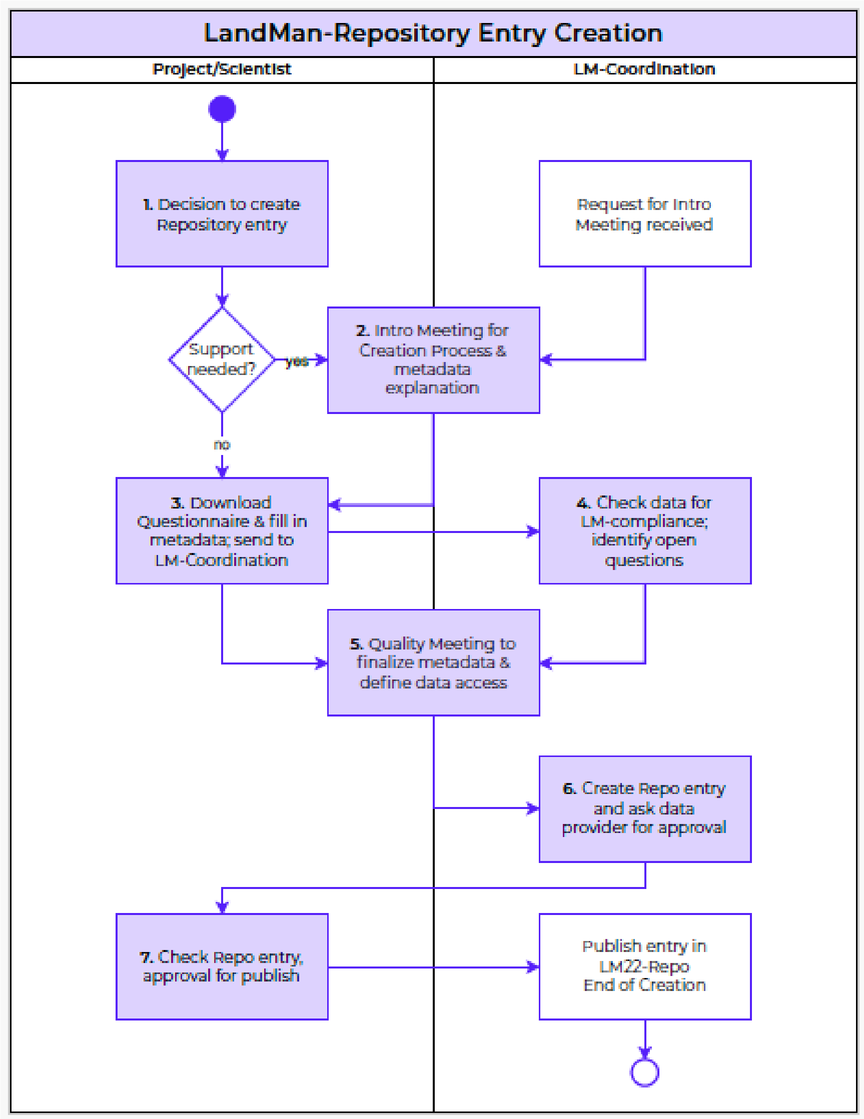
Process map “Create LandMan-Repository entry”



Process steps

1. A scientist/project („data provider“) decides to catalogue a research data collection via an entry in LandMan-Repository. If the create process is known and clear for data provider, he can download the metadata questionnaire and continues with step 3.
2. If the data provider wants support for creation, he can arrange an initial meeting with LM-Coordination for understanding LM-Repo, the process of creation a LM-Repo entry and the meta data questionnaire (recommended for first data delivery to LM-Repository).
3. Data provider fills in metadata values in questionnaire as far as possible and understandable for him and prepares questions to be able to answer the remaining open metadata.
4. Meeting of data provider and LM-Coordination (may be online) to complete the determination of all metadata values, the storage of the research data and the access rights specified by data provider.
5. LM-Coordination checks metadata compliance with LM-Repo rules and policies and creates LM-Repo record for the respective data collection.
6. LM-Coordination informs data provider about LM-Repo entry creation and asks for approval for publish.
7. Data provider checks entry in LM-Repo and requests changes (<- then back to step 5) or declares approval for publish.