

ORE Deposit Tool User Guide

The ORE Deposit Tool utilizes the Globus Connect file transfer software. This software enables secure, direct file transfers between computers anywhere in the world, without the need to store the data on an intermediary cloud server. Therefore, in order to use the ORE Deposit Tool, you will need to have the Globus Connect software installed on your computer.

1. Install Globus Connect

If you already have Globus Connect installed, go to step 2. Otherwise, go to <https://go.exeter.ac.uk/> and log in using your University of Exeter username and password.

Select the “Endpoints” tab on the left and then click “Create a personal endpoint”.

- i. Download and install Globus Connect Personal
 - Click on the box for the appropriate version of Globus Connect Personal for your operating system
 - Follow the onscreen installation instructions
- i. Log in to Globus Connect Personal
 - Open Globus Connect Personal and click “Log In”
 - Click “Allow”
 - Enter an endpoint display name (e.g., AN_Other_Laptop) in the Collection Name box
 - Add a description of the endpoint if you wish
 - Click “Save”

You have now installed and set-up Globus Connect Personal. Click “Exit Setup” to finish. Globus Connect Personal will now be running in your taskbar. Right-clicking on the icon and selecting “Options...” will allow you to edit settings such as which folders on your computer can be accessed by Globus Connect Personal. If you have an external hard-drive connected to your computer, you will need to add this drive to the list of accessible folders.

2. Submit your dataset using the ORE Deposit Tool

Go to <https://ore.exeter.ac.uk/oredeposit/auth> and log-in using your University of Exeter username and password, if requested.

Click “Start” to begin the submission process.

- i. Select the appropriate collection for your dataset from the alphabetical list.
- ii. Describe the dataset (I)
 - Enter a title for the dataset – if the dataset is associated with a journal article, use the same title as the article followed by “(dataset)”

- Add the names of all of the authors/creators of the dataset
- Select the publisher – for datasets this should be the “University of Exeter”
- Enter an abstract for the dataset
- Add a complete description of the dataset, including any software that is required to access/analyse the dataset
- Add appropriate subject keywords if desired
- Enter the source of the data if you or your team did not create or collect it
- Add any relevant links (e.g., a link to the associated journal article)
- Select the type of item to be submitted
- Select the Rioxxterms Type – for datasets this should be “Other”
- Select the Version – for datasets this should be “Not Applicable (or Unknown)”

iii. Describe the dataset (II)

- Select the publication date of the dataset
- Enter the rights information – this determines how others can access and re-use your dataset, and is usually in the form of a [Creative Commons Licence](#) e.g., CC BY 4.0
- If an embargo is required, provide an embargo end date and clearly state the reason for the embargo

iv. Select the dataset

- If the dataset is located on the University U:drive, then enter your University password and click “Use U: Drive”, or if the dataset is located elsewhere, check that the “Only show your personal endpoints” button is selected, and select your personal endpoint from the drop-down list and click “Set Endpoint”
- Once your directory appears, select the files/folders you wish to deposit to ORE – note that the size of each individual file/folder must be <500GB
- The files/folders that you select will be automatically compressed upon submission
- Select whether you wish to encrypt the data during the transfer and then click “Confirm and Submit”
- Confirm that the dataset and information provided are correct and click “Finish”

3. Post-submission

Once you have clicked “Finish”, your data transfer to ORE will begin. You will receive a series of emails updating you on the status of the submission, and please ensure that you leave your Globus Connect client running until you receive an email confirming that the file transfer has been completed. Depending on the size of your dataset, this may take a few hours or a few days.

Once your dataset has been approved into ORE, you will receive an email containing the unique Digital Object Identifier (DOI) that can be used to cite your dataset. If the dataset is associated with a journal article, you should include this DOI in the [data access statement](#) of your article.

For further assistance, please contact the research data management team: rdm@exeter.ac.uk