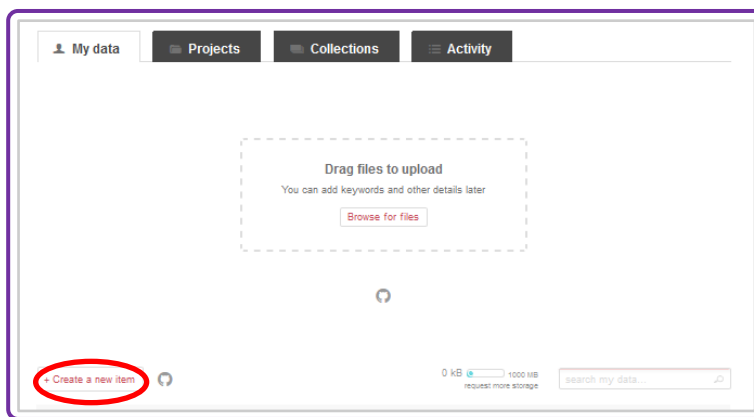


Uploading an item to ORDA

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, then **Create a new item**.



2. Complete as many fields as possible, then click on **Save changes** on the right of the screen. There are also **Item actions** to the right of the record, which you can use as required. You can find information about the different fields by clicking on the **i** symbol to the right of each one. There is also a link to more useful tips on the Library's [ORDA](#) page.

Item Type*
[Learn more about item types](#)

Authors*
Search for authors by name, full email or ORCID.

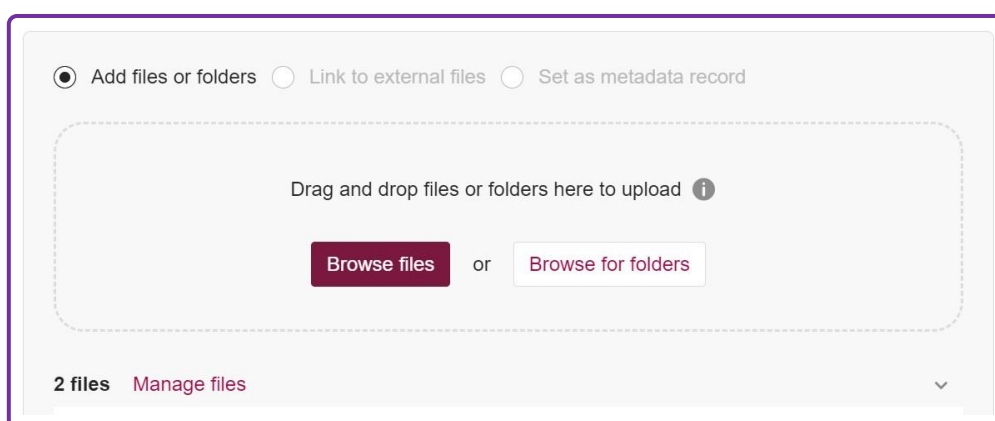
Categories*
Browse or search for categories

Keywords*
Add keywords for easy discovery. Hit enter after each...

Description*

Uploading files

1. You can upload files by ‘dragging’ them from your desktop or by browsing files on your PC. If you have a large number of files, ‘zipping’ them together is recommended. We recommend including an explanatory file with your data (ideally a plain text file with the name ‘README’). 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 in the same way. To remove or change the order of uploaded files, select **Manage files**.
3. Click on **Save changes** to the right of the record.

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.



2. The Library team will check 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.