

# RaYDaR Guide for Staff

## What is RaYDaR?

RaYDaR, ***Research at York St John Data Repository***, is the University's Open Research Data repository service.

RaYDaR exists to store, showcase and share the research data that **supports a research output**.

**RaYDaR can also be used to host creative based research outputs, such as audio-visual works, with bibliographic metadata linked from RaY.**

## Setting up your RaYDaR account

To create a RaYDaR account log in to RaYDaR (<https://yorks.jfigshare.com/raydar>) using your staff username and password.

Select your initials in the top right hand corner and click "Profile" to add your biography. If you have an ORCID account you will also have the option to connect it.

For further help with RaYDaR email [ray@yorks.j.ac.uk](mailto:ray@yorks.j.ac.uk)

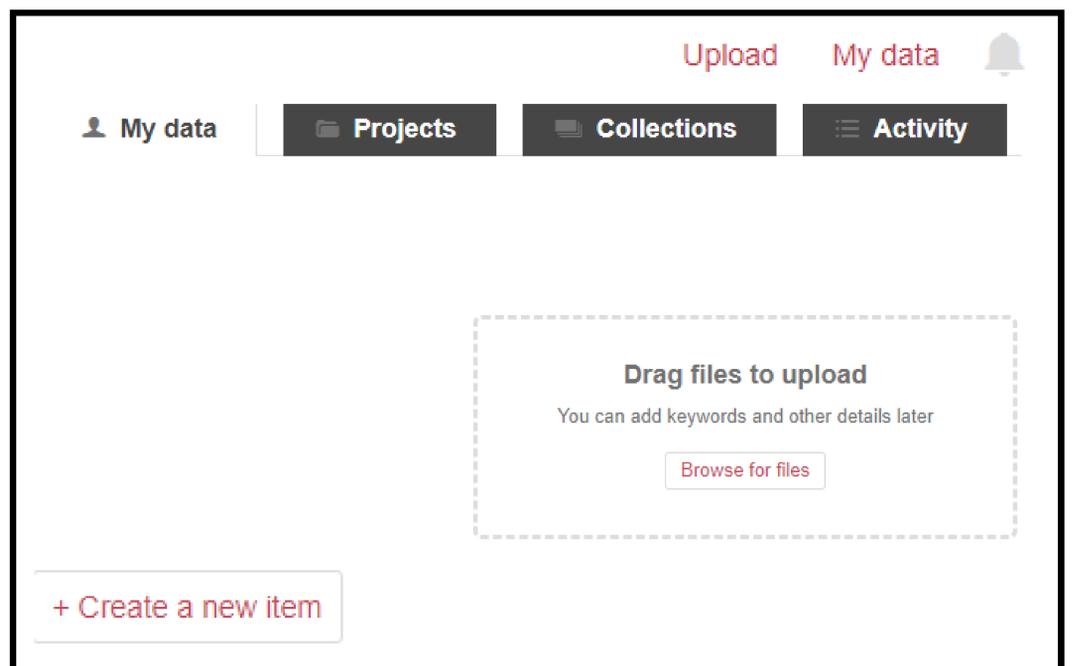
## Creating a research data record

To add research data, select "**Upload**" in the top righthand corner. You can also add research data from your workspace by selecting "**My data.**"

If your research output involves a range of research data, use the Collections section in your work area to create a collection folder. Note that research data needs to be uploaded to RaYDaR first before a collection can be made.

Drag a file or select the "**Create a new item**" button to upload any research data material. Bibliographic fields are located underneath the upload box.

If the research data record supports an existing research output on RaY, you can link to the RaY record it in the final bibliographic field.



## Sharing research data

After uploading research data, use “**Item Actions**” on the right hand side of the RaYDaR screen to add any information about sharing or restricting research data such as embargoes.

If your research data supports a research output that is going to be published you can reserve a DOI for your research data. This can then be given to the publisher when submitting that research output for publication.

You can also create a private link to share between collaborators or publishers. Private links should not be put on published research outputs or shared publicly.

When complete click “**Submit for review**” - this sends the record to the Library & Learning Services for checking and we will contact you if any changes need to be made.

Once a RaYDaR record has been reviewed by the Library and Learning Services and has been published it cannot be deleted. Please check all the information carefully before submitting the research data for review.

### Item actions

-  Add embargo
-  Share with private link
-  Reserve DOI
-  Edit timeline
-  Add custom thumbnail

Preview item 

Delete item

Save changes

Submit for review