



HOW DO  
I CONTRIBUTE?

**REMEMBER!** To contribute your spreadsheet or database output must be compliant with the UNQUIP Publishing Specification [equipment.data.ac.uk/uniquip](http://equipment.data.ac.uk/uniquip)

## Institution's website (.ac.uk)

- Home page directs to OPD, or well known / openorg directs to OPD
- OPD page tells the auto-discovery where your data is published

1

2

3

## Your equipment data

Institutional web page or feed – This can be anything from an excel spreadsheet to Kit Catalogue. For more information on systems visit: [data.ac.uk/technology](http://data.ac.uk/technology)

## How we discover your data in three easy steps

- 1 Auto-discovery checks home page or “well known” for OPD link.
- 2 Your OPD tells the auto-discovery where your data is published. data.ac.uk's auto-discovery programme will automatically discover and read this page to identify available data.
- 3 equipment.data harvests data from the location published in your OPD – anything from an excel spreadsheet (possibly generated by your finance asset register) to a feed from Kit Catalogue.

data.ac.uk  
website auto-  
discovery process

equipment.  
data.ac.uk

IT'S REALLY  
THAT SIMPLE!

## The future

Adopting the OPD and achieving silver or gold standard enables auto-discovery of your data. In doing so this enables equipment.data to deliver a sustainable service into the future.

An infrastructure for the future – The OPDs will enable institutions to follow these 3 simple steps to make other datasets e.g. “research outcomes” discoverable for initiatives such as G4HE and GtR therefore reducing duplication and increasing efficiency.

Data can now  
be searched or  
downloaded on  
[equipment.data.ac.uk](http://equipment.data.ac.uk)



## The importance of the Organisation Profile Document (OPD)

This simple script hosted on your website provides the key information of who, what, where, when and how.

You can start by just telling us where your data is hosted (a manual link without an OPD) – This would meet our “bronze” standard. However, to enable the sustainable approach of auto-discovery you require an OPD which will take you on your way to our “gold” standard.

To learn more about the compliance requirements go to [equipment.data.ac.uk/compliance](http://equipment.data.ac.uk/compliance)

