



NSF Center of Research Excellence
in Science and Technology

Data Repository User Manual

Table of Contents

[1. Introduction](#)

[2. Creating a new user account](#)

[3. Changing the password](#)

[4. Sharing Files](#)

[4.1 Uploading Files](#)

[4.2 Editing File Properties](#)

[4.3 Adding and Creating Tags](#)

[4.4 Favoriting/Liking/Commenting on a File](#)

[4.5 File Options](#)

1. Introduction

CREST CACHe data repository is a web-based application for the storage and sharing of data/documents that is either collected or generated by members of the CREST CACHe project.

This manual serves to explain the many features provided in this repository as well as detailed steps on how to create an account and start uploading data.

Youtube video showing the steps: [link](#)

2. Creating a new user account

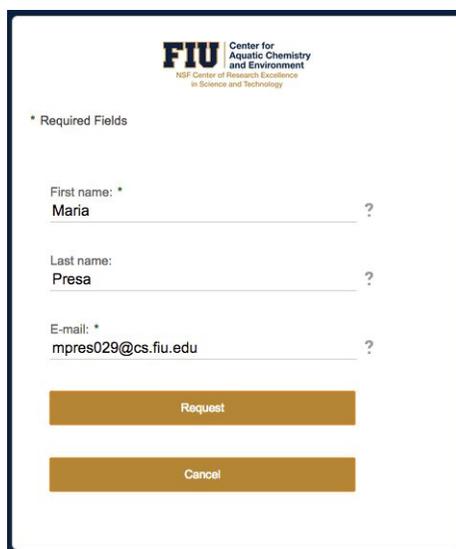
Login Page: <http://crest-cache.cs.fiu.edu/share/page/>

Step 1. At the Login Page click on the **Registration** button



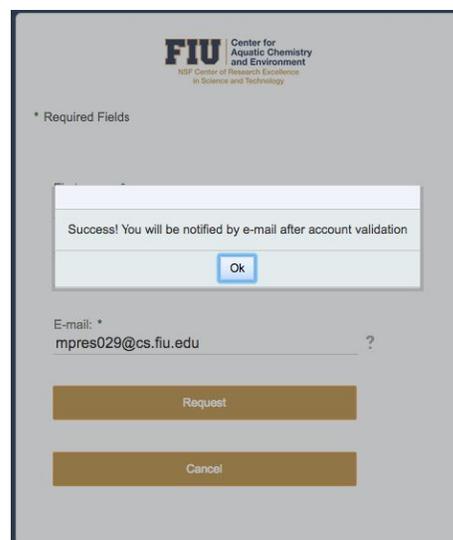
The screenshot shows the login page for the CREST CACHe data repository. It features the FIU logo and the text "Center for Aquatic Chemistry and Environment" and "NSF Center of Research Excellence in Science and Technology". There are two input fields: "User Name" and "Password". Below these fields are two buttons: "Sign In" and "Registration". The "Registration" button is highlighted with a red rectangular border.

Step 2. At the Registration Page, provide your name and email address. (**Note: Make sure to use your fiu.edu email address**)



The screenshot shows the registration page. It features the same FIU logo and text as the login page. There are three input fields: "First name: *", "Last name:", and "E-mail: *". The "First name" field contains "Maria", the "Last name" field contains "Presa", and the "E-mail" field contains "mpres029@cs.fiu.edu". There are two buttons: "Request" and "Cancel".

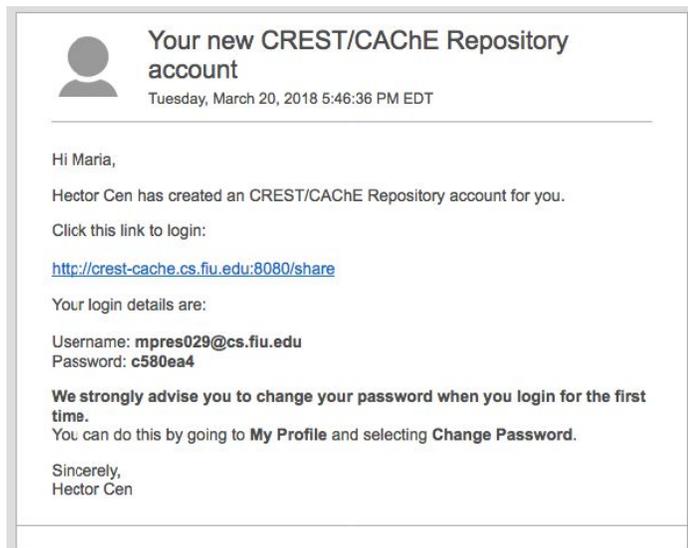
Step 3. You should see the following success message. The admin will create the account for you and send you an email.



