



FAIRscribe

USER MANUAL

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Standardize and publish any digital asset to repositories
with data variables that comply with community standards for data that is
Findable, Accessible, Interoperable and Reusable (FAIR).



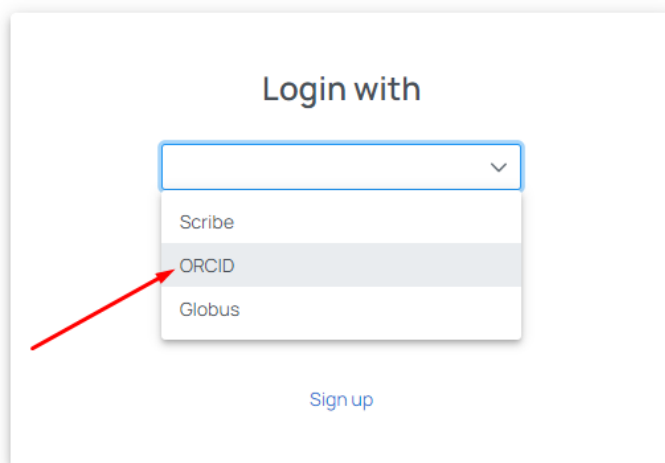
FAIRscribe has been funded by the Excellence in Agronomy Initiative of CGIAR and is developed by SCiO.

[FAIRscribe](#) is a free and open-source software that implements a workflow for publishing FAIR research outputs (publications, datasets, and other assets). This workflow has several user-friendly features, including working in teams of data managers and researchers.

1. Log in

Log in at fairscribe.cgiar.org using your ORCID credentials. ORCID strives to enable transparent and trustworthy connections between researchers, their contributions, and their affiliations by providing a unique, persistent identifier for individuals to use as they engage in research activities. **If you do not have an ORCID account, create one here: <https://orcid.org/>**

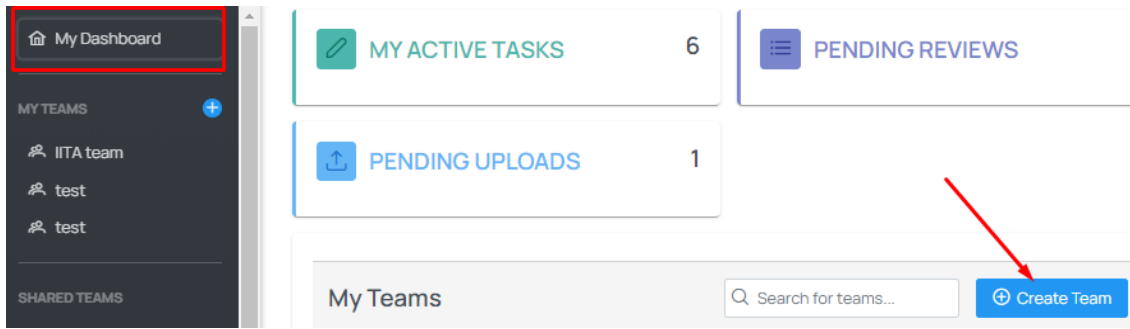
Please note that other login methods will be deprecated soon. We strongly recommend using your ORCID credentials for a seamless login experience.



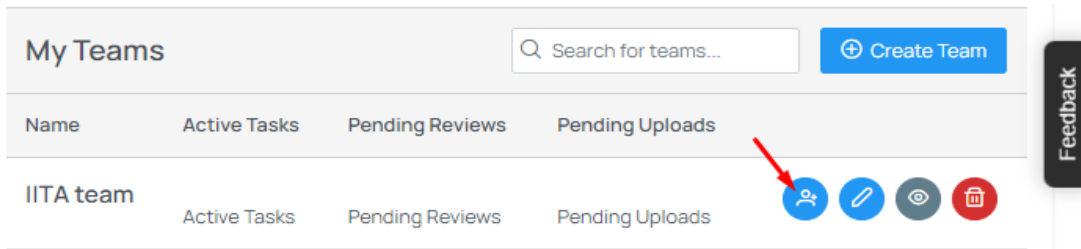
2. My Teams

A team is a private workspace where you can store and annotate digital assets before publication. Only invited members can access a team space. A team allows you to work jointly with team members on the same digital asset. To create a new team:

