Horus Drive

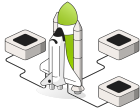## Web service for hosting and managing condition reports

1

Edit your reports on Horus CR Pro.

Edit your reports using the Horus CR Pro application. The features remain consistent; you can operate without an internet connection.

2

Send them to Horus Drive

You have saved your Horus Drive account address in your app's preferences. Access is protected by a username and password. Export your reports in Horus and PDF formats to save them on our online server.

3

Explore Horus Drive.

In your Horus Drive account, you have saved your documentation. You can view and download reports and images in JPG format. Each document is automatically names and organized within a designated work folder.

4

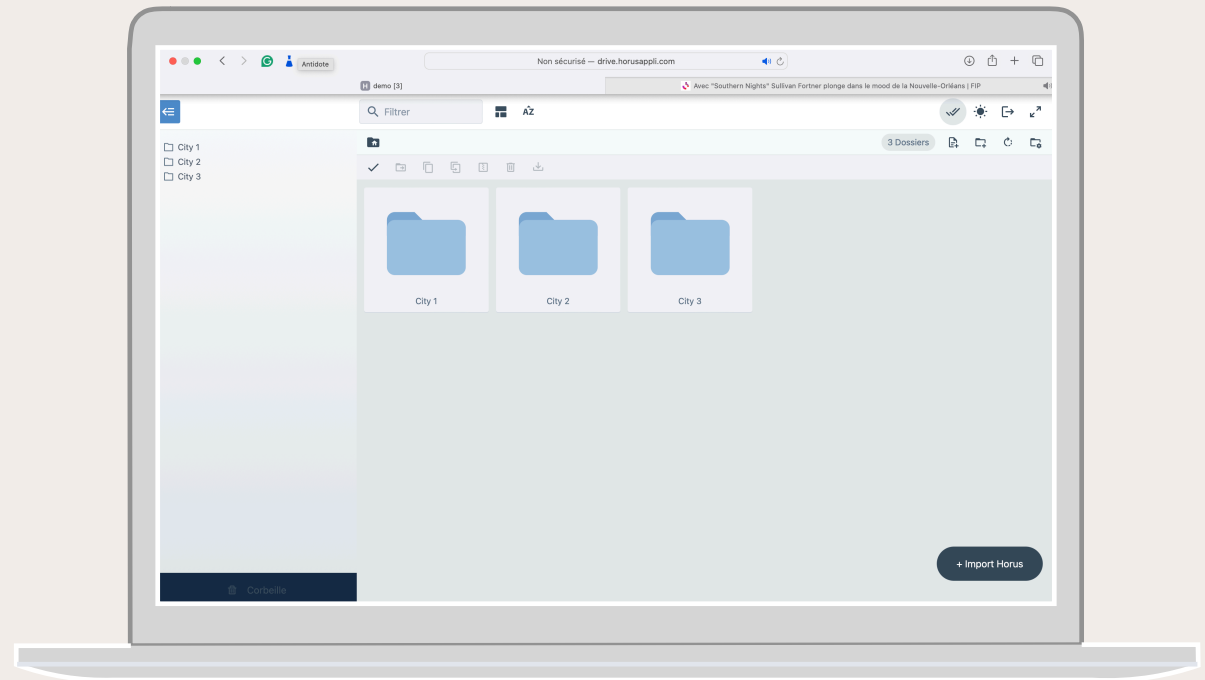### Refresh your files on every device.

Import your records to each tablet to refresh all documentation on every device. This feature enables you to update your reports offline and submit a new review of the works and objects.

5

Safe lodging

Our hosting services is offering security and high performance, featuring ultra-fast NVMe storage, remote backup, and expert management. This setup is ideal for seamless and secure access to your documents.

