

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**. York St John University requires all researchers to deposit research data onto RaYDaR, unless specified otherwise in their data management plan (DMP)

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. Please see the ORCID section for more information.

For further help with RaYDaR email
ray@yorks.j.ac.uk

Creating a research data record

To add research data, select "**Upload**" in the top right hand corner. The upload and configure window will then appear.

- Under "Select Group" please select **RaYDaR**.
- Under "Select Type" please select the type that best reflects the dataset.
- To select and upload files, drag a file or folder or use the browse options.
- Click "**Continue to metadata**." Metadata and bibliographic will then appear underneath the upload box. All mandatory fields are marked with a red asterisk.

Upload and configure

Group and item type

Select group *


Select group

Select type *

Choose a type...

Upload files or folders

Drag and drop files or folders here to upload.

Figshare supports video, audio, documents, and spreadsheets. 

Browse files

or

Browse for folders

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Copyright & Open Access

All research datasets require an Open Licence (Creative Commons CC licence) to align with the University's [Open Scholarship Policies](#). For questions about licensing contact ray@yorks.ac.uk.

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. Please note that research data that supports a research output may not necessarily follow the same copyright licence as the research output. Copyright of all research data is retained by the author, unless specifically stated in any contract.

Sharing research data

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

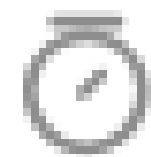
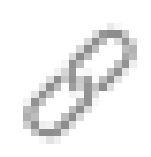



If your research data supports a research output that is going to be published you can reserve a DOI for your research data. This can then be given to the publisher when submitting that research output for publication.

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

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Creating Collections

If your research output involves a range of related research data, or you would like your research data to be grouped, you can create a collection.

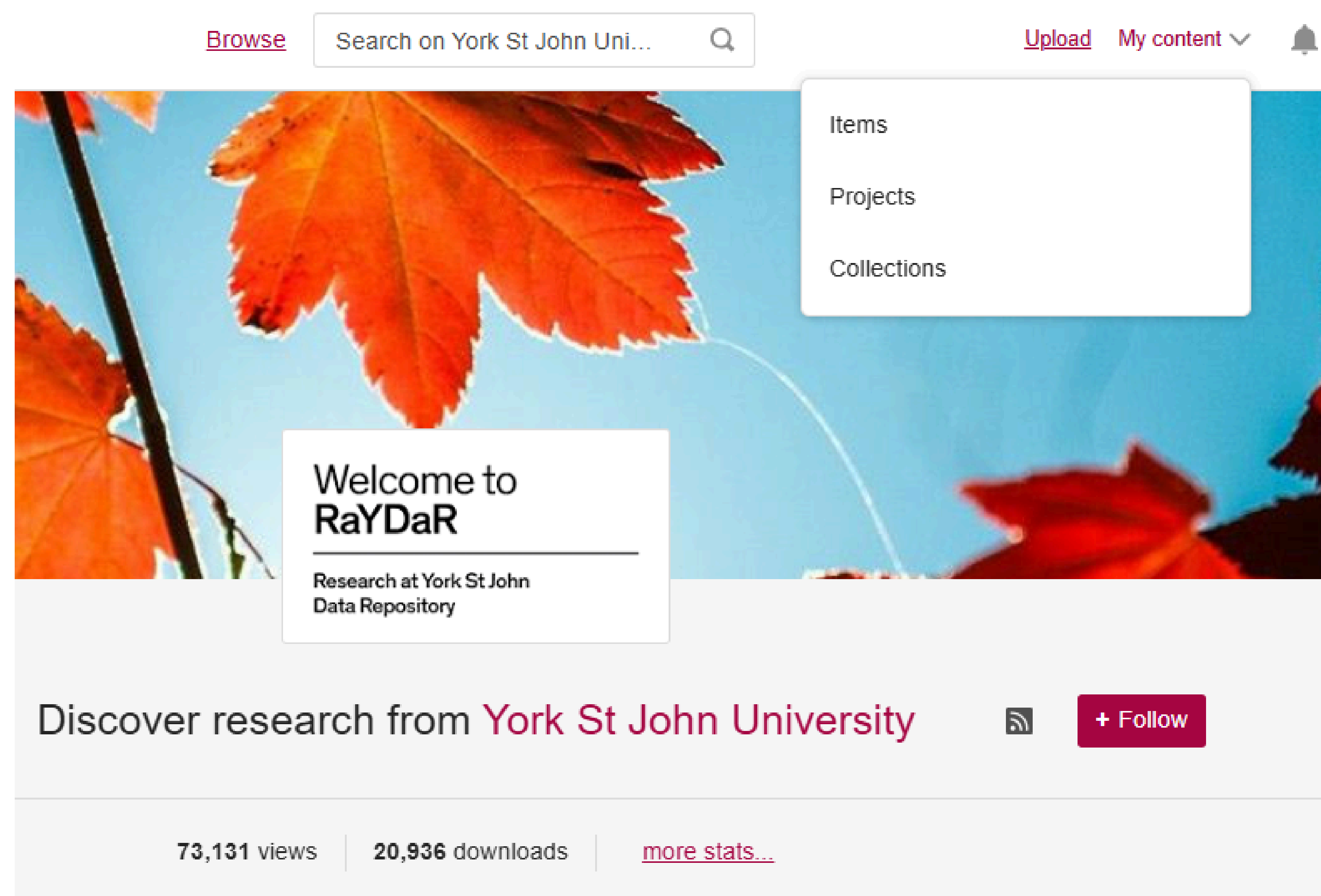
You can set up a collection at any point, but each individual dataset needs to be uploaded individually onto RaYDaR and made live before it can be added to a collection.

