



Data Registry User Guide

*Instructions for OSC Members to
submit and register Data Assets*

Version: September 2024



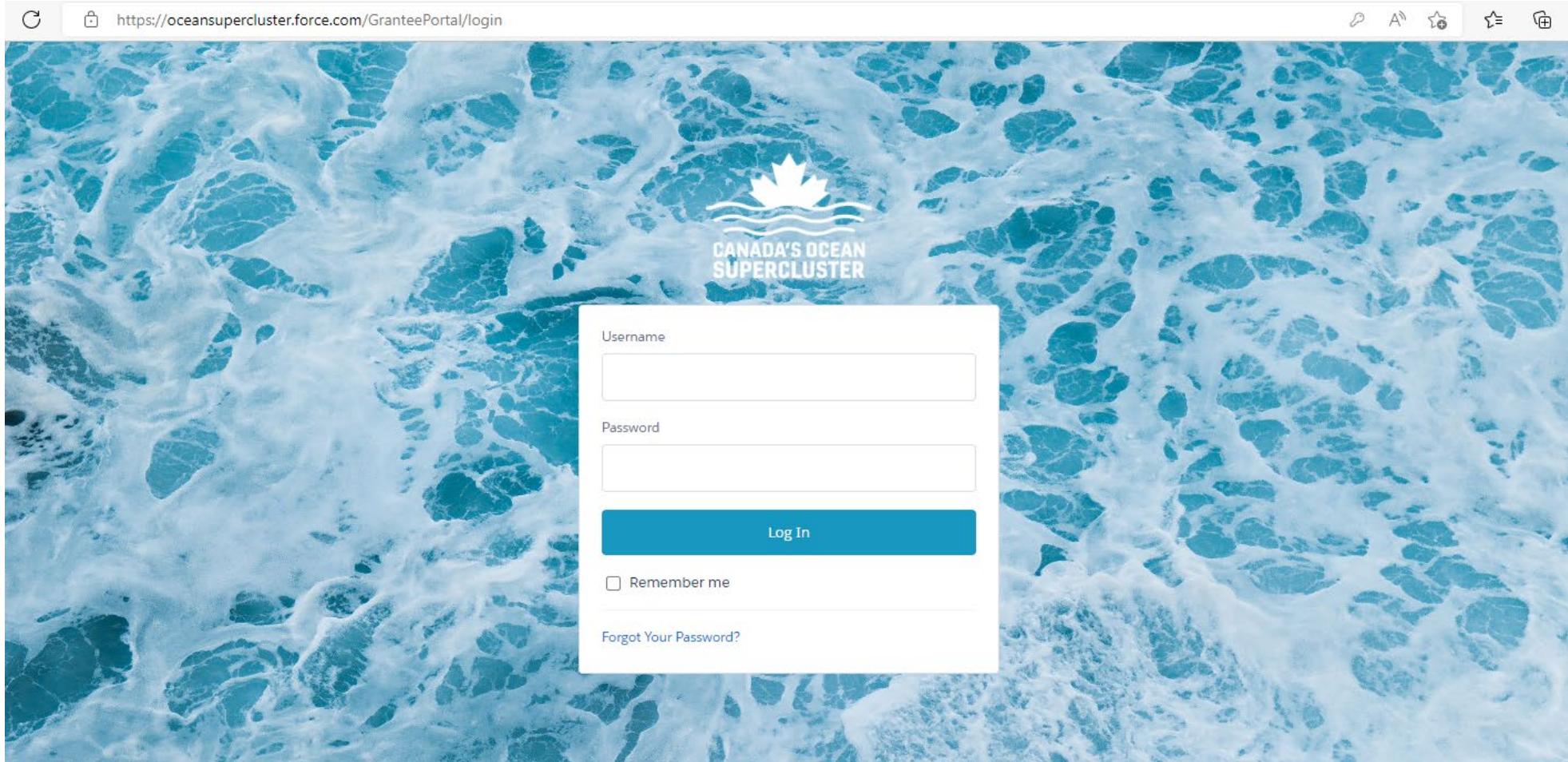
Overview – Data Registry

1. The OSC **Data Registry** serves as a centralized repository that stores and manages metadata and non-confidential descriptions about various ocean-related datasets arising from Project activities (i.e., Project Data). Project Data includes Existing Data Assets (i.e., data existing prior to Project initiation and required for Project completion) as well as Expected Data Assets (i.e., data collected or generated as a result of Project activities).
2. The OSC Data Registry also supports the registration of ocean-related datasets not associated with any specific OSC project (i.e., non-Project Data). The OSC encourages ALL Members to register any ocean-related data assets they own to create additional value and drive greater economic benefit for the overall Canadian ocean economy.
3. The Data Registry facilitates efficient data discovery for OSC Members who may then follow-up directly with data owners to request and negotiate access.
4. OSC Members can browse the Data Registry to identify datasets of potential interest and look for opportunities to create further economic benefit from the catalogued datasets. A key aspect of the OSC's Data Strategy is to encourage Members to explore all opportunities to benefit from ocean data assets catalogued in the Data Registry and maximize their potential to create added value and/or drive synergistic collaboration between Canadian companies.
5. The Data Registry is hosted in the OSC Member portal and can be accessed in the Member portal under the tab "Data Registry". By clicking on this tab, Members can browse all the data assets housed in the OSC Data Registry or register new data assets (e.g., Project Data and/or non-Project Data).

Please review the instructions on the following pages for guidance on registering Data Assets with the OSC Data Registry. If further assistance is required, please reach out to Shafiq Manji at shafiq.manji@oceansupercluster.ca

