

Moving Items

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Moving Items via Web UI

It is possible for Administrators to move items one at a time from the User Interface.

- Login as an Administrator
- Browse/search for the item.
- Click "Edit this Item" on the item page
- When editing an item, on the 'Edit item' screen, click the "Move..." button.
- Search for the new Collection for the item to appear in. By default, when the item is moved, it will take its authorizations (who can READ / WRITE it) with it.
 - If you wish for the item to take on the default authorizations of the destination collection, tick the 'Inherit policies' checkbox. This is useful if you are moving an item from a private collection to a public collection, or from a public collection to a private collection.
 - Note: When selecting the 'Inherit policies' option, ensure that this will not override system-managed authorizations such as those imposed by the embargo system.

Moving Items via the Batch Metadata Editor

Items may also be moved in bulk by using the CSV batch metadata editor (see [Editing Collection Membership](#) section under [Batch Metadata Editing](#)).