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 figshare.shef.ac.uk, you can find your existing records under **My data**. To update a record, click on the small 'pencil' icon to the right of the title then amend the record 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 or files will create a new version with a 'versioned' DOI. For reference purposes, you can continue to use the original DOI (i.e. without .v1 at the end), which will link to the latest version of the record. Updating authors, categories, keywords or the description will not create a new version. Unpublished, private items may also be updated without triggering a new version.

Restricting 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. 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 a file when creating or editing a record, select **Set as metadata record** at the top of the screen. 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 project

Projects allow you 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.

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

Creating a collection

A collection provides another way to group together content, usually in order to present the collection publicly. Unpublished and private items may be selected from **My data**, or published items may be selected from figshare.com. New collections are private by default, but they can be published and issued with a DOI.

1. Click on **Collections** tab then **Create a new collection**.
2. On **Create a new collection** page, provide a title, description, authors, categories, keywords and references.
3. Click on **Save changes** and the collection view is displayed.
4. Choose to **Add public items** or **Add from My data**.
5. Click on the items to be added then **Add selected items**.
6. 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.