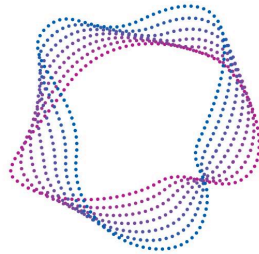


en**TRUST**

enTRUST Metadata Catalogue User Guide

Version 1.0



GOVTECH
SINGAPORE

Change Log

Version	Description	Date	Amended by	Reviewed by	Approved by
1.0	Initial Release.	27 May 2024	Chen Cheng Nyee, 27 May 2024	Chua Khai Shing, 27 May 2024	Mervin Chan

Table of Contents

1. Introduction.....	1
1.1. Objectives of the Document.....	1
1.2. Audience.....	1
1.3. Glossary of Terms.....	1
2. Getting Started.....	2
2.1 Account Registration for enTRUST Metadata Catalogue (MDC) - Onboarding.....	2
2.2 First Time Login (for non-Agency User only).....	4
2.3 Setup of Microsoft Authenticator for Security Verification (for Agency Users only).....	5
3. Accessing enTRUST Metadata Catalogue (MDC).....	7
3.1 Login (for non-Agency User).....	8
3.2 Login (for Agency User).....	8
3.3 Navigating enTRUST Metadata Catalogue Portal.....	9
3.4 Type of Roles in enTRUST Metadata Catalogue.....	10
4. Agency Project Manager (PM) Walkthrough.....	12
4.1 Responsibilities.....	12
4.2 Creating a Project.....	12
4.3 Adding/Deleting Project Members to a Project.....	13
4.4 Assigning a Lead Principal Investigator to a Project.....	15
4.5 Supporting/Rejecting a Data Request.....	16
5. Data Owner (DO) Walkthrough.....	18
5.1 Responsibilities.....	18
5.2 Approving/Rejecting a Data Request.....	18
6. Lead Principal Investigator (PI) Walkthrough.....	19
6.1 Responsibilities.....	19
6.2 Submitting a Data Request.....	20
7. Sector Administrator (SA) Walkthrough.....	22
7.1 Responsibilities.....	22
7.2 Approving/Rejecting a User's Registration.....	22
7.3 Creating a New Dataset.....	23

1. Introduction

1.1. Objectives of the Document

enTRUST is a platform that facilitates safe and secure sharing of research and real-world data between public and private sectors.

The aim of this User Guide is to provide the end-users with a step-by-step manual in using the enTRUST metadata catalogue web application, and basic functions within the web application.

1.2. Audience

This document is intended to be used by any user of enTRUST's services (metadata catalogue, approval workflow, history tracking).

1.3. Glossary of Terms

The terms used in this document and the accompanying definitions are defined as follows:

Terms	Term Definition
AD	Active Directory
AWS	Amazon Web Services, a cloud service provider in GCC
enTRUST	Enabling Trusted Research and Real-World Data Utilisation and Sharing Tech
GCC	Government Commercial Cloud
MDC	Metadata Catalogue
SDS	Secure Data Sharing
WOG	Whole-of-Government

2. Getting Started

2.1 Account Registration for enTRUST Metadata Catalogue (MDC) - Onboarding

Before you start, please ensure that you know which sector's metadata catalogue you are attempting to access.

Existing sectors are listed below:

Sector	Target Audience
Healthcare (MOH TRUST)	Ministry of Health (MOH) and approved researchers in the healthcare domain
Urban Solutions and Sustainability (USS)	Researchers interested to apply for or are awarded with NRF-funded projects under the USS domain

Please note that even if you have a valid WOG AD account (i.e. Public Officer with gov.sg email), you would need your account to be approved within the sector. Please register for your account through the enTRUST Metadata Catalogue.

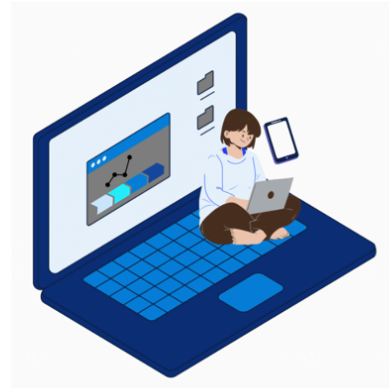
Steps:

1. Navigate to <https://entrust.gov.sg/>
2. Click on the **Sign In** button.



A secured data platform for sharing anonymised **hea** data.

enTRUST is a WOG platform that can be leveraged by agencies to set up sector specific Public Private Data Sharing (PPDS) projects to facilitate



3. Click on the **Not registered? Create account** link.

enTRUST Metadata Catalogue

Discover datasets with enTRUST.

[Login with WOG AD](#)

or

Login with your registered email address
e.g. name@institution.sg

Password

[Login](#)

[Not registered? Create account](#)

[Forgot your password?](#)

4. Select the sector registration form from the dropdown list and click on the **Register** button.



Discover datasets with enTRUST.

Select a sector from the dropdown below and click the register button to be redirected to the sector's registration form. Thereafter, your system admin will need to approve your account creation.

enTRUST Metadata Catalogue

Already registered? [Login](#)

5. You will be re-directed to the sector's registration form. Complete and submit the registration form.
6. You will be informed via email upon approval of your account.

2.2 First Time Login (for non-Agency User only)

You should have received an email to your registered email address when your account is approved with a temporary password. Upon logging in for the first time, you are required to change your password.

Steps:

1. Navigate to <https://entrust.gov.sg/>
2. Click on the **Sign In** button.
3. Enter your registered email address and the temporary password and click on the **Login** button.



Discover datasets with enTRUST.

or

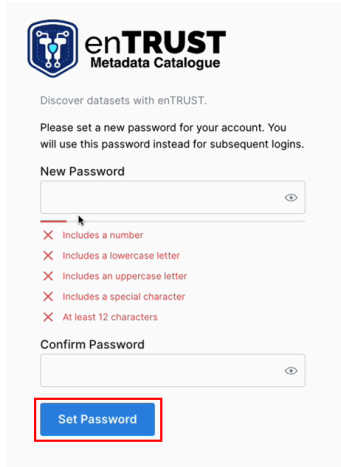
Login with your registered email address

Password

[Not registered? Create account](#)

[Forgot your password?](#)

4. Enter the new password and click on the **Set Password** button.



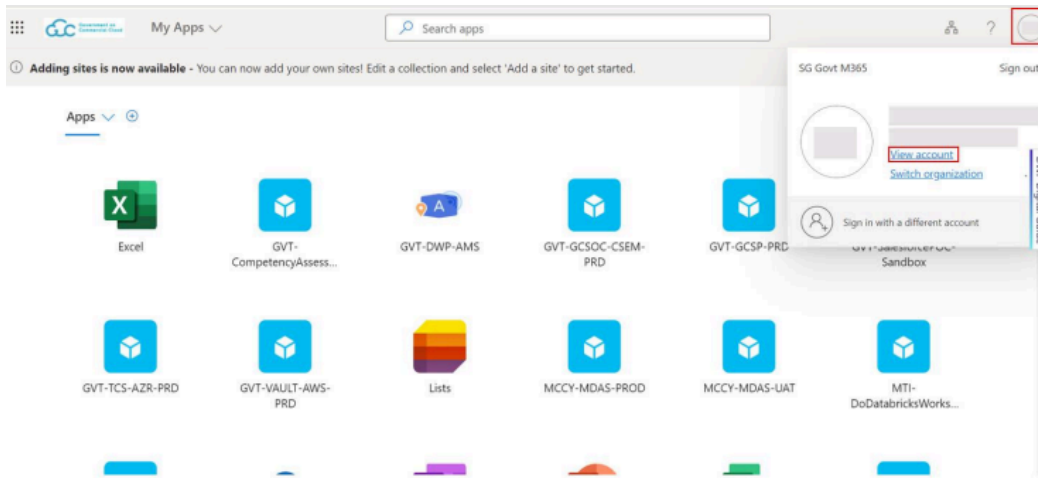
5. You will now be re-directed to the landing page of the enTRUST Metadata Catalogue.

