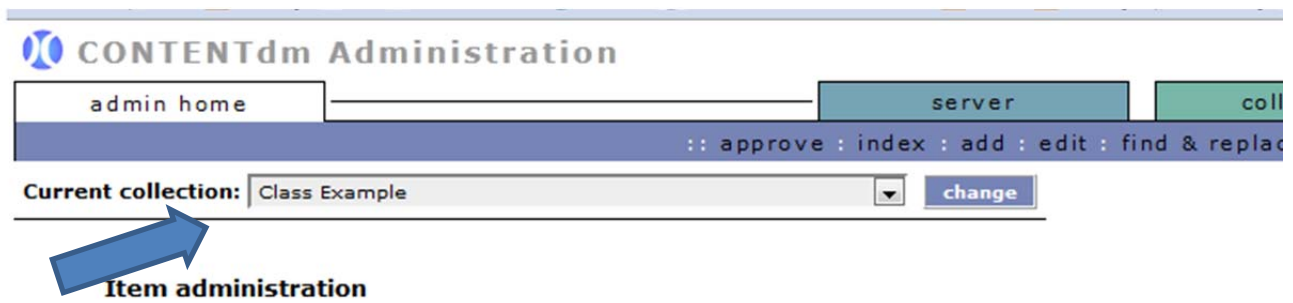


Building Records in CONTENTdm Directly on the CONTENTdm Site

I. Navigate to the CONTENTdm Administration Add Items Interface

1. Open and log on to CONTENTdm Administration Site
(<https://server15851.contentdm.oclc.org/>)
2. Click **Items** tab
3. Make sure the collection you want to add records to is selected under “Current Collection”



The screenshot shows the CONTENTdm Administration interface. At the top, there's a navigation bar with 'admin home', 'server', and 'coll' tabs. Below this, a blue bar contains links: 'approve', 'index', 'add', 'edit', 'find & replace'. The 'Current collection:' dropdown is set to 'Class Example', with a 'change' button next to it. A blue arrow points to the 'Current collection:' label, and the text 'Item administration' is written below it.

Approve

Approve, edit or delete items in the pending queue.

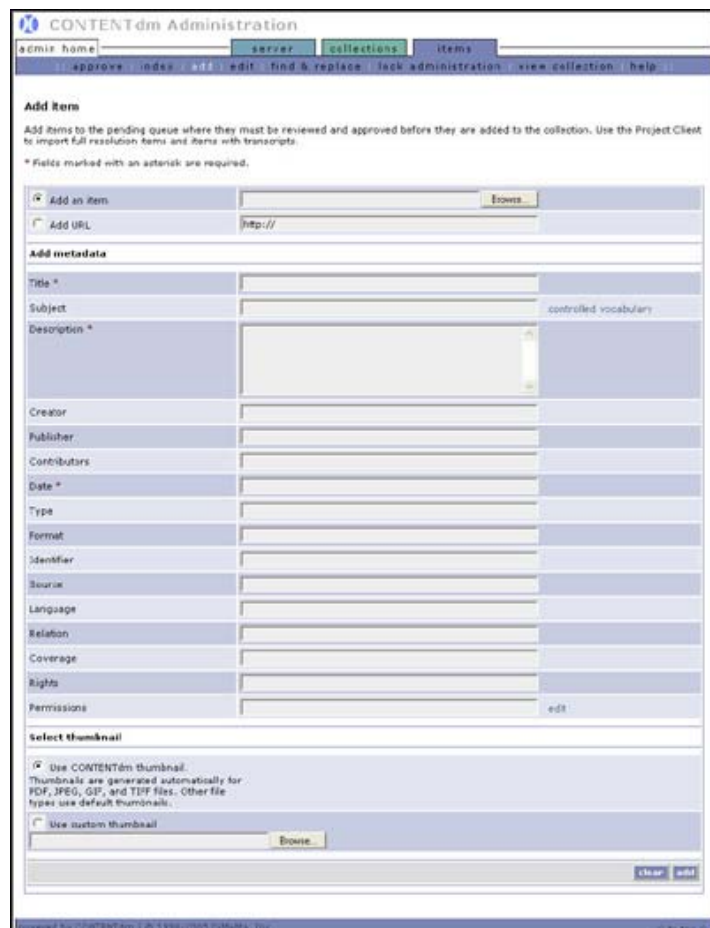
Index

Index the collection after adding, approving, editing and deleting items.

