HORUS CONDITION REPORT®

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

Support

Sommaire

1. Versions and purchase

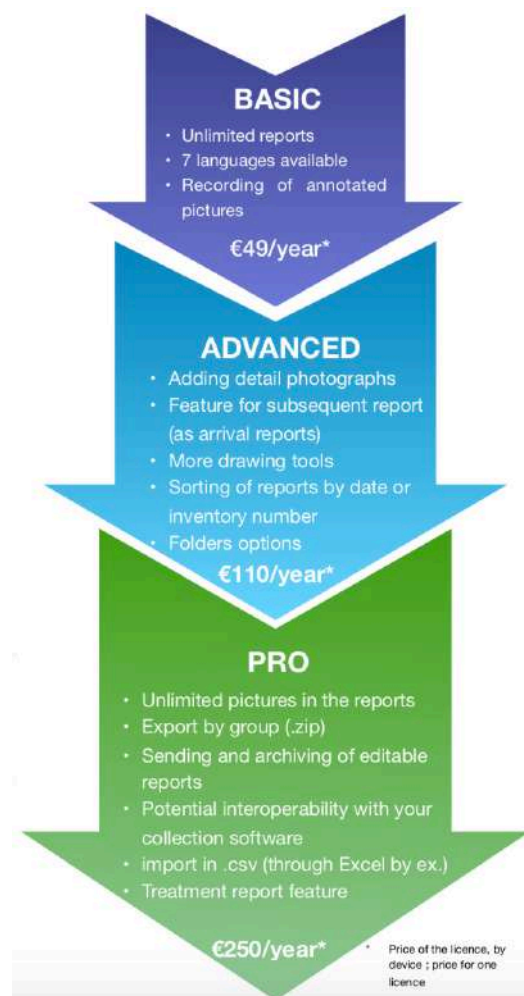For tablets and smartphones Android and Apple.

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 contact @horus-conditionreport.com. 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.

BASIC
- Unlimited reports
- 7 languages available
- Recording of annotated pictures

€49/year*

ADVANCED
- Adding detail photographs
- Feature for subsequent report (as arrival reports)
- More drawing tools
- Sorting of reports by date or inventory number
- Folders options

€110/year*

PRO
- Unlimited pictures in the reports
- Export by group (.zip)
- Sending and archiving of editable reports
- Potential interoperability with your collection software
- import in .csv (through Excel by ex.)
- Treatment report feature

€250/year*

* Price of the licence, by device ; price for one licence

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 +.
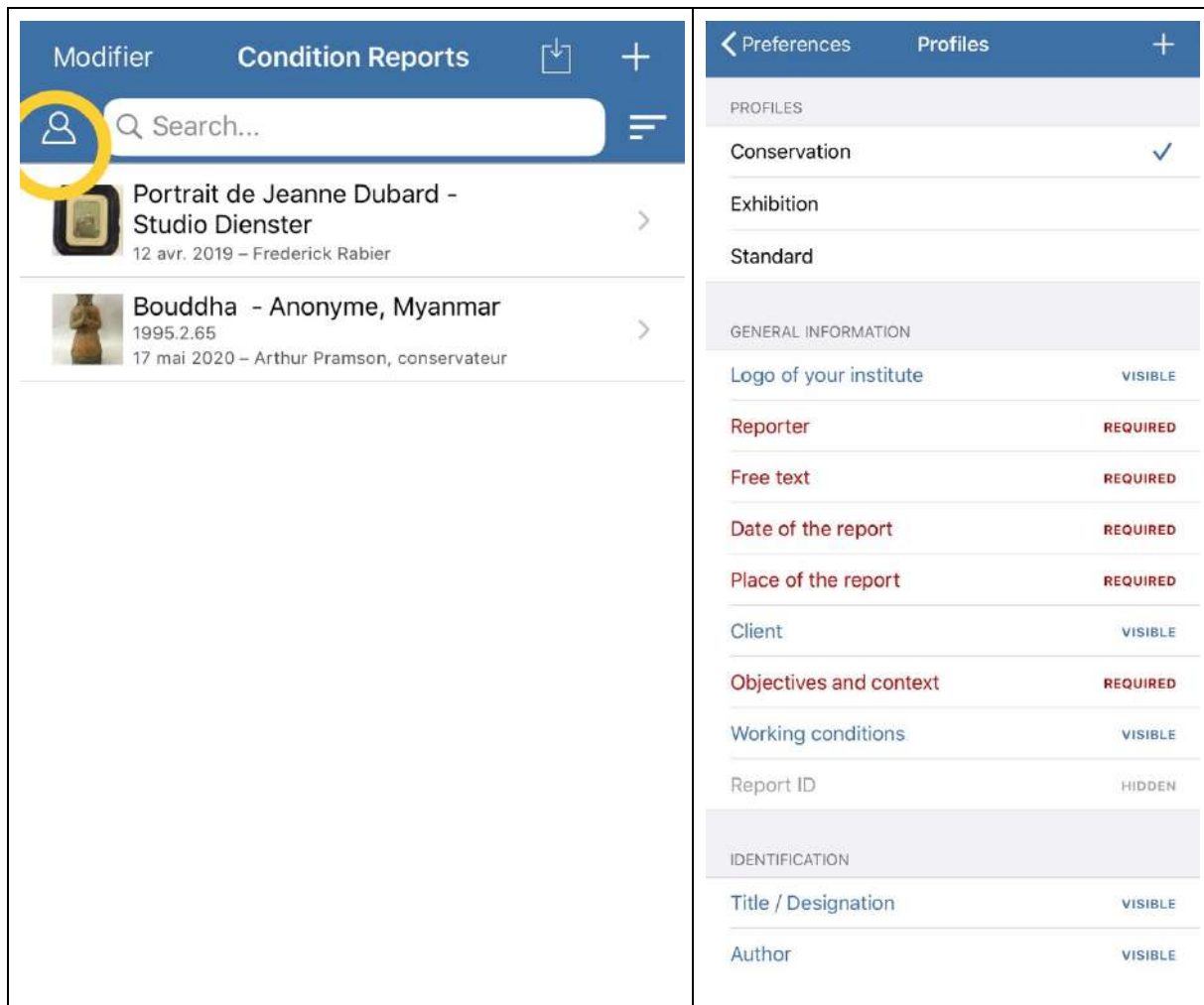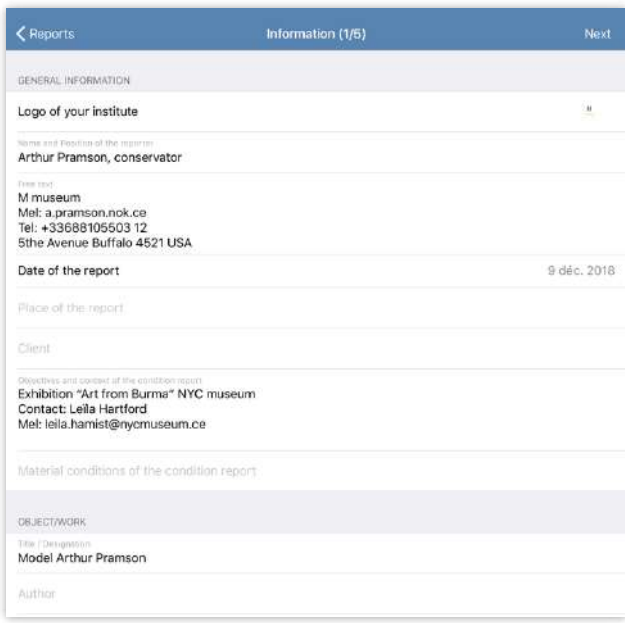

