# **HORUS CONDITION REPORT®**

application for condition reports on tablets and smartphones www.horus-conditionreport.com



# Support

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## 1. Versions and purchase

For tablets and smartphones Android and Apple.

The application is actually available in 5 languages : English , French, German, Spanish, Italian.

Try it for free! Download the application on the App Store and on the Google Play (version Basic)

You can buy :

- the app on the stores or
- directly to us activation codes (Android) or id and password (IOS Pro version); contact on <u>contact @horus-conditionreport.com</u>. The direct purchasing allows us to propose your assistance and training. It allows you also to pay by bank transfer.

We recommend using the tablets Samsung Galaxy Tab S3, S4, S5, S6 (Android), the IPAD 2018 and the IPAD PRO (IOS) or a smartphone with a good camera.



# 2. Preferences

Choose a user's profile to configure, hide, display or require specific fields. You can choose between our three profiles: "Conservation", "Exhibition", "Standard", or create your own custom profile. The app records your changes. Create a new profil with +.

Modifier Condition Reports	[↓] +	Preferences Profiles	+
Q Search	=	PROFILES	
		Conservation	$\checkmark$
Portrait de Jeanne Dubard - Studio Dienster	>	Exhibition	
12 avr. 2019 – Frederick Rabier		Standard	
Bouddha - Anonyme, Myanmar 1995.2.65	>	GENERAL INFORMATION	
17 mai 2020 – Arthur Pramson, conservateur		Logo of your institute	VISIBLE
		Reporter	REQUIRED
		Free text	REQUIRED
		Date of the report	REQUIRED
		Place of the report	REQUIRED
		Client	VISIBLE
		Objectives and context	REQUIRED
		Working conditions	VISIBLE
		Report ID	HIDDEN
		IDENTIFICATION	
		Title / Designation	VISIBLE
		Author	VISIBLE

# 3. Create your model

Having your model ready, you will save time with no repeating info as your name (the reporter), name of your organization or company, its logo, the address, etc.

First, begin a new report by clicking on « + » (IOS), « new » (Android), on the top, right.

Reports	Information (1/5)	Next	Enter the information of the first
GENERAL INFORMATION			section
Logo of your institute			
Arthur Pramson, conservator			
M museum Mal: a.pramson.nok.ce Tel: +33688105503 12 5the Avenue Bulfalo 4521 USA	<b>x</b>		- the logo of your organisation
Date of the report		9 déc. 2018	- your name and function,
Place of the report			
Client			<ul> <li>your contact details</li> </ul>
Otvoctives and context at the contribution no Exhibition "Art from Burma" N' Contact: Leila Hartford Mel: leila.hamist@nycmuseum	YC museum		
Material conditions of the cond	dition report		In the field Title (info about the work),
OBJECT/WORK			enter the name of your model to find
Model Arthur Pramson			it easily ( ex : model Arthur P)
Author			

Skip the other screen and validate the model on the last screen (5/5), the "validation button" is down.

Keep this model in your app, you will duplicate it as much as you need.

Condition Reports	<u>m</u> +
	) =
euratrice da patrinuine	
rivator	
Model Arthur Pranson	
Delete	1
Duplicate	
Move	
View & Send Excerpt	
View & Send Report	
Export annotated photos to Gallery	
Create subsequent reports	
	Avarables du partihuites anuter Model Authur Pramson Delete Duplicate Move View & Send Excerpt View & Send Excerpt View & Send Report Export annotated photos to Gallery

Tip : You can create a model by examinators but also for every exhibition, or for every group of works which needs the same recommendations concerning packing, light, temperature, etc.

Examples : Create a model « Model Anna F», « Model Anna – exhibition Drapery» or « Model Anna –Drapery- pastel ».

