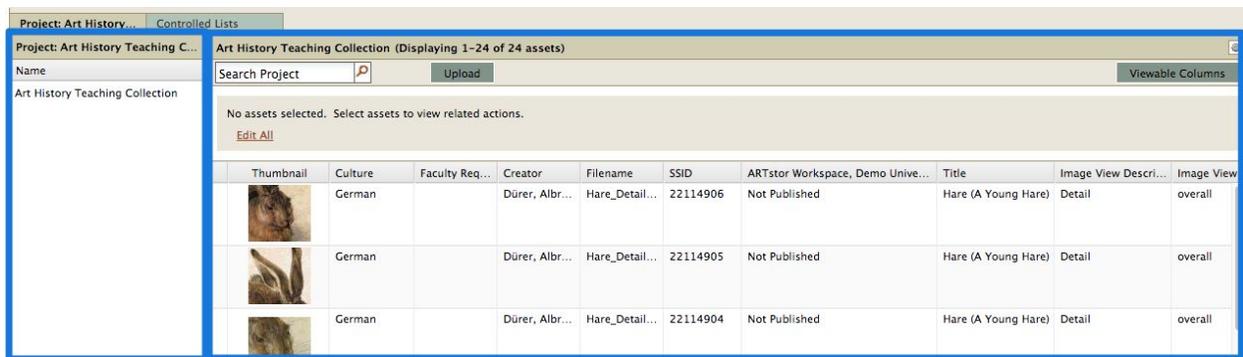


Cataloging assets individually

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.

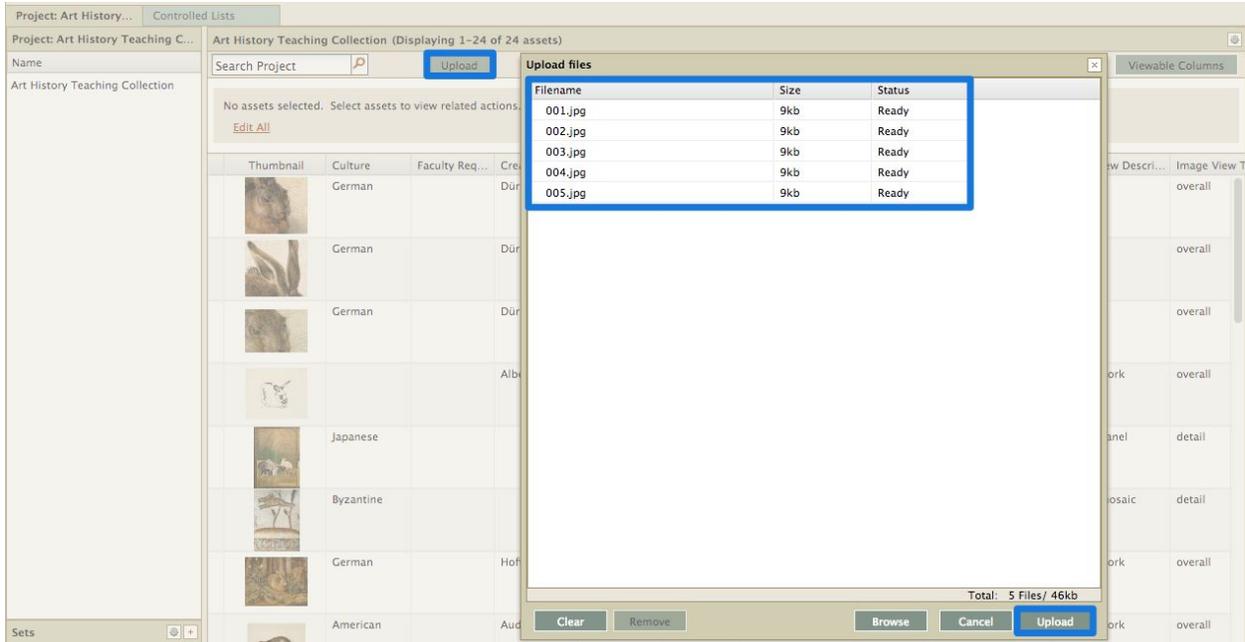
1. Login to the Cataloging Tools. You will see the project tab with a list of projects on the left and the assets panel on the right.



