



HORUS Condition-report

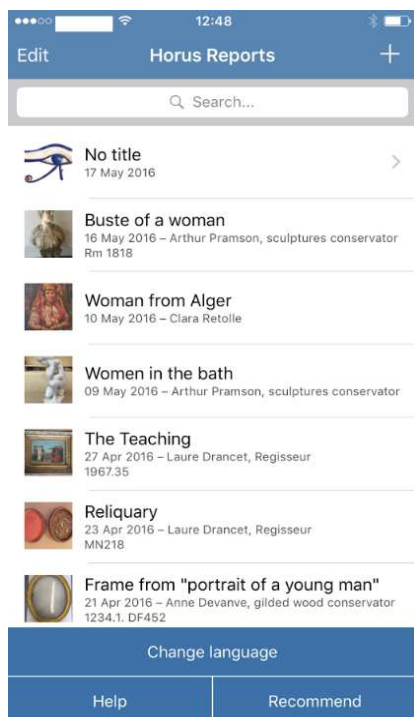
A tool to edit condition reports on smartphones and tablets

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

INSTRUCTIONS FOR USE - IOS

1. Home	2
2. Information about the report	2
3. Information about the object	3
4. Pictures	3
5. Damages	4
6. Selection of a material	5
7. Creation of a new material	5
8. Selection of a damage	6
9. Modify the name and colour of a damage	6
10. Add a new damage	7
11. Draw damages	7
12. Delete damages	8
13. Comments and zooms	8
14. Final observations	9
15. Signature	9
16. Sending report or holding	10
17. Remove a report	10
18. Duplicate a report	11
19. View and send an excerpt	11
20. Saving of annotated photos	11
21. Choose a language	11

1. Home



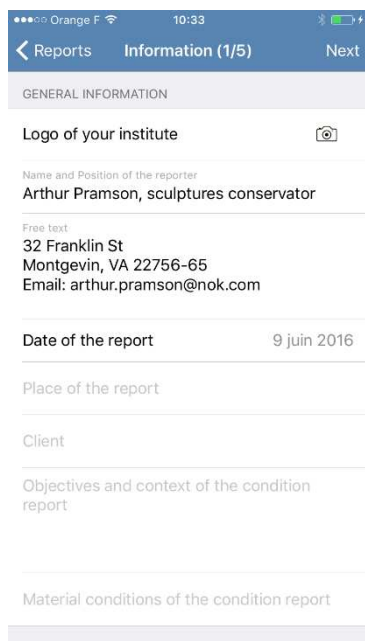
To create a new report press "+" on the top right.

The application archives the reports. From this home page, you can complete them if they are not finished, duplicate them, send them by e-mail, delete them

You can also:

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

2. Information about the report



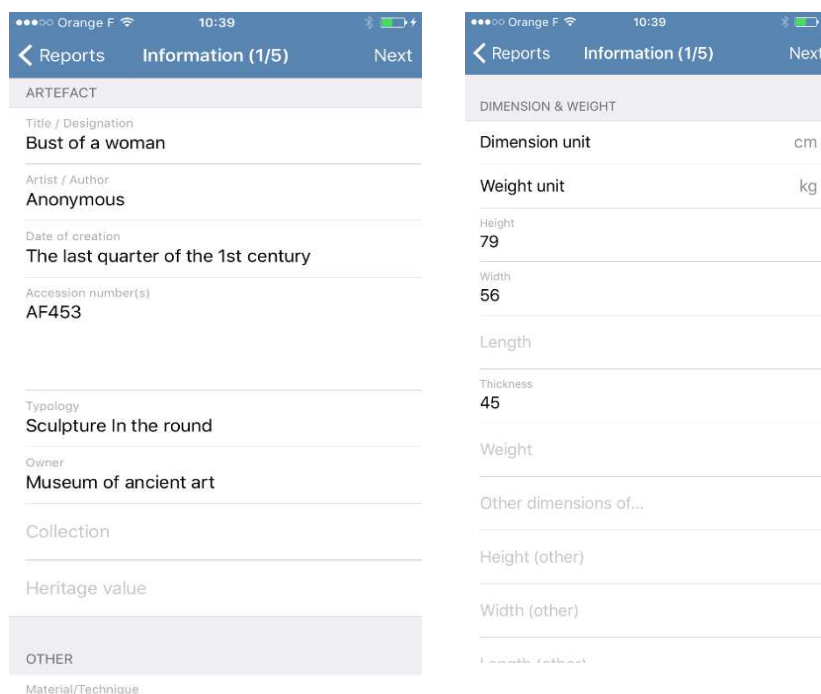
Complete the necessary standard information for your report in the empty text box:

