



**Online Data Request Guide**  
May 2010

## Dear NESDA researcher,

We are pleased to tell you that starting today, requesting data can be done online! In this simple guide you can find information about requesting and downloading NESDA data.

The process of requesting has changed slightly. Now this process is as follows:

- 1) Researcher **requests data files**
- 2) A **confirmation e-mail** will be sent to the researcher
- 3) The **request** will be **checked** for inconsistencies with the corresponding analysis plan. After **approval**, a **notification e-mail** will be sent to the researcher
- 4) The **data can be downloaded** from the website

### 1) Requesting data files

Step 1: Surf to <http://www.nesda.nl/pro/>

Step 2: Sign in using your e-mail address and password\*

Step 3: Go to Datamanagement > Data and Documentation

Step 4: Select the data you would like to request

Step 5: Fill in your analysis plan number (4 digits)\*\*

Step 6: Click on "Request selected files"


### 2) Confirmation of request


You'll receive a confirmation e-mail of the requested data.

### 3) Approval of request

After the datamanager has approved your request, you will receive a notification e-mail. Downloading data files can now start.

### 4) Downloading data

Downloading data can be done on the same page as requesting data (Datamanagement > Data and Documentation). Data files that are approved can be recognized by the file icon:  (The checkbox will change into this icon after

approval). Data files that are not ready for download yet can be recognized by the following icon: .

### What if data files have been updated?

Whenever a file has been updated, all users who have requested the data file will receive a notification e-mail.

### Overview of your data requests

You can find an overview of your data requests and view the status of your data request by clicking *My Data Requests* in the user menu after signing in.

\*If you do not have an account yet, please contact Marissa Kok ([nesda@ggzingeest.nl](mailto:nesda@ggzingeest.nl)). Note: Accounts will be provided to affiliated NESDA researchers only.

\*\*Your analysis plan number is the number that is assigned to your analysis plan by the principal investigator Brenda Penninx. For example, if your analysis plan number is DAP-1001, fill in: 1001. For more information about your analysis plan number, please go to <http://www.nesda.nl/pro/analysis.php> (sign in required) or send an e-mail to [nesda@ggzingeest.nl](mailto:nesda@ggzingeest.nl).

### For more information

Website: <http://www.nesda.nl/pro/>

E-mail: [datamanagement@ggzingeest.nl](mailto:datamanagement@ggzingeest.nl)

### Persons of contact

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