



Data Portals Tutorial



Updated October 2025

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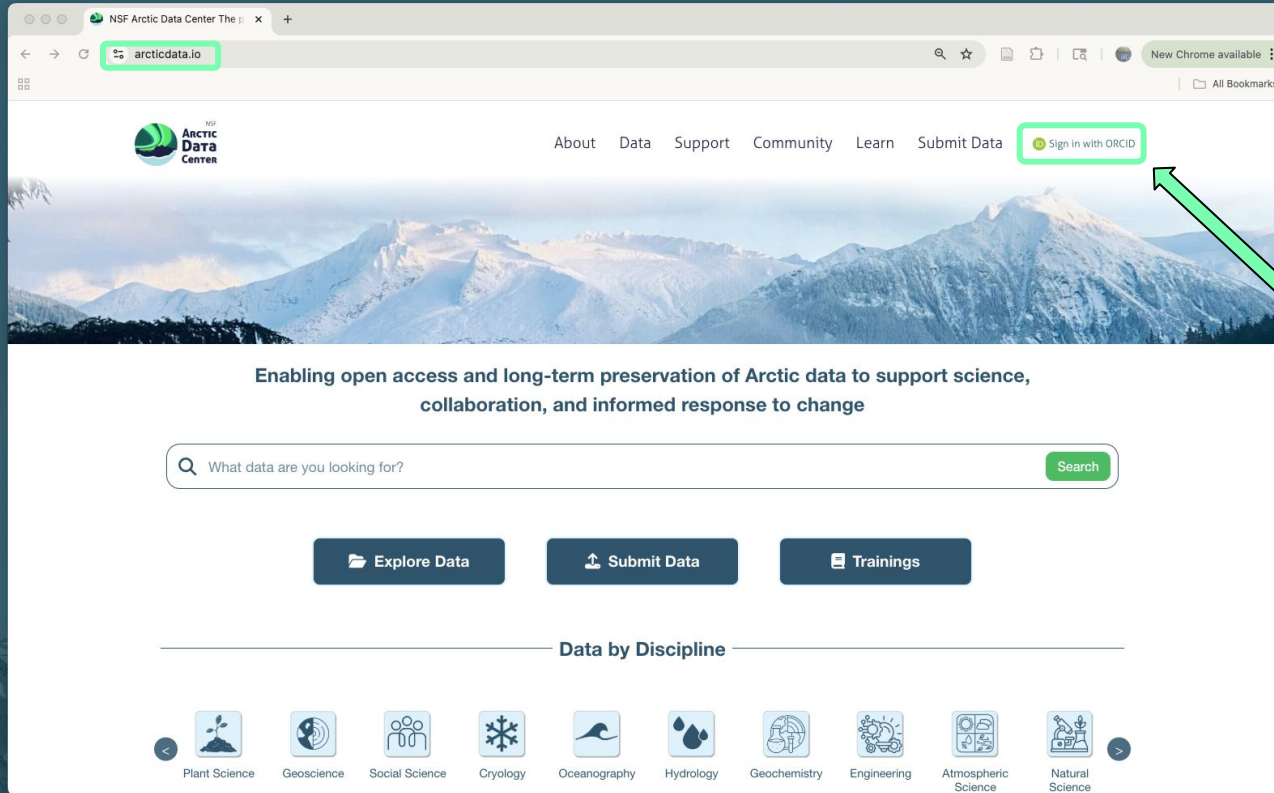
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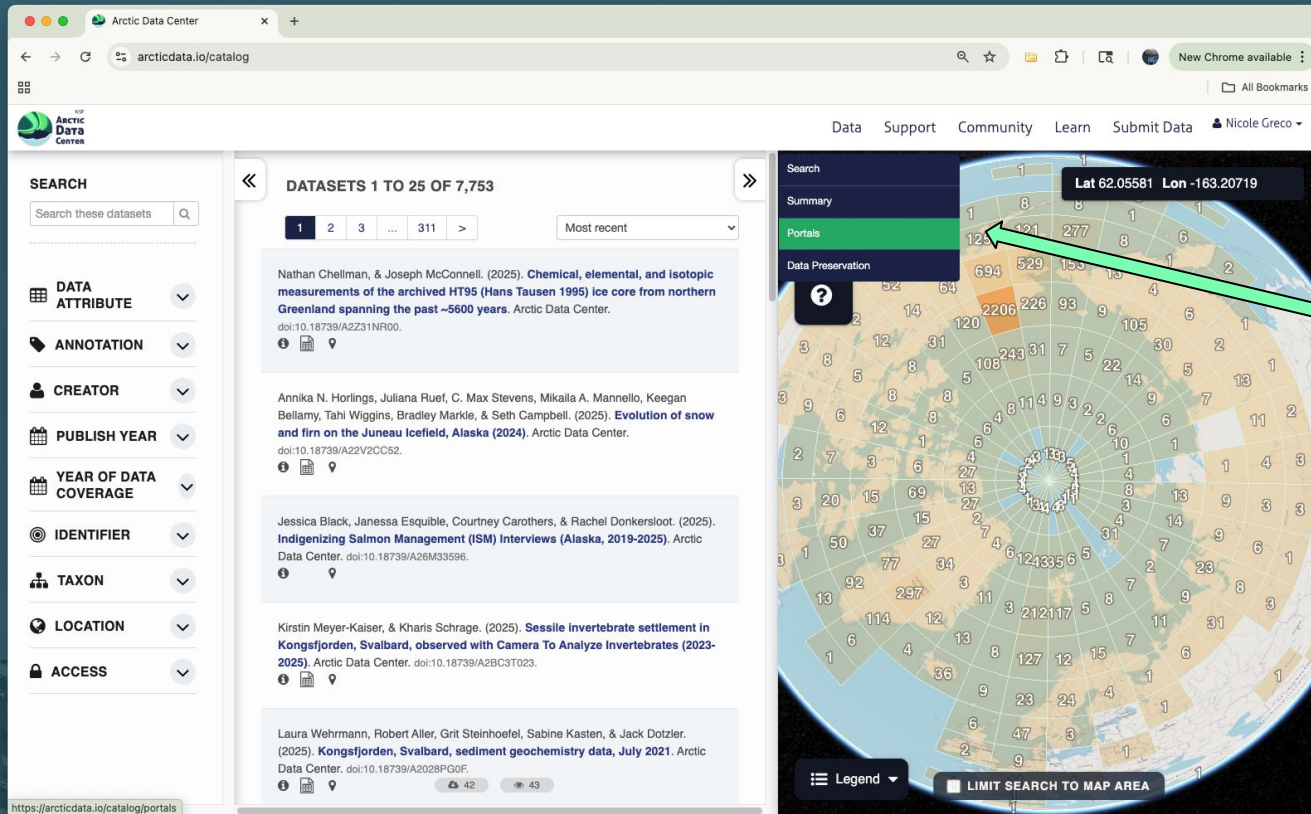
Creating Portals



If you are on the Arctic Data Center's website arcticdata.io, select the button on the top right titled 'Sign in with ORCID'.

