

Edit, copy or delete a publication (staff)

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

Updated 2010-04-29

<http://diva.ub.uu.se/helpdesk>

If you are a researcher/employee and logged in as **staff** you may edit or delete publications that you have registered yourself or where you are the author/editor, and copy publications. Publications with full text or other attachments, doctoral/licentiate theses and student theses may only be edited or deleted by administrators. If you don't have access to a publication, contact the DiVA administrator at your department or the DiVA Helpdesk diva-helpdesk@ub.uu.se for assistance.

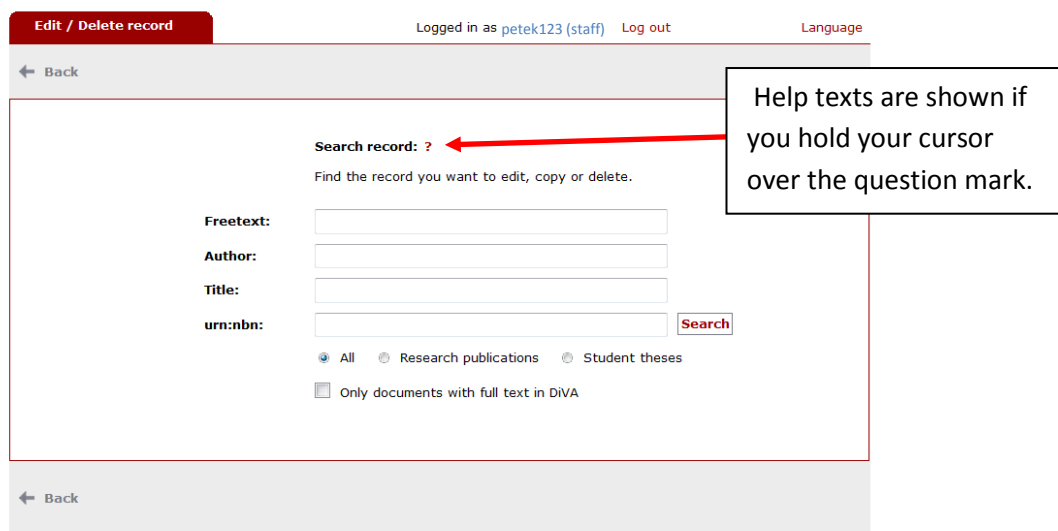
Instructions

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



The screenshot shows the DiVA main menu. At the top, there is a navigation bar with links for 'Uppsala University Library', 'DiVA Helpdesk', 'DiVA Search', and 'Help'. The user is logged in as 'petek123 (staff)'. The main content area is titled 'What do you want to do?' and contains three main options: 'Add publication / Upload files >>', 'Edit / Delete record >>', and 'Import references >>'. The 'Edit / Delete record >>' option is highlighted with a red box. A red dashed line points from a callout box to the 'Log out' link in the top navigation bar. The callout box contains the text: 'Check if you are logged in as staff'.

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).



The screenshot shows the 'Edit / Delete record' search page. The user is logged in as 'petek123 (staff)'. The page has a 'Back' button and a 'Search record: ?' label. Below the label is a search input field and a 'Search' button. The search input field has a red arrow pointing to it from a callout box. The callout box contains the text: 'Help texts are shown if you hold your cursor over the question mark.' Below the search input field are four input fields for 'Freetext:', 'Author:', 'Title:', and 'urn:nbn:'. Below these fields are radio buttons for 'All', 'Research publications', and 'Student theses'. There is also a checkbox for 'Only documents with full text in DiVA'.

A list of records is presented. You can choose to show *All*, *My records* or *Coauthors*.

The screenshot shows the 'Edit / Delete record' page in the DiVA system. At the top, it says 'Uppsala University Library | DiVA Helpdesk | DiVA Search | Help' and 'Logged in as petek123 (staff)'. Below this, there are navigation options: 'Back', 'Choose publication to edit: ?', 'Show: All', 'Sort: Date', and 'No. of records: 20'. A dropdown menu is open over the 'Show:' field, showing 'All', 'My records', and 'Coauthor'. A list of records follows, each with a document icon on the right. A red arrow points to the first record with the text 'Edit a record'. Dashed arrows point to the document icons with the text 'indicate that there are attached full texts'.

- *All*: Shows all records that match your search.
- *My records*: Shows records that you may edit or delete.
- *Coauthor*: Shows records that you may edit or delete after confirming that you are an author or editor (“claim authorship”).

