

# Data Browser Perspective

## Data Browser Perspective Structure

The **Data Browser** Perspective holds a central place in Velo for managing datasets. Direct access to the perspective is provided on both the [Home](#) Screen, as well as on the Perspective Short Cut Bar (labelled *Data Browser*). The Data Browser Perspective is by default organized into six main views (Figure 1):

- [Data Browsing View](#)
- [Folder Contents View](#)
- [Preview View](#)
- [Summary View](#)
- [Search Results View](#)
- [Resource Web Page](#)

Each of these Views are described in the following sections.

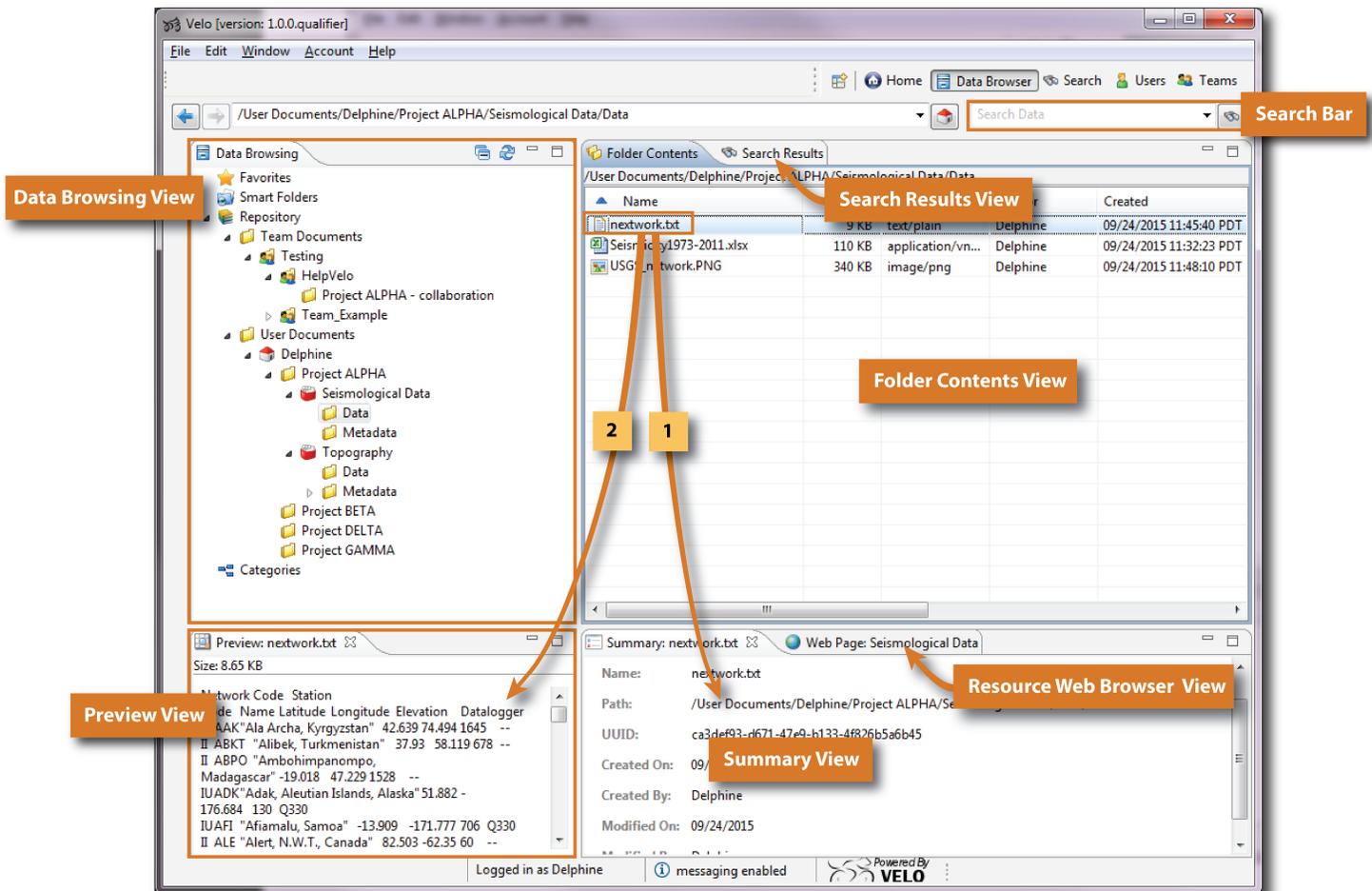


Figure 1. Data Browser Perspective Structure.

