

# Add a Location to an Object Record

1. Open your object record. Notice that nothing appears under computed current location.

The screenshot shows the '1234.56 - Dragon Sculpture' object record page. The page has a top navigation bar with 'My CollectionSpace', 'Create New', 'Search', and 'Administration'. Below the title, there are tabs for 'Primary Record' and '+ Related'. A toolbar contains 'Save', 'Clone', 'Revert', 'Delete', and a 'Standard Template' dropdown. The 'Saved 10 seconds ago' status is shown. The main form is divided into two columns. The left column contains fields for 'Artwork ID\*' (1234.56), 'Number of objects', 'Program name' (1), 'Collection' (1), 'Record status' (new), 'Publish to' (1 Public Art Archive), 'Installation type' (1 permanent), and 'Title' (1 Dragon Sculpture). The right column contains 'Artwork description' (1 This sculpture of a dragon was commissioned as a gateway to the city.), 'Distinguishing features', 'Comment' (1), and 'Computed current location' (which is circled in red). At the bottom, there is a 'Type' dropdown (cited) and a 'Translation' table with columns 'Translation' and 'Language'.

2. In order to assign a location to an object record, you'll need to create a related Location/Movement/Inventory Record. You can do this from the +related tab at the top of your object record.

The screenshot shows the '1234.56 - Dragon Sculpture' object record page with the '+ Related' dropdown menu open. The menu options are: 'Groups', 'Intakes', 'Loans In', 'Loans Out', 'Location/Movement/Inventory' (highlighted), 'Media Handling', and 'Object Exits'. The page layout is similar to the first screenshot, but the 'Saved 1 minute ago' status is shown. The 'Computed current location' field is still circled in red.

3. Click the +Create New button and fill in the pertinent fields. Note that the Location field (required) is the display name for the computed current location. The Location field pulls from your Place Authority list. If the place already exists in your system, you can use predictive text to pull it up. If the Place does not already exist, you can create a new Shared Place via this Location field.

1234.56 – Dragon Sculpture

Primary RecordLocation/Movement/Inventory ×+ Related

+ Create new↔ Relate existing...

▼ Related Location/Movement/Inventory: 0Open

Reference number	Current location	Updated
------------------	------------------	---------

5 ▾ per page < 1 >

New Related Location/Movement/InventoryCancel

SaveRevert

▼ Object Location Information

Reference number

Current location

Location\*

Fitness

Note

Location date

► Movement Information

SaveRevert

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1234.56 – Dragon Sculpture

Primary RecordLocation/Movement/Inventory ×+ Related

+ Create new↔ Relate existing...

▼ Related Location/Movement/Inventory: 0Open

Reference number	Current location	Updated
------------------	------------------	---------

5 ▾ per page < 1 >

New Related Location/Movement/InventoryCancel

SaveRevert

▼ Object Location Information

Reference number

LOC.1234.56

Current location

Location\*

Fitness

Note

City Hall

1 matching term found

Test City Hall

Add "City Hall" to

+ Local Storage Locations

+ Offsite Storage Locations

+ Local Organizations

+ Local Places

+ Shared Places

Test City Hall

Broader place

Place type

Place note

SaveRevert

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4. Once you've saved the LMI record, the computed current location will appear on your object record.

1234.56 – Dragon Sculpture

Primary RecordLocation/Movement/Inventory ×+ Related

SaveCloneRevertDeleteStandard Template

Saved 3 minutes ago ▾

▼ Object Identification Information

Artwork ID\*

1234.56

Number of objects

Program name

1

Collection

1

Record status

new

Publish to

1 Public Art Archive

Installation type

1 permanent

Title

1 Title

Dragon Sculpture

Artwork description

1 This sculpture of a dragon was commissioned as a gateway to the city.

Distinguishing features

Comment

1

Computed current location

Test City Hall

Type

crited

**Test City Hall**

Test City Hall

Broader place

---

Place type

---

Place note

---

**Terms Used: 2** [Open](#)

Term	Type	Vocabulary	Field
Test City Hall	Place	Shared	Computed current location
sculpture (visual ...)	Concept	Work Type	Work type

5 ▾ per page < 1 >

- ▶ Related Objects: 0 [Open](#) [Add...](#)
- ▶ Related Procedures: 1 [Open](#) [Add...](#)
- ▶ Reports: 0
- ▶ Batch Jobs: 0

My CollectionSpace

Create New

Search

Administration

Search result 1 of 1

↑ Previous

↓ Next

Test City Hall

Place - Shared

Primary Record

Save

Clone

Revert

Delete

Saved 4 months ago

▼ Place Information

Term

1

Display name\*

Name

Qualifier

Status

Test City Hall

testcityhall

Type

Flag

Historical status

Language

Preferred for lang

common name

Name detail

Abbreviation

Note

Date

Source

Name

Detail

ID

Note

+

Placement type

1

municipal buildings

-

Placement environment

+

Place type

1

-

+

Ownership

Owner

Type

Date

Note

1

+

Place note

Address

1

Line 1

1234 Test City Hall Road

State/Province

Greater London

Postal code

012345

Line 2

Country

United Kingdom

Municipality

London

Type

business

+

^ Georeference Information

1

Decimal latitude

51.5074

Decimal longitude

-0.118092

Datum

Uncertainty (m)

Precision

Terms Used: 3

Used By: 3

Reports: 0

Batch Jobs: 0

Open

Open