Step 1: Log-in to the Member Portal to access the Data Registry

<https://oceansupercluster.force.com/GranteePortal/login>



Don't have log-in credentials?

Please contact: membership@oceansupercluster.ca

Once logged in, you can view the “published” Data Registry established by the OSC

The screenshot shows the homepage of the Ocean Supercluster website. The top navigation bar includes links for Home, Members, Resources, Discussion Groups, Ideas, Proposals, Projects, IP Registry, and Data Registry. The Data Registry link is highlighted with a red dashed circle and a red arrow pointing to a yellow callout box. The callout box contains the text: "Click here to view the Data Registry". The main content area features a large image of an ocean wave and the text "Your Ocean Supercluster". Below the main image is a search bar with the placeholder "Search...". The bottom section contains a "Quick Links" sidebar with buttons for My Messages, My Personal Profile, My Organization's Profile, and New Project Idea. To the right of the sidebar is a "Sort by:" dropdown set to "Most Recent Activity". Further to the right is a search bar for a feed, with a dropdown and a refresh icon. A decorative graphic of clouds and a circular icon is located in the bottom right corner.

Home Members Resources Discussion Groups Ideas Proposals Projects IP Registry Data Registry

Click here to view the Data Registry

Quick Links

My Messages

My Personal Profile

My Organization's Profile

New Project Idea

Sort by:

Most Recent Activity

Search this feed...

4

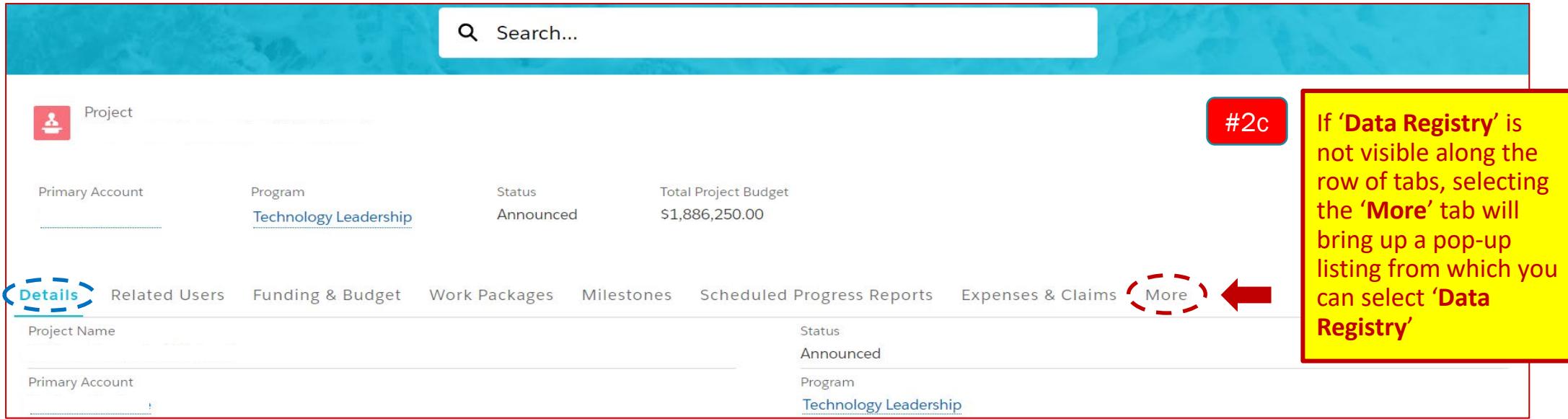
Step 2: There are two ways to register data assets with the Data Registry. If the data is related to a specific OSC Project, navigate to the relevant **Project** that the data pertains to:

**** Please select the correct Project (Members may be involved in multiple Projects so please click on the applicable Project.*