2.3 Setup of Microsoft Authenticator for Security Verification (for Agency Users only)

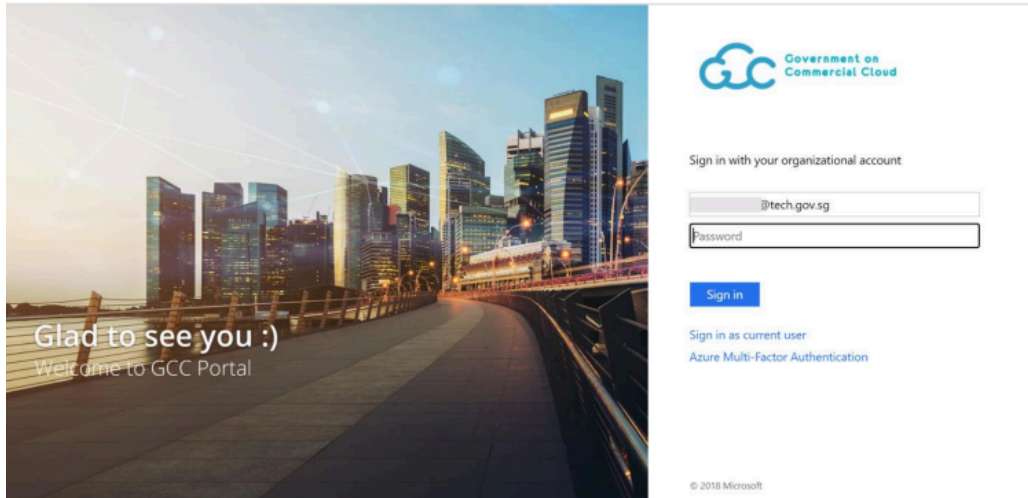
For users who have yet to link the Microsoft Authenticator to WOG AAD, they will need to go through these steps to perform the setup.

Steps:

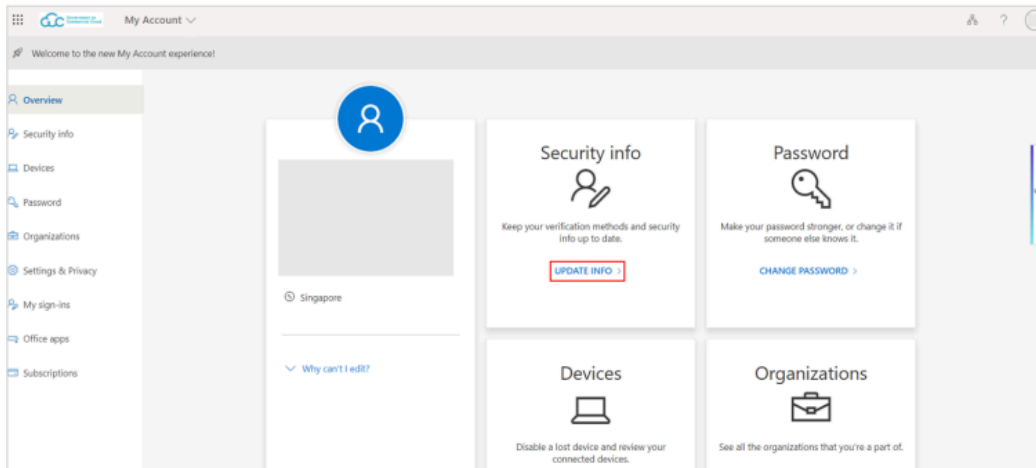
1. Access the link <https://account.activedirectory.windowsazure.com/r/#/profile>, and click on the user profile on the top right of the screen, and then click on **View account**.



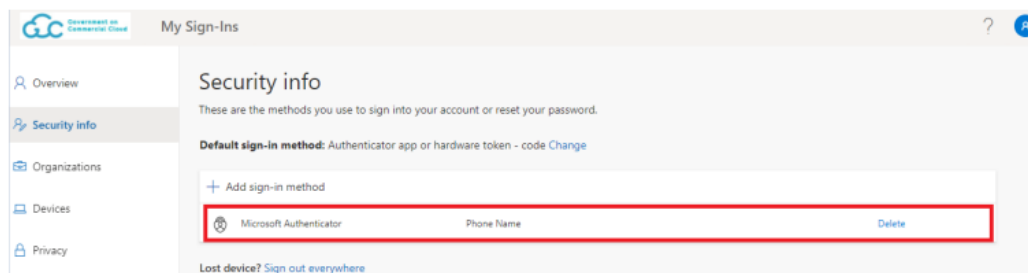
2. This following page will be shown. If the option is available, user can choose “Sign in as current user”, else the user can enter the user ID and password and click on the “Sign in” button.



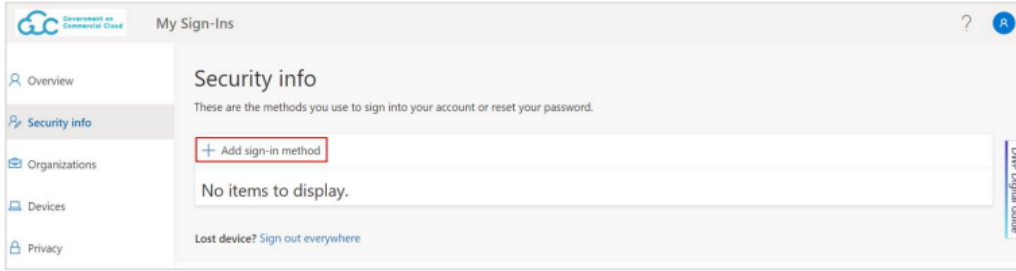
3. Once successfully logged in, the user will be able to see their own profile. Click on the “UPDATE INFO >” link.



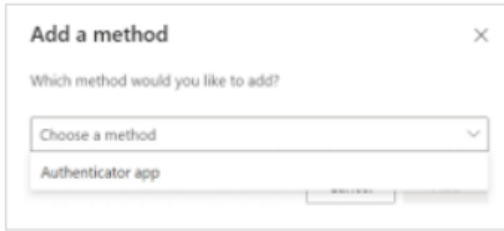
4. Check if Microsoft Authenticator has been added previously. If this appears in the list of sign-in method, the Authenticator has been setup and you may skip the remaining steps in this section.



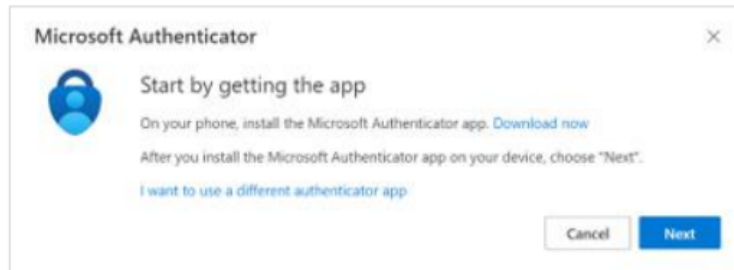
5. In the next screen, click on the **Add sign-in** method link.



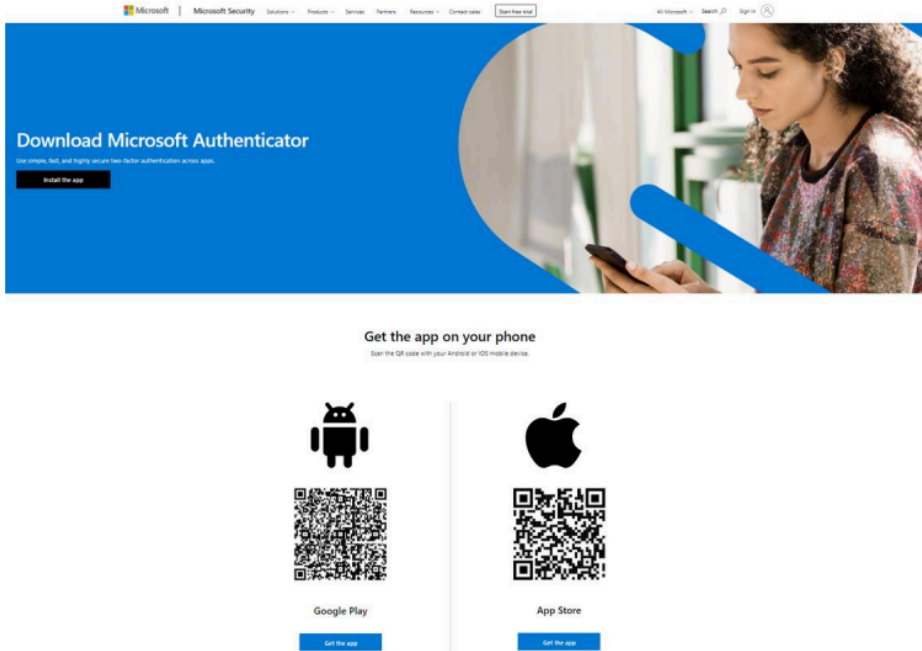
6. A popup will appear, to add the authentication method. Click on the dropdown box and click on “Authenticator app”.



