Management sidebar

Many of the administrative functions can be accessed from the Management sidebar. This list maps the menu to more detailed information.

- **New**
  - Community
  - Collection
  - Add item
  - Process
- **Edit**
  - Community
  - Collection
  - Item
- **Import**
  - Metadata
- **Export**
  - Metadata
- **Access Control**
  - People
  - Groups
- **Admin Search**
- **Registries**
  - Metadata
  - Format
- **Curation Task**
- **Processes**
- **Administer Workflow**
- **Health**

**New**

Quickly create or edit objects from anywhere in the system. Either browse to the object first, or search for it using the Admin sidebar. - Release Notes

**Community**

**Collection**

**Add item**

**Process**

Processes UI ([video](#)) allows Administrators to run backend scripts/processes while monitoring their progress & completion. - Release Notes

See Command Line Operations for more detail about these commands.

**Edit**

- Quickly create or edit objects from anywhere in the system. Either browse to the object first, or search for it using the Admin sidebar.
- Bitstream Editing ([video](#)) has a drag-and-drop interface for re-ordering bitstreams and makes adding and editing bitstreams more intuitive.
- Metadata Editing ([video](#)) introduces suggest-as-you-type for field name selection of new metadata. - Release Notes

**Community**

- **Edit**
- **Delete**

**Collection**

- **Edit**
- **Delete**

**Item**

- **Edit**
- **Delete**

**Import**
You can drop or browse CSV files that contain batch metadata operations on files. When "Validate Only" selected, the uploaded CSV will be validated. You will receive a report of detected changes, but no changes will be saved.

**Metadata**

**Export**

**Metadata**

**Access Control**

Login As (Impersonate) another account allows Administrators to debug issues that a specific user is seeing, or do some work on behalf of that user. (Login as an Admin, Click "Access Control" in sidebar, Click "People". Search for the user account & edit it. Click the "Impersonate EPerson" button. You will be authenticated as that user until you click "Stop Impersonating EPerson" in the upper right.) - Release Notes

**People**

**Groups**

**Admin Search**

Administrative Search (video) combines retrieval of withdrawn items and private items, together with a series of quick action buttons. - Release Notes

**Registries**

**Metadata**

**Format**

**Curation Task**

**Processes**

Processes UI (video) allows Administrators to run backend scripts/processes while monitoring their progress & completion. - Release Notes

Details about each of the available processes/scripts can be found in the "scripts" directory of the REST API docs: [https://github.com/DSpace/RestContract/blob/main/script](https://github.com/DSpace/RestContract/blob/main/script)

Additional information can also be found in the Command Line Operations documentation.

**Administer Workflow**

Administer Active Workflows (video) allows Administrators to see every submission that is currently in the workflow approval process. - Release Notes

**Health**

Admin "Health" menu provides basic control panel functionality (based on 6.x Control Panel). When logged in as an Administrator, select "Health" from the side menu. You'll see a "Status" tab which provides useful information about the status of the DSpace backend, and an "Info" tab which provides an overview of backend configurations and Java information. - Release Notes