1Data Gateway

Quickstart Guide

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1 Introduction

This guide explains how to get started when submitting work to 1Data Gateway.

The procedures contained within this document apply to both Windows and Linux environments, unless specifically indicated.

For more information about new features and changes in this release, and hardware and software requirements, refer to the *1Data Gateway Release Notes*.

1Data Gateway

1Data Gateway is a self-service web portal that uses 1Integrate's rules engine for validation and enhancement processes between internal and external users.

Data uploaded to 1Data Gateway goes through a series of data validation rules. If there are issues found, you can download those results, giving you the opportunity to address any issues.

Once the data has been cleaned, if necessary you can resubmit to 1Data Gateway.

If the quality meets conformance standards for the validation rules, 1Data Gateway can be configured to deliver clean data automatically to the server, essentially automating the data supply chain.

Key Terms

The following terminology will be important for users of 1Data Gateway

Assigment: Package of work that a User has been assigned.

Specification: In a Project, a Specification defines the data and workflow required from a supplier. The Specifcation is where a project is configured, including which session template is used, and where Users are assigned to the Project.

Submission: Work uploaded to 1Data Gateway

Suppliers: Groups of Users that can be assigned to a project.

User: Users are registered with a name and email address. There are two primary types of Users, Data Contributors/Suppliers and Receivers/Administrators, with different levels of permissions.

User Types

| Role	Description
Supplier	A supplier is a standard user of 1Data Gateway. A Supplier can only see packages of work they have been assigned to and can only view statistics for their own submissions
Supplier Supervisor	A Supplier Supervisor can see all statistics from suppliers within their Supplier Organisation (for more, see Suppliers). A Supplier Supervisor also has some administrative capabilities over the Suppliers in their organisation.
Site Administrator	The Site Administrator role has access to all administrative capabilities.

2 Submissions

Submissions are work uploaded as part of an Assignment that a User has been allocated to.
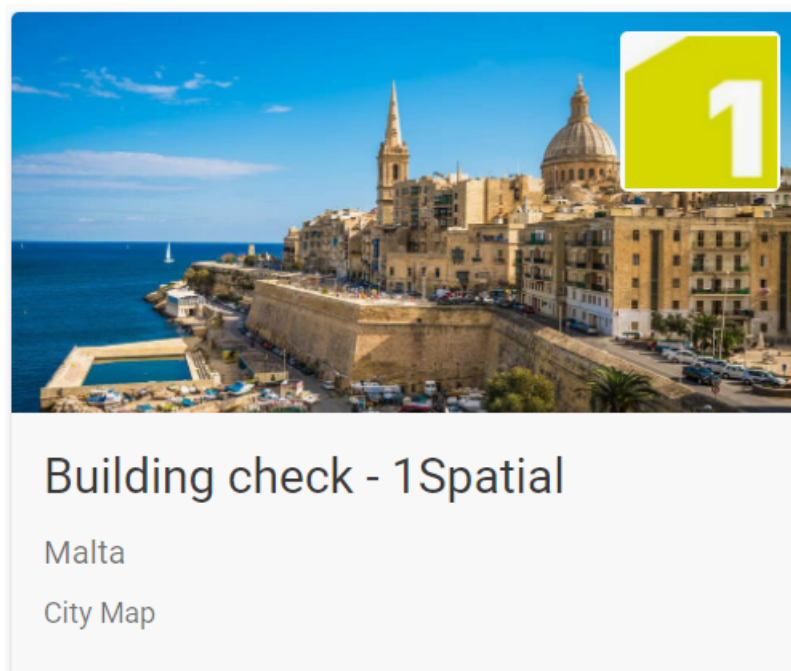
Check out the Lifecycle of a Submission for a more detailed overview.
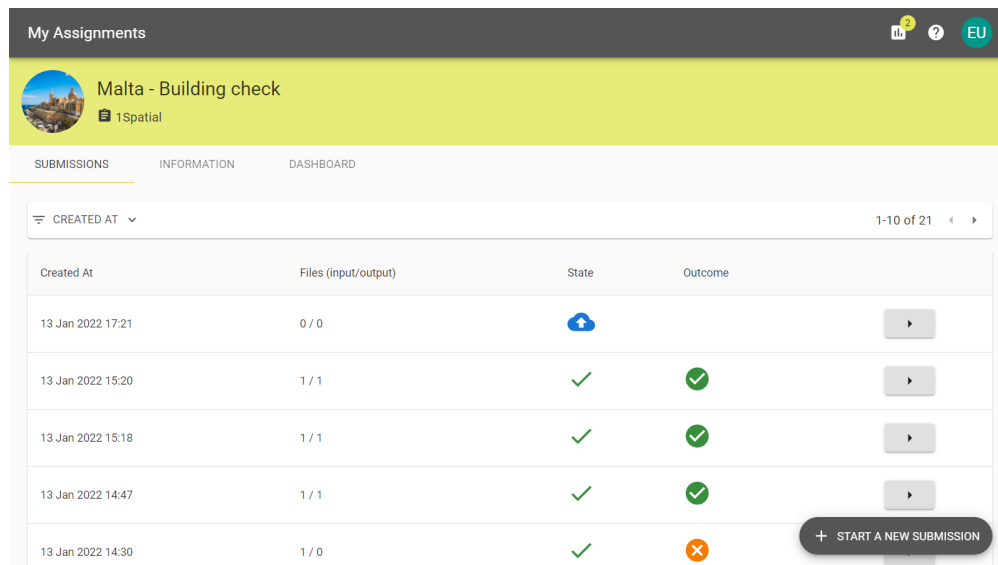
Creating a new Submission

