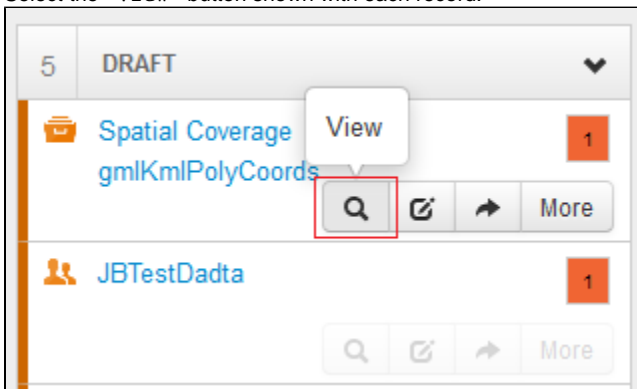


Viewing Records

In order to view a record listed on the Manage Records page, use either of the following methods.

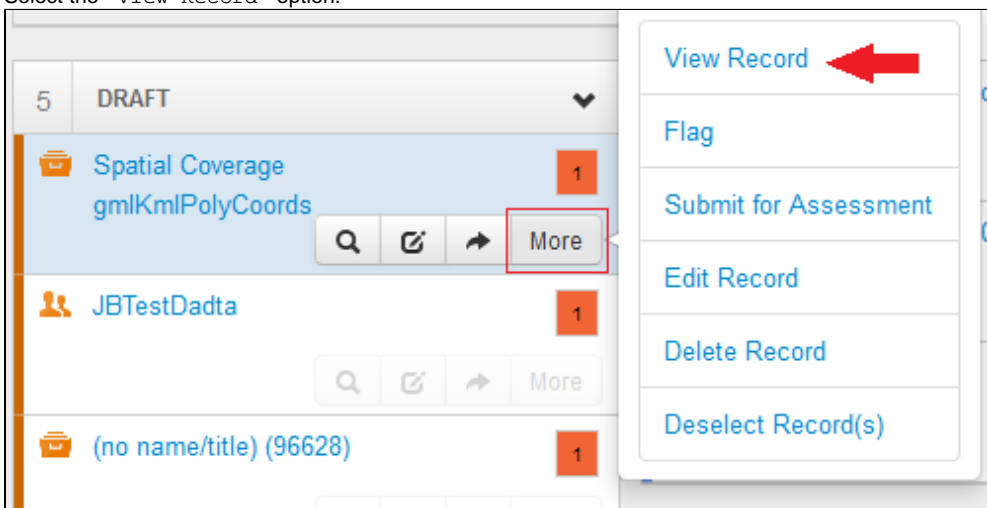
Using the 'View' button

1. Select the 'View' button shown with each record.



Using the 'More' option

1. Select the 'More' button shown with each record.
2. A contextual menu will appear.
3. Select the 'View Record' option.



More information:

- RDA publishing workflow
- Actioning records
 - Selecting Records
 - Editing Records
 - Advancing Record Status
 - Deleting Records
 - Flagging Records
- Display Options

