



What does that term / word mean?

Glossary

Arcitecta Desktop	The web-based user interface for the UNSW Data Archive.
Arcitecta Archive (AAR)	A proprietary archive format that supports files of any number or size.
Asset	An asset in the Data Archive is an entity which could consist of one file or many files. Each asset will have associated metadata.
Asset Finder	The tool within the Data Archive web-based user interface which allows you to browse the Data Archive directory structure. It is with this tool that you can drag your data from your local drives to the Data Archive.
Asset Map	

The tool within the Data Archive web-based user interface which presents data with location metadata graphically on a map.

Collections/Sub-Collections

Collections are the equivalent of folders or directories on your desktop, they are containers to hold assets and other collections (known as Sub Collections).

Data Archive

The UNSW Data Archive is the institutional data store for archiving research data. The service is for UNSW researchers and HDR candidates to store and preserve research data which has significance for them and for UNSW.

Deep Search

A search which includes all assets in all collections below the currently selected one. Switch between Deep and Shallow Search by clicking the magnifying glass in the search box.

Egest

Data Archive terminology for downloading data from the Data Archive.

Favourites

Collections which you have dragged to the left hand column of the Asset Finder so you can easily access them later.

Filters

Advanced search tools that can narrow down searches based on metadata and other criteria.

Ingest

Data Archive terminology for uploading data to the Data Archive.

MediaFlux

The data management application developed by Arcitecta, used in the Data Archive.

Metadata

Data about data. Examples of Metadata could be the author of a document, the size of an image, or the name of the research subject. Metadata can be added manually in addition to that automatically added by the upload process (e.g. Research Data Management Plan Project ID, Project Name, and UNSW School affiliation). See the [Metadata guide](#) for more information.

Metadata Library

The tool within the Data Archive web-based user interface which allows users to create and update metadata document definitions.

Namespace (folder)

A namespace is a container in the Data Archive for assets, like a folder or directory in a file system.

Package

The process of archiving research data before uploading it to the Data Archive.

Quick Search

Type into the search box at the top left of the asset finder to search the assets within the selected namespace. See also Deep Search and Shallow Search.

Research Data Management Plan (RDMP)

A RDMP is a plan for the data associated with a given research project, research group, or piece of equipment. The RDMP contains metadata about Ethics, File Types, and other information. **Submitting a RDMP that requests storage is the only way to get space in the UNSW Data Archive.** See [RDMP and the Data archive](#) for more information.

Shallow Search

A search which includes only those assets in the collection currently selected. Switch between Deep and Shallow Search by clicking the magnifying glass in the search box.

Views

A namespace's view controls how you see the data within Asset Finder.

Help and further information:

- To learn more about the Data Archive:
 - go to the [Start here](#) page
 - see all [Help Topics](#)
 - see all [Frequently Asked Questions](#) (FAQs)
 - browse through the carousel on the [homepage](#) to view all available videos
- To access the Data Archive Web application, use this [link](#), or, go to the [Home](#) page for other access options
- To create, or update, a Research Data Management Plan go to the [ResToolkit](#) service
- **Note:** the Data Archive service is also available over SFTP, see the [SFTP client guide](#) for more information