

Quick Start Guide



Account Reference

Implementation Manager

Email

Phone

Notes

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INTRODUCTION

Getting Started

Familiarize yourself with Shared Shelf's training options and make sure you have access to Shared Shelf's cataloging tools.

Get Trained

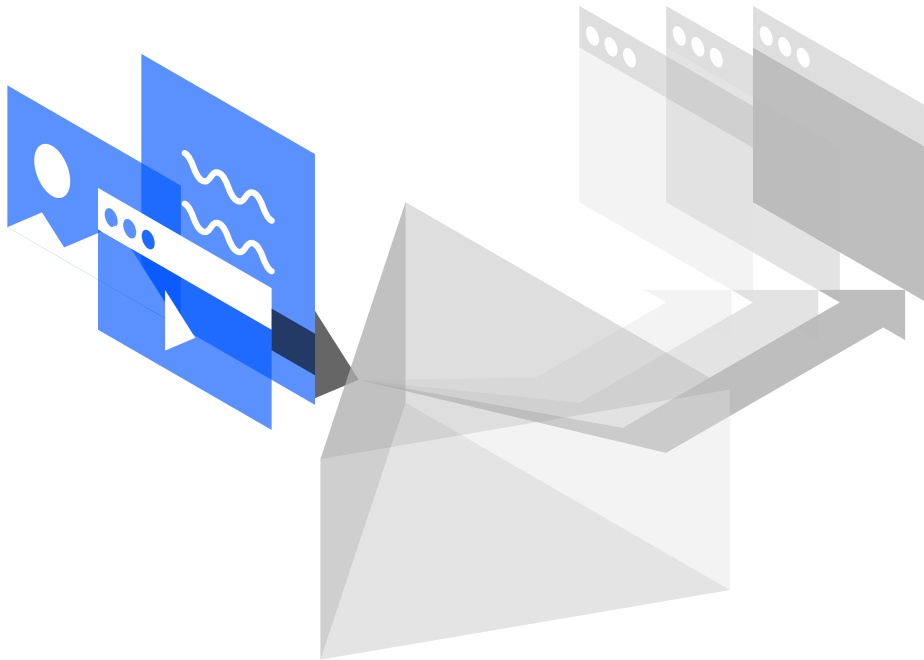
Sign up for comprehensive webinar training on Shared Shelf and Shared Shelf Admin Tools for subscribers only. If you are unable to attend the weekly webinars, please contact your institution's implementation manager or contact support@sharedshelf.org or (212) 500-2402 to schedule private training sessions.

Get Access

Please contact your institution's Shared Shelf user support contact for access, or contact support@sharedshelf.org or (212) 500-2402.

Contact Us

support@sharedshelf.org
(212) 500-2402

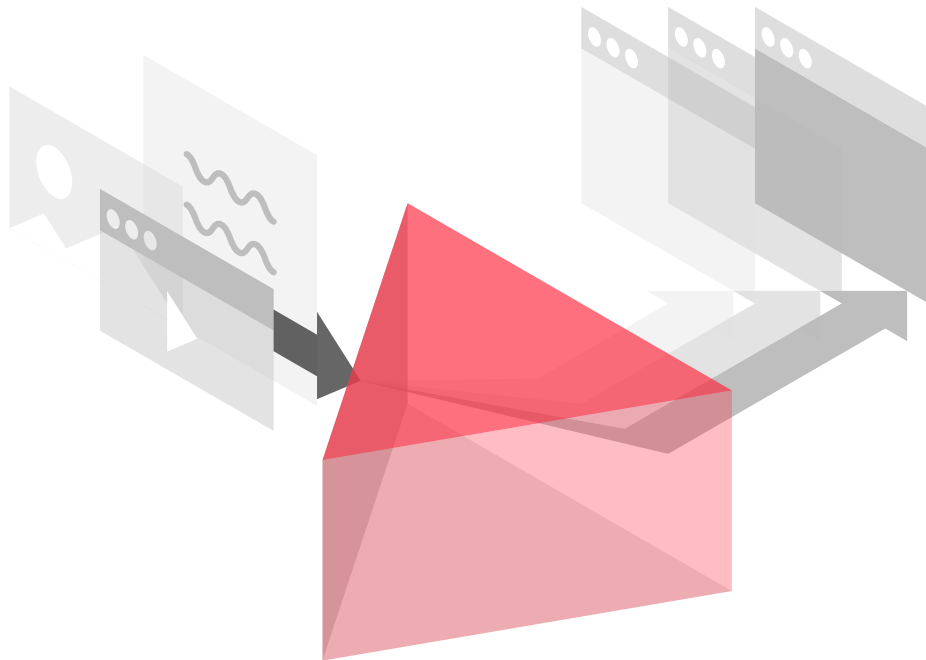


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DEMO ENVIRONMENT

Cataloging Tools

Shared Shelf is a media management software application that enables you to manage, store, use, and publish your institutional and faculty media collections within your institution or publicly on the Web.



