



# DMP ONLINE USER GUIDE

FOR CREATING  
DATA MANAGEMENT PLANS  
USING DMPONLINE

IN SCOPE OF THE WORK OF **CLUSTER C**  
DESIGNING A KNOWLEDGE NETWORK:  
DEVELOPMENT OF A REFERENCE  
STRUCTURE FOR THE  
CONSTRUCTION OF REPOSITORIES

OCTOBER 2015

# DMP ONLINE USER GUIDE

This document explains the necessary steps you need take to publish dmps, create templates and DM Plans based on those templates

## SECTIONS

- **REGISTER (YOURSELF) IN DMPONLINE**
  - THIS SECTION EXPLAINS HOW TO REGISTER WITH YOUR EMAIL ADDRESS IN DMPONLINE
- **REGISTER YOUR INSTITUTION IN DMPONLINE**
  - THIS SECTION EXPLAINS HOW TO REGISTER YOUR INSTITUTION IN DMPONLINE. ONLY NEEDED IF YOU MAKE YOUR OWN TEMPLATES
- **CREATE DMP PLANS**
  - THIS SECTION DESCRIBES HOW TO MAKE DMP PLANS USING THE TEMPLATES YOU HAVE CREATED
- **CREATE DMP TEMPLATES**
  - THIS SECTION DESCRIBES HOW TO MAKE DMP TEMPLATES

# INFORMATION

DMPONLINE IS A SERVICE OF THE DATA CURATION CENTER OF THE UK.  
PLEASE VISIT [WWW.DCC.AC.UK](http://WWW.DCC.AC.UK) FOR MORE INFO ABOUT THE DCC

FOR TECHNICAL SUPPORT ON DMPONLINE SOFTWARE CONTACT  
[DMPONLINE@DCC.AC.UK](mailto:DMPONLINE@DCC.AC.UK)

FOR INQUIRES REGARDING DMP CONTENT (THE QUESTIONS IN THE DMP,  
LEGAL ISSUES, ETC) CONTACT [PAOLO.BUDRONI@UNIVIE.AC.AT](mailto:PAOLO.BUDRONI@UNIVIE.AC.AT)

KNOWN ISSUES (As of October 9, 2015)

-EXPORT TO DOCX DOES NOT WORK

-IT IS NOT POSSIBLE TO BEAUTIFY THE PDF EXPORT

# REGISTER (YOURSELF) IN DMP ONLINE

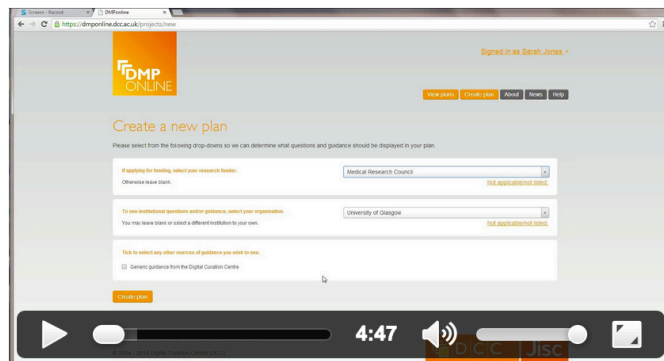
# REGISTER IN DMP ONLINE

Signed out successfully.

## Welcome.

DMPonline has been developed by the Digital Curation Centre to help you write data management plans.

Screencast on how to use DMPonline



## Sign in

## Sign up

New to DMPonline? Sign up today.

My organisation isn't listed.

I accept the [terms and conditions](#) \*

1-Email

2-Institution

3-Password

4-Accept

5-Click

You will receive an email to Confirm your registration

# REGISTER YOUR INSTITUTION IN DMP ONLINE

# REGISTER YOUR INSTITUTION WITH DMPONLINE

**This step is required to have your institution listed in the list of institutions of dmp online. This is only needed if you are making your own templates**

## Steps

### 1-Register

- You will need to first register yourself and others that will be admins in DMPOnline

### 2-Send a message

- Write an email to DMPonline requesting
  - **admin roles** for those needed
  - **To ADD your institution** to the **list** of institutions for the selection
- **Email: [dmponline@dcc.ac.uk](mailto:dmponline@dcc.ac.uk)**

