

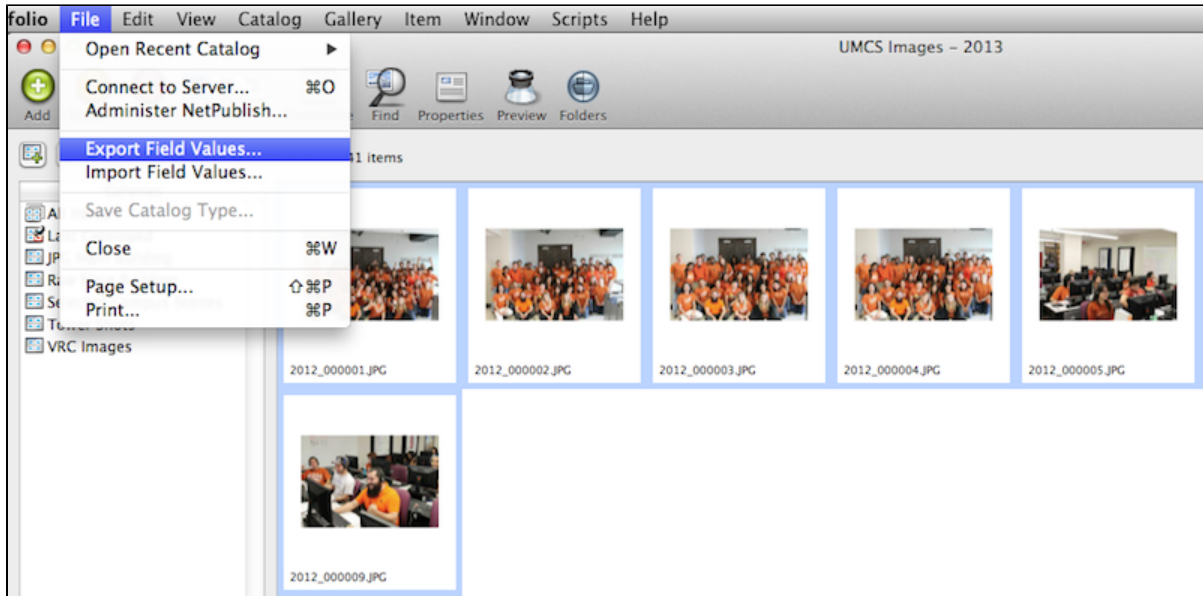
# Populating the 01\_dc\_Identifier\_Filename field with Excel

Neither the **01\_dc\_Identifier\_Filename** nor the **02\_dc\_Identifier\_Legacy** fields can be automatically populated through Portfolio alone. This can be frustrating since the **Identifier\_Filename** in particular is a predetermined sequence of numbers that needs to be edited on the item level. Luckily, Microsoft Excel (or another spreadsheet program) remedies this situation.

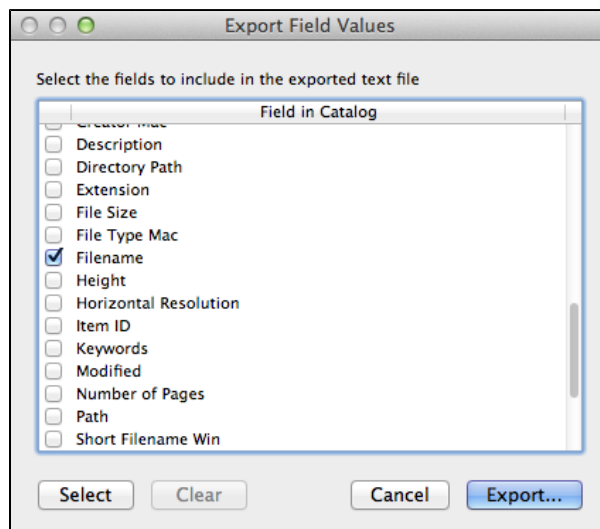
## Populating the 01\_dc\_Identifier\_Filename field for multiple assets

