

# Edit Community

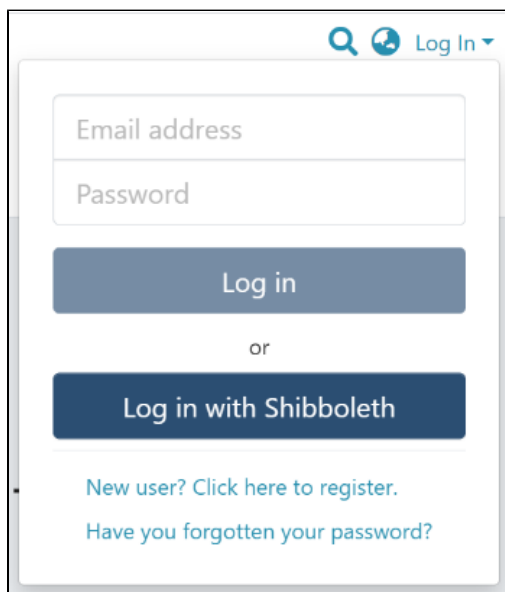
- [Audience](#)
- [Edit Community](#)
- [Edit Metadata](#)
- [Assign Roles](#)
- [Curate](#)
- [Authorizations](#)

## Audience

1. Repository Administrator
2. Community Administrator

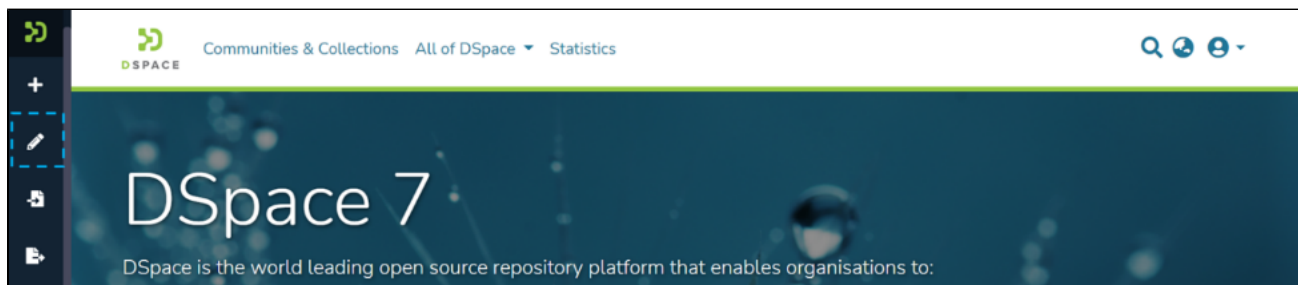
## Edit Community

Step 1: Login using your credentials

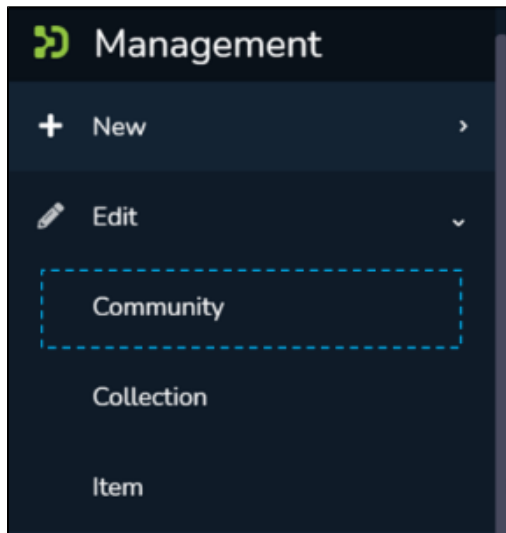
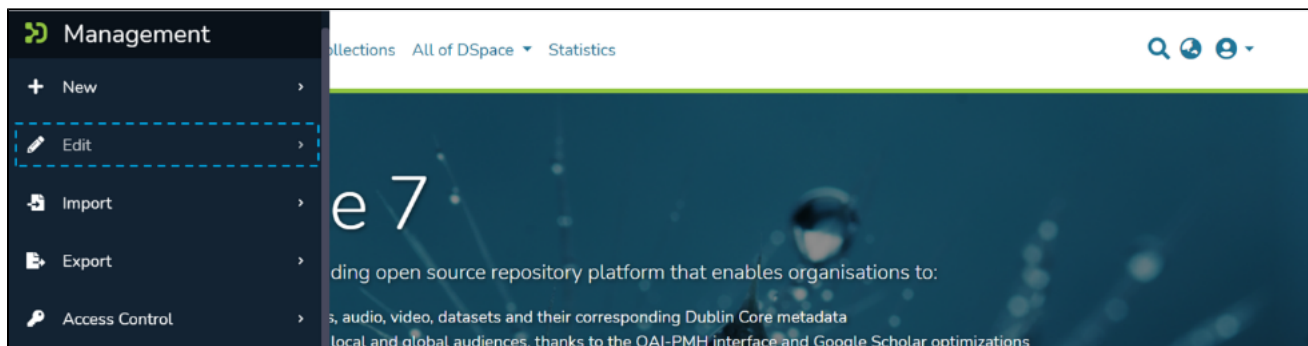
A screenshot of the DSpace login interface. At the top right, there is a search icon, a globe icon, and a 'Log In' button with a dropdown arrow. Below this, there are two input fields: 'Email address' and 'Password'. A blue 'Log in' button is positioned below the password field. Underneath the button 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: There are multiple ways to start editing a community. One of them is by going to the target community and clicking on the Edit button, the button with the pencil icon, beside the page title. Alternatively, follow the steps provided here.

