**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 (Form)’ to initiate the process | * This approach is generally not recommended, because of more effort and prone to errors. However, there could be occasions why this approach is sometimes followed. |
| **4** | Fill out all the 'Required Properties’   1. DOI (automatic) 2. State 3. URL to landing page 4. Creator or Creators 5. Title 6. Publisher / Publication Year 7. Resource Type | All the required properties must be filled out for the DOI to work  1. Verify that the prefix is the correct one and that you are in the mode that you want to be in (Test vs Production).  2. 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. Note, that 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. Input the ‘Creator’ or ‘Creators’. These are the people or organizations who helped to obtain the data.  6. Input the ‘Title’ by which you want the record to be known and named.  7. Input the ‘Publisher / Publication Year’. This refers to whoever publishes, produces, or redistributes the resource, as well as when the resource was first made publicly available.  8. Input the ‘Resource Type’. This refers to which format the resource is in. |
| **5** | Complete the ‘Recommended Properties’ if you have access to this data | • If you have access to this information, it is a good idea to fill out the ‘Recommended Properties’ section of the form.   * • Pay particular attention to the ‘Descriptions’, ‘Subjects’, ‘Geolocations’ and ‘Dates’ sections. |
| **6** | Fill out the ‘Optional Properties’ if you believe that this would benefit the person viewing the data | * Optional properties make it easier for the person viewing the data to identify the applicability. Data records come in diverse types and formats. * Data Record languages will always be either English or French (most of our data is in English). |
| **7** | 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 be operational. |
| **8** | To verify the newly created DOI, click ‘DOIs’ in the main menu, before clicking on the DOI record itself. |  |