

FREQUENTLY ASKED QUESTIONS

How long does Mekong Hydroshare archive data? MekongWater is committed to supporting Mekong Hydroshare to maintain published data indefinitely. We rely on support from our sponsors, the US Government. A strong user community will result in long-lasting support.

Is there a charge for creating an account and use Mekong Hydroshare? No. Creating account and using Mekong Hydroshare is free of charge.

What types of files are supported? All data and file types are supported in Mekong HydroShare (they are collectively considered resources).

Can I edit or delete my resource data and model after it's made public? As the owner, you can always edit your resource (even after it's public).

Do I need an account to use Mekong Hydroshare? You can discover and download public resources without an account. But you cannot upload or publish resources without one.

What is the maximum volume of data I can upload? Each user receives automatically an allocation of 20 GB. Users who need more space should contact support@mekongwater.org and explain why they need more. All reasonable requests will be approved subject to availability.

Can I use HydroShare in my class or workshop? Yes. We are a free public resource. We encourage our users to teach others how to share, discover, and collaborate around data, models, and code.

Where can I get additional help? Contact support@mekongwater.org

CONTACT US

Website: www.mekongwater.org

<http://data.mekongwater.org>

Email: info@mekongwater.org

MEKONGWATER

Getting started with Mekong Hydroshare



MEKONGWATER



MekongWater.org

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SEARCH FOR DATA AND MODELS

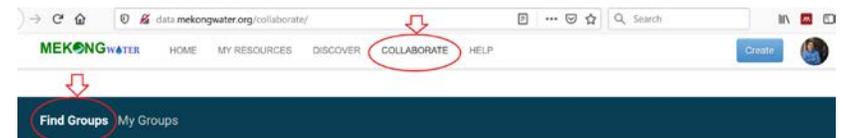
The **Discover** page in Mekong HydroShare has been designed for you to find *public* (completely open) and *discoverable* (only metadata open) resources. You do not need a HydroShare account to use the Discover page.

Useful searching capabilities include:

- **Narrow the data range:** search for resources with temporal coverage that overlaps the range input.
- **Zoom into an area of interest:** Click on the Map tab, then use the mouse and/or map buttons to navigate to the area of interest.
- **Apply filter options:** Use the Filter categories to filter by *Author, Subject, Resource Type, Owner, Variable, Sample Medium, Units Name, and/or Availability*. The filter categories show the available options and the number of resources tagged with that associated term. All filter terms are user-defined text, except for the Availability filter.
- **Type into the "Search" box:** Type into the search box to search for matches in resource metadata.

You can also search for Mekong Hydroshare Groups:

Go to the Mekong Hydroshare Discovery Page and click on Find Groups

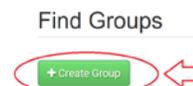


Find Groups

**You can ask to join a group of interest*

To **Create** a group:

- Click on **Create Group** (below the *Find Groups* text) of the Collaborate page



- Fill out the required fields in the form. Invite members to join your group. Others may ask to join (as the group owner you can approve).

SHARE AND MANAGE ACCESS

Policies on Sharing Resources: Mekong HydroShare provides you with the ability to have very strong control over who can access your resources. There are three options for sharing:

Private - A "private" resource cannot be discovered by anyone except the user who created it.

Discoverable - A "discoverable" resource can be found by anyone in HydroShare, *but only users with permission can access the content files.* And

Public - A "public" resource can be discovered by anyone, and anyone can access the files.

You can also share your resources with individual users or user groups. To share with other users or group:

1. In the top right corner of the resource page, click on the  icon
2. Type in the name of a user or group and click on the dropdown to choose the permission of "**Can view, Can edit, Is owner**"
3. Click **Add**

You can also permanently publish your data. You should view publishing a resource the same as publishing a research paper. Once published, you can no longer change a resource's content or metadata description.

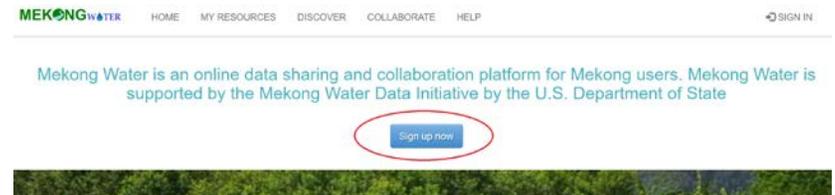
Navigate to the landing page of the resource and click on the "Publish" button. Note that the Publish button is only displayed for resources that are Public and for users who have complete profile information.

