How to add a dataset in the REXUS Observatory

Add dataset

Firstly, you need to go to the **"Datasets" page** (Figure 1).

There, you will see the **"+Add dataset"** button which you need to click.

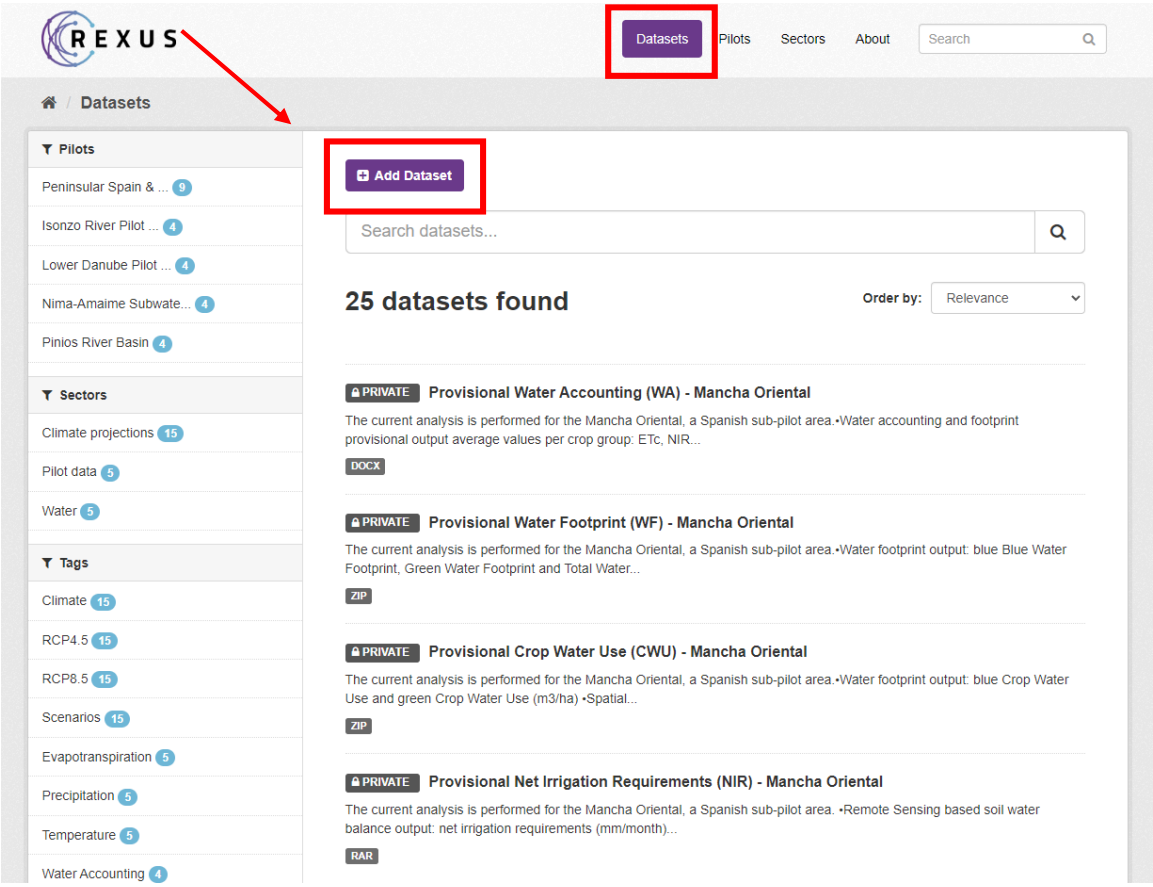

Figure 1: All datasets

Then, you will be directed to the next page (Figure 2).

You will need to provide information about the dataset regarding the following:

- **Title** – a descriptive title of the dataset provided
- **Description** – a detailed description regarding the dataset
- **Tags** – keywords relevant to the dataset
- **Pilot** – the name of the pilot that is represented in the dataset
- **Source data used** – information about the provider of the dataset
- **Author** – the name of the person who is responsible for the dataset from your organization

- **Author Email** – the email of the person who is responsible for the dataset from your organization
- **Organization** – the organization that provides the dataset
- **Data update frequency** - the frequency of the data updates (e.g., annually)
- **Data timespan** – if the dataset contains time series data, provide the first and last date available (e.g., 2019-2021)
- **Time interval** – if the dataset contains time series data, what is the time interval between values (e.g., 5min, daily, etc.)

After you do that, you have to click the **"Next: Add data"** button on the bottom right of the page (Figure 2).

