



Data Registry User Guide

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

Version: September 2024

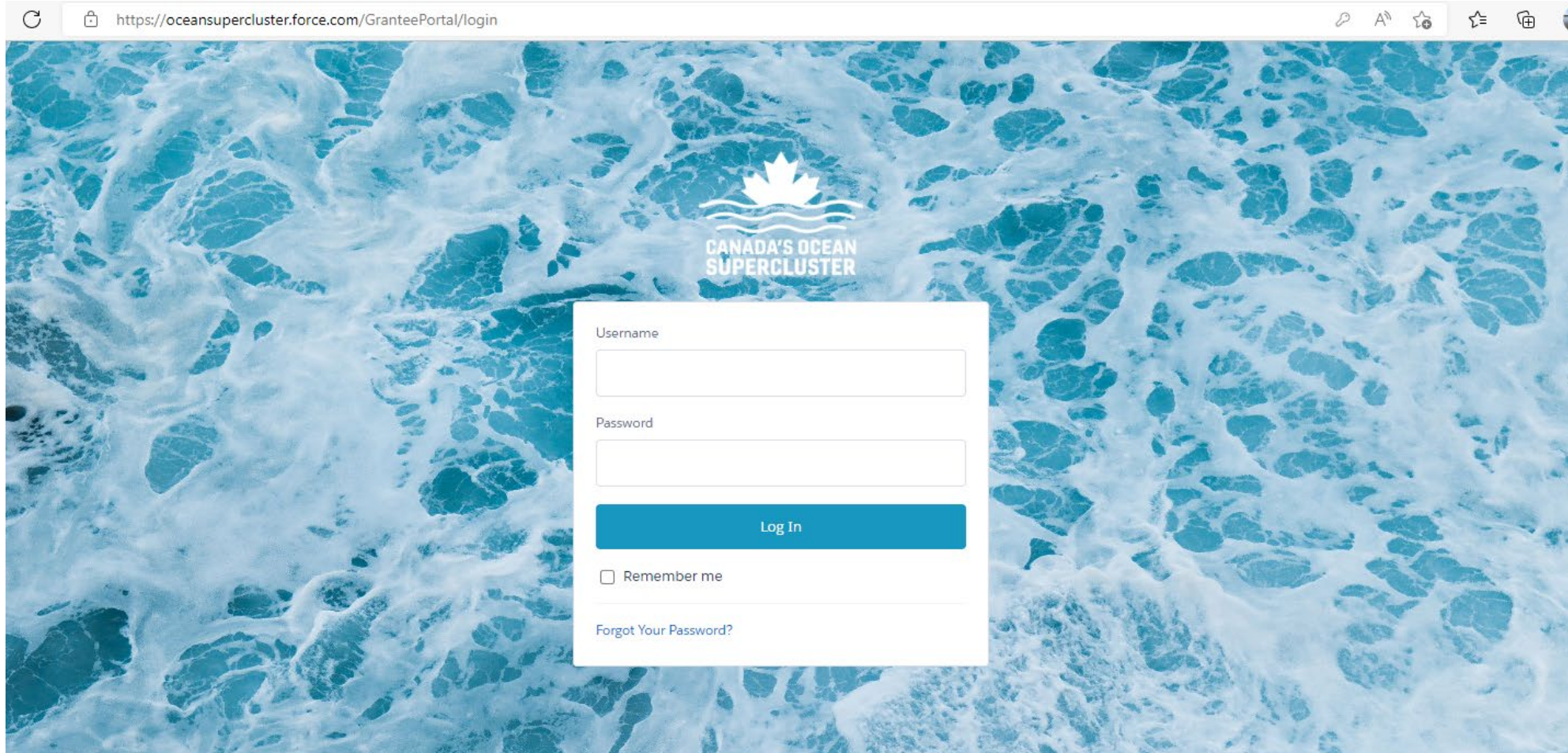
Overview – Data Registry

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>



The screenshot shows a web browser window with the URL <https://oceansupercluster.force.com/GranteePortal/login>. The background is a blue and white aerial view of ocean waves. In the center, there is a white login form. At the top of the form is the logo for "CANADA'S OCEAN SUPERCLUSTER", which features a white maple leaf above three wavy lines. The form contains the following elements:

- A "Username" label above a text input field.
- A "Password" label above a text input field.
- A blue "Log In" button.
- A checkbox labeled "Remember me".
- A link labeled "Forgot Your Password?".

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 Ocean Supercluster website interface. The top navigation bar is teal and contains the following links: Home, Members, Resources, Discussion Groups, Ideas, Proposals, Projects, IP Registry, and Data Registry. The 'Data Registry' link is circled in red, and a red arrow points from a yellow callout box to it. The callout box contains the text: 'Click here to view the Data Registry'. Below the navigation bar is a large teal banner with the text 'Your Ocean Supercluster' and a search bar labeled 'Search...'. Below the banner, on the left, is a 'Quick Links' section with four buttons: 'My Messages', 'My Personal Profile', 'My Organization's Profile', and 'New Project Idea'. To the right of the quick links is a 'Sort by:' dropdown menu set to 'Most Recent Activity', a search bar labeled 'Search this feed...', and a share icon. The background of the page features a stylized illustration of clouds and a sun.

