

HORUS | Condition Report

Support

(Version 2026)

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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). For this contact us: contact@horus-conditionreport.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.

1.1. To activate your subscription to the Pro version:

On IOS:

- 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.

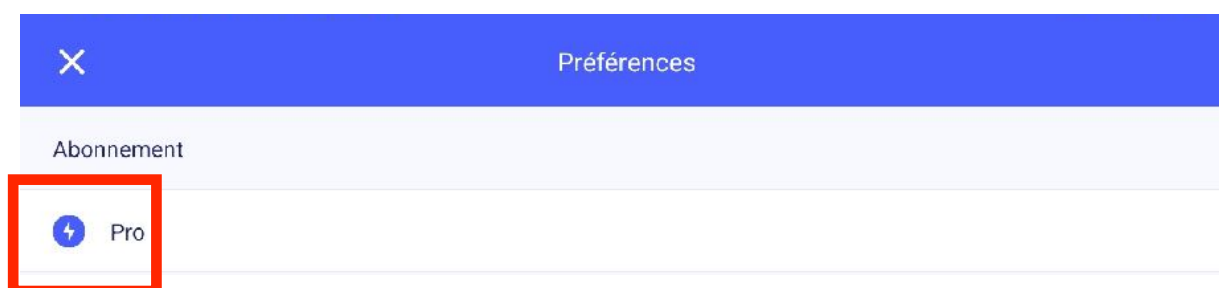
On Android:

- Connect to an internet network

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

- Tap the application icon to open it> Press on + > Import > Subscribe to Horus Pro > Enter an activation code
- 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.



1.2. For a subscription renewal:

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

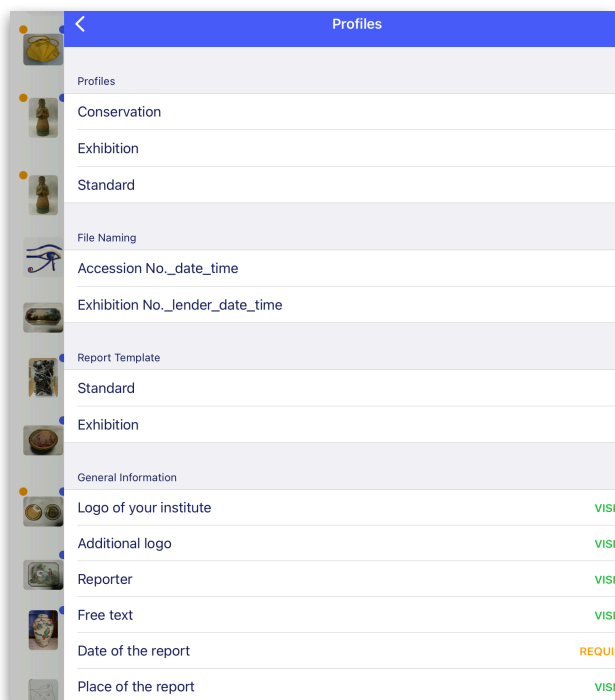
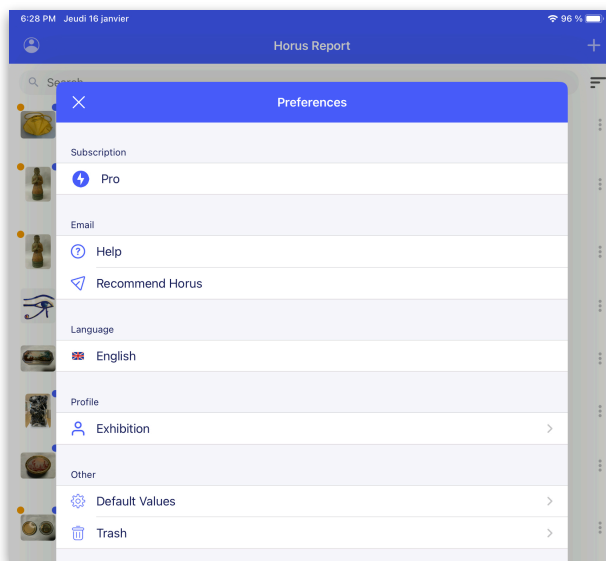
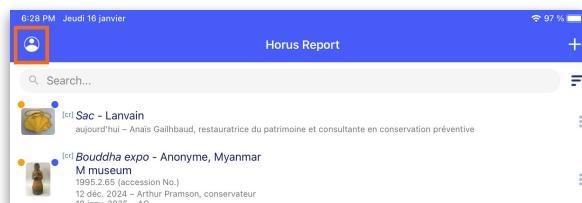
The expiration date of your version should update automatically. If this is not the case, it may be useful to close the application and reopen it.

2. Preferences

2.1 User profile

In Preferences (top left), choose your language and your user profile. The application offers you 3 modifiable profiles

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



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".

