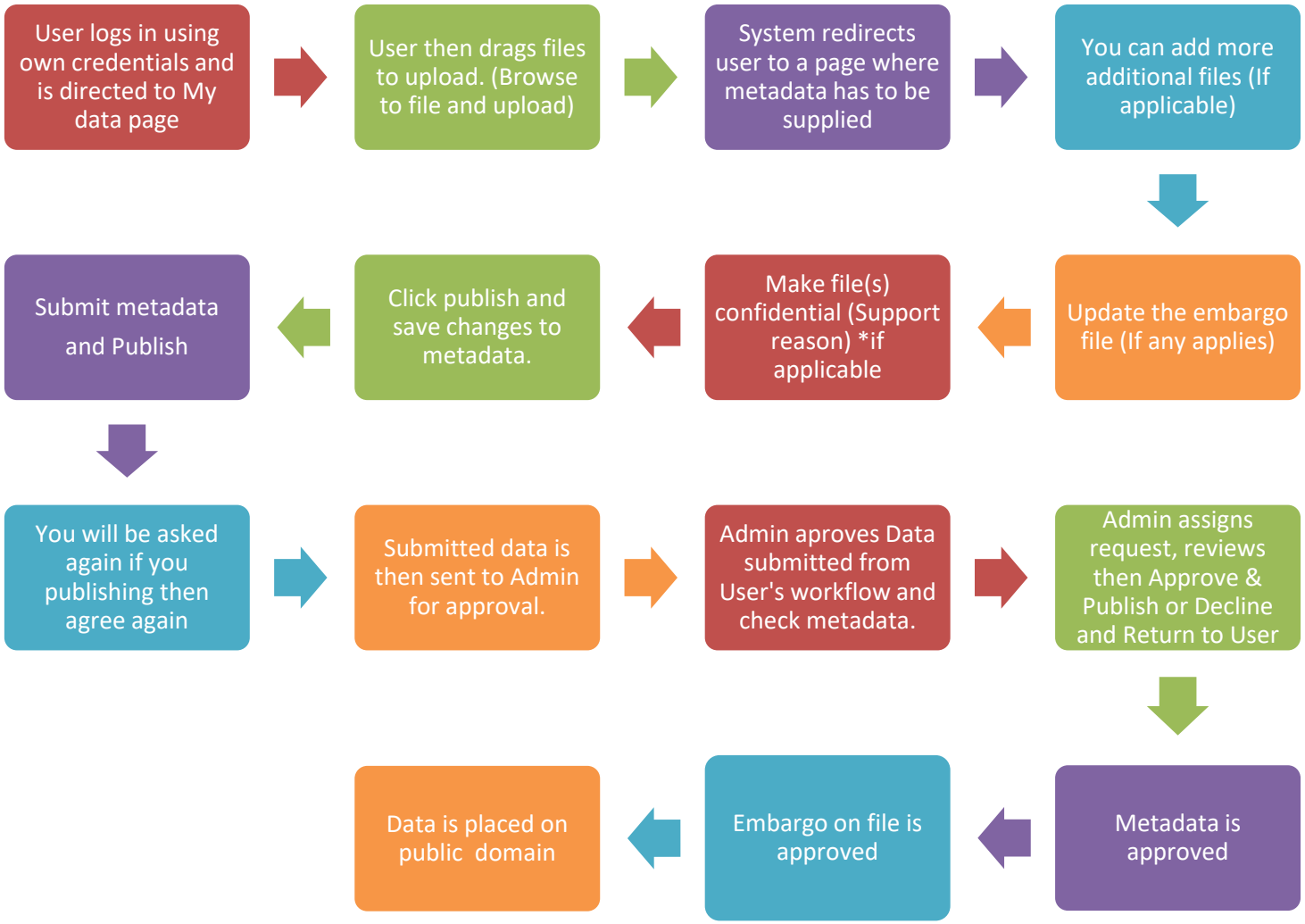
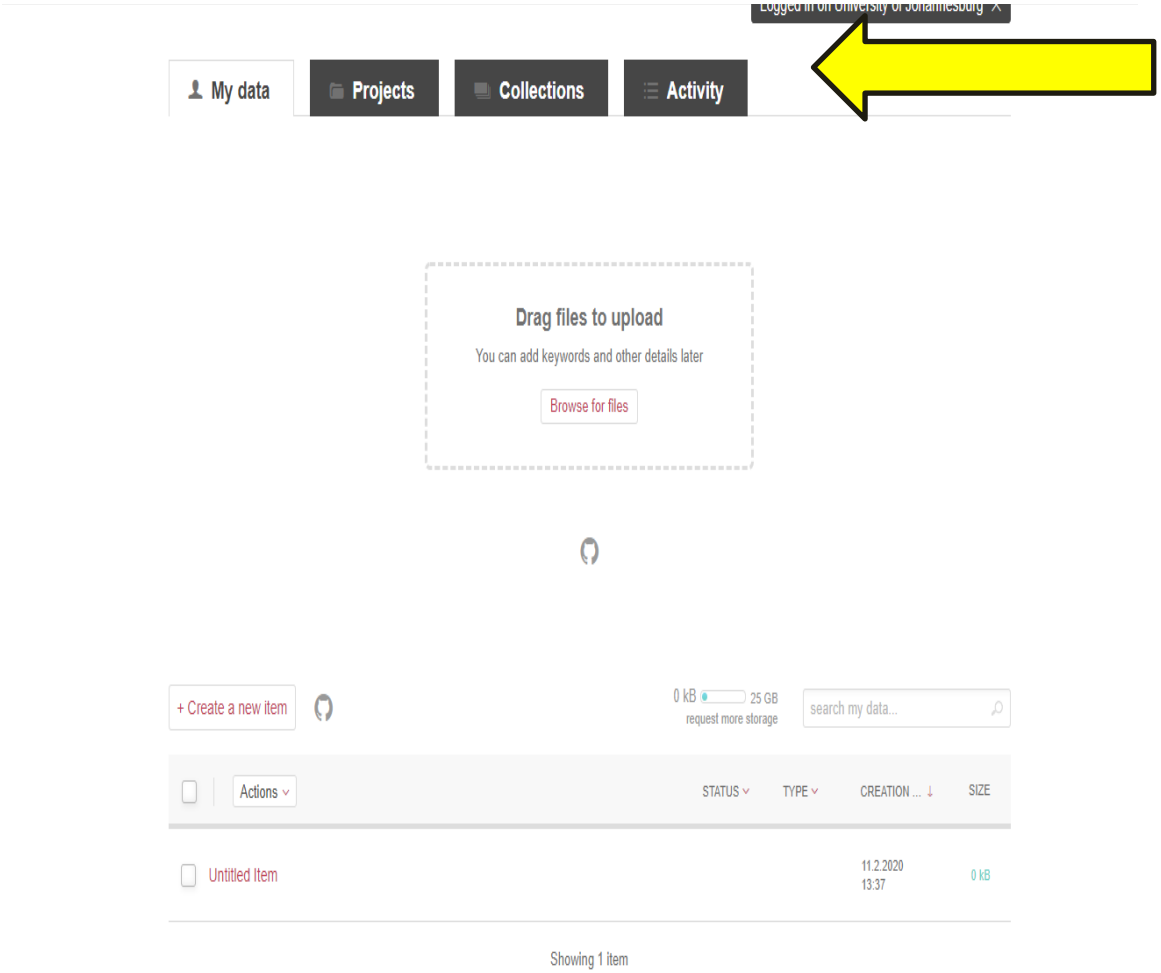
# HOW TO UPLOAD




**Please watch this video for demonstration**: https://youtu.be/Kld9DRSnRBM

# Explaining important Tabs




**The following tabs have these meanings:**

**My Data:** This is where you upload your files and also where you see all your uploaded items.

**Projects:** Projects are collaborative spaces used for ongoing work. You can upload data that is in progress and have users make comments. Projects are secure spaces that can be used for sensitive data. You can also collaborate with people outside your institution by inviting them to your project.

**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.

**Activity:** This tab is where your notifications pop up of activities done that need attention to. e.g. if the approver rejects your submission as you login a red dot will be seen.

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