

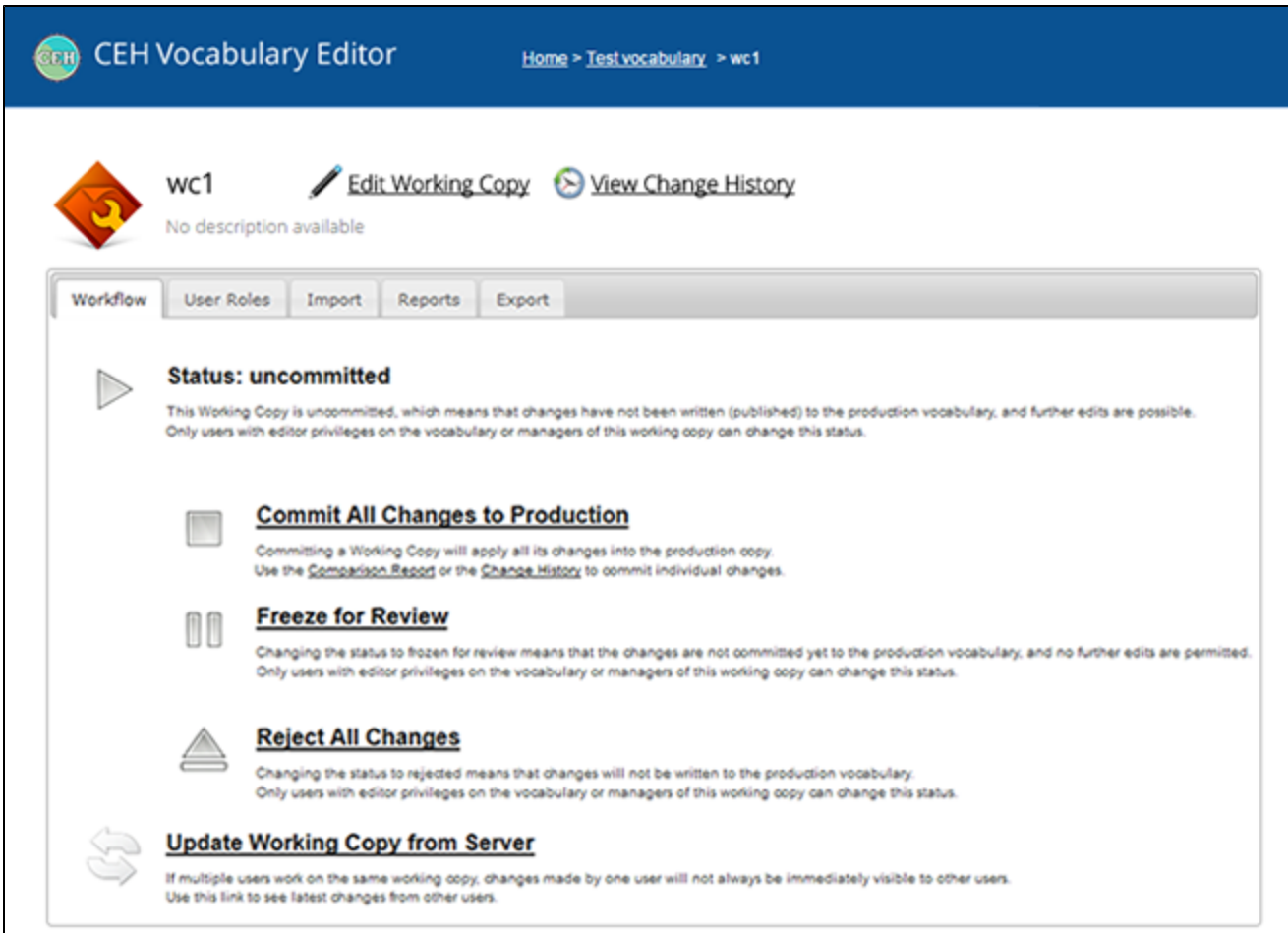
# Make changes to a working copy

To access the working copy, click on the "Working Copies" tab of the vocabulary and then click on the name of the working copy you wish to edit.



