

HORUS CONDITION REPORT®

application for condition reports on tablets and smartphones

www.horus-conditionreport.com



Support

Sommaire

1. Versions and purchase.....	2
2. Preferences.....	3
3. Create your model.....	3
4. Edit a report.....	5
5. Correct a report.....	15
6. Editing many reports on the same work	16
7. Share and archive your reports	18
9. Sharing reports between devices	20
10.Files names	21
11. Import data.....	22
13.Change the language and translate	23
14.Update	24
15.Data Security.....	24
16.Memory and Battery Management	24

1. Versions and purchase

For tablets and smartphones Android and Apple.

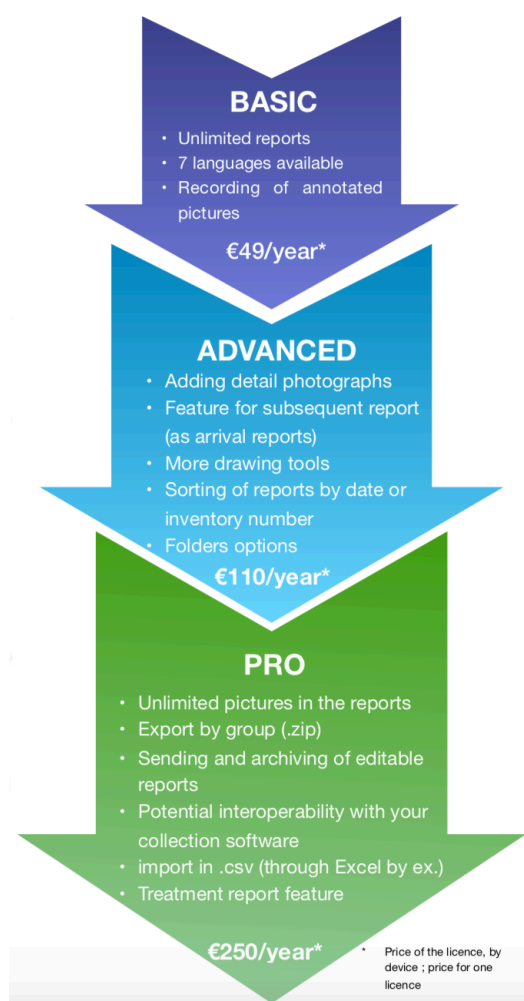
The application is actually available in 8 languages : English , French, German, Spanish, Italian, Dutch, Swedish, Arabic (Modern Standard Arabic).

Try it for free! Download the application on the App Store and on the Play Store (version Advanced) or [contact us](#) for a free trial of the Pro version

You can buy :

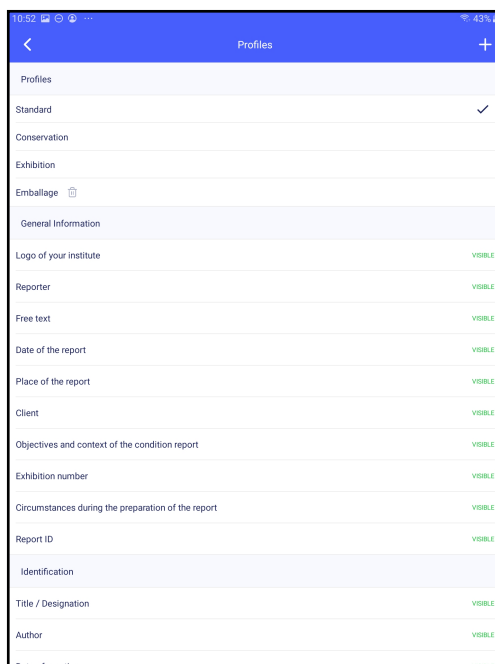
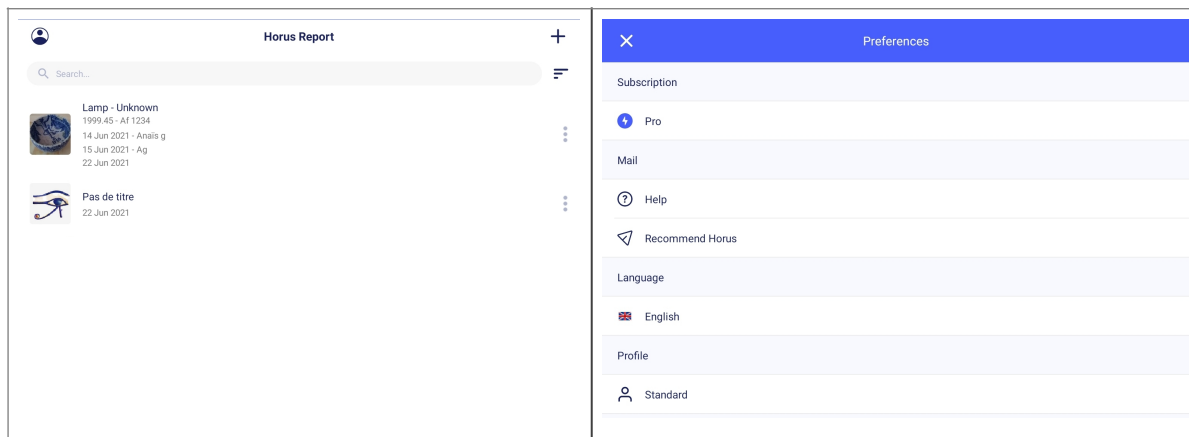
- the app on the stores or
- directly to us with activation codes (Android) or id and password (IOS Pro version); contact on [contact @horus-conditionreport.com](mailto:contact@horus-conditionreport.com). The direct purchasing allows us to propose your assistance and training. It allows you also to pay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

We recommend using the tablets Samsung Galaxy Tab S3, S4, S5, S6, S7 (Android), the last IPAD 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 +.



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.

