

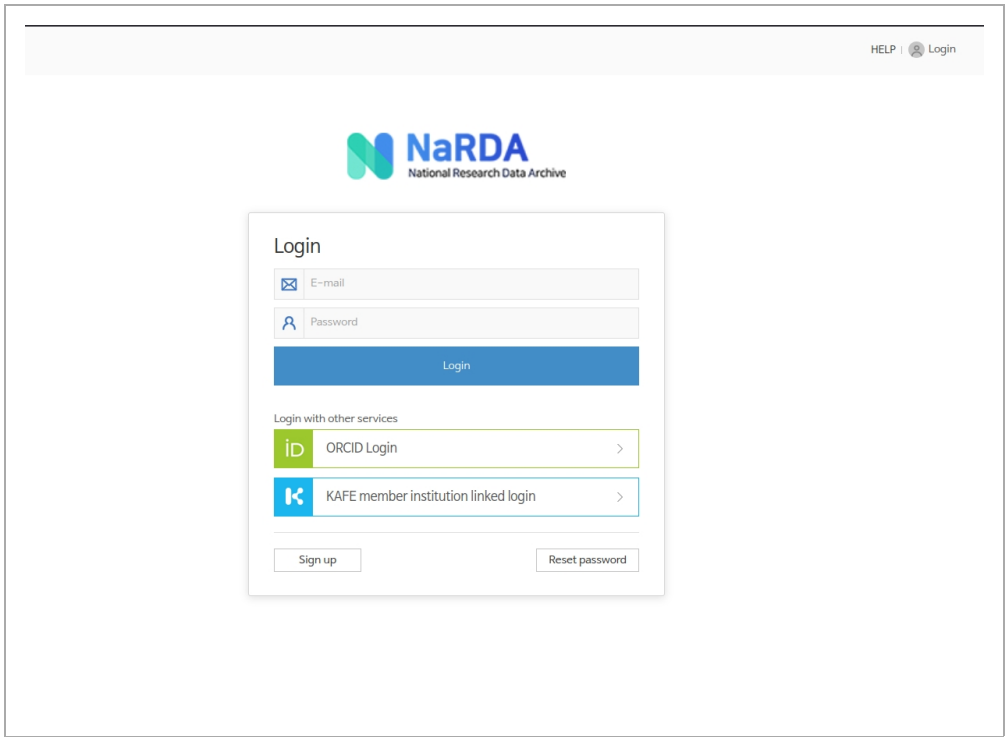
Administrator Manual

NaRDA (National Research Data Archive)
Institutional Research Data Repository Software -
Administrator Manual

1. Login

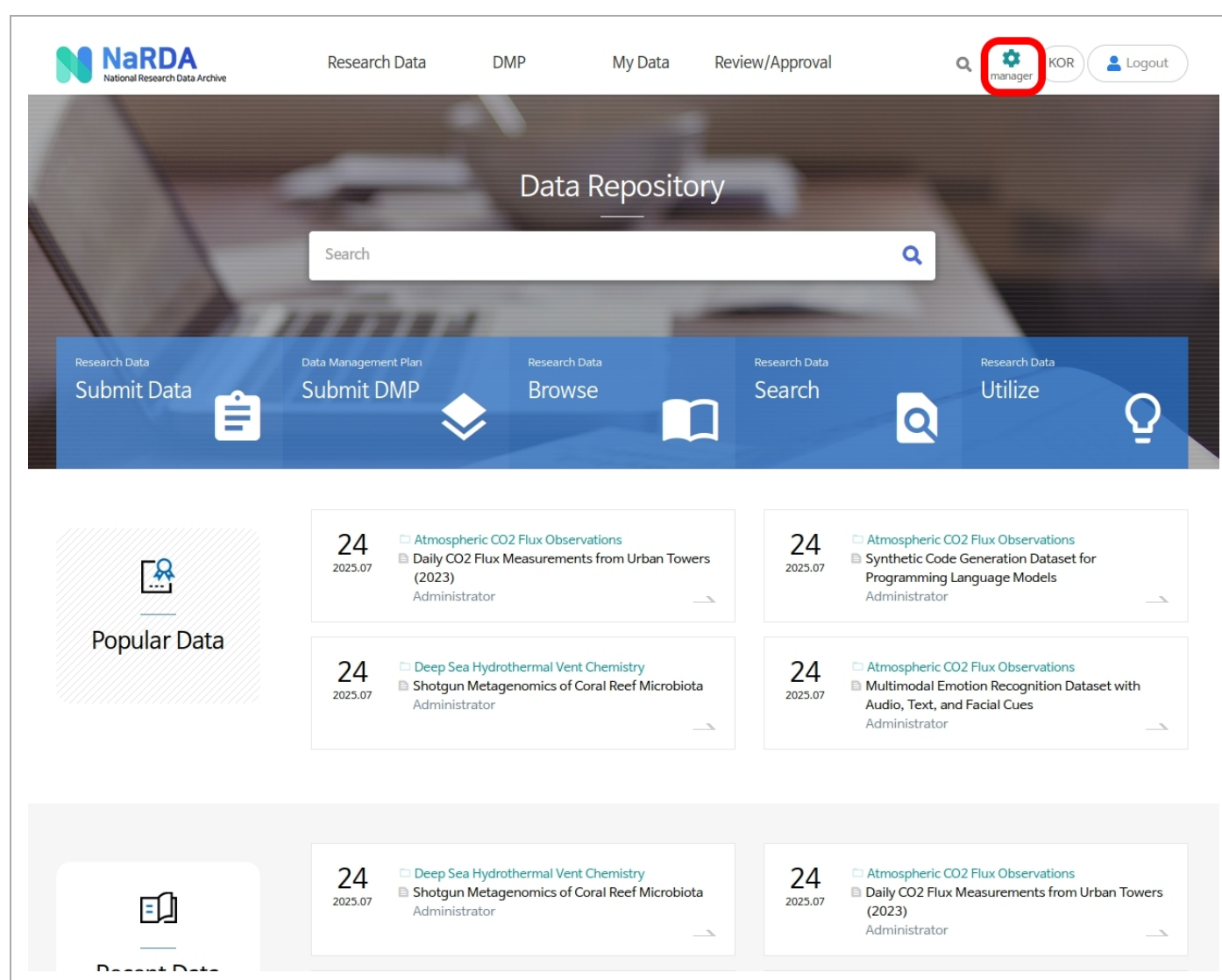
Access to the repository administrator service requires logging in with an account that has system administrator privileges.

1.1 Administrator Login



- Log in with an administrator-privileged account to use the repository administrator service.
- The administrator account is provided during the initial installation of the repository.

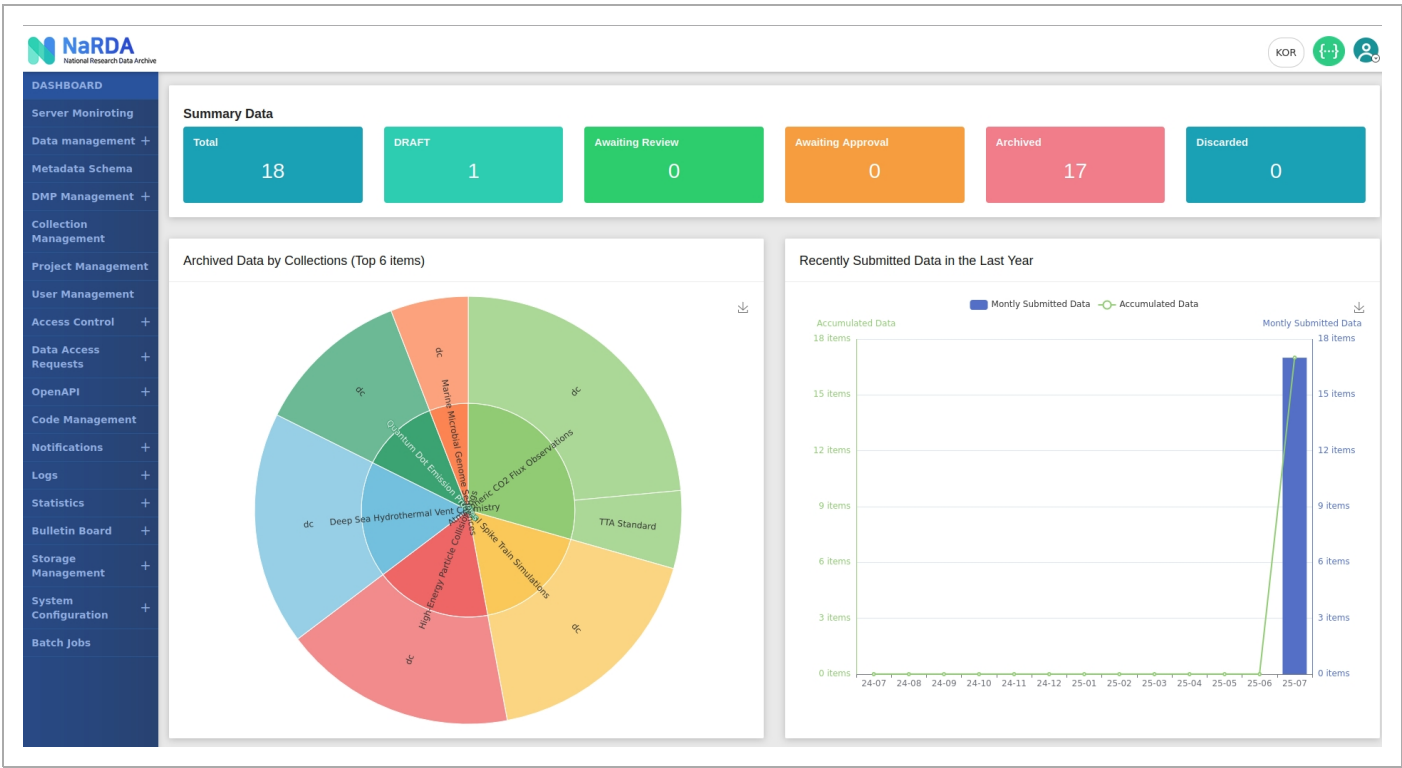
1.2 Administrator Service



- After logging in with a system administrator account, click the “Administrator” button at the top right of the screen to navigate to the administrator service.

2. DASHBOARD

2.1 Status Information



T

- Provides an overview of the registered data.
- Summary Data → View status by submission state; clicking an item navigates to the corresponding screen.
- Completed Submissions by Collection → Shows submission status by collection.
- Completed Submissions by Collection/Metadata Format → Displays the status of completed submissions by collection and metadata format.

3. Environment Settings

3.1 General

Configure the environment information necessary to operate the repository.



NaRDA
National Research Data Archive

Dashboard
Server Monitoring
Data Management +
Metadata Schema
DMP Management +
Collection Management
Project Management
User Management
Access Control +
Data Access Requests +
OpenAPI +
Code Management
Notifications +
Logs +
Statistics +
Bulletin Board +
Storage Management +
System Configuration +

General
Data Submission
Settings
Dmp Submission
Settings
External Integrations

General

Site Information

Site Abbreviation

NaRDA

Site Title

National Research Data Archive

Site URL

http://localhost:18080

Contact Email

Contact Number

Edit

Mail Server Settings

Mail Server

smtp

Server Port

587

Account

user

Password

SSL Connection

Do not use

Edit

Research Data Search Fields

Configure available search scope limiters in research data search.

In addition to metadata-type index formats, you can set arbitrary fields as limiters.

Advanced Settings

Collection Sorting

Configure the default sorting method for collections on the user or admin screen.

You can sort by collection ID, collection title, or creation date.

Sorting Criteria

☒ Collection ID Ascending
☐ Collection Title Ascending
☐ Creation Date Ascending

☐ Collection ID Descending
☐ Collection Title Descending
☐ Creation Date Descending

Apply

Personal Information Detection

When the personal data detection feature is enabled, patterns below are scanned in files added to the repository, and the uploading user is notified.

Detection is only possible for well-known document files from which text can be extracted, and thus is for reference only, not a full validation.

☐ Enable Personal Info Detection

Save

Configure Patterns

Personal Info Detection Patterns

\id(6)\s?- \s?[1-4]\id(6)
id pattern

\id(4)\s?- \s?\id(4)\s?- \s?\id(4)\s?- \s?\id(4)
Credit card pattern

\id(2,3)\s?[\.-]\s?\id(3,4)\s?[\.-]\s?\id(4)
Phone number pattern

Admin API KEY

3.1.1 Site Information

Site Information

Site Abbreviation ✓	NaRDA
Site Title	National Research Data Archive
Site URL ✓	http://localhost:18080
Contact Email	
Contact Number	

Save

Close

- Enter a name that will represent the repository.
- The site information is displayed as the site title within the repository service, may be referenced by external search engines, and can be used when sending emails.

3.1.2 Mail

Mail Server Settings

- ## Notifications

3.1.3 Encryption

Data File Encryption

- encrypted.

3.1.4 Personal Data Identification

Personal Information Detection

- data submission.

- Pattern Settings → Modify existing personal data patterns or add new ones.

3.1.5 Administrative API

Admin API KEY

Using the admin API KEY allows calling APIs with administrator privileges.

API calls using the KEY must include the X-Auth-Token header.

X-Auth-Token: 0123456789

If the API KEY is exposed, regenerate and use a new one.

Regenerate

- Using the administrative API KEY (header: X-Auth-Token) allows calling APIs with administrator privileges.
- Useful for extending repository functionality or providing information externally.
- If the API KEY is exposed to unauthorized parties, regenerate it immediately.
- (Note) After regenerating the API KEY, update the production environment settings. If that is difficult, contact your administrator or the vendor.

3.1.6 Data Retention Policy

Data Retention Policy

Data retention policy is currently inactive. Deleted data is not permanently removed.

To use data retention policy, set the retention period and check "Enable Retention Policy" below.

3 Months

6 Months

1 Year

2 Years

3 Years

5 Years

Enable Retention Policy

Save

- Configure retention policy for discarded data.
- After the configured period following data disposal, the data is permanently deleted.
- If the retention policy is not used, discarded data will not be permanently deleted.

3.1.7 Dynamic Data Harvesting

Dynamic Data Collection

Experimental Feature Notice

Dynamic data collection is an experimental feature.

Currently collecting dynamic data. It collects automatically every day.

Enable Dynamic Data Collection

Save

- Enable or disable the experimental “Dynamic Data Harvesting” feature.

3.1.8 User Password Policy

User Password Policy

Set the password change cycle. For users who have never changed their password, the registration date is considered the last change.

When the password change enforcement option is enabled, users must change their password after the period expires to continue using the service.

Do not change password

Change every 3 months

Change every 6 months

Enforce password change

Secure Password Policy

Select All

Include Numbers

Include Uppercase Letters

Include Special Characters

Minimum 10 Characters

Save

- Set the password change interval for users; after the interval, users are prompted to change their password.
- When “Force Password Change” is enabled, users must change their

password when due to continue using the service.

- Use “Strong Password Policy” to configure the security requirements for passwords on the site.

3.1.9 Collection Sorting

Collection Sorting

Configure the default sorting method for collections on the user or admin screen.

You can sort by collection ID, collection title, or creation date.

Sorting Criteria

☒ Collection ID Ascending

☐ Collection ID Descending

☐ Collection Title Ascending

☐ Collection Title Descending

☐ Creation Date Ascending

☐ Creation Date Descending

Apply

- Configure how collections are sorted in the user and administrator interfaces.
- You can sort by Collection ID, Collection Name, or Collection Creation Date.

3.1.10 Facet Configuration

Configure Research Data Search Facets

Set the facet fields to be used in research data search.

Korean

컬렉션

Index Format

collection

제출자

Index Format

submitter

승인년도

Index Format

year

Edit

English

Collection

Index Format

collection

Submitter

Index Format

submitter

Year

Index Format

year

Edit

Configure which facets appear on the user search screen.

Configure Research Data Search Facets (ENGLISH)

Research Data Search Fields

Collection

Index Format

collection

Fixed

Submitter

Index Format

submitter

↑ Up ↓ Down ✕ Delete

Year

Index Format

year

↑ Up ↓ Down ✕ Delete

Add Index Format

collection:collection

submitter:submitter

year:year

count:count

extension:extension

Add Metadata Field

Label:Field Name

Add

▶ Enter the field name defined in the metadata format in the form

Label:Field Name

▶ Metadata field search works regardless of field hierarchy if the field name is the same

Save

Close

- Add index types.
- Specify the label for each search field.
- To add other desired fields, use Field Addition to include metadata fields.
- Use the up/down arrows to arrange the order.

Research Data

DMP

My Data

Review/Approval

Q

manager

KOR

Logout

Research Data > Search

All

Q

Detailed Search

Total 17 records found

Excel Download

Utilize Request

Title

Approval Date

1 Shotgun Metagenomics of Coral Reef Microbiota

Administrator; Deep Sea Hydrothermal Vent Chemistry; CSV 2025-07-25

2 Daily CO2 Flux Measurements from Urban Towers (2023)

Administrator; Atmospheric CO2 Flux Observations; CSV 2025-07-25

3 Multimodal Emotion Recognition Dataset with Audio, Text, and Facial Cues

Administrator; Atmospheric CO2 Flux Observations; CSV 2025-07-25

4 Synthetic Code Generation Dataset for Programming Language Models

Administrator; Atmospheric CO2 Flux Observations; CSV 2025-07-25

5 Annotated Medical Imaging Dataset for AI-based Disease Diagnosis

Administrator; Atmospheric CO2 Flux Observations; 2025-07-25

6 Conversational Dataset for Human-AI Dialogue Alignment

Administrator; Atmospheric CO2 Flux Observations; 2025-07-25

7 Seismic Drift Records along the Pacific Ring (2000 - 2020)

Administrator; Quantum Dot Emission Profiles; CSV 2025-07-24

8 Simulated Spike Patterns in Cortical Pyramidal Neurons

Administrator; Quantum Dot Emission Profiles; 2025-07-24

9 Muon Collision Cross-Section Data from LHC Run 2

Administrator; High-Energy Particle Collision Logs; 2025-07-24

Collection

Atmospheric CO2 Flux Observations 5

Neural Spike Train Simulations 3

High-Energy Particle Collision Logs 3

Deep Sea Hydrothermal Vent Che... 3

Quantum Dot Emission Profiles 2

Submitter

Administrator 17

Year

2025 17

The configured facets will then be available for users to refine their searches.

3.1.11 Research Data Citation Format Settings

Customize citation formats for research data using field information to create desired citation templates.

Research Data Citation Format Settings

The value must begin with `{{` and end with `}}`

Use the fields on the right to compose the citation format. Simple HTML tags can be used for line breaks or multiple formats.

Citation Format

```
<p>{{item.submitterName}} ( {{item.archived.historyTime | date('yyyy-MM-dd')}} ) {{item.title}} {% if item.doi is not empty %}<br/>https://doi.org/{{item.doi}}{% endif %}</p>
```

Fields

- ▶ {{ item.title }} : Research Data Title
- ▶ {{ item.archivedDate }} : Date of Publication
- ▶ {{ item.submitterName }} : Submitter Name
- ▶ {{ item.doi }} : DOI Number
- ▶ {{ project.title }} : Project Title
- ▶ {{ project.manager }} : Project Manager
- ▶ {{ project.endDate }} : Project End Date
- ▶ {{ dmp.title }} : Related DMP Title

Preview

Save

Close

For example, with the settings below:

```

{{item.doi}}{% if project != null %}

<p>{{ project.manager }}, {{ project.endDate | default(item.archivedDate) }}
{% endif %}
<p>KEI-IDR, {{item.archived.historyTime | date('yyyy-MM-dd')}} , {{
item.title }}
<p><span class="label label-info">MLA</span>{{item.submitterName}}
<p><span class="label label-info">APA</span>{{item.submitterName}}
<p><span class="label label-info">ISO 690</span>{{item.submitterName}}

```

You can display MLA, APA, and ISO citation formats as shown:

Cite as

KEI-IDR, 2025-07-25, Shotgun Metagenomics of Coral Reef Microbiota

MLA

Administrator, et al. "Shotgun Metagenomics of Coral Reef Microbiota." (2025).

APA

Administrator. (2025). Shotgun Metagenomics of Coral Reef Microbiota.

ISO 690

Administrator, et al. Shotgun Metagenomics of Coral Reef Microbiota.2025.

Export

JSON

XML

PDF

HWPX

3.1.12 Search Field Settings

Research Data Search Fields (ENGLISH)

Research Data Search Fields

All

Title

Description

Author

Subject

*

Index

Format

title

description

contributor

subject

Fixed

↑ Up ↓ Down ✕ Delete

↑ Up ↓ Down ✕ Delete

↑ Up ↓ Down ✕ Delete

↑ Up ↓ Down ✕ Delete

Add Index Format

Title:title

description:description

language:language

contributor:contributor

identifier:identifier

format:format

publisher:publisher

relation:relation

rights:rights

source:source

subject:subject

type:type

coverage:coverage

Add Metadata Field

Label:Field Name

Add

Enter the field name defined in the metadata format in the form

Label:Field Name

Metadata field search works regardless of field hierarchy if the field name is the same

Save

Close

Example of data search field settings

Configure which delimiters are available for searching research data and DMPs.

In addition to index types from metadata formats, you can add arbitrary fields as search delimiters.

3.2 Data Submission Settings

Configure environment information related to data submission.


NaRDA
National Research Data Archive

DASHBOARD

Server Monitoring

Data management +

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

Code Management

Notifications +

Logs +

Statistics +

Bulletin Board +

Storage Management +

System Configuration +

General

Data Submission

Settings

Dmp Submission

Settins

Data Submission Settings

Data Submission

Submission Permission

Internal Users

Users marked as internal can submit data

Assigned Users

Only users in the Submitter group or assigned to a collection can submit data

Submission Collection

All Collections

Data can be submitted to any collection regardless of hierarchy

Leaf Collection Only

Data can only be submitted to collections that do not have subcollections

Data Review

Not Used

Data review is disabled

Use

Enable data review to verify submissions before approval

Immediate Data Registration

Not Used

Approval is required before registering research data

Use

Users can register research data immediately without approval. The approval process is skipped entirely.

Enforce Required Data Input

Not Used

Users can request review or approval without completing all required fields

Use

Submitters must complete all required fields to request review or approval

Save

Data Review

Using data review, authorized users can review data before submission.

The submitter must request a review before submitting the data.

The current review settings are as follows. To change the settings, click [Review Settings](#). The actual behavior may vary depending on the submission screen layout.

- ⊗ Data cannot be submitted without review.
- ⊗ Only approved data can be submitted.
- ⊗ Once review is completed (approved), the status automatically changes to "Request for Approval".
- ✓ Reviewers can modify the data.
- ✓ Review reject threshold: 1
- ✓ Review accept threshold: 1

Review Settings

Data Approval

You can subdivide the approval steps for submitted data.

To set approval-authorized users, use [Group Management](#)

Current approval steps are as follows. To change the steps, click the [Approval Step Settings](#) button.

Step 1

WorkflowGroup

Approval Step Settings

Submission File Extensions

3.2.1 Data Submission

Data Submission

Submission Permission

Internal Users

Users marked as internal can submit data

Assigned Users

Only users in the Submitter group or assigned to a collection can submit data

Submission Collection

All Collections

Data can be submitted to any collection regardless of hierarchy

Leaf Collection Only

Data can only be submitted to collections that do not have subcollections

Data Review

Not Used

Data review is disabled

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Enable data review to verify submissions before approval

Immediate Data Registration

Not Used

Approval is required before registering research data

Use

Users can register research data immediately without approval. The approval process is skipped entirely.

Enforce Required Data Input

Not Used

Users can request review or approval without completing all required fields

Use

Submitters must complete all required fields to request review or approval

Save

Category	Option	Description
Submission Rights	Internal Users	Users marked as internal automatically have submission rights; external users must be granted rights via Roles .
	Specified Users	All users, regardless of type, can be granted submission rights via Roles .
Submission Target	All Collections	Data can be submitted to any collection, regardless of hierarchy.
	Leaf Collections	Only lowest-level collections can receive submissions; collections with sub-collections cannot.
Data Review	Disabled	No review step is used.
	Enabled	Adds a review step before approval requests.
Immediate Registration	Disabled	Final registration of research data requires approval.

Category	Option	Description
	Enabled	Users can register research data immediately without approval.
Mandatory Fields	Disabled	Review or approval requests can be made even if mandatory fields are incomplete.
	Enabled	Mandatory fields must be completed before review or approval can be requested.

3.2.2 Data Review

Data Review

Using data review, authorized users can review data before submission.

The submitter must request a review before submitting the data.

The current review settings are as follows. To change the settings, click [Review Settings](#). The actual behavior may vary depending on the submission screen layout.

- ❌ Data cannot be submitted without review.
- ❌ Only approved data can be submitted.
- ❌ Once review is completed (approved), the status automatically changes to "Request for Approval".
- ✅ Reviewers can modify the data.
- ✅ Review reject threshold: **1**
- ✅ Review accept threshold: **1**

Review Settings

Data Review Settings

☐ Data cannot be submitted without review

☐ Only approved data can be submitted

☐ Only approved data can be submitted

☒ Reviewers can edit the data

Review Rejection Threshold : ☒ 1 rejection request ☐ 2 rejection requests ☐ 3 rejection requests

Approval Threshold : ☒ 1 approval ☐ 2 approvals ☐ 3 approvals

Save

Close

- When [Data Review](#) is enabled, configure review details:
 - Unreviewed data cannot be submitted. → Reviewed data, regardless of approval or rejection, can be submitted (as approval requests).
 - Only approved data can be submitted. → Only data approved in review can be submitted.
 - Auto-submit upon approval. → Data is automatically submitted as an approval request when approved.
 - Rejection rules → Configure the number of reviewers (1–3) required for a rejection.
 - Approval rules → Configure the number of reviewers (1–3) required for approval.
- Grant review permissions to users via [Role Management](#).

3.2.3 Data Approval

Data Approval

You can subdivide the approval steps for submitted data.

To set approval-authorized users, use [Group Management](#)

Current approval steps are as follows. To change the steps, click the [Approval Step Settings](#) button.

Step 1

WorkflowGroup

Approval Step Settings

Approval Step Settings

Step 1

WorkflowGroup

Step 2

Approval 2

☐ Use

Step 3

Approval 3

☐ Use

Save

Close

- Configure details for data approval.
- You can define up to three approval steps; submitted data must pass each step before final submission.
- Grant approval permissions to users via [Role Management](#).

3.2.4 Allowed File Extensions

- File extension settings:
 - Extensions are case-insensitive.
 - Enter only letters without the dot (e.g., ppt, doc, txt, dat).
 - Special characters and spaces are treated as delimiters.
 - If an extension appears in both allowed and restricted lists, the restriction takes precedence.

3.3 DMP Submission Settings

Configure environment information related to DMP submissions.

3.3.1 DMP Submission

Save

Description

DOI Settings

10.22686 is a test prefix. Please use a registered institutional DOI.

DOI is issued at the time of submission completion, or at the end of the embargo period for embargoed data.

DOI Prefix

10.22686

DOI Format Rule

10.22686/ | idr|{{item.seq}}

Configuration

- Configure settings for assigning DOIs to registered data.
- When configured, DOIs are issued at data submission completion or embargo release.
- DOI Prefix → Obtain and register your institution’s prefix from the [Korea DOI Center](#).
- DOI Generation Rules → Combine provided values to create a DOI rule; refer to the settings dialog for guidance.
- (Note) Ensure the rule generates unique strings per dataset.

3.4.2 Automatic DOI Registration

DOI Registration Settings

These are settings for automatically registering DOIs at [Korea DOI Center \(doi.or.kr\)](#)

Registration URL

https://www.doi.or.kr/manage/api/v1/deposit.do

Login ID

API Key

6 :=

Content Type

dataset

Depositing Organization

argonetdev

e.g. Korea Institute of Science and Technology Information

Primary Email

argonetdev@gmail.com

e.g. repository-admin@kisti.re.kr

DOI registration results will be sent to this email.

Registrant

KISTI DATA REPOSITORY

e.g. Korea Water Resources Association

Creation Method

Always create new DOI

Set whether to issue a new DOI for each version of the dataset.

☐ Enable Automatic Registration

Save

Configuration

- Configure automatic DOI registration with the [Korea DOI Center](#).
- Enter API credentials obtained from the Korea DOI Center.
- Enable automatic registration → When activated, DOIs are registered automatically.

3.4.3 NTIS Project Search

NTIS Project Search

Settings to search national R&D project lists from [NTIS](#).

API KEY

Apply for API KEY at <https://www.ntis.go.kr/rndopen/api/mng/apiMain.do>

API URL

https://www.ntis.go.kr/rndopen/openApi/pjtSearch/

Configuration

- Configure settings to search national R&D project listings on NTIS.
- Obtain an API KEY from the [NTIS OpenAPI portal](#).

3.4.4 KISTI DMP Search

KISTI DMP Search

Settings to search DMPs from <https://dmp.kisti.re.kr>.

