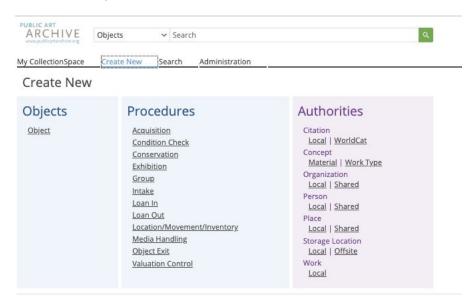
This document provides instructions for relating new or existing public art objects to new or existing procedural records (ie. locations, media handling, condition check, etc.). To access the full manual, <u>click here</u>.

#### 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.

My Collect	tionSpace Create New	Search Tools	Administration		
Searc	ch				
ି	ch 🛛 🗙 Clear				
Find					
Objects	~				
→ Full 1	Text Search				
Keywor	ds				
_	inced Search				
Any 🗸	of the following condition	s may be satisfied:			
	Artwork ID	contains	~	-	-
			+		
or	Program name	is	~	✓ -	-
			+		
or	Collection	is	~	+ -	-
			+		
or	Record status	is	~	✓ -	-
01	Necola statas	15	*	•	

## 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.

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/ida Natura		1 5	revious   ↓ <u>Next</u>		
nua Natura					
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ns Out ation/Movement/Inventory lia Handling ect Exits		Artwork description			
	19	1 The art adorns 100 feet of low walls at the entrance building. An additional large mural is on the fount The subjects are the fish in the American River bo Fairbairn and the animal life most of which still ex- around the river and in some peoples tees.	ain wall. rdering		
n	<b>v</b> -	+		ALL BOOKLA	
		Distinguishing features		Terms Used: 8	
Junicipal Art Collection	+ -			• Related Objects: 0	
				Related Procedures: 2	
	~	Comment		Record Summary	
		1	-	MR2019.1.4 La Vida Natura	
				MR2019.1.3 La Vida Natura	
	<b>v</b> -			5 ✔ per page < 1 >	
		+	1.	Reports: 0	
	<b>v</b> -	Computed current location		Data Updates: 1	
		~Indeterminate Location~			
		Type	-		

• 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.

····			
Search result 7 of 8			
2019.1.3 – La Vida Natu	ira		
Primary Record Location/Movement	/Inventory × + Related		
+ Create new ►→ Relate existing			
✓ Related Location/Movement/Invento	ory: 0		
Reference number	Current location	Location date	<u>Up</u>
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- 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)

Primary Record Location/Movement/Inv	ventory × + Related	
+ Create new ← Relate existing		
- Related Location/Movement/Inventory:	0	
Reference number	Current location	Locatio
5 🗸 per page < 1 >		
New Related Location/Movement/Inventor	У	
🖉 Save ⊨ Revert		
- Object Location Information		
Reference number		
	12	
Current location		
Location*	Fitness	N
Fair	+	~
1 matching term found		
Fairbairn Water Quality Laboratory		
Add "Fair" to		
+ Local Storage Locations		
+ Offsite Storage Locations		
+ Local Organizations		

## • Save the Record.

<u>Search result 7 of 8</u> 2019.1.3 – La Vida Natura		<u>↑Previous</u>   ↓ <u>Next</u>	
Primary Record Location/Movement/Inventory	× + Related		
🗠 Save 🔲 Clone 🖛 Revert 📋 Delete	Standard Template	✓ Saved 4 months ago ✓	- Media
- Object Identification Information			
Artwork ID*		Artwork description	<
2019.1.3	13	1 The art adorns 100 feet of low walls at the entrance to the	- Self
Number of objects		building. An additional large mural is on the fountain wall. The subjects are the fish in the American River bordering Fairbairn and the animal life most of which still exists around the river and in some peoples tees.	
Program name		+	
1 art in transit program	✓ -		
+		Distinguishing features	▶ Terms
Collection			
1 City of Sacramento Municipal Art Collection	<b>+</b> -		Relate
+			▼ Relate
Record status		A	
approved	~	Comment	Record
Publish to			MR2019.1
1 Public Art Archive	✓ -		MR2019.1
+			5 ~ 6
Installation type		+	
1 permanent	✓ -	Computed current location	Report
+		Fairbairn Water Quality Laboratory	Data U
Title			
1			

### 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.

Test Location					
New Record					
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<ul> <li>Place Information</li> </ul>					
Term					
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Line 2			Country		
			USA		+
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+					
Georeference Information					
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Remarks			Georeference place name		