

Creating new records by loading media files then adding spreadsheet data

There are multiple ways to [create new Item Records in the Cataloging Tools](#). In this workflow, new records are being created from media files, then the data for each file is being added as a second step.

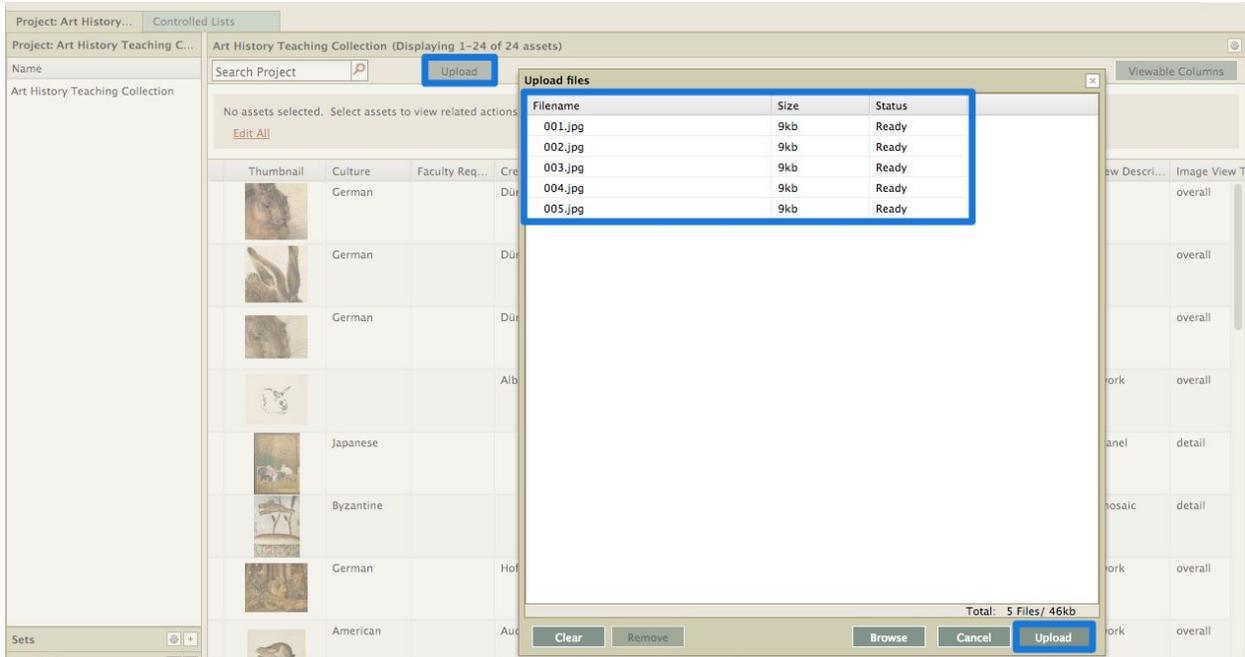
1. Login to the Cataloging Tools. You will see the project tab with a list of projects on the left and the assets panel on the right.



The screenshot shows the JSTOR Cataloging Tools interface. On the left, a project tab is selected, showing a list of projects. The main area displays the 'Art History Teaching Collection' (Displaying 1-24 of 24 assets). The interface includes a search bar, an 'Upload' button, and a table of assets. The table has columns for Thumbnail, Culture, Faculty Req..., Creator, Filename, SSID, ARTstor Workspace, Demo Unive..., Title, Image View Descri..., and Image View T.

