# RESEARCH DATA AUSTRALIA

## CONTRIBUTOR PAGE HELP

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1 CONTRIBUTOR PAGES

The “Contributor Home Pages” functionality of Research Data Australia is a feature that automatically creates a home page for each contributor of data records. This home page is automatically linked to all the collections, parties, activities, and services contributed by an organisation. Contributor pages include basic text about the organisation’s content in Research Data Australia, which is automatically generated by the system. This basic information can be embellished by the organisation’s Data Source Administrators with richer text, a logo and images if desired:

Example of a Basic Contributor Home Page
Demonstration University

As a university center of excellence in earth science and technologies, with pre-eminence in land missions and related areas, the Demonstration University provides solutions to problems in national security, economic competitiveness, and quality of life. In fulfillment of this mission the University:

- Performs basic and applied research, exploratory development, advanced development, and manufacturing technology in support of the armed forces technology base.
- Champions the transfer of advanced technologies and manufacturing processes, in partnership with industry and research development centers, to acquisition programs and fleet operations, as well as to other government agencies and the private sector.
- Contributes to the educational objectives, research goals, and public service outreach of the universities across Australia.

Research and Key Research Areas

Demonstration University is primarily a science and technology-based laboratory with strength and leadership in the following research areas: acoustics, guidance and control, thermal energy systems, hydrodynamics, propulsion, materials & manufacturing, navigation & GPS, communications and information, and education. Led by world-class scientists and technicians working in state-of-the-art facilities, Demonstration University’s research capabilities are distributed among the following areas:

- The Advanced Technology (AT) provides technological advancements for land based systems and complementary applications by providing overall capability and leadership.
- Fluid and Structural Mechanics (FSM) The design and analysis of underwater propulsion forms a core area of research and development at Demonstration University. With its excellent test facilities, Demonstration University has traditionally focused on experimental fluid dynamics, where fundamental and exploratory research is conducted into the physical phenomena governing boundary layer flows, cavitation, flow control, and the hydrodynamics of marine vehicles.
- The mission of Materials & Manufacturing (MM) is to advance the state-of-the-art in materials and manufacturing processing technology. To that end, we address issues related to materials design, materials processing, component design, manufacturing systems, repair, and sustainment.

Research Data Profile

To date, Demonstration University has 6 data records in Research Data Australia, which cover 6 subjects areas including ACCOUNTING, AUDITING AND ACCOUNTABILITY, COMMERCIAL, MANAGEMENT, TOURISM AND SERVICES and ENGINEERING. 3 research groups have been actively involved in collecting data and creating metadata records for the data. All the data records, people, projects, grants and services associated with Demonstration University can be accessed from the box on the right hand side of this page.

Example of an embellished Contributor Home Page
1.1 HOW DOES IT WORK?

Each time a collection in your data source is published to Research Data Australia with a new RIF-CS registryObject group attribute, the system auto generates and publishes a basic contributor page for you with a title based on the literal of the group attribute.

```
<registryObject group="Demonstration University">
<key>9b22a343dMsdfsdf2tA</key>
<originatingSource type="">
</originatingSource>
<collection type="collection">
  <name type="primary">
    <namePart>Aantarctic Map Layers 2015</namePart>
  </name>
  ... 
  </collection>
</registryObject>
```

The generated page contains some basic information which is auto populated from a generic template. This includes a block of text in a Research Data Profile section which is populated with some details of your records in Research Data Australia.

```
Research Data Profile
To date, Demonstration University has 8 data records in Research Data Australia, which cover 6 subjects areas including ACCOUNTING, AUDITING AND ACCOUNTABILITY, COMMERCE, MANAGEMENT, TOURISM AND SERVICES and ENGINEERING. 3 research group(s) have been actively involved in collecting data and creating metadata records for the data. All the data records, people, projects, grants and services associated with Demonstration University can be accessed from the box on the right hand side of this page.
```

Once your contributor page is generated you can use the Contributor Page CMS in Research Data Australia to embellish your page with additional content and a logo. If you choose to add a logo it will be displayed in the title section of all your records and also be used on the ‘Who Contributes Page’ in Research Data Australia. For more information on customising your contributor page please refer to the Customising Contributor Pages section below.

No additional work is required to link all your records to your contributor page in Research Data Australia. A link pointing to the contributor page will be auto populated in the title section of your records which share the same group attribute.
A link to all records which share the same group attribute will also be shown in the right hand column of your contributor page. This includes all collections, parties, services and activities. Upon clicking a link users will be taken to a search results listing of all your records.

1.2  DO I NEED TO DO ANYTHING?

It is perfectly acceptable to leave the auto generated basic contributor page without customising it further. However, be aware that the page will only contain the auto generated text based on your records in Research Data Australia.

If you already have a party record in Research Data Australia representing your organisation that you link all your records to, you have a couple of options:

1. If you are confident that only your records link to your organisation’s party record, you can remove the party record from your feed and let the contributor page act as the home page for your organisation in
Research Data Australia. You may want to consider copying some of the content from your party record to your contributor page before removing it.