Training

10:54 42% Validate

General Information

Logo of your institute

Reporter

Free text

Date of the report 22 Jun 2021

Place of the report

Client

Objectives and context of the condition report

Exhibition number

Circumstances during the preparation of the report

Report ID

Identification

Title / Designation

Author

Date of creation

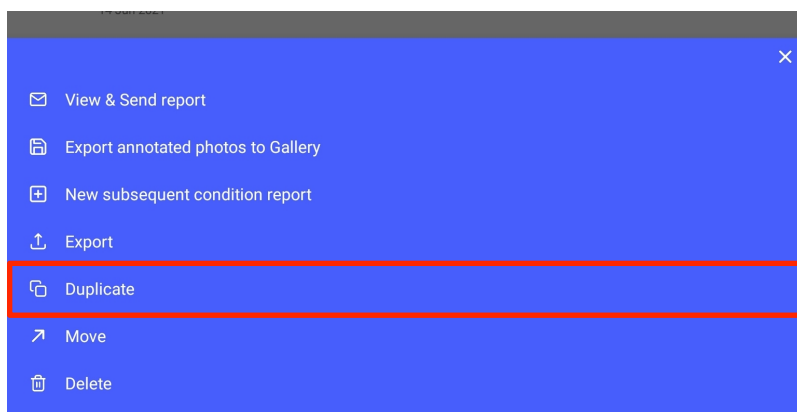
Accession number(s)

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 examiners 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

10:56 42%

Validate

General Information

Logo of your institute

Reporter
Anais Gailhbaud, restauratrice du patrimoine

Free text
Spécialisée en sculptures
Courriel : anais.gailhbaud@gmail.com
Tél : 0688105503

Date of the report
26 Feb 2021

Place of the report

Client

Objectives and context of the condition report
Traitements de conservation-restauration en vue de l'exposition « La bataille des Beaux-Arts »

Exhibition number

Circumstances during the preparation of the report

Report ID

- 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 :

Identification	
Title / Designation	Le peintre
Author	Stepan Erzia
Date of creation	XIXème siècle
Accession number(s)	N.B12
Typology	Ronde-bosse
Owner	
Collection	Musée des Beaux-Arts Jules Chéret
Heritage value	
Other	
Material, technique	Plâtre
Number of items	
Other	
Location	
Dimensions	

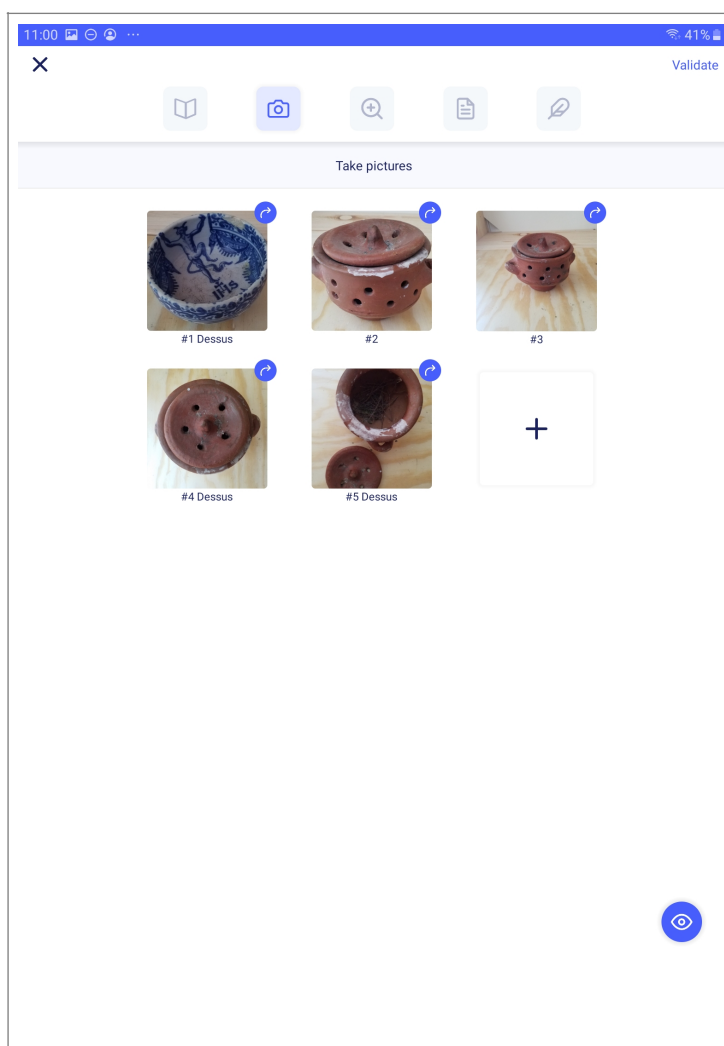
- Title/Designation
- author/artist,
- date of creation,
- accession number(s),
- typology,
- owner and collection,
- heritage value,
- material and technique,
- dimensions and weights,
- dimensions and weights of another element, frame, pedestal, crate, related work, etc.

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)

Training



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).

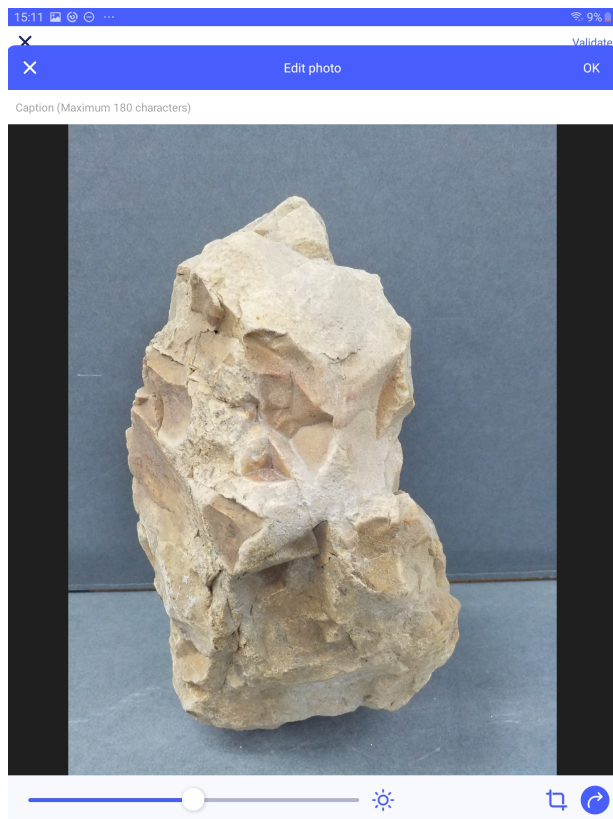
Remark : The tablets and smartphones camera are often sensitive to the low lights. Prepare your photo conditions with adding a uniform ground and an adapted lamp. Use gloves to manipulate the work to take a picture of every side.

