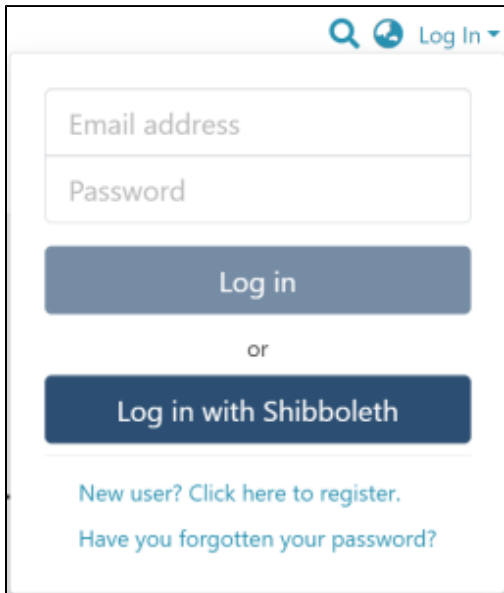


Edit Metadata

- [Edit Metadata Process](#)
- [Add a metadata field](#)
- [Edit an existing metadata field](#)
- [Delete an existing metadata field](#)

Edit Metadata Process

Step 1: Login using your credentials

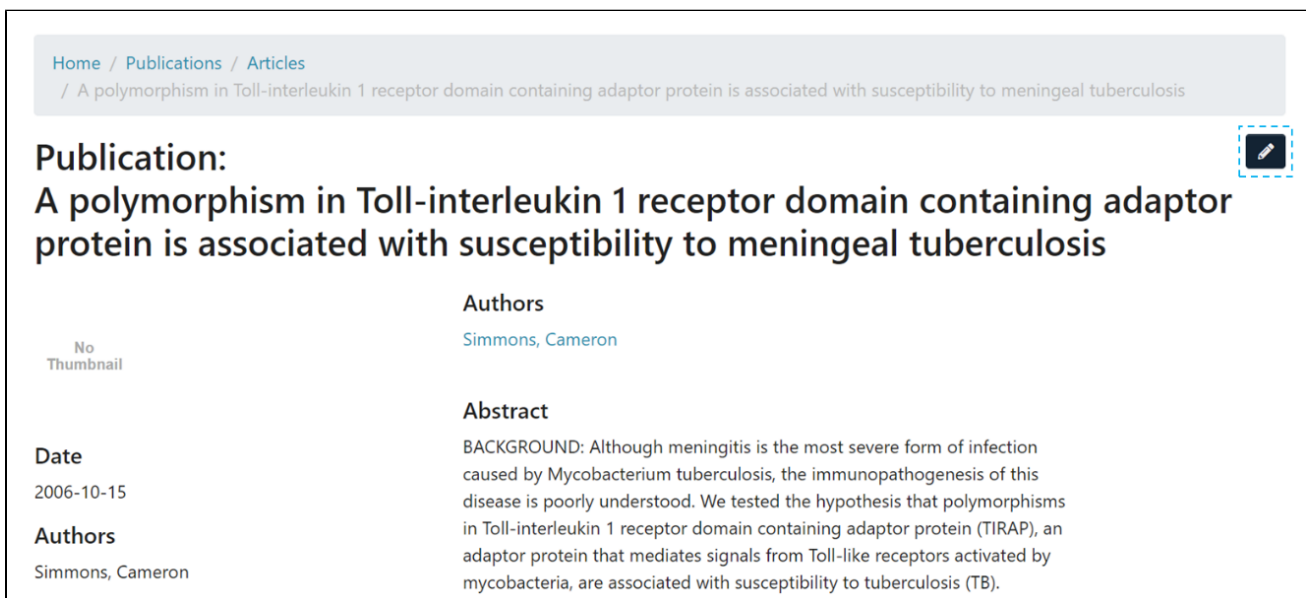
A login form with a search icon and a 'Log In' dropdown at the top. Below are two input fields: 'Email address' and 'Password'. A blue 'Log in' button is below the password field. Below the button is the word 'or'. Below 'or' is a dark blue button labeled 'Log in with Shibboleth'. At the bottom, there are two links: 'New user? Click here to register.' and 'Have you forgotten your password?'.

Step 2: Go to the Item you want to edit

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

1. Search for 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.

A screenshot of a publication page. At the top is a breadcrumb trail: 'Home / Publications / Articles' followed by the title 'A polymorphism in Toll-interleukin 1 receptor domain containing adaptor protein is associated with susceptibility to meningeal tuberculosis'. Below this is the word 'Publication:' followed by the full title. To the right of the title is a small blue square button with a white pencil icon, highlighted by a dashed blue box. Below the title, there are three sections: 'Authors' with the name 'Simmons, Cameron', 'Abstract' with a paragraph of text, and 'Date' with the date '2006-10-15'. On the left side, there is a 'No Thumbnail' placeholder.






















Step 3: Click on the “Metadata” tab to edit the metadata.

