# HORUS CONDITION REPORT®

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



# Support

#### (Version december 2024)

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## 1. Versions and purchase

For Android and iOS tablets and smartphones.

The application is available in 9 languages: English, French, German, Spanish, Italian, Portuguese, Swedish, Dutch, Arabic (Modern Standard Arabic).

Take a free trial by downloading the application from the App store (Advanced version) or by asking us for an activation code (Pro version).

You can buy the app on the stores or order us a username and password for the Pro version, for this contact us: horusappli@gmail.com

The direct purchase allows us to offer you a follow-up and training offer and allows you to pay by bank transfer and therefore by purchase order.

We recommend the use of IPAD from 2018 and IPAD PRO (IOS). The application also works on iPhone.

#### **1.1.** To activate your subscription to the Pro version:

• Connect to an internet network

Install the application from the App Store by searching for Horus condition report Pro in the search bar> Click on Install.

- Tap the application icon to open it. Enter your username and password.
- Press Preferences (on the left, above the search bar)

At the top, the name of the subscribed version You can check your version and expiration date.

×		Préférences	
Abonneme	nt		
😗 Pro			

#### **1.2. For a subscription renewal:**

- Connect to an internet network
- Tap the application icon to open it.
- Tap Preferences

The expiration date of your version should update automatically. If this is not the case, it may be useful to close the application and reopen it.

## 2. Preferences

#### 2.1 User profile

In Preferences (top left), choose your language and your user profile. By default, the application offers you 3 profiles:

- Standard for which all fields are visible and not mandatory.
- Conservation.
- Exhibition.

6:28 PM Jeudi 16 janvier		🗢 97 % 🔲	6:28 PM	Jeudi 16 janvier		<del>?</del> 96	6 % 🔲
₽ F	lorus Report	+	٢		Horus Report		+
Q Search		Ŧ	Q Se	wab			-
[cr] Sac - Lanvain			6	×	Preferences		:
aujourd nui – Anais Gaindaud, restauratrice du pa	inmoine et consultante en conservation preventive			Subscription			·
M museum 1995.2.65 (accession No.)				🚱 Pro			:
12 dec. 2024 – Arthur Pramson, conservateur 10 janv. 2025 – AG		_		Email			
			1	<ul> <li>Help</li> </ul>			:
				Recommend Horus			
			F				:
				Language			
				aa English			:
			3	Profile			:
				A Exhibition		>	
				Other			:
				Default Values		>	
			00	前 Trash		>	:



The user profile allows you to select fields for your reports. Each of the fields can be:

- •Visible.
- •Hidden.
- •Required.

Select each of the profiles to view and modify their settings. Your changes will be saved.

You can create new profiles by pressing "+". Your new profiles will also be saved.

#### File naming:

You can also choose between 2 file naming systems: "inventory\_date\_time number" or « exhibition\_loaner\_date\_time number".

#### Report template:

You can choose between two different layouts: Standard and Exhibition. The information is the same but the presentation method is different.



- - Title: Statement of status if not modified
- - Name of the examiners, information on the observation, on the work
- - Photos and mappings
- - Preventive conservation
- - Packaging
- - Signatures

#### 2.2 Default values

- - Title: Statement of status; place; date
- Exhibition number
- Information on the observation
- Identification of the work
- Packaging and Preventive Storage
- Photos and mappings
- Signatures

In Preferences > Default values, you can fill in the following fields:

- Logo of your institution/company, which you can upload in .jpg or .png.
- The name of the examiner
- The examiner's contact details (professional address, email, telephone...)
- Place of observation
- The objective and context of the observation
- This information will then be pre-filled in any new observation (regardless of the profile chosen).

In the case of an import, the imported data prevails. If the field is empty in the import, they will be filled with the default values.