7. In the same pop up, you may click on “Download now” if you do not have Microsoft Authenticator app available on your mobile device. Click on “Next” to proceed.



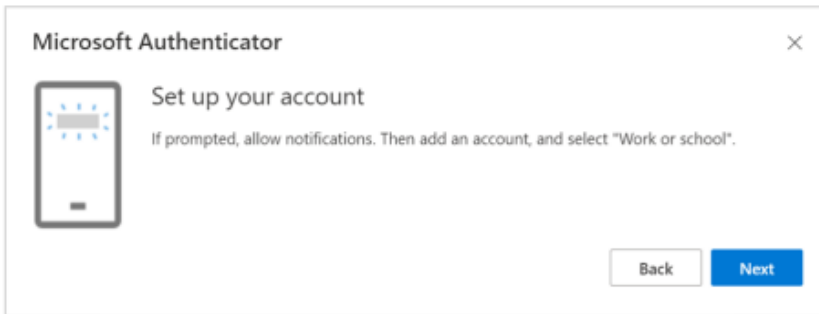
8. Upon clicking “Download now” the following screen may be displayed in a new page on your browser. Please use your mobile device to scan the respective QR code based on your mobile device type.



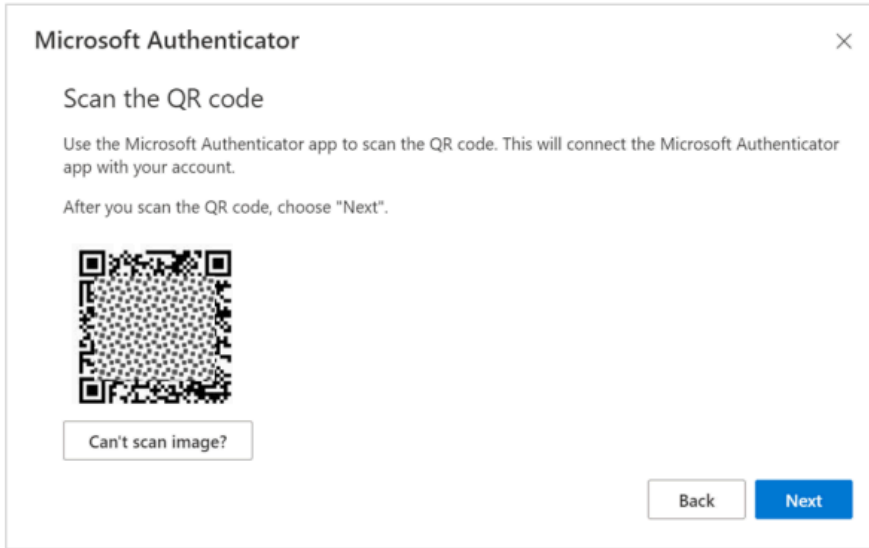
Alternatively:

- For IOS mobile devices, download the MS Authenticator app from the App Store
- For Android mobile devices, download the MS Authenticator app from Play Store

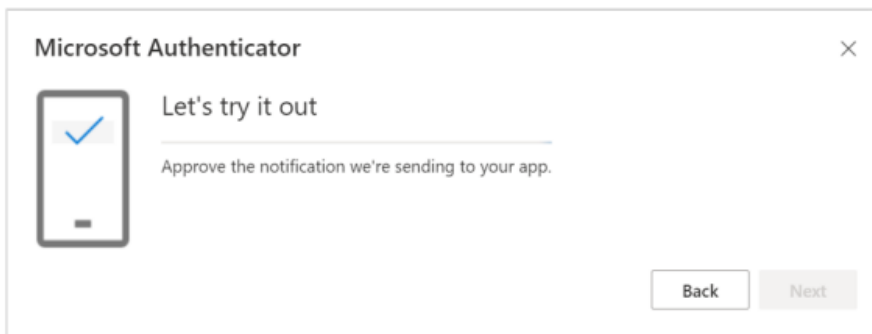
9. Read the instructions below to setup the Microsoft Authenticator app and click on Next.



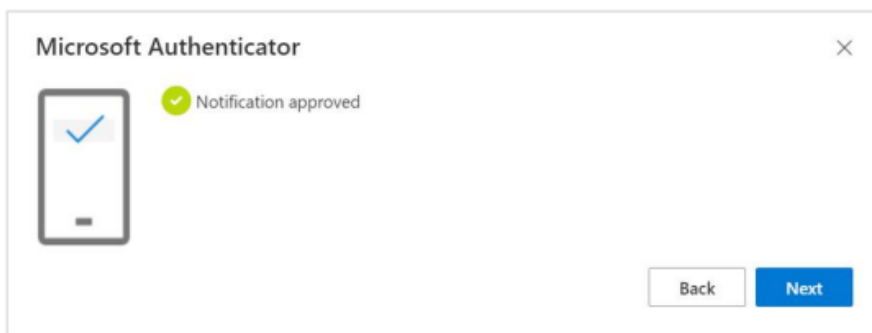
10. A QR code will be generated, you can then use your Microsoft Authenticator app to scan the code. Once scanned, you may tap on Next.



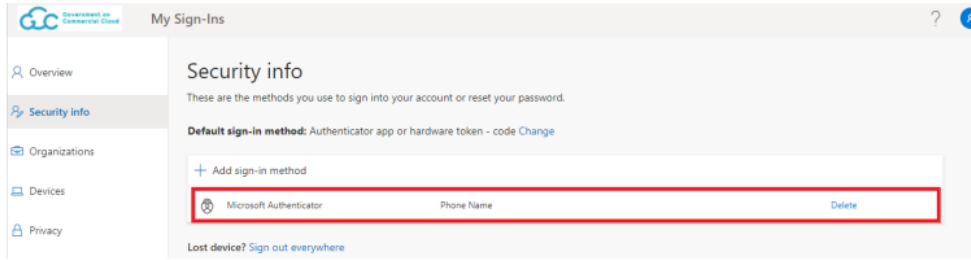
11. "SG Govt M365" with your email address will be added to the Microsoft Authenticator app. The pop up below will be displayed on your browser, with a notification sent to your mobile device for approval.



12. On the Microsoft Authenticator app, tap on "Approve", and the popup below will appear. To proceed, click on "Next".



13. The "Microsoft Authenticator" will be updated in the list of sign-in methods on the Security info of the user's profile.



2.4 Type of Roles in enTRUST Metadata Catalogue

You will only be granted one role for each sector. The type of role and the associated rights are described in the table below.