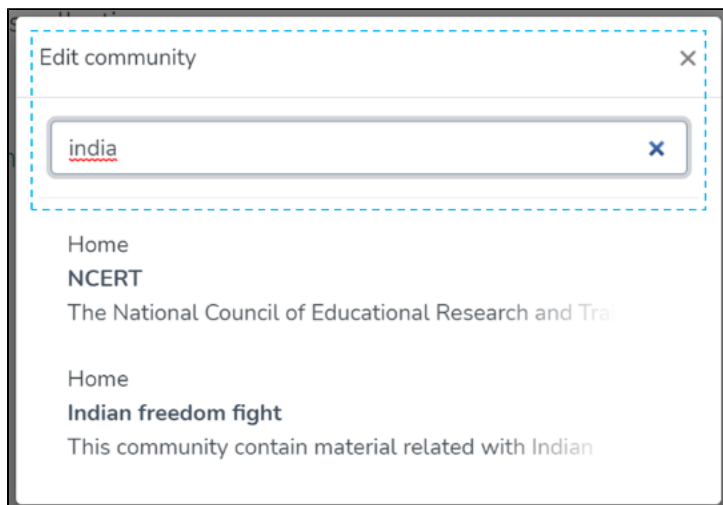
Rollover cursor on the pencil icon in the admin menu.



Step 3: Click on "Edit" and click on "Community" to proceed with the edit community process.



Step 4: A popup showing a list of the communities in the DSpace and a search box will appear. If you are already on the page of the community, it will appear at the top of the list, so you can select it by clicking on it. Otherwise, type the name of the community you want to edit in the search field. Upon typing a few letters of the community's name, a list of the community(ies) having those word(s) will appear. Click on the target community to initiate editing.



The application will take the user to the edit community form to perform various actions to edit the community. Each tab is explained in a separate process in this document.

Home • Indian freedom fight • Edit Community

Edit Community

1
Delete this community

Edit Metadata
Assign Roles
Curate
Authorizations

2

1. Delete this community – The button provided for deleting the community. Detailed steps are explained in the latter part of this page.
2. Tab – Edit community has a variety of functions, which are grouped logically across various tabs. Below is the summary of these tabs
  - a. Edit Metadata – Tab covers activities related to editing the community's profile information.
  - b. Assign Roles – This tab allows users to create specific roles for the community, usually, the role of Administrator of the community, see further detail below.
  - c. Curate – Users can set up various workflows related to content curation in this tab
  - d. Authorizations – Under this tab, users can manage various groups and their different access rights in the community, for example, this tab could be used to grant an individual the administrator role, see further detail below.

## Edit Metadata

The Edit Metadata tab allows users to update the community's profile-related information, a.k.a. community metadata.

Various actions on this tab are explained immediately after the Edit Metadata illustration is added below.


Home • Indian freedom fight • Edit Community

Edit Community

Delete this community

Edit Metadata
Assign Roles
Curate
Authorizations

Community logo



1

Name \*

Indian freedom fight

2

Introductory text (HTML)

Contents related with Indian freedom fight.

3

Short Description

This community contain material related with Indian freedom fight.

4

Copyright text (HTML)

ABC Publication

5

News (HTML)

<h3>India celebrating it's indenpendence day on 15th August, 2021.</h3>

6

7
Back
Save

1. **Community logo** – Click on the delete button to remove the existing logo. If no logo exists, then a widget allowing the user to add a logo is displayed here.
2. **Name** – Update the existing community's name in this field.
3. **Introduction text (HTML)** – Update introductory text if already added or can add new text. One can utilize HTML tags to format the text or continue entering plain text content.
4. **Short Description** – Update the description of the community or add a fresh short description for the community.
5. **Copyright text (HTML)** – Update copyright-related information in this field. This is usually displayed at the foot of the community landing page. Fields marked with (HTML) support HTML tags-based formatting.
6. **News (HTML)** – Add/Update news specific to this community in the field. This is usually displayed with the heading 'News', underneath the community's introductory text, and above the list of collections and sub-communities.
7. **Action Button** – Clicking on the Save button will update the metadata information for the community.