Logo of your institute	
Reporter Arthur <u>Pramson</u> , conservator	
Free text	
Arthur.pramson@nok.uni	
Place of the report MMuseum	
Objectives and context of the condition report	
Exhibition "art of Asia" from the 11the of Januar MMuseum	y 2025 to the 23the of June 2025

## 3. Edit a report

• Enter the information about the condition report

Reports Information (1/5) Next	- the logo of your organisation
GENERAL INFORMATION	- your name and function,
Arthur Pramson, conservator	<ul> <li>vour contact details</li> </ul>
Prestori M museum Mel: apramson.nok.ce Tel: +33688105503 12 Sthe Avenue Buffalo 4521 USA	
Date of the report 9 déc. 2018	
Place of the report	or duplicate a model
Client	
Catesties and context of the condition report Exhibition "And from Burners" NYC museum Contact: Leila Hartford Mel: Ieila hartford	Then :
Material conditions of the condition report	- date and place of the report
OBJECT/WORK	- objectives and context of the
The Delegation Model Arthur Pramson	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 ovhibition
	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
	Contembor 2010 contact M. Fabra
	September 2019 - contact M. Fabre
	a.fabre@dg.eu

• Enter the information about the work :

	ation (1/5)	
		- Title/Designation
Title / Designation Buddha		and the are found in the
Author Anonymous Burma		- author/artist,
Date of creation		- date of creation,
Accession number(s) 1995.2.65		- accession number(s),
Typology		- typology,
Owner M museum Collection Duffy		- owner and collection,
Heritage value		- heritage value,
OTHER Material, technique Painted wood Other		- material and technique,
Conservation treatment in 1989, report archived : f Actual localization: room1; 12b	xing of the painting	- dimensions and weights,
DIMENSION & WEIGHT Dimension unit Weight unit		- dimensions and weights of anothe element, frame, pedestal, crate related work, etc.
Meght 34 Width 12		Tip : In "Other", you can enter informatio on the technology, on associate works, o
		resources

Tip : You can use the micro to enter your text  $\blacksquare$  or a keyboard connected on Bluetooth \*

• Enter the pictures (general views)

	Take pictures of the object	e
Portrait	Portrait Portrait	Portrait Portrait
Portrait	Take a Photo	
	Choose From Library	

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.





### • Adding damages

Press on « Next » , then on « Add New damage»	Select one material in the list
	X Select a material
✓ Pictures Damages (3/5) Next	Fiber (1)
	Frame (i)
Add new damages	Glass
Review All Pictures	Graphic technique
Add detail photos	Nory (1) >
	Leather (j) >
	Metal (i) >
	Paint layer and varnish (i) >
	Paper (i) >
	Parchment (1) >
	Photography (i) >
	Plaster (i) >
	Plastic materials (i >
	Resine
	Stone (1) >
	Wax (i) >
	Wood (i) >
	New material
	Tip : You can <b>create new</b> materials with pressing on « New material ». You can <b>hide</b> materials with (i). You can <b>duplicate</b> 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		
<b>〈</b> Select a material	Select a damage	
STRUCTURE		
Assembly defect		(j
Break		(j)
Crack		<u>(</u> )
Dissociated part		(j)
Distorsion		(j)
Fragment		(j)
Gap		(j
Hole		(j
Insect damage		(j)
Loss		( <b>i</b> )
Mold damage		(j)
Perte de cohésion		( <b>i</b> )
Powdering		( <b>i</b> )
Previous treatment		(i)
New structure damage		
SURFACE		
Abrasion		(j)
Active biological colonization		(j)
Burning		i

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





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

photo to select the type of alteration.





After having localize the damage on every<br/>photo, press on next; Enter your comments, a<br/>diagnostic, a description.Select the details photo that you wish to<br/>show in the final PDF with the button<br/>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	Sign and	make it sign by a	second
recomment	dation	S			person		
<b>〈</b> Damages		Final Observations (4/5)			Cobservations	Validate (5/5)	
					SIGNATURES		Clear
FINAL OBSERVATIONS						MM .	
General condition			Medium	h	ΔQ		
General comments The sculpture is stable d losses in the painting are The cracks, the gap and	espite the very recent. The ci the losses nee	rimportant premature cracks on all racks and the gap in the assemblin d to be watched at each step of th	the surface. In 3 area, the g were already noticed in 1989. e exhibition.		MH	Gund	
Conservation Treatment			None			The last of	-
Packing recommendation Crate with a blocking in t	foam and silk p	aper in contact.		L			
Other recommendation Manipulation with coton	gloves			L	Name and Pusition of the reporter Arthur Pramson, conservator Name and position of the second perso Leila Hartford, registrar in NY	n C Museum	
Domorguo		ther recomme	ndation		() Finalize Later		
Remarque	in « C	iner recomme	ndation » you	i can	Preview Report		
enter recon	nmenc	lations on hand	lling, exhibitio	ons	Validate & Send Rep	iort	