The screenshot shows the Ocean Supercluster Data Registry interface. At the top, there is a navigation bar with links: Home, Members, Resources, Discussion Groups, Ideas, Proposals, Projects, IP Registry, and Data Registry. The 'Projects' link is highlighted with a red dashed circle and a red arrow pointing to it from the top right. Below the navigation bar, the main title 'Your Ocean Supercluster' is displayed over a background image of an ocean. A search bar with the placeholder 'Search...' is located below the title. On the left side, there is a sidebar with a 'Projects' section, showing a red icon, a dropdown menu set to 'All', and a search icon. The main content area shows a list of projects. At the top of this list, there is a search bar with the placeholder 'Search...'. The list itself has a header with columns: 'Project Name ↑', 'Program', and 'Primary Account'. Below the header, there is one item listed: '1 Test Project' under 'Project Name', 'Technology Leadership' under 'Program', and 'Test Member' under 'Primary Account'. A red dashed circle highlights the 'Test Project' entry, and a red arrow points to it from the bottom left. A yellow callout box with a red border and red text '#2b' is positioned to the left of the list, containing the instruction 'Select correct Project Name from listing'. Another yellow callout box with a red border and red text '#2a' is positioned to the right of the 'Projects' link in the navigation bar, containing the instruction 'Click here to view a listing of your Projects'.

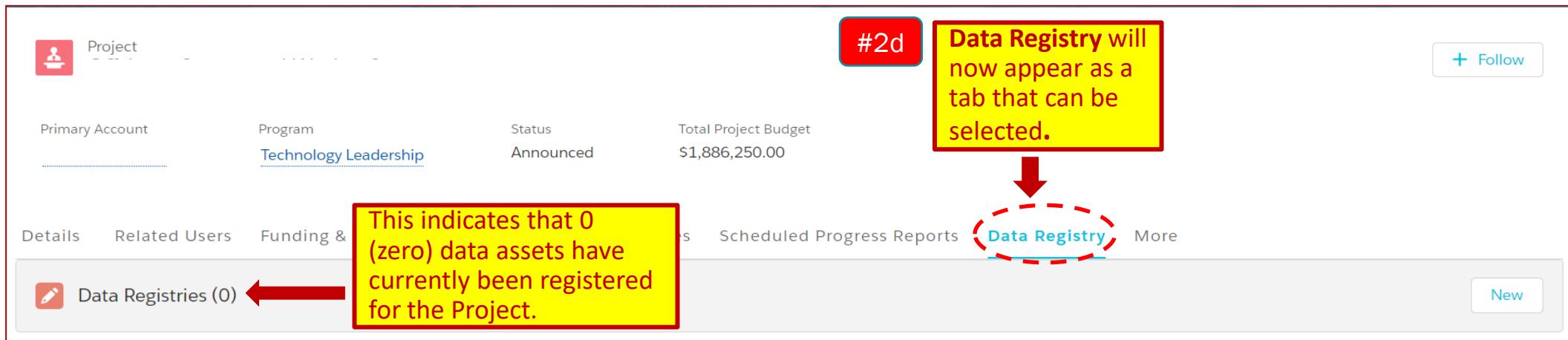
| Project Name ↑ | Program | Primary Account |
|----------------|-----------------------|-----------------|
| 1 Test Project | Technology Leadership | Test Member |

Step 2 cont'd: From the Project 'Details' page, you will be able to navigate to the Data Registry page



The screenshot shows the 'Project' details page. At the top, there is a search bar. Below it, the project's primary account, program (Technology Leadership), status (Announced), and total project budget (\$1,886,250.00) are displayed. A navigation bar below these details includes tabs for 'Details', 'Related Users', 'Funding & Budget', 'Work Packages', 'Milestones', 'Scheduled Progress Reports', 'Expenses & Claims', and a 'More' tab. A red dashed circle highlights the 'More' tab, and a red arrow points to a yellow callout box labeled '#2c' containing the following text:

If 'Data Registry' is not visible along the row of tabs, selecting the 'More' tab will bring up a pop-up listing from which you can select 'Data Registry'