API KEY

Apply for API KEY at <https://dmp.kisti.re.kr/open/api/apply-status.do>

API URL

https://dmp.kisti.re.kr/api/dmps

Configuration

- Configure settings to search DMP listings on KISTI.

- Obtain an API KEY from the [KISTI DMP portal](#).

3.4.5 ScienceON NDSL Article Search

ScienceON NDSL Paper Search
Settings to search papers from <https://scienceon.kisti.re.kr>.

API Key

Client ID

Registered MAC Address
Apply at <https://apigateway.kisti.re.kr/api/useRequest/useRequestList.do>

API URL
https://apigateway.kisti.re.kr

Configuration

- Configure settings for using the [ScienceON](#) article search API.
- Apply for access at apigateway.kisti.re.kr

3.4.6 Google Maps

Google Maps
When entering Well Known Text in metadata, Google Maps will be displayed on the metadata page.

Google Map Key

Configuration

- When metadata includes coordinates (WKT), a Google Map is displayed on the metadata screen.
- Register a Google Maps API KEY to enable map display.

3.5 Appearance

Provides options to selectively change design elements of the repository, with different settings for Korean and English users.

3.5.1 HTML Content: Basic

General


National Research Data Archives


National Research Data Archives


KISTI

This is the logo displayed on the home screen. The image must be in PNG format. When the file is uploaded, it is immediately applied to the page.
Upload File

This logo is displayed at the top left, except for the home screen. The image must be in PNG format. When the file is uploaded, it is immediately applied to the page. Recommended size is 180*39.
Upload File

This logo is displayed at the bottom of the screen. The image must be in PNG format. When the file is uploaded, it is immediately applied to the page. Recommended size is 80*46.
Upload File

KoreanEnglish

Title displayed in browser
Data Repository
Apply

Top right links on page header
HELP
Apply

Footer content
<div class="footer_text ngb_10"> 000 000-1004,1234000 000-0969 </div> <div class="footer_text"> 00 0000-6114 000 0000-6244 </div>
Apply

Bottom right of the footer
Copyright © KISTI. All Rights Reserved.
Apply

- Change the logo and top/bottom page content.
- Upload the logo according to the recommended size and format.

3.5.2 HTML Content: Advanced

General

Advanced

Static Files

This is the list of static files saved in `/home/shane/Documents/git/docker-compose-dev/static`. It manages logos, user CSS, and additional image files. Uploading a file with the same name will overwrite the existing one.

Filename	Size	Last Modified	Upload File
footer_logo.png	2,598	2025-06-25 16:57:31	Delete
home_logo.png	17,862	2025-06-25 16:57:31	Delete
logo.png	12,127	2025-06-25 16:57:31	Delete
introduce.html	0	2023-02-20 10:01:45	Delete
custom.css	17	2022-10-27 13:52:28	Delete
kei-site.js	4,009	2023-04-18 09:36:41	Delete

Custom CSS

Adding custom CSS will modify the styles of the user interface. It is saved as `custom.css` in the static files.

@charset "UTF-8"

Apply

Page-wide Footer Content

If this is set, it overrides the default footer settings in the general configuration.

Apply

- Upload a CSS file to change the overall page style.
- Advanced settings override basic settings where they overlap.

3.5.3 Privacy Policy

Privacy Policy

KoreanEnglish

Personal Information Collection and Usage Notice

<h4>1. Scope of Personal Information Collection</h4><p>To submit data to the KISTI Research Data Repository and to use the data search services available only to repository users, a membership registration process is required. If you wish to use KISTI's membership-based services, you must provide the following information. There are no service restrictions based on whether optional items are filled in or not.</p>
<ul class="circle">① Personal information collected during registration:Required items: E-mail, Name, PasswordOptional items: Contact Information, Department② The verification email is a required item collected for user authentication purposes.
<h4>2. Purpose of Collecting and Using Personal Information</h4>
Apply

Terms of Service

<h4>Chapter 1: General Provisions</h4><h5>Article 1 (Purpose)</h5>These Terms of Use aim to specify the conditions for membership and use of the internet services (hereinafter referred to as "Services") provided on the Research Data Repository website (hereinafter "the Site"), and to regulate other necessary matters.
<h5>Article 2 (Definitions)</h5>① "User" refers to members and non-members who access the Site and receive the Services provided by the Site in accordance with these Terms.② "Member" refers to a person who has provided personal information to the Site to use the Services and has been assigned an ID and password.③ "Member ID" refers to the email account information provided by the member for identification and service use.④ "Password" refers to a combination of letters and numbers selected by the member for the purpose of protecting their privacy.
<h5>Article 3 (Effect and Amendment of Terms)</h5>① These Terms take effect upon being posted on the Site or otherwise notified to members.② When the Site amends these Terms, it shall specify the effective date and reason for the amendment and notify members by posting on the Site's main page from 7 days before the effective date until the day before the effective date. However, if the changes are unfavorable to the members, a prior notice period of at least 30 days shall be provided. In this case, the Site will clearly compare
Apply

- Edit terms for personal data collection, usage, and membership.
- Content can be written in HTML and is applied to the privacy policy and registration pages.

3.6 User Menu



KOR



DASHBOARD

Server Moniroting

Data management +

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

Code Management

Notifications +

Logs +

Statistics +

Bulletin Board +

Storage Management +

System Configuration +

General

Data Submission

Settings

Dmp Submission

User Menu

Menu Configuration

Please configure the user menu with reference to the list on the right. It is recommended to have between 3 and 5 top-level menus.

You can link to external sites by entering a URL starting with https. Use preview before saving to check if your edits are applied correctly.

Korean

English

Edit Menu

Research Data:

Search: /search/

Explore:

Data Map: 데이터맵

Collection: 컬렉션

By Title: 제목별

Approval Date: 승인일

Submit: 제출

Favorites: 관심데이터

DMP:

Search: DMP

Write: DMP작성

My Data:

My Data: 내 데이터

My DMP: 내 DMP

My Collection: 내 컬렉션

My Repository:

My Repository Files: 내 저장소 파일

Shared Files: 내가 공유한 파일

Data Utilization:

Requested Files: 내가 요청한 파일

Files Requested from Me: 내게 요청된 파일

OpenAPI: OpenAPI 신청

Review/Approval:

Data Approval:

Data for Approval: 승인대상 데이터

Approval History: 승인이력

Data Review:

Data for Review: 검토대상 데이터

Menu Preview

Research Data /search/

* Search /search/

* Explore /datanap/

- Data Map /datanap/

- Collection /collection/

- By Title /title/

- Approval Date /pubdate/

* Submit /data/draft/

* Favorites /my/favourite/data/

DMP /dmp/

* Search /dmp/

* Write /dmp/draft/

My Data /my/data/

* My Data /my/data/

* My DMP /my/dmp/

* My Collection /my/collection/

* My Repository /my/storage/

- My Repository Files /my/storage/

- Shared Files /my/storage/share

* Data Utilization /my/share/requests/

- Requested Files /my/share/requests/

- Files Requested from Me /my/share/responses/

* OpenAPI /my/api/requests/

Review/Approval /data/workflow/

* Data Approval /data/workflow/

- Data for Approval /data/workflow/

- Approval History /data/workflow/collection/

Menu List

#	Menu Name	URL	Last Modified
1	검색	/search/	2025-07-24
2	상세 검색	/advanced-search/	2025-07-24
3	데이터맵	/datanap/	2025-07-24
4	컬렉션	/collection/	2025-07-24
5	제목별	/title/	2025-07-24
6	승인일	/pubdate/	2025-07-24
7	제출	/data/draft/	2025-07-24
8	DMP	/dmp/	2025-07-24
9	DMP작성	/dmp/draft/	2025-07-24
10	내 데이터	/my/data/	2025-07-24
11	내 DMP	/my/dmp/	2025-07-24
12	내 컬렉션	/my/collection/	2025-07-24
13	내 저장소 파일	/my/storage/	2025-07-24
14	내가 공유한 파일	/my/storage/share	2025-07-24

Save

Customize menu names and structure for Narda's user interface.

3.6.1 Edit Menu

Edit Menu

Research Data:
Search: /search/
Explore:
Data Map: /datamap/
Collection: /collection/
By Title: /title/
Approval Date: /pubdate/
Submit: /data/draft/
Favorites: /my/favourite/data/
DMP:
Search: DMP
Write: /dmp/draft/
My Data:
My Data: /my/data/
My DMP: /my/dmp/
My Collection: /my/collection/
My Repository:
My Repository Files: /my/storage/
Shared Files: /my/storage/share
Data Utilization:
Requested Files: /my/share/requests/
Files Requested from Me: /my/share/responses/
OpenAPI: /my/api/requests/
Review/Approval:
Data Approval:
Data for Approval: /data/workflow/
Approval History: /data/workflow/decision/
Data Review:
Data for Review: /data/review/

Reset

Save

Edit the menu structure in YAML format within the textarea. Up to three levels of depth are supported, indicated by two leading spaces per level.

- Use the format `MenuName:Link` and select the link from the list on the right.
- Or enter a custom link directly, e.g., `Search:/search/`.
- You can configure static HTML files as menu items: `Intro:/about/:introduce` means a file `introduce.html` must exist under `/data/custom-templates/` if `user.custom.templates: /data/custom-templates` is set

```
idr:  
  user.custom.templates: /data/custom-templates
```

3.6.2 Menu Preview

Menu Preview

```
Research Data /search/
* Search /search/
* Explore /datamap/
  - Data Map /datamap/
  - Collection /collection/
  - By Title /title/
  - Approval Date /pubdate/
* Submit /data/draft/
* Favorites /my/favourite/data/

DMP /dmp/
* Search /dmp/
* Write /dmp/draft/

My Data /my/data/
* My Data /my/data/
* My DMP /my/dmp/
* My Collection /my/collection/
* My Repository /my/storage/
  - My Repository Files /my/storage/
  - Shared Files /my/storage/share
* Data Utilization /my/share/requests/
  - Requested Files /my/share/requests/
  - Files Requested from Me /my/share/responses/
* OpenAPI /my/api/requests/

Review/Approval /data/workflow/
* Data Approval /data/workflow/
  - Data for Approval /data/workflow/
  - Approval History /data/workflow/decision/
```

Preview changes in real time. Syntax errors display an error message.

3.6.3 Menu List

메뉴 목록

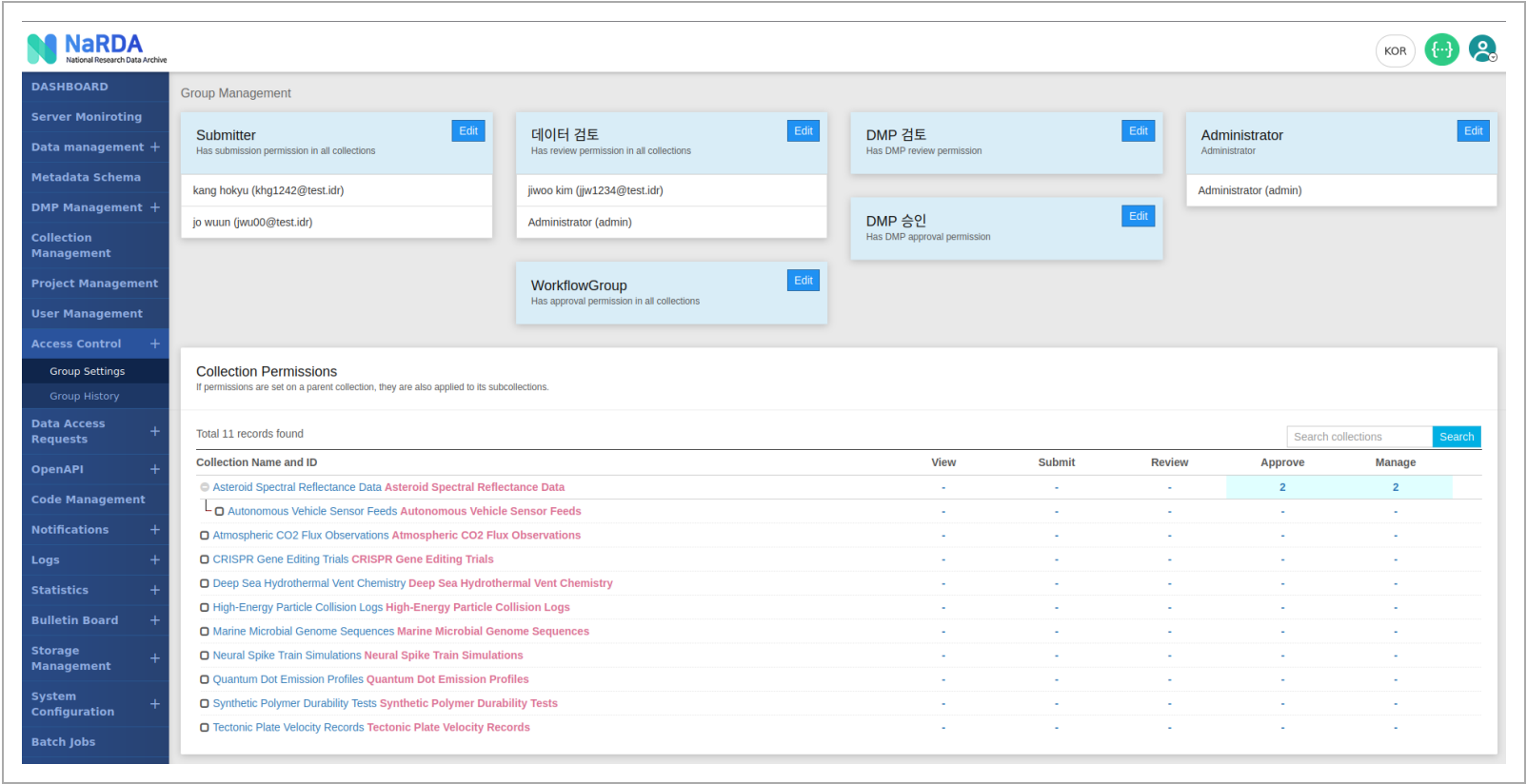
#	메뉴명	주소	수정일
1	검색	/search/	2022-11-08
2	상세 검색	/advanced-search/	2022-11-08
3	데이터맵	/datamap/	2022-11-08
4	컬렉션	/collection/	2022-11-08
5	제목별	/title/	2022-11-08
6	승인일	/pubdate/	2022-11-08
7	제출	/data/draft/	2022-11-08
8	DMP	/dmp/	2022-11-08
9	DMP작성	/dmp/draft/	2022-11-08
10	내 데이터	/my/data/	2022-11-08
11	내 DMP	/my/dmp/	2022-11-08
12	내 컬렉션	/my/collection/	2022-11-08
13	내 저장소 파일	/my/storage/	2022-11-08
14	내가 공유한 파일	/my/storage/share	2022-11-08

A list of default menu items available for use. You may enter links directly, but using menu names simplifies configuration.

4. Access Control

Set user group for access control.

4.1 Group Settings



- Through role management, you can **assign users to all collections** or **assign users to individual collections** to set permissions.
- If a user is granted a role for an individual collection, the same permission is granted to its sub-collections.
- The roles are as follows:

Role	Description
Submit	Users with submit permission can submit data.
Review	Users with review permission can review data.
Approve	Users with approve permission can approve data.
DMP Review	Users with DMP review permission can review DMP.
DMP Approve	Users with DMP approve permission can approve DMP.

Admin	Permission for system administration; has all permissions.
-------	--

4.2 Role Assignment

[Submitter] Settings

You can set an alias for the group or register users.

Group Name

Submitter

Group Alias

Submitter

Group Users (2)

#	Type	E-mail	Name	Contact	Affiliation	
1	Internal	khg1242@test.idr	kang hokyuu		Content Curation Center	Exclude
2	Internal	jwu00@test.idr	jo wuun	010-1234-5679	General Affairs & Facilities Office	Exclude

Save

Close

Add Users

Search

Previous(-)Next(1)

Search and add users to the group

- This screen is used to assign users to roles. You can search for users to assign permissions and the assignment will be finalized when saved.
- Group Alias → You can set an alias for the role as you wish.

4.3 Role Management List

Group Management

Asteroid Spectral Reflectance Data

/Asteroid Spectral Reflectance Data

Permission Management List

Manage Role Members (2)

Edit

#	Type	E-mail	Name	Contact	Affiliation	
1	External	Internal	jwu00@test.idr	jo wuun	010-1234-5679	General Affairs & Facilities Office
2	External	Internal	admin	Administrator		

Submit Role Members

Edit

#	Type	E-mail	Name	Contact	Affiliation
---	------	--------	------	---------	-------------

View Role Members

Edit

#	Type	E-mail	Name	Contact	Affiliation
---	------	--------	------	---------	-------------

Review Role Members

Edit

#	Type	E-mail	Name	Contact	Affiliation
---	------	--------	------	---------	-------------

Approve(WorkflowGroup) Role Members (2)

Edit

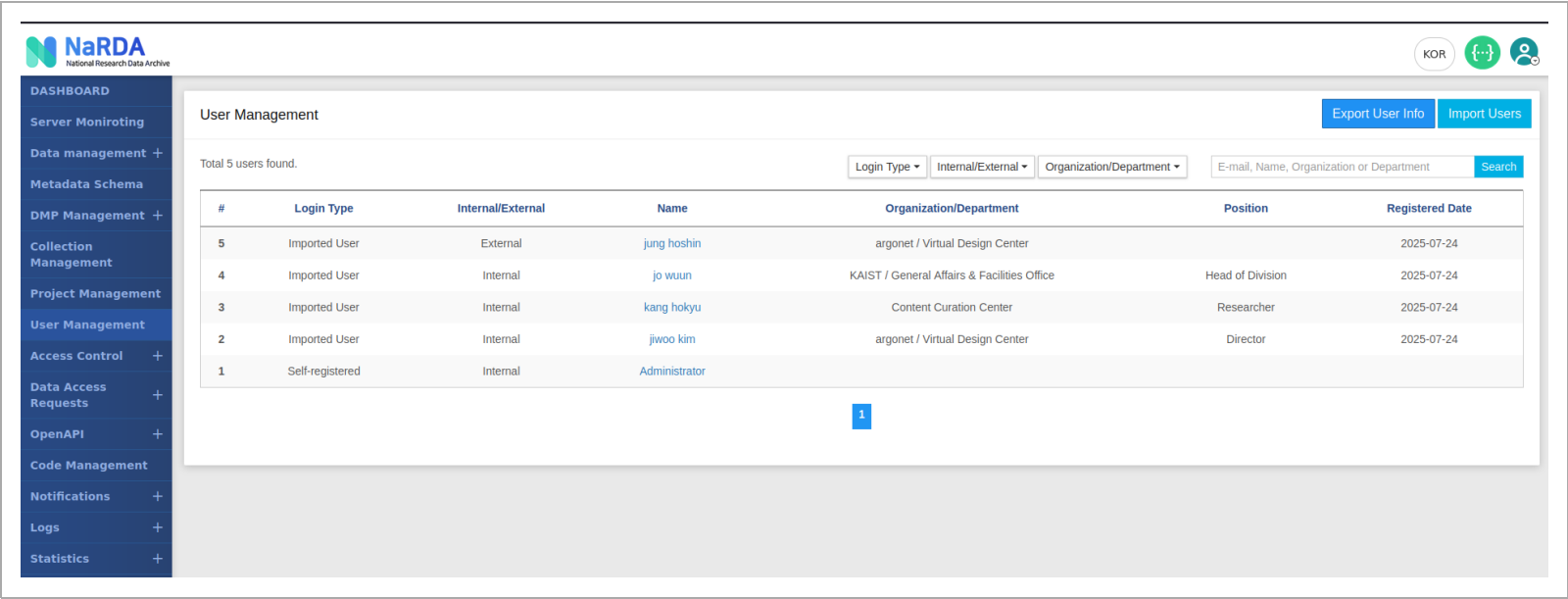
#	Type	E-mail	Name	Contact	Affiliation	
1	External	Internal	khg1242@test.idr	kang hokyuu		Content Curation Center
2	External	Internal	jwu00@test.idr	jo wuun	010-1234-5679	General Affairs & Facilities Office

- View registered users for each role within a collection.
- Click the Change button to assign users to roles.

5. User Management

Manage information of users registered in the repository.

5.1 User Management



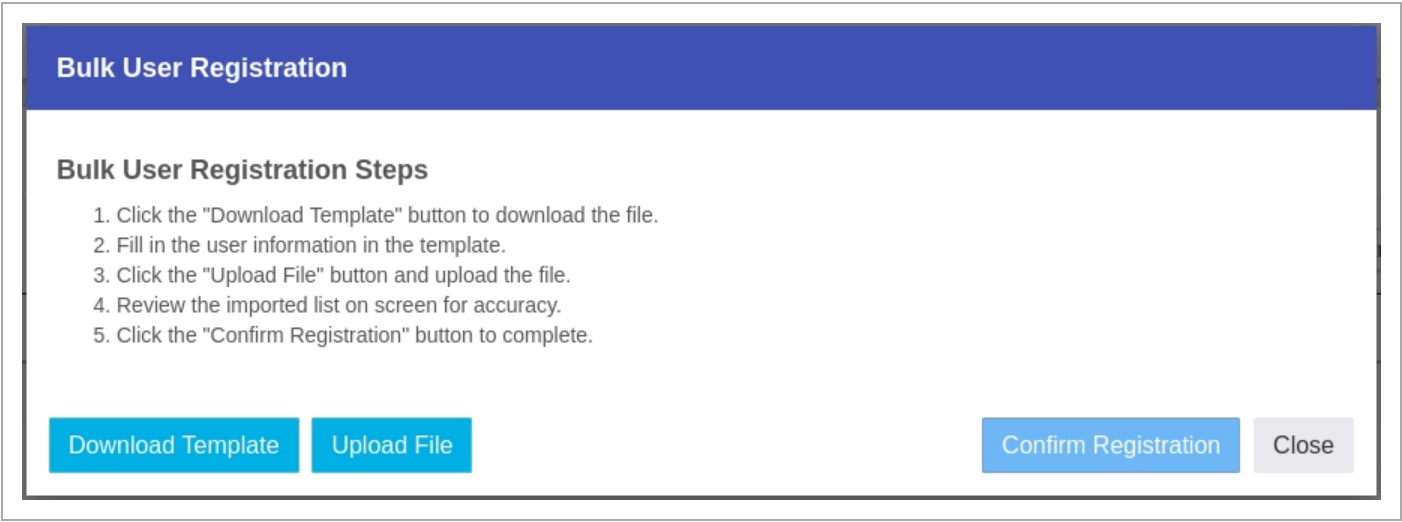
- Provides user information lookup and search functions.
- Click on email or name to go to the [User Information](#) screen.

5.1.1 Bulk Download of User Information

- Click “Bulk Download User Information” to download all user information as an Excel file.
- The format matches the user bulk registration template, so it can be used for Bulk User Registration as is.

5.1.2 Bulk User Registration

- Click the “Bulk User Registration” button to open the bulk registration screen. You can register users in bulk by filling out the provided Excel template.



5.2 User Information

View basic information and brief repository status for the selected user.

Detailed user functions are as follows:

Collection Permissions					
If permissions are set on a parent collection, they are also applied to its subcollections.					
Total 11 records found					
				Search collections	Search
Collection Name and ID	View	Submit	Review	Approve	Manage
Asteroid Spectral Reflectance Data Asteroid Spectral Reflectance Data	☒	☐	☐	☐	☐
Atmospheric CO2 Flux Observations Atmospheric CO2 Flux Observations	☒	☐	☐	☐	☐
CRISPR Gene Editing Trials CRISPR Gene Editing Trials	☐	☐	☐	☐	☐
Deep Sea Hydrothermal Vent Chemistry Deep Sea Hydrothermal Vent Chemistry	☐	☒	☐	☐	☐
High-Energy Particle Collision Logs High-Energy Particle Collision Logs	☐	☐	☐	☐	☐
Marine Microbial Genome Sequences Marine Microbial Genome Sequences	☐	☐	☐	☐	☒
Neural Spike Train Simulations Neural Spike Train Simulations	☐	☐	☐	☐	☐
Quantum Dot Emission Profiles Quantum Dot Emission Profiles	☐	☐	☐	☐	☐
Synthetic Polymer Durability Tests Synthetic Polymer Durability Tests	☐	☐	☐	☐	☐
Tectonic Plate Velocity Records Tectonic Plate Velocity Records	☐	☐	☐	☐	☐

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

Code Management

Notifications +

Logout

Organization/Department

argonet / Virtual Design Center

Last Login Time

External User

This user is external and cannot access internal public data.

Change to Internal User

User Permissions

Submit

DMP Review

DMP Approval

Review

Approve

Manage

Save

Collection Permissions

If permissions are set on a parent collection, they are also applied to its subcollections.

Search collection

Cancel

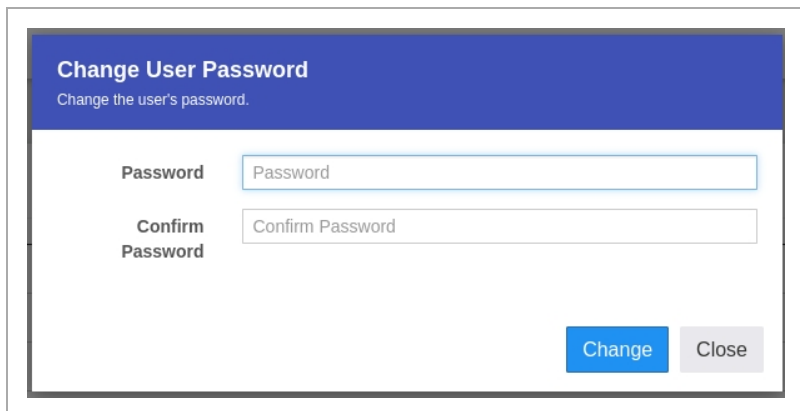
5.3.1 User Role

- Assign permissions that apply to all collections.

5.3.2 Collection Role

- Assign permissions for specific collections based on user.
- Clicking the collection name navigates to the [Role Management List](#) screen.

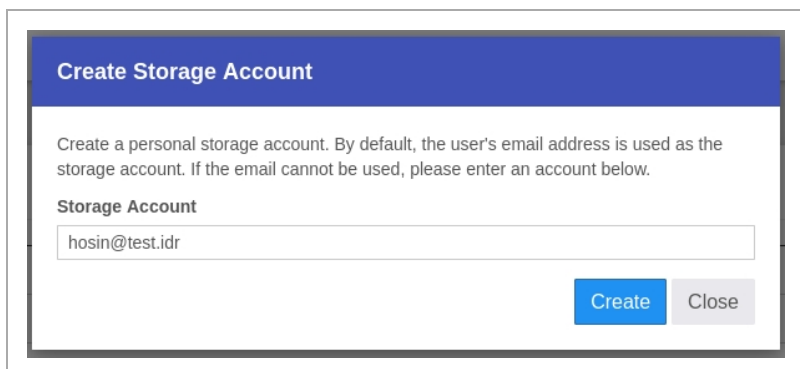
5.4 Change User Password



The dialog box has a blue header with the title "Change User Password" and the subtitle "Change the user's password." Below the header, there are two input fields: "Password" and "Confirm Password". At the bottom right, there are two buttons: "Change" (blue) and "Close" (grey).

- Change the user's password.
- The changed password will not be notified to the user, so please use with caution.

