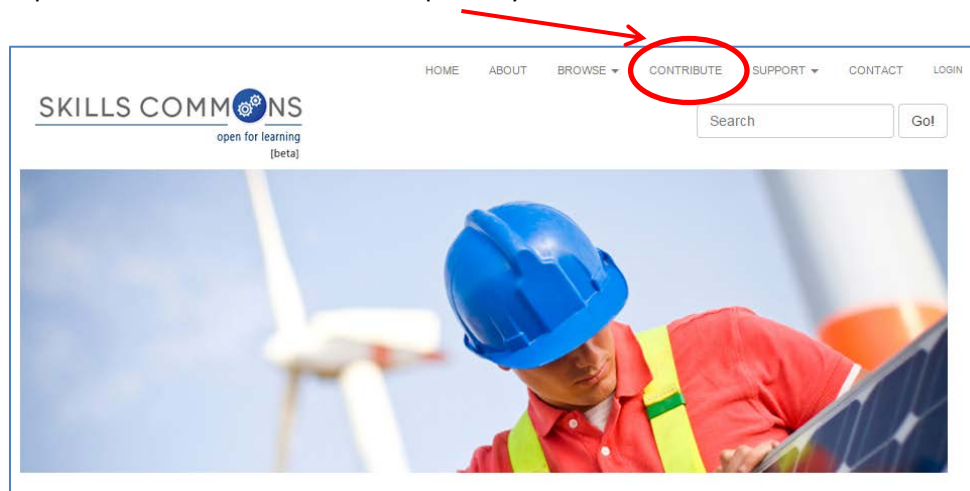


# SkillsCommons Repository User Guide

## Deleting an Item in the Repository

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1. Type <http://skillscommons.org/> into your browser address bar.
2. Click "CONTRIBUTE" located in the top menu of the SkillsCommons Repository website.



3. Sign in to the SkillsCommons (TAACCCT) Repository using your e-mail address and password.

Sign in to SkillsCommons

[Click here to register.](#) | [Forgot your password?](#)

- Once you have signed in you will see your previous submissions in the “Archived Submissions” area. Click on the submission you wish to delete. For our purposes we will delete the “Solar Power Quiz #1” item.

### Submissions & Workflow tasks

#### Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

#### Archived Submissions

These are your completed submissions which have been accepted into DSpace.

Date accepted	Title	Collection
2014-07-28	<a href="#">Solar Power Quiz #1</a>	<a href="#">Test Community Collection</a>

**PLEASE NOTE:** if there is an item you wish to delete but you are not the original creator of the item it will not show up in your Archived Submissions. To access this item please find the item in the repository and then follow the instructions beginning at step number 5 below.

- You are now on the item page. To delete this item click on “Edit this item” under the “Context” heading.

### Solar Power Quiz #1

Smith, Donald

This is a short description for testing purposes

Quiz on Chapter 1 ()

**Date:**  
2014

**Primary Material Type:**  
Quiz/Test

**Other Material Types:**  
Open Textbook

**Institution:**  
Palomar College

**Project Name:**  
Solar Turbine Project

**Subjects:**  
solar power

**Browse**

- Communities & Collections
- Authors
- Subjects
- Industry
- Material Type

**This Collection**

- Authors
- Subjects
- Industry
- Material Type

**Context**

- [Edit this item](#)
- [Export Item](#)
- [Export Metadata](#)

Click on “Edit this item”  
under the “Context” heading.

6. After clicking on “Edit this item” you will be presented with the screen below. To delete this item click the “Permanently delete” button.

**Edit Item**

Item Status | Item Bitstreams | Item Metadata | View Item | Curate

Welcome to the item management page. From here you can withdraw, reinstate, move or delete the item. You may also update or add new metadata / bitstreams on the other tabs.

Item Internal ID: 111  
 Handle: taaccct/75  
 Last Modified: 2014-07-14 19:15:01.612  
 Item Page: <http://taaccct.org/handle/taaccct/75>

Edit item's authorization policies: [Authorizations...](#)

Withdraw item from the repository: [Withdraw...](#)

Move item to another collection: [Move...](#)

Make item private: [Make it private...](#)

Completely expunge item: [Permanently delete](#)

[Return](#)

Click “Permanently delete” to remove this item from the repository.

7. After clicking “Permanently delete” you will be presented with the full item record. Scroll to the bottom of the page and click “Delete” to permanently delete the item.

taaccct. instructional	14 -- Engineering.	en_US
taaccct. level	intermediate	en_US
taaccct. occupation	Management Occupations -- Industrial Production Managers	en_US
taaccct. projectName	Solar Turbine Project	en_US
taaccct. quality	COLT	en_US
taaccct. round	1	en_US

[Delete](#) [Cancel](#)

Click “Delete” to permanently delete the item. If you do not want to delete it at this time, click “Cancel”

## Appendix A

### Learning Resources Collection

Field Names, Metadata Names and Descriptions

<http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-a/>

## Appendix B

### Program Support Materials Collection

Field Names, Metadata Names and Descriptions

<http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-b/>

## Appendix C

List of NAICS Codes

<http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-c/>

## Appendix D

List of SOC Codes

<http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-d/>

## Appendix E

List of CIP Codes

<http://support.skillscommons.org/home/contribute-manage/metadata-and-appendices/appendix-e/>



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