Objectives: Provide a tool compatible with Horus Condition Report Pro to facilitate the use of the application during exhibition setups involving multiple devices.
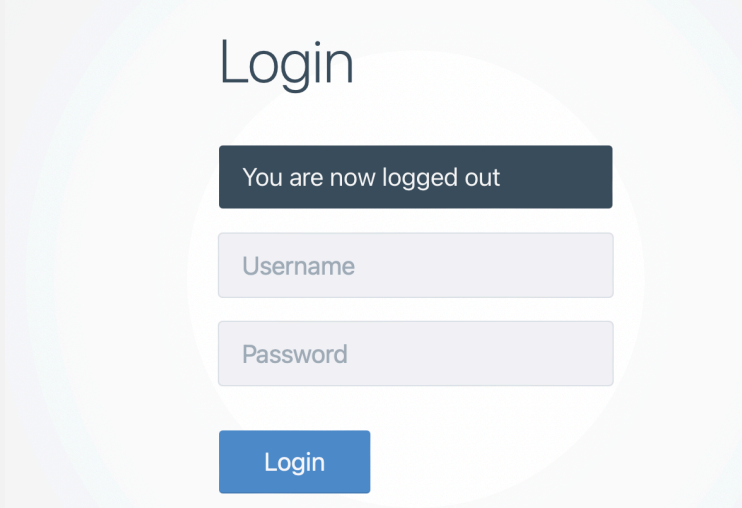
Horus Drive enables condition reports from a tablet to be gathered on an online server accessible from any device, particularly useful for exhibitions, collection projects, collection studies, treatments, or regular examinations of the same collection.

Horus Drive is an online server with enhanced features. It is hosted by Idées Culture in France (contract with OVH), which also ensures a regular physical backup (every 24 hours in case of a technical incident at OVH). It offers the following advantages:
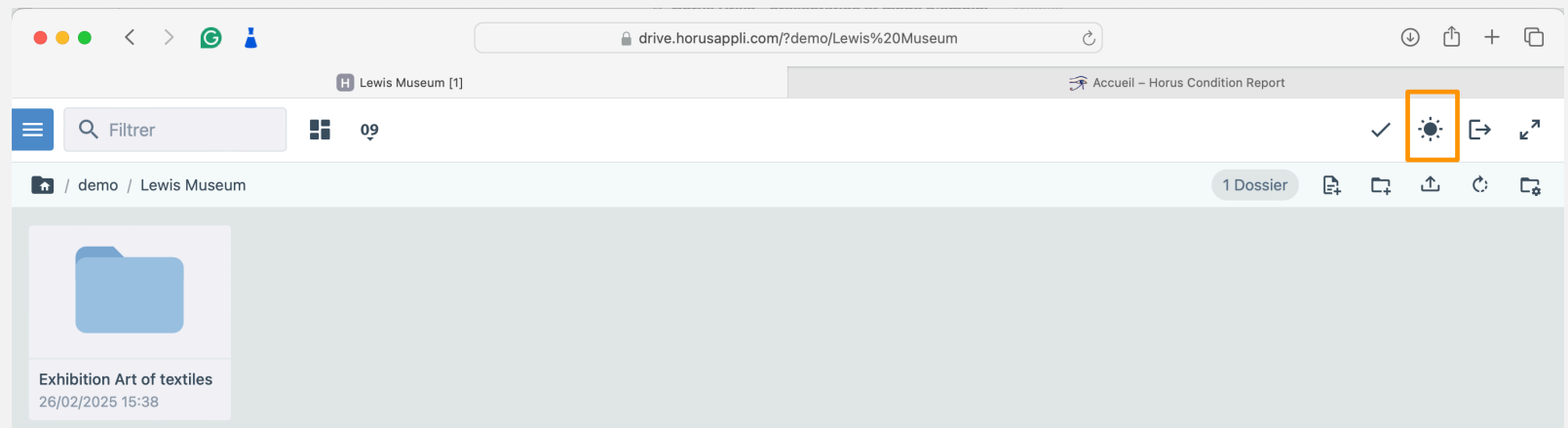
- **Accessibility**: Accessible from any device connected to the following address: drive.horusappli.com/myaccount
- **Enhanced transfer of condition reports,** created on the user's devices via a WebDav protocol
- **Centralization and organization** of condition reports introject work's folder
- Viewing **functions** for reports, photo consultation, and downloads
- **Automatic file naming** (PDF files, photos, and Horus files) with loan registry number or inventory number
- **Export to Horus Pro** to update projects across multiple tablets

