RSU Dataverse User Guide

Introduction

Rīga Stradiņš University Dataverse (hereinafter – RSU Dataverse) is an institutional repository of research data that provides RSU researchers with a safe, sustainable and fair-compliant environment for long-term data storage, sharing and citation.

RSU Dataverse has been created to:

- ensure the long-term storage and availability of RSU research data;
- researchers could deposit their data after the end of research projects or research activities, in particular in cases where there is no adequate and reliable repository in the field concerned;
- respect the FAIR principles (findability, accessibility, interoperability, reusability);
- reduce data backups, optimise resources and encourage data re-use;
- promote the effectiveness and quality of research;
- strengthen RSU's visibility and reputation at international level.

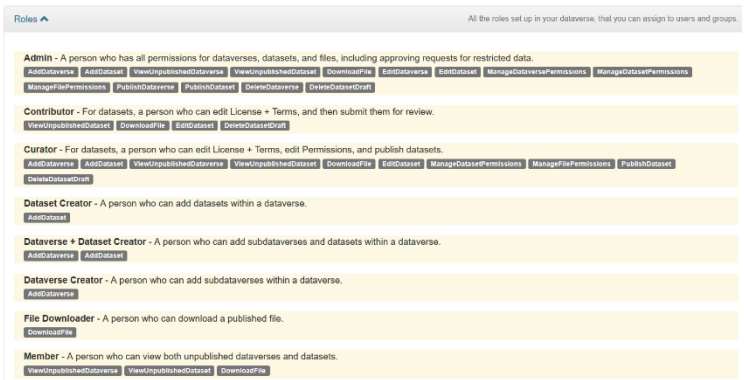
The repository has been created using the Harvard Dataverse open source platform, integrated with the DataCite DOI assignment system and the RSU authentication infrastructure.

The handbook is intended for RSU researchers, doctoral students, students, project participants and data curators to help with step-by-step data depositing and management.

In the RSU Dataverse system, users are assigned different roles, which determine their rights and level of access. Roles are assigned depending on the user's function – data custodian, manager, administrator, or data use requester.

Basic user role (default role):

- **Member** is the default role that is automatically assigned to all new users after registering or logging in to the system for the first time.
    - With this role, the user can:download publicly available files;
    - request datasets with restricted access.



The material has been developed within the framework of the project "Support for the implementation of open science in practice, as well as solutions for sharing science data and participation in the EU open science cloud" (RRF project No. 2.1.3.1.i) with financial support from the European Union Recovery Fund and the State of Latvia.

This role is suitable for users who use the repository to view and download data from the public data part.

Roles and description:

Role	Description	Main rights / permitted actions
Admin	Full rights at all levels of Dataverse – can manage datasets, files, users, and approve requests.	Add Dataverse, Add Dataset, View Unpublished, Edit, Manage Permissions, Publish, Delete
Curator	You can edit datasets, attach files, set a license, change permissions, and publish datasets.	Add Dataset, Edit, Manage Permissions, Publish Dataset
Contributor	You can edit and add to datasets (for example, enter metadata), but you can't publish it.	View Unpublished Dataset, Download File, Edit Dataset, Delete Draft
Dataset Creator	A user with this role can add datasets to a Dataverse structure using the Add Dataset functionality, but they don't have permission to create new Dataverse units or change their underlying structure.	Add Dataset
Dataverse Creator	You can create new sub-Dataverse units (subdataverses), such as a new industry collection.	Add Dataverse
Dataverse + Dataset Creator	You can both create subsections in Dataverse and add datasets.	Add Dataverse, Add Dataset
File Downloader	You can download publicly available files.	Download File

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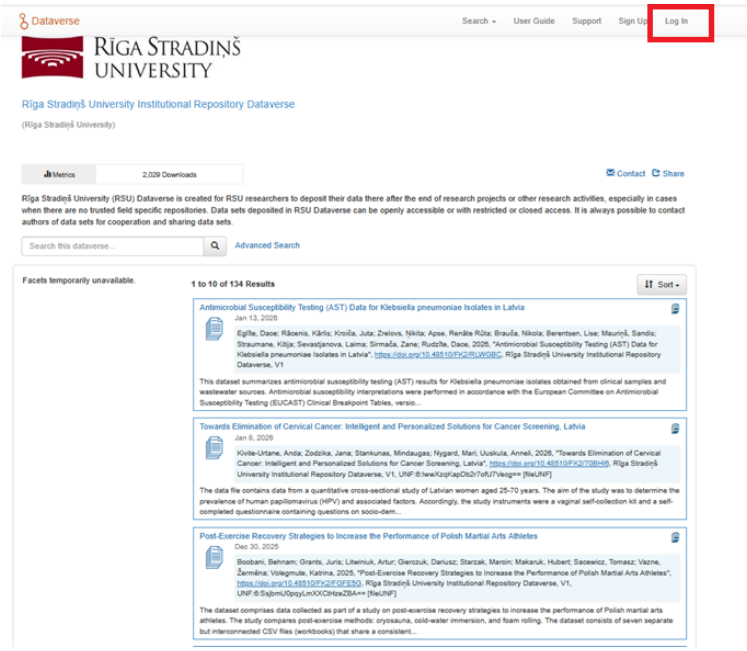
Member	You can view unpublished dataverse and datasets (if access is granted).	View Unpublished Dataverse, View Unpublished Dataset, Download File

Note:

- Roles are assigned **by the RSU Dataverse administrator** or **Curator**, depending on the request of the structural unit.

1. Access and account creation

1.1. How to access the system:



- Opens the website: https://dataverse.rsu.lv. To connect to the system, press "Log In".