1. Open the **My Assignments** tab.
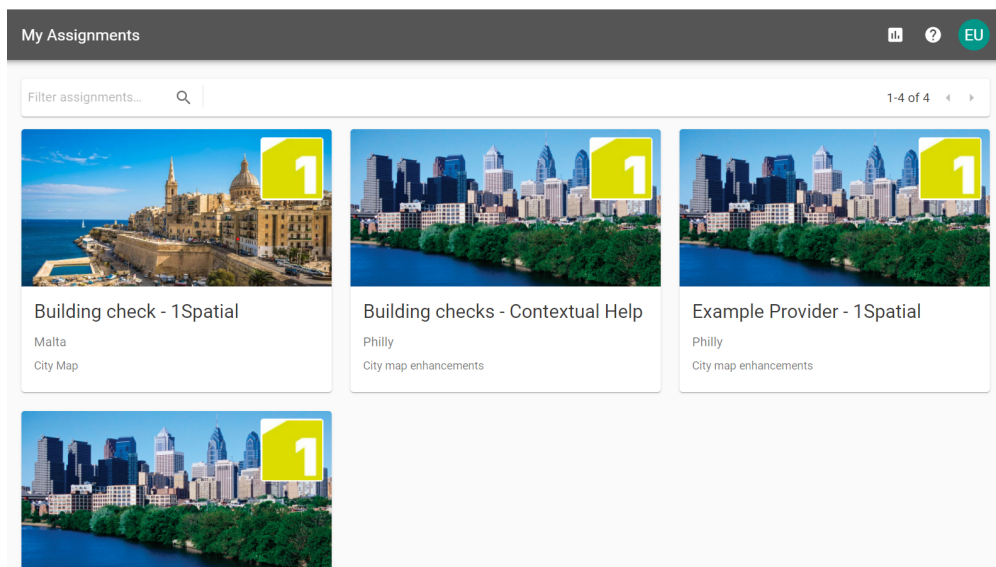
2. Pick the **Assignment** you want to create a submission for.