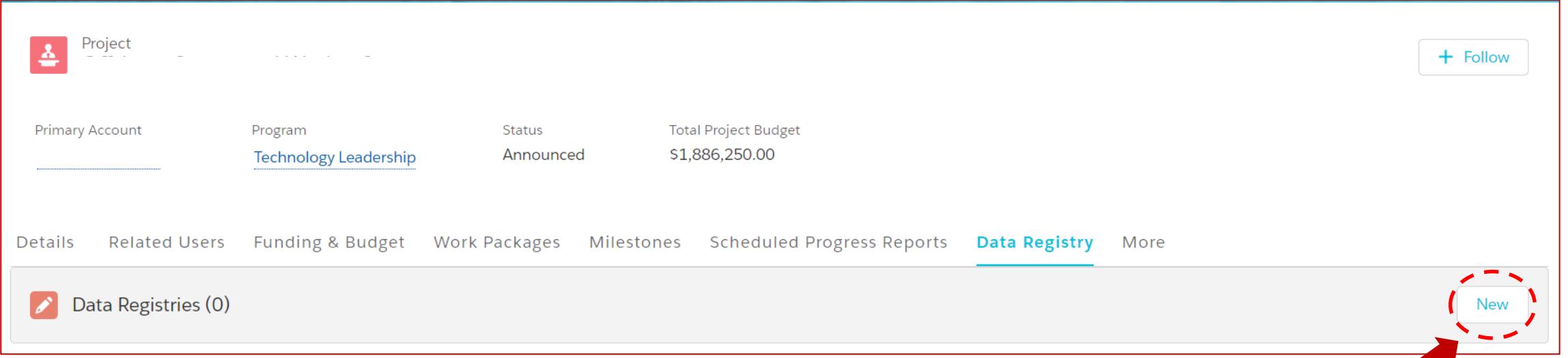
The screenshot shows the 'Project' details page again. The 'More' tab has been selected, revealing a dropdown menu. The 'Data Registry' option is highlighted with a red dashed circle and a red arrow points to a yellow callout box labeled '#2d' containing the following text:

Data Registry will now appear as a tab that can be selected.

Below the navigation bar, a section displays the count of data registries: 'Data Registries (0)'. A red arrow points to this section from a yellow callout box containing the following text:

This indicates that 0 (zero) data assets have currently been registered for the Project.

Step 2 cont'd: Creating a Project data asset for publishing to the OSC Data Registry



Project

Follow

Primary Account: Technology Leadership

Program: Technology Leadership

Status: Announced

Total Project Budget: \$1,886,250.00

Details Related Users Funding & Budget Work Packages Milestones Scheduled Progress Reports **Data Registry** More

Data Registries (0)

New

#2e

Click on 'New' to enter a new Project data asset for submission to the Data Registry. Clicking on 'New' will bring up a brief online form to be completed for each distinct data asset as shown on the next page.

Step 2 Cont'd: Please read and follow the instructions at the top of the online form titled 'New Data Registry' for each data asset to be registered.

Instructions

Step 1: Fill out the required information. Mandatory fields are indicated with an asterisk *

Step 2: Please read the disclaimer and then click the 'I understand and accept this' checkbox to acknowledge consent.

Step 3: Click the 'Submit for Approval' button

Step 4: Wait for the OSC to send you an email once the Data Registry record has been reviewed and approved

Note 1: You can only save incomplete (i.e., draft or in-progress) entries when the 'I understand and accept this' checkbox is deselected

Note 2: For related data assets having various data types or formats, please create a unique record for each data type/format

Note 3: Upon clicking 'Submit for Approval', if Steps 1 and 2 above were not followed, the following message will appear: 'No applicable approval process was found. Please review the fields and complete any missing information'

Note 4: The user that creates the original Data Registry record must be the same user that submits by clicking on 'Submit for Approval'. If this is not the case, please contact OSC staff

Information

Title of Dataset* ⓘ

Non-confidential Description* ⓘ

Associated Project ⓘ

Status
Draft/In progress

More

Data Type* ⓘ

→None←

Data Format* ⓘ

→None←

Data Type Other ⓘ

Data Collection Location ⓘ

Data Collection Method ⓘ

Data Collection Start Date ⓘ

Data Size (in Megabytes) ⓘ

Raw Data ⓘ

Labelling* ⓘ

Cancel Save & New Save

#2f

For each data asset to be registered, follow the instructions at the top of the form and complete the form. Mandatory fields are indicated with an asterisk *. Please include as much metadata information as possible in order to fully describe the data asset.

Hovering over the ⓘ icons will bring up a pop-up providing additional context for each field.

Step 2 cont'd: To submit a data asset for OSC review/approval, complete all mandatory fields at the very minimum, review and check the box under the Disclaimer section and then click on 'Save'.