Reports layout:

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

Constat d'état

Par : Arthur Pransson, conservateur

M museum
Mél : a.pransson@museum
Tel : +33668105503
12, 30th Avenue
Buffalo 4521

Date du constat : 05/12/2024

Lieu du constat : M museum, storage

Objetif et contexte du constat : Avant exposition "Art from Burma"

NYC museum
Contact: Lella Hartford
Mél: lella.hartford@nymuseum.org

Conditions du constat : Bonnes

Identification

Titre : *Bouddha*

Auteur : Ananyine, Myanmar

Date de création : XIXème siècle

Numéro(s) d'inventaire : 1995.2.65

N° d'exposition : Drapé

Typologie : Ronde-bosse

Préteur : M museum

Collection : Dufy

Matériaux, techniques : Bois peint

Nombre de pièces : 1

Intervention de consolidation : réalisé en 1989; rapport dans le dossier d'œuvre : reliaje des peintures

Localisation : Réserve Dalune

Dimensions

Socle : 34x12x34cm

Hauteur : 34 cm **Largeur :** 12 cm **Profondeur/Épaisseur :** 32 cm

Par Arthur Pransson, conservateur – 05/12/2024 – 18

Constat d'état

M museum, storage – 05/12/2024

M
MUSEUM

N° d'exposition : Drapé

M museum
Mél : a.pransson@museum
Tel : +33668105503
12, 30th Avenue
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Par Arthur Pransson, conservateur – 05/12/2024 – 18

Constat d'état

Constat d'état – Bouddha – Ananyine, Myanmar – 1995.2.65

Photographies et relevés

- Bois (Structure) : **Cassure, Fissure/Fente**
- Papier : **Décoloration**
- Couches picturales et vernis : **Lacunes**
- Pierre (Surface) : **Aurore**



Emballage

N° du conditionnement : 12

Type d'emballage : Caisse

Recommandations d'emballage et informations

Caisse avec des calages en mousse de polyéthylène et un papier de soie en intercalage.

Conservation préventive

Conditions recommandées

Température : 18°C – 24°C (±1°C/24h)

Humidité relative : 45% – 55% (±1%/24h)

Éclairement lumineux maximal : 150 lux (30000 lux/m²)

Exposition lumineuse : Filtré UV

Distance minima le avec le public : 1.00 m

Socle ou encadrement

Plaques de maintien

Annexe

Standard:

- 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

Exhibition:

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

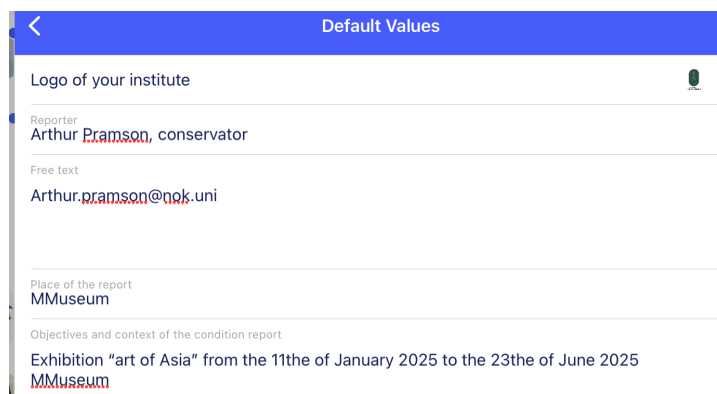
2.2 Default values

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 report
- The reporter's contact details (professional address, email, telephone...)
- Place of examination
- The objective and context of the condition report

- This information will then be pre-filled in any new report (regardless of the profile chosen).

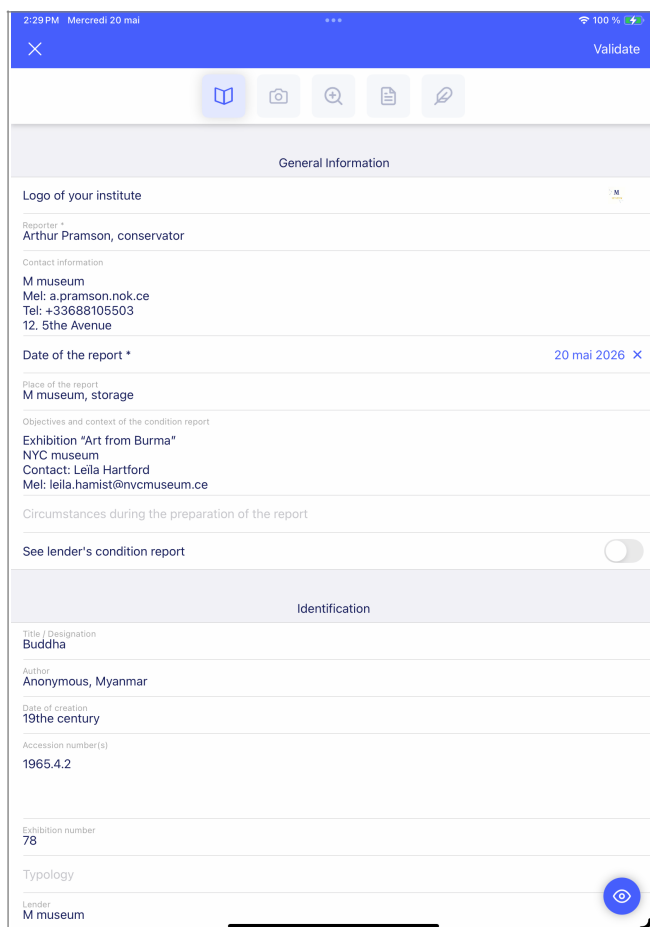
In the case of an import, the imported data prevails. If the field is empty in the import, they will be filled with the default values.



3. Edit a report

Press on « + » > « New 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 :

The screenshot shows the 'Horus condition report' app interface. At the top, there's a status bar with the time '2:29 PM', date 'Mercredi 20 mai', and battery level '100 %'. Below the status bar is a navigation bar with a close button (X) and a 'Validate' button. The main content area is divided into sections: 'Identification' and 'Dimensions'. The 'Identification' section includes fields for 'Title / Designation' (Buddha), 'Author' (Anonymous, Myanmar), 'Date of creation' (19th century), 'Accession number(s)' (1965.4.2), 'Exhibition number' (78), 'Typology', and 'Lender' (M museum). The 'Other' section includes 'Material, technique' (Painted wood), 'Number of items', 'Other information (description, historical or technical details)' (Consolidation intervention carried out in 1989; report in the work file: refixation of paintings), and 'Location'. The 'Dimensions' section includes 'Dimensions (free text)' and 'Dimension unit'. A blue eye icon is located at the bottom right of the 'Dimensions' section.

