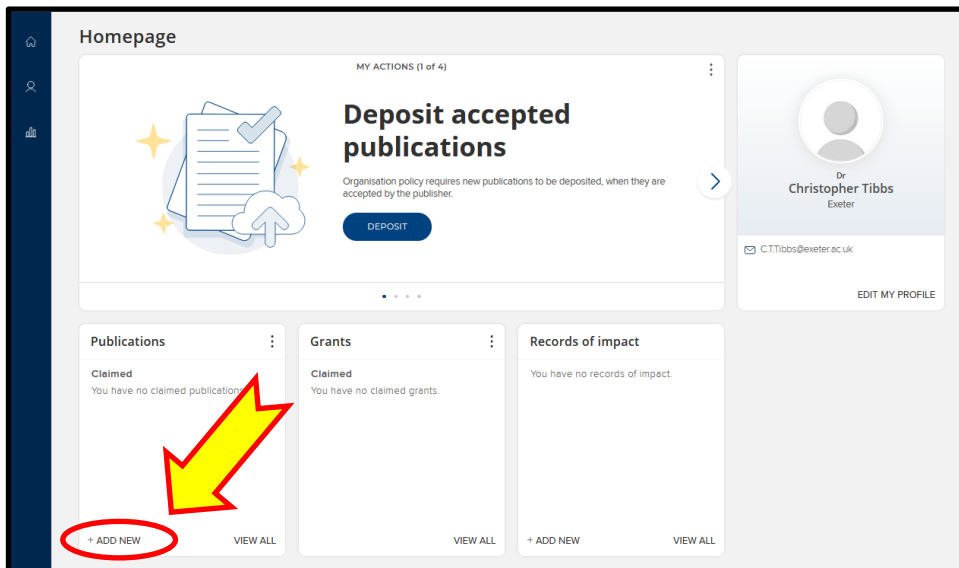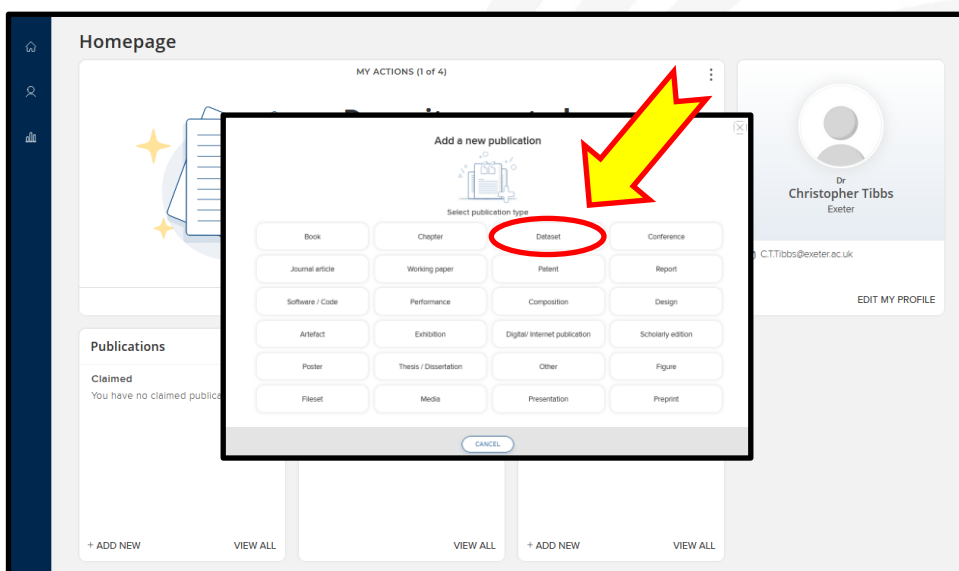# Registering a dataset in Symplectic

> This guide is only for use if you have deposited your dataset in an external repository.

If you deposit your data in a data repository other than the University's institutional repository, ORE, you still need to register it in Symplectic. The steps below will guide you through the process.

1. **Log in to Symplectic.**

2. **On the home screen click "+ Add New" in the Publications section.**

3. **Select type "Dataset".**

4. **Enter the title of the dataset and click "Search".**

5. **Check that no match is found to confirm that a Symplectic record for the dataset does not already exist. Then click "Go to next step".**

6. **Now describe the dataset by entering all of the required information.**
    - Enter a complete description of the dataset, including any software that is required to access/analyse the dataset
    - Enter all of the data formats used in the dataset
    - Add the names of all of the authors/creators of the dataset
    - Enter the publisher of the data, which will be the name of the repository that published the dataset
    - Enter the date when the dataset was published
    - If the dataset is embargoed, enter the date that the embargo will end and the reason for the embargo
    - Add a link to the DOI or other persistent identifier that was assigned by the hosting repository
    - Enter appropriate subject keywords if desired
    - 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
    - Indicate the status of any associated publication
    - Add a link to the associated publication if applicable

7. **Click "Save".**

8. **Link any grants that supported the production of the dataset.**
   Find the grant(s) from the list, tick the box associated with the appropriate grant(s) and click "Link selected". You can link multiple grants, and when all have been added, click "Done". Alternatively, if your research had no external funders, click "Not externally funded", or if you cannot find the appropriate grant, click "Grant not listed".

9. **Do not upload the data to ORE.**
   You have now successfully registered your dataset with Symplectic, and since the dataset has already been deposited into another repository, you do not need to deposit the dataset to ORE.

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