Canada's Ocean Supercluster

Home Members

Data Registry DRE-00025

Instructions

Step 1: Fill out the required information
Step 2: Please read the disclaimer and
Step 3: Click the 'Submit for Approval' button
Step 4: Wait for the OSC to send you an email
***Note 1: You can only save incomplete datasets
***Note 2: For related data assets having the same contact information, only one contact needs to be entered
***Note 3: Upon clicking 'Submit for Approval', the OSC will review the data asset and let you know if any changes are required
***Note 4: The user that creates the original dataset is the owner. If this is not the case, please contact OSC support

Information

Title of Dataset* test

Non-confidential Description* test

Data Type* Audio

Data Type Other* Other

Data Collection Location* Canada

Data Collection Method* Method

Data Collection Start Date* Yes

System Information

Disclaimer Content

Disclaimer

You are solely responsible for the content of this dataset. Although the OSC's member portal is accessible to the public, OSC members are bound by their organization's intellectual property protections. OSC members should never disclose sensitive or confidential information pertaining to their intellectual property without suitable protections in place. Promptly notify the OSC of any confidentiality, privacy, or intellectual property concerns about this dataset before submission to the OSC's Data Registry.

I understand and accept this*

Other Information

Tags

Available: Acoustic Data, AIS Data, Aquaculture Mo..., Aquatic Habitat ...

Chosen:

Additional Comment

Date of Submission

Interests

Data Willingness* Yes

Licensing Readiness* No

Commercial Readiness* No

Contact Information

Company Contact* Company Name

Email*

Save & New Save Cancel

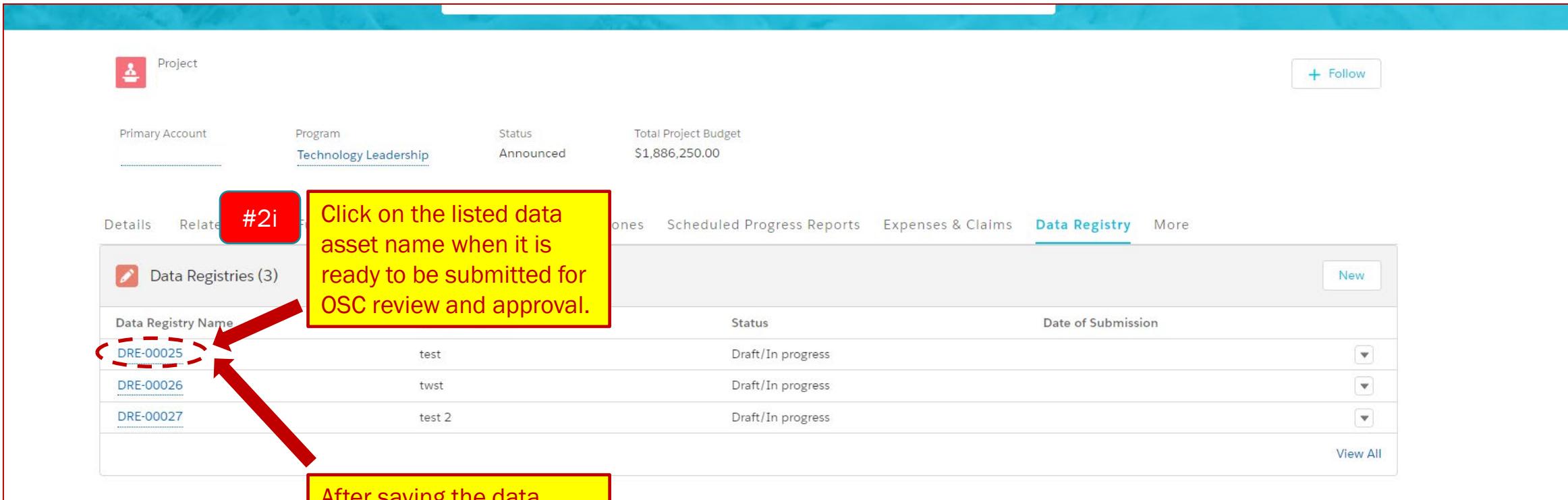
#2g You will need to acknowledge and accept the **Disclaimer** by checking off this box in order to submit the data asset for OSC review and approval.

#2h After completing the form, whether or not ready for submission to the OSC, do not forget to click on 'Save'. **To save an incomplete form still in progress for later completion, the Disclaimer box should remain deselected.

Hovering over the icons will bring up a pop-up with additional context for each field.

The Contact Information will be made visible to OSC members who may wish to connect about the registered data asset.