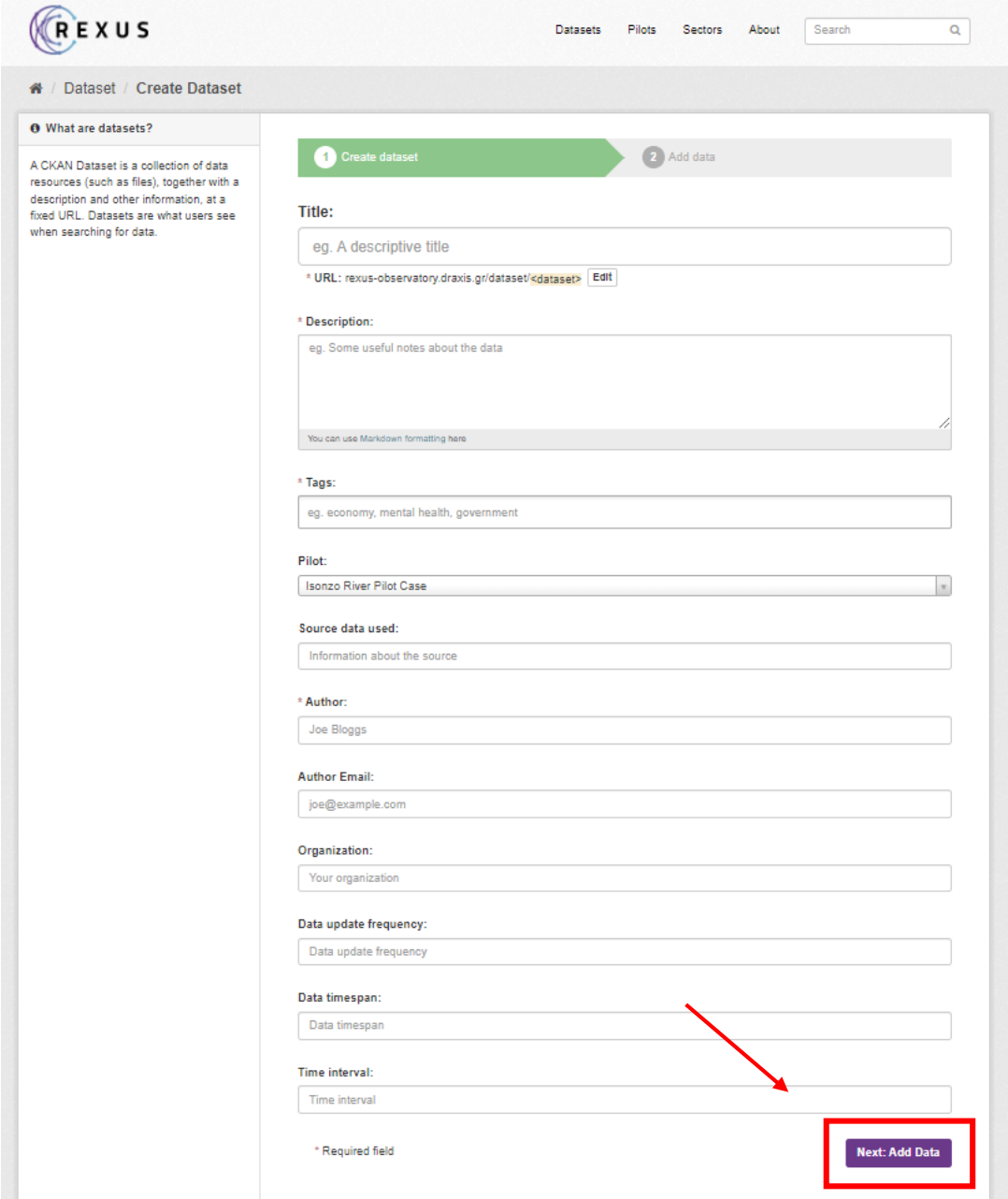

Figure 2: Create dataset

Then, you will be directed to the **"Add data"** page (Figure 3).

There you will **either** have to click on "Upload" and upload a file, which is also called resource, of your dataset **or** click "Link" and provide a link to the dataset. Afterwards, you should provide the following:

- **Name** – a title for the dataset you are providing to the Observatory
- **Description** - a detailed description of the dataset

The format of the file will be identified by the system automatically, but you can still provide it if you like.

In case you wish to upload only one file or provide one link for the dataset, you can click "**Finish**" (Figure 3) and the dataset will be imported to the Observatory.