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.

•

Training



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.

Training

Constat d'état - Buste de femme - Anonyme - AF4533 MR1632

Photographies et relevés des altérations

- Matière (Structure) : **Cassure, Ancienne restauration**, • Métal (Structure) : **Corrosion active**
- Matière (Surface) : **Manque, Trous, Fissure/Fente**
- Matière (Surface) : **Encrassement**




Par Arthur Phamson, restaurateur de sculptures - 04/11/2017 - 29

Constat d'état - La dispute - Anonyme- Ecole de Toulouse - T.415

Photographies et relevés des altérations

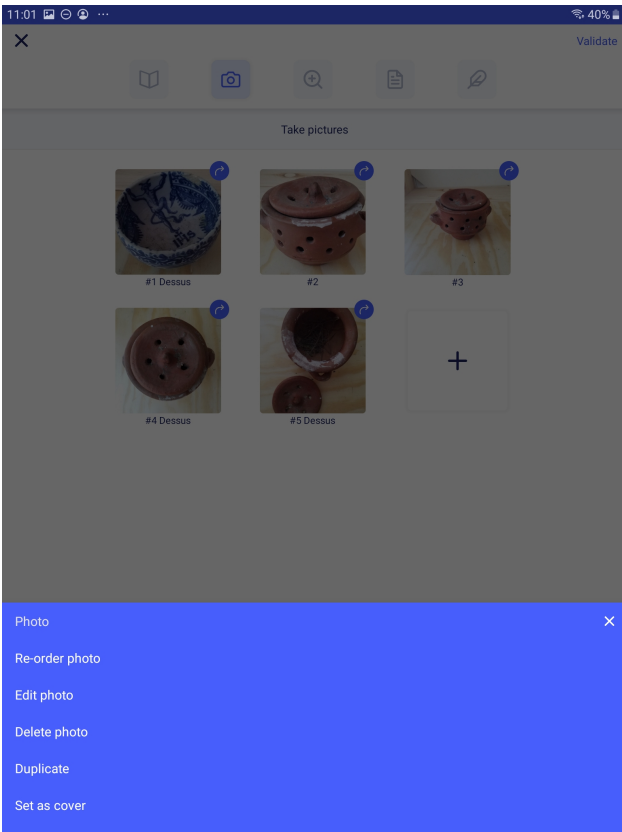
- Couche colorée : **Lacune, Craquelures, Ecaïlle, Soulevements**
- Toile de lin : **Déchirure, Oxydation, Perte de tension**
- Vernis : **Oxydation**
- Etat de surface : **Encrassement**



Par Laura Adlon, conservateur-restaurateur de peintures - 06/11/2017 - 25

Portrait format in the final PDF, 1 photo by page (ex)

Landscape format in the final PDF, 2 photos by page (ex)



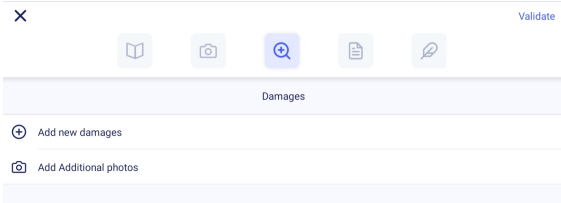
With pressing on one photo, the following features appear:

- Edit to change the caption
- Duplicate
- Delete

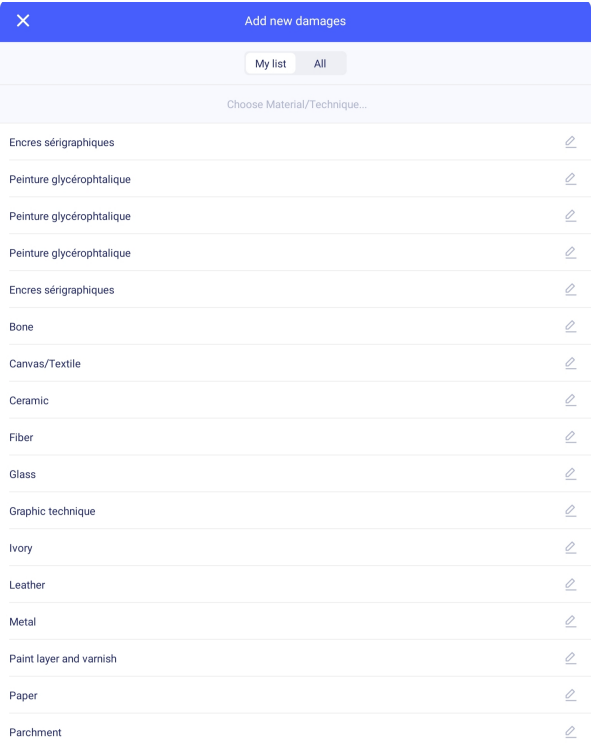
Training

- Adding damages

Press on « Next », then on « Add New damage»