### 4. Edit a report

• Enter the information about the condition report

<b>K</b> eports	Information (1/5)	Next	- the logo of your organisation
GENERAL INFORMATION			- your name and function,
Logo of your institute		*	, , ,,
Arthur Pramson, conservat	tor		- your contact details
M museum Mel: a.pramson.nok.ce Tel: +33688105503 12 5the Avenue Buffalo 4521 1	USA		
Date of the report		9 déc. 2018	
Place of the suport			or duplicate a model
Client			Then :
Exhibition "Art from Burma Contact: Leila Hartford			Then:
Mel: leila.hamist@nycmuse			- date and place of the report
OBJECT/WORK			- objectives and context of the
Model Arthur Pramson			condition report,
Author			
			- client,
			- material condition of the exam
			None field is obligatory
			Tip: you can enter in the objectives and context of the condition report the titles and the dates of the exhibition where the artworks will be installed.
			Example : Exhibition « Drapery » in the Danish Glyptothek, from the 12 the of Octobre 2018 to the 15 the of September 2019 – contact M. Fabre a.fabre@dg.eu

• Enter the information about the work :

Reports Ir	formation (1/5)		
OBJECT/WORK		-	Title/Designation
The Conjunction Buddha			
Anonymous, Burma		-	author/artist,
19the century		_	date of creation,
1995.2.65			
		-	accession number(s),
			typology,
Owner M museum			typology,
Collector Dufy		-	owner and collection,
Heritage value			
OTHER		-	heritage value,
Painted wood		_	material and technique,
Other Conservation treatment in 1989, report archiv	ed : fixing of the painting		
Actual localization: room1; 12b		-	dimensions and weights,
DIMENSION & WEIGHT		_	dimensions and weights of anoth
Dimension unit			element, frame, pedestal, cra
Weight unit			related work, etc.
34			
Wigh 12		Tip : Ir	n "Other" , you can enter informat
			e technology, on associate works,
		old	restorations, on document
		resour	Ces

Tip : You can use the micro to enter your text 🖳 or a keyboard connected on Bluetooth 🕏

• Enter the pictures (general views)

		6
Portrait O Portrait	Portrait	Portrai
Take a Photo		
Choose From Library		
	Take a Photo	Take a Photo

Enter until 6 photographs (Basic and Advanced) or more (Pro). You will be able to do mapping on these photos, use it for general views as photo references and mappings.

You can take a picture with your devices camera or download pictures from the photo gallery. You can also download it from your online storages (Google Drive, Dropbox, etc.) or your USB key (Advanced and Pro versions).

Remark : The tablets and smartphones camera are often sensitive to the low lights. Prepare your photo conditions with adding a uniform ground and an adapted lamp. Use gloves to manipulate the work to take a picture of every side.

Tip : The picture quality is important for the quality of the final report.

You can insert pictures from the 6 sides for a 3D object or add reference photos and photos for mapping of for your 2D artwork.

•



When you are adding the photos, you can :

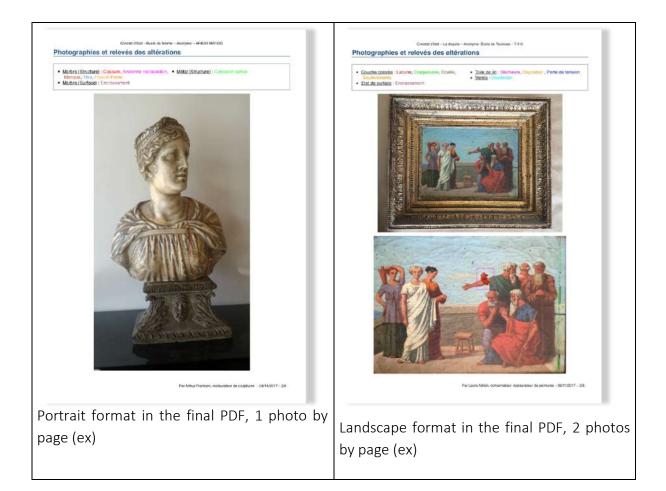
- Change the light
- Rotate them (Advanced at Pro)
- Add a photo caption (Advanced and Pro)

Tip: If you need to modify more your pictures (resize for ex), you can use the various correction tools available in the photo gallery of your tablets.



The button, behind every photo, indicate if the photo will appear in vertical (portrait) or landscape (horizontal) format.

You can choose to rotate them in the final PDF to have one vertical photo by page (vertical) or 2 horizontal photo by page (horizontal), with pushing the button.



