

Creating a *Timed Private Sharing Link* for an unsubmitted item in Figshare

This option is useful when you need to share a manuscript, dataset, image, or other research output with colleagues, reviewers, or collaborators before making it publicly available.

Important notes before you begin

- Work directly in **Swinburne Figshare**, not through **Swinburne Elements Deposit**.
- Private links are for **temporary sharing of draft (unsubmitted) items**: do not click *Submit for review* if you intend to use a private link.
- **Do not generate a DOI** for content being shared via a private link. A DOI is only assigned after a submitted item is approved and made live.
- Remove identifying information from files if anonymous peer review is required.
- Drafts and private links are **not a long-term storage or preservation solution**. Contact figshare@swin.edu.au before leaving Swinburne if you need advice about your content.
- When ready to make the work publicly available/open access, **Submit** the item for review and approval. *You retain the right to make your pre-published/unpublished research [open access](#) in a repository even after publication.*

Steps:

Create a new item

1. Log in to *Swinburne Figshare* with your staff credentials:
<https://figshare.swinburne.edu.au/account/home>
2. Click **+Create new**.
3. **Upload and configure**: select **Group** (Swinburne University of Technology > Data, Other, Publications or Software), select **Type**, and **upload your file/s**. Click **Continue to metadata**.
4. Add information and describe the item using fields provided.
5. **DO NOT** click Submit for review. Select **Save changes** instead.

Generate a private sharing link and set the expiry date

6. In Edit mode in the new record, locate the **Item actions** panel.
7. Select **Share with private link**.
8. Click into the date field and set the **expiration date**.
9. Click **Apply Changes**. Figshare will disable access once the expiry date is reached.

Share the link

10. In Edit mode, copy the private sharing link from the **Item Actions** panel.
11. Send the link to the intended recipient(s).

Anyone with the link will be able to view the record and download the files until the link expires or is disabled.

Revoke access early (optional)

If you no longer want others to access the item:

1. Return to the private/draft item in Edit mode.
2. Open **Share with private link**.
3. Disable or remove the private link.

... Make it Open Access!

- When you're ready to make the work publicly available, **Submit** the item for review and approval.

Learn more about Swinburne Figshare https://commons.swinburne.edu.au/s/about_swinburne_figshare
Contact the team for help: figshare@swin.edu.au