



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 collaborator role, which means that you can access all items the researcher places in the Project you've been invited to and add items to the Project yourself. 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	1
View items in a Project	2
Add data to a Project	2
Move items from My Data to a Project	2
Edit an item in a Project	3
Remove items from a Project	3
Move items from a Project to My Data	3
Add notes to a Project	4
Edit or delete notes	4
Add comments to a Project	4
Edit or remove comments	4
Increase a Project's storage space	4
Invite other users to the Project	4
Find out who the Project's manager is	4
Find out who the other users in a Project are	4
Find out what role I have in a Project	5
Remove other users from the Project	5
Edit the Project information	5
Leave a Project	5
Get additional support	5

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 data to a Project

You can add data to a Project by adding an item to the Project. One item can contain one or more files. To add an item to a Project you either

- a. (if the Project is still empty) click on +Add a new item in the Project screen, or
- b. (if there are items in the Project already) click on +Add new content and select +Create a new item.

In both instances, the upload screen will open automatically, allowing you to

- drag and drop or browse for the file(s) you want to upload, and
- complete the metadata of the file(s).

Alternatively, you can drag a file to the Project screen, upon which the upload screen will open automatically and you can start completing the metadata while the upload is being completed.

If you have been invited to a Project, but are not able to add items to it, you will have been assigned a *viewer* role. If you need to upload items to the Project, you'll need to contact the person who invited you to the Project. Being the Project's manager, he or she is able to change your role to *collaborator*.

Please note: if you have been invited to a Project and are using a figshare.com account to upload items to a Project, please do *not* assign a category to the item *until* the item is in the Project (either uploaded to the Project directly or moved from your My Data to the Project). Otherwise, the difference in category list between figshare.com and UvA/AUAS figshare may cause your items to become inaccessible.

Move items from My Data to a Project

If you want to add an item from My Data to a Project, you can move the item. To do so, you

1. select the item in My Data,
2. click Action (just above the item list),
3. select the desired Project destination, and
4. click Submit.

In My Data, the item is now labelled with the name of the Project. This enables you to see which items you are sharing in which Project.

If you have been invited to a Project, but are not able to move items to it, you will have been assigned a *viewer* role. If you need to move items to the Project, you'll need to contact the person who invited you to the Project. Being the Project's manager, he or she is able to change your role to *collaborator*.

Please note: if you have been invited to a Project and are using a figshare.com account to upload items to a Project, please do *not* assign a category to the item *until* you have moved the item from your My Data to the Project. Otherwise, the difference in category list between figshare.com and UvA/AUAS figshare may cause your items to become inaccessible.

Edit an item in a Project

At some point you may want to edit an item, for example by adding files to or removing files from the item, editing the metadata or making the item public. To do so, click the gear icon to the right of the item and click Edit item.

Please note: you can only edit your own items. You can't edit items others have uploaded.

- To add files to an item
 - drag and drop the file(s) you want to add to the screen, and
 - click Save changes.
- To change the order of the files within an item
 - click Manage (top of the screen),
 - hover over the name of the file you would like to move,
 - click the = that appears on the right hand side of the file name,
 - drag the file up- or downwards,
 - click Done editing (bottom of the screen), and
 - click Save changes.
- To remove a file from an item
 - click Manage (top of the screen),
 - hover over the name of the file you would like to remove,
 - click the x that appears on the right hand side of the file name,
 - click Done editing (bottom of the screen), and
 - click Save changes.
- To publish an item:
 - make sure you have completed all mandatory fields, marked with a green dot,
 - select Publish (bottom of the screen), and
 - click Save changes.

Please note: the other Project members are not notified of any changes you have made to your items. You can let them know by adding a comment to the item.

Remove items from a Project

To remove an item from a Project, click the gear icon on the right hand side of the item and select either

- a. remove item from Project (the item will remain available in your My data tab) or
- b. delete item (to delete the item from figshare altogether).

Move items from a Project to My Data

If you would like to move an item from a Project to My Data, you can do so by clicking the gear icon on the right hand side of the item and selecting Remove item from Project. You will be asked to confirm

that you want to move the item to My Data. As soon as you do so, the item will be removed from the Project and will appear in My Data.

Please note: you can only move items to My Data that you have uploaded to the Project yourself. You cannot move items that others have uploaded to the Project to your My Data.

Add notes to a Project

To add a note to a Project you either

- a. (if the Project is still empty) click on +Add a note in the Project screen, or
- b. (if there are items in the Project already) click on +Add new content and select +Add note.

Type the text of your note and save the note by clicking Add note.

Edit or delete notes

If you would like to edit or delete a note you have posted to the Project, click the small gear icon to the right of your note and select either Edit note or Delete.

Please note: you can only edit or delete your own notes. You cannot edit or delete notes that others have added to the Project.

Add comments to a Project

To comment on an item or a note you click the dark balloon to the right of the item or note you would like to comment on. Type the text of your comment and save the comment 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.

Increase a Project's storage space

If you have been invited to a Project, need to add items to it and fear the available space will not suffice, you should contact the person who invited you to the Project. Being the Project's manager, s/he is able to put in a storage request.

Invite other users to the Project

If other users should be invited to the Project, please contact the person who invited you to the Project. Being the Project's manager, s/he is able to invite other users.

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 'collaborator' to only see the Projects in which you have been assigned a collaborator role.

Remove other users from the Project

Should you find it necessary that a user is removed from a Project you also have been invited to, you should contact the person who invited you. Being the Project's manager, s/he is able to remove users from the Project.

Edit the Project information

If you have been invited to a Project and think the Project information is inaccurate or incomplete, you should contact the person who invited you. Being the Project's manager, s/he is able to edit the Project information.

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.

If you leave a Project, the items you have uploaded to the Project will remain available in the Project if the Project Type has been set to 'group'. If the Project Type has been set to 'individual' and you leave the Project, the items you have uploaded to the Project will disappear from the Project. If you would want to make sure your items will no longer be available, you should remove them from the Project before you leave it.

You can check the Project Type by using the filter on your Projects tab. If the Project remains visible after you check 'allocated to group' in the filter drop down, the Project Type has been set to 'group'.

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>.