

# Creating new versions of an item in edShare

## What is the difference between versioning and using a record as a template?

When a system or procedure changes, you need to update your resources to reflect this. The best way to do this is to create a new version of your resource using edShare. Versioning is a useful tool as it always points the user to the newest version of the resource. It also allows you to create an audit trail of previous versions which can be useful for items like annual reports.

The new version will automatically display in the results of any edShare searches and the old one will be hidden and won't display in the search results.

## How to do it:

First log in to edShare, you won't be able to edit the resource if you are not logged in. Go to the resource you want to version. You can do this from your own content manager page or by searching from the home page.



The screenshot shows the edShare@GCU website interface. At the top, there is a blue header with the logo and navigation links: Home, Upload, Browse, About, Help, Contact Us, and Logged in as MRS Marion Kelt. Below the header, there are links for My Homepage, Resource Manager, Saved Searches, and Logout. The main content area features a title "Ginge the cat in his kingdom of Scotstoun." and a large image of a ginger and white cat sitting in a field of purple flowers. To the right of the image is a metadata panel with the following information:

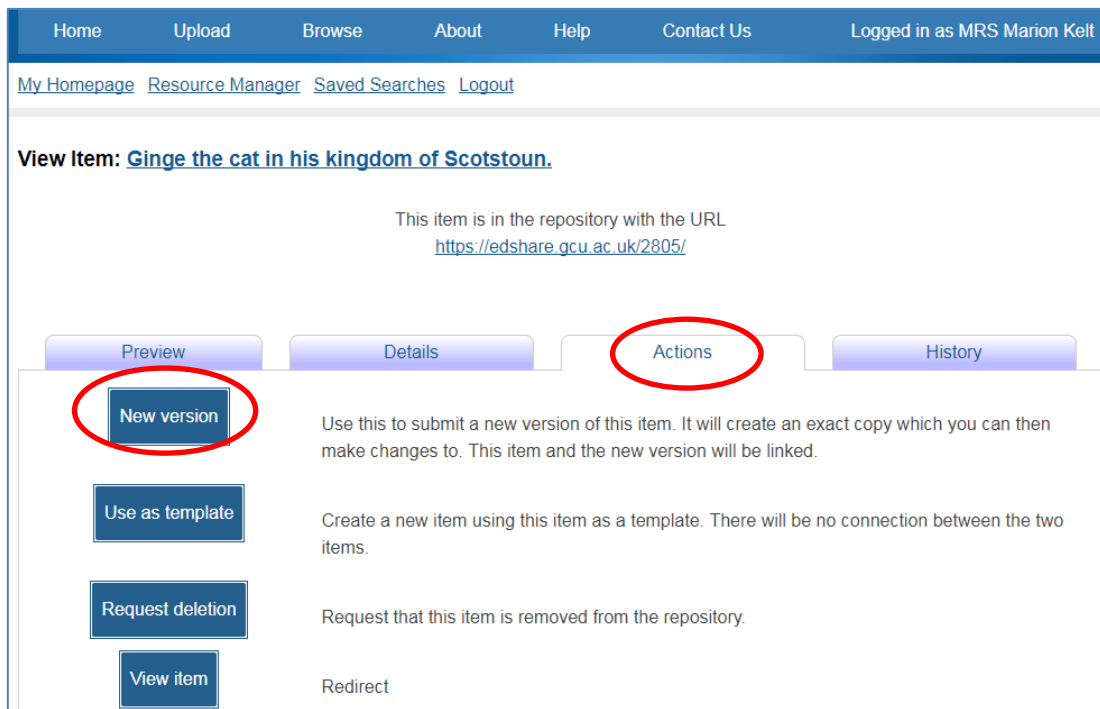
- Summary: Nice photo of Ginge in the royal garden.
- Creators: [MRS Marion Kelt](#)
- Divisions: [Academic > Library Services](#)
- Copyright holder: Copyright © Glasgow Caledonian University
- Tags: [cats](#), [examples](#)
- Viewing permissions: World
- Depositing User: [MRS Marion Kelt](#)
- Date Deposited: 20 Feb 2018 09:43
- Last Modified: 20 Feb 2018 09:43
- URI: <https://edshare.gcu.ac.uk/id/eprint/2805>

Below the image, the filename "gingebluebells.JPG" is displayed, along with a "Download" button (2MB). At the bottom right of the metadata panel, there is a "View Item" button with a magnifying glass icon, which is circled in red. Above this button, the text "Actions (login required)" is visible.

