UNIVERSITY OF
EXETER

User Guide for the Deposit of Data to Open Research Exeter (ORE)

1. Before you deposit.

Go through the *Checklist for depositing data on Open Research Exeter (ORE)* before depositing your data.

2. Log in to ORE.

    a. Go to https://ore.exeter.ac.uk/repository/.
    b. Click on "Login" in the top right-hand corner of the screen.
    c. Enter your University of Exeter user name and password.
    d. Click on "Sign in".
    e. Click on "Submit" in the top right-hand corner of the screen.

3. Create a Globus endpoint (If you are depositing data from a computer that is not on the University of Exeter network).

If Globus Online is available on your computer, go to step 4.

In order to deposit data into ORE you will need to download the Globus Online file transfer service if it is not already downloaded to your computer. This software allows you to transfer your data securely to ORE without needing to keep your browser open. An "endpoint" allows Globus Online to recognise where your research data is stored. You will need to create a Globus endpoint to transfer research data from where it is stored, for example, your personal laptop, to ORE.

    a. In the Browse box on the right-hand side of the screen, click on "Create New Endpoint".
    b. **Step One: Get Your Globus Connect Setup Key**
        i. Enter an Endpoint name e.g. LaptopGJC
        ii. Enter a description e.g. My laptop
        iii. Click on "Get Setup Key".
    c. **Step two: Download and install Globus Connect**
        i. Click on the box which has the correct version of Globus Connect for your operating system.
        ii. Follow the instructions for installation available on the webpage.
    d. **Step Three: Finish Globus Connect Setup**
        i. Copy the setup key displayed on the webpage.
        ii. Run Globus Connect and paste the key into the Initial Setup window when prompted.

4. Start your submission

a. Click on "Start New Submission" in the Browse box on the right-hand side of the screen.
b. If the data relates to your thesis, select the appropriate thesis collection from the alphabetical list (Doctoral theses, MByRes Dissertations, MPhil Dissertations). If the data underpins a published research paper, select the appropriate departmental collection.
c. Work your way through the submission stages describing your work. Try to be as accurate and consistent as possible as the information you include here (metadata) will be used by others to search for your work through Google and Google Scholar. Fields marked * are required and must be completed in order to move on to the next stage. You can add further information by clicking on the Add button at the right-hand side of certain fields.
d. When you reach the Globus Transfer page, select the correct endpoint in the dropdown box under "Select endpoint". This endpoint should be where the data you are uploading is currently stored. Click on "Set Endpoint".
e. Your folders and files should appear. Select one or more files or folders. The files and folders that you select will be compressed to a zip folder upon submission.
f. Click on "Finish".

5. **Post-deposit**

a. Once you have clicked on "Finish" your data will be moved to the repository. The more data you have, the longer it will take to upload. Leave your Globus connect client running until you receive notification that your transfer(s) have completed.
b. You will receive an email advising you that file transfer has started.
c. You will then receive an email when file transfer has been completed.
d. Once your data has been approved by the Library you will receive an email which will contain a handle, or permanent identifier, which you should cite in preference to the URL of the item as it provides continuing persistent access to your data in case the URL should ever change.