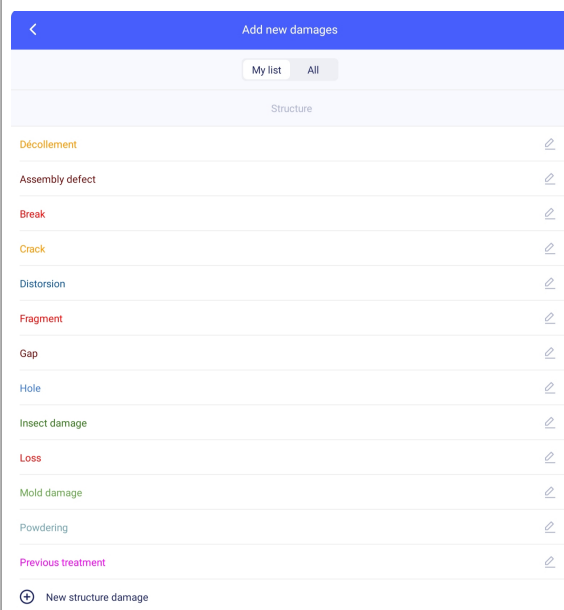
Select one material in the list



Tip : You can create new materials with pressing on « New material ». You can hide materials with (i).

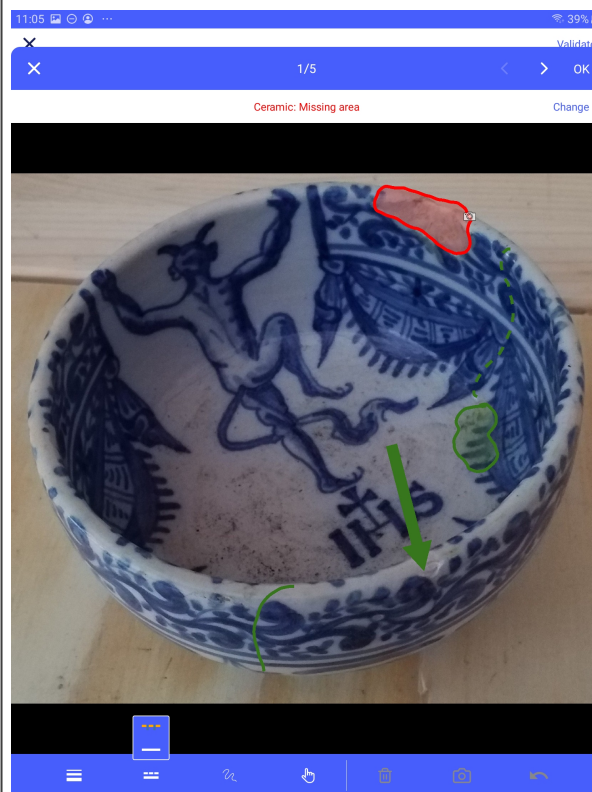
You can **duplicate** materials and rename them. By example: duplicate “Metal” to create “Copper”. The material is duplicated with all its damage types.

Select a damages type in the list



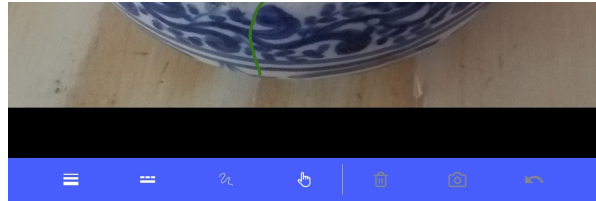
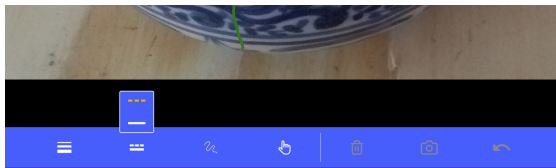
Tip : you can create new damage types with « New damage ». You can change the color, hide a damage of your list, see or add translations with (i).

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 ».



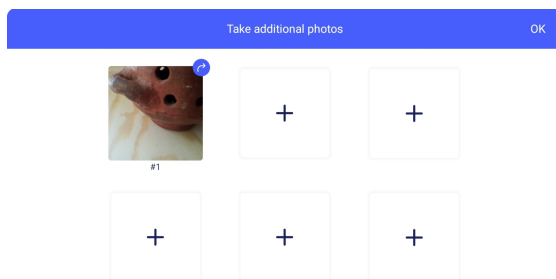
Tip : to delete an annotation, you need first to deselect the tool, select your damage with pressing it and press on the trash picture which appears.

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.

Training

×

Comments

OK

Ceramic: Fêl de cuisson

🗑️


Comments

Ceramic: Stain

🗑️

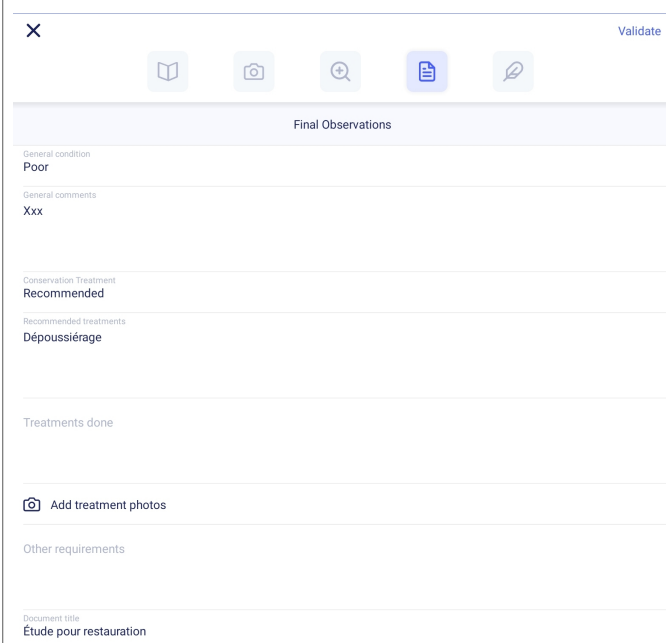
Comments
Old stain.

