



HORUS Condition-report

A tool to edit condition reports on smartphone and tablet PC

<http://www.horus-conditionreport.com>

INSTRUCTIONS FOR USE - ANDROID

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1. Home

To create a new report press "Add report" on the top right.
The application archives the reports: they are organized by dates.

If they are not finished (indicated by an arrow) you can:

- Consult and modify them (press "Edit")
- Duplicate them, useful to modify a finalized report
- Delete them

If they are finished (no arrow on the right) you can:

- Duplicate them
- Send them
- Delete them

You can also:

- change the language,
- ask us a question by e-mail by pressing "Help",
- recommend the app to a friend!

General Information (1/5)

General Information

Logo of your institute

Date of the report 06 avr. 2016

Reporter Arthur Pramson, restaurateur de sc

Free text 32 avenue Charles de Gaulle
75010 Paris
Tél: 0677452764
Mé: arthur.pramsom@

Place of the report

Client

Objectives and context of the condition report

Material conditions of the condition report

2. Useful information for the report

Complete the necessary standard information for your report in the empty text box:

- your name, position, the logo of your institution
- you have a free text box to enter for instance, your contact details
- the date and place of the report
- the person's name that has called on you
- You have two other fields:
"Objectives and context of the report"
'Material conditions of the report'

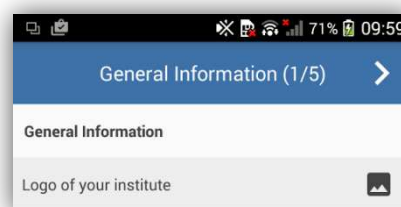
3. Information on the work/object

Complete all that you think useful regarding the work that you have to examine:

- title, author, creation date, inventory number,
- typology, owner, collection, heritage value,
- materials and techniques, size and weight. You can choose unit of measurement and mass unit and have two box for each.

A comment field enable you to bring other information, for instance, old restoration, framing, base etc...

Put your logo: press on the small icon at the right of the Logo field.



Insert measures: you can choose your unit of measurement (cm, m, foot, yard, inch) and your mass unit (kg, pound, ounce) by pressing on the unit at the right of the fields “Dimension” and “Weight”.

- > To move on to the next stage, press on the arrow at the right of the screen.

Dimensions	
Height	cm
Width	m
Length	foot
Thickness	yard
	inch

Weight	kg
Other dimensions of...	
Height	
Width	
Length	

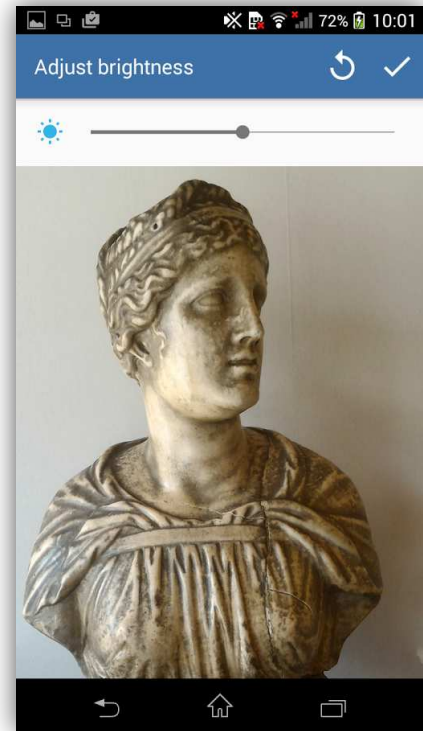
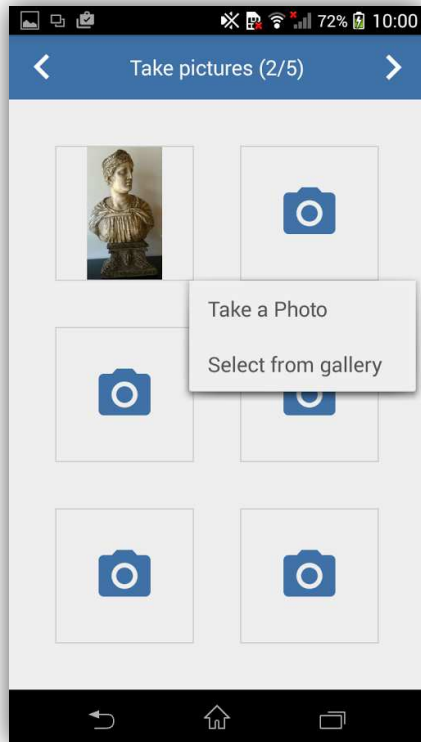
4. Pictures

Insert up to 6 photos: press on the camera icon. You can:

- select it from the gallery
- take pictures of the object during the report: in this case, it is recorded in the gallery of the device.