< Info	Photos (2/5)	Next	With pressing on one photo, the follow
	Take pictures of the object		wing features appear:
Edit Duplicate Delete		Portrait Portrait	<ul> <li>Edit to change the caption</li> <li>Duplicate</li> <li>Delete</li> </ul>

# • Adding damages

Pictures	Damages (3/5)	Next Sa	elect a material
		Fiber	() : () :
Add new damages		Fiber	0
Review All Pictures		Glass	0
d detail photos		Graphic technique	0
		Ivery	0
		Leather	0
		Metal	0
		Paint layer and varnish	0
		Paper	0
		Parchment	0
		Photography	C
		Plaster	0
		Plastic materials	C
		Resine	C
		Stone	C
		Wax	0
		Wood	0
			<b>ite new</b> materials wit material ». You can <b>hic</b>

Select a material	Select a damage	
STRUCTURE		
Assembly defect		0
Break		Œ
Crack		C
Dissoclated part		(
Distorsion		Q
Fragment		C
Gap		Œ
Hole		(I
Insect damage		Œ
Loss		Œ
Mold damage		(
Perte de cohésion		Œ
Powdering		Œ
Previous treatment		Œ
<ul> <li>New structure damage</li> </ul>		
SURFACE		
Abrasion		(
Active biological colonization		0
Burning		Œ

Tip : you can create new damage types with « New damage ». You can change the color or hide a damage with (i).

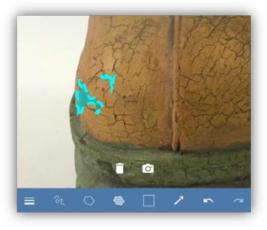
Draw the selected damage with one of the drawing tools: free line, free area or frame (basic version); the Avanced and Pro versions also include an arrow, a colored area, a tool « delete last ».



Tip : to delete an annotation, you need first to deselect the tool, select your damage with pressing it and press on the trash picture which appears.

Choose between 3 different line thicknesses and Press on your annotations to display the between dotted or continuous lines (Advanced Photo icon (Advanced and Pro versions). and Pro).



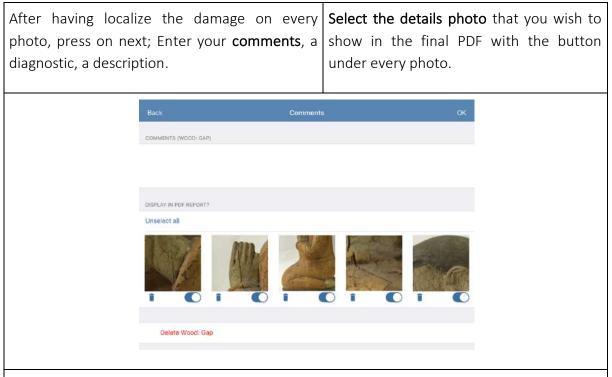


Add photos (without number limit in Pro Choose damage types directly from the version) or 6 detail photo maximum in Advanced mapping! Press on the bar above the photo version.

to select the type of alteration.







Tip : The detail photos are automatically extracted from your mapping; if the photo is low quality or the annotations are too small, the detail photos will perhaps not be useful. If it's the case, move button to the left to not show it in the final report.

Use the trash button to suppress the damage from the mappings.