You must agree to the terms of the [Mekong HydroShare data publication agreement](#) and then you will be able to click the "Publish" button.

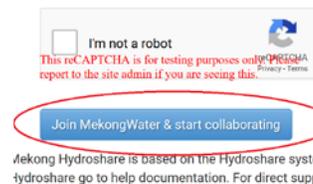
NOTE: If you make a mistake publishing a resource, a Mekong HydroShare administrator (contact support@mekongwater.org) can delete the resource.

CREATE YOUR FREE ACCOUNT

1. On the Mekong HydroShare homepage, look for the Sign Up Now option at the top of the page (red circle below).



2. You will be asked to fill out your information, and pick a unique username and password. Click **Join MekongWater & start collaborating.**



3. A notification will appear that says a verification email with a link has been sent to your email as shown below.
4. Check your email and click on the verification link and follow instructions to confirm your account (the link is only valid for a fixed amount of time). If you have any issues or need help, contact support@Mekongwater.org.

Be Sure to Fill out your profile

5. The verification link will direct you to the homepage with a pop up that says *Your profile is nearly complete*. Please fill in your profile as much as possible (the more you fill in, the easier you can be found by potential collaborators).
6. To edit your profile later: On your profile page, click on the *edit* icon in the top right. You can add your photo, a short description, etc. Including these information helps build the MekongWater community.

UPLOADING DATA & MODELS

IMPORTANT: All data and models are uploaded to Mekong HydroShare as “resources.” Before uploading your data, it is important to organize the data effectively.

Most data and models generate multiple files and often have complexity that requires planning on how to best organize them. Consider how potential end-users will want to interact with the content and what structure will best support access, interpretation, and reuse. For example, for a single research project with 50 different data files that are the same format, you may want to separate these files based on types of data that were collected/analyzed and/or potentially parse the data by date ranges.

1. You *must be logged in* to your profile in order to create a new resource. Select “Create” on the upper right corner (next to your profile photo).



2. A drop-down menu provides options for objects you can create. Your options include: **Resource, Collection, Web App Connector, Model Program, Model Instance, SWAT Model Instance, and Modflow Model Instance.** Choose the type that is most appropriate for your need. For data and generic model objects, choose “Resource”.

3. Provide a title for the resource and click “Create”.

4. Once the resource is created, add the data contents and fill out the metadata.

NOTE 1: *Multiple data files and different format (e.g., text, images, video files) can be packaged together as a single a resource.*

NOTE: *The more metadata you provide the easier your resources can be found by potential collaborators.*

DESCRIBE DATA AND MODEL

The Mekong HydroShare resource landing page provides a template for describing data and models as thoroughly as possible. Note that the more information you provide to describe your resource, the easier it is for potential collaborators to find them. Highlighted here are some best practices for filling in the resource landing page.

- **Title:** The title should be a very condensed abstract, it should describe the content of the resource. The title may include the data type, location of collection, and date range of collection.
- **Abstract:** The abstract should put the content of the resource in context, including the rationale for the data collection or modeling and should include a specific description of the content files included in the resource. The Abstract should include a description of the resource content and organization to help a potential user navigate the various files included.
- **Keywords:** Keywords facilitate data discovery and should be selected to be descriptive and thorough for the associated data. Consider what the data represent, the variables included in the dataset, how the data were generated, and the geographic area that they represent.
- **Files:** File names should be descriptive and meaningful. Where many files are included in a resource, a README file that describes the content and/or organization of each file or the resource as a whole can be very useful in helping others understand the content of the resource.
- **Spatial & Temporal Coverage:** These are optional metadata and should be used if the data or model in the resource has a geospatial “footprint” or location or a temporal component/time window.
- **Additional metadata:** The Additional Metadata panel allows for Name and Value pairs. For example, if you wanted to define some terms in your data or methods.
- **References:** References sections allow you to link to sources of data and/or to content related to the data.
- **Related Resources:** You can also link your data with related content, or resources. For example, you may want to record a journal paper that uses or cites that dataset.
- **Credits:** This is a good place to credit Funding Agencies and Contributors.