To adjust the brightness: during the next step, your pictures can be lightened or darkened by moving the cursor. Then, press on the arrow icon to validate and to go on to/move on to the next stage.

INSTRUCTIONS FOR USE – ANDROID

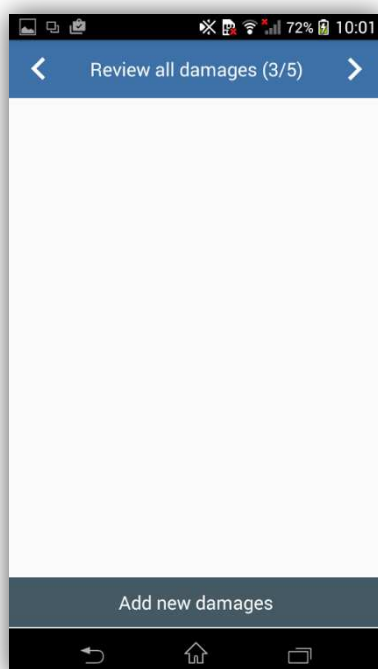


To delete a picture: press on the thumbnail of the picture, then choose the option « Delete ».

To duplicate a picture: press on the thumbnail of the picture, then choose the option « Duplicate ».

- > To move on to the next stage, press on the arrow at the right of the screen.

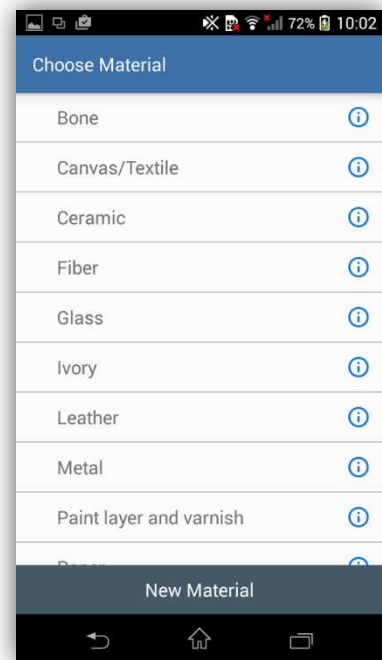
5. Damages



This application aims at help you to notify the work's problem: so you are going to notify damages. Add a damage by pressing « Add new damages » at the bottom of the screen.

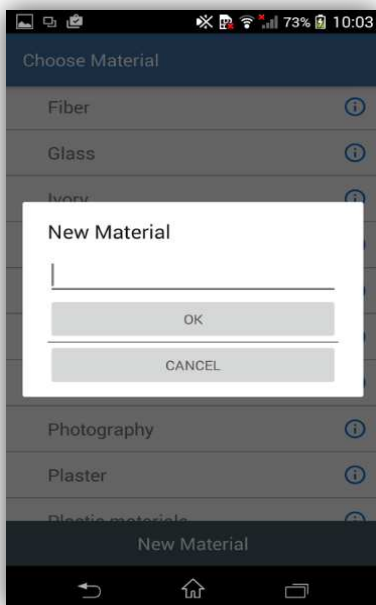
6. Selection of a material

Choose a material in the preconceived list.



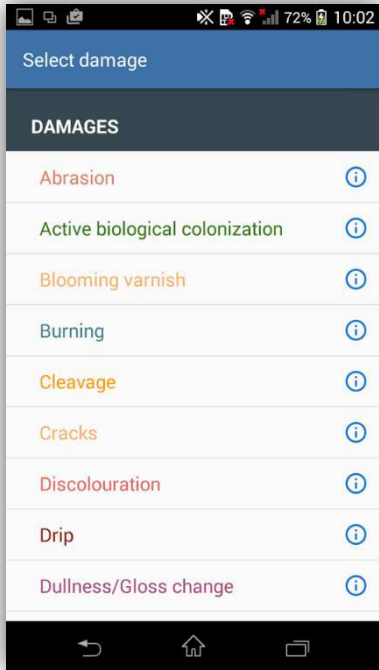
7. Creation of a new material

Create a missing material by pressing “Add new material” at the bottom of the screen. Enter the material’s name then press « Ok ». You are back on the materials’ list, the new one appears in alphabetical order. Standard damages are automatically created for this new material.



To duplicate a material : click on a pre-existing material, choose the option “Duplicate” and change the name. Validate by pressing on « Duplicate with new name ».
You’ll have automatically the damages that are associated to the original material. For instance, if you create «shelf » from the material « stone » you won’t have to enter damages as “black crusts”, « flacking », etc...

