UvA/AUAS figshare manual

Projects – viewer

Introduction

You have been invited by a researcher at the University of Amsterdam (UvA) or Amsterdam University of Applied Sciences (AUAS) to a Project in UvA/AUAS figshare. You have been assigned a viewer role, which means that you can access all items the researcher places in the Project you've been invited to. In this short manual you'll find everything you need to know about collaborating through Projects in UvA/AUAS figshare.

How to

Get access to a Project

You have been invited to a Project in UvA/AUAS figshare by email. To access the Project you will need either a UvA/AUAS figshare account or a figshare.com account:

- If you work at UvA or AUAS, you already have an account. You should be able to login with your UvAnetID or HvAID, after you have connected your phone to your institutional ID. For more information, please see our web page Access to UvA/AUAS figshare.
- If you work at UvA, but in a support staff and not in an academic staff capacity, you can request RDM Support to create an account in UvA/AUAS figshare for you by sending an email to rdm-support@uva.nl.
- If you don't work at UvA or AUAS, please follow the link in the invite email to create an account at figshare.com.

Please note: the link in the invite email expires one week after the email is sent. If you haven't used the link by then, please contact the Project's manager and ask her/him to resend the invite.

View items in a Project

You'll find the Project to which you have been invited in your Projects tab. If you click on the Project's title, you'll see all items that are in the Project.

Add comments to a Project

To comment on an item in the Project you click the dark balloon to the right of the item you would like to comment on. Enter the text of your comment and save it by clicking Comment.

Edit or remove comments

If you would like to edit or remove a comment you have made, hover your mouse over the right hand side of the comment. Links will appear that allow you to either edit or remove the comment.

Find out who the Project's manager is

If you have been invited to a Project, need to contact the Project's manager, but don't remember who that is,
1. go to your Projects tab,
2. open the Project screen by clicking on the title of the Project, and
3. click Show project details at the top of the Project screen.
The Project's manager is the person who created the Project.

Find out who the other users in a Project are

If you have been invited to a Project and would like to know who the other users in the Project are
1. go to your Projects tab,
2. open the Project screen by clicking on the title of the Project, and
3. click Show project details at the top of the Project screen.

Find out what role I have in a Project

Project managers can assign two roles to people they invite to a project: a viewer and a collaborator role. To ascertain what role you have been assigned in a particular Project you can use the filter on your Projects tab. Select 'viewer' to only see the Projects in which you have been assigned a viewer role.

If you'd like to do something your viewer role doesn't allow, for example add items to the Project yourself, please contact the researcher who invited you to the Project. Being the Project's manager, s/he is able to change your role from viewer to collaborator.

Leave a Project

If you would like to leave a Project
1. go to your Projects tab,
2. open the Project you want to leave by clicking on the title of the Project,
3. click Show project details at the top of the Project screen, and
4. click Leave project.

Please note: you will not be able to undo this action. Should you need renewed access to the Project, the Project's manager will need to invite you again.

Get additional support

For questions about the Project, please contact the person who invited you to the Project (the Project's manager). For questions on UvA/AUAS figshare, please contact the UvA/AUAS Research Data Management (RDM) Support team by email via rdm-support@uva.nl.

For general questions on how to use figshare, please see https://support.figshare.com/support/home.