Sign in with your ORCID, which will then take you to the ADC search page.

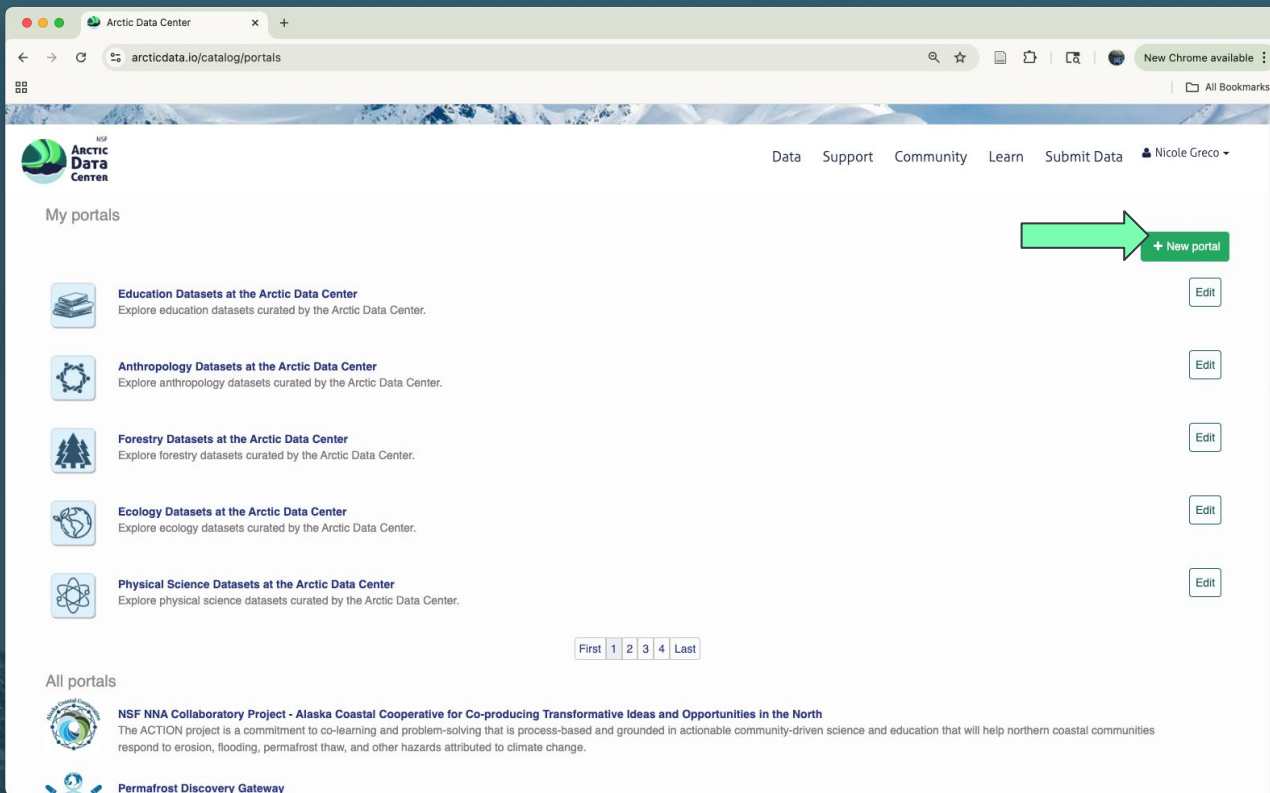
Creating Portals



The screenshot displays the Arctic Data Center catalog interface. On the left, a sidebar contains a search bar and filters for DATA ATTRIBUTE, ANNOTATION, CREATOR, PUBLISH YEAR, YEAR OF DATA COVERAGE, IDENTIFIER, TAXON, LOCATION, and ACCESS. The main content area shows a list of datasets, with the first one selected: "Nathan Chelliman, & Joseph McConnell. (2025). Chemical, elemental, and isotopic measurements of the archived HT95 (Hans Tausen 1995) ice core from northern Greenland spanning the past ~5600 years. Arctic Data Center. doi:10.18739/A2Z31NFR00." Below this, other datasets are listed, including "Annika N. Horlings, Juliana Ruef, C. Max Stevens, Mikaila A. Mannello, Keegan Bellamy, Tahj Wiggins, Bradley Markle, & Seth Campbell. (2025). Evolution of snow and firn on the Juneau Icefield, Alaska (2024)." and "Jessica Black, Janessa Esquible, Courtney Carothers, & Rachel Donkersloot. (2025). Indigenizing Salmon Management (ISM) Interviews (Alaska, 2019-2025)." The right side of the interface features a map view of the Arctic region, with a legend and a "LIMIT SEARCH TO MAP AREA" button. A green arrow points from the "Portals" tab in the top navigation bar to the map view.

You can then navigate to Data -> **Portals**.

Creating Portals



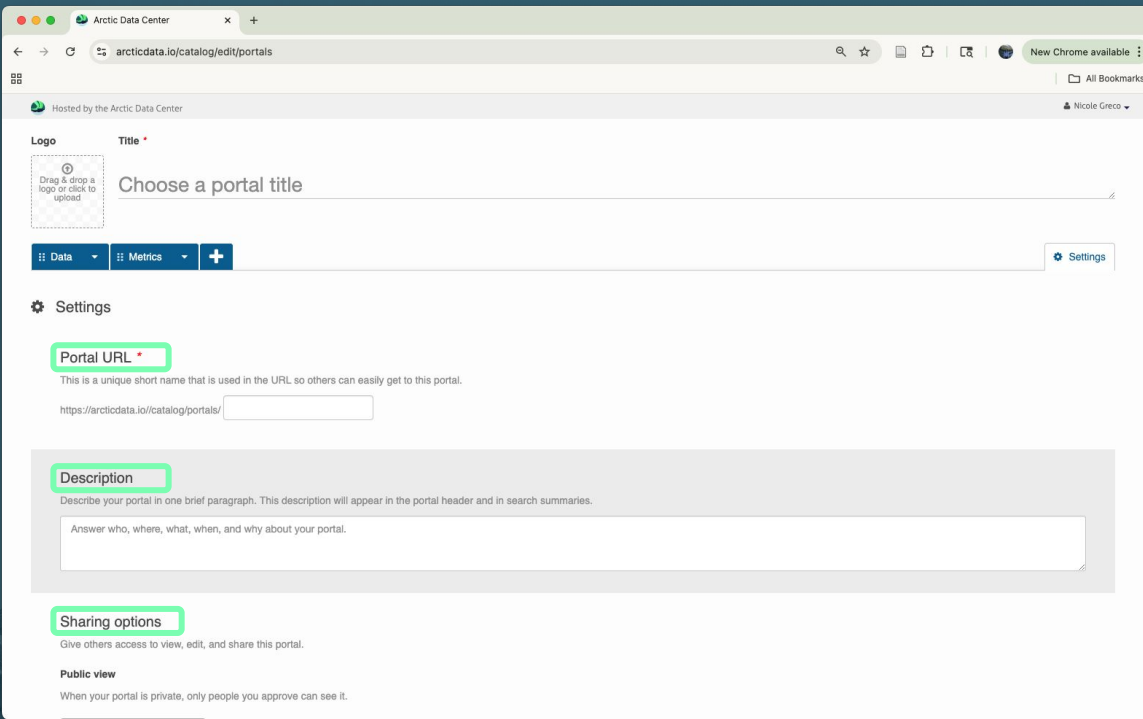
You'll then see a list of 'My Portals'.

