

# Record Editor

The Record Editor allows you to edit data records. Records can be linked to a media item or can be "orphans". Several media items can be linked to one record, and in order for a record to appear in the [LUNA Viewer](#) it must be linked to at least one media item. Edit one record at a time or perform a group edit.

In order to edit a record you must first be in context of a collection. Use the collection pull down menu in the upper left corner of the LUNA Library to select a collection. Refer to the breadcrumb trail to help you identify if you are in context of a collection.

If you don't see the edit icon in the upper left corner of an item you can't edit it. This is because either you don't have permission or you're not in the context of a collection.

Read the [Working with Authorities](#) section for help on how to apply, edit, and manage authorities.

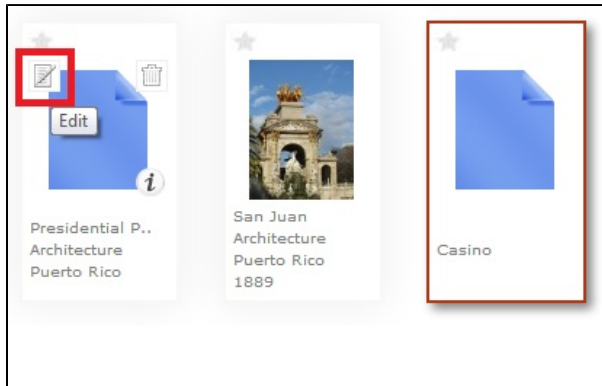
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Watch the Video:

## Edit Records by Item

To edit a record, begin by selecting it from the LUNA Library thumbnail view. You'll know you've selected the record when you see a border around it. Then using the Edit menu select "Edit by Item". If only one item is selected this will be your only option. Or, you can simply click on the Edit icon in the upper left corner of the thumbnail.



The record will then open in the Record Editor. Actions you can perform in the Record Editor:

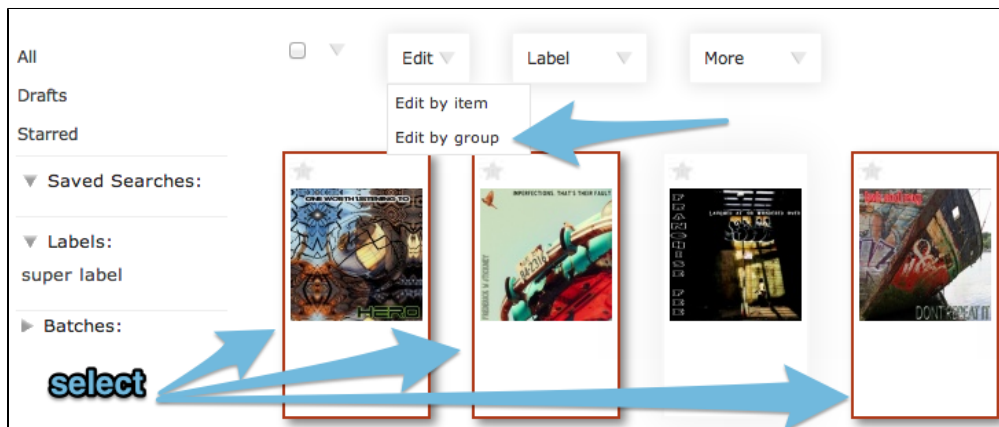
- If the record has media items linked to it you'll see them to the right of the data.
- As soon as you start typing into one of the data fields the **Save** and **Save as Draft** options will appear.
- You might use **Save as Draft** if you wanted to change or put more information into a record but you are not yet ready to have those changes appear in the Viewer for all to see. You can later "Save" the record to commit the changes so they are available in the Viewer.
- If you **Save as Draft** you can always **Revert Changes** if you want to go back to the original record data.
- If you have the correct permissions you can also **Delete** and **Copy** a record here.
- Click the checkbox above the record for the record to display in the LUNA Viewer.
- Click on the + next to the media item to import additional media items to the collection and automatically link them to the record.
- Click on the delete icon in the upper right corner of the linked media item to either unlink the item or delete it.

You can also use the Media Item Linking tab to link additional items to the record.

## Record Editor Layout

## Edit Records by Group

To edit multiple records at the same time begin by selecting the items, either orphan records or linked records. Once you've selected the items use the Edit menu to select "Edit by Group".



You can use the many [search](#) and [label](#) options to help you locate specific content to group edit.

Once the Group Edit tab opens you'll see the data fields you can make group edits to. As soon as you make an edit to a field the box to the right will be checked indicating it is a field that will be updated for all media items you selected. When editing a single field, the changes you apply will replace the existing values within that field for the records you have selected. If you want to check to see what media items you have selected for this group edit use the **Media Items Preview** tab at the top. You may use **Save as draft** if you want to save the edits but are not ready to commit the changes so all users can see. You can then come back and **Save** any of the media items at a later date to commit the changes so all can see.



Tip: When in a Group Edit be sure you pay attention to the **LUNA Viewer Display Option** pull down menu. You can choose whether or not the items you are editing display in the LUNA Viewer or not.

