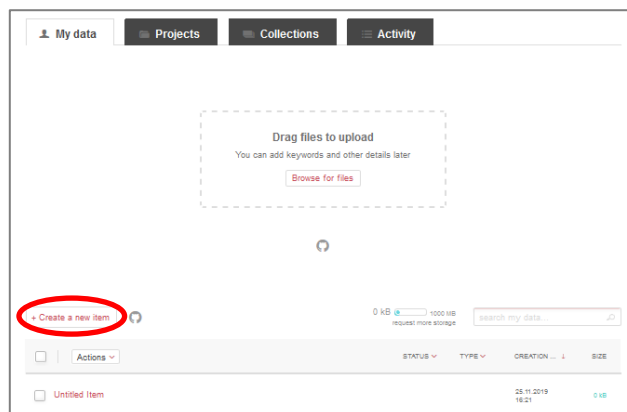


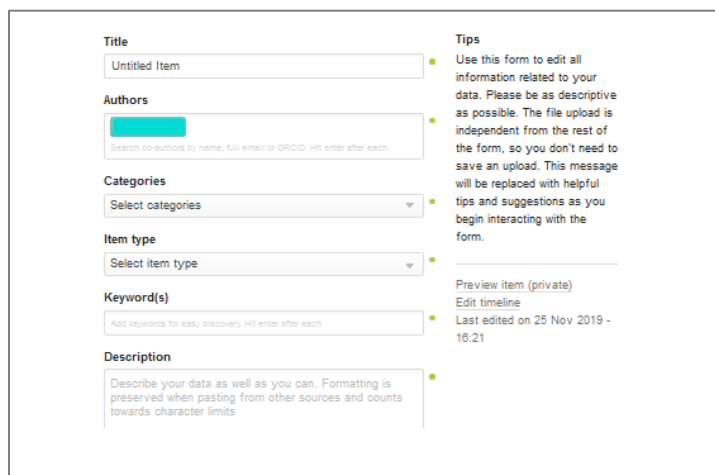
# Uploading items to ORDA

## Creating an item record

1. Go to [figshare.shef.ac.uk](http://figshare.shef.ac.uk) and click on 'Log in' at the top right of the screen. Log in with your MUSE username and password to access your ORDA account page, then click on 'Create a new item'.



2. Complete all fields where possible, then 'Save changes'. When you click on a field, information will appear on the right to help you complete it. There is also a link to some useful tips on the Library's [ORDA](#) page.



The screenshot shows the 'Create a new item' form. Fields include:
 

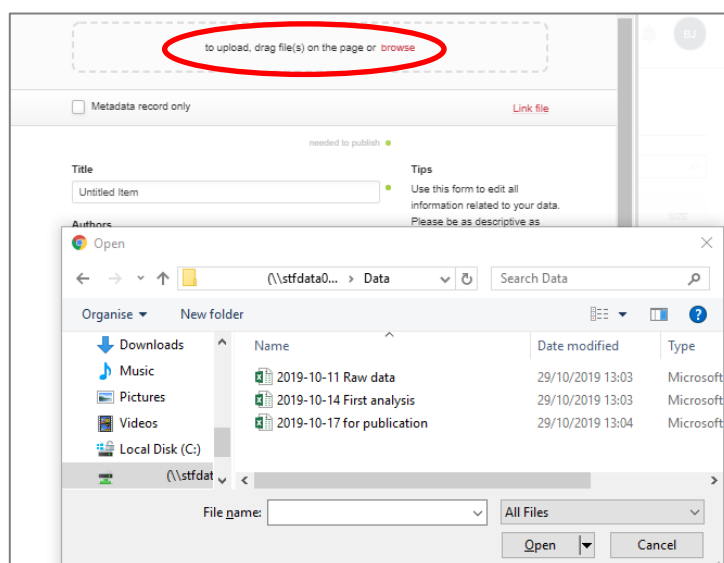
- Title:** Untitled Item
- Authors:** Search co-authors by name, full email or ORCID. Hit enter after each.
- Categories:** Select categories
- Item type:** Select item type
- Keyword(s):** Add keywords for easy discovery. Hit enter after each.
- Description:** Describe your data as well as you can. Formatting is preserved when pasting from other sources and counts towards character limits.

 A 'Tips' sidebar on the right contains:
 

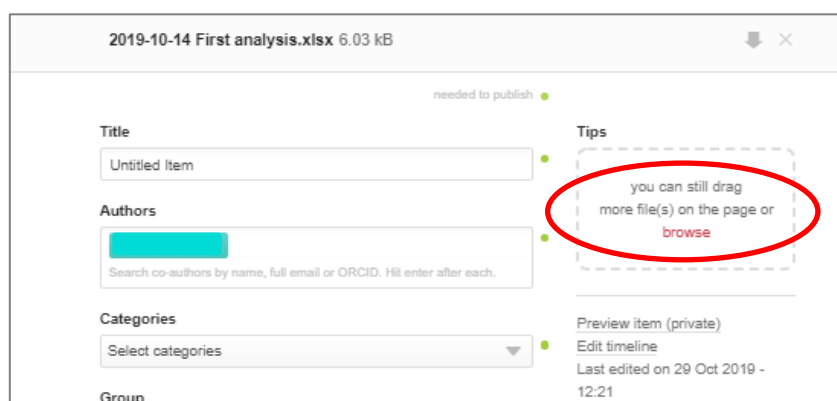
- Use this form to edit all information related to your data. Please be as descriptive as possible. The file upload is independent from the rest of the form, so you don't need to save an upload. This message will be replaced with helpful tips and suggestions as you begin interacting with the form.
- Preview item (private)
- Edit timeline
- Last edited on 25 Nov 2019 - 18:21

## Uploading files

1. You can upload files by 'dragging' them from your desktop or by browsing files on your PC. If your files are in a folder, you will need to upload them individually or zip them together. We recommend including a README file when you upload the data, ideally as 'README.txt'. This could include a description of the data included; an inventory of the files (folder structure, naming conventions, format); software required to access the data; data collection and quality control methodology.



2. When the file has uploaded, you can add further files.



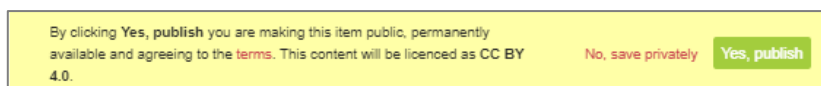
3. Click on 'Save changes'.

## Submitting the record for publication

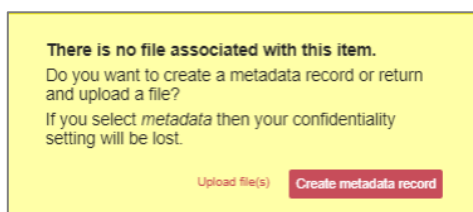
1. When the record is complete, tick the 'Publish' box below the information fields. If any of the mandatory fields are incomplete, a notification will prompt you to complete them.



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 details are complete and you have clicked on 'Yes, publish', the Library team will check the record. They will contact you if they need any more information. Once this has been done, the record and files will be made available publicly or under the restrictions you have selected, and you will receive a notification by email.