Role	Description
User1	<p>This is the default role for external users (e.g. non-agency users, Researchers) with the following rights:</p> <ul style="list-style-type: none"> • Search and view the list of dataset under the sector's metadata catalogue. • View the details of individual dataset. • Download and view the attachment of the individual dataset. • View info of Project that the user is a member of.
User - Public Officers	<p>This is the default role for agency users (e.g. public officers with .gov.sg email account) with the following additional rights on top of the User role:</p> <ul style="list-style-type: none"> • View the POC of the individual dataset.
Lead PI	<p>This refers to the Lead Principal Investigator (PI) of a project and are assigned by the Project Manager of the project. Lead PI will have the following additional rights on top of the typical User or Public Officers role:</p> <ul style="list-style-type: none"> • Submit a Data Request for a specific dataset in the Metadata Catalogue. • View the details and status of the submitted Data Request.
Agency Project Manager (PM)	<p>This refers to the Project Manager of a specific project with the following additional rights on top of the typical User or Public Officers role:</p>

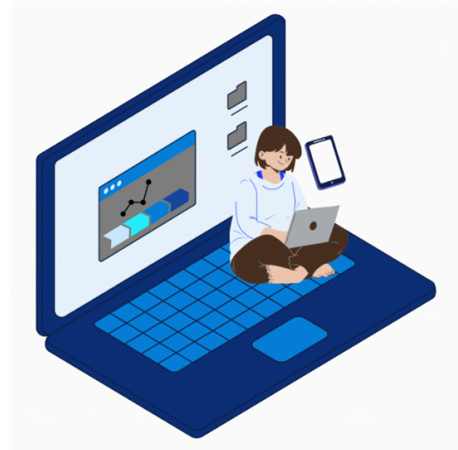
	<ul style="list-style-type: none"> ● Create a new Project. ● View and edit the project info. ● Add and remove PM and members to the project. ● Assign Lead PI of the project. ● Support/reject the data request submitted by the Lead PI.
Data Owner	<p>This refers to the Data Owner of a dataset in the metadata catalogue who is involved in the facilitation of the approving process of a data request. Data Owner will have the following additional rights on top of the typical Public Officers role:</p> <ul style="list-style-type: none"> ● Approve/reject the data request supported by the Agency PM.
Sector Admin	<p>This is the sector administrator of a sector and have the following additional rights on top of the typical Public Officers role:</p> <ul style="list-style-type: none"> ● Create and maintain dataset description in the metadata catalogue. ● Approve/reject a user registration request. ● View Project listing and individual Project details.

3. Accessing enTRUST Metadata Catalogue (MDC)

You may access the enTRUST Metadata Catalogue Landing Page from your non-SE GSIB or Internet devices via this link: <https://entrust.gov.sg>



A secured data platform for sharing anonymised health data.



enTRUST is a WOG platform that can be leveraged by agencies to set up sector specific Public Private Data Sharing (PPDS) projects to facilitate

3.1 Login (for non-Agency User)

External user (e.g. non-agency users such as Researchers) will log in using your registered email address.

Steps:

1. Navigate to <https://entrust.gov.sg/>
2. Click on the **Sign In** button.
3. Enter your registered email address and password and click on the **Login** button.

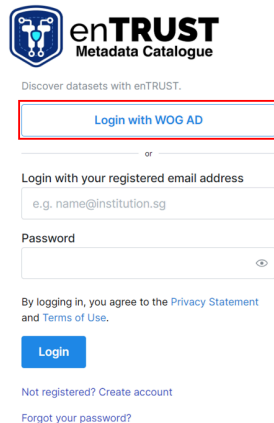
The screenshot shows the enTRUST Metadata Catalogue login interface. It features the enTRUST logo at the top left. Below the logo, there is a text prompt 'Discover datasets with enTRUST.' followed by a 'Login with WOG AD' button. An 'or' separator is present. Below this, there is a section for 'Login with your registered email address' which includes an email input field (with the placeholder 'e.g. name@institution.sg'), a password input field with a visibility toggle, and a 'Login' button. At the bottom of the form, there are links for 'Not registered? Create account' and 'Forgot your password?'.

3.2 Login (for Agency User)

Agency user (public officers with .gov.sg email account) will log in using your WOG AD.

Steps:

1. Navigate to <https://entrust.gov.sg/>
2. Click on the **Sign In** button.
3. Click on the **Login with WOG AD** button.



The screenshot shows the login interface for the enTRUST Metadata Catalogue. At the top left is the enTRUST logo with the tagline 'Metadata Catalogue'. Below the logo is the text 'Discover datasets with enTRUST.' A red rectangular box highlights the 'Login with WOG AD' button. Below this button is a horizontal line with the word 'or' in the center. Underneath is the text 'Login with your registered email address' followed by an input field containing the placeholder text 'e.g. name@institution.sg'. Below the email field is a 'Password' label and another input field with a toggle icon. At the bottom of the form is a blue 'Login' button. Below the button are two links: 'Not registered? Create account' and 'Forgot your password?'.

4. (Optional) If you are logging in using an Internet device, please perform the steps in section 2.3 first.

3.3 Navigating enTRUST Metadata Catalogue Portal

Upon login, user would be greeted with this view. Here's a brief description of what each of the sections do. Depending on the role of the users, the sections displayed may be different.

❖ Top Menu . Use these to access the various modules of the metadata catalogue.

❖ Base Controls. Use these to:

- > View profile
- > Switch sector
- > Log out of the portal
- > Switch between light/dark mode

❖ Search Bar. Use this to search the content of the displayed listings.

❖ Filter Search. Use this to filter the displayed listings based on the tags.

The list of menu items in the Top Menu bar are listed below:

Menu	Description
Home	This is the Metadata Catalogue listing page as well as the default landing page of the Metadata Catalogue upon login.
Projects	Project listings page where users will see the projects that they are a member of. Sector Admin will be able to view all projects created in the sector.
Users	User listings page where Sector Admin can view, approve and edit users under the sector.
Requests	There is 1 sub item under this: Data Requests - where Lead PI, Project Manager and Sector Admin can view the data request, and Project Manager and Sector Admin can approve/reject a data request submitted by a Lead PI.
Feedback	Feedback form where users can submit a query or feedback to

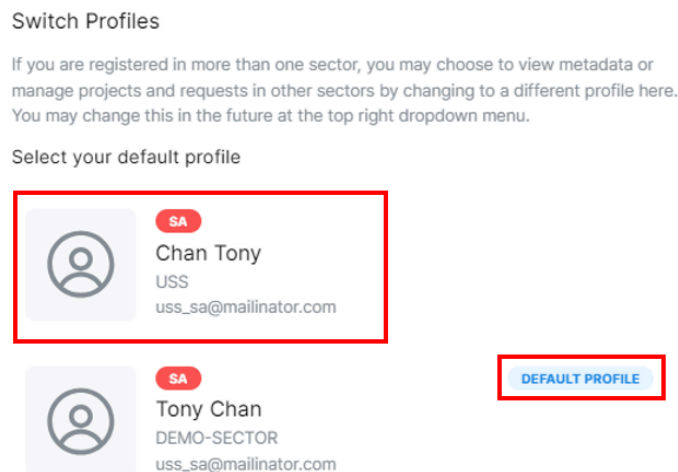
	enTRUST.
Guide	Online guides for the users.

3.4 Switching of Profile

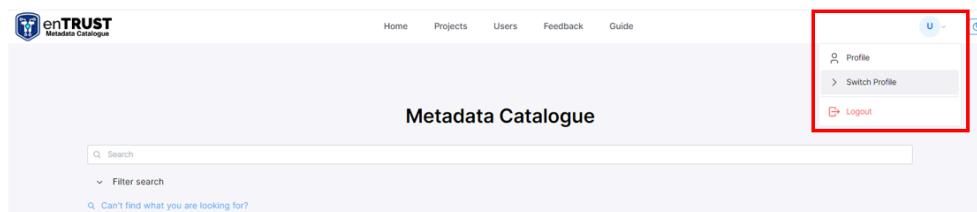
A user can be registered in multiple sectors under different roles. User can switch profile between sectors when accessing the portal.

Steps:

1. Upon logging in, a pop-up window may appear to prompt the selection of the profile (eg. if using a new browser to log in).
2. The profile that you are currently accessing will have a **DEFAULT PROFILE** indicator beside it.



3. Double click on the profile that you wish to switch to.
4. You can also switch the profile at anytime by clicking on the Base Controls at the top right hand corner of the portal and click on **Switch Profile**.



4. Agency Project Manager (PM) Walkthrough

The Agency Project Manager (PM) is the agency officer leading or in charge of a research project/grant involving external researchers and the agency.

