

How to Publish Items

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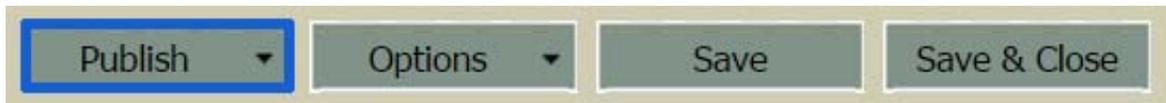
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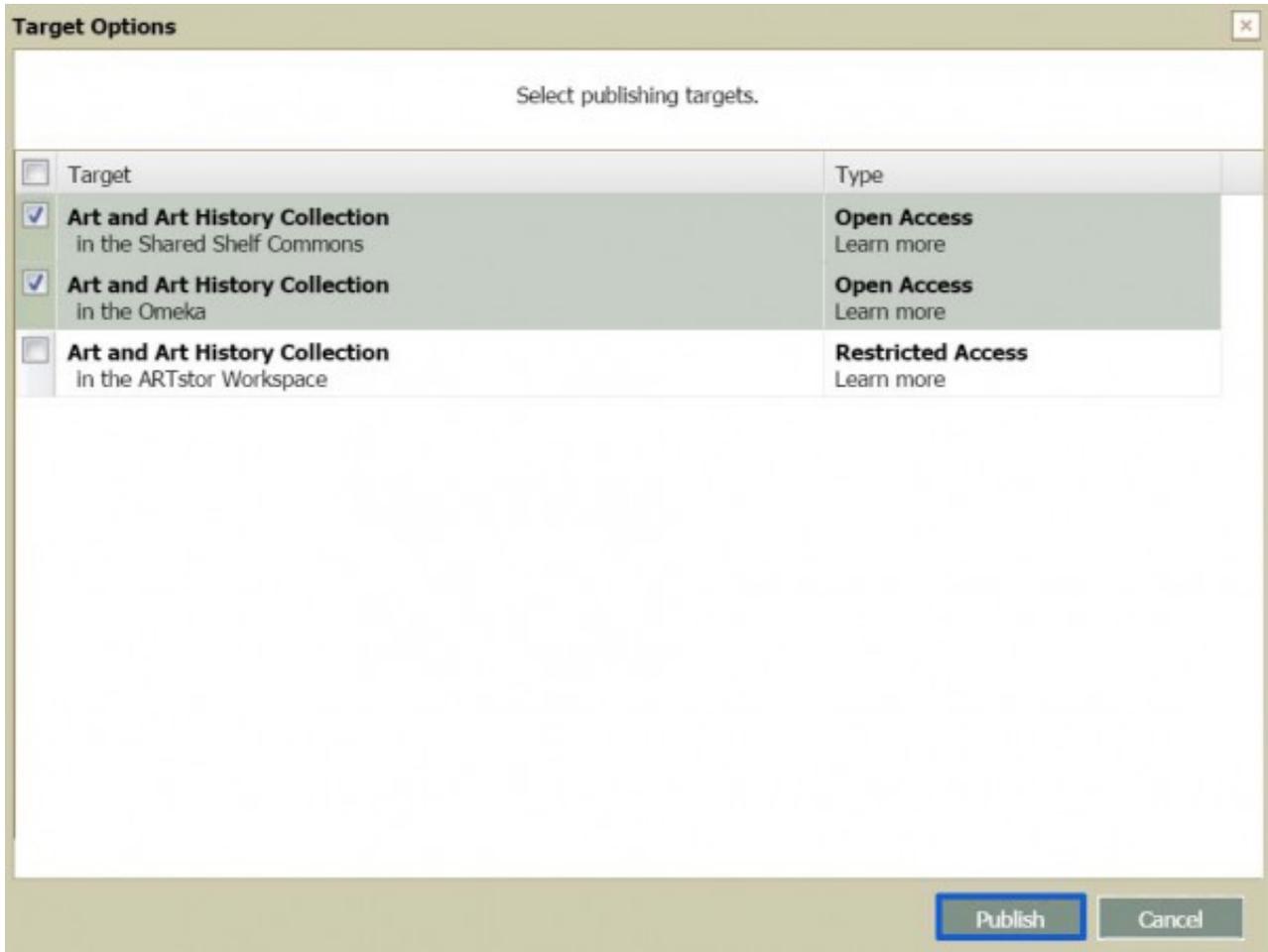
This article details publishing and suppressing individual or multiple items either in the edit tab or from the asset panel. This information applies to both republishing items and publishing items to multiple targets. To learn more about setting up and managing publishing targets, please see [Manage Publishing Targets](#).