# CREATE DMP PLANS

USE TEMPLATES

ANSWER QUESTIONS



# CREATE A PLAN - STEPS

1- Register in  
DMP Online

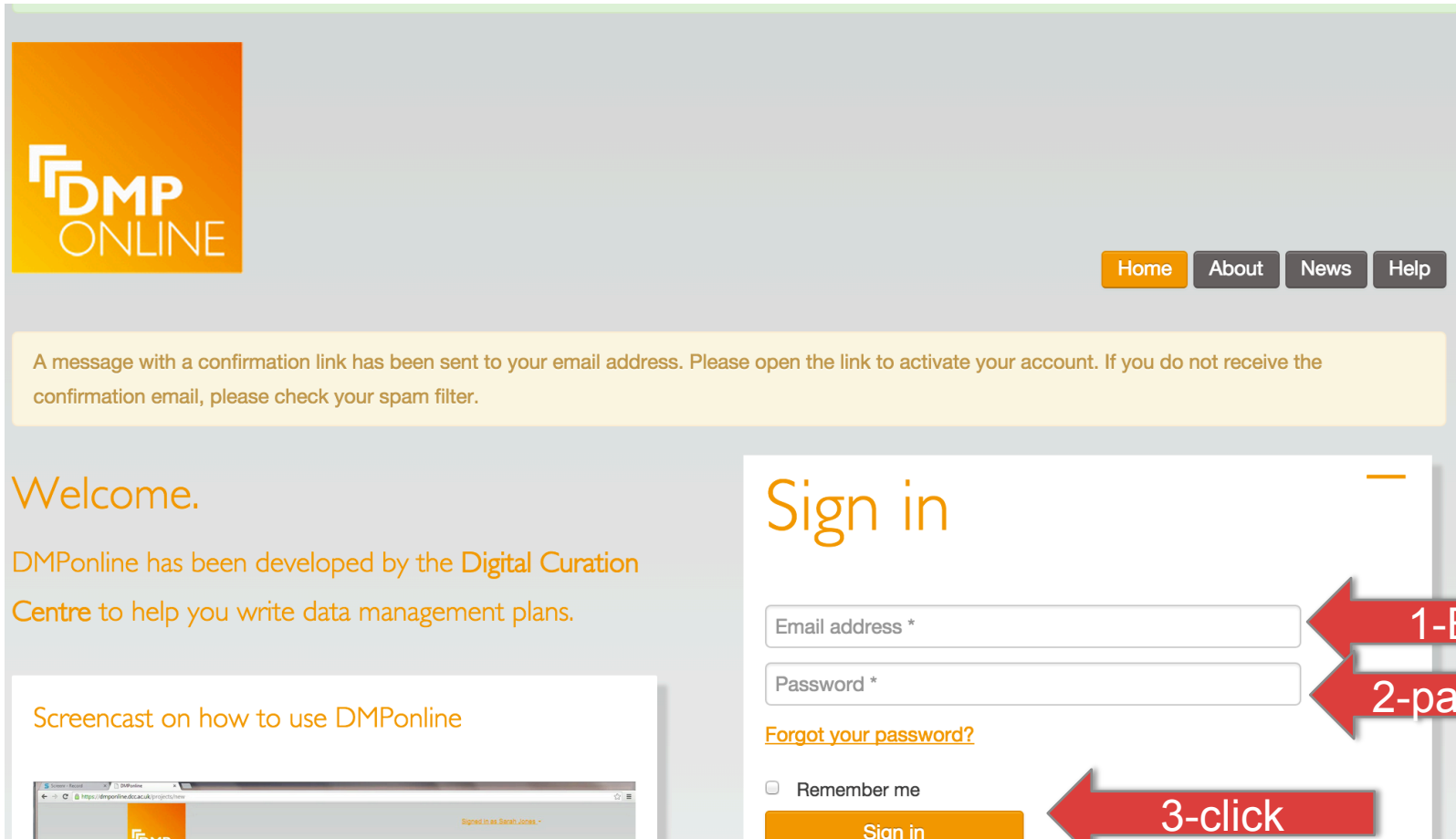
2- Login  
into DMP  
Online

3- Create  
new DMP

- Select  
template
- Answer  
questions

4- Save-  
Export  
your  
DMP

# LOGIN INTO DMP ONLINE



The screenshot shows the DMP ONLINE login interface. At the top left is the DMP ONLINE logo. To the right are navigation buttons for Home, About, News, and Help. A yellow message box states: "A message with a confirmation link has been sent to your email address. Please open the link to activate your account. If you do not receive the confirmation email, please check your spam filter." Below this is a "Welcome." section with text: "DMPonline has been developed by the Digital Curation Centre to help you write data management plans." A "Sign in" form is on the right, featuring fields for "Email address \*" and "Password \*", a "Forgot your password?" link, a "Remember me" checkbox, and a "Sign in" button. Three red arrows point to these elements: "1-Email" points to the email field, "2-password" points to the password field, and "3-click" points to the sign in button. A "Screencast on how to use DMPonline" section is visible at the bottom left.

**DMP ONLINE**

Home About News Help

A message with a confirmation link has been sent to your email address. Please open the link to activate your account. If you do not receive the confirmation email, please check your spam filter.

Welcome.

DMPonline has been developed by the Digital Curation Centre to help you write data management plans.

Screencast on how to use DMPonline

**Sign in**

Email address \*

Password \*

[Forgot your password?](#)

Remember me

Sign in

1-Email

2-password

3-click

# CREATE A PLAN

Our essential updates have been completed, and DMPonline is up and running again. Many thanks for your patience.

DMPonline now includes a comment feature for plan answers as part of our May 2015 incremental release. This feature is currently under beta test and we would be grateful for your feedback to [dmponline@dcc.ac.uk](mailto:dmponline@dcc.ac.uk).



[Signed in as jl preza](#) ▾

[View plans](#)

[Create plan](#)

