



European long-term ecosystem, critical zone and socio-ecological systems research  
infrastructure PLUS

## Guidelines for data collection

### Technical Document

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# DATA PROVISION (B2DROP)

If data are available at an open accessible repository, please provide basic metadata (signature metadata) and the link to the file location. If data are not located in an open repository, the data need to be provided via an accessible cloud repository either provided by the data provider or using B2DROP as supported cloud store. In this case basic metadata need to be provided via DEIMS SDR and the URL to the data file or the directory with the data files need to be provided. Data are checked and collected from there by the data team and uploaded to the safe repository. B2DROP is a fully secured data exchange service on the basis of a NextCloud server. During transmission data are encrypted through the exclusive use of the https protocol for data transfer.

## How to provide the data?

In order to submit data three different options can be used. There is either a file-based upload on B2SHARE via DEIMS-SDR, upload your data on B2DROP or you provide the data for downloading (via Cloud or Server) and provide the link. Please select the most appropriate option for your data.

Technical information can be provided by

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## Submission to B2DROP

B2DROP allows the upload of data files to a (restricted) web repository. B2DROP is developed by the EUDAT2020 project in order to provide a common data infrastructure for European research data. eLTER H2020 is using the services provided by the EUDAT2020 project in order to share data files.

## Naming convention for data files

The naming convention for files is:

Template: [Data Topic] \_ [LTER Site Code] \_ [Name of the file]

Example: *temperature\_LTER\_EU\_AT\_003\_zoeb\_temp2015*

- How to upload a data file

When uploading data files to B2DROP please the following steps (which are described in the following in more detail):

- Create a user account on B2ACCESS (only needs to be done once)
- Upload one or multiple data file(s) to B2DROP

- How to register for uploading files to B2DROP?

