

Manage Project Fields

On this page...

[Set Up Project Fields](#)

[Add, Edit, or Delete Fields](#)

Set Up Project Fields

[Text and Text Area Fields](#) | [Number Fields](#) | [Alphanumeric Fields](#) | [Date Fields](#) | [List Fields](#) | [Linked Fields](#) | [Linked Work Fields](#) | [Boolean \(Checkbox\) Fields](#) | [Artstor-Specific Fields](#) | [Default Values](#) | [Description](#) | [Position Number](#) | [Read-Only Fields](#) | [Required Fields](#)

[Download a PDF](#) with Shared Shared default field definitions and mappings

About Project Fields

Your project's fields are where you will input metadata to describe your items and make them searchable in end-user environments. Field types range from simple free-text entry to date fields that restrict values to a calendar date. There are several different types to choose from and you will need to decide which field type is best suited for the metadata you wish to catalog. Each field type acts differently in how it sorts data, how the data can be searched, and how the data can be edited.

There are nine Field Types you must select from in Shared Shelf:

- Text
- Text Area
- Number
- Alphanumeric
- Date
- List
- Linked
- Linked Work
- Boolean (Checkbox)

Each field type can be rendered as:

- Editable or Read-only
- Required

Important:

- **The field type cannot be changed if there is existing data in the field. To delete field data in Shared Shelf, use Excel to export data by following these instructions: [Change a Field Type for a Field with Existing Data Using Excel](#).**

Text and Text Area Fields

Text and text area fields both hold the same amount of characters and act similarly. Although, the text area field will display as a larger box suitable for larger text entries, whereas a text field will display as a single-lined box in your cataloging form.

To set up a text or text area field:

1. Select the text or text area field type when adding a new field.

Number Fields

As expected, the number field type will only accept numeric characters as a value. When searching or filtering data in the project, enter numeric values using (>) greater than, (