Move an Item

- Audience
- Move an Item

Audience

Content Submitters

Community Administrators

System Administrators

Move an item

Step 1: Login using your credentials

![Login page](image)

Step 2: Go to the item you want to edit

Users can reach an item through multiple methods, as listed below:

1. Search an item
2. Browse communities and collections
3. Finding an item in the Administration section at Edit > Item

Click on the “Edit” button appearing on the right-hand side of the item title.
Step 3: Click on the “Status” tab and click the “Move” button.

Step 4: Understanding the Move item page

The field for entering the collection name: Enter the target collection name to move the item or select the collection from the drop-down list, as demonstrated in the following step.

1. **Inherit policies**: Click on this check box to update the item’s policies according to the collection’s policies.
2. **Move**: Click the “Move” button to complete the operation.
3. **Cancel**: Click the “Cancel” button to cancel the operation.
Step 5: Click on the Collection name and type the target collection name to move the item or scroll the collection list to identify the appropriate collection.

Step 6: Click on the “Move” button after selecting the target collection.
Step 7: The item will move to the target collection upon completing the operation.