JSTOR Forum

# Creating new records by uploading spreadsheet data then adding media

There are multiple ways to create new Item Records in the Cataloging Tools. In this workflow, new records are being created from existing data in spreadsheet form, then the corresponding media files are being added as a second step.

1. Click the gear menu in the upper right area of the asset panel and select Create new record(s).

2. In the new window enter the number of new records you wish to create and click Create record(s).
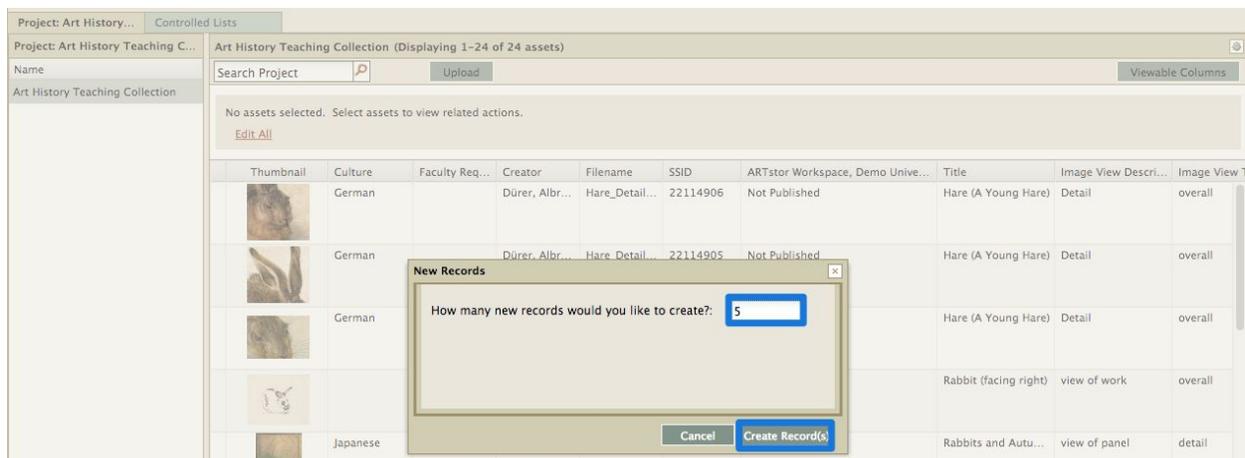
3. A window will open, displaying results. Click close. The new records will appear in the workspace. These records, because they do not yet have associated media, will have a generic media placeholder.

4. To link this group of new records to a group of media, export the records as an Excel spreadsheet first. Select the records, then click the gear menu in the top right and select Excel > Export selected records OR Control-click or shift-click to select the assets in your assets panel you wish to export, then click Excel > Export selected records.