5.5 Create User Repository Account



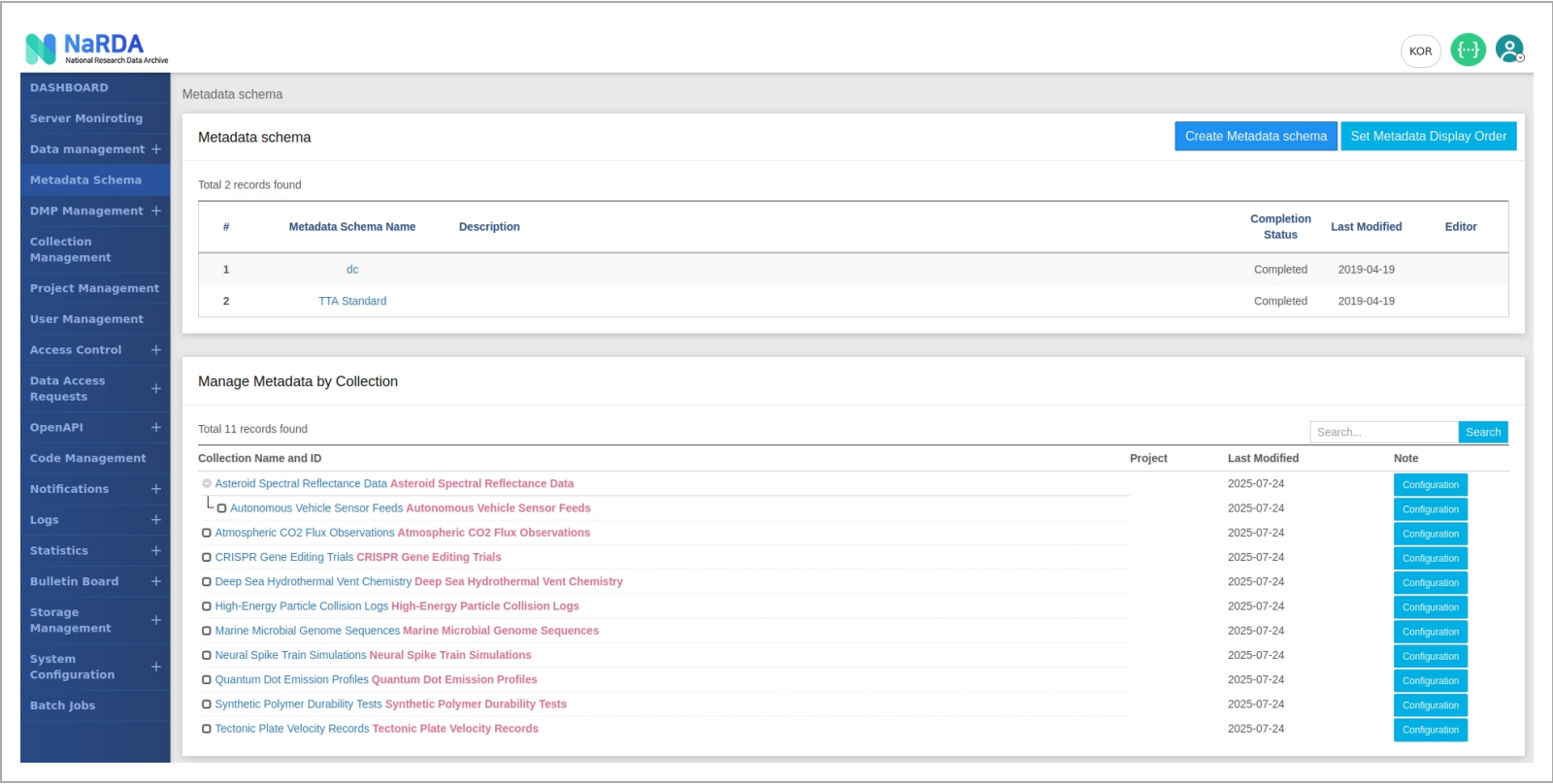
The dialog box has a blue header with the title "Create Storage Account". Below the header, there is a paragraph of text: "Create a personal storage account. By default, the user's email address is used as the storage account. If the email cannot be used, please enter an account below." Below this text, there is a label "Storage Account" and an input field containing the text "hosin@test.idr". At the bottom right, there are two buttons: "Create" (blue) and "Close" (grey).

- Create a repository account for the user.
- When creating a repository account, a password is automatically generated by the system and displayed on the screen only once.

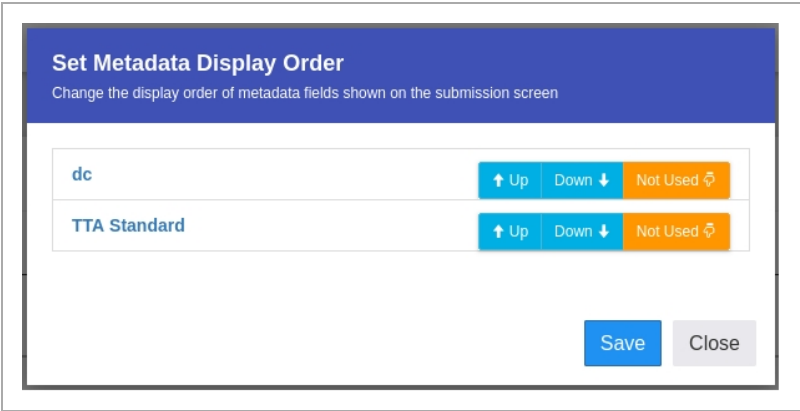
6. Metadata Schema

Manage metadata schemas.

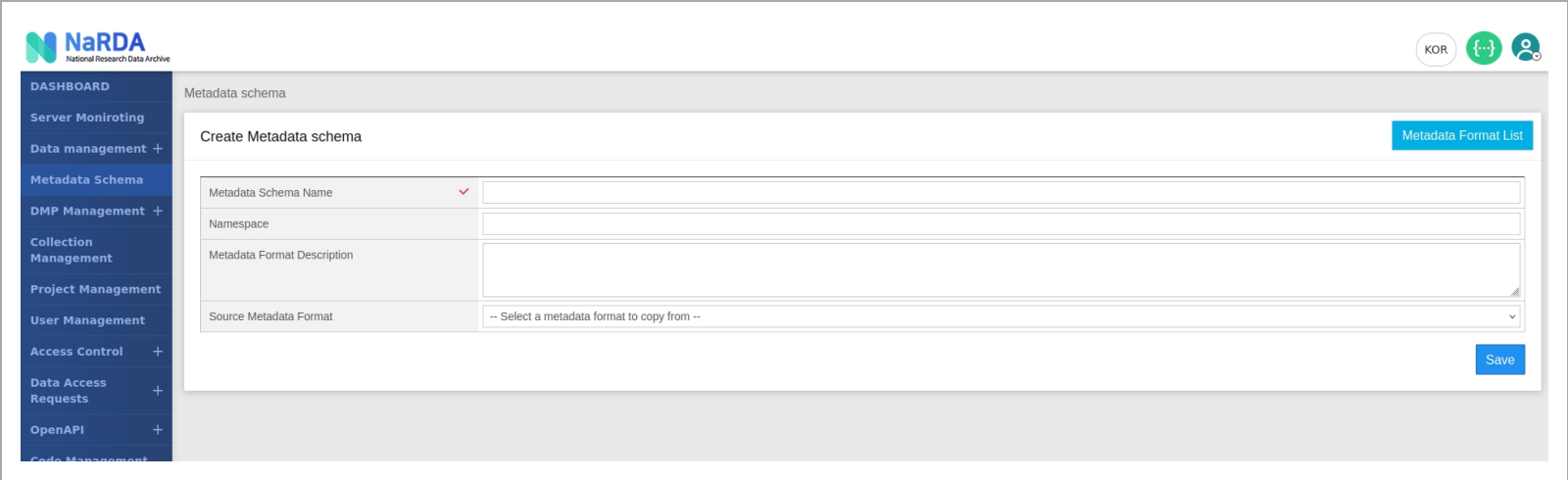
6.1 Metadata Schema



- View a summary of the registered metadata schemas.
- Click on the “Metadata Schema Name” to go to the [View Metadata Schema](#) screen.
- Click on “Create Metadata Schema” to go to the [Create Metadata Schema](#) screen.
- Click on “Display Order of Metadata Schemas” to change the display order from the displayed screen.



6.2 Create Metadata Schema



- Create a new metadata schema.
- Enter an identifiable name for the metadata schema.
- By selecting a source metadata schema, you can copy and create from

an existing schema.

6.3 View Metadata Schema

NaRDA

National Research Data Archive

DASHBOARD

Server Monitoring

Data management +

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

Code Management

Notifications +

Logs +

Statistics +

Bulletin Board +

Storage Management +

System Configuration +

Batch Jobs

Metadata schema

dc

Metadata Format List

Metadata Schema Name	dc
Namespace	http://purl.org/dc/terms/
Metadata Format Description	
Last Modified	2019-04-19
Editor	

Metadata Type

Export

Collapse AllExpand AllShow Disabled

Field Name	Label	Input Type	Index Type	Required	Repeatable	Private	Help Text
title		simple	title	✓			Title statement/title proper.
title@alternative		simple					Varying (or substitute) form ...
creator		simple					Do not use; only for harvest...
subject		simple	subject				Uncontrolled index term.
subject@classification		simple	subject				Catch-all for value from local...
subject@ddc		simple	subject				Dewey Decimal Classificatio...
subject@lcc		simple	subject				Library of Congress Classifi...
subject@lcsb		simple	subject				Library of Congress Subject ...
subject@mesh		simple	subject				MEDical Subject Headings
subject@other		simple	subject				Local controlled vocabulary; ...
description		simple	description				Catch-all for any description ...
description@abstract		simple	description				Abstract or summary.
description@provenance		simple	description		✓		The history of custody of the...
description@sponsorship		simple	description				Information about sponsorin...
description@statementofresponsibility		simple	description				To preserve statement of res...
description@tableofcontents		simple	description				A table of contents for a give...

- View the basic information of a metadata schema and the list of fields that compose it.
- The detailed functions are as follows.

Function	Description
Edit Info	Edit the basic information of the metadata schema.
Delete	Delete the metadata schema.
Continue Edit	Edit the fields that compose the metadata schema.
Cancel Edit	Cancel editing the metadata schema. Any temporarily saved changes will be deleted upon cancel.
Export	Export the metadata schema to Excel.
Collapse All	If fields are organized in a tree structure, only the top nodes are displayed.
Expand All	If fields are organized in a tree structure, all bottom nodes are expanded and displayed.
Show Inactive	Display fields that are set as inactive.

6.4 Edit Metadata Schema



NaRDA

National Research Data Archive

KOR

DASHBOARD

Server Monitoring

Data management +

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

Code Management

Notifications +

Logs +

Statistics +

Bulletin Board +

Storage Management +

System Configuration +

Batch Jobs

Metadata schema

Editing metadata schema

The changes are saved in a temporary schema on the server and do not affect the original schema. You can log in later to continue editing. Once editing is complete, click the **Complete Editing** button to finish.

Edit Metadata Schema

Metadata Schema Info

Import/Export

Cancel Edit

Complete Edit

Add Input Field

Collapse All

Expand All

Show Disabled

Field Name	Label	Input Type	Index Type	Required	Repeatable	Private	Help Text
Identifier	Identifier	simple	identifier	✓	✓		Identifier or identification val...
Title	Title	simple	title	✓			Name or title of the dataset
Creator	Creator	simple	contributor	✓	✓		Describes the person, organ...
Publisher	Publisher	simple	publisher				Entity responsible for publis...
PublicationYear	Publication Year	simple					Year the dataset became ac...
Date	Date	simple	date		✓		Dates of various events that ...
Description	Description	simple	description				Description of the contents o...
Subject	Add Subject Up Down Not Used Delete	simple	subject			✓	Describes the subject inform...
Contributor	Contributor	simple	contributor		✓		Describes the individuals or ...
Contact	Contact	simple			✓		Provides contact information...
Rights	Rights	simple	rights				Describes the copyright infor...
Keyword	Keyword	simple	subject		✓		Describes the subject of the ...
AccessType	Access Type	simple					Type of access or usage of t...
AccessRestriction	Access Restrict...	simple				✓	Type of access restriction or ...

- Edit the fields that compose the metadata schema.
- Edited content is saved as a temporary schema and does not affect the original schema. You can continue editing your draft after your next login.
- Once editing is completed, the changes apply to newly submitted data; previously registered data will not be affected.
- The detailed functions are as follows.

Function	Description
Import/Export	Export or import the metadata schema as Excel.
Cancel Edit	Cancel editing the metadata schema. Any temporarily saved changes will be deleted upon cancel.
Complete Edit	Apply the draft metadata schema to the original and complete editing.
Add Field	Add a new field. The Edit Field Info screen will be displayed.
Collapse All	If fields are organized in a tree structure, only the top nodes are displayed.
Expand All	If fields are organized in a tree structure, all bottom nodes are expanded and displayed.
Show Inactive	Display fields that are set as inactive.

- The detailed field functions are as follows.

Function	Description
Add Subfield	Add a subfield. The Edit Field Info screen will be displayed.
Move Up	Move the field up by one position.
Move Down	Move the field down by one position.

Function	Description
Inactivate	Set the field as inactive; it will be excluded from the output.
Delete	Delete the field.

6.5 Edit Field Info

Edit Field Information

Field Name

✓

Creator

The field name must start with a letter and can include letters **[A-Z]** , **[a-z]** , digits **[0-9]** , and the underscore **_** .

Label

Creator

Displayed label for user input. If not entered, the field name is used.

Input Type

☒ Single-line Text
 ☐ Multi-line Text
 ☐ Markdown
 ☐ Date

☐ URL
 ☐ Coordinates (WKT)
 ☐ Code Selection

☐ NTIS Project
 ☐ KISTI DMP
 ☐ ScienceON NDSL

NTIS Project , KISTI DMP , and ScienceON NDSL inputs require internet access and [external integration settings](#).

Select Code

Indexing Type

☐ None
 ☐ Title
 ☐ Subtitle
 ☐ Description

☐ Language
 ☒ Contributor
 ☐ Date
 ☐ Identifier

☐ Format
 ☐ Publisher
 ☐ Relation
 ☐ Rights

☐ Source
 ☐ Subject
 ☐ Index Type
 ☐ Coverage

☐ Coordinates (WKT)

Required/Repeatable

☒ Required Input
 ☒ Repeatable

Private

☐ Private
 Private metadata is only visible during submission, approval, and review. Full re-indexing is required to apply changes to search.

Help

Describes the person, organization, etc. that created or compiled the dataset

Save

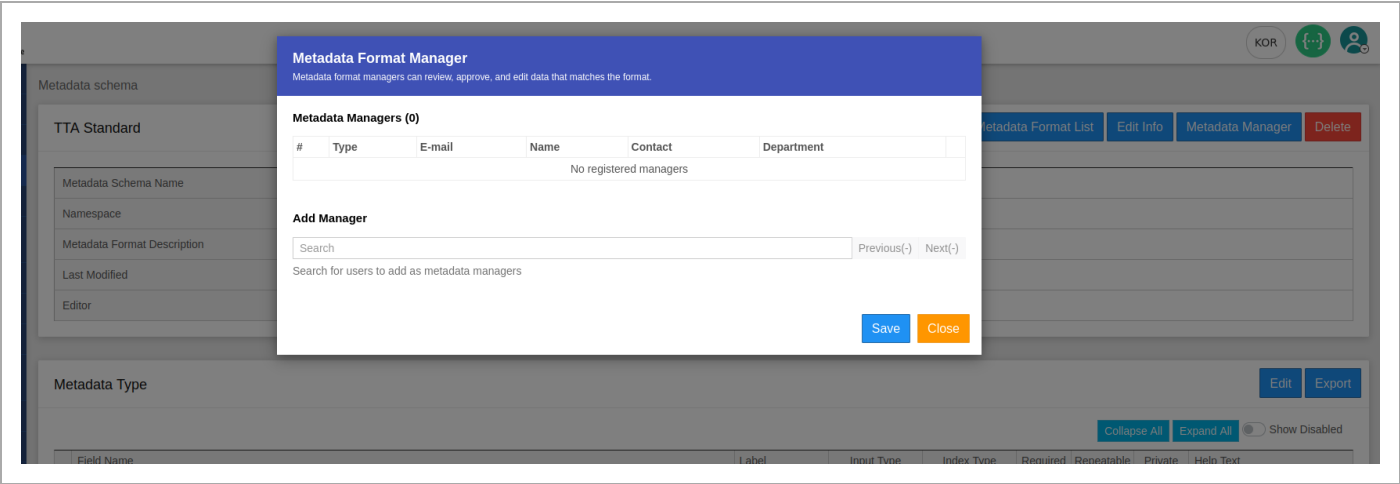
Close

- Edit field information.
- The detailed items for field information are as follows.

Item	Description
Field Name	Enter a name to distinguish the field. Only alphabet/number/underscore (_) characters are allowed; the first character must be an alphabet.
Label	The label displayed during data submission. If not entered, the field name will be used as the label.
Input Type	Specify the type of value to be entered.
Code Selection	Activated when “Code Selection” is chosen as input type. Allows selection of registered codes via Code Management .
Indexing Type	Specify the search engine indexing type mapped to the value entered in the field.
Required/Repeatable	Set whether the field is required and/or repeatable.

Help	Enter a guide message that will be shown during data submission.
------	--

6.6 Metadata Administrator

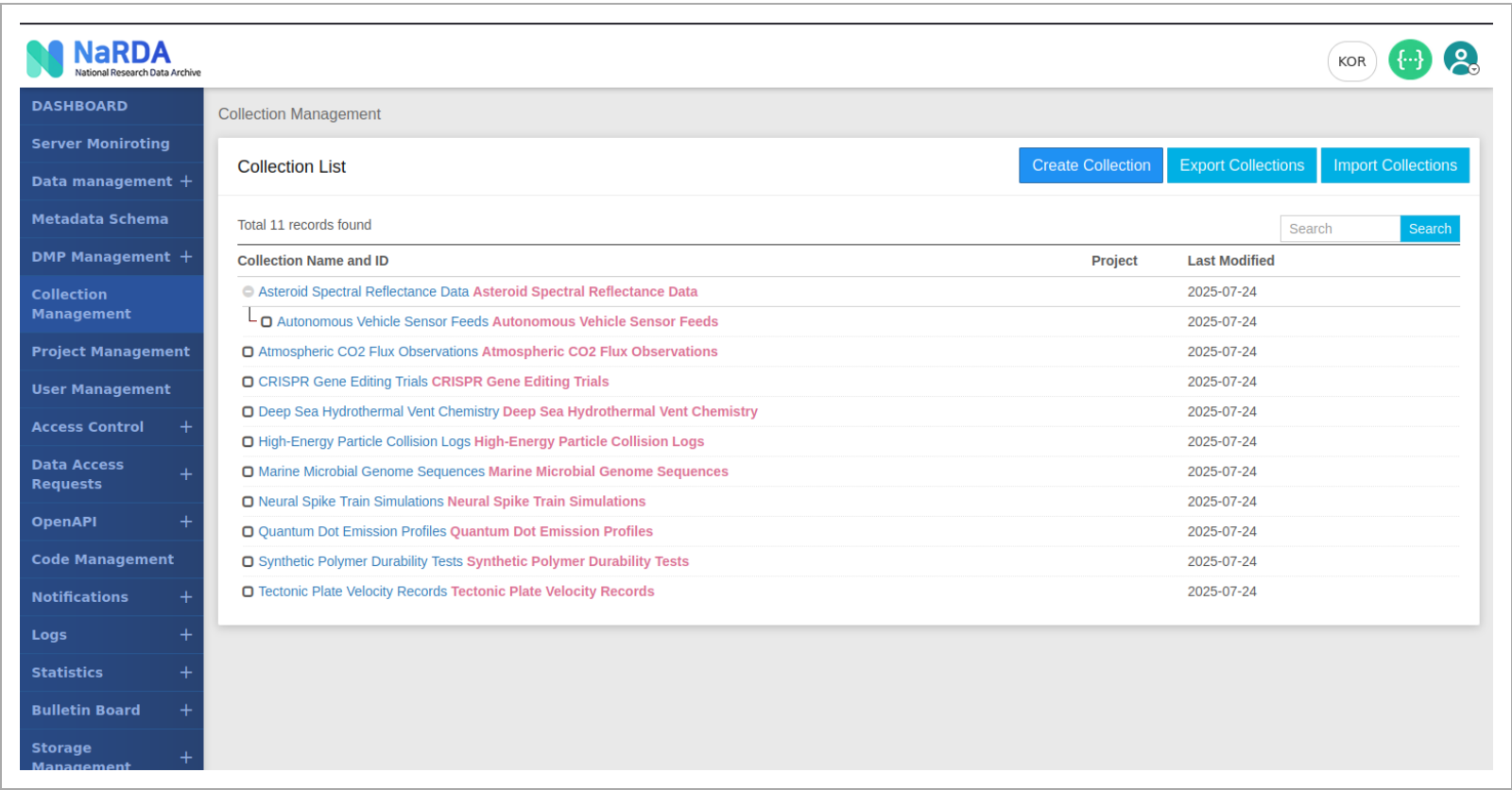


Add a metadata schema administrator. The metadata administrator will see data created with that schema in the `Review/Approval` list and will have the authority to review and approve. If the option `Allow data approver to modify data` is enabled, the administrator can also modify the data.

7. Collection Management

Manage collection information.

7.1 Collection List



- View a summary of the registered collections.
- Click “Create Collection” to go to the [Create Collection](#) screen.
- Click the “Collection ID” to go to the [View Collection](#) screen.
- Click “Bulk Collection Registration” to download a template and register collections in bulk using the displayed screen.

Import Collections

Bulk Registration Process

1. Click the "Download Template" button to download the template file.

2. Enter the collection information in the template.

3. Click the "Upload File" button and upload the file.

4. Check the list of items to be imported shown on screen.

5. After reviewing the information, click the "Confirm Registration" button.

Download Template

Upload File

☐ Update metadata if Collection ID is the same

Registration

Cancel

- Click “Bulk Collection Export” to export all collection information as an Excel file, which can also be used for future bulk registration.

7.2 Create Collection

NaRDA

National Research Data Archive

KOR

{...}

DASHBOARD

Server Monitoring

Data management +

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

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OpenAPI +

Code Management

Notifications +

Logs +

Statistics +

Bulletin Board +

Storage Management +

System Configuration +

Batch Jobs

Collection Management

Create Collection

Collection List

Basic Information

Collection ID

✓

title

✓

Name or title of the collection

description

Description of the contents of the collection

subject

#1

Describes the subject information contained in the collection

contact

#1

Provides contact information for the person responsible for handling inquiries about the collection

rights

Describes the copyright information of the collection

keyword

#1

Describes the subject of the collection content in natural language

User Attributes

Name

Value

Enter attribute name

Text

Enter attribute value

+

▼

File

Select File

+

▼

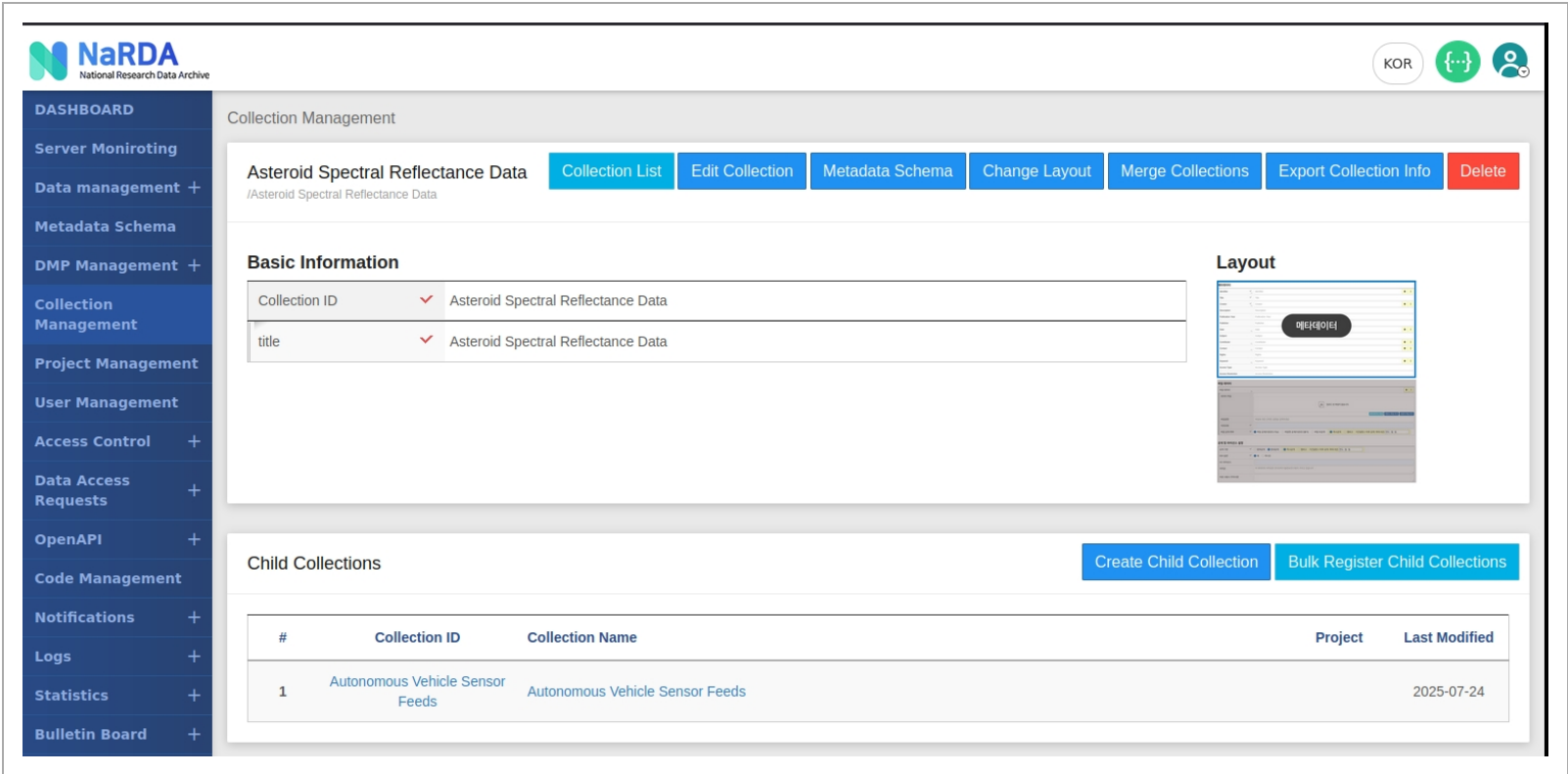
Save

- Register a new collection.
- The detailed items for collection information are as follows:

Item	Description
Collection ID	Enter the ID that represents the collection. Duplicate IDs are not allowed.
Title	Enter the collection name or title.
Description	Enter a description for the collection.
Subject	Enter the subject of the collection.
Contact	Enter the contact information for the collection manager.
Right	Enter copyright information for the collection.
Keyword	Enter keywords for the collection subject.

Item	Description
User Attribute	Enter information that needs additional management besides basic information, in name/value format.

7.3 View Collection



- Display detailed information of a collection and a summary of its sub-collections.
- The detailed functions are as follows:

Function	Description
Edit Collection	Edit the detailed information of the collection.

Metadata Schema

Set the metadata schema to be submitted for the collection. You can set the display order and usage of the metadata schema.

Metadata Schema for Collection Submission

[Asteroid Spectral Reflectance Data] Set the metadata schema to be submitted to the collection.

Previously registered data will not be affected. The selected schema will be suggested for newly submitted data.

dc	↑ Up Down ↓ Not Used
TTA Standard	↑ Up Down ↓ Not Used

Save

Reset

Close

Function	Description
Change Layout	Change the display order of input items on the data entry screen. Collection Layout Change the order of input fields on the data submission screen. 메타데이터 파일데이터 - Metadata - Access Level and License Settings - File Data - File Data - Metadata - Access Level and License Settings Save Close
Merge Collection	Merge a target collection into the current collection.
Delete	Delete the collection. If data is registered, deletion is not allowed.
Create Sub-collection	Create a sub-collection.
Bulk Register Sub-collections	Register sub-collections in bulk via an Excel template.

7.4 Merge Collection

Merge Collections

Important Notes

This feature moves the data from the selected collection to the current one. Please review the notes below.

- Merging will transfer all data from the selected collection to the current collection.
- The merged collection will be locked and users will not be able to modify its data.
- Depending on the size of the data and encryption settings, this process may take time.
- Once the merge starts, it cannot be stopped and the transfer is irreversible.
- Collections with child collections cannot be selected for merging.
- Collection permissions will remain unchanged.

Select Collection to Merge

Start Merge

Please select the target collection to merge.

Cancel

Merge Collections

Important Notes

Select Collection to Merge

Collections with child collections cannot be selected.

Asteroid Spectral Reflectance Data Asteroid Spectral Reflectance Data

Current Collection

Atmospheric CO2 Flux Observations Atmospheric CO2 Flux Observations

CRISPR Gene Editing Trials CRISPR Gene Editing Trials

Deep Sea Hydrothermal Vent Chemistry Deep Sea Hydrothermal Vent Chemistry

High-Energy Particle Collision Logs High-Energy Particle Collision Logs

Marine Microbial Genome Sequences Marine Microbial Genome Sequences

Neural Spike Train Simulations Neural Spike Train Simulations

Quantum Dot Emission Profiles Quantum Dot Emission Profiles

Synthetic Polymer Durability Tests Synthetic Polymer Durability Tests

Tectonic Plate Velocity Records Tectonic Plate Velocity Records

Start Merge

Please select the target collection to merge.

Cancel

Merge Collections

Important Notes

Select Collection to Merge

Collections with child collections cannot be selected.