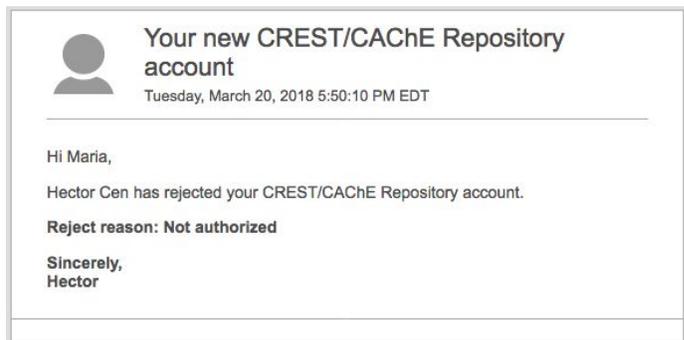
The screenshot shows a success message dialog box. It features the same FIU logo and text as the previous pages. The message reads: "Success! You will be notified by e-mail after account validation". There is an "Ok" button. Below the dialog box, the "Request" and "Cancel" buttons are visible.

Step 4. When your account is successfully validated by the admin, you will receive an email with the details and a temporary password:

(1) Email when the account is validated

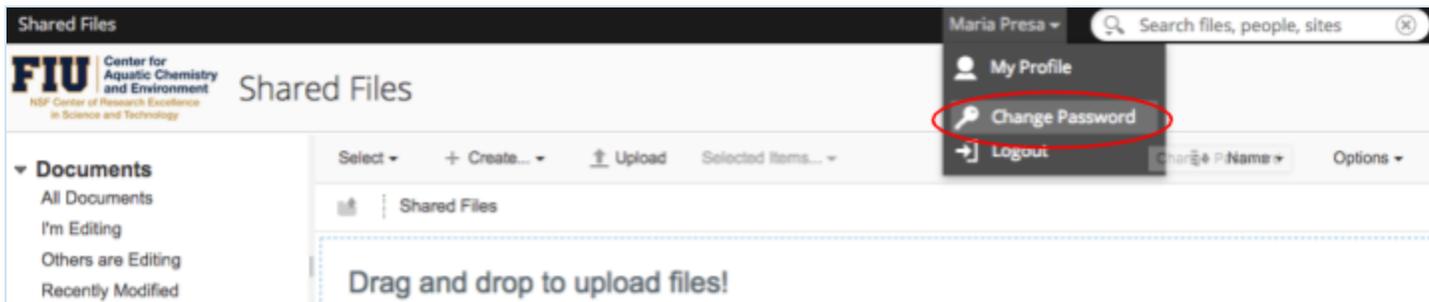


(2) Email when the account is rejected

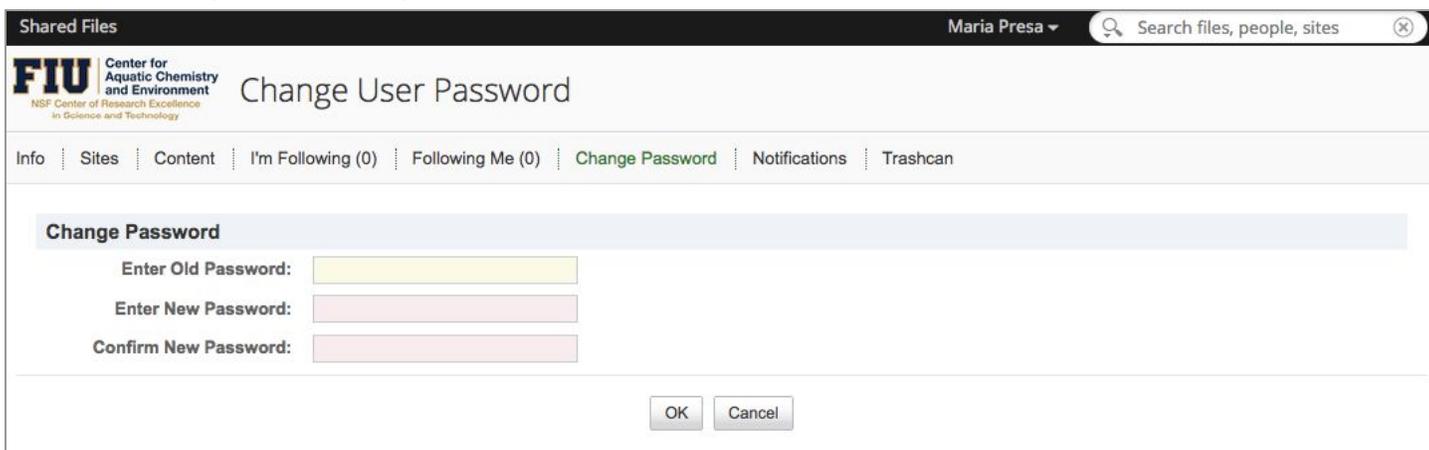


3. Changing the password

Step 1. At the upper right-hand corner click on the drop-down menu titled by your name and select the "Change Password" option.



Step 2. Fill-up the form by providing the Old Password and New Password details. After clicking OK you should be redirected to your profile page.