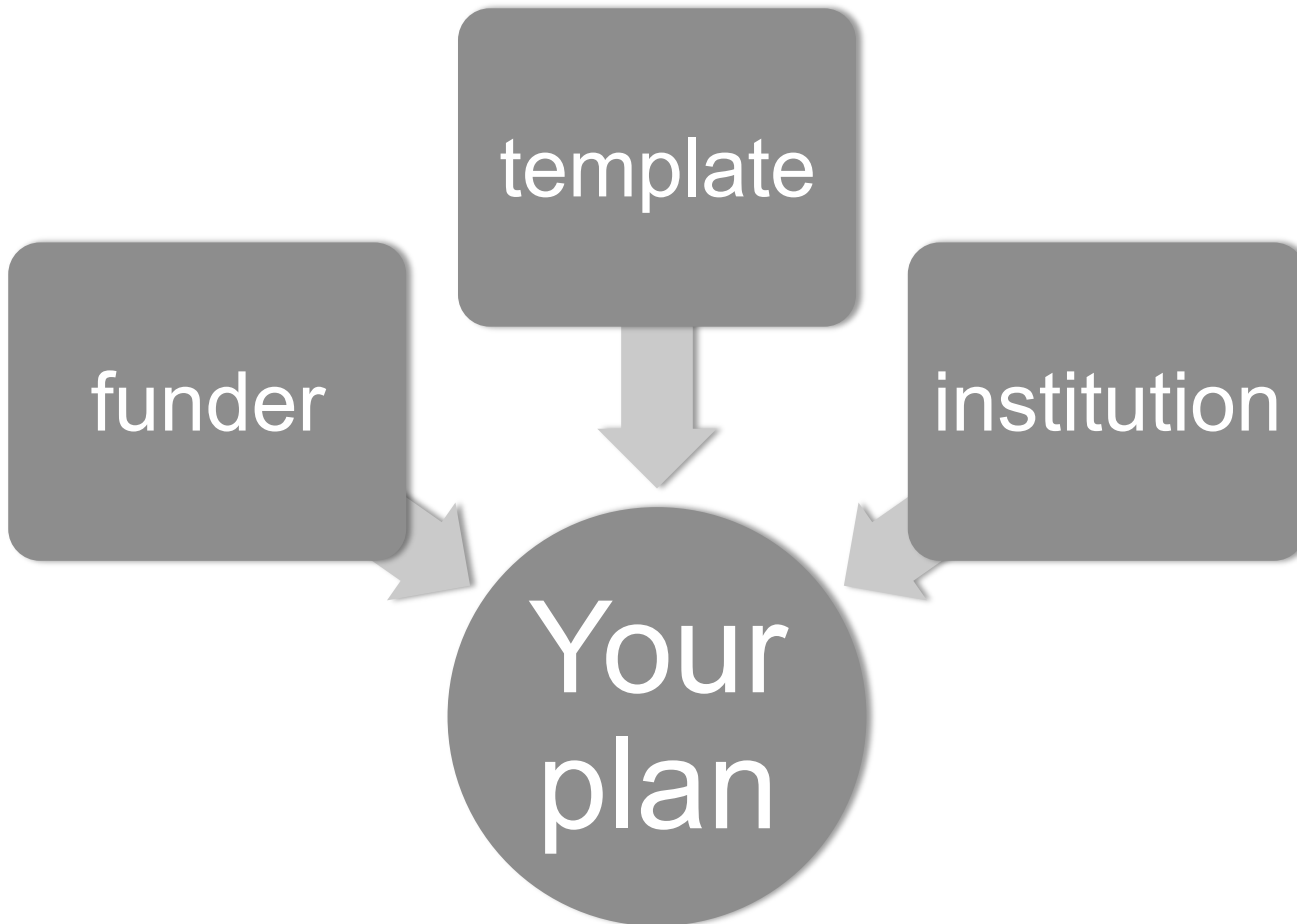
[About](#)

[News](#)

[Help](#)

click

# YOUR PLAN IS MADE OF ELEMENTS



# CREATE A PLAN

## SELECT FUNDER (IF APPLICABLE)



### Create a new plan

Please select from the following drop-downs so we can determine what questions and guidance should be displayed in your plan.

If you aren't responding to specific requirements from a funder or an institution, [select here to write a generic DMP](#) based on the most common themes.

**If applying for funding, select your research funder.**

Otherwise leave blank.

Funder

[Not applicable/not listed.](#)



# CREATE A PLAN

## SELECT INSTITUTION

**To see institutional questions and/or guidance, select your organisation.**

You may leave blank or select a different organisation to your own.

Universitaet Wien - University of Vienna (Austria)

[Not applicable/not listed.](#)



click

# CREATE A PLAN

## SELECT A DMP TEMPLATE

(YOUR INSTITUTION MIGHT HAVE MORE THAN ONE)



### Choose a template

There are a number of possible templates you could use. Please choose one.

### Tick to select any other sources of guidance you wish to see.

DCC guidance

University of Vienna- Data Management Plan - English V1

University of Vienna- Data Management Plan - English V1

University of Vienna- Data Management Plan - Deutsch V1

DMP University of Vienna English V2

DMP University of Vienna Deutsch V2

Select v2

# CREATE A PLAN - FINISH

Tick to select any other sources of guidance you wish to see.

DCC guidance



Not needed

Create plan



click



# CREATE A PLAN CONFIRM

[View plans](#)[Create plan](#)[About](#)[News](#)[Help](#)

## Confirm plan details

Where your funder or institution doesn't have specific requirements (or if you left these options blank), you will see the DCC Checklist. This offers a generic set of DMP questions and guidance. For more details see: [DMP checklist 2013](#).