Asteroid Spectral Reflectance Data Asteroid Spectral Reflectance Data

Current Collection

Atmospheric CO2 Flux Observations Atmospheric CO2 Flux Observations

CRISPR Gene Editing Trials CRISPR Gene Editing Trials

Deep Sea Hydrothermal Vent Chemistry Deep Sea Hydrothermal Vent Chemistry

High-Energy Particle Collision Logs High-Energy Particle Collision Logs

Marine Microbial Genome Sequences Marine Microbial Genome Sequences

Neural Spike Train Simulations Neural Spike Train Simulations

Quantum Dot Emission Profiles Quantum Dot Emission Profiles

Synthetic Polymer Durability Tests Synthetic Polymer Durability Tests

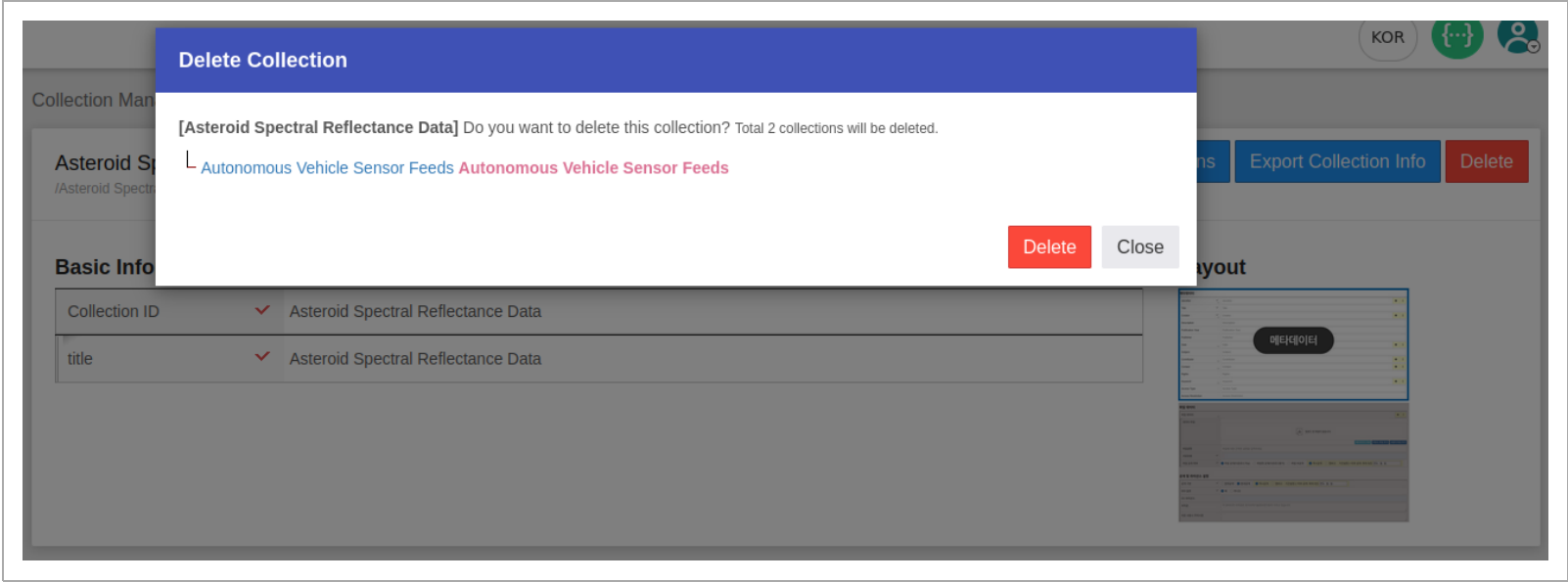
Tectonic Plate Velocity Records Tectonic Plate Velocity Records

Start Merge

Cancel

- Merge a target collection into the current collection.
- When collections are merged, all data from the target collection moves to the current collection.
- The merged target collection will be locked and users cannot change its data.
- The time required depends on the amount of data in the target collection, and if file encryption is used, additional time will be required for encryption/decryption.
- Once the merge process begins, it cannot be stopped and moved data cannot be restored.
- Collections with sub-collections cannot be selected as a merge target.
- Collection permissions are not changed.
- The collection merge process proceeds as **Precautions** → **Select Target Collection** → **Start Merge**.

7.5 Delete Collection



- Delete a collection. If there is data registered in the collection, it cannot be deleted.
- When deleting a collection, all its sub-collections are also deleted. If a sub-collection contains registered data, it will be skipped and the deletion will continue for the other sub-collections.
- If any sub-collections remain undeleted, the parent collection will ultimately not be removed.

8. Data Management

You can control and manage data according to the workflow.

Status	Description
Submission Completed	Data for which submission has been completed through review/approval. This data is provided to users through the search screen.
Approval Requested	Data under editing for which approval has been requested. The approver can approve or reject it.
Review Target	Data under editing for which review has been requested. The reviewer can approve or reject it.
Draft	Data that is being edited. The submitter can modify the data and, once finished, can request review/approval.
Disposed	Data that has been disposed after submission. This data is not shown on the search screen, but can be restored to its pre-disposal state using the recovery function. This function is available via the admin screen.

8.1. Submission Completed Data

Manage data for which submission has been completed.

8.1.1 Submission Completed Data List



National Research Data Archive

DASHBOARD

Server Moniroting

Data management +

Archived Data

Data for Approval

Data for Review

Draft Data

Discarded Data

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

Code Management

Notifications +

Logs +

Statistics +

Bulletin Board +

Storage Management +

System Configuration +

Archived Data

Archived Data List

Total 17 records found [Download List](#)

All

Public

Internal public

Collection Internal

Private

 [Search](#)

#	Collection	Title	Author	Status	Registration Date	Tool
17	Deep Sea Hydrothermal Vent Chemistry	Shotgun Metagenomics of Coral Reef Microbiota	Administrator	Public	2025-07-25	XML
16	Atmospheric CO2 Flux Observations	Daily CO2 Flux Measurements from Urban Towers (2023)	Administrator	Public	2025-07-25	XML
15	Atmospheric CO2 Flux Observations	Multimodal Emotion Recognition Dataset with Audio, Text, and Facial Cues	Administrator	Public	2025-07-25	XML
14	Atmospheric CO2 Flux Observations	Synthetic Code Generation Dataset for Programming Language Models	Administrator	Public	2025-07-25	XML
13	Atmospheric CO2 Flux Observations	Annotated Medical Imaging Dataset for AI-based Disease Diagnosis	Administrator	Internal public	2025-07-25	XML
12	Atmospheric CO2 Flux Observations	Conversational Dataset for Human-AI Dialogue Alignment	Administrator	Internal public	2025-07-25	XML
11	Quantum Dot Emission Profiles	Seismic Drift Records along the Pacific Ring (2000–2020)	Administrator	Internal public	2025-07-24	XML
10	Quantum Dot Emission Profiles	Simulated Spike Patterns in Cortical Pyramidal Neurons	Administrator	Internal public	2025-07-24	XML
9	High-Energy Particle Collision Logs	Muon Collision Cross-Section Data from LHC Run 2	Administrator	Internal public	2025-07-24	XML
8	Deep Sea Hydrothermal Vent Chemistry	Thermal Conductivity of Doped Graphene at 300K	Administrator	Internal public	2025-07-24	XML
7	Neural Spike Train Simulations	Multi-Model Climate Projection Scenarios (RCP 4.5)	Administrator	Internal public	2025-07-24	XML
6	Neural Spike Train Simulations	Canopy Height Model from Drone LiDAR in Amazon Basin	Administrator	Internal public	2025-07-24	XML
5	Neural Spike Train Simulations	Human Motion Capture Data during Obstacle Navigation	Administrator	Internal public	2025-07-24	XML
4	High-Energy Particle Collision Logs	WER Benchmarks on Korean-English TTS Corpus v1.2	Administrator	Internal public	2025-07-24	XML
3	Marine Microbial Genome Sequences	Thermal Expansion Coefficients of Smart Alloys	Administrator	Internal public	2025-07-24	XML
2	Deep Sea Hydrothermal Vent Chemistry	Brainwave Patterns during REM Sleep (EEG Study)	Administrator	Internal public	2025-07-24	XML
1	High-Energy Particle Collision Logs	Satellite-Derived Chlorophyll Concentration in Coastal Waters	Administrator	Internal public	2025-07-24	XML

1

- View or search summaries of submission completed data.
- Clicking the title moves to the [Submission Completed Data Details](#) screen.
- XML → Export metadata in XML format.

8.1.2 Submission Completed Data Details

NaRDA

National Research Data Archive

KOR

DASHBOARD

Server Moniroting

Data management +

Archived Data

Data for Approval

Data for Review

Draft Data

Discarded Data

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

Code Management

Notifications +

Logs +

Statistics +

Bulletin Board +

Storage Management +

System Configuration +

Archived Data

View0 times

Download0 times

List

XML

Edit

Change Submitter

Data Manager

Move Collection

Discard

WER Benchmarks on Korean-English TTS Corpus v1.2

Collection	High-Energy Particle Collision Logs
Author	Administrator

Metadata

Fold / Unfold

title	✓	WER Benchmarks on Korean-English TTS Corpus v1.2
title@alternative		Evaluation Results of ASR Models using Korean-English Corpus
subject		Speech Recognition Evaluation
subject@classification		Korean-English Bilingual Corpus
description		This dataset contains word error rate (WER) benchmarks from various automatic speech recognition (ASR) models evaluated on a Korean-English text-to-speech corpus (version 1.2).
description@abstract		Results include WER scores, model configurations, and transcription outputs across multiple audio samples in a bilingual setting.
description@provenance		The data supports research in multilingual ASR systems and is intended for benchmarking purposes across hybrid and end-to-end ASR architectures.
publisher		Open Multilingual Speech Initiative (OMSI)
contributor@author		Center for Speech Technology Research (CSTR)
date		2025-06-15 (release date)
date@accessioned		2025-05-01 (final benchmark test completed)
date@available		2025-04-10 (data pre-processing finalized)
format		CSV (benchmark results)
format@extent		JSON (metadata & model configs)

- View detailed information of submission completed data, such as metadata, file data, public access, and license settings. You can also check data change history.
- Detailed functions are as follows:

Function	Description
XML	Export metadata in XML format.

Data Manager

Assign metadata management permissions to another user.

Users granted management permission can manage the metadata with the same authority as the submitter.

Data Manager

A data manager is not a submitter, but has the same permissions as the submitter.

Manager (1)

#	Type	E-mail	Name	Contact	Department	
1	Internal	khg1242@test.idr	kang hokyu		Content Curation Center	Exclude

Add Manager

Search

Previous(-)Next(-)

Search for users and add them as managers " 5 users found

#	Provider	Type	E-mail	Name	Contact	Department	
1	import	External	hosin@test.idr	jung hoshin	010-9876-5431	Virtual Design Center	Add
2	import	Internal	jwu00@test.idr	jo wuun	010-1234-5679	General Affairs & Facilities Office	Add
3	import	Internal	khg1242@test.idr	kang hokyu		Content Curation Center	
4	import	Internal	jw1234@test.idr	jiwoo kim	010-1234-5678	Virtual Design Center	Add
5	self	Internal	admin	Administrator			

Save

Close

Function	Description				
Approve	Approve data for which approval has been requested. Approved data can be viewed on the Submission Completed Data List screen.				
Reject	Reject data for which approval has been requested. Request for Data Submission Revision The following data submission request needs revision <table> <tr> <td>Title</td><td>WER Benchmarks on Korean-English TTS Corpus v1.2</td></tr> <tr> <td>Submitter</td><td>Administrator</td></tr> </table> Please enter the reason for the revision request Reason ✓ Request for Revision Close	Title	WER Benchmarks on Korean-English TTS Corpus v1.2	Submitter	Administrator
Title	WER Benchmarks on Korean-English TTS Corpus v1.2				
Submitter	Administrator				

8.2.2 Approval Requested Data Details



NaRDA

National Research Data Archive

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{...}

DASHBOARD

Server Monitoring

Data management +

Archived Data

Data for Approval

Data for Review

Draft Data

Discarded Data

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

Code Management

Notifications +

Logs +

Statistics +

Bulletin Board +

Awaiting Approval

WER Benchmarks on Korean-English TTS Corpus v1.2

List

Data Manager

Edit

Approve

Request for Revision

Collection	High-Energy Particle Collision Logs
Author	Administrator
Last Modified	2025-07-25 15:13

Metadata

Fold / Unfold

title	✓	WER Benchmarks on Korean-English TTS Corpus v1.2
title@alternative		Evaluation Results of ASR Models using Korean-English Corpus
subject		Speech Recognition Evaluation
subject@classification		Korean-English Bilingual Corpus
description		This dataset contains word error rate (WER) benchmarks from various automatic speech recognition (ASR) models evaluated on a Korean-English text-to-speech corpus (version 1.2).
description@abstract		Results include WER scores, model configurations, and transcription outputs across multiple audio samples in a bilingual setting.
description@provenance		The data supports research in multilingual ASR systems and is intended for benchmarking purposes across hybrid and end-to-end ASR architectures.
publisher		Open Multilingual Speech Initiative (OMSI)
contributor@author		Center for Speech Technology Research (CSTR)
date		2025-06-15 (release date)

- View detailed information of approval requested data, such as metadata, file data, public access, and license settings. You can also check data change history.
- Detailed functions are as follows:

Function	Description
----------	-------------

Function	Description
Data Manager	Assign metadata management permissions to another user. Users granted management permission can manage the metadata with the same authority as the submitter.

Approve	Approve data for which approval has been requested. Approved data can be viewed on the Submission Completed Data List screen.
---------	--

Reject	Reject data for which approval has been requested.
--------	--

Request for Data Submission Revision

The following data submission request needs revision

Title	WER Benchmarks on Korean-English TTS Corpus v1.2
Submitter	Administrator

Please enter the reason for the revision request

Reason 

Request for Revision

Close

8.3. Review Target Data

Manage data for which users have requested review.

8.3.1 Review Target Data List


NaRDA
National Research Data Archive

KOR

DASHBOARD

Server Monitoring

Data management +

Archived Data

Data for Approval

Data for Review

Draft Data

Discarded Data

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

Awaiting Review

Data for Review

Total 3 records found

Download List

☒ All
☐ Public
☐ Internal public
☐ Collection Internal
☐ Private

Search

#	Collection	Title	Author	Approval Reject	Last Modified	Tool
3	High-Energy Particle Collision Logs	WER Benchmarks on Korean-English TTS Corpus v1.2 1.1	Administrator	0 / 0	2025-07-25	Review Resend E-mail
2	Atmospheric CO2 Flux Observations	Synthetic Code Generation Dataset for Programming Language Models 1.1	Administrator	0 / 0	2025-07-25	Review Resend E-mail
1	Atmospheric CO2 Flux Observations	Multimodal Emotion Recognition Dataset with Audio, Text, and Facial Cues 1.1	Administrator	0 / 0	2025-07-25	Review Resend E-mail

1

- | Function | Description |
|-------------|--|
| Click Title | Move to the Review Target Data Details screen. |

Data Review

You are about to complete the review of the following data

Title	WER Benchmarks on Korean-English TTS Corpus v1.2
Submitter	Administrator

Enter your review comments

Reason 

Comment

Approve

Request for Revision

Close

NaRDA
National Research Data Archive

KOR

DASHBOARD

Server Monitoring

Data management +

Archived Data

Data for Approval

Data for Review

Draft Data

Discarded Data

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

Code Management

Notifications +

Logs +

Awaiting Review

WER Benchmarks on Korean-English TTS Corpus v1.2

ListEditReview

Collection	High-Energy Particle Collision Logs
Author	Administrator
Last Modified	2025-07-25 15:15

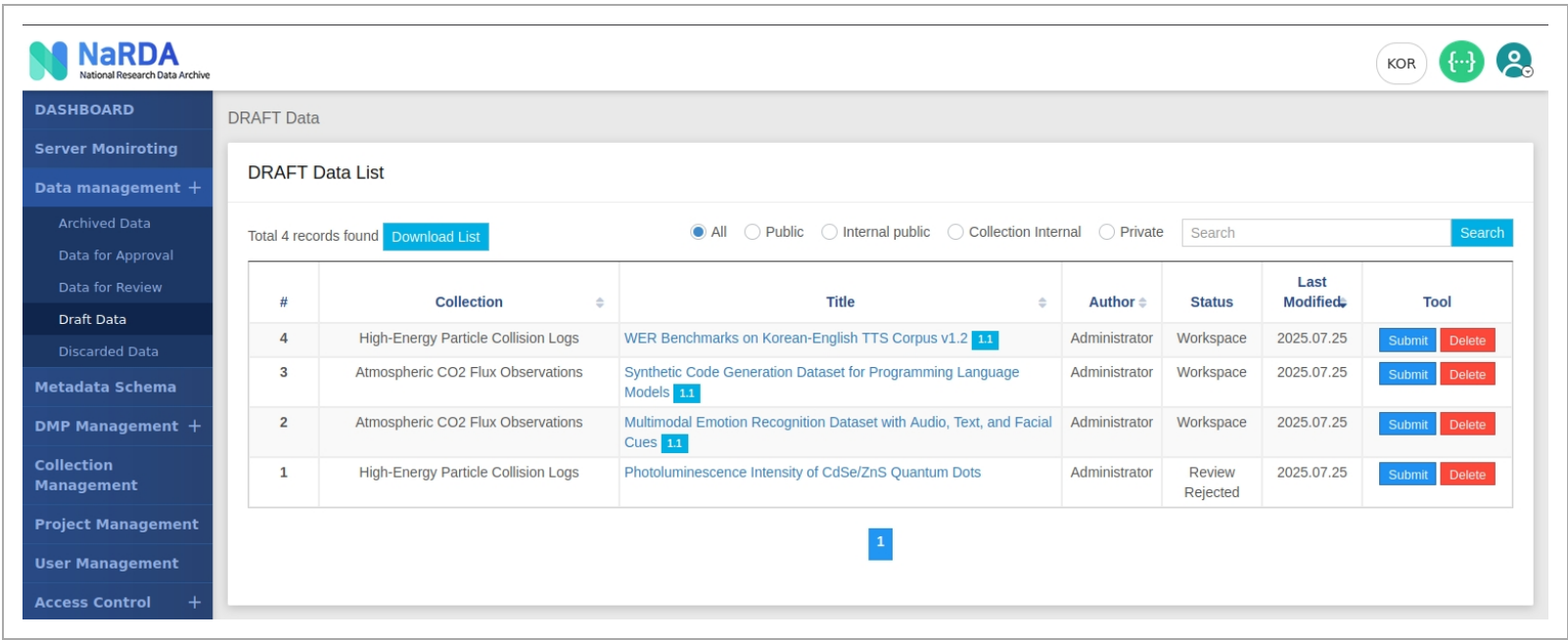
Metadata

Fold / Unfold

title	✓	WER Benchmarks on Korean-English TTS Corpus v1.2
title@ <i>alternative</i>		Evaluation Results of ASR Models using Korean-English Corpus
subject		Speech Recognition Evaluation
subject@ <i>classification</i>		Korean-English Bilingual Corpus
description		This dataset contains word error rate (WER) benchmarks from various automatic speech recognition (ASR) models evaluated on a Korean-English text-to-speech corpus (version 1.2).
description@ <i>abstract</i>		Results include WER scores, model configurations, and transcription outputs across multiple audio samples in a bilingual setting.
description@ <i>provenance</i>		The data supports research in multilingual ASR systems and is intended for benchmarking purposes across hybrid and end-to-end ASR architectures.
publisher		Open Multilingual Speech Initiative (OMSI)
contributor@ <i>author</i>		Center for Speech Technology Research (CSTR)

- ## 8.4. Draft Data

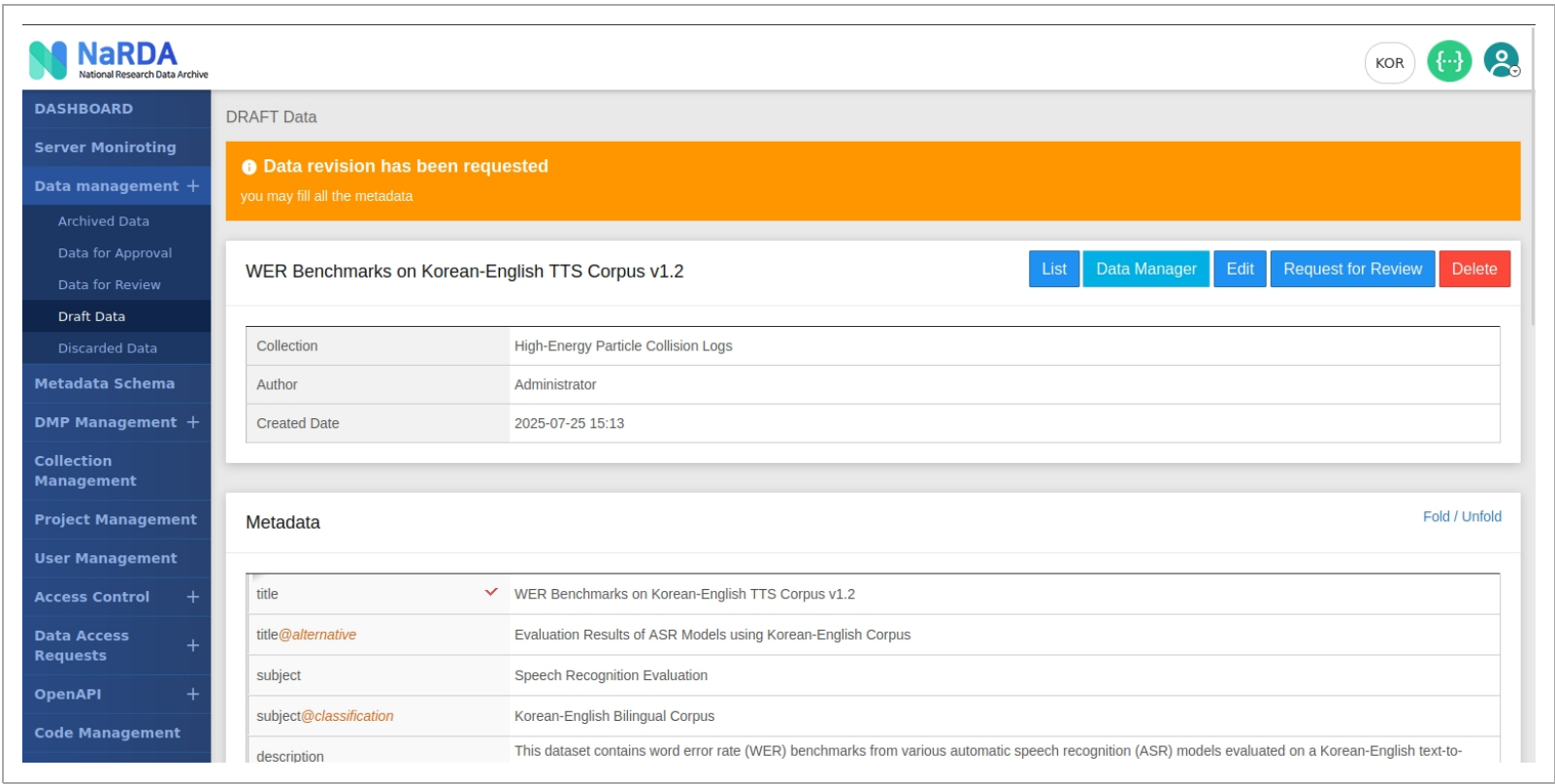
8.4.1 Draft Data List



- View and search summaries of data currently being drafted by users.
- Detailed functions are as follows:

Function	Description
Click Title	Move to the Draft Data Details screen.
Submit	Request review/approval for data currently being drafted.
Delete	Delete data currently being drafted. Deleted draft data cannot be restored.

8.4.2 Draft Data Details



- View detailed information of draft data, such as metadata, file data, public access, and license settings. You can also check data change history.

Function	Description
----------	-------------

9. DMP Management

You can control and manage DMP data according to the workflow.

Status	Description
Submitted	The data has been reviewed/approved and finally submitted, and is provided to users through the search screen.
Approval Requested	The data under preparation has been requested for approval, and an approver can approve or reject it.
For Review	The data under preparation has been requested for review, and a reviewer can approve or reject it.
In Progress	The data is in the process of being written. The submitter can modify the data, and once modifications are complete, can request review/approval.
Discarded	Data that was submitted has been discarded, so it is not provided to users through the search screen. It can be restored to the pre-discarded state via the restore function, which is provided through the admin screen.

9.1. Submitted

Manage DMPs that have been submitted.

9.1.1 List of Submitted DMPs



NaRDA

National Research Data Archive

KOR

{...}



DASHBOARD

Server Monitoring

Data management +

Metadata Schema

DMP Management +

Archived DMP

DMP for Approval

DMP for Review

Draft DMP

Withdrawn DMP

DMP Template Management

Collection Management

Archived

Archived List

Total 3 DMP records found

Download List

☒ All
 ☐ Public
 ☐ Internal public

#	Project	Title	Author	Status	Registration Date
3	VisionForge: Real-Time Scene Understanding for Edge Devices	SMAP-Derived Global Soil Moisture Maps (2022)	Administrator	Internal public	2025-07-24
2	EthicaAI: Building Transparent and Fair Decision Systems	AlphaFold2 Protein Structure Predictions (Batch 17)	Administrator	Internal public	2025-07-24
1	NeuroGenesis: Adaptive Neural Networks for Lifelong Learning	Electrolyte Decomposition at High Voltage (>4.2V)	Administrator	Internal public	2025-07-24

1

- You can view or search summary information of submitted DMPs.
- Clicking the title moves you to the [View Submitted DMP](#) screen.

9.1.2 View Submitted DMP

NaRDA

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{..}

DASHBOARD

Server Monitoring

Data management +

Metadata Schema

DMP Management +

Archived DMP

DMP for Approval

DMP for Review

Draft DMP

Withdrawn DMP

DMP Template

Management

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

Code Management

Notifications +

Logs +

Statistics +

Archived

AlphaFold2 Protein Structure Predictions (Batch 17)

ListDiscard

Template	test results	
Title	AlphaFold2 Protein Structure Predictions (Batch 17)	
Project	EthicaAI: Building Transparent and Fair Decision Systems	Change
Access Type	Internal public	
Author	Administrator	
Last Modified	2025-07-25 15:22	

Metadata

Fold / Unfold

title

AlphaFold2 Protein Structure Predictions (Batch 17)

Data History

Fold / Unfold

#	Operator	Timestamp	Action	Status	Changes	Message
5	Administrator	2025-07-24	Archive	Archived		
4	Administrator	2025-07-24	Accept	Workflow		
3	Administrator	2025-07-24	Submit	Workflow		

- You can view detailed information of submitted DMPs such as basic information, metadata, and data history.
- Detailed functions are as follows:

Function	Description
----------	-------------

Discard	Discards the submitted DMP. The discarded DMP can be restored via the restore function.
---------	--

Discard DMP

The following DMP will be discarded

If previous versions exist, the entire DMP will be discarded

Title	AlphaFold2 Protein Structure Predictions (Batch 17)
Submitter	Administrator

Please enter the reason for discarding

Reason

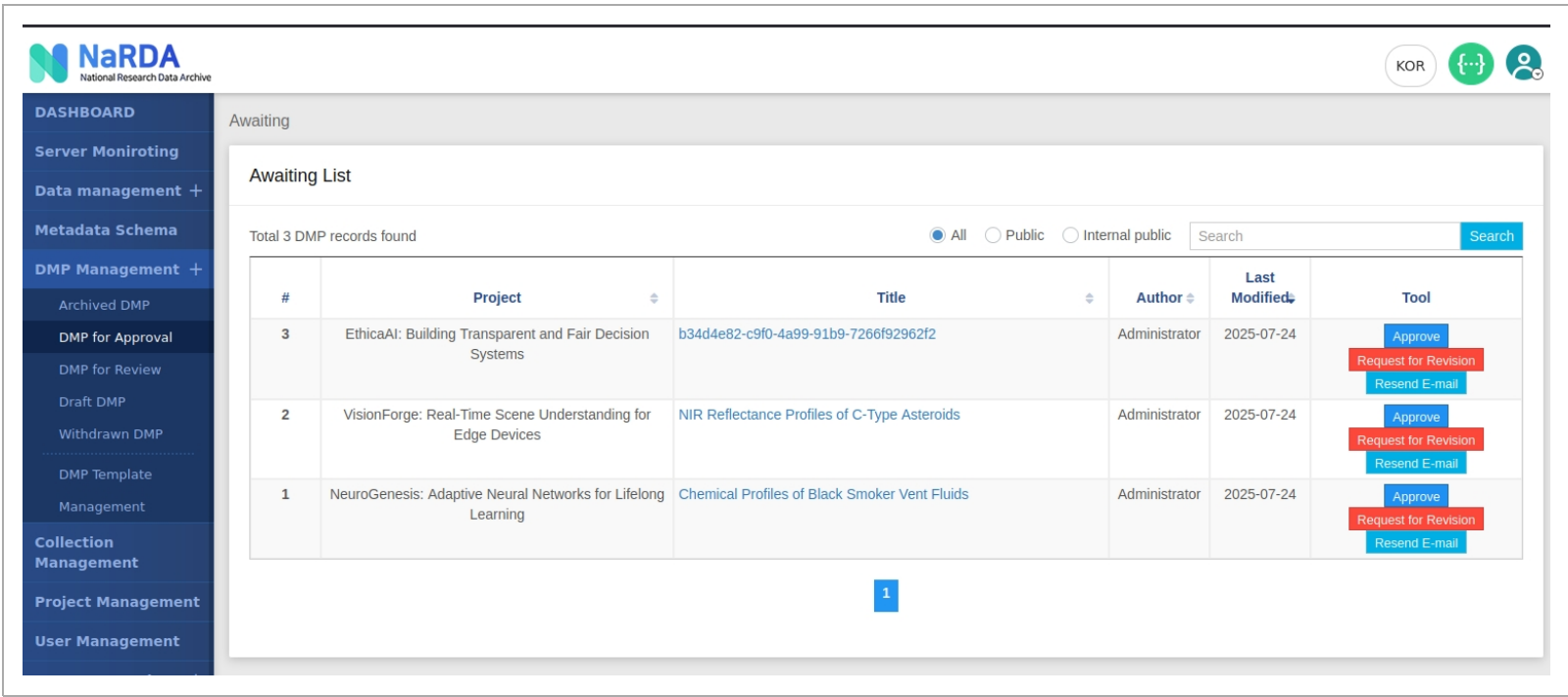
Discard

Close

9.2. Approval Requested

Manage DMPs for which users have requested approval.