Edit a record/Upload file retrospectively

Click on the record you want to edit or complete. The following three options can occur:

a) *You have access to the record*

The web form is opened. Carry out your changes or upload your file, continue to *Review/Publish* and click *Accept*.

The screenshot shows the 'Edit / Delete record' web form. At the top, it says 'Logged in as petek123 (staff)'. Below this, there are navigation options: 'Back', 'Cancel', and 'Continue ->'. The 'Selected publication type' is 'Article in journal'. The 'Author 1 ?' section contains fields for 'Last name: Eklöv', 'Year of birth:', 'First name: Peter', and 'Username:'. There is also a 'Department, unit or programme:' field with a 'Choose organisation' dropdown and an 'Other university >>' link.

➔ 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.

b) You need to confirm authorship/editorship ("claim authorship") in order to continue

Check that the given details are correct. Click *Save* if you only want to claim authorship (your user name is added to the record) or *Save and change details* if you want to edit other information. Carry out your changes or upload your file, continue to *Review/Publish* and click *Accept*.

Claim authorship

Complete your details and click on Save.
If you want to change more details click on Save and change details instead.

Author/Editor

Last name: Eklöv

First name: Peter Username: petek123

Save Cancel Save and change details →

c) You don't have access to the record

You get a message that you don't have access to the record. Contact the DiVA administrator at your department or the DiVA Helpdesk diva-helpdesk@ub.uu.se for assistance.

Permission

You do not have access to the record because it is a type of publication that you are not allowed to edit and/or contains a full text.

Close

Copy a record

Click on the icon to the left to open a copy of the record. Edit the copied record, check carefully that no incorrect details are left and submit. The record will be saved as a new record.

Copy a record

Uppsala University Library | DiVA Helpdesk | DiVA Search | Help

DiVA

Edit / Delete record

Logged in as petek123 (staff) Log out

Language

← Back

Choose publication to edit: ?

Show: All Sort: Date No. of records: 20

1 - 8 of 8

Olsson, Jens / Effects of resource level and habitat type on behavioural and morphological plasticity in Eurasian perch / 2010-04-20

Svanbäck, Richard / Intra-specific competition drives multiple species trophic polymorphism in fish communities / 2008 / Artikel i tidskrift / 2010-01-27

Olsson, Jens / Habitat structure, feeding mode and morphological reversibility: factors influencing phenotypic plasticity in perch / 2005 / Artikel i tidskrift / 2009-12-10

Svanbäck, Richard / Morphology in perch affects habitat specific feeding efficiency / 2004 / Artikel i tidskrift / 2009-06-09

Eklöv, Peter / Predation Risk Influences Adaptive Morphological Variation in Fish Populations / 2006 / Artikel i tidskrift / 2009-03-30

Svanbäck, Richard / Morphology dependent foraging efficiency in perch: a trade-off for ecological specialization? / 2003 / Artikel i tidskrift / 2009-03-30

Delete a record

Select *My records*. If the record you want to delete is not in the list: select *All*, click on the record and confirm that you are an author or editor. Go back to *My records* – the record is now on the list.

Uppsala University Library | DiVA Helpdesk | DiVA Search | Help DiVA

Logged in as [petek123 \(staff\)](#) Log out Language

Edit / Delete record

← Back

Choose publication to edit: ? **Show:** My records **Sort:** Date **No. of records:** 20

1 - 3 of 3

- Svanbäck, Richard / Morphology in perch affects habitat specific feeding efficiency / 2004 / Artikel i tidskrift / 2009-06-09 X
- Eklöv, Peter / Predation Risk Influences Adaptive Morphological Variation in Fish Populations / 2006 / Artikel i tidskrift / 2009-03-30 X
- Svanbäck, Richard / Morphology dependent foraging efficiency in perch: a trade-off for ecological specialization? / 2003 / Artikel i tidskrift / 2009-03-30 X

1 - 3 of 3

← Back

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.

Volume: 42
Issue: 19
Pages: 3835-3844
Year of publ.: 1999
URI: urn:nbn:se:uu:diva-51139
Permanent link: http://urn.kb.se/resolve?urn=urn:nbn:se:uu:diva-51139
DOI: 10.1021/jm9910371

Search record: ?
Find the record you want to edit, copy or delete.

Freetext:
Author:
Title: **urn:nbn:** urn:nbn:se:uu:diva-51139

All Research publications Student theses