Group Edit | Media Items Preview

2 Record(s) selected to edit.

Save as draft | Save

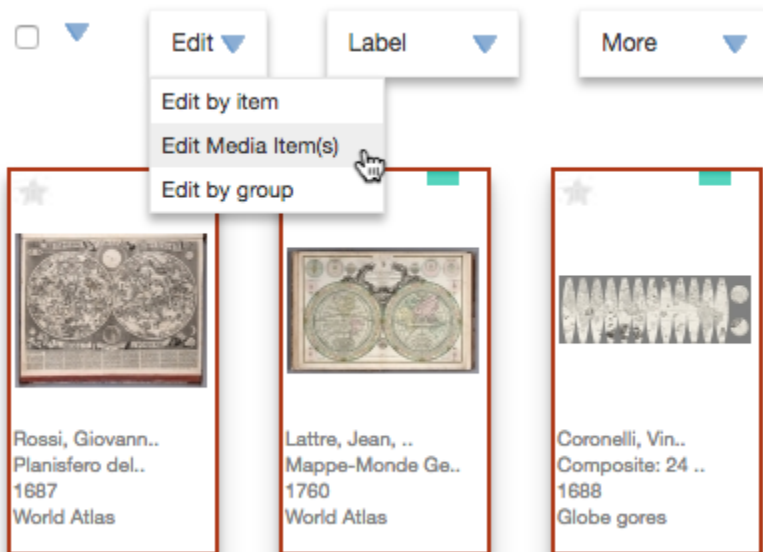
LUNA Viewer: For display in LUNA Viewer  
 Display Option: No change to the display in LUNA Viewer preference  
 Filename: For display in LUNA Viewer  
 Title: Not for display in LUNA Viewer

Subject: Christopher Columbus  
 Location: Barcelona, Spain  
 Year: 1496

Save as draft | Save

## Edit by Media Item(s)

Editing by media item allows you to edit the Media Item information. See [Media Item Editor](#) for more details



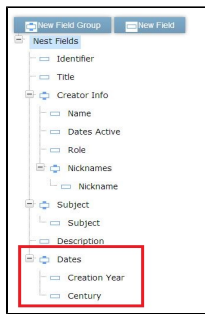
## Adding & Reordering Fields, Repeating Fields

Every field in a record is subject to the properties assigned to it in the templates tab of the Collection Manager. The many properties you can assign a field in a template are:

- Field type: text or number
- Text box type: single, expanding, autocomplete, or autocomplete + value list
- Required
- Min and Max length of field
- For display in LUNA Viewer
- Searchable in LUNA Viewer
- Sortable in LUNA Viewer

You can also create Field Groups. Field Groups represent groups of fields, a nice way to organize common content and allow for repeating fields. If in the template you've created a Field Group you'll see these in the record editor represented by the + and - symbols.

For example, in this screen shot of a template, "Dates" is a Field Group with "Creation Year" and "Century" as fields that can repeat:



And here is the same Field Group represented in the Record Editor:

By clicking on the + you can add another set of these fields. This makes it easy to catalog additional fields following the same structure as the schema. Click on the trash can to delete them, and on the arrows to move them up or down.



**Tip:** To import repeating fields via a .csv spreadsheet in the [Uploader](#) make sure each repeating field has the # sign and a successive number following it. To continue with the example used above, the .csv spreadsheet for import would look like this, where "Nickname", "Creation Year" and "Century" are repeating fields:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Identifier	Title	Name	Dates Active	Role	Nickname#1	Nickname#2	Subject	Description	Creation Year#1	Creation Year#2	Century#1	Century#2
2	1.jpg	Under the Moon	Schwalm	1940's	Painter	UB	Shark	Lunar eclip	Oil on canvas	1941	1943	20th	Twentieth
3	2.jpg	Under the Stars	Inlan	20th Century	Painter	The Player	The Shaker	Astonomy	pencil	1952	1953	20th	Twentieth
4	3.jpg	Still Life	Wallace	1980	Sculpture	Jack	James	Still Life	Clay	1980	1981	20th	Twentieth

If you'd like to create an even more hierarchical data structure with Field Groups within Field Groups contact our support team for assistance, [support@lunaimaging.com](mailto:support@lunaimaging.com).

## Entering Dates

To allow for date range searching the dates you enter must be 4 digit year or fit one of the following patterns.

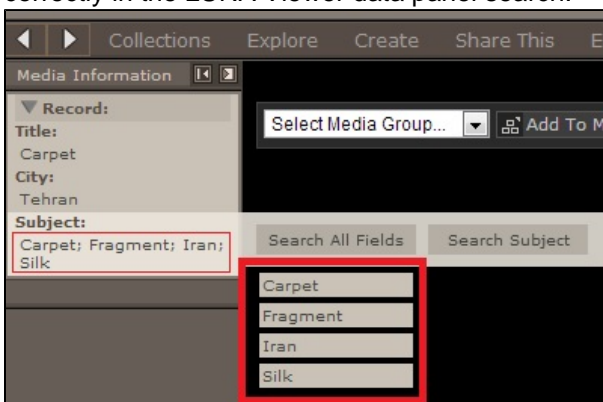
Patterns:

yyyy  
 MM/dd/yyyy  
 dd MMM yyyy  
 MM/dd/yyyy HH:mm:ss  
 MM/dd/yyyy hh:mm:ss aa  
 yyyy-MM-dd HH:mm:ss  
 yyyy-MM-dd hh:mm:ss aa  
 yyyy-MM-dd'T'HH:mm:ss'Z'  
 yyyy-MM-dd't'HH:mm:ss'z'

### More Tips About Repeating Fields

- When you have multiple values for the same field, for example, "Carpet" and "Fragment" for Subject, the Field Groups are a great way to support these kinds of repeating fields. Of course your data could just read "Subject: Carpet; Fragment", but in order to have both those terms be

represented uniquely in the facets of the LUNA Viewer it's best to enter them separately as a repeating field. If you choose to keep multiple values in one field, be sure you separate them with a semi-colon. This way they will parse out correctly in the LUNA Viewer data panel search:



- In the LUNA Viewer thumbnail fields, repeating fields will be presented in brackets.
- When doing a group edit in the Record Editor, the change will be additive. For example, if you select 2 records to group edit and they each have values in a repeating field then any new value you add will simply be added- it will not delete the existing data. Since LUNA doesn't know which of the multiple repeating fields you might want to replace with the new data, it will simply add it.