3. Create your model

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.

	Enter the information of the first section - the logo of your organisation - your name and function, - your contact details In the field Title (info about the work), enter the name of your model to find it easily (ex : model Arthur P)

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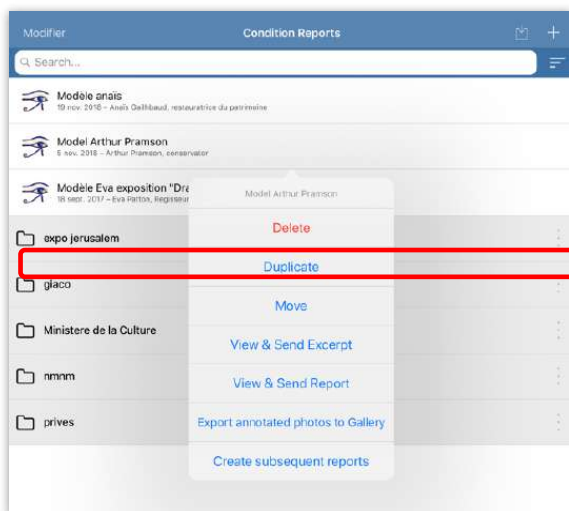
Tip : You can create a model by examinators but also for every exhibition, or for every group of works which needs the same recommendations concerning packing, light, temperature, etc.

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

- the logo of your organisation

- your name and function,

- your contact details

or duplicate a model

Then :

- date and place of the report

- objectives and context of the condition report,
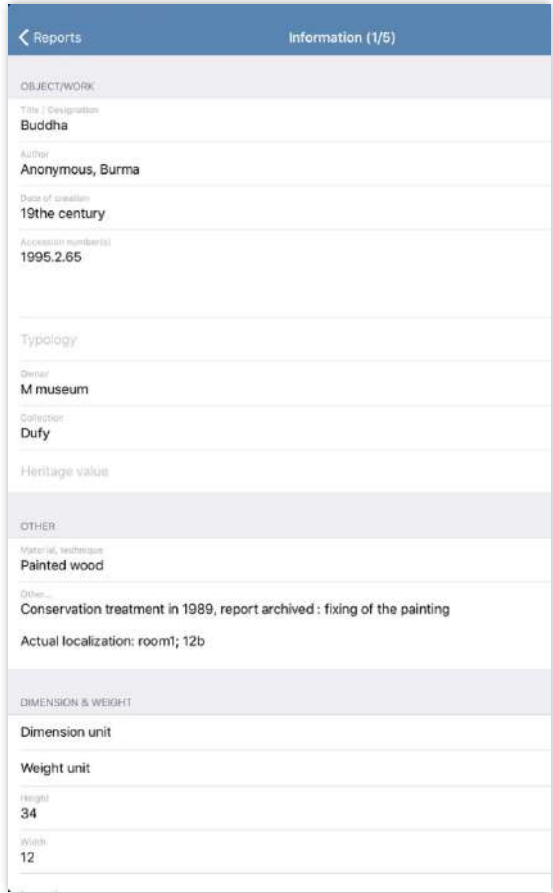
- client,

- 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 :

	- Title/Designation - author/artist, - date of creation, - accession number(s), - typology, - owner and collection, - heritage value, - material and technique, - dimensions and weights, - dimensions and weights of another element, frame, pedestal, crate, related work, etc. Tip : In "Other" , you can enter information on the technology, on associate works, on old restorations, on documentary resources…

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

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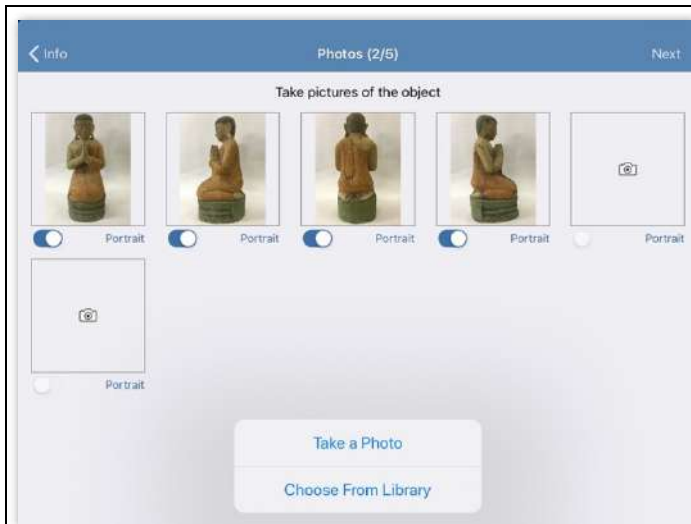
Enter until 6 photographs (Basic and Advanced) or more (Pro). You will be able to do mapping on these photos, use it for general views as photo references and mappings.

