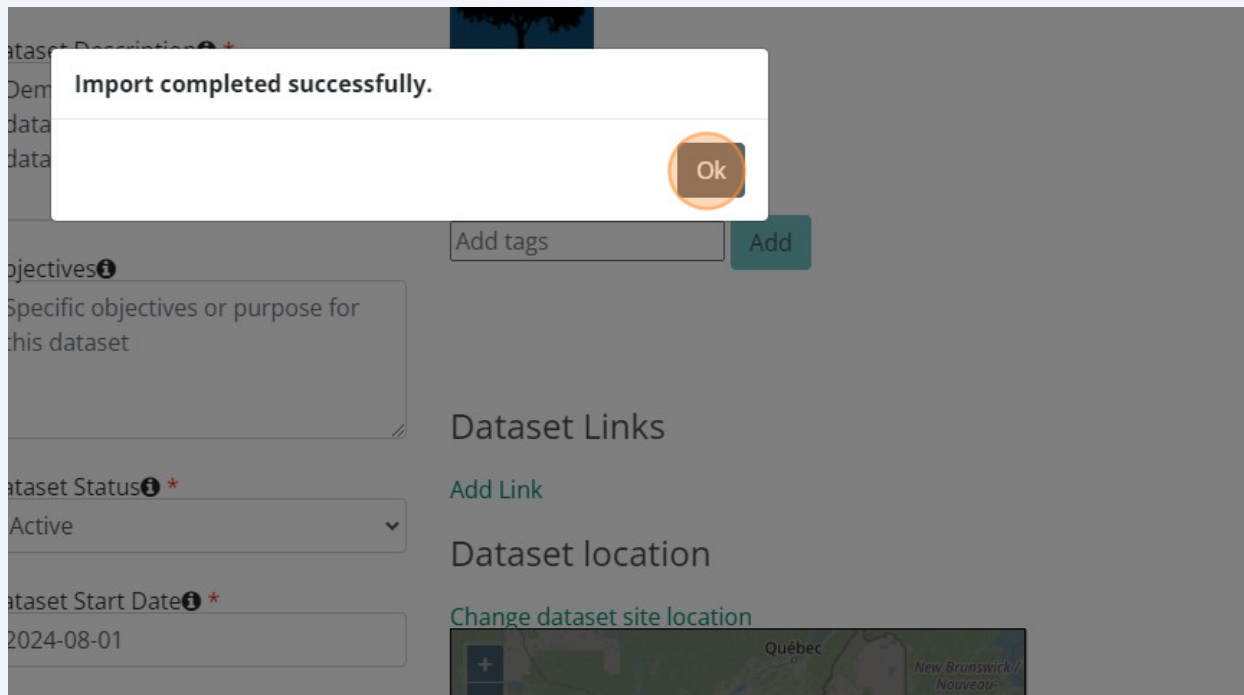
DOI Minting

Replace Data

VERMONT AGENCY OF NATURAL RESOURCES
VT
Department of Environmental Conservation
dcr
USDA
The University of Vermont

FEMC © 2024 ecNEWS VT DATA ABOUT FEMC MAILING LIST

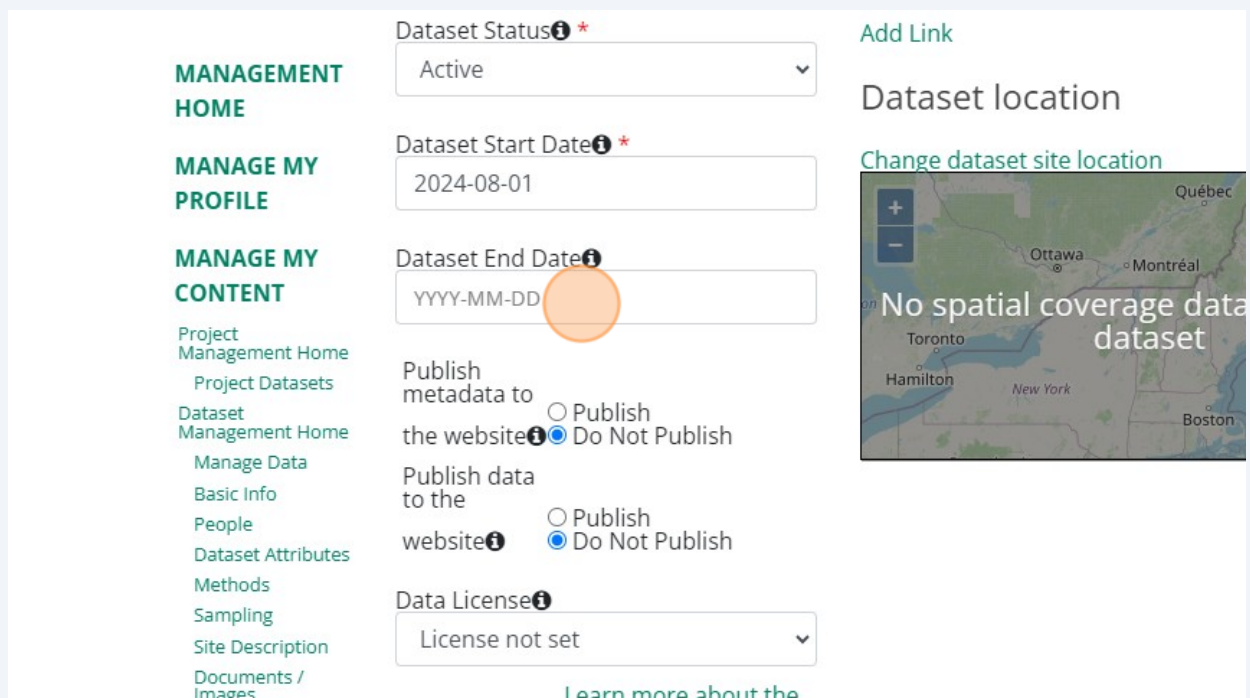
25 Click "Ok"