The screenshot shows the 'Test vocabulary for PHTR' interface. At the top, there is a logo and the text 'Test vocabulary for PHTR'. To the right, there is a link 'Edit Production Copy' with a pencil icon. Below this, there is a navigation bar with tabs: 'General', 'Metadata', 'Manage', 'Working Copies', 'Comments', 'Usage', and 'User Roles'. The 'Working Copies' tab is selected. Underneath, there is a section titled 'Uncommitted Working Copies' with a red diamond icon containing a yellow arrow. It shows a working copy named 'wc1' created by 'ghtr' on Oct 26, 2015 9:25:01 AM. There is a link 'Create Working Copy' below it.

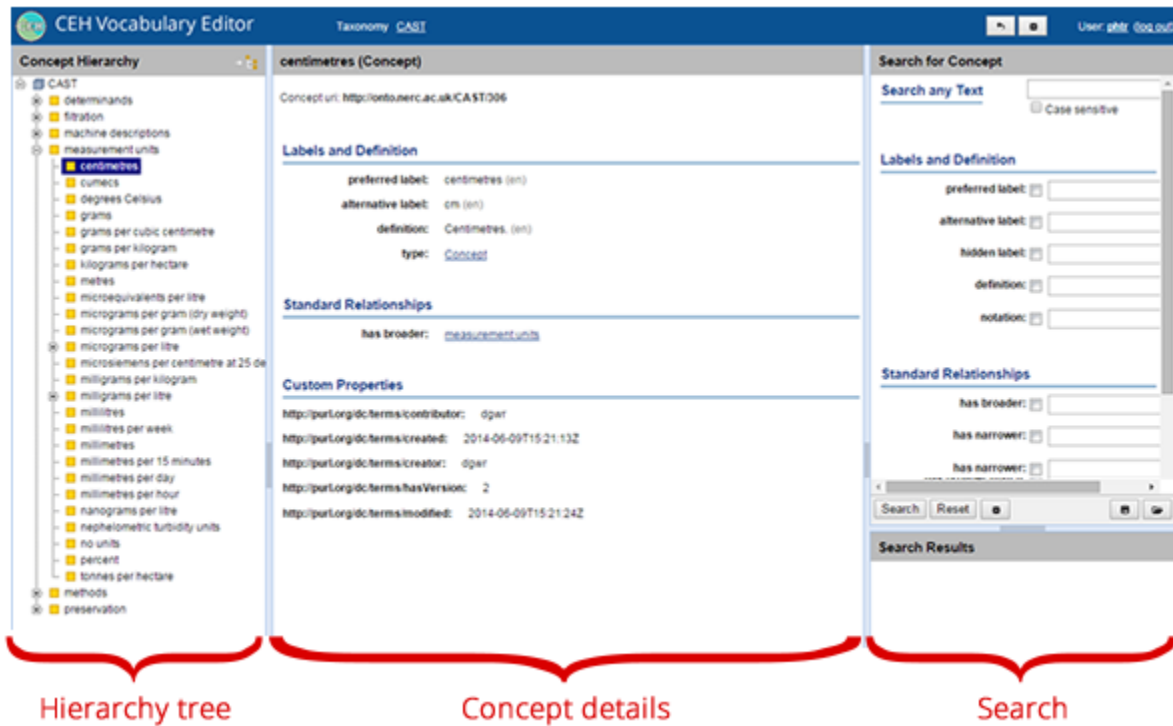
You will be directed to the working copy's view. Click on the **Edit Working Copy** link to make your changes.