## Data Browsing View

When the **Data Browser** perspective is opened, the directory tree structure appears in the *Data Browsing View* (Figure 1), under the *Repository* directory. The *Repository* directory is divided into two folders: the *Team Documents* Folder and the *User Documents* Folder.

In the *Team Documents* folder, subfolders are created for each team the user belongs to and are preceded by the team folder icon



In the *User Documents* Folder, the directory tree structure is displayed for both shared and private user workspaces. Shared workspace are indicated with the  icon while private workspace are preceded by the  icon (Figure 1).



 Private user workspaces are visible under *Users Documents* only if users give permissions to see their home folder.

Permissions can be modified by right-clicking on the home folder name, and selecting *Properties>Permissions*.

A user can create any number of folders and even store folders inside other folders (subfolders) in order to organize his work. Folders are shown with the  icon. It is important to differentiate a basic folder  from a *Dataset* folder . Unlike a basic folder, when a *dataset* is created the user is given tools to prepare the dataset to be published.



Note that the Dataset Publishing Process is described in details in the XXXXX section.

## ★ Favorites

The *Favorites* section of the view provides a serie of shortcuts that are shown in the top section of the *Data Browsing View* (Figure 1). Favorites may be an important feature especially when working on several research projects and/or a broad list of folders and files.

Adding new shortcuts in the *Favorites* folder can be done in multiple ways. One way is to drag a selected item to the *Favorites* section, another is to copy and paste an item from the directory tree to the *Favorites* folder

## Smart Folders

Need to add explanation

## Categories

Need to add explanation

## Folder Contents View

The *Folder Contents View* provides the detailed list (e.g. name, type, size, date of creation) of files included under the item highlighted in the *Data Browsing View*.

## Summary View

The *Summary View* provides detailed information regarding the item selected in the directory tree structure (Figure 1, [1]). The *Summary View* will always provide *general information* including the path of the file, the author, the date of creation or date of modification of an item.

## Preview View

This pane shows a preview of the file (text or image) selected in the *Folder Contents View* (Figure 1, [2] and Figure 2).

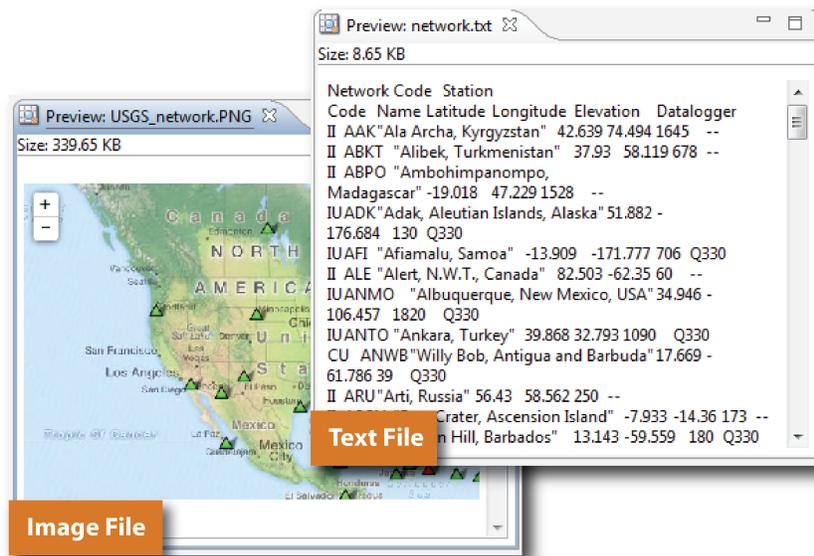


Figure 2. Preview of an Image File and a Text File in the Preview View



Right-click in the Preview Pane and choose **Find...** from the pop-up menu to see a Find dialog for entering a search query and finding it in the preview display.

## 🔍 Search Bar and Search Result View

When browsing through numerous files and folders, getting lost in the directory tree structure may be easy. The path bar located at the top of the perspective allows the user to know where the file or folder selected is located (Figure 1). From this location, the user is given the possibility to search data using the Search bar (Figure 1).

