Batch cataloging

In the Cataloging Tools, you can edit records one at a time, or in batches. This workflow demonstrates the steps required to edit and publish several records at once.

Load Media

1. Login to the Cataloging Tools. You will see the project panel 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, then click Open. The selected filenames will appear; click Upload. OR Drag files from your desktop to the assets panel.
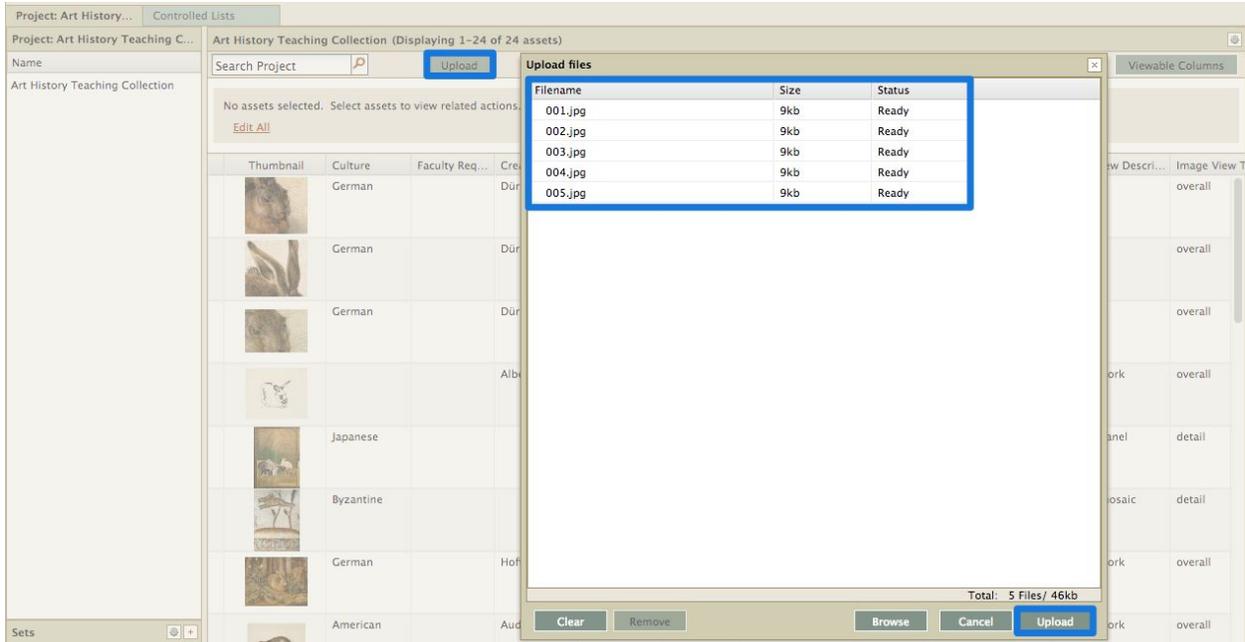
4. The selected filenames will appear in the upload window, along with the file size and upload status; click Upload. If an unsupported file type was added, a popup window will display an error message. Click OK to return to the upload window.