×



Training

Add your final observations, diagnostics and recommendations



Final Observations

General condition
Poor

General comments
Xxx

Conservation Treatment
Recommended

Recommended treatments
Dépoussiérage

Treatments done

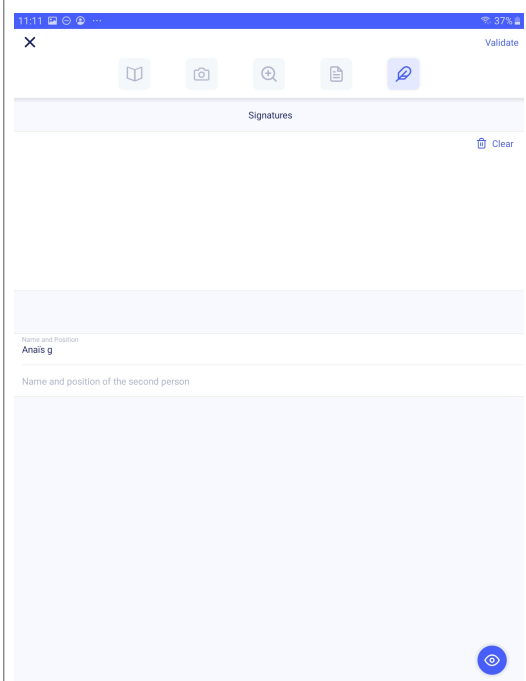
Add treatment photos

Other requirements

Document title
Étude pour restauration

Remarque : In « Other recommendation » you can enter recommendations on handling, exhibitions...

Sign and make it sign by a second person



Signatures

Name and Position
Anais g

Name and position of the second person

Clear

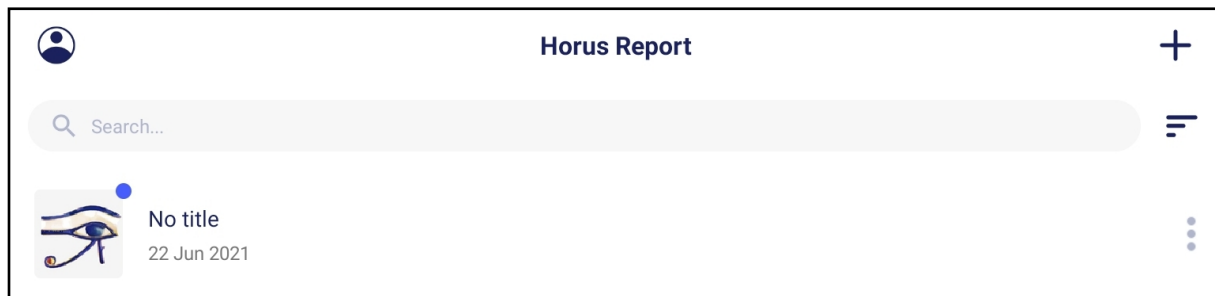
Press on « Preview button » to read it.

Send or archive it!

5. Correct a report

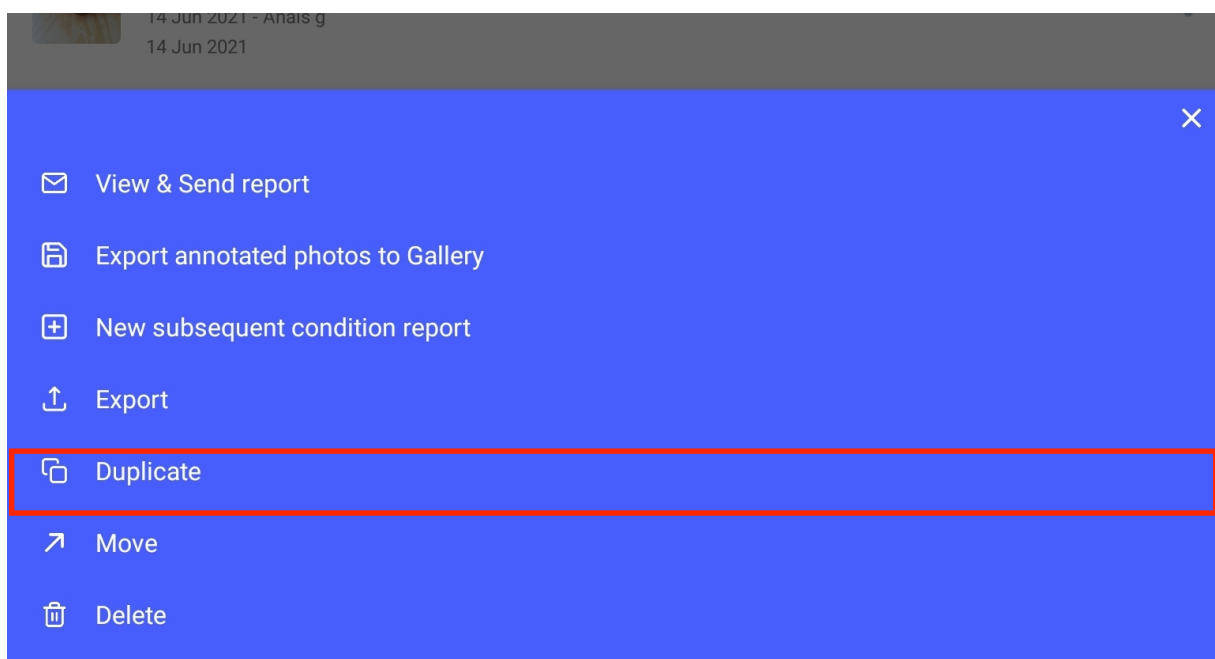
When a report is not validated, you can modify it.

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



On Android, the validate report is preceded by ✓.

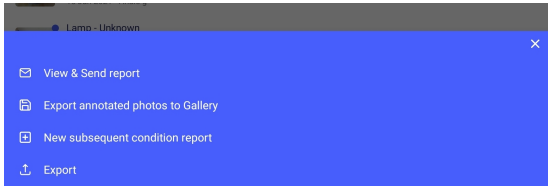
If your report is validated, you can duplicate to change it.