Add

Add an item to the pending queue. Items are reviewed and approved before becoming part of the collection.

4. Click **Add**.

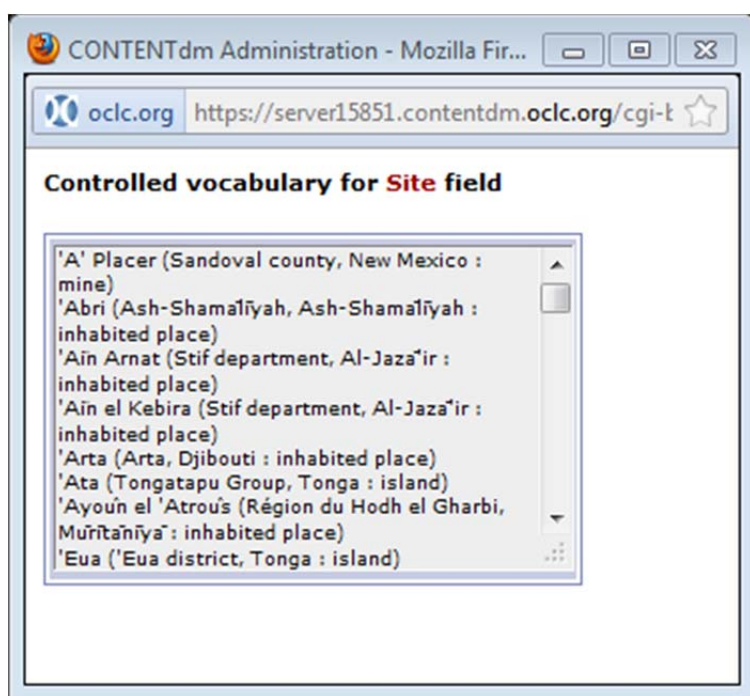


The screenshot shows the 'Add Item' form in the CONTENTdm Administration interface. The form is titled 'Add Item' and includes instructions: 'Add items to the pending queue where they must be reviewed and approved before they are added to the collection. Use the Project Client to import full resolution items and items with transcripts.' It also notes that fields marked with an asterisk are required. The form has two main sections: 'Add item' and 'Add metadata'. The 'Add item' section has a radio button for 'Add an item' (selected) and a text input for 'Add URL' with a 'Browse' button. The 'Add metadata' section has fields for Title, Subject, Description, Creator, Publisher, Contributors, Date, Type, Format, Identifier, Source, Language, Relation, Coverage, Rights, and Permissions. The 'Select thumbnail' section has a radio button for 'Use CONTENTdm thumbnail' (selected) and a text input for 'Use custom thumbnail' with a 'Browse' button. At the bottom, there are 'Clear' and 'Add' buttons.

II. Building Records – Single Object

1. Select whether you wish to add an item or a URL. Then, either enter the URL or use the browse buttons to navigate to the item that you wish to add.
2. Add the metadata related to the item or URL. Required fields are designated with a red asterisk.
3. If you are adding metadata to an item with a controlled vocabulary, you will see a link to controlled vocabulary adjacent to the field. Click **Controlled Vocabulary** to see a list of terms within the controlled vocabulary in a separate window. Enter a term from within that list of controlled vocabulary terms.

Date of Photograph	<input type="text"/>	
Site	<input type="text"/>	controlled vocabulary
Subject	<input type="text"/>	controlled vocabulary
Continent	<input type="text"/>	controlled vocabulary
Country/Region	<input type="text"/>	controlled vocabulary
State/Province	<input type="text"/>	controlled vocabulary
City/Place	<input type="text"/>	controlled vocabulary
Geographic Feature	<input type="text"/>	controlled vocabulary



4. **Tip:** Use CTRL+C and CTRL+V to copy terms from the controlled vocabulary window and paste them to the field with the controlled vocabulary. If you are adding terms that are not in the controlled vocabulary, you must approve the terms before the item can be approved (done during the approval process below).