Funder: None

Institution: Universitaet Wien - University of Vienna (Austria)

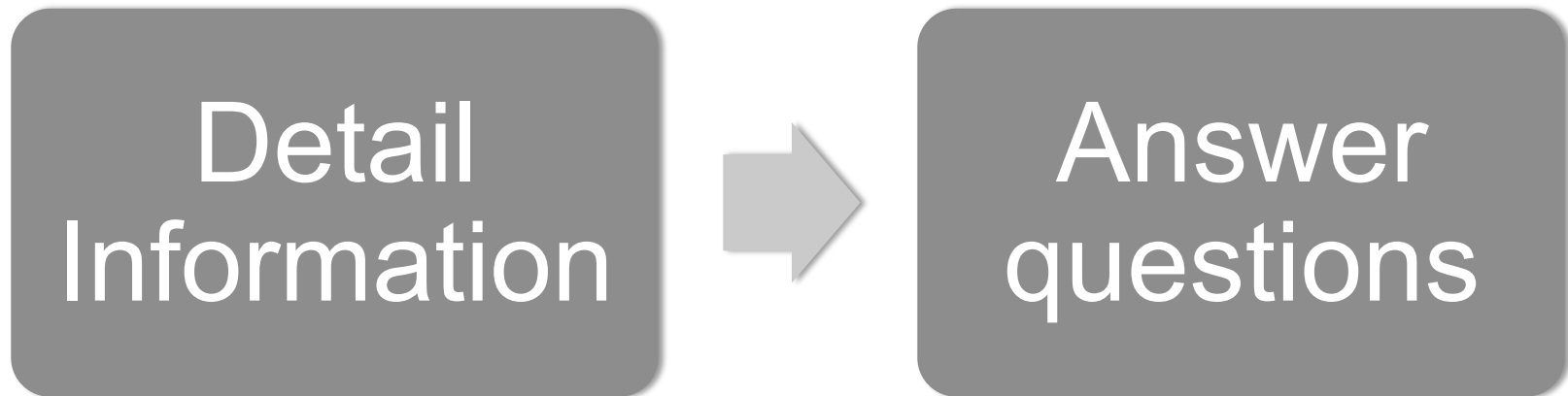
Template: University of Vienna- Data Management Plan - English

Other guidance:

[Cancel](#)[Yes, create plan](#)

click

# YOUR PLAN



# YOUR PLAN – DETAIL INFORMATION

Plan details

Data Management Plan

Share

Export

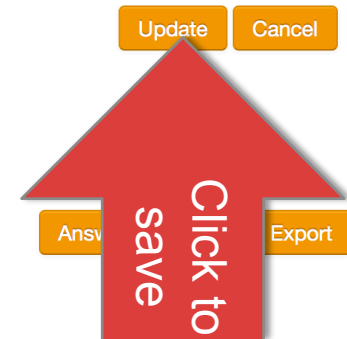
Please fill in the basic project details below and click 'Update' to save [Cancel](#)

Plan name	<input type="text" value="My plan (University of Vienna- Da"/>
ID	<input type="text"/>
Grant number	<input type="text"/>
Principal Investigator/Researcher	<input type="text" value="jl preza"/>
Principal Investigator/Researcher ID	<input type="text"/>
Plan data contact	<input type="text"/>
Description	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

Update
Cancel

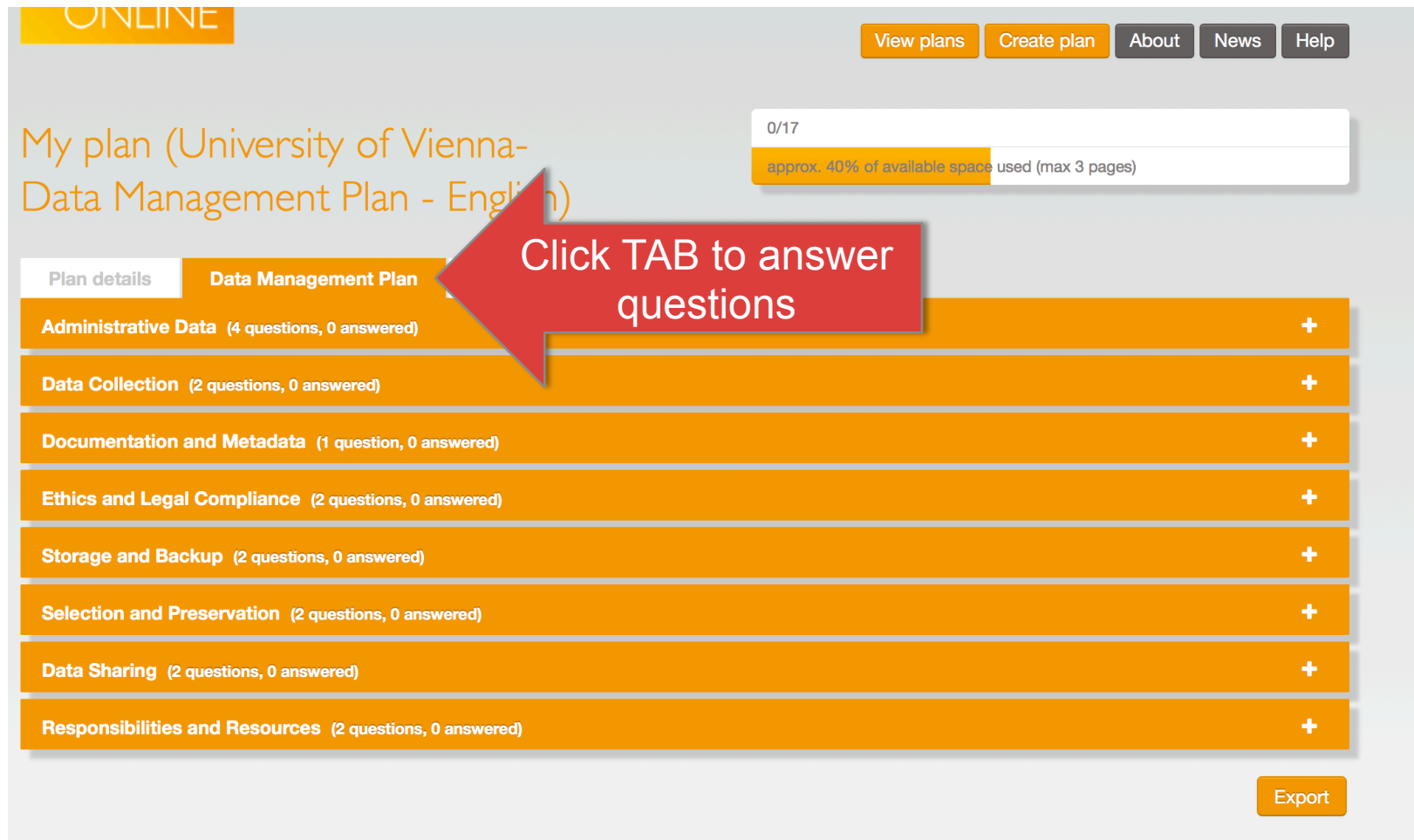
This plan is based on:

Institution	Universitaet Wien - University of Vienna (Austria)
-------------	--



# YOUR PLAN

## ANSWER QUESTIONS



ONLINE

View plans Create plan About News Help

My plan (University of Vienna-  
Data Management Plan - English)

0/17  
approx. 40% of available space used (max 3 pages)

Plan details **Data Management Plan**

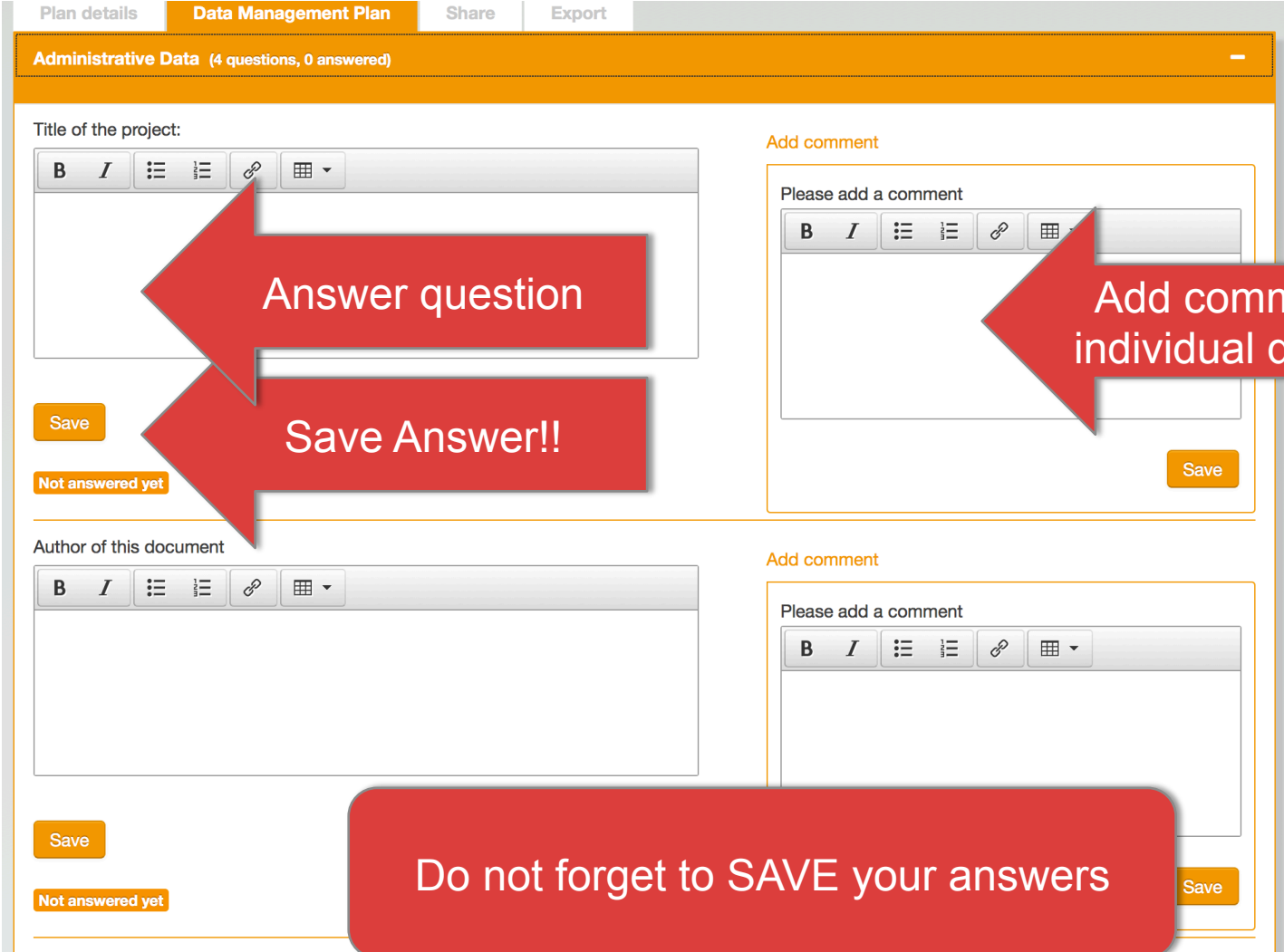
- Administrative Data (4 questions, 0 answered) +
- Data Collection (2 questions, 0 answered) +
- Documentation and Metadata (1 question, 0 answered) +
- Ethics and Legal Compliance (2 questions, 0 answered) +
- Storage and Backup (2 questions, 0 answered) +
- Selection and Preservation (2 questions, 0 answered) +
- Data Sharing (2 questions, 0 answered) +
- Responsibilities and Resources (2 questions, 0 answered) +

Export

Click TAB to answer questions

# YOUR PLAN

## ANSWER QUESTIONS



Plan details **Data Management Plan** Share Export

**Administrative Data** (4 questions, 0 answered)

Title of the project:

**B** *I* [List] [List] [Link] [Grid]

**Answer question**

Save

Not answered yet

Save Answer!!