1. Starting Horus Drive from a web browser access

- Log in to https://drive.horusappli.com.
- Contact us to obtain your username and password.
- Enter your username and password > Login.
- Click on the **Theme** icon at the top right; by default, it is set to **Night** mode. Switch it to **Light** mode.
- Create your **Project** folder (e.g., **Exhibition AB**).
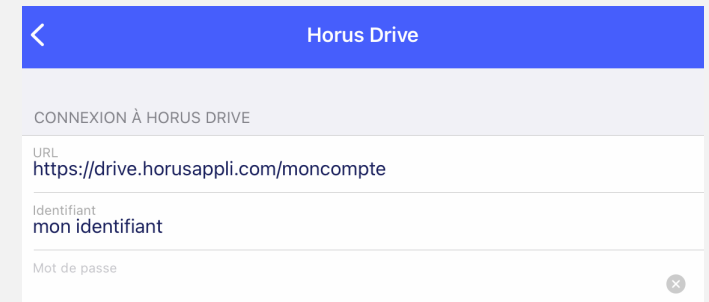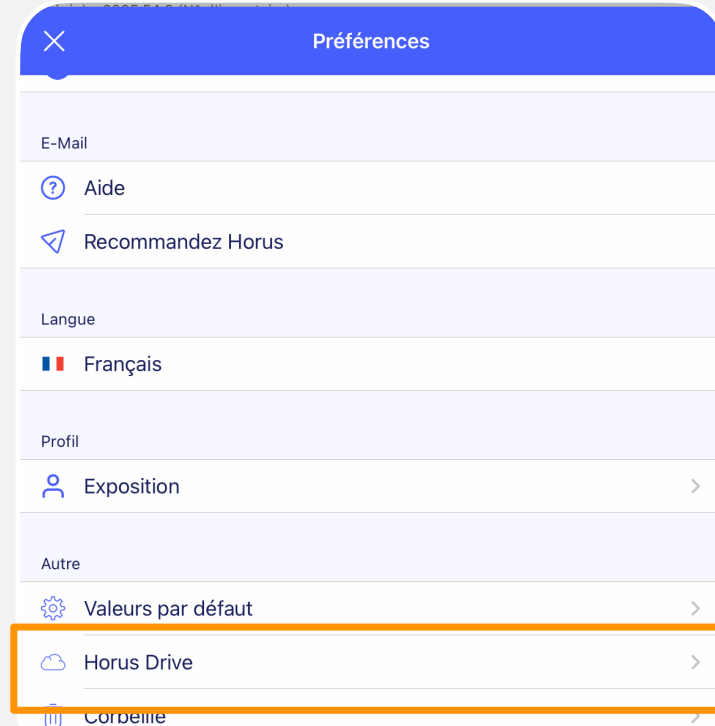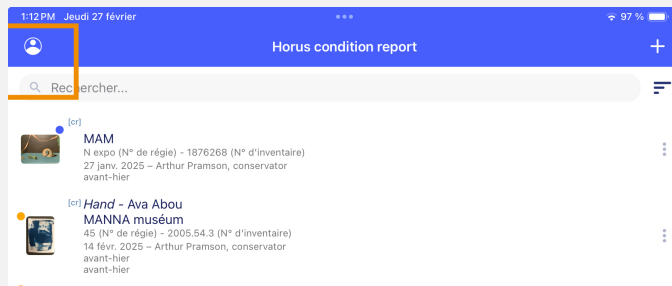- You can add a **Step** (e.g., **Installation AB**).