After the page loads, select the green button **'+ New Portal'** to add a new portal.

You'll automatically be directed to a fresh edit session.

Portal Settings Page

In a new edit session, the first page you'll be taken to is the **settings page** where you'll be able to add details about your portal.



The screenshot shows a web browser window with the URL `arcticdata.io/catalog/edit/portals`. The page is titled "Hosted by the Arctic Data Center" and "Nicole Greco". It features a "Logo" section with a placeholder for a portal logo and a "Title" section with a text input field labeled "Choose a portal title". Below these are tabs for "Data", "Metrics", and "Settings". The "Settings" tab is active, showing a "Portal URL" section with a text input field containing `https://arcticdata.io/catalog/portals/` and a "Description" section with a text area. At the bottom, there is a "Sharing options" section with a "Public view" checkbox.

- **Portal URL**
 - Identify a short name for your portal that will become part of the URL. If the name is available, a label will indicate it's available and if the name is taken already, it will note that the name is already taken.
- **Portal description**
 - Describe your portal in one brief paragraph that will appear in the portal header. Additional details can be included on your About page (discussed later).
- **Sharing options**
 - While you're working on your portal, you can keep it private.
 - Change this setting to public when you're ready for it to be visible to others.

Portal Settings Page

Permissions
Allow specific users or groups to view or edit this portal, or change these permissions.

Name	ORCID	Access ⓘ
👤 Nicole Greco (You)	🟢 http://orcid.org/0000-0003-2348-2164	Is owner

Search by name, ORCID, or group name
e.g. Lauren Walker

Can view ▼ +

Partner Logos
Add logos and links to organizations associated with this portal. These will appear in the bottom footer of each portal page.

Drag & drop a partner logo or click to upload

Organization name
National Center for Ecological

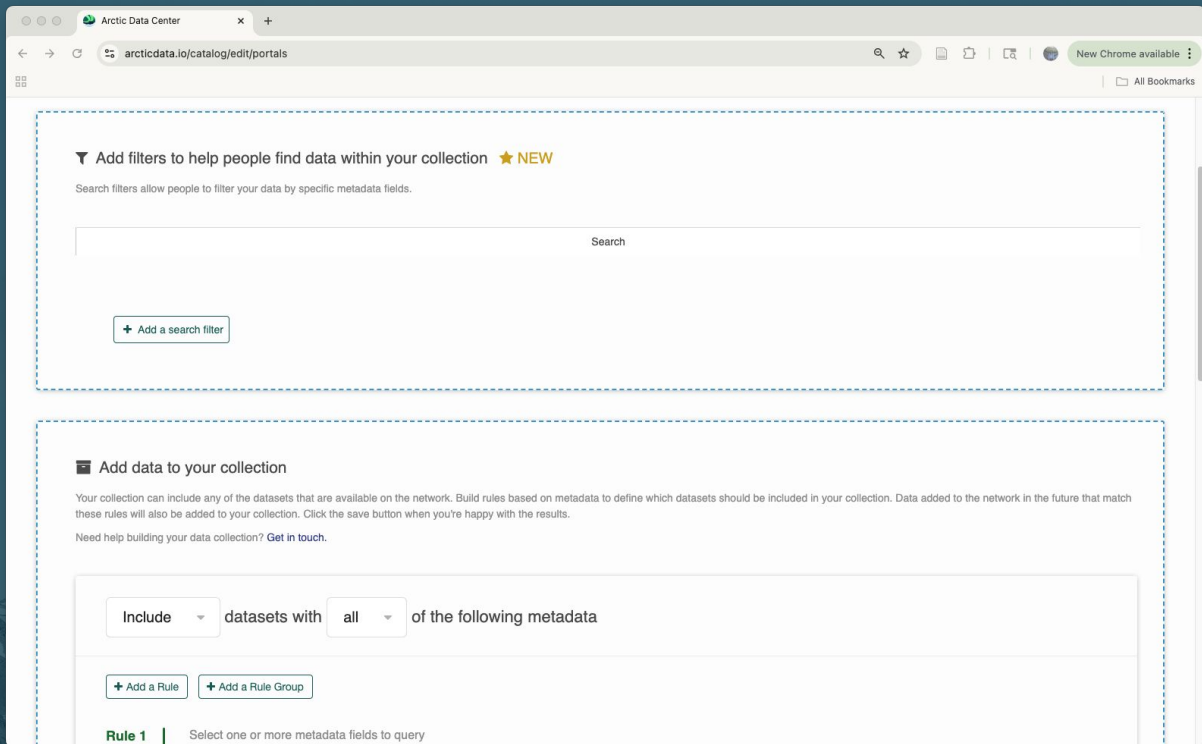
Organization URL
https://

- **Permissions**
 - Adding collaborators to help you create your portal is as straightforward as copying and pasting in their ORCID into the permissions box.
 - You can choose whether the collaborator can view, edit, or is an owner of the portal.
 - You can have multiples of each role.
- **Partner Logos**
 - There's also a section to add any logos for collaborators or organizations associated with your project

Adding Data to Portals

When selecting the **Data tab** you will see a page with two sections. These are titled with instructive statements to help explain their function:

- **Add filters to help people find data within your collection**
 - *Build search features for others to use within your portal*
- **Add data to your collection**
 - *construct a search to populate your portal with data*



The screenshot shows a web browser window with the URL `arcticdata.io/catalog/edit/portals`. The page is titled "Arctic Data Center" and contains two main sections for configuring a portal.

Section 1: Add filters to help people find data within your collection (marked with a "NEW" star). Below the title, it says "Search filters allow people to filter your data by specific metadata fields." There is a search input field with the placeholder text "Search" and a button labeled "+ Add a search filter".

Section 2: Add data to your collection. Below the title, it says "Your collection can include any of the datasets that are available on the network. Build rules based on metadata to define which datasets should be included in your collection. Data added to the network in the future that match these rules will also be added to your collection. Click the save button when you're happy with the results." It also includes a link: "Need help building your data collection? Get in touch."

Below this text, there is a configuration area with a dropdown menu set to "Include", followed by the text "datasets with", another dropdown menu set to "all", and then "of the following metadata". At the bottom of this section, there are two buttons: "+ Add a Rule" and "+ Add a Rule Group".

