# Introduction to ORDO demo – video transcript

Hello, my name’s Maxine from the Library’s research support team, and in this video, I’m going to show you how to use ORDO, the OU’s open access research data repository.

Based on the Figshare platform, ORDO can be used to store, share and archive your research data and other research materials, and to ensure you get credit for all of your work, whether it supports a publication or not.

One of the major benefits of ORDO is that it allows you to publish your data in a citeable manner, giving you a DataCite DOI (a permanent, stable URL) for every output deposited.

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 the ‘about’ button at the bottom of the page. ORDO is available to all OU research staff and students, and research support staff upon request

So, let’s have a look at some of the outputs that our users have deposited in ORDO since it was set up in 2017. Here we can see all research data and materials that have been publicly shared in ORDO. As you can see, the definition of data is quite broad. ORDO users have deposited software, images, and audio files, alongside more traditional datasets.

Here we can see an example of media content. This is a 3D rendering of a mouse brain capillary. The video content displays in the browser. Most file types are supported by ORDO for in-browser viewing. If you cannot visualise the content in this screen, you will need to download the content to be able to view or access it, providing you have the necessary software installed.

Here, we can see an explanation of what the output is, the output type (it’s a media file), the date it was deposited, as well as who it was deposited by. Clicking on the depositor name will also link out to other outputs the user has deposited in ORDO.

The funding details for this project are given below, along with any relevant references. In this case, the depositor has linked to the software used to create the 3D image, so that others can more fully understand or even recreate the data. If the data were used to support a publication, it is also useful to reference this here.

On the right-hand side of the screen we can see the research categories the data relates to, along with the associated keywords, and the license attached to the work. This license is important, as it tells users what they can or can’t do with the data, but more on that later.

At the bottom, you will see that you are able to easily export the citation for this output into your reference management software, using the appropriate option from the list below.

In the top right-hand corner of the screen, we can see the metrics for this output. We can see the total number of views, downloads and citations that this dataset has received.

Moving to the options at the top of the screen, you will see the ‘cite’ option. All research made publicly available on ORDO gets allocated a [DataCite](https://www.datacite.org/) DOI at point of publication. This means that your research can be cited using traditional citation methods, no matter what form the research outputs come in. You should include this whenever you are referring to research outputs on ORDO as this ensures that the link to the item persists. To cite any content on ORDO you need to copy and paste or drag and drop the text that is under the displayed file. You can also use the drop-down menu to change the citation style.

Alongside this is the download button, should you wish to save the data, or if you cannot visualise the data in the browser. The share button gives you options to share the output via social media, or via email to a colleague, for example.

You also have an embed button here which gives you an embed code for adding content to your personal webpages, lab website, or blogs, for example, to let your research reach an even wider audience. Clicking on this button pops up an overlay where you can customise the dimensions of the embed widget and get the code to put in the html of your site. Any public ORDO content can be embedded in this manner, regardless of the file types. But the content can only be used for non-commercial purposes.

The collect option will also be available (once you are logged in). This will allow you to add the item to a collection, but more on that later.

So, let’s look at another example now. To navigate back to the home page, you just need to click on the OU logo in the top left-hand corner of the screen.

Here is an example of some software code. As you’ll see, there are several files deposited on this record. To visualise them, you’ll need to select an individual file to view. Use the arrow buttons to move between the files. If you scroll down the viewing pane, you will see a message that tells you that the file is too large to be viewed within the browser, and that you will need to download it to see the full file. You can use the download arrow to download an individual file, all the ‘download all’ option underneath.

Here, you can see that the depositor has referenced two publications that are deposited on ORO, the OU’s repository for research outputs, so you can follow the link to the associated publications that this dataset supports.

There is a search function which allows you to search through all public items on ORDO, using keywords, or you can group outputs by category if you wish to browse in this way.

So, how do you add your own research data and materials to ORDO?

Adding items to ORDO is really easy. First, you will need to log in, by clicking on the log in button in the top right-hand corner of the screen. If this is your first-time using ORDO, you should be able to log in straight away, 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 are logged in, you will need to hit the upload button in the top right-hand corner of the screen. You will have the option to simply drag and drop or search for files that you wish to upload, which will then launch the new item screen. Or you can select the ‘create a new item’ button underneath.