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.
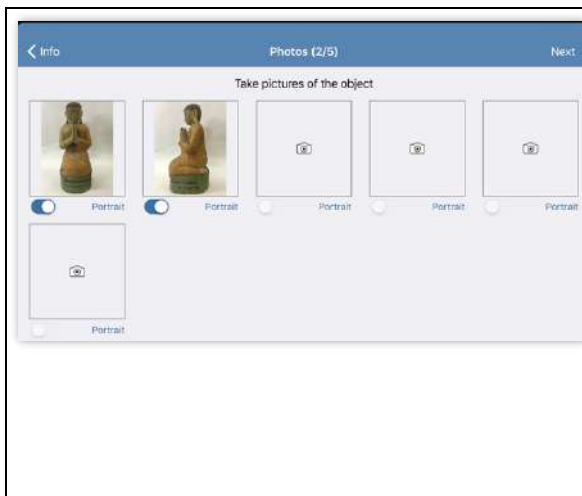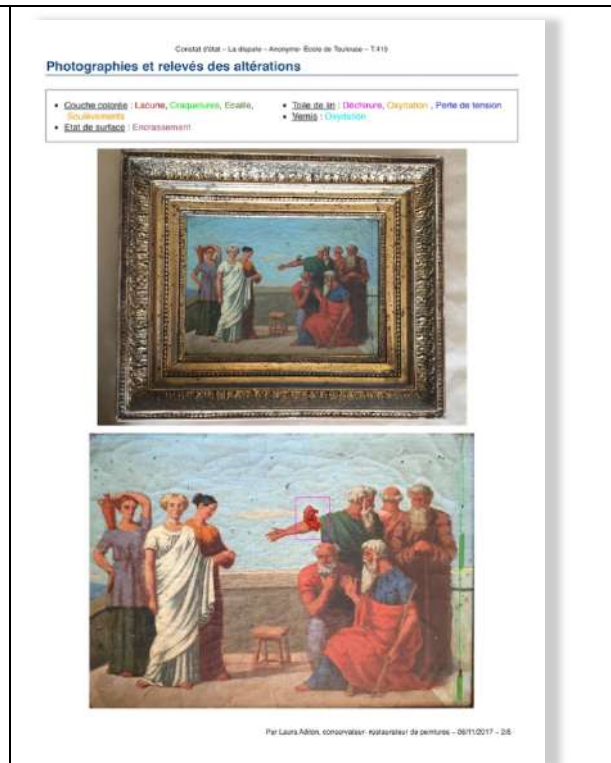

The button, behind every photo, indicate if the photo will appear in vertical (portrait) or landscape (horizontal) format.

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.

8
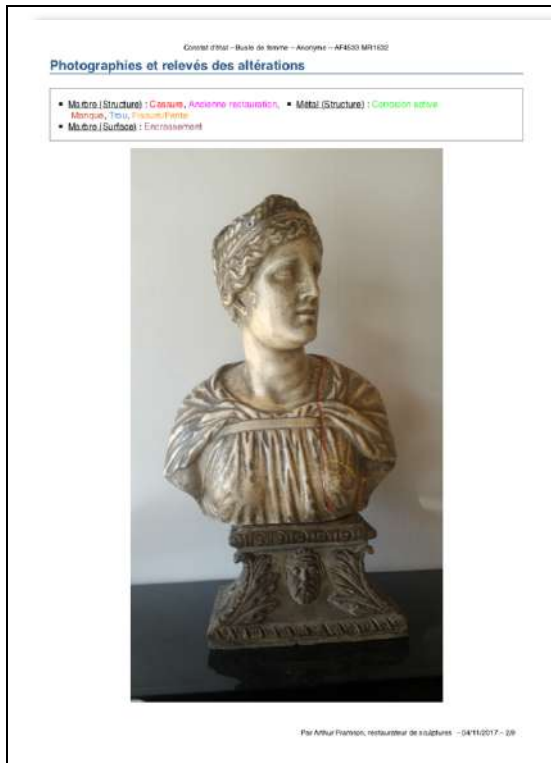
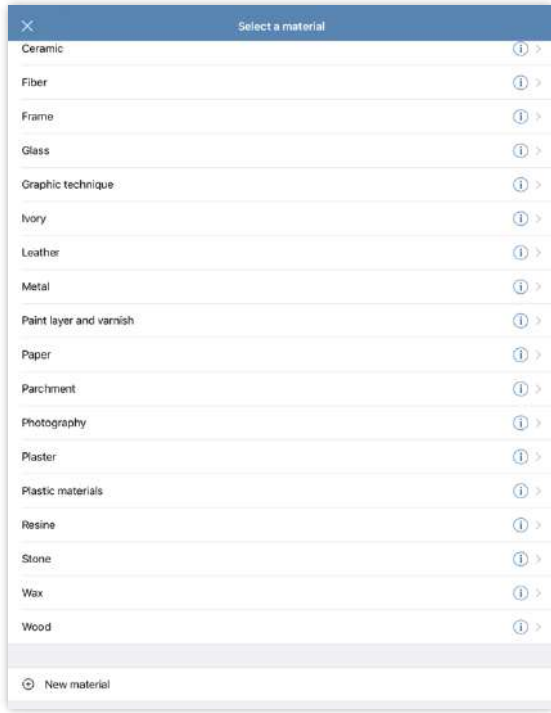|	
Portrait format in the final PDF, 1 photo by page (ex)	Landscape format in the final PDF, 2 photos by page (ex)
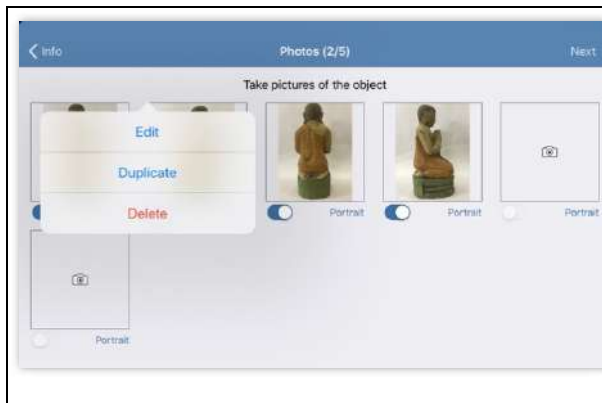
	With pressing on one photo, the follow-wing features appear: - Edit to change the caption - Duplicate - Delete

- <u>Adding damages</u>

Press on « Next » , then on « Add New damage»	Select one material in the list
	Tip : You can **create new** materials with pressing on « New material ». You can **hide** materials with (i).
	You can **duplicate** materials and rename them. By example: duplicate "Metal" to create "Copper". The material is duplicated with all its damage types.

