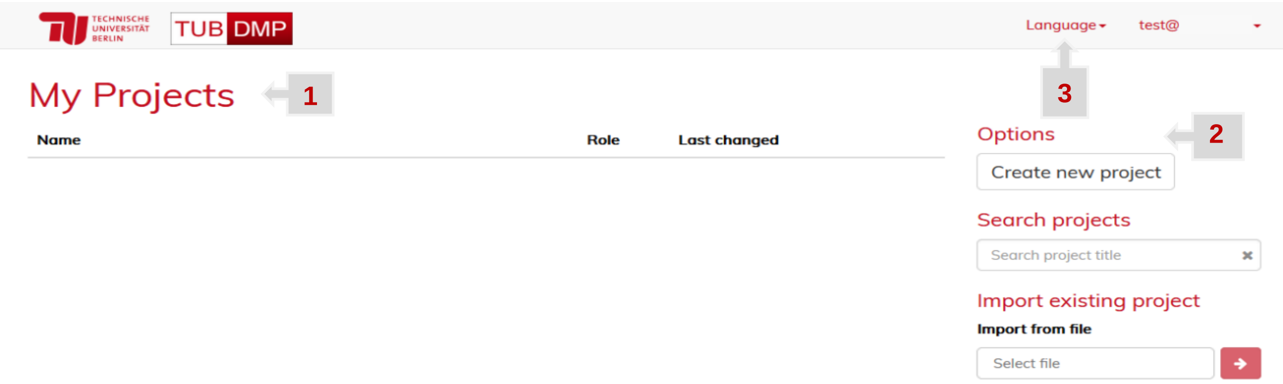
Login

The web-based tool TUB-DMP (https://dmp.tu-berlin.de/) can be used free of charge by all members of the Technische Universität Berlin (TU Berlin).

Every member of the TU Berlin can log in to TUB-DMP via the personal TU account.

Overview: the Home Page

After you have successfully logged in, you will be automatically directed to your home page. Here, you will get the following overview:



1) In the section "My projects" you will find all the data management plans you have created and also those to which you have been invited. Initially, this section will beempty, because you have not yet created projects and/or have been invited to other projects. You will also see the creation date of the project(s) here. You can edit or delete the plans using the icons on the right of the corresponding line. ⚠The deletion cannot be reversed!
2) In the "Options" section you can create a new project.
3) In the top right menu you can select the language (German or English). In addition, your name or e-mail address is displayed. By clicking on it, a menu with the following options will open:
   - About TUB-DMP
   - Update profile
   - Reset tutorial overlays
   - Logout

Create new Project

On your home page, you will find the option "Create new project" below "Options" in the sidebar on the right. This creates a new data management plan.

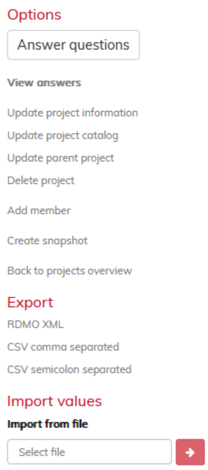
The following project information will be requested:

- **Title:** Give the new plan a descriptive name.
- **Description:** Enter a description for your plan to explain its purpose.
- **Catalog:** Select a questionnaire. You can also change the chosen questionnaire later.
- **Parent project**: Optionally, you can select a parent project, e.g. if your project is a sub-project of an overall project. You can select projects that you have created yourself or to which you have been invited as parent projects.

Edit a Plan

After you have created a new project, you will see the following information:

- **Information about the project:** information such as title, short description and the selected catalog
- **Members**: Here you can see who is allowed to access the plan with the given role (i.e. with restricted rights).
- **Snapshots**: overview of all created snapshots (= saved versions) of your plan, so you can easily return to a previous version if necessary



On the right side, you will find a sidebar with the sections**Options, Export** and **Import values**.

In the “Options” section, you can edit the project information (e.g. title, description or catalog) or delete the project.

