



Africa RISING Dataverse Quick-Start Guide

November 2017

Africa RISING Dataverse: <https://dataverse.harvard.edu/dataverse/AfricaRISING>

As part of its mission to document and publish datasets collected as part of the Africa Research in Sustainable Intensification for the Next Generation (Africa RISING) program, the Africa RISING M&E team at the International Food Policy Research Institute (IFPRI) has stored Africa RISING-generated datasets through a data repository platform (CKAN) maintained by the International Livestock Research Institute (ILRI). In February 2017, the Africa RISING PCT agreed that Africa RISING-generated data would be better stored in a Harvard Dataverse site to overcome operational challenges (needed staff time from data hosts, desired functionalities requiring additional programming to be embedded, data reliability and technical challenges, and streamlined and direct management of the data repository by IFPRI).

Working with ILRI and IFPRI's Communications and Knowledge Management (CKM) team, the Africa RISING M&E team has migrated Africa RISING data from CKAN to the new [Africa RISING Dataverse](https://dataverse.harvard.edu/dataverse/AfricaRISING). This quick-start guide discusses the main steps for requesting access to datasets, adding datasets and files, metadata management, version control, and publishing datasets.

Topics Covered

- A. Requesting Access
- B. Adding a New Dataset
- C. File Handling + Uploading
- D. Edit File Metadata
- E. Replace Files
- F. Publish Dataset

A. Requesting Access

If you have an institutional e-mail address through which you would like to access the Dataverse, log in by clicking "Log In" in the top right corner of any page in the Dataverse.

To request access to data, navigate to the dataset or file you want to access and click the "Download" button.



Harvard Dataverse > International Food Policy Research Institute (IFPRI) Dataverse > Africa RISING Dataverse > Ethiopia Africa Research in Sustainable Intensification for the Next Generation (Africa RISING) Baseline Evaluation Survey > 001_Ethiopia ARBES Household FINAL

Metrics 77 Downloads

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001_Ethiopia ARBES Household FINAL.pdf Version 1.1

International Food Policy Research Institute (IFPRI), 2016, "Ethiopia Africa Research in Sustainable Intensification for the Next Generation (Africa RISING) Baseline Evaluation Survey", doi:10.7910/DVN/H6RWOO, Harvard Dataverse, V1, UNF:6/4+xxJBit02KplCoQeiPSg=:; 001_Ethiopia ARBES Household FINAL.pdf [fileName]

Cite Data File

Learn about Data Citation Standards.

Adobe PDF - 1010.8 KB - Last Updated: Apr 15, 2016

MD5: 87c5fdc4e1e6dbb70c3713c611e14a45

This is the household questionnaire.

[Documentation](#)
[Household survey](#)
[Questionnaire](#)

If you have not signed into the Dataverse, you will be presented with a screen requesting additional information: your name, e-mail address, institution, and position.

Download File

Please confirm and/or complete the information needed below in order to download files in this dataset.

Terms of Use



This work is licensed under a [Creative Commons Attribution 4.0 International License](#).

Name *

Email *

Institution *

Position

Accept

Cancel

B. Adding a New Dataset

Before your data can be published, you must fill out the complete [IFPRI Dataverse Metadata Template](#).

Once the template is complete, send template and corresponding datafiles to [Carlo Azzarri, Beliyou Haile, and Chris Gray](#) (IFPRI M&E Team).

Upon receiving **completed** metadata and datafiles, the M&E team will check for completeness and compliance with the standards for Dataverse and CGIAR OAOD policy. If the submission meets quality standards, the M&E team will upload the files to Dataverse.