## 4. 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  $\checkmark$ .



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

Modifier	Condition Reports					
Q Search				Ŧ		
Modèle anaïs 19 nov. 2018 - Anaïs Gailhbaud, resta						
S nov. 2018 – Arthur Pramson, conse	rvator					
Modèle Eva exposition "Dra 18 sept. 2017 – Eva Patton, Regisseu	Model Arthur Pramson					
expo jerusalem	Delete			1		
	Duplicate					
giaco	Move					
Ministere de la Culture	View & Send Excerpt					
nmnm	View & Send Report					
C prives	Export annotated photos to Gallery					
	Create subsequent reports					

## 5. Editing many reports on the same work

The option « editing sub PDF. Pro and Avanced Ve	sequent reports» rsion	will allow you to add many reports on the sam
Modifier Condition Reports	ė +	
Q Search	F	
Dollacina - Anonyme, Myanmar 1965.2.65 12 mai 2020 - Arthur Pramson, conservateur		
Hand - Ava Abou AFU 2017.14 T avr. 2020 - Arthur Premson, conser		SUBSEQUENT REPORT
Voyageur au bâton - Anony Hand 18 févr. 2019 - Clémence Langlois	>	Place of the report
Monument au marquis de E		NAM, Singapore
Livre Rida 2 4532		Azia Simon
14 mars 2019 - Anals Galihbaud, rest Move The college - Eva Patton		Observations and comments No new damage
22 janv. 2019 - Eva Patton, Regisseur View & Send Excer Bouddha - Anonyme, Myai	pt	
1995.2.65 12 avr. 2018 - Arthur Pramson, conse View & Send Repo	rt 💦	· · · · · · · · · · · · · · · · · · ·
Export annotated photos to	Gallery	
expo May 2020      Portrait de Jeanne Dubard      Create subsequent re	ports	Enter the date, the place of the report, the
Rf43.21 12 févr. 2019 – Anais Galihbaud, restauratrice du Patrimoine 12 févr. 2019	>	name and function of the reporter and vo
		commonte (no nous domoso, recommondatio
		comments (no new damage, recommendatio
		)
		Tip : this report does not have any option
		add pictures. You will use it when there is r
		new damage to notice (99% of the cases)
		new duringe to notice (77% of the cases).
		If you wish to add damages which were mapped in the 1st report, duplicate it modify it or use the commentaries and add photo files, by example with the optic « extract ».
Contractions of the second person	Cter	Image: Status       Image: Status         Image: Status
Validate & Send Report		II
Cancel		The venerat Q is added to the venerat 4 in th
		The report 2 is added to the report 1 in the
Sign and make it signed		same PDF.

Tip : you can add many reports as necessary; the reports 1, 2, 3, 4, 5... are added in the same PDF.

## 6. Share and archive your reports

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

					Share it on :
-		Toucher pour pa	artager via AirDrop		Airdrop (IOS)
tat	MacBook				AirDrop
_	de Anais				Mail
	Message	Mail	Ajouter à Notes	Copier vers Acrobat	
m E					iCloud (IOS) Google Drive Dropbox
		e	PDF		
	Copier	Imprimer	Créer un PDF	Enregistrer dans Fichiers	
					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. Drop your reports on your desktop to organize them and archive them.