8. Selection of a damage



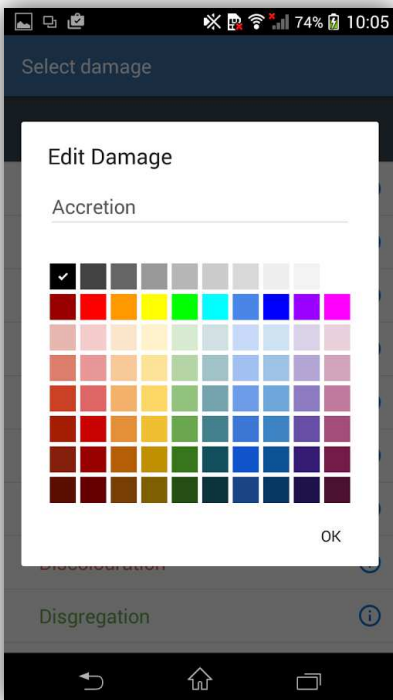
Choose a damage in the preconceived list: you just have to press on the name of the damage.

9. Modify the name and colour of a damage

The name and the colour of a damage can be changed : press « i » then change the name and choose the colour. Press “Ok” or “Cancel ».

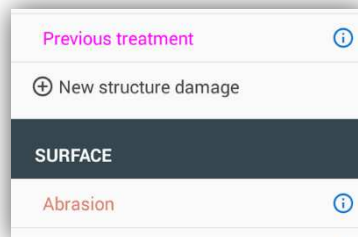
We advise you to select a colour that is distinguished from the material.

10. Add a new damage



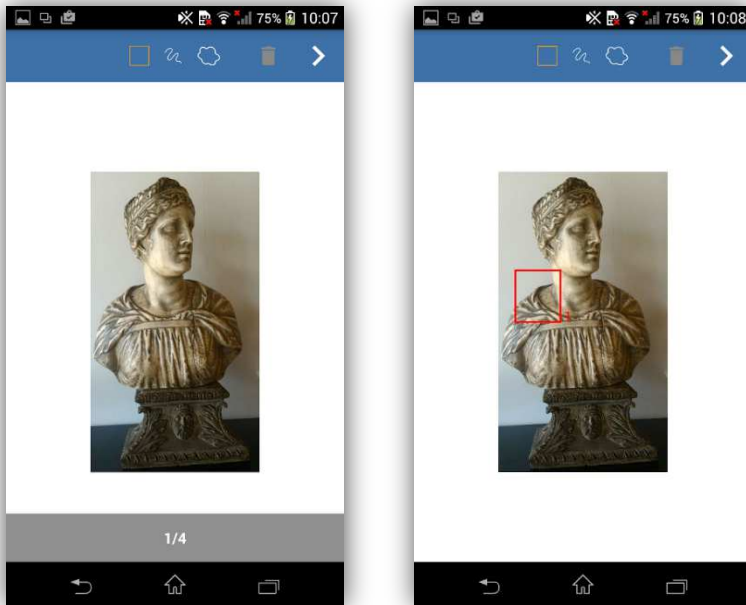
Create a missing damage: select a material, then, in the list of damages, press “Add new damages”. Enter its name and choose its color. Press “Ok” to validate or “Cancel”. You will be back to the damages’ list. Your new damage will appear in alphabetical order in the damages’ list.

As regards lists of damages that are divided in two sections, “structure” and “surface”, you have two options “Add new structure” and “Add new surface” at the bottom of each section.