- 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'

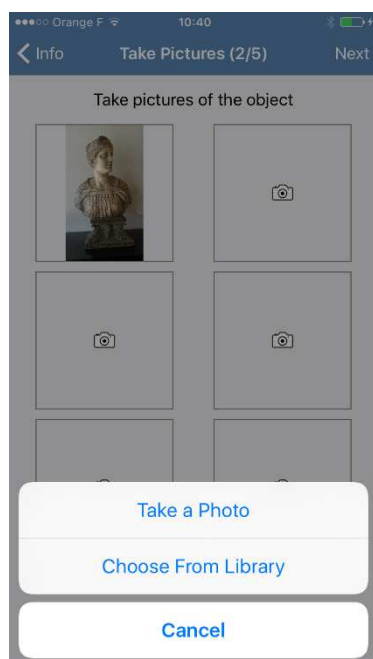
3. Information about the object

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



4. Pictures

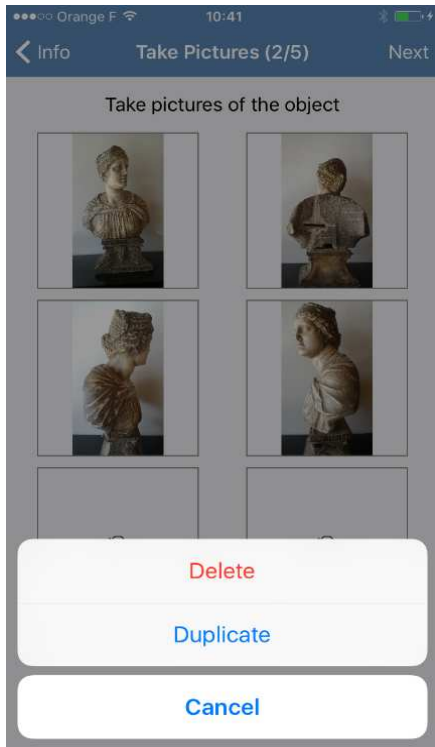


Insert up to 6 photos! You can select it from the gallery or take pictures of the object during the report: in this case, it is recorded in the gallery of the device.

During the next step, your pictures can be lightened or darkened by moving the cursor. Then, press "Ok" to validate and to go on to/to move to the next stage

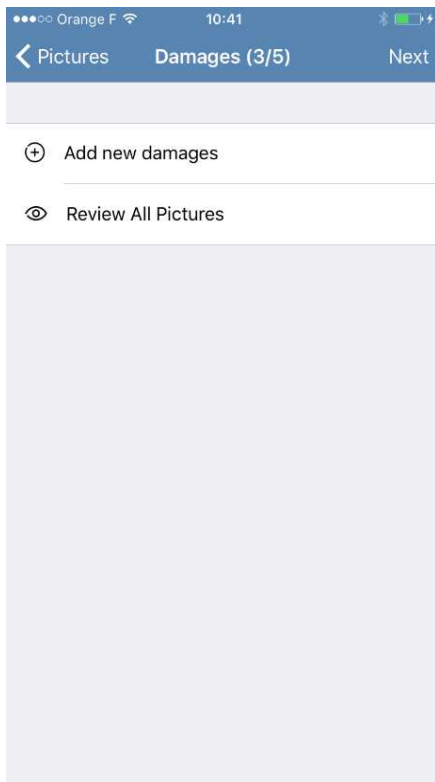
You can delete a picture: press on the thumbnail of the picture, then choose the option « Delete ». You can duplicate a picture: press on the thumbnail of the picture, then choose the option « Duplicate ».

