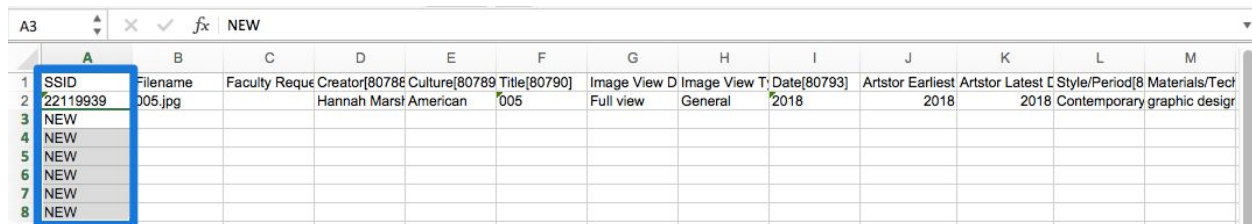


Upload spreadsheet data

1. [Generate a cataloging template for use in Excel](#). Select one record, click the gear menu in the top right and select Excel > Export selected records. It is only necessary to export a single record for this purpose.



2. In column A, type NEW as the SSID for each record you wish to create and import. Further catalog the remainder of the records OR Use a combination of updated records (exported and reimported, maintaining the SSID in Column A and NEW records in the same spreadsheet.

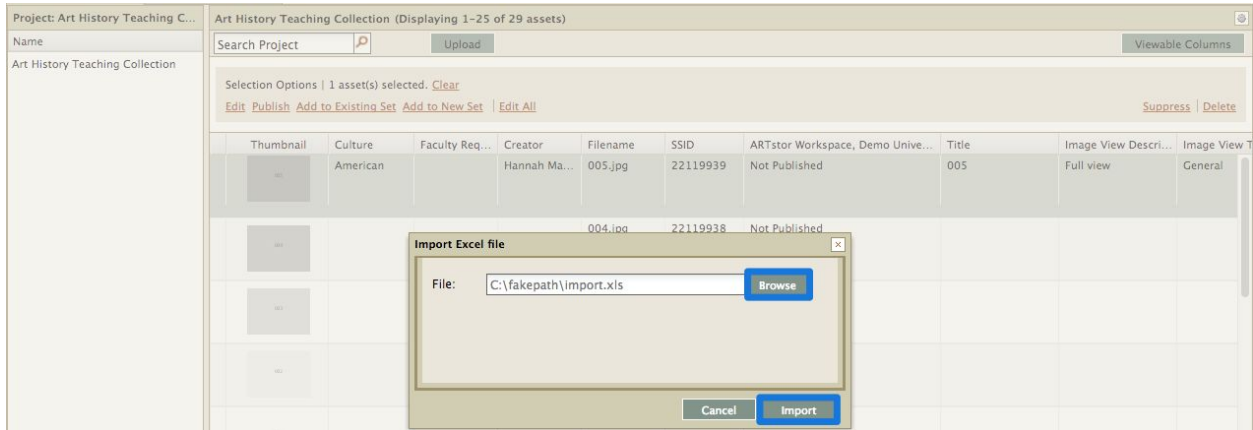


3. Save file.

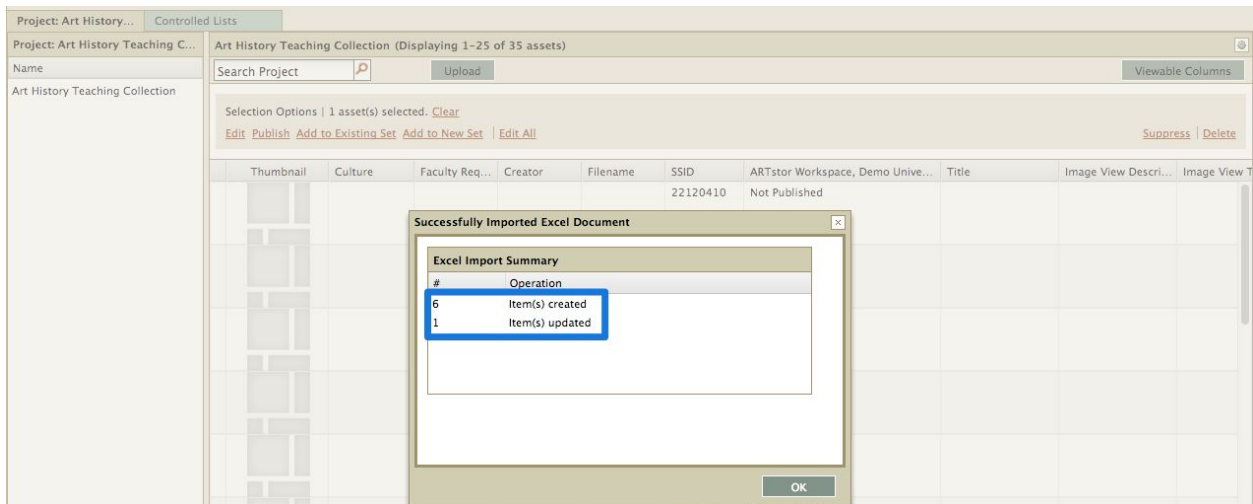
4. In the SS project tab above the asset panel, click the gear menu and select Excel > Import records.



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



6. A new record will be generated for each row marked with an SSID of "NEW" in your Excel spreadsheet.



Project: Art History... Controlled Lists

Project: Art History Teaching C... Art History Teaching Collection (Displaying 1-25 of 35 assets)

Name: Art History Teaching Collection

Search Project Upload Viewable Columns

Selection Options | 6 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
					22120410	Not Published			
					22120409	Not Published			
					22120408	Not Published			
					22120407	Not Published			
					22120406	Not Published			
					22120405	Not Published			

7. Complete the process by uploading media and/or further cataloging each record.

TIPS

Maintain these items in the spreadsheet for successful record updates upon import:

- Column headings: 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.
- SSID (Column A): The system uses the System Supplied ID (SSID) to link the rows in Excel to records in your project. In order to maintain the link to the corresponding records, do not change the values in the SSID column when re-importing an Excel spreadsheet.

Contact Us

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