Publish Items from Edit Tab

To publish items from the edit tab:

1. Select one or multiple items from the asset panel then select Edit to open the edit tab.
2. Select the Publish button. If default targets are established, your assets will be published to your default targets. If you want to select specific targets to which to publish, select the arrow next to the Publish button and select Target Options. Check the targets you wish to publish to and select the Publish button.



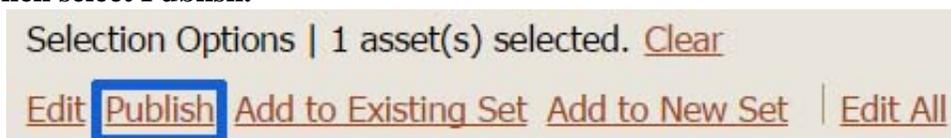


3. From the Publication Summary window, you have the option to view the status in the [Publishing Activity Monitor](#) or you click on the hyperlinked collection name which will take you to your target collection.

Publish Items from Asset Panel

To publish items from the asset panel:

1. Select one or multiple items from the asset panel then select Publish from the above menu, or right-click then select Publish.



2. The Target Options window will open. Check the targets you wish to publish to and select the Publish button.
3. From the Publication Summary window, you have the option to view the status in the [Publishing Activity Monitor](#), or you can click on the hyperlinked collection name which will take you to your target collection.

Publishing Info Tab

When editing an individual item, you can view the publishing and suppression history for all the project's targets by viewing the Publishing Info tab located to the right of the Basic Info tab. This tab displays if an item is unpublished, published, or suppressed as well as the last publishing activity date and who completed the most recent publishing activity.

Publishing Activity Monitor & Publishing Errors

The Publishing Activity Monitor displays the status of your published items. Select Publishing Activity Monitor located beneath the asset panel to check the status of your recently republished items.

User	Action	Initiated	Processed	Target	
qademo001@...	delete	08/11/2016	✓	Art and Art History Collection	Details
qademo001@...	suppress	08/11/2016	✓	Art and Art History Collection	Details
qademo001@...	publish	08/11/2016	✓	Art and Art History Collection	Details
qademo001@...	delete	08/11/2016	✓	Art and Art History Collection	Details
qademo001@...	suppress	08/11/2016	✓	Art and Art History Collection	Details
qademo001@...	publish	06/09/2016	✓	Art and Art History Collection	Details
qademo001@...	suppress	06/09/2016	✓	Art and Art History Collection	Details
qademo001@...	suppress	06/09/2016	✓	Art and Art History Collection	Details
qademo001@...	suppress	06/09/2016	✓	Art and Art History Collection	Details
qademo001@...	suppress	06/09/2016	✓	Art and Art History Collection	Details
qademo001@...	suppress	06/09/2016	✓	Art and Art History Collection	Details
qademo001@...	suppress	06/09/2016	✓	Art and Art History Collection	Details
qademo001@...	suppress	06/09/2016	✓	Art and Art History Collection	Details
qademo001@...	publish	12/28/2015	✓	Art and Art History Collection	Details
qademo001@...	nublish	12/28/2015	✓	Art and Art History Collection	Details

Close

When you publish items that are missing data from required fields, you will see an error message listing which SSIDs will not be published. Edit the items to include the required metadata and then republish your items.

Suppress Items

Suppressing an item will remove it from any publishing target collection(s), but the item will still be available in Shared Shelf to edit or re-publish at any time. Catalogers can only suppress items they have uploaded and they must have publishing privileges for all targets to which the item has been published.

To suppress an item:

1. From the asset panel, select one or multiple items.
2. Right click and select Suppress record(s) from the options list OR Click the Suppress option at the upper right of the asset panel. OR when suppressing one record, open it in the edit tab, choose Options then Suppress.
3. Confirm you would like to suppress your item(s).
4. If your items were published to multiple publishing targets, you will be given the option to select which targets from which you would like to suppress. Make your selections and choose Suppress. You will receive a confirmation message stating the items have been suppressed. Suppressed items will also show as suppressed in the asset panel for publishing status. You can republish suppressed items at any time.

Filter Based on Publishing Activity

From the asset panel, you can [filter](#) for your published and unpublished items for each publishing target. For each publishing target, the project's asset panel will have three columns containing information about each target:

- Status - displays Published, Not Published, or Suppressed depending on the status of your item;
- Published On - displays the most recent published or suppressed date of an item;
- Published By - displays the username of the user who most recently published or suppressed an item.

You can filter your items on these columns and save your filtered results as a [Saved Filter](#) for future reference.

View Published Items

You can view your published items by either clicking on the publishing target name immediately after publishing or when viewing an item's publishing history on the Publishing Info tab. This will open your collection in a new browser tab. Depending on the target type, you may need to login to view the content.

To quickly access the Artstor Workspace or Shared Shelf Commons homepages, select the links located at the bottom of the Shared Shelf interface.

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