The *Search* option searches the documents to which the user has authorized access. This includes all documents, folder names and file names. When the Search is completed, the *Search Results* View lists documents found by the search.

## 🌐 Resource Web Browser View

The *Resource Web Page* view shows users web pages that are associated with the selected 📁 *dataset*. Several web pages are associated to a single resource, each related to a category of information a user has to provide for the selected dataset (Figure 3):

- Overview
- Data Access
- Metadata
- Publications Contacts info
- Related Websites

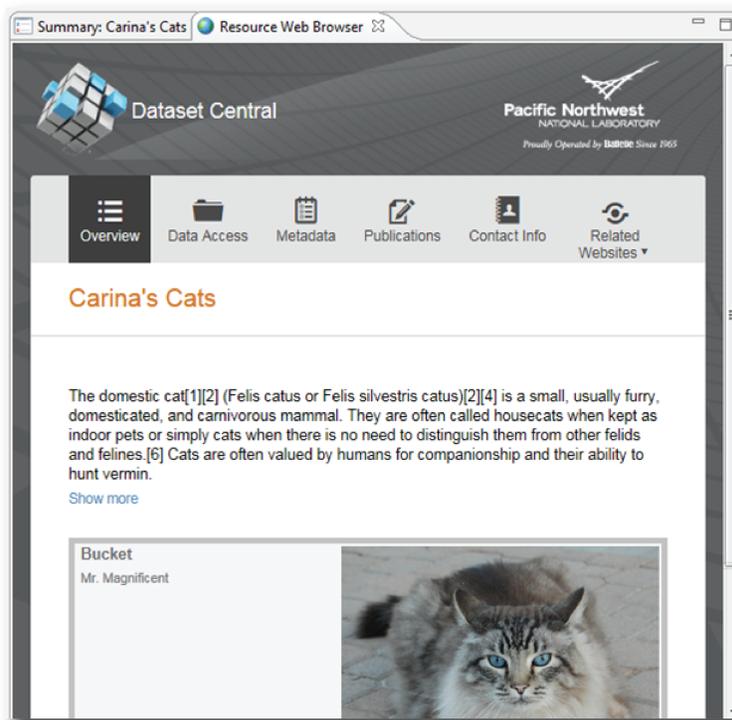


Figure 3. Resource Web Browser View Example.

## First Steps of Data Management in Velo

The Data Browser perspective offers efficient tools to manage and organize documents and datasets.

### Creating a New folder

A user can create any number of folders and even store folders inside other folders (subfolders). To create a new folder, highlight in the directory tree the item where the new folder is to be located, two ways are possible:

1. Select *File* > *New Folder*;
2. Right-click on the item where the new folder is to be created and select *New Folder*.

A window will pop up so that the new folder name can be entered (Figure 4).

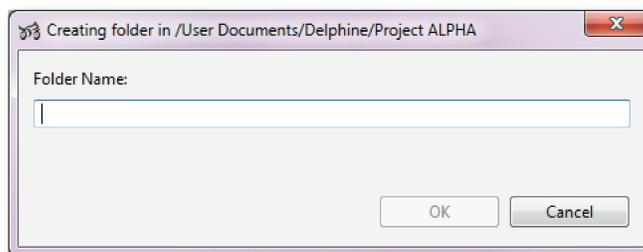


Figure 4. New Folder Name Window.

### Creating a New Dataset

To create a new dataset, right-click on the item where the dataset is to be created in the directory tree and select *New Dataset*. A new window will pop-up (Figure 5), requesting the user to provide a *Name* for the dataset folder that will be displayed in the directory tree, and also at *Title* for the dataset. The dataset *Title* is intended to include more details regarding the dataset. The owner of the dataset can set permissions to new users/teams by clicking on the *Add* button (see [Setting Permissions](#)).

New Dataset Window

Destination: /User Documents/Delphine/100-OL-1 Oj

Dataset Folder Name: Arsenic Concentration

Dataset Title: Arsenic Concentration in OL-14 Unit

Owner: Delphine (only owners or admin can change permissions)

Name	Permission Level

Permission Level:

Figure 5. New Dataset Window.

When clicking on *Finish*, the [Dataset Editing](#) perspective will pop-up, allowing the user to prepare the dataset to be published. A step by step help is provided.