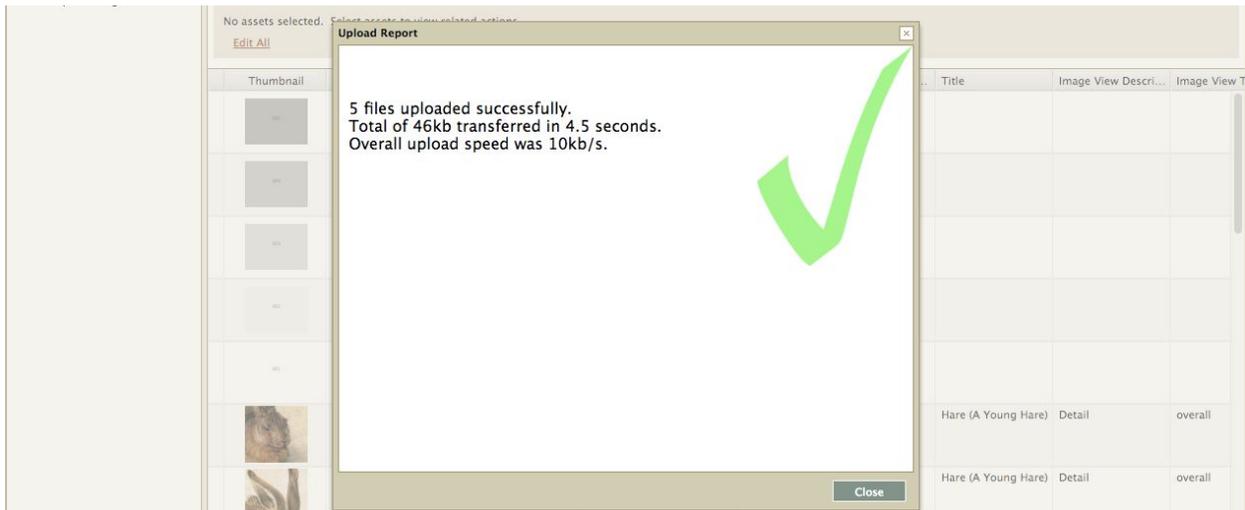
Thumbnail	Culture	Faculty Req...	Creator	Filename	SSID	ARTstor Workspace, Demo Unive...	Title	Image View Descri...	Image View T
	German		Dürer, Albr...	Hare_Detail...	22114906	Not Published	Hare (A Young Hare)	Detail	overall
	German		Dürer, Albr...	Hare_Detail...	22114905	Not Published	Hare (A Young Hare)	Detail	overall

2. [Load your media files](#) by selecting a project then clicking the Upload button found at the top of the assets panel. Browse to select a file (or files) 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.

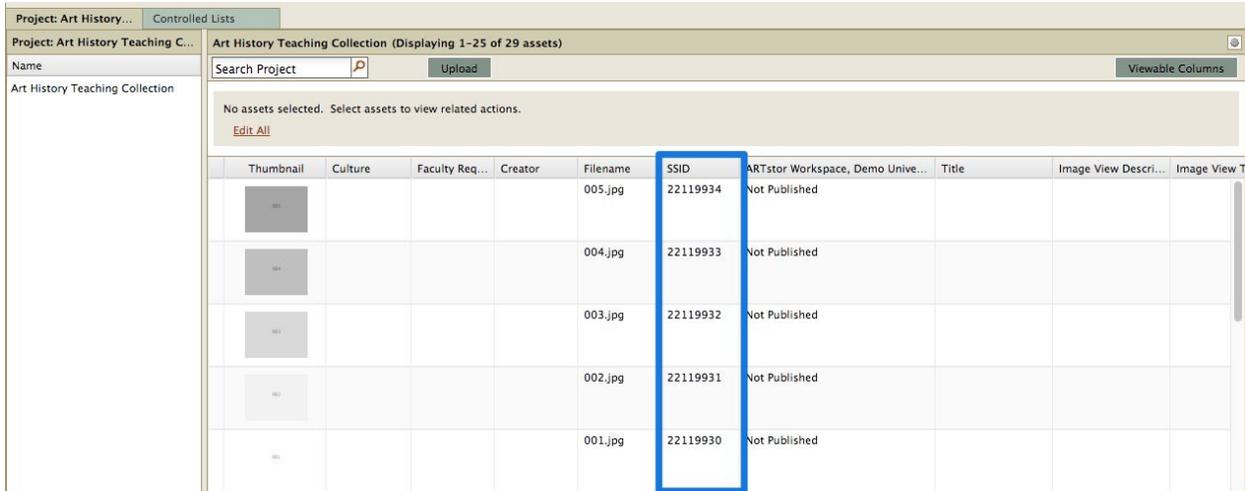


3. The selected filenames will appear in the upload window, along with the file size and upload status; click Upload. If an [unsupported file type](#) was added, a popup window will display an error message. Click OK to return to the upload window.

