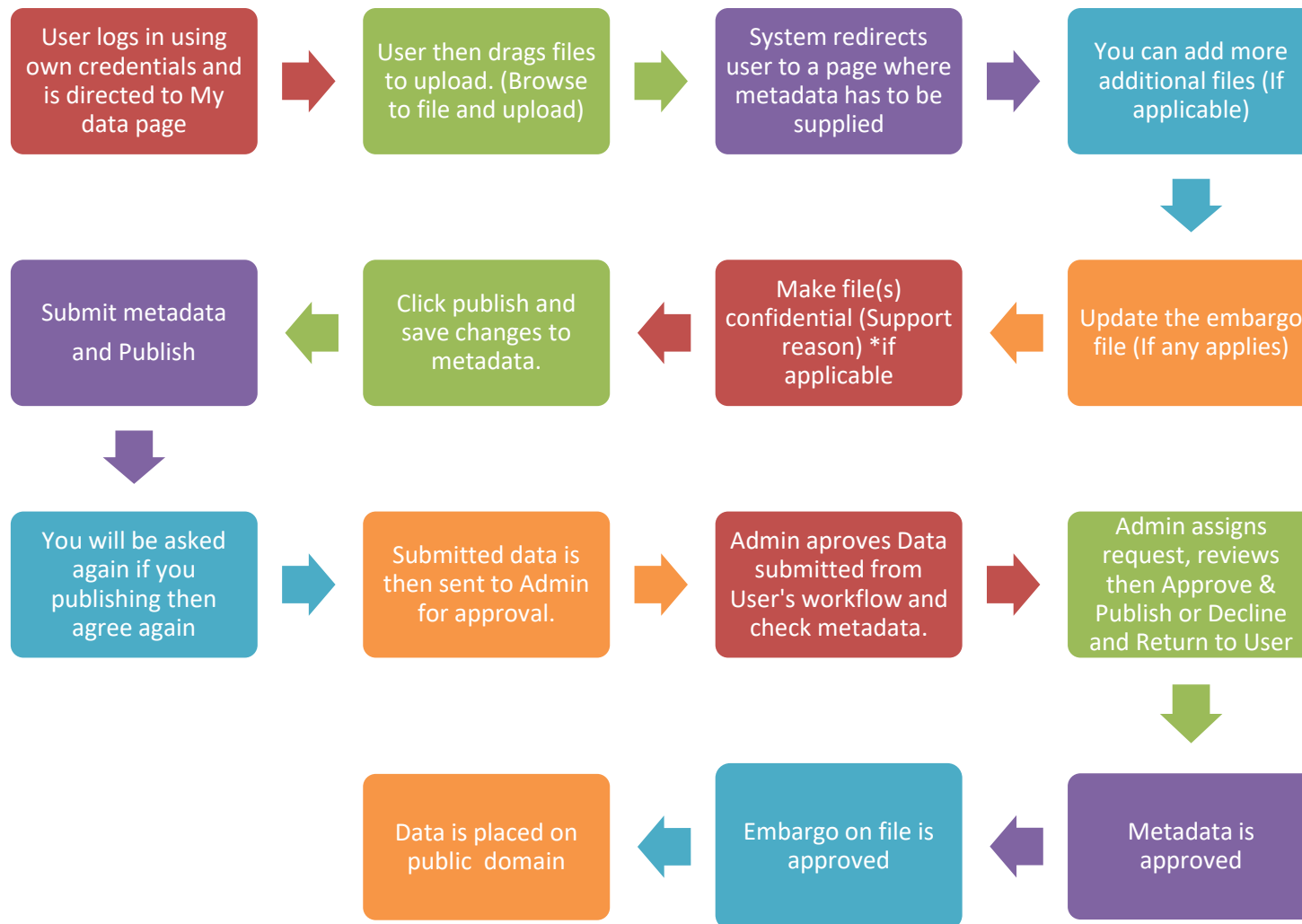


HOW TO UPLOAD



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

Explaining important Tabs

Logged in on University of Johannesburg

My data Projects Collections Activity

Drag files to upload
You can add keywords and other details later
Browse for files

+ Create a new item

0 kB / 25 GB
request more storage

search my data...

Actions	STATUS	TYPE	CREATION ...	SIZE
Untitled Item			11.2.2020 13:37	0 kB

Showing 1 item

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.

For more information contact:

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