

Open Research Data Online (ORDO) user Guidance: Working with Projects



When to use ORDO for a collaborative project

There are many different collaborative workspaces supported by University central IT facilities. You might use Sharepoint, shared network drives, One Drive, or Faculty specialist support facilities. It is important that you pick the right one for your project; the Library research support website's [storage comparison table](#) may help you choose; there is more detailed guidance on the [IT Intranet pages](#) (requires login).

ORDO is useful when collaborating with external research colleagues, but it won't allow online editing of files, or provide sophisticated version control features. It is primarily a private document store with some commentary features and simple permissions control. If you are involved in a large scale project with different collaborators, you may want a more sophisticated tool for managing your live research data.

Creating a project

Click on the Projects tab and create a new project. The 'Create project' window now displays.

The screenshot shows the 'Create project' interface. On the left, there is a 'Title (mandatory)' field containing 'Skilled migration in European IT industries' and a 'Description' field with the placeholder text 'Include as much detail as possible here to help your collaborating colleagues.' On the right, the 'Members' section is visible, showing a 'Managers' list with 'figshare user OU' and a search bar containing 'Wendy Mears'. Below the search bar is a 'Select role' dropdown menu and an 'Add a message... (optional)' text area. At the bottom of the members section are 'Add members' and 'Cancel' buttons.

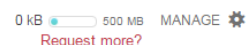
To invite collaborators to your project workspace, they need to be existing Figshare users, either with an institution or a private Figshare user. If collaborators are not already using Figshare, you may send them an invitation to your project workspace. You may give invited project members either collaborator or viewer access. Collaborators may upload data, add comments; they may not edit

The screenshot shows the 'Invite new user' form. It includes a title 'Invite new user' and a subtitle 'Ask them to join figshare and become your collaborators'. There are input fields for 'Name' (containing 'John Doe') and 'Email' (containing 'ougrandar@gmail.com'). A dropdown menu is set to 'Collaborator'. A text area contains the message: 'Hey there! Please join Figshare so you can review the research methods design ideas in our project's collaborative workspace, you may comment on my ideas'. At the bottom are 'Cancel', 'Send & add another', and 'Send invite' buttons.

existing files or delete any project contents. Viewers can view files and comments.

Project storage space may be based upon individual storage allowances of invited project members, or group storage allowances; if you choose group storage space then your project allocation will be taken from your faculty's storage allowance.

You can request more group storage by hovering your mouse over the storage bar at the top of the project detail screen; an option to request more will display. Requests for more storage space will be sent to the Library research support team.



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Request more?

Once set up, you must save changes to your project.

Adding items to projects

Within the projects tab, click on the project name, click on '+ Add new item'. An item record displays; you may add title and author details, choose categories, add tags, a description, links to other items and funding details. There is more detailed advice on creating new items in [ORDO User Guidance: creating and publishing items](#) (pdf).

Note currently you may not move existing items within 'My data' to a project workspace. You may only add new content. Functionality is planned soon to allow items to be moved from 'My data' to 'Projects'.

Making projects public

Public projects are useful for surfacing early work within a research team. Once you have made one item public within your project, then you can choose to make your project public. Only projects which contain at least one published item can be made public. When a project has been made public, any further items published from within that project will become public too. Draft items and comments remain private within the project space.

Note that projects are not assigned digital object identifiers (DOIs) and do not have version control, although version control is possible at item level.