INSTRUCTIONS FOR USE - IOS



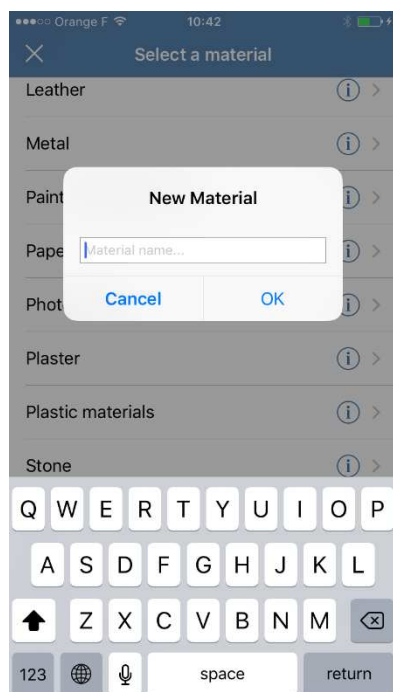
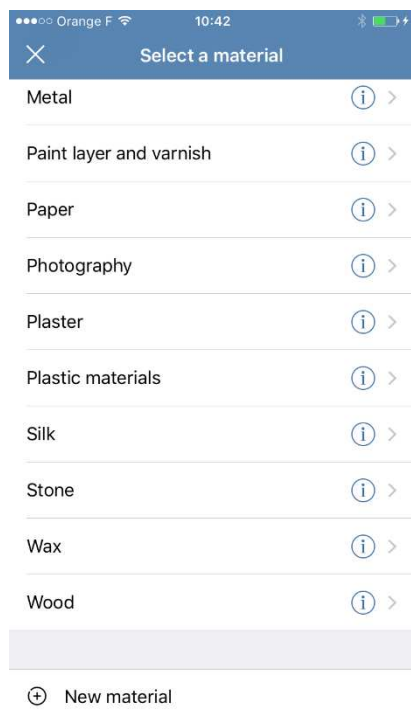
5. Add new damages

Add damage by pressing « + Add new damages ».



6. Selection of a material

Choose a material in the preconceived list.



7. Creation of a new material

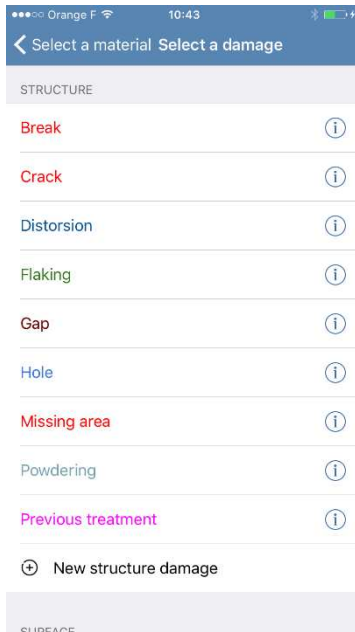
Create a missing material by pressing “+ New material” at the bottom of the list. Enter the material’s name then press « Ok ». You are back on the materials’ list; the new one appears in alphabetical order (here, we have added “silk”). Standard damages are automatically created for this new material.

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

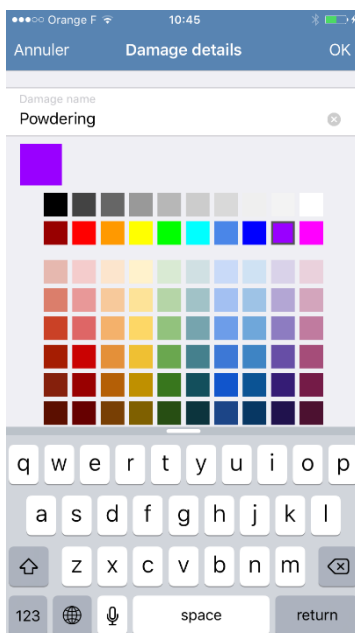
Choose a damage in the preconceived list: you just have to press on the name of the damage.



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 ».

