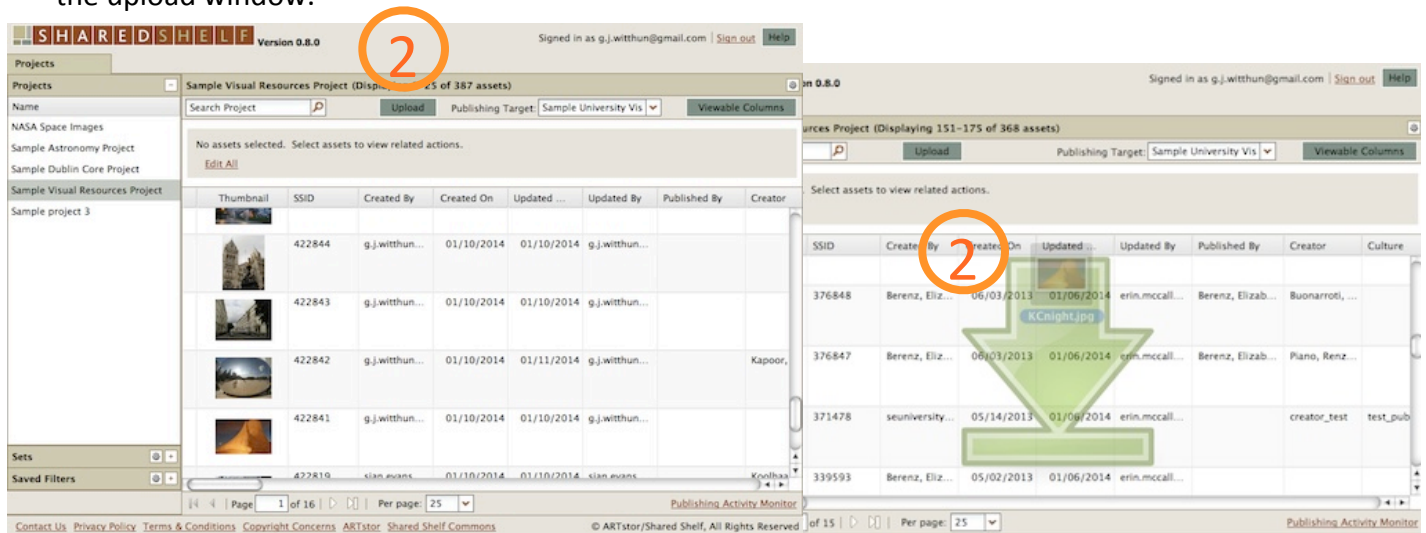


## SHARED SHELF WORKFLOW

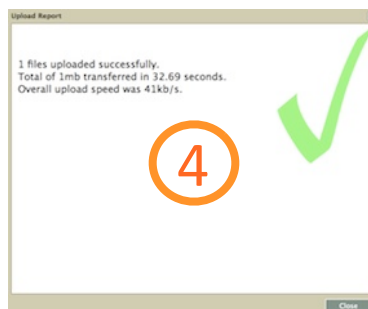
### Creating New Records

#### Loading Media files then Adding Excel Data

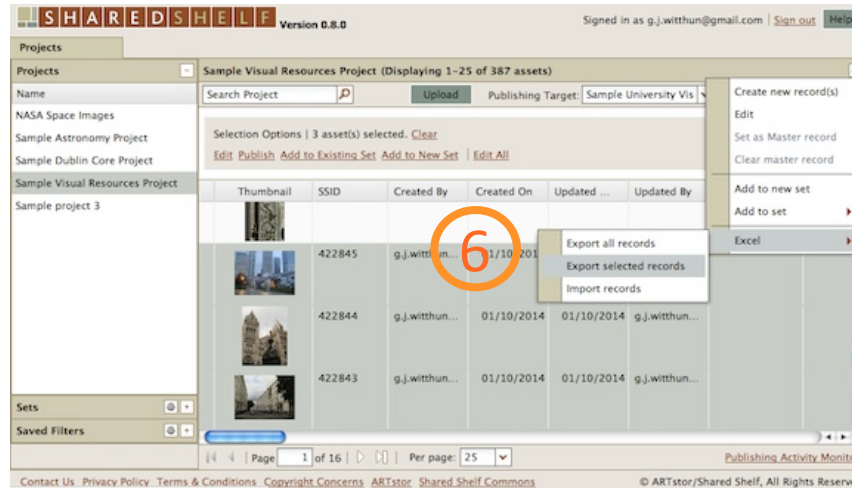
1. Login to Shared Shelf. You will see the project tab with a list of projects on the left and the assets panel on the right.
2. Load your media files by select a project and then clicking the **Upload** button found above the assets panel. Browse to select a file (or files) from your computer directory. Control-click or shift-click to select multiple files and then click **Open OR** Drag files from your desktop to the assets panel. A large green arrow will appear, followed by the upload window. Repeat the drag and drop to add additional files to the upload window.




3. 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.
4. 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**.



5. Each media file is now an asset. Each asset will be assigned a unique Shared Shelf Identification number (SSID). You can now export these blank catalog records to Excel to add cataloging data.



6. Control-click or shift-click to select the assets in your workspace you wish to export.
7. Click the gear menu  in the top right and select **Excel > Export selected records** OR Right-click and choose **Export selected records**.
8. The records will open in Excel. Make your changes and save the file.
9. In the asset tab, click the gear menu in the top right and select **Excel > Import records**.
10. Click the browse button to select the Excel file then click Import. Shared Shelf supports both .xls and .xlsx (Excel 2007) files.

## TIPS

- 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 Shared Shelf and mapped to the appropriate fields.
- Shared Shelf uses the Shared Shelf Identification Number (SSID) to link the rows in Excel to records in Shared Shelf. In order to maintain the link to the corresponding records within Shared Shelf, when re-importing an Excel spreadsheet, do not change the values in SSID column.
- Some columns in Excel may correspond to fields in the cataloging screen that are controlled (such as classification or country). If you enter any nonconforming data in those fields no changes will be made when you import the spreadsheet into Shared Shelf. You may only change the values of controlled fields by entering conforming data.