

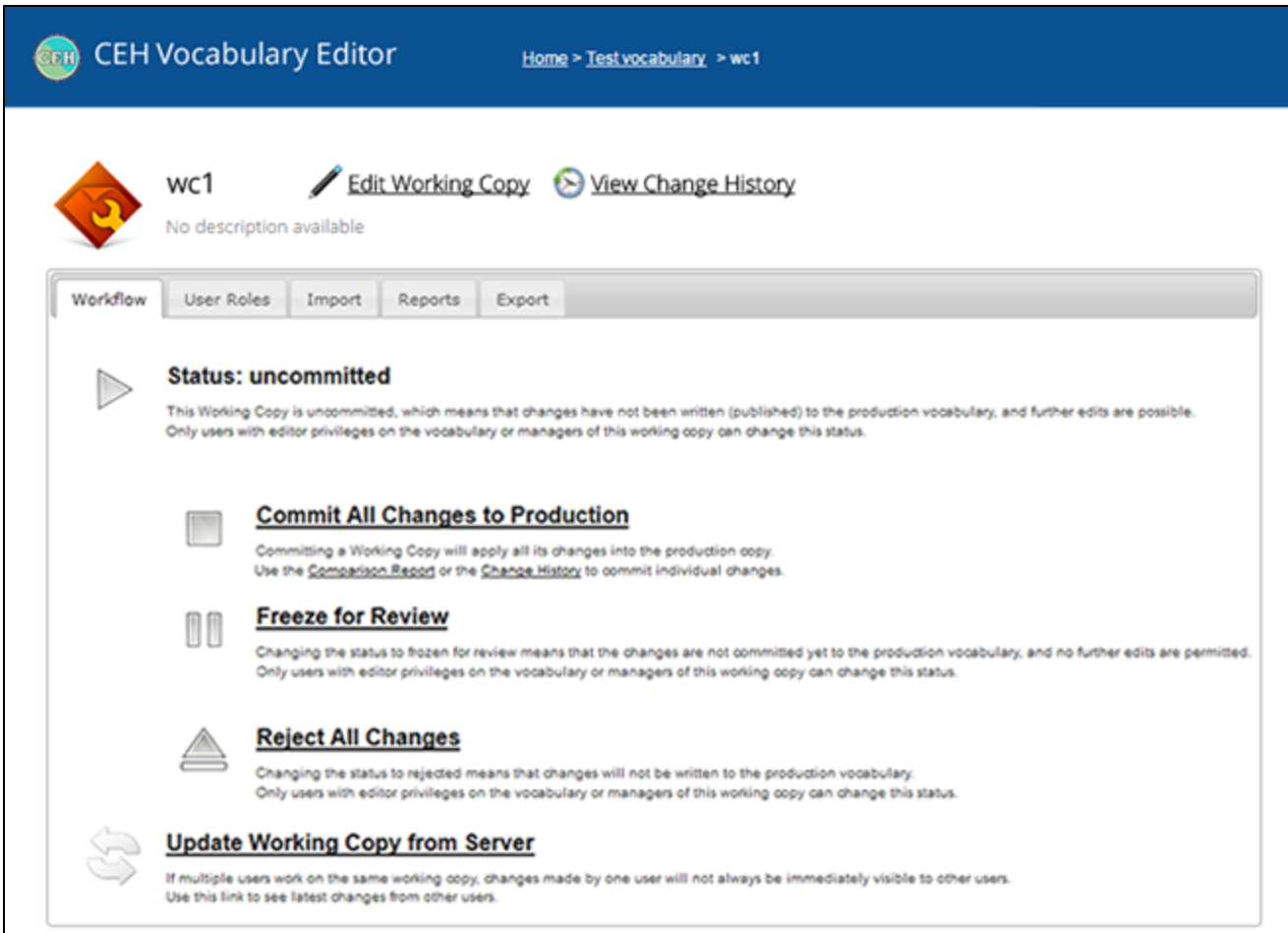
Make changes to a working copy

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. Below the icon, the text reads 'wc1 Created by [ghtr](#) on Oct 26, 2015 9:25:01 AM.' and a link 'Create Working Copy'.