3. Click the **Start a new Submission** button.

Uploading Data

1. Drag and drop your desired files to the box, or click to open the file system browser. If the assignment doesn't require data, move on to the next step.
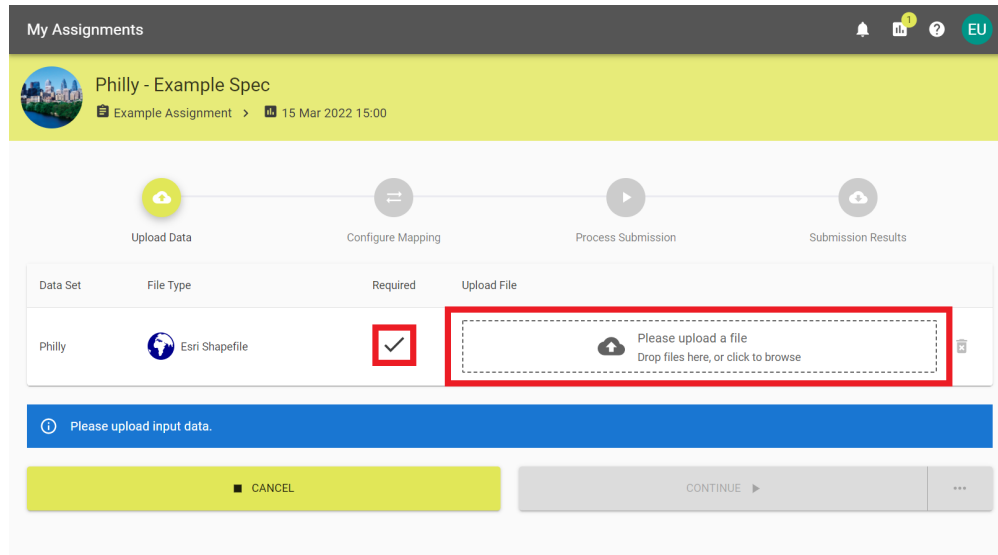
2. Select **Continue** to begin the submission process. Alternatively, select the ellipses next to **Continue** for **Automation** options.
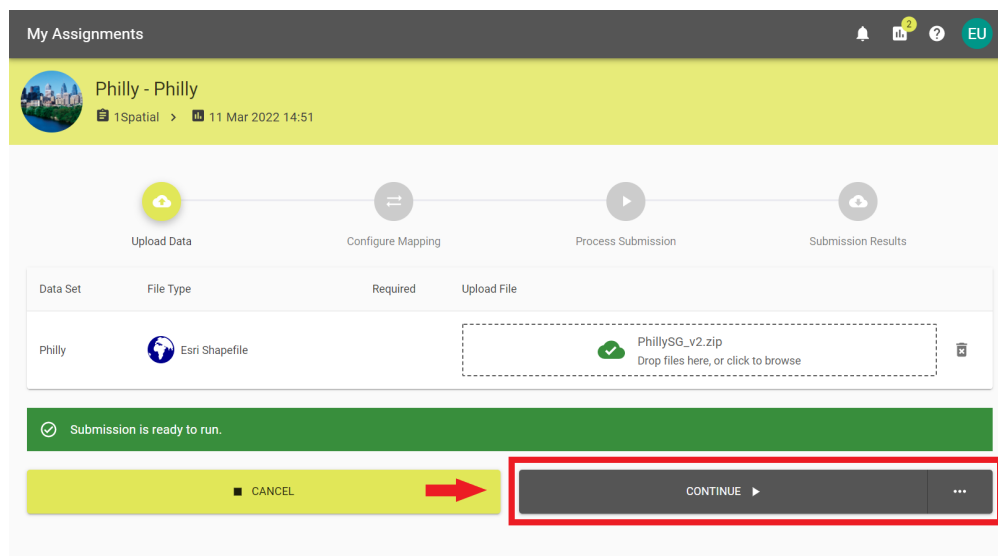
3. If you selected an **Automation** option skip to the relevant stage.

Configure Mapping

1. 1Data Gateway will attempt to map each field with values in the source data. If it succeeds, you will see something like this:

2. You can review the mappings and change as them as appropriate.

3. Once you're happy with the mapping you can choose an Automation method or click **Continue** to process the submission.

