

Editing in the DRC

Community Level Editing

1. Login to the DRC
2. Navigate to the collection you want to edit and click on the link “Edit Community” in the Context Menu



3. After clicking on the above link the “Edit Metadata for Community” page will open. This page allows you to add metadata for your community. You can add introductory material, news, logos, and copyright information. After adding this information, please click the “Update” button.



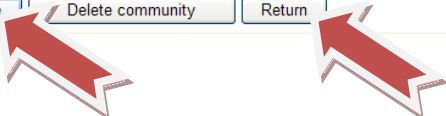
After you click the “Update” button the page will simply refresh. In order to see the changes you made to your community, click the “Return” button which will take to the homepage of the community you just edited.

Introductory text (HTML):

Copyright text (plain text):

News (HTML):

Upload new logo:



Deleting a community

1. Login to the DRC
2. Navigate to the community you want to edit and click on the link “Edit Community” in the Context Menu


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Context

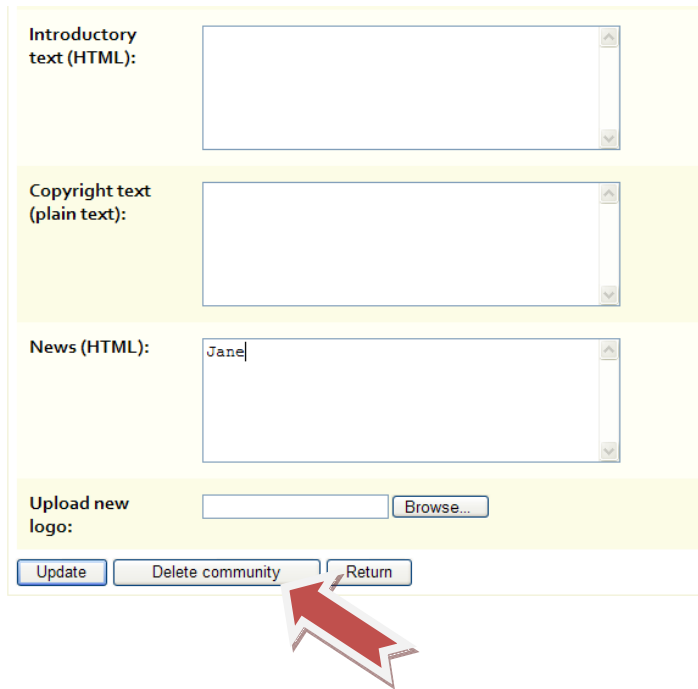
- [Edit Community](#)
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Administrative

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3. After clicking on the above link the “Edit Metadata for Community” page will open. Scroll to the bottom of the page and click on the “Delete Community” button.

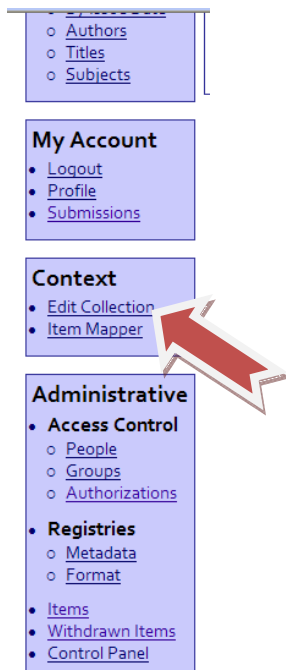


By deleting a community you are deleting:

- Any collections in the community that are not contained in other communities
 - Any items and incomplete submissions in this community that aren't contained in other communities
 - The contents of those items
 - All associated authorization policies
4. After clicking on the “Delete Community” button you will be taken to a “Confirm Deletion for Community” page. If you are certain you want to delete the community, click the “Delete” button and your community is deleted.

Collection Level Editing

1. Login to the DRC
2. Navigate to the Collection you would like to edit
3. Click on the “Edit Collection” link in the Context menu



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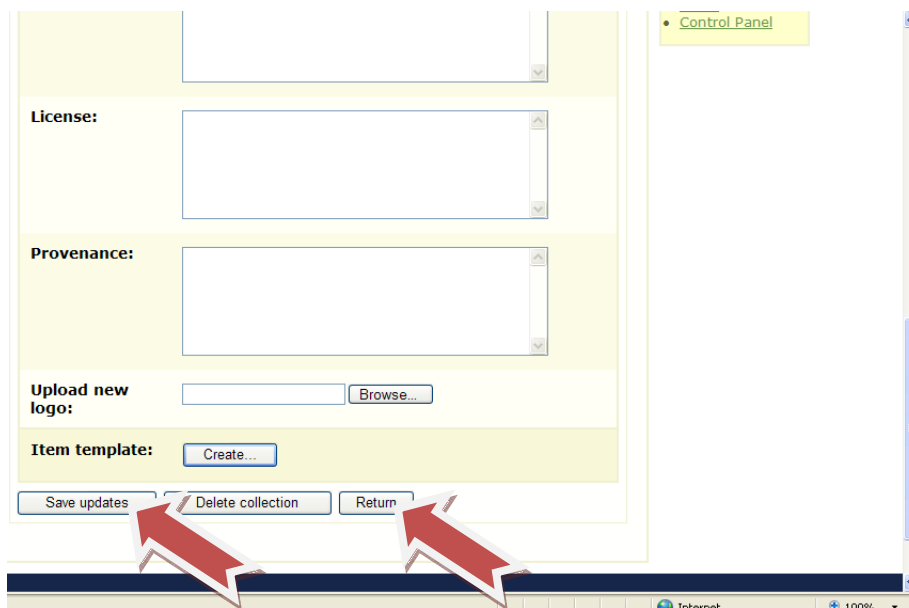
Context
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4. After clicking on the above link the “Edit Collection” page will open. This page allows you to add metadata for your collection. You can add introductory material, provenance, news, logos, license, and copyright information. After adding this information, please click the “Update” button.