Add comment

Please add a comment

**B** *I* [List] [List] [Link] [Grid]

**Add comments to individual questions**

Save

Author of this document

**B** *I* [List] [List] [Link] [Grid]

Save

Not answered yet

**Do not forget to SAVE your answers**





Save

# YOUR PLAN – GUIDANCE TO ANSWER QUESTIONS

## Datensammlung (2 questions, 0 answered)

Dieser Abschnitt bezieht sich auf Datensets, die während des Projekts genützt oder generiert werden und betrifft nicht nur Daten, die später archiviert werden sollten (dieses Thema wird in Abschnitt 6 „Auswahl und Aufbewahrung“, noch gesondert behandelt). Die Identifizierung der Daten, die während eines Projektverlaufs verwendet werden, hilft dem (der) WissenschaftlerIn, benötigte Anforderungen bzgl. Software und Hardware-Infrastrukturen einschätzen zu können.

Welche Daten produzieren Sie?

**B** *I*    

Save

Not answered yet

Guidance

Guidance

### Universitaet Wien Guidance

Hier finden Sie eine Auswahl an Fragestellungen, welche Ihnen bei der Beantwortung dieses Abschnitts behilflich sein könnte. Abhängig von Ihrem Projekt sind vielleicht nicht alle Fragen für Sie relevant.

- In welchen Formaten produzieren Sie Ihre Daten?
- Was ist Ihr ungefähres Datenvolumen (Größenordnung im Giga-, Mega-, Tera- oder Petabyte-Bereich)?
- Wie groß sind die größten Dateien?

# YOUR PLAN – EXPORT TO PDF

**Plan details** | Data Management Plan | Share | Export

Please fill in the basic project details below and click 'Update' to save Cancel

Plan name: My plan (University of Vienna- Da

ID:

Grant number:

Principal Investigator/Researcher: jl preza

Principal Investigator/Researcher ID:

Plan data contact:

Description:

Update Cancel

This plan is based on:

Institution: Universitaet Wien - University of Vienna (Austria)

Answer questions Export

**Export to pdf anytime**

# CREATE DMP TEMPLATES

FROM WORD TO DMP ONLINE



# CREATE DMP TEMPLATES - STEPS

Create  
new  
template:  
enter  
name and  
description  
of template

Create  
phase:  
enter  
name and  
description

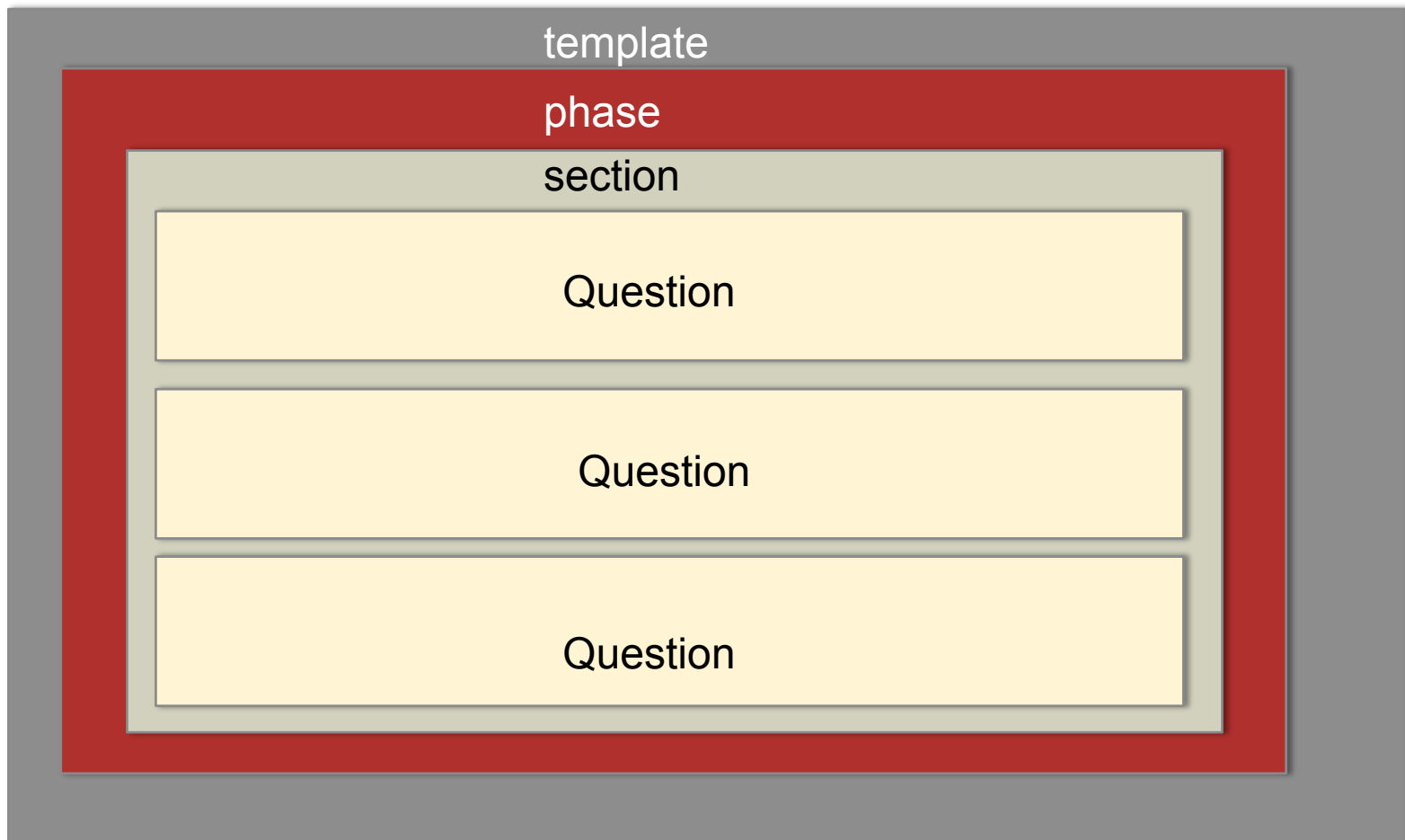
Add  
section:  
enter  
name,  
description

