

TU Graz DMP Tool (DAMAP)

v1.0 (Author: Alexander Bardel)

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1) Get Access

The DMP Tool can be reached at the following address: <https://dmp.tugraz.at/>

To log in you need an account of TU Graz. With this account you can simply log in using SSO (single sign on). All members of TU Graz automatically have access to the DMP Tool. If you have members in your working group or consortium from outside TU Graz and you want them to interact with the DMP Tool, please go through the account procedure for [externals](#).

2) Create and find DMPs

On the home page you will find general information on DMPs and a short guide on how to create a DMP yourself and what steps are necessary to refine the DMP and keep it up to date. From this page you can access an overview of the DMPs available to you or create a new DMP directly.

1. Overview of all DMPs I have created or which have been released for me.
2. Create a new DMP.

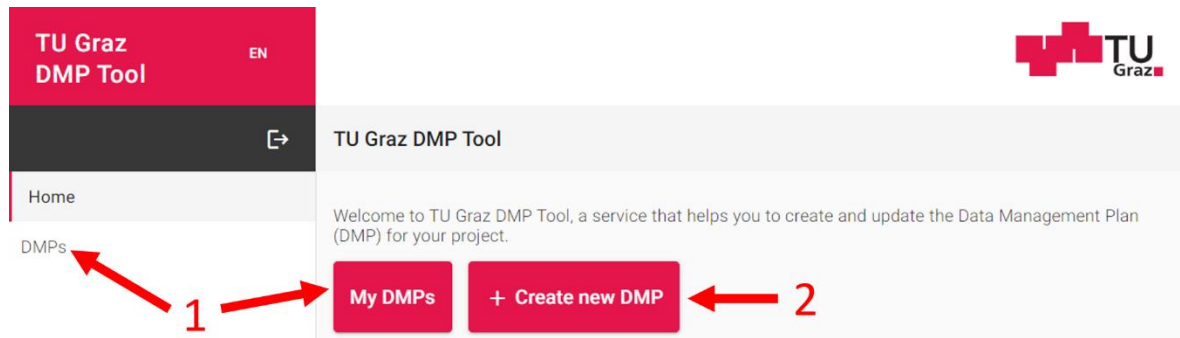


Figure 1: DMP Tool home page (Cut-out)

3) Export and share DMPs

In the overview of your DMPs you can see when you created the DMP and when the last update was carried out. If you have a large number of DMPs, you can also search for DMPs using the search field. The administration of your DMPs also takes place in this area of the DMP tool.

3. If you click on the "3-dot" marker on the right side of each DMP entry, you will get to an options window (red marked area). Here you can control the access to your DMP, export it as a Word document or JSON file, switch through the different available versions of your DMP or, if necessary, delete the DMP permanently.

