JSTOR Forum

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.

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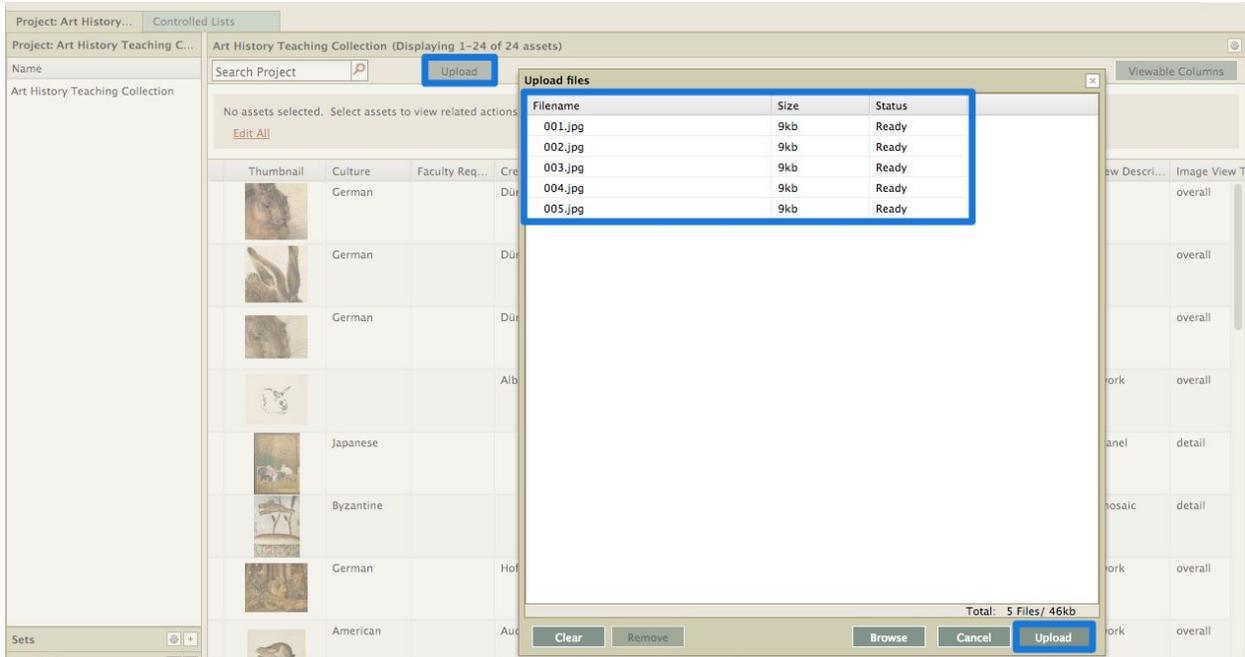
3. The selected filenames will appear in the upload window, along with the file size and upload status; click Upload. If an unsupported file type was added, a popup window will display an error message. Click OK to return to the upload window.

