

# Shared Shelf Orientation

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## Navigate the Project Tab

The home screen for Shared Shelf is the Project Tab. Here you will find:

- (A) Project panel: a list of all the projects that your account has access.
- (B) Search box: search option for finding records in the catalog.
- (C) Options banner: various options that are available when selecting one or more records.
- (D) Asset panel: Excel spreadsheet-like display of all the records in the project, with column headers showing field names and data.
- (E) Help link: links to the Shared Shelf Support site in a new tab of your browser.
- (F) Gear menu: options menu for managing records and sets, exporting to and importing from Excel, or downloading media files in bulk.
- (G) Viewable Columns button: select which columns you want to see in the asset panel.
- (H) Sets and Saved Filters panels: lists of all the Sets and Saved Filters that your account has access.
- (I) Page navigation: total number of pages of records and the current page you are viewing; the number of records per page can be changed from 25 to 50, 100, or 250 records.
- (J) Policy and contact links: Artstor's policy and contact information.
- (K) Publishing Activity Monitor: shows a history log of all the publishing activity in the project.

Project: Art Museum Collection (Displaying 1-14 of 14 assets)

No assets selected. Select assets to view related actions.

Thumbnail	SSID	Filename	Created By	Updated By	Created On	Updated On	Linked Data Updated On	ARTstor Workspace, Art Museum Coll...	ARTstor Workspace, Art Museum Coll...	ARTstor Workspace, Art Museum Coll...	Linked Work
	868926	IMG_1064_ED...	Administrator...	Administrator...	07/15/2015	07/15/2015		Not Published			
	868925	Cloud Gate_E...	Administrator...	Administrator...	07/15/2015	07/15/2015		Not Published			
	868924	IMG_1576_ED...	Administrator...	Administrator...	07/15/2015	07/15/2015		Not Published			
	868923	IMG_1065_ED...	Administrator...	Administrator...	07/15/2015	07/15/2015		Not Published			
	868915	Millennium Pa...	Administrator...	Administrator...	07/15/2015	07/15/2015	07/15/2015	Not Published			8000092845
	868708	yannick_mart...	Administrator...	Administrator...	07/08/2015	07/08/2015		Not Published			
	868707	falling_water...	Administrator...	Administrator...	07/08/2015	07/08/2015		Not Published			
	868706	falling_water...	Administrator...	Administrator...	07/08/2015	07/08/2015		Not Published			
	868705	falling_water...	Administrator...	Administrator...	07/08/2015	07/08/2015		Not Published			
	868704	falling_water...	Administrator...	Administrator...	07/08/2015	07/08/2015		Not Published			

## Adjust Column Views

If you work with some fields more than others, adjusting the viewable columns in your asset panel is a good way to minimize scrolling to the right to view the columns you need. Once you've made changes to the viewable columns for a project, each time you login with your individual account, your view will remain unchanged.

*Select viewable columns:*

1. Click the **Viewable Columns** button at the top right to see the list of available column headers (fields).
2. Check or uncheck the boxes to select which columns will display in your workspace. OR click **Select All** or **Select None**.

*Rearrange columns:*

1. Click on a column header and then drag-and-drop to rearrange the display order.

*Resize columns:*

1. Hover your mouse over the line between two column headers so an arrow cursor appears.
2. Click and drag to expand or contract the column width.

## Search or Sort Records

From the asset panel, you can search across all fields to find specific records using the search box.

*To search any field:*

1. Enter your keyword(s) in the search box above the asset panel.
  1. The search box accepts a wildcard using an asterisk\* or Boolean text (AND, OR, NOT).  
Wildcard searching is not case-sensitive.
2. Press Enter or click on the magnifying glass icon.
3. Records containing the keywords will appear as search results in the asset panel.