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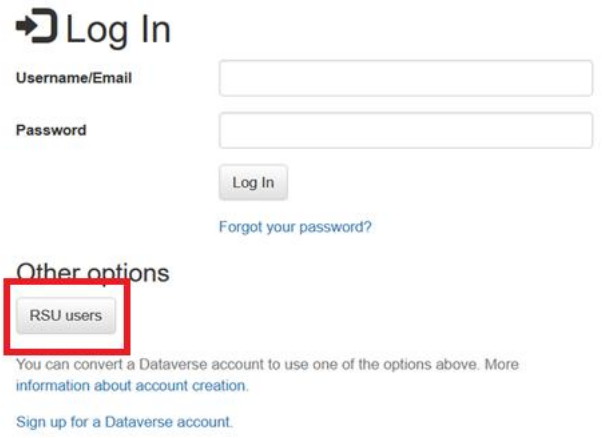
1.2. Connection to the system

To connect to the Dataverse system, the user has several ways to connect.

➢ **Logging in as an RSU user**

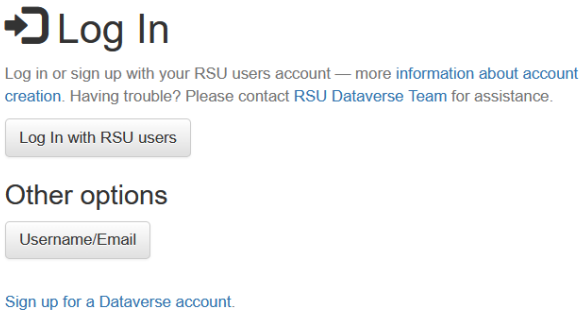


If you are **an RSU** user, log in using your university account:

1. Press the RSU **users** button in the *Other options section*.
2. You will be redirected to the RSU authentication page.
3. Enter your RSU username and password.
4. After successful authentication, you will automatically be redirected back to the Dataverse system.

You can use this login method as both a first-time and a repeat RSU Datverse user.

➢ **Sign in with a username or email**



1. Open the login page.
2. In the **Username/Email** field , enter your username or email address.
3. In the **Password field** , enter your password.
4. Click the **Log In button**.

➢ **Create a new account**

If you don't already have a Dataverse account:

1. Click the " **Sign up for a Dataverse account" link.**
2. Fill in the required registration fields:

- the e-mail address of an RSU employee or student;
- a clear and recognizable username (a combination of first and last name is recommended).

3. After registration, you will be able to log in using your email and password.

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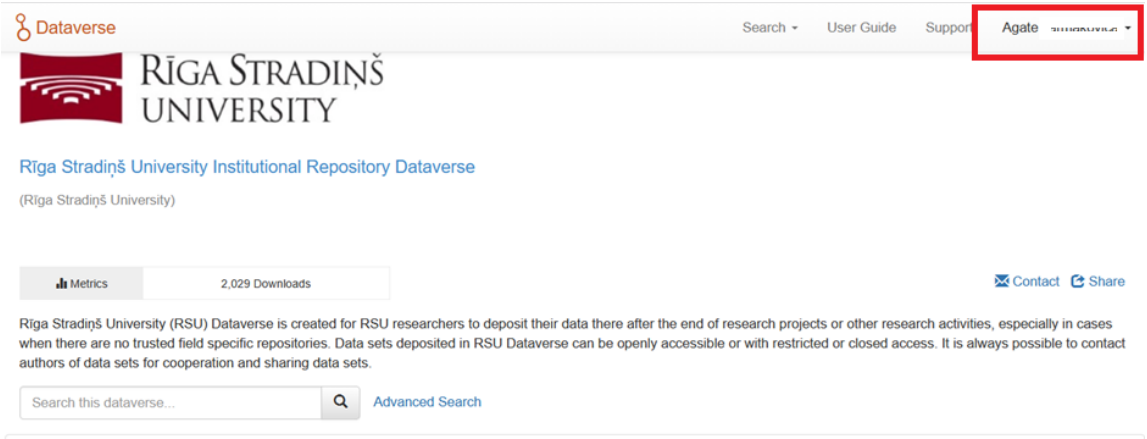
Please note that in case of creating an account of several users, it is not possible to combine them. In order to avoid duplication of user accounts, we recommend using "**Login as RSU user**" for access

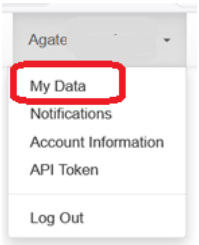
1.3. User profile in Dataverse

After successfully connecting to the system, your username appears in the upper right corner of the screen. Clicking on it opens a user menu with several sections.



User menu

The following options are available in the menu:



- My Data – an overview of your uploaded or shared datasets.
- Notifications – notifications about events in a Dataverse environment (e.g., data approval, data sharing requests, granting access to requested datasets).
- Account Information – your profile information and account editing options.
- API Token – an access key used to upload or retrieve data with external applications.
- Log Out – logging out of the system.

"My Data" section

This section shows information about all the datasets created or uploaded from your user account.

Main functionality:

- View uploaded data – review the datasets that you have added to the system.
- Edit or update datasets – you can add to or correct existing metadata and files.