- 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.

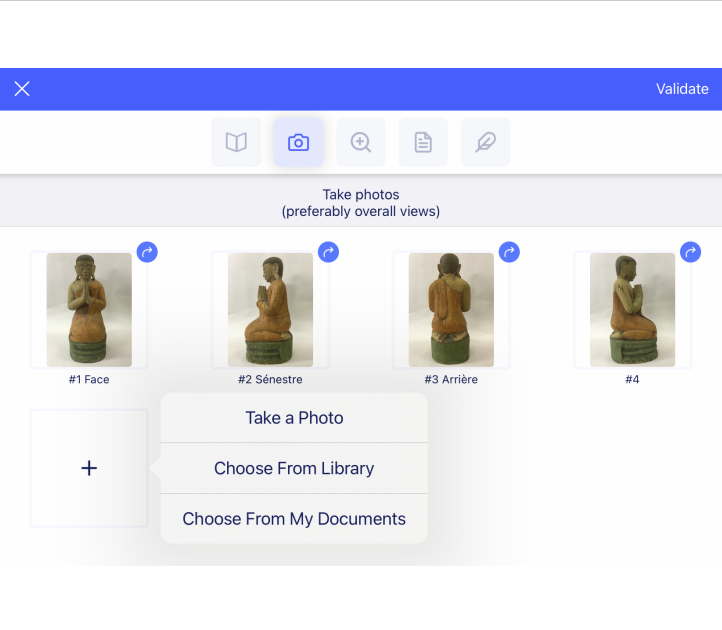
Tip : In "Description" , you can enter information on the techniques on associate works, on old restorations, on documentary resources...This fields can also be prefilled with a CSV import or from your CMS

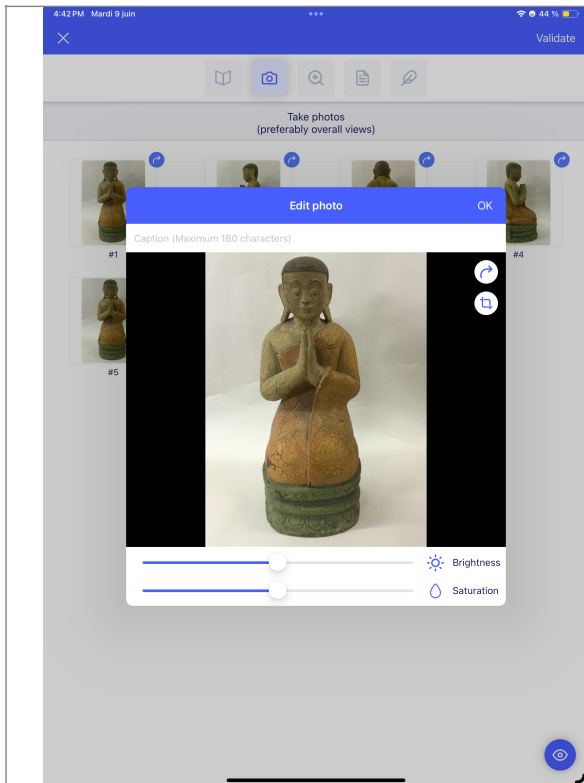
Tip : You can use the micro to enter your text  , write on your pen or use a keyboard connected on Bluetooth 



At any time, click on the eye (bottom right) to read the statement.

- Enter the pictures (general views)

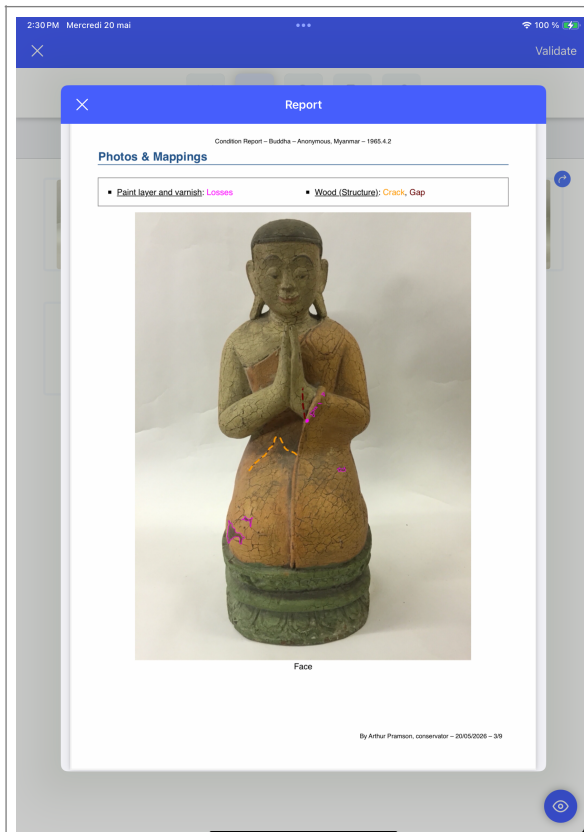
	Enter until 6 photographs (Basic and Advanced) or more (Pro). You will be able to do mapping on these photos, use it for general views as photo references and mappings. You can take a picture with your devices camera or download pictures from the photo gallery. You can also download it from your online 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.	