Login

You are now logged out

Username

Password

Login

drive.horusappli.com/?demo/Lewis%20Museum

Lewis Museum [1]   Accueil – Horus Condition Report

Filtrer   09

demo / Lewis Museum   1 Dossier

Exhibition Art of textiles
26/02/2025 15:38

2. Export Settings to Horus Drive on iPads

- Open Horus Condition Report Pro.
- Click on **Preferences** (top left of the home page).
- Select Horus Drive.
- Enter the provided information: **URL, username, and password**.
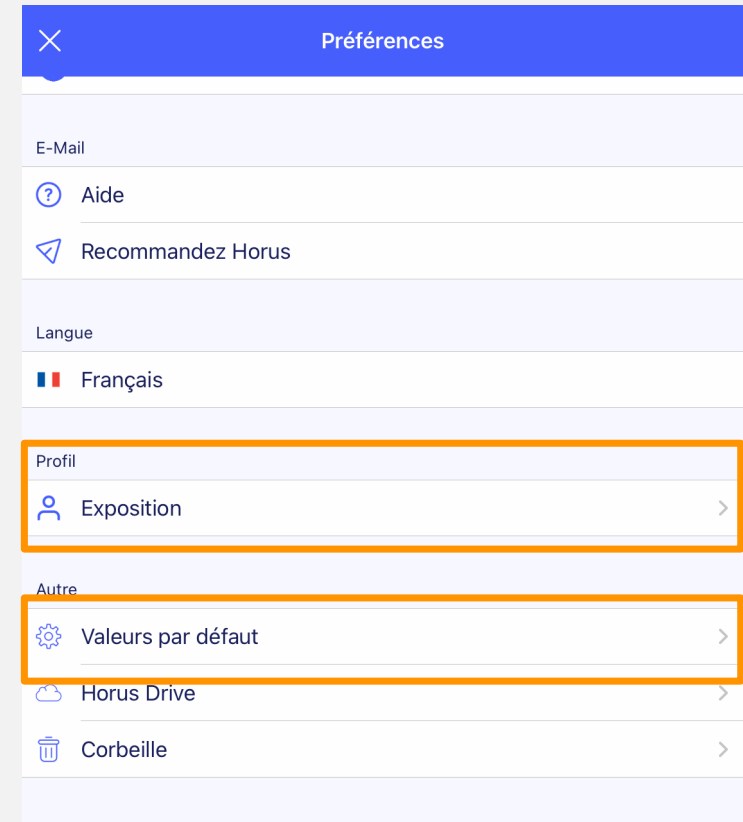- Exit the Horus Drive connection using the left arrow.

2. Other Settings on iPads

1. Profiles
- Choose your **profile**: Conservation / Exhibition / Standard.
- Set up **file naming conventions**.
- Configure the **layout** of your reports.
- Customize the fields by selecting whether they should be **Hidden, Required, or Visible**.

2. Default Values
- Insert your **logo** in **JPG or PNG** format.
- If relevant, add additional default information such as:
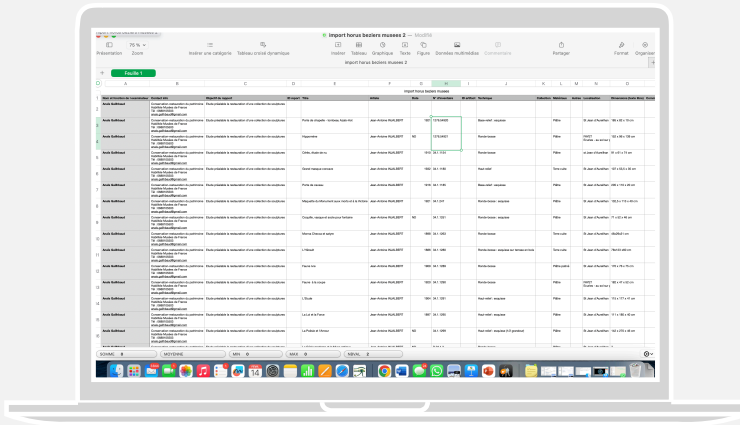 - Examiner's name
  - Inspection location

