

# How to create a new version of a data record

## Overview

This document outlines how LSHTM users can create a new version of a previously-published data record. The creation of a new version will enable you to revise aspects of the submission, including add/removing files and amending metadata descriptions.

### Check the record ownership

The first step is to check who is the designated owner of the data record. LSHTM users are able to create a new version of a data record in cases where they are identified as the Depositor. This applies in two situations:

1. The LSHTM user has created and submitted the data record via the Data Compass web form
2. The LSHTM user has been assigned depositor rights by the LSHTM Research Data Manager.

To determine who has depositor rights to the data record, visit the relevant record (e.g. <https://datacompass.lshtm.ac.uk/1945/>) and click the 'Additional Information' drop-menu.



Figure 1: Depositor owner rights

If your name is listed as Depositor, you will be able to create a new version of a record. A new version of an existing record may be created via the Route A or Route B workflows outlined below.

If your name is not displayed, (1) contact [researchdatamanagement@lshtm.ac.uk](mailto:researchdatamanagement@lshtm.ac.uk) to request a change in record ownership that will allow you to create a new version, or (2) ask they create a new version on your behalf.

### Route A: Create new version via the record page

The first route to create a new version of a record is via the record page. A new version of an existing record may be created as follows:

- a. Visit the data record for which you wish to create a new version, e.g. <https://datacompass.lshtm.ac.uk/1945/>.
- b. Locate and click the 'Edit item' button (the button is display on the bottom right of the page, next to the Google Scholar icon, at the time of writing).
- c. A login screen will be displayed. Provide your username and password and press enter/the login button.
- d. A tab interface should be displayed, similar to the screenshot below. The Details tab (selected by default) displays descriptive metadata associated with the resource. Select the 'Actions' tab

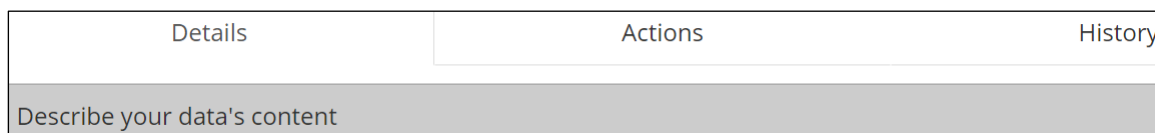


Figure 2: Record interface menu

- e. The Actions tab lists the actions that you are allowed to perform upon the record. Two actions can be performed upon an existing record.

New Version (admin only)	Use this to submit a new version of this item. It will create an exact copy which you can then make changes to. This item and the new version will be linked. If you are unsure whether a new version is required please contact the Research Data Manager.
Use as template	Create a new item using this item as a template. There will be no connection between the two items.

Figure 3: Record interface menu

- **New version:** This button will create a new version of the record that contains the same text and files. Once updated and published, the previous version will be hidden in the browse and search interface (to reduce the likelihood that obsolete content will be found and used), but will still be available using the DOI/URL (to ensure citations remain valid).
- **Use as template:** This option will create a new record that contains the same text and files found in the existing record, for subsequent editing. However, no relationship will be defined between the existing and new record.

Following selection of the relevant option, the depositor will be shown the metadata entry web form, where they may revise the title, description, creator list, files, and other details about the submission. Similar to the previous version, the new record will need to be submitted for review and assigned a new Digital Object Identifier (DOI).

### Route B: Create new version via User Workarea

- Press the 'Deposit Items' or 'Login' button to display the user login screen. Enter your LSHTM username and password and press the Login button. If successful, you should be presented with a 'User Workarea' screen.
- By default, only unpublished records are listed in your work area. To display previously-deposited records that have been published and assigned a DOI, click the 'Live Archive' checkbox.

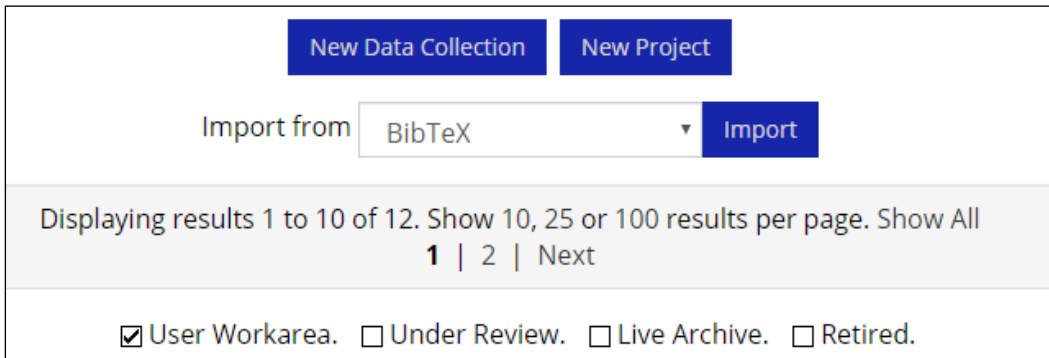


Figure 4: User work area

The screen should update to show a list of records that you have previously submitted to the repository (you may need to click 'Show All' if a large number records have been published).

If the relevant record ID and title are not listed, check the depositor's name to identify who submitted the record to the repository (see p1 for instructions). A change to the record owner may be requested by contacting [researchdatamanagement@lshtm.ac.uk](mailto:researchdatamanagement@lshtm.ac.uk).

- If the relevant record ID and title are listed, click the magnifying glass icon



Figure 5: User work area

- d. A tab interface should be displayed, similar to the screenshot below. The Details tab (selected by default) displays descriptive metadata associated with the resource. Select the 'Actions' tab

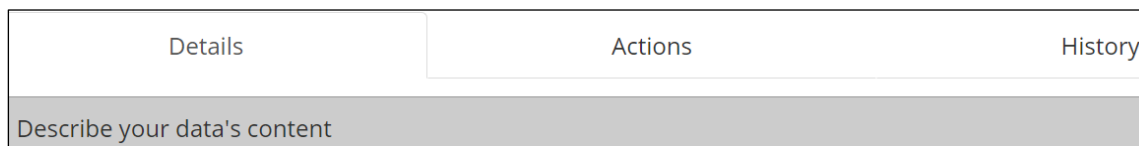


Figure 6: Record interface menu

- e. The Actions tab lists the actions that you are allowed to perform upon the record. Two actions can be performed upon an existing record.

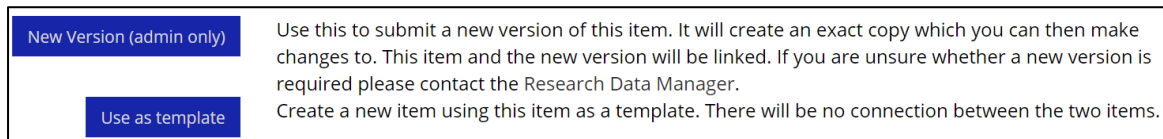


Figure 7: Record interface menu

- **New version:** This button will create a new version of the record that contains the same text and files. Once updated and published, the previous version will be hidden in the browse and search interface (to reduce the likelihood that obsolete content will be found and used), but will still be available using the DOI/URL (to ensure citations remain valid).
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