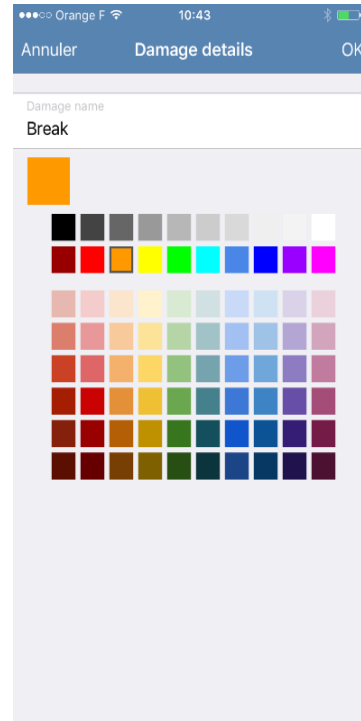
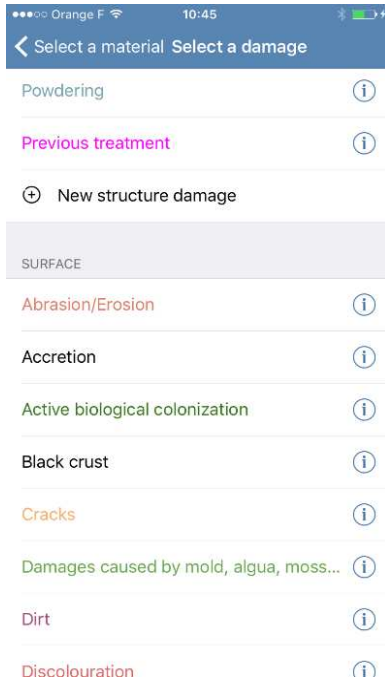
We advise you to select a colour that is distinguished from the material.



10. Add a new damage

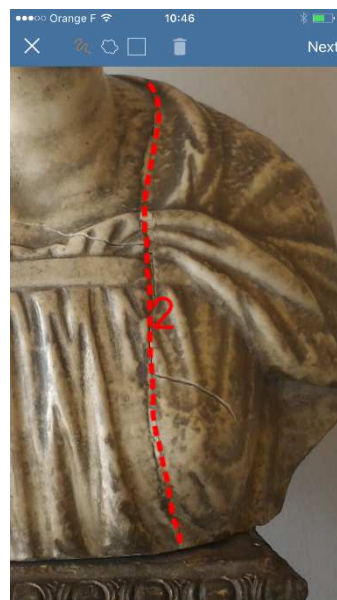
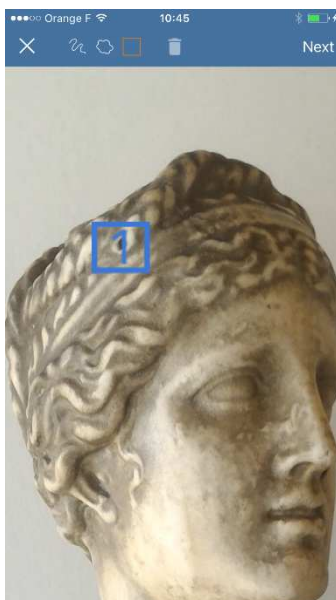
Create a missing damage by pressing “+ New damage”. Enter its name and choose its color. Press “Ok” to validate or “Cancel”. You will be back to the damages’ list. Your new damage will appear in alphabetical order in the damages’ list.

