

# Review working copy changes

## Freezing the Working Copy

To freeze the working copy, click on **Freeze or Review** in the workflow tab of the working copy.

By freezing the working copy you prevent others from making further changes while you review the changes previously suggested.

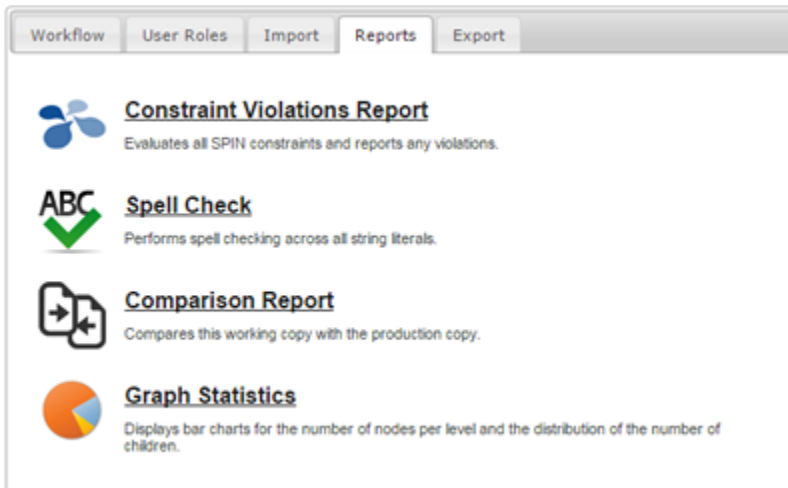
## Commit All Changes/Reject all changes

You can commit all the suggested changes in the working copy to the production copy by clicking on the **Commit All Changes to Production** link. Similarly by clicking on **Reject All Changes**, all changes in the working copy will be discarded.

However, this is a rather crude method and you may wish to review each change individually and approve or reject on a case-by-case basis.

## Commit/Reject Individual Changes

To commit or reject individual changes, you must first run a comparison report which describes the changes that have been made. To do this, click on the **Reports** tab on the working copy and then click the **Comparison Report** link.



The Comparison Report displays the vocabulary elements that have changed and shows both the original value and the new value side-by-side so they can be easily compared.

Additions are highlighted in green, deletions are highlighted in red.



## Comparison Report

## Taxonomy CAST, working copy PHTR\_workingCopy

centimetres (<http://onto.nerc.ac.uk/CAST/306>)

Property	Production	Working Copy	Actions
alternative label		centimeter	<a href="#">View Change</a>
definition	Centimetres.	A unit of length equal to one hundredth of a metre	<a href="#">View Change</a>

<http://onto.nerc.ac.uk/CAST/164> (<http://onto.nerc.ac.uk/CAST/164>)

Property	Production	Working Copy	Actions
Contributor	dgwr		<a href="#">View Change</a>
Created	Dec 15, 2010 5:21:42 PM		<a href="#">View Change</a>
Modified	Jul 17, 2014 4:13:07 PM		<a href="#">View Change</a>
Version	6		<a href="#">View Change</a>
definition	Non purgeable organic carbon thermal oxidation and conductivity detection		<a href="#">View Change</a>
has broader	methods		<a href="#">View Change</a>
has related	Shimadzu TOC-VCPH		<a href="#">View Change</a>
has related	carbon analysers		<a href="#">View Change</a>
preferred label	NPOC thermal oxidation and conductivity detection		<a href="#">View Change</a>
type	Concept		<a href="#">View Change</a>

In the example above, the <http://onto.nerc.ac.uk/CAST/306> concept has been altered. A new alternative label of "centimeters" has been added and the definition has been changed from "Centimetres." to "A unit of length equal to one hundredth of a metre".

Also in the example above, the concept <http://onto.nerc.ac.uk/CAST/164> has been deleted - in the comparison report, each triple that was deleted is shown as a separate transaction.

To approve or reject these changes, click on the **View Change** link next to each line of the report. A window will open with further details and will allow you to either **Commit this Change to production** or **Revert this Change (in working copy)**.

If you click **Revert this Change (in working copy)**, the change will be rejected.

If you click **Commit this Change to production**, the change will be approved and will be IMMEDIATELY merged into the production copy.