



Open platform for storing, sharing and discussing  
research data with a focus on the post-Soviet states

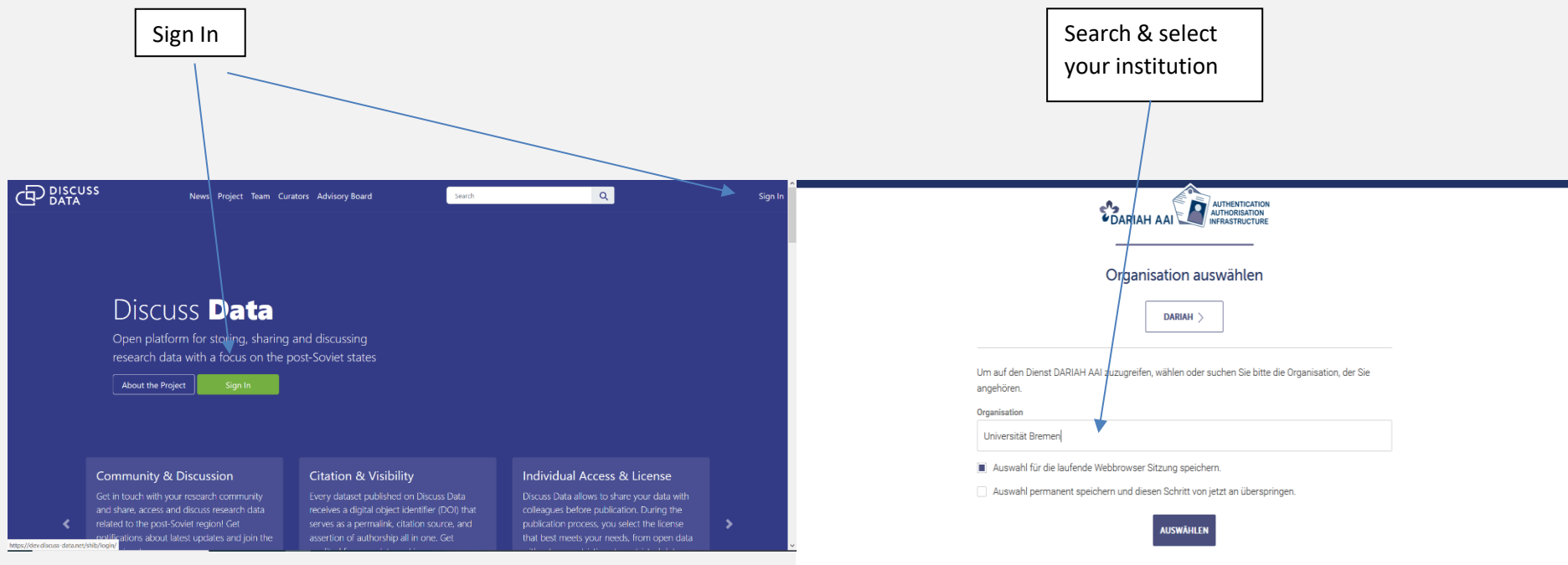
## First steps with Discuss Data

[www.discuss-data.net](http://www.discuss-data.net)

# Log In

You can log in into Discuss Data with your institutional account via [Shibboleth](#). After clicking on “Sign in”, you are redirected to our authorization partner [DARIAH](#).

Select your institution and log in via Single Sign-On provided by your institution. Afterwards, you will be automatically redirected to Discuss Data. For more details read our [visual step-by-step guide to create a new account](#).



# Dashboard

The Dashboard is the “home”-page and displays the latest activities of the community and personal notifications.

On the left you can find the main menu, at the top the full text search box and in the upper right corner you can log out.

The screenshot shows the Discuss Data dashboard interface. At the top left is the 'DISCUSS DATA' logo. To its right is a search box labeled 'Search box' with a magnifying glass icon. In the top right corner, there are links for 'Help', 'About', 'Contact', and 'Sign Out', with a box labeled 'Logout' pointing to 'Sign Out'. On the left side, there is a 'Main menu' containing: a profile picture of Eduard Klein, his name, '5 Followers', and a list of menu items: 'Dashboard' (with a '5' badge), 'My Data', 'Followed Datasets', 'My Profile', 'Data', 'People' (with a '14' badge), and 'Help'. The main content area displays a greeting 'Hello, Eduard Klein!' and 'Here's what people discuss:'. Below this are four tabs: 'All Activities', 'Your Activities', 'Notifications', and 'Curation'. The 'Notifications' tab is active, showing a list of activities: 'Nikita Zakharov started following Eduard Klein 2 hours, 38 minutes ago', 'Elena Denisova Schmidt started following Yaroslav Prytula 2 days, 20 hours ago', and two instances of 'Elena Denisova Schmidt edited metadata of Voices of Students: Attitudes towards Corruption in Khabarovsk, v1.0 2 weeks, 2 days ago'. A box labeled 'Activities & notifications' has arrows pointing to the 'Notifications' tab and the list of activities.