5. The records will open in Excel. Enter the media filename (full file name + extension) in the Filename field (Column B) to ensure linkage between the data and its media.
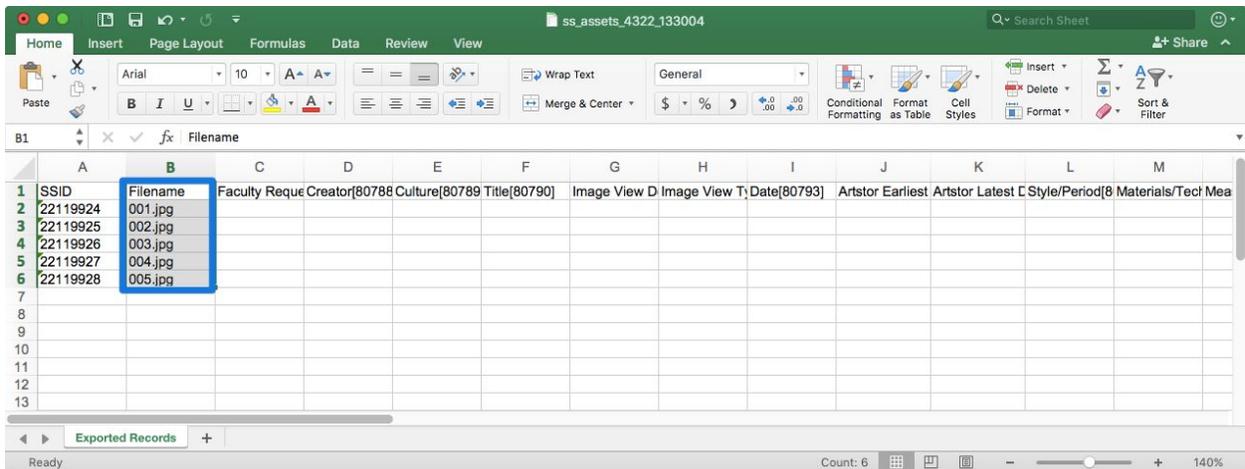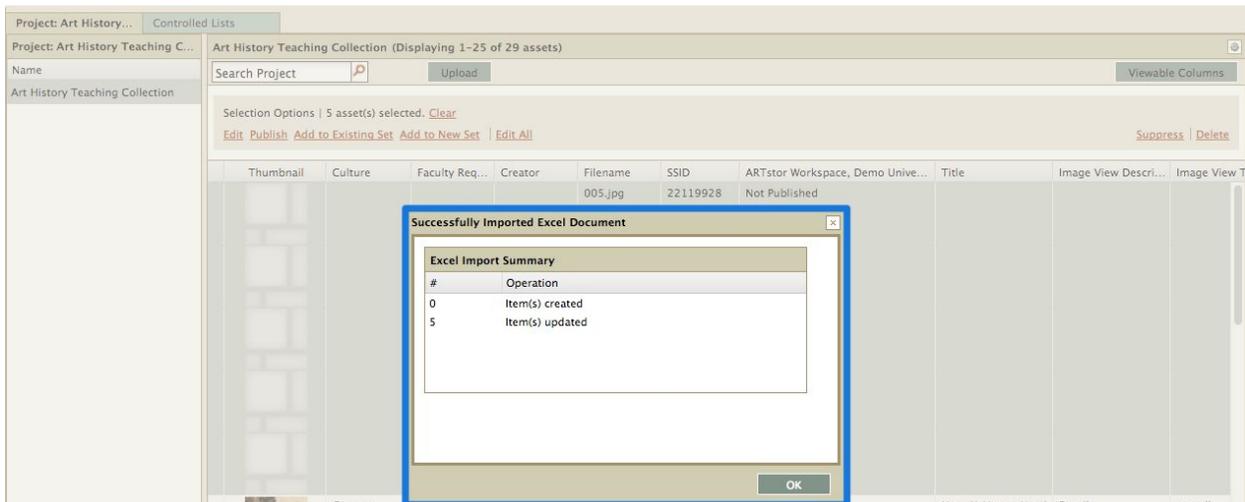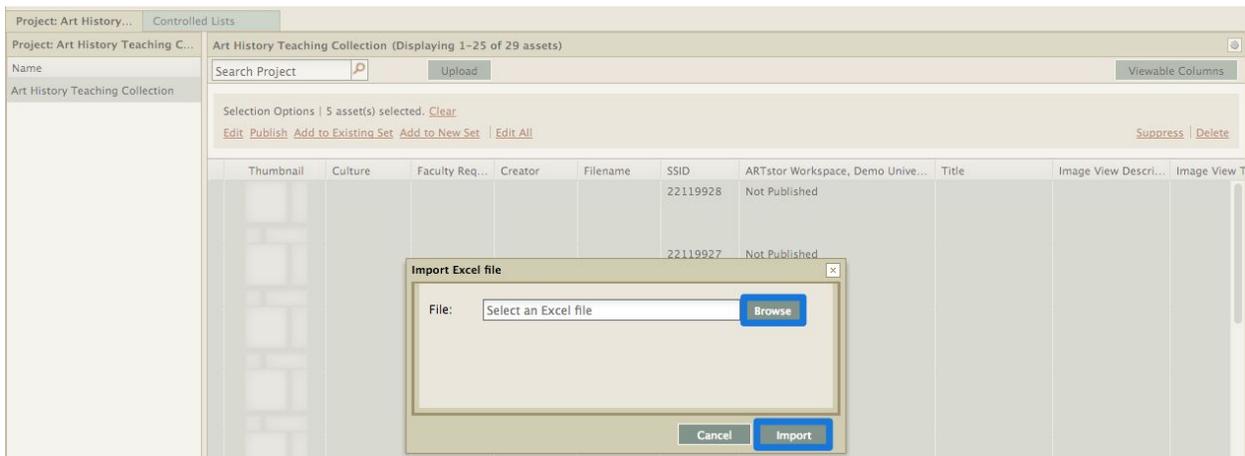

6. After you make your changes, save the file. Both xls and xlsx files are supported for ingest.

7. In the project tab above the asset panel, click the gear menu in the top right and select Excel > Import records. Creating New Records Uploading Excel data then adding media

