

Delete Collection

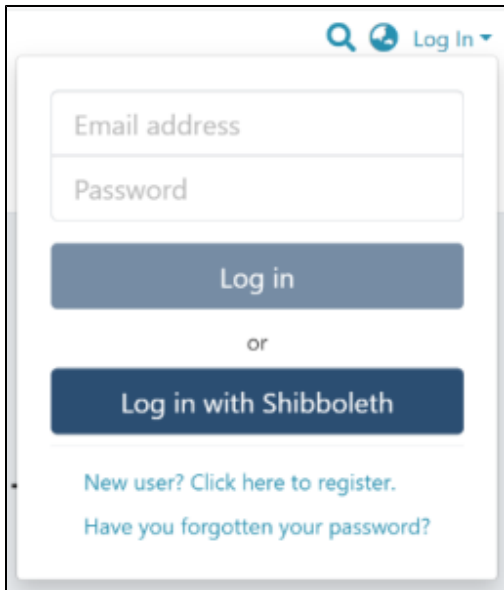
- [Audience](#)
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Audience

Repository Administrator
Community Administrator
Collection Administrator

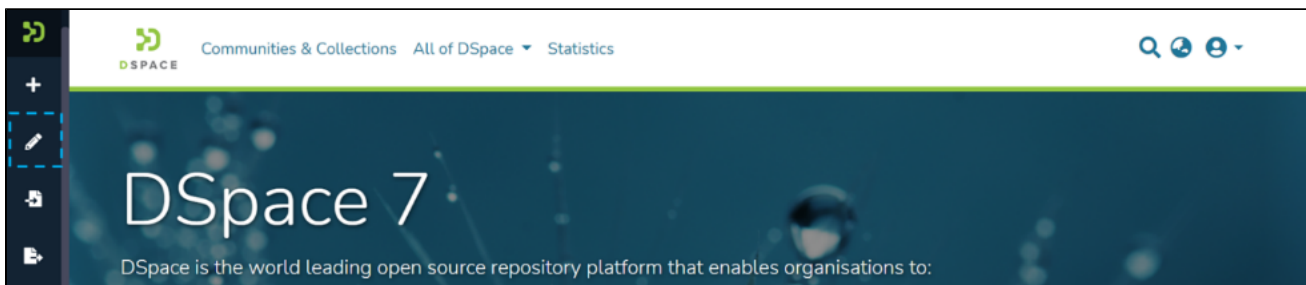
Delete Collection

Step 1: Login using your credentials

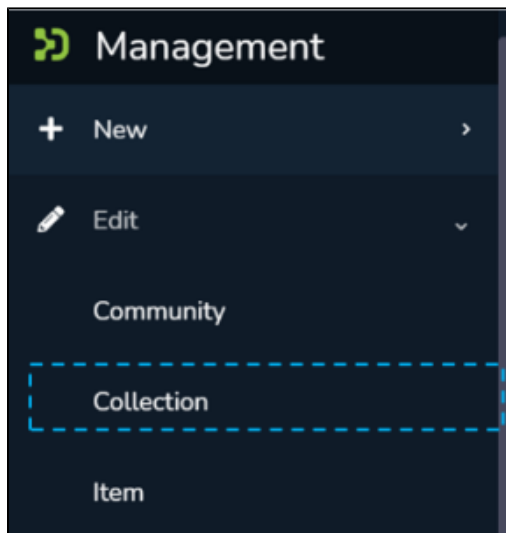
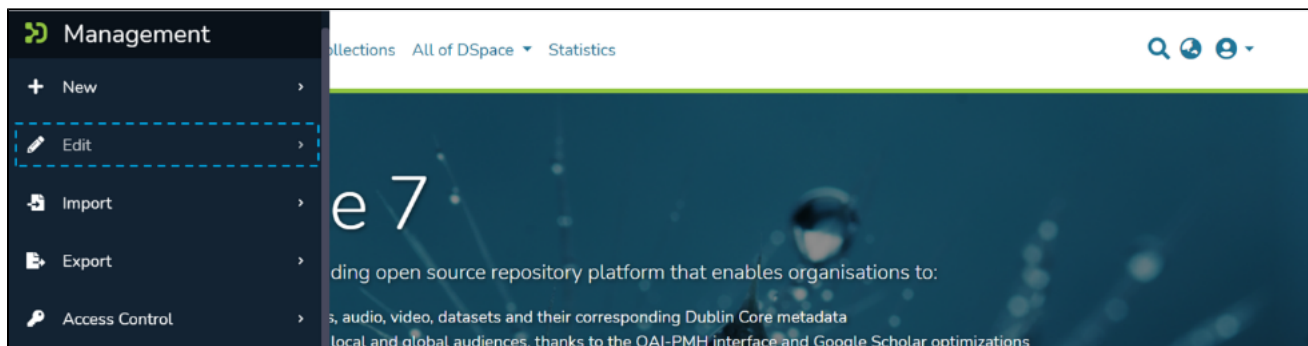


