

Understanding the Work Form

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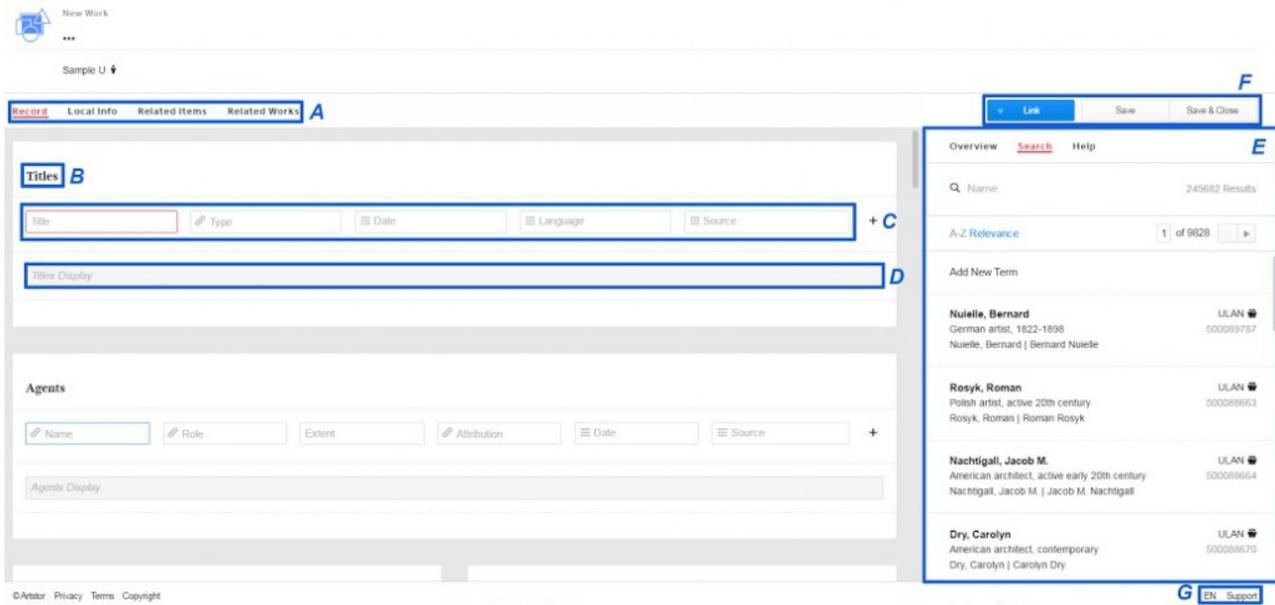
The Work form consists of more than 200 fields and four tabs; the Record tab, Local Info tab, Related Items tab and Related Works tab. You can very easily catalog only as much as you know or need, and the Work will still be very useful. You can complete each field or breeze through a brief Work in minutes.

A shorter version of the Work form is also available for Work-enabled projects across the institution. To learn more about the short form's fields and how it can be used, contact support@sharedshelf.org or your Implementation Manager.

Navigating the Work Form

When creating a new Work you will find:

- A. Work Tabs
- B. Field Group Labels
- C. Fields to Input Metadata
- D. Auto-populated Display Fields
- E. Overview, Search, and Help Panels
- F. Link, Save, or Save & Close Buttons
- G. Change the Language of Work Form option and Link to Shared Shelf Support Site



The Work form is broken into groupings of fields such as Titles, Agents, Cultures, etc. The field group label will appear first, followed by the fields to input metadata, then the auto-populated display field for that group.

Some fields include sub-fields. These fields will expand by clicking into the field and minimize by again clicking into the field.

Yellow field group labels indicate the Artstor Digital Library fields that enable search and retrieval facets in the Artstor Digital Library.

Artstor Countries

United States  ×

+

If a field group includes an auto-populated display field, this field will display at the bottom of the field group and allows you to type text directly into the display field. Many of the fields are duplicates of fields found under each grouping so you will soon be accustomed to entering data very quickly into these fields. If you are using web sources for your entries, you will only need to enter or select the web address for your source, and skip over the Source Detail fields since these pertain to printed sources.

Begin working in the fields above the auto-populated display field and the values will auto-populate after you click outside the working field. You will need to click or tab into fields to move to the next field or field group. The field you are editing will be highlighted with a blue border.