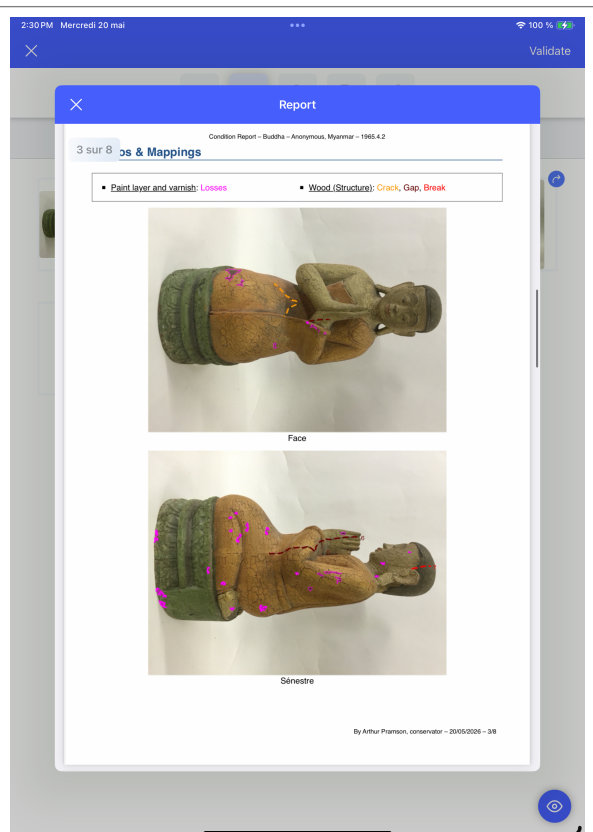
When you are adding the photos, you can :

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

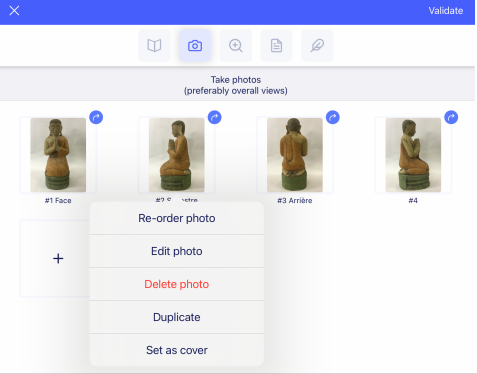
Tip : If you need to modify more your pictures (resize for ex), you can use the various correction tools available in the photo gallery of your tablets.



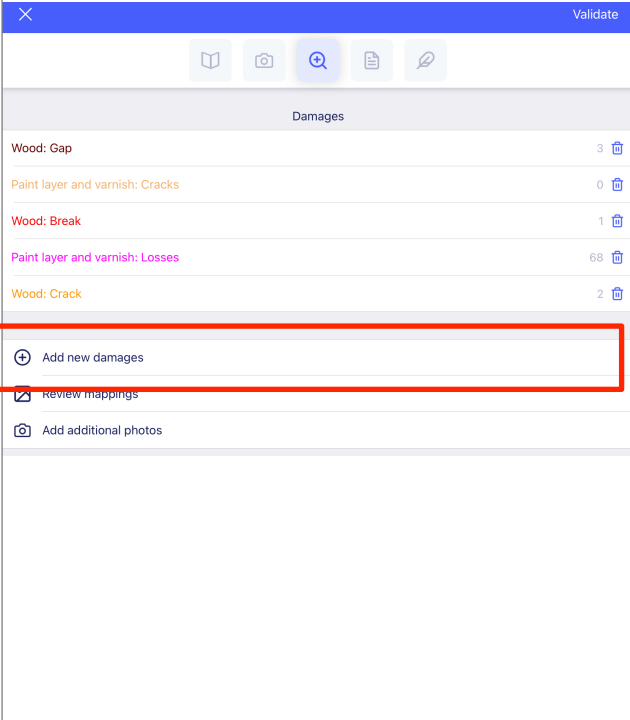
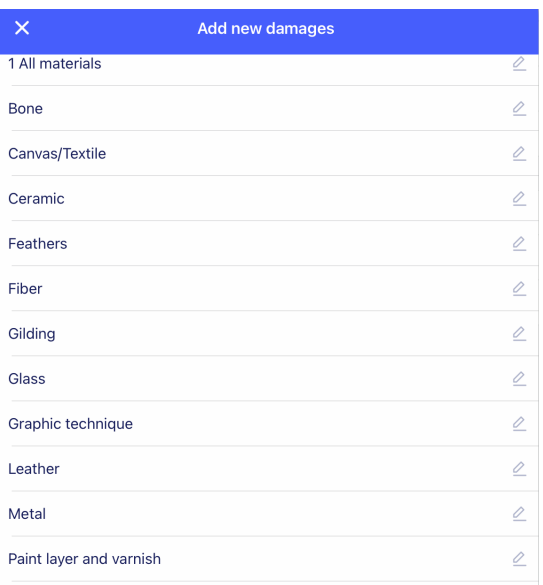
Portrait format in the final PDF, 1 photo by page (ex)

