

# Manage Records

The Manage Records page is an interactive dashboard that allows you to manage all of the records in your data sources in one place. The following sections in this help guide explain how each of the main features function.

- [RDA Publishing Workflow](#)
  - [Record Statuses](#)
  - [Metadata Content Report](#)
- [Add a new Record](#)
- [Actioning Records](#)
  - [Selecting Records](#)
  - [Viewing Records](#)
  - [Editing Records](#)
  - [Advancing Record Status](#)
  - [Deleting Records](#)
  - [Flagging Records](#)
- [Display Options](#)
  - [Displaying More Records](#)
  - [Search Filter](#)
  - [Record Attribute Filters](#)
  - [Sorting Tables](#)



Unknown macro: 'iconmacro'

Help video:

[Manage Records video](#)