

Edit, copy or delete a publication (status “staff” in DiVA)

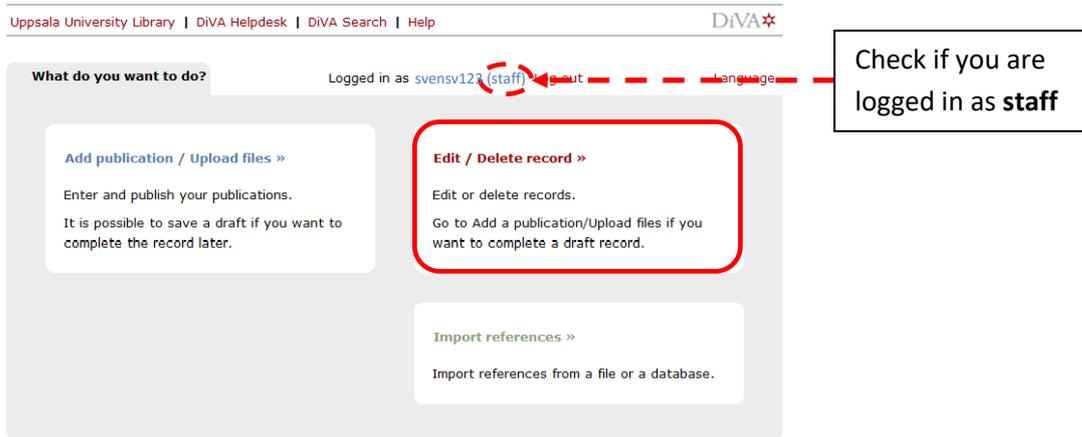
– edit, upload a file retrospectively, copy or delete publications in DiVA

As researcher/employed at Uppsala university you have the status **staff** in DiVA. You may edit or delete publications that you have registered yourself or where you are the author/editor. You can also copy records in DiVA.

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.

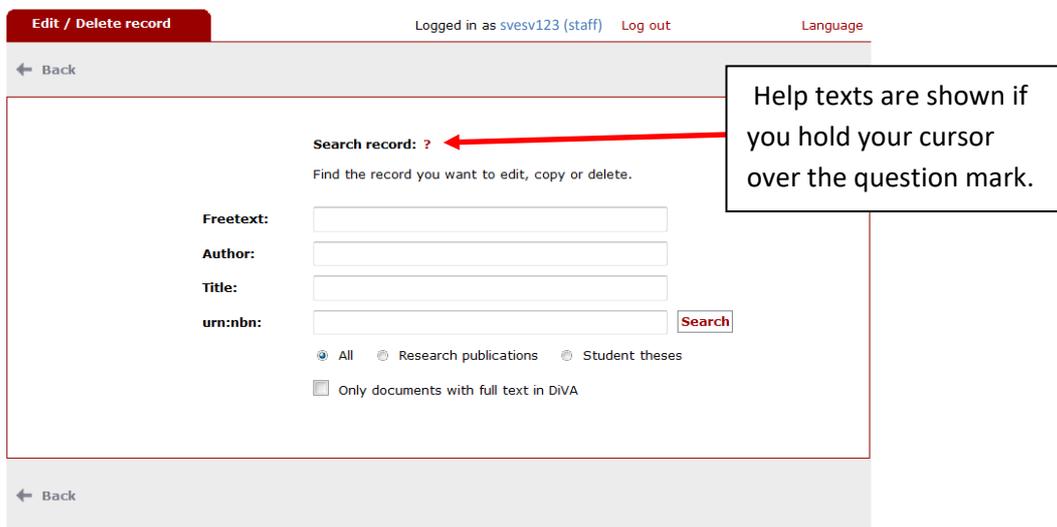
Instructions

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



The screenshot shows the DiVA portal home page. 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 'svensv123 (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 callout box on the right points to the user's status 'svensv123 (staff)' and says '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 'svensv123 (staff)'. The page has a 'Back' button and a search form. The search form includes a 'Search record: ?' field with a red arrow pointing to it from a callout box that says 'Help texts are shown if you hold your cursor over the question mark.' Below the search field are four input fields for 'Freetext:', 'Author:', 'Title:', and 'urn:nbn:'. There is a 'Search' button next to the 'urn:nbn:' field. Below the input fields are radio buttons for 'All', 'Research publications', and 'Student theses', and 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 DiVA search results page. At the top, there is a navigation bar with 'Uppsala University Library | DiVA Helpdesk | DiVA Search | Help' and 'DiVA' logo. Below that, a header bar shows 'Edit / Delete record', 'Logged in as svesv123 (staff)', 'Log out', and 'Language'. The main content area has a 'Back' button, a 'Choose publication to edit: ?' dropdown, and filters for 'Show: All', 'Sort: Date', and 'No. of records: 20'. A list of 8 records is displayed, each with a document icon indicating a full text attachment. A red arrow points to the first record with the text 'Click to open a record'. A dashed arrow points to a document icon next to a record 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 (see the quick reference guide “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 record is opened. 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 file will not display public in DiVA until it has been checked by a librarian/administrator.

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*.

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.

The screenshot shows a 'Permission' dialog box with a red header. The message inside reads: '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.' There is a 'Close' button at the bottom.

Copy a record

If you want to register a publication and there are other similar records in DiVA you can save time by copying an existing record. Click on the icon to the left of a record in a list to open a copy of the record. Edit the copied record, check carefully that no incorrect details are left and submit. The copied record will be saved as a new record.

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

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 / 2007 / Artikel i tidskrift / 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

Copy a record

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 svesv123 (staff) Log out Language

← 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
- 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

1 - 3 of 3

← Back

Delete a record

Delete the record by clicking on the red cross **X** beside the record and confirm 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 if you delete 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	Search record: ?	
Issue:	19	Find the record you want to edit, copy or delete.	
Pages:	3835-3844	Freetext:	<input type="text"/>
Year of publ.:	1999	Author:	<input type="text"/>
URI:	urn:nbn:se:uu:diva-51139	Title:	<input type="text"/>
Permanent link:	http://urn.kb.se/resolve?urn=urn:nbn:se:uu:diva-51139	urn:nbn:	<input type="text" value="urn:nbn:se:uu:diva-51139"/> <input type="button" value="Search"/>
DOI:	10.1021/jm9910371		<input checked="" type="radio"/> All <input type="radio"/> Research publications <input type="radio"/> Student theses