# Your Data

“My Data” contains your Data Collections as well as those you can edit/administer.

Go to “My Data” if you want to publish new datasets or edit existing ones. Here you can also find the preparation manual.

The screenshot shows the 'My Data' page for user Eduard Klein. The page layout includes a left sidebar with navigation options: Dashboard (5), My Data (selected), Followed Datasets, My Profile, Data (14), People (14), and Help. The main content area features a 'Share your Data!' section with a search bar, a search icon, and links for 'Add new dataset', 'Preparation how-to', and 'Publication workflow'. Below this is the 'Your Datasets' section, which displays a dataset titled 'Corruption in higher education in Russia and Ukraine' by Eduard Klein, published on Oct. 12, 2020. The dataset is marked as 'Published' and 'Metadata only'. Action buttons for 'Discuss', 'Edit', 'View', and 'Add to list' are visible. At the bottom, the 'Datasets you can administer' section is partially visible. Callout boxes with arrows point to: 'List of your datasets and those you can administer' (pointing to the 'Your Datasets' section), 'Add new data' (pointing to the 'Add new dataset' button), 'Information for new users' (pointing to the 'Preparation how-to' and 'Publication workflow' buttons), and 'Edit/view/discuss dataset' (pointing to the 'Edit', 'View', and 'Discuss' buttons).

# Create new Dataset

“Add new dataset” starts the publication process. Our step-by-step publication wizard and little “Helpers” guide you through the publication process.

In the “Collaboration” area you can give pre-publication access to your colleagues. Via “Access & License” you choose the usage of your data, which can be simply uploaded by drag-and-drop. In “Versions & Publish” you can submit your data.

The screenshot shows the 'Add Dataset Metadata' form in the DISCUSS DATA interface. The form is divided into several sections, each with a callout box explaining its purpose:

- Step-by-step publication wizard (here: edit metadata):** Points to the 'Metadata' tab in the navigation bar.
- Give access to co-authors:** Points to the 'Collaboration' tab in the navigation bar.
- Select access & license:** Points to the 'Access & License' tab in the navigation bar.
- Upload your data:** Points to the 'Files' tab in the navigation bar.
- Add related publications:** Points to the 'Publications' tab in the navigation bar.
- Publish your dataset:** Points to the 'Versions & Publish' tab in the navigation bar.

The form itself includes the following fields and sections:

- Data Creators:** A section for adding creators with fields for Name\*, First name, and Creator type\* (with a 'remove' checkbox).
- Date/period of data creation (from) and (to):** Two date input fields, one pre-filled with '2011-03-01' and the other with '2013-07-30'.
- Date of data creation text:** A text input field.
- Time period covered in data collection (from) and (to):** Two date input fields.

# Explore Data

“Data” in the left menu contains all data collections published with Discuss Data.

You can explore all published data collections or filter the results by users, datasets, countries, or categories. Also, you can directly follow or discuss datasets.

Explore all datasets

Search for datasets

Your search results

Click to open dataset

Filter your results

The screenshot shows the Discuss Data website interface. On the left is a navigation menu with items: Dashboard (5), My Data, Followed Datasets, My Profile, Data (highlighted), People (14), and Help. The main content area is titled "Data Sets" and contains a search bar and a list of 4 datasets found. The first dataset is "The framing of IMF, World Bank, WHO and ILO in political reform debates in Russia (1998-2008) and Ukraine (2010-2019)" by Heiko Pleines, dated Oct. 14, 2020, with a "Social policy" category and "Open Access" status. The second dataset is "Voices of Students: Attitudes towards Corruption in Khabarovsk" by Elena Denisova Schmidt, dated Oct. 22, 2020, with "Corruption" and "Education" categories and "Restricted access" status. On the right is a "Filters" sidebar with sections for "Search for: Datasets" (with a dropdown menu showing "Users", "Datasets" (checked), and "Help"), "Countries: -", and "Categories: -".

Follow / discuss dataset

# Dataset info & access

Selecting a dataset provides a detailed description of the dataset, its metadata, and the data files.