This is surprisingly easy to do with Excel. When assets are renamed to correlate with the "20XX\_123456" standard, the default Filename field in Portfolio changes as well. This field can be exported to a file, duplicated in Excel, and imported back into Portfolio as **01\_dc\_Identifier\_Filename**. This is how:

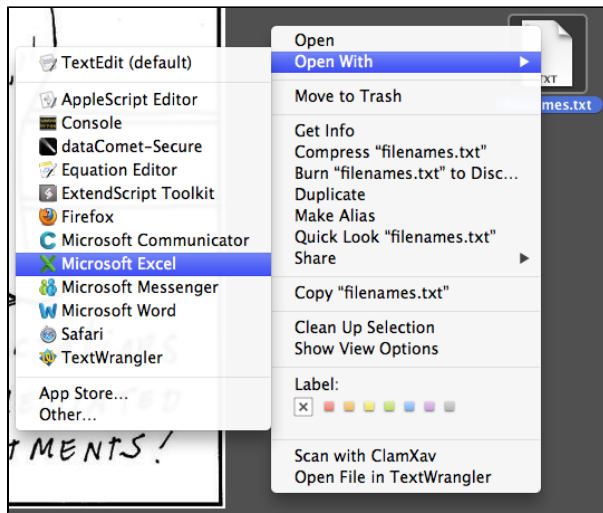
To export the filenames, select a group of assets navigate to "File --> Export Field Values"



Now deselect all other fields for exportation besides **Filename**:



To open the exported values in Excel, right-click the file and chose "Open With --> Microsoft Excel." You can also open Excel and chose "File --> Open"



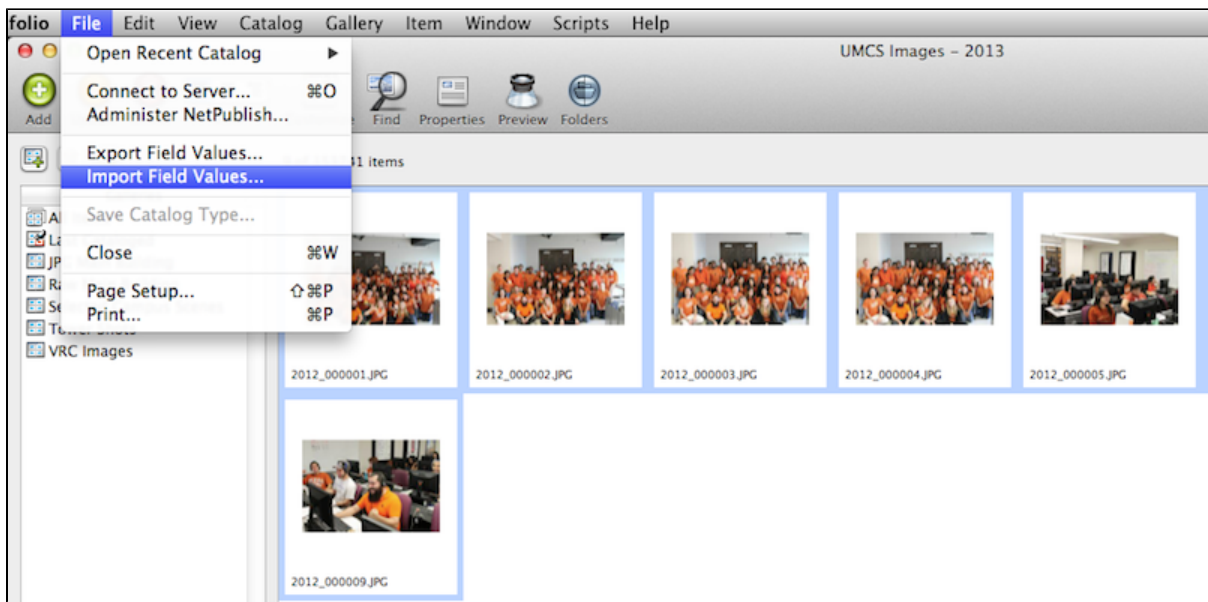
Once in Excel, copy the contents of Column A and paste them into Column B. Change B1 from "Filename" to "**01\_dc\_Identifier\_FileName**" and save the file. It may seem redundant to have two columns with identical sets of data, but this is necessary for importing later.