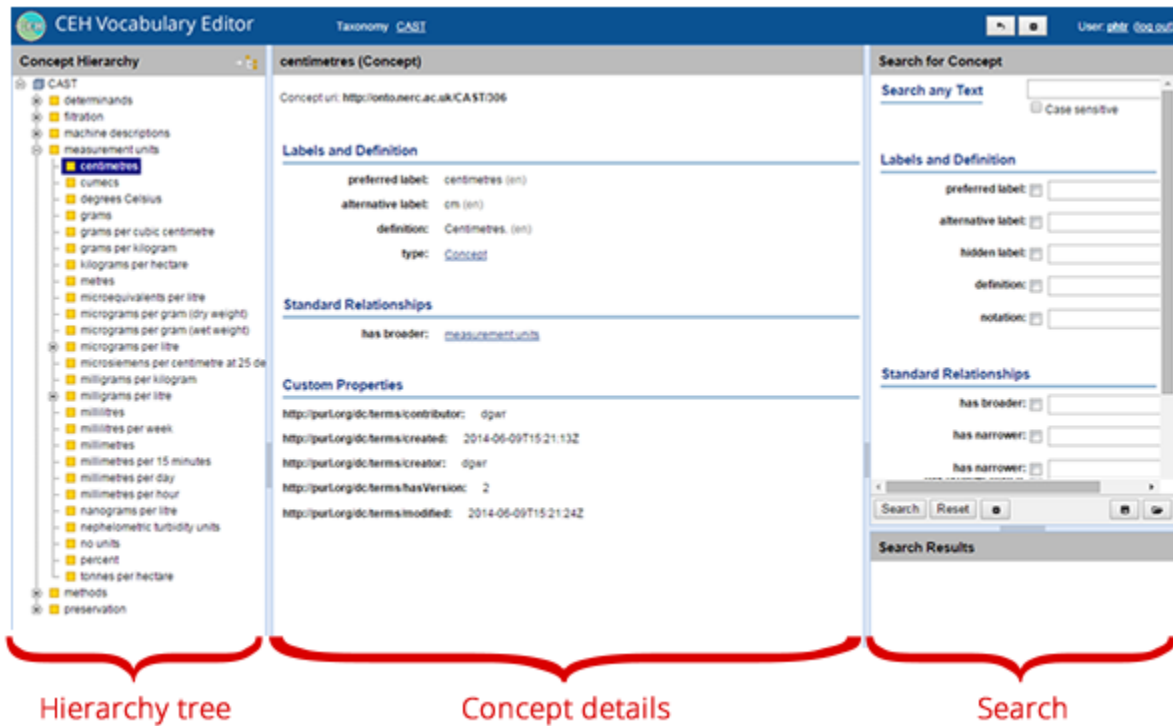
You will be directed to the working copy's view. Click on the **Edit Working Copy** link to make your changes.



The screenshot shows the 'CEH Vocabulary Editor' interface. At the top, there is a blue header with the CEH logo and the text 'CEH Vocabulary Editor'. To the right, there is a breadcrumb trail: 'Home > Test vocabulary > wc1'. Below the header, there is a red diamond icon containing a yellow arrow, followed by the text 'wc1' and 'No description available'. To the right, there are two links: 'Edit Working Copy' with a pencil icon and '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. Below the title, there is a paragraph: '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, each with an icon and a title: 1. 'Commit All Changes to Production' with a square icon, a paragraph: 'Committing a Working Copy will apply all its changes into the production copy. Use the [Comparison Report](#) or the [Change History](#) to commit individual changes.' 2. 'Freeze for Review' with a vertical bar icon, a paragraph: 'Changing the status to frozen for review means that the changes are not committed yet to the production vocabulary, and no further edits are permitted. Only users with editor privileges on the vocabulary or managers of this working copy can change this status.' 3. 'Reject All Changes' with a triangle icon, a paragraph: 'Changing the status to rejected means that changes will not be written to the production vocabulary. Only users with editor privileges on the vocabulary or managers of this working copy can change this status.' At the bottom, there is a link 'Update Working Copy from Server' with a circular arrow icon and a paragraph: '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](#).