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Final Observations (4/5)		Next	Closervations		/cildate (5/5)		
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ilk paper in contact.		None		đij		n	/
			frame and produced the second				
	-		Finalitie Later     Provide Report     Validate & Send	Report			
	very important premature cracks in the cracks and the gap in the asser need to be watched at each step ik paper in contact.	very important premature cracks on all the surface. In 3 area, th te cracks and the gap in the assembling were already noticed in need to be watched at each step of the exhibition. ilk paper in contact.	Medium very important premature cracks on all the surface. In 3 area, the re cracks and the gap in the assembling were already noticed in 1989, need to be watched at each step of the exhibition.	Final Observations (4/5)       Next         Medium       Medium         very important premature cracks on all the surface. In 3 area, the ne cracks and the gap in the assembling were already noticed in 1988. need to be watched at each step of the exhibition.       None         ilk paper in contact.       None         ilk paper in contact.       None         ther recommendation » you can       Image: State State State	Final Observations (4/5)       Next         Medium       Sources         very important premature cracks on all the surface. In 3 area, the excasks and the gap in the assembling were already noticed in 1989. need to be watched at each step of the exhibition.       None         ilk paper in contact.       None         ilk paper in contact.       None         ther recommendation » you can       Image: Contact in the con	Final Observations (4/5)       Nort         Medium       Medium         very important premature cracks on all the surface. In 3 area, the se cracks and the gap in the assembling were already noticed in 1989. need to be watched at each step of the exhibition.       None         ilk paper in contact.       None         ilk paper in contact.       None         there recommendation » you can       Image: Contact and the street of the exhibition of the exhibition of the exhibition.         None       Image: Contact of the exhibition o	Final Observations (4/5)       Next         Medium       Medium         very important premature cracks on all the surface. In 3 area, the se cracks and the gap in the assembling were already noticed in 1988. need to be watched at each step of the exhibition.       None         ilk paper in contact.       None         ilk paper in contact.       Medium         there recommendation » you can       Treate tare         there recommendation » you can       Were taready to the second taready tot th

Reports Information (1/5)	Next			Яера		Teacher and a	антадат на Анблор	
	Next	M museum	Ptameon, conservator	Consta	C Version Version			
GENERAL INFORMATION		Mell: a prave Tell: +336881 12, Sthe Ave	105503 00w0					A
Logo of your institute	M	Lieu du cons	1 nstat : 50/11/2018 stat : Minuseum, storage contexte du coestat : Belore est	shilos "Ad Imes I	Venuge	. And	Andre & Notes	Copher nem Accettal
Name and Position of the reporter *		NVC museu Contact: Lol	10		3		PEN	
Arthur Pramson, conservateur			matérielles du constat : Good		Cepter	teprimer	Coller un PDF	Enrogistron stans Pichland
		Identific	cation			_		
Free text * M museum Mel: a.pramson.nok.ce Tel: +33688105503 12, 5the Avenue		Date de orbi Numbro(3) d Propriétaire Catection : l Nutériaux, la	onymous, Burma ason : 19the century d'inventaire : 1965.2.65 : M museum	rived. Twins of the		(Then		
Date of the report *	17 mai 2020	painting	ization: voom1; 12b					2
Place of the report * M museum, storage		Dimensione Hauteur 34	*	tom	ProlondøunEp	abseur 32 cr		

### 5. Correct a report

When a report is not validated, you can modify it.

On IOS, a no validated report is followed by > ;

On Android, the validate report is preceded by  $\checkmark$ .

Modifier	Condition Reports	也 +
Q. Search		) =
La baigneuse 5 déc. 2018 – Anais Galibb	sod, restauration du patrimena	
La baigneuse 30 mai 2018 - Anan Gailtí	aut, restauratrice du patrimine	
Saint Augustin 10 evr. 2018 - Anais Galhb	aud, restauratrige du patrimone	
🗂 giaco		
Alinistere de la Cultur	•	
Chaise lógère 23 nov. 2018 - Skipharie B GMT 29686/14	mullet, inspectrice des collections	
Ste Anne 21 nov. 2018 - Arthur Pram Af 4521	oon, restaurateur	
No title		

If your report is validated, you can duplicate to change it.

Condition Reports	
	=
estratrice du patricouine	
rvator	
Model Attrut Pranscri	
Delete	
Duplicate	
Move	1
View & Send Excerpt	
View & Send Report	
Export annotated photos to Gallery	
Create subsequent reports	
	An average of the second secon

# 6. Editing many reports on the same work

### Situation 1 : No new damage to signal

The option « editing subsequent rep and Avanced Version	orts» will allow you to add many reports on the same PDF. Pro
Motion       Condition Reports         Image: Condition Reports       Image: Condition Rep	Image: Control of the report       Not         Image: Control of the report, the name and function of the reporter and your comments (no new damage, recommendation)         Tip : this report does not have any option to add pictures. You will use it when there is no new damage to notice (99% of the cases).         If you wish to add damages which were not mapped in the 1st report, duplicate it to modify it or use the commentaries and add a photo files, by example with the option « extract ».

