Edit, copy or delete record (admin)

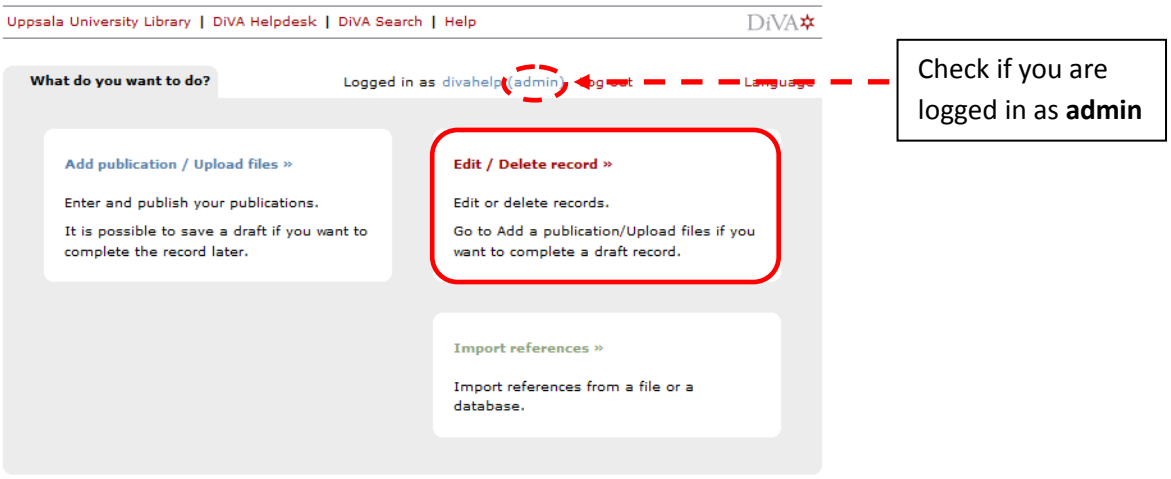
– edit, upload a file retrospectively, copy or delete publications in DiVA

Updated 2016-12-19
http://diva.ub.uu.se/helpdesk

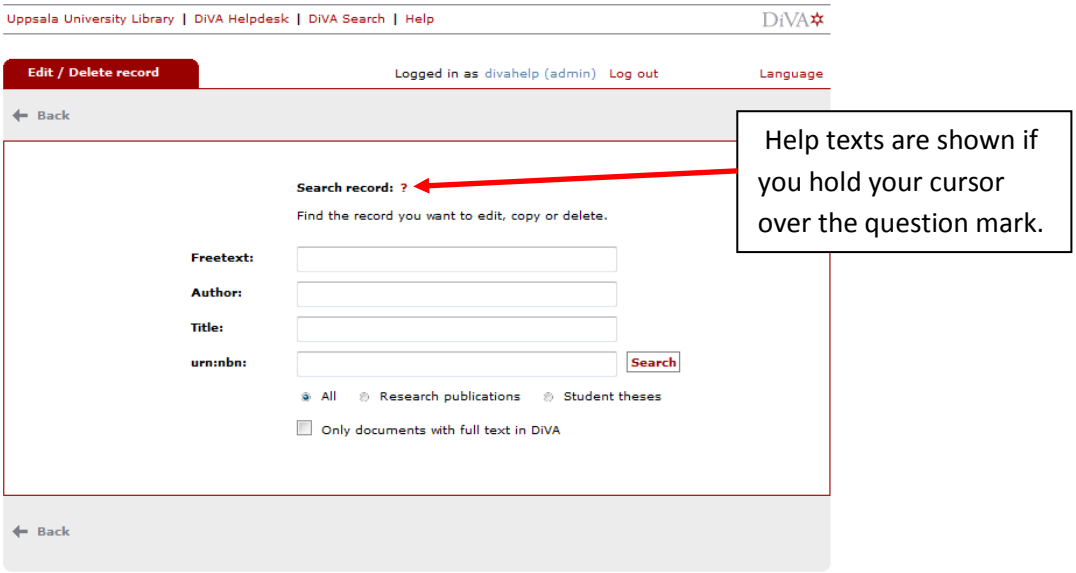
If you are a DiVA-administrator and logged in as **admin** in DiVA your ability to handle publications depends on your authorization. If you don't have access to a publication you want to edit, contact diva-helpdesk@ub.uu.se for assistance.

