# 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
  - <sup>o</sup> Collection
  - ° Add item
  - Process
- Edit
  - Community
  - Collection o Item
- Import
  - Metadata
- Export
- <sup>o</sup> Metadata
- Access Control
  - <sup>o</sup> People • Groups
- Admin Search ٠ 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
- <sup>o</sup> Delete

## Collection

- Edit
- Delete

#### Item

- Edit
- <sup>o</sup> 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Administrative Search (video) combines retrieval of withdrawn items and private items, together with a series of quick action buttons.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