Add  
questions  
to section

Publish  
phase

Publish  
template

# TEMPLATE STRUCTURE



# CREATE NEW TEMPLATE

Signed in as Jose-Luis Preza ▾



**Templates** | Guidance | Organisation details | Users

## Templates

### Own templates

If you wish to add an institutional template for a Data Management Plan, use the 'create template' button. You can create more than one template if desired e.g. one for researchers and one for PhD students.

Your template will be presented to users within your institution when no funder templates apply. If you want to add questions to funder templates use the 'customise template' options below.

[Create a template](#)

click

Title	Description	Published	Last updated	Actions
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# NAME OR TITLE – DESCRIPTION

## ALWAYS SAVE

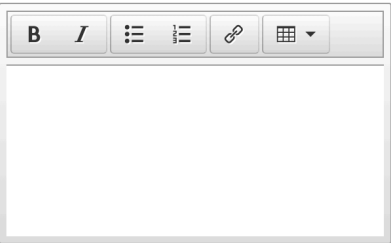
Signed in as Jose-Luis Preza ▾

**DMP ONLINE** | **Templates** | Guidance | Organisation details | Users

### New template View all templates



To create a new template, first enter a title and description. Once you have saved this you will be presented with options to add one or more phases.

Title

Description  ?

**save**

Contact us | Terms of use | DMPonline previous version

© 2004 - 2015 Digital Curation Centre (DCC)  

# ADD NEW PHASE

## TITLE-DESCRIPTION

Signed in as Jose-Luis Preza ▾

**DMP ONLINE** Templates Guidance Organisation details Users

### DMP University of Vienna English V2

View all templates

Template details **Add new phase +**


**Click here to add new phase**

#### Phase details

When you create a new phase for your template, a version will automatically be created. Once you complete the form below you will be provided with options to create sections and questions.

Title

Order of display

Description  ?  
Datenmanagementplan für Projekte an der  
Universität Wien  
  
Empfohlenes Repositorium: Phaidra

Save Cancel

# ADD SECTION


A first version is created automatically. If you want to make major changes to published versions later (e.g. add section or questions) please create a new version. If you only want to fix typos or make small changes that do not alter meanings, edit the current version.

Title	Published	Created at	Last updated	Actions
Data Management Plan V2 v.1	false	08-10-2015	08-10-2015	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Preview</a>

## Version details

Title

Description 



Published

Name of section

Click here to open details of section

# ADD SECTION DETAILS

## DESCRIPTION->SAVE->ADD QUESTIONS

Published 

Save





Cancel

### 1. Administrative Angaben

Order of display

1

Description

**B** *I*    

*In diesem Abschnitt geht es um grundlegende administrative Angaben zum Forschungsprojekt, die es erlauben, Projekt, Verantwortliche und Kontaktmöglichkeiten zu identifizieren. Es geht nicht darum, Informationen über das Projekt selbst, z.B. eine Projektbeschreibung, abzuliefern, da diese Informationen bereits durch andere Dokumente wie Projektantrag, Arbeitsbeschreibung etc. abgedeckt sind.*



Add  
decription



SAVE

Add question



Then Add  
question

Save

Delete

Cancel

Add section

# ADD QUESTION, HELP, GUIDEANCE, EXAMPLES, ETC

Question number

1

Question text

Answer format

Text area



Default answer

**B** *I*

- ☰
- ☰

[🔗](#)

--



Suggested answer/  
Example

Example of answer



Guidance

**B** *I*

- ☰
- ☰

[🔗](#)

--



Suggested answer/  
Example

Example of answer



Guidance

**B** *I*

- ☰
- ☰

[🔗](#)

--



Themes

- None
- Data Capture Methods
- Data Description
- Data Format



Save





# PUBLISH FIRST THE PHASE THEN THE TEMPLATE



To get here: go to home, select a template, edit template details, edit phase details

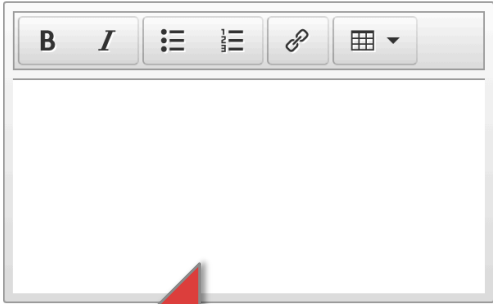
want to fix typos or make small changes that do not alter meanings, edit the current version.