9.2.1 List of Approval Requested DMPs



- You can view and search summary information of DMPs for which users have requested approval.
- Detailed functions are as follows:

Function	Description
Click Title	Moves to the View Approval Requested DMP screen.
Approve	Approves the DMP that has been requested for approval. The approved DMP can be viewed through the List of Submitted DMPs screen.

Reject Rejects the DMP that has been requested for approval.

Request for DMP Registration Revision

The following DMP registration request will be returned for revision

Title	Chemical Profiles of Black Smoker Vent Fluids
Submitter	Administrator

Please enter the reason for the revision request

Reason

Request for Revision

Close

9.2.2 View Approval Requested DMP


NaRDA
National Research Data Archive

KOR





DASHBOARD

Server Monitoring

Data management +

Metadata Schema

DMP Management +

Archived DMP

DMP for Approval

DMP for Review

Draft DMP

Withdrawn DMP

DMP Template

Management

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

Awaiting

Chemical Profiles of Black Smoker Vent Fluids

List

Approve

Request for Revision

Template	test results
Title	Chemical Profiles of Black Smoker Vent Fluids
Project	NeuroGenesis: Adaptive Neural Networks for Lifelong Learning Change
Access Type	Internal public
Author	Administrator
Last Modified	2025-07-24 11:26

Metadata

Fold / Unfold

title	Chemical Profiles of Black Smoker Vent Fluids
-------	---

Data History

Fold / Unfold

--	--

- You can view detailed information of the DMP requested for approval, such as basic information, metadata, and data history.
- Detailed functions are as follows:

Approve	Approves the DMP that has been requested for approval. The approved DMP can be viewed through the List of Submitted DMPs screen.
---------	---

Reject	Rejects the DMP that has been requested for approval.
--------	---

Request for DMP Registration Revision

The following DMP registration request will be returned for revision

Title	Chemical Profiles of Black Smoker Vent Fluids
Submitter	Administrator

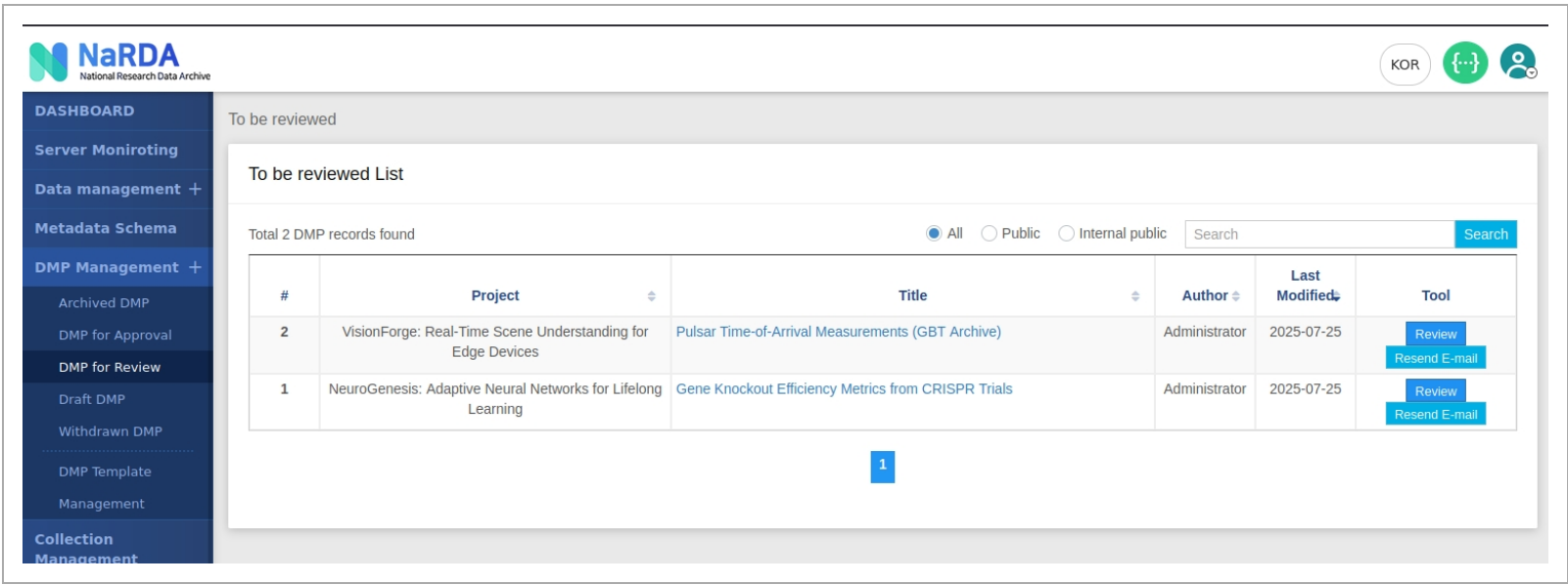
Please enter the reason for the revision request

Reason ✓

Request for Revision
Close

9.3. For Review

9.3.1 List of DMPs for Review



- You can view and search summary information of DMPs for which users have requested review.
- Detailed functions are as follows:

Function	Description
Click Title	Moves to the View DMP for Review page

Review You can write comments or approve/reject the DMP that has been requested for review.

Data Review

Review the following DMP

Title	Pulsar Time-of-Arrival Measurements (GBT Archive)
Submitter	Administrator

Please enter your review comments

Reason

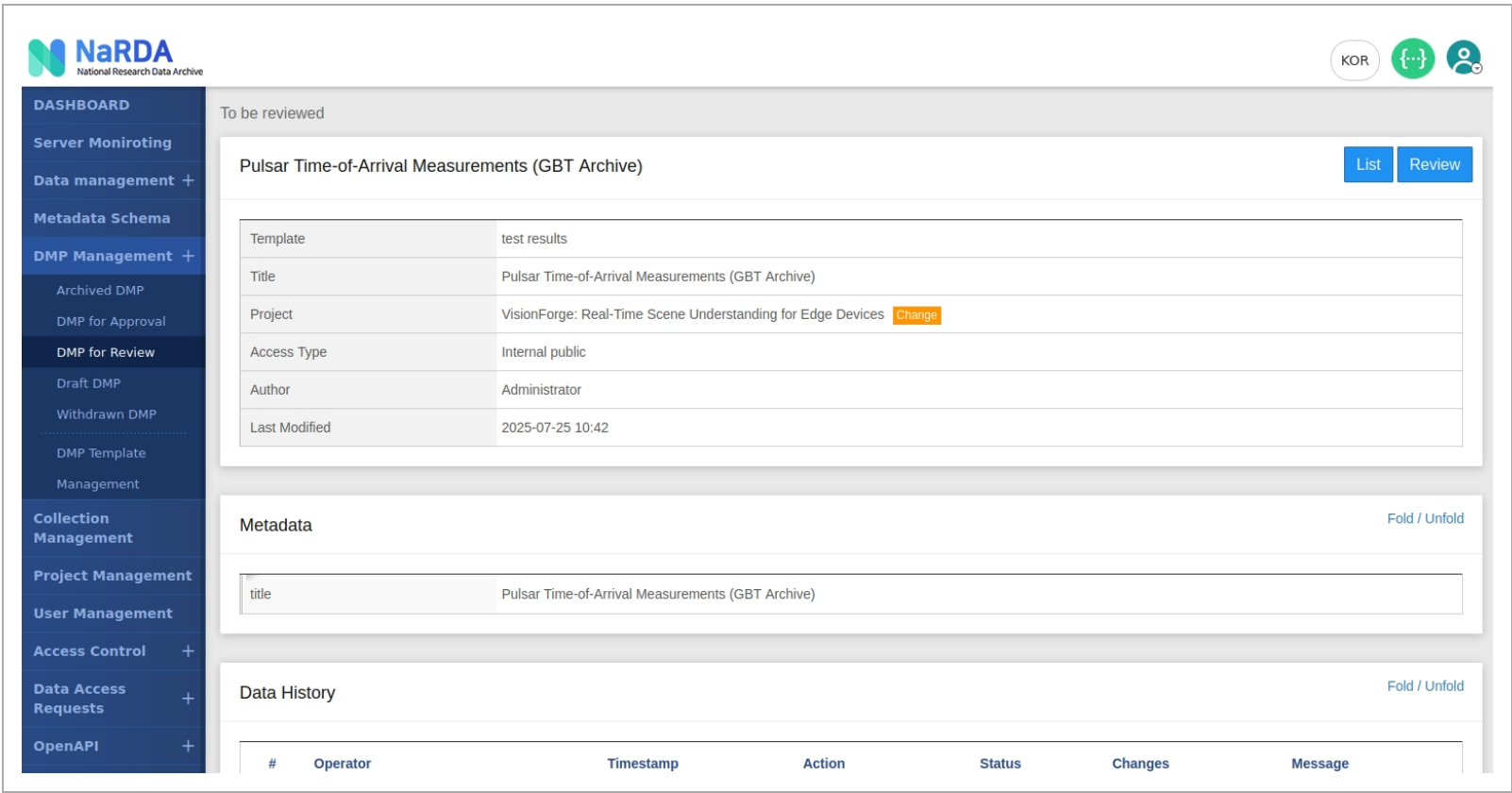
Comment

Approve

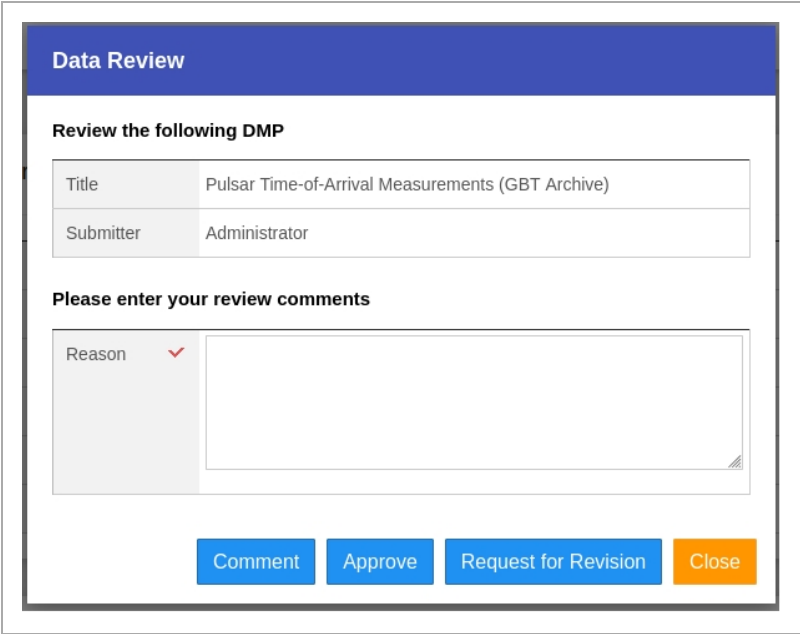
Request for Revision

Close

9.3.2 View DMP for Review



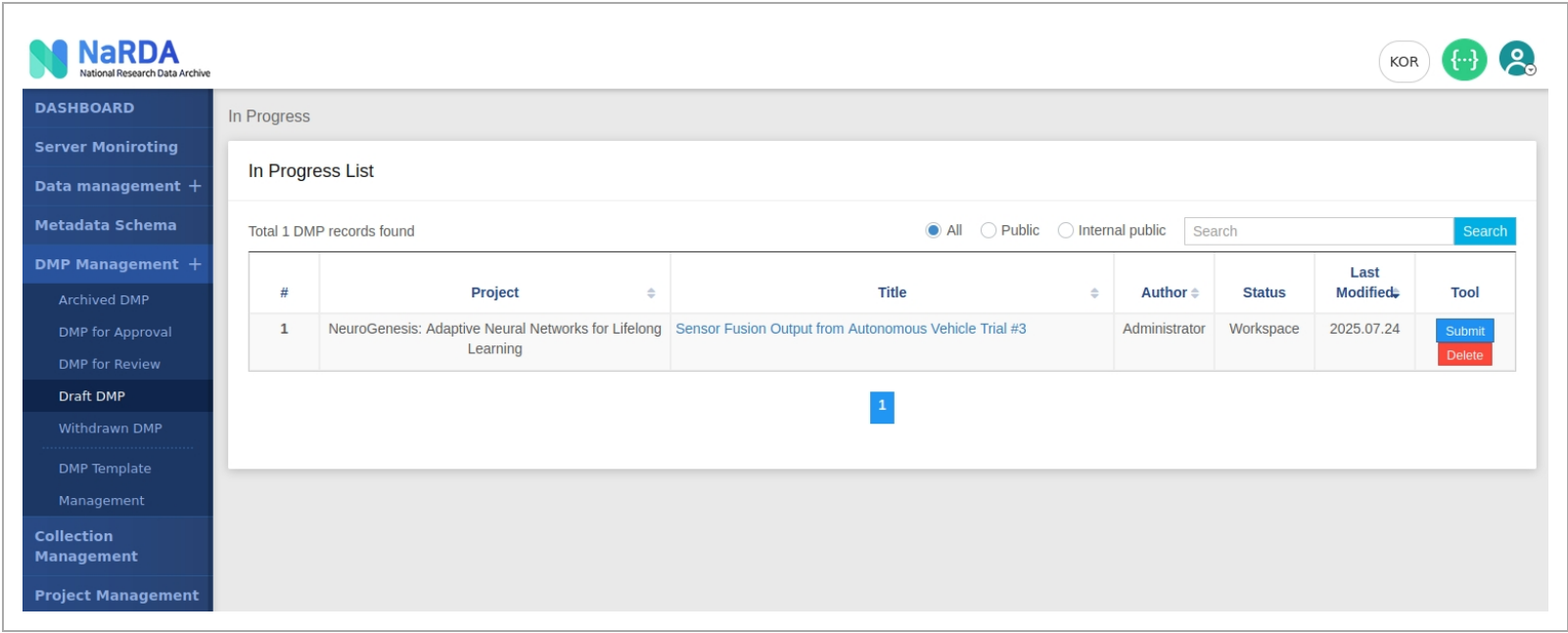
- You can view detailed information of the DMP requested for review, such as basic information, metadata, and data history.
- Detailed functions are as follows:

Function	Description
Review	You can write comments or approve/reject the DMP that has been requested for review. 

9.4. In Progress

Manage DMPs that users are currently writing.

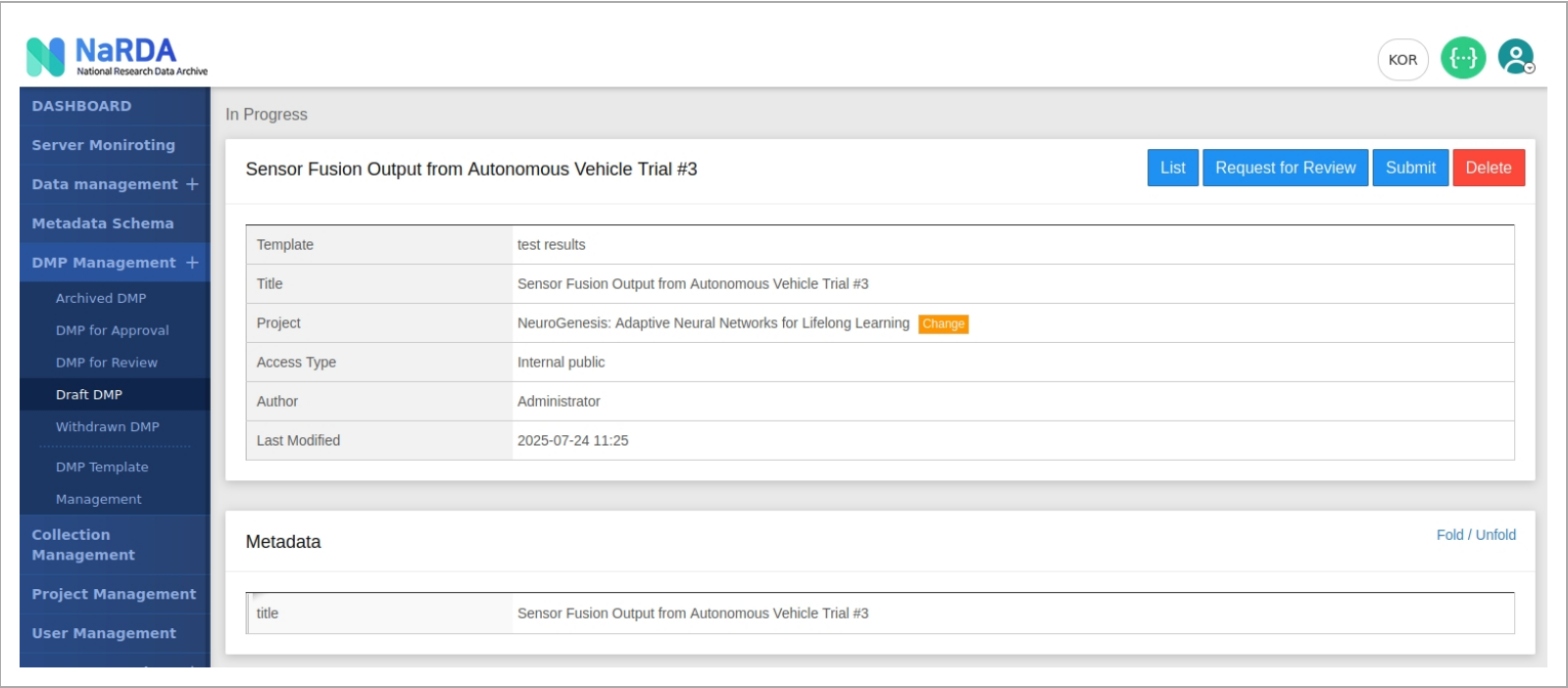
9.4.1 List of DMPs In Progress



- You can view and search summary information of DMPs currently being written by users.
- Detailed functions are as follows:

Function	Description
Click Title	Moves to the View DMP In Progress screen.
Submit	Requests review/approval for the data in progress.
Delete	Deletes the data in progress. Deleted data in progress cannot be recovered.

- 9.4.2 View DMP In Progress



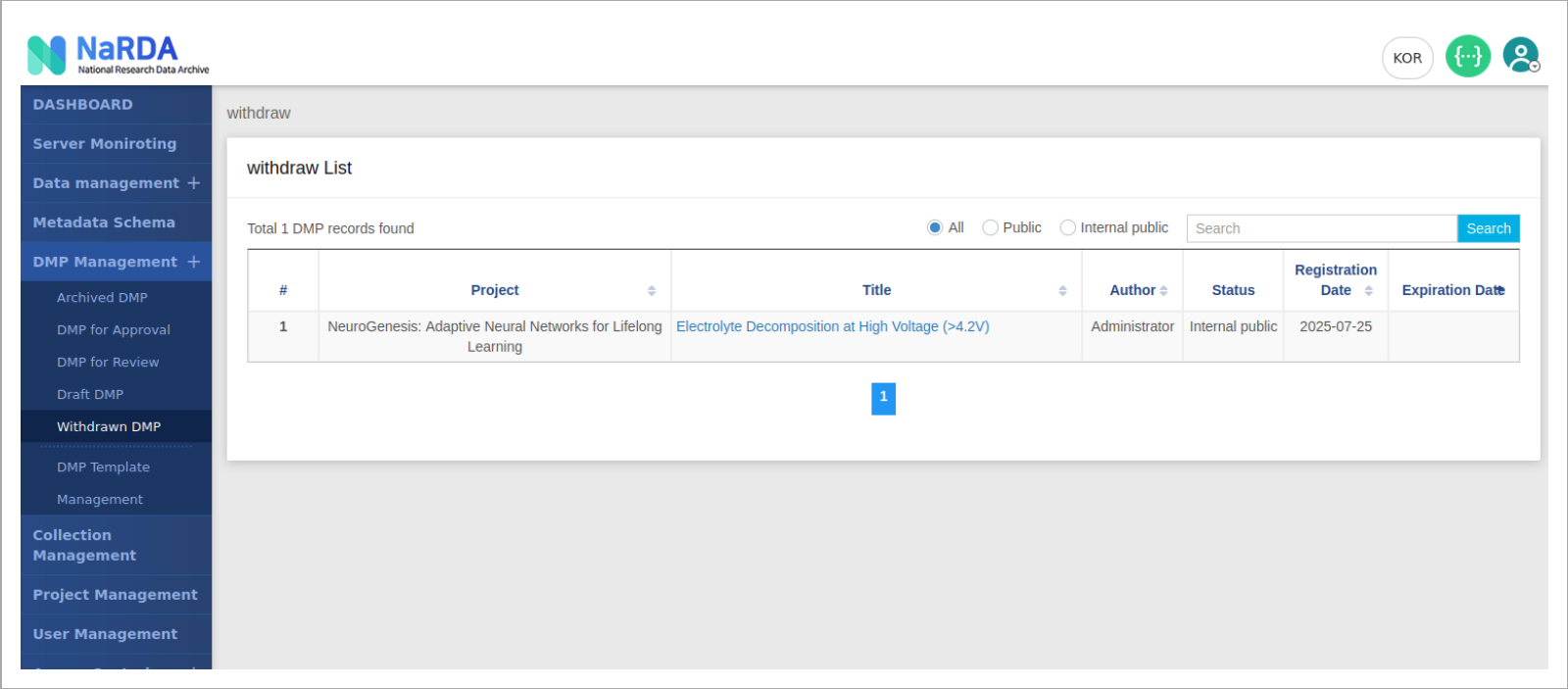
- You can view detailed information of the DMP in progress, such as basic information, metadata, and data history.
- Detailed functions are as follows:

Function	Description
Request Review	Requests review of the data in progress.
Request Approval	Requests approval of the data in progress.
Delete	Deletes the data in progress. Deleted data in progress cannot be recovered.

9.5. Discarded

Manage discarded DMPs.

9.5.1 List of Discarded DMPs



- You can view and search summary information of discarded DMPs.
- Clicking the title moves you to the [View Discarded DMP](#) screen.
- Data scheduled for deletion is highlighted in red and will be permanently deleted at dawn the next day. After that, it cannot be recovered.

9.5.2 View Discarded DMP

List Reinstall

Template	test results
Title	Electrolyte Decomposition at High Voltage (>4.2V)
Project	NeuroGenesis: Adaptive Neural Networks for Lifelong Learning Change
Access Type	Internal public
Author	Administrator
Last Modified	2025-07-25 15:22

Fold / Unfold

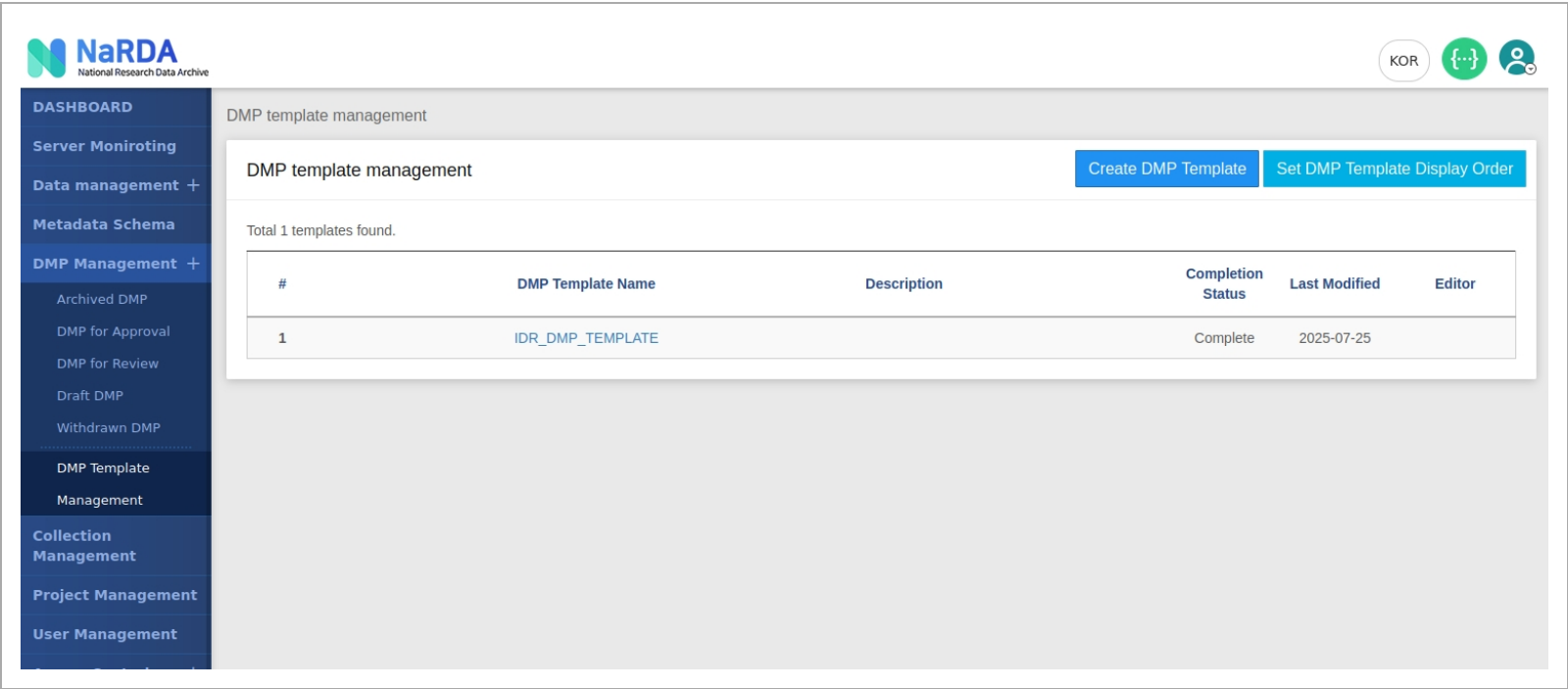
title	Electrolyte Decomposition at High Voltage (>4.2V)
-------	---

- You can view detailed information of discarded DMPs such as basic information, metadata, and data history.
- Restore → Restores the discarded data to the Submitted DMP state.

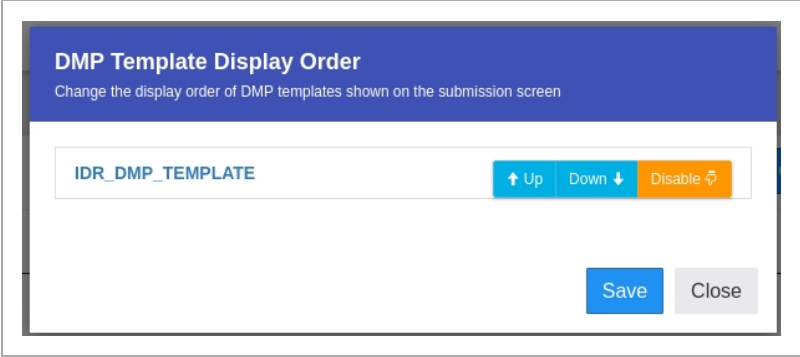
9.6 DMP Template Management

Manage DMP templates.

9.6.1 List of DMP Templates



- You can view summary information of registered DMP templates.
- Detailed functions are as follows:

Function	Description
Click DMP Template Name	Moves to the View DMP Template screen.
Create DMP Template	Creates a new DMP template. You can copy from an existing template or create a new one. 
DMP Template Display Order	You can change the display order or set whether to use the template. 

9.6.2 View DMP Template


NaRDA
National Research Data Archive

KOR





DASHBOARD

Server Monitoring

Data management +

Metadata Schema

DMP Management +

Archived DMP

DMP for Approval

DMP for Review

Draft DMP

Withdrawn DMP

DMP Template Management

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

DMP template management

IDR_DMP_TEMPLATE

DMP Template List

Edit Information

Delete

DMP Template Name	IDR_DMP_TEMPLATE
DMP Template Description	
Last Modified	2025-07-25
Editor	

DMP template

Edit

Export

Collapse All

Expand All

☐ Show Disabled

Element	Label	Input Type	Index Type	Required	Repeatable	Help Text
title	title	simple	title			
- ProjectSummary	project summary					
ProjectName	project name					
Department	department					
DataDescription	data description	multiline				

- You can view the list of fields that make up the basic information and metadata of a DMP template.
- Detailed functions are as follows:

9.6.3 Edit DMP Template


NaRDA
National Research Data Archive

KOR





DASHBOARD
Server Monitoring
Data management +
Metadata Schema
DMP Management +
Archived DMP
DMP for Approval
DMP for Review
Draft DMP
Withdrawn DMP
DMP Template Management
Collection Management
Project Management

DMP template management

You are editing the DMP template format.