Click on the 'Save' button to save the information updated in the 'Edit Community' tab. A success prompt will appear, confirming the successful edit of the community.

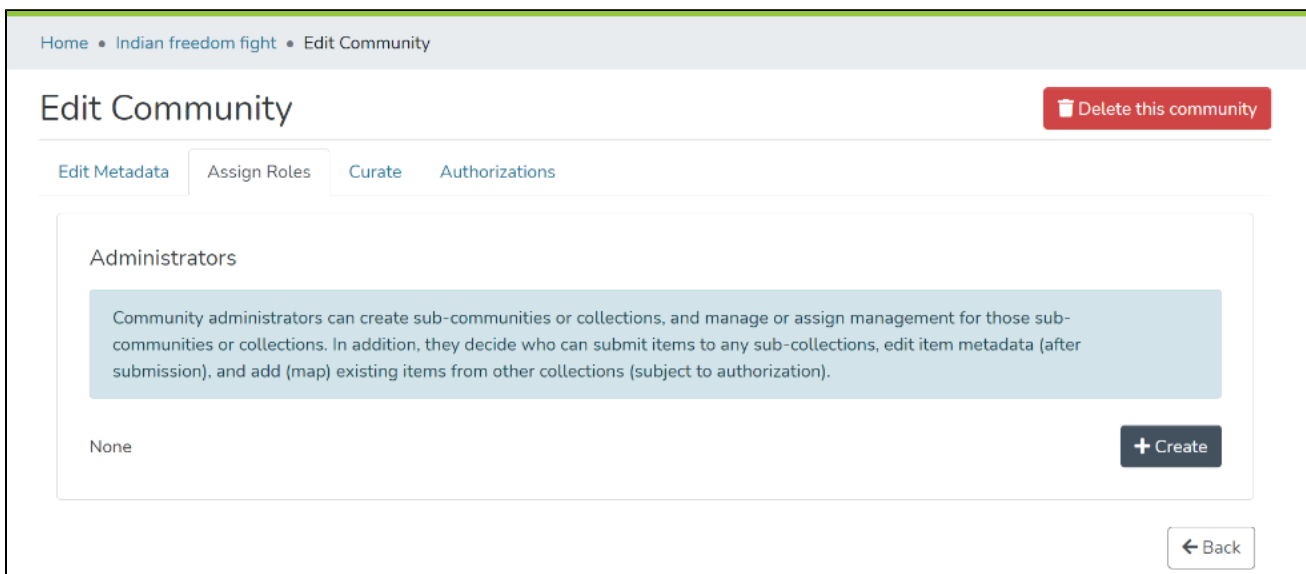


The screenshot shows the DSpace interface for a community named 'Indian freedom fight'. At the top, there's a navigation bar with 'DSpace', 'Communities & Collections', 'Statistics', and 'All of DSpace'. A green success message banner at the top right says 'Successfully edited the Community'. Below the navigation bar, the breadcrumb 'Home • Indian freedom fight' is visible. The main heading is 'Indian freedom fight', followed by a placeholder for a logo (orange and green rectangles with the Ashoka Chakra in the center). Below the logo, the permanent URI is shown: 'Permanent URI for this community https://demo7.dspace.org/handle/10673/2089'. Underneath, it says 'Contents related with Indian freedom fight.' and a 'News' section with the text 'India celebrates its independence day on 15th August 2021.'

## Assign Roles

This tab allows authorized users to create a Community administrator role. Click on the "create" button to assign a community administrator role.

The roles available on this tab are explained below this illustration.



The screenshot shows the 'Edit Community' page for 'Indian freedom fight'. The breadcrumb is 'Home • Indian freedom fight • Edit Community'. The main heading is 'Edit Community', with a red button 'Delete this community' on the right. Below the heading, there are four tabs: 'Edit Metadata', 'Assign Roles', 'Curate', and 'Authorizations'. The 'Assign Roles' tab is active. Under this tab, there's a section titled 'Administrators' with a light blue box containing text: 'Community administrators can create sub-communities or collections, and manage or assign management for those sub-communities or collections. In addition, they decide who can submit items to any sub-collections, edit item metadata (after submission), and add (map) existing items from other collections (subject to authorization).' Below this text, it says 'None' and a '+ Create' button. At the bottom right, there's a '← Back' button.