At the very bottom, there is a section labeled "Rule 1" with the instruction "Select one or more metadata fields to query".

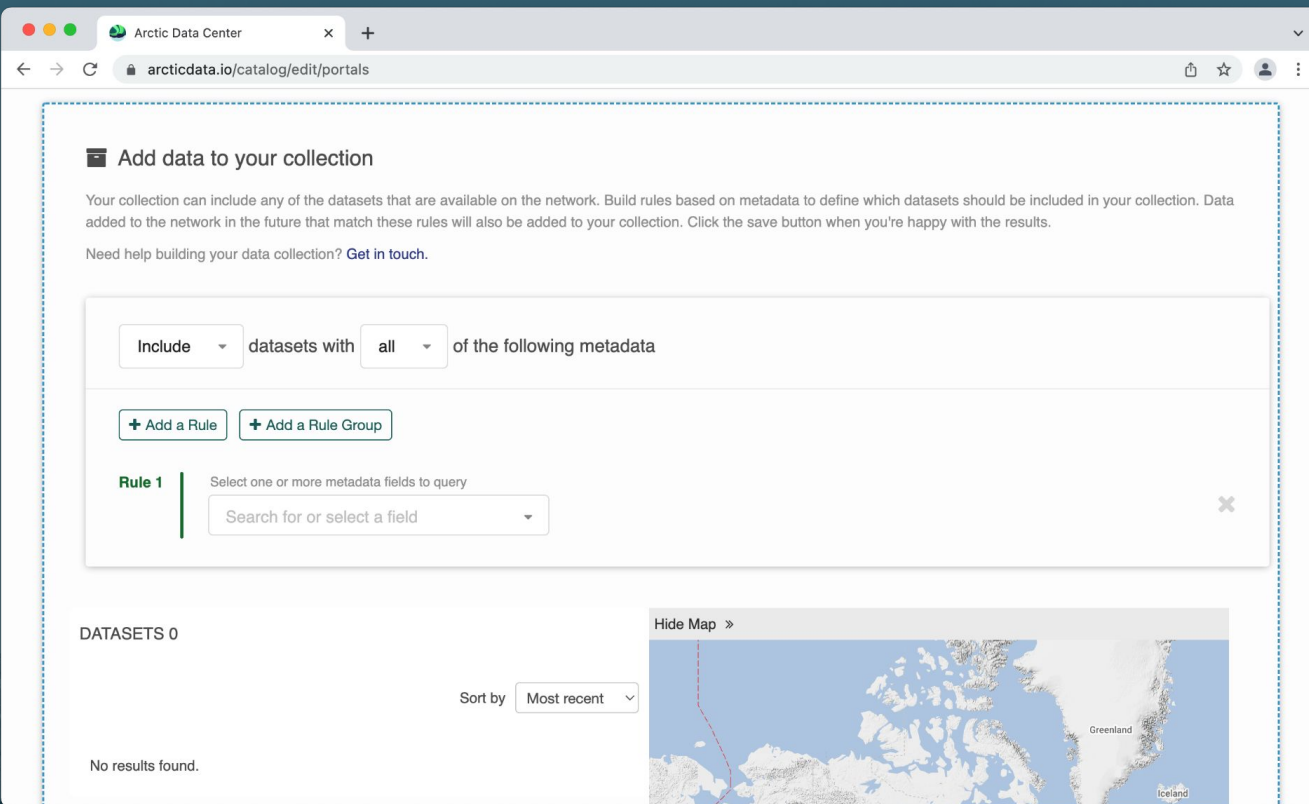
Adding Data to Portals

We're going to start with the second section: **Adding data to your collection.**

When adding data to your collection, you can include any of the datasets that are available at the Arctic Data Center. You build rules based on metadata to define which datasets should be included.

Of course, where metadata is incomplete or abbreviated, this will impact your results.

Data added to the network in the future that match these rules will also be added to your collection.



The screenshot shows a web browser window with the URL `arcticdata.io/catalog/edit/portals`. The page title is "Add data to your collection". Below the title, there is a paragraph explaining that the collection can include any datasets available on the network, and that rules based on metadata can be used to define which datasets should be included. A link "Get in touch." is provided for help.

The main form area has a section for "Add data to your collection" with the following controls:

- A dropdown menu set to "Include".
- A text input field containing "datasets with".
- A dropdown menu set to "all".
- A text input field containing "of the following metadata".

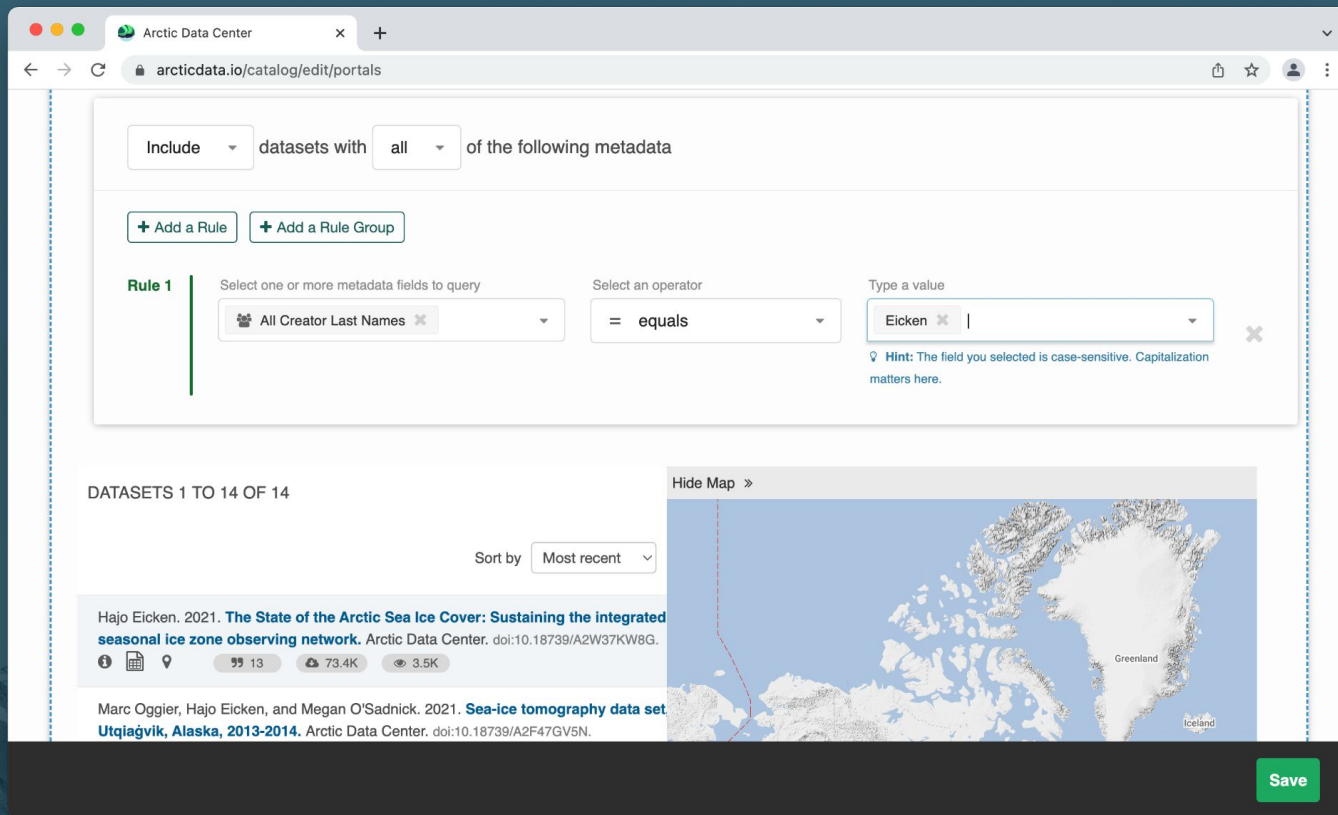
Below these controls are two buttons: "+ Add a Rule" and "+ Add a Rule Group".

