Public Art Archive - Relating Objects to Procedural Records
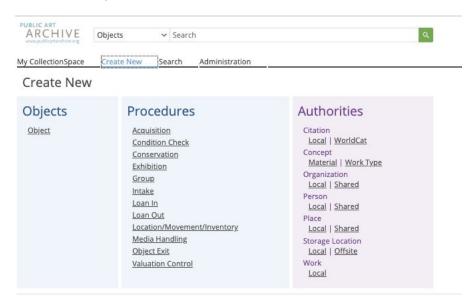
This document provides instructions for relating new or existing public art objects to new or existing procedural records (ie. locations, media handling, condition check, etc.). To access the full manual, click here.

ADDING AN OBJECT (start here if you are adding a new object)
- Navigate to the Create New Screen and select Object.
- Enter values.
- Save object record.

SEARCH FOR AN EXISTING OBJECT
- Use the search function on the top of the screen to search for specific objects by title, artist, description, etc. Ensure objects is selected.
- Use the search tab for a narrower, advanced search for pinpointing specific objects.

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Assign a location to an object.

- To populate the **Computed Current Location field** on an Object, relate the object to an Location/Movement/Inventory record.

- If the object record is open, create a related LMI record using the + Related Tab at the top of the record. (You can also create new records from the Create New Menu and relate them afterwards.

- Select Create New to create a new LMI record OR Relate existing if the location record already exists.

- Enter a value in the Location field (begin typing to activate predictive text - if the location is in the system, it will appear in the dropdown)

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- Save the Record.

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ADDING MEDIA.

1. To create a media record attached to an object, navigate to the Create New screen, OR, while on the object record, open a + Related Media Handling record.

2. Select Create New.

3. Enter values in the selected fields and upload media records OR copy and paste links to external urls. (Note: To submit media to PAA, you MUST include the rights holder information for each media record.)

4. To publish media records to PAA, select Public Art Archive from the dropdown list in the publish to field.

5. **Save the record. (**In order to upload and attach multiple media files at a quicker pace, use the **clone feature** once you have the first media file created. Remove and replace the local file and/or external url, and update any other info related to the media record before pressing save.

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Test Location

New Record

[Save] [Revert]   Editing

▾ Place Information

Term

1

Display name*	Name	Qualifier	Status
Test Location	testlocation		⌄

Type	Flag	Historical status	Language	Preferred for lang
common name ⌄	⌄	⌄	⌄	

Name detail

Abbreviation	Note	Date
		📅

Source

Name	Detail	ID	Note
⬇			

+

Placement type

| 1 | amusement parks | ⌄ | – |

Place type

| 1 | | ⌄ | – |

+

Placement environment

| outdoor | ⌄ |

Ownership

Owner	Type	Date	Note
1	⬇	⌄	📅	

+

Place note

Address

1

Line 1	State/Province	Postal code
1234 Test Road	Rhode Island ⬇	01234

Line 2	Country
	USA ⬇

Municipality	Type
Providence ⬇	⌄

+

▾ Georeference Information

Decimal latitude	Decimal longitude	Datum	Uncertainty (m)	Precision
12.34567	-98.76543	⌄		

Point radius spatial fit	Footprint WKT	Footprint SRS	Footprint spatial fit

Georeferenced by	Date	Protocol	Source	Verification
⬇	📅	⌄		⌄

Remarks	Georeference place name