Step 2 cont'd: Submitting a data asset to the OSC for review/approval and subsequent publishing to the OSC Data Registry



Project

Primary Account: Technology Leadership Program: Technology Leadership Status: Announced Total Project Budget: \$1,886,250.00

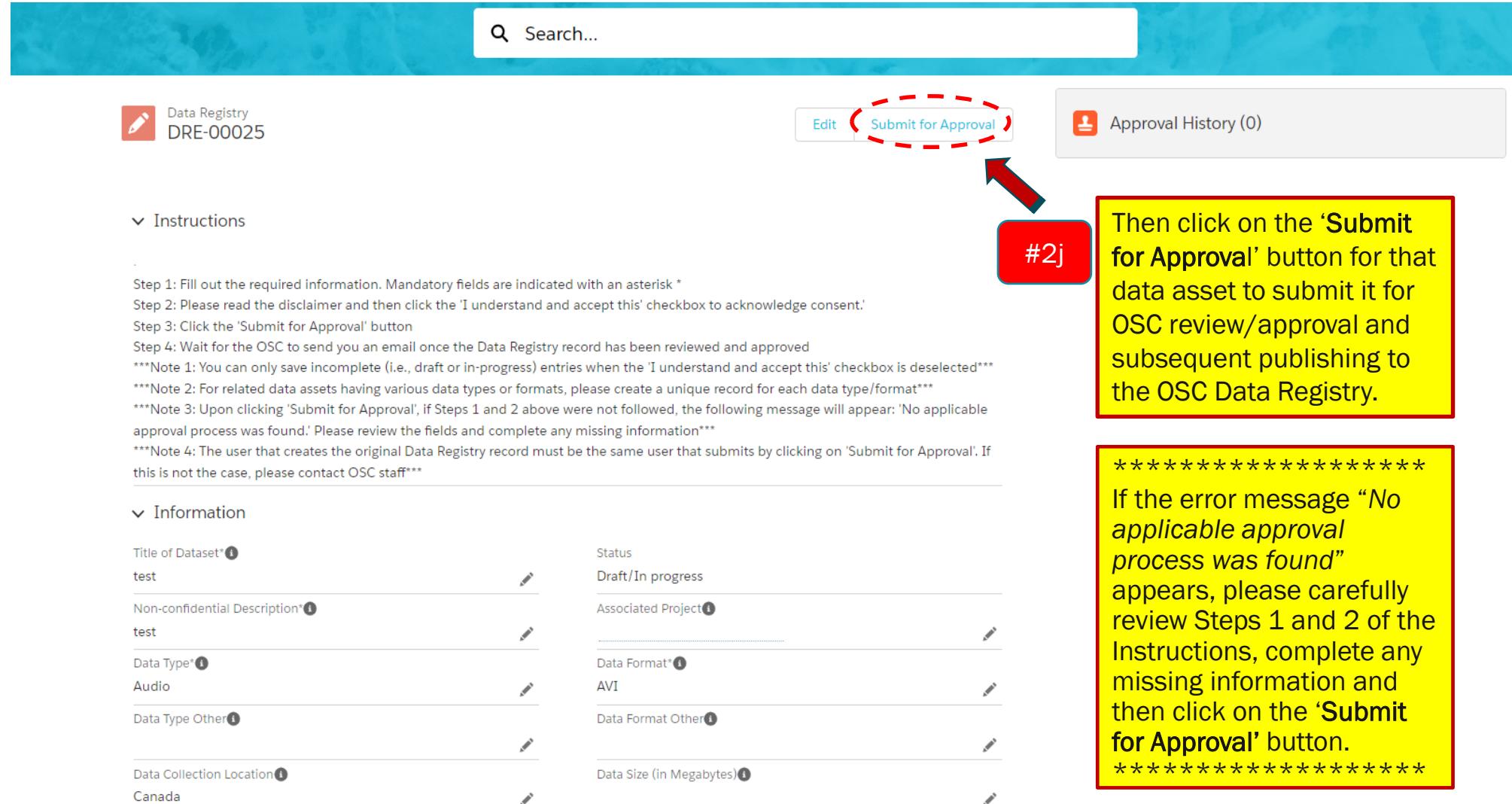
#2i Click on the listed data asset name when it is ready to be submitted for OSC review and approval.

| Data Registry Name | Status | Date of Submission |
|--------------------|-------------------|--------------------|
| DRE-00025 | Draft/In progress | |
| DRE-00026 | Draft/In progress | |
| DRE-00027 | Draft/In progress | |

View All

After saving the data asset in #2h, a new data asset record is created and will appear in the listing of Data Registries for a given Project. For example, the Project here has 3 data assets listed.

Step 2 cont'd: Submitting a data asset to the OSC for review/approval and subsequent publishing to the OSC Data Registry



Search... Submit for Approval

Data Registry DRE-00025

Approval History (0)

#2j

Instructions

Step 1: Fill out the required information. Mandatory fields are indicated with an asterisk *

Step 2: Please read the disclaimer and then click the 'I understand and accept this' checkbox to acknowledge consent.