Under the "+ Add a Rule" button, there is a section for "Rule 1" with the following controls:

- A text input field containing "Select one or more metadata fields to query".
- A search input field with the placeholder text "Search for or select a field".
- A close button (X) on the right side of the rule section.

At the bottom of the page, there is a section titled "DATASETS 0" with a "Sort by" dropdown menu set to "Most recent". Below this, it says "No results found." and there is a map of the Arctic region with labels for "Greenland" and "Iceland".

Adding Data to Portals



Arctic Data Center

arcticdata.io/catalog/edit/portals

Include datasets with all of the following metadata

+ Add a Rule + Add a Rule Group

Rule 1

Select one or more metadata fields to query: All Creator Last Names

Select an operator: = equals

Type a value: Eicken

Hint: The field you selected is case-sensitive. Capitalization matters here.

DATASETS 1 TO 14 OF 14

Sort by: Most recent

Hajo Eicken. 2021. **The State of the Arctic Sea Ice Cover: Sustaining the integrated seasonal ice zone observing network.** Arctic Data Center. doi:10.18739/A2W37KW8G.

Marc Oggier, Hajo Eicken, and Megan O'Sadnick. 2021. **Sea-ice tomography data set Utqiagvik, Alaska, 2013-2014.** Arctic Data Center. doi:10.18739/A2F47GV5N.

Hide Map »

Save

As you build rules, the page will refresh to show how many datasets are included based on your rule structure.

You can continue to add rules (and rule groups) to create complex queries that are specific to your needs.

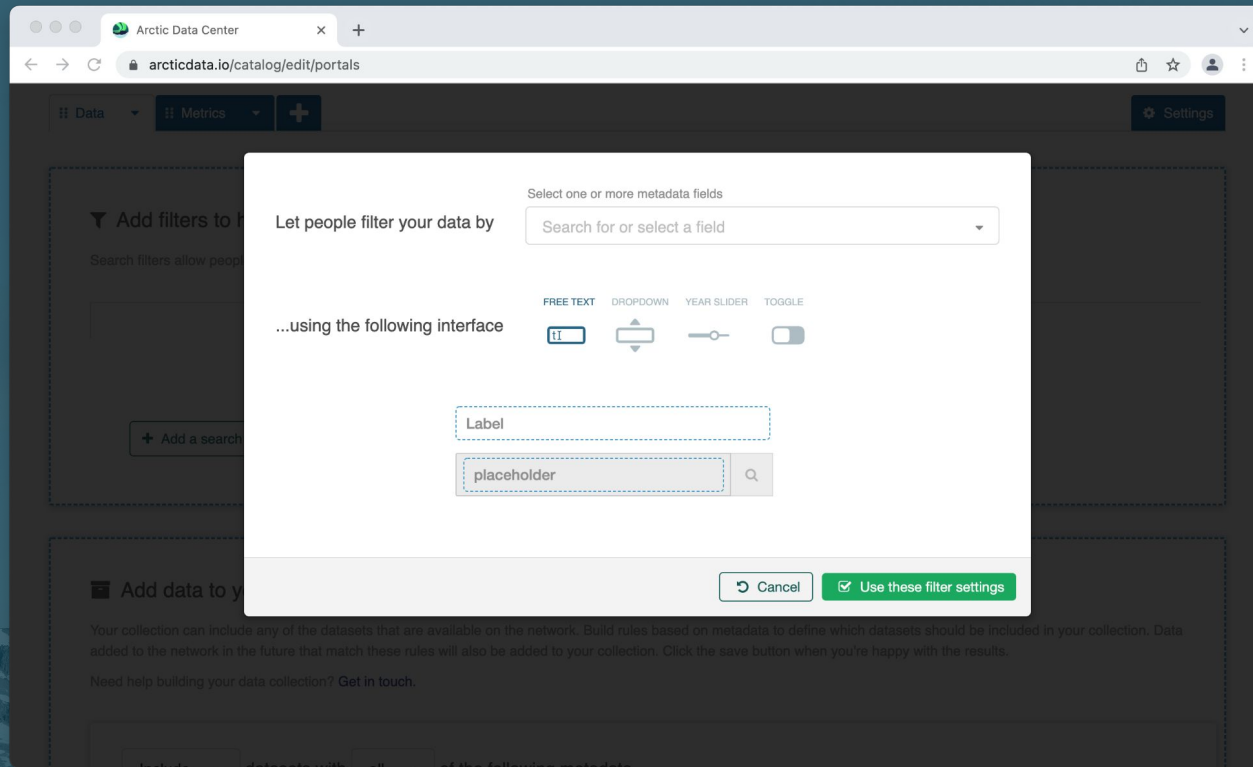
Adding Data to Portals

The screenshot shows a web browser window with the URL `arcticdata.io/catalog/edit/portals`. The main heading is "Add data to your collection". Below this, there is a section for "Your collection can be added to the network" and a "Need help building" link. A "Include" button is visible. A dropdown menu is open, showing the following options: "Any Metadata Field", "Contains Data Files", "GENERAL", "PEOPLE & ORGANIZATIONS", "GEOGRAPHY", "DATES", "TAXON", and "AWARDS & FUNDING". Below the dropdown is a search bar with the text "Search for or select a field". To the left of the dropdown, there is a "Rule 1" section with a "+ Add a Rule" button. At the bottom, there is a "DATASETS 0" section, a "Sort by" dropdown set to "Most recent", and a "Hide Map »" button. A map of Greenland is visible. A green "Save" button is at the bottom right.

The metadata fields available for rule construction are easily visible in the dropdown option, and grouped for ease of use.

You also have the option to define 'any metadata field', though your results may be less precise.