## Importing Data

Data can be imported from local machines, or remote servers to a selected destination .

To import data, highlight the destination folder. Two options then follow:

1. Select *File* >  *Import Files*
2. Right-click on the destination item in the directory tree and select  *Import Files*.



If running Velo on a Windows machine, files from the Windows File Explorer can be copied to Velo by dragging them to Velo's directory tree.

An *Import Files* window will pop up. From this window, the user can change the destination by clicking *Browse* and can select the file(s)/folder(s) to be imported by clicking on *Select files...* . A new window opens and the user is given the option to navigate in the local machine or remote servers and select the items to be imported by using the checkboxes (Figure 5).

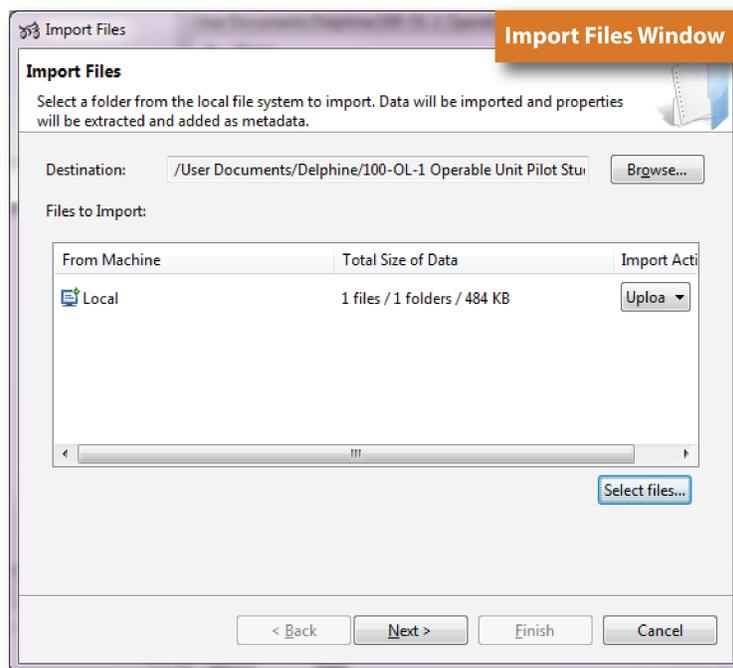


Figure 6. Import Files Window.

## Exporting Data

It is also possible to export data located in Velo (in shared or Private Workspaces) to a local machine.

To accomplish the data export, two options are available:

1. Select *File* >  *Export Files*
2. Right-click on the resources to be exported in the directory tree and select  *Export Files*.

The File Export Wizard window will pop up, allowing the user to select both the items to be exported and the destination folder.

## Cut, Copy and Paste Options

Basic functions such as copy, cut and paste file(s) or folder(s) are also available in the *Data Browser* perspective.

These options are accessible when right-clicking on a item.

## Setting Permissions

Permissions for files, folders and datasets can also be set within *Data Browser Perspective* (Figure 7, [1]). The user can assign different levels of permissions for either a single user, or a team (Figure 7, [2]):

- Coordinator
  - Read all items
  - Create new items
  - Edit all items
  - Delet all items
- Collaborator
  - Read all items
  - Create new items
  - Edit all items
  - Delete items they own
- Contributor
  - Read all items
  - Create new items
  - Edit items they own

- Delete items they own
- Consumer
  - Read all items

The rights allowed for each category are displayed when selecting the permission type.