Upload Media

- Upload media files to any of the existing projects on DEMO
- Make sure the file type is supported by Shared Shelf
- Watch a video to review this process

Catalog

- Catalog a single record
- Catalog multiple records at once
- Catalog multiple records using the Master Record feature
- Watch a video to review this process

Find & Organize

- Use sets to organize your records into a folder-like structure
- Use filters to perform fielded searches and save your results
- Perform searches and sort your records

Import & Export Data

- Use MS Excel to import and export data

Test & Review

Familiarize yourself with the DEMO Shared Shelf environment.

Think of it as a sandbox where you can learn how to catalog in a contained, safe space.

Login Information

Username
email address, all lowercase

Password
artstor1

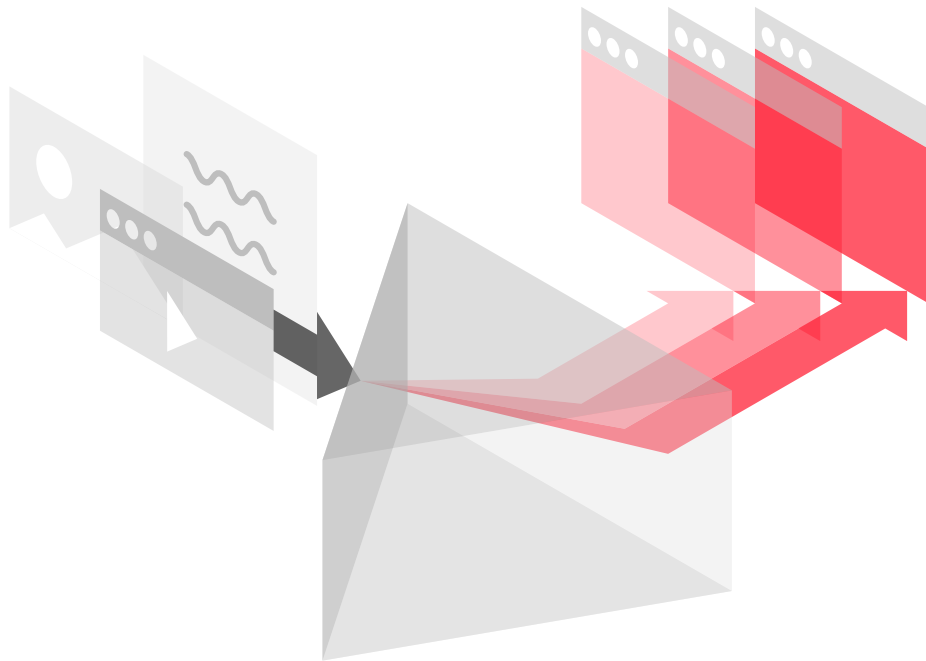
catalog.sharedshelf.demo.artstor.org

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DEMO ENVIRONMENT

Project Setup

Shared Shelf Admin Tools is a software application used by subscribers to create projects in Shared Shelf, manage user permissions, and set up publishing targets to a front-end discovery environment.



Create a Project

First you are going to [create a project](#) in Shared Shelf. Note that you will need to copy an existing project or use one of our default projects to get started; you can then modify the fields. Copying from an existing project copies the Artstor Country controlled list and Artstor Classification controlled list, which need to conform to a strict set of values in order to function properly within your project and determine searching and filtering in Artstor Workspace and Shared Shelf Commons.

Watch a [video](#) to review the process. The first few minutes address building a project and the rest of the video details configuring your fields, which you'll need to do once you've created a project.

Configure Fields

Add, edit or delete fields; change field labels; determine field types and lay out the fields as they will appear in the project panel

- Learn to [manage](#) the fields in your project
- Learn to [add, delete and edit](#) project fields
- Watch a [video](#) to review this process

Create Cataloging Screens

In order to be able to catalog your records in Shared Shelf, you'll need to build [cataloging screens](#).

