A Quickstart Guide to Using SAFER-Data

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October 2009

To Logon

1. Open SAFER data in a web browser
2. Choose Logon from the Left Hand Menu
3. Logon using the details provided. Please note that the password and username are both case-sensitive.
4. Please remember to Logout when you are finished.

To help SAFER improve it's interface the ERC would be very grateful if you could logon to SAFER any time you are browsing the catalogue or just carrying out general searches of the SAFER data system. Your usage patterns are not distributed to anyone nor are they published. They are used to study how researchers are using the system and how we could improve the service we are delivering to the research community.

To Create Metadata

Metadata is "information" about the project OR about the data, information, reports, models, databases etc that you are uploading. Please take time to fill in the metadata correctly and with as much information as possible. There is a document available "SAFER Metadata Requirements" which outlines the meaning of each field. It can be downloaded from

http://erc.epa.ie/safer/information/documents/downloadableDocuments.jsp

To Upload Files

Before you can upload files you must create a metadata resource – please refer to the previous step for information on this. To upload files you must carry out the following actions:
1. Logon to SAFER
2. When you have logged on you will be brought to "My SAFER-Data"
3. Click on the name of the metadata resource you have created – you may have many resources – all of these will be listed here.
4. You will be brought to the options menu for this resource. Click on "View/Hide Advanced Options"
5. Click on "Browse for Files to Attach"
6. You will be brought to the file attachment page where you can select files from your local disks or locations.

You can upload as many files as you need to – however for various security and technical reasons SAFER restricts users to upload of 4 files at a time. When you have uploaded 4 you can return to the "Advanced Options" menu and click to attach more files.

When uploading files – please rename the files (if necessary) so that they have descriptive filenames. For example Murphy_Report_AnerobicDigestion.pdf or Mooney_SensorData_BoyneRiver.xls