Click **View Item**.

## Creating new versions of an item in edShare

On the next screen, click the **Actions** tab, then the blue **New Version** button.



Home Upload Browse About Help Contact Us Logged in as MRS Marion Kelt

[My Homepage](#) [Resource Manager](#) [Saved Searches](#) [Logout](#)

**View Item: [Ginge the cat in his kingdom of Scotstoun.](#)**

This item is in the repository with the URL  
<https://edshare.gcu.ac.uk/2805/>

Preview Details **Actions** History

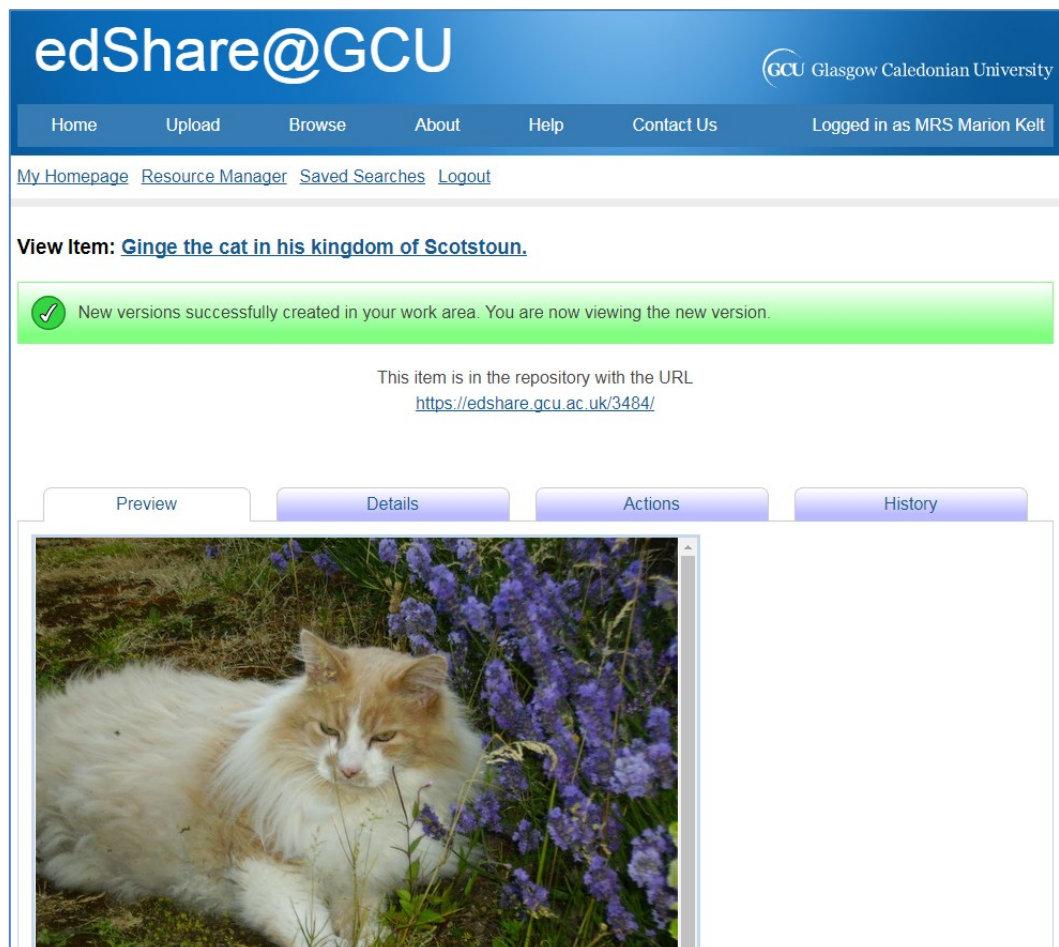
**New version** Use this to submit a new version of this item. It will create an exact copy which you can then make changes to. This item and the new version will be linked.

Use as template Create a new item using this item as a template. There will be no connection between the two items.