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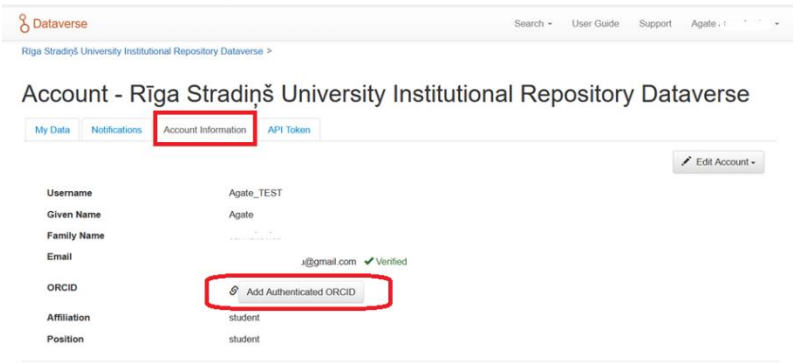
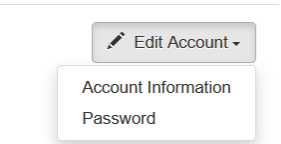
- Share data – Control which users or groups can view or edit your datasets.
- Delete or hide datasets – if necessary, you can restrict access or delete data completely.
- **Sadaļa "Account Information"**

This section contains detailed information about your profile:



Field	Description
Username	The username you use to sign in to the system.
Given Name / Family Name	Your first and last name.
Email	The email address associated with the account. The status "Verified" appears if the email is approved.
ORCID	Ability to link your ORCID identifier using the "Add Authenticated ORCID" button.
Affiliation	Organization or status in the organization
Position	Your position or role at the university.

In Dataverse, the user can change their personal data and password using the "Edit Account" button located in the upper right part of the page in the *Account Information section*.



By selecting the **Account Information** option, the user can:

- correct your first name, last name or email address;
- add or remove the ORCID identifier;
- change information about Affiliation (e.g. RSU, faculty, etc.) and Position (e.g. student, researcher, staff).

After making changes, you must confirm the save so that the data is restored to the profile.

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Password

By selecting the Password option, the user can change his password. To do this:

- Enter your existing password.
- Enter the new password and reconfirm it.
- Click Save Changes to confirm.
  If the password is forgotten and you cannot log in, you should use the function "Forgot your password?" on the login page

Section "API Token"

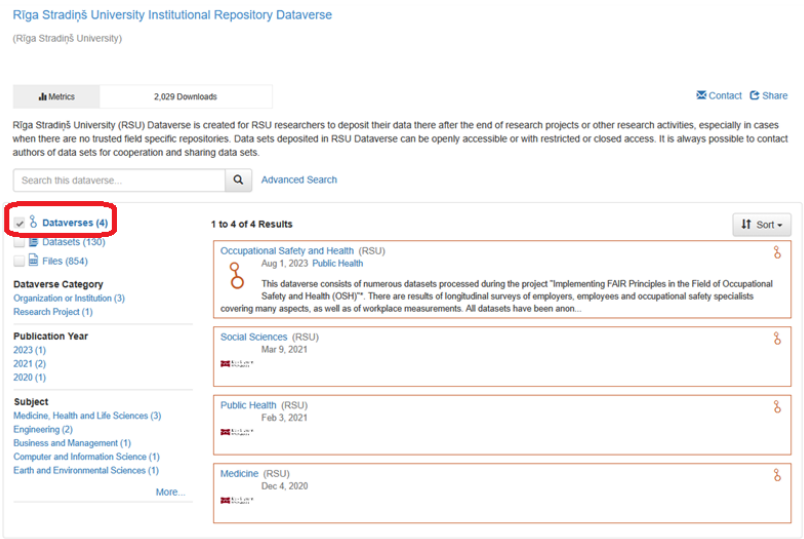
An API Token is a unique key that allows you to connect to the Dataverse system from external apps or scripts.

- It can be used to automatically upload data or retrieve metadata.
- Tokens can be generated or deleted in this section as needed.

2. Dataverse Structure

2.1. Overview

RSU Dataverse is an institutional repository environment designed for RSU researchers to store and share research data after the end of projects or studies.
Each dataset is stored in an appropriate Dataverse structure that acts as a "folder system."



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! !The dataset is stored in the appropriate section after the information specified by the author of the dataset in the minimum metadata **questionnaire.**

2.2. Dataverse levels

The Dataverse structure consists of several hierarchical levels that determine the organization, access rights, and management of data in a Dataverse environment.
Each Dataverse subunit can contain:

- datasets (*Datasets*);
- failus (*Files*);
- other Dataverse subunits (*Sub-Dataverses*).

Each dataset shall consist of:

- metadata (e.g. study name, authors, date of publication, etc.);
- Files associated with the dataset.

Datasets may refer to:

- Open Access – publicly available to any user;
- Restricted Access – available only upon the user's request and approval;
- Closed Access – available only to the author of the dataset and system administrators.

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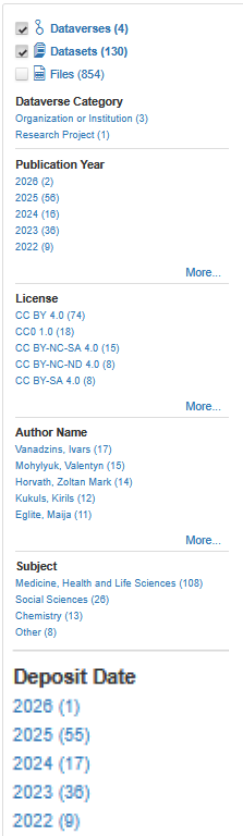
2.3. Side menu (filters)

To efficiently find the data you need, Dataverse offers a detailed filtering and search system located on the **left side of the page**. These filters help the user quickly select datasets, data files, or other elements of the repository according to certain criteria.