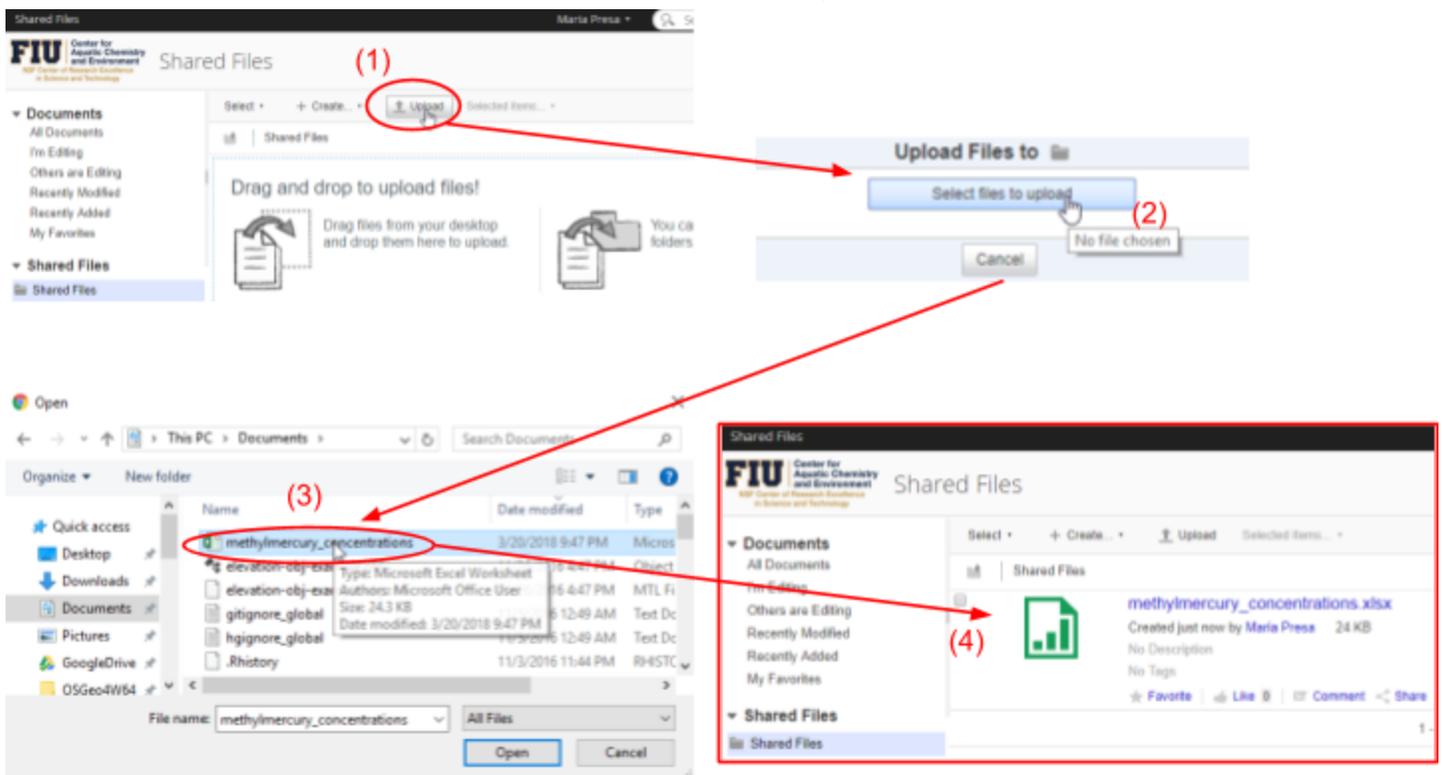
4. Sharing Files

4.1 Uploading Files

File Upload Limit: 200 MB

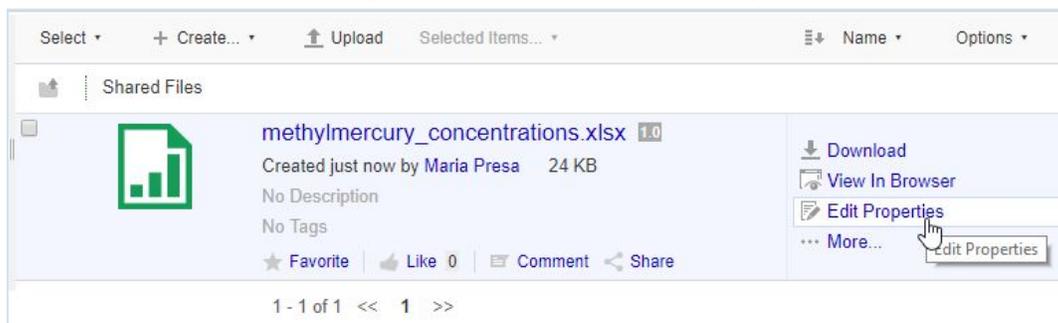
There are two ways to upload a file, either clicking the Upload option or drag and drop directly from the files in your computer.

- (1) Click the Upload button
- (2) A message box will pop up. Click the button that says Select files to upload
- (3) Select the file(s) in your Desktop and click Open
- (4) The new file(s) uploaded should appear on the repository as shown below