Request deletion Request that this item is removed from the repository.

View item Redirect

edShare will now display the new version for you to edit.



edShare@GCU GCU Glasgow Caledonian University

Home Upload Browse About Help Contact Us Logged in as MRS Marion Kelt


[My Homepage](#) [Resource Manager](#) [Saved Searches](#) [Logout](#)

**View Item: [Ginge the cat in his kingdom of Scotstoun.](#)**

✓ New versions successfully created in your work area. You are now viewing the new version.

This item is in the repository with the URL  
<https://edshare.gcu.ac.uk/3484/>

Preview **Details** Actions History



## Creating new versions of an item in edShare

Move to the foot of the screen and click **Edit item** in the Toolbox section.

This is the latest version of this item.

**Summary:** Nice photo of Ginge in the royal garden.

**Creators:** [MRS Marion Kelt](#)

**Divisions:** [Academic > Library Services](#)

**Copyright holder:** Copyright © Glasgow Caledonian University

**Tags:** [cats](#), [examples](#)

**Viewing permissions:** World

**Depositing User:** [MRS Marion Kelt](#)

**Date Deposited:** 20 Feb 2018 11:36

**Last Modified:** 20 Feb 2018 11:36

**URI:** <https://edshare.gcu.ac.uk/id/eprint/3484>

Available Versions of this Item

[Ginge the cat in his kingdom of Scotstoun. \(deposited 20 Feb 2018 09:43\)](#)

Ginge the cat in his kingdom of Scotstoun. (deposited 20 Feb 2018 11:36) [Currently Displayed]

**Toolbox**

[Edit item](#)

[Download as zip](#)

[Use as template](#)

Now **Delete** the old item, edit the record to show that this is a new version, and upload the new version as usual. Click the blue **Deposit** button.

edShare@GCU GCU Glasgow Caledonian University

Home Upload Browse About Help Contact Us Logged in as MRS Marion Kelt

[My Homepage](#) [Resource Manager](#) [Saved Searches](#) [Logout](#)

**Edit item:** [Ginge the cat in his kingdom of Scotstoun.](#)

Details

**Deposit** **Cancel**

**Files**

To upload a document to this repository, click the Browse button (Chrome users will see a Choose button) below to select the file and the Upload button to upload it to the repository. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

File From URL

Choose File No file chosen

Image (JPEG)  
gingebluebells.JPG  
2MB

## Creating new versions of an item in edShare

edShare will link the two records, but will hide the old version from search results. Remember to update any links on your web pages or handouts.

edShare@GCU GCU Glasgow Caledonian University

Home Upload Browse About Help Contact Us Logged in as MRS Marion Kelt

[My Homepage](#) [Resource Manager](#) [Saved Searches](#) [Logout](#)

**Ginge the cat in his kingdom of Scotstoun.**

There is a [more recent version of this item](#) available.

Summary: Nice photo of Ginge in the royal garden.

Creators: [MRS Marion Kelt](#)

Divisions: [Academic > Library Services](#)

Copyright holder: Copyright © Glasgow Caledonian University

Tags: [cats](#), [examples](#)

Viewing permissions: World

Depositing [MRS Marion Kelt](#)

User:

Date 20 Feb 2018 09:43

Deposited:

Last 20 Feb 2018 11:36

The old version showing a link to the newer version.

edShare@GCU GCU Glasgow Caledonian University

Home Upload Browse About Help Contact Us Logged in as Mrs Marion Kelt

[My Homepage](#) [Resource Manager](#) [Saved Searches](#) [Admin](#) [Logout](#)

**Ginge the cat in his kingdom of Scotstoun, version 2.**

This is the latest version of this item.

Summary: Nice photo of Ginge in the royal palace.

Creators: [MRS Marion Kelt](#)

Divisions: [Academic > Library Services](#)

Copyright holder: Copyright © Glasgow Caledonian University

Tags: [cats](#), [examples](#)

Viewing permissions: World

Depositing User: [MRS Marion Kelt](#)

Date Deposited: 20 Feb 2018 11:36

Last Modified: 20 Feb 2018 11:51

URI: <https://edshare.gcu.ac.uk/id/eprint/3484>

The new version showing the message saying so.