The filter panel consists of several sections:

Filter name	Description
Dataverse / Datasets / Files	Allows you to choose whether to search for results between *Dataverse units*, *datasets,* or *files*.
Dataverse Category	Specifies the type of unit, such as *Organization or Institution* or *Research Project*.
Publication Year	Selects datasets by year of publication. For each year, it is indicated how many datasets are published in it.
Deposit Date	Specifies the year of insertion (upload) of data into the repository. This filter helps to determine when data has actually been placed in the RSU Dataverse system.
License	Displays the conditions for the availability of datasets (e.g. *CC BY 4.0*, *CC0 1.0*, *CC BY-NC-SA 4.0* , etc.). This allows the user to select only those data that have a specific license.
Author Name	Allows you to search for datasets by the author's last name. Each author is indicated how many datasets he has published.
Subject	Filters datasets by field of science (e.g., *Medicine, Health and Life Sciences*, *Social Sciences*, *Chemistry*, *Engineering*).
Keyword Term	Displays commonly used keywords (e.g., *employer*, *working conditions*, *occupational safety specialists*) that help you find thematically similar research.

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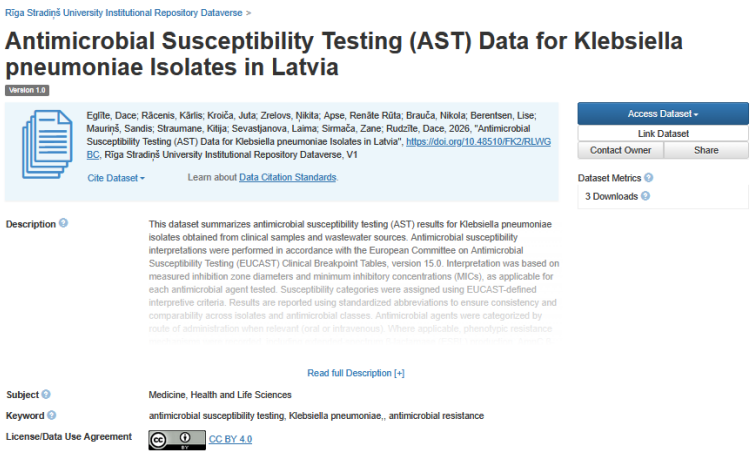
3.Selection and request of datasets for re-use

3.1. Selection of datasets

Once the user has found a dataset of interest, they can open it by clicking the name in the list of results. Each dataset describes one study or dataset that stores specific files and metadata.

3.2. Dataset information sheet

Main elements:



- **Title:** Full name of the dataset, e.g. *"Antimicrobial Susceptibility Testing (AST) Data for Klebsiella pneumoniae Isolates in Latvia".*
- **Authors and year of publication:** all authors who participated in the creation of the dataset.
- **DOI link:** A persistent dataset identifier link (e.g., https://doi.org/10.48510/FK2/RLWGBC).
- **Description:** A brief summary of the data content (e.g. methodology, tools used, data sources).
- **Subject:** indicates the field of science (e.g. *Medicine, Health and Life Sciences*).
- **Keywords:** helps to identify the topic of research.
- **License/Data Use Agreement:** specifies the conditions for the use of data , e.g. *CC BY 4.0* (freely usable and modifiable, but requires a reference to the author).

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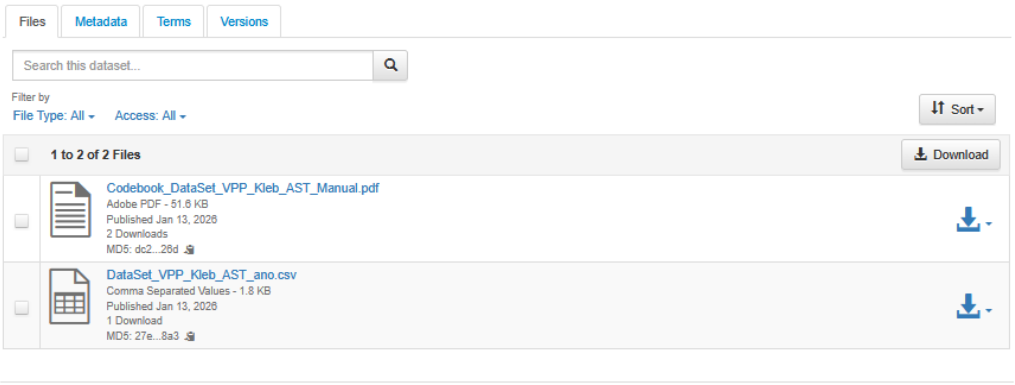
On the right you can see the buttons:

- **Access Dataset** – open or download available files;
- **Link Dataset –** Create a reference to this dataset and add it to another Dataverse unit without creating a copy of the dataset.
- **Contact Owner –** contact the author or maintainer of the dataset, for example, if you need access to restricted data or additional information about the dataset.
- **Share** – share the dataset on other platforms eg. Facebook, LinkedIn and Twitter (X).

File section:

Below the description, you can see a section with the dataset files and their information.



Column	Description
File name	Specifies the name of the document or data file (for example, *Codebook_DataSet_VPP_Kleb_AST_Manual.pdf*).
Format	File type (e.g., PDF, CSV, XLSX, TXT, etc.).
Date of publication	Specifies when the file was added to the dataset.
Number of downloads	Shows the number of times the file was downloaded.
MD5 code	Unique identifier of the file for security verification.

The user can:

- **Filter** files by type or access level (*File Type* and *Access*).
- **Download** individual files using the download icon or all files at once with the **Download button**.