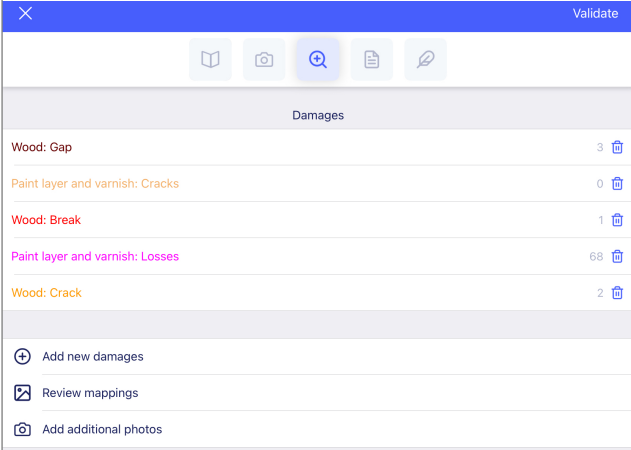
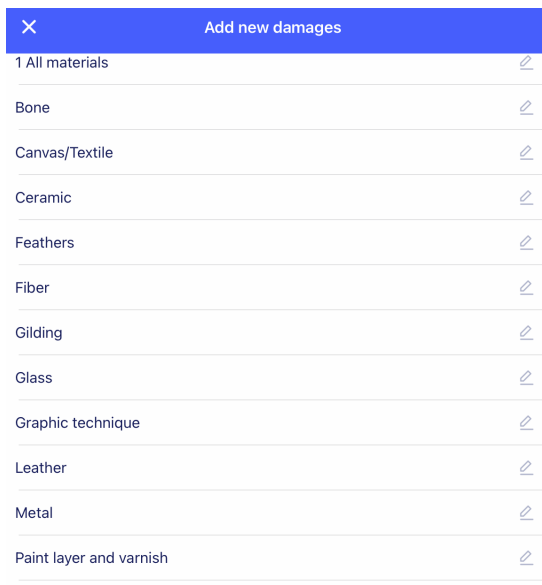


Landscape format in the final PDF, 2 photos by page (ex)

	With pressing on one photo, the following features appear: - Re-order - Edit to change the caption - Duplicate - Delete - Set as cover
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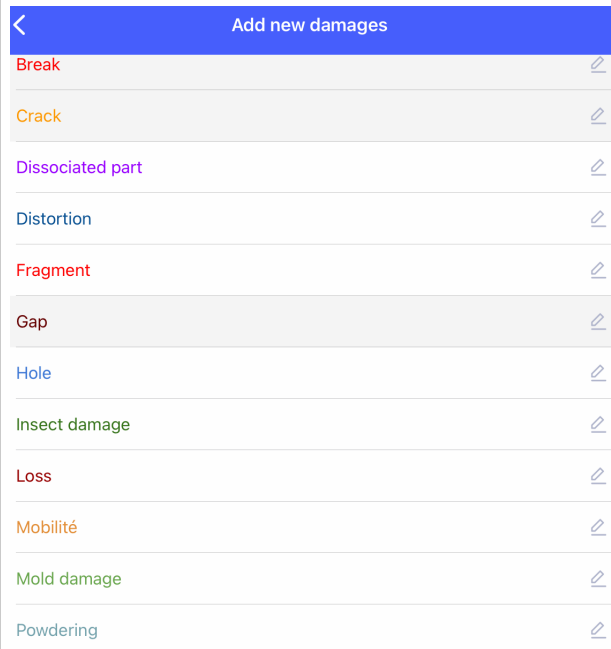
• Adding damages

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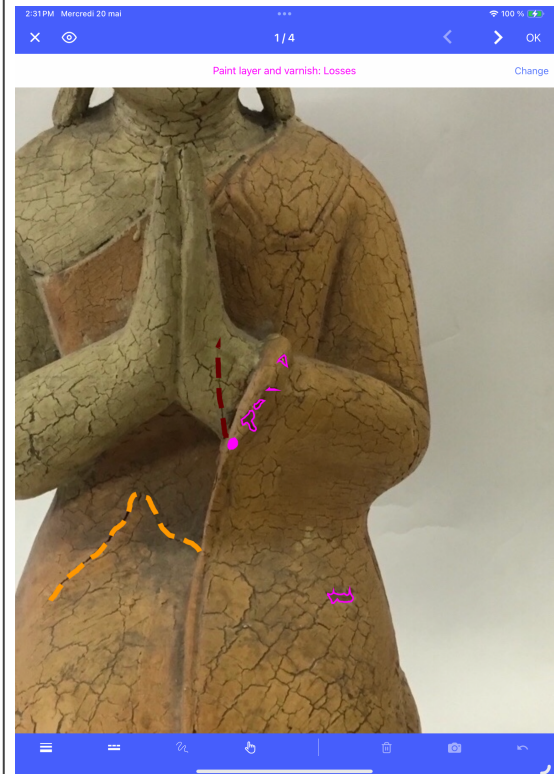
Press on « Next » , then on « Add New damage»	Select one material in the list
	 Tip : You can create new materials with pressing on « New material ». You can hide materials with (i). You can duplicate materials and rename them. By example: duplicate “Metal” to create “Copper”. The material is duplicated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



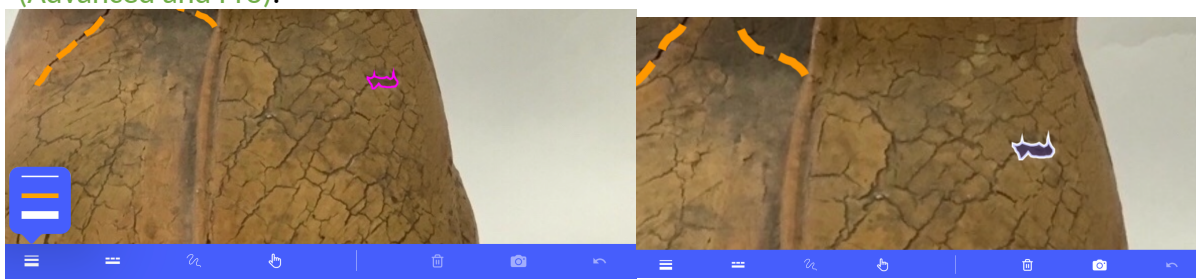
Draw the selected damage with one of the drawing tools: free line, free area or frame (basic version) ; the **Avanced** and **Pro** versions also include an arrow, a colored area, a tool « delete last ».



