

Create a figshare Project

Introduction

A Project has several functions. Creating a project allows you to:

- Organise your items by their corresponding project.
- Add project members as viewers or collaborators.
- Share project contents securely with project members.

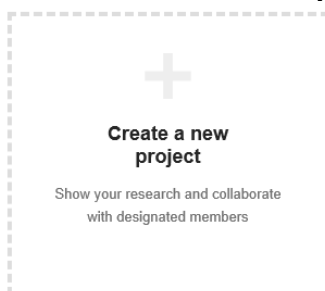
Members can be external to the University of Adelaide and will receive an invitation to create a free figshare account at figshare.com when you add them to a project, if they don't already have one.

Procedure

1. Click on the **Projects** tab.



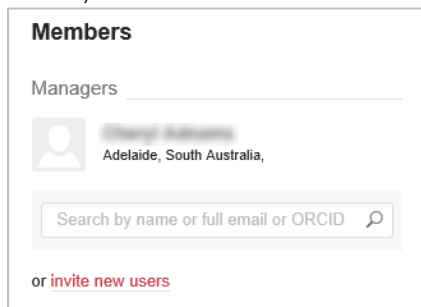
2. Click on **+ Create a new project** button.



3. Fill out the metadata **Title**, **Description** and **Funding** fields.
4. Under **Project Type**, select individual or group depending on how project storage will be allocated.

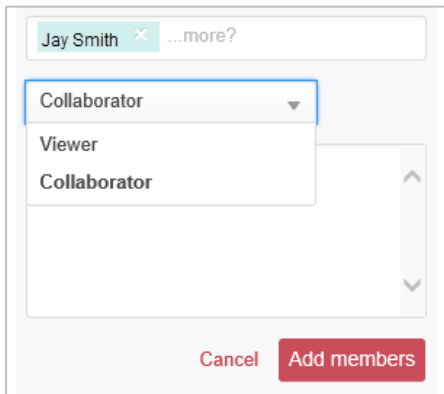
Note: Once saved, the project type cannot be changed. Choosing **group** is recommended as data can remain in the project if one of the collaborators leaves.

5. To add project members click in the search box to the right of the screen and type the person's **name**, **email address** or **ORCID**.



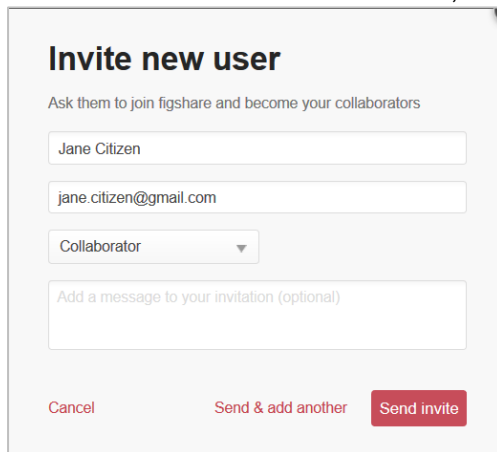
People matching the details entered will appear below the search box.

6. Select the invitee and choose **Collaborator** (able to upload files, download other project members' files and view/make comments) or **Viewer** (able to view uploads and comments).

A screenshot of a user selection dropdown menu. At the top, there is a search bar containing 'Jay Smith' with a close icon and a link to '...more?'. Below the search bar is a dropdown menu with three options: 'Collaborator', 'Viewer', and 'Collaborator'. The first 'Collaborator' option is highlighted with a blue border. At the bottom of the dropdown, there are two buttons: 'Cancel' and 'Add members'.


You can choose to add a message to send to your invitees via the **Add a message (optional)** field.


7. Click the **Add Members** button to invite your selected invitees.
8. If you wish to invite someone who is not currently on figshare, click the **invite new users** link. Add the name and address details, select a role and click **Send invite**.

A screenshot of the 'Invite new user' form. The title is 'Invite new user' and the subtitle is 'Ask them to join figshare and become your collaborators'. The form contains four input fields: a name field with 'Jane Citizen', an email field with 'jane.citizen@gmail.com', a role dropdown menu with 'Collaborator' selected, and a text area for an optional message. At the bottom, there are three buttons: 'Cancel', 'Send & add another', and 'Send invite'.

9. Click on the red **Save changes** button at the bottom left of the screen to create the project, otherwise click **Cancel and go back** to exit without creating the project.

Add additional Project Members after project creation

1. Click on the **Projects** tab.
2. Click on the project you want to add project members to.
3. Click on the **Manage** icon  to the far right of the project title and then select the **Edit project details** option.

A screenshot of the project management interface. At the top, there are four tabs: 'My data', 'Projects', 'Collections', and 'Activity'. Below the tabs, there is a header for a project titled '← figshare Project'. On the right side of the header, there is a 'MANAGE' button with a gear icon, which is highlighted with a red box.

4. Add new members as per the Creating a Project instructions above.

Contact Us

For further support or questions, please contact Research Technology Support on +61 8 8313 7799 or researchsupport@adelaide.edu.au