Process Submission

1. The submission will work through the tasks and update as it completes them.
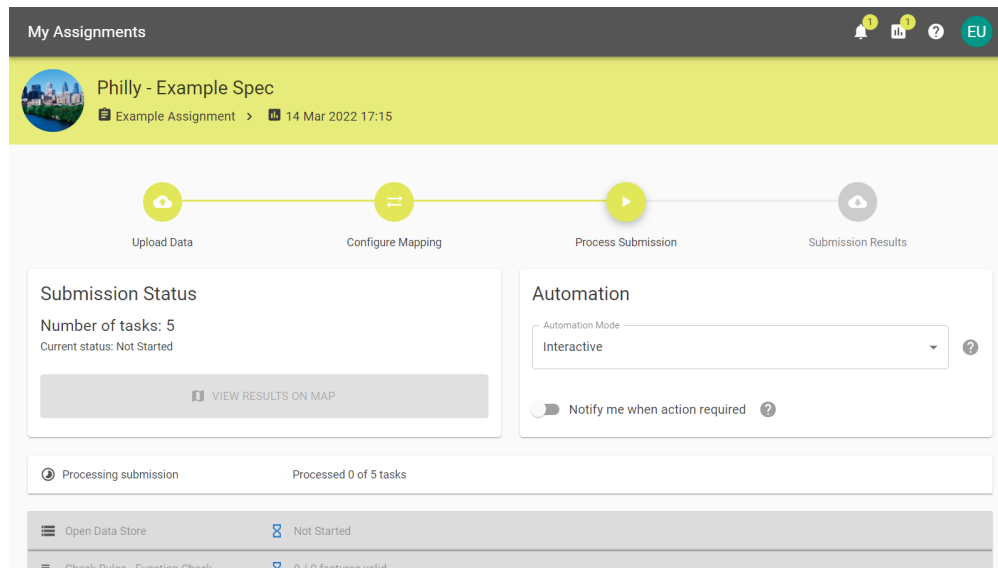
2. You can select tasks to expand and see a more detailed summary of completed actions.
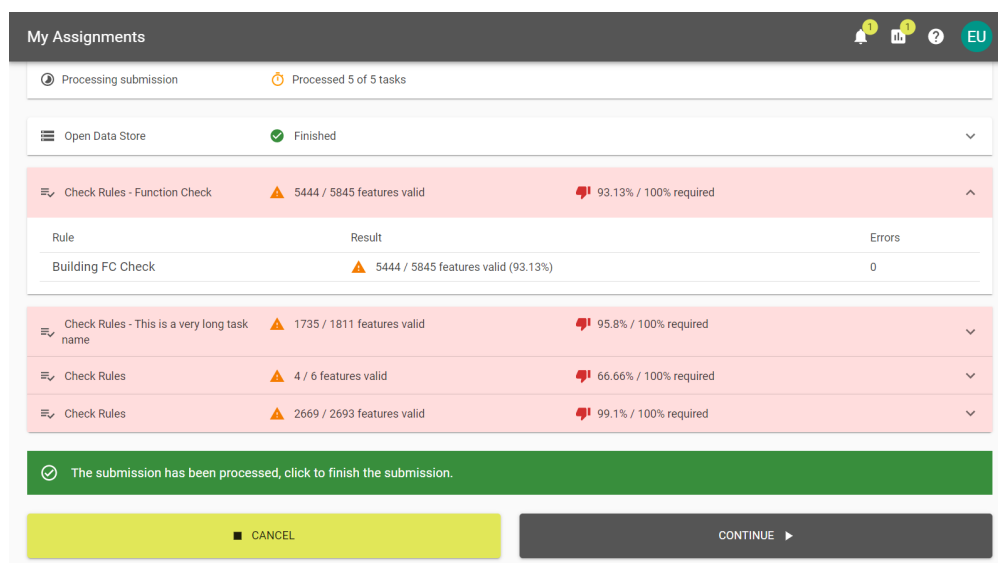
An expanded task

3. For spatial data, you can view the results on a map.

4. Select **Cancel** to exit or **Continue** to complete the submission.

> **Note:** If there is a problem during your submission, consult the online documentation.

Submission Results

1. You may now review the results of the submission.
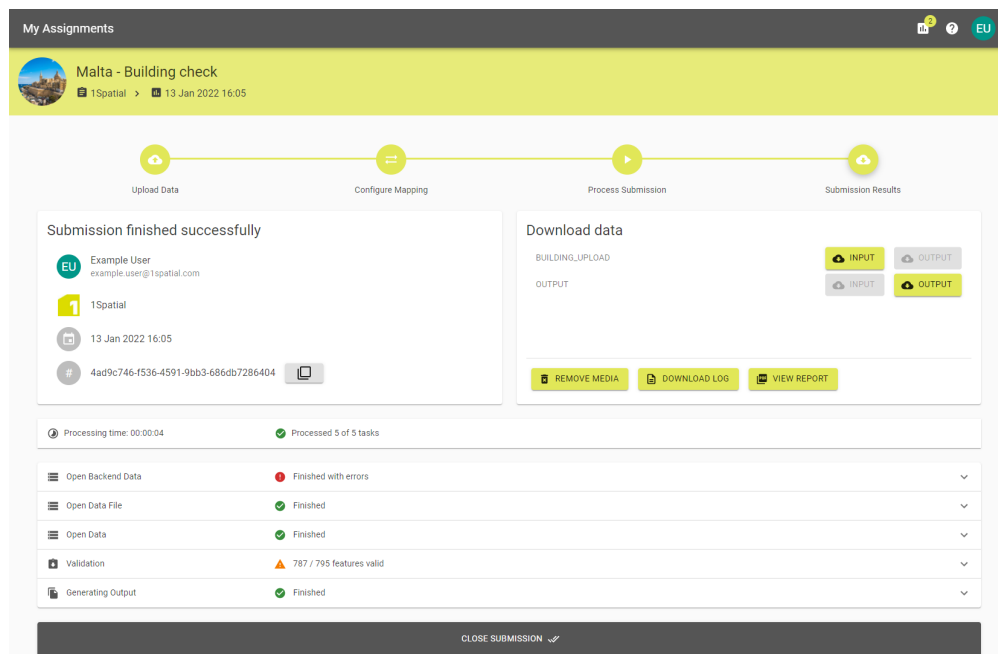
The Submission summary screen

