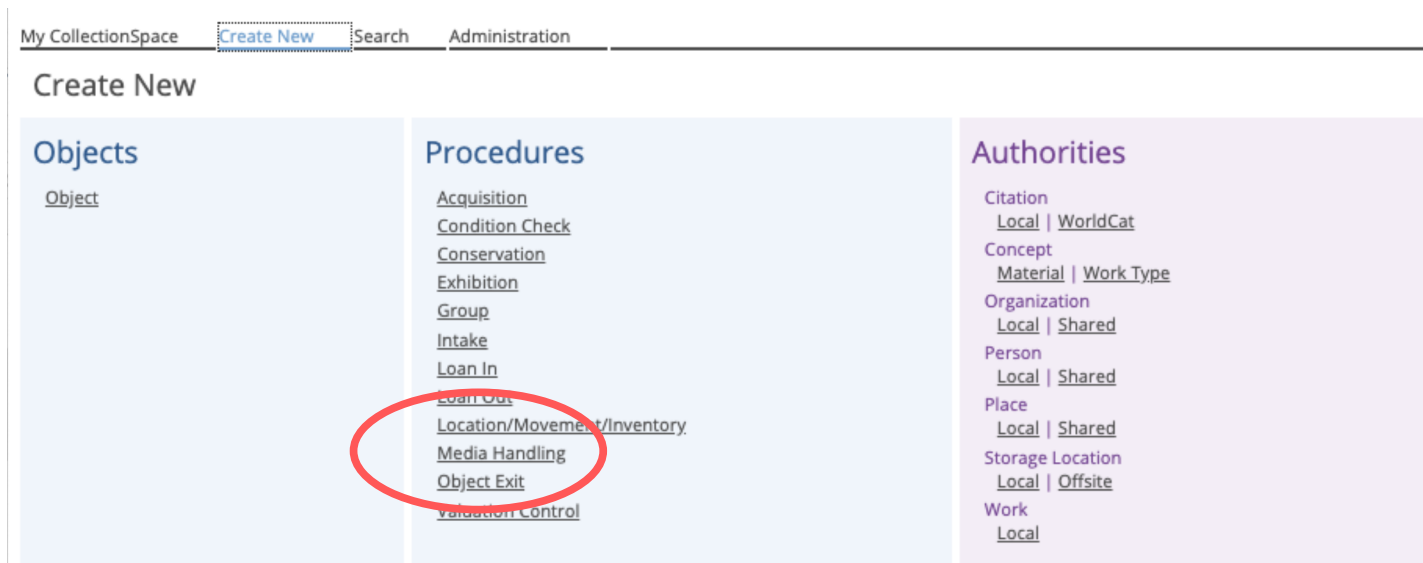


# Uploading Documents and Attaching to Records

1. Your system accepts all types of media, including documents, pdfs, and spreadsheets in addition to images and video files. These uploads may be attached to objects in your collection, but they can also be attached to any procedural record. File uploads happen through the **Media Handling record**.



2. Upload your file the same way you would upload an image. *Note for this example we are uploading an artist contract.*

MR2019.1.19 – Test Contract for Public Art

New Record

Save Revert Editing

Media Handling Information

Identification number\* MR2019.1.19 Title Test Contract for Public Art

File Information

Upload local file File Select... TestContractforPublicArt.pdf (application/pdf, 84,215 bytes)

External URL

Contributor Date 1

Creator Source

Copyright statement Rights holder 1

Type 1 document

Publish to 1 None

Description This is the contract between artist and entity for this commissioned artwork.

2. After saving the record, you can then attach to any object or procedural record.

My CollectionSpace Create New Search Administration

### MR2019.1.19 – Test Contract for Public Art

Primary Record + Related

Save Clone Revert Delete Saved 10 seconds ago

#### Media Handling Information

Identification number\* MR2019.1.19 Title Test Contract for Public Art

##### File Information

Name TestContractforPublicArt.pdf Remove

Type	Size	Created time	Last updated time
application/pdf	84215	Aug 14, 2019 11:13:12 AM	Aug 14, 2019 11:13:12 AM

External URL

Contributor Date 1

Creator Source

Copyright statement Rights holder 1

Type 1 document

Publish to 1 None

Description This is the contract between artist and entity for this commissioned artwork.

Media: 1

Terms Used: 0 Open

**Related Objects: 0** Open Add...

ID	Title	Location	Updated
----	-------	----------	---------

5 per page < 1 >

Related Procedures: 0 Open Add...

