

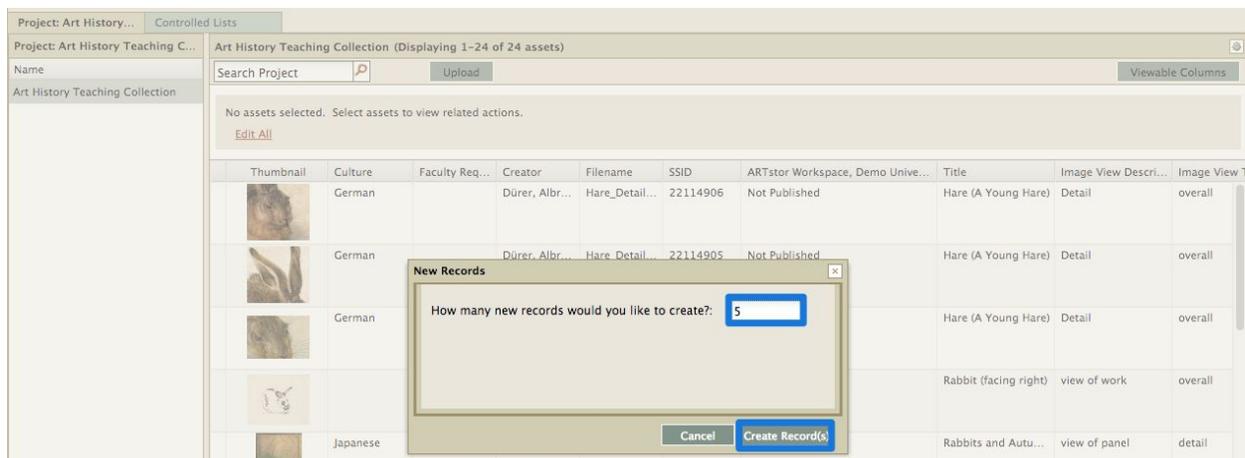
Creating new records by uploading spreadsheet data then adding media

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.

Project: Art History... Controlled Lists

Project: Art History Teaching C... Art History Teaching Collection (Displaying 1-24 of 24 assets)

Name: Art History Teaching Collection

Search Project [] Upload Viewable Columns

No assets selected. Select assets to view related actions.
[Edit All](#)

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
	German						Hare (A Young Hare)	Detail	overall
							Rabbit (facing right)	view of work	overall
	Japanese						Rabbits and Autu...	view of panel	detail

Success

5 records created successfully.

[Edit](#) [Export to Excel](#) [Close](#)

Project: Art History... Controlled Lists

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

Name: Art History Teaching Collection

Search Project [] Upload Viewable Columns

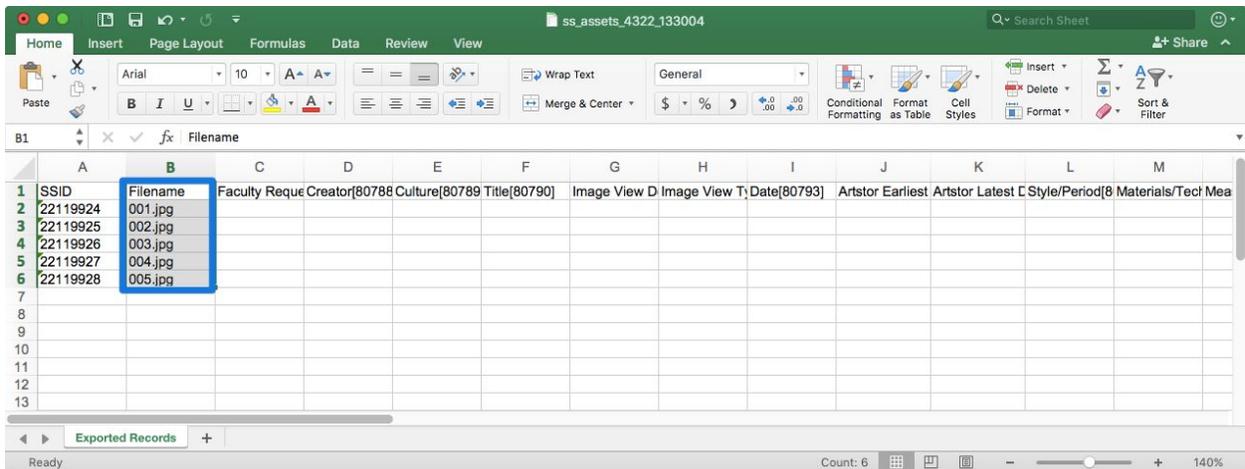
No assets selected. Select assets to view related actions.
[Edit All](#)

Thumbnail	Culture	Faculty Req...	Creator	Filename	SSID	ARTstor Workspace, Demo Unive...	Title	Image View Descri...	Image View T
					22119928	Not Published			
					22119927	Not Published			
					22119926	Not Published			
					22119925	Not Published			
					22119924	Not Published			
	German		Dürer, Albr...	Hare_Detail...	22114906	Not Published	Hare (A Young Hare)	Detail	overall

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.

