



## Introduction

To share files with others through UvA/AUAS figshare you can use Projects. You are the manager of each Project you create. In this document you'll find everything you need to know about managing Projects in UvA/AUAS figshare.

*Please note:* in figshare, there's a distinction between 'item' and 'file'. An item is the record that contains the characteristics of the associated file(s). An item can contain just one file, but it can also contain more than one file, or none at all. A file is always connected to an item.

### Private link

If you are planning on sharing only one item, you can keep things simple by – instead of using Projects – generating a private link to that item and sending that link to the people you need to share the item with. To do so, you create the item, attach the file(s) to the item, and click 'Generate private link' in the lower half of the upload/metadata screen of the item. You'll then be given a link that you can copy, for example to an email.

*Please note:* everyone who has the link can see and download the files that are associated with the item. The link expires automatically after one year. You can disable the link earlier by going back to the upload/metadata screen of the item and clicking the x on the upper right hand side of the link.

## How to

Start a Project .....	1
Increase a Project's storage space .....	2
Invite users to the Project .....	2
Change a user's role in the Project.....	3
Find out who the users in a Project are .....	3
Remove users from the Project.....	3
Edit the Project information .....	4
Publish a Project.....	4
Leave a Project .....	4
Delete a Project.....	4

## Start a Project

1. Go to your My Data page and select the Projects tab,
2. click on the +Create a new project button,

3. complete the Title and Description fields as descriptively as possible, and
4. select the Project Type (\*):
  - a. if the Project is for individual use, select 'individual'.

You will be able to invite other users to the Project. All items that are uploaded count against the individual storage quota of the uploader. If a user leaves the Project, his or her items are *removed* from the Project.
  - b. if the Project is for group use, select 'group' and find the relevant group.

You will be able to invite other users to the Project. All items that are uploaded count against the Project storage quota of the chosen group. If a user leaves the Project, his or her items *remain available* in the Project.

*Please note:* the Project Type cannot be changed once it has been set. Should you need to change the Project Type, the only way to do so is by creating a new Project with the correct Project Type, and moving all content from the previous Project to the new one.

(\* *A note on Project Type*

If you are going to invite non-UvA/AUAS users or UvA/AUAS students to contribute to the Project, you should select 'group' if they will need to *upload* items to the Project. These users will have a regular figshare.com account with 20GB of storage space. If you don't select 'group', they will not be able to upload larger or more files to the Project than that 20GB allows. If these users only need to *view* the items you add to the Project and will not be uploading items to the Project themselves, you can select 'individual'.

*Please note:* by creating a Project, you automatically become that Project's manager and will not be able to leave the Project.

*Please note:* the maximum number of Projects you can create is 100. Should you need to create more, please contact RDM Support and we can have this limit raised for you.

### **Increase a Project's storage space**

At the top of the Project screen you can see how much storage space is available for the Project. To request more storage space

1. hover over the storage space bar,
2. click Request more?
3. type in a number and indicate whether that should be read as MB, GB or TB,
4. give your reason(s) for needing more space, and
5. click Submit.

Your request will be processed by the data steward of your faculty or research institute. Please allow for some time for your request to be processed, especially if you are submitting the request outside office hours.

### **Invite users to the Project**

To invite others to your Project

1. on the right hand side of the Project screen search for existing users of UvA/AUAS figshare and figshare.com, or add users not currently on figshare via the invite new users link,
2. assign a role to each user you invite,
3. click Add member (right hand side of the screen), and
4. click Save changes (bottom of the screen).

*Please note:* just clicking Add members is not enough, your invites will only be sent if you also click Save changes.

To all users you invite, you assign either of two roles:

- a *viewer* is able to
  - view and download all items that are added to the Project, and
  - comment on all items and notes in the Project.
- a *collaborator* is able to
  - view and download all items that are added to the Project,
  - add and move items to the Project,
  - add notes to the Project, and
  - comment on all items and notes in the Project.

*Please note:* the maximum number of users in one Project is 100, regardless of the role you assign to them. Should you need to add more, please contact RDM Support and we can have this limit raised for you.

### **Change a user's role in the Project**

To change the role of a user in the Project from viewer to collaborator or vice versa

1. click the gear icon in the upper right corner of the Project screen,
2. select Edit project details,
3. hover over the name of the user whose role you want to change and click the gear icon that appears next to it,
4. change the user's role, and
5. click Save changes (bottom of the screen).

### **Find out who the users in a Project are**

To check who the users in a 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.

### **Remove users from the Project**

To remove one or more users from the Project

1. click the gear icon in the upper right corner of the Project screen,
2. select Edit project details,
3. hover over the name of the user you want to remove and click the gear icon that appears next to it,
4. select Remove member, and
5. click Save changes (bottom of the screen).

*Please note:* if a user leaves a Project, the items they have uploaded to the Project will disappear if the Project Type has been set to 'individual'. If the Project Type has been set to 'group' the items will remain available in the Project. The ability to edit and delete these items will transfer from the original uploader to you, as the Project's Manager.

### **Edit the Project information**

To edit the Project title or description, click the gear icon in the upper right corner of the Project screen and select Edit project details.

### **Publish a Project**

If at any point you'd like to share the Project and its contents with the world, you can make the Project public. In order to do so, at least one item within the Project needs to be public already.

1. Click the gear icon in the upper right corner of the Project screen,
2. select Publish project,
3. confirm that you want to publish the project by clicking Yes, publish, and
4. click Save changes (bottom of the screen).

A Project that has been made public is marked with a green dot in your Projects tab.

*Please note:* only the public items in the Project will be visible for website visitors. Items in the Project that haven't been published will not become public until they are published individually. Website visitors will also be able to see who the Project members are. Notes and comments in the Project are not visible to them.

*Please note:* you are only able to publish Projects and items you have created yourself. If another user has uploaded an item to a Project that you have created, that item can only be made public by that user.

*Please note:* only the published items within the Project will each have their own DOI. A published Project does *not* get its own DOI. If you would like a group of items to have a DOI, you should create and publish a Collection (via the Collections tab). Collections do get a DOI.

### **Leave a Project**

You can't leave Projects you have created yourself. If a Project you have created is no longer needed, you can delete the project.

### **Delete a Project**

To remove a Project, click the gear icon in the upper right corner of the Project screen and select Delete project. The items you have uploaded to the Project yourself will still be in My Data, but the label with the Project name has been removed.