Reports: 0

Batch Jobs: 0

My CollectionSpace Create New Search Administration

### MR2019.1.19 – Test Contract for Public Art

Primary Record + Related

Save Clone Revert Delete Saved 20 seconds ago

#### Media Handling Information

Identification number\* MR2019.1.19 Title Test Contract for Public Art

##### File Information

Name TestContractforPublicArt.pdf Remove

Type	Size	Created time	Last updated time
application/pdf	84215	Aug 14, 2019 11:13:12 AM	Aug 14, 2019 11:13:12 AM

External URL

Contributor Date 1

Creator Source

Copyright statement Rights holder 1

Type 1 document

Publish to 1 None

Description This is the contract between artist and entity for this commissioned artwork.

Media: 1

Terms Used: 0 Open

Related Objects: 0 Open Add...

ID	Title	Location	Updated
----	-------	----------	---------

5 per page < 1 >

**Related Procedures: 0** Open Add...

Record	Summary	Type	Updated
--------	---------	------	---------

5 per page < 1 >

Reports: 0

Batch Jobs: 0

3. In this example, we'll attach the contract we just uploaded to an **acquisition and commissioning record**. On the media record, click the **Add button** next to Related Procedures on the right sidebar.

My CollectionSpace Create New Search Administration

MR2019.1.19 – Test Contract for Public Art

Primary Record + Related

Save Clone Revert Delete Saved 20 seconds ago

Media Handling

Media: 1

Terms Used: 0 Open

Related Objects: 0 Open Add...

ID	Title	Location	Updated
----	-------	----------	---------

5 per page < 1 >

Related Procedures: 0 Open Add...

Record	Summary	Type	Updated
--------	---------	------	---------

5 per page < 1 >

Reports: 0

Batch Jobs: 0

Save Clone Revert Delete

4. Select Acquisitions from the dropdown list, and add any additional search terms you need to locate the specific acquisition record you want to attach to.

Relate Procedures

Find

Procedures

- ✓ Procedures
- Acquisitions
- Condition Checks
- Conservation Treatments
- Exhibitions
- Groups

Advanced Search

Any of the following conditions may be satisfied:

Last updated by contains [ ]

or Last updated time is between [ ] and [ ]

Cancel Clear Search

5. Select the record you'd like to relate the contract to & click **relate selected**. Once related, the acquisition record will appear under related procedures on the media record, and the media record will appear on the acquisition record.

Relate Acquisitions

1 record found | [Revise search](#) 20 per page

Reference number	Acquisition source	Updated
<input checked="" type="checkbox"/> 2019.1.3		8/6/2019, 12:31 PM

20 per page < 1 >

[Cancel](#) [← Revise search](#) [↔ Relate selected](#)

My CollectionSpace [Create New](#) [Search](#) [Administration](#)

### MR2019.1.19 – Test Contract for Public Art


Primary Record [+ Related](#)

[Save](#) [Clone](#) [Revert](#) [Delete](#) Saved 2 minutes ago

#### Media Handling Information

Identification number\* MR2019.1.19 Title Test Contract for Public Art

##### File Information

 Name TestContractforPublicArt.pdf [Remove](#)

Type	Size	Created time	Last updated time
application/pdf	84215	Aug 14, 2019 11:13:12 AM	Aug 14, 2019 11:13:12 AM

External URL

Contributor  Date 1

Creator  Source

Copyright statement

Type 1 document

Rights holder

#### Media: 1

Terms Used: 0 [Open](#)

Related Objects: 0 [Open](#) [Add...](#)

ID	Title	Location	Updated
5			

Related Procedures: 1 [Open](#) [Add...](#)

Record	Summary	Type	Updated
2019.1.3		Acquisition	8/6/2019, 12...

Reports: 0

Batch Jobs: 0

Media Handling

Search result 1 of 1

### 2019.1.3

Primary Record [+ Related](#)

[Save](#) [Clone](#) [Revert](#) [Delete](#) Saved 8 days ago

#### Acquisition Information

Reference number\* 2019.1.3 Acquisition source 1

Accession date

Authorization 1

Authorizer  Date


Acquisition date 1

Acquisition method

Note

Funding

#### Media: 1



Terms Used: 0 [Open](#)

Related Objects: 0 [Open](#) [Add...](#)

Related Procedures: 1 [Open](#) [Add...](#)

Reports: 0

Batch Jobs: 0

Acquisition