Step 3: Click the 'Submit for Approval' button

Step 4: Wait for the OSC to send you an email once the Data Registry record has been reviewed and approved

Note 1: You can only save incomplete (i.e., draft or in-progress) entries when the 'I understand and accept this' checkbox is deselected

Note 2: For related data assets having various data types or formats, please create a unique record for each data type/format

Note 3: Upon clicking 'Submit for Approval', if Steps 1 and 2 above were not followed, the following message will appear: 'No applicable approval process was found.' Please review the fields and complete any missing information

Note 4: The user that creates the original Data Registry record must be the same user that submits by clicking on 'Submit for Approval'. If this is not the case, please contact OSC staff

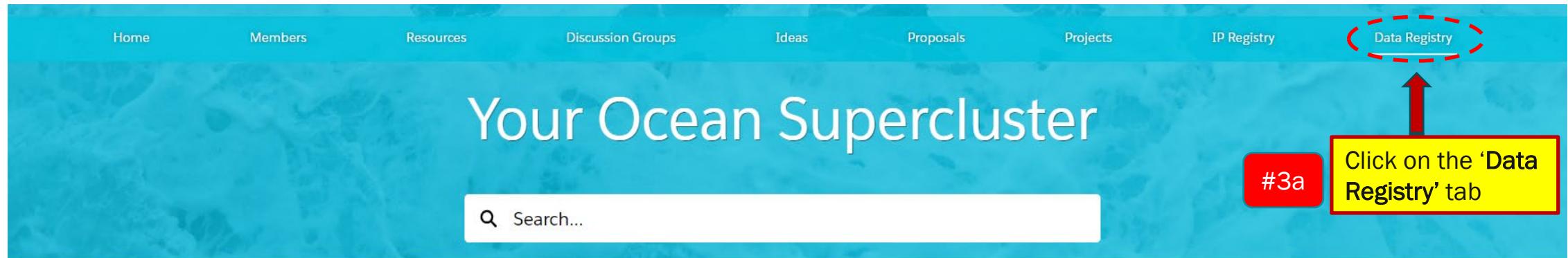
Information

| | |
|---------------------------------------|-----------------------------------|
| Title of Dataset* test | Status Draft/In progress |
| Non-confidential Description* test | Associated Project |
| Data Type* Audio | Data Format* AVI |
| Data Type Other | Data Format Other |
| Data Collection Location Canada | Data Size (in Megabytes) |

Then click on the 'Submit for Approval' button for that data asset to submit it for OSC review/approval and subsequent publishing to the OSC Data Registry.

If the error message "No applicable approval process was found" appears, please carefully review Steps 1 and 2 of the Instructions, complete any missing information and then click on the 'Submit for Approval' button.

Step 3 (optional): Submitting a data asset not associated with a specific OSC project for publishing to the OSC Data Registry