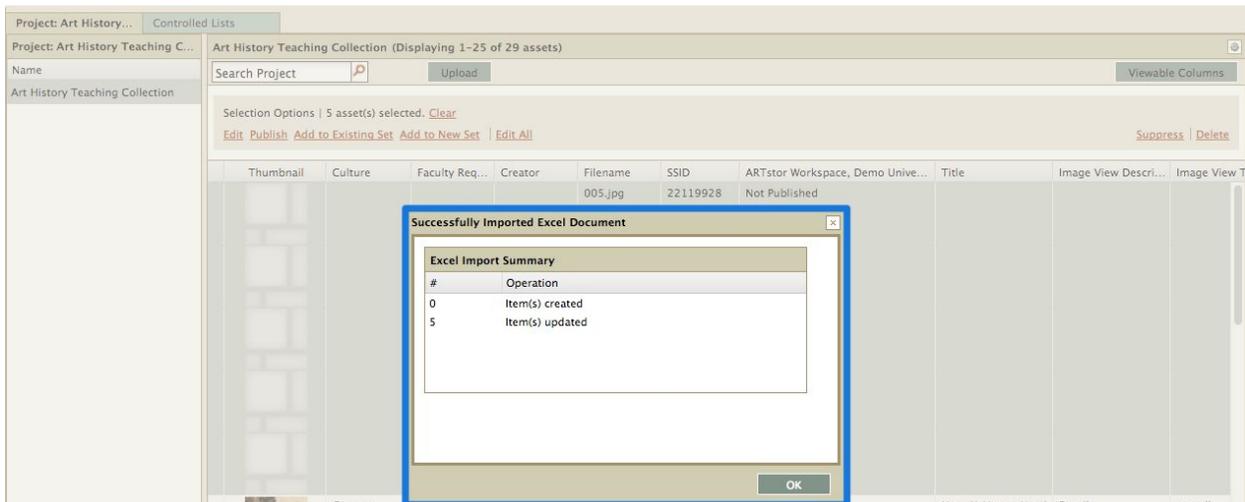
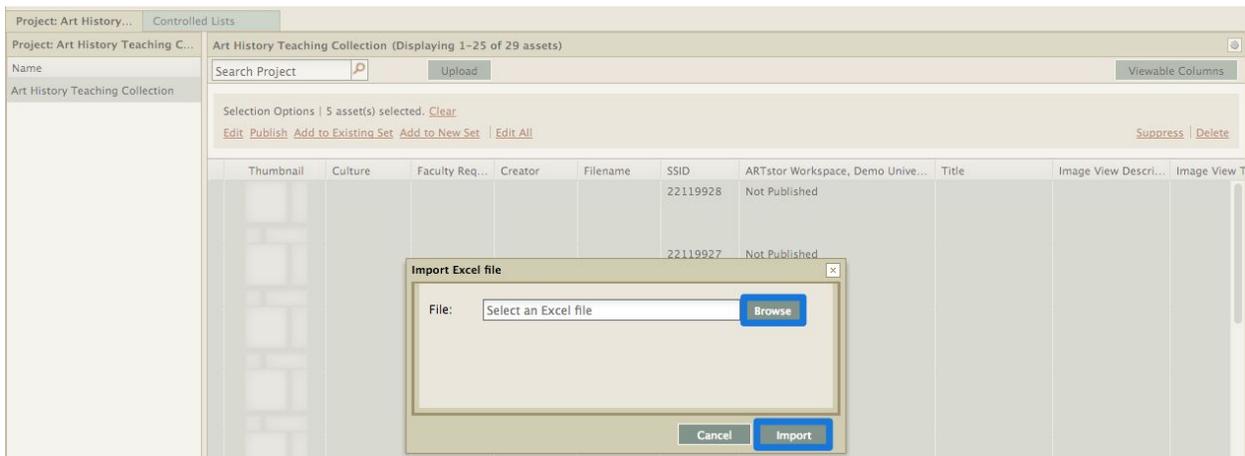