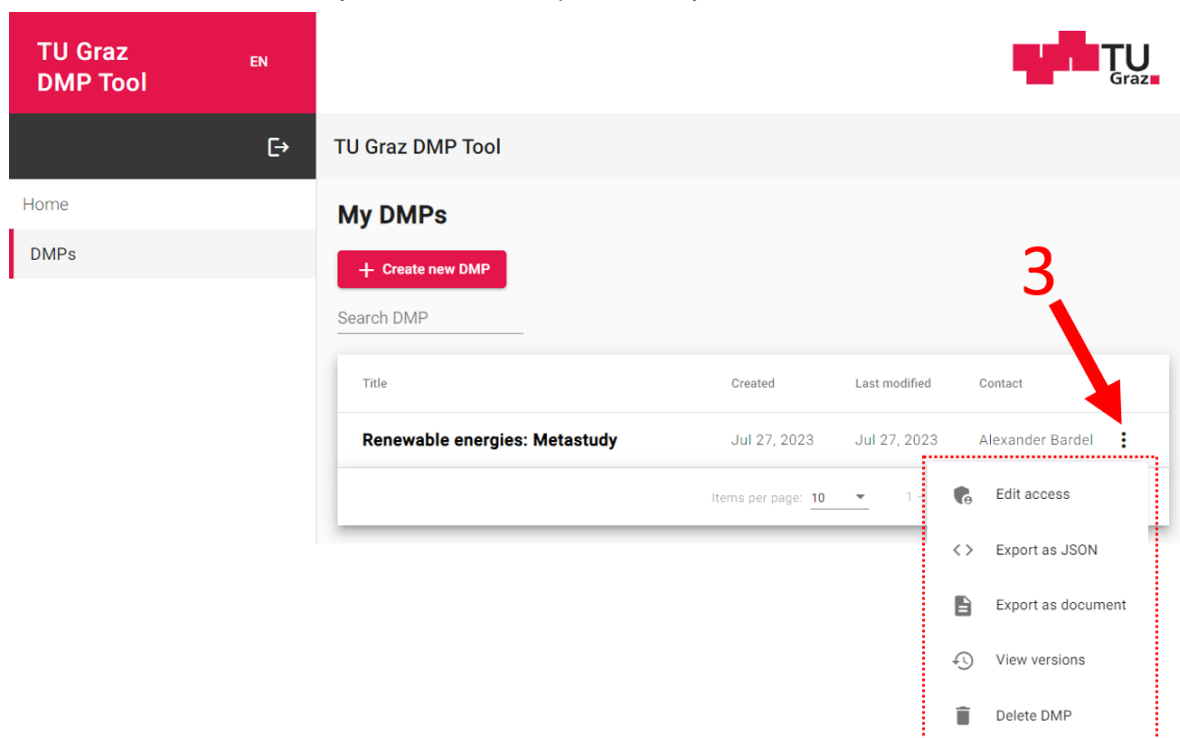


Figure 2: DMP overview

If you have clicked on "Edit access", you will get to the overview for the rights management of a DMP. In this menu, you as the owner are in first place, followed by the persons involved whom you added when filling out the DMP. Please note that only persons who are also available in the system as users can be selected as editors. This means that only persons with a valid TU Graz account can release the DMP.

4. Check the box for the persons who appear in the list and who should have editing rights to your DMP.

The screenshot shows the TU Graz DMP Tool interface. The top navigation bar includes 'TU Graz DMP Tool' and 'EN'. The main content area displays the title 'Renewable energies: Metastudy' with two buttons: 'Go back to DMP overview' and 'Go to living document'. A warning message states: 'Only contributors can be assigned editing rights for a DMP. Please note that simultaneous editing of a DMP can lead to data loss as changes may overwrite each other. Please make sure that you are the only one editing the dmp at the moment.' Below this, a list of users is shown:

▲ Alexander Bardel	★ Owner
✉ alexander.bardel@tugraz.at	
▲ Hermann Schranzhofer	4 <input checked="" type="checkbox"/> Editor
✉ hermann.schranzhofer@tugraz.at	

Figure 3: DMP permission management

4) DMP Versioning

A very handy feature to track the progress of your research data management during the project is the option to version your DMO. In this process, you can give the DMP a version number or version name at a stage that suits you and save it. You can view all versions using the overview in Figure 2. The versioning itself is done in the edit mode of a DMP at the bottom of the page.

5. In the last section of the DMP editing mode you can save or discard the changes you have made. You can also create a new version of the DMP here at any time and view it again later. In this way, you can track when which changes were made in your research data management or when new data records were added. If necessary, you can also export the DMP as a Word file in different templates, which are oriented towards funding agencies, and edit it further in another editor.

The screenshot shows the TU Graz DMP Tool interface. On the left is a navigation menu with 'TU Graz DMP Tool DE' and 'Startseite' and 'DMPs'. A vertical progress bar on the right lists steps: 'Data access and licensing', 'Specify repositories for publication and preservation', 'Reuse of data', 'Costs', and 'Summary' (highlighted with a '11'). Below this is a 'Summary of the information you provided:' table.

Step	Completeness	Status
Choose project	100%	Project: Renewable energies: Metastudy.
People involved in data management	100%	Contact person set. Contributors selected: 2
Specify research data	75%	Produced datasets: 1. No data will be reused. Data generation/reuse info missing.
Documentation and data quality	100%	All information necessary provided.
Storage and backup during the research process	100%	All (produced) datasets are stored.
Legal and ethical aspects	100%	All information necessary provided.
Data access and licensing	75%	Some information is missing.
Specify repositories for publication and preservation	100%	All data are deposited.
Reuse of data	100%	All information necessary provided.
Costs	100%	There are no costs.

At the bottom, a message states 'All changes have been saved.' followed by a large red '5'. To the right are buttons: 'Discard changes', 'Save changes', 'Save new version', and 'Export document'.

Figure 4: Versioning and export



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