The screenshot shows the 'CEH Vocabulary Editor' interface. At the top, there is a logo and the text 'CEH Vocabulary Editor'. To the right, there is a breadcrumb trail: 'Home > Test vocabulary > wc1'. Below this, there is a red diamond icon containing a yellow arrow, the text 'wc1', and a link 'Edit Working Copy' with a pencil icon. To the right of this is a link 'View Change History' with a circular arrow icon. Below this, there is a navigation bar with tabs: 'Workflow', 'User Roles', 'Import', 'Reports', and 'Export'. The 'Workflow' tab is selected. Underneath, there is a section titled 'Status: uncommitted' with a play button icon. It contains the text: 'This Working Copy is uncommitted, which means that changes have not been written (published) to the production vocabulary, and further edits are possible. Only users with editor privileges on the vocabulary or managers of this working copy can change this status.' Below this, there are three options: 'Commit All Changes to Production' with a square icon, 'Freeze for Review' with a vertical bar icon, and 'Reject All Changes' with a triangle icon. Each option has a brief description and a note about user privileges. At the bottom, there is a link 'Update Working Copy from Server' with a circular arrow icon and a note: 'If multiple users work on the same working copy, changes made by one user will not always be immediately visible to other users. Use this link to see latest changes from other users.'

The vocabulary will open. The vocabulary editor has three panels:

- On the left is the Hierarchy tree. Here you can browse through concepts - click on a concept to display its details.
- In the centre is the concept details panel. This will show the full description of the concept selected in the concept tree.
- On the right is the search panel, use this to [search for concepts](#).

