



Uploading an item to ORDA

Creating an item record

1. To access your ORDA account, go to orda.shef.ac.uk. If you are not already logged in to MUSE, click on **Log in** and enter your MUSE username and password. Click on **Upload** at the top of the screen.
2. Under 'Select group', click on the arrow next to your faculty and select your school/department. Then select the item type you wish to upload (click on the **i** symbol to find information about the item type). You can upload files now then **Continue to metadata** or click on **Continue without uploading files** and upload files on the next screen.

The screenshot shows a form titled "Group and item type" with two dropdown menus. The first dropdown is labeled "Select group *" and has a placeholder text "Select group". The second dropdown is labeled "Select type *" and has a placeholder text "Choose a type...". Both dropdowns have a downward arrow icon on the right side.

3. In the **draft** record, complete as many fields as possible (fields with an asterisk are mandatory), then click on **Save changes** on the right of the screen. You can find information about each field by clicking on the **i** symbol to the right. Try to include enough information in the title and description to enable people to understand what is included in the record.

There are also **Item actions** to the right of the record, which you can use as required. These include the option to 'reserve' a DOI (e.g. for inclusion in an article before the data is made public) via the **Manage identifiers** option.

There is a link to more useful tips for uploading items on the Library's [ORDA](#) page.



Uploading files

1. You can upload files by ‘dragging’ them from your desktop or browsing files on your PC. When a file has uploaded, you can add further files in the same way. If you have a large number of files, ‘zipping’ them together is recommended. To remove or change the order of uploaded files, select **Manage files**.

☒ Add files or folders ☐ Link to external files ☐ Set as metadata record

Drag and drop files or folders here to upload ⓘ

[Browse files](#) or [Browse for folders](#)

We recommend including an explanatory file with your data (ideally a plain text file with the name ‘README’). This could include details such as 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. Click on **Save changes** to the right of the record.
3. You can use the **Preview item** option to see how the record will look when it is published.

Submitting the record for publication

1. When the record is complete, click on **Submit for review** to the right of the record. If any of the mandatory fields are incomplete, a notification will prompt you to complete them. You will then be asked to confirm that you wish to submit the item for review.

[Save changes](#) [Submit for review](#)

2. The Library team will look at the record and 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.