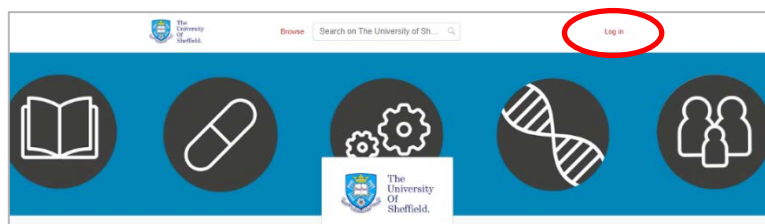


Registering, uploading and publishing a dataset using ORDA

Logging in to ORDA

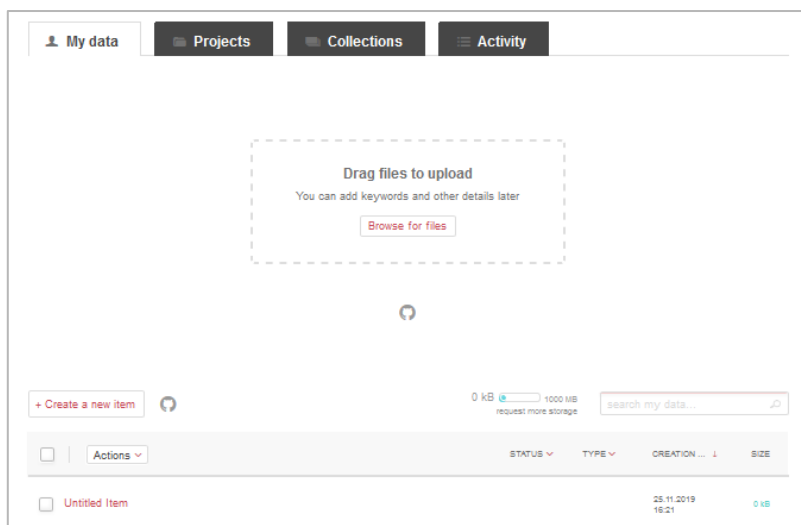
1. Go to sheffield.figshare.com.
2. Click on 'Log in' at the top right of the screen.



3. Log in to your account with your MUSE username and password

A screenshot of a login form titled 'Login'. It contains two input fields: 'Username:' and 'Password:'. Below the fields is a blue button labeled 'Log in'.