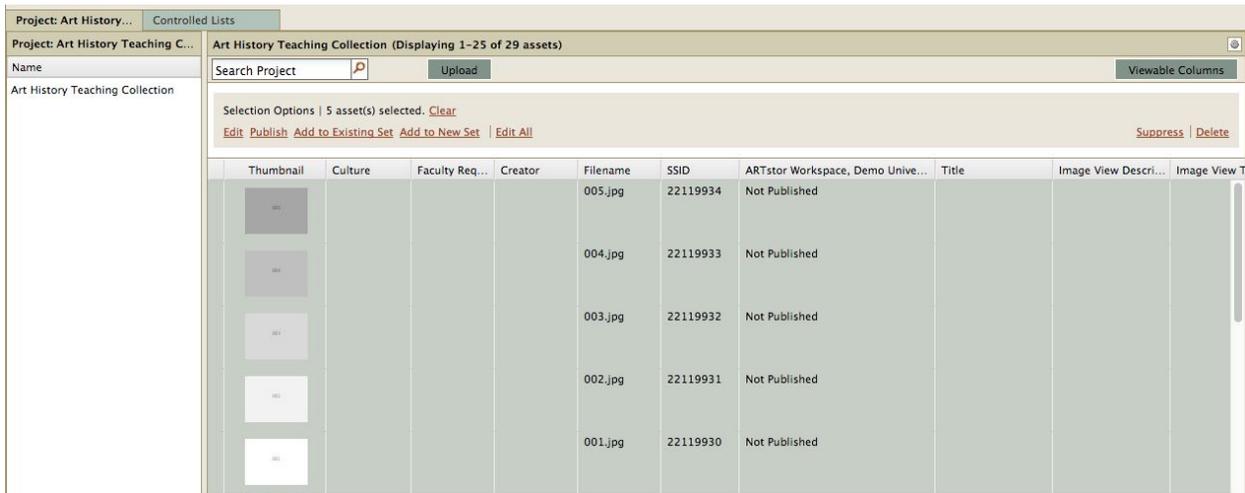
4. Once the files have been uploaded, a message will display reporting record count, total size, duration and overall speed as well as any file failures. Click Close.



3. Each media file is now an asset. Each asset will be assigned a unique System-Supplied Identification number (SSID). You can now export these assets to Excel to add cataloging data.



4. Control-click or shift-click to select assets in your project you wish to export.



5. Click the gear menu in the top right and select Excel > Export selected records OR Right-click and choose Export selected records.



6. The records will open in Excel. [Make your changes and save the file.](#)

1	Filename	Faculty Requestor	Creator	Culture	Title	Image View	Date	Artstor Earliest	Artstor Latest
2	005.jpg	Professor Marshall	Hannah Marshall	American	Sample Image 001	Full view	2018	2018	2018
3	004.jpg	Professor Marshall	Hannah Marshall	American	Sample Image 002	Full view	2018	2018	2018
4	003.jpg	Professor Marshall	Hannah Marshall	American	Sample Image 003	Full view	2018	2018	2018
5	001.jpg	Professor Marshall	Hannah Marshall	American	Sample Image 004	Full view	2018	2018	2018
6	002.jpg	Professor Marshall	Hannah Marshall	American	Sample Image 005	Full view	2018	2018	2018

7. In the asset tab, click the gear menu in the top right and select Excel > Import records.

Project: Art History Teaching Collection (Displaying 1-25 of 29 assets)

Selection Options | 5 asset(s) selected. [Clear](#)

[Edit](#) [Publish](#) [Add to Existing Set](#) [Add to New Set](#) [Edit All](#)

Thumbnail	Culture	Faculty Req...	Creator	Filename	SSID	ARTstor Workspace, Demo Unive...	Title
				005.jpg	22119934	Not Published	
				004.jpg	22119933	Not Published	
				003.jpg	22119932	Not Published	

- Create new record(s)
- Edit
- Set as Master record
- Clear master record
- Add to new set
- Add to existing set
- Excel**
 - Export all records
 - Export selected records
 - Import records**
- Download selected media files
- Create Name
- Create Work
- Search Works

8. Click the browse button to select the Excel file then click Import. The system supports both .xls and .xlsx (Excel 2007) files.

Successfully Imported Excel Document

#	Operation
0	Item(s) created
5	Item(s) updated

OK

Thumbnail	Culture	Faculty Req...	Creator	Filename	SSID	ARTstor Workspace, Demo Unive...	Title	Image View Descri...	Image View T
	American	Professor M...	Hannah Ma...	005.jpg	22119934	Not Published	Sample Image 001	Full view	General
	American	Professor M...	Hannah Ma...	004.jpg	22119933	Not Published	Sample Image 002	Full view	General
	American	Professor M...	Hannah Ma...	003.jpg	22119932	Not Published	Sample Image 003	Full view	General
	American	Professor M...	Hannah Ma...	002.jpg	22119931	Not Published	Sample Image 005	Full view	General
	American	Professor M...	Hannah Ma...	001.jpg	22119930	Not Published	Sample Image 004	Full view	General

TIPS

- Although you can edit the values in any of the cells below the columns, do not make any changes to the column headings so that the data can be imported back into your project and mapped to the appropriate fields.
- The System-Supplied Identification Number (SSID) is used to link the rows in Excel to records in your project. In order to maintain the link to the corresponding records in your project, do not change the values in SSID column when re-importing an Excel spreadsheet.
- Some columns in Excel may correspond to fields in the cataloging screen that are controlled (such as classification or country). If you enter any nonconforming data in those fields no changes will be made when you import the spreadsheet into your project. You may only change the values of controlled fields by entering conforming data.

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