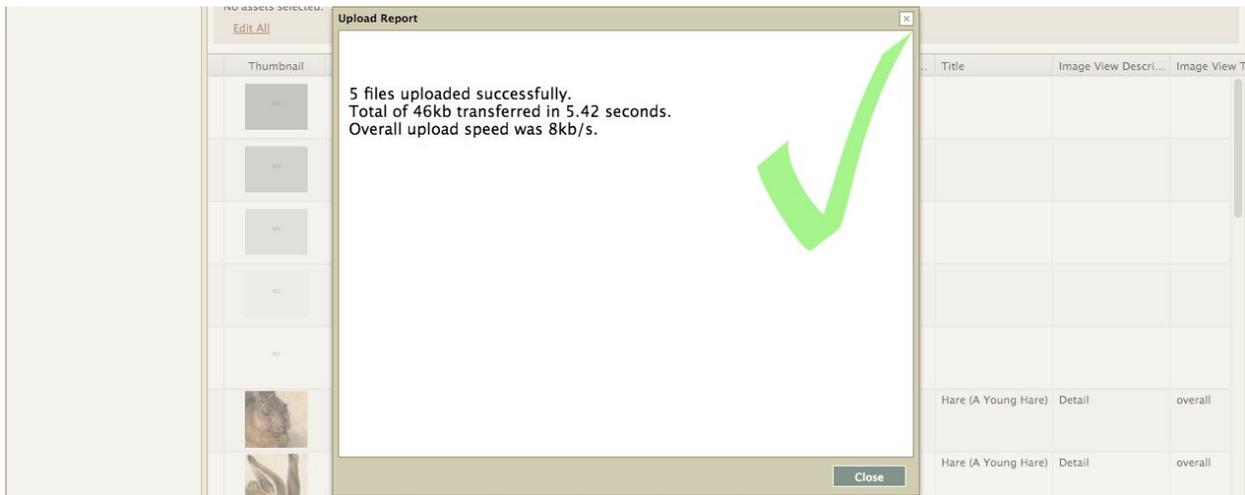
2. To load your media, select a project and then click the Upload button found above the asset panel. Browse to select a file from your computer directory. Control-click or shift-click to select multiple files and then click Open. OR Drag files from your desktop to the assets panel.



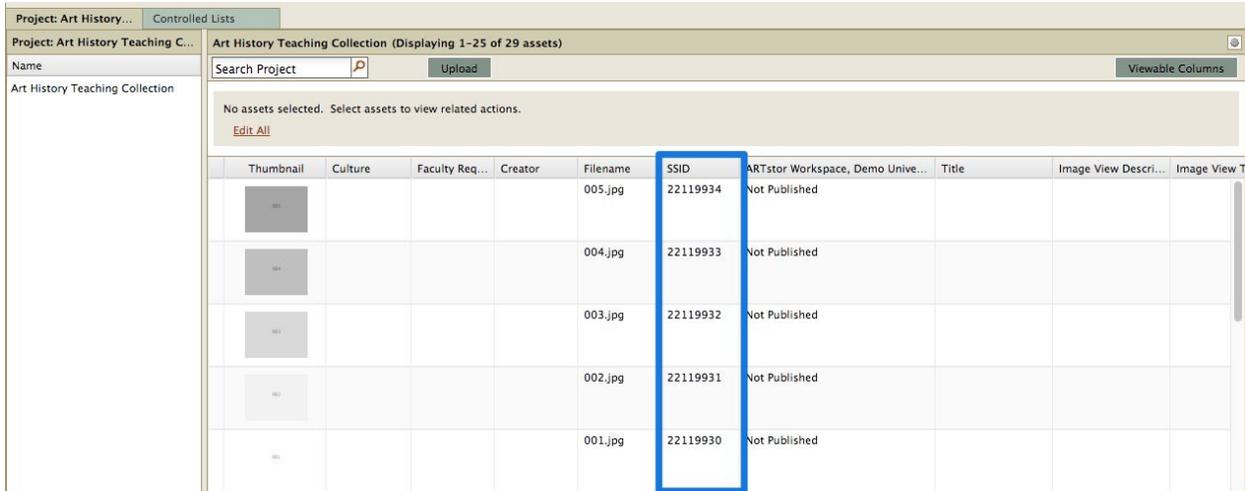
3. The selected filenames will appear in the upload window, along with the file size and upload status; click Upload. If an unsupported file type was added, a popup window will display an error message. Click OK to return to the upload window.



