

# Video Transcript: Updating to Display Changes in the Repository

Video Duration: 4 minutes, 27 seconds

## **[Opening card]**

This video reviews how and when to run an update in your repository to ensure that new content and other changes are visible.

## **[Demonstration series homepage]**

In Digital Commons, it's necessary to run an update to finalize your changes and display them on the site. In many cases, you only need to update the level of the site you're currently working on.

For example, let's look at updating to publish a submission to this series.

## **[Clicks Manage Submissions link on Administrator Toolbar at top of screen]**

The Manage Submissions screen for this series displays articles that have been uploaded by authors, and other administrators, and are ready to be published. We can click the title of an article to view its Submission Details page.

## **[Submission Details page for an article]**

To publish this submission, first we click the Post link in the sidebar and follow the prompts to queue the submission.

## **[Clicks Post in sidebar, then clicks Continue on next page; a final page displays with an Update button]**

Once it's posted, the next step is to run an update. You can either click the Update button that displays or continue with other tasks and then use the Update link in the sidebar when you're ready.

When the update completes, the submission will be published, along with any other changes made since the last update. You'll receive an email notification when the update is complete.

## **[Switches to confirmation screen for uploaded article]**

The other way to publish a submission combines the post and update steps into one. When you make a submission as an administrator, you can use the Publish & Update button at the bottom of the confirmation screen. Any previously submitted items checked in the list are published as well.

Other changes in a series also require an update.

## **[Switches to Configuration tab for same demonstration series]**

For instance, if you add introductory text here on the Configuration tab, or add an extra sidebar link for the series, then you would update the series to display those changes.

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You can always preview your changes first by clicking the Preview link in the Configuration sidebar. Then click the Update link when you're ready to make the changes live.

There are other changes that require updates at multiple levels of the repository. Let's say that you wanted to change the title of this series. You would still update the series after making that change, but you'd also update other places in the repository where the title appears.

### **[Switches to front end of series]**

If we go to the front end of the series and click on this community that the series is grouped under,

### **[Clicks community in navigation breadcrumb to reach parent community page]**

...we can see that the series title is displaying on the community page. The old series title would continue to display here if we didn't update this community.

To run an update for the community or whatever level you're working on, click Configuration on the Administrator Toolbar and then choose the Update link for that context in the Configuration sidebar.

We can also click on the Collections link in the repository sidebar and see that many series and community titles display here on the site collections page.

### **[Clicks Collections link in demonstration repository sidebar; clicks Expand All to show nested hierarchy]**

The top three tiers of the site hierarchy display here. So it's also a good idea to update the site level when modifying community or series titles, or changing how structures are nested with the Group tool. Because those changes are likely to show up here unless they're nested very far down.

Another change that can require multiple updates is when you modify breadcrumb labels.

### **[Clicks title of demonstration series on Collections page to navigate to series homepage]**

Here in the navigation breadcrumb for the same series as before, we can see that the labels for every parent community display. If any of those parent communities have a breadcrumb label change in their configurations, this series would require an update to show that change. So would any sub-communities nested under that community.

Finally, there are some changes that only require an update at the site level.

### **[Navigates to demonstration repository homepage]**

Running an update at the site level updates such repository pages as FAQ, About, Submit Research, Collections, and Authors. The "At a glance" and "Paper of the day" modules on the homepage are also included in a site-level update, as are any modified links or text that display on the homepage.

An automatic update also runs regularly for many pages at the site level to ensure lists and other changing content is up to date.

### **[Closing screen with Consulting Services contact information]**

If you have any questions about updating in Digital Commons, please contact Consulting Services at [dc-support@bepress.com](mailto:dc-support@bepress.com) or call 510-665-1200, option 2.