Building search options for your audience



The screenshot shows the Arctic Data Center portal editor interface. A modal dialog box titled "Add filters to your collection" is open. The dialog contains the following elements:

- A heading: "Let people filter your data by"
- A dropdown menu: "Select one or more metadata fields" with a search input "Search for or select a field".
- A section titled "...using the following interface" with four options:
 - FREE TEXT: A text input field with a magnifying glass icon.
 - DROPDOWN: A dropdown menu icon.
 - YEAR SLIDER: A slider icon.
 - TOGGLE: A toggle switch icon.
- Below these options, there are two input fields: "Label" and "placeholder", each with a magnifying glass icon.
- At the bottom of the dialog, there are two buttons: "Cancel" and "Use these filter settings" (which is highlighted in green).

The background of the editor shows a sidebar with "Data" and "Metrics" tabs, and a main area with a "Add filters to your collection" button and a "Add data to your collection" button. The "Add data to your collection" section includes a description: "Your collection can include any of the datasets that are available on the network. Build rules based on metadata to define which datasets should be included in your collection. Data added to the network in the future that match these rules will also be added to your collection. Click the save button when you're happy with the results." and a link "Need help building your data collection? Get in touch."

We'll now move back up to the top of the 'data' page to "Add filters to help people find data within your collection". Although it appears first, we recommend constructing these filters after you have defined your data, as you will have a better understanding of the metadata fields that are relevant to your portal collection. It appears at the top of this editor page, as when published, it will be at the top for users.

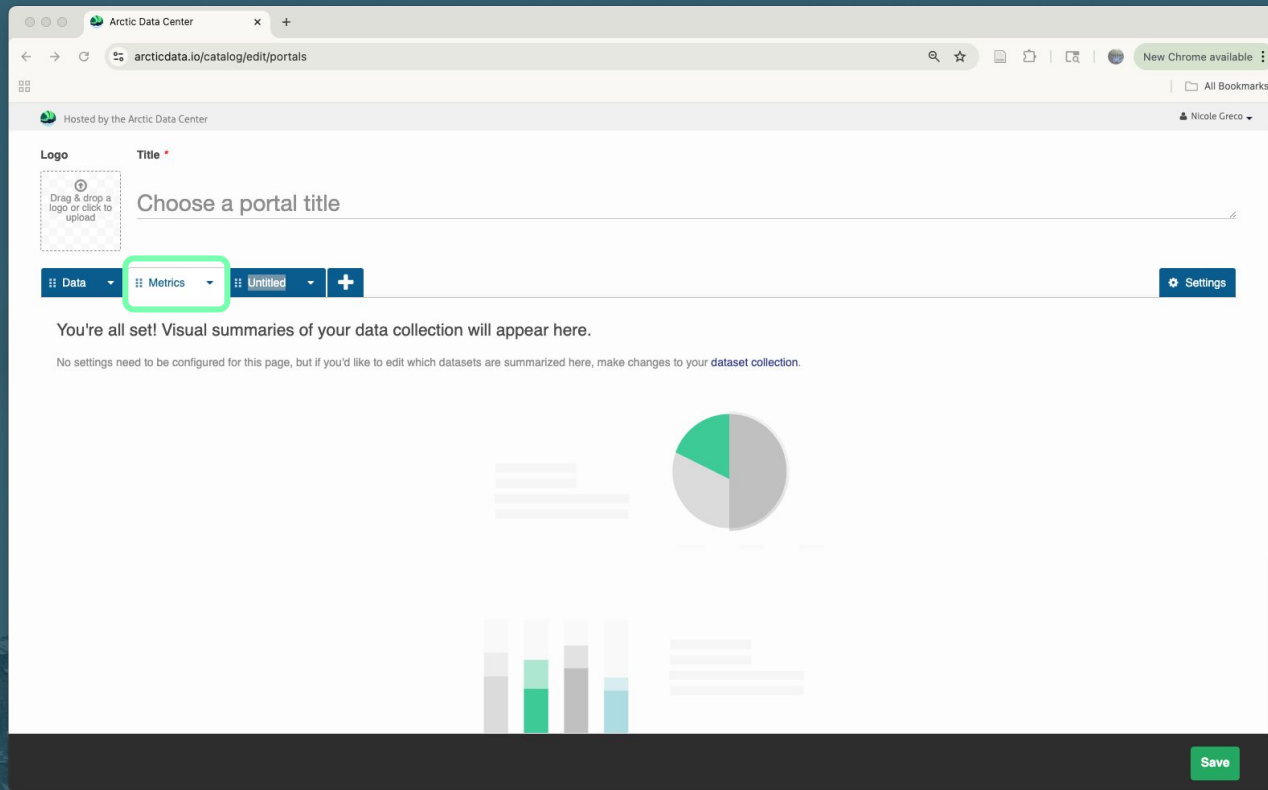
Building search options for your audience

The screenshot shows a web browser window with the URL `arcticdata.io/catalog/edit/portals`. The page has a navigation bar with 'Data', 'Metrics', and a '+' button, along with a 'Settings' button. The main content area is titled 'Change how people can search for data within your collection' with a 'NEW' star icon. Below the title, it says 'Search filters allow people to filter your data by specific metadata fields.' There are two 'EDIT' links. The first section, 'Search keywords', includes a search input field and a magnifying glass icon. The second section features a range slider set from 1800 to 2022, with 'to' in between, and an 'Add a search filter' button. At the bottom, there is a section titled 'Add data to your collection' with explanatory text and a green 'Save' button.

As you select metadata fields, the pop-up will refresh to show only those relevant options.

Save this filter to close the pop-up, return to the main editor and add any additional search filters.