#### Handbook - IOS

Nom	<ul> <li>Dernière modification</li> </ul>	Taile
Constat - Copie de Copie de Modèle Anaïs (1) extract.pdf	10/03/2017 17:34	329 byte
Constat - Copie de Copie de Modèle Anaïs (1).pdf	10/03/2017 17:34	46 KE
Constat - Copie de Dame au bain - Rt4532_extract.pdf	10/03/2017 21:22	469 KI
Constat - Copie de Dame au bain - Rt4532.pdf	10/03/2017 21:22	717 K
Constat - Dame au bain - Rt4532_extract.pdf	09/03/2017 13:27	461 KI
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 ME
b dossier sans titre		-
Modèle AG-1484660376376_extract.pdf	18/01/2017 14:58	1 KE
Modèle AG-1484660376376.pdf	18/01/2017 14:58	74 K
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 de titre (4)-1486664944085_extract.pdf	09/02/2017 19:35	644 KI
Pas de titre (4)-1486664944085.pdf	09/02/2017 19:35	911 K
Pas de titre-1484593484947.pdf	18/01/2017 15:34	1.2 M
Report - Buste de cardinal - ER4532 : 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 19:08	4.3 MI
Report - Buste de Dario.pdf	02/03/2017 19:09	4.6 MI
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 - ER4532 ; ES342_extract.pdf	02/03/2017 19:43	1.2 M
Report - Copia di Copy of Copie de Buste de cardinal - ER4532 ; ES342.pdf	02/03/2017 19:43	1.5 M
Report - Copie de Buste de cardinal - ER4532 ; ES342_extract.pdf	02/03/2017 19:39	1.2 M
Report - Copie de Buste de cardinal - ER4532 ; ES342.pdf	02/03/2017 19:39	1.5 M
Report - Copy of Copie de Buste de cardinal - ER4532 ; ES342_extract.pdf	02/03/2017 19:40	1.2 M
Report - Copy of Copie de Buste de cardinal - ER4532 ; ES342.pdf	02/03/2017 19:40	1.5 M
Report - Modèle Anaïs_extract.pdf	02/03/2017 19:22	329 byte
Report - Modèle Anaïs.pdf	02/03/2017 19:22	46 K
Report - Sin título_extract.pdf	03/03/2017 14:49	329 byte
Concerne and the set	0010010047 44.40	0.10

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 :

lect « Modify »		Select the reports		
		00:09 Mar. 11 déc.		≑ ∪ 61% ■D
00-08 Mar. 11 déc.	€ € 61% ■D	ок	Condition Reports	i = 1
Modifier Condition Reports	🖞 +	Q Search		=
C Search  Pett Coor equilibrist Searchard - And California de patimum Searchard - And California de patimum Searchard - And California de patimum		Petit clown equilibri mar 2014 - Akei Gabbi mar 2014 - Akei	ste aud. restauration du patrimone aud. restauration du patrimone ion "Drapés" Regisser	
		🔿 🕞 expo jerusalem		
		La baigneuse 30 mai 2018 - Anais Gailho	aud, restauratrice du patrimoine	



Android	IOS			
After every export, you will find your reports in	Choose « Sharing on iTunes », your reports will be moved to the application Files			
"MuseumreportApp" in	00:09 Mar. 11 déc.	중 ( 61 % <b>□</b> )		
the intern storage.				
	OK Condition Reports			
	Q Search	Send as Zip		
	Petit clown equilibriste 5 mars 2018 – Anais Gailhbaud, restauratrice du patrimoine 19671.94	Share to iTunes		
	5 mars 2018 – Anaïs Galihbaud, restauratrice du patrimoine			
	Modèle Eva exposition "Drapés" 18 sept. 2017 – Eva Patton, Regisseur			

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



Drop your files from the Horus condition report Pro.

