

Aston Data Explorer

How-to: Login and Submit a Dataset



Visit Aston Data Explorer website: <https://researchdata.aston.ac.uk/>

The screenshot shows the homepage of the Aston Data Explorer website. The header is dark teal with the Aston University logo and 'Library Services' on the left. On the right, there are links for 'Research | Library | About Aston' and a 'Login' button. Below the header, there is a navigation menu with 'Home', 'About', 'Browse', and 'Advanced Search'. A search bar is located on the right side of the header, with a dropdown menu for 'Title' and a 'Search' button. The main content area features a large heading 'Welcome to Aston Data Explorer' followed by a sub-heading 'Aston Data Explorer is Aston University's research data repository.' and a paragraph: 'For open access publications, please visit Aston Publications Explorer, and Aston Research Explorer for information about Aston's research staff, activities and awards.' Below this is a search bar with the placeholder text 'Search for datasets' and a 'Search' button. Underneath the search bar is a link for 'Advanced Search'. The main content area is divided into two columns. The left column has a large image of a factory interior with the caption 'Recent items'. The right column has a large image of two women in lab coats working in a laboratory with the caption 'Support'. At the bottom, there are two smaller images: one showing a person in a control room with a large screen and another showing a person in a control room with a large screen.

Aston University Library Services

Research | Library | About Aston

Login

Home About Browse Advanced Search

Title Search ... Search

Welcome to Aston Data Explorer

Aston Data Explorer is Aston University's research data repository.

For open access publications, please visit [Aston Publications Explorer](#), and [Aston Research Explorer](#) for information about Aston's research staff, activities and awards.

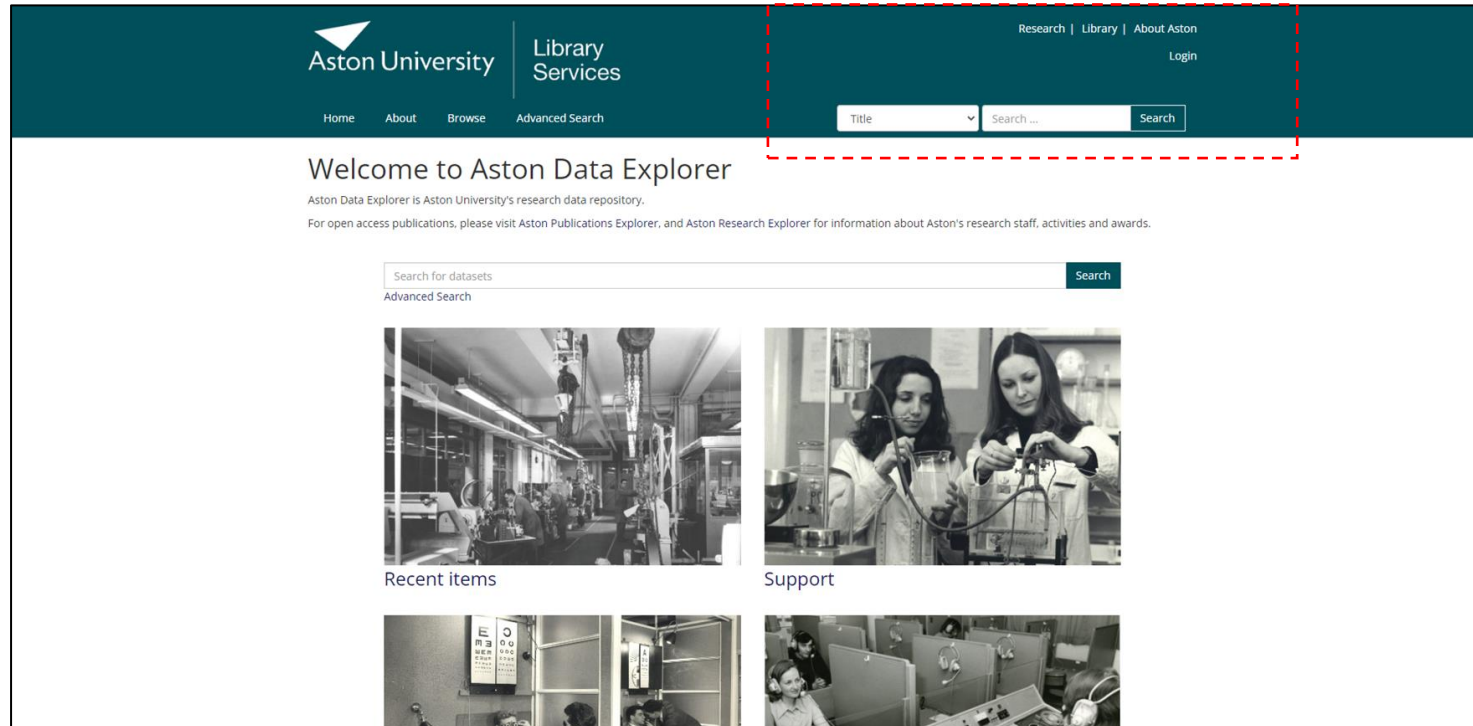
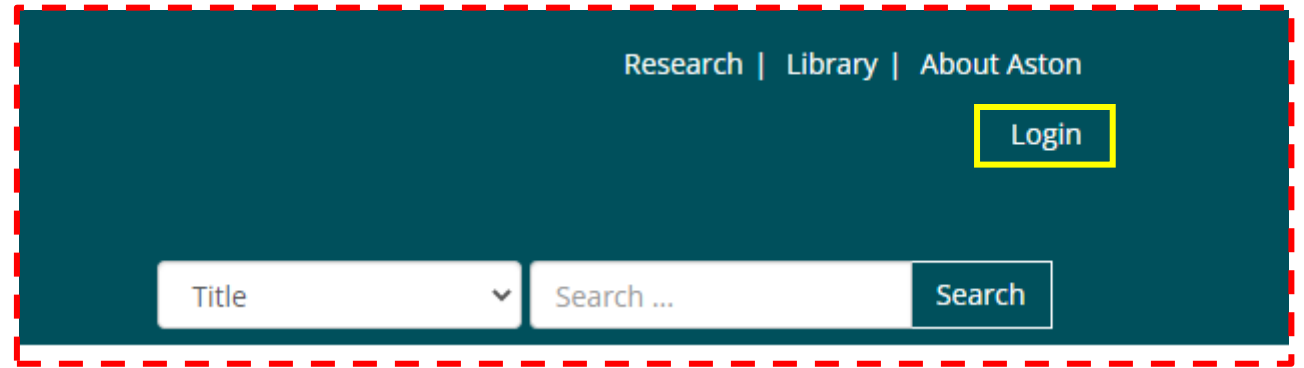
Search for datasets Search