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



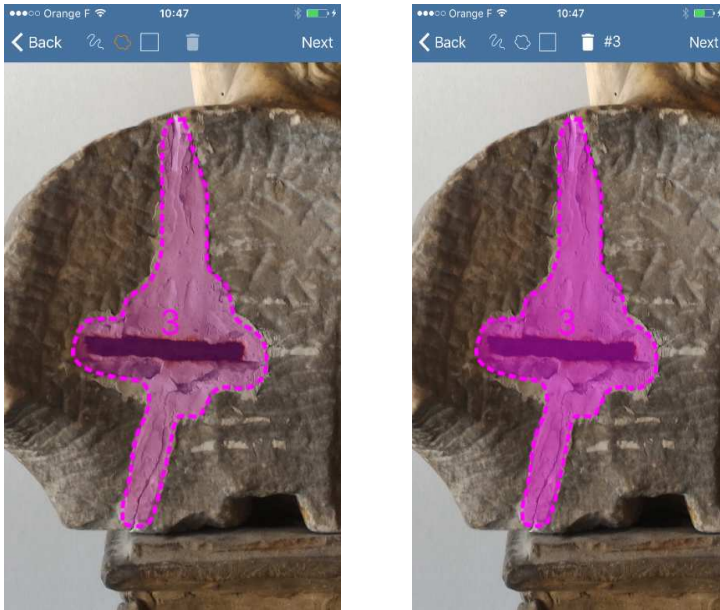
11. Draw damages

Draw damages on pictures with the 3 drawing tools: free line, closed area, rectangle. Press "Next" to go on to/ to move 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.



12. Delete damages

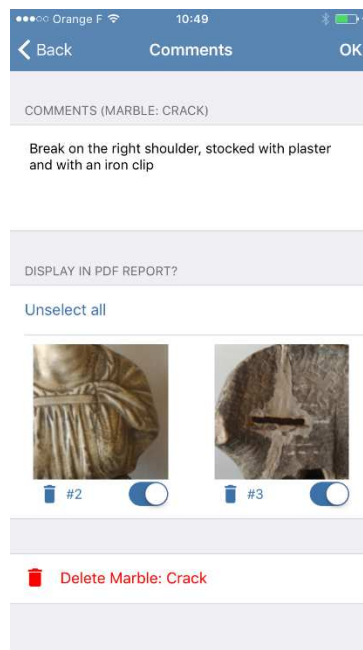
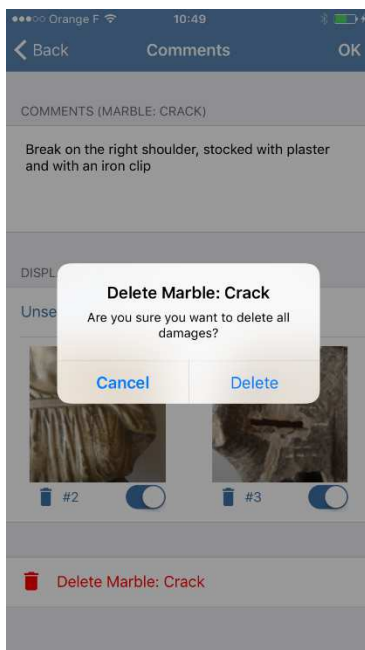
To delete damages, unselect your drawing tool, select the damage that you want to delete and click on the trashcan icon !



13. 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/took out from the tracing of damages. The quality of these close-ups depend 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".

Press "Clear Material: Damage " at the bottom of the screen to delete all damages of this type drawn on the statement/tracing. Press on the trashcan icon#number, then on "Delete" to delete one particular damage. It will disappear of the statement/tracing.



14. Final observations

Complete the text box « General comments ». Select in “Conservation Treatment” one of these three options: “None”, “Recommended”, “Urgent”. If you have chosen “Recommended” or “Urgent” a text box “Comments for conservation treatment” appears.

Complete the packing recommendations and put other recommendations if necessary.

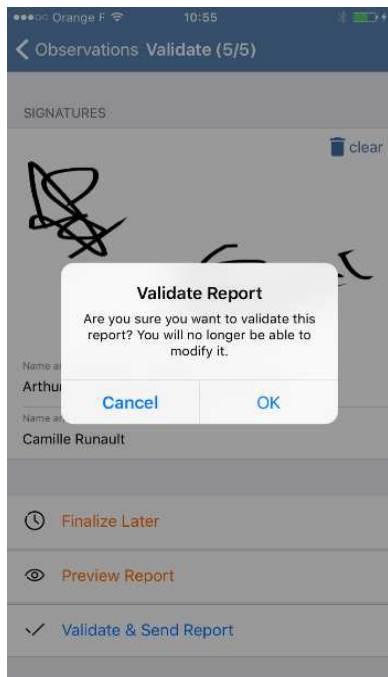
15. Signature

Sign. Your name and function are automatically entered.