After you click the “Save Updates” button the page will simply refresh. In order to see the “changes you made to your collection, click the “Return” button which will take to the homepage of the collection you just edited.



• [Control Panel](#)

License:

Provenance:

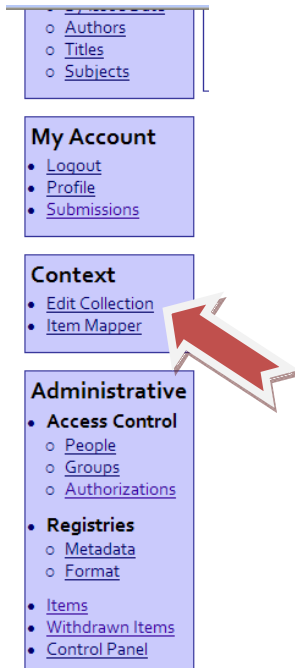
Upload new logo: [Browse...](#)

Item template: [Create...](#)

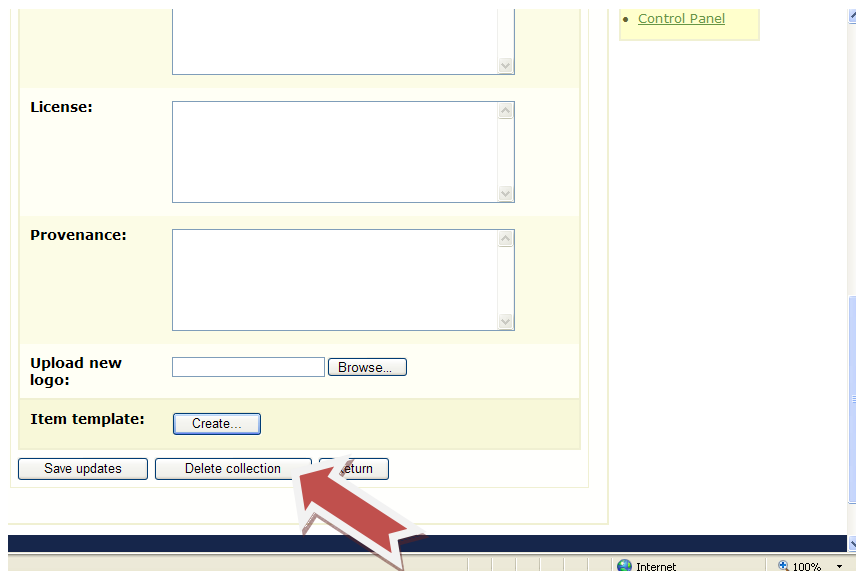
[Save updates](#) [Delete collection](#) [Return](#)

Deleting a collection

1. Login to the DRC
2. Navigate to the collection you want to edit and click on the link “Edit Collection” in the Context Menu



3. After clicking on the above link the “Edit Collection” page will open. Scroll to the bottom of the page and click on the “Delete Collection” button.



By deleting a collection you are deleting:

- Any items and incomplete submissions in this collection that aren't contained in other collections
- The contents of those items
- All associated authorization policies

Item Level Editing

1. Login to the DRC
2. Navigate to the collection where you want to edit and item
3. Search for and then select the item you want to withdraw
4. Click on “Edit this Item” link in the Context box



5. After clicking on the above link, the Edit Item page will open. From this page you can view the Item status, Item Bitstream, Item Metadata, and View Item.

ITEM STATUS TAB

Item Status provides you with information on the item including:

- the item's internal id
- handle
- when last modified
- item's url

It also is the area where you can edit authorizations, withdraw and expunge items (see withdrawing and expunging items).

ITEM BITSTREAM TAB

In order to edit/view the Bitstream information, click the tab labeled Item Bitstreams on the Edit Item page.

Edit Item

Item Status	Item Bitstreams	Item Metadata	View Item	
Bitstreams				
	Name	Description	Format	View
Bundle: ORIGINAL				
<input type="checkbox"/>	Pittman.jpg		JPEG	[view]
<input type="checkbox"/>	Pittman_presentation.jpg		JPEG	[view]
Bundle: THUMBNAIL				
<input type="checkbox"/>	Pittman.jpg.jpg	Generated Thumbnail	JPEG	[view]
<input type="checkbox"/>	Pittman_presentation.jpg.jpg	Generated Thumbnail	JPEG	[view]
Bundle: BRANDED_PREVIEW				
<input type="checkbox"/>	Pittman.jpg.preview.jpg	Generated Branded Preview	JPEG	[view]

From this page you can upload new or delete bitstreams from an item.

