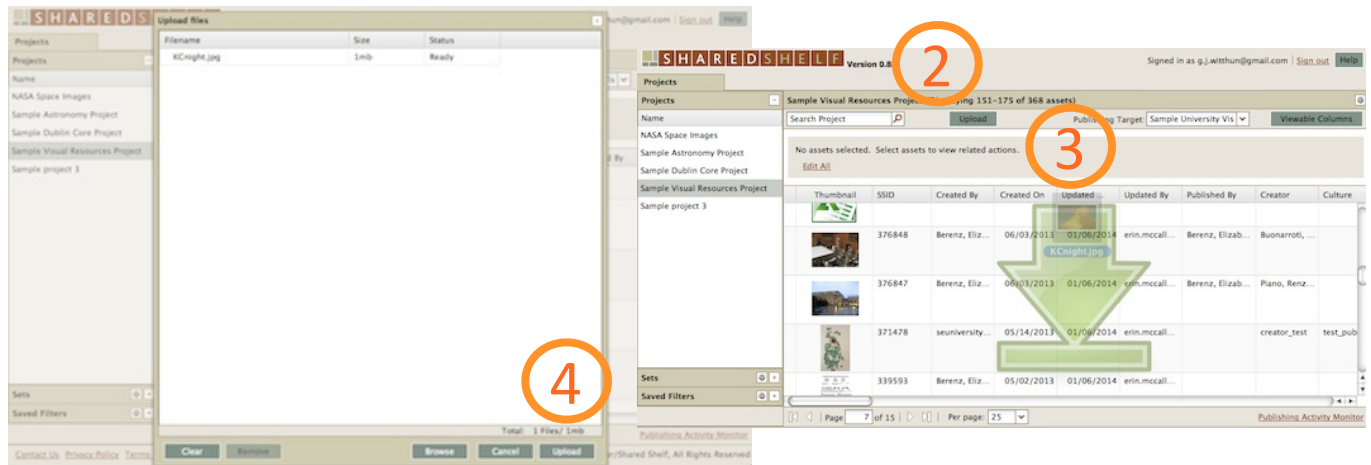
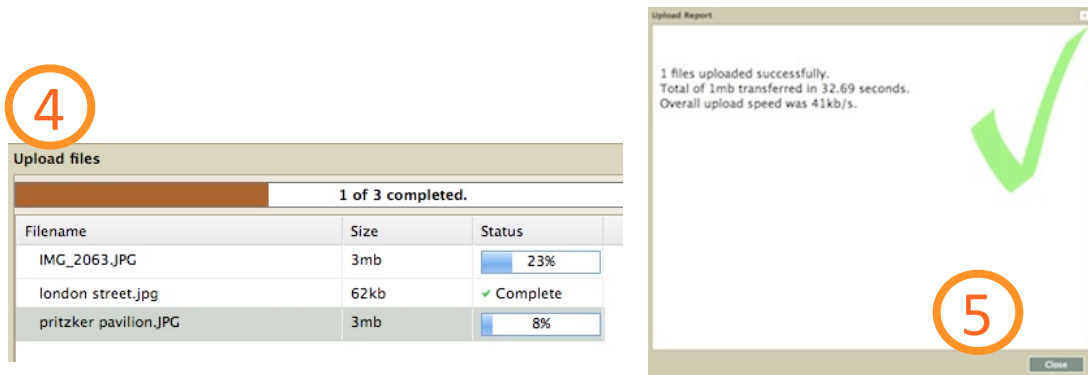


Bulk cataloging

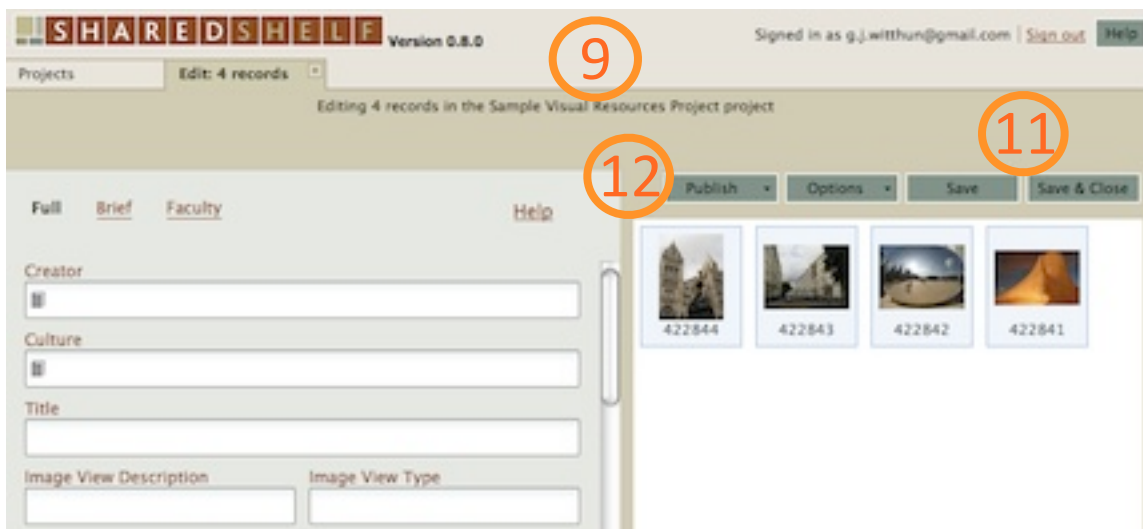
1. Login to Shared Shelf. You will see the project tab with a list of projects on the left and the assets panel on the right.
2. Select a project then click the **Upload** button found above the assets panel.
3. In the new window click **Browse** to select a file from your computer directory. Control-click or shift-click to select multiple files and then click **Open**. **OR** Drag files from your desktop to the assets panel. A large green arrow will appear, followed by the upload window. Repeat the drag and drop to add additional files to the upload window.



4. The selected filenames will appear in the upload window, along with the file size and upload status; click **Upload**. If an unsupported file type was added, a popup window will display an error message. Click **OK** to return to the upload window. A progress window will show files loading simultaneously.
5. Once the files have been uploaded, a message will display reporting record count, total size, duration and overall speed as well as any file failures. Click **Close**.



6. Each file loaded will be assigned a unique Shared Shelf Identification number (SSID) and a new record will be created, appearing in the assets panel.
7. To catalog multiple assets, highlight the assets in your workspace using control-click or shift-click to select them, then click **Edit** in the Selection Options menu. You may also right click and select **Edit**.



8. The edit tab will open displaying on the right, thumbnail images or media placeholder icons of all the assets you selected to edit and on the left will be the cataloging form. By default, values entered in the fields will be applied to all the assets you have selected to edit.
9. The SSID banner will list how many records you are editing and the project name.
10. Fields containing different values across multiple records will display “Multiple Values” in the field. If you enter any data into that field, you will overwrite any existing data. Fields that are grayed out are read-only.
11. When you are finished editing the records, click **Save** or **Save & Close** to save your changes. Closing the tab without saving your changes will prompt a save window to appear.
12. Click **Publish-->Options** then select appropriate Targets and click **Publish** to make the assets available in the target collection(s).

TIPS

- Edit individual assets by selecting a single thumbnail on the right.
- Change the cataloging layout by clicking a linked layout title found above the first field.
- Fields with a dropdown arrow are restricted to a controlled list of values.
- Fields with the lookup icon are linked to an authority.