JSTOR Forum

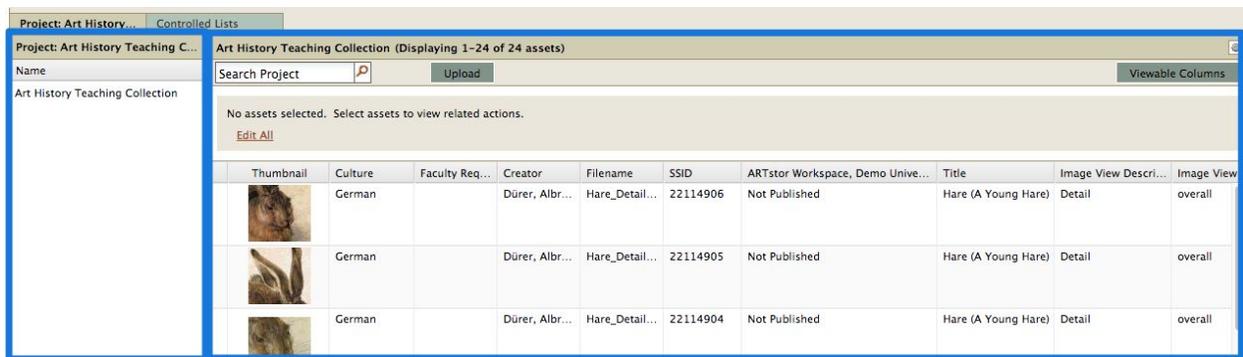# Cataloging assets individually

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 a single record.

1. Login to the Cataloging Tools. You will see the project tab with a list of projects on the left and the assets panel on the right.


2. To load your media, select a project and then click the Upload button found above the asset panel. 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.