8. Click the browse button to select the Excel file, then click Import.

9. Now you are ready to load the media. Click the Upload button found above the asset panel then browse to select a file(s) from your computer directory OR Drag files from your desktop to the assets panel.
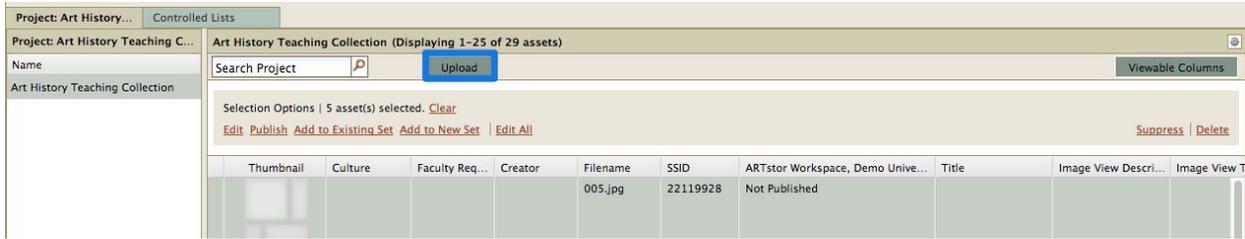
10. The selected filenames will appear in the upload window, along with the file size and upload status; click Upload. If an unsupported file type was added, a popup window will display an error message. Click OK to return to the upload window.
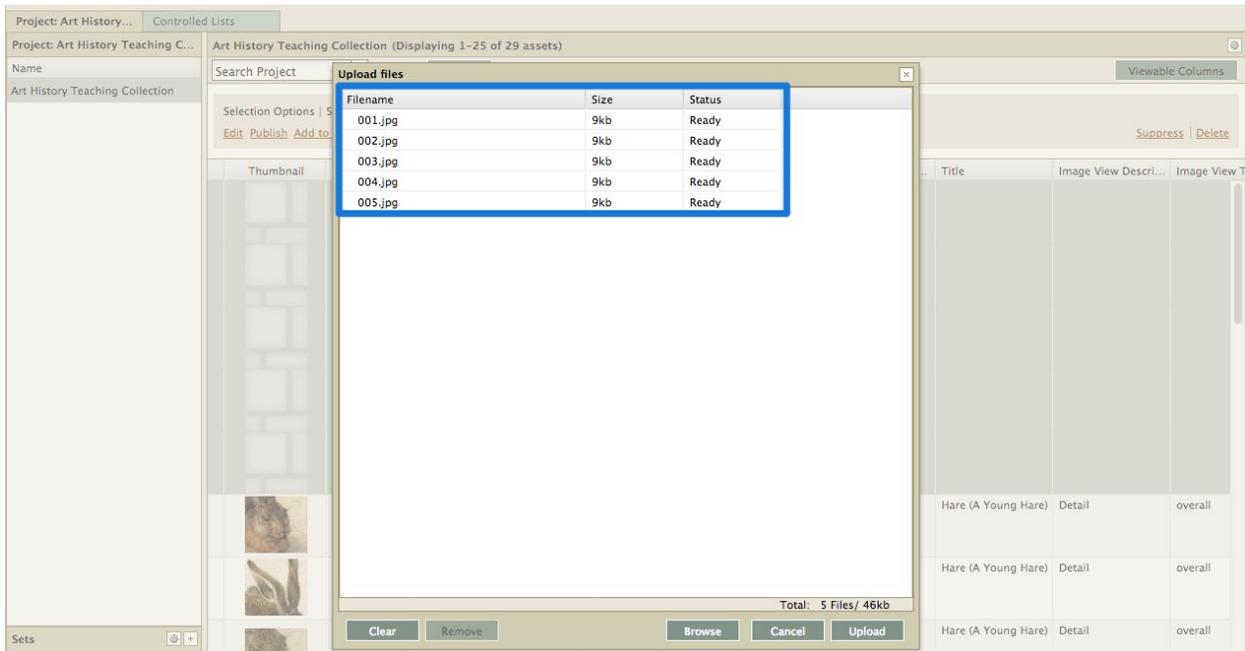
11. Once the files have been uploaded, a message will display reporting record count, total size, duration and overall speed as well as any file failures. Click Close.

12. You can now go back and fill in any [catalog data](#) if you haven't yet completed the records.

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