4.1 Responsibilities

The responsibilities of the Agency PM includes:

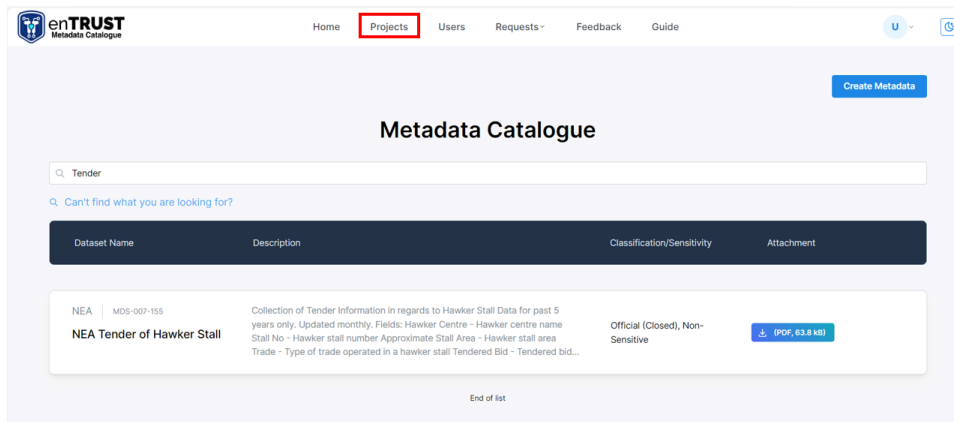
- Ensuring the creation of a new project in enTRUST MDC.
- Timely update of the project details.
- Maintaining the list of project member - Project Managers and Researchers.
- Assignment of Lead PI to the project members.
- Verify and support the data requests submitted by the Lead PI of the project.
- Ensuring documents (e.g. Standardised Data Sharing Form (SDSF)) and agreements (e.g. Non-Disclosure Agreements (NDA)).

4.2 Creating a Project

Should Agency PM be informed by his/her research team of interest to request datasets in the metadata catalogue to support the awarded research project, the Agency PM will create a new Project in enTRUST MDC.

Steps:

1. Login to enTRUST MDC (<https://entrust.gov.sg/>).
2. Click on the **Project** link.



3. Click on the **Create Project** button.

enTRUST Metadata Catalogue

Home Projects Requests Feedback Guide

Create Project

Project Listings

Search

Name	Status	Description	Awarded Date	Project End Date	Sector
DEM-008-829 trial 3	Pending	another trial project. reminder to explain that LOA and SOA...	Feb 6, 2024	Mar 29, 2024	DEMO-SECTOR
DEM-004-410 Green Mountain	Approved	Creation of Project	Jan 10, 2024	Mar 2, 2026	DEMO-SECTOR
DEM-010-449 Sample Project 2	Approved	Sample Project 2	Dec 15, 2023	Aug 6, 2026	DEMO-SECTOR

End of list

4. Enter the information of the project and upload the required attachment(s) for the project (eg. Letter of Award).
5. Note that the Agency PM that is creating the project will be defaulted as a member of the project.
6. Refer to section 4.4 for adding/deleting of members to the project.
7. Click on the **Create Project** button.

Create Project

Fill in the details below to create a new project.

Sector: DEMO-SECTOR Grant ID (if any):

Project Name *

Start Access Date * End Access Date * Project Award Date

Project Description *

Attachments

Please upload project Letter of Award (POA) clearly indicating the PI and co-PIs
There are no attachments.

Drag and drop or click to select files
Each file should not exceed 5 MB
Accepted file types: pdf, csv, zip, docx

Project Members

Add project members

Name	Status	Role	Organisation	Lead PI
Peter Leong Project Manager	New	PM	Agency USS	-

Cancel **Create Project**

4.3 Updating an existing Project

The Agency PM(s) can update the project information of an existing project where he/she is a member of at any time.

Steps:

1. Login to enTRUST MDC (<https://entrust.gov.sg/>).
2. Click on the **Project** link.
3. Click on the name of the Project that you are adding a project member to.
4. Update the project information of the project.
5. To delete an attachment in the project, click on the Trash Can icon beside the filename of the attachment.

6. Click on the **Save Changes** button after making the changes.

4.4 Adding/Deleting Project Members to a Project

The Agency PM can add the project members to an existing project at any time. The project members here is restricted to the following type of users:

- Agency Project Manager
- Users
- Public Officers

Steps:

1. Login to enTRUST MDC (<https://entrust.gov.sg/>).
2. Click on the **Project** link.
3. Click on the name of the Project that you are adding a project member to.
4. At the **Project Members** section, click on the dropdown list to display a list of available PMs and Users that you can add as a project member to the project. Alternatively, you can type in the name of the user to filter the list.

The screenshot shows the 'Edit Project' interface. At the top, there is a 'Project Members' section with a dropdown menu. The dropdown menu is open, showing a list of users. The users listed are:

User Name	Role	Approval Status	Organization	Lead PI	Action
Tom Ford	USER	Approved	Research Institute A	<input checked="" type="checkbox"/>	Trash
Michael Tay	USER	Approved	Agency A	<input type="checkbox"/>	Trash
Charlie Yeo	USER	Approved	Hogwarts	<input type="checkbox"/>	Trash
Jack Ho	USER	Approved			
Harry Potter	USER	Approved			

At the bottom of the interface, there are two buttons: 'Cancel' and 'Save Changes'. The 'Save Changes' button is highlighted with a red box.

5. Click on the name to add it into the **Project Members** list.
6. To delete an existing project member, click on the Trash Can icon beside the name of the project member that you are removing.

Edit Project ×

Project Members

Add project members

Name	Status	Role	Organisation	Lead PI	
Jane Doe Agency PM	Approved	PM	The Continental	-	
Peter Leong Project Manager	Approved	PM	Agency USS	-	
Charlie Yeo Researcher	Approved	USER	Research Institute A	<input type="checkbox"/>	
Jack Ho Assistant Manager	Approved	USER	Agency A	<input type="checkbox"/>	
Harry Potter Wizard	Approved	USER	Hogwarts	<input checked="" type="checkbox"/>	

*Last modified:
By uss_sa@mailinator.com, 11 Mar 2024, 08:58 pm*

7. Click on the **Save Changes** button.

4.5 Assigning a Lead Principal Investigator to a Project

The Agency PM can assign a Lead Principal Investigator (PI) to an existing project at any time. The Lead PI will have data request rights i.e. he/she can make request for data in the metadata catalogue through enTRUST. Note that the Lead PI can only be added to an existing project member in the project who is not an Agency PM.

Steps:

1. Login to enTRUST MDC (<https://entrust.gov.sg/>).
2. Click on the **Project** link.
3. Click on the name of the Project that you are assigning a Lead PI to.
4. At the **Project Members** section, check the checkbox beside the name of the project member that you are assigning as the Lead PI.
5. Note that Agency PM cannot be assigned as Lead PI.

Edit Project ×

Project Members

Add project members

Name	Status	Role	Organisation	Lead PI
Jane Doe Agency PM	Approved	PM	The Continental	-
Peter Leong Project Manager	Approved	PM	Agency USS	-
Charlie Yeo Researcher	Approved	USER	Research Institute A	<input type="checkbox"/>
Jack Ho Assistant Manager	Approved	USER	Agency A	<input type="checkbox"/>
Harry Potter Wizard	Approved	USER	Hogwarts	<input checked="" type="checkbox"/>

Last modified:
By uss_sa@mailinator.com, 11 Mar 2024, 08:58 pm

6. To unassign a Lead PI, uncheck the checkbox beside the name of the Lead PI.
7. Click on the **Save Changes** button.

4.6 Supporting/Rejecting a Data Request

When a Lead PI of the project submit a data request, the request will be routed to the Agency PM for verifications and support before routing to the Data Owner for approval.

Steps:

1. Login to enTRUST MDC (<https://entrust.gov.sg/>).
2. Click on the **Request** → **Dataset Requests** link.

enTRUST Metadata Catalogue

Home Projects **Requests** Feedback Guide

Data Requests
to support your projects

Note — For datasets with “approved” status, please ensure that relevant NDA(s) (e.g. USS NDA) are signed before the approved data is transferred/shared with the research team. This is important to safeguard the confidentiality of government data.

Search

Dataset Requested	Status	Requested by	Project Involved	Requested on
DEMO-SECTOR MDS-007-155 NEA Tender of Hawker Stall	Approved	Charlie Yeo Researcher, Research Institute A	Sample Project 4 DEM-012-916	15 Apr 2024, 08:04 pm
DEMO-SECTOR MDS-007-155				

3. Click on the name of the dataset request that you are verifying and supporting. Note that the status of the request will be **Pending Support**.
4. Verify the information in the data request form and enter your comments. Attach any supporting documents if needed.

