Move an Item

- Audience
- Move an item

Audience

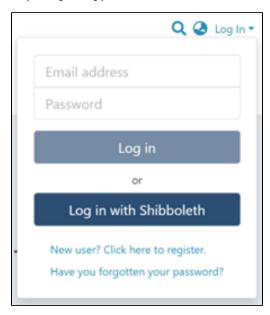
Content Submitters

Community Administrators

System Administrators

Move an item

Step 1: Login using your credentials



Step 2: Go to the item you want to edit

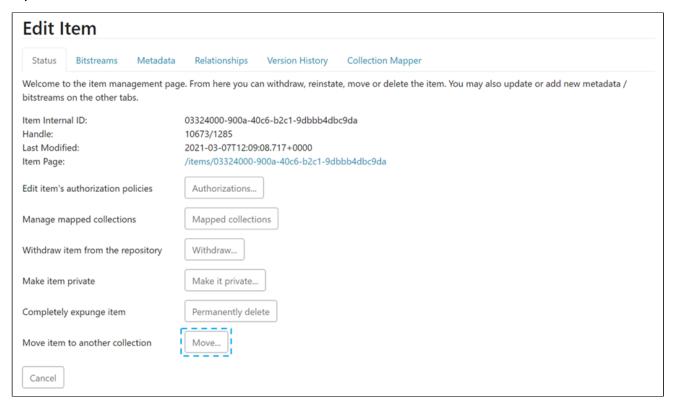
Users can reach an item through multiple methods, as listed below:

- 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.



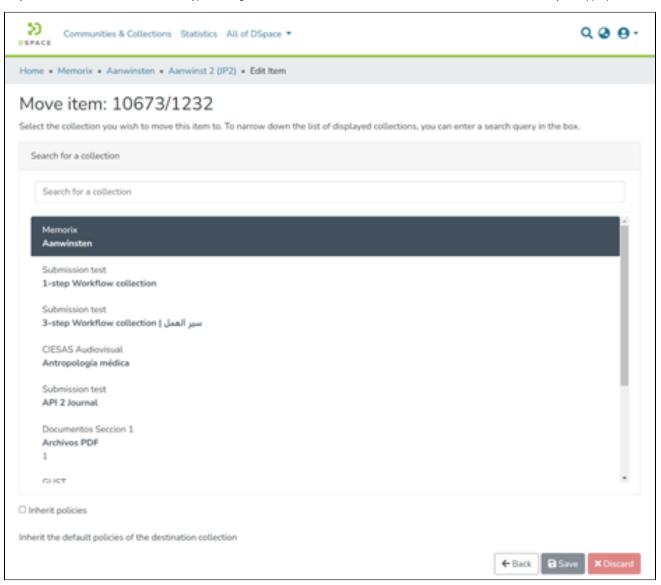
Step 4: Understanding the Move item page

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.

Home • DSquare Technologies • Rapid DSpace • Test submission • Edit Item
Move item: 10673/1762 Select the collection you wish to move this item to. To narrow down the list of displayed collections, you can enter a search query in the box.
Enter a search query to look for collections
☐ Inherit policies 2
Inherit the default policies of the destination collection Move Cancel 3 4

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.

Home • DSquare Technologies • Rapid DSpace • Test submission • Edit Item
Move item: 10673/1762 Select the collection you wish to move this item to. To narrow down the list of displayed collections, you can enter a search query in the box.
194492005
☐ Inherit policies
Inherit the default policies of the destination collection Move Cancel

Step 7: The item will move to the target collection upon completing the operation.