2. If you are unsure if records from another data source or group link to your records, you can leave your organisation’s party record in your feed. In this scenario it will be beneficial to ensure your contributor page and party record share an identifier (e.g. National Library of Australia ID). Future enhancements to Research Data Australia will ensure that when a user clicks on a link to your party record they are redirected to your contributor page where they can discover all of your records.

2 CUSTOMISING CONTRIBUTOR PAGES

This section explains the process of customising contributor pages via the Contributor Page CMS in Research Data Australia to add your own content.

2.1 ACCESSING THE CONTRIBUTOR PAGE CMS

The CMS is incorporated into Research Data Australia and can be accessed by your Data Source Administrator(s) through MyRDA. The login credentials (e.g. AAF) they normally use to access the ANDS Registry are also valid to access MyRDA.

To access the CMS:

2. Click on the ‘MyRDA Login’ option shown in top menu bar.
3. Select your authentication method (usually AAF) and log in. You will be navigated to your MyRDA account.
4. Once you are in your account select the ‘Contributor CMS’ option shown in the ‘My Functions’ section of your account. This will navigate you to the CMS Menu where you can select the contributor page you would like to edit (note most data source administrators will only see one page listed).
2.2 CONTRIBUTOR PAGE TEMPLATE

Every contributor page in Research Data Australia is based on the same template (shown below). The sections highlighted by a red outline in the image below are the sections which are automatically generated by the system and are shown by default in the basic contributor pages. The other sections will only be shown when you have added content to them via the CMS.

2.3 EDITING CONTRIBUTOR PAGES

As explained above every contributor page is based on a single template. The CMS has been designed so that the editable content sections are laid out in roughly the same location they will be displayed in the final published contributor page. Every section except the logo section offers a set of formatting and content options.

Images can be added to your contributor page but note that the only image which can be hosted in Research Data Australia for your contributor page is your logo. All other images must be hosted at a publically accessible location on the web (e.g. Dropbox).
2.3.1 OPENING A CONTRIBUTOR PAGE TO EDIT

1. Access the CMS using the instructions in the Accessing the Contributor Page CMS section above.
2. From the CMS Menu select the contributor page you wish to edit (note most data source administrators will only see one page listed). You will be presented with the editable form for the selected contributor page.

2.3.2 ADDING A LOGO

Logos can be uploaded to Research Data Australia or hosted at a publically accessible location on the web (e.g. your server or Dropbox).

Logos should ideally be medium resolution vertically stacked square logos. Other orientations can be used but these will be resized to fit a square display area. Supported formats are: png, jpg or gif. Maximum file size is 500KB.

Uploading:

1. Click the ‘Upload Logo’ button displayed in the Logo section. A local file dialog box will be displayed.
2. Navigate to and select the required image on your location machine. The image will be uploaded to the Research Data Australia server, displayed in the editor, and the URL field updated with the file’s location on the server.
3. Click the ‘Save’ button at the top of the page to save your changes.

Hosting:

1. Enter the publically accessible address of where your logo image is hosted into the ‘Logo URL’ field.
2. Click the ‘Save’ button at the top of the page to save your changes. If the image is publically accessible it should display in the editor within a few seconds.

2.3.3 ADDING TEXT CONTENT
To add text to a content section:

1. Click in the text area of the applicable section and start typing. Some of the sections are provided with an information ‘i’ which will display content tips on mouseover.
2. To format text with a formatting option select the text first using your mouse then select the desired formatting option.
3. Click the ‘Save’ button at the top of the page to save your changes.

2.3.4 ADDING IMAGES

To add images to a section:

1. Click the image option associated with the section you would like to place the image in. You will be presented with a popout where you can enter the publically accessible location of the image.
2. Enter the URL and click ‘Ok’. After a second or two the image will be visible in the content section.
3. You can then drag the image around to change its placement.
4. Clicking once on the image will bring up the resizing controls and formatting options for the image. Note that if the image is large you may need to scroll down a little in the section to see the controls.
5. Clicking anywhere outside of the image area will apply any formatting changes and hide the options.
6. Click the ‘Save’ button at the top of the page to save your changes.

2.4 PREVIEWING AND SHARING DRAFT CONTRIBUTOR PAGES

Once you have made the required changes to your contributor page and saved them you can use the ‘Preview’ button shown at the top of the page to preview how the final page will look in Research Data Australia.

Preview pages are not discoverable by general users of Research Data Australia but can be viewed by anybody who has the preview URL. This allows you to share a draft contributor page with others before requesting it to be published.
2.5 PUBLISHING CONTRIBUTOR PAGES

When you have finished editing your contributor page and have saved the changes, you can request for the page to be published to Research Data Australia by clicking on the ‘Request Publication’ button shown at the top of the page.

![Save Request Publication]

The request will be sent to the ANDS Services team who will review the page and contact the requestor (data source administrator) to ensure that the appropriate authority has been given within your organisation to publish the content. The Services Team will then publish the page to Research Data Australia.

3 ADDITIONAL HELP & SUPPORT

If you are experiencing any issues with the service or have questions/comments, please use the orange ‘Feedback’ button displayed in the bottom right hand corner of Research Data Australia. A JIRA service ticket will automatically be raised with the ANDS Services team for your request and you will receive an email with a link to the JIRA ticket. Opening the link to the ticket allows you to track and update the issue. You will also receive emails from the system whenever the ticket is updated.