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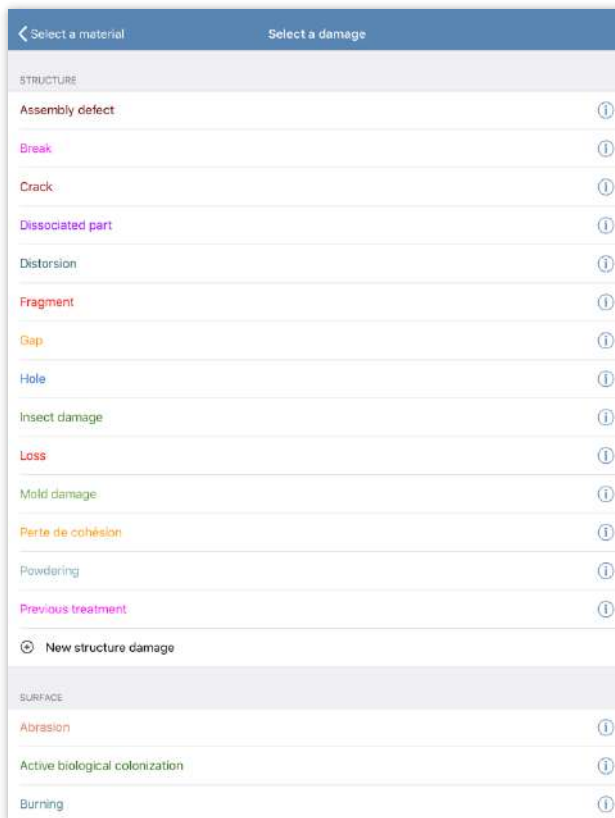
Tip : you can create new damage types with « New damage ». You can change the color or hide a damage with (i).

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 between dotted or continuous lines (Advanced and Pro).

Press on your annotations to display the Photo icon (Advanced and Pro versions).
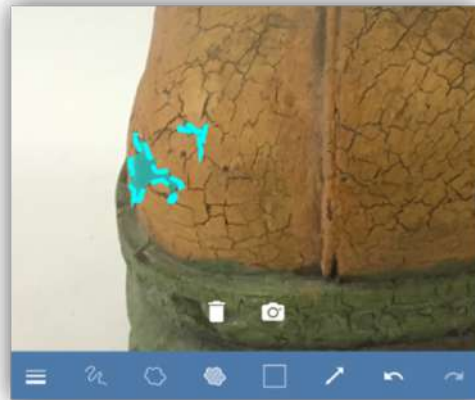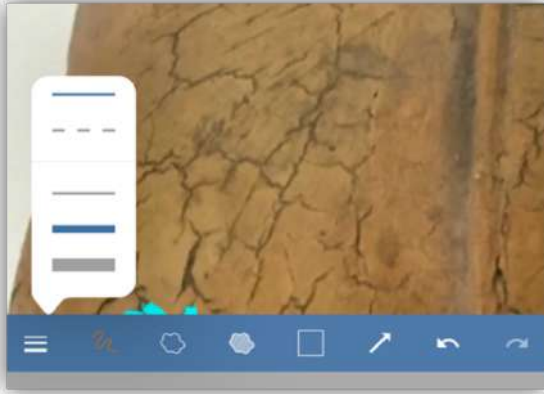
Add photos (without number limit in Pro version) or 6 detail photo maximum in Advanced version.

Choose damage types directly from the mapping! Press on the bar above the photo to select the type of alteration.
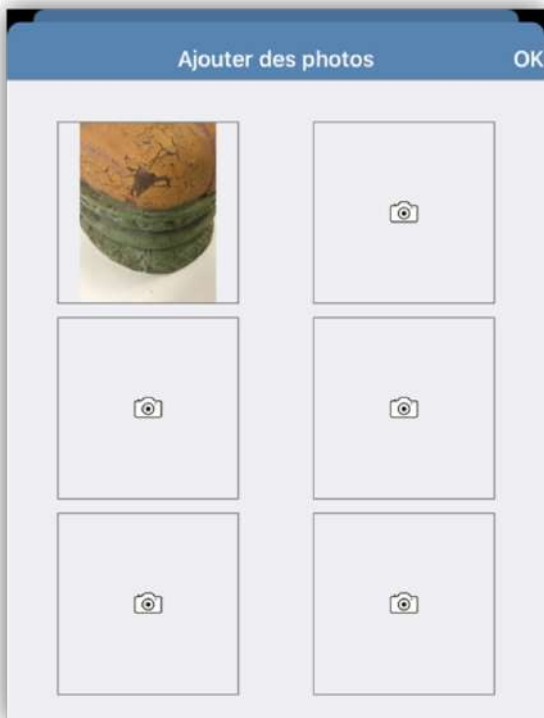
After having localize the damage on every photo, press on next; Enter your **comments**, a diagnostic, a description.	**Select the details photo** that you wish to show in the final PDF with the button under every photo.
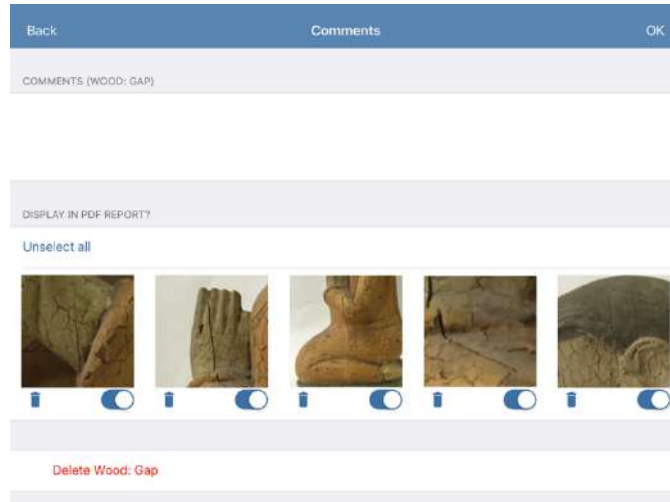
Tip : The detail photos are automatically extracted from your mapping; if the photo is low quality or the annotations are too small, the detail photos will perhaps not be useful. If it's the case, move button to the left to not show it in the final report.

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

Add your final observations, diagnostics and recommendations	Sign and make it sign by a second person
Remarque : In « Other recommendation » you can enter recommendations on handling, exhibitions…	

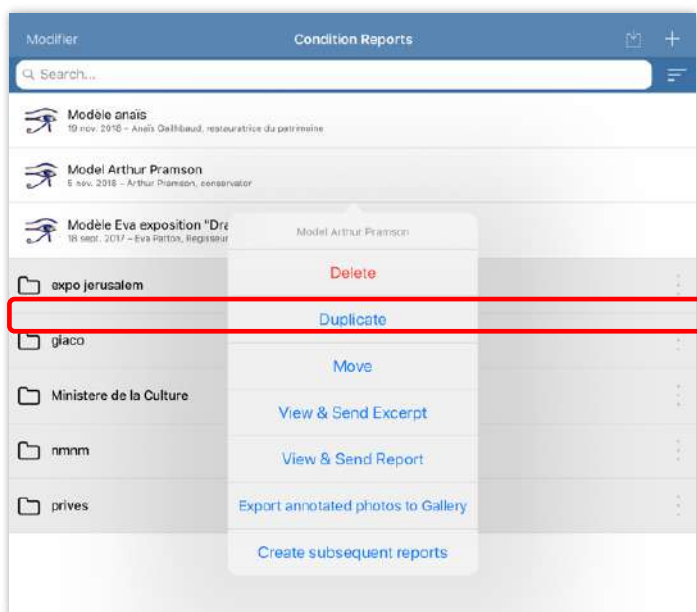|	
Press on « Preview button » to read it.	Send or archive it!