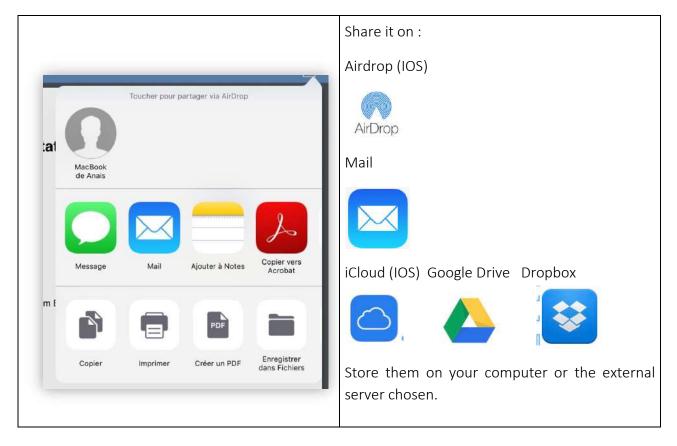
Subsequent deport     Sources     Control     <	<image/> <text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text>
Sign and make it signed	The report 2 is added to the report 1 in the same PDF.
Tip : you can add many reports as necessary;	the reports 1, 2, 3, 4, 5 are added in the same PDF.

### Situation 2 : new damage to signal

Duplicate your 1 <sup>st</sup>	report	You will have 2 reports : the report 1 validated and signed.
Number         Number	Intered Intere	The report 2 editable and non-signed, at the date of the duplication. If the damage is important (break, loss) : take again the general views, do again the report with adding that the damages mapped in this report are additional to the damage reported in the condition report from the xx.xx.xxxxx Or keep the general views and add new damages. Choose something to make them more visible as : create a new damage type called « scratch from the xx.xx.xxxxx » Don't forget to date the old and the damages in the comments.

# 7. Share and archive your reports

• <u>With wifi or cellular network:</u>



- <u>With cable (without WI-FI or cellular network)</u>
- Android

You can access to your files with plugging your tablet with your USB cable on your computer. Drop your reports on your desktop to organize them and archive them.