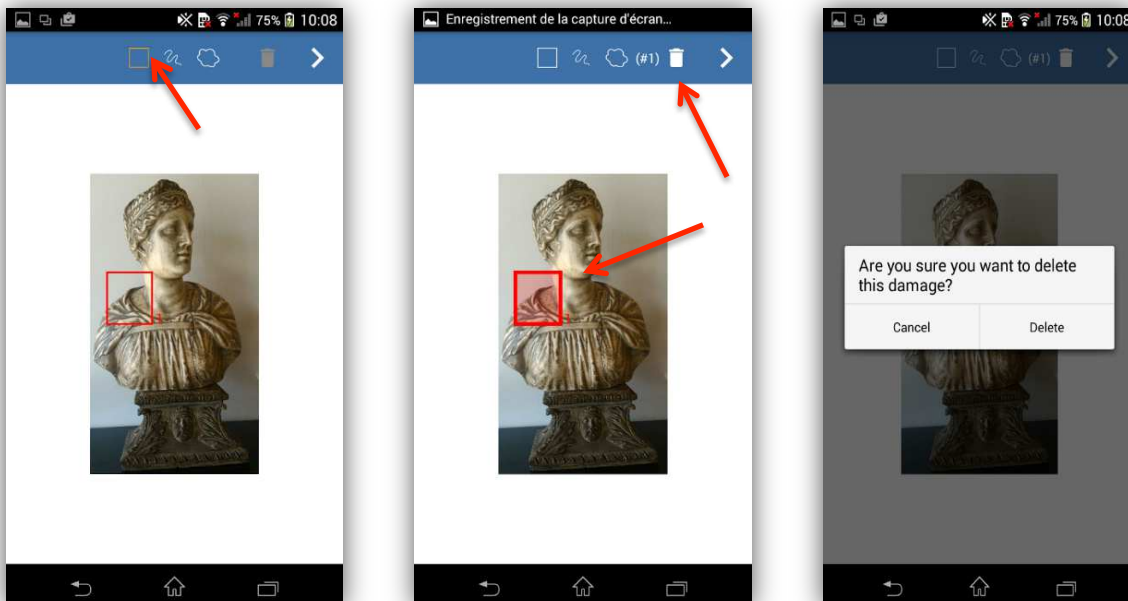


11. Draw damages

Draw damages on pictures with the 3 drawing tools: free line, closed area, rectangle. A tool appears in red when it is used. If you change your tool, a pop up appears at the bottom of the screen to remind you about the damage that you are annotating. Press "Next" to go on to/ to move on to the next stage. You can zoom on the picture (with your fingers) but don't forget to unselect your drawing tool, by pressing on it.

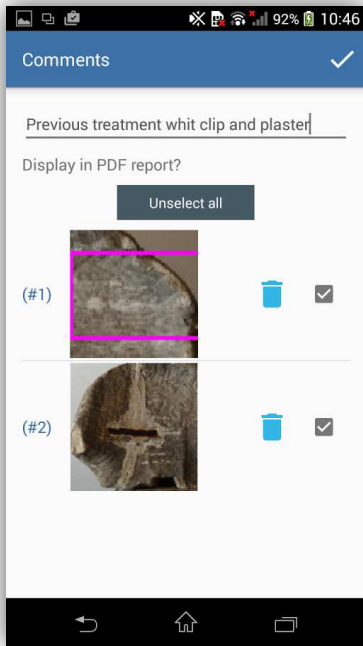


To delete a damage: unselect the drawing tool, select the damage and click on the trashcan icon!



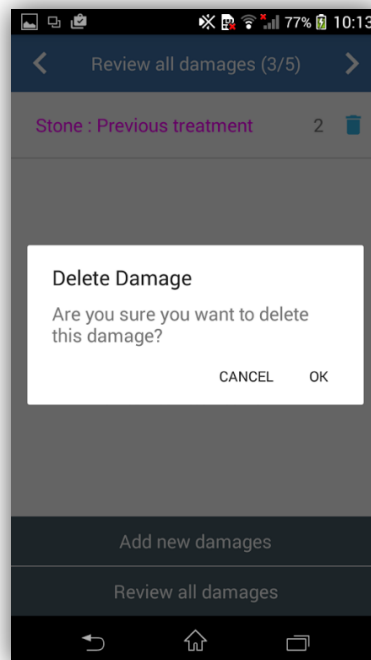
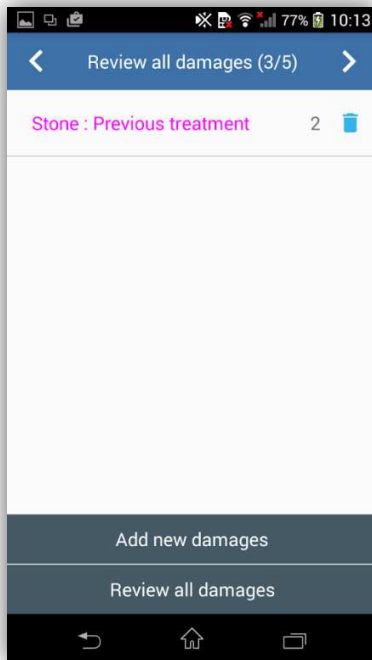
When a damage is entered, the button "Review all damages" appears and you can see pictures with annotations and have a trashcan to delete annotations.

