

Streamline Object Data Entry

1. Create a new object record.

My CollectionSpace Create New Search Administration

New Record

Save Revert Standard Template

Object Identification Information

Artwork ID* [input field]

Number of objects [input field]

Program name [input field]

Collection [input field]

Record status [input field]

Publish to [input field]

Installation type [input field]

Title [input field]

Artwork description [text area]

Distinguishing features [text area]

Comment [text area]

Work type

2. At the top of the object record, select **tombstone template** from the dropdown menu.

My CollectionSpace Create New Search Administration

New Record

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Object Identification Information

Artwork ID* [input field]

Number of objects [input field]

Program name [input field]

Collection [input field]

Record status [input field]

Publish to [input field]

Installation type [input field]

Title [input field]

Artwork description [text area]

Distinguishing features [text area]

Comment [text area]


Work type




3. The tombstone template minimizes the number of fields on the object record to include just those that appear on the Public Art Archive. You can toggle back and forth between the standard and tombstone templates.




New Record



Save Revert Tombstone Template




▼ Object Identification Information



Artwork ID* 

Program name  





Collection  


Title 





Work type  


Artwork description 


Computed current location



Owner  


▼ Object Description Information




Material  


^ Object Production Information

Artwork date

Date	Type
<input type="text" value="1"/>	<input type="text" value="1"/> 
	

Artwork creator

Name	Role	Type
<input type="text" value="1"/>	<input type="text" value="1"/> 	<input type="text" value="1"/> 
		

Save Revert

3. If there are duplicate data points for other objects in your collection, use the **clone button** to duplicate the object record, and then edit the data as needed.

TestObject - Test Artwork

Primary Record Location/Movement/Inventory x + Related

Save Clone Revert Delete Tombstone Template Saved 7 seconds ago

▼ Object Identification Information

Artwork ID*
TestObject

Program name
1

Collection
1 Public Art Archive

Title
1 Test Artwork

Work type
1 acrylic paintings

Owner
1 Public Art Archive

Artwork description
1 Acrylic painting.

Computed current location

▼ Object Description Information

Material
1 acrylic paint

▼ Object Production Information

Artwork date
Date
1 2019

Artwork creator
Name
1 Lori Goldstein

▼ Object Information

Media: 0

Terms Used: 5

Term	Type	Vocabulary	Field
Public Art Archive	Organization	Shared	Owner
acrylic paint	Concept	Material	Material
acrylic paintings	Concept	Work Type	Work type
Lori Goldstein	Person	Shared	Artwork creator name
Public Art Archive	Organization	Shared	Collection

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Related Objects: 0

Related Procedures: 0

Reports: 0

Batch Jobs: 0

Save Clone Revert Delete

* The clone button is available on all record types.