2. You can download the **Input Data**, **Output Data**, or **Log**.

3. You can also review a PDF **Report** summarising the submission.

An example results PDF

4. You may want to click **Remove Media** when finished if you no longer need it.

5. It's important to close submissions once you are finished with them.

6. Once you have submitted an assignment and left the summary page, it is possible to view it or another summary from the **My Assignments** tab.

3 Lifecycle of a Submission

Submissions in 1Data Gateway follow a fixed lifecycle that requires user input to progress through the phases. The actions and stages of the submission lifecycle fall under one of four broad phases:

▶ Upload Data
▶ Configure Mapping
▶ Process Submission
▶ Submission Results

The List of Submission Actions & Stages below contains more details on particular Actions and Stages.

Submission Lifecycle
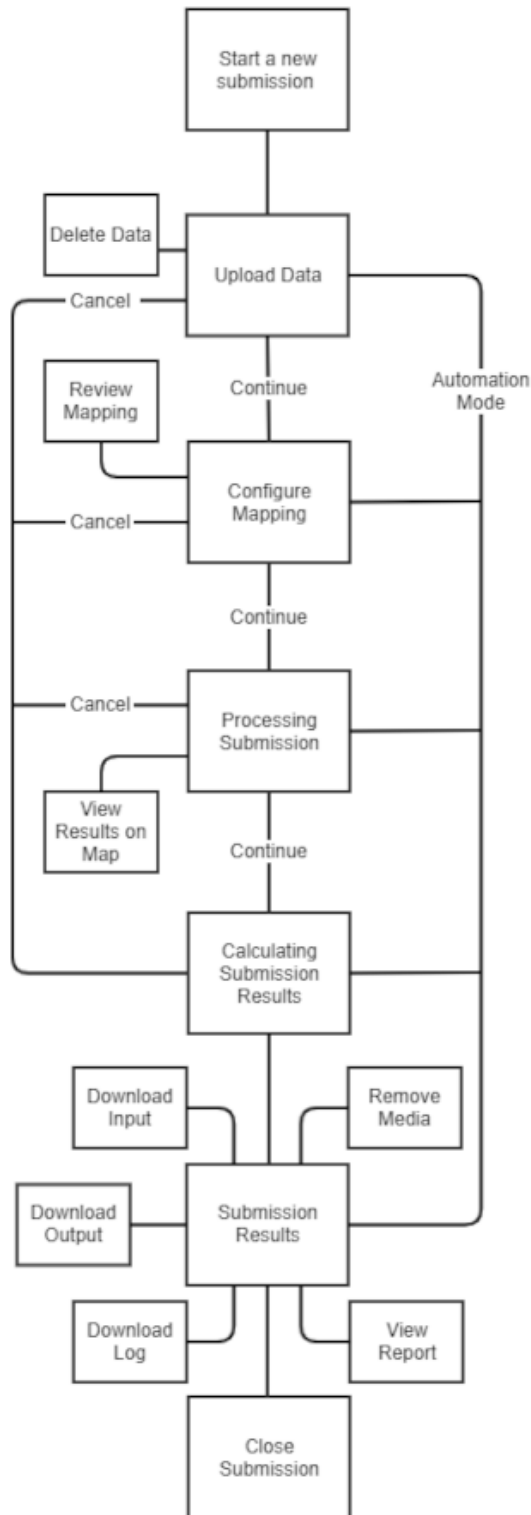
List of Submission Actions & Stages

ACTIONS & STAGES	DESCRIPTION	REQUIRED
Calculating Submission Results	This process is automatic and occurs immediately before the submission progresses to the Submission Results stage.	Yes
Cancel	At several points during the lifecycle a user can cancel the submission, halting any progress made and immediately progressing to the Submission Results.	No
Close Submission	This is the final action that can be taken by a user but submissions will be closed automatically based on the auto-close period configured by an administrator.	Yes
Configure Mapping	After the Upload Data stage, a user can choose to either use the default mappings and continue to the Process Submission phase or review and/or edit the Schema Mapping before continuing. A user will only be able to continue if all required classes and attributes are mapped, unless the project specification settings are configured to allow unmapped source or target data.	No
Continue	During multiple phases a user can progress from the current stage to the next by clicking the continue button. Once a phase has been passed it isn't possible to return.	No
Delete Data	When a user chooses to a file to upload for a data set, they can then remove it by clicking the bin icon. Once clicked a prompt will appear to confirm or cancel the removal.	No