- Watch a [video](#) to review the process

Set Up a Publishing Target

Publish content from a single project to multiple collections in the end user environments: Artstor Workspace, Shared Shelf Commons, and/or Omeka. Note that the cataloging fields in Shared Shelf need to be mapped to the display fields in the end user environments.

- [Create](#) your publishing target
- [Edit](#) your publishing target
- [Map](#) your project fields to the published environment
- Watch a [video](#) to review the process

Test & Review

Familiarize yourself with the DEMO Shared Shelf Admin Tools environment.

Think of it as a sandbox where you can learn how to build and manage projects in a contained, safe space.

Login Information

Username
email address, all lowercase

Password
artstor1

catalog.sharedshelf.demo.artstor.org/admin.html

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DEMO ENVIRONMENT

Permissions & Access

Shared Shelf project administrators can manage user access to Shared Shelf projects in Admin Tools by either assigning a new user as an administrator or as a cataloger.

Administrators or users with administrative access are not restricted in the project. They can review all records in a project, see all cataloging screens created for a project, and can publish to all targets.

Cataloger permissions can be granular. For example, project administrators can restrict the records a cataloger can access and/or edit by applying base filters. Catalogers can be limited to what project fields they can see as well as what they can edit by assigning specific cataloging screens in which all or just a selection of fields are editable. Project administrators can also determine if a cataloger can publish to any or all of the publishing targets that have been created for the project.

Assign Permissions

- Shared Shelf [permissions overview](#)
- Add a [new user](#) to a project
- [Edit the permissions](#) of an existing user
- [Delete](#) users from a project
- Watch a [video](#) to review the process

Test & Review DEMO Artstor Workspace Admin Tools

Once you have built your project, you will want to grant access to any catalogers you want to work in your project on DEMO. For this, you will need to contact your Implementation Manager to gain access to the Artstor Administrative tools for the DEMO environment. This is the environment to assign access to Artstor. The process for assigning new users to Shared Shelf begins here, as well.

Login Information

Username

Use your regular Artstor / Shared Shelf login

Password

artstor1

[admin.library.demo.artstor.org/satools/
admin.html](http://admin.library.demo.artstor.org/satools/admin.html)

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LIVE ENVIRONMENT

Going Live

Once you feel comfortable working in both Shared Shelf and Admin Tools in your institution’s DEMO Shared Shelf environment, reach out to your implementation manager to schedule a meeting to finalize the configuration of the first project to be built on the live Shared Shelf environment.

Your implementation manager will complete the following:

- Enable your institution’s Live Shared Shelf environment
- Assist in readying your DEMO project for your institution’s LIVE Shared Shelf environment
- Provide you with your local Artstor Administrator contact, who can help you set up access to Shared Shelf through the Artstor Administrative Tools

FAQ

→ **Will the DEMO environment continue to be available to me after I go live?**

Yes, it will continue to be available for the duration of your subscription at no additional expense. Feel free to use it for testing and training at your convenience.

→ **How can I learn about new features?**

You can join the Shared Shelf community listserv by sending an email to subscribe-ss-discuss@lyris.artstor.org. This is where we update our users about upcoming releases and scheduled maintenance.

→ **How can I connect with other Shared Shelf users?**

You can connect with other Shared Shelf users in a number of ways! You can join our Shared Shelf user group or talk to each other on the Shared Shelf community listserv by writing to ss-discuss@lyris.artstor.org.

→ **How can I learn more?**

Visit our [Support Site](#)! Here you can find video tutorials, online trainings, as well as help documentation.

→ **Who can attend training?**

[Shared Shelf trainings](#) are offered weekly and available to anyone. There are no fees.

Login Information

Use the following sites to assign permissions, create and manage projects, catalog content and publish digital collections.

Shared Shelf Cataloging Environment	Artstor Admin Tools	Shared Shelf Admin Tools
Use this site to manage, store, use, and publish your digital media collections within your institution or publicly on the Web.	Use this site to add new users for Artstor Digital Library and Shared Shelf.	Use this site to create and maintain Shared Shelf projects, add users and assign privileges, and set up publishing targets.
Username Your remote Artstor login username	Username Your remote Artstor login username	Username Your remote Artstor login username
Password Your remote Artstor login password	Password Your remote Artstor login password	Password Your remote Artstor login password
catalog.sharedshelf.artstor.org	admin.artstor.org/satools/admin.html	catalog.sharedshelf.artstor.org/admin.html

Contact

+1 212 500 2402

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sharedshelf.org