12. Comments and zooms

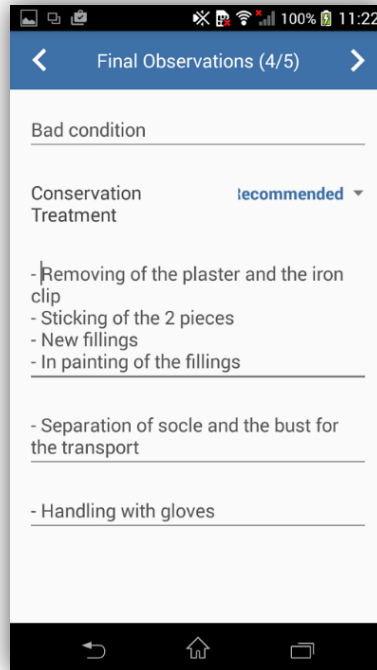
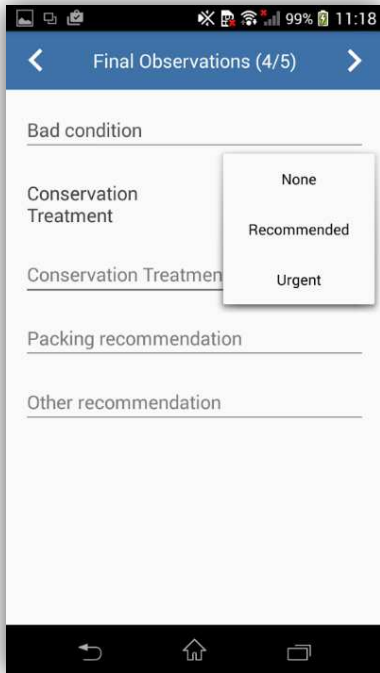


Put your comments in the free text box (diagnosis, description, etc ...). The close-ups correspond to the annotated areas; they are automatically extracted from the tracing of damages. The quality of these close-ups depends on the definition of the picture. You can choose to include them or not in the final PDF: unselect the boxes one by one or press "Unselect all". Click on the trashcan icon to delete the annotation of the damage.

On the page "Review damages" Press on a "Material: Damage " to delete all damages of this type drawn on the statement/tracing.



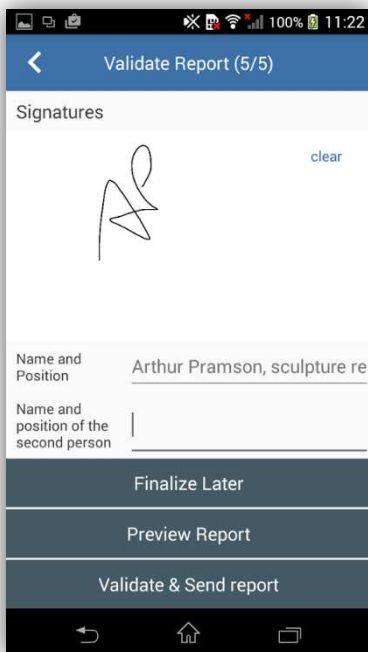
13. Final Observations



Complete the packing recommendations and put other recommendations if necessary.

- > Press on the arrow icon at the top right to move on to the next stage

14. Signature



Sign directly on the screen! Another person can sign, and enter her name and position in the field "Other person". Your name and function are automatically entered.

15. Sending report or holding

You have three options:

- "Finalize Later" to return to the home page: the report is saved and can be edited later
- "Preview Report" enable you to view the document, check information's and layout (recommended)
- "Validate and send report" enable you to send the report by email (in PDF) or share it on an online platform. Nevertheless, you won't be able to modify it later. If you choose this option, a menu appears:

- "View report": you can read your report
- "Send report": you can send your report by e-mail, to software, on online platforms. These app depend on your phone. If you choose to send it by e-mail, Horus Condition Report put automatically the title of the report: you just have to write the recipient.
- "View extract": you have a PDF file including exclusively pictures with annotations of damages and its comments: the first and last pages of the report are excluded. This button is to use in the case of a sanitary assessment, if the identification data are prepared from management or collection software or for a restoration report
- "send extract": you can send the extract that is described above/overhead
- "Export annotated photos to Gallery": the pictures and their annotations are saved in the gallery of your phone
- "Cancel": you are back to Home page. Your report is saved.

On the Home page, if you press on a finished report, you can:

- delete it: you remove a report from the app. We recommend you to send or to save your reports on an external hard drive. Horus Condition Report is not able to access to your reports: we are not in charge of the safeguarding of your data.
- duplicate it: you create a copy that can be edited. All the information are kept and you can bring corrections. It enables you to do a second report on a same work, for instance in the case of a transportation of an artwork.
- send it

16. Choose a language

Press « Change language » to create a report in English, Spanish, German, Italian. Preconceived materials and damages appear in the selected language. It will be traduced in an unfinished report. You beneficiate of help to be sure of being understood!