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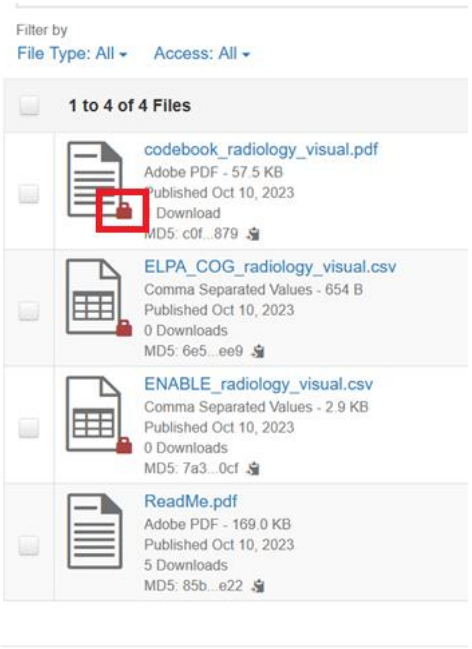
3.3. Access to restricted data and requests for re-use

Not all datasets in Dataverse are publicly available. In some cases, access to the data may be limited , which means that files can only be viewed or downloaded after obtaining permission from the data set contact.

If a dataset has **Restricted Access**:

1. The user **must sign in to their account** (see photo). Chapter 1 on connection).
2. On the dataset page, you should use the **"Request Access"** button (if available) or **Contact Owner**.



Request Access (if available)Using the "Request Access" button, the access request is sent automatically. Upon receipt of the request:

- the data curators shall contact the contact person specified by the requester and the author of the dataset;
- the purpose of the use of the data is clarified;
- After the author's approval, a decision is made on granting or refusing access.

In this case, the user does not need to fill out the email form manually.

Selecting "Contact Owner" opens the "Email Dataset Contact" form, where the user must fill in the request information (for example, the purpose of the request, contact information, etc.) in order to contact the author or maintainer of the dataset directly.

- The "Email Dataset Contact" **form opens**, where you need to fill in:
- **Subject** – a short subject of the message (e.g. "Request for dataset access");
- **Message** – a detailed statement of the purpose of the request (for example, "I would like to request access to the radiology dataset for research on imaging analysis within my Master's thesis").
- Security check (simple mathematical operation).
- After filling out the form, press the **Send Message button**.

The author(s) or administrator of the dataset will receive a notification and will be able to:

- **confirm** access ;
- **reject** the request;

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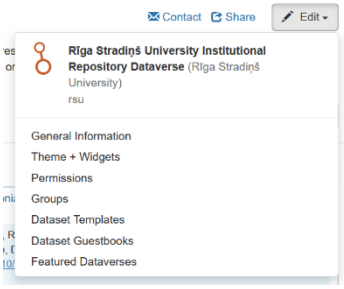
- or to ask for additional information on the purpose and nature of the use.

3. If the request is approved, the user receives a notification and the data files become available for download.

1. The role of ADMIN and managing Dataverse in RSU Dataverse

4.1. Description of the role of the admin



Admin is the highest level user role in the RSU Dataverse environment and data management process.This role is intended for **repository managers and data curators** who are responsible for all Dataverse content, structure and user rights.

When the user is assigned the **Admin** role in Dataverse, the "Edit" button appears in the upper right corner, which provides access to all management settings.

This section allows you to administer both **the content and appearance of a Dataverse unit**, as well as **usage rights, groups, and data entry tools**. The structure and features of the "Edit" menu:

Menu section	Description and features of use
General Information	• The main information section where an administrator can edit the Dataverse name, description, affiliated organization, keywords, and other metadata. • Used when it is necessary to update information about the institutional unit, field of research or description in Latvian/English.
Theme + Widgets	• This is where you can set up a Dataverse visual identity – logo, color scheme, and links to your organization's website. • In the case of RSU Dataverse, add the RSU logo and choose uniform colour shades. • The widgets section allows you to include search or data viewing tools on the RSU website.
Permissions	• Allows an administrator to manage user and group rights at a specific Dataverse level. • Adds, changes or deletes user roles (for example, "Member", "Curator", "Contributor"). • You can also set whether users can automatically add datasets or require approval.
Groups	• In this section, you can create and manage user groups, such as "RSU Faculty of Medicine Researchers" or "Public Health Project Team". • Groups can be assigned uniform roles (for example, Curator to all members of the group).

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Dataset Templates	• Allows you to create metadata templates for commonly used data types. • For example, RSU can create a "Clinical Data Template" or a "Survey Data Template" to simplify the completion of datasets. • This helps to ensure the consistency of metadata and compliance with the FAIR principles.
Dataset Guestbooks	• Provides the ability to collect information about data downloaders. • When the user downloads the file, he is asked to fill out the form (name, institution, purpose). • The admin can view and export these statistics (useful for accounting for the use of RSU data).
Featured Dataverses	• Allows you to choose which sub-Dataverses (such as specific faculties or research groups) will appear on the home page as "Featured". • Used to highlight active projects or important datasets on the RSU Dataverse home page.

The admin user has **full permissions at** all levels:

- **Dataverse** (unit management),
- **Dataset** (dataset management),
- **Files** (file management),
- **Administration of users and roles**.

4.2. Main functions of the Admin

Function	Description	Example / Actions
Add Dataverse	Create a new sub-Dataverse unit (for example, for a faculty, project, or institute).	"Add Dataverse" → fill in the name, description, and set up an administrator.
Add Dataset	Create a new dataset or add data to an existing unit.	"Add Dataset" → fill in metadata and upload files.
View Unpublished Dataverse / Dataset	View unpublished units and datasets.	Review studies in progress or under review.
Edit Dataverse / Dataset	Edit the item description, name, metadata, licenses, or settings.	Correct errors or supplement information.
Manage Permissions	Manage user roles and access rights at the Dataverse or Dataset level.	Add new users, change roles (Member → Curator → Admin).

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Manage File Permissions	Change the level of access to specific files.	Files can be set to "Public", "Restricted" or "Private".
Publish Dataverse / Dataset	Publish the item, making it visible to other users.	Publish Dataset → confirm that the metadata and license are correct.
Delete Dataverse / Dataset Draft	Delete unnecessary or unpublished drafts of dataverse or dataset.	Used only in cases where data entry is canceled.