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

Your Ocean Supercluster

Search...

Quick Links

- My Messages
- My Personal Profile
- My Organization's Profile
- New Project Idea

Sort by: Most Recent Activity

Search this feed...

Click here to view the Data Registry

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 'Your Ocean Supercluster' website. The top navigation bar includes links for Home, Members, Resources, Discussion Groups, Ideas, Proposals, Projects, IP Registry, and Data Registry. The 'Projects' link is circled in red and labeled with a red box containing '#2a' and a yellow box with the text 'Click here to view a listing of your Projects'. Below the navigation bar is a large blue banner with the text 'Your Ocean Supercluster'. Underneath the banner is a search bar labeled 'Search...'. On the left side, there is a 'Projects' section with a dropdown menu set to 'All' and a star icon. Below this, a table lists projects. The first row is highlighted with a red dashed circle and labeled with a red box containing '#2b' and a yellow box with the text 'Select correct Project Name from listing'. The table has columns for Project Name, Program, and Primary Account. The first row shows 'Test Project', 'Technology Leadership', and 'Test Member'.

	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

Project

Primary Account

Program

Status

Total Project Budget

Technology Leadership

Announced

\$1,886,250.00

Details

Related Users

Funding & Budget

Work Packages

Milestones

Scheduled Progress Reports

Expenses & Claims

More

Project Name

Status

Announced

Primary Account

Program

Technology Leadership

#2c

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'

Project

Primary Account

Program

Status

Total Project Budget

Technology Leadership

Announced

\$1,886,250.00

Details

Related Users

Funding & Budget

Work Packages

Milestones

Scheduled Progress Reports

Data Registry

More

Data Registries (0)


New

#2d

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

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

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.

Canada's Ocean Supercluster

Home Members

Project Offshore Connected V

Primary Account Horizon Maritime

Details Related Users Fund

Data Registries (0)

New Data Registry

* = Required Information

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* <i>i</i>	Status Draft/In progress
Non-confidential Description* <i>i</i>	Associated Project <i>i</i>
Data Type* <i>i</i>	Data Form <i>i</i>
Data Type Other <i>i</i>	Data Format Other <i>i</i>
Data Collection Location <i>i</i>	Data Size (in Megabytes) <i>i</i>
Data Collection Method <i>i</i>	Raw Data <i>i</i>
Data Collection Start Date <i>i</i>	Labelling* <i>i</i>

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 *i* 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'**.

The screenshot shows the 'Edit Data Registry' form with the following sections and annotations:

- Other Information:** Includes 'Tags' (Available/Chosen), 'Additional Comments' (with an information icon #1), and 'Date of Submission'.
- Interests:** Includes 'Data Willingness*' (Yes/No), 'Commercial Readiness*' (No), and 'Licensing Readiness*' (No).
- Contact Information:** Includes 'Company Contact*' (with an information icon #2), 'Company Name', and 'Email' (with an information icon #3).
- Disclaimer Content:** Includes a disclaimer text and a checkbox labeled 'I understand and accept this' (with an annotation #2g).
- System Information:** Includes 'Title of Dataset*', 'Non-confidential Description*', 'Data Type*', 'Data Collection Location*', 'Data Collection Method*', and 'Data Collection Start Date*'. The 'Save' button is highlighted with an annotation #2h.

Hovering over the **i** 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.

#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.

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

Project

+ Follow

Primary Account

Program

Status

Total Project Budget

Technology Leadership

Announced

\$1,886,250.00

Details

Related

#2i

Actions

Scheduled Progress Reports

Expenses & Claims

Data Registry

More

Data Registries (3)

Data Registry Name	Status	Date of Submission
DRE-00025	test	Draft/In progress
DRE-00026	twst	Draft/In progress
DRE-00027	test 2	Draft/In progress

View All

New

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

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.

10

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

Q Search...

Data Registry

DRE-00025

Edit

Submit for Approval

Approval History (0)

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*¹

test

Non-confidential Description*¹

test

Data Type*¹

Audio

Data Type Other¹

Data Collection Location¹

Canada

Status

Draft/In progress

Associated Project¹

Data Format*¹

AVI

Data Format Other¹

Data Size (in Megabytes)¹

#2j

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

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

Your Ocean Supercluster

Search...

#3a Click on the 'Data Registry' tab

Data Registries
All Published

1 item • Sorted by Data Registry Name • Filtered by All data registries • Status • Updated 9 minutes ago


Search this list...

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 Prese...	AIS Data;Aquaculture Monitoring;Aquatic Habitat Restoration;Aquatic Speci...	Imag...

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

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

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.*



HomeMembers

Data Registries

All Published

1 item • Sorted by Data Registry Name • Filtered

	Dat...	Ti...	Compar
1	DRE-00018	Test7	Dummy

New Data Registry

* = Required Information

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*

Status

Draft/In progress

Non-confidential Description*

Associated Project

Search Projects...

Data Type*

--None--

Data Format*

--None--

Data Type Other

Data Format Other

Data Collection Location

Data Size (in Megabytes)

Data Collection Method

Raw Data

--None--

Data Collection Start Date

Labelling*

--None--

Data Collection End Date

Dependencies

Cancel

Save & New

Save

#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

