# ORDO Project Space Demo Transcript

Hi, I’m Isabel and in this video, I’m going to show you some of the key features of using ORDO as a collaborative space for projects.

To access ORDO, go to ordo.open.ac.uk all of our support documents are available on our website which can be accessed by clicking on the About button at the bottom of the page.

ORDO is available to all research staff and students and research support staff upon request.

As well as providing a repository for publishing research data and other research materials, ORDO can be used to share files during a project with collaborators both within and outside of the OU. In order to do that you will need to set up a project space.

To log in to ORDO simply click on the login button in the top righthand corner of the screen. If this is your first time using ORDO, you should be able to log in straight away by using your OU username and password. If you receive an error message at this point please send us an email and we will fix it for you.

Once you’ve logged in, you’ll be taken to your personal workspace. At the top of this page you will see a series of tabs: My Data, Projects, Collections and Activity. In this video we will be looking at the Projects tab.

On this page you can see all the projects you collaborate on, whether you’re a project owner or a collaborator.

Now I’m going to demonstrate how to create a project workspace, how to invite collaborators, and how to start to upload items.

So, to create a new project, simply click on the “create a new project” button. On this page you will find prompts to add some information: title, description, funding, project type, references and privacy settings.

So, I’m just going to type in some example text here.

I haven’t got funding for this project so I’m just going to leave this field empty, but if you do have funding then you can put in your grant number.

For project type you would usually choose the group option. This means you will receive enough storage for your project from your faculty. So, I’m going to pretend that my faculty is STEM.

Automatically you get 500MB, but you can ask to increase this amount and I’ll show you how to do that in a moment.

If you’ve got any associated websites or other outputs, then you can pop that in the references box.

And the option to display the project publicly, if you’re using this as a private workspace then you probably won’t want to do this.

Now, looking at who’s involved in this project, you can see here that I am the owner of the project. You can use this search box to search for someone who already has an ORDO account or a Figshare account. I’m going to search for my colleague Maxine and I’m going to assign her role as a collaborator. I’m going to search for another colleague and add her as a viewer.

As a collaborator you can add files to a project. As a viewer you are only able to view files.

If the person you want to add to the project doesn’t yet have an ORDO or Figshare account, you can click on “invite new users”. Using this you can invite people who are either in the OU, or who work outside of the OU. So, I’m going to add my friend Isabel as a collaborator.

Once you’ve added everyone you want to, and all the information that you want to, click on “save changes”, then you will find that you’ve got your project space here.

If you click on this drop-down box “Show project details” you’ll be able to see the project details, including who’s involved, which group and any other information you’ve added.

At the top of the screen you can see how much storage you have, if you need more than 500MB just click on “request more storage” and ask for however much you want. At the moment we don’t charge for storage, but this may be something that we choose to do in the future.

Once you’ve set up your project space you will want to start adding items. Adding items to ORDO is really easy, within your project space simply click on “add a new item”. Here you can either drag and drop files or browse your computer to add files. ORDO accepts any file type and can visualise most common file types within the browser which makes it a really useful tool for projects which are using audio-visual data which would take a long time to download.

You get prompts on this page to enter quite a lot of information, some have drop downs, some don’t. You can select your file type, you can add keywords, this is free text but it gives you suggestions based on what other users have entered previously and you can add a description. I would encourage you to put as much information as you can into this page when you upload your items because it will help you later on during the project to understand what everything is, and will also help you to search within your project for different files.

When you come to publish, the licence is really important and we’re happy to talk you through different licence types if you’re unsure which one to pick, but there’s a range here to choose from. Also, when you come to publish these options in red become important.

Now, you may be tempted to click the “make files confidential” button when you’re working in a private project space, but this is not actually helpful and will prevent anyone else from within the team from seeing your files so avoid pressing that button.

The other button to avoid pressing when you’re working in a private space is the “publish” button. If you don’t click that button and just click “save changes” and click out of the box, you’ll find that in your project space you then have an item.

Now, when your collaborators click on that item this is how they will see it. They’ll be able to see your files in a preview version within the browser. Other file types are visualised including audio, video, text, spreadsheets. When they scroll down, they’ll be able to see your description as well as the keywords and categories that you entered.

By clicking back you’ll be able to get back to your project space.

Here on the right you’ll see that there is a comments box where your collaborators can add comments on the things that you’ve uploaded. And as the owner of this item you’ll also see a cogwheel icon, if you click this, you’ll be able to edit the item, remove the item from the project or delete the item. Saying “remove item from project” won’t delete it from your ORDO account but it will delete it from the project space. You’ll still be able to access it through the “My Data” tab.

Now one of the limitations of the project space within ORDO is that other people won’t be able to edit your item. This means that it’s really important that everyone who works within the project is consistent about file names and descriptions so that you can ensure that everything is findable and that everyone understands what everything is. It also means that you can’t live edit items within the browser, you have to download them, edit them and then re-upload a new version. In order to download an item, just click into it and you’ll see there’s a download button. You have an option to either download all items or if you click into the separate files you can download them individually. When you’re downloading files working on them and re-uploading them it’s important to have a versioning system in place that everyone understands and sticks to consistently.

Another limitation within ORDO is that it’s quite difficult to search and filter within projects, so the filter options are whether it’s my things or others, items or notes. And sorting is only by date and size, not by alphabetical order for example. However, there are a series of search functions that you can put into the search box which we are happy to help you with if you’re finding that this system is too limiting. So please contact us if you’d like help with that.

And that concludes this demonstration. If you’ve got any questions please email us at [library-research-support@open.ac.uk](mailto:library-research-support@open.ac.uk)

Thanks for watching.