Data package metrics

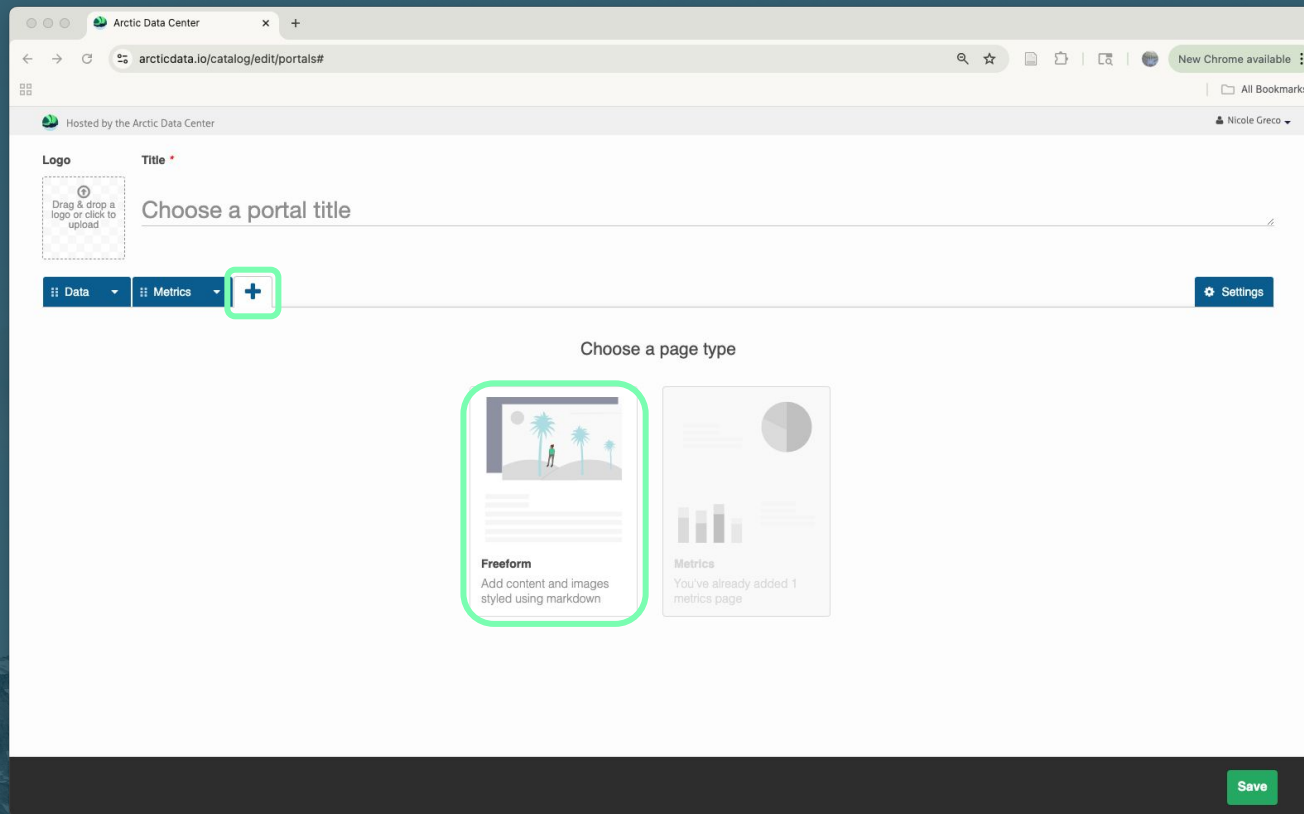


The **Metrics page** is a default function provided by the Arctic Data Center.

This page cannot be edited and cannot be viewed while editing.

Users do have the option to delete the page if they'd like. To delete the page, select the arrow next to the word 'Metrics' in the tab and choose 'Delete' from the dropdown list. You can always change your mind and add a metrics page with the '+' tab.

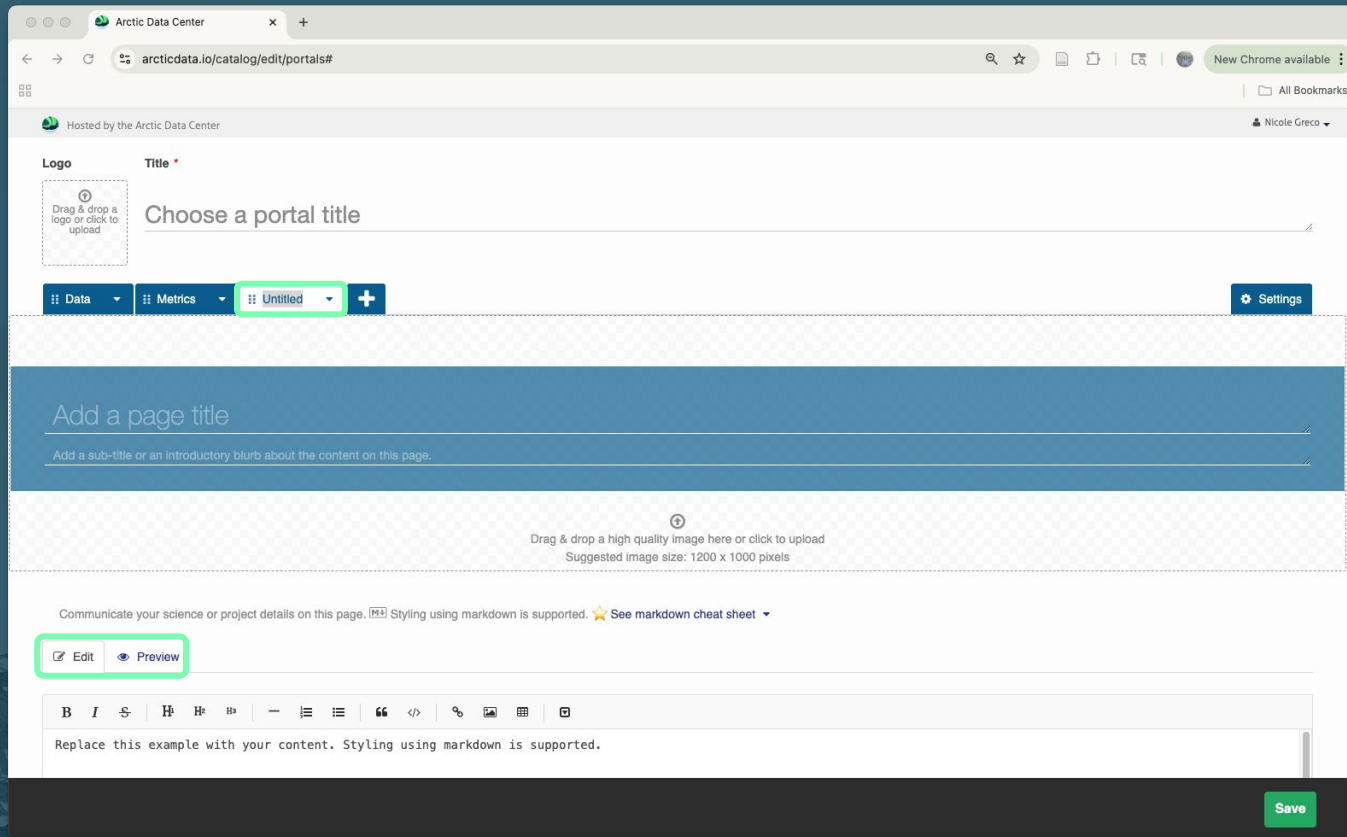
Creating unique freeform pages



To add a **Freeform page** to a portal, select the '+' tab next to the data and metric tabs and then choose the freeform option that appears on screen.

A freeform page will then populate.

Creating unique freeform pages



Easily customize your freeform page with a unique image, title, and page description.

To change the name of the tab, click on the arrow in the 'Untitled' tab and select 'Rename' from the dropdown list.

Saving & editing portals

Hosted by the Arctic Data Center Erin McLean

Logo Title *

 Toolik Field Station

About People Publications Untitled Data Metrics + Settings

Add a page title

Add a sub-title or an introductory blurb about the content on this page.

