

DELETING & DUPLICATING RECORDS

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Display File/Tech Description Geography Admin Groups Links Delete

Selecting the "Delete" button at the bottom of this screen will remove the entire record from the database, the public indexes. It is not retrievable. Only do this if you really mean to. Otherwise you might consider turning the public display off in the Descriptive Data or Administrative Data tabs.

Postcard


Publication:

Details

Media Type:
Image

Geographic Coverage:
Latitude:
Longitude:

Copyright Statement:
Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.

Creative Commons licence:


Contact:
Training data set
WWW address:
<http://ourdigitalworld.org/>

Non-public data

Language of Description:
English

Delete this record: Goodbye forever!

Select the "Delete this record: Goodbye forever!" button at the bottom of the screen. *Deleting the record will remove it from both the database and the public indexes.* It is not retrievable, and the data will be erased.

If you want to remove the record from publicly display but wish to keep the record for data management purpose, simply turn the public display off in the Descriptive, Geographic or Administrative Data screens.

Note: You cannot delete a record if there are comments associated with this record. You can only recall the record and designate it not for public display.

Level One Users cannot delete records. If a user has a Level 1 security status, they will see the following message: "In their wisdom, the folks who set up your account didn't give you enough privileges to actually make a record, however flawed, go away permanently. You might ask them to upgrade your privileges. Alternatively, turn the public display off in the Descriptive, Geographic or Administrative Data tabs."

DUPLICATING A RECORD

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If you are going to create a record or series of records that have similar data elements, you may want to use the “Duplicate Record” feature to create a copy of the metadata record that you can then edit.

- Search and retrieve the record that you want to copy
- Click on “Duplicate” link in the main menu bar. Once you click on the Duplicate record feature, you will have created a copy of the record that you can edit and start associating digital files
- **Note:** Not all fields will be duplicated, and no files will be associated
- To add a digital object (image, text, video, audio, pages, etc.) to the metadata record you are creating, go to the File/Technical Data screen.
 - o Click on “Associate files with this record”
 - o Browse your computer for the digital file.
 - o Choose the appropriate Category and Label options.
 - o Click on upload to associate the digital object file with the duplicate record.
 - o Edit the record within the template forms to describe the uploaded digital object file.

A Plus Plan feature that builds on the duplicate function is “Templates”. See the Templates manual for more information.