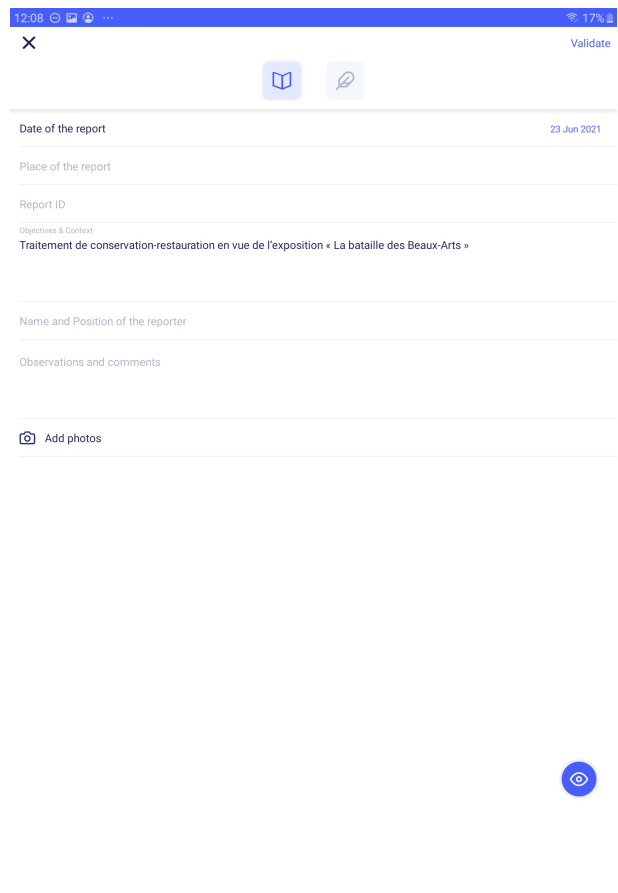
6. Editing many reports on the same work

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



A screenshot of a mobile application menu. The menu is blue with white text and icons. It includes options: 'View & Send report' (with an envelope icon), 'Export annotated photos to Gallery' (with a gallery icon), 'New subsequent condition report' (with a document icon), and 'Export' (with a download icon). The menu is titled 'Lamo - Unknown' at the top.



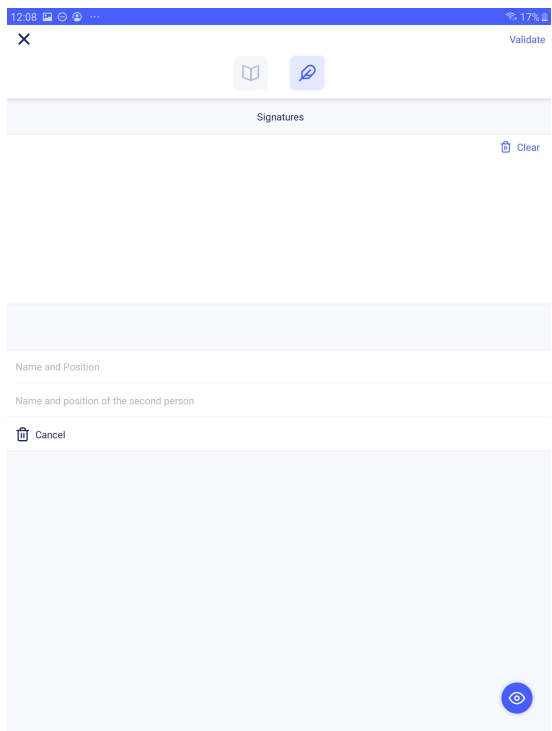
A screenshot of a mobile application report form. The form is white with a blue header bar. The header bar contains the time '12:08', a close button 'X', and a 'Validate' button. Below the header, there are several input fields: 'Date of the report' (with the value '23 Jun 2021'), 'Place of the report', 'Report ID', 'Objectives & Context' (with the value 'Traitement de conservation-restauration en vue de l'exposition « La bataille des Beaux-Arts »'), 'Name and Position of the reporter', 'Observations and comments', and 'Add photos' (with a camera icon). A blue eye icon is visible in the bottom right corner of the form.

Enter the date, the place of the report, the name and function of the reporter and your comments (no new damage, recommendation ...)

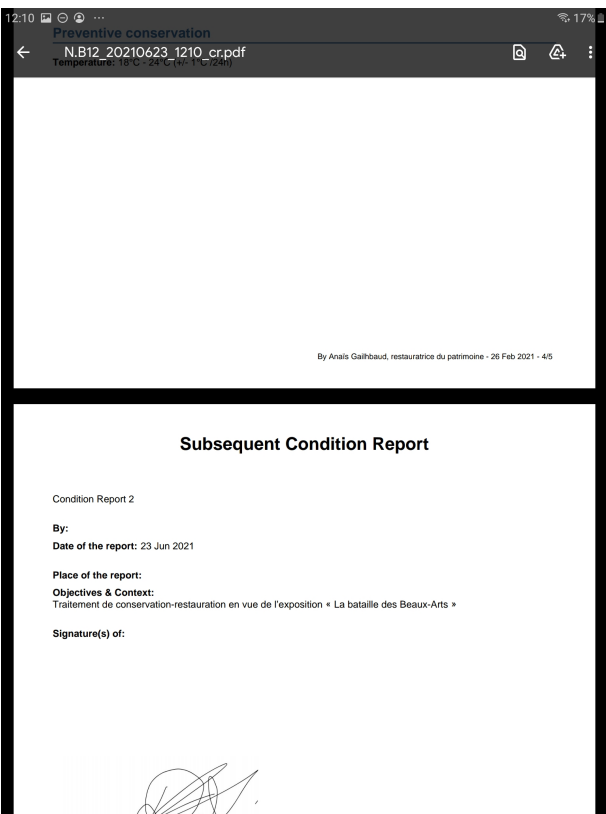
Tip : this report does not have any option to add pictures. You will use it when there is no new damage to notice (99% of the cases).