Here you find the DOI, suggested citation as well as supplementary information on related publications, a version history and access and license conditions.

Navigate through the tabs to get information & data

Citation of dataset

Access files and Documentation of Data Collection

The screenshot shows the Discuss Data website interface. On the left is a navigation sidebar with options: Dashboard (6), My Data, Followed Datasets, My Profile, Data (selected), People (14), and Help. The main content area features a search bar, user profile for Eduard Klein (published Oct. 12, 2020), a 'Discuss' button, and category information (Corruption, Curated by Eduard Klein). A citation box displays: "Eduard Klein (2020): Corruption in higher education in Russia and Ukraine, v. 1.0, Discuss Data, <doi:10.48320/3C73A35E-41A6-4A2A-85C9-67109ECA5299>". Below this are tabs for Description, Metadata, Files (selected), Publications, Version History, and Discuss. The 'Files' section lists two items: 'DiscussData-corruption-in-higher-education-in-russia-and-ukraine-v1.0-description.pdf' (with a 'description PDF' button) and 'Documentation of Data Collection.pdf' (with a 'data documentation' button).

# Discussion

The Discussion of datasets is one of the main features of Discuss Data:

Data Discussants can discuss datasets with the data creators before publication, while other users can join the discussion after the dataset is published.

The screenshot displays the Discuss Data website interface. At the top left is the logo and name 'DISCUSS DATA'. A search bar is located at the top center, and navigation links for 'Help', 'About', 'Contact', and 'Sign Out' are at the top right. On the left side, there is a user profile for 'Eduard Klein' with a circular profile picture, 5 followers, and a sidebar menu with items: 'Dashboard' (8), 'My Data', 'Followed Datasets' (highlighted), 'My Profile', 'Data', 'People' (14), and 'Help'. The main content area shows a dataset entry 'Created by: Andreas Henning'. A quote from Heiko Pleines (2020) is displayed: 'The framing of IMF, World Bank, WHO and ILO in political reform debates in Russia (1998-2008) and Ukraine (2010-2019), v. 1.0, Discuss Data, <doi:10.48320/B98D98D9-2B52-465C-A0B0-3004EE28F96A>'. Below the quote are tabs for 'Description', 'Metadata', 'Files', 'Publications', 'Version History', and 'Discuss' (which is selected). Under the 'Discuss' tab, there is a text input field with the placeholder 'Add a comment' and a 'Post' button below it. A blue arrow points from a callout box labeled 'Add a comment' to the input field. At the bottom, it says '0 Comments in 0 Threads'.



# Following

Here you find datasets and datalists you are following, as well as your data lists.

Datalists are collections of datasets on specific topics/occasions that can be made public (e.g. for students) or private.

The screenshot shows the 'Following' page for user Eduard Klein. The page is divided into three main sections: 'Followed Datasets', 'Data Lists', and 'Followed Data Lists'. The 'Followed Datasets' section is currently active and displays two dataset entries:

- Dataset 1:** 'The framing of IMF, World Bank, WHO and ILO in political reform debates in Russia (1998-2008) and Ukraine (2010-2019)' by Heiko Pleines, dated Oct. 14, 2020. It is categorized under 'Social policy' and has 'Open Access' status. Action buttons include 'Discuss', 'Add to list', and 'Stop Following'.
- Dataset 2:** 'Voices of Students: Attitudes towards Corruption in Khabarovsk' by Elena Denisova Schmidt, dated Oct. 22, 2020. It is categorized under 'Corruption' and 'Education' and has 'Restricted access' status. Action buttons include 'Discuss', 'Add to list', and 'Stop Following'.

Callout boxes with arrows point to specific features:

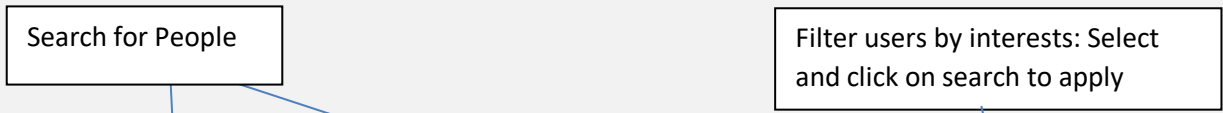
- Box 1:** 'Browse followed datasets / data lists / followed data lists and get notifications about their updates' - points to the 'Followed Datasets', 'Data Lists', and 'Followed Data Lists' tabs.
- Box 2:** 'View and create lists' - points to the 'Add to list' button on the first dataset.
- Box 3:** 'Add dataset to list' - points to the 'Add to list' button on the second dataset.