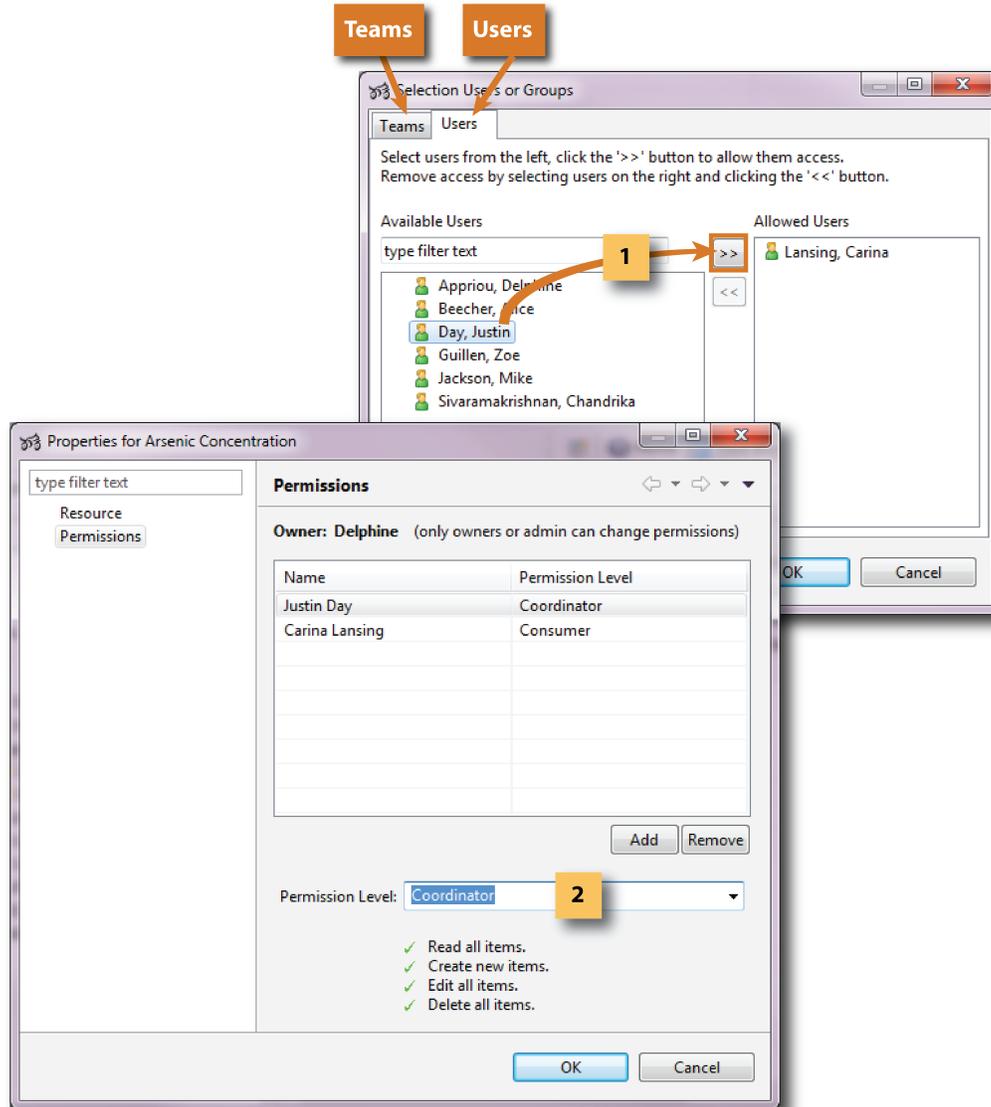


Figure 7. Setting Permissions

## Other Views

*Data Browser* perspective can be customized with other views that might be useful when working with Velo. Two views that may be commonly used are the

-  **Scratch Pad View**
-  **Comments View**

To open these views, select *Window>Open View* and select the View to open.

### **Scratch Pad View**

This View provides a utility for comparing two different files. This is useful for identifying differences between individual text files.

To open the Scratch Pad View, select *Window>Open View> Scratch Pad*. This will launch the Scratch Pad viewer, which will be placed in the bottom right hand corner of the perspective.

To compare two different text files, the following operations are required:

1. Navigate to the location of the files within the directory structure. Drag the files to the Scratch Pad.
2. Highlight both files; control-click in Windows, command-click in Mac. Once both files are highlighted, right click and choose *Compare with Each Other*. The files will appear side-by-side in the *Preview Pane*. Differences in the files will be highlighted.

## Comments View

The Comments View allows one or several users to leave written comments for the selected item in the directory tree.

To open the Comments View, select *Window>Open View> Comments*. To add a comment, click on the  icon.

The comments can be edited by clicking on  or deleted by clicking on .



Note that comments can only be displayed when the Comments View is active in the perspective.

## Access to Other Perspectives Help

					
<a href="#">Home</a>	<a href="#">Dataset Editing</a>	<a href="#">Users</a>	<a href="#">Teams</a>	<a href="#">Search</a>	<a href="#">Remote System Explorer</a>