

Managing a dataset in ORDA

Uploading a dataset

Logging in to ORDA

1. Go to figshare.shef.ac.uk.
2. Click on 'Log in' at the top right of the screen.
3. Log in with MUSE username and password.
4. Your ORDA account page will be displayed.

Creating a new item record and uploading your files

1. Click on 'Create a new item'.
2. An item record interface is displayed.
3. Here you must provide all the information needed to describe the data, including:
 - Title and additional authors
 - Subject categories
 - File type
 - Keywords, or tags, relevant to your discipline
 - Licence
 - Description of the research data, giving as much context as possible so that others can interpret and reproduce your research
 - Links to resulting publication, and any relevant content or external sources that help to describe the research or are otherwise related. These may include published datasets from which the current data is derived and published papers referring to or documenting the data. After adding a URL, hit return to add another
 - Grant number or reference to the funder that sponsors your research
 - Confirmation of ethics and policy processes
 - Any restrictions to sharing
 - Details of formats, methodology and file structure
4. Upload your files: drag file(s) on the page or browse (choose files from your PC).
5. Click on 'Save changes'.

Publishing the item

1. When the record is complete, tick the 'Publish' box below the information fields. If any of the mandatory fields are incomplete, a notification will prompt you to complete them.
2. Click on 'Publish item'. A notification box appears, asking you to confirm whether you want to publish the item, making it permanently available, and also the licence under which it will be available. Two options are given: 'No, save privately' or 'Yes, publish'.
3. Click on 'Yes, publish'. If you have not either uploaded files or made the record 'metadata only', you will be prompted to do so.
4. When the item record is complete and you have clicked on 'Yes, publish', the record will be checked by an administrator, who will raise any queries with you. Once this has been done, the record will be made publicly viewable. If the item record has associated file(s), these will be available for access unless classed confidential or under an embargo.

Editing your research data after it has been uploaded

Records can be found under 'My data', and edited by clicking on the pencil icon. Updating the title or files will create a new version with a versioned DOI. This will pass through review again and be checked by an administrator. For published items, updating categories, keywords or the description will not create a new version. Unpublished, private items may be altered or deleted without triggering a new version.

Restricting access to files and records through ORDA

Confidential data

Confidential data may be uploaded to ORDA but not made publicly available. To do this, click on 'Make file(s) confidential' after uploading a file to a record. There is a text box to provide reasons for confidentiality and contact details for access requests.

Embargoes

When creating or editing a record, click on 'Apply embargo' in the item record interface and choose whether to apply at file level or to the whole item. Applying an embargo at file level means that the metadata record will be publicly visible. If the whole item is embargoed, the metadata record will not be submitted for review or publicly displayed until the embargo period is over (this may be thought of as delayed publication). Select an embargo period or date for the embargo to end, and provide a reason for the embargo.

Metadata-only records

If data are in non-digital formats or are considered too sensitive to upload, you may create a metadata-only record. Instead of uploading a file when creating or editing a record, tick the 'Metadata record only' box at the top left of the screen. Provide a reason for the record being metadata only, for example 'Dataset in non-digital format'; 'Dataset consists of 20 microscope slides'; 'Confidential data: contact [...] to enquire about access'.

Organising records through ORDA

Creating a project

Projects allow you to group together datasets and other resources associated with a research project, so that they can easily be shared with collaborators whilst the research is still active. Item records can be created within the project or added afterwards.

1. Click on 'Projects' tab.
2. Click on 'Create a new project'.
3. On 'Create project' page, provide a title, description and funding details.
4. Under 'Members', search for your project colleagues by name, email or ORCID, or invite them to join figshare.
5. Click 'Save changes'. You now have a shared folder that can only be accessed by invited project members.

Creating a collection

Collections provide another way to group together content to give it a new context. Items may be selected from 'My data', including unpublished and private items, or published items may be selected from figshare.com. All collections are private by default, but may be published and issued with a DOI.

1. Click on 'Collections' tab.
2. Click on 'Create a new collection'.
3. On 'Create a new collection' page, provide a title, description, authors, categories, keywords and references.
4. Click 'Save changes' and the collection view is displayed.
5. Items may be added from your 'My data' selection and from figshare.com by clicking on the appropriate box. Click the 'Add from my data' box to display your datasets.
6. Click on the datasets to be added to the collection, then click 'Add selected items'.
7. It is possible to make a collection public, if all the items contained are already public, but please be aware that publishing is permanent.