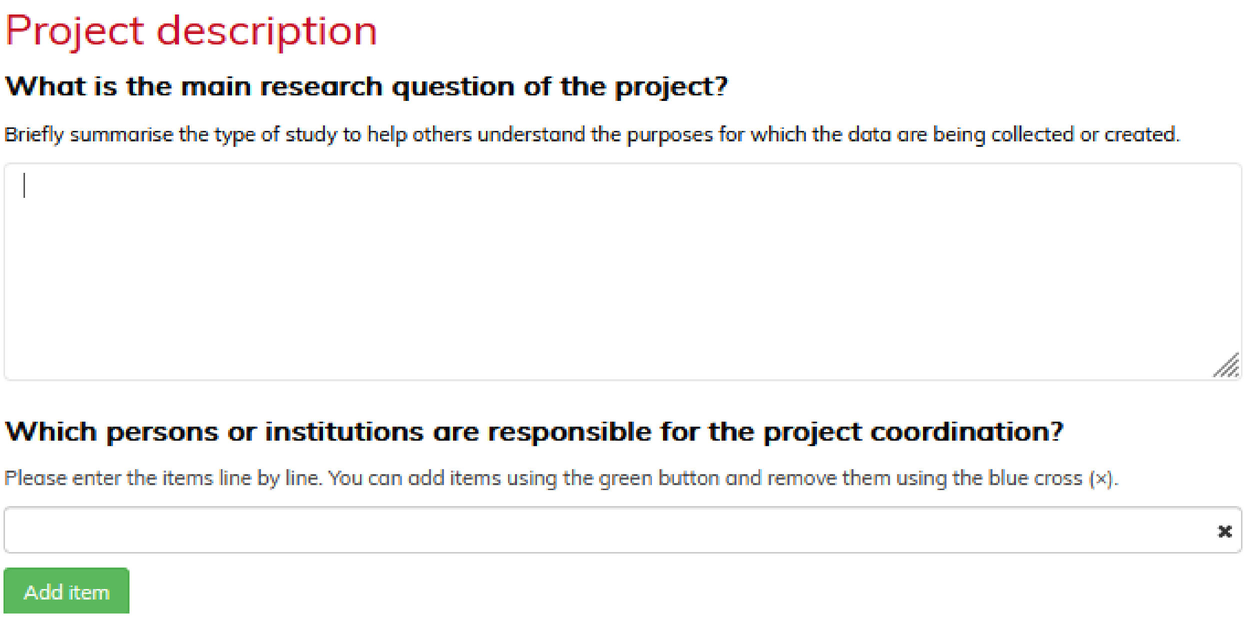
You can also manage memberships and snapshots here.

In the “Export” section, you can export your project.
⚠ If you click **View answers**, there are additional export options.

Click on **Answer questions** in the upper right corner and you will be automatically directed to the questionnaire.

Answer Questions

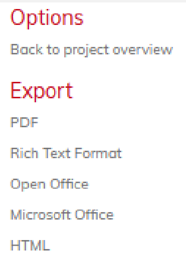
The structure of the questionnaire differs depending on which catalog you have selected. This means that there are also different question types and answer options.



At the bottom of each question page, you will see the following buttons:

- **Back**: takes you back to the previous page
- **Skip**: you can skip the questions on this page
- **Save**: saves your entries and you remain on the page
- **Save and proceed**: saves your entries and you will be directed to the next page

View Answers and Export



At any time, you have the possibility to click on **View answers** or **Back to projects overview** in the menu on the right (sidebar). When you click **View answers**, you have the option to export your answers to these common formats:

PDF, Rich Text Format, Open Office, Microsoft Office, HTML, Markdown, mediawiki and LaTeX.

Create Snapshot

If you want to go to a previous version of your plan, you must have created a so-called snapshot before.

To do this, click **Create Snapshot** in the sidebar of your project overview. Enter a title and a description for the snapshot (optional). Now, the snapshot will be listed in the project overview.

Add Members

If you want others to see or edit your data management plan, you can add them as members.

To do so, click on **Add member** in the sidebar of your project overview and enter the user name (TU account name) or the e-mail address of the respective person.

⚠ Persons who do not have a TU account cannot be added as members.

You also need to specify the role for the person:

- **Owner**: When you create a new project, you are automatically the owner of that project. However, you can also declare other members as owners. Owners have all rights included deleting a project.
- **Manager**: cannot delete projects, but has all other rights like creating snapshots or adding information
- **Author**: has permission to write and read
- **Guest**: has read-only permission

The members of your projects are displayed in the project overview and can also be removed.

⚠ Members should not work on the plan simultaneously to make sure that entries are not overwritten.

Parent and Child Projects

When creating a project, you can optionally select a parent project, e.g. if your project is a sub-project of an overall project. You can select projects that you have created yourself or to which you have been invited as parent projects.

You have the option of importing existing responses from the parent project into the child project. To do this, click on the "Import from parent project" button at the bottom right of the project overview. You can then specify whether you want to transfer all or only selected responses to the child project.