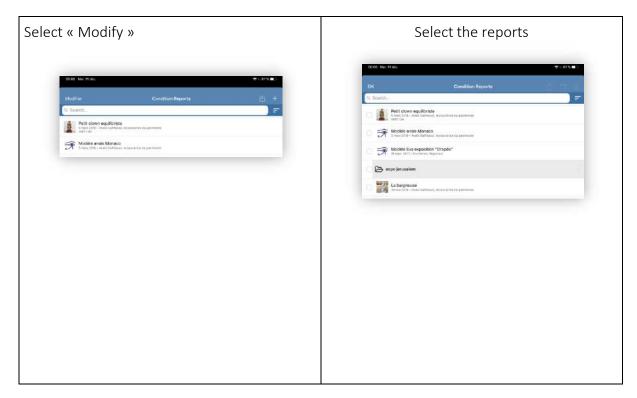
	ExportedPDF - SM-1713		
< >			國
Non		<ul> <li>Derrière mudification</li> </ul>	Taile
« Constat - Copie de Copie de Modèle Analis (1) extract od	ŕ	10/03/2017 17:34	329 byte
» Constat - Copie de Copie de Modèle Anais (1).pdf		10/03/2017 17:34	46 K
· Constat - Copie de Dame au bain - Rt4532_estract.pdf		10/03/2017 21:22	469 K
+ Constat - Copie de Dame au bain - Rt4532.pdf		10/03/2017 21:22	717 K
Constat - Dame au bain - Rt4532_extract.pdl		09/03/2017 13:27	461 K
Constat - Dame au bain - Rt4532.pdf		09/03/2017 13:27	712 K
Copie de Pas de titre (2)-1484818300632.pdf		19/01/2017 10:40	1.3 M
* oossier sans titre			
in Modèle AG-1484660376376_extract.pdf		18/01/2017 14:58	1 K
Modèle AG-1484660376376.pdf		18/01/2017 14:58	74 KI
Pas de titre (2)-1484748931961_extract.pdf		18/01/2017 15:33	1.0 M
» Pas de titre (2)-1484748931961.pdf		18/01/2017 15:33	1.3 M
@ Pas do titre (4)-1486664944085_extract.pdf		09/02/2017 19:35	644 KI
Pas de titre (4)-1486664944085.pdf		09/02/2017 19:35	911 KI
Pas de titre-1484593484947.pdf		18/01/2017 15:34	1.2 M
a Report - Buste de cardinal - ER4632 ; ES342_extract.pdf		02/03/2017 19:33	1.2 M
Report - Buste de cardinal - ER4532 ; ES342.pdf		02/03/2017 19:33	1.5 M
Report - Buste de Dario, extract.pdf		02/03/2017 19:06	4.3 M
- Report - Buste de Dario.pdf		02/03/2017 19:09	4.6 M
Report - Constat gravure_extract.pdf		03/03/2017 14:51	363 KI
· Report - Constat gravure.pdf		03/03/2017 14:51	625 KI
Report - Copia di Copy of Copie de Buste de cardinal - ER	4532 ; ES342_extract.pdf	02/03/2017.19:43	1.2 M
- Report - Copia di Copy of Copie de Buste de cardinal - ER	R4532 ; E5342.pdf	02/03/2017 19:43	1.5 M
- Report - Copie de Buste de cardinal - ER4532 ; ES342_es	stroct.pdf	02/03/2017 19:39	1.2 M
Report - Copie de Buste de cardinal - ER4532 ; ES342 po		02/03/2017 19:39	1.6 M
Report - Copy of Copie de Buste de cardinal - ER4532 ; E	5342_extract.pdf	02/03/2017 19:40	1.2 M
- Report - Copy of Copie de Buste de cardinal - ER4532 ; E	S342.pdf	02/03/2017 19:40	1.5 MB
e Report - Modèle Anaïs_extract.pdf		02/03/2017 19:22	329 byte
Report - Modèle Anaïs.pdf		02/03/2017 19:22	46 KI
Report - Sin titulo_extract.pdf		03/03/2017 14:49	329 byte
	33 items, 19.23 GB mailable		PL 117

Tip : if you have an Android tablet and a computer Mac, download the application Android File transfer.

- IOS

### Version Pro (only)

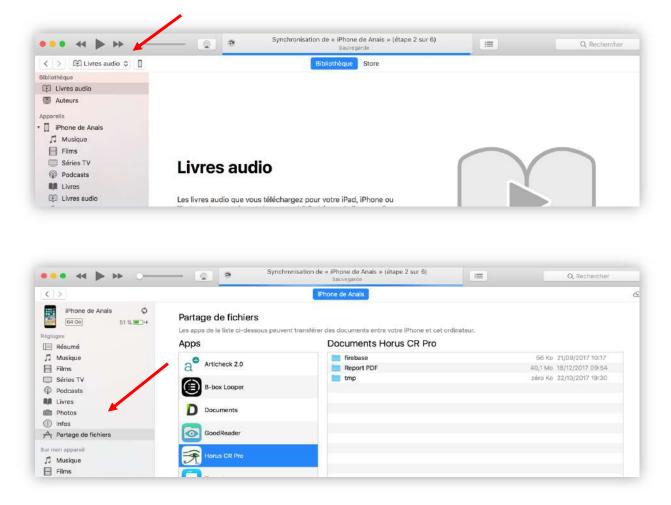
You can synchronize your reports via iTunes :



Select	Choose the <b>exp</b>	o <b>ort</b> format.	
On Condition Reports	OK O Saarob	Condition Reports	<u>¢ = 0</u>
Colores     C	C Search		Horus Export
Section 2014     Section 2015     S	Petit clown ex 5 marc 2018 - And 1967.1.94	quilibriste a's Gallhbaud, restauratrice du patrimolne	Export as PDF
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🕞 espojennelom	O 🗩 Modèle Eva e	exposition "Drapés" n Fattor, Registeur	
La beigrause In maj DER - Aver Cational reducative duporture			