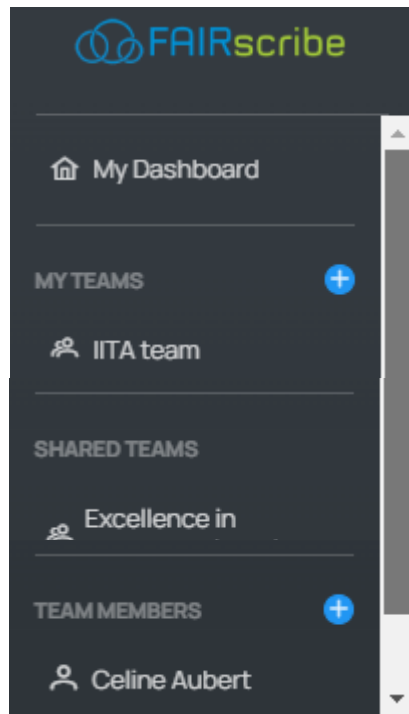
1. Go to My Dashboard on the left side of the window.
2. Click the blue button "Create Team". Button in the section My Teams.



3. Give the team a name and a description.
4. Click the person icon next to your/the team's name to add members.



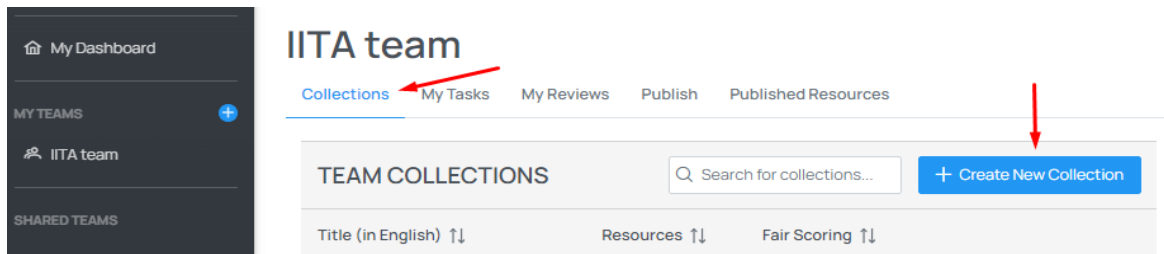
Access and manage your teams on the left panel. "MY TEAMS" lists the ones you created. "SHARED TEAMS" shows those you've been invited to. Click a team to see its members at the bottom of the left panel



3. Collection

A collection is a group of data assets. A collection belongs to a team. A team can have multiple collections. To create a new collection:

1. Click on the name of a team in the left panel.
2. Go to the “Collections” tab.
3. Click “+ Create New Collection”.
4. Add a title and a description for the new collection.
5. Click “Create collection”



The “Collections” tab shows a team’s list of collections, the number of resources in each collection, and the FAIR score of each collection.

4. My Tasks

A task corresponds to a resource under preparation for publishing. Every new dataset to annotate requires a new task. All the resources currently under preparation are listed in the “My Tasks” tab. Here's how to create a new task:

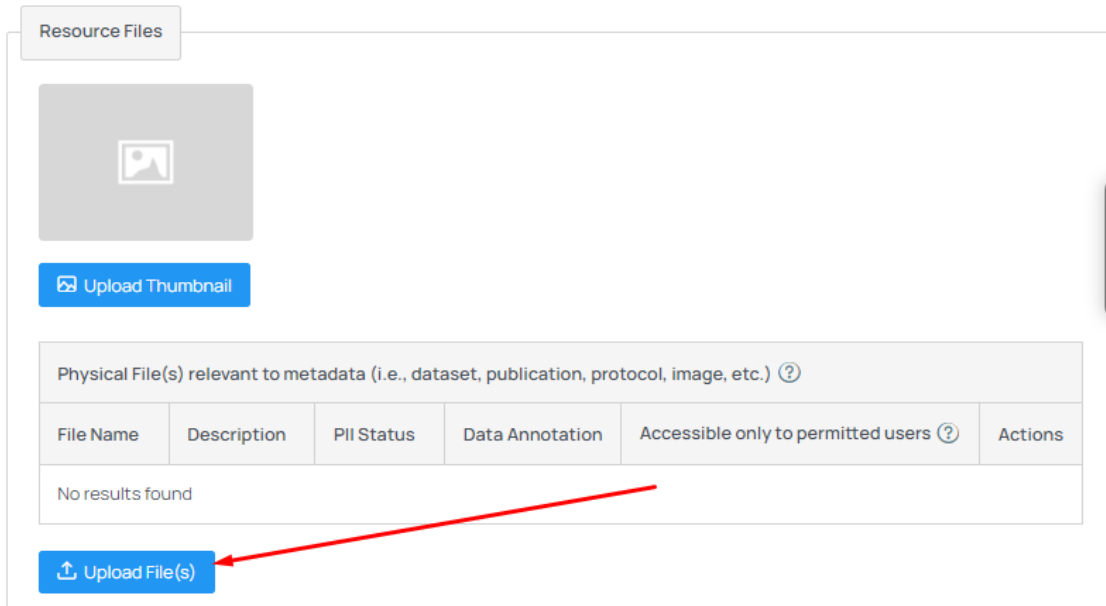
1. In the left panel, click on the team that will work on the annotation.
2. Go to “My Tasks” tab.
3. Click the “+ Create New Task” button.
4. Add a title and description:
 - 4a. If the document exists in [GARDIAN](#), simply paste its GARDIAN ID to automatically retrieve the title and description. The GARDIAN ID is the last string of numbers found in the resource’s webpage: e.g. <https://gardian.bigdata.cgiar.org/#/asset/1236f78ce70347d439645999fddd27e8>.
 - 4b. If the document isn't in GARDIAN, manually add a title and a description.
5. Assign team members who will be responsible for annotation and revision of the resource.
6. Once everything is set, click “Create Task and Send invite”

Note: After creating the task, you will need to edit it to download the resource (if not available in GARDIAN), annotate it, and add any additional details.

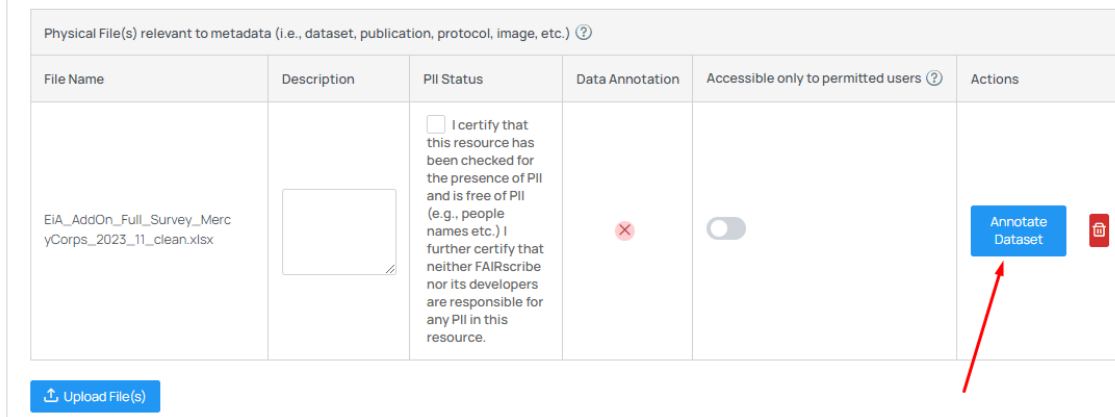
4.1 Annotate a dataset

FAIRscribe's dataset annotation widget makes it easy to link a dataset's column headers with community standards.

1. In the left panel, click on the name of a team that will work on the annotation.
2. Go to "My Tasks" tab and click on the pen icon next to the resource to annotate.
3. Under "Resource Files", click "Upload File(s)" to upload your dataset.



4. Once the resource is uploaded, click on "Annotate".



5. Select all the sheets that contain column headers needing annotation. For that, click on the sheet name on the left column and click on the arrow in between the columns to validate the selection. Once selected, the sheet appears on the right column. Once all the relevant sheets are selected, click on Next at the bottom of the window.

1 Configure
2 Annotation

Select sheets

Available

- metadata-variables
- metadata-groups
- EiA_AddOn_Full_Survey
- crop_repeat
- tillage_info
- organic_inputs_repeat
- organic_inputs_details_repeat
- inorganic_inputs_repeat
- inorganic_inputs_details_repeat

Selected

- hh_members_details_repeat
- hh_plots_repeat
- plot_information_repeat

6. Select the sheet you want to start annotating under Active Sheet.
7. There is a search box next to each column header of the sheet select. Type the name of the column header to search among the list of standard terms.