**To clear the search, click X in the search box.**

*To sort records:*

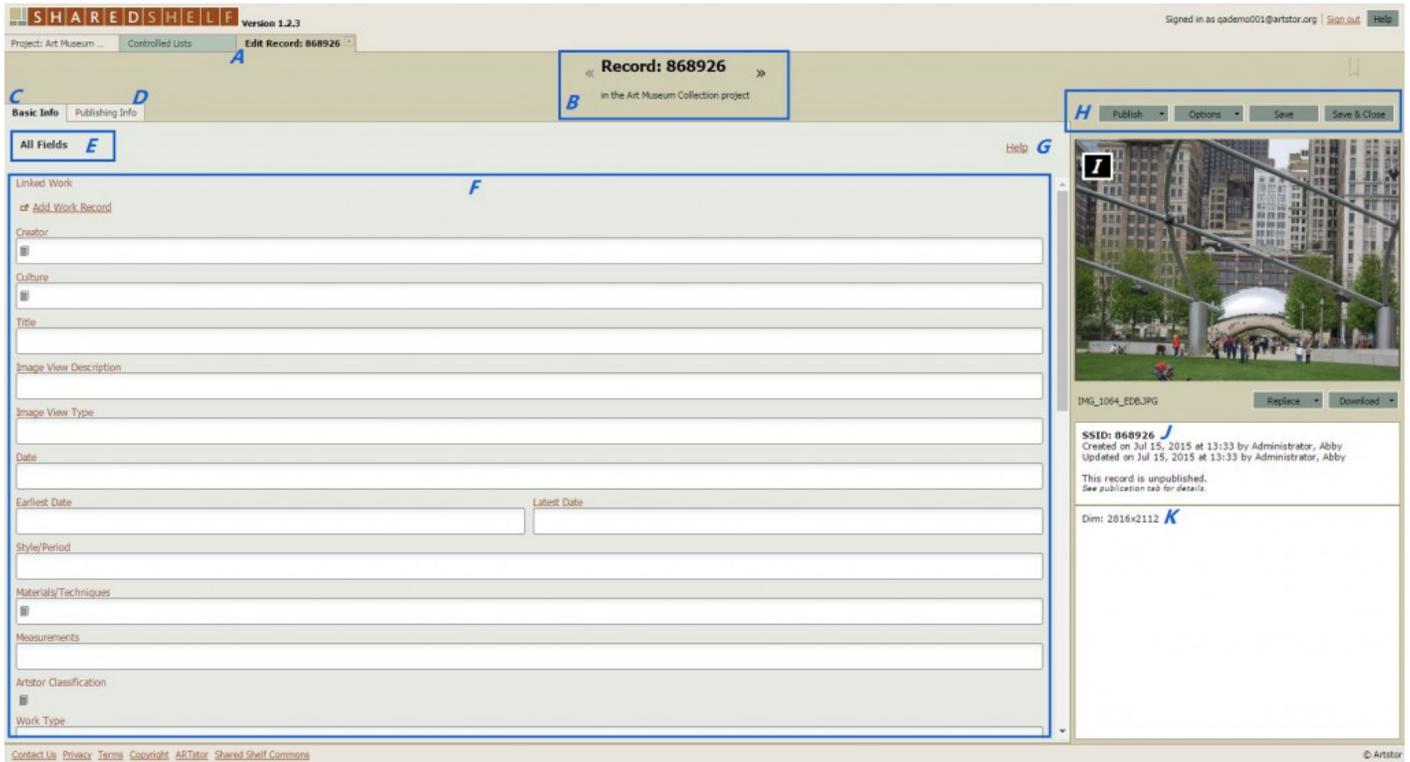
**From the asset panel, sort relevant fields in ascending or descending order by clicking on the column heading, OR click the drop-down arrow and select Sort Ascending or Sort Descending.**

## Navigate the Edit Tab

After you have selected and opened a record from the asset panel, you will be viewing the Edit Tab. The Edit Tab contains all the information related to the cataloging and managing of an item.

- (A) Edit Tab: click the X to close a record without saving changes.
- (B) Record banner: displays the SSID and the name of the project you are working within.
- (C) Basic Info tab: cataloging form that contains the cataloging fields.
- (D) Publishing Info tab: contains publishing information for the item, including collection(s) to which the item was published.
- (E) Cataloging Screen selection: if more than one screen is available for your account, you will see linked screen names here. The screen you are currently using will appear as black text.
- (F) Cataloging Screen: available fields for cataloging based on the screen you have selected.
- (G) Help link: quick access to the support site.
- (H) Menu buttons: includes the Publish button, Options button for further actions, Save, Save and Close.
- (I) Media window: image viewer or playback window for video and audio files. Images may be zoomed, panned, or double-clicked to access the full size for greater descriptive needs.
- (J) Publishing panel: shows the the record's SSID, creation date, updated date, and published status.

(K) Media information panel: shows dimensions for attached media.



## About the Cataloging Screen

The cataloging screen displays the data fields and is part of the Edit tab. From the Administrative Tool, users can design cataloging screens for customized views of the fields. Screens can be assigned to users so they are limited to a custom view of selected fields in a project. From the Cataloging Screen you will see the following areas:

### *Basic Info tab*

The basic info tab gives you the view of the fields in the cataloging screen, plus the data that has been cataloged for the opened record.

### *Publishing Info tab*

**The publishing info tab is where you will find detailed information about the publishing status of an item.**