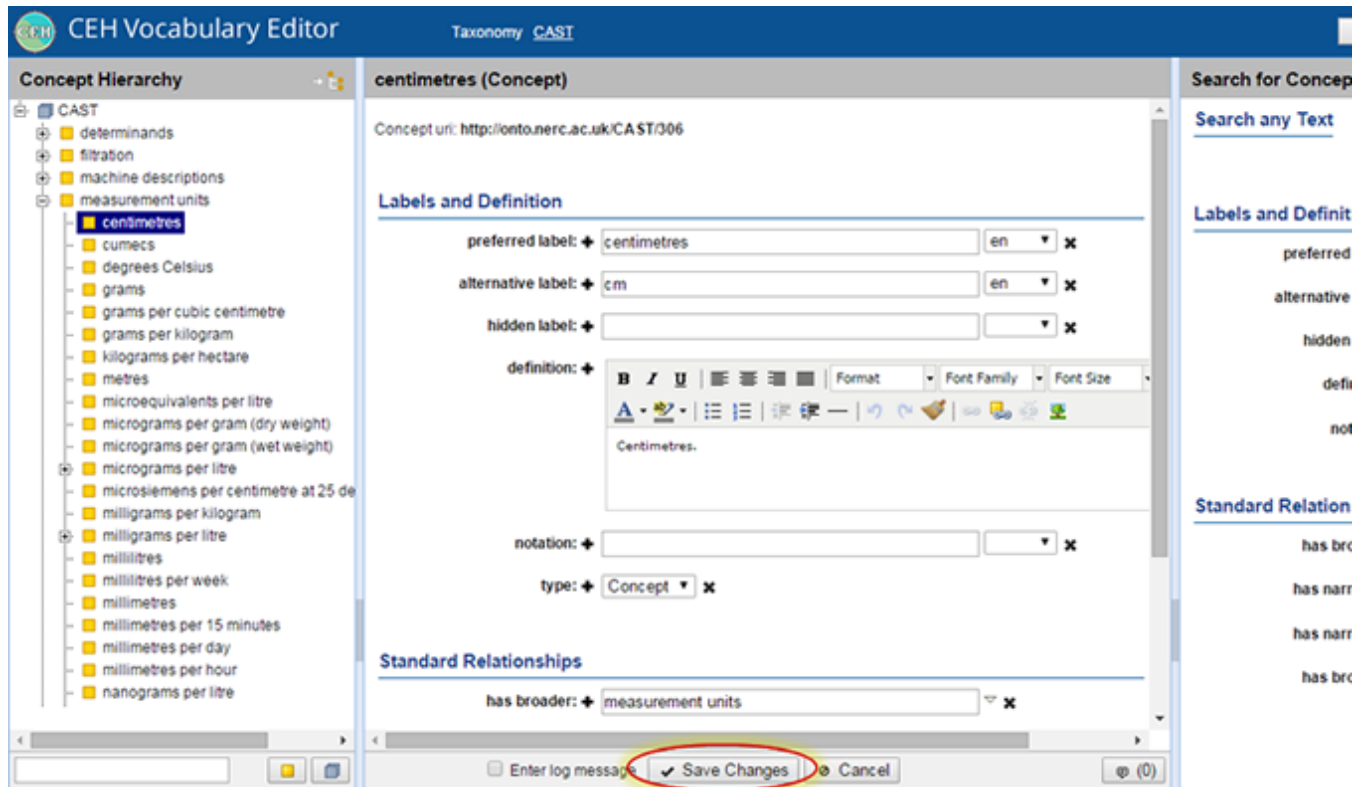


## Editing a concept

To edit a concept, locate it using either the tree or by searching.

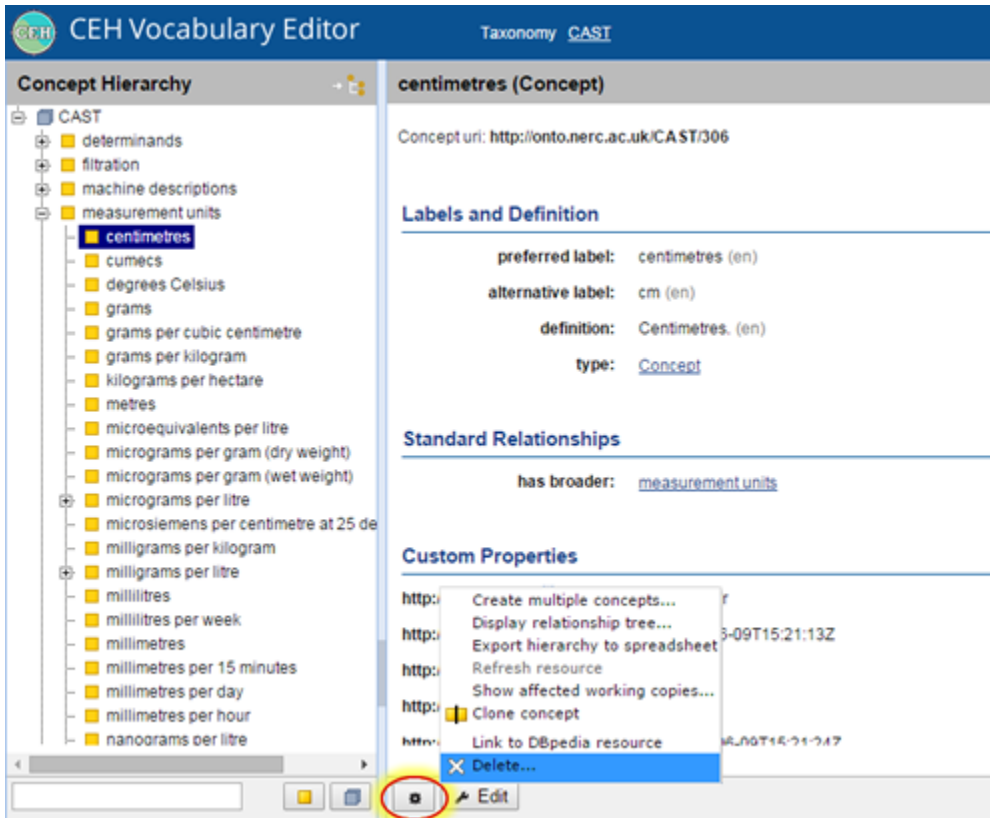
Click on the **Edit** button located at the bottom of the concept details panel. The concept details panel will change to allow you to edit the concept. See [Edit or elements](#) for information.

When you have made your changes click the **Save Changes** button.



## Deleting a concept

To delete a concept, click on the "cog" icon at the bottom of the concept details panel and choose "Delete" from the popup menu.



You will be asked to confirm the deletion.