3. Importing Artworks Data

IPAD 1   IPAD 2   IPAD 3

1. Artwork Data Prepared in a CSV File

The following information will be imported to pre-fill reports (extended format):
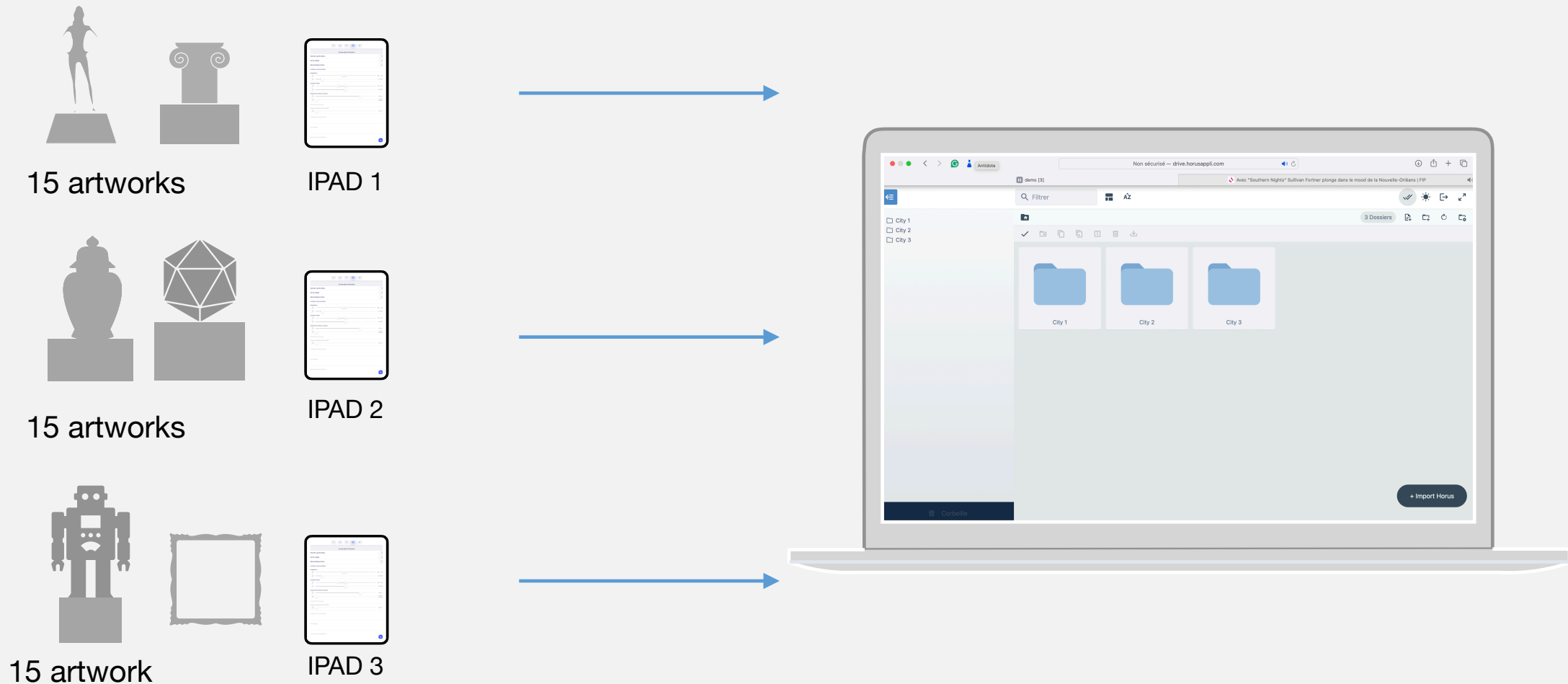
- Exhibition name
- Document title
- Artwork title
- Artist
- Registry, showcase, scenography, and inventory numbers
- Material and techniques
- Lender
- Dimensions
- Required alarm status

Importing the File

- The file can be imported from **Horus Drive, email, AirDrop, etc.**
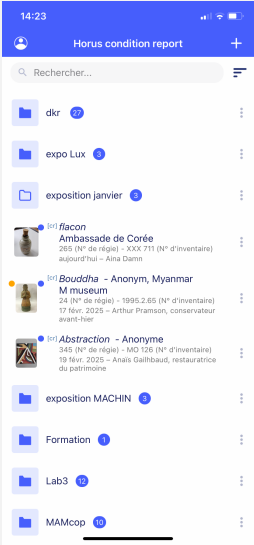- Use **+ > Import** to upload the CSV file.

4. Exhibition setup: conducting condition reports and sending to Horus Drive

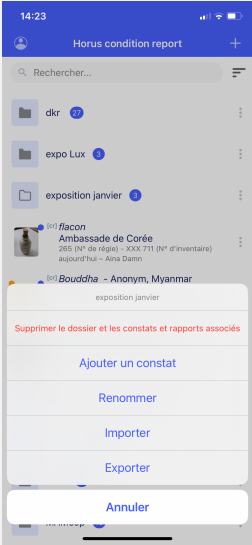15 artworks

IPAD 1

15 artworks

IPAD 2

15 artwork

IPAD 3

Condition reports are conducted on **Horus CR Pro (offline)**.

The reports are sent in **Horus** and **PDF** formats to drive.horusappli.com/myaccount/myfolder at the **end of the day**.
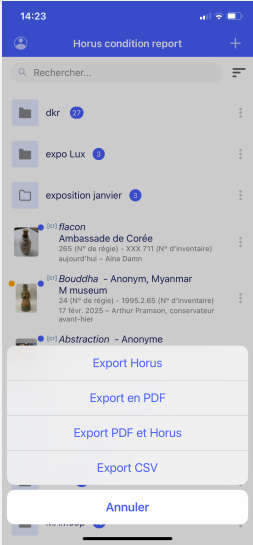
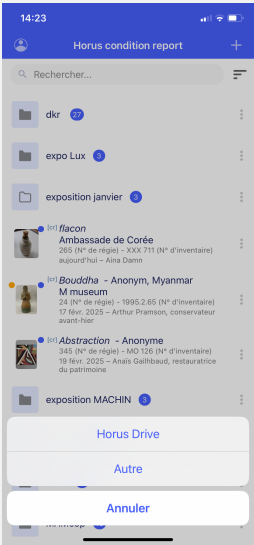# 4. Exhibition setup: conducting condition reports and sending to Horus Drive