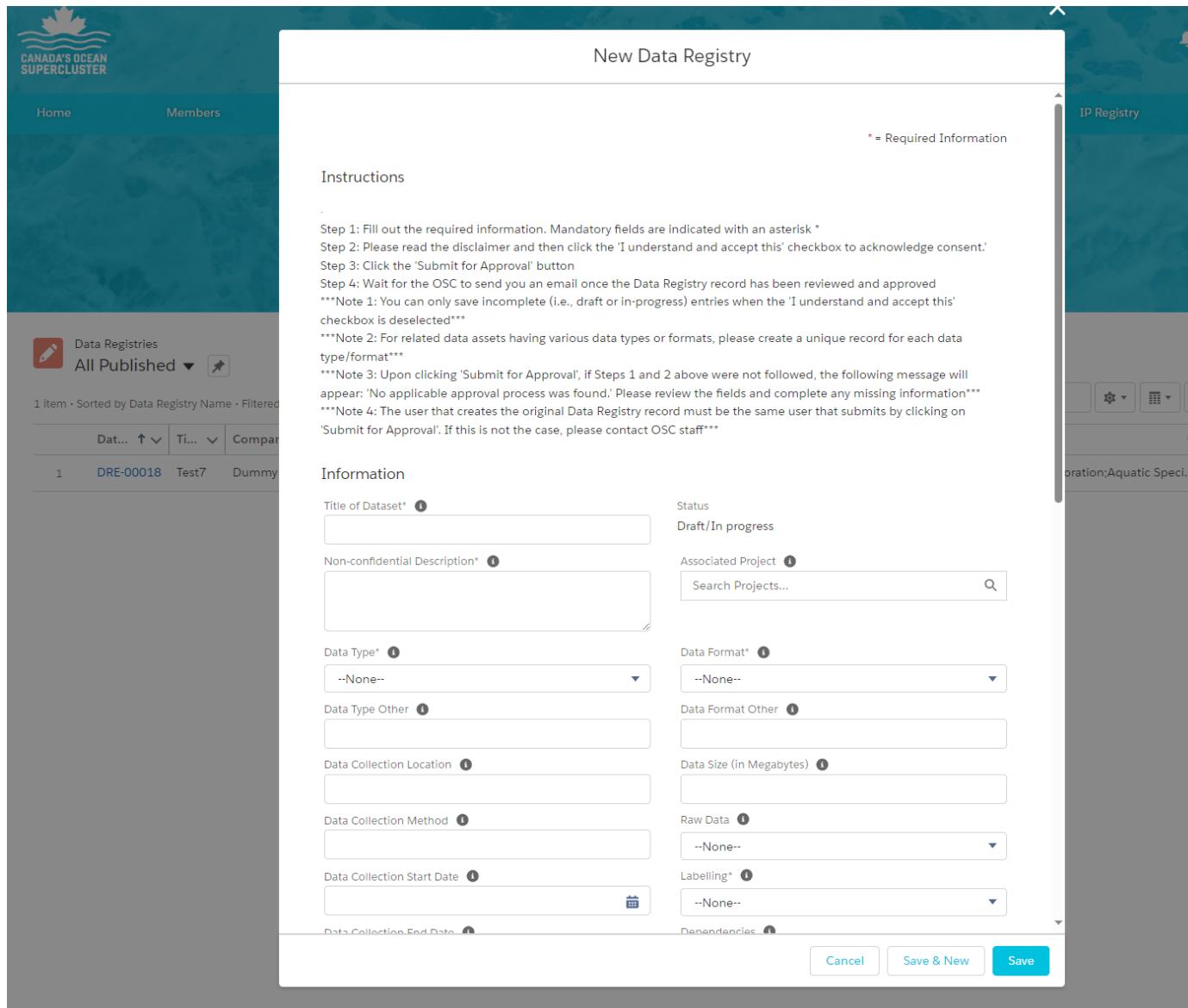
The screenshot shows a list of published data assets. At the top left, there are buttons for 'Data Registries' (with a pencil icon), 'All Published' (with a dropdown arrow), and a 'New' button. A red arrow points from the 'Data Registry' tab on the previous screen to this 'New' button. The main table lists one item: 'DRE-00018 Test7' (Status: Approved/Publish..., Date: 2024-07-02, Tags: AIS Data;Aquaculture Monitoring;Aquatic Habitat Restoration;Aquatic Speci...). The table includes a search bar, filter icons, and a toolbar with various buttons. A red box labeled '#3b' is positioned to the right of the table, with a red arrow pointing to the 'New' button.

| | Dat... | Ti... | Company ... | Com... | Status | Date o... | Data Collectio... | Tags | | D... | |
|---|-----------|-------|----------------|------------|---------------------|------------|---------------------|--|---------|------|--|
| 1 | DRE-00018 | Test7 | Dummy Accou... | roop TE... | Approved/Publish... | 2024-07-02 | May 2024 to Present | AIS Data;Aquaculture Monitoring;Aquatic Habitat Restoration;Aquatic Speci... | Imag... | | |

Clicking on the 'Data Registry' tab will bring up a listing of all published data assets housed in the OSC Data Registry.

#3b
Click on the 'New' button to bring up the 'New Data Registry' online form

Step 3 cont'd: Please read and follow the Instructions at the top of the online form for each data asset to be registered and then submit to the OSC for review and approval. *Follow the steps on slides 8, 9, 10 and 11.*



The screenshot shows the 'New Data Registry' form. At the top, there is a header with the Canada's Ocean Supercluster logo and a 'New Data Registry' title. Below the header, there is a section titled 'Instructions' containing detailed steps for data registration. The main form area is titled 'Information' and contains various input fields for data metadata. The fields include:

- Title of Dataset* (input field)
- Status (dropdown: Draft/In progress)
- Non-confidential Description* (input field)
- Associated Project (input field with search bar: Search Projects...)
- Data Type* (dropdown: --None--)
- Data Format* (dropdown: --None--)
- Data Type Other (input field)
- Data Format Other (input field)
- Data Collection Location (input field)
- Data Size (in Megabytes) (input field)
- Data Collection Method (input field)
- Raw Data (dropdown: --None--)
- Data Collection Start Date (input field with calendar icon)
- Labelling* (dropdown: --None--)
- Data Collection End Date (input field)
- Dependencies (input field)

At the bottom of the form, there are three buttons: 'Cancel', 'Save & New', and 'Save' (highlighted in blue).

#3c

For each data asset to be registered, follow the instructions at the top of the form and complete the form. Mandatory fields are indicated with an asterisk *.
Please include as much metadata information as possible in order to fully describe the data asset. Refer to *slides 8, 9, 10 and 11* for more details.



Please reach out with any questions to:

shafiq.manji@oceansupercluster.ca

