Make an Item Private

- Audience
- Make Item private

Audience

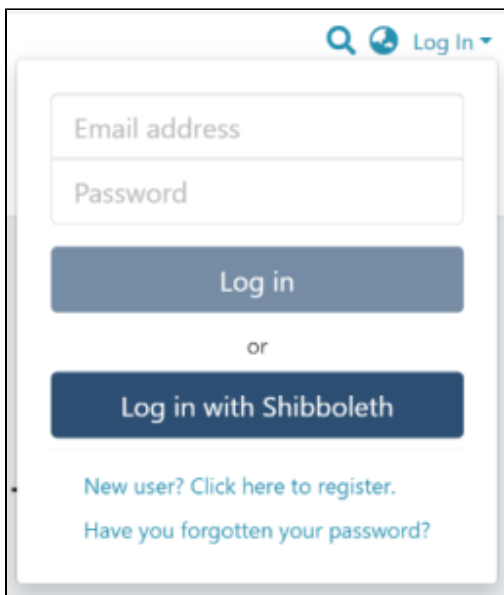Content Submitters

Community Administrators

System Administrators

Make Item private

Step 1: Login using your DSpace credentials

Step 2: Go to the item you want to edit

Users can reach an item through multiple methods, as listed below:

1. Search an item
2. Browse communities and collections
3. Finding an item in the Administration section at Edit > Item

Click on the "Edit" button appearing towards the right-hand side of the item title.

This item is private

Test submission

No Thumbnail

Authors

John Doe

Wang Doom

Files

defense-evasion.csv (8.51 KB)

Date

2021

Authors

John Doe

Wang Doom

Publisher

Dummy Publication Inc.

Keywords

Research Subject Categories::HUMANITIES and RELIGION::Religion/Theology::Old Testament exegesis, Research Subject Categories::HUMANITIES and RELIGION::Religion/Theology::New Testament exegesis

URI

https://demo7.dspace.org/handle/10673/1762

Collections

Rapid DSpace

ⓘ Full item page

Step 3: Click on the "Make it private" button under the "Status" tab to make the selected Item private.

Edit Item

| Status | Bitstreams | Metadata | Relationships | Version History | Collection Mapper |

Welcome to the item management page. From here you can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

Item Internal ID: 3cc31fe3-d85c-4451-8a67-bfa947665168
Handle: 10673/1762
Last Modified: 2021-04-11T11:36:10.182+0000
Item Page: /entities/project/3cc31fe3-d85c-4451-8a67-bfa947665168

Edit item's authorization policies   Authorizations...

Manage mapped collections   Mapped collections

Withdraw item from the repository   Withdraw...

Make item private   Make it private...

Completely expunge item   Permanently delete

Move item to another collection   Move...

← Back

Step 4: Click on the "Make it Private" button to make the selected Item private or click the "Cancel" button to cancel the operation.

Make item private: 10673/1762

Are you sure this item should be made private in the archive?

Field	Value	Language
dc.contributor.author	John Doe	
dc.contributor.author	Wang Doom	
dc.date.accessioned	2021-04-11T09:11:26Z	
dc.date.available	2021-04-11T09:11:26Z	
dc.date.issued	2021	
dc.description.provenance	Made available in DSpace on 2021-04-11T09:11:26Z (GMT). No. of bitstreams: 1 defense-evasion.csv: 8714 bytes, checksum: 1c0263c69975d05b0d58d42459d39292 (MD5) Previous issue date: 2021	en
dc.identifier.uri	https://demo7.dspace.org/handle/10673/1762	
dc.language.iso	en	
dc.publisher	Dummy Publication Inc.	
dc.subject	Research Subject Categories::HUMANITIES and RELIGION::Religion/Theology::Old Testament exegesis	
dc.subject	Research Subject Categories::HUMANITIES and RELIGION::Religion/Theology::New Testament exegesis	
dc.title	Test submission	
dc.type	Book	
dspace.entity.type	project	

Make it Private   Cancel

Step 5: You will see a success prompt confirming that the Item is private, as shown below.

Step 6: You will notice that the Item will appear with a "Private" tag.