



## Upload Data with Excel

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, Shared Shelf ID (SSID), type NEW for each record you wish to create and import. Further catalog the remainder of the record(s) OR Use a combination of updated records (exported and re-imported, 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. Shared Shelf will auto-generate a new record and assign a unique SSID for each row marked with NEW in your Excel spreadsheet.
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 Shared Shelf and mapped to the appropriate fields.
- **SSID (Column A):** 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 the SSID column.