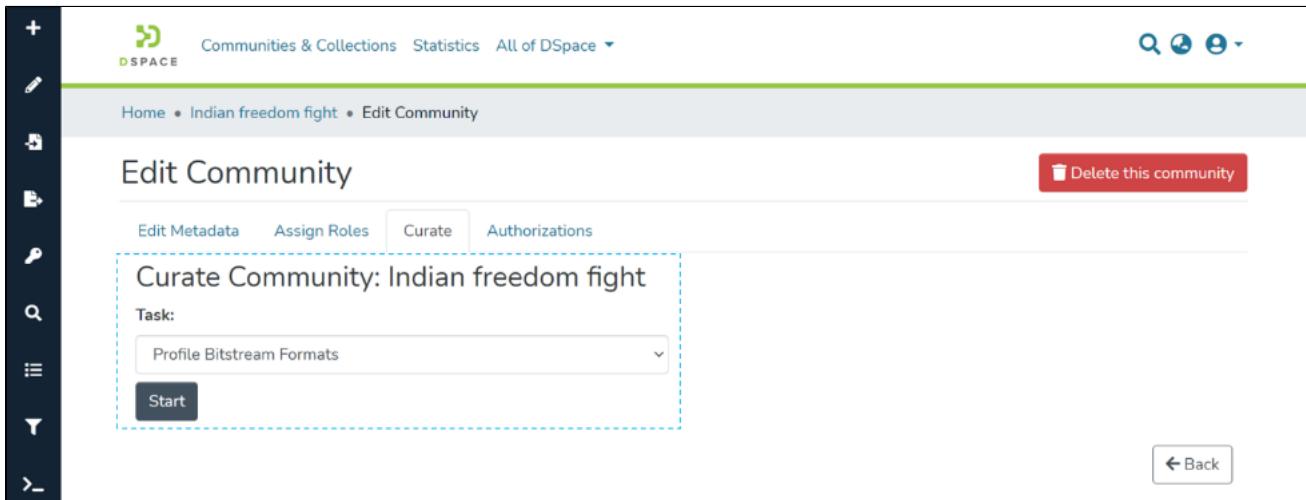
**Administrators** - Community administrators can create and manage sub-communities and collections. This user profile can also assign rights to edit item metadata and map existing items from other collections.

## Curate

This tab provides various workflows for curating items stored in the community. Below are standard flows, and there can be customized curation workflows as well

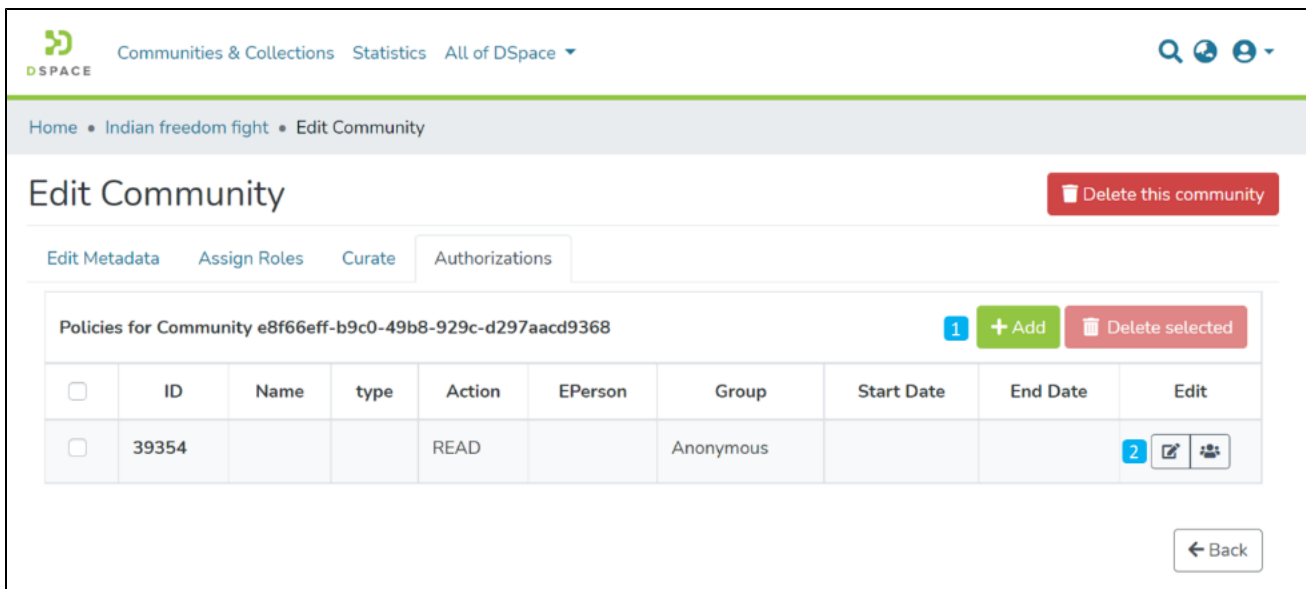
1. Profile bitstream formats
2. Check for Required Metadata
3. Check Links in Metadata

Users must select a workflow from the dropdown list and click the “Start” button to initiate the curation process.




