

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 create a new version of an item in edShare

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.

Click **View Item**.



The screenshot shows the edShare@GCU interface. The header includes 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 displays a resource titled "Ginge the cat in his kingdom of Scotstoun." with a photo of a ginger and white cat sitting in a garden with purple flowers. To the right of the photo is a metadata panel with fields for Summary, Creators, Divisions, Copyright holder, Tags, Viewing permissions, Depositing User, Date, Deposited, Last Modified, and URI. At the bottom of the photo area, there is a "Download" button and a "View Item" button, which is circled in red. The "View Item" button has a small icon of a document with a magnifying glass.

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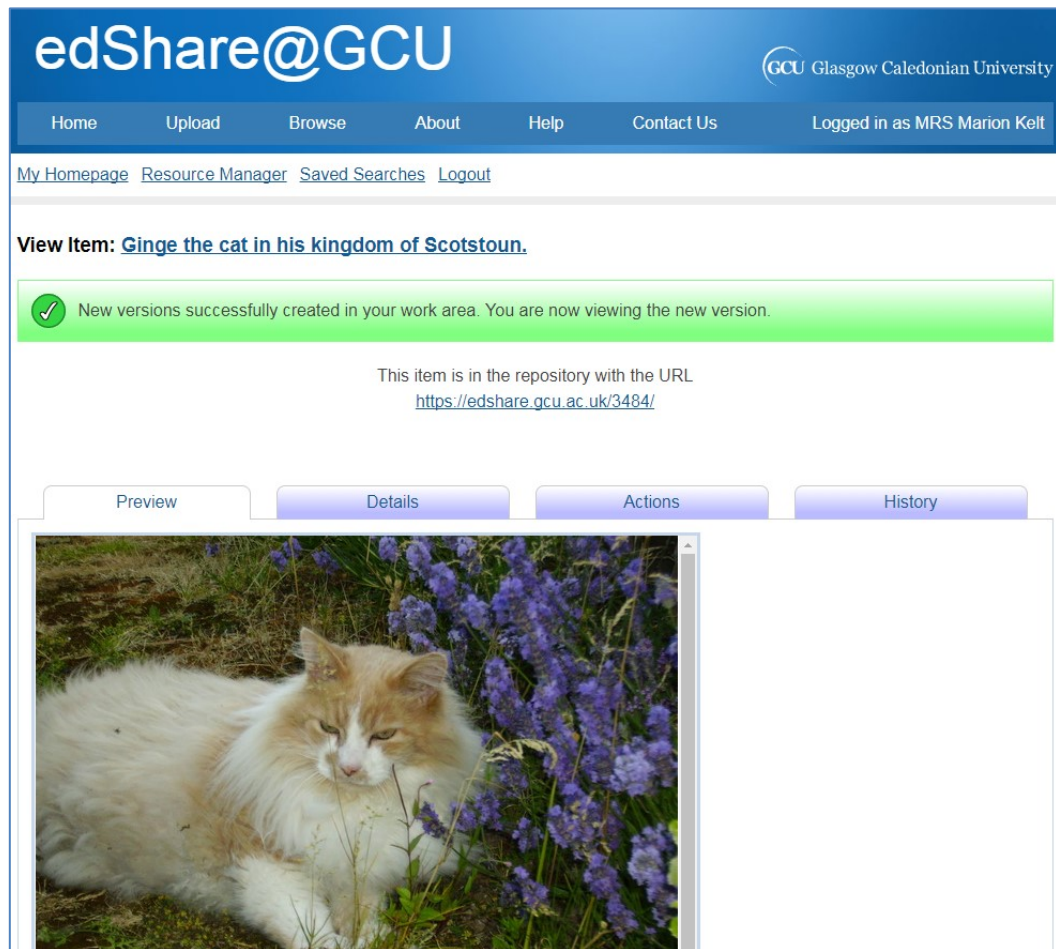
On the next screen, click the **Actions** tab, then the blue **New Version** button.

The screenshot shows the edShare interface. At the top, there is a navigation bar with links: Home, Upload, Browse, About, Help, Contact Us, and Logged in as MRS Marion Kelt. Below this is a sub-navigation bar with links: My Homepage, Resource Manager, Saved Searches, and Logout. The main content area displays the item title: **View Item: [Ginge the cat in his kingdom of Scotstoun.](#)** Below the title, it states: "This item is in the repository with the URL <https://edshare.gcu.ac.uk/2805/>". There are four tabs: Preview, Details, Actions, and History. The Actions tab is selected and circled in red. Under the Actions tab, there are four buttons: New version, Use as template, Request deletion, and View item. The 'New version' button is also circled in red. To the right of each button is a description of the action.