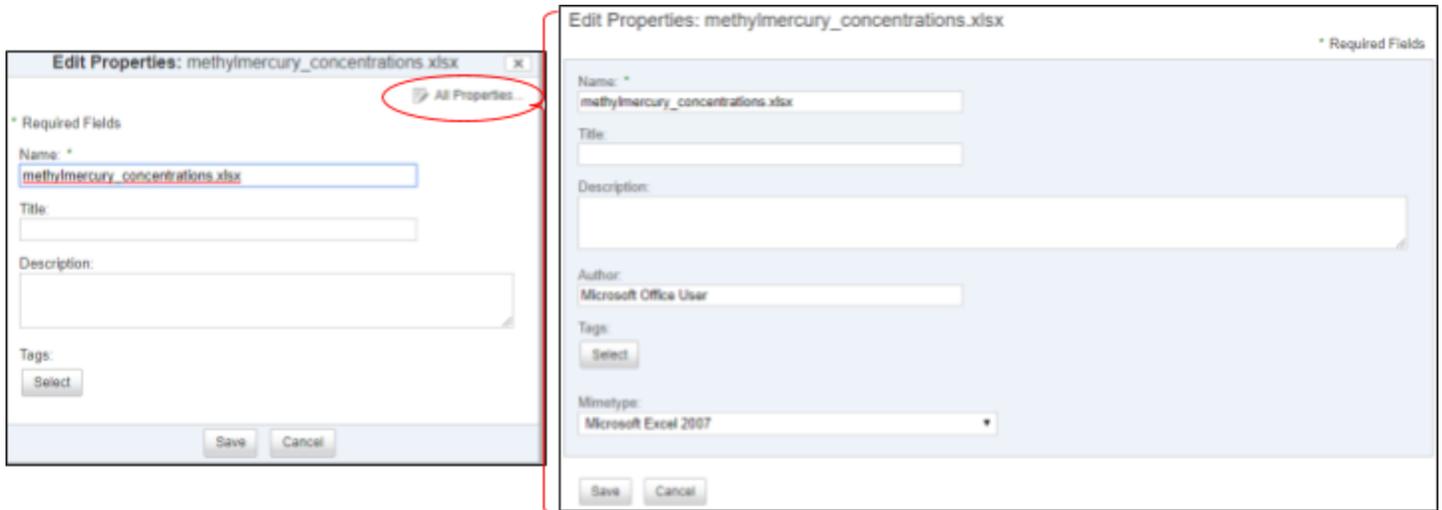


4.2 Editing File Properties

After uploading a file, you might wish to add some extra information such as the title, name, description and tags related to the document. The following shows how to edit these properties:



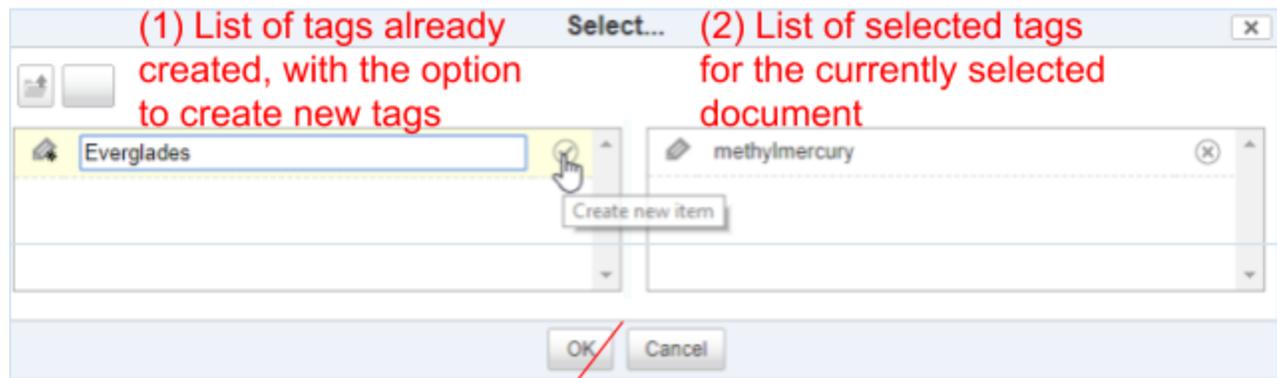
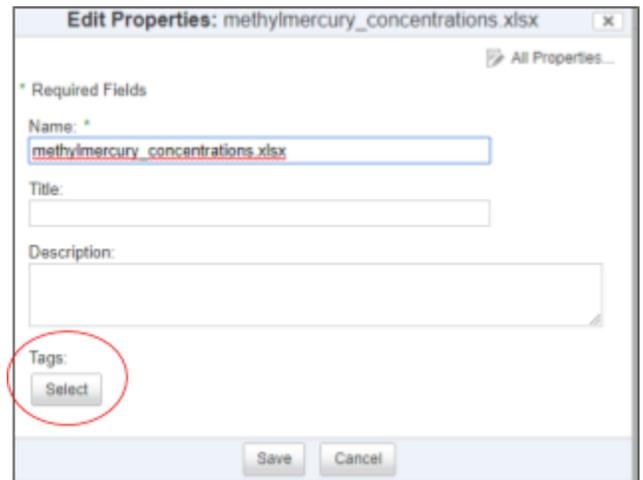
By selecting the All Properties options from the Edit Properties message box, you should be redirected to a page where you will be able to edit the author's name and type of document.



