

# MyTardis @ Swinburne

## Quickstart User Guide for CQOS & IRIS researchers

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### MyTardis @Swinburne

Official Website: <http://www.research.swinburne.edu.au/researchers/managedata/tardis/>

### The caousTARDIS store

For ACCESS point your web browser to: <http://caoustardis-dev.swin.edu.au:8000>

Local administrator: Deming Zhu – [dzhu@swin.edu.au](mailto:dzhu@swin.edu.au)

Swinburne Research administrators: Arna Karick – [akarick@swin.edu.au](mailto:akarick@swin.edu.au) & Shaun Peterson – [speterson@swin.edu.au](mailto:speterson@swin.edu.au)

Lead Project Scientist: Paul Stoddart – [pstoddart@swin.edu.au](mailto:pstoddart@swin.edu.au)

This document is for MyTardis users. It provides basic instruction for browsing and downloading data, granting access to experiments locally, and setting up group access. This user guide will be expanded over time.

### Using Instruments and Saving your Data

1. On the desktop of each PC is a folder called **MicroTardisData/**. Inside it, create a new folder with preferably your Swinburne user ID (pstoddart, jhartley, dzhu, etc)
2. Inside, create a folder with the name of an "Experiment". This is typically the name of a long-running project, e.g. the name of the material being investigated (e.g. 3D\_Profiles) or the instrument name, e.g. (Raman, Bruker, Confocal).
3. Inside the "Experiment" folder, create a folder with the name of a "Dataset". This typically represents data collected within *one session*, and may be named after the sample, or the date, or both. (e.g. 14032014, Dataset1, 14032014\_sample1)
4. The directory "Dataset" should contain the actual data files (not further subdirectories!!)
5. Every few minutes, the data is automatically harvested into Tardis.
6. Initial user accounts were created with the password "irisiris". If you want to keep your data completely private, you should log in and change your password before setting up your data as described above. (Your data is not visible to anyone else in Tardis, but obviously if everyone has the same password other users can see it.)

- Data that is to be managed using MyTardis **must** be saved in a dataset folder within a directory structure that matches the following pattern;

→ **Desktop/MicroTardisData/<swin\_username>/<my\_experiment>/<my\_dataset>/**

Example:

```
(Desktop)
-- MicroTardisData
---- dzhu
----- Raman
----- Sample3_2012-03-25
----- image1.oib
----- image2.oib
```

- If you miss a directory layer, you'll end up with a dataset called something like "(assorted files)".

- While blank space is allowed in directory and filenames, we suggest using underscores to avoid any unforeseen harvesting issues. e.g. "Sample3\_2012-03-25" not "Sample3 2012-03-25". It also helps Arna and Shaun diagnose problems.

## Browsing and Downloading Data

1. Click the 'Log In' icon at the top right of the page
2. The authentication is 'Local DB' (rather than LDAP authentication which uses Swinburne SIMS login details). If you don't have a Tardis account please contact your local administrator.
3. Once you are logged in you can;
  - Manage Accounts: change email address, change your password
  - Manage Group Members: requires admin privileges
  - View the Admin portal: requires admin privileges
  - Upload data
  - View harvested data and metadata
  - Download data
4. If you have previously created an experiment they should be listed on your home page. Click 'Data' on the top right menu. A list of experiments the user has access to is listed. Click the title of an experiment to view its information.
5. The 'Description' view shows basic information about the experiment such as Authors, Total and the total dataset size.
6. Click the 'Datasets' tab to view all datasets contained within an experiment.
7. Download all experiment data by clicking 'Download Entire Experiment', or click 'Show' to view individual file information.
8. Files with special dataset metadata have Show Metadata next to them. Click on this link to view associated metadata.
9. Click on the red filename link to download individual files.
10. Click on the checkboxes next to files and then the 'Download Selected Files' button to download a combination of files.

## Granting Experiment Access

1. Click the 'Log In' icon at the top right of the page.
2. The authentication is 'Local DB' (rather than LDAP authentication which uses Swinburne SIMS login details). If you don't have a Tardis account please contact your local administrator.
3. Click 'Data' on the top right menu.
4. Under the 'Controls' menu on the right, click Control Panel
5. To control user access to individual experiments, click Show under an experiment.
6. A list of users with access appears. To remove a user, click x
7. To add a user, start typing their name in the Add User box. Click submit when done.

**\*\*NOTE\*\*** Users granted access to an experiment can't grant other users access

## Stats

The 'Stats' tab provides a summary of all experiments in the caousTARDIS store; the number of experiments, datasets, files, and the total amount of data stored.