**Purpose:** Describe process to manually create a DataCite DOI using the ‘Fabrica File Upload’ application in DataCite.

| **Step** | **Major Activity** | **References, Forms and Details** |
| --- | --- | --- |
| **1** | Sign into the DataCite Account  https://doi.datacite.org/ | * PSF username / password is   PSF.SGDC / PSF2021!   * Normally, a few seconds of delay before response * Test Account Link: <https://mds.test.datacite.org/repositories/psf.sgdc/dois> |
| **2** | Confirm account settings | * Settings/‘Update Repository’ for any changes * Prefixes to view * DOIs – to view existing, create new. View filters for:   + State   + Resource type   + Year created   + Prefix   + Schema version |
| **3** | Select ‘Create (File Upload)’ to initiate a DOI creation process | * For an existing metadata record, from which key registration information can be extracted * Alternatively, choose ‘Create (Form)’ to manually enter all information   + Not recommended, because of more effort and prone to errors |
| **4** | Fill out all the 'Required Properties’   1. DOI (automatic) 2. State 3. URL to landing page | All the required properties must be filled out for the DOI to work  1. The DOI suffix can either be left as the default option or edited if a pattern is wanted.  3. Select the ‘State’ of the DOI record (Draft, Registered or Findable). Only ‘Draft’ DOIs can be deleted and only ‘Findable’ DOIs can be searched by the public.  4. Input the URL of a webpage that will enable the viewer to learn more about the DOI record. |
| **5** | Upload the Metadata Record in XML format | * If everything is filled out correctly and the metadata has no errors, than the form should turn the colour ‘green’ and enable DOI creation. |
| **6** | Create the DOI Record | * Carefully verify the metadata for accuracy (Production DOI cannot be removed), click ‘Create DOI’. * The DOI will now be created and operational. |
| **7** | To verify the newly created DOI, click ‘DOIs’ in the main menu, before clicking on the DOI record itself. |  |