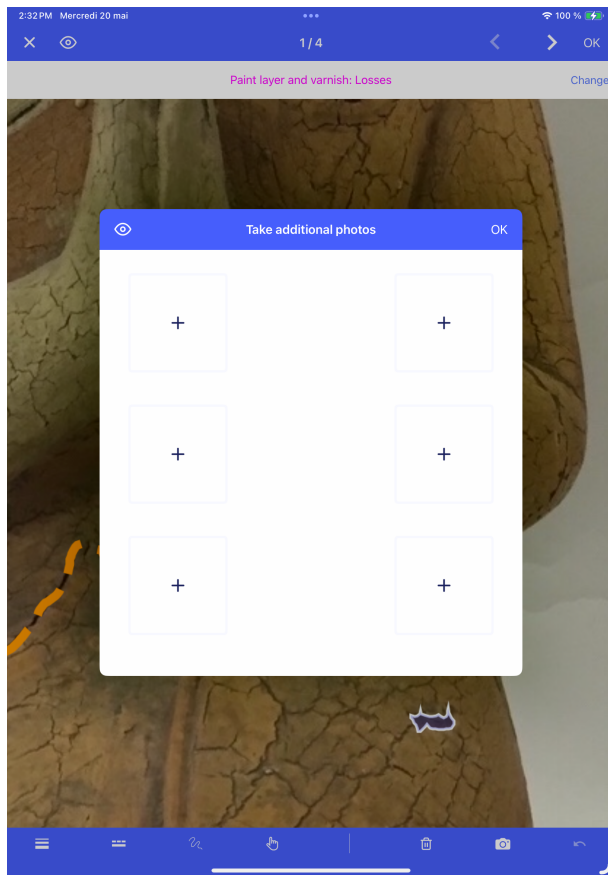
Tip : to delete an annotation, you need first to unselect the tool, select your damage with pressing it and press on the trash picture which appears.

Choose between 3 different line thicknesses and between dotted or continuous lines (**Advanced and Pro**).

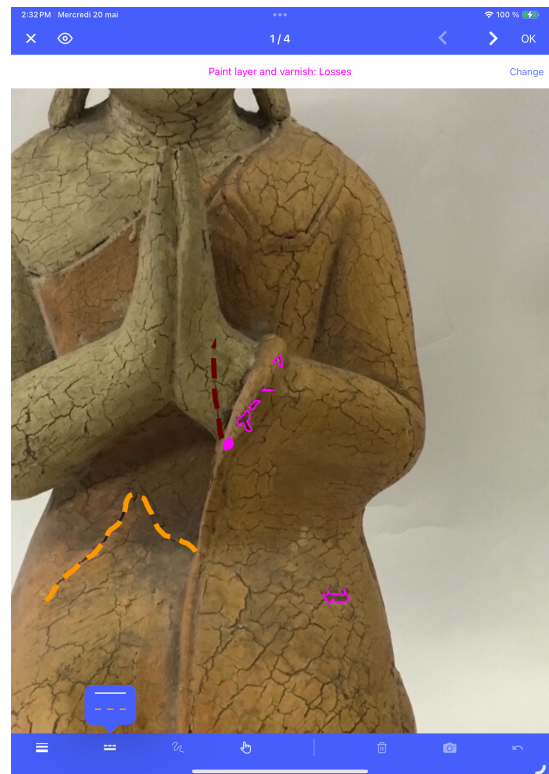
Press on your annotations to display the Photo icon (**Advanced and Pro versions**).



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.

Comments		OK
Wood: Gap		
Comments The gap in the wood should be stabilized.		
		
Paint layer and varnish: Cracks		
Comments		

Add your final observations, diagnostics and recommendations

2:32 PM Mercredi 20 mai
100 %
Validate

Final Observations

General condition
Good

General comments

The sculpture is stable, despite the premature cracks on its entire surface. In three areas the gaps in the painting are recent. Cracks and gaps in assemblies were already noted in 1989.

Cracks, deviations and gaps must be monitored at each stage of the exhibition.

Other requirements

Handling with cotton gloves.

Preventive Conservation

Special attention

Alarm required

Alarm detail

Dust removal refused

Required conditions

Temperature
16°C – 20°C

Relative humidity
45% – 50%

Maximal Light Exposure
150 lux

Light exposure (free text)

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

Sign and make it sign by a second person

Validate

Signatures

Name and position
Arthur Pramson, conservator

Name and position of the second person
Lella Hartford, registrar in NYC Museum

Report

Condition Report
M museum, réserves – 09/06/2026

M museum
Mail : a.pramson@nycmuseum.org
Tel : +36088105503
12, 5th Avenue
Buffalo 4521

Objectives and context of the condition report: Before exhibit
NYC museum
Contact: Lella Hartford
Mail : lella.hartford@nycmuseum.org
Circumstances during the preparation of the report: Good

Identification
Title: *Boudha en*
Author: Anonymous, Myanmar
Date of creation: 19th century
Accession number(s): 1995.2.85
Lender: M museum
Collection: Dufy
Material, technique: Painted wood
Consolidation carried out in 1989; report in the work file: fixing of the paintings

Dimensions
Height: 64 cm Width: 12 cm Thickness: 32 cm

18 mars 2025

Auvers - Vincent van Gogh
Carnegie Museum
4376 (registrar No.)
21 Nov. 2025 – Arthur Pramson,