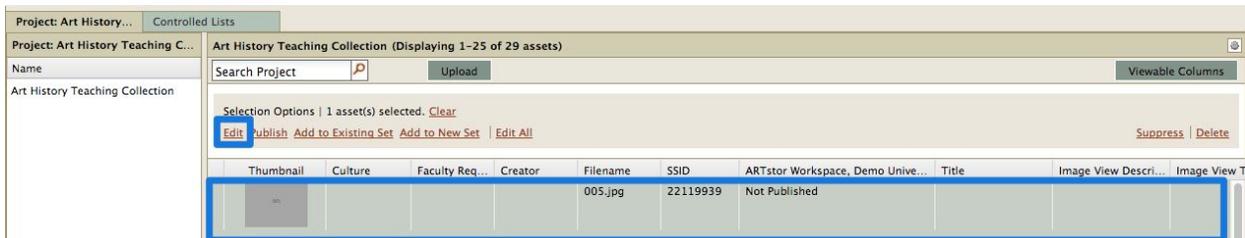
4. Once the files have been uploaded, a message will display reporting record count, total size, duration and overall speed as well as any file failures. Click Close.



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.

Project: Art History... Controlled Lists **Edit Record: 22119...**

Record: 22119939
in the Art History Teaching Collection project

Basic Info Publishing Info Publish Options Save Save & Close

All Fields Help

Title

Creator

Culture

Image View Description Image View Type

Date Artstor Earliest Date Artstor Latest Date

Style/Period Materials/Techniques

Measurements

Artstor Classification Work Type

Repository Accession Number

Location Creation/Discovery Site

005.jpg Replace Download

SSID: 22119939
Created on Jan 11, 2018 at 18:06 by qademo001@artstor.org
Updated on Jan 11, 2018 at 18:22 by qademo001@artstor.org

This record is unpublished.
See publication tab for details.

Media Type: jpg
Media Height: 540 pixels
Media Width: 720 pixels
Media Size: 8.7 kB

[open viewer](#)

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

Project: Art History... Controlled Lists **Edit Record: 22119...**

Record: 22119939
in the Art History Teaching Collection project

Basic Info Publishing Info Publish Options **Save** **Save & Close**

All Fields Help

Title
005

Creator
Hannah Marshall (American creator)
Hannah Marshall
Demo University [ISSN ID 9000473868]

Culture
American
American

Image View Description Image View Type
Full view General

Date Artstor Earliest Date Artstor Latest Date
2018 2018 2018

Style/Period Materials/Techniques
Contemporary graphic design
Contemporary graphic design

Measurements
n/a

005.jpg Replace Download

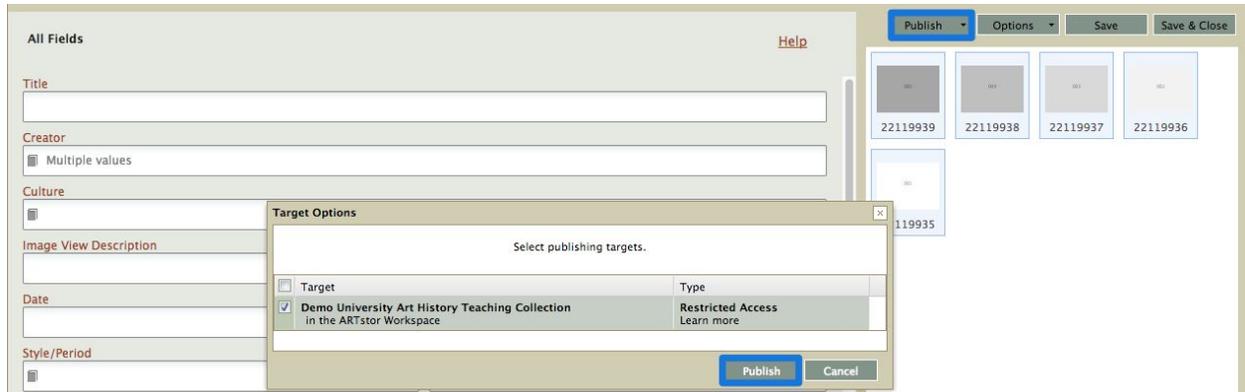
SSID: 22119939
Created on Jan 11, 2018 at 18:06 by qademo001@artstor.org
Updated on Jan 11, 2018 at 18:22 by qademo001@artstor.org

This record is unpublished.
See publication tab for details.

Media Type: jpg
Media Height: 540 pixels
Media Width: 720 pixels
Media Size: 8.7 kB

[open viewer](#)

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.
-

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