

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



When to use ORDO to make a Collection

Collections provide a way of curating research material to give it particular value or show it in a particular context. Collections may be either private or public, but do bear in mind that publishing a collection makes it permanently available.

If you are running a workshop or conference, and want to surface materials shared at that event, or if you have a particular research collection that you wish to share, then publishing a Collection in ORDO may be for you.

Creating a Collection

From the 'My data' screen, select the 'Collections' tab then click on '+ Create a new collection'. You'll then be taken to the 'Create a new Collection' screen.

Once here, you may enter data in the fields shown attached. You do not need to complete all fields upon collection creation, but you will need to complete those marked with a green dot, to gain a DataCite DOI and publish your collection.

For a detailed explanation of data entry in these fields see [ORDO User Guidance: creating and publishing items](#).

Save your changes to create the Collection.

← Create a new collection

Title *(mandatory)* needed to publish & get DOI

Research on migration patterns of skilled workers

Description

Research datasets relating to skilled migration

Authors

Wendy Mears Enter authors or collaborators

Categories

Labour Economics, Geography

Keyword(s)

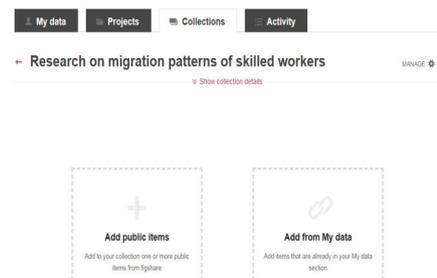
skilled workers, migrant, migration,

References

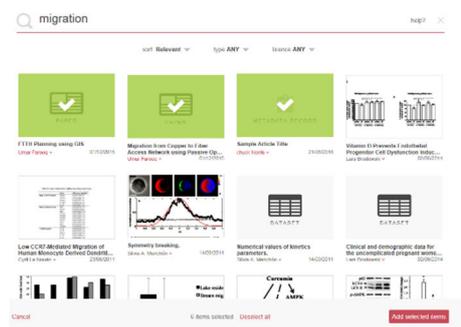
Link to references or related content

Adding items to a Collection

Once created, you may add public items from across the Figshare platform, or your own research data from 'My data'.

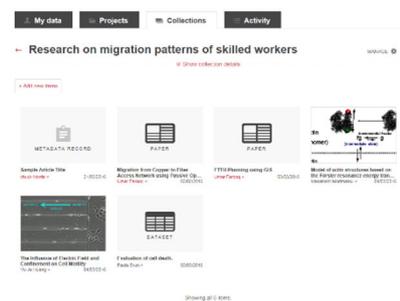


Choose 'Add public items' to go to a Figshare search page to locate the items you want to add. Click on them to select, then choose 'Add selected items' at the bottom of the screen.

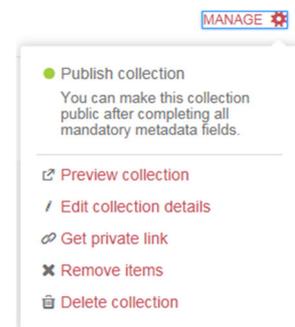


These items will then display within your Collection.

Items may be added from 'My data' in a similar way.



From your Collection detail screen, choose the Manage option to edit Collection details, publish, generate private links for sharing with others, or delete your collection. Remember, if you want to publish your collection, all materials within it must be public.



Figshare provide a helpful video tutorial on [How to Create a Collection](#).

If you are unsure whether creating a Collection is the right way to surface your content, please get in touch with [Library Services research support](#).