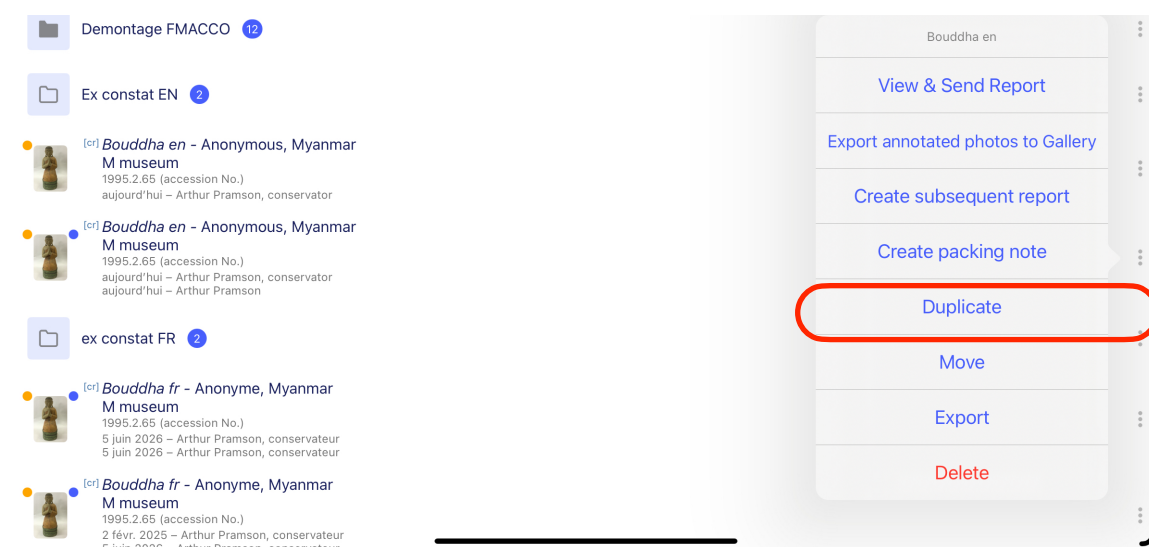
4. Correct a report

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

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

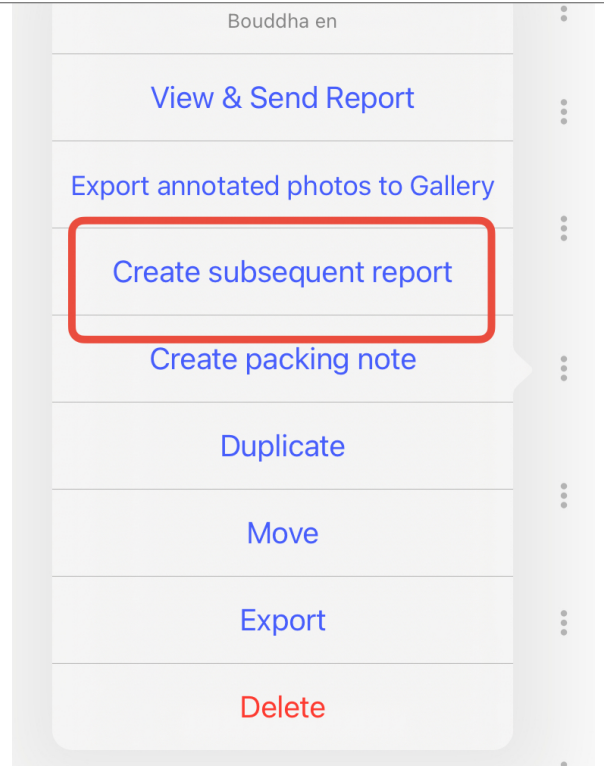


If your report is validated, you can duplicate to change it.



5. Editing many reports on the same work

The option « editing subsequent reports» will allow you to add many reports on the same PDF. Pro and Advanced Version. Press on the features list at the right of a validated report.