3. 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.
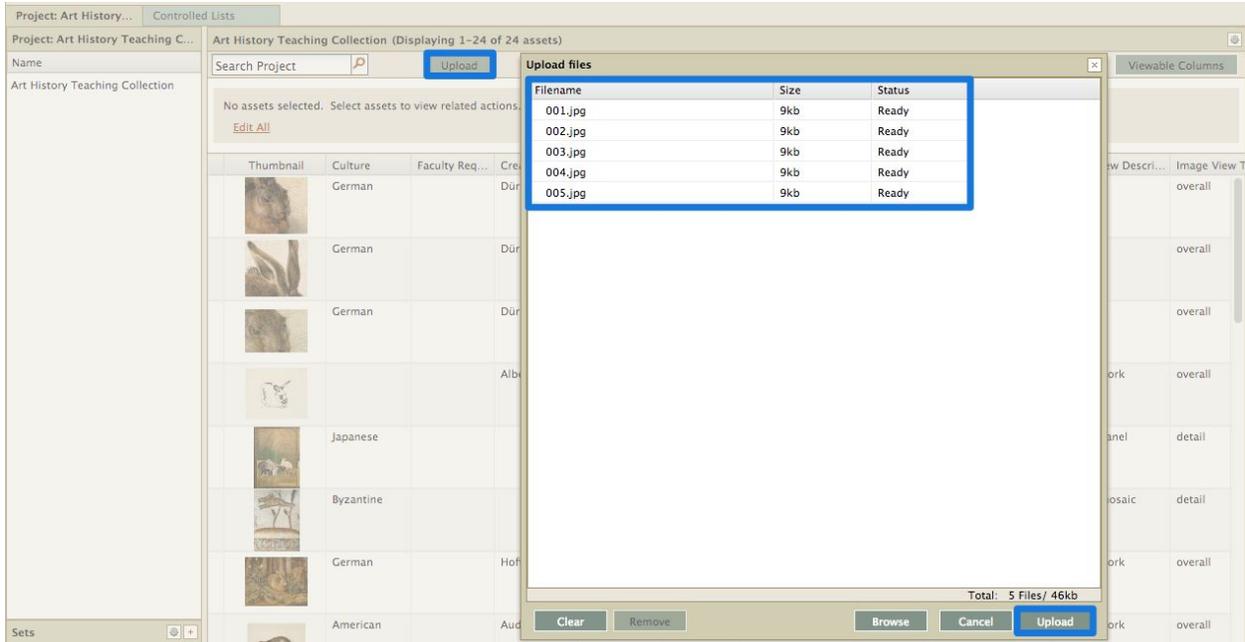
4. Once the files have been uploaded, a message will display reporting record count, total size, duration and overall speed as well as any file failures. Click Close.
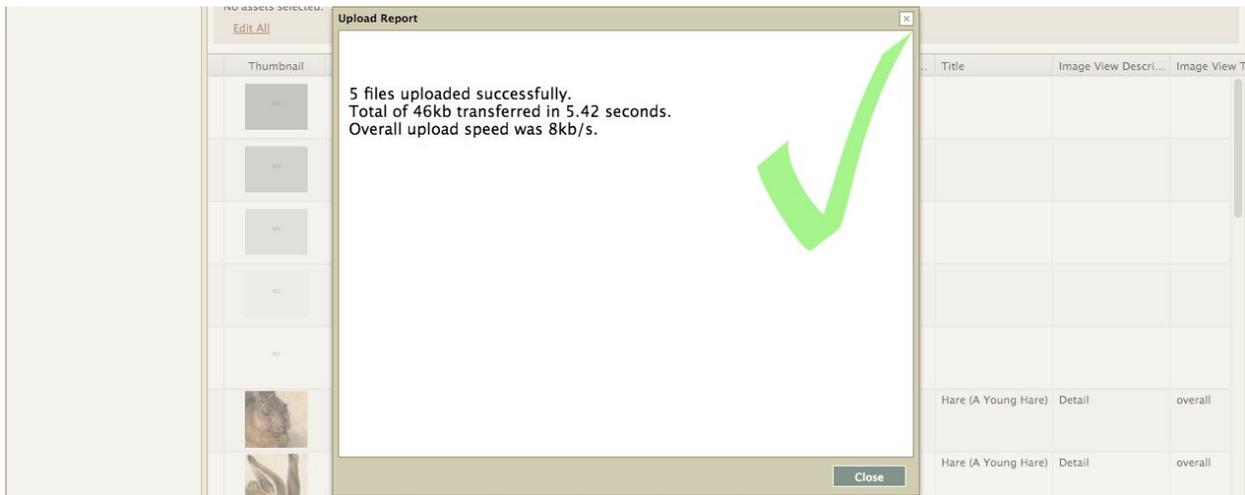
3. Each file loaded will be assigned a unique System Supplied Identification number (SSID) and a new record will be created.
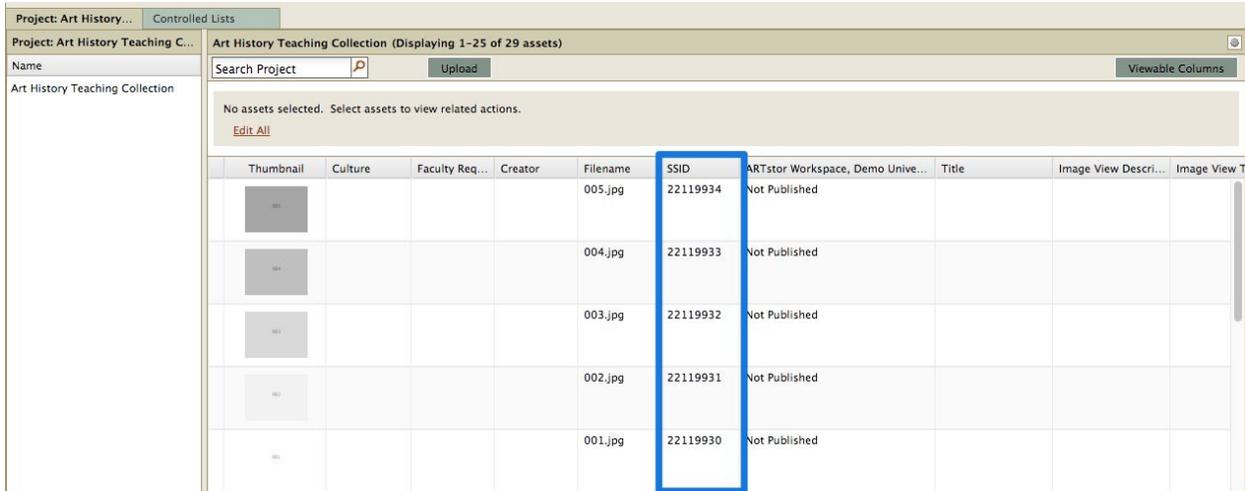
7. To catalog or edit an individual asset double click on it to open it in a cataloging tab. OR Select an asset in asset panel, then click Edit from Cataloging Assets Individually the Selection Options menu above. OR Select an asset in the project page, then right-click and select Edit.
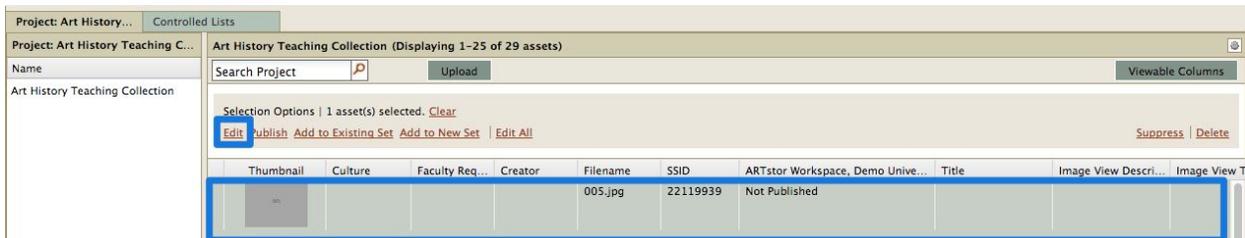
8. The cataloging tab will display the fields available to edit. The center of the cataloging tab banner will display the SSID and the project name, surrounded by navigation arrows. Clicking these arrows will navigate to the next or previous record.