The title will be automatically inputted using the file name of the item you have uploaded, so make sure you amend this to something that is more descriptive. This will make your file more discoverable by search engines such as Google.

You can add the authors of the work by typing in their name. If the author already has a Figshare account, they will automatically appear. If not, you can add their details manually, making sure to enter their email address, and ORCID if they have one.

You can select a category either from the drop-down menu, or by searching keywords; there are various sub-categories. You can add more than one.

Find your faculty or department in the Group menu.

Then select the item type from the drop-down menu, or the one that most closely matches your output type. Remember that ORDO is used at the OU for storing research data and materials, rather than research outputs; so books, conference proceedings, and journal contributions should be deposited in ORO, rather than ORDO.

Enter any relevant keywords here. You can type your own, but it will give you suggestions as you type that you can select if you prefer. You need to hit enter after each keyword.

In the description, please make sure describe your output as fully as possible, so that others would be able to interpret and reproduce it. Make sure you include methodology, techniques used, and if relevant, information on ethical approval.

You can add information about funding for the project this output is associated with, if you have one.

As mentioned previously, the references section can be used to link out to any relevant content or external sources that help describe your output, such as associated publications, pre-prints, or a project website. These must be full, valid URLs or DOIs.

You then need to select which license to apply to your output. There are various options here, but please get in touch with us if you’re unsure about what these mean or which is most suitable for your outputs.

There are a number of options at the bottom of the screen when it comes to deciding how (and if) you want to share your data. If you wish to keep your data private, you simply need to save your changes at the bottom of the screen, and do not select the ‘Publish item’ option. To make your output publicly available on ORDO, ensure you select the ‘Publish item’ box before saving your changes.

There is the option to apply an embargo to the item if you do not have permission to share your data, for example, if your outputs haven’t yet been published. There is the option to apply an embargo to the files only, or to the whole item. You can specify the length of the embargo you want, and add your reasoning.

Or, you might wish to make the files confidential, for example if it contains commercially or ethically sensitive data, and you wish to control who has access to it. This allows you to add an explanation, and you can enter contact details if you wish to allow access on a case by case basis.

If you are not yet ready to publish your outputs, but still want to share them with colleagues, or a reviewer for example, you can also generate a private link for sharing.

There is also the option to reserve a DOI. Please note, this DOI is NOT active yet, and will only function once your output is made live, regardless of whether a private sharing link is generated. This feature is extremely handy for when you need a DOI in advance, but you can’t make the data live just yet e.g. for a publication.

Once you’re done, remember to save changes then click off the screen. You will now see the output in your ‘My Data’ section. Here you can see your available storage. Automatically, you’ll receive 5GB of storage, but you can ask for that to be increased if necessary, by selecting the request more storage link underneath. Here you can increase the storage quote, along with your reasons for needing it. This request will then come to us for approval.

Remember that if you are publicly sharing your outputs on ORDO, you should ensure that you are providing enough context and clarity that others can make sense of and reproduce your data. If your dataset contains variable names and codes, ensure you have added clear descriptions of what they mean. If this cannot be done within the data file itself, consider adding a ‘readme’ text file to accompany your data, with any necessary information needed to understand your outputs. And remember to link to any associated publications, project websites or other relevant outputs/materials in the references section.

Outputs in ORDO will be stored in the repository for a minimum of 10 years, which is consistent with most funder data retention policies.

ORDO can also be used to create collections. Collections are ways of collating data that bring it together under a theme. They can be either private or public and can be assigned a DOI. If you are interested in creating a collection in ORDO, please get in touch.

Although ORDO predominantly functions as a data repository, it can also be useful for managing live research projects and for sharing data with internal or external collaborators. If you are interested in using this projects function on ORDO, please see our ORDO project space demo video, linked to below.

Thanks for watching. If you have any questions or queries on using ORDO, please get in touch with us at [library-research-support@open.ac.uk](mailto:library-research-support@open.ac.uk)