University of Sheffield | University Library

Managing items in ORDA

For uploading items to ORDA, see the guide on the Library's ORDA page.

Editing an uploaded item

When you log in to ORDA at orda.shef.ac.uk, click on **My content** at the top of the screen. Select **Items** then click on **Edit** next to the item title. In the record, amend the fields and files as necessary. Once the updates are complete, click on **Save changes** and **Submit for review,** then confirm that you wish to submit the updated record for review. The record will then be checked by the Library team before being made live in ORDA.

Updating a published record's title, files or authors will create a new version with a 'versioned' DOI. For reference purposes, continue to use the original DOI (without '.v' and the version number at the end), as this will link to the latest version of the record. Updating categories, keywords or the description will not create a new version. Unpublished, private items may also be updated without triggering a new version. See the Figshare guide for more information on versioning.

Managing access to files and records

Embargoes

You can apply an embargo to either uploaded files or the entire content of a record. The embargo can be either temporary or permanent.

1. Click on **Add embargo and restricted access** at the top right of the record.
2. Select a time period or end date for the embargo. If you need to choose a permanent embargo, this is the final option on the drop-down menu.
3. Choose whether the embargo will be on the files only or on the entire content of the record (files and metadata).
4. Decide who can access the embargoed content while the embargo is in place. You can choose to give access to nobody during that time, or you can choose the **Custom** option and give access to members of the University of Sheffield, or to one or more groups within the institution.
5. You can add a reason for the embargo, giving contact details to request access if appropriate. This will be visible in the metadata record if publicly available.

Metadata records

If data are in non-digital formats or considered too sensitive to upload, you can create a 'metadata record' which gives details of the data only. Instead of uploading files when creating a record, select **Set as metadata record** at the top of the screen. You can give a reason for the record containing metadata only, e.g. 'Dataset in non-digital format'; 'Dataset consists of 20 microscope slides'; 'Confidential data: contact […] to enquire about access'. This reason will be visible in the published record.

Linked files

If data are available in another repository or secure online resource but do not have a DOI, you can create a 'linked' record in ORDA. Complete the record fields as normal, then select **Link to external files** at the top of the record and add the data's existing URL. The record in ORDA will have a DOI when published.

Organising records through ORDA

Creating a collection

Collections provide a way to group together content, usually in order to present the collection publicly. Items from **My content** can be added to a collection, along with public items from ORDA and Figshare.com. New collections are private by default, but they can be published and issued with a DOI. See the Figshare guide for more information on collections.

1. Click on **My content** then **Collections** and **Create new**.
2. Complete the relevant fields (those with an asterisk are mandatory).
3. Click on **Create collection** then **Add content**.
4. Under **Source** you can choose from your own items in ORDA (**My items**), public items in ORDA (**The University of Sheffield**) or public items in **Figshare.com**.
5. Tick the box next to the items you wish to add, then click on **Add items**.
6. To make the collection public, go to **Manage collection** then **Publish**. All items will need to be public in order to publish the collection. It is possible to make a collection public if all the items in it are already publicly available, but please be aware that publishing is permanent.
7. When you update a collection, you will be given the option to publish the changes, creating a new version of the collection.

Creating a project

A project provides another way to group together datasets and other resources associated with a research project. While projects can be made public, they are normally used to share datasets privately between collaborators while the research is still active. Item records can be created within the project or added afterwards. Projects are not issued with a DOI. See the Figshare guide for more information on projects.

1. Click on **My content** then **Projects** and **Create new**.
2. Complete the relevant fields (those with an asterisk are mandatory), then **Save changes**.
3. You will then be able to use the **Invite** option to invite colleagues to join the project. You can search for them by name, email or ORCID.