Support Data Request ×

Support by Project Manager(s)

Support this request *

Comments

A completed Standardised Data Sharing Form (SDSF) is needed to facilitate data sharing from the owner. Project Managers must ensure that the SDSF is duly completed before forwarding the request to the Data Owner.

Please follow the following steps:

1. Download the SDSF submitted by the requestor (i.e. Lead PI).
2. Check that the requestor has completed Qns 1, 3, 4, 6 and 7 of the form. Reject the request if any parts is not completed.
3. If the inputs are satisfactory, PM shall complete Qn 2 and 5, as well as the undertaking on page 5.
4. Attach the completed form before sending the request to the Data Owner.

Supporting Documents

There are no attachments.

Drag and drop or click to select files
Each file should not exceed 5 MB
Accepted file types: pdf, csv, zip, docx

Approving Documents

There are no attachments.

- Approvals not yet given by data owner(s)

Note to PM

1. To lower the risk of data leaks, PM should work with your research team to request, only what is required/useful for the project. The data should preferably be in **aggregated, anonymised and desensitised form** to lower the data classification/sensitivity.
2. After the request is approved and you have received the data from the Data Owner agency, please ensure that relevant NDA(s) (e.g. USS NDA) are signed before the approved data is transferred/shared with the research team. This is important to safeguard the confidentiality if Govt's data.

Reject

Support

5. Click on the **Support** button to support the request and it will be routed to the Data Owner of the dataset.
6. Alternatively, clicking on the **Reject** button will terminate the request and Lead PI will need to re-submit a new request for the dataset.

5. Data Owner (DO) Walkthrough

The Data Owner (DO) is the agency officer that facilitates the process in approving/rejecting a reject for a dataset under his charge.

5.1 Responsibilities

The responsibilities of the DO includes:

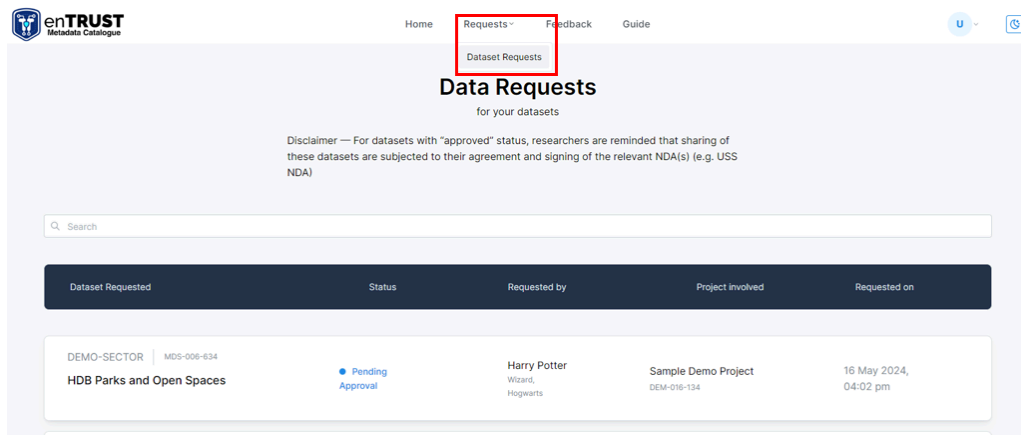
- Timely update of the status of the data request.
- Verify and approve the data requests submitted by the Lead PI of the project.
- Ensuring the supporting documents (e.g. email approval by CDO/GD of data request) are in place when approving data request in the system.
- Facilitates the internal process within his/her agency for the approval of the dataset.
- Liaise with the Agency PM and Lead PI of the project for any additional information required. *DO can choose to upload the records of the email correspondence into MDC as part of supporting documents for approval of data request.*

5.2 Approving/Rejecting a Data Request

After the Agency PM supports the data request from a Lead PI, the request will be routed to the DO for verifications and approval.

Steps:

1. Login to enTRUST MDC (<https://entrust.gov.sg/>).
2. Click on the **Request** → **Dataset Requests** link.



3. Click on the name of the dataset request that you are verifying and approving. Note that the status of the request will be **Pending Approval**.
4. Verify the information in the data request form and enter your comments.
5. Attach any supporting documents as instructed in the form if needed.

Approvals by Data Owner(s)

Approve this request *


Comments

Approving Documents - please attach zip files with

1. Email with past correspondences on the clarifications recorded in trailing emails (see 'Note for Data Owner' below), and
2. GD/CDO's approval for sharing of the data.

Approving Documents

There are no attachments.



Drag and drop or click to select files
 Each file should not exceed 5 MB
 Accepted file types: pdf, csv, zip, docx

Note to Data Owner

1. If further clarifications are needed in assessing the request (e.g. understand the specific need/use of the dataset in the project, or discuss potential aggregation/anonymisation of the data to lower the shared data's classification/sensitivity), please reach out to the PM and Lead PI separately via their emails provided above.
2. After you have approved the request, please arrange to share the data with the Lead Agency PM, who will ensure that the relevant NDA is signed before releasing the data to the requestor.

Reject
Approve

6. Click on the **Approve** button to approve the request.
7. Alternatively, clicking on the **Reject** button will terminate the request and Lead PI will need to re-submit a new request for the dataset.

6. Lead Principal Investigator (PI) Walkthrough

The Lead Principal Investigator (PI) is the lead researcher of a project that will work closely with the Agency PM. the Lead PI is assigned by the Agency PM of the project and may be involved in other projects as well.

Lead Principal Investigator (PI) of a project and assigned by the Project Manager of the project. Lead PI will have the following additional rights on top of the typical User or Public Officers role:

- Submit a Data Request for a specific dataset in the Metadata Catalogue.
- View the details and status of the submitted Data Request.

6.1 Responsibilities

The responsibilities of the Lead PI includes:

- Submission of data request for specific dataset required for the research.
- Ensuring the necessary documents are filled up and attached in the request.

- Coordinate with the group of researchers within the project to consolidate the data to be requested.
- Liaise with the Agency PM and Data Owner in the project's data reques.

6.2 Submitting a Data Request

The Lead PI will submit the data request on behalf of the project members and provide the necessary supporting documents. Upon submission, the request will be routed to the Agency PM for support before being routed to the Data Owner for approval.

Steps:

1. Login to enTRUST MDC (<https://entrust.gov.sg/>).
2. Click on the name of the dataset to view the details.

The screenshot displays the enTRUST Metadata Catalogue (MDC) interface. At the top, there is a navigation bar with links for Home, Projects, Requests, Feedback, and Guide. The main heading is 'Metadata Catalogue'. Below this is a search bar containing the text 'Tender'. Underneath the search bar is a 'Filter search' section with various categories: Communications, Culture, Defence, Education, Finance, Foreign Affairs, Health, Home Affairs, Law, Manpower, National Development, Social and Family Development, Environment and Sustainability, Trade and Industry, and Transport. A 'Clear selection' button is also present. Below the filters is a search suggestion: 'Can't find what you are looking for?'. The main content area is a table with the following columns: Dataset Name, Description, Classification/Sensitivity, and Attachment. The table contains one entry: 'NEA | MDS-007-155' with the description 'Collection of Tender Information in regards to Hawker Stall'. The 'NEA Tender of Hawker Stall' text in the Dataset Name column is highlighted with a red box. The Classification/Sensitivity is 'Official (Closed), Non-Sensitive', and there is a download button for a PDF file (63.8 kB). The table ends with 'End of list'.

3. Click on the **Request Access** button.

enTRUST Metadata Catalogue

Home Projects Requests Feedback Guide

Back to metadata catalogue How do requests work?

NEA | MDS-007-155

NEA Tender of Hawker Stall

Request Access

TEMPORARY VALUE

Last updated: Has not been updated

Visibility: Viewable by everyone in DEMO-SECTOR

Classification/Sensitivity: Official (Closed), Non-Sensitive

Field Names: Hawker Centre, Stall No, Approximate Stall Area, Trade, Tendered Bid, Month of Tender

Description: Collection of Tender Information in regards to Hawker Stall

Data for past 5 years only. Updated monthly.