Title	Published	Created at	Last updated	Actions
Data Management Plan V2 v.1	false	08-10-2015	08-10-2015	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Preview</a>

## Version details

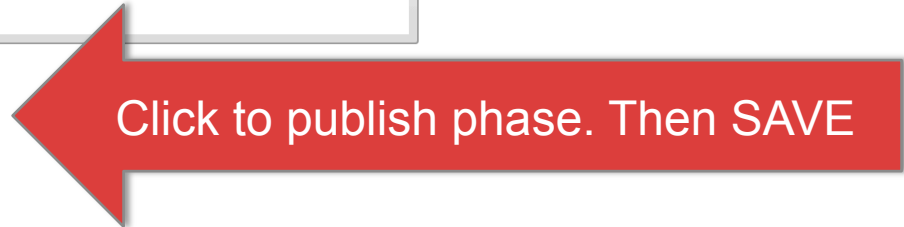
Title

Description 



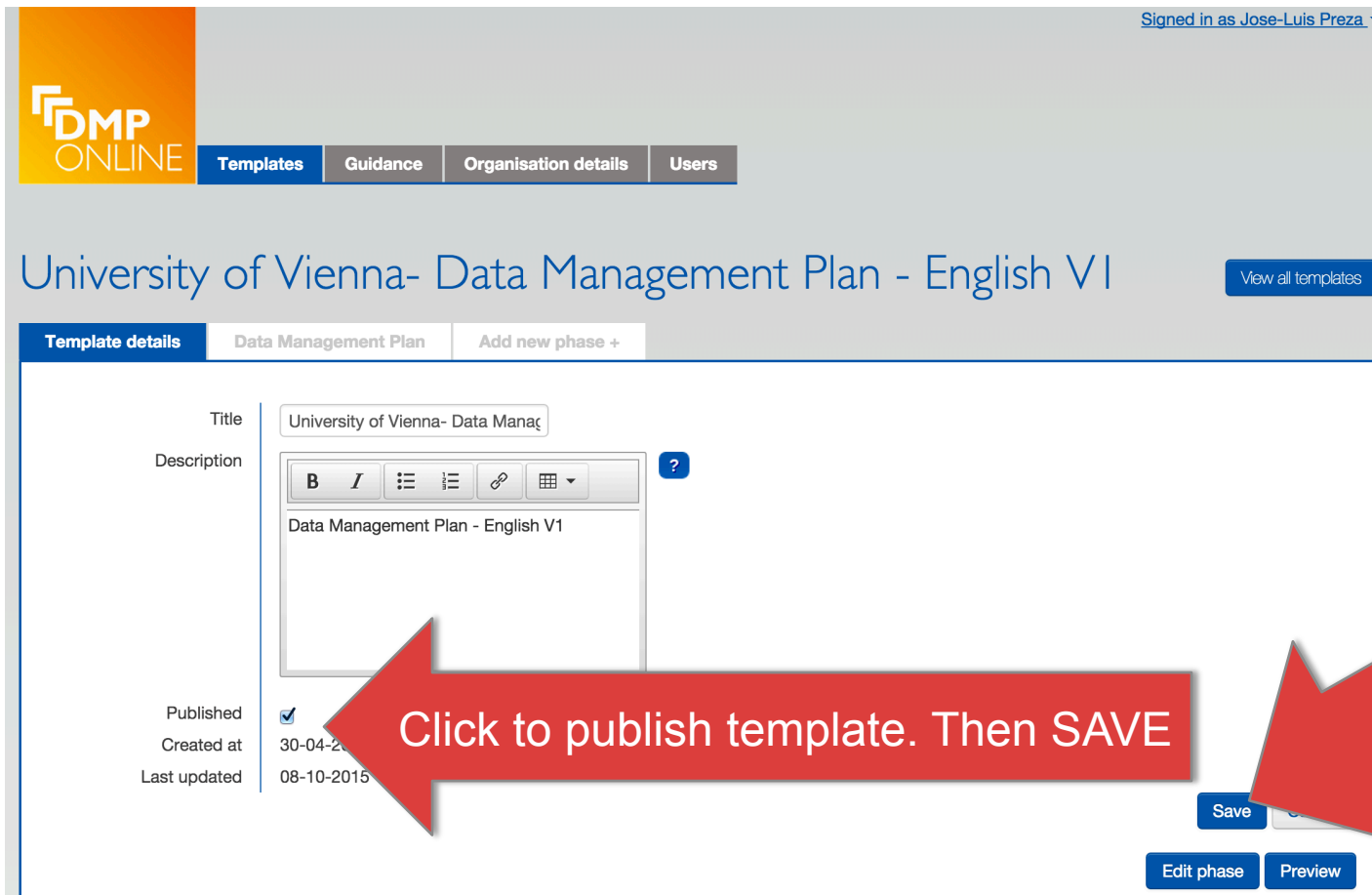
Published

[Save](#) [Cancel](#)



# PUBLISH THE TEMPLATE

To get here: go to home, select a template, edit template details



Signed in as Jose-Luis Preza ▾

**DMP ONLINE** Templates Guidance Organisation details Users

## University of Vienna- Data Management Plan - English V1 [View all templates](#)

Template details Data Management Plan Add new phase +

Title University of Vienna- Data Manag

Description **B** *I* [List] [List] [Link] [Table] [?]   
Data Management Plan - English V1

Published

Created at 30-04-2015

Last updated 08-10-2015

**Click to publish template. Then SAVE**

**SAVE**

Save Edit phase Preview



# DMP ONLINE USER GUIDE

FOR CREATING  
DATA MANAGEMENT PLANS  
USING DMPONLINE

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OCTOBER 2015