The edits will be saved in a temporary template format on the server and will not affect the original template. You can continue editing after logging in again. When finished, click the **Finish Editing** button to complete.

Edit DMP Template Format

DMP Template Info
Import/Export
Cancel Edit
Finish Editing

Add Input Field
Collapse All
Expand All
☐ Show Disabled

Element	Label	Input Type	Index Type	Required	Repeatable	Help Text
title	title	simple	title			
- ProjectSummary						
ProjectName	project name					
Department	department					
DataDescription	data description	multiline				

- Edit the fields that make up the DMP template.
- The edited content is temporarily saved as a draft template and does not affect the original format. You can continue editing your work the next time you log in.
- Once editing is completed, the changes will be applied to new DMP submissions only, and will not affect previously registered DMPs.
- Detailed functions are as follows:

Function	Description
Import/Export	Export or import the DMP template to/from Excel.
Cancel Editing	Cancel editing the DMP template. Any unsaved edits will be discarded.
Complete Editing	Apply the temporary DMP template to the original format and finish editing.
Add Input Field	Adds a new field. The Edit Field Information screen will appear.
Collapse All	If the fields are structured as a tree, only the top-level nodes are displayed.
Expand All	If the fields are structured as a tree, all lowest-level nodes are expanded and displayed.
Show Disabled	Display fields that are set as disabled.

- The detailed functions for each field are as follows:

Function	Description
Add Sub-item	Adds a sub-field. The Edit Field Information screen will appear.
Move Up	Moves the field up by one position.
Move Down	Moves the field down by one position.
Disable	Sets the field as disabled and excludes it from display.
Delete	Deletes the field.

9.6.4 Edit Field Information

Edit Field Info

Field Name

ProjectName

Label

project name

Label shown to users. If left blank, the element name will be used.

Input Type

☐ Single-line Text

☐ Multi-line Text

☐ Date

☐ Code Selection

Code Selection

Index Type

☐ None

☐ Title

☐ Subtitle

☐ Project Name

☐ Description

☐ Language

☐ Contributor

☐ Date

☐ Identifier

☐ Format

☐ Publisher

☐ Relation

☐ Rights

☐ Source

☐ Subject

☐ Index Type

☐ Coverage

☐ Coordinates (WKT)

Title , Project Name will be displayed as title/project name in the DMP list.

Required/Repeatable

☐ Required Input

☐ Repeatable

Help

Save

Close

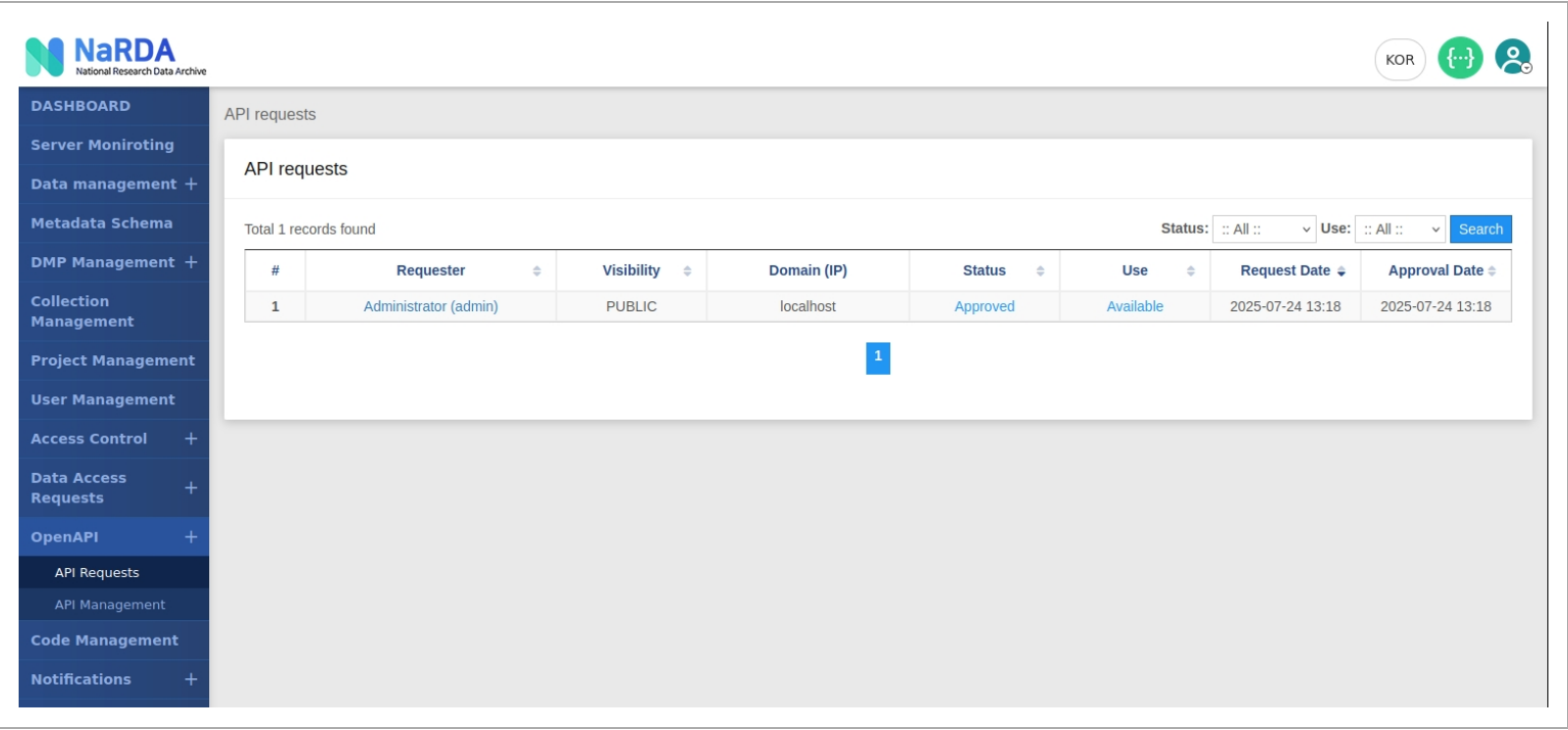
- Edit the field information.
- Detailed items for field information are as follows:

Item	Description
Field Name	Enter a name for distinguishing the field. Only alphabet/number/underscore (_) characters are allowed, and the first letter must be an alphabet.
Label	Label displayed when submitting the DMP. If not entered, the field name will be used.
Input Type	Specify the type of value to be entered.
Code Selection	Activated when “Code Selection” is chosen as the input type; you can select codes registered through Code Management .
Index Type	Specify the search engine index type to map with the entered value.
Required/Repeat	Set whether the field is required and if repeated input is allowed.
Help	Enter guidance to be displayed when submitting data.

10. OpenAPI

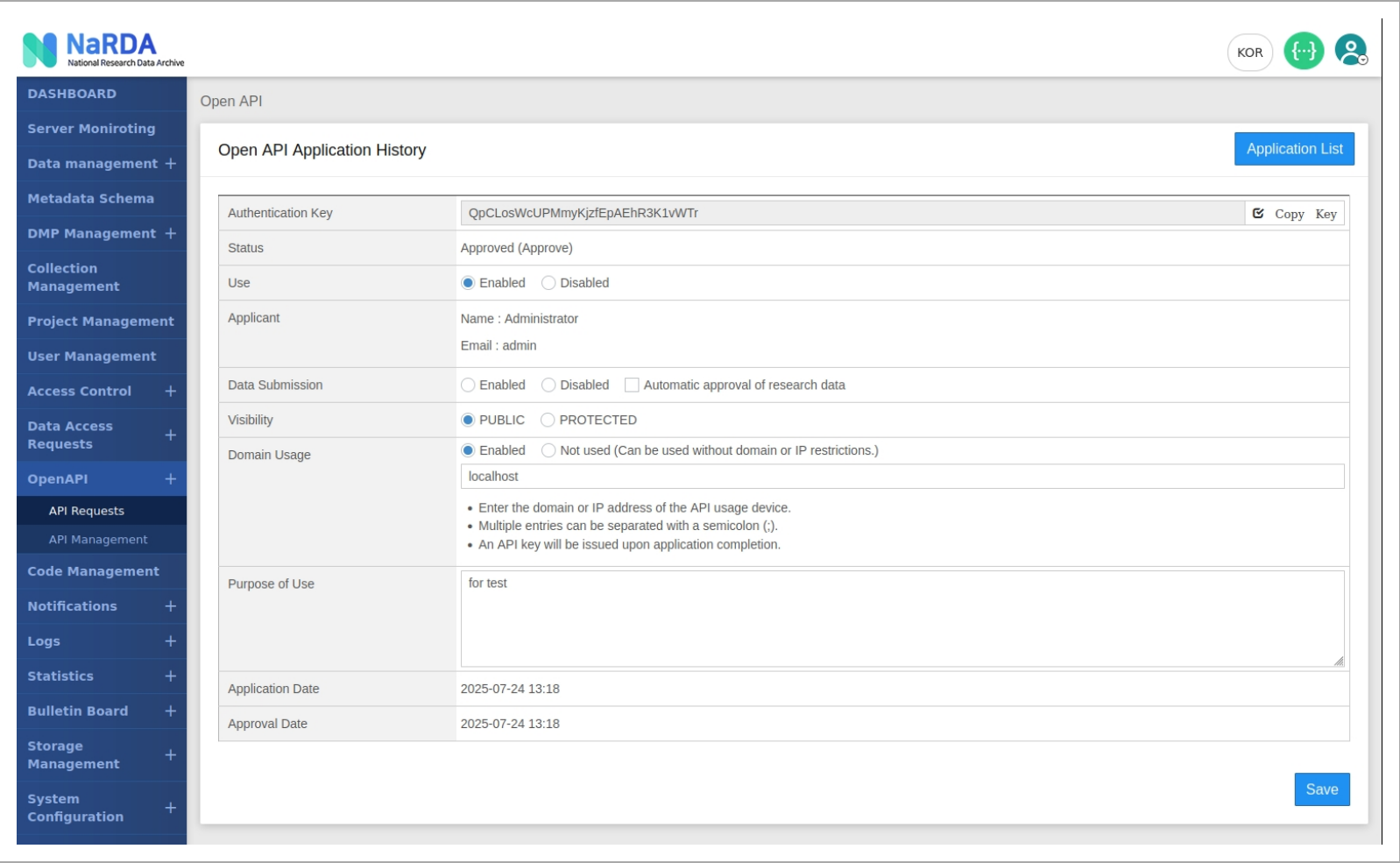
Manages OpenAPI application records.

10.1 API Application Records



- You can view or search brief information about OpenAPI application records.
- When you select an applicant, you will be taken to the [OpenAPI Application Record Details](#) screen.

10.2 API Application Record Details



- Provides detailed information about the OpenAPI application record.
- The detailed items are as follows:

Item	Description
------	-------------

Item	Description
Authentication Key	A key for using the OpenAPI, issued upon approval.
Status	Shows the processing status of the OpenAPI application.
Usage	Allows you to control the availability of the OpenAPI independently from the status.
Applicant	Shows the OpenAPI applicant.
Disclosure Type	Distinguishes whether data provided via OpenAPI is available externally or internally.
Usage Domain	Restricts OpenAPI access by setting the domain or IP of the device to use the OpenAPI.
Purpose of Use	Shows the purpose of use entered when applying for the OpenAPI.

- The detailed functions are as follows:

Item	Description
Save	Saves the modified information.
Approve	Approves the application record.
Reject	Rejects the application record after entering a reason for rejection.
Delete	Deletes the application record.

10.3 API Management



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DASHBOARD

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Data management +

Metadata Schema

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Project Management

User Management

Access Control +

Data Access Requests +

OpenAPI +

API Requests

API Management

Code Management

Notifications +

Logs +

API Management

API Management

Total 8 records found

#	API	Name	Description	Daily Limit	Usage Status
1	/openapi/collection	Overall structure of the collection			Enabled
2	/openapi/dmp/{id}	Detailed information of the DMP			Enabled
3	/openapi/data	Research data search			Enabled
4	/openapi/submit	Data submission API			Enabled
5	/openapi/file/{id}	Download attached research data files (public files)			Enabled
6	/openapi/data/{id}	Detailed information of the research data			Enabled
7	/openapi/dmp	DMP search			Enabled
8	/openapi/collection/{id}	Detailed information of the collection			Enabled

- Manages the OpenAPIs provided through the repository system.

10.4 API View



- | | |
|-----------------|---|
| OpenAPI | + |
| API Requests | |
| API Management | |
| Code Management | |
| Notifications | + |
| Logs | + |

Description

11. Code Management

Manages the codes used in the repository system.
Codes can have parent/child relationships in a tree structure, with no depth limitation.

11.1 Code List

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Data management +

Metadata Schema

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Collection Management

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OpenAPI +

Code Management

Notifications +

Logs +

Statistics +

Bulletin Board +

Storage Management +

System Configuration +

Batch Jobs

Code Management

Add Code

Bulk Register Codes

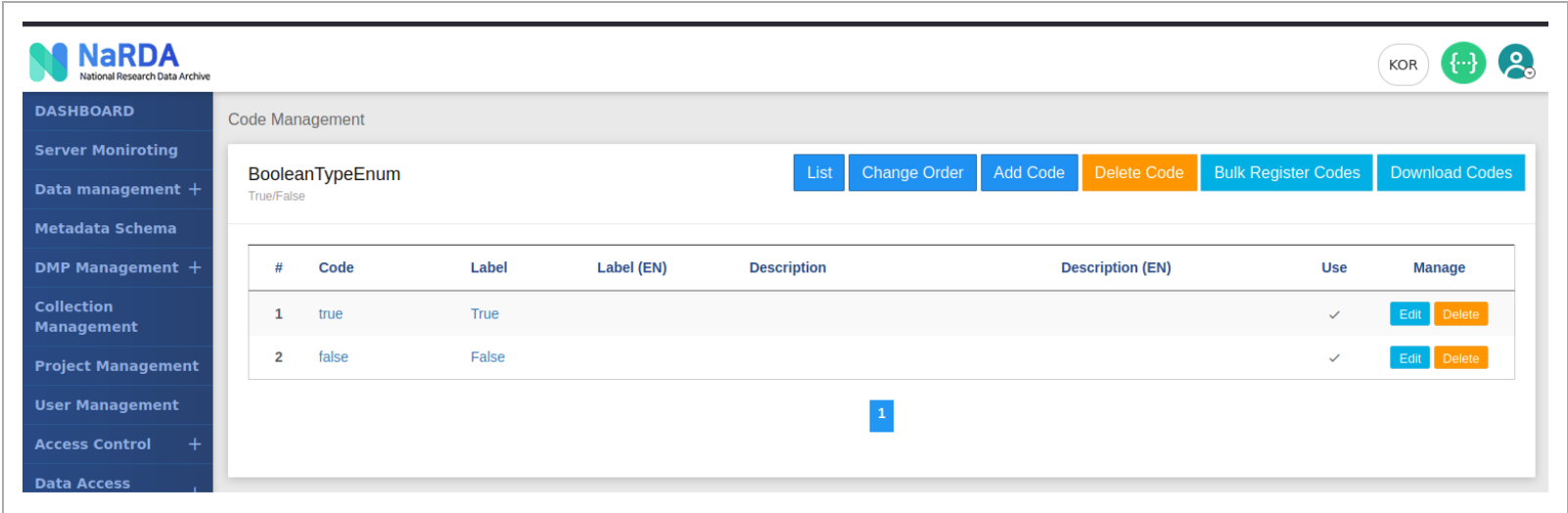
#	Code	Label	Label (EN)	Description	Description (EN)	Use	Manage
1	BundleTypeEnum	Bundle Type		Bundle data type		✓	Edit Delete
2	country	Country Code		2-letter country code(ISO-3166-1)		✓	Edit Delete
3	IdentifierType					✓	Edit Delete
4	PersonnelRoleEnum			/DIF/Personnel/Role		✓	Edit Delete
5	BooleanTypeEnum			True/False		✓	Edit Delete
6	country-3					✓	Edit Delete
7	OrganizationTypeEnum			/DIF/Organization/Organization_Type		✓	Edit Delete
8	RepositoryType					✓	Edit Delete
9	CCLicenseTypeEnum	CC License		CC License		✓	Edit Delete
10	GranuleSpatialRepresentationEnum			/DIF/Spatial_Coverage/Granule_Spatial_Re...		✓	Edit Delete
11	lang					✓	Edit Delete
12	ResponsibilityType					✓	Edit Delete
13	ContributorType					✓	Edit Delete
14	CoordinateSystemEnum			/DIF/Spatial_Coverage/Geometry/Coordinat...		✓	Edit Delete
15	CollectionAccessType					✓	Edit Delete
16	OrganizationPersonnelRoleEnum			/DIF/Personnel/Contact_Person/Role		✓	Edit Delete

- Allows you to view code information.
- The detailed functions are as follows:

Item	Description
Add Code	Registers a new code.
Bulk Code Registration	Registers multiple codes at once using an Excel file. Batch Register Codes Steps to Batch Register Codes 1. Download Template to get the template file. 2. Fill in the code information in the template. 3. Upload File to upload your completed file. 4. Check the preview of the data to be imported. 5. After checking the contents, Execute Registration by clicking the button. Download Template Upload File ☐ Update if code already exists Execute Registration Cancel
On Code Click	Moves to the Subcode List screen.
Edit	Edits the registered code. The code itself cannot be modified, but the name/description can be edited.

Item	Description
Delete	Deletes the code. If there are registered subcodes, deletes them together.

11.2 Subcode List



- Allows you to view subcode information.
- The detailed functions are as follows:

Item	Description
Add Code	Registers a new subcode.
Bulk Code Registration	Registers multiple subcodes at once using an Excel file.
Delete Code	Deletes the code. If there are registered subcodes, deletes them together.
On Code Click	Moves to the Subcode List screen.
Edit	Edits the registered code. The code itself cannot be modified, but the name/description can be edited.
Delete	Deletes the code. If there are registered subcodes, deletes them together.

12. Notification

Manages notification records and templates.

12.1 Notification Records

12.1.1 Notification Records List



DASHBOARD

Server Monitoring

Data management +

Metadata Schema

DMP Management +

Collection Management

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Data Access Requests +

OpenAPI +

Code Management

Notifications +

Email History

Template Management

Logs +

Statistics +

Bulletin Board +

Storage Management +

System Configuration +

Batch Jobs

KOR




Announcement History

Announcement History

Total 34 records found

30

Data name or recipient

Search

#	Title	Sent Time	Sent / Total	Status	Tools
34	[NaRDA Data Approval Request Notification] Photoluminescence Intensity of CdSe/Z...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
33	[NaRDA Data Approval Request Notification] Multimodal Emotion Recognition Datas...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
32	[NaRDA Data Approval Request Notification] Synthetic Code Generation Dataset for...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
31	[NaRDA 데이터 승인 시작 알림]WER Benchmarks on Korean-English TTS ...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
30	[NaRDA Data Approval Request Notification] WER Benchmarks on Korean-English TTS ...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
29	[NaRDA Data Approval Request Notification] Daily CO2 Flux Measurements from Urba...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
28	[NaRDA Data Approval Request Notification] Photoluminescence Intensity of CdSe/Z...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
27	[NaRDA Data Approval Request Notification] Multimodal Emotion Recognition Datas...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
26	[NaRDA Data Approval Request Notification] Synthetic Code Generation Dataset for...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
25	[NaRDA 데이터 승인 시작 알림]WER Benchmarks on Korean-English TTS ...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
24	[NaRDA Data Approval Request Notification] WER Benchmarks on Korean-English TTS ...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
23	[NaRDA Data Approval Request Notification] Daily CO2 Flux Measurements from Urba...	2025-07-25 17:00	0 / 1	Canceled	Resend E-mail
22	[NaRDA Data Approval Request Notification] Photoluminescence Intensity of CdSe/Z...	2025-07-25 16:59	0 / 1	Canceled	Resend E-mail
21	[NaRDA Data Approval Request Notification] Multimodal Emotion Recognition Datas...	2025-07-25 16:59	0 / 1	Canceled	Resend E-mail
20	[NaRDA Data Approval Request Notification] Synthetic Code Generation Dataset for...	2025-07-25 16:59	0 / 1	Canceled	Resend E-mail

- Allows you to view the sending history of notifications by service.
- If mail information is registered in the environment settings, emails will be sent to recipients, and the final sending result can be checked through the result field.
- If an Exception is displayed in the sending result, please contact the person in charge or the development company.
- Clicking the title moves to the [Notification Record Details](#) screen.

12.1.2 Notification Record Details



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Template Management

Email Notification Details

Back to Notification List

Recipient	
Title	[NaRDA Data Approval Request Notification] Photoluminescence Intensity of CdSe/Z...
Content	Dear {{ recipient.name }}, There is a data approval request in the [High-Energy Particle Collision Logs] collection. * Data Title: Photoluminescence Intensity of CdSe/ZnS Quantum Dots * Submitted by: Administrator For more details, please visit National Research Data Archive. http://localhost:18080 If you have any questions regarding this email, please contact us using the information below. Admin Email: Admin Contact: Thank you!

#	E-mail	Name	Sent Time	Status	Delivery Error
---	--------	------	-----------	--------	----------------

- Allows you to view the details of sent notifications and the result of email delivery.

- If there is a transmission error, please contact the person in charge or the development company.

12.2 Template Management

12.2.1 Template List



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Email History

Template Management

Logs +

Statistics +

Bulletin Board +

Storage Management +

Template Management

Register Template

Total 26 records found

#	Template Type	Title	Language
1	PASS_RESET	{{ site.name }} : 비밀번호 재설정 확인	Default
2	EMBARGO_LIFT_DATE	{{{ site.shortName }}} 연구데이터 엠바고 해제일 알림 {{{ item.title abbreviate(40) }}	Default
3	REQUEST_REJECT	{{{ site.shortName }}} 데이터 제공 승인 알림{{{ item.title abbreviate(40) }}	Default
4	REQUEST_ACCEPT	{{{ site.shortName }}} 데이터 제공 승인 알림{{{ item.title abbreviate(40) }}	Default
5	REQUEST_DATASET	{{{ site.shortName }}} 데이터 제공 요청 알림{{{ item.title abbreviate(40) }}	Default
6	ITEM_WITHDRAWN	{{ site.name }} : 제출한 데이터가 폐기되었습니다.	Default
7	STORAGE_EXCEED	{{{ site.shortName }}} 내 저장소 용량 초과 알림	Default
8	BITSTREAM_UPLOAD_FAILED	{{{ site.shortName }}} 파일 업로드 실패 알림 {{{ bitstream_name abbreviate(40) }}	Default
9	DYNAMIC_COLLECTION_ERROR	{{ site.shortName }} 동적 데이터 수집 실패 알림	Default
10	ITEM_REVIEW_STARTED	{{{ site.shortName }}} 데이터 검토 시작 알림{{{ item.title abbreviate(40) }}	Default
11	ITEM_REVIEW_COMPLETE	{{{ site.shortName }}} 데이터 검토 완료 알림{{{ item.title abbreviate(40) }}	Default
12	ITEM_REVIEW_REQUESTED	{{{ site.shortName }}} 데이터 검토 요청 알림{{{ item.title abbreviate(40) }}	Default
13	ITEM_WORKFLOW_STARTED	{{{ site.shortName }}} 데이터 승인 시작 알림{{{ item.title abbreviate(40) }}	Default
14	ITEM_WORKFLOW_REQUESTED	{{{ site.shortName }}} Data Approval Request Notification {{{ item.title abbreviate(40) }}	Default

- This screen is for managing templates used for each service and feature.
- You can view the list of templates, and clicking the name moves to the [Template Details](#) screen.
- You can register a new template using “Register Template.” This function requires extended development to implement functionality associated with templates.

12.2.2 Template Details



NaRDA

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{...}



DASHBOARD

Server Monitoring

Data management +

Metadata Schema

DMP Management +

Collection Management

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Storage Management +

Template Management

Template Details

Back to Template List

Template Name	승인 요청 알림
Template Type	ITEM_WORKFLOW_REQUESTED
Language	☒ Default ☐ English
Parameters	<pre> site.shortName: 시스템명 site.longName: 시스템명 site.url: 시스템 URL site.email: 대표 이메일 site.contact: 대표 연락처 submitter.email: 제출자 이메일 submitter.name: 제출자 이름 worker.email: 요청자 이메일 worker.name: 요청자 이름 reason: 사유(반려, 폐기 등의 사유를 입력하는 경우) item.title: 데이터명 collection.name: 컬렉션명 recipient.email: 수신자 이메일 recipient.name: 수신자 이름 </pre>
Title	[[[site.shortName]] Data Approval Request Notification] [[item.title abbreviate(40)]]
Content	Dear {{ recipient.name }}, There is a data approval request in the [[[collection.name]]] collection. * Data Title: {{ item.title }} * Submitted by: {{ submitter.name }} For more details, please visit {{ site.longName }}. {{ site.url }}

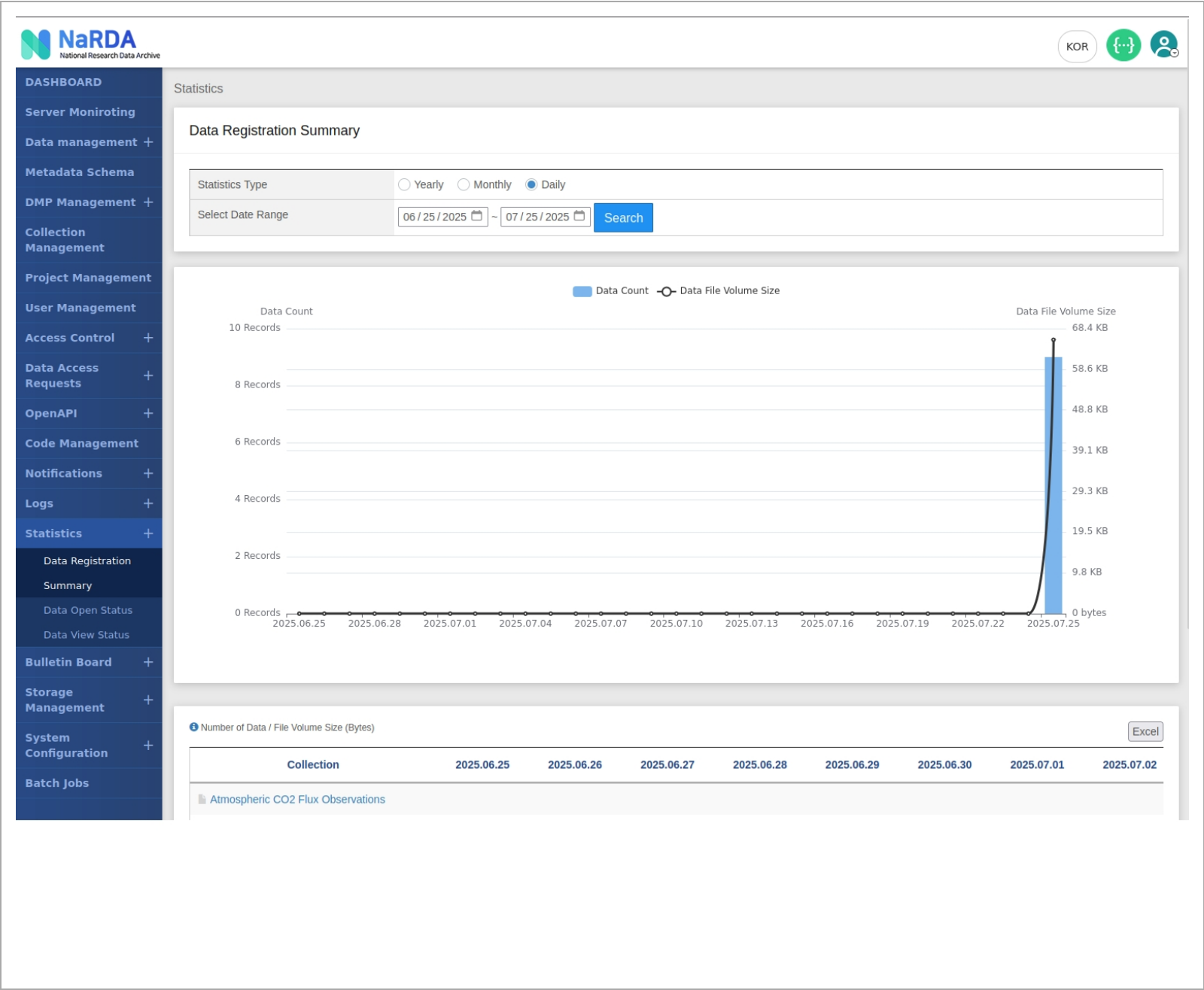
- The template details screen allows you to modify the content of the template to be sent.
- The detailed items are as follows:

Item	Description
Template Name	Used to link with the implemented notification sending function; cannot be changed.
Language	Option provided for multilingual support; currently not implemented.
Parameter	Provides information on parameters that can be used when composing the subject/content.
Subject	Used as the email subject when sending notifications.
Content	Used as the email content when sending notifications.