1. Click on the options list to the right of the folder or condition report(s).

2. Export

3. Horus and PDF export
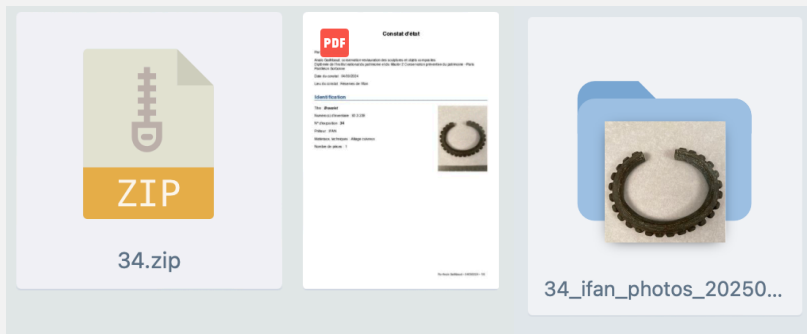

4. Horus Drive
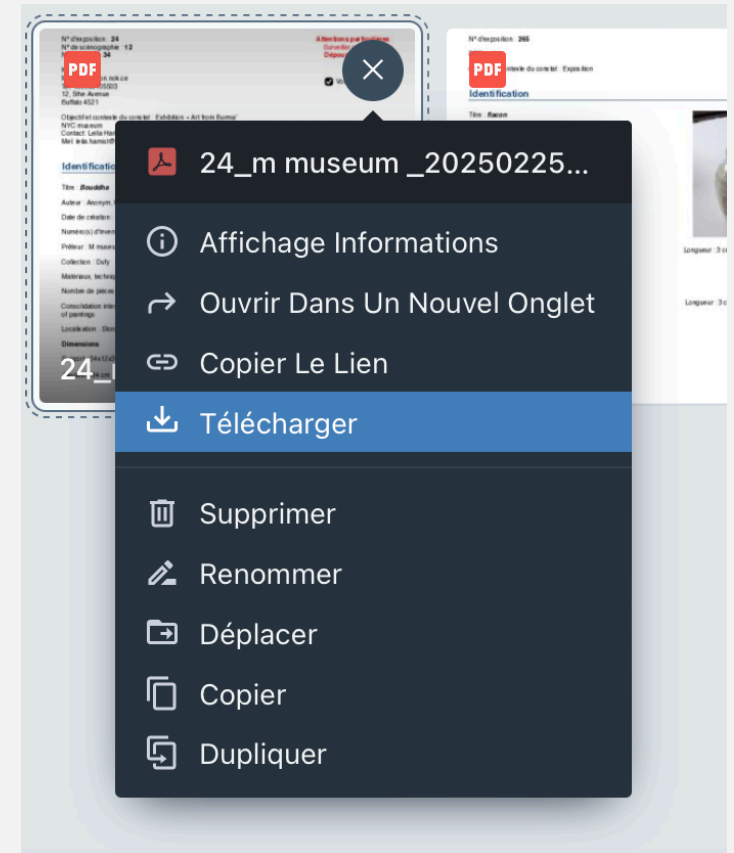

4. Select the folder> Save

4. Horus drive features

For each Horus and pdf export an artworks folder is automatically created which contains :