Android	IOS	
After every export, you will find your reports in "MuseumreportApp" in	Choose « Sharing on iTunes », your report application Files	s will be moved to the
the intern storage.	00:09 Mar. 11 déc. OK Condition Reports	≈∟61%∎⊃ ∱ — ∭
	Q Search	Send as Zip
	Petit clown equilibriste 5 mars 2018 - Anais Gailhbaud, restauratrice du patrimoine 19671.94	Share to iTunes
	O Trans 2018 - Anais Monaco 5 mars 2018 - Anais Gailhbaud, restauratrice du patrimoine	
	O 🔿 Modèle Eva exposition "Drapés" 18 sept. 2017 - Eva Pattor, Regisseur	

Plug your IPad or IPhone on your computer. Go on iTunes, "Files sharing"



Drop your files from the Horus condition report Pro.

# 8. Format of the reports

You can send and export your reports in 2 formats:

- PDF, readable on any device
- « Horus format", which you can edit again in Horus (to duplicate it, share it with another Horus CR user and to edit a subsequent report) only for the Proversion

To export and archive in « Horus » :

R. Search     Image: Construction of the antinome       Petite clown equilibristie Inter2016 - Arcinic Galifhourit, writewarting the participation     Image: Construction of the antinome       Image: Modeled analise Monacco Image 2016 - Arcinic Galifhourit, writewarting the participation     Image: Construction of the antinome	Condition Reports
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Q. Search		=	Q. Search		Horus Export
Petit clown Smars 2016 - 1 1957 104	equilibriste natic Gambaud, instauratrice du patrimorre		O B Petit clown S mars 3018 + 1967 194	equilibriste vuis Guilhaud, restaurantice de partinxine	Export as PDF
O 🗊 Modèle ana	is Monaco rate Galifibaut, restaurance du pertinione		O 📻 Modèle ani 8 mars 2018 -	alis Monaco Kvali Galfinaut, restauration de patrimene	Export PDF and Horus
O 😽 Modèle Eva	exposition "Drapés" Exe Pattor, Regname		0 蓱 Modèle Eva	a exposition *Drapés" Exa funtor, Regiment	

# 9. Sharing reports between devices

You can share between different devices equipped with Horus CR Pro, reports validated and not. You will be able to work in team on the same reports.

## IOS

Export the Horus file from the 1st device.(see	The file is named
chap. 7).	accessionn°_date_time_cr_json.zip.
내 i Orange F 호 12:19 ④ 명 💶 (	
Modifier Constats d'état [4] +	
Q. Rechercher	Annuler Nouv. message
Portrait de Jeanne Dubard aujourd'hul - Anaïs Gellhbaud, restauratrice du Pa > R/43.21	À:  (Đ
Modèle Anaïs Toucher pour partager via AirDrop	Cc/Cci, De :
	Objet :
MacBook	
de Anais	
	rf43-21_20cr_json.zlp
Message Mail Ajouter WhatsApp	
Copier Enregistrer Enregistrer Autre dans Fichiers dans Dropbox Autre	
From the 2 <sup>nd</sup> device, press on the file attached.	Press on the square with the arrow.
	1938 Sar 1206. + + + + + +
9.0 Ma 1956	СК. rf43-21,20190212,1218,сг_json.зір ( <sup>1</sup> /2)
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4,01%	rf43-21_20ct/json.zip 2.5% Zip 6.fchars
	Agong, discritera
Choose « Copy in Horus CR Pro ».	Select the reports to import and "OK".

12.38 Aur 124a. OK 1743-21,3	CONSIDER TABLE OF CONSIDER CONSIDER TABLE OF CONSIDER CO	M Gill nu citier	GK.
zip	taw manfatan aw 143-21_20cr_json.zip Lid No E factures Agargo du conterno	) Silico tino ter ter a	
report is now vi	sible on the app's homepage.		
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Modifier Q. Rechercher Portrait de Jear avjourd'hui - Anais G Rf43.21 Carry case of B	sible on the app's homepage. Constats d'état		-
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# 10. Files names

The reports are called:

• PDF

accessionnumber\_yearmonthday\_time \_cr.pdf (« cr » pour « condition report » and time to avoid doublets)

In the case, there is no inventory number

Title\_yearmonthday\_time \_cr.pdf

If you have indicated treatments done : \_cr is replaced by \_tr.

