Depositing data in ORE

- Go to the repository: https://ore.exeter.ac.uk/ac.uk
- Log in with your University of Exeter credentials
- Click the 'Upload' link
- Click the 'Select group' box
    - In the 'Search for a group' box enter *Datasets*
    - click to choose
- Click the 'Select type' box
    - Click *Datasets*
- In the 'Upload files or folders' box
    - Drag the file(s) to upload OR
    - Browse for your file(s)
- When you have uploaded your file(s), click 'Continue to metadata'
- Complete the metadata as fully as possible, paying special attention to the following fields:
- Enter the **item title**
- Enter the **author(s)**
- Enter at least one **keyword**; (this is a mandatory field)
- Enter a **description** of the data, providing as much information as possible to enable others to understand and reuse it
- **Funding**
    - If your research is funded, search the grant name or number
    - If your grant is not listed in the system, enter funding information manually
- Select a **licence** from the drop-down list
- Enter the **file format**
- Select your **department** from the drop-down list
- Complete any of the remaining metadata fields as required; (not all are necessarily required)
- **Item actions**
    - **Add embargo and restricted access** (if applicable)
        - Enter the period for which your data should be embargoed
        - Enter the reason for the embargo in the 'embargo reason' box
        - Click 'Add embargo'
    - **Manage identifiers**
        - To reserve a DOI, ensure 'Reserve DOI' is selected
        - Click 'Reserve'
        - Click 'Close'
    - **Edit timeline**
        - Enter any of the online publication date, acceptance date, and publication date as appropriate

- Click 'Apply changes'
- Click 'Save changes'
- You can click 'Preview item' to ensure that you have completed all the necessary information
- Click 'Submit for review'