HOW TO UPLOAD



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

Explaining important Tabs

💄 My data 🖻 Proje	ects Collections 🖂 Activity
	Drag files to upload
	You can add Keywords and other details later
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	0
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	0
+ Create a new item	0 kB • 25 GB search my data >
+ Create a new item	0 kB • 25 GB search my data D request more storage search my data D
+ Create a new item	© © KB 25 GB search my data STATUS ~ TYPE ~ CREATION ↓ SIZE
+ Create a new item C Actions Untitled Item	0 kB 25 GB search my data request more storage search my data STATUS ~ TYPE ~ CREATION ↓ SIZE 112.2020 0 kB

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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