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Administrative Search (video) combines retrieval of withdrawn items and private items, together with a series of quick action buttons.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

See Command Line Operations for more detail about these commands.

**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