5. Correct a report

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

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

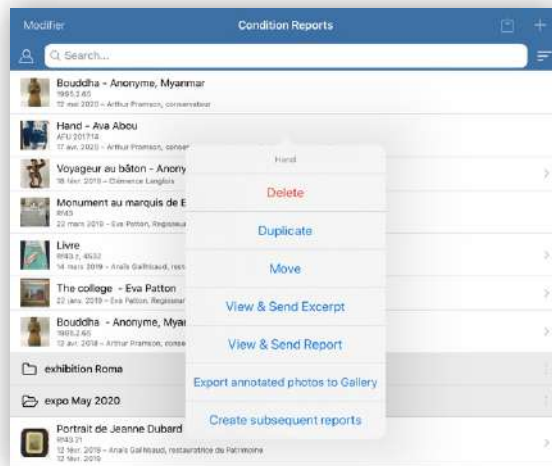On Android, the validate report is preceded by ✓.
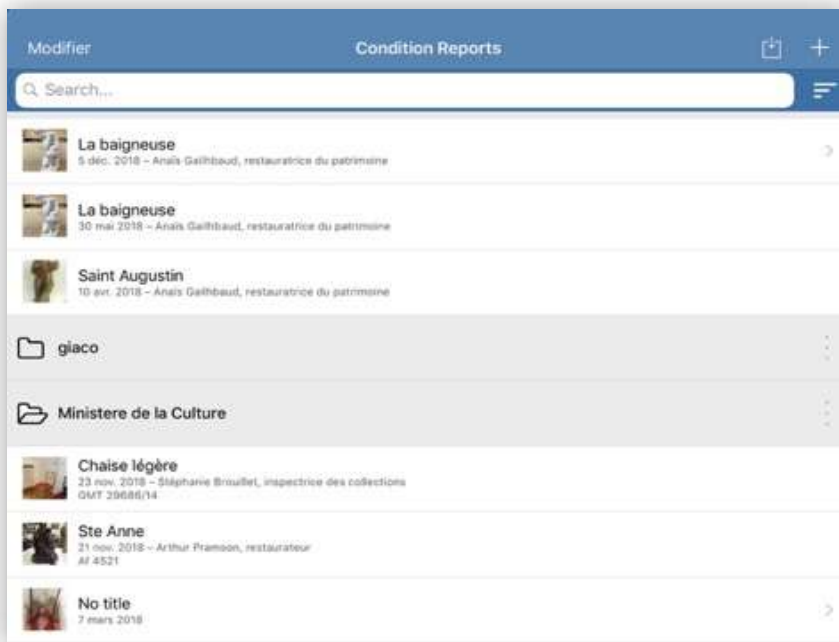
If your report is validated, you can duplicate to change it.

6. Editing many reports on the same work

Situation 1 : No new damage to signal

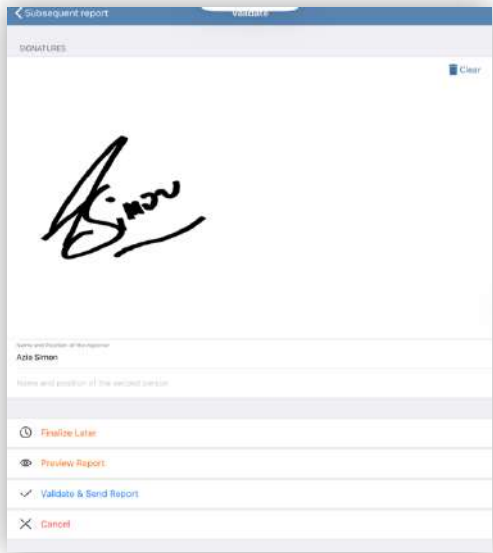The option « editing subsequent reports» will allow you to add many reports on the same PDF. Pro and Avanced Version

Enter the date, the place of the report, the name and function of the reporter and your comments (no new damage, recommendation …)
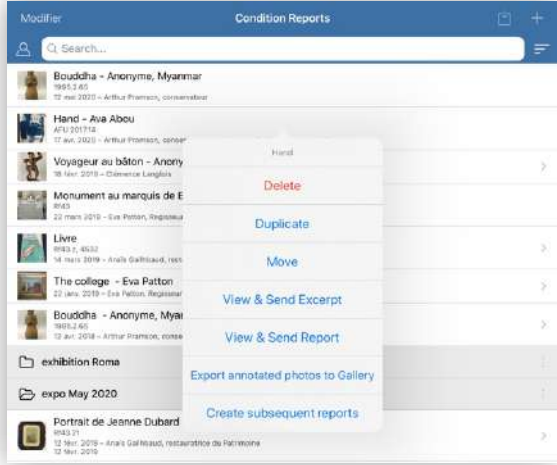
Tip : this report does not have any option to add pictures. You will use it when there is no new damage to notice (99% of the cases).

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 ».
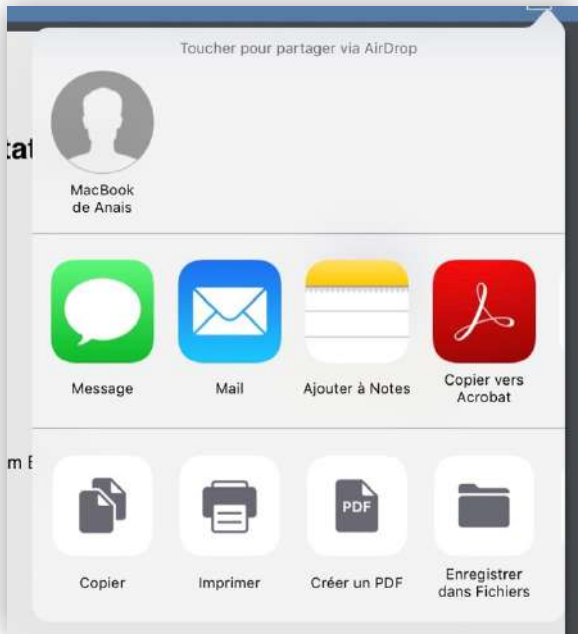
Sign and make it signed

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 1st report

You will have 2 reports : the report 1 validated and signed.