ACTIONS & STAGES	DESCRIPTION	REQUIRED
Download - Input, Output, Log	There are three types of download available in the Submission Results phase: ▶ Input data is the original data file(s) uploaded by the user. ▶ Output data is the result of processed Input data. ▶ The Log is a text file with a log of all tasks that were run during the submission.	No
Outcome	Outcomes can be found under a user's assignments and in the report generated by a completed submission. There are four outcomes: ▶ Submission Finished Successfully ▶ Submission Finished with Errors ▶ Submission was Cancelled ▶ Submission Rejected Submission Rejected is followed by the cause in brackets: ▶ Timeout ▶ Invalid schema ▶ Rule validation	Yes
Process Submission	The stage where the results are generated and the user is able to view these in the map viewer. Continuing to the Submission Results will release the resources used in generating them, meaning the map will no longer be available.	Yes
Review Mapping	By clicking this button a user can see the mappings for a data set, manage schema mappings, and edit the mappings. If any mappings are changed it will require all source attributes to be linked to a target attribute before the submission can continue to the next phase.	No

ACTIONS & STAGES	DESCRIPTION	REQUIRED
Remove Media	Once a user clicks the Remove Media button and confirms it, all Input data, Output data, and Logs are removed from the submission. This cannot be undone and automatic media removal may be enforced by media retention settings configured by an administrator.	No
Run to Completion	After uploading data in the Upload Data phase, a drop down option on the continue button allows a user to use the automatic settings in the Configure Mapping and Process Submission phases. This also closes the submission automatically.	No
Start a New Submission	A user can click **Start a New Submission** in an assignment to create of a new submission.	Yes
Upload Data	The first of four phases in the submission lifecycle. This is where a user uploads the required files. The file type needed is displayed for each data set.	Yes
View Report	A report of the results is always generated as part of the submission process and it can be viewed after reaching the Submission Results phase. This is not removed from a submission when the media is removed and is viewable even when a submission has been rejected or cancelled.	No
View Results on Map	This allows a user to view the results on in the map viewer. This is only accessible during the Process Submission phase.	No

4 Glossary

A

Assignments

Assignments are a package of work that a User has been assigned to.

Auto Close Period

How long before a finished submission closes automatically.

Automation

Submissions with Automation set up will run to the requested stage without further interaction.

Avatar

An Avatar is the image or icon others will see when viewing your 1Data Gateway profile.

C

Configure Mapping

The stage where target and source data is mapped.

D

Deliverables

A Deliverable is a Specification that has been assigned to a Supplier and subsequent Users.

I

Instance

This refers to an instance of 1Data Gateway running either locally, or in the cloud. It may include different server instances in a high availability environment.

L

LDAP

Lightweight Directory Access Protocol

M

Media Retention Period

How long media is retained for if the Media Retention Policy is set to Retain for period.

O

Outcome

The final outcome of submission that has reached the finished state.

P

Process Delivery

The stage in which data uploaded to 1Data Gateway is being processed, checking for non-conformances or any other actions that have been applied.

Process Submission

The stage where results are generated and the user is able to view spatial data in the map viewer.

Profile

A profile contains all of your user information and from here you can edit user details, such as your display name.

Project

Projects are defined by an Administrator and represent all Assignments / Specifications that belong to a single real world project.

R

Receiver

A Receiver will be able to view, download and configure Submissions for projects.

S

Schema Mapping

A configured set of Classes and Attributes for Target and Source data.

Site Administrator

The Site Administrator role has access to all administrative capabilities.

Specification

A specification defines the data to be uploaded or downloaded and the workflow required from a User.

State

The current status of a submission.

Submission

Submissions are work uploaded as part of an Assignment that a User has been allocated to.

Submission Results

The stage where the details of the finished submission can be viewed and/or downloaded.

Supplier

A supplier is a standard user of 1Data Gateway. A Supplier can only see packages of work they have been assigned to and can only view statistics for their own submissions.

Supplier Supervisor

A Supplier Supervisor has some administrative capabilities over the Suppliers in their organisation and can see their statistics.

U

Upload Data

The stage where data sets are uploaded if they are optional/required.