Fields: Hawker Centre - Hawker centre name, Stall No - Hawker stall number, Approximate Stall Area - Hawker stall area, Trade - Type of trade operated in a hawker stall, Tendered Bid - Tendered bid amount on hawker stall, Month of Tender - Month of tender

Date created: 6 Mar 2024, 03:45 pm

Endorsement(s) required by Project Manager(s): 1

Approval(s) required by data owner(s): 1

Download (PDF, 63.9 kB)

- Enter the Justifications/Remarks for the data request and click on the **Select a project** dropdown list to select an existing project where you are the Lead PI.

Submit Data Request

You are requesting for the dataset listed below. Please confirm.

1. NEA Tender of Hawker Stall

New DEMO-SECTOR

Justification/Remarks *

E.g. a summary statement "To request ABC dataset(s) to support analysis of XYZ in the project"

Select a project *

If you do not see any projects listed, contact your Project Manager.

- Sample Project 4
- Sample Project 1
- Sample Project 3
- Sample Project 2

Attachments

There are no attachments.

Drag and drop or click to select files

Each file should not exceed 5 MB

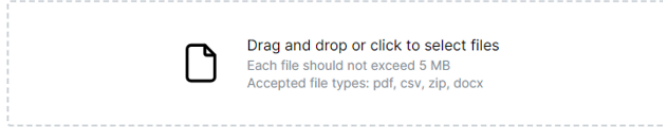
Accepted file types: pdf, csv, zip, docx

- Attached the necessary supporting documents for the request (refer to the terms and conditions at the end of the form).

6. Check the checkboxes to acknowledge that you have read and understood the terms and conditions, and have provided the required information/supporting documents.

Attachments 

There are no attachments.



I declare that the above information is accurate.

I acknowledge that the sharing of the dataset(s) are subjected to the agreement and signing of the relevant NDA.
For data sharing between Govt/agencies and public institutions (e.g. AU/polytechnic/A*STAR), the USS NDA template is to be used. A copy is appended for reference.
[USS NDA Template](#)

I have read, completed, and uploaded the Standard Data Sharing Form as required to the request for the use and sharing of the dataset(s) in relation to the project.

NOTE

To lower data/cybersecurity risks of the research project, data requested from the metadata catalogue may not be in the publicised form as agencies would work with the awarded researchers to strive to share data that is aggregated, anonymised, and desensitised to lower the data classification/sensitivity.

7. Click on the **Request** button.

7. Sector Administrator (SA) Walkthrough

The Sector Administrator (SA) is the administrator of the sector and oversees the sector's administrative processes.

7.1 Responsibilities

The responsibilities of the Sector Admin includes:

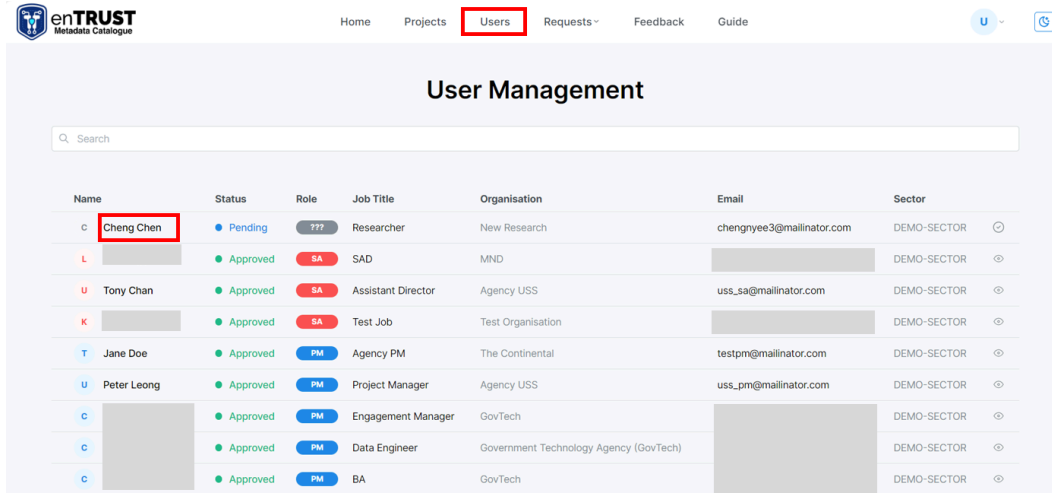
- Approval/rejection of a user's registration request.
- Creation and maintenance of the datasets under the sector's metadata catalogue.
- Oversees and ensuring the Projects and project members' processes are in place.

7.2 Approving/Rejecting a User's Registration

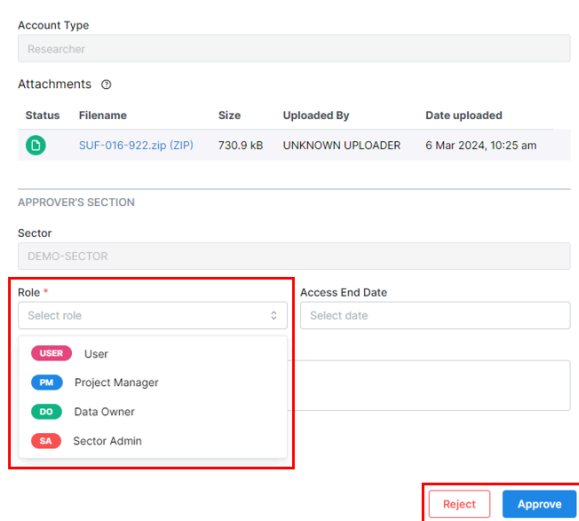
The Sector Admin can approve/reject a user's registration for access to the catalogue and assign a role to the user during approval.

Steps:

1. Login to enTRUST MDC (<https://entrust.gov.sg/>).
2. Click on the **Users** link.



3. The list of existing sector users are shown in the listing with the list of newly registered users pending approval at the top of the list. Click on the name of the user to view the details.
4. Verify the user details and the attachments.
5. Click on the **Role** dropdown list to select a role to be assigned to the users and enter the comments into the **Remarks** textbox.



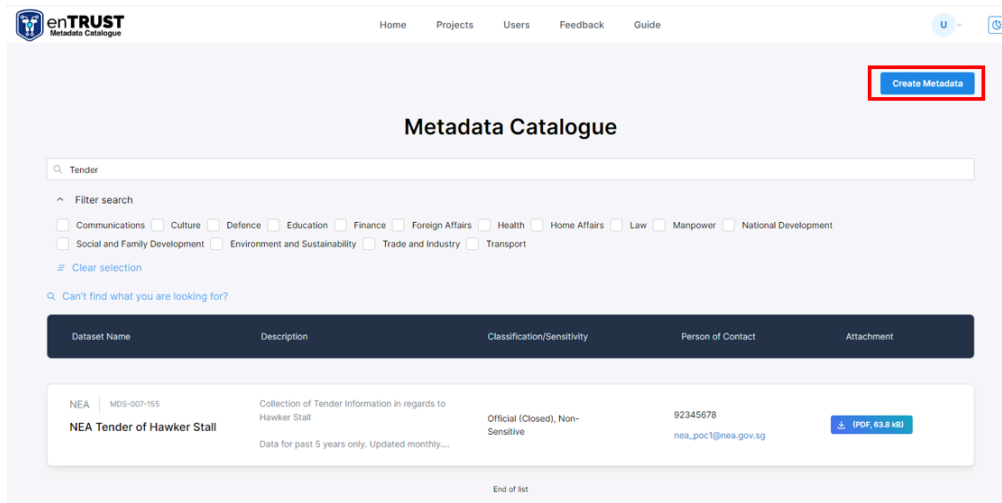
6. Click on the **Approve** button.
7. Alternatively, you can click on the **Reject** button to reject the registration (and enter the reason in the **Remarks** textbox).
8. An email will be sent to the user's email address indicated in the registration form.