A screenshot of the DSpace login interface. At the top right, there is a search icon, a user icon, and a 'Log In' dropdown menu. Below this, there are two input fields: 'Email address' and 'Password'. A blue 'Log in' button is positioned below the password field. Underneath the button is the word 'or'. Below 'or' is a dark blue button labeled 'Log in with Shibboleth'. At the bottom of the login area, there are two links: 'New user? Click here to register.' and 'Have you forgotten your password?'.

Step 2: There are multiple ways to initiate the delete collection process. One of them is by going to the target collection using Admin options. Rollover your cursor on the "Edit" sign.



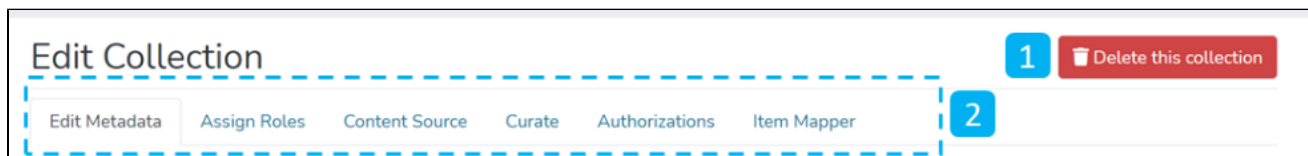
Step 3: Click on "Edit" and click on "Collection" to proceed with the edit collection process.



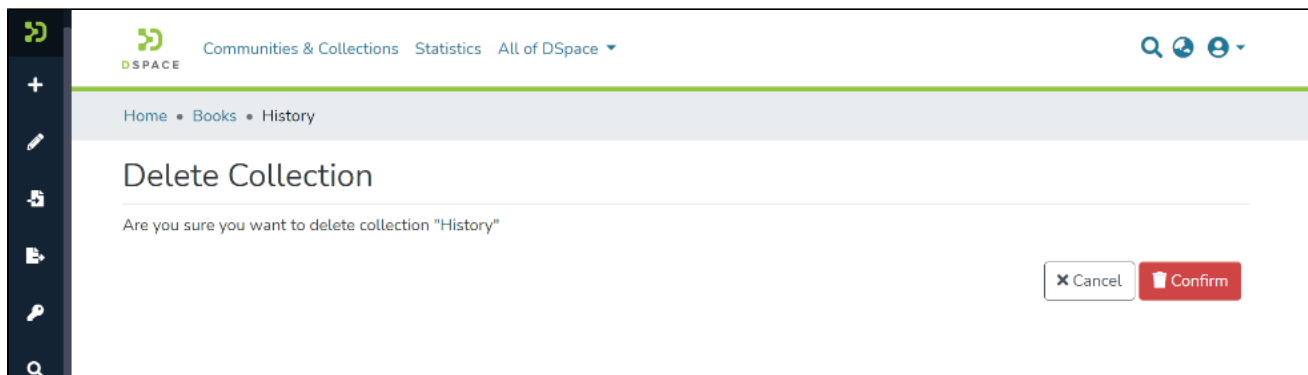
Step 4: A pop-up with the list of collections will appear. Type the Collection's name in the search field you want to delete. A list of collections having typed values will appear upon typing a few letters of the Collection's title. Click on the Collection to continue with the deletion.



Step 5: The application will take the user to the edit collection form. To initiate the collection deletion, the user must click the 'Delete this collection' button.



Step 6: Click on the Confirm button to continue with the collection deletion or click on the Cancel button to return to the previous page.



Success prompt confirming the deletion will appear, and the DSpace homepage will open.