Collections can be individual or collaborative with other authors and creators.

- To create a collection, select “My Content” and click Collections at the bottom.
- The full collections page will then appear. Select “Create new” and fill in the metadata fields.
- Once the collection has been set up you can add content. Please note that all RaYDaR items of the University will appear – use the **Source Filter** on the left hand side to bring up “**My items**”

Once items have been added to a collection and metadata added, collections can be **published**. Unlike individual items, collections will be made live immediately. You can add and remove collection items yourself.

Please note that individual items will appear on RaYDaR as well as the collection. Individual datasets will generate their own DOIs, and collections will also have an individual DOI.



Filter

Source

York St John University ▼

My items ⓘ

York St John University ⓘ

Figshare.com ⓘ

☐ Online resource (10)

Show more

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ORCID

Researchers are encouraged to register for an ORCID ID for all research outputs and open data. An ORCID ID is a unique, persistent identifier attached to individual researchers and can identify research outputs and research data. ORCID IDs are free and can be assigned here: <https://orcid.org/>

Researchers are recommended to link or reference their ORCID ID on RaYDaR. Where RaYDaR is not used for data deposits, the chosen data repository should support ORCID.

ORCID IDs can be linked by clicking on your initials in the top right hand corner and selecting Integrations.

Click “configure ORCID” and select “the following options:

- Push Data to my ORCID - **On**
- Pull Data from my ORCID to my account - **Off**
- Create draft records from my ORCID data - **Off**

Est.
1841

YORK
ST JOHN
UNIVERSITY

[Browse](#)

[Upload](#) [My data](#)

Integrations

This page can be used to integrate your Figshare account with other applications.

Connections

Connect and sync your York St John University account with other apps.

ORCID
0009-0002-3346-6352
[Configure ORCID](#)

GitHub
Not connected
[Connect to GitHub](#)

FTP login details
Username: 3672438
[Generate password](#)

Profile

Account settings

Notification settings

Integrations

Administration

Review requests (1)

Statistics

Batch management

Logout

Configure ORCID

Once enabled, any data exchange will take place automatically.

ORCID
 [0009-0002-3346-6352](#)

Push data to my ORCID

Send my [published outputs](#) to my ORCID profile.

☒ ON

Pull data from my ORCID to my account

Add to the [Publications area](#) of my profile the publications from my ORCID account.

☐ OFF

Create draft records from my ORCID data

Create draft records in My data of any new publications added from my ORCID account.

☐ OFF