Enter the name of another person that would be present, she can also sign the report.

Press on “Preview report” to check the layout, the definition of the pictures, the close-ups etc..

16. Sending report or holding



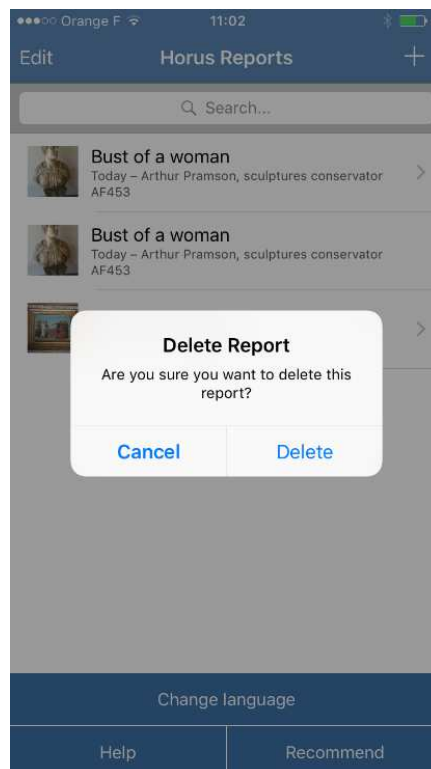
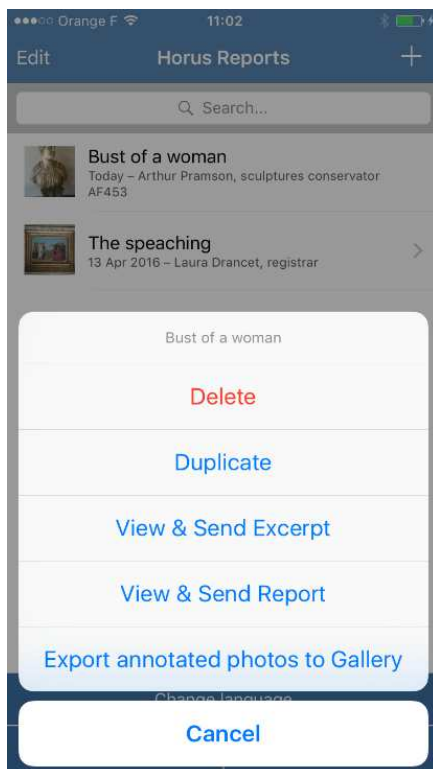
You have three options:

- "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 informations and layout (recommended)
- "Validate and send report" enable you to send the report by email (in PDF) or share it on an online platform.

17. Remove a report

On the Home page, an unfinished report is notified by ">". If you press on a finished report, you can delete it, duplicate it, view it, send it or send an extract.

If you press « Delete » 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.

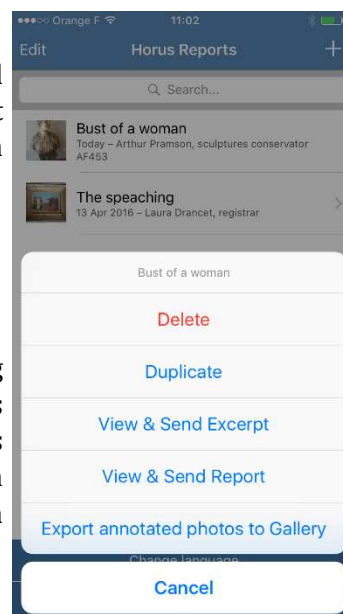


18. Duplicate a report

Press « Duplicate » to create a copy that can be edited. You will have all the information 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.

19. View and send an excerpt

Press « View & send excerpt » to have a PDF file including exclusively pictures with annotations of damages and its comments: the first and last page of the report are excluded. This option is useful to be included in a global report or in a restoration report, or if the identification data are prepared from a collection softwares.



20. Saving of annotated photos

If you press « Export annotated photos to Gallery », you can save a picture in your gallery in which appears all the annotated damages. Annotated pictures are saved in JPEG in the gallery.

21. 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 traducted in an unfinished report. You beneficiate of an help to be sure of being understood!