Instructions

Log into DiVA http://uu.diva-portal.org/login with your CAS login. When you have logged in, select *Edit / Delete records*.

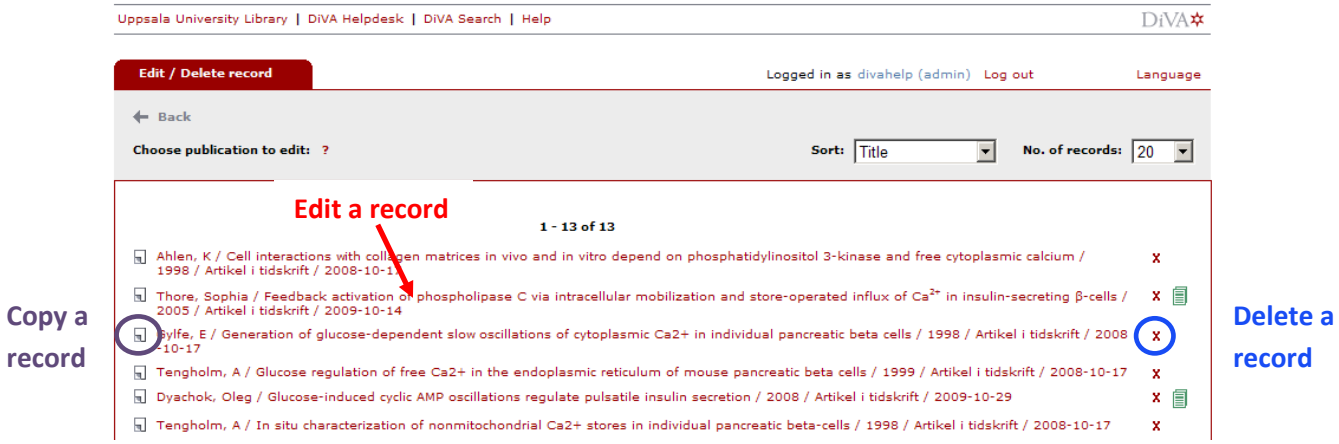


Search for the record. You can use search terms of your choice, e.g. words from the title or the author's name. If you know the record's URI you can search for it in urn:nbn (e.g. urn:nbn:se:uu:diva-51139).



A list of records that you can change, copy or delete is presented. You can sort the list by latest update, author, publication type, title or year. You can also specify the number of records displayed per page.

A green icon beside the record means that there is an attached full text.



Copy a record

Delete a record

Edit a record/Upload a file retrospectively

Click on the record to open the web form. Carry out your changes or upload your file, continue to *Review/Publish* and click *Accept*.

If you upload a full text or some other attachment retrospectively the record will temporarily disappear from DiVA until it has been checked by a librarian.

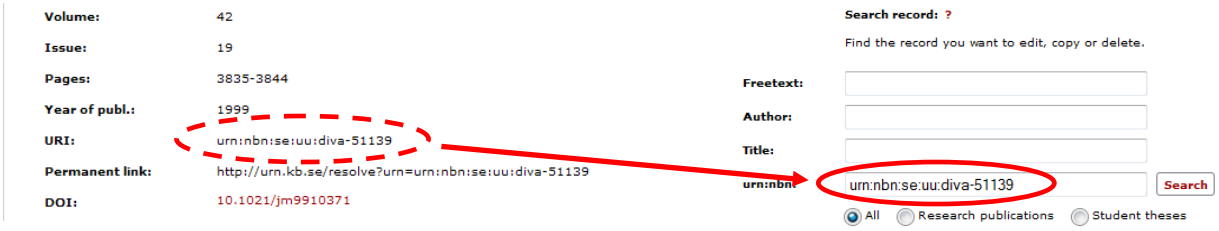
Copy a record

Click on the icon to the left to open a copy of the record. Edit the copied record and submit it. The record will be saved as a new record.

Delete a record

Delete the record by clicking on the red cross **X** beside the record and confirming that you want to delete it. The record will then be permanently removed.

Be careful not to delete records by mistake or records that should be kept. If you are in doubt please contact the DiVA Helpdesk diva-helpdesk@ub.uu.se for assistance.

Tips for deleting duplicated records:

- Before you delete a duplicate, check for differences and add any additional information to the record you retain.
- To ensure that you delete the right record: use the record's unique URI (e.g. urn:nbn:se:uu:diva-51139) when searching for the record that is to be deleted.