	A	B	C	D
1	Filename	Filename		
2	2012_000001.JPG	2012_000001.JPG		
3	2012_000002.JPG	2012_000002.JPG		
4	2012_000003.JPG	2012_000003.JPG		
5	2012_000004.JPG	2012_000004.JPG		
6	2012_000005.JPG	2012_000005.JPG		
7	2012_000006.JPG	2012_000006.JPG		
8	2012_000007.JPG	2012_000007.JPG		
9	2012_000008.JPG	2012_000008.JPG		
10	2012_000009.JPG	2012_000009.JPG		

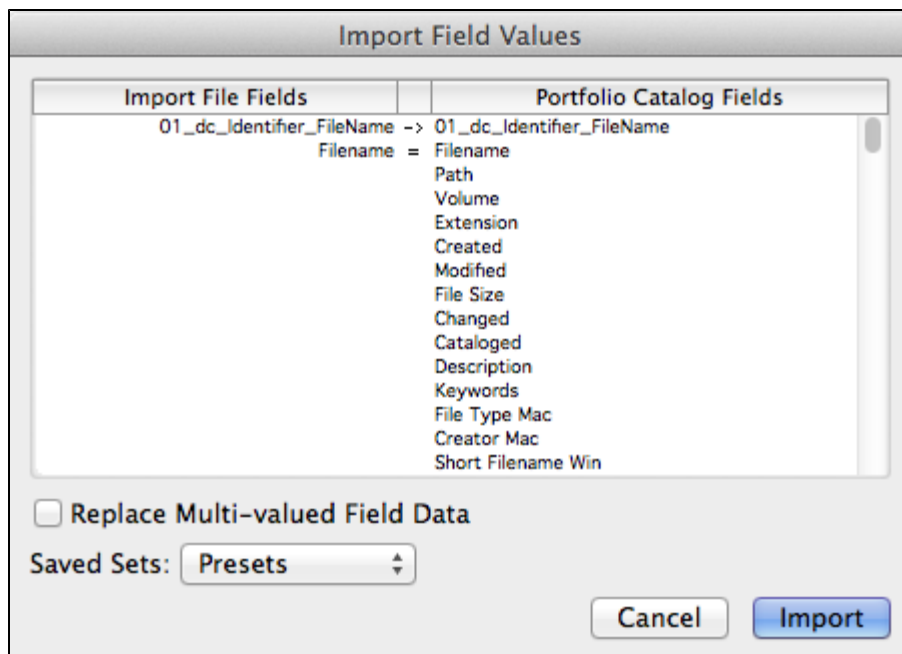
  

	A	B	C	D
1	Filename	01_dc_Identifier_FileName		
2	2012_000001.JPG	2012_000001.JPG		
3	2012_000002.JPG	2012_000002.JPG		
4	2012_000003.JPG	2012_000003.JPG		
5	2012_000004.JPG	2012_000004.JPG		
6	2012_000005.JPG	2012_000005.JPG		
7	2012_000006.JPG	2012_000006.JPG		
8	2012_000007.JPG	2012_000007.JPG		
9	2012_000008.JPG	2012_000008.JPG		
10	2012_000009.JPG	2012_000009.JPG		

Now you're ready to import the filenames into Portfolio! Select the same group of assets from earlier and navigate to "File --> Import Field Values"



Here's where the two columns of identical data are necessary. When importing metadata to Portfolio, users are required to designate a key (which is marked by an equal sign). This key should always be "Filename". Since the **01\_dc\_Identifier\_Filename** and **Filename** fields have identical values, they should be listed twice in the file. Additionally, the fields from the file that correspond to fields in Portfolio are marked with a right arrow.



Click Import and the file values should automatically populate the **01\_dc\_Identifier\_Filename** field in Portfolio! Be sure to do a quick quality check and make sure all the metadata transferred over correctly.