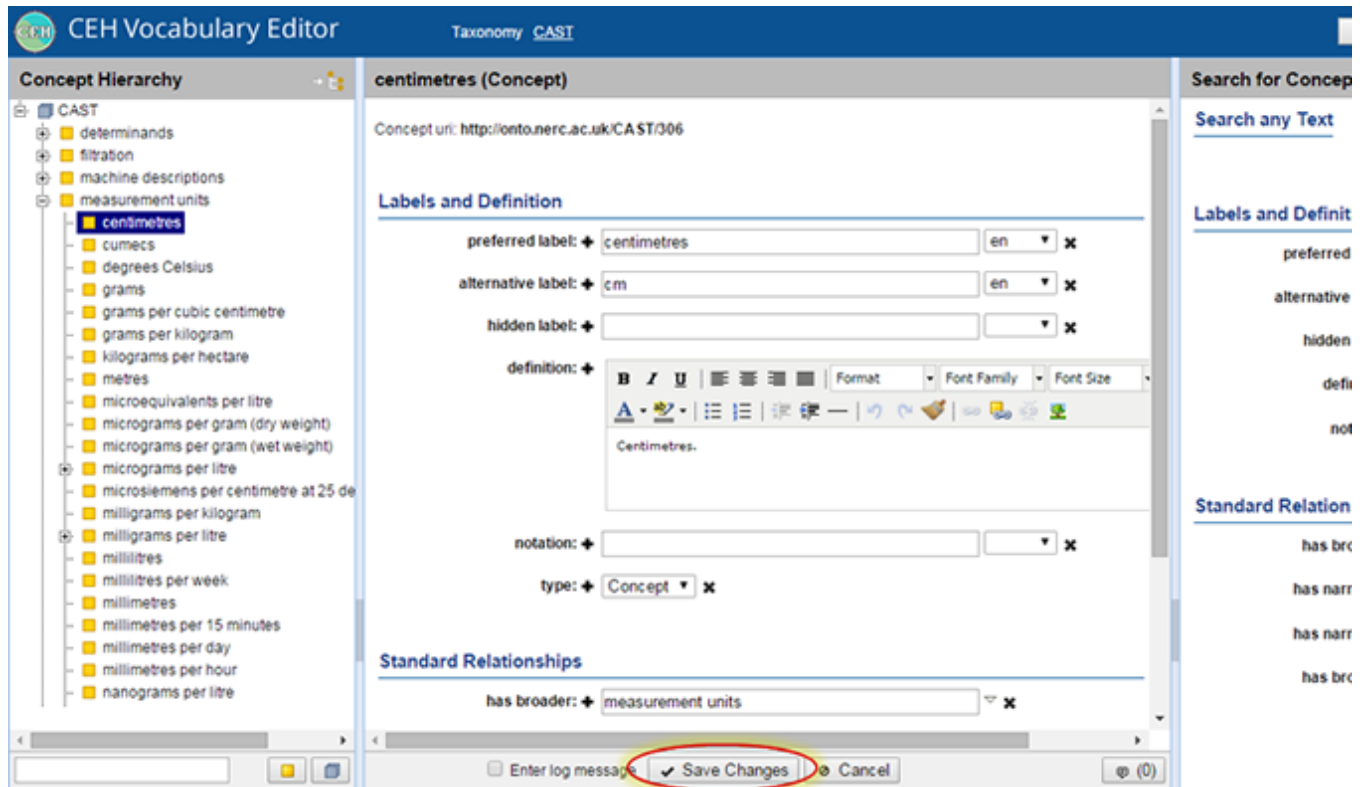


Editing a concept

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

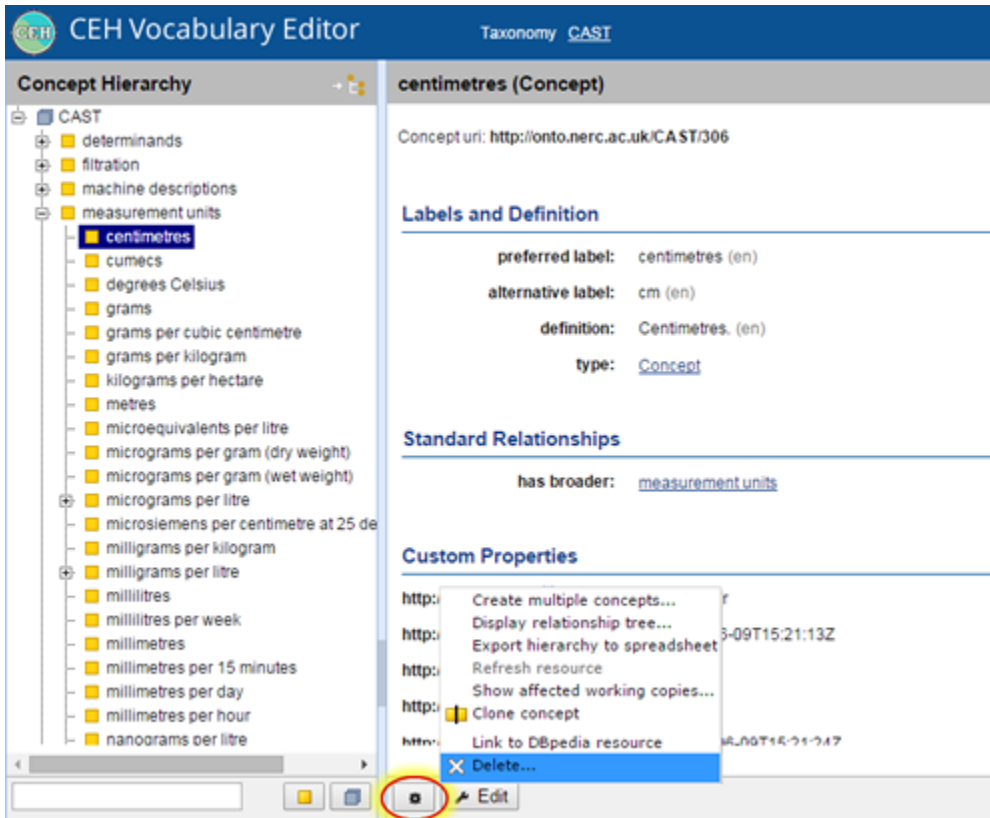
Click on the **Edit** button located at the bottom of the concept details panel. The concept details panel will change to allow you to edit the concept. See [Edit or elements](#) for information.

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.