5. Select whether you want CONTENTdm to generate a thumbnail or whether you wish to use an existing custom thumbnail. If you are using custom thumbnails use the browse button to navigate to and select the custom thumbnail.
6. Click **Add**. The item is added to the pending queue.

III. Approval Process

1. Select the **Items** tab.

Approval process consists of two steps:

- Approving Items
- Building the Index



Item administration

Approve

Approve, edit or delete items in the pending queue.

Index

Index the collection after adding, approving, editing and deleting items.

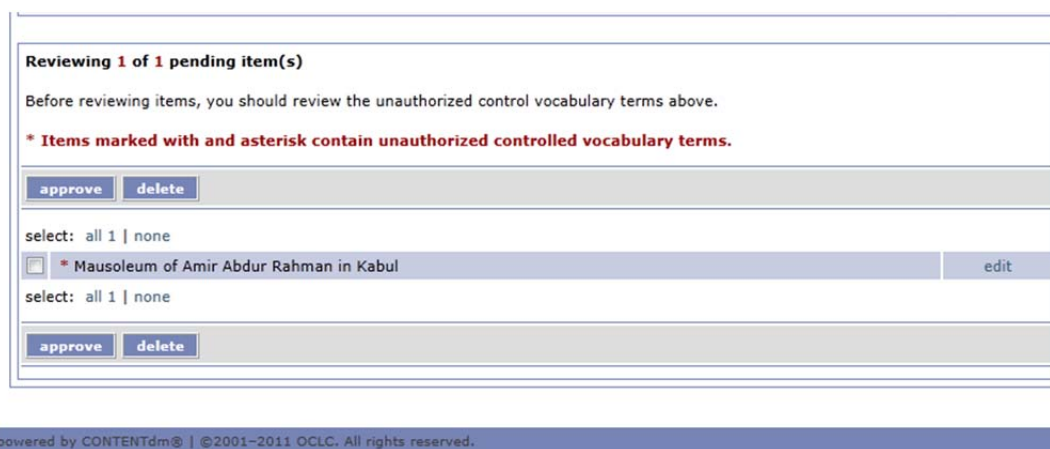
Approving Items

2. Click **Approve** from the Item Administration page. This opens a pending queue. Items that have been uploaded from Acquisition Station and are waiting for approval will appear on this page.
3. New **controlled vocabulary** will appear at the top of the page. Click **Add** to accept the term and add it to the controlled vocabulary list.

Full approval queue actions	
<p>Now: 1 pending item(s), 6 controlled vocabulary terms</p> <p> <input checked="" type="radio"/> Approve all (Records with unauthorized terms are approved but terms are not added to the controlled vocabulary.) </p> <p> <input type="radio"/> Approve & index all </p> <p> <input type="radio"/> Delete all Warning: This cannot be undone. </p> <p>go</p>	<p>Scheduled approvals — pending add</p> <p>No approvals scheduled</p>

Detailed approval queue actions	
Controlled vocabulary add all	
Subject field	
Architecture	add edit
Historic buildings	add edit
Tombs & sepulchral monuments	add edit
Continent field	
Asia	add edit
Country/Region field	
Afghanistan	add edit
City/Place field	
Kabul	add edit
<p>Reviewing 1 of 1 pending item(s)</p> <p>Before reviewing items, you should review the unauthorized control vocabulary terms above.</p> <p>* Items marked with and asterisk contain unauthorized controlled vocabulary terms.</p>	

- Click **Edit** to view the record. You can make changes in the descriptive metadata, if necessary.



Reviewing 1 of 1 pending item(s)

Before reviewing items, you should review the unauthorized control vocabulary terms above.

*** Items marked with and asterisk contain unauthorized controlled vocabulary terms.**

approve delete

select: all 1 | none

<input type="checkbox"/> * Mausoleum of Amir Abdur Rahman in Kabul	edit
--	------

select: all 1 | none

approve delete

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- Click **Approve** at the bottom of the metadata record to add an item to the collection (This is also where you can select delete to delete an item rather than approve)

Building the Index

- Click **Index** under the Items tab to open the Index page. Building the index is the last step necessary to finish adding items to the collection.
- Click **Index now**. This process may take a few minutes. When indexing is complete, the message "Index build successful" appears.

View New Items

- Click **View Collection** from the Administration page menu.