## Authorizations

Users can view and edit community resource policies defined for the community, in the Authorizations tab. Users can create policies in addition to the standard policies created from the Assign Roles tab. Following are the key actions in this tab.



1. Manage Policies
  - Click on the Add button to create a new resource policy or select policies from the table, see further detail below.
  - Alternatively, click on the Delete selected button for a batch deletion of the policies.
2. Edit policy and members in a policy – Click on the edit button to edit an individual policy or click on the group icon to edit the user group eg to add or remove individual ePersons.

Click on Add button to create a new Authorization policy

Communities & CollectionsStatisticsAll of DSpace ▾

Home • Indian freedom fight • Edit Community



## Edit Community

Delete this community

Edit MetadataAssign RolesCurateAuthorizations

Policies for Community e8f66eff-b9c0-49b8-929c-d297aacd9368

+ AddDelete selected

<input type="checkbox"/>	ID	Name	type	Action	EPerson	Group	Start Date	End Date	Edit
<input type="checkbox"/>	39354			READ		Anonymous			 

← Back

Users can enter the information to create the policy and click on the submit button. Please see the description of each field followed by the below screenshot.

## Edit Community

 Delete this community[Edit Metadata](#) [Assign Roles](#) [Curate](#) [Authorizations](#)

## Create new resource policy for Indian freedom fight

Name **1**Description **2**Select the policy type \* **3**Select the action type \* **4**Start Date **5**

End Date

The eperson or group that will be granted the permission **6**

Metadata ▾

**8**

Now showing 1 - 5 of 81

ID	Name	Action
392d83d3-2a75-46a8-a7cf-e43b8136f2fd	ABDOSLAM IL ABDLY	<b>9</b> <input type="button" value="Select"/>
335647b6-8a52-4ecb-a8c1-7ebabb199bda	Admin DSpace	<input type="button" value="Select"/>
1d68923d-46f7-4e11-ad12-254f1e35c7c3	ALEXANDRE MATE	<input type="button" value="Select"/>
98d406e1-111a-40d7-ae44-d4668d5831d2	Anhad Narad	<input type="button" value="Select"/>
db5830de-52f9-4311-aaa9-69f1be7b0ce6	anu radha	<input type="button" value="Select"/>

◀ **1** 2 3 4 5 6 7 8 9 10 ... 17 ▶

**10**

1. **Name:** Enter the Policy name in this field.
2. **Description:** Enter the Policy description here for future reference and understanding of other users.
3. **Select the policy type:** The user can select one of the following policy classification types from the list
  - a. TYPE SUBMISSION: a policy in place during the submission
  - b. TYPE WORKFLOW: a policy in place during the approval workflow
  - c. TYPE INHERITED: a policy that has been inherited from a container (the community)
  - d. TYPE CUSTOM: a policy defined by the user during the submission or workflow phase
4. **Select the action type:** The user can select one of the following actions from the dropdown list. For example, select "READ" to assign read rights to the user or user group.:
  - a. READ
  - b. WRITE
  - c. REMOVE
  - d. ADMIN
  - e. DELETE
  - f. WITHDRAWN\_READ (disables item access)
  - g. DEFAULT\_BITSTREAM\_READ
  - h. DEFAULT\_ITEM\_READ
5. **Start date – end date:** The user can select the start date and end date of the period for which the policy will be active, should they want to apply this policy for a fixed period only. If the start date is left blank, the policy comes into effect immediately.
6. **The ePerson or group that will be granted the permission:** List of users/groups selected for granting permission under the policy
7. **Search for an ePerson / Search for a group:** Select ePerson or group to add
8. **Search field:** Enter keywords for searching the ePerson/Group
9. **ePerson/Group list:** Click on the select button against the user/group you want to add to the policy
10. **Submit/Cancel button:** Click on the Submit button to complete policy creation or click on the Cancel button to cancel the entire process.

Upon successfully creating the policy, you'll see a confirmation prompt, and the user will be back on the Authorizations screen.