SHARE MANAGER USER GUIDE

INTRODUCTION

Welcome to the new Share Manager for EdShare. We have created this interface in the hope that it will be easier for you to manage your shares in EdShare. This user guide is designed to highlight the new features to you so that you can get started. Additionally there is a video available highlighting all of the features outlined in this guide, and a shorter version of this guide available on the Share Manager page.

NEW SHARE/NEW COLLECTION

These buttons allow you to create a new share or a new collection of shares. If you click either of these buttons you will be taken to the appropriate screen and can create the item in the same way as you usually would.

ITEMS LIST

The list of all your items has now been divided into to two separate tabs, shares and collections. To switch between the two tabs just click on the appropriate heading. The tabs have largely similar functionality to each other.

TAG FILTERING

In order to help you navigate your items we have provided you with a tag filter. This filter allows you to refine your list so that you are working with a shorter, more manageable list of resources. In order to start using it, choose the tag you want to filter by from the list of available tags and click on it. When you do this the page will reload with the items that only have the tag.

The tag control will have changed appearance slightly. There will now be two lists of tags. The first list you see is the tag or tags that you are currently filtering the list by, and then an updated available tags list. The available tags list will have been updated to show only those tags which are used in the current list of items displayed on screen.

If you want to further refine the filter then you can add additional tags from the available tags list. If you want to remove a tag from your current tags list then you can either click on the name of the tag, or the small grey cross to the right of the tag you want to delete. If you want to remove all tags in one go then you need to click the "Clear all tags" button. Be aware that if you navigate away from the page, for anything your current tags will not be remembered.

BULK ACTIONS

It is now possible to carry out bulk actions on a selection of items. To select multiple items click on the checkboxes for the appropriate item in the list. The items that you select will gain a highlighted border to indicate that they have been selected. If you want to remove an item just click the checkbox of a selected item and it will be removed from the current selection.

Once you have selected the shares you want to carry out the bulk action with, you need to choose the action you want to carry out. This can be done with the "With Selected Shares" dropdown menu. Currently there are two bulk actions you can carry out.

ADD TO COLLECTION

Add to collection lets you add all of your selected shares to an existing collection, or create a brand new collection for the selected shares. Once you choose the appropriate option on the bulk action you will be taken to the edit screen for the collection that you have added shares to, or the edit screen for the new collection that you have created.

BULK REMOVE

As this action suggests it removes all of the selected shares, or collections from EdShare. When you select this option you will be taken to a confirmation screen where you can review the items that are being removed from EdShare. This gives you the option to deselect any items which you do not wish to remove. Once you press the remove button on this screen all of the selected items will be removed from the repository. **NB When an item is removed from EdShare, no one will be able to access it anymore and it will not be recoverable.**

EdShare