

## How to edit an output that is already published on RADAR

Once an item has been made publicly available on RADAR you can no longer edit it. However, if you want to update, or amend, a published record you can do this by using the **'request a change'** link on the RADAR record. We've created a quick walk through guide that explains how to use this function below:

In order to use the **'request a change'** service you must log in to RADAR using your GSA username and password, you should then go to the public record of the output you want to edit [i.e., by clicking on the output's radar url that will look like this: <http://radar.gsa.ac.uk/5296/>], e.g.:

The screenshot shows a web browser window with the URL [radar.gsa.ac.uk/5296/](http://radar.gsa.ac.uk/5296/). The page features the GSA logo and a search bar. A navigation menu includes 'Study', 'Life', 'Research', 'Visit GSA', 'About GSA', and 'Support GSA'. A sidebar on the left contains links for 'RADAR', 'Browse', 'Author', 'Year', 'School & Author', 'School & Year', 'Theses', 'GSA Staff Profiles', 'Search', 'Latest', 'Policies', 'Help & Contact Information', 'FAQ', and 'Statistics'. The main content area is titled 'OUTPUT DETAILS' and displays the following information:

**Making the most of what we have got: Enhancing the RADAR repository to support research planning**  
Pike, Dawn and Siminson, Nicola Jane (2017) *Making the most of what we have got: Enhancing the RADAR repository to support research planning*. *New Review of Academic Librarianship*, 23 (2-3). pp. 245-257. ISSN 1361-4533

Documents | Details | Profiles

Below this is a document viewer showing a page with text and a '(1MB)' label. At the bottom right of the page, the text 'GSA Staff Only: request a change Repository Staff Only: item control page' is visible, with 'request a change' circled in red.

At the bottom of the record (circled in the screenshot above) you will find the 'request a change' link. When you click on the link it will open up a form where you can detail the edits that are required, this is shown in the screenshot below:

### REQUEST A CHANGE TO THIS ITEM

**Making the most of what we have got: Enhancing the RADAR repository to support research planning**

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If you would like to make an amendment to this record, please detail your changes below and a RADAR administrator will be in touch as soon as possible.

★ Email address

Reason

**REQUEST A CHANGE**

Once you have entered your email address and completed the form click the green **'request a change'** button, which will then send the form to the RADAR team. On receipt of your request the RADAR team will either make the edits for you, or if there are lots of changes to be made we will send the record back to your work area for you to update. It's worth noting that while the record is in your work area RADAR users will not be able to view or download it, so it's best to re-deposit it as soon as you can.

**If you require any assistance with the 'request a change' function, please do not hesitate to contact the RADAR team (radar@gsa.ac.uk) - we will be happy to help!**