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 ».

Training



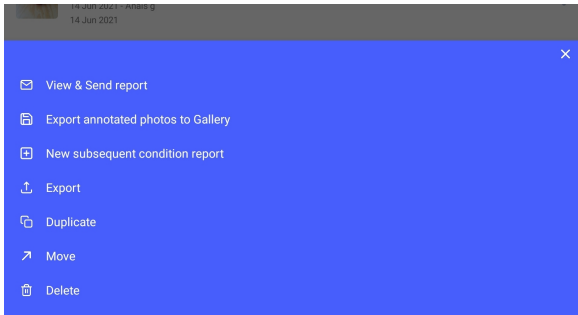
Sign and make it signed



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.

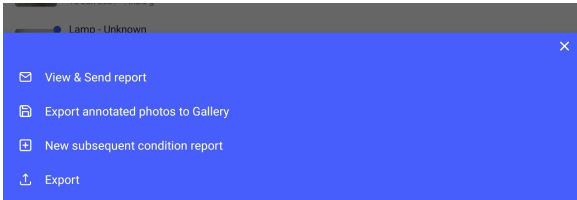
Situation 2 : new damage to signal

<p>Duplicate your 1st report</p> 	<p>You will have 2 reports : the report 1 validated and signed.</p> <p>The report 2 editable and non-signed, at the date of the duplication.</p> <p><u>If the damage is important (break, loss...) : take again the general views</u>, 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</p> <p>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 »</p> <p>Don't forget to date the old and the damages in the comments.</p>
--	--

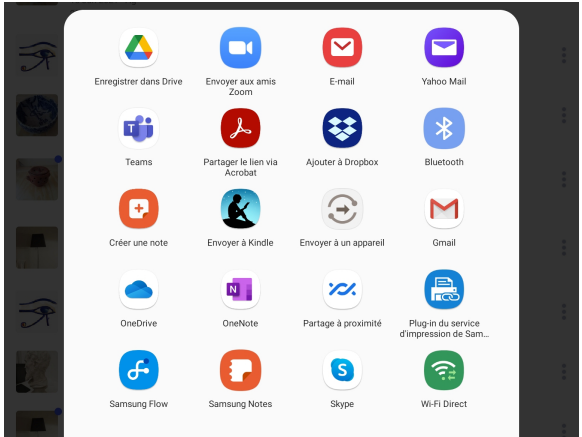
7. Share and archive your reports

- With wifi or cellular network:

Training



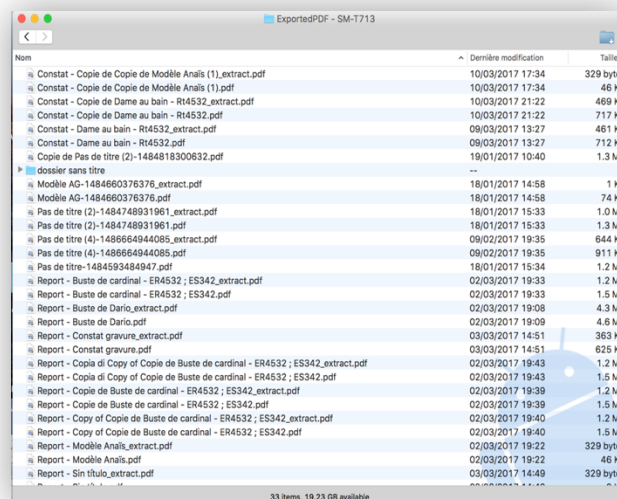
Share it on :



Store them on your computer or the external server chosen.

- With cable (without WI-FI or cellular network)
- Android

You can access to your files with plugging your tablet with your USB cable on your computer:
>files > internal storage> Horus condition report Drop your reports on your desktop to organize them and archive them.



You can send and export your reports in 2 formats:

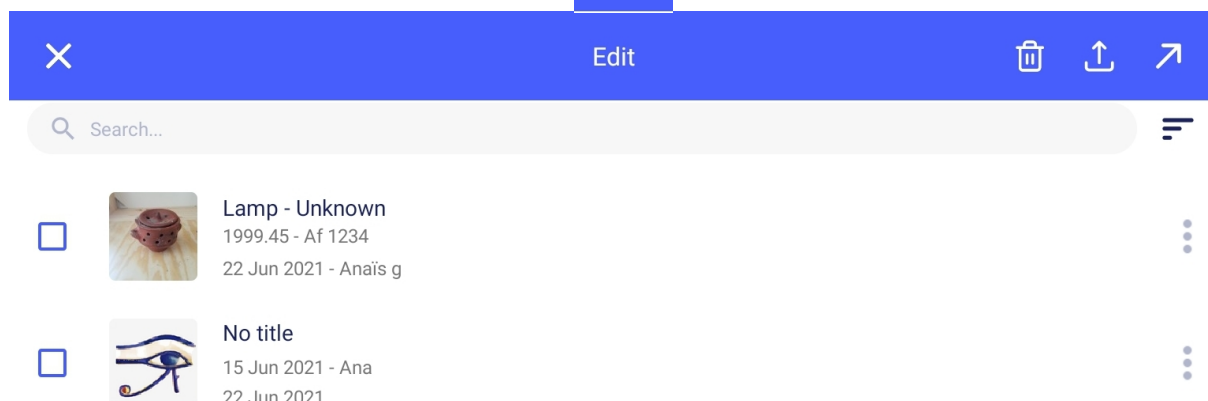
-PDF, visible to all

- Horus, which you can re-edit in Horus (to duplicate it, exchange it with a user and make a later report) in pro version