Advanced Search


Recent items

Support

Click 'Login' at the top right hand corner of the webpage



Login to Aston Data Explorer using your Aston university Username and Password



Aston University

Library Services

Research | Library | About Aston

Login

Home About Browse Advanced Search

Title Search ... Search

Login


Please enter your username and password. If you have forgotten your password, you may reset it.

Username:

Password:

Note: you must have cookies enabled.

[Accessibility](#) | [Policies](#) | [Take Down Policy](#) | [Cookies](#) | [Contact Us](#)
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Aston Data Explorer is powered by Eprints3 and is hosted and managed by ULCC.

Once you have logged in click on 'New Deposit' to deposit a Dataset

The screenshot shows the 'Manage deposits' interface. At the top, there is a dark teal header with the Aston University logo and 'Library Services' text. Navigation links include 'Home', 'About', 'Browse', and 'Advanced Search'. A search bar is present with a dropdown menu set to 'Title' and a 'Search' button. In the main content area, a 'Help' button is visible. The 'New Deposit' button is highlighted with a red dashed box. Below it, there is an 'Import from' dropdown menu set to 'BibTeX' and an 'Import' button. A row of checkboxes is shown: 'User Workarea' (unchecked), 'Under Review' (checked), 'Live Archive' (checked), and 'Retired' (checked). A table with columns 'Last Modified', 'Title', 'Item Type', and 'Item Status' is displayed, showing 'No items'. Below the table, there is a 'Select Column' dropdown menu set to 'Abstract' and an 'Add Column' button. The footer contains links for 'Accessibility', 'Policies', 'Take Down Policy', 'Cookies', and 'Contact Us', along with a Creative Commons license logo (CC BY-NC-ND) and text stating 'Aston Data Explorer is powered by Eprints3 and is hosted and managed by ULCC.'

Click 'Choose file' to select Dataset and then click 'Upload' if necessary

The screenshot shows the 'Edit item: Data Collection #560' page on the Aston University Library Services website. The header includes the university logo, navigation links (Home, About, Browse, Advanced Search), and a search bar. The main content area features a breadcrumb trail: Upload → Details → Deposit, and action buttons: Save and Return, Cancel, Next >. Below this is the 'Add data' section, which contains instructions: 'To upload data to this repository, click the Browse button below to select the file/s and then click [the Upload](#).' The 'File' tab is selected, showing a 'Choose file' button (highlighted with a red dashed box) and an 'Upload' button (also highlighted with a red dashed box). The 'From URL' tab is also visible.

**We encourage that complex datasets/scripts/images etc. are accompanied with README txt files which offer more information to help others interpret/use your data*

Uploaded files will be highlighted, click 'show options' to view access and license options

Edit item: Data Collection #560

[Upload](#) → [Details](#) → [Deposit](#)







[Save and Return](#) [Cancel](#) [Next >](#)

Add data








To upload data to this repository, click the Browse button below to select the file/s and then click [the Upload](#).

