

Inventory & Monitoring Division

National Park Service



Standard Operating Procedure 4.1.1

Publishing to Data Store

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Summary

How to publish data, publications, and other items to Data Store.

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Overview

This SOP describes publishing to IRMA Data Store, including creating a new reference, adding a holding to an existing reference, versioning a reference, and other data store specific tasks (cross-referencing, products, etc.).

This SOP assumes the user has appropriate permissions to access and edit Data Store references. This SOP also assumes users have a base understanding of Data Store and its functionality and capability. This is not a document on how to use Data Store. For more on how to use Data Store outside the scope of this SOP, see <https://irma.nps.gov/Content/DataStore/Help/> (NPS 2018).

Requirements

- Internet connection
- Internet Explorer web browser

Publishing

Publish to Data Store

Create a New Data Store Reference

For posting new data and/or documents, etc, that have never been posted to data store.

1. Create → New Reference
 - a. Select the Reference Type related to the data/documents being posted.
 - b. The new Data Store Reference will open in Draft mode.
 - i. Complete Core tab (*not all fields may be applicable for all reference types):
 1. Title
 2. Date of Issue/Publication
 3. Creator(s)*
 4. Content Begin/End Dates*
 5. Description/Purpose/Notes
 - ii. Complete Permissions tab:
 1. Reference Owners
 2. Permissions
 - iii. Upload any Files and Links

1. Add → data type
 - a. Add an informative **Description**. Can be done during upload, or as an edit after upload.
 - b. If applicable, add external links to source data download location(s), or other related supplemental sites.
 - c. If applicable, add any web services
- iv. Activate reference when done
- c. If applicable, make note of new reference code and go to ‘Managing a Product List for a Project’

Replace Existing Data – Versioning a Data Store Reference

When data and/or documents are updated to reflect current status. Version the existing data store record to point to the newest version.

1. To replace existing data with updated version:
 - a. Actions → Edit
 - i. Version History tab → Add
 1. Click “Yes”
 - ii. Select option “Clone this Reference to Create a New Version”
 1. Add **Notes** to explain why a new version is being created
 - iii. “Submit”
 - b. The new Data Store Reference will open in Draft mode.
 - i. Check Core tab:
 1. **Date of Issue/Publication**
 2. **Description/Purpose/Notes**
 - ii. Check Permissions tab:
 1. **Permissions**
 - iii. Go to Files and Links
 1. Upload all respective data
 2. Add an informative **Description**.

3. Where applicable, add holdings for external links to source data download location(s)
- iv. Activate reference when done
- c. Make note of any/all new reference codes.
- d. Go to 'Updating a Product List for a Project'.

Managing a Product List for a Project

Within Environmental Settings are projects for each Measure, under which are the references for all supporting data, documents, etc.

From the Measure Project page:

1. Actions → Edit → Products tab → Add
 1. Enter the code for each new Product(s) (Reference(s)) added above into the Code Search. Select the appropriate result and click “**Add**”. Repeat until all new references have been added.
 2. Delete any links to previous versions of respective references from the list of Products. Only the most current, active data should be linked in the Products.
2. Activate Project

Adding a Cross-Reference

When references are related to each other but do not originate from the same Program or Project, add a cross-reference.

From the reference page:

1. Actions → Edit → Cross-References tab → Add
 - a. Enter the code for the new cross-reference. Only active, current data should be included.
 - b. If necessary, delete any links to previous versions of respective references from the list of cross-references.
2. Activate.

Literature Cited

National Park Service (NPS). 2018. Data Store Help Documentation website.
<https://irma.nps.gov/Content/DataStore/Help/> (accessed 11/19/2018).