4.3. Managing access rights

An administrator can **assign or change user roles** at each Dataverse or Dataset level.

Steps of action:

1. Opens the specific **Dataverse** or **Dataset**.
2. Izvēlies cilni **Permissions → Assign Roles to Users/Groups.**
3. Searches for a user by email or username.
4. Choose the appropriate role (for example, *Curator*, *Contributor*, *Member*).
5. Click **Assign Role.**

In this way, the administrator can control which users can:

- upload data,
- edit metadata,
- publish or approve datasets,
- View unpublished content.

5. Depositing and storing data in RSU Dataverse

Data storage in RSU Dataverse is carried out in accordance with the RSU research data management procedures or the terms of the project contract. The aim is to ensure the safe, responsible and sustainable storage of research data, in line with the FAIR principles (Findable, Accessible, Interoperable, Reusable).

Main conditions:

- The data may be subject to an embargo period pending the publication of the related scientific results.
- After the end of the study, the data must be stored in RSU Dataverse, except in cases where the project or funder's regulations provide for another repository.

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- All research data, regardless of the place of storage, must be registered in the RSU Research Information System (ZDIS Pure).
- Publications and other scientific results must include a reference to the data availability *statement*.

RSU research datasets may **not be published in RSU Dataverse** if:

1. The industry has a well-established international repository (e.g. *GenBank*, *EGA*, *PANGAEA,* etc.);
2. RSU Dataverse cannot ensure synergy with specific data processing or analysis tools;
3. The size of the dataset exceeds 50 GB;
4. The project contract states otherwise.

5.1. Data entry process in RSU Dataverse

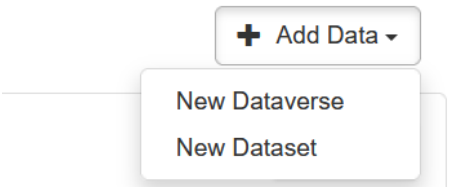
Responsible persons

The researcher securely transfers the data and accompanying documentation to the Data Curators (e.g. via a cloud service or an encrypted file).
Fill in the metadata questionnaire by filling in the required fields: Name, author, contact person, description, branch of science, keywords, language, data period, software, availability status, etc.
After submission of the data by the investigator or project representative:

- **Data curators** check the quality of the data and accompanying documentation. If necessary, ask the authors of the dataset to make improvements/clarifications.
- **An administrator** or **a Data Curator** inserts a dataset into RSU Dataverse by filling in the necessary **metadata** and uploading files.

Create a new dataset

In the system, you need to press the **"Add Data" button**.
From the menu you need to select **"New Dataset"** (see figure).
A data entry form appears with a section **Citation Metadata** and additional fields for filling in metadata.



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Fill in metadata

The administrator / curator fills in the following fields using *the Metadata questionnaire submitted by the researcher:*

Field	**Description / information to be filled in**
Host Dataverse	The repository in which the data will be placed is automatically selected (for example, *Rīga Stradiņš University Institutional Repository Dataverse*).
Title	Full name of the dataset (in English). You can also include the indication "Replication Data for [project name]".
Author (Authors)	Name and affiliation of the principal investigator or project representative. If more authors, they are added with a "+".
Point of Contact (Kontaktpersona)	Indicates the main responsible person (name, e-mail, affiliation).
Description (Apraksts)	A brief summary of the data: data source, purpose, uses, format, limitations. 150–250 words are recommended.
Date (Datums)	Date of development or publication of the dataset.
Subject (Branch of science)	Selected from the available list (e.g. *Medicine*, *Public Health*, *Social Sciences*).
Keyword	Add 3-10 keywords that describe the content of the data.
Related Publication	Indicate the related scientific articles or DOI identifiers based on this data.
Notes	Additional information (e.g. data restrictions, expiry date of embargo, etc.).
Depositor	Auto-fills according to user account information.
Deposit Date	Automatically logged when the dataset is saved.

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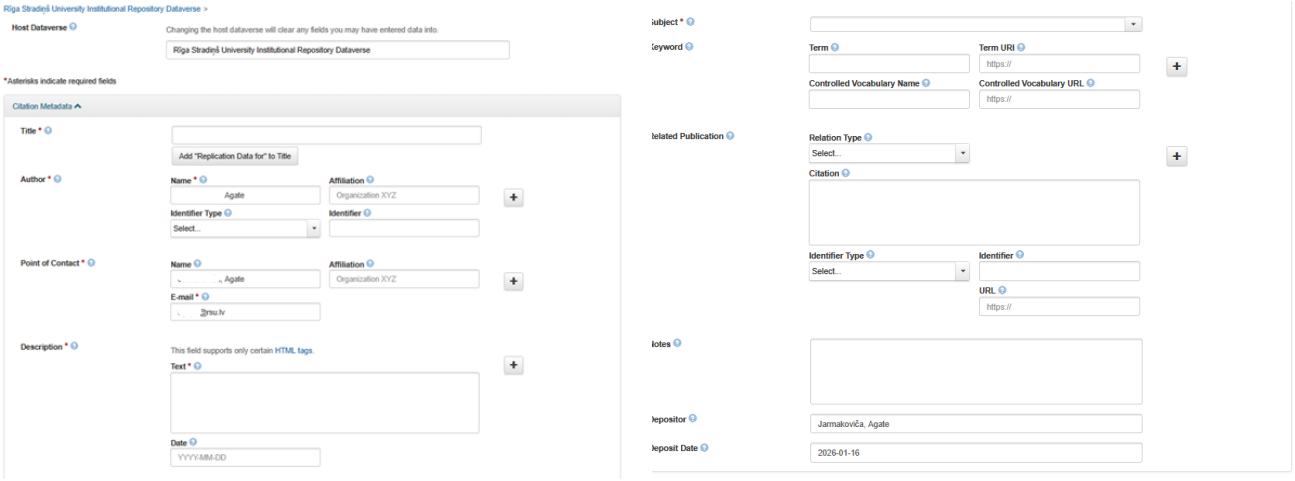