To export and archive in "Horus", press a

report to display the checkboxes on the

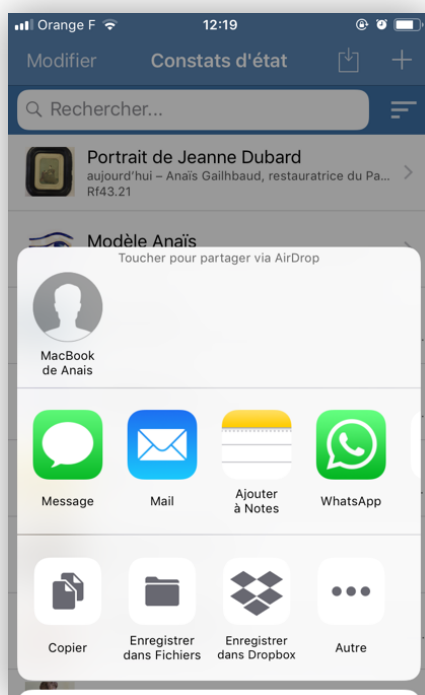
left. select your reports then click on



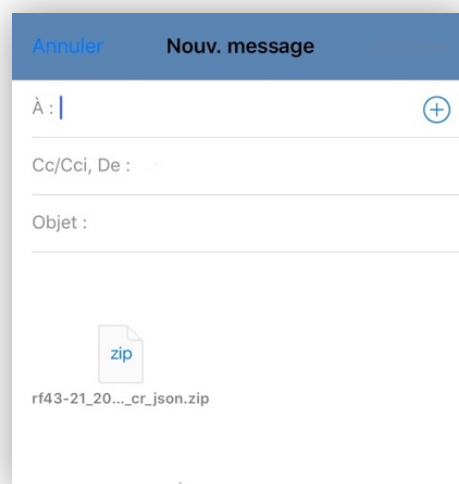
9. Sharing reports between devices

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.

Export the Horus file from the 1st device.
(see chap. 7).




The file is named
accessionn°_date_time_cr_json.zip.



From the 2 nd 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”.

X
Importer
✓

Désélectionner tous

☒


Adam et Eve (1)
23 May 2019 - Anaïs Gailhbaud, restauratrice du patrimoine

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. 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.

C o p y a n d p a s t e y o u r c o l u m n s

Name	Conta	Objec	Repor	title	Autho	Date	Invent	Artifac	typolo	Collec	Mater	Other	Dimen	Gener	Packa	Other
ct	details	tives	t		r		ory	t	gy	tion	ials,		sions	al	ging	recom
			numb				numb	numb			techni					mend
			er				er	er			ques			comm	Reco	ations
														ents	mmen	
															dation	
															s	

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...

Training

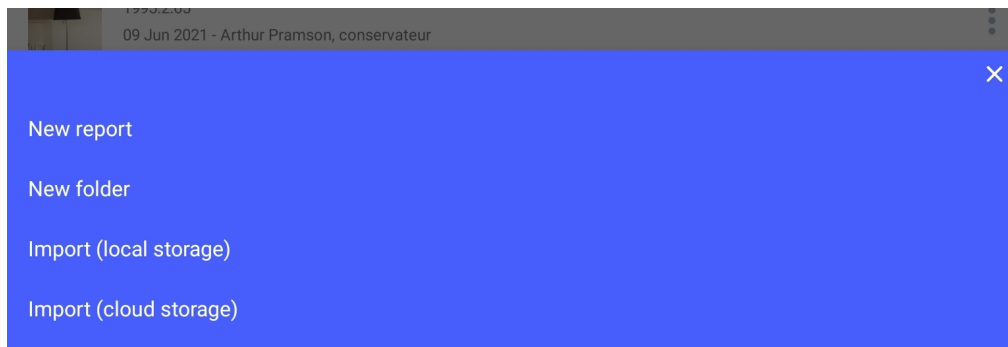
2. Import into Horus CR Pro

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.

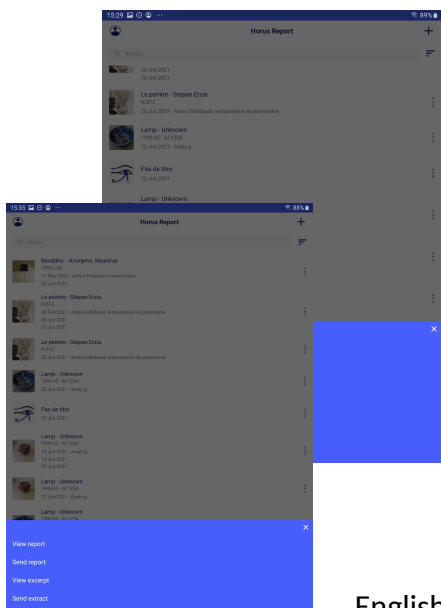


12. Use statements and extracts:

•Statements :

•Extracts

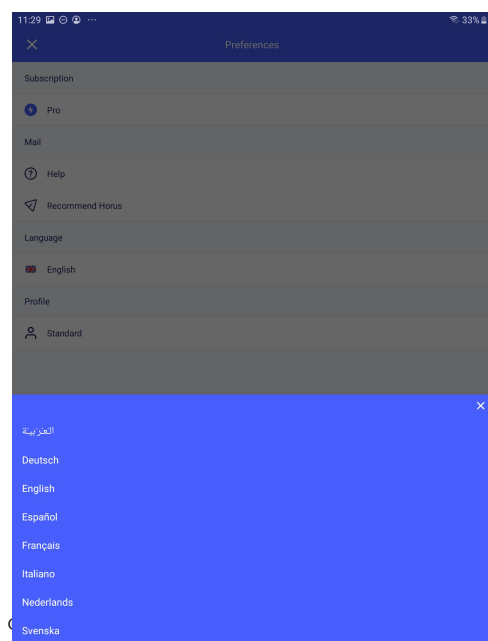
-
-



-English

13.Change the language and translate

You can edit your report in 7 languages.



- French
- Deutsch
- Spanish
- Italian
- Dutch

Horus condition report

- 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.