The left sidebar contains navigation options: Dashboard (8), My Data, Followed Datasets (selected), My Profile, Data, People (14), and Help.

# People

The Discuss Data community can be found in the “People” menu.

You can search all users, filter the results and easily find and (un)follow other users. Browse user profiles and get in touch with your academic peers.



The screenshot shows the 'People' section of the Discuss Data website. On the left is a user profile for Eduard Klein with 5 followers and a navigation menu. The main area is titled 'People on Discuss Data' and contains a search bar, a list of 15 users found, and a 'Filters' sidebar. The 'Filters' sidebar includes a 'Search for: Users' dropdown, a 'Users' filter with a checkmark, and sections for 'Countries' and 'Categories'. Annotations with arrows point to the top search bar, the search bar in the main list, and the 'Users' filter in the sidebar.

DISCUSS DATA

Search

Help About Contact Sign Out

Eduard Klein

5 Followers

Dashboard 8

My Data

Followed Datasets

My Profile

Data

People 14

Help

People on Discuss Data

Search

15 Discuss Data Users found

Jan Matti Dollbaum

Junior Associate Fellow, Hanse-Wissenschaftskolleg / Institute for Advanced Study, Delmenhorst (Germany) / Postdoctoral researcher, Research Centre for East European Studies at the University of Bremen, Bremen (Germany)

Stop Following

Heiko Pleines

Member of the Board of Directors, Principal Investigator of Project B06, Collaborative Research Centre 1342 "Global Dynamics of Social Policy" at the University of Bremen, Bremen (Germany) / Head of the Department of Politics and Economics, Research Centre for East European Studies (Forschungsstelle Osteuropa) at the University of Bremen, Bremen (German)

Stop Following

Anastasia Stoll

Stop Following

Filters

Search for: Users

Users ✓

Datasets

Help

Countries: –

Categories: –

# Help

Here you can find help and the policies that govern Discuss Data:

Our rules, FAQs, and best practices you can draw upon working with Discuss Data.

Clicking on one section opens more information of the chosen category.

Searchbox for our help.

Help-sitemap for fast access.

The screenshot shows the Discuss Data Help page. On the left is a user profile for Eduard Klein with 5 followers and a navigation menu with 8 items: Dashboard, My Data, Followed Datasets, My Profile, Data, and People (14). The main content area is titled 'Discuss Data Help' and includes a search box, a list of 'Discuss Data Help Sections' (First steps: Overview, First steps for new users, FAQs, Data Upload, Best Practices, Rules), and an 'FAQs' section. A callout box titled 'What is Discuss Data?' provides details about the platform. On the right, a 'Help' sidebar lists various topics like 'First steps: Overview', 'Data management', and 'Data download & formats'. A 'Data Set Upload' button is visible at the bottom right.

# Your Profile

Edit and view your profile in the “My profile” menu.

You can add personal information, affiliations, projects and publications to your personal profile. Your published datasets automatically appear in “view” mode.

The screenshot shows the DISCUSS DATA user interface. At the top left is the logo and a search bar. The user's name, Eduard Klein, is displayed next to a profile picture. A navigation menu on the left includes Dashboard (8), My Data, Followed Datasets, My Profile (selected), Data, People (14), and Help. The main content area is titled 'Edit your profile' and has tabs for Personal Details, Affiliations, Projects, and Publications. The 'Personal Details' tab is active, showing input fields for First name\* (Eduard), Last name\* (Klein), and Email\* (eklein@uni-bremen.de). Below these are sections for Research Profile (brief) and Research Profile (full). The brief profile contains the text: 'Research assistant at the Research Centre for East European Studies at the University of Bremen // Discuss Data // Editor Ukraine-Analysen'. There is also a field for External profile with the URL 'https://orcid.org/0000-0003-2553-3084' and a Profile accessibility\* slider.

Callouts in the image:

- Add / change picture**: Points to the profile picture of Eduard Klein.
- Edit your profile**: Points to the 'Edit your profile' header and the 'Personal Details' tab.
- View your profile**: Points to the 'View profile' button in the top right corner.

# Getting Help

If you need help:

- Read the FAQs: <https://discuss-data.net/documentation/faqs/>
- Read our best practices: <https://discuss-data.net/documentation/best-practices/>
- Contact the category's curator: <https://discuss-data.net/documentation/faqs/curation/who-are-curators/>
- Contact the Discuss Data team: [info@discuss-data.net](mailto:info@discuss-data.net)