If you wish to upload more than one file or provide more than one link, you need to click **"Save & add another"** (Figure 4). Afterwards, you will need to do the same process as before in order to upload/provide the rest of the files and/or links. When you finish the process of uploading all the relevant files and/or links, you will need to click **"Finish"** (Figure 3) and the files (resources) will be imported to the Observatory.

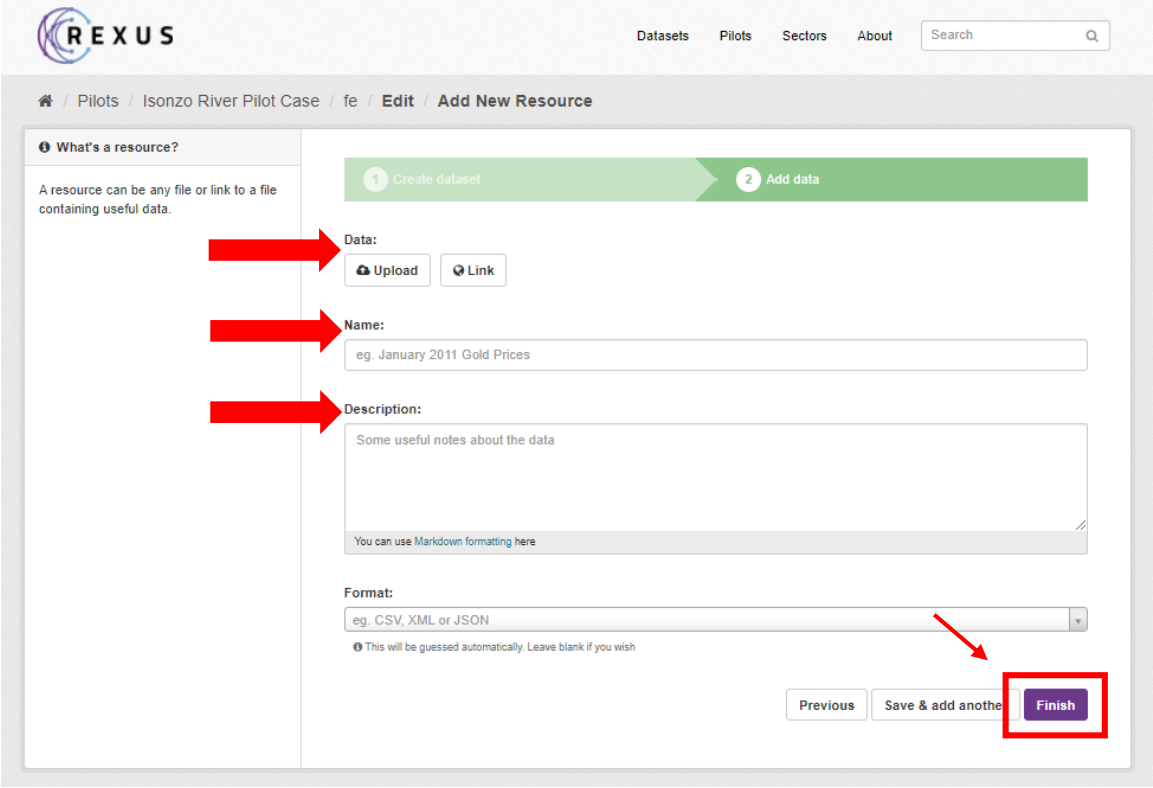

Figure 3: Add new resource

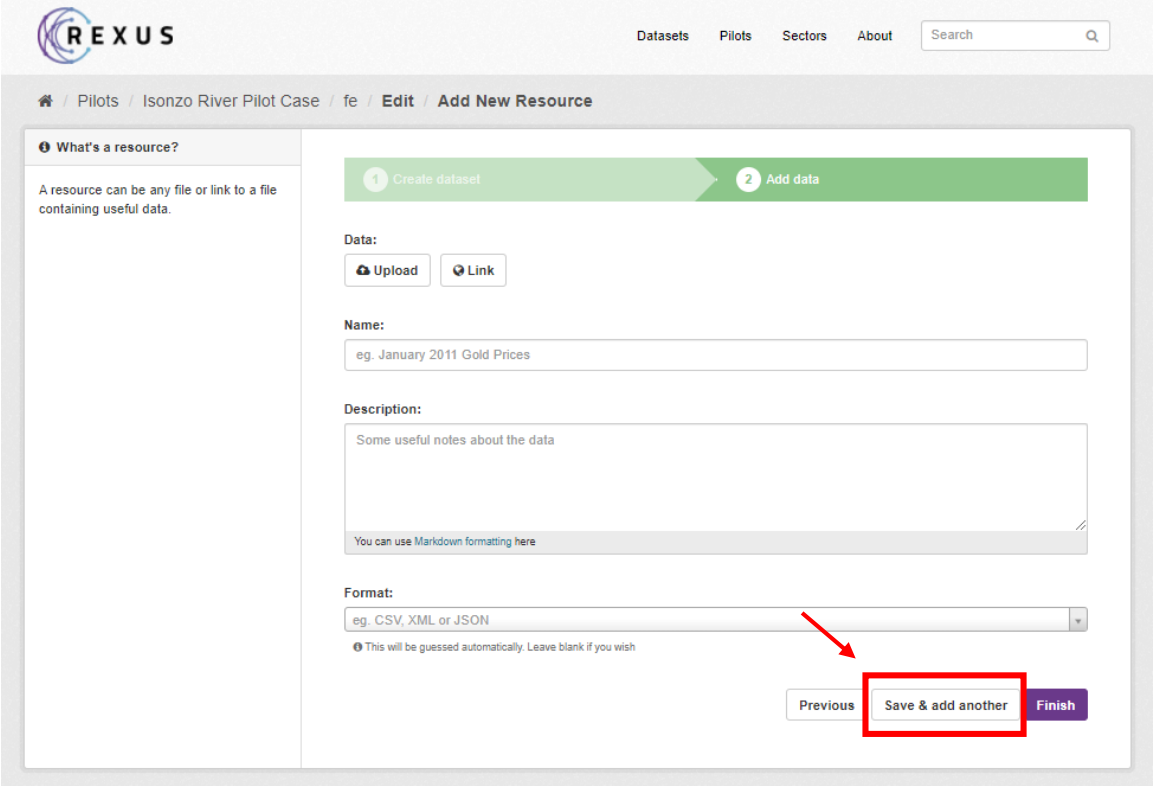

Figure 4: Save & add another

Assign the dataset to a sector

When you upload the dataset, you will be directed to the page of that specific dataset. In order to assign the dataset to a sector, you need to select **"Sectors"** from the menu bar on the dataset's page, as shown in the figure below (Figure 5).

In case you want to assign the dataset to a sector after leaving the dataset's page, you can find the dataset you have uploaded at the "Datasets" page from the menu bar and follow the process explained above.