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.
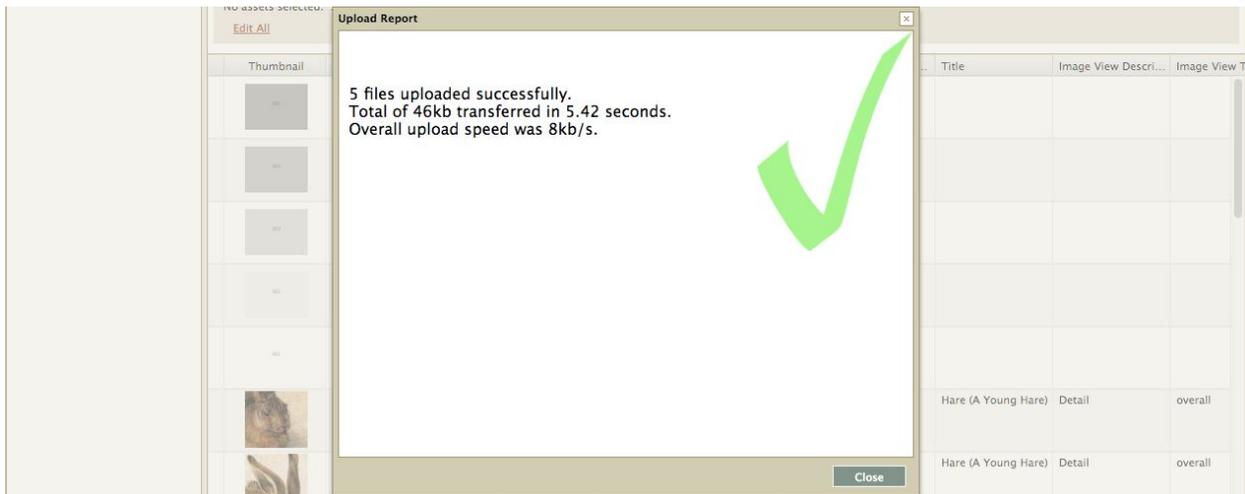
6. Each file loaded will be assigned a unique System Supplied Identification number (SSID) and a new record will be created, appearing in the assets panel.
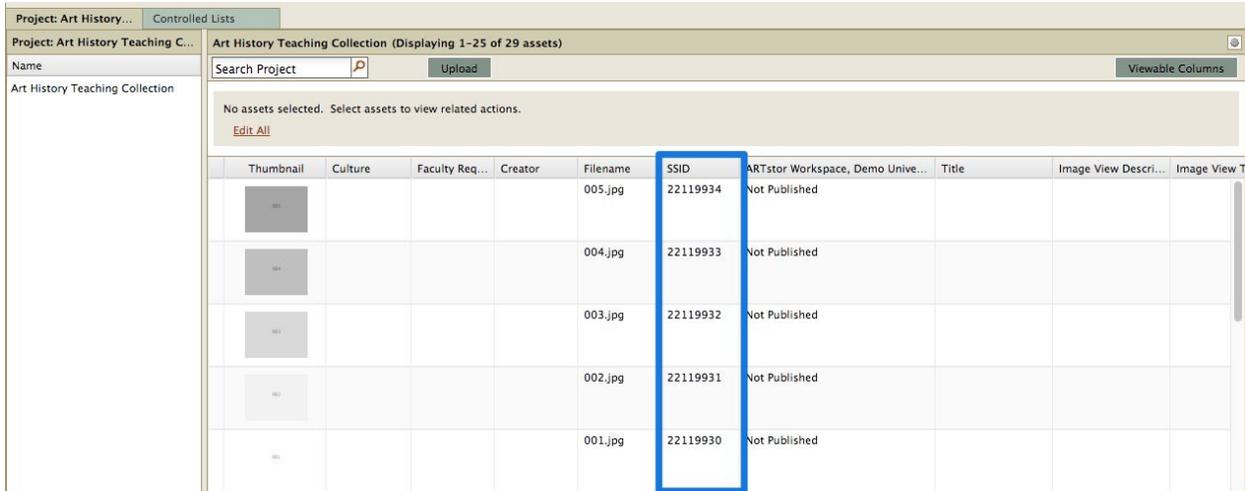
CATALOG

1. 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.

2. The cataloging 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 all available cataloging fields. By default, values entered in the fields will be applied to all the assets you have selected to edit.

3. 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.

4. When you are finished editing the records, click Save or Save and Close to save your changes.

5. Select Publish-->Options then select appropriate Targets and click Publish to make the assets available in the target collection(s).
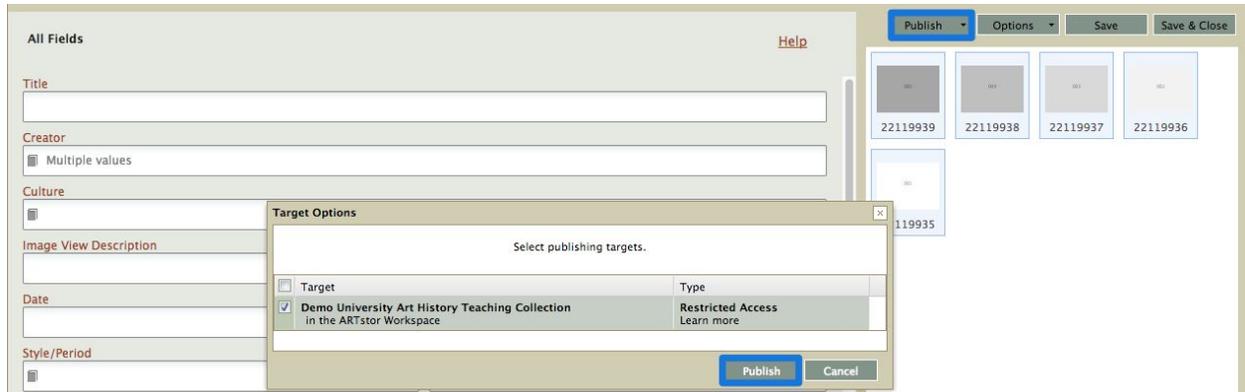
TIPS

• When in the edit tab, edit an individual asset by selecting a thumbnail on the right.
• Change the cataloging form layout by clicking the cataloging screen name at the top of the panel.
• Fields with a drop-down arrow are restricted to a controlled list of values.

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