

Save and get personal data in DiVA's registration form

Save personal data

In order to save personal data in DiVA you fill out the form for authors (or editors, supervisors, opponents) and click on the button *Save personal data*. You have to state at least one first name, one surname or username in order to save data.

Do not forget to state usernames for authors affiliated with Jönköping University!

Get personal data

In order to insert personal data into the form for authors, editors, supervisors, or opponents, click on the button *Get saved personal data*. The data will either be inserted into the form directly or a popup window will open from where you can choose which saved personal data you want to insert.

In the following cases, personal data will be inserted into the form directly:

- If you have already started to fill out the form with data which exactly match a saved person and there is additional information about that person.
- If you have not entered any data and there already is saved personal data for a person (your own or someone else). In other words, if you are logged in, DiVA will recognize you and your saved data and the only thing you have to do is click on *Get saved personal data*.

In other cases, a popup window will open that displays all saved persons that match any data you have started to enter into the form. Click on the -sign to see all saved data for that person.

You choose a person by clicking on the name, the popup window closes and the personal data is inserted into the form.

Change already saved data

In order to change already saved data, insert data into the form (see above), change the data you want to change and then click on the button *Save personal data*. The personal data will be updated for that person. However, you can not change name, username or birth year – doing so will save the personal data as a new person.

Delete saved data

At the bottom of the popup window, you can delete a saved person.