Edit Item

Status Bitstreams **Metadata** Relationships Version History Collection Mapper

+ Add

✕ Discard Save

Field	Value	Lang	Edit
dc.contributor.author	Authorized, Not		  
dc.date.accessioned	2020-05-19T12:02:18Z		  
dc.date.available	2020-05-19T12:02:18Z		  
dc.date.issued	2015-05-19		  
dc.description	desc		  
dc.description.abstract	Abstract		  
dc.description.provenance	Made available in DSpace on 2020-05-19T12:02:18Z (GMT). No. of bitstreams: 1 lcco_d.pdf: 596276 bytes, checksum: a67e2e0b94428b3dc49c96a2bfed458b (MD5) Previous issue date:	en	  













Step 4: Users can perform multiple actions in the Edit Metadata section, which are listed after the screenshot.

Edit Item

Status Bitstreams **Metadata** Relationships Version History Collection Mapper

+ Add 1

Save ✕ Discard

Field 2	Value	Lang	3 Edit
dc.contributor.author	Simmons, Cameron		  
dc.date.accessioned	2018-09-14T11:15:05Z		  
dc.date.available	2017-07-12T03:48:30Z		  
dc.date.available	2013-03-07	en_US	  

1. **Add:** Button used for adding new metadata elements in the existing Item.
2. **Metadata fields:** The fields column shows the metadata element's value appearing in the “Value” column.
3. **Edit:** This panel contains various options to update the specific metadata field. They are
 - a. Edit value – Users click on this button to edit the existing metadata value
 - b. Delete metadata field – Click on this button for deleting the metadata field from the Item
 - c. Undo changes – Click on this button for undo changes made in the metadata field

Add a metadata field

Step 1: Click on the “Add” button to add a metadata field.

Edit Item

[Status](#)
[Bitstreams](#)
[Metadata](#)
[Relationships](#)
[Version History](#)
[Collection Mapper](#)

+ Add
Save
Discard

Field	Value	Lang	Edit
dc.contributor.author	Simmons, Cameron		
dc.date.accessioned	2018-09-14T11:15:05Z		
dc.date.available	2017-07-12T03:48:30Z		
dc.date.available	2013-03-07	en_US	

Step 2: Upon typing a few characters of the metadata element, users will notice a drop-down list showing metadata elements matching the entered value. Users can select the appropriate metadata element from the drop-down list.

Edit Item

[Status](#)
[Bitstreams](#)
[Metadata](#)
[Relationships](#)
[Version History](#)
[Collection Mapper](#)

+ Add
Save
Discard

Field	Value	Lang	Edit
contri			
dcterms.contributor			
journal.contributor.editor			
person.contributor.other			
project.contributor.author			

Step 3: After selecting the required metadata element, enter the metadata value in the "Value" field and the ISO code of the language under the Lang field. For example, enter "en" for English.

Edit Item

[Status](#)
[Bitstreams](#)
[Metadata](#)
[Relationships](#)
[Version History](#)
[Collection Mapper](#)

[+ Add](#)
[Save](#)
[Discard](#)

Field	Value	Lang	Edit
dc.contributor.author	Doe, John	en	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
creativeworkseries.issn	1945-7774		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
dc.contributor.author	Archuleta, Kristy L.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
dc.date.accessioned	2018-10-31T17:25:32Z		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Step 4: Click on the "Complete" button as highlighted below to update the field.


Edit Item

[Status](#)
[Bitstreams](#)
[Metadata](#)
[Relationships](#)
[Version History](#)
[Collection Mapper](#)

[+ Add](#)
[Save](#)
[Discard](#)

Field	Value	Lang	Edit
dc.contributor.author	Doe, John	en	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
creativeworkseries.issn	1945-7774		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
dc.contributor.author	Archuleta, Kristy L.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
dc.date.accessioned	2018-10-31T17:25:32Z		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Step 5: Click on the "Save" button to continue saving changes or "Discard" to cancel changes made in the metadata fields. A success prompt confirming Metadata updates will appear as shown below.

Communities & CollectionsStatisticsAll of DSpace ▾

Metadata saved
Your changes to this item's metadata were saved.

[Home](#) • [Kurukshetra mlib](#) • [Journal](#)










- [Young People's Perceptions t ceptions towards Libr ds Librarians: An Explor arians: An Exploratory Study of Students of Five Senior High Schools in Ghana](#)
- [Edit Item](#)

Edit Item

StatusBitstreamsMetadataRelationshipsVersion HistoryCollection Mapper

+ Add

SaveDiscard

Field	Value	Lang	Edit
dc.contributor.author	Reuben		  
dc.contributor.author	Abban, Samuel		  
dc.date.accessioned	2021-06-23T15:56:39Z		  

Edit an existing metadata field













Step 1: Click on the "Edit" button to edit an existing metadata field.

