

1. Select a repository to add media objects to from the Repositories dropdown menu, then click 'add collection'

MediaLog Index Repositories Reports Register User Logout

### Fales Library & Special Collections

total size inventoried: 0.0 B  
total size imaged: 0.0 B

collections

id	name	stock size	imaged size
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Add Collection

2. Enter a code and title for a collection then click **save collection**

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**Repository**

Fales Library & Special Collections

**Collection code**

mss133

**Title**

Donald Mennerich papers

Save Collection

### 3. Click add accession

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[Fales Library & Special Collections](#)  
**mss133 Donald Mennerich papers**  
created at 2016-05-19 12:10:30 UTC  
updated at 2016-05-19 12:10:30 UTC  
total size inventoried: **0.0 B**  
total size imaged: **0.0 B**  
[Edit](#) [Destroy](#)

Accessions  
[Add Accession](#)

Media Objects  

Accession Num	Media ID	Media Type	Size	Imaging success
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### 4. Enter an accession number and click **save accession**

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**Fales Library & Special Collections**  
**mss133: Donald Mennerich papers**  
**Accession num**  
  
[Save Accession](#)

5. Click on the accession number you created in the accession frame

[Fales Library & Special Collections](#)  
**mss133 Donald Mennerich papers**  
created at 2016-05-19 12:10:30 UTC  
updated at 2016-05-19 12:10:30 UTC  
total size inventoried: **0.0 B**  
total size imaged: **0.0 B**  
[Edit](#) [Destroy](#)

**Accessions**  
  
2014.003  
[Add Accession](#)

**Media Objects**

Accession Num	Media ID	Media Type	Size	Imaging success
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6. Click on **Add New** in the media objects frame to create a medialog record

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[Fales Library & Special Collections](#)  
[mss133: Donald Mennerich papers](#)  
**accession number: 2014.003**  
created at 2016-05-19 12:11:34 UTC  
updated at 2016-05-19 12:11:34 UTC  
total size inventoried: **0.0 B**  
total size imaged: **0.0 B**  
[Edit](#) [Destroy](#)

**Accession Note**

**Media Objects**

Media ID	Media Type	Size	Imaging success
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[Add New](#)

7. Enter a media id, media type, stock number, stock unit and click **save** on the bottom of the record

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Fales Library & Special Collections  
Donald Mennerich papers  
accession: 2014.003

Physical Data

**Media ID**

1

**Media Type**

3.5 in. Floppy Disk ▾

**Stock size num**      **Stock unit**

1.44

Megabytes ▾

**Label Text**

Manifesto

8. Once saved the record will display in its 'show view', click on the accession to return to the accession screen for the collection, the collection name or number to return to the collection screen, or the repository name to return to the repository screen.

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Entry was successfully created.

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## Fales Library & Special Collections

### mss133: Donald Mennerich papers # 1

accession: 2014.003

**created by:** admin@example.com **on:** 2016-05-19 12:14:36 UTC  
**modified by:** admin@example.com **on:** 2016-05-19 12:14:36 UTC

Physical Data

Media ID:	1
Media Type:	3.5 in. Floppy Disk
Box Number:	
Label Text:	Manifesto
Original Id:	

From the accession or repository view you can select the the media id from the Media Objects frame in either the accession or collection page

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[Fales Library & Special Collections](#)  
[mss133: Donald Mennerich papers](#)  
**accession number: 2014.003**  
created at 2016-05-19 12:11:34 UTC  
updated at 2016-05-19 12:11:34 UTC  
total size inventoried: **1.44 MB**  
total size imaged: **0.0 B**  
[Edit](#) [Destroy](#)

Accession Note

Media Objects

Media ID	Media Type	Size	Imaging success
1	3.5 in. Floppy Disk	1.44 MB	

[Add New](#)