Bouddha en

View & Send Report

Export annotated photos to Gallery

Create subsequent report

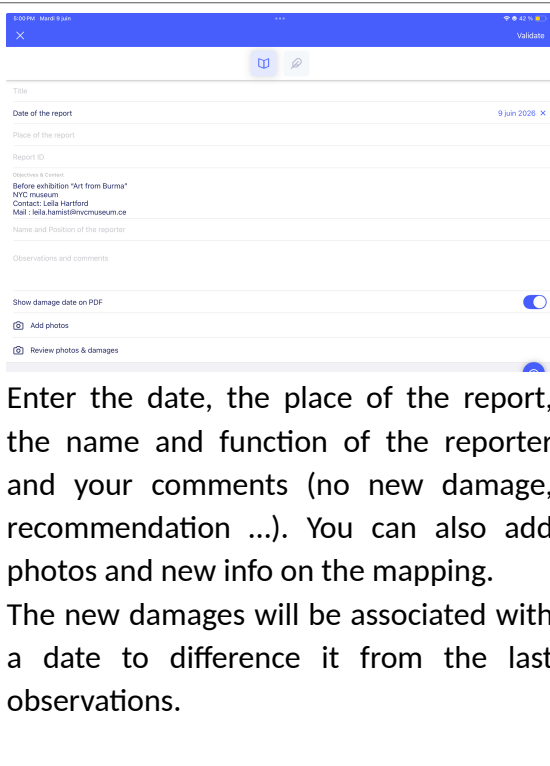
Create packing note

Duplicate

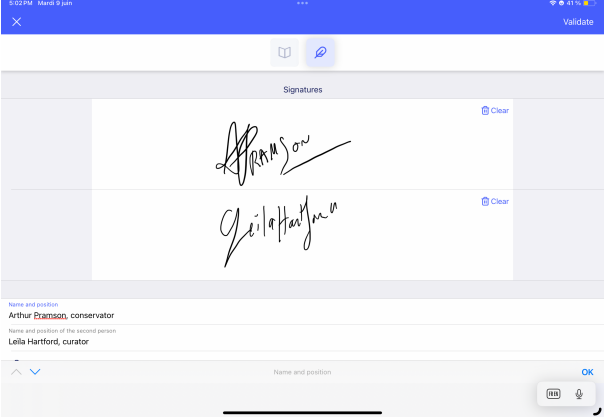
Move

Export

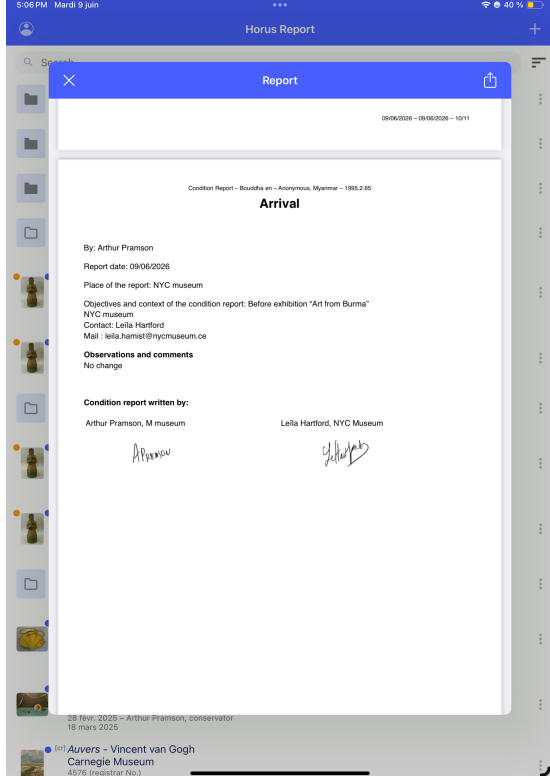
Delete



Enter the date, the place of the report, the name and function of the reporter and your comments (no new damage, recommendation ...). You can also add photos and new info on the mapping. The new damages will be associated with a date to difference it from the last observations.



Sign and make it signed

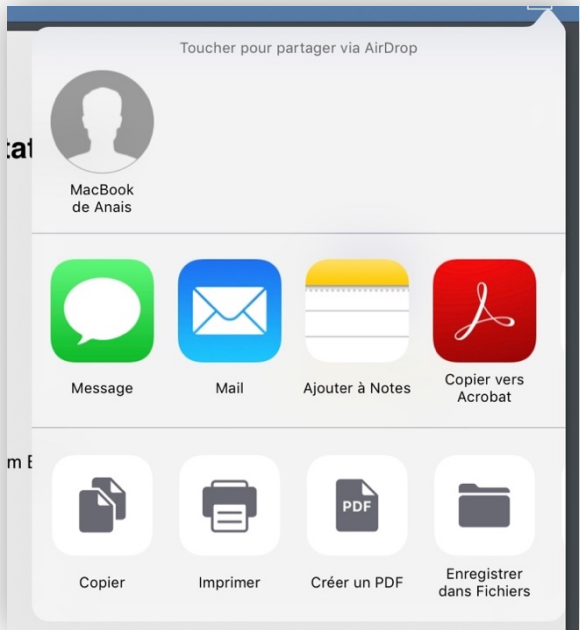


The report 2 is added to the report 1 in the same PDF.

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

6. Share and archive your reports

- With wifi or cellular network:

	Share it on : Airdrop (IOS)  Mail  iCloud (IOS) Google Drive Dropbox ...  Store them on your computer or the external server chosen.
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- 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.

Android After each export, you will find your files in the folder > Files > Internal Storage > HorusReport. ▶ Alarms ▶ Android ▶ DCIM ▶ Documents ▶ Download ▶ Movies ▶ MuseumReportApp ▶ Music ▶ Notifications ▶ Pictures ▶ Playlists ▶ Podcasts ▶ Ringtones ▶ Samsung 	Exported reports and files are found in 3 folders: ExportedPDF (for PDFs); Horus_Export for Horus formats and photos taken from the application. ▶ ExportedPDF ▶ ExportTemp ▶ Horus_Export ▶ Photos
--	---

7. Sharing reports between devices

You can exchange validated and non-validated reports between devices equipped with Horus CR Pro in order to work as a team on the same project.

From the 1st device, select the notes to export> Export Horus and PDF then send it to the 2nd device. You can use different sharing methods (airdrop, bluetooth, common server, storage on usb key or computer)

In the 2d device, click on the attachment and download it.

Open Horus Condition report, then "+" Import.

The list of reports contained in the .zip is displayed. Select them, one by one or use "select all".

The reports are displayed on the home screen.

8. 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 as images

- 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.

11. Import data

1. Prepare the file

If you manage your collection on collection management software, you can probably export to .csv. If you manage your collection on Excel, make a spreadsheet with the works you want to review.

Copy and paste your columns into the template to download from our website. It is the order of the columns that will allow you to correctly attach them to your observation in Horus CR.

Nom	Coordonnées	Objectifs	N° rapport	Titre	Auteur	Date	N° inv.	N°arti fact	Typologie	Collection	Matériau, techniques	Autres	Localisation	Dimensions	Commentaires généraux	Recommandations d'emballage	Autres Recommandations

For dimensions, depending on your export, you may have to concatenate cells and clean punctuation marks.

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

2. Save under "CSV UTF-8 (delimited by commas)"

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

You can also use airdrop (IOS), bluetooth, mai Horus Drivel,...

3. Import in Horus

- Open the Horus CR app
- Create a folder to save your import
- Click on the import button and search for your file
- Open it and select the observations to import or check "select all" then .

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.