[EN] 03. Operations Concerning Objects in the dLibra system

In the table below, the operations which can be performed on the elements in the Editor and Administrator Application are described. Every row contains the following information: the “Element” column contains the name of an element, the “Operation” column contains the name of the operation which can be performed on the object, the “Access” column contains information about how to run that operation, and the “Description” column contains a short description of that operation.

Element	Operation	Access	Description
Directory	New directory	The “Management” menu, toolbar, context menu	The operation makes it possible to add a new directory to a selected directory.
Directory	New object	The “Management” menu, toolbar, context menu	The operation makes it possible to add a new directory to a selected directory.
Directory	New group object	The “Management” menu, toolbar, context menu	The operation makes it possible to add a new directory to a selected directory.
Directory	New planned object	The “Management” menu, toolbar, context menu	The operation makes it possible to add a new planned object to a selected directory.
Directory	Remove	The “Management” menu, toolbar, context menu	The operation makes it possible to remove a selected directory and all the elements in it.
A group object	New planned object	The “Management” menu, toolbar, context menu	The operation makes it possible to add a new planned object to a selected group object.
A group object	New object	The “Management” menu, toolbar, context menu	The operation makes it possible to add a new object to a selected group object.
A group object	New group object	The “Management” menu, toolbar, context menu	The operation makes it possible to add a new group object to a selected group object.
A group object	Remove	The “Management” menu, toolbar, context menu	The operation makes it possible to remove a selected group object with all its content.
Planned Object	Add content	Context menu	The operation makes it possible to add content to a selected planned object. Once the content has been added, the planned object becomes a standard object
Planned Object	Remove	The “Management” menu, toolbar, context menu	The operation makes it possible to remove a selected planned object.
Object	Change files	Context menu	The operation makes it possible to change object files. After that operation, the object has completely new files (specified in the creator) – old files are removed. That operation only becomes available when the object has only one edition, and the edition is unpublished. What is more, no file from that object can have more than one version. The aim of those restrictions is to only enable a change of object files at the beginning of the existence of the object.
Object	New edition	The “Management” menu, toolbar, context menu	The operation makes it possible to create a new object edition. By default, the file versions selected for a new object edition are the newest ones.
Object	Download files	That option is only available in the simple mode, that is, when the object has just one edition; the “Management” menu, toolbar, context menu	The operation makes it possible to download new object edition files.
Object	Remove content	The “Management” menu, toolbar, context menu	The operation makes it possible to remove content from all object editions. Before removing the content, the user should state the reason for the operation.
Object	Remove	The “Management” menu, toolbar, context menu	The operation makes it possible to remove an object. Before removing the object, the user should state the reason for the operation.
Object without content	Remove	The “Management” menu, toolbar, context menu	The operation makes it possible to remove an object completely. Before removing the object, the user should state the reason for the operation.
Edition	New edition	The “Management” menu, toolbar, context menu	The operation makes it possible to create a new edition on the basis of a selected edition. By default, the file versions grouped by the edition on which the operation has been performed are marked in the edition creator.
Edition	Download files	The “Management” menu, toolbar, context menu	The operation makes it possible to download new edition files.

Edition	Remove	The “Management” menu, toolbar, context menu	The operation makes it possible to remove an edition. An edition can be removed if it is not the only edition of an object and if it is not a published edition. Moreover, the edition cannot be an edition of an object without content.
Object files	Add new file versions	Context menu	The operation makes it possible to add new file versions to object files. New file versions are usually added with the view to creating a new edition on their basis, at a later time.
Object files	Remove unnecessary files	Context menu	The operation makes it possible to put object files in order. For more information about that subject, see here.
File	Remove	The “Management” menu, toolbar, context menu	The operation makes it possible to remove a file. A file can be removed when none of its versions belongs to an edition.
File version	Download file	The “Management” menu, toolbar, context menu	The operation makes it possible to download the content of a file version.
File version	Change file content	Context menu	The operation makes it possible to change the content of a file version.
File version	Remove	The “Management” menu, toolbar, context menu	The operation makes it possible to remove a file version. A file version can be removed if it is not assigned to any edition and it is not the only version of the file.
Collection	New collection	The “Management” menu, context menu	The operation makes it possible to create a new collection in a selected collection.
Collection	Remove	The “Management” menu, context menu	The operation makes it possible to remove a selected collection.
User	New user	The “Management” menu, context menu	The operation makes it possible to create a new user.
User	Remove	The “Management” menu, context menu	The operation makes it possible to remove a selected user.
Group	New group	The “Management” menu, context menu	The operation makes it possible to create a new group.
Group	Remove	The “Management” menu, context menu	The operation makes it possible to remove a selected group
Attribute	New attribute	The “Management” menu, context menu	The operation makes it possible to create a new attribute.
Attribute	Remove	The “Management” menu, context menu	The operation makes it possible to remove a selected attribute.