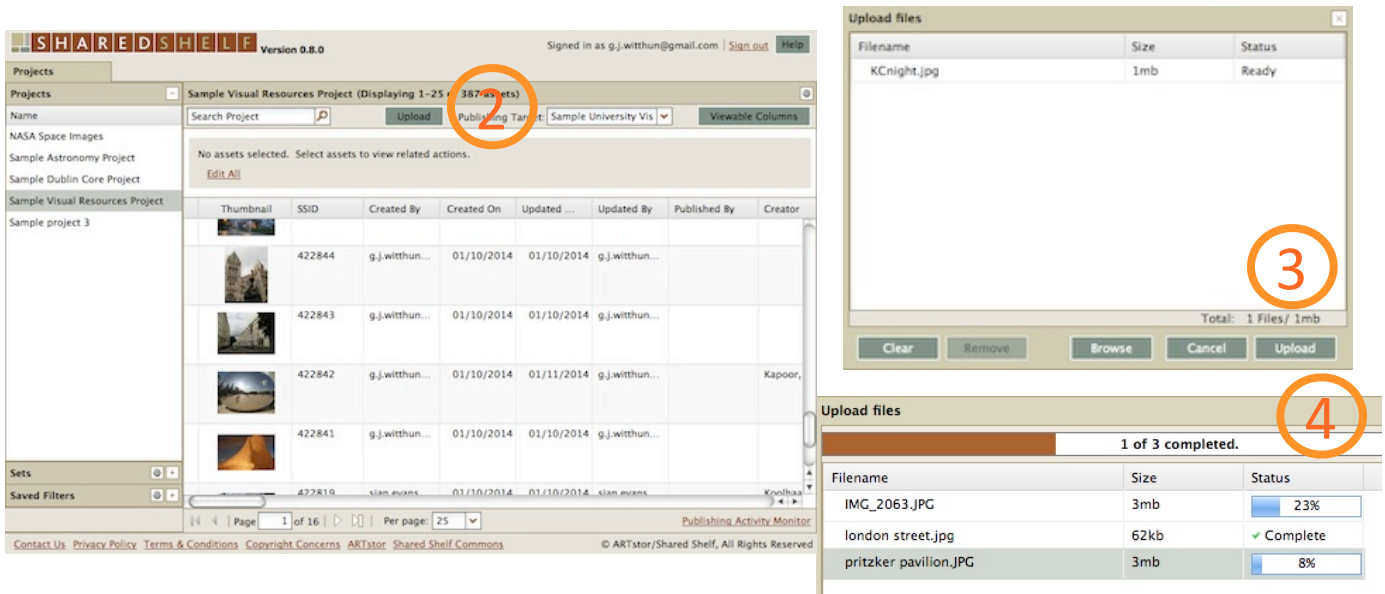


Cataloging Assets Individually

1. Login to Shared Shelf. You will see the project tab with a list of projects on the left and the assets panel on the right.
2. Load media files by selecting a project then clicking the **Upload** button found above the assets panel then browse for files **OR** Drag media files from your computer to the assets panel. A large green arrow will appear, followed by the upload window. Repeat the drag and drop to add additional media to the upload window.
3. The selected filenames will appear in the upload window, along with the file size and the 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.



4. Upload progress will be displayed in the upload window, with a status bar for each file loading.
5. Once the files have uploaded, a message will display reporting record count, total size, duration and overall speed as well as any file failures. Click **Close**.

6. Each file loaded will be assigned a unique Shared Shelf Identification number (SSID) and a new record will be created.
7. To catalog or edit an individual asset double click to open the edit tab **OR** Select an asset in the assets panel, then click **Edit** from the Selection Options menu above **OR** Select an asset, then right-click and select **Edit**.
8. The edit tab will open displaying the fields available to edit. At the top, the SSID banner will display the SSID and the project name, surrounded by navigation arrows. Clicking these arrows will navigate to the next or previous record.
9. When you are finished editing the record, click **Save** or **Save & Close** to save your changes.
10. Click **Publish-->Options** then select appropriate Targets and click **Publish** to make the asset available in the target collection(s).



TIPS

- Change views of the cataloging form by clicking layout titles above the first field.
- Fields with a dropdown arrow are restricted to a controlled list of values. Click on the arrow to select one or more items.
- Fields that are grayed out are read-only