



Updating an Existing Project with the new OCLC-hosted CONTENTdm Server URL and your new user name and password

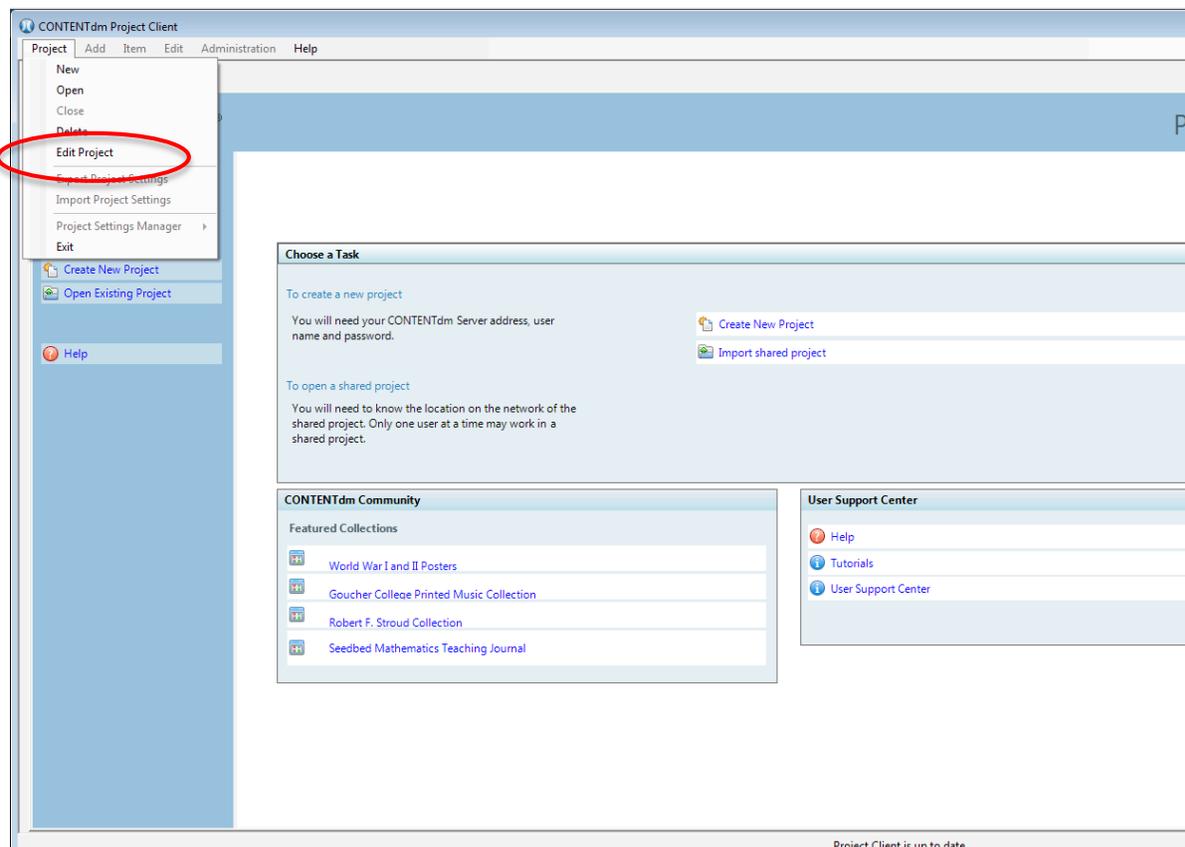
April 8, 2019

CARLI's installation of CONTENTdm has migrated to an OCLC-hosted server. Due to this migration, both the CONTENTdm Server URL and user names need to be changed.

Due to these multiple changes It is STRONGLY RECOMMENDED that you create NEW projects in the CONTENTdm Project Client.

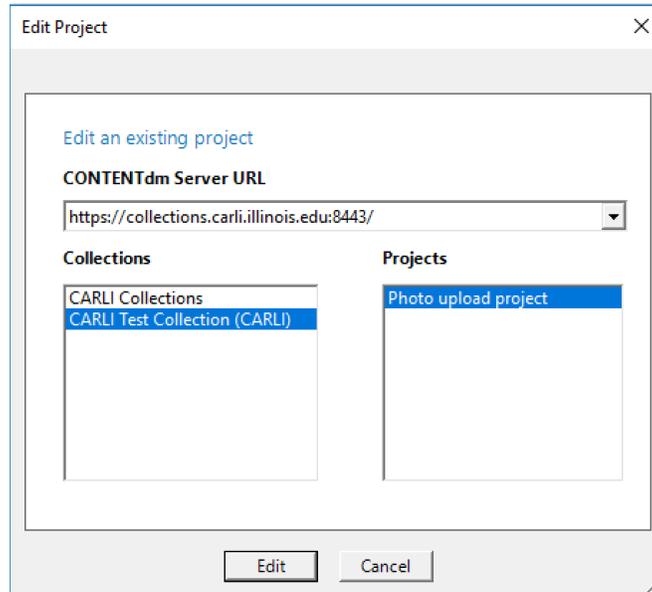
However, if you have a current project that you wish to keep using, you may use the following instructions to update the Server URL and your user name in an existing project in the CONTENTdm Project Client. This is a **one-time change that will need to be made by 5:00pm on Wednesday, April 10, 2019 to each project that you plan to continue to use.**