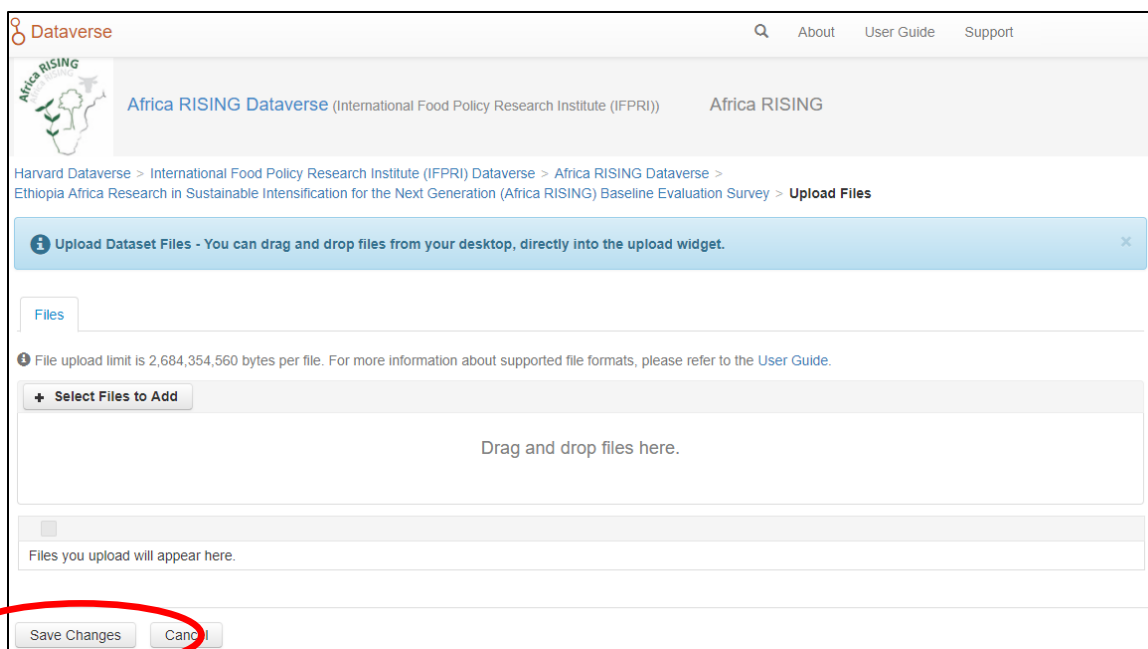
If submissions are incomplete or confidential data are not properly de-identified, the M&E team will reach out to AR colleagues for necessary changes before data and supporting documentation can be published on Dataverse.

C. File Handling + Uploading

To upload new files to a dataset, click the “Edit” button at the top of the dataset page and from the dropdown list select “Files (Upload)”. From either option you will be brought to the Upload Files page for that dataset.



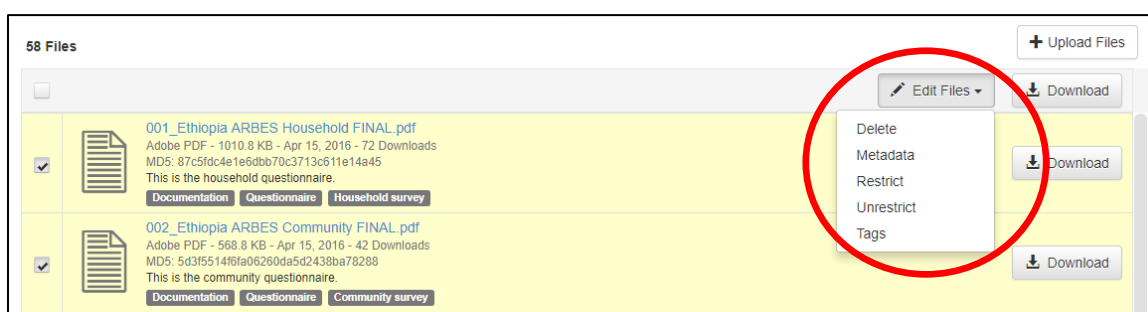
Once you have uploaded files, you will be able to edit the file metadata, restrict, add tags. Click “Save Changes” to complete the upload. If you uploaded a file by mistake, you can delete them before saving by clicking the checkbox to select the file, and then clicking the “Delete” button above the files table.



D. Edit File Metadata

Go to the dataset you would like to edit where you will see the listing of files. Select the files you would like to edit by using either the Select All checkbox or individually selecting files. Next, click the “Edit Files” button above the file table and from the dropdown menu select if you would like to:

- Delete the selected files
- Edit the file metadata (file name, description) for the selected files
- Restrict the selected files
- Unrestrict the selected files (only if the selected files are restricted)
- Add tags to the selected files