4.3 Adding and Creating Tags

When editing the file properties, there should be an option to Select the tags. These tags are important to quickly identify the content of the files.

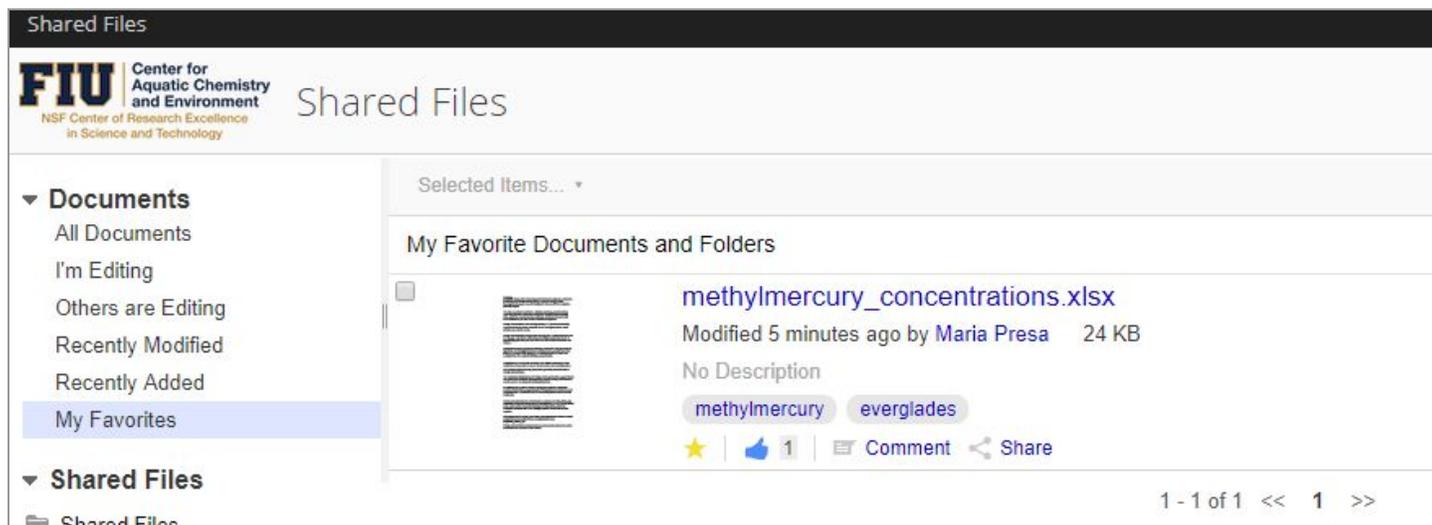
You should see the follow options. For the left-hand side (1), you will have the option to select from a list of tags or add a new tag. On the right-hand side (2), you should see the tags you have currently selected for the documents.



4.4 Favoriting/Liking/Commenting on a File

These options are necessary as a way for the user to curate and rank the files.

- (1) **Favoriting:** Save the file in your personal My Favorites list.
- (2) **Liking:** Support the creator by giving them a like.
- (3) **Commenting:** If you wish to make any comments or ask any questions about the file itself.



4.5 File Options

When you hover the mouse icon over one of the files, you may notice at the right-hand side, there is a list of options to choose from:

- (1) **Download:** Save the file Offline
- (2) **View In Browser:** Some types of files (e.g. .pdf and .png) have the option to be viewed from the browser.
- (3) **Edit Properties:** See Section 4.3
- (4) **Upload New Version:** Update the file, this will be shown in the version history.
- (5) **Edit in Microsoft Office:** Download the file and start editing it in your Microsoft Office software.
- (6) **Edit Offline:** Download the latest version of the file and start editing
- (7) **Edit in Google Docs:** Open the file in Google Docs to start editing
- (8) **Copy to....:** Create a copy of the file and move to another folder
- (9) **Move to....:** Move the file to another folder
- (10) **Delete Document:** Remove the document from the repository.