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.
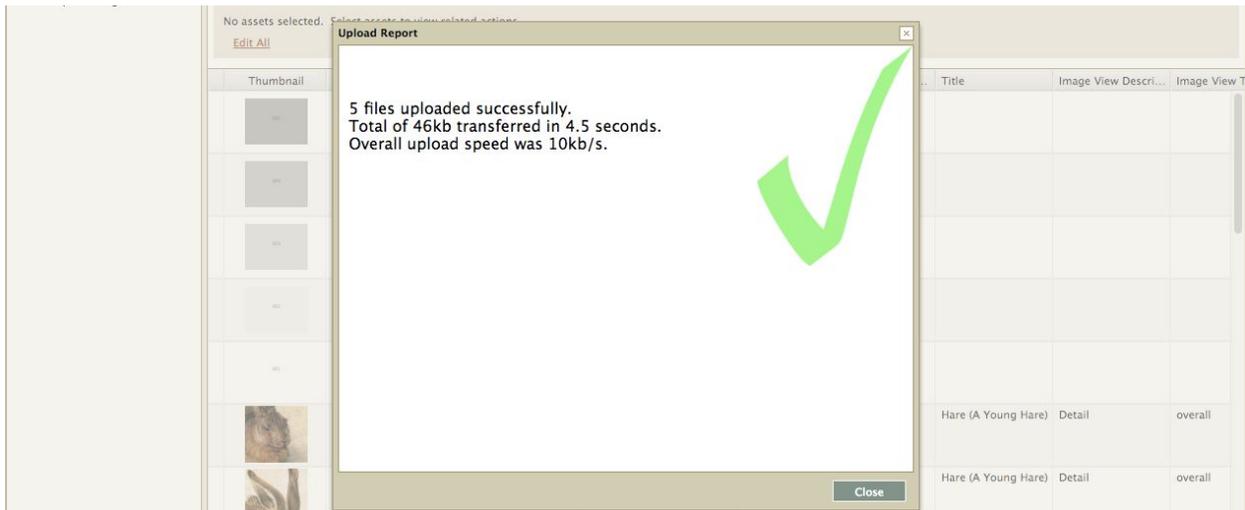
3. Each media file is now an asset. Each asset will be assigned a unique System-Supplied Identification number (SSID). You can now export these assets to Excel to add cataloging data.
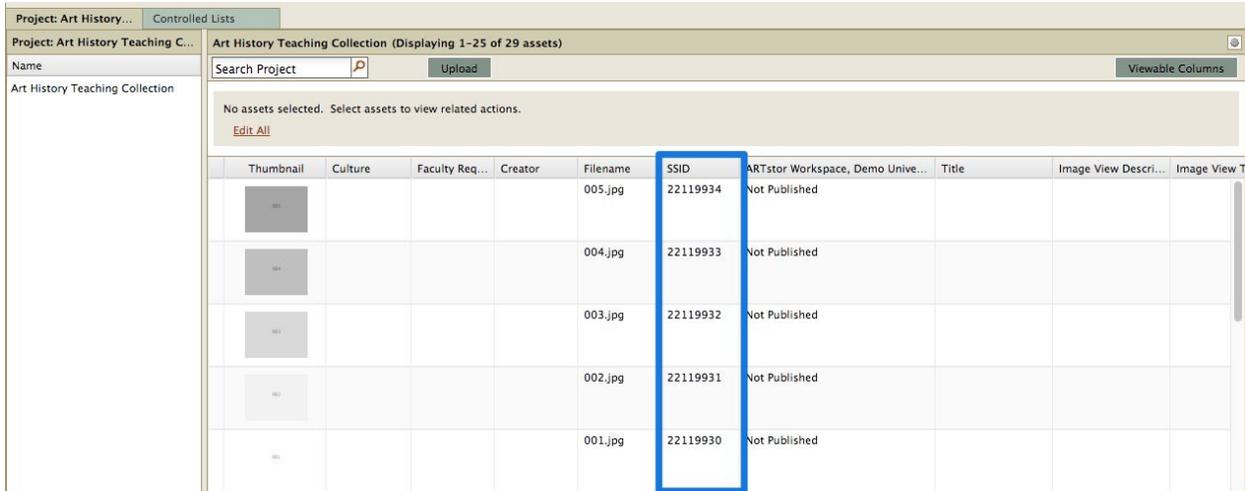
4. Control-click or shift-click to select assets in your project you wish to export.
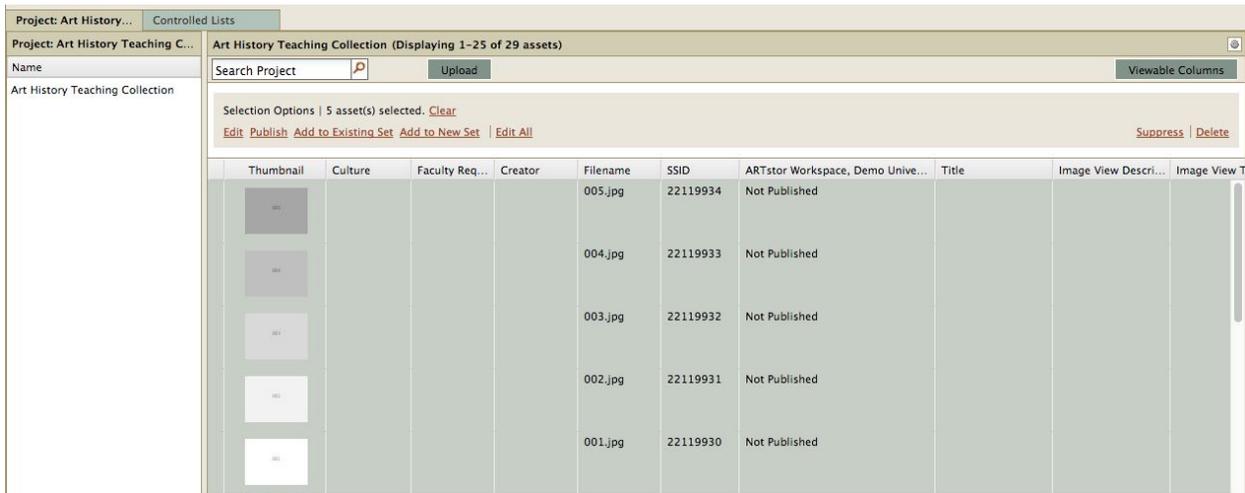
5. Click the gear menu in the top right and select Excel > Export selected records OR Right-click and choose Export selected records.

6. The records will open in Excel. Make your changes and save the file.

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

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

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.

Contact Us

Support Site: http://support.forum.jstor.org/

Email: forumsupport@jstor.org

Phone: (212) 500 2402

Discussion list: *Send a blank message to* jf-discuss+subscribe@ithaka.groups.io

LibGuides: http://artstor.libguides.com/

Twitter: @JSTOR_Forum