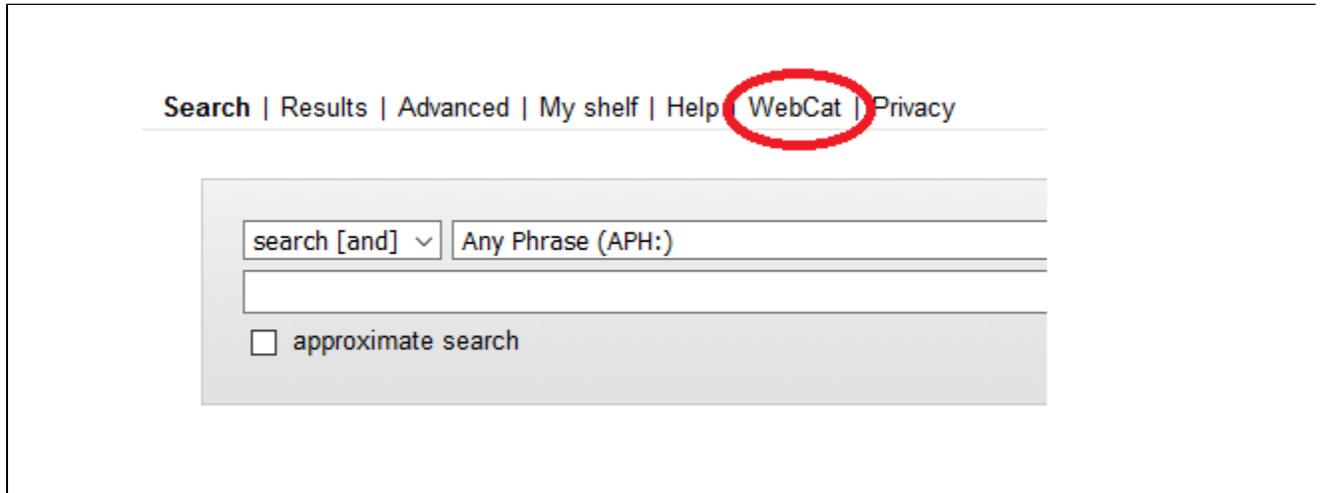


# Creating a new record – web

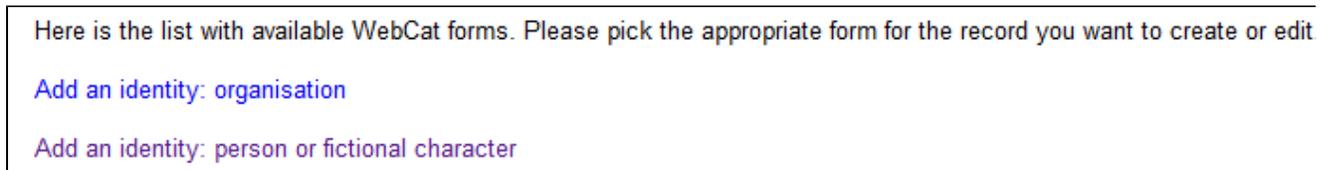
Before creating a new record, use various searches to be sure there is no record in the database for the entity, either assigned or provisional. See the [Searching](#) page. There is also extensive information about searching through the "Help" link at the top of the ISNI page.

To enter a record for an identity that is new to ISNI, click "WebCat" at the top of the screen.



The screenshot shows a navigation bar with links: Search | Results | Advanced | My shelf | Help | **WebCat** | Privacy. The 'WebCat' link is circled in red. Below the navigation bar is a search form with a dropdown menu set to 'search [and]', a text input field containing 'Any Phrase (APH:)', and a checkbox labeled 'approximate search'.

Select one of the two links, either for an organization (corporate body) or a person. This opens a one-page template that contains the available fields. These fields are found under various tabs when [editing an existing record](#).

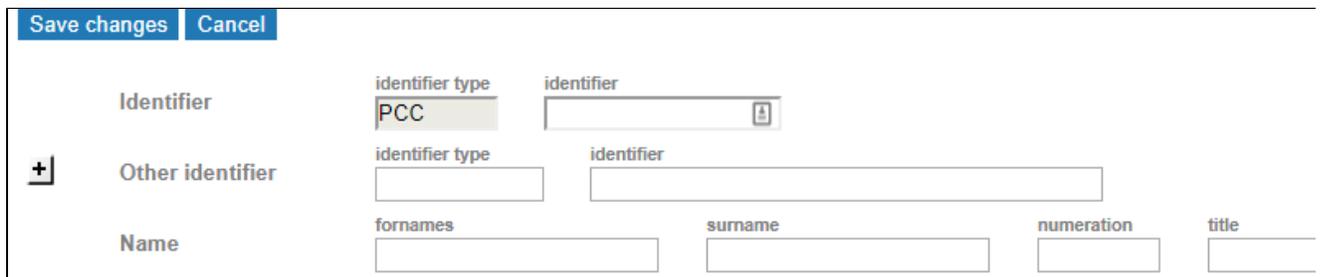


The screenshot shows a text box with the message: "Here is the list with available WebCat forms. Please pick the appropriate form for the record you want to create or edit". Below this are two blue links: "Add an identity: organisation" and "Add an identity: person or fictional character".

The **Identifier** field will contain the identifier for the contributing organization under "identifier type" based on the login information. For PCC members, this is "PCC." An identifier number is not required in the box labeled "identifier."

The only other field that is absolutely required is the **Name** field.

*Persons template:*



The screenshot shows the "Persons template" form. At the top are two buttons: "Save changes" and "Cancel". The form has three main sections:

- Identifier**: A dropdown menu for "identifier type" with "PCC" selected, and a text input field for "identifier".
- Other identifier**: A plus sign icon, a dropdown menu for "identifier type", and a text input field for "identifier".
- Name**: Four text input fields labeled "fornames", "surname", "numeration", and "title".

*Organisations template:*

+	<b>Identifier</b>	identifier type	identifier	
		<input type="text" value="PCC"/>	<input type="text"/>	<input type="button" value="A"/>
	<b>Other identifier</b>	identifier type	identifier	<input type="button" value="PCC"/>
		<input type="text"/>	<input type="text"/>	
	<b>Organisation type</b>	organisation type	<input type="text" value="-- select one --"/>	
	<b>Name</b>	organisation	subdivision	<input type="button" value="PCC"/>
		<input type="text"/>	<input type="text"/>	

Fill in other fields based on availability of information and applicable policies, following the [documentation for the various fields](#).

When finished with the template, click on "**Save changes**." The record will be shown in a labeled display.

The record will receive the status of either "assigned" or "provisional" based on algorithms that consider how full the record is and how common the name is. (See the Data Completeness section of the [Data Quality Policy](#).) If the status is provisional, the first line will be labeled "**Record no.:**" followed by a shorter number (the PICA production number or PPN) with no spaces. If the status is assigned, the first line will be labeled "**ISNI:**" followed by a 16-digit ISNI.

Provisional record:	<b>Record no.:</b>	453075533
	<b>Name:</b>	<b>Charles Hollis Jones</b> (Amerikaans kunstenaar) <b>Jones, Charles Hollis</b> (American furniture designer, born 1945)
Assigned record:	<b>ISNI:</b>	0000 0000 5305 1419
	<b>Name:</b>	<b>Charles Handfield Jones</b> <b>Jones, C. Handfield</b> <b>Jones, Charles Handfield</b>

To add more information to a record, follow the guidelines for [Modifying records – web](#).

In some cases, a provisional record can be upgraded to "assigned" status by contributing more information to the record. In other cases, it is necessary to use the WinIBW client to change the status of the record.