Action	Description
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.

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The screenshot displays the edShare@GCU web interface. At the top, the logo 'edShare@GCU' is on the left, and 'GCU Glasgow Caledonian University' is on the right. A navigation bar contains links for Home, Upload, Browse, About, Help, Contact Us, and 'Logged in as MRS Marion Kelt'. Below this, there are links for My Homepage, Resource Manager, Saved Searches, and Logout. The main content area shows 'View Item: [Ginge the cat in his kingdom of Scotstoun.](#)' followed by a green success message: 'New versions successfully created in your work area. You are now viewing the new version.' Below the message, it states 'This item is in the repository with the URL <https://edshare.gcu.ac.uk/3484/>'. A tabbed interface at the bottom has four tabs: Preview, Details, Actions, and History. The 'Preview' tab is active, showing a photograph of a long-haired, light-colored cat sitting in a field of purple flowers.

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

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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](#)

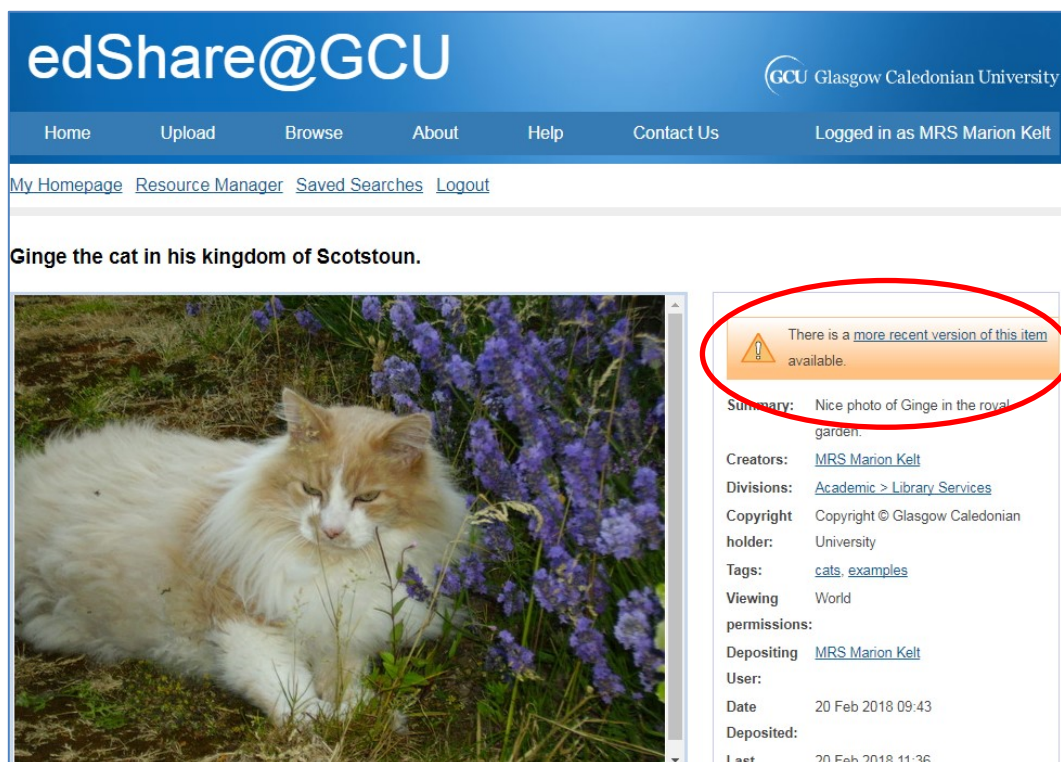
[Use as template](#)

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.

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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.



The old version showing a link to the newer version.

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The screenshot shows the edShare@GCU interface. The top navigation bar includes links for Home, Upload, Browse, About, Help, and Contact Us, along with the user's login status: 'Logged in as Mrs Marion Kelt'. Below the navigation bar is a breadcrumb trail: 'My Homepage > Resource Manager > Saved Searches > Admin > Logout'. The main content area displays the title 'Ginge the cat in his kingdom of Scotstoun, version 2.' and a photograph of a ginger and white cat. To the right of the photo is a metadata sidebar with the following information:

- 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>

A red circle highlights the message 'This is the latest version of this item.' located at the top of the metadata sidebar.

The new version showing the message saying so.