

# IMLCZO Clowder HOWTO Page

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## About this Page

This page contains information that is specific to the organization of the IMLCZO Clowder instance.

For General Clowder information, HOWTO details, and Images, please see the [Tutorial for New Users](#).

**Note:** Please contact Luigi Marini <lmarini at illinois . edu>

- If you cannot access a Space
- If there is any confusion concerning where to locate or place data
- If there is any confusion about how to upload data
- Before creating any new Spaces

## General Clowder Information

There are three basic sections within Clowder:

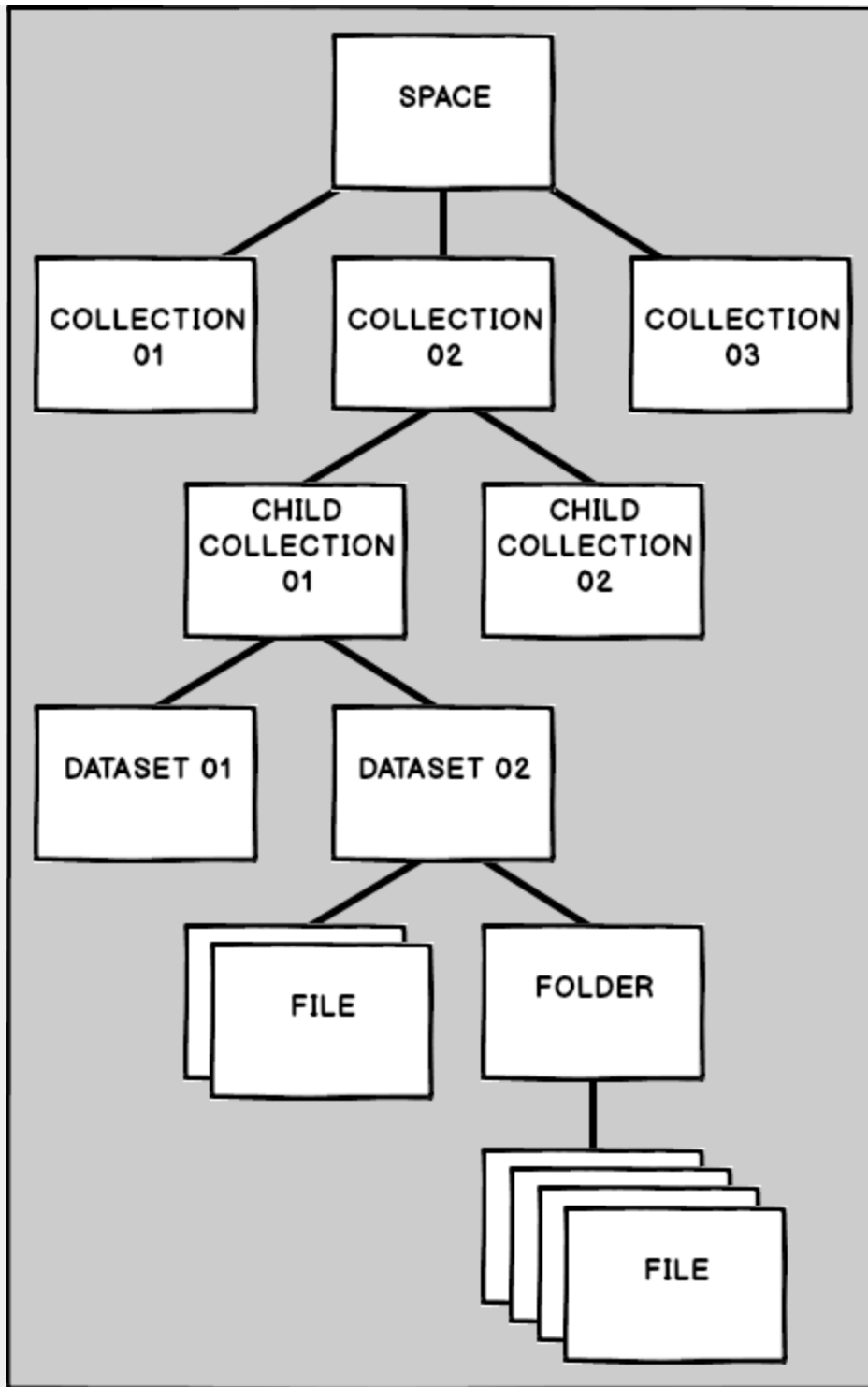
- Spaces
- Collections
- Datasets

Access Control Details:

- Being a Clowder User does not automatically provide Access to all Spaces
- Access type is established at the Space level (Admin, Editor, Viewer)
- Access must be set for each Space individually
- All Datasets and Collections inherit permissions from the Space to which they belong

## Using the Sections Within Clowder

### Graphical IMLCZO Clowder Description



## The Spaces to Utilize

These are the Spaces that should be utilized within the IMLCZO Clowder for new data:

- Atmospheric
- General Info
- Ground Water
- Lab Analyses
- Soil
- Spatial Info
- Surface Water

## How to Utilize the Spaces

Utilizing and organizing the three basic sections:

- Spaces
  - Named after a general category
  - Contain both Collections of Datasets and individual Datasets
  - **General Space HOWTO Information is available at:** [Tutorial for New Users#Spaces](#)
- Collections
  - Names
    - Include Keywords to describe the Dataset or Child Collections contained therein
    - Child Collections also include Keywords
  - Contain both Child Collections and individual Datasets
  - **General Collection HOWTO Information is available at:** [Tutorial for New Users#Collections](#)
- Datasets
  - Names include
    - Sensor Name
    - Keywords
  - Are placed in Collections
  - Contain Raw Data and Processed Data
  - May contain Folders of files
  - Datasets and Files can both have Metadata and Tags
  - **General Dataset HOWTO Information is available at:** [Tutorial for New Users#Datasets](#)

## Metadata and Tags

Metadata and Tags are utilized to enhance organization and search capabilities.

- Metadata
  - Metadata is *searchable*
  - Datasets can have Metadata
  - Files (in either Datasets or Folders) can have Metadata
  - Definition sources are provided for each Metadata field
- Tags
  - Tags are *searchable*
  - Can view a list of all Tags in the application
  - Datasets can have Tags
  - Files (in either Datasets or Folders) can have Tags

## Adding Files to IMLCZO Clowder

These are the steps for adding Files to IMLCZO Clowder:

1. Before going to Clowder, name the Files appropriately
  - a. Preferred naming structure: **< Type of Data >\_< RAW or PRC (for Processed) >\_< Site Location >\_< Date Identifier >**
  - b. Example: **Temperature\_RAW\_FluxTower\_20170101**
2. Log In to Clowder
3. Click to Create a Dataset with the preferred structure
  - a. Provide a Name
    - i. Preferred naming always includes the Location Name
    - ii. Example: **F-FluxTower**
  - b. Provide a Description
    - i. This should include any pertinent information for the Dataset
    - ii. Items to include (examples):
      1. Type of Data contained (Temperature, Sediment, etc.)
      2. Timeframe of the Data (Years, Months, etc.)
  - c. Share with one of the existing Spaces
  - d. Click Create
4. View the Newly Created Dataset
5. In the Dataset
  - a. Add the Dataset to all appropriate Child Collections in the Space
  - b. Add Metadata
  - c. Add Tags
6. Create Folders in the Dataset
  - a. Click **'Create Folder'**
  - b. Create **'RAW'** and **'PROCESSED'** folders
7. Go the appropriate Folder for the Files, and click **'Add Files'** to add all the Appropriate Files to the Folder
8. Files should now be available for all people with access to the Space