

Accessing reports in your system

Your system has been deployed with reports that can be run at any time.

Reports can be run directly from object and procedural records. If you are looking for an object report, it will be stored under the Reports tab on the right sidebar of an **object record**.

65987 – Mare Undurum II Object [Hide sidebar >](#)

Primary Record [Media Handling](#) × [+ Related](#)

[Save](#) [Clone](#) [Revert](#) [Delete](#) Tombstone Template ▾ Saved 7 hours ago ▾

Object Identification Information

Artwork ID* [ID](#)

Program name ▾ [+](#)

Collection ▾ [+](#)

Title ▾ [+](#)

Work type ▾ [+](#)

Owner ▾ [+](#)

Artwork description [+](#)

Computed current location

Object Description Information


Object Production Information

Artwork date ▾ [+](#)

Artwork creator ▾ ▾ [+](#)

[Save](#) [Clone](#) [Revert](#) [Delete](#)

Media: 3



[Terms Used: 8](#) [Open](#)

Term	Type	Vocabulary	Field
City of Tempe P...	Organiza...	Shared	Owner
aluminum (metal)	Concept	Material	Material
glass (material)	Concept	Material	Material
electric cables	Concept	Material	Material
Tempe Center fo...	Place	Shared	Computed curre...

5 ▾ per page < 1 2 >

Related Objects: 0

[Open](#) [Add...](#)

Related Procedures: 4

[Open](#) [Add...](#)

Record	Summary	Type	Updated
MR.PAA.13581	Mare Undurum II	Media H...	12/10/20...
MR.PAA.13580	Mare Undurum II	Media H...	12/10/20...
MR.PAA.13579	Mare Undurum II	Media H...	12/10/20...
LOC.PAA.115...	Tempe Center for th...	Location/...	12/5/201...

5 ▾ per page < 1 >

Reports: 3

Name
Publish To PAA Report
Object with Location Detail Report
Object Detail Report

5 ▾ per page < 1 >

If you are looking for a report that has to do with a procedural record (i.e. and Acquisition report), it will be stored under the Reports tab on the right sidebar of an **acquisition** record.

The screenshot displays a web interface for an acquisition record. The main area is titled "Acquisition Information" and contains several fields: Reference number (2018.1.198), Accession date, Authorization (Authorizer and Date), Acquisition date (1), Acquisition method (percent for art), and a Note field. Below this is a "Funding" table with columns for Currency, Value, Funding source, and Source provisos. The table contains one row: 1 US Dollar, 75000, and Source provisos. At the bottom of the main area is a "Commission Information" section. On the right side, there is a sidebar titled "Acquisition" with a "Hide sidebar" button. The sidebar contains several sections: Media: 0, Terms Used: 0, Related Objects: 1, and Related Procedures: 0. The "Reports: 1" section is highlighted with a red circle and contains a table with one row: Acquisition Basic List Report. Below the table is a "Batch Jobs: 0" section. At the top of the main area, there are buttons for Save, Clone, Revert, and Delete, and a "Saved 5 days ago" indicator.

2018.1.198

Primary Record + Related

Save Clone Revert Delete Saved 5 days ago

Acquisition Information

Reference number* 2018.1.198

Accession date

Authorization

Authorizer Date

Acquisition date 1

Acquisition method percent for art

Note

Funding

Currency	Value	Funding source	Source provisos
1 US Dollar	75000		

Credit line

Commission Information

Save Clone Revert Delete

Acquisition

Hide sidebar >

Media: 0

Terms Used: 0

Related Objects: 1

Related Procedures: 0

Reports: 1

Name
Acquisition Basic List Report

5 per page < 1 >

Batch Jobs: 0

All reports batch data about your entire collection. You cannot run a report for just one object. You can, however, download a report and edit as needed as they output in xlsx format.

Please get in touch with the Public Art Archive team if you need a report that is not currently available on your system.