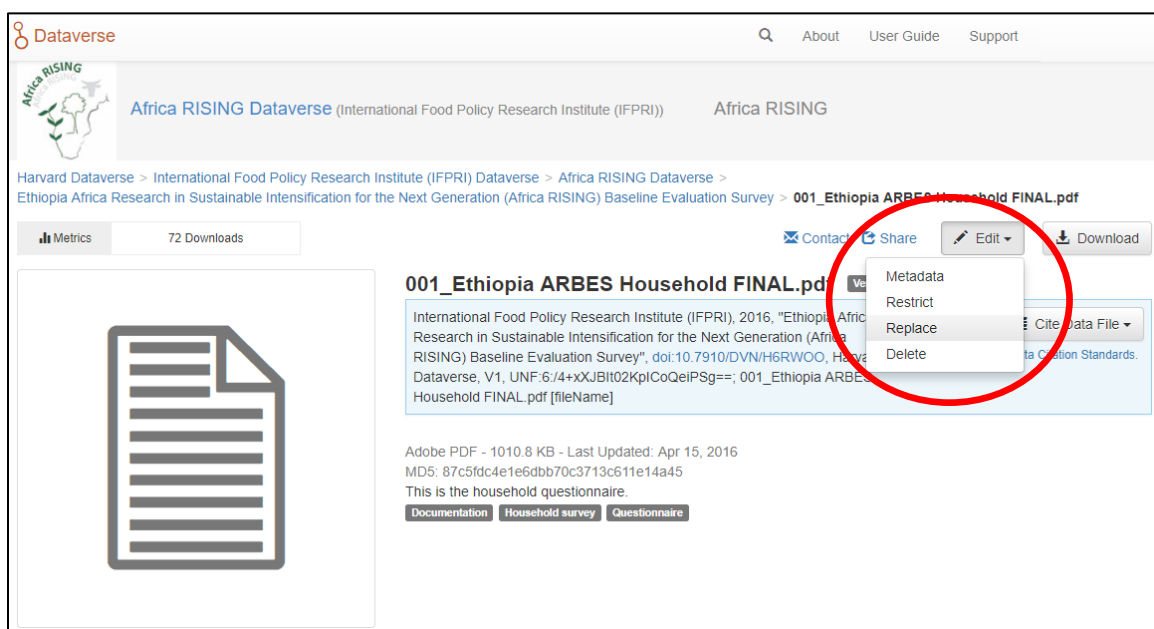


You will not have to leave the dataset page to complete these action, except for editing file metadata, which will bring you to the Edit Files page. There you will have to click the “Save Changes” button to apply your edits and return to the dataset page.

E. Replace Files

In cases where you would like to revise an existing file rather than add a new one, you can do so using our Replace File feature. This will allow you to track the history of this file across versions of your dataset, both before and after replacing it. This could be useful for updating your data or fixing mistakes in your data.

Go to the file page for the file you would like to replace, click on the “Edit” button, and from the dropdown list select “Replace”. This will bring you to the Replace File page, where you can see the metadata for the most recently published version of the file and you can upload your replacement file. Once you have uploaded the replacement file, you can edit its name, description, and tags. When you’re finished, click the “Save Changes” button.



After successfully replacing a file, a new dataset draft version will be created. If you were at version 1 of your dataset, depending on the types of changes you had made, you would be asked to publish your draft as either version 1.1 or version 2.0. If you add a file, your dataset will automatically be bumped up to a major version (e.g., if you were at 1.0 you will go to 2.0).

A summary of your actions will be recorded in the dataset Version Details table in the “Versions” tab on that dataset’s page, and in the file Version Details table on the file’s page. On the Versions tab of a dataset page, there is a versions table that displays the version history of the dataset. You can use the version number links in this table to navigate between the different versions of the dataset, including the unpublished draft version, if you have permission to access it.

There is also a Versions tab on the file page. The versions table for a file displays the same information as the dataset, but the summaries are filtered down to only show the actions related to that file. If a new dataset version were created without any changes to an individual file, that file’s version summary for that dataset version would read “No changes associated with this version”.

To view what has exactly changed starting from the originally published version to any subsequent published versions: click the Versions tab on the dataset page to see all versions and changes made for that particular dataset.

Once you have more than one version (can be version 1 and a draft), you can click the “View Details” link next to each summary to learn more about the metadata fields and files that were either added or edited. You can also click the checkboxes to select any two dataset versions, then click the “View Differences” button to open the Version Differences Details popup and compare the differences between them.

Whenever you edit your dataset, you can publish a new version of the dataset. The publish dataset button will reappear whenever you edit the metadata of the dataset or add a file.

For questions and data access requests please contact Nilam Prasai (n.prasai@cgiar.org) or Chris Gray (c.gray@cgiar.org)