6. After you [make your changes](#), save the file. Both xls and xlsx files are supported for ingest.

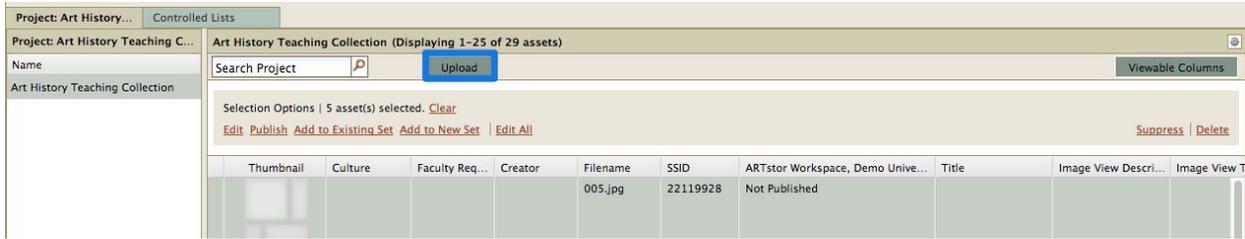
7. In the project tab above the asset panel, click the gear menu in the top right and select Excel > Import records. Creating New Records Uploading Excel data then adding media



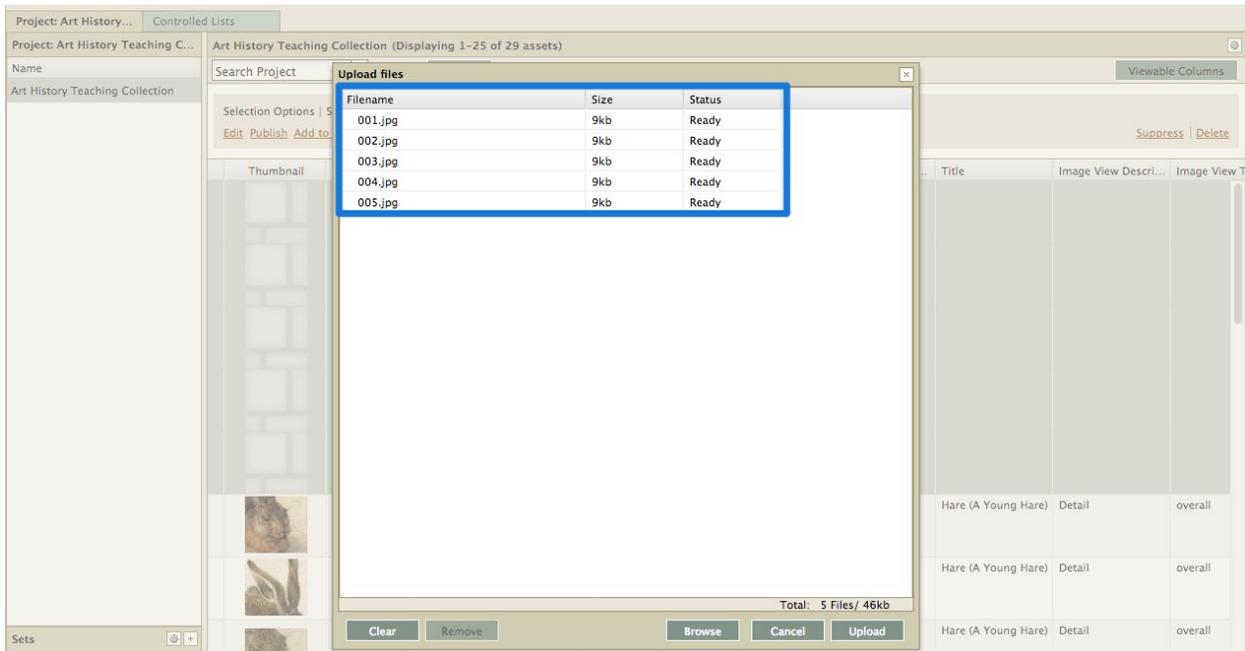
8. Click the browse button to select the Excel file, then click Import.



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.

Project: Art History... Controlled Lists

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

Name: Art History Teaching Collection

Search Project [] Upload Viewable Columns

Selection Options | 5 asset(s) selected. [Clear](#)
[Edit](#) [Publish](#) [Add to Existing Set](#) [Add to New Set](#) [Edit All](#) [Suppress](#) [Delete](#)

Thumbnail	Culture	Faculty Req...	Creator	Filename	SSID	ARTstor Workspace, Demo Unive...	Title	Image View Descri...	Image View T
				005.jpg	22119928	Not Published			
				004.jpg	22119927	Not Published			
				003.jpg	22119926	Not Published			
				002.jpg	22119925	Not Published			
				001.jpg	22119924	Not Published			
	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
	German		Dürer, Albr...	Hare_Detail...	22114904	Not Published	Hare (A Young Hare)	Detail	overall

Sets Saved Filters

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