13. Statistics

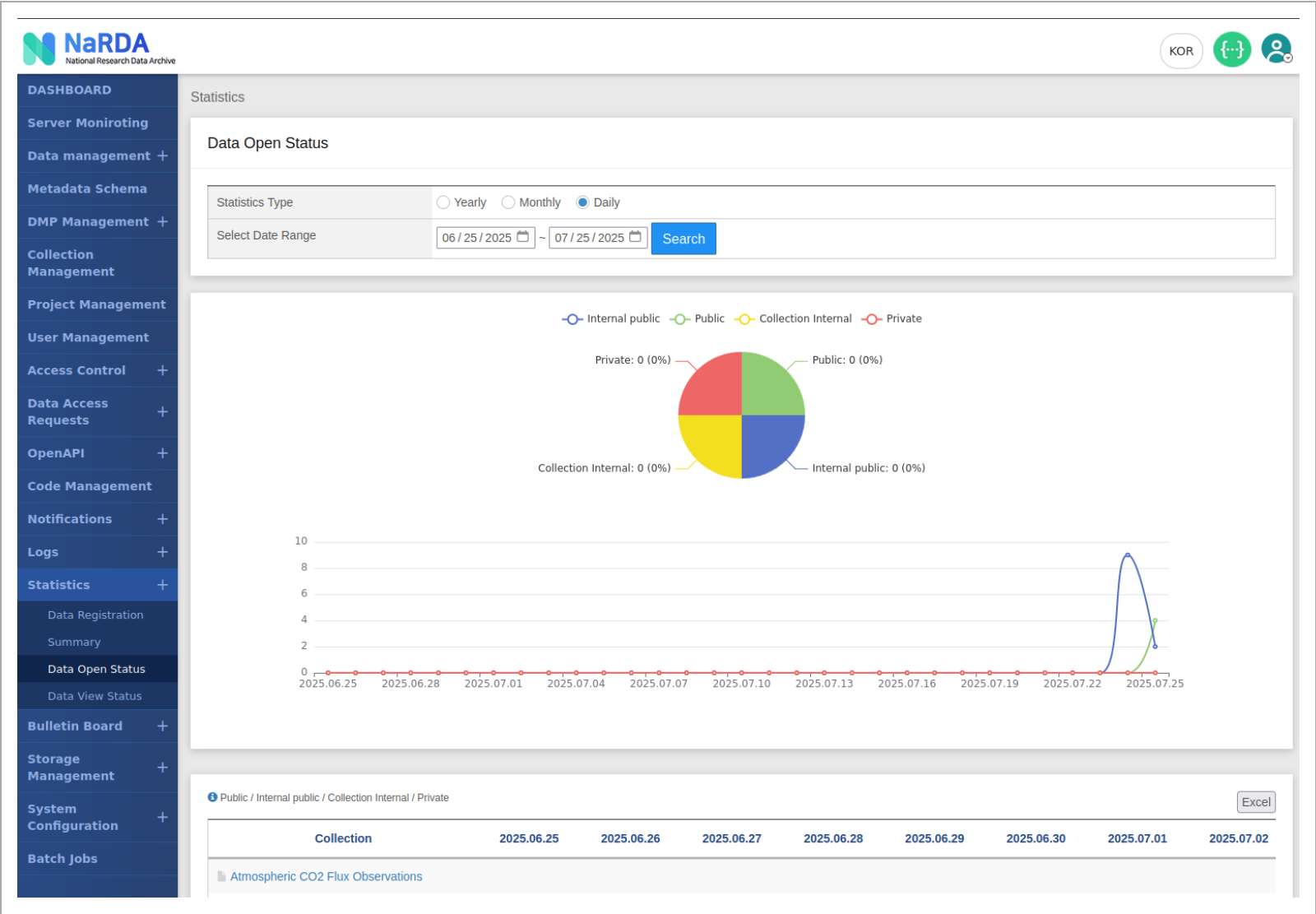
Provides statistical information on the constructed data.

13.1 Data Registration Status



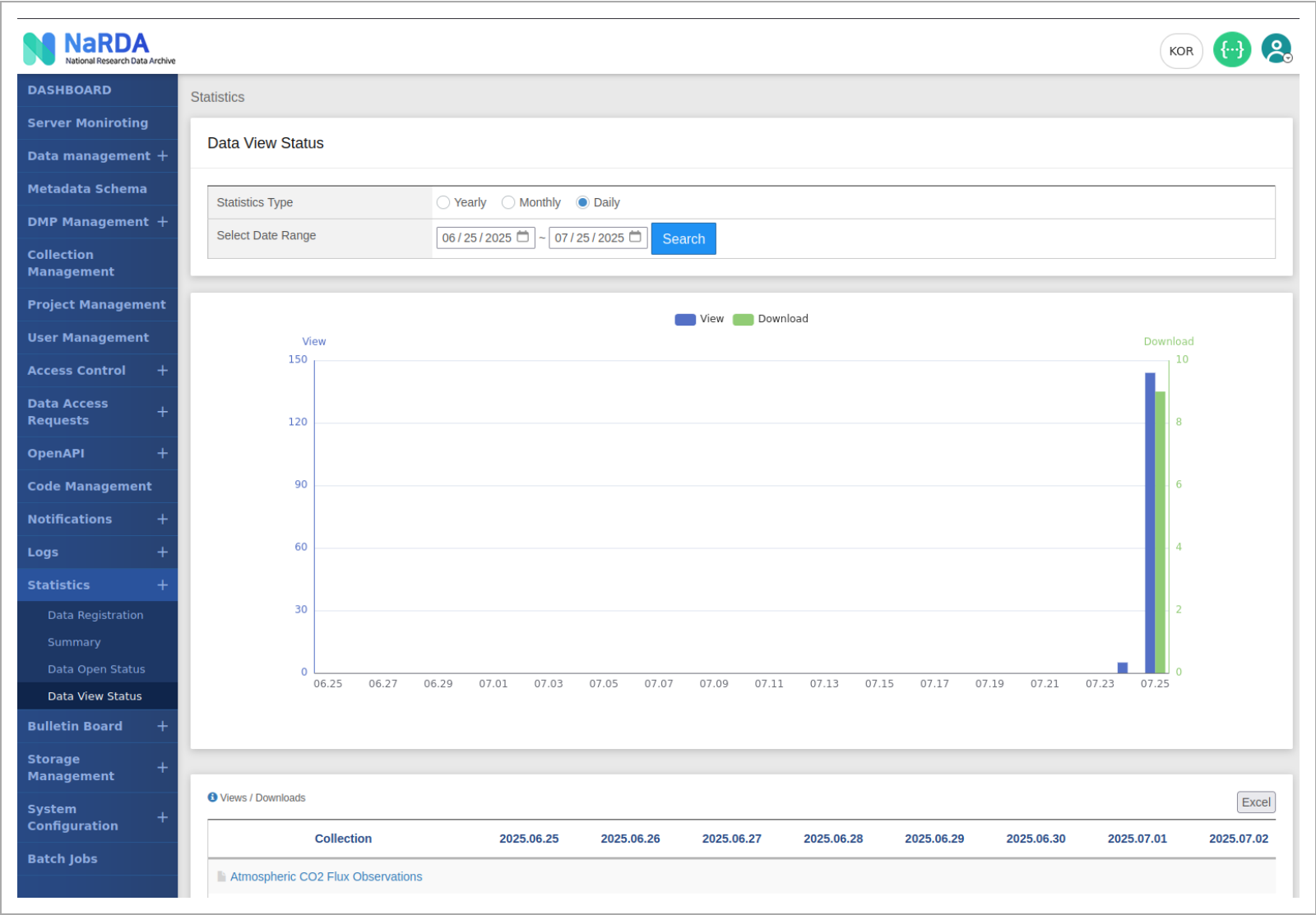
- Provides data registration status matching the selected statistical type and period as charts and tables.

13.2 Data Open Status



- Provides data disclosure status matching the selected statistical type and period as charts and tables.

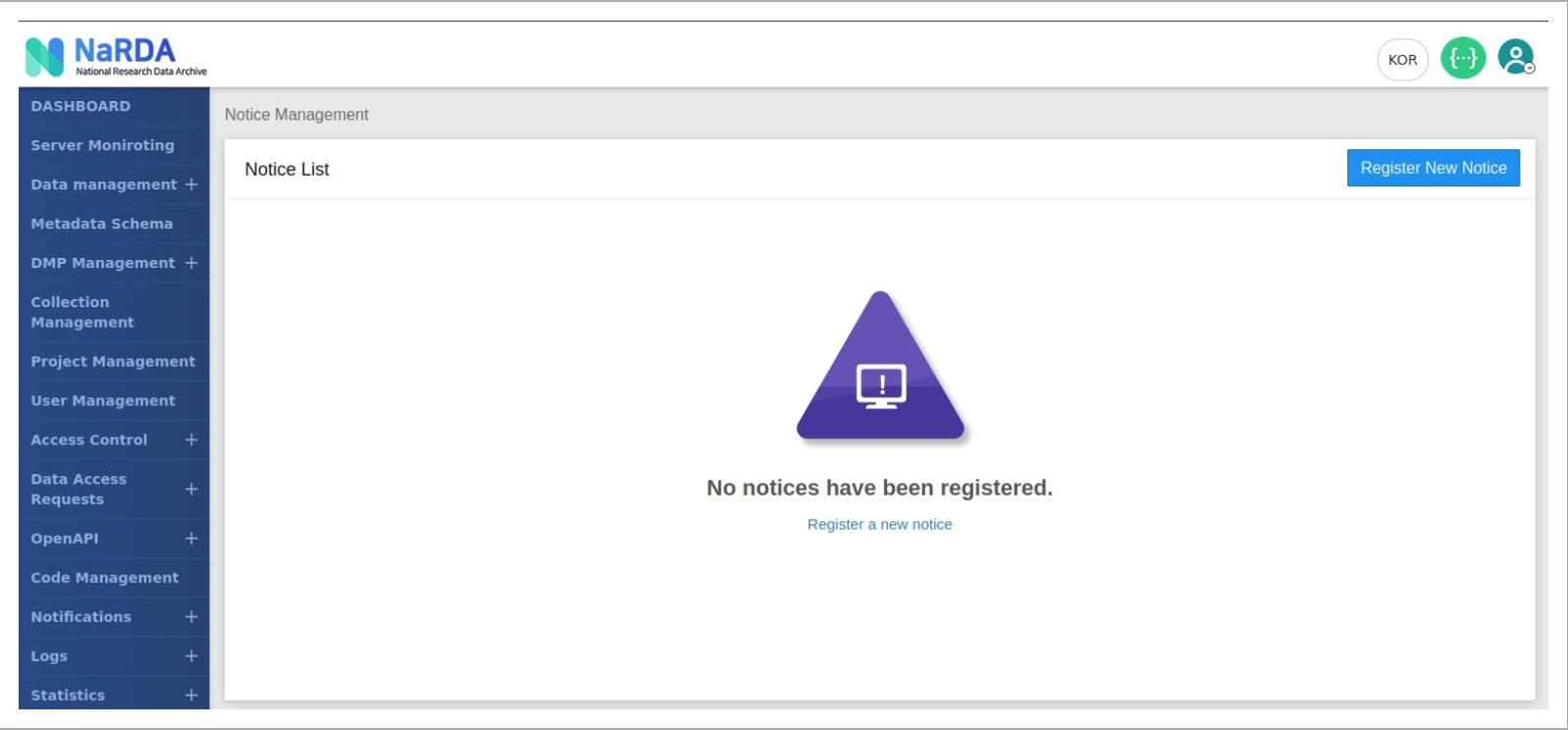
13.3 Data View Status



- Provides data access status matching the selected statistical type and period as charts and tables.

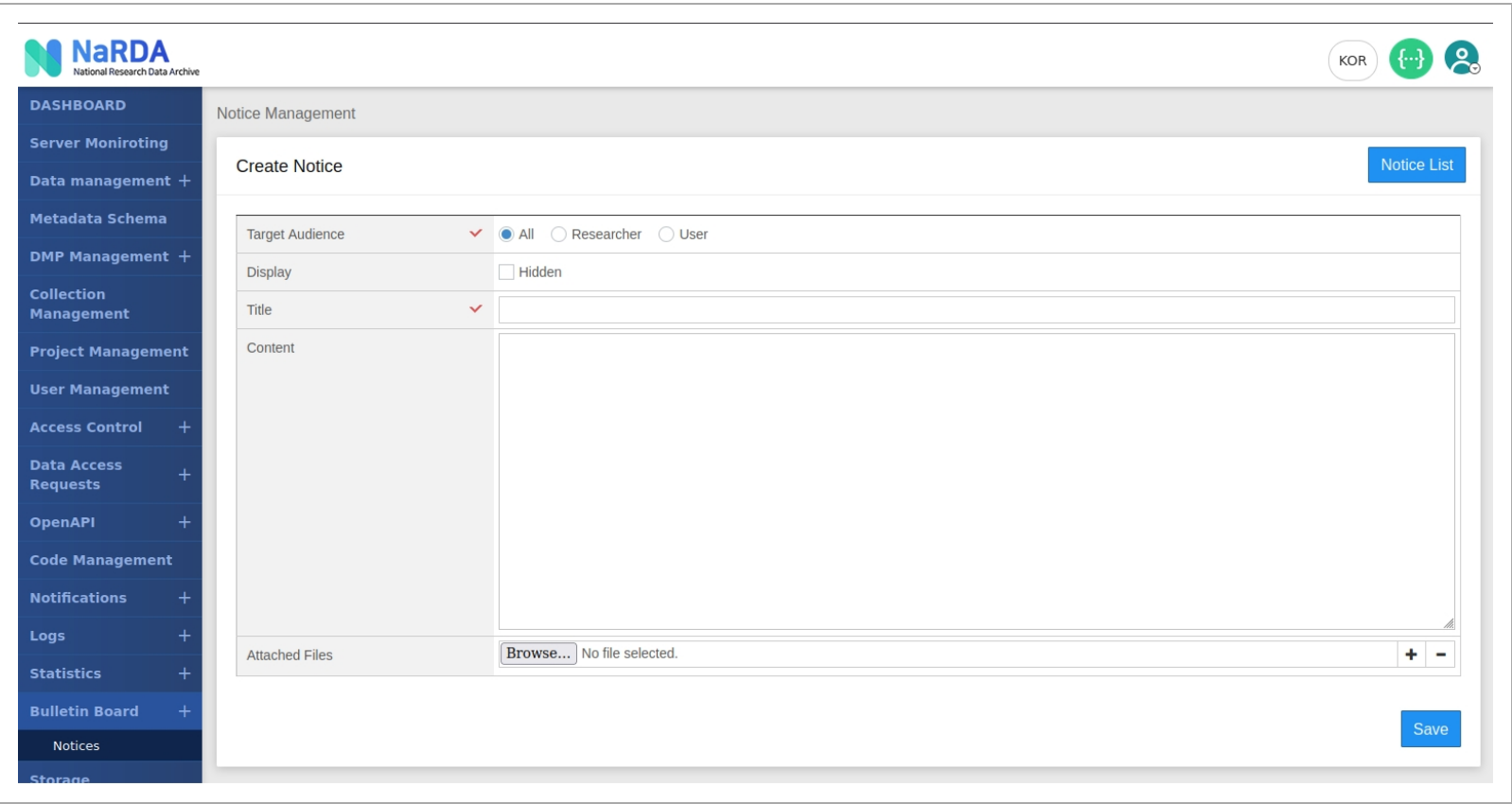
14. Bulletin Board

14.1 Notice List



- Allows you to view the list of notices.

14.2 Notice Registration/Modification



- Allows you to register or modify notices.
- The detailed items are as follows:

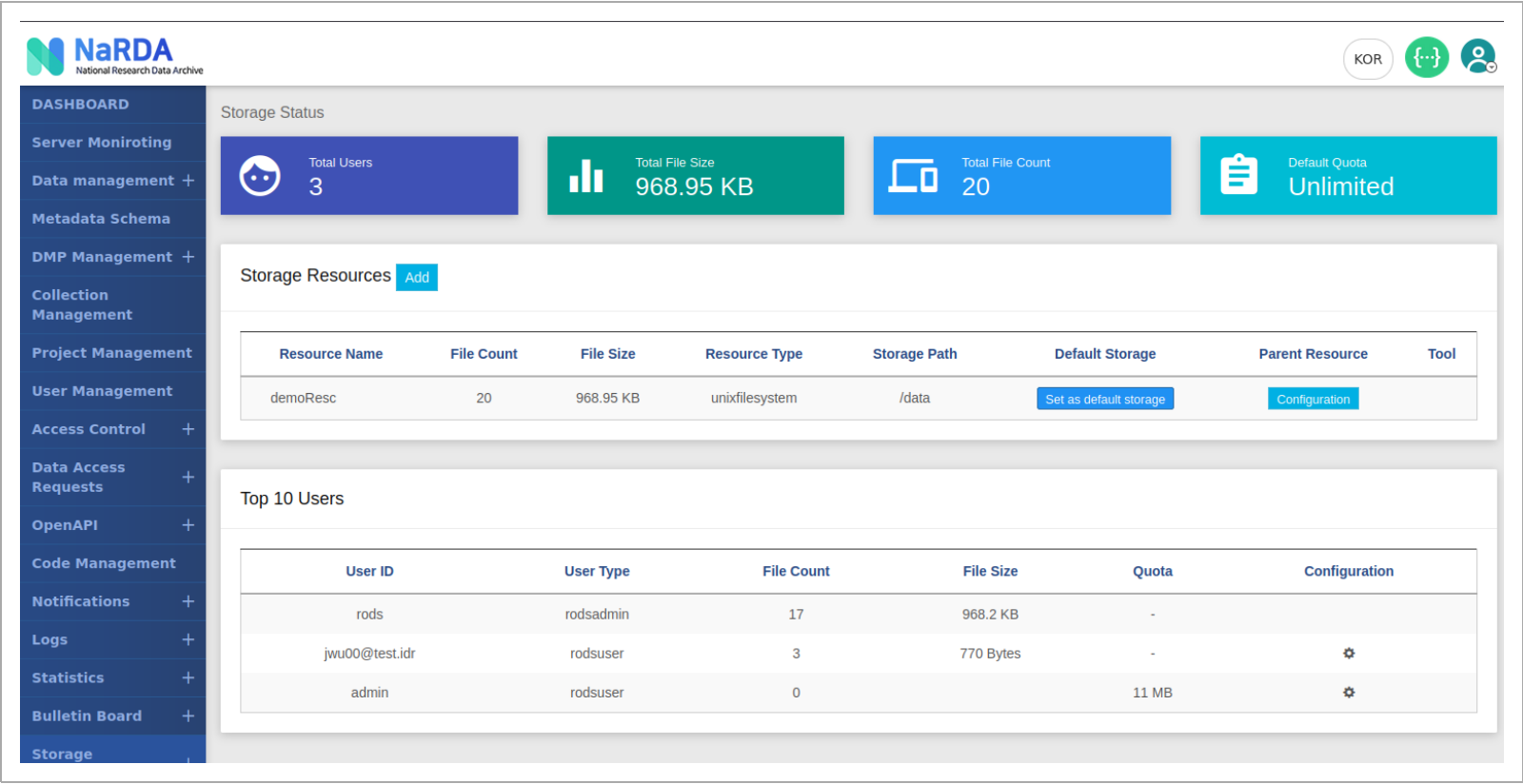
Item	Description
Target Audience	Provides notices for all, researchers, or users by distinguishing the audience.
Display on Screen	Excludes the notice from being displayed to users if the “hide” option is selected.
Popup Notice	Option to display the notice as a popup on the main screen (requires additional implementation).

Item	Description
Notice Period	Enter the period during which the notice will be provided. If outside this period, the notice will not be shown to users.
Title	Notice title
Author	Notice author
Content	Notice content
Attached File	Multiple files can be attached to the notice.

15. Storage Management

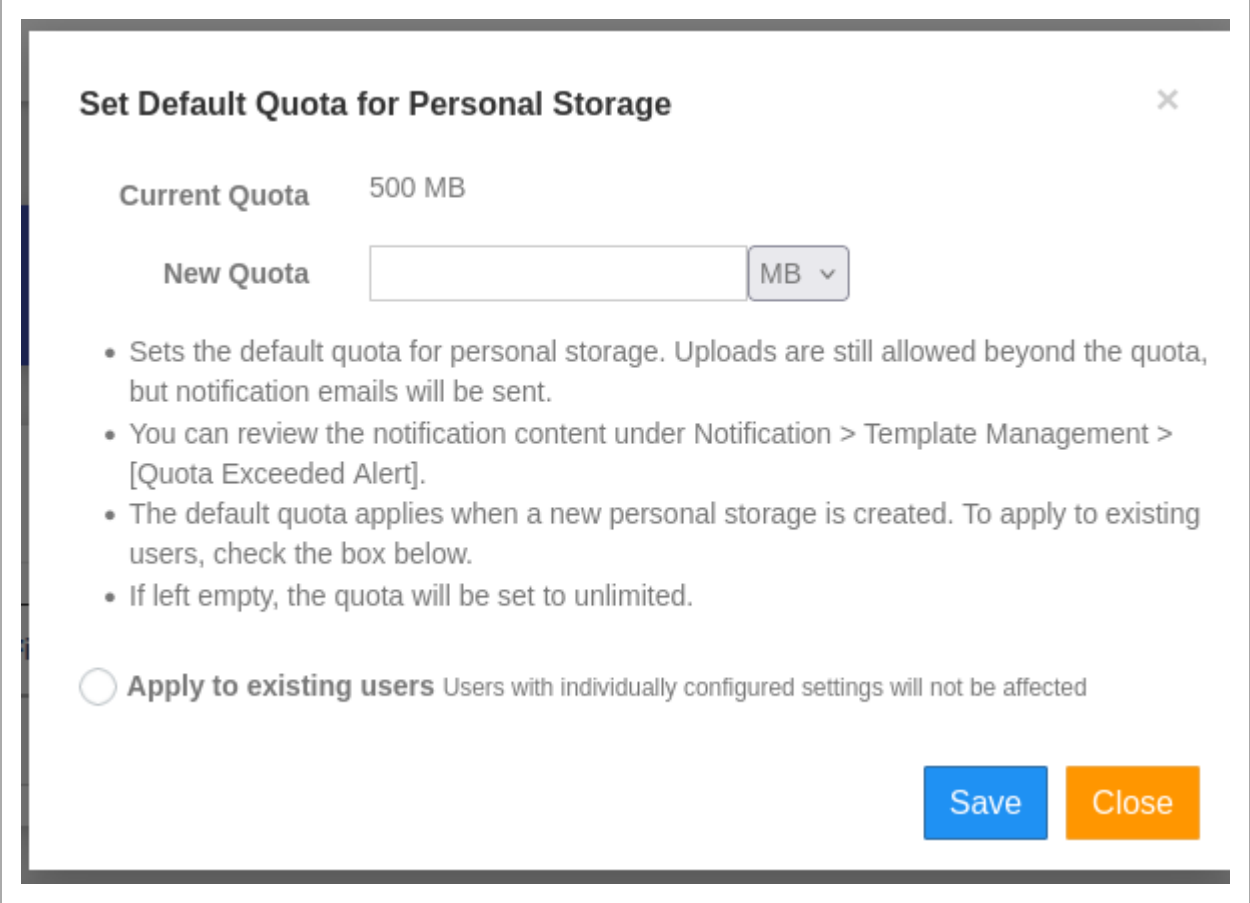
Manages the iRODS storage.

15.1 Storage Status



- Displays the status of all users using iRODS storage and all files registered by those users.
- Resources → Displays the status of the physical storage spaces being used.
- Users → Shows the personal storage usage status of the top 10 users by storage usage.

15.1.1 Default Capacity Limit



- Assigns the maximum storage capacity that each user can use.
- If `Apply to existing users` is checked, the maximum capacity limit will also be changed for all existing users who do not have individual capacity limits set.

- If not checked, the setting will only apply to newly registered users.

15.1.2 Replicated Storage Configuration

You can securely store file data by configuring various storage paths as replicated storage.

Replicated storage configuration proceeds as follows:

1. Add a storage resource to be used as replicated storage.
2. Register the actual storage path for the replicated storage as a normal storage.
3. For the storage locations where files are actually stored, register the replicated storage resource from step 1 as the parent resource.
4. Set the parent resource (replicated storage) as the default storage.
After this, all newly registered data will be stored identically in all child storages.
5. If you later need to replicate data to newly added child storages, use the `Rebalancing` function in the tool column of the parent resource.

저장소 리소스 [추가](#)

리소스명	파일 건수	파일 크기	리소스 형식	데이터 저장 경로	기본 저장소	상위 리소스	도구
replica			replication		✓		리플런싱
└─ backup2	0		unixfilesystem	/mnt2/data/		해제	
└─ original	0		unixfilesystem	/mnt/data		해제	
└─ backup	0		unixfilesystem	/mnt1/backup		해제	
└─ demoResc	10	26.89 MB	unixfilesystem	/data		해제	

Example of replicated storage configuration

15.2 Browse Storage



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Data management +

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Collection Management

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Statistics +

Bulletin Board +

Storage Management +

Storage Summary

Browse Storage

Storage Users

Storage Resources

Files

Empty Trash

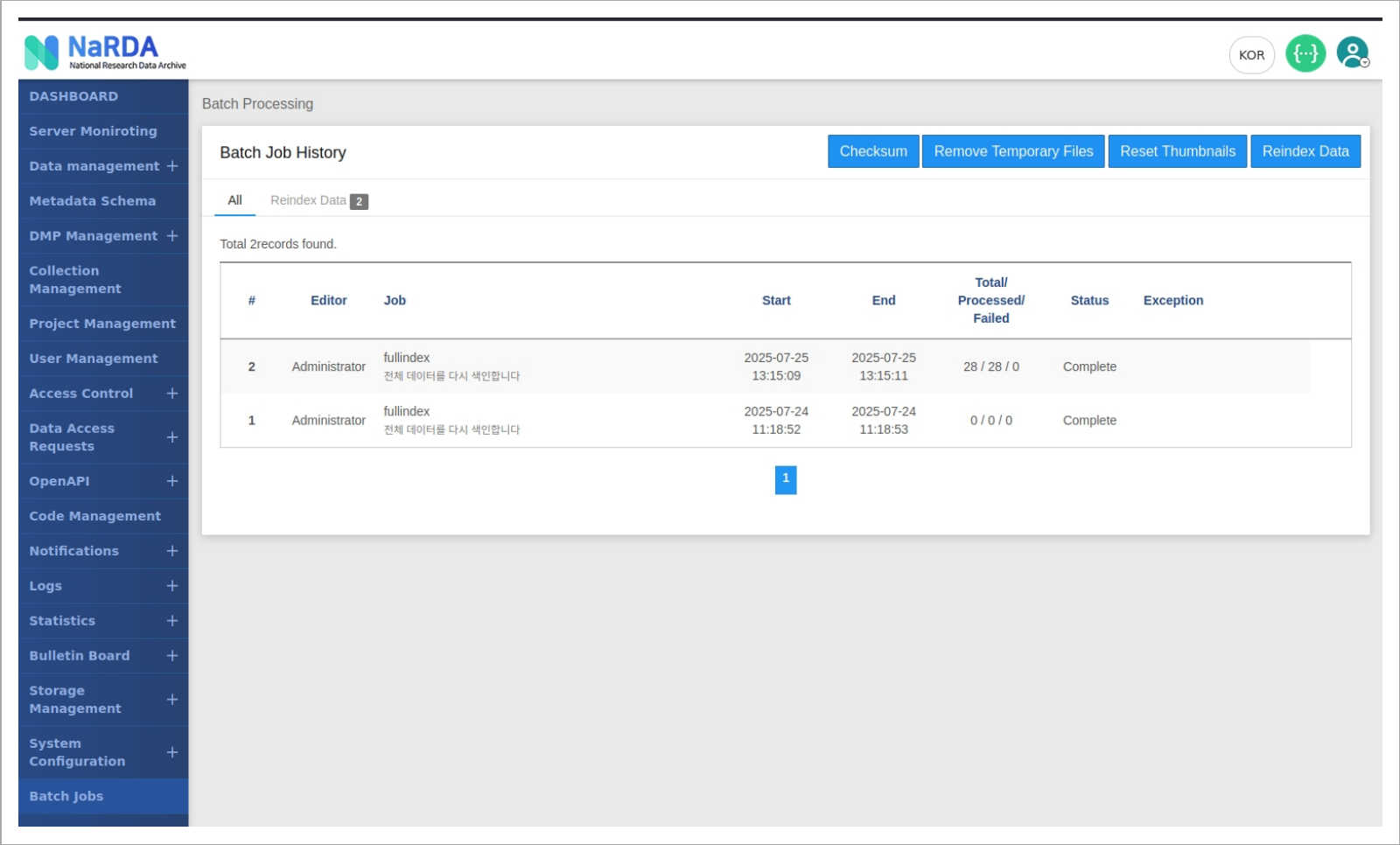
Name	Size	Updated
/rdss/home/public		2025-04-15 14:23
/rdss/home/rods		2025-04-15 14:23
/rdss/home/admin		2025-05-29 10:38
/rdss/home/jwu00@test.idr		2025-07-24 13:45

- Displays the physical paths of storage with navigation capability.
- By clicking the name, you can move to subfolders or view files stored in subfolders.