4. Your ORDA account page will be displayed

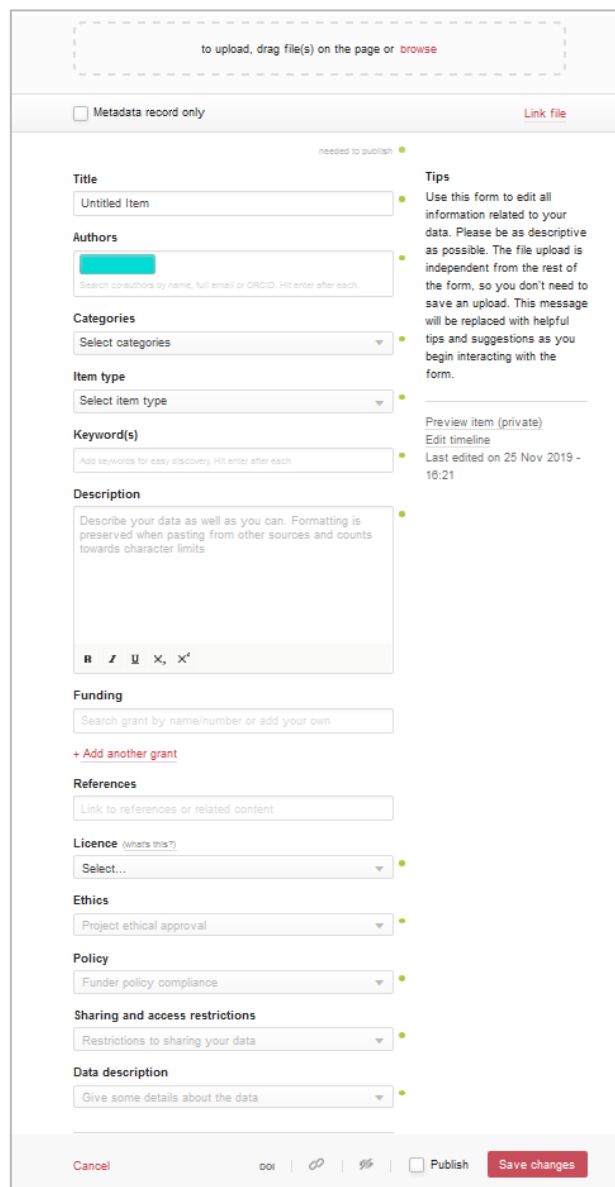


Creating a new item record

1. Click on 'Create a new item'



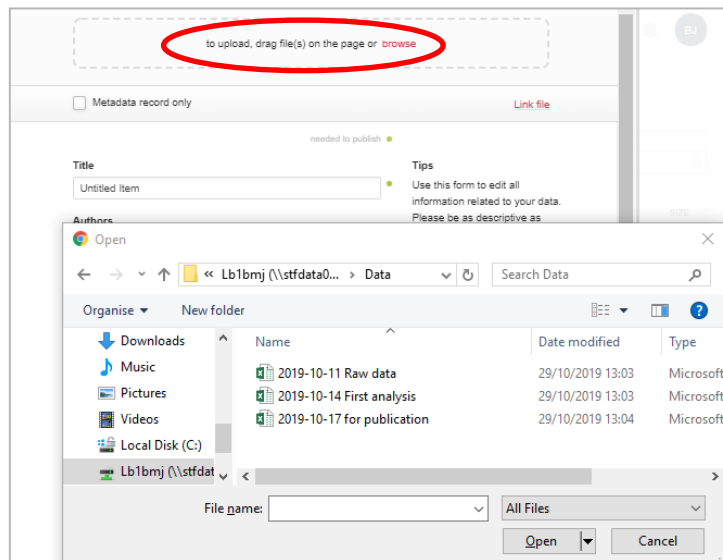
2. An item record interface is displayed

A screenshot of the item record interface. At the top, a dashed box contains the text 'to upload, drag file(s) on the page or browse'. Below this is a checkbox for 'Metadata record only' and a 'Link file' link. The main form is divided into several sections: 'Title' (input field with 'Untitled Item'), 'Authors' (input field with a search tip), 'Categories' (dropdown menu), 'Item type' (dropdown menu), 'Keyword(s)' (input field), 'Description' (text area with a rich text editor toolbar), 'Funding' (input field with a search tip and '+ Add another grant' link), 'References' (input field), 'Licence (what's this?)' (dropdown menu), 'Ethics' (dropdown menu), 'Policy' (dropdown menu), 'Sharing and access restrictions' (dropdown menu), and 'Data description' (input field). On the right side, there is a 'Tips' section and a 'Preview item (private)' section. At the bottom, there are 'Cancel', 'Publish', and 'Save changes' buttons.

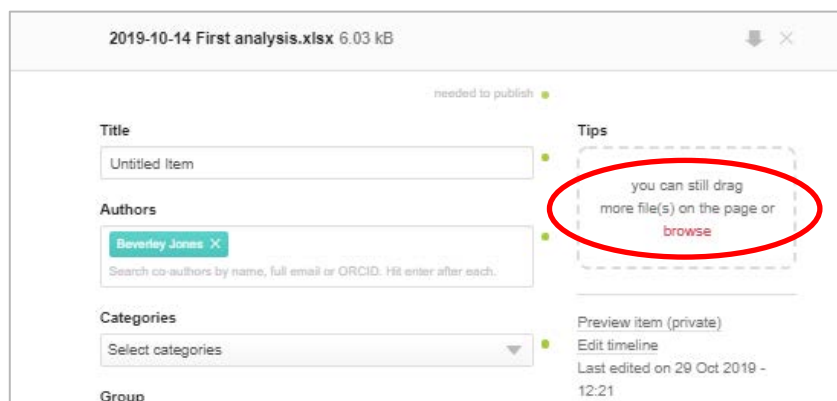
3. Provide all the information needed to describe your data.
4. Click on 'Save changes'.

Uploading files

1. In the item record interface you can upload by dragging file(s) on the page, or browse (Choose Files from your PC). If your files are in a folder you will have to upload them individually, or zip them together. Consider including a 'readme' file when you upload the data, ideally as readme.txt. This could include what kind of data is available, possibly an inventory of the files present (folder structure, naming conventions and format) and the relationships between them; software required to access the data; data collection and quality control methodology.



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



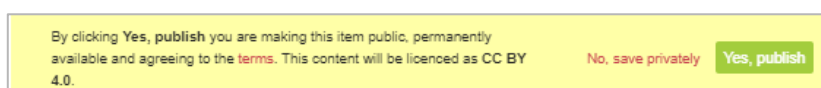
3. Click on 'Save changes'.

Submitting the record for publication

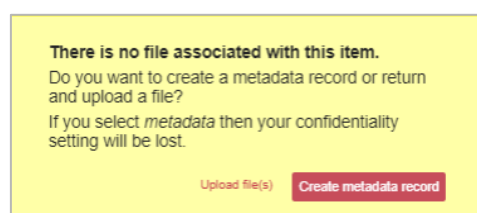
1. When the record is complete, tick the 'Publish' box below the information fields. If any of the mandatory fields are incomplete, a notification will prompt you to complete them.



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 data 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 publicly available unless classed as confidential or embargoed.

