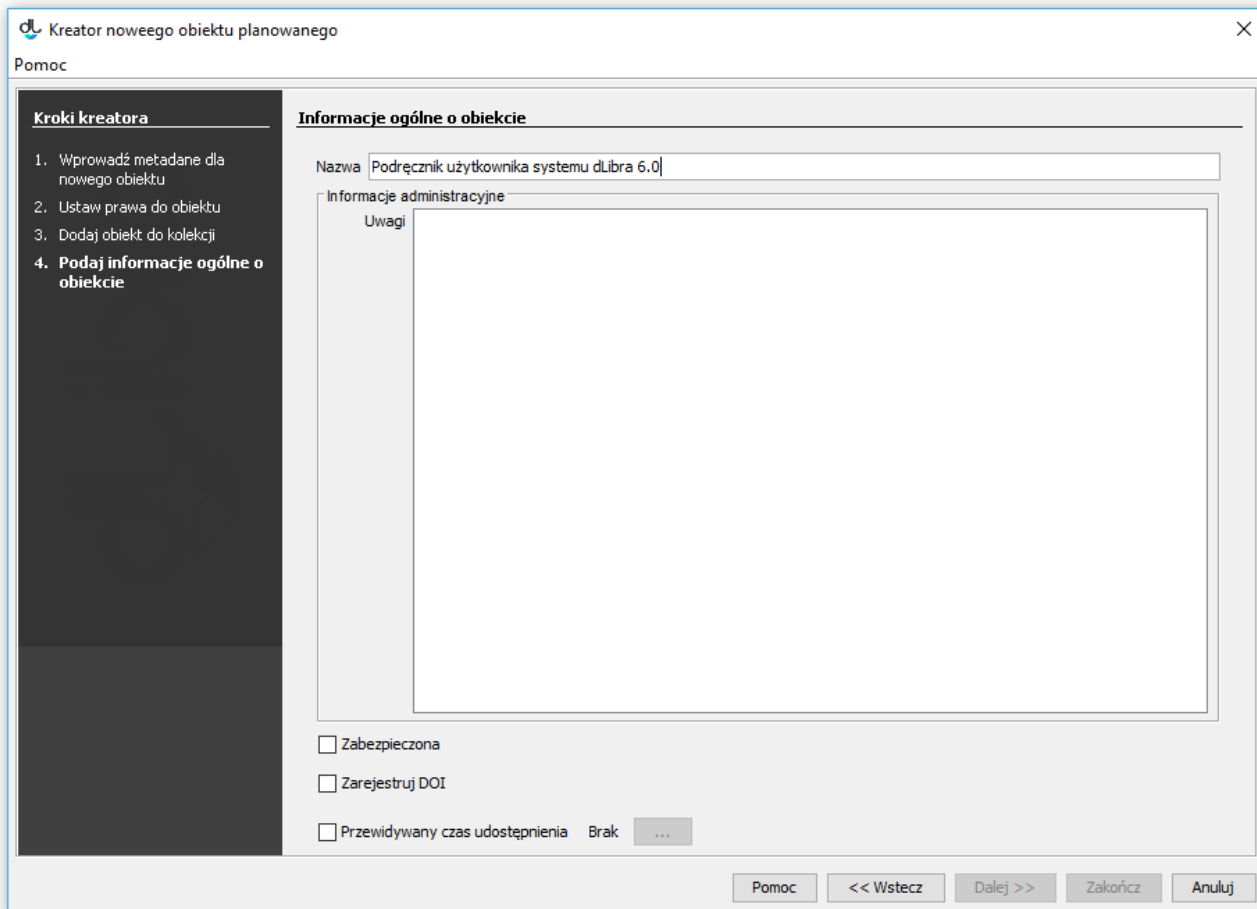


[EN] 05. Creating a new planned object

In order to create a new [planned object](#), the user should:

1. From the element list, select the directory or group object in which the new planned object is to be placed.
2. From the context menu, select the "New planned object" function. Alternatively, option  can be selected from the toolbar, or the "New planned object..." item can be selected from the "Management" menu.
3. The planned object creator has four steps. The first step is the same as the second step of the new object creator. The [second step](#) is the same as the [third step](#) of the new object creator. The third step is the same as the [fourth step](#) of the new object creator. In the last, fourth step of the planned object creator (see the [image below](#)), the user can enter: administrative notes for the planned object, the predicted date of publishing (by marking the "Predicted publication date" and clicking the "..." field to select the date), and information about whether the object is to be protected (the "Protected" checkbox).



Kreator nowego obiektu planowanego

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Since version 6.1 of the dLibra system, it has also been possible to register DOIs (for more information about it, see the [Configuring DOI](#) and [Registering DOIs in the DataCite System](#) supplements).