Data Annotation
×

Active Sheet

crop_repeat

Data Column	Variable	Description
barcodehousehold	<input type="text"/>	
season_grown	<input type="text" value="season"/> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0;">crop season previous crop 	
crop_harvest		

- 7a. If the term is listed in the drop-down menu, select it. The term's description will appear in the "Description" column on the right.

Data Annotation ×

Active Sheet

crop_repeat

Data Column	Variable	Description
crop_label		
season_grown	crop season	Season name

- 7b. If the term isn't in the dropdown list, it's because it does not exist yet in the list of standard terms. Leave the "Variable" column empty.
8. Once you have finished annotating terms, click "Annotate" at the bottom of the window to save your changes.

4.2 Metadata of a resource

To improve your resource's FAIR score and make it easier to find, access, use, and reuse, you should add more information about it. Here's how:

1. In the left panel, click on the name of a team that owns the resource.
2. Go to "My Tasks" tab and click on the pen icon next to the resource you want to edit.
3. You may add information about the dataset (citation, language, authors, funders) and data collection (date, method, temporal coverage).
4. Click on the "Save Changes" button once done.

4.3 License

You can add a license to your resource. To help you, there is a license wizard that will ask some questions to determine which license is more appropriate.

Rights

Access Rights

License

License Wizard

Terms of use (in English)

Disclaimer (in English)




5. My reviews

All resources annotated and sent for review are listed in this tab. Click on the gray eye icon to access the resource's details and edit them if necessary.

IITA team

Collections My Tasks **My Reviews** Publish Published Resources

RESOURCES UNDER REVIEW

Issue Date ↑↓	Title ↑↓	Type ↑↓	Subtype ↑↓	Collections ↑↓	Fair Scoring ↑↓	
2/8/2022	test dataset	dataset	Dataset / Tabular	in 0 collections	0	  

Not all information is editable. If non-editable information needs to be revised, click the blue button “Send for re-editing”. The resource will go back to My Tasks.

Once all information has been reviewed and is correct, click the “Approve” button at the top of the window to send the resource to the next step.

RESOURCE METADATA RECORD

Back Send for re-editing Approve

General Information

6. Publish

Once a resource has been approved in “My review”, it is listed under the tab “Publish”. This is the last step before publication.

To publish the resource:

1. Click on the blue publish icon.
2. Select a repository.
3. Select a collection.
4. Click on “Publish resource”.

IITA team

Collections My Tasks My Reviews **Publish** Published Resources

UNPUBLISHED RESOURCES

Issue Date	Title	Type	Subtype	Collections	Fair Scoring	
20/7/2022	test	document	Bibliography	in 0 collections	0	

The resource has been published to the selected repository.

To be able to publish to a repository, the repository needs to be added to your account. To add a repository to your account:

1. Click the “Account settings” button at the window's top right corner.
2. Click “Add a new repository”.
3. Select the repository of your choice.

ACCOUNT-SETTINGS Logged in as: Celine Aubert **Account Settings**

User Profile

First name: Last name:

Request permissions

Profile Picture

My targeted repositories

7. Published Resources

In this tab are listed all the resources that have been published in repositories.

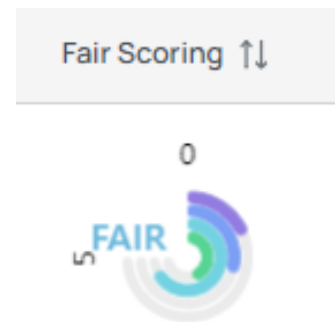
8. FAIR scoring

A major challenge in data-intensive science is helping humans and machines discover, access, integrate and analyze relevant scientific data along with related algorithms and workflows.

The [FAIR Data Principles](#) provides principles and guidelines for making data Findable, Accessible, Interoperable, and Reusable.

However, these principles are not orthogonal and have not been designed for automated machine-based evaluation.

To address this, EiA has adopted the Netherlands Institute for Permanent Access to Digital Research Resources (DANS) [metrics for FAIR compliance](#) and to calculate FAIR scoring for each resource. Higher is the score, better the resource will be Findable, Accessible, Interoperable and Reusable.





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Excellence in
Agronomy

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