1. Open the CONTENTdm Project Client. If a project automatically opens in the Project Client, close it by going to Project > Close.
2. From the main Project Client screen, go to the Project > Edit Project option in the menu.



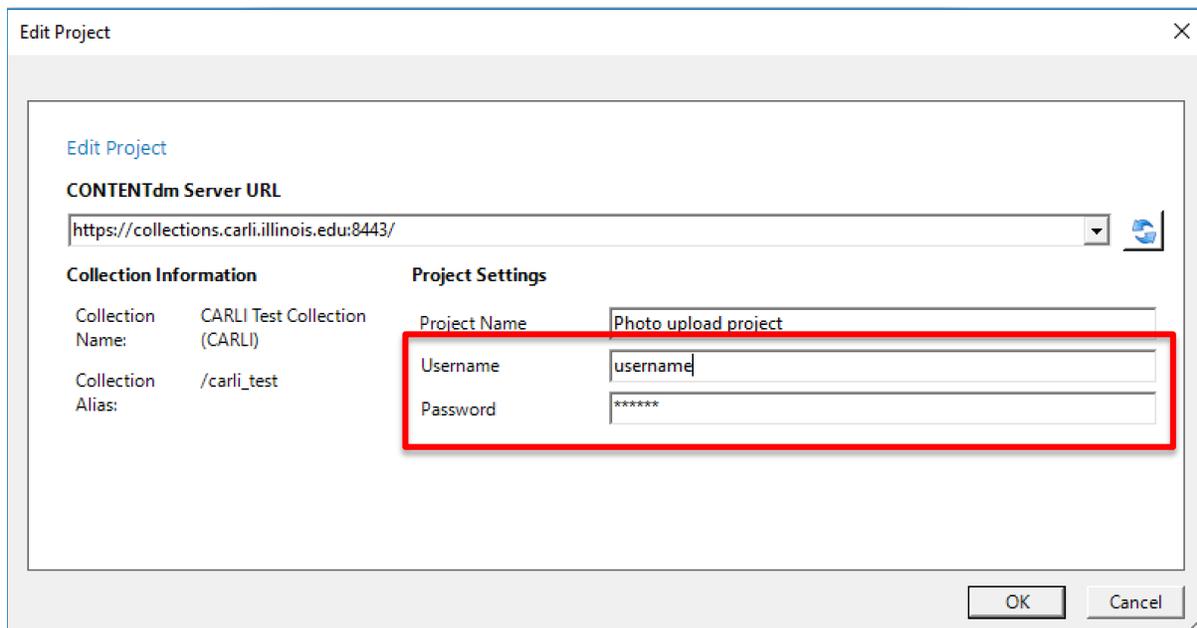
Updating the Server URL for an Existing Project

3. Select a project and click “Edit”. Note: This Server URL and user name changes must be completed for each project that you plan to use after April 8, 2019.



Enter your new user name and password to the existing project in the following steps

4a. Enter the new user name and password in the Project Settings sections FIRST. If you have not created a new OCLC-hosted user name and password, you may do so from the following website: <https://www.worldcat.org/account/?page=register> . You must send the user information to the CARLI Office to activate the new user name before it can be applied here.



Updating the Server URL for an Existing Project

4b. After you have updated your user name and password, enter the new server URL:
<https://server17214.contentdm.oclc.org>