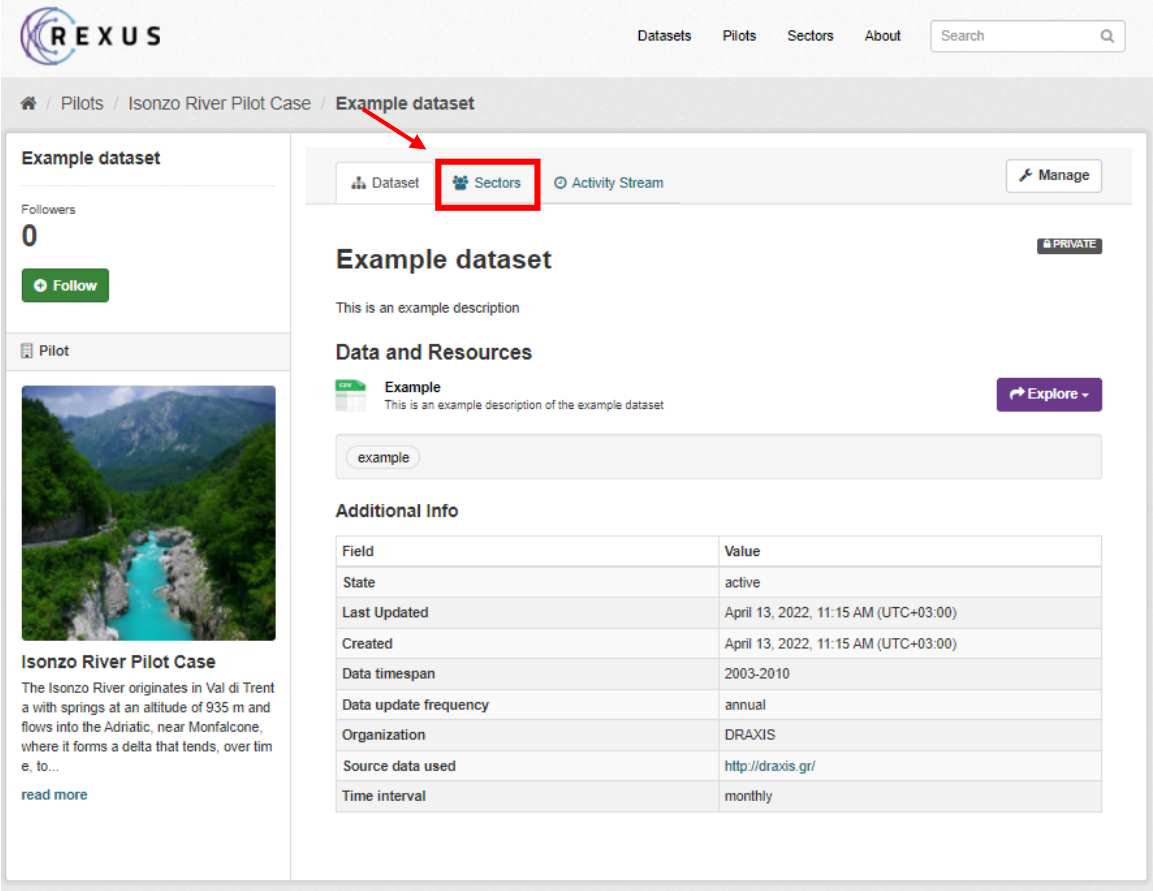

Figure 5: New dataset page

When you select "Sectors", you will be able to see the following page (Figure 6).

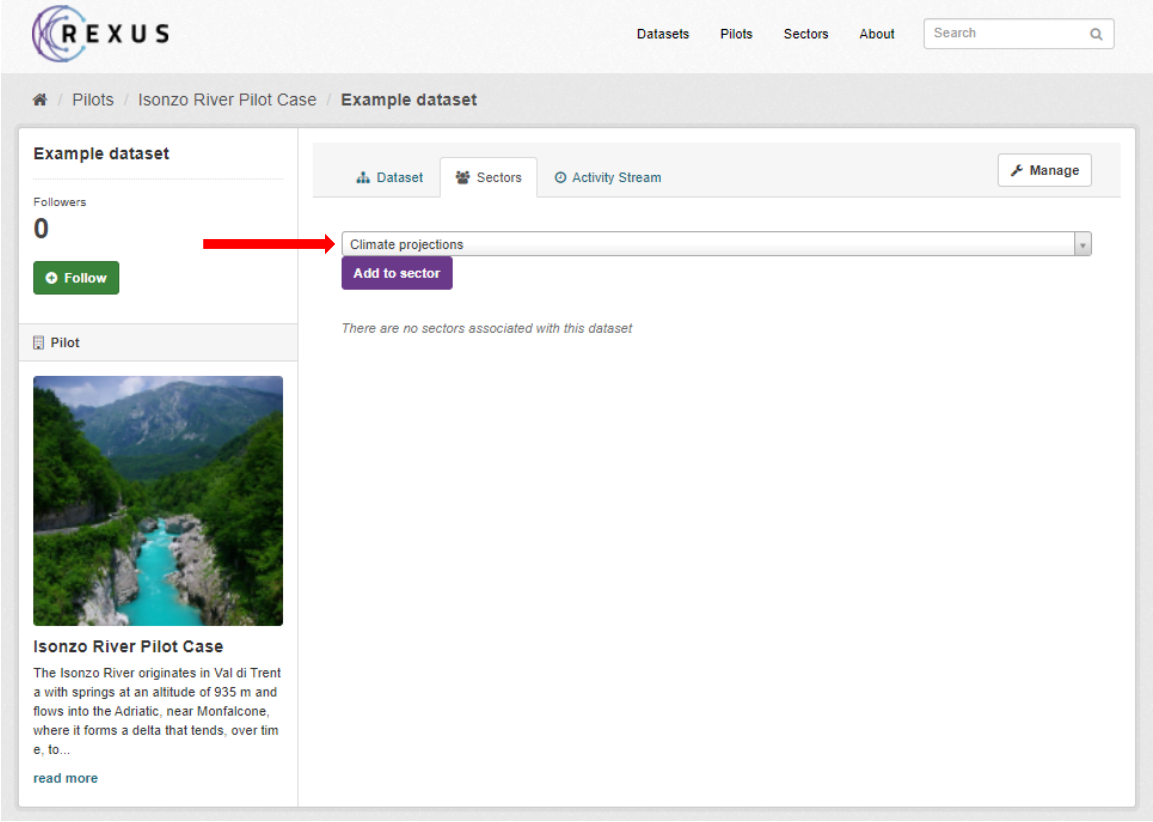

Figure 6: Select among existing sectors for the dataset

In order to assign the dataset to a sector you should select from the drop down list one of the existing sectors (Figure 6) and then click **"Add to sector"** (Figure 6).