7.3 Creating a New Dataset

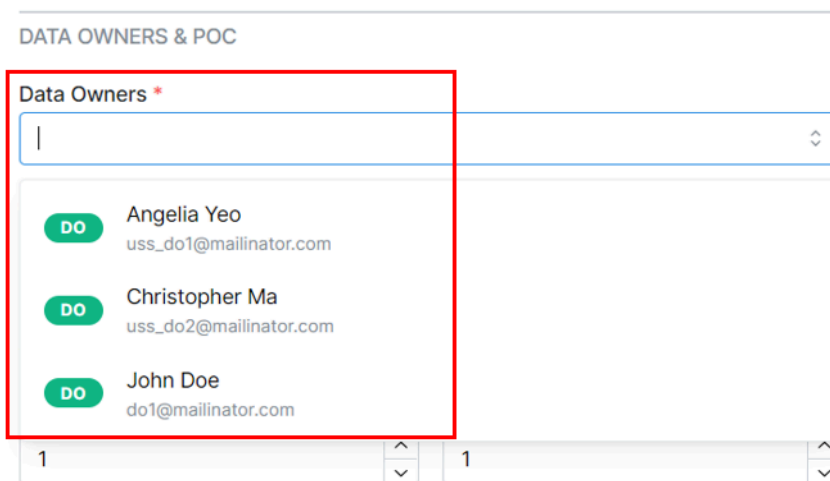
The Sector Admin can create a new dataset in the metadata catalogue and assign the Data Owner(s) for the dataset.

Steps:

1. Login to enTRUST MDC (<https://entrust.gov.sg/>).
2. Click on the **Create Metadata** button.



3. Enter the information of the new dataset.
4. At the **Data Owners** section, click on the dropdown list to display a list of available DOs that you can add as Data Owners to the new dataset. Alternatively, you can type in the name of the user to filter the list. **Note: more than 1 DO can be selected.**



- [Optional] To restrict the view of the dataset to a specific project, click on the **Projects that can view this metadata** dropdown list to display and select from a list of active projects.
- [Optional] To temporarily hide the metadata (eg. due to upcoming updates to the metadata), uncheck the **Toggle visibility** checkbox.

VISIBILITY & APPROVAL CRITERIA

Project Manager approval(s) required * Data Owner approval(s) required *

1 1

Projects that can view this metadata
Leaving this field empty makes this metadata visible by all users within the sector, unless hidden.

|

Toggle visibility: Visible
Toggle visibility for everyone. Useful when you want to temporarily hide this metadata while awaiting updates.

Cancel **Create Metadata**

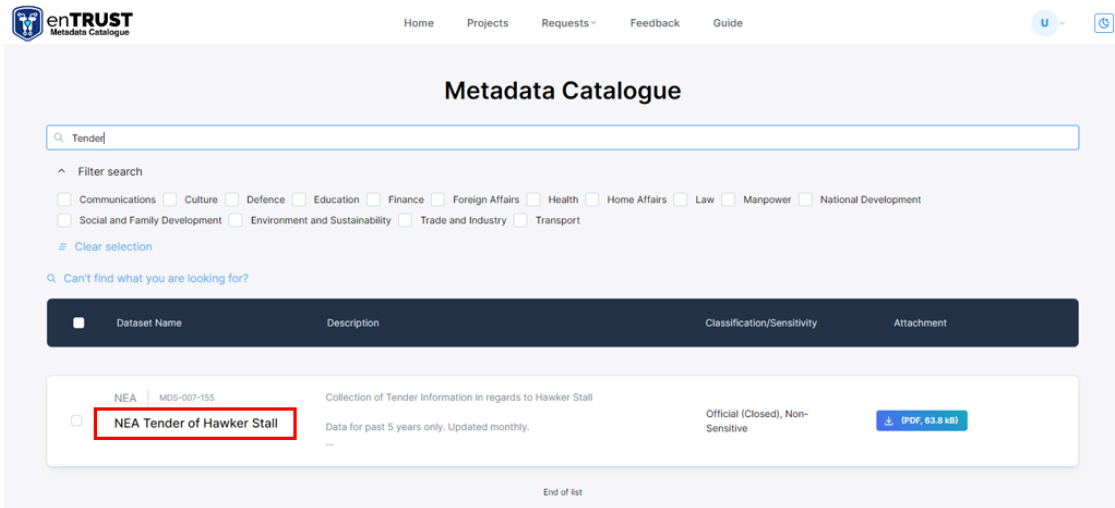
- Click on the **Create Metadata** button.

7.4 Updating an Existing Dataset

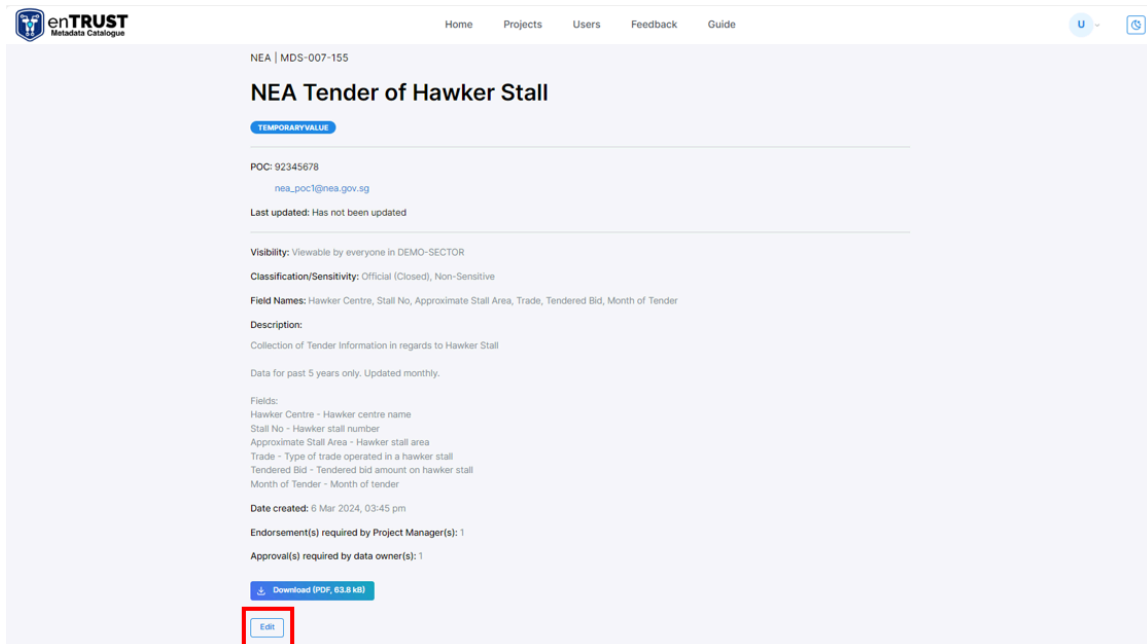
The Sector Admin can update an existing dataset in the metadata catalogue.

Steps:

- Login to enTRUST MDC (<https://entrust.gov.sg/>).
- Click on the name of the dataset to view the details.



3. Click on the **Edit** button.



4. Update the information of the dataset.

5. To delete an attachment in the dataset, click on the Trash Can icon beside the filename of the attachment.

Edit Metadata ×

Column Names *
 Include all column names in the dataset for better searching

Hawker Centre x Stall No x Approximate Stall Area x Trade x Tendered Bid x
 Month of Tender x

Data Classification * **Sensitivity Classification ***

Official (Closed) Non-Sensitive

Data Categories
 Include tags for better searching

E.g. Health, Education, Transport, etc.

Dataset Description *

Collection of Tender Information in regards to Hawker Stall
 Data for most E-commerce only. Updated monthly.

Attachments ⊕

Status	Filename	Size	Uploaded By	Date uploaded
	neatenderofhawkersta... (PDF)	63.8 kB	UNDEFINED	11 Mar 2024, 11:42 am

Drag and drop or click to select files
 Each file should not exceed 5 MB
 Accepted file types: pdf, csv, zip, docx

6. Click on the **Edit Metadata** button after making the changes.

VISIBILITY & APPROVAL CRITERIA

Projects that can view this metadata
 Leaving this field empty makes this metadata visible by all users within the sector, unless hidden.

Toggle visibility: Visible
 Toggle visibility for everyone. Useful when you want to temporarily hide this metadata while awaiting updates.

-----END OF USER GUIDE-----