File From URL

[Choose file](#) No file chosen [Upload](#)

 Spreadsheet
data.xlsx
361kB     

[Show options +](#)

 Text
readme data.txt
11B      

[Show options +](#)

[Save and Return](#) [Cancel](#) [Next >](#)

Here, you can select who can view your data, relevant embargo information (if relevant) and a suitable usage license for your dataset.

Click 'Next'...

The screenshot shows a web interface for uploading a dataset. At the top left, a file named 'Spreadsheet data.xlsx' (361kB) is shown. On the top right, there are icons for a list, up/down arrows, a trash can, and a lock. Below this is a 'Hide options' button. The main form area is divided into sections. The first section is titled 'Please indicate the required security level of the data:' and contains a dropdown menu set to 'Anyone'. The second section is titled 'Embargo expiry date:' and contains four input fields: 'Year:' (empty), 'Month:' (set to 'Unspecified'), and 'Day:' (set to '?'). The third section is titled 'License:' and contains a dropdown menu set to 'Creative Commons: Attribution 4.0'. Below the form is an 'Update Metadata' button.

Save and Return Cancel **Next >**

**Most funders require a CC-BY (CC Attribution 4.0) for publications which they fund*

Now you can scroll down and enter the metadata related to your dataset.

Title: A suitable title for the dataset or if data underpins an article you can write – Data underpinning article ‘xxxx’

Edit item: Data Collection #560

Upload



Details



Deposit

< Previous

Save and Return

Cancel

Next >

Note: only fields and subfields with the star icon - ☆ - are compulsory

☆ Title



+ Data Collection and Processing Methods

☆ Time period



☆ Collection period:

From

To



Year:

Year:

Month:

Month:

Day:

Day:

Temporal coverage:

From

To



Year:

Year:

Month:

Month:

Day:

Day:

+ Geographic coverage

☆ Creators



Family Name

Given Name / Initials

Email

ORCID

1.



2.



3.



4.



More input rows

☆ Contact Email Address

The contact email address for this item. If the full-text is not available to the public, then requests to view the full-text will be sent to this email. The email address will not be made public.

Corporate Creators

☆ Divisions



College of Health and Life Sciences: Aston Pharmacy School
College of Health and Life Sciences: Centre for Vision and Hearing Research
College of Health and Life Sciences: Chronic and Communicable Conditions
College of Health and Life Sciences: Clinical and Systems Neuroscience
College of Health and Life Sciences: Cognition & Neuroscience Research Group (CNRG)
College of Health and Life Sciences: School of Biosciences
College of Health and Life Sciences: School of Optometry
College of Health and Life Sciences: School of Optometry: Audiology
College of Health and Life Sciences: School of Optometry: Audiology: Optometry
College of Health and Life Sciences: School of Psychology

☆ Data Publisher



Aston University

☆ Type of Data



Dataset

Identification Number

The unique identification number of this item, or a DOI.

**Select appropriate data type – usually Dataset is most suitable*

Details of Physical Data



[+ Statement on legal, ethical and access issues](#)

Date Made Available



Year:

Month:

Day:

Related resources



URL

Type

More input rows

Repository link



Item title

Publication URL

1.



2.



3.



More input rows

Language

Resource language:



☆ Keywords



1.



2.



3.



More input rows

Research Funders

Projects:

1.



More input rows

Funders:

1.

Funder ID



2.



3.



More input rows

Grant number:

1.



2.



3.



More input rows

**Keywords which are best targeted to describe your data*

Once all metadata entered click 'Next'...

Retention Information

Retention date:	Year: <input type="text"/>	?
	Month: <input type="text" value="Unspecified"/>	?
	Day: <input "="" type="text" value="?"/>	?
Retention action:	<input type="text"/>	?
Retention comment:	<input type="text"/>	?

< Previous Save and Return Cancel Next >

Finally – Declare your authorship and Submit!

Deposit item: Test Dataset: Example 1

Upload →

Details →

Deposit

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Aston Data Explorer the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Aston Data Explorer does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Aston Data Explorer) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now

Save for Later

[Accessibility](#) | [Policies](#) | [Take Down Policy](#) | [Cookies](#) | [Contact Us](#)
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Eprints3 and is hosted and managed by
ULCC.

Next Steps:

- **Your submission will be reviewed by a member of the Open Research team**
- **If any data/metadata is missing you will be contacted to rectify this**
- **If the submission data/metadata is complete a DOI will be assigned to the Dataset and you will be notified.**
- **A link to the Dataset will be created on PURE.**



Questions?

researchdata@aston.ac.uk