15.3 User Management

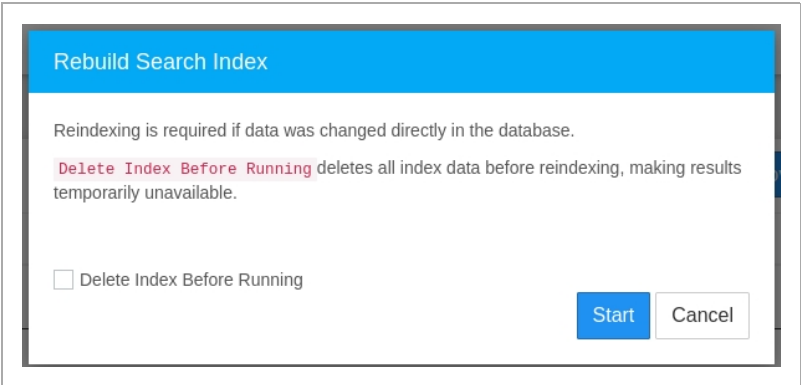
16. Batch Operations

Allows you to view or perform batch operation history.

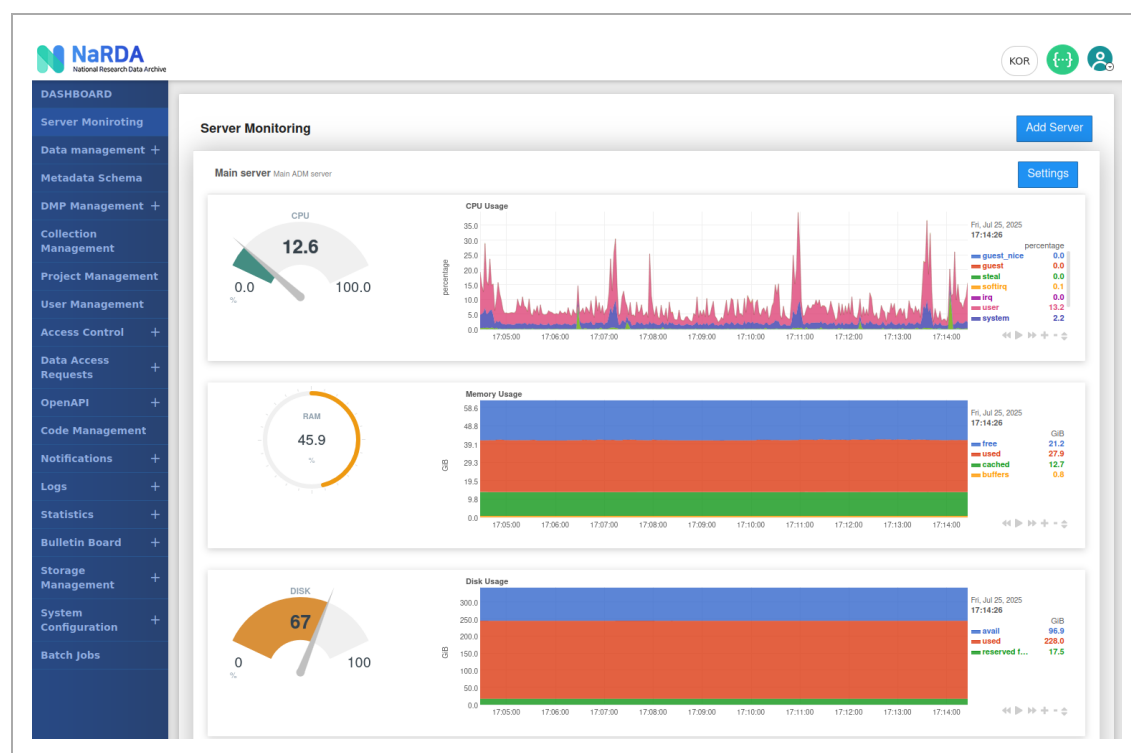


- The batch operation items are as follows:

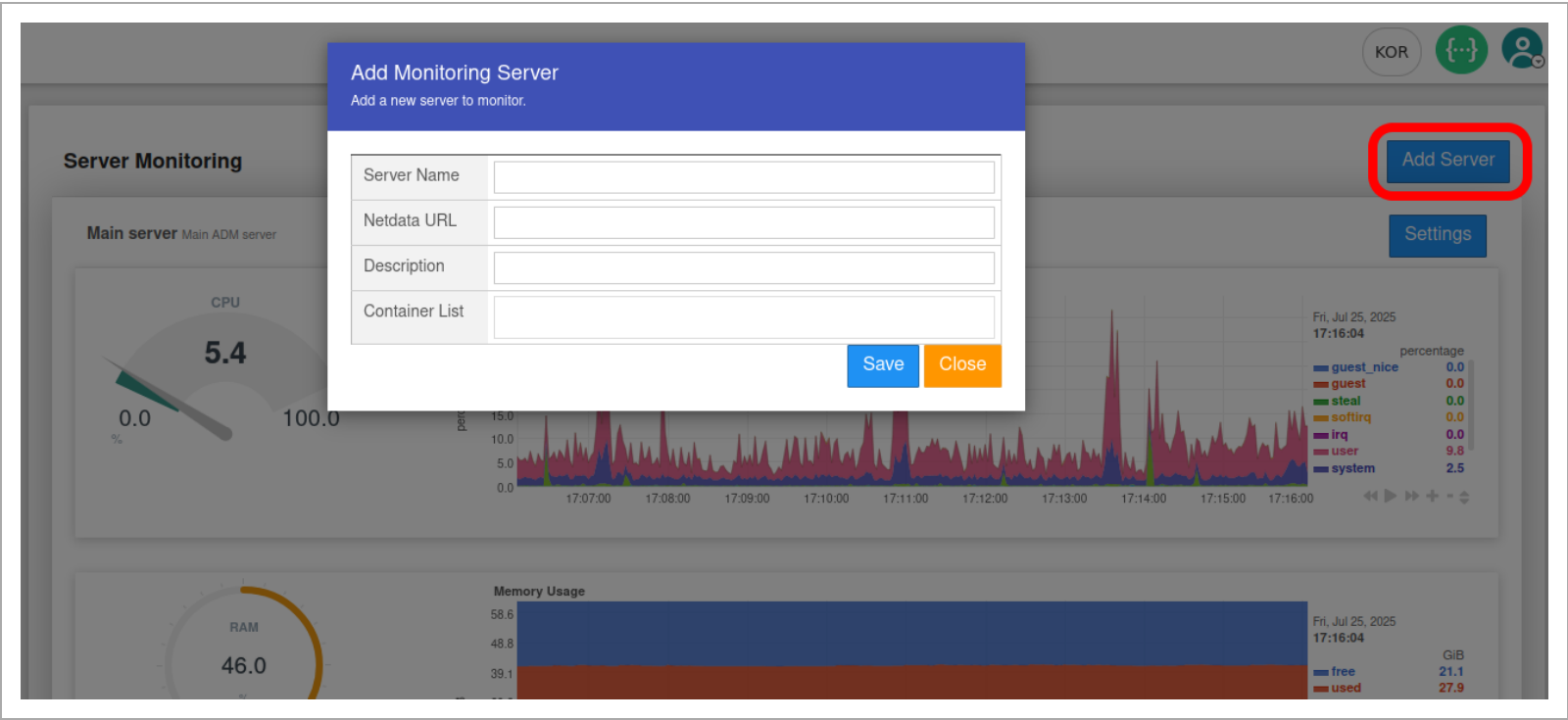
Item	Description
Data File Check	Checks the integrity of data files registered in the repository. Operates through the “Data File Check” function. Check Data Files Calculates checksums and compares them to the original values to detect file changes. StartCancel
Remove Temporary Files	Deletes files that were uploaded successfully but were not finally registered. Scans only files that have passed 24 hours after the final upload.
Regenerate Thumbnails	If thumbnail settings have changed, regenerates them from the beginning. If you select “delete all and regenerate,” it removes the existing thumbnails and creates new ones; if not checked, only files that failed thumbnail creation will be retried. Reset Thumbnails Regenerates thumbnails if missing or settings changed. Force Regeneration option will regenerate all thumbnails. If settings have changed, check the option. Otherwise, only missing thumbnails will be regenerated. ☐ Force Regeneration StartCancel

Item	Description
Reindex Data	Recreates the search index. If you changed the data directly in the DB, a separate reindexing is needed for the changes to be reflected in the search. 

17. Server Monitoring

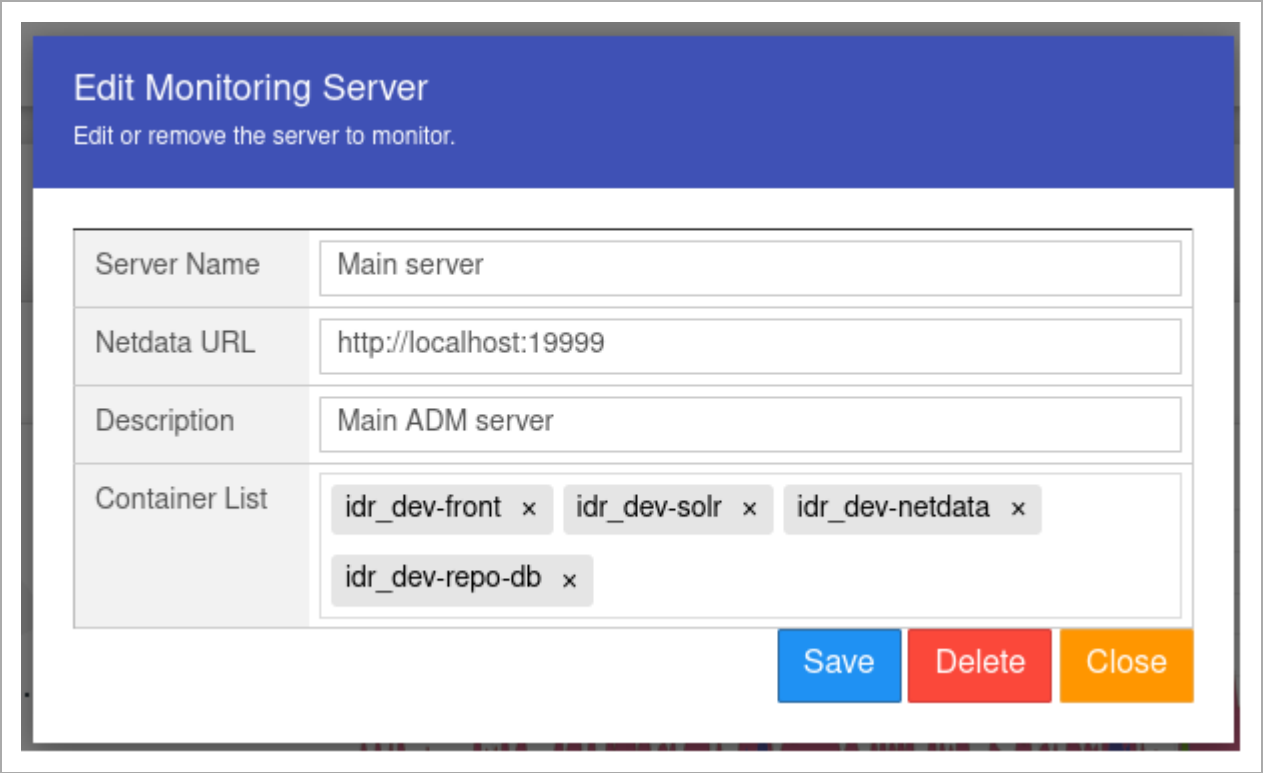


17.1 Add Monitoring Server



You can register the netdata address of another server to monitor it together.

17.2 Monitoring Server Settings



Change the Netdata settings of registered servers. The container list automatically detects running virtual environments in Netdata and suggests a list to add.

18. Logs

18.1 File Download History

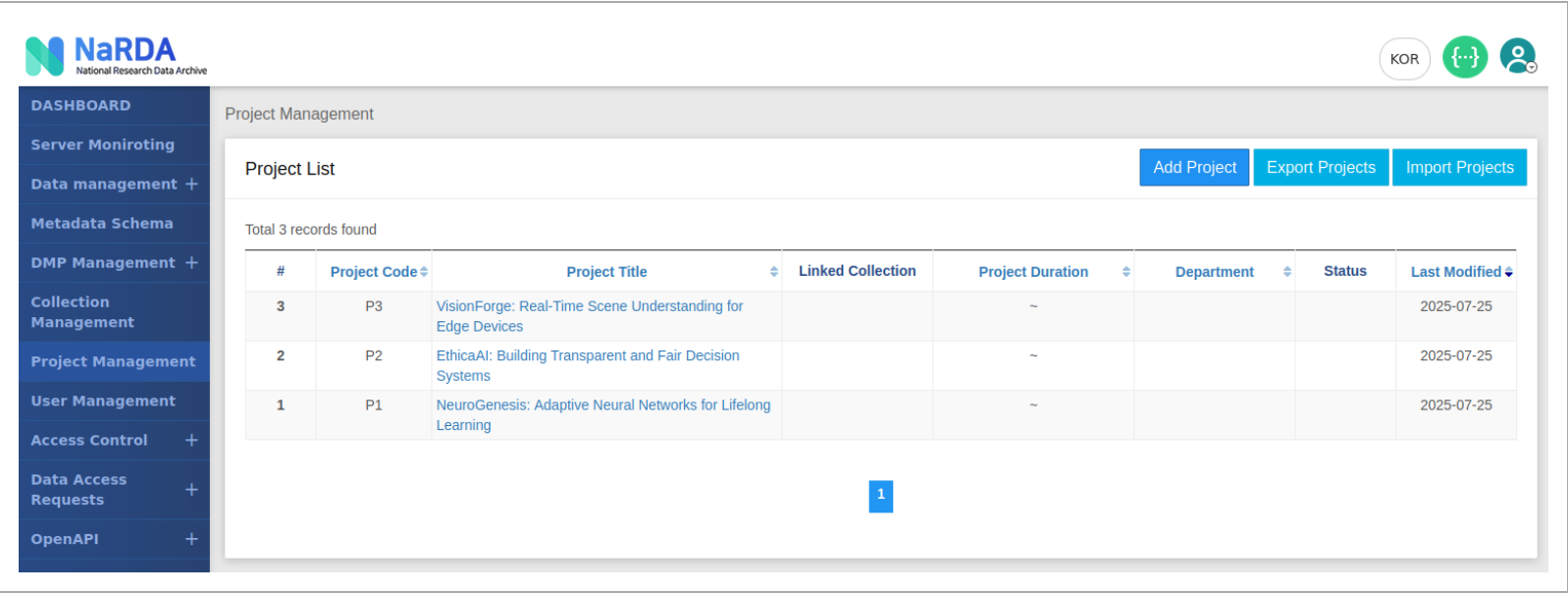
You can view the download history of users' research data files. You can filter by file name, user, and access IP, and you can also get statistics for a specific period.

You can download the desired statistics as CSV or EXCEL files using the download button on the right.

19. Project Management

This menu is for managing research data project information.

19.1 View All Research Projects



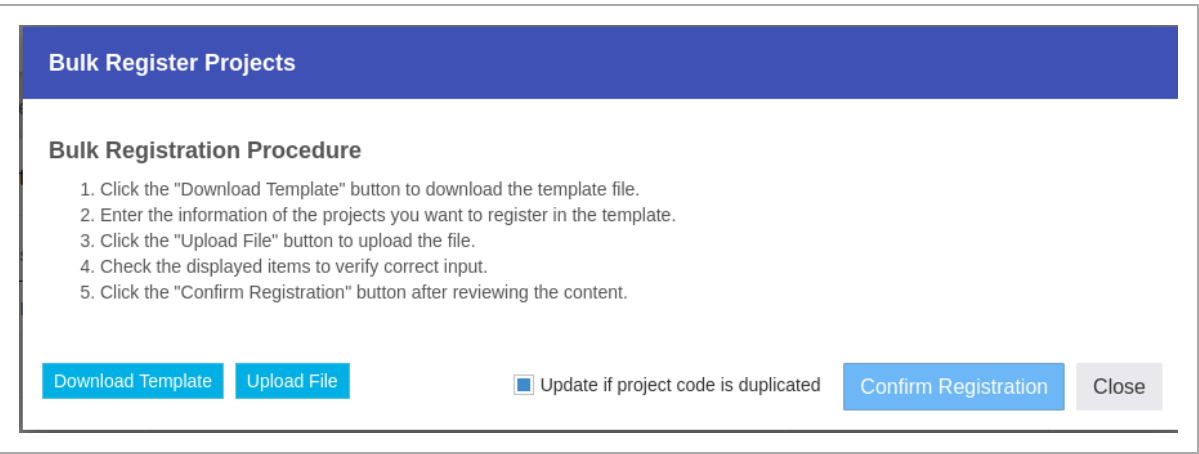
19.1.1 Add Research Project

Click the `Add Research Project` button to register individual research projects.

19.1.2 Bulk Export of Research Projects

Click the `Bulk Export Research Projects` button to download all research project information as an Excel file.

19.1.3 Bulk Registration of Research Projects



You can easily register multiple research projects at once through the following procedure:

- Download the template for project registration
- Fill out the project information in the template
- Upload the file to register the entered project information
- Check the list of research projects displayed on the screen
- Execute the final registration

19.2 View and Edit Individual Research Projects

Select the research project you want to view from the list to go to the detailed view page.

Project Management

VisionForge: Real-Time Scene Understanding for Edge Devices

ListEditCollection SettingsReorder MembersAdd MemberDelete

Project Information

Project Code	P3
Project Title	VisionForge: Real-Time Scene Understanding for Edge Devices
Created At	2025-07-25 15:22
Last Updated	2025-07-25 15:22

You can use the buttons at the top right to configure the following settings:

19.2.1 Collection Settings

Project Collection Mapping

Select a collection to map to this project

☒ Asteroid Spectral Reflectance Data Asteroid Spectral Reflectance Data

☐ Atmospheric CO2 Flux Observations Atmospheric CO2 Flux Observations

☐ CRISPR Gene Editing Trials CRISPR Gene Editing Trials

☐ Deep Sea Hydrothermal Vent Chemistry Deep Sea Hydrothermal Vent Chemistry

☐ High-Energy Particle Collision Logs High-Energy Particle Collision Logs

☐ Marine Microbial Genome Sequences Marine Microbial Genome Sequences

☐ Neural Spike Train Simulations Neural Spike Train Simulations

☐ Quantum Dot Emission Profiles Quantum Dot Emission Profiles

☐ Synthetic Polymer Durability Tests Synthetic Polymer Durability Tests

☐ Tectonic Plate Velocity Records Tectonic Plate Velocity Records

Selected Collection: None

ApplyClearClose

Maps the selected research project 1:1 with a specific collection. Find the desired collection and click the `Apply` button to select it. If you want to stop mapping with the collection, click the `clear` button.

19.2.2 Participant Settings

Click the `Add Participant` button at the top right to register participants for the project, and click the `Change Participant Order` button to reorder the displayed participants.

[VisionForge: Real-Time Scene Understanding for Edge Devices] Change Member Order

Reorder external project members. Drag to desired order and click save to apply.

No	Name	Employee ID	Department
1	Otani Shohei		
2	Sam Smith		

Drag to the desired order and click the save button to apply.

SaveClose

You can easily change the order of participants by dragging and dropping.

20. Application for Utilization

Manages applications for utilization of research data attachment files.

20.1 Application Status



DASHBOARD

Server Moniroting

Data management +

Metadata Schema

DMP Management +

Collection Management

Project Management

User Management

Access Control +

Data Access Requests +

Request Status

Request Statistics

Request Configuration

Utilization Application Status

Total 3 application requests found [Batch Process](#)

#	Data	Filename	Author	Requester	Status	Request Date	Approval / Rejection Date	Expiration Date	Tools
3	Seismic Drift Records along the Pacific Ring (2000-2020)	20250723.csv and 1 more	Administrator	Administrator	Approved	2025-07-25	2025-07-25	2025-10-25	
2	Seismic Drift Records along the Pacific Ring (2000-2020)	20250722-20250724.csv	Administrator	Administrator	Approved	2025-07-25	2025-07-25	2025-10-25	
1	Seismic Drift Records along the Pacific Ring (2000-2020)	20250724.csv	Administrator	Administrator	Pending	2025-07-25			Resend E-Mail

1

If the application approval setting is set to “admin only” in the environment settings, only administrators can process application records.

Admin Approval Only

Only admins can approve data usage requests.
If this setting is enabled, data submitters can view but not approve or reject applications.

☐ Admin Approval Only [Save](#)

20.1.1 Resend Email

If processing an application takes a long time, you can resend notification emails about the application to users with processing authority.

20.1.2 Application Processing

When you select the application record you want to process, a window will appear where you can approve or reject the application.

20.1.3 Approval

Application for Data File Use

Processing the application for the following data file.

Seismic Drift Records along the Pacific Ring (2000–2020)

Data File

20250724.csv

Reason for Application

I will approve the application.

I will reject the application.

Use Start

07 / 25 / 2025

Use End

10 / 25 / 2025

Reason for Approval / Rejection

Submit

Close

When approving a data file utilization application, you can set the desired utilization period.

20.1.4 Rejection

Application for Data File Use

Processing the application for the following data file.

Seismic Drift Records along the Pacific Ring (2000–2020)

Agreement / Pledge Form

No agreement/pledge file attached.

Data File

20250724.csv

Reason for Application

I will approve the application.

I will reject the application.

Other

Reason for Approval / Rejection

You may attach agreement/pledge files

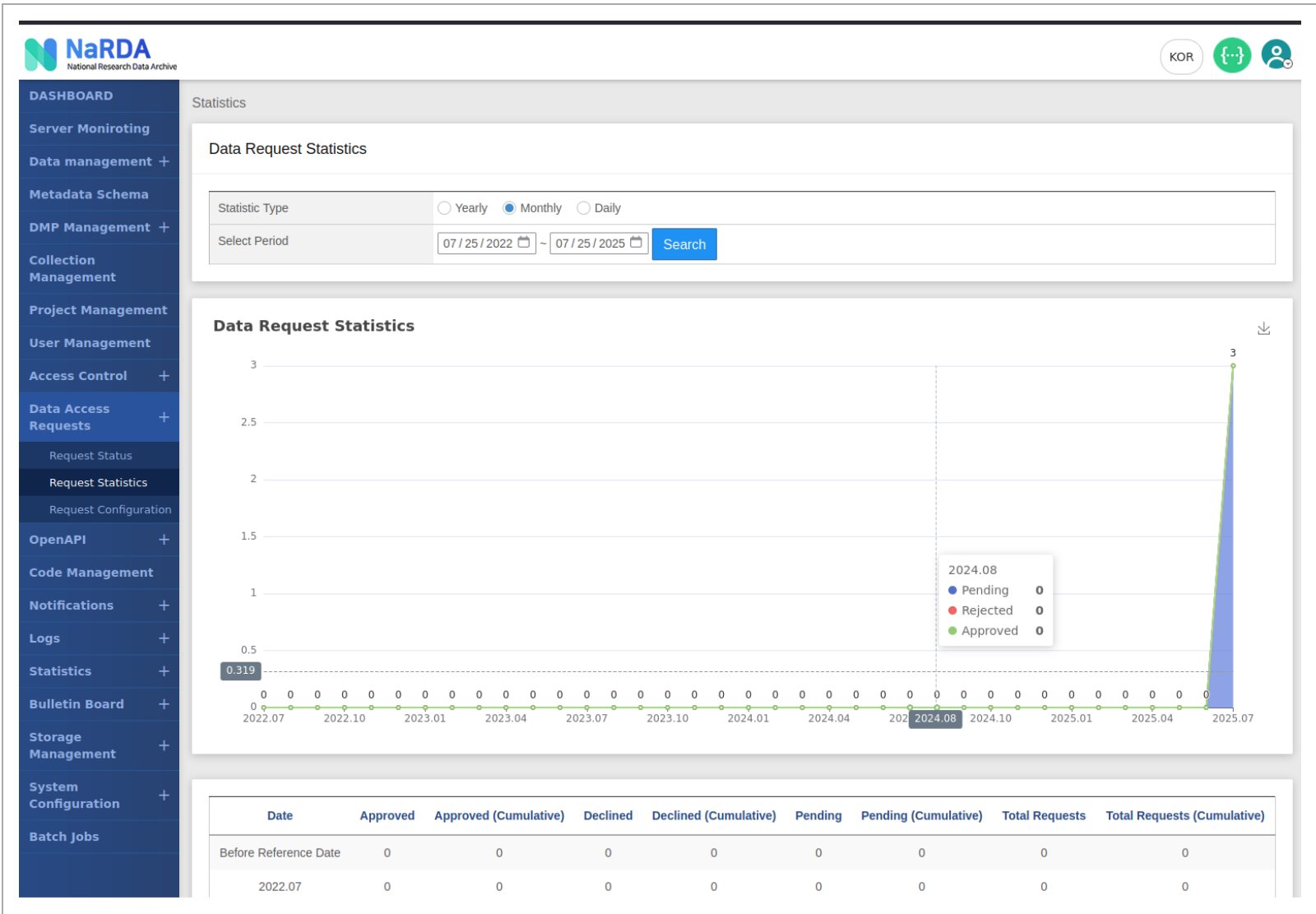
Submit

Close

When rejecting, you can select an appropriate reason for rejection.

20.2 Application Statistics

Set the statistics period to view cumulative graphs on application records and results.



20.3 Utilization Application Settings

NaRDA
National Research Data Archive

KOR { } User

DASHBOARD

- Server Monitoring
- Data management +
- Metadata Schema
- DMP Management +
- Collection Management
- Project Management
- User Management
- Access Control +
- Data Access Requests +
 - Request Status
 - Request Statistics
 - Request Configuration**
- OpenAPI +
- Code Management
- Notifications +
- Logs +
- Statistics +
- Bulletin Board +
- Storage Management +
- System Configuration +
- Batch Jobs

Request Configuration

Application Agreement Form

File 1
No agreement form uploaded. [Upload File](#)

File 2
No agreement form uploaded. [Upload File](#)

Agreements

Agreements 1

Korean
Title:
Content:

English
Title:
Content:

☐ Required
☒ Use Agreement 1

Admin Approval Only

Only admins can approve data usage requests.
If this setting is enabled, data submitters can view but not approve or reject applications.

☐ Admin Approval Only [Save](#)

Required Usage Reason Setting

Require entering a reason when applying for data usage.
If enabled, applicants cannot submit without providing a reason.

☐ Reason Required [Save](#)

Edit Usage Reason Prompt

Customize the prompt that replaces "Enter the reason for your request".
 [Save](#)

Third Approval Status

Enable a third status besides approval or rejection. You can customize labels like "Conditional Approval" or "Partial Approval".

Third Status Label:
☒ Enable Third Status [Save](#)

This is the page to configure all details related to utilization applications.
The details for each item are as follows:

20.3.1 Utilization Application Consent Forms

You can upload up to two consent form templates for utilization applications.

You can guide users about the purpose of each consent form through the file title. For example, if you upload `P1pledge.pdf` and `ApplicationConsentForm.hwp`, users must download and fill out both forms when applying for utilization.

20.3.2 Consent Items

You can enter the terms and conditions that need to be agreed upon when applying for utilization.

After entering the title and content for the consent item and enabling the “Use” button, the terms will appear on the user’s application screen. For required consent, users cannot submit an application without agreeing.

You can provide different consent content for Korean and English users. In this case, you must prepare separate consent content for English users.

20.3.3 Admin Approval Only Setting

If this setting is enabled, data submitters can view the list of applications but cannot approve or reject them.

20.3.4 Require Application Reason

Applicants must enter a reason when applying for utilization. Submission with a blank reason is not allowed.

20.3.5 Change Application Reason Message

You can modify the guidance message for entering the application reason.

20.3.6 Third Approval State

Enables a third state besides approval and rejection, such as “Restricted Approval” or “Partial Approval.”

Only one third approval state can be registered, and even for restricted approvals, data files marked as permitted will be available for the applicant to utilize.

Last modified July 25, 2025: [chores: 영문 관리자 매뉴얼 스크린샷 교체 WIP\(70%\) \(df93c01\)](#)