Upload files

1. In the Files section, you need to press "Select Files to Add" or drag and drop the files.
2. Allowed formats: .csv, .xlsx, .sav, .txt, .pdf, .docx, .jpg, .mp4, .zip, etc.
3. Maximum file size – 2 GB (for larger files, use file sharing or a link to an external repository).
4. You need to attach the files to:
    - main data table (e.g. dataset_name.csv),
    - accompanying documentation (e.g. codebook.pdf, readme.txt),
    - descriptive or methodological files (e.g. questionnaire, interview questions, informed consent form).

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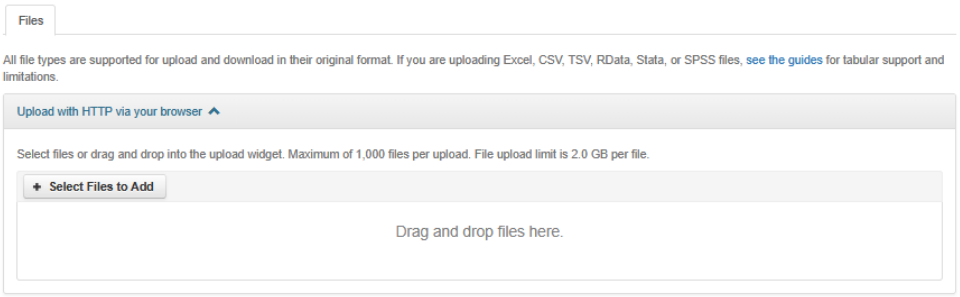
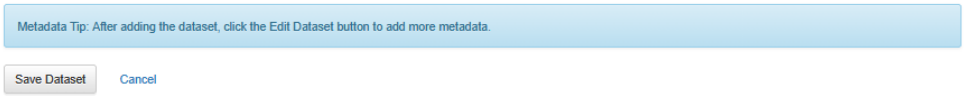
5. Once the files are attached, you need to press **"Save Dataset".**



After



preservation

- The dataset is saved in an unpublished (draft) state.
- The curator checks:
    - the correctness of the metadata,
    - file availability and data formats,
    - or accompanied by the appropriate license (Creative Commons),
    - whether the data meets the RSU data quality requirements.
- After verification, the dataset is published with the "Publish Dataset" button.

License and access settings

Before publication, the corresponding license must be indicated:

- CC0, CC BY, CC BY-SA, CC BY-NC, etc. (according to data ownership). Where access to data is restricted:
- "Restricted access" should be noted;
- specify the terms of access in the "Terms of Access" section

Available licenses:

RSU Dataverse provides data publication under **Creative Commons licenses** , such as:

- **CC0** – complete waiver of copyright, free use without restrictions;
- **CC BY** – free use with the requirement to indicate the author;
- **CC BY-SA** – derivatives must be licensed on the same terms;
- **CC BY-ND** – prohibits modifications, allows distribution;

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- **CC BY-NC** – use for non-commercial purposes only;
- **CC BY-NC-SA** – non-commercial use while retaining the original license;
- **CC BY-NC-ND** – the strictest license: download and share only, no modification.

Replenishment of metadata

After saving the dataset, the administrator can:

- use the "Edit Dataset" function,
- add additional fields (e.g. project information, funder, methodology),
- update information about the embargo period or versions.

After publication:

- The dataset is assigned a DOI (Digital Object Identifier), which provides constant access and citability.
- The dataset becomes visible in RSU Dataverse and search engines (e.g. *Google Dataset Search*).
- The data curator can update the data by creating a new version (Version 2.0, 2.1, etc.) while preserving the history of previous versions.
- RSU Data Curators register the dataset in the ZDIS Pure system.
- The researcher is informed about the DOI and can use it in publications.

6.ADMIN Data availability and restricted access management RSU Dataverse

6.1.Principles of data availability:

Access to research data deposited in RSU Dataverse is provided in compliance with:

- FAIR principles (findability, accessibility, interoperability, reusability),
- RSU Open Access Policy,
- as well as copyright law and data licensing provisions.

6.2.Availability of metadata

- All metadata (name, description, author, keywords, DOI, branch of science, etc.) is publicly available and is indexed in search engines (Google, Bing) and federated data systems (e.g. *OpenAIRE, DataCite*).

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- This means that the basic information of closed or restricted datasets can also be found in order to facilitate transparency and citability of data, to facilitate opportunities for cooperation

6.3.Access levels to datasets

The author or administrator of each dataset determines the type of access according to the content and sensitivity of the data:

Access level	Characteristics	Conditions and examples
Open access	The dataset shall be fully public.	Data can be freely downloaded if it does not contain personal or confidential information.
Restricted access	Data access only on request.	The applicant shall submit an application for cooperation or for the use of data.
Closed access	Access completely denied.	Access is possible only with the author's permission or after the end of the project.
Embargo periods	Access temporarily prohibited.	The data will be made public after a certain date (e.g. after publication or registration of a patent).

6.4. Management of personal and special categories of data

Where the data set contains personal data, sensitive, confidential or dual-use information:

- anonymisation or pseudonymisation by staff prior to publication;
- where this is not possible, only the publicly available part of the data set shall be published;
- if pseudonymised data still pose a risk of re-identification, they are stored in closed access;
- If the data are part of the registration of the patent or prototype, they remain closed until the end of the registration process.