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>

<table>
<tr>
<td>

</td>
<td>

Share it on :

Airdrop (IOS)

Mail

iCloud (IOS) Google Drive Dropbox

Store them on your computer or the external server chosen.

</td>
</tr>
</table>

- <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.

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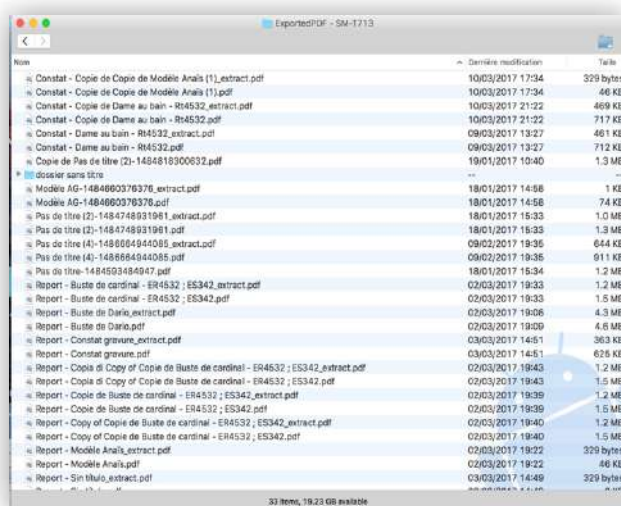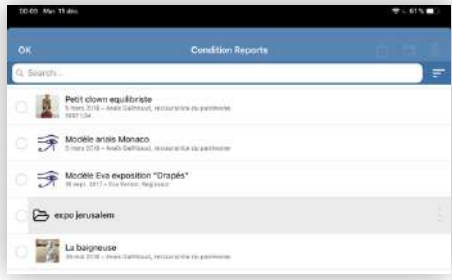
Tip : if you have an Android tablet and a computer Mac, download the application Android File transfer.

- IOS

Version Pro (only)

You can synchronize your reports via iTunes :

Select « Modify »	Select the reports

Select	Choose the **export** format.

Android	IOS
After every export, you will find your reports in "MuseumreportApp" in the intern storage.	Choose « Sharing on iTunes », your reports will be moved to the application Files
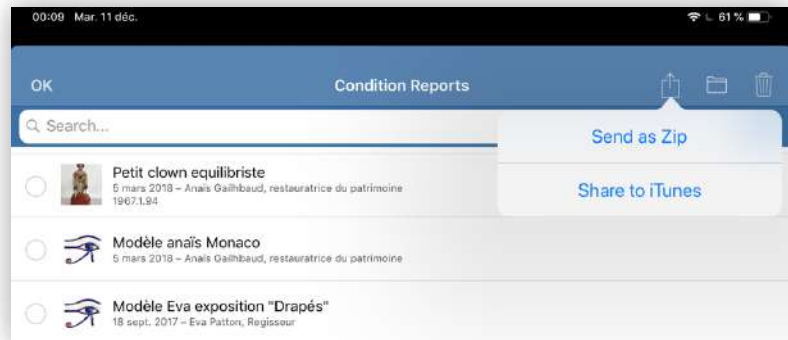
Plug your IPad or IPhone on your computer. Go on iTunes, "Files sharing"
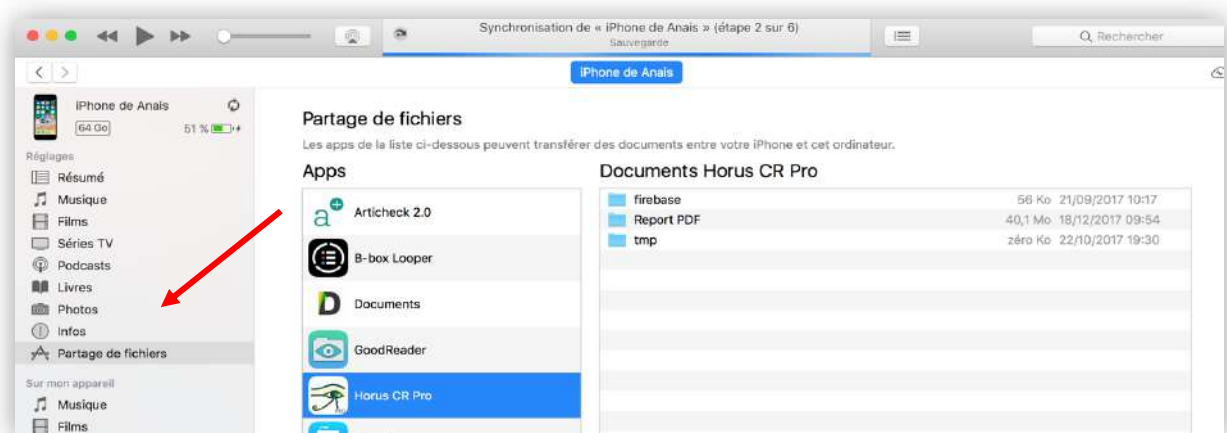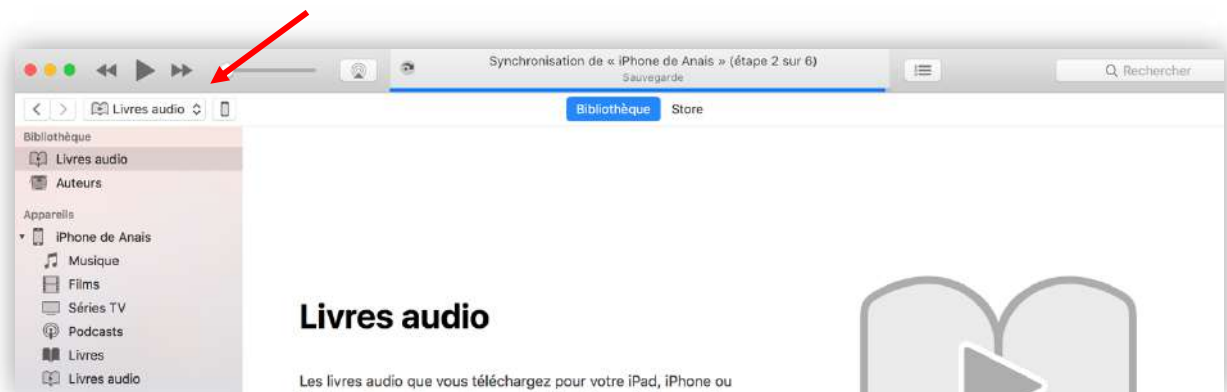
Drop your files from the Horus condition report Pro.