When you click into fields linked to controlled lists indicated with a link icon, your cursor will jump to the Search panel at the right of the Work form. Begin typing your search term, then click the term to link it, and your cursor will jump to the next field.

Sections of the Work Form

Record

The Record section contains the most fields and is where you enter all the descriptive data about the Work.

Local Info

The Local Info section contains fields to document your institution's workflow and legacy record information.

Related Items

The Related Items section displays any Items linked to the Work and is where the sequence and Lead Item can be set.

Related Works

The Related Works section contains an abbreviated record for the related Work, along with a media thumbnail.

How the Work Form Field Types Function

For a complete list of the fields included in the Work form, please see the [Works: Field Descriptions](#) article.

Required Fields

The Title field is the only field that requires data in order for a new Work to be saved.

Auto-populated Display Fields

The display field for a field group will display a concatenation of the values in the fields for that field group. The field is auto-populated from values entered in the above fields. However, if you choose not to use the fields within the field group to create the display text, you may type a value directly into the display field.

Text/Numeric Fields

Type text or numeric values into the field. Use a pipe symbol | to create line breaks in the published environment. When you use the edit or delete a value from the text/numeric text field, the change is saved when you click outside of the field.

Date Multifield

Enter a four-digit year in the Start Date field and optionally the End Date field to indicate a date range. For BCE dates, include a minus sign before the four-digit year. In addition to the display field, the yellow Artstor fields Work Earliest Date and Work Latest Date will auto-populate with values.

Vocabulary and Controlled List Fields

By clicking in a Work field linked to a controlled list or vocabulary, values for that particular controlled list or vocabulary will be displayed by relevance with the most used terms at the top. You can also sort alphabetically by clicking A-Z. You may scroll through the values, or type in the search field to retrieve

corresponding search results. Click the term or the link icon to link the term and insert it into the Work field.

To unlink a term, click the link button again. The term will be removed from the Work field.

If you need to add a term to a controlled list linked to a Work field, please see the [Using Lists in Works](#) article.

Address and Geolocation Fields

The address fields consult Google maps so you can search for and link to a specific address. Optionally, you will be prompted to utilize the latitudinal and longitudinal coordinates for this address. You can also elect to use a custom address by selecting the option Use Entered Location.

Add, Modify, and Remove Rows in the Work Form

To add additional rows:

After providing values in the first row, a new row will automatically appear underneath. As you continue entering values in new rows, additional rows will be added. There is no limit to the number of rows you can add to a field group. All of the rows values will auto-populate the display field and be separated by a delimiter.

To remove rows:

Click on the X icon at the end of the row to remove it. The values will be removed from the display field.

The screenshot shows a form titled "Titles" with the following structure:

Titles					
Title One	Type	Date	Language	Source	X
Title Two	Type	Date	Language	Source	X
<input type="text" value="Title Three"/>	Type	Date	Language	Source	X
<input type="text" value="Title"/>	<input type="text" value="Type"/>	<input type="text" value="Date"/>	<input type="text" value="Language"/>	<input type="text" value="Source"/>	+
<input type="text" value="Title One Title Two Title Three"/>					

Copy and Paste All Work Field Values from One Work to Another Work

You can copy and paste all the field values from one Work to another by using two keyboard shortcuts:

- Copy All Values in a Work - Cmmd/Ctrl + x
- Paste All Values to a Work - Cmmd/Ctrl + e

To copy all the field values in a Work:

1. Edit the Work you want to copy.
2. Enter Cmmd or Ctrl + x. You will receive a message across the top of the screen indicating the record values have been copied.

To paste all the field values to a Work:

1. Create a new Work or Edit an existing Work.
2. Enter Cmmd or Ctrl + e.
3. Confirm you want to replace existing values.

Keyboard Shortcuts for the Work Form

There are several keyboard shortcuts you can use with the Work form to assist with your workflow.

- Display List of Keyboard Shortcuts - Shift + ?
- Close Currently Viewed Work - Esc + w
- Open Tab in Background - Cmmd/Ctrl + Click
- Save Work Form - Cmmd/Ctrl + s
- Clear a Work Form Field - Shift + Delete (Mac) or Shift + Backspace (PC)
- Copy All Values in a Work - Cmmd/Ctrl + x
- Paste All Values to a Work - Cmmd/Ctrl + e
- Collapse All Expanded Work Form Fields - Shift + Cmmd/Ctrl + m