

LUNA Users Guide

Comprised of several different tools working in tandem to help you build, manage, and share your digital collections LUNA can be easily deployed throughout an organization as it can support many different roles and users. Use the Tools menu in the upper right corner of the application to easily flip between the tools. About the tools:

- [LUNA Library](#)
Use the Library to manage all your media items and records. Once content has been uploaded to the system the Library will help you organize your content into collections.
- [LUNA Uploader](#)
Uploading media items and records is easy. By using batches you can easily track when and where content has been uploaded. The Uploader supports both automatic and manual linking of records with media items. Upload directly to a collection and watch how quickly it can grow.
- [LUNA Viewer](#)
Once collections are complete and access has been granted they are viewed in the LUNA Viewer.
- [LUNA Administrator](#)
Control access to collections, user privileges, and other system level options in the administrator tool. Only Admins and Super Admins can access the administrator tool.
- [LUNA Collection Manager](#)
Collection properties and templates are managed in the Collection Manager. Start building a collection by creating a data schema and collection properties. Then simply upload content with the LUNA Uploader. Return to the Collection Manager any time to edit collection properties such as thumbnail labels, media summary roll over, OAI-PMH settings, ecommerce settings and data schema settings.
- [Sharing](#)
Add public collections from outside sources to your LUNA instance.



Tip: LUNA has been optimized for use with Google Chrome and Firefox.