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 Pro version

To export and archive in « Horus » :

Select « Modify »	Select the reports

Select	Choose the **export format**
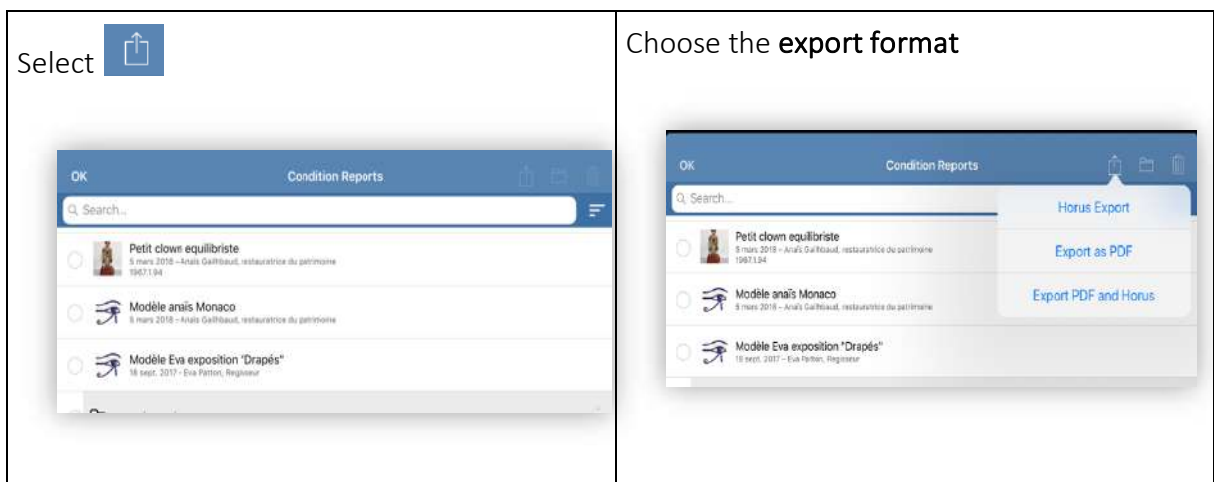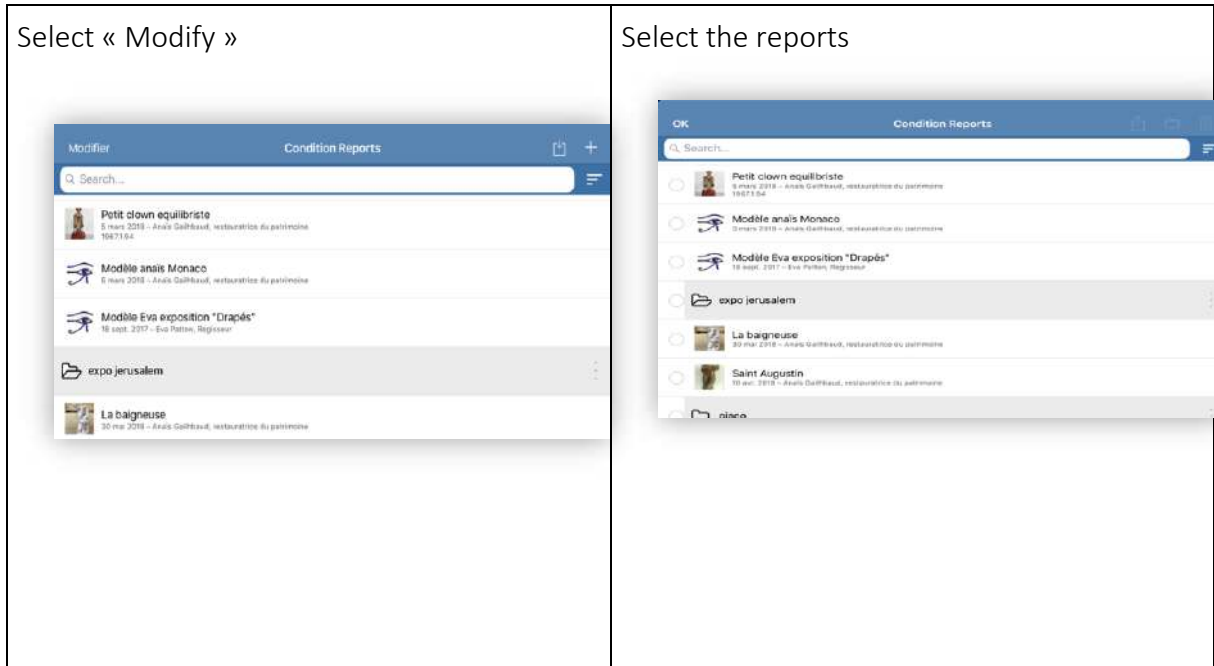
9. Sharing reports between devices

