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Administrative Search (video) combines retrieval of withdrawn items and private items, together with a series of quick action buttons.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

Details about each of the available processes/scripts can be found in the "scripts" directory of the REST API docs: https://github.com/DSpace /RestContract/blob/main/script

Additional information can also be found in the Command Line Operations documentation.

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