Drag & drop a high quality image here or click to upload
Suggested image size: 1200 x 1000 pixels

Communicate your science or project details on this page. [Styling using markdown is supported](#) .

☒ Edit ☐ Preview

Replace this example with your content. Styling using markdown is supported.

Level 1 Header

Markdown is a simple way to format text.



[View last saved version](#)  [Save](#)

Be sure to save
your portal when
you complete a
page to ensure
your progress is
retained

Saving & editing portals

Your changes have been submitted. ✕

[View your portal](#)



About ▾ People ▾ Publications ▾ Data ▾ Metrics ▾ [+](#) [Settings](#)

About the Toolik Field Station

Add a sub-title or an introductory blurb about the content on this page.



Communicate your science or project details on this page. Styling using markdown is supported [\[M+\]](#).

[Edit](#) [Preview](#)

For more information about Toolik Field Station, please see our main [website](https://toolik.alaska.edu/).

Overview

The Toolik Field Station (TFS) has been a major site for research in the North American Arctic

[View last saved version](#) [Save](#)

After successfully saving, you'll see a banner appear stating "Your changes have been submitted."

You can now view your portal!

Saving & editing portals

Hosted by the Arctic Data Center Erin McLean

Logo Title

 Toolik Field Station

About People Publications Data Metrics + Settings

Rename
Delete

About the Toolik Field Station

Add a sub-title or an introductory blurb about the content on this page.

Communicate your science or project details on this page. Styling using markdown is supported [\[M\]](#).

Edit Preview

For more information about Toolik Field Station, please see our main [website](https://toolik.alaska.edu/).

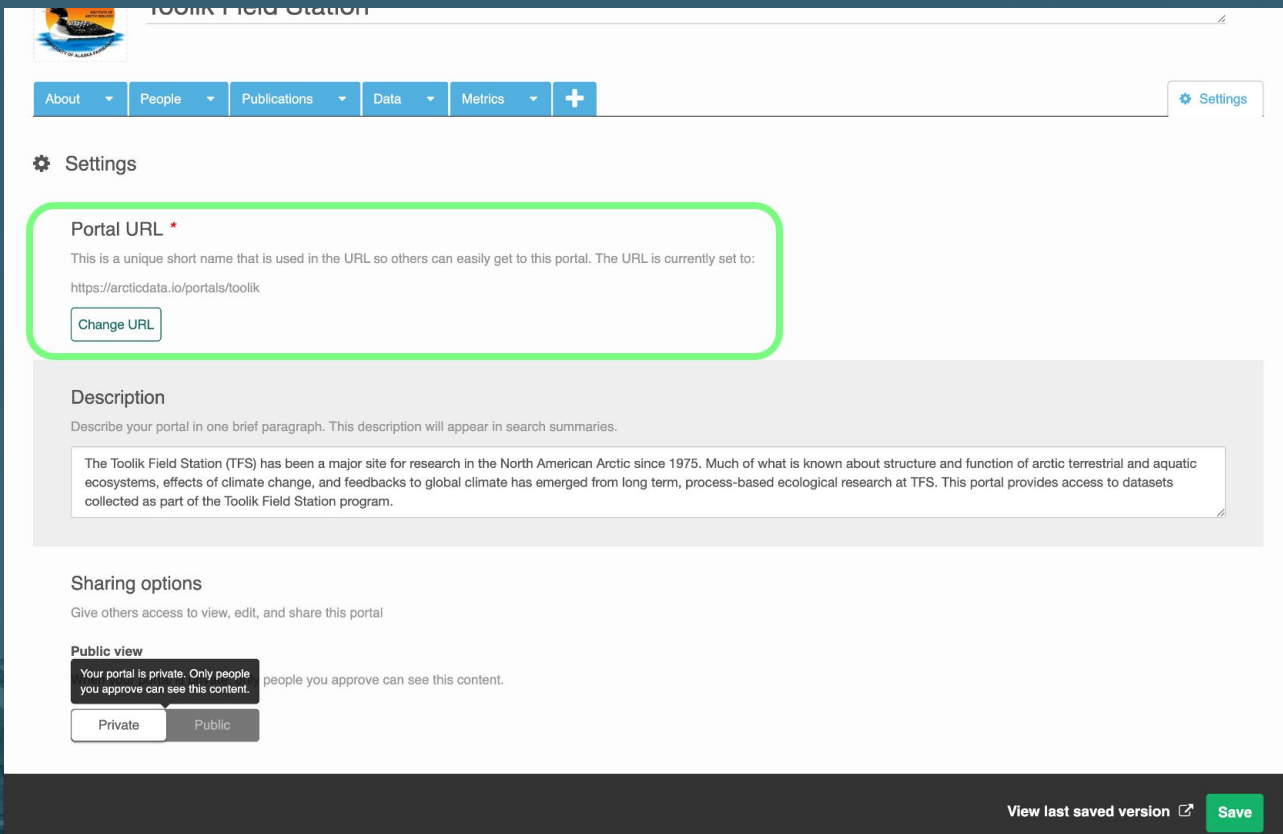
Overview

The Toolik Field Station (TFS) has been a major site for research in the North American Arctic

View last saved version Save

To delete a page from your portal, select the arrow in the tab and choose 'Delete' from the dropdown.

Sharing portals



The screenshot shows the 'Settings' page for a portal titled 'Toolik Field Station'. The page has a navigation bar with links: About, People, Publications, Data, Metrics, and a plus icon. A 'Settings' link is also present. The 'Portal URL' section is highlighted with a green border, showing the current URL 'https://arcticdata.io/portals/toolik' and a 'Change URL' button. The 'Description' section contains a paragraph about the Toolik Field Station (TFS). The 'Sharing options' section shows a 'Public view' toggle, which is currently set to 'Private'. A tooltip message states: 'Your portal is private. Only people you approve can see this content.' At the bottom, there are links for 'View last saved version' and a 'Save' button.

Toolik Field Station

About People Publications Data Metrics + Settings

Settings

Portal URL *

This is a unique short name that is used in the URL so others can easily get to this portal. The URL is currently set to:

<https://arcticdata.io/portals/toolik>

Change URL

Description

Describe your portal in one brief paragraph. This description will appear in search summaries.

The Toolik Field Station (TFS) has been a major site for research in the North American Arctic since 1975. Much of what is known about structure and function of arctic terrestrial and aquatic ecosystems, effects of climate change, and feedbacks to global climate has emerged from long term, process-based ecological research at TFS. This portal provides access to datasets collected as part of the Toolik Field Station program.

Sharing options

Give others access to view, edit, and share this portal

Public view

Your portal is private. Only people you approve can see this content.

Private Public

View last saved version Save

In order to share a published portal, you can simply direct recipients to the unique identifier. Portal identifiers are embedded into the Arctic Data Center's portal URL:

<https://arcticdata.io/catalog/portals/portal-identifier>

To view or edit your portal identifier, go into edit mode in your portal. In the settings page, your portal URL will be the first item on the page.