- Register a B2Access Account:
  - <https://b2access.eudat.eu/home/>

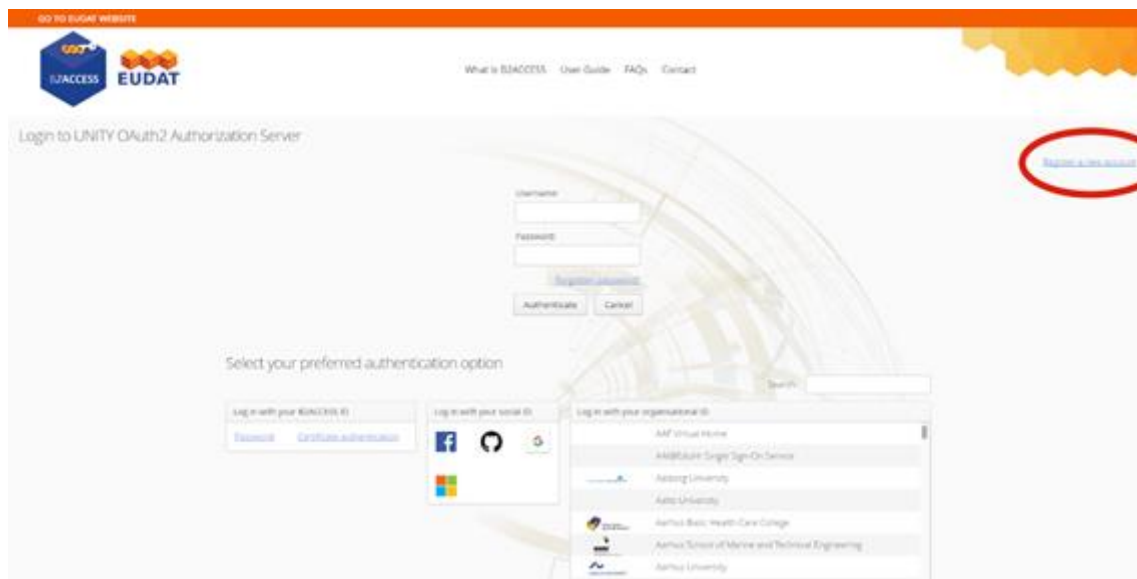


Figure 1 B2Access Landing Page

- Choose the type of B2Access Account you want
- Fill in the required fields

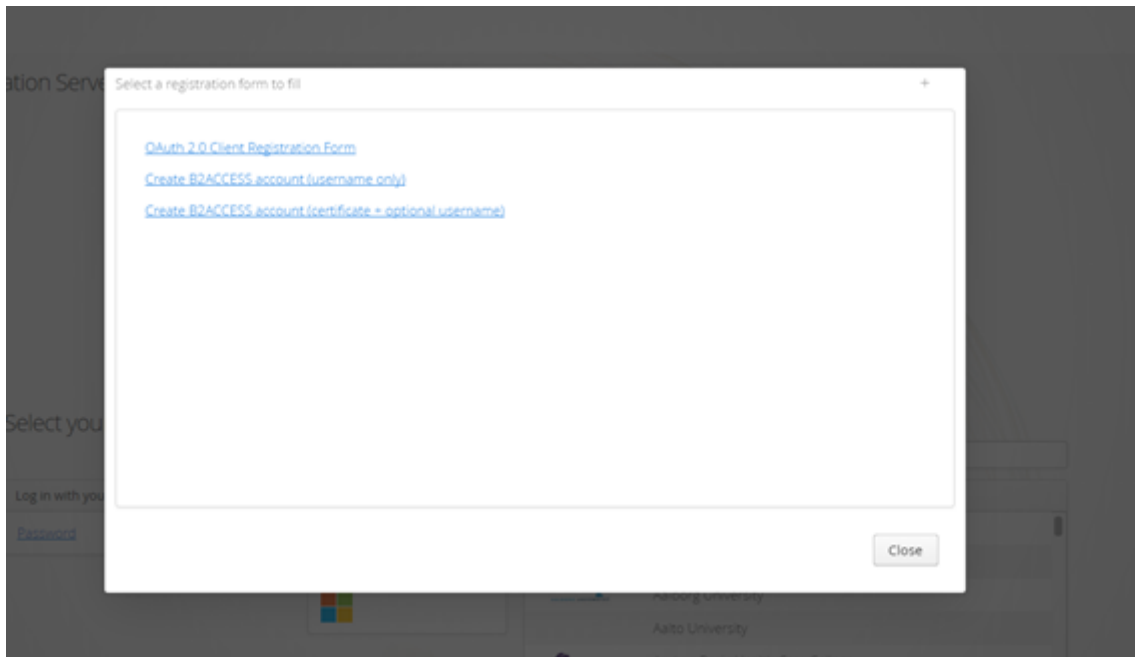


Figure 2 B2Access Account Creation

A screenshot of a registration form titled "Create B2ACCESS account (certificate + optional username)". The form includes the following fields and instructions:

- Identities**
  - Distinguished name: \* [text input field]
  - (Optional) extract DN from an uploaded X.509 certificate: [Upload button]
  - User name: [text input field]
- Attributes**
  - email: \* [text input field]
  - Organisation Name: \* [text input field]
  - Firstname surname: \* [text input field]
  - Comments: [text area]

At the bottom right, there are "Submit" and "Cancel" buttons. The form also contains explanatory text: "Here you are able to create a B2ACCESS account with certificate and optional username/password combination. If you want to create a B2ACCESS account without certificate but with username/password, please use 'Create B2ACCESS account (username only)' on the previous page. To set your password, you have to login with your certificate first. After login you are able to set your password in Credentials management tab. A confirmation link will be send to your email address. You need to confirm your email address to create your account successful. If you have entered an optional username, you are able to set your password there. If you were forwarded from another service, please go back by browser or retype the services address."

Figure 3 B2Access Account Creation (certificate + optional username)

- Upload to B2DROP

If you want to share your files with the EUDAT service B2DROP go to:

<https://www.eudat.eu/services/b2drop>

**In the spotlight** View Generate PDF

**B2DROP is a secure and trusted data exchange service for researchers and scientists** to keep their research data synchronized and up-to-date and to exchange with other researchers.

**An ideal solution to:**

- store and exchange data with colleagues and team members,
- synchronise multiple versions of data,
- ensure automatic desktop synchronisation of large files.

**Users can**

- define with whom to exchange data, for how long and how
- are offered up to 20GB of storage space for research data
- access and manage permissions to files from any device and any location.

The service is **simple to use and open to all researchers, scientists, communities alike to synchronise and exchange data** with one or multiple users. B2DROP will be fully integrated with the B2 suite of services to allow user-friendly data sharing.

Figure 4 B2DROP Service page

Click on *Use B2DROP* and *LOGIN* with your B2Access Account.

After that go to: <https://b2access.eudat.eu/saml-idp/saml2idp-web-entry>

Click confirm

**B2DROP** **EUDAT**

B2DROP  
Address: [https://b2drop.eudat.eu/apps/user\\_saml/saml/acs](https://b2drop.eudat.eu/apps/user_saml/saml/acs)

The following information will be sent to the requesting service:

**Your identity**  
Fully anonymous Identifier













**Details of exposed information**

Remember the settings for this service and do not show this dialog again

Confirm Decline Login as another user

Figure 5 B2DROP Identity Confirmation

B2DROP functions like a dropbox. You can upload and share data with the people you want.

<input type="checkbox"/>	Name		Größe
<input type="checkbox"/>	 B2DROP documentation	 ...	12,3 MB
<input type="checkbox"/>	 Documents	 ...	2,5 MB
<input type="checkbox"/>	 Photos	 ...	3 MB
<input type="checkbox"/>	 Nextcloud.png	 ...	36 KB
<input type="checkbox"/>	 Nextcloud intro.mp4	 ...	452 KB
<input type="checkbox"/>	 Nextcloud Manual.pdf	 ...	6,5 MB
3 Ordner und 3 Datei 24,8 MB			

*Figure 6 B2DROP File Structure*

For additional information about B2DROP please read the Nextcloud Manual.

Naming convention for data files: please use the same convention as explained above.