EDIT PROJECT

CONTENTdm Server URL

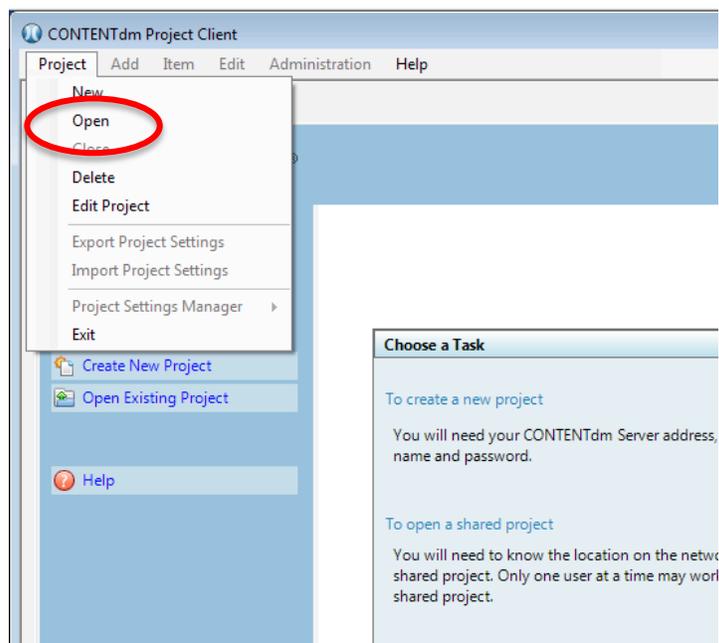
Collection Information		Project Settings	
Collection Name:	CARLI Test Collection (CARLI)	Project Name	Photo upload project
Collection Alias:	/carli_test	Username	amy
		Password	*****

OK Cancel

4c. Click OK to save the changes.

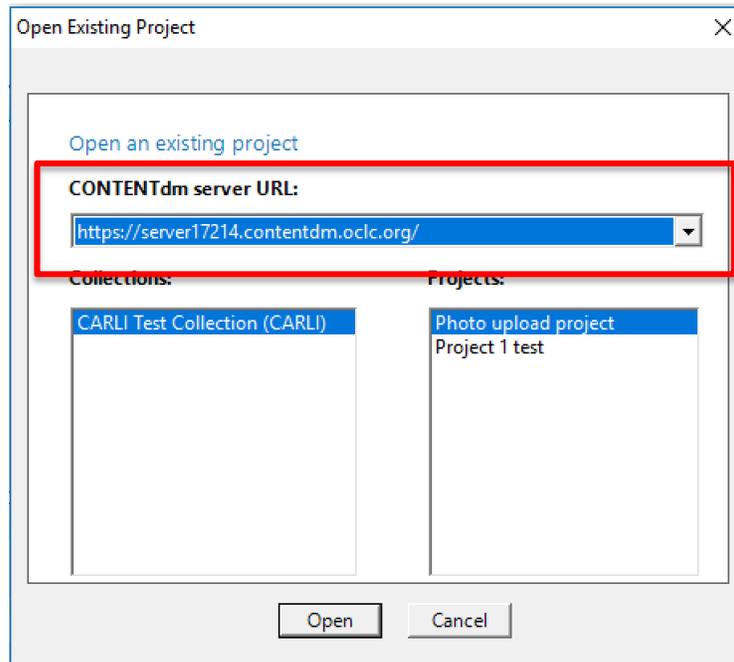
Open edited project

5. To open the edited project, go back to the client home page and choose the Project > Open option from the menu.

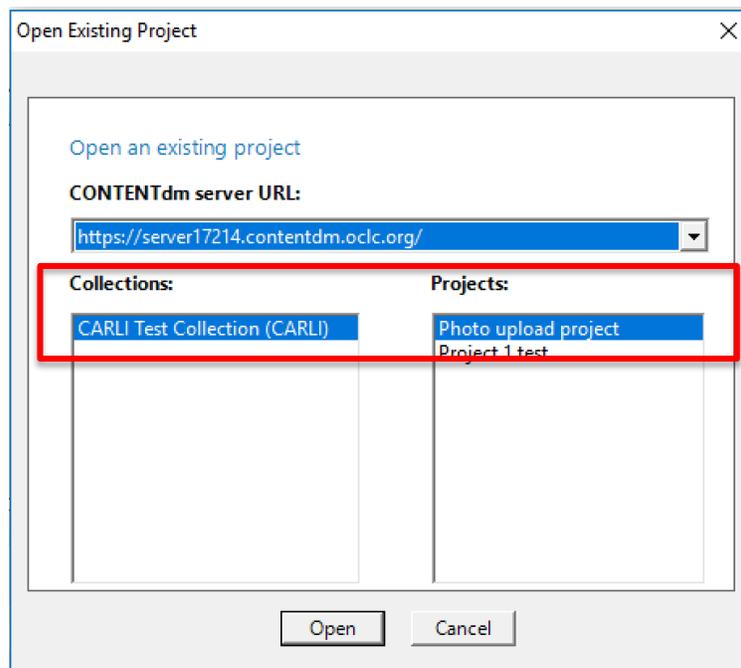


Updating the Server URL for an Existing Project

6. Use the CONTENTdm server URL drop-down list to select the new server URL:
<https://server17214.contentdm.oclc.org>



7. Once the new server URL is selected, a list of projects will appear. Choose a project and click "Open" to open the project.



Your project is now available for importing digital items and creating metadata on the hosted server.