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

11. Select Publish-->Options then select appropriate Targets and click Publish to make the assets available in the target collection.
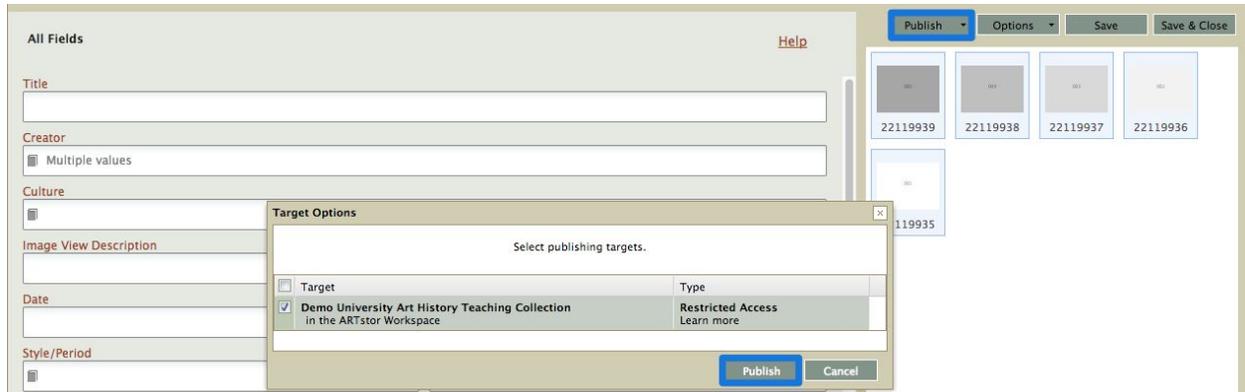
TIPS
• Change the cataloging layout by clicking layout titles above the first field.
• Fields with a dropdown arrow are restricted to a controlled list of values.

Contact Us

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