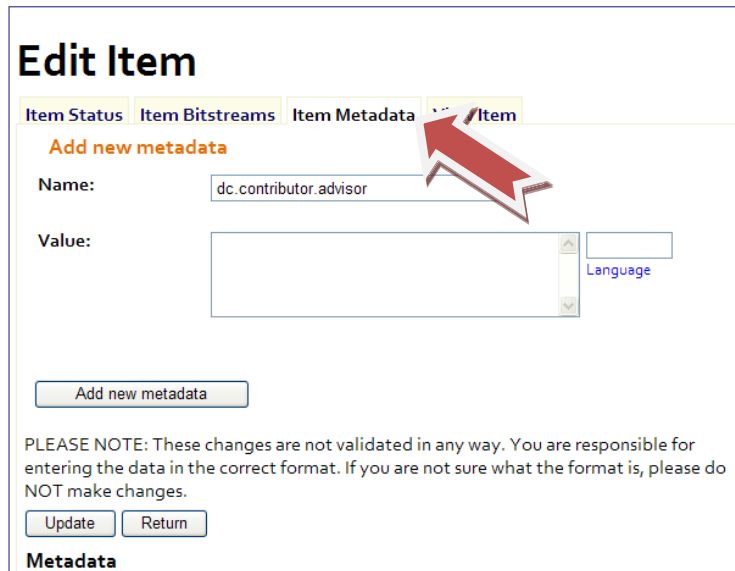
	Name	Description	Format	View
Bundle: ORIGINAL				
<input type="checkbox"/>	Pittman.jpg		JPEG	[view]
<input type="checkbox"/>	Pittman_presentation.jpg		JPEG	[view]
Bundle: THUMBNAIL				
<input type="checkbox"/>	Pittman.jpg.jpg	Generated Thumbnail	JPEG	[view]
<input type="checkbox"/>	Pittman_presentation.jpg.jpg	Generated Thumbnail	JPEG	[view]
Bundle: BRANDED_PREVIEW				
<input type="checkbox"/>	Pittman.jpg.preview.jpg	Generated Branded Preview	JPEG	[view]
<input type="checkbox"/>	Pittman_presentation.jpg.preview.jpg	Generated Branded Preview	JPEG	[view]
Upload a new bitstream				
<input type="button" value="Delete bitstreams"/> <input type="button" value="Return"/>				

To upload a new bitstream click the link labeled “Upload a new bitstream”. This will link you to a page where you can browse and select files from your computer to add.

To delete a bitstream, place a checkmark in the corresponding box next to the bitstream you want to remove, then click the “Delete bitstream” button. You will be taken to a confirmation page. If you are sure you want to delete the bitstream, click the “delete” button.

ITEM METADATA

In order to edit/view/add to a metadata record, click the tab labeled Item Metadata on the Edit Item page.



Edit Item

Item Status Item Bitstreams Item Metadata **Item**

Add new metadata

Name: dc.contributor.advisor

Value:

PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes.

Metadata

From this tab you can add new or duplicate metadata fields by clicking on the “Add new metadata” button. Or you can make changes to existing metadata. After you make your changes, click the “Update” button which will refresh your page, and then the “Return” button to the item’s webpage.

VIEW ITEM

In order to view an item as it appears in the DRC, click on the “View Item” tab from the Edit Item page.



Edit Item

[Item Status](#) [Item Bitstreams](#) [Item Metadata](#) [View Item](#)

[Show full item record](#)

Title:	Untitled
Author:	Pittman, Lari
Description:	No Description
URI:	URI is disabled for this development server.
Date:	2007-09-13

Files in this item

Files	Size	Format	View
Pittman_presentation.jpg	418.3Kb	image/jpeg	
Pittman.jpg	2.832Mb	image/jpeg	

Withdrawing and Expunging Items

1. Login to the DRC
2. Navigate to the collection where you want to withdraw an item
3. Search for and then select item you want to withdraw
4. Click on “Edit this Item” link in the Context box

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Context

- [Edit this item](#)

Administrative

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5. After clicking on the above link, the Edit Item page will open. From here you can withdraw, reinstate or delete the item.

Edit Item

[Item Status](#) [Item Bitstreams](#) [Item Metadata](#) [View Item](#)

Welcome to the item management page. From here you can withdraw, reinstate or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

Item Internal ID:	107
Handle:	123456789/90
Last Modified:	2007-10-26 09:52:45.502
Item Page:	http://drcdev.ohiolink.edu/handle/123456789/90
Item's Authorizations:	Edit Authorizations
Withdrawn item from the repository:	Withdraw...
Completely expunge item:	Permanently delete
Return	



What is the difference between withdrawing and expunging an item? If you withdraw an item, it is removed from view; users following the previously published link to the item will receive an “Item Withdrawn” message (sometimes called a tombstone). A withdrawn item can be reinstated at any time by the administrators. Expunging an item, means you are permanently deleting an item.