- Pdf
- Folders with images in jpg
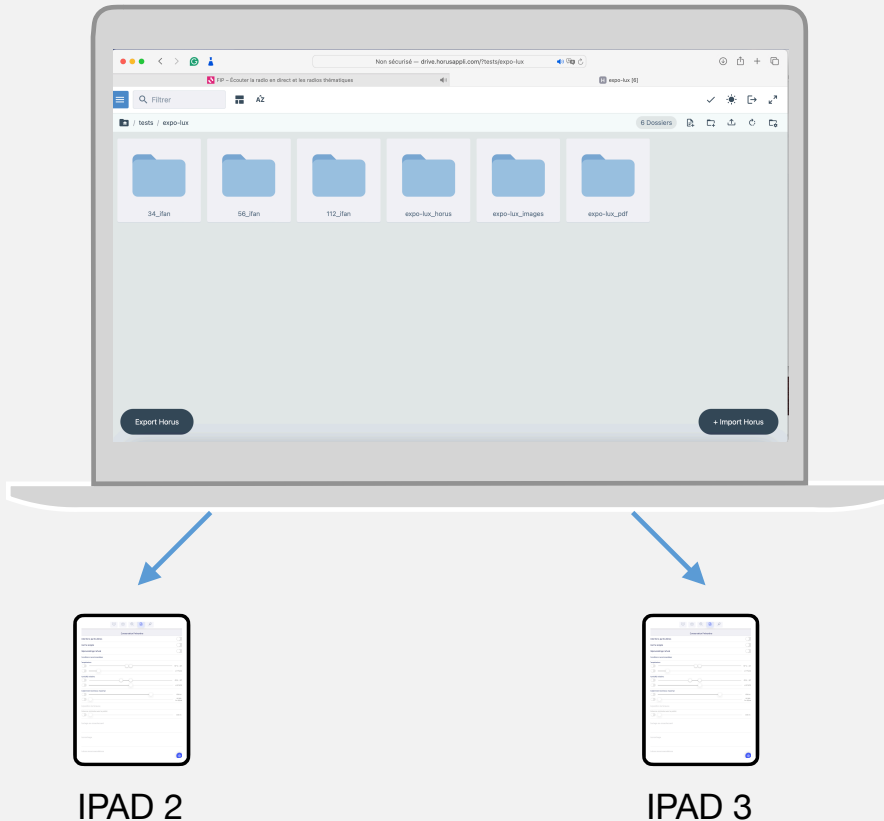- .zip

34.zip

34_ifan_photos_20250...

Features Available for each File:

1. **Viewing**
2. **Download** (single file, PDF format, or photos)
3. **Automatic File Naming** (PDF files, photos, and Horus format) using **registry number_lender**
4. **Export to Horus Pro** (individually, by artwork, or by exhibition)

24_m museum _20250225...

ⓘ Affichage Informations

↗ Ouvrir Dans Un Nouvel Onglet

🔗 Copier Le Lien

⬇ Télécharger

🗑 Supprimer

✎ Renommer

🗀 Déplacer

🗐 Copier

🗐 Dupliquer

4. During the exhibition:

IPAD 2

IPAD 3

The documentation can be accessed on **Horus Drive.**
The user can:

- Read condition reports
- View photos by logging into horusdrive/my account

If any condition reports are modified during the day, they must be sent to Horus Drive in a folder dedicated.

Or condition reports are exported in **Horus** and **PDF format** to the tablets.

Go in the exhibition Set up folder> @horus_folder> Select all> .zip and import them in Horus CR Pro. From each IPAD> Import> Horus Drive> select the file.

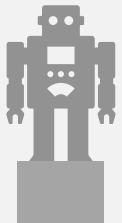# 5. End of the exhibition:

1. Download the last version of the reports on your IPAD
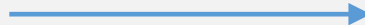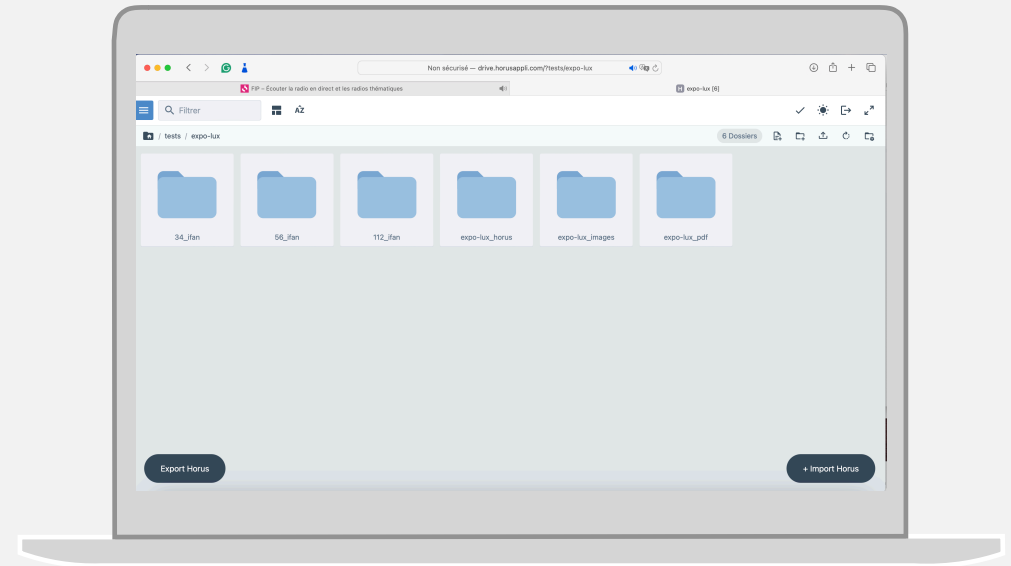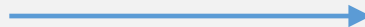