26

You will now be brought to the data management page where you can edit the basic information about the dataset. Add information such as the start and end dates of the dataset.

If the project has not been published, you will not be able to publish the metadata or data.



27

Select the data license. FEMC uses the Creative Commons licensing scheme for sharing data in the archive. You can learn more about data licensing options at <https://www.uvm.edu/femc/CI4/data/policy>

The screenshot shows the 'Dataset Management' interface. On the left is a sidebar with navigation links: Project Management Home, Project Datasets, Dataset Management Home, Manage Data, Basic Info, People, Dataset Attributes, Methods, Sampling, Site Description, Documents / Images, Notes, and Versions. The main content area has a date field set to '2020-07-31'. Below this are two sections: 'Publish metadata to the website' and 'Publish data to the website', both with radio buttons for 'Publish' (selected) and 'Do Not Publish'. The 'Data License' dropdown menu is open, showing options: 'License not set' (highlighted with an orange circle), 'No data files to be licensed', 'Not licensed for access', 'By request', and 'CC0 - Public domain'. A link 'Learn more about the data licensing options' is visible. In the top right corner, there is a map showing 'No spatial coverage data set for this dataset' with labels for Toronto, Hamilton, New York, and Boston.

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The Dataset Citation field will be automatically completed. You have the ability to make edits as appropriate.

The screenshot shows the 'Dataset Management' interface with the 'MANAGEMENT HOME' and 'MANAGE MY PROFILE' sections visible. The 'Data License' dropdown is set to 'CC0 - Public domain'. The 'Dataset Citation' field is populated with the text: 'Test Account_F (2024) test_dataset_2. FEMC. Available online at: https://www.uvm.edu/femc/data/archive/project/femc-test-project/dataset/test_dataset_2'. An orange circle highlights the 'FEMC' part of the citation. Below the citation field is the 'Update Frequency' dropdown, which is set to 'Unknown'. A link 'Learn more about the data licensing options' is also present.

29 Select how frequently the data will be updated (if at all).

MY

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Test Account, F (2024)
test data. FEMC.
Available online at:
<https://www.uvm.edu/femc/data/archive/project/femc-test-project/dataset/test-data-1>

Update Frequency ⓘ
As needed

Maintenance Plan ⓘ
Planned maintenance activities for this dataset

Submit Changes

30 Provide any information about the maintenance plan for the data.

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test_dataset_2. FEMC. Available online at:
https://www.uvm.edu/femc/data/archive/project/femc-test-project/dataset/test_dataset_2

Update Frequency ⓘ
Annually

Maintenance Plan ⓘ
Planned maintenance activities for this dataset

Submit Changes

- 31 Add tags to the dataset, as needed. A selection list will form when you begin typing to select from tags that have already been used.

Dataset Description ⓘ *

Demonstration of adding a new dataset to a project on the FEMC data archive.

Objectives ⓘ

Specific objectives or purpose for this dataset

Dataset Status ⓘ *

Active

Dataset Start Date ⓘ *

2024-08-01

Dataset End Date ⓘ

Change logo

Tags ⓘ

forest

Add

bird, bird habitat, forest health monitoring, continuous forest inventory

forest health

forest birds

forest classification

forest clearing

forest composition

forest condition

forest connectivity

forest conservation

forest conversion

forest cover

on

Québec

Montréal

New Brunswick / Nouveau-Brunswick

- 32 Click "Add Link" if there is a link to the dataset.

You can also add a site location for the dataset, if available.

data archive.

Objectives ⓘ

Specific objectives or purpose for this dataset

Dataset Status ⓘ *

Active

Dataset Start Date ⓘ *

2024-08-01

Dataset End Date ⓘ

2026-07-31

Publish

Tags ⓘ

Add tags

Add

Forest Health

Dataset Links

Add Link

Dataset location

Change dataset site location

No spatial coverage data set for this dataset

Québec

Ottawa

Montréal

Maine

New Brunswick / Nouveau-Brunswick

Toronto

33 Click "Submit Changes" to complete the dataset upload and basic information.

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Dataset Citation*i*

Test Account, F (2024)
test_dataset_2. FEMC. Available
online at:
[https://www.uvm.edu/femc/data/ar
chive/project/femc-test-
project/dataset/test_dataset_2](https://www.uvm.edu/femc/data/archive/project/femc-test-project/dataset/test_dataset_2)



Update Frequency*i*

Annually

Maintenance Plan*i*

Planned maintenance activities for
this dataset



0/300

Submit Changes