6.5. Setting Restricted

In the Edit Dataset view, the administrator selects the "Files" section.
For each file, you can check the option "Restricted Access". The system automatically adds a note to the description of the dataset:
“Access to these files is restricted. Users may request access from the dataset contact.”
The administrator adds to the "Terms of Access" section, where he describes the rules:

- how access can be requested;

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- whether an opinion of the ethics committee is required;
- how long the access will be valid (usually 14 days);
- whether a cooperation agreement is required.

6.6. Processing of the access request

When a user requests access to a file with "Restricted Access":The system sends an automatic e-mail notification to the contact and administrator of the dataset. Data curators receive an official application (form ZD-17).

The researcher responsible for the dataset, together with **the Data Curator**, evaluates:

- the purpose of the application and the identity of the user,
- the purpose of the use of the data and their compatibility with ethical standards.
- The decision is documented in **the RSU Document Management System**.

In case of a positive response:

- actions for access are indicated (e.g. submission of an ethical opinion),
- The user shall be granted access for **14 calendar days.**

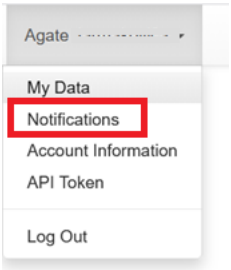
Requests from internal users (RSU staff, students)

If access to data is requested by an RSU student or researcher:

- the request is considered in the form of an e-mail,
- the contact of the dataset confirms the granting of access in an email,
- The Department of Science provides **limited access to the RSU Dataverse system** for 14 days.

Administrator actions in the system when granting access

In the upper right corner of the screen, click your profile name.
In the menu, select the "Notifications" section.
This will open a section of the page showing all system notifications associated with your account.



When an administrator or curator grants access to a restricted file, the user who has been granted access automatically receives a system notification:

Subject: “Access Granted to Restricted Files”

Message: “You have been granted access to restricted files in the dataset *[dataset name]*. Access will be available until [date].”

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This notification can be seen in **the Notifications** section, and is often also sent to the user's registered email address.

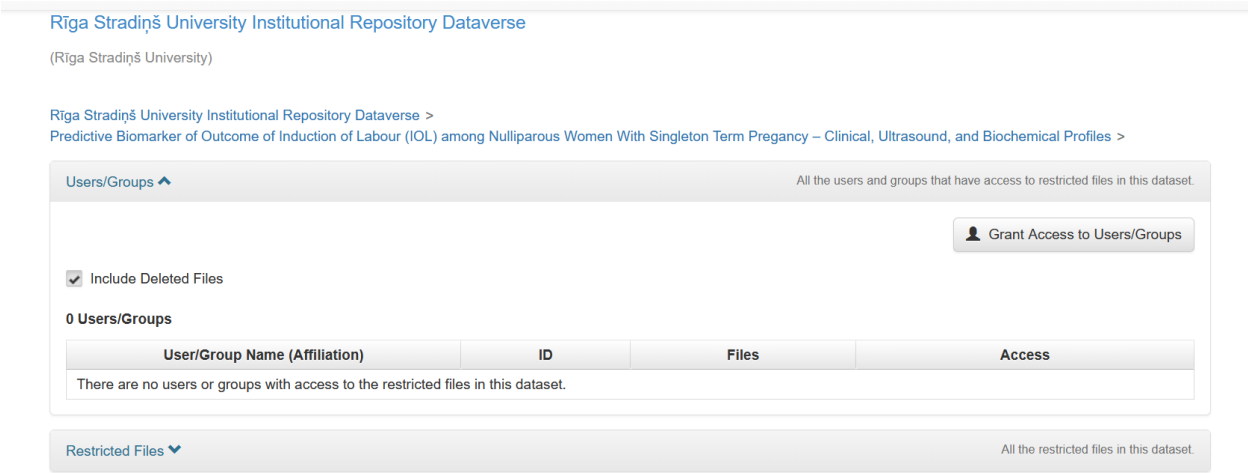
When you open a notification, a window appears with a section:

Users/Groups

- shows all users and groups that have access to that dataset;
- Initially, the list is empty until access is granted.

Restricted Files

- Lists all files that are marked as "Restricted" in this dataset.



Administrator or data curator:

1. checks the content of the application (in the e-mail attachment or DVS record);
2. makes sure that the necessary documentation has been received (for example, form ZD-17, ethics opinion);
3. contact the author of the data set if confirmation is required;
4. following a positive decision, access to the system shall be granted.

Grant Access

1. Click on the **"Grant Access to Users/Groups" button**.
2. A search field appears where the user's email address or name is entered.
3. Mark the user in question and confirm access.
4. The system automatically adds users to the "Users/Groups" list and registers the assignment.

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After granting access, the user receives a notification in the **Notifications** section and e-mail:"You have been granted access to restricted files in the dataset [dataset name]. Access is available until [date]."

Access is granted **for 14 calendar days** (in accordance with the Research Data Management Procedure).

The administrator can manually remove access at any time:

- when opening a dataset;
- selecting a user **in** Users/Groups;
- by clicking Remove **Access**.

When the 14-day period expires or the user finishes working with the data:

1. The administrator opens the **Permissions → Files section of the** dataset;
2. marks the list of users;
3. click **Remove Access**.

The system removes access and records the activity in the log.

Technical support and contacts

If you need help, contact:

- **RSU Data Curators** – datukuratori@rsu.lv;
- **RSU Department of Science-** zd@rsu.lv;
- **RSU IT departamentu-** it@rsu.lv;

This handbook has been prepared to support RSU researchers in data management by promoting open science culture and scientific transparency.

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