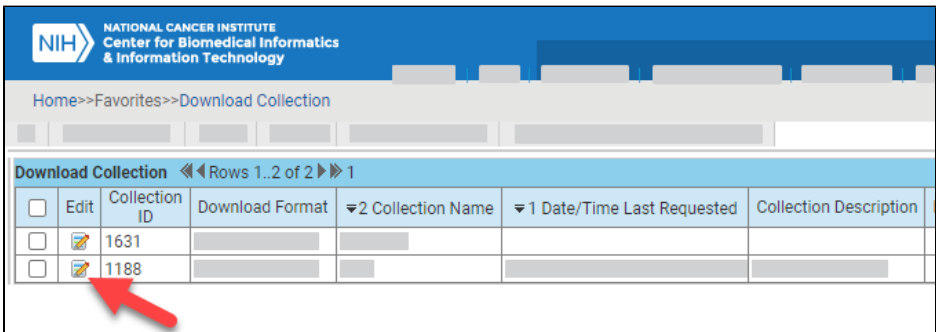


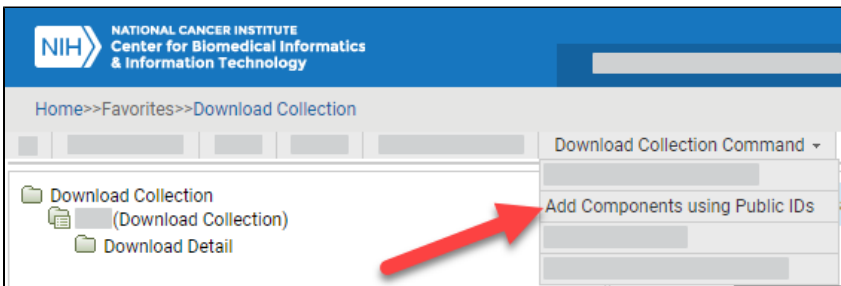
Adding Items to a Collection via the Public ID

You can add items to a collection.

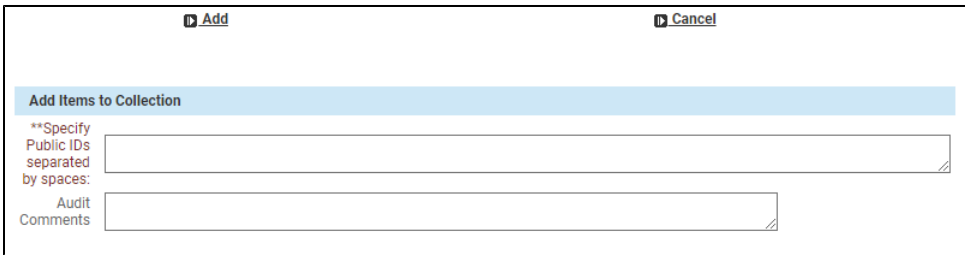
1. Search for the collection of interest, as described in [Searching for Collections](#). The system lists all collections that match your criteria.



2. Click the edit icon for the collection you want to modify. A tree view and information panel appear.

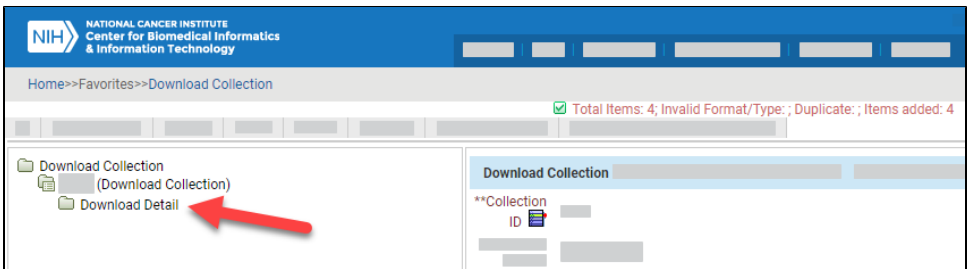


3. Select **Download Collection Command > Add Components Using Public IDs**. The Add Items to Collection dialog box appears.



4. Specify one or more IDs. For multiple IDs, separate them with spaces. Click **Add**. (Do not press Enter or Return on your keyboard.) The system adds the latest version of each item you specified to the collection. (To add other versions, refer to [Adding Items to a Collection via the Cart](#).) The system also displays a confirmation message at the top of the page, with the following information:

- The number of total item IDs you entered.
- The number of IDs that were Invalid Format/Type (spaces or invalid characters, or the item type of the ID does not match the Collection type).
- The number of Duplicate IDs (already in the collection).
- The number of Items added to the collection.



5. In the tree panel, click **Download Detail**. The system lists all of the items that you have added to the collection.

NATIONAL CANCER INSTITUTE Center for Biomedical Informatics & Information Technology					
Home>>Favorites>>Download Collection					
Download Collection					
(Download Collection)					
Download Detail					
Download Detail Rows 0..0 of 0 1					
☐	View	Component Type	Public ID	Version	Component Long Name
☐		Form	3284264	1.00	Subject Enrollment
☐		Form	6601147	1.00	Enrollment
☐		Form	6601262	1.00	Patient Eligibility
☐		Form	6753723	1.00	Histology and Disease

To request download of this collection, refer to [Requesting Generation of a Download](#).