• Horus Export

invnumber\_yearmonthday\_time\_cr\_json.zip Title\_yearmonthday\_time\_cr\_json.zip

If you have indicated treatments done : \_cr is replaced by \_tr.

• Export PDF and Horus

invnumber\_yearmonthday\_time\_hcr.zip

or

Title\_yearmonthday\_time\_hcr.zip

including the files with the name indicated above

If you have indicated treatments done : \_hcr is replaced by \_htr.

## 11. Use the mappings and the extracts

Mappings

When a report is validated, the option « Export annotated photos to the gallery» allow you to download the mappings in JPG , to use them in a report study, a treatment report, etc.

The option « see and send an excerpt » edit in PDF a photo files with general views, the mappings, the detail photos with photo caption and comments.

The excerpt can be used in a report or as a photo file.

🗲 expo jerusalem		
La baigneuse 30 mai 2018 - Anais Gailhbaud, resta	Buddha	
Saint Augustin 10 avr. 2016 - Anais Galihbaud, restar	Delete	
] giaco	Duplicate	
	Move	
Ministere de la Culture	View & Send Excerpt	
Chaise légère 23 nov. 2018 - Stéphanie Brouillet, in GMT 29686/14	View & Send Report	
Ste Anne 21 nov. 2018 – Arthur Pramson, rest At 4521	Export annotated photos to Gallery	
➔ prives	Create subsequent reports	

### 12. Import data

With Horus CR Proversion, you can import information as the artwork's title, accession numbers, material and techniques, dimensions...in .csv format.

#### How?

#### 1. Prepare the file

If you use a collection management software, you probably can export data in .csv. If you use Excel, create a sheet with the artworks you want to examine.

Copy and paste your columns in the template attached.

You can import:

- Information about the report: reporter name and function, contact details, objective of the report, report number.
- Artworks informations: title/dénomination, artist, date, accession n°, typologie, collection, material and techniques, Other (description, technical info), localisation, dimensions.
- A synthesis of the previous condition report in General comments (to be updated) and recommendations.

For dimensions, depending of your export, you will perhaps have to synconcatenate cells and clean up the punctuation marks.

Fill in the first 2 columns by hand and stretch them to repeat the content (You can include line breaks in cells).

On Excel: Save as "CSV UTF-08 (delimited by semicolons)". On Numbers: Export under "CSV"

If you don't have access to wifi, on Android, plug in your tablet and drag and drop your file into documents (Android) or into the Horus CR Pro, Numbers or Files folder (for IOS via ITunes).

You can also use airdrop (IOS), bluetooth, mail...

#### 2. Import into Horus CR Pro

Open the Horus CR Pro app

Create a folder to save your import

Click on the import  $\downarrow$  button (to the right of the folder name to display the list of options) and find your file

Open it, select the reports to import or check "select all" then ok.

# 13. Change the language and translate

You can edit your report in 7 languages.

- English
- French
- Deutsch
- Spanish
- Italian
- Dutch
- Swedish

A validate report can be duplicated and translated in another language. Validate the report

- Duplicate it
- Change the language in Preferences (see .2).

The fields will be translated; The materials and the damages entered in the app will be translated automatically. You need to translate all the free texts.

### 14. Update

Verify regularly that your device and your application are updated in order to not miss any import Horus CR update. The update, as the installation of the app requires a WI-FI connexion or 3G or 4G network.

Always save your reports before to update, by security, but the reports, the models, the customized lists will not be modified during the updates.

# 15. Data Security

Tablets and smartphones are not a safe archiving support (losing, theft risks...). We recommend that you save your reports at the end of a day work, as you do for photos.

The reports are recorded only on your mobile device, before that you send it. Horus condition report doesn't have any access to.

# 16. Memory and Battery Management

The memory of the device and its battery can be important criteria for the purchase of your device. We recommend deleting useless reports, to upload photos and to charge your tablet during the breaks.