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 chap. 7). 	The file is named accessionn°_date_time_cr_json.zip.
From the 2nd device, press on the file attached. 	Press on the square with the arrow.
Choose « Copy in Horus CR Pro ».	Select the reports to import and "OK".
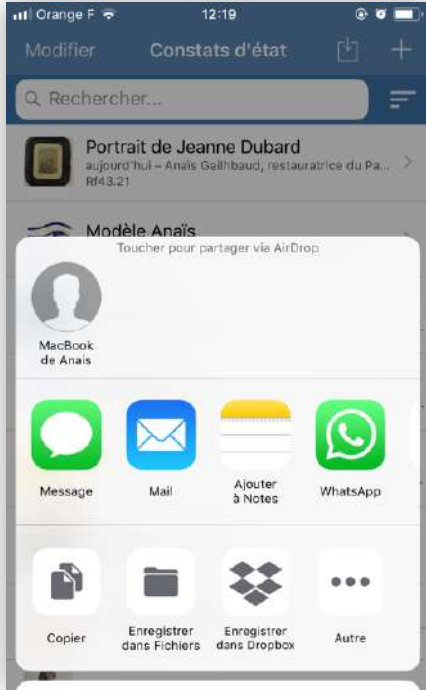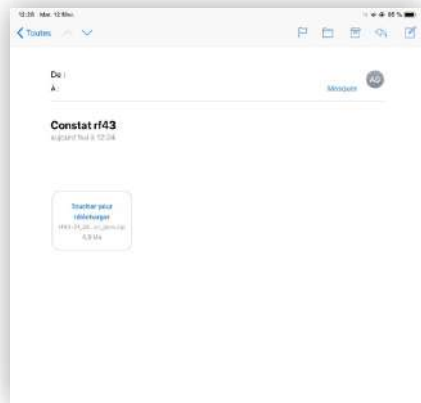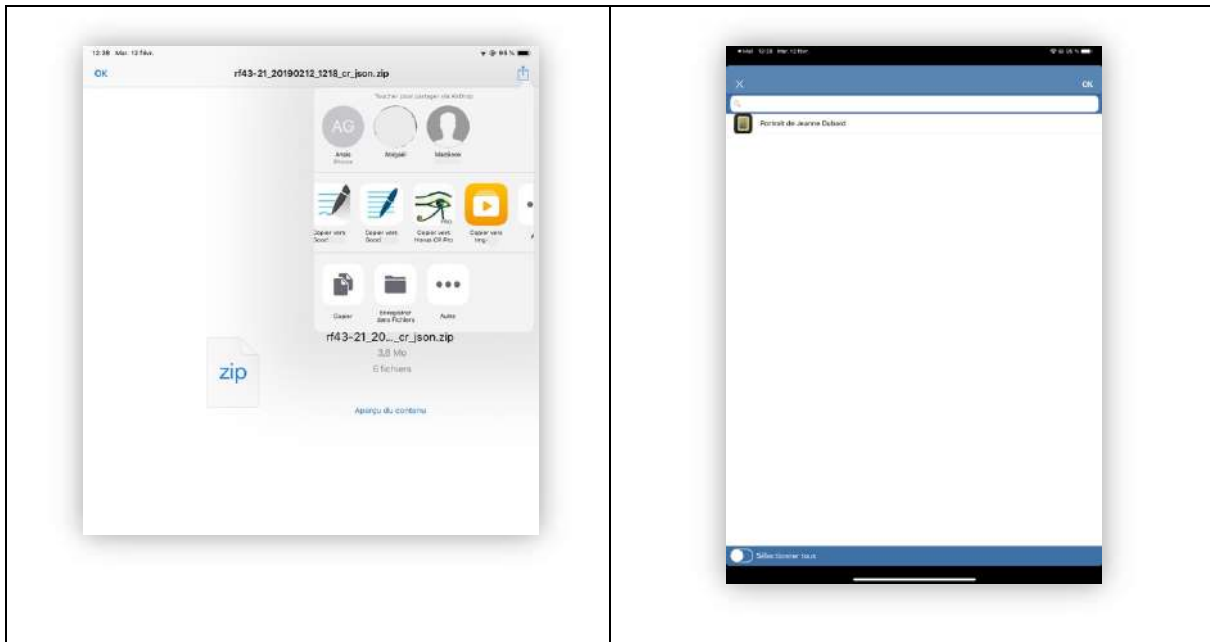
The report is now visible on the app's homepage.
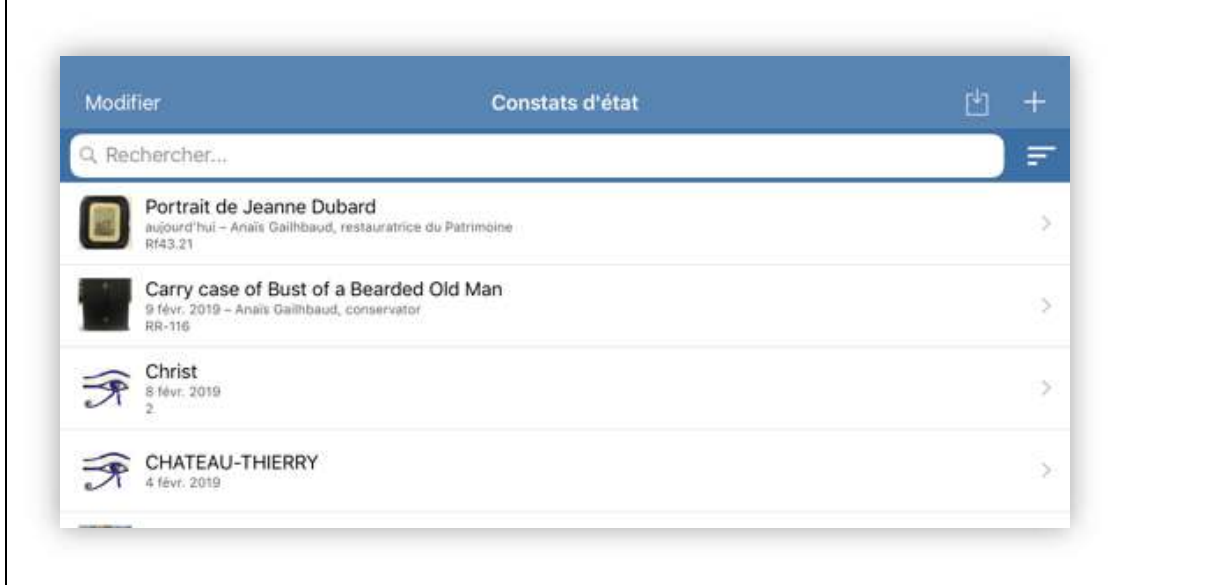
10.   Files names

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.

Horus condition report ®
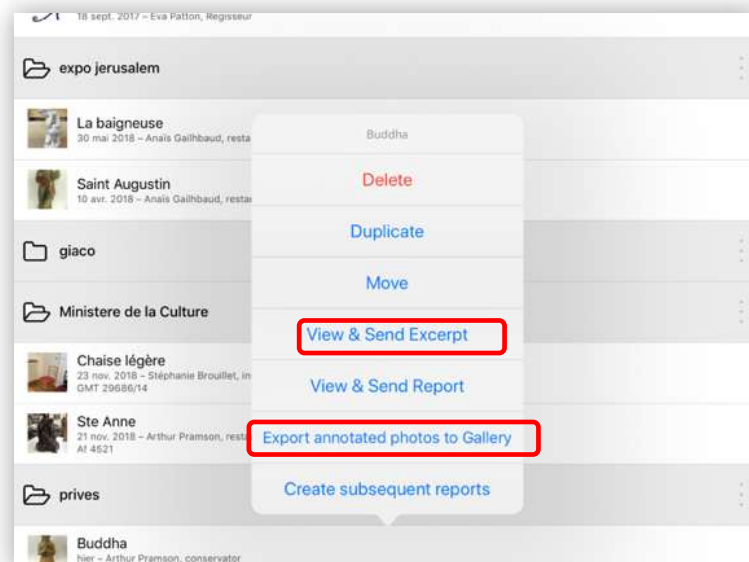
12.   Import data

With Horus CR Pro version, 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 ↓ 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.