## 7. 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 » :

Select « Modify »	Select the reports		
	OK Condition Reports		
Modifier     Condition Reports     P       Q. Search     =	C. Search      Peti clown equilibriste     Smar 2019 - Anala Galfibaid, restauratrice du patrimaire		
Petit clown equilibriste 5 sams 2018 - Asias Galihavd, estauratice du patrimoine 1927-284	two/134     Two/134     Sear 2019 - Anali California, restauratrice du patrimoire		
Modèle anais Monaco 5 mar 2016 - Anais Galibaud, restauratrice du patrimoine	Modèle Eva exposition "Drapés" 18 sept. 2017 - Eva Patton, Regisser		
Modèle Eva exposition "Drapés" 18 sez. 2017 - Eva Pattos, Register	Expojerusalem		
🕞 expo jerusalem	30 mil 2018 - Anala Califbaud, restauratice du patrimoire      Saint Augustán     Saint Augustán     Saint Augustán     Saint Augustán		
La baigneuse 30 ma 2019 - Anáis Gailhbaud, restauratrice du patrimoine	C noinco :		

Select <sup>1</sup>			Choose the <b>export format</b>		
ок	Condition Reports		OK	Condition Reports	¢ C Ŵ
Q, Search			C. Search		Horus Export
Petit clown 5 mars 2018 - A 1967.194	equilibriste nais Galihbaud, restauratrice du patrimoine		Petit clown e 5 mars 2018 - Ana 19671.94	quilibriste ils Galihbaud, restauratrice du patrimoine	Export as PDF
O 🗩 Modèle anai 5 mars 2018 - A	is Monaco nais Galihbaud, restauratrice du patrimoine		Modèle anaïs     5 mars 2018 - Ana	S Monaco ais Galhbaud, restauratrice du patrimoine	Export PDF and Horus
O 📝 Modèle Eva	exposition "Drapés" Eva Patton, Regisseur		Modèle Eva e	exposition "Drapés" a Patton, Regisseur	
~ · ·					

## 8. 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 <sup>o</sup> _date_time_cr_json.zip.	
III Orange F 🗢 12:19		
Q Rechercher	Annuler Nouv. message	
Portrait de Jeanne Dubard aujourd'hui – Anaïs Gailhbaud, restauratrice du Pa > Rt43.21	À:  (+)	
Modèle Anaïs Toucher pour partager via AirDrop	Cc/Cci, De :	
	Objet :	
MacBook de Anais		
Message Mail Ajouter Ajouter à Notes WhatsApp	rf43-21_20cr_json.zip	
Copier Enregistrer Enregistrer Autre		
From the $2^{nd}$ device, press on the file	Press on the square with the arrow.	
attached.	1228 Mar 12 Her. + + + 95 5	
1228 Mix12Nex. 0 + € 995 ■	OK rf43-21_20190212_1218_cr_json.zip	
De : A : Marguer		
Constat rf43 separathu 8 1228		
Teacher poor statisticarpar mt 22 a 20 a 40 ap	rf43-21_20cr.json.zip 3,8 Mo 6 fichiers Apergu du contenu	

Choose « Cop	oy in Horus CR Pro ».	Select the reports to import and "OK".
12.28 Mar. 12.164r. OK	<page-header><section-header></section-header></page-header>	West US With West West West West West West West West
The report is	now visible on the app's homepa	age.
Modifier	Constats d'état	Ľ +
Q Rechercher		
Portrait de aujourd'hui - A Rf43.21	e Jeanne Dubard Anaïs Gailhbaud, restauratrice du Patrimoine	>
9 févr. 2019 - RR-116	e of Bust of a Bearded Old Man Anais Gailhbaud, conservator	>
Christ <sup>8</sup> févr. 2019 2		>
SF CHATEAU 4 févr. 2019	THIERRY	>

## 9. 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.

## 10. 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.

18 sept. 2017 – Eva Patton, Regisseur		
🕞 expo jerusalem		
La baigneuse 30 mai 2018 - Anaïs Gailhbaud, resta	Buddha	
Saint Augustin 10 avr. 2018 – Anaïs Gailhbaud, restau	Delete	
C 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 Af 4521	Export annotated photos to Gallery	כ
➢ prives	Create subsequent reports	:
Buddha hier - Arthur Pramson, conservator		

## 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.

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.

## 12. Change the language and translate

You can edit your report in 9 languages: English, French, Deutsch, Spanish, Italian, Dutch, Portuguese, Swedish, Arabic

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.

## 13. 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.

## 14. 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.

## 15. 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.