

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 navigation bar with 'My CollectionSpace', 'Create New', 'Search', and 'Administration'. Below the navigation bar, the object title '1234.56 - Dragon Sculpture' is displayed, along with 'Primary Record' and '+ Related' tabs. A toolbar contains 'Save', 'Clone', 'Revert', and 'Delete' buttons, a 'Standard Template' dropdown, and a 'Saved 10 seconds ago' indicator. The main content area is titled 'Object Identification Information' and contains several sections: '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 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' (circled in red), 'Type' (cited), and 'Translation' (1).

2. 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', 'Media Handling', and 'Object Exits'. The 'Location/Movement/Inventory' option is highlighted. The page also shows the navigation bar, the object title, the 'Primary Record' and '+ Related' tabs, the toolbar, and the 'Object Identification Information' section. The 'Artwork ID*' is 1234.56, 'Number of objects' is empty, 'Program name' is 1, 'Collection' is 1, 'Record status' is new, 'Publish to' is 1 Public Art Archive, 'Installation type' is 1 permanent, 'Title' is 1 Dragon Sculpture, 'Artwork description' is 1 This sculpture of a dragon was commissioned as a gateway to the city., 'Distinguishing features' is empty, 'Comment' is 1, 'Computed current location' is empty, 'Type' is cited, and 'Translation' is 1.

3. Click **+ Create New**. The location field (required) populates the computed current location on the object record and pulls from your **Place Authority** terms. If the location already exists in your system, it will appear when you begin typing the location. If the location does not exist in your system, create a new shared place via the location field.

1234.56 – Dragon Sculpture

Primary Record Location/Movement/Inventory × + Related

+ Create new ↔ Relate existing...

▼ Related Location/Movement/Inventory: 0 Open

Reference number	Current location	Updated
5 per page < 1 >		

New Related Location/Movement/Inventory Cancel

Save Revert

▼ Object Location Information

Reference number

Current location

Location* Fitness Note

Location date

► Movement Information

Save Revert

1234.56 – Dragon Sculpture

Primary Record Location/Movement/Inventory × + Related

+ Create new ↔ Relate existing...

▼ Related Location/Movement/Inventory: 0 Open

Reference number	Current location	Updated
5 per page < 1 >		

New Related Location/Movement/Inventory Cancel

Save Revert Editing

▼ Object Location Information

Reference number

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

Save Revert

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4. After saving, the computed current location will appear on your object record.

1234.56 – Dragon Sculpture

Primary Record Location/Movement/Inventory × + Related

Save Clone Revert Delete Standard Template Saved 3 minutes ago

▼ Object Identification Information

Artwork ID* 1234.56

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

Number of objects

Program name 1

Collection 1

Record status new

Publish to 1 Public Art Archive

Installation type 1 permanent

Computed current location Test City Hall

5. Full location details can be entered in the **place authority** record. You can pivot to the Place record by hovering over the computed current location field on the object record, clicking the Place link on the right sidebar, or using the search bar.

Search result 1 of 1 Test City Hall

Primary Record

Save Clone Revert Delete Saved 4 months ago

Place - Shared

Terms Used: 3 Used By: 3 Reports: 0 Batch Jobs: 0

▼ Place Information

Term 1

Display name*	Name	Qualifier	Status
Test City Hall	testcityhall		

Type common name

Name detail

Abbreviation	Note	Date
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Source

Name	Detail	ID	Note
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Placement type 1 municipal buildings

Placement environment

Place type 1

Ownership

Owner	Type	Date	Note
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Place note

Address 1

Line 1	State/Province	Postal code
1234 Test City Hall Road	Greater London	012345
Line 2	Country	
	United Kingdom	
Municipality	Type	
London	business	