Edit Item

StatusBitstreamsMetadataRelationshipsVersion HistoryCollection Mapper

+ Add

SaveDiscard

Field	Value	Lang	Edit
dc.contributor.author	Simmons, Cameron		  
dc.date.accessioned	2018-09-14T11:15:05Z		  
dc.date.available	2017-07-12T03:48:30Z		  
dc.date.available	2013-03-07	en_US	  

Step 2: The metadata field becomes editable after clicking the "Edit" button to edit the metadata field element, value, and language.

Edit Item

[Status](#)
[Bitstreams](#)
[Metadata](#)
[Relationships](#)
[Version History](#)
[Collection Mapper](#)

[+ Add](#)
[Save](#)
[Discard](#)

Field	Value	Lang	Edit
creativeworkseries.issn	1945-7774		✓ ✖ ↺
dc.contributor.author	Archuleta, Kristy L.		✎ ✖ ↺
dc.date.accessioned	2018-10-31T17:25:32Z		✎ ✖ ↺
dc.date.available	2018-10-31T17:25:32Z		✎ ✖ ↺

Step 3: Click on the "Complete" button as highlighted in the screenshot below to finish the update.

Edit Item

[Status](#)
[Bitstreams](#)
[Metadata](#)
[Relationships](#)
[Version History](#)
[Collection Mapper](#)

[+ Add](#)
[Save](#)
[Discard](#)

Field	Value	Lang	Edit
creativeworkseries.issn	1945-7774		✓ ✖ ↺
dc.contributor.author	Archuleta, Kristy L.		✎ ✖ ↺
dc.date.accessioned	2018-10-31T17:25:32Z		✎ ✖ ↺
dc.date.available	2018-10-31T17:25:32Z		✎ ✖ ↺

Note: image20 and image21 seem identical

The metadata field will highlight the successful addition of the metadata, as shown in the screenshot below. Click on the undo button if you want to undo the addition of the metadata field.

Edit Item

[Status](#)
[Bitstreams](#)
[Metadata](#)
[Relationships](#)
[Version History](#)
[Collection Mapper](#)

[+ Add](#)
[Save](#)
[Discard](#)

Field	Value	Lang	Edit
creativeworkseries.issn	1945-44554		Edit Delete Undo
dc.contributor.author	Archuleta, Kristy L.		Edit Delete Undo
dc.date.accessioned	2018-10-31T17:25:32Z		Edit Delete Undo
dc.date.available	2018-10-31T17:25:32Z		Edit Delete Undo
dc.date.issued	2016		Edit Delete Undo

Step 4: Click on the "Save" button to continue saving changes or "Discard" to cancel changes made in the metadata fields. A success prompt confirming Metadata updates will appear as shown below.

Edit Item

[Status](#)
[Bitstreams](#)
[Metadata](#)
[Relationships](#)
[Version History](#)
[Collection Mapper](#)

[+ Add](#)
[Save](#)
[Discard](#)

Field	Value	Lang	Edit
dc.contributor.author	Simmons, Cameron		Edit Delete Undo
dc.date.accessioned	2018-09-14T11:15:05Z		Edit Delete Undo
dc.date.available	2017-07-12T03:48:30Z		Edit Delete Undo
dc.date.available	2013-03-07	en_US	Edit Delete Undo
dc.date.available	2013-03-07	en_US	Edit Delete Undo













Delete an existing metadata field

Step 1: Click on the "Delete" button to initiate the metadata field deletion.

Edit Item

[Status](#)
[Bitstreams](#)
[Metadata](#)
[Relationships](#)
[Version History](#)
[Collection Mapper](#)

[+ Add](#)
[Save](#)
[Discard](#)
















Field	Value	Lang	Edit
dc.contributor.author	Simmons, Cameron		  
dc.date.accessioned	2018-09-14T11:15:05Z		  
dc.date.available	2017-07-12T03:48:30Z		  
dc.date.available	2013-03-07	en_US	  

Step 2: The deleted metadata field will be highlighted in red.

Edit Item

[Status](#)
[Bitstreams](#)
[Metadata](#)
[Relationships](#)
[Version History](#)
[Collection Mapper](#)

[+ Add](#)
[Save](#)
[Discard](#)

Field	Value	Lang	Edit
creativeworkseries.issn	1945-44554		  
dc.contributor.author	Archuleta, Kristy L.		  
dc.date.accessioned	2018-10-31T17:25:32Z		  
dc.date.available	2018-10-31T17:25:32Z		  
dc.date.issued	2016		  

Step 3: Click on the "Save" button to continue saving changes or "Discard" to cancel changes made in the metadata fields. A success prompt confirming Metadata updates will appear as shown below.



Metadata saved

Your changes to this item's metadata were saved.

Home • Kurukshetra mlb • Journal

- Young People's Perceptions t ceptions towards Libr ds Librarians: An Explor arians: An Exploratory Study of Students of Five Senior High Schools in Ghana
- Edit Item







Edit Item

Status Bitstreams Metadata Relationships Version History Collection Mapper

+ Add

Save

Discard

Field	Value	Lang	Edit
dc.contributor.author	Reuben		  
dc.contributor.author	Abban, Samuel		  
dc.date.accessioned	2021-06-23T15:56:39Z		