15 artworks

IPAD 2

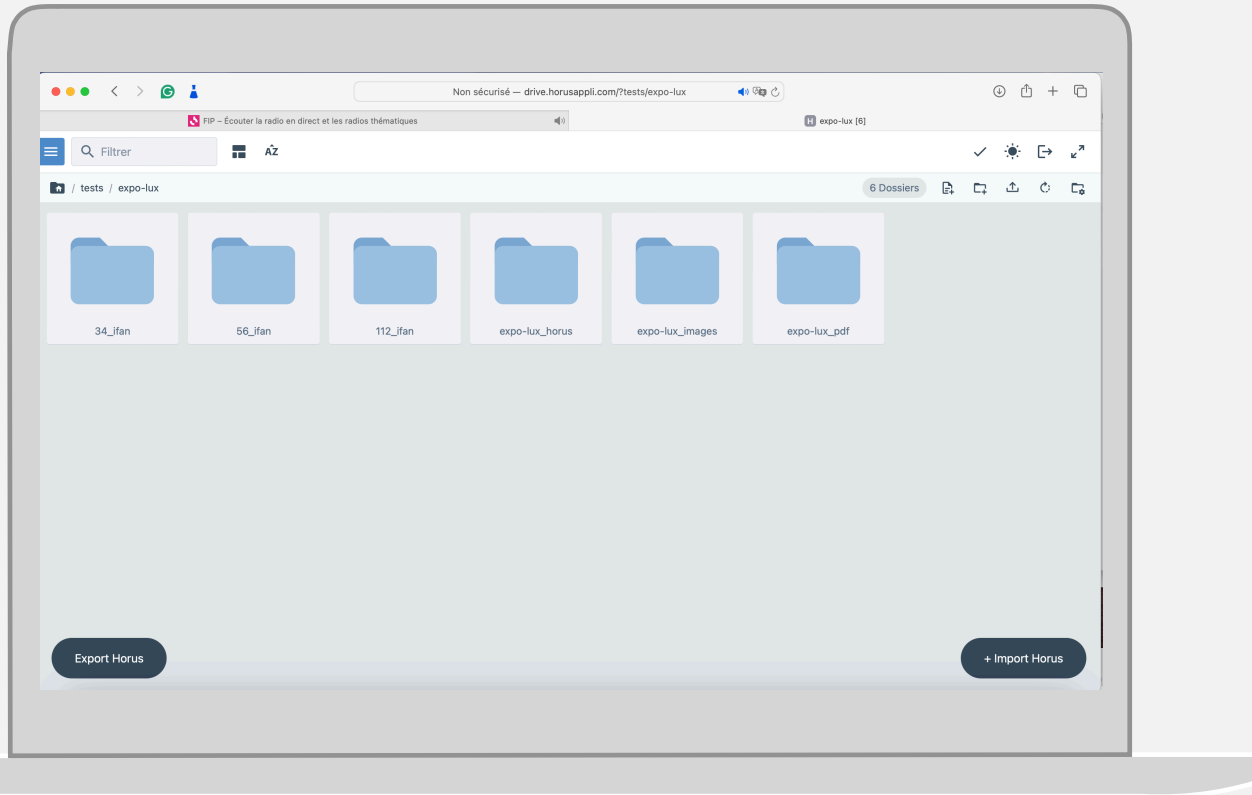10 artworks

IPAD 2

20 artworks

IPAD 3

Condition reports are conducted on **Horus CR Pro (offline)**.

The reports are sent in **Horus** and **PDF** formats to Horus Drive in a folder End of the exhibition

2. End of the exhibition

The reports will be downloaded, archived on the dedicated server and the available hosting space freed up.